

AGENDA

WORCESTER COUNTY COMMISSIONERS

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

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

May 18, 2021

Item #

- 9:00 AM - Vote to Meet In Closed Session in Commissioners' Meeting Room - Room 1101
Government Center, One West Market Street, Snow Hill, Maryland
- 9:01 - Closed Session: Discussion regarding the hiring of a Carpenter/Maintenance Worker III in Public Works, and certain personnel matters; receiving legal advice from Counsel; discussing acquisition of real property for a public purpose; and performing administrative functions
- 10:00 - Call to Order, Prayer (Father John Solomon), Pledge of Allegiance
- 10:01 - Report on Closed Session; Review and Approval of Minutes of May 4, 2021 Meeting
- 10:05 - Commendation for Captain Bruce Bunting 1
- 10:10 - Chief Administrative Officer: Consent Agenda 2-3
(DHCD Non-profit Grant, Request for Advertisement on CDBG COVID Grant Amendment)
- 10:20 - Chief Administrative Officer: Administrative Matters 4-10
(Enterprise Fleet Leasing Presentation, Internet Crimes Against Children Grant, Upcoming Board Appointments, Berlin Fireworks Opportunity, Pipe Bid Recommendation, Grading and Paving Bid Recommendation, Tax Ditch Roll Certification)
- 10:30 - Legislative Session: Introduction of Bill 21-6 on Kari's Law Multi-line Telephone System 11
- 10:45 -
- 11:00 - Budget Work Session - FY22 County Operating Budget - Continue Review from May 11, 2021
- 11:30 -
- 12:00 - Questions from the Press; County Commissioner's Remarks
- Lunch
- 1:00 PM - Budget Work Session - FY22 County Operating Budget - Continue Review to Completion

AGENDAS ARE SUBJECT TO CHANGE UNTIL THE TIME OF CONVENING

Hearing Assistance Units Available - see Weston Young, Asst. CAO.
Please be thoughtful and considerate of others.
Turn off your cell phones & pagers during the meeting!

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Minutes of the County Commissioners of Worcester County, Maryland

May 4, 2021

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

Following a motion by Commissioner Bunting, seconded by Commissioner Nordstrom, with Commissioner Purnell absent, the Commissioners unanimously voted to meet in closed session at 9:01 a.m. in the Commissioners' Meeting Room to discuss legal and personnel matters permitted under the provisions of Section 3-305(b)(1) and (7) of the General Provisions (GP) Article of the Annotated Code of Maryland and to perform administrative functions, permitted under the provisions of Section GP 3-104. Also present at the closed session were Chief Administrative Officer Harold L. Higgins, Assistant Chief Administrative Officer Weston Young, County Attorney Roscoe Leslie, Office Assistant Kristina Prout, Human Resources Director Stacey Norton; State's Attorney Kris Heiser, and Sheriff Matthew Crisafulli. Topics discussed and actions taken included the following: hiring Justin Eberle as a Supervisor within Emergency Services and Dmitry "David" Drukarov as a Painter in Public Works; receiving legal advice from counsel; and performing administrative functions, including discussing potential board appointments and security matters.

Following a motion by Commissioner Nordstrom, seconded by Commissioner Bertino, the Commissioners unanimously voted to adjourn their closed session at 10:02 a.m.

After the closed session, the Commissioners reconvened in open session. Commissioner Mitrecic called the meeting to order, and following a morning prayer by Pastor Kenneth Elligson and pledge of allegiance, announced the topics discussed during the April 20, 2021 afternoon closed session and the May 4, 2021 morning closed session.

Commissioner Purnell was absent from the meeting.

The Commissioners reviewed and approved the open and closed session minutes of their April 20, 2021 meeting as presented.

The Commissioners welcomed incoming Budget Officer Candace Savage, who will replace Kathy Whited who will retire in September 2021.

The Commissioners presented a commendation to Mary Sigrist, a Pocomoke High School senior, in recognition of her service as Worcester County's Page to the 2021 Maryland General Assembly. Miss Sigrist recognized the level of difficulty involved in politics and thanked the Commissioners for their role in representing Worcester County and getting things done.

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The Commissioners presented a proclamation to Worcester County Social Services Attorney Amy Fitzgerald and other staff members along with foster parents Shannon and Kurt Fetters recognizing May as National Foster Care Month and thanking area resource parents for their efforts to bring stability and a sense of self-worth back into the lives of young people whose lives have been disrupted through no fault of their own.

The Commissioners presented a commendation to Shannon and Kurt Fetters for being named the 2021 Worcester County Foster Parents of the Year by Social Services for their willingness to serve foster children living in crisis in the community. The Commissioners commended the Fetters for their willingness to open their hearts and homes to foster children whose lives are in crisis.

The Commissioners presented a proclamation to Brooke Manley of the Health Department and other local and state partners recognizing May 2-8, 2021 as Children's Mental Health Matters Week. Ms. Manley thanked the Commissioners and others for their partnerships to reduce the stigma associated with childhood mental health issues, to provide in-school wellness programs that include being able to meet with counselors during school hours, and to provide them with the resiliency tools they need to face adversities.

The Commissioners presented a proclamation to Emergency Services Director Billy Birch recognizing May 9-15, 2021 as **Hurricane Preparedness Week** in Worcester County and urging residents to be storm ready by identifying their personal hurricane risks, determining whether they live in a hurricane evacuation zone, and crafting a personalized family emergency kit at www.co.worcester.md.us by clicking on the Department of Emergency Services and by visiting www.weather.gov/stormready/.

The Commissioners presented a proclamation to Worcester County Tourism and Economic Development (WCTED) Director Melanie Pursel and other tourism officials recognizing the week of May 2-8, 2021 as Travel and Tourism Week in Worcester County to celebrate this year's theme, the "Power of Travel," and the dynamic role of WCTED and its partners throughout the COVID-19 pandemic to drive the tourism industry toward recovery, to reignite the economy, to shore up small businesses, and to reconnect the local workforce. Tourism officials from agencies throughout the County who joined Ms. Pursel for the presentation included Susan Jones, Jere Johnson, Nancy Schwendeman, Ann Hillyer, Debbie Shay, Kerrie Bunting, and Lisa Challenger.

The Commissioners issued a proclamation reaffirming their oath and proclaiming Worcester County to be a Sanctuary for the Constitution of the United States and the entire Bill of Rights. On November 6, 2018, each of the seven members of the Board of County Commissioners of Worcester County, Maryland, executed the oath of office. On that solemn date, they swore to bear true allegiance to the State of Maryland and support the Constitution of the United States and laws thereof, and to the best of their skills and judgements, diligently and faithfully, without partiality or prejudice, execute the office of Worcester County Commissioner, according to the Constitution and laws of this State.

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Upon a motion by Commissioner Bertino, the Commissioners unanimously approved as a consent agenda item numbers 2-5 as follows: approving the filing of a grant application for funds of \$50,615 for the position of Heroin Coordinator in the Sheriff's Office; scheduling three public hearings on June 1, 2021 to receive public comment for the Solid Waste Enterprise Fund, the Water and Wastewater Enterprise Fund, and to receive objections and other public comments on the proposed disposal of surplus vehicles, equipment, and miscellaneous items online at www.govdeals.com.

The Commissioners reviewed and discussed various board appointments.

Upon a nomination by Commissioner Bertino, the Commissioners unanimously agreed to appoint Judy Griffin to the Ethics Board for the remainder of a four-year term expiring December 31, 2024 to replace Jeff Knepper who passed away.

Pursuant to the request of Chief Administrative Officer Harold Higgins and upon a motion by Commissioner Bertino, the Commissioners unanimously approved the use of \$314,426 in a Capital Equipment account in Other General Government to purchase nine replacement vehicles at an estimated cost of \$286,620 and other equipment at an estimated cost of \$27,806 in FY21.

Pursuant to the written request of Public Information Officer Kim Moses and upon a motion by Commissioner Bertino, the Commissioners voted 5-1, with Commissioner Mitrecic voting in opposition, to authorize a pilot program to test the potential effectiveness of a permanent surveillance program at the Homeowner Convenience Centers at the Berlin WalMart, Bishopville, and Whaleyville.

Pursuant to the request of Environmental Programs Director Bob Mitchell in response to a written request from Maryland Coastal Bays Program (MCBP) Executive Director Kevin Smith and upon a motion by Bertino, the Commissioners voted 5-1, with Commissioner Elder voting in opposition, to approve an in-kind match of approximately \$700,000 for the Environmental Protection Agency (EPA) National Estuary Program (NEP) grant for the period October 1, 2021 to September 30, 2022. Mr. Mitchell explained that the County will provide an equivalent match using non-federal Rural Legacy Program funds of \$500,000 and remaining Bay Restoration Fund (BRF) grant funds of \$200,000 from the above-stated time period for this match, so there will be no direct cost to the County.

The Commissioners met with Mr. Mitchell to discuss a follow up request from Paul Carlotta to grant him an additional 120-day extension to complete conditions 2-11, which were contingent upon the County's approval of his request to allocate six equivalent dwelling units (EDUs) of sewer service from the Mystic Harbour Sanitary Service Area (SSA) for an existing roadside stand and proposed restaurant on the property of Assateague Farms, LLC and identified on Tax Map 33 as Parcel 29. Mr. Mitchell explained that the Commissioners originally granted a 120-day extension on January 5, 2021 to the required December 31, 2020 completion date for Paul Carlotta. In response to questions by Commissioner Bunting, Mr. Mitchell stated that Mr. Carlotta has completed all items with the exception of the engineering report for connection of

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waste to the County system, and Assistant Finance Officer Jessica Wilson stated that the County policy has been to deposit the check for the EDUs only after the property owner has met all of the required conditions. In response to concerns raised by Commissioner Bertino, Public Works Deputy Director John Ross stated that Mr. Carlotta is responsible for completing the engineering report. Furthermore, Mr. Ross stated that he has requested but never received the following general information from Mr. Carlotta that would be included in the engineering report: how much flow will be generated in gallons per day; number of acres of land available for spray irrigation; and the size of the holding tank, as it must be large enough to store the effluent during periods of rain when spraying is not permitted. He explained that the effluent from a brewery would adversely impact the Mystic Harbour Wastewater Treatment Plant (WWTP). He stated that the potential exists for the property owner to shift the effluent from the brewery to the adjoining connection that will pump the effluent to the WWTP during periods when spraying is not an option. He stated that this situation is occurring in the Town of Berlin with Burley Oak Brewery. Mr. Higgins stated that, until the owner provides the requested details, County staff will not know if the tank is large enough to hold the effluent until it can be hauled.

Commissioners Church, Elder, and Mitrecic supported eliminating the required engineering report. Commissioner Nordstrom stated that he could support the extension, but that he could not support eliminating the required engineering report. Commissioner Mitrecic stated that the County has stifled economic development for Mr. Carlotta whose backup plan includes the use of pump and haul services during periods when the use of spray irrigation is not an option.

Mr. Carlotta stated that an engineering report does not say anything about brewery waste water, and the Maryland Department of the Environment, Maryland Department of Agriculture, and Worcester County Environmental Programs already have all of the requested information, have approved his plan, and he does not have an additional \$20,000 to complete an engineering report. Mr. Mitchell stated that the State has approved his spray irrigation request, but that the County does not have the information that an engineering report would provide. In response to a question by Commissioner Bunting, Mr. Ross stated that the WWTP has the capacity to accept domestic wastewater to be generated from the restrooms, but does not have the ability to dispose of the brewery waste.

Following some discussion and upon a motion by Commissioner Elder, the Commissioners voted unanimously to remove item nine from the list of required conditions, to connect the Assateague, LLC property to the Mystic Harbour Sanitary Service Area, and to require the owner to pay repair costs for any WWTP malfunctions caused by brewery waste from the Assateague Island, LLC.

Pursuant to the request of Mr. Ross and upon a motion by Commissioner Bertino, the Commissioners unanimously approved the following change orders from Bunting and Murray for the Newark spray irrigation project, which will result in a total project construction cost increase of \$17,186.30: Change Order No. 4 at a cost of \$22,509.60 for additional stone to stabilize the ground for the center pivot unit tracks; and Change Order No. 5 at a decrease in the contract price of \$71,314.80 to reflect the reconciliation of quantities for the unit price items included in the contract.

The Commissioners conducted a public hearing to receive comments regarding an application for grant funds of \$126,975 from the Maryland Transit Authority Statewide Special

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Transportation Assistance Program (SSTAP) Senior Transportation for the Commission on Aging to continue to operate public and specialized transportation services.

Commissioner Mitrecic opened the floor to receive public comment.

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

Upon a motion by Commissioner Bertino, the Commissioners unanimously agreed to apply for the SSTAP Senior Transportation Funding Grant.

The Commissioners conducted a public hearing on the expansion of the Ocean Pines Sanitary Service Area (SSA) for Wave Holdings, LLC, on behalf of the owner, Margaret Bunting, to expand the sewer planning area for the Ocean Pines Sanitary Service Area (SSA) to include an entire 11.5-acre property located on the east side of MD Rt. 589, north of the intersection with Gum Point Road and more specifically identified on Tax Map 21 as Parcel 72, and to reclassify the sewer and water planning areas from S-6/W-6 (no planned service) to S-1/W-1 (present to two years) to serve the proposed 78,800 square-foot commercial mixed-use development, which will consist of a restaurant, car wash, office, retail, and contractors' shops. Mr. Mitchell reviewed the project and advised that County staff determined that the project is both feasible from an engineering and economic standpoint and desirable for the health, safety, and welfare of the property owners and their customers in the expanded SSA. Furthermore, the Planning Commission found the project to be consistent with the County's Comprehensive Development Plan and granted the application a favorable recommendation.

Commissioner Mitrecic opened the floor to receive public comment.

Attorney Hugh Cropper, representing Wave Holdings, LLC and the owner, Ms. Bunting, concurred with County staff's findings and asked the Commissioners to approve the requested expansion.

Project Engineer John Salm of Berlin concurred with County staff's findings, advised that the proposed project will pay for itself, resulting in no cost increases to the existing Ocean Pines SSA ratepayers, and reviewed the planned expansion of water and sewer.

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

Upon a motion by Commissioner Bertino, the Commissioners unanimously adopted Resolution No. 21-8 expanding the Ocean Pines SSA for Wave Holdings, LLC.

The Commissioners conducted a second public hearing to provide information on the progress of the CDBG COVID Round 2 Grant of \$336,000, which was funded through the Maryland Community Development Block Grant (CDBG) program. Ms. Reynolds reviewed the progress of the grant, which is being used by Diakonia, Inc. for emergency rental assistance for up to six months for County residents negatively impacted by the loss of employment or reduction in hours resulting from the current pandemic, as well as the grant term, which is scheduled to end on December 31, 2021.

Commissioner Mitrecic opened the floor to receive public comment.

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

The Commissioners conducted a work session on the text amendment presented at their April 20, 2021 meeting to facilitate value-added agriculture and agritourism on agriculturally-zoned properties consisting of a minimum of 10 acres. County staff in attendance included

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Development Review and Permitting Director Ed Tudor, Recreation, Parks, Tourism, and Economic Development Director Tom Perlozzo, and Tourism and Economic Development Director Melanie Pursel. Mr. Perlozzo stated that the purpose of the draft bill is to create economic opportunities and added value to rural parts of the County to create a more simplified code for the 334 family-owned farms in Worcester County that could benefit from this legislation. For example, it would open additional opportunities that could help breweries and wineries compete with neighboring counties. Ms. Pursel reviewed a PowerPoint and a video outlining the potential opportunities for the agricultural sector to expand and diversify to encourage second and third generation family members to continue farming operations.

Commissioner Bunting stated that several farmers informed him that they oppose this legislation, and his top priority is to protect the farming operations taking place on agricultural lands that may be adjacent to properties that may host any number of the uses proposed in the draft bill. For example, no one should be required to stop farming his or her property on a certain time or date because a wedding or concert is scheduled to take place on an adjoining property. In response to questions by Commissioner Bunting, Ms. Pursel advised that in this legislation certain events, such as live entertainment, would only be permitted up until 10:00 p.m. However, this draft is only a starting point, and the Commissioners could choose to further restrict such parameters. For example, they could choose to set capacity restrictions. In response to a question by Commissioner Mitrecic, Mr. Perlozzo confirmed that there are a ton of projects proposed for use on agricultural lands that are never heard by the Commissioners due to existing zoning restrictions, and these farming families cannot move forward with projects until the County addresses the road blocks stopping them from moving forward. Furthermore, these types of uses could generate tourism for the County and much-needed economic opportunities for farmers.

In response to questions by Commissioner Bertino, Mr. Perlozzo stated that this bill is a starting point, and staff can continue working together to address the Commissioners' concerns and develop the necessary code requirements. Mr. Tudor explained that the draft legislation was crafted based on the initiatives proposed during staff discussions. He advised that the draft legislation only addresses the zoning. It does not address health and safety, and he is not an advocate for the draft legislation as written, but it provides for a start to discussions. In response to questions by Commissioner Church, he stated that the draft legislation as written allows camping and glamping as well as farm restaurants, which circumvent the permitting processes required in other zoning districts. Therefore, he urged the Commissioners to exercise caution when approving the proposed uses. Commissioner Bunting concurred, noting that the Commissioners should take their time to assure that any legislation they approve is done right.

Commissioner Mitrecic stated that this is a huge economic driver that the County is missing out on, and the Commissioners need to make this work for economic development and for zoning. For example, he pointed out that one property owner erected a beautiful barn on his property to host weddings, anniversaries, and similar activities, but under the current zoning code he would be required to erect a tent to host such events. He noted this individual and others are being denied business opportunities that are being enjoyed by farming families in neighboring Wicomico County. He stated that no one is proposing to host a Wood Stock on a County farm, and staff must work together to develop a reasonable bill that permits farmers to pursue added activities on their own properties that will create additional economic opportunities for them. Commissioner Bunting asked what obstacles must be addressed before the barn in question may host events. In response, Mr. Tudor advised that weddings, which are considered an assembly

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use, are not included in the State definition of agritourism. However, even if it was included, given that the barn is over 17,000 square feet, the property owner would be required to retrofit the building with fire walls and potentially sprinklers. He concluded that the most efficient method to move forward in this instance would be to have the Eastern Shore delegation introduce State legislation to amend the definition of agritourism and also include Worcester County in the Public Safety article that permits an increase in the occupancy limits for up to 200 people.

Upon a motion by Commissioner Elder, the Commissioners unanimously directed County Administration, DRP, and Economic Development to work together to draft an agritourism bill that the Commissioners could introduce at their next meeting.

The Commissioners conducted a work session to discuss the broadband proposals presented on April 6, 2021 by Talkie, a privately-owned entity, to install underground fiber and Choptank Fiber, a for-profit cooperative, to install a mix of aerial and underground fiber within three years (proposal details are outlined in the April 6 minutes). Information Technology Director Brian Jones advised that, while the Commissioners previously chose Talkie as the County's broadband vendor, neither Talkie nor Choptank Fiber have requested County funding to move forward with their respective projects to provide broadband to the underserved and unserved areas in the County with longer term projects.

Commissioner Elder supported accepting the proposal from Talkie, which presented a no-cost proposal to install fiber underground within 10 years when no one else was interested in the project. In response to concerns raised by Commissioner Nordstrom, Mr. Jones stated that Talkie's proposal includes beginning project construction in the south end of the County. Commissioner Bertino stated that the County would be better able to exercise control over the proposed accelerated project timeline if they provide a loan to the successful vendor. He noted that accelerating the project would meet the rural needs and stimulate economic development far more quickly than the longer, no-cost timelines. However, he stressed that the County should be repaid for any investment of taxpayer dollars, regardless of whether the project costs \$37 million for above-ground fiber through Choptank or \$52 million for below-ground fiber through Talkie.

Commissioner Bunting supported allocating a small portion of the \$10 million in American Rescue Plan Act (ARPA) funding to the fire companies and the remainder of those funds to broadband, but he is not willing to accept a proposal from either entity until they provide the Commissioners with total proposed cost projections and timelines. Commissioner Mitrecic opposed allocating ARPA funds for a broadband project; however, he could support bonding the project and requiring the successful vendor to repay the County within 20 years, provided that the vendors submit proposals that identify concrete costs and project deadlines and agree to enter into a franchise agreement with the County. In response to comments by Commissioner Mitrecic, Chief Administrative Officer Harold Higgins stated that the County can only spend ARPA funding on COVID-19 related expenses, and daily operating costs are not permitted uses.

Mr. Jones cautioned that the County had named Talkie as the County broadband vendor, so both the County and Talkie have already applied for grants to install broadband in rural areas, and the County could lose those grants, which are currently on hold until the Commissioners finalize their broadband plans. Assistant Chief Administrative Officer Weston Young suggested any additional requests for information from the vendors include requesting that Talkie submit a

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proposal for aerial fiber and for Choptank Fiber to submit a proposal for underground fiber to give the County scalable options.

Following much discussion, the Commissioners directed County staff to solicit additional proposals, one from Talkie for aerial fiber and one from Choptank Fiber for underground fiber.

The Commissioners answered questions from the press, after which they recessed until 7:00 p.m. to host the public hearing in the Commissioners' Meeting Room in the Government Center on the Constant Yield Tax Rate and the Requested FY22 County Operating Budget. Due to concerns regarding the ongoing COVID-19 pandemic, members of the public were invited to participate by either attending in person, via Zoom, or by submitting written comments on or before 4:00 p.m. Monday, May 3, 2021 by email to wchearing@co.worcester.md.us or by standard mail to the County Commissioners Office at Room 1103 Government Center, One West Market Street, Snow Hill, MD 21863.

The Commissioners conducted a public hearing at 7:00 p.m. in the Commissioners' Meeting Room in the Government Center on the FY22 Requested County Operating Budgets. Commissioner Purnell was absent from the meeting. Commission President Mitrecic called the meeting to order and welcomed those in attendance. Assistant Chief Administrative Officer Weston Young presented a PowerPoint outlining the FY22 Requested Operating Budget. The presentation included the following graphs and information: FY22 Budget Issues; General Fund Estimated Revenues and Expenditures for FY22; Worcester County Assessable Tax Base from FY19-FY22; General Fund Major Revenues - Property Tax, Income Tax, and Recordation and Transfer Taxes from FY16-FY19; General Fund Revenue and Expenditure Comparisons from FY19-FY22; FY21 Real Property Tax Rates of counties on the Eastern Shore of Maryland of which Worcester County is 2nd lowest at \$0.845 per \$100 of assessed value; 2021 Income Tax Rates of Eastern Shore counties of which Worcester County is the lowest at 2.25%; the Worcester County Constant Yield Tax Rate of \$0.845 per \$100 of assessed value to yield the current rate of revenue; and the Schedule of Upcoming Budget Work Sessions on May 11, 18, and 25, 2021; and the Budget & Tax Rate Adoption on June 1, 2021.

Mr. Young explained that the requested expenditures of \$218,604,720 exceed the County's estimated revenues of \$210,591,207 by \$8,013,513. He stated that this difference must be reconciled by the Commissioners either through reductions in expenditures, additional revenues, or a combination of both. Mr. Young further explained that the Constant Yield Tax Rate (CYTR) represents the property tax rate that would generate the same amount of revenues the County received in the current fiscal year. He noted that in February the State informed Worcester County that, to fully offset the effect of increasing assessments, the real property tax rate would need to be decreased from the current tax rate of \$0.845 per \$100 of assessed value to the CYTR of \$0.8374 to remain constant with the current year, FY21. He stated that the CYTR would create no additional revenue above the current year's total, but explained that the County Commissioners are considering not reducing its real property tax rate enough to fully offset increasing assessments and instead proposes to adopt a real property tax rate of \$0.845 per \$100 of assessed value to fully fund budget requests. This tax rate is .9% higher than the CYTR and would generate an additional \$1,242,733 in real property tax revenues.

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Commissioner Mitrecic opened the floor to receive public comment on the department budget requests, proposed property tax increase, and the Board of Education budget request, in that order.

Ed Tinus of Whaleyville requested an opportunity to meet with the Commissioners at a future date to be determined to discuss his nonprofit organization.

Chief Administrative Officer Harold Higgins read written comments submitted by Paul St. Andre of Ocean City, which states that now is not the time to raise taxes and requested the Commissioners consider a tax decrease to help residents and business owners recover from the economic struggles resulting from the COVID-19 pandemic.

Melissa Mather of Berlin requested funding priority be given to public safety agencies, including police and fire, and to adopt a budget that protects the citizens and their rural way of life.

Caryn Abbot, of Pocomoke City and a member of Worcester Backs the Blue, requested funding priority be given to the requested FY22 Sheriff's Office budget to protect citizens and assure law enforcement officers have the resources they need to police the county. She further requested the Commissioners meet with her organization on May 22 to discuss the Commissioners' proclamation on the Constitution.

Chris Larmore, of the Sheriff's Office and President of FOP Lodge 50, urged the Commissioners to support the FY22 Sheriff's Office budget as submitted, which includes converting seven part-time positions to full-time positions and adding three new positions to assure public safety for the law enforcement officers, residents, and visitors.

Ocean City Fire Chief Richard Bowers, representing the Fire Chiefs Committee, stated that their services were stretched beyond their limits last weekend during two horrific incidents, a critical vehicle collision in Berlin and a mass casualty vehicle collision on the MD Rt. 90 Bridge. He urged the Commissioners to fully fund the proposed FY22 fire and EMS budget to increase their response capabilities and response times.

Jack Ferry, Executive Director of the Worcester County Developmental Center (WCDC), reviewed the programs and services that the WCDC provides to the community, thanked the Commissioners for their ongoing partnership, and urged them to provide level grant funding to the WCDC in FY21.

Mr. Higgins read written comments submitted by Heather Iliff, President and Chief Executive Officer of Maryland Nonprofits, urging the Commissioners to fully-fund the FY22 budget request of the Community Foundation of the Eastern Shore, noting that nonprofits employ more than 12% of Maryland's workforce and are able to address a wide-range of issues by maximizing local government grants for the maximum impact on County constituents

Superintendent of Schools Lou Taylor thanked the Commissioners for supporting the Board of Education (BOE) and recognized how much the BOE values their collaborative relationship with the Commissioners, which has made all the difference in helping Worcester schools address the challenges resulting from the pandemic. Mr. Taylor advised that the BOE's top priorities are to maintain an exceptional school system, maintain small class sizes, materials for instruction, after school and summer programs, school safety, and a competitive salary and benefits package to attract and retain highly qualified staff. Because kids are at the heart of every decision the BOE makes, he asked the Commissioners to fully fund the requested FY22 BOE budget, which includes a 1.87% increase from FY21 to allow them to offer competitive salaries and benefits, keep class sizes small, provide up-to-date technology, quality after school programs

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to close learning gaps resulting from the pandemic, ensure safe schools, and to continue their partnership to meet their common goals.

Josaline Brittingham, of the School Improvement Advisory Committee (SIAC) at Pocomoke Elementary School (PES), thanked the Commissioners for funding the food program at PES and the new technology needed to help students continue learning during the pandemic. She urged the Commissioners to adopt the FY22 BOE budget as presented to offer competitive salaries and benefits to attract and retain the best teachers, maintain funding for materials of instruction, and maintain current staffing, noting that 70% of students at PES live below the poverty level and depend on the existing programs and services to succeed.

Amanda Harper of Snow Hill thanked the Commissioners for their ongoing support of the schools, for their food program, and for fully funding the technology plan which made it possible for students to achieve during the pandemic. She urged them to fully fund the FY22 BOE budget to maintain quality teachers, provide necessary support for learning, and to continue performing as a top school system.

Nancy Schwendeman, speaking on behalf of all of the public schools located in northern Worcester County, asked the Commissioners to fully fund the FY22 BOE budget to provide a step and pay raise to attract and retain teachers, maintain current level of funding for materials of instruction, support one-on-one iPad initiatives, and continue supporting the capital projects, including the Stephen Decatur Middle School addition project to begin in fall 2021. She thanked the Commissioners for purchasing the necessary technology for students to continue learning throughout the pandemic.

Marie Wells-Suznavick, representing the Worcester County Teachers Association, thanked the Commissioners for their support during the pandemic. She requested the Commissioners support the requested FY22 BOE budget.

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

Commissioner Mitrecic thanked everyone for participating in the public hearing on the FY22 requested budget. He then invited the public to attend the budget work sessions scheduled for May 11, 18, and 25, 2021 and concluded that the Commissioners will adopt a balanced FY22 County Operating Budget on June 1, 2021.

The Commissioners answered questions from the press, after which they adjourned to meet again on May 11, 2021 to conduct a budget work session.

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Worcester County

GOVERNMENT CENTER
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21863-1195

May 11, 2021

To: Harold Higgins, Chief Administrative Officer
Worcester County Commissioners

From: Kim Reynolds, Senior Budget Accountant 

Subject: DHCD – Maryland Recovery Now : Non-profit Grant Agreement

The Department of Housing and Community Development (DHCD) has awarded Worcester County Government with a pass-through grant to Nonprofit organizations located in the County of Worcester in the amount of \$172,937.

The grant application is currently available on Worcester County’s website homepage under important links as of May 7, 2021. Grant applications will be accepted through June 1, 2021 via email. Eligible uses of awarded funds can be directly or indirectly related to the economic impacts of the pandemic. Awards will be prioritized to subgrantees that have not received assistance through the Maryland Nonprofit Recovery Initiative (NORI) Award.

**AMERICAN RESCUE PLAN: NONPROFITS-LOCAL GOVERNMENT PROGRAM
GRANT AGREEMENT**

This American Rescue Plan: Nonprofits-Local Government Program Grant Agreement (this "**Agreement**") entered into as of the Effective Date (as hereinafter defined), by and between the DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT, a principal department of the State of Maryland ("**DHCD**") and COUNTY COMMISSIONERS OF WORCESTER COUNTY (the "**Grantee**").

RECITALS

WHEREAS, Grantee has provided to DHCD an Awardee and Local Nonprofit Grant Program Information Form, dated April 16, 2021 (the "**Application**") to apply for a grant under the American Rescue Plan: Nonprofits-Local Government Program (the "**Program**"), as administered by DHCD pursuant to the State of Maryland's (the "**State**") Recovery for the Economy, Livelihoods, Industries, Entrepreneurs, and Families (RELIEF) Act (2021 Md. Laws Ch. 39) and any regulations promulgated thereunder (together, the "**Act**"). The purpose of the Program is to distribute funds to local governments to provide grants to nonprofit organizations (the "**Subgrantees**") that can demonstrate need, with priority given to Subgrantees that have not received assistance through the Maryland Nonprofit Recovery Initiative (NORI), funded by federal funds allocated to DHCD pursuant to the Coronavirus Aid, Relief, and Economic Security (CARES) Act (Public Law No: 116-136).

WHEREAS, in reliance upon the representations and certifications contained in the Application, DHCD has approved an award of funds to the Grantee, to be expended by the Grantee in accordance with the requirements and provisions of this Agreement, the Program, DHCD's Program Policy Guide, as amended from time to time (the "**Guide**"), and the Act.

IN CONSIDERATION of the mutual promises and covenants contained in this Agreement, DHCD and Grantee agree as follows:

1. Specific Purpose. The purpose of this Agreement is to provide the Grantee with financial assistance to provide grants to eligible Subgrantees through Grantee's local nonprofit grant program (the "**Project**"), in accordance with Section 3.

2. Grant Amount.

DHCD agrees to provide Grantee with a grant from the Program in a total amount not to exceed One Hundred Seventy-Two Thousand Nine Hundred Thirty-Seven and 00/100 Dollars (\$172,937) (the "**Grant**").

3. Project Requirements.

(a) Eligible Subgrantees are nonprofit entities that, at the time of the award by Grantee: (i) are in compliance with the Maryland Solicitations Act, including any required registration with the Maryland Office of the Secretary of State and are, and shall remain, in compliance with all requirements of that registration; (ii) are organizations described in Section 501(c)(3) of the Internal Revenue Code of 1986 and related Treasury regulations, as any of them may be amended; (iii) have a current exempt status that has not been adversely modified, limited, or revoked; and (iv) have not substantially changed the facts and circumstances which form the basis of the Subgrantee's tax-exempt letter as represented to the Internal Revenue Service; (v) are duly organized and validly existing under the laws of the State, and

FY21 American Rescue Plan: Nonprofits-Local Government Grant Agreement

qualified to do business in the State; and (vi) maintain at least one physical address within Grantee's jurisdiction.

(b) Grantee shall announce the availability of funds/application round opening date for a minimum of 10 business days prior to accepting applications.

(c) Grantee shall require applicants to provide information on their need for funding. The need for funding does not have to directly relate to the economic impacts of COVID. However, DHCD recommends that the application used by the Grantee request information from the applicant regarding the COVID relief the applicant has received to date. This information may help the Grantee weigh the relative needs of its applicant pool.

(d) Grantee shall prioritize making awards to Subgrantees that have not previously received an award from the Maryland Nonprofit Recovery Initiative (NORI) program administered by DHCD in 2020.

(e) Eligible uses of awarded funds may include reimbursement of expenses related to the coronavirus pandemic for the period March 1, 2020 through December 31, 2021 unless those expenses have already been reimbursed by State or federal funds provided to the Subgrantee as relief related to the coronavirus pandemic or other funding.

(f) Grantee shall distribute all Grant funds to Subgrantees on or prior to September 1, 2021 (the "**Grant Expenditure Date**").

(g) Subgrantees shall expend their awards on or prior to December 31, 2021 (the "**Subgrantee Expenditure Date**").

(h) Grantee may use up to 10% of the Grant funds for administrative costs it incurs related to the management of the Project.

4. Expenditure of the Grant. Grantee agrees to use the Grant funds only for the Project. Grantee shall use the Grant in accordance with the provisions of the Act, the Guide, and this Agreement.

5. Disbursement of the Grant.

(a) Execution of this Agreement constitutes a request by Grantee for disbursement of the Grant in accordance with the terms of this Agreement.

(b) All disbursements of the Grant are subject to the availability of State funds for the Program.

(c) DHCD reserves the right not to disburse all or any portion of the Grant if DHCD determines, in its sole discretion, that: (i) Grantee is in default under this Agreement; or (ii) the Project is not performing to the satisfaction of DHCD.

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(d) Grantee shall promptly return to DHCD any Grant funds that are not (i) disbursed by the Grantee to eligible Subgrantees on or prior to the Grant Expenditure Date; (ii) expended by any Subgrantee on or prior to the Subgrantee Expenditure Date; or (iii) used as reimbursement for eligible administrative costs.

6. Default and Remedies.

(a) A default shall consist of a breach of any covenant, agreement, term or certification in this Agreement, including a determination by DHCD that (i) the Grantee has expended all or any portion of the Grant for purposes other than as set forth herein; or (ii) the Grantee is not completing the Project to the satisfaction of DHCD.

(b) Upon the occurrence of default, DHCD in its sole discretion may:

(i) Withhold payment to Grantee;

(ii) Demand immediate repayment from Grantee of amounts previously disbursed;

and

(iii) Terminate this Agreement.

(c) In addition to the rights and remedies contained in this Agreement, DHCD may at any time proceed to protect and enforce all rights available to DHCD by suit in equity, action at law, or by any other appropriate proceedings, all of which rights and remedies shall survive termination of this Agreement. Furthermore, no failure or delay of DHCD to exercise any right, power, or remedy consequent upon a default shall constitute a waiver of any such term, condition, covenant, certification, or agreement, or preclude DHCD from exercising any such right, power, or remedy at any later time or times.

7. General Requirements of Records, Inspection, and Reports.

(a) Records and Inspection. Grantee shall maintain accurate financial records in a form acceptable to DHCD of all transactions relating to the receipt and expenditure of the Grant. Grantee shall maintain and shall make the financial records, books, accounts, other relevant records, administrative offices and personnel, whether full-time, part-time, consultants or volunteers, available to DHCD during reasonable work hours upon request during the term of this Agreement and for a period of not less than 5 years following termination of this Agreement.

(b) Final Report. Within 30 days after Grantee's final disbursement of the Grant funds, Grantee shall submit to DHCD a final report (the "**Final Report**") in the manner and form determined by DHCD. The Final Report shall include, but may not be limited to, a description of the progress made in fulfilling the purposes of the Grant, any problems encountered in fulfilling these purposes, any other relevant factors related to the Grant, as determined by DHCD, and identification of the Subgrantees, including their names, addresses, number of employees on the date the Subgrantee submitted its application to Grantee, award amounts, and the uses of the awarded funds.

(c) Additional Reporting As Needed. Grantee shall provide any additional reports or information reasonably required by DHCD or the State.

FY21 American Rescue Plan: Nonprofits-Local Government Grant Agreement

8. Assistance from DHCD. In carrying out the Project, Grantee agrees to accept assistance from DHCD or DHCD's designee if DHCD deems it necessary.

9. Grantee's Certifications. Grantee certifies to DHCD that:

(a) Grantee is (i) a local government or a nonprofit organization that has been given written authorization to accept the Grant and operate the Project on behalf of a local government; (ii) duly organized and validly existing under the laws of the State; (iii) qualified to do business in the State; and (iv) has all requisite power and authority to enter into and carry out the transactions contemplated by this Agreement.

(b) This Agreement has been duly authorized, executed and delivered by the Grantee in such manner and form as to comply with all applicable laws to make this Agreement the valid and legally binding act and agreement of Grantee.

(c) (i) A conflict of interest occurs when an employee, director, officer, board member, volunteer, or elected official (each, an "**Interested Person**"), who has a direct or indirect interest in the Grant or receives any benefit from the Grant, is involved in the selection, award or administration of the Grant;

(ii) If the use of any of the Grant funds could lead to a conflict of interest, any Interested Person must disclose his or her interest to the Grantee and, in connection with the proposed use giving rise to the conflict of interest, not participate in any aspect of the decision-making process regarding how the Grant funds will be allocated or expended, including discussion and debate as well as actual voting; and

(iii) Grantee shall establish and follow a written conflict of interest policy that, at a minimum, must include the requirement set forth in Section 9(c)(ii).

(d) The representations, statements and other matters contained in the Application are and remain true and complete in all material respects.

(e) If applicable, Grantee has obtained, or has reasonable assurances, that it will obtain, all federal, State and local government approvals, permits and reviews which may be required to accomplish the Project.

(f) Grantee is not affiliated with or controlled by a for-profit organization.

(g) Grantee will comply with all applicable federal, State, and local laws, and all regulations, ordinances, and all terms and conditions established by DHCD or the State with respect to the operation or performance of the Project.

(h) Grantee shall not use, and shall not permit Subgrantees to use, the Grant funds to engage in political or legislative activities in violation of I.R.C. §501(c)(3).

(i) Grantee has complied or shall comply with all special conditions, as set forth on Exhibit A, which may be imposed by DHCD.

FY21 American Rescue Plan: Nonprofits-Local Government Grant Agreement

(j) Grantee is not subject to any current or pending bankruptcy proceeding, criminal investigation, or civil investigation by any federal, State, or local government agency for alleged violation of laws of regulations enforced by such agencies.

10. Nondiscrimination and Drug and Alcohol Free Workplace.

(a) Grantee may not discriminate against and hereby certifies that it prohibits discrimination against and will not discriminate against any person on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, physical or mental disability, or age in any aspect of its projects, programs or activities.

(b) Grantee shall comply with applicable federal, State, and local laws regarding discrimination and equal opportunity in employment, housing, and credit practices, including:

(i) Titles VI and VII of the Civil Rights Act of 1964, as amended, to the end that no person shall experience employment discrimination or be excluded from participation in, or be denied the benefits of, any program or activity for which Grantee receives financial or technical assistance from DHCD, on the grounds of race, color, or national original;

(ii) Title VIII of the Civil Rights Act of 1968, as amended, to the end that no person shall be denied fair housing;

(iii) Title 20 of the State Government Article, Annotated Code of Maryland, as amended, which establishes the Maryland Commission on Civil Rights and prohibits discrimination in employment and residential housing practices;

(iv) DHCD's Minority Business Enterprise Program, as amended;

(v) The Governor's Executive Order 01.01.1989.18 relating to Drug and Alcohol Free Workplaces, and any DHCD or State regulations adopted or to be adopted to carry out the requirements of that Order;

(vi) The Fair Housing Amendments Act of 1988, as amended, to the end that it shall be unlawful to discriminate based on race, color, religion, sex, handicap, familial status, or national origin, in connection with rental, sales or financing of residential real property (as those terms are defined in the Fair Housing Amendments Act);

(vii) The Americans with Disabilities Act of 1990, as amended;

(viii) State of Maryland Governor's Code of Fair Employment Practices (as set forth in Executive Order 01.01.2007.16);

(ix) The Secretary's Policy Statement on Equal Opportunity, to the end that DHCD shall not knowingly approve grants of financial or technical assistance to recipients who are engaged in discriminatory employment practices; and

(x) All other related applicable federal and State laws, regulations, and rules.

11. Fair Practices Certification.

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- (a) Grantee certifies that it prohibits discrimination on the basis of:
- (i) Political or religious opinion or affiliation, marital status, color, race, sex, age, creed or national origin; or
 - (ii) The physical or mental disability of a qualified individual with a disability.
- (b) Grantee agrees that it will not engage in the forms of discrimination set forth in this Agreement or prohibited by law.
- (c) Upon the request of DHCD, Grantee shall submit to DHCD information relating to its operations, with regard to political or religious opinion or affiliation, marital status, physical or mental disability, race, color, creed, sex, age, or national origin on a form to be prescribed by DHCD.

12. Indemnification.

(a) Except in the event of DHCD's negligence or willful misconduct or the negligence or willful misconduct of DHCD's officers, agents, employees, successors and assigns, Grantee (i) releases DHCD, its agents, employees, and the Program from, (ii) agrees that DHCD, its agents, employees and the Program shall not have any liability for, and (iii) agrees to protect, indemnify and save harmless DHCD, its agents, employees and the Program from and against any and all liabilities, suits, actions, claims, demands, losses, expenses and costs of every kind and nature, including a reasonable attorney's fee, incurred by, or asserted or imposed against, DHCD, its agents, employees, or the Program, as a result of or in connection with the Project. All money expended by DHCD, its agents, employees, or the Program as a result of such liabilities, suits, actions, claims, demands, losses, expenses or costs, together with interest at a rate not to exceed the maximum interest rate permitted by law, shall constitute an indebtedness of Grantee and shall be immediately and without notice due and payable by Grantee to DHCD.

(b) If Grantee is a local government, the indemnification and release set forth herein applies only to the extent permitted by the laws of the State, and is subject to appropriations as well as the notice requirements and damages limitations stated in the Local Government Tort Claims Act, Md. Code Ann., Cts. & Jud. Proc. § 5-301, et seq. (2013 Repl. Vol.) (the "LGTC") and Md. Code Ann., Cts. & Jud. Proc. §§5-509 and 5-5A-02 (2013 Repl. Vol.), all as amended from time to time.

13. Notice Regarding Disclosure of Information Relating to the Project. DHCD intends to make available to the public certain information regarding the Project and the Grantee. In addition, DHCD may be required to disclose information about the Project to the Board of Public Works and the Maryland General Assembly and may desire to disclose such information to other State officials or their staff, local government officials or their staff, and other lenders and funding sources. DHCD is also required to disclose information in response to a request for information made pursuant to §4-101 *et seq.* of the Public Information Act of the General Provisions Article, Annotated Code of Maryland (the "PIA"). Information that may be disclosed to any of the foregoing, including the public, may include, among other things, the name of the Grantee; the name, location, and description of the Project; the date and amount of financial assistance awarded by DHCD; the terms of the financial assistance; use of funds; information contained in the Application; a copy of the Application; and the sources, amounts and terms of other funding used to complete the Project, including capital contributions from the Grantee. Certain information may be exempt from disclosure under the PIA. Requests for disclosure of information

FY21 American Rescue Plan: Nonprofits-Local Government Grant Agreement

made pursuant to the PIA are evaluated on an individual basis by DHCD. If Grantee believes that any of the information it has provided to DHCD is exempt from disclosure, Grantee should attach a statement to this Agreement describing the information it believes to be exempt from disclosure and provide an explanation therefor. DHCD cannot guarantee non-disclosure of such information but may consider Grantee's statement when responding to a request made pursuant to the PIA.

14. Notices. All notices, requests, approvals and consents of any kind made pursuant to this Agreement shall be in writing. Any such communication, unless otherwise specified, shall be deemed effective as of the date it is mailed, postage prepaid, addressed as follows:

(a) Communications to DHCD shall be mailed to:

Department of Housing and Community Development
2 North Charles Street, Suite 450
Baltimore, Maryland 21201
Attn: Amy Seitz, Director, Community Access and Partnership

(b) Communication to Grantee shall be mailed to:

County Commissioners of Worcester County
1 W. Market Street, Room 1103
Snow Hill, Maryland 21863

Attn: Kimberly Reynolds, Senior Budget Accountant

15. Amendment. This Agreement or any part hereof, may be amended from time to time only by a written instrument executed by both of the parties.

16. Assignment. No right, benefit or advantage inuring to the Grantee and no burden imposed on Grantee under this Agreement may be assigned without the prior written approval of DHCD.

17. Governing Law. This Agreement shall be construed, interpreted and enforced in accordance with the laws of the State without regard to conflict of laws provisions.

18. Effective Date. This Agreement is effective as of the date of its execution by DHCD (the "**Effective Date**").

19. Execution. This Agreement and any amendments thereto may be executed in one or more counterparts, each of which will be deemed to be an original copy of this Agreement or amendment and all of which, when taken together, will be deemed to constitute one and the same agreement. The exchange of copies of this Agreement or amendment and of signature pages by facsimile or by electronic transmission shall constitute effective execution and delivery of this Agreement or amendment as to the parties and may be used in lieu of the original Agreement or amendment for all purposes. Signatures of the parties transmitted by facsimile or electronic transmission shall be deemed to be their original signatures for all purposes.

20. **CONFESSION OF JUDGMENT. IF THE PRINCIPAL AMOUNT OF THIS AGREEMENT, ANY INSTALLMENT OF INTEREST OR PRINCIPAL, OR ANY OTHER PAYMENT DUE UNDER THIS AGREEMENT IS NOT PAID WHEN DUE, WHETHER BY MATURITY, ACCELERATION OR OTHERWISE, EACH OBLIGOR WHO SIGNS THIS INSTRUMENT HEREBY AUTHORIZES AND EMPOWERS ANY ATTORNEY OR CLERK OF ANY COURT OF RECORD IN THE UNITED STATES OR ELSEWHERE TO APPEAR FOR AND, WITH OR WITHOUT DECLARATION FILED, CONFESS JUDGMENT AGAINST IT AND IN FAVOR OF THE HOLDER OF THIS AGREEMENT, AT ANY TIME, WITHOUT A PRIOR HEARING, AND IN THE AMOUNT OF THE OUTSTANDING PRINCIPAL BALANCE OF THIS AGREEMENT, ALL ACCRUED AND UNPAID INTEREST, OUTSTANDING FEES AND LATE CHARGES, AND ALL OTHER AMOUNTS PAYABLE TO THE HOLDER UNDER THE TERMS OF THIS AGREEMENT, INCLUDING COSTS OF SUIT AND REASONABLE ATTORNEYS' FEES INCURRED AS A RESULT OF, RELATED TO, OR IN CONNECTION WITH ANY DEFAULT UNDER THE AGREEMENT AND ANY EFFORTS TO COLLECT ANY AMOUNT DUE UNDER THE AGREEMENT OR ANY JUDGMENTS ENTERED THEREON. THE AUTHORITY AND POWER TO APPEAR FOR AND ENTER JUDGMENT AGAINST ANY OBLIGOR ON THIS AGREEMENT SHALL NOT BE EXHAUSTED BY ONE OR MORE EXERCISES THEREOF OR BY ANY IMPERFECT EXERCISE THEREOF; SUCH AUTHORITY MAY BE EXERCISED ON ONE OR MORE OCCASIONS OR FROM TIME TO TIME IN THE SAME OR DIFFERENT JURISDICTION AS OFTEN AS HOLDER SHALL DEEM NECESSARY AND DESIRABLE, FOR ALL OF WHICH THIS AGREEMENT SHALL BE SUFFICIENT WARRANT; IF ENFORCEMENT OF THIS AGREEMENT RESULTS IN HOLDER OBTAINING A MONEY JUDGMENT AGAINST ANY OBLIGOR ON THIS AGREEMENT, HOLDER'S RIGHT TO APPEAR AND CONFESS JUDGMENT FOR AMOUNTS DUE, INCLUDING THE PAYMENT AND REIMBURSEMENT OF ATTORNEYS' FEES AND COSTS ARISING AFTER THE ENTRY OF JUDGMENT (INCLUDING WITHOUT LIMITATION ATTORNEYS' FEES AND COSTS INCURRED TO COLLECT THE JUDGMENT OR LIQUIDATE AND COLLECT ANY COLLATERAL PLEDGED IN CONNECTION WITH THIS AGREEMENT OR ANY OF THE OTHER GRANT DOCUMENTS) SHALL NOT BE EXTINGUISHED BY OR MERGED INTO ANY SUCH JUDGMENT BUT SHALL SURVIVE THE JUDGMENT AS A CLAIM AGAINST ANY SUCH OBLIGOR AND ANY SUCH COLLATERAL.**

EACH OBLIGOR ON THIS AGREEMENT HEREBY WAIVES AND RELEASES, TO THE EXTENT PERMITTED BY APPLICABLE LAW, ALL PROCEDURAL ERRORS AND ALL RIGHTS OF EXEMPTION, APPEAL, STAY OF EXECUTION, INQUISITION, AND EXTENSION UPON ANY LEVY ON REAL ESTATE OR PERSONAL PROPERTY TO WHICH SUCH OBLIGOR MAY OTHERWISE BE ENTITLED UNDER THE LAWS OF THE UNITED STATES OF AMERICA OR OF ANY STATE OR POSSESSION OF THE UNITED STATES OF AMERICA NOW IN FORCE AND WHICH MAY HEREINAFTER BE ENACTED.

THIS SECTION 20 SHALL NOT APPLY TO GRANTEEES THAT ARE LOCAL GOVERNMENTS.

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IN WITNESS WHEREOF, the parties hereto have executed this document with the specific intention of creating a document under seal.

WITNESS/ATTEST: COUNTY COMMISSIONERS OF WORCESTER COUNTY

By: _____ (SEAL)
Name: Joseph M. Mitrecic
Title: President

DEPARTMENT OF HOUSING AND
COMMUNITY DEVELOPMENT

By: _____ (SEAL)
_____, Assistant Secretary
Division of Neighborhood Revitalization

Effective Date

Approved for form
and legal sufficiency

Assistant Attorney General

Exhibit A - Special Conditions

EXHIBIT A

AMERICAN RESCUE PLAN: NONPROFITS-LOCAL GOVERNMENT PROGRAM

SPECIAL CONDITIONS

NONE

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
ROSCOE R. LESLIE
COUNTY ATTORNEY


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

Worcester County

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

May 11, 2021

To: Harold Higgins, Chief Administrative Officer
Worcester County Commissioners

From: Kim Reynolds, Senior Budget Accountant 

Subject: Request for Advertisement of CDBG COVID Round 2 Grant Amendment

This is a request to advertise a summary of changes in use of funding for the Community Development Block Grant which was awarded to the County Commissioners of Worcester County, Maryland and sub-awarded to Diakonia, Inc.

The CDBG COVID Round 2 Grant No. CV-2-17 was approved on March 27, 2020 and the close of the grant period is December 31, 2021. This grant was awarded in the amount of \$336,000 for emergency rental assistance. Diakonia, Inc. requested to amend the use of \$145,000 of the CV-2-17 funding for PPE, cleaning supplies and two full time emergency rental assistance case managers which have been approved by CDBG.

CDBG requires the advertisement of the amended funding in a local newspaper and on Worcester County’s website. Public comment will be taken on these changes for a time period of five days after the advertisement is published.

NOTICE OF SUBSTANTIAL AMENDMENT

The County Commissioners of Worcester County through sub-recipient Diakonia, Inc. has determined that it is necessary to revise the approved use(s) under the grant awarded by the Maryland Community Development Block Grant (CDBG) Program for a rental assistance program due to the coronavirus. As other sources have been identified for this use, the CDBG funding can be used for other needs in conformance with program regulations.

In accordance with our CDBG Citizen Participation Plan, we are seeking public comment on our plan to divert funding from rental assistance activities to the following activities:

1. PPE, Cleaning Supplies/Expenses and 2 Full time emergency rental assistance case managers - \$145,000

Written comment will be accepted until May 28th, 2021 via email at kreynolds@co.worcester.md.us or delivered to 1 W. Market St, Room 1103, Snow Hill, MD 21863. Contact Kim Reynolds at 410-632-1194 for additional information.

Worcester County Sheriff's Office ^{ITEM 4}

Matthew Crisafulli
Sheriff



Douglas Dods
Chief Deputy

“Proud to Protect, Ready to Serve”

Worcester County Sheriff's Office
One West Market Street, Room 1001
Snow Hill, MD 21863
410-632-1111- phone / 410-632-3070- fax
www.WorcesterSheriff.com



FLEET MANAGEMENT

PREPARED FOR:



Bailey Elliott

FLEET CONSULTANT

443-797-3869

PHONE

Bailey.A.Elliott@efleets.com

EMAIL



FLEET SYNOPSIS | WORCESTER COUTNY

THE SITUATION

Current fleet age is negatively impacting the overall budget and fleet operations

- 21% of the light and medium duty fleet is currently 10 years or older
- 47% of the light and medium duty fleet is currently 6 years or older
- 6 years is the current average age of the fleet
- 9 years – time it would take to cycle the entire fleet at current acquisition rates
- Older vehicles have higher fuel costs, maintenance costs and tend to be unreliable, causing increased downtime and loss of productivity.

THE OBJECTIVES

Identify an effective vehicle life cycle that maximizes potential equity at time of resale creating a conservative savings of over \$2,218,663 in 10 years

- Shorten the current vehicle life cycle from an average of 9 years to 5 years
- Significantly reduce Maintenance to an average monthly cost of \$73.19 vs. current \$275.00
- Reduce the overall fuel spend by 20% through more fuel-efficient vehicles
- Leverage an open-ended lease to maximize cash flow opportunities and recognize equity.
- Provide a lower sustainable fleet cost that is predictable year over year
- Create a manageable budget annually based on streamlining annual acquisitions

Increase employee safety with newer vehicles

- Currently:
 - 3 vehicles predate Anti-Lock Brake standardization (2007)
 - 22 vehicles predate Electronic Stability Control standardization (2012)
 - *ESC is the most significant safety invention since the seatbelt*
 - 65 vehicles predate standardization of back up camera (2018)

Utilize The Sourcewell awarded RFP #060618-EFM that addresses the following:

- Access to all fleet management services as applicable to the needs of the county
- Supports the County's need for fleet evaluation on a quarterly basis assessing costs and reviewing best practices

THE RESULTS

- Shift from reactively purchasing vehicles to proactively planning vehicle acquisition, WORCESTER COUNTY will be able to replace all vehicles in 5 years and free up over **\$2.2 MILLION** of cash over 10 years.
- Reduce fuel costs by 20% through increased fuel efficiency and **reduce maintenance costs by \$205,000** annually once fully implemented
- Able to leverage EFM's buying power, implement a tighter controlled resale program to lower total cost of ownership and operational spend.
- Leverage an open-end lease to maximize cash flow and recognize equity from vehicles sold creating an internal replacement fund, averaging 109% above Black Book value.

FLEET STATISTICS | WORCESTER COUNTY SO

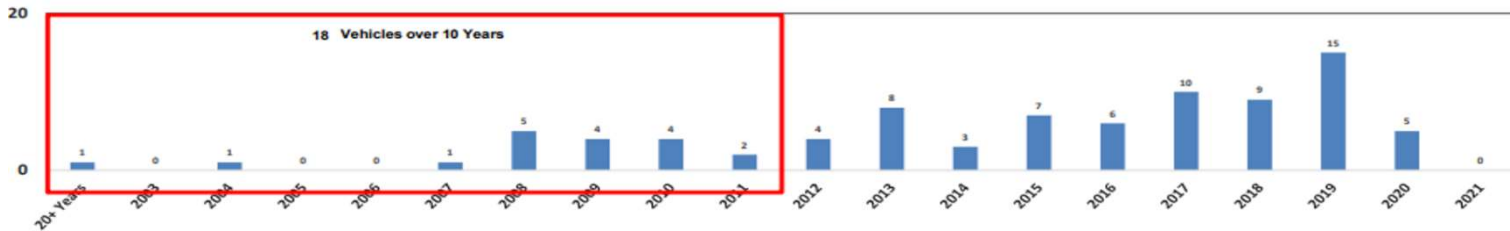
Fleet Profile				Fleet Replacement Schedule					
Vehicle Type	# of Type	Average Age (years)	Average Annual Mileage	2021	2022	2023	2024	2025	Under-Utilized
Full-size Sedan	7	3.5	10,200	0	0	0	0	7	0
Compact SUV 4x2	1	14.4	7,300	0	1	0	0	0	0
Mid Size SUV 4x2	2	13.5	11,500	1	1	0	0	0	0
Mid Size SUV 4x4	1	13.4	10,400	0	1	0	0	0	0
Full Size SUV 4x2	41	5.3	18,400	13	5	5	1	17	0
Full Size SUV 4x4	25	7.4	16,100	10	6	0	1	8	0
1/2 Ton Pickup Reg 4x2	1	13.4	7,100	0	1	0	0	0	0
1/2 Ton Pickup Ext 4x4	3	6.0	15,000	1	0	0	0	2	0
1/2 Ton Pickup Quad 4x4	2	2.3	11,700	0	0	0	0	2	0
1 Ton Cab Chassis	1	21.6	4,100	1	0	0	0	0	0
1 1/2 Ton Cab Chassis	1	11.4	1,000	0	1	0	0	0	0
Totals/Averages	85	6.5	15,900	26	16	5	2	36	0

- **Fleet Profile** breaks down fleet by type, avg age & mileage per vehicle
- **Replacement Criteria** is used to determine the order in which to replace the vehicles (Shown in **Replacement Schedule**)
- **Model Year Analysis** shows eb and flow of inconsistent purchase patterns

Replacement Criteria

- * Fiscal Year 2021 = 20 years old and older, or odometer over 150,000
- * Fiscal Year 2022 = 10 years old and older, or odometer over 100,000
- * Fiscal Year 2023 = 8 years old and older, or odometer over 86,600
- * Fiscal Year 2024 = 6 years old and older, or odometer over 79,900
- * Fiscal Year 2025 = Remaining Vehicles
- * Underutilized = Annual Mileage less than 500

Model Year Analysis



10 YEAR FLEET COST ANALYSIS

Current Fleet	85	Fleet Growth	0.00%	Proposed Fleet	85
Current Cycle	9.04	Annual Miles	15,900	Proposed Cycle	5.00
Current Maint.	\$275.00			Proposed Maint.	\$73.19
Maint. Cents Per Mile	\$0.21	Current MPG	10	Price/Gallon	\$2.75

Fiscal Year	Fleet Mix			Fleet Cost							Annual	
	Fleet Size	Annual Needs	Owned	Leased	Purchase	Lease*	Equity (Owned)	Equity (Leased)	Maintenance	Fuel	Fleet Budget	Net Cash
Average	85	9.4	85	0	494,065	0			280,500	371,663	1,146,227	0
'21	85	26	59	26	0	314,805	-52,200		217,535	348,926	829,065	317,162
'22	85	16	43	42	0	485,221	-142,500		178,787	334,934	856,441	289,786
'23	85	5	38	47	0	548,674	-72,000		166,678	330,561	973,913	172,314
'24	85	2	36	49	0	574,716	-26,000		161,834	328,812	1,039,362	106,865
'25	85	36	0	85	0	953,676	-832,000	-384,451	74,651	297,330	109,206	1,037,021
'26	85	26	0	85	0	953,676		-217,891	74,651	297,330	1,107,767	38,460
'27	85	16	0	85	0	953,676		-73,009	74,651	297,330	1,252,648	-106,422
'28	85	5	0	85	0	953,676		-31,152	74,651	297,330	1,294,505	-148,279
'29	85	2	0	85	0	953,676		-486,168	74,651	297,330	839,490	306,736
'30	85	36	0	85	0	953,676		-384,451	74,651	297,330	941,206	205,020
10 Year Savings											\$2,218,663	

- Yellow line is how WORCESTER COUNTY Sheriff's Office operates today
- Enterprise implementation is from 2021-2025, until fully implemented
- Over 10 years, EFM will free up over **\$2,218,663** in cash and cycle vehicles on a 5-year average cycle for ALL vehicles

Current Fleet Equity Analysis

YEAR	2021	2022	2023	2024	2025	Under-Utilized
QTY	26	16	5	2	36	0
Est \$	\$2,008	\$8,906	\$14,400	\$13,000	\$23,111	\$0
TOTAL	\$52,200	\$142,500	\$72,000	\$26,000	\$832,000	\$0
Estimated Current Fleet Equity**					\$1,124,700	

* Lease Rates are conservative estimates
 **Estimated Current Fleet Equity is based on the current fleet "sight unseen" and can be adjusted after physical inspection
 Lease Maintenance costs are exclusive of tires unless noted on the lease rate quote.

CURRENT PARTNERS

- Kent County/Sheriff/Public School
- Dorchester County Sheriff
- Talbot County
- Town of Easton
- Wicomico County/Sheriff/Public School
- City of Rockville
- Frederick County
- Caroline County Public School
- Baltimore City Public School
- Town of Perryville
- Havre de Grace
- Cecil County Public School
- Prince George's County Public School
- City of Brunswick

REFERENCES:

1. **Caroline County Public Schools**
 Business Phone #: (410) 479-1210
 Contact Person: Milton Nagel, Assistant Superintendent
2. **Wicomico County**
 Business Phone #: (410) 548-4801
 Contact Person: Nick Rice, Director of Purchasing
3. **Talbot County Sheriff**
 Business Phone #: (410) 822-1020
 Contact Person: Chief Deputy Scott Mergenthaler

CASE STUDY | WORCESTER COUNTY

CASE STUDY | LACKAWANNA COUNTY



Pennsylvania county replaces vehicles and reduces fleet spend by over \$95,000.

BACKGROUND

Location: Scranton, PA
 Industry: Government
 Total vehicles: 71 vehicles

THE PROBLEM

Prior to partnering with Enterprise Fleet Management, the majority of Lackawanna County's vehicles were approaching ten to thirteen years in service. The aged fleet was causing significant operational inefficiencies and the county's annual fleet budget was being spent on maintenance, repairs and high fuel expenses, leaving little to no money for newer vehicles. County employees were experiencing a lot of downtime which ultimately effected productivity.

THE SOLUTION

Lackawanna County partnered with Enterprise Fleet Management to update its vehicles and handle its ongoing fleet needs. The county now benefits from proactive fleet planning with the best vehicle recommendations. Lackawanna County has acquired new vehicles and has reduced overall fleet costs by eliminating unplanned repairs and by lowering fuel costs by running a more fuel efficient fleet.

Lackawanna County enrolled in Enterprise's maintenance program and uses the budget-friendly, fixed maintenance program to plan ahead for its fleet service expenses. Additionally, the county has been able to capitalize on higher vehicle resale values to apply to its new vehicles, offering the department a lower, sustainable fleet that is predictable year-over-year. This makes it easy for the county to proactively plan and report on its total annual fleet spend.

"The Enterprise program has allowed us to update our aged fleet of vehicles in a strategic manner that reduces our overall fleet costs."

- Kevin Mitchell, Deputy Director of Purchasing

THE RESULTS

With Enterprise Fleet Management, the County of Lackawanna upgraded its aged fleet while staying under budget. According to county employees, selling its old vehicles with minimal staff involvement has been an unforeseen benefit of the Enterprise program. By increasing the fleet's fuel efficiency and decreasing annual maintenance costs, the county has reduced its annual fleet spend by over \$95,000. Lackawanna County has also seen an increase in productivity since the vehicles are rarely out of service, and always on the road.

To learn more, visit efleets.com or call 877-23-FLEET.

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Key Results

OVER \$95,000 IN ANNUAL SAVINGS



INCREASED FUEL EFFICIENCY

INCREASED PRODUCTIVITY



DECREASED DOWNTIME



PROGRAM RESOURCES | WORCESTER COUNTY

SAFETY

- 21% of all vehicles are older than 10 years of age and do not contain the most up to date safety features, such as electronic stability control, airbag standardization and anti-lock brake control.

ACCOUNT MANAGEMENT

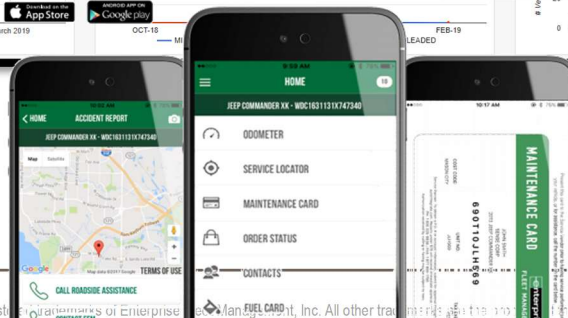
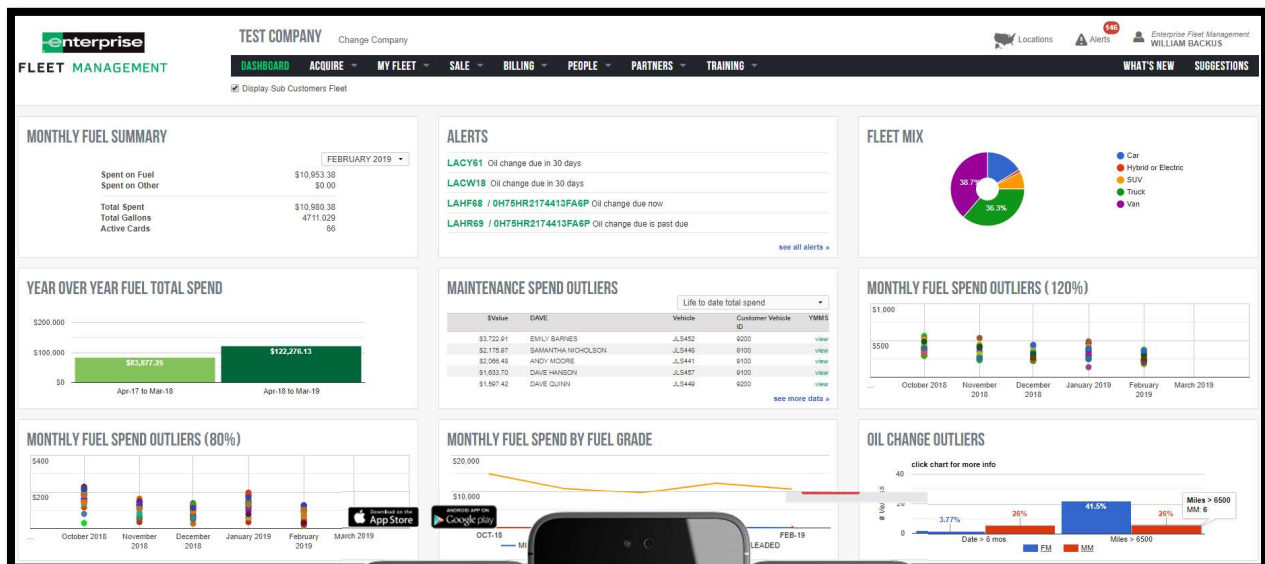
WORCESTER COUNTY will have a dedicated, local account team to proactively manage and develop your fleet while delivering the highest level of customer service to facilitate your day-to-day needs.

- Your dedicated Account Manager meets with you 3-4 times a year for both financial and strategic planning.
- Your Account Manager will provide on-going analysis – this will include most cost-effective vehicle makes/models, cents per mile, total cost of ownership, and replacement analysis.

TECHNOLOGY

Enterprise Fleet Management’s website provides vehicle tracking, reporting, and metrics. Our website can be customized to view a wide range of data so that you may have a comprehensive and detailed look at all aspects of your fleet and the services provided. Our Mobile App gives drivers all the convenience and functionality they need.

- **Consolidated Invoices** - Includes lease, maintenance, and any additional ancillaries
- **Maintenance Utilization** - Review the life-to-date maintenance per vehicle
- **Recall Information** - See which units have open recalls
- **License & Registration** - See which plate renewals are being processed by Enterprise and view status
- **Alerts** - Set customizable alerts for oil changes, lease renewals, license renewals, and billing data
- **Lifecycle Analysis** - See data regarding all transactions for the lifecycle of the entire fleet, with drill-down capability to any specific lease or transaction





FLEET MANAGEMENT

Worcester County Sheriff's Office

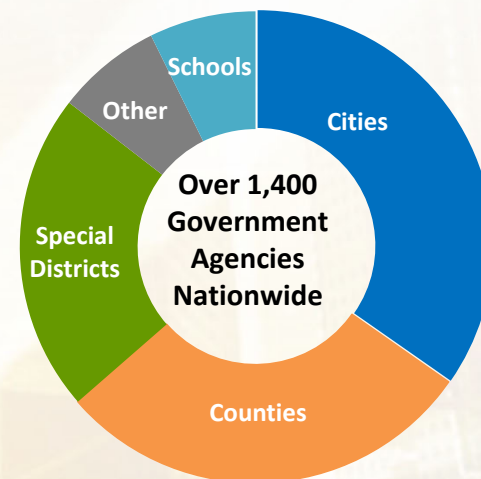
April 13, 2021



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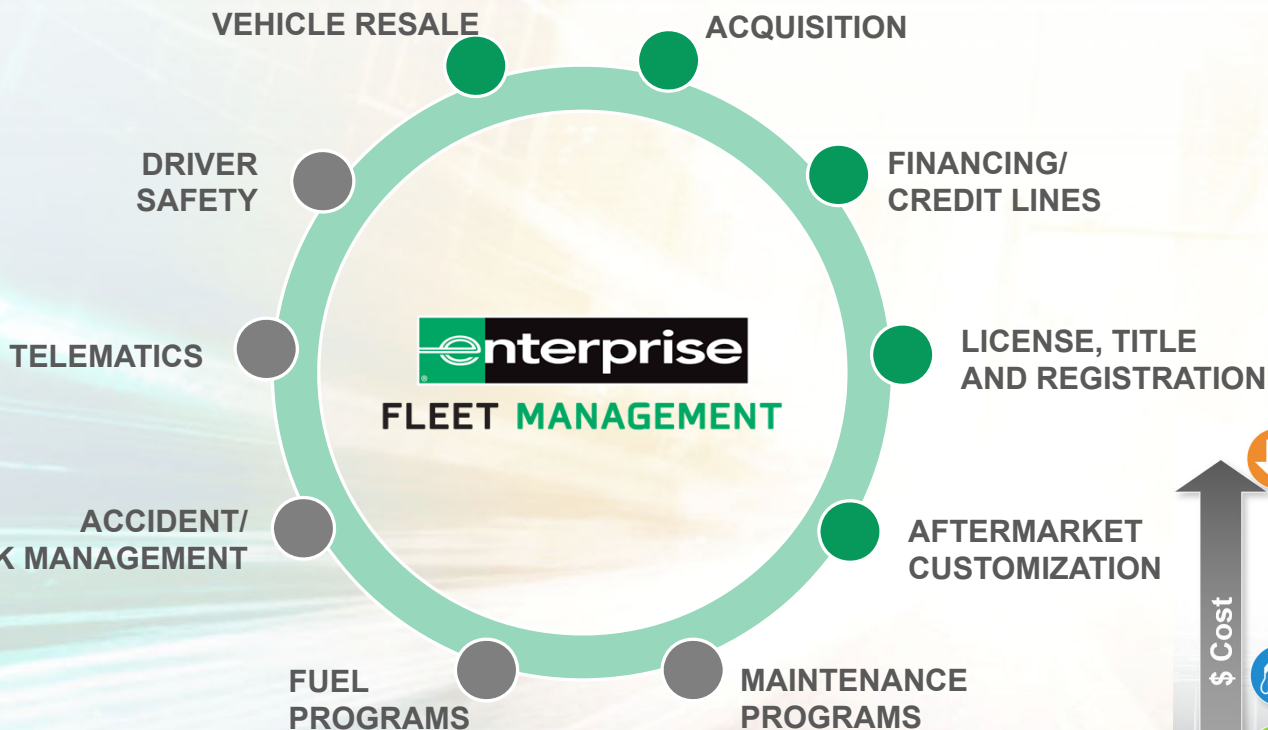
REFERENCES



“The partnership with Enterprise Fleet Management has allowed St. Lawrence County to replace a significant portion of the fleet in times when the amount of available capital for expenditures has diminished. Enterprise provided data for estimated fuel, repairs and overall cost of ownership which provided the information needed for the Legislature to make an informed decision.”

DONALD R. CHAMBERS, ST. LAWRENCE COUNTY SUPERINTENDENT OF HIGHWAYS

DELIVERING SOLUTIONS. DRIVING RESULTS.



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REDUCE FLEET COSTS AND OPERATING EXPENSES.

IN 2019, ENTERPRISE FLEET MANAGEMENT DELIVERED:

\$43.5 MILLION

in total maintenance and repair savings

\$81.7 MILLION

in manufacturer incentives passed directly to customers

More than

\$17.1 MILLION

in negotiated savings for repairs

Resale of more than

**70,000
CUSTOMER
VEHICLES**

at an average of 109% above Black Book's CVI

- Dedicated Account Management Team
- Right-sizing fleet vehicles
- Pricing analysis & negotiation
- Proactive Savings w/ software & analytics
- No hidden fees
- Ensuring higher resale values

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Government Buying Power – Example



2020 F-250 Crew Cab 4x4

MSRP \$44,550	Market Average \$42,100	Avg Savings off MSRP 5.5% off
------------------	----------------------------	----------------------------------

← TrueCar.com

Government Factory Order Purchase Price \$30,495

THE ENTERPRISE DIFFERENCE

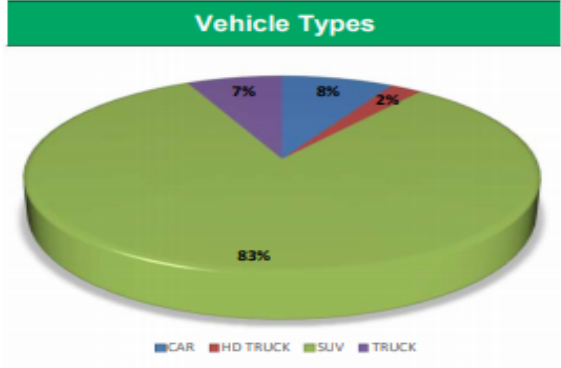
Months in Service	Odometer	Sale Price	Average Monthly Outlay
10	9,200	\$34,200	-\$370.50
12	11,600	\$34,000	-\$292.08
19	25,000	\$26,500	\$210.26
30	36,500	\$25,000	\$183.17

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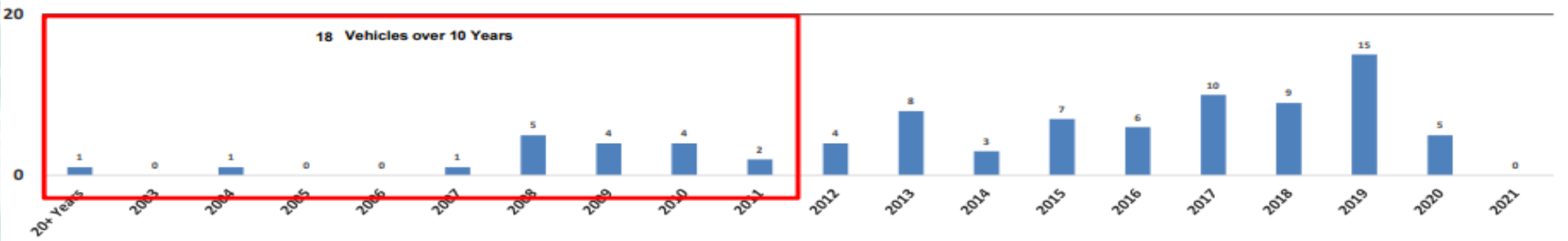
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Worcester County - Fleet Profile

Fleet Profile				Fleet Replacement Schedule						Replacement Criteria
Vehicle Type	# of Type	Average Age (years)	Average Annual Mileage	2021	2022	2023	2024	2025	Under-Utilized	
Full-size Sedan	7	3.5	10,200	0	0	0	0	7	0	* Fiscal Year 2021 = 20 years old and older, or odometer over 150,000 * Fiscal Year 2022 = 10 years old and older, or odometer over 100,000 * Fiscal Year 2023 = 8 years old and older, or odometer over 86,600 * Fiscal Year 2024 = 6 years old and older, or odometer over 79,900 * Fiscal Year 2025 = Remaining Vehicles * Underutilized = Annual Mileage less than 500
Compact SUV 4x2	1	14.4	7,300	0	1	0	0	0	0	
Mid Size SUV 4x2	2	13.5	11,500	1	1	0	0	0	0	
Mid Size SUV 4x4	1	13.4	10,400	0	1	0	0	0	0	
Full Size SUV 4x2	41	5.3	18,400	13	5	5	1	17	0	
Full Size SUV 4x4	25	7.4	16,100	10	6	0	1	8	0	
1/2 Ton Pickup Reg 4x2	1	13.4	7,100	0	1	0	0	0	0	
1/2 Ton Pickup Ext 4x4	3	6.0	15,000	1	0	0	0	2	0	
1/2 Ton Pickup Quad 4x4	2	2.3	11,700	0	0	0	0	2	0	
1 Ton Cab Chassis	1	21.6	4,100	1	0	0	0	0	0	
1 1/2 Ton Cab Chassis	1	11.4	1,000	0	1	0	0	0	0	
Totals/Averages	85	6.5	15,900	26	16	5	2	36	0	



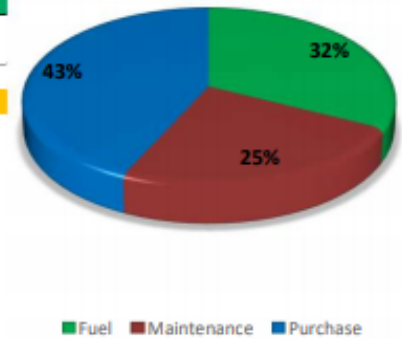
Model Year Analysis



Worcester County - Fleet Planning Analysis

Current Fleet	85	Fleet Growth	0.00%	Proposed Fleet	85
Current Cycle	9.04	Annual Miles	15,900	Proposed Cycle	5.00
Current Maint.	\$275.00			Proposed Maint.	\$73.19
Maint. Cents Per Mile	\$0.21	Current MPG	10	Price/Gallon	\$2.75

Fleet Costs Analysis



Fleet Mix			Fleet Cost						Annual			
Fiscal Year	Fleet Size	Annual Needs	Owned	Leased	Purchase	Lease*	Equity (Owned)	Equity (Leased)	Maintenance	Fuel	Fleet Budget	Net Cash
Average	85	9.4	85	0	494,065	0			280,500	371,663	1,146,227	0
'21	85	26	59	26	0	314,805	-52,200		217,535	348,926	829,065	317,162
'22	85	16	43	42	0	485,221	-142,500		178,787	334,934	856,441	289,786
'23	85	5	38	47	0	548,674	-72,000		166,678	330,561	973,913	172,314
'24	85	2	36	49	0	574,716	-26,000		161,834	328,812	1,039,362	106,865
'25	85	36	0	85	0	953,676	-832,000	-384,451	74,651	297,330	109,206	1,037,021
'26	85	26	0	85	0	953,676		-217,891	74,651	297,330	1,107,767	38,460
'27	85	16	0	85	0	953,676		-73,009	74,651	297,330	1,252,648	-106,422
'28	85	5	0	85	0	953,676		-31,152	74,651	297,330	1,294,505	-148,279
'29	85	2	0	85	0	953,676		-486,168	74,651	297,330	839,490	306,736
'30	85	36	0	85	0	953,676		-384,451	74,651	297,330	941,206	205,020

10 Year Savings	\$2,218,663	Avg. Sustainable Savings	\$59,103
------------------------	--------------------	---------------------------------	-----------------

Current Fleet Equity Analysis

YEAR	2021	2022	2023	2024	2025	Under-Utilized
QTY	26	16	5	2	36	0
Est \$	\$2,008	\$8,906	\$14,400	\$13,000	\$23,111	\$0
TOTAL	\$52,200	\$142,500	\$72,000	\$26,000	\$832,000	\$0
Estimated Current Fleet Equity**					\$1,124,700	

* Lease Rates are conservative estimates
 **Estimated Current Fleet Equity is based on the current fleet "sight unseen" and can be adjusted after physical inspection
 Lease Maintenance costs are exclusive of tires unless noted on the lease rate quote.

KEY OBJECTIVES

- Lower average age of the fleet**
 21% of the current light and medium duty fleet is over 10 years old
 Resale of the aging fleet is significantly reduced
- Reduce operating costs**
 Newer vehicles have a significantly lower maintenance expense
 Newer vehicles have increased fuel efficiency with new technology implementations
- Maintain a manageable vehicle budget**
 Challenged by inconsistent yearly budgets
 Currently vehicle budget is underfunded



OPEN END LEASE



Proactive Replacement Strategy



Appropriate Vehicle Selection



Appropriate Funding Structure



Annual Budget Planning

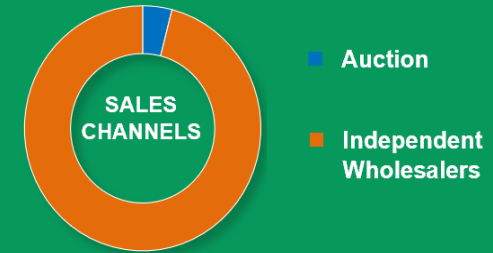
Open-End Lease Benefits

- Optimize cash flow with flexible funding options
- Customizable solutions based on operating needs
- Unlimited mileage
- No abnormal wear & tear clauses
- Greater flexibility if requirements change
- Flexibility of term
- Option to have equity interest in vehicles

VEHICLE DISPOSAL



COMMERCIAL SALES EXCEEDED AT AN AVERAGE OF **109.3% OVER BLACK BOOK (CVI).**



- » 2020's used car market was defined by wild swings in the spring and summer ending in normalized depreciation during the fall. Overall, the 2020 wholesale values finished up 14.2% year over year.
- » Pandemic initiated supply chain disruptions are likely to continue for at least the first half of 2021 which should preserve the current strong resale market.

Charts Source: Manheim.com, COX Automotive

RESOURCES

Fleet Technology



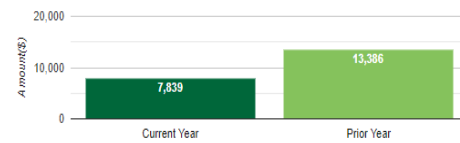
FLEET MANAGEMENT DASHBOARD ACQUIRE MY FLEET SALE BILLING PEOPLE PARTNERS TRAINING WHAT'S NEW SUGGESTIONS

Display Sub Customers Fleet

FLEET MIX



VEHICLE SALES - AVG GAIN (LOSS)



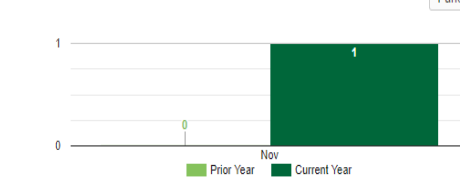
LICENSE RENEWAL SUMMARY

Renewal Status	Number
Expired	4
In Process	5

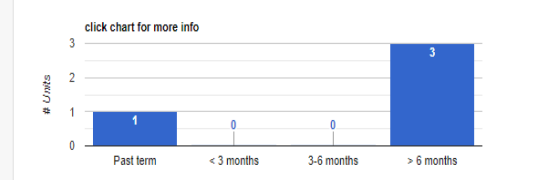
ORDER STATUS

Status	Number of Vehicles
Scheduled for Production	1
Produced/Built	1
Shipped	5
At Dealer, Not Ready	3
Delivered to Client	5

CITATIONS - COUNT BY TYPE



RECALLS BY LEASE EXPIRATION DATE



FLEET SUMMARY

Current Leased (L) Non-leased with Ancillaries (NLA) Non-leased (NL)

DOWNLOAD Search

Vehicle	Master Cust Num	Master Cust Name	Cust Num	Cust Name	Customer Vehicle ID**	Driver** ^	VIN	Year	Make	Model	Series	License State	License Num	License Exp. Date	Delivery Date	Fleet Vehicle S
JMD108	546746	Master Test Comp...	573584	Test Company	9105	ANDY DONALDSON	7E74E1169944N...	2014	Ford	Transit Connect	XL Cargo Van LWB	DE	01135C1	10/09/2020	10/10/2014	L
224PX4	546746	Master Test Comp...	546746	Test Company	23	ANDY LANE	FATXG6C17673Z...	2016	RAM	ProMaster City	Tradesman Cargo...	NJ	CA16XE	05/31/2020	08/12/2016	L
22RZRL	546746	Master Test Comp...	546746	Test Company	39	ANDY MOORE	CAB5JT2768003...	2018	Dodge	Journey	SE 4dr Front-whe...	NJ	7KCDE6	06/30/2022	06/20/2018	L
JLS441	546746	Master Test Comp...	573584	Test Company	9100	ANDY MOORE	0CTXCC4230251...	2012	Nissan	Frontier	S (A5) 4x2 King C...	DE	0164C3	02/22/2019	02/29/2012	L
22RRK8	546746	Master Test Comp...	546746	Test Company	14	ANDY WATSON	FAB5JK51709Z...	2018	RAM	ProMaster City	Tradesman Cargo...	NJ	2KBZA1	05/31/2020	06/07/2018	L
22MHBW	546746	Master Test Comp...	573584	Test Company	9105	BEN CRANE	FAB0J6H88877Z...	2018	RAM	ProMaster City	Tradesman Cargo...	DE	5722C1	05/10/2019	04/23/2018	L
22CHBC	546746	Master Test Comp...	546746	Test Company	-	BEN CRANE	FAB8H6D64678Z...	2017	RAM	ProMaster City	Tradesman Cargo...	NJ	2HJCK4	01/31/2021	02/01/2017	L
JLS451	546746	Master Test Comp...	573584	Test Company	9200	BEN MOORE	0CTOCC4243451...	2012	Nissan	Frontier	S (A5) 4x2 King C...	DE	80263C4	02/14/2020	02/29/2012	L

Client Website

- Customized dashboards
- Real-time alerts
- Access Online Billing
- Track Order Status, recalls, renewals, etc.

One-year Resale Difference Example

Replacement Analyses: ★ In Progress ★ Completed 🗑 Delete ➕ Create New

Vehicles to Cycle

Vehicles to Cycle Current Fleet Lease Term Considered Show Approved Vehicles Group By Vehicle Type

FRG Flag	Year	Make	Model	als	Current Equity Position	12 Month Equity Position	Contract Odometer	Annual Contract Odometer	Contract Odometer Benchmark	Last Known Odometer	Last Known Odometer Date
▲ 1/2 Ton Pickup											
<input checked="" type="checkbox"/>	2013	Ford	F-150		\$8,346.90	\$5,035.11	70,000	14,000	67,672	18,069	4/21/2017
<input checked="" type="checkbox"/>	2013	Ford	F-150		\$5,484.40	\$4,250.11	70,000	14,000	67,672	56,125	4/6/2017
<input checked="" type="checkbox"/>	2014	Ford	F-150		\$11,665.93	\$9,326.65	75,000	15,000	53,755	23,900	11/21/2017
<input checked="" type="checkbox"/>	2014	Ford	F-150		\$7,569.54	\$4,584.18	70,000	14,000	50,172	9,666	4/17/2017
<input checked="" type="checkbox"/>	2014	Ford	F-150		\$7,231.79	\$4,719.05	70,000	14,000	50,172	16,702	4/26/2017

RESOURCES

Fleet Technology



Annual Client Review

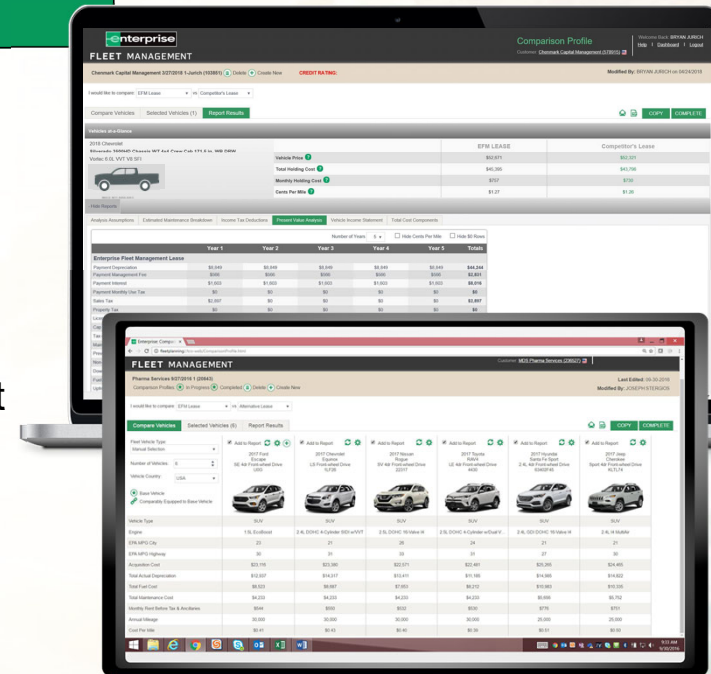
If we don't measure it, you can't improve it:

- Web based solution for the EFM team to evaluate the prior year's fleet performance
- Analyze all fleet costs including *maintenance, fuel, insurance, depreciation, etc.*
- Document future goals to develop the best possible fleet cycling plan for the future of the fleet

Fleet Planning Tool Kit

Purchase the right vehicle at the right cost:

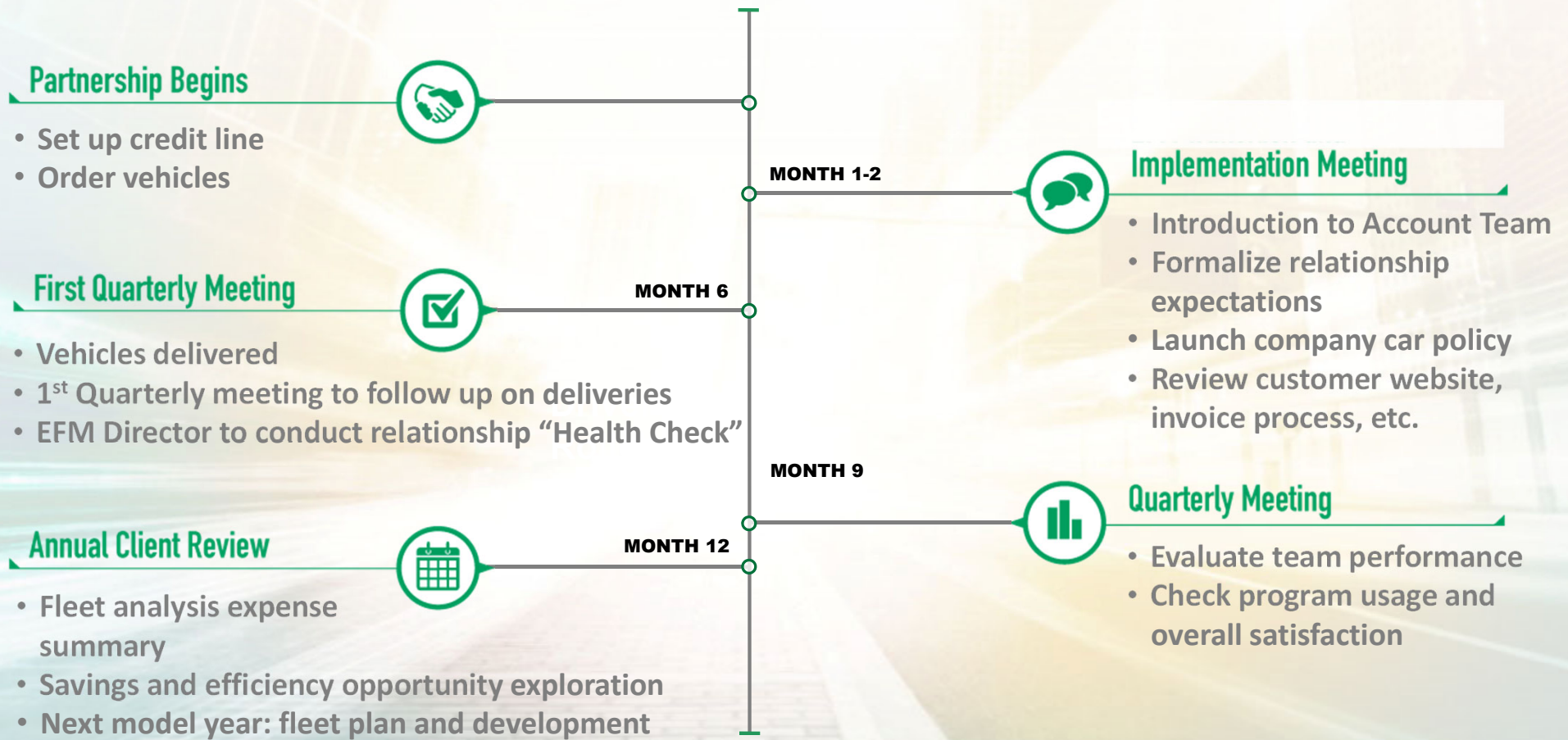
- Online vehicle selector allowing Enterprise to compare up to 6 vehicles side-by-side
- Integrate all costs for a total cost analysis: *monthly vehicle costs, replacement schedules, maintenance, taxes, fuel, etc.*
- Determine the best time to replace your vehicles



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WHAT TO EXPECT – FIRST YEAR



COVID-19 Update

Upstream (Pre-Delivery)

- Supplier & Parts Constraints
- Factory Shutdowns/Slowdowns
- Early Cut-off's/Extended lead times
- Fleet allocation
- Logistic Constraints

Downstream (Post-Delivery)

- Aftermarket –Ship to/Ship Thru
 - *Delays in materials*
 - *Increased Backlog*
 - *Vendors at capacity*
- Transport & delivery delays
- License and title delays



FLEET MANAGEMENT

BAILEY ELLIOTT
(443) 797-3869
Bailey.A.Elliott@efleets.com

Worcester County Replacement Worksheet

Vehicle #	VIN	Year	Make	Model	Current Odometer	Est. Value from FSM	Assigned Category	Recommended Replacement Year	New Replacement Category
TAC 3	1FDXE45F7YHA94505	2000	Ford	E-450 Cutaway Standard SD Chassis 158 in. WB DRW	87,725	\$1,200.00	1 Ton Cab Chassis	2021	1 Ton Cab Chassis
CET	5TFUY5F13AX121623	2010	Toyota	Tundra Grade 5.7L V8 w/FFV 4x4 Double Cab 6.6 ft. box 145.7 in. WB	178,636	\$8,000.00	1/2 Ton Pickup Ext 4x4	2021	1/2 Ton Pickup Ext 4x4
Gardner 6004	1FMJU1G52EEF30511	2014	Ford	Expedition XL 4dr 4x4	158,800	\$5,000.00	Full Size SUV 4x4	2021	Full Size SUV 4x4
trans prob	1FMJU1G54BEF13785	2011	Ford	Expedition XL 4dr 4x4	194,421	\$1,500.00	Full Size SUV 4x4	2021	Full Size SUV 4x4
CET	1FMZU73K54UA18473	2004	Ford	Explorer XLT 4.0L 4dr 4x4	210,442	\$500.00	Mid Size SUV 4x2	2021	Mid Size SUV 4x2
A McGee 6053	1GNLC2E09DR313890	2013	Chevrolet	Tahoe Police Vehicle 4x2	159,276	\$4,500.00	Full Size SUV 4x2	2021	Full Size SUV 4x2
Blackburn 6464	1GNLC2E08CR169439	2012	Chevrolet	Tahoe Police Vehicle 4x2	243,900	\$0.00	Full Size SUV 4x2	2021	Full Size SUV 4x2
Boyce 6003	1GNLC2E06DR313975	2013	Chevrolet	Tahoe Police Vehicle 4x2	193,384	\$2,500.00	Full Size SUV 4x2	2021	Full Size SUV 4x2
Clarke 6047	1GNLC2E04DR314042	2013	Chevrolet	Tahoe Police Vehicle 4x2	207,764	\$1,500.00	Full Size SUV 4x2	2021	Full Size SUV 4x2
Hayes 6014	1GNLC2E0XBR182692	2011	Chevrolet	Tahoe Police Vehicle 4x2	224,236	\$3,000.00	Full Size SUV 4x2	2021	Full Size SUV 4x2
Larmore 6006	1GNLC2E05CR169138	2012	Chevrolet	Tahoe Police Vehicle 4x2	204,952	\$0.00	Full Size SUV 4x2	2021	Full Size SUV 4x2
N/A	1GNLC2E0XDR314000	2013	Chevrolet	Tahoe Police Vehicle 4x2	200,800	\$1,500.00	Full Size SUV 4x2	2021	Full Size SUV 4x2
Nicholas 6458	1GNLC2E02DR217812	2013	Chevrolet	Tahoe Police Vehicle 4x2	202,600	\$1,500.00	Full Size SUV 4x2	2021	Full Size SUV 4x2
Purnell 6032	1GNLC2EC8FR606421	2015	Chevrolet	Tahoe Police Vehicle 4x2	150,665	\$6,000.00	Full Size SUV 4x2	2021	Full Size SUV 4x2
Spare K9 6059	1GNLC2E06DR218154	2013	Chevrolet	Tahoe Police Vehicle 4x2	186,634	\$2,500.00	Full Size SUV 4x2	2021	Full Size SUV 4x2
Trautman 6025	1GNLC2E03CR169140	2012	Chevrolet	Tahoe Police Vehicle 4x2	175,554	\$1,500.00	Full Size SUV 4x2	2021	Full Size SUV 4x2
transport 6056	1GNLC2E05DR314017	2013	Chevrolet	Tahoe Police Vehicle 4x2	200,454	\$1,500.00	Full Size SUV 4x2	2021	Full Size SUV 4x2
transport 6058	1GNLC2E03DR217916	2013	Chevrolet	Tahoe Police Vehicle 4x2	231,130	\$0.00	Full Size SUV 4x2	2021	Full Size SUV 4x2
DeGiovanni 6074	1GNFK03069R165857	2009	Chevrolet	Tahoe Special Services 4x4	181,755	\$3,000.00	Full Size SUV 4x4	2021	Full Size SUV 4x4
Boland 6462	2FAHP71V89X121462	2009	Ford	Crown Victoria Police Interceptor w/3.27 Axle 4dr Police Interceptor Seda	222,511	\$500.00	Full Size SUV 4x4	2021	Full Size SUV 4x4
C Taylor 6457	2FABP7BV3AX105856	2010	Ford	Crown Victoria Police Interceptor w/3.27 Axle 4dr Police Interceptor Seda	184,625	\$0.00	Full Size SUV 4x4	2021	Full Size SUV 4x4
Donaldson 6453	2FABP7BV5AX105857	2010	Ford	Crown Victoria Police Interceptor w/3.27 Axle 4dr Police Interceptor Seda	210,976	\$500.00	Full Size SUV 4x4	2021	Full Size SUV 4x4
Griffin 6452	2FAFP71V88X141099	2008	Ford	Crown Victoria Police Interceptor w/3.27 Axle 4dr Police Interceptor Seda	190,516	\$500.00	Full Size SUV 4x4	2021	Full Size SUV 4x4
Jerscheid 6463	2FAFP71V68X141098	2008	Ford	Crown Victoria Police Interceptor w/3.27 Axle 4dr Police Interceptor Seda	204,607	\$500.00	Full Size SUV 4x4	2021	Full Size SUV 4x4
Wm Bunting 6084	2FAHP71V59X121466	2009	Ford	Crown Victoria Police Interceptor w/3.27 Axle 4dr Police Interceptor Seda	190,032	\$500.00	Full Size SUV 4x4	2021	Full Size SUV 4x4
blue spare 6057	2FAFP71V48X141102	2008	Ford	Crown Victoria Police Interceptor w/3.27 Axle 4dr Police Interceptor Seda	246,380	\$500.00	Full Size SUV 4x4	2021	Full Size SUV 4x4
Star Tm	1FDXE4FL1ADA44524	2010	Ford	E-450 Cutaway Base SD Chassis 158 in. WB DRW	10,963	\$10,000.00	1 1/2 Ton Cab Chassis	2022	1 1/2 Ton Cab Chassis
AC5	1FTRF12W68KC27500	2008	Ford	F-150 XL 4x2 Regular Cab Styleside 6.5 ft. box 126 in. WB	94,679	\$3,000.00	1/2 Ton Pickup Reg 4x2	2022	1/2 Ton Pickup Reg 4x2
FORFEITED USMO	2FMDK48C57BA77730	2007	Ford	Edge SEL 4dr All-wheel Drive	104,880	\$2,000.00	Compact SUV 4x2	2022	Compact SUV 4x2
6068 Transport	1FMJU1GT7HEA49043	2017	Ford	Expedition XL 4dr 4x4	126,950	\$11,000.00	Full Size SUV 4x4	2022	Full Size SUV 4x4
6069 Transport	1FMJU1GT2GEF29697	2016	Ford	Expedition XL 4dr 4x4	102,066	\$10,000.00	Full Size SUV 4x4	2022	Full Size SUV 4x4
CET	1GNKRJEDOCJ329903	2012	Chevrolet	Traverse 2LT Front-wheel Drive	103,262	\$6,500.00	Mid Size SUV 4x2	2022	Mid Size SUV 4x2
CET	JTEES42A682074290	2008	Toyota	Highlander Base 4dr All-wheel Drive	139,260	\$6,000.00	Mid Size SUV 4x4	2022	Mid Size SUV 4x4
Burns 6041	1GNLCDEC4HR203258	2017	Chevrolet	Tahoe Police Vehicle 4x2	104,888	\$15,000.00	Full Size SUV 4x2	2022	Full Size SUV 4x2
Cowger 6031	1GNLC2EC3FR603958	2015	Chevrolet	Tahoe Police Vehicle 4x2	110,061	\$10,500.00	Full Size SUV 4x2	2022	Full Size SUV 4x2
Musgrave 6046	1GNLCDEC5GR316473	2016	Chevrolet	Tahoe Police Vehicle 4x2	117,940	\$13,000.00	Full Size SUV 4x2	2022	Full Size SUV 4x2
Newton 6029	1GNLC2EC5FR607963	2015	Chevrolet	Tahoe Police Vehicle 4x2	142,896	\$7,000.00	Full Size SUV 4x2	2022	Full Size SUV 4x2
Parr 6026	1GNLCDEC3GR405328	2016	Chevrolet	Tahoe Police Vehicle 4x2	107,461	\$13,000.00	Full Size SUV 4x2	2022	Full Size SUV 4x2
Cardamone 6005	1GNSK2E00ER189671	2014	Chevrolet	Tahoe Special Services 4x4	136,022	\$8,500.00	Full Size SUV 4x4	2022	Full Size SUV 4x4
Edgar 6035	1GNSK3EC9FR571165	2015	Chevrolet	Tahoe Special Service Vehicle 4x4	104,221	\$14,500.00	Full Size SUV 4x4	2022	Full Size SUV 4x4
Passwaters 6034	1C4SDJFT3FC796271	2015	Dodge	Durango Special Service 4dr All-wheel Drive	105,180	\$11,500.00	Full Size SUV 4x4	2022	Full Size SUV 4x4
Klebon 6460	2FAHP71V39X121465	2009	Ford	Crown Victoria Police Interceptor w/3.27 Axle 4dr Police Interceptor Seda	147,545	\$1,000.00	Full Size SUV 4x4	2022	Full Size SUV 4x4
Fort 6009	1GNLCDEC2GR405322	2016	Chevrolet	Tahoe Police Vehicle 4x2	88,436	\$15,000.00	Full Size SUV 4x2	2023	Full Size SUV 4x2
Goddard 6039	1GNLCDEC9HR206401	2017	Chevrolet	Tahoe Police Vehicle 4x2	87,084	\$16,000.00	Full Size SUV 4x2	2023	Full Size SUV 4x2

Vehicle #	VIN	Year	Make	Model	Current Odometer	Est. Value from FSM	Assigned Category	Recommended Replacement Year	New Replacement Category
Hara 6013	1GNLC2EC7FR604935	2015	Chevrolet	Tahoe Police Vehicle 4x2	98,340	\$11,000.00	Full Size SUV 4x2	2023	Full Size SUV 4x2
Jordan 6045	1GNLCDEC1GR405456	2016	Chevrolet	Tahoe Police Vehicle 4x2	93,135	\$15,000.00	Full Size SUV 4x2	2023	Full Size SUV 4x2
King 6008	1GNLCDEC2HR205333	2017	Chevrolet	Tahoe Police Vehicle 4x2	98,826	\$15,000.00	Full Size SUV 4x2	2023	Full Size SUV 4x2
Ramey 6030	1GNLC2EC3FR606004	2015	Chevrolet	Tahoe Police Vehicle 4x2	59,290	\$14,000.00	Full Size SUV 4x2	2024	Full Size SUV 4x2
Suarez 6044	1GNSK2E08ER189532	2014	Chevrolet	Tahoe Special Services 4x4	76,546	\$12,000.00	Full Size SUV 4x4	2024	Full Size SUV 4x4
Lynch AC3	1GCVKNEC6JZ211832	2018	Chevrolet	Silverado 1500 WT 4x4 Double Cab 6.6 ft. box 143.5 in. WB	55,462	\$23,000.00	1/2 Ton Pickup Ext 4x4	2025	1/2 Ton Pickup Ext 4x4
Young AC4	1GCVKNEC8JZ201187	2018	Chevrolet	Silverado 1500 WT 4x4 Double Cab 6.6 ft. box 143.5 in. WB	41,984	\$24,000.00	1/2 Ton Pickup Ext 4x4	2025	1/2 Ton Pickup Ext 4x4
AC2 ABELL	2GCVKNEC8K1161297	2019	Chevrolet	Silverado 1500 LD WT 4x4 Double Cab 6.6 ft. box 143.5 in. WB	30,673	\$24,500.00	1/2 Ton Pickup Quad 4x4	2025	1/2 Ton Pickup Quad 4x4
Grandstaff AC1	2GCVKNEC1K1167796	2019	Chevrolet	Silverado 1500 LD WT 4x4 Double Cab 6.6 ft. box 143.5 in. WB	21,846	\$25,000.00	1/2 Ton Pickup Quad 4x4	2025	1/2 Ton Pickup Quad 4x4
Gray 6087	2G11X5S30J9147701	2018	Chevrolet	Impala LS w/1FL 4dr Sedan	18,761	\$15,000.00	Full-size Sedan	2025	Full-size Sedan
Herrman 6012	2G11X5S37J9146352	2018	Chevrolet	Impala LS w/1FL 4dr Sedan	40,293	\$13,500.00	Full-size Sedan	2025	Full-size Sedan
Martin 6024	2G11X5S33H9183408	2017	Chevrolet	Impala LS w/1FL 4dr Sedan	34,860	\$12,500.00	Full-size Sedan	2025	Full-size Sedan
Maurer 6015	2G11X5S38H9182237	2017	Chevrolet	Impala LS w/1FL 4dr Sedan	28,408	\$13,000.00	Full-size Sedan	2025	Full-size Sedan
McCauley 6073	2G11X5S39K9129571	2019	Chevrolet	Impala LS w/1FL 4dr Sedan	26,244	\$15,500.00	Full-size Sedan	2025	Full-size Sedan
Tom Moore 6097	2G11X5S34J9145482	2018	Chevrolet	Impala LS w/1FL 4dr Sedan	48,300	\$13,000.00	Full-size Sedan	2025	Full-size Sedan
Weiss 6052	2G11X5S39J9146949	2018	Chevrolet	Impala LS w/1FL 4dr Sedan	42,952	\$13,500.00	Full-size Sedan	2025	Full-size Sedan
Bertino 6048	1GNLCDEC6JR246070	2018	Chevrolet	Tahoe Police Vehicle 4x2	59,948	\$24,000.00	Full Size SUV 4x2	2025	Full Size SUV 4x2
Bissman 6016	1GNLCDEC2JR245790	2018	Chevrolet	Tahoe Police Vehicle 4x2	64,488	\$23,500.00	Full Size SUV 4x2	2025	Full Size SUV 4x2
Converse 6042	1GNLCDEC0KR387458	2019	Chevrolet	Tahoe Police Vehicle 4x2	12,792	\$27,000.00	Full Size SUV 4x2	2025	Full Size SUV 4x2
Dennis 6038	1GNLCDEC6GR405520	2016	Chevrolet	Tahoe Police Vehicle 4x2	65,420	\$17,500.00	Full Size SUV 4x2	2025	Full Size SUV 4x2
Gulyas 6019	1GNLCDEC1KR280242	2019	Chevrolet	Tahoe Police Vehicle 4x2	33,689	\$25,000.00	Full Size SUV 4x2	2025	Full Size SUV 4x2
Howard 6050	1GNLCDEC7KR281931	2019	Chevrolet	Tahoe Police Vehicle 4x2	20,668	\$26,000.00	Full Size SUV 4x2	2025	Full Size SUV 4x2
Howser 6002	1GNLCDEC5JR245167	2018	Chevrolet	Tahoe Police Vehicle 4x2	54,500	\$24,000.00	Full Size SUV 4x2	2025	Full Size SUV 4x2
J. Moore 6037	1GNLCDEC9HR206379	2017	Chevrolet	Tahoe Police Vehicle 4x2	69,443	\$16,500.00	Full Size SUV 4x2	2025	Full Size SUV 4x2
Jones 6028	1GNLCDEC5LR235211	2020	Chevrolet	Tahoe Police Vehicle 4x2	8,770	\$33,000.00	Full Size SUV 4x2	2025	Full Size SUV 4x2
Lewis 6033	1GNLCDEC4LR235801	2020	Chevrolet	Tahoe Police Vehicle 4x2	10,548	\$33,000.00	Full Size SUV 4x2	2025	Full Size SUV 4x2
O Toole 6049	1GNLCDEC4KR300077	2019	Chevrolet	Tahoe Police Vehicle 4x2	15,187	\$27,000.00	Full Size SUV 4x2	2025	Full Size SUV 4x2
Price 6010	1GNLCDEC6HR203262	2017	Chevrolet	Tahoe Police Vehicle 4x2	73,790	\$16,500.00	Full Size SUV 4x2	2025	Full Size SUV 4x2
Reed 6017	1GNLCDEC5HR205357	2017	Chevrolet	Tahoe Police Vehicle 4x2	72,100	\$16,500.00	Full Size SUV 4x2	2025	Full Size SUV 4x2
Riwniak 6023	1GNKCDEC7KR280354	2019	Chevrolet	Tahoe Police Vehicle 4x2	24,458	\$25,500.00	Full Size SUV 4x2	2025	Full Size SUV 4x2
Townsend 6007	1GNLCDEC8KR282019	2019	Chevrolet	Tahoe Police Vehicle 4x2	43,523	\$25,500.00	Full Size SUV 4x2	2025	Full Size SUV 4x2
Trader 6040	1GNLCDEC3LR235191	2020	Chevrolet	Tahoe Police Vehicle 4x2	8,996	\$33,000.00	Full Size SUV 4x2	2025	Full Size SUV 4x2
Valario 6018	1GNLCDEC2KR280282	2019	Chevrolet	Tahoe Police Vehicle 4x2	26,794	\$25,500.00	Full Size SUV 4x2	2025	Full Size SUV 4x2
C Parr 6021	1GNSKDEC5LR233313	2020	Chevrolet	Tahoe Police Vehicle 4x4	11,429	\$33,000.00	Full Size SUV 4x4	2025	Full Size SUV 4x4
Crisafulli 6000	1GNSKDEC4KR267905	2019	Chevrolet	Tahoe Police Vehicle 4x4	36,255	\$25,000.00	Full Size SUV 4x4	2025	Full Size SUV 4x4
Dods 6011	1GNSKDEC1HR217620	2017	Chevrolet	Tahoe Police Vehicle 4x4	65,519	\$19,500.00	Full Size SUV 4x4	2025	Full Size SUV 4x4
Kagan 6036	1GNSKDEC0KR280604	2019	Chevrolet	Tahoe Police Vehicle 4x4	28,079	\$25,500.00	Full Size SUV 4x4	2025	Full Size SUV 4x4
Layton 6051	1GNSKDEC8KR281872	2019	Chevrolet	Tahoe Police Vehicle 4x4	25,132	\$25,500.00	Full Size SUV 4x4	2025	Full Size SUV 4x4
Newcomb 6020	1GNSKDEC3LR233343	2020	Chevrolet	Tahoe Police Vehicle 4x4	13,717	\$33,000.00	Full Size SUV 4x4	2025	Full Size SUV 4x4
Powell 6022	1GNSKDEC5KR281926	2019	Chevrolet	Tahoe Police Vehicle 4x4	28,137	\$29,500.00	Full Size SUV 4x4	2025	Full Size SUV 4x4
Titanski 6001	1GNSKDEC0KR270042	2019	Chevrolet	Tahoe Police Vehicle 4x4	20,964	\$29,500.00	Full Size SUV 4x4	2025	Full Size SUV 4x4

Worcester County Sheriff's Office

Matthew Crisafulli
Sheriff



Douglas Dods
Chief Deputy

May 3, 2021

Honorable Commissioners of Worcester County
1 W. Market Street
Snow Hill, Maryland 21863

RE: ICAC Grant Submission Request (2021-IA-0013)

Greetings,

In October 2013, the Worcester County Sheriff's Office recognized the importance of working Internet Crimes Against Children (ICAC) investigations in a collaborative effort with the Maryland State Police. As a result of this effort, the Worcester County Sheriff's Office and the Maryland State Police entered into a Memorandum of Understanding which improves all investigatory aspects of these types of investigations. Over the last several years, ICAC investigations, which fall under the auspices of the Worcester County Bureau of Investigation, have increased tremendously causing the need for additional equipment and costs associated with that equipment.

I am respectfully requesting approval from the Worcester County Commissioners to approve the submission of the FY 2022 Internet Crimes Against Children Task Force Grant to the Governors Office of Crime Control and Prevention. The purpose of this grant request is for funding to support ongoing ICAC investigations by purchasing a new server, computer and various digital media at a total cost of \$26,062.00. There is no Cash Match or In Kind Match required for this grant submission.

Respectfully submitted,

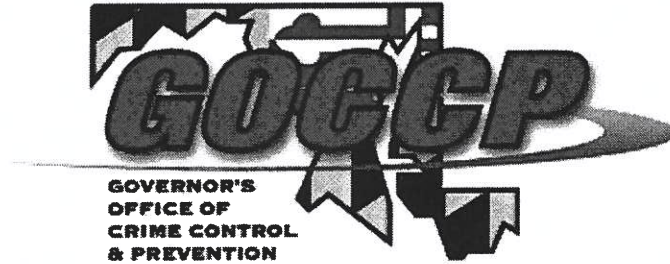
A handwritten signature in black ink, appearing to read "N. Passwaters", is written over a horizontal line.

Captain N. Passwaters
Worcester County Sheriff's Office
Operations Commander

**FY 2022 Internet Crimes Against Children (ICAC) Task Force
Grant Fund (ICAC)**

**Applicant: Worcester County Board of County
Commissioners**

Grant Application Form



Governor's Office of Crime Control and Prevention


Submitted: 5/3/2021

Governor's Office of Crime Control and Prevention
100 Community Place, 1st Floor Crownsville, MD
21032-2042 (410) 697-9338
Email: dlinfo_goccp@maryland.gov

www.goccp.maryland.gov
Larry Hogan, Governor
Boyd K. Rutherford, Lt. Governor

Application Contents

- | | |
|---|---|
| <input checked="" type="checkbox"/> Cover Sheet | <input checked="" type="checkbox"/> Civil Rights |
| <input checked="" type="checkbox"/> Face Sheet | <input checked="" type="checkbox"/> Service Sites |
| <input checked="" type="checkbox"/> Summary / Narrative | <input checked="" type="checkbox"/> Assurances |
| <input checked="" type="checkbox"/> Budget Summary | <input checked="" type="checkbox"/> Anti-Lobbying |
| <input type="checkbox"/> Personnel | <input type="checkbox"/> Services |
| <input type="checkbox"/> Operating | <input checked="" type="checkbox"/> Equipment |
| <input type="checkbox"/> Travel | <input type="checkbox"/> Other |

Date Stamp:	OFFICE USE ONLY	
	Control Number: 	Application Number: 2021-IA-0013
	Received By:	Date:



Governor's Office of Crime Control & Prevention - Grant Application Form

FY 2022 Internet Crimes Against Children (ICAC) Task Force Grant Fund (ICAC)

Applicant: Worcester County Board of County Commissioners

Project Title: Worcester - Internet Crimes Against Children

Worcester Local Government

Start Date: 07/01/2021

Submitted: 5/3/2021 1:30:14 PM

DUNS Number: 101119399

End Date: 06/30/2022

Funding Year:

SAM Expiration: 12/14/2021

Applicant:

Worcester County Board of County Commissioners
County Government Center
Room 1103
One West Market Street
Snow Hill, MD 21863
(410) 632-1194

FAX: (410) 632-3131

Implementing Agency:

Worcester County Board of County Commissioners
County Government Center
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One West Market Street
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(410) 632-1194

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FAX: (410) 632-3131

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FAX: (410) 632-2077

ITEM 5

Funding Summary	100.0 %	Grant Funds	\$26,062.00	_____	_____
	0.0 %	Cash Match	\$0.00	_____	_____
	0.0 %	In-Kind Match	\$0.00	_____	_____
		Total Project Funds	\$26,062.00		

Project Summary

The Worcester County Sheriff's Office Internet Crimes Against Children (ICAC) Equipment Grant program helps to reduce existing gaps in services in Worcester County, Maryland. The program will allow the purchase of equipment necessary for digital forensic investigators to increase the ability to properly seize, store and prosecute cases in which large data extractions are required. It benefits and conveys justice to the victims of these crimes. Program funds provide equipment.

Problem Statement/Needs Justification

In 2010, the Worcester County Sheriff's Office identified the importance of integrating digital forensics into various criminal investigations as it relates to mobile devices and computers. Throughout this endeavor, a sworn law enforcement officer of the Worcester County Criminal Enforcement Team was trained as a digital forensics' examiner, specifically for mobile devices, and was assigned to forensically conduct data extractions. These extractions of data proved to be essential in uncovering evidence and serve as a pointer system to others involved in criminal activity. The evidence that has been uncovered in these types of data extractions from mobile devices played an integral role in hundreds of successful prosecutions of various felony crimes, to include but not limited to felony drug possession, homicide, child exploitation, sexual assault, and robbery.

Digital forensic examinations of various devices have become paramount in the day to day operations of the Criminal Enforcement Team and the Bureau of Investigation. Over the last several years, Worcester County Sheriff's Office in conjunction with the Worcester County Criminal Enforcement Team have been committed to bringing this type of investigative tool the next level. Due to this commitment, this digital forensic program of the Worcester County Sheriff's Office became the model across the region, which is often utilized not only by local investigators within Worcester County, but also by investigators from across the mid-Atlantic region. Often it is revealed that extensive criminal trials, to include jury trials, are circumvented with guilty pleas as a result of the data that is recovered from mobile devices.

As we have made significant progress in the specialized field of digital forensics as it relates to mobile devices, we are still in need of enhancing computer forensics within Worcester County. Currently the Worcester County Bureau of Investigation, which encompasses ICAC investigations, utilizes various resources from the State of Maryland, which significantly impedes in the judicial process due to the vast backlog that these outside resources are plagued with. Some of the investigations that are being conducted by the Worcester County Bureau of Investigation often encompass computers that contain evidence to ensure a successful prosecution. Due to the lengthy backlog, having a computer forensically examined by another agency in the Baltimore Metropolitan area, causes criminal charges to be delayed until the evidence is recovered from the computer. Currently the wait time for forensic examination on property seized is can be up to a year, which is just one of many reasons outsourcing computer forensics hinders a vast amount of our investigations.

The recovery of data and the implementation of technical investigative methods during criminal investigations is at the forefront of law enforcement during this day and age. Our current storage solution is a 7-year-old server that was provided to us by the Worcester County IT when they upgraded their own hardware. It has a total storage capacity of 6.54TB, and is just under half full at the moment.

While this amount of storage is marginally sufficient for processing cell phones, it is nowhere near enough to expand our office into seized computer data storage. We are currently sitting on a single case that, in itself, has approximately 8TB of storage to be processed. Due to the lack of dedicated storage, we have been archiving past years' evidence on external hard drives that provide no redundancy or protections against hardware failure.

Receiving this new server will easily allow our investigators to expand their capabilities not only within the Worcester County Sheriff's Office, but in supporting the other agencies within the county with their forensic cases. Internet Crimes Against Children (ICAC) cases alone have increased significantly over the last several years. Our agency investigated 18 cases in 2018, 30 cases in 2019, and 41 in 2020. This is a 44% increase in cases in two years. In 2021, Jan 1st – May 1st, our Investigators have already logged in 50 cases in the last 4 months.

Due to the nature of the work while conducting Internet Crimes Against Children (ICAC) and Child Advocacy Center (CAC) investigations both reactive and proactive, Investigators need the ability to conduct their work/operations off of the county network. Therefore, Investigators must have a dedicated Internet Crimes Against Children (ICAC) laptop to conduct their investigations to keep the sensitive material off of the network and on separate or individual computers. Furthermore, the laptop gives the Investigators the option of mobility to perform ICAC/CAC related work at different workstations and to be used in the field.

To complete this set up, other equipment that is needed is a power transfer kit that will allow us to acquire a computer system to examine data in the office without the laptop shutting down. A hard drive duplicator will allow us to preserve the integrity of evidence by creating an exact duplicate that we can use for our investigation. Portable solid-state drives will allow a method of secure file transfers between the detective and the forensics lab, ensuring that information is kept safe while out of a secure facility and computer memory stick will allow the main forensic workstation to process information faster and easier. This is necessary in order to handle the larger quantities of information that we will be feeding it by bringing computer forensics into the office. This extra equipment will be a complete package needed to assist our investigators on a daily basis.

ITEM 5

Worcester County is the Easternmost County in the State of Maryland. It is Maryland's only seaside county where it is known for its recreational activities and tourism. In addition to the year-round population, the town of Ocean City, Assateague Island and the Maryland coastal bays offer many attractions that draw millions of seasonal visitors from many states all over the region. In the late Spring and early Fall seasons of the year, an estimated average weekend population of 158,670 may be present in Ocean City's resort community and another estimated 100,000 people may be present at the Assateague Island State Park as well as the other State Parks and campgrounds throughout the county. According to recent estimates, summer populations average over 295,000 persons in July and August and it peaks at nearly 325,000 on the July fourth weekend. Many of the seasonal visitors are from large urban areas from within Maryland as well as from out of state locales. In addition, many of the seasonal workers particularly in Ocean City are foreign nationals. The tourist friendly resort beach town of Ocean City and the eclectic marketplace in the town of Berlin stand in contrast to the slower paced more rural central part of the county, where one finds the county seat of Snow Hill. The Southern part of the county finds the growing town of Pocomoke City, Maryland, which sits just north of the Virginia line and is an area transited by many out of state travelers, as U.S. Routes 13 and 113 converge from other Northern and Southern locations. Worcester County is a main travel route for many automobiles and commercial truckers traveling to the North and to the South through Maryland. Worcester County encompasses 483 square miles and 106 square miles of waterways. It is the seventh largest county in Maryland. It is bordered to the North by Sussex County, Delaware and to the South by Accomack County, Virginia.

Worcester County Sheriff's office has 83 sworn deputies and 25 civilians in which 9 sworn deputies and 1 civilian are assigned to the Worcester County Bureau of Investigation. Calls for service in 2020 was 48,733, which was an increase from the year 2019 at 46,613.

Program Goals and Objectives

Goal- Increase the ability for the Worcester County Sheriff's Office to effectively and appropriately investigate and prosecute cases that require large data extractions, such as Internet Crimes Against Children (ICAC). Currently case processing only allows for limited data extraction which limits number of charges files or victims identified.

- Objective- Purchase a laptop, server and associated accessories to be used exclusively for large data extraction case processing
- Objective- Investigate 100% of all data obtained in evidence seized instead of limiting the process to arbitrary data constraints

Program Strategy/Program Logic

By obtaining the necessary computer equipment, it opens the Worcester County ICAC/CAC Investigators up to fully investigate and download evidence for their cases, instead of choosing their best course of action based on limited storage space. They will be able to investigate and complete their cases within their division instead of relying on other agencies. They will also be able to process cases in a timelier manner, as well as conduct more thorough investigations. Allied agencies will benefit as well because our investigators will work their cases in a timely manner. The dedicated server will ensure a more centralized system for case management because all digital evidence can be securely stored in a central area instead of being off loaded onto different external storage devices due to storage limitations, as we are currently facing.

The Cricket Center is Worcester County's only Child Advocacy Center and would benefit greatly to this upgrade in equipment. The multidisciplinary team is made up of law enforcement officers, child protective service personnel, prosecutors, lawyers, advocates, mental health therapists and medical personnel. The multidisciplinary team meets regularly to communicate and collaborate on child abuse cases. Cases are reviewed beginning with the victim's initial outcry through investigation, treatment and prosecution. Last year the Cricket center aided 87 children, 43 sex offenders were identified and 194 years of sentenced jail time for child sex offenders were obtained. The number of victims and sex offenders will increase with the aid of this new equipment and the timeliness of evidence to be processed in a timely manner.

Program Measurement

Output Measures- Purchase of equipment related to case processing of large data extraction investigations

Initial Outcomes Measures- Extract 100% of data obtained through the investigative process in order to decrease the limitations of digital forensics

Impacts- The purchase of the equipment necessary for digital forensic investigations will increase the ability to properly prosecute cases in which large data extractions are required. Currently cases are limited in scope to the amount of data that can be retrieved and stored, often leading to minimizing the charges pursued in an investigation. Having the capability to examine all the data obtained will allow for investigators to accurately assess all the charges and victims identified.

Spending Plan

Funds will be expended for all of the below equipment in the first quarter and up and running by the end of the first quarter. Total funds requested: \$26,061.08

Storinator Q30 – Enhanced Server: \$19,250.21 - This file storage server will allow us to have a central repository for all of our forensic case data, providing investigators with easy access to the information while they are working in the office. This will also eliminate the need for us to maintain long-term case evidence on portable media that is not only able to be removed from the office, but also much more likely to suffer device failures.

Sager NP8770R Notebook (laptop) : \$3,093 - Due to the sensitive nature of the content in ICAC investigations, they are performed off of the county network. This laptop will allow investigators to perform their duties in the most practical manner possible, as the laptop can be shared between assigned personnel and can be used for field work when necessary.

HotPlug Field Kit 110V : \$599 - This is a power transfer kit that will allow us to acquire a computer system and examine it in the office without shutting it down. This is important to preserve any critical information that may be lost or altered when the computer is powered down, as is normally required when moving computers between locations.

Tableau TD2U Forensic Duplicator : \$1,479 - A hard drive duplicator will allow us to preserve the integrity of evidence by creating an exact duplicate that we can use for our investigation. A stand-alone system like this one will allow us to perform this task in the field without the need of a computer system.

Samsung T5 1TB 2.5" USB 3.1 V-NAND Portable SSD: \$129.99 each x Qty 10 = \$1,299.99 - Portable solid-state drives (qty. 10) will allow a method of secure file transfers between the detective and the forensics lab, ensuring that information is kept safe while out of a secure facility. Using a solid-state drive instead of a hard drive will allow for a more stable environment to store the data, as these are less likely to sustain physical damage over traditional portable hard drives.

Hynix Computer Memory stick 16 GB : \$84.97 each x Qty 4 = \$339.88 - Computer memory (qty. 4 sticks) will allow the main forensic workstation to process information faster and easier. This is necessary in order to handle the larger quantities of information that we will be feeding it by bringing computer forensics into the office.

Timeline

Timeline:

With an MOU currently in place between the Maryland State Police and the Worcester County Sheriff's Office, we are currently a Maryland ICAC Affiliate, but do not have a dedicated laptop to work on these ICAC cases. They are extremely limited in downloading data since the current server is not capable in holding the influx of data they have currently collected. Once the grant is obtained, the supervisor for the Worcester County Bureau of Investigation, Cpl. Allison Herrman, will be responsible for ordering the equipment, without delay, for her division. All equipment should be received within 30 days. Once the equipment arrives, her Digital Forensic Examiner, Peter Kupec will install and maintain the equipment purchased. For the completion of this task, all equipment will be ordered, received, installed and maintained with the first quarter of this grant.

Sustainability

The one-time purchase requires no additional resources and that will be full funded in this application. The Worcester County Criminal Bureau of Investigation will maintain the newly purchased equipment by budgeting upgrades and maintenance fees where it applies.

Management Capabilities

The Worcester Bureau of Investigation (WCBI) is a combined law enforcement investigative criminal unit. WCBI handles and investigates the most serious felony crimes that occur in the county other than Ocean City and Ocean Pines jurisdictions. They have investigators from the Maryland State Police, Worcester County Sheriff's Office and the Berlin Police Department. Incorporated into that division is the Worcester County Child Advocacy Unit (CAC) and the Worcester County Internet Crimes Against Children (ICAC) task force. They provide a comprehensive team approach in investigating crimes against children and prosecute those who commit these crimes. Extracting data from mobile devices and computers is essential in uncovering evidence involved in criminal activity. The evidence that has been uncovered in these types of data extractions from mobile devices play an integral role in hundreds of successful prosecutions of various felony crimes, to include but not limited to felony drug possession, homicide, child exploitation, sexual assault, and robbery.

Project Director/Financial- Captain Nathaniel J. Passwaters

Captain Passwaters has over twenty-six years of law enforcement experience and currently oversees the daily operations of each division within the Worcester County Sheriff's Office. Prior to becoming Captain, Captain Passwaters has been involved and assigned in a drug enforcement capacity for approximately seventeen of those years. In 2002, Captain Passwaters accepted a position with the

ITEM 5

Worcester County Sheriff's Office and is assigned to a drug enforcement unit. In 2008, Captain Passwaters became a vital asset in developing the Worcester County Criminal Enforcement Team which is commonly referred to as the Drug Task Force. Since January of 2008 thru January of 2021, Captain Passwaters was the Commander of the Worcester County Criminal Enforcement Team and oversaw all overt and covert operations and investigations within Worcester County regarding drug enforcement. Captain Passwaters is also cross-designated with Homeland Security Investigations and has been recognized as an expert witness in various courts in Maryland regarding felony controlled dangerous substance investigations.

Key Consultant- State's Attorney for Worcester County Kristin Heiser.

Ms. Heiser received a Bachelor of Arts in Criminology and Criminal Justice from the University of Maryland – College Park and obtained her Juris Doctor from the University of Maryland School of Law. She was admitted to practice in 2007 and was soon thereafter appointed as an Assistant State's Attorney for Worcester County. In 2011, she accepted a position as an ASA in neighboring Wicomico County managing the District Court Division. In 2018, she was successful in her bid to become the State's Attorney for Worcester County, Maryland and was sworn into office on January 7, 2019. In addition to her duties as State's Attorney, Ms. Heiser works with many government and non-profit organizations in her efforts to combat crimes against vulnerable victims, particularly children: she is the Worcester County representative to the Local Government Reinvestment Commission for the Governor's Office, she sits on the Board of Directors for the Worcester County's Child Advocacy Center and the Worcester County Bureau of Investigation, and serves on committees for the Child Fatality Review Team and Worcester County Commission for Women, to name a few. She is committed to increasing and improving efforts in the investigation and prosecution of internet crimes against children throughout Worcester County.

Financial Officer/Project- Kim Reynolds, Budget Accountant

Received a Bachelor Degree in Accounting from LaSalle University in Philadelphia, PA. Worked for a CPA firm before joining the Worcester County Government staff in 2007. Kim has budget and grant experience assisting many departments in Worcester County with grant applications, quarterly financials and audit compliance over the past thirteen years.

Professional Staff Member - Corporal Allison Herrman

Cpl. Herrman has been employed with the Worcester County Sheriff's Office since 2012 and has been the assigned Supervisor for the Worcester County Bureau of Investigation since 2017. This combined task force is made up of law enforcement officers from the Worcester County Sheriff's Office, Maryland State Police, and the Berlin Police Department and primarily conducts investigations involving serious felony crimes perpetrated in Worcester County, Maryland. Since 2017 Corporal Herrman has been the unit supervisor for the Worcester County Child Advocacy Unit (CAC) and the Worcester County Internet Crimes Against Children (ICAC) task force. Corporal Herrman conducts primarily ICAC investigations in addition to her daily duties as a supervisor and oversees all ICAC and CAC investigations. Corporal Herrman has hundreds of hours of extensive training dealing specifically with ICAC Investigations. Corporal Herrman has received a Bachelor of Arts in Sociology as well as a Bachelor of Arts in Criminology & Criminal Justice from the University of Delaware.

Professional Staff Member – Peter Kupec -Digital Forensic Examiner

Peter Kupec joined the Worcester County Sheriff's Office in 2020. DFE Kupec is assigned to assist both the Worcester County Bureau of Investigation and Criminal Enforcement Team drug task force with electronic evidence produced from their investigations. Between these departments, DFE Kupec is responsible for supporting investigations originating from Worcester County Sheriff's Office, Maryland State Police, Pocomoke Police Department, Ocean Pines Police Department, Ocean City Police Department, and Berlin Police Department. DFE Kupec is a Cellebrite Certified Physical Analyst, trained in the use of Cellebrite mobile device forensic software and equipment, and has over 11 years of experience in the Information Technology field working for county government and the casino industry.

Applicant Disclosure of Pending Applications Statement

N/A

Person Completing the Project Narrative

Jennifer DeGiovanni

Deputy Sheriff, Background Investigator

Worcester County Sheriff's Office

1 West Market Street, Room 1001

Snow Hill, Maryland 21863

410-632-1111 ext#2237

Fax#410-632-3070

jdegiovanni@co.worcester.md.us



Project Budget

A. Budget Summary

	Grant Funds	Cash Match	In-Kind Match	Total Award
Personnel	\$0.00	\$0.00	\$0.00	\$0.00
Operating Expenses	\$0.00	\$0.00	\$0.00	\$0.00
Travel	\$0.00	\$0.00	\$0.00	\$0.00
Contractual Services	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$26,062.00	\$0.00	\$0.00	\$26,062.00
Other	\$0.00	\$0.00	\$0.00	\$0.00
Grand Total	\$26,062.00	\$0.00	\$0.00	\$26,062.00



	Equipment	Priority	Funding Type	Quantity	Cost / Unit	Total
2	Storinator Q30	0	Grant Funds	1	\$19,251.00	\$19,251.00
1	Sager NP8770R Notebook (laptop)	2	Grant Funds	1	\$3,093.00	\$3,093.00
4	Tableau TD2U Forensic Duplicator	3	Grant Funds	1	\$1,479.00	\$1,479.00
5	Samsung T5 1TB 2.5" USB 3.1 V-NAND Portable SSD	4	Grant Funds	10	\$130.00	\$1,300.00
3	HotPlug Field Kit 110V	5	Grant Funds	1	\$599.00	\$599.00
6	Hynix Computer Memory Stick 16 GB	6	Grant Funds	4	\$85.00	\$340.00
						\$26,062.00

1. Due to the sensitive nature of the content in ICAC investigations, they are performed off of the county network. This laptop will allow investigators to perform their duties in the most practical manner possible, as the laptop can be shared between assigned personnel and can be used for field work when necessary.
2. This file storage server will allow us to have a central repository for all of our forensic case data, providing investigators with easy access to the information while they are working in the office. This will also eliminate the need for us to maintain long-term case evidence on portable media that is not only able to be removed from the office, but also much more likely to suffer device failures.
3. <https://wiebetech.com/products/hotplug-field-kit/>
This is a power transfer kit that will allow us to acquire a computer system and examine it in the office without shutting it down. This is important to preserve any critical information that may be lost or altered when the computer is powered down, as is normally required when moving computers between locations.
4. <https://www.forensiccomputers.com/tableau-td2-forensic-duplicator.html>
A hard drive duplicator will allow us to preserve the integrity of evidence by creating an exact duplicate that we can use for our investigation. A stand alone system like this one will allow us to perform this task in the field without the need of a computer system.
5. - <https://www.newegg.com/samsung-t5-1tb/p/N82E16820147641>
Portable solid state drives (qty. 10) will allow a method of secure file transfers between the detective and the forensics lab, ensuring that information is kept safe while out of a secure facility. Using a solid state drive instead of a hard drive will allow for a more stable environment to store the data, as these are less likely to sustain physical damage over traditional portable hard drives.
6. <https://www.newegg.com/sk-hynix-16gb-288-pin-ddr4-sdram/p/1WK-002C-00030>
Computer memory (qty. 4 sticks) will allow the main forensic workstation to process information faster and easier. This is necessary in order to handle the larger quantities of information that we will be feeding it by bringing computer forensics into the office.



V. Civil Rights Requirements

- 1. Civil rights contact person: Norton, Stacey - Director of Human Resources
- 2. Organization: Worcester County Board of County Commissioners
- 3. Address: County Government Center
Room 1103
One West Market Street
Snow Hill, MD 21863
- 4. Telephone Number: (410) 632-0090
- 5. Number of persons employed by the organization unit responsible for implementation of this grant: 14

Project Service Sites

Site 1

Service Site	Sheriff Dept
Apt. Suite, No. Street	1 W Market St
City	Snow Hill
State & Zip	MD 21863



Certified Assurances

THE APPLICANT HEREBY ASSURES AND CERTIFIES THE FOLLOWING:

1. That Federal funds made available under this formula grant will not be used to supplant State or local funds, but will be used to increase the amounts of such funds that would, in the absence of Federal Funds, be made available for program activities.
2. That matching funds required to pay the non-Federal portion of the cost of each project, for which grant funds are made available, shall be in addition to funds that would otherwise be made available for program activities by the recipient of the grant funds and shall be provided as required in the Grant Award document.
3. That following the first year covered by a Grant Award and each year thereafter, a performance evaluation and assessment report will be submitted to the Governor's Office of Crime Control & Prevention.
4. That fund accounting, auditing, monitoring, evaluation procedures and such records as the Governor's Office of Crime Control & Prevention shall prescribe to and shall be provided to assure fiscal control, proper management and efficient disbursement of funds received.
5. That the Grantee shall maintain such data and information and submit such reports in such form, at such times, and containing such information as the Governor's Office of Crime Control & Prevention may reasonably require to administer the program.
6. Sub-recipients will comply (and will require any sub-grantees or contractors to comply) with any applicable statutorily-imposed nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d); the Victims of Crime Act (42 U.S.C. § 10604 (e)); the Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); the Civil Rights Act of 1964 (42 U.S.C. § 2000(d)); the Rehabilitation Act of 1973 (29 U.S.C. § 704); the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131-34); the Education Amendments of 1972 (20 U.S.C. § 1681, 1683, 1685-86); the Age Discrimination Act of 1975 (42 U.S.C. § 6101-07); and the Department of Justice (DOJ's) Equal Treatment Regulations (28 C.F.R. pt. 38).
7. That in the event a Federal or state court or administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against the Grantee, a copy of the finding will be forwarded to the Governor's Office of Crime Control & Prevention.
8. Sub-recipients that are governmental or for-profit entities, that have fifty or more employees and that receive a single award of \$500,000 or more under the Safe Streets Act or other Department of Justice (DOJ) program statutes are required to submit their Equal Employment Opportunity Plan (EEO) to the federal Office of Civil Rights (OCR). The sub-recipients are not required to submit a copy to the Governor's Office of Crime Control & Prevention (GOCCP), but must have a copy available on site for monitoring purposes. Those sub-recipients that are subject to the OCR's EEO Certification Form may access this form at: <http://www.ojp.usdoj.gov/about/ocr/eeop.htm>.
9. That the Grantee will comply with all provisions set forth in the Governor's Office of Crime Control & Prevention's General <http://www.goccp.maryland.gov/grants/general-conditions.php> and Special Conditions.
10. That the Grantee will comply with the provisions of 28 CFR applicable to grants and cooperative agreement.
11. Sub-recipients are obligated to provide services to Limited English Proficient (LEP) individuals. Refer to the DOJ's Guidance Document. To access this document see U.S. Department of Justice, Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons (67 Federal Regulation 41455 (2002)). This regulation may be accessed at: <http://www.archives.gov/eo/laws/title-vi.html>

CERTIFICATION: I certify that this program will comply with the provisions set forth by the State of Maryland and the Governor's Office of Crime Control and Prevention.

Signature of Authorized Official

Date

Mitreic, Joseph M. - President

Name and Title

Certification Regarding Lobbying



U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE COMPTROLLER

**CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND
OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

**2. DEBARMENT, SUSPENSION, AND OTHER
RESPONSIBILITY MATTERS
(DIRECT RECIPIENT)**

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510 --

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with

obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted or otherwise criminally or civilly charged by a Government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph, (1) (b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminate for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

**3. DRUG-FREE WORKPLACE
(GRANTEES OTHER THAN INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67, Sections 67.615 and 67.620 --

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about --

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;



(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will –

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after having received notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, Grants and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, S.W. (Room 312A, GSA Regional Office Building No. 3), Washington DC 20202-4571. Notice shall include the identification number(s) of each affected grant.

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted –

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant.

Place of Performance (street address, city, county, state, zip code)

Check ___ if there are workplaces on file that are not identified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check ___ if the State has elected to complete OJP Form 4061/7.

**DRUG-FREE WORKPLACE
(GRANTEES WHO ARE INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67, Sections 67.615 and 67.620 --

As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

Applicant: Worcester County Board of County Commissioners
Address: County Government Center
Room 1103
One West Market Street
Snow Hill, MD 21863

Project Title: Worcester - Internet Crimes Against Children
Federal ID Number: 52-6001064

Authorized Representative: Mitrecic, Joseph M. - President

Signature: _____
Signature of Authorized Official Date

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

Worcester County

GOVERNMENT CENTER
 ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

May 10, 2021

HAROLD L. HIGGINS, CPA
 CHIEF ADMINISTRATIVE OFFICER

ROSCOE R. LESLIE
 COUNTY ATTORNEY

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

TO: Worcester County Commissioners
 FROM: Karen Hammer, Administrative Assistant V
 SUBJECT: Upcoming Board Appointments - Terms Beginning January 1, 2021

Attached, please find copies of the Board Summary sheets for all County Boards or Commissions (6), which have current or upcoming vacancies (10 total). I have circled the members whose terms have expired or will expire on each of these boards.

Page 2, List of Pending Board Appointments under each Commissioners name.

President Mitrecic - You have **One (1)** positions open:

- Marie Campione-Lawrence (**Resigned**) - replacement to the Social Services Advisory Board

Vice President Elder – You have **One (1)** position needed:

- Michael Day to the Tourism Advisory Committee

Commissioner Bertino – You have **Four (4)** positions needed:

- Donna Dillon to the Housing Review Board
- Cathy Gallagher to the Social Services Advisory Board
- Frederick Stiehl to the Water & Sewer Advisory Council, Ocean Pines
- Bob Poremski (**Resigned**) - replacement to the Water & Sewer Advisory Council, Ocean Pines
-

All Commissioners:

- Drug and Alcohol Abuse Council; (2 resignations: Ms. Nordstrom and Rev. D'Amario), (Passing of Dr. Cragway, Jr.), Mr. Orris hopes to have recommendations for The Commissioners later this year, **however**, if the Commissioners have someone they'd like to appoint, please advise.
- At Large position on Local Development Council For the Ocean Downs Casino-4 yr. Mark Wittmyer - (Business – Ocean Pines)
- Water and Sewer Advisory Council - Ocean Pines (Frederick Stiehl and Bob Poremski)

Please Note 2 Letters/Resumes of Interest to Serve on a Board/Commission - See Attached

Pending Board Appointments - By Commissioner

District 1 - Nordstrom All District Appointments Received. Thank you!

District 2 - Purnell All District Appointments Received. Thank you!

District 3 - Church All District Appointments Received. Thank you!

District 4 - Eder p. 7 - Tourism Advisory Committee (Michael Day) - 4-year

District 5 - Bertino

p. 4 - Housing Review Board (Donna Dillon) - 3-year

p. 6 - Social Services Advisory Board (Cathy Gallagher) - 3-year

p. 8 - Water & Sewer Advisory Council - Ocean Pines (Frederick Stiehl and Bob Poremski) - 4-year

District 6 - Bunting All District Appointments Received. Thank you

District 7 - Mitreic p. 6 - Social Services Advisory Board (Marie Campione-Lawrence) - 3-year

All Commissioners

p. 3 - (3) Drug and Alcohol Abuse Council; (2 resignations: Ms. Nordstrom and Rev. D'Amario), (Passing of Dr. Cragway, Jr.), Mr. Orris hopes to have recommendations for The Commissioners later this year, **however**, if the Commissioners have someone they'd like to appoint, please advise.

p. 5 - (1) Local Development Council for Ocean Downs Casino (Mark Wittmyer and- At-Large - business or institution representative in immediate proximity to Ocean Downs) - 4-year

p. 8 - (2) Water and Sewer Advisory Council - Ocean Pines (Frederick Stiehl and Bob Poremski) - 4-year

p. 10-11 - Two letters of Interest - Donna Hughes and Jerred Johnson

Reference: PGL Health-General, Section 8-1001

Appointed by: County Commissioners

Functions: Advisory
Develop and implement a plan for meeting the needs of the general public and the criminal justice system for alcohol and drug abuse evaluation, prevention and treatment services.

Number/Term: At least 18 - At least 7 At-Large, and 11 ex-officio (also several non-voting members)
At-Large members serve 4-year terms; Terms expire December 31

Compensation: None

Meetings: As Necessary

Special Provisions: Former Alcohol and Other Drugs Task Force was converted to Drug and Alcohol Abuse Council on October 5, 2004.

Staff Contact: Jack Orris, Council Secretary, Health Department (410-632-1100, ext. 1038)
Doug Dods, Council Chair, Sheriff's Office (410-632-1111)

Current Members:

<u>Name</u>	<u>Representing</u>	<u>Years of Term(s)</u>
	<u>At-Large Members</u>	
Donna Nordstrom	Knowledge of Substance Abuse Treatment	* 19-21
Rev. Matthew D'Amario	Knowledge of Substance Abuse Issues	*18-21
Eric Gray (Christina Purcell)	Substance Abuse Treatment Provider	*15-18, 18-22
Sue Abell-Rodden	Recipient of Addictions Treatment Services	10-14-18, 18-22
Colonel Doug Dods	Knowledgeable on Substance Abuse Issues	04-10 (advisory), 10-14-18, 18-22
Jim Freeman, Jr.	Knowledgeable on Substance Abuse Issues	04-11-15, 15-19, 19-23
Jennifer LaMade	Knowledgeable on Substance Abuse Issues	*12-15, 15-19, 19-23
Mimi Dean	Substance Abuse Prevention Provider	*18-19, 19-23
Kim Moses	Knowledgeable on Substance Abuse Issues	08-12-16-20, 20-24
Dr. Roy W. Cragway, Jr.	Knowledgeable on Substance Abuse Issues	*17-20, 20-24

Resigned

Passed

Ex-Officio Members

Rebecca Jones	Health Officer	Ex-Officio, Indefinite
Roberta Baldwin	Social Services Director	Ex-Officio, Indefinite
Spencer Lee Tracy, Jr.	Juvenile Services, Regional Director	Ex-Officio, Indefinite
Trudy Brown	Parole & Probation, Regional Director	Ex-Officio, Indefinite
Kris Heiser	State's Attorney	Ex-Officio, Indefinite
Burton Anderson	District Public Defender	Ex-Officio, Indefinite
Sheriff Matt Crisafulli	County Sheriff	Ex-Officio, Indefinite
William Gordy (Eloise Henry Gordy)	Board of Education President	Ex-Officio, Indefinite
Diana Purnell	County Commissioners	Ex-Officio, Indefinite
Judge Brian Shockley (Jen Bauman)	Circuit Court Administrative Judge	Ex-Officio, Indefinite

* Appointed to a partial term for proper staggering, or to fill a vacant term

Judge Gerald Purnell (Tracy Simpson)	District Court Administrative Judge	Ex-Officio, Indefinite
Donna Bounds	Warden, Worcester County Jail	Ex-Officio, Indefinite

Advisory Members

Lt. Earl W. Starner	Maryland State Police	Since 2004
Charles “Buddy” Jenkins	Business Community - Jolly Roger Amusements	
Chief Ross Buzzuro (Lt. Rick Moreck)	Ocean City Police Dept.	
Leslie Brown	Hudson Health Services, Inc.	
James Mcquire, P.D.	Health Care Professional - Pharmacist	Since 2018
Shane Ferguson	Wor-Wic Community College Rep.	Since 2018
Jessica Sexauer, Director	Local Behavioral Health Authority	Since 2018

Prior Members:

Since 2004

Vince Gisriel	Chief Kirk Daugherty -SHPD
Michael McDermott	Mike Shamburek - Hudson Health
Marion Butler, Jr.	Shirleen Church - BOE
Judge Richard Bloxom	Tracy Tilghman (14-15)
Paula Erdie	Marty Pusey (04-15)
Tom Cetola	Debbie Goeller
Gary James (04-08)	Peter Buesgens
Vickie Wrenn	Aaron Dale
Deborah Winder	Garry Mumford
Garry Mumford	Sharon Smith
Judge Theodore Eschenburg	Jennifer Standish
Andrea Hamilton	Karen Johnson (14-17)
Fannie Birckhead	Rev. Bill Sterling (13-17)
Sharon DeMar Reilly	Kat Gunby (16-18)
Lisa Gebhardt	William McDermott
Jenna Miller	Sheriff Reggie Mason
Dick Stegmaier	Colleen Wareing (*06-19)
Paul Ford	
Megan Griffiths	
Ed Barber	
Eloise Henry-Gordy	
Lt. Lee Brumley	
Ptl. Noal Waters	
Ptl. Vicki Fisher	
Chief John Groncki	
Chief Arnold Downing	
Frank Pappas	
Captain William Harden	
Linda Busick (06-10)	
Sheriff Chuck Martin	
Joel Todd	
Diane Anderson (07-10)	
Joyce Baum (04-10)	
James Yost (08-10)	
Ira “Buck” Shockley (04-13)	
Teresa Fields (08-13)	
Frederick Grant (04-13)	
Doris Moxley (04-14)	
Commissioner Merrill Lockfaw	
Kelly Green (08-14)	
Sheila Warner - Juvenile Services	
Chief Bernadette DiPino - OCPD	

* Appointed to a partial term for proper staggering, or to fill a vacant term

HOUSING REVIEW BOARD

Reference: Public Local Law §BR 3-104

Appointed by: County Commissioners

Function: Regulatory/Advisory
 To decide on appeals of code official's actions regarding the Rental Housing Code. Decide on variances to the Rental Housing Code.
 Review Housing Assistance Programs.

Number/Term 7/3 year terms
 Terms expire December 31st

Compensation: \$50 per meeting (policy)

Meetings: As Needed

Special Provisions: Immediate removal by Commissioners for failure to attend meetings.

Staff Support: Development Review & Permitting Department
 Jo Ellen Bynum, Housing Program Administrator - 410-632-1200, x 1171

Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Terms(s)</u>
Donna Dillon	D-5, Bertino	Ocean Pines	08-11-14-17, 17-20
Jake Mitrecic	D-7, Mitrecic	Ocean City	15-18, 18-21
C. D. Hall	D-1, Nordstrom	Pocomoke	10-13-16-19, 19-22
Debbie Hileman	D-6, Bunting	Ocean Pines	10-13-16-19, 19-22
Chase Church	D-3, Church	Ocean Pines	*19-20, 20-23
Scott Tingle	D-4, Elder	Snow Hill	14-17-20, 20-23
Davida Washington	D-2, Purnell	Ocean Pines	*21-24

Prior Members:

- | | |
|----------------------------|----------------------------|
| Phyllis Mitchell | Albert Bogdon (02-06) |
| William Lynch | Jamie Rice (03-07) |
| Art Rutter | Howard Martin (08) |
| William Buchanan | Marlene Ott (02-08) |
| Christina Alphonsi | Mark Frostrom, Jr. (01-10) |
| Elsie Purnell | Joseph McDonald (08-10) |
| William Freeman | Sherwood Brooks (03-12) |
| Jack Dill | Otho Mariner (95-13) |
| Elbert Davis | Becky Flater (13-14) |
| J. D. Quillin, III (90-96) | Ruth Waters (12-15) |
| Ted Ward (94-00) | John Glorioso (*06-19) |
| Larry Duffy (90-00) | Sharon Teagle (00- 20) |
| Patricia McMullen (00-02) | |
| William Merrill (90-01) | |
| Debbie Rogers (92-02) | |
| Wardie Jarvis, Jr. (96-03) | |

* = Appointed to fill an unexpired term

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

ITEM 6

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
Roscoe Leslie, 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>
Mark Wittmyer	At-Large	Business - Ocean Pines	15-19
Gee Williams °	Dist. 3 - Church	Resident - Berlin	09-13-17, 17-21
Bob Gilmore	Dist. 5 - Bertino	Resident - Ocean Pines	*19-21
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
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	*14-15-19, 19-23
Michael Donnelly	Dist. 7 - Mitrecic	Resident - Ocean City	*16-19, 19-23
Steve Ashcraft	Dist. 6 - Bunting	Resident - Ocean Pines	*19-20, 20-24
Gary Weber	Dist. 4 - Elder	Resident - Snow Hill	*19-20, 20-24
Mayor Rick Meehan °	At-Large	Business - Ocean City	*09-12-16-20-24

Prior Members:

J. Lowell Stoltzfus ° (09-10)
Mark Wittmyer ° (09-11)
John Salm ° (09-12)
Mike Pruitt ° (09-12)
Norman H. Conway ° (09-14)
Michael McDermott (10-14)
Diana Purnell ° (09-14)
Linda Dearing (11-15)

Since 2009

Todd Ferrante ° (09-16)
Joe Cavilla (12-17)
James N. Mathias, Jr. ° (09-18)
Ron Taylor ° (09-14)
James Rosenberg (09-19)
Rod Murray ° (*09-19)

Charlie Dorman (12-19)

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

SOCIAL SERVICES ADVISORY BOARD

Reference: Human Services Article - Annotated Code of Maryland - Section 3-501

Appointed by: County Commissioners

Functions: Advisory
 Review activities of the local Social Services Department and make recommendations to the State Department of Human Resources.
 Act as liaison between Social Services Dept. and County Commissioners.
 Advocate social services programs on local, state and federal level.

Number/Term: 9 to 13 members/3 years
 Terms expire June 30th

Compensation: None - (Reasonable Expenses for attending meetings/official duties)

Meetings: 1 per month (Except June, July, August)

Special Provisions: Members to be persons with high degree of interest, capacity & objectivity, who in aggregate give a countywide representative character.
 Maximum 2 consecutive terms, minimum 1-year between reappointment
 Members must attend at least 50% of meetings
 One member (ex officio) must be a County Commissioner
 Except County Commissioner, members may not hold public office.

Staff Contact: Roberta Baldwin, Director of Social Services - (410-677-6806)

Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Cathy Gallagher	D-5, Bertino	Ocean Pines	*13-14-17, 17-20
Faith Coleman	D-4, Elder	Snow Hill	15-18, 18-21
Harry Hammond	D-6, Bunting	Bishopville	15-18, 18-21
Diana Purnell	ex officio - Commissioner		14-18, 18-22
Sharon Dryden	D-1, Nordstrom	Pocomoke City	*20-21
Voncelia Brown	D-3, Church	Berlin	16-19, 19-22
Mary White	At-Large	Berlin	*17-19, 19-22
Maria Campione-Lawren	D-7, Mitrecic	Ocean City	16-19, 19-22
Nancy Howard	D-2, Purnell	Ocean City	09-16-17-20, 20-23

resigned

* = Appointed to fill an unexpired term

SOCIAL SERVICES BOARD
(Continued)

Prior Members: (Since 1972)

James Dryden	Jeanne Lynch (00-02)
Sheldon Chandler	Michael Reilly (00-03)
Richard Bunting	Oliver Waters, Sr. (97-03)
Anthony Purnell	Charles Hinz (02-04)
Richard Martin	Prentiss Miles (94-06)
Edward Hill	Lakeshia Townsend (03-06)
John Davis	Betty May (02-06)
Thomas Shockley	Robert "BJ" Corbin (01-06)
Michael Delano	William Decoligny (03-06)
Rev. James Seymour	Grace Smearman (99-07)
Pauline Robertson	Ann Almand (04-07)
Josephine Anderson	Norma Polk-Miles (06-08)
Wendell White	Anthony Bowen (96-08)
Steven Cress	Jeanette Tressler (06-09)
Odetta C. Perdue	Rev. Ronnie White (08-10)
Raymond Redden	Belle Redden (09-11)
Hinson Finney	E. Nadine Miller (07-11)
Ira Hancock	Mary Yenny (06-13)
Robert Ward	Dr. Nancy Dorman (07-13)
Elsie Bowen	Susan Canfora (11-13)
Faye Thornes	Judy Boggs (02-14)
Frederick Fletcher	Jeff Kelchner (06-15)
Rev. Thomas Wall	Laura McDermott (11-15)
Richard Bundick	Emma Klein (08-15)
Carmen Shrouck	Wes McCabe (13-16)
Maude Love	Nancy Howard (09-16)
Reginald T. Hancock	Judy Stinebiser (13-16)
Elsie Briddell	Arlette Bright (11-17)
Juanita Merrill	Tracey Cottman (15-17)
Raymond R. Jarvis, III	Ronnie White (18-19)
Edward O. Thomas	Wayne Ayer *(19-20)
Theo Hauck	
Marie Doughty	
James Taylor	
K. Bennett Bozman	
Wilson Duncan	
Connie Quillin	
Lela Hopson	
Dorothy Holzworth	
Doris Jarvis	
Eugene Birckett	
Eric Rauch	
Oliver Waters, Sr.	
Floyd F. Bassett, Jr.	
Warner Wilson	
Mance McCall	
Louise Matthews	
Geraldine Thweat (92-98)	
Darryl Hagy (95-98)	
Richard Bunting (96-99)	
John E. Bloxom (98-00)	
Katie Briddell (87-90, 93-00)	
Thomas J. Wall, Sr. (95-01)	
Mike Pennington (98-01)	
Desire Becketts (98-01)	
Naomi Washington (01-02)	
Lehman Tomlin, Jr. (01-02)	

* = Appointed to fill an unexpired term

Updated: November 17, 2020
Printed: May 10, 2021

Reference: County Commissioners' Resolution of May 4, 1999 and 03-6 of 2/18/03

Appointed by: County Commissioners

Function: Advisory
 Advise the County Commissioners on tourism development needs and recommend programs, policies and activities to meet needs, review tourism promotional materials, judge tourism related contests, review applications for State grant funds, review tourism development projects and proposals, establish annual tourism goals and objectives, prepare annual report of tourism projects and activities and evaluate achievement of tourism goals and objectives.

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

Compensation: \$50 per meeting expense allowance

Meetings: At least bi-monthly (6 times per year), more frequently as necessary

Special Provisions: One member nominated by each County Commissioner

Staff Contact: Tourism Department – Melanie Pursel, Director of Tourism 410-632-3110

Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)²</u>
Michael Day	D-4, Elder	Snow Hill	*19
Josh Davis	D-5, Bertino	Berlin	*19-21
Lauren Taylor	D-7, Mitrecic	Ocean City	13-17, 17-21
Gregory Purnell	D-2, Purnell	Berlin	14-18, 18-22
Barbara Tull	D-1, Nordstrom	Pocomoke	03-11-15-19, 19-23
Ruth Waters	D-6, Bunting	Bishopville	19-23
Elena Ake	D-3, Church	West Ocean City	*16-20, 20-24

Prior Members: Since 1972

Isaac Patterson ¹	Barry Laws (99-03)	Molly Hilligoss (15-18)
Lenora Robbins ¹	Klein Leister (99-03)	Denise Sawyer (*18-19)
Kathy Fisher ¹	Bill Simmons (99-04)	Isabel Morris (11-19)
Leroy A. Brittingham ¹	Bob Hulburd (99-05)	
George "Buzz" Gering ¹	Frederick Wise (99-05)	
Nancy Pridgeon ¹	Wayne Benson (05-06)	
Marty Batchelor ¹	Jonathan Cook (06-07)	
John Verrill ¹	John Glorioso (04-08)	
Thomas Hood ¹	David Blazer (05-09)	
Ruth Reynolds (90-95)	Ron Pilling (07-11)	
William H. Buchanan (90-95)	Gary Weber (99-03, 03-11)	
Jan Quick (90-95)	Annemarie Dickerson (99-13)	
John Verrill (90-95)	Diana Purnell (99-14)	
Larry Knudsen (95)	Kathy Fisher (11-15)	
Carol Johnsen (99-03)	Linda Glorioso (08-16)	
Jim Nooney (99-03)	Teresa Travatello (09-18)	

Updated: December 1, 2020
 Printed: May 10, 2021

* = Appointed to fill an unexpired term
 1 = Served on informal ad hoc committee prior to 1990, Committee abolished between 1995-1999
 2 = All members terms reduced by 1-year in 2003 to convert to 4-year terms

**WATER AND SEWER ADVISORY COUNCIL
OCEAN PINES 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: None

Meetings: Monthly

Special Provisions: Must be residents of Ocean Pines Service Area

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

Current Members:

<u>Name</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Frederick Stiehl	Ocean Pines	*06-08-12-16, 16-20
Gregory R. Sauter, P.E.	Ocean Pines	17-21
John F. (Jack) Collins, Jr.	Ocean Pines	*18-21
James Spicknall	Ocean Pines	07-10-14-18, 18-22
Bob Poremski	Ocean Pines	*17-19, 19-23

resigned

Prior Members: (Since 1993)

- Andrew Bosco (93-95)
- Richard Brady (96-96, 03-04)
- Michael Robbins (93-99)
- Alfred Lotz (93-03)
- Ernest Armstrong (93-04)
- Jack Reed (93-06)
- Fred Henderson (04-06)
- E. A. "Bud" Rogner (96-07)
- David Walter (06-07)
- Darwin "Dart" Way, Jr. (99-08)
- Aris Spengos (04-14)
- Gail Blazer (07-17)
- Mike Hegarty (08-17)
- Michael Reilly (14-18)

* = Appointed to fill an unexpired term

Letters of Interest

Karen Hammer
1 West Market Street, Room 1103
Snow Hill, MD 21863

May 10, 2021

To whom it may concern:

I would like to express my interest in an opportunity to volunteer on a Worcester County board or commission. I would like to be considered for a seat with the Tourism Advisory Committee, or Social Services Advisory Board.

I have been a resident of Worcester County for 40 years, and it has also been my honor to be employed with Worcester County, for the past 13 years.

I have volunteered for various events and organizations, The Cricket Center, Ocean City Wine on the Beach, and served on the Pocomoke High School Improvement Advisory Committee (SIAC) for 4 years.

I know I can be a valuable asset and look forward to an opportunity to serve Worcester County and the citizens by participating on a County Board.

Sincerely,

Donna Hughes

Attn:

Karen Hammer
1 West Market Street Room 1103
Snow Hill, MD 21863

07 May 2021

To Whom it May Concern:

After seeing a post on Facebook regarding openings on the Worcester County Boards and Commissions, I would like to be considered for the Drug and Alcohol Abuse Council. I have been a long-term resident of Worcester County; 22 years in total, only excluding my time receiving my Bachelor's degree in College Park, MD. During my time in Worcester, I have volunteered for various events and organizations including the Ocean Pines and Stockton Volunteer Fire Departments, Sonrise Church, Cedar Chapel Special School, and most recently, in Ocean Pines for the Wall that Heals at the Ocean Pines Veterans Memorial.

Currently, I work for Somerset County Department of Emergency Services, where I sit on the Somerset County Opioid United Team (SCOUT), the Tri-County Goes Purple Initiative, and assist in the Somerset Rains Purple campaign, highlighting recovery options and drug use prevention and education. In taking an active role, I also receive information from the Opioid Operational Command Center (OCC) including facts and figures and changes in the opioid pandemic. While most of this information cannot be made public, I believe this could be another factor that could be utilized in this position.

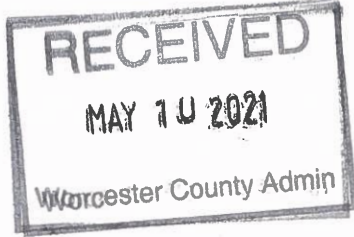
I have also been in Worcester County for the entirety of my educational career, going through the Public School system until I graduated from Stephen Decatur in 2015 and I remained in Worcester until I graduated from Wor-Wic Community College in 2016. Worcester County is all that I have known and I could not wait to return to the Eastern Shore when I graduated from College Park. With a multitude of experience in various fields including social work, first response, and volunteerism, combined with my scholastic achievements, I believe that I am a viable candidate for this position. Additional details regarding my experience and education can be found on my resume.

I appreciate your consideration for this position or any other future opportunity to serve the citizens of Worcester County.


Signed,
Jerred A. Johnson



Worcester County Recreation & Parks
6030 Public Landing Road | Snow Hill MD 21863 | (410) 632-2144 | www.PlayMarylandsCoast.org



MEMORANDUM

TO: Harold L. Higgins, Chief Administrative Officer
Weston Young, Assistant Chief Administrative Officer 
FROM: Kelly Rados, Director of Recreation & Parks
Tom Perlozzo, Director of Recreation, Parks, Tourism and Economic Development
DATE: May 10, 2021
SUBJECT: Town of Berlin Partner Opportunity - July 3, 2021 Fireworks

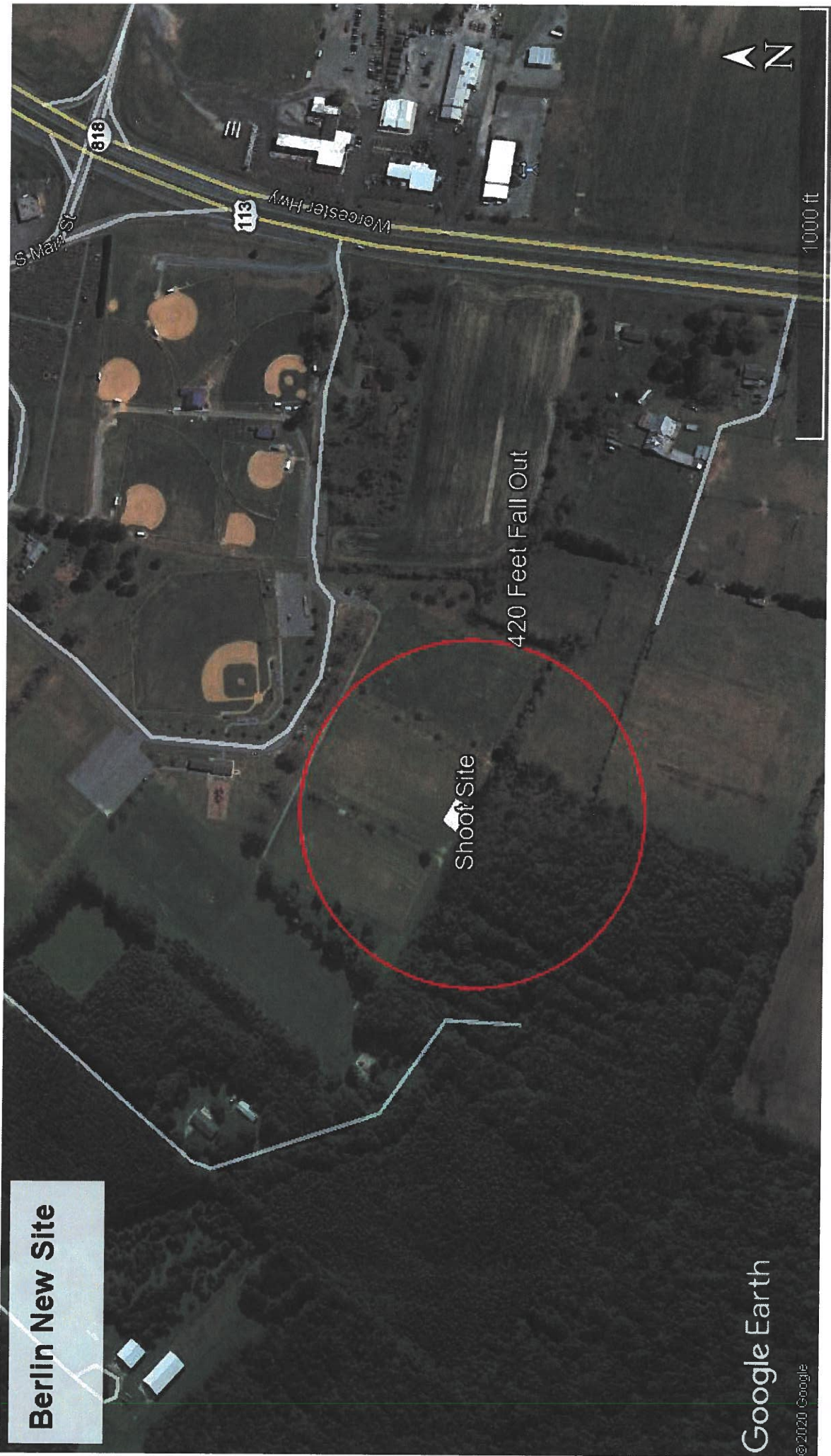
The Town of Berlin has approached us requesting an opportunity to partner with them for their July 3rd Fireworks Display. They are requesting use of Northern Worcester Athletic Complex for the event.

In reviewing the opportunity, we feel this will be an excellent community event for a family festival at Northern Worcester. The Town of Berlin would assume all expenses associated with the fireworks and we both would share and host activities prior to the fireworks. We do recommend your approval for this opportunity.

We have meet on site with Town officials and Berlin Police Department to trouble shoot any issues and find everything in order. County Fire Marshall had been involved in previous meetings in 2020 and had approved the launch site.

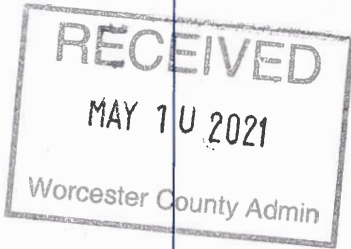
This request was previously brought before the Commissioners and approved on April 14, 2020, however the event was cancelled due to COVID.

cc: Jacob Stephens, Worcester County Parks
Matt Crisafulli, Worcester County Sheriff
Melanie Pursel, Worcester County Tourism



Google Earth

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

JOHN H. TUSTIN, P.E.
 DIRECTOR

JOHN S. ROSS, P.E.
 DEPUTY DIRECTOR

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

MEMORANDUM

TO: Harold L. Higgins, Chief Administrative Officer
FROM: John S. Ross, P.E., Deputy Director
 Frank Adkins, Roads Superintendent
DATE: May 10, 2021
SUBJECT: Bid Recommendation – Corrugated Metal / Plastic Pipe
 Department of Public Works – Roads Division

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

Monday, April 26, 2021, bids were received and opened for the purchase of corrugated metal and plastic pipe to be utilized by the Department of Public Works, Roads Division. Below is a summary of the four bids received.

Vendor	Total Bid Price
Tri Supply, Salisbury, MD	\$44,123.47
Ferguson Waterworks, Salisbury, MD	\$44,267.70
Lane Enterprises, Inc., Bealton, VA	\$44,663.20
Chemung Supply Corp., Elmira, NY	\$47,257.50

Upon review by the Department of Public Works, Roads Division, it was determined that all four bids received did meet the needed specifications; however, due to the bids coming in higher than estimated this has resulted in an overage of \$4,123.47. It is requested that the Commissioners approve and accept the low bid submitted by Tri Supply to include the deletion of 6 pieces of 24" – 20' metal pipe (\$4,048.80) and 1 piece of 24" – 10' metal pipe (\$337.40) for a total bid price of \$39,737.27. Funding in the amount of \$40,000.00 was approved in the current FY21 operating budget in account 100.1202.6140.040.

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

Attachments

Competitive Bid Worksheet

Item: Purchase of Corrugated Metal and Plastic Pipe

Bid Deadline/Opening Date: 1:00 P.M., Monday, April 26, 2021

Bids Received by deadline = 4

<u>Vendor's Submitting Bids</u>	<u>Total Bid Price</u>
Lane Enterprises, Inc. P.O. Box 67 Bealeton, VA 22712	<u>\$ 44,663.20</u>
Chemung Supply Corp. Route 14 Miracle Mile Elmira, NY 14903	<u>\$ 47,257.50</u>
Ferguson Waterworks 28596 Naylor Mill Road Salisbury, MD 21801	<u>\$ 44,267.70</u>
Tri Supply 110 Columbia Drive Salisbury, MD 21801	<u>\$ 44,123.47</u>
_____	_____
_____	_____

NOTICE TO BIDDERS**Purchase of Corrugated Metal and Plastic Pipe
Worcester County, Maryland**

The Worcester County Commissioners are currently accepting bids for the purchase of Galvanized Steel Corrugated Metal Pipe and HDPE Double Wall Plastic Pipe for the Roads Division of Public Works. Bid specification packages and bid forms are available from the Office of the County Commissioners, Room 1103 - Worcester County Government Center, One West Market Street, Snow Hill, Maryland 21863-1195, obtained online at www.co.worcester.md.us or by calling the Commissioners' Office at 410-632-1194 to request a package by mail. Sealed bids will be accepted until **1:00 p.m., Monday, April 26, 2021**, in the Office of the County Commissioners at the above address, at which time they will be opened and publicly read aloud. Envelopes shall be marked "**Pipe Bid**" in the lower left-hand corner. After opening, bids will be forwarded to the Public Works Department for tabulation, review and recommendation to the County Commissioners for their consideration at a future meeting. In awarding the bid, the Commissioners reserve the right to reject any and all bids, waive formalities, informalities and technicalities therein, and to take whatever bid they determine to be in the best interest of the County considering lowest or best bid, quality of goods and work, time of delivery or completion, responsibility of bidders being considered, previous experience of bidders with County contracts, or any other factors they deem appropriate. All inquiries shall be directed to Frank Adkins, Roads Superintendent, at 410-632-2244, Monday through Thursday, 6:00 a.m. to 4:30 p.m.

BID FORM**Worcester County Department of Public Works – Roads Division
“FY21 – Pipe Bid”**

I/We have reviewed the specifications and provisions for furnishing **Riveted Galvanized Steel Corrugated Metal Pipe and HDPE Double Wall Plastic Pipe** to the Worcester County Department of Public Works, Roads Division and understand said requirements. I/We hereby propose to furnish pipe and bands for:

TOTAL BID PRICE (including freight): \$ 44,123.47

Pipe and bands to be delivered within 30 calendar days from receipt of written order.

Worcester County reserves the right to adjust the amount of pipe depending on varying circumstances.

BID MUST BE SIGNED TO BE VALID.

Date: 4/26/21

Signature: 

Typed Name: GEORGE JOHN SIMON JR.

Title: Sales Representative

Firm: Tri Supply and Equipment co.

Address: 110 Columbia Dr. 21801
Salisbury Md

Phone: 410-546-2900

Bid Specifications

The Worcester County Commissioners are accepting bids on the following **Riveted Galvanized Steel Corrugated Metal Pipe or Helically Corrugated Pipe with Two Annular Corrugations on each end of pipe and HDPE Double Wall without Bell End Plastic Pipe** delivered to Worcester County Department of Public Works, Roads Division, Snow Hill Shop, 5764 Worcester Highway, Snow Hill, MD 21863. **NO DIMPLE BANDS, NO INDIVIDUAL LUGS, ONLY BANDS WITH ANGLES ACROSS WIDTH OF BAND OR APPROVED EQUAL WILL BE ACCEPTED FOR PIPE SIZES LARGER THAN 18". ALL PIPES CUT TO MEET SIZE REQUIREMENTS MUST BE RE ROLLED.** All Federal and State Taxes are exempt.

<u>PIECES</u>	<u>GAUGE</u>	<u>DIAMETER</u>	<u>PIPE</u>	<u>LENGTH</u>	<u>PRICE/FT</u>	<u>TOTAL</u>
6	14	24"	GCCMP	20'	\$ <u>33.74</u>	\$ <u>4048.80</u>
10	14	24"	GCCMP	16'	\$ <u>33.74</u>	\$ <u>5398.40</u>
6	14	24"	GCCMP	14'	\$ <u>33.74</u>	\$ <u>2834.16</u>
7	14	24"	GCCMP	12'	\$ <u>33.74</u>	\$ <u>2834.16</u>
5	14	24"	GCCMP	10'	\$ <u>33.74</u>	\$ <u>1687.00</u>
7		24"	BANDS		\$ <u>50.58</u>	\$ <u>354.06</u>
4	16	18"	GCCMP	16'	\$ <u>20.22</u>	\$ <u>1294.08</u>
6	16	18"	GCCMP	14'	\$ <u>20.22</u>	\$ <u>1698.48</u>
10	16	18"	GCCMP	12'	\$ <u>20.22</u>	\$ <u>2426.40</u>
6	16	18"	GCCMP	10'	\$ <u>20.22</u>	\$ <u>1213.20</u>
10		18"	BANDS		\$ <u>30.30</u>	\$ <u>303</u>
25		15"	BANDS		\$ <u>25.80</u>	\$ <u>645</u>
10	16	12"	GCCMP	20'	\$ <u>13.46</u>	\$ <u>2692.00</u>
15	16	12"	GCCMP	16'	\$ <u>13.46</u>	\$ <u>3230.40</u>
15	16	12"	GCCMP	14'	\$ <u>13.46</u>	\$ <u>2826.60</u>
15	16	12"	GCCMP	12'	\$ <u>13.46</u>	\$ <u>2422.80</u>
9	16	12"	GCCMP	10'	\$ <u>13.46</u>	\$ <u>1211.40</u>
29		12"	BANDS		\$ <u>20.17</u>	\$ <u>584.93</u>
14	12"	HDPE Double Wall Plastic		20'	\$ <u>5.39</u>	\$ <u>1509.20</u>
6	15"	HDPE Double Wall Plastic		20'	\$ <u>7.67</u>	\$ <u>920.40</u>
5	18"	HDPE Double Wall Plastic		20'	\$ <u>10.46</u>	\$ <u>1046.00</u>
9	24"	HDPE Double Wall Plastic		20'	\$ <u>16.35</u>	\$ <u>2943.00</u>

BID FORM**Worcester County Department of Public Works – Roads Division
“FY21 – Pipe Bid”**

I/We have reviewed the specifications and provisions for furnishing **Riveted Galvanized Steel Corrugated Metal Pipe and HDPE Double Wall Plastic Pipe** to the Worcester County Department of Public Works, Roads Division and understand said requirements. I/We hereby propose to furnish pipe and bands for:

TOTAL BID PRICE (including freight): \$ 44,267.70*

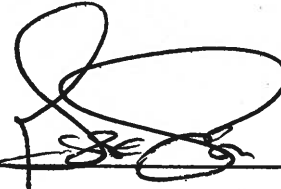
Pipe and bands to be delivered within 30 calendar days from receipt of written order.

Worcester County reserves the right to adjust the amount of pipe depending on varying circumstances.

BID MUST BE SIGNED TO BE VALID.

Date: April 26, 2020

Signature: _____



Typed Name: Gregg C. Thomas

*Prices valid for 30 days. Pipe must ship within 60 days of bid date. Prices valid if entire order ships at one time. Split shipments are subject to price changes and added transportation charges.

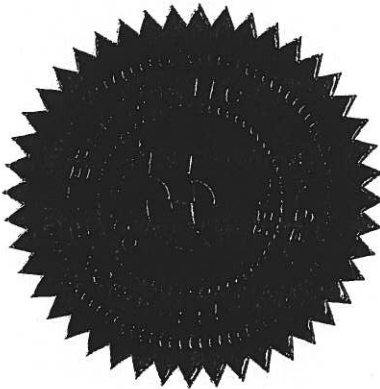
Title: Sales Representative

Firm: Ferguson Waterworks

Address: 28596 Naylor Mill Road

Salisbury, MD 21801

Phone: 410-677-6793



Bid Specifications

The Worcester County Commissioners are accepting bids on the following Riveted Galvanized Steel Corrugated Metal Pipe or Helically Corrugated Pipe with Two Annular Corrugations on each end of pipe and HDPE Double Wall without Bell End Plastic Pipe delivered to Worcester County Department of Public Works, Roads Division, Snow Hill Shop, 5764 Worcester Highway, Snow Hill, MD 21863. NO DIMPLE BANDS, NO INDIVIDUAL LUGS, ONLY BANDS WITH ANGLES ACROSS WIDTH OF BAND OR APPROVED EQUAL WILL BE ACCEPTED FOR PIPE SIZES LARGER THAN 18". ALL PIPES CUT TO MEET SIZE REQUIREMENTS MUST BE RE ROLLED. All Federal and State Taxes are exempt.

<u>PIECES</u>	<u>GAUGE</u>	<u>DIAMETER</u>	<u>PIPE</u>	<u>LENGTH</u>	<u>PRICE/FT</u>	<u>TOTAL</u>
6	14	24"	GCCMP	20'	\$ 33.85	\$ 4062.00
10	14	24"	GCCMP	16'	\$ 33.85	\$ 5416.00
6	14	24"	GCCMP	14'	\$ 33.85	\$ 2843.40
7	14	24"	GCCMP	12'	\$ 33.85	\$ 2843.40
5	14	24"	GCCMP	10'	\$ 33.85	\$ 1692.50
7		24"	BANDS		\$ 50.75	\$ 355.25
4	16	18"	GCCMP	16'	\$ 20.30	\$ 1299.20
6	16	18"	GCCMP	14'	\$ 20.30	\$ 1705.20
10	16	18"	GCCMP	12'	\$ 20.30	\$ 2436.00
6	16	18"	GCCMP	10'	\$ 20.30	\$ 1218.00
10		18"	BANDS		\$ 30.40	\$ 304.00
25		15"	BANDS		\$ 25.90	\$ 647.50
10	16	12"	GCCMP	20'	\$ 13.50	\$ 2700.00
15	16	12"	GCCMP	16'	\$ 13.50	\$ 3240.00
15	16	12"	GCCMP	14'	\$ 13.50	\$ 2835.00
15	16	12"	GCCMP	12'	\$ 13.50	\$ 2430.00
9	16	12"	GCCMP	10'	\$ 13.50	\$ 1215.00
29		12"	BANDS		\$ 20.25	\$ 587.25
14	12"	HDPE Double Wall Plastic		20'	\$ 5.40	\$ 1512.00
6	15"	HDPE Double Wall Plastic		20'	\$ 7.70	\$ 924.00
5	18"	HDPE Double Wall Plastic		20'	\$ 10.50	\$ 1050.00
9	24"	HDPE Double Wall Plastic		20'	\$ 16.40	\$ 2952.00

BID FORM**Worcester County Department of Public Works – Roads Division
“FY21 – Pipe Bid”**

I/We have reviewed the specifications and provisions for furnishing **Riveted Galvanized Steel Corrugated Metal Pipe and HDPE Double Wall Plastic Pipe** to the Worcester County Department of Public Works, Roads Division and understand said requirements. I/We hereby propose to furnish pipe and bands for:

TOTAL BID PRICE (including freight): \$ 44,663.20

Pipe and bands to be delivered within 30-45 calendar days from receipt of written order.

Worcester County reserves the right to adjust the amount of pipe depending on varying circumstances.

BID MUST BE SIGNED TO BE VALID.

Date: 4/14/21

Signature: Annette M Bliss

Typed Name: Annette M. Bliss

Title: Vice President

Firm: Lane Enterprises, Inc.

P.O. Box 67
Address: 6369 Schoolhouse Road
Beaeton, VA 22712

Phone: (540) 439-3201

Bid Specifications

The Worcester County Commissioners are accepting bids on the following Riveted Galvanized Steel Corrugated Metal Pipe or Helically Corrugated Pipe with Two Annular Corrugations on each end of pipe and HDPE Double Wall without Bell End Plastic Pipe delivered to Worcester County Department of Public Works, Roads Division, Snow Hill Shop, 5764 Worcester Highway, Snow Hill, MD 21863. NO DIMPLE BANDS, NO INDIVIDUAL LUGS, ONLY BANDS WITH ANGLES ACROSS WIDTH OF BAND OR APPROVED EQUAL WILL BE ACCEPTED FOR PIPE SIZES LARGER THAN 18". ALL PIPES CUT TO MEET SIZE REQUIREMENTS MUST BE RE ROLLED. All Federal and State Taxes are exempt.

<u>PIECES</u>	<u>GAUGE</u>	<u>DIAMETER</u>	<u>PIPE</u>	<u>LENGTH</u>	<u>PRICE/FT</u>	<u>TOTAL</u>
6	14	24"	GCCMP	20'	\$ 32.95/ft	\$ 3,954.00
10	14	24"	GCCMP	16'	\$ 32.95/ft	\$ 5,272.00
6	14	24"	GCCMP	14'	\$ 32.95/ft	\$ 2,767.80
7	14	24"	GCCMP	12'	\$ 32.95/ft	\$ 2,767.80
5	14	24"	GCCMP	10'	\$ 32.95/ft	\$ 1,647.50
7		24"	BANDS		\$ 49.40 ea.	\$ 345.80
4	16	18"	GCCMP	16'	\$ 19.75/ft	\$ 1,264.00
6	16	18"	GCCMP	14'	\$ 19.75/ft	\$ 1,659.00
10	16	18"	GCCMP	12'	\$ 19.75/ft	\$ 2,370.00
6	16	18"	GCCMP	10'	\$ 19.75/ft	\$ 1,185.00
10		18"	BANDS		\$ 29.60 ea.	\$ 296.00
25		15"	BANDS		\$ 25.20 ea.	\$ 630.00
10	16	12"	GCCMP	20'	\$ 13.15/ft	\$ 2,630.00
15	16	12"	GCCMP	16'	\$ 13.15/ft	\$ 3,156.00
15	16	12"	GCCMP	14'	\$ 13.15/ft	\$ 2,766.50
15	16	12"	GCCMP	12'	\$ 13.15/ft	\$ 2,367.00
9	16	12"	GCCMP	10'	\$ 13.15/ft	\$ 1,183.50
29		12"	BANDS		\$ 19.70 ea.	\$ 571.30
14	12"	HDPE Double Wall Plastic		20'	\$ 6.60/ft	\$ 1,848.00
6	15"	HDPE Double Wall Plastic		20'	\$ 9.80/ft	\$ 1,176.00
5	18"	HDPE Double Wall Plastic		20'	\$ 12.65/ft	\$ 1,265.00
9	24"	HDPE Double Wall Plastic		20'	\$ 19.70/ft	\$ 3,546.00

BID FORM**Worcester County Department of Public Works – Roads Division
“FY21 – Pipe Bid”**

I/We have reviewed the specifications and provisions for furnishing **Riveted Galvanized Steel Corrugated Metal Pipe and HDPE Double Wall Plastic Pipe** to the Worcester County Department of Public Works, Roads Division and understand said requirements. I/We hereby propose to furnish pipe and bands for:

TOTAL BID PRICE (including freight): \$ 47,257.50

Pipe and bands to be delivered within 44-21 calendar days from receipt of written order.

Worcester County reserves the right to adjust the amount of pipe depending on varying circumstances.

BID MUST BE SIGNED TO BE VALID.

Date: 4/21/21

Signature: 

Typed Name: Carl H Perine

Title: Vice-President

Firm: Chemung Supply Corp.

Address: PO Box 527

Elmira, NY 14902

Phone: 607-733-5506

Bid Specifications

The Worcester County Commissioners are accepting bids on the following **Riveted Galvanized Steel Corrugated Metal Pipe or Helically Corrugated Pipe with Two Annular Corrugations on each end of pipe and HDPE Double Wall without Bell End Plastic Pipe** delivered to Worcester County Department of Public Works, Roads Division, Snow Hill Shop, 5764 Worcester Highway, Snow Hill, MD 21863. **NO DIMPLE BANDS, NO INDIVIDUAL LUGS, ONLY BANDS WITH ANGLES ACROSS WIDTH OF BAND OR APPROVED EQUAL WILL BE ACCEPTED FOR PIPE SIZES LARGER THAN 18". ALL PIPES CUT TO MEET SIZE REQUIREMENTS MUST BE RE ROLLED.** All Federal and State Taxes are exempt.

<u>PIECES</u>	<u>GAUGE</u>	<u>DIAMETER</u>	<u>PIPE</u>	<u>LENGTH</u>	<u>PRICE/FT</u>	<u>TOTAL</u>
6	14	24"	GCCMP	20'	\$ 35.50	\$ 4260.00
10	14	24"	GCCMP	16'	\$ 35.50	\$5680.00
6	14	24"	GCCMP	14'	\$ 35.50	\$ 2982.00
7	14	24"	GCCMP	12'	\$ 35.50	\$ 2982.00
5	14	24"	GCCMP	10'	\$ 35.50	\$ 1775.00
7		24"	BANDS		\$ 53.00	\$ 371.00
4	16	18"	GCCMP	16'	\$ 23.75	\$ 1520.00
6	16	18"	GCCMP	14'	\$ 23.75	\$ 1995.00
10	16	18"	GCCMP	12'	\$ 23.75	\$ 2850.00
6	16	18"	GCCMP	10'	\$ 23.75	\$ 1425.00
10		18"	BANDS		\$ 35.50	\$ 355.00
25		15"	BANDS		\$ 28.00	\$ 700.00
10	16	12"	GCCMP	20'	\$ 14.75	\$ 2950.00
15	16	12"	GCCMP	16'	\$ 14.75	\$ 3540.00
15	16	12"	GCCMP	14'	\$ 14.75	\$ 3097.50
15	16	12"	GCCMP	12'	\$ 14.75	\$ 2655.00
9	16	12"	GCCMP	10'	\$ 14.75	\$ 1327.50
29		12"	BANDS		\$ 23.50	\$ 681.50
14	12"	HDPE Double Wall Plastic		20'	\$ 5.13	\$ 1436.40
6	15"	HDPE Double Wall Plastic		20'	\$ 7.30	\$ 876.00
5	18"	HDPE Double Wall Plastic		20'	\$ 9.96	\$ 996.00
9	24"	HDPE Double Wall Plastic		20'	\$ 15.57	\$ 2802.60



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

JOHN H. TUSTIN, P.E.
 DIRECTOR

JOHN S. ROSS, P.E.
 DEPUTY DIRECTOR

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

MEMORANDUM

TO: Harold L. Higgins, Chief Administrative Officer
FROM: John S. Ross, P.E., Deputy Director
 Ken Whited, Maintenance Superintendent
DATE: May 11, 2021
SUBJECT: Public Works Grading & Paving Bid

DIVISIONS

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

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

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

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

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

Attached and summarized below are two sealed bids received at the Government Center's County Administration Office on Monday May 10, 2021 for grading and paving the Department of Public Works parking lot at Timmons Road in Snow Hill, MD. One additional bid was received from George & Lynch, Inc., via email message, after the bid opening and they were advised of the sealed bid requirements. George & Lynch, Inc. provided a bid of \$58,300.00.

BIDDER	PRICE
1 Terra Firma of Delmarva, Inc.	\$45,500.00
2 Peninsula Sealcoating, LLC DBA Surface Solutions	\$55,168.00

As you can see, Terra Firma is the lowest bidder. Their price is \$10,425.00 higher than the \$35,075.00 that was approved in the Assigned Fund Balance. However, the Assigned Fund Balance has additional money designated for two Public Works projects plus an allocation for building repairs all of which could be used to complete the paving project. The additional funds are listed below for your consideration.

PROJECT	FUNDS
DPW Pole Building Mezzanine Storage	\$5,295.00
DPW Administration Office Replacement Flooring	\$4,042.00
County Building Repair & Improvements	\$1,088.00
TOTAL	\$10,425.00

At this time, it is felt this project is a priority for all who work at the Public Works facility so the Maintenance Division is requesting awarding the paving project to Terra Firma of Delmarva, Inc. with use of the funds from projects that have not been started to complete the paving.

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

Attachments

Competitive Bid Worksheet

Item: DPW - Grading and Paving of Parking and Storage Area

Bid Deadline/Opening Date: 1:00 P.M., Monday, May 10, 2021

Bids Received by deadline = 2

2" Bituminous Concrete
approx. 24,720 sq. ft. area

Vendor's Submitting Bids

Total Price

Terra Firma of Delamrva
36393 Sussex Highway
Delmar, DE 19940

___ \$ 45,500 _____

Peninsula Sealcoating, LLC
3523 meadow Bridge Road
Eden, MD 21822

___ \$ 55,618 _____

BID FORM

“Worcester County DPW Parking & Storage Are – Grading/Paving Bid”

I/We have reviewed the specifications and provisions for grading and applying Superpave 9.5mm Bituminous Concrete (2 inches compacted depth) to approximately 24,720 square feet ± of parking and storage area at the Department of Public Works – Maintenance Division in Worcester County. I/We hereby propose to grade, furnish and apply:

2” Bituminous Concrete on approximately 24,720 ±square feet area
for a total price of.....\$ 45,500 .00

Project Duration: All work shall be completed in 45 Days following receipt of a County-issued Notice to Proceed.

BID MUST BE SIGNED TO BE VALID.

Date: 05/06/2021

Signature: Vicki J. Pusey

Typed Name: Vicki J. Pusey

Title: President

Firm: Terra Firma of Delmarva Inc.

Address: 36393 Sussex Highway
Delmar, DE 19940

Phone: 302-846-3350

BID FORM

“Worcester County DPW Parking & Storage Are – Grading/Paving Bid”

I/We have reviewed the specifications and provisions for grading and applying Superpave 9.5mm Bituminous Concrete (2 inches compacted depth) to approximately 24,720 square feet ± of parking and storage area at the Department of Public Works – Maintenance Division in Worcester County. I/We hereby propose to grade, furnish and apply:

2” Bituminous Concrete on approximately 24,720 ±square feet area
for a total price of.....\$ 55,618 .00

Project Duration: All work shall be completed in 45 Days following receipt of a County-issued Notice to Proceed.

BID MUST BE SIGNED TO BE VALID.

Date: 5/9/2021

Signature: *Christopher Filippelli*

Typed Name: Christopher Filippelli

Title: Managing Partner

Firm: Peninsula Sealcoating LLC DBA Surface Solutions

Address: 3523 Meadow Bridge Rd
Eden, MD 21804

Phone: 410-749-5630



OFFICE OF THE TREASURER

Worcester County

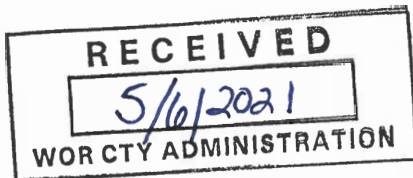
GOVERNMENT CENTER

ONE WEST MARKET STREET, ROOM 1105

P.O. Box 248

SNOW HILL, MARYLAND

21863

PHILLIP G. THOMPSON, CPA
FINANCE OFFICERJESSICA R. WILSON, CPA
ASSISTANT FINANCE OFFICERTEL: 410-632-0686
FAX: 410-632-3003

TO: Harold L. Higgins, Chief Administrative Officer
 FROM: Phillip G. Thompson, Finance Officer *DCT*
 RE: Tax Ditch Roll Certification
 DATE: May 6, 2021

For purpose of compliance with Section 26.802 of the Local Government Article of the Annotated Code of Maryland, the County Commissioners are required to certify the drainage tax rolls to the County Treasurer. The drainage tax rolls have been bound in a binder for the Commissioners' approval. Also included is a separate summary memo requesting approval of the upcoming fiscal year's tax rates and managers for the various tax ditches. Please sign the attached certification and present it to the County Commissioners for official certification as well.

If you have any questions please do not hesitate to contact me.



OFFICE OF THE TREASURER

Worcester County

GOVERNMENT CENTER

ONE WEST MARKET STREET, ROOM 1105

P.O. Box 248


SNOW HILL, MARYLAND

21863

TEL: 410-632-0686
FAX: 410-632-3003PHILLIP G. THOMPSON, CPA
FINANCE OFFICERJESSICA R. WILSON, CPA
ASSISTANT FINANCE OFFICER

To: County Commissioners

May 6, 2021

From: Phillip G. Thompson, Finance Officer 
Crystal Webster, Public Drainage CoordinatorRe: FY 2022 rates for Tax Ditches
and Managers for Tax Ditches

Please approve the following tax rates for the upcoming FY 2022 year on the tax ditches listed below:

TAX DITCH	FY 2021 RATES		FY 2022 RATES		COMMENTS
	Till/Wood/Minimum		Till/Wood/Minimum		
Birch Branch	3.50/1.75/35.00		3.50/1.75/35.00		Same as previous year
Coonsfoot	3.50/2.00/50.00		3.50/2.00/50.00		Same as previous year
Dividing Creek (PU&UDC)	7.00/3.50/30.00		7.00/3.50/30.00		Same as previous year
Double Bridges Branch	2.50/1.25/25.00		2.50/1.25/25.00		Same as previous year
Franklin Branch	3.60/2.10/ 50.00		3.60/2.10/ 50.00		Same as previous year
Georgetown Branch	4.00/1.00/20.00		4.00/1.00/20.00		Same as previous year
Goodwill Branch	3.00/2.00/30.00		3.00/2.00/30.00		Same as previous year
Kitts Branch	6.00/5.00/20.00		6.00/5.00/20.00		Same as previous year
Lewis Road	4.00/1.00/25.00		4.00/1.00/25.00		Same as previous year
Middle Branch	.80/ .20/20.00		.80/ .20/20.00		Same as previous year
Nassawango Branch	3.00/ .75/ -0		3.00/ .75/ -0-		Same as previous year
Ninepin Branch	2.00/ .50/ 5.00		2.00/ .50/ 5.00		Same as previous year
Passerdyke Branch	4.50/1.50/25.00		4.50/1.50/ 25.00		Same as previous year
Pine Ridge Branch	3.50/ 2.50 / 35.00		3.50/2.50 / 35.00		Same as previous year
Sinepuxent Branch	6.00/5.00/ 20.00		6.00/5.00/20.00		Same as previous year
Taylorville (Lower)	3.00/ -0- /25.00		3.00/ -0- /25.00		Same as previous year
Timmonstown Branch	1.25/ .80/ 5.00		1.25/ .80/ 5.00		Same as previous year
Upper Taylorville	3.00/3.00/25.00		3.00/ 3.00/25.00		Same as previous year

Citizens and Government Working Together



OFFICE OF THE TREASURER

Worcester County

GOVERNMENT CENTER

ONE WEST MARKET STREET, ROOM 1105

P.O. Box 248

SNOW HILL, MARYLAND

21863

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

PHILLIP G. THOMPSON, CPA
FINANCE OFFICER

JESSICA R. WILSON, CPA
ASSISTANT FINANCE OFFICER

FY 2022

Please approve the following managers for the following tax ditches:

TAX DITCH

Birch Branch
Coonsfoot Branch
Dividing Creek Branch (Pusey & Upper)
Double Bridges Branch
Franklin Branch
Georgetown
Goodwill Branch
Kitts Branch
Lewis Road Branch
Middle Branch
Nassawango Branch
Ninepin Branch
Passerdyke
Pine Ridge Branch
Sinepuxent Branch
Taylorville (Lower) Branch
Timmonstown Branch
Upper Taylorville Branch

MANAGERS

Vacant
Michael Sirman
Eric Culver
Charles D. Holloway, Sr.
Roger Hudson
Gary McCabe
Willis Redden
Harley Pierce
Larry Duffy, Sr.
Dean Smith
Fred Holloway
Kenny Littleton, Sr.
Vacant
Bryan Truitt
Bill Thompson III.
Gerald Nolan
Kenny Littleton, Sr.
Jim Jarman

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

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

HAROLD L. HIGGINS, CPA
CHIEF ADMINISTRATIVE OFFICER

ROSCOE R. LESLIE
COUNTY ATTORNEY

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

Assessment Lists Certification by County Commissioners for FY21

We, the County Commissioners for Worcester County, Maryland, do hereby certify to Philip G. Thompson, Finance Officer and Treasurer for Worcester County, Maryland, that the attached Tax Ditch-Public Drainage Association Assessment lists for FY 2021 are hereby approved.

Approval of Tax Rates and Managers

We, the County Commissioners for Worcester County, Maryland, approve the public drainage association tax rates and managers for the upcoming fiscal year, FY 2022.

ATTEST:

COUNTY COMMISSIONERS OF
WORCESTER COUNTY, MARYLAND

Harold L. Higgins
Chief Administrative Officer

Joseph M. Mitrecic, President

Ted Elder, Vice President

Date

Anthony W. Bertino

Madison J. Bunting, Jr.

James C. Church

Joshua C. Nordstrom

Diana Purnell

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



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

OFFICE OF THE
COUNTY COMMISSIONERS

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

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

PUBLIC DRAINAGE ASSOCIATION CERTIFICATIONS

Certification to County Commissioners of Compliance with LG §26-802 for FY 21

I, Harold L. Higgins, Chief Administrative Officer and designated officer pursuant to Maryland Annotated Code, Local Government Article, §26-802, do hereby certify to the County Commissioners that the attached Tax Ditch-Public Drainage Association Assessment lists for FY 2021 conform to the requirements of the aforesaid §26-802.

Date

Harold L. Higgins
Chief Administrative Officer



ACAO Note: This will be
bill 21-6 if introduced

EMERGENCY SERVICES

Worcester County

GOVERNMENT CENTER

ONE WEST MARKET STREET, ROOM 1002

SNOW HILL, MARYLAND 21863-1193

TEL: 410-632-1311

FAX: 410-632-4686

BILLY BIRCH
DIRECTOR

To: Harold Higgins, Chief Administrative Officer

From: Billy Birch, Director of Emergency Services *B.B.*

Re: Adoption of Kari's Law Md. Code, Public Safety § 314 (Multiple-line telephone system)

Date: 31 April 2021

The Department of Emergency Services is seeking your authorization and passage of Kari's Law adoption and enforcement.

I am available to answer any questions at your convenience.

Attachments (1)

COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND
BILL 21-__

BY:

INTRODUCED:

A legislative bill for the purpose of implementing Md. Code, Public Safety § 1-314 (known as “Kari’s Law”) to require that multiple-line telephone systems allow for direct dialing via 9-1-1.

- I. **Be It Enacted by the County Commissioners of Worcester County, Maryland**, that Title PS6 (Emergency Services) of the County Government Article of the Code of Public Local Laws of Worcester County, Maryland is amended to add the following provisions:

Title PS6, Emergency Services, Subtitle III

Multiple-Line Telephone Systems—Direct Dial

§ PS 6-301. General Provisions.

- (a) Definitions. “Multiple-line telephone system” means a system that:
- (1) consists of common control units, telephone sets, control hardware and software, and adjunct systems, including network and premises-based systems; and
 - (2) is designed to aggregate more than one incoming voice communication channel for use by more than one telephone.
- (b) Requirements. A person that installs or operates a multiple-line telephone system must ensure that the system is connected to the public switched telephone network in such a way that when an individual using the system dials 9-1-1, the call connects to the public safety answering point without requiring the user to dial any other number or set of numbers.
- (c) Violations. Any person who violates the provisions of this Subtitle will be guilty of a civil infraction. The County Commissioners will determine by resolution the amount of the fine and the department responsible for enforcement.

- II. **Be It Further Enacted by the County Commissioners of Worcester County, Maryland** that this Bill will take effect 45 days from the date of its passage.

PASSED this _____ day of _____, 2021.

Attest:

**County Commissioners of
Worcester County, Maryland**

Harold L. Higgins
Chief Administrative Officer

Joseph M. Mitrecic, President

Theodore J. Elder, Vice President

Anthony W. Bertino, Jr., Commissioner

Madison J. Bunting, Jr., Commissioner

James C. Church, Commissioner

Joshua C. Nordstrom, Commissioner

Diana Purnell, Commissioner



DEPARTMENT OF
DEVELOPMENT REVIEW AND PERMITTING

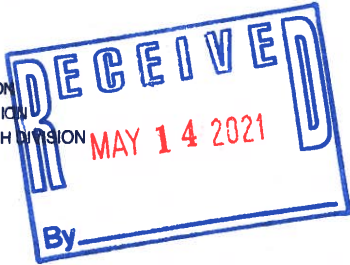
Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET, ROOM 1201
SNOW HILL, MARYLAND 21863

TEL: 410-632-1200 / FAX: 410-632-3008
<http://www.co.worcester.md.us/departments/drp>

ADMINISTRATIVE DIVISION
CUSTOMER SERVICE DIVISION
TECHNICAL SERVICE DIVISION

ZONING DIVISION
BUILDING DIVISION
DATA RESEARCH DIVISION



MEMORANDUM

TO: Harold L. Higgins, Chief Administrative Officer
FROM: Jennifer K. Keener, Deputy Director *JKK*
DATE: May 14, 2021
RE: COVID-19 Temporary Outdoor Seating Permits

As you know, Governor Hogan closed all restaurants, bars and similar establishments to the public on March 16, 2020. During this period of closure, staff from the Departments of Development, Review and Permitting, Environmental Programs, the Fire Marshal's Office, the Board of License Commissioners and the Health Department worked closely to develop a process by which the county could allow for temporary outdoor seating in areas not previously permitted for such use. Once businesses were permitted to begin a phased re-opening in May 2020, the Worcester County Commissioners approved the use of the COVID-19 Temporary Outdoor Seating Permit Application. A copy of the application packet is attached for your reference. These applications were free of charge and expedited for a quick review, with flexibility provided on certain regulations such as parking, water and sewer, and alcoholic beverage licensing as a result of the limits placed on occupancy by the state. In 2020, fourteen applications were received, and twelve were issued. In 2021, three renewal applications were issued, with one new application still pending. Our office has stayed in contact with every applicant as each modification to the occupancy restrictions were made by the state.

A condition of the permit approval stipulates that all temporary measures are required to be removed once the cessation of the occupancy restrictions are lifted. Effective Saturday, May 15, 2021, all restaurants, bars and similar establishments may be open to the public at 100% capacity, as well as without the required distancing measures that has been previously hindering full occupancy of these businesses under the Maryland Health Department directives. Consistent with those measures, DRP staff has notified those permit holders that the permit will expire, and that the temporary measures will need to be removed or permitted for permanent use.

Throughout this pandemic, our office has been in discussions with several of these businesses that wish to establish permanent outdoor seating areas. Of course, the state directives and executive orders have been issued with only a day or two advanced notice of the forthcoming changes. County agencies will require more time than that to review any potential requests for consistency with their regulations – such as parking requirements, provisions for water and sewer, and any approvals that may be required in association with the alcoholic beverage license, among others. Therefore, to allow our business community a chance to evaluate the possibility of making some or all of these temporary measures more permanent, we are requesting that the Worcester County Commissioners consider granting an extension to the COVID-19 Temporary Outdoor Seating Permit for a minimum of sixty (60) days.

If you need any additional information please let me know.

cc: Ed Tudor, Director
Bob Mitchell, Director, Department of Environmental Programs



WORCESTER COUNTY, MARYLAND

COVID-19

TEMPORARY OUTDOOR SEATING PERMIT APPLICATION

Expansion of a previously approved outdoor dining or bar area, or establishment of a new outdoor dining or bar area requires a Permit Application (which can be found at the end of this document) to be approved by the Building Official, Fire Marshal's Office, Environmental Programs Official, Health Department, Board of License Commissioners (as applicable), and Zoning Official. **THERE SHALL BE NO FEES ASSOCIATED WITH THIS REQUEST.**

The Zoning Administrator, Kristen Tremblay, will be the point of contact for this process. Please email the completed application package to her at ktremblay@co.worcester.md.us. For any questions, please call (410) 632-1200, ext. 1131.

The permit will be valid only until December 31, 2021, or the cessation of the occupancy restrictions by the State of Maryland, whichever is earliest.

Permit Application for Outdoor Seating MUST include:

- Property owner signature/authorization.
- A site plan is required with the permit application indicating new, expansion, or tented area.
 - NOTE: If you are unable to locate a site plan, please contact the Department of Development, Review and Permitting and we will send you a copy from the County's records. In rare cases, a survey may be requested depending upon the circumstances.
- A detailed, written description of the use area to include activities to be conducted in the area, ingress and egress paths, proposed barrier details, and the type of service and/ or stations to be provided. Please see the guidance documents attached to this application packet for additional information.

NOTE: A separate permit will be required to be obtained from the Worcester County Health Department. Please contact their office at (410) 352-3234 for details.

We understand that each proposal is unique, and as such the items outlined above are a general starting point for the review, and may not be comprehensive enough to cover every situation. Please contact each department with any questions specific to their particular regulations.

WORCESTER COUNTY, MARYLAND
COVID-19

TEMPORARY OUTDOOR SEATING
PERMIT APPLICATION

Contractor Information if applicable *(if more than one, please use another sheet)*

Contractor's Name: _____

Type of Contractor: _____

General Contractor License #: _____ Expiration Date: _____

Contractor's Address: _____

Contractor's Phone: _____

Contractor's Email: _____

Shall it be determined by any County Agency, including the Board of License Commissioners, that the operation has failed to abide by the required criteria, or that it is detrimental to the health, safety and welfare of the neighborhood, Worcester County, Maryland shall have the right to alter, suspend, or revoke the right to have outdoor seating.

I understand the approval and enforcement of this permit is contingent upon meeting the required Outdoor Seating and Tent specifications above, and that Worcester County, Maryland may revoke this permit at any time for any reason, specifically if there is a failure to adhere to these guidelines. I will return my facility to its prior seating configuration when all the restrictions for the COVID-19 pandemic event are lifted.

Property Owner's Signature: _____ Date: _____

Printed Name: _____

Business Owner's Signature: _____ Date: _____

Printed Name: _____

Tent Requirements

- Tents of all sizes require completion of a permit. Tents over 400 square feet will require submission of the manufacturers flame spread certificate and anchoring requirements and a physical inspection from the Fire Marshal's Office and the Building Department prior to permit use. All tents must comply with the following:
 - No sides.
 - No heaters under the tent.
 - No cooking under the tent.
 - Electricity is permitted with an Electrical Permit and required inspection.
 - Tents shall not be located within any required yard setback, or within 20 feet of any parking of vehicles with internal combustion engines.
 - Any tent in excess of 700 square feet may not be closer than twelve (12) feet to another structure or tent.
 - No smoking, fireworks or open flames of any kind shall be permitted in any tent or shelter.
 - NO SMOKING signs shall be posted.
 - No flammable liquids or gases (this includes LP gas) shall be brought into any tent.
 - Fire extinguishers are required.
 - Tents shall have at least TWO means of egress remote from each other. Means of egress shall have suitable exit indicating signs.
 - Tents with center poles shall have them securely lashed (figure 8's) to ground driven stakes.
 - Tents shall not be erected for more than 180 consecutive days.



DEPARTMENT OF
DEVELOPMENT REVIEW AND PERMITTING

Worcester County

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ADMINISTRATIVE DIVISION
CUSTOMER SERVICE DIVISION
TECHNICAL SERVICES DIVISION

ZONING DIVISION
BUILDING DIVISION
DATA RESEARCH DIVISION

COVID-19 TEMPORARY OUTDOOR SEATING PERMIT REVIEW

Project:

Date: May 13, 2021

Prepared by: Kristen M. Tremblay, Zoning Administrator

Contact: ktremblay@co.worcester.md.us

COMMENTS:

1. On May 12, 2021, Executive Order No. 21-05-12-01 was issued by the Governor that amended the previous order (No. 21-03-09-01) which allowed for indoor dining at 100% of the Foodservice Establishment's Maximum Occupancy. Under the new order, you are now permitted to continue to operate at 100% capacity with social distancing as a *recommendation* and *not as a requirement* as was previously indicated by Health Department guidance.
2. These updated documents may be found at the following links:
 - a. <https://governor.maryland.gov/wp-content/uploads/2021/05/Scanned-from-a-Xerox-Multifunction-Printer-77.pdf>
 - b. <https://phpa.health.maryland.gov/Documents/NOTICE%20-%20Food%20Service,%20Retail,%20and%20Personal%20Service%20Establishments.pdf>

As such, the temporary outdoor seating permit that was issued for your establishment is no longer permissible. Any temporary outdoor seating must be removed before Monday May 17, 2021 in order to comply with the rescinding of the permit.

In the event that there is adequate parking available to your establishment, you are welcome to apply for permanent outdoor seating. A permit application for any outdoor seating may be found here: <https://www.co.worcester.md.us/sites/default/files/departments/Permit-Application.pdf>

Please let me know if you have any questions regarding the latest executive order.

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
ROSCOE R. LESLIE
COUNTY ATTORNEY

COMMISSIONERS
JOSEPH M. MITRECIC, PRESIDENT
THEODORE J. ELDER, VICE PRESIDENT
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Worcester County

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

May 12, 2021

TO: Worcester County Commissioners
FROM: Harold L. Higgins, Chief Administrative Officer
SUBJECT: Budget Work Session - May 18, 2021

Attached hereto are the Budget worksheets for Revenue and Expenditures after your budget work session on May 11, 2021. Revenues are \$213,294,726 and expenditures are \$216,338,353 with \$3,043,627 shortfall. The following updates have been included:

Revenue:

- Account 5510 Transfers from other Funds -Prior year surplus (to be determined)
- Account 5635 Police Protection Grant revenue updated to \$244,113

Expenses:

- Dept 1103 – Jail expenses increased salaries by \$21,736 for reclassifications
- Dept 1105 – Volunteer Fire & Ambulance:
 - Added \$1,006,859 to EMS (Adjusted Girdletree Medic Assist)
- Dept 1901 – Grants to Towns:
 - Updated Grants based on May 11 work session discussions
 - Updated Ambulance Grants to match additional EMS supplement funds worksheet
 - Updated County Volunteer Fire Department grants of \$250,000 based on March 31 assessment calculation. \$221,341 (based on County code) + \$28,659 (County supplement)

Capital:

- To be determined based on Sheriff vehicles

Fund Balance:

- To be discussed

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

HLH:kw
Attachments
H:/kw/FY22 budget/May 18 budget work session/Item 1 - FY22 Budget worksession memo May 18

Revenue and Expenditure Worksheets Legend

The following describes each of the columns in order of data and updated columns are shown below with a *:

- *Tan 1st Column is the MAY 11, 2021 COMMISSIONER REVIEWED BUDGET
- *White 2nd Column reflects the variance from the FY2022 COMMISSIONER WORK SESSION REVIEWED Budget with the FY2021 current Adopted Budget with changes in yellow
- *White 3rd Column reflects the variance from the FY2022 COMMISSIONER WORK SESSION REVIEWED Budget with the FY2022 Department Requested Budgets with changes in blue
- Rose 4th Column is the FY2022 Department Requested Budget
- Green 6th Column is the FY2021 current Adopted Budget
- *White 7th Column is the UPDATED work session notes and changes
- White 8th Column to the far right is Actual FY2021 year to date April 30, 2021
- White 9th Column to the far right is the FY2020 Actual Amount

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

REVENUES:

Worcester County

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FY2022 Revenue Budget as of May 18, 2021

Account Number	Description	FY2022 Work Session	Variance Work Session vs FY21 Budget	Variance Work Session vs FY22 Request	FY2022 Department Requested	FY2021 Adopted Budget	Work Session Notes & Changes 5/11/21	FY2021 Actual YTD 4/30/21	FY2020 Actual Amount
4000	Full Year Real Property Taxes	140,014,320	2,299,457	(452,278)	140,466,598	138,167,141	FY20 adopted rate \$.845	138,252,228	134,513,873
4010	Personal Property Taxes	407,184	47,531	26,934	380,250	332,719		279,368	340,316
4020	Corporation Property Taxes	5,021,941	586,219	332,191	4,689,750	4,103,531		4,977,048	4,503,396
4030	Railroad & Utility Property Tax	4,048,395	176,267	249,486	3,798,909	3,622,642		4,025,273	3,666,650
4035	Railroad Real Property	2,738	211	1,124	1,614	1,403		5,723	5,969
4040	Half Year Real Property Taxes	150,000	(61,250)		150,000	211,250		116,980	263,974
4050	Tax Additions & Abatements	(283,200)	75,000		(283,200)	(358,200)		(54,240)	(119,650)
4060	Interest on Delinquent Taxes	700,000			700,000	700,000		593,957	711,921
4070	Discounts Allowed on Taxes	(475,000)			(475,000)	(475,000)		(485,566)	(474,647)
4080	Tax Credits For Assessment	(1,201,041)	21,328	23,896	(1,224,937)	(1,246,265)		(1,239,718)	(1,250,928)
4100	Income Tax - 2.25% rate as of 1/1/20	30,000,000	3,500,000		30,000,000	26,500,000	Jan'20 Rate of 2.25% - OPEB	20,680,432	28,891,384
4200	Admission & Amusement Taxes	600,000	(20,000)		600,000	620,000		449,206	542,049
4210	Recordation Taxes	9,000,000	2,000,000		9,000,000	7,000,000		8,515,510	7,115,438
4230	Trailer Park Excise Tax	0			0	0		(159,303)	142,703
4240	Food Tax Admin	81,000			81,000	81,000	Administration Fee	86,683	77,437
4250	Room Tax Admin	180,000			180,000	180,000	Administration Fee 1/1/20	143,500	120,986
4250.040	Room Tax Due to Unincorporated Areas	950,000	(100,000)		950,000	1,050,000	room tax 5%, 1/1/20	620,567	863,684
4260.010	Rents/State Revenue- Boat Landings	70,114	27,800		70,114	42,314		76,656	36,253
4260.020	Rents/State Revenue - County Admin	71,199			71,199	71,199		77,792	75,204
4260.030	Rents/State Revenue - Elections	14,230			14,230	14,230	State Elections Rent	14,229	14,230
4270	Rents-Tower Site/Contrib & Donat	23,300	482		23,300	22,818		17,894	23,393
4300	Highway Users Taxes	1,118,978	(47,513)		1,118,978	1,166,491	State Aid	505,042	1,080,246
4310	911 Fees	1,350,480	705,148		1,350,480	645,332	Fee increase to \$1.50 eff 7/1/21	509,121	618,996
4340	Transfer Tax	6,000,000	1,500,000		6,000,000	4,500,000		6,567,413	4,680,904
4400	Franchise Fees	22,500			22,500	22,500		22,216	21,816
4600	Sale Of Fixed Assets	40,000			40,000	40,000		897,573	6,692
4700	Interest On Investments	200,000	(650,000)		200,000	850,000	Investment rates	95,832	1,424,410
4800	Other Miscellaneous Revenue	80,000			80,000	80,000		1,435	765,077
4820	Health Insurance Reinvestment - OPEB	0			0	0		0	6,248,286
4900	Liquor Licenses	800,000	(25,000)		800,000	825,000		1,005,456	515,719
4905	Vending Machine Licenses	65,000	(5,000)		65,000	70,000		22,630	49,070
4910	Traders Licenses	80,000	(23,000)		80,000	103,000		18,780	72,840
4915	Occupational Licenses	30,000	24,000		30,000	6,000	Bi-Annual license	3,880	33,385
4920	Bingo Permits	5,000	(13,500)		5,000	18,500		916	12,887

REVENUES:

Worcester County

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FY2022 Revenue Budget as of May 18, 2021

Account Number	Description	FY2022 Work Session	Variance Work Session vs FY21 Budget	Variance Work Session vs FY22 Request	FY2022 Department Requested	FY2021 Adopted Budget	Work Session Notes & Changes 5/11/21	FY2021 Actual YTD 4/30/21	FY2020 Actual Amount
4925	Tourist & Trailer Park Permits	0			0	0		0	150
4927	Rental License Fee	175,000			175,000	175,000		46,415	116,025
4930	Building Permits	300,000	(25,000)	25,000	275,000	300,000		230,865	241,980
4932	Electrical Permits	15,000			15,000	15,000		12,900	15,775
4933	Commercial Plumbing Plan Review	2,500			2,500	2,500		1,700	1,000
4935	Marriage Licenses	20,000	(4,000)		20,000	24,000		17,010	17,670
4936	Civil Ceremony	1,000	(200)		1,000	1,200		750	1,030
4940	Shoreline Commissioner Application Fee	20,000			20,000	20,000		33,300	23,750
4941	Shoreline Construction Permit	19,000			19,000	19,000		19,050	17,450
4942	Timber Harvest Permit	3,000			3,000	3,000		2,000	2,800
4943	SEC/SWM Permit	22,000			22,000	22,000		39,834	36,231
4945.010	Environmental Permits Burn Permit	600			600	600		455	825
4945.020	Environmental Permits Campground Permit	3,325			3,325	3,325		1,925	3,075
4945.030	Environmental Permits Septic Permit	23,500			23,500	23,500		30,125	25,000
4945.040	Environmental Permits Waste Hauler Permit	2,100			2,100	2,100		1,000	3,150
4945.050	Environmental Permits Well Permit	16,800			16,800	16,800		17,280	18,080
4945.060	Environmental Permits Other	300			300	300		330	150
4945.070	Environmental Fee Water/Sewer Review	10,000			10,000	10,000		12,445	3,075
4950	Health Permits	380,101	(16,606)		380,101	396,707		258,282	380,101
4955	Raffle Permits	1,800			1,800	1,800		942	1,500
4960	Plumbing Permits	52,000			52,000	52,000		76,985	60,365
4965	Gas Permits	20,000			20,000	20,000		14,030	18,475
4970	Forestry Conservation Review Fees	6,000			6,000	6,000		4,195	10,553
4980	Landfill Permits - Household	320,000			320,000	320,000	Landfill Permit remain \$100/2 permits	304,300	317,800
4982	PAYT Tags - Household	8,000	(1,000)		8,000	9,000		6,185	6,600
5045	EDU Transfer/Application Fee	0			0	0		800	0
5047	Stormwater Management Review Fee	78,000			78,000	78,000		71,730	120,020
5060.100	Licenses and Permits Board of Zoning Appeal Fee	18,000			18,000	18,000		15,325	19,625
5060.300	Licenses and Permits Site Plan Review	11,000			11,000	11,000		10,310	9,544
5060.400	Licenses and Permits Rezoning Fee	4,000			4,000	4,000		12,758	2,136
5060.500	Licenses & Permits Subdivision Review Fee	12,000			12,000	12,000		7,700	11,100
5060.600	Licenses & Permits Text Amendment Applic Fee	2,000			2,000	2,000		2,100	2,450
5060.700	Licenses and Permits Nat Resources Text Amendment Fee	350			350	350		0	350

REVENUES:

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

REVENUES:

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

REVENUES:

Worcester County

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FY2022 Revenue Budget as of May 18, 2021

Account Number	Description	FY2022 Work Session	Variance Work Session vs FY21 Budget	Variance Work Session vs FY22 Request	FY2022 Department Requested	FY2021 Adopted Budget	Work Session Notes & Changes 5/11/21	FY2021 Actual YTD 4/30/21	FY2020 Actual Amount
5240	Shared Facility/Service Area Fee	500			500	500		100	500
5245	Solar Renewable Energy Credits	1,000			1,000	1,000		4,589	4,774
5300	Court Fines	25,000	(25,000)		25,000	50,000		22,336	41,958
5310	Civil Infraction Fines	4,000	1,300		4,000	2,700		8,648	3,553
5410	Receipts	0			0	0		14,940	75,241
5420	Retiree Drug Subsidy	60,000	(110,000)		60,000	170,000		20,164	107,703
5435	BRF Admin Fee	22,500			22,500	22,500		22,669	22,919
5510	Transfers From Other Funds - Prior year surplus	1,210,260		1,210,260	0	0	FY21 surplus - One Time Capital expenses	0	366,940
5511	Transfers - Casino/Local Impact Grant Funds	2,500,100	2,700		2,500,100	2,497,400	Worcester Career & Technical High School	2,497,400	2,501,100
5511	Transfers - Casino/Local Impact Grant Funds	1,357,793		1,357,793	0	0	FY22 P-25 Radio Interference Project \$580,000, Public Safety Vehicles -Sheriff, Jail, Fire Marshal	0	566,711
5515	DHCD Housing Administration Fee	7,000			7,000	7,000		13,137	11,906
5517	Other Housing Rehab Income	4,000			4,000	4,000		0	0
5525	Conservation Easement Admin Fee	20,000			20,000	20,000		0	0
5530	Eastern Shore Library Grant	75,000			75,000	75,000		34,837	63,362
5541	Traffic Safety - SHA	1,500	780		1,500	720		1,610	3,611
5543	Dental Program Reimbursement	22,220			22,220	22,220		3,084	13,108
5600	Federal Payments In Lieu of Taxe	20,305			20,305	20,305		0	20,747
5605	MD State Police Grants	0			0	0		1,144	903
5615	Maryland Coastal Bays	0			0	0		0	24,589
5622	CDBG Federal Grant	0			0	0	Diakonia Rehab FY20	237,198	33,006
5624	DHCD State Grant	0			0	0	Broadband Grant FY20	0	55,090
5625	CDBG Housing Rehab Grant	150,000			150,000	150,000		12,780	100,483
5630	Water System Monitoring Grant	17,560			17,560	17,560		(13,856)	20,975
5635	Police Protection Grant	244,113	(2,006)	84,113	160,000	162,006	State Aid Final	82,289	179,829
5640	State Library Aid	174,602	4,312		174,602	170,290	State Aid Final	141,908	165,408
5645	Share of State Park Receipts	425,000			425,000	425,000		0	528,288
5650	State Aid for Fire Companies	379,707	6,780		379,707	372,927	State Aid Final	379,692	372,955
5655	Program Open Space Grant - Parks	607,500	(670,000)		607,500	1,277,500		(1,102)	165,847
5656	Program Open Space Recreation	450,000	450,000		450,000	0		0	0
5660	Waterway Improvement Grants	275,000	20,700		275,000	254,300		2,638	220,327
5662	BRF Operations & Maintenance Grant	35,000	25,000		35,000	10,000		(146)	53,369

REVENUES:

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FY2022 Revenue Budget as of May 18, 2021

Account Number	Description	FY2022 Work Session	Variance Work Session vs FY21 Budget	Variance Work Session vs FY22 Request	FY2022 Department Requested	FY2021 Adopted Budget	Work Session Notes & Changes 5/11/21	FY2021 Actual YTD 4/30/21	FY2020 Actual Amount
5663	Share of State Forest Land	70,000			70,000	70,000		0	96,632
5664-020	US Fish/Wildlife Service Other Gen Gov	7,000			7,000	7,000		6,111	6,503
5665	State Aid for Bridges	0	(980,733)		0	980,733	Bayside Bridge State Aid FY21	(13,278)	773
5675	Child Support Enforcement Grant	9,000	(800)		9,000	9,800		2,788	9,408
5680	State Grant for Critical Areas	10,000			10,000	10,000	State Aid final	0	10,000
5688	MD Dept of Aging Grants	54,608			54,608	54,608	State Aid Estimate	0	54,608
5690	SSTAP Grant	126,975	355		126,975	126,620	Pass Thru - Comm Aging	26,360	0
5700	911 ENSB Grant	136,700	68,808		136,700	67,892		490	64,187
5705	State Grant for Tourism	160,000	(47,154)		160,000	207,154		66,064	207,154
5712	GOCCP Grant	0			0	0		0	134,200
5713	GOCCP -Sheriff Grants	0			0	0		4,000	0
5715	Coastal Zone Grant	0			0	0		0	10,802
5725	Family Support Grant	252,685	1,590		252,685	251,095		123,207	240,221
5730	Septic System BRF Grant Program	240,000			240,000	240,000		108,482	263,127
5732	Conservation Easements Reimb.	60,000			60,000	60,000		149,147	33,456
5735-010	Other Grants - Roads	0			0	0		558,597	966
5735-015	Other Grants - Economic Development	0			0	0		9,062,369	5,000
5735-025	Other Grants - General Gov	0			0	0		435	0
5735-060	Other Grants - Library	0			0	0		300	300
5735-075	Other Grants - State Revenue	0			0	0		7,980	12,020
5743	FEMA Grants	0	163,000	(163,000)	163,000	0	Armored Vechicle removed	0	
5745.300	Homeland Security Grant SHSGP	104,000	6,691		104,000	97,309	Federal Award estimate	58,906	76,198
5745.600	Homeland Security Grant EMPG	74,407			74,407	74,407		49,605	74,407
5747	CARES ACT-19	0			0	0		4,970,940	1,066,392
5757	Trial Jury Reimbursement	54,000			54,000	54,000		4,035	23,865
5760	Drug Court Grant	224,706	(12,646)		224,706	237,352		101,751	202,704
5762	Heroin Coordinator Grant	50,615			50,615	50,615		29,076	50,615
5770	Bulletproof Vest Program	0	(1,000)		0	1,000		0	0
5785	MDE Beach Monitoring Grant	3,261			3,261	3,261		3,261	3,261
5791	Federal Overtime Grant Projects	0			0	0		13,251	0
5845	Salary Reimbursement	500			500	500		0	0
5850	Other Revenue	0			0	0	Delmarva Power Rebates FY20	0	20,348
5900	Library Federal Grants	0			0	0		44,887	28,329
5905	Sheriff-Sex Offender Grant	10,000	(12,000)		10,000	22,000		10,821	9,009

REVENUES:

Worcester County

FY2022 Revenue Budget as of May 18, 2021

Account Number	Description	FY2022 Work Session	Variance Work Session vs FY21 Budget	Variance Work Session vs FY22 Request	FY2022 Department Requested	FY2021 Adopted Budget	Work Session Notes & Changes 5/11/21	FY2021 Actual YTD 4/30/21	FY2020 Actual Amount
5910	Sher-Health Tobacco Enforcement	3,000	3,000		3,000	0		11,270	3,463
5912	Sheriff-Health Underage Drinking	4,000	2,000		4,000	2,000		48,153	3,897
5925	MALPF Admin Fee	0			0	0		0	9,834
5940	Intern Program Grant	30,000	20,000		30,000	10,000		30,000	10,000
5975	Transfers Budget Stabilization	0			0	0		0	0
Fund Revenue Total: 100 - General Fund		213,294,726	6,270,576	2,703,519	210,591,207	204,320,631	8,974,095	208,102,875	210,120,629
							Variance: FY22 Bgt / FY21 Bgt		
budget work session expense		216,338,353			218,604,720	204,320,631			
surplus/ (shortfall)		(3,043,627)			(8,013,513)	0			



Worcester County

Government Center
 Department of Human Resources
 One West Market Street, Room 1301
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 410-632-0090
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STACEY E. NORTON
 Human Resources Director
 HOPE CARMEAN
 Benefits Manager
 EDDIE CARMAN
 Risk Manager
 JEFF KYGER
 Risk Management Specialist

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

To: Worcester County Commissioners
From: Stacey Norton, Human Resources Director *Stacey Norton*
Date: May 11, 2021
Subject: FY 22 Requested General Fund- Jail Reclassification to Step 5

At the budget work session today, the County Commissioners approved our request to start new Deputies up to step 5 based on their years of experience as a Certified Deputy. In order to do this, it was approved to adjust the steps for 33 current Deputies up to step 5 based on their years of experience for internal equity. This was a salary increase of \$99,732.

I did mention in my request that if it was approved, I would come back with the same request for the Jail.

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

- 1) Private First Class
- 2) Certified Correctional Officer

This impacts 5 current officers for a total increase of \$21,736.

I look forward to discussing this with you during the May 18, 2021 work session.

Thank you for your consideration.

Attachment

FY 22 GENERAL FUND JAIL'S REQUEST TO RECLASSIFY TO STEP 5

COUNT	DEPARTMENT	JOB TITLE	CURRENT GRADE	CURRENT STARTING RATE	PROPOSED GRADE	PROPOSED STARTING RATE
1	JAIL	PRIVATE FULL CLASS	19/STEP 2	22.61	19/STEP 5	24.35
1	JAIL	PRIVATE FULL CLASS	19 SHIFT/STEP 2	23.75	19 SHIFT/STEP 5	25.56
3	JAIL	CERTIFIED CORRECTIONAL OFFICER	18 SHIFT/STEP 1	22.05	18 SHIFT/STEP 5	24.35
5						

Expenditures

Worcester County, MD

FY2022 Budget Work Session 5/18/21

Account Number	Description	FY2022 Work Session	Variance Work Session vs FY21 Budget	Variance Work Session vs FY22 Request	FY2022 Budget Request	FY21 Adopted Budget	Work Session Notes & Changes 5/11/21	FY21 Actual YTD 4/30/21	FY20 Actual 6/30/2020
Department: 1001 - County Commissioners									
6000.100	Personnel Services Salaries	980,193	(7,881)	1,347	978,846	988,074		821,631	976,494
6100.010	Administrative Exp Administrative Exps	900			900	900		420	455
6100.060	Administrative Exp Books and Publications	200			200	200		0	0
6100.100	Administrative Exp Dues and Subscriptions	4,337	835	475	3,862	3,502	CPFO dues, newspaper	3,927	3,860
6100.165	Administrative Exp Meeting Exp	500			500	500		268	347
6100.190	Administrative Exp Office Supplies	6,000			6,000	6,000		5,195	4,629
6100.210	Administrative Exp Paper	3,300			3,300	3,300		911	2,866
6100.230	Administrative Exp Postage & Freight	500			500	500		222	185
6110.080	Supplies & Equipment Computer Repairs & Supplies	500			500	500		0	0
6110.090	Supplies & Equipment Computers & Printers	2,052	2,052		2,052	0		1,865	3,673
6110.245	Supplies & Equipment Mobile Phones	10,800	4,200		10,800	6,600		5,044	7,780
6110.290	Supplies & Equipment Other Office Equipment	0			0	0		0	0
6130.010	Supplies & Equipment Copier Lease	11,880	180		11,880	11,700		7,698	13,004
6510.020	Legal Services County Attorney Exps	8,220	1,730		8,220	6,490		3,497	3,700
6510.035	Legal Services County Code Exps	9,500			9,500	9,500		3,395	8,677
6510.050	Legal Services Court Reporters	360			360	360		360	390
6510.085	Legal Services Other Legal Exps	0			0	0		0	(13,256)
6530.150	Consulting - Temporary Clerical Staff	0			0	0		0	0
6540.020	Vehicle Operating Exps Fuel - WC Fleet	2,500			2,500	2,500		1,039	1,453
6540.030	Vehicle Operating Exps Vehicle Maintenance	1,500			1,500	1,500		79	868
6540.050	Vehicle Operating Exps Vehicle Use/Other Areas	0			0	0		0	0
6540.040	Vehicle Operating Exps Vehicle Registration	0			0	0		0	100
6540.045	Vehicle Operating Exp Vehicle Repairs Outside	0			0	0		0	0
6550.270	Building Site Exps Telephone	1,380	36		1,380	1,344		918	1,335
6900.010	Advertising Budget Advertisements	2,200	200		2,200	2,000		752	2,029
6900.030	Advertising Legislative Advertisements	9,000			9,000	9,000		4,074	7,822
7000.020	Travel, Training & Exp Board Member Allowance	21,000			21,000	21,000		17,500	21,000
7000.060	Travel Training & Exp Educational Training	0			0	0		0	0
7000.100	Travel, Training & Exp Meetings/Conferences/Shows	22,447	133		22,447	22,314		1,074	4,970
7000.115	Travel, Training & Exp Exp Mileage	600			600	600		0	286
8010.110	Interfund Water & Wastewater Enterprise Ch	(65,287)	275		(65,287)	(65,562)		(58,529)	(63,558)
8010.120	Interfund Landfill Enterprise Charges	(17,954)	76		(17,954)	(18,030)		(16,095)	(17,479)
8010.220	Interfund Dept. of Liquor Control Charges	0			0	0		0	(3,032)
9010.010	Capital Equipment New Vehicles	0			0	0		0	34,880
Department Total: 1001 - County Commissioners		1,016,628	1,836	1,822	1,014,806	1,014,792	1,836	805,245	1,003,480
							Variance: FY22 / FY21 Bgt		

Expenditures

Worcester County, MD

FY2022 Budget Work Session 5/18/21

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

Expenditures

Worcester County, MD

FY2022 Budget Work Session 5/18/21

Account Number	Description	FY2022 Work Session	Variance Work Session vs FY21 Budget	Variance Work Session vs FY22 Request	FY2022 Budget Request	FY21 Adopted Budget	Work Session Notes & Changes 5/11/21	FY21 Actual YTD 4/30/21	FY20 Actual 6/30/2020
Department: 1003 - Orphan's Court									
6000.100	Personnel Services Salaries	21,000			21,000	21,000		16,961	25,904
6160.060	Administrative Exp Books & Publications	0			0	0		0	898
6100.190	Administrative Exp Office Supplies	1,100	1,100		1,100	0		0	782
7000.020	Travel, Training & Exp Board Member Allowance	4,800			4,800	4,800		4,000	4,800
7000.100	Travel, Training & Exp Meetings/Conferences/Shows	2,000			2,000	2,000	Mandatory Training	0	585
Department Total: 1003 - Orphan's Court		28,900	1,100		28,900	27,800	1,100	20,961	32,969
							Variance: FY22 / FY21 Bgt		

Expenditures

Worcester County, MD

FY2022 Budget Work Session 5/18/21

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

Expenditures

Worcester County, MD

FY2022 Budget Work Session 5/18/21

Account Number	Description	FY2022 Work Session	Variance Work Session vs FY21 Budget	Variance Work Session vs FY22 Request	FY2022 Budget Request	FY21 Adopted Budget	Work Session Notes & Changes 5/11/21	FY21 Actual YTD 4/30/21	FY20 Actual 6/30/2020
Department: 1005 - Treasurer's Office									
6000.100	Personnel Services Salaries	1,309,658	34,668		1,309,658	1,274,990		993,792	1,219,588
6000.400	Personnel Services Overtime Pay	2,000			2,000	2,000		384	337
6100.010	Administrative Expenses	0			0	0		22	75
6100.055	Administrative Exp Bond	1,500			1,500	1,500		1,338	1,500
6100.060	Administrative Exp Books and Publications	1,200			1,200	1,200		880	1,011
6100.100	Administrative Exp Dues, License & Subscriptions	2,900			2,900	2,900		2,152	2,995
6100.110	Administrative Exp Envelopes	3,000	500		3,000	2,500		2,682	2,712
6100.130	Administrative Exp Food Tax Bills & Envelopes	400			400	400		0	0
6100.190	Administrative Exp Office Supplies	11,500			11,500	11,500		8,211	11,603
6100.210	Administrative Exp Paper	1,750	250		1,750	1,500		1,126	1,723
6100.220	Administrative Exp Payroll Checks & Forms	3,000			3,000	3,000		1,072	1,704
6100.230	Administrative Exp Postage & Freight	100			100	100		53	0
6100.250	Administrative Exp Room Tax Bills & Envelopes	1,000			1,000	1,000		80	624
6100.260	Administrative Exp Tax Bills & Envelopes	17,500			17,500	17,500		15,320	15,241
6110.090	Supplies & Equipment Computers & Printers	7,050	(875)		7,050	7,925		3,983	5,994
6110.120	Supplies & Equipment Equipment Rental	0			0	0		0	0
6110.245	Supplies & Equipment Mobile Phones	2,490	1,540	1,440	1,050	950	aircards	788	1,137
6110.270	Supplies & Equipment Office Equipment Repairs	300			300	300		0	0
6110.290	Supplies & Equipment Other Office Equipment	900			900	900		367	0
6130.010	Equipment Maintenance Copier Lease	2,500			2,500	2,500		1,304	2,352
6130.020	Equipment Maint Equipment Annual Maint Contr.	95,600	14,420		95,600	81,180	Tax Software Maint	91,038	77,314
6510.085	Legal Services Other Legal Exps	0			0	0		0	3,021
6530.110	Consulting Services Programming	1,200			1,200	1,200		0	1,500
6550.270	Building Site Exps Telephone	1,200			1,200	1,200		892	1,172
6700.050	Other Maint. & Svcs Phone Service	0		(1,440)	1,440	0		0	0
7000.040	Travel Training Exp Continuing Ed./Certification	2,000			2,000	2,000		1,248	0
7000.100	Travel, Training & Exp Meetings/Conferences	1,300			1,300	1,300		100	675
7000.115	Travel, Training & Exp Mileage	1,600			1,600	1,600		134	1,087
8010.110	Interfund Water & Wastewater Enterprise Ch	(196,280)	(2,484)		(196,280)	(193,796)		(193,296)	(189,049)
8010.120	Interfund Landfill Enterprise Charges	(38,238)	(638)		(38,238)	(37,600)		(37,500)	(36,968)
8010.220	Interfund Dept. of Liquor Control Charges	0			0	0		0	(11,069)
9010.170	Capital Equipment Software	0			0	0		0	0
Department Total: 1005 - Treasurer's Office		1,237,130	47,381		1,237,130	1,189,749	47,381	896,169	1,116,280
							Variance: FY22 / FY21 Bgt		

Expenditures

Worcester County, MD

FY2022 Budget Work Session 5/18/21

Account Number	Description	FY2022 Work Session	Variance Work Session vs FY21 Budget	Variance Work Session vs FY22 Request	FY2022 Budget Request	FY21 Adopted Budget	Work Session Notes & Changes 5/11/21	FY21 Actual YTD 4/30/21	FY20 Actual 6/30/2020
Department: 1006 - Elections Office									
6000.100	Personnel Services Salaries	15,000			15,000	15,000		12,116	15,600
6000.500	Personnel Services State Employee Salary & Benefit	524,432	17,204		524,432	507,228	based on State Estimate	255,271	495,174
6100.010	Administrative Exp Administrative Exps	0			0	0		0	0
6100.080	Administrative Exp Copier Supplies	0			0	0		0	0
6100.100	Administrative Exp Dues, License & Subscriptions	630	24		630	606		743	880
6100.110	Administrative Exp Envelopes	1,000			1,000	1,000		0	2,363
6100.180	Administrative Exp National Voter Regis Postcards	670			670	670		110	1,134
6100.190	Administrative Exp Office Supplies	11,000	2,000		11,000	9,000		6,512	7,923
6100.210	Administrative Exp Paper	1,200			1,200	1,200		492	568
6100.230	Admin Expense Postage & Freight	0			0	0	FY20 Mailing Election Ballots	34,197	8,043
6110.090	Supplies & Equipment Computers & Printers	5,375	495		5,375	4,880		3,050	14,020
6110.120	Supplies & Equipment Equipment Rental							215	0
6110.125	Supplies & Equipment Maint & Repair	0			0	0		0	0
6110.245	Supplies & Equipment Mobile Phones	2,000	560		2,000	1,440		1,377	2,766
6110.290	Supplies & Equipment Other Office Equipment	0			0	0		943	399
6110.300	Supplies & Equip Promotional Giveaway Items	0			0	0		0	0
6110.440	Supplies & Equipment Voting Machines	251,119	85,501	(42,000)	293,119	165,618	voting machines correction	223,242	123,182
6120.010	Voting Machine & Poll Exps Absentee Ballot Exps	43,400	40,400		43,400	3,000		60,921	2,412
6120.020	Voting Machine & Poll Exps Ballot Exps	600	50		600	550		0	1,192
6120.030	Voting Machine & Poll Exps Demo Pay	0			0	0		0	0
6120.040	Voting Mach & Poll Exp Election Board Member Mileage	3,800			3,800	3,800		0	1,000
6120.050	Voting Machine & Poll Exps Election Cell Phone	1,500			1,500	1,500		1,370	75
6120.060	Voting Machine & Poll Exps Election Judge Exp	128,610	12,720		128,610	115,890	Approved increase pay for Chief and Election Judges	94,391	25,770
6120.070	Voting Mach & Poll Exp Election Judge Training Material	10,000			10,000	10,000		0	8,286
6120.080	Voting Machine & Poll Exps Poll Rent & School Exp	2,450			2,450	2,450		300	0
6120.090	Voting Machine & Poll Exps Specimen Ballot Exp	24,000			24,000	24,000		21,151	1,315
6120.095	Voting Machine & Poll Exp. State Allocation County Share	8,905	5,072		8,905	3,833		1,612	0
6120.110	Voting Machine & Poll Exp Voter Notification Cards	2,000			2,000	2,000		2,108	1,672
6120.120	Voting Machine & Poll Exp Voting Machine Supplies	8,000	2,000		8,000	6,000		106	892
6130.010	Equipment Maintenance Copier Lease	1,627			1,627	1,627		1,084	1,626
6130.070	Equipment Maint Software Maintenance Agreements	6,760			6,760	6,760		2,338	3,097
6130.100	Equipment Maint Other Equipment Lease	1,769			1,769	1,769		1,059	1,412
6150.050	Uniforms & personal Equip - Uniforms	0			0	0		0	254
6530.150	Consulting Services Temporary Clerical Staff	56,160	2,808		56,160	53,352		43,373	7,766
6550.030	Building Site Exps Carpet/VCT Cleaning	0			0	0		0	3,208
6550.040	Building Site Exps Cleaning Contract	4,069			4,069	4,069		2,426	0
6550.050	Building Site Exps Custodial Supplies	650	25		650	625		213	424

Expenditures

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Account Number	Description	FY2022 Work Session	Variance Work Session vs FY21 Budget	Variance Work Session vs FY22 Request	FY2022 Budget Request	FY21 Adopted Budget	Work Session Notes & Changes 5/11/21	FY21 Actual YTD 4/30/21	FY20 Actual 6/30/2020
6550.060	Building Site Exps Electricity	8,750			8,750	8,750	Office Space Lease	6,563	8,750
6550.080	Building Site Exps Fire Alarm Testing	0			0	0		285	285
6550.081	Building Site Exps Fire Extinguishers	100			100	100		0	0
6550.090	Building Site Exps General Maintenance Repairs	0			0	0		6	0
6550.170	Building Site Exps Office Rent/Lease	75,000			75,000	75,000	Office Space Lease 5/15/2022	55,200	73,600
6550.180	Building Site Exps Pest Control/Termite Insp	1,100			1,100	1,100		0	0
6550.220	Building Site Exps Security Alarm Monitoring	750			750	750		153	663
6550.270	Building Site Exps Telephone	5,580			5,580	5,580		3,880	3,803
6550.280	Building Site Exps Tipping Fees	0			0	0		11	0
6550.310	Building Site Exps Water & Sewer	0			0	0		0	0
6700.550	Other Maint & Svcs Relocation Expense	0			0	0		0	0
7000.020	Travel, Training & Exp Board Member Allowance	2,286			2,286	2,286		1,200	0
7000.100	Travel, Training & Exp Meetings/Conferences/Shows	10,864	1,264		10,864	9,600		0	5,120
7000.115	Travel, Training & Exp Mileage	4,000	500		4,000	3,500		3,121	3,579
Department Total: 1006 - Elections Office		1,225,156	170,623	(42,000)	1,267,156	1,054,533	170,623	841,136	828,253
							Variance: FY22 / FY21 Bgt		

Expenditures

Worcester County, MD

FY2022 Budget Work Session 5/18/21

Account Number	Description	FY2022 Work Session	Variance Work Session vs FY21 Budget	Variance Work Session vs FY22 Request	FY2022 Budget Request	FY21 Adopted Budget	Work Session Notes & Changes 5/11/21	FY21 Actual YTD 4/30/21	FY20 Actual 6/30/2020
Department: 1007 - Human Resources									
6000.100	Personnel Services Salaries	474,825	2,728	5,228	469,597	472,097		367,630	442,916
6000.400	Personnel Services Overtime Pay	3,000	2,000		3,000	1,000		707	0
6100.010	Administrative Exp Administrative Exps	450			450	450		213	264
6100.040	Administrative Exp Alcohol and Drug Testing Supplie	0			0	0		0	35
6100.060	Administrative Exp Books and Publications	500			500	500		20	454
6100.100	Administrative Exp Dues, License & Subscriptions	510	(210)		510	720		219	908
6100.110	Administrative Exp Envelopes	400			400	400		377	476
6100.150	Administrative Exp Incentives & Events	3,650			3,650	3,650		3,241	3,253
6100.190	Administrative Exp Office Supplies	3,000			3,000	3,000		1,486	3,218
6100.210	Administrative Exp Paper	1,400			1,400	1,400		1,029	1,425
6110.080	Supplies & Equipment Computer Repairs & Supplies	0			0	0		0	0
6110.090	Supplies & Equipment Computers & Printers	1,847	(343)		1,847	2,190		2,028	1,724
6110.245	Supplies & Equipment Mobile Phones	1,950	(450)		1,950	2,400		1,128	2,219
6110.290	Supplies & Equipment Other Office Equipment	600			600	600		220	601
6110.310	Supplies & Equipment Promotional Materials	0			0	0		0	0
6110.320	Supplies & Equipment Radio Supplies	0			0	0		0	0
6110.340	Supplies & Equipment Safety Program Equipment	700			700	700		566	879
6110.390	Supplies & Equipment Small Equipment	0			0	0		0	436
6130.010	Equipment Maintenance Copier Lease	2,400			2,400	2,400		1,384	2,075
6150.050	Uniforms & Personal Equip Uniforms	850			850	850		593	0
6170.050	Program Exp Volunteer Appreciation Events	3,500			3,500	3,500		0	3,500
6510.020	Legal Services County Attorney Exps	0			0	0		0	761
6530.040	Consulting Services	600			600	600		0	600
6530.050	Consulting Services Crisis/Fitness for Duty	1,500			1,500	1,500		0	0
6530.080	Consulting Services Physicals, Shots & Drug Testing	15,000	2,000		15,000	13,000		12,216	12,933
6530.180	Consulting Services Web Page	0			0	0		0	0
6540.020	Vehicle Operating Exps Fuel - WC Fleet	3,500			3,500	3,500		1,865	2,782
6540.030	Vehicle Operating Exps Vehicle Maintenance	1,500			1,500	1,500		270	1,994
6540.040	Vehicle Operating Exp. Vehicle Registration	0		(100)	100	0		0	0
6540.060	Vehicle Operating Exps Vehicle Equipment	0			0	0		0	0
6550.081	Building Site Exps Fire Extinguishers	0			0	0		0	0
6550.270	Building Site Exps Telephone	400			400	400		256	326
6900.040	Advertising Personnel Advertisements	5,000			5,000	5,000		3,040	6,160
7000.040	Travel, Training & Exp Education/Certification	1,500			1,500	1,500		1,011	747
7000.060	Travel, Training & Exp Educational Training	800	(200)		800	1,000		200	3,022
7000.100	Travel, Training & Exp Meetings/Conferences/Shows	1,200	(300)		1,200	1,500		399	1,187
7000.115	Travel, Training & Exp Mileage	500			500	500		77	178

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Account Number	Description	FY2022 Work Session	Variance Work Session vs FY21 Budget	Variance Work Session vs FY22 Request	FY2022 Budget Request	FY21 Adopted Budget	Work Session Notes & Changes 5/11/21	FY21 Actual YTD 4/30/21	FY20 Actual 6/30/2020
8010.110	Interfund Water & Wastewater Enterprise Ch	(50,830)			(50,830)	(50,830)		(50,830)	(47,542)
8010.120	Interfund Landfill Enterprise Charges	(16,308)			(16,308)	(16,308)		(16,308)	(15,253)
8010.220	Interfund Dept. of Liquor Control Charges	0			0	0		0	0
9010.010	Capital Equipment New Vehicles			(29,500)	29,500	0	vehicle purchase FY21	0	0
Department Total: 1007 - Human Resources		463,944	5,225	(24,372)	488,316	458,719	5,225	333,036	432,279
							Variance: FY22 / FY21 Bgt		

Expenditures

Worcester County, MD

FY2022 Budget Work Session 5/18/21

Account Number	Description	FY2022 Work Session	Variance Work Session vs FY21 Budget	Variance Work Session vs FY22 Request	FY2022 Budget Request	FY21 Adopted Budget	Work Session Notes & Changes 5/11/21	FY21 Actual YTD 4/30/21	FY20 Actual 6/30/2020
Department: 1008 - Development, Review & Permits									
6000.100	Personnel Services Salaries	1,502,716	(35,150)	(6,614)	1,509,330	1,537,866		1,226,894	1,392,107
6000.400	Personnel Services Overtime	0			0	0		0	99
6100.010	Administrative Exp Administrative Exps	60			60	60		0	0
6100.060	Administrative Exp Books and Publications	1,750	1,150		1,750	600		1,378	937
6100.070	Administrative Exp Int'l Bldg Code Supplies	500			500	500		145	135
6100.080	Administrative Exp Copier Supplies	75			75	75		0	0
6100.100	Administrative Exp Dues, License & Subscriptions	2,235	531		2,235	1,704		761	1,609
6100.110	Administrative Exp Envelopes	1,500			1,500	1,500		1,185	735
6100.190	Administrative Exp Office Supplies	2,500			2,500	2,500		1,636	1,594
6100.210	Administrative Exp Paper	2,000			2,000	2,000		1,070	1,673
6100.230	Administrative Exp Postage & Freight	150			150	150		0	35
6100.240	Administrative Exp Printing Exp	1,500			1,500	1,500		1,075	1,530
6110.080	Supplies & Equipment Computer Repairs & Supplies	750			750	750		123	0
6110.090	Supplies & Equipment Computer & printer	12,044	8,669		12,044	3,375		1,847	1,699
6110.140	Supplies & Equipment GIS Mapping Supplies	4,900			4,900	4,900		582	3,275
6110.245	Supplies & Equipment Mobile Phones	3,937	577		3,937	3,360		2,934	3,434
6110.270	Supplies & Equipment Office Equipment Repairs	300			300	300		0	300
6110.280	Supplies & Equipment Office Furniture	500	(2,000)		500	2,500		587	0
6110.290	Supplies & Equipment Other Office Equipment							299	0
6110.295	Supplies & Equipment Program Supplies and Equipment	0			0	0		0	0
6110.340	Supplies & Equipment Safety Program Equipment	150			150	150		0	150
6110.390	Supplies & Equipment Small Equipment	500			500	500		0	500
6130.010	Equipment Maintenance Copier Lease	2,978			2,978	2,978		1,985	2,977
6130.020	Equipment Maintenance Equipment Annual Maint Contr.	1,100			1,100	1,100		1,100	1,100
6130.060	Equipment Maintenance Software Licensing	400			400	400		400	400
6130.070	Equipment Maint Software Maintenance Agreements	7,500			7,500	7,500		0	0
6160.073	Grant Programs MDP Grant	0			0	0	Census Grant	1,939	12,020
6170.080	Program Exp Special Loans Administration	22,000			22,000	22,000		16,170	19,870
6180.010	Housing Rehabilitation Program CDBG Advertising	2,400			2,400	2,400		485	610
6180.020	Housing Rehab Program CDBG Appraisals & Credit	2,400			2,400	2,400		1,169	531
6180.030	Housing Rehab Program CDBG Consulting	30,300			30,300	30,300	per contract	22,320	29,280
6180.040	Housing Rehab Program CDBG Housing Rehab	150,000			150,000	150,000		18,080	100,608
6180.050	Housing Rehab Program Housing Rental&Disability Cons	6,000			6,000	6,000		0	0
6180.060	Housing Rehab Program Lead Paint Contract	23,000			23,000	23,000		0	8,655
6180.070	Housing Rehab Program Program Income Expense	0			0	0		8,475	4,730
6180.080	Housing Rehab Program Special Loan Fee Expense	7,000			7,000	7,000		0	11,906
6510.010	Legal Services Board/Commission Attorney	25,000			25,000	25,000		15,355	14,840
6510.020	Legal Services County Attorney Exps	0			0	0		0	1,687

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Account Number	Description	FY2022 Work Session	Variance Work Session vs FY21 Budget	Variance Work Session vs FY22 Request	FY2022 Budget Request	FY21 Adopted Budget	Work Session Notes & Changes 5/11/21	FY21 Actual YTD 4/30/21	FY20 Actual 6/30/2020
6510.050	Legal Services Court Reporters	3,500			3,500	3,500		2,235	2,850
6530.040	Consulting Services Consulting Services	50,000	50,000		50,000	0		0	0
6540.020	Vehicle Operating Exps Fuel - WC Fleet	12,000			12,000	12,000		5,921	7,715
6540.030	Vehicle Operating Exps Vehicle Maintenance	4,000	2,000		4,000	2,000		1,654	1,502
6540.040	Vehicle Operating Exps Vehicle Registration	200	200	(100)	300	0		0	100
6550.080	Building Site Exps Fire Extinguishers	73	73		73	0		30	73
6550.270	Building Site Exps Telephone	1,200			1,200	1,200		1,034	1,197
6900.025	Advertising Legal Advertisements	12,000			12,000	12,000		12,138	16,391
7000.020	Travel, Training & Exp Board Member Allowance	13,450			13,450	13,450		7,195	9,354
7000.040	Travel, Training & Exp Continuing Education/Certificati	2,320	1,445		2,320	875		0	913
7000.060	Travel, Training & Exp Educational Training	3,000			3,000	3,000		175	710
7000.100	Travel, Training & Exp Meetings/Conferences/Shows	9,006	3,000		9,006	6,006		(20)	811
8010.110	Interfund Water & Wastewater Enterprise Ch	(17,852)	(1,654)		(17,852)	(16,198)		(16,198)	(15,491)
8010.200	Interfund DRP Chargeback - Engr Svcs	(68,232)			(68,232)	(68,232)		(68,232)	0
9010.010	Capital Equipment New Vehicles	36,000	36,000	(22,000)	58,000	0	2 vehicles, 1 purchased FY21	0	17,733
Department Total: 1008 - Development, Review & Permits		1,878,810	64,841	(28,714)	1,907,524	1,813,969	64,841	1,273,927	1,662,880
							Variance: FY22 / FY21 Bgt		

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Account Number	Description	FY2022 Work Session	Variance Work Session vs FY21 Budget	Variance Work Session vs FY22 Request	FY2022 Budget Request	FY21 Adopted Budget	Work Session Notes & Changes 5/11/21	FY21 Actual YTD 4/30/21	FY20 Actual 6/30/2020
Department: 1010 - Environmental Programs									
6000.100	Personnel Services Salaries	1,103,280	16,033	(1,948)	1,105,228	1,087,247		891,573	1,066,376
6000.400	Personnel Services Overtime Pay	1,500			1,500	1,500		0	532
6100.030	Administrative Exp Alcohol and Drug Testing	100			100	100		0	0
6100.060	Administrative Exp Books and Publications	500	200		500	300		0	703
6100.080	Administrative Exp Copier Supplies	30			30	30		0	0
6100.090	Administrative Exp Database/Shared Computer costs	0	(1,000)	(1,000)	1,000	1,000	budget savings	0	0
6100.100	Administrative Exp Dues, License & Subscriptions	3,415	1,710		3,415	1,705		350	1,131
6100.190	Administrative Exp Office Supplies	2,660			2,660	2,660		2,971	3,530
6100.210	Administrative Exp Paper	500			500	500		66	484
6100.230	Administrative Exp Postage & Freight	50			50	50		63	135
6100.240	Administrative Exp Printing Exp	400			400	400		0	160
6110.080	Supplies & Equipment Computer Repairs & Supplies	2,360	(1,000)		2,360	3,360		0	3,211
6110.090	Supplies & Equipment Computers & Printers	0	(825)		0	825		1,055	299
6110.140	Supplies & Equipment GIS Mapping Supplies	1,000	(4,200)		1,000	5,200		1,605	1,340
6110.245	Supplies & Equipment Mobile Phones	6,820			6,820	6,820		4,276	5,892
6110.270	Supplies & Equipment Office Equipment Repairs	100			100	100		0	0
6110.290	Supplies & Equipment Other Office Equipment	0			0	0		299	0
6110.295	Supplies & Equipment Program Supplies and Equipment	2,000			2,000	2,000		854	2,037
6110.340	Supplies & Equipment Safety Program Equipment	150			150	150		0	129
6110.390	Supplies & Equipment Small Equipment	652			652	652		546	300
6130.010	Equipment Maintenance Copier Lease	2,100	(300)		2,100	2,400		1,343	1,852
6130.020	Equipment Maintenance Annual Maint Contr.	0			0	0		0	0
6150.050	Uniforms & personal Equip - Uniforms	0			0	0		0	110
6160.011	Grant Program DNR Coastal Projects	0			0	0		14,141	10,802
6160.140	Grant Programs Septic Upgrade Grant	240,000			240,000	240,000		299,199	264,627
6160.260	Grant Programs MD Coastal Bays Grant	0			0	0		0	20,000
6510.020	Legal Services County Attorney Exps	0			0	0		0	1,821
6530.040	Consulting Services Consulting Services	0			0	0		0	33,811
6530.140	Consulting Services Stormwater Management Review	74,100			74,100	74,100		58,619	114,019
6540.020	Vehicle Operating Exps Fuel - WC Fleet	14,000			14,000	14,000		8,654	11,132
6540.030	Vehicle Operating Exps Vehicle Maintenance	5,400			5,400	5,400		3,759	3,090
6540.040	Vehicle Operating Vehicle Registration	300	300	(100)	400	0		0	0
6550.081	Building Site Expense Fire Extinguishers	0			0	0		30	73
6550.270	Building Site Exps Telephone	1,045			1,045	1,045		339	537
6900.025	Advertising Legal Advertisements	1,200			1,200	1,200		1,443	3,334
6900.060	Advertising Water & Sewer Plan Amendments	2,000			2,000	2,000		120	0

Expenditures

Worcester County, MD

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Account Number	Description	FY2022 Work Session	Variance Work Session vs FY21 Budget	Variance Work Session vs FY22 Request	FY2022 Budget Request	FY21 Adopted Budget	Work Session Notes & Changes 5/11/21	FY21 Actual YTD 4/30/21	FY20 Actual 6/30/2020
7000.020	Travel, Training & Exp Board Member Allowance	0			0	0		0	200
7000.040	Travel, Training & Exp Continuing Education/Certificati	900	(550)		900	1,450		550	665
7000.060	Travel, Training & Exp Educational Training	1,365	210		1,365	1,155		220	149
7000.100	Travel, Training & Exp Meetings/Conferences/Shows	608	(2,196)		608	2,804		544	76
7000.115	Travel, Training & Exp Mileage	0	(247)		0	247		0	0
8010.110	Interfund Water & Wastewater Enterprise Ch	(27,777)			(27,777)	(27,777)		(27,777)	(26,568)
9010.010	Capital Equipment New Vehicles	74,000	74,000	(27,000)	101,000	0	3 vehicles, 1 purchased FY21	0	0
Department Total: 1010 - Environmental Programs		1,514,758	82,135	(30,048)	1,544,806	1,432,623	82,135	1,264,840	1,525,986
							Variance: FY22 / FY21 Bgt		

Expenditures

Worcester County, MD

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Account Number	Description	FY2022 Work Session	Variance Work Session vs FY21 Budget	Variance Work Session vs FY22 Request	FY2022 Budget Request	FY21 Adopted Budget	Work Session Notes & Changes 5/11/21	FY21 Actual YTD 4/30/21	FY20 Actual 6/30/2020
Department: 1011 - Information Technology									
6000.100	Personnel Services Salaries	561,668	4,723		561,668	556,945		442,842	517,855
6100.010	Administrative Exp Administrative Exps	370	70		370	300		531	614
6100.190	Administrative Exp Office Supplies	500			500	500		151	504
6100.210	Administrative Exp Paper	200			200	200		0	100
6110.090	Supplies & Equipment Computers & Printers	2,657	2,657		2,657	0		0	1,674
6110.245	Supplies & Equipment Mobile Phones	13,200	5,200		13,200	8,000	MAAS360 -County phones	5,026	5,576
6110.280	Supples & Equipment Office Furniture	200	200		200	0		220	485
6150.050	Uniforms & Personal Equipment Uniforms	450			450	450		414	413
6510.020	Legal Services County Attorney Expenses	0		(100)	100	0		0	45
6540.020	Vehicle Operating Expenses Fuel- WC Fleet	900			900	900		816	575
6540.030	Vehicle Operating Expenses Vehicle Maintenance	1,000			1,000	1,000		58	736
6540.040	Vehicle Operating Expenses Vehicle Registration	0			0	0		0	100
6550.081	Building Site Expenses Fire Extinguishers	20			20	20		0	0
6550.270	Building Site Expenses Telephone	0	(360)	(360)	360	360	budget savings	0	0
7000.040	Travel Training & Exp Continuing Education	5,000			5,000	5,000		5,286	4,782
7000.100	Travel Training & Exp Meetings/Conferences	1,250			1,250	1,250		395	1,260
7000.115	Travel, Training & Exp Mileage	200	(2)		200	202		0	150
8010.110	Interfund Water & Wastewater Enterprise Charge	(21,060)	(630)		(21,060)	(20,430)		(20,431)	(19,541)
8010.120	Interfund Landfill Enterprise Charges	(9,168)	(232)		(9,168)	(8,936)		(8,936)	(8,548)
9010.010	Capital Equipment New Vehicles	0			0	0		0	22,861
Department Total: 1011 - Information Technology		557,387	11,626	(460)	557,847	545,761	11,626	426,371	529,642
							Variance: FY22 / FY21 Bgt		

Expenditures

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FY2022 Budget Work Session 5/18/21

Account Number	Description	FY2022 Work Session	Variance Work Session vs FY21 Budget	Variance Work Session vs FY22 Request	FY2022 Budget Request	FY21 Adopted Budget	Work Session Notes & Changes 5/11/21	FY21 Actual YTD 4/30/21	FY20 Actual 6/30/2020
Department: 1090 - Other General Government									
6100.100	Administrative Exp Dues, License & Subscriptions	20,161	731		20,161	19,430		22,521	17,211
6100.165	Administrative Exp Meeting Exp	1,300			1,300	1,300		881	(19)
6100.190	Administrative Exp Office Supplies	5,000			5,000	5,000		714	515
6100.230	Administrative Exp Postage & Freight	137,000			137,000	137,000		92,137	128,067
6110.080	Supplies & Equipment Computer Repairs & Supplies	10,000			10,000	10,000		9,913	7,808
6110.090	Supplies & Equipment Computers & Printers	20,000			20,000	20,000		6,705	16,439
6110.110	Supplies & Equipment Disaster Preparedness Materials	3,000			3,000	3,000		0	0
6110.165	Supplies & Equipment IT	4,000			4,000	4,000		1,428	675
6110.270	Supplies & Equipment Office Equip Repairs	1,500			1,500	1,500		231	0
6110.350	Supplies & Equipment Scanners	22,000	6,000		22,000	16,000		0	2,859
6130.020	Equipment Maint Equip. Annual Maint Contract	243,000	70,000		243,000	173,000		85,531	149,697
6130.042	Equipment Maintenance Network	230,000	55,000		230,000	175,000		46,244	147,640
6130.060	Equipment Maintenance Software Licensing	53,000	18,000		53,000	35,000		14,300	14,839
6130.070	Equipment Maint Software Maint Agreements	303,605	(31,570)		303,605	335,175		238,607	290,088
6130.075	Equipment Maintenance Software Upgrades	19,875	6,625		19,875	13,250		0	13,065
6130.100	Equipment Maintenance Other Equipment Lease	9,332			9,332	9,332		6,996	7,434
6160.043	Grant Programs - Other Grants	0			0	0	Broadband Grant FY20	0	60,000
6160.082	Grant Programs Disaster Event Materials & Supplies	0			0	0	Covid expenses	2,391,689	305,305
6500.090	Systems Maintenance Wireless Network Upgrades	500			500	500		0	0
6530.010	Consulting Services Annual Audit Fees	47,000	2,000		47,000	45,000		37,500	46,500
6530.040	Consulting Services Consulting Services	67,000			67,000	67,000	Retention & Legal Services	9,841	59,584
6530.100	Consulting Services Professional Fees	0			0	0		720	240
6530.110	Consulting Services Programming	17,000	400		17,000	16,600		19,736	15,535
6545	Energy	15,000			15,000	15,000		0	0
6550.020	Building Site Exps Buildings & Grounds Maintenance	0			0	0		0	4,580
6550.030	Building Site Exps Carpet/VCT Cleaning	11,950			11,950	11,950		3,780	1,979
6550.040	Building Site Exps Cleaning Contract	99,030			99,030	99,030		70,086	93,983
6550.050	Building Site Exps Custodial Supplies	19,850			19,850	19,850		14,730	19,565
6550.060	Building Site Exps Electricity	284,780			284,780	284,780		159,689	182,710
6550.070	Building Site Exps Elevator Testing	16,430	132		16,430	16,298		13,478	14,378
6550.080	Building Site Exps Fire Alarm Testing	6,315			6,315	6,315		3,998	3,998
6550.081	Building Site Exps Fire Extinguishers	705			705	705		1,058	2,768
6550.085	Building Site Exps Generator Fuel Oil	800			800	800		208	0
6550.090	Building Site Exps General Maintenance Repairs	142,100			142,100	142,100		90,619	139,611
6550.100	Building Site Exps Generator Services & Repairs	9,000			9,000	9,000		8,955	66,595
6550.110	Building Site Exps Heating Fuel Oil	32,000			32,000	32,000		19,437	18,756
6550.120	Building Site Exps Heating Propane	21,100			21,100	21,100		16,790	9,732

Expenditures

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

Expenditures

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9010.040	Capital Equipment IT Equipment	175,000	175,000		175,000	0	Main Server replacement	0	0
9010.060	Capital Equipment Other	0	(314,426)		0	314,426	FY2021 Capital Contingency reduced by 6/2/20	0	0
9010.220	Capital Equipment Phone Systems	0	(15,972)		0	15,972	VOIP FY21	20,820	0
Department Total: 1090 - Other General Government		3,312,509	(35,109)	(107,088)	3,419,597	3,347,618	(35,109)	4,537,688	3,131,463
							Variance: FY22 / FY21 Bgt		

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

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

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

Expenditures

Worcester County, MD

FY2022 Budget Work Session 5/18/21

Account Number	Description	FY2022 Work Session	Variance Work Session vs FY21 Budget	Variance Work Session vs FY22 Request	FY2022 Budget Request	FY21 Adopted Budget	Work Session Notes & Changes 5/11/21	FY21 Actual YTD 4/30/21	FY20 Actual 6/30/2020
Department: 1102 - Emergency Services									
6000.100	Personnel Services Salaries	1,695,412	269,382	4,147	1,691,265	1,426,030		1,051,449	1,264,120
6000.400	Personnel Services Overtime Pay	133,891	11,918		133,891	121,973		87,707	126,443
6100.010	Administrative Exp Administrative Exps	2,000	1,000		2,000	1,000		2,460	1,087
6100.060	Administrative Exp Books and Publications	0			0	0		0	63
6100.100	Administrative Exp Dues, License & Subscriptions	4,225	235		4,225	3,990		3,192	3,163
6100.125	Administrative Expense Fingerprinting	325	(175)		325	500		0	0
6100.190	Administrative Exp Office Supplies	2,500			2,500	2,500		1,518	1,786
6100.210	Administrative Exp Paper	1,000			1,000	1,000		38	1,280
6110.017	Supplies & Equipment AED Units	39,500	(32,000)		39,500	71,500		70,060	7,481
6110.090	Supplies & Equipment Computers & Printers	6,291	1,266		6,291	5,025		2,458	4,001
6110.120	Supplies & Equipment Equipment Rental	10,000	2,500		10,000	7,500		62	461
6110.125	Supplies & Equipment Equip Maint & Repair	10,000			10,000	10,000		1,767	830
6110.140	Supplies & Equipment GIS Mapping Supplies	1,000			1,000	1,000		0	395
6110.245	Supplies & Equipment Mobile Phones	13,800	3,900		13,800	9,900		8,153	4,290
6110.320	Supplies & Equipment Radio Supplies	33,500	(2,100)		33,500	35,600		50,601	65,898
6110.325	Supplies & Equipment Radio Equipment	176,500	46,500		176,500	130,000		28,957	325,359
6110.340	Supplies & Equipment Safety Program Equipment	1,500			1,500	1,500		1,251	0
6130.010	Equipment Maintenance Copier Lease	1,800	(300)		1,800	2,100		1,164	1,779
6130.020	Equipment Maint. Equipment Maint Annual Contract	38,110			38,110	38,110		1,600	1,800
6130.040	Equipment Maint MILES Computer Chg/MDT User Fees	2,401	(2,999)		2,401	5,400		1,470	4,531
6130.050	Equipment Maintenance Radio Maintenance Contract	396,725	190,523		396,725	206,202		194,448	192,352
6130.060	Equipment Maintenance Software Licensing	19,000			19,000	19,000		16,720	243
6130.070	Equipment Maint Software Maintenance Agreements	139,535	(79,728)		139,535	219,263		209,176	256,673
6130.090	Equipment Maintenance Weather Service Subscription	2,250			2,250	2,250		2,220	2,148
6150.050	Uniforms & Personal Equipment Uniforms	6,250	(1,700)		6,250	7,950		4,099	4,244
6160.080	Grant Programs Homeland Security Grant	104,000	6,691		104,000	97,309		127,130	39,306
6160.082	Grant Programs Disaster Event Materials & Suppl	0			0	0	Covid expenses	0	0
6160.083	Grant Programs 911 Board Grant	136,700	71,308		136,700	65,392	increased ENSB -State Law	331,024	65,716
6160.086	Grant Programs 911 Educational Materials	2,500			2,500	2,500		0	950
6160.601	Grant Programs MIEMSS	0			0	0		804	0
6510.020	Legal Services County Attorney Exps	0			0	0		0	1,567
6530.040	Consulting Services Consulting Services	0			0	0		4,988	20,101
6530.095	Consulting Services Pre-Employment Testing	0			0	0		0	1,533
6540.020	Vehicle Operating Exps Fuel - WC Fleet	9,000	2,500		9,000	6,500		4,819	4,977
6540.030	Vehicle Operating Exps Vehicle Maintenance	4,500	1,000		4,500	3,500		4,723	1,679
6540.040	Vehicle Operating Exps Vehicle Registration	0			0	0		100	0
6540.045	Vehicle Operating Exps Vehicle Repairs Outside	3,750	1,750		3,750	2,000		787	1,082

Expenditures

Worcester County, MD

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Account Number	Description	FY2022 Work Session	Variance Work Session vs FY21 Budget	Variance Work Session vs FY22 Request	FY2022 Budget Request	FY21 Adopted Budget	Work Session Notes & Changes 5/11/21	FY21 Actual YTD 4/30/21	FY20 Actual 6/30/2020
6540.060	Vehicle Operating Exp Vehicle Equipment	0			0	0		0	882
6550.028	Building Site Expense Cable	400			400	400		692	210
6550.060	Building Site Exps Electricity	66,600			66,600	66,600		44,670	56,072
6550.080	Building Site Exps Fire Alarm Testing	1,400			1,400	1,400		1,260	1,260
6550.081	Building Site Exps Fire Extinguishers	200			200	200		176	370
6550.086	Building Site Exps Generator Fuel Propane	1,500	(1,000)		1,500	2,500		459	1,016
6550.090	Building Site Exps General Maintenance Repairs	0			0	0		1,296	3,241
6550.100	Building Site Exps Generator Services & Repairs	10,000	(3,000)		10,000	13,000		9,481	21,304
6550.120	Building Site Exps Heating Propane	0			0	0		0	86
6550.180	Building Site Exps Pest Control/Termite Insp	500	(500)		500	1,000		0	0
6550.270	Building Site Exps Telephone	110,000			110,000	110,000		6,924	43,338
6550.290	Building Site Exps Transmitter Site Exps	5,000			5,000	5,000		2,947	4,335
6900.025	Advertising Legal Advertisements	0			0	0		108	0
7000.035	Travel, Training & Exp Citizen Core Emergency	6,000			6,000	6,000		0	5,175
7000.040	Travel, Training & Exp Continuing Education/Certificati	12,000			12,000	12,000		930	2,231
7000.060	Travel, Training & Exp Educational Training	6,000			6,000	6,000		2,190	22
7000.100	Travel, Training & Exp Meetings/Conferences/Shows	16,143			16,143	16,143		2,560	14,119
9010.020	Capital Equipment Public Safety Equipment	580,000	580,000		580,000	0	P25 Radio Interference Project, Casino/VLT revenue	0	103,598
Department Total: 1102 - Emergency Services		3,813,708	1,066,971	4,147	3,809,561	2,746,737	1,066,971	2,288,635	2,664,599
							Variance: FY22 / FY21 Bgt		

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Account Number	Description	FY2022 Work Session	Variance Work Session vs FY21 Budget	Variance Work Session vs FY22 Request	FY2022 Budget Request	FY21 Adopted Budget	Work Session Notes & Changes 5/11/21	FY21 Actual YTD 4/30/21	FY20 Actual 6/30/2020
Department: 1103 - Jail									
6000.100	Personnel Services Salaries	6,284,008	(26,935)	21,736	6,262,272	6,310,943		4,942,610	6,081,068
6000.400	Personnel Services Overtime Pay	55,000	25,000		55,000	30,000		148,926	32,637
6100.050	Administrative Exp Background Checks	0			0	0		648	684
6100.100	Administrative Exp Dues, License & Subscriptions	125			125	125		411	125
6100.190	Administrative Exp Office Supplies	6,750			6,750	6,750		4,028	6,394
6110.080	Supplies & Equip Computer Repairs & Supplies	0			0	0		7,916	0
6110.090	Supplies & Equipment Computers & Printers	1,700	(4,575)		1,700	6,275		0	2,878
6110.190	Supplies & Equipment Law Enforcement Equipment	1,500			1,500	1,500		1,118	856
6110.245	Supplies & Equipment Mobile Phones	1,000	1,000	500	500	0		283	0
6110.280	Supplies & Equipment Office Furniture	0			0	0		0	4,914
6110.320	Supplies & Equipment Radio Supplies	5,000			5,000	5,000		541	6,044
6130.010	Equipment Maintenance Copier Lease	6,510			6,510	6,510		4,457	6,686
6130.040	Equipment Maint MILES Computer Chg/MDT User Fees	400			400	400		441	588
6130.070	Equipment Maint Software Maintenance Agreements	22,525			22,525	22,525		20,791	20,865
6150.040	Uniforms & Personal Equipment Uniform Allowance	42,300			42,300	42,300		40,350	42,000
6150.050	Uniforms & Personal Equipment Uniforms	12,250			12,250	12,250		3,153	14,493
6190.010	Inmate Exps Food Services	650,000			650,000	650,000		391,808	596,373
6190.020	Inmate Exps Hospital & Physicians Charges	65,000			65,000	65,000		128,953	84,695
6190.030	Inmate Exps Inmate Supplies & Services	15,000			15,000	15,000		82	15,411
6190.040	Inmate Exps Jail Dentist	12,000			12,000	12,000		1,356	8,615
6190.070	Inmate Exps Kitchen Supplies	6,000			6,000	6,000		1,468	5,519
6190.075	Inmate Exps Medical Contract	1,405,433	19,396	(20,800)	1,426,233	1,386,037	contract reduced from 2.9% to 1.5 %	1,268,924	1,326,547
6190.080	Inmate Exps Medical Supplies	25,000			25,000	25,000		13,252	23,037
6190.090	Inmate Exps Pharmaceutical	80,000			80,000	80,000		47,507	51,264
6190.100	Inmate Exps Processing Supplies	12,000			12,000	12,000		5,331	5,870
6510.020	Legal Services County Attorney Exps	0			0	0		0	358
6530.050	Consulting Services Crisis/Fitness for Duty	1,000			1,000	1,000		0	498
6530.080	Consulting Services Physicals, Shots & Drug Testing	500			500	500		0	0
6530.115	Consulting Services Psychological Services	2,500			2,500	2,500		4,897	3,856
6540.020	Vehicle Operating Exps Fuel - WC Fleet	9,500	(500)	(500)	10,000	10,000		2,534	3,802
6540.030	Vehicle Operating Exps Vehicle Maintenance	2,500			2,500	2,500		318	1,072
6540.040	Vehicle Operating Exp Vehicle Registration	100	100		100	0		0	100
6540.045	Vehicle Operating Exps Vehicle Repairs Outside	300			300	300		238	0
6550.020	Building Site Exps Buildings & Grounds Maintenance	0			0	0		0	21,150
6550.050	Building Site Exps Custodial Supplies	65,325			65,325	65,325		47,212	61,807
6550.060	Building Site Exps Electricity	200,000			200,000	200,000		159,762	194,088
6550.080	Building Site Exps Fire Alarm Testing	5,000			5,000	5,000		6,634	780

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6550.081	Building Site Exps Fire Extinguishers	1,550			1,550	1,550		2,690	578
6550.090	Building Site Exps General Maintenance Repairs	75,000			75,000	75,000		38,485	53,021
6550.100	Building Site Exps Generator Services & Repairs	5,000			5,000	5,000		5,467	2,853
6550.110	Building Site Exps Heating Fuel Oil	200,000			200,000	200,000		116,406	130,126
6550.125	Building Site Exps HVAC Repairs/Replacement	10,000			10,000	10,000		19,227	32,348
6550.180	Building Site Exps Pest Control/Termite Insp	500			500	500		0	144
6550.240	Building Site Exp Sewer Pump/Septic Tank Maint	10,000			10,000	10,000		9,607	8,569
6550.250	Building Site Exps Sprinkler Testing	1,700			1,700	1,700		1,215	1,650
6550.270	Building Site Exps Telephone	10,000			10,000	10,000		10,652	18,463
6550.280	Building Site Exps Tipping Fees	0			0	0		14	162
6550.300	Building Site Exps Trash Removal	4,600			4,600	4,600		4,479	4,578
6550.310	Building Site Exps Water & Sewer	200,000			200,000	200,000		85,338	150,299
6700.050	Other Maint. & Svcs Phone Service	650			650	650		0	0
6700.700	Other Maint. & Svcs Prison Labor	12,000			12,000	12,000		5,939	10,651
7000.060	Travel, Training & Exp Educational Training	10,000			10,000	10,000		6,928	8,880
7000.090	Travel, Training & Exp Firearms Training	3,850			3,850	3,850		141	289
7000.100	Travel, Training & Exp Meetings/Conferences/Shows	2,206			2,206	2,206		0	0
9010.010	Capital Equipment New Vehicles	25,725	25,725		25,725	0	1 Vehicle, Casino/VLT	0	25,923
9010.100	Capital Equipment Furniture & Fixtures	0			0	0		0	24,924
9010.050	Capital Equipment Building Improvements	0			0	0		0	10,093
9010.220	Capital Equipment Phone Systems	0	(18,302)		0	18,302	VOIP phone FY21	18,675	0
Department Total: 1103 - Jail		9,569,007	20,909	936	9,568,071	9,548,098	20,909	7,581,211	9,108,622
							Variance: FY22 / FY21 Bgt		

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

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7000.010	Travel, Training & Exp Bio-Terrorism/Hazmat Team Trng	15,000			15,000	15,000		21	2,438
7000.040	Travel, Training & Exp Continuing Education/Certificati	1,400	(1,500)		1,400	2,900		932	341
7000.060	Travel, Training & Exp Educational Training	1,725	(690)		1,725	2,415		443	1,219
7000.090	Travel, Training & Exp Firearms Training	1,250			1,250	1,250		548	530
7000.100	Travel, Training & Exp Meetings/Conferences/Shows	2,885	(235)		2,885	3,120		(142)	0
9010.010	Capital Equipment New Vehicle	47,500	47,500		47,500	0	1 Vehicle + equipment, Casino/VLT funds	0	46,931
Department Total: 1104 - Fire Marshal		575,855	39,442		575,855	536,413	39,442	426,774	523,389
							Variance: FY22 / FY21 Bgt		

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Department: 1105 - Volunteer Fire Departments									
6110.150	Supplies & Equipment Hazmat Supplies & Equipment	0	(1,800)		0	1,800		1,058	12,569
6110.155	Supplies & Equip Fire Safety House Supply & Equip	0			0	0		0	3,763
6550.010	Building Site Exp Building/Prop Improvement	500	(300)		500	800	thermal imaging camera	0	8,256
6550.020	Building Site Exp Buildings & Grounds Maint.	0			0	0		0	0
6550.030	Building Site Exps Carpet/VCT Cleaning	500			500	500		0	789
6550.040	Building Site Exps Cleaning Contract	2,200			2,200	2,200		1,947	2,725
6550.050	Building Site Exps Custodial Supplies	150			150	150		103	173
6550.060	Building Site Exps Electricity	7,000			7,000	7,000		4,569	6,736
6550.080	Building Site Exps Fire Alarm Testing	472			472	472		481	526
6550.081	Building Site Exps Fire Extinguishers	150			150	150		444	238
6550.085	Building Site Exps Generator Fuel Oil	300			300	300		0	0
6550.090	Building Site Exps General Maintenance Repairs	3,000			3,000	3,000		986	6,507
6550.100	Building Site Exp Generator Services & Repairs	900			900	900		225	2,578
6550.120	Building Site Exps Heating Propane	2,000			2,000	2,000		1,019	339
6550.180	Building Site Exps Pest Control/Termite Insp	216			216	216		144	198
6550.220	Building Site Exps Security Alarm Monitoring	408			408	408		306	408
6550.240	Building Site Exps Septic Tank Cleaning	300			300	300		225	0
6550.270	Building Site Exps Telephone	180			180	180		324	568
6550.280	Building Site Exps Tipping Fees	10			10	10		0	10
6550.300	Building Site Exps Trash Removal	768			768	768		576	768
6550.320	Building Site Exps Water Treatment	50			50	50		13	0
7000.125	Travel, Training & Expense Transport Expenses	3,000			3,000	3,000	WTHS Transportation	0	812
7080.010	Fire & Ambulance County Grant to Fire Companies	2,520,000			2,520,000	2,520,000	Funding @ \$250K + \$20,000	2,520,000	2,520,000
7080.020	Fire & Ambulance County Grant to Ambulance Cos.	6,095,632	1,083,659	1,006,859	5,088,773	5,011,973	Add \$1,006,859 Supplemental	5,011,973	4,256,591
7080.030	Fire & Ambulance Firemens Training Center	15,000	10,000	10,000	5,000	5,000	Requested increase	0	0
7080.040	Fire & Ambulance LOSAP Appropriation	186,200			186,200	186,200	Adopted plan FY20	0	72,000
7080.060	Fire & Ambulance State Grant for Fire Companies	379,707	6,780		379,707	372,927	State Aid Revenue	379,692	372,955
7080.070	Fire & Amubulance Workmans Compensation - Fire	115,151	(77,668)	(77,668)	192,819	192,819	Final Renewal notice	129,403	178,701
7080.080	EMT Paramedic Tuition Reimbursement Program	8,000			8,000	8,000	Adopted Plan FY20/ 2 students per/yr	0	0
9010.050	Capital Equipment Building Improvements	0	(6,000)		0	6,000		0	0
9010.100	Capital Equipment Furniture & Fixtures	0	(15,000)		0	15,000		0	0
Department Total: 1105 - Volunteer Fire Departments		9,341,794	999,671	939,191	8,402,603	8,342,123	999,671	8,053,485	7,448,211
							Variance: FY22 / FY21 Bgt		

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Worcester County, MD

FY2022 Budget Work Session 5/18/21

Account Number	Description	FY2022 Work Session	Variance Work Session vs FY21 Budget	Variance Work Session vs FY22 Request	FY2022 Budget Request	FY21 Adopted Budget	Work Session Notes & Changes 5/11/21	FY21 Actual YTD 4/30/21	FY20 Actual 6/30/2020
Department: 1201 - Maintenance									
6000.100	Personnel Services Salaries	1,088,726	124,752	12,147	1,076,579	963,974		643,975	816,976
6000.400	Personnel Services Overtime Pay	7,500	1,000		7,500	6,500		4,856	4,389
6100.100	Administrative Exp Dues, License & Subscriptions	500			500	500		225	175
6100.190	Administrative Exp Office Supplies	1,000			1,000	1,000		725	577
6110.080	Supplies & Equipment Computer Repairs & Supplies	0			0	0		0	0
6110.090	Supplies & Equipment Computers & Printers	1,000	(215)		1,000	1,215		0	2,649
6110.120	Supplies & Equipment Equipment Rental	474			474	474		380	455
6110.200	Supplies & Equipment Lawn Equip & Maintenance	3,600	(507)		3,600	4,107		3,959	5,829
6110.245	Supplies & Equipment Mobile Phones	13,900	1,354		13,900	12,546		7,454	9,723
6110.320	Supplies & Equipment Radio Supplies	2,000			2,000	2,000		0	0
6110.340	Supplies & Equipment Safety Program Equipment	3,500			3,500	3,500		31	3,104
6110.420	Supplies & Equipment Tools & Supplies	10,500	(5,188)		10,500	15,688		3,792	11,111
6130.035	Equipment Maint Maintenance Mgmt Service	8,538	407		8,538	8,131		8,130	7,743
6150.050	Uniforms & Personal Equipment Uniforms	7,000			7,000	7,000		4,773	6,855
6530.080	Consulting Services Physicals, Shots & Drug Testing	100			100	100		0	0
6540.020	Vehicle Operating Exps Fuel - WC Fleet	35,000			35,000	35,000		17,078	23,285
6540.030	Vehicle Operating Exps Vehicle Maintenance	10,000			10,000	10,000		4,745	8,611
6540.040	Vehicle Operating Exp Vehicle Registration	300	300	(100)	400	0		0	200
6550.030	Building Site Exp. Carpet/VCT Cleaning	2,200			2,200	2,200		0	1,237
6550.050	Building Site Exp Custodial Supplies	1,000			1,000	1,000		193	414
6550.060	Building Site Exps Electricity	7,500			7,500	7,500		5,258	5,818
6550.080	Building Site Exps Fire Alarm Testing	300	50		300	250		285	285
6550.081	Building Site Exps Fire Extinguishers	400			400	400		190	995
6550.090	Building Site Exps General Maintenance Repairs	5,500			5,500	5,500		2,215	8,147
6550.120	Building Site Exps Heating Propane	7,000			7,000	7,000		3,993	3,175
6550.180	Building Site Exps Pest Control/Termite Insp	250			250	250		144	366
6550.220	Building Site Exps Security Alarm Monitoring	564			564	564		423	564
6550.240	Building Site Exps Septic Tank Cleaning	450			450	450		225	0
6550.280	Building Site Exps Tipping Fees	300			300	300		28	109
6550.300	Building Site Exps Trash Removal	674			674	674		505	673

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6800.010	Custodial Services Custodial Purchases	60,000			60,000	60,000		27,381	49,262
6800.020	Custodial Services Custodial Supply Billing	(55,000)			(55,000)	(55,000)		(27,821)	(44,178)
6900.005	Advertising Bid Advertising	500			500	500		0	184
7000.040	Travel, Training & Exp Continuing Education/Certificati	6,600	5,050		6,600	1,550		95	0
7000.060	Travel, Training & Exp Educational Training	0			0	0		0	2,400
9010.010	Capital Equipment New Vehicles	123,630	123,630	(41,210)	164,840	0	3 vehicles, 1 purchased FY21	0	42,614
9010.050	Capital Equipment Building Improvements	0			0	0		0	4,349
9010.070	Capital Equipment Heavy Equipment	12,499	12,499		12,499	0	Toro mower	0	0
Department Total: 1201 - Maintenance		1,368,005	263,132	(29,163)	1,397,168	1,104,873	263,132	713,237	978,098
							Variance: FY22 / FY21 Bgt		

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Account Number	Description	FY2022 Work Session	Variance Work Session vs FY21 Budget	Variance Work Session vs FY22 Request	FY2022 Budget Request	FY21 Adopted Budget	Work Session Notes & Changes 5/11/21	FY21 Actual YTD 4/30/21	FY20 Actual 6/30/2020
Department: 1202 - Roads									
6000.100	Personnel Services Salaries	1,602,497	(13,128)	1,004	1,601,493	1,615,625		1,139,335	1,346,717
6000.400	Personnel Services Overtime Pay	20,000			20,000	20,000		2,600	483
6100.080	Administrative Exp Copier Supplies	400			400	400		188	219
6100.100	Administrative Exp Dues, License & Subscriptions	1,365	865		1,365	500		330	400
6100.110	Administrative Exp Envelopes	0			0	0		0	123
6100.190	Administrative Exp Office Supplies	1,400			1,400	1,400		1,141	1,241
6100.210	Administrative Exp Paper	0			0	0		0	175
6110.080	Supplies & Equipment Computer Repairs & Supplies	160			160	160		0	0
6110.090	Supplies & Equipment Computers & Printers	570	570		570	0		0	2,341
6110.120	Supplies & Equipment Equipment Rental	456			456	456		380	455
6110.125	Supplies & Equip Equipment Maintenance & Repair	2,800			2,800	2,800		2,232	2,801
6110.200	Supplies & Equip Lawn Equipment & Maintenance	0			0	0		0	3,744
6110.245	Supplies & Equipment Mobile Phones	3,120			3,120	3,120		2,362	3,001
6110.270	Supplies & Equipment Office Equipment Repairs	0			0	0		0	0
6110.280	Supplies & Equipment Office Furniture	0			0	0		0	0
6110.340	Supplies & Equipment Safety Program Equipment	6,000	(4,000)		6,000	10,000		4,836	6,777
6110.345	Supplies & Equipment Salt	8,350			8,350	8,350		0	0
6110.365	Supplies & Equipment Shop Supplies	5,000			5,000	5,000		3,878	6,678
6110.370	Supplies & Equipment Sign Materials	20,000			20,000	20,000		8,772	17,396
6110.390	Supplies & Equipment Small Equipment	5,000	(33,934)		5,000	38,934		49,003	18,443
6110.400	Supplies & Equipment Striping Paint & Supplies	35,000			35,000	35,000		27,076	79,195
6110.420	Supplies & Equipment Tools & Supplies	5,000	2,000		5,000	3,000		3,131	10,465
6130.010	Equipment Maintenance Copier Lease	1,305			1,305	1,305		869	1,304
6130.055	Equipment Maintenance Roads Management System	1,600			1,600	1,600		1,613	1,566
6130.075	Equipment Maintenance Software Upgrades	0	(1,800)		0	1,800		1,609	0
6140.010	Road Maintenance Materials Blacktop for Overlay	1,000,000		(500,000)	1,500,000	1,000,000	Level Fund	998,379	995,003
6140.020	Road Maintenance Materials Patching Material	20,000	2,000		20,000	18,000		19,129	16,345
6140.030	Road Maintenance Materials Stone	50,000	15,000		50,000	35,000		29,392	29,780
6140.040	Road Maintenance Materials Pipe	40,000			40,000	40,000		0	38,649
6140.050	Road Maintenance Materials Bridge Material	10,000			10,000	10,000		5,191	6,641
6140.060	Road Maintenance Materials Other	2,500			2,500	2,500		697	1,622
6150.050	Uniforms & Personal Equipment Uniforms	12,600			12,600	12,600		8,699	11,580
6160.145	Grant Programs State Highway Grant	0			0	0		0	966
6510.020	Consulting Services Attorney Expenses	0			0	0		0	60

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Account Number	Description	FY2022 Work Session	Variance Work Session vs FY21 Budget	Variance Work Session vs FY22 Request	FY2022 Budget Request	FY21 Adopted Budget	Work Session Notes & Changes 5/11/21	FY21 Actual YTD 4/30/21	FY20 Actual 6/30/2020
6530.080	Consulting Services Physicals, Shots & Drug Testing	150			150	150		225	296
6540.010	Vehicle Operating Exps Equipment/Vehicle Rental	4,000			4,000	4,000		2,259	3,675
6540.020	Vehicle Operating Exps Fuel - WC Fleet	150,000			150,000	150,000		103,513	133,112
6540.030	Vehicle Operating Exps Vehicle Maintenance	120,000			120,000	120,000		112,895	119,907
6540.040	Vehicle Operating Exp Vehicle Registration	0			0	0		0	600
6540.045	Vehicle Operating Exps Vehicle Repairs Outside	50,000			50,000	50,000		23,092	46,134
6550.010	Building Site Exp Bldg Improvements	0	(2,500)		0	2,500		886	6,973
6550.030	Building Site Exps Carpet/VCT Cleaning	800			800	800		726	0
6550.050	Building Site Exps Custodial Supplies	1,300			1,300	1,300		807	1,250
6550.060	Building Site Exps Electricity	12,000			12,000	12,000		8,548	11,508
6550.080	Building Site Exps Fire Alarm Testing	900			900	900		670	670
6550.081	Building Site Exps Fire Extinguishers	1,250	250		1,250	1,000		978	1,455
6550.085	Building Site Exps Generator Fuel Oil	300			300	300		0	0
6550.090	Building Site Exps General Maintenance Repairs	5,000			5,000	5,000		3,214	4,699
6550.100	Building Site Exps Generator Services & Repairs	750			750	750		225	450
6550.120	Building Site Exps Heating Propane	5,500			5,500	5,500		3,952	2,974
6550.135	Building Site Exp Insurance Claim Expense	0			0	0		0	1,960
6550.180	Building Site Exps Pest Control/Termite Insp	300			300	300		76	120
6550.220	Building Site Exps Security Alarm Monitoring	1,100			1,100	1,100		459	612
6550.240	Building Site Exps Septic Tank Cleaning	250			250	250		225	0
6550.270	Building Site Exps Telephone	3,000			3,000	3,000		2,126	2,760
6600.010	Road Maintenance Ocean Pines Per Agreement	122,942	(5,220)		122,942	128,162	OPA agreement	81,939	84,457
6600.015	Road Maintenance Paving and Re-paving	5,000			5,000	5,000		2,418	0
6600.020	Road Maintenance Special Road Construction	15,000			15,000	15,000		0	14,309
6600.025	Road Maintenance Contractural Services	50,000			50,000	50,000	FY20 - snow plow, trim trees	450	50,429
6600.030	Road Maintenance State Aid Bridges	0			0	0		0	0
6600.040	Road Maintenance Street Lighting	110,000			110,000	110,000		84,022	105,707
6600.055	Road Maintenance Tipping Fees - Litter	8,000			8,000	8,000		4,406	5,559
6900.025	Advertising Legal Advertisements	1,300			1,300	1,300		113	1,337
7000.060	Travel, Training & Exp Educational Training	1,965	(25)		1,965	1,990		1,281	450
9010.010	Capital Equipment New Vehicles	0			0	0		0	307,140
9010.070	Capital Equipment Heavy Equipment	0			0	0		0	32,000
Department Total: 1202 - Roads		3,525,930	(39,922)	(498,996)	4,024,926	3,565,852	(39,922)	2,750,349	3,544,715
							Variance: FY22 / FY21 Bgt		

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Department: 1203 - Public Works									
6000.100	Personnel Services Salaries	578,328	(30,681)	(28,681)	607,009	609,009		492,276	574,244
6100.010	Administrative Exp Administrative Exps	120			120	120		3	0
6100.060	Administrative Exp Books and Publications	50			50	50		0	0
6100.080	Administrative Exp Copier Supplies	300			300	300		0	0
6100.100	Administrative Exp Dues, License & Subscriptions	475			475	475		325	370
6100.110	Administrative Exp Envelopes	300			300	300		0	0
6100.190	Administrative Exp Office Supplies	1,600			1,600	1,600		841	1,402
6100.210	Administrative Exp Paper	300			300	300		0	156
6110.080	Supplies & Equipment Computer Repairs & Supplies	300			300	300		0	0
6110.090	Supplies & Equipment Computers & Printers	0	(825)		0	825		160	198
6110.125	Supplies & Equipment Equipment Maintenance & Repair	590			590	590		1,136	502
6110.245	Supplies & Equipment Mobile Phones	1,300			1,300	1,300		846	1,157
6110.365	Supplies & Equipment Shop Supplies	2,000			2,000	2,000		1,994	2,264
6110.420	Supplies & Equipment Tools & Supplies	8,000	(500)		8,000	8,500		7,840	7,124
6130.010	Equipment Maintenance Copier Lease	2,050			2,050	2,050		1,296	1,944
6130.020	Equipment Maintenance Equipment Annual Maint Contr.	1,000			1,000	1,000		385	0
6130.075	Equipment Maintenance Software Upgrades	4,500	(3,725)		4,500	8,225		5,643	2,249
6150.050	Uniforms & Personal Equipment Uniforms	1,050			1,050	1,050		1,044	1,045
6170.070	Program Exp Safety Program	225			225	225		0	0
6510.020	Legal Services County Attorney Exps	0			0	0		0	537
6530.065	Consulting Services Gas Monitoring/Remediation	30,000			30,000	30,000		12,775	15,149
6530.070	Consulting Services Ground Water Mon/Closed Landfill	50,000			50,000	50,000		37,185	37,391
6530.080	Consulting Services Physicals, Shots & Drug Testing	150			150	150		0	0
6540.020	Vehicle Operating Exps Fuel - WC Fleet	8,000			8,000	8,000		3,083	3,798
6540.030	Vehicle Operating Exps Vehicle Maintenance	3,500			3,500	3,500		1,436	3,184
6540.040	Vehicle Operating Exp Vehicle Registration	0		(100)	100	0	vehicle purchased FY21	0	0
6550.043	Building Site Expense Closed Landfills Maintenance	20,000			20,000	20,000	maintain closed landfill sites	3,900	3,650
6550.090	Building Site Exps General Maintenance Repairs	8,600			8,600	8,600		12,373	7,878
6550.270	Building Site Exps Telephone	420			420	420		306	393
6550.300	Building Site Exps Trash Removal	700	700		700	0		505	673
6700.650	Other Maint. & Svcs Tipping Fees	1,700			1,700	1,700		845	1,573
6750.010	Fleet Services Fleet Repairs	113,000			113,000	113,000		119,400	126,591
6750.020	Fleet Services Repair Billings	(195,124)			(195,124)	(195,124)		(139,866)	(170,839)
6850.010	Central Fuel Facility Fuel Purchases	1,000,000			1,000,000	1,000,000		536,050	688,144
6850.020	Central Fuel Facility Central Fuel Gas Billings	(1,000,000)			(1,000,000)	(1,000,000)		(499,231)	(681,252)
6900.005	Advertising Bid Advertisements	100			100	100		133	101
6900.025	Advertising Legal Advertisements	200			200	200		0	0
7000.100	Travel, Training & Exp Meetings/Conferences/Shows	2,365			2,365	2,365		150	410

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

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Department: 1204 - Boat Landings									
6110.200	Supplies & Equip Lawn Equip & Maintenance	0			0	0		0	0
6160.181	Grant Programs DNR Waterway Improvement Funds	275,000	10,000		275,000	265,000	DNR Waterway Funds FY22	173,584	227,229
6160.182	Grant Programs DNR WWIP Portalets -Refuse	0			0	0		0	0
6160.183	Grant Programs DNR WWIP - SVC Contr/Tipping Fees	0			0	0		0	0
6160.244	Grant Programs POS - Park Improvement Project	75,000	75,000		75,000	0		0	0
6530.100	Consulting Services Professional Fees	0			0	0		0	25,000
6550.050	Building Site Exps Custodial Supplies	1,900	500		1,900	1,400		943	1,143
6550.060	Building Site Exps Electricity	6,800	500		6,800	6,300		4,414	6,142
6550.090	Building Site Exps General Maintenance Repairs	19,300	(1,500)		19,300	20,800		11,411	35,381
6550.200	Building Site Exps Portalets	4,300			4,300	4,300		2,829	4,074
6550.280	Building Site Exps Tipping Fees	555	(160)		555	715		0	0
6550.300	Building Site Exps Trash Removal	2,000			2,000	2,000		1,080	1,440
6550.310	Building Site Exps Water & Sewer	1,500	500		1,500	1,000		802	1,250
6900.005	Advertising Bid Advertising	800			800	800		0	92
Department Total: 1204 - Boat Landings		387,155	84,840		387,155	302,315	84,840	195,062	301,749
							Variance: FY22 / FY21 Bgt		

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Department: 1205 - Homeowner Convenience Center									
6000.100	Personnel Services Salaries	239,367	22,228		239,367	217,139	allocation of personnel time to recycling	153,476	186,789
6000.400	Personnel Services Overtime Pay	5,000			5,000	5,000		755	(82)
6100.010	Administrative Expenses	6,000			6,000	6,000		4,999	0
6150.050	Uniforms & Personal Equipment Uniforms	3,150			3,150	3,150		2,144	2,407
6530.010	Consulting Services Annual Audit Fees	2,300			2,300	2,300		2,200	0
6550.020	Building Site Exps Building & Grounds Maintenance	3,000	750		3,000	2,250		3,902	589
6550.060	Building Site Exps Electricity	2,500			2,500	2,500		1,775	0
6550.270	Building Site Exps Telephone	1,260	260		1,260	1,000		952	0
6550.280	Building Site Exps Tipping Fees	250,000			250,000	250,000		189,058	234,670
8010.120	Interfund Landfill Enterprise Charges	199,973	2,313	(12,430)	212,403	197,660	updated for personnel	197,660	215,485
9010.060	Capital Equipment Other	81,000	81,000		81,000	0	3 compactors	0	0
Department Total: 1205 - Homeowner Convenience Centers		793,550	106,551	(12,430)	805,980	686,999	106,551	556,922	639,859
							Variance: FY22 / FY21 Bgt		

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Department: 1206 - Recycling									
6000.100	Personnel Services Salaries	451,812	41,257	35,110	416,702	410,555	allocation of personnel time from recycling	329,510	397,532
6000.400	Personnel Services Overtime Pay	5,000			5,000	5,000		(179)	82
6100.190	Administrative Expenses Office Supplies							1,271	0
6110.090	Supplies & Equipment Computers & printers							415	0
6110.340	Supplies & Equipment Safety Program Equipment	2,500			2,500	2,500		806	1,252
6110.420	Supplies & Equipment Safety Tools & Supplies	11,500			11,500	11,500		1,088	757
6150.050	Uniforms & Personal Equipment Uniforms	3,150			3,150	3,150		2,491	2,786
6530.010	Consulting Services Annual Audit Fees	2,825			2,825	2,825		2,750	0
6540.020	Vehicle Operating Expenses Fuel - WC Fleet	40,000			40,000	40,000		19,728	21,395
6540.030	Vehicle Operating Expenses Vehicle Maintenance	3,500			3,500	3,500		1,314	615
6540.070	Vehicle Operating Expenses - Off-Road Fuel	12,000			12,000	12,000		3,322	8,061
6540.080	Vehicle Operating Expenses - Heavy Equip Maint	30,000			30,000	30,000		10,554	20,490
6550.020	Building Site Exp Building & Grounds Maintenance	30,000			30,000	30,000		18,638	31,455
6550.050	Building Site Expense Custodial Supplies	0			0	0		405	471
6550.060	Building Site Expense Electricity	30,000			30,000	30,000		21,491	29,501
6550.270	Building Site Expense Telephone	2,500			2,500	2,500		1,630	2,017
6550.280	Building Site Expense Tipping Fees - Disposal	6,000			6,000	6,000		1,521	927
6700.620	Other Maint & Svcs Tire Recycling	17,000			17,000	17,000		15,742	23,660
6700.640	Other Maint & Svcs Special Events	21,000			21,000	21,000		1,014	16,925
6700.660	Other Maint & Svcs HHW Ads	3,000			3,000	3,000		2,942	2,288
6900.025	Advertising Legal Advertisements	500			500	500		0	103
7000.060	Travel Training & Expense Educational Training	1,314			1,314	1,314		398	398
8010.120	Interfund Landfill Enterprise Charges	159,241	(54,591)	(40,618)	199,859	213,832	Updated for personnel	213,832	217,261
9010.060	Capital Equipment Other	25,637	25,637		25,637	0	20/40 yard containers (qty xx)	0	46,188
Department Total: 1206 - Recycling		858,479	12,303	(5,508)	863,987	846,176	12,303	650,683	824,163
							Variance: FY22 / FY21 Bgt		

Expenditures

Worcester County, MD

FY2022 Budget Work Session 5/18/21

Account Number	Description	FY2022 Work Session	Variance Work Session vs FY21 Budget	Variance Work Session vs FY22 Request	FY2022 Budget Request	FY21 Adopted Budget	Work Session Notes & Changes 5/11/21	FY21 Actual YTD 4/30/21	FY20 Actual 6/30/2020
Department: 1301 - Health Department									
6100.010	Administrative Exp Administrative Exps	3,000			3,000	3,000		0	536
6550.030	Building Site Exps Carpet/VCT Cleaning	7,200			7,200	7,200		4,119	2,588
6550.040	Building Site Exps Cleaning Contract	68,270			68,270	68,270		33,380	63,905
6550.050	Building Site Exps Custodial Supplies	350			350	350		0	0
6550.060	Building Site Exps Electricity	121,279			121,279	121,279		78,138	95,672
6550.070	Building Site Exps Elevator Testing	2,500			2,500	2,500		2,139	2,398
6550.080	Building Site Exps Fire Alarm Testing	2,350			2,350	2,350		2,220	2,169
6550.081	Building Site Exps Fire Extinguishers	327			327	327		599	1,536
6550.085	Building Site Exps Generator Fuel Oil	1,250			1,250	1,250		291	0
6550.090	Building Site Exps General Maintenance Repairs	47,137			47,137	47,137		46,397	47,941
6550.100	Building Site Exps Generator Services & Repairs	2,900			2,900	2,900		4,537	12,953
6550.110	Building Site Exps Heating Fuel Oil	13,500			13,500	13,500		4,239	4,421
6550.120	Building Site Exps Heating Propane	80,935			80,935	80,935		61,267	66,467
6550.124	Building Site Exps HVAC Loop Water Treatment	2,250			2,250	2,250		1,047	1,358
6550.135	Building Site Exps Insurance Claim Exps	0			0	0		224	0
6550.180	Building Site Exps Pest Control/Termite Insp	1,375			1,375	1,375		648	1,017
6550.220	Building Site Exps Security Alarm Monitoring	1,095			1,095	1,095		1,020	1,122
6550.230	Building Site Exps Security System Exps	75			75	75		0	0
6550.242	Building Site Exp. Sewage Pump Monitoring	500			500	500		413	550
6550.250	Building Site Exps Sprinkler Testing	3,300			3,300	3,300		2,803	3,278
6550.255	Building Site Exps Stormwater Utility Fee	200			200	200		75	100
6550.270	Building Site Exps Telephone	48,779			48,779	48,779		26,824	33,306
6550.280	Building Site Exps Tipping Fees	1,620			1,620	1,620		490	507
6550.300	Building Site Exps Trash Removal	4,610			4,610	4,610		2,128	2,837
6550.310	Building Site Exps Water & Sewer	4,200			4,200	4,200		2,840	4,153
7120.050	Other Non-Matching Exps Health Dept Ocean City Apartment	15,840			15,840	15,840		13,250	16,317
7120.060	Other Non-Matching Exps Health Dept On Call	26,468			26,468	26,468		16,455	17,470
7120.200	Other Non-Matching Exps Local Management Board	10,000			10,000	10,000		0	10,000
7120.350	Other Non-Matching Exps School Safety	189,755			189,755	189,755	Safe Schools Mental Health	189,755	189,755
7130.020	Matching Appropriation Health Department State Share	5,015,910	(6,822)		5,015,910	5,022,732	matching funds	3,767,049	4,975,901
Department Total: 1301 - Health Department		5,676,975	(6,822)		5,676,975	5,683,797	(6,822)	4,262,345	5,558,257
							Variance: FY22 / FY21 Bgt		

Expenditures

Worcester County, MD

FY2022 Budget Work Session 5/18/21

Account Number	Description	FY2022 Work Session	Variance Work Session vs FY21 Budget	Variance Work Session vs FY22 Request	FY2022 Budget Request	FY21 Adopted Budget	Work Session Notes & Changes 5/11/21	FY21 Actual YTD 4/30/21	FY20 Actual 6/30/2020
Department: 1302 - Mosquito Control									
6000.100	Personnel Services Salaries	96,387			96,387	96,387		78,351	91,758
6000.400	Personnel Services Overtime Pay	1,000			1,000	1,000		0	0
6100.080	Administrative Exp Copier Supplies	100			100	100		0	0
6100.100	Administrative Exp Dues, License & Subscriptions							60	0
6100.110	Administrative Exp Envelopes	0			0	0		156	0
6100.190	Administrative Exp Office Supplies	300			300	300		318	77
6110.090	Supplies & Equipment Computers & Printers	0	(1,045)		0	1,045		743	0
6110.245	Supplies & Equipment Mobile Phones	1,000			1,000	1,000		656	911
6110.340	Supplies & Equipment Safety Program Equipment	1,500			1,500	1,500		154	81
6110.420	Supplies & Equipment Tools & Supplies	500			500	500		119	0
6130.010	Equipment Maintenance Copier Lease	550			550	550		410	561
6150.050	Uniforms & Personal Equipment Uniforms	700			700	700		582	642
6540.020	Vehicle Operating Exps Fuel - WC Fleet	10,000			10,000	10,000		4,153	7,505
6540.030	Vehicle Operating Exps Vehicle Maintenance	3,000			3,000	3,000		4,539	3,188
6540.040	Vehicle Operating Exps Vehicle Registration	100	100		100	0		0	0
6540.045	Vehicle Operating Exps Vehicle Repairs Outside	2,000			2,000	2,000		2,265	1,147
6550.050	Building Site Exps Custodial Supplies	200			200	200		111	272
6550.060	Building Site Exps Electricity	2,300			2,300	2,300		1,319	1,737
6550.081	Building Site Exps Fire Extinguishers	150			150	150		48	315
6550.090	Building Site Exps General Maintenance Repairs	2,000			2,000	2,000		86	545
6550.270	Building Site Exps Telephone	500			500	500		329	422
6550.270	Building Site Exp Tipping Fees	200			200	200		0	0
7000.040	Travel Training Expense - Continuing Education/Certification	200	25		200	175		0	0
7120.030	Other Non-Matching Exps Appropriation for Mosquito Cont.	70,000			70,000	70,000		37,618	56,392
9010.010	Capital Equipment New Vehicles	32,396	32,396		32,396	0	1 vehicle	0	0
Department Total: 1302 - Mosquito Control		225,083	31,476		225,083	193,607	31,476	132,018	165,554
							Variance: FY22 / FY21 Bgt		

Expenditures

Worcester County, MD

FY2022 Budget Work Session 5/18/21

Account Number	Description	FY2022 Work Session	Variance Work Session vs FY21 Budget	Variance Work Session vs FY22 Request	FY2022 Budget Request	FY21 Adopted Budget	Work Session Notes & Changes 5/11/21	FY21 Actual YTD 4/30/21	FY20 Actual 6/30/2020
Department: 1401 - Commission on Aging									
6100.190	Administrative Exp Office Supplies	600	100		600	500		500	500
6110.090	Supplies & Equipment Computers & Printers	600	100		600	500		500	500
6110.295	Supplies & Equip Program Supplies and Equipment	600	100		600	500		500	500
6160.065	Grant Programs MD Dept of Aging	54,608			54,608	54,608	Grant pass thru	0	109,216
6160.142	Grant Programs SSTAP	126,975	355		126,975	126,620	Senior Transportation- Pass thru Grant	126,975	0
6530.030	Consulting Services Computer Services	0	(300)		0	300		300	300
6540.020	Vehicle Operating Exps Fuel - WC Fleet	2,600	100		2,600	2,500		12,500	2,500
6540.030	Vehicle Operating Exps Vehicle Maintenance	1,000			1,000	1,000		1,000	1,000
6550.020	Building Site Exps Building & Ground Maintenance	0	(700)		0	700		0	0
6550.030	Building Site Exps Carpet/VCT Cleaning	14,800	(550)		14,800	15,350		0	13,993
6550.040	Building Site Exps Cleaning Contract	28,800	(3,400)		28,800	32,200		19,593	28,356
6550.045	Building Site Exps COA Utilities Appropriation	0			0	0		0	400
6550.050	Building Site Exps Custodial Supplies	3,400	600		3,400	2,800		1,467	3,278
6550.060	Building Site Exps Electricity	46,000	1,900		46,000	44,100		44,100	44,100
6550.080	Building Site Exps Fire Alarm Testing	2,000	(700)		2,000	2,700		1,616	1,616
6550.081	Building Site Exps Fire Extinguishers	600	100		600	500		936	921
6550.085	Building Site Exps Generator Fuel Oil	200	(500)		200	700		0	0
6550.090	Building Site Exps General Maintenance Repairs	26,000			26,000	26,000		30,104	31,058
6550.100	Building Site Exps Generator Services & Repairs	800	100		800	700		17,851	900
6550.110	Building Site Exps Heating Fuel Oil	6,000	(1,500)		6,000	7,500		4,239	4,421
6550.120	Building Site Exps Heating Propane	43,000	1,600		43,000	41,400		41,400	43,400
6550.124	Building Site Exps HVAC Loop Water Treatment	800	(100)		800	900		582	755
6550.135	Building Site Exps Insurance Claim Exps	0			0	0		119,243	0
6550.140	Building Site Exps Internet Access	4,600	(600)		4,600	5,200		5,200	6,400
6550.180	Building Site Exps Pest Control/Termite Insp	800	(500)		800	1,300		504	753
6550.220	Building Site Exps Security Alarm Monitoring	1,600	(1,900)		1,600	3,500		1,188	1,584
6550.250	Building Site Exps Sprinkler Testing	3,000	300		3,000	2,700		2,205	2,880
6550.255	Building Site Exps Stormwater Utility Fee	0			0	0		0	0
6550.270	Building Site Exps Telephone	5,800	800		5,800	5,000		5,254	4,827
6550.280	Building Site Exps Tipping Fees	200	(400)		200	600		219	138
6550.300	Building Site Exps Trash Removal	2,000	(100)		2,000	2,100		1,544	2,059
6550.310	Building Site Exps Water & Sewer	8,200	1,700		8,200	6,500		7,407	7,157
7000.060	Travel, Training & Exp Educational Training	4,000			4,000	4,000		4,000	4,000
7000.070	Travel, Training & Exp Exp Allowance	3,000			3,000	3,000		3,000	3,000
7140.010	Comm. on Aging Approp. Aging Audit	8,400	300		8,400	8,100		8,100	7,975
7140.020	Comm. on Aging Approp. Aging Insurance	4,000	800		4,000	3,200		3,200	3,325
7140.030	Comm. On Aging Appropriation Aging Programs	12,000			12,000	12,000		12,000	12,000

Expenditures

Worcester County, MD

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Account Number	Description	FY2022 Work Session	Variance Work Session vs FY21 Budget	Variance Work Session vs FY22 Request	FY2022 Budget Request	FY21 Adopted Budget	Work Session Notes & Changes 5/11/21	FY21 Actual YTD 4/30/21	FY20 Actual 6/30/2020
7140.040	Comm on Aging Approp. County Share Salaries & Fringe	800,600	(106,200)		800,600	906,800		974,420	883,800
7140.045	Comm on Aging Approp. Community for Life Salary & Fringe	54,000	4,000		54,000	50,000	Community for Life	0	0
7140.050	Comm. on Aging Approp. Meal Supplies	2,800	300		2,800	2,500		2,500	2,500
7140.055	Comm on Aging Approp. Co. Shr. MealOnWheel Salry & Fr	126,800	70,800		126,800	56,000		57,080	59,500
7140.070	Comm. on Aging Approp. Senior Meals	3,000			3,000	3,000		3,000	3,000
7140.080	Comm. on Aging Approp. Senior Ride Admin. Exp	60,000	50,000		60,000	10,000		10,000	10,000
7140.090	Comm. on Aging Approp. Senior Ride Service	66,000	31,900		66,000	34,100		34,100	34,100
7140.100	Comm. on Aging Approp. Board of Directors	600	100		600	500		500	500
7170.010	Comm. on Aging Approp. Cost of Living	36,400	17,700		36,400	18,700	3.5% COLA	0	0
9010.010	Capital Equipment New Vehicles	36,600	36,600		36,600	0	match for 4 vehicles	0	0
Department Total: 1401 - Commission on Aging		1,603,783	102,905		1,603,783	1,500,878	102,905	1,558,827	1,337,212
							Variance: FY22 / FY21 Bgt		

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Worcester County, MD

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Account Number	Description	FY2022 Work Session	Variance Work Session vs FY21 Budget	Variance Work Session vs FY22 Request	FY2022 Budget Request	FY21 Adopted Budget	Work Session Notes & Changes 5/11/21	FY21 Actual YTD 4/30/21	FY20 Actual 6/30/2020	
Department: 1402 - Other Social Services										
6160.025	Grant Program - CDBG COVID Grant	0			0	0		195,927	0	
7090.010	State Pass-Through Grant Diakonia	0			0	0	State Grants to COC	107,757	33,006	
7100.010	County Grants Atlantic General Hospital	100,000		(100,000)	200,000	100,000		100,000	175,000	
7100.017	County Grants Big Brothers/Big Sisters	1,000		(4,000)	5,000	1,000		1,000	1,000	
7100.020	County Grants BRAVE Program	3,500			3,500	3,500		3,500	3,500	
7100.021	County Grants Chesapeake Housing Missions	0		(5,000)	5,000	0		0	0	
7100.022	County Grants Coastal Hospice at the Ocean	10,000			10,000	10,000		10,000	10,000	
7100.023	County Grants The Cricket Center	200,000	190,000	(75,000)	275,000	10,000		10,000	10,000	
7100.024	County Grants Child & Family Foundation Inc	0		(15,000)	15,000	0		0		
7100.030	County Grants Development Center	219,497			219,497	219,497		219,497	219,497	
7100.035	County Grants Diakonia	45,000		(5,000)	50,000	45,000		45,000	55,000	
7100.040	County Grants Drug & Alcohol Council	9,000			9,000	9,000		0	2,800	
7100.074	County Grants Hope4Recovery Inc.	0		(89,400)	89,400	0		0	0	
7100.075	County Grants Hartley Hall	0			0	0		0	11,250	
7100.077	County Grants Jesse Klump Memorial Fund, Inc.	1,000			1,000	1,000		1,000	1,000	
7100.085	County Grants Life Crisis Center	8,500			8,500	8,500	Resolution June 1987 Marriage License	8,500	8,500	
7100.100	County Grants Maryland Food Bank	8,000		(2,000)	10,000	8,000		8,000	3,000	
7100.120	County Grants Oasis Ministries	9,000			9,000	9,000		9,000	9,000	
7100.160	County Grants Samaritan Shelter	20,000		(10,000)	30,000	20,000		20,000	30,000	
7100.xxx	Shock Trauma Center	0			0	0	FY22 request past deadline, send letter	0	0	
7100.172	County Grants Snow Hill Ecumenical Food Pantry	0			0	0		0	10,000	
7100.175	County Grants Social Services Grant	15,000			15,000	15,000		15,000	15,000	
7100.202	County Grants Worcester County 4-H & FFA Fair	10,000			10,000	10,000		10,000	10,000	
7100.210	County Grants Worcester County GOLD	15,000			15,000	15,000		15,000	25,000	
7100.220	County Grants Youth & Family Counseling	91,710		(3,290)	95,000	91,710		91,710	91,710	
7130.005	Matching DHMH DDA Appropriation	28,871			28,871	28,871	State Mandated County Share DDA	28,871	28,871	
Department Total: 1402 - Other Social Services		795,078	190,000	(308,690)	1,103,768	605,078	190,000	899,763	753,134	
							Variance: FY22 / FY21 Bgt			

Expenditures

Worcester County, MD

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Department: 1502 - WOR-WIC Community College									
7120.040	Other Non-Matching Exp Appropriation for Wor-Wic	2,530,242	112,120		2,530,242	2,418,122	Appropriation Match	2,127,230	2,333,092
7120.120	Other Non-Matching Exp Wor-Wic Campus Development	0			0	0	County approved capital requests	0	0
Department Total: 1502 - WOR-WIC Community College		2,530,242	112,120		2,530,242	2,418,122	112,120	2,127,230	2,333,092
							Variance: FY22 / FY21 Bgt		
Department: 1505 - Board of Education									
7120.010	Other Non-Matching Exp Approp for Board of Education	95,773,822	2,081,683		95,773,822	93,692,139	MOE Operating, OPEB of \$2.6 million	77,457,533	90,728,422
7120.010	MOE -Salary increase July - Teachers & Support Staff	0			0	0	Step, 1% & 1.5% COLA adj, Longevity	0	0
7120.010	MOE- Salary increase July - Bus Contractors	0			0	0	1% increase hourly & mileage	0	0
7120.010	MOE- Fixed Charges OPEB to add to MOE	268,121	268,121	268,121		0	State HB1372 MOE 2.5% to Fixed Charges - OPEB	0	0
7120.092	Non-Matching Exp Board of Ed - Non-Recurring	0			0	0		0	60,000
7120.300	Non-Matching Exp Board of Ed Employee Retirement	660,253	41,153		660,253	619,100	MSRS expense	624,039	554,583
7120.310	Non-Matching Exp Board of Ed School Building Impr-MOE	100,000			100,000	100,000	MOE School Building improvements	100,000	100,000
7120.320	Non-Recurring Non-Matching Exp Board of Ed School Construction - NOT MOE	0			0	0	Fund Balance \$139,800 PMS Fire Alarm + \$156,000 SHMS fire alarm	0	17,718
7120.332	Restricted Funds NOT MOE - PMS Program	0			0	0	Fund Balance \$50k - FY21 year end assignment	0	51,557
7120.330	MOE -Other Non-Matching Exp Board of Ed Technology	200,000			200,000	200,000	MOE Technology	200,000	200,000
Department Total: 1501 - Board of Education		97,002,196	2,390,957	268,121	96,734,075	94,611,239	2,390,957	78,381,572	91,712,281
							Variance: FY22 / FY21 Bgt		

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Account Number	Description	FY2022 Work Session	Variance Work Session vs FY21 Budget	Variance Work Session vs FY22 Request	FY2022 Budget Request	FY21 Adopted Budget	Work Session Notes & Changes 5/11/21	FY21 Actual YTD 4/30/21	FY20 Actual 6/30/2020
Department: 1601 - Recreation Department									
6000.100	Personnel Services Salaries	1,026,144	99,323	21,815	1,004,329	926,821		632,936	745,387
6000.400	Personnel Services Overtime Pay	3,000	(7,000)		3,000	10,000		1,471	3,173
6100.050	Administrative Exp Background Checks	2,500			2,500	2,500		510	1,122
6100.052	Administrative Exp Bank Fees	1,700			1,700	1,700		1,455	1,728
6100.100	Administrative Exp Dues, License & Subscriptions	9,210	(2,583)		9,210	11,793		7,100	8,929
6100.110	Administrative Exp Envelopes	150			150	150		43	84
6100.165	Administrative Exp Meeting Exp	1,000			1,000	1,000		969	206
6100.190	Administrative Exp Office Supplies	2,900			2,900	2,900		1,757	2,724
6100.210	Administrative Exp Paper	1,240			1,240	1,240		1,073	1,252
6100.240	Administrative Exp Printing Exp	1,000			1,000	1,000		200	234
6100.270	Administrative Exp Tournament Fees	70,300	20,000		70,300	50,300		10,500	15,863
6110.090	Supplies & Equipment Computers & Printers	1,720	(3,535)		1,720	5,255		1,278	1,486
6110.100	Supplies & Equipment Concession Stand	41,550			41,550	41,550		12,777	21,744
6110.245	Supplies & Equipment Mobile Phones	2,060	(597)		2,060	2,657		1,824	1,720
6110.280	Supplies & Equipment Office Furniture	450	450		450	0		0	0
6110.310	Supplies & Equipment Promotional Materials	1,800			1,800	1,800		483	1,754
6110.410	Supplies & Equipment Surveillance Equipment	0			0	0		0	0
6110.420	Supplies & Equipment Tools & Supplies	1,000			1,000	1,000		439	564
6130.010	Equipment Maintenance Copier Lease	5,100			5,100	5,100		1,911	2,872
6130.025	Equipment Maintenance Equip Upgrades & Replacement	11,000	9,650		11,000	1,350		821	0
6130.060	Equipment Maint. Software Licensing	0			0			0	1,359
6130.070	Equipment Maint Software Maint Agreements	8,180	(1,765)		8,180	9,945		6,123	3,347
6150.050	Uniforms & Personal Equipment Uniform	2,000			2,000	2,000		1,152	2,777
6160.255	Grant Programs POS - Recreation Center	500,000	500,000		500,000	0	Recreation Center building addition	0	0
6175.010	Recreation Programs Adult Recreation Programs	20,145	170		20,145	19,975		3,472	3,446
6175.020	Recreation Programs After School Programs	5,750	1,600		5,750	4,150		429	3,416
6175.030	Recreation Programs Aquatics Programs	2,975			2,975	2,975		0	2,838
6175.040	Recreation Programs MRPA Amusement Park Tickets	3,000	(4,300)		3,000	7,300		0	3,792
6175.070	Recreation Programs Special Events	185,300			185,300	185,300		97,723	73,868
6175.080	Recreation Programs Summer Camps for Youth	22,450	1,800		22,450	20,650		2,414	11,465
6175.090	Recreation Programs Youth Recreational Outdoor Programs	24,770	(2,330)		24,770	27,100		18,035	11,926
6175.201	Recreation Programs Adult Recreational Programs	11,560	2,910		11,560	8,650		2,823	4,869
6175.203	Recreation Programs After School Programs	11,650	(4,300)		11,650	15,950		4,656	9,860

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

Expenditures

Worcester County, MD

FY2022 Budget Work Session 5/18/21

Account Number	Description	FY2022 Work Session	Variance Work Session vs FY21 Budget	Variance Work Session vs FY22 Request	FY2022 Budget Request	FY21 Adopted Budget	Work Session Notes & Changes 5/11/21	FY21 Actual YTD 4/30/21	FY20 Actual 6/30/2020
9010.010	Capital Equipment New Vehicles	22,450	22,450	(25,810)	48,260	0	1 mid size car, 1 purchased FY21	0	0
9010.060	Capital Equipment Other	21,050	21,050		21,050	0	retractable batting cage	0	69,973
Department Total: 1601 - Recreation Department		2,317,732	636,493	(3,895)	2,321,627	1,681,239	636,493	985,322	1,218,420
							Variance: FY22 / FY21 Bgt		

Expenditures

Worcester County, MD

FY2022 Budget Work Session 5/18/21

Account Number	Description	FY2022 Work Session	Variance Work Session vs FY21 Budget	Variance Work Session vs FY22 Request	FY2022 Budget Request	FY21 Adopted Budget	Work Session Notes & Changes 5/11/21	FY21 Actual YTD 4/30/21	FY20 Actual 6/30/2020
Department: 1602 - Parks Department									
6000.100	Personnel Services Salaries	434,717	8,102		434,717	426,615		347,028	383,343
6000.400	Personnel Services Overtime Pay	5,000	(5,000)		5,000	10,000		1,389	288
6100.010	Administrative Exp Administrative Expenses	0			0	0		46	0
6100.080	Administrative Exp Copier Supplies	280			280	280		89	0
6100.100	Administrative Exp Dues, License & Subscriptions	246			246	246		0	246
6100.190	Administrative Exp Office Supplies	400			400	400		376	173
6100.210	Administrative Exp Paper	25			25	25		0	0
6110.090	Supplies & Equipment Computers & Printers	0			0	0		199	0
6110.120	Supplies & Equipment Equipment Rental	1,100	200		1,100	900		559	1,022
6110.125	Supplies & Equipment Equipment Maintenance & Repair	3,000	1,000		3,000	2,000		1,129	2,655
6110.200	Supplies & Equipment Lawn Equipment & Maintenance	11,000	2,879		11,000	8,121		11,141	9,487
6110.245	Supplies & Equipment Mobile Phones	1,200	575		1,200	625		794	620
6110.340	Supplies & Equipment Safety Program Equipment	780			780	780		231	420
6110.380	Supplies & Equipment Signage	2,000	2,000		2,000	0		0	0
6110.390	Supplies & Equipment Small Equipment	2,100	350		2,100	1,750		1,020	1,690
6110.420	Supplies & Equipment Tools & Supplies	2,750	1,500		2,750	1,250		1,365	2,597
6130.045	Equip Maint Other Equip Maint/Repair	0			0	0		1,348	529
6130.100	Equip Maint Other Equipment Lease	12,000	12,000		12,000	0	Turf Tank Plus lease -field lining	0	0
6150.050	Uniforms & Personal Equipment Uniforms	3,240	640		3,240	2,600		1,629	2,160
6160.225	Grant Programs POS- Future Park Land Acquisition	150,000	150,000		150,000	0	POS State	0	0
6160.241	Grant Programs POS - New Park Development	150,000	(15,985)		150,000	165,985	POS State	66	1,517
6160.244	Grant Programs POS - Park Improvement Project	0	(980,000)		0	980,000	POS State	490,322	128,241
6160.252	Grant Programs POS - Playground Equip/Improv	0			0	0	POS State	0	0
6160.256	Grant Programs POS - Sport Field Improvement	0	(125,000)		0	125,000	POS State	239,673	45,327
6200.020	Other Supplies & Materials Materials	37,000	7,354		37,000	29,646		22,086	29,817
6510.020	Legal Services County Attorney Expenses	0			0	0		0	463
6540.020	Vehicle Operating Exps Fuel - WC Fleet	23,000	1,000		23,000	22,000		14,467	20,598
6540.030	Vehicle Operating Exps Vehicle Maintenance	7,000	2,000		7,000	5,000		5,345	5,713
6540.040	Vehicle Operating Exps Vehicle Registration	200	200	(100)	300	0		0	100
6550.020	Building Site Exps Buildings & Grounds Maintenance	2,000	2,000		2,000	0		0	1,780
6550.050	Building Site Exps Custodial Supplies	2,200	295		2,200	1,905		1,525	1,563
6550.060	Building Site Exps Electricity	21,600	2,900		21,600	18,700		12,659	16,413
6550.081	Building Site Exps Fire Extinguishers	370			370	370		400	0
6550.090	Building Site Exps General Maintenance Repairs	17,000	700		17,000	16,300		9,112	17,474
6550.120	Building Site Exps Heating Propane	300			300	300		243	238
6550.170	Building Site Exps Office Rent/Lease	50,000	45,000	45,000	5,000	5,000	Berlin Lions Club	55,000	5,000
6550.180	Building Site Exps Pest Control/Termite Insp	95			95	95		0	0

Expenditures

Worcester County, MD

FY2022 Budget Work Session 5/18/21

Account Number	Description	FY2022 Work Session	Variance Work Session vs FY21 Budget	Variance Work Session vs FY22 Request	FY2022 Budget Request	FY21 Adopted Budget	Work Session Notes & Changes 5/11/21	FY21 Actual YTD 4/30/21	FY20 Actual 6/30/2020
6550.200	Building Site Exps Portalets	10,970	1,020		10,970	9,950		7,242	12,537
6550.242	Building Site Exp Sewage Pump Monitoring	828			828	828		619	825
6550.255	Building Site Exp Stormwater Utility Fee	1,275			1,275	1,275		959	1,275
6550.270	Building Site Exps Telephone	300			300	300		163	214
6550.280	Building Site Exps Tipping Fees	285	(80)		285	365		0	0
6550.300	Building Site Exps Trash Removal	2,600	500		2,600	2,100		1,821	1,862
6550.310	Building Site Exps Water & Sewer	2,020	977		2,020	1,043		31,910	1,180
6700.350	Other Maint. & Svcs Mosquito Control	1,200			1,200	1,200		587	790
6700.640	Other Maint. & Svcs Special Events	3,500	3,000		3,500	500		792	261
6700.700	Other Maint. & Svcs Prison Labor	500			500	500		0	220
6900.005	Advertising Bid Advertising	500	300		500	200		354	235
7000.040	Travel, Training & Exp Continuing Education/Certificati	5,600	4,850		5,600	750		675	675
7000.060	Travel, Training & Exp Educational Training	950	950		950	0		0	0
7000.100	Travel, Training & Exp Meeting/Conference/Shows	2,850	2,850		2,850	0		0	0
7000.115	Travel, Training & Exp Mileage	400	400		400	0		0	0
9010.010	Capital Equipment New Vehicles	65,600	65,600	(28,100)	93,700	0	2 vehicles, 1 purchased FY21	0	1,450
9010.070	Capital Equipment Heavy Equipment	70,000	70,000		70,000	0	Toro mower, UTV with Field Groomer, Wood Chipper	0	45,686
Department Total: 1602 - Parks Department		1,109,981	(734,923)	16,800	1,093,181	1,844,904	(734,923)	1,264,365	746,684
							Variance: FY22 / FY21 Bgt		

Expenditures

Worcester County, MD

FY2022 Budget Work Session 5/18/21

Account Number	Description	FY2022 Work Session	Variance Work Session vs FY21 Budget	Variance Work Session vs FY22 Request	FY2022 Budget Request	FY21 Adopted Budget	Work Session Notes & Changes 5/11/21	FY21 Actual YTD 4/30/21	FY20 Actual 6/30/2020
Department: 1603 - Libraries									
6000.100	Personnel Services Salaries	1,940,515	9,630		1,940,515	1,930,885		1,479,622	1,764,747
6000.400	Personnel Services Overtime Pay	2,000			2,000	2,000		0	0
6100.090	Administrative Exp Database/Shared Computer costs	4,000			4,000	4,000		(375)	3,850
6100.100	Administrative Exp Dues, License & Subscriptions	1,600			1,600	1,600		1,218	1,228
6100.190	Administrative Exp Office Supplies	18,000			18,000	18,000		7,117	8,235
6100.210	Administrative Exp Paper	3,000			3,000	3,000		427	2,371
6100.230	Administrative Exp Postage & Freight	4,500			4,500	4,500		638	1,480
6110.090	Supplies & Equipment Computers & Printers	15,000			15,000	15,000		0	61,831
6110.125	Supplies & Equipment Equip Maintenance & Repair	1,500			1,500	1,500		319	281
6110.210	Supplies & Equipment Library AV-Multimedia	75,000			75,000	75,000		42,016	64,653
6110.230	Supplies & Equipment Library Books	175,000			175,000	175,000		100,455	162,052
6110.240	Supplies & Equipment Library Periodicals	22,000			22,000	22,000		780	20,911
6110.245	Supplies & Equipment Mobile Phones	800			800	800		590	723
6110.270	Supplies & Equipment Office Equipment Repairs	500			500	500		0	0
6110.280	Supplies & Equipment Office Furniture	5,000			5,000	5,000		2,993	4,153
6130.010	Equipment Maintenance Copier Lease	31,050	(3,958)		31,050	35,008		15,560	28,208
6130.030	Equipment Maint Library Shared Computer System	14,000	(6,000)		14,000	20,000		13,461	17,948
6130.070	Equipment Maintenance Software Maint Agreement	8,550	8,550		8,550	0		2,550	2,550
6160.003	Grant Programs Library Cares Regional Library	0			0	0		15,361	0
6160.095	Grant Programs Library - Miscellaneous	0			0	0		33,181	26,362
6160.120	Grant Programs Library Srv Enhancement - ESRL	75,000			75,000	75,000		44,447	63,362
6510.085	Legal Services Other Legal Expenses	500			500	500		65	4,488
6540.020	Vehicle Operating Expense Fuel - WC Fleet	750			750	750		90	481
6540.040	Vehicle Operating Exp Vehicle Registration	100	100		100	0		0	0
6540.045	Vehicle Operating Exp Vehicle Repairs Outside	0			0	0		657	45
6550.005	Building Site Exp Automatic Doors	2,107			2,107	2,107		0	0
6550.030	Building Site Exps Carpet/VCT Cleaning	10,300			10,300	10,300		1,941	7,785
6550.040	Building Site Exps Cleaning Contract	83,940			83,940	83,940		57,279	68,447
6550.050	Building Site Exps Custodial Supplies	7,700			7,700	7,700		2,397	4,985
6550.060	Building Site Exps Electricity	125,000			125,000	125,000		64,584	78,215
6550.070	Building Site Exps Elevator Testing	6,000			6,000	6,000		4,333	4,432
6550.080	Building Site Exps Fire Alarm Testing	3,750			3,750	3,750		2,104	2,382
6550.081	Building Site Exps Fire Extinguishers	350			350	350		172	1,707
6550.090	Building Site Exps General Maintenance Repairs	38,000			38,000	38,000		34,836	26,192
6550.110	Building Site Exps Heating Fuel Oil	5,000			5,000	5,000		1,993	2,305
6550.120	Building Site Exps Heating Propane	24,500			24,500	24,500		21,885	17,898
6550.124	Building Site Exps HVAC Loop Water Treatment	5,500			5,500	5,500		2,069	2,560

Expenditures

Worcester County, MD

FY2022 Budget Work Session 5/18/21

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

Expenditures

Worcester County, MD

FY2022 Budget Work Session 5/18/21

Account Number	Description	FY2022 Work Session	Variance Work Session vs FY21 Budget	Variance Work Session vs FY22 Request	FY2022 Budget Request	FY21 Adopted Budget	Work Session Notes & Changes 5/11/21	FY21 Actual YTD 4/30/21	FY20 Actual 6/30/2020
Department: 1604 - Other Recreation & Culture									
7100.015	County Grant Berlin Heritage Foundation	0		(10,000)	10,000	0		0	0
7100.016	Berlin Little League	0			0	0		0	2,000
7100.050	Furnacetown	40,000			40,000	40,000		40,000	40,000
7100.095	Marva Theatre	15,000		(5,000)	20,000	15,000		15,000	15,000
7100.116	O.C. Developmental Corp. (included Grants to Towns)	0		(1)	1	0	\$100,000 in Ocean City Town Grant	0	0
7100.135	Delmarva Discovery Museum	15,000	(15,000)	(15,000)	30,000	30,000	DDM gave \$10k to Sturgis FY21	30,000	20,000
Department Total: 1604 - Other Recreation & Culture		70,000	(15,000)	(30,001)	100,001	85,000	(15,000)	85,000	77,000
							Variance: FY22 / FY21 Bgt		
Department: 1701 - Extension Service									
6100.010	Administrative Exp Administrative Exps	1,955			1,955	1,955		1,955	1,955
6100.100	Administrative Exp Dues, License & Subscriptions	480			480	480		401	395
6100.190	Administrative Exp Office Supplies	6,200			6,200	6,200		5,958	4,256
6100.230	Administrative Exp Postage & Freight	1,500			1,500	1,500		1,300	1,494
6110.120	Supplies & Equipment Equipment Rental	0	(480)		0	480		0	210
6130.010	Equipment Maintenance Copier Lease	6,000			6,000	6,000		4,433	4,222
6550.270	Building Site Exps Telephone	2,500			2,500	2,500		1,280	2,141
7120.020	Non-Matching Exps Appropriation Extension Svc	187,582			187,582	187,582	State Paid Employees	187,582	179,952
Department Total: 1701 - Extension Service		206,217	(480)		206,217	206,697	(480)	202,909	194,624
							Variance: FY22 / FY21 Bgt		
Department: 1702 - Other Natural Resources									
6170.010	Program Exp Gypsy Moth Control	1,700			1,700	1,700		0	6,440
7100.180	County Grants Soil Conservation	48,554			48,554	48,554		48,554	48,554
7130.030	Matching Appropriation Conservation Easements	0			0	0		3,600	92,666
7130.040	Matching Appropriation Md Agri Land Preservation Fund	0	(1,000)		0	1,000		0	4,986
7130.050	Matching Appropriation Beach Maintenance	460,000	(10,000)		460,000	470,000	Per State Estimate	441,858	431,876
Department Total: 1702 - Other Natural Resources		510,254	(11,000)		510,254	521,254	(11,000)	494,012	584,522
							Variance: FY22 / FY21 Bgt		

Expenditures

Worcester County, MD

FY2022 Budget Work Session 5/18/21

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

Expenditures

Worcester County, MD

FY2022 Budget Work Session 5/18/21

Account Number	Description	FY2022 Work Session	Variance Work Session vs FY21 Budget	Variance Work Session vs FY22 Request	FY2022 Budget Request	FY21 Adopted Budget	Work Session Notes & Changes 5/11/21	FY21 Actual YTD 4/30/21	FY20 Actual 6/30/2020
Department: 1803 - Tourism									
6000.100	Personnel Services Salaries	271,771	62,738		271,771	209,033		198,222	217,195
6100.010	Administrative Exp Administrative Exps	300			300	300		236	207
6100.100	Administrative Exp Dues, License & Subscriptions	1,770	446		1,770	1,324		1,870	1,772
6100.150	Administrative Exp Incentives & Events	900			900	900		0	215
6100.190	Administrative Exp Office Supplies	900	(200)		900	1,100		1,346	1,296
6110.245	Supplies & Equipment Mobile Phones	1,800	698		1,800	1,102		554	1,317
6110.310	Supplies & Equipment Promotional Materials	79,156	50,000		79,156	29,156		23,362	27,270
6110.380	Supplies & Equipment Signage	1,000			1,000	1,000		0	0
6110.393	Supplies & Equipment Special Event Sponsorship	6,000			6,000	6,000		3,367	6,563
6130.010	Equipment Maintenance Copier Lease	975			975	975		650	975
6130.060	Equipment Maintenance Software Licensing	1,250	650		1,250	600		0	0
6150.050	Uniforms & Personal Equipment Uniforms	400	150		400	250		0	0
6160.150	Grant Programs Tourism Grant Projects	160,000	(47,154)		160,000	207,154	State Grant Estimate	32,264	233,481
6530.040	Consulting Services Consulting Services	19,100			19,100	19,100	Outsource Social Media	13,662	19,043
6530.180	Consulting Services Web Page	18,000	(17,000)		18,000	35,000		24,290	24,080
6540.020	Vehicle Operating Exps Fuel - WC Fleet	2,400	800		2,400	1,600		170	1,391
6540.030	Vehicle Operating Exps Vehicle Maintenance	1,125	375		1,125	750		204	661
6550.040	Building Site Exps Cleaning Contract	1,350			1,350	1,350		901	1,313
6550.050	Building Site Exps Custodial Supplies	380			380	380		0	279
6550.060	Building Site Exps Electricity	10,000	(2,000)		10,000	12,000		7,780	7,063
6550.090	Building Site Exps General Maintenance Repairs	250			250	250		0	12
6550.140	Building Site Exps Internet Access	500	(50)		500	550		305	480
6550.220	Building Site Exps Security Alarm Monitoring	204			204	204		153	204
6550.270	Building Site Exps Telephone	2,800			2,800	2,800		2,645	2,711
6900.052	Advertising Supplemental Advertising	283,500			283,500	283,500	Towns Advertising Paid directly by Tourism	14,747	272,336
6900.055	Advertising Tourism	426,000			426,000	426,000	Advertising RPET departments	359,427	387,569
7000.020	Travel, Training & Exp Board Member Allowance	1,050			1,050	1,050		0	300
7000.100	Travel, Training & Exp Meetings/Conferences/Shows	5,000	1,400		5,000	3,600		3,508	2,863
7000.115	Travel, Training & Exp Mileage	250			250	250		10	0
Department Total: 1803 - Tourism		1,298,131	50,853		1,298,131	1,247,278	50,853	689,673	1,210,595
							Variance: FY22 / FY21 Bgt		

Expenditures

Worcester County, MD

FY2022 Budget Work Session 5/18/21

Account Number	Description	FY2022 Work Session	Variance Work Session vs FY21 Budget	Variance Work Session vs FY22 Request	FY2022 Budget Request	FY21 Adopted Budget	Work Session Notes & Changes 5/11/21	FY21 Actual YTD 4/30/21	FY20 Actual 6/30/2020
Department: 1901 - Taxes Shared with Towns									
7160.010	Towns' Share Towns' Share County Bingo Fee	200	(2,900)		200	3,100		0	2,054
7160.020	Towns' Share Towns' Share County Income Tax	2,300,000	300,000		2,300,000	2,000,000	Increased based on estimates	1,549,567	2,456,617
7160.040	Towns' Share Towns' Share Liquor License Fees	342,157			342,157	342,157		241,218	0
Department Total: 1901 - Taxes Shared with Towns		2,642,357	297,100		2,642,357	2,345,257	297,100	1,790,785	2,458,671
							Variance: FY22 / FY21 Bgt		
Department: 1902 - Grants to Towns									
6160.043	Grant Program - OPA Other Grant	0		(150,000)	150,000	0		0	0
7100.028	OPA Recreation Conditional Grant	10,000		(30,000)	40,000	10,000		10,000	10,000
7100.029	OPA Tourism Conditional Grant	0		(25,000)	25,000	0		0	10,000
7100.065	County Grants Grants to Towns for Police	475,000		(50,000)	525,000	475,000	Ocean Pines Association	475,000	475,000
7100.153	County Grants Restricted Fire Grant	567,000	(47,000)		567,000	614,000	based on CY2020 runs	614,000	521,000
7100.192	County Grants Tourism to Town	50,000		(5,000)	55,000	50,000		50,000	50,000
7100.193	County Grants Unrestricted to Town	5,057,091	144,133	(734,500)	5,791,591	4,912,958	Work Session updated	4,827,250	4,790,000
Department Total: 1902 - Grants to Towns		6,159,091	97,133	(994,500)	7,153,591	6,061,958	97,133	5,976,250	5,856,000
							Variance: FY22 / FY21 Bgt		
Department: 1950 - Benefits & Insurance									
6510.070	Legal Services Judgements & Lawsuits	5,000			5,000	5,000		0	11,157
7170.010	Benefits & Ins. Allowance Salary Increase July '21	1,062,364	1,062,364	(64,446)	1,126,810	0	3.5% COLA, longevity	0	0
7170.020	Benefits & Insurance Contingency	20,000			20,000	20,000		0	5,226
7170.030	Benefits & Insurance Hospitalization Insurance	5,413,794	(123,149)		5,413,794	5,536,943	based on negotiated rate estimates	5,729,251	6,557,291
7170.040	Benefits & Insurance Other Post-Employment Benefits	8,231,879	2,731,879	(268,121)	8,500,000	5,500,000	based on income tax revenue, \$268,121 added to OPEB in BOE MOE	4,125,000	13,248,286
7170.050	Benefits & Insurance Retirement	3,971,589	425,946	819	3,970,770	3,545,643	based on FY21 payroll	3,401,170	2,766,470
7170.060	Benefits & Insurance Social Security Taxes	2,513,304	171,459	3,858	2,509,446	2,341,845	based on FY22 payroll	1,656,361	1,991,763
7170.070	Benefits & Insurance Unemployment Insurance	20,000			20,000	20,000	based on COVID19 part time employees	(933)	14,487
7170.080	Benefits & Insurance Vested Benefits	0			0	0		0	(62,700)
7170.090	Benefits & Ins. Workmans Compensation Ins	1,037,609	10,078		1,037,609	1,027,531		1,122,545	1,066,909
7170.100	Benefits & Insurance Property & Liability Insurance	502,573	11,422		502,573	491,151		466,412	463,577
7170.120	Benefits & Insurance Long Term Disability	59,420			59,420	59,420		60,902	51,997
7170.130	Benefits & Insurance Life Insurance	49,932			49,932	49,932		57,627	41,215
7170.140	Benefits & Insurance FSA, EAP Prgm, PSA Admin	90,896			90,896	90,896		63,163	90,929
7170.150	Benefits & Insurance Retirement Admin Fee	68,920	(2,071)		68,920	70,991		54,265	84,768
Department Total: 1950 - Benefits & Insurance		23,047,280	4,287,928	(327,890)	23,375,170	18,759,352	4,287,928	16,735,763	26,331,373
							Variance: FY22 / FY21 Bgt		

Expenditures

Worcester County, MD

FY2022 Budget Work Session 5/18/21

Account Number	Description	FY2022 Work Session	Variance Work Session vs FY21 Budget	Variance Work Session vs FY22 Request	FY2022 Budget Request	FY21 Adopted Budget	Work Session Notes & Changes 5/11/21	FY21 Actual YTD 4/30/21	FY20 Actual 6/30/2020
Department: 1975 - Debt Service									
7700.050	Debt Service 2003 MDE Water Quality Bond	29,470	(223,106)		29,470	252,576		252,576	252,576
7700.090	Debt Service 2013 Capital Improvements Bonds	393,985	3,125		393,985	390,860		332,843	1,581,573
7700.100	Debt Service 2014 Capital Improvements Bonds	3,770,431	(27,250)		3,770,431	3,797,681		3,798,327	3,851,827
7700.110	Debt Service 2015 Capital Improvements Bonds	6,401,220	5,368		6,401,220	6,395,852		6,395,852	6,299,254
7700.110	Debt Service 2019 Capital Improvements Bonds	3,092,825	(5,875)		3,092,825	3,098,700		3,099,367	1,233,575
Department Total: 1975 - Debt Service		13,687,931	(247,738)		13,687,931	13,935,669	(247,738)	13,878,963	13,218,804
							Variance: FY22 / FY21 Bgt		
Department: 1985 - Interfund									
8100.020	Transfers Out - Capital Projects	0			0	0		2,028,303	3,740,654
8100.080	Transfer Out to Reserve Fund	0		(520,300)	520,300	0	Fund Balance	143,939	394,893
Department Total: 1985 - Interfund		0		(520,300)	520,300	0	0	2,172,242	4,135,547
							Variance: FY22 / FY21 Bgt		
Expenditure Grand Total		216,338,353	12,017,722	(2,266,367)	218,604,720	204,320,631	12,017,722	186,474,725	207,224,311
							Variance: FY22 / FY21 Bgt		
	REVENUE	213,294,726			210,591,207	204,320,631			
	budget (shortfall)/surplus	(3,043,627)			(8,013,513)	0			

	FY22 Estimated Actual Expense Budgets	Current County Proposed FY22	FY 22 Estimated Company Budget Deficit	EMS FY22 Supplemental Funding Discussion 04/29/2021
Goal is 2 crews 24/7				
Pocomoke	\$1,489,589	\$554,779	\$406,504	\$115,000
Snow Hill	\$1,810,298	\$626,799	\$646,300	\$115,000
Berlin	\$1,865,142	\$727,135	\$503,312	\$115,000
Ocean Pines	\$1,717,718	\$508,990	\$308,328	\$115,000
Goal is 5 crews 24/7				
Ocean City	\$2,250,000	\$1,868,005	\$381,995	\$115,000
Goal is 1 crew 24/7				
Newark	\$439,620	\$207,290	\$220,507	\$115,000
Showell	\$469,453	\$257,755	\$124,728	\$124,728
Bishopville	\$444,858	\$264,220	\$115,331	\$115,331
Goal is 1 provider 24/7				
Stockton	\$27,660	\$50,000	\$13,160	\$25,000
Girdletree	\$134,265	\$23,800	\$83,565	\$51,800
	0			
		\$5,088,773	\$2,803,730	\$1,006,859

4/29/2021 Funding Discussion--What would this funding do?

Stockton and Girdletree---EMT/Firefighter 7 days per week (provide each with \$75,000)
 provides initial care awaiting Snow Hill/Pocomoke EMS
 supplements staffing to Snow Hill/Pocomoke--(driver)

Showell-Bishopville--one staffed EMS crew 24 hours day-seven days per week

Newark--provides supplemental funding towards one EMS crew

Pocomoke-Snow Hill-Berlin-Ocean Pines
 provides funding for 4th provider to give ability for two staffed EMS crews
 with full time/part time combination of staffing for peak call volume periods

Ocean City--supplementing staffing to augment response in West Ocean City area

Additional funding still needed beyond FY22 to meet goals

During FY22 quarterly reports of what this funding and additional staffing has accomplished

MEDICAL ASSIST COMPANIES

FY2022 Request

Revised Request 5.11.21 with EMS Supplemental Funds - Budget Work Session

	CY 2020 Medical Assists	per call	Base Amount	# FTE	Paid FTE @ \$8k/ \$36k	FY22 Funding Supplement	FY2022 Work Session	FY2021 Budget	FY22/21 Variance
		\$100.00			\$8,000.00				
Stockton	56	\$5,600	\$9,000	1	\$36,000	\$25,000	\$75,600	\$50,000	\$25,600
Gridletree	62	\$6,200	\$9,000	1	\$8,000	\$51,800	\$75,000	\$23,200	\$51,800
TOTALS		\$11,800	\$18,000		\$44,000	\$76,800	\$150,600	\$73,200	\$77,400

105.74%

FY2022 Budget Request	11,800	18,000	44,000	76,800	150,600
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FY22 keep Girdletree runs at 62, vs 39

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

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

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

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

Budget In Volunteer Fire & Ambulance:

Stockton	100.1105.155.7080.020
Girdletree	100.1105.145.7080.020

<u>Rate History:</u>	<u>Base Amount</u>	<u>Per Call</u>	<u>Paid FTE</u>	<u>Stockton Pd FTE</u>	<u>Stockton Supplement</u>	<u>Girdletree Supplement</u>
FY2022	\$9,000	\$100	\$8,000	\$36,000	25,000	51800
FY2021	\$9,000	\$100	\$8,000	\$36,000		
FY2020	\$7,500	\$100	\$8,000			
FY2019	\$7,500	\$100	\$5,000			
FY2018	\$7,500	\$100				
FY2015-FY07	\$7,500	\$80				
FY2006-FY04	\$3,000	0				

EMS FUNDING BUDGET WORK SESSION -FY 2022

(FY2022 is based on 2020 runs)

FY22 COMMISSIONER WORK SESSION 5.11.21

FY22 ADD

Grant Amount	2020 Non Credit Out-Town		2020 Credit Runs In Town		2020 Credit Runs Out-Town		2020 TRANSPORT DESTINATIONS			2020 Mileage Supplement	2020 # of Ambulances	Ambulance Allocation	2020 # Per	Base Personnel	Additional Personnel Supplement	5.11.21 Supplemental Funding	FY 2022 Work Session Funding	FY2021 APPROVED BUDGET	FY22/FY21 FUNDING VARIANCE	
	190.00		\$190.00		\$760.00		AGH	PRMC	MCC/BMC	\$0.60		\$10,000		\$8,000	\$60,000					
Pocomoke			751	\$142,690			52	854	17	\$20,109.00	3	\$30,000	13	\$104,000	\$60,000	\$115,000	\$669,779.00	\$507,659.00	\$162,120.00	Pocomoke
out town	102	\$19,380			235	\$178,600	\$936.00	\$18,958.80	\$214.20											
Snow Hill			358	\$68,020			146	650	0	\$8,548.80	3	\$30,000	12	\$96,000	\$60,000	\$115,000	\$741,798.80	\$626,798.80	\$115,000.00	Snow Hill
out town	165	\$31,350			438	\$332,880	\$1,138.80	\$7,410.00	\$0.00											
Newark	39	\$7,410			73	\$55,480	44	29	0	\$400.20	2	\$20,000	8	\$64,000	\$60,000	\$115,000	\$322,290.20	\$194,125.00	\$128,165.20	Newark
							\$0.00	\$400.20												
Berlin			762	\$144,780			1,054	152	0	\$1,915.20	3	\$30,000	12	\$96,000	\$60,000	\$115,000	\$842,135.20	\$726,565.20	\$115,570.00	Berlin
out town	300	\$57,000			444	\$337,440	\$0.00	\$1,915.20												
Ocean City			2296	\$436,240			2,476	358	27	\$8,514.60	10	\$100,000	65	\$520,000	\$383,350	\$115,000	\$1,983,004.60	\$1,868,004.60	\$115,000.00	Ocean City
out town	282	\$53,580			482	\$366,320	\$0.00	\$7,947.60	\$567.00						includes \$323,350					
Showell	75	\$14,250					98	47		\$705.00	2	\$20,000	8	\$64,000	\$60,000	\$124,728	\$382,483.00	\$242,455.00	\$140,028.00	Showell
out town					130	\$98,800	\$0.00	\$705.00												
Bishopville	83	\$15,770					118	22		\$330.00	2	\$20,000	8	\$64,000	\$60,000	\$115,331	\$379,551.00	\$264,175.00	\$115,376.00	Bishopville
out town					137	\$104,120	\$0.00	\$330.00												
Ocean Pines			1063	\$201,970			1,050	136		\$2,040.00	3	\$30,000	14	\$112,000	\$60,000	\$115,000	\$623,990.00	\$508,990.00	\$115,000.00	Ocean Pines
out town	50	\$9,500			123	\$93,480	\$0.00	\$2,040.00												
Totals	1096	\$208,240	5,230	\$993,700	2,062	\$1,567,120	4,940.00	2,201.00	\$781.20	\$42,562.80	28	\$280,000	140	\$1,120,000	\$803,350	\$930,059	\$5,945,031.80	\$4,938,772.60	1,006,259.20	EMS SubTotal
																				20.4%
																	150,600.00	73,200.00	77,400.00	Medic Assist
																	6,095,631.80	5,011,972.60	1,083,659.20	21.6%

ROUND TRIP MILEAGE - Paid over 25 miles round trip

	AGH	PRMC	MCC/BMC
Pocomoke	55		62
Snow Hill	38		44
Newark	20		48
Berlin	2		46
Ocean City	24		62
Bishopville	18		50
Ocean Pines	10		50
Showell	8		50

DEFINITIONS

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

EMS Units to be MIEMSS Certified ALS/BLS transport units

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

MEMORANDUM OF UNDERSTANDING ITEMS

- To qualify for the additional personnel supplement must provide a minimum of 8 hours each day ALS paid coverage
- Quarterly Reporting of Personnel Hours worked required to be submitted to County
- Annual EMS financial report detailing income and expenses and include any financial audit records
- EMS grant funding to be segregated from fire company funds and dedicated to EMS operations
- Participation with county emergency exercises, preparation, information and resource requests
- Must participate in Quality Assurance program monitored by EMS Captain committee
- Failure to sign and comply with MOU will result in funding to be withheld until compliance is met

Rates As of FY2022:

In-Town Rate FY16 Revisions COLA=.16% COLA for in town rate at \$190
 FY09-FY15=\$187 FY08=\$183 FY07=\$177 FY06=\$170

Out Town Credit Run FY16 Revision Rate 4.0 times in Town
 FY07 Out Town Rate 4.0 times in town

Out Town Non Credit Run FY16 Revision same rate as In-Town Rate
 FY07 Out Town Non-Credit \$187.00

Mileage Supplement over 25 miles FY15=\$.60
 FY10-FY14 = \$.505 FY09=\$.505 FY08=\$.445 FY07 -FY06 rate = \$.405 FY05 Rate= \$.34

Ambulance Allocation FY20-FY06 \$10,000

Base Personnel FY20 = \$8,000
 FY18=FTE @ \$5,000 FY19-FY06= \$5,000

Additional Personnel Supplement FY21 = \$60,000
 FY20= \$50,000 FY16 \$40,000 FY15-FY06 = \$30,000

FY22 Budget Added \$323,350 to Ocean City personnel supplement , added 2 FTE to Newark and Showell
 Added \$1,006,859 EMS Supplemental Funding

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

Work Session FY2022

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

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

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

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

(1)

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

(1) FY22 Budget increased by \$286,590 from the General Fund in order to fund \$250,000 to each Volunteer Fire Company for FY2022 as request by the Fire Companies.

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

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

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

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

GRANTS TO TOWNS - FY2022
Work Session 5/11/21 - Pocomoke City

	Pocomoke City FY21 Approved	Pocomoke City FY22 Request	Pocomoke City FY22 Work Session
<u>COUNTY GRANTS TO TOWNS</u>			
	465,000	465,000	465,000
	42,854	32,490	32,490
(1) Ambulance Grant- Vol Fire Co ***Included in 1105 Budget	507,659	554,779	669,779
	63,000	55,000	55,000
	1,078,513	1,107,269	1,222,269
* Cnty Grant Vol. Fire Dept - based on code	217,819	221,660	221,341
(2) Supplemental Cnty Grant Vol. Fire Dept	32,181	28,340	28,659
Sub-Total County Grants & Debt	1,328,513	1,357,269	1,472,269
Tourism Marketing On-Behalf	4,500	4,500	4,500
<u>SHARED REVENUES</u>			
* Income Tax	245,000	265,000	265,000
* Liquor License Distribution	7,031	7,031	7,031
	252,031	272,031	272,031
<u>STATE AID PASS THRU</u>			
* Fire Co. Aid-State Pass Thru Vol Fire-est	33,271	33,118	33,118
* Fire Co. Aid-State Pass Thru Towns-est	512	18	18
TOTAL	\$ 1,618,827	\$ 1,666,936	\$ 1,781,936

* Mandated by State or County Code

(1) Ambulance Grant calculated at FY2021 rates based on CY2020 runs, or FY2021 grant, whichever may be the greater amount. Added \$115,000 Supplemental funds.

(2) Fire Grant supplement approved from General Fund FY14-FY22

GRANTS TO TOWNS - FY2022
Work Session 5/11/21 - Snow Hill

	<u>Snow Hill FY21 Approved</u>	<u>Snow Hill FY22 Request</u>	<u>Snow Hill FY22 Work Session</u>
<u>COUNTY GRANTS TO TOWNS</u>			
Unrestricted Grant	465,000	500,000	465,000
Other Grants - in lieu	200,000	200,000	200,000
Other Grants - in lieu Aerator	-	35,000	35,000
Wastewater system inflow & infiltration	-	200,000	50,000
Infrastructure Grant	42,854	32,490	32,490
Restricted Fire Grant	87,000	73,000	73,000
	794,854	1,040,490	855,490
* Cnty Grant Vol. Fire Dept	217,819	221,660	221,341
(1) Supplemental Cnty Grant Vol. Fire Dept	32,181	28,340	28,659
(2) Ambulance Grant- Vol Fire Co ***Included in 1105 Budget	626,799	626,799	741,799
	876,799	876,799	991,799
Sub-Total County Grants & Debt	1,671,653	1,917,289	1,847,289
Tourism Marketing On-Behalf	4,500	4,500	4,500
<u>SHARED REVENUES</u>			
Income Tax	125,000	139,000	139,000
* Liquor License Distribution	4,688	4,688	4,688
	129,688	143,688	143,688
<u>STATE AID PASS THRU</u>			
* Fire Co. Aid-State Pass Thru Vol Fire-est	33,271	33,119	33,119
* Fire Co. Aid-State Pass Thru Towns-est	44	2,234	2,234
TOTAL	\$ 1,839,156	\$ 2,100,830	\$ 2,030,830

* Mandated by State or County Code

(1) Fire Grant supplement approved from General Fund FY14-FY22

(2) Ambulance Grant calculated at FY2021 rates based on CY2020 runs, or FY2021 grant, whichever may be the greater amount, Added \$115,000 supplemental Funds

GRANTS TO TOWNS - FY2022
Work Session 5/11/21 - Berlin

	Berlin <u>FY21 Approved</u>	Berlin <u>FY22 Request</u>	Berlin <u>FY22 Work Session</u>
<u>COUNTY GRANTS TO TOWNS</u>			
Unrestricted Grant	465,000	465,000	350,000
Rails -to-Trails funds to offset grant	-	39,875	39,875
Berlin Community Center - feasibility study @ 50%	-	7,500	-
Berlin Independence Day fireworks @ NWAC @ 50%	-	5,000	-
Restricted Fire Grant	204,000	214,000	214,000
	669,000	731,375	603,875
* Cnty Grant Vol. Fire Dept	217,819	221,660	221,341
(1) Supplemental Cnty Grant Vol. Fire Dept	32,181	28,340	28,659
(2) Ambulance Grant- Vol Fire Co ***Included in 1105 Budget	726,565	727,135	842,135
	976,565	977,135	1,092,135
Sub-Total County Grants & Debt	1,645,565	1,708,510	1,696,010
Tourism Marketing On-Behalf	4,500	4,500	4,500
<u>SHARED REVENUES</u>			
* Income Tax	422,000	537,000	537,000
* Liquor License Distribution	20,438	20,438	20,438
	442,438	557,438	557,438
<u>STATE AID PASS THRU</u>			
* Fire Co. Aid-State Pass Thru Vol Fire-est	33,271	33,119	33,119
* Fire Co. Aid-State Pass Thru Towns-est	10,891	10,801	10,801
TOTAL	\$ 2,136,665	\$ 2,314,368	\$ 2,301,868

* Mandated by State or County Code

(1) Fire Grant supplement approved from General Fund FY14-FY22

(2) Ambulance Grant calculated at FY2021 rates based on CY2020 runs, or FY2021 grant, whichever may be the greater amount, Added \$115,000 supplemental funds.

GRANTS TO TOWNS - FY2022
Work Session 5/11/21 - Ocean City

	Ocean City FY21 Approved	Ocean City FY22 Request	Ocean City FY22 Work Session
<u>COUNTY GRANTS TO TOWNS</u>			
Convention Bureau	50,000	50,000	50,000
Recreation Grant	100,000	100,000	100,000
Ocean City Unrestricted Grant	2,552,250	2,552,250	2,552,250
Unrestricted Grant Grant increase 2.5%	-	63,806	63,806
Tourism Marketing	400,000	400,000	400,000
Tourism Marketing increase request	-	100,000	-
Other Grants - Park & Ride	80,000	80,000	80,000
OC Fire Marshall new robot for bomb squad	-	154,000	77,000
OCPD Avilion Mobile camera with mast	-	14,180	14,180
OCPD police grant (OCPD request 10 FT Officers)	-	250,000	-
Downtown Redevelopment	100,000	100,000	100,000
Restricted Fire Grant	210,000	183,000	183,000
	3,492,250	4,047,236	3,620,236
Ocean City MOU Additional Request	-	-	-
Sub-Total	3,492,250	4,047,236	3,620,236
(1) Ambulance Grant ***Included in 1105 budget	1,538,005	1,544,655	1,659,655
(1) EMS Services to WOC	330,000	323,350	323,350
* Cnty Grant Vol. Fire Dept-General Fund Bgt	217,819	221,660	221,341
(2) Supplemental Cnty Grant Vol. Fire Dept	32,181	28,340	28,659
Ambulance Grant- Vol Fire Co	n/a	n/a	n/a
<u>DEBT SERVICE FOR BENEFIT OF OCEAN CITY</u>			
Beach Maintenance-DNR Fund	470,000	460,000	460,000
	2,588,005	2,578,005	2,693,005
Sub-Total County Grants & Debt	6,080,255	6,625,241	6,313,241
Tourism Marketing On-Behalf	270,000	270,000	270,000
<u>SHARED REVENUES</u>			
* Income Tax	1,208,000	1,359,000	1,359,000
* Bingo License Receipts	3,100	200	200
* Liquor License Distribution	310,000	310,000	310,000
	1,521,100	1,669,200	1,669,200
<u>STATE AID PASS THRU</u>			
* Fire Co. Aid-State Pass Thru Vol Fire-est	33,271	33,119	33,119
* Fire Co. Aid-State Pass Thru Towns-est	28,770	35,464	35,464
TOTAL	\$ 7,933,396	\$ 8,633,024	\$ 8,321,024

* Mandated by State or County Code

- (1) Ambulance Grant calculated at FY2021 rates based on CY2020 runs, or FY2021 grant, whichever may be the greater amount, Added \$115,000 Supplemental
- (2) Fire Grant supplement approved from General Fund FY14-FY22

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

Revised 3/2/21

	<u>Ocean Pines FY21 Approved</u>	<u>Ocean Pines FY22 Request</u>	<u>Ocean Pines FY22 Work Session</u>
<u>COUNTY GRANTS TO TOWNS</u>			
County Street Grants By Agreement	128,162	122,942	122,942
Recreation Grant	10,000	40,000	10,000
Roads & Bridge Repairs	-	150,000	-
Tourism	-	25,000	-
Police Aid	475,000	525,000	475,000
Restricted Fire Grant	50,000	42,000	42,000
	663,162	904,942	649,942
* Cnty Grant Vol. Fire Dept	217,819	221,660	221,341
(1) Supplemental Cnty Grant Vol. Fire Dept	32,181	28,340	28,659
(2) Ambulance Grant- Vol Fire Co ***Included in 1105 Budget	508,990	508,990	623,990
	758,990	758,990	873,990
Sub-Total County Grants & Debt	1,422,152	1,663,932	1,523,932
<u>STATE AID PASS THRU</u>			
* Fire Co. Aid-State Pass Thru Vol Fire-est	33,271	33,119	33,119
TOTAL	\$ 1,455,423	\$ 1,697,051	\$ 1,557,051

* Mandated by State or County Code

(1) Fire Grant supplement approved from General Fund FY14-FY22

(2) Ambulance Grant calculated at FY2021 rates based on CY2020 runs, or FY2021 grant, whichever may be the greater amount, Added \$115,000 supplemental funds.

FY2022 Capital by Department											5/11/21 Work Session
Page #	Dept.	Acct. Number		Replace/ New	\$ Request	Work Session	Comments	Model Yr to Replace	Estimated Miles 6/30/21	Request Description	
Capital Request -Public Safety fund with Casino/Video Lottery Terminal Grants Revenue											
One-Time Capital Request FY2022											
21	Emergency Services										
	1)	1102.044.9010.020		N	\$ 580,000	\$ 580,000	Casino/VLT			P-25 Radio Interference Mitigation Project	
23	Jail										
	2)	1103.9010.010	vehicle	Pickup truck - Chevy 1500	R	\$ 25,725	\$ 25,725	Casino/VLT	2006	taken out of service	Replace 2006 Chevy Silverado take off road and was used by grounds maintenance staff
25	Fire Marshal										
	3)	1104.9010.010	vehicle	Full size pickup 3/4 ton	R	\$ 37,000	\$ 37,000	Casino/VLT	2012	161,000	Replace 2012 Chevy SUV Tahoe used by Fire Marshal
	4)	1104.9010.010	vehicle	full size pickup equipment	R	\$ 10,500	\$ 10,500	Casino/VLT			Equipment for replacement vehicle
18	Sheriff Office										
	5)	1101.030.9010.010	vehicle	Patrol Tahoe PPV SUV	R	\$ 39,000	\$ 39,000	Casino/VLT	2008	204,607	replace 2008 Ford Crown Vic PPV with engine/transmission problems
	6)	1101.030.9010.010	vehicle	Patrol Tahoe PPV SUV	R	\$ 39,000	\$ 39,000	Casino/VLT	2008	246,380	replace 2008 Ford Crown Vic PPV with engine/transmission problems
	7)	1101.030.9010.010	vehicle	Patrol Tahoe PPV SUV	R	\$ 39,000	\$ 39,000	Casino/VLT	2008	222,511	replace Crown Vic with body and interior needs, annual estimated repairs of \$7,000, used by Patrol
	8)	1101.030.9010.010	vehicle	Patrol Tahoe PPV SUV	R	\$ 39,000	\$ 39,000	Casino/VLT	2009	181,755	replace Crown Vic with engine & suspension repair needs, estimated at \$7,000, used by Patrol
	9)	1101.030.9010.010	vehicle	Patrol Tahoe PPV SUV	R	\$ 39,000	\$ 39,000	Casino/VLT	2009	190,032	replace Crown Vic with transmission and interior repair needs, estimated at \$7,000, used by Patrol
	10)	1101.030.9010.010	vehicle	Patrol Tahoe PPV SUV	R	\$ 39,000	\$ 39,000	Casino/VLT	2008	190,516	replace Crown Vic with frequent vehicle repairs, estimated at \$7,000, used by Patrol
	11)	1101.030.9010.010	vehicle	Patrol Tahoe PPV SUV	R	\$ 39,000	\$ 39,000	Casino/VLT	2012	243,000	replace 2012 Tahoe and estimated annual repairs of \$10,000 and require more time in repair than on road
	12)	1101.030.9010.010	vehicle	Patrol Tahoe PPV SUV	R	\$ 39,000	\$ 39,000	Casino/VLT	2010	184,625	replace 2010 Crown Vic and estimated annual repairs of \$4,000 with more time in repair than on road
	13)	1101.030.9010.010	vehicle	Patrol Tahoe PPV SUV	R	\$ 39,000	\$ 39,000	Casino/VLT	2010	210,976	replace 2010 Tahoe and estimated annual repairs of \$4,000 with more time in repairs than on road
	14)	1101.030.9010.010	vehicle	Patrol Tahoe PPV SUV	R	\$ 39,000	\$ 39,000	Casino/VLT	2011	224,236	replace 2011 Tahoe with estimated annual repairs of \$4,000 and more time in repairs than on road
	15)	1101.030.9010.010	vehicle	Patrol Tahoe PPV SUV	R	\$ 39,000	\$ 39,000	Casino/VLT	2012	175,554	replace 2012 Tahoe and estimated annual repairs of \$4,000 and require more time in repair than on road
	16)	1101.030.9010.010	vehicle	Patrol Tahoe PPV SUV	R	\$ 39,000	\$ 39,000	Casino/VLT	2012	204,952	replace 2012 Tahoe and estimated annual repairs of \$4,000 and require more time in repair than on road
	17)	1101.030.	vehicle	vehicle equipment for replacement vehicles	R	\$ 236,568	\$ 236,568	Casino/VLT			vehicle equipment for 12 replacement vehicles @ \$19,714
				Total Casino/Video Lottery Terminals Revenue		\$ 1,357,793	\$ 1,357,793				

FY2022 Capital by Department											5/11/21 Work Session
Page #	Dept.	Acct. Number			Replace/ New	\$ Request	Work Session	Comments	Model Yr to Replace	Estimated Miles 6/30/21	Request Description
Capital Request -FY2021 surplus											
One-Time Capital Request FY2022											
States Attorney											
4	18)	1004.9010.010	vehicle	SUV	N	\$ 35,000	\$ 35,000	Surplus			States Attorney investigator new position, on call liquor board needs
10 Development Review & Permitting											
	19)	1008.9010.010	vehicle	mid size car	R	\$ 18,000	\$ 18,000	Surplus	2005	taken out of service	Taken out of Service since Jan 2021, Tech services division
	20)	1008.9010.010	vehicle	mid size car	R	\$ 18,000	\$ 18,000	Surplus	2005	taken out of service	Taken out of Service since Jan 2021, Zoning division
12 Environmental Programs											
	21)	1010.9010.010	vehicle	Full Size Sedan	R	\$ 21,000	\$ 21,000	Surplus	2005	80,000	Repairs are more than the value of the vehicle, pool vehicle used for inspections, Well program & TNC Program use
	22)	1010.9010.010	vehicle	Compact SUV	R	\$ 26,000	\$ 26,000	Surplus	2006	160,000	Vehicle is at the end of useful life and used for inspections, Plumbing/Gas Inspection program
	23)	1010.9010.010	vehicle	Regular Cab pickup truck	R	\$ 27,000	\$ 27,000	Surplus	2005	180,000	Extensive issues and used daily for inspections by ENV/NR inspections
15 Other General Government - IT											
	24)	1090.070.9010.040		IT Equipment	R	\$ 175,000	\$ 175,000	Surplus			replace County's primary File Server; this physical server contains 12 virtual servers and is at end of useful life and end of support. Includes support to migrate server date and hardware support.
18 Sheriff's Office											
	25)	1101.030.9010.010	vehicle	Patrol Tahoe PPV SUV	R	\$ 39,000	\$ 39,000	Surplus	2013	231,130	replace 2013 Tahoe and estimated engine/transmission estimated repair of \$4,000
	26)	1101.030.9010.010	vehicle	Prisoner Transport Expedition SSV SUV	R	\$ 39,000	\$ 39,000	Surplus	2013	200,454	replace 2013 Tahoe and estimated repairs of \$4,000
	27)	1101.030.9010.010	vehicle	Patrol Tahoe PPV SUV	R	\$ 39,000	\$ 39,000	Surplus	2013	193,384	replace 2013 Tahoe and estimated repairs of \$4,000
	28)	1101.030.9010.010	vehicle	Patrol Tahoe PPV SUV	R	\$ 39,000	\$ 39,000	Surplus	2013	207,764	replace 2013 Tahoe with enging and suspension estimated annual repairs of \$4,000
	29)	1101.030.	vehicle	vehicle equipment for replacement vehicles	R	\$ 78,856	\$ 78,856	Surplus			vehicle equipment for 4 replacement vehicles @ \$19,714
	30)	1101.030.9010.010	vehicle	Patrol Tahoe PPV SUV	N	\$ 39,000	\$ 39,000	to be determined			new patrol vehicle for new position and needed for performance of duties
	31)	1101.030.9010.010	vehicle	Patrol Tahoe PPV SUV	N	\$ 39,000	\$ 39,000	to be determined			new patrol vehicle for new position and needed for performance of duties
	32)	1101.030.9010.010	vehicle	Patrol Tahoe PPV SUV	N	\$ 39,000	\$ 39,000	to be determined			new patrol vehicle for new position and needed for performance of duties
	33)	1101.030.	vehicle	vehicle equipment for new vehicles	N	\$ 59,142	\$ 59,142	to be determined			vehicle equipment for 3 new vehicles/new positions @ \$19,714

FY2022 Capital by Department											5/11/21 Work Session
Page #	Dept.	Acct. Number			Replace/ New	\$ Request	Work Session	Comments	Model Yr to Replace	Estimated Miles 6/30/21	Request Description
28	Public Works - Maintenance Division										
	34)	1201.9010.010	vehicle	3/4 Ton truck w/utility body	N	\$ 41,210	\$ 41,210	Surplus			FY22 position request for Plumber
	35)	1201.9010.010	vehicle	3/4 Ton truck w/utility body	R	\$ 41,210	\$ 41,210	surplus	2005	130,000	replace building maintenance Mechanic I who handles HVAC & Electrical repair
	36)	1201.9010.010	vehicle	3/4 Ton truck w/utility body	N	\$ 41,210	\$ 41,210	Surplus			Current fleet does not have a vehicle for Maint. Worker III position
	37)	1201.9010.070		60" Toro mower	R	\$ 12,499	\$ 12,499	Surplus			Replace 12 year old mower
35	Public Works - Homeowner Convenience Center										
	38)	1205.9010.060		3 compactors	R	\$ 81,000	\$ 81,000	surplus			replace 20 year old compactors at end of useful life, 1 each for Snow Hill, Pocomoke & Berlin
36	Public Works - Recycling Division										
	39)	1206.9010.060		40 yard recycling container	R	\$ 9,167	\$ 9,167	surplus			1-container for cardboard, old containers are rusting and unrepairable
	40)	1206.9010.060		20 yard recycling containers	R	\$ 16,470	\$ 16,470	surplus			2 - containers for all other recyclable products, old containers are rusting & unrepairable
38	Mosquito Control										
	41)	1302.9010.010	vehicle	1/2T full-size 4x4 pickup truck	R	\$ 32,396	\$ 32,396	Surplus	2005	168,500	replace State truck used by Foreman for supervision and nighttime response for emergency issues for State drivers
43	Recreation Department										
	42)	1601.9010.010	vehicle	Mid-size Car	N	\$ 22,450	\$ 22,450	Surplus			Vehicle for Recreation & Parks Director. Current vehicle can be returned to Recreation Staff usage.
	43)	1601.9010.060		Batting cage	N	\$ 21,050	\$ 21,050	Surplus			retractable batting cage for the Recreation Center
46	Parks Department										
	44)	1602.9010.010	vehicle	3/4 Ton crewcab pickup truck	R	\$ 37,500	\$ 37,500	Surplus	2002	114,304	replace 2002 Ford Ranger, used daily to transport for projects involving 3+ people. Will also be used to haul larger trailers and
	45)	1602.9010.010	vehicle	1/2 ton regular cab pickup	R	\$ 28,100	\$ 28,100	Surplus	2004	137,900	replace 2004 Chevrolet Silverado for parks transportation and hauling equipment
	46)	1602.9010.070		Toro 72" Z-master 6000 mower	R	\$ 15,000	\$ 15,000	Surplus			replace an older mower with 4,000 hours. Used to maintain turf on ball fields and parks
	47)	1602.9010.070		Toro Workman Utility vehicle with Rahn Field Groomer	R	\$ 30,000	\$ 30,000	Surplus			need to replace field groomer that has 3,000+ hours in order to meet tournament standards. Expected life of 2+ years
	48)	1602.9010.070		Vermeer wood chipper	R	\$ 25,000	\$ 25,000	Surplus			need to replace chipper that is operable due to significant motor damanger. Life expectancy of 30+ years
48	Libraries										
	49)	1603.200.9010.010	vehicle	Dodge Ram Pro Master City Van	R	\$ 25,000	\$ 25,000	Surplus	2007	205,000	Replace Ford Edge from Liquor department, for Youth Services with storage to carry program supplies to 5 branches and deliver outreach services to schools and childcare centers.
				Total FY2021 Surplus		\$ 1,210,260	\$ 1,210,260				
FY22 General Fund - Not funded											
18	Sheriff's Office										
	50)	1101.030.9010.070		Armored Rescue Vehicle	N	\$ 326,000	\$ -				to be used for rescue of victims in hostage situations, adverse weather & protect deputies in hazard situations. Working to secure grant to cover half of cost of vehicle
				Requested Capital		\$ 2,894,053	\$ 2,568,053				

Fund Balance and Debt

Reserve Fund

Policy on Reserve Fund Resolution 04-45 attached.

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

10% required \$20,432,063

10% actual \$20,432,100

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

Fiscal Year 2022 Expense budget (based on Revenue Estimate) \$213,294,726 UPDATED

10% required \$21,329,473

10% actual \$20,432,100

Transfer Due: \$ 897,373 from Assigned Fund Balance of \$1,000,000 (\$102,627 will remain)

Budget Stabilization

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

RESOLUTION NO. 04 - 45

RESOLUTION AMENDING POLICY ON RESERVE FUND

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

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

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

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

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

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

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

ATTEST:

Kelly Shanahan

 Gerald P. Mason Kelly Shanahan
 Assistant Chief Administrative Officer

WORCESTER COUNTY COMMISSIONERS

John E. Bloxom

 John E. Bloxom, President

James L. Purnell, Jr.

 James L. Purnell, Jr., Vice President

Judith O. Boggs

 Judith O. Boggs

Thomas A. Cetola

 Thomas A. Cetola

James C. Church

 James C. Church

Louise L. Gulyas

 Louise L. Gulyas

Virgil L. Shockley

 Virgil L. Shockley

EXHIBIT 2

FY2021 Fund Balance

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

FY22 Capital expenditures from FY21 surplus:

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

DEBT SERVICE CURRENT AND ESTIMATED FUTURE

5/12/2021

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

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

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

FY22 Projects:

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

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