

AGENDA

WORCESTER COUNTY COMMISSIONERS

Due to the current COVID-19 pandemic, this meeting will be held virtually and can be publicly viewed online via live stream feed at - <https://worcestercountymd.swagit.com/live>

May 19, 2020

- 9:00 AM - Call to Order
- 9:01 - Review and Approval of Minutes of April 14, April 21 and May 5, 2020
- 9:05 - Presentation of Commendation to Retiring Tourism Director Lisa Challenger
- 9:10 - Chief Administrative Officer: Administrative Matters
- 9:20 -
- 9:30 -
- 9:40 -
- 9:50 -
- 10:00 - Legislative Session - Public Hearing on Bill 20-2 (Zoning - Special Events in RP District)
Public Hearing on Bill 20-3 (NR - Coastal Bays Critical Area - Special Events in RCA)
Introduction of Bills - Forest Conservation Law; Height of Manufactured Homes
- 10:10 -
- 10:20 - Public Hearing - Proposed Gum Point Road Area Sewer Extension
- 10:30 -
- 10:40 - Budget Work Session - Resume Discussion on FY21 Requested Budget
- 10:50 -
- 11:00 -
- 11:10 -
- 11:20 -
- 11:30 - Questions from the Press; County Commissioners' Remarks
- 11:31 - Vote to Meet In Closed Session
- 11:35 - Closed Session: Discussion regarding hiring a Transfer Station Attendant for Solid Waste and a Part-Time Temporary Roads Worker III for the Roads Division of Public Works, increased hours for an Environmental Programs Intern, promotions of Sergeants at the Jail; continuing discussion of Individual Personnel Matters for the FY21 Budget; receiving legal advice from Counsel; and performing administrative functions
- 12:00 noon - Lunch
- 1:00 pm - Resume Budget Work Session - Discussion on FY21 Requested Budget

AGENDAS ARE SUBJECT TO CHANGE UNTIL THE TIME OF CONVENING

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Minutes of the County Commissioners of Worcester County, Maryland

April 14, 2020

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

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

At 9:00 a.m. Commissioner Mitrecic called the meeting to order.

The Commissioners reviewed and approved the open and closed session minutes of their March 17, 2020 meeting as presented.

The Commissioners met with Library Director Jennifer Ranck to review schematic designs and a comparison of site and building options developed by local stakeholders from the Library, Commission on Aging (COA) and Health Department with assistance from Architect Jeff Schoellkopf of JSD, Inc./The Design Group for the Pocomoke Branch Library project. Ms. Ranck advised that in December 2019 Library officials began a site evaluation of the property offered by Pocomoke City officials to construct a new Pocomoke Branch Library and met with stakeholders to better understand what would be needed to develop a facility that could accommodate Library, Senior Center, and Health Department services in one location as directed by the Commissioners. She noted that the City of Pocomoke is completing a phase one environmental study of that property, and she reviewed the concepts available for the Pocomoke Branch Library Project as follows: Concepts 1a and 1b - construct a new 15,000 to 17,000-square-foot (SF), one-story facility with a Library and Senior Center on the parcels offered by Pocomoke officials with two options for parking; Concept 2 - construct a new 20,000 to 22,000-SF, facility with a Library, Senior Center, and Health Department offices, or construct that same facility and place the Library and Senior Center on the first floor and construct a 4,000 to 7,000-SF second floor for Health Department offices with a separate entrance, on parcels offered by Pocomoke officials. Both Concepts one and two include developing parking on a parcel directly behind the Delmarva Discovery Center, which the town does not own and which would require additional funding to purchase, or providing parking on surrounding streets and parcels; Concepts 3a and 3b - build a new, 15,000 to 17,000-SF Pocomoke Branch Library and Senior Center at the current location on Market Street, and depending upon the location of the new building, one option would allow the existing Library to remain open during construction; Concept 4 - construct a new 11,000 to 12,000-SF facility for a new Library Branch only at the Market Street property, and keeping the existing Branch Library open during construction; or

Concept 5 - renovate the existing 7,000-SF facility at Market Street to include a 3,000 to 4,000 SF addition at an estimated cost of \$522 per SF, with a 5% escalation cost, for an estimated cost of \$5.6 million.

Ms. Ranck advised that \$490,000 was reserved in the FY21 budget for design funds, and the Library applied for and was awarded State grant funds to develop design plans in keeping with Concept 5. She stated that Library officials would like to apply for an FY22 State Capital Grant to assist with construction costs. However, the application deadline is May 22, 2020, and the County must identify the preferred construction concept in the grant application. Ms. Ranck also clarified that any State funds that may be awarded for the renovation and/or construction of a new Library can only be used for that purpose. Therefore, funding for Senior Center and Health Department offices must be applied for separately by the requesting agencies.

Commissioner Bunting agreed that Pocomoke City needs a new Library, but stated that the Commissioners need to know the estimated cost of each Concept in order to select the best Concept for the town and County. Commissioner Bertino concurred and asked how much it would cost for purchase the adjacent lot downtown for parking and what other funding sources or donations may be available to assist with the cost. In response, Ms. Ranck advised that the Library portion of any construction project would account for the majority of project costs. She also noted that the COA should be able to apply for State funding for the Senior Center portion of the project. She further explained that Concept 1b, the downtown location for the Library and Senior Center with parking on adjacent streets, is the preferred alternative and if chosen would not obligate the County to construction funding at this time.

Following some discussion and upon a motion by Commissioner Nordstrom, the Commissioners voted 6-1, with Commissioner Bunting voting in opposition, for The Design Group to develop a cost estimate for Concept 1b for the Commissioners' consideration prior to the State grant application deadline of May 22.

Pursuant to the request of Chief Deputy Mark Titanski and the written request of Sheriff Matthew Crisafulli and upon a motion by Commissioner Elder, the Commissioners unanimously authorized Commission President Mitrecic to sign the Law Enforcement Training Scholarship grant application through the Governor's Office of Crime Control and Prevention to cover costs associated with the Northwestern University School of Police Staff and Command training program that prepares law enforcement managers for senior positions.

Pursuant to the recommendation of Tom Perlozzo, Director of Recreation, Parks, Tourism, and Economic Development, and upon a motion by Commissioner Purnell, the Commissioners unanimously rejected all bids for the construction of a 720 square foot facility to house a small concession stand and permanent restrooms at Showell Park. Mr. Perlozzo explained that the County allotted \$200,000 in Maryland Department of Natural Resources (DNR) Program Open Space (POS) funds to cover 90% of all project costs, to include water and sewer service and concession equipment, which were not included in the bid package. However, the low bid of \$246,000 from The Whayland Company of Laurel, Delaware exceeded total project funding by \$46,000. Therefore, he advised that staff will look into acquiring a pre-fabricated building or mobile unit for concessions only.

Pursuant to the request of Mr. Perlozzo and upon a motion by Commissioner Church, the Commissioners unanimously authorized the Town of Berlin to host a family festival with fireworks at the Northern Worcester Athletic Complex in Berlin, Maryland on July 3, 2020, with the town to cover all costs associated with the fireworks. Mr. Perlozzo stated that Recreation and Parks will provide family fun games and entertainment and will offer opportunities to vendors to rent space to cover any costs the County might incur.

In response to a question by Commissioner Bertino, Mr. Perlozzo stated that Recreation and Parks could assist other municipalities with similar events in the future if requested to do so.

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 Commissioner Nordstrom, the Commissioners unanimously approved an in-kind match of approximately \$662,500 for the Environmental Protection Agency (EPA) National Estuary Program (NEP) grant for the period of October 1, 2020 to September 30, 2021. Mr. Mitchell explained that the MCBP should receive \$662,500 in EPA funding this year, which represents a 10% increase in federal funding. Furthermore, the County will use non-federal Rural Legacy Program funds expended to protect and restore the Coastal Bays during the same time period as well as the annual Bay Restoration Fund (BFR) grant for sewer connections and septic pre-treatment upgrades and Maryland Water Quality Financing Grant funding to satisfy the in-kind match requirements without any additional cash required by the County.

Pursuant to the request of Public Works Director John Tustin and upon a motion by Commissioner Bertino, the Commissioners unanimously approved Change Order No. 1 for revisions to the scope of work for the Courthouse heating ventilation and air conditioning (HVAC) project, resulting in a reduction in the contract cost from \$465,850 to \$445,076, so the County can proceed to final payment on this project which has now been completed.

The Commissioners met with Mr. Tustin to review the results of a speed study on Swan Gut Road near Stockton, which was conducted from March 24-31, 2020 at the request of an area resident to address safety concerns and speeding vehicles and to consider posting a speed limit sign. Mr. Tustin reviewed the results and noted that 682 vehicles or 26.4% of drivers traveled 35 miles per hour (mph) or less, and 1,895 or 73.6% of drivers traveled 36 mph or greater, while the average speed was 37 mph on Swan Gut Road during the speed study. Mr. Tustin recommended that Swan Gut Road be posted at 40 mph, with 30 mph safe speed placards to be attached to the curve signs to provide a more uniform speed limit on this previously unposted road.

Upon a motion by Commissioner Nordstrom, the Commissioners concurred with staff's recommendation to establish the speed limit and post speed limit signs and agreed to request that the Sheriff's Office enforce the new speed limit of 40 miles per hour on this unposted road.

The Commissioners met with Development Review and Permitting Director Ed Tudor and Zoning Administrator Jennifer Keener to review a request from Attorney Mark Cropper on behalf of Robert Ewell to adopt a new development standard, specifically a new private campground subdivision road design to facilitate the approval of the remaining phases of the Island Resort Campground. Mr. Tudor stated that, in accordance with Section 1-118(b)(9) of the

Zoning Code, the County Commissioners have the authority to adopt such standards. He further noted that Section 1-318 Campgrounds states that “All roads and incidental drainage shall comply and be constructed in accordance with County road specifications for private campground subdivisions, as adopted by the County Commissioners.” Ms. Keener noted that this requirement applies to all campgrounds regardless of type (rental, membership, subdivision, and cooperative), and there are currently two such standards: one with a 30' wide right-of-way, and another with a 40' wide right-of-way, both with paved surfaces. The new standard would permit gravel surfacing within a 30' wide right-of-way.

Following some discussion and upon a motion by Commissioner Bertino, the Commissioners unanimously adopted Resolution No. 20-7 amending the road construction standards and specifications for private campground subdivisions to include the 30' wide gravel roads as proposed.

The Commissioners met with Assistant Chief Administrative Officer and Sewer Committee representative Kelly Shannahan to review a request from Hugh Cropper, on behalf of Sun Frontier, LLC, for allocation of 38 equivalent dwelling units (EDUs) of sanitary sewer service from the Mystic Harbour Sanitary Service Area (SSA) to serve Phase II of the proposed Frontier Town Campground expansion to serve an additional 112 campsites identified on Tax Map 33 as Parcel 94. Mr. Shannahan advised that this request was previously reviewed by the County Commissioners on August 6, 2019, after which a decision was postponed pending adoption of the Standard Sewer Flow calculations on December 3, 2019. He noted that the Technical Review Committee (TRC) reviewed the campground expansion plans on March 11, 2020 and determined that the campground expansion plans cannot proceed unless additional sewer capacity is allocated to the property; however, there is currently no available undesignated sanitary capacity in the southern part of the Mystic Harbour Service Area (Area 2) to serve the proposed expansion. Furthermore, County staff discovered last fall that the Frontier Town Water Park and other commercial uses are significantly exceeding their permitted average daily flow of 6,667 gallons per day (gpd) of sewerage to the Assateague Pointe Service Area during the 2019 summer season, ranging from a low of 10,314 gpd to a high of 19,657 gpd from June 7 through July 26, with an overall average daily flow of 16,841, which exceeds the permitted flow by 10,164 gpd or 252% of the maximum daily flow. Mr. Shannahan stated that Frontier Town officials have agreed to install a meter to record the actual flow to Assateague Pointe from the water park this season, which should help identify the actual flows and determine how sufficient sewage treatment can be provided by Assateague Pointe, perhaps supplemented by Mystic Harbour if necessary. He concluded that, given that there is insufficient capacity in the southern part of the Mystic Harbour Service Area (Area 2), to serve the proposed campground expansion coupled with the potential need for treatment capacity from Mystic Harbour to supplement treatment capacity from Assateague Pointe for the Water Park, the Sewer Committee cannot support the requested allocation of 38 EDUs for the further expansion of campsites at Frontier Town Campground.

Commissioner Mitrecic stated that Frontier Town officials are working diligently to correct the water park issue, and he supported approving the 38 EDUs as requested. In response to a question by Commissioner Bertino, Mr. Mitchell stated that Frontier Town officials have complied with directives from County staff to monitor water usage to avoid future overages. In

response to a question by Commissioner Purnell, Mr. Shannahan confirmed that the Commissioners would have to approve an amendment to the Water and Sewerage Plan to allocate EDUs from Area 1 (north of the airport) to Area 2 (south of the airport) to accommodate this request. Commissioner Nordstrom stated that, while he did not oppose the request, he was not prepared to vote on this matter until the water park issue is corrected.

After some discussion and upon a motion by Commissioner Bunting, the Commissioners voted 6-1, with Commissioner Nordstrom voting in opposition, to initiate an amendment to the Water and Sewerage Plan to allocate and shift 38 EDUs of sewer service from Area 1 (north of the airport), including 29 EDUs from the "Infill and Intensification" category and 9 EDUs from the "Vacant or Multi-Lot Properties" category, to Area 2 (south of the airport) to serve Phase II of the proposed Frontier Town Campground expansion.

Pursuant to the request of Chief Administrative Officer Harold Higgins and upon a motion by Commissioner Nordstrom, the Commissioners unanimously authorized Commission President Mitrecic to sign the contract between the County Commissioners and Sergio Castillo (contractor), hiring Mr. Castillo as a COVID-19 procurement consultant on a temporary, contractual basis. Mr. Higgins explained that Mr. Castillo has the experience and contacts necessary to help the county procure additional resources for Worcester County and its partnering agencies to address the current state of emergency.

In response to a question by Commissioner Bunting, Mr. Higgins advised that for example Atlantic General Hospital (AGH) and the Berlin Nursing Home lack the mortuary capabilities necessary in the event that the number of COVID-19 infections escalates on the Lower Eastern Shore, and Mr. Castillo has the expertise to procure trailers to provide these services if needed and to secure the personal protective equipment and resources needed to address the current health crisis.

The Commissioners met with Chief Administrative Officer Harold Higgins and Budget Officer Kathy Whited to review the Notice of a Proposed Real Property Tax Increase (Constant Yield Tax Rate) advertisement, which has already been approved by the Maryland Department of Assessments and Taxation, to be advertised in area newspapers during the week of April 23, 2020. Mr. Higgins stated that financial projections have been adjusted due to the potential impact of the COVID-19 pandemic on County revenues for FY21; however, the Commissioners intend to maintain the current real property tax rate, as indicated in the advertisement. Mr. Higgins then explained that, in accordance with State law, the notice states that, for the tax year beginning July 1, 2020, the estimated real property assessable base will increase by 2.1%, from \$15,734,438,820 to \$16,061,877,029 and if the County maintains the current tax rate of \$0.845 per \$100 of assessment, real property tax revenues will increase by \$2,766,853 or 2.1%. The notice states that, to fully offset the effect of increasing assessments, the real property tax rate should be reduced to \$0.8278 per \$100 of assessment, the Constant Yield Tax Rate (CYTR). The County is 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 assessment. Ms. Whited reiterated that this language is required by State law.

Upon a motion by Commissioner Bunting, the Commissioners unanimously approved the FY21 Constant Yield Tax Rate advertisement, as required by State law.

Pursuant to the request of Mr. Higgins and Ms. Whited and upon a motion by Commissioner Purnell, the Commissioners unanimously approved the required advertisement of the Notice of Public Hearing on the FY21 County Operating Budgets, which will run in area newspapers the weeks of April 23 and April 30, 2020. This advertisement will advise the public that, due to the health pandemic and in lieu of public appearance, the budget hearing will take place remotely via video teleconference on Tuesday, May 5, 2020, at 7:00 p.m. Mr. Higgins advised that the originally requested budget has been revised due to the COVID-19 pandemic to reduce revenue estimates to reflect anticipated reductions in income taxes, investment interest, and other funding and also reduce department requests to reflect essential needs.

In response to a question by Commissioner Bunting, County Attorney Roscoe Leslie stated that, even if Governor Larry Hogan lifts the stay-at-home order, the meeting must be live-streamed to comply with information outlined in the legal advertisement, the Commissioners could potentially conduct the public hearing in-person at the Worcester County Government Center in Snow Hill and live-stream the meeting for home viewing. In response to a question by Commissioner Bertino, Mr. Shannahan advised that the public may participate in the budget hearing by emailing or mailing written comments no later than Monday, May 4, 2020, at 4:00 p.m. or by registering in advance to receive a link that will allow them to speak to specific aspects of the budget during the public hearing. Mr. Shannahan explained that comments made during the hearing would be limited to no more than two minutes, but more lengthy and detailed written comments would also be accepted.

In response to additional questions by Commissioner Bertino, Mr. Higgins confirmed that the revised budget addresses Maintenance of Effort (MOE) funding for the Board of Education (BOE), including salary increases for BOE and County employees, and includes adjustments in emergency medical services (EMS) funding, and requests from the various departments and agencies to address essential needs.

In response to a question by Commissioner Bertino with regard to whether the County will defer or delay water bill payments, Mr. Higgins confirmed that the County is following the State guidelines. He stated that the water bills have been issued, but the County will not discontinue service and will waive any penalties that may accrue due to nonpayment for a full 30 days after the Commissioners lift the current declaration of emergency.

Commissioner Bertino requested the Worcester County Board of Elections website be updated to advise residents regarding the delay in primary elections in Maryland.

In response to a question by Commissioner Purnell with regard to safety measures implemented in the divisions of Public Works where personnel work in teams to provide essential services, Assistant Chief Administrative Officer Kelly Shannahan stated that all County employees have and will continue to be instructed to practice social distancing and to wear personal protective equipment to prevent the spread of COVID-19.

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

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Following a motion by Commissioner Bunting, seconded by Commissioner Bertino, the Commissioners unanimously voted to meet virtually in closed session at 10:04 a.m. 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 virtual closed session were Chief Administrative Officer Harold L. Higgins, Assistant Chief Administrative Officer Kelly Shannahan, County Attorney Roscoe Leslie, and Human Resources Director Stacey Norton. Topics discussed and actions taken included: hiring Robert “Trey” Harman, III as an Environmental Health Specialist Trainee for Environmental Programs, Gavaughn Trower and Aaron Price as Correctional Officer Trainees at the Jail, and Laraine Buck as an Emergency Services Planner within Emergency Services; transferring and promoting Carlos Rivera from Transfer Station Attendant within the Solid Waste Division to Plant Operator Trainee and hiring Jon Mears as a Plant Operator I for the Water and Wastewater Division of Public Works; posting to fill the position of Deputy Director for Development Review and Permitting, and discussing other personnel matters; and receiving legal advice from counsel.

Following a motion by Commissioner Bunting, seconded by Commissioner Bertino, the Commissioners unanimously voted to adjourn their closed session at 10:52 a.m., after which they adjourned to meet again on April 21, 2020.

Minutes of the County Commissioners of Worcester County, Maryland

April 21, 2020

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

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

At 9:00 a.m. Commissioner Mitrecic called the meeting to order and announced the topics discussed during the April 14, 2020 closed session, which took place immediately following the April 14 open session.

The Commissioners informed the public that they will review and approve the open and closed session minutes of their April 14 and April 21 meetings at their next meeting on May 5, 2020.

The Commissioners presented a proclamation to Housing Program Administrator Jo Ellen Bynum recognizing April as Fair Housing Month in Worcester County to educate renters, homebuyers, and the public at large that everyone has a right to buy a home, purchase homeowners' insurance, or rent an apartment free from discrimination, and renters with disabilities may request reasonable accommodations, such as a service dog or assigned parking closer to a unit, to use and enjoy their dwellings. Ms. Bynum thanked the Commissioners for supporting the housing rehabilitation program in Worcester County, which plays a key role in the ongoing provision of fair housing.

The Commissioners met in legislative session.

The Commissioners met with Environmental Programs Director Bob Mitchell to review a proposed text amendment submitted by Attorney Mark Cropper seeking to amend Sections NR 3-102(a) and NR 3-108(d) of the Natural Resources Article of the Code of Public Local Laws of Worcester County, Maryland regarding land use in the Resource Conservation Area (RCA) of the Atlantic Coastal Bays Critical Area to add a definition of "special events" and to allow special events, subject to certain conditions, in the RCA in the Estate, Agricultural, and Resource Protection zoning districts. Mr. Mitchell advised that this text amendment is accompanying a zoning text amendment (Bill 20-2) to permit non-agricultural functions and events as an accessory use on a farm in the Resource Protection zoning district by special exception. He then reviewed the proposed restrictions that would apply to special events in the RCA and stated that staff has given the text amendment a favorable recommendation.

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Following some discussion, Commissioners Bertino, Bunting, Church, Elder, Nordstrom, Mitrecic, and Purnell introduced the aforementioned text amendment as Bill 20-3 (Natural Resources - Special Events in Resource Conservation Areas) and scheduled a public hearing on the bill for May 19, 2020 concurrent with the hearing on Bill 20-2.

Commissioner Mitrecic closed the legislative session.

Commissioner Nordstrom stated that he has received a request from citizens in the Unionville Road area outside of the corporate limits of Pocomoke City to have the street lights turned back on in this community, and requested that this matter be added to the Commissioners' May 5, 2020 meeting for discussion. The Commissioners concurred.

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

Following a motion by Commissioner Elder, seconded by Commissioner Church, the Commissioners unanimously voted to meet virtually in closed session at 9:16 a.m. 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 virtual closed session were Chief Administrative Officer Harold L. Higgins, Assistant Chief Administrative Officer Kelly Shannahan, County Attorney Roscoe Leslie, Public Information Officer Kim Moses, and Human Resources Director Stacey Norton. Topics discussed and actions taken included: hiring Tucker Bailey as a part-time temporary Parks Worker II for Recreation, Parks, Tourism and Economic Development, and performing administrative functions, including receiving an FY20 monthly financial update.

Following a motion by Commissioner Bertino, seconded by Commissioner Bunting, the Commissioners unanimously voted to adjourn their closed session at 9:43 a.m. to meet again on May 5, 2020.

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Minutes of the County Commissioners of Worcester County, Maryland

May 5, 2020

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

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

At 9:00 a.m. Commissioner Mitrecic called the meeting to order and announced the topics discussed during the April 21, 2020 closed session, which took place immediately following the April 21 open session.

The Commissioners approved the closed-session minutes of their April 14 and 21, 2020 meetings and agreed to review and approve the open session minutes of their April 14 and 21, 2020 meetings at their May 19, 2020 meeting.

In follow up to a directive from the Commissioners on April 14, 2020, Library Director Jennifer Ranck provided construction cost estimates and building schematics for their consideration to either build a new facility or renovate and expand the existing Pocomoke Branch Library. Ms. Ranck reviewed the building schematic for Concept 1b to construct a new, 17,000-square-foot Library and senior center combined facility located downtown on vacant lots near the river at an estimated cost of \$8,535,691, at \$6,527,293 for the library portion and \$2,008,398 for the senior center. She then reviewed the building schematic for Concept 5 to renovate and expand the existing facility to a total of 11,000 square feet at the current location on Market Street at an estimated cost of \$5,213,698. Ms. Ranck advised that she can only request funding for the Library portion of the facility for funds that will be spent between July 1, 2021 and June 30, 2022, so if Scheme 1b is approved, Library officials will request authorization from the County to apply for a State capital project grant of approximately \$1.9 million toward the project in FY22 and apply for additional funding in FY23, while the Commission on Aging can request up to \$800,000 from the Maryland Department on Aging with a match from County funds. However, if the Commissioners select Scheme 5, Library officials will request authorization from the Commissioners to apply for a State capital project grant of approximately \$1.5 million toward the project in FY22 and apply for additional funding in FY23.

Commissioner Bunting expressed concern with moving forward with Concept 1b due to the recommendation in the phase 1 environmental test to conduct further testing and the need to purchase more property for parking. Commissioner Elder also expressed concern with the results of the environmental test and the potential liability any potential pollutants on that property could

cause the County in the future. He also believed that the cost for Concept 1b was too great.

Following some discussion and upon a motion by Commissioner Nordstrom, the Commissioners voted 4-3, with Commissioners Bertino, Bunting, and Elder voting in opposition, to approve Scheme 1b to construct a new Pocomoke Branch Library and authorized Ms. Ranck to apply for a State capital grant to help fund construction of the new facility and to move forward with the phase 2 environmental studies of the downtown properties.

Information Technology Director Brian Jones updated the Commissioners on the status of the countywide broadband feasibility study being conducted by CTC Technology & Energy of Maryland. He advised that CTC is currently conducting broadband coverage testing to identify where currently there is no fiber/cable broadband infrastructure to serve the needs of residents, businesses, and institutions in Worcester County. Since County staff began promoting a brief survey about broadband access and speeds on the County's social media platforms and through local media sources on April 2, 2020, more than 300 individuals have participated in the survey, with many indicating that they are very unhappy with the level of internet service available. Mr. Jones reviewed the results of the data collected to date and stated that the survey will continue to run through June, during the peak of tree foliage to better determine where the critical needs of the County exist. He concluded that the next step will be for the CTC to conduct field signal testing and in-home testing, both of which will be conducted after the Governor's stay-at-home order due to COVID-19 is lifted.

In response to a question by Commissioner Bunting regarding a constituent interested in receiving broadband service from Mediacom, a nearby provider, Mr. Jones suggested that the citizen contact Mediacom directly to determine whether this private organization is able to extend service to that residence since it is within one mile of the existing service. In response to a question by Commissioner Nordstrom, Mr. Jones advised that Bloosurf has protected status through 2021 as the rural utility service (RUS) borrower in the County, but that Bloosurf representatives have indicated that they will not contest any findings by the County that may identify gaps in service. He also confirmed that the Maryland General Assembly adopted an emergency bill authorizing Choptank Electric Cooperative to deliver broadband services, and now Choptank officials must receive approval from its members to move forward with the proposed project to provide rural broadband. Following some discussion, the Commissioners thanked Mr. Jones for meeting with them.

Pursuant to the recommendation of Tourism Director Lisa Challenger and upon a motion by Commissioner Bunting, the Commissioners unanimously authorized Commission President Mitrecic to sign a letter supporting the nomination of the Chesapeake Country National Scenic Byway, with a beginning and ending terminus at the Welcome Center in Pocomoke, as an All-American Road. Ms. Challenger advised that this designation would provide tremendous marketing benefits, and there is no cost associated with this program. Commissioner Elder thanked Ms. Challenger for the fantastic job she has done as Tourism Director.

The Commissioners met with Environmental Programs Director Bob Mitchell to review and discuss a request from Hugh Cropper, Esq. on behalf of Ayres Creek Family Farm, LLC to establish a shared sanitary facility for the onsite sewage system that has been constructed and

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which is currently operating and serving both a residence and a nonprofit office on property located at 8219 Stephen Decatur Highway, just south of the MD Rt. 376 intersection, and more specifically as shown on Worcester County Tax Map 33 as Parcel 80. Mr. Mitchell stated that the applicant desires to use the existing system to serve the subdivision plat for the Ayres Creek Family Farm that is currently under review for the re-institution of previously consolidated lots, which will be done by a boundary line adjustment plat and minor subdivision, creating five lots all owned by Ayres Creek Family Farm, LLC, but which may later be sold.

Upon a motion by Commissioner Bertino, the Commissioners unanimously adopted Resolution No. 20-8, Establishing the Shared Sanitary Facility for Ayres Creek Family Farm, LLC.

Pursuant to the recommendation of Public Works Director John Tustin and upon a motion by Commissioner Bunting, the Commissioners unanimously approved the Small Project Agreement between the County Commissioners and Bay Marsh, Inc. (developer) for a 250-foot extension of a sanitary sewer line along Ridge Lane in West Ocean City (WOC) to serve a private dwelling.

Pursuant to the request of Mr. Tustin and upon a motion by Commissioner Bertino, the Commissioners unanimously approved bid specifications to rehabilitate Treatment Unit No. 3 at the Ocean Pines Wastewater Treatment Plant (WWTP) in the Ocean Pines Sanitary Service Area (SSA). Mr. Tustin advised that \$500,000 in funding is available within the 2019 bond issue for this project.

Pursuant to the recommendation of Mr. Tustin and upon a motion by Commissioner Bertino, the Commissioners unanimously agreed to waive the standard bid process and award the contract to David A. Bramble (DAB), Inc. of Chestertown, Maryland in the amount of \$56,750 to restore the paved parking lot at the Berlin Health Department, with funds of \$200,000 available within the Assigned Fund Balance for these types of projects. Mr. Tustin advised that the facility is currently closed and the parking lot will be void of any vehicles due to the COVID-19 pandemic, which will allow the project to be completed in a timely manner.

The Commissioners met with Development Review and Permitting (DRP) Director Ed Tudor to review the nuisance abatement request for a property located at 2816 Snow Hill Road in Girdletree and identified on Tax Map 79 as Parcel 250. Mr. Tudor stated that the specific nature of the nuisance is an uninhabited structure that is in severe decay and is dangerous or prejudicial to the maintenance of property values, health, safety or general welfare of the public and meets the definition of a public nuisance as detailed in PH 1-101(a)(11), which states that “Any dilapidated, burned-out, fallen-down, ramshackled or decayed structure or remnant thereof which is unattended and uninhabitable or unusable for its intended purpose and is beyond reasonable hope of rehabilitation or restoration” shall constitute a nuisance. He stated that letters sent to the owner by both regular and certified mail have been returned as undeliverable, property taxes for 2018 and 2019 remain unpaid, and the property taxes owed in 2017 were paid with cash, leaving no additional owner tracing. He stated that, if the Commissioners are inclined to find that the structure is beyond any reasonable hope of rehabilitation or restoration and therefore constitutes a

public nuisance in accordance with the Code, he recommended that the Order of Abatement not exceed the minimum posting requirement, which is 15 days, given the length of time the property has been in its current state.

Upon a motion by Commissioner Nordstrom, the Commissioners voted 6-1, with Commissioner Bunting voting in opposition to declare the unattended and uninhabitable structure on the property to be beyond reasonable hope of rehabilitation or restoration, which constitutes a nuisance, and ordered the abatement of such nuisance pursuant to Section PH 1-102 of the Public Health Article of the County Code and specifically to send correspondence to notify the property owner to correct the nuisance conditions or to contact the County no later than 21 days following receipt of said letter to request a hearing before the Commissioners on this matter.

In follow up to a request from Commissioner Nordstrom at the Commissioners' April 21, 2020 meeting, Assistant Chief Administrative Officer Kelly Shannahan reviewed the history of street lights in Worcester County, and specifically street lights on Unionville Road southwest of Pocomoke City, along with the 1988 findings of the Worcester County Street Lighting Committee that "the County should no longer pay for the existing street lights located throughout the County, with the exception of those lights that are deemed to be for public safety purposes or are located at public facilities." Mr. Shannahan noted that the County Commissioners approved a \$1,000 grant to the Unionville Area Neighborhood Crime Watch in FY01 and FY02 and for several years thereafter to help cover the \$1,400 annual cost to supply electricity to six street lights. However, these types of grants were discontinued in FY11. He noted that, while street lighting may be helpful to reduce criminal behavior and allay public fears, the best option for providing street lights in any neighborhood in the county would be to have individual homeowner's associations contact the local electric company to privately request this service.

Commissioner Nordstrom thanked staff for their report.

Pursuant to requests from Assistant Finance Officer Jessica Wilson and upon a motion by Commissioner Bunting, the Commissioners unanimously agreed to schedule public hearings on the requested FY21 Operating Budgets for the Water and Wastewater Enterprise Fund (Sanitary Service Area Budgets and Assessments), Solid Waste Enterprise Fund (Central Landfill), and Liquor Control Enterprise Fund on Tuesday, June 2, 2020.

The Commissioners answered questions from the press.

In response to concerns by Commissioner Bertino, staff advised that Public Works officials are tracking damages to water and wastewater infrastructure in Ocean Pines due to negligence from contractors working for Comcast to seek reimbursement for these costs.

Upon a motion by Commissioner Nordstrom, the Commissioners unanimously authorized electricity to supply the field lighting at Newtown Park in Pocomoke City to be turned back on now that work to repair these lines has been completed.

Commissioner Bunting noted that the U.S. Senate is conducting in-person meetings and urged his fellow Commissioners to do likewise, adhering to social-distancing requirements, due

to the importance of FY21 budget work sessions. Commissioner Mitrecic noted that both County Attorney Roscoe Leslie and Health Officer Becky Jones are concerned that any potential COVID-19 outbreak among the Commissioners could cripple Worcester County Government. Therefore, he was not comfortable resuming in-person meetings until it is deemed safe to do so by the State.

Following some discussion, a motion by Commissioner Bunting to resume in-person Commissioners' meetings, practicing social distancing to comply with State executive orders, failed 3-4, with Commissioners Bertino, Bunting, and Elder voting in favor of the motion and Commissioners Church, Mitrecic, Nordstrom, and Purnell voting in opposition.

Following a motion by Commissioner Purnell, seconded by Commissioner Bunting, the Commissioners unanimously voted to meet virtually in closed session at 10:04 a.m. 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 (ACAO) Kelly Shannahan, incoming ACAO Weston Young; County Attorney Roscoe Leslie, Public Information Officer Kim Moses, and Human Resources Director Stacey Norton. Topics discussed and actions taken included: rehiring James Blades as a part-time, temporary Roads Worker III within the Roads Division of Public Works; hiring Michelle Carmean as the Enterprise Fund Controller within the Treasurer's Office; transferring Donna Hughes from Executive Assistant within the State's Attorney's Office to Office Assistant III within Development Review and Permitting, and reposting to fill the position of Deputy Director within DRP; reviewing other personnel changes; receiving legal advice from counsel; and performing administrative functions, including: agreeing to reschedule the August 12, 2020 Volunteer Spirit Awards Dinner for a later date due to the COVID-19 pandemic; discussing hotspot purchases by the Board of Education (BOE) and other emergency purchases specifically related to the COVID-19 pandemic; reviewing COVID-19 relief funding and programs; and receiving the FY20 monthly financial update.

Following a motion by Commissioner Nordstrom, seconded by Commissioner Bunting, the Commissioners unanimously voted to adjourn their closed session at 11:02 a.m.

After the closed session, the Commissioners recessed until 7:00 p.m. to host the public hearing on the Constant Yield Tax Rate and the Requested FY21 County Operating Budget. Due to the COVID-19 pandemic, and in lieu of public appearance, the public hearing took place virtually via Zoom and can be viewed at <https://media.swagit.com/zoom/worcestercountymd>, and those interested in providing public comments were able to do so by registering in advance to speak during the hearing or by submitting written comment on or before 4:00 p.m. Monday, May 4, 2020 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.

At 7 p.m. the Commissioners conducted a virtual public hearing on the FY21 Requested

County Operating Budget. Commission President Mitrecic called the meeting to order and welcomed all participants. Chief Administrative Officer Harold Higgins advised that this year's budget process differs significantly from those of the past and noted that, to address the potential financial impacts of the COVID-19 pandemic, the Commissioners have accepted a revised Requested FY21 Worcester County Operating Budget to more accurately reflect the currently forecast economic conditions, which brings the expenditures of County departments and agencies in line with revised revenue projections. Mr. Higgins advised that the amended budget addresses the following budgetary directives: update and adjust revenues, fund the required Board of Education (BOE) Maintenance of Effort (MOE) budget, maintain a County salary package equal to that of the BOE, and address issues pertaining to ambulance funding. He then presented a PowerPoint presentation outlining the FY21 Requested Operating Budget that included the following graphs and information: FY21 Budget Issues; General Fund Estimated Revenues and Requested Expenditures for FY21; Worcester County Assessable Tax Base from FY16-FY21 from \$14.9 billion to \$16.8 billion; General Fund Major Revenues - Property Tax, Income Tax, and Recordation and Transfer Taxes from FY19-FY21; General Fund Revenue and Expenditure Comparisons from FY19-FY21; FY20 Real Property Tax Rates of counties on the Eastern Shore of Maryland of which Worcester County is 2nd lowest in Maryland at \$0.845 per \$100 of assessed value; 2020 Income Tax Rates of Eastern Shore counties of which Worcester County is the lowest in Maryland at 2.25%; the Worcester County Constant Yield Tax Rate of \$0.8278 per \$100 of assessed value to yield the current real property tax revenues; and the Schedule of Upcoming Budget Work Sessions on May 12, 19, and 26, 2020 (if all are necessary); and the Budget & Tax Rate Adoption on June 2, 2020.

Mr. Higgins explained that the requested expenditures of \$205,966,790 exceed the County's estimated revenues of \$205,694,286 by \$272,504. He stated that this difference must be reconciled by the Commissioners either through reductions in expenditures, additional revenues or a combination of both. Mr. Higgins 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 \$0.8278 to remain constant with the current year, FY20. He stated that the CYTR would create no additional revenue above the current year's total, but explained that the County Commissioners are not considering reducing the real property tax rate enough to fully offset increasing assessments and instead will consider maintaining the real property tax rate of \$0.845 per \$100 of assessed value to fully fund revised budget requests. This tax rate is 2.1% higher than the CYTR and would generate an additional \$2,766,853 in real property tax revenues.

Commissioner Mitrecic opened the floor to receive public comment.

Assistant Chief Administrative Officer Kelly Shannahan read written comments submitted by Kirby Brewington of Snow Hill strongly discouraging the Commissioners from increasing the property taxes. In her letter, Ms. Brewington stated that the property taxes on the new home her family built on her grandfather's property are much higher than originally anticipated, she was unsuccessful in appealing the latest increase in the assessed value of her home, and she feared that her family would be unable to afford to shoulder any additional increases.

Mr. Shannahan read written comments submitted by Jeffrey Bacon of Snow Hill thanking the Commissioners for their past grants to Furnace Town and requesting that they preserve funding for Furnace Town and all other worthy nonprofit agencies in the FY21 budget, as without it all that Furnace Town officials have accomplished over the last 40 years will be lost.

Jack Ferry, Executive Director of the Worcester County Developmental Center (WCDC), reviewed the programs and services that the WCDC had been providing to the community for the past 47 years, funding cuts made by the State, and changes that have been made to protect programs and staff to weather the COVID-19 crisis. He thanked the Commissioners for their ongoing partnership and urged them to provide level grant funding to the WCDC in FY21.

Mr. Shannahan read written comments submitted by Denny Meetchum, Vice President of the Furnace Town Foundation Board of Directors, thanking the Commissioners for their past support to Furnace Town and urging them to continue that support in FY21 to assure the continuation of the programs and activities at the County's most significant historical site.

Mr. Shannahan read written comments submitted by Ron Geesey of Snow Hill thanking the Commissioners for their past support and urging them to continue that support in FY21. In his letter, Mr. Geesey advised that last year's \$40,000 County grant helped to fund educational programs and services for 3,284 visiting school students in 2019, and he urged them to continue that level of support in FY21.

Mr. Shannahan read written comments submitted by Furnace Town Director Jessica Evans, outlining the programs and services provided by Furnace Town in 2019, and seeking level funding from the County in FY21 to continue to provide these vital educational programs and resources to school students.

Superintendent of Schools Lou Taylor thanked the Commissioners for supporting the Board of Education (BOE) and recognized today as National Teacher Appreciation Day. He recognized the Commissioners' sound investment in education, which has helped the BOE to continue to lead the State in college and career readiness and maintain the highest kindergarten readiness rate, along with the highest graduation rate and lowest drop out rate. 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 BOE budget, to allow them to offer competitive salaries and benefits, keep class sizes small, cover transportation costs, and fund needed capital projects.

Stacey Weisner, Executive Director of the Delmarva Discovery Museum (DDM) in Pocomoke, thanked the Commissioners for their ongoing investment in the DDM. She stated that the DDM, which is a hands-on museum, is requesting a \$30,000 grant for FY21, which represents an increase of \$10,000 from FY20 to help cover additional operating costs to take over operations of the Sturgis One-Room Schoolhouse Museum in Pocomoke City and to complete other DDM facility and exhibit upgrades.

Mr. Shannahan read written comments submitted by J. Franklin Knight of Ocean City who requested that the County's annual grant to the Ocean Pines Association (OPA) be reduced to offset the \$1.143 million Paycheck Protection Program (PPP) grant the OPA received.

Mr. Shannahan advised that the public record will remain open until noon on Wednesday, May 6, 2020 to assure that anyone who would like to comment on the requested FY21 budget

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may have the opportunity to do so.

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

Commissioner Mitrecic thanked everyone for participating in the public hearing on the FY21 requested budget. He recognized that these are trying times and stated that the Commissioners would consider all the comments and suggestions presented this evening and the next morning. He also invited the public to view the virtual budget work sessions scheduled for May 12, 19, and 26, 2020 if needed. Commissioner Mitrecic concluded that the Commissioners will adopt a balanced FY21 County Operating Budget on June 2, 2020.

Upon a motion by Commissioner Nordstrom, second by Commissioner Bunting, the Commissioners adjourned at 7:47 p.m. to meet again on May 12, 2020.



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

COMMENDATION

WHEREAS, Lisa Challenger has contributed 31 years of dedicated service to Worcester County Government, where she began her career as the Tourism Director on September 11, 1989, and she has played a significant role in shaping tourism in Worcester County and across the State of Maryland.

WHEREAS, Ms. Challenger, a founding member of the Lower Eastern Shore Heritage Council, secured state certified heritage area status for Worcester County, created the Cape to Cape Scenic Byway and the Beach and Beyond branding, helped rally the public support needed to win the Town of Berlin status as the Coolest Small Town in America, developed interpretive panels highlighting African American history on the Eastern Shore and the history of the West Ocean City commercial harbor, had the Beach to Bay Indian Trail designated as a National Recreation Trail, and implemented numerous key programs that helped to expand tourism opportunities locally.

NOW, THEREFORE, we the County Commissioners of Worcester County, Maryland, do hereby commend **Lisa Challenger** for her years of devoted service and wish her a happy and healthy retirement.

Executed under the Seal of the County of Worcester, State of Maryland, this 5th day of May, in the Year of Our Lord Two Thousand and Twenty.

ATTEST:

FOR THE COUNTY COMMISSIONERS OF
WORCESTER COUNTY, MARYLAND

Kelly Shannahan
Assistant Chief Administrative Officer

Joseph M. Mitrecic
President



The State of Maryland



Governor of the State of Maryland, to

LISA CHALLENGER, Greetings:

Be it Known: That on behalf of the citizens of this State, in recognition of your outstanding service on behalf of the people of Maryland through your numerous contributions to tourism locally and at the state level... in honor of the exceptional work you have done during your tenure as Worcester County Tourism Director; and as our citizens join in expressing our great respect, admiration and gratitude for your contributions to the tourism industry and the state of Maryland, we are pleased to confer upon you this

Governor's Citation



Given Under My Hand and the Great Seal of the State of Maryland,
this 29th day of May
Two Thousand and twenty

Wesley C. Young
Governor

Byrd K. Lathrop
Lt. Governor

John C. Womack
Secretary of State

TEL: 410.632.3110
FAX: 410.632.3158
lisac@co.worcester.md.us



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LISA CHALLENGER
DIRECTOR

DEPARTMENT OF
TOURISM

Worcester County

104 WEST MARKET STREET
SNOW HILL, MARYLAND
21863

May 12, 2020

To: Harold Higgins, CAO
Kelly Shannahan, Assistant CAO

From: Lisa Challenger, Director

RE: Maryland Tourism Development Board (MTDB) Grant Modification Agreement

The MTDB has determined that in light of the coronavirus pandemic, many destinations opted to suspend marketing efforts in order to comply with the Governor's orders asking people to stay at home. The grant funds we have remaining in this fiscal year total \$53,728.

The attached grant modification agreement will allow us to spend these funds through September 2020 instead of by July 1, 2020. I would like to ask the commissioners to sign the modification agreement so we may access these funds through September.

Thank you.

cc: Tom Perlozzo
Melanie Pursel

GRANT MODIFICATION AGREEMENT

THIS GRANT MODIFICATION AGREEMENT (“Grant Modification”) is effective as of the _____ day of **MAY, 2020**, by and between the **MARYLAND DEPARTMENT OF COMMERCE** (“COMMERCE” or “Grantor”), a principal department of the State of Maryland, acting through the Maryland Tourism Development Board (“MTDB”), an agency of COMMERCE, and **COUNTY COMMISSIONERS OF WORCESTER COUNTY** (“Grantee”), whose Federal Identification Number is 52-6001064.

WHEREAS, COMMERCE and the Grantee entered into a Grant Agreement (“the Agreement”) effective July 1, 2019, subject to the terms and conditions set forth in the Agreement; and

WHEREAS, the parties desire to modify and amend the Agreement to extend the term of the Agreement.

NOW THEREFORE, for valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. The provisions of Section 1(b), identified as “Grant Term” are hereby deleted, and the following substituted in their place and stead:

b) Grant Term: The Agreement is in effect from July 1, 2019 to September 30, 2020.

2. In all other respects, the provisions of the Agreement are ratified and confirmed, and remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this Grant Modification to be executed and delivered effective the day and year first above written.

GRANTEE:

WITNESS/ATTEST:

By: _____
Name:
Title:

COMMERCE:

By: _____
Name:
Title:

APPROVED FOR FORM AND LEGAL SUFFICIENCY:

Assistant Attorney General, COMMERCE

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



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


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OFFICE OF THE
COUNTY COMMISSIONERS

Worcester County

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

May 7, 2020

To: Harold Higgins, Chief Administrative Officer
From: Kim Reynolds, Senior Budget Accountant 
Subject: Heroin Coordinator Position – 2021 Grant Application

Attached is the FY2021 Grant Application for the Heroin Coordinator Position. The Worcester County Sheriff's office is applying for personnel grant funding of this position for a fifth year through the Governor's Office of Crime, Control and Prevention in the amount of \$50,615.00 which is level funding. This grant will allow the Worcester County Criminal Enforcement Team to maintain the coordination of entering all necessary data for drug investigations, drug seizures, drug arrests, heroin and opioid overdoses and other drug-related investigation activities.

Governor's Office of Crime Prevention, Youth, and Victim Services
Application Face Sheet and Narrative Form

FACE SHEET

Instructions: Please fill out the below information for your FY21 application.

Project Title:	Heroin Coordinator Task Force Grant FY21
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Award Period:	07/01/2020 – 6/30/2021
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Applicant Agency:	Worcester County Board of County Commissioners
Implementing Agency:	Worcester County Board of County Commissioners

DUNS Number:	101119399
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SAM.GOV Expiration Date:	12/16/20
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	<u>Name</u>	<u>Email Address</u>	<u>Phone Number</u>
Authorized Official:	Mitrecic, Joseph M.	jmitrecic@co.worcester.md.us	410-632-1194
Project Director:	Passwaters, Nate	npasswaters@co.worcester.md.us	410-632-2076
Fiscal Officer:	Reynolds, Kimberly	kreynolds@co.worcester.md.us	410-632-1194

*** For New GMS Users: please follow the instructions in this [link](#).**

*** For Changes in Authorized Officials: please follow the instructions in this [link](#).**

Summary:
<p>The Worcester County Heroin Coordinator Program helps reduce existing gaps in services and fosters collaboration and cooperation among partner agencies and stakeholders in Worcester County. The current grant awarded Heroin Coordinator position is embedded in the Criminal Enforcement Team, the jurisdiction's Drug Task Force. This person has entered data related to drug investigations, drug seizures, drug arrests, heroin/opioid overdoses and other drug related investigative activities into HIDTA's Case Explorer. This person has regularly entered telephone records into the HIDTA Communication Analysis Portal (CAP). This person has regularly participated in various enforcement activities with the Criminal Enforcement Team related to the distribution of illegal narcotics including heroin and other opioids. The coordinator position has served all the jurisdictions of Worcester County. The budget for the continuation of the project will cover the personnel expenses and training required of the position.</p>

*** Please follow the format on page 5 of the [NOFA Application Instructions Document](#).**

Application Face Sheet and Narrative Form

NARRATIVE

Instructions: Please reference your current year's application to fill out this section. Please only provide updated information such as statistical data, changes in scope/ strategy/ implementation, etc. Please reference the NOFA Application Instructions for additional information on each of the below subsections.

Problem Statement/ Needs Justification:

In 2015, the Criminal Enforcement Team conducted 152 investigations and of those 63 were related to heroin. In the same time period there were 93 arrests made and of those 51 were heroin related. In 2016, there were 79 investigations conducted with 42 of those related to heroin. In 2016, there were at least 28 arrests of which, 13 were related to heroin. In 2017, the county had an increase in heroin overdoses with almost the same number of fatalities from 2016. In 2017, CET conducted a three month joint local, state and federal investigation into a Selbyville, Delaware open air drug marketplace that was identified as supplying 96% of the heroin to Worcester County. The Heroin Coordinator was instrumental in assisting and gathering information and intelligence prior to and during the investigation of this matter, including telephone analysis. These investigations, arrests and responses to non-fatal and fatal overdoses are conducted by the narcotics task force for the county, which includes only 7 officers in total, and do not include figures from the Ocean City Narcotics Unit as they run independently in their jurisdiction. There are also 4 other municipal law enforcement agencies within the county that may conduct small scale drug investigations and complete arrests that are not included in these figures. The Criminal Enforcement Team and Ocean City Narcotics Unit have investigated 313 total overdoses from 2015-present.

Since 2017 to present, these investigations have included 43 fatal heroin/fentanyl/opioid overdoses. The majority of these overdoses were due in full or part to fentanyl intoxication. While the overall overdose numbers were trending downward in 2018, in 2019 Worcester County experienced 64 total overdoses of which 11 were fatal overdoses. Both of these numbers represented a slight increase from 2018. To date in 2020, while non-fatal overdoses are slightly down, fatal overdoses are on track to exceed the number of fatal overdoses from 2019. In 2019, the Heroin Coordinator actively participated in a Title III wiretap investigation titled "Operation Royal Flush", with analytical support, electronic surveillance support and other case duties. The case resulted in the arrest and conviction of 16 members of a heroin trafficking and distribution group operating in Lower Delaware and Worcester County, Maryland. The heroin coordinator's activities were a such a vital piece of this investigation that he was requested to testify in two defendants Motions Hearing in Delaware Superior Court regarding some of the information and activities that he had provided in the investigation.

In September 2019, Worcester County was recognized and awarded the designation as a High Intensity Drug Trafficking area, which brought much needed resources to the county. The heroin coordinator was and continues to be an integral part of the process, through his entry of information into the appropriate HIDTA databases, arranging training for members of the unit, in access to and the operation of Case Explorer, the PLX system and the LinX data bases. He is also a trainer for the Case Explorer database and has access to the HIDTA PMP management system. As a result of the previously awarded grant, the totality of the non-fatal and fatal overdose case reporting has been completely brought up to date and any new overdoses or appropriate case work is entered into

Application Face Sheet and Narrative Form

HIDTA's Case Explorer system in a timely and complete manner. The Heroin Coordinator position has been active in community outreach efforts and participates in law enforcement liaison working groups, school groups, community groups and public health working groups. The current onboard heroin coordinator participates in the Worcester County Drug Overdose Fatality Review Team, the Worcester County Opioid Intervention Team (OIT), the Worcester County State's Attorney Opioid Task Force, the Lower Eastern Shore Law Enforcement Association and Mid-Atlantic Gang Investigators Network and a Worcester County community group known as the Worcester Warriors Against Opiate Addiction.

In 2017, the Heroin Coordinator provided a presentation on the dangers of illicit Fentanyl to attendees of the Worcester Warriors Community Group. Some of those in attendance included, now Maryland State Senator Mary Beth Carozza, former Executive Director Clay Stamp of the Opioid Operational Command Center, former Worcester County State's Attorney and now Worcester County Circuit Court Judge Beau Oglesby, Worcester County Emergency Manager Fred Webster and Ocean City Emergency Manager Joe Theobald, among others. In March 2018, the Worcester County Heroin Coordinator was a featured presenter at the Annual State of Maryland Critical Intervention Team Conference held in Ocean City, Maryland. The Heroin Coordinator has established liaison with representatives from Atlantic General Hospital, in which education was provided about heroin stamps.

In May 2018, the Worcester County Heroin Coordinator attended and participated in a roundtable discussion regarding cooperative efforts between hospital officials and law enforcement.

In February 2020, the heroin coordinator was the featured presenter at the annual Heroin Coordinators Conference in Greenbelt, Maryland and provided a presentation on cross-collaborative law enforcement efforts in heroin trafficking investigations. The Delaware State Police Sussex Drug Unit have contacted the Heroin Coordinator for assistance in the past and the coordinator was able to identify the subscribers to two telephone numbers who were suspected in the distribution of heroin that led to a fatal overdose. The Heroin Coordinator established and maintains regular communication with the Ocean City Police Department Criminal analyst about fatal and non-fatal overdoses, suspected substances involved and trends in heroin and other illegal narcotics as seen by investigators. The Heroin Coordinator was trained in the use of the NCR-LinX national database, which has been utilized to further the investigative activities of the Criminal Enforcement Team. In October 2018, the Heroin Coordinator attended the National Association of Drug Diversion Investigators Conference in Norfolk, Virginia. The information learned at the conference was shared with members of the Criminal Enforcement Team. The Heroin Coordinator regularly provides information to both HIDTA and GOCCP about particular heroin stamps that were associated with multiple overdoses for wider regional dissemination.

In May 2018, the Washington-Baltimore HIDTA issued an intelligence bulletin based upon information provided to them about a potentially lethal heroin/fentanyl stamp from the Worcester County Heroin Coordinator. The Heroin Coordinator assisted the Sergeant of the Criminal Enforcement Team in establishing a Naloxone acquisition and distribution program within the Worcester County Sheriff's Office. The heroin coordinator, on an as needed basis, schedules training with the Health Department for Worcester County Deputies and members of other law enforcement officers who are

Application Face Sheet and Narrative Form

assigned to the Criminal Enforcement Team to receive instruction in the use of Naloxone. The coordinator also ensures each person who has been trained, receives a Naloxone kit, provided either by the Worcester County Health Department or by the Worcester County Sheriff's Office. The coordinator continues to manage the Naloxone education and distribution program for the Worcester County Sheriff's Office.

In 2017, the heroin coordinator assisted the Sergeant and Corporal of the Criminal Enforcement Team in the training of law enforcement officers from Maryland's Natural Resource Police, who are assigned to duty in the Counties of Worcester, Wicomico and Somerset on Maryland's Eastern Shore. The heroin coordinator was invited to and participated in a panel discussion held by the Worcester County Health Department.

In 2017, the heroin coordinator assisted in the writing and other administrative activities associated in obtaining a State of Maryland grant in the amount of \$15,000.00 to be used for the production and airing of public service announcements for the purpose of education and prevention in battling the current opioid crisis.

In 2019, the heroin coordinator wrote and submitted a grant to GOCCP, administered by the Worcester Health Department, for funding in the amount of \$8,000.00 to cover overtime expenses associated with the "Operation Royal Flush" investigation. In 2018 and 2019, the Heroin Coordinator assisted the CET Sergeant in writing a threat assessment for Worcester County that was presented to a Washington-Baltimore HIDTA review group as the basis for attempting to obtain the designation of Worcester County as a High Intensity Drug Trafficking Area. In 2018, Worcester County was not selected for this designation at the time but in 2019 the heroin coordinator updated the threat assessment for 2019 submission to HIDTA and as indicated earlier, the HIDTA designation was awarded to Worcester County. The heroin coordinator will continue to be tasked with community outreach and liaison activities to the providers of rescue assistance (EMS, hospitals and municipal LEOs) to obtain an accurate accounting of the non-fatal overdoses within the county. The heroin coordinator will continue to participate in the Worcester County Drug Overdose Fatality Review Team, the Opioid Intervention Team, the State's Attorney's Opioid Task Force and all of the other entities that were previously mentioned, while continuing to conduct liaison and outreach efforts with other stake holders within the community.

This position will continue to serve as the central repository for information required to be placed into HIDTA's Case Explorer and to facilitate the data extraction from all seized cellular phones involved in drug investigations countywide. The position will also act as a point of reference from HIDTA and/or the Criminal Enforcement Team to the Health Department for treatment referral for those persons who have been identified as having experienced multiple heroin and/or opioid overdoses. The addition of the heroin coordinator position has alleviated the time and administrative demands associated with many of the aforementioned duties previously experienced by members of the Criminal Enforcement Team. Prior to the hiring of the heroin coordinator position, members of the Criminal Enforcement Team had been attempting to manage these demands but without the additional personnel. It had become unmanageable given the magnitude of the heroin and opioid epidemic. Additionally, the State's Attorney for Worcester County was able to successfully prosecute a criminal defendant in May 2016

Application Face Sheet and Narrative Form

for manslaughter and CDS distribution after the distribution of heroin by the defendant lead to an overdose death. The Criminal Enforcement Team was the lead agency regarding the investigation and arrest of this individual. It is a goal of this project to enhance the prosecutorial capabilities by being able to more accurately investigate these matters and manage the data provided by cellular phones and information obtained at crime scenes. With the introduction of fentanyl into the already deadly opioid crisis, the heroin coordinator position will continue to be able to track overdoses and stamps associated with this narcotic and provide education and training to members of the Criminal Enforcement Team and other stakeholders about this narcotic. Through the already established liaison and community connections, the heroin coordinator can continue to provide timely information to HIDTA and GOCCP about regional trends and Worcester County trends seen regarding overdoses and the substances associated with those incidents. The heroin coordinator will continue to enter information and intelligence into the HIDTA Case Explorer system about emerging and current drug information, gang activity and other pertinent criminal activity.

Program Goals and Objectives:

- Goal- To increase public safety by addressing the heroin and opioid epidemic through accurate data analysis throughout Worcester County.
 - Objective- Enter 100% of available data (drug investigations, arrests, and overdoses) into Case Explorer for dissemination of all drug-related information to HIDTA.
 - Performance measure- number of cases entered into Case Explorer
 - Objective- Perform data mapping, on a monthly basis, of investigations and overdoses within the county to identify patterns and trends
 - Performance measure- number monthly mapping updates provided to Criminal Enforcement team members and other necessary law enforcement persons or agencies.
- Goal- To increase information sharing capabilities on all drug investigations, seizures, arrests, overdoses to improve intelligence sharing and prosecutorial actions.
 - Objective- Seizure of all cellular phones at the crime scene of a criminal investigation as it relates to opioids.
 - Performance measure- number of phones seized at crime scenes
 - Objective- Use CELLEBRITE, or other extracting software, to retrieve data from seized cellular phones
 - Performance Measure- number of phones with data extracted
 - Objective- Examine all overdoses as a crime scene to obtain information that may be used for prosecutorial purposes
 - Performance Measure- number of crime scenes investigated
 - Performance Measure- number of cases prosecuted as a result of seized phones or overdoses tracked.
- Goal- To enhance information sharing across Worcester County to accurately track non-fatal opioid overdoses countywide

Application Face Sheet and Narrative Form

- Objective- Conduct outreach within all County agencies and entities that treat overdose patients (hospital, emergency medical services, municipal law enforcement, and Ocean City Police Department Narcotics Unit) within first 30 days of program activation.
 - Performance measure- number of outreach meetings held
- Objective- Conduct outreach with the Public Health Entity, Worcester County Health Department, to obtain referral information for provision to the subjects of a non-fatal overdose
 - Performance measure- number of meetings held with Worcester County Health Department behavioral health treatment division
 - Performance measure- number of referrals provided to subjects of non-fatal overdose

Program Strategy:

Prior to the awarding of the heroin coordinator grant, the Worcester County Criminal Enforcement Team had been sporadically utilizing HIDTA's Case Explorer, but the amount of time devoted to the data capturing had become unmanageable without a dedicated staff person for the task. As the overdoses have increased as well as the number of individuals selling heroin and fentanyl, the number of drug investigations have increased. Without the full-time heroin coordinator position afforded by this grant, it is unlikely the members of the Criminal Enforcement Team would be able to adequately capture the data and report it in a timely effective manner. The unit would certainly not be able to devote the time and effort needed to participate in the various stakeholder meetings and foster the relationships needed for effective information sharing and community cooperation. Officers are trained in the use of forensic software, including Cellebrite, for the extraction of cellular phone data, but the demands exceeded the capability.

The hiring of the Heroin Coordinator position has led to the timely and complete reporting of both fatal and non-fatal overdoses as well as the timely entry and analysis of data captured from seized cellular telephones. Having the Heroin Coordinator position embedded within the Criminal Enforcement Team, to handle many of the reporting and administrative duties, has allowed the investigators within the unit to maintain focus on their investigative and enforcement activities.

Timeline/ Spending Plan:

The Worcester County Sheriff's Office seeks to retain the current position of Heroin Coordinator for Fiscal Year 2021. The Sergeant of the Criminal Enforcement Team is the lead person on this project and responsible for working with the County Commissioners and county Human Resource Department to ensure retention of this position within the time frame established herein. The lead on this project will work with all county entities to ensure proper procurement and personnel processes are followed.

Application Face Sheet and Narrative Form

If funds are approved, the current Heroin Coordinator will be retained and continue in the uninterrupted prescribed duties of the position. Any training for this staff person will be coordinated by the project lead and will be conducted before the end of the first quarter of the grant period. The individual currently in the heroin coordinator position already received the pertinent training for the position during the first grant award.

Personnel costs will be expended evenly in each fiscal quarter. Personnel funds requested will support the position of Heroin Coordinator. This person will be responsible for maintenance of information into HIDTA's Case Explorer & CAP as well as assist with data extraction from cellular devices and conduct in-home analyses of overdoses for prosecutorial purposes.

Management Capabilities:

The Criminal Enforcement Team has the most experience within the jurisdiction at managing narcotics investigations and the data analysis required within this program. The unit is currently comprised of seven investigators from the Worcester County Sheriff's Office, Maryland State Police, Pocomoke Police Department and Ocean City Police Department, some of which are cross designated with Homeland Security Investigations in order to receive Federal authority. The Criminal Enforcement Team falls under the auspices of the Worcester County Sheriff's Office and primarily conducts felony controlled dangerous substance investigations. The Criminal Enforcement Team utilizes covert and overt personnel to conduct these controlled dangerous substance investigations. The types of controlled dangerous substance investigations that are conducted range from street level distribution investigations to Title III, telephonic intercept investigations. The Criminal Enforcement Team also utilizes various methods of technology to assist in these investigation, including a Cellebrite mobile forensic extraction device. There is currently one investigators that is certified to utilize the Cellebrite device. The device has become integral part of controlled dangerous substance investigations, specifically overdose investigations. Recognizing that the Cellebrite device has some limitations, specifically with password protected android devices, one members of the Criminal Enforcement Team has also completed and received certification to utilize "JTAG" and "CHIP-OFF" extraction methods. These methods are utilized to extract data from cellular telephone directly from "Flash" of the cellular telephone, bypassing locking mechanisms on the cellular telephone. This method will often garner deleted information on a cellular telephone as well. Due to the rarity of this resource, the Criminal Enforcement Team has provided, and continues to provide, this resource to numerous agencies in the region, including the Maryland State Police Homicide Unit. Due to the success with information obtained utilizing the Cellebrite universal forensic extraction device, numerous felony controlled dangerous substance cases were successfully prosecuted, some of which were heroin distribution investigations that stemmed from an overdose. The Criminal Enforcement Team initiated response protocols in 2013 for overdose investigations. Each overdose that occurs, members of the Criminal Enforcement Team will respond when notified in order to further that investigation and also conduct forensic extractions on all cellular telephones that are recovered on any overdose scene.

Application Face Sheet and Narrative Form

- **Present Staff: Project Director-**

Sergeant Nathaniel J. Passwaters has over twenty years of law enforcement experience. During those 20 years, Sergeant N. Passwaters has been involved and assigned in a drug enforcement capacity for approximately sixteen of those years. In 2002, Sergeant N. Passwaters accepted a position with the Worcester County Sheriff's Office and is assigned to a drug enforcement unit. In 2008, Sergeant 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, Sergeant N. Passwaters has been the Commander of the Worcester County Criminal Enforcement Team and currently oversees all overt and covert operations and investigations within Worcester County regarding drug enforcement. Sergeant Passwaters is also currently 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. Sergeant N. Passwaters also conducts outreach presentations with various organizations throughout Worcester County regarding the dangers of heroin and opioids.

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

After receiving a Bachelor of Arts in Criminology and Criminal Justice from the University of Maryland – College Park, Heiser obtained her Juris Doctor from the University of Maryland School of Law. She was admitted to practice in December of 2007 and was soon thereafter appointed as an Assistant State's Attorney for Worcester County. She began handling a wide variety of cases and was assigned as liaison between the State's Attorney's Office and law enforcement agencies on policy matters. In 2011, she accepted a position as an ASA in Wicomico County, to gain a wider breadth of experience handling more difficult cases and managing the District Court Division. She was responsible for the hiring, training and supervision of all new prosecutors in Wicomico County until 2018, when she was successful in her bid to become the State's Attorney for Worcester County, Maryland. She was sworn in as State's Attorney on January 7, 2019 and is now responsible for performing such duties as defined by the Maryland Constitution. These duties include overseeing all divisions of the Office of The State's Attorney and ensuring that each case is handled with the attention and care that justice demand. SA Heiser serves on several committees (both community and law enforcement) including the Drug and Alcohol Council and the Opioid Awareness Task Force.

- **Financial Officer- 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.

- **Requested Personnel- Heroin Coordinator**

A fulltime staff position, with the duties described herein as a Heroin Coordinator, reporting to the Project Director. This position is currently funded. The position will continue to be responsible for entering all drug investigations, drug seizures, drug arrests, heroin and opioid overdoses, and other drug-related investigative activities into HIDTA's Case Explorer, as well as assist with law

Governor's Office of Crime Prevention, Youth, and Victim Services

Application Face Sheet and Narrative Form

enforcement drug-related cellular phone extract uploads into HIDTA's CAP. The Heroin Coordinator will also conduct in-home analyses to further examine overdoses for prosecutorial purposes.

Other Notable Changes:

Completed by:

Name/ Title:	Kimberly Reynolds, Senior Budget Accountant
Email Address:	kreynolds@co.worcester.md.us

Total Budget \$50,615

Award Period: 7/1/2020 to 6/30/2021

Personnel

Job Title	Annual Salary	Hourly Rate	# of hours to be worked	% of time on project	Total Salary Requested	Fringe Benefit Rate (Max. up to 30%)	Total Fringe Requested	Job Duties (1-2 Sentences Only)
Executive Project Director	\$50,615	\$24.20	2,096.00	100.00%	\$50,615	36.00%	\$18,228	The Project Director will oversee the day-to-day operations of the program, including the management of the program's budget, personnel, and other resources. The Project Director will also be responsible for the overall success of the program and will report to the grant administrator.
Health Coordinator	\$47,287	\$22.73	2,086.00	100.00%	\$47,287	7.04%	\$3,328	The full time staff position spends 100% of his time on the program and is responsible for all drug investigations, drug seizures, drug arrests, heroin and opiate overdoses, and other drug related investigation activities being entered into HDTAs CAP. The Heroin Coordinator also conducts in-home analysis to further examine overdoses for prosecution purposes.
Total Personnel (Grant Funds)	\$50,615				\$47,287		\$3,328	

Operating Expenses	Total Cost Requested	Purpose

Total Operating Expenses (Grant Funds) \$0

Travel	Total Cost Requested	Purpose

Total Travel (Grant Funds) \$0

Contractual Services	Total Cost Requested	Purpose

Total Contractual Services (Grant Funds) \$0

Equipment (Over \$5,000 per unit cost only)	Total Cost Requested	Purpose

Total Equipment (Grant Funds) \$0

Other	Total Cost Requested	Purpose

Total Other (Grant Funds) \$0

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



4

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

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

OFFICE OF THE
COUNTY COMMISSIONERS

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

May 7, 2020

To: Harold Higgins, Chief Administrative Officer
From: Kim Reynolds, Senior Budget Accountant *Kim Reynolds*
Subject: Emergency Management Performance Grant – 2020 Grant Agreement

Attached is the FY2020 Grant Agreement for the Emergency Management Performance Grant (EMPG). The Worcester County Emergency Services Department has been awarded a 100% matching grant. This grant covers a portion of the Emergency Services Director salary. The matching portion of the grant is the Emergency Services Deputy Director salary. This federal grant award funding is through Maryland Emergency Management Agency (MEMA) in the amount of \$74,406.86.



2020 Subrecipient Agreement
for
County Commissioners of Worcester County, Maryland

Date of Award
4/30/2020

1. Sub-Recipient Name and Address		2. Prepared by: Whitestone, Danielle	3. MEMAGMS Award Number: 20-SR 8861-01
County Commissioners of Worcester County, Maryland	4. Federal Grant Information		
	Federal Grant Title:	Emergency Management Performance Grant	
	Federal Grant Award Number/CFDA Number:	EMP-2020-EP-00002-S01 / 97.042	
	Federal Granting Agency:	U.S. Department of Homeland Security Federal Emergency Management Agency	

5. Award Amount and Grant Breakdowns	
Total Award Amount \$74,406.86 100% Match Required	2020 Emergency Management Performance Grant Performance Period: FROM Oct 1, 2019 – Sep 30, 2021

6. Statutory Authority for Grant:
Authorizing Authority for Program National Flood Insurance Act of 1968 (42 U.S.C. 4001 et seq.); Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5121 et seq.); Earthquake Hazards Reduction Act of 1977 (42 U.S.C. 7701 et seq.); Reorganization Plan No. 3 of 1978 (5 U.S.C. App.); and, Section 662 of the *Post-Katrina Emergency Management Reform Act of 2006* (PKEMRA), Public Law 109-295, as amended, (6 U.S.C. § 762). Appropriation Authority for Program *The Department of Homeland Security Appropriations Act, 2017*

7. Method of Payment: Primary method is reimbursement.

8. Debarment/Suspension Certification: The Sub-Recipient certifies that the subgrantee and its' contractors/vendors are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded by any federal department or agency and do not appear in the Excluded Parties List System at <https://www.sam.gov/portal/SAM/>

9. Agency Approval	
Approving SAA Official: Janet Moncrieffe, Grants Branch Manager Maryland Emergency Management Agency	Signature of SAA Official: Date:

10. Sub-Recipient Acceptance	
I have read and understand the attached Agreement Articles.	
Type name and title of Authorized Sub-Recipient official:	Signature of Sub-Recipient Official:

11. Enter Federal Employer Identification Number (FEIN) and DUNS number: 526001064	12. Date Signed :
--	--------------------------

13. DUE DATE: 5/27/2020
Signed award must be returned to the SAA on or before the above due date.

AGREEMENT ARTICLES

GRANTEE: Maryland Emergency Management Agency

PROGRAM: Emergency Management Performance Grants

AGREEMENT NUMBER: EMP-2020-EP-00002-S01 TABLE OF CONTENTS

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Article I - 50% HOLD for Payment

Award is eligible for funding with a 50% HOLD for Payment until the applicant submits a complete workplan narrative (to include addressing Regional Priorities), budget narrative, verification of Training and Exercise Plan (TEP) and is paneled for Regional Subject Matter Expert (SME) review. Funding is available for drawdown through Grants Management System (GMS), upon notice of award. Drawdowns must be limited to the minimum amounts needed and be timed to be in accordance with the actual, immediate cash requirements of the state.

Article II - Acknowledgement of Federal Funding from DHS

Sub-recipients must acknowledge their use of federal funding when issuing statements, press releases, requests for proposal, bid invitations, and other documents describing projects or programs funded in whole or in part with federal funds.

Article III - Assurances, Administrative Requirements, Cost Principles, Representations and Certifications

DHS financial assistance recipients must complete either the Office of Management and Budget (OMB) Standard Form 424B Assurances - Non-Construction Programs, or OMB Standard Form 424D Assurances - Construction Programs, as applicable. Certain assurances in these documents may not be applicable to your program, and the DHS financial assistance office (DHS FAO) may require applicants to certify additional assurances. Applicants are required to fill out the assurances applicable to their program as instructed by the awarding agency. Please contact the DHS FAO if you have any questions. DHS financial assistance recipients are required to follow the applicable provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards located at Title 2, Code of Federal Regulations (C.F.R.) Part 200, and adopted by DHS at 2 C.F.R. Part 3002.

Article IV - DHS Specific Acknowledgements and Assurances

All recipients, sub-recipients, successors, transferees, and assignees must acknowledge and agree to comply with applicable provisions governing DHS access to records, accounts, documents, information, facilities, and staff.

1. Sub-recipients must cooperate with any compliance reviews or compliance investigations conducted by DHS & MEMA.
2. Sub-recipients must give DHS & MEMA access to, and the right to examine and copy, records, accounts, and other documents and sources of information related to the federal financial assistance award and permit access to facilities, personnel, and other individuals and information as may be necessary, as required by DHS regulations and other applicable laws or program guidance.
3. Sub-recipients must submit timely, complete, and accurate reports to the appropriate MEMA officials and maintain appropriate backup documentation to support the reports.
4. Sub-recipients must comply with all other special reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.
5. Recipients of federal financial assistance from DHS must complete the DHS Civil Rights Evaluation Tool within thirty (30) days of receipt of the Notice of Award or, for State Administering Agencies, thirty (30) days from receipt of the DHS Civil Rights Evaluation Tool from DHS or its awarding component agency. After the initial submission for the first award under which this term applies, recipients are required to provide this information once every two (2) years as long as they have an active award, not every time an award is made. Recipients should submit the completed tool, including supporting materials, to CivilRightsEvaluation@hq.dhs.gov. This tool clarifies the civil rights obligations and related reporting requirements contained in the DHS Standard Terms and Conditions. Subrecipients are not required to complete and submit this tool to DHS. The evaluation tool can be found at <https://www.dhs.gov/publication/dhs-civil-rights-evaluation-tool>.
6. The DHS Office for Civil Rights and Civil Liberties will consider, in its discretion, granting an extension if the recipient identifies steps and a timeline for completing the tool. Recipients should request extensions by emailing the request to CivilRightsEvaluation@hq.dhs.gov prior to expiration of the 30-day deadline.

Article V - Activities Conducted Abroad

Sub-recipients must ensure that project activities carried on outside the United States are coordinated as necessary with appropriate government authorities and that appropriate licenses, permits, or approvals are obtained.

Article VI - Age Discrimination Act of 1975

Sub-recipients must comply with the requirements of the Age Discrimination Act of 1975, Pub. L. No. 94-135 (1975) (codified as amended at Title 42, U.S. Code, section 6101 et seq.), which prohibits discrimination on the basis of age in any program or activity receiving federal financial assistance.

Article VII - Americans with Disabilities Act of 1990

Sub-recipients must comply with the requirements of Titles I, II, and III of the Americans with Disabilities Act, Pub. L. No. 101-336 (1990) (codified as amended at 42 U.S.C. sections 12101-12113), which prohibits recipients from discriminating on the basis of disability in the operation of public entities, public and private transportation systems, places of public

accommodation, and certain testing entities.

Article VIII - Best Practices for Collection and Use of Personally Identifiable Information (PII)

Sub-recipients who collect PII are required to have a publicly available privacy policy that describes standards on the usage and maintenance of the PII they collect. DHS defines personally identifiable information (PII) as any information that permits the identity of an individual to be directly or indirectly inferred, including any information that is linked or linkable to that individual. Recipients may also find the DHS Privacy Impact Assessments: Privacy Guidance and Privacy Template as useful resources respectively.

Article IX - Civil Rights Act of 1964 - Title VI

Sub-recipients must comply with the requirements of Title VI of the Civil Rights Act of 1964 (codified as amended at 42 U.S.C. section 2000d et seq.), which provides that no person in the United States will, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. DHS implementing regulations for the Act are found at 6 C.F.R. Part 21 and 44 C.F.R. Part 7.

Article X - Civil Rights Act of 1968

Sub-recipients must comply with Title VIII of the Civil Rights Act of 1968, Pub. L. No. 90-284, as amended through Pub. L. 113-4, which prohibits recipients from discriminating in the sale, rental, financing, and advertising of dwellings, or in the provision of services in connection therewith, on the basis of race, color, national origin, religion, disability, familial status, and sex (see 42 U.S.C. section 3601 et seq.), as implemented by the U.S. Department of Housing and Urban Development at 24 C.F.R. Part 100. The prohibition on disability discrimination includes the requirement that new multifamily housing with four or more dwelling units-i.e., the public and common use areas and individual apartment units (all units in buildings with elevators and ground-floor units in buildings without elevators)-be designed and constructed with certain accessible features. (See 24 C.F.R. Part 100, Subpart D.)

Article XI - Copyright

Sub-recipients must affix the applicable copyright notices of 17 U.S.C. sections 401 or 402 and an acknowledgement of U.S. Government sponsorship (including the award number) to any work first produced under federal financial assistance awards.

Article XII - Debarment and Suspension

Sub-recipients are subject to the non-procurement debarment and suspension regulations implementing Executive Orders (E.O.) 12549 and 12689, which are at 2 C.F.R. Part 180 as adopted by DHS at 2 C.F.R. Part 3000. These regulations restrict federal financial assistance awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities.

Article XIII - Drug-Free Workplace Regulations

Sub-recipients must comply with drug-free workplace requirements in Subpart B (or Subpart C, if the recipient is an individual) of 2 C.F.R. Part 3001, which adopts the Government-wide implementation (2 C.F.R. Part 182) of Sec. 5152-5158 of the Drug-Free Workplace Act of 1988 (41 U.S.C. sections 8101-8106).

Article XIV - Duplication of Benefits

Any cost allocable to a particular federal financial assistance award provided for in 2 C.F.R. Part 200, Subpart E may not be charged to other federal financial assistance awards to overcome fund deficiencies; to avoid restrictions imposed by Federal statutes, regulations, or federal financial assistance award terms and conditions; or for other reasons. However, these prohibitions would not preclude recipients from shifting costs that are allowable under two or more awards in accordance with existing federal statutes, regulations, or the federal financial assistance award terms and conditions.

Article XV - Education Amendments of 1972 (Equal Opportunity in Education Act) - Title IX

Sub-recipients must comply with the requirements of Title IX of the Education Amendments of 1972, Pub. L. No. 92-318 (1972) (codified as amended at 20 U.S.C. section 1681 et seq.), which provide that no person in the United States will, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance. DHS implementing regulations are codified at 6 C.F.R. Part 17 and 44 C.F.R. Part 19.

Article XVI - Energy Policy and Conservation Act

Sub-recipients must comply with the requirements of the Energy Policy and Conservation Act, Pub. L. No. 94- 163 (1975) (codified as amended at 42 U.S.C. section 6201 et seq.), which contain policies relating to energy efficiency that are defined in the state energy conservation plan issued in compliance with this Act.

Article XVII - False Claims Act and Program Fraud Civil Remedies

Sub-recipients must comply with the requirements of the False Claims Act, 31 U.S.C. sections 3729-3733, which prohibits the submission of false or fraudulent claims for payment to the federal government. (See 31 U.S.C. sections 3801-3812, which details the administrative remedies for false claims and statements made.)

Article XVIII - Federal Debt Status

All sub-recipients are required to be non-delinquent in their repayment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowances, and benefit overpayments. (See OMB Circular A-129.)

Article XIX - Federal Leadership on Reducing Text Messaging while Driving

Sub-recipients are encouraged to adopt and enforce policies that ban text messaging while driving as described in E.O. 13513, including conducting initiatives described in Section 3(a) of the Order when on official government business or when performing any work for or on behalf of the federal government.

Article XX - Fly America Act of 1974

Sub-recipients must comply with Preference for U.S. Flag Air Carriers (air carriers holding certificates under 49 U.S.C. section 41102) for international air transportation of people and property to the extent that such service is available, in accordance with the International Air Transportation Fair Competitive Practices Act of 1974, 49 U.S.C. section 40118, and the interpretative guidelines issued by the Comptroller General of the United States in the March 31, 1981, amendment to Comptroller General Decision B-138942.

Article XXI - Hotel and Motel Fire Safety Act of 1990

In accordance with Section 6 of the Hotel and Motel Fire Safety Act of 1990, 15 U.S.C. section 2225a, sub-recipients must ensure that all conference, meeting, convention, or training space funded in whole or in part with federal funds complies with the fire prevention and control guidelines of the Federal Fire Prevention and Control Act of 1974, (codified as amended at 15 U.S.C. section 2225.)

Article XXII - Limited English Proficiency (Civil Rights Act of 1964, Title VI)

Sub-recipients must comply with Title VI of the Civil Rights Act of 1964, (42 U.S.C. section 2000d et seq.) prohibition against discrimination on the basis of national origin, which requires that sub-recipients of federal financial assistance take reasonable steps to provide meaningful access to persons with limited English proficiency (LEP) to their programs and services. For additional assistance and information regarding language access obligations, please refer to the DHS Recipient Guidance:

<https://www.dhs.gov/guidance-published-help-department-supported-organizations-provide-meaningful-access-people-limited> and additional resources on <http://www.lep.gov>.

Article XXIII - Lobbying Prohibitions

Sub-recipients must comply with 31 U.S.C. section 1352, which provides that none of the funds provided under a federal financial assistance award may be expended by the sub-recipient to pay any person to influence, or attempt 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 any federal action related to a federal award or contract, including any extension, continuation, renewal, amendment, or modification.

Article XXIV - National Environmental Policy Act

Sub-recipients must comply with the requirements of the National Environmental Policy Act of 1969 (NEPA), Pub. L. No. 91-190 (1970) (codified as amended at 42 U.S.C. section 4321 et seq.) and the Council on Environmental Quality (CEQ) Regulations for Implementing the Procedural Provisions of NEPA, which require sub-recipients to use all practicable means within their authority, and consistent with other essential considerations of national policy, to create and maintain conditions under which people and nature can exist in productive harmony and fulfill the social, economic, and other needs of present and future generations of Americans.

Article XXV - Nondiscrimination in Matters Pertaining to Faith-Based Organizations

It is DHS policy to ensure the equal treatment of faith-based organizations in social service programs administered or supported by DHS or its component agencies, enabling those organizations to participate in providing important social services to beneficiaries. Sub-recipients must comply with the equal treatment policies and requirements contained in 6 C.F.R. Part 19 and other applicable statutes, regulations, and guidance governing the participations of faith-based organizations in individual DHS programs.

Article XXVI - Non-Supplanting Requirement

Sub-recipients receiving federal financial assistance awards made under programs that prohibit supplanting by law must ensure that federal funds do not replace (supplant) funds that have been budgeted for the same purpose through non-federal sources.

Article XXVII - Notice of Funding Opportunity Requirements

All the instructions, guidance, limitations, and other conditions set forth in the Notice of Funding Opportunity (NOFO) for this program are incorporated here by reference in the award terms and conditions. All sub-recipients must comply with any such requirements set forth in the program NOFO.

Article XXVIII - Patents and Intellectual Property Rights

Sub-recipients are subject to the Bayh-Dole Act, 35 U.S.C. section 200 et seq, unless otherwise provided by law.

Sub-recipients are subject to the specific requirements governing the development, reporting, and disposition of rights to

inventions and patents resulting from federal financial assistance awards located at 37 C.F.R. Part 401 and the standard patent rights clause located at 37 C.F.R. section 401.14.

Article XXIX - Procurement of Recovered Materials

States, political subdivisions of states, and their contractors must comply with Section 6002 of the Solid Waste Disposal Act, Pub. L. No. 89-272 (1965), (codified as amended by the Resource Conservation and Recovery Act, 42 U.S.C. section 6962.) The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition.

Article XXX - Rehabilitation Act of 1973

Sub-recipients must comply with the requirements of Section 504 of the Rehabilitation Act of 1973, Pub. L. No. 93-112 (1973), (codified as amended at 29 U.S.C. section 794,) which provides that no otherwise qualified handicapped individuals in the United States will, solely by reason of the handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

Article XXXI - Reporting of Matters Related to Recipient Integrity and Performance

If the total value of any currently active grants, cooperative agreements, and procurement contracts from all federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of this federal award, then the recipients must comply with the requirements set forth in the government-wide Award Term and Condition for Recipient Integrity and Performance Matters located at 2 C.F.R. Part 200, Appendix XII, the full text of which is incorporated here by reference in the award terms and conditions.

Article XXXII - Reporting Subawards and Executive Compensation

Sub-recipients are required to comply with the requirements set forth in the government-wide award term on Reporting Subawards and Executive Compensation located at 2 C.F.R. Part 170, Appendix A, the full text of which is incorporated here by reference in the award terms and conditions.

Article XXXIII - SAFECOM

Sub-recipients receiving federal financial assistance awards made under programs that provide emergency communication equipment and its related activities must comply with the SAFECOM Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications.

Article XXXIV - Terrorist Financing

Sub-recipients must comply with E.O. 13224 and U.S. laws that prohibit transactions with, and the provisions of resources and support to, individuals and organizations associated with terrorism. Recipients are legally responsible to ensure compliance with the Order and laws.

Article XXXV - Trafficking Victims Protection Act of 2000 (TVPA)

Sub-recipients must comply with the requirements of the government-wide financial assistance award term which implements Section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), codified as amended at 22 U.S.C. section 7104. The award term is located at 2 C.F.R. section 175.15, the full text of which is incorporated here by reference.

Article XXXVI - USA PATRIOT Act of 2001

Sub-recipients must comply with requirements of Section 817 of the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA PATRIOT Act), Pub. L. No. 107-56, which amends 18 U.S.C. sections 175-175c.

Article XXXVII - Use of DHS Seal, Logo and Flags

Sub-recipients must obtain permission from their DHS FAO prior to using the DHS seal(s), logos, crests or reproductions of flags or likenesses of DHS agency officials, including use of the United States Coast Guard seal, logo, crests or reproductions of flags or likenesses of Coast Guard officials.

Article XXXVIII - Universal Identifier and System of Award Management

Recipients are required to comply with the requirements set forth in the government-wide financial assistance award term regarding the System for Award Management and Universal Identifier Requirements located at 2 C.F.R. Part 25, Appendix A, the full text of which is incorporated here by reference.

Article XXXIX - Whistleblower Protection Act

Sub-recipients must comply with the statutory requirements for whistleblower protections (if applicable) at 10 U.S.C section 2409, 41 U.S.C. section 4712, and 10 U.S.C. section 2324, 41 U.S.C. sections 4304 and 4310.

Article XL - Acceptance of Post Award Changes

In the event FEMA determines that changes are necessary to the award document after an award has been made, including changes to period of performance or terms and conditions, sub-recipients will be notified of the changes in writing. Once

notification has been made, any subsequent request for funds will indicate sub-recipient acceptance of the changes to the award.

Please call the MEMA's Grants Division at 410-517-3600 or email grants.mema@maryland.gov.

Article XLI - Prior Approval for Modification of Approved Budget

Before making any change to the DHS/FEMA approved budget for this award, you must request prior written approval from MEMA where required by 2 C.F.R. Section 200.308. DHS/FEMA is also utilizing its discretion to impose an additional restriction under 2 C.F.R. Section 200.308(e) regarding the transfer of funds among direct cost categories, programs, functions, or activities. Therefore, for awards with an approved budget where the Federal share is greater than the simplified acquisition threshold (currently \$250,000), you may not transfer funds among direct cost categories, programs, functions, or activities without prior written approval from MEMA where the cumulative amount of such transfers exceeds or is expected to exceed ten percent (10%) of the total budget MEMA last approved. You must report any deviations from your approved budget in the first Federal Financial Report (SF-425) you submit with the Quarterly Status Report (QSR) following any budget deviation, regardless of whether the budget deviation requires prior written approval.

Article XLII - Disposition of Equipment Acquired Under the Federal Award

When original or replacement equipment acquired under this award by the recipient or its sub-recipients is no longer needed for the original project or program or for other activities currently or previously supported by DHS/FEMA, you must request instructions from MEMA to make proper disposition of the equipment pursuant to 2 C.F.R. Section 200.313.

Article XLIII Environmental Planning and Historic Preservation

DHS/FEMA funded activities that may require an EHP review are subject to FEMA's Environmental Planning and Historic Preservation (EHP) review process. This review does not address all federal, state, and local requirements. Acceptance of federal funding requires sub-recipient to comply with all federal, state, and local laws. Failure to obtain all appropriate federal, state, and local environmental permits and clearances may jeopardize federal funding.

DHS/FEMA is required to consider the potential impacts to natural and cultural resources of all projects funded by DHS/FEMA grant funds, through its EHP Review process, as mandated by the National Environmental Policy Act; National Historic Preservation Act of 1966, as amended; National Flood Insurance Program regulations; and, any other applicable laws and Executive Orders. To access the FEMA's EHP screening form and instructions, go to the MEMAGMS > Admin Menu > Forms Manager. In order to initiate EHP review of your project(s), sub-recipients must complete all relevant sections of this form and submit it to janet.moncrieffe@maryland.gov & copy grants.mema@maryland.gov along with all other pertinent project information.

Kimberly Reynolds

From: GAN@MEMAGMS.org
Sent: Thursday, April 30, 2020 9:08 AM
To: Kimberly Reynolds; Billy Birch
Subject: Grant Adjustment Notice has been RELEASED for County Commissioners of Worcester County, Maryland
Attachments: GAN_20-SR_8861-01.pdf

A Grant Adjustment Notice (GAN) has been **RELEASED** by the SAA for County Commissioners of Worcester County Maryland - 2020:

Subgrantee: County Commissioners of Worcester County, Maryland

GAN Type: 2020 Initial Grant Award

GAN Date: 30-Apr-20

Due Date: 27-May-20

	EMPG	EMPG (Matching)
Original Amount:	\$0.00	\$0.00
New Amount:	\$74,406.86	\$74,406.86
Delta:	\$74,406.86	\$74,406.86

Project Adjustment Details	Grant Name	From Amount	To Amount	Delta
Worcester County Emergency Management Director Staffing/Benefits	2020 EMPG	\$0.00	\$74,406.86	\$74,406.86
Worcester County Emergency Management Director Staffing/Benefits	2020 EMPG (Matching Funds)	\$0.00	\$74,406.86	\$74,406.86

2020 EMPG - 20EMPG861	From	To
Grant Start Date:	Oct 01 2019	Oct 01 2019
Grant Close Date:	Sep 30 2021	Sep 30 2021
2020 EMPG (Matching Funds)		
Grant Start Date:	Oct 01 2019	Oct 01 2019
Grant Close Date:	Sep 30 2021	Sep 30 2021

**Reason for
GAN:** Original Grant Award

Attached is a copy of the required GAN paper work. Please print a copy, have the appropriate individual sign where designated and return the signed copy to the return address on the GAN. (Retain a copy of the signed document for your records.)

If you have any questions concerning this e-mail please contact the SAA.

NOTE: The GAN process is not complete until the SAA receives a signed copy of this GAN. All activities on this grant are frozen until the GAN is completely processed. Please attend to this matter as soon as possible.

MEMA GMS

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

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

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

Proposed Public Hearing
on June 2, 2020

May 14, 2020

To: Harold Higgins, Chief Administrative Officer
From: Kim Reynolds, Senior Budget Accountant *K Reynolds*
Subject: Public Hearing CDBG COVID-19 Funding Availability

This is a request to hold a public hearing regarding the Community Development Block Grant Funding Availability which can be utilized for Senior Services, Food program, Homeless Assistance.

This funding would potentially be used to assist the Commission on Aging, Diakonia, Inc and Samaritan Shelter with costs associated with the Covid-19 pandemic.

DRAFT

• • • Exhibit C • • •

*First Public Hearing Notice
(Sample shows minimal language to be included)*

**NOTICE OF PUBLIC HEARING
COMMUNITY DEVELOPMENT BLOCK
GRANT APPLICATION
WORCESTER COUNTY, MARYLAND**

The Worcester County Commissioners will conduct a Public Hearing on Tuesday, June 2, 2020 to obtain the views of citizens on community development and housing needs to be considered for submission of an application to the Maryland Community Development Block Grant Program (CDBG) for funds awarded through the federal CARES Act. Funds must be used to prevention, prepare for and respond to the coronavirus.

Citizens will have the opportunity to discuss proposed projects and to provide input on other needs to be considered. The hearing will be held at the *(Location)* at *(time, day, and date)*. The draft application will be available for the public to review on *(date)* until *(date)* at *(location)* during normal business hours.

Citizens will be furnished with information including but not limited to:

- * the amount of CDBG funds available;
- * the range of activities that may be undertaken with CDBG funds; and
- * the proposed projects under consideration by Worcester County.

The Maryland CDBG Program is a federally funded program designed to assist governments with activities directed toward neighborhood and housing revitalization, economic development, and improved community facilities and services. It is administered by the Maryland Department of Housing and Community Development.

Efforts will be made to accommodate the disabled and non-English speaking residents with _____ days advance notice to _____ *(name and phone number of contact)*. Questions may be directed to Kimberly Reynolds, Senior Budget Accountant, at 410-632-1194.

(Chief Executive Officer of Jurisdiction)

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM-COVID FUNDING
METHOD OF DISTRIBUTION-ROUND #1

Under the CARES Act, Congress provided \$5 billion to fund the Community Development Block Grant Program (CDBG-CV) for activities to prevent, prepare for and respond to the coronavirus crisis. The first \$2 billion was distributed using the same formula HUD used to award funds to entitlements and states for federal fiscal year 2020. The State of Maryland, through the Department of Housing and Community Development (DHCD) was awarded \$4,691,887 for non-entitlement communities. The remaining \$3 billion will be provided at a later date using formulas to be developed by HUD.

This document serves as an amendment to the State's federal 2019 Action Plan. It includes a description of how the State will distribute CDBG-CV funds, identifies eligible projects and activities, identifies eligible applicants, and discusses primary regulations, policies and procedures.

DHCD prepared this plan using all available information provided by HUD at the time. If future guidance from HUD requires substantial changes to this plan, those changes will be identified in future amendments.

HUD provides the State with "maximum feasible deference" to create additional policies, be more restrictive than HUD in policies and interpretation of regulations, and to determine how funds will be distributed. Additionally, the State may choose not to fund certain types of projects though they are eligible. Of the total received, 70% of the funds must be spent on activities that benefit low and moderate income persons. For this grant, HUD has removed the 15% limit on funding of public services.

The CDBG-CV funds will be distributed as follows:

STATE OF MARYLAND CDBG-CV ALLOCATION – ROUND 1	
State Administration (2% + \$100,000)	\$193,837.74
Technical Assistance (1%)	\$46,918.87
Projects and Activities	\$4,451,130.39
TOTAL	\$4,691,887

The State will match the 2% administrative allowance with State general funds. The 1% Technical Assistance funds will be used to pay for program administrative costs related to providing technical assistance to grantees.

All funds must be expended by September 30, 2022.

ELIGIBLE USES AND ACTIVITIES

Funded projects must meet at least one of the following national objectives as required by Title I of the Housing and Community Development Act of 1974, as amended:

- to benefit low and moderate income persons;
- to prevent or eliminate conditions of slum and blight; or
- to meet an urgent need.

Activities assisted under the State CDBG program must be eligible per Section 105(a) of Title I of the Housing and Community Development Act of 1974 (“HCD Act of 1974”), 42 U.S.C. § 5305(a), as amended.

To ensure that the grant activities are used to prevent, prepare for and respond to the coronavirus crisis, the State has chosen to limit the uses of these funds to meet only two of the national objectives. The State also chooses to limit the uses of funds to certain activities. The eligible activities can be implemented immediately and are not subject to lengthy environmental review processes or permitting. Funds will be awarded through a competitive process.

Under the State CDBG Program, for public service activities, applicants must be able to demonstrate that there has been a quantifiable increase in the demand/need for services due to the coronavirus crisis. All applicants must be able to demonstrate that they are addressing needs resulting from the coronavirus crisis. Eligible uses and examples of projects/activities are:

- Senior Services
 - Hiring of new staff for case management for isolated/quarantined seniors
 - Hiring new staff and/or purchasing food for delivery programs
 - Medical services
- Food Programs
 - Hiring of new staff
 - Purchasing of food and food distribution
 - Leasing of rental spaces
- Homeless Assistance
 - Hiring of new staff
 - Acquisition/rental of medical equipment/beds/tables/chairs
 - Acquisition of supplies and materials
 - Rental of buildings/spaces necessary for isolation/quarantine
 - Emergency sheltering (hotel/motel)
 - Procured medical and health services
- Rental Assistance for Low and Moderate Income Households
 - Provision of three months of emergency rental assistance to keep tenants in housing
- Rural Health Center/Clinics
 - Hiring of new staff
 - Operating costs (limited)
- Services for Disabled Adults
 - Hiring of new staff
 - Creative solutions to provide services
- Other Essential Services
 - Will be considered on a case by case basis to determine eligibility

As there is significant funding available at both the federal and state level, the CDBG Program is to ensure that there is no duplication of benefits. Applicants must identify all sources of funds, including local and private, that have been applied for and/or received for requested projects and activities. Food purchases are only allowed during emergency period.

County applicants can request reasonable amounts of funds for project administration for themselves and their subrecipients.

ELIGIBILITY

For this grant, the State chooses to only accept applications from non-entitlement county governments. This limitation is an effort to address needs impacting the entire county.

To be eligible for CDBG funding, each application submitted for funding must meet the following eligibility requirements:

- The applicant is an eligible non-entitlement county government with a population of less than 200,000 (this count excludes HUD entitlement jurisdictions within the county);
- The proposed activities are eligible under Title I of the Housing and Community Development Act of 1974, as amended, and identified on the list of eligible activities in this plan;
- The proposed project meets a national objective as required under 24 CFR Part 570;
- The proposed (if any) subrecipient(s) is eligible;

A county government can submit one application for multiple projects.

A county government may submit an application which includes projects to be carried out by subrecipients *if they choose to do so*. As this crisis impacts the county as a whole, counties must be inclusive and consider needs of municipalities, and health and human service providers.

Eligible subrecipients include:

- non-profit organizations that are corporations, associations, agencies or faith-based organizations with non-profit status under the IRS Section 501(c)(3); and
- community based development organizations (CBDOs) that have been certified by the CDBG Program.

If funded, the grantee will be required to execute a Subrecipient Agreement with the specific entity(s). These agreements bind them to the requirements and policies of the CDBG program and the grantee.

NATIONAL OBJECTIVE

The activities to be funded under this grant must meet one of the following national objectives:

Benefit to Low and Moderate Income Persons Thru Limited Clientele Activities – For projects that benefit persons that are “presumed” to be of low and moderate income or are qualified based on data about family size and income. If not a presumed clientele, 51% of the total number of beneficiaries must be of low and moderate income.

The following clientele are presumed by HUD to be of low and moderate income:

- Abused Children
- Homeless Persons
- Battered Spouses
- Elderly Persons
- Persons Living with Aids
- Migrant Farm Workers
- Adults meeting the census definition of severely disabled

Benefit to LMI Households Thru Housing Activities – For projects that benefit a low and moderate income household that is qualified based on data about household size and income.

Meeting an Urgent Need – For projects that pose a serious and immediate threat to the health and welfare of a community, are of recent origin, and other funding sources are not available. Note that only 30% of the available funding can be used to fund activities under this national objective.

APPLICATION SUBMISSION PROCESS

The following regulations, requirements and policies apply to submission of a CDBG application regardless of funding category. A Policies and Procedures Manual and an Application specific to this funding will be provided to non-entitlement counties. As time is of the essence, the Program will conduct pre-application calls with counties rather than conduct an application workshop.

One original and two copies are due by June 12, 2020 by 5 p.m. Those received after the designated date and time will be rejected. Applications are to be mailed to: DHCD, 7800 Harkins Road, Lanham, MD 20706. Attention: CDBG Program.

1. Citizen Participation Requirements – Governments must comply with citizen participation requirements when seeking CDBG funding and implementing CDBG funded projects. The State requires a jurisdiction to adopt and maintain a written *Citizen Participation Plan* which outlines and describes their efforts in soliciting citizen input and responding to concerns and questions. Applicants/grantees are provided minimum language to be included.

A jurisdiction's *Citizen Participation Plan* is effective for a five year period. The plan must be current at the time of application. If it is not current or the applicant does not have one, the applicant must adopt and submit a new plan with their application.

2. Public Hearing - A jurisdiction is to conduct at least one public hearing prior to submission of an application for a CDBG project. Failure to conduct the hearing as required will result in the rejection of the application as it will not be in compliance with Citizens Participation requirements.

Hearings may take place in conjunction with a regularly scheduled meeting of the elected public officials of the county that is submitting the application or as a special public hearing. At the hearing, the jurisdiction should discuss the impact of coronavirus crisis on the county, and how these funds can be utilized to meet local needs, needs of municipalities, and needs of health and human service providers. While the hearing allows for a jurisdiction to seek input on proposed activities, it should allow for input from the community as to other needs that could be considered. A copy of the meeting minutes and the hearing notice must be submitted with the application.

The public hearing notice must be published in a local newspaper at least five (5) days prior to the date of the hearing. Applicants are provided with the *minimum* language required for the notice. Additionally, the jurisdiction should seek to notify the public with other means such as cable television,

posted notices in public places, notices in other local publications, newsletters, government website, etc. The jurisdiction should encourage participation of potential or actual beneficiaries of a project and make accommodations for the disabled.

Public hearings shall be conducted in a manner to meet the needs of non-English speaking residents where a significant number of non-English speaking residents can reasonably be expected to participate.

3. Public Review of Application – The public should have the opportunity to review and comment on a draft of the application before it is submitted to the State. In the public hearing notice, the applicant must provide the anticipated date the draft application(s) will be available for review as well as the location where it can be found.

4. Local Resolution - The legislative body of the jurisdiction must pass a resolution authorizing submission of the application, the specific project(s) and the specific amount of funds being requested. The resolution must authorize the application in an amount equal to or greater than the amount requested in the application(s). The resolution must also acknowledge that the signers understand that repayment of grant funds could be required if the application is funded and the project is not completed or does not meet a CDBG national objective.

A copy of the resolution must accompany the application or the application will not be reviewed.

5. Residential Anti-Displacement and Relocation Assistance Plan – The State requires jurisdictions to adopt and maintain a written *Residential Anti-Displacement and Relocation Assistance Plan*. While a jurisdiction should make every effort to minimize the displacement of persons or businesses when using CDBG funds, this plan will describe what the jurisdiction will do in the event that it does occur. Applicants/grantees are provided minimum language to be included.

Section 104(k) of the HCD Act of 1974, 42 U.S.C. § 5304(k), requires that reasonable relocation assistance be provided to persons displaced as a result of the use of CDBG assistance to acquire or substantially rehabilitate property. Section 104(d) of the HCD Act of 1974, as amended, 42 U.S.C. § 5304(d), requires one-for-one replacement of all low and moderate income dwelling units housing the same number of occupants as could have been housed in the units demolished or converted to another use as a result of CDBG assistance.

A jurisdiction's *Residential Anti-Displacement and Relocation Assistance Plan* is effective for a five year period. The plan must be current at the time of application. If it is not current or the applicant does not have one, the applicant must adopt and submit a new plan with their application. Please note that a specific plan will be required for approved grants with projects which will actually result in displacement.

6. Debarment - The applicant is required to complete Debarment Checks on subrecipients prior to submission of an application. The completed forms do not need to be included with the application unless there is a problem.

7. Limited English Proficiency – Applicants are to demonstrate that they complied with their Limited English Proficiency Plan if they are an existing grantee or, if new applicant, they researched the available data to determine if any of their outreach efforts required information to be translated into other

languages or if other outreach efforts were required. A specific form is to be submitted which will be found in the Policies and Procedures Manual.

8. Clearinghouse Submission - Applicants must comply with the Maryland Intergovernmental Review and Coordination Process (COMAR 14.24.04). Simultaneous with the submission of any application for CDBG funding, applicants must submit an electronic copy of a project profile to the Maryland State Clearinghouse. The profile must include a cover form; a summary briefly explaining the nature, purpose, scope and justification for the project; a map of the project location and geographic area to be served; a budget identifying all sources and uses of funds; and staffing for the project. Please note that the submission to the Clearinghouse must be submitted by the government applicant, not the subrecipient. Comments from this review will be forwarded to the CDBG program. Information must be submitted to mdp.clearinghouse@maryland.gov

Applications Due June 12, 2020 by 5:00 PM

RATING AND RANKING

The State will award CDBG-CV funds through a competitive process. Applications are evaluated using a three-step process: threshold review, project evaluation, and funding recommendations. Applications will not pass threshold and be rejected if: 1) the application is not complete; 2) the public hearing process was not done correctly; 3) the draft of the application was not available for public review before submission; 4) the application is not received by the established due date; or 5) the proposed project and/or activities do not meet the eligibility requirements.

Due to the immediate crisis, the CDBG Program will not consider performance issues related to previous CDBG grants when reviewing the applications for CDBG-CV funds. However, if funded, additional requirements may be identified if a grantee has existing performance issues.

Staff will review the Needs Assessment(s) in each application to determine if it is complete, comprehensive and sufficient. Applicants will be contacted if additional information is required. Applications will be rated and ranked competitively by a review committee composed of Maryland CDBG program staff with participation from other state and/or federal government agencies when appropriate. Applicants will be given an opportunity to answer the committee's questions via phone or e-mail.

Rating is based on a 100 point scale. Point ranges have been established for each criterion to gauge the extent to which the applicant meets the criterion. The following factors will be considered in determining the points assigned.

RANKING FACTOR	MAXIMUM POINTS
BENEFIT	60 Points

READINESS TO PROCEED	40 Points
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1. BENEFIT (60 maximum points)

Applications and projects will be evaluated based on their impact and ability to prevent, prepare for and respond to the coronavirus. Applicants must clearly describe needs, solutions, and proposed benefits and accomplishments.

2. READINESS TO PROCEED (40 maximum points)

As Congress and HUD have mandated that funds must be spent in a timely manner, the applications and projects will be evaluated based on capacity and readiness and to proceed.

- Applicants must describe how they will implement each project.
- Applicants must provide an overall grant management plan including how they will manage subrecipient(s).
- Applicants must provide detailed schedules for each project.
- Applicants must provide detailed explanations as to how costs were derived.

FUNDING RECOMMENDATIONS

The highest rated applications are recommended for funding until the available funding for the round is exhausted. DHCD reserves the right to reduce requested amounts or to not fund specific projects identified in an application.

The recommendations of the Rating Committee for both approval and rejection of applications are reviewed by the Assistant Secretary for Neighborhood Revitalization and presented to the Secretary of DHCD for final approval. Awards are expected to be announced within approximately 14 days of the application submission deadline.

PROGRAM REGULATIONS, REQUIREMENTS AND POLICIES

Grants must be implemented in compliance with the requirements found in the HCD Act of 1974, the CDBG program regulations found in 24 CFR 570, other federal regulations, and state policies and procedures. While most are not applicable until a project is funded and underway, some have to be considered when submitting an application for funding as they may impact cost, schedule, staffing, etc. The ones listed below are specific to the eligible activities that can be funded under this grant:

1. Audits – If a grantee spends more than \$750,000 of federal funds from any source during their fiscal year, they are required to have a Single Audit prepared in conformance with the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (2 CFR Part 200).
2. Conflict of Interest - Grantees must comply with federal Code of Conduct or Conflict of Interest Standards found in 2 CFR Part 200 and 24 CFR Part 570.489 which includes having a written policy. Additionally, State of Maryland law requires local governments to adopt conflict of interest restrictions

and financial disclosure requirements for local elected officials and candidates that are at least as stringent as the requirements for public officials contained in the Public Ethics Law. More information regarding the Local Government Ethics Law can be found at COMAR, Title 19A, Subtitle 04, Local Government Ethics Law. *Note that those exempt from this requirement under the State of Maryland law must still comply with federal requirements.*

3. Duplication of Benefits – Grantees are to ensure that there is no duplication of benefits related to funding of projects. Additional guidance will be provided to approved grantees.

4. Environmental Review – Grantees must comply with the National Environmental Policy Act of 1969 and other federal laws which are specified in 24 CFR Part 58. This review must be completed prior to the initiation of project activities regardless of the funding source. A project is defined as the sum of all elements or activities, not just those funded with CDBG. No activities are to begin until a Release of Funds has been issued by the CDBG Environmental Officer.

5. Fair Housing and Equal Opportunity – Grantees must demonstrate their compliance with numerous federal laws, regulations, and Executive Orders as a recipient of a CDBG award and in their general conduct of operating a government. The most relevant regulations are related to non-discrimination when using HUD funding programs; non-discrimination and equal opportunity in housing; non-discrimination on the basis of race, color, religion, sex, national origin, handicap or familial status in programs and activities receiving or benefiting from federal assistance; and employment and contracting opportunities for lower income persons or minority businesses. The grant agreements issued for funded projects will identify all that apply and the specific requirements. Note that these requirements also apply to subrecipients.

6. Fair Housing and Equal Opportunity – Disadvantaged Businesses – For any services that must be procured, grantees are to take affirmative steps to solicit bids from minority owned businesses (MBE) and women owned businesses (WBE).

7. Fair Housing and Equal Opportunity - Section 3 – When procuring services for contracts which are anticipated to exceed \$100,000, grantees must comply with Section 3 of the HCD Act of 1968 which requires that employment and other economic opportunities be made available to low and very low income persons.

8. Financial Management - Grantees must comply with appropriate sections of 2 CFR Part 200, 24 CFR 570.489 and State regulations and requirements in the financial management of their federal grant. CDBG funds should only be spent on costs that are deemed as "reasonable and necessary." *The CDBG Program Financial and Procurement Manual* will provide additional information.

9. Food – The purchase of food is allowable during the emergency/crisis period. Food cannot be purchased after the emergency/crisis period has passed. More detailed information will be provided to grantees.

10. Procurement - Grantees are to comply with requirements and processes as identified in the *CDBG Program Financial and Procurement Manual* for all procurement activities. The use of the same policy by all grantees ensures compliance with appropriate sections of 2 CFR Part 200 and 24 CFR 570.489 when purchasing materials, products or services with federal funds.

11. Project Administration Costs – All costs supporting project administration or project delivery costs must be documented. Timesheets must be maintained for all persons paid with CDBG funds. The timesheets must reflect actual hours worked on the project. Grantees will be required to document their paid and in-kind costs committed as leverage.

ADDITIONAL PROGRAM INFORMATION

1. Grant Period – The end date for all grants will be July 31, 2022. No time extensions will be provided. The grant period is related to the expenditure of the grant funds only.

2. Grant Amendments - Grants may be amended only for changes in scope and budget activities. Requests for amendment must be submitted in writing for the following:

- the proposed addition of a new, or deletion of an existing activity or project;
- the scope of a project will change;
- a budget revision is proposed resulting in a transfer between approved budget line items in excess of ten percent of the grant award; or
- other instances where DHCD determines an amendment to be appropriate.

Grant amendment requests shall provide sufficient information to explain and justify the proposed changes. The CDBG Program may determine that an amendment to a grant agreement requires additional actions. The grantee will be notified in writing if they must complete any of the following requirements:

- additional citizen participation efforts;
- additional review by the State Clearinghouse; or
- additional environmental review.

The request for a grant amendment will be reviewed on the basis of eligibility and the evaluation criteria applicable at the time of the amendment request.

3. Monitoring and Close Out of Grants - Grants will be monitored on an on-going basis by CDBG Program staff for compliance with federal and state regulations and requirements and to ensure that the national objective has been met. All applications are considered “open” until they have been fully monitored and all issues are resolved. The State will issue a Close Out letter to the grantee when it has been formally closed. Grant files and records must be retained by the grantee for a five (5) year period after close out of the State’s grant by HUD.

4. Recapture and Repayment of Funds – The CDBG Program will recapture funds from awarded grants if the grantee is not expending funds and implementing projects in a timely manner. In the event that additional funds are made available under this round due to recapture, funds will be offered to other CDBG-CV grantees for an existing project provided they can demonstrate immediate need for additional funding.

Any funds recaptured through grant termination, repayment due to monitoring findings, or completion of an activity at a cost savings will be subject to HUD regulations and requirements.

ANTICIPATED ACTIVITIES AND AMOUNTS

The following chart provides estimates as to beneficiaries and funding to meet specific goals that are in Action Plan. They are estimates based on the types of projects and activities that could be funded using the CDBG-CV funding. Actual information will be provided once funds are awarded and grantees are reporting.

Goal	Category	Indicator	Units of Measurement	Estimated Beneficiaries / Benefit	Estimated Amount to be Awarded
Community Revitalization	Affordable Housing Homeless Non-Homeless-Special Needs Non-Housing Community Development	Services for Special Needs Populations	Persons	10,000	\$1,725,565.39
Community Revitalization	Affordable Housing-Homeless Non-Homeless-Special Needs Non-Housing Community Development	Services for Low and Moderate Income Persons	Persons	8,000	\$1,725,565
Community Revitalization	Affordable Housing-Homeless Non-Homeless-Special Needs Non-Housing Community Development	Emergency Rental Assistance	Households	500	\$1,000,000

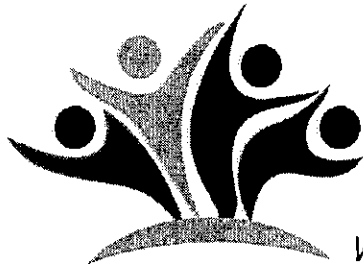
PERFORMANCE MEASURES

The CDBG-CV funded projects will meet the following HUD performance measures:

CDBG-CV Funding Estimated Project Results		
Objectives	Outcomes	Activity Description
Suitable Living Environment	Sustainability for the purpose of creating suitable living environments	Services for special needs populations

CDBG-CV Funding Estimated Project Results		
Objectives	Outcomes	Activity Description
Suitable Living Environment	Sustainability for the purpose of creating suitable living environments	Services for low and moderate income persons
Decent Housing	Sustainability for the purpose of providing decent housing	Emergency rental assistance for low and moderate income households

DRAFT



WORCESTER COUNTY LOCAL BEHAVIORAL HEALTH AUTHORITY

Working together for healthier communities!

6

TO: Harold Higgins, Chief Administrative Officer
FROM: JS Jessica Sexauer, Director of Local Behavioral Health Authority

DATE: May 11, 2020
SUBJECT: Recommendation from Local Behavioral Health Authority:

The Worcester County Local Behavioral Health Authority received two proposals as a result of the Request for Proposal for Adult Mental Health Targeted Case Management Services. This program will assist adults with Serious Mental Illness (SMI) to get connected to needed treatment and support to improve their overall quality of life and promote long-term recovery.

On May 6, 2020 a team of objective professionals reviewed and scored the proposals for quality assurance. Due to our office being in the Health Department we requested an outside review team from Mid-Shore Behavioral Health Systems to avoid any perceived conflict of interests. Enclosed are scoring rubrics for each proposal containing the review criteria used to score the proposal, the individual score of each reviewer, and the average score of each proposal.

The evaluation and review committee, from Mid-Shore Behavioral Health is recommending the following provider be selected for program implementation beginning July 1st 2020:

Adult Mental Health Targeted Case Management Services

Selected Vendor: Worcester County Health Department which received an average score of 85.5 out of a possible 100.

P. 2

Adult Mental Health Targeted Case Management Services

Not Selected Vendor: Hope Health Services Inc. which received an average score of 79.3 out of a possible 100.

P. 6

The Worcester County Local Behavioral Health Authority is requesting the approval of the Worcester County Commissioners for the Worcester County Health Department to continue providing Adult Mental Health Targeted Case Management Services effective July 1, 2020 for a five-year contract.

If you have any concerns or questions about the proposal, scoring criteria or vendor, please do not hesitate to contact me at 410-632-3366.

Thank you for your assistance.

Cc: Kelly Shanahan, Assistant Chief Administrative Officer
Enclosures

Program: Adult Targeted Case Management
 Vendor: Worcester County Health Department

<u>Adult TCM Evaluation Criteria Categories</u>		Maximum Score	Reviewer BK	Reviewer JB	Reviewer JD	Reviewer KD
Organizational Background (10 points)						
Did the applicant provide evidence of the organization's history and experience providing one of the eligible mental health services: Mobile Treatment, Outpatient Mental Health Center, Psychiatric Rehabilitation, or at least three years of Mental Health Case Management?	5	5	5	5	5	5
Did the applicant clearly show the organization's understanding of the requirements under COMAR 10.09.45 and its capacity to operate using a Fee-For-Service reimbursement model?	5	5	5	5	5	5
Description and Goals of the Mental Health Case Management Program (25 points)						
Did the applicant show a strong commitment to the goals of Targeted Case Management (TCM)?	10	10	9	8	9	9
Did the applicant demonstrate a strong understanding of the requirements listed in the Scope of Service by providing a detailed implementation plan?	5	5	4	4	5	5
Is the location of services adequate to store case files, support staffing needs, and promote access to case management services?	5	5	5	5	5	5
Was the applicant clear that the program will avoid known conflicts of interest/self-referral and respect consumer choice when connecting consumers to other services?	5	3	4	4	3	3

Program: Adult Targeted Case Management
 Vendor: Worcester County Health Department

Program's Organizational Structure and Staffing Plan (20 points)						
Did the applicant demonstrate a strong understanding of the regulations that govern the staffing of Mental Health Case Management services outlined in COMAR 10.09.45.05?	10	10	9	9	9	9
Did the applicant demonstrate qualified staff will be available 24 hours per day, 7 days per week to address the urgent needs of consumers?	5	5	5	4	5	5
Did the applicant demonstrate staff training and supervision will be adequate to support staff who often works offsite and with individuals with diverse needs and backgrounds?	5	5	4	5	5	3
Effectively Serving the Target Population (25 points)						
Did the applicant thoroughly explain how the applicant will effectively reach out to, engage, enroll, serve, successfully link, and ultimately discharge the target population, particularly those individuals with multiple, complex needs.	10	8	8	8	8	9
Did the applicant emphasize partnerships for the purposes of generating referrals from and making linkages to these systems?	5	4	5	5	5	5
Did the applicant clearly articulate a commitment to service delivery that is culturally and linguistically competent and responsive to the diverse communities served?	5	2	2	2	2	2

Program: Adult Targeted Case Management
 Vendor: Worcester County Health Department

Did the applicant describe how the program will work with people who have limited English proficiency, both within the Mental Health Case Management program and in connecting consumers to culturally and linguistically competent care?	5	1	2	1	1
Program Evaluation and Quality Assurance (15 points)					
Did the applicant show a commitment to providing quality services by describing how quality will be defined and measured on an ongoing basis?	15	15	15	15	14
Implementation Timeline (5 points)					
Was the applicant timeline reasonable and emphasize the transition of existing consumers of providers not selected by this Request for Proposal (RFP) process.	5	5	5	4	3
Total	100	88	87	84	83
Average score: 85.5					
Comments:					
BK-recommends moving forward with a contract for services with Worcester County Health Department.					

Program: Adult Targeted Case Management
Vendor: Worcester County Health Department

JB-recommends moving forward with a contract for services with Worcester County Health Department.
JD-recommends moving forward with a contract for services with Worcester County Health Department.
KD-recommends moving forward with a contract for services with Worcester County Health Department.
Collectively all of the reviewers expressed that Worcester County Health Department has done a great job for many years and would like to see the service continue; with improving and showing how they would provide cultural and linguistic competency amongst its diverse population.

Program: Adult Targeted Case Management
 Vendor: Hope Health System Inc.

<u>Adult TCM Evaluation Criteria Categories</u>	Maximum Score	Reviewer BK	Reviewer JB	Reviewer JD	Reviewer KD
Organizational Background (10 points)					
Did the applicant provide evidence of the organization's history and experience providing one of the eligible mental health services: Mobile Treatment, Outpatient Mental Health Center, Psychiatric Rehabilitation, or at least three years of Mental Health Case Management?	5	5	3	3	5
Did the applicant clearly show the organization's understanding of the requirements under COMAR 10.09.45 and its capacity to operate using a Fee-For-Service reimbursement model?	5	3	5	5	4
Description and Goals of the Mental Health Case Management Program (25 points)					
Did the applicant show a strong commitment to the goals of Targeted Case Management (TCM)?	10	9	9	9	8
Did the applicant demonstrate a strong understanding of the requirements listed in the Scope of Service by providing a detailed implementation plan?	5	4	3	4	4
Is the location of services adequate to store case files, support staffing needs, and promote access to case management services?	5	4	3	3	2
Was the applicant clear that the program will avoid known conflicts of interest/self-referral and respect consumer choice when connecting consumers to other services?	5	5	2	3	3

Program: Adult Targeted Case Management
 Vendor: Hope Health System Inc.

Program's Organizational Structure and Staffing Plan						
(20 points)						
Did the applicant demonstrate a strong understanding of the regulations that govern the staffing of Mental Health Case Management services outlined in COMAR 10.09.45.05?	10	7	10	8	7	
Did the applicant demonstrate qualified staff will be available 24 hours per day, 7 days per week to address the urgent needs of consumers?	5	4	5	5	5	5
Did the applicant demonstrate staff training and supervision will be adequate to support staff who often works offsite and with individuals with diverse needs and backgrounds?	5	3	5	4	3	3
Effectively Serving the Target Population						
(25 points)						
Did the applicant thoroughly explain how the applicant will effectively reach out to, engage, enroll, serve, successfully link, and ultimately discharge the target population, particularly those individuals with multiple, complex needs.	10	7	7	7	6	6
Did the applicant emphasize partnerships for the purposes of generating referrals from and making linkages to these systems?	5	3	2	2	4	4
Did the applicant clearly articulate a commitment to service delivery that is culturally and linguistically competent and responsive to the diverse communities served?	5	4	5	4	4	4

Program: Adult Targeted Case Management
 Vendor: Hope Health System Inc.

Did the applicant describe how the program will work with people who have limited English proficiency, both within the Mental Health Case Management program and in connecting consumers to culturally and linguistically competent care?	5	1	2	3	2
Program Evaluation and Quality Assurance (15 points)					
Did the applicant show a commitment to providing quality services by describing how quality will be defined and measured on an ongoing basis?	15	12	15	14	12
Implementation Timeline (5 points)					
Was the applicant timeline reasonable and emphasize the transition of existing consumers of providers not selected by this Request for Proposal (RFP) process.	5	2	2	2	3
Total	100	73	95	76	73
Average score: 79.3					
Comments:					
BK-recommends NOT moving forward with a contract for services with Hope Health System Inc.					

Program: Adult Targeted Case Management
Vendor: Hope Health System Inc.

JB-recommends NOT moving forward with a contract for services with Hope Health System Inc.
JD-recommends NOT moving forward with a contract for services with Hope Health System Inc.
KD-recommends NOT moving forward with a contract for services with Hope Health System Inc.
BK-Strong application, but very concerned that Hope Health Systems did not include service provision in more rural settings such as Worcester County. Very different from Baltimore. Not clearly describing of how to acclimate to Worcester County-rural
KD- Challenges with being out of area



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COUNTY ATTORNEY

Worcester County

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



February 5, 2020

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

Please print the attached Notice to Bidders in *The Daily Times/Worcester County Times/Ocean Pines Independent and Ocean City Digest/Ocean City Today* on February 13, 2020. Thanks.

REQUEST FOR PROPOSALS Adult Mental Health Targeted Case Management Services for Worcester County Local Behavioral Health Authority

The Worcester County Commissioners are currently seeking proposals from qualified providers able to provide mental health Targeted Case Management (TCM) services for eligible adults with Serious Mental Illness (SMI). Further information and instructions to bidders are provided in the Request for Proposals (RFP) package which may be picked up from the Office of the County Commissioners, Worcester County Government Center, One West Market Street - Room 1103, Snow Hill, Maryland 21863, obtained online under the "Bids" drop-down menu in the lower right hand side of the home page at www.co.worcester.md.us or by calling the Commissioners' Office at 410-632-1194 to request a package by mail. Interested Bidders are encouraged to attend a **Pre-Bid Proposal Conference on Friday, February 21, 2020 at 9:00 am** to be held at the Health Department Office in Snow Hill, 6040 Public Landing Road, Room 231, Snow Hill, MD 21863. **Sealed proposals will be accepted until 1:00 PM, Monday, April 27, 2020** in the Office of the County Commissioners, Room 1103 - Worcester County Government Center, One West Market Street, Snow Hill, Maryland 21863, at which time they will be opened and publicly read aloud. Envelopes shall be marked "**Proposal for Adult Mental Health Targeted Case Management Services**" in the lower left-hand corner. After opening, proposals will be reviewed by an evaluation committee and a recommendation of award will be made to the County Commissioners at a future meeting. In awarding the proposal, the Commissioners reserve the right to reject any and all proposals, waive formalities, informalities and technicalities therein, and to take whatever proposal they determine to be in the best interest of the County considering lowest or best proposal, quality of goods and work, time of delivery or completion, responsibility of consultants being considered, previous experience of consultants with County contracts, or any other factors they deem appropriate. All inquiries shall be directed to Jessica Sexauer, Director of Local Behavioral Health Authority, at 410-632-3366.

ADDENDUM NO. 1

April 16, 2020

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

REVISED OPENING DATE/TIME: TUESDAY, APRIL 28, 2020 AT 1:00 PM EST

REVISED OPENING PROCESS: Proposals will be opened by County Administration Staff in the presence of at least one witness. Immediately following the proposal opening, a list of all agencies submitting proposals will be published on the County website at www.co.worcester.md.us under the "Bids" drop-down menu in the lower right hand side of the home page.

REQUEST FOR PROPOSALS

Adult Mental Health Targeted Case Management Services for Worcester County Local Behavioral Health Authority

The Worcester County Commissioners are currently seeking proposals from qualified providers able to provide mental health Targeted Case Management (TCM) services for eligible adults with Serious Mental Illness (SMI). Further information and instructions to bidders are provided in the Request for Proposals (RFP) package which may be picked up from the Office of the County Commissioners, Worcester County Government Center, One West Market Street - Room 1103, Snow Hill, Maryland 21863, obtained online under the "Bids" drop-down menu in the lower right hand side of the home page at www.co.worcester.md.us or by calling the Commissioners' Office at 410-632-1194 to request a package by mail. Interested Bidders are encouraged to attend a **Pre-Bid Proposal Conference on Friday, February 21, 2020 at 9:00 am** to be held at the Health Department Office in Snow Hill, 6040 Public Landing Road, Room 231, Snow Hill, MD 21863. **Sealed proposals will be accepted until 1:00 PM, Monday, April 27, 2020** in the Office of the County Commissioners, Room 1103 - Worcester County Government Center, One West Market Street, Snow Hill, Maryland 21863. ~~at which time they will be opened and publicly read aloud.~~ **PROPOSALS WILL BE OPENED ON TUESDAY, APRIL 28, 2020 AT 1:00 PM EST AND RESULTS WILL BE PROMPTLY POSTED ON THE COUNTY WEBSITE.** Envelopes shall be marked "**Proposal for Adult Mental Health Targeted Case Management Services**" in the lower left-hand corner. After opening, proposals will be reviewed by an evaluation committee and a recommendation of award will be made to the County Commissioners at a future meeting. In awarding the proposal, the Commissioners reserve the right to reject any and all proposals, waive formalities, informalities and technicalities therein, and to take whatever proposal they determine to be in the best interest of the County considering lowest or best proposal, quality of goods and work, time of delivery or completion, responsibility of consultants being considered, previous experience of consultants with County contracts, or any other factors they deem appropriate. All inquiries shall be directed to Jessica Sexauer, Director of Local Behavioral Health Authority, at 410-632-3366.

Adult Mental Health Targeted Case Management Providers List

Children's Choice
Attention: Leslie Allen
1813 Sweet Bay Drive, Suite 1A
Salisbury, MD 21801

Lower Shore Clinic, Inc.
Attention: Dimitrios Cavathas
505 E. Main St.
Salisbury, MD 21804

Eastern Shore Psychological Services
1113 Healthway Drive
Salisbury, MD 21804

Community Behavioral Health
821 Eastern Shore Dr.
Salisbury, MD 21804

Maple Shade Youth and Family Services
23704 Ocean Gateway
Mardela Springs, MD 21837

Worcester County Health Department
Attention: Kathryn Craige
6040 Public Landing Road
Snow Hill, MD 21863

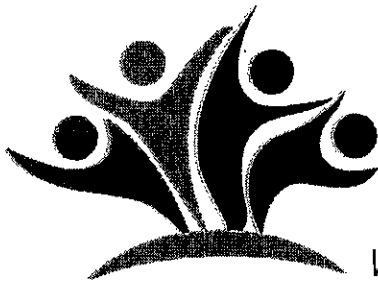
Worcester County Health Department
Attention: Eric Gray
6040 Public Landing Road
Snow Hill, MD 21863

Worcester Youth and Family Counseling Services
ATTN: Jennifer Leggour
124 N. Main Street, Suite C
Berlin, MD 21811

Youth Care Center
ATTN: Shawn Johnson
3917 Market St.
Snow Hill, MD 21863


Wraparound Maryland, Inc
ATTN: Kim Cook
314 Civic Avenue
Salisbury, MD 21804

Chesapeake Health Care- Mental Health
1104 Healthway Dr.
Salisbury, MD 21804



WORCESTER COUNTY LOCAL BEHAVIORAL HEALTH AUTHORITY

Working together for healthier communities!

TO: Harold Higgins, Chief Administrative Officer
FROM:  Jessica Sexauer, Director of the Local Behavioral Health Authority
DATE: January 27, 2020
SUBJECT: Adult Mental Health Targeted Case Management Services

The Worcester County Local Behavioral Health Authority is requesting proposals from qualified organizations to implement Adult Mental Health Targeted Case Management services for adults within the Fee-for-Service Public Behavioral Health System in Worcester County.

Please note that no grant funds will be awarded through this procurement. All services will be paid for by accessing reimbursement through Maryland's Public Behavioral Health System's Administrative Services Organization (ASO).

Enclosed is a copy of the Request for Proposal, including the evaluation criteria for the proposal, and a vendor list. Thank you for your time and support in this matter. Should you have any questions, please feel free to contact me at 410-632-3366.

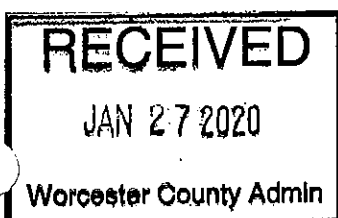
Cc: Kelly Shannahan, Assistant Chief Administrative Officer

Enclosures (2)

APPROVED

Worcester County Commissioners

Date Htt 2/4/2020



13



OFFICE OF THE TREASURER

Worcester County

GOVERNMENT CENTER

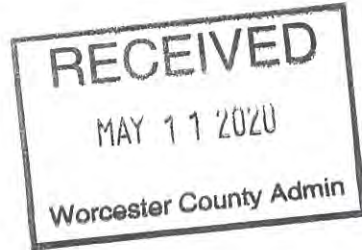
ONE WEST MARKET STREET, ROOM 1105

P.O. Box 248

SNOW HILL, MARYLAND

21863

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



7

PHILLIP G. THOMPSON, CPA
FINANCE OFFICER

JESSICA R. WILSON, CPA
ASSISTANT FINANCE OFFICER

TO: Harold L. Higgins, Chief Administrative Officer
FROM: Phillip G. Thompson, Finance Officer *PGT*
RE: Tax Ditch Roll Certification
DATE: May 7, 2020

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.



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

OFFICE OF THE TREASURER

PHILLIP G. THOMPSON, CPA
FINANCE OFFICER

Worcester County

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

JESSICA R. WILSON, CPA
ASSISTANT FINANCE OFFICER

To: County Commissioners

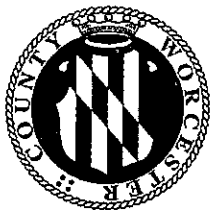
May 7, 2020

From: Phillip G. Thompson, Finance Officer *PGT*
Crystal Webster, Public Drainage Coordinator

Re: FY 2021 rates for Tax Ditches
and Managers for Tax Ditches

Please approve the following tax rates for the upcoming FY 2021 year on the tax ditches listed below:

TAX DITCH	FY 2020 RATES		FY 2021 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	3.00	1.50	37.50	3.50	2.00	50.00	Increase all rates
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	2.50	1.50	25.00	3.00	2.00	30.00	Increase all rates
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	20.00	4.50	1.50	25.00	Increase minimum only
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	15.00	3.00	-0	25.00	Increase minimum only
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



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

OFFICE OF THE TREASURER

Worcester County

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PHILLIP G. THOMPSON, CPA
FINANCE OFFICER

JESSICA R. WILSON, CPA
ASSISTANT FINANCE OFFICER

FY 2021

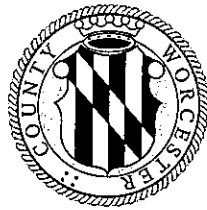
Please approve the following managers for the following tax ditches:

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

Harry Smith
Michael Sirman
Roger Richardson
Charles Holloway
Richardson Holland, Sr.
Gary McCabe
Willis Redden
Harley Pierce
Larry Duffy, Sr.
Dean Smith
Fred Holloway
Kenny Littleton, Sr.
Gene Donalds
Bryan Truitt
Bill Thompson III.
Gerald Nolan
Kenny Littleton, Sr.
Jim Jarman



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

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PUBLIC DRAINAGE ASSOCIATION CERTIFICATIONS

Certification to County Commissioners of Compliance with LG §26-802 for FY 20

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 2020 conform to the requirements of the aforesaid §26-802.

Date

Harold L. Higgins
Chief Administrative Officer



DRAFT

COMMISSIONERS
JOSEPH M. MITRECIC, PRESIDENT
THEODORE J. ELDER, VICE PRESIDENT
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Assessment Lists Certification by County Commissioners for FY20

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 2020 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 2021.

ATTEST:

ON BEHALF OF
COUNTY COMMISSIONERS OF
WORCESTER COUNTY, MARYLAND

Harold L. Higgins
Chief Administrative Officer

Joseph M. Mitrecic, President

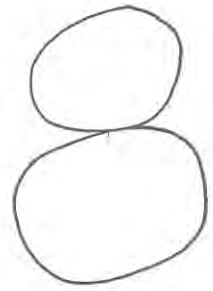
Date



DEPARTMENT OF
INFORMATION TECHNOLOGY

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET, ROOM 1003
SNOW HILL, MARYLAND 21863
TEL:410.632.5610
www.co.worcester.md.us/departments/it



To: Harold Higgins, Chief Administrative Officer
From: Brian Jones, IT Director
Re: Bid Request – Uninterruptable Power Supply (UPS)
Date: May 7, 2020

Attached are bidding documents for a new Uninterruptable Power Supply (UPS). This UPS will supply backup power to the county's primary server room. At this time we have several standalone UPS appliances that are beyond usable life and we are seeing failure during general power outages or generator cutovers. Funds have been approved in the FY20 Operating Budget in the amount of \$35,000.

It is requested that the Commissioners review and approve the documents for solicitation of bids. Should you have any questions, please feel free to call me.

DRAFT

REQUEST FOR PROPOSALS Uninterruptable Power Supply (UPS) For Worcester County Information Technology

The Worcester County Commissioners are currently seeking proposals from qualified providers to provide and install an Uninterruptable Power Supply (preferred brand is Liebert). Further information and instructions to bidders are provided in the Request for Proposals (RFP) package which may be picked up from the Office of the County Commissioners, Worcester County Government Center, One West Market Street - Room 1103, Snow Hill, Maryland 21863, obtained online under the "Bids" drop-down menu in the lower right hand side of the home page at www.co.worcester.md.us or by calling the Commissioners' Office at 410-632-1194 to request a package by mail. Interested Bidders are encouraged to call Brian Jones at 410-632-9301 for further information or via email at bjones@co.worcester.md.us. **Sealed proposals will be accepted until 1:00 PM, Monday, June 8, 2020** in the Office of the County Commissioners, Room 1103 – Worcester County Government Center, One West Market Street, Snow Hill, Maryland 21863.

PROPOSALS WILL BE OPENED ON TUESDAY, June 9, 2020 AT 1:00 PM EST, RESULTS WILL BE PROMPTLY POSTED ON THE COUNTY WEBSITE.

Envelopes shall be marked "**Proposal for Uninterruptable Power Supply**", **Information Technology**" in the lower left-hand corner. After opening, Information Technology will review proposals long with Public Works, Maintenance Division and a recommendation of award will be made to the County Commissioners at a future meeting. In awarding the proposal, the Commissioners reserve the right to reject any and all proposals, waive formalities, informalities and technicalities therein, and to take whatever proposal they determine to be in the best interest of the County considering lowest or best proposal, quality of goods and work, time of delivery or completion, responsibility of consultants being considered, previous experience of consultants with County contracts, or any other factors they deem appropriate. All inquiries shall be directed to Brian Jones, Director of Information Technology, at 410-632-9301.

INSTRUCTIONS TO BIDDERS

1. BIDS

Bids should be submitted in sealed envelope(s) clearly marked in the lower left-hand corner “**Uninterruptable Power Supply Bid**”. Bids received after the bid deadline as specified in the Notice to Bidders will not be considered

2. BID FORMS

Bids are to be submitted on forms provided in this package. Bid forms are to be completed in their entirety and all requested information provided. Where indicated, bids are to be signed by an individual authorized by the bidding company. Incomplete or unsigned bid forms are cause for rejection of the bid.

3. TAXES

The County is not Tax Exempt on products installed by contractors. The County is only exempt on products they purchase directly from the Supplier/Vendor. The following is what I have been required

- A. The County is **NOT** exempt from federal and state taxes on this project. Your prices should reflect included taxes.

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

4. PRE-BID INSPECTION

Pre-bid inspections may be scheduled with Information Technology Director, Brian Jones at 410-632-9301. Scheduling of inspections is necessary due to the space available. The UPS will be located in the server room on the third floor of the Government Center.

5. SCOPE OF WORK

Install new Uninterruptable Power Supply in an area designated by the County. All work must be done while maintaining the functionality of power until the day of cutover. The day of cutover will be coordinated with the County IT Director, and County Maintenance to minimize downtime of County operations.

6. **SPECIFICATIONS**

- A. Perform any necessary room/site preparation work.
- B. Provide IT Director and Public Works contacts with any necessary specifications.
- C. Provide IT Director and Public Works with any necessary specifications if additional cooling or ventilation is require for the new Uninterruptable Power Supply.
- D. Install necessary power switches required for emergency power to cut over during power outages.
- E. Once operational and accepted remove all packing materials, etc. from server room of facility.

7. **OTHER REQUIREMENTS**

- Testing for failover will be required before completion
- Administrative training for County IT staff, and Maintenance staff.
- Must provide a maintenance schedule for aftercare.
- Warranty Information must be provided.
- Plan of execution of cutover to provide the least downtime possible. The protected equipment is county essential.
- Must provide documents for emergency response time that includes repair on faults or failures not to exceed a 4-hour trip time to the Worcester County Government Center.

Worcester County
REQUEST FOR
PROPOSALS
Uninterruptable Power
Supply (UPS)
FOR
Worcester County Government
Center/Server Room 3rd Floor

Worcester County Uninterruptable Power Supply RFP

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1 General Information and Instructions

This Request for Proposal (RFP) is being used to obtain proposals for a new Uninterruptable Power Supply (UPS) in use at Worcester County Government Offices in Snow Hill, MD. This location is currently served by individual rack mount UPS systems.

This RFP is organized into the following sections:

- Section 1 – General Information and Instructions
- Section 2 – Requirements
- Attachment –

All vendors responding to this RFP must respond to section 2 using the information provided in section 1 and the attachment provided.

1.1 Company Profile

This RFP is for the Worcester County Government Center. Worcester County Government operates the jail, maintains rural roads, operates the major local courts, keeps files of deeds and mortgages, maintains vital records, administers public health regulations and participates with the state in the provision of welfare and other social services. The county board of commissioners controls the budget but has only limited authority to make laws or ordinances. Snow Hill is the county seat for Worcester County with other offices located throughout the county.

1.2 Purpose of Project

The purpose of this project is to replace the current individual rack mount UPS systems at our county government office with the best solution that provide a reliable platform designed to meet our county needs today and into the future. The solution must be able to provide power to existing servers and computer during prolonged power outages. We are requiring at least 1 hour or more of backup power in the event street power fails. The county generator would supply secondary power. The new UPS equipment will be located in our primary server room on the third floor of the Government Center.

The project is to be implemented in phases if needed. This will depend on power requirements and hardware needs for electric services. I suggest contacting the county maintenance division prior to any work and completion of the RFP.

1.3 Goals and Objectives

The goal of this project is to replace our existing UPS individual rackmount systems with a state of the art solution which provides:

- A comprehensive UPS solution from industry leading manufacturer and vendors

- A reliable and scalable platform.
- A cost effective solution including product, installation, and maintenance and training
- Continued backup power for no less than 1 hour.
- A maintenance schedule
- Warranty Information
- Alerting on failure-Text and or email alerts

1.4 Current UPS Environment

In our server room, we currently have several individual UPS, rack mount devices. They are no longer holding the loads necessary to maintain effective backup power. We typically have dual power supplies on all critical servers, which will allow redundancy during a cutover. This must be planned for accordingly.

1.5 RFP Coordinator

Upon release of this RFP, all communications concerning the proposal must be directed to the RFP Coordinator listed below.

- Brian Jones
- One West Market Street, Room 1003, Snow Hill, MD 21863
- Phone: 410-632-9301
- Email: bjones@co.worcester.md.us

1.6 RFP Schedule

The schedule for this project is as follows:

- RFP Issued: <Day 1>
- Vendor Questions Due: <Day 1 + 7>
- Response to Vendor Questions: <Day 1 + 14>
- Proposals Due: <Day 1 + 21>
- Finalist presentations: <Day 1 + 35>
- Reference Checks: <Day 1 + 42>
- Selection of vendor and equipment: <Day 1 + 49>
- Implementation schedule due: <TBA>
- Cut-over: <To be decided>

Worcester County reserves the right to adjust this schedule as necessary.

1.7 Proposal Submission

All proposals must be received in its entirety no later than *6/8/2020*. Proposal responses are preferred in paper format along with a complete copy in digital PDF format.

Proposal responses must be in the same structure as this RFP prefaced with an executive overview, requirements compliance information and pricing information from section 2.

1.8 Vendor Site Tours

There will not be a formal proposal conference conducted for vendors wanting a site survey of the m in office facilities. A site visit is not required for the proposal but Worcester County will be available to allow proposing vendors an opportunity to obtain first-hand exposure to the implementation environment. To schedule a site tour, contact the RFP Administrator.

1.9 Proposal Questions

RFP questions must be forwarded to the RFP Coordinator (Section 1.5 above). The preferred method of communication is email. All official questions and answers will be in writing and made available to all vendors.

1.10 RFP Evaluation Factors

Worcester County will evaluate the proposals to determine the most advantageous proposal. We will use the following factors to evaluate the proposals listed in order from most to least important:

- Ability of the proposed system(s) to meet the stated requirements
- Proposed vendor experience and qualifications related to delivering, installing and maintaining the proposed system
- Total cost of ownership for the proposed system
- References of comparable installations noting quality of past performances
- Documented installation plans for off hours implementation
- Documented training plans for users and Information Technology staff
- System warranty, technical support and annual maintenance offerings
- RFP response document completeness

2 Requirements

Vendors must provide brief, clear, and concise responses to the following requirements with illustrations where appropriate.

2.1 System Capacities

Please see the attached document specs for a 15 kVA required UPS.

***See full specs listed below:**

2.1.1 System Architecture

2.1.2 Identify the manufacturer, make and models of the proposed solution, including a brief overview of the proposed solution. See specifications below:

- One (1) 15kVA UPS
- System Input Voltage of 208/120V, 3 Phase, 4 wire plus ground
- System Output Voltage of 208/120V, 3 Phase, 4 wire plus ground
- 208V Native Output Voltage
- Single Input Configuration
- Transformer-Free Architecture - Efficiency up to 95% in double conversion mode
- Unity Power Factor Rating
- Load Power Factor Support - Supports loads 0.5 lagging to unity without derating
- Energy Optimization Mode (Eco-Mode)
- 65kAIC Rating - Provides interrupting rating and labeling of 65kA
- Active Power Factor Corrected IGBT Input Converter
- PWM transistorized (IGBT) inverter
- Continuous Duty Static Bypass Switch
- Input Contacts - Dry contacts are available for functions including monitoring external breakers, on-generator signal, and other functions
- Output Contacts - Dry contacts are available for functions including a permissive signal to maintenance bypass SKRU, to trip external breakers, and other functions
- Generator Load Control - Suppresses battery charging reducing power demand by an external signal. Shifts unit from Eco Mode to double conversion (if applicable), and synchronizes the inverter output with the bypass
- Automatic retransfer - Provides return to inverter power after an overload
- DSP based controls - Provides digital control of power conversion and system operation
- Backlit LCD display - Monitors power conversion, UPS operation and utility conditions.
- Temperature-Compensated Charging/Battery Load Test
- Top-and-bottom-entry cable access
- Front only service access
- Local Emergency Power Off (EPO)
- Battery Monitoring
- Switching Devices

BID FORM

One (1) Uninterruptable Power Supply (UPS)

I/we have reviewed the specifications and provisions for furnishing One (1) Uninterruptable Power Supply or otherwise known as a UPS, (The UPS) and understand said requirements. I/we hereby propose to furnish The UPS as specified:

Preferred brand is Liebert

Make: _____ Model: _____

Size: _____

Year system was assembled: _____

Total bid price for The UPS including delivery and installation:

UPS to be serviced by: _____ Location of service provider: _____

The UPS will be delivered within _____ calendar days from receipt of written order.

Installation and acceptance of The UPS expected within _____ calendar days.

BID MUST BE SIGNED TO BE VALID

Date: _____

Signature: _____

Printed Name: _____

Title: _____

Firm: _____

Address: _____

Phone: _____

Bidder's List

One (1) Uninterruptable Power Supply for Information Technology

Liebert Maryland
105 Redland Court, Suite A
Owings Mills, MD 21117
Phone: 410-363-1833 x1345
Fax: 410-363-8554
Cell: 443-608-6015
Email: mkoontz@liebertmd.com
Attn: Matt Koontz

Nationwide Power
1060 Mary Crest Road
Henderson, NV 89074
Phone: 702-522-0618
Direct: 702-800-6654
Fax: 800-586-5095
Email: dtoothman@nationwidepower.com
Attn: Dani Toothman
Web: www.nationwidepower.com

Ward-Boland Associates
32183-1 DuPont Blvd.
Dagsboro, DE 19939
Phone: 800-945-7006 x3
Fax: 302-629-9160
Cell: 443-834-3414
Email: ccoyle@wardboland.com
Attn: Chris Coyle – Account Manager

Skyline Technology Solutions
6956-F Aviation Blvd.
Glen Burnie, MD 21061
Cell: 443-680-2995
Direct: 410-590-2042
Email: rfairhurst@skyline.net
Attn: Rick Fairhurst



9

RECEIVED
MAY 12 2020
Worcester County Admin

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

JOHN H. TUSTIN, P.E.
DIRECTOR

JOHN S. ROSS, P.E.
DEPUTY DIRECTOR

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

MEMORANDUM

TO: Harold L. Higgins, Chief Administrative Officer
FROM: John H. Tustin, P.E., Public Works Director *JHT*
DATE: May 11, 2020
SUBJECT: Request to Waive Formal Bid Process

DIVISIONS

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

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

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

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

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

The Department of Public Works, Solid Waste Division is requesting to waive the formal bidding process on a self-deploying Tarpomatic tarp machine. We have been using this type of machine for the last fourteen years but the current machine is nearing the end of its life expectancy. The equipment and tarp have been approved by the Maryland Department of the Environment (MDE) as alternate daily cover and are compatible with our current machines that assist in the deployment of the tarps. To avoid possible costly modifications to our machines and having to seek re-approval from the MDE, we are requesting to purchase the same equipment.

Attached is a proposal from Tarpomatic Inc. in the amount of \$78,137.00. Funding for this equipment was approved in the amount of \$80,000.00 in FY 2019/2020 budget from account 680.7002.9010.070.

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

Attachments

cc: Mike Mitchell, Solid Waste Superintendent

Extends Tarp Life By rolling Tarpomatic tarps over the working face, instead of dragging, tarp life is dramatically increased. Our tarps are manufactured using high tensile strength, flame resistant, coated and UV protected polyethylene fabric. The coating sheds water off of your active working face. Each tarp is weighted with crossing cables and chain in the edge pockets to stay down in high wind situations. Each cable end is secured to the tarp edge using our patented Cable Keeper system.



Speed and Productivity Deployment and retrieval of Tarpomatic tarps is significantly faster and more efficient than any other method of daily cover. In fact, on average, it takes approximately 15 minutes to deploy Tarpomatic tarps across a working face.



Tarpomatic Inc.

512 45th Street SW • Canton, Ohio 44706



Visit our website for more information

www.tarpomatic.com

330-484-4630 • 330-484-2021-fax

Call toll free 1-800-500-5069

Email: Tarpomatic.marlon@gmail.com

AUTOMATIC TARPING MACHINE



**THE MOST
FUEL EFFICIENT
ALTERNATE DAILY COVER**

Tarpomatic Inc.

THIS IS HOW WE ROLL

In landfills, airspace equals money, and in an economy where landfill space is becoming scarce and landfill disposal charges are on the increase, making the most out of the available airspace is of the utmost importance. Reduction in the amount of daily cover material being placed at the end of each day, can not only significantly extend the operating life of the landfill, it can also result in substantial cost savings. Tarpomatic's revolutionary Automatic Tarping Machine (ATM), using weighted tarps, has proven to be less expensive than any other cover method.



The Tarpomatic ATM is a self-contained unit that enables various types of equipment to deploy and retrieve geotextile tarpaulins. It uses a hydraulic drive motor and engaging system to wind and unwind the spool with variable speed control.

Multiple Spools - One Machine Tarp spools are easily disconnected and reconnected using one ATM with multiple spools. Adjustable brackets can easily be moved to fit any blade. The heavy duty frame is built to last for years in a rugged landfill environment. We have machines that have been in service for 20 years.



Dedicated Remote

Operators have complete control of the unit. Functions include engine start, control spool height, spool forward and reverse, engage lights, odor control and engine stop, with our rugged, water resistant remote control.



Power Plant Caterpillar 26 1/2 horsepower, C1.1, Diesel, Tier Four engine with a block heater.



Odor Control Available

Our fully-integrated deodorizing system helps to neutralize odors while deploying or retrieving tarps, significantly reducing odors and the impact of your landfill on the surrounding environment.



With Cover Soil



Without Cover Soil



Significant airspace savings by using

Tarpomatic

330-484-4630

1-800-500-5069

www.tarpomatic.com

Tarpomatic Inc.
 Canton, Ohio 44706

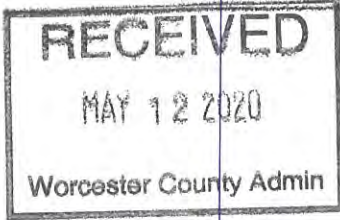
Estimate

Date	Estimate #
5/5/2020	444

Name / Address
Worcester County Solid Waste 7091 Central Site Ln Newark, MD21841 Attn: Accounts Payable

Rep	Project
MKY	

Description	Qty	Rate	Total
40' Automatic Tarping Machine with one tarp spool	1	54,987.00	54,987.00
40' X 100' TARPS WITH 3/8 CHAIN ON 100' SIDES, INSTALLED ON TARP SPOOL	3	3,450.00	10,350.00
3/4" Steel Cable installed into all 10 crossing pockets and secured on each pocket end with our patented Cable Keepers	1,200	3.50	4,200.00
Wireless Remote Control II	1	3,200.00	3,200.00
FAB BRACKETS	1	2,950.00	2,950.00
Shipping	1	2,450.00	2,450.00
		Subtotal	\$78,137.00
		Sales Tax (6.5%)	\$0.00
		Total	\$78,137.00



10

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

JOHN H. TUSTIN, P.E.
DIRECTOR

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

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

MEMORANDUM

TO: Harold L. Higgins, Chief Administrative Officer
FROM: John H. Tustin, P.E., Director *JHT*
John S. Ross, P. E., Deputy Director
DATE: May 11, 2020
SUBJECT: Mystic Harbour Effluent Disposal Program
Project Closeout

Over the past few months, we have been working with Davis, Bowen and Friedel (DBF) the project engineering consultant and construction contractor, to resolve minor operational issues with the effluent disposal system for sending treated effluent to the Eagle's Landing Golf Course. Those issues were in the monitoring and control systems and they have all now been resolved.

In order to finalize the project, the following tasks are still needed:

- Resolution of final costs from the project engineer
- Schedule the closing of the supplemental loan

Attached is a letter from DBF requesting additional funding for a number of tasks that they completed during the course of the project. The consultant has requested a change order totaling \$16,276 for additional engineering services during construction and \$21,092 for onsite inspection time. The extra work is detailed in their letter. We concur that those expenses were incurred and recommend approval of these costs.

USDA is further encouraging scheduling the loan closing before June 30, 2020 because the loan interest rate is now 1.87%, significantly lower than the 3.125% originally estimated when the funds were allocated.

Based on the cost listed above, when completed, we expect to have a budget surplus of just over \$40,000 for this project. In the USDA program, loan funds are expended first and grant funds last, therefore, the \$40,000 represents unused grant funds. In discussions with USDA, they would allow us to expend those final grant funds on something related to improving the project.

Working with the treatment plant operations personnel, they would like to purchase a skid steer loader permanently assigned to the Mystic Harbour Wastewater Treatment Plant to help in handling plant solids for disposal. Summarized below with hard copies attached are three (3) proposals for skid steer loaders based on companies that hold state competitively bid contracts for the equipment:

Name	Model	Price
Bobcat of Sussex County Delmar, DE	Bobcat	\$64,227.00
Chesapeake Supply Felton, DE	JCB	\$70,445.00
Burke Equipment Delmar, DE	Kubota	\$67,008.04

The operators have tested all three skid steer units and recommend purchase of the Bobcat because it had more safety features and was much more comfortable to operate. The additional funding needed to purchase the skid steer is available in service area reserves.

We are recommending the Commissioners approved the request for increased costs for the construction phase engineering services and approval of the use of available grant funding for the purchase of a skid steer loader for the Mystic Harbour Wastewater Treatment Plant.

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

Attachments

cc: Jessica Wilson, Assistant Finance Officer



April 10, 2020

Worcester County Public Works Department
Water and Wastewater
1000 Shore Lane
Berlin, MD 21811

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

ATTN: Mr. John Ross, P.E.
Deputy Public Works Director

RE: Request for Engineering Amendment –
Construction Phase Services
Mystic Harbor Effluent Disposal
Worcester County, Maryland
DBF #0085B030

Mr. Ross:

The purpose of this letter is to request an amendment to our current *USDA-RD Agreement for Engineering Services (Agreement)* for Construction Phase services provided for the above referenced project. Copies of the original and subsequent agreements are attached for your reference, as well as an updated Engineering Budget Summary. As you are aware, various unforeseen circumstances have occurred, which have led to Davis, Bowen & Friedel, Inc. performing work beyond our original scope of engineering services in order to meet the needs of the Worcester County Public Works Department. A description and summary of the additional services costs incurred are as follows. All amounts are rounded to the nearest dollar.

0085B030C – Construction Phase Services

The Estimated Fee for construction phase services in the original proposal was \$18,000. Actual costs incurred were \$34,276. Therefore, the requested increase to our contract amount for Construction Phase Services would be \$16,276. Please note that this amount only includes DBF's payroll labor and overhead costs, no profit was added to minimize the cost disparity and burden on the County. The reason for this increased cost was that the Construction Contract time was increased from 60 days to 287 days (378% increase) due to various factors during construction, which are explained herein.

- The pump skid lead times were significantly longer than anticipated (over 8 months) and the general contractor and his pipe subcontractor continued to work on project construction while the pump skid was manufactured and delivered to the site.
- DBF had significant coordination between the County wastewater personnel, the County SCADA integration personnel, the general contractor and his subcontractors to keep the project moving towards completion.
- The airport required additional coordination for completion of the directionally drilled pipe crossing at the County road.
- There were issues with the existing sewer force main that was previously installed on a prior project due to the piping system not gravity flowing to the golf course spray site once the

Mr. John Ross
Mystic Harbor Effluent Disposal
April 10, 2020
Page 2

- pipeline connections were made, prior to the pump skid being installed and operational.
- The pump skid start-up and SCADA integration increased the project coordination effort.
 - Golf Course revisions (Please refer to Change Order No. 1 for additional information):
 - The work proposed at the Golf Course took much longer than anticipated due to the nature of the property operations and change orders due to unforeseen conditions.
 - The pond weir structure design was revised as required by golf course personnel.
 - Trees had to be removed to allow reliable communication of the radio equipment.
 - Electrical power and control revisions were required for the SCADA Panel.
 - Repairs were required to existing stormdrain piping between the ponds.


0085B038D -- RPR Construction Inspection Services

The Estimated Fee for RPR services in the original proposal was \$12,000, based on the 60-day construction period. Actual costs incurred were \$33,092. Therefore, the requested increase to our contract amount for RPR Construction Inspection Services would be \$21,092. Please note that this amount only includes DBF's payroll labor and overhead costs, no profit was added to minimize the cost disparity and burden on the County. This increase was also directly due to the increased construction contract time from 60 days to 287 days. Our RPR was only on-site when work was being completed that required inspection. We have Daily Field Reports (DFRs), mileage logs, and timesheet work descriptions to substantiate all actual expenses incurred.

All of these tasks listed above required coordination efforts between the County, General Contractor, piping, mechanical, and electrical subcontractors, to ensure the proper materials and equipment were supplied and installed. All of the above-mentioned items required additional submittal reviews, construction coordination, scheduling, onsite meetings, contract administration and RPR inspection services. The original project scope had anticipated four on-site meetings during the construction phase, a pre-construction meeting, a progress meeting, pump station startups and a punch-list inspection during closeout. Based on our scope of services per the agreement, the project scope changes required multiple additional meetings with County personnel and the contractor, including four progress meetings (the last in May 2019) and six on-site meetings to review punch-list items and other startup/operational issues ranging from Summer 2019 to Winter 2020.

We respectfully request that the Engineering Agreement be amended as described above. Should you find this request to be acceptable, please execute and forward this package to Ms. Rasheeda Onasanya, Project Loan Specialist with USDA – Rural Development, for concurrence. By copy of this letter, we are providing an advanced copy to Ms. Onasanya for review. Should you have any questions, or if you require additional information, please contact our office.

Respectfully Submitted,
DAVIS, BOWEN & FRIEDEL, INC.


Joshua J. Taylor, P.E.
Associate

N:\0085B\0085B030 - Mystic Harbor\Proposal-Contract\Additional Svcs 2020\Ross 040820.jcm.docx
Enclosures

cc: Ms. Rasheeda Onasanya – USDA-RD



Product Quotation

Quotation Number: 32839D032936

Date: 2020-04-27 10:46:34

Ship to	Bobcat Dealer	Bill To
WORCESTER COUNTY PUBLIC WORKS WASTEWATER DVS 1000 SHORE LANE BERLIN, MD 21811 Phone: (410) 202-6213	Bobcat of Sussex County, Delmar, DE 36322 SUSSEX HWY DELMAR DE 19940 Phone: 302-846-3355 Fax:	WORCESTER COUNTY PUBLIC WORKS WASTEWATER DVS 1000 SHORE LANE BERLIN, MD 21811 Phone: (410) 202-6213

Contact: Todd Dill Phone: 302-846-3355 Fax: rolo Cellular: 4435236167 E Mail: todd.dill@curtis-lane.com		

Description	Part No	Qty	Price Ea.	Total
T76 T4 Bobcat Compact Track Loader	M0371	1	\$67,366.00	\$67,366.00
P69 Performance Package	M0371-P06-P69	1	\$8,036.00	\$8,036.00
"Power Bob-Tach	Dual Direction Bucket Positioning			
7-Pin Attachment Control	Automatic Ride Control			
High Flow	Reversing Fan"			
Two-Speed				
C68 Comfort Package	M0371-P07-C68	1	\$7,372.00	\$7,372.00
"Enclosed Cab with HVAC	Heated Cloth Air Ride Suspension Seat			
Sound Reduction	Premium LED Lights			
Touch Display	Rear View Camera"			
17.7" C-Pattern Rubber Track	M0371-R09-C02	1	\$1,661.00	\$1,661.00
80" Heavy Duty Bucket	7272681	1	\$1,225.00	\$1,225.00
Description	Part No	Qty	Price Ea.	Total
5 yr/ 2000 hr Full warranty		1	\$1,100.00	\$1,100.00
78" HLA High Dump Bucket		1	\$4,680.00	\$4,680.00
Forestry Overhead Protection		1	\$1,178.00	\$1,178.00
Polycarbonite Windshield		1	\$2,495.00	\$2,495.00
96" Bobcat Snow Pusher		1	\$3,146.00	\$3,146.00
Total of Items Quoted				\$98,259.00
Dealer P.D.I.				\$200.00
Freight Charges				\$1,142.00
Dealer Assembly Charges				\$0.00
Discount Bobcat municipal discount				(\$17,687.00)
Discount bobcat of sussex municipal discount				(\$17,687.00)
Quote Total - US dollars				\$64,227.00

Notes:

All prices subject to change without prior notice or obligation. This price quote supersedes all preceding price quotes.

Customer Acceptance: Authorized Signature:	Purchase Order: _____
---	------------------------------



GM - 002117, CE - 040319, AG - 021015
 NJPA Arkansas 4600041718
 NJPA Delaware 655-17673
 Nebraska 14777 (OC)
 Mississippi (CE Only) 820030654

SVL75-2HWC WEB QUOTE #1627890

Date: 4/28/2020 12:32:43 PM
 - Customer Information -
 Odegaard, Shane
 Worcester Co Public Works
 sodegaard@co.worcester.md.us
 4102026213

Quote Provided By
 Burke Equipment - Seaford, Inc.
 RICHARD MALONE
 11196 East Snake Rd.
 Delmar, DE 19940
 email: rmalone@burkeequipment.com
 phone: 3026328507

-- Standard Features --

-- Custom Options --



Kubota

S Series

SVL75-2HWC

*** EQUIPMENT IN STANDARD MACHINE ***

FEATURES

Vertical Lift Path Loader Frame
 Standard Front Quick Coupler,
 Float Standard
 Hydraulic Quick Coupler
 Option, High Flow Hydraulics
 Loader Boom Lock
 Open ROPS & Air Conditioned
 ROPS/FOPS Cab Models
 High Back, Adjustable, Vinyl,
 Suspension Seat
 2" Retractable Seat Belt and 2-
 Piece Seat Bar
 12V Electric Outlet
 17.4 gpm Auxiliary Hydraulics
 standard, 29.3 gpm Option
 Direct To Tank Return Line
 Rigid Mounted Undercarriage, 4
 Lower Track Rollers
 Rubber Tracks, 12.6" Standard,
 15" Optional
 Two Speed Travel System
 Automatic Wet Disk Parking
 Brake
 Kubota 4 Hydraulic Pump Load
 Sensing System
 2 Gear, 2 Variable
 Displacement Pumps
 Hydraulic Joystick Controls
 ISO Operating Pattern
 Hand And Foot Throttle
 Controls
 Electronic Travel Torque
 Management
 Automatic Glow Plugs
 Key Switch Stop/Start System
 Self Bleed Fuel System
 2 Front and 2 Rear Working
 Lights
 Hour Meter, Engine
 Temperature and Fuel
 Gauges and Warning Lights
 Horn and Backup Alarm
 Lockable Fuel Cap
 Roll On Grab Handles to enter
 machine

BASIC UNITS

SVL75-2, 15.0" Rubber Tracks,
 A/C ROPS/FOPS Cab
 Hydraulic Quick Coupler
ENGINE
 V3307 Kubota CR-TE4, Tier 4
 Diesel Engine
 4 Cylinder, 4 Cycle, Turbo Charged
 74.3 Gross HP @ 2400 rpm

DIMENSIONS

Cab Height 82.0"
 Width (without attachment) 65.9"
 Width with wide track option
 (without attachment) 88.3"
 Length (without attachment) 109.0"
 Length of Track on Ground 56.5"

OPERATIONAL

DIMENSIONS
 Operating Weight*, SVL75H, 12.6"
 Rubber Tracks, Open
 ROPS/FOPS Cab, Mechanical
 Quick Coupler 9,039 lbs.
 Rated Operating Capacity (@ 35%
 of Tipping Load) 2,300 lbs.
 Rated Operating Capacity (ROC)
 @ 35% of Tipping Load complies
 with ISO 14397-1 and SAE J 818
 for crawler loaders
 Rated Operating Capacity (ROC)
 @ 50% of Tipping Load 3,285 lbs.
 Tipping Load 6,570 lbs.
 Auxiliary Hydraulics Flow 17.4
 gpm
 Travel Speed (Low / High) 4.7 / 7.1
 mph
 Reach @ Maximum Height 41.7"
 Height to Hinge Pin 119.1"
 Ground Pressure 5.6 psi.
 Traction Force 9,678 lbf.

* Includes operator's weight, 175
 lbs.

SVL75-2HWC Base Price: \$65,660.00

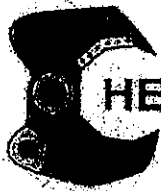
(1) 74" HEAVY DUTY LOW PROFILE LONG FLOOR BUCKET (19.2 CU-FT) W/CUTTING EDGE AP-HD74LLC-74" HEAVY DUTY LOW PROFILE LONG FLOOR BUCKET (19.2 CU-FT) W/CUTTING EDGE	\$1,763.00
(1) SPECIAL APPLICATION DOOR KIT FOR CAB S6658-SPECIAL APPLICATION DOOR KIT FOR CAB	\$3,095.00
(1) REAR VIEW MIRROR KIT S6641-REAR VIEW MIRROR KIT	\$22.00
(1) HOSE STAY S6689-HOSE STAY	\$98.00
(1) AIR RIDE SEAT SUSPENSION KIT S6679-AIR RIDE SEAT SUSPENSION KIT	\$541.00
Configured Price:	\$71,179.00
Sourcewell Discount:	(\$17,082.96)
SUBTOTAL:	\$54,096.04
1Yr SVL75-2HWC Extended Warranty (3000 hrs)	\$950.00
Dealer Assembly:	\$391.00
Freight Cost:	\$710.00
PDI:	\$250.00
77700-04752 - AM/FM/WB Radio	\$290.00
V0521-97010 - 14 Pin Plug Kit	\$591.00
77700-07933 - Rear View Camera	\$840.00
Bradco #122619 72" High Dump Bucket	\$4,053.00
Armordillo Guards(TM) 7-Piece SVL75 Guard Kit	\$4,837.00

Total Unit Price: \$67,008.04
 Quantity Ordered: 1
 Final Sales Price: \$67,008.04

**Purchase Order Must Reflect
 the Final Sales Price**

To order, place your Purchase Order directly with the quoting dealer

*All equipment specifications are as complete as possible as of the date on the quote. Additional attachments, options, or accessories may be added (or deleted) at the discounted price. All specifications and prices are subject to change. Taxes are not included. The PDI fees and freight for attachments and accessories quoted may have additional charges added by the delivering dealer. These charges will be billed separately. Prices for product quoted are good for 60 days from the date shown on the quote. All equipment as quoted is subject to availability.



HESAPEAKE SUPPLY & EQUIPMENT COMPANY

SALES • RENTALS • SERVICE

Worcester County Waste Water

Attn: Shane Odegaard

Date: 4-28-2020

Ref: JCB 270T Track Loader

PROPOSAL:

AGREEMENTS. All agreements are made and all orders accepted contingent upon strikes, fires, accidents, unusual market conditions, or causes beyond our control.

DELIVERY. Unless otherwise specified, the price quoted is FOB factory. All estimates are based on continuous and uninterrupted delivery of complete order unless specifications distinctly state otherwise. This proposal is automatically cancelled within thirty (30) days from date hereof.

Gentlemen:

We thank you for the opportunity of submitting this proposal. Should you have any questions, please contact the undersigned at your convenience.

We trust we may have the privilege of filling your requirements.

(1) New JCB 270T track loader complete with all standard equipment and the following options

- Cab, A/C, Heat
- Smooth Ride
- Lo + Hi Flow Aux Hyd.
- Power Quick Attach
- Parallel Lift
- 2 Speed
- Reversing Fan
- 84" GP bucket B.O.E.

+ Loxan windshield
2,365.00

+ Front Dump Bucke
4,600.00

Selling price.....\$63,480.

Ferms: Net 10. F.O.B. your site Delivery: Stock

Total
70,445

ACCEPTED

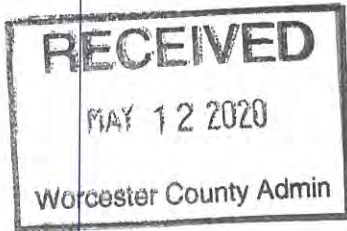
Respectfully submitted,

Print _____
Signature _____

Chesapeake Supply And Equipment Co.

By:

8366 WASHINGTON BLVD. • P.O. BOX 857 • SAVAGE, MARYLAND 20763-0857 • 410-792-4750 • FAX 410-792-2854
12915 SOUTH DUPONT HIGHWAY • FELTON, DELAWARE 19943 • 302-284-1000 • FAX: 302-284-2200



11

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

JOHN H. TUSTIN, P.E.
DIRECTOR

JOHN S. ROSS, P.E.
DEPUTY DIRECTOR

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

MEMORANDUM

TO: Harold L. Higgins, Chief Administrative Officer
FROM: John H. Tustin, P.E., Director *JHT*
DATE: May 12, 2020
SUBJECT: Bid Request – Ocean Pines Sanitary Service Area
Pump Stations S and P

DIVISIONS

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

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

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

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

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

Attached for your review and approval are bid documents including the Notice to Bidders, Drawings, Specifications and Bidder's List for Rehabilitation of Pump Stations S and P in the Ocean Pines Service Area. The total cost for this construction project is estimated to be \$500,000. Funding for the project is included the 2019 bond issue.

Additionally, attached is a proposal to pre-purchase the pump control panels for these stations at a cost of \$28,500 each. As we have done in West Ocean City, we continue to use a standardized control panel for these stations and this proposal reflects a savings of \$4,200 per panel as we have seen a reduction in price of some of the panel components.

We are requesting that the Commissioners authorize the Department to proceed with bidding this work and placing an order to pre-purchase the station control panels.

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

Attachments

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

DRAFT

**NOTICE TO BIDDERS
CONSTRUCTION OF PUMP STATION S AND P UPGRADES
WORCESTER COUNTY, MARYLAND**

The Worcester County Commissioners are currently accepting sealed bids for construction of Pump Stations S and P Upgrades for the Worcester County Department of Public Works – Water and Wastewater Division. The Project generally consists of construction of pump station upgrades for two stations each consisting of wet well modifications, installation of replacement pumps, valve vault, concrete equipment pads, pipe connections, testing, start-up, site restoration and close-out, and includes furnishing all equipment, material, and labor for the work described in the bid document drawings and specifications. Bid documents are available from DiCarlo Precision Instruments, Inc., 2006 Northwood Drive, Salisbury, Maryland 21801 (410-749-0112). Interested bidders are encouraged to attend a non-mandatory **Pre-Bid Conference at 10:00 AM (EDT) on Monday, June 8, 2020** at the Worcester County Department of Public Works – Water and Wastewater Division Office at 1000 Shore Lane, Ocean Pines, Maryland 21811. **Sealed proposals will be accepted until 1:00 PM (EDT) on Monday, June 22, 2020** in the Office of the County Commissioners of Worcester County at Room 1103 - Worcester County Government Center, One West Market Street, Snow Hill, Maryland 21863, at which time they will be opened and publicly read aloud. Envelopes shall be marked "**Bid Enclosed – Pump Station S and P Upgrades**" 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. Inquiries can be directed to Darl Kolar, P.E., Project Manager, EA Engineering, Science, and Technology, Inc., PBC at 410-641-5341.

BIDDERS' LIST

Ocean Pines Pump Stations S and P

Bunting & Murray Construction Corp.
RD 1, Box 140A
Selbyville DE 19975
302-436-5144
FAX: 1-302-436-1753
carrie@buntingandmurray.com

Hopkins Construction, Inc.
Rt. 3, Box 12
Bridgeville DE 19933
302-337-3366
FAX: 1-302-337-3317
www.hopcon.com

George & Lynch, Inc.
113 W. 6th Street
New Castle DE 19720
302-328-6275
FAX: 1-302-328-8998
mmcgonigal@geolyn.com

Mervin L Blades & Son
1212 Unionville Rd
Pocomoke City, MD 21851
410-957-3515
tblades@bladesconstruction.com

Bennett Construction, Inc.
515 S. Camden Avenue
Fruitland MD 21826
410-749-3116
FAX: 410-749-6088
bruceg@bennett-construction.com

A-del Construction Company, Inc.
10 Adel Drive
Newark, DE 19702-1331
cfairer@a-del.com
(302) 893-3964
FAX (302) 453-9550

Johnston Construction Company
4331 Fox Run Road, PO Box 98
Dover, PA 17315
bids@jcc-ri.com
(717) 292-3606
Fax: (717) 292-7569

JJID, Inc
100 Julian Lane
Bear, DE 19701
strentham@jjid.com
(302) 836-0414

Dixie Construction Company, Inc.
260 Hopewell Road
Churchville, MD 21028
(410) 879-8055
(410)241-5586
ebrown@dixieconst.com

A.P. Croll & Son, Inc.
PO Box 748
22997 Lewes-Georgetown Highway
Georgetown, DE 19947
302-856-6177
Fax: 302-856-3482
mail@apcroll.com

Bearing Construction, Inc.
805 Shine Smith Road
Sudlersville, MD 21668-1561
(410)556-6100
Fax (410)556-6574
jim@bearingconstruction.net

Teal Construction, Inc.
PO Box 779 - 19903
612 Mary Street
Dover, DE 19903
302-678-9500
Fax: 302-678-9715
CR1647@TealConstruction.com

M2 Construction, Inc.
901 Stony Battery Road
Landisville, PA 17538
admin@m2constructionllc.com
(717) 305-8801
Fax - (717) 823-6977

Contract Documents and Construction Specifications

Worcester County Department of Public Works Pump Station S and P Upgrades

Prepared for

Worcester County Department of Public Works
6113 Timmons Road
Snow Hill, Maryland 20863

Prepared by

EA Engineering, Science, and Technology, Inc., PBC
11200 Racetrack Road, Unit 101
Ocean Pines, Maryland 21811
(410) 641-5341

May 2020
EA Project No. 62826.01

**WORCESTER COUNTY MARYLAND
BIDDING DOCUMENTS**

**CONSTRUCTION SPECIFICATIONS
FOR
WORCESTER COUNTY DEPARTMENT OF PUBLIC WORKS
PUMP STATIONS S AND P UPGRADES**

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SECTION C: SUPPLEMENTARY CONDITIONS
SECTION D: BONDS AND BID FORMS
SECTION E: SPECIFICATIONS
SECTION F: DRAWINGS (Bound Separately)

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INSTRUCTIONS TO BIDDERS

1. DEFINED TERMS

Terms used in these Instructions to Bidders, which are defined in the Standard General Conditions of the Construction Contract (EJCDC C-700, 2007 ed.), have the meanings assigned to them in the General Conditions. The term "Bidder" means one who submits a Bid directly to Owner, as distinct from a Sub-Bidder, who submits a Bid to a Bidder. The term "Successful Bidder" means the lowest, qualified, responsible and responsive Bidder to whom Owner (on the basis of Owner's evaluation as hereinafter provided) makes an award. The term "Bidding Documents" includes the Advertisement of Invitation to Bid, Instructions to Bidders, the Bid Form, and the proposed Contract Documents (including all Addenda issued prior to receipt of Bids).

2. COPIES OF BIDDING DOCUMENTS

2.1 Complete sets of the Bidding Documents may be obtained from DiCarlo Precision Instruments, Inc., 2006 Northwood Drive, Salisbury, Maryland 21801 (410-749-0112).

2.2 Complete sets of Bidding Documents must be used in preparing Bids; neither Owner nor Engineer assume any responsibility for errors or misinterpretations resulting from the use of incomplete sets of Bidding Documents.

2.3 Owner and Engineer in making copies of Bidding Documents available on the above terms do so only for the purpose of obtaining Bids on the Work and do not confer a license or grant for any other use.

3. QUALIFICATIONS OF BIDDERS

To demonstrate qualifications to perform the Work, each Bidder must submit along with his bid the following information:

- Resume for the full-time onsite superintendent showing that the superintendent has experience in the installation new pump stations or upgrades to existing pump stations. Experience must include concrete installation, electrical upgrades, control panels, piping, sheeting, and shoring, and mechanical systems.

Further, within five (5) days of Owner's request, Bidder shall submit additional written evidence, such as financial data, additional previous experience on similar projects, equipment availability, present commitments, and other such data, as may be requested. Each Bid must contain evidence of Bidder's qualifications to do business in the state where the project is located or covenant to obtain such qualification prior to award of the Contract.

4. EXAMINATION OF CONTRACT DOCUMENTS AND SITE

4.1 It is the responsibility of each Bidder before submitting a Bid, to (a) examine the Contract Documents thoroughly; (b) visit the site and make all subsurface investigations necessary to become familiar with local conditions that may affect cost, progress, performance or furnishing of the Work; (c) consider federal, state, and local Laws and Regulations that may affect cost, progress, performance, or furnishing of the Work; (d) study and carefully correlate Bidder's observations with the Contract Documents, and (e) notify Engineer of all conflicts, errors, or discrepancies in the Contract Documents.

4.2 Reference is made to the Supplementary Conditions for identification of:

4.2.1 Those reports of explorations and tests of subsurface conditions at the site which have been utilized by Engineer in preparation of the Contract Documents. Bidder may rely upon the accuracy of the technical data contained in such reports, but not upon nontechnical data, interpretations or opinions contained therein or for the completeness thereof for the purposes of bidding or construction.

4.2.2 Those drawings of physical conditions in or relating to existing surface and subsurface conditions (except Underground Facilities) which are at or contiguous to the site which have been utilized by Engineer in preparation of the Contract Documents. Bidder may rely upon the accuracy of the technical data contained in such drawings, but not upon the completeness thereof for the purposes of bidding or construction.

Copies of such reports and drawings will be made available by Owner to any Bidder on request. Those reports and drawings are not part of the Contract Documents, but the technical data contained therein, upon which Bidder is entitled to rely as provided in Article 4, are incorporated therein by reference. Such technical data has been identified and established in the Supplementary Conditions.

4.3 Information and data reflected in the Contract Documents, with respect to Underground Facilities at or contiguous to the site, is based upon information and data furnished to Owner and Engineer by owners of such Underground Facilities or others, and Owner does not assume responsibility for the accuracy or completeness thereof, unless it is expressly provided otherwise in the Supplementary Conditions.

4.4 Provisions concerning responsibilities for the adequacy of data furnished to prospective Bidders on subsurface conditions, Underground Facilities, and other physical conditions, and possible changes in the Contract Documents due to differing conditions appear in Article 4 of the General Conditions.

4.5 Before submitting a Bid, each Bidder will, at Bidder's own expense, make or obtain any additional examinations, investigations, explorations, tests, and studies and obtain any additional information and data which pertain to the physical conditions (surface, subsurface, and Underground Facilities) at or contiguous to the site or otherwise which may affect cost, progress, performance, or furnishing of the Work and which Bidder deems necessary to determine its Bid

for performing and furnishing the Work in accordance with the time, price, and other terms and conditions of the Contract Documents.

4.6 On request in advance, Owner will provide each Bidder access to the site to conduct such explorations and tests as each Bidder deems necessary for submission of a Bid. Bidder shall fill all holes, clean up, and restore the site to its former condition upon completion of such explorations.

4.7 The lands upon which the Work is to be performed, rights-of-way and easements for access thereto, and other lands designated for use by the Contractor in performing the Work are identified in the Contract Documents. All additional lands and access thereto required for temporary construction facilities or storage of materials and equipment are to be provided by Contractor.

4.8 The submission of a Bid will constitute an incontrovertible representation by Bidder that Bidder has complied with every requirement of Article 4, that without exception the Bid is premised upon performing and furnishing the Work required by the Contract Documents and such means, methods, techniques, sequences, or procedures of construction as may be indicated in or required by the Contract Documents, and that the Contract Documents are sufficient in scope and detail to indicate and convey understanding of all terms and conditions for performance and furnishing of the Work.

5. INTERPRETATIONS AND ADDENDA

5.1 All questions about the meaning or intent of the Contract Document are to be directed to Owner. Interpretations or clarifications considered necessary by Owner in response to such questions will be issued by Addenda, mailed or delivered to all parties, and recorded by Owner as having received the Bidding Documents. Questions regarding the Contract Documents must be received by 4 pm on June 12, 2020. Only questions answered by formal written Addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.

5.2 Addenda may also be issued to modify the Bidding Documents as deemed advisable by Owner or Engineer.

6. BID SECURITY

6.1 Each Bid must be accompanied by Bid security made payable to Owner in an amount of five (5) percent of the Bidder's maximum Bid price and in the form of a certified or bank check or a Bid Bond, issued by a surety meeting the requirements of Article 5 of the General Conditions.

6.2 The Bid security of the Successful Bidder will be retained until such Bidder has executed the Agreement and furnished the required Contract security, whereupon the Bid security will be returned. If the Successful Bidder fails to execute and deliver the Agreement and furnish the required Contract security within fifteen (15) days after the Notice of Award, Owner may annul the Notice of Award and the Bid security of that Bidder will be forfeited. The Bid security of other Bidders whom Owner believes to have a reasonable chance of receiving the award may be

retained by Owner until the earlier of the seventh day after the Effective Date of the Agreement or the sixty-first day after the Bid opening, whereupon Bid security furnished by such Bidders will be returned. Bid security with Bids which are not competitive will be returned within seven (7) days after the Bid opening.

7. CONTRACT TIME.

The numbers of days within which, or the dates by which, the Work is to be substantially completed and also completed and ready for final payment (the Contract Time) are set forth in the Bid Form and the Agreement.

8. LIQUIDATED DAMAGES

Provisions for liquidated damages are \$1,000 per day, for the first 30 days. Beyond 30 days, damages increase to \$5,000 per day, as set forth in the Agreement.

9. SUBSTITUTE OR "OR-EQUAL" ITEMS

The Contract, if awarded, will be on the basis of materials and equipment described in the Drawings or specified in the Specifications without consideration of possible substitute or "or-equal" item. Substitute or "or-equal" materials or equipment may be furnished or used by Contractor if acceptable to Engineer; application for such acceptance will not be considered by Engineer until after the Effective Date of the Agreement. The procedure for submission of any such application by Contractor and consideration by Engineer is set forth in Article 6 of the General Conditions and may be supplemented in the General Requirements.

10. SUBCONTRACTORS, SUPPLIERS, AND OTHERS

10.1 If the Instructions to Bidders and/or the Supplementary Conditions require the identity of certain Subcontractors, Suppliers, and other persons and organizations (including those who are to furnish the principal items of material and equipment) to be submitted to Owner in advance of the Effective Date of Agreement, the apparent Successful Bidder, and any other Bidder so requested, shall submit to Owner a list of all such Subcontractors, Suppliers, and other persons and organizations proposed for those portions of the Work for which such identification is required. Such list shall be accompanied by an experience statement with pertinent information regarding similar projects and other evidence of qualification for each such Subcontractor, Supplier, person, or organization if requested by Owner. If Owner or Engineer, after due investigation, has reasonable objection to any proposed Subcontractor, Supplier, other person or organization, may request the apparent Successful Bidder to submit an acceptable substitute prior to the Notice of Award, in which case that Bidder's Bid price will be increased (or decreased) by the difference in cost occasioned by such substitution and Owner may consider such price adjustment in evaluating Bids and making the Contract award.

10.2 In Contracts where the Contract Price is on the basis of Cost-of-the-Work Plus a Fee, the apparent Successful Bidder, prior to the Notice of Award, shall identify in writing to Owner

those portions of the Work that such Bidder proposes to subcontract and after the Notice of Award may only subcontract other portions of the Work with Owner's written consent.

10.3 No Contractor shall be required to employ any Subcontractor, Supplier, other person or organization against whom Contractor has reasonable objection.

11. BID FORM

11.1 The Bid Form (Form of Proposal) is included with the Bidding Documents; additional copies may be obtained from Worcester County.

11.2 All blanks on the Bid Form must be completed in ink or typed.

11.3 Bids by corporations must be executed in the corporate name by the president or a vice-president (or other corporate officer accompanied by evidence of authority to sign) and the corporate seal must be affixed and attested by the secretary or an assistant secretary. The corporate address and state of incorporation must be shown below the signature.

11.4 Bids by partnerships must be executed in the partnership name and signed by a partner, whose title must appear under the signature, and the official address of the partnership must be shown below the signature.

11.5 All names must be typed or printed below the signature.

11.6 The Bid shall contain an acknowledgment of receipt of all Addenda (the numbers of which must be filled in on the Bid Form).

11.7 The address and telephone number for communications regarding the Bid must be shown.

12. SUBMISSION OF BIDS

12.1 Bids shall be submitted before 1:00 PM (EDT) on June 22, 2020 at the office of the County Commissioners of Worcester County, Worcester County Government Center, 1 West Market Street, Room 1103, Snow Hill, Maryland 21863, as indicated in the Advertisement or Invitation to Bid and shall be enclosed in an opaque, sealed envelope, marked with the Project title, and name and address of the Bidder and accompanied by the Bid security and other related documents. If the Bid is sent through the mail or other delivery system, the sealed envelope shall be enclosed in a separate envelope with the notation "BID ENCLOSED—WORCESTER COUNTY DEPARTMENT OF PUBLIC WORKS PUMP STATIONS S AND P UPGRADES on the face of it.

13. MODIFICATION AND WITHDRAWAL OF BIDS

13.1 Bids may be modified or withdrawn by an appropriate document duly executed (in the manner that Bid must be executed) and delivered to the place where Bids are to be submitted at any time prior to the opening of Bids.

14. OPENING OF BIDS

Bids will be opened and read aloud publicly at before 1:00 PM (EDT) on June 22, 2020. An abstract of the amounts of the base Bids and major alternates will be made available to Bidders after the opening of Bids. Bids will be reviewed, with a recommendation anticipated to be presented to the County Commissioners at their regular meeting.

15. BIDS TO REMAIN SUBJECT TO ACCEPTANCE

All bids will remain subject to acceptance for ninety (90) days after the day of the Bid opening, but Owner may, in his sole discretion, release any Bid and return the Bid security prior to that date.

16. AWARD OF CONTRACT

16.1 Owner reserves the right to reject any and all Bids, to waive any and all informalities not involving price, time, or changes in the Work and to negotiate Contract terms with the Successful Bidder, and the right to disregard all nonconforming, nonresponsive, unbalanced, or conditional Bids. Also, Owner reserves the right to reject the Bid of any Bidder if Owner believes that it would not be in the best interest of the Project to make an award to that Bidder, whether because the Bid is not responsive, or the Bidder is unqualified or of doubtful financial ability, or fails to meet any other pertinent standard or criteria established by Owner. Discrepancies in the multiplication of units of Work and unit prices will be resolved in favor of the unit prices. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum.

16.2 In evaluating Bids, Owner will consider the qualifications of the Bidders, whether or not the Bids comply with the prescribed requirements, and such alternates, unit prices, and other data as may be requested in the Bid Form or prior to the Notice of Award.

16.3 Owner may consider the qualifications and experience of Subcontractors, Suppliers, and other persons and organizations proposed for those portions of the Work as to which the identity of Subcontractors, Suppliers, and other persons and organizations must be submitted as provided in the Supplementary Conditions. Owner also may consider the operating costs, maintenance requirements, performance data, and guarantees of major items of materials and equipment proposed for incorporation in the Work when such data is required to be submitted prior to the Notice of Award.

16.4 Owner may conduct such investigations, as Owner deems necessary, to assist in the evaluation of any Bid and to establish the responsibility, qualifications, and financial ability of Bidders, proposed Subcontractors, Suppliers, and other persons and organizations to perform and furnish the Work in accordance with the Contract Document to Owner's satisfaction within the prescribed time.

16.5 If the Contract is to be awarded, it will be awarded to the lowest Bidder whose evaluation by Owner indicates that the award will be in the best interests of the Project.

16.6 If the Contract is to be awarded, Owner will give the Successful Bidder a Notice of Award within sixty (60) days after the day of the Bid opening.

17. CONTRACT SECURITY

Article 5 of the General Conditions and the Supplementary Conditions set forth Owner's requirements as to performance and payment Bonds. When the Successful Bidder delivers the executed Agreement to Owner, it must be accompanied by the required performance and payment Bonds.

18. SIGNING OF AGREEMENT

When Owner gives a Notice of Award to the Successful Bidder, it will be accompanied by the required number of unsigned counterparts of the Agreement with other written Contract Documents attached. Within fifteen (15) days thereafter, Contractor shall sign and deliver the required number of counterparts of the Agreement and attached documents to Owner with the required Bonds. Within ten (10) days thereafter, Owner shall deliver one fully signed counterpart to Contractor. Each counterpart is to be accompanied by a complete set of the Drawings with appropriate identification.

19. PREBID CONFERENCE

A prebid conference will be held at before 10:00 AM (EDT) on June 8, 2020 at the Department of Public Works-Water and Wastewater Administration Building, 1000 Shore Lane, Berlin MD 21811. Representatives of Owner and Engineer will be present to discuss the Project. Bidders are encouraged to attend and participate in the conference. Engineer will transmit to all prospective Bidders of record such Addenda as Engineer considers necessary in response to questions arising at the conference.

20. SALES AND USE TAXES

The Owner's exemption from Maryland State Sales and Use Taxes on materials and equipment cannot be passed on to the Contractor. Contractor shall add such taxes within the Contract Price.

21. RETAINAGE

Provisions concerning retainage are set forth in the Agreement.

22. AWARD OF BIDS

The successful Bidder, for purpose of Contract award, shall be the conforming responsible Bidder offering the low unit price bid for the Base Bid Items.

BID FORM

PROJECT IDENTIFICATION: Worcester County Department of Public Works
Pump Stations S and P Upgrades

CONTRACT IDENTIFICATION: Contract _____

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

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

1. The undersigned BIDDER proposes and agrees, if this Bid is accepted, to enter into an agreement with OWNER in the form included in the Contract Documents to perform and furnish all Work as specified or indicted in the Contract Documents for the Contract Price and within the Contract Time indicated in this Bid and in accordance with the other terms and conditions of the Contract Documents.
2. Bidder accepts all of the terms and conditions of the Advertisement and Instructions to Bidders, including without limitation those dealing with the disposition of Bid security. This Bid will remain subject to acceptance for sixty (60) days after the day of Bid opening. Bidder will sign and submit the Agreement with the Bonds and other documents required by the Bidding Requirements within fifteen (15) days after the date of OWNER'S Notice of Award.
3. In submitting this Bid, Bidder represents, as more fully set forth in the Agreement, that:

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

Date(s)	Number(s)
_____	_____

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

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

- d. Bidder has reviewed and checked all information and data shown on or indicated on the Contract Documents with respect to existing Underground Facilities at or contiguous to the site and assumes responsibility for the accurate location of said Underground Facilities. No additional examinations, investigations, explorations, tests, reports, or similar information or data in respect of said Underground Facilities are or will be required by Bidder in order to perform and furnish the Work at the Contract Price, within the Contract Time and in accordance with the other terms and conditions of the Contract Documents, including specifically the provisions of Article 4 of the General Conditions.
 - e. Bidder has correlated the results of all such observations, examinations, investigations, explorations, tests, reports, and studies with the terms and conditions of the Contract Documents.
 - f. Bidder has given ENGINEER written notice of all conflicts, errors, or discrepancies that it has discovered in the Contract Documents and the written resolution thereof by ENGINEER is acceptable to Bidder.
 - g. This Bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm, or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization, or corporation: Bidder has not directly or indirectly induced or solicited any other bidder to submit a false or sham Bid; Bidder has not solicited or induced any person, firm, or corporation to refrain from bidding; and Bidder has not sought by collusion to obtain for itself any advantage over any other Bidder or over OWNER.
4. Bidder will substantially complete the Work within ninety (90) calendar days from receipt of Notice to Proceed and final completion within thirty (30) calendar days from the issuance of substantial completion for the following price as indicated on the Bid Form.

BID FORM

**WORCESTER COUNTY DEPARTMENT of PUBLIC WORKS
PUMP STATIONS S AND P UPGRADES
WORCESTER COUNTY, MARYLAND**

ITEM NO.	PUMP STATION S - ITEM DESCRIPTION	ESTIMATED QTY	UNIT	COST PER UNIT (\$)	TOTAL ITEM COST (\$)
1s	MOBILIZATION AND DEMOBILIZATION	1	LS		
2s	INSTALLATION OF BYPASS PUMPING SYSTEMS	1	LS		
3s	DEMOLITION OF EXISTING PUMP STATION	1	LS		
4s	EROSION AND SEDIMENT CONTROL	1	LS		
5s	VALVE VAULT AND APPURTNEANCES	1	LS		
6s	WET WELL AND APPURTENANCES	1	LS		
7s	SUBMERSIBLE PUMP INSTALLATION	1	LS		
8s	CONCRETE PAD	1	LS		
9s	ELECTRICAL SITE WORK	1	LS		
10s	EQUIPMENT START-UP AND PRESSURE TESTING	1	LS		
	TOTAL PUMP STATION S BID				

ITEM NO.	PUMP STATION P - ITEM DESCRIPTION	ESTIMATED QTY	UNIT	COST PER UNIT (\$)	TOTAL ITEM COST (\$)
1p	MOBILIZATION AND DEMOBILIZATION	1	LS		
2p	INSTALLATION OF BYPASS PUMPING SYSTEMS	1	LS		
3p	DEMOLITION OF EXISTING PUMP STATION	1	LS		
4p	EROSION AND SEDIMENT CONTROL	1	LS		
5p	VALVE VAULT AND APPURTENANCES	1	LS		
6p	WET WELL AND APPURTENANCES	1	LS		
7p	SUBMERSIBLE PUMP INSTALLATION	1	LS		
8p	CONCRETE PAD	1	LS		
9p	ELECTRICAL SITE WORK	1	LS		
10p	EQUIPMENT START-UP AND PRESSURE TESTING	1	LS		
	TOTAL PUMP STATION P BID				
	TOTAL PUMP STATION S AND P BID				

TOTAL BASE BID PRICE IN WORDS: _____

_____ DOLLARS AND _____ CENTS

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

6. Communications concerning this Bid shall be addressed:

EA Engineering, Science, and Technology, Inc. PBC
11200 Racetrack Road, Unit 101
Berlin, MD 21811
Attention: Darl Kolar, P.E.
dkolar@eaest.com
Phone: (410) 641-5341
Fax: (410) 641-5349

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

SUBMITTED ON _____, 2020.

If Bidder is:

An Individual

By _____ (SEAL)
(Individual's Name)

doing business at

Business Address: _____

Phone Number: _____

A Partnership

By _____ (SEAL)
(Firm Name)

(General Partner)

Business Address: _____

Phone Number: _____

A Corporation

By _____ (SEAL)
(Corporation Name)

(State of Incorporation)

By _____
(Name of Person Authorized to Sign)

(Title)

(Corporate Seal)

Attest _____ (SEAL)
(Secretary)

Business Address: _____

Phone Number: _____

A Joint Venture

By _____
(Name)

(Address)

By _____
(Name)

(Address)

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

SPECIFICATIONS CONTENTS

SECTION 01 11 00	SUMMARY OF WORK
SECTION 01 20 00	MEASUREMENT AND PAYMENT
SECTION 01 33 00	SUBMITTALS
SECTION 01 70 00	CONTRACT CLOSEOUT
SECTION 02 25 00	EXCAVATION, BACKFILL, AND COMPACTION
SECTION 02 41 16	DEMOLITION
SECTION 03 05 16	PRECAST CONCRETE STRUCTURES
SECTION 03 10 00	CONCRETE FORMING AND ACCESSORIES
SECTION 03 20 00	CONCRETE REINFORCING
SECTION 03 30 00	CAST-IN-PLACE CONCRETE
SECTION 05 50 00	METAL AND GRATING FABRICATIONS
SECTION 09 96 00	HIGH PERFORMANCE COATINGS
SECTION 26 00 00	ELECTRICAL GENERAL
SECTION 26 05 01	CONDUCTORS AND CABLES
SECTION 26 05 26	ELECTRICAL GROUNDING
SECTION 26 05 33	CONDUITS AND RACEWAY SYSTEMS
SECTION 26 05 53	IDENTIFICATION FOR ELECTRICAL SYSTEMS
SECTION 26 09 00	INSTRUMENTATION
SECTION 27 27 10	SPREAD SPECTRUM RADIO SYSTEM
SECTION 31 25 00	EROSION AND SEDIMENT CONTROL
SECTION 32 92 00	LAWNS AND GRASSES
SECTION 33 05 13	MECHANICAL GENERAL REQUIREMENTS
SECTION 33 11 13	DUCTILE IRON AND GRAVITY PIPE, VALVES AND FITTINGS

SECTION 01 11 00

SUMMARY OF WORK

PART 1 GENERAL

1.1 LOCATION

The work to be performed hereunder for the Worcester County Department of Public Works Pump Stations S and P Upgrades Project is located in Worcester County, Maryland, at the following address:

Pump Station "S"
511 Yacht Club Drive
Ocean Pines, Maryland 21811

Pump Station "P"
4 Sand Trap Court
Ocean Pines, Maryland 21811

1.2 SCOPE

- A. The work to be performed hereunder includes the furnishing of all labor, materials as shown (County will Provide some materials as outlined), transportation, tools, supplies, equipment, electrical work, and appurtenances necessary for the complete, and in-place, satisfactory construction, dewatering as needed, sewerage bypass pumping operations, and testing of all work shown on the Contract Drawings and required by the Contract for Worcester County Department of Public Works Pump Stations S and P Upgrades. The County will provide the pumps and pump motors, electrical control panels including motor soft starts for both Pump Stations S and P.
- B. It is the intent of the Contract Documents to describe a complete project and any work that may be reasonably inferred as being required to produce a finished job for the intended purposes, and this work shall be completed whether or not such incidental or related work is explicitly stated in the Contract Documents.
- C. The project Work for both Pump Station S and P generally includes the following:
 - 1. Providing approved sewer bypass operations.
 - 2. Protect and reuse of Camlock connection, plug valves and fittings for use during bypass operations at Pump Station S.
 - 3. Installation of Camlock connection, plug valves and fittings for use during bypass operations at Pump Station P.
 - 4. Demolition, removal of existing piping and equipment and installation of new equipment.
 - 5. Precast wet well riser section, valve box, and installation of two submersible pumps with slide rails
 - 6. Installation of associated valves, piping, and appurtenances.
 - 7. Demolition of electrical components shown on Contract Drawings.
 - 8. Conduit and conductors from Pump Stations "S" and "P" to equipment, wet well, instrumentation.

9. Site lighting and directional antenna.
 10. Installation and setup of pump control panel (provided by the County).
 11. Instrumentation, including level sensor, and float switches.
 12. Prepare and supply Operation and Maintenance Manuals for all equipment.
 13. Conduct start-up testing by Manufacturers representative and provide testing results to Owner and Engineer.
 14. Site restoration and repair of damaged asphalt at each pump station
- D. The CONTRACTOR shall provide and install materials and labor to construct the upgrades to Pump Stations "S" and "P" and make all connections and install all appurtenant items as shown in or required by the Contract Documents. CONTRACTOR shall be responsible for mounting all electrical enclosures, all equipment, and all conduits and conductors.
- E. The CONTRACTOR shall be responsible for mounting and properly grounding the directional antenna at Pump Stations "S" and "P". CONTRACTOR shall be responsible for programming the programmable controller and operator interface display located at both pump stations.
- F. The CONTRACTOR shall be responsible for updating the Trihedral software on the PC Computers at the Central Office of the Ocean Pines Wastewater Treatment Plant (WWTP), as well as at other locations. This computer shall have its HMI monitoring and control software updated to include control and monitoring screens for Pump Stations "S" and "P". These screens shall, as closely as possible, duplicate the screens used on similar facilities. These additional screens shall be as consistent in appearance, function, and operation as the existing screens so that these additional screens will provide for a seamless addition of Pump Stations "S" and "P" to the existing Worcester County SCADA system. CONTRACTOR shall submit proposed paper copies of the proposed screens and test the proposed changes on a separate system (to be provided by the CONTRACTOR) so that operation of the existing SCADA system is not affected in any way. Prior to implementation of the changes for Pump Stations "S" and "P", the CONTRACTOR shall obtain the approval of the OWNER and the ENGINEER. The changes shall be implemented in such a manner that they may be removed, and the system returned to its existing operating condition if these changes are not satisfactory to the OWNER.
- G. All equipment removed shall be disposed of by the CONTRACTOR. The OWNER shall have right of salvage for all equipment removed; however, if the OWNER does not claim this equipment, it shall be disposed of at the CONTRACTOR'S expense.
- H. Lump Sum Items

Measurement for all items listed as Lump Sum will be on a lump sum basis and are reflected as such on the bid form. Payment for each of the items will be as a percent complete in accordance with the schedule of values established prior to initiating construction and in accordance with the work completed each month. Payment is not to exceed each lump sum price from bid.

I. Measurement and Payment, Unit Price Items

Measurement for all items listed as Unit Price with quantities identified will be at the unit prices bid, and shall include the furnishing of all labor, tools, equipment and materials and the performance for all work required to complete the project as indicated and specified in accordance with all requirements on the Contract Documents and to the entire satisfaction of the Engineer.

J. Measurement and Payment, General

1. All incidental, minor and miscellaneous items, work and materials for which no specific lump sum or unit price bid item is shown and which are necessary to complete the work and to maintain and/or repair the work, shall be done and furnished by the Contractor without extra charge.

1.3 BOUNDARIES OF WORK

- A. The OWNER shall provide land for the work specified in these Contract Documents and shall provide suitable provisions for ingress and egress, and the CONTRACTOR shall not enter on or occupy with men, tools, equipment, or material any ground outside the property of the OWNER without the written consent of the OWNER of such ground. Other contractors and employees or agents of the OWNER may, for all necessary purposes, enter upon the work and premises used by the CONTRACTOR, and the CONTRACTOR shall conduct his work so as not to impede unnecessarily any work being done by others on or adjacent to the site.
- B. Staging Area shall be on the property of the pump stations. Additional storage required shall be obtained by the CONTRACTOR and shall be the CONTRACTOR'S responsibility.

1.4 WATER SUPPLY

- A. The OWNER will provide, at no charge to the CONTRACTOR, a reasonable amount of water for construction purposes. Connection to water supply shall be onsite at a hose bib near the Wastewater Treatment Plant.
- B. The CONTRACTOR shall notify the ENGINEER at least two (2) working days prior to his need for construction water. The CONTRACTOR shall not take water from the OWNER'S system without written approval of the ENGINEER.

1.5 PERMITS, INSPECTIONS, TESTS

- A. The CONTRACTOR will acquire all permits, inspections, and tests necessary for the proper execution of the work in accordance with all federal, state, and local rules, regulations, and codes. Copies of all permits shall be presented to the OWNER upon receipt and shall be posted, as required, at the project site. The CONTRACTOR is required to immediately notify Worcester County and the Maryland Department of the Environment in the event of any spills or discharges of sanitary sewage.

- B. The CONTRACTOR shall notify the ENGINEER two (2) working days prior to all inspections and tests and shall furnish certificates of test results and approvals to the ENGINEER upon receipt

1.6 CONTINUITY OF SERVICES

- A. Prior to bypass pumping, and after initial startup. The CONTRACTOR shall make every provision necessary to maintain the operation of the pumping station, and to minimize downtime. Refer to the Supplementary Conditions of the Contract Specifications and the Contract Drawings for further requirements for bypass pumping. The CONTRACTOR shall minimize interference with the operations of the wastewater collection system and keep interruptions to water flows to an absolute minimum.
- B. Operation of valves and/or gates required to perform this work shall be executed only by COUNTY personnel. The Deputy Director of the Worcester County Department of Public Works, or his designated agent, will supervise this work, and no valve, gate, or other equipment shall be operated without his knowledge.
- C. In order to minimize any periods when pump stations are scheduled to be not in service, the CONTRACTOR shall complete the work to the fullest extent possible prior to any shutdown request. The CONTRACTOR shall have completed all necessary preparatory work and shall have adequate personnel available to keep any shutdown periods to a minimum. All equipment and materials needed to complete the work shall be onsite prior to the commencement of any shutdown.

1.7 MATERIAL AND WORKMANSHIP WARRANTY

- A. The CONTRACTOR shall warrant that all workmanship, material, and equipment furnished and installed by him shall be free of defects for a period of two (2) years after acceptance of the work. Should such defects appear, the CONTRACTOR shall repair or replace such defects at no cost to the OWNER.

1.8 INSTRUCTION OF OWNER'S REPRESENTATIVES

- A. Before request for final acceptance of Work, furnish necessary skilled personnel to operate all systems. Instruct designated OWNER'S representative in proper operation and care of systems and equipment. Repeat instructions as required.
- B. The CONTRACTOR shall provide, in suitable binders, three (3) copies of printed specifications, instructions, and diagrams covering operation and maintenance of each item of equipment and controls supplied. All Drawings are to be site-specific and customized for this project.
- C. The CONTRACTOR shall thoroughly and completely instruct the OWNER or his representative in the operation and maintenance of all equipment and systems installed under this Contract to the satisfaction of the ENGINEER.

1.9 COORDINATION WITH OTHER CONTRACTORS, UTILITIES, AND GOVERNMENT AGENCIES

- A. There will be construction activities by other contractors, utilities, and government agencies at the project site. The CONTRACTOR will be required to coordinate and cooperate with others in carrying out his work.

1.10 REFERENCED SPECIFICATIONS

- A. The requirements of the ACI, ASA, API, ASME ASTM, AWS, AWWA, CFR, COMAR, EPA, MDE, MSS, UL and other specifications shall mean the latest edition thereof, and shall apply to all of the latest edition thereof, and shall apply to all of the applicable work to be performed, except as modified or revised by the Contract Documents, which shall govern.
- B. The requirements of referenced specifications shall be as binding upon the performance of the work as if they were fully written out herein.

1.11 FIELD ADJUSTMENTS

- A. The alignment and placement of the work shall be subject to adjustments in the field as directed by the ENGINEER.
- B. Calibration of instruments and sensors shall be subject to adjustments in the field as directed by the ENGINEER. All instruments shall be accurately and completely calibrated by the CONTRACTOR.

PART 2 PRODUCTS

Not Used.

PART 3 EXECUTION

Not Used.

**** End of Section ****

SECTION F: DRAWINGS (Bound Separately)

G-001	TITLE SHEET
C-101	PUMP STATION S – DEMOLITION AND PROPOSED SITE PLAN
C-102	PUMP STATION P – DEMOLITION AND PROPOSED SITE PLAN
C-301	PUMP STATION DEMOLITION SECTIONS
C-302	PUMP STATION S - PROPOSED SECTIONS
C-303	PUMP STATION P - PROPOSED SECTIONS
C-501	DETAILS SHEET
C-502	EROSION AND SEDIMENT CONTROL NOTES AND DETAILS I
C-503	EROSION AND SEDIMENT CONTROL NOTES AND DETAILS II
E-101	PUMP STATION S – ELECTRICAL SITE PLAN AND ONE-LINE DIAGRAM
E-102	PUMP STATION P – ELECTRICAL SITE PLAN AND ONE-LINE DIAGRAM
E-103	ELECTRICAL DETAILS

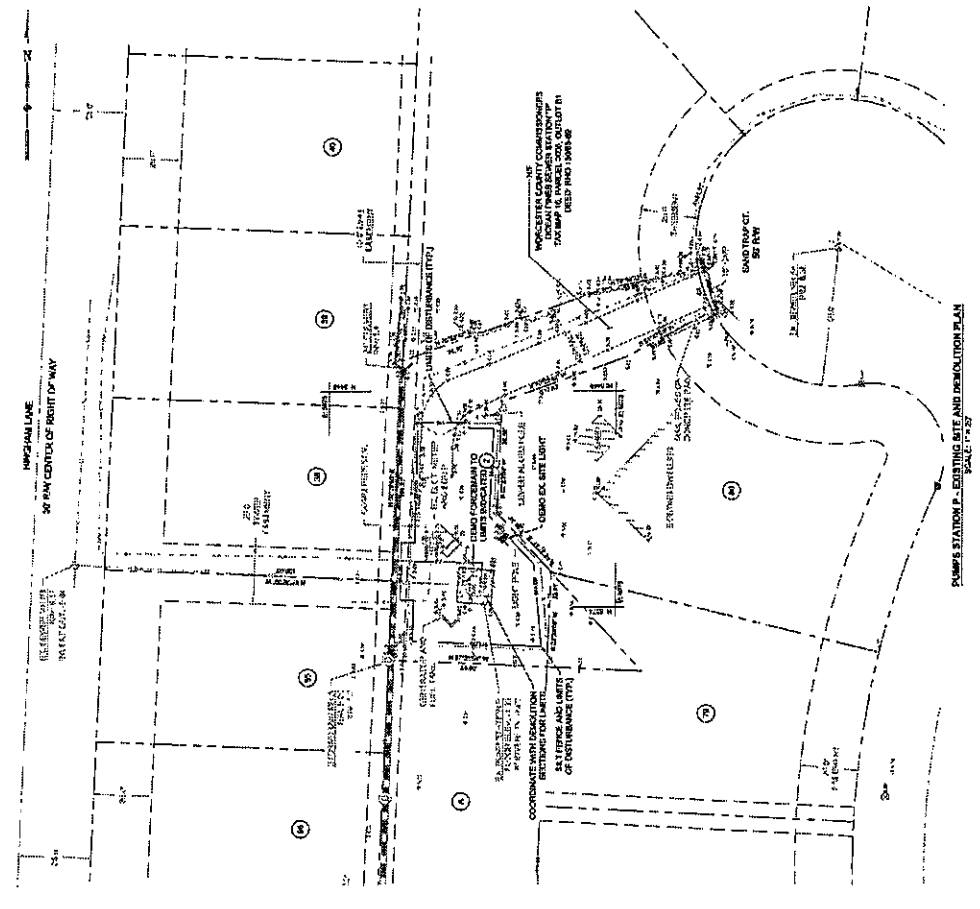
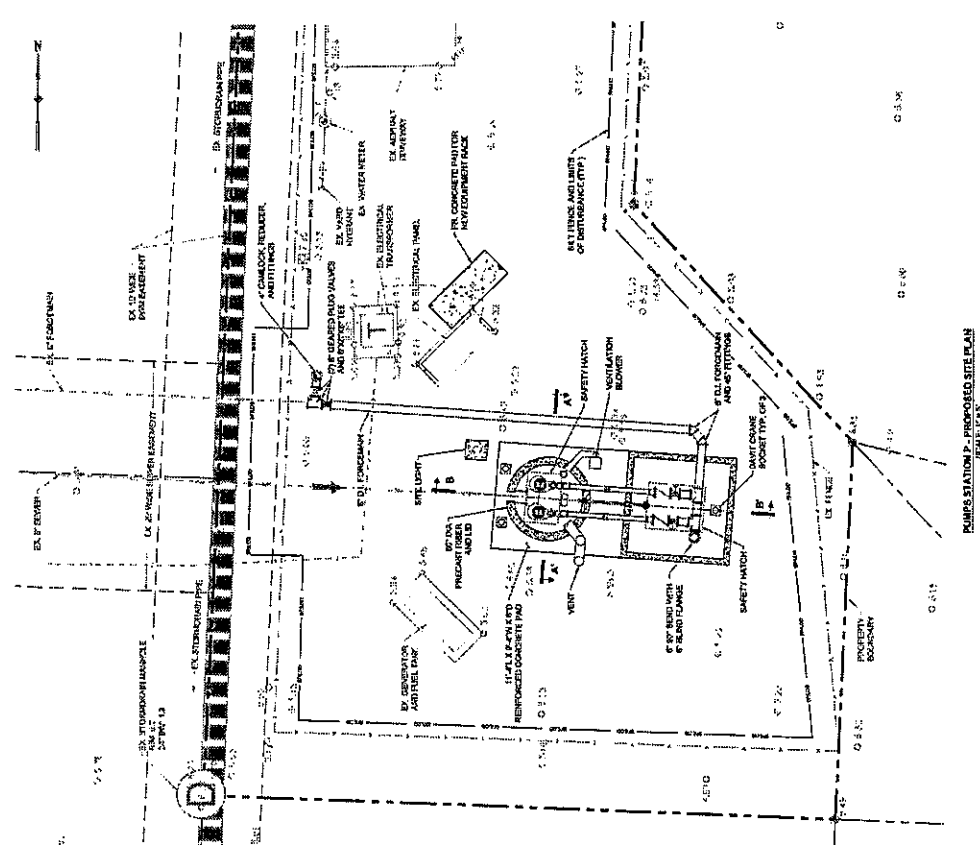


DATE: MAY 2008
 PROJECT NUMBER: 02070
 SHEET: 3 OF 19
 C-102

WORCESTER COUNTY
 DEPARTMENT OF PUBLIC WORKS
 OCEAN PINES PUMP STATIONS & P UPGRADES
 PUMP STATION P - DEMOLITION AND PROPOSED SITE PLAN



NO.	DATE	BY	DESCRIPTION



- PUMP STATION P - PROPOSED SITE PLAN**
 SCALE: 1" = 8'
- PUMP STATION P - EXISTING SITE AND DEMOLITION PLAN**
 SCALE: 1" = 8'
- PROJECT AND SITE DATA**
- PROPERTY: [blank]
 - FLOODING: [blank]
 - SOIL PRESENT: [blank]
 - PROPOSED LOT: [blank]
 - ADJACENT ROAD: [blank]
 - FOREST CONSERVATION: [blank]
 - PUMP STATION P IS NOT LOCATED WITHIN THE CRITICAL AREA ON BUTTER.
 - NO UTILITIES WILL BE DISTURBED AS A PART OF THE PROJECT.
- GENERAL NOTE:**
- ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE MASSACHUSETTS DEPARTMENT OF PUBLIC WORKS REGULATIONS AND THE MASSACHUSETTS DEPARTMENT OF ENVIRONMENTAL AFFAIRS REGULATIONS.
 - THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL AND STATE AUTHORITIES.
 - CONSTRUCTION SHALL BE COMPLETED WITHIN THE SPECIFIED TIME FRAME.
- PUMP STATION - DEMOLITION NOTE:**
- CONTRACTOR TO PROVIDE AND COORDINATE WITH WORCESTER COUNTY FOR DEMOLITION OPERATIONS. BYPASS PUMPING PLAN SHALL BE SUBMITTED TO WORCESTER COUNTY FOR APPROVAL PRIOR TO START. THE BYPASS PUMP SHALL BE SET UP AT LEAST 10 FEET FROM THE EXISTING PUMP STRUCTURE.
 - EXISTING CONDUITS, FITTINGS, AND VALVES SHALL REMAIN. CONTRACTOR SHALL DISCONNECT A SHUT DOWN OF THE SYSTEM FOR DEMOLITION PURPOSES. DEMOLITION SHALL BE COMPLETED WITHIN THE SPECIFIED TIME FRAME.



12

DEPARTMENT OF
DEVELOPMENT REVIEW AND PERMITTING

Worcester County

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

ZONING DIVISION
BUILDING DIVISION
DATA RESEARCH DIVISION

ADMINISTRATIVE DIVISION
CUSTOMER SERVICE DIVISION
TECHNICAL SERVICE DIVISION

Proposed for Public Hearing
on July 7, 2020

MEMORANDUM

TO: Harold Higgins, Chief Administrative Officer
FROM: Edward A. Tudor, Director, Development Review and Permitting *EAT*
DATE: May 7, 2020
RE: Request to Schedule Public Hearing – Shady Side Village Residential Planned
Community (RPC)

The Department is in receipt of an application submitted by Hugh Cropper, IV, on behalf of Kathleen Clark which seeks to establish a residential planned community (RPC) floating zone on the property known as Shady Side Village, located on the southerly side of MD Route 707 (Old Bridge Road), west of Greenridge Lane, Tax Map 26, Parcel 157. The proposed RPC consists of a 37-unit townhouse development. It was reviewed by the Planning Commission at its meeting on Thursday, March 5, 2020 and given a favorable recommendation.

Jennifer K. Keener, Zoning Administrator, has prepared the written findings of fact and recommendation on the Planning Commission’s behalf and a copy is attached. So that we may advise the applicant of the anticipated public hearing date, we ask that the hearing for this case be scheduled by the County Commissioners.

For your convenience, a draft advertisement for the required public hearing is attached herewith and an electronic copy has been forwarded to your office as well. The concept plan has been included for the Commissioner’s convenience in gaining a sense of the project. The entire package will be made available for the public hearing. If you have any questions, or need any further clarification, please do not hesitate to contact me. As always, I will be available to discuss the matter with you and the County Commissioners at your convenience.

Attachment

EAT: jkk

1a

NOTICE OF PUBLIC HEARING
FOR
ESTABLISHMENT OF A
RESIDENTIAL PLANNED COMMUNITY (RPC)

DRAFT

SHADY SIDE VILLAGE RPC
SOUTHERLY SIDE OF MD ROUTE 707
WEST OF GREENRIDGE LANE

TENTH TAX DISTRICT
WORCESTER COUNTY, MARYLAND

Pursuant to Sections 1-114 and 1-315 of the Worcester County Zoning Ordinance, application has been filed with the Worcester County Commissioners by Hugh Cropper, IV on behalf of Kathleen Clark to establish a Residential Planned Community (RPC) on property located on the southerly side of MD Route 707 (Old Bridge Road), west of Greenridge Lane. Located in the Tenth Tax District of Worcester County, Maryland, the property is designated on Tax Map 26 as Parcel 157. The Worcester County Planning Commission has reviewed the Shady Side Village Residential Planned Community application at its meeting of March 5, 2020 and granted a favorable recommendation to the Worcester County Commissioners.

Pursuant to Sections 1-114 and 1-315 of the Worcester County Zoning Ordinance, the County Commissioners will hold a

PUBLIC HEARING

on

TUESDAY, _____

AT _____

IN THE COUNTY COMMISSIONERS' MEETING ROOM
WORCETER COUNTY GOVERNMENT CENTER – ROOM 1101
ONE WEST MARKET STREET
SNOW HILL, MARYLAND 21863

At said public hearing the County Commissioners will consider the Residential Planned Community and the recommendation of the Planning Commission, any proposed restrictions, conditions or limitations as may be deemed by them to be appropriate to preserve, improve, or protect the general character and design of the lands and improvements being developed, and the advisability of reserving the power and authority to approve or disapprove the design of building, construction, landscaping or other improvements, alterations and changes made or to be made on the subject land or lands to assure conformity with the intent and purpose of applicable State laws and regulations and the County Zoning Ordinance.

A map of the proposed area, the staff file on the Residential Planned Community application and the Planning Commission's file, which will be entered into record at the public hearing, are on file and available for inspection at the Department of Development, Review and Permitting, Government Center - Room 1201 (2nd Floor), One West Market Street, Snow Hill, Maryland 21863 between the hours of 8:00A.M. and 4:30 P.M., Monday through Friday (except holidays). Interested parties may also call (410) 632-1200.

THE WORCESTER COUNTY COMMISSIONERS

1b

WORCESTER COUNTY
PLANNING COMMISSION

FINDINGS OF FACT
AND
RECOMMENDATION

SHADY SIDE VILLAGE
RESIDENTIAL PLANNED COMMUNITY

STEP I

March 5, 2020

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III.	Planning Commission Findings of Fact	Pages 4 - 8
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V.	Attachments	
a.	Zoning Map	Page 10
b.	The Technical Review Committee Report, including the comments of Individual Committee members, the Applicant's written narrative, and §ZS 1-315	Pages 11 - 51

I. GENERAL INFORMATION:

Date of Planning Commission Review: March 5, 2020

Date of TRC Review: January 8, 2020

Approval requested: Step I Residential Planned Community – Establishment of the RPC Floating Zone

Project Description: Proposed 37-unit townhouse development

Location: South side of MD Route 707 (Old Bridge Road), west of Greenridge Lane, Tax Map 26, Parcel 157, Tax District 10, R-4 General Residential District

Owner: Kathleen Clark
12319 Ocean Gateway, Suite 304
Ocean City, MD 21842

Architect/Engineer: Iott Architecture & Engineering, Inc.
310 Hammond Street
Salisbury, MD 21804

Existing Conditions: The 4.82 acre site area is comprised of approximately 4.51 acres of uplands, 0.18 acres of non-tidal wetlands, and 0.06 acres of tidal wetlands. The majority of the property is cleared, with some existing forested areas to the rear.

Proposed Project: The Shady Side Village RPC as shown on the Step I plan is proposed to be a townhouse development comprised of a total of 37 residential units. The net lot area is a total of 4.67 acres once tidal wetlands and the road widening along MD Route 707 (Old Bridge Road) have been deducted. Proposed open space totals approximately 2.27 acres. Within this total, 0.16 acres of active recreation and 0.3 acres of passive recreation are proposed. The remaining 1.81 acres is set aside as natural open space. The Step I plan indicates that there will be one point of access to the project from Maryland Route 707 (Old Bridge Road).

II. COMMENTS RELATIVE TO COMPLIANCE WITH BASIC RPC REQUIREMENTS:

Zoning: A development is required to meet the major RPC standards when consisting of greater than 20 proposed units. RPC's are permitted in the R-4 General Residential District.

Permitted Uses: In that the proposed RPC is comprised of townhouse dwelling units, it complies with the RPC regulations relative to permitted uses.

Density: In the R-4 District, a maximum of eight units per one acre of the total gross lot area are allowed. The total permitted density is 38.56 units, and the applicant is proposing 37 units. Thus, the proposed density is approximately 7.7 units per acre.

Maximum limitation of 70% for residential uses: The project proposes to utilize 2.34 acres of its land area for residential uses including streets, or 49%.

Maximum limitation of 20% of retail and service uses: The project does not propose any commercial uses.

Minimum requirement of 30% for common use open space and recreational areas: Given the project's net acreage of 4.67 acres, a total of 1.4 acres is required to be provided for open space. A total of 2.27 acres of the site's acreage is proposed to be set aside in open space. Open space is required to have a certain amount of active and passive recreational features, as well as lands preserved in their natural state. The breakdown is required as follows:

- **Minimum of 50% of required open space shall be retained in its natural state:** The project is proposing to provide 1.81 acres of the total open space in a natural state (uplands and wetlands). This information will need to be reflected in the open space chart as requested in the TRC comments.
- **Minimum of 10% of required open space shall be for active recreation:** The project is proposing to provide 0.16 acres (11%) of the total required open space in active recreation. Active recreation is defined as uses, areas or activities that are oriented towards potential competition and involving special equipment. The project includes features such as an area for a corn hole game and horse shoes, a playground and a circuit training course as active recreation. The circuit training course has been relocated outside of the Critical Area 100' buffer as requested during the TRC and Planning Commission reviews.
- **Minimum of 20% of required open space shall be for passive recreation:** The project is proposing to provide 0.3 acres (20.7%) of the total open space in passive recreation. Passive recreation is defined as uses, areas or activities oriented to noncompetitive activities which typically require no special equipment. The plan proposes walkways within the wooded area/ Critical Area buffer.

III. FINDINGS AND RECOMMENDATIONS OF THE PLANNING COMMISSION:

1. The relationship of the RPC with the Comprehensive Plan, zoning regulations, and other established policy guidelines:

The subject property is currently in the "Existing Developed Areas" land use category of the Comprehensive Plan. One aspect of this land use category is to identify areas to be utilized for infill residential development. The project is

consistent with surrounding densities and type of development. It is also providing protection to the sensitive wetland areas and the Critical Area buffer that are an important environmental feature.

Connectivity to main transportation networks are another feature of the proposed development that are consistent with the Comprehensive Plan. Access will be via a single commercial entrance onto MD Route 707 (Old Bridge Road), therefore limiting multiple points of access. An Access Permit will be required from the State Highway Administration, but no further traffic studies are being requested at this time.

Relative to consistency with the zoning regulations, the Planning Commission finds that the project site is zoned R-4 General Residential District, the R-4 District being a zoning classification in which residential planned communities are permitted. It also finds that the project as proposed complies with those requirements cited in §ZS 1-315 relative to maximum density, maximum limitation for residential uses, minimum requirement for common use open space and recreational areas, and types of permitted uses. Furthermore, the Planning Commission finds that the submittals relative to the proposed project comply with the requirements cited in §ZS 1-315(k)(2)A.1. For individual structures, there shall be no minimum lot area, setback, bulk, lot width, or road frontage requirements. Such standards shall be approved by the Planning Commission during the Step II review.

2. The general location of the site and its relationship to existing land uses in the immediate vicinity:

The subject property is located on the southerly side of MD Route 707 (Old Bridge Road), west of Greenridge Lane. The Planning Commission finds that this area can best be characterized as mainly residential land uses of varying types. The R-4 General Residential District encourages infill development and higher densities to encourage traditional neighborhood development while still utilizing conservation features in its design. Therefore, the Planning Commission finds that the proposed use as a townhouse development is consistent with existing land uses in the vicinity.

3. The availability and adequacy of public facilities, services and utilities to meet the needs of the RPC and the long-term implications the project would have on subsequent local development patterns and demand for public facilities and services:

The Planning Commission finds that the properties proposed to be developed into the Shady Side Village RPC are presently zoned R-4 General Residential District. The surrounding developed lands are similarly zoned for residential uses. Due to the sites' R-4 General Residential District zoning classification, a townhouse development at a density of eight dwelling units per one acre is permitted by

zoning. Furthermore, residential planned communities of the same density are permitted by that zoning district. Thus, the proposed density of 7.7 dwelling units per acre was anticipated for this immediate vicinity. In addition, the development proposes to cluster the residential dwelling units in an effort to avoid the 100' Critical Area buffer while preserving the existing forested areas and wetlands, which is encouraged by the Comprehensive Plan. As part of the Critical Area buffer establishment requirements, the entire buffer will be required to be planted. Therefore, the Planning Commission concludes that the proposed Shady Side Village RPC will not have an adverse long-term implication on development patterns in the area. Relative to certain public facilities, public water and sewer is available to serve the proposed development; additional sewer EDUs will need to be transferred to the property and water EDUs will need to be purchased from the County.

As currently proposed, this RPC will be developed under a condominium regime, and the internal travelways are proposed to be private driveways built to a County Roads RPC standard. The specified road standard should be identified on the plans and approved by the County Roads Division of the Department of Public Works during the Step II and III reviews. With respect to parking, a total of 74 spaces are required, and 78 spaces are proposed. The parking to be provided over the minimum shall be of a pervious nature in accordance with §ZS 1-320(f)(1). As a note, parking spaces within the units may count towards the parking requirements, provided that a full 10' width and 20' depth can be achieved within the garage. Please keep in mind that stacked parking cannot be counted towards the code required minimum. Zoning Staff noted in their review that should these units be developed for rental purposes, one additional parking space per rental unit would be required for short-term rentals in accordance with §ZS 1-351.

Overall, the Planning Commission finds that there are adequate public facilities, services and utilities to serve the proposed development.

4. The consistency of the RPC with the general design standards as contained in Subsections (j)(1) through (j)(5):

Relative to the protection of key environmental features, the Planning Commission finds that the development has taken steps to protect the sensitive areas on the subject property, such as the tract of existing forested areas and non-tidal wetlands located within the 100' Critical Area buffer. The open space provided exceeds the minimum required under the RPC regulations. The plan has been revised to remove the active open space and outdoor units (HVAC) associated with several of the townhouse units from the 100' Critical Area buffer. Any potential non-tidal wetland or buffer impacts will require approvals to be obtained from the Maryland Department of the Environment and a copy provided to the county during Steps II and III.

Relative to the general layout and clustering of the development, the Planning Commission finds that the proposed RPC consists of clustered townhouse buildings and minimizing land impacts, especially to environmentally sensitive lands, while maximizing contiguous open spaces. The traffic circulation patterns promote connectivity within the proposed development, and limit access to the public road system to one commercial entrance. With respect to internal circulation, there are what would be considered two dead-ends adjacent to Buildings C and H; confirmation that this design is acceptable will be required from the County Roads Division of the Department of Public Works and the Fire Marshal's Office prior to Step II approval.

A sidewalk is proposed to be provided along the MD Route 707 road frontage for future connections. Internal pedestrian sidewalks are also found on both sides of the proposed private roads. County Roads Division is requesting a statement be added to the plans that the internal sidewalks are to be owned and maintained by the condominium association.

Overall, the Planning Commission generally finds that the RPC has demonstrated consistency with the general design standards contained in §ZS 1-315(j)(1) through (j)(5).

5. The relationship of the RPC's proposed construction schedule, including any phasing, and the demand for and timely provision of public facilities, services and utilities necessary to serve the project:

Within the narrative, a note relative to the phasing plan states that phasing of the project will be done based on market demand, and the recreational areas will be prorated based on the number of units constructed in the individual phases. The Zoning Division strongly encouraged the Planning Commission to consider how the passive and active recreation will be phased in during their Step II review, to ensure that adequate facilities are being provided as the project is developed, and are not an afterthought as the last improvements to be made.

6. The capacity of the existing road network to provide suitable vehicular access for the RPC, the appropriateness of any existing or proposed improvements to the transportation network, the adequacy of the pedestrian and bicycle circulation, and the proposed means of connectivity of the project to surrounding residential, commercial and recreational development and uses:

The Step I plan indicates that there will be one point of access for vehicular traffic onto MD Route 707 (Old Bridge Road). As previously mentioned, no traffic study is required, however the applicant will need to apply for an Access Permit from the State Highway Administration. Relative to the adequacy of pedestrian and bicycle circulation, the road network appears to serve these functions, and a sidewalk has been provided along the front property line and internal to the site

should connectivity be provided for in the future. Based on the information provided, the Planning Commission concludes that the access point to MD Route 707 (Old Bridge Road) will not have a significantly adverse impact on traffic patterns in the area.

7. The relationship of the proposed method of wastewater disposal and provision of potable water service with the goals, objectives and recommendations of the Comprehensive Plan, Comprehensive Water and Sewer Plan, and other established policy guidelines:

The Planning Commission finds that, according to the comments provided by the Department of Environmental Programs, the development is currently served by public sewer via the West Ocean City service area. A total of twenty-eight (28) sewer EDU's are already allocated to the property. The developer will need to purchase an additional nine (9) sewer EDU's based on the number of proposed units. In addition, the development has the ability to connect to the Mystic Harbour Sanitary Service Area for water and will need to apply to purchase thirty-seven (37) water EDU's.

IV. THE RECOMMENDATION OF THE PLANNING COMMISSION

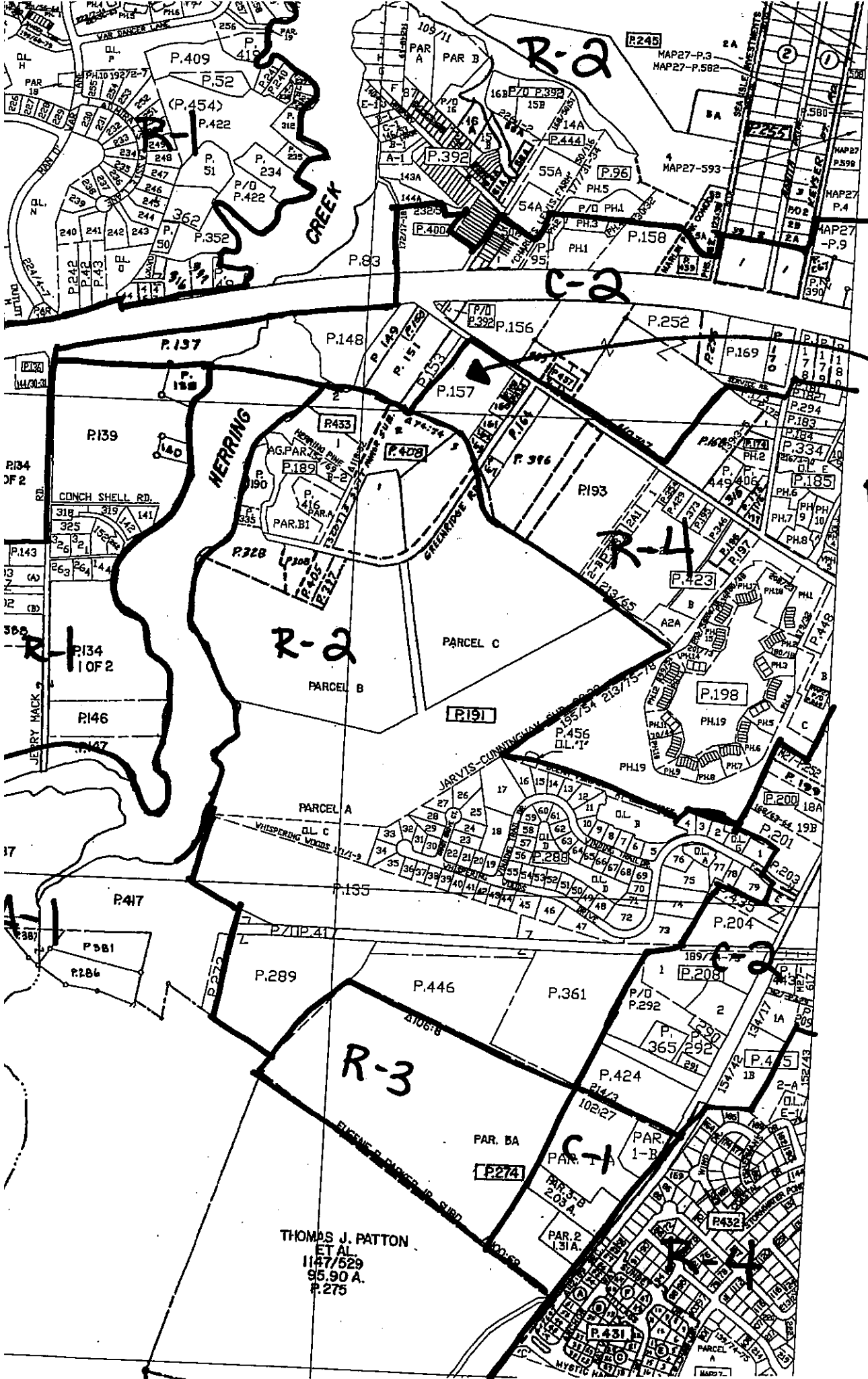
Based upon its findings, the Planning Commission finds that the area in which the subject property is located is currently in the "Existing Developed Areas" land use category of the Comprehensive Plan. The R-4 General Residential District as well as the Existing Developed Area recommends infill development and higher densities to encourage a diverse range of housing types and affordability within a traditional neighborhood development while still utilizing conservation features in its design. The R-4 General Residential District has a recommended density of eight units per one acre and therefore the Planning Commission concludes that the proposed Shady Side Village RPC, which has a density of 7.7 units per acre, is thus in accordance with the Comprehensive Plan. Additionally, the proposed project as submitted complies with the regulations as set forth in §ZS 1-315 relative to residential planned communities. The Planning Commission notes that the proposed project maintains sensitive non-tidal wetlands and existing wooded areas to the maximum extent practicable. The Planning Commission also concludes that the project will not have an adverse impact on local traffic and transportation patterns. The Planning Commission notes that the comments from the Department of Environmental Programs state that there is a water main available to the property for connection and that additional sewer EDUs will need to be transferred to the property. The applicants noted that additional sewer EDU's were lined up for purchase per their testimony at the Planning Commission meeting.

Therefore, based upon its review, the Planning Commission favorably recommends that the request for establishment of the residential planned community floating zone for Shady Side Village RPC be approved.

V. ATTACHMENTS

1. Zoning Map.
2. The Technical Review Committee Report, including the comments of Individual Committee members, the applicant's written narrative, and §ZS 1-315 of the Zoning and Subdivision Control Article are attached.

It should be noted that many comments submitted by various TRC members pertain more to later review stages such as the Step II and Step III implementation step, at which time subdivision plats would be submitted, or to the building/zoning permit stage.



Site of
proposed
RPC

THOMAS J. PATTON
ET AL.
1147/529
95.90 A.
P.275

Subtitle ZS1:III. Supplementary Districts and District Regulations

§ ZS 1-315. RPC residential planned communities.

- (a) Purpose and intent. Residential planned communities are intended to encourage the best possible design of building forms and site planning for tracts of land under a unified plan of development. Holistic control over an entire development, rather than lot-by-lot regulation, and flexibility in requirements is intended to produce a well-designed development that will provide a variety of housing types, preserve open space and natural vegetation for scenic and recreational uses, reduce impervious surfaces, and have a beneficial effect upon the health, safety and general welfare of the people of the County. The regulations established in this section allow flexibility and thus permit and encourage more imaginative and environmentally sensitive development. To ensure that a residential planned community shall conform to the character and nature of the district in which it is located, achieve a maximum of coordination between the residential planned community and neighboring land uses, promote the intent and purposes of this Title and encourage the most appropriate use of land within the area of the residential planned community, specific and additional standards are established as set forth in this section.
- (b) Classification, location and area requirements. Residential planned communities shall be reviewed and approved by the pertinent body and shall be designated as either minor or major. Major residential planned communities shall be established as floating zones by the County Commissioners. Minor residential planned communities shall be defined as those having twenty or fewer residential units while major residential planned communities shall be those having more than twenty residential units. A series of separate minor residential planned communities created from the same parcel as it existed on the effective date hereof shall be considered a major residential planned community when the cumulative effect of such separate residential planned communities meets the criteria of a major residential planned community. Residential planned communities may be permitted in accordance with the provisions hereof in the E-1, V-1, R-1, R-2, R-3 and R-4 Districts. Land zoned RP which is within the boundaries of the property subjected to a residential planned community may be included within the residential planned community boundaries. Land within the boundaries of the residential planned community which is located in any C or CM District may be included in the residential planned community if the area of the C or CM District does not exceed five percent of the gross area of a minor residential planned community or fifteen percent of the gross area of a major residential planned community. Furthermore, each major residential planned community containing land in the C or CM District shall utilize a minimum of fifty percent of the gross acreage of the C or CM zoned land for retail or service uses as permitted in the C-2 General Commercial District somewhere in the project.

appropriate. The Planning Commission shall take action to either approve, with or without conditions, or disapprove the Step I concept plan and thus the residential planned community application. Alternatively, the Planning Commission may remand the residential planned community application back to the Technical Review Committee for further review and refinement and then subsequently consider and act upon the revised application. The Planning Commission's findings and decision shall be made in writing and made a part of the record. Once the Planning Commission has approved the Step I concept plan, the applicant may proceed with seeking approval of the Step II implementation plan.

- B. Step II implementation plan. This step shall guide the project through the customary subdivision process as prescribed in Title 2 of this Article or the site plan review process as prescribed in § ZS 1-325 hereof, as appropriate.
1. The Step II implementation plan consists of detailed subdivision plats or site plans which shall be submitted for review and approval in the manner specified in the subdivision and site plan regulations as applicable. All such plats or plans shall conform to Step I concept plan approvals. The Technical Review Committee or Planning Commission may request such information and details on the plats or plans as is determined necessary. Any construction shall comply with the approved Step II implementation plan.
 2. Requirements relative to action by the Planning Commission on the Step II implementation plan shall be those specified in the subdivision or site plan regulations as applicable.
 3. Expiration of subdivision plats or site plans approved as part of the Step II implementation plan shall be as prescribed in Title 2 of this Article or in § ZS 1-325 hereof, respectively. In the event of the expiration of the Step II approval, all previous residential planned community approvals, including the Step I concept plan approval, are rendered null and void.



(2) For major residential planned communities: Review and approval shall take place in three sequential steps. Each step must be completed in its entirety, including the obtaining of all necessary approvals, prior to initiating the next step.

A. Step I concept plan approval. In this step the applicant shall submit adequate plans and other pertinent documents sufficiently addressing the required elements for review by the Technical Review Committee, Planning Commission and the County Commissioners and this submission shall constitute the residential planned community application.

1. The Step I concept plan shall include the following:
 - (i) A sketch plan at a readable scale. The submitted plan shall show contours at five-foot intervals, except where the average slope is less than three percent, in which case two-foot contours are required, all existing natural and man-made features, existing zoning, a vicinity map, and the Chesapeake or Atlantic Coastal Bays Critical Area boundary and designation, if applicable.
 - (ii) A preliminary determination of sensitive areas, including but not limited to a preliminary delineation of any tidal or nontidal wetlands, a

delineation of the one-hundred-year floodplain, a forest stand delineation, greenways, areas of critical or special habitat, source water and aquifer recharge protection areas, and proposed methods for protection of important environmental features.

- (iii) A conceptual schematic plan generally identifying the type, location, densities and acreage of all proposed land uses.
- (iv) A requested land use density for the total project.
- (v) A schematic plan generally identifying the proposed drainage pattern and potential stormwater management and minimization of impervious surfaces.
- (vi) A preliminary capacity and availability analysis of water and wastewater facilities for projects proposed to be served by existing public utilities or, where new facilities are proposed to serve the project, a preliminary feasibility analysis of wastewater disposal capabilities and potable water production.
- (vii) The existing and proposed circulation patterns for vehicles, pedestrians and bicycles, both internal and external to the project, and a preliminary capacity analysis of the existing road network's ability to serve the project without undue detriment to levels of service.
- (viii) Such other information as the Technical Review Committee, Planning Commission or County Commissioners may require.
- (ix) A written statement addressing the following:
 - a. The residential planned community's conformance with the goals, objectives and recommendations of the Comprehensive Plan, compliance with the zoning regulations and other established development policy guidelines, and with the Comprehensive Plan, zoning regulations, development policy guidelines and annexation policies of any municipality within one mile of the proposed project's boundaries.
 - b. The general location of the site, a description of existing and anticipated land use in the immediate vicinity and the residential planned community's compatibility with those land uses.
 - c. The availability and adequacy of public facilities, services and utilities to meet the needs of the residential planned community and the long-term implications the project would have on subsequent local development patterns and demand for public facilities and services.
 - d. The consistency of the residential planned community with the general design standards as contained in Subsections (j)(1) through (j)(5) hereof.
 - e.

The relationship of the residential planned community's proposed construction schedule, including any phasing, and the demand for and timely provision of public facilities, services and utilities necessary to serve the project.

- f. The capacity of the existing road network to provide suitable vehicular access for the residential planned community, the appropriateness of any existing or proposed improvements to the transportation network, the adequacy of the pedestrian and bicycle circulation, and the proposed means of connectivity of the project to surrounding residential, commercial and recreational development and uses.
 - g. The relationship of the proposed method of wastewater disposal and provision of potable water service with the goals, objectives and recommendations of the Comprehensive Plan, Comprehensive Water and Sewer Plan, and other established policy guidelines.
2. The Technical Review Committee shall meet with the applicants and shall review the residential planned community application, including the Step I concept plan and required written statement. The Technical Review Committee shall, subsequent to the meeting and review, identify areas of concern and issues to be addressed by the Planning Commission. It shall report its findings and recommendations to the applicants and to the Planning Commission in writing in a report known as the "Technical Review Committee Report." The Technical Review Committee may solicit other agency comments prior to making its report and may require additional information, studies or reports. The Technical Review Committee shall review the submission and present its report within ninety days after receipt of the applicant's submission of a complete application, unless extended by the Planning Commission.
 3. The Planning Commission shall then meet with the applicant to review the submission and the Technical Review Committee Report and may as a group visit the site of the proposed project. The Planning Commission shall produce findings based on the items considered under Subsections (k)(2)A1(ix)a through (k)(2)A1(ix)g hereof. The Planning Commission shall also produce a recommendation to the County Commissioners as to approval or disapproval of the residential planned community application, which may address the areas identified in the Technical Review Committee Report and such other areas of concern and such requirements as the Planning Commission may deem necessary and appropriate to advise the County Commissioners. The Planning Commission shall submit its recommendation within ninety days after receipt of the Technical Review Committee Report, unless extended by the County Commissioners.
 4. The County Commissioners shall consider the application and recommendation and hold a public hearing within ninety days of receipt of the Planning Commission's recommendation, unless extended by the County Commissioners. The hearing shall have the same procedural formalities as a map amendment as described in § ZS 1-113(c) hereof.

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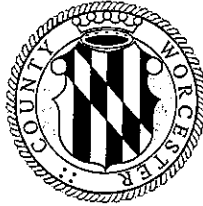
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Notice of such public hearing shall be as required in § ZS 1-114 hereof. The County Commissioners shall review the application, Technical Review Committee Report and Planning Commission's recommendation and shall, following the public hearing, approve or disapprove the application and, if approved, establish the residential planned community floating zone. Failure of the County Commissioners to reach a formal decision to approve or disapprove the application within six months of the public hearing shall constitute a denial of the application. In granting an approval, the County Commissioners may impose conditions which shall become a part of the approval regulating the residential planned community. In addition, the County Commissioners may require independent reports of consultants, at the expense of the developer, prior to Step I concept plan approval. Any residential planned community approved by the County Commissioners must be unconditionally accepted as approved, in writing, by the applicant requesting such use within ninety days after approval by the County Commissioners. Failure to so accept, in writing, any such residential planned community so approved by the County Commissioners shall be considered a rejection and abandonment by the applicant of the approval, and thereafter any such residential planned community so approved shall be null and void and of no effect whatsoever. Any transfers of the property shall be subject to the approved plan. Step I concept plan approval by the County Commissioners shall be considered a reclassification and subject to appeal as such.

5. Step I approval shall automatically expire and terminate unless the Step II approval is obtained within one year from the date of Step I approval. The County Commissioners may extend the Step I approval for a maximum of one additional year, provided the one-year extension is requested not less than sixty days prior to the expiration of the Step I approval and granted prior to expiration as well.

B. Step II master plan approval. Upon completion of Step I, an applicant shall develop and submit to the Technical Review Committee and the Planning Commission a detailed plan which shall serve as a master plan for the entire project and which shall be in accordance with the Step I approval.

1. The applicant shall meet with the Technical Review Committee and Planning Commission in that order. The Planning Commission shall have the authority to approve or disapprove the application.
2. The master plan shall conform to the regulations as set forth in this Title and include any details and specifications as may be required by the Technical Review Committee and the Planning Commission. The master plan shall include, at a minimum, the following:
 - (i) An accurate topographic and boundary line survey of the project site, including the survey location of the perimeter of all forested areas, existing significant trees, the one-hundred-year floodplain line, the Critical Area boundary line, where applicable, the tidal and nontidal wetland lines and their buffers, location of important habitat or sensitive areas, and source water and aquifer recharge areas and a location map showing its relationship to surrounding properties.



13

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

April 22, 2020



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

Please print the attached Notice of Introduction of Bill 20-2 in *The Daily Times/Worcester County Times/Ocean Pines Independent* and *Ocean City Digest/Ocean City Today* on April 30, 2020 and May 14, 2020. Thank you.

NOTICE OF INTRODUCTION OF BILL 20-2 WORCESTER COUNTY COMMISSIONERS

Take Notice that Bill 20-2 (Zoning - Special Events in the RP Resource Protection District) was introduced by Commissioners Church, Mitrecic, Nordstrom and Purnell on March 17, 2020.

A fair summary of the bill is as follows:

§ ZS 1-215(c)(15). (Renumbers the previous subsection ZS 1-215(c)(15) to subsection ZS 1-215(c)(16) and adds a new subsection ZS 1-215(c)(15) to allow the commercial hosting of non-agricultural functions and events as an accessory use on a farm in the RP Resource Protection District by special exception with certain conditions and minimum lot requirements, including a minimum lot area of twenty-five acres. Such facilities and uses must be in compliance with all building, fire, health, zoning and environmental code requirements. The event must be located not less than five hundred feet from any residential structure on an adjacent property and any amplified music must end by 11:00 pm.)

A Public Hearing
on **Tuesday, May 19, 2020 at 10:00 a.m.**

will be held on Bill 20-2 at the Commissioners' Meeting Room, Room 1101 - Government Center, One West Market Street, Snow Hill, Maryland. Due to the COVID-19 pandemic, and in lieu of public appearance, the meeting will be held remotely via video teleconference. If you would like to speak at this public hearing you must register in advance at https://us02web.zoom.us/webinar/register/WN_OZnNd_q5R-qJ7NBZsAbrxw. Participants who join the video/audio conference will be enabled to speak by the meeting chair. Public Comment may also be submitted in advance by email at wchearing@co.worcester.md.us or in writing received on or before 4:00 PM Eastern Standard Time on Monday, May 18, 2020 in the County Commissioners Office at Room 1103 Government Center, One West Market Street, Snow Hill, MD 21863.

This is only a fair summary of the bill. A full copy of the bill is posted on the Legislative Bulletin Board in the main hall of the Worcester County Government Center outside Room 1103, is available for public inspection in Room 1103 of the Worcester County Government Center and is available on the County Website at www.co.worcester.md.us .

THE WORCESTER COUNTY COMMISSIONERS

COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND

BILL 20-2

BY: Commissioners Church, Mitrecic, Nordstrom and Purnell
INTRODUCED: March 17, 2020

A BILL ENTITLED

AN ACT Concerning

Zoning - Special Events in the RP Resource Protection District

For the purpose of amending the Zoning and Subdivision Control Article to allow the commercial hosting of non-agricultural functions and events in the RP Resource Protection District by special exception.

Section 1. BE IT ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that Subsection § ZS 1-215(c)(15) be renumbered as § ZS 1-215(c)(16) and a new § ZS 1-215(c)(15) be enacted to read as follows:

- (15) On a farm as defined herein, the accessory use of a principal agricultural structure or use of land for the commercial hosting of non-agricultural functions and events, including, but not limited to, wedding receptions, family reunions, birthday and anniversary celebrations, children's parties, corporate and employee appreciation parties, and the like. All such uses must be clearly accessory and subordinate to the principal agricultural structure or use of the property. All building, fire, health, zoning, and environmental code requirements for such a use or facility shall apply to the same extent as if the structure or use of land was not located on a farm. Minimum lot requirements for the principal agricultural structure or use of land shall be: lot area, twenty-five acres; lot width, two hundred feet; front yard setback, one hundred feet; each side yard setback, one hundred feet; and rear yard setback, one hundred feet; and subject to the provisions of Section ZS 1-325 hereof. The site of the commercial event itself and all associated use areas shall be located not less than five hundred feet from any residential structure on an adjacent property or public road and no variance to this requirement is permitted notwithstanding the provisions of § ZS 1-116(c)(4). Any amplified music associated with such a use must end by 11:00 p.m.

Section 2. BE IT FURTHER ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that this Bill shall take effect forty-five (45) days from the date of its passage.

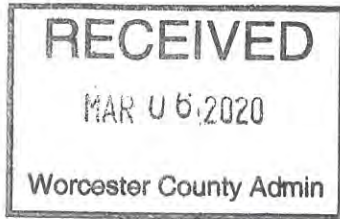
PASSED this _____ day of _____, 2020.

ATTEST:

ON BEHALF OF
COUNTY COMMISSIONERS OF
WORCESTER COUNTY, MARYLAND

Harold L. Higgins
Chief Administrative Officer

Joseph M. Mitrecic, President



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/drpd>

ZONING DIVISION
BUILDING DIVISION
DATA RESEARCH DIVISION

ADMINISTRATIVE DIVISION
CUSTOMER SERVICE DIVISION
TECHNICAL SERVICE DIVISION

MEMORANDUM

TO: Harold L. Higgins, Chief Administrative Officer
FROM: Edward A. Tudor, Director
DATE: March 6, 2020
RE: Planning Commission Recommendation - Text Amendment Application -
Special Events in the RP Resource Protection District

The Department has received and processed a text amendment application submitted by Mark S. Cropper seeking to amend the Resource Protection District regulations to allow special events to be held on a farm by Special Exception. Specifically, the proposal seeks to renumber existing subsection § ZS 1-215(c)(15) as § ZS 1-215(c)(16) and add a new subsection § ZS 1-215(c)(15). The language of the proposed new subsection mirrors that which is found in the A-1, A-2 and E-1 Districts.

The proposed text amendment was reviewed by the Planning Commission at its meeting on March 5, 2020. Following their discussion, the Planning Commission gave a favorable recommendation to the amendment in a split vote of four to three. Attached herewith you will find a copy of the entire text amendment file, which includes the draft amendment in bill form. An electronic version has also been sent to your office for use should one of the Commissioners wish to introduce it at their upcoming legislative session.

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

Attachments

cc: Phyllis H. Wimbrow, Deputy Director
Jennifer Keener, Zoning Administrator



DEPARTMENT OF
DEVELOPMENT REVIEW AND PERMITTING

Worcester County

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

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

ZONING DIVISION
BUILDING DIVISION
DATA RESEARCH DIVISION

ADMINISTRATIVE DIVISION
CUSTOMER SERVICE DIVISION
TECHNICAL SERVICE DIVISION

MEMORANDUM

TO: Edward A. Tudor, Director
FROM: Phyllis H. Wimbrow, Deputy Director *PHW*
DATE: March 5, 2020
RE: Planning Commission Recommendation - Text Amendment Application -
§ ZS 1-215(c) - Special Events in the RP Resource Protection District

The purpose of this memo is to forward the Planning Commission's comments and recommendation regarding a text amendment application submitted by Mark S. Cropper which seeks to amend the Zoning and Subdivision Control Article to allow special events in the RP Resource Protection District by special exception. Specifically, the text amendment as submitted by Mr. Cropper seeks to renumber existing § ZS 1-215(c)(15) as § ZS 1-215(c)(16) and to enact a new § ZS 1-215(c)(15) to read as follows:

- (15) On a farm as defined herein, the accessory use of a principal agricultural structure or use of land for the commercial hosting of non-agricultural functions and events, including, but not limited to, wedding receptions, family reunions, birthday and anniversary celebrations, children's parties, corporate and employee appreciation parties, and the like. All such uses must be clearly accessory and subordinate to the principal agricultural structure or use of the property. All building, fire, health, zoning, and environmental code requirements for such a use or facility shall apply to the same extent as if the structure or use of land was not located on a farm. Minimum lot requirements for the principal agricultural structure or use of land shall be: lot area, twenty-five acres; lot width, two hundred feet; front yard setback, one hundred feet; each side yard setback, one hundred feet; and rear yard setback, one hundred feet; and subject to the provisions of Section ZS 1-325 hereof. The site of the commercial event itself and all associated use areas shall be located not less than five hundred feet from any residential structure on an adjacent property or public road and no variance to this requirement is permitted notwithstanding the provisions of § ZS 1-116(c)(4). Any amplified music associated with such a use must end by 11:00 p.m.

Please note that in conjunction with the submission of the application seeking amendment to the Zoning Code, Mr. Cropper also submitted an application to the Environmental Programs Department seeking to amend the Atlantic Coastal Bays Critical Area regulations. That application was not subject to Planning Commission review.

In their report to the Planning Commission the staff expressed concern that the proposed use does not conform to the purpose and intent statement of the RP Resource Protection District regulations, which reads as follows:

“Purpose and intent. This district is intended to preserve the environmentally significant areas of the County and to protect its natural resources in all areas. The district includes those areas of the County which pose constraints for development or where development could have a substantially adverse environmental effect. This district serves to maintain the environmental functionality of the landscape by avoiding or minimizing disturbance of sensitive areas which generally include tidal and nontidal wetlands, state-owned natural areas, selected riparian corridors, conservation areas, and muck and alluvial soils. Development potential within this district is severely limited; however, some minor development may be carried out, provided it is done in a manner sufficiently sensitive to the existing natural environment and visual character of the site.”

One of the staff’s concerns with this particular amendment is the effect such uses can have on the land and surrounding landscape in a zoning district that has been designed to protect the environment. There are currently 87,464 acres of land zoned RP, those lands having been determined to meet the criteria set aside for that district during the 2009 comprehensive rezoning. Because of the environmental sensitivity of the lands which are zoned RP, the staff recommended that if looked upon favorably by the Planning Commission or County Commissioners, the proposed zoning amendment should include standards relative to the minimization of environmental impacts, thus giving the Board of Zoning Appeals a more defined standard upon which to evaluate each property in this particular zoning district on a case by case basis. Finally, the staff reiterated the concern which they have expressed with past text amendment applications that it may not necessarily be a single incompatible text amendment that is a problem but the slow, ever creeping erosion of the Code over time from multiple incompatible amendments such as this that cumulatively corrupt the Code.

The Planning Commission reviewed the proposed text amendment at its meeting on March 5, 2020. The Planning Commission concluded that the desire for event venues is somewhat of a passing fad and that therefore, in conjunction with the large amount of land in the A-1 Agricultural, A-2 Agricultural and E-1 Estate Districts which already allow these venues, the impact of the proposed amendment will be minimal. Following the discussion the Planning Commission gave a favorable recommendation to the text amendment application as submitted by the applicant by a vote of four to three.

A copy of the staff report includes the application and is attached, as is a draft bill should any of the County Commissioners wish to introduce it. Should you have any questions or require additional information, please do not hesitate to contact me.

COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND

BILL 20-

BY:
INTRODUCED:

A BILL ENTITLED

DRAFT

AN ACT Concerning

Zoning - Special Events in the RP Resource Protection District

For the purpose of amending the Zoning and Subdivision Control Article to allow the commercial hosting of non-agricultural functions and events in the RP Resource Protection District by special exception.

Section 1. BE IT ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that existing § ZS 1-215(c)(15) be renumbered as § ZS 1-215(c)(16) and a new § ZS 1-215(c)(15) be enacted to read as follows:

- (15) On a farm as defined herein, the accessory use of a principal agricultural structure or use of land for the commercial hosting of non-agricultural functions and events, including, but not limited to, wedding receptions, family reunions, birthday and anniversary celebrations, children’s parties, corporate and employee appreciation parties, and the like. All such uses must be clearly accessory and subordinate to the principal agricultural structure or use of the property. All building, fire, health, zoning, and environmental code requirements for such a use or facility shall apply to the same extent as if the structure or use of land was not located on a farm. Minimum lot requirements for the principal agricultural structure or use of land shall be: lot area, twenty-five acres; lot width, two hundred feet; front yard setback, one hundred feet; each side yard setback, one hundred feet; and rear yard setback, one hundred feet; and subject to the provisions of Section ZS 1-325 hereof. The site of the commercial event itself and all associated use areas shall be located not less than five hundred feet from any residential structure on an adjacent property or public road and no variance to this requirement is permitted notwithstanding the provisions of § ZS 1-116(c)(4). Any amplified music associated with such a use must end by 11:00 p.m.

Section 2. BE IT FURTHER ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that this Bill shall take effect forty-five (45) days from the date of its passage.

PASSED this _____ day of _____, 2020.

ATTEST:

COUNTY COMMISSIONERS OF
WORCESTER COUNTY, MARYLAND



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DEVELOPMENT REVIEW AND PERMITTING

Worcester County

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ZONING DIVISION
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ADMINISTRATIVE DIVISION
CUSTOMER SERVICE DIVISION
TECHNICAL SERVICE DIVISION

MEMORANDUM

TO: Worcester County Planning Commission
FROM: Phyllis H. Wimbrow, Deputy Director *PHW*
DATE: February 25, 2020
RE: Text Amendment Application - § ZS 1-215(c) - Special Events
in the RP Resource Protection District

The attached text amendment application has been submitted by Mark S. Cropper and seeks to amend the Zoning and Subdivision Control Article to allow special events in the RP Resource Protection District by special exception. Specifically, the text amendment as submitted by Mr. Cropper seeks to renumber existing § ZS 1-215(c)(15) as § ZS 1-215(c)(16) and to enact a new § ZS 1-215(c)(15) to read as follows:

- (15) On a farm as defined herein, the accessory use of a principal agricultural structure or use of land for the commercial hosting of non-agricultural functions and events, including, but not limited to, wedding receptions, family reunions, birthday and anniversary celebrations, children's parties, corporate and employee appreciation parties, and the like. All such uses must be clearly accessory and subordinate to the principal agricultural structure or use of the property. All building, fire, health, zoning, and environmental code requirements for such a use or facility shall apply to the same extent as if the structure or use of land was not located on a farm. Minimum lot requirements for the principal agricultural structure or use of land shall be: lot area, twenty-five acres; lot width, two hundred feet; front yard setback, one hundred feet; each side yard setback, one hundred feet; and rear yard setback, one hundred feet; and subject to the provisions of Section ZS 1-325 hereof. The site of the commercial event itself and all associated use areas shall be located not less than five hundred feet from any residential structure on an adjacent property or public road and no variance to this requirement is permitted notwithstanding the provisions of § ZS 1-116(c)(4). Any amplified music associated with such a use must end by 11:00 p.m.

Please note that in conjunction with the submission of the application seeking amendment to the Zoning Code, Mr. Cropper also submitted an application to the Environmental Programs Department seeking to amend the Atlantic Coastal Bays Critical Area regulations. I have attached that application solely for your reference, as no action by the Planning Commission is required for that application.

For your reference, the purpose and intent statement for the RP Resource Protection District as contained in the Zoning and Subdivision Control Article reads as follows:

“Purpose and intent. This district is intended to preserve the environmentally significant areas of the County and to protect its natural resources in all areas. The district includes those areas of the County which pose constraints for development or where development could have a substantially adverse environmental effect. This district serves to maintain the environmental functionality of the landscape by avoiding or minimizing disturbance of sensitive areas which generally include tidal and nontidal wetlands, state-owned natural areas, selected riparian corridors, conservation areas, and muck and alluvial soils. Development potential within this district is severely limited; however, some minor development may be carried out, provided it is done in a manner sufficiently sensitive to the existing natural environment and visual character of the site.”

Following our customary practice, once I received the text amendment application I forwarded it to Ed Tudor, Director, Jennifer Keener, Zoning Administrator, and Roscoe Leslie, County Attorney and Planning Commission Attorney, for their review and comment. Mrs. Keener states in her written comments (attached) that, just as in the Agricultural and Estate Districts, the proposed non-agricultural events would either need to be open air, within a tent, or occur within an agricultural structure that has been constructed to the applicable building, fire, health and environmental regulations as though it were a commercial facility. She notes that this aspect of the proposed amendment would protect the *public* attending the function. She follows by stating that her concern with this particular amendment is the effect such uses can have on the land and surrounding landscape in a zoning district that has been designed to protect the environment. Mrs. Keener cites the purpose and intent statement of the RP Resource Protection District and emphasizes the statement that this district serves to maintain the environmental functionality of the landscape by avoiding or minimizing disturbance of sensitive areas. She notes that the RP Resource Protection District zoning designation was given to lands typically located along the headwaters of or along the shores of streams, creeks, rivers or bays as well as lands that may consist of existing forest and forested areas with a significant amount of wetlands. She points out that structures such as single-family dwellings and agricultural pole barns are special exception requests in the RP Resource Protection District. Mrs. Keener states that she finds that the commercial nature of the proposed non-agricultural use is not consistent with the overall purpose and goals of the zoning district. She expresses concern that such uses will have a bearing on the potentially sensitive environmental features of a property, noting that land could be cleared or wetlands filled in order to accommodate a building that would have scenic views for events where such structures would not otherwise be located. Additionally, parking areas and travelways will need to be defined and are typically close to the event site. Mrs. Keener states that she feels the proposed zoning amendment, if looked upon favorably by the Planning Commission or County Commissioners, should include standards relative to the minimization of environmental impacts,

thus giving the Board of Zoning Appeals a more defined standard upon which to evaluate each property in this particular zoning district on a case by case basis.

In his comments (attached) Mr. Tudor notes that there are currently 87,464 acres of land zoned RP, those lands having been determined to meet the criteria set aside for that district during the 2009 comprehensive rezoning, and asserts that the effects of the proposed text amendment therefore reach well beyond a single property. He states that one only needs to look at the purpose and intent statement for the RP Resource Protection District regulations to get a good feel for the sensitive nature of the lands under discussion in this text amendment application. He states that while the uses described in the text amendment application may be appropriate for the Agriculture and Estate Districts, he does not believe the same holds true for the RP District, as the effects of these uses can be far ranging. He notes that the very nature of the use can require extensive parking and other land disturbance. Mr. Tudor states that he expects that the argument will be that the special event use is proposed as a special exception and therefore the Board of Zoning Appeals will be able to look at each case on an individual basis and determine the appropriateness of the request. He comments that, unfortunately, this seems to have become the standard argument for all text amendments proposing uses that are often incompatible with the purpose and intent of the district in the first place. He asserts that the problem with that argument is that, beyond the fact that it is not in keeping with good zoning practices, all too often the Board of Zoning Appeals seems to feel obligated to approve a request if there are no opponents at a hearing. Mr. Tudor finishes by stating that, as he has said many times before, it may not necessarily be a single incompatible text amendment that is a problem but the slow, ever creeping erosion of the Code over time from multiple incompatible amendments such as this that cumulatively corrupt the Code.

I share the concerns expressed by Mrs. Keener and Mr. Tudor about the highly questionable compatibility of the commercial hosting of special events with the RP Resource Protection District and its very purpose and intent. This zoning classification is meant to protect our County's most fragile and, it can be argued, most valuable lands. These lands are zoned in this manner because they meet certain criteria, be it tidal and nontidal wetlands, riparian features, forested tracts, sensitive species, etc.. Therefore, the RP Resource Protection District is "place dependent." The features it is intended for cannot be moved and therefore the zoning designation cannot just be relocated to a different property. The features that the RP Resource Protection District covers are a very big part of what makes Worcester County special. The RP Resource Protection District is the safeguard for those features. I agree with Mrs. Keener and Mr. Tudor that the proposed text amendment is incompatible with the RP District. I believe that to weaken those regulations as proposed by the application is inappropriate. Finally, I wholeheartedly share Mr. Tudor's concerns regarding the erosion of the Zoning Code.

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

cc: Edward A. Tudor
Jennifer Keener
Roscoe Leslie



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TECHNICAL SERVICE DIVISION

MEMORANDUM

TO: Phyllis H. Wimbrow, Deputy Director
FROM: Edward A. Tudor, Director *EAT*
DATE: February 25, 2020
RE: Text Amendment Application -Special Events in
the RP Resource Protection District

Pursuant to your request, I have reviewed the text amendment application submitted by Mark S. Cropper seeking to amend the RP District regulations to allow special events in the District by special exception. The proposed amendment language mirrors that found in the Agricultural and Estate Districts. While this text amendment was initiated to address a particular piece of waterfront property, the comments contained herein are not addressing the subject property but rather all of the properties in the County that are zoned RP Resource Protection District.

When we were working on the comprehensive rezoning in 2009, one of the criteria we focused on in determining those properties recommended to be zoned RP was identifying large tracts of forested lands, particularly when they contained other sensitive features. Other areas that met the test of the District's purpose and intent were included as well, including wetlands and sensitive waterfront areas. Currently, there are 87,464 acres of land that met the various criteria and are zoned RP. The effects of the proposed text amendment therefore reach well beyond a single property. One only needs to look at the purpose and intent statement for the RP Resource Protection District regulations to get a good feel for the sensitive nature of the lands under discussion in this text amendment application. The subsection reads as follows:

"Purpose and intent. This district is intended to preserve the environmentally significant areas of the County and to protect its natural resources in all areas. The district includes those areas of the County which pose constraints for development or where development could have a substantially adverse environmental effect. This district serves to maintain the environmental functionality of the landscape by avoiding

or minimizing disturbance of sensitive areas which generally include tidal and nontidal wetlands, state-owned natural areas, selected riparian corridors, conservation areas, and muck and alluvial soils. Development potential within this district is severely limited; however, some minor development may be carried out, provided it is done in a manner sufficiently sensitive to the existing natural environment and visual character of the site."

While the uses described in the text amendment application may be appropriate for the Agriculture and Estate Districts, I do not believe the same holds true for the RP District. The effects of these uses can be far ranging. The very nature of the use can require extensive parking and other land disturbance. I am sure the argument will be that it is proposed as a special exception and therefore the Board of Zoning Appeals will be able to look at each case on an individual basis and determine the appropriateness of the request. Unfortunately, that seems to have become the standard argument for all text amendments proposing uses that are often incompatible with the purpose and intent of the district in the first place. If that argument is deemed valid, why not just make virtually all uses other than those absolutely compatible with the purpose and intent of a district a special exception and let the Board of Zoning Appeals decide? As I see it, the problem with that argument is that, beyond the fact that it is not in keeping with good zoning practices, all too often the Board of Zoning Appeals seems to feel obligated to approve a request if there are no opponents at a hearing. As I have said many times before, it may not necessarily be a single incompatible text amendment that is a problem but the slow, ever creeping erosion of the Code over time from multiple incompatible amendments such as this that cumulatively corrupt the Code.

As always, I will be available to discuss the matter in greater depth if need be when it is reviewed by the Planning Commission.



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www.co.worcester.md.us/drp/drpindex.htm

DATA RESEARCH DIVISION
CUSTOMER SERVICE DIVISION
TECHNICAL SERVICES DIVISION

ZONING DIVISION
BUILDING DIVISION
ADMINISTRATIVE DIVISION

MEMORANDUM

To: Phyllis Wimbrow, Deputy Director
From: Jennifer Keener, AICP, Zoning Administrator *JKK*
Date: February 5, 2020
Re: Text Amendment Application – Non-Agricultural Events in the RP Resource Protection Districts

This memorandum is in response to your request for comments on the text amendment submitted by Mr. Mark Cropper on behalf of his client. The language proposed for this amendment mirrors that which was developed by Mr. Cropper and staff several years ago and which is current law in the A-1 and A-2 Agricultural Districts and the E-1 Estate District. As is the case in those districts, non-agricultural events, such as weddings, birthday and corporate parties on agricultural lands would either need to be open air, within a tent, or occur within an agricultural structure that was constructed to the applicable building, fire, health and environmental regulations as though it were a commercial facility. This aspect of the bill would protect the *public* attending the function. However, with respect to this particular amendment in the RP Resource Protection District, my concern is the effect that such uses can have on the land and surrounding landscape in a zoning district that has been designed to protect the environment.

The purpose and intent statement of the RP Resource Protection District is as follows (emphasis added):

“This district is intended to preserve the environmentally significant areas of the County and to protect its natural resources in all areas. The district includes those areas of the County which pose constraints for development or where development could have a substantially adverse environmental effect. **This district serves to maintain the environmental functionality of the landscape by avoiding or minimizing disturbance of sensitive areas** which generally include tidal and nontidal wetlands, state-owned natural areas, selected riparian corridors, conservation areas, and muck and alluvial soils. Development potential within this district is severely limited; however, some minor development may be carried out, provided it is done in a manner sufficiently sensitive to the existing natural environment and visual character of the site.”

This zoning designation has been given to lands typically located along the headwaters of or along the shores of streams, creeks, rivers or bays; lands that may consist of existing forest and forested areas with a significant amount of wetlands. Structures such as a single-family dwelling and agricultural pole barns are special exception requests in the Resource Protection District. I find that the commercial nature of this proposed non-agricultural use is **not** consistent with the overall purpose and goals of this zoning district.

I am concerned that the side effects of such a use will have a bearing on the potentially sensitive environmental features of a property. There is the distinct possibility that land could be cleared or wetlands could be filled, in order to accommodate a building that would have scenic views for events where such structures would not otherwise be located. In addition, parking areas and associated travelways will need to be defined, and are typically situated close to the event site.

While certain aspects of these concerns have been addressed in a corresponding text amendment application relative to the Critical Area Law for lands within the Resource Conservation Area (RCA), not all of the RP-District lands are also located within the RCA designation. In my opinion, if the Planning Commission and/or County Commissioners find that this use is consistent, I believe that the proposed zoning amendment should include standards relative to the minimization of environmental impacts. Therefore, the Board of Zoning Appeals would have a more defined standard in which to evaluate each property in this particular zoning district on a case-by-case basis under the zoning authority granted to the board in §ZS 1-116(c).



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MEMORANDUM

TO: Edward A. Tudor, Director
Jennifer K. Keener, Zoning Administrator
Maureen Howarth, County Attorney

FROM: Phyllis H. Wimbrow, Deputy Director *PHW*

DATE: January 14, 2020

RE: Text Amendment Application - Special Events in
the RP Resource Protection District

The attached text amendment application has been submitted by Mark Spencer Cropper and seeks to amend the Zoning and Subdivision Control Article to special events in the RP Resource Protection District by special exception. Specifically, the text amendment as submitted by Mr. Cropper seeks to renumber existing § ZS 1-215(c)(15) as § ZS 1-215(c)(16) and to enact a new § ZS 1-215(c)(15) to read as follows:

- (15) On a farm as defined herein, the accessory use of a principal agricultural structure or use of land for the commercial hosting of non-agricultural functions and events, including, but not limited to, wedding receptions, family reunions, birthday and anniversary celebrations, children's parties, corporate and employee appreciation parties, and the like. All such uses must be clearly accessory and subordinate to the principal agricultural structure or use of the property. All building, fire, health, zoning, and environmental code requirements for such a use or facility shall apply to the same extent as if the structure or use of land was not located on a farm. Minimum lot requirements for the principal agricultural structure or use of land shall be: lot area, twenty-five acres; lot width, two hundred feet; front yard setback, one hundred feet; each side yard setback, one hundred feet; and rear yard setback, one hundred feet; and subject to the provisions of Section ZS 1-325 hereof. The site of the commercial event itself and all associated use areas shall be located not less than five hundred feet from any residential structure on an adjacent property or public road and no variance to this requirement is permitted notwithstanding the provisions of § ZS 1-116(c)(4). Any amplified music associated with such a use must end by 11:00 p.m.

Please note that in conjunction with the submission of the application seeking amendment to the Zoning Code, Mr. Cropper also submitted an application to the Environmental Programs Department seeking to amend the Atlantic Coastal Bays Critical Area regulations. I have attached that application solely for your reference and am not seeking your comment on it.

I anticipate scheduling this text amendment for consideration by the Planning Commission at

a meeting in the near future. So that I may incorporate them into the staff report, please submit your comments to me at your earliest convenience.

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

attachment



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

**PETITION FOR AMENDMENT TO OFFICIAL TEXT
 OF THE ZONING AND SUBDIVISION CONTROL ARTICLE**

(Office Use Only - Please Do Not Write In This Space)

Date Received by Office of the County Commissioners: _____

Date Received by Development Review and Permitting: 1/8/2020

Date Reviewed by Planning Commission: _____

I. Application – Proposals for amendments to the text of the Zoning and Subdivision Control Article may be made by any interested person who is a resident of Worcester County, a taxpayer therein, or by any governmental agency of the County. Check applicable status below.

- | | | |
|----|------------------------------|--------------|
| A. | Resident of Worcester County | <u> X </u> |
| B. | Taxpayer of Worcester County | <u> X </u> |
| C. | Governmental Agency | _____ |
- (Name of Agency)

II. Proposed Change to Text of the Zoning and Subdivision Control Article.

- A. Section Number: ZS 1-215(c)(15) and renumber existing (15) to (16)
- B. Page Number: ZS 1:11:86
- C. Proposed revised text, addition or deletion:
 See attached Exhibit "A".

III. Reasons for Requesting Text Change.

- A. Please list reasons or other information as to why the proposed text change is necessary and therefore requested:
 At present, this use is permitted on properties zoned Agricultural and Estate District. There are many properties in Worcester County that are zoned partly Agricultural or Estate and also Resource Protection. The portions zoned Resource Protection tend to be closest to the water and most desirable for such activities. Contemporaneous with the filing of this text amendment is a related and compatible text amendment to the Natural Resources section of the Worcester

County Code that allows such uses provided additional protections are implemented.

IV. Signature of Applicants

Signature: _____

Printed Name of Applicant:

Mark Spencer Cropper

Mailing Address: **6200 Coastal Highway, Suite 200, Ocean City, MD 21842**

Phone Number: **(410) 723-1400**

Email: **mcropper@ajgalaw.com**

Date: _____

V. Signature of Attorney

Signature:

Printed Name of Applicant:

Mark Spencer Cropper

Mailing Address: **6200 Coastal Highway, Suite 200, Ocean City, MD 21842**

Phone Number: **(410) 723-1400**

Email: **mcropper@ajgalaw.com**

Date: _____

VI. General Information Relating to the Text Change Process.

A. Applications for text amendments shall be addressed to and filed with the Office of the County Commissioners. The required filing fee must accompany the application.

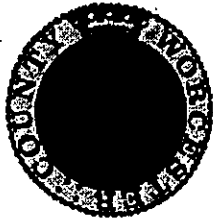
B. Procedure for Text Amendments – Text amendments shall be passed by the County Commissioners of Worcester County as Public Local Laws according to legally required procedures, with the following additional requirements. Any proposed amendment shall first be referred to the Planning Commission for recommendation. The Planning Commission shall make a recommendation within a reasonable time after receipt of the proposed amendment. After receipt of the recommendation of the Planning Commission, the County Commissioners shall hold at least one public hearing in relation to the proposed

amendment, at which parties and interested citizens shall have an opportunity to be heard. At least fifteen (15) days' notice of the time and place of such hearing and the nature of the proposed amendment shall be published in an official paper or a paper of general circulation in Worcester County. IN the event no County Commissioner is willing to introduce the proposed amendment as a bill, it will not be considered.

Exhibit "A"

ATTACHMENT TO PETITION FOR AMENDMENT OF OFFICIAL TEXT

On a farm as defined herein, the accessory use of a principal agricultural structure or use of land for the commercial hosting of non-agricultural functions and events, including, but not limited to, wedding receptions, family reunions, birthday and anniversary celebrations, children's parties, corporate and employee appreciation parties, and the like. All such uses must be clearly accessory and subordinate to the principal agricultural structure or use of the property. All building, fire, health, zoning, and environmental code requirements for such a use or facility shall apply to the same extent as if the structure or use of land was not located on a farm. Minimum lot requirements for the principal agricultural structure or use of land shall be: lot area, twenty-five acres; lot width, two hundred feet; front yard setback, one hundred feet; each side yard setback, one hundred feet; and rear yard setback, one hundred feet; and subject to the provisions of § ZS 1-325 hereof. The site of the commercial event itself and all associated use areas shall be located not less than five hundred feet from any residential structure on an adjacent property or public road and no variance to this requirement is permitted notwithstanding the provisions of § ZS 1-116(c)(4). Any amplified music associated with such a use must end by 11:00 p.m.



Worcester County Commissioners
Worcester County Government Center
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Snow Hill, MD 21863

PETITION FOR AMENDMENT TO OFFICIAL TEXT
OF THE ZONING AND SUBDIVISION CONTROL ARTICLE

(Office Use Only - Please Do Not Write In This Space)

Date Received by Office of the County Commissioners: _____

Date Received by Development Review and Permitting: _____

Date Reviewed by Planning Commission: _____

I. Application – Proposals for amendments to the text of the Zoning and Subdivision Control Article may be made by any interested person who is a resident of Worcester County, a taxpayer therein, or by any governmental agency of the County. Check applicable status below.

- A. Resident of Worcester County X
- B. Taxpayer of Worcester County X
- C. Governmental Agency _____
(Name of Agency)

II. Proposed Change to Text of the Zoning and Subdivision Control Article.

- A. Section Number: Land & Water Resources Article, Subtitle I, Atlantic Coastal Bays Critical Area, Sections NR 3-102 and NR 3-108(d)(10)
- B. Page Number: NR 3:1:14 and NR 3:1:32
- C. Proposed revised text, addition or deletion:
See attached Exhibit "A".

III. Reasons for Requesting Text Change.

- A. Please list reasons or other information as to why the proposed text change is necessary and therefore requested:
See attached Exhibit "B".

IV. Signature of Applicants

Signature: _____

Printed Name of Applicant:

Mark Spencer Cropper

Mailing Address: 6200 Coastal Highway, Suite 200, Ocean City, MD 21842

Phone Number: (410) 723-1400

Email: mcropper@aigalaw.com

Date: _____

V. Signature of Attorney

Signature:

Printed Name of Applicant:

Mark Spencer Cropper

Mailing Address: 6200 Coastal Highway, Suite 200, Ocean City, MD 21842

Phone Number: (410) 723-1400

Email: mcropper@aigalaw.com

Date: _____

VI. General Information Relating to the Text Change Process.

- A. Applications for text amendments shall be addressed to and filed with the Office of the County Commissioners. The required filing fee must accompany the application.

- B. Procedure for Text Amendments – Text amendments shall be passed by the County Commissioners of Worcester County as Public Local Laws according to legally required procedures, with the following additional requirements. Any proposed amendment shall first be referred to the Planning Commission for recommendation. The Planning Commission shall make a recommendation within a reasonable time after receipt of the proposed amendment. After receipt of the recommendation of the Planning Commission, the County Commissioners shall hold at least one public hearing in relation to the proposed amendment, at which parties and interested citizens shall have an opportunity to be heard. At least fifteen (15) days' notice of the time and place of such hearing and the nature of the proposed amendment shall be published in an official paper or a paper of general circulation in Worcester County. IN the event no County Commissioner is willing to introduce the proposed amendment as a bill, it will not be considered.

Exhibit "A"

ATTACHMENT TO PETITION FOR AMENDMENT OF OFFICIAL TEXT

LAND AND WATER RESOURCES ARTICLE, SUBTITLE I, ATLANTIC COASTAL BAYS CRITICAL AREA,
SECTION NR 3-102 shall include a definition of "Special Events" as "Personal or business social engagements or other activities conducted on a farm where guests assemble for parties, wedding events, birthday or anniversary celebrations, children's parties, corporate and employee appreciation parties, or other similar events for compensation, during which food and beverages may be served to guests and music or other entertainment is allowed.

LAND AND WATER RESOURCES ARTICLE, SUBTITLE I, ATLANTIC COASTAL BAYS CRITICAL AREA,
SECTION NR 3-108(D)(10), add the following as Section NR 3-108(d)(10),

(10) Special events shall be permitted in the RCA in the Estate, Agricultural and Resource Protection zoning classifications, subject to the following additional standards:

- a) All lot coverage pertaining to the special events activities, including, but not limited to, temporary structures, temporary tents and otherwise must occur outside the buffer unless the lot coverage existed at the time of special exception application and the provisions of Section NR 3-107(c)(8)(A-D) shall still apply.
- b) A scaled drawing of the site showing the location of the proposed structures and demonstrating the site requirements in Section ZS 1-203(c)(21) for special events, including any temporary structures, temporary tents and temporary parking spaces must be submitted with the special exception application. The scaled drawing must demonstrate how the special event use will minimize impacts to natural resources and protects the defined land uses in the RCA found in this chapter and must also depict the requirements listed under Section NR 3-109(d)(1).

- c) Provisions pertaining to lot coverage and clearing limits in the RCA contained in this chapter apply to special event activities. Special event activities shall be in close proximity to existing structures and facilities on the property to minimize adverse impacts to natural resources and are accessory to the principal use of the property.
- d) This use is limited to only properties that are 25 acres or greater in size and the special events shall be allowed only from April 1 – October 31 of the year, but there shall be no limit on the number of special events that are allowed during this time period.

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



14

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

April 22, 2020



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

Please print the attached Notice of Introduction of Bill 20-3 in *The Daily Times/Worcester County Times/Ocean Pines Independent* and *Ocean City Digest/Ocean City Today* on April 30, 2020 and May 14, 2020. Thank you.

NOTICE OF INTRODUCTION OF BILL 20-3 WORCESTER COUNTY COMMISSIONERS

Take Notice that Bill 20-3 (Natural Resources - Special Events in Resource Conservation Areas) was introduced by Commissioners Bertino, Bunting, Church, Elder, Mitrecic, Nordstrom and Purnell on April 21, 2020.

A fair summary of the bill is as follows:

§ NR 3-102(a). (Adds a definition of the term "Special Events" to the Worcester County Atlantic Coastal Bays Critical Area Law.)

§ NR 1-108(d)(10). (Adds this new subsection to authorize special events to be conducted in an Estate, Agricultural or Resource Protection zoning district within Resource Conservation Areas of the Atlantic Coastal Bays Critical Area, subject to certain standards, including: the activities must generally occur outside the buffer area; a scaled drawing must be submitted for approval demonstrating compliance with the site requirements of the County Zoning Ordinance and minimizing impacts on natural resources; such events shall be conducted in close proximity to existing structures; special events shall be limited to properties of twenty-five acres or larger in area and may only be scheduled to occur between April 1 and October 31 of each calendar year; and requiring compliance with and protection of Habitat Protection Areas as defined in Section NR 3-120 of the Atlantic Coastal Bays Critical Area Law.)

A Public Hearing
on **Tuesday, May 19, 2020 at 10:00 a.m.**

will be held on Bill 20-3 at the Commissioners' Meeting Room, Room 1101 - Government Center, One West Market Street, Snow Hill, Maryland. Due to the COVID-19 pandemic, and in lieu of public appearance, the meeting will be held remotely via video teleconference. If you would like to speak at this

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

This is only a fair summary of the bill. A full copy of the bill is posted on the Legislative Bulletin Board in the main hall of the Worcester County Government Center outside Room 1103, is available for public inspection in Room 1103 of the Worcester County Government Center and is available on the County Website at www.co.worcester.md.us .

THE WORCESTER COUNTY COMMISSIONERS

COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND

BILL 20-3

BY: Commissioners Bertino, Bunting, Church, Elder, Mitrecic, Nordstrom and Purnell
INTRODUCED: April 21, 2020

A BILL ENTITLED

AN ACT Concerning

Natural Resources - Special Events in Resource Conservation Areas

For the purpose of authorizing special events to be held within Resource Conservation Areas of the Atlantic Coastal Bays Critical Area.

Section 1. BE IT ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that Subsection § NR 3-102(a) of the Natural Resources Article of the Code of Public Local Laws of Worcester County, Maryland be amended by the addition of a definition of the term "special events" to read as follows:

SPECIAL EVENTS — Personal or business social engagements or other activities conducted on a farm where guests assemble for parties, wedding events, birthday or anniversary celebrations, children's parties, corporate and employee appreciation parties, or other similar events for compensation, during which food and beverages may be served to guests and music or other entertainment is allowed.

Section 2. BE IT FURTHER ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that Subsection § NR 3-108(d) of the Natural Resources Article of the Code of Public Local Laws of Worcester County, Maryland be amended by the addition of a new subsection § NR 3-108(d)(10) to read as follows:

- (10) Special events in an Estate, Agricultural or Resource Protection zoning district as defined in the Worcester County Zoning Ordinance, subject to the following additional standards:
 - A. All lot coverage pertaining to the special events activities, including, but not limited to, temporary structures, temporary tents and otherwise must occur outside the buffer unless the lot coverage existed at the time of special exception application and the provisions of Section NR 3-107(c)(8)(A-D) shall still apply.
 - B. A scaled drawing of the site showing the location of the proposed structures and demonstrating the site requirements for special events in accordance with the provisions of Section ZS 1-203(c)(21) of the County Zoning Ordinance, as from time to time amended, including any temporary structures, temporary tents and temporary parking spaces must be submitted with the special exception application. The scaled drawing must demonstrate how the special event use will minimize impacts to natural resources and protect the defined land uses in the Resource Conservation Area found in this chapter and must also depict the site plan requirements in accordance with the provisions of Section NR 3-109(d)(1) hereof.

- C. Provisions pertaining to lot coverage and clearing limits in the Resource Conservation Area contained in this chapter apply to special event activities. Special event activities shall be in close proximity to existing structures and facilities on the property to minimize adverse impacts to natural resources and are accessory to the principal use of the property.
- D. This use is limited to only properties that are twenty five acres or greater in size and the special events shall be allowed only during the period of April 1 through October 31 of each calendar year, however there shall be no limit on the number of special events that are allowed during this time period.
- E. All lot coverage and proposed temporary structures associated with the special event must comply with Habitat Protection Areas in accordance with the provisions of Section NR 3-120 hereof. This includes protection of the one hundred foot buffer, threatened and endangered species and species in need of conservation, plant and wildlife habitat protection areas including non-tidal wetlands, and anadromous fish propagation waters.

Section 3. BE IT FURTHER ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that this Bill shall take effect forty-five (45) days from the date of its passage.

PASSED this _____ day of _____, 2020.

ATTEST:

ON BEHALF OF
 COUNTY COMMISSIONERS OF
 WORCESTER COUNTY, MARYLAND

 Harold L. Higgins
 Chief Administrative Officer

 Joseph M. Mitrecic, President

1d




Worcester County
Department of Environmental Programs

Introduced as
Bill 20-3 - public hearing
on May 19, 2020

Memorandum

To: Harold L. Higgins, Chief Administrative Officer

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

Subject: Text Amendment Application – Natural Resources Article, Atlantic Coastal Bays Critical Area
Permit Special Events in Resource Conservation Areas (RCA)

Date: April 13, 2020

The Department is in receipt of a text amendment application submitted by Mr. Mark Cropper seeking to amend the Natural Resources Article to add an additional land use within the Resource Conservation Area (RCA) of the Atlantic Coastal Bays Critical Area located at § NR 3-108. Specifically, the proposed amendment seeks to add an additional land use category, located at § NR 3-108 (d), by adding subsection (d) (10) to include the requested use. The amendment would also add an accompanying definition for Special Events to § NR 3-102 (a).

Mr. Cropper’s original request was reviewed internally, and with staff at the Maryland Critical Areas Commission (CAC). We have made changes to the originally requested language which met the applicant’s needs and satisfies the intentions and accordance of the RCA in providing this land use opportunity to property owners within this district category.

As indicated, in the attached memorandum from Jenelle Gerthoffer, Natural Resources Administrator, staff has reviewed the proposed amendment and completed a minor revision in communication with the applicant and the CAC.

The amendment is designed to provide for Special Events to be held on RCA properties within Estate, Agricultural, and Resource Protection zoning districts, provided that such uses are permitted by the terms of the Worcester County Zoning and Subdivision Control Article. Other restrictions would require that lot coverage pertaining to the special event occurs outside the buffer, that a scaled drawing of detailing the zoning site requirements must be submitted with the special exception application, that the scaled drawing must demonstrate how the special event use will

Citizens and Government Working Together

minimize impacts to natural resources and protect the defined land uses in the RCA, that these activities will be in close proximity to existing structures and are accessory to the principal use of the property, that the use is limited to properties 25 acres or greater in size, that the special events, while not limited in number, shall be allowed only from April 1 to October 31 of the year, and provides that all lot coverage and proposed temporary structures associated with the special event must comply with the Habitat Protection Area requirements.

As noted in Ms. Gerthoffer's memorandum, the RCA is the most restrictive designation within the Critical Area program and is characterized by wetlands, forests, agricultural lands and various other nature dominated environments. The amendment allows a temporary use within this designation that affords visitors to these events the enjoyment and appreciation of the environment in an undeveloped setting.

As reviewed and renovated, Environmental Programs staff gives this amendment a favorable recommendation and finds that the text change is consistent with the intentions and harmony of the RCA while providing for this additional use within the designated RCA portions of Worcester County.

Attached you will find a copy of the entire application package and a draft paper copy of the proposed amendment in Bill form. An electronic version of the draft legislation has been transmitted to your office for your convenience should one of the County Commissioners wish to introduce the amendment at the upcoming legislative session on April 21, 2020. A draft advertisement has similarly been drafted for publication.

Both Ms. Gerthoffer and I will be available to discuss the proposal with you and the County Commissioners at your convenience. In the interim please do not hesitate to contact me should you have any questions or require additional information.


Attachments

cc: Roscoe Leslie
David Bradford
Jenelle Gerthoffer



Worcester County
Department of Environmental Programs
Natural Resources Division

Memorandum

To: Robert Mitchell, Director, Environmental Programs
From: Jenelle Gerthoffer, Natural Resources Administrator 
Subject: Text Amendment for Special Events in the RCA
Date: April 9, 2020

We have received a text amendment request from Mr. Mark Cropper of the law offices of Ayres, Jenkins, Gordy & Almand, P.A. which seeks to amend the Natural Resources Article of the Worcester County Code. The particular portion of the Article of which is the interest of the amendment, is specifically pertaining to the allowable land uses within the Resource Conservation Area (RCA) of the Atlantic Coastal Bays Critical Area located at § NR 3-108. This specific purpose of this amendment proposes to revise and add an additional land use category located at § NR 3-108 (d), Worcester County Code page NR 3: I: 31-32. In addition, a new definition is proposed to be added to § NR 3-102 (a), Worcester County Code page NR 3: I: 6-16.

A. Proposed revised text, addition, or deletion:

Add definition to § NR 3-102 (a) to read:

Special Events - Personal or business social engagements or other activities conducted on a farm where guests assemble for parties, wedding events, birthday or anniversary celebrations, children's parties, corporate and employee appreciation parties, or other similar events for compensation, during which food and beverages may be served to guests and music or other entertainment is allowed.

Add subsection (d)(10) to read:

“(10) Special events shall be permitted in the RCA in the Estate, Agricultural and Resource Protection zoning classifications, subject to the following additional standards:

Citizens and Government Working Together

A. All lot coverage pertaining to the special events activities, including, but not limited to, temporary structures, temporary tents and otherwise must occur outside the buffer unless the lot coverage existed at the time of special exception application and the provisions of Section NR 3-107(c)(8)(A-D) shall still apply.

B. A scaled drawing of the site showing the location of the proposed structures and demonstrating the site requirements in Section ZS 1-203(c)(21) for special events, including any temporary structures, temporary tents and temporary parking spaces must be submitted with the special exception application. The scaled drawing must demonstrate how the special event use will minimize impacts to natural resources and protects the defined land uses in the RCA found in this chapter and must also depict the requirements listed under Section NR 3-109(d)(1).

c) Provisions pertaining to lot coverage and clearing limits in the RCA contained in this chapter apply to special event activities. Special event activities shall be in close proximity to existing structures and facilities on the property to minimize adverse impacts to natural resources and are accessory to the principal use of the property.

d) This use is limited to only properties that are 25 acres or greater in size and the special events shall be allowed only from April 1 – October 31 of the year, but there shall be no limit on the number of special events that are allowed during this time period.

e) All lot coverage and proposed temporary structures associated with the special event must comply with Habitat Protection Areas, per NR 3-120. This includes protection of the one hundred foot buffer, threatened and endangered species and species in need of conservation, plant and wildlife habitat protection area including non-tidal wetlands, and anadromous fish propagation waters.

B. Reasons as to why the text amendment or text change is necessary and therefore requested:

To permit Special Events within the Resource Conservation Areas located in the Atlantic Coastal Bays Critical Area. The applicant believes that Special Events in this area are supportive of the spirit and intent of the Resource Conservation Areas, and their location within these Resource Conservation Areas should be promoted.

As you are aware, the Resource Conservation Area (RCA) designation within the Critical Area program is the most restrictive and is characterized by wetlands, forests, agricultural lands and various other nature dominated environments. Development, redevelopment, and land use activities occurring within this designation shall take place in a manner to conserve, protect, and enhance ecological values of the Critical Area as well as maintain and support agriculture, forestry, aquaculture, and fishery activities.

Upon original receipt of this request, staff conducted a thorough review of the amendment as well as forwarding to the State Critical Area Commission (CAC) staff for preliminary review and comment. Upon receipt of CAC comments which recommended some minor language additions and modifications, staff has since worked diligently with the applicant to further tailor this request to arrive at an amicable amendment as to which version has been presently provided.

Staff gives a favorable recommendation to this current version of the text amendment as the temporary use is consistent with the intentions and harmony of the RCA while also allowing for the enjoyment and scenic appreciation of the environment by allowing the permitting of Special Events within this designation.

As per NR 3-110, proposals for all amendments and refinements, other than those for growth allocations, shall be reviewed and acted upon by the County Commissioners but shall first be referred to the Department for review and subsequent recommendation. It is important to mention that these types of amendments and refinements are not required to go before the Planning Commission prior to going to the County Commissioners. This amendment will require a minimum of one public hearing to be held as well as circulation of the proposed hearing time and location within local newspapers. Upon approval of the bill associated with this amendment, it will then be forwarded to the CAC for final determination and approval.

If you have any further questions please let me know. I will make myself available the day that this will be presented to the Commissioners in the event any questions are raised.

Attachments: Text Amendment Request dated January 21, 2020 from Mark Cropper, esquire.



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

Copy: Bob Mitchell
 to process
 FYI - Ed Tucker
 Jeff McMahon
 Rosemary Leslie

PETITION FOR AMENDMENT TO OFFICIAL TEXT
 OF THE NATURAL RESOURCES ARTICLE

(Office Use Only - Please Do Not Write In This Space)

Date Received by Office of the County Commissioners: _____

Date Received by Department of Environmental Programs: _____

I. Application – Proposals for any amendment or refinement to the Natural Resources Article may be made by any interested person who is a resident of Worcester County, a taxpayer therein, or by any governmental agency of the County. Check applicable status below.

A. Resident of Worcester County: _____X_____

B. Taxpayer of Worcester County: _____X_____

C. Governmental Agency: _____
 (Name of Agency)

II. Proposed Change to Text of the Natural Resources Article.

A. Section Number: Land & Water Resources Article, Subtitle I, Atlantic Coastal Bays Critical Area, Sections NR 3-102 and NR 3-108(d)(10)

B. Page Number: NR 3:I:14 and NR 3:I:32

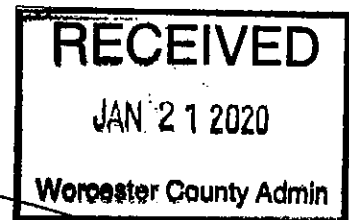
C. Proposed revised text, addition or deletion:
See attached Exhibit "A".

III. Reasons for Requesting Text Change.

A. Please list reasons or other information as to why the proposed text change is necessary and therefore requested:
See attached Exhibit "B".

IV. Signature of Applicants

Signature: _____



Printed Name of Applicant:

Mark Spencer Cropper

Mailing Address: **6200 Coastal Highway, Suite 200, Ocean City, MD 21842**

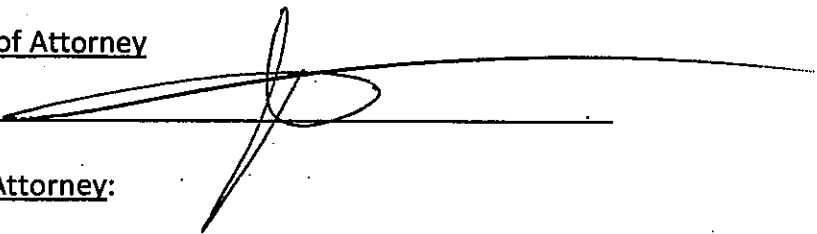
Phone Number: **(410) 723-1400**

Email: **mcropper@ajgalaw.com**

Date: January 17, 2020

V. Signature of Attorney

Signature: _____



Printed Name of Attorney:

Mark Spencer Cropper

Mailing Address: **6200 Coastal Highway, Suite 200, Ocean City, MD 21842**

Phone Number: **(410) 723-1400**

Email: **mcropper@ajgalaw.com**

Date: January 17, 2020

VI. General Information Relating to the Text Change Process.

A. Applications for text amendments or refinements shall be addressed to and filed with the Office of the County Commissioners. Applications shall only be accepted from January 1 to January 30 and July 1 to July 31 of each calendar year. The required filing fee must accompany the application.

B. Procedure for Text Amendments - All amendments other than requests for growth allocation shall be reviewed and acted upon by the County Commissioners but shall first be referred to the Department for review. The Department shall review the application in a reasonable period of time as determined by the County Commissioners and forward a report and recommendation to the County Commissioners. If after receipt of the Department's recommendation, no County Commissioner is willing to introduce the proposed amendment as a bill, it need not be considered. If one or more County Commissioners does introduce the proposed amendment as a bill, the County Commissioners shall hold at least one public hearing in relation to the proposed amendment, at which parties and interested citizens shall have an opportunity to be heard. At least fifteen days notice of the time and place of such hearing and the nature of the proposed amendment shall be published in an official paper or a paper of general circulation in the County in accordance with the provisions of § ZS 1-114 of the Worcester County Zoning Ordinance.

Exhibit "A"

ATTACHMENT TO PETITION FOR AMENDMENT OF OFFICIAL TEXT

LAND AND WATER RESOURCES ARTICLE, SUBTITLE I, ATLANTIC COASTAL BAYS CRITICAL AREA, SECTION NR 3-102 shall include a definition of "Special Events" as: "Personal or business social engagements or other activities conducted on a farm where guests assemble for parties, wedding events, birthday or anniversary celebrations, children's parties, corporate and employee appreciation parties, or other similar events for compensation, during which food and beverages may be served to guests and music or other entertainment is allowed.

LAND AND WATER RESOURCES ARTICLE, SUBTITLE I, ATLANTIC COASTAL BAYS CRITICAL AREA, SECTION NR 3-108(D)(10), add the following as Section NR 3-108(d)(10),

(10) Special events shall be permitted in the RCA in the Estate, Agricultural and Resource Protection zoning classifications, subject to the following additional standards:

- a) All lot coverage pertaining to the special events activities, including, but not limited to, temporary structures, temporary tents and otherwise must occur outside the buffer unless the lot coverage existed at the time of special exception application and the provisions of Section NR 3-107(c)(8)(A-D) shall still apply.
- b) A scaled drawing of the site showing the location of the proposed structures and demonstrating the site requirements in Section ZS 1-203(c)(21) for special events, including any temporary structures, temporary tents and temporary parking spaces must be submitted with the special exception application. The scaled drawing must demonstrate how the special event use will minimize impacts to natural resources and protects the defined land uses in the RCA found in this chapter and must also depict the requirements listed under Section NR 3-109(d)(1).
- c) Provisions pertaining to lot coverage and clearing limits in the RCA contained in this chapter apply to special event activities. Special event activities shall be in close proximity to existing

structures and facilities on the property to minimize adverse impacts to natural resources and are accessory to the principal use of the property.

- d) This use is limited to only properties that are 25 acres or greater in size and the special events shall be allowed only from April 1 – October 31 of the year, but there shall be no limit on the number of special events that are allowed during this time period.

- e) All lot coverage and proposed temporary structures associated with the special event must comply with Habitat Protection Areas, per NR 3-120. This includes protection of the one hundred foot buffer, threatened and endangered species and species in need of conservation, plant and wildlife habitat protection area including non-tidal wetlands, and anadromous fish propagation waters.

caused by the development in excess of that which would have come from the site if it were in its predevelopment state.

- C. Stormwater management measures shall be consistent with the requirements of Environment Article 4-201 et seq., Annotated Code of Maryland, as may be amended from time to time.

§ NR 3-108. Resource Conservation Areas.

(a) Description. Resource Conservation Areas are areas characterized by nature-dominated environments (including, but not limited to, wetlands, forests, abandoned fields) and resource-utilization activities (including, but not limited to, agriculture, forestry, fisheries activities or aquaculture). At the time of the initial mapping, these areas shall have at least one of the following features:

- (1) Existing density is less than one dwelling unit per five acres; or
- (2) The dominant land use is in agriculture, wetland, forest, barren land, surface water and/or open space.

(b) General requirements. In addition to the one-hundred-foot buffer, the Atlantic Coastal Bays Critical Area Law hereby incorporates the following requirements for Resource Conservation Areas. New or expanded development or redevelopment in these areas shall take place in such a way as to:

- (1) Conserve, protect and enhance the overall ecological values of the Atlantic Coastal Bays Critical Area, its biological productivity and its diversity;
- (2) Provide adequate breeding, feeding and wintering habitats for those wildlife populations that require the Atlantic coastal bays, their tributaries or coastal habitats in order to sustain populations of those species;
- (3) Conserve the land and water resource base that is necessary to maintain and support land uses such as agriculture, forestry, fisheries activities and aquaculture; and
- (4) Conserve the existing developed woodlands and forests for the water quality benefits that they provide.

(c) Development standards. The following criteria apply for Resource Conservation Areas:

- (1) Land use management practices shall be consistent with the policies and criteria for the habitat protection area section, the agricultural section, and the forest and woodlands protection section of this Subtitle.⁷
- (2) Agricultural and conservation easements shall be encouraged in Resource Conservation Areas.

7. Editor's Note: See § NR 3-120, Habitat protection, § NR 3-119, Agriculture, and § NR 3-116, Forest and woodland protection.

- (3) Land within the Resource Conservation Area may be developed for residential uses at a density not to exceed one dwelling unit per twenty acres. Within this limit of overall density, minimum lot sizes shall be as prescribed by the terms of the Zoning and Subdivision Control Article. Such mechanisms as cluster development, maximum lot size provisions and/or additional means to maintain the land area necessary to support the protective uses will be encouraged by the County Commissioners and implemented as necessary.
- (4) Existing industrial and commercial facilities, including those that directly support agriculture, forestry, aquaculture or residential development shall be allowed in Resource Conservation Areas.
- (5) New commercial, industrial, and institutional uses shall not be permitted in Resource Conservation Areas. Additional land may not be zoned or used for industrial, commercial, or institutional development except as provided by § NR 3-108(d) and § NR 3-112 below. Non-industrial activities which support surface mining, agriculture and forestry may be established or expanded, provided they conform with the other requirements of this Subtitle.
- (6) The Department shall ensure that the overall acreage of forest and woodland within the Resource Conservation Areas does not decrease.
- (7) Development activity within the Resource Conservation Areas shall be consistent with the requirements for Limited Development Areas in this Subtitle as specified in § NR 3-107 hereof.
- (8) Nothing in this section shall limit the ability of a participant in the Agricultural Easement Program to convey real property impressed with such an easement to family members, provided that no such conveyance will result in a density greater than one dwelling unit per twenty acres.
- (9) In calculating the one-dwelling-unit-per-twenty-acre density of development that is permitted on a parcel located within the Resource Conservation Area, the Department may permit the area of any private wetlands located on the property to be included under the following conditions:
 - A. The density of development on the upland portion of the parcel may not exceed one dwelling unit per eight acres; and
 - B. The area of private wetlands shall be estimated on the basis of vegetative information as designated on the state wetlands maps or by private survey approved by the Department and the State Department of Environment.
- (10) In consideration of additional dwelling units per lot or parcel as part of the primary dwelling unit the County shall adhere to the following: **[Added 9-21-2004 by Bill No. 04-6]**
 - A. Within a Resource Conservation Area, the County may consider one additional dwelling unit per lot or parcel as part of the primary dwelling unit for the purpose of the density calculation under this subsection if the additional dwelling unit meets either of the following sets of conditions:

1. The additional dwelling unit is located within the primary dwelling unit or its entire perimeter is within one hundred feet of the primary dwelling unit, it does not exceed nine hundred square feet in total enclosed area, and it is served by the same sewage disposal system as the primary dwelling unit; or
 2. The additional dwelling unit is located within the primary dwelling unit, is built so that its construction does not increase the amount of impervious surface already attributed to the primary dwelling unit, and it is served by the same sewage disposal system as the primary dwelling unit.
- B. An additional dwelling unit meeting all the criteria of this section that is separate from the primary dwelling unit may not be subdivided or conveyed separately from the primary dwelling unit.
- C. The provisions of this section apply to density calculations only and may not be construed to authorize the County to grant a variance, unless the variance is granted in accordance with the requirements and standards in this Subtitle for variances in the Atlantic Coastal Bays Critical Area.
- D. The County shall maintain records of all building permits issued under this section for additional dwelling units considered part of a primary dwelling unit and shall provide this information on a quarterly basis to the Critical Area Commission.

(d) Land use in the Resource Conservation Area. In addition to the uses specified above, certain nonresidential uses may be permitted in Resource Conservation Areas if permitted by the terms of the Zoning and Subdivision Control Article and if it is determined by the Department that the proposed use is one of the following:

- (1) A home occupation as an accessory use on a property used for residential purposes and as provided for in the County's Zoning Ordinance;
- (2) A golf course, excluding principal buildings and/or structures such as the clubhouse, pro-shop, parking lot, etc.;
- (3) A cemetery that is an accessory use to a church existing as of June 1, 2002 if impervious surfaces are limited to twenty thousand square feet or 15% of the site, whichever is less;
- (4) A bed-and-breakfast facility located in a residential structure existing as of June 1, 2002, and where meals are prepared only for guests staying at the facility;
- (5) A gun club or skeet shooting range or similar use, excluding main buildings and/or structures, such as a clubhouse, snack bar, etc.;
- (6) A day-care facility in a dwelling where the operators live on the premises and there are no more than eight children;
- (7) A group home or assisted living facility with no more than eight residents;

(8) A public or private non-commercial dock or pier and passive recreational areas. [Added 3-17-2015 by Bill No. 15-1]

A. Dock or pier and passive recreational areas may include:

- 1. Floating platforms for the launching and retrieval of non-motorized watercraft;
- 2. A pervious storage structure for non-motorized watercraft not to exceed twenty thousand square feet in area; and
- 3. Passive recreation such as walking, hiking, bicycle paths and trails, wildlife observation areas, and picnic areas.

B. Dock or pier and passive recreational areas may not include principal uses and structures or accessory uses and structures including but not limited to: gazebos, pavilions, clubhouses, restrooms, and parking areas.

C. Lot coverage shall be limited to fifteen percent of the site.

(9) An office and/or establishment utilized by a nonprofit environmental conservation and land preservation organization, subject to the following: [Added 4-19-2016 by Bill No. 16-3]

A. Organizations shall maintain a non-profit and/or tax-exempt status; and

B. The total use area shall not exceed twenty thousand square feet in area. Areas of passive recreation such as walking, hiking, bicycle paths and trails, wildlife observation areas, and picnic areas shall not be subject to this limitation.

Add new subsection (10)

§ NR 3-109. Implementation of the Atlantic Coastal Bays Critical Area provisions.

(a) Regulated activities and applicability. In shall be unlawful to pursue any new, expanded or intensified activities within the Atlantic Coastal Bays Critical Area, such as development or redevelopment, grading, clearing, sediment and erosion control, timber harvesting, shoreline erosion control, installation of a septic system and drain field, operation of a waste collection or disposal facility, operation of a commercial or private marina or other water-related commercial or industrial operation (whether public or private), mining (whether surface or sub- surface) or quarrying, farming or other agriculturally-related activities, without first obtaining approval by the Department after review under the provisions of this Subtitle.

(b) Responsible agency. All applications for such County permits and licenses that are issued by the County shall be made to the pertinent department. The Department shall make available to all agencies involved in overseeing regulated activities a set of maps showing the location so that these agencies may identify affected properties subject to said referrals. Applications for timber harvesting shall be reviewed by the Department of Natural Resources through the District Forestry Board. Applications for mining and quarrying shall be reviewed by the Department and appropriate State agencies.

From: zajacj@aol.com [<mailto:zajacj@aol.com>]
Sent: Thursday, May 14, 2020 11:41 AM
To: WC Hearing <wchearing@co.worcester.md.us>
Cc: southpointmembership@gmail.com
Subject: Bill 20-3

Add to
14

re: Bill 20-3

Commissioners:

may 14, 2020

The peninsula of South Point is Estate zoned but primarily neighborhood residential. We could be negatively affected by implementation of the referenced section. A suggestion is to reinforce the restrictions by adding a portion of the wording from companion Bill 20-2.

"The event must be located not less than 500 feet from any residential structure on an adjacent property and any amplified music must end by 11:00pm."

Special Events is a very broad designation. While there are less than a handful of properties at South Point that are eligible, the type and frequency could have a disturbing impact on our neighborhood.

Respectfully,

John Zajac
6540 South Point Rd.
Berlin ,MD 21811



Worcester County
Department of Environmental Programs

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IF Introduced
Bill 20-4, Public Hearing
on June 16, 2020

Memorandum

To: Harold L. Higgins, Chief Administrative Officer

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

Subject: Text Amendment – Worcester County Forest Conservation Code
Local Forest Conservation Funds

Date: May 11, 2020

During the 2019 legislative session the Maryland General Assembly passed Chapter 602 (Sections § 5-1610 and § 5-1613 of the Natural Resources Article, Annotated Code of Maryland) made changes to the Maryland Forest Conservation Act and these changes necessitate changes to local governments' forest conservation programs. This Department is submitting this text amendment to provide the necessary changes to our local code to be compliant with the updated law.

The state bill makes specified changes relating to local forest conservation funds under the Forest Conservation Act (FCA), requiring (1) a demonstration of the unavailability of appropriate credits generated by a forest mitigation bank in the same county or watershed before a payment is made into the funds; (2) specified mitigation plans and detailed accounting procedures for local forest conservation funds; (3) assurance of mitigation of the equivalent number of acres for which money is collected and paid into a local forest conservation fund; and (4) inclusion, in an existing annual report, of acreage information relating to fees collected by the funds.

As indicated, in the attached memorandum from Jenelle Gerthoffer, Natural Resources Administrator, staff has reviewed the proposed amendment and drafted the text amendment language. I have completed minor revisions to the bill in communication with the County Attorney.

As reviewed and renovated, Environmental Programs staff gives this amendment a favorable recommendation and finds that the text change is consistent with the intentions of our local Forest Conservation Code and state law. The state legislation requires these changes to be made and this

Citizens and Government Working Together

Department has previously reported to the state our local mitigation plan and account procedures relative to these changes.

Attached you will find a copy of the entire application package and a draft paper copy of the proposed amendment in Bill form. An electronic version of the draft legislation has been transmitted to your office for your convenience should one of the County Commissioners wish to introduce the amendment at the upcoming legislative session on April 21, 2020. A draft advertisement has similarly been drafted for publication with an electronic version to County Administration.

Both Ms. Gerthoffer and I will be available to discuss the proposal with you and the County Commissioners at your convenience. In the interim please do not hesitate to contact me should you have any questions or require additional information.

Attachments

cc: Roscoe Leslie
David Bradford
Jenelle Gerthoffer



Worcester County
Department of Environmental Programs
Natural Resources Division

Memorandum

To: Robert Mitchell, Director, Environmental Programs
From: Jenelle Gerthoffer, Natural Resources Administrator (JG)
Subject: Text Amendment to the Worcester County Forest Conservation Code
Date: April 21, 2020

As adopted by Maryland Department of Natural Resources (DNR), Senate Bill 234 provided changes to the Forest Conservation Law. These changes include the demonstration of the unavailability of forest mitigation bank credits, procedures and assurance of mitigation, and an update to the Fee in Lieu rates. These updates will be added to § NR 3-102 (d), Worcester County Code page NR 3: I: 31-32. In addition, a new definition is proposed to be added to § NR 3-102 (a), Worcester County Code page NR 3: I: 6-16.

A. Proposed revised text, addition (underlined text) or deletion (strikethrough text):

§ NR 1-413(c). Amount of payment. ~~The County Commissioners shall establish a schedule of the amount of required payment, on a per-acre basis, based upon the value of nearby land and the estimated cost of performing the reforestation or afforestation planting and maintenance.~~ If a person subject to this ordinance demonstrates to the satisfaction of the Department, or Board of Zoning Appeals, that requirements for reforestation or afforestation onsite or offsite cannot be reasonably accomplished, the person shall contribute money into the Forest Conservation Fund. Such payment must be received by the County Commissioners prior to recordation of a subdivision plat, approval of a site plan, or issuance of a grading permit or sediment control permit for the subject area.

(1) For a project located inside a priority funding area, at a rate of 30 cents per square foot, or at a rate adjusted for inflation as determined by annual State regulation, of the area of required planting; or

(2) For a project located outside a priority funding area, at a rate of 36 cents per square foot, or at a rate that is 20 percent higher than the rate set under NR 1-413(c)(a), of the area of required planting.

Citizens and Government Working Together

§ NR 1-413 (d). Use of payments. All payments made to the Forest Conservation Fund pursuant to this section shall be used by the County Commissioners only on the costs directly related to reforestation and afforestation projects, including site acquisition and preparation, maintenance of existing forests and achieving urban canopy goals. However no more than ten percent of said payments may be used for the purchase of equipment necessary to accomplish reforestation and afforestation. [Amended 1-18-2011 by Bill No. 10-1]

(1) The Department must accomplish the reforestation or afforestation for the equivalent number of acres for which the money is deposited within 2 years or 3 growing seasons, whichever is a greater time period, after the receipt of the money. Any portion that has not been used to meet the afforestation or reforestation requirements shall be returned to the person who provided the money.

§ NR 1-416 (d)(1). Adjustments and exceptions. The Board of Zoning Appeals may grant, upon specific appeal, such adjustments of and exceptions to the requirements of this Subtitle as will not be contrary to the purposes hereof, where, owing to special or unique conditions, a literal enforcement of the provisions of this Subtitle would result in unnecessary hardship. An adjustment of or exception to the terms of this Subtitle shall not be granted unless the applicant has demonstrated each of the following:

(F) Demonstrate that appropriate credits generated by a forest mitigation bank in the same County or watershed are not available before an applicant may pay money into the Forest Conservation Fund.

B. Reasons as to why the text amendment or text change is necessary and therefore requested:

All changes are being proposed pursuant to Senate Bill 234. This bill requires these changes to be made, in addition to requiring additional information on annual audit reports completed by this Department. Also, as part of Senate Bill 234, the Department submitted a general mitigation plan and accounting procedures for the Forest Conservation fee in lieu fund to the Department of Natural Resources

As per NR 1-420, the Forest Conservation subtitle may be amended as require; however, all amendments are subject to approval by Maryland DNR. Prior to the amendment being reviewed by DNR, we would like to present to the County Commissioners for review and comment. If you have any further questions please let me know. I will make myself available the day that this will be presented to the Commissioners in the event any questions are raised.

COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND

BILL 20-xx

DRAFT

BY: Commissioners
INTRODUCED: , 2020

~~§ NR 1-413(c). Amount of payment. The County Commissioners shall establish a schedule of the amount of required payment, on a per acre basis, based upon the value of nearby land and the estimated cost of performing the reforestation or afforestation planting and maintenance. If a person subject to this ordinance demonstrates to the satisfaction of the Department or Board of Zoning Appeals that requirements for reforestation or afforestation onsite or offsite cannot be reasonably accomplished, the person shall contribute money into the Forest Conservation Fund. Such payment must be received by the County Commissioners prior to recordation of a subdivision plat, approval of a site plan, or issuance of a grading permit or sediment control permit for the subject area. The payment will be calculated as follows:~~

- ~~(1) For a project located inside a priority funding area, at a rate of 30 cents per square foot, which may be adjusted for inflation as determined by annual State regulation, of the area of required planting; or~~
- ~~(2) For a project located outside a priority funding area, at a rate that is 20 percent higher than the rate set under NR 1-413(c)(1), of the area of required planting.~~

§ NR 1-413 (d). Use of payments.

(1) All payments made to the Forest Conservation Fund pursuant to this section shall be used by the County Commissioners only on the costs directly related to reforestation and afforestation projects, including site acquisition and preparation, maintenance of existing forests and achieving urban canopy goals. However no more than ten percent of said payments may be used for the purchase of equipment necessary to accomplish reforestation and afforestation. [Amended 1-18-2011 by Bill No. 10-1]

(2) The Department must accomplish the reforestation or afforestation for the equivalent number of acres for which the money is deposited within 2 years or 3 growing seasons, whichever is a greater time period, after the receipt of the money. Any portion that has not been used to meet the afforestation or reforestation requirements shall be returned to the person who provided the money.

§ NR 1-416 (d)(1). Adjustments and exceptions. The Board of Zoning Appeals may grant, upon specific appeal, such adjustments of and exceptions to the requirements of this Subtitle as will not be contrary to the purposes hereof, where, owing to special or unique conditions, a literal enforcement of the provisions of this Subtitle would result in unnecessary hardship. An adjustment of or exception to the terms of this Subtitle shall not be granted unless the applicant has demonstrated each of the following:

D. How the intent of the Subtitle will be satisfied; and

(F) That appropriate credits generated by a forest mitigation bank in the County or watershed are not available before an applicant may pay money into the Forest Conservation Fund.

Section 3. BE IT FURTHER ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that this Bill shall take effect forty-five (45) days from the date of its passage.

PASSED this _____ day of _____, 2020.

ATTEST:

COUNTY COMMISSIONERS OF
WORCESTER COUNTY, MARYLAND

Harold L. Higgins
Chief Administrative Officer

Joseph M. Mitrecic, President

Theodore J. Elder, Vice President

Anthony W. Bertino, Jr.

Madison J. Bunting, Jr.

James C. Church

Joshua C. Nordstrom

Diana Purnell



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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

If Introduced
Bill 20-5, Public Hearing
on June 16, 2020

MEMORANDUM

TO: Harold L. Higgins, Chief Administrative Officer
FROM: Edward A. Tudor, Director *EAT*
DATE: May 7, 2020
RE: Planning Commission Recommendation - Text Amendment Application -
Maximum Height Limitations - Manufactured and Mobile Homes

The Department has received and processed a text amendment application submitted by Edward E. Sowers seeking to amend the manufactured and mobile home and manufactured and mobile home parks regulations to remove the current maximum height of 15 feet for any unit while retaining the limitation of one story by revising various subsections of § ZS 1-314 of the Zoning and Subdivision Control Article.

The proposed text amendment was reviewed by the Planning Commission at its meeting on May 7, 2020. Following their discussion, the Planning Commission gave a favorable recommendation to the amendmen. Attached herewith you will find a copy of the entire text amendment file, which includes the draft amendment in bill form. An electronic version has also been sent to your office for use should one of the Commissioners wish to introduce it at their upcoming legislative session.

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

Attachments

cc: Phyllis H. Wimbrow, Deputy Director
Jennifer Keener, Zoning Administrator

AN ACT Concerning

Zoning – Manufactured and mobile homes and manufactured and mobile home parks

For the purpose of amending the Zoning and Subdivision Control Article to remove the maximum height limitation for one story manufactured and mobile homes.

Section 1. BE IT ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that existing Subsection § ZS 1-314(a)(9) of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland be repealed and reenacted to read as follows:

- (9) No manufactured or mobile home or addition thereto for nonresidential purposes shall exceed ~~either fifteen feet or~~ one story in height.

Section 2. BE IT FURTHER ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that existing Subsection § ZS 1-314(c)(4)A of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland be repealed and reenacted to read as follows:

- A. For any manufactured or mobile home or addition thereto not exceeding ~~fifteen feet or~~ one story in height the minimum lot requirements shall be: manufactured or mobile home site area, five thousand square feet; minimum site width, fifty feet; front yard setback, twenty feet; and each side yard setback and rear yard setback, five feet.

Section 3. BE IT FURTHER ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that existing Subsection § ZS 1-314(c)(4)B of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland be repealed and reenacted to read as follows:

- B. For any manufactured or mobile home or addition thereto not exceeding ~~fifteen feet or~~ one story in height the minimum lot requirements shall be: manufactured or mobile home site area, six thousand square feet; minimum site width, fifty feet; front yard setback, twenty feet; and each side yard setback, five feet; and rear yard setback, twenty feet. Furthermore, where such units are to be utilized, all roads within the manufactured or mobile home park and the incidental drainage shall comply with County road specifications for private campground subdivisions, as adopted by the County Commissioners. Collector roads and minor roads shall be determined by the Planning Commission. Additionally, adequate easements or rights-of-way for utilities shall be provided.

Section 4. BE IT FURTHER ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that existing Subsection § ZS 1-314(e)(2) of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland be repealed and reenacted to read as follows:

- (2) A manufactured or mobile home may be placed or replaced on any previously approved manufactured or mobile home site within the park. However, where the replacement

manufactured home exceeds ~~fifteen feet~~ or one story in height, it must be in accordance with the provisions of Subsection (c)(4)B hereof.

Section 5. BE IT FURTHER ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that existing Subsection § ZS 1-314(f)(2)B.1 of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland be repealed and reenacted to read as follows:

1. Where the manufactured or mobile home or addition thereto does not exceed ~~fifteen feet~~ or one story in height in a nonconforming manufactured or mobile home park, no portion of a manufactured or mobile home, excluding the tongue, shall be located closer than ten feet side to side, eight feet end to side or six feet end to end horizontally to any other manufactured or mobile home or principal building.

Section 6. BE IT FURTHER ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that existing Subsection § ZS 1-314(f)(2)B.2 of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland be repealed and reenacted to read as follows:

2. Where the manufactured or mobile home or addition thereto does not exceed ~~fifteen feet~~ or one story in height in a conforming manufactured or mobile home park, the minimum lot requirements shall be: manufactured or mobile home site area, five thousand square feet; minimum site width, fifty feet; front yard setback, twenty feet; and each side yard setback and rear yard setbacks, five feet.

Section 7. BE IT FURTHER ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that existing Subsection § ZS 1-314(f)(2)B.3 of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland be repealed and reenacted to read as follows:

3. For any manufactured or mobile home or addition thereto not exceeding ~~fifteen feet~~ or one story in height the minimum lot requirements shall be: manufactured or mobile home site area, six thousand square feet; minimum site width, fifty feet; front yard setback, twenty feet; and each side yard setback, five feet; and rear yard setback, twenty feet. Furthermore, where such units are to be utilized, all roads within the manufactured or mobile home park and the incidental drainage shall comply with County road specifications for private campground subdivisions, as adopted by the County Commissioners. Collector roads and minor roads shall be determined by the Planning Commission. Additionally, adequate easements or rights-of-way for utilities shall be provided.

Section 8. BE IT FURTHER ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that this Bill shall take effect forty-five (45) days from the date of its passage.

PASSED this _____ day of _____, 2020.



DEPARTMENT OF
DEVELOPMENT REVIEW AND PERMITTING

Worcester County

GOVERNMENT CENTER
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SNOW HILL, MARYLAND 21863

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ZONING DIVISION
BUILDING DIVISION
DATA RESEARCH DIVISION

ADMINISTRATIVE DIVISION
CUSTOMER SERVICE DIVISION
TECHNICAL SERVICE DIVISION

MEMORANDUM

TO: Edward A. Tudor, Director
FROM: Phyllis H. Wimbrow, Deputy Director *PHW*
DATE: May 7, 2020
RE: Planning Commission Recommendation - Text Amendment Application -
§ ZS 1-314 - Maximum Height Limitations - Manufactured and Mobile Homes

The purpose of this memo is to forward the Planning Commission's comments and recommendation regarding a text amendment application submitted by Edward E. Sowers which seeks to amend various subsections of the manufactured and mobile home and manufactured and mobile home park regulations as found in § ZS 1-314 of the Zoning and Subdivision Control Article to remove the current maximum height of fifteen feet for any such unit while retaining the limitation of one story.

In their report to the Planning Commission the staff expressed belief that the current 15 foot height limitation is an antiquated carryover from early codes written at a time when most manufactured homes were of a flat roof design whereas today most manufactured homes have a gable roof design and in fact resemble many stick-built small ranch type homes. Additionally, current floodplain regulations require that all structures in the floodplain be elevated above the base flood elevation and this can cause many homes to struggle to stay below the 15 foot height limitation. The staff noted that in recent years the single-wide manufactured homes within the parks are being replaced with double-wide manufactured homes. The permitting trends have shown that these units are typically being constructed with steeper roof pitches that mimic the appearance of a modular dwelling while also providing some attic storage space, all without adding a second story. As to any concern regarding the potential for extreme heights, the staff concluded that there will be limited potential of this, firstly because regardless of the location of a manufactured or mobile home, it will still be governed by the height limitations of the zoning district in which it is located, just as stick-built dwellings are. Secondly, § ZS 1-314(b)(3) requires that all manufactured and mobile homes have a minimum 12 inch overhang beyond the exterior walls. If a manufactured home was constructed of great height by virtue of a very steep

roof pitch up to the district height limitations, it would quickly pass the point of being able to maintain the minimum roof overhang without the roof extending far down the exterior wall of the house. If it were placed on any type of elevated foundation, over seven feet, six inches in height, it would be considered a two-story unit.

The Planning Commission reviewed the proposed text amendment at its meeting on May 7, 2020 and concurred with the staff that the maximum height limit of 15 feet is antiquated. The Planning Commission concluded that allowing for increased roof pitch while also ensuring compliance with floodplain regulations is appropriate. Following the discussion the Planning Commission gave a favorable recommendation to the text amendment application as submitted by the applicant.

A copy of the staff report includes the application and is attached, as is a draft bill should any of the County Commissioners wish to introduce it. Should you have any questions or require additional information, please do not hesitate to contact me.



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ZONING DIVISION
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CUSTOMER SERVICE DIVISION
TECHNICAL SERVICE DIVISION

MEMORANDUM

TO: Worcester County Planning Commission
FROM: Phyllis H. Wimbrow, Deputy Director *PHW*
DATE: April 20, 2020
RE: Text Amendment Application - § ZS 1-314 - Maximum Height Limitation -
Manufactured and Mobile Homes

The attached text amendment application was submitted by Edward E. Sowers and seeks to amend various subsections of the manufactured and mobile home and manufactured and mobile home park regulations as found in Section 1-314 of the Zoning and Subdivision Control Article to remove the maximum height of fifteen feet for any such unit while retaining the limitation of one story.

Following our customary practice, once I received the text amendment application I forwarded it to Ed Tudor, Director, Jennifer Keener, Zoning Administrator, and Roscoe Leslie, County Attorney and Planning Commission Attorney, for their review and comment. The comments of both Mr. Tudor and Ms. Keener are attached. Mr. Tudor notes that Mr. Sowers initially contacted him after finding out that the new manufactured home he had ordered and which was ready to be placed in Delmarva Park exceeded the current maximum height of 15 feet. After discussing the matter with Mr. Sowers, the staff worked on his behalf to prepare the necessary language for a text amendment to remove this maximum height limitation. Mr. Tudor states that he agrees with Mr. Sower's assertion that the current 15 foot height limitation is an antiquated carryover from early codes written at a time when most manufactured homes were of a flat roof design. He relates that most manufactured homes supplied today have a gable roof design and in fact resemble many stick-built small ranch type homes. Mr. Tudor further remarks that current floodplain regulations require that all structures in the floodplain be elevated above the base flood elevation and that this can cause many homes to struggle to stay below the 15 foot height limitation. Mr. Leslie had voiced concern about needed some form of limitation beyond the one story maximum so as to avoid the potential for extreme heights. Mr. Tudor explained that

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there will be limited potential of this, firstly because regardless of the location of a manufactured or mobile home, it will still be governed by the height limitations of the zoning district in which it is located, just as stick-built dwellings are. Secondly, § ZS 1-314(b)(3) requires that all manufactured and mobile homes have a minimum 12 inch overhang beyond the exterior walls. If a manufactured home was constructed of great height, by virtue of a very steep roof pitch up to the district height limitations, it would quickly pass the point of being able to maintain the minimum roof overhang without the roof extending far down the exterior wall of the house. If it were placed on any type of elevated foundation, over seven feet, six inches in height, it would be considered a two-story unit. Mr. Tudor states that for these reasons he has no concerns about extreme heights.

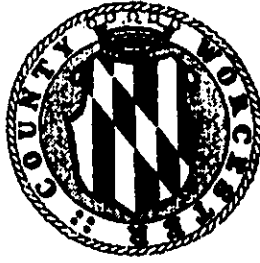
Mrs. Keener states that she has no objection to the draft language as proposed. She notes that in recent years the single-wide manufactured homes within the parks are being replaced with double-wide manufactured homes. The permitting trends have shown that these units are typically being constructed with steeper roof pitches that mimic the appearance of a modular dwelling while also providing some attic storage space, all without adding a second story. She reiterated Mr. Tudor's comment about the need for elevation of some manufactured or mobile home units in order to comply with base flood elevation and the difficulty of also complying with the maximum height of 15 feet at the same time.

I concur with the comments of Mr. Tudor and Mrs. Keener and conclude that the maximum height limitation of 15 feet is antiquated and should be removed while still retaining the one story limitation.

Therefore, the staff gives a favorable recommendation to the text amendment application as specifically requested. A draft bill is attached for your reference

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

cc: Edward A. Tudor
Roscoe Leslie
Jennifer Keener



Please Type
or
Print in Ink

**Worcester County Commissioners
Worcester County Government Center
1 W. Market St., Room 1103
Snow Hill, Maryland 21863**

**PETITION FOR AMENDMENT OF OFFICIAL TEXT
OF THE ZONING AND SUBDIVISION CONTROL ARTICLE**

(Office Use Only - Please Do Not Write In This Space)

Date Received by Office of the County Commissioners: _____

Date Received by Planning Commission: 4/13/2020

Date Reviewed by Planning Commission: _____

Planning Commission Recommendation Received by _____

on _____
(Date)

1. Application - Proposals for amendments to the text of the Zoning Ordinance may be made by any interested person who is a resident of Worcester County, a taxpayer therein, or by any governmental agencies of the County. Check applicable status below:

A. Resident of Worcester County.

B. Taxpayer of Worcester County.

C. Governmental Agency. _____
(Name of Agency)

2. Proposed Change to Zoning Ordinance Text.

A. Section Number: ZS 1-314

B. Page Number: ZS 1: III: 37

C. Proposed revised text, addition or deletion:

See attached draft legislation

III. Reasons for Requesting Text Change.

A. Please list reasons or other information as to why the proposed text change is necessary and therefore requested:

Remove maximum height limitation because more modern mobile or manufactured homes have pitched roofs and because floodplain regulations, where applicable, often require such units to be elevated, thus causing the unit to exceed the maximum height.

IV. Signature of Applicant

<u>Signature</u>	<u>Address</u>	<u>Phone</u>	<u>Date</u>
<i>Ellen P. Sower</i>	<i>647 Lancaster Road Chambersburg PA 17202</i>	<i>717-658-4633</i>	<i>4/9/2020</i>

V. General Information Relating to the Text Change Process.

- A. Applications for text amendments shall be addressed to and filed with the Office of the County Commissioners. The required filing fee must accompany the application.

- B. Procedure for Text Amendments - Text amendments shall be passed by the County Commissioners of Worcester County as public local laws according to legally required procedures, with the following additional requirements. Any proposed amendment shall first be referred to the Planning Commission for recommendation. The Planning Commission shall make a recommendation within a reasonable time after receipt of the proposed amendment. After receipt of the recommendation of the Planning Commission, the County Commissioners shall hold at least one public hearing in relation to the proposed amendment, at which parties and interested citizens shall have an opportunity to be heard. At least fifteen (15) days notice of the time and place of such hearing and the nature of the proposed amendment shall be published in an official paper or a paper of general circulation in Worcester County. In the event no County Commissioner is willing to introduce the proposed amendment as a bill, it will not be considered.



DEPARTMENT OF
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Worcester County

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ZONING DIVISION
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MEMORANDUM

TO: Edward A. Tudor, Director
Jennifer K. Keener, Zoning Administrator
Roscoe Leslie, County Attorney

FROM: Phyllis H. Wimbrow, Deputy Director *P/W*

DATE: April 14, 2020

RE: Text Amendment Application - Maximum Height Limitation
of One Story Manufactured or Mobile Homes

The attached text amendment application has been submitted by Edward Sowers. It seeks to amend various subsections of manufactured and mobile home and manufactured and mobile home park regulations as found in Section 1-314 of the Zoning and Subdivision Control Article to remove the maximum height of fifteen feet for any such unit while retaining the limitation of one story.

I anticipate scheduling this text amendment for consideration by the Planning Commission at a forthcoming meeting. So that I may incorporate them into the staff report, please submit your comments to me no later than May 1, 2020.

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

attachment



DEPARTMENT OF
DEVELOPMENT REVIEW AND PERMITTING

Worcester County

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ZONING DIVISION
BUILDING DIVISION
DATA RESEARCH DIVISION

ADMINISTRATIVE DIVISION
CUSTOMER SERVICE DIVISION
TECHNICAL SERVICE DIVISION

MEMORANDUM

TO: Phyllis H. Wimbrow, Deputy Director
FROM: Edward A. Tudor, Director *EAT*
DATE: April 16, 2020
RE: Text Amendment Application - Maximum Height of Manufactured Homes

Pursuant to your request, I have reviewed the draft text amendment application submitted by Mr. Edward Sowers which seeks to remove the 15 foot maximum height limitation for manufactured homes in manufactured home parks. As submitted the amendment covers all types of manufactured home parks, regardless of the type of park ownership.

As you know, Mr. Sowers originally contacted me after finding out that the new manufactured home he had ordered and which was ready to be placed in Delmarva Park would exceed the current 15 foot height limitation. After speaking with Mr. Sowers and explaining that it appeared his only remedy would be a text amendment, the staff worked to prepare the necessary language for him.

In my opinion, and as stated by Mr. Sowers in his application, the current 15 foot height limitation is an antiquated limitation carried over from early codes at a time when most manufactured homes were of a flat roof design. Most all manufactured homes supplied today have a gable roof design and resemble many stick-built small ranch type homes. Additionally, current floodplain regulations require that all structures in the floodplain be elevated above the base flood elevation. This can cause many homes to struggle to stay below the 15 foot limitation.

I understand that there may be some concern that by removing the 15 foot limitation we could possibly have manufactured homes constructed to greater heights. However, I do not believe that to be the case. First, regardless of their location, they will still be limited to the height limitations established by the zoning district in which they are located, as are all stick-built

homes in the same district. Secondly, another limiting factor can be found in § ZS 1-314(b)(3). § ZS 1-314(b) in general establishes standards for all manufactured homes when permitted as a principal use by the district regulations. Subsection (b)(3) requires that all manufactured homes that meet that criteria (which all do in the manufactured home parks) have a minimum 12 inch overhand beyond the exterior walls. If a manufactured home was constructed of great height, by virtue of a very steep roof pitch up to the district height limitations, it would quickly pass the point of being able to maintain the minimum roof overhang without the roof extending far down the exterior wall of the house. If it were placed on any type of elevated foundation, over seven feet, six inches in height, it would be considered a two-story unit. For these reasons, I have no concern with the amendment as proposed.

As always, I will be available to discuss the matter in greater depth if need be when it is reviewed by the Planning Commission.

cc: Jennifer Keener



DEPARTMENT OF
DEVELOPMENT REVIEW AND PERMITTING

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET, ROOM 1201
SNOW HILL, MARYLAND 21863
TEL: 410.632.1200 / FAX: 410.632.3008
www.co.worcester.md.us/drp/drpindex.htm

DATA RESEARCH DIVISION
CUSTOMER SERVICE DIVISION
TECHNICAL SERVICES DIVISION

ZONING DIVISION
BUILDING DIVISION
ADMINISTRATIVE DIVISION

MEMORANDUM

To: Phyllis Wimbrow, Deputy Director
From: Jennifer Keener, AICP, Zoning Administrator *JKK*
Date: April 15, 2020
Re: Text Amendment Application – Maximum Height Limitation of One Story
Manufactured or Mobile Homes

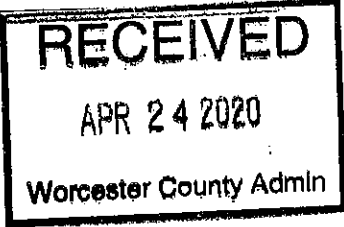
This memorandum is in response to your request for comments on the text amendment submitted by Mr. Edward Sowers. The language proposes to strike the 15-foot height limitation for one story units located in a manufactured or mobile home park as defined in §ZS 1-314. Upon consideration of the request, I have no objection to the language as proposed.

The height of a building is outlined in §ZS 1-103 Definitions as follows:

“Building, Height of – The height for buildings and structures shall be measure as the vertical distance from the averaged finished grade at the base of the building to the highest point of the coping of a flat roof or the ridge of a gable, hip, mansard, gambrel or other pitched roof.”

In recent years, single-wide manufactured homes within these parks are being replaced with double-wide manufactured homes. Our permitting experience has shown that these units are typically being constructed with steeper roof pitches so that they mimic the appearance of a modular dwelling and also provide some attic storage space, without creating a second story. Furthermore, there are certain manufactured or mobile home parks that are located within the 100-year floodplain, requiring that the unit be further elevated to comply with the base flood elevation. The combination of these design factors could easily exceed the 15-foot height limitation.

INFO ✓



Copy: Ed Tuckas ✓

April 15, 2020

Worcester County Development Review & Permitting
Worcester County Government Center
1 W. Market Street – Room 1201
Snow Hill, Maryland 21863

Worcester County Commissioners
Worcester County Government Center
1 W. Market Street – Room 1103
Snow Hill, Maryland 21863

RE: Application of Edward Sowers
For Text Amendment of Zoning Ordinances

Dear Commissioners:

I am the President of the Board of Directors for Delmarva Park, Inc. I am authorized by the Board to write this letter. The Park strongly supports the above-referenced application to resolve recurring problems with the current height limitations in the Zoning Code. The current limitations unnecessarily curb and restrict modern building designs and products and make it difficult to comply with fire sprinkler requirements. The revisions will promote practical and desirable building designs which will improve the appearance and value of our community.

Thank you for your consideration.

Please call me if you have questions.

Sincerely,

Harry Gladwin
President – Delmarva Park, Inc.
Phone: 410-925-9557

Add to
16

BRIAN PETER COSBY

via e-mail to kellys@co.worcester.md.us

May 14, 2020

Worcester County Commissioners
c/o Kelly Shannahan
Worcester County Government Center
1 W. Market Street – Room 1103
Snow Hill, MD 21863

RE: ZS-314 Text Amendment Application

Dear Commissioners:

I represent Delmarva Park, Inc. and Edward Sowers, an owner of a lot in Delmarva Park.

This is to request that the above text amendment application be introduced as an emergency bill at your meeting on May 19th.

The text amendment is designed to increase the maximum height limitations for manufactured homes in mobile home parks to comport with current building designs and standards. The Planning Commission has unanimously approved the application at their meeting on May 7, 2020.

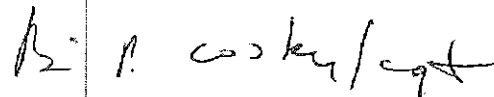
My client, Mr. Edward Sowers, has purchased a manufactured home which has already been built and is in outside storage under plastic. Unfortunately, it slightly exceeds the height limitations of the current code, even though there are several other manufactured homes already existing in the Park which also exceed the existing height limitations.

The current outside storage of the home can result in water infiltration and deterioration.

Attached is a copy of a supporting letter from the President of Delmarva Park, Inc., which was previously sent to you.

Thank you for your consideration of this request.

Very truly yours,

A handwritten signature in black ink, appearing to read "B. P. Cosby/cgt". The signature is written in a cursive, somewhat stylized font.

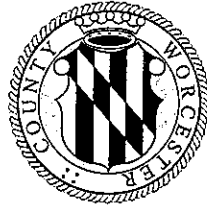
Brian Peter Cosby

BPC/cgf

Attachment

cc: Mr. Edward Sowers

Mr. Ed Tudor



17

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

April 22, 2020



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

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

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

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

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

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

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

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

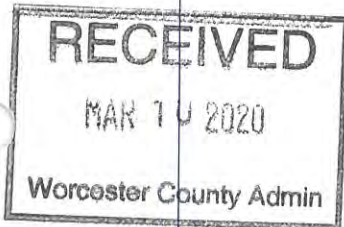
Provision of Services from Ocean Pines Sanitary Service Area - In accordance with the provisions of Section PW 5-306, the County Commissioners propose that sanitary services to serve the newly created Gum Point Road Area Sanitary Service Area will be provided by contract from the Ocean Pines Service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

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

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

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

THE WORCESTER COUNTY COMMISSIONERS



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

Public Hearing
on May 19, 2020

JOHN H. TUSTIN, P.E.
DIRECTOR

JOHN S. ROSS, P.E.
DEPUTY DIRECTOR

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

MEMORANDUM

TO: Harold L. Higgins, Chief Administrative Officer
FROM: John H. Tustin, P.E., Director of Public Works
DATE: March 6, 2020
SUBJECT: Gum Point Road Sewer Line Extension - Update

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

Following up to report progress on the Gum Point Road Sewer Line extension, we are providing the following information:

Developer Agreement – A draft of the agreement to serve the Hersey proper has been developed and shared with his Attorney. We are waiting for finalization of the agreement to move forward with the project design.

p.2

Engineering Design – Proposals from both J. W. Salm Engineering and Russell T. Hammond Surveying are being modified to include all of Gum Point Road instead of their original proposals for Mr. Hershey. This work will be authorized once the Project Agreement has been finalized, and the required Public Hearing is held.

p.5

Financial Feasibility – Attached is an updated financial analysis of the project based on an updated customer count showing a reduction of 10 EDUs and a corresponding increase in the cost per EDU. The revised EDU count is the determination that 3 properties are not buildable and 7 EDUs are being served under the Vanderhackett extension. The total cost per EDU is now estimated to be \$ 21,886.

p.22

Public Hearing – Prior to finalizing the agreement, we should schedule the required public hearing as required by code which will determine if the project will move forward.

See Bob Mitchell's report - page 25

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

Attachment

cc: Jessica R. Wilson, CPA Enterprise Fund Controller
John S. Ross, Deputy Director

APPROVED
Worcester County Commissioners
Date HH 3/17/20

lc

AGREEMENT

This Agreement, is dated _____ and is between the **County Commissioners of Worcester County, Maryland** ("County"), in the capacity of the governing body of the Greater Ocean Pines Service Area, ("Service Area") and **Steven Hershey** ("Owner").

Recitals

- A. Owner owns property known as 11831 Gum Point Road ("Property") that is located in the Service Area.
- B. Owner wants public sanitary sewer service for the Property.
- C. Owner will provide financing to defer the cost of the County extending a sewer line up to the Property ("Project").

Terms

The County and Owner agree as follows:

I. Owner's Responsibilities:

- a. Owner must deposit \$[x] in escrow for allocation to the Project's initial construction cost if it is formally approved.
- b. If the Project is completed, Owner will be responsible for all additional costs related to a sewer service connection to the Property, including purchase of Equivalent Dwelling Units ("EDUs") necessary to serve the property, equity contributions, future capital improvement ("FCI") fees, grinder pump purchase and installation, connections to buildings, and other related costs.

II. County's Responsibilities:

- a. Upon complete payment of the sum above into escrow by Owner, County will begin the process of approving and constructing the Project in accordance with the Worcester County Code ("Code"), the Worcester County Water and Sewerage Plan ("Plan"), and all other applicable laws and regulations.
- b. After a public hearing under Code § PW 5-307, the County will make a final decision to approve the Project.
 - i. If the Project is not approved, the balance of the escrow funds will be refunded to the Owner, less reasonable expenses incurred and documented by the County. Owner waives the right to any other remedy against the County.

- ii. If the Project is approved, the initial escrow balance will become nonrefundable and will be allocated to Project construction costs.

III. Project Design

- a. At its sole discretion, County may allow Owner to design the Project to County specifications. If Owner is allowed to design the Project, Owner may receive an offset for reasonable design costs up to \$[x] that will be refunded from the escrow amount.
- b. County must approve the final design and the final design must comply with the Code, the Plan, and all applicable laws and regulations.
- c. Attached as Exhibit A is a preliminary schematic to illustrate the general location of the Project.

IV. Miscellaneous

- a. This Agreement is governed by Maryland law.
- b. The Circuit Court for Worcester County, Maryland is the exclusive jurisdiction for any action arising from this Agreement.
- c. The County and Owner are the only parties to this Agreement and are the only parties entitled to enforce its terms. Nothing in this Agreement gives any benefit or right to third persons.
- d. County and Owner agree to cooperate in the implementation of the Agreement and to execute additional documents reasonably required to do so.
- e. This Agreement is the complete agreement between the parties relevant to the purpose described and supersedes all prior agreements or proposals, oral or written, and all other communication between the parties relating to the subject matter of this Agreement.

The Parties agree to this Agreement on the date stated above.

Attest:

County Commissioners of
Worcester County, Maryland

Harold Higgins
Chief Administrative Officer

Joseph M Mitrecic
President

Witness

Owner

Steven Hershey:

J. W. SALM ENGINEERING, INC.

9842 Main Street, Suite 3
P.O. Box 397
Berlin, MD 21811

phone: 410.641.0126
e-mail: comments@jwse.com

March 12, 2020

John S. Ross, P.E.
Deputy Director
Worcester County DPW
1000 Shore Lane, Ocean Pines, MD 21811

Re: Low-Pressure Sewer Force Main Design – Gum Point Road, Berlin, Worcester County, Maryland

Dear Mr. Ross:

JWSE is pleased to present this work plan for requested engineering services. Work will include engineering design for a public sewer connection via an extension of the County's low-pressure (LP) sewer main, from the planned extension at the private marina to your property at the end of Gum Point Road along with the design for the extension West on Gum Point Road to the intersection with MD Route 589.

JWSE will design a low-pressure sewer system consisting of approximately 4,500 +/- linear-foot of public force main in the Gum Point Road right-of-way. No private private force main or private grinder pump stations will be designed. The LP public force main may vary from 1.5-inches in diameter to 3-inches in diameter along different sections, as required by Worcester County. All work will be suitable for submittal to Worcester County and/or MDE for their review. The budget estimate for this work effort is \$13,745.00. *JWSE* will need three weeks from authorization and receipt of the survey from your Surveyor to prepare this design.

All *JWSE's* work will be performed on a Time and Expense basis, in accordance with the attached Standard Provisions. *JWSE's* scope of work does not include: base surveying, sub-surface exploration or soils evaluation or testing. Neither post design and/or construction services nor survey stakeout are included in the scope of work. No work involving critical areas, forestry, zoning or other planning services is included as it is not likely that these will be required for your design. We will require the base file from your surveyor in AutoCAD format prior to beginning our work. It is possible that a wetland permit may be required for the section to be installed underneath a large culvert on Gum Point Road, just north of the existing private marina. *JWSE* can assist in obtaining this permit, if required, however the cost of this is not included in this work plan since it is presently no know if this will be required.

JWSE will begin work upon written authorization from you below. Please feel free to contact *JWSE* should you have any questions or comments.

Very truly yours,
J. W. SALM ENGINEERING, INC.

By: *John W. Salm, III*

John W. Salm, III, P.E.
President

Attachments: Standard Provisions (September 2008)

Please indicate acceptance by signing below and returning to *JWSE*.

Owner or Authorized Representative

Date

(Print Name)

Phone Number

(Mailing Address)

J. W. SALM ENGINEERING, INC.

9842 Main Street, Suite 3
P.O. Box 397
Berlin, MD 21811

phone: 410.641.0126
e-mail: comments@jwse.com

February 5, 2020

Steve Hershey
1 Mason Drive
Selbyville, DE 19975

**Re: Low-Pressure Sewer Force Main Design – Tax Map 21, Parcel 75, Gum Point Road,
Berlin, Worcester County, Maryland**

Dear Mr. Hershey:

JWSE is pleased to present this work plan for requested engineering services. Work will include engineering design for a public sewer connection via an extension of the County's low-pressure (LP) sewer main, from the planned extension at the private marina to your property at the end of Gum Point Road.

JWSE will design a low-pressure sewer system consisting of approximately 3,500 +/- linear-foot of public force main in the Gum Point Road right-of-way along with a private force main and private grinder pump station(s) on your property. The LP public force main will vary from 1.5-inches in diameter to 4-inches in diameter along different sections, as required by Worcester County. All work will be suitable for submittal to Worcester County for their review. The budget estimate for this work effort is \$11,745.00. *JWSE* will need three weeks from authorization and receipt of the survey from your Surveyor to prepare this design.

All *JWSE's* work will be performed on a Time and Expense basis, in accordance with the attached Standard Provisions. *JWSE's* scope of work does not include: base surveying, sub-surface exploration or soils evaluation or testing. Neither post design and/or construction services nor survey stakeout are included in the scope of work. No work involving critical areas, forestry, zoning or other planning services is included as it is not likely that these will be required for your design. We will require the base file from your surveyor in AutoCAD format prior to beginning our work. It is possible that a wetland permit may be required for the section to be installed underneath a large culvert on Gum Point Road, just north of the existing private marina. *JWSE* can assist in obtaining this permit, if required, however the cost of this is not included in this work plan since it is presently no know if this will be required.

JWSE will begin work upon written authorization from you below. Please feel free to contact *JWSE* should you have any questions or comments.

Very truly yours,
J. W. SALM ENGINEERING, INC.

By: *John W. Salm, III*

John W. Salm, III, P.E.
President

Attachments: Standard Provisions (September 2008)

Please indicate acceptance by signing below and returning to *JWSE*.

Owner or Authorized Representative

Date

(Print Name)

Phone Number

(Mailing Address)

STANDARD PROVISIONS

GENERAL: The letter Proposal from J.W. Salm Engineering, Inc. (*JWSE*), outlining the scope of work, fees and times for completion, together with the terms and conditions contained herein, shall constitute the Agreement for services to be rendered. These Standard Provisions are fully binding upon Clients accepting proposals just as if they were fully set forth in such Proposals. However, in the event that terms and conditions set forth in the Proposal contradict terms set forth here, the Proposal shall govern. Upon acceptance by the Client, the Proposal and these Standard Provisions shall constitute the entire Agreement between the parties. No service outside the scope of this Agreement shall be performed without notification to the Client. Should there be any future revisions, dictated by changes in the governing authorities requirements or changes of scope of the project made by the Client, fees shall be adjusted accordingly. Fees shall be in accordance with the "Fees for Professional Services" prevailing at the time the work is performed. Although it is the policy of *JWSE* to complete all professional services in a timely manner, there is no guarantee expressed or implied as to when work will be completed or when work will be reviewed or approved by the applicable governing agencies. Each party reserves the right to terminate this Agreement at any time upon written notification. In such event, the Client shall pay for all work performed to date. The Client shall pay the costs of all fees, permits, bond premiums, and other charges not expressly covered by the terms of this Agreement.

SCOPE : *JWSE* shall only be obligated to perform those services expressly described in this Agreement or those services necessarily implied by the work undertaken by *JWSE* pursuant to the Agreement. In no event, unless expressly set forth in the Agreement, shall *JWSE* be obligated:

- a. To furnish or certify as to the correctness of a legal description or title report as to real property which is the subject of, or related to, *JWSE's* services.
- b. To furnish or certify as to the correctness of a topographical survey, as-built survey, land survey, boundary survey, utility survey, street survey, or other survey which reflects real property which is the subject of, or related to, *JWSE's* services
- c. To furnish legal, accounting, insurance, or other consulting services not customarily undertaken by *JWSE*.
- d. To provide professional services pertinent to off-site requirements or considerations.
- e. To locate or verify the location of underground utilities.
- f. To furnish or verify specifications or requirements related to PCB transformer removal or disposal, radon level evaluations, asbestos, or related services.
- g. To assure the Client of favorable results on the submission of zoning, appeal, exception, waiver or any other applications made on behalf of the Client to Local, State or Federal agencies or bodies.
- h. To provide any geotechnical services, including, but not limited to, core borings, probing, subsurface explorations, inspections, testing, the preparation of soils reports, or soils-related design improvements unless specifically included in the Agreement. These services shall be performed by others.
- i. To issue stop work directives to the Client's contractors or subcontractors.

In the event such services or actions are necessary for the performance of *JWSE's* services, they shall be furnished by the Client at the Client's expense. The Client shall also inform *JWSE* of any special criteria or requirements related to *JWSE's* services and shall furnish *JWSE* with all existing information, including reports, plans, drawings, surveys, deeds, and other documents. *JWSE* shall not be responsible for errors or omissions or additional costs arising out of its reliance upon such information or materials furnished by the Client.

FEES FOR PROFESSIONAL SERVICES : The Client agrees to pay *JWSE* for professional services rendered in connection with the scope of services provided in the Proposal. Unless specified as a Lump Sum fee (LS), any cost estimate included in the Proposal is for budgetary purposes only. Payment, if specified as Time and Expense (T&E), shall be based upon actual time and expense charged per the schedule below:

Project Manager/Principal	: \$150-\$200/hr.	Copies:	\$0.20 each letter size
Senior/Project Engineer & Surveyor	: \$75-\$105/hr.	Fax:	\$2.00 / page
Staff Engineer/Survey Crew	: \$65-\$95/hr.	Mileage:	Federal Rate
Designer	: \$55-\$80/hr.	Contract Labor:	Cost plus 15%
Clerical	: \$45/hr.	Other expenses:	Cost plus 15%

Fees for expert witness testimony and preparation shall be billed at one and one-half times the normal fee for professional services.

INVOICES AND PAYMENTS : Lump Sum services will be invoiced periodically, based on a percentage completion basis. Time and Expense services will be invoiced periodically, based on work completed to date. Payment is due upon receipt of the invoice. A final invoice will be submitted upon the completion of all work and payment is due upon receipt of the invoice. A ONE AND ONE-HALF PERCENT (1-1/2%) PER MONTH SERVICE CHARGE WILL BE ADDED TO ALL ACCOUNTS THAT BECOME DELINQUENT BY THIRTY (30) DAYS OR MORE. *JWSE* reserves the right, at *JWSE's* discretion, to suspend work on any of the Client's projects should the past due balance fall 45 days behind. Client payment of *JWSE* invoices implies that all work has been performed to the Client's satisfaction.

CHOICE OF LAWS: The Contract shall be construed in accordance with the laws in the State of Maryland. The parties shall agree that the venue for all conflicts arising out of this Contract shall be Worcester County, Maryland.

COLLECTION : The continuation of work during payment negotiation in no way forfeits *JWSE's* future rights of collection. In the event that *JWSE* shall be successful in any arbitration or suit for damages for breach of this Agreement, including non-payment of invoices, or the enforcement of this Agreement or to enjoin the other party from violating this Agreement, *JWSE* shall be entitled to recover as part of its damages, its reasonable legal costs, including attorney fees, collection fees, collection agency fees and expenses for bringing and maintaining any such action.

INSURANCE : Insurance Certificates will be furnished upon request. Within the limits of said insurance, *JWSE* agrees to hold the Client harmless from and against loss, damage, injury or liability arising directly from the negligent acts or omissions of *JWSE*, its employees, agents, subcontractors and their employees and agents. If the Client places greater responsibilities upon *JWSE* or requires further extraordinary insurance coverage, *JWSE*, if specifically directed by the Client in writing, will take out additional insurance (if procurable), at the Client's expense; but *JWSE* shall not be responsible for property damage from any cause, including fire and explosion, beyond the amounts and coverage of this insurance.

OWNERSHIP OF DOCUMENTS : All documents, including but not limited to original drawings, specifications, reports, sketches, and electronic files, prepared or to be prepared by *JWSE* for the Client, contain creative, artistic, and original ideas which the Client agrees are a valuable property right of *JWSE*. It is understood by and between the parties that all such documents, or any reasonable facsimile thereof, are and shall remain the property of *JWSE* whether used by Client or not, and shall not be used by or provided to any third party in any manner whatsoever by the Client except for the purposes of and according to the provisions set forth in this Agreement. The Client agrees not to make copies; reasonable facsimile, artists renditions or the like of said documents without procuring *JWSE's* prior written approval and further agrees not to alter in any manner said documents. In the event of default or termination of this Agreement, the Client shall be entitled to use information contained in said documents only when fees for the same have been paid in full.

UNAUTHORIZED CHANGES : In the event the Client, the Client's contractors or subcontractors or anyone from whom the Client is legally liable makes or permits to be made any changes to any reports, plans, specifications or other construction documents prepared by *JWSE* without obtaining *JWSE's* prior written consent, the Client shall assume full responsibility for the results of such changes. Therefore, the Client agrees to waive any claim against *JWSE* and to release *JWSE* from any liability arising directly or indirectly from such changes. In addition, the Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless *JWSE* from any damages, liabilities or costs, including reasonable attorneys' fees and costs of defense, arising from such changes. In addition, the Client agrees to include in any contracts for construction appropriate language that prohibits the Contractor or any subcontractors of any tier from making any changes or modifications to *JWSE's* construction documents without the prior written approval of *JWSE* and that further requires the Contractor to indemnify both *JWSE* and the Client from any liability or cost arising from such changes made without such proper authorization.

ELECTRONIC MEDIA : *JWSE* regularly uses electronic media in generating, revising, plotting and transmitting its design capabilities. *JWSE's* electronic files are proprietary and, while they are made available to the Client under provisions of the Agreement, the Client shall not permit any unauthorized reuse of the electronic files such as use on later project phases, another project or for Facility Management Systems, and shall not permit any unauthorized modifications to the electronic files, either by the Client or third parties. The Client shall indemnify and hold harmless *JWSE* against any claims or damages resulting from subsequent unauthorized use or modification of the electronic files. *JWSE* assumes no responsibility for errors in the electronic transfer of data, either in sending or receiving, or in alteration or damages to the wireless, wired, disks, tapes or other media transmission. *JWSE* cannot guarantee the archive use of electronic files due to limited life expectancy of the media. Hardcopy sealed plans take precedence over electronic files. Electronic files are provided for the Client's convenience only.

LIMITATION OF PROFESSIONAL LIABILITY : *JWSE* does not assume any responsibility or guarantee for information or work completed by other consultants or for approval or other actions by and of government agencies. The Client agrees to limit any and all liability or claim for damages, cost of defense, or expenses, due to design defects, errors, omissions, or professional negligence, levied against *JWSE*, *JWSE* officers, directors, partners, employees or any *JWSE* subconsultants to a sum not to exceed eighty Percent (80%) of the amount of *JWSE's* applicable fee or fifty thousand dollars (\$50,000.00), whichever is lesser. Further, the Client agrees to notify any contractor or subcontractor who may perform work in connection with any design, report, or study prepared by *JWSE*, or any *JWSE* subconsultants of such limitation of liability for design defects, errors, omissions, or professional negligence, and agrees to require, as a condition precedent to their performing the work, a like limitation of liability on their part as against *JWSE*, or any *JWSE* subconsultant. In the event that the Client fails to obtain a like limitation provision as to design defects, errors, omissions, or professional negligence, any liability of the Client and *JWSE* to such contractor or subcontractor arising out of design defects, errors, omissions, or professional negligence, shall be allocated between the Client and *JWSE* in such a manner that the aggregate liability of *JWSE* for such defects to all parties, including the Client, shall not exceed eighty Percent (80%) of the amount of *JWSE's* applicable fee or fifty thousand dollars (\$50,000.00), whichever is lesser. Additional limits of liability of fifty thousand dollars (\$50,000.00), may be made part of this agreement for an additional fee of fifty Percent (50%) of the total fees included herein.

EXTENSION OF PROTECTION : The Client agrees that any and all limitations of *JWSE's* liability and indemnifications by the Client to *JWSE* shall include and extend to those individuals and entities *JWSE* retains for performance of the services under this Agreement, including but not limited to *JWSE's* officers and employees and their heirs and assigns, as well as *JWSE's* subconsultants and their officers, employees, heirs and assigns.

INTERPRETATION : Limitations on liability, waivers and indemnities in this Agreement are business understandings between the parties and shall apply to all legal theories of recovery, including breach of contract or warranty, breach of fiduciary duty, tort (including negligence), strict or statutory liability, or any other cause of action, provided that these limitations on liability, waivers and indemnities will not apply to any losses or damages that may be found by a trier of fact to have been caused by *JWSE's* sole or gross negligence or *JWSE's* willful misconduct. The parties also agree that the Client will not seek damages in excess of the contractually agreed-upon limitations directly or indirectly through suits against other parties who may join *JWSE* as a third-party defendant. "Parties" means the Client and *JWSE*, and their officers, directors, partners, employees, subcontractors and subconsultants.

STANDARD OF CARE : In providing services under this Agreement, *JWSE* will endeavor to perform in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances. *JWSE* makes no warranty, either express or implied, as to the professional services rendered under this Agreement.

BETTERMENT : If, due to *JWSE's* negligence, a required item or component of the Project is omitted from *JWSE's* construction documents, *JWSE* shall not be responsible for paying the cost required to add such item or component to the extent that such item or component would have been required and included in the original construction documents. In no event will *JWSE* be responsible for any cost or expense that provides betterment or upgrades or enhances the value of the Project.

CORPORATE PROTECTION : It is intended by the parties to this Agreement that *JWSE's* services in connection with the Project shall not subject *JWSE's* individual employees, officers or directors to any personal legal exposure for the risks associated with this Project. Therefore, and notwithstanding anything to the contrary contained herein, the Client agrees that as the Client's sole and exclusive remedy, any claim, demand or suit shall be directed and/or asserted only against *JWSE*, a Maryland corporation, and not against any of *JWSE's* individual employees, officers or directors.

CONFIDENTIAL COMMUNICATIONS : *JWSE* may be required to report on or render confidential opinions about the past or current performance and/or qualifications of others engaged or being considered for engagement directly or indirectly by the Client. Those about whom reports and opinions are rendered may as a consequence initiate claims against *JWSE*. To help create an atmosphere in which *JWSE* may freely report or express such opinions candidly in the interest of the Client, the Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless *JWSE* against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, arising or allegedly arising from the rendering of such confidential opinions and reports by *JWSE* to the Client or to the Client's agents.

SURVIVAL : All limitations of liability, indemnifications, warranties and representations contained in the Agreement shall survive the completion or termination of this Agreement and shall remain in full force and effect.

FAST-TRACK DESIGN AND CONSTRUCTION : *JWSE* will determine, at *JWSE's* sole discretion, if and when a project is proceeding on a fast-track basis, i.e. where some or all of *JWSE's* design services overlap the construction work and are out-of-sequence with traditional project delivery methods. If so determined by *JWSE*, and in consideration of the benefits of fast-tracking to the Client and in recognition of the inherent risk of fast-tracking to *JWSE*, the Client agrees to waive all claims against *JWSE* for design changes and modifications to portions of work already constructed necessitated by the fast-track process. The Client further agrees, to the fullest extent permitted by law, to indemnify and hold harmless *JWSE* against all claims, damages, liabilities or costs, including attorney's fees and defense costs, arising out of or in any way connected with the fast-track nature of a project. Additionally, the Client agrees to compensate *JWSE* for all additional services required to modify, correct or adjust the Construction Documents and coordinate them in order to meet the scheduling requirements of the fast-track process.

SAFETY : Any construction observation by *JWSE* of any of the Client's contractor's performance is not intended to include review of the adequacy of the contractor's safety measures in, on, or near the construction site. The Client's contractor(s) shall be solely and completely responsible for working conditions of the job site, including safety of all persons and property during performance of the work. This requirement shall apply continuously and not be limited to normal working hours.

ASSIGNMENT : Except as provided herein or otherwise previously agreed in writing by the parties hereto, any assignment, hypothecation or transfer of this Agreement or any rights or duties hereunder shall be void.

SCOPE OF AUTHORITY : The person signing this Agreement on behalf of the Client warrants that he or she has the authority to do so; and if a corporation, is an officer of same; if a joint venture, is a party of same; if a limited partnership, is a general partner of same.

PROPOSAL TIME LIMIT : Time is of the essence in the performance of this Agreement. This Proposal shall be in effect for a period of 60 days from its date. If the Agreement for services extends beyond one year from the date of acceptance of this Proposal, the Proposal is subject to renegotiation and inflationary increases in costs.

CONSTRUCTION COSTS : Construction costs are defined as the total actual cost or estimated cost to the Client of all elements of the project designed or specified by *JWSE*, excluding *JWSE* fees. *JWSE* assumes no responsibility for any project or construction cost estimates or opinions given herein as *JWSE* has no control over the cost of labor, materials, equipment, and services furnished by others, or over competitive bidding and market conditions.

EARTH AND QUANTITY TAKE-OFF : If provided for in the scope, *JWSE* will establish preliminary earth take-off estimates after basic design and preliminary grading have been established. Such take-off estimates are only approximations and there is no guarantee of accuracy or that cut and fill will balance. Upon approval of final design, *JWSE* will provide, if included in scope, any detailed quantity take-off at Client's expense.

MEETINGS AND CONFERENCES : *JWSE* will attend all meetings and conferences as requested by the Client. Furthermore, *JWSE* will meet with public agencies that might be involved in the development of the project on an as needed basis. Since the need and nature of these meetings and conferences cannot be accurately forecast at the outset, *JWSE*, unless stipulated otherwise in the Proposal, will perform these services on a Time and Expense basis.

10310 Hotel Road Bishopville, Maryland 21813

Office: 410-352-5674 Cell: 410-726-8076

Email: russell@rthsurvey.com

20th February 2020

John W. Salm, III
President
J.W. Salm Engineering, Inc
9842 Main St #3,
Berlin, MD 21811

RE: Gum Point Road-Westerly
Route Survey

Dear Mr. Salm,

Thank for allowing me the opportunity to provide a proposal for land surveying services at the above referenced project.

Scope of Services:

- Prepare Route Survey of Gum Point Road from Tax Map 21 Parcel 22 (lands of Wildman), located at I1318 Gum Point Road westerly to the intersection of Maryland Route 589. Route Survey to consist of location of centerline and edge of pavement, driveways, street signage, mailboxes, and existing visible utilities, water and sewer service, gas, telephone, cable, electric.

We will prepare a survey drawing showing all the information detailed in Paragraph 1 above.

Field time: 4.0 hours
Office time: 7.0 hours

Proposal: \$1,305.00

The above proposal **does not** include cost of copies and/or application fees by governmental agencies. Any services outside of the above scope of services will be billed at a time and materials basis as indicated by Hourly Rate Schedule below.

10310 Hotel Road Bishopville, Maryland 21813

Office: 410-352-5674 Cell: 410-726-8076

Email: russell@rthsurvey.com

General Contract Conditions

- A. **All invoices are due and payable upon receipt.** Client agrees to pay monthly late fee of one and one-half percent (1 ½%) per month on any unpaid balance for every 30 days past the invoice date. Russell T. Hammond Surveying, L.L.C. (RTHS) may hire an attorney or agency to collect any monies past due and Client agrees to pay all costs related to such collection. Should the above scope exceed one year, from the date of this contract, any remaining fees may increase up to five percent.
- B. **Additional Costs:** Additional costs are any non-consultant generated charges or fees **not** included within scope of services of this agreement and Client shall pay such fees or costs, including but not limited to, checking, processing, application, engineering, testing, aerial mapping, zoning, planning, inspection, permits, bonds, title company charges and copies.
- C. **Suspension or Termination of Agreement:** If Client (1) fails to pay RTHS within (30) days after in invoice is submitted to Client under this agreement; (2) fails to respond within in (30) days to a written request by RTHS for information or authorization; or (3) has boundary knowledge or information (including a dispute) required by RTHS to complete its work or to effectively prepare the fee for this contract, and Client fails to disclose such information prior to signing this contract, Client agrees RTHS shall have the right, upon written notice, to either suspend or terminate RTHS's duties and responsibilities under this agreement, and RTHS shall be paid for all work prior to discovery. **Client may terminate this contract, in writing, without cause.** If either Client or RTHS terminates this agreement prior to the completion of all services, Client agrees to pay all fees and charges to the date of early termination, including any work required, by law, to be completed by RTHS.
- D. **Additional Services:** Client agrees to pay for all services and related costs, even though not specified as a part of this agreement, at RTHS hourly rates, when Client authorizes the additional services and costs in writing. In the event any of RTHS's fieldwork is destroyed by an act of nature or parties other than RTHS, the cost of reestablishing said work shall be paid by the Client as additional work. Client will bear the cost of copies or product reproduction or alteration (not included in the original scope or fee) which Client requests.

RUSSELL T. HAMMOND
Surveying, LLC

10310 Hotel Road Bishopville, Maryland 21813

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Email: russell@rthsurvey.com

- E. **Access and Authority:** Client warrants he/she/they is/are authorized to enter into this agreement on behalf of all of the owners of the project property and authorizes RTHS to enter upon said property. Client shall indemnify and hold RTHS harmless from any liability to any owner(s) for damages or cleanup that may be incidental to the services rendered hereunder, including, but not limited to: the cutting of vegetation, tying flags to fences or trees; painting, staking or marking survey points; digging; creation of tire ruts by the use of vehicles for survey research and observation; any unintentional fires; and, all other incidental matters. **Client understands RTHS does not remove stakes, nails or flagging used during survey from site when survey is complete.**
- F. **Ownership of Documents:** Client acknowledges that all original papers of RTHS shall remain the property of RTHS. **Only the final (including revisions), signed and sealed paper documents, as provided or filed by RTHS, may be relied upon by the Client as RTHS's service deliverable.** Client agrees not to alter or reproduce any paper or electronic deliverable. RTHS may, at its discretion, provide electronic copies of data used to prepare documents under this agreement. All such data is only available in RTHS's format, and Client, by using such data shall release RTHS of all liability for such usage.
- G. **Liability Limits:** Client agrees that RTHS's total liability for RTHS's errors or omissions or professional negligence to Client and/or owner(s) of the subject property, and to Client's agents, employees, contractors, successors, and assigns, shall be limited to a sum not to exceed \$15,000, or the amount of RTHS applicable fee, including but not limited to all attorney's fees, costs of suit, expert witness fees, general and special damages, and expenses of any nature. Client shall indemnify and hold RTHS harmless from all costs, damages, attorney's fees, costs of defense and expenses of any nature arising from claims made by anyone against RTHS for or related to RTHS alleged professional negligence arising from the services rendered hereunder, if the alleged liability of RTHS exceeds the liability limit herein. RTHS **does not** provide any express or implied warranty or guarantee on any service or opinion under this agreement.
- H. **Attorney's fees:** If any action at law or equity, including but not limited to arbitration or an action for declaratory relief, is brought to enforce or to interpret the provisions of this agreement, the prevailing party shall be entitled to receive reasonable attorney's fees as determined by the court or arbitrator, subject to paragraph G.

RUSSELL T. HAMMOND
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Office: 410-352-5674 Cell: 410-726-8076

Email: russell@rthsurvey.com

- I. **Advisory by RTHS and performance by others:** RTHS shall **only** provide surveying services or express survey related opinions to Client. RTHS takes no responsibility or liability for the negotiation, processing or coordination with any government regulatory agency. Client shall research all applicable laws and ordinances and be responsible to represent him or herself at all meetings. RTHS gives no assurance, and assumes no liability, for any government approval of any application, project, or similar matter, or the terms and conditions of approval. Client acknowledges RTHS is not responsible for the performance or work quality of any sub-consultants required or reasonably necessary to perform this agreement, such as Aerial Mapping, or other services not performed by RTHS.
- J. **RTHS's Conditions to Expressing Boundary or Easement Opinions:** RTHS only expresses an opinion as to where RTHS reasonably interprets a boundary is located by applying and referencing acquired record title documents, recovered boundary evidence and performed measurements. RTHS's opinion **may** differ from other surveyors, and if contested, **may** be modified or rejected by a court. Therefore, Client is hereby specifically instructed not to damage or move any fence or possession line; obstruct any travel way; perform any construction along a line requiring a specific setback from the line, or any similar matter without discussing such boundary or easement matter in detail with adjoining land owners and/or Client's attorney. Client shall then take any such action at Client's sole risk, and shall hold RTHS harmless for Client's action. **Unless specifically agreed to in writing** RTHS does not locate and map improvements on the property, or on or along boundary lines, or mark the boundary lines, setbacks or easements(visible or record); **any topographic mapping is limited to the contracted and agreed limits.** If features or easements on the property are contracted herein to be located, it shall be done only to the accuracy ascertainable from written document, or as the visible physical features currently exist on the ground. **Overhead and underground utilities are not located or mapped, unless specifically contracted and marked by others; RTHS accepts no liability for any such underground utility markings (only paint or flag is located and mapped).** RTHS only agrees to monument the corners or set line stakes in the positions specifically mentioned in the scope of this agreement (if mentioned), and maintains sole discretion as to the placement of any markers along a boundary or easement lines.

RUSSELL T. HAMMOND
Surveying, LLC

10310 Hotel Road Bishopville, Maryland 21813

Office: 410-352-5674 Cell: 410-726-8076

Email: russell@rthsurvey.com

K. **Proposal Time Limit:** This proposal shall be in effect for a period of sixty (60) days from its date. If the contract for services extends beyond one year from the date of acceptance of this proposal, the proposal is subject to renegotiation to reflect any increases in costs.

L. **Hourly Rate Schedule:**

Survey Field Crew (one-man)	\$125.00
Survey Field Crew (two-man)	\$150.00
CADD Technician	\$115.00
Research	\$75.00
Professional Land Surveyor	\$150.00

Submitted for Approval:



Russell T. Hammond, Owner 02/20/2020
Date

I hereby acknowledge receipt and approval of this proposal and the scope of services above:

Authorization to proceed:

Signature Date Printed Name Date

Invoice to be sent to:

RUSSELL T. HAMMOND
Surveying, LLC

10310 Hotel Road Bishopville, Maryland 21813

Office: 410-352-5674 Cell: 410-726-8076

Email: russell@rthsurvey.com

4th February 2020

Worcester County Commissioners
Worcester County Government Center
1 W. Market St. Room 1103
Snow Hill, MD 21863

RE: Gum Point Road-Easterly
Route Survey

Dear Commissioners,

Thank for allowing me the opportunity to provide a proposal for land surveying services at the above referenced project.

Scope of Services:

- Prepare Route Survey of Gum Point Road from the property formerly known as Albatross easterly to the end of Gum Point Road. Route Survey to consist of location of centerline and edge of pavement, driveways, street signage, mailboxes, and existing visible utilities, water and sewer service, gas, telephone, cable, electric.

We will prepare a survey drawing showing all the information detailed in Paragraph 1 above.

Field time: 16.0 hours
Office time: 30.0 hours

Proposal: \$5,450.00

The above proposal **does not** include cost of copies and/or application fees by governmental agencies. Any services outside of the above scope of services will be billed at a time and materials basis as indicated by Hourly Rate Schedule below.

10310 Hotel Road Bishopville, Maryland 21813

Office: 410-352-5674 Cell: 410-726-8076

Email: russell@rthsurvey.com

General Contract Conditions

- A. **All invoices are due and payable upon receipt.** Client agrees to pay monthly late fee of one and one-half percent (1 ½%) per month on any unpaid balance for every 30 days past the invoice date. Russell T. Hammond Surveying, L.L.C. (RTHS) may hire an attorney or agency to collect any monies past due and Client agrees to pay all costs related to such collection. Should the above scope exceed one year, from the date of this contract, any remaining fees may increase up to five percent.
- B. **Additional Costs:** Additional costs are any non-consultant generated charges or fees **not** included within scope of services of this agreement and Client shall pay such fees or costs, including but not limited to, checking, processing, application, engineering, testing, aerial mapping, zoning, planning, inspection, permits, bonds, title company charges and copies.
- C. **Suspension or Termination of Agreement:** If Client (1) fails to pay RTHS within (30) days after an invoice is submitted to Client under this agreement; (2) fails to respond within (30) days to a written request by RTHS for information or authorization; or (3) has boundary knowledge or information (including a dispute) required by RTHS to complete its work or to effectively prepare the fee for this contract, and Client fails to disclose such information prior to signing this contract, Client agrees RTHS shall have the right, upon written notice, to either suspend or terminate RTHS's duties and responsibilities under this agreement, and RTHS shall be paid for all work prior to discovery. **Client may terminate this contract, in writing, without cause.** If either Client or RTHS terminates this agreement prior to the completion of all services, Client agrees to pay all fees and charges to the date of early termination, including any work required, by law, to be completed by RTHS.
- D. **Additional Services:** Client agrees to pay for all services and related costs, even though not specified as a part of this agreement, at RTHS hourly rates, when Client authorizes the additional services and costs in writing. In the event any of RTHS's fieldwork is destroyed by an act of nature or parties other than RTHS, the cost of reestablishing said work shall be paid by the Client as additional work. Client will bear the cost of copies or product reproduction or alteration (not included in the original scope or fee) which Client requests.

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- E. **Access and Authority:** Client warrants he/she/they is/are authorized to enter into this agreement on behalf of all of the owners of the project property and authorizes RTHS to enter upon said property. Client shall indemnify and hold RTHS harmless from any liability to any owner(s) for damages or cleanup that may be incidental to the services rendered hereunder, including, but not limited to: the cutting of vegetation, tying flags to fences or trees; painting, staking or marking survey points; digging; creation of tire ruts by the use of vehicles for survey research and observation; any unintentional fires; and, all other incidental matters. **Client understands RTHS does not remove stakes, nails or flagging used during survey from site when survey is complete.**
- F. **Ownership of Documents:** Client acknowledges that all original papers of RTHS shall remain the property of RTHS. **Only the final (including revisions), signed and sealed paper documents, as provided or filed by RTHS, may be relied upon by the Client as RTHS's service deliverable.** Client agrees not to alter or reproduce any paper or electronic deliverable. RTHS may, at its discretion, provide electronic copies of data used to prepare documents under this agreement. All such data is only available in RTHS's format, and Client, by using such data shall release RTHS of all liability for such usage.
- G. **Liability Limits:** Client agrees that RTHS's total liability for RTHS's errors or omissions or professional negligence to Client and/or owner(s) of the subject property, and to Client's agents, employees, contractors, successors, and assigns, shall be limited to a sum not to exceed \$15,000, or the amount of RTHS applicable fee, including but not limited to all attorney's fees, costs of suit, expert witness fees, general and special damages, and expenses of any nature. Client shall indemnify and hold RTHS harmless from all costs, damages, attorney's fees, costs of defense and expenses of any nature arising from claims made by anyone against RTHS for or related to RTHS alleged professional negligence arising from the services rendered hereunder, if the alleged liability of RTHS exceeds the liability limit herein. RTHS **does not** provide any express or implied warranty or guarantee on any service or opinion under this agreement.
- H. **Attorney's fees:** If any action at law or equity, including but not limited to arbitration or an action for declaratory relief, is brought to enforce or to interpret the provisions of this agreement, the prevailing party shall be entitled to receive reasonable attorney's fees as determined by the court or arbitrator, subject to paragraph G.

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- I. **Advisory by RTHS and performance by others:** RTHS shall **only** provide surveying services or express survey related opinions to Client. RTHS takes no responsibility or liability for the negotiation, processing or coordination with any government regulatory agency. Client shall research all applicable laws and ordinances and be responsible to represent him or herself at all meetings. RTHS gives no assurance, and assumes no liability, for any government approval of any application, project, or similar matter, or the terms and conditions of approval. Client acknowledges RTHS is not responsible for the performance or work quality of any sub-consultants required or reasonably necessary to perform this agreement, such as Aerial Mapping, or other services not performed by RTHS.
- J. **RTHS's Conditions to Expressing Boundary or Easement Opinions:** RTHS only expresses an opinion as to where RTHS reasonably interprets a boundary is located by applying and referencing acquired record title documents, recovered boundary evidence and performed measurements. RTHS's opinion **may** differ from other surveyors, and if contested, **may** be modified or rejected by a court. Therefore, Client is hereby specifically instructed not to damage or move any fence or possession line; obstruct any travel way; perform any construction along a line requiring a specific setback from the line, or any similar matter without discussing such boundary or easement matter in detail with adjoining land owners and/or Client's attorney. Client shall then take any such action at Client's sole risk, and shall hold RTHS harmless for Client's action. **Unless specifically agreed to in writing** RTHS does not locate and map improvements on the property, or on or along boundary lines, or mark the boundary lines, setbacks or easements (visible or record); **any topographic mapping is limited to the contracted and agreed limits.** If features or easements on the property are contracted herein to be located, it shall be done only to the accuracy ascertainable from written document, or as the visible physical features currently exist on the ground. **Overhead and underground utilities are not located or mapped, unless specifically contracted and marked by others; RTHS accepts no liability for any such underground utility markings (only paint or flag is located and mapped).** RTHS only agrees to monument the corners or set line stakes in the positions specifically mentioned in the scope of this agreement (if mentioned), and maintains sole discretion as to the placement of any markers along a boundary or easement lines.

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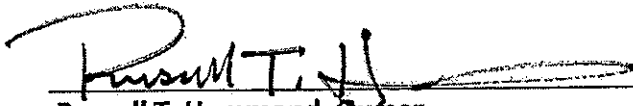
Email: russell@rthsurvey.com

K. **Proposal Time Limit:** This proposal shall be in effect for a period of sixty (60) days from its date. If the contract for services extends beyond one year from the date of acceptance of this proposal, the proposal is subject to renegotiation to reflect any increases in costs.

L. **Hourly Rate Schedule:**

Survey Field Crew (one-man)	\$125.00
Survey Field Crew (two-man)	\$150.00
CADD Technician	\$115.00
Research	\$75.00
Professional Land Surveyor	\$150.00

Submitted for Approval:



Russell T. Hammond, Owner 02/4/2020
Date

I hereby acknowledge receipt and approval of this proposal and the scope of services above:

Authorization to proceed:

Signature Date Printed Name Date

Invoice to be sent to:

Ocean Pines Service Area		
Gum Point Road Sewer Project		
Financial Feasibility- Updated 3/9/2020		
Financial Feasibility- Option 2		
Description: Run Sewer Line all of Gum Point Road		
Total Construction/Engineering Costs		\$ 318,000
Hershey's Portion of Construction Costs		\$ (50,000)
Construction Costs to be allocated		\$ 268,000
Total EDUs		97
Construction Costs per EDU		\$ 2,763
Proposed FY21 Sewer Equity Contribution per EDU		\$ 11,785
Proposed FY21 Sewer FCI per EDU		\$ 600
Sewer Service Connection		\$ 1,738
Fees Due to County- EDU App & Plumbing Permit		\$ 16,886
Est E1 Grinder Pump <i>purchased by customer</i>		\$ 5,000
Total Cost per EDU		\$ 21,886

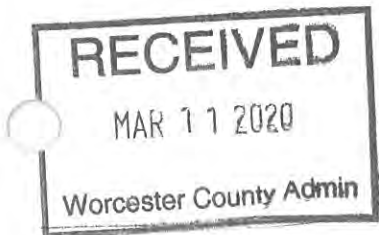
Use	Name	Acct	Address	TM	Parcel	Lot	EDUs- per Financial Feasibility	Notes
End of Gum Pt Rd to Wild Line	C REALTY INCOME CORP	03 128369	10422 RACEBACK RD	21	285		1	
	D KITCHENS ROBERT L	03 157628	11217 GUM POINT RD	21	285	2B	1	
	D SEXTON ERIC G & TE	03 011798	11221 GUM POINT RD	21	285	2A	1	
	C KFE DEVELOPMENT LL	03 010481	11212 GUM POINT RD	21	18		7	1 House & 6 Trailers
	D KFE DEVELOPMENT LL	03 012344	11304 GUM POINT RD	21	129		1	
	D SEXTON ERIC G & TE	03 011402	11305 GUM POINT RD	21	181		1	
	D DOVE NOLAN R JR &	03 011445	11311 GUM POINT RD	21	73		1	
	D BOZMAN KENNETH BEN	03 158861	GUM POINT RD	21	316		1	Possibly buildable per Environmental Programs
	D CONAWAY FARMS LLC	03 012239	GUM POINT RD	21	185		1	
	D WILD WILLIAM A &	03 010961	11318 GUM POINT RD	21	22		1	Already connected to sewer
Wild Line to Vanderhackett Line	D DUNSTAN ALBERT &	03 012654	11313 GUM POINT RD	21	135		1	
	D GUNN WILLIAM E &	03 011763	11324 GUM POINT RD	21	131		1	
	D ASSAT RD LLC	03 012409	11328 GUM POINT RD	21	24		1	
	D STEEN GREG M &	03 012263	11330 GUM POINT RD	21	25		1	
	D STEEN ASSOCIATES	03 011194	11331 GUM POINT RD	21	134		1	
	D MID DELMARVA FAM YMCA	03 011259	GUM POINT RD	21	118		1	
	D DIDIO LAURA	03 131971	11341 GUM POINT RD	21	289		1	
	D BEATTY JOSEPH R &	03 012123	11406 GUM POINT RD	21	40		1	
	D BEATTY JOSEPH R &	03 012115	114062 GUM POINT RD	21	38		1	
	D MURRAY HARRY EARL	03 011771	11410 GUM POINT RD	21	41		1	
	D GUM POINT ROAD LTD	03 011895	11412 GUM POINT RD	21	42		1	
	D CROCKETT JOHN E	03 011623	GUM POINT RD	21	43		1	Already connected to sewer
	D ASHCRAFT STEVEN J	03 146758	11423 GUM POINT RD	21	310	1	1	
	D ROPP RICHARD LEE	03 146766	11425 GUM POINT RD	21	310	2	1	
	D YEUNG YAT BIU &	03 146774	11427 GUM POINT RD	21	310	3	1	
	D POWELL CHARLOTTE	03 011305	11428 GUM POINT RD	21	44		1	
	D BOEHM ROBIN P & NI	03 146782	11429 GUM POINT RD	21	310	4	1	
	D NICKEL JOHN I	03 011828	11432 GUM POINT RD	21	45		1	
	D TAPMAN JAMES W II	03 011607	11433 GUM POINT RD	21	183		1	
	D NICKEL JOHN I	03 011801	GUM POINT RD	21	184		1	
D AL B TROSS LLC	03 012352	GUM POINT RD	21	236		1		
C AL B TROSS LLC	03 010880	GUM POINT RD	21	98		1		
D HOWARD DIANE M	03 011720	11436 GUM POINT RD	21	46		1		
D LEASURE ROBERT L &	03 011585	11438 GUM POINT RD	21	47		1		
D MECKLEY MARIANNE &	03 011747	11439 GUM POINT RD	21	175		1		
D PARSONS ROD B &	03 012220	11443 GUM POINT RD	21	152		1		
C STEVENSON GLORIA S	03 012441	11445 GUM POINT RD	21	176		1		
D CONAWAY SCOTT R &	03 010740	11446 GUM POINT RD	21	39		1		
D KOLK KEITH VANDER	03 170853	11450 GUM POINT RD	21	35	4	1	Commissioners approved sewer extension & small projects agreement	
D KOLK KEITH VANDER	03 170861	11450 GUM POINT RD	21	35	5	1	Commissioners approved sewer extension & small projects agreement	
D KOLK KEITH VANDER	03 170845	11450 GUM POINT RD	21	35	3	1	Commissioners approved sewer extension & small projects agreement	
D KOLK KEITH VANDER	03 010910	11450 GUM POINT RD	21	35	7	1	Commissioners approved sewer extension & small projects agreement	
D KOLK KEITH VANDER	03 170829	11450 GUM POINT RD	21	35	1	1	Commissioners approved sewer extension & small projects agreement	
D KOLK KEITH VANDER	03 170837	11450 GUM POINT RD	21	35	2	1	Commissioners approved sewer extension & small projects agreement	
D KOLK KEITH VANDER	03 170888	11450 GUM POINT RD	21	35	6	1	Commissioners approved sewer extension & small projects agreement	
C AL B TROSS LLC	03 010902	11451 GUM POINT RD	21	177		21	1 House & 20 Trailers	
D GIDGE JASON A &	03 011526	11516 GUM POINT RD	21	124		1		

D	GIDGE LLC	03 011518	11517 GUM POINT RD	21	180		1	
D	CRIST EUGENE C	03 134520	11522 GUM POINT RD	21	297		1	
D	WHEATON CAROLYN EL	03 012603	11526 GUM POINT RD	21	223		1	
D	SCHRAWDER DEBBIE M	03 012395	11532 GUM POINT RD	21	125		1	
D	DORMAN NANCY H	03 010864	11533 GUM POINT RD	21	116		1	
D	POWELL CHARLOTTE	03 011313	GUM POINT RD	21	100		1	Possibly buildable per Environmental Programs
D	HOKE WAYNE F & ELA	03 011321	GUM POINT RD	21	225		1	Possibly buildable per Environmental Programs
D	MAYCOCK JOHN N & C	03 010627	GUM POINT RD	21	126		1	
D	CROPPER AMANDA E	03 124754	11538 GUM POINT RD	21	281		1	
D	WITHERS DALE R & C	03 012417	11548 GUM POINT RD	21	127		1	
D	SHOCKLEY GUN J JR	03 012379	11550 GUM POINT RD	21	31		1	
D	HASKIN U DIELEY FO	03 011682	11602 GUM POINT RD	21	128		1	
D	DECKER MICHAEL B J	03 011704	11604 GUM POINT RD	21	29		1	
D	MAYCOCK JOHN N & C	03 012425	11605 GUM POINT RD	21	55		1	
D	ASPINWALL DOUGLAS	03 010546	11606 GUM POINT RD	21	30		1	
D	BURKE EDWARD D	03 012530	11617 GUM POINT RD	21	222		1	
D	BONXIE LLC	03 010732	11626 GUM POINT RD	21	214		1	
D	FRANK J HIMES REVO	03 012689	11634 GUM POINT RD	21	27		1	
D	ROGERS DOUGLAS A &	03 011275	11640 GUM POINT RD	21	82		1	
D	ONEILL MICHAEL &	03 010503	11648 GUM POINT RD	21	130		1	
D	STANSELL WALTER M	03 010791	11708 GUM POINT RD	21	133		1	
D	MEARS WILLIAM T &	03 010783	11709 GUM POINT RD	21	229		1	
D	HUFFER LENORE P	03 011372	11710 GUM POINT RD	21	115		1	
D	TAYLOR HARRY CLINT	03 012476	11716 GUM POINT RD	21	188		1	
D	CLARK BRUCE H & CH	03 011356	11730 GUM POINT RD	21	147		1	
D	JARVIS RICHARD T J	03 012174	11736 GUM POINT RD	21	36		1	
D	BOZMAN ELIZABETH A	03 010600	11744 GUM POINT RD	21	48		1	
D	MAGNANI FRANK &	03 010619	11748 GUM POINT RD	21	37		1	
D	ELMER GERALD K & K	03 011755	11804 GUM POINT RD	21	21		1	
D	11812 GUM POINT RD	03 012522	11812 GUM POINT RD	21	20		1	
D	RAYNE WILLIAM TIMO	03 012271	11814 GUM POINT RD	21	19		1	
D	RAYNE WILLIAM T &	03 012298	11818 GUM POINT RD	21	26		1	
D	WOFFORD STEVEN M &	03 010813	11820 GUM POINT RD	21	132		1	
C	HERSHEY STEVE &	03 011666	11831 GUM POINT RD	21	75		4	Commissioners approved sewer extension- customer to pay a portion.
EDUs not allocated to specific properties								3
Total "Turville Creek" EDUs								113
Subtract Wild EDU								-1
Subtract Crockett EDU								-1
Subtract Hershey EDUs								-4
Subtract Vanderhackett EDUs								-7
Subtract EDUs not allocated to specific properties								-3
EDUs to allocate constructions costs								97

See Note 1

Note 1: The Total "Turville Creek" EDUs of 113 came from GOPSA study which included all the properties on Gum Point Rd and the properties in the Taylorville Area (mostly commercial). Since the County is only extending the sewer infrastructure along Gum Point we have allocated the 113 EDUs to that area, but if some point in the future the infrastructure is extended to the Taylorville area some of the 113 EDUs could be sold to those properties as well.

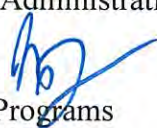
No EDUs assigned to these parcels		COUNTY COMMISSIONE		GUM POINT RD		No EDU Assigned per Environmental Programs	
D	STEEN ASSOCIATES I	03 010759	GUM POINT RD	21	209		0
D	STEEN ASSOCIATES I	03 011267	GUM POINT RD	21	237		0
D/A	STEEN ASSOCIATES I	03 012433	GUM POINT RD	21	67 & 74		0
D	LYNCH HEATHER E	03 011712	GUM POINT RD	21	120		0
D	ASPINWALL DOUGLAS	03 010554	GUM POINT RD	21	182		0
D	STEEN ASSOCIATES I	03 011534	GUM POINT RD	21	213		0
D	BAY POINT PLANTATI	03 025632	11831 GUM POINT RD	21	257		0



Worcester County
Department of Environmental Programs

Memorandum

To: Harold L. Higgins, Chief Administrative Officer

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

Subject: Review of Proposed Establishment of the
Gum Point Road Sanitary Service Area

Date: 3/11/20

The Worcester County Commissioners previously directed staff at their February 4, 2020 meeting to investigate and determine costs and steps needed to bring sewer to serve the Gum Point Road Community. The Commissioners selected Option 2 of the proposed project, which provided for the extension of public sewer for the entire community along Gum Point Road to the intersection with Racetrack Road (MD Route 589) at its westernmost edge. One of the steps needed included the formation of a Sanitary Service Area for the community to be served.

Initiation of the action to create the Gum Point Road Sanitary Service Area as a sub area of the Ocean Pines Sanitary Service Area has been done in accordance with the directions of the County Commissioners pursuant to Section § PW 5-305 (b.) (1.) (B.) of the Public Works Article.

The subject properties are located on Gum Point Road, a waterfront community of homes located south of the Ocean Pines Community on Turville Creek, a tributary of the Isle of Wight Watershed of the Atlantic Coastal Bays. The subject properties (attached) are more specifically identified on Worcester County Tax Map 21 and are shown on the attached map. The proposed project will serve the subject community with public sewer and make connection to same, contingent on approval of an Agreement with Mr. Hershey, a community property owner, on his contributions to the project, for the purposes of providing public sewer service from the Ocean Pines public water system to these properties. The project proposes an initial provision of ninety seven (97) equivalent dwelling units (EDUs), or 21,900 gallons per day of water service to the existing community from a low pressure force main line that will be installed to connect to the

force main for the Ocean Downs property that passes through the Gum Point Road Community on its way to the Ocean Pines sewer collection system.

The community is currently designated (S-1) in the *Master Water and Sewerage Plan* for sewer planning which indicates a service level of immediate to two (2) years.

Along with County staff, I have investigated and evaluated this proposed establishment of the Gum Point Road Sanitary Service Area for sewer service as a sub area of the Ocean Pines Sanitary Service Area. In order to evaluate the proposal, I reviewed the financial feasibility report and project comments from Mr. John Ross of the Department of Public Works (DPW) and Ms. Jessica Wilson, Enterprise Fund Controller, with the Worcester County Treasurer's Office.

DPW staff also looked into the expansion of the service area and found the connection will be feasible from an engineering standpoint, as this project has been reviewed previously by DPW and Environmental Programs staff on methods, materials, and pathways for connection of the community.

The Enterprise Fund Controller has examined the financial feasibility for the Ocean Pines sewer connections for these properties. The cost would be as follows:

Est Construction Cost: \$318,000 - \$50,000= \$268,000

Est Construction Cost per EDU: \$2,763

Est Total Cost per EDU: \$21,886

After reviewing all of the applicable information and discussing the same with staff, the findings listed below are the results of the evaluation of this proposed expansion under the requirements of Section § PW 5-305 (b.) (2.) of the Public Works Article:

A. Expansion is desirable for the health, safety and welfare of the property owners and their customers in the expanded area and for the environment because:

- a. The community has many undersized lots (per current standards) with on-site sewage disposal systems that penetrate the extremely shallow groundwater. Only eight (8) of the community lots have pretreatment for nutrient reduction. The first septic systems were put in during the 1950s and most lots, since they are undersized, have inadequate replacement areas, severely limiting replacement and eliminating the possibility of expansions to existing homes.
- b. The provision of public sewer services to the proposed service area would provide a much greater degree of comfort and convenience for the existing residents.

B. The construction and operation is feasible from an engineering and economic standpoint:

- a. The construction will be paid for by the residents of the community when they connect to the force main. An initial contribution of funding is proposed by the County Commissioners, to be paid for by the residents when they connect. Operations will be done by the Department of Public Works, paid for by this residential community of new customers.
- b. The Enterprise Fund Controller has found this project feasible from an economic standpoint with the financial additions to the project received from the County Commissioners and Mr. Hershey included in the initial funding for the force main installation.
- c. The original engineering for the sewer infrastructure, was done as part of the Barry Isett Report on the Greater Ocean Pines Master Plan, which was approved by the County Commissioners at their meeting on February 5, 2008.
- d. Following the February 4, 2020 meeting, JW Salm Engineering provided a design proposal for the design plan and specifications for construction of the low pressure force main section for this road.

C. The proposal is in the best interest of the public health, safety and welfare of all the residents of the county:

- a. The removal of a septic systems for these properties is in the best interest of the residents of the County and this community.
- b. The adjacent waterway (Turville Creek) has a bacterial influence and does exhibit higher bacterial readings during heavy rain events. It is a nutrient impaired waterway in the Isle of Wight watershed of the Coastal Bays. The creek has an administrative closure for shellfish harvesting due to shallow waters coupled with high boat traffic.

D. The proposal will not be unduly detrimental to the environment or the county:

- a. The eventual removal of 99 individual septic discharges (2 current, 97 future) to the Atlantic Coastal Bays will be realized by this proposed connection project and that will deliver 1,821.6 lbs of nutrient reduction for nitrogen to the Isle of Wight Watershed.

E. The design and operation of the infrastructure serving this area is in accordance with all required permits and applicable standards:

- a. The community properties will be responsible for all costs associated with design and permitting of the connection infrastructure. The County Department of Public Works will be responsible for operations, with the costs being paid by the new community customers. DPW will also inspect all construction before final approval and acceptance.

As detailed above, this project was investigated according to Section § PW 5-305 of the Public Works Article and found to be in conformance with the standards we examine in processing such expansions. Staff has found no reason to find that the proposed establishment of the Gum Point Road Sanitary Service Area as a sub area of the Ocean Pines Sanitary Service Area under our local laws, would be unfeasible from a technical or financial standpoint.

At this time, permission to hold a public hearing to review this service area expansion to service this community is requested. This hearing will review the proposed estimated costs and allow the residents to comment on this proposed establishment of the Gum Point Road Sanitary Service Area to serve this community with public sewer. The members of the Water and Sewer committee will be available to discuss the matter with either you or the County Commissioners at your convenience. Should you have any questions or require future information in the interim, please do not hesitate to contact me.

Attachments

1. Proposed Service Area Map For Included Properties
2. Estimate of Project Costs and Financing
3. List of Properties Included
4. Estimate of Nutrient Reductions

cc: Gum Point Road Sanitary Area File SSA-2020-02

Gum Point Road Residential Community
Nitrogen Loading Examination

Nitrogen Delivery Rates assumed by MDE

- A) **Septic system located within the 1000' CA** Assumes 80% of Household Nit. will enter the Bay
- B) Septic system located within 1000' of per. Stream Assumes 50% of Household Nit. will enter the Bay
- C) Septic system located outside CA and >1000' stream Assumes 30% of Household Nit. will enter the Bay

MDE reported nitrogen contribution per household per year: Approx. 23 pounds
BAT cost estimate \$12,000 per BAT for Pretreatment
Sewer Connection Grant Funding if they were approved PFA is \$20,000/system

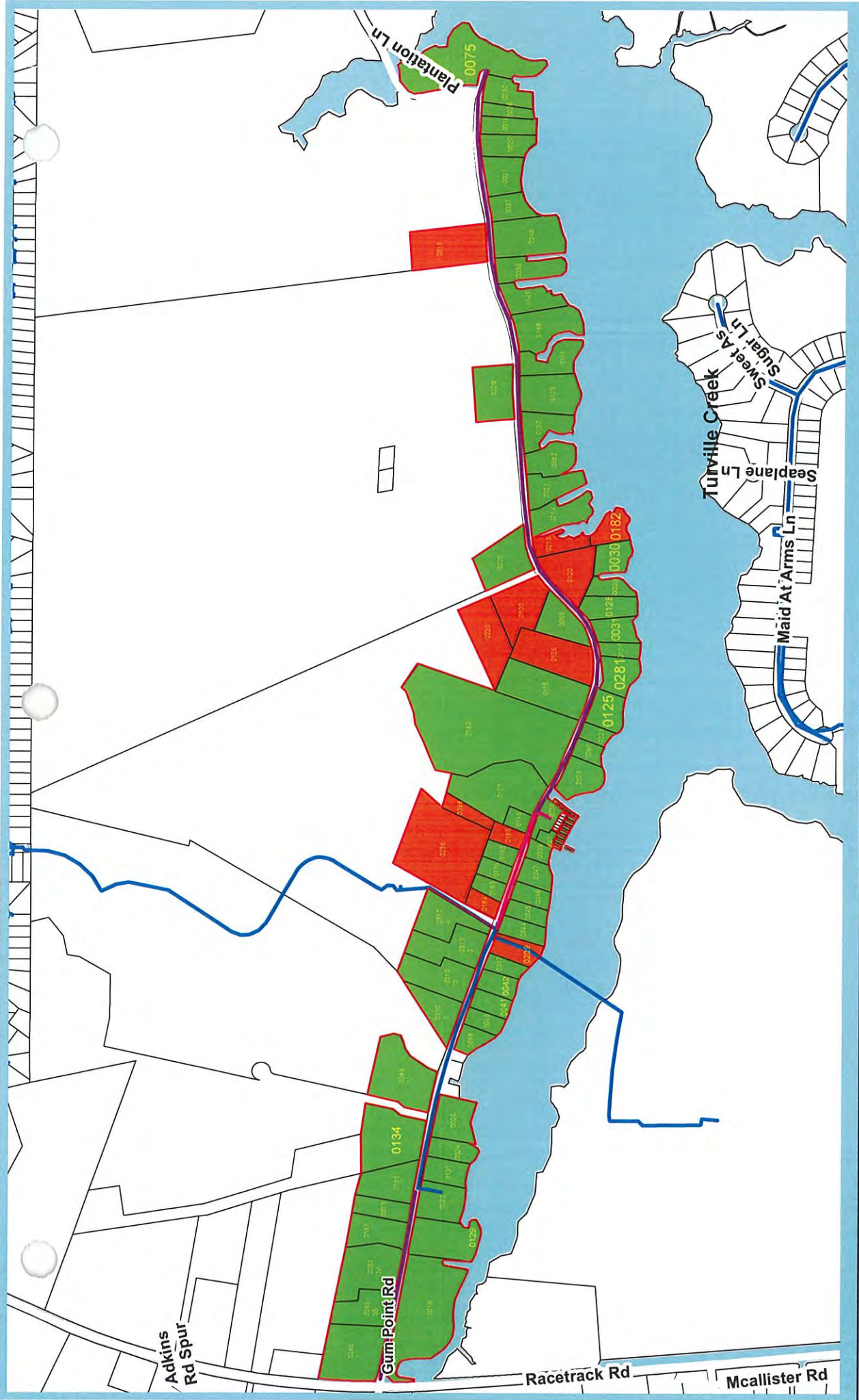
Calculations utilizing MDE's 30%, 50%, 80% Nitrogen delivery ratios

- A) $(23 \text{ lbs/hh/yr})(.80) = 18.4 \text{ lbs enters bay without BAT}$ $(18.4 \text{ lbs})(.50 \text{ BAT min. reduction rate}) = 9.2 \text{ lbs Nit to Bay after BAT treatment}$
- B) $(23 \text{ lbs/hh/yr})(.50) = 11.5 \text{ lbs enters bay without BAT}$ $(11.5 \text{ lbs})(.50 \text{ BAT min. reduction rate}) = 5.75 \text{ lbs Nit to Bay after BAT treatment}$
- C) $(23 \text{ lbs/hh/yr})(.30) = 6.9 \text{ lbs enters bay without BAT}$ $(6.9 \text{ lbs})(.50 \text{ BAT min. reduction rate}) = 3.45 \text{ lbs Nit to Bay after BAT treatment}$

Total Nitrogen Load entering Coastal Bays from 68 Households, a marina condo, a cottage court, and two trailer parks (99 EDUs Total) with BAT technology


Sewer Connection Nitrogen Removal

$(99 \text{ home equivalents})(23 \text{ lbs. N}) = 2,277 \text{ lbs.}$ x 80% contribution rate for Critical Area systems = **1,821.6 lbs. nitrogen removal**



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

Worcester County Maryland
Proposed Gum Point Road Sanitary Area Properties



Sewer Lines-6,941 Feet
 Planned Sewer Line-765 Feet
 Proposed Sewer Line-4,328 Feet
 Proposed Sanitary Service Area
 /acant Property

No
 38

N

§ PW 5-305. Sanitary service areas, sub-areas and amendments.

- (a) Criteria for establishment. A sanitary service area may be created only if it can be demonstrated, and the County Commissioners find that the establishment is (1) necessary for the existing or future health, safety and welfare of the public in general or is in the best interest of the county at large, and (2) feasible financially and from an engineering standpoint. A sanitary service area may include non-contiguous parcels. Parcels wholly within the boundaries of a service area may be excluded from the service area.
- (b) Procedure. The procedure for the establishment of a sanitary service area, sub-area or amendment thereto shall be as follows:

- (1) Initiation of the process for sanitary service areas or sub-areas to be established or amended may be by petition or by action of the County Commissioners as follows:

A. By petition. The owner or owners of property may petition the County Commissioners for the establishment of a sanitary service area to serve that sub-area or amendment thereto. The petition must describe the geographic area proposed for the sanitary service area, sub-area or amendment. The petition shall be on such forms as prescribed by the County Commissioners and must be signed by not less than 67% of the property owners in the proposed service area, sub-area or amended area. The petition shall be accompanied by a plat of the proposed service area, drawings, maps, plans, studies, construction information and other information as may be required by the County Commissioners.

B. By action of the County Commissioners. If the County Commissioners determine that the establishment of a sanitary service area, sub-area or amendment thereto may be desirable in accordance with the criteria in this Subtitle, then the Commissioners may pass a resolution providing for an investigation of such proposed sanitary service area, sub-area or amendment.

- (2) Action on Petition or Resolution. The Commissioners shall make an investigation and evaluation of the proposal set forth in the petition or resolution. In evaluating the proposal, the Commissioners shall consider the following:

- A. Desirability of the facility for comfort, convenience, health, safety and welfare of the people who will or in the future may be served by the proposal.
- B. Feasibility of construction and operation from an engineering standpoint as well as from an economic standpoint of the proposal.
- C. Whether or not the proposal is in the best interest of the public health, safety and welfare of all residents of the county.
- D. Whether or not the proposal will not be unduly detrimental to the environment of the county.
- E. Whether or not the design and operation of any facility included in the proposal is in accordance with all required permits and applicable standards.

- (3) Hearing. The Commissioners shall hold at least one public hearing on the proposed establishment of a sanitary service area, sub-area or amendment thereto which shall be advertised at least once per week for two consecutive weeks prior to the hearing in a newspaper of general circulation in the area of the proposed action. The public hearing may be held in conjunction with any other public hearing required for the approval of the proposal.

A. (Reserved)⁸

- (4) Approval/Disapproval. Following the public hearing the Commissioners may approve the proposal and establish a service area, sub-area or amend the same by resolution. The resolution shall specify and include: (1) the name of the service area or sub-area; (2) a geographic description of the service area or sub-area; (3) a description of the proposed sanitary facilities and a plan and schedule for the construction of the facilities; (4) the number of equivalent dwelling units to be served in the sanitary service area or sub-area; (5) an allocation of the equivalent dwelling units for existing parcels and for parcels planned for development; and (6) such other matters as the County Commissioners may deem appropriate. A copy of the resolution agreement implementing same and a plat of the boundaries of the service area or sub-area shall be recorded among the land records of the county. The County Commissioners may deny the proposal if it is found that the proposal is not necessary for the existing or future health, safety and welfare of the public in general or if the proposal is not feasible financially or from an engineering standpoint. Should construction of any facilities fail to commence within ten years from the date of the resolution, the County Commissioners may dissolve the service area or sub-area as herein provided. The decision of the County Commissioners shall be final. The resolution shall establish a special taxing district.

- (5) Cost and fees. In the case of a petition, all costs expended and fees, as from time to time prescribed by the County Commissioners, shall be paid by the petitioners at such time as demanded by the County Commissioners, provided, however, that the County Commissioners may determine that in a case where the petition is for the correction of existing conditions which are hazardous to the public health and the environment, the Commissioners may waive the fees or costs. In addition, the County Commissioners may pay such fees and costs and charge them to the service area or sub-area upon its establishment. Nothing herein shall preclude the County Commissioners from making other expenditures for studies or evaluations necessary to protect the health, safety and welfare of the people of the county and the environment.

8. Editor's Note: Former Subsection (b)(3)A, which provided special provisions for hearings in the Ocean Pines Sanitary Service Area, was repealed 9-16-2003 by Bill No. 03-9.

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

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

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

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

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

§ PW 5-307. Construction of sanitary facilities.

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

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

§ PW 5-308. Operation of sanitary facilities.

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

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

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

- (1) Notwithstanding the provisions contained in Subsection (a) above, permits for no more than four model homes may be issued for any subdivision where the proposed water supply system and/or sewage disposal system have been approved by the Department of the Environment but not constructed, subject to the following:
- A. The water supply system and/or sewage disposal system have been bonded in their entirety to the satisfaction of the County Commissioners.
 - B. There shall be no water supply extended to the model homes.
 - C. All plumbing shall terminate at the building foundation.
 - D. Model home owners/developers shall utilize the model homes only for display purposes and they must not be either sold or occupied for any purpose until the water supply system and/or sewage disposal system are available to serve them. Agreements to this effect must be signed by all owners/developers, contractors and lienholders and recorded in the land records of Worcester County.

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

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

service area or sub-area and the assessment, user charge and accessibility rates, as well as any other authorized fees and charges, necessary to balance estimated expenditures. The County Commissioners may also approve and adopt such supplemental budgets and assessments and charges in accordance with the procedures set forth in this section, as may be necessary to meet emergency or unexpected conditions and expenses, including partial year budgets and levies. The expenses of the service area may also include a portion of any consolidated administrative, financial, engineering and maintenance expenses which are allocated to the service area on a proportionate basis.

- (b) Assessments. The County Commissioners shall levy assessments by resolution on all properties within the sanitary service area or sub-area for the sole purpose of raising funds to retire any indebtedness of the service area or sub-area incurred for the purpose of acquiring or constructing sanitary facilities. The assessments shall be levied uniformly on an equivalent dwelling unit basis. If no new assessment is made, then the prior year assessment shall continue for the ensuing year. Each parcel within the service area shall annually, by resolution, be assigned an equivalent dwelling unit rating based upon its actual use or, in the case of vacant land, be assigned a one equivalent dwelling unit rating unless the vacant land has been approved for a greater number of equivalent dwelling units either by site plan approval, preliminary plat approval, or other development plan approval allowing for an allocation of water or sewer service, or other contracted agreement providing for water or sewer service, in which case the rating shall be based upon the number of equivalent dwelling units provided for in such approval, plat, plan or agreement. The County Commissioners may make adjustments in assessments in cases of lots which are determined by the County Commissioners to be lots not intended for sewer or water facilities or where water or sewer facilities provided in the service area or sub-area are not planned to be extended to such lot. In the case of unplatted areas subject to assessment on account of any such approval, the resolution may provide for a charge per equivalent dwelling unit of less than one hundred percent. The County Commissioners shall make a semiannual assessment levy, at one-half the annual rate, for parcels which first become subject to assessment or for which the equivalent dwelling unit rating is changed, after the beginning of the levy year and before the 180th day of the year. The assessment rate per equivalent dwelling unit shall be made each year, by resolution, such that the total assessment levy for that year is sufficient, but not in excess of the amount necessary except allowing for a reasonable reserve for uncollected assessments, to pay the indebtedness due for that year.
- (c) User charges. The County Commissioners shall levy, by resolution, user charges for all customers in the service area or sub-area actually connected to sanitary facilities. The user charges shall be based upon the best available determination of the volume of water used or wastewater discharged. The user charges shall be set on an annual basis in an amount, when added to any accessibility charges collected, sufficient to pay all operating and maintenance costs of the sanitary service area or sub-area including reasonable reserves for replacements.
- (d) Special service fees. The County Commissioners may establish, by resolution, and charge special service fees required to be paid for special services provided by the county. Such fees shall be based upon the cost to the county to provide any such service.

- (e) Accessibility charges. Where the customer base is insufficient to generate sufficient user charges to reasonably pay annual maintenance and operation expenses, the County Commissioners may levy, by resolution, accessibility charges for all parcels in the service area which are not yet actually connected to sanitary facilities. The Commissioners shall classify parcels based upon the degree to which the sanitary facilities are considered to be readily accessible.
- (f) Late fees and interest. The County Commissioners may also establish, by resolution, late fees and administrative charges required to be paid and interest charges for any assessments, charges or fees which are not paid in the time prescribed.
- (g) Contract charges. Where there is an existing agreement as described in § PW 5-313 hereof with respect to sewer or water services in any service area, then in such event, any charges as agreed to, authorized by, or set forth in such agreement, including any charges agreed to be made to persons similarly situated and not parties to any such agreement and specifically including all charges included in an agreement between Worcester County Sanitary District, County Commissioners of Worcester County, institutional service corporation, Maryland Marine Utilities, Inc., and 589 Corporation, dated July 14, 1987, and all exhibits thereto may be made by the County Commissioners within that service area pursuant to such agreement. Any such charges authorized by an amendment to such agreement may also be made.
- (h) Discontinuance of water services. If any bill for water service remained unpaid (1) after sixty days from the date of mailing for annual and semiannual bills; or (2) after thirty days from the date of mailing for all other bills, the department shall give written notice, left upon the premises or mailed to the last known address of the owner, that the water service will be terminated in ten (10) days and not reinstated until said bill, late fees, interest and a reconnect fee of fifty dollars have been paid.
- (i) Collection of unpaid charges. Unpaid assessments, charges and fees shall be collected in the same manner as real estate taxes, shall constitute liens in the same manner as real estate taxes, and shall be subject to all laws with respect to real estate taxes.
- (j) Public hearing. Before adopting any resolution establishing or changing any assessment rate, user charge rate or availability charge rate, the County Commissioners shall hold a public hearing, which hearing shall be advertised at least once per week for two weeks prior to the public hearing in the area of the service area, on said rates at which hearing the property owners and customers shall have an opportunity to be heard regarding the service area budget or the proposed rates.
- (k) Interim forms of assessments and charges. In addition to the other powers set forth in this section, the County Commissioners may, in lieu of assessments based upon equivalent dwelling units as provided for under Subsection (b) hereof, levy benefit assessments, in the West Ocean City Sanitary Service Area, for the year 1994/95, by resolution, based upon front footage in accordance with existing formulae or systems.
- (l) Continuation of budgets and assessments. In the event the County Commissioners do not adopt a budget or make an assessment for a service area or service areas, the prior year budget and assessment shall continue for the ensuing year in that service area.

- (m) Assessment appeals. Any person alleging an error in the application of the criteria or standards used in determining the number of equivalent dwelling units assessed, or in the calculation of some other method of assessment allowed under the provisions of this section, or the procedures adopted to implement the assessment system, shall be entitled to appeal, in individual cases, such assessments to the County Commissioners within such time periods and in accordance with such procedures as the County Commissioners may from time to time adopt by resolution. There shall be no appeal from the assessment methods or procedures. In the event of a reduction in assessment, the property owner shall be entitled to a refund for the then current year only.

§ PW 5-311. Dissolution.

Where the County Commissioners determine that a sanitary service area or sub-area is no longer necessary based upon the criteria set forth in § PW 5-305(b)(2)A through § PW 5-305(b)(2)E, the sanitary service area or sub-area may be dissolved in accordance with the procedures in this Subtitle for establishment.

§ PW 5-312. Additional provisions.

Nothing contained in this Subtitle shall be construed to limit or diminish any other powers or authority relating to the provision of water or wastewater service granted to the county under the Environment Article of the Annotated Code of Maryland or any other provisions of public general law. Where such other powers are in conflict with provisions of this Subtitle then the provisions of this Subtitle shall govern without any such limitation.

§ PW 5-313. Effect on existing agreements.

Nothing in this Subtitle shall abrogate or amend any such terms of any legally enforceable agreement entered into between any developer or sanitary service area and the Worcester County Sanitary District or the County Commissioners enforceable and in effect on the effective date hereof (including, but not limited to, the agreement made on the 25th day of November, 1997, by and between MH Utilities Corporation, Mystic Harbour Water and Wastewater Services, Inc. and the Worcester County Commissioners) to the extent that the provisions of this Subtitle are in conflict with matters specifically and directly addressed in said terms, otherwise the provisions of this Subtitle shall apply. Specifically, however, where such agreements provide for transfer of facilities, expansion of service areas, or service outside service areas, then the provisions of the agreement shall govern.

§ PW 5-314. Decision of Commissioners to be final.

Any person who has been denied a permit, license or approval by any county department or official acting pursuant to this Subtitle may, in writing within 30 days of such action, apply to the County Commissioners for a review of such action. The Commissioners shall provide the applicant with a right to be heard thereon upon at least 15 days notice. The decision of the Commissioners shall be final and not subject to any appeal to any board or court.

Public Comment

Add To

17

**GUM POINT ROAD LTD PARTNERSHIP
11412 GUM POINT ROAD
BERLIN, MD 21811**

May 14, 2020

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

RE: Gum Point Road Area Sewer Extension Creation of Service Area

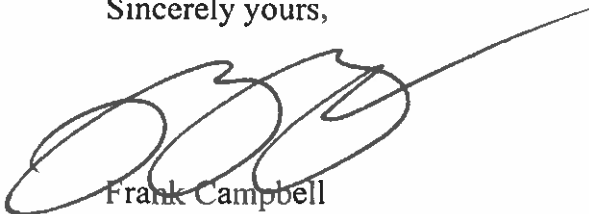
Dear Commissioners:

Thank you for your notice of the proposed Gum Point Road Area Sewer Extension Creation of Service Area. My sisters and I own the home at 11412 Gum Point Road. It is served by a properly functioning sand mound.

I spoke with Mr. Robert Mitchell of the Department of Environmental Programs today and he explained the project and funding scenario. Following up with that conversation, we would like to confirm that providing that our sand mound continues to function properly and we do not alter, add on to, or modify our property or dwelling that we will not have to hook up to the proposed system.

Thank you for considering and responding to our inquiry.

Sincerely yours,



Frank Campbell

Gum Point Road Ltd Partnership

Mailing address: PO Box 260

Millerstown, PA 17062

Public Comment

Add To
17

From: Eeva Huffer <EevaHuffer_7@msn.com>
Sent: Monday, May 18, 2020 2:20 PM
To: WC Hearing
Subject: GUM POINT ROAD AREA SEWER EXTENSION

We are current residents of 11710 Gum Point Road and we have a working septic system on the property, and it serves our needs for now.

The proposed cost of the sewer extension is not feasible for our financial situation during these uncertain times.

We oppose the proposal for not only financial reasons, but also for the impact it will have on the environment and potential future development of land between Gum Point Road and Ocean Pines.

Regards,

Kenneth and Eeva Huffer

Public Comment

Add TO
17

From: taylornsons@aol.com
Sent: Monday, May 18, 2020 3:10 PM
To: WC Hearing
Subject: Gum Point Road Area Sewer Extension

To whom it may concern,

As best as I can understand it will cost us between \$22,000 to \$24,000 to pay for and hook up to a sewer extension for our house on 11716 Gum Point Road. In addition to this initial cost, we will then owe a monthly fee.

We put in our septic according to County regulations when we moved the house in. It works fine now. We are not in favor of spending more at this time.

Thank you for your consideration,
John Taylor
Harry Taylor
Susan Taylor



Add to
1

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

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

OFFICE OF THE
COUNTY COMMISSIONERS

Worcester County

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

May 14, 2020

TO: Worcester County Commissioners
FROM: Harold L. Higgins, Chief Administrative Officer ~~HLH~~
SUBJECT: Budget Work Session - May 19, 2020

Attached hereto are the Budget worksheets for Revenue and Expenditures after your budget work session on May 12, 2020. Revenues are \$204,325,631 and expenditures are \$203,774,334 with \$551,297 surplus. The following updates have been included:

Revenue:

- Account 4210 - Recordation Tax reduced by \$350,000 due to continuation by the State's Clerk of Court to record deeds, estimated 5% administration fee
- Account 5095.200 - Jail Use ICE Housing reduced by \$1 million as an updated estimate

Expenses:

- Dept. 1090 - Tri-County is working with MTA to determine how to allocate Senior Transportation for Worcester County Commission on Aging from the current process
- Dept. 1103 - Jail expenses reduced by \$175,750
- Dept. 1105 - Volunteer Fire & Ambulance:
 - \$80,000 added due to increase in base allocation (from \$50k to \$60k)
 - \$32,000 added for additional FTE's Showell and Newark
 - \$11,000 added by increase in Medic Assist base and Stockton full time equivalent
 - \$184,000 added for additional FTE's for Ocean City EMS
- Dept. 1950 - Cola/step adjusted based May 12 work session discussions
- OPEB, funded for \$8.1 million in total, an increase of \$2,211,117 above the required \$5,888,883
 - Dept. 1505 - Board of Education budget for OPEB includes \$2.6 million in MOE
 - Dept. 1950 - Worcester County budget for OPEB includes \$5.5 million

P.3

Fund Balance:

- \$50,000 Pocomoke Warriors after school (FY20 yearend)
- \$283,000 Stephen Decatur Middle School schematic design fees (FY20 yearend)

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

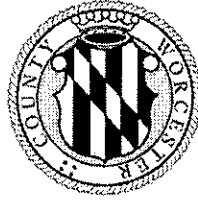
HLH:kw

Attachments

H:/kw/FY21 budget/May 19 budget work session/May 14 memo

Citizens and Government Working Together

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
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COMMISSIONERS
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DIANA PURNELL

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

To: Harold Higgins

From: Roscoe Leslie

Date: May 14, 2020

RE: Question on OPEB

After a discussion on income tax revenue and OPEB during the May 12, 2020 budget work session, I was asked to review Resolution 19-17. After reviewing the document and the video from the meeting when it was adopted, I believe that the intent of the Commissioners was to dedicate the funds derived from the 0.5% income tax raise to fund OPEB for County and Board of Education employees.

The 0.5% raise represents 22.22% of the County's total income tax revenue. Under Line 4100 of the FY2021 Committee projected revenues, income tax revenues are projected to be \$26,500,000. Therefore, under Resolution 19-17, the portion of the projected income tax revenues dedicated to fund OPEB for County and Board of Education employees should total \$5,888,883. This number represents 22.22% of the projected income tax revenue for FY2021. I am not aware of any other funding mandates related to OPEB.

Budgeted for OPEB (account)

\$ 2.6 million - Board of Education (1950)

\$ 5.5 million - County (1950)

\$ 8.1 million - Total Requested

RESOLUTION NO. 19 - 17

RESOLUTION AMENDING COUNTY INCOME TAX RATE

WHEREAS, Section 10-106 of the Tax-General Article of the Annotated Code of Maryland provides that each County shall set, by ordinance or resolution, a county income tax equal to at least 1% but not more than 3.20% of an individual's Maryland taxable income; and

WHEREAS; the County Commissioners first set the County income tax rate at 20% of the State income tax for an individual in 1970, which was revised to a rate of 1.25% of an individual's Maryland taxable income when the State law was revised in 1999 to provide that the local income tax rate be based on Maryland taxable income rather than an individual's Maryland income tax; and the rate was later revised to 1.75% effective January 1, 2016, by Resolution No. 15-13 adopted on June 2, 2015; and

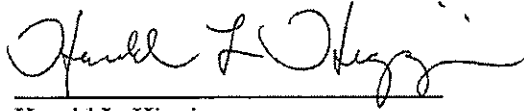
WHEREAS, the County Commissioners of Worcester County, Maryland have determined the need to increase the County income tax rate;

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

1. Effective January 1, 2020 the County income tax rate shall be 2.25% of an individual's Maryland taxable income.
2. The 2.25% rate shall be in effect for the taxable year beginning January 1, 2020 and continuing in effect until further changed by ordinance or resolution of the County Commissioners.
3. Additional revenues derived from the increase in the County income tax rate will be dedicated to fund Other Post-Employment Benefits (OPEB) to address the requirements of Governmental Accounting Board Statement No. 43 and 45 for County and Board of Education employees. *
4. A copy of this Resolution shall be forwarded to the Comptroller of the Treasury prior to July 1, 2019.

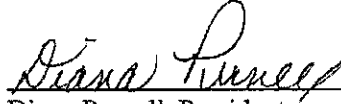
PASSED AND ADOPTED this 4th day of June, 2019.

ATTEST:

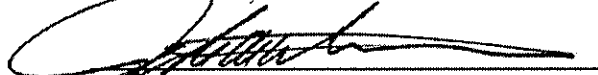


Harold L. Higgins
Chief Administrative Officer

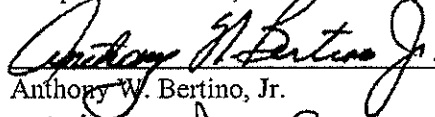
COUNTY COMMISSIONERS OF
WORCESTER COUNTY, MARYLAND



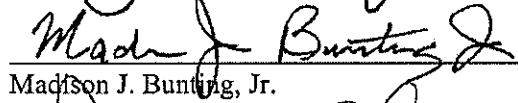
Diana Furnell, President



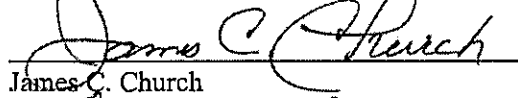
Joseph M. Mitreic, Vice President



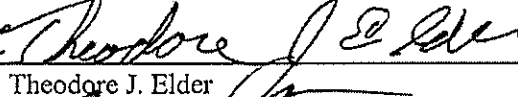
Anthony W. Bertino, Jr.



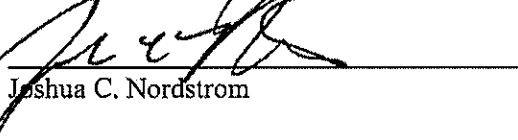
Madison J. Bunting, Jr.



James C. Church



Theodore J. Elder



Joshua C. Nordstrom

REVISED Revenue and Expenditure Worksheets Legend

The following describes each of the columns in order of data:

- Tan 1st Column is the MAY 12, 2020 COMMISSIONER REVIEWED BUDGET
- White 2nd Column reflects the variance from the FY2021 COMMISSIONER WORK SESSION REVIEWED Budget with the FY2020 current Adopted Budget with changes in yellow
- White 3rd Column reflects the variance from the FY2021 COMMISSIONER WORK SESSION REVIEWED Budget with the FY2021 Department Requested Budgets with changes in blue
- Rose 4th Column is the FY2021 Department Requested Budget
- White 5th Column reflects the variance from the FY2021 Department Requested Budget with the FY2020 current Adopted Budget with changes in white
- Green 6th Column is the FY2020 current Adopted Budget
- White 7th Column is the UPDATED work session notes and changes
- White 8th Column to the far right is Actual FY2020 year to date April 30, 2020
- White 9th Column to the far right is the FY2019 Actual Amount

The blue area at the bottom of each Department is the Increase or Decrease from Committee Review to the current FY 2020 Budget. It is my sincere hope that these worksheets help you in resolving all budget issues.

REVENUES:

Worcester County

5/14/20

FY2021 Revenue Budget as of May 19, 2020

Account Number	Description	FY2021 Work Session	Variance Work Session vs FY20 Budget	Variance Work Session vs FY21 Request	FY21 Department Requested	2020 Adopted Budget	Work Session Notes & Changes May 12, 2020	FY2020 Actual YTD 4/30/20	FY2019 Actual Amount
4000	Full Year Real Property Taxes	138,167,141	3,863,576		138,167,141	134,303,565	FY20 adopted rate \$.845	134,389,811	129,747,928
4010	Personal Property Taxes	332,719	6,105		332,719	326,614		342,443	327,792
4020	Corporation Property Taxes	4,103,531	75,290		4,103,531	4,028,241		4,117,794	4,233,319
4030	Railroad & Utility Property Tax	3,622,642	236,157		3,622,642	3,386,485		3,666,650	3,327,594
4035	Railroad Real Property	1,403	(2,400)		1,403	3,803		5,969	6,561
4040	Half Year Real Property Taxes	211,250			211,250	211,250		263,974	289,144
4050	Tax Additions & Abatements	(358,200)			(358,200)	(358,200)		(119,650)	(188,445)
4060	Interest on Delinquent Taxes	700,000	50,000		700,000	650,000		585,422	1,230,104
4070	Discounts Allowed on Taxes	(475,000)	(15,000)		(475,000)	(460,000)		(473,410)	(458,794)
4080	Tax Credits For Assessment	(1,246,265)	18,658		(1,246,265)	(1,264,923)		(1,251,102)	(1,300,589)
4100	Income Tax - 1.75% rate as of 1/1/16	26,500,000		(3,500,000)	30,000,000	26,500,000	Jan'20 Rate of 2.25% - OPEB	15,448,928	23,172,123
4200	Admission & Amusement Taxes	620,000	45,000		620,000	575,000		522,953	636,731
4210	Recordation Taxes	7,350,000	688,000		7,350,000	6,662,000		4,728,373	7,116,381
4210	Recordation Taxes	(350,000)	(350,000)	(350,000)	0	0	reduce \$350,000 State retain revenue	0	0
4230	Trailer Park Excise Tax	0	(100,000)		0	100,000		142,703	479,218
4240	Food Tax Admin	81,000	3,000		81,000	78,000	Administration Fee	57,003	79,305
4240.010	Food Tax Food Tax Due to Ocean City	0			0	0	Agency Fund	0	0
4250	Room Tax Admin	180,000	11,000		180,000	169,000	Administration Fee 1/1/20	118,715	163,642
4250.010	Room Tax Due To Ocean City	0			0	0	Agency Fund	0	0
4250.020	Room Tax Due to Pocomoke	0			0	0	Agency Fund	0	0
4250.030	Room Tax Due to Snow Hill	0			0	0	Agency Fund	0	0
4250.040	Room Tax Due to Unincorporated Areas	1,050,000	100,000		1,050,000	950,000	room tax 4.5% to 5%, 1/1/20	705,991	879,954
4250.050	Room Tax Due to Berlin	0			0	0	Agency Fund	0	0
4260	Rents/State Revenue	0			0	0		0	5,111
4260.010	Rents/State Revenue- Boat Landings	42,314	7,302		42,314	35,012		36,253	1,200
4260.020	Rents/State Revenue - County Admin	71,199	3,600		71,199	67,599		60,681	99,872
4260.030	Rents/State Revenue - Elections	14,230	(16,770)		14,230	31,000	State Elections Rent	0	0
4270	Rents-Tower Site/Contrib & Donat	22,818	1,897		22,818	20,921		19,590	21,491
4300	Highway Users Taxes	1,166,491	31,762		1,166,491	1,134,729	State Aid	580,849	535,560
4310	911 Fees	645,332	195,332		645,332	450,000		277,152	438,612
4340	Transfer Tax	4,500,000	500,000		4,500,000	4,000,000		3,871,353	4,631,429
4400	Franchise Fees	22,500			22,500	22,500		21,816	21,588
4600	Sale Of Fixed Assets	40,000	5,000		40,000	35,000		6,592	79,845
4700	Interest On Investments	850,000	(1,050,000)	(650,000)	1,500,000	1,900,000	investment rates	1,363,128	1,861,896

REVENUES:

Worcester County

5/14/20

FY2021 Revenue Budget as of May 19, 2020

Account Number	Description	FY2021 Work Session	Variance Work Session vs FY20 Budget	Variance Work Session vs FY21 Request	FY21 Department Requested	2020 Adopted Budget	Work Session Notes & Changes May 12, 2020	FY2020 Actual YTD 4/30/20	FY2019 Actual Amount
4800	Other Miscellaneous Revenue	80,000			80,000	80,000		715,480	132,845
4820	Health Insurance Reinvestment - OPEB	0			0	0		6,248,286	4,500,000
4900	Liquor Licenses	825,000	(15,000)		825,000	840,000		414,138	823,506
4905	Vending Machine Licenses	70,000	(10,000)		70,000	80,000		21,835	65,670
4910	Traders Licenses	103,000	8,000		103,000	95,000		7,499	107,531
4915	Occupational Licenses	6,000	(29,000)		6,000	35,000	Bi-Annual license	32,025	5,045
4920	Bingo Permits	18,500	500		18,500	18,000		12,702	18,669
4925	Tourist & Trailer Park Permits	0	(500)		0	500		150	12,475
4927	Rental License Fee	175,000	145,000		175,000	30,000		49,430	0
4930	Building Permits	300,000			300,000	300,000		184,721	252,330
4932	Electrical Permits	15,000			15,000	15,000		10,975	15,300
4933	Commercial Plumbing Plan Review	2,500			2,500	2,500		1,000	1,875
4935	Marriage Licenses	24,000			24,000	24,000		12,660	23,040
4936	Civil Ceremony	1,200	(300)		1,200	1,500		980	1,270
4940	Shoreline Commissioner Application Fee	20,000			20,000	20,000		19,350	11,925
4941	Shoreline Construction Permit	19,000	1,000		19,000	18,000		14,700	13,750
4942	Timber Harvest Permit	3,000			3,000	3,000		2,500	3,700
4943	SEC/SWM Permit	22,000	2,000		22,000	20,000		30,431	29,171
4945.010	Environmental Permits Burn Permit	600			600	600		750	900
4945.020	Environmental Permits Campground Permit	3,325			3,325	3,325		1,825	2,750
4945.030	Environmental Permits Septic Permit	23,500			23,500	23,500		19,400	25,050
4945.040	Environmental Permits Waste Hauler Permit	2,100			2,100	2,100		1,800	2,850
4945.050	Environmental Permits Well Permit	16,800			16,800	16,800		14,560	20,640
4945.060	Environmental Permits Other	300			300	300		150	125
4945.070	Environmental Fee Water/Sewer Review	10,000			10,000	10,000		1,970	0
4950	Health Permits	396,707	(3,000)		396,707	399,707		246,315	396,707
4955	Raffle Permits	1,800			1,800	1,800		1,450	1,700
4960	Plumbing Permits	52,000			52,000	52,000		51,620	58,405
4965	Gas Permits	20,000	1,000		20,000	19,000		15,465	26,240
4970	Forestry Conservation Review Fees	6,000			6,000	6,000		9,193	10,296
4980	Landfill Permits - Household	320,000		(12,500)	332,500	320,000	Landfill Permit remain \$100/2 permits	307,900	0
4982	PAYT Tags - Household	9,000			9,000	9,000		5,400	0
5045	EDU Transfer/Application Fee	0	(4,000)		0	4,000		0	3,600

REVENUES:

Worcester County

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Account Number	Description	FY2021 Work Session	Variance Work Session vs FY20 Budget	Variance Work Session vs FY21 Request	FY21 Department Requested	2020 Adopted Budget	Work Session Notes & Changes May 12, 2020	FY2020 Actual YTD 4/30/20	FY2019 Actual Amount
5047	Stormwater Management Review Fee	78,000	3,000		78,000	75,000		105,880	76,592
5060.100	Licenses and Permits Board of Zoning Appeal Fee	18,000			18,000	18,000		17,125	16,025
5060.300	Licenses and Permits Site Plan Review	11,000			11,000	11,000		8,644	11,690
5060.400	Licenses and Permits Rezoning Fee	4,000			4,000	4,000		2,136	2,679
5060.500	Licenses & Permits Subdivision Review Fee	12,000			12,000	12,000		7,625	7,950
5060.600	Licenses & Permits Text Amendment Applic Fee	2,000			2,000	2,000		1,750	1,400
5060.700	Licenses and Permits Nat Resources Text Amendment Fee	350			350	350		350	1,050
5065.100	Sheriff Fees Sheriff Fees - Paper Service	40,000			40,000	40,000		32,929	38,754
5065.200	Sheriff Fees Sheriff Fees Peddler's License	500			500	500		350	100
5065.300	Sheriff Fees Sheriff Fees - Parking Fines	500	(500)		500	1,000		275	370
5065.400	Sheriff Fees Animal Control Fees	8,000			8,000	8,000		4,650	9,640
5065.405	Sheriff Fees Spay & Neuter Fees	0	(12,000)		0	12,000		5,000	11,600
5065.600	Sheriff Fees Sheriff's Sale	0			0	0		189	530
5065.700	Sheriff Fees Contractual Services	7,000			7,000	7,000		0	6,485
5065.990	Sheriff Fees - Other	0			0	0		2,429	28,331
5070.100	Sale of Publications & Copies Cnty Admin	700	200		700	500		1,458	543
5070.104	Sale of Publications & Copies State Attny	0			0	0		225	0
5070.200	Sale of Publications & Copies Treasurer's Office	0			0	0		0	0
5070.300	Sale of Publications & Copies Dev. Review & Permitting	800	(200)		800	1,000		419	476
5070.400	Sale of Publications & Copies 911 Recordings	0	(50)		0	50		0	25
5070.600	Sale of Publications & Copies Elections	450	50		450	400		506	1,085
5070.700	Sale of Publications & Copies Circuit Court	100			100	100		250	120
5070.900	Sale of Publ & Copies Environmental Programs	5			5	5		0	10
5075	Library Use Charges	18,000	(2,000)		18,000	20,000		19,377	28,757
5076	Library Erate Reimbursement	2,000	(500)		2,000	2,500		0	1,655
5080	County Share Vehicle Tag Fee	3,500			3,500	3,500		1,989	3,062
5085	Liquor Advertising Fees	1,200	(1,300)		1,200	2,500		1,140	1,380
5086	Tourism Co-Op Advertising	0	(2,000)		0	2,000		0	0
5090	Firearms Training Center Fee	3,000			3,000	3,000		0	14,371
5095.100	Payments For Jail Use Work Release	20,000	(20,000)		20,000	40,000		10,730	34,118
5095.200	Payments For Jail Use ICE Housing	4,000,000	(1,200,000)	(1,000,000)	5,000,000	5,200,000	reduced \$1 million	3,156,500	5,130,718
5095.400	Payments For Jail Use State Housing	50,000			50,000	50,000		37,170	48,420
5095.500	Payments For Jail Use Weekenders	5,000			5,000	5,000		3,795	5,999

REVENUES:

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5095.600	Payments For Jail Use Social Security	10,000			10,000	10,000		7,200	7,000
5095.700	Payments For Jail Medical Records Reimb.	20,000			20,000	20,000		10,030	20,075
5095.800	Payments For Jail Use Pretrial Fees	7,000	2,000		7,000	5,000		4,852	6,762
5100.100	Fire Inspection Fees Plan Review Fee	100,000			100,000	100,000		47,736	96,390
5100.200	Fire Inspection Fees Fire Safety Fee	25,000			25,000	25,000		15,121	19,772
5100.300	Fire Inspection Fees Fire Reports	0			0	0		237	100
5100.400	Fire Inspection Fees Hazmat Response Reimb	0			0	0		1,278	1,732
5100.600	Fire Inspection Fees Fire Insp. QAP	20,000	5,000		20,000	15,000		19,820	26,396
5105.100	Public Works Revenues Pipe Sales	30,000			30,000	30,000		30,563	36,165
5107	Roads Department Fees	5,000	(45,000)		5,000	50,000		3,525	65,936
5110	Recreation Fees	240,000	57,100		240,000	182,900		148,962	206,880
5115	Mosquito Control Charges	50,000			50,000	50,000		45,121	51,176
5120	Circuit Court Bar Library	5,000			5,000	5,000		5,000	1,802
5125	Recreation Center Fees	0			0	0		0	16
5127	Recreation Center Rental Fees	2,000	600		2,000	1,400		1,280	1,760
5128	Recreation Sponsorships	2,000	(1,750)		2,000	3,750		0	1,500
5130	Tourism Programs and Events	10,500	1,500		10,500	9,000		16,860	14,638
5142	Election Filing Fee	0	(200)		0	200		0	0
5150.100	Housing Program Fees Program Income	0			0	0		4,730	13,581
5155	Community Service Fees	70,000			70,000	70,000		70,905	62,511
5160	Family Services Legal Fees Other	2,500	900		2,500	1,600		2,100	3,100
5161	Casino Security	0	(15,000)		0	15,000		0	0
5162	Seacrets Security	97,000	(696)		97,000	97,696		68,175	124,350
5163	Purnell Properties Security	0			0	0		2,400	19,800
5164	Sunset Marina Security	0			0	0		3,150	0
5165	Critical Area Review Fees	28,000			28,000	28,000		26,600	39,203
5167	Water/Sewer Plan Amendment Fee	2,000			2,000	2,000		200	1,500
5175.200	Donations - Program Recreation	2,600	2,150		2,600	450		4,570	0
5175.205	Donations - Youth Scholarship Donations	0			0	0		3,000	0
5181	First Offender Program Fees	10,000			10,000	10,000		6,250	0
5185	Recycling Revenue	81,200	(19,600)		81,200	100,800		53,380	0
5186	Metal Recycling Revenue	45,000	(5,000)		45,000	50,000		31,982	0
5195	Tire Revenue	30,000			30,000	30,000		0	0
5215	Motor Coach Fees	30,000	360		30,000	29,640		13,313	14,157

REVENUES:

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5220.010	Park Fees Field Rental	5,000	1,500		5,000	3,500		3,290	7,714
5220.020	Park Fees Pavilion Rental	3,500			3,500	3,500		2,155	3,875
5220.030	Park Fees Tree of Life	800			800	800		450	450
5220.035	Park Fees Tournament Rental	20,000			20,000	20,000		12,500	19,405
5220.040	Park Fees User Fees	240			240	240		2	237
5225	Concession Stand Fees	65,000	15,000		65,000	50,000		32,286	52,219
5226	Special Events Fees	203,075	127,775		203,075	75,300		42,945	895
5227	Tournament Fees	15,000	3,000		15,000	12,000		1,385	13,275
5230.010	Environmental Fees Perk Test Fee	9,000			9,000	9,000		15,050	14,425
5230.020	Environmental Fees Plat Review Fee	6,000			6,000	6,000		4,030	4,325
5230.030	Environmental Fees Water Sample Fee	400			400	400		410	560
5240	Shared Facility/Service Area Fee	500			500	500		0	1,000
5245	Solar Renewable Energy Credits	1,000	950		1,000	50		3,654	1,076
5300	Court Fines	50,000			50,000	50,000		32,302	54,293
5310	Civil Infraction Fines	2,700	200		2,700	2,500		2,700	3,400
5330	Economic Development Programs/Events	0			0	0		0	0
5420	Retiree Drug Subsidy	170,000	(80,000)		170,000	250,000		(1)	173,681
5435	BRF Admin Fee	22,500			22,500	22,500		22,084	23,184
5510	Transfers From Other Funds	0			0	0		0	70,219
5511	Transfers - Casino/Local Impact Grant Funds	2,497,400	(3,700)		2,497,400	2,501,100	Worcester Career & Technical High School	2,501,100	2,236,200
5511	Transfers -Table Game Grant Funds	0	(566,711)		0	566,711	FY20 Public Safety Vehicles - Sheriff, 911, Jail, Fire Marshal, radio equip.	566,711	0
5515	DHCD Housing Administration Fee	7,000			7,000	7,000		15,820	7,389
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	14,206
5530	Eastern Shore Library Grant	75,000			75,000	75,000		45,899	75,000
5541	Traffic Safety - SHA	720			720	720		1,179	2,438
5543	Dental Program Reimbursement	22,220			22,220	22,220		5,534	18,662
5545	State Hurricane Conference	0			0	0		0	0
5550	MEIMSS Grant - Emergency Services	0			0	0		0	3,000
5600	Federal Payments In Lieu of Tax	20,305	439		20,305	19,866		0	20,305
5605	MD State Police Grants	0			0	0		903	2,352
5615	Maryland Coastal Bays	0	(20,000)		0	20,000		20,000	0

REVENUES:

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5620	CDBG Economic Dev. Grant	0			0	0		0	0
5622	CDBG Federal Grant	0			0	0	Diakonia Rehab FY20	33,006	36,485
5625	CDBG Housing Rehab Grant	150,000			150,000	150,000		49,132	199,079
5626	DHCD Federal Grant	0			0	0	Broadband Grant FY20	33,735	0
5627	Grant for Economic Development	0			0	0		0	0
5630	Water System Monitoring Grant	17,560			17,560	17,560		11,708	25,594
5635	Police Protection Grant	162,006			162,006	162,006	State Aid Est	121,505	169,948
5640	State Library Aid	170,290	4,882		170,290	165,408	State Aid Final	137,840	159,476
5645	Share of State Park Receipts	430,000	5,000		430,000	425,000		0	452,779
5650	State Aid for Fire Companies	372,927	(862)		372,927	373,789	State Aid Final	372,955	373,789
5655	Program Open Space Grant - Parks	1,277,500	139,000	(87,500)	1,365,000	1,138,500		876	84,684
5660	Waterway Improvement Grants	254,300	50,000		254,300	204,300		23,448	125,836
5662	BRF Operations & Maintenance Grant	10,000			10,000	10,000		11,500	6,000
5663	Share of State Forest Land	70,000	5,000		70,000	65,000		0	91,794
5664-020	US Fish/Wildlife Service Other Gen Gov	7,000			7,000	7,000		0	7,500
5665	State Aid for Bridges	980,733	155,852		980,733	824,881	Public Landing Bridge State Aid	0	12,505
5675	Child Support Enforcement Grant	9,800			9,800	9,800		5,824	18,592
5680	State Grant for Critical Areas	10,000			10,000	10,000	State Aid final	0	13,000
5688	MD Dept of Aging Grants	54,608			54,608	54,608	State Aid Estimate	2,399	46,403
5690	SSTAP Grant	126,620	126,620		126,620	0	Pass Thru - Comm Aging	0	0
5700	911 ENSB Grant	67,892	53,392		67,892	14,500		20,158	600
5704	MD AOC Security Grant	0			0	0		0	96,668
5705	State Grant for Tourism	207,154	66,547		207,154	140,607		153,426	140,607
5715	Coastal Zone Grant	0			0	0		0	11,000
5725	Family Support Grant	251,095	20,911		251,095	230,184		122,939	230,066
5726	Family Support Services MACRO Grant	0			0	0		0	0
5730	Septic System BRF Grant Program	240,000			240,000	240,000		75,924	74,322
5732	Conservation Easements Reimb.	60,000			60,000	60,000		33,456	32,255
5735-010	Other Grants - Roads	0			0	0		559,563	7,768
5735-015	Other Grants - Economic Development	0			0	0		5,000	0
5735-020	Other Grants - Tourism	0			0	0		0	5,000
5735-025	Other Grants - General Gov	0			0	0		0	460
5735-030	Other Grants - Human Resources	0			0	0		0	0

REVENUES:

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5735-035	Other Grants - Sheriff	0			0	0		0	0
5735-040	Other Grants - Emergency Services	0			0	0		0	0
5735-045	Other Grants - Parks	0	(239,000)		0	239,000	FY20 Greys Creek Grant	0	0
5735-050	Other Grants - Recreation	0	(500)		0	500		0	0
5735-060	Other Grants - Library	0			0	0		300	2,000
5735-070	Other Grants - sheriff/Health Dept Grants	0			0			0	8,000
5735-075	Other Grants - State Revenue	0			0			18,000	0
5740	Isle of Wight Restoration(319)	0			0			0	0
5741	AARA Highway Allocation Grant	0			0			0	0
5744	FEMA Disaster Grant	0			0			0	0
5745	Homeland Security Grant	0			0			0	0
5745.100	Homeland Security Grant LETPP	0			0			0	0
5745.200	Homeland Security Grant HMEP	0			0	0		0	0
5745.300	Homeland Security Grant SHSGP	97,309	17,419	(6,155)	103,464	79,890	Federal Award actual	61,948	124,074
5745.600	Homeland Security Grant EMPG	74,407	(244)		74,407	74,651		0	74,651
5757	Trial Jury Reimbursement	54,000			54,000	54,000		23,865	47,010
5760	Drug Court Grant	237,352	7,336		237,352	230,016		97,331	229,355
5762	Heroin Coordinator Grant	50,615			50,615	50,615	State Aid Estimate	27,530	50,615
5770	Bulletproof Vest Program	1,000			1,000	1,000		0	0
5780	Emergency Shelter Grant	0			0	0		0	119,900
5785	MDE Beach Monitoring Grant	3,261			3,261	3,261		3,261	3,261
5845	Salary Reimbursement	500			500	500		0	511
5850	Other Revenue	0			0	0	Delmarva Power Rebates FY20	20,348	0
5880	Sheriff Fees-Star Team Reimburs	0			0	0		0	0
5890	Homeless Women Grant	0			0	0		0	0
5900	Library Federal Grants	0			0	0		26,975	73,011
5905	Sheriff-Sex Offender Grant	22,000			22,000	22,000		9,009	26,921
5910	Sher-Health Tobacco Enforcement	0			0	0		11,570	14,245
5912	Sheriff-Health Underage Drinking	2,000			2,000	2,000		26,000	16,000

REVENUES:

Worcester County

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5915-020	CREP Program - Parks	0			0	0		0	0
5915-030	CREP Program - Environmental Prgrams	0			0	0		0	0
5925	MALPF Admin Fee	0			0	0		0	0
5930	Rental Assistance Program Grant	0			0	0		0	0
5940	Intern Program Grant	10,000			10,000	10,000		10,000	10,000
5975	Transfers Budget Stabilization	0			0	0		0	0
Fund Revenue Total: 100 - General Fund		204,325,631	3,040,079	(5,606,155)	209,931,786	201,285,552	3,040,079	187,460,791	196,371,725

Variance: Work Session FY20 Bgt

budget work session expense 203,774,334

221,258,000

surplus/ (shortfall) 551,297

11,326,214



Add to
6

Worcester County

Government Center

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

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

STACEY E. NORTON
Human Resources Director
HOPE CARMEAN
Benefits Manager
EDDIE CARMAN
Risk Manager
KEVIN CANDY
Safety Coordinator

To: Harold Higgins, Chief Administrative Officer
From: Stacey Norton, HR Director *Stacey Norton*
Date: May 13, 2020
Subject: Request for New Positions for Fiscal Year 2021 after COVID-19 for the Enterprise Fund

Attached you will find a summary from the Department Head for new positions for the Enterprise Fund in fiscal year 2021 after COVID-19 considerations.

We are requesting 3 new Plant Operator positions for a salary cost of \$86,985 and a benefit cost of \$39,422. The total increase for the Enterprise Fund if these three positions are approved is \$126,407. These new positions will not have any impact on the requested FY 21 rates.

I look forward to discussing this with you at the budget work session on May 19, 2020.

Thank you for your consideration.

Attachments

FY2020 New Employee Budget Summary After COVID-19

as of 5/4/19

Department	Job Title	G/S	Salary	Benefits	Operating Expenses	Vehicle	Total
Water and Waste Water	Plant Operator	10/1	28,995	13,141			42,136
	Plant Operator	10/1	28,995	13,141			42,136
	Plant Operator	10/1	28,995	13,141			42,136
<i>Total Water & Waste Water</i>			-	-			-
	Enterprise Fund Total		86,985	39,422	-	-	126,406.60

Notes: Full time benefits - include SS, health, workers comp, retirement, LTD, Life



Worcester County

DEPARTMENT OF PUBLIC WORKS

6113 TIMMONS ROAD

SNOW HILL, MARYLAND 21863

JOHN H. TUSTIN, P.E.
DIRECTOR

JOHN S. ROSS, P.E.
DEPUTY DIRECTOR

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

MEMORANDUM

TO: Harold L. Higgins, Chief Administrative Officer
FROM: John H. Tustin, P.E., Director
John S. Ross, P.E. Deputy Director
DATE: May 13, 2020
SUBJECT: Personnel Requests – 2020/2021 Budget

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

For the 2020/2021 budget year, we are requesting three new Plant Operator Trainee positions. These positions are Grade 10/Step 1, \$42,136 annually. The total cost for these three new positions including benefits is \$126,407.

- 1. New Plant Operator Trainee at the Ocean Pines Wastewater Treatment Plant** - This new position will allow coverage for treatment plant shifts without the need for the Treatment Supervisor to work shifts and will allow him to focus on his supervisory duties.
- 2. New Plant Operator Trainee for the Riddle Farm/Mystic Harbour Treatment Plants** The Mystic Harbour and the Riddle Farm wastewater treatment plants are currently staffed Monday-Friday. Adding another operator will allow for 24/7 coverage and will reduce overtime on the weekend. Concentrating on these highly technical plants will provide quicker response to changing conditions experienced over busy weekends.
- 3. New Plant Operator Trainee for the Water Department** – To properly staff water systems and allow for the ongoing efforts in upgrading the water meters for all service areas. We continue to face problems dedicating the needed staff to making repairs to hundreds of water meters. This results in loss of revenue. We expect this problem to continue into the foreseeable future especially with the additional work created from Comcast installing new lines in Ocean Pines and causing breaks.

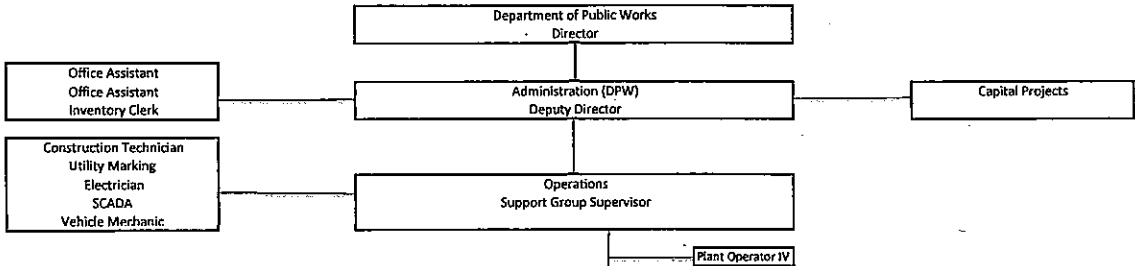
Adding these three positions will not impact the requested FY 21 rates.

If you have any questions on the information provided, please do not hesitate to contact us.

Attachment

cc: Stacey Norton, Human Resources Director
Jessica R. Wilson, CPA Assistant Finance Officer

**Proposed Water and Wastewater Division
Organization Chart 2020/21**



Wastewater Treatment - Supervisor					Collection Systems - Supervisor				Water Systems - Supervisor			Construction - Supervisor		Maintenance - Crew Leader
Chief Plant Operator					Ocean Pines	All Other PS	Vac Truck	Wells (OP)	Treatment	Meter Reading	Operators	Maintenance		
Ocean Pines/River Run	Mystic Harbour	Riddle Farm	Landings	Newark/LHS/APT	Ocean Pines	All Other PS	Vac Truck	Wells (OP)	Treatment	Meter Reading	Operators	Maintenance	Maintenance Worker	Maintenance Worker
Plant Operator	Plant Operator	Plant Operator	Plant Operator	Plant Operator	Plant Operator	Plant Operator	Future	Plant Operator	POT - Vacant	Plant Operator	Crew Leader	Maintenance Worker	Maintenance Worker	Maintenance Worker
Plant Operator	Plant Operator	Plant Operator	Plant Operator	Plant Operator	Plant Operator	Plant Operator	Maintenance	Plant Operator	Plant Operator	Plant Operator	Operator	Maintenance Worker	Maintenance Worker	Maintenance Worker
Plant Operator	Plant Operator	Plant Operator	Plant currently Offline	Plant Operator	Plant Operator	New POT (vacant)	Program	Plant Operator	Plant Operator	Plant Operator	Operator	MW Vacant (2)	Maintenance Worker	Maintenance Worker
Plant Operator	Plant Operator	Plant Operator		Plant Operator	Plant Operator				New POT (vacant)	Plant Operator			Maintenance Worker	Maintenance Worker
Plant Operator	New POT (Vacant)												MW - Vacant	

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FY2021 Expense Budget
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Expenditures

Worcester County, MD

5/14/21

FY2021 Budget Work Session 5/19/20

Account Number	Description	FY2021 Budget Work Session 5/19/20	Variance Work Session vs FY20 Budget	Variance Work Session vs FY21 Request	FY2021 Budget Request	FY21 Request vs FY20 Budget	FY20 Adopted Budget	Work Session Notes & Changes	FY20 Actual YTD 4/30/20	FY19 Actual 6/30/19
Department: 1001 - County Commissioners										
6000.100	Personnel Services Salaries	954,022	(13,428)		954,022	(13,428)	967,450		778,542	940,248
6100.010	Administrative Exp Administrative Exps	900	(300)	(300)	1,200		1,200		380	895
6100.060	Administrative Exp Books and Publications	200	(100)	(100)	300		300		0	225
6100.100	Administrative Exp Dues and Subscriptions	3,502	42		3,502	42	3,460		3,635	3,502
6100.165	Administrative Exp Meeting Exp	500	(200)	(200)	700		700		228	249
6100.190	Administrative Exp Office Supplies	6,000			6,000		6,000		3,747	6,520
6100.210	Administrative Exp Paper	3,300			3,300		3,300		2,659	3,470
6100.230	Administrative Exp Postage & Freight	500	(220)	(120)	620	(100)	720		106	282
6110.080	Supplies & Equipment Computer Repairs & Supplies	500	500		500	500	0		0	0
6110.090	Supplies & Equipment Computers & Printers	0	(3,966)		0	(3,966)	3,966		3,673	33
6110.245	Supplies & Equipment Mobile Phones	6,600	600		6,600	600	6,000		5,832	6,589
6110.290	Supplies & Equipment Other Office Equipment	0			0		0		0	0
6130.010	Supplies & Equipment Copier Lease	11,700	(2,100)		11,700	(2,100)	13,800		9,052	13,806
6510.020	Legal Services County Attorney Exps	6,490		(1,675)	8,165	1,675	6,490		3,016	5,563
6510.035	Legal Services County Code Exps	9,500	(2,243)	(2,243)	11,743		11,743		7,974	8,438
6510.050	Legal Services Court Reporters	360		(60)	420	60	360		270	420
6510.085	Legal Services Other Legal Exps	0	12,000	12,000	(12,000)		(12,000)	county attorney allocation to depts removed in FY21	(13,256)	(22,004)
6530.150	Consulting - Temporary Clerical Staff	0			0				0	576
6540.020	Vehicle Operating Exps Fuel - WC Fleet	2,500	(600)	(300)	2,800	(300)	3,100		1,236	2,023
6540.030	Vehicle Operating Exps Vehicle Maintenance	1,500			1,500		1,500		550	1,461
6540.050	Vehicle Operating Exps Vehicle Use/Other Areas	0			0		0		0	0
6540.040	Vehicle Operating Exps Vehicle Registration	0			0		0		100	0
6540.045	Vehicle Operating Exp Vehicle Repairs Outside	0			0		0		0	0
6550.270	Building Site Exps Telephone	1,344			1,344		1,344		891	1,320
6900.010	Advertising Budget Advertisements	2,000			2,000		2,000		732	1,524
6900.030	Advertising Legislative Advertisements	9,000	(2,000)	(1,000)	10,000	(1,000)	11,000		7,451	6,246
7000.020	Travel, Training & Exp Board Member Allowance	21,000			21,000		21,000		17,500	21,250
7000.060	Travel Training & Exp Educational Training	0	(500)	(500)	500		500		0	0
7000.100	Travel, Training & Exp Meetings/Conferences/Shows	22,314		(2,132)	24,446	2,132	22,314		4,671	12,312
7000.115	Travel, Training & Exp Exp Mileage	600	(200)	(200)	800		800		286	980
8010.110	Interfund Water & Wastewater Enterprise Ch	(63,502)	56		(63,502)	56	(63,558)		(63,558)	(61,584)
8010.120	Interfund Landfill Enterprise Charges	(17,463)	16		(17,463)	16	(17,479)		(17,479)	(30,792)
8010.220	Interfund Dept. of Liquor Control Charges	0			0		0		0	(2,850)
9010.010	Capital Equipment New Vehicles	0			0		0		34,880	0
Department Total: 1001 - County Commissioners		983,367	(12,643)	3,170	980,197	(15,813)	996,010	(12,643)	793,118	920,703

Variance: Committee Review/ FY20 Bgt

Expenditures

Worcester County, MD

5/14/20

FY2021 Budget Work Session 5/19/20

Account Number	Description	FY2021 Budget Work Session 5/19/20	Variance Work Session vs FY20 Budget	Variance Work Session vs FY21 Request	FY2021 Budget Request	FY21 Request vs FY20 Budget	FY20 Adopted Budget	Work Session Notes & Changes	FY20 Actual YTD 4/30/20	FY19 Actual 6/30/19
Department: 1002 - Circuit Court										
6000.100	Personnel Services Salaries	951,991	(29,130)		951,991	(29,130)	981,121		782,386	973,062
6000.400	Personnel Services Overtime Pay	0			0		0		0	0
6100.010	Administrative Exp Administrative Exps	2,000	(1,500)		2,000	(1,500)	3,500		934	2,646
6100.060	Administrative Exp Books and Publications	2,000			2,000		2,000		1,756	509
6100.080	Administrative Exp Copier Supplies	180			180		180		0	0
6100.100	Administrative Exp Dues, License & Subscriptions	4,734	1,650		4,734	1,650	3,084		1,005	3,859
6100.110	Administrative Exp Envelopes	1,500			1,500		1,500		1,032	1,272
6100.150	Administrative Exp Incentives & Events	1,515			1,515		1,515		0	758
6100.190	Administrative Exp Office Supplies	6,820	(500)	(500)	7,320		7,320		6,807	8,654
6100.210	Administrative Exp Paper	2,500			2,500		2,500		1,958	2,571
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		890	1,265
6110.170	Supplies & Equipment Jury Exps	3,500			3,500		3,500		1,261	2,885
6110.270	Supplies & Equipment Office Equipment Repairs	300			300		300		0	2,493
6110.280	Supplies & Equipment Office Furniture	4,090			4,090		4,090		2,261	1,638
6110.290	Supplies & Equipment Other Office Equipment	810			810		810		140	345
6130.010	Equipment Maintenance Copier Lease	7,860			7,860		7,860		5,789	6,922
6130.070	Equipment Maint Software Maintenance Agreements	11,626			11,626		11,626		8,784	12,880
6150.050	Uniforms & personal Equip - Uniforms	500			500		500		0	409
6160.040	Grant Programs Court Security Grant	0			0		0		0	98,277
6160.060	Grant Programs Drug Treatment Court	67,396	624		67,396	624	66,772	State Grant	23,918	71,487
6160.070	Grant Programs Family Support Services	93,700	43,305		93,700	43,305	50,395	State Grant	60,138	83,272
6160.071	Grant Programs MACRO Mediation Conflict Res Ofc	0	(13,800)		0	(13,800)	13,800		0	0
6510.030	Legal Services Court Appointed Attorneys	8,000	(2,000)	(2,000)	10,000		10,000		6,458	10,386
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		2,373	6,683
6510.055	Legal Services Family Support Service - Other	0			0		0		400	2,150
6510.080	Legal Services Jury Per Diem	90,000			90,000		90,000		40,195	78,295
6550.028	Building Site Exp Cable	265			265		265		220	245
6550.270	Building Site Exps Telephone	5,500			5,500		5,500		3,492	5,000
6700.050	Other Maint. & Svcs Phone Service	0			0		0		0	1,285
7000.040	Travel, Training & Exp Continuing Education/Certificati	400			400		400		1,108	699
7000.100	Travel, Training & Exp Meetings/Conferences/Shows	5,962	(2,261)		5,962	(2,261)	8,223		3,652	7,057
7000.115	Travel, Training & Exp Mileage	2,570	(1,655)		2,570	(1,655)	4,225		1,389	612
Department Total: 1002 - Circuit Court		1,283,919	(5,267)	(2,500)	1,286,419	(2,767)	1,289,186	(5,267)	960,345	1,389,617

Variance: Committee Review/ FY20 Bgt

Expenditures

Worcester County, MD

5/14/20

FY2021 Budget Work Session 5/19/20

Account Number	Description	FY2021 Budget Work Session 5/19/20	Variance Work Session vs FY20 Budget	Variance Work Session vs FY21 Request	FY2021 Budget Request	FY21 Request vs FY20 Budget	FY20 Adopted Budget	Work Session Notes & Changes	FY20 Actual YTD 4/30/20	FY19 Actual 6/30/19
Department: 1003 - Orphan's Court										
6000.100	Personnel Services Salaries	21,000	(7,500)		21,000	(7,500)	28,500		21,865	21,808
6160.060	Administrative Exp Books & Publications	0			0		0		782	1,095
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	(494)	(494)	2,494		2,494	Mandatory Training	585	388
Department Total: 1003 - Orphan's Court		27,800	(7,994)	(494)	28,294	(7,500)	35,794	(7,994)	27,232	28,090

Variance: Committee Review/ FY20 Bgt

Expenditures

Worcester County, MD

5/14/20

FY2021 Budget Work Session 5/19/20

Account Number	Description	FY2021 Budget Work Session 5/19/20	Variance Work Session vs FY20 Budget	Variance Work Session vs FY21 Request	FY2021 Budget Request	FY21 Request vs FY20 Budget	FY20 Adopted Budget	Work Session Notes & Changes	FY20 Actual YTD 4/30/20	FY19 Actual 6/30/19	
Department: 1004 - State's Attorney											
6000.100	Personnel Services Salaries	1,382,673	33,574	(4,618)	1,387,291	38,192	1,349,099		1,073,515	1,282,188	
6000.400	Personnel Services Overtime Pay	1,000	1,000		1,000	1,000	0		0	0	
6100.010	Administrative Exp Administrative Exps	6,500			6,500		6,500		1,776	3,716	
6100.055	Administrative Exp Bond	0			0		0		0	488	
6100.060	Administrative Exp Books and Publications	0			0		0		0	0	
6100.100	Administrative Exp Dues, License & Subscriptions	3,338	(139)		3,338	(139)	3,477		1,510	2,955	
6100.160	Administrative Exp Legal Books & Publications	3,500	500		3,500	500	3,000		2,930	7,025	
6100.190	Administrative Exp Office Supplies	11,000			11,000		11,000		4,943	7,373	
6110.090	Supplies & Equipment Computers & Printers	2,475	75		2,475	75	2,400		6,316	4,525	
6110.245	Supplies & Equipment Mobile Phones	7,700	1,000		7,700	1,000	6,700		4,544	5,894	
6110.280	Supplies & Equipment Office Furniture	2,000			2,000		2,000		0	2,302	
6110.290	Supplies & Equipment Other Office Equipment	2,000			2,000		2,000		94	0	
6110.390	Supplies & Equipment Small Equipment	2,000			2,000		2,000		0	150	
6130.010	Equipment Maintenance Copier Lease	8,200			8,200		8,200		5,998	8,731	
6130.040	Equipment Maint MILES Computer Chg/MDT User Fees	756			756		756		756	938	
6130.070	Equipment Maint Software Maintenance Agreements	1,273	(303)		1,273	(303)	1,576		2,570	1,576	
6150.060	Uniforms & Personal Equipment Ammunition	500			500		500		0	0	
6510.020	Legal Services County Attorney Exps	0			0		0		0	134	
6510.060	Legal Services Investigation Exps	800			800		800		552	632	
6510.090	Legal Services Prosecution Exps	2,000			2,000		2,000		1,200	719	
6510.110	Legal Services Transcripts	5,000			5,000		5,000		3,452	3,657	
6540.020	Vehicle Operating Exps Fuel - WC Fleet	5,000			5,000		5,000		1,291	2,988	
6540.030	Vehicle Operating Exps Vehicle Maintenance	1,500			1,500		1,500		451	1,268	
6550.028	Building Site Expense - Cable	1,550	338		1,550	338	1,212		1,185	1,215	
6550.270	Building Site Exps Telephone	1,500	(9,000)		1,500	(9,000)	10,500	cost savings due to VOIP phone system	6,969	9,518	
6900.040	Advertising Personnel Advertisements	0			0		0		0	1,070	
7000.080	Travel, Training & Exp Extradition Expense	16,000			16,000		16,000		12,662	13,286	
7000.100	Travel, Training & Exp Meetings/Conferences/Shows	8,500			8,500		8,500		2,281	964	
7000.115	Travel, Training & Exp Mileage	250			250		250		147	0	
7000.130	Travel, Training & Exp Witness Exps	1,000			1,000		1,000		0	0	
Department Total: 1004 - State's Attorney		1,478,015	27,045	(4,618)	1,482,633	31,663	1,450,970		27,045	1,135,143	1,363,313
								Variance: Committee Review/ FY20 Bgt			

Expenditures

Worcester County, MD

5/14/20

FY2021 Budget Work Session 5/19/20

Account Number	Description	FY2021 Budget Work Session 5/19/20	Variance Work Session vs FY20 Budget	Variance Work Session vs FY21 Request	FY2021 Budget Request	FY21 Request vs FY20 Budget	FY20 Adopted Budget	Work Session Notes & Changes	FY20 Actual YTD 4/30/20	FY19 Actual 6/30/19
Department: 1005 - Treasurer's Office										
6000.100	Personnel Services Salaries	1,223,668	(27,502)	(76,863)	1,300,531	49,361	1,251,170		1,006,310	1,218,695
6000.400	Personnel Services Overtime Pay	2,000			2,000		2,000		185	0
6100.010	Administrative Expenses	0			0		0		75	0
6100.055	Administrative Exp Bond	1,500			1,500		1,500		0	3,000
6100.060	Administrative Exp Books and Publications	1,200	100		1,200	100	1,100		1,011	803
6100.100	Administrative Exp Dues, License & Subscriptions	2,900			2,900		2,900		2,754	2,108
6100.110	Administrative Exp Envelopes	2,500	900		2,500	900	1,600		2,712	2,284
6100.130	Administrative Exp Food Tax Bills & Envelopes	400			400		400		0	283
6100.190	Administrative Exp Office Supplies	11,500	(1,000)	(1,000)	12,500		12,500		9,829	10,944
6100.210	Administrative Exp Paper	1,500	(350)	(300)	1,800	(50)	1,850		1,271	1,327
6100.220	Administrative Exp Payroll Checks & Forms	3,000	(1,500)	(1,400)	4,400	(100)	4,500		1,704	2,867
6100.230	Administrative Exp Postage & Freight	100			100		100		0	38
6100.250	Administrative Exp Room Tax Bills & Envelopes	1,000	400		1,000	400	600		624	283
6100.260	Administrative Exp Tax Bills & Envelopes	17,500	(1,500)	(1,500)	19,000		19,000		14,234	14,180
6110.090	Supplies & Equipment Computers & Printers	7,925	662		7,925	662	7,263		5,994	6,797
6110.120	Supplies & Equipment Equipment Rental	0	(1,000)	(1,000)	1,000		1,000		0	0
6110.245	Supplies & Equipment Mobile Phones	950	50		950	50	900		801	1,324
6110.270	Supplies & Equipment Office Equipment Repairs	300	(300)	(300)	600		600		0	0
6110.290	Supplies & Equipment Other Office Equipment	900			900		900		0	0
6130.010	Equipment Maintenance Copier Lease	2,500			2,500		2,500		1,568	2,363
6130.020	Equipment Maint Equipment Annual Maint Contr.	81,180	3,866		81,180	3,866	77,314	Tax Software Maint	77,314	74,132
6510.085	Legal Services Other Legal Exps	0	(1,800)	(1,800)	1,800		1,800		3,021	7,226
6530.100	Consulting Services Professional Fees	0			0				0	606
6530.110	Consulting Services Programming	1,200			1,200		1,200		0	1,200
6550.270	Building Site Exps Telephone	1,200	(800)		1,200	(800)	2,000		896	1,008
7000.040	Travel Training Exp Continuing Ed./Certification	2,000	(1,900)	(1,900)	3,900		3,900		0	1,501
7000.100	Travel, Training & Exp Meetings/Conferences	1,300	65		1,300	65	1,235		675	1,570
7000.115	Travel, Training & Exp Mileage	1,600			1,600		1,600		1,087	1,066
8010.110	Interfund Water & Wastewater Enterprise Ch	(186,529)	3,020	6,871	(193,400)	(3,851)	(189,549)		(189,049)	(182,728)
8010.120	Interfund Landfill Enterprise Charges	(36,207)	366	1,501	(37,708)	(1,135)	(36,573)		(36,968)	(62,548)
8010.220	Interfund Dept. of Liquor Control Charges	0			0		0		0	(10,400)
9010.170	Capital Equipment Software	0			0		0			0
Department Total: 1005 - Treasurer's Office		1,147,087	(28,223)	(77,691)	1,224,778	36,131	1,175,310	(28,223)	906,047	1,099,929
							Variance: Committee Review/ FY20 Bgt			

Expenditures

Worcester County, MD

5/14/20

FY2021 Budget Work Session 5/19/20

Account Number	Description	FY2021 Budget Work Session 5/19/20	Variance Work Session vs FY20 Budget	Variance Work Session vs FY21 Request	FY2021 Budget Request	FY21 Request vs FY20 Budget	FY20 Adopted Budget	Work Session Notes & Changes	FY20 Actual YTD 4/30/20	FY19 Actual 6/30/19
Department: 1006 - Elections Office										
6000.100	Personnel Services Salaries	15,000			15,000		15,000		12,716	15,577
6000.500	Personnel Services State Employee Salary & Benefit	507,228	(13,268)		507,228	(13,268)	520,496	based on State Estimate	330,392	417,992
6100.010	Administrative Exp Administrative Exps	0			0		0		0	175
6100.080	Administrative Exp Copier Supplies	0			0		0		0	0
6100.100	Administrative Exp Dues, License & Subscriptions	606	31		606	31	575		605	300
6100.110	Administrative Exp Envelopes	1,000			1,000		1,000		520	269
6100.180	Administrative Exp National Voter Regis Postcards	670	20		670	20	650		165	260
6100.190	Administrative Exp Office Supplies	9,000			9,000		9,000		5,593	5,509
6100.210	Administrative Exp Paper	1,200			1,200		1,200		188	876
6100.230	Admin Expense Postage & Freight	0			0		0	FY20 Mailing Election Ballots	42,240	0
6110.090	Supplies & Equipment Computers & Printers	4,880	(6,495)		4,880	(6,495)	11,375		14,020	2,669
6110.125	Supplies & Equipment Maint & Repair	0			0		0		0	4,294
6110.245	Supplies & Equipment Mobile Phones	1,440			1,440		1,440		893	1,446
6110.290	Supplies & Equipment Other Office Equipment	0	(370)		0	(370)	370		399	0
6110.300	Supplies & Equip Promotional Giveaway Items	0			0		0		0	0
6110.440	Supplies & Equipment Voting Machines	165,618	35,024		165,618	35,024	130,594	voting machines	51,067	137,193
6120.010	Voting Machine & Poll Exps Absentee Ballot Exps	3,000			3,000		3,000		0	2,313
6120.020	Voting Machine & Poll Exps Ballot Exps	550			550		550		1,192	0
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	300		3,800	300	3,500		0	2,864
6120.050	Voting Machine & Poll Exps Election Cell Phone	1,500	(525)		1,500	(525)	2,025		0	1,050
6120.060	Voting Machine & Poll Exps Election Judge Exp	115,890	4,550		115,890	4,550	111,340		10,282	89,353
6120.070	Voting Mach & Poll Exp Election Judge Training Material	10,000	400		10,000	400	9,600		8,286	4,605
6120.080	Voting Machine & Poll Exps Poll Rent & School Exp	2,450			2,450		2,450		0	2,450
6120.090	Voting Machine & Poll Exps Specimen Ballot Exp	24,000			24,000		24,000		0	20,316
6120.095	Voting Machine & Poll Exp. State Allocation County	3,833	(5,491)		3,833	(5,491)	9,324		0	6,408
6120.110	Voting Machine & Poll Exp Voter Notification Cards	2,000			2,000		2,000		824	1,609
6120.120	Voting Machine & Poll Exp Voting Machine Supplies	6,000			6,000		6,000		892	7,672
6130.010	Equipment Maintenance Copier Lease	1,627			1,627		1,627		1,084	1,635
6130.070	Equipment Maint Software Maintenance Agreements	6,760			6,760		6,760		2,521	2,760
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		254	0
6530.150	Consulting Services Temporary Clerical Staff	53,352	9,376	(2,808)	56,160	12,184	43,976		528	12,384
6550.030	Building Site Exps Carpet/VCT Cleaning	0	(300)		0	(300)	300		0	0
6550.040	Building Site Exps Cleaning Contract	4,069			4,069		4,069		2,661	4,069
6550.050	Building Site Exps Custodial Supplies	625			625		625		385	185
6550.060	Building Site Exps Electricity	8,750			8,750		8,750	Office Space Lease	7,292	10,671
6550.080	Building Site Exps Fire Alarm Testing	0			0		0		285	285

Expenditures

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FY2021 Budget Work Session 5/19/20

Account Number	Description	FY2021 Budget Work Session 5/19/20	Variance Work Session vs FY20 Budget	Variance Work Session vs FY21 Request	FY2021 Budget Request	FY21 Request vs FY20 Budget	FY20 Adopted Budget	Work Session Notes & Changes	FY20 Actual YTD 4/30/20	FY19 Actual 6/30/19	
6550.081	Building Site Exps Fire Extinguishers	100			100		100		0	40	
6550.090	Building Site Exps General Maintenance Repairs	0			0		0		0	42	
6550.170	Building Site Exps Office Rent/Lease	75,000			75,000		75,000	Office Space Lease	61,333	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		612	327	
6550.270	Building Site Exps Telephone	5,580			5,580		5,580		2,947	4,078	
6550.280	Building Site Exps Tipping Fees	0			0		0		0	0	
6550.310	Building Site Exps Water & Sewer	0			0		0		0	0	
6700.550	Other Maint & Svcs Relocation Expense	0			0		0		0	5,020	
7000.020	Travel, Training & Exp Board Member Allowance	2,286	200		2,286	200	2,086		0	1,000	
7000.100	Travel, Training & Exp Meetings/Conferences/Shows	9,600	(4)		9,600	(4)	9,604		5,120	2,067	
7000.115	Travel, Training & Exp Mileage	3,500	1,000		3,500	1,000	2,500		2,295	6,112	
Department Total: 1006 - Elections Office		1,054,533	24,448	(2,808)	1,057,341	27,256	1,030,085	24,448	568,649	850,886	
							Variance: Committee Review/ FY20 Bgt				

Expenditures

Worcester County, MD

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FY2021 Budget Work Session 5/19/20

Account Number	Description	FY2021 Budget Work Session 5/19/20	Variance Work Session vs FY20 Budget	Variance Work Session vs FY21 Request	FY2021 Budget Request	FY21 Request vs FY20 Budget	FY20 Adopted Budget	Work Session Notes & Changes	FY20 Actual YTD 4/30/20	FY19 Actual 6/30/19
Department: 1007 - Human Resources										
6000.100	Personnel Services Salaries	449,219	6,392	3,665	445,554	2,727	442,827		358,148	417,256
6000.400	Personnel Services Overtime Pay	1,000	1,000		1,000	1,000	0		0	0
6100.010	Administrative Exp Administrative Exps	450			450		450		264	264
6100.040	Administrative Exp Alcohol and Drug Testing Supplie	0	(200)	(200)	200		200		0	0
6100.060	Administrative Exp Books and Publications	500			500		500		271	364
6100.100	Administrative Exp Dues, License & Subscriptions	720	(580)		720	(580)	1,300		908	911
6100.110	Administrative Exp Envelopes	400			400		400		340	343
6100.150	Administrative Exp Incentives & Events	3,650		(350)	4,000	350	3,650		2,485	4,356
6100.190	Administrative Exp Office Supplies	3,000			3,000		3,000		2,231	3,305
6100.210	Administrative Exp Paper	1,400			1,400		1,400		1,308	1,098
6110.080	Supplies & Equipment Computer Repairs & Supplies	0			0		0		0	0
6110.090	Supplies & Equipment Computers & Printers	2,190	685		2,190	685	1,505		1,342	2,762
6110.245	Supplies & Equipment Mobile Phones	2,400			2,400		2,400		1,714	1,939
6110.290	Supplies & Equipment Other Office Equipment	600			600		600		84	2,011
6110.310	Supplies & Equipment Promotional Materials	0			0		0		0	0
6110.320	Supplies & Equipment Radio Supplies	0	(1,500)		0	(1,500)	1,500		0	0
6110.340	Supplies & Equipment Safety Program Equipment	700			700		700		879	589
6110.390	Supplies & Equipment Small Equipment	0	(450)		0	(450)	450		0	0
6130.010	Equipment Maintenance Copier Lease	2,400			2,400		2,400		1,384	2,176
6150.050	Uniforms & Personal Equip Uniforms	850	850		850	850			0	0
6170.050	Program Exp Volunteer Appreciation Events	3,500			3,500		3,500		3,500	3,495
6510.020	Legal Services County Attorney Exps	0	(1,000)	(2,000)	2,000	1,000	1,000		761	1,284
6530.040	Consulting Services	600			600		600		0	600
6530.050	Consulting Services Crisis/Fitness for Duty	1,500			1,500		1,500		0	1,250
6530.080	Consulting Services Physicals, Shots & Drug Testing	13,000	1,000	(2,000)	15,000	3,000	12,000		9,013	12,214
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		2,262	2,261
6540.030	Vehicle Operating Exps Vehicle Maintenance	1,500		500	1,000	(500)	1,500		298	1,050
6540.040	Vehicle Operating Exp. Vehicle Registration	0		(100)	100	100	0		0	200
6540.060	Vehicle Operating Exps Vehicle Equipment	0		(2,000)	2,000	2,000	0		0	3,531
6550.081	Building Site Exps Fire Extinguishers	0			0		0		0	14
6550.270	Building Site Exps Telephone	400			400		400		273	334
6900.040	Advertising Personnel Advertisements	5,000	(1,000)	(1,000)	6,000		6,000		2,659	1,000
7000.040	Travel, Training & Exp Education/Certification	1,500			1,500		1,500		0	1,500
7000.060	Travel, Training & Exp Educational Training	1,000	(1,100)	(200)	1,200	(900)	2,100		0	2,750
7000.100	Travel, Training & Exp Meetings/Conferences/Shows	1,500	80		1,500	80	1,420		1,050	791
7000.115	Travel, Training & Exp Mileage	500	200	200	300		300		178	113

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FY2021 Budget Work Session 5/19/20

Account Number	Description	FY2021 Budget Work Session 5/19/20	Variance Work Session vs FY20 Budget	Variance Work Session vs FY21 Request	FY2021 Budget Request	FY21 Request vs FY20 Budget	FY20 Adopted Budget	Work Session Notes & Changes	FY20 Actual YTD 4/30/20	FY19 Actual 6/30/19
8010.110	Interfund Water & Wastewater Enterprise Ch	(48,169)	(627)		(48,169)	(627)	(47,542)		(47,542)	(45,474)
8010.120	Interfund Landfill Enterprise Charges	(15,454)	(201)		(15,454)	(201)	(15,253)		(15,253)	(26,527)
8010.220	Interfund Dept. of Liquor Control Charges	0			0		0		0	0
9010.010	Capital Equipment New Vehicles	0		(28,500)	28,500	28,500	0	1 vehicle	0	37,193
Department Total: 1007 - Human Resources		439,356	3,549	(31,985)	471,341	35,534	435,807	3,549	328,557	434,954
								Variance: Committee Review/ FY20 Bgt		

Expenditures

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FY2021 Budget Work Session 5/19/20

Account Number	Description	FY2021 Budget Work Session 5/19/20	Variance Work Session vs FY20 Budget	Variance Work Session vs FY21 Request	FY2021 Budget Request	FY21 Request vs FY20 Budget	FY20 Adopted Budget	Work Session Notes & Changes	FY20 Actual YTD 4/30/20	FY19 Actual 6/30/19
Department: 1008 - Development, Review & Permits										
6000.100	Personnel Services Salaries	1,468,751	29,210	(56,479)	1,525,230	85,689	1,439,541		1,116,290	1,356,096
6000.400	Personnel Services Overtime	0	(3,000)		0	(3,000)	3,000		0	0
6100.010	Administrative Exp Administrative Exps	60			60		60		0	0
6100.060	Administrative Exp Books and Publications	600			600		600		937	1,150
6100.070	Administrative Exp Int'l Bldg Code Supplies	500			500		500		135	602
6100.080	Administrative Exp Copier Supplies	75			75		75		0	0
6100.100	Administrative Exp Dues, License & Subscriptions	1,704	(253)		1,704	(253)	1,957		1,609	1,823
6100.110	Administrative Exp Envelopes	1,500			1,500		1,500		735	674
6100.190	Administrative Exp Office Supplies	2,500			2,500		2,500		1,149	1,239
6100.210	Administrative Exp Paper	2,000	500		2,000	500	1,500		1,607	1,342
6100.230	Administrative Exp Postage & Freight	150			150		150		35	0
6100.240	Administrative Exp Printing Exp	1,500			1,500		1,500		1,530	1,392
6110.080	Supplies & Equipment Computer Repairs & Supplies	750			750		750		0	60
6110.090	Supplies & Equipment Computer & printer	3,375	(1,505)	(4,700)	8,075	3,195	4,880		1,486	1,001
6110.140	Supplies & Equipment GIS Mapping Supplies	4,900			4,900		4,900		1,037	1,517
6110.245	Supplies & Equipment Mobile Phones	3,360			3,360		3,360		2,457	2,988
6110.270	Supplies & Equipment Office Equipment Repairs	300			300		300		0	0
6110.280	Supplies & Equipment Office Furniture	2,500	2,500		2,500	2,500	0		0	0
6110.340	Supplies & Equipment Safety Program Equipment	150			150		150		0	0
6110.390	Supplies & Equipment Small Equipment	500			500		500		0	400
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		0	1,754
6130.070	Equipment Maint Software Maintenance Agreements	7,500	(2,300)	(2,000)	9,500	(300)	9,800		0	0
6160.073	Grant Programs MDP Grant	0			0		0	Census Grant	4,374	0
6170.080	Program Exp Special Loans Administration	22,000			22,000		22,000		16,210	18,900
6180.010	Housing Rehabilitation Program CDBG Advertising	2,400			2,400		2,400		610	1,014
6180.020	Housing Rehab Program CDBG Appraisals & Credit	2,400			2,400		2,400		508	1,580
6180.030	Housing Rehab Program CDBG Consulting	30,300			30,300		30,300	per contract	22,500	29,790
6180.040	Housing Rehab Program CDBG Housing Rehab	150,000			150,000		150,000		75,986	203,439
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		8,205	8,450
6180.070	Housing Rehab Program Program Income Expense	0			0		0		4,730	13,581
6180.080	Housing Rehab Program Special Loan Fee Expense	7,000			7,000		7,000		11,709	7,389
6510.010	Legal Services Board/Commission Attorney	25,000			25,000		25,000		9,725	16,687
6510.020	Legal Services County Attorney Exps	0	(2,250)	(2,250)	2,250		2,250		1,687	3,404
6510.050	Legal Services Court Reporters	3,500			3,500		3,500		2,180	2,965
6540.020	Vehicle Operating Exps Fuel - WC Fleet	12,000			12,000		12,000		6,336	10,044

Expenditures

Worcester County, MD

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FY2021 Budget Work Session 5/19/20

Account Number	Description	FY2021 Budget Work Session 5/19/20	Variance Work Session vs FY20 Budget	Variance Work Session vs FY21 Request	FY2021 Budget Request	FY21 Request vs FY20 Budget	FY20 Adopted Budget	Work Session Notes & Changes	FY20 Actual YTD 4/30/20	FY19 Actual 6/30/19
6540.030	Vehicle Operating Exps Vehicle Maintenance	2,000			2,000		2,000		1,281	2,902
6540.040	Vehicle Operating Exps Vehicle Registration	0	(100)	(300)	300	200	100		100	400
6550.080	Building Site Exps Fire Extinguishers	0			0		0		73	78
6550.270	Building Site Exps Telephone	1,200			1,200		1,200		996	1,177
6700.050	Other Maint. & Svcs Phone Service	0	(375)		0	(375)	375		0	0
6900.025	Advertising Legal Advertisements	12,000			12,000		12,000		9,080	9,606
7000.020	Travel, Training & Exp Board Member Allowance	13,450			13,450		13,450		7,716	9,437
7000.040	Travel, Training & Exp Continuing Education/Certificati	875	(345)		875	(345)	1,220		125	280
7000.060	Travel, Training & Exp Educational Training	3,000			3,000		3,000		710	245
7000.100	Travel, Training & Exp Meetings/Conferences/Shows	6,006	1,556		6,006	1,556	4,450		2,090	3,695
8010.110	Interfund Water & Wastewater Enterprise Ch	(15,491)			(15,491)		(15,491)		(15,491)	(14,820)
8010.200	Interfund DRP Chargeback - Engr Svcs	(65,262)	(65,262)		(65,262)	(65,262)	0		0	(62,423)
9010.010	Capital Equipment New Vehicles	0	(18,000)	(58,000)	58,000	40,000	18,000	3 vehicles	17,733	78,720
9010.060	Capital Equipment Other	0			0		0		0	0
Department Total: 1008 - Development, Review & Permits		1,748,531	(59,624)	(123,729)	1,872,260	64,105	1,808,155	(59,624)	1,321,265	1,722,654
								Variance: Committee Review/ FY20 Bgt		

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FY2021 Budget Work Session 5/19/20

Account Number	Description	FY2021 Budget Work Session 5/19/20	Variance Work Session vs FY20 Budget	Variance Work Session vs FY21 Request	FY2021 Budget Request	FY21 Request vs FY20 Budget	FY20 Adopted Budget	Work Session Notes & Changes	FY20 Actual YTD 4/30/20	FY19 Actual 6/30/19
Department: 1010 - Environmental Programs										
6000.100	Personnel Services Salaries	1,055,346	(51,755)	(47,351)	1,102,697	(4,404)	1,107,101		856,906	1,035,858
6000.400	Personnel Services Overtime Pay	1,500	1,500		1,500	1,500	0		532	0
6100.030	Administrative Exp Alcohol and Drug Testing	100			100		100		0	0
6100.060	Administrative Exp Books and Publications	300			300		300		447	100
6100.080	Administrative Exp Copier Supplies	30			30		30		0	0
6100.090	Administrative Exp Database/Shared Computer costs	1,000	1,000		1,000	1,000	0		0	0
6100.100	Administrative Exp Dues, License & Subscriptions	1,705	(295)		1,705	(295)	2,000		770	1,840
6100.190	Administrative Exp Office Supplies	2,660			2,660		2,660		2,925	3,024
6100.210	Administrative Exp Paper	500			500		500		351	462
6100.230	Administrative Exp Postage & Freight	50			50		50		135	63
6100.240	Administrative Exp Printing Exp	400			400		400		160	160
6110.080	Supplies & Equipment Computer Repairs & Supplies	3,360			3,360		3,360		2,207	1,753
6110.090	Supplies & Equipment Computers & Printers	825	825		825	825	0		299	1,451
6110.140	Supplies & Equipment GIS Mapping Supplies	5,200	4,200		5,200	4,200	1,000		862	956
6110.245	Supplies & Equipment Mobile Phones	6,820			6,820		6,820		4,370	5,362
6110.270	Supplies & Equipment Office Equipment Repairs	100			100		100		0	0
6110.295	Supplies & Equipment Program Supplies and Equipment	2,000			2,000		2,000		1,354	1,976
6110.340	Supplies & Equipment Safety Program Equipment	150			150		150		63	162
6110.390	Supplies & Equipment Small Equipment	652			652		652		0	488
6130.010	Equipment Maintenance Copier Lease	2,400			2,400		2,400		1,189	1,173
6130.020	Equipment Maintenance Annual Maint Contr.	0			0		0		0	0
6150.050	Uniforms & personal Equip - Uniforms	0			0		0		110	0
6160.011	Grant Program DNR Coastal Projects	0			0		0		0	11,000
6160.140	Grant Programs Septic Upgrade Grant	240,000			240,000		240,000		157,619	76,152
6160.260	Grant Programs MD Coastal Bays Grant	0	(20,000)		0	(20,000)	20,000		20,000	0
6510.020	Legal Services County Attorney Exps	0	(2,750)	(2,750)	2,750		2,750		1,821	2,582
6530.140	Consulting Services Stormwater Management Review	74,100	(4,847)		74,100	(4,847)	78,947		92,942	72,762
6540.020	Vehicle Operating Exps Fuel - WC Fleet	14,000	1,000		14,000	1,000	13,000		9,158	12,284
6540.030	Vehicle Operating Exps Vehicle Maintenance	5,400			5,400		5,400		2,302	5,407
6540.040	Vehicle Operating Vehicle Registration	0		(400)	400	400	0		0	0
6550.081	Building Site Expense Fire Extinguishers	0			0		0		73	78
6550.270	Building Site Exps Telephone	1,045			1,045		1,045		372	538
6700.050	Other Maint. & Svcs Phone Service	0	(500)		0	(500)	500		0	0
6900.025	Advertising Legal Advertisements	1,200			1,200		1,200		911	1,682
6900.030	Advertising Legislative Advertisements	0			0		0		0	486
6900.060	Advertising Water & Sewer Plan Amendments	2,000			2,000		2,000		0	0

Expenditures

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FY2021 Budget Work Session 5/19/20

Account Number	Description	FY2021 Budget Work Session 5/19/20	Variance Work Session vs FY20 Budget	Variance Work Session vs FY21 Request	FY2021 Budget Request	FY21 Request vs FY20 Budget	FY20 Adopted Budget	Work Session Notes & Changes	FY20 Actual YTD 4/30/20	FY19 Actual 6/30/19
7000.020	Travel, Training & Exp Board Member Allowance	0			0		0		0	425
7000.040	Travel, Training & Exp Continuing Education/Certificati	1,450	(4,446)		1,450	(4,446)	5,896		465	433
7000.060	Travel, Training & Exp Educational Training	1,155	(1,895)		1,155	(1,895)	3,050		149	1,651
7000.100	Travel, Training & Exp Meetings/Conferences/Shows	2,804	2,320		2,804	2,320	484		76	561
7000.115	Travel, Training & Exp Mileage	247	15		247	15	232		0	0
8010.110	Interfund Water & Wastewater Enterprise Ch	(26,568)			(26,568)		(26,568)		(26,568)	(25,412)
9010.010	Capital Equipment New Vehicles	0		(95,600)	95,600	95,600	0	4 vehicles	0	0
Department Total: 1010 - Environmental Programs		1,401,931	(75,628)	(146,101)	1,548,032	70,473	1,477,559	(75,628)	1,131,998	1,215,459
								Variance: Committee Review/ FY20 Bgt		

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FY2021 Budget Work Session 5/19/20

Account Number	Description	FY2021 Budget Work Session 5/19/20	Variance Work Session vs FY20 Budget	Variance Work Session vs FY21 Request	FY2021 Budget Request	FY21 Request vs FY20 Budget	FY20 Adopted Budget	Work Session Notes & Changes	FY20 Actual YTD 4/30/20	FY19 Actual 6/30/19
Department: 1011 - Information Technology										
6000.100	Personnel Services Salaries	532,292	6,947		532,292	6,947	525,345		416,835	508,410
6100.010	Administrative Exp Administrative Exps	300			300		300		492	657
6100.100	Administrative Exp Dues, License & Subscriptions	0			0		0		0	0
6100.190	Administrative Exp Office Supplies	500			500		500		393	465
6100.210	Administrative Exp Paper	200			200		200		0	0
6110.090	Supplies & Equipment Computers & Printers	0	(1,732)		0	(1,732)	1,732		1,499	0
6110.245	Supplies & Equipment Mobile Phones	8,000			8,000		8,000		4,175	5,720
6110.280	Supplies & Equipment Office Furniture	0			0		0		485	0
6150.050	Uniforms & Personal Equipment Uniforms	450			450		450		413	399
6510.020	Legal Services County Attorney Expenses	0		(50)	50	50	0		45	328
6540.020	Vehicle Operating Expenses Fuel- WC Fleet	900			900		900		360	389
6540.030	Vehicle Operating Expenses Vehicle Maintenance	1,000	400		1,000	400	600		83	83
6540.040	Vehicle Operating Expenses Vehicle Registration	0	(100)		0	(100)	100		0	0
6550.081	Building Site Expenses Fire Extinguishers	20			20		20		0	19
6550.270	Building Site Expenses Telephone	360			360		360		0	270
7000.040	Travel Training & Exp Continuing Education	5,000	(2,209)		5,000	(2,209)	7,209		4,782	3,000
7000.100	Travel Training & Exp Meetings/Conferences	1,250			1,250		1,250		1,260	905
7000.115	Travel, Training & Exp Mileage	202	(98)		202	(98)	300		150	0
8010.110	Interfund Water & Wastewater Enterprise Charge	(19,541)			(19,541)		(19,541)		(19,541)	(18,690)
8010.120	Interfund Landfill Enterprise Charges	(8,547)			(8,547)		(8,547)		(8,548)	(14,864)
9010.010	Capital Equipment New Vehicles	0	(26,000)		0	(26,000)	26,000		0	0
Department Total: 1011 - Information Technology		522,386	(22,792)	(50)	522,436	(22,742)	545,178	(22,792)	402,882	487,091
								Variance: Committee Review/ FY20 Bgt		

Expenditures

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FY2021 Budget Work Session 5/19/20

Account Number	Description	FY2021 Budget Work Session 5/19/20	Variance Work Session vs FY20 Budget	Variance Work Session vs FY21 Request	FY2021 Budget Request	FY21 Request vs FY20 Budget	FY20 Adopted Budget	Work Session Notes & Changes	FY20 Actual YTD 4/30/20	FY19 Actual 6/30/19
Department: 1090 - Other General Government										
6100.100	Administrative Exp Dues, License & Subscriptions	19,430	(52)		19,430	(52)	19,482		17,008	17,433
6100.165	Administrative Exp Meeting Exp	1,300			1,300		1,300		(19)	1,306
6100.190	Administrative Exp Office Supplies	5,000			5,000		5,000		515	5,524
6100.230	Administrative Exp Postage & Freight	137,000	(8,000)	(4,000)	141,000	(4,000)	145,000		82,694	127,289
6110.080	Supplies & Equipment Computer Repairs & Supplies	10,000			10,000		10,000		6,569	7,964
6110.090	Supplies & Equipment Computers & Printers	20,000			20,000		20,000		5,507	12,778
6110.110	Supplies & Equipment Disaster Preparedness Materials	3,000			3,000		3,000		0	998
6110.165	Supplies & Equipment IT	4,000			4,000		4,000		675	4,257
6110.270	Supplies & Equipment Office Equip Repairs	1,500			1,500		1,500		0	1,176
6110.320	Supplies & Equipment Radio Supplies	0			0		0		0	24,096
6110.350	Supplies & Equipment Scanners	16,000			16,000		16,000		0	6,297
6130.020	Equipment Maint Equip. Annual Maint Contract	173,000	30,000		173,000	30,000	143,000		117,360	144,930
6130.042	Equipment Maintenance Network	175,000	(65,000)		175,000	(65,000)	240,000		83,413	167,932
6130.060	Equipment Maintenance Software Licensing	35,000	(30,000)		35,000	(30,000)	65,000		14,839	22,649
6130.070	Equipment Maint Software Maint Agreements	335,175	37,684		335,175	37,684	297,491		259,318	246,677
6130.075	Equipment Maintenance Software Upgrades	13,250	6,625		13,250	6,625	6,625		6,533	6,533
6130.100	Equipment Maintenance Other Equipment Lease	9,332	3,788		9,332	3,788	5,544		6,049	2,769
6160.043	Grant Programs - Other Grants	0			0		0	Broadband Grant FY20	60,000	0
6160.082	Grant Programs Disaster Event Materials & Supplies	0			0		0	Covid expenses	28,560	0
6500.090	Systems Maintenance Wireless Network Upgrades	500			500		500		0	971
6530.010	Consulting Services Annual Audit Fees	45,000			45,000		45,000		42,000	36,500
6530.040	Consulting Services Consulting Services	67,000			67,000		67,000	Retention & Legal Services	52,616	22,279
6530.110	Consulting Services Programming	16,600	600		16,600	600	16,000		15,535	0
6545	Energy	15,000			15,000		15,000		0	0
6550.010	Building Site Exps Building/Property Improvement	0			0		0		0	49,126
6550.020	Building Site Exps Buildings & Grounds Maintenance	0			0		0		600	72
6550.030	Building Site Exps Carpet/VCT Cleaning	11,950	(550)		11,950	(550)	12,500		1,979	6,693
6550.040	Building Site Exps Cleaning Contract	99,030	(770)		99,030	(770)	99,800		70,263	93,715
6550.050	Building Site Exps Custodial Supplies	19,850	200		19,850	200	19,650		15,701	17,739
6550.060	Building Site Exps Electricity	284,780	(13,220)		284,780	(13,220)	298,000		142,246	218,537
6550.070	Building Site Exps Elevator Testing	16,298	(302)		16,298	(302)	16,600		11,435	15,437
6550.080	Building Site Exps Fire Alarm Testing	6,315	275		6,315	275	6,040		4,070	4,020
6550.081	Building Site Exps Fire Extinguishers	705	50		705	50	655		2,768	1,630
6550.085	Building Site Exps Generator Fuel Oil	800			800		800		0	790
6550.090	Building Site Exps General Maintenance Repairs	142,100	10,000		142,100	10,000	132,100		112,589	89,503
6550.100	Building Site Exps Generator Services & Repairs	9,000	1,915		9,000	1,915	7,085		14,920	18,393
6550.110	Building Site Exps Heating Fuel Oil	32,000			32,000		32,000		18,006	20,250

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FY2021 Budget Work Session 5/19/20

Account Number	Description	FY2021 Budget Work Session 5/19/20	Variance Work Session vs FY20 Budget	Variance Work Session vs FY21 Request	FY2021 Budget Request	FY21 Request vs FY20 Budget	FY20 Adopted Budget	Work Session Notes & Changes	FY20 Actual YTD 4/30/20	FY19 Actual 6/30/19
6550.120	Building Site Exps Heating Propane	21,100	(1,600)		21,100	(1,600)	22,700		8,477	12,498
6550.124	Building Site Exps HVAC Loop Water Treatment	4,708	(392)		4,708	(392)	5,100		2,885	3,017
6550.135	Building Site Exps Insurance Claim Exps	0			0		0		35,000	1,084
6550.140	Building Site Exps Internet Access	3,552	2,112		3,552	2,112	1,440		1,074	0
6550.170	Building Site Exps Office Rent/Lease	4,560	(15)		4,560	(15)	4,575		2,530	4,484
6550.180	Building Site Exps Pest Control/Termite Insp	1,765	(90)		1,765	(90)	1,855		1,046	1,371
6550.220	Building Site Exps Security Alarm Monitoring	2,968	(425)		2,968	(425)	3,393		2,599	2,888
6550.230	Building Site Exps Security System Exps	5,500			5,500		5,500		5,774	2,195
6550.240	Building Site Exps Septic Tank Cleaning	450	50		450	50	400		0	450
6550.250	Building Site Exps Sprinkler Testing	2,520	20		2,520	20	2,500		2,130	2,430
6550.260	Building Site Exps Taxes	650			650		650		368	332
6550.270	Building Site Exps Telephone	63,652	(1,703)		63,652	(1,703)	65,355		40,971	52,609
6550.280	Building Site Exps Tipping Fees	1,420	470		1,420	470	950		1,843	1,194
6550.300	Building Site Exps Trash Removal	6,540	(220)		6,540	(220)	6,760		4,536	6,085
6550.305	Building Site Exps Utility Locator	500			500		500		415	669
6550.310	Building Site Exps Water & Sewer	15,125	1,635		15,125	1,635	13,490		6,401	11,415
6550.320	Building Site Exps Water Treatment	3,000			3,000		3,000		578	1,446
6700.250	Other Maint & Svcs Internet Service	4,800			4,800		4,800		2,470	3,292
6900.013	Advertising Clean Campaign	0			0		0		3,150	0
7000.020	Travel, Training & Exp Board Member Allowance	350	350		350	350	0	Ethics Board	250	0
7000.050	Travel, Training & Exp Courier Service	2,800			2,800		2,800		547	747
7000.060	Travel, Training & Exp Educational Training	7,934	4,234		7,934	4,234	3,700		0	0
7000.100	Travel, Training & Exp Meetings/Conferences/Shows	21,651	(5,299)	(7,879)	29,530	2,580	26,950	Hurricane airfare credit	18,681	23,509
7040.010	Tri-County Council Shore Transit MTA Local Match	284,000			284,000		284,000	Shore Transit - SSTAP operating & capital	284,000	284,000
7040.020	Tri-County Council Shore Transit Capital Match	101,338			101,338		101,338	FY21 Request for Senior Transportation	101,338	75,103
7040.030	Tri-County Council Tri-County Council	15,000			15,000		15,000		15,000	15,000
7120.110	Other Non-Matching - Bridgetown Service Area Appro.	30,000	2,000		30,000	2,000	28,000		28,000	26,000
7120.130	Other Non-Matching Exps SDAT Exp	589,787	(37,751)	(140,958)	730,745	103,207	627,538	SDAT State Reimb. remain 50%	609,350	530,912
7200.010	Bond & Interest Expense	32,838	(6)		32,838	(6)	32,844	Snow Hill Warehouse	27,365	32,837
7500	Other Expenses	63,797			63,797		63,797		37,415	27,743
9010.020	Capital Equipment Public Safety Electronic Equipment	0			0		0		0	0
9010.040	Capital Equipment IT Equipment	0		(235,000)	235,000	235,000	0	Public Safety CAD Server	0	0
9010.050	Capital Equipment Building Improvements	0			0		0		0	0
9010.180	Capital Equipment Infrastructure	0			0		0		0	54,519
9010.220	Capital Equipment Phone Systems	15,972	15,972		15,972	15,972	0	VOIP Telephone system States Attorney Bldg	0	0
Department Total: 1090 - Other General Government		3,033,192	(47,415)	(387,837)	3,421,029	340,422	3,080,607	(47,415)	2,437,940	2,574,092

Variance: Committee Review/ FY20 Bgt

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FY2021 Budget Work Session 5/19/20

Account Number	Description	FY2021 Budget Work Session 5/19/20	Variance Work Session vs FY20 Budget	Variance Work Session vs FY21 Request	FY2021 Budget Request	FY21 Request vs FY20 Budget	FY20 Adopted Budget	Work Session Notes & Changes	FY20 Actual YTD 4/30/20	FY19 Actual 6/30/19
Department: 1101 - Sheriff's Office										
6000.100	Personnel Services Salaries	5,546,353	(1,183)	(532,644)	6,078,997	531,461	5,547,536	cut 49650	4,156,150	5,412,267
6000.400	Personnel Services Overtime Pay	362,000	81,089	(129,000)	491,000	210,089	280,911		255,902	446,502
6000.401	Personnel Overtime Pay Grants/Reimbursements	109,898	(24,600)		109,898	(24,600)	134,498		56,368	138,908
6000.450	Personnel Services Overtime Pay- Kennel Pay	80,288			80,288		80,288		52,731	95,495
6100.010	Administrative Exp Administrative Exps	200			200		200		0	0
6100.030	Administrative Exp Alcohol and Drug Testing	600			600		600		234	90
6100.050	Administrative Exp Background Checks	1,600	613		1,600	613	987		947	1,106
6100.055	Administrative Exp Bond	750			750		750		0	340
6100.060	Administrative Exp Books and Publications	5,565			5,565		5,565		6,681	3,007
6100.080	Administrative Exp Copier Supplies	240			240		240		0	0
6100.100	Administrative Exp Dues, License & Subscriptions	5,795	200		5,795	200	5,595		2,824	4,236
6100.110	Administrative Exp Envelopes	1,000	55		1,000	55	945		24	0
6100.190	Administrative Exp Office Supplies	29,080	14,400		29,080	14,400	14,680		24,216	28,542
6100.210	Administrative Exp Paper	5,056			5,056		5,056		1,207	985
6100.240	Administrative Exp Printing Exp	3,600	213		3,600	213	3,387		1,869	3,522
6110.020	Supplies & Equipment Animal Food	1,500			1,500		1,500		0	0
6110.025	Supplies & Equipment Animal Transport Containers	600			600		600		115	0
6110.030	Supplies & Equipment Bike Patrol Equipment	2,800			2,800		2,800		217	44
6110.050	Supplies & Equipment Camera Equipment	500			500		500		0	0
6110.070	Supplies & Equipment CO2 for Chambers	5,000			5,000		5,000		8,209	9,995
6110.080	Supplies & Equipment Computer Repairs & Supplies	3,000			3,000		3,000		3,554	571
6110.090	Supplies & Equipment Computers & Printers	28,660	(15,340)	(18,000)	46,660	2,660	44,000		40,785	52,824
6110.125	Supplies & Equipment Equipment Maintenance & Repair	4,500	2,500		4,500	2,500	2,000		661	4,368
6110.135	Supplies & Equipment Fuel for Incinerator	6,000			6,000		6,000		1,290	4,924
6110.160	Supplies & Equipment Investigation Supplies	5,000	674		5,000	674	4,326		2,109	5,019
6110.180	Supplies & Equipment K9 Exp	28,000			28,000		28,000		20,624	21,123
6110.190	Supplies & Equipment Law Enforcement Equipment	125,184	10,265	(18,000)	143,184	28,265	114,919		31,013	108,158
6110.245	Supplies & Equipment Mobile Phones	36,120	11,920	(2,880)	39,000	14,800	24,200		27,440	32,807
6110.270	Supplies & Equipment Office Equipment Repairs	600	100		600	100	500		202	289
6110.280	Supplies & Equipment Office Furniture	7,500	3,200		7,500	3,200	4,300		2,325	7,528
6110.290	Supplies & Equipment Other Office Equipment	4,149	3,949		4,149	3,949	200		0	4,132
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	5,000	0	State Mandated, pamphlets/handouts	1,181	0
6110.315	Supplies & Equipment Rabies Clinic Supplies	2,000			2,000		2,000		8	1,245
6110.320	Supplies & Equipment Radio Supplies	2,000			2,000		2,000		957	1,185
6110.395	Supplies & Equipment Spay and Neuter Supplies	11,000			11,000		11,000		1,248	4,444
6110.430	Supplies & Equipment Traps	2,953			2,953		2,953		1,826	1,498

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FY2021 Budget Work Session 5/19/20

Account Number	Description	FY2021 Budget Work Session 5/19/20	Variance Work Session vs FY20 Budget	Variance Work Session vs FY21 Request	FY2021 Budget Request	FY21 Request vs FY20 Budget	FY20 Adopted Budget	Work Session Notes & Changes	FY20 Actual YTD 4/30/20	FY19 Actual 6/30/19
6130.010	Equipment Maintenance Copier Lease	5,500			5,500		5,500		2,917	4,388
6130.020	Equipment Maintenance Equipment Annual Maint Contr	6,000			6,000		6,000		0	2,090
6130.040	Equipment Maint MILES Computer Chg/MDT User Fees	35,616	1,932	(3,384)	39,000	5,316	33,684		29,656	38,621
6130.060	Equipment Maintenance Software Licensing	13,500	8,700		13,500	8,700	4,800		3,300	11,467
6130.070	Equipment Maint Software Maintenance Agreements	90,531			90,531		90,531		76,069	76,419
6150.010	Uniforms & Personal Equipment Bullet Proof Vests	39,800	24,935		39,800	24,935	14,865		9,744	33,674
6150.040	Uniforms & Personal Equipment Uniform Allowance	67,950	(5,000)	(5,000)	72,950		72,950		61,350	53,000
6150.050	Uniforms & Personal Equipment Uniforms	65,834	41,160	(18,000)	83,834	59,160	24,674		93,402	48,044
6150.060	Uniforms & Personal Equipment Ammunition	60,596	5,000		60,596	5,000	55,596		48,955	66,127
6160.063	Grant Programs Heroin Grant	0	(5,000)		0	(5,000)	5,000		0	0
6160.850	Grant Program Highway Safety Grant Travel	0	(720)		0	(720)	720		0	0
6510.020	Legal Services County Attorney Exps	0	(1,250)	(1,250)	1,250		1,250		791	523
6510.085	Legal Services Other Legal Exps	6,500			6,500		6,500	LEOBR retainer + legal fees	3,778	0
6530.050	Consulting Services Crisis/Fitness for Duty	5,600	4,200		5,600	4,200	1,400		3,282	5,671
6530.080	Consulting Svcs Physicals, Shots & Drug Testing	600	600		600	600	0		0	165
6530.090	Consulting Services Pre-Employment Physicals	4,000	1,998		4,000	1,998	2,002		1,692	3,250
6530.100	Consulting Services Professional Fees	4,500	140		4,500	140	4,360		4,000	2,750
6530.115	Consulting Services Psychological Services	3,000	3,000		3,000	3,000	0		3,085	2,272
6530.120	Consulting Services Rabies Clinic	1,000			1,000		1,000		400	800
6530.160	Consulting Services Veterinary Services	500			500		500		297	0
6530.165	Consulting Services Vet Services - Spay & Neuter	12,000			12,000		12,000		2,500	4,910
6540.020	Vehicle Operating Exps Fuel - WC Fleet	202,220	(10,100)	(30,000)	232,220	19,900	212,320		146,641	216,000
6540.030	Vehicle Operating Exps Vehicle Maintenance	114,000	25,000		114,000	25,000	89,000		80,230	106,185
6540.040	Vehicle Operating Exps Vehicle Registration	0	(500)	(1,300)	1,300	800	500		700	1,400
6540.045	Vehicle Operating Exps Vehicle Repairs Outside	20,000			20,000		20,000		22,724	17,229
6540.050	Vehicle Operating Exps Vehicle Use/Other Areas	1,000	200	(48,400)	49,400	48,600	800	equipment install	0	1,222
6540.060	Vehicle Operating Exps Vehicle Equipment	20,000	(5,142)	(183,229)	203,229	178,087	25,142	new vehicle equipment	44,715	127,784
6550.020	Building Site Exps Buildings & Grounds Maintenance	2,017			2,017		2,017		923	418
6550.028	Building Site Exp Cable	600	600		600	600	0		484	526
6550.030	Building Site Exps Carpet/VCT Cleaning	1,200			1,200		1,200		0	662
6550.040	Building Site Exps Cleaning Contract	0			0		0		0	0
6550.050	Building Site Exps Custodial Supplies	577			577		577		247	651
6550.060	Building Site Exps Electricity	16,800			16,800		16,800		8,533	11,831
6550.080	Building Site Exps Fire Alarm Testing	260			260		260		310	310
6550.081	Building Site Exps Fire Extinguishers	675	225		675	225	450		1,880	568
6550.090	Building Site Exps General Maintenance Repairs	9,055			9,055		9,055		3,991	5,860
6550.120	Building Site Exps Heating Propane	5,000			5,000		5,000		641	3,420
6550.130	Building Site Exps Incinerator Exp	1,200			1,200		1,200		500	0
6550.170	Building Site Exps Office Rent/Lease	1,110			1,110		1,110	leased space	1,110	1,110

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FY2021 Budget Work Session 5/19/20

Account Number	Description	FY2021 Budget Work Session 5/19/20	Variance Work Session vs FY20 Budget	Variance Work Session vs FY21 Request	FY2021 Budget Request	FY21 Request vs FY20 Budget	FY20 Adopted Budget	Work Session Notes & Changes	FY20 Actual YTD 4/30/20	FY19 Actual 6/30/19
6550.180	Building Site Exps Pest Control/Termite Insp	300			300		300		144	246
6550.200	Building Site Exps Portalets	660			660		660		440	584
6550.220	Building Site Exps Security Alarm Monitoring	180			180		180		153	204
6550.230	Building Site Exps Security System Exps	0			0		0		326	0
6550.240	Building Site Exps Septic Tank Cleaning	850			850		850		488	1,268
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		4,609	5,629
6550.280	Building Site Expense Tipping Fees	0			0		0		30	0
6550.300	Building Site Exps Trash Removal	2,050			2,050		2,050		1,297	1,910
6900.040	Advertising Personnel Advertisements	3,000	3,000		3,000	3,000	0	law enforcement community advertising	740	0
7000.030	Travel, Training & Exp Canine Training	3,125			3,125		3,125		1,320	1,520
7000.040	Travel, Training & Exp Continuing Education/Certificati	15,734	(27,000)	(27,000)	42,734		42,734		24,625	49,036
7000.060	Travel, Training & Exp Educational Training	22,250	15,000		22,250	15,000	7,250		14,713	9,593
7000.090	Travel, Training & Exp Firearms Training	4,000			4,000		4,000		647	3,190
7000.100	Travel, Training & Exp Meetings/Conferences/Shows	2,000	500		2,000	500	1,500		4,254	1,759
7000.125	Travel, Training & Exp Transport Exps	6,000			6,000		6,000		1,940	2,742
9010.010	Capital Equipment New Vehicles	0	(180,000)	(485,136)	485,136	305,136	180,000	13 vehicles	205,874	456,987
Department Total: 1101 - Sheriff's Office		7,324,381	(5,467)	(1,503,223)	8,827,604	1,497,756	7,329,848	(5,467)	5,623,500	7,779,346
								Variance: Committee Review/ FY20 Bgt		

Expenditures

Worcester County, MD

5/14/20

FY2021 Budget Work Session 5/19/20

Account Number	Description	FY2021 Budget Work Session 5/19/20	Variance Work Session vs FY20 Budget	Variance Work Session vs FY21 Request	FY2021 Budget Request	FY21 Request vs FY20 Budget	FY20 Adopted Budget	Work Session Notes & Changes	FY20 Actual YTD 4/30/20	FY19 Actual 6/30/19
Department: 1102 - Emergency Services										
6000.100	Personnel Services Salaries	1,388,628	20,185	(388,386)	1,777,014	408,571	1,368,443		1,024,669	1,281,538
6000.400	Personnel Services Overtime Pay	121,973	26,973	(9,000)	130,973	35,973	95,000		106,729	169,444
6100.010	Administrative Exp Administrative Exps	1,000	50		1,000	50	950		1,036	1,779
6100.060	Administrative Exp Books and Publications	0	(600)		0	(600)	600		0	0
6100.100	Administrative Exp Dues, License & Subscriptions	3,990	(90)		3,990	(90)	4,080		1,613	1,015
6100.125	Administrative Expense Fingerprinting	500	500		500	500	0		0	0
6100.190	Administrative Exp Office Supplies	2,500	500		2,500	500	2,000		540	1,592
6100.210	Administrative Exp Paper	1,000	(200)		1,000	(200)	1,200		324	81
6110.017	Supplies & Equipment AED Units	71,500	64,000	(64,000)	135,500	128,000	7,500	80 AED units/ half from SHSP Grant	4,494	7,056
6110.090	Supplies & Equipment Computers & Printers	5,025	3,025		5,025	3,025	2,000		(997)	13,160
6110.120	Supplies & Equipment Equipment Rental	7,500			7,500		7,500		338	951
6110.125	Supplies & Equipment Equip Maint & Repair	10,000	(5,900)		10,000	(5,900)	15,900		830	7,366
6110.140	Supplies & Equipment GIS Mapping Supplies	1,000	500		1,000	500	500		0	0
6110.245	Supplies & Equipment Mobile Phones	9,900	3,541		9,900	3,541	6,359		2,265	3,396
6110.320	Supplies & Equipment Radio Supplies	35,600	(31,750)	(1,400)	37,000	(30,350)	67,350		20,615	131,203
6110.325	Supplies & Equipment Radio Equipment	130,000	(199,211)	(21,000)	151,000	(178,211)	329,211	purchase 7 portables from SHSP Grant	317,158	0
6110.340	Supplies & Equipment Safety Program Equipment	1,500	1,500	(500)	2,000	2,000	0		0	0
6130.010	Equipment Maintenance Copier Lease	2,100			2,100		2,100		1,197	1,835
6130.020	Equipment Maint. Equipment Maint Annual Contract	38,110			38,110		38,110		1,800	0
6130.040	Equipment Maint MILES Computer Chg/MDT User Fees	5,400			5,400		5,400		4,006	5,123
6130.050	Equipment Maintenance Radio Maintenance Contract	206,202	2,858		206,202	2,858	203,344		192,352	0
6130.060	Equipment Maintenance Software Licensing	19,000	13,500		19,000	13,500	5,500		243	0
6130.070	Equipment Maint Software Maintenance Agreements	219,263	(34,162)		219,263	(34,162)	253,425		254,673	236,765
6130.090	Equipment Maintenance Weather Service Subscription	2,250			2,250		2,250		2,148	2,064
6150.050	Uniforms & Personal Equipment Uniforms	7,950	1,600	(2,150)	10,100	3,750	6,350		972	2,096
6160.043	Grant Programs - Other Grants	0			0		0		0	200
6160.080	Grant Programs Homeland Security Grant	97,309	17,419	(6,155)	103,464	23,574	79,890	FFY20 Grant Actual	39,306	54,204
6160.081	Grant Programs Citizen Corps	0			0		0		0	0
6160.082	Grant Programs Disaster Event Materials & Suppl	0			0		0	Covid expenses	8,574	0
6160.083	Grant Programs Emergency Number Systems Board	65,392	53,392		65,392	53,392	12,000	increased ENSB -State Law	30,354	600
6160.086	Grant Programs 911 Educational Materials	2,500			2,500		2,500		690	0
6160.089	Grant Programs EMPG	0	(74,652)		0	(74,652)	74,652		0	0
6510.020	Legal Services County Attorney Exps	0	(3,500)	(3,500)	3,500		3,500		1,567	2,583
6530.040	Consulting Services Consulting Services	0	(19,950)		0	(19,950)	19,950		14,963	60,972
6530.095	Consulting Services Pre-Employment Testing	0			0		0		1,533	1,756
6540.020	Vehicle Operating Exps Fuel - WC Fleet	6,500			6,500		6,500		4,257	6,216
6540.030	Vehicle Operating Exps Vehicle Maintenance	3,500	500		3,500	500	3,000		493	4,330

Expenditures

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FY2021 Budget Work Session 5/19/20

Account Number	Description	FY2021 Budget Work Session 5/19/20	Variance Work Session vs FY20 Budget	Variance Work Session vs FY21 Request	FY2021 Budget Request	FY21 Request vs FY20 Budget	FY20 Adopted Budget	Work Session Notes & Changes	FY20 Actual YTD 4/30/20	FY19 Actual 6/30/19
6540.040	Vehicle Operating Exps Vehicle Registration	0		(100)	100	100	0		0	0
6540.045	Vehicle Operating Exps Vehicle Repairs Outside	2,000			2,000		2,000		669	433
6540.060	Vehicle Operating Exp Vehicle Equipment	0	(13,500)	(13,500)	13,500		13,500	WTHS retro special ops trailer	0	385
6550.010	Building Site Exp Building Improvement	0			0		0		0	0
6550.028	Building Site Expense Cable	400			400		400		210	602
6550.060	Building Site Exps Electricity	66,600			66,600		66,600		41,728	60,458
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		370	253
6550.086	Building Site Exps Generator Fuel Propane	2,500	(3,000)		2,500	(3,000)	5,500		878	1,917
6550.090	Building Site Exps General Maintenance Repairs	0	(5,000)		0	(5,000)	5,000		2,927	1,241
6550.100	Building Site Exps Generator Services & Repairs	13,000	9,250		13,000	9,250	3,750		17,830	11,951
6550.120	Building Site Exps Heating Propane	0			0		0		0	0
6550.180	Building Site Exps Pest Control/Termite Insp	1,000	(450)		1,000	(450)	1,450		0	0
6550.270	Building Site Exps Telephone	110,000			110,000		110,000		33,166	87,334
6550.290	Building Site Exps Transmitter Site Exps	5,000			5,000		5,000		4,335	1
6900.025	Advertising Legal Advertisements	0			0		0		0	141
6900.040	Advertising Personnel Advertisements	0			0		0		0	450
7000.035	Travel, Training & Exp Citizen Core Emergency	6,000			6,000		6,000		3,551	611
7000.040	Travel, Training & Exp Continuing Education/Certificati	12,000			12,000		12,000		2,161	3,802
7000.060	Travel, Training & Exp Educational Training	6,000			6,000		6,000		22	2,715
7000.100	Travel, Training & Exp Meetings/Conferences/Shows	16,143	(11,152)	(9,680)	25,823	(1,472)	27,295		14,444	865
9010.010	Capital Equipment New Vehicles	0		(34,000)	34,000	34,000	0	1 vehicle	0	0
9010.020	Capital Equipment Public Safety Equipment	0	(118,000)	(88,000)	88,000	(30,000)	118,000	Pulse Point, Alignment Tool	66,023	0
Department Total: 1102 - Emergency Services		2,709,335	(301,824)	(641,371)	3,350,706	339,547	3,011,159	(301,824)	2,228,313	2,171,743

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FY2021 Budget Work Session 5/19/20

Account Number	Description	FY2021 Budget Work Session 5/19/20	Variance Work Session vs FY20 Budget	Variance Work Session vs FY21 Request	FY2021 Budget Request	FY21 Request vs FY20 Budget	FY20 Adopted Budget	Work Session Notes & Changes	FY20 Actual YTD 4/30/20	FY19 Actual 6/30/19
Department: 1103 - Jail										
6000.100	Personnel Services Salaries	6,012,855	(120,287)	(86,267)	6,099,122	(34,020)	6,133,142		4,880,531	6,117,574
6000.400	Personnel Services Overtime Pay	30,000	9,444	(10,000)	40,000	19,444	20,556	reduce 10,000	23,265	27,615
6100.050	Administrative Exp Background Checks	0			0		0		534	524
6100.100	Administrative Exp Dues, License & Subscriptions	125			125		125		125	125
6100.190	Administrative Exp Office Supplies	6,750			6,750		6,750		5,076	4,009
6110.080	Supplies & Equip Computer Repairs & Supplies	0			0		0		0	0
6110.090	Supplies & Equipment Computers & Printers	6,275	4,543		6,275	4,543	1,732		1,914	15,476
6110.190	Supplies & Equipment Law Enforcement Equipment	1,500			1,500		1,500		619	7,352
6110.200	Supplies & Equipment Lawn Equipment & Maintenance	0			0		0		0	2,876
6110.280	Supplies & Equipment Office Furniture	0	(5,000)		0	(5,000)	5,000		4,914	0
6110.320	Supplies & Equipment Radio Supplies	5,000			5,000		5,000		6,044	4,828
6110.390	Supplies & Equipment Small Equipment	0			0		0		0	8,999
6130.010	Equipment Maintenance Copier Lease	6,510			6,510		6,510		4,457	6,696
6130.040	Equipment Maint MILES Computer Chg/MDT User Fees	400			400		400		441	875
6130.070	Equipment Maint Software Maintenance Agreements	22,525			22,525		22,525		20,865	23,249
6150.040	Uniforms & Personal Equipment Uniform Allowance	42,300		(750)	43,050	750	42,300		42,000	41,100
6150.050	Uniforms & Personal Equipment Uniforms	12,250	(6,010)	(9,575)	21,825	3,565	18,260		14,536	21,862
6190.010	Inmate Exps Food Services	650,000	(150,000)	(100,000)	750,000	(50,000)	800,000	reduce 50,000	506,458	669,900
6190.020	Inmate Exps Hospital & Physicians Charges	65,000			65,000		65,000		51,672	78,025
6190.030	Inmate Exps Inmate Supplies & Services	15,000			15,000		15,000		6,533	12,872
6190.040	Inmate Exps Jail Dentist	12,000			12,000		12,000		8,615	9,870
6190.070	Inmate Exps Kitchen Supplies	6,000			6,000		6,000		1,494	1,846
6190.075	Inmate Exps Medical Contract	1,386,037	39,062		1,386,037	39,062	1,346,975	contract	1,102,055	1,224,961
6190.080	Inmate Exps Medical Supplies	25,000			25,000		25,000		16,978	16,834
6190.090	Inmate Exps Pharmaceutical	80,000	(60,000)	(40,000)	120,000	(20,000)	140,000	reduced 20,000	40,552	70,002
6190.100	Inmate Exps Processing Supplies	12,000			12,000		12,000		5,536	5,877
6510.020	Legal Services County Attorney Exps	0	(250)	(250)	250		250		358	761
6530.050	Consulting Services Crisis/Fitness for Duty	1,000			1,000		1,000		498	0
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		2,347	7,464
6540.020	Vehicle Operating Exps Fuel - WC Fleet	10,000			10,000		10,000		3,453	5,878
6540.030	Vehicle Operating Exps Vehicle Maintenance	2,500			2,500		2,500		851	1,247
6540.040	Vehicle Operating Exp Vehicle Registration	0	(100)		0	(100)	100		100	100
6540.045	Vehicle Operating Exps Vehicle Repairs Outside	300			300		300		0	301
6550.010	Building Site Exps Building/Property Improvement	0			0		0		10,093	0
6550.020	Building Site Exps Buildings & Grounds Maintenance	0		(17,500)	17,500	17,500	0		21,150	0
6550.050	Building Site Exps Custodial Supplies	65,325			65,325		65,325		61,504	70,785

Expenditures

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FY2021 Budget Work Session 5/19/20

Account Number	Description	FY2021 Budget Work Session 5/19/20	Variance Work Session vs FY20 Budget	Variance Work Session vs FY21 Request	FY2021 Budget Request	FY21 Request vs FY20 Budget	FY20 Adopted Budget	Work Session Notes & Changes	FY20 Actual YTD 4/30/20	FY19 Actual 6/30/19
6550.060	Building Site Exps Electricity	200,000	(50,000)	(50,000)	250,000		250,000	reduced 50,000	149,940	211,432
6550.080	Building Site Exps Fire Alarm Testing	5,000	5,000		5,000	5,000			780	0
6550.081	Building Site Exps Fire Extinguishers	1,550			1,550		1,550		538	607
6550.090	Building Site Exps General Maintenance Repairs	75,000	20,000		75,000	20,000	55,000		45,798	107,353
6550.100	Building Site Exps Generator Services & Repairs	5,000	5,000		5,000	5,000	0		2,628	0
6550.110	Building Site Exps Heating Fuel Oil	200,000	(35,000)	(35,000)	235,000		235,000	reduced 35,000	107,759	155,989
6550.125	Building Site Exps HVAC Repairs/Replacement	10,000	10,000		10,000	10,000	0		11,050	0
6550.180	Building Site Exps Pest Control/Termite Insp	500			500		500		144	216
6550.230	Building Site Exp Security System Expense	0			0		0		0	0
6550.240	Building Site Exp Sewer Pump/Septic Tank Maint	10,000			10,000		10,000		6,693	0
6550.250	Building Site Exps Sprinkler Testing	1,700			1,700		1,700		1,255	1,610
6550.270	Building Site Exps Telephone	10,000	(4,000)		10,000	(4,000)	14,000		14,286	16,501
6550.280	Building Site Exps Tipping Fees	0			0		0		162	0
6550.300	Building Site Exps Trash Removal	4,600			4,600		4,600		3,434	5,101
6550.310	Building Site Exps Water & Sewer	200,000	(40,000)	(20,000)	220,000	(20,000)	240,000	reduced 10,000	120,277	195,466
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		8,386	11,532
7000.060	Travel, Training & Exp Educational Training	10,000			10,000		10,000		8,880	6,449
7000.090	Travel, Training & Exp Firearms Training	3,850			3,850		3,850		289	4,595
7000.100	Travel, Training & Exp Meetings/Conferences/Shows	2,206			2,206		2,206		0	1,939
9010.010	Capital Equipment New Vehicles	0	(43,000)		0	(43,000)	43,000		25,923	43,524
9010.070	Capital Equipment Heavy Equipment	0			0		0		0	22,875
9010.100	Capital Equipment Furniture & Fixtures	0	(30,000)	(44,000)	44,000	14,000	30,000	UPS 3 phase, oven cooktop	24,924	0
9010.220	Capital Equipment Phone Systems	18,302	18,302		18,302	18,302	0	VOIP phone system	0	0
Department Total: 1103 - Jail		9,250,010	(432,296)	(413,342)	9,663,352	(18,954)	9,682,306	(432,296)	7,378,711	9,245,071

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FY2021 Budget Work Session 5/19/20

Account Number	Description	FY2021 Budget Work Session 5/19/20	Variance Work Session vs FY20 Budget	Variance Work Session vs FY21 Request	FY2021 Budget Request	FY21 Request vs FY20 Budget	FY20 Adopted Budget	Work Session Notes & Changes	FY20 Actual YTD 4/30/20	FY19 Actual 6/30/19
Department: 1104 - Fire Marshal										
6000.100	Personnel Services Salaries	404,899	2,742	(31,389)	436,288	34,131	402,157		325,222	384,265
6000.400	Personnel Services Overtime Pay	20,000			20,000		20,000		18,271	12,889
6100.010	Administrative Exp Administrative Exps	0			0		0		195	227
6100.030	Administrative Exp Alcohol & Drug Testing	0			0		0		0	0
6100.060	Administrative Exp Books and Publications	350			350		350		0	0
6100.100	Administrative Exp Dues, License & Subscriptions	4,350	285		4,350	285	4,065		2,525	2,308
6100.110	Administrative Exp Envelopes	200			200		200		0	0
6100.190	Administrative Exp Office Supplies	250			250		250		657	796
6100.210	Administrative Exp Paper	200			200		200		0	0
6100.240	Administrative Exp Printing Exp	425			425		425		0	112
6110.050	Supplies & Equipment Camera Equipment	700			700		700		0	387
6110.090	Supplies & Equipment Computers & Printers	2,190	1,440		2,190	1,440	750		540	2,757
6110.130	Supplies & Equipment Fire Investigation Equipment	1,600	1,600		1,600	1,600	0		0	0
6110.150	Supplies & Equipment Hazmat Supplies & Equipment	18,935	8,210		18,935	8,210	10,725		4,909	43,360
6110.160	Supplies & Equipment Investigation Supplies	1,600	(1,225)		1,600	(1,225)	2,825		3,521	3,503
6110.190	Supplies & Equipment Law Enforcement Equipment	400			400		400		0	278
6110.245	Supplies & Equipment Mobile Phones	3,075			3,075		3,075		1,878	3,165
6110.320	Supplies & Equipment Radio Supplies	500			500		500		0	396
6110.340	Supplies & Equipment Safety Program Equipment	1,600	1,600		1,600	1,600	0		0	0
6110.450	Supplies & Equipment Fire Prevention	1,500	600		1,500	600	900		837	788
6130.010	Equipment Maintenance Copier Lease	1,600			1,600		1,600		869	1,304
6130.025	Equipment Maintenance Equipment Upgrades & Replacement	0	(1,050)		0	(1,050)	1,050		720	1,020
6130.040	Equipment Maint MILES Computer Chg/MDT User Fees	2,400			2,400		2,400		1,827	2,621
6130.050	Equipment Maint Radio Maintenance Contract	500			500		500		0	0
6130.070	Equipment Maint Software Maintenance Agreements	1,620	720		1,620	720	900		900	900
6150.020	Uniforms & Personal Equipment Fire Investigator Gear	1,725			1,725		1,725		244	3,932
6150.040	Uniforms & Personal Equipment Uniform Allowance	0	(2,500)	(3,000)	3,000	500	2,500		2,500	2,621
6150.050	Uniforms & Personal Equipment Uniforms	4,000	3,000		4,000	3,000	1,000		60	5,728
6510.020	Legal Services County Attorney Exps	0	(300)	(300)	300		300		15	30
6530.080	Consulting Services Physicals, Shots & Drug Testing	0			0		0		0	45
6540.010	Vehicle Operating Exp Equip/Vehicle Rental	0			0		0		0	276
6540.020	Vehicle Operating Exps Fuel - WC Fleet	13,000			13,000		13,000		11,423	14,765
6540.030	Vehicle Operating Exps Vehicle Maintenance	4,000	1,500		4,000	1,500	2,500		5,236	9,814
6540.040	Vehicle Operating Exp Vehicle Registration	0	(100)		0	(100)	100		100	100
6540.060	Vehicle Operating Exp Vehicle Equipment	0			0		0		0	0
6550.270	Building Site Exps Telephone	360			360		360		256	591

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Account Number	Description	FY2021 Budget Work Session 5/19/20	Variance Work Session vs FY20 Budget	Variance Work Session vs FY21 Request	FY2021 Budget Request	FY21 Request vs FY20 Budget	FY20 Adopted Budget	Work Session Notes & Changes	FY20 Actual YTD 4/30/20	FY19 Actual 6/30/19
7000.010	Travel, Training & Exp Bio-Terrorism/Hazmat Team Trng	15,000			15,000		15,000		245	3,765
7000.040	Travel, Training & Exp Continuing Education/Certificati	2,900	625		2,900	625	2,275		341	141
7000.060	Travel, Training & Exp Educational Training	2,415	465		2,415	465	1,950		719	4,665
7000.090	Travel, Training & Exp Firearms Training	1,250	125		1,250	125	1,125		530	2,064
7000.100	Travel, Training & Exp Meetings/Conferences/Shows	3,120			3,120		3,120		0	0
9010.010	Capital Equipment New Vehicle	0	(45,500)		0	(45,500)	45,500		42,417	0
Department Total: 1104 - Fire Marshal		516,664	(27,763)	(34,689)	551,353	6,926	544,427	(27,763)	426,957	509,613

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Account Number	Description	FY2021 Budget Work Session 5/19/20	Variance Work Session vs FY20 Budget	Variance Work Session vs FY21 Request	FY2021 Budget Request	FY21 Request vs FY20 Budget	FY20 Adopted Budget	Work Session Notes & Changes	FY20 Actual YTD 4/30/20	FY19 Actual 6/30/19
Department: 1105 - Volunteer Fire Departments										
6110.150	Supplies & Equipment Hazmat Supplies & Equipment	1,800	(12,470)		1,800	(12,470)	14,270	gas flaring kit	12,569	14,075
6110.155	Supplies & Equip Fire Safety House Supply & Equip	0	(4,750)		0	(4,750)	4,750		3,763	0
6550.010	Building Site Exp Building/Prop Improvement	800			800		800	thermal imaging camera	818	0
6550.020	Building Site Exp Buildings & Grounds Maint.	0			0		0		0	0
6550.030	Building Site Exps Carpet/VCT Cleaning	500			500		500		789	938
6550.040	Building Site Exps Cleaning Contract	2,200			2,200		2,200		1,644	1,947
6550.050	Building Site Exps Custodial Supplies	150			150		150		131	70
6550.060	Building Site Exps Electricity	7,000	500		7,000	500	6,500		4,695	6,881
6550.080	Building Site Exps Fire Alarm Testing	472	112		472	112	360		526	472
6550.081	Building Site Exps Fire Extinguishers	150	150		150	150	0		238	144
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		5,465	4,819
6550.100	Building Site Exp Generator Services & Repairs	900	900		900	900	0		2,145	1,229
6550.120	Building Site Exps Heating Propane	2,000	(300)		2,000	(300)	2,300		48	1,085
6550.180	Building Site Exps Pest Control/Termite Insp	216	(84)		216	(84)	300		126	216
6550.220	Building Site Exps Security Alarm Monitoring	408	48		408	48	360		306	408
6550.240	Building Site Exps Septic Tank Cleaning	300			300		300		0	0
6550.270	Building Site Exps Telephone	180	(120)		180	(120)	300		351	479
6550.280	Building Site Exps Tipping Fees	10	10		10	10	0		10	10
6550.300	Building Site Exps Trash Removal	768	528		768	528	240		576	768
6550.320	Building Site Exps Water Treatment	50	(150)		50	(150)	200		0	0
7000.125	Travel, Training & Expense Transport Expenses	3,000			3,000		3,000	WTHS Transportation	0	0
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.	4,837,973	581,381	(1,250,246)	6,088,219	1,831,627	4,256,592	Increased rates for base allowance to \$60k, medic assist	4,256,591	3,849,144
7080.030	Fire & Ambulance Firemens Training Center	5,000			5,000		5,000		0	0
7080.040	Fire & Ambulance LOSAP Appropriation	186,200	92,200		186,200	92,200	94,000	Adopted plan FY20	0	87,600
7080.060	Fire & Ambulance State Grant for Fire Companies	372,927	(862)		372,927	(862)	373,789	State Aid Revenue	372,955	373,789
7080.070	Fire & Amubulance Workmans Compensation - Fire	192,819	22,814		192,819	22,814	170,005	Final Renewal notice	192,882	197,235
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	6,000	6,000		6,000	6,000	0	carport	0	0
9010.100	Capital Equipment Furniture & Fixtures	15,000	15,000		15,000	15,000	0	washer/dryer	0	0
Department Total: 1105 - Volunteer Fire Departments		8,168,123	700,907	(1,250,246)	9,418,369	1,951,153	7,467,216	700,907	7,376,628	7,061,309

Variance: Committee Review/ FY20 Bgt

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FY2021 Budget Work Session 5/19/20

Account Number	Description	FY2021 Budget Work Session 5/19/20	Variance Work Session vs FY20 Budget	Variance Work Session vs FY21 Request	FY2021 Budget Request	FY21 Request vs FY20 Budget	FY20 Adopted Budget	Work Session Notes & Changes	FY20 Actual YTD 4/30/20	FY19 Actual 6/30/19
Department: 1201 - Maintenance										
6000.100	Personnel Services Salaries	924,265	(22,471)	(78,999)	1,003,264	56,528	946,736		661,289	839,350
6000.400	Personnel Services Overtime Pay	6,500			6,500		6,500		4,166	6,409
6100.100	Administrative Exp Dues, License & Subscriptions	500	200		500	200	300		175	185
6100.190	Administrative Exp Office Supplies	1,000			1,000		1,000		410	796
6110.080	Supplies & Equipment Computer Repairs & Supplies	0			0		0		0	28
6110.090	Supplies & Equipment Computers & Printers	1,215	120	(1,215)	2,430	1,335	1,095		1,329	10,702
6110.120	Supplies & Equipment Equipment Rental	474			474		474		380	455
6110.200	Supplies & Equipment Lawn Equip & Maintenance	4,107	(1,893)	(3,600)	7,707	1,707	6,000		5,434	13,389
6110.245	Supplies & Equipment Mobile Phones	12,546	2,226	(954)	13,500	3,180	10,320		7,206	8,704
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		1,431	3,327
6110.420	Supplies & Equipment Tools & Supplies	15,688	4,388	(1,500)	17,188	5,888	11,300		8,550	5,789
6130.035	Equipment Maint Maintenance Mgmt Service	8,131	388		8,131	388	7,743		7,743	7,374
6150.050	Uniforms & Personal Equipment Uniforms	7,000	350	(350)	7,350	700	6,650		6,001	5,332
6530.080	Consulting Services Physicals, Shots & Drug Testing	100			100		100		0	80
6540.020	Vehicle Operating Exps Fuel - WC Fleet	35,000			35,000		35,000		17,834	26,114
6540.030	Vehicle Operating Exps Vehicle Maintenance	10,000			10,000		10,000		4,551	11,152
6540.040	Vehicle Operating Exp Vehicle Registration	0	(200)	(200)	200		200		100	200
6540.045	Vehicle Operating Exp. Vehicle Repairs Outside	0			0		0		0	0
6550.010	Building Site Exps Bldg/Property Improvement	0		(11,042)	11,042	11,042	0	pole bldg storage, DPW VCT Flooring, Cell extender	0	0
6550.030	Building Site Exp. Carpet/VCT Cleaning	2,200	1,000		2,200	1,000	1,200		0	1,017
6550.050	Building Site Exp Custodial Supplies	1,000	100		1,000	100	900		396	1,048
6550.060	Building Site Exps Electricity	7,500			7,500		7,500		4,758	6,023
6550.080	Building Site Exps Fire Alarm Testing	250			250		250		285	285
6550.081	Building Site Exps Fire Extinguishers	400			400		400		995	381
6550.090	Building Site Exps General Maintenance Repairs	5,500			5,500		5,500		6,475	6,119
6550.120	Building Site Exps Heating Propane	7,000			7,000		7,000		927	5,334
6550.180	Building Site Exps Pest Control/Termite Insp	250			250		250		294	216
6550.220	Building Site Exps Security Alarm Monitoring	564	60		564	60	504		423	549
6550.240	Building Site Exps Septic Tank Cleaning	450			450		450		0	225
6550.280	Building Site Exps Tipping Fees	300			300		300		74	252
6550.300	Building Site Exps Trash Removal	674			674		674		505	673

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FY2021 Budget Work Session 5/19/20

Account Number	Description	FY2021 Budget Work Session 5/19/20	Variance Work Session vs FY20 Budget	Variance Work Session vs FY21 Request	FY2021 Budget Request	FY21 Request vs FY20 Budget	FY20 Adopted Budget	Work Session Notes & Changes	FY20 Actual YTD 4/30/20	FY19 Actual 6/30/19
6800.010	Custodial Services Custodial Purchases	60,000			60,000		60,000		43,434	42,598
6800.020	Custodial Services Custodial Supply Billing	(55,000)			(55,000)		(55,000)		(34,396)	(43,108)
6900.005	Advertising Bid Advertising	500			500		500		184	0
7000.040	Travel, Training & Exp Continuing Education/Certificati	1,550	1,550		1,550	1,550	0		0	0
7000.060	Travel, Training & Exp Educational Training	0	(4,650)	(6,528)	6,528	1,878	4,650		2,400	6,202
9010.010	Capital Equipment New Vehicles	0	(48,000)	(73,590)	73,590	25,590	48,000	2 vehicles	9,625	23,564
9010.050	Capital Equipment Building Improvements	0	(5,000)	(35,075)	35,075	30,075	5,000	pave gravel area DPW	4,349	0
Department Total: 1201 - Maintenance		1,065,164	(71,832)	(213,053)	1,278,217	141,221	1,136,996	(71,832)	767,326	990,764
							Variance:	Committee Review/ FY20 Bgt		

Expenditures

Worcester County, MD

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FY2021 Budget Work Session 5/19/20

Account Number	Description	FY2021 Budget Work Session 5/19/20	Variance Work Session vs FY20 Budget	Variance Work Session vs FY21 Request	FY2021 Budget Request	FY21 Request vs FY20 Budget	FY20 Adopted Budget	Work Session Notes & Changes	FY20 Actual YTD 4/30/20	FY19 Actual 6/30/19
Department: 1202 - Roads										
6000.100	Personnel Services Salaries	1,546,668	(5,859)	(2,649)	1,549,317	(3,210)	1,552,527		1,078,622	1,298,457
6000.400	Personnel Services Overtime Pay	20,000			20,000		20,000		483	1,281
6100.080	Administrative Exp Copier Supplies	400			400		400		219	146
6100.100	Administrative Exp Dues, License & Subscriptions	500	450		500	450	50		400	50
6100.110	Administrative Exp Envelopes	0	(75)		0	(75)	75		123	40
6100.190	Administrative Exp Office Supplies	1,400			1,400		1,400		1,241	1,167
6100.210	Administrative Exp Paper	0	(200)		0	(200)	200		175	0
6110.080	Supplies & Equipment Computer Repairs & Supplies	160			160		160		0	0
6110.090	Supplies & Equipment Computers & Printers	0	(1,780)		0	(1,780)	1,780		2,341	0
6110.120	Supplies & Equipment Equipment Rental	456			456		456		380	455
6110.125	Supplies & Equip Equipment Maintenance & Repair	2,800			2,800		2,800		898	1,776
6110.200	Supplies & Equip Lawn Equipment & Maintenance	0	(4,200)		0	(4,200)	4,200		3,744	0
6110.245	Supplies & Equipment Mobile Phones	3,120	390		3,120	390	2,730		2,278	2,848
6110.270	Supplies & Equipment Office Equipment Repairs	0	(1,000)		0	(1,000)	1,000		0	0
6110.280	Supplies & Equipment Office Furniture	0			0		0		0	653
6110.340	Supplies & Equipment Safety Program Equipment	10,000	1,900		10,000	1,900	8,100		4,680	7,443
6110.345	Supplies & Equipment Salt	8,350	8,350		8,350	8,350	0		0	0
6110.365	Supplies & Equipment Shop Supplies	5,000	(1,000)		5,000	(1,000)	6,000		6,101	4,161
6110.370	Supplies & Equipment Sign Materials	20,000			20,000		20,000		12,582	18,136
6110.390	Supplies & Equipment Small Equipment	38,934	22,879		38,934	22,879	16,055		12,552	21,479
6110.400	Supplies & Equipment Striping Paint & Supplies	35,000			35,000		35,000		63,215	11,721
6110.420	Supplies & Equipment Tools & Supplies	3,000	(7,500)		3,000	(7,500)	10,500		10,115	5,741
6130.010	Equipment Maintenance Copier Lease	1,305	(95)		1,305	(95)	1,400		869	1,304
6130.055	Equipment Maintenance Roads Management System	1,600			1,600		1,600		1,566	11,095
6130.075	Equipment Maintenance Software Upgrades	1,800	1,800		1,800	1,800	0		0	0
6140.010	Road Maintenance Materials Blacktop for Overlay	1,000,000		(500,000)	1,500,000	500,000	1,000,000	level fund	990,375	1,000,000
6140.020	Road Maintenance Materials Patching Material	18,000			18,000		18,000		10,220	17,979
6140.030	Road Maintenance Materials Stone	35,000	5,000		35,000	5,000	30,000		20,937	23,781
6140.040	Road Maintenance Materials Pipe	40,000			40,000		40,000		38,649	47,227
6140.050	Road Maintenance Materials Bridge Material	10,000			10,000		10,000		6,641	6,274
6140.060	Road Maintenance Materials Other	2,500	1,000		2,500	1,000	1,500		1,531	1,554
6150.050	Uniforms & Personal Equipment Uniforms	12,600			12,600		12,600		8,889	9,703
6160.001	Grant Programs ARRA Highway Allocation	0			0		0		0	
6160.020	Legal Services County Attorney Exps	0			0		0		60	0
6160.145	Grant Programs State Highway Grant	0			0		0		0	7,767
6510.020	Consulting Services Attorney Expenses	0		(300)	300	300			0	119

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FY2021 Budget Work Session 5/19/20

Account Number	Description	FY2021 Budget Work Session 5/19/20	Variance Work Session vs FY20 Budget	Variance Work Session vs FY21 Request	FY2021 Budget Request	FY21 Request vs FY20 Budget	FY20 Adopted Budget	Work Session Notes & Changes	FY20 Actual YTD 4/30/20	FY19 Actual 6/30/19
6530.040	Consulting Services Consulting Services	0	(400)		0	(400)	400		0	30
6530.080	Consulting Services Physicals, Shots & Drug Testing	150	(450)		150	(450)	600		296	665
6540.010	Vehicle Operating Exps Equipment/Vehicle Rental	4,000	1,000		4,000	1,000	3,000		3,676	0
6540.020	Vehicle Operating Exps Fuel - WC Fleet	150,000			150,000		150,000		105,169	124,740
6540.030	Vehicle Operating Exps Vehicle Maintenance	120,000			120,000		120,000		91,426	94,108
6540.040	Vehicle Operating Exp Vehicle Registration	0	(500)	(200)	200	(300)	500		300	200
6540.045	Vehicle Operating Exps Vehicle Repairs Outside	50,000			50,000		50,000		20,038	66,989
6550.010	Building Site Exp Bldg Improvements	2,500	(2,000)		2,500	(2,000)	4,500		6,973	6,190
6550.030	Building Site Exps Carpet/VCT Cleaning	800	500		800	500	300		0	726
6550.050	Building Site Exps Custodial Supplies	1,300			1,300		1,300		925	1,009
6550.060	Building Site Exps Electricity	12,000			12,000		12,000		9,217	11,846
6550.080	Building Site Exps Fire Alarm Testing	900			900		900		670	670
6550.081	Building Site Exps Fire Extinguishers	1,000			1,000		1,000		1,455	1,254
6550.085	Building Site Exps Generator Fuel Oil	300			300		300		0	295
6550.090	Building Site Exps General Maintenance Repairs	5,000			5,000		5,000		4,049	5,391
6550.100	Building Site Exps Generator Services & Repairs	750			750		750		225	2,019
6550.120	Building Site Exps Heating Propane	5,500			5,500		5,500		890	5,444
6550.135	Building Site Exp Insurance Claim Expense	0			0		0		1,960	0
6550.180	Building Site Exps Pest Control/Termite Insp	300			300		300		120	28
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	50		250	50	200		0	225
6550.270	Building Site Exps Telephone	3,000			3,000		3,000		2,305	2,708
6600.010	Road Maintenance Ocean Pines Per Agreement	128,162	4,306		128,162	4,306	123,856	OPA agreement	55,949	58,587
6600.015	Road Maintenance Paving and Re-paving	5,000			5,000		5,000		0	4,483
6600.020	Road Maintenance Special Road Construction	15,000			15,000		15,000		0	12,366
6600.025	Road Maintenance Contractural Services	50,000			50,000		50,000	FY20 new- snow plow, trim trees	36,857	0
6600.030	Road Maintenance State Aid Bridges	0			0		0		0	0
6600.040	Road Maintenance Street Lighting	110,000			110,000		110,000		80,051	107,230
6600.055	Road Maintenance Tipping Fees - Litter	8,000			8,000		8,000		3,372	3,942
6900.025	Advertising Legal Advertisements	1,300	(300)		1,300	(300)	1,600		1,337	930
7000.060	Travel, Training & Exp Educational Training	1,990	400		1,990	400	1,590		650	963
9010.010	Capital Equipment New Vehicles	0	(347,000)	(135,000)	135,000	(212,000)	347,000	1 tractor	191,811	320,466
9010.050	Capital Equipment Building Improvements	0		(17,880)	17,880	17,880	0	mechanic shop doors	0	0
9010.070	Capital Equipment Heavy Equipment	0		(288,275)	288,275	288,275	0	mobile lifts & loader	32,000	275,492
Department Total: 1202 - Roads		3,496,895	(324,334)	(944,304)	4,441,199	619,970	3,821,229	(324,334)	2,932,069	3,611,964

Variance: Committee Review/ FY20 Bgt

Expenditures

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FY2021 Budget Work Session 5/19/20

Account Number	Description	FY2021 Budget Work Session 5/19/20	Variance Work Session vs FY20 Budget	Variance Work Session vs FY21 Request	FY2021 Budget Request	FY21 Request vs FY20 Budget	FY20 Adopted Budget	Work Session Notes & Changes	FY20 Actual YTD 4/30/20	FY19 Actual 6/30/19
Department: 1203 - Public Works										
6000.100	Personnel Services Salaries	579,289	5,046	(92,500)	671,789	97,546	574,243		464,101	566,850
6000.400	Personnel Services Overtime Pay	0			0		0		0	0
6100.010	Administrative Exp Administrative Exps	120			120		120		0	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	150		475	150	325		370	320
6100.110	Administrative Exp Envelopes	300			300		300		0	0
6100.190	Administrative Exp Office Supplies	1,600			1,600		1,600		1,334	1,098
6100.210	Administrative Exp Paper	300			300		300		156	246
6110.080	Supplies & Equipment Computer Repairs & Supplies	300			300		300		0	0
6110.090	Supplies & Equipment Computers & Printers	825	825	(1,580)	2,405	2,405	0		170	2,691
6110.125	Supplies & Equipment Equipment Maintenance & Repair	590			590		590		502	407
6110.245	Supplies & Equipment Mobile Phones	1,300		(612)	1,912	612	1,300		900	1,248
6110.365	Supplies & Equipment Shop Supplies	2,000			2,000		2,000		1,736	1,741
6110.420	Supplies & Equipment Tools & Supplies	8,500	(200)		8,500	(200)	8,700		5,456	3,359
6130.010	Equipment Maintenance Copier Lease	2,050			2,050		2,050		1,296	2,028
6130.020	Equipment Maintenance Equipment Annual Maint Contr.	1,000			1,000		1,000		0	0
6130.075	Equipment Maintenance Software Upgrades	8,225	5,000		8,225	5,000	3,225		2,249	3,186
6150.050	Uniforms & Personal Equipment Uniforms	1,050		(350)	1,400	350	1,050		1,045	1,035
6170.070	Program Exp Safety Program	225			225		225		0	0
6510.020	Legal Services County Attorney Exps	0	(2,700)	(2,700)	2,700		2,700		537	478
6530.065	Consulting Services Gas Monitoring/Remediation	30,000			30,000		30,000		9,527	20,448
6530.070	Consulting Services Ground Water Mon/Closed Landfill	50,000			50,000		50,000		13,591	50,676
6530.080	Consulting Services Physicals, Shots & Drug Testing	150	(150)		150	(150)	300		0	0
6540.020	Vehicle Operating Exps Fuel - WC Fleet	8,000	2,000		8,000	2,000	6,000		2,589	3,860
6540.030	Vehicle Operating Exps Vehicle Maintenance	3,500			3,500		3,500		2,667	2,558
6540.040	Vehicle Operating Exp Vehicle Registration	0		(200)	200	200	0		0	0
6550.043	Building Site Expense Closed Landfills Maintenance	20,000	(10,000)		20,000	(10,000)	30,000	maintain closed landfill sites	3,650	4,350
6550.090	Building Site Exps General Maintenance Repairs	8,600			8,600		8,600		4,390	15,706
6550.270	Building Site Exps Telephone	420			420		420		296	403
6550.300	Building Site Exps Trash Removal	0			0		0		505	617
6700.650	Other Maint. & Svcs Tipping Fees	1,700			1,700		1,700		1,200	1,171
6750.010	Fleet Services Fleet Repairs	113,000			113,000		113,000		99,889	181,712
6750.020	Fleet Services Repair Billings	(195,124)			(195,124)		(195,124)		(125,541)	(190,751)
6850.010	Central Fuel Facility Fuel Purchases	1,000,000			1,000,000		1,000,000		552,382	748,124
6850.020	Central Fuel Facility Central Fuel Gas Billings	(1,000,000)			(1,000,000)		(1,000,000)		(540,017)	(770,909)
6900.005	Advertising Bid Advertisements	100	100		100	100	0		101	101
6900.025	Advertising Legal Advertisements	200	(100)		200	(100)	300		0	0

Expenditures

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FY2021 Budget Work Session 5/19/20

Account Number	Description	FY2021 Budget Work Session 5/19/20	Variance Work Session vs FY20 Budget	Variance Work Session vs FY21 Request	FY2021 Budget Request	FY21 Request vs FY20 Budget	FY20 Adopted Budget	Work Session Notes & Changes	FY20 Actual YTD 4/30/20	FY19 Actual 6/30/19
7000.060	Travel, Training & Exp Educational Training	0			0		0		0	76
7000.100	Travel, Training & Exp Meetings/Conferences/Shows	2,365			2,365		2,365		410	1,739
7000.115	Travel, Training & Exp Mileage	500			500		500		0	0
8010.110	Interfund Water & Wastewater Enterprise Ch	(167,089)			(167,089)		(167,089)		(167,089)	(159,351)
8010.120	Interfund Landfill Enterprise Charges	(38,173)	(225)		(38,173)	(225)	(37,948)		(38,173)	(65,526)
8010.200	Interfund DRP Chargeback - Engr Svcs	65,262	65,262		65,262	65,262	0		0	62,423
8010.220	Interfund Dept. of Liquor Control Charges	0			0		0		0	0
9010.010	Capital Equipment New Vehicle	0		(54,000)	54,000	54,000	0	2 vehicles	0	0
9010.050	Capital Equipment Building Improvements	0	(6,500)		0	(6,500)	6,500		6,094	0
9010.070	Capital Equipment Heavy Equipment	0			0		0		0	16,234
Department Total: 1203 - Public Works		511,910	58,508	(151,942)	663,852	210,450	453,402	58,508	306,321	508,348
								Variance: Committee Review/ FY20 Bgt		

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FY2021 Budget Work Session 5/19/20

Account Number	Description	FY2021 Budget Work Session 5/19/20	Variance Work Session vs FY20 Budget	Variance Work Session vs FY21 Request	FY2021 Budget Request	FY21 Request vs FY20 Budget	FY20 Adopted Budget	Work Session Notes & Changes	FY20 Actual YTD 4/30/20	FY19 Actual 6/30/19
Department: 1204 - Boat Landings										
6110.200	Supplies & Equip Lawn Equip & Maintenance	0			0		0		22,150	8,996
6160.181	Grant Programs DNR Waterway Improvement Funds	265,000	65,000		265,000	65,000	200,000	DNR Waterway Funds FY21	0	233,640
6530.100	Consulting Services Professional Fees	0	(25,000)		0	(25,000)	25,000		0	0
6550.010	Building Site Exps Building/Property Improvement	0		(175,000)	175,000	175,000	0	South Point bulkhead replacement	0	0
6550.020	Building Site Exps Buildings & Grounds Maint.	0			0		0		0	0
6550.050	Building Site Exps Custodial Supplies	1,400	300		1,400	300	1,100		956	1,185
6550.060	Building Site Exps Electricity	6,300			6,300		6,300		4,771	5,890
6550.090	Building Site Exps General Maintenance Repairs	20,800	(19,800)		20,800	(19,800)	40,600		35,069	1,682
6550.200	Building Site Exps Portalets	4,300			4,300		4,300		2,643	3,970
6550.280	Building Site Exps Tipping Fees	715			715		715		0	0
6550.300	Building Site Exps Trash Removal	2,000			2,000		2,000		900	1,260
6550.310	Building Site Exps Water & Sewer	1,000			1,000		1,000		983	1,404
6900.005	Advertising Bid Advertising	800	200		800	200	600		92	149
Department Total: 1204 - Boat Landings		302,315	20,700	(175,000)	477,315	195,700	281,615	20,700	67,564	258,175
								Variance: Committee Review/ FY20 Bgt		

Expenditures

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FY2021 Budget Work Session 5/19/20

Account Number	Description	FY2021 Budget Work Session 5/19/20	Variance Work Session vs FY20 Budget	Variance Work Session vs FY21 Request	FY2021 Budget Request	FY21 Request vs FY20 Budget	FY20 Adopted Budget	Work Session Notes & Changes	FY20 Actual YTD 4/30/20	FY19 Actual 6/30/19
Department: 1205 - Homeowner Convenience Center										
6000.100	Personnel Services Salaries	208,782	(59,600)		208,782	(59,600)	268,382	allocation of personnel time to recycling	156,419	0
6000.400	Personnel Services Overtime Pay	5,000	5,000		5,000	5,000	0		(82)	0
6100.010	Administrative Expenses	6,000	6,000		6,000	6,000	0		0	0
6150.050	Uniforms & Personal Equipment Uniforms	3,150			3,150		3,150		2,407	0
6530.010	Consulting Services Annual Audit Fees	2,300	2,300		2,300	2,300	0		0	0
6550.020	Building Site Exps Building & Grounds Maintenance	2,250	2,250		2,250	2,250	0		589	0
6550.060	Building Site Exps Electricity	2,500	2,500		2,500	2,500	0		0	0
6550.270	Building Site Exps Telephone	1,000	1,000		1,000	1,000	0		0	0
6550.280	Building Site Exps Tipping Fees	265,000			265,000		265,000		172,109	0
8010.120	Interfund Landfill Enterprise Charges	191,734	(23,751)		191,734	(23,751)	215,485		161,614	0
9010.060	Capital Equipment Other	0		(110,000)	110,000	110,000	0	bulkhead, 3 compactors	0	0
Department Total: 1205 - Homeowner Convenience Centers		687,716	(64,301)	(110,000)	797,716	45,699	752,017	(64,301)	493,056	0
								Variance: Committee Review/ FY20 Bgt		

Expenditures

Worcester County, MD

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FY2021 Budget Work Session 5/19/20

Account Number	Description	FY2021 Budget Work Session 5/19/20	Variance Work Session vs FY20 Budget	Variance Work Session vs FY21 Request	FY2021 Budget Request	FY21 Request vs FY20 Budget	FY20 Adopted Budget	Work Session Notes & Changes	FY20 Actual YTD 4/30/20	FY19 Actual 6/30/19
Department: 1206 - Recycling										
6000.100	Personnel Services Salaries	392,055	51,424		392,055	51,424	340,631	allocation of personnel time from recycling	321,618	0
6000.400	Personnel Services Overtime Pay	5,000	5,000		5,000	5,000			82	
6110.340	Supplies & Equipment Safety Program Equipment	2,500			2,500		2,500		1,116	0
6110.420	Supplies & Equipment Safety Tools & Supplies	11,500			11,500		11,500		757	0
6150.050	Uniforms & Personal Equipment Uniforms	3,150			3,150		3,150		2,786	0
6530.010	Consulting Services Annual Audit Fees	2,825	2,825		2,825	2,825	0		0	0
6540.020	Vehicle Operating Expenses Fuel - WC Fleet	40,000			40,000		40,000		16,111	0
6540.030	Vehicle Operating Expenses Vehicle Maintenance	3,500			3,500		3,500		516	0
6540.070	Vehicle Operating Expenses - Off-Road Fuel	12,000			12,000		12,000		7,615	0
6540.080	Vehicle Operating Expenses - Heavy Equip Maint	30,000			30,000		30,000		17,762	0
6550.020	Building Site Exp Building & Grounds Maintenance	30,000			30,000		30,000		26,813	0
6550.050	Building Site Expense Custodial Supplies	0			0		0		197	0
6550.060	Building Site Expense Electricity	30,000			30,000		30,000		23,149	0
6550.270	Building Site Expense Telephone	2,500			2,500		2,500		1,578	0
6550.280	Building Site Expense Tipping Fees - Disposal	6,000			6,000		6,000		775	0
6700.620	Other Maint & Svcs Tire Recycling	17,000			17,000		17,000		18,115	0
6700.640	Other Maint & Svcs Special Events	21,000			21,000		21,000		16,925	0
6700.660	Other Maint & Svcs HHW Ads	3,000			3,000		3,000		2,288	0
6900.025	Advertising Legal Advertisements	500	500		500	500	0		103	0
7000.060	Travel Training & Expense Educational Training	1,314			1,314		1,314		398	0
8010.120	Interfund Landfill Enterprise Charges	226,042	8,781		226,042	8,781	217,261		162,946	0
9010.060	Capital Equipment Other	0	(45,000)	(132,600)	132,600	87,600	45,000	forklift, 20/40 yard containers (qty10)	46,188	0
Department Total: 1206 - Recycling		839,886	23,530	(132,600)	972,486	156,130	816,356	23,530	667,838	0
								Variance: Committee Review/ FY20 Bgt		

Expenditures

Worcester County, MD

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FY2021 Budget Work Session 5/19/20

Account Number	Description	FY2021 Budget Work Session 5/19/20	Variance Work Session vs FY20 Budget	Variance Work Session vs FY21 Request	FY2021 Budget Request	FY21 Request vs FY20 Budget	FY20 Adopted Budget	Work Session Notes & Changes	FY20 Actual YTD 4/30/20	FY19 Actual 6/30/19
Department: 1301 - Health Department										
6100.010	Administrative Exp Administrative Exps	3,000			3,000		3,000		536	224
6550.030	Building Site Exps Carpet/VCT Cleaning	7,200			7,200		7,200		980	7,353
6550.040	Building Site Exps Cleaning Contract	68,270			68,270		68,270		53,477	73,864
6550.050	Building Site Exps Custodial Supplies	350			350		350		0	0
6550.060	Building Site Exps Electricity	121,279			121,279		121,279		73,523	110,119
6550.070	Building Site Exps Elevator Testing	2,500			2,500		2,500		1,803	2,611
6550.080	Building Site Exps Fire Alarm Testing	2,350			2,350		2,350		2,169	2,202
6550.081	Building Site Exps Fire Extinguishers	327			327		327		1,536	998
6550.085	Building Site Exps Generator Fuel Oil	1,250			1,250		1,250		0	696
6550.090	Building Site Exps General Maintenance Repairs	47,137			47,137		47,137		34,121	73,933
6550.100	Building Site Exps Generator Services & Repairs	2,900			2,900		2,900		10,918	5,576
6550.110	Building Site Exps Heating Fuel Oil	13,500			13,500		13,500		3,964	5,782
6550.120	Building Site Exps Heating Propane	80,935			80,935		80,935		53,009	62,641
6550.124	Building Site Exps HVAC Loop Water Treatment	2,250			2,250		2,250		1,016	1,328
6550.135	Building Site Exps Insurance Claim Exps	0			0		0		0	0
6550.180	Building Site Exps Pest Control/Termite Insp	1,375			1,375		1,375		693	1,160
6550.220	Building Site Exps Security Alarm Monitoring	1,095			1,095		1,095		918	1,224
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		2,630	1,910
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		25,823	38,473
6550.280	Building Site Exps Tipping Fees	1,620			1,620		1,620		430	309
6550.300	Building Site Exps Trash Removal	4,610			4,610		4,610		2,128	3,023
6550.310	Building Site Exps Water & Sewer	4,200			4,200		4,200		3,277	4,830
7120.050	Other Non-Matching Exps Health Dept Ocean City Apartment	15,840			15,840		15,840		13,707	16,158
7120.060	Other Non-Matching Exps Health Dept On Call	26,468			26,468		26,468		13,412	23,408
7120.200	Other Non-Matching Exps Local Management Board	10,000			10,000		10,000		10,000	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	5,022,732	66,953		5,022,732	66,953	4,955,779	matching funds	4,224,397	4,894,296
9010.050	Capital Equipment Building Improvements	0			0		0		0	0
Department Total: 1301 - Health Department		5,683,797	66,953		5,683,797	66,953	5,616,844	66,953	4,724,708	5,532,524

Variance: Committee Review/ FY20 Bgt

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FY2021 Budget Work Session 5/19/20

Account Number	Description	FY2021 Budget Work Session 5/19/20	Variance Work Session vs FY20 Budget	Variance Work Session vs FY21 Request	FY2021 Budget Request	FY21 Request vs FY20 Budget	FY20 Adopted Budget	Work Session Notes & Changes	FY20 Actual YTD 4/30/20	FY19 Actual 6/30/19
Department: 1302 - Mosquito Control										
6000.100	Personnel Services Salaries	92,185	3,702		92,185	3,702	88,483		74,030	75,280
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
6100.190	Administrative Exp Office Supplies	300			300		300		46	195
6110.090	Supplies & Equipment Computers & Printers	1,045	1,045		1,045	1,045	0		0	0
6110.245	Supplies & Equipment Mobile Phones	1,000	(300)		1,000	(300)	1,300		692	270
6110.340	Supplies & Equipment Safety Program Equipment	1,500	1,000		1,500	1,000	500		66	129
6110.420	Supplies & Equipment Tools & Supplies	500	300		500	300	200		0	0
6130.010	Equipment Maintenance Copier Lease	550			550		550		412	570
6150.050	Uniforms & Personal Equipment Uniforms	700			700		700		642	910
6540.020	Vehicle Operating Exps Fuel - WC Fleet	10,000			10,000		10,000		6,180	7,850
6540.030	Vehicle Operating Exps Vehicle Maintenance	3,000			3,000		3,000		3,022	9,911
6540.040	Vehicle Operating Exps Vehicle Registration	0			0		0		0	300
6540.045	Vehicle Operating Exps Vehicle Repairs Outside	2,000	2,000		2,000	2,000	0		1,147	0
6550.050	Building Site Exps Custodial Supplies	200			200		200		218	134
6550.060	Building Site Exps Electricity	2,300	300		2,300	300	2,000		1,453	2,250
6550.081	Building Site Exps Fire Extinguishers	150			150		150		315	62
6550.090	Building Site Exps General Maintenance Repairs	2,000			2,000		2,000		517	556
6550.270	Building Site Exps Telephone	500			500		500		353	394
6550.270	Building Site Exp Tipping Fees	200			200		200		0	33
6700.350	Other Maint & Svcs Mosquito Control	0			0		0		0	0
7000.040	Travel Training Expense - Continuing Education/Certification	175	175		175	175	0		0	150
7120.030	Other Non-Matching Exps Appropriation for Mosquito Cont.	70,000			70,000		70,000		56,392	69,796
9010.010	Capital Equipment New Vehicles	0		(34,425)	34,425	34,425	0	1 vehicle	0	0
9010.050	Capital Equipment Building Improvements	0			0		0		0	65,232
Department Total: 1302 - Mosquito Control		189,405	8,222	(34,425)	223,830	42,647	181,183	8,222	145,484	234,021

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FY2021 Budget Work Session 5/19/20

Account Number	Description	FY2021 Budget Work Session 5/19/20	Variance Work Session vs FY20 Budget	Variance Work Session vs FY21 Request	FY2021 Budget Request	FY21 Request vs FY20 Budget	FY20 Adopted Budget	Work Session Notes & Changes	FY20 Actual YTD 4/30/20	FY19 Actual 6/30/19
Department: 1401 - Commission on Aging										
6100.190	Administrative Exp Office Supplies	500			500		500		500	500
6110.090	Supplies & Equipment Computers & Printers	500			500		500		500	500
6110.295	Supplies & Equip Program Supplies and Equipment	500			500		500		500	500
6160.065	Grant Programs MD Dept of Aging	54,608			54,608		54,608	FY21 grant pass thru	68,608	46,403
6160.142	Grant Programs SSTAP	126,620	126,620		126,620	126,620	0	FY21 Request for Senior Transportation- Pass thru Grant	0	0
6530.030	Consulting Services Computer Services	300			300		300		300	300
6540.020	Vehicle Operating Exps Fuel - WC Fleet	2,500			2,500		2,500		2,500	2,500
6540.030	Vehicle Operating Exps Vehicle Maintenance	1,000			1,000		1,000		1,000	0
6550.020	Building Site Exps Building & Ground Maintenance	700			700		700		0	0
6550.030	Building Site Exps Carpet/VCT Cleaning	15,350			15,350		15,350		13,993	17,141
6550.040	Building Site Exps Cleaning Contract	32,200			32,200		32,200		23,916	31,981
6550.045	Building Site Exps COA Utilities Appropriation	0	(400)		0	(400)	400		400	400
6550.050	Building Site Exps Custodial Supplies	2,800			2,800		2,800		2,378	3,843
6550.060	Building Site Exps Electricity	44,100			44,100		44,100		44,100	47,500
6550.080	Building Site Exps Fire Alarm Testing	2,700			2,700		2,700		1,616	1,599
6550.081	Building Site Exps Fire Extinguishers	500			500		500		921	481
6550.085	Building Site Exps Generator Fuel Oil	700	500	(400)	1,100	900	200		0	1,039
6550.090	Building Site Exps General Maintenance Repairs	26,000			26,000		26,000		27,895	28,842
6550.100	Building Site Exps Generator Services & Repairs	700			700		700		450	2,829
6550.110	Building Site Exps Heating Fuel Oil	7,500			7,500		7,500		3,964	5,782
6550.120	Building Site Exps Heating Propane	41,400	(2,000)		41,400	(2,000)	43,400		43,400	42,800
6550.124	Building Site Exps HVAC Loop Water Treatment	900			900		900		565	738
6550.140	Building Site Exps Internet Access	5,200	(1,200)		5,200	(1,200)	6,400		6,400	4,600
6550.180	Building Site Exps Pest Control/Termite Insp	1,300			1,300		1,300		501	811
6550.220	Building Site Exps Security Alarm Monitoring	3,500			3,500		3,500		1,188	1,584
6550.250	Building Site Exps Sprinkler Testing	2,700			2,700		2,700		2,205	2,730
6550.255	Building Site Exps Stormwater Utility Fee	0	(500)		0	(500)	500		0	0
6550.270	Building Site Exps Telephone	5,000	500	(1,000)	6,000	1,500	4,500		4,746	10,544
6550.280	Building Site Exps Tipping Fees	600			600		600		138	242
6550.300	Building Site Exps Trash Removal	2,100			2,100		2,100		1,544	2,059
6550.310	Building Site Exps Water & Sewer	6,500	(400)		6,500	(400)	6,900		6,704	6,019
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	8,100			8,100		8,100		7,975	8,100
7140.020	Comm. on Aging Approp. Aging Insurance	3,200			3,200		3,200		3,325	3,200
7140.030	Comm. On Aging Appropriation Aging Programs	12,000			12,000		12,000		12,000	12,000
7140.040	Comm on Aging Approp. County Share Salaries & Fringe	906,800	23,000		906,800	23,000	883,800	Transportation Dispatcher/Navigation Position	883,800	773,800

Expenditures

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FY2021 Budget Work Session 5/19/20

Account Number	Description	FY2021 Budget Work Session 5/19/20	Variance Work Session vs FY20 Budget	Variance Work Session vs FY21 Request	FY2021 Budget Request	FY21 Request vs FY20 Budget	FY20 Adopted Budget	Work Session Notes & Changes	FY20 Actual YTD 4/30/20	FY19 Actual 6/30/19
70140.040	Comm on Aging Approp. County Share Salaries & Fringe	50,000	50,000	50,000	0		0	community for life oc + south	0	0
7140.050	Comm. on Aging Approp. Meal Supplies	2,500			2,500		2,500		2,500	2,500
7140.055	Comm on Aging Approp. Co. Shr. MealOnWheel Salry & Fr	56,000	(3,500)		56,000	(3,500)	59,500		59,500	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	10,000			10,000		10,000		10,000	10,000
7140.090	Comm. on Aging Approp. Senior Ride Service	34,100		(32,000)	66,100	32,000	34,100	Potential savings -COVID-19 slow down in transit to match FY21 S5TAP	34,100	34,100
7140.100	Comm. on Aging Approp. Board of Directors	500			500		500		500	500
7170.010	Comm. on Aging Approp. Cost of Living	18,700	18,700	(21,500)	40,200	40,200	0	step + 2% COLA	0	0
Department Total: 1401 - Commission on Aging		1,500,878	211,320	(4,900)	1,505,778	216,220	1,289,558	211,320	1,284,632	1,177,967
								Variance: Committee Review/ FY20 Bgt		

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FY2021 Budget Work Session 5/19/20

Account Number	Description	FY2021 Budget Work Session 5/19/20	Variance Work Session vs FY20 Budget	Variance Work Session vs FY21 Request	FY2021 Budget Request	FY21 Request vs FY20 Budget	FY20 Adopted Budget	Work Session Notes & Changes	FY20 Actual YTD 4/30/20	FY19 Actual 6/30/19
Department: 1402 - Other Social Services										
7090.010	State Pass-Through Grant Diakonia	0			0		0	State Grants to COC	33,006	126,685
7090.020	State Pass-Through Grant Samaritan Shelter	0			0		0		0	29,700
7100.010	County Grants Atlantic General Hospital	0	(175,000)	(300,000)	300,000	125,000	175,000	operating + renovations	175,000	175,000
7100.017	County Grants Big Brothers/Big Sisters	1,000		(4,000)	5,000	4,000	1,000		1,000	1,000
7100.020	County Grants BRAVE Program	3,500			3,500		3,500		3,500	3,500
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	10,000		(10,000)	20,000	10,000	10,000		10,000	10,000
7100.030	County Grants Development Center	219,497			219,497		219,497		219,497	219,497
7100.035	County Grants Diakonia	45,000		(10,000)	55,000	10,000	45,000		45,000	45,000
7100.040	County Grants Drug & Alcohol Council	9,000			9,000		9,000		2,800	8,938
7100.075	County Grants Hartley Hall	0	(11,250)		0	(11,250)	11,250	No request FY21 change of ownership	11,250	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 # Marriage License	8,500	8,500
7100.100	County Grants Maryland Food Bank	3,000		(4,000)	7,000	4,000	3,000		3,000	1,500
7100.120	County Grants Oasis Ministries	9,000			9,000		9,000		9,000	9,000
7100.155	County Grants Salvation Army Lower Eastern Shore	0			0		0		0	2,000
7100.160	County Grants Samaritan Shelter	20,000		(10,000)	30,000	10,000	20,000		20,000	20,000
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	0
7100.210	County Grants Worcester County GOLD	15,000			15,000		15,000		15,000	15,000
7100.220	County Grants Youth & Family Counseling	91,710		(3,290)	95,000	3,290	91,710		91,710	91,710
7130.005	Matching DHMH DDA Appropriation	28,871			28,871		28,871	State Mandated County Share DDA	0	28,871
7130.060	Matching Appropriation Joan W Jenkins Foundation	0			0		0		0	57,151
Department Total: 1402 - Other Social Services		500,078	(186,250)	(341,290)	841,368	155,040	686,328	(186,250)	684,263	890,302

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FY2021 Budget Work Session 5/19/20

Account Number	Description	FY2021 Budget Work Session 5/19/20	Variance Work Session vs FY20 Budget	Variance Work Session vs FY21 Request	FY2021 Budget Request	FY21 Request vs FY20 Budget	FY20 Adopted Budget	Work Session Notes & Changes	FY20 Actual YTD 4/30/20	FY19 Actual 6/30/19
Department: 1502 - WOR-WIC Community College										
7120.040	Other Non-Matching Exp Appropriation for Wor-Wic	2,418,122	85,030		2,418,122	85,030	2,333,092	Appropriation Match	1,944,250	2,203,762
7120.120	Other Non-Matching Exp Wor-Wic Campus Development	0			0		0	County approve capital requests	0	0
Department Total: 1502 - WOR-WIC Community College		2,418,122	85,030		2,418,122	85,030	2,333,092	85,030	1,944,250	2,203,762
								Variance: Committee Review/ FY20 Bgt		
Department: 1505 - Board of Education										
7120.010	Other Non-Matching Exp Approp for Board of Educ. - MOE includes new positions and \$2.6 million for OPEB	93,692,139	2,963,717	(2,968,095)	96,660,234	5,931,812	90,728,422	MOE Operating, includes new positions and OPEB of \$2.6 million	74,974,126	86,385,293
7120.010	MOE -Salary increase July - Teachers & Support Staff	0			0		0	Step, 2% & 2.5% COLA adj, Longevity	0	0
7120.010	MOE- Salary increase July - Bus Contractors	0			0		0	2% increase hourly & mileage	0	0
7120.010	MOE- Fixed Charges OPEB included in MOE	0			0		0	OPEB included in MOE for \$2.6 million	0	0
7120.300	Non-Matching Exp Board of Ed Employee Retirement	619,100	59,816		619,100	59,816	559,284	MSRS expense	554,583	530,857
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	(50,000)	(900,000)	900,000	850,000	50,000	Fund Balance \$200,000 HVAC + \$150,000 Central Office + \$283,000 SDMS Design Fees	0	0
7120.332	Restricted Funds NOT MOE - PMS Program	0		(50,000)	50,000	50,000	0	Fund Balance \$50k - FY20 year end assignment	60,000	293,180
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		94,611,239	2,973,533	(3,918,095)	98,529,334	6,891,628	91,637,706	2,973,533	75,888,709	87,509,330
								Variance: Committee Review/ FY20 Bgt		

Expenditures

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FY2021 Budget Work Session 5/19/20

Account Number	Description	FY2021 Budget Work Session 5/19/20	Variance Work Session vs FY20 Budget	Variance Work Session vs FY21 Request	FY2021 Budget Request	FY21 Request vs FY20 Budget	FY20 Adopted Budget	Work Session Notes & Changes	FY20 Actual YTD 4/30/20	FY19 Actual 6/30/19
Department: 1601 - Recreation Department										
6000.100	Personnel Services Salaries	891,614	92,376	(65,310)	956,924	157,686	799,238		613,423	734,562
6000.400	Personnel Services Overtime Pay	10,000			10,000		10,000		3,173	0
6100.050	Administrative Exp Background Checks	2,500			2,500		2,500		1,003	1,020
6100.052	Administrative Exp Bank Fees	1,700			1,700		1,700		1,370	1,827
6100.100	Administrative Exp Dues, License & Subscriptions	11,793	683		11,793	683	11,110		7,429	18,132
6100.110	Administrative Exp Envelopes	150			150		150		84	124
6100.165	Administrative Exp Meeting Exp	1,000			1,000		1,000		190	0
6100.190	Administrative Exp Office Supplies	2,900			2,900		2,900		2,396	2,870
6100.210	Administrative Exp Paper	1,240			1,240		1,240		1,095	1,133
6100.240	Administrative Exp Printing Exp	1,000			1,000		1,000		179	804
6100.270	Administrative Exp Tournament Fees	50,300	(17,500)	(17,500)	67,800		67,800	Bid & Tournament Fees acct	15,863	0
6110.090	Supplies & Equipment Computers & Printers	5,255	4,190		5,255	4,190	1,065		1,486	2,756
6110.100	Supplies & Equipment Concession Stand	41,550	6,600	(5,000)	46,550	11,600	34,950		21,298	45,780
6110.245	Supplies & Equipment Mobile Phones	2,657	967		2,657	967	1,690		1,216	794
6110.310	Supplies & Equipment Promotional Materials	1,800			1,800		1,800		1,166	378
6110.410	Supplies & Equipment Surveillance Equipment	0			0		0		0	3,000
6110.420	Supplies & Equipment Tools & Supplies	1,000			1,000		1,000		453	318
6130.010	Equipment Maintenance Copier Lease	5,100			5,100		5,100		1,911	3,016
6130.025	Equipment Maintenance Equip Upgrades & Replacement	1,350	1,350		1,350	1,350	0		1,359	18,203
6130.070	Equipment Maint Software Maint Agreements	9,945	5,945		9,945	5,945	4,000		1,275	5,588
6130.075	Equipment Maintenance Software Upgrades	0			0		0		0	9,300
6150.050	Uniforms & Personal Equipment Uniform	2,000			2,000		2,000		971	2,670
6175.010	Recreation Programs Adult Recreation Programs	19,975	9,575		19,975	9,575	10,400		2,756	1,925
6175.020	Recreation Programs After School Programs	4,150	1,400		4,150	1,400	2,750		3,416	2,026
6175.030	Recreation Programs Aquatics Programs	2,975	125		2,975	125	2,850		2,791	2,599
6175.040	Recreation Programs MRPA Amusement Park Tickets	7,300	(1,000)	(1,000)	8,300		8,300		3,792	7,220
6175.070	Recreation Programs Special Events	185,300	114,850		185,300	114,850	70,450		56,059	6,312
6175.080	Recreation Programs Summer Camps for Youth	20,650	5,750		20,650	5,750	14,900		3,661	10,317
6175.090	Recreation Programs Youth Recreational Outdoor Programs	27,100	15,100		27,100	15,100	12,000		6,023	9,386
6175.201	Recreation Programs Adult Recreational Programs	8,650	(6,700)		8,650	(6,700)	15,350		2,843	11,927
6175.203	Recreation Programs After School Programs	15,950	3,150		15,950	3,150	12,800		5,199	8,964

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FY2021 Budget Work Session 5/19/20

Account Number	Description	FY2021 Budget Work Session 5/19/20	Variance Work Session vs FY20 Budget	Variance Work Session vs FY21 Request	FY2021 Budget Request	FY21 Request vs FY20 Budget	FY20 Adopted Budget	Work Session Notes & Changes	FY20 Actual YTD 4/30/20	FY19 Actual 6/30/19
6175.204	Recreation Programs Fitness Programs	19,200	3,700		19,200	3,700	15,500		5,606	13,283
6175.205	Recreation Programs Public High School Track Meets	12,400	8,100		12,400	8,100	4,300		3,952	2,306
6175.207	Recreation Programs Youth Recreational Rec. Center Programs	25,850	6,950		25,850	6,950	18,900		12,030	12,201
6175.400	Recreation Programs Motor Coach Tours	30,000	2,000		30,000	2,000	28,000		18,403	24,752
6510.020	Legal Services County Attorney Expenses	0	(500)	(2,750)	2,750	2,250	500		1,358	791
6530.100	Consulting Services Professional Fees	750			750		750		0	0
6530.180	Consulting Services Web Page	5,000	(5,000)		5,000	(5,000)	10,000		7,500	0
6540.020	Vehicle Operating Exps Fuel - WC Fleet	4,300	(200)		4,300	(200)	4,500		2,362	3,314
6540.030	Vehicle Operating Exps Vehicle Maintenance	1,000			1,000		1,000		606	1,665
6540.040	Vehicle Operating Exps Vehicle Registration	0		(200)	200	200	0		0	0
6550.020	Building Site Exp Buildings & Ground Maintenance	12,700	12,700		12,700	12,700	0		0	0
6550.028	Building Site Expenses Cable	1,760			1,760		1,760		1,496	1,845
6550.040	Building Site Exps Cleaning Contract	6,000			6,000		6,000		5,225	4,975
6550.050	Building Site Exps Custodial Supplies	8,500			8,500		8,500		5,980	8,893
6550.060	Building Site Exps Electricity	55,000	(10,000)		55,000	(10,000)	65,000		31,732	52,138
6550.080	Building Site Exps Fire Alarm Testing	700			700		700		648	636
6550.081	Building Site Exps Fire Extinguishers	200			200		200		955	676
6550.085	Building Site Exp Generator Fuel Oil	700			700		700		0	477
6550.090	Building Site Exps General Maintenance Repairs	30,000			30,000		30,000		20,436	24,635
6550.100	Building Site Exps Generator Services & Repairs	1,200			1,200		1,200		5,744	1,305
6550.120	Building Site Exps Heating Propane	42,000			42,000		42,000		20,882	28,987
6550.140	Building Site Exps Internet Access	2,240			2,240		2,240		2,219	2,412
6550.170	Building Site Exps Office Rent/Lease	1,300	1,300		1,300	1,300	0		1,035	1,203
6550.180	Building Site Exps Pest Control/Termite Insp	50			50		50		0	670
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	1,133
6550.250	Building Site Exps Sprinkler Testing	1,800			1,800		1,800		1,325	1,560
6550.270	Building Site Exps Telephone	720			720		720		517	693
6550.280	Building Site Exp Tipping Fees	50	50		50	50	0		30	20
6550.300	Building Site Exps Trash Removal	2,100			2,100		2,100		1,097	1,506
6550.310	Building Site Exps Water & Sewer	3,000			3,000		3,000		2,271	2,456
6700.700	Other Maint & Svcs Prison Labor	100	100		100	100	0		14	0
6900.050	Advertising Recreation Advertisements	0	(6,000)		0	(6,000)	6,000	move to Tourism	3,799	6,678
7000.020	Travel, Training & Exp Board Member Allowance	700			700		700		0	200
7000.040	Travel, Training & Exp Continuing Education/Certificati	18,350	15,400		18,350	15,400	2,950		2,102	1,537
7000.100	Travel, Training & Exp Meetings/Conferences/Shows	18,700	5,470		18,700	5,470	13,230		12,407	7,757
7000.115	Travel, Training & Exp Mileage	0			0		0		42	0

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FY2021 Budget Work Session 5/19/20

Account Number	Description	FY2021 Budget Work Session 5/19/20	Variance Work Session vs FY20 Budget	Variance Work Session vs FY21 Request	FY2021 Budget Request	FY21 Request vs FY20 Budget	FY20 Adopted Budget	Work Session Notes & Changes	FY20 Actual YTD 4/30/20	FY19 Actual 6/30/19
9010.010	Capital Equipment New Vehicles	0		(39,500)	39,500	39,500	0	1 vehicle + trailer	0	61,246
9010.060	Capital Equipment Other	0		(21,050)	21,050	21,050	0	retractable batting cage	69,973	0
Department Total: 1601 - Recreation Department		1,646,032	270,931	(152,310)	1,798,342	423,241	1,375,101	270,931	1,006,137	1,185,582
								Variance: Committee Review/ FY20 Bgt		

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FY2021 Budget Work Session 5/19/20

Account Number	Description	FY2021 Budget Work Session 5/19/20	Variance Work Session vs FY20 Budget	Variance Work Session vs FY21 Request	FY2021 Budget Request	FY21 Request vs FY20 Budget	FY20 Adopted Budget	Work Session Notes & Changes	FY20 Actual YTD 4/30/20	FY19 Actual 6/30/19
Department: 1602 - Parks Department										
6000.100	Personnel Services Salaries	409,609	6,375	1,893	407,716	4,482	403,234		305,199	353,452
6000.400	Personnel Services Overtime Pay	10,000			10,000		10,000		288	0
6100.080	Administrative Exp Copier Supplies	280			280		280		0	47
6100.100	Administrative Exp Dues, License & Subscriptions	246			246		246		246	256
6100.190	Administrative Exp Office Supplies	400			400		400		173	379
6100.210	Administrative Exp Paper	25			25		25		0	0
6110.090	Supplies & Equipment Computers & Printers	0	(1,216)		0	(1,216)	1,216		0	162
6110.120	Supplies & Equipment Equipment Rental	900			900		900		896	994
6110.125	Supplies & Equipment Equipment Maintenance & Repair	2,000			2,000		2,000		537	1,287
6110.200	Supplies & Equipment Lawn Equipment & Maintenance	8,121			8,121		8,121		7,712	6,072
6110.245	Supplies & Equipment Mobile Phones	625			625		625		466	639
6110.340	Supplies & Equipment Safety Program Equipment	780			780		780		351	492
6110.390	Supplies & Equipment Small Equipment	1,750			1,750		1,750		1,030	1,880
6110.420	Supplies & Equipment Tools & Supplies	1,250			1,250		1,250		2,597	1,442
6130.045	Equip Maint Other Equip Maint/Repair	0			0		0		529	0
6130.100	Equip Maint Other Equipment Lease	0		(11,000)	11,000	11,000	0	Turf Tank Plus -field lining	0	0
6150.050	Uniforms & Personal Equipment Uniforms	2,600	260		2,600	260	2,340		1,877	1,950
6160.241	Grant Programs POS - New Park Development	165,985	(49,015)	(22,500)	188,485	(26,515)	215,000	POS State	1,106	0
6160.244	Grant Programs POS - Park Improvement Project	980,000	165,000	(40,000)	1,020,000	205,000	815,000	POS State	120,598	0
6160.252	Grant Programs POS - Playground Equip/Improv	0			0		0	POS State	0	62,552
6160.256	Grant Programs POS - Sport Field Improvement	125,000	(100,000)	(25,000)	150,000	(75,000)	225,000	POS State	40,345	24,816
6200.020	Other Supplies & Materials Materials	29,646			29,646		29,646		29,601	29,511
6510.020	Legal Services County Attorney Expenses	0	(300)	(1,000)	1,000	700	300		463	508
6540.020	Vehicle Operating Exps Fuel - WC Fleet	22,000			22,000		22,000		15,255	22,058
6540.030	Vehicle Operating Exps Vehicle Maintenance	5,000	(500)		5,000	(500)	5,500		5,349	8,078
6540.040	Vehicle Operating Exps Vehicle Registration	0	(100)	(200)	200	100	100		100	200
6550.050	Building Site Exps Custodial Supplies	1,905			1,905		1,905		1,208	1,534
6550.060	Building Site Exps Electricity	18,700	500	(1,000)	19,700	1,500	18,200		13,145	17,575
6550.081	Building Site Exps Fire Extinguishers	370			370		370		0	0
6550.090	Building Site Exps General Maintenance Repairs	16,300			16,300		16,300		15,649	16,650
6550.120	Building Site Exps Heating Propane	300			300		300		238	85
6550.170	Building Site Exps Office Rent/Lease	5,000			5,000		5,000		5,000	5,000
6550.180	Building Site Exps Pest Control/Termite Insp	95			95		95		0	0
6550.200	Building Site Exps Portalets	9,950			9,950		9,950		9,549	9,260
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		956	1,278
6550.270	Building Site Exps Telephone	300			300		300		161	217

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FY2021 Budget Work Session 5/19/20

Account Number	Description	FY2021 Budget Work Session 5/19/20	Variance Work Session vs FY20 Budget	Variance Work Session vs FY21 Request	FY2021 Budget Request	FY21 Request vs FY20 Budget	FY20 Adopted Budget	Work Session Notes & Changes	FY20 Actual YTD 4/30/20	FY19 Actual 6/30/19
6550.280	Building Site Exps Tipping Fees	365			365		365		0	0
6550.300	Building Site Exps Trash Removal	2,100			2,100		2,100		1,377	1,967
6550.310	Building Site Exps Water & Sewer	1,043			1,043		1,043		884	1,019
6700.350	Other Maint. & Svcs Mosquito Control	1,200			1,200		1,200		790	852
6700.640	Other Maint. & Svcs Special Events	500			500		500		261	718
6700.700	Other Maint. & Svcs Prison Labor	500			500		500		220	354
6900.005	Advertising Bid Advertising	200			200		200		201	165
7000.040	Travel, Training & Exp Continuing Education/Certificati	750	120		750	120	630		675	691
7000.100	Travel, Training & Exp Meeting/Conference/Shows	0		(500)	500	500	0		0	0
9010.010	Capital Equipment New Vehicles	0	(1,500)	(46,640)	46,640	45,140	1,500	2 vehicles	1,450	35,240
9010.070	Capital Equipment Heavy Equipment	0	(47,000)	(29,550)	29,550	(17,450)	47,000	Toro mower, aerifier, blower, cart	45,686	0
Department Total: 1602 - Parks Department		1,827,898	(27,376)	(175,497)	2,003,395	148,121	1,855,274	(27,376)	632,787	610,205
Variance: Committee Review/ FY20 Bgt										

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FY2021 Budget Work Session 5/19/20

Account Number	Description	FY2021 Budget Work Session 5/19/20	Variance Work Session vs FY20 Budget	Variance Work Session vs FY21 Request	FY2021 Budget Request	FY21 Request vs FY20 Budget	FY20 Adopted Budget	Work Session Notes & Changes	FY20 Actual YTD 4/30/20	FY19 Actual 6/30/19
Department: 1603 - Libraries										
6000.100	Personnel Services Salaries	1,860,077	9,397	(68,565)	1,928,642	77,962	1,850,680		1,430,466	1,772,473
6000.400	Personnel Services Overtime Pay	2,000			2,000		2,000		0	127
6100.090	Administrative Exp Database/Shared Computer costs	4,000			4,000		4,000		3,850	3,050
6100.100	Administrative Exp Dues, License & Subscriptions	1,600			1,600		1,600		1,228	1,605
6100.190	Administrative Exp Office Supplies	18,000			18,000		18,000		7,043	16,100
6100.210	Administrative Exp Paper	3,000			3,000		3,000		2,371	3,294
6100.230	Administrative Exp Postage & Freight	4,500			4,500		4,500		1,480	1,905
6110.090	Supplies & Equipment Computers & Printers	15,000	(6,710)	(6,645)	21,645	(65)	21,710		61,831	4,513
6110.125	Supplies & Equipment Equip Maintenance & Repair	1,500			1,500		1,500		161	233
6110.210	Supplies & Equipment Library AV-Multimedia	75,000			75,000		75,000		45,749	72,385
6110.230	Supplies & Equipment Library Books	175,000		(15,000)	190,000	15,000	175,000		115,741	168,737
6110.240	Supplies & Equipment Library Periodicals	22,000	2,000		22,000	2,000	20,000		5,428	20,397
6110.245	Supplies & Equipment Mobile Phones	800	400		800	400	400		532	403
6110.270	Supplies & Equipment Office Equipment Repairs	500			500		500		0	0
6110.280	Supplies & Equipment Office Furniture	5,000		(5,000)	10,000	5,000	5,000		4,153	0
6130.010	Equipment Maintenance Copier Lease	35,008	8		35,008	8	35,000		25,044	32,522
6130.030	Equipment Maint Library Shared Computer System	20,000	(8,000)		20,000	(8,000)	28,000		17,948	11,628
6130.070	Equipment Maintenance Software Maint Agreement	0			0		0		2,550	0
6160.095	Grant Programs Library - Miscellaneous	0			0		0		26,362	21,282
6160.120	Grant Programs Library Srv Enhancement - ESRL	75,000			75,000		75,000		49,958	75,000
6170.040	Program Exp Library Programs	0			0		0		0	7,050
6510.020	Legal Services County Attorney Expenses	0	(500)	(1,500)	1,500	1,000	500		0	874
6510.085	Legal Services Other Legal Expenses	500			500		500		4,488	0
6540.020	Vehicle Operating Expense Fuel - WC Fleet	750			750		750		432	506
6540.040	Vehicle Operating Exp Vehicle Registration	0		(100)	100	100	0		0	0
6540.045	Vehicle Operating Exp Vehicle Repairs Outside	0			0		0		46	1,105
6550.005	Building Site Exp Automatic Doors	2,107			2,107		2,107		0	577
6550.030	Building Site Exps Carpet/VCT Cleaning	10,300	200		10,300	200	10,100		6,932	8,252
6550.040	Building Site Exps Cleaning Contract	83,940			83,940		83,940		60,614	81,441
6550.050	Building Site Exps Custodial Supplies	7,700			7,700		7,700		4,002	5,018
6550.060	Building Site Exps Electricity	125,000	(25,000)		125,000	(25,000)	150,000		68,616	93,483
6550.070	Building Site Exps Elevator Testing	6,000	3,000		6,000	3,000	3,000		3,346	2,935
6550.080	Building Site Exps Fire Alarm Testing	3,750	1,100		3,750	1,100	2,650		2,313	7,011
6550.081	Building Site Exps Fire Extinguishers	350	100		350	100	250		1,707	354
6550.090	Building Site Exps General Maintenance Repairs	38,000			38,000		38,000		18,879	35,204
6550.110	Building Site Exps Heating Fuel Oil	5,000			5,000		5,000		1,957	2,040
6550.120	Building Site Exps Heating Propane	24,500			24,500		24,500		15,510	22,838

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FY2021 Budget Work Session 5/19/20

Account Number	Description	FY2021 Budget Work Session 5/19/20	Variance Work Session vs FY20 Budget	Variance Work Session vs FY21 Request	FY2021 Budget Request	FY21 Request vs FY20 Budget	FY20 Adopted Budget	Work Session Notes & Changes	FY20 Actual YTD 4/30/20	FY19 Actual 6/30/19
6550.124	Building Site Exps HVAC Loop Water Treatment	5,500			5,500		5,500		1,884	2,132
6550.125	Building Site Exps HVAC Repairs/Replacement	4,500			4,500		4,500		0	0
6550.140	Building Site Exps Internet Access	1,500			1,500		1,500		1,619	3,143
6550.180	Building Site Exps Pest Control/Termite Insp	1,500			1,500		1,500		730	1,313
6550.220	Building Site Exps Security Alarm Monitoring	2,850	150		2,850	150	2,700		1,449	2,514
6550.242	Building Site Exps Sewage Pump Monitoring	300			300		300		0	75
6550.250	Building Site Exps Sprinkler Testing	4,400			4,400		4,400		3,220	3,370
6550.270	Building Site Exps Telephone	19,000	(500)		19,000	(500)	19,500		10,830	15,718
6550.280	Building Site Exps Tipping Fees	775	200		775	200	575		402	483
6550.300	Building Site Exps Trash Removal	3,250	750		3,250	750	2,500		2,160	2,512
6550.310	Building Site Exps Water & Sewer	11,700			11,700		11,700		7,519	9,100
6900.025	Advertising Legal Advertisements	0			0		0		153	0
7000.100	Travel, Training & Exp Meetings/Conferences/Shows	8,500	(4)		8,500	(4)	8,504		7,855	4,409
7170.100	Benefits & Insurance Property & Liability Insurance	300			300		300		464	173
9010.010	Capital Equipment New Vehicles	0		(25,000)	25,000	25,000	0	1 vehicle	0	0
9010.050	Capital Equipment Building Improvements	0	(85,000)	(15,000)	15,000	(70,000)	85,000	security cameras -OC + Poc	76,433	43,535
9010.220	Capital Equipment Phone Systems	0			0		0		0	29,784
Department Total: 1603 - Libraries		2,689,957	(108,409)	(136,810)	2,826,767	28,401	2,798,366	(108,409)	2,105,451	2,592,603
								Variance: Committee Review/ FY20 Bgt		

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FY2021 Budget Work Session 5/19/20

Account Number	Description	FY2021 Budget Work Session 5/19/20	Variance Work Session vs FY20 Budget	Variance Work Session vs FY21 Request	FY2021 Budget Request	FY21 Request vs FY20 Budget	FY20 Adopted Budget	Work Session Notes & Changes	FY20 Actual YTD 4/30/20	FY19 Actual 6/30/19
Department: 1604 - Other Recreation & Culture										
7100.016	Berlin Little League	0			0		0		2,000	0
7100.050	Furnacetown	20,000	(20,000)	(20,000)	40,000		40,000		40,000	20,000
7100.095	Marva Theatre	15,000			15,000		15,000		15,000	15,000
7100.116	O.C. Developmental Corp. (included Grants to Towns)	0		(1)	1	1	0	\$100,000 in Ocean City Towns Grant	0	0
7100.134	Pocomoke Little League	0			0		0		0	10,000
7100.135	Pocomoke Marketing Partnership - Discovery Center	30,000	10,000		30,000	10,000	20,000		20,000	20,000
Department Total: 1604 - Other Recreation & Culture		65,000	(10,000)	(20,001)	85,001	10,001	75,000	(10,000)	77,000	65,000
								Variance: Committee Review/ FY20 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	62		480	62	418		332	338
6100.190	Administrative Exp Office Supplies	6,200			6,200		6,200		4,204	5,576
6100.230	Administrative Exp Postage & Freight	1,500	(500)		1,500	(500)	2,000		1,300	1,659
6110.010	Supplies & Equipment 4-H Fair & Demo Materials	0			0		0		0	9,000
6110.120	Supplies & Equipment Equipment Rental	480	60		480	60	420		210	360
6130.010	Equipment Maintenance Copier Lease	6,000	(1,600)		6,000	(1,600)	7,600		4,222	4,236
6550.270	Building Site Exps Telephone	2,500			2,500		2,500		1,749	1,795
7120.020	Non-Matching Exps Appropriation Extension Svc	187,582	7,630		187,582	7,630	179,952	State Paid Employees	179,952	152,845
Department Total: 1701 - Extension Service		206,697	5,652		206,697	5,652	201,045	5,652	193,924	177,764
								Variance: Committee Review/ FY20 Bgt		

Expenditures

Worcester County, MD

5/14/20

FY2021 Budget Work Session 5/19/20

Account Number	Description	FY2021 Budget Work Session 5/19/20	Variance Work Session vs FY20 Budget	Variance Work Session vs FY21 Request	FY2021 Budget Request	FY21 Request vs FY20 Budget	FY20 Adopted Budget	Work Session Notes & Changes	FY20 Actual YTD 4/30/20	FY19 Actual 6/30/19
Department: 1702 - Other Natural Resources										
6170.010	Program Exp Gypsy Moth Control	1,700			1,700		1,700		1,575	1,575
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		75,273	40,425
7130.040	Matching Appropriation Md Agri Land Preservation Fund	1,000			1,000		1,000		0	107,373
7130.050	Matching Appropriation Beach Maintenance	470,000	10,000		470,000	10,000	460,000	Per State Estimate	431,876	458,482
Department Total: 1702 - Other Natural Resources		521,254	10,000		521,254	10,000	511,254	10,000	557,278	656,408
								Variance: Committee Review/ FY20 Bgt		
Department: 1801 - Economic Development										
6000.100	Personnel Services Salaries	143,413	(50,459)	(35,235)	178,648	(15,224)	193,872		108,370	103,929
6100.100	Administrative Exp Dues, License & Subscriptions	3,400			3,400		3,400		3,365	3,112
6100.150	Administrative Exp Incentives & Events	20,000			20,000		20,000		5,304	1,920
6100.165	Administrative Exp Meeting Exp	1,000			1,000		1,000		594	456
6100.190	Administrative Exp Office Supplies	500			500		500		337	546
6100.230	Administrative Exp Postage & Freight	250			250		250		0	0
6110.080	Supplies & Equipment Computer Repairs & Supplies	500	500		500	500	0		0	0
6110.090	Supplies & Equipment Computers & Printers	0	(866)		0	(866)	866		3,602	75
6110.120	Supplies & Equipment Equipment Rental	200			200		200		170	247
6110.245	Supplies & Equipment Mobile Phones	2,400			2,400		2,400		1,090	1,129
6130.010	Equipment Maintenance Copier Lease	1,200			1,200		1,200		717	1,075
6170.020	Program Exp Intern, Co-Ops & Apprenticeships	140,000	40,000		140,000	40,000	100,000		20,234	99,310
6170.055	Program Exp NASA Interns	10,000			10,000		10,000	Tri-County NASA Intern Grant	0	10,000
6510.020	Legal Services County Attorney Exps	0			0		0		75	30
6530.040	Consulting Services Consulting Services	25,000			25,000		25,000		16,450	5,248
6530.180	Consulting Services Web Page	0			0		0		0	0
6540.020	Vehicle Operating Exps Fuel - WC Fleet	2,500			2,500		2,500		755	803
6540.030	Vehicle Operating Exps Vehicle Maintenance	1,000	250		1,000	250	750		687	159
6540.040	Vehicle Operating Exps Vehicle Registration	0			0		0		0	0
6550.140	Building Site Expenses Internet Access	0			0		0		0	1,500
6550.270	Building Site Exps Telephone	700			700		700		810	682
6700.800	Other Maint & Svcs New Business Startup	25,000			25,000		25,000		25,000	25,000
6900.015	Advertising Economic Development	0	(40,000)		0	(40,000)	40,000	moved to Tourism	18,162	3,335
7000.020	Travel, Training & Exp Board Member Allowance	2,100			2,100		2,100		521	1,450
7000.100	Travel, Training & Exp Meetings/Conferences/Shows	13,575			13,575		13,575		4,569	6,098
7000.115	Travel Training & Exp Mileage Reimb	3,000			3,000		3,000		660	304
9010.010	Capital Equipment New Vehicles	0		(17,498)	17,498	17,498	0	1 vehicle	0	0
Department Total: 1801 - Economic Development		395,738	(50,575)	(52,733)	448,471	2,158	446,313	(50,575)	211,471	266,408
								Variance: Committee Review/ FY20 Bgt		

Expenditures

Worcester County, MD

5/14/20

FY2021 Budget Work Session 5/19/20

Account Number	Description	FY2021 Budget Work Session 5/19/20	Variance Work Session vs FY20 Budget	Variance Work Session vs FY21 Request	FY2021 Budget Request	FY21 Request vs FY20 Budget	FY20 Adopted Budget	Work Session Notes & Changes	FY20 Actual YTD 4/30/20	FY19 Actual 6/30/19
Department: 1803 - Tourism										
6000.100	Personnel Services Salaries	202,982	(4,041)		202,982	(4,041)	207,023		163,554	198,516
6100.010	Administrative Exp Administrative Exps	300			300		300		127	281
6100.100	Administrative Exp Dues, License & Subscriptions	1,324	(796)		1,324	(796)	2,120		1,652	974
6100.150	Administrative Exp Incentives & Events	900	100		900	100	800		215	0
6100.190	Administrative Exp Office Supplies	1,100			1,100		1,100		824	807
6110.090	Supplies & Equipment Computers & Printers	0			0		0		0	1,371
6110.245	Supplies & Equipment Mobile Phones	1,102	(1,614)		1,102	(1,614)	2,716		825	1,811
6110.310	Supplies & Equipment Promotional Materials	29,156	1,156		29,156	1,156	28,000		17,224	33,596
6110.380	Supplies & Equipment Signage	1,000			1,000		1,000		0	608
6110.393	Supplies & Equipment Special Event Sponsorship	6,000			6,000		6,000		6,563	6,628
6130.010	Equipment Maintenance Copier Lease	975	(80)		975	(80)	1,055		650	975
6130.060	Equipment Maintenance Software Licensing	600	600		600	600	0		0	0
6150.050	Uniforms & Personal Equipment Uniforms	250			250		250		0	0
6160.150	Grant Programs Tourism Grant Projects	207,154	66,547		207,154	66,547	140,607	State Grant Estimate	132,296	163,959
6510.020	Legal Services County Attorney Exps	0	(300)	(300)	300		300		0	75
6530.040	Consulting Services Consulting Services	19,100			19,100		19,100	Outsource Social Media	19,043	4,761
6530.080	Consulting Services Drug Testing	0			0		0		0	45
6530.180	Consulting Services Web Page	35,000	10,000		35,000	10,000	25,000		19,397	24,348
6540.020	Vehicle Operating Exps Fuel - WC Fleet	1,600	100		1,600	100	1,500		1,246	1,529
6540.030	Vehicle Operating Exps Vehicle Maintenance	750			750		750		661	203
6550.040	Building Site Exps Cleaning Contract	1,350			1,350		1,350		979	1,339
6550.050	Building Site Exps Custodial Supplies	380			380		380		102	0
6550.060	Building Site Exps Electricity	12,000			12,000		12,000		6,295	9,318
6550.090	Building Site Exps General Maintenance Repairs	250			250		250		12	4,367
6550.140	Building Site Exps Internet Access	550			550		550		360	480
6550.170	Building Site Exp Office Rent/Lease	0	(2,160)		0	(2,160)	2,160		0	0
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		1,857	2,913
6900.052	Advertising Supplemental Advertising	283,500			283,500		283,500	Advertising Paid directly by Tourism	261,033	283,406
6900.055	Advertising Tourism	426,000	46,000	(90,000)	516,000	136,000	380,000	advertising increased from Recreation & Econ. Deve.	387,569	380,032
7000.020	Travel, Training & Exp Board Member Allowance	1,050			1,050		1,050		300	200
7000.100	Travel, Training & Exp Meetings/Conferences/Shows	3,600	(100)		3,600	(100)	3,700		2,474	3,152
7000.115	Travel, Training & Exp Mileage	250			250		250		0	0
Department Total: 1803 - Tourism		1,241,227	115,412	(90,300)	1,331,527	205,712	1,125,815	115,412	1,025,409	1,125,897

Variance: Committee Review/ FY20 Bgt

Expenditures

Worcester County, MD

5/14/20

FY2021 Budget Work Session 5/19/20

Account Number	Description	FY2021 Budget Work Session 5/19/20	Variance Work Session vs FY20 Budget	Variance Work Session vs FY21 Request	FY2021 Budget Request	FY21 Request vs FY20 Budget	FY20 Adopted Budget	Work Session Notes & Changes	FY20 Actual YTD 4/30/20	FY19 Actual 6/30/19
Department: 1901 - Taxes Shared with Towns										
7160.010	Towns' Share Towns' Share County Bingo Fee	3,100			3,100		3,100		0	3,230
7160.020	Towns' Share Towns' Share County Income Tax	2,000,000		(300,000)	2,300,000	300,000	2,000,000		1,303,687	1,954,560
7160.040	Towns' Share Towns' Share Liquor License Fees	342,157			342,157		342,157		0	362,625
Department Total: 1901 - Taxes Shared with Towns		2,345,257		(300,000)	2,645,257	300,000	2,345,257	0	1,303,687	2,320,415
								Variance: Committee Review/ FY20 Bgt		
Department: 1902 - Grants to Towns										
6160.043	Grant Program - OPA Other Grant	0		(100,000)	100,000	100,000	0		0	0
7100.028	OPA Recreation Conditional Grant	0	(10,000)	(40,000)	40,000	30,000	10,000		10,000	10,000
7100.029	OPA Tourism Conditional Grant	10,000		(15,000)	25,000	15,000	10,000		10,000	10,000
7100.065	County Grants Grants to Towns for Police	475,000		(50,000)	525,000	50,000	475,000	Ocean Pines Association	475,000	475,000
7100.153	County Grants Restricted Fire Grant	614,000	93,000		614,000	93,000	521,000	based on CY2019 runs	521,000	489,000
7100.192	County Grants Tourism to Town	50,000			50,000		50,000		50,000	50,000
7100.193	County Grants Unrestricted to Town	4,827,250	37,250	(1,061,390)	5,888,640	1,098,640	4,790,000	see worksheets	4,790,000	4,678,425
Department Total: 1902 - Grants to Towns		5,976,250	120,250	(1,266,390)	7,242,640	1,386,640	5,856,000	120,250	5,856,000	5,712,425
								Variance: Committee Review/ FY20 Bgt		

Expenditures

Worcester County, MD

5/14/20

FY2021 Budget Work Session 5/19/20

Account Number	Description	FY2021 Budget Work Session 5/19/20	Variance Work Session vs FY20 Budget	Variance Work Session vs FY21 Request	FY2021 Budget Request	FY21 Request vs FY20 Budget	FY20 Adopted Budget	Work Session Notes & Changes	FY20 Actual YTD 4/30/20	FY19 Actual 6/30/19
Department: 1950 - Benefits & Insurance										
6510.070	Legal Services Judgements & Lawsuits	5,000			5,000		5,000		11,157	0
7170.010	Benefits & Ins. Allowance Salary Increase July '19	1,260,097	1,260,097	(63,775)	1,323,872	1,323,872	0	step July 2020, 2% COLA, longevity	0	0
7170.020	Benefits & Insurance Contingency	20,000	(88,733)		20,000	(88,733)	108,733		5,226	3,291
7170.030	Benefits & Insurance Hospitalization Insurance	5,536,943	(806,384)	(677,813)	6,214,756	(128,571)	6,343,327	based on negotiated rate estimates	7,693,086	6,187,115
7170.040	Benefits & Insurance Other Post-Employment Benefits	5,500,000	(1,500,000)	(3,000,000)	8,500,000	1,500,000	7,000,000	Level Fund	11,498,286	9,571,000
7170.050	Benefits & Insurance Retirement	3,545,643	350,063	(21,193)	3,566,836	371,256	3,195,580	based on FY20 payroll	3,013,724	2,537,247
7170.060	Benefits & Insurance Social Security Taxes	2,349,716	44,759	(136,776)	2,486,492	181,535	2,304,957	based on FY21 payroll	1,594,539	1,961,267
7170.070	Benefits & Insurance Unemployment Insurance	20,000	5,000	10,000	10,000	(5,000)	15,000	based on COVID19 part time employees	9,706	(1,441)
7170.080	Benefits & Insurance Vested Benefits	0			0		0		0	(62,000)
7170.090	Benefits & Ins. Workmans Compensation Ins	1,027,531	42,233		1,027,531	42,233	985,298		1,186,622	862,738
7170.100	Benefits & Insurance Property & Liability Insurance	491,151	12,610		491,151	12,610	478,541		473,834	452,163
7170.120	Benefits & Insurance Long Term Disability	59,420			59,420		59,420		55,578	51,576
7170.130	Benefits & Insurance Life Insurance	49,932			49,932		49,932		44,482	40,828
7170.140	Benefits & Insurance FSA, EAP Prgm, PSA Admin	90,896			90,896		90,896		68,180	90,532
7170.150	Benefits & Insurance Retirement Admin Fee	70,991	(12,053)		70,991	(12,053)	83,044		63,576	89,408
Department Total: 1950 - Benefits & Insurance		20,027,320	(692,408)	(3,889,557)	23,916,877	3,197,149	20,719,728	(692,408)	25,717,996	21,783,726
							Variance: Committee Review/ FY20 Bgt			
Department: 1975 - Debt Service										
7700.050	Debt Service 2003 MDE Water Quality Bond	252,576			252,576		252,576		252,576	252,576
7700.070	Debt Service 2007 Capital Improvements Bonds	0			0		0		0	2,511,250
7700.090	Debt Service 2013 Capital Improvements Bonds	390,860	(1,189,987)		390,860	(1,189,987)	1,580,847		1,519,455	1,356,581
7700.100	Debt Service 2014 Capital Improvements Bonds	3,797,681	(53,500)		3,797,681	(53,500)	3,851,181		3,851,827	3,901,577
7700.110	Debt Service 2015 Capital Improvements Bonds	6,395,852	98,468		6,395,852	98,468	6,297,384		7,531,625	3,610,448
7700.110	Debt Service 2019 Capital Improvements Bonds	3,098,700	1,865,125		3,098,700	1,865,125	1,233,575		0	0
Department Total: 1975 - Debt Service		13,935,669	720,106		13,935,669	720,106	13,215,563	720,106	13,155,483	11,632,432
							Variance: Committee Review/ FY20 Bgt			

Expenditures

Worcester County, MD

5/14/20

FY2021 Budget Work Session 5/19/20

Account Number	Description	FY2021 Budget Work Session 5/19/20	Variance Work Session vs FY20 Budget	Variance Work Session vs FY21 Request	FY2021 Budget Request	FY21 Request vs FY20 Budget	FY20 Adopted Budget	Work Session Notes & Changes	FY20 Actual YTD 4/30/20	FY19 Actual 6/30/19
Department: 1985 - Interfund										
8100.020	Transfers Out - Capital Projects	0			0		0		2,683,821	5,933,318
8100.050	Transfers Out - OPEB Reserve	0			0		0		0	1,000,000
8100.060	Transfers Out Recycling	0			0		0		0	1,033,339
8100.070	Transfers Out Convenience Centers	0			0		0		0	664,984
8100.080	Transfer Out to Reserve Fund	0	(394,893)	(756,945)	756,945	362,052	394,893	\$1 M set aside in fund balance	394,893	0
Department Total: 1985 - Interfund		0	(394,893)	(756,945)	756,945	362,052	394,893	(394,893)	3,078,714	8,631,641
								Variance: Committee Review/ FY20 Bgt		
Expenditure Grand Total		203,774,334	2,488,782	(17,483,666)	221,258,000	19,972,448	201,285,552	2,488,782	177,874,841	198,531,534
								Variance: Committee Review/ FY20 Bgt		
	REVENUE Revised 5/14/20	204,325,631			205,781,786		201,285,552			
	budget (shortfall)/surplus	<u>551,297</u>			<u>(15,476,214)</u>		<u>0</u>			



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

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JAMES C. CHURCH
JOSHUA C. NORDSTROM
DIANA PURNELL

To: Commissioners
From: Harold L. Higgins *HH*
Re: Fire and Ambulance FY21 Funding Update
Date: 5/14/2020

As a follow-up to our meeting of May 12, 2020 I would like to offer the following. We have increased the funding to the Ambulance companies by \$307,000:

- Full Time Equivalent (FTE) changes at Showell, Newark and Stockton (\$40,000)
- 20 % Increase in Base Allocation Ambulance Companies (\$80,000)
- 20 % Increase in Base Allocation Medic Assist Companies (\$3,000)
- Increase in Ocean City Allocation to address West Ocean City Calls
 - Additional 23 FTE's = \$184,000

Tim Jerscheid called me after listening to our Ambulance funding discussion, and although appreciative of your motion to fully fund the FTE at Stockton would like to respectfully refuse the full funding offer. He felt the additional funding of \$9,500 was fair and provided them the necessary financial support.

I offered Ocean City the additional \$184,000 for the additional FTE's that they indicated would be needed to serve West Ocean City. As of end of business on 5/14/2020 that had neither accepted or refused the County's offer.

EMS FUNDING Request -FY 2021

5/14/20

Grant Amount	2019 Non Credit Out-Town		2019 Credit Runs In Town		2019 Credit Runs Out-Town		2019 TRANSPORT DESTINATIONS			2019 Mileage Supplement	2019 # of Ambulances	2019 Ambulance Allocation	2019 # Per	Base Personnel	Additional Personnel Supplement	FY 2021 Request Funding	FY2020 APPROVED BUDGET	FY21/FY20 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	\$507,659.00	\$490,457.00	\$17,202.00	Pocomoke
out town	102	\$19,380			173	\$131,480	\$936.00	\$18,958.80	\$214.20										
Snow Hill			358	\$68,020			146	650	0	\$6,548.80	3	\$30,000	12	\$96,000	\$60,000	\$626,798.80	\$518,989.20	\$107,809.60	Snow Hill
out town	165	\$31,350			438	\$332,880	\$1,138.80	\$7,410.00	\$0.00										
Newark	38	\$7,220			56	\$42,560	31	25	0	\$345.00	2	\$20,000	8	\$64,000	\$60,000	\$194,125.00	\$188,413.60	\$5,711.40	Newark
							\$0.00	\$345.00											
Berlin			762	\$144,780			1,054	152	0	\$1,915.20	3	\$30,000	12	\$96,000	\$60,000	\$726,565.20	\$698,163.40	\$28,401.80	Berlin
out town	297	\$56,430			444	\$337,440	\$0.00	\$1,915.20											
Ocean City			2296	\$436,240			2,476	358	27	\$9,514.60	10	\$100,000	88	\$704,000	\$60,000	\$1,722,004.60	\$1,354,437.60	\$367,567.00	Ocean City
out town	247	\$46,930			482	\$366,320	\$0.00	\$7,947.60	\$667.00										
Showell	65	\$12,350					98	15		\$225.00	2	\$20,000	8	\$64,000	\$60,000	\$242,455.00	\$226,920.00	\$15,535.00	Showell
out town					113	\$85,880	\$0.00	\$225.00											
Bishopville	83	\$15,770					118	19		\$285.00	2	\$20,000	8	\$64,000	\$60,000	\$264,175.00	\$265,200.00	-\$1,025.00	Bishopville
out town					137	\$104,120	\$0.00	\$285.00											
Ocean Pines			1063	\$201,970			1,050	136		\$2,040.00	3	\$30,000	14	\$112,000	\$60,000	\$508,990.00	\$477,110.00	\$31,880.00	Ocean Pines
out town	50	\$9,500			123	\$93,480	\$8.00	\$2,040.00											
Totals	1,047	\$198,930	5,230	\$993,700	1,966	\$1,494,160	4,927.00	2,194.00	\$781.20	\$41,982.60	28	\$280,000	163	\$1,304,000	\$480,000	\$4,792,772.60	\$4,219,690.80	573,081.80	EMS SubTotal
																45,200.00	36,900.00	MEDIC ASSIST / changed	13.6%
																4,837,972.60	4,256,590.80	581,381.80	13.7%

ROUND TRIP MILEAGE - Paid over 25 miles round trip

	AGH	PRMC	MCC/BMC
Pocomoke	55	62	46
Snow Hill	38	44	46
Newark	20	48	
Berlin	2	46	
Ocean City	24	62	60
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 FY2020:

In-Town Rate FY16 Revisions COLA= .16% COLA for in town rate at \$180
 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 FY20 \$50,000
 FY16 \$40,000 FY15-FY06 = \$30,000

MEDICAL ASSIST COMPANIES
FY2021 Request

5/14/20

Inc \$7,500 to
\$9,000

Add Stockton FTE

	CY 2019 Medical Assists	per call	Base Amount	# FTE	Paid FTE @ \$8,000	FY2021 Budget Request	FY2020 Budget	FY21/20 Variance
		\$100.00			\$8,000.00			
Stockton	50	\$5,000	* \$9,000	0	* \$8,000	\$22,000	\$14,500	\$7,500
Gridletree	62	\$6,200	* \$9,000	1	\$8,000	\$23,200	\$22,400	\$800
TOTALS		\$11,200	\$18,000		\$16,000	\$45,200	\$36,900	\$8,300

22.49%

FY2021 Budget Request	\$11,200.00	\$18,000.00		\$16,000.00	\$45,200.00
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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
Gridletree	100.1105.145.7080.020

<u>Rate History:</u>	<u>Base Amount</u>	<u>Per Call</u>	<u>Paid FTE</u>
FY2021	\$9,000	\$100	\$8,000
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	

FY2021 Capital by Department								5/14/2020	
Page #	Dept.	Acct. Number		Replace/ New	\$ Request	\$ Committee	Model Yr to Replace	Estimated Miles 6/30/20	Comments
(FY2021 Expense Worksheet)									
1	Human Resources								
	1)	1007.9010.010	Pickup Truck -extended cab	R	\$ 28,500	\$ -	2005	97,747	Truck with rusted parts & component issues, used by the Risk Mgr
10	Development, Review & Permitting								
	2)	1008.9010.010	1/2 ton pickup truck	R	\$ 22,000	\$ -	2005	40,089	Major rust and component issues Technical Services field work & addressing
	3)	1008.9010.010	mid size car	R	\$ 18,000	\$ -	2005		Taken out of Service since June 2018, Zoning Inspector
	4)	1008.9010.010	mid size car	R	\$ 18,000	\$ -	2005	89,347	Major rust and repairs more than value of vehicle, used by Zoning Division
12	Environmental Programs								
	5)	1010.9010.010	Compact SUV	R	\$ 23,100	\$ -	2006	149,000	Repairs are more than the value of the vehicle, pool vehicle used for inspections
	6)	1010.9010.010	Regular Cab pickup truck	R	\$ 26,250	\$ -	2005	178,000	Vehicle is at the end of useful life and used for inspections
	7)	1010.9010.010	Regular Cab pickup truck	R	\$ 26,250	\$ -	2006	156,000	Vehicle is at the end of useful life and used for inspections
	8)	1010.9010.010	Full Size Sedan	R	\$ 20,000	\$ -	2005	75,000	Extensive issues and used daily for inspections
x	Other General Government								
	9)	1090.080.9010.220	VOIP Telephone System	R	\$ 15,972	\$ 15,972			Replace States Attorney Building phone system installed 4/2009 with Voice over internet Protocol. Will save monthly telephone expenses for current phone system
	10)	1090.0709010.040	IT Equipment	R	\$ 235,000	\$ -	2014		replace the Stratus server for EMS that holds the CAD system for Public Safety at the end of its useful life.
17	Sheriff's Office								
	11)	1101.030.9010.010	4x4 Full Size PPV Tahoe	R	\$ 38,376	\$ -	2010	213,550	replace Crown Vic with engine & transmission repairs of \$15,000 for Patrol use
	12)	1101.030.9010.010	4x4 Full Size PPV Tahoe	R	\$ 38,376	\$ -	2008	202,304	replace Crown Vic with engine annual estimated repairs of \$10,000, used by Patrol
	13)	1101.030.9010.010	Expedition SSV SUV	N	\$ 40,000	\$ -	2011	203,000	replace Ford Expedition for prisoner transport. Current vehicle needs engine & engine computer repairs of \$18,000 and the Expedition will go to Investigator
	14)	1101.030.9010.010	4x4 Full Size PPV Tahoe	R	\$ 38,376	\$ -	2008	242,000	replace Crown Vic with body and interior needs, annual estimated repairs of \$8,000, used by Patrol
	15)	1101.030.9010.010	4x4 Full Size PPV Tahoe	R	\$ 38,376	\$ -	2009	224,000	replace Crown Vic with engine & suspension repair needs, estimated at \$8,000, used by Patrol
	16)	1101.030.9010.010	4x4 Full Size PPV Tahoe	R	\$ 38,376	\$ -	2010	202,524	replace Crown Vic with transmission and interior repair needs, estimated at \$10,000, used by Patrol
	17)	1101.030.9010.010	Malibu SSV Sedan	R	\$ 23,000	\$ -	2009	200,000	replace Crown Vic with frequent vehicle repairs, estimated at \$10,000, used by Admin/paper service
	18)	1101.030.9010.010	4x4 Full Size PPV Tahoe	N	\$ 115,128	\$ -			3 new patrol vehicles at cost of \$38,376 for new positions
	19)	1101.030.9010.010	4x4 Full Size PPV Tahoe	N	\$ 115,128	\$ -			3 new patrol vehicles at cost of \$38,376 for new positions

UPDATED
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FY2021 Capital by Department								5/14/2020	
Page #	Dept.	Acct. Number		Replace/ New	\$ Request	\$ Committee	Model Yr to Replace	Estimated Miles 6/30/20	Comments
20	Emergency Services								
	20)	1102.044.9010.010	4x4 Pickup Truck	N	\$ 34,000	\$ -			new vehicle for Electronic Services Manager
	21)	1102.044.9010.020	Pulse Point Emergency Notification System	N	\$ 18,000	\$ -			Pulse Point System will aid EMS with cardiac arrest cases
	22)	1102.044.9010.020	Service Monitor - Subscriber alignment tool	N	\$ 70,000	\$ -			Alignment toll for radio installers & techs for radio equipment
	23)	1102.044.6110.017	AED Units	R	\$ 128,000	\$ 64,000			Request replace 80 AED Units, 10 years past usable life / Purchase 40 @ \$1600 total of \$64,000 Homeland Security Grant
	24)	1102.044.6110.325	Fire & EMS mobiles	N	\$ 20,000	\$ 20,000			Qty 5 @ \$4,000
	25)	1102.044.6110.325	Fire & EMS portables	N	\$ 36,000	\$ 15,000			Request Qty 12 @ \$3,000 / purchase 7 @ \$3000 Total \$21k - Homeland Security Grant
	26)	1102.044.6110.325	Non public safety radios	N	\$ 26,000	\$ 26,000			Qty 10 @ \$2,600
	27)	1102.044.6110.325	Non public safety portables	N	\$ 30,000	\$ 30,000			Qty 20 @ \$1,500
	28)	1102.044.6110.325	Sheriff's office Mobiles	N	\$ 19,000	\$ 19,000			Qty 5 @ \$3,800
	29)	1102.044.6110.325	Sheriff's office Portables	N	\$ 20,000	\$ 20,000			Qty 5 @ \$4,000
22	Jail								
	30)	1103.9010.050	Galaxy 3500 UPS 3 phase unit	R	\$ 26,500	\$ -			Galaxy 3500 UPS for 3 phase power protection to include new batteries and software
	31)	1103.9010.100	Double Stack Oven	R	\$ 10,000	\$ -			existing unit at end of service life, repairs costly & parts limited for unit 12 years old.
	32)	1103.9010.100	Stand alone 4 burner cooktop	R	\$ 7,500	\$ -			existing unit at end of service life, repairs costly & parts limited to replace a 2 burner cook top
	33)	1103.9010.220	VOIP phone system	R	\$ 18,302	\$ 18,302			upgrade phone system to VOIP that will reduce the cost of the current monthly telephone expense
26	Fire Training Center								
	34)	1105.197.6110.150	Gas flaring kit	R	\$ 1,800	\$ 1,800			gas flaring kit
	35)	1105.197.6550.010	AV replacement	N	\$ 800	\$ 800			thermal imaging camera
	36)	1105.197.9010.050	Fire Safety trailer carport	N	\$ 6,000	\$ 6,000			carport to protect trailers & truck from weather exposure
	37)	1105.197.9010.100	Washer & Dryer	R	\$ 15,000	\$ 15,000			health & Safety- replace with Fire Service Grade for cleaning gear to reduce risk of carcinogenics
27	Public Works - Maintenance Division								
	38)	1201.6550.010	DPW building improvement	R	\$ 5,295	\$ -			construct pole building mezzanine storage area in existing building
	39)	1201.6550.010	DPW building improvement	R	\$ 4,042	\$ -			replacement existing VCT flooring in the Public Works Administration offices
	40)	1201.6550.010	DPW building improvement	R	\$ 1,705	\$ -			installation of a cell extender
	41)	1201.9010.010	3/4 Ton truck w/utility body	N	\$ 36,795	\$ -			FY20 mid-year hire without a vehicle
	42)	1201.9010.010	3/4 Ton truck w/utility body	N	\$ 36,795	\$ -			FY21 position request for Journeyman Plumber/Gas Fitter
	43)	1201.9010.050	pave DPW compound parking lot	N	\$ 35,075	\$ -			eliminate Fleet and Maintenance Division personnel work in dirt and muddy parking area

FY2021 Capital by Department								5/14/2020
Page #	Dept.	Acct. Number	Replace/ New	\$ Request	\$ Committee	Model Yr to Replace	Estimated Miles 6/30/20	Comments
29	Public Works - Roads Division							
	44)	1202.6140.010	Blacktop	R	\$ 1,500,000	\$ 1,000,000		blacktop overlay
	45)	1202.9010.010	Tandem Axle Tractor/Truck 4700	R	\$ 135,000	\$ -	1991	107,000 Used to haul heavy equipment, MVA recommend discontinue use as DOT training. DOT inspections difficult due to age
	46)	1202.9010.050	Upgrade Mechanic Shop doors	R	\$ 17,880	\$ -		replace 4- 33 year old shop doors to accommodate vehicle lifts. Doors to low and rusty
	47)	1202.9010.070	Mechanic Shop Mobile Vehicle lifts	R	\$ 134,275	\$ -	1970's	Installed in '70's the vehicle lift is no longer functional & does not meet current safety requirements per Safety Coordinator
	48)	1202.9010.070	Front End Loader 621G	R	\$ 154,000	\$ -	1973	replace a 1973 Allis Chalmers loader due to obsolete parts, not dependable and safety concerns due to constant mechanical
31	Public Works - Admin/Maintenance							
	49)	1203.200.9010.010	Mid-size SUV	R/N	\$ 32,000	\$ -	2014	121,000 Public Works Director Explorer has high mileage and extensive daily use in the County. Will be used as pool vehicle to replace Malibu pool car with reliability issues
	50)	1203.9010.010	4x4 truck	N	\$ 22,000	\$ -		new truck for Senior Project Manager
x	Boat Landings							
	51)	1204.6550.010	bulkhead replacement	R	\$ 175,000	\$ -		replace bulkhead at South Point Boat Ramp
x	Public Works - Homeowner Convenience Center							
	52)	1205.9010.060	rebuild bulkhead	R	\$ 20,000	\$ -		Snow Hill HCC bulkhead is 35 years old and has rotting wood.
	53)	1205.9010.060	3 compactors	R	\$ 90,000	\$ -		replace 20 year old compactors at end of useful life
34	Public Works - Recycling Division							
	54)	1206.9010.060	Forklift	N	\$ 46,800	\$ -		to load outgoing materials
	55)	1206.9010.060	40 yard recycling containers	R	\$ 51,000	\$ -		4-containers for cardboard, old containers are rusting and unrepairable
	56)	1206.9010.060	20 yard recycling containers	R	\$ 34,800	\$ -		6 containers for all other recyclable products, old containers are rusting & unrepairable
x	Mosquito Control							
	57)	1302.9010.010	1/2T full-size 4x4 pickup truck	R	\$ 34,425	\$ -	2005	171,526 replace State truck used by Foreman for supervision and nighttime response for emergency issues for State drivers
40	Board of Education							
	58)	Capital	Additional HVAC Units	R	\$ 200,000	\$ 200,000		FY19 fund balance various schools
	59)	Capital	Central Office Improvements	R	\$ 150,000	\$ 150,000		FY19 fund balance
	60)	Capital	SDMS Schematic Design Fees	N	\$ 283,000	\$ 283,000		FY20 fund balance
	61)	Capital	Minor Construction Projects	R	\$ 267,000	\$ -		SHMS intercom, PHS gym floor, SHES fence, WTHS electric capacity
x	Recreation Department							
	62)	1601.9010.010	Mid-size SUV	N	\$ 32,000	\$ -		new vehicle for Director position due to restructure of departments mid-year FY20
	63)	1601.9010.010	Enclosed Cargo Trailer	N	\$ 7,500	\$ -		enclosed cargo trailer to store, transport for operation of the ice skating rink
	64)	1601.9010.060	Batting cage	N	\$ 21,050	\$ -		retractable batting cage for the Recreation Center

W

FY2021 Capital by Department								5/14/2020	
Page #	Dept.	Acct. Number		Replace/ New	\$ Request	\$ Committee	Model Yr to Replace	Estimated Miles 6/30/20	Comments
43	Parks Department								
	65)	1602.6130.100	Turf Tank - lease	N	\$ 11,000	\$ -			Turf Tank Plus - field lining robot with accessory/warranty
	66)	1602.9010.010	Regular Cab truck w/ long bed	R	\$ 23,320	\$ -	2004	150,150	Recommended by Fleet due to high mileage of current vehicle
	67)	1602.9010.010	Regular Cab truck w/ long bed	R	\$ 23,320	\$ -	2006	137,900	Recommended by Fleet due to high mileage of current vehicle
	68)	1602.9010.070	Toro 72" Z-master 6000 mower	R	\$ 11,000	\$ -			replace a Kubota mower with age & repair costs, need a more efficient mower to cut Bermudagrass at athletic fields
	69)	1602.9010.070	Aerifier	R	\$ 3,200	\$ -			tractor 3 point hitch ground driven aerifier to replace current unit with frame problems
	70)	1602.9010.070	Turbine Blower - pull along	N	\$ 8,350	\$ -			Multipurpose use; remove clumped clippings, fall leaves, clean paved parking areas
	71)	1602.9010.070	Utility Cart	N	\$ 7,000	\$ -			needed to pull the Turbine Blower around each park without damaging the fields
45	Libraries								
	72)	1603.200.9010.050	Security Camera upgrade Ocean City	R	\$ 7,500	\$ -			upgrade to digital Watchdog system with indoor & outdoor cameras
	73)	1603.200.9010.050	Security Camera upgrade Pocomoke	R	\$ 7,500	\$ -			upgrade to digital Watchdog system with indoor & outdoor cameras
	74)	1603.200.9010.010	Dodge Ram Pro master city van	R	\$ 25,000	\$ -	2007	201,628	Replace Ford Edge for Youth Services with storage to carry program supplies to 5 branches and deliver outreach services to schools and childcare centers
x	Economic Development								
	75)	1801.9010.010	Malibu	N	\$ 17,498	\$ -			new vehicle for Deputy Director hired FY20 mid-year
			Total General Fund		\$ 5,077,235	\$ 1,251,874	General Fund		
						\$ 633,000	Fund Balance		
					\$ 1,884,874		Total		



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UPDATED 11

BOARD OF EDUCATION OF WORCESTER COUNTY

Committee
Revised
COVID-19

Work
Session
5/19/20
FY21

REVENUE SOURCE	REVENUES		APPROVED FY 20	REQUESTED FY 21		
	APPROVED FY 20	REQUESTED FY 21				
RESTRICTED REVENUES						
COUNTY						
Appropriation - Current Expense - MDE	\$90,728,422	\$96,660,234			93,692,139	93,692,139
STATE (Thornton Funding) *						
Foundation Program	6,925,988	7,060,853			7,060,853	7,060,853
Special Education	1,691,616	1,681,440			1,681,440	1,681,440
Transportation	3,348,939	3,404,374			3,404,374	3,404,374
Compensatory Education	7,444,750	7,558,634			7,558,634	7,558,634
Limited English Proficiency	398,763	429,674			429,674	429,674
OTHER						
Tuition	70,000	70,000			70,000	70,000
Other	80,000	80,000			80,000	80,000
Prior Year's Fund Balance**	567,011	567,011			567,011	567,011
Restricted Programs Reimbursements	75,452	75,452			75,452	75,452
AL UNRESTRICTED REVENUE	\$111,330,941	\$117,587,672			114,619,577	114,619,577
OTHER REQUESTS - COUNTY						
RECURRING						
Appropriation - Technology - MDE	\$200,000	\$200,000			200,000	200,000
Appropriation - Capital Outlay - MDE	100,000	100,000			100,000	100,000
NONRECURRING						
Appropriation - Technology	0	0			0	0
Appropriation - School Construction - not MDE	853,055	900,000			0 *	0 *
OTHER						
Appropriation - Retirement Expenses - not MDE	559,284	619,100			619,100	619,100
Appropriation - County Share of Teacher Pension	***	***				
AL OTHER REQUESTS - COUNTY	\$1,712,339	\$1,819,100			919,100	919,100
AL COUNTY APPROPRIATION	92,440,761	98,479,334			94,611,239	94,611,239
AL BUDGET - ALL FUNDS	\$113,043,280	\$119,406,772			115,538,677	115,538,677

* State funding is based upon current law. Subject to final legislative action, these amounts could change.
 Any decrease in State funding would result in an increased amount being requested from the County.
 * A detailed summary of the utilization of the FY19 fund balance is included on page 3.
 * Effective for FY17, this amount is now included under the budget category of Fixed Charges.

* + 200,000 HVal (FY19 fund Balance)
 + 150,000 Central Office (FY19 Fund Balance)
350,000
 + 283,000 SDMS Schematic Design (FY20 Fund Balance)
 + 50,000 Pocumtuck Restricted After School (FY20 Fund Balance)
683,000

BOARD OF EDUCATION OF WORCESTER COUNTY

FY21 TOTAL BUDGET SUMMARY BY CATEGORY AND OBJECT OF EXPENDITURE

	SALARY	CONTRACTED SERVICES	SUPPLIES AND MATERIALS	OTHER CHARGES	EQUIPMENT	TUITION TRANSFERS	FY21 PROPOSED BUDGET
Administration	1,491,053	177,242	30,382	45,710	1,102		\$1,745,489
Instructional Support Services	7,591,347	85,263	137,537	61,200	5,000		7,880,347
Instructional Salaries	46,011,547						46,011,547
Textbooks & Classroom Supplies			2,502,738				2,502,738
Other Instructional Costs		523,647		306,875	85,395	50,000	965,917
Special Education	10,446,870	403,000	185,000	40,011	22,000	128,000	11,224,881
Student Personnel Services	363,285	750	1,890	283			366,208
Health Services	990,454	252	8,118	750	1,000		1,000,574
Student Transportation	349,325	6,486,624	9,636	93,084			6,938,669
Operation of Plant	3,771,838	322,270	301,120	4,015,718	42,300		8,453,246
Maintenance of Plant	754,205	93,738	229,360	650	37,745		1,115,698
Fixed Charges				29,257,875			29,257,875
Capital Planning	122,175	450	1,552	306			124,483
Proposed FY21	\$71,892,099	\$8,093,236	\$3,407,333	\$33,822,462	\$194,542	\$178,000	\$117,587,672
				30,854,367			114,619,577
OTHER REQUESTS							
Technology Program							\$200,000
Capital Outlay							100,000
School Construction							900,000 *
County Share of Teacher Pension							*
Retirement Expenses							619,100
TOTAL OTHER REQUESTS							\$1,819,100
							\$119,406,772
							115,538,677

(Effective for FY17, this amount is now included in the category of Fixed Charges)

* Add to FY20 Fund Balance: 633,000 school construction
 50,000 Pocumuck school
683,000

12 - FIXED CHARGES

FY2021
5/19/20
WORK SESSION

ACCOUNT DESCRIPTION	EXPENDED FY19	APPROVED FY20	REQUESTED FY21	
<u>OTHER CHARGES</u>				
TUITION & RECERTIFICATION EXPENSES	\$654,152	\$343,300	\$543,300	543,300
Reimbursement to employees for graduate courses at colleges and universities per the terms of the Negotiated Agreement and to meet State certification requirements.				
Requested Increase	\$200,000			
CRIMINAL BACKGROUND CHECKS	3,879	6,149	6,149	6,149
As required by State law, all new employees must be finger printed and have a criminal background check completed.				
INSURANCE - BLANKET	44,588	59,904	59,904	59,904
Includes the cost of general liability insurance as well as legal, cosmetology, and nurses' liability and fidelity bonds.				
INSURANCE - WORKER'S COMPENSATION	354,797	257,139	259,042	259,042
This account funds the cost of worker's compensation insurance required by law for school system employees.				
FY21 New Positions	\$1,903			
INSURANCE - LIFE	109,356	109,794	109,794	109,794
Life insurance for employees per negotiated agreement.				
RETIREMENT COSTS - LOCAL SHARE	225,702	202,529	202,529	202,529
Includes the State guidelines for positions such as adult education teachers and bus assistants, which are not eligible for State funding for the employer's share of pension costs. This includes increase for the new pension system administrative fee.				
SOCIAL SECURITY	4,841,661	5,018,881	5,228,949	5,228,949
Includes the costs of the employer's share of social security and Medicare tax for all locally funded school system employees.				
<i>Increased by an amount which correlates to the negotiated salary package.</i>				
FY21 New Positions	\$23,879			
FY21 Salary Increase	\$186,189			
MEDICAL INSURANCE	15,198,970	15,465,365	15,595,549	15,127,454
Current health plan based upon current enrollment.				
FY 21 Estimated Rate Increase: 0%				
FY21 New Positions	\$130,184			
			<468,095> 15,127,454	
UNEMPLOYMENT INSURANCE	36,122	15,500	15,500	15,500
Cost of unemployment insurance including hearings, appeals, and administration of claims.				
OTHER POST EMPLOYMENT BENEFITS (OPEB)	100,000	2,600,000	5,100,000	2,600,000
This funding will be remitted to Worcester County to assist in funding the OPEB liability.				
FY21 Increase from County	\$2,500,000			
			<2,500,000> 2,600,000	
LOCAL SHARE OF TEACHER PENSION	2,157,236	2,137,159	2,137,159	2,137,159
Effective in FY12, the state of Maryland decided to pass a portion of the cost of the teacher pensions back to local school systems. Prior to FY 12, teacher pensions had been funded completely by the state.				
TOTAL FIXED CHARGES	\$23,726,463	\$26,215,720	\$29,257,875	26,289,780
			26,289,780	

**SCHOOL CONSTRUCTION PROJECTS
FY 2021**

	PROPOSED FY 21
Additional HVAC Units (various schools)*	\$200,000
Central Office Improvements*	150,000
Schematic Design Fees (SDMS)	283,000
Additional School Requested Minor Construction Projects (Intercom replacement at Snow Hill Middle, resurfacing gym floor at Pocomoke High, a fence to enclose early childhood area at Snow Hill Elementary, increased electrical capacity at Worcester Technical High and various other requested school projects.)	267,000 0
TOTAL:	900,000
<i>*Included in Worcester County Commissioners FY19 Fund Balance</i>	350,000
<i>FY20 Fund Balance</i>	283,000
	633,000

RESTRICTED PROGRAMS - LOCAL, STATE AND FEDERAL

Restricted funds listed below can only be spent as authorized by the administering agency (State and Federal government). The level of funding indicated for each program is an estimate. Projects may be discontinued or reduced in scope depending upon funds allocated by the funding source.

TOTAL ANTICIPATED RESTRICTED FUNDING	\$12,731,025	
	ACTUAL FY 20	ESTIMATED FY 21
<u>FEDERAL FUNDS</u>		
Title I Educationally Disadvantaged	\$1,824,301	\$1,820,000
Title III Language Acquisition	15,775	15,000
Special Education	2,100,000	2,100,000
21st Century High School Academies	361,932	361,932
JR ROTC Program	116,000	116,000
21st Century CARE Academies	398,346	398,346
Title IIA, Systems of Support for Excellent Teaching & Leading	240,953	240,900
Career & Technology Education	84,571	84,500
Adult Education	22,019	44,262
<u>STATE FUNDS</u>		
Judy Hoyer Early Childcare And Education	250,000	250,000
Adult Education	154,244	210,933
Teachers Retirement & Pension	6,965,109	6,831,000
<u>LOCAL FUNDS</u>		
Donnie Williams Grant	75,200	208,152
Pocomoke Middle School Grant	50,000	50,000
TOTAL RESTRICTED REVENUE	\$12,658,450	\$12,731,025

* FY20 Fund Balance

Reserve Fund – Updated 5/14/20

Policy on Reserve Fund Resolution 04-45 attached.

Fiscal Year 2020 Expense Budget = \$201,285,552

10% required \$20,128,555

10% Actual \$20,288,161

Surplus \$ 159,606

Fiscal Year 2021 Expense budget (based on Revenue Estimate) \$204,325,631 (updated 5/14/20)

10% required \$20,568,813

10% actual \$20,288,161

Transfer Due: \$ 144,402 from Assigned Fund Balance of \$1,000,000 (\$855,598 will remain)

Budget Stabilization

Estimated use of Budget Stabilization available for FY21 & beyond = \$15,277,008

Assigned Fund Balance projects to add 6/30/20:

1. \$283,000 SDMS Schematic Design Fees
2. \$50,000 Pocomoke Warrior Restricted Funds

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