

AGENDA

WORCESTER COUNTY COMMISSIONERS

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

June 5, 2018

Item

- 9:00 AM - Meet in Commissioners' Conference Room - Room 1103 Government Center, One West Market Street, Snow Hill, Maryland - Vote to Meet In Closed Session
- 9:01 - Closed Session: Discussion regarding hiring three (3) Correctional Officer Trainees for the Jail; posting to fill vacancies for a Landfill Operator I for Solid Waste, a Roads Worker II for the Roads Division, and a Mosquito Control Foreman Trainee for Public Works, a Safety Coordinator for Human Resources, Deputy Sheriff - School Security for the Sheriff's Office, Office Assistant III for Emergency Services, and Correctional Officer for the Jail; receiving legal advice from Counsel; and performing administrative functions
- 10:00 - Call to Order, Prayer, Pledge of Allegiance
- 10:01 - Report on Closed Session; Review and Approval of Minutes
- 10:05 - Presentation of Proclamation Recognizing June as Elder Abuse Awareness Month 1
and Commendation Recognizing Maxi Ruggerio for her Winning Fair Housing Poster 2
- 10:10 -
- 10:20 - Ivonne Lomax - LSWA Youth Program Coordinator: Youth Standing Committee Strategic Plan 3
- 10:30 - Chief Administrative Officer: Administrative Matters 4-19
(Housing Rehabilitation Program Bid Packages - Pocomoke and Bishopville Area Homes; Worcester County Plan Updates for Continued Community Development Block Grant Eligibility; Local Match for Community Bond - Worcester Addictions Cooperative Services (WACS) Center Renovation Project; Maryland State Arts Council Grant Agreement; Amendment to Grant Agreement to Administer and Enforce Onsite Sewage Disposal System Regulations; Recreation Center Gymnasium Interior Lighting Proposal; FY19 Program Open Space Annual Program Recommendation and Allocations; Keyscan Repairs/Control Panel Replacement at Government Center; Worcester County EDACS Radio System for Town of Ocean City; Private Lane Name - Hideaway Lane in West Ocean City; Adopting Rezoning Resolutions and Findings of Facts for Rezoning Case No. 416 and Rezoning Case No. 417; Approving Bid Specifications for Generator Preventive Maintenance Services - FY18-21; Construction Management Services for Court House HVAC Project; Pending Board Appointments; Dissolution of Wor-Wic Local Advisory Council by Wor-Wic Community College; and potentially other administrative matters)
- 10:40 - Public Hearings - Requested Enterprise Fund Budgets
- Requested FY 18/19 Water and Wastewater Enterprise Fund Budgets and Assessments 20
- Requested FY 18/19 Solid Waste Enterprise Fund Operating Budget and Fees 21
- Requested FY 18/19 Liquor Control Enterprise Fund Operating Budget 22
- 10:50 - Chief Administrative Officer: Administrative Matters (Continued) 4-19, continued
- 11:00 -
- 11:10 - Adopt FY 18/19 County Operating Budget 23
- 11:20 -
- 11:30 -
- 11:40 -
- 11:50 -
- 12:00 - Questions from the Press
- Lunch
- 1:30 PM - Attend Ribbon Cutting for Stephen Decatur High School Bollards - 9913 Seahawk Road, Berlin 24

AGENDAS ARE SUBJECT TO CHANGE UNTIL THE TIME OF CONVENING

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

Please be thoughtful and considerate of others.

Turn off your cell phones & pagers during the meeting!

Minutes of the County Commissioners of Worcester County, Maryland

May 8, 2018

Work Session

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

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

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

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

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

With regard to revenue projections, Commissioner Bunting noted that revenues for only two (Casino at Ocean Downs and Seacrets) of the four private businesses that maintain Memorandums of Understanding (MOU) for contractual services with the Sheriff's Office are included in the revenue report and he directed staff to provide the Commissioners with the overall cost for overtime within the Sheriff's Office for these types of services. Mr. Higgins

explained that, by setting up a special fund for Room and Food Taxes, the Reserve Fund now stands at 10.5% of expenditures.

The Commissioners reviewed requested expenditures by department.

With regard to the Sheriff's Office, the Commissioners approved funding for a School Resource Officer, but eliminated requested funding in Account No. 6000.100 Personnel Services Salaries for two roads deputies and one Chief Operations Officer; and eliminated requested funding in Account No. 9010.010 - Capital Equipment Building Improvements equivalent to the reduction of three new vehicles for new positions that were not approved within the Sheriff's Office budget and the adjustment to the request for nine 4x4 Chevrolet Tahoes as follows: five 4x4 and four 4x2 vehicles.

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

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

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

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

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

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

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

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

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

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

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

The Commissioners recessed for five minutes.

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

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

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

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

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

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

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

The Commissioners recessed for lunch.

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

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

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

The Commissioners reviewed the FY19 requests for new positions.

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

Upon a motion by Commissioner Mitrecic, the Commissioners unanimously approved the request for one full-time Safety Coordinator position within Human Resources.

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

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

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

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

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

Upon a motion by Commissioner Church, the Commissioners voted 4-3, with Commissioners Bertino, Church, Lockfaw, and Purnell voting in favor of the motion and Commissioners Bunting, Elder, and Mitrecic voting in opposition, to approve the Enterprise Fund FY19 Proposal for Revised County Classification Plan for two positions occupied by four

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Enterprise Fund employees at a total increased salary cost of \$11,607. This includes the following adjustments within the Solid Waste Division of Public Works: reclassifying Recycle Worker II from (G8) to (G9); and reclassifying Landfill Crew Leader from (G12) to (G15).

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

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

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

Minutes of the County Commissioners of Worcester County, Maryland

May 15, 2018

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

Following a motion by Commissioner Bertino, seconded by Commissioner Bunting, the Commissioners unanimously voted to meet in closed session at 9:00 a.m. in the Commissioners' Conference Room to discuss legal and personnel matters permitted under the provisions of Section 3-305(b)(1), (7), and (8) of the General Provisions Article of the Annotated Code of Maryland and to perform administrative functions. Also present at the closed session were Harold L. Higgins, Chief Administrative Officer; Kelly Shannahan, Assistant Chief Administrative Officer; Maureen Howarth, County Attorney; Stacey Norton, Human Resources Director; John Tustin, Public Works Director, and John Ross, Public Works Deputy Director. Topics discussed and actions taken included: hiring Christine Vandercook as an Accounting Clerk II for the Treasurer's Office; posting to fill upcoming vacancies for an Office Assistant IV for County Administration and a Communications Manager for Emergency Services; acknowledging the hiring of Kimberly Brown as a Library Services Assistant II within the Berlin Branch Library and Lindsey West as Attorney for the Board of Elections; considering disciplinary action for a County employee; discussing pending litigation; receiving legal advice from counsel; and performing administrative functions.

After the closed session, the Commissioners reconvened in open session. Commissioner Purnell called the meeting to order and announced the topics discussed during the morning closed session.

The Commissioners reviewed and approved the open and closed session minutes of their May 1, 2018 meeting as presented.

Pursuant to the request of Finance Officer Phil Thompson and upon a motion by Commissioner Bertino, the Commissioners unanimously approved the recommended FY19 Tax Ditch Rates, certifications, and recommended Managers for all 18 Tax Ditches in the County. Mr. Thompson noted that the tax ditch rates were identical to the prior year.

Library Director Jennifer Ranck advised the Commissioners that the Library Board wishes to apply for FY20 County Public Library Capital Grant funds of \$250,000 from the State to complete the architectural and engineering phase for the Pocomoke Library renovation and expansion project, which requires a local match of \$125,000 and for which a letter of intent to

fund the entire project is required from the Commissioners. Ms. Ranck advised that the Library originally submitted a request for Pocomoke Library building improvements totaling \$500,000 in the Capital Improvement Plan FY 19 - 23. However, based on a 2013 study which identified the need for an additional 4,000 square feet of Library space to meet the needs of the community for additional meeting space, and to relocate and expand the young adult section with new technology and creative arts. She stated that this project is now estimated to cost approximately \$2.5 million, which includes construction and furniture, fixtures, and equipment. She stated that the project schedule includes a design phase in FY20, with construction to begin in FY21, noting that grant funds will be used to complete pre-design work in FY19 to launch into the architectural and engineering phase if a County Public Library Capital Grant is awarded in FY20.

In response to a question by Commissioner Bertino, Chief Administrative Officer Harold Higgins advised that the Commissioners can fund the local cost share for this project through the General Fund or bond funds, depending upon the cost estimate following the design phase of this project.

Following some discussion and upon a motion by Commissioner Bertino, the Commissioners unanimously authorized Commission President Purnell to sign the letter of intent and allocation of \$125,000 to cover the cost of the local match for the design phase of the Pocomoke Library renovation and expansion project, which is estimated to cost \$2.5 million.

Pursuant to the request of Ms. Ranck and upon a motion by Commissioner Mitrecic, the Commissioners voted 4-3, with Commissioners Bertino, Bunting, and Elder voting in opposition, to waive the standard bid process and accept the proposal for the purchase and installation of Avaya phone systems and software from Alliance Technology Group, LLC of Hanover, Maryland to upgrade and install phone systems at all five Library Branches and the offices located on Bank Street in Snow Hill at a total cost of \$31,856, to replace 51 handsets and 18 phone lines. Ms. Ranck advised that this vendor supplied the same phone systems and software in other County departments, and \$42,000 is available within the library's capital budget for this purchase. In response to a question by Commissioner Bertino, Ms. Ranck stated that waiving the bidding and accepting the proposal from Alliance Technology Group would help to assure consistency in the phone systems throughout County departments and agencies.

Pursuant to the request of Emergency Services Director Fred Webster and upon a motion by Commissioner Bertino, the Commissioners unanimously adopted Resolution No. 18-10 Adopting of Hurricane Evacuation Maps under the Federal Emergency Management Agency's (FEMA) Know Your Zone Program in Worcester County, Maryland. Mr. Webster originally met with the Commissioners on March 20, 2018 to discuss the FEMA Know Your Zone program, an education campaign designed to help those residing in coastal areas prone to tropical storms to know when to evacuate a specific area ahead of weather events and other emergencies, at which time the Commissioners conceptually approved the draft maps. Mr. Webster advised that, since their first meeting, staff distributed the maps to Ocean City officials who had no objections or change requests and to Berlin officials who requested the areas west of U.S. Rt. 113 be added to the Zone C evacuation area. Mr. Webster advised that the maps have been revised to include these areas, and he outlined the planned public outreach campaign.

Pursuant to the request of John and Lauren Bruning and additional family members who reside on and operate a family business on an approved private lane, the recommendation of Mr. Webster and upon a motion by Commissioner Elder, the Commissioners unanimously authorized the properties on said lane, located at the easterly terminus of Cedartown Road, to retain their existing Cedartown Road addresses, provided such addresses are posted both on each house and on the mailboxes, which are located on Cedartown Road. They further agreed to exempt the road from the naming requirement. Mr. Webster stated that on September 19, 2017 the Commissioners adopted Resolution No. 17-21, approving a proposal for an approved private road for Bruning Properties, LLC, which would create a 200-foot extension at the easterly terminus of Cedartown Road at the intersection of Kelly Point Lane. He stated that no action was taken to name the lane at that time, since it only had two inhabitable structures at the time and thus failed to meet the criteria for the naming of a private lane. However, since that time a permit application was submitted by another Bruning family member to construct a single-family home on the parcel and thus making the lane eligible to be named as a County lane, though the property owners would still be required to maintain the private lane.

Upon the request of Land Planner Bob Hand, on behalf of client Kathleen Clark of Monogram Building and Design, Inc., the recommendation of Development Review and Permitting Director Ed Tudor and upon a motion by Commissioner Bertino, the Commissioners unanimously approved a minor modification to the Step I Design for Shady Side Village Residential Planned Community (RPC), which was originally approved by the Commissioners in January 2018. Mr. Tudor advised that the request is to reduce the density by two units, from 37 units to 35 units, and to revisit the unit-type, from primarily duplex units to primarily three-unit townhouse structures, to mirror the West Harbor Village development currently under construction, and he concluded that these changes are minor and do not require the applicant to process a new application.

Pursuant to the request of Warden Donna Bounds and upon a motion by Commissioner Church, the Commissioners unanimously authorized the Fifth Amendment to Master Services Agreement originally signed August 5, 2010 between Securus Technologies, Inc. (Provider) and Worcester County Jail (Customer) for the provision of electronic ankle monitors for work release inmates at the County Jail. Warden Bounds stated that the work release program began 30 years ago, and the addition of ankle monitors would provide another needed level of monitoring for inmates on court ordered work release to continue employment in the community and to return to the County Jail at a designated time. Inmates would be charged \$5 per day to cover a portion of the cost of the ankle monitors.

Pursuant to the request of Warden Bounds and upon a motion by Commissioner Mitrecic, the Commissioners unanimously accepted the low proposal from Priority Install, LLC of Gaithersburg, Maryland for the purchase and installation of a prisoner transport insert (security cage) for a total cost of \$15,363.40. Warden Bounds advised that the security cage will be fitted within the new 2018 Chevrolet van.

The Commissioners met with Public Works Director John Tustin to review the results of

a speed study conducted by the Roads Division of Public Works on the Worcester County section of St. Lukes Road outside of Snow Hill from May 2-7, 2018. This study was conducted to address a resident's request to post speed limit signs and bus stop signs to address safety concerns due to speeding vehicles. Mr. Tustin advised that 3,112 vehicles traveling in both the east and west bound lanes were recorded during the speed study. He stated that the average speed of these vehicles was 46 miles per hour (mph), with 2,777 vehicles or 89.3% traveling 36 mph and greater, 335 vehicles or 10.7% traveling between 1 and 35 mph. In response to questions by Commissioner Elder, Mr. Tustin stated that Public Works staff shared the speed study results with the Sheriff's Office, after which Deputies stepped up enforcement efforts on that road and ticketed two vehicles traveling at 62 mph and one traveling at over 70 mph. He stated that, as an un-posted highway, the speed limit by default is 50 mph, and he recommended posting speed limit signs of 50 mph, which will allow the Sheriff's Office to police this area and provide additional enforcement, and also to post school bus stop signs near house number 1854 to warn motorists of potential safety issues.

Commissioner Elder expressed extreme concern that 79 vehicles were traveling in excess of 50 mph during school bus pickup times, and 125 vehicles were traveling in excess of 50 mph during school bus drop off times on May 3, and a few of these vehicles were traveling at speeds in excess of 76 mph.

Following some discussion and upon a motion by Commissioner Elder, the Commissioners unanimously agreed to post a speed limit of 50 mph on the portion of St. Lukes Road in Worcester County, to post Bus Stop Ahead signs in the vicinity of 1854 St. Lukes Road, and to request that the Sheriff's Office enforce the posted speed limit.

Pursuant to the recommendation of Mr. Tustin and upon a motion by Commissioner Bunting, the Commissioners unanimously awarded the low bid for the purchase of one Massey Ferguson Model 6712 landfill cab tractor farm-type, off-road vehicle to Binkley & Hurst, LP of Seaford, Delaware at a total delivered price of \$52,170.

In response to a follow up request from Hugh Cropper, IV, attorney for Sun TRS frontier LLC, the Commissioners revisited their May 1, 2018 discussion regarding Mr. Cropper's request for allocation of an additional 34 equivalent dwelling units (EDUs) of sewer capacity from the Mystic Harbour Sanitary Service Area (SSA) for a proposed expansion of the Frontier Town Campground. This request is in addition to the 166 EDUs that Sun Frontier, LLC purchased on March 30, 2017 to serve the existing campground with sewer service in order to eliminate the existing septic system. That prior discussion resulted in a failed motion to deny the request for the allocation of 34 EDUs of sewer service to Frontier Town. Assistant Chief Administrative Officer and Sewer Committee representative Kelly Shannahan advised the Commissioners that, since no further action was taken at their prior meeting, this matter is still pending, and he reviewed the three potential options before the Commissioners to address this issue.

Upon a motion by Commissioner Church, the Commissioners unanimously agreed to initiate an amendment to the Water and Sewerage Plan to revisit the EDU Allocation Table for the Mystic Harbour Service Area to allocate 34 EDUs from the "Infill and Intensification" category in Area 1 (north of the airport) to the "Frontier Town Campground" category in Area 2 (south of the airport) to accommodate a 101-campsite expansion on the existing campground.

The Commissioners met with Mr. Shannahan to review a request from Hugh Cropper, IV, attorney for Eugene R. Parker (applicant) for allocation of 12 EDUs of sanitary service from the Mystic Harbour Sanitary Service Area (SSA) for a proposed 12-lot Residential Planned Community (RPC) on a 4.84-acre parcel located on the northeast corner of the MD Rt. 611 and Snug Harbor Road intersection. Mr. Shannahan advised that the subject property is an undeveloped, vacant parcel, currently zoned R-2 Suburban Residential District and designated S-1 (designated for sewer service within 2 years) in the County Water and Sewerage Plan, though this designation does not guarantee any service or obligate the provision of services in that time frame. He advised that the Technical Review Committee reviewed the proposed RPC plan on April 11, 2018, at which time staff comments noted that the site plan must identify the source and approved allocation of EDUs before the project can proceed to the Planning Commission for further consideration. He advised that there are currently 52 EDUs allocated in Area 2 (south of the airport), in which this new proposed RPC is located, which have not yet been purchased. Remaining EDUs in all categories in Area 2 are as follows: Commercial Infill South of Airport (20 of 20 EDUs), Vacant or Multi-Lot properties (2 of 4 EDUs), Assateague Greens Executive Golf Course/Range (6 of 6 EDUs), Ocean City Airport, Clubhouse and Humane Society (0 of 32 EDUs), Church (5 of 5 EDUs), Single Family Dwellings to replace septic systems (19 of 20 EDUs), Castaways Campground (0 of 88 EDUs), Frontier Town Campground/Commercial Portion of Frontier Town Campground (0 of 166 EDUs). Of the remaining capacity in Area 2, only the 20 EDUs for Commercial Infill south of the Airport were allocated for new development. The other remaining 32 EDUs are intended to serve properties to replace septic systems for existing homes and other existing developments. Mr. Shannahan advised that there are currently 294 EDUs allocated in Area 1 (north of the airport) that have not yet been purchased; however, reallocating these EDUs to Area 1 to serve new development would not be in accordance with the established priorities of the original sewer capacity allocation and would require an amendment to the County Water and Sewerage Plan and approval by the Maryland Department of the Environment (MDE), since the EDU Allocation Table was officially adopted as part of the plan, as required by MDE. Furthermore, once sold, these EDUs will no longer be available for their intended purposes.

Upon a motion by Commissioner Bunting, the Commissioners unanimously denied the request for allocation, as there are no remaining EDUs available for new residential development in Area 2, south of the airport, in accordance with the allocation table included in the Worcester County Water and Sewerage Master Plan for the Mystic Harbour SSA, and directed staff to return the deposit of \$12,000.

Chief Administrative Officer Harold Higgins advised the Commissioners that following the budget work session on May 8, 2018 for the FY19 County Operating Budget revenues of \$190,030,719 exceeded expenditures of \$189,198,387 by \$832,332. He then reviewed suggested adjustments within the FY19 budget to balance the surplus as follows: \$40,471 for Royal Plus lease improvements for the Elections Office; two dump trucks with snow plows at a cost of \$155,430 each and \$385,000 for one grader for the Roads Division of Public Works; \$25,000 for a replacement trailer for the Mosquito Control Office; and \$71,000 for Other Post Employment Benefits (OPEB). Mr. Higgins advised that additional savings will occur when the salary increase is allocated, upon which staff proposes to allocate the amount to the benefit and insurance

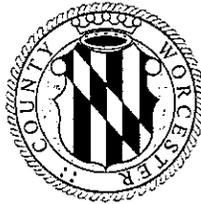
contingency account.

In response to a question by Commissioner Bertino, Mr. Higgins advised that the remaining fund balance would be assigned to the Budget Stabilization category. Commissioner Mitrecic stated that, while the proposed use of funds are worthwhile, he cannot support the proposed budget, since the Commissioners denied requests from the Town of Ocean City for an additional advertising grant of \$100,000, money that is used to advertise hotels, restaurants, and shopping in the Ocean City and West Ocean City areas, and \$300,000 in FY19 (with an additional \$300,000 grant for FY20) to help cover the two-year project to install bollards to improve boardwalk security. He stated that the County brought in \$325,000 in additional room tax revenues thanks in large part to the Town of Ocean City's advertising campaigns, and the boardwalk is arguably the most used and populated 27 blocks in the State of Maryland on any given summer night. He stated that to deny the funding, while requesting town officials fund a portion of the inlet dredging project is unfair, and he urged the Commissioners to reconsider awarding the requested grant funds.

Following some discussion and upon a motion by Commissioner Bertino, the Commissioners voted 6-1, with Commissioner Mitrecic voting in opposition, to approve the suggested adjustments within the proposed FY19 budget as presented.

The Commissioners answered questions from the press, after which they adjourned to meet again on June 5, 2018.

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MAUREEN F.L. HOWARTH
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COMMISSIONERS
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JOSEPH M. MITRECIC

OFFICE OF THE
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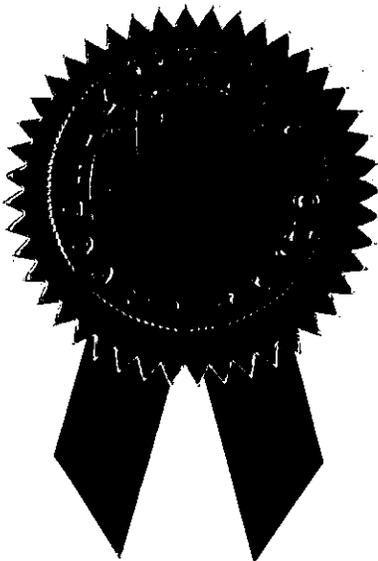
PROCLAMATION

WHEREAS, each year, the human rights of nearly 2.1 million senior-age U.S. citizens are violated when they become victims of physical or sexual abuse, neglect, or financial exploitation at the hands of known individuals, like family members and caregivers, who violate that sacred trust.

WHEREAS, elder abuse robs victims of their sense of dignity and self worth. Together we can prevent or end the cycle of abuse in a victim's life through prevention, detection, and intervention by becoming aware, recognizing the warning signs, and advocating for that individual by reporting suspected abuse.

NOW, THEREFORE, we the County Commissioners of Worcester County, Maryland, do hereby proclaim June 2018 as **Elder Abuse Awareness Month** and June 5 as **Elder Abuse Awareness Day** in Worcester County and urge citizens to learn the red flags of elder abuse and to advocate to prevent or end abuse.

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



Diana Purnell, President

Theodore J. Elder, Vice President

Anthony W. Bertino, Jr.

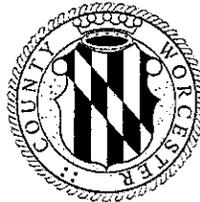
Madison J. Bunting, Jr.

James C. Church

Merrill W. Lockfaw, Jr.

Joseph M. Mitrecic

Citizens and Government Working Together



2

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

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

OFFICE OF THE
COUNTY COMMISSIONERS

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

COMMENDATION

WHEREAS, we commend Worcester Preparatory School student Maxi Ruggerio for her poster "Celebrate the 50th Anniversary of the Fair Housing Act" depicting community members coming together to celebrate fair housing, which was selected by the Coastal Association of REALTORS and Maryland Association of REALTORS® to be featured in the 2019 Fair Housing Calendar; and

WHEREAS, Miss Ruggerio was named a state winner from Worcester County. Her art highlights the importance of community members coming together to support fair housing.

NOW, THEREFORE, we the County Commissioners of Worcester County, Maryland, do hereby commend **Maxi Ruggerio** for applying her artistic talents to help promote vibrant communities by affirming equal housing opportunities for all.

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

Diana Purnell, President

Theodore J. Elder, Vice President

Anthony W. Bertino, Jr.

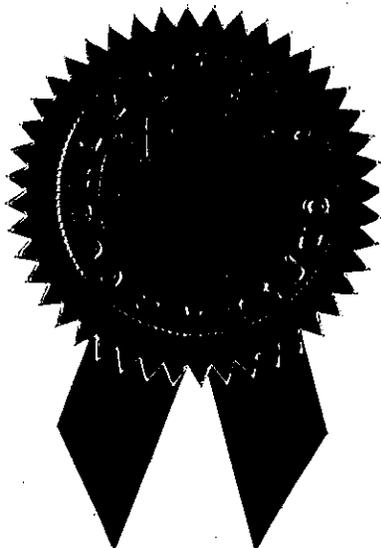
Madison J. Bunting, Jr.

James C. Church

Merrill W. Lockfaw, Jr.

Joseph M. Mitrecic

Citizens and Government Working Together



Equal Housing Opportunity
REALTORS

Celebrate the 50th Anniversary of the Fair Housing Act





**LOWER SHORE
WORKFORCE ALLIANCE**

3

Serving as the workforce development board for the Lower Shore of Maryland

May 1, 2018

Worcester County Government Center
1 W. Market St. Room 1103
Snow Hill, MD 21863

Dear Kelly Shannahan,

My name is Ivonne Lomax. I am the Youth Program Coordinator for Lower Shore Workforce Alliance. I'm writing on behalf of Lower Shore Workforce Alliance Workforce, Youth Standing Committee. Lower Shore Workforce Alliance (LSWA) is dedicated to providing quality services to youth in our communities. Recent legislation has aligned our funding to further address the needs of workforce development to sensitive populations. In the past, most of our youth funding has been directed toward youth enrolled in the school system.

We will now be expanding our focus to include youth who have disengaged from the school system or are at-risk of dropping out of school and have not been successful in finding or maintaining employment. Youth and young adults (16 yrs-24yrs) are in need of a path that would allow them to take part in successful activities that would introduce them to a number of new opportunities. We would like to set up a meeting with each commissioner, council person or representative from each county to have an open discussion about the implementation of our strategic plan for the next three years.

According to marylandreportcard.gov, the drop-out rate for Wicomico, Worcester, and Somerset counties schools has been on the rise. Our goal is to support and collaborate with community partners and county commissioners to help prevent students from disconnecting. Going forward, we will provide tools such as: trainings focus groups, occupational skills, career pathway skills and so much more to those who have disengaged to provide an opportunity to reengage.

Thank you for supporting our efforts to build a strong and sustainable workforce in our communities. Please feel free to contact me if you have any questions or visit our website at www.lswa.org.

Sincerely,

Ivonne Lomax
Youth Program Coordinator
Lower Shore Workforce Alliance
A Division of the Tri-County Council
for the Lower Eastern Shore of Maryland
Email: ilomax@lswa.org

"Providing workforce policy, planning and oversight for the Lower Shore of Maryland"

One-Stop Job Market/American Job Center ■ 31901 Tri-County Way ■ Salisbury, MD 21804
Phone: (410) 341-3835 ■ Fax: (410) 341-3735
www.lswa.org



LOWER SHORE WORKFORCE ALLIANCE

Serving as the Workforce Development Board for the Lower Shore of Maryland

Youth Standing Committee Strategic Plan

The Youth Strategic Plan is to build and identify gaps in services and to develop strategies to coordinate youth policies, quality services and community partnerships to address unmet needs of youth. The committee goals will begin with identifying, evaluating and developing ways to collaborate with our partners' through-out all three counties.

Due to the change in legislation, which focuses the majority of youth funds on disconnected youth, there is a need for increase awareness in the Tri-County area on the services provided under workforce funding. The Workforce Innovation and Opportunity Act (WIOA) is an opportunity for collaborations so innovative programs can be developed to address the needs of our communities.

Listed below are the committee goals. These goals will begin by identifying, and evaluating and developing ways to collaborate with our partners' through-out all three counties to address barriers and concerns regarding our youth (16-24) in the Tri- County areas. As a staff, data/recommendations are being researched and solicited by our Youth Standing Committee members, so decisions can be made based on the needs of our local area. Please visit our website to review our Youth Strategic Plan. www.lswa.org

Sections of the Final draft strategic plan:

- Section 1. Strategic and Goals
- Section 2. Regional Economic Conditions
- Section 3. Youth Program Funding
- Section 4: Service Delivery
- Section 5: Sub grant Process
- Resources
- Contact Information

Youth Standing Committee Goals:

- Goal 1: To increase employer engagement with workforce development and education systems in order to increase work-based training opportunities.
- Goal 2: To develop job readiness among area youth including soft skills, basic learning and work ethic. Earlier interventions with at-risk youth are needed.
- Goal 3: To increase enrollment, thereby providing youth with the necessary skills and credentials to meet the demands of modern business.



LOWER SHORE WORKFORCE ALLIANCE

Serving as the Workforce Development Board for the Lower Shore of Maryland

The strategic plan is designed to build and identify gaps in services and develop strategies to coordinate youth policies, quality services and community partnerships to address unmet needs of youth. The committee goals will begin with identifying, evaluating and developing ways to collaborate with our partners throughout all three counties.

Objective and Action Strategies Narrative
Goal 1: To increase employer engagement with workforce development and education systems in order to increase work-based training opportunities.
Key Objective: Evaluate opportunities to host public events that would increase employer engagement.
Key Action Strategies:
<ul style="list-style-type: none"> • Youth Symposiums • Job Fairs
Who will be implementing this goal? Youth Standing Committee
Goal 2: To develop job readiness among area youth including soft skills, basic entry level skills and work ethic. Earlier interventions with at-risk youth are needed.
Key Objective: Standard job readiness assessments and engagement with employers as well as partners collaboration.
Key Action Strategies:
<ul style="list-style-type: none"> • Workshop for Employers • Partner Forums and Training Opportunities • Business After Hours • Focus Group/Advocate • Providing resources links/referrals
Who will be implementing this goal? Youth Standing Committee in collaboration with Vendors
Goal 3: To increase enrollment thereby providing youth with the necessary skills and credentials to meet the demands of modern business.
Key Objective: To provide technical assistance related to WIOA Youth Services
Key Action Strategies:
<ul style="list-style-type: none"> • Quarterly/monthly reporting and create an action plan for any barriers or challenges that may exist. • Guest speaker for focus group • Providing resources links/referrals
Who will be implementing this goal? Youth Standing Committee in collaboration with Vendors



LOWER SHORE WORKFORCE ALLIANCE

Serving as the Workforce Development Board for the Lower Shore of Maryland

An analysis of the regional youth conditions include review of data related to population projections, unemployment rates and poverty levels. These conditions are important to understand in order to best serve the community.

Population Projections: The projected growth in population of 16-24 year olds from 2014-2020 for all three counties.

Year	Population Projections Age 16-24, Both Genders		
	Worcester County, Maryland	St. Mary's County, Maryland	Somerset County, Maryland
2014	4,000	4,074	4,125
2015	4,000	4,074	4,125
2016	4,000	4,074	4,125
2017	4,000	4,074	4,125
2018	4,000	4,074	4,125
2019	4,000	4,074	4,125
2020	4,000	4,074	4,125

Source: JobsEQ®

Unemployed: Percent of unemployed individuals per age group for all three counties.

Age Group	Percent			Values		
	Worcester County	St. Mary's County	Somerset County	Worcester County	St. Mary's County	Somerset County
16-17	12.5%	12.5%	12.5%	125	125	125
18-19	12.5%	12.5%	12.5%	125	125	125
20-24	12.5%	12.5%	12.5%	125	125	125
25-29	12.5%	12.5%	12.5%	125	125	125
30-34	12.5%	12.5%	12.5%	125	125	125
35-39	12.5%	12.5%	12.5%	125	125	125
40-44	12.5%	12.5%	12.5%	125	125	125
45-49	12.5%	12.5%	12.5%	125	125	125
50-54	12.5%	12.5%	12.5%	125	125	125
55-59	12.5%	12.5%	12.5%	125	125	125
60-64	12.5%	12.5%	12.5%	125	125	125
65-69	12.5%	12.5%	12.5%	125	125	125
70-74	12.5%	12.5%	12.5%	125	125	125
75-79	12.5%	12.5%	12.5%	125	125	125
80-84	12.5%	12.5%	12.5%	125	125	125
85-89	12.5%	12.5%	12.5%	125	125	125
90-94	12.5%	12.5%	12.5%	125	125	125
95-99	12.5%	12.5%	12.5%	125	125	125

Source: JobsEQ®

1. American Community Survey (ACS) 2011-2015

Unemployed is defined as jobless, actively seeking work, and available to take a job.

Poverty: Poverty Rates for all three counties.

County	Rate
Worcester County	12.5%
St. Mary's County	12.5%
Somerset County	12.5%

Source: U.S. Census Bureau, Small Area Income and Poverty Estimates



LOWER SHORE WORKFORCE ALLIANCE

Serving as the Workforce Development Board for the Lower Shore of Maryland

In order to address the needs of residents in each of the three counties and to ensure appropriate allocation of funds, the board requests a sub-committee recommendation of a funding formula for Out-of-School Youth program provision. The sub-committee will present formula recommendation(s) beginning with PY2018 funding at the March 2018 board meeting. An additional formula is requested related to the provision of ISY program services in the event that additional non-WIOA funds are received.

Lower Shore Workforce Alliance selects sub-grantee program providers by competitive bid. The solicitation process seeks proposals for Out-of-School youth between the ages of 16 and 24 that are innovative and reflect quality partnerships with businesses and community agencies who can provide a variety of services and opportunities for the targeted population for the Lower Shore. Active service delivery will occur at any point during the grant cycle. However, vendors are responsible for providing follow up services for a minimum of 12 months after participant exit, regardless of available funding.

Selected sub-grantee vendors are responsible for: engaging in participant recruitment, conducting an objective assessment, developing individual service strategies, making available all fourteen program elements, meeting performance measures, providing case management and maintaining appropriate records. Multiple programs may be funded to ensure that a wide variety of eligible individuals are being served, including targeted populations such as most in need, disabled, English Language Learners and individuals with additional barriers.

During the competitive bid process, proposals are evaluated on their ability to provide services that include a minimum of 20% expenditures on work experience. No vendor will be selected who cannot provide a program which incorporates appropriate strategies. Reporting requirements include a mechanism for recording work experience expenditures. Additionally, both the programmatic and fiscal monitoring processes include review for compliance with the 20% work experience requirement.

Funding for contracts awarded as a result of this process shall be contingent upon continued federal authorization for program activities and is subject to amendment or termination due to lack of funds or authorization. The grant period begin date for selected proposals will be October 1.



LOWER SHORE WORKFORCE ALLIANCE

Serving as the Workforce Development Board for the Lower Shore of Maryland

Addendum to the Youth Strategic Plan Approved 12/3/2017

On March 14, 2018, the Lower Shore Workforce Development Board approved the following formula for funding youth programs as described in the Youth Strategic Plan:

LSWA Formula 1 - Youth Labor Force (20%) & Total Pop (40%) & Indiv Poverty (15%) & Youth Poverty (15%) & Unemploy Rate (10%)									
Total LSWA Funding	\$ 100,000								
	Weight	Lower E.S.	WI #	WI Multiplier	WO #	WO Multiplier	SO #	SO Multiplier	
Youth Labor Force (16-19)	0.1	4,229	2,807	0.6638	1,038	0.2454	384	0.0908	
Youth Labor Force (20-24)	0.1	10,822	7,587	0.7011	2,025	0.1871	1,210	0.1118	
Total		15,051	10,394		3,063		1,594		
Total Population	0.4	179,929	102,557	0.5700	51,444	0.2859	25,928	0.1441	
Individual Poverty Rate	0.15	17.2%	16.3%	0.9477	10.2%	0.5930	25.10%	1.4593	
Youth Poverty (u18)	0.15	24.7%	21.1%	0.8543	13.9%	0.5628	39.1%	1.5830	
Unemployment Rate	0.1	7.3%	6.0%	0.8182	9.0%	1.2273	7.0%	0.9545	
Total Funding Breakdown		\$180,000.00	\$ 71,658.36		\$ 45,371.55		\$ 62,970.09		
Pro Rated	1.80								

Data Point	Overview	Source
Labor Force	Those working or actively seeking work	ACS_16_5YR_S2301 - Census Bureau (average of 2012-2016 estimates)
Population	Residents	PEP_2016_PEPANNRES - Census Bureau (1YR estimates of 2016)
Poverty	Those living below the federally defined poverty level	ACS_16_5YR_S1701 - Census Bureau (average of 2012-2016 estimates)
Unemployment rate	Not employed but available and actively seeking work	Not Seasonally Adjusted - Unemp. Rate - 2016 Annual Averages - Bureau of Labor Statistics

Use of the formula ensures that residents of all three lower shore counties receive services in a fair and consistent manner based on relevant data.



DEPARTMENT OF
DEVELOPMENT REVIEW AND PERMITTING

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET, ROOM 1201
SNOW HILL, MARYLAND 21863
TEL: 410.632.1200 / FAX: 410.632.3008
www.co.worcester.md.us/drp/drpindex.htm

ZONING DIVISION
BUILDING DIVISION
ADMINISTRATIVE DIVISION

DATA RESEARCH DIVISION
CUSTOMER SERVICE DIVISION
TECHNICAL SERVICES DIVISION

Memorandum

To: Worcester County Commissioners
CC: File
From: Jo Ellen Bynum 
Date: 5/29/2018
Re: Worcester County Housing Rehabilitation Program Bid Packages

Pocomoke - p.2
Bishopville - p.10

Attached please find bid packages for general housing rehabilitation work to be performed on two properties in the Pocomoke and Bishopville areas of the County. Both projects are proposed to be funded through the County's current CDBG Housing Rehabilitation Grant, MD-18-CD-21.

Please review and approve to be placed out for the County's competitive bidding process.

WORCESTER COUNTY IS REQUESTING QUOTATIONS FROM QUALIFIED CONTRACTORS FOR REPAIRS TO:

PROPERTY OF: **Vonzella Turner**
ADDRESS: **3521 Payne Road**
Pocomoke City, MD 21851
TELEPHONE:

TOTAL QUOTE: _____

CONTRACTOR: _____ DATE: _____
NO QUOTATIONS AFTER: 06/25/18

PART ONE: GENERAL CONDITIONS
PART TWO: SCOPE OF WORK

PART ONE – GENERAL CONDITIONS

- 1) The Contractor shall coordinate all work in progress with the homeowner so as not to severely disrupt living conditions. Inside work which is disruptive, or displaces the use of the kitchen, bathroom, or bedrooms, shall be pursued continuously on normal working days.
- 2) The Contractor shall be responsible for removing and replacing furniture and other articles, to and from other storage areas on premises, as needed to allow work space or to protect such possessions. Provide plastic film protection over all furniture (if not removed), carpets, finished floors, etc. – also install film at doorways as required.
- 3) The Contractor shall remove all excess material, construction debris, and other existing debris and material specified herein, to an approved dumpsite off premises. Work area shall be broom swept at the end of each work day.
- 4) The Contractor shall contact the Program Inspector or Housing Administrator for direction in the event that coordination or clarification problems arise with the homeowner or other contractors.
- 5) The Contractor shall coordinate closely with the homeowner as to which possessions are considered “junk and debris” and which are valuable before hauling anything away.
- 6) The Contractor shall leave all work areas on the premises in a neat and clean condition, and shall instruct the homeowner in the care and use of all installed equipment and appliances. Owner’s manuals and warranty booklets are to be provided to the homeowner for all applicable equipment, appliances, and materials.
- 7) The Contractor shall not undertake or engage in any additional work intended to be billed to the Program as an “extra” or as additional cost to the original contract without a written change order signed by the Program Inspector, Housing Administrator, and homeowner. A written change order as outlined above is also

required for substitutions or additions to the original scope of work not involving additional costs.

- 8) The Contractor shall obtain and pay for all building, plumbing, electrical, well, septic and other permits required for specified work.
- 9) The Contractor shall call for all inspections required by County law as well as inspections to receive draw payments and any special inspections required by the Program Inspector. All work shall conform to code.
- 10) All of the above general conditions shall be adhered to unless otherwise specifically described in the following scope of work.

ATTENTION: THIS BID FORM MUST BE REPRODUCED ON YOUR COMPANY LETTERHEAD AND BE SUBMITTED WITH YOUR BID PACKAGE. ALL PAGES OF WORK SCOPE WITH LINE ITEM PRICING DETAIL MUST BE INCLUDED. ANY MISSING INFO OR WORDING MAY DISQUALIFY YOUR BID. THE BID PACKAGE IS ALSO AVAILABLE ON-LINE AT www.co.worcester.md.us

BID FORM

***must be signed to be valid**

**Property of Vonzella Turner
3521 Payne Road
Pocomoke City, MD 21851**

I have reviewed the specifications and provisions for rehabilitation work on the above referenced property and understand said requirements. I hereby propose to perform this work for the total price of:

Total Quote : \$ _____

Date: _____

Signature

Typed Name

Title

Company Name

Address

Phone Number(s)

MHIC License # Expiration Date

Vonzella Turner
3521 Payne Road
Pocomoke City, MD 21851
443-235-2794 (Daughter- Gloria)

04/23/18

SCOPE OF WORK

A: INTERIOR ELECTRICAL WORK:

1. Install GFCI outlets in both bathrooms and kitchen to current IRBC Code.
2. Replace wall switch in rear left bedroom and replace with new working switch.
3. Replace the light fixtures in the hallway, kitchen, and both bathrooms. The hall bathroom wall light fixture wiring needs to be properly concealed behind the drywall.
4. Replace the existing electrical panel box with a new Square D or equal, 200 AMP panel.
5. Replace existing hallway smoke detector, and add new smoke detectors in all bedrooms per current IRBC Code and new State mandated requirements for all smoke detectors.

PRICE: _____

B. HVAC:

1. Completely remove the existing oil burner, forced air furnace and all supply and return ductwork.
2. Install an Energy Star rated heat pump system capable of heating the interior to 78 F, with SEER rating of 15 or better. Include all supply and return ducts, interior and exterior components, electrical, and condensation lines to the exterior, for a complete and balanced system. A 7-day set back thermostat is to be considered standard. All duct work in unconditioned areas to be insulated per current IRBC Code. All duct work to be sealed with mastic. Ducts shall be sealed where they penetrate floors or ceilings. All work to meet current IECC Code requirements. ***Submit specification sheet stating brand, model and SEER rating of unit/s with bid package.**

PRICE: _____

Project Total = \$ _____

Contractor Signature _____ Date _____

WORCESTER COUNTY HOUSING REHABILITATION PROGRAM

GENERAL SPECIFICATIONS

These specifications cover general items of information relating to this bid solicitation. Detailed specifications for the homes to be rehabilitated are attached. Bids will be accepted until 1:00 p.m. on Monday, June 25, 2018 at the Worcester County Commissioners Office, Room 1103, One West Market Street, Snow Hill, Maryland 21863 at which time they will be opened and read aloud. General telephone inquiries may be directed to the County's Housing Consultant, Jo Ellen Bynum, at 410-632-1200, ext. 1171. Questions of a technical nature may be directed to the Program Inspector, Dave Walter, at 410-213-2021. Bids may be mailed or delivered in person. Faxed bids are not acceptable. Bids must be clearly marked "Housing Rehabilitation Bid – June 25, 2018". Each bid must be signed and dated.

Contractor qualifications: Any contractor who has not submitted a Contractor Qualification form to the Program within the past six (6) months must complete and return the enclosed form. Contractors for these projects must be licensed Maryland Home Improvement Contractors as well as possess active liability insurance (\$100,000/\$300,000 for personal injury and \$50,000/\$100,000 for property damage).

Completion of job: Contractors are expected to commence work within ten (10) days of the issuance of the Notice To Proceed. Work must be completed within thirty (30) days of commencement of job. If anticipated start date and completion schedule is different than outlined above, please write estimated dates on enclosed Bid Form.

Contracting Policy: Attached to this bid is a copy of the Rehabilitation Program Guidelines. Contractors are urged to read this document carefully.

Bid Submission Checklist

- Contractor Qualification Form
- Contractor Conflict of Interest Disclosure Form
- Bid Form- on your company letterhead using Worcester format
- Scope of Work with Line Item Breakdown- all lines completed and total price
- Signed Bid Submission Checklist

Signature

Date

Please check off items submitted above, sign and include this checklist with your submission package. If you have any questions as to if a previously submitted Contractor Qualification Form has expired, please contact Jo Ellen Bynum at 410-632-1200, ext. 1171. Bids submitted with no Contractor Qualification form on file dated within the past 6 months may not be considered.

**WORCESTER COUNTY HOUSING REHABILITATION PROGRAM
CONTRACTOR QUALIFICATION FORM**

Contractor _____

Address _____

Phone Number _____

Federal I.D. or S.S. # _____

Insurance Company, Agent, & Coverages: _____

List of Company Officers: _____

List of Licenses Currently Held:

_____ MHIC Number _____ Exp. Date

_____ MBR Number _____ Exp. Date

_____ MDE Lead Cert. _____ Exp. Date

_____ EPA Lead Cert. _____ Exp. Date

Trade References (2)

_____ Name _____ Phone

_____ Name _____ Phone

Client References (2)

_____ Name _____ Phone

_____ Name _____ Phone

Is contractor in a State of Bankruptcy? _____ Yes _____ No

Is contractor on HUD's debarred list? _____ Yes _____ No

Is contractor any of the following? (not required to qualify)

- _____ Minority Business Enterprise
- _____ Women's Business Enterprise
- _____ Disadvantaged Business Enterprise
- _____ Section 3 Employer

Contractor Conflict of Interest Disclosure

All businesses submitting bids for projects and activities which include funding through the Maryland Community Development Block Grant Program must disclose any potential conflict of interest. A conflict of interest may occur if the business owner/principals are related to or have a business relationship with an employee, officer or elected official of **Worcester County**. If it is determined there is a conflict of interest or potential conflict of interest, you may not be selected even if your bid is determined to be the lowest, most qualified. The **County** can request for the State of Maryland CDBG Program to review and make a determination which could result in a waiver allowing for approval.

1. Are owner(s)/principal(s) ever been an employee, agent, consultant, officer, elected official or appointed official of _____? Yes No
If yes, please identify: _____

2. Are owner(s)/principal(s) related (including through marriage or domestic partnership) to an employee, agent, consultant, officer, elected or appointed official of _____? Yes No If yes, please identify: _____

3. Do owner(s)/principal(s) have a business or professional relationship with anyone identified under Question #1? Yes No
If yes, please identify: _____

I/We certify that the above information is true and correct. I/We understand that providing false statements or information is grounds for termination of assistance and is punishable under federal law.

Signed: _____
Date: _____

Name: _____ (Print)

Signed: _____
Date: _____

Name: _____ (Print)

**For all non-construction contracts and for single family housing rehabilitation only
9/2017*

For Grantee Use Only:

CDBG Grant Number:	Date Received:
<input type="checkbox"/> Conflict of Interest does not exist	<input type="checkbox"/> Conflict of Interest exists
Date Sent to State:	<input type="checkbox"/> Waiver Granted <input type="checkbox"/> Waiver Denied

WORCESTER COUNTY IS REQUESTING QUOTATIONS FROM QUALIFIED
CONTRACTORS FOR REPAIRS TO:

PROPERTY OF: **Bessie Purnell & Louise McKinney**

ADDRESS: **9826 Hammond Road**
Bishopville, MD 21813

TELEPHONE:

TOTAL QUOTE: _____

CONTRACTOR: _____ DATE: _____

NO QUOTATIONS AFTER: 06/25/18

PART ONE: GENERAL CONDITIONS

PART TWO: SCOPE OF WORK

PART ONE – GENERAL CONDITIONS

- 1) The Contractor shall coordinate all work in progress with the homeowner so as not to severely disrupt living conditions. Inside work which is disruptive, or displaces the use of the kitchen, bathroom, or bedrooms, shall be pursued continuously on normal working days.
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- 3) The Contractor shall remove all excess material, construction debris, and other existing debris and material specified herein, to an approved dumpsite off premises. Work area shall be broom swept at the end of each work day.
- 4) The Contractor shall contact the Program Inspector or Housing Administrator for direction in the event that coordination or clarification problems arise with the homeowner or other contractors.
- 5) The Contractor shall coordinate closely with the homeowner as to which possessions are considered “junk and debris” and which are valuable before hauling anything away.
- 6) The Contractor shall leave all work areas on the premises in a neat and clean condition, and shall instruct the homeowner in the care and use of all installed equipment and appliances. Owner’s manuals and warranty booklets are to be provided to the homeowner for all applicable equipment, appliances, and materials.
- 7) The Contractor shall not undertake or engage in any additional work intended to be billed to the Program as an “extra” or as additional cost to the original contract without a written change order signed by the Program Inspector, Housing Administrator, and homeowner. A written change order as outlined above is also

required for substitutions or additions to the original scope of work not involving additional costs.

- 8) The Contractor shall obtain and pay for all building, plumbing, electrical, well, septic and other permits required for specified work.
- 9) The Contractor shall call for all inspections required by County law as well as inspections to receive draw payments and any special inspections required by the Program Inspector. All work shall conform to code.
- 10) All of the above general conditions shall be adhered to unless otherwise specifically described in the following scope of work.

ATTENTION: THIS BID FORM MUST BE REPRODUCED ON YOUR COMPANY LETTERHEAD AND BE SUBMITTED WITH YOUR BID PACKAGE. ALL PAGES OF WORK SCOPE WITH LINE ITEM PRICING DETAIL MUST BE INCLUDED. ANY MISSING INFO OR WORDING MAY DISQUALIFY YOUR BID. THE BID PACKAGE IS ALSO AVAILABLE ON-LINE AT www.co.worcester.md.us

BID FORM

***must be signed to be valid**

**Property of Bessie Purnell & Louise McKinney
9826 Hammond Road
Bishopville, MD 21813**

I have reviewed the specifications and provisions for rehabilitation work on the above referenced property and understand said requirements. I hereby propose to perform this work for the total price of:

Total Quote : \$ _____

Date: _____

Signature

Typed Name

Title

Company Name

Address

Phone Number(s)

MHIC License # Expiration Date

Bessie Purnell- Louise McKinney
9826 Hammond Road
Bishopville, MD 21813
410-352-5926

03/08/18

SCOPE OF WORK

A: Interior

1. Demolition of utility room floor- Drain water heater and water treatment units, disconnect plumbing, remove floor trim, remove vinyl flooring and underlayment, and remove all damaged subflooring. \$ _____

2. Repair of utility room floor- Install new 3/4 inch plywood subflooring, Advantec or equal water proof material, glued and screw nailed to joists. Install new 1/4 inch lauan underlayment and builder grade vinyl tiles or vinyl sheet goods. Install new base trim and shoe molding, pre-finished. Reinstall water heater and water treatment units, connect all plumbing and test for water tightness. \$ _____

3. Have HVAC duct work inspected for low air flow to living room and kitchen HVAC floor registers. Make necessary corrections, crimped ducts or improperly sealed register vent boots \$ _____

B: Exterior repairs

1. Secure left side corner fascia and soffit. \$ _____

2. Repair right side stoop by replacing four vertical 2" x 2" PT wood railing pickets, and securing and leveling two rear stair treads. \$ _____

3. Remove all construction related debris. \$ _____

Total = \$ _____

Contractor Signature Date

REHABILITATION

AIM Services, Inc.
Attn: Steve Coady
2314 Allen Drive
Salisbury, MD 21801
scoady@aimservicesinc.com
443-859-8009

Allstate Renovation & New Homes, Inc.
Leo Kuneman
PO. Box 303
Trappe, MD 21673
allstaterenovation@yahoo.com
443-880-2257

Apex Construction
Attn: Mike Meade
12650 Sunset Avenue, Suite 7
Ocean City, MD 21842
m.meadeestimator@gmail.com
jjfranzetti@gmail.com

Barmar Construction, LLC
714 Hills Point Road
Cambridge, MD 21613
410-901-2304
barmarconstruct@aol.com

C.A.R.E. Property Services, Inc.
Attn: Jordan Lehr
1235 Abbottstown Pike
Hanover, PA 17331 (has office in OC
too) 717-437-1649
jlehr@callcarefirst.com

Covenant Contractors
10522 Jones Road
Berlin, MD 21811
covenant_contractors@yahoo.com
410-629-1815

CONTRACTORS

Curtis Mercer Remodeling, Inc.
9937 Hotel Road
Bishopville, MD 21813
410-352-5379
410-430-3446 cell
410-352-5920 fax
cmremodelinginc@hotmail.com

Eastern Shore Construction
David Barone
27320 Cash Corner Road
Crisfield, MD 21817
easternshoreconstructioninc@gmail.com
410-713-5763 cell
410-341-7400 office
410-341-7401 fax

Hebreux St. Fleur- MBE
P.O. Box 4501
Salisbury, MD 21803
hebrewqualityinsulation@gmail.com
410-860-1613

Andy Argetakis
J.A. Argetakis Contracting Co., Inc.
3723 Eastern Avenue, Baltimore, MD
21224
jcatanzaro.jargetakis@verizon.net
P:410-633-8016/F:410-633-6010

J & G Maintenance & Repair
10446 Dinges Road
Berlin, MD 21811
jwbunt@comcast.net
Cell 410-726-1611
Fax 410-641-0776

Mallard Home Improvements
P.O. Box 28
Quantico, MD 21856
mallardconst@yahoo.com
410-572-2727

Medli Home Improvement
1806 Jersey Road
Salisbury, MD 21801
medlihome@comcast.net
302-841-2899

The Myers Group
1147 S. Salisbury Blvd #8-140
Salisbury, MD 21801
443-366-9222
Fax: 410-572-6081 left message
themyersgroupllc@aol.com

Carroll Odom
631 Naylor Mill Rd.
Salisbury, MD 21801
Phone: 410-546-4218

Peoples Contracting Co., Inc.
76 Clubhouse Drive
Berlin, MD 21811

Shoreman Construction
William Hearn
606 E. Pine St.
Delmar, MD 21875
shoremanconstruction@gmail.com
Phone: 410-896-3200
Fax: Same

Three Guys Construction
Stephen Frey
8660 Lake Somerset Rd.
Westover, MD 21871
sgfrey@yahoo.com
Phone: 410-430-1109
Mobile:
Fax: 410-957-2868



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

5

ZONING DIVISION
BUILDING DIVISION
ADMINISTRATIVE DIVISION

DATA RESEARCH DIVISION
CUSTOMER SERVICE DIVISION
TECHNICAL SERVICES DIVISION

Memorandum

To: Worcester County Commissioners

CC: File

From: Jo Ellen Bynum *JEB*

Date: 5/29/2018

Re: Worcester County Plan Updates

Attached please find updates for the following plans:

- | | |
|--|---|
| 1. Citizen Participation Plan _____ | Page
2 |
| 2. Minority Business Plan _____ | 5 |
| 3. Fair Housing and Equal Opportunity Plan _____ | 6 |
| 4. Section 3 Plan _____ | 9 |

As a recipient of federal funding through the Community Development Block Grant Program, Worcester County is required to maintain and periodically update these plans which expire every 3 years. There have been no changes other than the Fair Housing and Equal Opportunity Plan has been revised to consolidate FHEO, Excessive Force and Personnel Policies; formerly these items were maintained as separate plans.

Please review and approve for Diana Purnell, President of the County Commissioners signature.

**MARYLAND COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
CITIZEN PARTICIPATION PLAN
WORCESTER COUNTY**

The Worcester County Commissioners have adopted this Citizen Participation Plan to meet the citizen participation requirements of 24 CFR 570.486 and 24 CFR 91.115(e). Regulations require that each unit of general local government receiving or expecting to receive Community Development Block Grant Funds:

- Furnish citizens with information related to the availability of CDBG funding including the amount the State makes available under each State fiscal year; the eligible CDBG activities, and the eligible uses of CDBG funds;
- Provide for and encourage citizen participation, particularly by low and moderate income persons who reside in slum or blighted areas and areas in which CDBG funds are proposed to be used;
- Ensure that citizens will be given reasonable and timely access to local meetings, information and records relating to the unit of general local government's proposed and actual use of CDBG funds;
- Provide technical assistance to groups representative of persons of low and moderate income that request assistance in developing proposals in accordance with procedures developed by the State. Such assistance need not include providing funds to such groups;
- Provide for a minimum of two public hearings, each at a different stage of the program, for the purpose of obtaining citizen's views and responding to proposals and questions. Together the hearings must cover community development and housing needs, development of proposed activities and a review of program performance. Public hearings to cover community development and housing needs must be held before submission of an application to the State. There must be reasonable notice of the hearings and they must be held at times and locations convenient to potential or actual beneficiaries, with accommodations for the handicapped. 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;
- Provide citizens with reasonable advance notice of, and opportunity to comment on, proposed activities in an application to the State and, for grants all ready made, activities which are proposed to be added, deleted, or substantially changed from the unit of general local government's application to the State. Substantially changed means changes made in terms of purpose, scope, location or beneficiaries as defined by criteria established by the State;
- Provide citizens with the Worcester County Residential Anti-Displacement and Relocation Assistance Plan if proposed applications to be submitted will be likely to result in displacement of persons or businesses from their homes or businesses;

- Provide citizens the address, phone number and times for submitting complaints and grievances, and provide timely written answers to written complaints and grievances, within 15 working days where practicable.

CDBG funded activities may serve beneficiaries outside the jurisdiction of the unit of general local government that receives the grant, provided the unit of general local government determines that the activity is meeting its needs in accordance with section 106(d)(2)(D) of the Act.

PROVISION OF INFORMATION, PUBLIC HEARINGS AND COMMENTS

Worcester County will provide reasonable access to records and information on the proposed and actual use of CDBG funds during regular business hours of 8:00 a.m. – 4:30 p.m. at the following location: Worcester County Government Center One West Market Street, Room 1103, Snow Hill, Maryland 21863. Where possible, Worcester County will provide copies of documents or access to copying services to citizens or groups requesting information at their own expense.

Information will be furnished to citizens through public notice in The Daily Times and Ocean City Digest, two newspapers of general circulation. Worcester County may also provide additional information to its citizens about the CDBG Program through articles in local newspapers, newsletters or community bulletins, flyers distributed door to door or at presentations made at community meetings.

Worcester County will hold at least one public hearing to receive input by citizens on the housing and community development needs of the jurisdiction and to discuss the development of proposed activities. This hearing will be held in conjunction with a regularly scheduled meeting of the elected public officials prior to submission of an application for CDBG funds.

If the MD CDBG Program funds the activity, a second hearing on program performance must be held at some point during the grant period after the activity has been initiated.

The MD CDBG Program requires that notice of a public hearing be published in a newspaper of general local circulation no less than five (5) days in advance of the hearing. Hearings will be held at times and locations convenient to actual or potential beneficiaries and at locations accessible to the disabled. Documentary evidence that the required notices are published and public hearings are held in accordance with the plan will be maintained. Copies of the actual notices and/or affidavits shall be a part of the files, in addition to minutes of the hearings. Written minutes of the hearings and an attendance roster will be maintained by the Worcester County Commissioners at the following location: Worcester County Government Center, One West Market Street, Room 1103, Snow Hill, Maryland 21863.

If necessary, Worcester County will make arrangements for a translator when it is expected that non-English speaking persons will participate. Similarly, a signer shall be provided for a deaf or mute participant. If special accommodations are necessary, however, requests should be made to admin@co.worcester.md.us. At least 5 days advance notice is requested.

Worcester County will provide citizens an opportunity to comment on the proposed activities in an application to the State. Written comments may be sent to:
Worcester County Commissioners
Government Center
One West Market Street, Room 1103

Snow Hill, MD 21863

TECHNICAL ASSISTANCE

When requested to provide technical assistance to groups representative of persons of low and moderate income, Worcester County will assist if possible. Files shall document meetings between the group and the local government. If staff capacity to assist does not exist, Worcester County may offer a referral to the State or to a consultant who can provide the necessary expertise.

COMPLAINTS AND GRIEVANCES

Citizens who wish to submit a complaint or grievance may do so by calling or writing:

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

Worcester County shall make reasonable efforts to provide a response in writing to written complaints or grievances within 15 working days.

AMENDMENTS TO APPLICATIONS OR GRANTS

Worcester County will provide citizens notice of, and opportunity to comment on, substantial changes to grant all ready made, including changes in the purpose, scope, location or beneficiaries. This can be achieved through public notice describing the change and establishing a comment period or through public hearing.

This Citizen Participation Plan is hereby adopted by the Worcester County Commissioners on June 5, 2018. It is effective for a 3 year period until June 5, 2021.

Chief Elected Official

Witness

MINORITY BUSINESS PLAN

As a recipient of federal Community Development Block Grant funds through the United States Department of Housing and Urban Development received through the State of Maryland, Worcester County is required to make good faith efforts to contract with minority business enterprises (MBE) and women business enterprises (WBE) for goods and services.

A minority or women business enterprise is one that is at least 50% owned by a minority or a woman. For publicly-owned businesses, at least 51% of the stock must be owned by minority group members or women.

Worcester County will make efforts to solicit MBEs and WBEs. These efforts will include:

- Developing and maintaining a list of qualified MBEs and WBEs
- Assuring that small businesses and MBEs and WBEs are solicited for appropriate contract opportunities
- Establishing a delivery system which will encourage participation by MBEs and WBEs
- Encouraging contractors to subcontract with MBE and WBE businesses

The County will document efforts undertaken during the procurement process and maintain them in the CDBG files.

ATTEST/WITNESS

(Signature)
President, Worcester County Commissioners

This Minority Business Plan is hereby adopted by the Worcester County Commissioners on June 5, 2018. It is effective for a 3 year period until June 5, 2021.

**FAIR HOUSING AND EQUAL OPPORTUNITY PLAN
WORCESTER COUNTY**

As a recipient of federal Community Development Block Grant funds from the United States Department of Housing and Urban Development received through the State of Maryland, Worcester County is required to comply with all federal statutes, regulations and Executive Orders relating to civil rights, fair housing, non-discrimination and equal opportunity. The County's compliance is not specific to the federally funded project or activity. The County must ensure that its administrative practices, policies and laws meet the intent of the statutes, regulations and Executive Orders.

Therefore, Worcester County commits to create an environment for its citizens where no one is excluded from participation or benefit due to their race, color, national origin, ethnicity, gender, disability, familial status, marital status, age or religion. The denial of rights based on any of these protected classes is detrimental to the health, safety and welfare of the citizens and constitutes an unjust denial or deprivation of such inalienable rights which is within the power and the proper responsibility of government to prevent.

Fair Housing

In accordance with the federal Civil Rights Act of 1968 (as amended), the federal Housing and Community Development Act of 1974 (as amended), and the Fair Housing Act of 1988, the County will promote through fair, orderly and lawful procedures, the opportunity for each person to obtain housing of such person's choice in this community without regard to race, color, national origin, ethnicity, gender, disability, familial status, marital status, age or religion.

To the best of our ability, Worcester County will promote and encourage fair housing choice for all its residents. The County's administrative practices, policies and laws will attempt to prohibit:

- Discrimination in the Sale or Rental of Housing
- Discrimination in Housing Financing
- Discrimination in Providing Brokerage Services
- Unlawful Intimidation

The County will accept complaints from any citizen that feels that they have been discriminated against related to their housing choice. The County will make an initial investigation and refer the complaint to the state or the federal housing departments.

For housing projects developed or assisted with federal funds, the County will ensure that its subrecipients and developers will comply with statutes, regulations and Executive Orders.

Equal Opportunity

In accordance with the federal Civil Rights Act of 1964 (as amended), no person in Worcester County shall be excluded from participation in, denied benefits of, or subjected to discrimination under any program or activity receiving federal financial assistance.

The County will ensure that it will not discriminate in its procurement practices. The County's procurement policies allow for open and competitive bidding concerning all procured goods and services. When applicable, the County will solicit bids from minority women owned businesses.

Affirmative Action Strategy

It is the policy of Worcester County not to discriminate against any employee or any applicant for employment because of race, color, national origin, ethnicity, gender, disability, familial status, marital status, age or religion. The County will take affirmative action to insure that this policy includes but is not limited to the following: recruitment and employment, promotion, demotion, transfer, compensation, selection for training, layoff and termination. Additionally, the County will ensure that our contractors and subcontractors will not discriminate against any employee or applicant for employment.

Affirmatively Furthering Fair Housing

Worcester County commits to affirmatively further fair housing in our community. Our programs will be administered in accordance with our efforts to provide a range of fair housing choices to our citizens.

The County will undertake the following activities on an annual basis:

- Adopt a Fair Housing Proclamation and celebrate the month of April as Fair Housing Month
- Review local zoning laws and building codes to determine if they impact fair housing choice

Excessive Force

The National Affordable Housing Act (NAHA) of 1990 (as amended) requires recipients of federal Community Development Block Grant funds through the United States Department of Housing and Urban Development to protect individuals engaging in non-violent civil rights demonstrations. To that end, the County is required to develop and maintain a policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such nonviolent civil rights demonstrations.

The County maintains a Sheriff's Office for the safety of its citizens. The County prohibits the use of excessive force by employees of the Sheriff's Office against anyone engaged in non-violent civil rights demonstrations. This is more defined in the County Sheriff's Office's "Use of Force" policy.

Limited English Proficiency

Worcester County recognizes that, as its population increases, its population now includes persons from other countries whose primary language is not English. To that end, the County will make efforts to identify various populations and to provide information to them in a language they understand.

Personnel Policies

Worcester County's personnel policies are in compliance with all federal and state equal opportunity requirements. They are updated as requirements change.

Specifically, employees are notified of their rights, responsibilities and requirements of their specific jobs and as a representative of the county. The personnel policies provide information on compensation, leave, termination, grievances, benefits, sexual harassment, and employee reviews. The personnel policy also provides information about conflict of interest provisions related to contracting and procurement.

A full copy of the personnel policies may be obtained at the County Government Center during normal business hours.

ATTEST/WITNESS

(Signature)
President, Worcester County Commissioners

This Fair Housing and Equal Opportunity Plan is hereby adopted by the Worcester County Commissioners on June 5, 2018. It is effective for a 3 year period until June 5, 2021.

SECTION 3 PLAN

As a recipient of federal Community Development Block Grant (CDBG) funds through the United States Department of Housing and Urban Development (HUD) received through the State of Maryland, Worcester County is required to comply with Section 3 of the Housing and Urban Development Act of 1968 (as amended). Section 3 requires the County to ensure, to the greatest extent possible, and consistent with existing federal, state and local laws and regulations, that employment and contracting opportunities are provided to low and very low income persons. Section 3 applies to all contracts awarded that exceed \$100,000.

Definitions:

A low and very low income person who qualifies as a Section 3 Person is an individual who:

- resides in Worcester County; and
- resides in public housing funded by the federal government; or
- receives housing assistance from the federal government; or
- resides in a household where the total household income is less than 50% of the area median income for Worcester County using income limits provided by HUD.

A low and very low income person who benefits or qualifies as a Section 3 Business is defined as:

- a business that is 51% or more owned by Section 3 persons; or
- a business where 30% of the permanent, full time employees are currently Section 3 persons or within three years of the date of first employment were Section 3 persons; or
- a business that commits to subcontract over 25% of the total contract award to businesses that meet the definition of a Section 3 business as described above.

Worcester County is the Section 3 Business and Employment Project Area.

Compliance:

Worcester County certifies that it will, to the greatest extent feasible, comply with Section 3 requirements when awarding contracts for construction, non-construction, materials, and supplies.

Worcester County will undertake the following steps when Section 3 applies:

1. Develop bid and solicitation documents which will identify Section 3 requirements and include the Section 3 Hiring Estimate Form which will be submitted with bid.
2. Advertise RFP/RFQ which will include the following statement, "Federal Section 3 hiring requirements apply to this project."
3. Notify local housing authority, county housing office, job training services, and other related agencies of federally funded projects that may result in hiring in the near future.
4. Require bid submittals from Section 3 Businesses or from businesses using Section 3 Business subcontractors to include a Section 3 Business Certification form.
5. Insert Section 3 Clause in selected contractor's contract and include specific language to detail contractor's Section 3 intent related to new hires and/or Section 3 Businesses as subcontractors.

MARYLAND CDBG PROGRAM | FHEO

6. At pre-construction conference, explain Section 3 requirements including certification process prior to hiring. Provide contractor with Section 3 Self-Certification Forms to use when accepting applications for employment.
7. Require contractor to submit a list of all current employees who will work on the project.
8. Review and approval by grantee of Section 3 Self-Certification Form submitted by the contractor before a hire is made.
9. Review payroll records to document the participation of Section 3 hire(s) on the project.
10. Review payroll records to document the participation of Section 3 Business employees on the project.
11. At the completion of the work under the contract, complete CDBG Section 3 Tracking Form which documents Section 3 compliance.

The County will document efforts undertaken during the procurement process and maintain them in the CDBG files.

ATTEST/WITNESS :

_____ BY: _____
(Signature)
Chief Elected Official

This Section 3 Plan is hereby adopted by the Worcester County Commissioners on June 5, 2018. It is effective for a 3 year period until June 5, 2021.



6

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

OFFICE OF THE
COUNTY COMMISSIONERS

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

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

May 30, 2018

To: Harold Higgins, Chief Administrative Officer
Worcester County Commissioners

From: Kim Reynolds, Budget Accountant 

Subject: Local Match for Community Bond – WACS Center Renovation

Please see the attached letter addressed to the Joan Jenkins Foundation regarding the Maryland Department of Health's approval of FY2019 Capital Grant funding for the WACS Center Renovation. The Worcester County Health Department has requested a local match of \$57,151 which is included in the FY2019 budget.

WACS Center: Worcester Addictions
Cooperative Services Center



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
MAUREEN F.L. HOWARTH
COUNTY ATTORNEY

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

June 5, 2018

Mr. Charles R. Jenkins, Sr., CEO/President
Joan W. Jenkins Foundation, Inc.
P.O. Box 572
Ocean City, MD 21843-0572

RE: Local Match for Community Bond – WACS Center Renovation

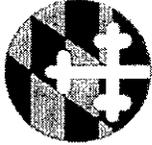
Dear Mr. Jenkins:

I am pleased to advise that Worcester County has committed a local match of \$57,151 from the FY 19 General Fund Budget to match the \$171, 453 received from the Maryland Department of Health's Administration-Sponsored Capital Program for a total project funding of \$228,604 for the WACS Center renovation.

Sincerely,

Diana Purnell
President, Worcester County Commissioners

cc: Kathy Whited, Budget Officer
Rebecca Jones, Health Officer



MARYLAND Department of Health

Larry Hogan, Governor · Boyd K. Rutherford, Lt. Governor · Robert R. Neall, Secretary

Office of Capital Planning, Budgeting and Engineering Services
Atif Chaudhry, Director

410-767-6816 Fax: 410-333-5608
E-mail: atif.chaudhry@maryland.gov

April 25, 2018

Mr. Charles R. Jenkins, Sr.
President/Chairman
Joan W. Jenkins Foundation, Inc.
P.O. Box 572, 2701 Coastal Highway
Ocean City MD 21843

Dear Mr. Jenkins:

We are pleased to inform you that your application for funding from the Maryland Department of Health's Administration-Sponsored Capital Program has received final approval from the Maryland General Assembly. You may receive a maximum of \$171,453 (75%). This project includes the construction of an additional 1,103 GSF of space on the second floor of the Worcester Addictions Cooperative Services (WACS) Center. The State's FY 2019 final share of the cost must be matched by a minimum of \$57,151 (25%). The total estimated cost of the project is \$228,604. (Note: If your project is to be funded in phases, please be sure to submit an application for future funding.)

The 2018 Maryland General Assembly approved \$5.529 million for the Community Health Facilities Grant Program, providing grant funding for mental health, addictions, and developmental disabilities. A total of \$2.5 million was approved for the Federally Qualified Health Centers Grant Program. This year's requests took into account uncommitted funds from previous years and an adjustment to our requests based on cash-flow needs. To ensure that funds are encumbered in the most efficient and timely manner, projects will be funded on a **first-come, first-served** basis.

Mr. Charles R. Jenkins, Sr.
April 25, 2018
Page 2

Therefore, you should proceed with your project as expeditiously as possible. Please contact Mr. Ahmed Awad at your earliest convenience to discuss the process for obtaining Board of Public Works approval for your project. Mr. Awad can be reached at (410) 767-6589. For your information, enclosed are the regulations governing the bond program.

We look forward to working with you over the coming year to complete your project.

Sincerely,



Atif Chaudhry, Director
Office of Capital Planning, Budgeting and
Engineering Services

Enclosure

cc: Mr. Ahmed Awad
Ms. Cynthia Petion



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

Worcester County

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

Deborah Goeller, R.N., M.S.
Health Officer

April 19, 2017

Ahmed G. Awad, Administrator
Office of Capitol Planning, Budget and Engineering Services
Department of Health and Mental Hygiene
201 W. Preston Street, Room 538E
Baltimore, MD 21201

Dear Mr. Awad,

The Worcester County Health Department is writing to express our full support of the application for Community Bond Funds for the new addition planned for the WACS Center which houses the Atlantic Club and the Worcester Health Department Addictions Treatment Clinic. This facility is operated by Joan Jenkins Foundation in West Ocean City, MD.

The Atlantic Club, the Joan Jenkins Foundation and the Worcester County Health Department have a relationship that spans over 20 years to provide a recovery oriented system of care in Worcester County. On the ground floor, the Atlantic Club provides a center for self help community groups to meet, including Alcoholics Anonymous, Narcotics Anonymous, Gamblers Anonymous, Al-Anon, and Dual Recovery Anonymous meeting. In addition, the groups join together to provide sober, drug free, social activities to community members. These include holiday parties and family activities. The Atlantic Club provides 24 hour one to one assistance to persons who need support to stop using drugs and alcohol. In addition, they are a link to many other community services such as housing, transportation, and sometimes, a hot meal.

The Worcester County Health Department has rented upstairs space to provide addiction treatment for the past twenty years. The partnership of the Health Department and the Atlantic Club is the first of its kind in Maryland. It represents an ongoing Recovery Oriented System of Care that has been in existence for 20 years, and is a model for other communities in the state and nation. The Health Department is confident that this relationship will expand and grow as we develop new ideas and programming in our community to open the doors to increased consumer participation in recovery. As Worcester County faces the heroin and opioid epidemic in our community it becomes imperative for us to expand our space and treatment staff to meet the community need.

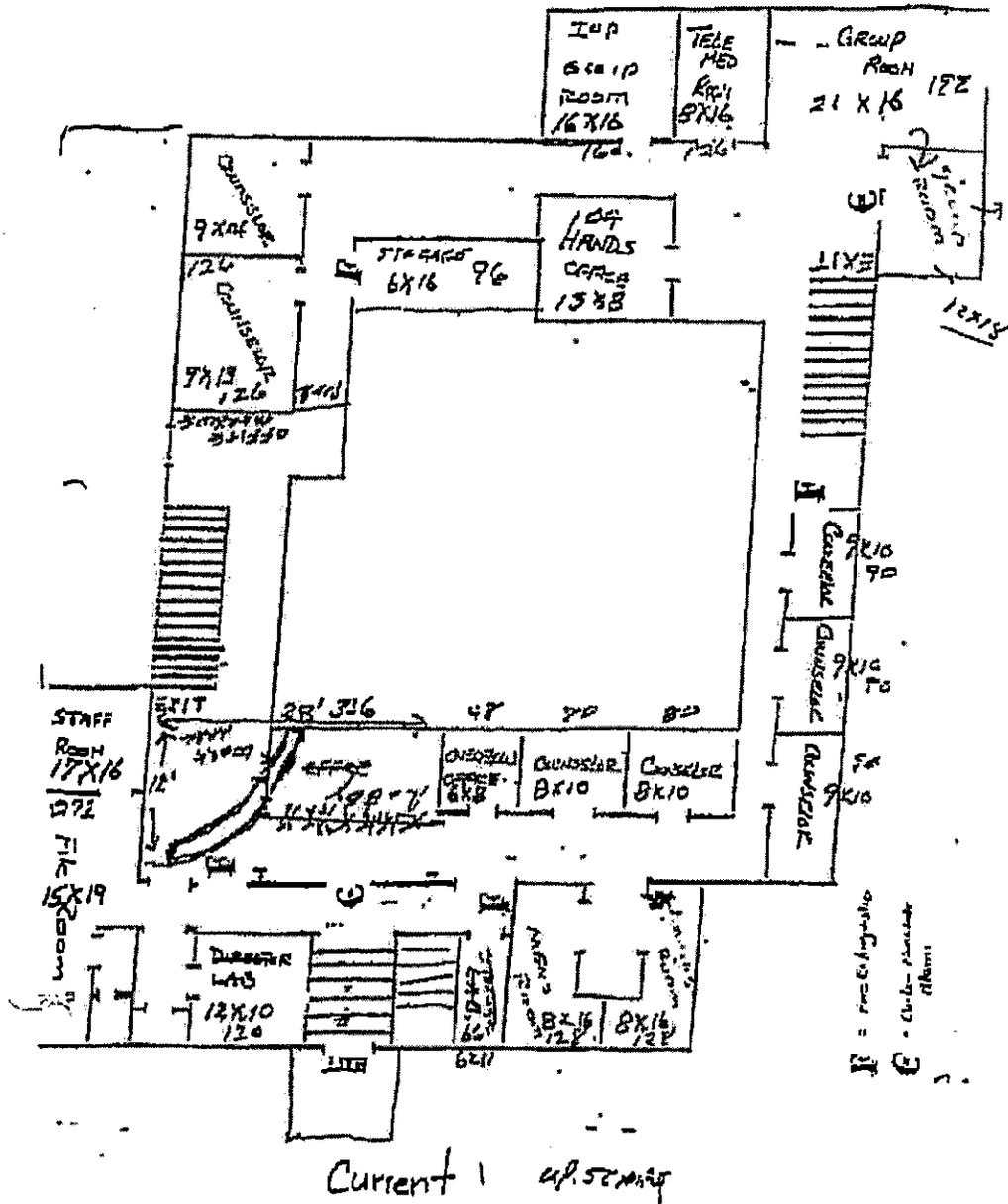
The Health Department is proud of the strong association and collaborative relationship that Mr. Charles Jenkins has shown through his creation of the Joan Jenkins Foundation, and would be pleased to see these improvements occur for the entire recovering community.

Sincerely,

A handwritten signature in cursive script, appearing to read "Debbie Goeller".

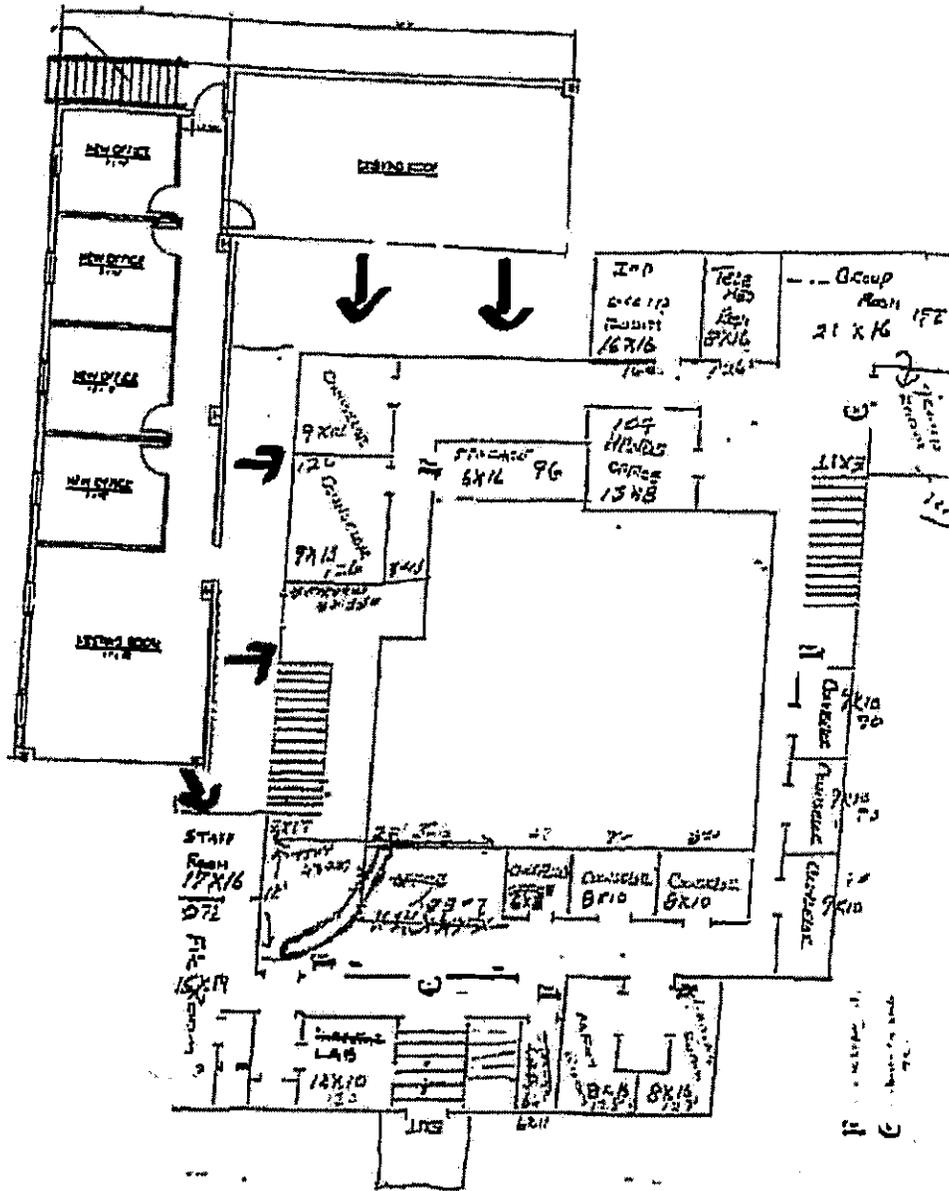
Debbie Goeller, RN, MSN
Health Officer

Appendices
Section I Project Description and Justification
I.A.2.c. Site Plan
Worcester Addictions Cooperative Services (WACS) Center
Current Floor Plan



Joan W. Jenkins Foundation
 Worcester County Health Department
 FY2019 Administration-Sponsored Capital Program Grant Appendices

Appendices
Section I Project Description and Justification
I.A.2.c. Site Plan
Worcester Addictions Cooperative Services (WACS) Center
Proposed Project Expansion Floor Plan



PLANNED

Joan W. Jenkins Foundation
 Worcester County Health Department
 FY2019 Administration-Sponsored Capital Program Grant Appendices



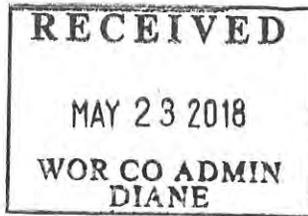
DEPARTMENT OF
TOURISM

Worcester County

104 WEST MARKET STREET
SNOW HILL, MARYLAND
21863

May 23, 2018

LISA CHALLENGER
DIRECTOR



To: Harold Higgins, CAO

From: Lisa Challenger, Worcester County Tourism 

RE: Maryland State Arts Council Grant Agreement (MSAC)

Worcester County Tourism was recently awarded a grant for \$5,000.00 from the MSAC to design and develop a new website for Tourism Arts & Downtown Development- Eat. Drink. Buy Art (EDBA) program. The EDBA campaign is a consortium of towns who have an Arts & Entertainment District and/or a designated Main Street Community as well as marketing professionals from each county who collectively promote the arts and 'shop local'.

All matching funds are coming from participating towns including:

- | | |
|-------------------------------------|------------------------------------|
| <input type="radio"/> Berlin | <input type="radio"/> Denton |
| <input type="radio"/> Snow Hill | <input type="radio"/> Elkton |
| <input type="radio"/> Ocean City | <input type="radio"/> Salisbury |
| <input type="radio"/> Cambridge | <input type="radio"/> Centerville |
| <input type="radio"/> Princess Anne | <input type="radio"/> Stevensville |

The EDBA new website will connect art lovers and visitors to the Eastern Shore as well as the artists, art venues, restaurants and events within these communities. EDBA has been an exceptional example of how regional communities can work together to attract visitors. EDBA has been recognized:

- with the 2015 Maryland Tourism Coalition *Best Media & PR Campaign Award*
- at the Maryland Economic Development Association's annual meeting

- highlighted in the March 2015 issue of the Downtown Promotion Reporter
- with the Maryland Downtown Development Association *Pride in Place Award - Marketing and Promotion - 2009*

Please sign and return both copies at your earliest convenience. If you have any questions, please don't hesitate to ask.

MARYLAND STATE ARTS COUNCIL
GRANT AGREEMENT

THIS GRANT AGREEMENT (this "Agreement") is made by and between the **Maryland State Arts Council ("MSAC")**, a unit of the Department of Commerce (the "Department"), a principal department of the State of Maryland ("State") and **Worcester County Commissioners (Grantee)**, whose Federal Identification Number or Social Security Number is .

RECITALS

Grantee has requested grant assistance from MSAC in order to undertake activities consistent with Title 4, Subtitle 6 of Article 83A of the Annotated Code of Maryland, which authorizes MSAC to make grants to organizations and individual artists in order to create a nurturing climate for the arts in the State and to ensure that the role of the arts in the lives of citizens of the State shall continue to grow and play a significant part in their welfare and educational experience.

The General Assembly of Maryland has authorized the grant assistance through an appropriation in the annual state budget.

MSAC has approved the award of grant funds to the Grantee, to be expended by Grantee in accordance with the terms and conditions of this Agreement.

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

1. Grant. Subject to the continuing availability of funds, as determined by MSAC in its discretion, MSAC agrees to provide Grantee with funds in an amount not to exceed **\$5,000.00** (the "Grant").
2. Application. Grantee's application for grant assistance (the "Application") is available to grantee in eGrant.net (<http://msac.egrant.net>) where grantee submitted the application. Grantee can view the application by logging into eGrant.net (<http://msac.egrant.net>) with their organizational login and password. Grantee warrants and certifies that all of the information and representations contained in the Application are and remain true and complete in all material respects.
3. Grant Guidelines. Grantee acknowledged receipt of the **FY 2018 Grant Guidelines and Information** available on the MSAC website <http://www.msac.org> under the appropriate grant type, and agrees to abide by its terms and conditions.
4. Use of Grant Funds: **Grantee will design and develop a magazine blog style website to promote the efforts of arts and tourism.**
5. Grantee shall not use any Grant Funds to make contributions:
 - (a) to any persons who hold, or are candidates for, elected office;
 - (b) to any political party, organization, or action committee; or
 - (c) in connection with any political campaign or referendum.
6. Disbursement.
 - (a) For Grants for Organizations grants, Community Arts Development grants, and Master Artists in the Maryland Traditions Apprenticeship award program, up to seventy-five percent (75%) of the Grant shall be disbursed to Grantee upon execution of the Agreement, provided that Grantee has submitted all reports and documentation for prior year grant(s) required by MSAC, if applicable. The remaining Grant funds shall be disbursed to Grantee after Grantee has submitted a satisfactory interim report, the due date for which shall be January 26, 2019.

- (b) For Arts in Education grants, Individual Artist Awards, Maryland Touring grants, Traditions Project grants, Apprentices in the Maryland Traditions Apprenticeship award program, Public Art Program grants, Technical Assistance grants to organizations, honorarium grants to individuals, and other grants for organizations, up to 100% of the Grant shall be disbursed to Grantee upon execution of the Agreement, provided that Grantee has submitted all reports and documentation for prior year grant(s) required by MSAC, if applicable.

7. Inspection of Records. Grantee shall allow any duly authorized representative of MSAC, the Department, or the State to inspect and audit, at reasonable times, all records and documents of Grantee relating to this Grant, which records shall be retained by Grantee for at least three (3) years after the termination of this Agreement.

8. Acknowledgement. Grantee shall acknowledge MSAC funding in all programs and promotional materials relating to the funded activities in the manner set forth in the Grant Recognition Guidelines, which can be viewed on the MSAC website, <http://www.msac.org/recognizing-our-grants>, incorporated herein by reference.

9. Reports. Grantee shall provide MSAC with reports or information in a form acceptable to the MSAC, as MSAC may from time to time require.

10. Unused Funds. Grantee shall repay to MSAC any disbursed grant funds not spent or obligated by Grantee on or before June 30, 2019.

11. Fair Practices Certification. Grantee certifies that it prohibits, and covenants that it will continue to prohibit, discrimination on the basis of: (a) political or religious opinion or affiliation, marital status, race, color, creed, or national origin; or (b) sex or age, except when age or sex constitutes a bona fide occupational qualification; or (c) the physical or mental handicap of a qualified handicapped individual. Upon the request of MSAC, Grantee will submit to MSAC information relating to its operations, with regard to political or religious opinion or affiliation, marital status, physical or mental handicap, race, color, creed, sex, age, or national origin.

12. Anti-Discrimination. Grantee covenants that it will not discriminate on the basis of race, color, sex, religion, or national or ethnic origin in its hiring of contractors to carry out any portion of the project funded by the proceeds of the Grant. Grantee further covenants that it shall prohibit its contractors from engaging in such discrimination in the hiring of subcontractors to carry out any portion of the project funded by proceeds of the Grant.

13. Legal Compliance. Grantee covenants that it shall comply with all applicable federal, State, and local laws and regulations.

14. Grantee's Certifications. Grantee certifies to MSAC that:

(a) Grantee, if a corporation or other form of limited liability entity, is duly organized and validly existing under Maryland law, and has all requisite power and authority to enter into this Agreement; and

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

15. Drug and Alcohol-Free Workplace. Grantee warrants that Grantee shall comply with the State's policy concerning drug and alcohol-free workplaces as set forth in COMAR 01.01.1989.18.

16. Default, Repayment and Remedies.

(a) A default shall consist of (i) any use of Grant funds for any purposes other than authorized by this Agreement; or (ii) any breach of any covenant, agreement, provision, representation or warranty of Grantee which was made in this Agreement.

(b) Upon the occurrence of any default, MSAC immediately may suspend Grantee's authority to receive any undisbursed Grant funds by written notice at any time to Grantee.

(c) Upon the occurrence of any default, Grantee shall have 30 days from the date MSAC's notice is postmarked to cure the default. After the conclusion of this 30 day period, if Grantee has not cured the default to the satisfaction of MSAC, MSAC may terminate this Agreement. In the event of termination:

(i) Grantee's authority to request a disbursement shall cease and Grantee shall have no right, title or interest in or to any of the Grant funds not disbursed;

(ii) MSAC may immediately demand repayment of all or any portion of the Grant funds which have been disbursed; and

(iii) MSAC's remedies of withholding disbursement and of obtaining repayment as described in Section 16(c) (i) and (ii) above may be exercised contemporaneously with remedies pursuant to Section 16(d) below, and all of such rights shall survive any termination of this Agreement.

(d) If a default occurs, MSAC may at any time proceed to protect and enforce all rights available to MSAC, by suit in equity, action at law, or by any other appropriate proceedings.

17. Indemnification. Grantee releases MSAC, the Department, the State, and its employees or agents from, agrees that MSAC, the Department, the State, and its employees or agents shall not have any liability for, and agrees to protect, indemnify and save harmless MSAC, the Department, the State, and its employees or agents from and against any and all liabilities, suits, actions, claims, demands, losses, expenses and costs of every kind and nature incurred by, or asserted or imposed against, all or any of them, as a result of or in connection with the Grant. All money expended as a result of such liabilities, suits, actions, claims, demands, losses, expenses or costs, together with interest at a rate not to exceed the maximum interest rate permitted by law, shall constitute an indebtedness of Grantee and shall be immediately and without notice due and payable by Grantee to MSAC, the Department, the State, and/or its employees or agents, as their interests may appear. If Grantee is a government agency of the State of Maryland, any and all such indemnification obligations of Grantee are conditioned upon the availability of appropriations for use by Grantee at the time such indemnification obligations arise; further, if Grantee is a government agency of the State of Maryland, any and all such indemnification obligations of Grantee are limited to the extent of the State of Maryland's statutory waiver of its sovereign immunity.

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

(a) Communications to MSAC shall be mailed to: Maryland State Arts Council, 175 W. Ostend Street, Suite E, Baltimore, MD 21230.

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Worcester County Commissioners
Attn: Ms. Challenger
104 West Market Street
Snow Hill, MD 21863

19. Amendment. This Agreement, or any part hereof, may be amended from time to time only by a written instrument executed by both parties, or in the case of a modification of Section 4, by action of MSAC.

20. Assignment. Grantee may neither assign all or any of the benefits of, nor delegate all or any of the duties imposed upon Grantee by this Agreement, without the prior written approval of MSAC.

21. Governing Law. This Agreement shall be construed, interpreted and enforced in accordance with the laws of the State of Maryland.

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THIS AGREEMENT, together with the Exhibits incorporated herein by reference, represents the complete, total and final understanding of the parties and no other understanding or representations, oral or written, regarding the subject matter of this Agreement, shall be deemed to exist or to bind the parties hereto at the time of execution.

WITNESS our hands and seals, all as of the date set forth below

ATTEST:

Name of Grantee

Signature of Grantee Witness

Signature of Grantee

Typed/Printed Name and Title of Grantee
Witness

Typed/Printed Name and Title of Grantee

MSAC WITNESS:

MARYLAND STATE ARTS COUNCIL

By: _____

Signature of MSAC Witness

Kenneth "Ken" Skrzysz, Executive Director
Typed/Printed Name and Title

Jen Menkhaus
Typed/Printed Name of MSAC Witness

Date

THIS FORM WAS APPROVED FOR FORM AND LEGAL SUFFICIENCY BY AN ASSISTANT ATTORNEY GENERAL IN AUGUST 2003.

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Attn: Ms. Challenger
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COMMERCE MSAC GRANT NO GFO 2018/321

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WITNESS our hands and seals, all as of the date set forth below

ATTEST:

Name of Grantee

Signature of Grantee Witness

Signature of Grantee

Typed/Printed Name and Title of Grantee
Witness

Typed/Printed Name and Title of Grantee

MSAC WITNESS:

MARYLAND STATE ARTS COUNCIL

By: _____

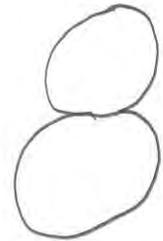
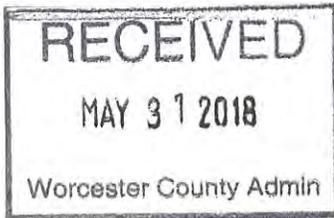
Signature of MSAC Witness

Kenneth "Ken" Skrzysz, Executive Director
Typed/Printed Name and Title

Jen Menkhaus
Typed/Printed Name of MSAC Witness

Date

THIS FORM WAS APPROVED FOR FORM AND LEGAL SUFFICIENCY BY AN ASSISTANT ATTORNEY GENERAL IN AUGUST 2003.



Worcester County
Department of Environmental Programs

Memorandum

To: Harold L. Higgins, Chief Administrative Officer

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

Subject: Grant Agreement to Administer and Enforce Onsite Sewage Disposal System Regulations for Systems that Utilize Best Available Technology

Date: May 30, 2018

Attached you will find a draft grant agreement prepared by the Maryland Department of the Environment (MDE) for administration and enforcement of regulations promulgated by the state for septic systems that utilize best available technology (BAT) for the removal of nitrogen. These regulations (COMAR 26.04.02.07), effective in 2013, established requirements for operation and maintenance of BAT systems for the life of the system.

These grants were included in House Bill 12, which passed in the 2014 Maryland Legislative Session. This bill allowed up to 10% of the Bay Restoration Fund (BRF) to be distributed to a local public entity delegated by MDE to cover reasonable costs associated with the implementation of these regulations. These funds would go towards local expenses relating to plan review, construction inspection, and tracking of mandatory operation and maintenance of BAT septic systems.

Since the inception of the BRF grant funding in Maryland, the Department of Environmental Programs has managed the local program for MDE. In that time, over a couple hundred systems, including large flow systems and even sewer connections, have been installed in Worcester County. We also managed BAT upgrades in Somerset for two years when their program was without a management entity. This represents upgrade projects approaching \$3MM in grant funding managed to date.

These agreements with the Local Approving Authorities are part of the process in implementing these regulations. Grant funding is expected to be disbursed to the counties, in accordance with these agreements. We signed our first agreement in 2015 for this kind of service and this is a

Citizens and Government Working Together

revision and renewal of that agreement. There are minor changes as the program evolves in time due to legislative and regulatory changes. We welcome the potential of funding for our local program management effort and will apply these funds wisely to our administrative costs.

I respectfully recommend that the County Commissioners consider authorizing President Purnell to execute these documents where indicated so that we may claim our funds when we complete said activities. We can leave the county attorney signature blank as the state can sign off for legal sufficiency as they prepared the document and they would distribute the funds.

If you have any questions or need additional information please let me know.

Enclosures

1. Grant Agreement from MDE

cc: Maureen Howarth

MARYLAND DEPARTMENT OF THE ENVIRONMENT
AND
COUNTY COMMISSIONERS OF WORCESTER COUNTY, MD

FIRST AMENDMENT TO GRANT AGREEMENT TO ADMINISTER AND ENFORCE ONSITE
SEWAGE DISPOSAL SYSTEM REGULATIONS

RECITALS

The Maryland Department of the Environment (the "Department"), the Maryland Water Quality Financing Administration (the "Administration") and the County Commissioners of Worcester County, Maryland, previously entered into the Grant Agreement to Administer and Enforce Onsite Sewage Disposal System Regulation dated August 5, 2015 (the "Original Agreement"). Pursuant to the Original Agreement, the Department working through the Administration provided to the Worcester County Department of Environmental Programs (the "County") a grant from certain Bay Restoration Fees established in accordance with Section 9-1605.2 of the Environment Article of the Annotated Code of Maryland (the "Enabling Act") to implement the regulations codified at Code of Maryland Regulation (COMAR 26.04.02.07) related to the installation, operations and maintenance of on-site sewage disposal systems that utilize the best available technology ("BAT") for the removal of nitrogen.

The parties to the Original Agreement desire to amend and supplement certain provisions of the Original Agreement to extend the term of the Original Agreement, as modified by this First Amendment to the Original Agreement (this "Amendment") for an additional year, to change the monthly reporting requirement to a quarterly requirement and such other modification set forth herein.

NOW THEREFORE, in consideration of the foregoing and the mutual promises and covenants contained herein, the Maryland Department of the Environment, the Maryland Water Quality Financing Administration and the County Commissioners of Worcester County, Maryland, hereby enter into this Amendment as of this _____ day of _____ 2018 (the "Effective Date") and agree as follows:

AGREEMENT

Section 1. Definitions:

- a. The term "County" as used in the Original Agreement and in this Amendment shall mean the Worcester County Department of Environmental Programs.
- b. The term "fiscal year" as used in the Original Agreement and in this Amendment shall mean the period beginning July 1 of each year and ending June 30 of the succeeding year.

- c. The term "Grant Agreement" as used in the Original Agreement and in this Amendment shall mean the Original Agreement, as amended by this Amendment.
- d. The term "Worcester County" as used in the Original Agreement and in this Amendment shall mean the County Commissioners of Worcester County, Maryland.
- e. Any capitalized terms that have not been defined in this Amendment (including in the Recitals hereto) shall have the meanings set forth in the Original Agreement, unless the context clearly requires otherwise.

Section 2. Amendments to Obligations of the County. Sections 1.1, 1.2, 1.3 and 1.4 of the Original Agreement are hereby deleted in their entirety and replaced with the following:

- "1.1 The County shall perform tasks associated with Levels 1 & 2, to be completed during the periods July 1, 2015 through June 30, 2016, July 1, 2016 through June 30, 2017, July 1, 2017 through June 30, 2018, and July 1, 2018 through June 30, 2019 (FY 2016, 2017, 2018 and 2019, respectively).
- 1.2 The County agrees to use the amount of \$50,000.00 of grant funds received each year from the Administration solely to perform the tasks identified in Section 1.1 above. The County may request the full amount of the grant, for each grant year, in January 2016, January 2017, January 2018 and January 2019.
- 1.3 On each October 1, January 1, April 1 and July 1 of each year (each, a "Quarterly Report Date"), the County shall provide a quarterly report to the Department summarizing the activities performed during the three (3) calendar months preceding the month of the Quarterly Report Date. The first quarterly report shall be due on the first Quarterly Report Date after the Effective Date of this Grant Agreement, summarizing the activities performed during the period beginning the Effective Date of this Grant Agreement to the last day of the month preceding such Quarterly Report.
- 1.4 On October 30th of each year, the County shall provide an annual certification confirming a) the accuracy of the quarterly reports it provided for each quarter of the twelve months of the prior fiscal year, and b) the timely submission of the quarterly reports for the first three months of the current fiscal year."

Section 3. Amendments to Obligations of the Department. Section 2.1 of the Original Agreement is hereby deleted in its entirety and replaced with the following:

- "2.1 Subject to State budget appropriation and approvals, and contingent on the continuing existence of the Enabling Act, the Administration shall pay an annual lump sum grant amount of \$50,000.00 to the County, to be awarded one year at

a time, for tasks identified in Section 1.1 to be performed in FY 2016, 2017, 2018 and 2019.”

Section 4. Ratification of Provisions of Original Agreement. Except as otherwise specifically amended by this Amendment, all terms and provisions of the Original Agreement remain in full force and effect, and govern the parties’ rights, duties and obligations the Grant Agreement.

Section 5. Execution in Counterparts. This First Amendment may be simultaneously executed in any number of counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument.

[REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK]

IN WITNESS WHEREOF, the parties hereto have caused this Amendment to be executed and delivered as of the Effective Date written above.

Attest:

MARYLAND DEPARTMENT OF THE ENVIRONMENT

Witness

By: _____
Thomas J. French, Director
Operational Services Administration

Date

Approved for Legal Form and Sufficiency
this 25th day of April, 2018.

Wang R. Sheppard-Walker
Assistant Attorney General

Attest:

MARYLAND WATER QUALITY FINANCING ADMINISTRATION

Witness

By: _____
Theresa A. Wilson
Interim Director

Date

Attest:

COUNTY COMMISSIONERS OF WORCESTER COUNTY, MD

Witness

By: _____
Diana W. Purnell, President

Date

REVIEWED AND APPROVED

By: RS
ROBERT S. MITCHELL, DIRECTOR
Worcester County Department of Environmental Programs

5/30/18
Date

Approved for Legal Form and Sufficiency
this _____ day of _____, 20____.

County Attorney



MEMORANDUM

9

TO: Harold L. Higgins, Chief Administrative Officer
FROM: Tom Perlozzo, Director of Recreation and Parks
DATE: May 29, 2018
SUBJECT: Recreation Center Gymnasium Interior Lighting

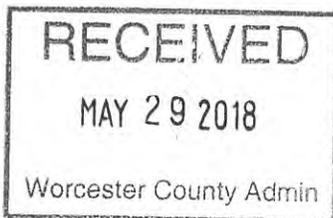
Please find attached the information and proposal for a "Lighting" change inside the Recreation Center Gymnasium that will save approximately 60% in electric usage as well as improving the quality of lighting for activities. The potential savings could reach \$10,000 annually. Mike Hutchinson has reviewed and worked with Mr. Steve Schonberger, Industrial Bulb & Lighting providing five options. We do recommend using the HP 180 option for \$11,994.00.

I also have requested Mr. Schonberger to possibly see if there could be more of a savings through the manufacturer due to the bidding procedures within the County. Since the company works with many of the facilities this, more than likely, would be a sole source option that includes turn-key rebates via the power companies.

Please let me know if there are any questions and look forward to hearing from you.

Attachment

cc: Lisa Gebhardt
Michael Hutchinson



Snow Hill Recreation Center High Bay Ceiling Light Options

Fixture	HTG-A2	HTG-P2	HTG-U	★ HP160	★ HP180
	Aluminum RFL	Prismatic RFL	No RFL	No RFL	No RFL
Price Each	\$ 279.00	\$ 291.00	\$ 255.00	\$ 305.00	\$ 329.00
Rebate Each *	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00
Net Cost Each	\$ 79.00	\$ 91.00	\$ 55.00	\$ 105.00	\$ 129.00
Net Cost x 54	\$ 4,266.00	\$ 4,914.00	\$ 2,970.00	\$ 5,670.00	\$ 6,966.00
Labor	\$ 4,428.00	\$ 4,428.00	\$ 4,428.00	\$ 4,428.00	\$ 4,428.00
Lift	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00
Total Pre tax	\$ 9,294.00	\$ 9,942.00	\$ 7,998.00	\$ 10,698.00	\$ 11,994.00

* Rebate based on approval from Delmarva Power after application is submitted by IBL, Inc.

Fixture prices include mounting hardware and lenses.

Additional specification information is available if needed.

Quote date 5/18/18

Expires 6/30/18

Tom Perlozzo

From: Steve Schonberger <steve@industrialbulb.comcastbiz.net>
Sent: Friday, May 18, 2018 8:19 AM
To: Tom Perlozzo
Subject: Rec Center LED fixtures
Attachments: Snow Hill Recreation Center High Bay Ceiling Light Options.docx; EcoHTG hibay.pdf; MAX HP160UF Hibay.pdf

Tom,

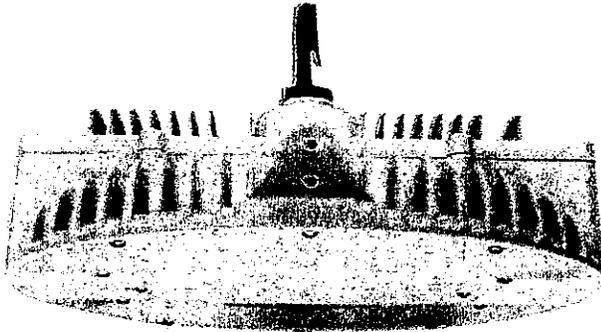
Attached are 2 cut sheets on possible options for the LED fixtures for the rec center plus a spread sheet with a breakdown of the pricing. Based on the calculations I ran on the energy usage of the existing lighting system and the new LED system you will have approximately a 60% savings in electric usage by going with the LED fixtures.

I left you a message this morning to call me to discuss what I sent you and if you need anything else let me know.

Thanks.

Steve Schonberger
Industrial Bulb & Lighting
443-250-4733

ROUND PENDANT LED HIGH BAY HP Gen. 2 SERIES



PRODUCT DESCRIPTION:

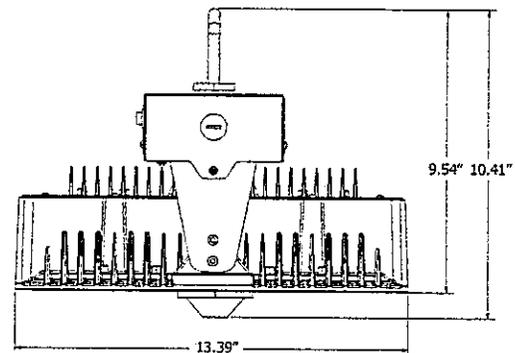
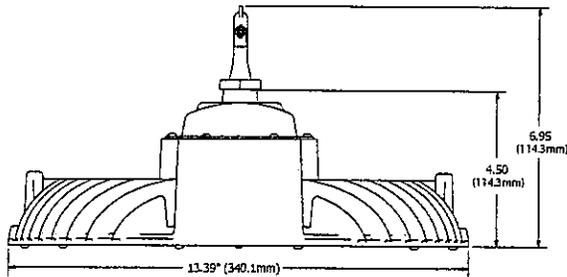
The Round Pendant LED High Bay blends high performance with a premium aesthetic that is well suited to many industrial and commercial applications, including retail and big box stores, auto showrooms, gymnasiums, warehouses and manufacturing facilities. The high bay features cutting-edge optics that deliver exceptional efficacy up to 158 lm/W with minimal glare. The high bay also features a high transmission polycarbonate diffuser, a profile as low as 5", integrated sensor design, and innovative patent-pending thermal heat sinks. The HP Series is designed for performance in high ambient temperatures up to 50°C.

FEATURES:

- 5 year limited warranty, 10 year warranty available
- Power Factor > 0.9
- 0-10V Dimming
- Beam angle 105°
- Polycarbonate shade with drop lens optional
- Indoor / Damp rated

CONSTRUCTION:

- Innovative ALDC12 die cast heat sinks for exceptional thermal performance even in high ambient temperatures
- White powder coated standard
- 3/4" NPT steel hook standard
- 4 ft whip



Highbay with battery backup and integrated sensor

MODEL SELECTION										
Typical order example: HP-130UF-40EMMSC										
HP	FAMILY	WATTAGE	VOLTAGE	LENS	CCT	BBU	CORDSET	OPTIONS		
HP=	High Bay Pendant	090= 90W 130= 130W 160= 160W 185= 185W	U= 120-277V H= 347-480V	(OMIT)= No Lens F= Frosted	40= 4000K 50= 5000K	(OMIT)= None EM= Battery Backup	(OMIT)= None C1= 120V cord and plug C2= 277V cord and plug C3= 347V cord and plug C4= 480V cord and plug	(Omit)= None MSO= On/Off Motion Sensor MSC= Bi-Level w/ Remote Capability MSV= Bi-Level Motion Sensor		

* To stem mount product, remove hook in the field.
 ** Battery backup provides 2800 lumens for 90 minutes
 *** Battery backup and optional cords cannot be used together
 **** Battery backup cannot be used with 347-480V product
 ***** When high voltage is required, MSC is the only sensor option available



LED HIGH BAY PENDANT

HP Gen. 2 SERIES

SPECIFICATIONS:

SPECIFICATIONS:		HP-090UF-50	HP-130UF-50	HP-160UF-50	HP-185UF-50
ITEM	SPECIFICATION	DETAILS			
GENERAL PERFORMANCE	Power Consumption (W)	88.1	129.7	159.5	180.2
	Equivalent Wattage	175W	250W	400W	600W
	Lumens Delivered (lm)	12,100	17,900	22,260	25,770
	Efficacy (lm/W)	137 lm/W	138 lm/W	140 lm/W	143 lm/W
	CRI	≥80			
	Color Temperature (K)	5000K (4000K available, contact MaxLite for info.)			
	L70 Lumen maintenance (hours)	100,000			
	Color Consistency	Proprietary binning for uniform color			
ELECTRICAL	Power Factor	>0.9			
	Input Voltage	120-277V (347-480V optional)			
	Dimming	0-10V, to 10%			
PHYSICAL	Mounting	Hook Standard, optional 3/4" pipe, wall			
	Operating Temperature	-40°F to 122°F (-40°C to 50°C)			
	Humidity	10-90% RH, non-condensing			
QUALIFICATION	Qualification	DLC Premium, UL, FCC, LM79			
	Material Usage	RoHS compliant; no mercury			
	Environment	Indoor / Damp			
	Warranty	5 Years			

*To stem mount product, remove hook in the field.

ORDERING*:

ORDER CODE	MODEL NUMBER	INVENTORY	WATTAGE	MOUNTING	CCT	
1410223	HP-090UF-50	Stocked	90	Hook	5000K	
1410225	HP-130UF-50		130			
1410227	HP-160UF-50		160			
1410229	HP-185UF-50		185			
1410222	HP-090UF-40	Special Order	90		Hook	4000K
1410224	HP-130UF-40		130			
1410226	HP-160UF-40		160			
1410228	HP-185UF-40		185			

*Please contact your MaxLite representative to order products that don't have order codes listed here.

OTHER ACCESSORIES:

ORDER CODE	MODEL NUMBER	DESCRIPTION	PRODUCT IMAGE
14099234	HP-SHADEKIT-FR	Polycarbonate Frosted Shade w/ Installation Screws	
100666	HP-DRPLNSKIT	Polycarbonate Drop Lens w/ installation Clips *Shade is required for use of drop lens	
100250	HP-WMB	Surface Mount Bracket	
101286	BLHTD120-12/5	10' Modular Wiring Drop (120V)	
75324	BLHTD277/480-12/5	10' Modular Wiring Drop (277/480V)	
103492	RMTITXSRP280	MSC Sensor Remote	
102184	FSIR-100	High Voltage MSC Sensor Remote	

SENSOR INFORMATION:

SENSOR OPTION	DESCRIPTION	QR CODE FOR SENSOR INFORMATION
MSO	On/Off Motion Sensor with set point daylight harvesting	
MSV	Bi-Level Motion Sensor with set point daylight harvesting	
MSC	Bi-Level Motion Sensor with daylight harvesting and remote control capability (Remote purchased separately)	QR Code Coming Soon

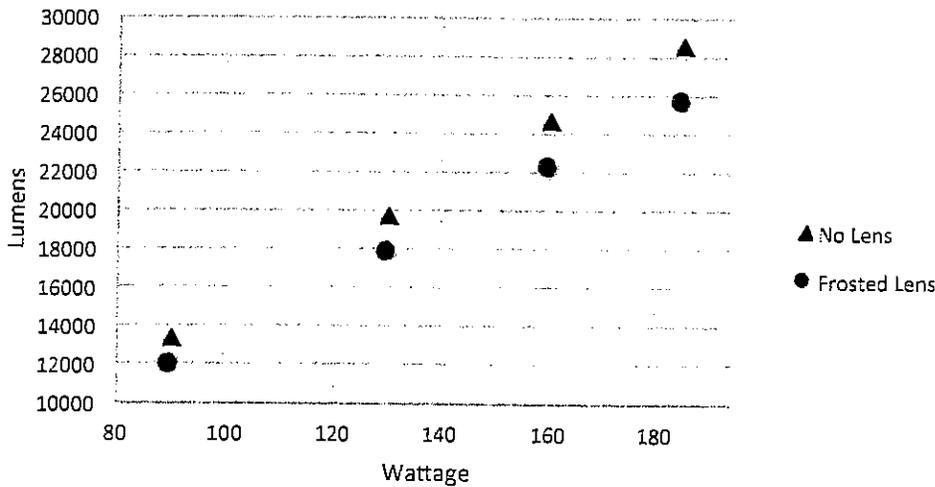
OPERATIONAL DATA:

	NOMINAL WATTAGE	NO LENS			FROSTED LENS		
		LUMENS	EFFICACY	WATTAGE AT 120V	LUMENS	EFFICACY	WATTAGE AT 120V
Delivered Lumens, 4000K	90W	13,060	147.7	88.4	11,823	133.8	88.4
	130W	19,325	148.3	130.2	17,495	134.4	130.3
	160W	24,073	150.8	159.6	21,794	136.6	159.7
	185W	27,860	154.3	180.6	25,222	139.7	180.5
Delivered Lumens, 5000K	90W	13,384	151.9	88.1	12,100	137.3	88.1
	130W	19,797	152.6	129.7	17,897	138.0	129.7
	160W	24,827	154.4	159.5	22,264	139.6	159.5
	185W	28,501	158.2	180.2	25,766	143.0	180.2

CURRENT TABLE:

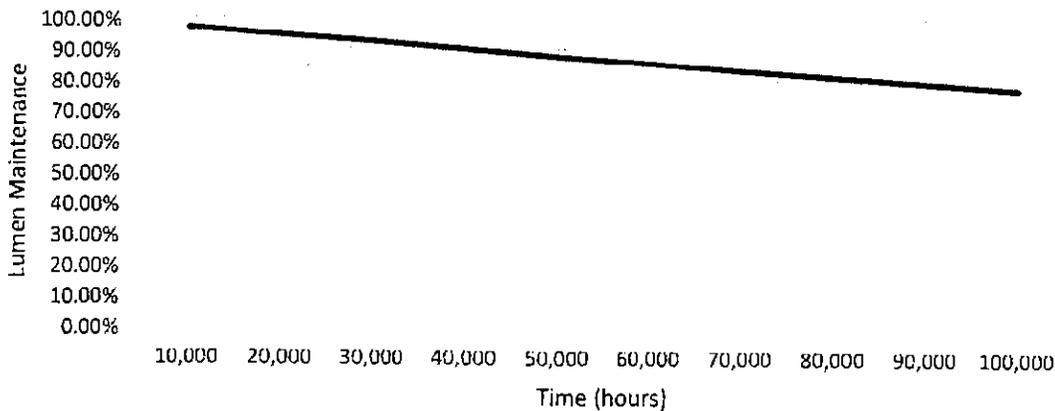
NOMINAL WATTAGE	VOLTAGE	
	120V-277V	347-480V
90W	0.74-0.33	0.26-0.2
130W	1.09-0.48	0.39-0.3
160W	1.37-0.59	0.45-0.34
185W	1.54-0.66	0.53-0.39

WATTAGE VS LUMENS:



The products used for this table were measured at 120V and 5000K CCT

Lumen Maintenance 25°C vs Hours (HP-185)



LUMEN MAINTENANCE:

Time	10,000	20,000	30,000	40,000	50,000	60,000	70,000	80,000	90,000	100,000
Lumen Maintenance	96.99%	94.58%	92.22%	89.92%	87.68%	85.49%	83.36%	81.28%	79.26%	77.28%



Worcester County
Department of Recreation & Parks

Tom Perlozzo, Director

6030 Public Landing Road, Snow Hill, Maryland 21863
410.632.2144 • Fax: 410.632.1585

To: Harold Higgins, Chief Administrative Officer
From: Tom Perlozzo, Director of Recreation & Parks
Date: May 11, 2018
Re: FY 2019 Program Open Space Annual Program Recommendations & Allocations

10

The Worcester County Program Open Space Annual Program for Acquisition and Development and recommendations are enclosed for your review. As you know, Program Open Space grants are awarded to Worcester County for the acquisition of land to be used for outdoor recreation, for recreation development improvements, and for the support of major capital projects on county owned land providing open space opportunities for the public.

Currently, a 90/10 reimbursement formula is used for development projects and 100% reimbursement for acquisition projects. Each year to qualify to receive Program Open Space funding we must have our POS Annual Program reviewed by the Department of Planning and approved by the Department of Natural Resources. As the LPPRP was submitted and approved this year, *we did not meet* the requirements by the state for land acquisition. This will require an amendment and resubmission by the Department based upon new findings. Therefore, the State has amended its match to 75/25 until we can justify the change. Since the acknowledgement of this, we have been working with Environmental Programs and DNR to amend the application with the necessary information to meet the State requirements. We did this by developing and proposing a "land use agreement" with the County School Board and identifying additional county land and facilities not included within the original submission.

Lastly, the enclosed Program Open Space Annual Program and Recommendation includes combination of FY19 and past amended projects. This does not commit the County to funding the plan and it can be amended. The FY2019 Program Open Space funding is \$564,790 and must be allocated 50% acquisition and 50% development. The Worcester County Department of Recreation & Parks Advisory Board Members met on May 9, 2018, and have reviewed and recommended for approval the amendments. In addition, the department held a Community Parks and Playground grant seminar with the DNR for the cities for future grant requests as it allows a 100% award by the state. Please let me know if you should have any questions. We look forward to your approval.

Enclosures

cc: Hilary Bell
Carrie Lhotsky
Advisory Board
Lisa Gebhardt
William Rodriguez
Kelly Rados



2019 PROGRAM OPEN SPACE ANNUAL PROGRAM
WORCESTER COUNTY DEPARTMENT OF RECREATION & PARKS

PART 1 – INTRODUCTION

The Worcester County Department of Recreation & Parks is designated by the Worcester County Commissioners to administer the Maryland Department of Natural Resources Program Open Space. Worcester County's priorities over the next five years, as determined by the 2017 Worcester County Land Preservation, Parks and Recreation Plan, will be the acquisition and development of additional recreational lands in the northern part of the county, as well as, an emphasis on the modernizing and updating of existing facilities.

In addition to county sponsored development and acquisition projects, the Worcester County Commissioners are cognizant of the importance of open space throughout the municipalities and have in the past allocated funds, when available, to each municipality for parkland development projects for Worcester County citizens. In years where funds are available for allocation to municipalities, the Worcester County Department of Recreation & Parks Director, Parks Superintendent, Recreation Superintendent, and Recreation Program & Marketing Supervisor along with the Worcester County Recreation & Parks Advisory Board members may host a budget request meeting with the municipality representatives. After the Worcester County Program Open Space Liaison presents the proposed Program Open Space Annual Program, the Advisory Board along with the Director, who serves as the Worcester County Liaison to Program Open Space make recommendations to the Worcester County Commissioners for the Program Open Space Annual Program and the Program Open Space (POS) funding allocations. The commissioners make the final decision for the County POS Annual Program and the Worcester County and municipality park improvement and acquisition allocations.

The following items are provided to describe Worcester County's growth management procedures for parks and recreation programs. These items are:

1. Major Parks in Growth Areas.
2. Preserve and Protect Sensitive Areas.
3. Rural Area Park Development.
4. Environment Protection and Stewardship.
5. Natural Resource Conservation.
6. Parks and Recreation Contributions to Economic Growth.
7. Infrastructure.
8. Partnerships Create Financial Resources.

How Worcester County's land acquisitions and capital park improvements support these items are described following each statement.

Major Parks in Growth Areas:

The Worcester County Department of Recreation & Parks successfully located their parks in planned population centers throughout the county. Through strategic planning, the larger county sports complexes have been positioned close to the growth areas and population centers. Additionally, Ocean City and Ocean Pines have public recreational facilities and programs that support recreation in these densely populated areas of the county. Concurrently, small parks are easily accessible to the rural areas and surrounding communities.

2019 PROGRAM OPEN SPACE ANNUAL PROGRAM
WORCESTER COUNTY DEPARTMENT OF RECREATION & PARKS

While parks are maintained throughout the county, the majority of the parks are located in the northern part of Worcester County where most growth is concentrated. Major park development has taken place at all county parks, particularly the parks located in the northern part of Worcester County.

Preserve and Protect Sensitive Areas:

The park planning and master planning process includes sensitive areas protection. Invasive plant species are managed to protect native flora. Where appropriate, park land is managed to encourage natural habitat. Prudent stewardship will ensure that the county's parks and natural resources are protected for many generations to come.

Rural Area Park Development:

Through Program Open Space funding, the county has acquired and preserved open land in existing population centers in the rural areas. These smaller county parks located in the county's rural villages, such as Bishopville, Girdletree, Newark, Stockton and Whaleyville, help to maintain the rural quality of these less populated areas while also meeting the recreational needs of the citizens in the immediate surrounding areas. These parks fall within the limits of the established villages and can easily be reached with a minimal walk or bicycle ride.

Environment Protection and Stewardship:

The protection of the Chesapeake Bay has been an on-going priority of Worcester County. Protection of Maryland Coastal Bays has also been incorporated into Worcester County's long-term vision. Acquisition and protection of waterfront properties has been a high priority in the fast-developing northern portion of the county. Three bayfront parks have been acquired since 2003.

In 2003, the land for Homer Gudelsky Park, a passive beach park located on the Sinepuxent Bay was donated to Worcester County by the Gudelsky family. This park overlooks Ocean City and is locally known as an excellent fishing spot. In the agreement to convey this park to Worcester County, permission was granted to deposit spoil material from the Shantytown Channel onto the park. The park suffers considerable erosion throughout the year and the annual replenishment of sand is necessary for the park to maintain its existence.

Providing coastal stewardship was an essential factor in the decision of Worcester County to lease the Isle of Wight Park, as of July 2004, from the Maryland Department of Natural Resources. This park is primarily surrounded by water that affords visitors the opportunity to participate in fishing, crabbing, clamming, kayaking and canoeing, along with picnicking and exploring this natural island on the Isle of Wight Bay.

The 2006 addition of a 574 acre parcel, Greys Creek Nature Park, located in northern Worcester County affords the County a unique opportunity to conserve one of the most ecologically significant properties along Maryland Coastal Bays. The property was purchased with \$6,500,000 of State and local Program Open Space funds and titled in the name of Worcester County to be managed as a passive recreation park and environmental education complex by the Worcester County Department of Recreation & Parks. Located at the top of Maryland Coastal Bays, the property offers views of Ocean City's skyline across the Assawoman Bay. This acquisition will protect coastal

2019 PROGRAM OPEN SPACE ANNUAL PROGRAM
WORCESTER COUNTY DEPARTMENT OF RECREATION & PARKS

habitat and eliminate the threat of residential and commercial development on a property that sits at the center of one of the most biologically diverse areas in the mid-Atlantic region. This property is planned to serve as a base for environmental education programs, as well as a passive park with walking/hiking trails. Area school children will be able to utilize this site as a hands-on classroom for nature study.

Three intergovernmental programs – Chesapeake Bay Tributaries Strategies Implementation Team, the Ocean City and Vicinity Water Resources Feasibility Study, and the Maryland Coastal Bays Program – have been significant elements in the stewardship of our waterways. Worcester County faces a momentous challenge to protect these valuable water resources for all citizens of Maryland while also affording recreational opportunities.

Natural Resource Conservation:

Worcester County has strategically located parks in close proximity to existing developed areas and growth centers throughout the county. It is through this type of careful park planning that the county can continue to conserve resources while achieving efficient development patterns.

Since 2000, Worcester County has aggressively pursued funding for land protection in areas not targeted for growth, and over 8,500 acres have been permanently protected.

In March 2010, Worcester County was awarded \$299,692 by the Maryland Energy Administration. These grant funds were utilized to provide engineering, construction, and installation of a complete Grid-Tied Photovoltaic System adjacent to the Recreation Center, which will supplement energy to the Recreation Center. This will help the County conserve energy.

Parks and Recreation Contributions to Economic Growth:

Worcester County understands the contribution of accessible recreational facilities to the economic growth of the county. The Worcester County Recreation Center opened its doors to the public on July 11, 2005, effectively creating a new base for all Worcester County Department of Recreation & Parks programming operations to be administered. In 2016, a 6,000 square foot addition to the Recreation Center was completed. This addition houses a multipurpose room, conference room, weight room, aerobic workout room, and additional bathrooms. These new areas provide more programming options to be provided to our participants. This facility is a major recreational facility drawing users from both within and outside of the county. The facility also provides an economic boost to both existing and new businesses in Snow Hill and Worcester County.

Land and water recreational programs provided by the county attract visitors who contribute to the local economy.

Infrastructure:

Worcester County has a significant supply of recreation facilities and acreage to serve current needs and anticipated future needs through 2022. However, the county recognizes the “need” and has identified recreational lands in the northern portion of the county where growth is concentrated.

2019 PROGRAM OPEN SPACE ANNUAL PROGRAM
WORCESTER COUNTY DEPARTMENT OF RECREATION & PARKS

Partnerships Create Financial Resources:

Worcester County relies on effective and innovative strategies and partnerships. Support and collaboration from Program Open Space, the Worcester County Commissioners' capital improvement and park improvement funds, and additional grant funding are all financial resources that are critical elements in assuring optimum use of the financial resources that are available for parks and natural resource protection. In addition, it should be noted that Worcester County requires that new development includes active and/or passive recreation and nature areas in support of the environment.

PART 2 - 2019 ACQUISITION PROJECTS

The citizens of Worcester County are fortunate to receive the support of the Maryland Department of Natural Resources Program Open Space which is a significant factor in the acquisition of park land located throughout the county. However, due to the growth in the northern section of the county, the top recreation and parks priority is the acquisition and development of additional park land in this section of the county.

1. Northern Worcester County Field Acquisition

PART 3 - 2019 DEVELOPMENT PROJECTS

BISHOPVILLE WATER FRONT PARK - BISHOPVILLE, MARYLAND

Bishopville Water Front Park is a new passive park concept. The small passive area would be created on existing county owned land. The parcel overlooks Old Mill Pond and possesses historical significance with respect to how commerce occurred in the past. The concept is to create a pavilion area and seating for citizens to enjoy the wonderful vista. Due to its proximity to Old Mill Pond, a soft launch for non-motorized watercraft is strongly being considered. The following are planned for FY 2019:

1. Bishopville Water Front Park - New Park Development - Engineering services for planning and permitting.

GREYS CREEK NATURE PARK - BISHOPVILLE, MARYLAND

Greys Creek Nature Park is a 574-acre parcel of land located in Bishopville, Maryland. The establishment of this park has protected significant coastal habitat and eliminated the threat of high density residential or commercial development on a property that sits at the center of one of the most biologically diverse areas in the mid-Atlantic region. Preservation of this tract along Maryland's Coastal Bays provides an extraordinary opportunity to conserve natural habitat, safeguard wildlife habitat, and protect the water quality of Assawoman Bay. The property contains upland coastal forest and extensive sensitive non-tidal and tidal saltwater wetlands. The property is titled in the name of Worcester County and will be managed as a passive recreation park and environmental education complex by the Worcester County Department of Recreation & Parks. The following are planned for FY 2019:

1. Park Development (Phase 1) - Phase 1 will focus on the development of parcels east of Swans Gut. The project scope will consider public parking, a trail head and upland trails, and structural amenities necessary to further the environmental education/passive park experience. The State is currently in the planning phase where developing water access

2019 PROGRAM OPEN SPACE ANNUAL PROGRAM
WORCESTER COUNTY DEPARTMENT OF RECREATION & PARKS

and water trails are concerned. Both design solutions will be complimentary.

JOHN WALTER SMITH PARK – SNOW HILL, MARYLAND

John Walter Smith Park is an 80-acre parcel of land with approximately 50-acres developed as an athletic complex to serve the citizens of Worcester County, Maryland, particularly in the central section of the county. John Walter Smith Park is located on Public Landing Road in Snow Hill, Maryland, and was purchased with Program Open Space funding. The park was named after the late Governor of Maryland, John Walter Smith, who resided in Snow Hill. John Walter Smith Park is the home of the Worcester County Department of Recreation & Parks. On Monday, July 11, 2005, a state-of-the-art recreation center, which houses a climate, controlled 40,000 square-foot gymnasium with retractable bleachers, a walking track and courts that can be used for soccer, basketball, and a variety of sports opened its door to the public. The flooring system throughout the gym was designed for an increased return of energy that is highly efficient. Essentially it provides the most “bang for the buck” for experienced runners and track participants. It also provides a shock-absorbing cushion that is ideal for walkers and joggers, particularly those who suffer from arthritis or have past injuries. Along with the Recreation Center, John Walter Smith Park has a senior league field, four little league fields, two softball fields, seven soccer fields, one Frisbee golf course, two tennis courts, two basketball courts, a sand volleyball court, a pavilion, a playground, a concession stand with restrooms and other site amenities. Several storage buildings have been erected on the site to accommodate the many programs administered at John Walter Smith Park. Through the contributions of the Worcester County Commissioners and the Maryland Department of Natural Resources Program Open Space funding, this park was built to serve the citizens of Worcester County, Maryland and the regional areas. The following are planned for FY 2019:

1. Multi-Purpose Field Development – The goal of the project is to create a regulation dimensioned, 81,000 square foot, high quality multi-purpose playing field. The project scope includes the installation of irrigation and the renovation from cool season to a warm season/Bermuda-grass infield.
2. Recreation Center Development – Phase 7

NEWTOWN PARK – POCOMOKE, MARYLAND

Newtown Park is a 58-acre parcel of land developed as an athletic complex to serve the citizens of Worcester County, particularly in the southern end of the county. Newtown Park is located at the intersection of Stockton and Groton Roads in Pocomoke, Maryland. To date one senior league field, three little league fields, two softball fields; two soccer/lacrosse fields have been constructed. The senior league field, two softball fields, and one soccer/lacrosse field have been equipped with lights. In addition to the athletic fields, a concession stand with bathrooms, an entrance sign, two parking areas, a pavilion, a sand volleyball court, playground, and other site amenities have been added. Several storage buildings have been erected on the site to accommodate the many programs administered in Newtown Park. The following are planned for FY 2019:

1. Tennis & Pickle Ball Court – The goal is to create two additional courts which will serve to accommodate tennis and pickle ball. The Park system currently provides court facilities in the northern and central regions of the county and would like to offer an outlet in the southern region to serve the Pocomoke area citizens.

2019 PROGRAM OPEN SPACE ANNUAL PROGRAM
WORCESTER COUNTY DEPARTMENT OF RECREATION & PARKS

NORTHERN WORCESTER ATHLETIC COMPLEX – BERLIN, MARYLAND

The Northern Worcester Athletic Complex is a 76-acre parcel of land located in Berlin, Maryland. This land was purchased specifically for the purpose of constructing an athletic complex to serve the citizens of Worcester County particularly in the northern end of the County. To date, one senior league field, four multi-purpose fields, and one football field have been constructed. The senior league field, one multi-purpose and the football field have been equipped with lights. In addition to the athletic fields, an entrance sign and garden, service road, parking areas, a pavilion, and playground have been added. The most recent addition, at this site, was a permanent concession stand and bathroom facility that meets the Americans with Disabilities Act (ADA) requirements. Several organizations use the permanent concession stand to serve refreshments and provide restrooms for patrons of the park. Program Open Space has played a significant role in the development of this park. The following is planned for FY 2019:

1. Field Development & Park Improvements – The objective is to address both multi-purpose field and parking deficits indentified in the 2017 LPPRP. The scope would include the development of three additional regulation multi-purpose fields to include irrigated Bermuda-grass playing surfaces. In addition, 32,800 square feet of parking is planned which would accommodate 100 additional parking spots.

STOCKTON PARK – STOCKTON, MARYLAND

Stockton Park is a four-acre parcel of land located in Stockton, Maryland. This park is used frequently by the local community, four churches and a daycare center which is located near the park. This park offers a pavilion equipped with four picnic tables and 1 barbeque grill. This location also has a playground unit, benches and a baseball/softball backstop for the community to use. The following is planned for FY 2019:

1. Stockton Park – Playground Replacement

2019 PROGRAM OPEN SPACE ANNUAL PROGRAM
 WORCESTER COUNTY DEPARTMENT OF RECREATION & PARKS

<u>Sponsor</u>	<u>Project Name, Project Description</u>	<u>Acrage</u>	<u>Total</u>	<u>Local Share</u>	<u>State Share</u>	<u>Federal</u>
COUNTY	WORCESTER COUNTY					
	Bishopville Water Front Park – New Park Development	5	\$111,111	\$11,111	\$100,000	
	Greys Creek Nature Park – Park Development	574+	\$138,889	\$13,889	\$125,000	
	John Walter Smith Park – Multi-Purpose Field Development	80	\$27,778	\$2,778	\$25,000	
	John Walter Smith Park – Recreation Center Development Phase 7	80	\$124,444	\$12,444	\$112,000	
	Newtown Park – Tennis & Pickle Ball Court	58	\$55,556	\$5,556	\$50,000	
	Northern Worcester Athletic Complex – Field Development & Park Improvements	76	\$277,778	\$27,778	\$250,000	
	Stockton Park – Playground Replacement	4	\$66,667	\$6,667	\$60,000	
TOTALS			\$802,223	\$80,223	\$772,000	

Revised: 5/8/18

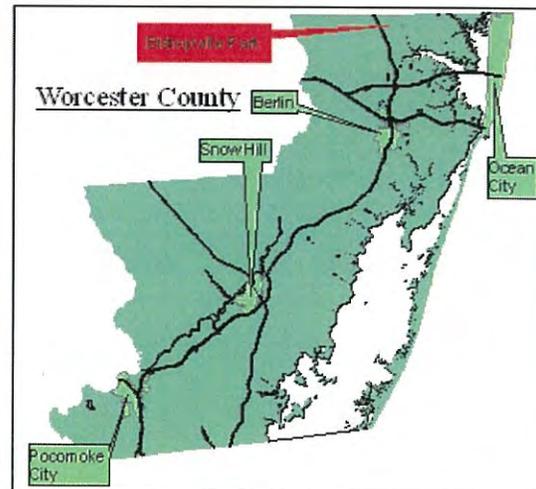
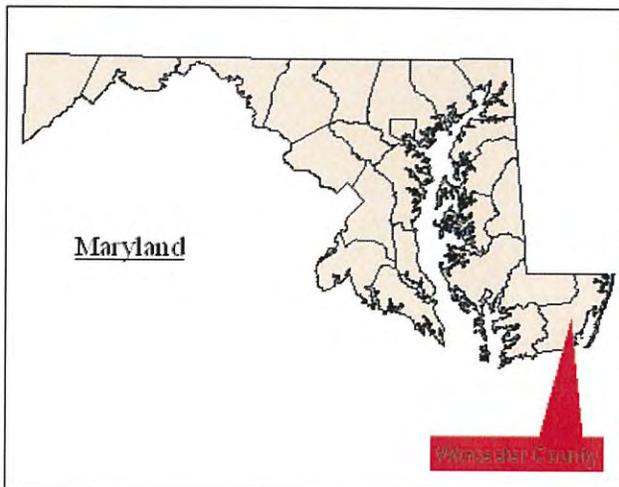
2019 PROGRAM OPEN SPACE ANNUAL PROGRAM
 WORCESTER COUNTY DEPARTMENT OF RECREATION & PARKS

<u>Sponsor</u>	<u>Project Name, Project Description</u>	<u>Acreage</u>	<u>Total</u>	<u>Local Share</u>	<u>State Share</u>	<u>Federal</u>
COUNTY	Northern County Property Purchase		1,198,000		1,198,000	
COUNTY						
TOTALS			1,198,000		1,198,000	

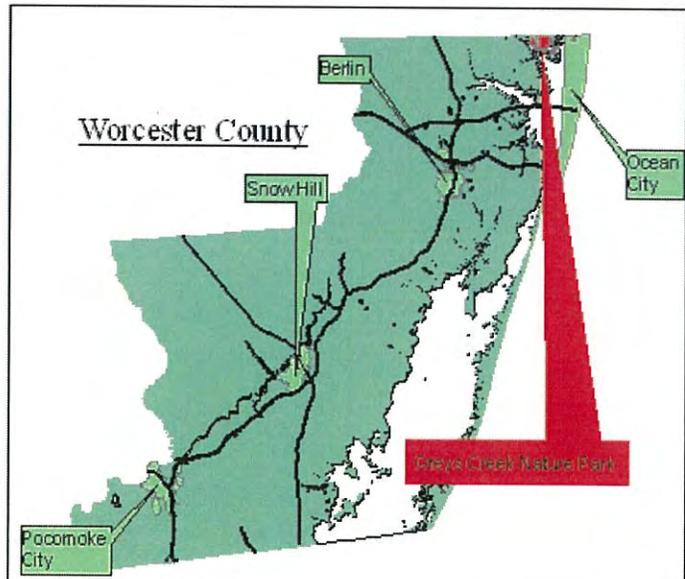
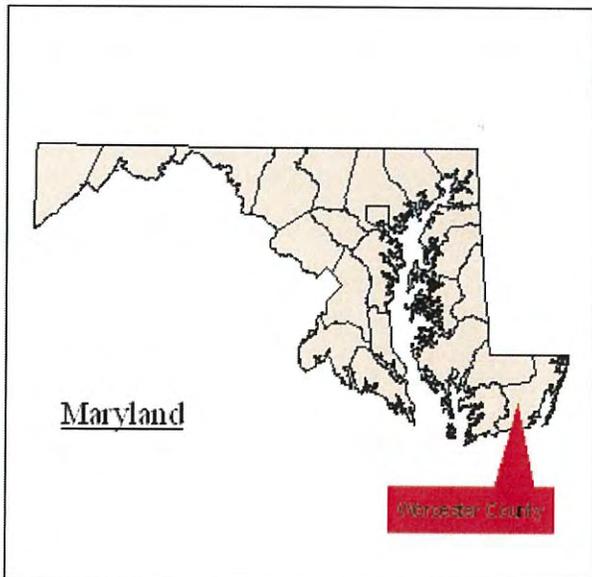
Revised: 5/8/18

2019 PROGRAM OPEN SPACE ANNUAL PROGRAM
WORCESTER COUNTY DEPARTMENT OF RECREATION & PARKS

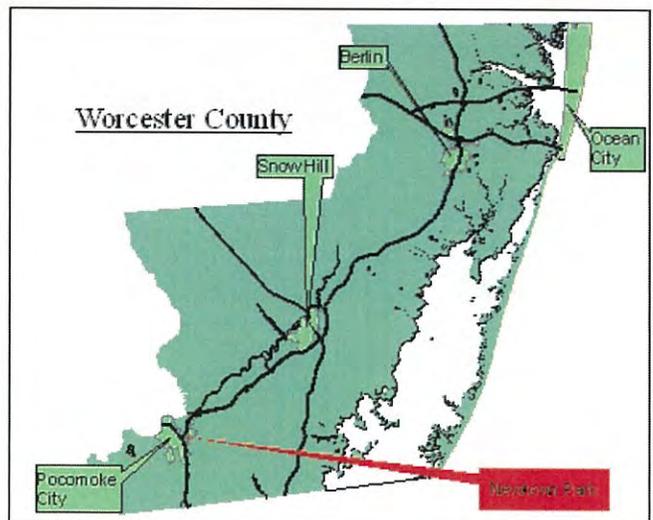
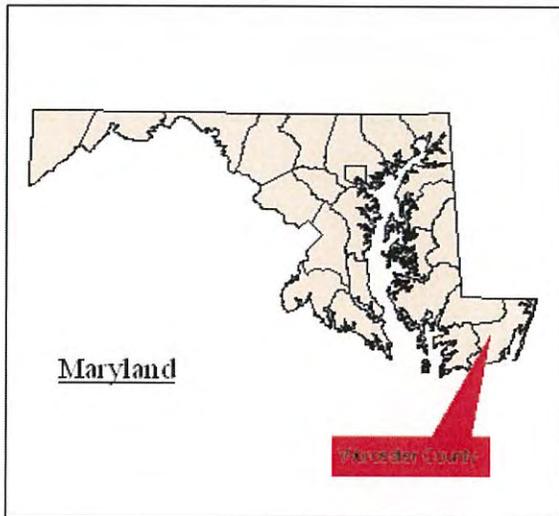
Maryland Department of Natural Resources
Program Open Space
BISHOPVILLE PARK
SPM 9, Parcel 111
5 Acres



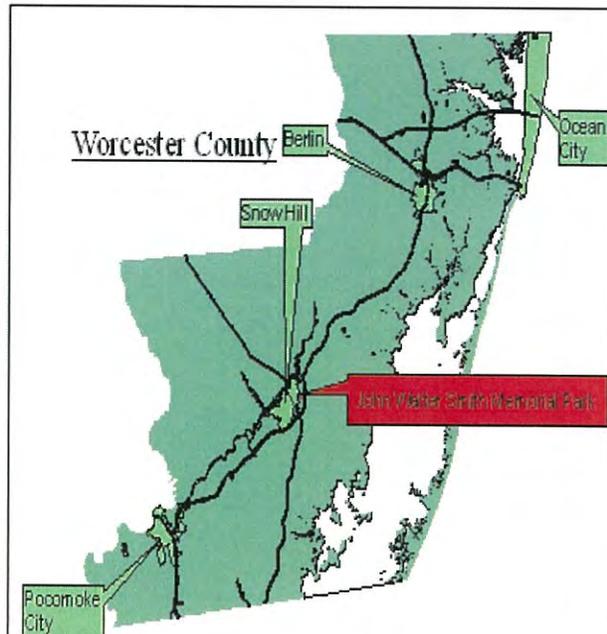
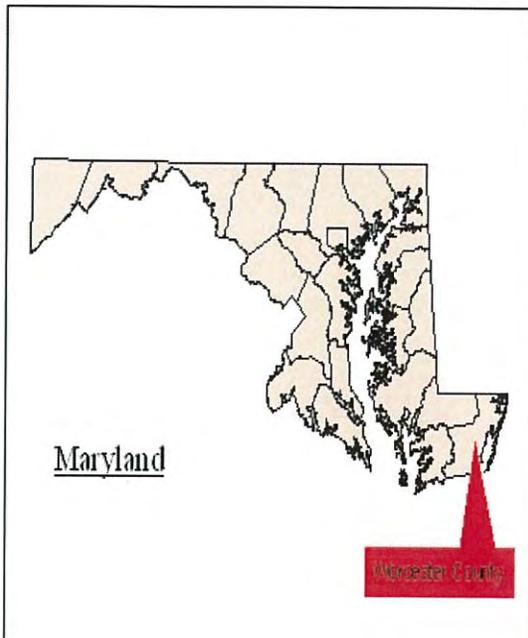
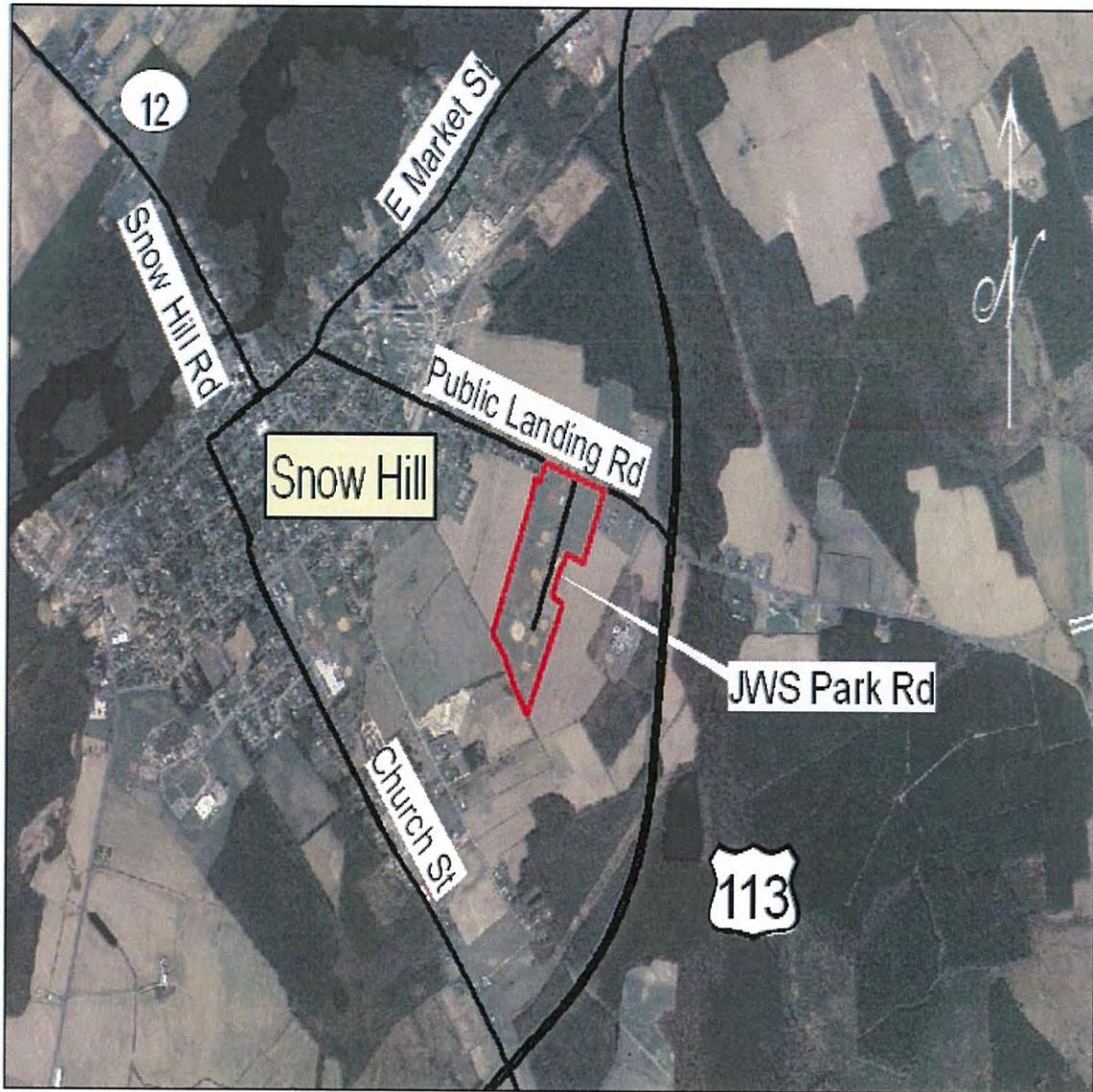
Maryland Department of Natural Resources
Program Open Space
GREYS CREEK NATURE PARK
SPM 11, Parcel 2
574 Acres



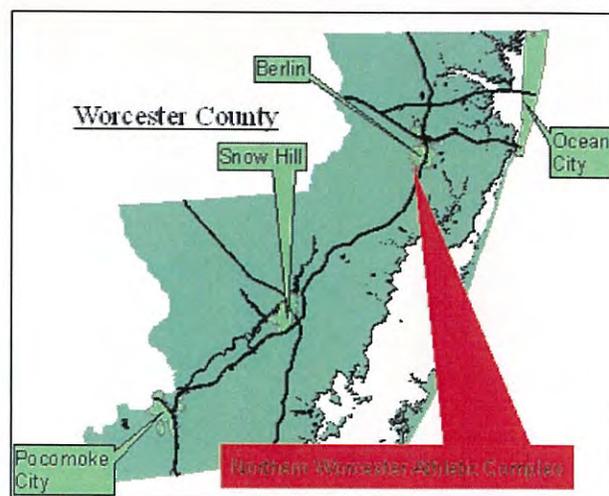
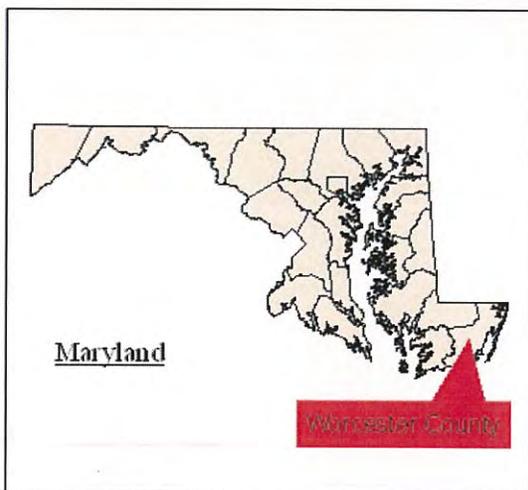
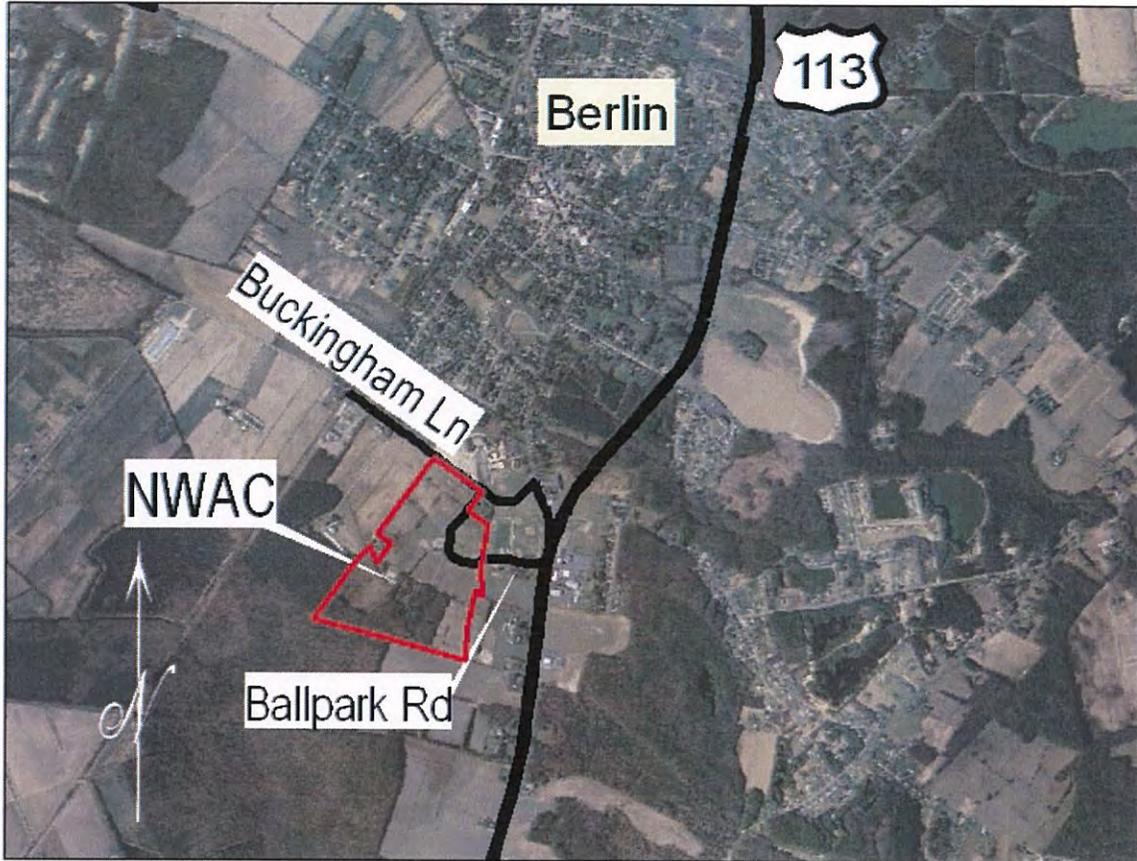
Maryland Department of Natural Resources
Program Open Space
NEWTOWN PARK
SPM 84, Parcel 36
60.5 Acres



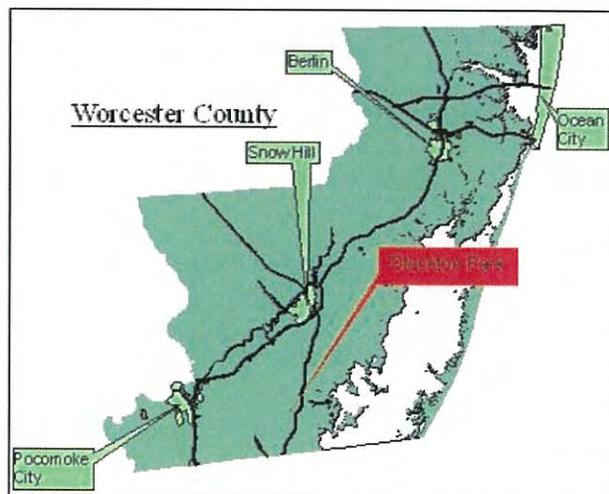
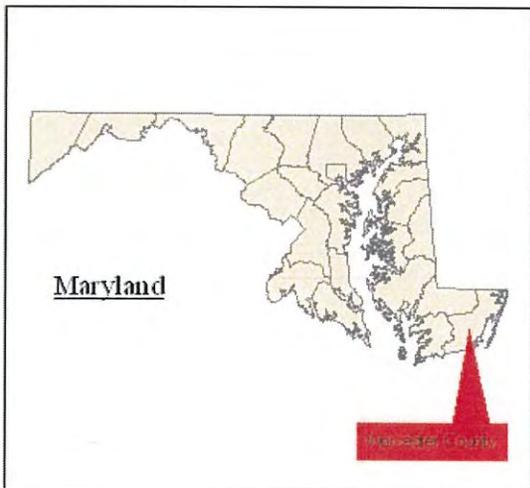
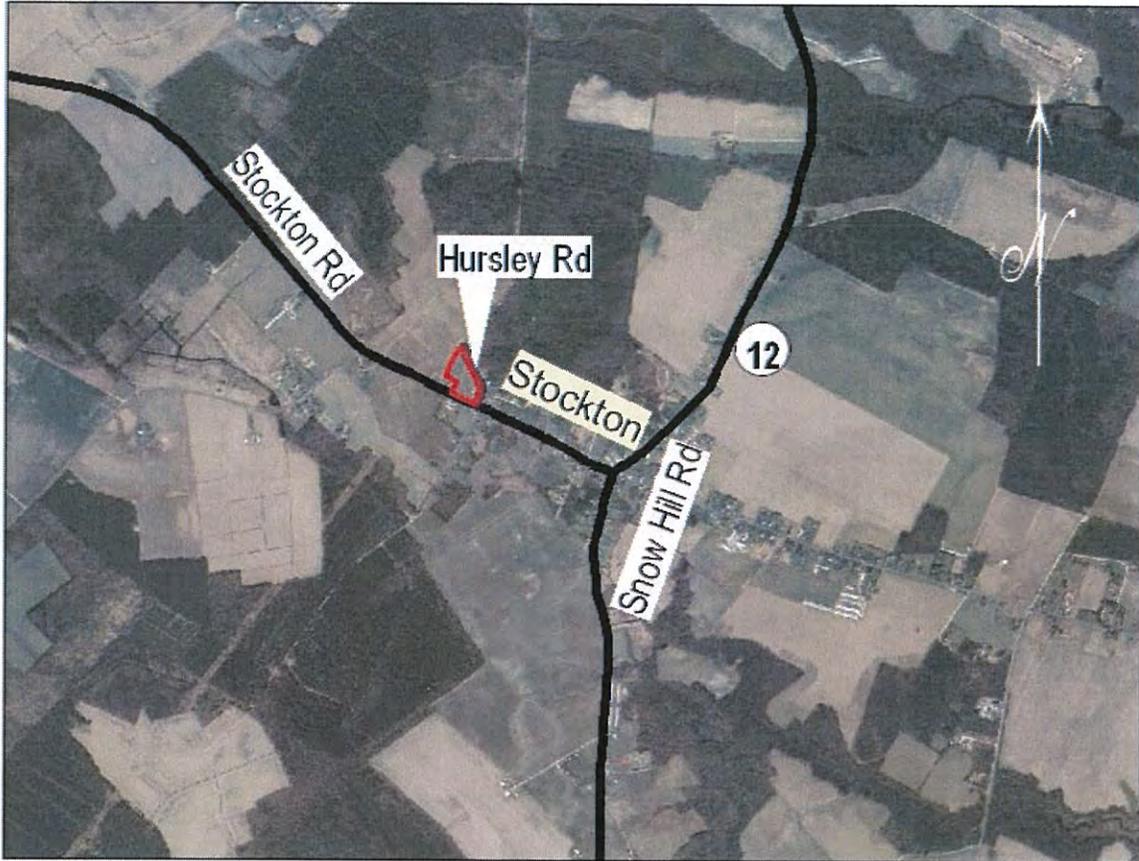
Maryland Department of Natural Resources
Program Open Space
JOHN WALTER SMITH MEMORIAL PARK
SPM 63, Parcel 140
80 Acres



Maryland Department of Natural Resources
Program Open Space
NORTHERN WORCESTER ATHLETIC COMPLEX
SPM 32, Parcel 276
76 Acres



Maryland Department of Natural Resources
Program Open Space
STOCKTON PARK
SPM 86, Parcel 263
3.75 Acres





EMERGENCY SERVICES

Worcester County

GOVERNMENT CENTER

ONE WEST MARKET STREET, ROOM 1002

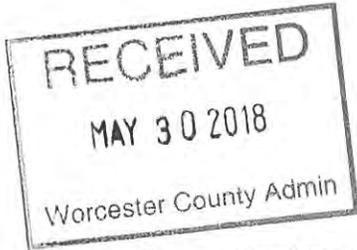
SNOW HILL, MARYLAND 21863-1193

TEL: 410-632-1311

FAX: 410-632-4686

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FRED E. WEBSTER, JR.
DIRECTOR



To: Harold Higgins, Chief Administrative Officer

From: Fred Webster, Director of Emergency Services

Re: Keyscan Repairs

Date: 29 May, 2018

Attached with this memo is a proposal from Absolute Security for replacement of control panels for the existing Keyscan card system. The total price is \$49,423.72. Eight of the panels were damaged during an electrical storm on Saturday 12 May 2018. While this is being filed as a part of multiple damage claims surrounding the same storm the amount of time for LIGIT to process the claim is expected to take several weeks to complete. In the meantime we have no way to change the door time zones for upcoming meetings, add new employees that need door access control or replace existing employees who may have lost or broken their cards. We also have no way to turn off any lost cards or those of employees who may retire or quit.

Our recommendation is that the Commissioners approve the repair proposal as submitted and accept future payment from LIGIT to cover the repair cost. By accepting the quote the parts can be ordered and installed in a timely manner.

I am available to answer any questions that may arise at your convenience.



Absolute Security Group, Inc
300 Mill Street, Suite A
Salisbury, MD 21801
410-860-0620

Proposal

Client Information

Worcester County Emergency Services
1 W Market St, Room 1002
Snow Hill, MD 21863

Proposal Number 643
Date 5/16/2018 **Expires** 6/15/2018
Salesperson Steve Smith

Absolute Security Group, Inc. is a locally owned and operated security company that has served Delmarva for almost twenty years.

The company sells, installs, and services *Residential and Commercial*:

- *Burglar systems*
- *Fire alarm systems*
- *Access control*
- *Cameras*
- *Intercoms*
- *Medical alert and nurse call systems*

In addition, Absolute Security Group, Inc. offers customers:

- *Monitoring for:*
 - *Security (doors, motion, glass breakage, hold up)*
 - *Fire (smoke, heat, CO, gas, sprinkler systems)*
- *Environmental (power, temperature & flooding) cloud storage & remote viewing for security cameras*
- *Enhanced services for remote control of lights locks & thermostats*

Furthermore, the company provides *24-hour maintenance and service*.

Absolute Security Group, Inc. is committed to providing exceptional and timely service while also building close customer relationships.



Absolute Security Group, Inc
 300 Mill Street, Suite A
 Salisbury, MD 21801
 410-860-0620

Proposal

Client Information

Worcester County Emergency Services
 1 W Market St, Room 1002
 Snow Hill, MD 21863

Proposal Number 643
Date 5/16/2018 **Expires** 6/15/2018
Salesperson Steve Smith

Qty	Description
12	8 READER/DOOR CONTROL UNIT KEYSCAN 8 DOOR MAIN CONTROLLER PANELS W/ BATTERY BACK-UP.
12	NETWORK COMMUNICATION BOARD NETWORK MODULE SO EACH PANEL CAN HAVE ITS OWN IP ADDRESS
3	8 Channel Access Control Power Supply REGULATED, FUSED AND ISOLATED 12VDC. POWER SUPPLIES
24	16.5VAC, 45VA TRANSFORMER 16.5 VAC 45VA. PLUG IN POWER SUPPLY TRANSFORMERS
44	Labor ONE TO TWO TECHS ON-SITE TO REMOVE OLD EXISTING ACCESS CONTROLLERS AND REPLACE THEM ALL NEW BOARDS AND NETWORK MODULES. ALSO REPLACE 3 POWER SUPPLIES THAT ARE DAMAGED BUT STILL WORKING BUT NOT SURE FOR HOW LONG.

Sub Total	\$49,423.72
Total This Proposal	\$49,423.72



Absolute Security Group, Inc
300 Mill Street, Suite A
Salisbury, MD 21801
410-860-0620

Proposal

Client Information

Worcester County Emergency Services
1 W Market St, Room 1002
Snow Hill, MD 21863

Proposal Number 643
Date 5/16/2018 Expires 6/15/2018
Salesperson Steve Smith

ABSOLUTE SECURITY GROUP, INC.

SECURITY CONSULTANT

SUBSCRIBER:

X
ACCEPTED BY TITLE

X
EMAIL

5/16/18
DATE

X
DATE PRIMARY PHONE

THIS DOCUMENT CONTAINS PROPRIETARY INFORMATION AND THEREFORE SHOULD BE TREATED AS CONFIDENTIAL. IT SHALL NEITHER BE DUPLICATED NOR DISCLOSED TO ANY PERSON OR PERSONS OUTSIDE OF ABSOLUTE SECURITY GROUP, INC OR THE COMPANY TO WHICH I HAS BEEN PROVIDED. IT CANNOT BE COPIED, REPRODUCED, OR DISSEMINATED WITHOUT THE EXPRESSED WRITTEN CONSENT OF ABSOLUTE SECURITY GROUP, INC. ALL ELEMENTS OF SYSTEM DESIGN, ALTERATION, ADDITION OR CHANGE IS THE SOLE PROPERTY OF ABSOLUTE SECURITY GROUP, INC. THE INFORMATION IS TO BE USED EXCLUSIVELY BY THE ORGANIZATION/INDIVIDUAL TO WHOM IT WAS DIRECTED FOR THE PURPOSES OF MAKING AN INFORMED DECISION DURING THE EVALUATION OF THE PROPOSAL AND ANY AGREEMENT WHICH MAY RESULT THERE FROM.

VA: - MD: X DE: -

ABSOLUTE SECURITY GROUP CORPORATE APPROVAL:

Please print name here

Please sign name here

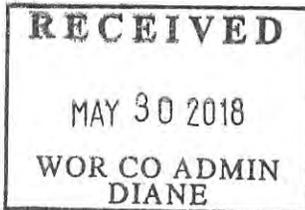
Date Approved

4



12

FRED E. WEBSTER, JR.
DIRECTOR



EMERGENCY SERVICES
Worcester County
GOVERNMENT CENTER
ONE WEST MARKET STREET, ROOM 1002
SNOW HILL, MARYLAND 21863-1193
TEL: 410-632-1311
FAX: 410-632-4686

Information Only

To: Harold Higgins, Chief Administrative Officer

From: Fred Webster, Director of Emergency Services 

Re: Worcester County EDACS Radio System

Date: 29 May 2018

This memo is in follow up to the correspondence from Joe Theobald, Director of Emergency Services for the Town of Ocean City dated 23 May 2018. This is a request to keep our legacy EDACS radio system online until such time as Ocean City formally accepts its new P25 system from Eastern Communications, a Harris vendor. We officially ended our EDACS service contract as of 1 March 2018.

Worcester County and the Town of Ocean City have worked together to maintain a joint radio system since 2001. In this partnership we have shared coverage from each other's towers and allow users on one system to communicate seamlessly with users on the other. As a result of the proven success of this relationship, the Town and County have continued this relationship as we migrate to P25 technology. As indicated in the Town's correspondence, they have not yet accepted contractual use of their new radio system and, due to the summer season, anticipate that it will be fall before beneficial use by public safety agencies is possible

From the county's position, prior to final acceptance of the Ocean City radio system, Harris is prepared to begin decommissioning the County EDACS system. This consists of removal of equipment in the shelters and taking down the antennas. We will have paid for this in the original contract costs. These items will average approximately \$8,000 per site in labor times the original 3 sites (Berlin, Central Site Ln., and Klej Grange). Should the County require that the EDACS system remain operational beyond the final acceptance period, we the county would be required to bear the expense of associated tower work to remove antennas and transmission lines. Equipment in the racks can be removed by our Electronic Services staff at a cost of man hours only.

As stated in paragraph 3 of the Ocean City letter "The existing Worcester county legacy EDACS Radio System, including the Tower Sites, provide communication to area hospitals as well as mutual response areas both into and outside of the corporate limits of Ocean City. Once an Ocean City ambulance leaves the town they have to switch to the county system to maintain communications with their Communications Center at 65th St. The same applies to police units transporting prisoners to the Worcester County Jail in Snow Hill. Fire units responding to Berlin, Bishopville, Showell and Ocean Pines depend on this as well as county fire/EMS units. The Town remains dependent on the County system.

I am available to answer any questions that may arise at your convenience.

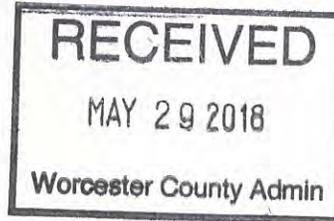
Cc: James Hamilton



TOWN OF OCEAN CITY

The White Marlin Capital of the World

Department of Emergency Services
6501 Coastal Highway, Room 201
PO Box 158
Ocean City, MD 21843-0158
Phone: (410) 723-6616 Fax: (410) 723-6962



May 23, 2018

Harold Higgins, Chief Administrative Officer
One West Market Street
Snow Hill, MD 21863

Dear Mr. Higgins,

For many years, the Town of Ocean City and Worcester County Governments have successfully provided a connected and synchronized radio system to our first responders. This relationship between our governments has provided vital interoperable public safety communications, and has resulted in a more efficient use of our tax dollars. In order to continue this successful relationship, both governments selected the Harris Corporation P25 system technology to upgrade our current legacy "EDACS" systems; independently contracted and procured, although engineered and designed to function as a single transparent network to the users on the two systems.

Unfortunately, the ongoing installation of these systems has resulted in several unanticipated challenges that required additional diagnosis, engineering, software development, field testing and reprogramming to the Worcester County radios. Since this development, the Ocean City Electronics Division, responsible for the installation of the Ocean City system, has joined with the Harris Corporation, Eastern Communications (Ocean City's Harris assigned vendor) and Worcester County Emergency Services to resolve these issues.

Moreover, Ocean City has delayed formal "system acceptance" with our vendor, to confirm and ensure these issues are fully resolved, and thereby necessitating an extended and continuous use of the legacy "EDACS" Radio System for our public safety needs until early this fall, and well after the demanding summer season. The existing Worcester County legacy "EDACS" Radio System, including the Tower Sites, provide communication to area hospitals, as well as mutual response areas both into and outside of corporate limits of Ocean City.

MAYOR
RICHARD W. MEEHAN

CITY COUNCIL

LLOYD MARTIN
President

MARY P. KNIGHT
Secretary

DENNIS W. DARE
ANTHONY J. DELUCA
JOHN F. GEHRIG, JR.
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MATTHEW M. JAMES

CITY MANAGER
DOUGLAS R. MILLER

CITY CLERK
DIANA L. CHAVIS

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City Hall - (410) 289-8221 • FAX - (410) 289-8703

2001

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Please consider this a formal request for consideration to suspend the removal of any portion of the Worcester County legacy "EDACS" radio System to allow the time necessary for Ocean City to correctly and safely complete the system installation and deliver the new system to the users. The Ocean City Electronic Services Division will continue to partner with Worcester Emergency Services to support this request.

Thank you for your consideration and should you require any further information, please do not hesitate to contact me. I look forward to continued success and partnership in our effort to provide quality communications in support of our public safety disciplines.

Respectfully,



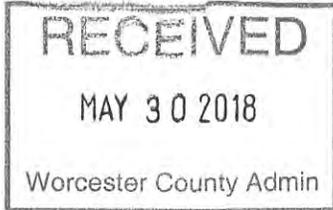
Joseph Theobald

Cc: Fred Webster, Worcester County Emergency Services Director
Douglas Miller, City Manager, Town of Ocean City
Robert Dimaio, Electronics Manager, Ocean City Emergency Services



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FRED E. WEBSTER, JR.
DIRECTOR



EMERGENCY SERVICES
Worcester County
GOVERNMENT CENTER
ONE WEST MARKET STREET, ROOM 1002
SNOW HILL, MARYLAND 21863-1193
TEL: 410-632-1311
FAX: 410-632-4686

To: Harold Higgins, Chief Administrative Officer

From: Fred Webster, Director of Emergency Services 

Re: Hideaway Lane

Date: 29 May, 2018

You'll find with this submission a memo from Kelly Henry regarding the naming and numbering of properties in West Ocean City. Two of the properties are currently address as Old Bridge Rd. In March a building permit was submitted by Rose Stivers and Donald Mackay III to add a new modular home to the parcel thus requiring, under county code, that the lane now be named. The property owners were provided the opportunity to submit names however the names either mirrored other existing names in the county or were unacceptable to Stivers/Mackay or the other proper owners Danny and Jean Turnbaugh.

As a result, the Department of Emergency Services and the Department of Development of Review and Permitting have agreed that **Hideaway Lane** would not cause any confusion for police, fire or emergency medical services attempting to locate these or future structures.

I am available to answer any questions that may arise at your convenience.



DEPARTMENT OF
DEVELOPMENT REVIEW AND PERMITTING

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET, ROOM 1201
SNOW HILL, MARYLAND 21863
TEL: 410.632.1200 / FAX: 410.632.3008

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

ZONING DIVISION
BUILDING DIVISION
DATA RESEARCH DIVISION

ADMINISTRATIVE DIVISION
CUSTOMER SERVICE DIVISION
TECHNICAL SERVICES DIVISION

TO: Fred Webster, Jr., EOC Director
FROM: Kelly L. Henry, Technical Services Division Manager
DATE: May 7, 2018
SUBJECT: New Private Road Name – Off of Old Bridge Road

In March, Department of Development Review and Permitting received a building permit application 18-0186 for the construction of a modular home and a pole barn on Lot B, Parcel 423 as shown on Tax Map 26. Lot B along with Lots A and C are served by a 16 foot right-of-way/flag stem off of Old Bridge Road. The modular home to be situated on Lot B will be the third inhabitable structure on a private lane. Therefore in accordance with PS6-101(e), the private lane will be named by the County Commissioners. This will also require revised addresses to be assigned to the other two properties, 12504 Old Bridge Road and 12506 Old Bridge Road. Since the private lane is in a north – south orientation, where Old Bridge Road is in an east-west orientation, the street name as well as the street numbers will change. I have attached a copy of an aerial for reference purposes.

I reached out to the two property owners; Rose Stivers and Donald Mackay, III and Danny and Jean Turnbaugh explaining the situation and requesting names. I received Labrador Lane, Blue Heron Lane, Dogwood Lane and Dixie Drive. Variations (Circle, Court, Place, and Drive) of Blue Heron, Dogwood and Dixie have been used in other areas of the County. It became apparent that the parties involved were not going to agree on a name. Therefore I would like to recommend the following:

Hideaway Lane.

SDAT Account ID No.	Owners	Lot	Existing Address	New Address
24-10-297796	Stivers/Mackay	A	12506 Old Bridge Road	9826 Hideaway Lane
24-10-297818	Stivers/Mackay	B	N/A	9836 Hideaway Lane
24-10-297826	Turnbaugh	C	12504 Old Bridge Road	9843 Hideaway Lane

Once the Commissioners approved a private road name I will contact the property owners, US Postal Service – Ocean City Branch, State Department of Assessment and Taxation, Verizon and Comcast. The new addresses would not appear in CAD until the June update giving time for the owners to change their address and to get a road sign posted. According to an email from Frank Adkins, County Road Superintendent, the cost and installation of a new sign would be \$115.50.



- Old Bridge Road

property as provided in this Subtitle. In case of conflict as to the proper number to be assigned to any building, the Department of Emergency Services shall determine the number of such building.

- (3) Whenever any house, building or structure shall be erected or located after the establishment of the uniform addressing system of numbering provided for herein has been completed, it shall be the duty of the property owner to procure the correct number or numbers as designated by the Department of Emergency Services for said property and to fasten said number or numbers assigned upon said building as provided by this Subtitle. Once a building permit is received by the Department of Emergency Services from the Department of Planning, Permits and Inspections, the Department of Emergency Services shall have thirty days to establish an address for that structure for which the building permit has been issued.
- (e) Provisions for the naming of private lanes. All private lanes which have three or more inhabitable structures, including houses, mobile homes, businesses or other structures, will be named by the County Commissioners. A sign will be erected which is compatible with the public roads signs currently in use by the County Roads Department but of a contrasting color. It will be the responsibility of the County Roads Department to erect said sign according to its specifications.
- (f) Applicability. The provisions of this Subtitle shall be applicable only in those portions of Worcester County which are not located within the confines of any incorporated area within the county.
- (g) Violations. Any person failing to comply with the provisions of this Subtitle shall be guilty of a civil infraction. Each day of a violation constitutes a separate offense.



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

14

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 *E.A.T.*
 DATE: May 23, 2018
 RE: County Commissioners' Findings of Fact and Resolutions - Rezoning Case Nos. 416 (MEJ Investments, LLC) and 417 (L & B Ocean City, LLC)

Attached please find the County Commissioners' Findings of Fact and Resolutions drafted by Jennifer Keener, Zoning Administrator, relative to the above referenced rezoning cases. I have reviewed them and find that she did an excellent job in their preparation and that they adequately represent the County Commissioners actions in the two cases. As you are aware, the public hearings were held by the County Commissioners on April 17, 2018. Once the County Commissioners adopt and execute these Findings of Fact and Resolutions please forward signed copies to me so that I may notify the appropriate parties.

If you have any questions or need any further information, please do not hesitate to contact me.

jkk
Attachment

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IN THE MATTER OF

*

THE REZONING APPLICATION OF

*

REZONING CASE NO. 416

MEJ INVESTMENTS, LLC

*

*

*

FINDINGS OF FACT

Subsequent to a public hearing held on April 17, 2018 and after a review of the entire record, all pertinent plans and all testimony, the Worcester County Commissioners hereby adopt the findings of the Worcester County Planning Commission and also make the following additional findings of fact as the County Commissioners' complete findings of fact pursuant to the provisions of Section ZS 1-113 of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland.

Regarding the specifics of Rezoning Case No. 416: This case seeks to rezone approximately 0.372 acres of land (hereinafter referred to as the petitioned area) located on the westerly side of Golf Course Road at the southerly side of the intersection with Townsend Road, north of the intersection with Sunset Avenue in West Ocean City. The petitioned area is shown as Parcels 309 and 485, Lots 12, 14 and 15 on Tax Map 27. The petitioned area is currently developed with two single-family residences, one on each parcel.

Applicant's testimony before the County Commissioners: Hugh Cropper, IV, attorney representing the applicant, began his presentation by stating that he was basing the request for rezoning on a claim of a change in the character of the neighborhood and that he wished to adopt the Planning Commission's findings of fact and recommendation on the case as his presentation. The Planning Commission's findings of fact and recommendation were entered as Applicant's Exhibit No. 1, along with a large scale, full color zoning map of the West Ocean City area highlighting the petitioned area and showing the boundaries of the applicant's defined neighborhood. He also provided a color photograph of the two existing dwellings on the petitioned area as Applicant's Exhibit No. 2. Mr. Cropper stated that the two lots that comprise the petitioned area were part of the original Ocean City Heights subdivision done by Bert Cropper in the 1930s. Subsequent property owners further subdivided the lots in half, though not by plat, and sold them separately around 1939. The two small dwellings were built in the 1940s.

Mr. Cropper stated that Pino and Karen Tomasello own Sello's Restaurant, located across Golf Course Road from the petitioned area. They acquired the two lots that comprise the petitioned area at separate times. Mr. Cropper noted that each lot is 8,100 square feet in area, with a total combined lot area of 16,200 square feet. He stated that the Planning Commission had reviewed this request and agreed with the definition of the

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neighborhood as presented for this case, which was the same neighborhood defined for Rezoning Case No. 397.

Mr. Cropper called R. D. Hand, landscape architect with R. D. Hand and Associates, Inc., as a witness. Mr. Hand stated that Rezoning Case No. 397 was granted, resulting in a change from R-3 Multi-Family Residential District to C-2 General Commercial District based upon a change in the character of the neighborhood with the same definition of the neighborhood as presented herein. In his opinion, the current request is of the same nature, just for a smaller land area. Mr. Hand referred to the map included as part of Applicant's Exhibit No. 1, which illustrated the boundaries of the applicant's defined neighborhood. Mr. Hand defined the neighborhood as being bound on the north by US Route 50, on the east by the Isle of Wight and Sinepuxent Bays, on the south by a line between Mystic Harbor and West Ocean City, and on the west by MD Route 611. Mr. Hand agreed with Mr. Cropper that the approval of Rezoning Case No. 397 constituted an unplanned for change to the character of the neighborhood.

Mr. Hand asserted that there have been substantial changes in the character of the neighborhood since 2009. Particularly notable changes include an intensification of the West Ocean City Harbor area and an increase in the marine activity it has generated, increased popularity of the Sunset marina, an expansion of the Sunset Grille Restaurant, and the addition of a small restaurant with a liquor license at Martin's Fish Company. Mr. Hand also noted the high amount of pedestrian traffic in the vicinity of the petitioned area. He stated that, in his opinion, another unplanned for change was the upgrade of power service by Delmarva Power in the vicinity of the petitioned area with very large, tall poles. Introduced as Applicant's Exhibit No. 3 was a color photograph looking north from the Sello's Restaurant parking lot and showing these new poles and transmission lines.

Mr. Cropper noted that since the 2009 comprehensive rezoning, the Worcester County Commissioners have upgraded the Mystic Harbour wastewater treatment plant which resulted in an additional 200,000 gallons per day (666 Equivalent Dwelling Units) of capacity and established a policy regarding the allocation of these EDUs within the service area. This allocation policy was set forth by the County Commissioners in Resolution No. 17-19. Mr. Cropper asserted that this wastewater capacity was not available for purchase at the time the comprehensive rezoning and thus is a change in the character of the neighborhood. Mr. Hand stated that recent developments within the defined neighborhood that could not have occurred without the upgrade of the Mystic Harbor wastewater system include Park Place Plaza and the Hampton Inn Hotel. Mr. Cropper stated that there is an overlap between the existing Mystic Harbour and the West Ocean City service areas. Overall, Mr. Hand agreed that the look of the neighborhood has changed, that the commercial zoning category is more consistent than residential and is more desirable with respect to the Comprehensive Plan.

Mr. Cropper called Greg Wilkins, surveyor, as his next witness. Mr. Wilkins stated that he had done a survey of the parcel and house comprising the southerly portion of the petitioned area. This survey plat was introduced as Applicant's Exhibit No. 4. Mr. Wilkins stated that the required front yard setback is 75 feet from the center line of the right-of-way of Golf Course Road (the equivalent of a 55 foot setback from the front property line) and

DRAFT

that the house on this parcel is almost completely within this required setback. It was noted that the house on the northerly parcel within the petitioned area also reflects the same front yard setback on Golf Course Road but is also subject to a front yard setback from Townsend Road, as it is a corner lot. Mr. Wilkins stated that both parcels have very small building envelopes. Mr. Cropper maintained that if the petitioned area were zoned commercial, the building envelopes will still be small. He alleged that there would be no reasonable use of this property without extensive variances. He concurred that the petitioned area would be a difficult place to live. While Mr. Cropper acknowledged that a proposed rezoning is not subject to a particular use, he noted that Mr. Tomasello could put limited uses such as overflow parking or storage on the site. Mr. Cropper referred to Pages 11 and 12 of the Planning Commission's findings of fact and recommendation which are all consistent with the findings that he made during the Planning Commission review. Mr. Wilkins also agreed that the commercial zoning category is more consistent than residential and is more desirable with respect to the Comprehensive Plan.

Mr. Cropper called Mr. Tomasello as a witness. Mr. Tomasello stated that he and his wife are the members of MEJ Investments, LLC and that they have operated Sello's restaurant for three years. Mr. Tomasello concurred with Mr. Cropper's statements that while any C-2 General Commercial District use can be requested, he and his wife are desirous of constructing employee parking to relieve the parking pressures on the community.

Jeffrey Allen was present as a Protestant to the application. He resides at a dwelling that adjoins Sello's restaurant on Townsend Lane. He stated that this area was a nice residential place to live, and that he doesn't want additional commercial zoning. He currently has issues with the lights in the restaurant parking lot that allegedly shine into his home late at night, and has had altercations with employees of the restaurant who park along Townsend Lane. Mr. Allen noted that he has asked restaurant employees to move their vehicles, and now they are parking on the westerly side [Townsend Road]. A question was posed to Mr. Allen about whether the parking concerns would be alleviated by the establishment of an additional parking lot, and Mr. Allen stated that he doesn't believe it will, and that commercial zoning is not appropriate in a residential neighborhood.

In closing, Mr. Cropper stated that the area is a mixture of residential and commercial zoning designations; that the C-2 General Commercial District zoning has been there for years; that Mr. Tomasello cannot expand the restaurant even if this parking lot is created; and that the Planning Commission found that the petitioned area is within the Existing Developed Area Land Use Category of the Comprehensive Plan; it abuts existing commercial land use and zoning; the petitioned area would be considered infill development; and overall, a C-2 General Commercial District designation is more desirable with respect to the Comprehensive Plan. He therefore requested that the County Commissioners grant the rezoning request.

The County Commissioners' findings regarding the definition of the neighborhood: The neighborhood was defined by the applicant as being bound on the north by US Route 50, on the east by the Isle of Wight and Sinepuxent Bays, on the south by a line between Mystic Harbor and West Ocean City, and on the west by MD Route 611. The County

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Commissioners concurred with the applicant's definition of the neighborhood, as they did in 2016 relative to Rezoning Case No. 397.

The County Commissioners' findings regarding population change in the area: The County Commissioners conclude that there has been very little change to the residential population of the neighborhood since the comprehensive rezoning of 2009, although the number of persons patronizing commercial businesses has moderately increased due to new or improved commercial uses in the neighborhood.

The County Commissioners' findings regarding availability of public facilities: As indicated in the Planning Commission's findings of fact, the County Commissioners find that as it pertains to wastewater disposal and the provision of potable water, the petitioned area is located within the sewer planning area of the West Ocean City Sanitary District and the water and sewer planning area of the Mystic Harbour Sanitary District. The latter district overlays the former district in those areas to the south of US Route 50. According to the response memo from Robert J. Mitchell, Director of the Department of Environmental Programs, the two properties which comprise the petitioned area have existing individual dwellings served by sewer from the West Ocean City Sanitary District and private wells. He further stated that additional sanitary capacity along with public water from the Mystic Harbour Sanitary District will need to be acquired for intensive redevelopment of these properties. Based upon the testimony of the applicant's representatives, the County Commissioners found that the Mystic Harbour wastewater treatment plant has capacity due to the expansion of that system but that the applicant will have to follow the proper procedures to request and qualify for said service. The West Ocean City wastewater system lacks available EDUs. Furthermore, potable water is also available from the Mystic Harbour facilities. The County Commissioners concluded that the applicant will again have to follow the proper procedures to receive potable water service if capacity is available. With regard to other public facilities and services the County Commissioners determined that fire and ambulance service will be available from the Ocean City Volunteer Fire Department (OCVFD), whose station is located approximately five minutes away on Keyser Point Road. No comments were received from the OCVFD. Police protection will be available from the Maryland State Police Barracks in Berlin, approximately ten minutes away, and the Worcester County Sheriff's Department in Snow Hill, approximately thirty minutes away. No comments were received from the Maryland State Police Barracks nor from the Worcester County Sheriff's Office. The petitioned area is within the area served by the following schools: Ocean City Elementary School, Berlin Intermediate School, Stephen Decatur Middle School, and Stephen Decatur High School. No comments were received from the Worcester County Board of Education. In consideration of their review, the County Commissioners find that there will be no negative impacts to public facilities and services resulting from the proposed rezoning, that the property owner will have to follow the proper application procedures, qualify for and acquire sufficient sewer EDUs from the Mystic Harbor Sanitary District to serve any proposed use on the petitioned area.

The County Commissioners' findings regarding present and future transportation patterns: Based upon the Planning Commission's findings of fact and recommendation, the County Commissioners find that the petitioned area fronts on and currently has access to

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Golf Course Road. This segment of the roadway is county-owned and -maintained and connects to US Rt. 50 and intersects with Sunset Avenue and MD Route 707 (Old Bridge Road) and thus leads to MD Route 611. Additionally, one of the two parcels which comprise the petitioned area, Parcel 485, also fronts on Townsend Road, a County road, which terminates in a dead end to the west of Parcel 485. The Comprehensive Plan classifies Golf Course Road as a two-lane highway/undesignated highway and states that this road serves northern West Ocean City; that traffic volume has increased to the point that widening and shoulders with striping for bike lanes and sidewalks should be added; that, like all of West Ocean City, drainage improvements are needed; and that the county road designation should be upgraded to "minor collector highway" in the Zoning and Subdivision Control Article, which was done in 2009. The Comprehensive Plan does not make any specific remarks with regard to Townsend Road and it is therefore considered to be a minor local road. Frank J. Adkins, County Roads Superintendent, noted in his response that Townsend Road is narrow and not built for heavy commercial vehicles and has a narrow 40' wide right-of-way. He states that Golf Course Road has a 40' wide right-of-way which may not be enough to support more heavy commercial vehicles and that the property owner/developer shall be responsible for roadway improvements relative to any future project. James W. Meredith, District Engineer, for State Highway Administration District 1, stated in his response memo that rezoning is a land use issue, which is not under the jurisdiction of the State Highway Administration (SHA). If development of the property is proposed in the future, the SHA may require a Traffic Impact Study to determine potential impacts to the surrounding State roadway network, and that future development may also require an access permit to be issued from his office. Mr. Meredith further states that with the exception of his aforementioned comments, SHA has no objection to a rezoning determination by Worcester County. Based upon their review, the County Commissioners find that the small size of the petitioned area and the required yard setbacks would limit the type and size of any future development and thus the potential traffic impacts. They also find that consequently there will be no negative impact to the transportation patterns arising from the proposed rezoning of the petitioned area. The County Commissioners concluded that the property owner will be responsible for any necessary upgrades to either roadway at the time of redevelopment of the petitioned area.

The County Commissioners' findings regarding compatibility with existing and proposed development and existing environmental conditions in the area, including having no adverse impact to waters included on the State's impaired waters list or having an established total maximum daily load requirement: Based upon the Planning Commission's findings and the testimony of the applicant's representative, the County Commissioners find that the neighborhood of the petitioned area displays a mixture of commercial and residential land uses and is basically completely developed. The commercial nature of the neighborhood has intensified, particularly in the vicinity of the West Ocean City Harbor, as new or expanded restaurants and other commercial facilities have opened. Based upon their review, the County Commissioners find that the proposed rezoning of the petitioned area from R-3 Multi-Family Residential District to C-2 General Commercial District is compatible with existing and proposed development and existing environmental conditions in the area.

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The County Commissioners' findings regarding compatibility with the County's Comprehensive Plan: Based upon the Planning Commission's findings and the testimony of the applicant's representatives, the County Commissioners find that the petitioned area lies within the Existing Developed Area Land Use Category of the Comprehensive Plan. With regard to the Existing Developed Area (EDA) category, the Comprehensive Plan states that this designation identifies existing residential and other concentrations of development in unincorporated areas and provides for their current development character to be maintained; that recognizing existing development and neighborhood character is the purpose of this designation; and that appropriate zoning providing for densities and uses consistent with this character should be instituted. The Plan furthermore states that the EDAs are anticipated to remain as mapped at least until the next plan review period and that this will provide for orderly infill development within EDAs and new community-scale growth in the growth areas. The Plan also states that since these areas are not designated as growth areas, development should be limited to infill and that density, height, bulk and site design standards should also be consistent with the EDA's existing character. Having concluded that the neighborhood displays a mixed use nature, the County Commissioners find that the requested rezoning to a commercial classification is consistent with the EDA land use category and that the petitioned area's zoning should reflect the intensified commercial nature of the neighborhood. Based upon their review, the County Commissioners find that the proposed rezoning of the petitioned area from R-3 Multi-Family Residential District to C-2 General Commercial District is compatible with the Comprehensive Plan and in keeping with its goals and objectives.

The County Commissioners' findings regarding the recommendation of the Planning Commission: The County Commissioners find that the Planning Commission gave a favorable recommendation to the rezoning of the petitioned area from R-3 Multi-Family Residential District to C-2 General Commercial District. Having made the above findings of fact, the County Commissioners concur with the recommendation of the Planning Commission and adopt its findings.

Decision of the County Commissioners: As a result of the testimony and evidence presented before the County Commissioners and the findings as set forth above, the County Commissioners find that there has been a change in the character in the neighborhood in the petitioned area since the comprehensive rezoning of 2009. As detailed in the Planning Commission's findings and the testimony of the applicant's representatives, the County Commissioners find that commercial use of the West Ocean City Harbor area has intensified, as have the associated impacts such as traffic. Additionally, they [the County Commissioners] approved Rezoning Case No. 397 in 2016, reclassifying a 3.45 acre property located on the westerly side of Golf Course Road to the south of this petitioned area from R-3 Multi-Family Residential District to C-2 General Commercial District. The County Commissioners concluded that this was an unplanned change to the character of the neighborhood. Other notable changes include an intensification of the West Ocean City Harbor and an increase in the marine activity it has generated, increased popularity of the Sunset marina, an expansion of the Sunset Grille Restaurant, and the addition of a small restaurant with a liquor license at Martin's Fish Company. Furthermore, the County Commissioners found that since the 2009 comprehensive rezoning they [the County Commissioners] have approved an upgrade to the Mystic Harbour wastewater

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treatment plant which resulted in an additional 200,000 gallons per day (666 Equivalent Dwelling Units) of capacity and established a policy regarding the allocation of these EDUs within the service area. This wastewater capacity was not available for purchase at the time the comprehensive rezoning. The County Commissioners agreed with Mr. Cropper's claim that certain developments within the defined neighborhood, including Park Place Plaza and the Hampton Inn Hotel, could not have occurred without this upgrade of the Mystic Harbor wastewater system because there are not enough EDUs available within the West Ocean City Service Area to provide for uses such as those and therefore they could not have been built without the expansion of the Mystic Harbour system. The County Commissioners agreed with Mr. Cropper's statement that because the petitioned area is shown by the Comprehensive Plan's Land Use Map as being within the Existing Developed Area which calls for infill development, the County should therefore adopt zoning that is consistent with the uses available in this land use classification. The County Commissioners also concurred with his contention that a commercial zoning category is more consistent than residential and is more desirable with respect to the Comprehensive Plan. Based upon their review and in consideration of their findings, the County Commissioners conclude that the requested C-2 General Commercial District is the most compatible zoning classification for the petitioned area and with the Comprehensive Plan. Based upon their review, the County Commissioners conclude that a change in zoning would be more desirable in terms of the objectives of the Comprehensive Plan and hereby approve Rezoning Case No. 416 and thus rezone the petitioned area, shown on Tax Map 27 as Parcels 309 and 485, Lots 12, 14 and 15, from R-3 Multi-Family Residential District to C-2 General Commercial District.

Adopted as of April 17, 2018. Reduced to writing and signed June 5, 2018.

ATTEST:

COUNTY COMMISSIONERS OF
WORCESTER COUNTY, MARYLAND

Harold L. Higgins
Chief Administrative Officer

Diana Purnell, President

Theodore J. Elder, Vice President

Anthony W. Bertino, Jr.

Madison J. Bunting, Jr.

James C. Church

Merrill W. Lockfaw, Jr.

Joseph M. Mitrecic

A RESOLUTION OF THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, PURSUANT TO SECTION ZS 1-113 OF THE ZONING AND SUBDIVISION CONTROL ARTICLE OF THE CODE OF PUBLIC LOCAL LAWS OF WORCESTER COUNTY, MARYLAND, CHANGING THE ZONING CLASSIFICATION OF CERTAIN PARCELS OF LAND SHOWN ON TAX MAP 27 AS PARCELS 309 AND 485, LOTS 12, 14 AND 15 FROM R-3 MULTI-FAMILY RESIDENTIAL DISTRICT TO C-2 GENERAL COMMERCIAL DISTRICT.

WHEREAS, pursuant to Section ZS 1-113 of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland, MEJ Investments, LLC, applicant, and Hugh Cropper, IV, applicant's attorney, filed a petition for the rezoning of approximately 0.372 acres of land shown on Tax Map 27 as Parcels 309 and 485, Lots 12, 14 and 15, located on the westerly side of Golf Course Road at the southerly side of the intersection with Townsend Road, north of the intersection with Sunset Avenue in West Ocean City, requesting a change in zoning classification thereof from R-3 Multi-Family Residential District to C-2 General Commercial District; and

WHEREAS, the Worcester County Planning Commission gave the said petition a favorable recommendation during its review on February 1, 2018; and

WHEREAS, subsequent to a public hearing held on April 17, 2018, following due notice and all procedures as required by Sections ZS 1-113 and 1-114 of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland, the County Commissioners made findings of fact and found that there is a change in the character of the neighborhood of the petitioned area and also made findings of fact relative to the other criteria as required by law;

NOW, THEREFORE, BE IT RESOLVED by the County Commissioners of Worcester County that the land petitioned by MEJ Investments, LLC, applicant, and shown on Tax Map 27 as Parcels 309 and 485, Lots 12, 14 and 15 is hereby reclassified from R-3 Multi-Family Residential District to C-2 General Commercial District.

BE IT FURTHER RESOLVED that the effective date of this Resolution shall be nunc pro tunc, April 17, 2018.

EXECUTED this _____ day of _____, 2018.

ATTEST:

COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND

Harold L. Higgins
Chief Administrative Officer

Diana Purnell, President

Theodore J. Elder, Vice President

Anthony W. Bertino, Jr.

Madison J. Bunting, Jr.

James C. Church

Merrill W. Lockfaw, Jr.

Joseph M. Mitrecic



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DEPARTMENT OF
DEVELOPMENT REVIEW AND PERMITTING

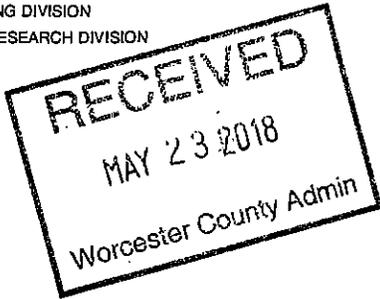
Worcester County

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

ADMINISTRATIVE DIVISION
CUSTOMER SERVICE DIVISION
TECHNICAL SERVICE DIVISION

ZONING DIVISION
BUILDING DIVISION
DATA RESEARCH DIVISION



MEMORANDUM

TO: Harold L. Higgins, Chief Administrative Officer
 FROM: Edward A. Tudor, Director *EAT*
 DATE: May 23, 2018
 RE: County Commissioners' Findings of Fact and Resolutions - Rezoning Case
 Nos. 416 (MEJ Investments, LLC) and 417 (L & B Ocean City, LLC)

Attached please find the County Commissioners' Findings of Fact and Resolutions drafted by Jennifer Keener, Zoning Administrator, relative to the above referenced rezoning cases. I have reviewed them and find that she did an excellent job in their preparation and that they adequately represent the County Commissioners actions in the two cases. As you are aware, the public hearings were held by the County Commissioners on April 17, 2018. Once the County Commissioners adopt and execute these Findings of Fact and Resolutions please forward signed copies to me so that I may notify the appropriate parties.

If you have any questions or need any further information, please do not hesitate to contact me.

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Attachment

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IN THE MATTER OF *
 *
 THE REZONING APPLICATION OF *
 * REZONING CASE NO. 417
 *
 L & B OCEAN CITY, LLC *
 *

FINDINGS OF FACT

Subsequent to a public hearing held on April 17, 2018 and after a review of the entire record, all pertinent plans and all testimony, the Worcester County Commissioners hereby adopt the findings of the Worcester County Planning Commission and also make the following additional findings of fact as the County Commissioners' complete findings of fact pursuant to the provisions of Section ZS 1-113 of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland.

Regarding the specifics of Rezoning Case No. 417: This case seeks to rezone approximately 7.517 acres of land (hereinafter referred to as the petitioned area) located on the westerly side of MD Route 611, to the north of Sinepuxent Road and south of Sunset Avenue. The petitioned area is shown as part of Parcel 274, Lots 1A and 1B on Tax Map 26. Lot 1A has an abandoned tennis court and a shed. Lot 1B is developed with a warehouse/ office structure which totals approximately 14,200 square feet in size.

Applicant's testimony before the County Commissioners: Hugh Cropper, IV, attorney representing the applicant, began his presentation by stating that he was basing the request for rezoning on a claim of a mistake in the existing zoning of the petitioned area. Mr. Cropper provided background on the historical uses of the property, including the text amendment that was approved in the year 2000 to add this particular warehouse use to the former B-1 Neighborhood Business District regulations as a special exception use. He noted that the structure is now non-conforming, because the property retained the C-1 Neighborhood Commercial District designation [the former B-1 District, reclassified], but the use was removed from the district regulations. Mr. Cropper stated that the property is located in the Existing Developed Area on the Land Use Map of the Comprehensive Plan, which calls for land use and zoning to be consistent and conforming. Mr. Cropper entered the Planning Commission's findings of fact and recommendation as Applicant's Exhibit No. 1, along with the following exhibits: the approved text amendment to the 1992 Zoning Code; and a copy of the Board of Zoning Appeals opinion on that case.

Mr. Cropper called Greg Wilkins, surveyor, as his next witness. Mr. Wilkins had surveyed both properties and identified the existing uses. Mr. Cropper noted that the Board of Zoning Appeals opinion on the special exception for the warehouse use was included as part of Applicant's Exhibit No. 1. Mr. Wilkins agreed that the properties are within the Existing Developed Area (EDA) on the Land Use Map of the Comprehensive Plan, and as such the Comprehensive Plan encourages zoning to be in accordance with existing uses.

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Mr. Wilkins also agreed that the existing uses were consistent with the C-2 General Commercial District regulations. Mr. Cropper noted that the properties to the north of the petitioned area are zoned C-2 General Commercial District, so in essence they are simply requesting an extension of the district boundary line. Mr. Cropper stated that he has filed an application to request public sewer service from the Mystic Harbour sanitary service area.

Mr. Cropper called Lew Bush, property owner, as his next witness. Mr. Bush reaffirmed the statements already presented with regards to the text amendment and Board of Zoning Appeals special exception processes and approvals. In closing, Mr. Cropper reiterated that this request is consistent with the Comprehensive Plan.

The County Commissioners' findings regarding the definition of the neighborhood: The County Commissioners found that because Mr. Cropper was basing his argument for rezoning solely upon a claim of mistake in existing zoning, a definition of the neighborhood was not applicable.

The County Commissioners' findings regarding population change in the area: As did the Planning Commission, the County Commissioners concluded that there has been no significant change to the population of the vicinity surrounding the petitioned area since the comprehensive rezoning of 2009.

The County Commissioners' findings regarding availability of public facilities: As indicated in the Planning Commission's findings of fact, the County Commissioners find that as it pertains to wastewater disposal and the provision of potable water, Robert J. Mitchell, Director of the Department of Environmental Programs, indicated in his response memo (copy attached) that Parcel 1A has five water equivalent dwelling units (EDUs) assigned from the Mystic Harbor Sanitary Area and is served by existing onsite sewage. (He further stated in his memo that this is the former tennis facility which is currently being used as a storage building and that Parcel 1B has a seasonal snowball and fruit and vegetable stand. However, the survey plat as well as the GIS maps prepared by DRP's Technical Services Division indicate that the warehouse is located on Parcel 1B and that an abandoned tennis court is located on Parcel 1A.) Mr. Mitchell states that the subject property has a designation of Sewer Service Category S-1/W-1 (existing to two years) in the Mystic Sewer and Water Planning Areas and that additional sanitary capacity from the Mystic Harbor Sanitary District will need to be applied for and acquired for this property if it qualifies to intensify the current uses if this rezoning is successful. No comments were received from John H. Tustin, P. E., Director of Public Works, or John Ross, P. E., Deputy Director of Public Works. According to the Worcester County Soil Survey, the primary soil types on the petitioned area have severe limitations to on-site wastewater disposal. Fire and ambulance service will be available from the Ocean City Volunteer Fire Company's substation on Keyser Point Road, approximately five minutes away. No comments were received from the fire company with regard to this review. Police protection will be available from the Maryland State Police Barracks in Berlin, approximately ten minutes away, and the Worcester County Sheriff's Department in Snow Hill, approximately thirty minutes away. No comments were received from the Maryland State Police Barracks or from the Worcester County Sheriff's Office. The petitioned area is

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within the area served by the following schools: Ocean City Elementary School, Berlin Intermediate School, Stephen Decatur Middle School, and Stephen Decatur High School. No comments were received from the Worcester County Board of Education. In consideration of their review, the County Commissioners find that there will be no negative impacts to public facilities and services resulting from the proposed rezoning, that the property owner will have to acquire sufficient sewer EDUs from the Mystic Harbor Sanitary District to serve any proposed use on the petitioned area.

The County Commissioners' findings regarding present and future transportation patterns: Based upon the Planning Commission's findings of fact and recommendation, the County Commissioners find that the petitioned area fronts on and currently has direct access to MD Route 611. This roadway is owned and maintained by the State. The Comprehensive Plan classifies MD Route 611 as a two-lane secondary highway/major collector highway. With regard to MD Route 611, the Comprehensive Plan recommends that scenic and transportation corridor planning be conducted to continue this road's rural and coastal character, particularly from MD Route 376 to Assateague Island; that capacity improvements from MD Route 376 to US Route 50 need to be studied and implemented; that interparcel connectors, service roads and other access controls need to be provided; that growth along the mid and southern portion of the corridor should be limited due to sensitivity of nearby lands and the limited capacity of the area's road system; and that widening and intersection improvements of the corridor's northern end needs to be planned. James W. Meredith, District Engineer for State Highway Administration District 1, states in his response memo (copy attached) that rezoning is a land use issue, which is not under the jurisdiction of the State Highway Administration (SHA). If development of the property is proposed in the future, the SHA may require a Traffic Impact Study to determine potential impacts to the surrounding State roadway network, and that future development may also require an access permit to be issued from his office. Mr. Meredith further states that with the exception of his aforementioned comments, SHA has no objection to a rezoning determination by Worcester County. Frank J. Adkins, Worcester County Roads Superintendent, responded by memo (copy attached) that he had no comment, in that MD Route 611 is a state highway. Based upon its review, the County Commissioners found that there will be no negative impact to the transportation patterns arising from the proposed rezoning of the petitioned area.

The County Commissioners' findings regarding compatibility with existing and proposed development and existing environmental conditions in the area, including having no adverse impact to waters included on the State's impaired waters list or having an established total maximum daily load requirement: Based upon the Planning Commission's findings and the testimony of the applicant's representative, the County Commissioners find that C-2 General Commercial District zoning is currently in place along almost the entire length of the MD Route 611 corridor extending north to US Route 50 from the petitioned area. The County Commissioners found that the existing warehouse use on the petitioned area was a conforming special exception under the previous B-1 Neighborhood Business District regulations. The use was made nonconforming when the 2009 update of the zoning maps left the property in the C-1 Neighborhood Commercial District but removed the warehousing use for structures of this size from those district regulations. The County Commissioners concluded that the C-2 General Commercial District zoning

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classification would therefore be more in keeping with the actual use located on the petitioned area. The County Commissioners found that the proposed rezoning will not have any adverse impacts on environmental concerns. The County Commissioners found that the proposed rezoning of the petitioned area is compatible with the vicinity surrounding the petitioned area and is in fact necessary to bring the existing warehouse facility of approximately 14,200 square feet in gross floor area into conformance with the zoning regulations. Based upon its review, the County Commissioners found that the proposed rezoning of the petitioned area from C-1 Neighborhood Commercial District to C-2 General Commercial District is compatible with existing and proposed development and existing environmental conditions in the area.

The County Commissioners' findings regarding compatibility with the County's Comprehensive Plan: The County Commissioners find that according to the Comprehensive Plan and associated land use plan map, the petitioned area lies within the Existing Developed Area Land Use Category. With regard to this category, the Comprehensive Plan states that it identifies existing residential and other concentrations of development in unincorporated areas and provides for their current development character to be maintained, that recognizing existing development and neighborhood character is the purpose of this designation, and that appropriate zoning providing for densities and uses consistent with this character should be instituted. The Plan furthermore states that the EDAs are anticipated to remain as mapped at least until the next plan review period and that this will provide for orderly infill development within EDAs and new community-scale growth in the growth areas. The Plan also states that, while not designated as growth areas, these areas should be limited to infill development and that density, height, bulk and site design standards should also be consistent with the EDA's existing character. Having found that the MD Route 611 corridor extending from the petitioned area north to US Route 50 is primarily zoned C-2 General Commercial District and that such a zoning classification is in fact necessary to bring the existing structure on the petitioned area into conformance with the zoning regulations, the County Commissioners determined that the requested rezoning to a general commercial classification is consistent with the EDA land use category and that the petitioned area's zoning should reflect the existing uses on the site. Based upon its review, the County Commissioners found that the proposed rezoning of the petitioned area from C-1 Neighborhood Commercial District to C-2 General Commercial District is compatible with the Comprehensive Plan and in keeping with its goals and objectives.

The County Commissioners' findings regarding the recommendation of the Planning Commission: The County Commissioners find that the Planning Commission gave a favorable recommendation to the rezoning of the petitioned area from C-1 Neighborhood Commercial District to C-2 General Commercial District. Having made the above findings of fact, the County Commissioners concur with the recommendation of the Planning Commission and adopt its findings.

Decision of the County Commissioners: As a result of the testimony and evidence presented before the County Commissioners and the findings as set forth above, the County Commissioners find that there is a mistake in the existing zoning of the petitioned area. The existing warehouse consists of approximately 14,200 square feet in gross floor

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area on Lot 1B. The structure was made non-conforming as a result of a change to the district regulations, which removed this particular warehouse use entirely from the C-1 Neighborhood Commercial District regulations. The County Commissioners found that it was a mistake to have placed the petitioned area in a C-1 Neighborhood Commercial District designation during the comprehensive rezoning of 2009 because the structure would have been conforming with respect to the size of the structure and the use under the C-2 General Commercial District regulations. In that the structure and its use as a warehouse was existing on the site at the time of the 2009 comprehensive rezoning, the petitioned area should have been given a C-2 General Commercial District zoning classification. Based upon its review, the County Commissioners concluded that a change in zoning would be more desirable in terms of the objectives of the Comprehensive Plan and hereby approve Rezoning Case No. 417, and thus rezone the petitioned area, shown on Tax Map 26 as part of Parcel 274, Lots 1A and 1B, from C-1 Neighborhood Commercial District to C-2 General Commercial District.

Adopted as of April 17, 2018. Reduced to writing and signed June 5, 2018.

ATTEST:

COUNTY COMMISSIONERS OF
WORCESTER COUNTY, MARYLAND

Harold L. Higgins
Chief Administrative Officer

Diana Purnell, President

Theodore J. Elder, Vice President

Anthony W. Bertino, Jr.

Madison J. Bunting, Jr.

James C. Church

Merrill W. Lockfaw, Jr.

Joseph M. Mitrecic

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ZONING RECLASSIFICATION RESOLUTION NO. 18-02

A RESOLUTION OF THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, PURSUANT TO SECTION ZS 1-113 OF THE ZONING AND SUBDIVISION CONTROL ARTICLE OF THE CODE OF PUBLIC LOCAL LAWS OF WORCESTER COUNTY, MARYLAND, CHANGING THE ZONING CLASSIFICATION OF A CERTAIN PARCEL OF LAND SHOWN ON TAX MAP 26 AS PART OF PARCEL 274, LOTS 1A AND 1B FROM C-1 NEIGHBORHOOD COMMERCIAL DISTRICT TO C-2 GENERAL COMMERCIAL DISTRICT.

WHEREAS, pursuant to Section ZS 1-113 of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland, L & B Ocean City, LLC, applicant, and Hugh Cropper, IV, applicant's attorney, filed a petition for the rezoning of approximately 7.517 acres of land shown on Tax Map 26 as part of Parcel 274, Lots 1A and 1B, located on the westerly side of MD Route 611, to the north of Sinepuxent Road and south of Sunset Avenue, requesting a change in zoning classification thereof from C-1 Neighborhood Commercial District to C-2 General Commercial District; and

WHEREAS, the Worcester County Planning Commission gave the said petition a favorable recommendation during its review on February 1, 2018; and

WHEREAS, subsequent to a public hearing held on April 17, 2018, following due notice and all procedures as required by Sections ZS 1-113 and 1-114 of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland, the County Commissioners made findings of fact and found that there is a change in the character of the neighborhood of the petitioned area and also made findings of fact relative to the other criteria as required by law;

NOW, THEREFORE, BE IT RESOLVED by the County Commissioners of Worcester County that the land petitioned by L & B Ocean City, LLC, applicant, and shown on Tax Map 26 as part of Parcel 274, Lots 1A and 1B is hereby reclassified from C-1 Neighborhood Commercial District to C-2 General Commercial District.

BE IT FURTHER RESOLVED that the effective date of this Resolution shall be nunc pro tunc, April 17, 2018.

EXECUTED this _____ day of _____, 2018.

ATTEST:

COUNTY COMMISSIONERS OF
WORCESTER COUNTY, MARYLAND

Harold L. Higgins
Chief Administrative Officer

Diana Purnell, President

Theodore J. Elder, Vice President

Anthony W. Bertino, Jr.

Madison J. Bunting, Jr.

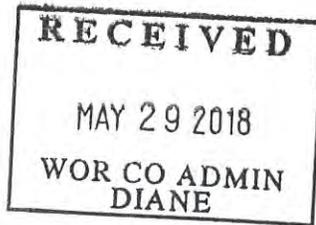
James C. Church

Merrill W. Lockfaw, Jr.

Joseph M. Mitrecic



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

JOHN H. TUSTIN, P.E.
DIRECTOR

JOHN S. ROSS, P.E.
DEPUTY DIRECTOR

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

MEMORANDUM

TO: Harold L. Higgins, Chief Administrative Officer
FROM: John H. Tustin, P. E., Director 
DATE: May 29, 2018
SUBJECT: Generator Bid Package FY 2018-2021

DIVISIONS

MAINTENANCE
TEL: 410-632-3766
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ROADS
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SOLID WASTE
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MANAGEMENT**
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FAX: 410-632-1753

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

Attached for your review and approval are the Bid Documents for continued generator preventive maintenance. These documents include the Notice to Bidders, Instructions to Bidders, Bid Form and potential Bidder's List. The current contract expires on June 30, 2018, with Premium Power Services, LLC. They have performed the preventative maintenance on the County's generators for the past three years. This preventative maintenance insures that the generators are reliable and ready to provide power as needed during emergencies or power outages.

Therefore, Fleet Management Division is requesting that the Commissioners authorize the solicitation of bids for the Generator Preventative Maintenance program to insure all generators throughout the County are kept in good, reliable operating condition. The costs for these services are estimated to be \$30,000 and are budgeted in various General Fund and Enterprise accounts.

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

Attachments

cc: Derrick Babcock
Ken Whited
John Ross

DRAFT

NOTICE TO BIDDERS

**Worcester County Commissioners
Worcester County, Maryland**

Service Agreement for Generator Preventative Maintenance

The Worcester County Commissioners are currently accepting bids for a generator preventative maintenance service agreement for generators operated by various County Departments. Bid specification packages and bid forms are available from the Office of the County Commissioners, Worcester County Government Center, Room 1103, One West Market Street, Snow Hill, Maryland 21863, obtained online at www.co.worcester.md.us or by calling the Commissioners' Office at 410-632-1194 to request a package by mail. **Sealed bids will be accepted until 1:00 pm, Monday, June 25, 2015** in the Office of the County Commissioners at the above address, at which time they will be opened and publicly read aloud. Envelopes shall be marked "**Bid for Generator Preventative Maintenance**" in the lower left-hand corner. After opening, the bids will be forwarded to the Department of Public Works for tabulation, review and recommendation to the County Commissioners for their consideration at a future meeting. In awarding the bid, the Commissioners reserve the right to reject any and all bids, waive formalities, informalities, and technicalities therein, and to take whatever bid they determine to be in the best interest of the County considering lowest or best bid, quality of goods and work, time of delivery or completion, responsibility of bidders being considered, previous experience of bidders with County contracts, or any other factors they deem appropriate. All inquiries shall be directed to Mr. Derrick Babcock, Fleet Management Superintendent, at 410-632-5675.

Citizens and Government Working Together

INSTRUCTIONS TO BIDDERS

1. BIDS

Bids should be submitted in sealed envelopes clearly marked in the lower left-hand corner “**Bid for Generator Preventative Maintenance**”.

2. LATE BIDS

Bids should be mailed or hand carried to be received in the Office of the County Commissioners by or before **June 25, 2015**, at 1:00 pm. Bids received after the appointed time will not be considered.

3. TAXES

The County is exempt from all Federal and State taxes. Your prices should reflect same.

4. SCOPE OF WORK

Perform two preventative maintenance inspections each year on generators listed on attachment 1 with the exception of the two generators at the Detention Center. Perform four preventive maintenance inspections each year on the two generators at the Detention Center. Any additional repairs, parts or services which are required or recommended shall be brought to the attention of the contact person. Authorization for repairs can be made verbally by the contact person assigned to the generator or the county employee on duty responsible for the generator. Service, periodic inspections or authorized work shall be performed during regular business hours, 7:30 am to 4:00 pm, Monday through Friday. Emergency repairs shall be responded to within two (2) hours of notification. Authorization for emergency repairs can be made verbally by the contact person assigned to the generator or by the county employee on duty responsible for emergency calls.

5. SPECIFICATIONS

A. Cooling System

1. Check all belts
2. Check all hoses
3. Test antifreeze, DCA level, and proper concentration
4. Change coolant filter, if applicable
5. Check block heater for proper operation
6. Check radiator and coolant level
7. Check water pump bearings
8. Coolant to be changed once within a three (3) year period
9. Check for leaks

B. Oil System

1. Check oil level
2. Change engine oil and filters (once a year or every 150 hours)
3. Check for leaks
4. Label filter with date and hours it was changed

C. Fuel System

1. Replace fuel filter (once a year or every 150 hours)
2. Check fuel lines and connections
3. Check for leaks
4. Check fuel level in tank and note on PM report
5. Label filter with date and hours it was changed

D. Battery and Starter System

1. Inspect battery electrolyte level
2. Load test battery
3. Clean and tighten battery cables
4. Check battery charger for proper operation
5. Check starter
6. Check wiring and cable connections

E. Air and Exhaust System

1. Check air filter
2. Check air intake and hoses
3. Check exhaust for leaks
4. Check muffler
5. Check rain cap/louvers/shutters
6. Check and drain condensation traps

F. Engine – Gas or LP

1. Check spark plugs
2. Check ignition system – points, condenser, wires, cap and rotor button.
3. Check carburetor and choke system

G. Generator Test Run

1. Check operation of all gauges
2. Test safety shutdowns
3. Check engine governor for proper operation
4. Check for stable voltage and frequency
5. Test system under load as system allows

H. Automatic Transfer Switch

1. Visual Inspection of ATS enclosure
2. Check time delays
3. Check instrument and gauges
4. Check exerciser clock
5. Check selector switch
6. Perform “no load” and/or “load test”
7. Record critical values ie. voltage, amperage and frequency
8. Return system to automatic

I. Disposal

1. Dispose of all waste products in accordance with EPA/DEP guidelines

J. Report

1. Submit PM checklist, service report and invoice describing work performed within 30 days of inspection.
2. List of recommended repairs if needed

6. SPECIAL PROVISIONS

A. This contract will be valid for a period of three (3) years; during this three (3) year period one of the requirements to validate this contract will require the bidder to change the antifreeze in all the generators on the attached list. Cost of the antifreeze is to be included in the annual bid.

B. Bids shall reflect the cost of the contract rendered on an annual basis.

C. Payment will be made for this contract from invoices accompanying written report after preventative maintenance has been performed.

D. Payment for additional repairs or emergency repairs will be paid from invoices accompanied by a written report detailing the repair.

E. Contract starts July 3, 2018 and ends July 2, 2021.

F. The County reserves the right to add or delete generators to the contract.

G. Inspections shall be performed at 3 month intervals on the two generators at the Detention Center.

H. Inspections shall be performed at six month intervals on all other generators.

I. Emergency Services and DPW, Maintenance Division must be notified prior to the preventative maintenance services being performed at the Courthouse or the 911 towers. Keys to the towers can be picked up at Emergency Services. Once the preventative maintenance inspections are completed for Emergency Services, an employee must sign off on the preventative maintenance form.

J. Winning bidder will be required to sign an Independent Contractors Agreement and shall provide a minimum of \$1,000,000.00 (one million dollars) errors and omissions insurance.

7. AWARD OF CONTRACT

Bids will be opened in the County Commissioners office at 1:00 p. m. on **June 25, 2018** to be awarded at a future date. 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.

**WORCESTER COUNTY COMMISSIONERS
SERVICE AGREEMENT FOR
GENERATOR PREVENTATIVE MAINTENANCE
BID FORM**

We submit bids, reflecting the cost of the contract on an annual basis, for preventative maintenance on the following generators:

Ocean Pines W/WW	31 generators	Bid \$ _____
River Run	4 generators	Bid \$ _____
West Ocean City Service Area	5 generators	Bid \$ _____
Nantucket Point Service Area	1 generator	Bid \$ _____
Newark Service Area	1 generator	Bid \$ _____
Mystic Harbor Service Area	10 generators	Bid \$ _____
Light House Sound	1 generator	Bid \$ _____
Glen Riddle	6 generators	Bid \$ _____
The Landings	2 generators	Bid \$ _____
Assateague Point	1 generator	Bid \$ _____
DPW – Roads Division	1 generator	Bid \$ _____
Emergency Services	7 generators	Bid \$ _____
Courthouse	1 generator	Bid \$ _____
Health Department	2 generators	Bid \$ _____
Recreation Division	1 generator	Bid \$ _____
Fire Training Center	1 generator	Bid \$ _____
Detention Center	2 generators	Bid \$ _____
Charles & Martha Fulton Senior Ctr.	1 generator	Bid \$ _____
Northern Worcester Senior Center	1 generator	Bid \$ _____

TOTAL BID \$ _____

Please submit hourly rates for additional and emergency repairs.

Hourly Rate: _____ Travel Rate: _____

After Hours/Saturday Rate: _____

Legal Holidays/ Sunday Rate: _____

Please note below any special conditions or terms:

BID MUST BE SIGNED TO BE CONSIDERED.

Signature: _____ Date: _____

Printed Name: _____

Firm: _____

Address: _____

Telephone: _____

Fax: _____

E-Mail: _____

BIDDERS LIST

Barnes Electric, Inc.
Attn: Tim Norman
5470 Cokesbury Road
Rhodesdale, Maryland 21659
1-866-780-5800/1-410-943-3211
Fax: 1-410-943-1159
barnespower@gmail.com

Alban Engine Power Systems
Attn: Chris Carr & Rob Haberkorn
12904 Sunset Avenue
Ocean City, Maryland 21842
410-213-9373
Fax: 410-213-9377
ccarr@albancat.com
rhaberkorn@albancat.com

Kelly Generator & Equipment, Inc.
Attn: Samantha Clark
1955 Dale Lane
Owings, Maryland 20736
1-866-290-3316 /1- 410-257-5225
Fax: 1-410-257-5227
sclark@kge.com

J+M Generator Service, LLC
Attn: Jack Hengemihle
4434 Allen Road
Salisbury, Maryland 21801
410-726-3976
Fax: 443-944-8063
hengemihlejohn@gmail.com

Curtis Engine & Equipment, Inc.
Attn: Ms. Michele Kratz
Attn: David Speargas
3915 Benson Avenue
Baltimore, Maryland 21227
1-800-573-9200/1-410-536-1203
Fax: 410-536-2098
mkratz@curtisengine.com
dspeargas@curtisengine.com

Fidelity Power Systems
Attn.: Connie Langhans
25600 Business Park Drive
Seaford, DE 19973
1-302-536-7655
Fax: 1-302-536-7487
clanghans@fidelityengineering.com

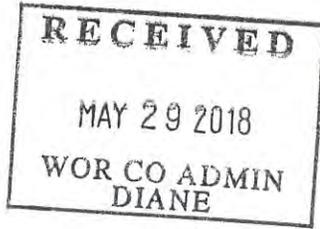
Tru-Arc Welder Generator Service
Attn: Pete Fischer
1535 Northwood Drive
Salisbury, Maryland 21801
410-543-1777
Fax: 1-410-543-1777
tru-arc@comcast.net

Premium Power Services, LLC
Attn: Keith Eller
505 Schoolhouse Road
Kennett Square, PA 19348
610-444-1232/484-643-0850
keith.eller@premiumpowerservices.com



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



MEMORANDUM

TO: Harold L. Higgins, Chief Administrative Officer
FROM: John H. Tustin, P.E., Director *JHT*
DATE: May 29, 2018
SUBJECT: Courthouse HVAC – Replacement Multizone Air Handling Unit
Request for Construction Management Services

JOHN H. TUSTIN, P.E.
DIRECTOR

JOHN S. ROSS, P.E.
DEPUTY DIRECTOR

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

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

Gipe Associates, Inc. has completed their design services for replacement of the 1964 HVAC multi-zone system and the project documents are ready to be transitioned to construction documents complete with a project manual for contractor bidding.

The scope of this project is extensive and will be quite disruptive to the Court's operations. It will require constant oversight and coordination for relocation of staff & patron services plus management of demolition, tradesman work, material storage, cordoning of work areas for the safety of public and staff, traffic control for material conveyance on Washington Street plus other activities that occur with this type of retrofit. As such, it is believed that this project cannot be managed effectively without the support of an Owner's representative to provide the following consulting services.

- ❖ Pre-bid estimating to develop an Owner's project budget
- ❖ Coordinating bid document efforts with the design team
- ❖ Development of scopes of work and a comprehensive project manual for bidding
- ❖ Facilitating the bid process plus post-bid scope reviews through bid recommendations
- ❖ Creation and management of a comprehensive project schedule
- ❖ Management of trades construction activities to meet compliance with the bid specifications
- ❖ Assembly of project close out documents and as-built documents

At this time, an Owner's Representative fee proposal has been obtained and is attached from The Whiting-Turner Contracting Company to provide the services described above. Their Pre-Construction fixed fee schedule, and Construction Management labor fee schedule, is summarized in the following table.

PRECONSTRUCTION PHASE – FIXED FEES

ITEM	FEE
1-Estimate for 95% Construction Document	2,000.00
Development of project schedule and logistics	1,200.00
Development of scopes of work and front end documents	1,200.00
Bidding and submission of bids for award	3,600.00
SUB TOTAL	8,000.00
Reimbursable expenses not included in Sub Total – est. cost	500.00

CONSTRUCTION PHASE FEE – HOURLY RATES

ITEM	FEE
Regional Mgr. – Scott Saxman @ \$160.00/Hr. – Estimated Total Cost	5,600.00
Superintendent – TBD @ \$90.00/Hr. – Estimated Total Cost	21,600.00
SUB TOTAL	27,200.00
Reimbursable expenses not included in Sub Total – est. cost	3,500.00
ESTIMATED GRAND TOTAL	39,200.00

In conclusion, this project is a small but critical project and it has elements that are similar to the 2003 renovation. That project was managed by a Construction Management team keeping the Courthouse fully operational throughout construction. This project will require relocation of the office personnel at the Clerk of Court, Register of Wills, Family Services and rescheduling of Family Court proceedings which are held in Courtroom #4. It is after witnessing the thorough approach and management provided at the Berlin Library project by The Whiting-Turner that this request is made to award the aforementioned services to The Whiting-Turner Contracting Company for fixed fee Pre-Construction Phase Services at \$8,000.00 and estimated hourly services (Not-to Exceed) for the Construction Phase at \$27,200.00 plus estimated reimbursable expenses at \$4,000.00 for a total award of \$39,200.00.

Funds for this project are available from the Assigned Fund Balance.

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

Attachments

cc: Ken Whited

OWNER REPRESENTATIVE SCOPE & FEE BASIS

PROJECT

Whiting-Turner proposed to perform owner representative consulting services on the Worcester County Court House HVAC Renovation project in Snow Hill, MD. Project consists of approximately 4,600 SF of mechanical systems replacement along with placement of a roof top unit. Included in this are all general trades work required to support the project and return finishes to their original appearance.

PRECONSTRUCTION PHASE FEE

We propose to furnish all labor, overhead and insurance in conjunction with providing the pre-construction services, in accordance with the following schedule of services:

1. Estimate of 95% Construction Document Phase: **\$2,000**
2. Development of project schedule and logistics: **\$1,200**
3. Development of scopes of work and front end documents: **\$1,200**
4. Bidding and submission of bids for award: **\$3,600**

REIMBURSABLES

Reimbursables will be a minimal additional cost to the fee stated above. Whiting-Turner assumes that during the pre-construction phase, the design team will provide all drawings necessary for our estimating services. Therefore our reimbursables would be limited travel, postage and miscellaneous expenses. For the duration of this phase, we assume a not-to exceed price of **\$500**.

TOTAL (NOT INCLUDING REIMBURSABLES): \$8,000

EXPECTATIONS FOR PRE-CONSTRUCTION

Team Meetings

Scott Saxman will attend any meetings during the pre-construction phase, starting in June 2018 and ending in Spring 2019.

Scheduling

This activity is included in our cost estimating work and will be performed by Scott Saxman.

Bidding

Included in our preconstruction work will be the review of bid packages, development of any necessary allowances, attendance in pre-bid conferences, management of the bid process including active solicitation of bidders. It is assumed that the County will place the media advertisements.

After the bids are received by Whiting-Turner and Worcester County, WT will attend scope reviews with the low bidders as necessary to ensure that the bids are complete and the contractors understand fully the scope of work. Whiting-Turner will review the bids in conjunction with Worcester County and provide comments and recommendations concerning award.

WHITING-TURNER'S ASSUMPTIONS FOR PRE-CONSTRUCTION

- We have assumed that Pre-construction services will occur from June 2018 to Spring 2019.
- We have assumed the following durations for the project.
 - Preconstruction Phase – 8 months
 - Construction Phase – 2 months

We will request payment for pre-construction services each month (net 30 days) with no retention held. WT will continue to bill at the given labor rates if pre-construction services are extended past May 1, 2019. Reimbursable items will be billed at cost plus 10%.

OWNER REPRESENTATIVE SCOPE & FEE BASIS

CONSTRUCTION PHASE FEE

Whiting-Turner has included labor, overhead, profit, and insurance in the rates provided. Billing during the construction duration is on an hourly basis.

Supervision

The following central office personnel will be covered by the overhead portion of our fee and not directly billable to the project.

- Payroll Department – Corporate Office
- Accounting Department – Corporate Office

The following project personnel, would be considered reimbursable, for their time spent working on the project during the construction phase, at the rates listed below. The project will only be charged the actual hours required for the project. Since the schedule has yet to be confirmed the total cost of supervision is not fixed.

- Scott Saxman, Regional Manager.....\$160.00
- TBD, Superintendent\$ 90.00

Assuming an 8 week duration for construction Spring 2018 and project closeout the project management costs are estimated at:

Scott Saxman: **\$5,600**
Superintendent: **\$21,600**

It is anticipated that Scott Saxman's time during construction would be minimal and confined to progress meetings, review of invoices and proposed change orders and any issues that arise. For the purpose of estimating costs this would require approximately 4 hours a week.

During construction duration a fulltime career Whiting-Turner Superintendent will be assigned to the project to enforce compliance with the contract documents and to manage the logistics required to work at the court house. It is assumed that construction would take 6 weeks.

Time is billed on an hourly basis.

Proposed Construction Phase Reimbursables and General Conditions

Whiting-Turner anticipates that any reimbursables will be minimal during the construction phase. Travel to and from the project is included in the hourly rate. Some miscellaneous costs incurred during this phase would not be expected to exceed **\$3,500**.

Whiting-Turner will continue to bill at the given rates above. Reimbursable items will be billed at cost plus 10%.

OWNER REPRESENTATIVE SCOPE & FEE BASIS

Conducting Contractor Job Progress Meetings

WT will attend any job progress meetings held regularly with all contractors presently onsite. We will coordinate with Gipe Associates regarding the meeting minutes.

CPM Schedules

Scott Saxman with the input of all participants in the construction process will review and comment on the project schedule every 2 weeks. The WT Superintendent will also keep a 2 week look ahead schedule.

Onsite Inspections

Whiting-Turner will inspect all aspects of the work and provide reports to Worcester County Public Works and Gipe Associates in order to facilitate compliance with the contract documents. In this responsibility Whiting-Turner will inspect the work with the contractors through construction and to closeout.

Reporting

Scott Saxman will provide monthly, dashboard reports & executive summaries of job progress, quality control summaries and itemized list of outstanding issues and status. For the financial status of the project Scott Saxman will review the financial documents provided by the contractors and make comments to Worcester County Public Works.

Change Order Processing

All change orders will be reviewed and vetted to determine if they are allowable and that the value being claimed is reasonable. Change orders will be processed in a timely manner to ensure prompt resolution of issues and fair payment for work done by contractors.

Project Closeout and Occupancy

Scott Saxman and the WT Superintendent will review the closeout documents created by the contractors. This includes punchlist, closeout documents, testing, inspections, cleaning, commissioning and startup.

The project team will assist Worcester County Public Works in all aspects required to smooth the transition from construction to a fully occupied Court House.

OWNER REPRESENTATIVE SCOPE & FEE BASIS

Assumptions and Clarifications:

1. Whiting-Turner has no responsibility for project construction safety compliance. Concerns Will be noted to the contractors and Worcester County Public Works.
2. Whiting-Turner is not authorized to manage employees of the contractors.
3. Whiting-Turner will provide schedule review and analysis but is not responsible for actual project schedule milestones and completion dates.
4. Whiting-Turner will provide analysis and comments regarding construction quality standards however actual quality of construction is the responsibility of constructors.
5. Whiting-Turner will review and comment on project financial documents but project construction costs will be approved by Worcester County. Whiting-Turner is not authorized to make any financial commitments on behalf of Worcester County.
6. Whiting-Turner will be named as an additionally insured by the contractors.
7. All layout, survey, dimensions etc. are the responsibility of the contractors.
8. Contractors shall provide all project information as requested by Whiting-Turner.
9. This agreement only covers Whiting-Turner functioning as the owner's consultant. If Whiting-Turner's role changes in the project then terms will be negotiated for the new role.
10. Billing to be done on a monthly basis for services provided. No retention to be withheld on Whiting-Turner.
11. Whiting-Turner will be providing general liability insurance but no builder's risk or payment and performance bonds.



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

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

OFFICE OF THE
COUNTY COMMISSIONERS

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

May 30, 2018

TO: Worcester County Commissioners
FROM: Kelly Shannahan, Assistant Chief Administrative Officer *KL*
SUBJECT: Pending Board Appointments - Terms Beginning January 1, 2018

Attached, please find copies of the Board Summary sheets for the County Boards or Commissions (11) which have current vacancies (13 total). They are as follows: Agricultural Reconciliation Board (1), Drug & Alcohol Abuse Council (2), Local Management Board/Initiative to Preserve Families Board (1), Local Development Council for the Ocean Downs Casino (1), Lower Shore Workforce Investment Board (1), Property Tax Assessment Appeal Board (3, with 3 nominees for each slot - 9 total nominees - to Governor), Social Services Board (1), Tourism Advisory Committee (1), Water and Sewer Advisory Councils - Ocean Pines (1) and West Ocean City (1), and Commission for Women (1). I have circled the members whose terms have expired on each of these boards.

Most of these Boards and Commissions specified that current members' terms expired on December 31, 2017. Current members will continue to serve beyond their term until they are either reappointed or a replacement is named. Please consider these reappointments or new appointments as soon as possible so I can notify the board members and staff contacts as soon as possible to restore full membership to each of these County Boards and Commissions.

Please also note the following updates since your last review of these vacancies:

- **Drug and Alcohol Abuse Council** - see attached letter (page 6) recommending appointments of At-Large members The Reverend Matthew D'Amario and Mimi Dean, and advisory members James Mcquire, Shane Ferguson and Jessica Sexauer.
- **Property Tax Assessment Appeal Board** - in addition to Robert Rose whose term expired June 1, 2017, the terms of Howard Jenkins and Gary Flater expire on June 1, 2018. I have been advised that all 3 wish to be replaced. Therefore we are to submit a list of 9 nominees for these 3 positions to the Governor. A press release has therefore been issued to encourage interested citizens to volunteer to serve on this important board (see page 13). Once we have at least 3 nominees, I will submit their names for your consideration.
- **Water and Sewer Advisory Council** - West Ocean City - need to replace Andrew DelCorro who recently moved from the West Ocean City Service area (see page 23).
- **Wor-Wic Local Advisory Council** - Wor-Wic Community College has advised that the Local Advisory Council format has been discontinued in favor of a "far more expanded Council. (See separate item following this memo).

Pending Board Appointments - By Commissioner

District 1 - Lockfaw p. 9 - Local Development Council for Ocean Downs Casino (Ron Taylor - for remainder of term through 2018) - 4-year
p. 18 - Social Services Board (Tracey Cottman) - 3-year

District 2 - Purnell All District Appointments received. Thank You!
Please consider nominations for At-Large positions listed below - "All Commissioners"

District 3 - Church p. 22- Water and Sewer Advisory Council - West Ocean City (Andrew DelCorro)
remainder of 4-year term through 2020

District 4 - Elder All District Appointments received. Thank You!
Please consider nominations for At-Large positions listed below - "All Commissioners"

District 5 - Bertino p. 20 - Tourism Advisory Committee (Teresa Travatello) - 4-year
p. 21 - Water and Sewer Advisory Council - Ocean Pines (Michael Reilly) - 4-year

District 6 - Bunting p. 21 - Water and Sewer Advisory Council - Ocean Pines (Michael Reilly) - 4-year

District 7 - Mitrecic All District Appointments received. Thank You!
Please consider nominations for At-Large positions listed below - "All Commissioners"

All Commissioners

- p. 3 - (1) Agricultural Reconciliation Board (Betty McDermott - At-Large) - 4-year
p. 4 - (1) Drug and Alcohol Abuse Council - Council recommends:
- **Rev. Matthew D'Amario to replace Rev. Bill Sterling - 4-year term through 2021**
- **Mimi Dean to replace Kat Gunby - remainder of 4-year term through 2019**
- **Advisory members: James Mcquire, Shane Ferguson and Jessica Sexauer**
p. 8 - (1) Local Management Board (Eloise Henry Gordy) - 3-year
p. 10 - (1) Lower Shore Workforce Investment Board (Donna Weaver - Business Representatives) - 4-year
p. 12 - Property Tax Assessment Appeal Board (Robert D. Rose - Pocomoke area; **Howard G. Jenkins - Ocean Pines area; and Gary M. Flater - Snow Hill area - alternate**) - 5-year
- **Press release issued May 21 to solicit 9 volunteers to present to the Governor to fill 3 positions**
p. 21 - (2) Water and Sewer Advisory Councils:
- Ocean Pines (Michael Reilly) - 4-year
- **West Ocean City (Andrew DelCorro) - remainder of 4-year term through 2020**
p. 24 - (1) Commission for Women (Alice Jean Ennis - At-Large-Pocomoke) - 3-year

AGRICULTURAL RECONCILIATION BOARD

Reference: Public Local Law § ZS 1-346 (Right to Farm Law)

Appointed by: County Commissioners

Function: Regulatory
Mediate and arbitrate disputes involving agricultural or forestry operations conducted on agricultural lands and issue opinions on whether such agricultural or forestry operations are conducted in a manner consistent with generally accepted agricultural or forestry practices and to issue orders and resolve disputes and complaints brought under the Worcester County Right to Farm Law.

Number/Term: 5 Members/4-Year Terms - Terms expire December 31st

Compensation: None - Expense Reimbursement as provided by County Commissioners

Meetings: At least one time per year, more frequently as necessary

Special Provisions: - All members must be County residents
- Two Members chosen from nominees of Worcester County Farm Bureau
- One Member chosen from nominees of Worcester County Forestry Board
- Not less than 2 but not more than 3 members shall be engaged in the agricultural or forestry industries

Staff Contact: Dept. of Development Review & Permitting
- Edward A. Tudor, Director (410-632-1200, ext. 100)
County Agricultural Extension Agent - As Consultant to the Board
- Doug Jones, District Manager, Resource Conservation District - (632-3109, x112)

Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Ag/Forest Industry</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Betty McDermott	At-Large	No	Ocean Pines	*09-09-13, 13-17
Tom Babcock	At-Large	No	Whaleyville	14-18
Dean Ennis	Farm Bureau	Yes	Pocomoke	06-10-14, 14-18
Stacey Esham	Forestry Bd.	Yes	Berlin	12-16, 16-20
Brooks Clayville	Farm Bureau	Yes	Snow Hill	00-04-08-12-16, 16-20

Prior Members: Since 2000

Michael Beauchamp (00-06)
Phyllis Davis (00-09)
Richard G. Holland, Sr. (00-12)
Rosalie Smith (00-14)

DRUG AND ALCOHOL ABUSE COUNCIL

Reference: PGL Health-General, Section 8-1001

Appointed by: County Commissioners

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

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

Compensation: None

Meetings: As Necessary

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

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

Current Members:

<u>Name</u>	<u>Representing</u>	<u>Years of Term(s)</u>
<u>At-Large Members</u>		
Rev. Bill Sterling	Knowledge of Substance Abuse Issues	13-17 - moved/replace
Eric Gray (Christina Purcell)	Substance Abuse Treatment Provider	*15-18
Sue Abell-Rodden	Recipient of Addictions Treatment Services	10-14, 14-18
Colonel Doug Dods	Knowledgeable on Substance Abuse Issues	04-10 (advisory), 10-14, 14-18
Jim Freeman, Jr.	Knowledgeable on Substance Abuse Issues	04-11-15, 15-19
Jennifer LaMade	Knowledgeable on Substance Abuse Issues	*12-15, 15-19
Kat Gunby	Substance Abuse Prevention Provider	*16-19 - No longer with Health Dept
Kim Moses	Knowledgeable on Substance Abuse Issues	08-12-16, 16-20
Dr. Roy W. Cragway, Jr.	Knowledgeable on Substance Abuse Issues	*17-20
Colleen Wareing	Knowledge of Substance Abuse Treatment	*06-09-13-17, 17-21

Ex-Officio Members

Rebecca Jones	Health Officer	Ex-Officio, Indefinite
Roberta Baldwin	Social Services Director	Ex-Officio, Indefinite
Spencer Lee Tracy, Jr.	Juvenile Services, Regional Director	Ex-Officio, Indefinite
Trudy Brown	Parole & Probation, Regional Director	Ex-Officio, Indefinite
Beau Oglesby	State's Attorney	Ex-Officio, Indefinite
Burton Anderson	District Public Defender	Ex-Officio, Indefinite
Sheriff Reggie Mason (Doug Dods)	County Sheriff	Ex-Officio, Indefinite
William Gordy (Eloise Henry Gordy)	Board of Education President	Ex-Officio, Indefinite
Diana Purnell	County Commissioners	Ex-Officio, Indefinite
Judge Thomas Groton (Jen Bauman)	Circuit Court Administrative Judge	Ex-Officio, Indefinite
Judge Gerald Purnell (Tracy Simpson)	District Court Administrative Judge	Ex-Officio, Indefinite
Donna Bounds	Warden, Worcester County Jail	Ex-Officio, Indefinite

Advisory Members

Lt. Earl W. Starner	Maryland State Police	Since 2004
Charles "Buddy" Jenkins	Business Community - Jolly Roger Amusements	
Chief Ross Buzzuro (Lt. Rick Moreck)	Ocean City Police Dept.	
Leslie Brown	Hudson Health Services, Inc.	

Prior Members:

Since 2004

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



Worcester County
Drug and Alcohol Council
P.O. Box 249
Snow Hill, Maryland 21863
410-632-1100
Fax: 410-632-0080

5/29/18

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

Dear President Purnell:

On behalf of the Worcester County Drug and Alcohol Council, I would like to request the Commissioners make the following appointments to the Council. These representatives are willing to serve on the Council and have been approved by the Council members.

Reverend Matthew D'Amario (Clergy – Replacing Rev. Sterling)
WCHD Prevention Director, Ms. Mimi Dean (Prevention – Replacing Kat Gunby)

In accordance with the charter of the Worcester County Drug and Alcohol Council, elections for Chair and Vice-Chair were held 5/24/18 with the following results:

Colonel Douglas A. Dods, Chair
James Freeman, Vice-Chair

Also, please consider the following for advisory membership.

Mr. James Mcquire, P.D. (Health Care Professional-Pharmacist)
Mr. Shane Ferguson (Wor-Wic Community College Representative)
Jessica Sexauer (Director – Local Behavioral Health Authority)

I have included the mailing addresses for appointees with this letter.

Please feel free to contact me at 410-632-1111, if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read 'Doug Dods', written over a horizontal line.

Doug Dods
Chairman

The Rev. Matthew Justin D'Amario
St. Paul's by-the-sea Episcopal Church
302 N. Baltimore Ave
Ocean City, MD 21842

Mr. James Mcquire
12130 S Piney Pt Rd
Bishopville, MD 21813

Mr. Shane Ferguson
11605 N. Dolly Circle
Berlin, MD 21811

Ms. Mimi Dean & Ms. Jessica Sexauer
Worcester County Health Department
6040 Public Landing Rd
Snow Hill, MD 21863

WORCESTER COUNTY'S INITIATIVE TO PRESERVE FAMILIES BOARD

Previously - Local Management Board; and Children, Youth and Family Services Planning Board

Reference: Commissioners' Resolution No. 09-3, adopted on January 6, 2009

Appointed by: County Commissioners

Functions: Advisory/Policy Implementation/Assessment and Planning
 - Implementation of a local, interagency service delivery system for children, youth and families;
 - Goal of returning children to care and establishment of family preservation within Worcester County;
 - Authority to contract with and employ a service agency to administer the State Service Reform Initiative Program

Compensation: \$50 Per Meeting for Private Sector Members

Number/Term: 9 members/5 Public Sector, 4 Private Sector with 3-year terms
 51% of members must be public sector
 Terms expire December 31st

Meetings: Monthly

Staff Contact: Jessica Sexauer, Director, Local Management Board - (410) 632-3648
 Jennifer LaMade - Local Management Board - (410) 632-3648

Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides/Representing</u>	<u>Years of Term(s)</u>
Eloise Henry Gordy	At-Large - J. Purnell	Snow Hill	*07-08-11-14, 14-17
Mark Frostrom	At-Large - Lockfaw	Pocomoke City	*99-12, 12-15, 15-18
Ira "Buck" Shockley	At-Large - D. Purnell	Snow Hill	03-09-12, 13-16, 16-19
Amy Rothermel	At-Large - Mitrecic	Ocean City	17-20
Jennifer LaMade	<i>Ex officio</i>	Core Service Agency	Indefinite
Rebecca Jones	<i>Ex officio</i>	Health Department	Indefinite
Sheila Warner	<i>Ex officio</i>	Juvenile Justice	Indefinite
Louis H. Taylor	<i>Ex officio</i>	Board of Education	Indefinite
Roberta Baldwin	<i>Ex officio</i>	Department of Social Services	Indefinite

Prior Members (since 1994):

Tim King (97)	Rev. Pearl Johnson (05-07)	Jerry Redden
Sandra Oliver (94-97)	Peter Fox (05-07)	Jennifer Standish
Velmar Collins (94-97)	Lou Etta McClaflin (04-07)	Anne C. Turner
Catherine Barbierri (95-97)	Bruce Spangler (04-07)	Marty Pusey
Ruth Geddie (95-98)	Sharon DeMar Reilly	Virgil L. Shockley
Rev. Arthur George (94-99)	Kathy Simon	Dr. Jon Andes (96-12)
Kathey Danna (94-99)	Vickie Stoner Wrenn	Dr. Ethel M. Hines (07-13)
Sharon Teagle (97-99)	Robin Travers	Deborah Goeller
Jeanne Lynch (98-00)	Jordan Taylor (09)	Andrea Watkins (13-17)
Jamie Albright (99-01)	Aaron Marshall (09)	
Patricia Selig (97-01)	Allen Bunting (09)	
Rev. Lehman Tomlin (99-02)	LaTrele Crawford (09)	
Sharon Doss	Sheriff Charles T. Martin	
Rick Lambertson	Joel Todd, State's Attorney	
Cyndy B. Howell	Ed Montgomery (05-10)	
Sandra Lanier (94-04)	Edward S. Lee (07-10)	
Dr. James Roberts (98-04)	Toni Keiser (07-10)	
Dawn Townsend (01-04)	Judy Baumgartner (07-10)	
Pat Boykin (01-05)	Claudia Nagle (09-10)	
Jeannette Tresler (02-05)	Megan O'Donnell (10)	
Lou Taylor (02-05)	Kiana Smith (10)	
Paula Erdie	Christopher Bunting (10)	
	Simi Chawla (10)	

LOWER SHORE WORKFORCE INVESTMENT BOARD
(Previously Private Industry Council Board - PIC)

Reference: Workforce Investment Act of 1998, Section 117

Appointed by: County Commissioners

Functions: Advisory/Regulatory
Provide education and job training opportunities to eligible adults, youth and dislocated workers who are residents of Somerset, Wicomico and Worcester counties.

Number/Term: 24 - 5 Worcester County, 7 At-Large (by Tri-County Council), 12 Other 2, 3 or 4-year terms; Terms expire September 30

Compensation: None

Meetings: Quarterly (January, April, July, October) on the 2nd Wednesday

Special Provisions: Board must be at least 51% business membership.
Chair must be a businessperson

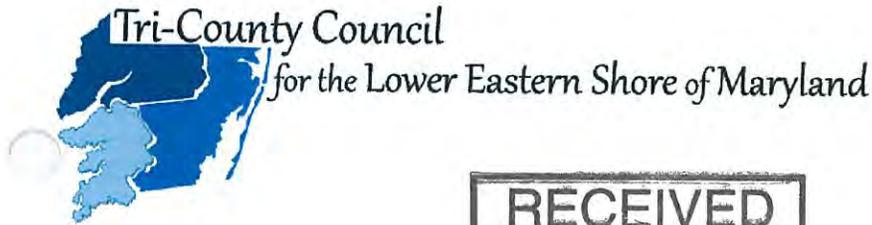
Staff Contact: Lower Shore Workforce Alliance
Milton Morris, Workforce Director (410-341-3835, ext 6)
One-Stop Job Market, 31901 Tri-County Way, Suite 215, Salisbury, MD 21804

Current Members (Worcester County - also members from Wicomico, Somerset and Tri-County Council):

<u>Name</u>	<u>Resides/Agency</u>	<u>Term</u>	<u>Representing</u>
Donna Weaver	Berlin	*08-09-13, 13-17	Business Rep.
Geoffrey Failla	Whaleyville	*15-18	Business Rep.
Jason Cunha	Pocomoke	*16-18	Business Rep.
Walter Maizel	Bishopville	*12, 12-16, 16-20	Private Business Rep.
Robert "Bo" Duke	Ocean City	*17, 17-21	Business Rep.

Prior Members: Since

Baine Yates	Heidi Kelley (07-08)
Charles Nicholson (98-00)	Bruce Morrison (05-08)
Gene Theroux (97-00)	Margaret Dennis (08-12)
Jackie Gordon (98-00)	Ted Doukas (03-13)
Caren French (97-01)	Diana Nolte (06-14)
Jack Smith (97-01)	John Ostrander (07-15)
Linda Busick (98-02)	Craig Davis (13-17)
Edward Lee (97-03)	
Joe Mangini (97-03)	
Linda Wright (99-04)	
Kaye Holloway (95-04)	
Joanne Lusby (00-05)	
William Greenwood (97-06)	
Gabriel Purnell (04-07)	
Walter Kissel (03-07)	



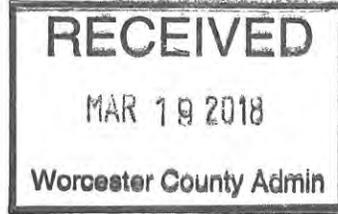
Tri-County Council

for the Lower Eastern Shore of Maryland

INfo ✓

31901 TRI-COUNTY WAY
SUITE 203
SALISBURY, MARYLAND 21804
PHONE: 410-341-8989
FAX: 410-341-8988
WWW.LOWERSHORE.ORG

March 15, 2018



Board Book ✓

Diana Purnell
President
Worcester County Commissioners
1 West Market Street, Room 1103
Snow Hill, MD 21863

Dear Ms. Purnell,

The Lower Shore Workforce Alliance (LSWA) division of the Tri-County Council for the Lower Eastern Shore of Maryland (TCC) is funded through grants from the Maryland Department of Labor, Licensing and Regulation (DLLR). DLLR grant funding requirements are governed by the Federal Workforce Innovation and Opportunity Act (WIOA) regulations which require grant recipients to have a 26 member Workforce Development Board (WDB) with five (5) members from the business community appointed by each participating county.

Currently, Worcester County has a business representative vacancy on the WDB.

I would appreciate your prompt attention to this matter and if you have any questions, please contact me.

Sincerely,

Michael P. Pennington
Executive Director



Serving Somerset, Wicomico and Worcester Counties



PROPERTY TAX ASSESSMENT APPEAL BOARD

Reference: Annotated Code of Maryland, Tax-Property Article, §TP 3-102

Appointed by: Governor (From list of 3 nominees submitted by County Commissioners)
- Nominees must each fill out a resume to be submitted to Governor
- Nominations to be submitted 3 months before expiration of term

Function: Regulatory
- Decides on appeals concerning: real property values and assessments, personal property valued by the supervisors, credits for various individuals and groups as established by State law, value of agricultural easements, rejection of applications for property tax exemptions.

Number/Term: 3 regular members, 1 alternate/5-year terms
Terms Expire June 1st

Compensation: \$15 per hour (maximum \$90 per day), plus travel expenses

Meetings: As Necessary

Special Provisions: Chairman to be designated by Governor

Staff Contact: Department of Assessments & Taxation (410-632-1196)

Current Members:

Robert D. Rose	Pocomoke City	*06-07, 07-12, 12-17
Howard G. Jenkins	Ocean Pines	03-04, *04-08, 08-13, 13-18
Gary M. Flater (Alternate)	Snow Hill	13-18
Larry R. Fry	Ocean Pines	*10-13-14 (alt.), 14-19

C) = Chairman

Prior Members: Since 1972

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

* = Appointed to fill an unexpired term



PRESS RELEASE

Worcester County Government ♦ Phone (410) 632-1194 ♦ Fax (410) 632-3131

TO: Local Media
FROM: Worcester County Commissioners
DATE: May 21, 2018
FOR RELEASE: Immediately
TOPIC: Opportunities available to serve on Worcester County Property Tax Assessment Appeal Board
CONTACT: Kim Moses, public information officer, at (410) 632-1194

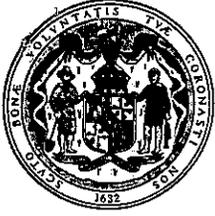
Opportunities available to serve on Worcester County Property Tax Assessment Appeal Board

The County Commissioners are seeking residents to fill current and upcoming openings on the Worcester County Property Tax Assessment Appeal Board (PTAAB).

PTAAB members decide on appeals concerning real property values and assessments, personal property valued by the supervisors, credits for various individuals and groups as established by state law, value of agricultural easements, and rejection of applications for property tax exemptions. Each member is compensated at a rate of \$15 per hour, for a maximum reimbursement of \$90 per day, plus travel expenses.

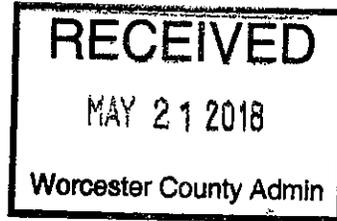
PTAAB members are nominated by the County Commissioners and appointed by Governor Larry Hogan to serve five-year terms. Those involved in real estate sales or appraisals are not eligible to serve on the PTAAB.

To apply, please contact the County Commissioners at admin@co.worcester.md.us to submit a letter of interest, along with a resume outlining any pertinent experience, and to fill out an appointment form. Inquiries may also be sent to the County Commissioners at One W. Market Street, Room 1103, Snow Hill, Maryland 21863.



STATE OF MARYLAND
Property Tax Assessment Appeals Board for Worcester County

May 16, 2018



Office of the Commissioners
Worcester County Maryland
Attn: Ms. Diana Purnell, President
Government Center
One West Market Street, Room 1103
Snow Hill, Maryland 21863

Reference: Worcester County Property Tax Assessment Appeals Board (PTAAB) Member,
Gary M. Flater

Dear President Purnell,

This letter is in reference to a telephone conversation I had with Mr. Flater on May 15, 2018. Mr. Flater contacted me to properly inform me of his desire to end his service with the PTAAB at the completion of his appointed term.

During our telephone conversation I reviewed the attached document (photocopy of letter dated June 3, 2014) which indicates his appointment to be "for the remainder of a term of five years from June 2, 2013." For this reason, Mr. Flater is looking forward to the end of his term on June 2, 2018.

Consequently, as of June 2, 2018 the Worcester County PTAAB will no longer have an alternate member. Therefore, I thank you in advance for your prompt attention to this matter.

Sincerely,

Lori Ann Bounds,
Clerk to the Board

Attachment

Md. TAX-PROPERTY Code Ann. § 3-103

Annotated Code of Maryland
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*** Current through JR 2 and Ch. 2 of the 2012 General Assembly ***

TAX - PROPERTY

TITLE 3. PROPERTY TAX ASSESSMENT APPEAL BOARDS AND THE ADMINISTRATOR OF PROPERTY TAX ASSESSMENT APPEAL BOARDS

Md. TAX-PROPERTY Code Ann. § 3-103 (2012)

§ 3-103. Membership

(a) Composition; appointment of members. --

(1) (i) Except as provided in subparagraph (ii) of this paragraph, each board consists of 3 regular members and 1 alternate member.

(ii) In Anne Arundel County, Baltimore City, Baltimore County, Montgomery County, and Prince George's County, each board consists of 3 regular members and 3 alternate members.

(2) The Governor shall appoint the members from a list of names submitted as follows:

(i) for Baltimore City, by the Mayor of Baltimore City; or

(ii) for a county other than Baltimore City, by:

1. the county commissioners or the county council of the county; or

2. if the county charter provides for a county executive, by the county executive with the approval of the county council.

(3) The number of names on each list shall be 3 times the number of vacancies.

(4) Each list shall be submitted at least 3 months before the end of a term.

(b) Oath. -- Before taking office, each appointee to the board shall take the oath required by Article I, § 9 of the Maryland Constitution.

(c) Tenure; vacancies. --

(1) The term of a member is 5 years. The term ends on June 1 of the appropriate year.

(2) The terms of members are staggered as required by the terms provided for members of the board on July 1, 1985.

(3) At the end of a term, a member continues to serve until a successor is appointed and qualifies.

(4) A member who is appointed after a term has begun serves only for the rest of the term and until a successor is appointed and qualifies.

(5) An alternate member fills a vacancy of a regular member until the vacancy is permanently filled. However, if an alternate member is appointed by the Governor as the regular member, the Governor shall appoint a new alternate member.

(6) The board chairman or the Administrator may ask an alternate member to serve on the board during the temporary absence of a regular member. However, an alternate may not serve on the board when the 3 regular members are present.

(d) Removal. --

(1) The Governor may remove a member only for incompetence, malfeasance, conduct unbecoming a board member, or inability or failure to perform the duties of the office on a regular basis.

(2) After giving a member notice and an opportunity for a hearing, the Mayor of Baltimore City, the county commissioners or the county council of the county, or if the county charter provides for a county executive, the county executive with the approval of the county council, may recommend the removal of the member by the Governor for the grounds listed in paragraph (1) of this subsection.

HISTORY: An. Code 1957, art. 81, § 248; 1985, ch. 8, § 2; 2011, ch. 10.

OFFICE OF THE GOVERNOR
REQUEST FOR APPOINTMENT CONSIDERATION
BIOGRAPHICAL INFORMATION FORM

PROPERTY TAX ASSESSMENT APPEAL BOARD FOR _____ COUNTY										
Application for:		<input type="checkbox"/> New Appointment			<input type="checkbox"/> Reappointment					
Name:										
Date of Birth:					<input type="checkbox"/> US Citizen		<input type="checkbox"/> Registered Voter		MD resident since _____	
Race:		Gender:		(Ethnic/gender data is solely to assure diversity in representation)						
Home Address:										
City:					State:				Zip:	
Resident County:										
MD Legislative District:						MD Congressional District:			Council or Commission District:	
Occupation:										
Employer:										
Work Address:										
City:					State:				Zip:	
Phones:		(Office):						(Home):		
		(Cell):						(Fax):		
Email Address:										
Sponsoring Organization (If Any):										
Have you ever been a party (plaintiff or petitioner/defendant or respondent) to any civil, criminal, juvenile or administrative proceeding?										
<input type="checkbox"/> No		<input type="checkbox"/> Yes (Specify):								
Are you currently employed in the real estate sales or appraisal industry?							<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Are you currently employed by State or local government:							<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
If so, please specify position:										
Do you hold a Maryland license to practice a profession or trade?							<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
If yes, specify License:										
Have you ever had a license to practice a profession or trade, whether held in Maryland or another state, revoked or suspended?										
<input type="checkbox"/> No		<input type="checkbox"/> Yes (Specify):								
Are you a member, officer or director of any organization?							<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Specify Organization or Activity:										

If so, are you engaged in any lobbying activities for that organization?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Are you a paid lobbyist for any organization?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
If so, please specify the organization:				
Do you hold, or have you held in the past, an elected or appointed office within Federal, State or local government, or a political party?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Specify Office:				
Specify Dates:				
Have you filed all Federal and State tax returns that are now due or overdue and are all payments thereupon up to date?				
<input type="checkbox"/> Yes	<input type="checkbox"/> No (Explain):			
Have Federal, State or local authorities ever instituted a lien or other collection procedures against you?				
<input type="checkbox"/> No	<input type="checkbox"/> Yes (Explain):			
List the names, business addresses, and business telephone numbers of at least 2 individuals who are familiar with your professional qualifications and who have known you for more than the last five years:				
1.				
2.				
Please attach a resume that includes information concerning your academic background, work experience and professional, political and civic organization affiliations.				
<u>ORGANIZATIONAL AFFILIATIONS:</u>				
I certify that, to the best of my knowledge and belief, all the information contained in and attached to this questionnaire is true, correct and complete. I understand and agree that I am required to notify the Office of the Governor in writing if any of the information contained in or attached to this questionnaire changes.				
Signature of applicant: _____			Date: _____	
Completed forms may be returned to: Governor's Appointments Office, State House, Annapolis, Maryland 21401-1991 Phone: (410) 974-2611 Fax: (410) 974-2456 Email: appointments@gov.state.md.us				
<i>Internal Use Only</i>				
CR:	GS:	TQ:		

SOCIAL SERVICES BOARD

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

Appointed by: County Commissioners

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

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

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

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

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

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

Current Members:

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

* = Appointed to fill an unexpired term

SOCIAL SERVICES BOARD
(Continued)

Prior Members: (Since 1972)

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

* = Appointed to fill an unexpired term

Updated: January 16, 2018
Printed: January 17, 2018

TOURISM ADVISORY COMMITTEE

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

Appointed by: County Commissioners

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

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

Compensation: \$50 per meeting expense allowance

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

Special Provisions: One member nominated by each County Commissioner

Staff Contact: Tourism Department - Lisa Challenger (410-632-3110)

Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)²</u>
Teresa Travatello	D-5, Boggs	Ocean Pines	09-13, 13-17
Gregory Purnell	D-2, Purnell	Berlin	14-18
Barbara Tull	D-1, Lockfaw	Pocomoke	03-11-15, 15-19
Molly Hilligoss	D-4, Elder	Snow Hill	*15, 15-19
Isabel Morris	D-6, Bunting	Bishopville	11-15, 15-19
Elena Ake	D-3, Church	West Ocean City	*16, 16-20
Lauren Taylor	D-7, Mitrecic	Ocean City	13-17, 17-21

*Resigned /
Replace*

Prior Members: Since 1972

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

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

**WATER AND SEWER ADVISORY COUNCIL
OCEAN PINES SERVICE AREA**

Reference: County Commissioners' Resolution of November 19, 1993

Appointed by: County Commissioners

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

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

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

Meetings: Monthly

Special Provisions: Must be residents of Ocean Pines Service Area

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

Current Members:

<u>Name</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Michael Reilly	Ocean Pines	*14-17 ← Resigned/Replace
James Spicknall	Ocean Pines	07-10-14, 14-18
Bob Poremski	Ocean Pines	*17-19
Frederick Stiehl	Ocean Pines	*06-08-12-16, 16-20
Gregory R. Sauter, P.E.	Ocean Pines	17-21

Prior Members: (Since 1993)

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

* = Appointed to fill an unexpired term

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

Reference: County Commissioners' Resolution of November 19, 1993

Appointed by: County Commissioners

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

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

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

Meetings: Monthly

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

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

Current Members:

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

Prior Members: (Since 1993)

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

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

Kelly Shannahan

From: John Tustin
Sent: Wednesday, May 23, 2018 3:14 PM
To: Kelly Shannahan
Subject: FW: West Ocean City Advisory Board Meeting

John H.Tustin P.E.
Director, Worcester County DPW
6113 Timmons Road
Snow Hill , Md 21863
Office 410-632-5623
Fax 410-632-1753

From: John Ross
Sent: Wednesday, May 23, 2018 3:13 PM
To: John Tustin
Subject: FW: West Ocean City Advisory Board Meeting

I guess this is a vacancy on the West OC board.

John S. Ross, P.E. Deputy Director of Public Works
1000 Shore Lane
Ocean Pines, MD 21811
(410)641-5251 X-2412
(410)641-5185 (fax)
(443-783-0032 (cell)

From: Peggy L. Ellerman
Sent: Wednesday, May 23, 2018 3:02 PM
To: John Ross
Subject: FW: West Ocean City Advisory Board Meeting

From: Andrew Del Corro [mailto:andrewdelcorro@yahoo.com]
Sent: Wednesday, May 23, 2018 2:56 PM
To: Peggy L. Ellerman <pellerman@co.worcester.md.us>
Subject: Re: West Ocean City Advisory Board Meeting



Peggy,

I don't think I'm eligible to be on the board. I sold my primary residence in West OC. The settlement was finalized yesterday.

Thanks
Andrew

Sent from my iPhone

COMMISSION FOR WOMEN

Reference: Public Local Law CG 6-101

Appointed by: County Commissioners

Function: Advisory

Number/Term: 11/3-year terms; Terms Expire December 31

Compensation: None

Meetings: At least monthly (3rd Tuesday at 5:30 PM - alternating between Berlin and Snow Hill)

Special Provisions: 7 district members, one from each Commissioner District
 4 At-large members, nominations from women's organizations & citizens
 4 Ex-Officio members, one each from the following departments: Social Services, Health & Mental Hygiene, Board of Education, Public Safety
 No member shall serve more than six consecutive years

Contact: Michelle Bankert and Liz Mumford, Co-Chair
 Worcester County Commission for Women - P.O. Box 1712, Berlin, MD 21811

Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Alice Jean Ennis	At-Large	Pocomoke	14-17
Teola Brittingham	D-2, Purnell	Berlin	*16-18
Michelle Bankert	D-3, Church	West Ocean City	*14-15, 15-18
Bess Cropper	D-6, Bunting	Berlin	15-18
Nancy Fortney	D-7, Mitrecic	Ocean City	12-15, 15-18
Lauren Mathias Williams	At-Large	Berlin	*16-18
Hope Carmean	D-4, Elder	Snow Hill	*15-16, 16-19
Mary E. (Liz) Mumford	At-Large	Ocean City	*16, 16-19
Julie Phillips	Board of Education		13-16, 16-19
Shannon Chapman	Dept of Social Services		*17-19
Tamara White	D-1, Lockfaw	Pocomoke City	17-20
Vanessa Alban	D-5, Bertino	Ocean Pines	17-20
Terri Shockley	At-Large	Snow Hill	17-20
Kelly O'Keane	Health Department		17-20
Cristi Graham	Public Safety - Sheriff's Office		17-20

Prior Members: Since 1995

Ellen Pilchard ^c (95-97)	Carole P. Voss (98-00)	Gloria Bassich (98-03)
Helen Henson ^c (95-97)	Martha Bennett (97-00)	Carolyn Porter (01-04)
Barbara Beaubien ^c (95-97)	Patricia Ilczuk-Lavanceau (98-99)	Martha Pusey (97-03)
Sandy Wilkinson ^c (95-97)	Lil Wilkinson (00-01)	Teole Brittingham (97-04)
Helen Fisher ^c (95-98)	Diana Purnell ^c (95-01)	Catherine W. Stevens (02-04)
Bernard Bond ^c (95-98)	Colleen McGuire (99-01)	Hattie Beckwith (00-04)
Jo Campbell ^c (95-98)	Wendy Boggs McGill (00-02)	Mary Ann Bennett (98-04)
Karen Holck ^c (95-98)	Lynne Boyd (98-01)	Rita Vaeth (03-04)
Judy Boggs ^c (95-98)	Barbara Trader ^c (95-02)	Sharyn O'Hare (97-04)
Mary Elizabeth Fears ^c (95-98)	Heather Cook (01-02)	Patricia Layman (04-05)
Pamela McCabe ^c (95-98)	Vyoletus Ayres (98-03)	Mary M. Walker (03-05)
Teresa Hammerbacher ^c (95-98)	Terri Taylor (01-03)	Norma Polk Miles (03-05)
Bonnie Platter (98-00)	Christine Selzer (03)	Roseann Bridgman (03-06)
Marie Velong ^c (95-99)	Linda C. Busick (00-03)	Sharon Landis (03-06)

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

Prior Members: Since 1995 (continued)

Dr. Mary Dale Craig (02-06)
Dee Shorts (04-07)
Ellen Payne (01-07)
Mary Beth Quillen (05-08)
Marge SeBour (06-08)
Meg Gerety (04-07)
Linda Dearing (02-08)
Angela Hayes (08)
Susan Schwarten (04-08)
Marilyn James (06-08)
Merilee Horvat (06-09)
Jody Falter (06-09)
Kathy Muncy (08-09)
Germaine Smith Garner (03-09)
Nancy Howard (09-10)
Barbara Witherow (07-10)
Doris Moxley (04-10)
Evelyne Tyndall (07-10)
Sharone Grant (03-10)
Lorraine Fasciocco (07-10)
Kay Cardinale (08-10)
Rita Lawson (05-11)
Cindi McQuay (10-11)
Linda Skidmore (05-11)
Kutresa Lankford-Purnell (10-11)
Monna Van Ess (08-11)
Barbara Passwater (09-12)
Cassandra Rox (11-12)
Diane McGraw (08-12)
Dawn Jones (09-12)
Cheryl K. Jacobs (11)
Doris Moxley (10-13)
Kutresa Lankford-Purnell (10-12)
Terry Edwards (10-13)
Dr. Donna Main (10-13)
Beverly Thomas (10-13)
Caroline Bloxom (14)
Tracy Tilghman (11-14)
Joan Gentile (12-14)
Carolyn Dorman (13-16)
Arlene Page (12-15)
Shirley Dale (12-16)
Dawn Cordrey Hodge (13-16)
Carol Rose (14-16)
Mary Beth Quillen (13-16)
Debbie Farlow (13-17)
Corporal Lisa Maurer (13-17)
Laura McDermott (11-16)
Charlotte Cathell (09-17)
Eloise Henry-Gordy (08-17)



32000 CAMPUS DR
SALISBURY MD 21804
PHONE: 410-334-2800
worwic.edu

RECEIVED
MAY 21 2018
Worcester County Admin

19

FYI

MEMORANDUM

DATE: May 15, 2018
TO: Mr. Bob Culver, Wicomico County Executive
Mr. Harold Higgins, Worcester County Chief Administrative Officer
FROM: Dr. Ray Hoy
President
RE: Local Advisory Council

After many years of maintaining a Local Advisory Council (LAC) for Career and Technical Education for the three Lower Shore counties at Wor-Wic Community College, the Maryland State Department of Education has determined that a new, far more expanded Council is needed. This new Council will be under the umbrella of the local public schools instead of the college and will include representatives from all three counties from each industry in which the secondary school career and technical education programs offer training.

I advised the members of the LAC, at our most recent meeting, that the existing Council framework would no longer be employed and thanked them for their service. I am informing you since the Wicomico County Executive and Worcester County Commissioners have been making appointments to the Local Advisory Council for decades. Obviously, we will not need any more appointments to the LAC.

The list of current LAC members is attached for your information.

Thank you for your support.

BOARD OF TRUSTEES

Russell W. Blake

Andrew W. Booth

Kimberly C. Gillis

Morgan Hazel

William H. Kerbin

Martin T. Neat

Lorraine Purnell-Ayres

PRESIDENT

Dr. Murray K. Hoy

WOR-WIC LOCAL ADVISORY COUNCIL

Reference: Wor-Wic Local Advisory Council Responsibilities Guidelines

Appointed by: County Commissioners

Function: Advisory to Wor Wic Community College
 - Review and comment on plans; attend budget hearings; identify Wor Wic graduates who have achieved success in their field, serve as resource

Number/Term: 5/3 years, with automatic reappointment for 2nd 3-year term (since 2008)
 Terms Expire June 30

Compensation:

Meetings: As Needed

Special Provisions: 5 members from Wicomico County
 5 members from Worcester County

Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Kelly Beck	Com. Boggs	Ocean Pines	12-15, 15-18
Willie Jackson	Com. Lockfaw	Pocomoke	*11-13-16, 16-19
Jay Knerr	Com. Gulyas	Berlin	13-16, 16-19
Frank Giampa	Com. Elder	Berlin	17-20
William Cooper	Com. Bunting	Bishopville	17-20
Caroline Bloxom	(ex-officio - Worcester County Board of Education)		
Merry Mears	(ex-officio - Worcester County Economic Development)		

Prior Members:

Nathan Pearson	Ernestine Bailey (99-00)	Mary Knight (07-13)
Andrea Ulrich	Kim Payne (98-00)	Christina Welch (11-17)
Russell Blake	Helen Hammerman (97-00)	Arlene Page (11-17)
Klein Leister	Alfred Harrison (98-01)	
John Staley	Melvin Stein (00-03)	
Steve Habeger	Mary Knight (01-04)	
Donna Clark	Dr. Arnold L. Torres (00-04)	
Kenny Baker	Barbara Derrickson (00-05)	
Leroy Hall	Jeffry Chapman (02-05)	
	Mary Ann Moore (03-06)	
Rosalie Smith (93-96)	Michael Dean (04-07)	
Patrick Henry (93-96)	Paul Kahn (04-07)	
Jerry Richards (94-97)	Barbara Beaubien (06-08)	
Louise Gulyas (95-98)	Jennifer Lynn JL Cropper (05-11)	
Amanda Schummer (95-98)	Bill Bruning (99-02, 05-11)	
Diana Purnell (96-99)	Jerry Barbierrri (07-11)	
Christine Rayne (96-99)	Lawrence Downs (08-12)	

* = Appointed to fill an unexpired term

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Notice of Public Hearing
Worcester County Water and Wastewater Enterprise Fund
FY 2018/2019 Requested Budgets and Assessments

The Worcester County Commissioners will conduct a public hearing on the proposed operating budgets, assessments, user charges and other charges for each of the 11 sanitary service areas operated by the Worcester County Department of Public Works, Water & Wastewater Division on:

Tuesday, June 5, 2018 at 10:40 a.m.

in the County Commissioners' Meeting Room
Room 1101 Government Center, One West Market Street
Snow Hill, Maryland 21863

The 11 sanitary service areas and proposed changes to the users fees to cover projected expenses are as follows:

Assateague Pointe - increase from \$80 to \$85 per park trailer per quarter water and sewer flat charge; increase from \$127.50 to \$135.50 per equivalent dwelling unit (EDU) per quarter domestic sewer flat charge; new grinder pump flat surcharge of \$10 per lot.

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

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

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

Lighthouse Sound - no proposed changes

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

Newark - no proposed changes.

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

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

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

West Ocean City - no proposed changes.

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

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

|a

Worcester County

Water & Wastewater



Ratepayer's Guide to the

FY 2018/19 Requested

Operating Budgets

Board of County Commissioners of Worcester County

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

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

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

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

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

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

The use of consistent budgeting methods combined with the required use of generally accepted accounting principles provides the County with accrual basis data to measure the financial strength of the fund. In addition, the use of consistent accounting and budgeting provides comparable data to evaluate the performance of the fund from year to year.

Water & Wastewater Services

The County currently provides water and/or sewer service to approximately 14,750 customers in 11 different service areas. The department currently operates 8 wastewater treatment facilities, 55 wastewater pumping stations, and 18 water supply wells which pumped over 565 million gallons of water during 2017. User charges cover the operation and maintenance of these facilities. In addition, user charges are also used to pay for the administrative and technical support functions provided by the Treasurer's Office and the Department of Public Works respectively. The Treasurer's Office mails and collects over 59,000 bills annually. The Department of Public Works provides construction management and engineering support to the department.

Other Charges

In addition to the usage charge already mentioned, an equivalent dwelling unit (EDU) charge is collected in five of the County Service Areas or sub-areas including Newark, Mystic Harbour, Ocean Pines, Oyster Harbor, and Snug Harbor. An EDU is a measurement which is approximately the same amount of water and sewer flow as an average single family residence. The purpose of EDU assessments in the service area or sub-area is to collect funds to pay any debt related to the acquisition or construction of sanitary facilities.

Where Can Information Be Obtained on the FY 2018/19 Budget?

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

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

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

WORCESTER COUNTY
Water & Wastewater Services
Enterprise Funds

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

Proposed Quarterly Rates

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

	2017/18 Budget	2018/19 Request	
Domestic:			
Metered Water & Sewer			
Base Fee	\$154.00	\$170.00	Flat Charge
Usage Range (Gallons)			
0 - 10,000	\$1.60	\$1.60	Per Thousand
10,001 - 25,000	\$3.50	\$3.50	Per Thousand
25,001 - 35,000	\$6.00	\$6.00	Per Thousand
35,001 - 45,000	\$9.00	\$9.00	Per Thousand
over 45,000	\$15.00	\$15.00	Per Thousand
Nonmetered Sewer			
Sewer Only	\$146.00	\$158.00	Flat Charge
Nonmetered Water & Sewer			
White Horse Park	\$122.00	\$134.00	Flat Charge

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

	2017/18 Budget	2018/19 Request
<u>Commercial:</u>		
Metered Water & Sewer		
Tiered Base Fee Range (EDU's) and Usage Range (Gallons)		
1 EDU	\$180.00	\$198.00 Flat Charge
0 - 10,000 Gallons	\$4.00	\$4.00 Per Thousand
10,001 - 27,000 Gallons	\$6.00	\$6.00 Per Thousand
over 27,000 Gallons	\$10.00	\$10.00 Per Thousand
2 EDU's	\$250.00	\$275.00 Flat Charge
0 - 10,000 Gallons	\$4.00	\$4.00 Per Thousand
10,001 - 54,000 Gallons	\$6.00	\$6.00 Per Thousand
over 54,000 Gallons	\$10.00	\$10.00 Per Thousand
3-13 EDU's	\$500.00	\$550.00 Flat Charge
0 - 10,000 Gallons	\$4.00	\$4.00 Per Thousand
10,001 - 351,000 Gallons	\$6.00	\$6.00 Per Thousand
over 351,000 Gallons	\$10.00	\$10.00 Per Thousand
14-24 EDU's	\$750.00	\$825.00 Flat Charge
0 - 10,000 Gallons	\$4.00	\$4.00 Per Thousand
10,001 - 648,000 Gallons	\$6.00	\$6.00 Per Thousand
over 648,000 Gallons	\$10.00	\$10.00 Per Thousand
25-39 EDU's	\$1,000.00	\$1,100.00 Flat Charge
0 - 10,000 Gallons	\$4.00	\$4.00 Per Thousand
10,001 - 1,053,000 Gallons	\$6.00	\$6.00 Per Thousand
over 1,053,000 Gallons	\$10.00	\$10.00 Per Thousand
40+ EDU's	\$1,500.00	\$1,650.00 Flat Charge
0 - 10,000 Gallons	\$4.00	\$4.00 Per Thousand
10,001 - 1,250,000 Gallons	\$6.00	\$6.00 Per Thousand
over 1,250,000 Gallons	\$10.00	\$10.00 Per Thousand
 <u>EDU:</u>		
Standard EDU	\$47.00	\$37.00 Per Quarter
Supplemental EDU (14 Bond)	\$13.00	\$13.00 Per Quarter

WORCESTER COUNTY
Water & Wastewater Services
Enterprise Funds

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

Proposed Quarterly rates

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

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

WORCESTER COUNTY
Water & Wastewater Services
Enterprise Funds

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

Proposed Quarterly rates

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

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

WORCESTER COUNTY
Water & Wastewater Services
Enterprise Funds

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

Proposed Quarterly Rates

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

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

WORCESTER COUNTY
Water & Wastewater Services
Enterprise Funds

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

Proposed Quarterly Rates

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

	2017/18 Budget	2018/19 Request	
Domestic:			
Metered Water & Sewer			
Base Fee	\$215.00	\$230.00	Flat Charge
Usage Range (Gallons)			
0 - 10,000	\$1.60	\$1.60	Per Thousand
10,001 - 25,000	\$3.50	\$3.50	Per Thousand
25,001 - 35,000	\$6.00	\$6.00	Per Thousand
35,001 - 45,000	\$9.00	\$9.00	Per Thousand
over 45,000	\$15.00	\$15.00	Per Thousand
Accessibility	\$210.00	\$220.00	Flat Charge per EDU

WORCESTER COUNTY
Water & Wastewater Services
Enterprise Funds

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

Proposed Quarterly Rates

No proposed changes to quarterly rate

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

WORCESTER COUNTY
Water & Wastewater Services
Enterprise Funds

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

Proposed Quarterly Rates

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

	2017/18 Budget	2018/19 Request	
Domestic:			
Metered Water & Sewer			
Base Fee	\$163.00	\$168.00	Flat Charge
Usage Range (Gallons)			
0 - 10,000	\$1.60	\$1.60	Per Thousand
10,001 - 25,000	\$3.50	\$3.50	Per Thousand
25,001 - 35,000	\$6.00	\$6.00	Per Thousand
35,001 - 45,000	\$9.00	\$9.00	Per Thousand
over 45,000	\$15.00	\$15.00	Per Thousand
*water only service (metered) shall be billed at 25% of the above proposed rates.			
Nonmetered Sewer	\$164.25	\$168.00	Flat Charge

WORCESTER COUNTY Water & Wastewater Services Enterprise Funds

	2017/18 Budget	2018/19 Request
<u>Commercial:</u>		
Metered Water & Sewer		
Tiered Base Fee Range (EDU's) and Usage Range (Gallons)		
1 EDU	\$180.00	\$198.00 Flat Charge
0 - 10,000 Gallons	\$4.00	\$4.00 Per Thousand
10,001 - 27,000 Gallons	\$6.00	\$6.00 Per Thousand
over 27,000 Gallons	\$10.00	\$10.00 Per Thousand
2 EDU's	\$250.00	\$275.00 Flat Charge
0 - 10,000 Gallons	\$4.00	\$4.00 Per Thousand
10,001 - 54,000 Gallons	\$6.00	\$6.00 Per Thousand
over 54,000 Gallons	\$10.00	\$10.00 Per Thousand
3-13 EDU's	\$500.00	\$550.00 Flat Charge
0 - 10,000 Gallons	\$4.00	\$4.00 Per Thousand
10,001 - 351,000 Gallons	\$6.00	\$6.00 Per Thousand
over 351,000 Gallons	\$10.00	\$10.00 Per Thousand
14-24 EDU's	\$750.00	\$825.00 Flat Charge
0 - 10,000 Gallons	\$4.00	\$4.00 Per Thousand
10,001 - 648,000 Gallons	\$6.00	\$6.00 Per Thousand
over 648,000 Gallons	\$10.00	\$10.00 Per Thousand
25-39 EDU's	\$1,000.00	\$1,100.00 Flat Charge
0 - 10,000 Gallons	\$4.00	\$4.00 Per Thousand
10,001 - 1,053,000 Gallons	\$6.00	\$6.00 Per Thousand
over 1,053,000 Gallons	\$10.00	\$10.00 Per Thousand
40+ EDU's	\$1,500.00	\$1,650.00 Flat Charge
0 - 10,000 Gallons	\$4.00	\$4.00 Per Thousand
10,001 - 1,250,000 Gallons	\$6.00	\$6.00 Per Thousand
over 1,250,000 Gallons	\$10.00	\$10.00 Per Thousand
<u>Domestic/Commercial Water & Sewer:</u>	\$150.00	\$150.00 Accessibility charge per EDU
<u>EDU:</u>	\$54.00	\$66.00 Quarterly

WORCESTER COUNTY
Water & Wastewater Services
Enterprise Funds

Oyster Harbor

Proposed Quarterly Rates

No proposed changes to quarterly rate

	2017/18 Budget	2018/19 Request	
EDU charge	\$54.00	\$54.00	Per EDU per quarter

Sub-area of Mystic Harbour service area

Payments for water service will be made to Mystic Harbour service area

Sunset Village

Proposed Quarterly Rates

Proposed increase in nonmetered water only flat charge from \$43.75 to \$47.50

	2017/18 Budget	2018/19 Request	
Water only	\$43.75	\$47.50	Per EDU - bulk billed to SSV HOA

Sub-area of Mystic Harbour service area

Payments for water service will be made to Mystic Harbour service area

Snug Harbor

Proposed Quarterly Rates

No proposed changes to quarterly rate

	2017/18 Budget	2018/19 Request	
EDU charge	\$162.50	\$162.50	Per EDU per quarter

Sub-area of Assateague Point service area

WORCESTER COUNTY
Water & Wastewater Services
Enterprise Funds

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

Proposed Quarterly Rates

No proposed changes to quarterly rate

	2017/18 Budget	2018/19 Request	
<u>Domestic:</u>			
Metered Water & Sewer			
Base Fee	\$216.00	\$216.00	Flat Charge
Usage Range (Gallons)			
over 3,000	\$7.00	\$7.00	Per Thousand
<u>Commercial:</u>			
Metered Water & Sewer			
Base Fee	\$266.00	\$266.00	Flat Charge
Usage Range (Gallons)			
over 3,000	\$14.00	\$14.00	Per Thousand
<u>EDU:</u>	\$27.00	\$27.00	Quarterly

WORCESTER COUNTY
Water & Wastewater Services
Enterprise Funds

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

Proposed Quarterly Rates

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

	2017/18 Budget	2018/19 Request	
Domestic:			
Metered Water & Sewer			
Base Fee	\$180.00	\$180.00	Flat Charge
Usage Range (Gallons)			
0 - 10,000	\$1.60	\$1.60	Per Thousand
10,001 - 25,000	\$3.50	\$3.50	Per Thousand
25,001 - 35,000	\$6.00	\$6.00	Per Thousand
35,001 - 45,000	\$9.00	\$9.00	Per Thousand
over 45,000	\$15.00	\$15.00	Per Thousand

WORCESTER COUNTY
Water & Wastewater Services
Enterprise Funds

	2017/18 Budget	2018/19 Request
<u>Commercial:</u>		
Metered Water & Sewer		
Tiered Base Fee Range (EDU's) and Usage Range (Gallons)		
1 EDU	\$180.00	\$198.00 Flat Charge
0 - 10,000 Gallons	\$4.00	\$4.00 Per Thousand
10,001 - 27,000 Gallons	\$6.00	\$6.00 Per Thousand
over 27,000 Gallons	\$10.00	\$10.00 Per Thousand
2 EDU's	\$250.00	\$275.00 Flat Charge
0 - 10,000 Gallons	\$4.00	\$4.00 Per Thousand
10,001 - 54,000 Gallons	\$6.00	\$6.00 Per Thousand
over 54,000 Gallons	\$10.00	\$10.00 Per Thousand
3-13 EDU's	\$500.00	\$550.00 Flat Charge
0 - 10,000 Gallons	\$4.00	\$4.00 Per Thousand
10,001 - 351,000 Gallons	\$6.00	\$6.00 Per Thousand
over 351,000 Gallons	\$10.00	\$10.00 Per Thousand
14-24 EDU's	\$750.00	\$825.00 Flat Charge
0 - 10,000 Gallons	\$4.00	\$4.00 Per Thousand
10,001 - 648,000 Gallons	\$6.00	\$6.00 Per Thousand
over 648,000 Gallons	\$10.00	\$10.00 Per Thousand
25-39 EDU's	\$1,000.00	\$1,100.00 Flat Charge
0 - 10,000 Gallons	\$4.00	\$4.00 Per Thousand
10,001 - 1,053,000 Gallons	\$6.00	\$6.00 Per Thousand
over 1,053,000 Gallons	\$10.00	\$10.00 Per Thousand
40+ EDU's	\$1,500.00	\$1,650.00 Flat Charge
0 - 10,000 Gallons	\$4.00	\$4.00 Per Thousand
10,001 - 1,250,000 Gallons	\$6.00	\$6.00 Per Thousand
over 1,250,000 Gallons	\$10.00	\$10.00 Per Thousand
<u>Domestic/Commercial:</u>	\$140.00	\$140.00 Accessibility charge per EDU

WORCESTER COUNTY
Water & Wastewater Services
Enterprise Funds

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

Proposed Quarterly rates

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

	2017/18 Budget	2018/19 Request
Domestic:		
Nonmetered Sewer	\$150.00	\$150.00 Flat charge
Metered Water		
Base Fee	\$48.13	\$53.13 Flat Charge
Usage Range (Gallons)		
0 - 10,000	\$0.50	\$0.50 Per Thousand
10,001 - 25,000	\$1.09	\$1.09 Per Thousand
25,001 - 35,000	\$1.88	\$1.88 Per Thousand
35,001 - 45,000	\$2.81	\$2.81 Per Thousand
over 45,000	\$4.69	\$4.69 Per Thousand

WORCESTER COUNTY
Water & Wastewater Services
Enterprise Funds

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

Proposed Quarterly Rates

No proposed changes to quarterly rate

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

OCEAN PINES WATER AND WASTEWATER ADVISORY BOARD

1000 Shore Lane
Ocean Pines, Maryland 21811

March 27, 2018

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

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

Dear Commissioner Purnell:

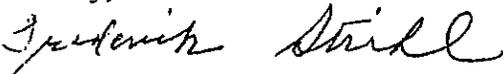
The Ocean Pines Water and Wastewater Advisory Board has been working with the County Staff, primarily John Tustin and John Ross of Public Works and Jessica Wilson of the Treasurer's Office, to develop an operating budget for FY 18/19. In developing this budget, there are several issues that we have addressed,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

- The budget includes no additional staffing requests
- We are continuing to fund replacement of homeowner holding tanks throughout Ocean Pines as we recognize how beneficial this program has been to the overall system operation
- We are developing a long-term vision for major system maintenance and repair as we see the system age and we are proposing to look at the operating budget over a multi-year window to better plan for expenses and maintain a reserve fund for unexpected expenses. Without a reserve, the Department is unable to cushion the adverse impact of such expenses to the ratepayers resulting in potentially large rate swings from year to year
- We are continuing to exceed the effluent requirements of our wastewater treatment plant permit to maintain the waiver of the Bay Restoration Fee

As a result of our meetings with the County Staff and review of the proposed budget, the Board recognizes the continuing escalation of operating expenses. In an effort to cover the rising expenses, the board is recommending an increase of \$16.00 in the quarterly base residential charge and an equivalent increase in the commercial rate. This increase will be partially offset by a \$10.00 reduction in the EDU charge because of the payoff of a 2007 Bond resulting in a \$6.00 net increase. In our opinion, it is important that programs are adequately funded.

We continue to be pleased with the general operation of the system and would like to commend all operating personnel for their efforts. We recommend approval of the FY 18/19 budget as proposed.

Sincerely;


Frederick Stiehl, Chairman

Ocean Pines Water and Wastewater Advisory Board

JR/jr

Budget Worksheet Report

Budget Year 2019

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

Budget Worksheet Report

Budget Year 2019

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

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Budget Worksheet Report

Budget Year 2019

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

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Budget Worksheet Report

Budget Year 2019

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

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Budget Worksheet Report

Budget Year 2019

Account	Account Description	2019 Committee Review	2018 Adopted Budget	\$ Variance	% Variance	2018 Actual YTD Dec 2017	2017 Actual Amount	2016 Actual Amount
Fund 520 - Assateague Point								
	EXPENSE							
	<i>Supplies & Materials</i>							
6200.010	Other Supplies & Materials Lab Testing	4,500.00	3,000.00	1,500.00	50	2,140.48	3,551.96	3,006.39
6200.030	Other Supplies & Materials Testing Supplies	1,000.00	500.00	500.00	100	484.65	289.86	377.39
	<i>Supplies & Materials Totals</i>	\$31,992.00	\$29,909.00	\$2,083.00	7%	\$3,513.56	\$18,789.71	\$20,597.49
	<i>Maintenance & Services</i>							
6500.010	Systems Maintenance Collection System Maintenance	10,000.00	10,000.00	.00		454.95	18,005.59	3,350.57
6500.012	Systems Maintenance Grinder Pump	30,000.00	20,000.00	10,000.00	50	18,488.24	24,758.24	10,233.79
6500.020	Systems Maintenance Water Plant/System Maint	4,000.00	4,000.00	.00		1,658.82	3,378.12	1,840.70
6500.030	Systems Maintenance Wastewater Treatment Plant Maint	15,000.00	15,000.00	.00		1,314.74	9,402.76	17,570.57
6500.040	Systems Maintenance WWW Paving	2,000.00	2,000.00	.00		1,421.96	2,101.24	5,796.22
6530.100	Consulting Services Professional Fees	10,960.00	880.00	10,080.00	1,145	.00	840.00	1,563.20
6540.090	Vehicle Operating Expenses Vehicle/Equip - Support Group	4,335.00	5,865.00	(1,530.00)	(26)	.00	4,476.17	9,037.80
6550.020	Building Site Expenses Buildings & Grounds Maintenance	750.00	750.00	.00		286.57	919.08	268.16
6550.060	Building Site Expenses Electricity	25,000.00	25,000.00	.00		10,489.29	23,069.10	23,580.58
6700.500	Other Maint. & Svcs Water & Wastewater Construction	3,667.00	2,150.00	1,517.00	71	.00	4,102.33	3,904.39
	<i>Maintenance & Services Totals</i>	\$105,712.00	\$85,645.00	\$20,067.00	23%	\$34,114.57	\$91,052.63	\$77,085.98
	<i>Other Charges</i>							
7000.060	Travel, Training & Expense Educational Training	357.00	357.00	.00		.00	387.62	272.15
7170.010	Benefits & Insurance Allowance for COLA	1,800.00	.00	1,800.00		.00	.00	.00
7170.100	Benefits & Insurance Property & Liability Insurance	5,500.00	5,000.00	500.00	10	.00	4,526.83	4,076.22
	<i>Other Charges Totals</i>	\$7,657.00	\$5,357.00	\$2,300.00	43%	\$0.00	\$4,914.45	\$4,298.37
	<i>Interfund Charges</i>							
8010.030	Interfund Treasurer's Support - Salary	8,059.00	7,780.00	279.00	4	1,970.55	8,094.21	7,941.70
8010.040	Interfund Treasurer's Support - Fringe	3,560.00	3,493.00	67.00	2	884.78	3,491.84	3,333.92
8010.050	Interfund Public Works & Admin - Benefits	5,434.00	5,656.00	(222.00)	(4)	1,229.18	4,868.18	4,773.86
8010.060	Interfund Public Works & Admin - Salaries	12,237.00	12,597.00	(360.00)	(3)	2,737.59	11,284.62	11,371.74
	<i>Interfund Charges Totals</i>	\$29,290.00	\$29,526.00	(\$236.00)	(1%)	\$6,822.10	\$27,738.85	\$27,421.22
	<i>Capital Equipment</i>							
9100.010	Depreciation Depreciation Expense	.00	.00	.00		.00	86,053.00	80,452.00
	<i>Capital Equipment Totals</i>	\$0.00	\$0.00	\$0.00	+++	\$0.00	\$86,053.00	\$80,452.00
	EXPENSE TOTALS	\$257,357.00	\$231,375.00	\$25,982.00	11%	\$82,421.14	\$304,503.68	\$279,159.39
	Fund 520 - Assateague Point Totals							

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Budget Worksheet Report

Budget Year 2019

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

Budget Worksheet Report

Budget Year 2019

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

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Budget Worksheet Report

Budget Year 2019

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

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Budget Worksheet Report

Budget Year 2019

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

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Budget Worksheet Report

Budget Year 2019

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

Budget Worksheet Report

Budget Year 2019

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

Budget Worksheet Report

Budget Year 2019

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

Budget Worksheet Report

Budget Year 2019

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

Budget Worksheet Report

Budget Year 2019

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

Budget Worksheet Report

Budget Year 2019

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

Budget Worksheet Report

Budget Year 2019

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

MYSTIC HARBOUR WATER AND WASTEWATER ADVISORY BOARD

1000 Shore Lane
Ocean Pines, Maryland 21811

March 16, 2018

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

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

Dear Commissioner Purnell:

The Mystic Harbour Water and Wastewater Advisory Board has been working with the County Staff, primarily John Tustin and John Ross of Public Works and Jessica Wilson of the Treasurer's Office, to develop an operating budget for FY 18/19.

The Board has continued monitoring expenditures incurred in the new Wastewater Treatment Plant and it is clear that this plant will be more expensive to operate than the old facility. In addition, the aging of other system components must be considered to keep the Service Area financially sound. The Board is recommending an increase in the base charge of \$5 per quarter on the domestic rate with corresponding adjustments to the quarterly charges for commercial customers. There will also be an increase in the EDU charge associated with the spray irrigation project.

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

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

We continue to be pleased with the general operation of the system and would like to commend all operating personnel for their efforts. We recommend approval of the FY18/19 budget as proposed.

Sincerely;



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

Budget Worksheet Report

Budget Year 2019

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

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Budget Worksheet Report

Budget Year 2019

Account	Account Description	2019 Committee Review	2018 Adopted Budget	\$ Variance	% Variance	2018 Actual YTD Dec 2017	2017 Actual Amount	2016 Actual Amount
Fund 545 - Mystic Harbour								
EXPENSE								
<i>Personnel Services</i>								
6010.900	Benefits OPEB contribution	16,590.00	15,990.00	600.00	4	.00	12,089.14	12,563.45
	<i>Personnel Services Totals</i>	\$445,196.00	\$432,142.00	\$13,054.00	3%	\$182,248.81	\$373,153.41	\$360,942.44
<i>Supplies & Materials</i>								
6100.010	Administrative Expense	11,555.00	8,535.00	3,020.00	35	1,090.09	12,385.22	8,518.82
6110.060	Supplies & Equipment Chemicals	180,000.00	150,000.00	30,000.00	20	99,966.15	178,998.33	167,788.44
6110.340	Supplies & Equipment Safety Program Equipment	2,850.00	2,850.00	.00		967.89	1,252.63	3,381.89
6110.390	Supplies & Equipment Small Equipment	9,500.00	5,000.00	4,500.00	90	645.52	17,451.91	2,672.79
6110.420	Supplies & Equipment Tools & Supplies	3,000.00	3,000.00	.00		2,457.32	4,887.28	1,388.35
6150.050	Uniforms & Personal Equipment Uniforms	1,995.00	2,025.00	(30.00)	(1)	.00	1,410.27	1,771.20
6200.010	Other Supplies & Materials Lab Testing	10,000.00	10,000.00	.00		3,840.35	6,227.86	7,923.58
6200.030	Other Supplies & Materials Testing Supplies	10,000.00	10,000.00	.00		2,924.25	7,199.63	7,642.25
	<i>Supplies & Materials Totals</i>	\$228,900.00	\$191,410.00	\$37,490.00	20%	\$111,891.57	\$229,813.13	\$201,087.32
<i>Maintenance & Services</i>								
6500.010	Systems Maintenance Collection System Maintenance	37,000.00	50,000.00	(13,000.00)	(26)	26,872.88	18,196.80	18,830.19
6500.020	Systems Maintenance Water Plant/System Maint	116,500.00	116,500.00	.00		67,892.16	91,820.06	86,835.81
6500.030	Systems Maintenance Wastewater Treatment Plant Maint	45,000.00	40,000.00	5,000.00	13	25,973.72	42,968.95	45,479.75
6500.040	Systems Maintenance WWW Paving	1,000.00	1,000.00	.00		733.54	755.21	1,160.07
6530.100	Consulting Services Professional Fees	2,520.00	2,310.00	210.00	9	.00	2,205.00	2,324.42
6540.090	Vehicle Operating Expenses Vehicle/Equip - Support Group	25,500.00	34,500.00	(9,000.00)	(26)	3,367.20	25,792.97	50,850.36
6550.020	Building Site Expenses Buildings & Grounds Maintenance	10,000.00	10,000.00	.00		4,387.65	13,132.39	12,114.69
6550.060	Building Site Expenses Electricity	180,000.00	160,000.00	20,000.00	13	70,900.81	179,707.64	191,631.71
6550.270	Building Site Expenses Telephone	6,000.00	6,000.00	.00		2,754.33	6,596.10	8,329.34
6700.100	Other Maint. & Svcs Payment to Sewer Utility	50,000.00	100,000.00	(50,000.00)	(50)	102,503.04	108,217.59	127,767.15
6700.400	Other Maint. & Svcs State Waste Water Sludge Fees	1,000.00	1,000.00	.00		.00	241.85	100.00
6700.500	Other Maint. & Svcs Water & Wastewater Construction	10,694.00	6,272.00	4,422.00	71	.00	7,388.97	15,429.15
6700.650	Other Maint. & Svcs Tipping Fees	4,000.00	4,000.00	.00		.00	3,195.20	33.60
	<i>Maintenance & Services Totals</i>	\$489,214.00	\$531,582.00	(\$42,368.00)	(8%)	\$305,385.33	\$500,218.73	\$562,886.24
<i>Other Charges</i>								
7000.060	Travel, Training & Expense Educational Training	2,100.00	2,100.00	.00		.00	2,282.78	1,532.57
7170.010	Benefits & Insurance Allowance for COLA	10,000.00	.00	10,000.00		.00	.00	.00

Budget Worksheet Report

Budget Year 2019

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

Budget Worksheet Report

Budget Year 2019

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

Budget Worksheet Report

Budget Year 2019

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

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Budget Worksheet Report

Budget Year 2019

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

Budget Worksheet Report

Budget Year 2019

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

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Budget Worksheet Report

Budget Year 2019

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

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Budget Worksheet Report

Budget Year 2019

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

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Budget Worksheet Report

Budget Year 2019

Account	Account Description	2019 Committee Review	2018 Adopted Budget	\$ Variance	% Variance	2018 Actual YTD Disc 2017	2017 Actual Amount	2016 Actual Amount
REVENUE								
<i>Charges for Services</i>								
5000.100	Domestic Water Service	47,000.00	40,300.00	6,700.00	17	.00	38,441.67	38,076.57
5010.100	Domestic Sewer Service	118,000.00	118,000.00	.00		59,400.00	118,650.00	116,700.00
5040	Hook-Ups	.00	.00	.00		.00	.00	4,780.00
5825	Future Capital Development Reven	.00	.00	.00		.00	.00	3,100.00
	<i>Charges for Services Totals</i>	\$165,000.00	\$158,300.00	\$6,700.00	4%	\$59,400.00	\$157,091.67	\$162,656.57
<i>Interest & Penalties</i>								
4710	Penalty/Fees	500.00	500.00	.00		213.79	563.55	608.26
	<i>Interest & Penalties Totals</i>	\$500.00	\$500.00	\$0.00	0%	\$213.79	\$563.55	\$608.26
<i>Other Revenue</i>								
5850	Other Revenue	.00	.00	.00		300.67	451.48	596.29
	<i>Other Revenue Totals</i>	\$0.00	\$0.00	\$0.00	+++	\$300.67	\$451.48	\$596.29
<i>Transfers In</i>								
5975.100	Transfers From (To) Reserve	10,198.00	(4,177.00)	14,375.00	(344)	.00	.00	.00
	<i>Transfers In Totals</i>	\$10,198.00	(\$4,177.00)	\$14,375.00	(344%)	\$0.00	\$0.00	\$0.00
	REVENUE TOTALS	\$175,698.00	\$154,623.00	\$21,075.00	14%	\$59,914.46	\$158,106.70	\$163,861.12
EXPENSE								
<i>Personnel Services</i>								
6000.100	Personnel Services Salaries	30,000.00	22,000.00	8,000.00	36	18,983.61	30,220.88	26,971.64
6000.200	Personnel Services Salaries-Support Group	5,623.00	5,610.00	13.00		79.52	3,337.67	3,577.22
6000.300	Personnel Services Salaries-Construction	1,072.00	1,019.00	53.00	5	.00	.00	451.19
6000.400	Personnel Services Overtime Pay	500.00	500.00	.00		.00	561.26	404.22
6010.100	Benefits Fica & Fringe Benefits	17,639.00	13,405.00	4,234.00	32	8,201.50	15,463.62	14,972.25
6010.300	Benefits OPEB contribution	554.00	554.00	.00		.00	185.01	228.86
	<i>Personnel Services Totals</i>	\$55,388.00	\$43,088.00	\$12,300.00	29%	\$27,264.63	\$49,768.44	\$46,605.38
<i>Supplies & Materials</i>								
6100.010	Administrative Expense Administrative Expenses	1,249.00	1,037.00	212.00	20	19.94	1,343.09	1,200.15
6110.060	Supplies & Equipment Chemicals	10,000.00	10,000.00	.00		3,513.00	14,783.00	6,877.50
6110.340	Supplies & Equipment Safety Program Equipment	67.00	67.00	.00		.00	17.62	60.93
6110.390	Supplies & Equipment Small Equipment	1,500.00	1,500.00	.00		.00	24.88	1,089.77
6150.050	Uniforms & Personal Equipment Uniforms	47.00	47.00	.00		.00	22.98	33.30
6200.010	Other Supplies & Materials Lab Testing	2,500.00	2,500.00	.00		.00	3,707.00	3,173.00
6200.030	Other Supplies & Materials Testing Supplies	1,000.00	1,000.00	.00		.00	.00	405.48
	<i>Supplies & Materials Totals</i>	\$16,363.00	\$16,151.00	\$212.00	1%	\$4,872.94	\$19,898.57	\$12,840.13

Budget Worksheet Report

Budget Year 2019

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

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Budget Worksheet Report

Budget Year 2019

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

Budget Worksheet Report

Budget Year 2019

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

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Budget Worksheet Report

Budget Year 2019

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

Budget Worksheet Report

Budget Year 2019

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

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

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

**Tuesday, June 5, 2018
at 10:40 a.m.**

in the County Commissioners' Meeting Room
Room 1101 Government Center - One West Market Street
Snow Hill, Maryland 21863

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

WORCESTER COUNTY
2018/2019 REQUESTED OPERATING BUDGET

SOLID WASTE ENTERPRISE FUND

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

TOTAL REQUESTED EXPENDITURES \$6,021,661

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

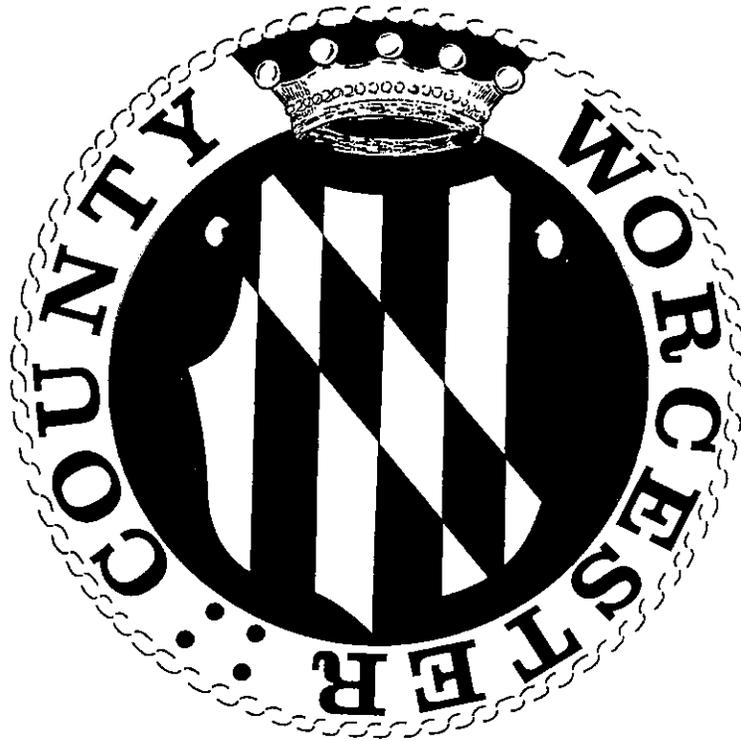
TOTAL ESTIMATED REVENUES \$6,021,661

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

|

Worcester County

Solid Waste Division



FY 2018/2019 Requested

Operating Budgets

Board of County Commissioners of Worcester County

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

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

Produced by the Worcester County Treasurer's Office as an aid to understanding the
Solid Waste Enterprise Fund Budget.

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

WORCESTER COUNTY
Solid Waste Services
Enterprise Funds

	2017/18 Budget	2018/19 Request	(\$ Variance	(%) Variance
Revenue				
Tipping Fees	3,480,000	3,285,000	(195,000)	-5.60%
Permits	375,000	355,000	(20,000)	-5.33%
Recycling	173,500	183,200	9,700	5.59%
Interest & Penalties	7,000	6,600	(400)	-5.71%
Other Revenue	230,000	225,000	(5,000)	-2.17%
Transfer from GF- Recycling	1,042,255	1,033,339	(8,916)	-0.86%
Transfer from GF- Con. Cen.	624,068	664,984	40,916	6.56%
Transfer (to)/from Reserves	(28,424)	268,538	296,962	-1044.76%
	5,903,399	6,021,661	118,262	2.00%

Expenditures				
Personnel Services	2,210,422	2,342,258	131,836	5.96%
Supplies & Materials	61,055	64,090	3,035	4.97%
Maintenance & Services	1,138,500	1,121,000	(17,500)	-1.54%
Other Charges/Lease Pay	629,050	763,013	133,963	21.30%
Debt Service	190,000	190,000	-	0.00%
Interfund Charges	281,372	292,300	10,928	3.88%
Capital Equipment	393,000	249,000	(144,000)	-36.64%
Depreciation	1,000,000	1,000,000	-	0.00%
	5,903,399	6,021,661	118,262	2.00%

Tipping Rates:	Current	Proposed	
Refuse	\$ 70.00	\$ 70.00	per ton
Dirt, Grit, Red Ash, Sludge, Stumps, and Yard Waste	\$ 80.00	\$ 80.00	per ton
Construction/Deomolition, Concrete, Boats	\$ 80.00	\$ 80.00	per ton
Asbestos	\$ 150.00	\$ 150.00	per ton
"Clean" concrete	Free	Free	per ton
House Trailers	\$ 1,000.00	\$ 1,000.00	each
Metal	\$ 25.00	\$ 25.00	per ton
Tires			
Industrial/Tractor	\$ 600.00	\$ 600.00	per ton
Truck	\$ 10.00	\$ 10.00	each
Car	\$ 2.00	\$ 2.00	each
Car - large volume	\$ 175.00	\$ 175.00	per ton
Disposed of on landfill	\$ 20.00	\$ 20.00	each
Other:			
Convenience Center Permit	\$ 100.00	\$ 100.00	household
2nd vehicle	Free	Free	household
3rd vehicle	\$ 100.00	\$ 100.00	household
OR Pay As You Throw per 33 gallon bag	\$ 1.00	\$ 1.00	/bag
Commercial Permit	\$ 25.00	\$ 25.00	per vehicle
Commercial Permit- local government	\$ 15.00	\$ 15.00	per vehicle
Mulch purchase	\$ 20.00	\$ 20.00	per bucket

Budget Worksheet Report

Budget Year 2019

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

Budget Worksheet Report

Budget Year 2019

Account	Account Description	2019 Committee Review	2018 Adopted Budget	\$ Variance	% Variance	2018 Actual YTD Dec 2017	2017 Actual Amount	2016 Actual Amount
Fund 680 - Landfill								
EXPENSE								
	<i>Personnel Services</i>							
6010.100	Benefits Fica & Fringe Benefits	758,231.00	723,237.00	34,994.00	5	275,432.79	656,716.22	644,024.97
6010.900	Benefits OPEB contribution	276,500.00	220,500.00	56,000.00	25	.00	213,998.34	181,061.06
	<i>Personnel Services Totals</i>	\$2,342,258.00	\$2,210,422.00	\$131,836.00	6%	\$893,949.72	\$2,084,651.03	\$2,052,059.71
	<i>Supplies & Materials</i>							
6100.010	Administrative Expense Administrative Expenses	17,000.00	17,000.00	.00		8,407.93	14,212.00	16,861.36
6100.100	Administrative Expense Dues and Subscriptions	575.00	575.00	.00		.00	.00	.00
6110.090	Supplies & Equipment Computers & Printers	1,580.00	1,580.00	.00		.00	.00	79.88
6110.290	Supplies & Equipment Other Office Equipment	.00	.00	.00		.00	36.98	.00
6110.340	Supplies & Equipment Safety Program Equipment	3,335.00	2,000.00	1,335.00	67	454.52	617.06	1,797.66
6110.390	Supplies & Equipment Small Equipment	15,500.00	15,500.00	.00		24,001.42	21,269.80	.00
6110.420	Supplies & Equipment Tools & Supplies	13,500.00	13,500.00	.00		133.76	2,008.77	3,782.37
6150.050	Uniforms & Personal Equipment Uniforms	12,600.00	10,900.00	1,700.00	16	11,699.43	9,609.04	11,099.16
	<i>Supplies & Materials Totals</i>	\$64,990.00	\$61,055.00	\$3,935.00	5%	\$44,697.06	\$47,753.65	\$33,620.43
	<i>Maintenance & Services</i>							
6530.040	Consulting Services Consulting Services	125,000.00	200,000.00	(75,000.00)	(37)	38,239.16	112,444.35	106,464.26
6530.100	Consulting Services Professional Fees	11,500.00	8,500.00	3,000.00	35	10,400.00	8,400.00	8,029.86
6540.020	Vehicle Operating Expenses Fuel - WC Fleet	110,000.00	110,000.00	.00		23,374.60	53,897.54	60,849.31
6540.030	Vehicle Operating Expenses Vehicle Maintenance	13,500.00	13,500.00	.00		2,698.94	6,904.46	6,528.58
6540.070	Vehicle Operating Expenses Off-road Fuel	140,000.00	140,000.00	.00		64,195.39	89,716.98	72,246.95
6540.080	Vehicle Operating Expenses Heavy Equipment Maintenance	228,500.00	190,000.00	38,500.00	20	99,577.83	181,033.53	163,119.22
6550.020	Building Site Expenses Buildings & Grounds Maintenance	165,000.00	150,000.00	15,000.00	10	70,825.63	152,435.86	129,957.25
6550.060	Building Site Expenses Electricity	60,000.00	50,000.00	10,000.00	20	20,633.26	52,844.75	48,737.02
6550.135	Building Site Expenses Insurance Claim Expenses	.00	.00	.00		.00	.00	1,000.00
6550.270	Building Site Expenses Telephone	8,500.00	11,500.00	(3,000.00)	(26)	2,089.65	5,424.19	15,590.01
6700.610	Other Maint. & Svcs Leachate Treatment	195,000.00	180,000.00	15,000.00	8	67,788.82	150,578.64	216,895.63
6700.620	Other Maint. & Svcs Tire Recycling	17,000.00	13,000.00	4,000.00	31	9,001.60	12,499.20	16,190.22
6700.630	Other Maint. & Svcs Electronics Removal	.00	25,000.00	(25,000.00)	(100)	.00	28,933.35	61,180.40
6700.640	Other Maint. & Svcs Special Events	42,000.00	42,000.00	.00		82.80	27,188.14	53,717.29
6700.660	Other Maint. & Svcs HW Ads	5,000.00	5,000.00	.00		1,534.00	4,470.00	5,456.73
	<i>Maintenance & Services Totals</i>	\$1,121,000.00	\$1,138,500.00	(\$17,500.00)	(2%)	\$410,441.68	\$886,720.99	\$965,962.73

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Budget Worksheet Report

Budget Year 2019

Account	Account Description	2019 Committee Review	2018 Adopted Budget	\$ Variance	% Variance	2018 Actual YTD Dec 2017	2017 Actual Amount	2016 Actual Amount
Fund 680 - Landfill								
EXPENSE								
<i>Other Charges</i>								
7000.020	Travel, Training & Expense Board Member Allowance	1,500.00	1,200.00	300.00	25	450.00	1,000.00	900.00
7000.060	Travel, Training & Expense Educational Training	2,963.00	2,600.00	363.00	14	212.00	2,524.18	2,392.19
7170.010	Benefits & Insurance Allowance for COLA	52,800.00	.00	52,800.00		.00	.00	.00
7170.100	Benefits & Insurance Property & Liability Insurance	12,250.00	12,250.00	.00		11,220.20	9,963.00	14,576.16
7200.010	Bond & Interest Expense Interest Expense	693,500.00	613,000.00	80,500.00	13	240,320.60	35,940.76	40,409.65
7200.020	Bond & Interest Expense Bond Interest Expense	190,000.00	190,000.00	.00		41,188.37	82,499.99	49,048.08
7200.030	Bond & Interest Expense Bond Issuance Expense	.00	.00	.00		.00	922.90	922.90
	<i>Other Charges Totals</i>	\$953,013.00	\$819,050.00	\$133,963.00	16%	\$793,391.17	\$132,850.83	\$108,248.98
<i>Interfund Charges</i>								
8010.030	Interfund Treasurer's Support - Salary	65,000.00	62,538.00	2,462.00	4	31,268.77	58,942.00	57,503.42
8010.040	Interfund Treasurer's Support - Fringe	29,100.00	28,079.00	1,021.00	4	14,039.68	25,427.58	24,139.92
8010.050	Interfund Public Works & Admin - Benefits	61,200.00	59,109.00	2,091.00	4	29,554.55	53,914.18	51,491.56
8010.060	Interfund Public Works & Admin - Salaries	137,000.00	131,646.00	5,354.00	4	65,823.03	124,974.98	122,657.34
	<i>Interfund Charges Totals</i>	\$292,300.00	\$281,372.00	\$10,928.00	4%	\$140,686.03	\$263,258.74	\$255,792.24
<i>Capital Equipment</i>								
9010	Capital Equipment	249,000.00	393,000.00	(144,000.00)	(37)	.00	.00	.00
9100.010	Depreciation Depreciation Expense	600,000.00	600,000.00	.00		.00	617,266.61	792,678.81
9100.500	Depreciation Reserve for Closure	400,000.00	400,000.00	.00		.00	334,545.00	(24,514.40)
	<i>Capital Equipment Totals</i>	\$1,249,000.00	\$1,393,000.00	(\$144,000.00)	(10%)	\$0.00	\$951,811.61	\$768,164.41
	EXPENSE TOTALS	\$6,021,661.00	\$5,903,399.00	\$118,262.00	2%	\$1,783,165.66	\$4,367,046.85	\$4,183,848.50
Fund 680 - Landfill Totals								
	REVENUE TOTALS	\$6,021,661.00	\$5,903,399.00	\$118,262.00	2%	\$3,582,313.95	\$4,973,816.63	\$4,021,269.04
	EXPENSE TOTALS	\$6,021,661.00	\$5,903,399.00	\$118,262.00	2%	\$1,783,165.66	\$4,367,046.85	\$4,183,848.50
	Net Grand Totals	\$0.00	\$0.00	\$0.00	+++	\$1,799,148.29	\$606,769.78	(\$162,579.46)
	REVENUE GRAND TOTALS	\$6,021,661.00	\$5,903,399.00	\$118,262.00	2%	\$3,582,313.95	\$4,973,816.63	\$4,021,269.04
	EXPENSE GRAND TOTALS	\$6,021,661.00	\$5,903,399.00	\$118,262.00	2%	\$1,783,165.66	\$4,367,046.85	\$4,183,848.50
	Net Grand Totals	\$0.00	\$0.00	\$0.00	+++	\$1,799,148.29	\$606,769.78	(\$162,579.46)

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

March 13, 2018

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

Dear Commissioner Purnell:

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

Sincerely,



George B. Linvill, Chairman
Solid Waste Advisory Board

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

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

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

**Tuesday, June 5, 2018
at 10:40 a.m.**

in the
County Commissioners' Meeting Room
Room 1101 Government Center
One West Market Street
Snow Hill, Maryland 21863

Copies of the detailed budget are available for public inspection at the County Commissioners' Office in Room 1103 of the County Government Center, One West Market Street, Snow Hill, Maryland 21863, or online at www.co.worcester.md.us.

WORCESTER COUNTY
2018/2019 REQUESTED OPERATING BUDGET

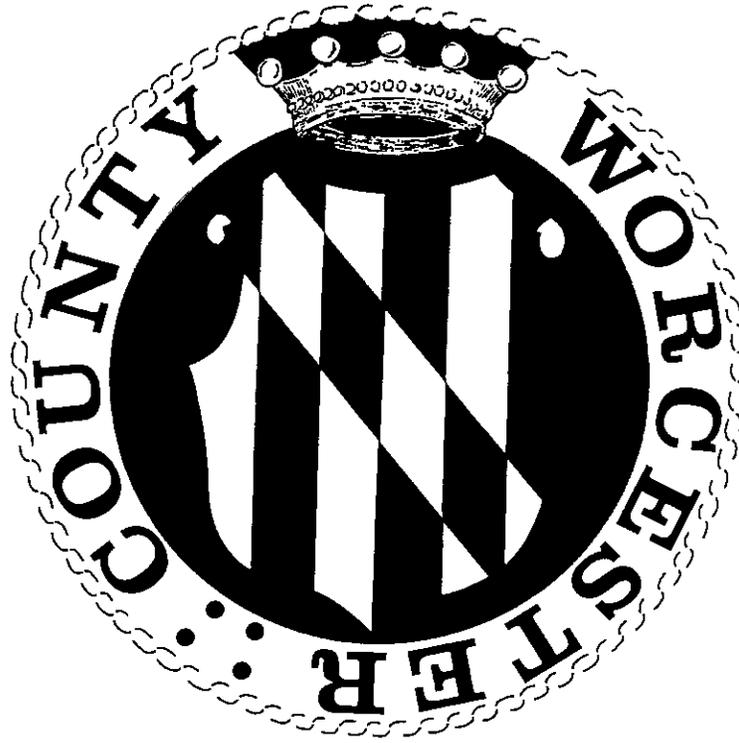
LIQUOR CONTROL ENTERPRISE FUND

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

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

Worcester County

Department of Liquor Control



FY 2018/19 Requested

Operating Budgets

Board of County Commissioners of Worcester County

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

Harold L. Higgins, Chief Administrative Officer
Phillip G. Thompson, Finance Officer

Produced by the Worcester County Treasurer's Office as an aid to understanding the
Liquor Control Enterprise Fund Budget.

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

WORCESTER COUNTY

Liquor Control Enterprise Funds

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

Budget Worksheet Report

Budget Year 2019

Account	Account Description	2019 Committee Review	2018 Adopted Budget	\$ Variance	% Variance	2018 Actual YTD Dec 2017	2017 Actual Amount	2016 Actual Amount
Fund	400 - LIQUOR CONTROL							
REVENUE								
	<i>Gain/Loss on Disposal of Assets</i>							
4600	Sale of Fixed Assets	.00	.00	.00	.00	.00	(403,622.63)	.00
	<i>Gain/Loss on Disposal of Assets Totals</i>	\$0.00	\$0.00	\$0.00	+++	\$0.00	(\$403,622.63)	\$0.00
	<i>Charges for Services</i>							
5260	Liquor Sales - Wholesale	.00	.00	.00	.00	.00	937,113.84	3,745,843.22
5265	Bulk Sales	.00	.00	.00	.00	.00	795,560.93	.00
5270	Liquor Sales - Retail	915,000.00	.00	915,000.00		414,434.90	3,460,385.00	3,867,658.60
	<i>Charges for Services Totals</i>	\$915,000.00	\$0.00	\$915,000.00	+++	\$414,434.90	\$5,193,059.77	\$7,613,501.82
	<i>Miscellaneous</i>							
4800	Other Miscellaneous Revenue	.00	.00	.00	.00	45,847.26	631,555.20	9,817.91
	<i>Miscellaneous Totals</i>	\$0.00	\$0.00	\$0.00	+++	\$45,847.26	\$631,555.20	\$9,817.91
	<i>Transfers In</i>							
5510	Transfers From Other Funds	.00	.00	.00	.00	.00	419,377.93	.00
	<i>Transfers In Totals</i>	\$0.00	\$0.00	\$0.00	+++	\$0.00	\$419,377.93	\$0.00
	REVENUE TOTALS	\$915,000.00	\$0.00	\$915,000.00	+++	\$460,282.16	\$5,840,370.27	\$7,623,319.73
EXPENSE								
	<i>Cost of Goods Sold</i>							
8910	Purchases	622,200.00	.00	622,200.00		329,725.26	1,460,199.77	3,454,126.26
8915	Change in Inventory	.00	.00	.00	.00	(10,627.00)	2,646,791.28	2,383,237.72
8925	Freight	.00	.00	.00	.00	.00	365.28	1,530.30
8930	Excise Tax	.00	.00	.00	.00	.00	7,826.92	52,759.95
	<i>Cost of Goods Sold Totals</i>	\$622,200.00	\$0.00	\$622,200.00	+++	\$319,098.26	\$4,115,183.25	\$5,891,654.23
	<i>Personnel Services</i>							
6000.100	Personnel Services Salaries	92,000.00	.00	92,000.00		54,794.11	666,522.07	656,576.49
6000.400	Personnel Services Overtime Pay	.00	.00	.00	.00	1,237.75	14,076.64	2,328.00
6010.100	Benefits Fica & Fringe Benefits	49,000.00	.00	49,000.00		37,549.61	323,708.04	348,515.46
6010.900	Benefits OPE8 contribution	.00	.00	.00	.00	.00	.00	26,820.00
6050	Outsourced Labor	60,000.00	.00	60,000.00		32,672.64	109,522.17	175,399.15
	<i>Personnel Services Totals</i>	\$201,000.00	\$0.00	\$201,000.00	+++	\$126,254.11	\$1,113,828.92	\$1,209,639.10
	<i>Supplies & Materials</i>							
6100.052	Administrative Expense Bank Fees	14,000.00	.00	14,000.00		7,207.24	61,125.99	62,723.71
6100.100	Administrative Expense Dues and Subscriptions	.00	.00	.00	.00	.00	183.00	2,424.87
6100.190	Administrative Expense Office Supplies	.00	.00	.00	.00	.00	7,353.52	6,956.59
6110.125	Supplies & Equipment Maintenance & Repair	.00	.00	.00	.00	.00	2,551.81	1,188.14

Budget Worksheet Report

Budget Year 2019

Account	Account Description	2019 Committee Review	2018 Adopted Budget	\$ Variance	% Variance	2018 Actual YTD Dec. 2017	2017 Actual Amount	2016 Actual Amount
Fund 400 - LIQUOR CONTROL								
EXPENSE								
Supplies & Materials								
6130.020	Equipment Maintenance Equipment Annual Maint Contr.	.00	.00	.00		.00	7.00	7,469.00
6150.050	Uniforms & Personal Equipment Uniforms	200.00	.00	200.00		.00	.00	.00
	<i>Supplies & Materials Totals</i>	\$14,200.00	\$0.00	\$14,200.00	+++	\$7,207.24	\$71,221.32	\$80,762.31
Maintenance & Services								
6530.100	Consulting Services Professional Fees	35,000.00	.00	35,000.00		22,482.50	38,553.56	22,060.07
6540.010	Vehicle Operating Expenses Equipment/Vehicle Rental	.00	.00	.00		.00	3,062.05	.00
6540.020	Vehicle Operating Expenses Fuel - WC Fleet	.00	.00	.00		126.63	7,017.50	10,233.53
6540.030	Vehicle Operating Expenses Vehicle Maintenance	.00	.00	.00		.00	3,201.36	9,029.96
6550.015	Building Site Expenses Building Supplies	2,000.00	.00	2,000.00		1,018.48	4,879.90	25,342.36
6550.020	Building Site Expenses Buildings & Grounds Maintenance	5,000.00	.00	5,000.00		3,178.56	27,835.90	32,376.70
6550.060	Building Site Expenses Electricity	11,000.00	.00	11,000.00		5,934.10	44,789.74	49,250.16
6550.120	Building Site Expenses Heating Propane	.00	.00	.00		.00	1,955.56	2,222.06
6550.140	Building Site Expenses Internet Access	.00	.00	.00		.00	1,813.54	2,021.09
6550.170	Building Site Expenses Office Rent/Lease	.00	.00	.00		45,847.26	219,244.11	240,062.56
6550.220	Building Site Expenses Security Alarm Monitoring	250.00	.00	250.00		90.00	5,428.50	3,830.85
6550.270	Building Site Expenses Telephone	4,000.00	.00	4,000.00		1,592.10	15,868.50	15,864.83
6550.310	Building Site Expenses Water & Sewer	500.00	.00	500.00		211.02	428.10	481.21
6900.070	Advertising Sales	1,500.00	.00	1,500.00		507.74	19,714.91	7,016.07
	<i>Maintenance & Services Totals</i>	\$59,250.00	\$0.00	\$59,250.00	+++	\$80,988.39	\$393,793.23	\$419,791.45
Other Charges								
7000.115	Travel, Training & Expense Mileage	500.00	.00	500.00		320.00	.00	.00
7170.100	Benefits & Insurance Property & Liability Insurance	2,000.00	.00	2,000.00		.00	13,461.00	12,278.78
7200.010	Bond & Interest Expense Interest Expense	.00	.00	.00		1,447.08	32,986.63	37,406.34
	<i>Other Charges Totals</i>	\$2,500.00	\$0.00	\$2,500.00	+++	\$1,767.08	\$46,447.63	\$49,685.12
Interfund Charges								
8010.010	Interfund Office Expense (Divided)	13,250.00	.00	13,250.00		6,375.00	3,593.85	7,860.26
8010.030	Interfund Treasurer's Support - Salary	.00	.00	.00		.00	36,495.68	69,684.18
8010.040	Interfund Treasurer's Support - Fringe	.00	.00	.00		.00	15,715.58	21,275.52
8010.050	Interfund Public Works & Admin - Benefits	.00	.00	.00		.00	10,477.08	28,202.46
8010.060	Interfund Public Works & Admin - Salaries	.00	.00	.00		.00	24,219.78	48,180.06
	<i>Interfund Charges Totals</i>	\$13,250.00	\$0.00	\$13,250.00	+++	\$6,375.00	\$90,501.97	\$175,202.48

Budget Worksheet Report

Budget Year 2019

Account	Account Description	2019 Committee Review	2018 Adopted Budget	\$ Variance	% Variance	2018 Actual YTD Dec 2017	2017 Actual Amount	2016 Actual Amount
Fund 400	LIQUOR CONTROL							
	EXPENSE							
	<i>Payments to Other Government Entities</i>							
8500.800	Payments to Other Gov't Entities Distribution of Liquor Profits	2,600.00	.00	2,600.00		.00	.00	.00
	<i>Payments to Other Government Entities Totals</i>	\$2,600.00	\$0.00	\$2,600.00	+++	\$0.00	\$0.00	\$0.00
	<i>Capital Equipment</i>							
9100.010	Depreciation	.00	.00	.00		7,980.00	92,959.70	102,778.00
	<i>Capital Equipment Totals</i>	\$0.00	\$0.00	\$0.00	+++	\$7,980.00	\$92,959.70	\$102,778.00
	EXPENSE TOTALS	\$915,000.00	\$0.00	\$915,000.00	+++	\$549,670.08	\$5,923,936.02	\$7,929,512.69
Fund 400	LIQUOR CONTROL Totals							
	REVENUE TOTALS	\$915,000.00	\$0.00	\$915,000.00	+++	\$460,282.16	\$5,840,370.27	\$7,623,319.73
	EXPENSE TOTALS	\$915,000.00	\$0.00	\$915,000.00	+++	\$549,670.08	\$5,923,936.02	\$7,929,512.69
Fund 400	LIQUOR CONTROL Totals	\$0.00	\$0.00	\$0.00	+++	(\$89,387.92)	(\$83,565.75)	(\$306,192.96)
	Net Grand Totals							
	REVENUE GRAND TOTALS	\$915,000.00	\$0.00	\$915,000.00	+++	\$460,282.16	\$5,840,370.27	\$7,623,319.73
	EXPENSE GRAND TOTALS	\$915,000.00	\$0.00	\$915,000.00	+++	\$549,670.08	\$5,923,936.02	\$7,929,512.69
	Net Grand Totals	\$0.00	\$0.00	\$0.00	+++	(\$89,387.92)	(\$83,565.75)	(\$306,192.96)

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

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

OFFICE OF THE
COUNTY COMMISSIONERS

Worcester County

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

May 30, 2018

TO: Worcester County Commissioners
FROM: Harold L. Higgins, CPA, Chief Administrative Officer
Kathy Whited, Budget Officer
SUBJECT: FY2019 Budget for adoption

As you are aware, section 4-201 of the County Government Article of the Code of Public Local Laws of Worcester County requires that the Board of County Commissioners shall by resolution annually adopt an Expense Budget and tax rates on or before the first Tuesday in June.

Following the results from the May 16, 2018 budget work session, the updated proposed Fiscal Year 2019 General Fund budget for a total of \$190,030,719 is attached and includes the expense budget resolution, FY2019 revenue and expense summary and FY2019 revenue budget by account classification report.

Both the real property tax rate of 83.5 cents per \$100 of assessment and the local income tax rate of 1.75%, remain unchanged for Fiscal Year 2019.

After accounting for all approved expenditures by departments and agencies, a surplus of \$117,700 in revenue remained. In order to provide a balanced budget, the surplus was added to the Benefit & Insurance Contingency account 7170.020 in Department 1950.

As always we are available for any questions you may have.

kjw:H:\FY19 Budget\FY19 Approved Budgets\June 5 2018\FY2019 Budget Cover Memo.Docx

Attachments: FY2019 expense budget resolution, Pages 1-2
FY2019 revenue and expense summary, Pages 3-8
FY2019 revenue budget by account classification report, Pages 9-13

Citizens and Government Working Together

1a

RESOLUTION NO. 18 - ___

RESOLUTION ADOPTING EXPENSE BUDGETS
AND ESTABLISHING TAX RATES
FOR FISCAL YEAR 2018/2019

DRAFT

WHEREAS, Section 4-201 of the County Government Article of the Code of Public Local Laws of Worcester County requires that the Board of County Commissioners shall by Resolution annually adopt an Expense Budget and tax rates for each fiscal year pursuant to certain procedures more particularly set forth therein, and

WHEREAS, the Board of County Commissioners has complied with all the requirements thereof with regard to the adoption of said Expense Budget and tax rates.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Board of County Commissioners do hereby adopt a General Fund Expense Budget for Fiscal Year 2018/2019 in the amount of \$190,030,719 pursuant to FY 2018/2019 Operating Budget attached hereto and incorporated herein; and that
2. The Board of County Commissioners do hereby adopt, levy, and impose the following taxes for Fiscal Year 2018/2019:
 - a. A Real Property Tax of \$0.835 upon every one hundred dollars of assessed and assessable real property in Worcester County except such property as may by provisions of law be exempt, with such discount as authorized by law for tax payments made prior to August 1, 2018;
 - b. In accordance with State Law, a Semi-Annual Property Tax payment option shall be available on Real Property Tax bills to those eligible and shall be subject to an additional service charge of 0.0% of the remaining tax due at the second installment to cover lost interest and administrative expenses;
 - c. A Business and Personal Property Tax of \$2.0875 upon every one hundred dollars of assessed and assessable business and personal property in Worcester County except such property as may by provisions of law be exempt, with such discount as authorized by law for tax payments made within thirty days of initial issuance of the bill;
 - d. A Public Utility (real and personal) and Railroad (personal) Tax of \$2.0875 upon every one hundred dollars of assessed and assessable public utility property and railroad personal property in Worcester County except such property as may by provisions of law be exempt, with such discount as authorized by law for tax payments made within thirty days of initial issuance of the bill;
 - e. A Local Income Tax of 1.75% of an individual's Maryland taxable income pursuant to the Resolution of the County Commissioners dated June 2, 2015;
 - f. An Admissions and Amusement Tax of 3% pursuant to Resolution of the County Commissioners dated June 6, 2000;

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A Room Tax of 4.5% pursuant to Resolution of the County Commissioners dated November 6, 2007;

- h. A Trailer Park Tax of 15% pursuant to Section 1-505 of the Taxation and Revenue Article of the Public Local Laws of Worcester County;
- i. A Recordation Tax of \$3.30 on each \$500 of consideration, pursuant to Section 1-701 of the Taxation and Revenue Article of the Public Local Laws of Worcester County;
- j. A Transfer Tax of 0.5% of the consideration payable pursuant to Section 1-801 of the Taxation and Revenue Article of the Code of Public Local Laws of Worcester County;
- k. A Food and Beverage Sales Tax of 0.5% within the Town of Ocean City pursuant to Resolution of the County Commissioners dated April 21, 2009.

3. All other license fees, permit fees, user fees, taxes and other charges not enumerated above shall be at such amounts and rates as are currently in force or as shall be amended by resolution of the County Commissioners at which time such amended amounts and rates shall be effective.

AND BE IT RESOLVED that this Resolution shall become effective July 1, 2018.

PASSED AND ADOPTED this 5th day of June, 2018.

ATTEST:

COUNTY COMMISSIONERS OF
WORCESTER COUNTY, MARYLAND

Harold L. Higgins
Chief Administrative Officer

Diana Purnell, President

Theodore J. Elder, Vice President

Anthony W. Bertino, Jr.

Madison J. Bunting, Jr.

James C. Church

Merrill W. Lockfaw, Jr.

Joseph M. Mitrecic

WORCESTER COUNTY
Summary
FY2019 Revenue Estimate

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	FY2019 Estimate	FY2018 Estimate	(\$) Difference (%)	
Property Taxes	\$ 135,821,065	\$ 132,940,144	\$ 2,880,921	2%
Income Taxes	23,000,000	22,500,000	500,000	2%
Other Local Taxes	11,985,000	25,623,314	(13,638,314)	-53%
State Shared	971,020	963,474	7,546	1%
Licenses & Permits	1,944,507	1,845,201	99,306	5%
Charges for Services	6,392,186	6,362,686	29,500	0%
Interest on Investments	1,475,000	300,000	1,175,000	392%
Fines & Forfeits	52,500	52,500	0	0%
Misc./Sale of Assets/Other Revenue	515,323	430,185	85,138	20%
Federal Grants	348,372	451,196	(102,824)	-23%
State Grants	3,591,223	3,099,121	492,102	16%
Transfers In - Other Funds	0	208,125	(208,125)	-100%
Transfers In - Casino/Local Impact Grant	2,236,200	2,490,406	(254,206)	-10%
Transfers In - Budget Stabilization	1,698,323	1,666,323	32,000	2%
TOTAL REVENUES	\$ 190,030,719	\$ 198,932,675	\$ (8,901,956)	-4%

FY 2019 Requested General Fund Budget

	FY2019 Approved	FY2018 Approved	(\$) Difference (%)	
County Commissioners & Admin.				
Personnel Services	917,891	896,287	21,604	2%
Supplies & Materials	36,203	34,788	1,415	4%
Maintenance & Services	24,437	28,990	(4,553)	-16%
Other Charges	46,914	47,154	(240)	-1%
Interfund Charges	(92,376)	(89,526)	(2,850)	3%
Capital Equipment	0	0	0	N/A
	933,069	917,693	15,376	2%
Circuit Court				
Personnel Services	941,042	903,400	37,642	4%
Supplies & Materials	181,477	305,609	(124,132)	-41%
Maintenance & Services	112,300	119,100	(6,800)	-6%
Other Charges	10,925	10,625	300	3%
Capital Equipment	0	0	0	N/A
	1,245,744	1,338,734	(92,990)	-7%
Orphan's Court				
Personnel Services	21,000	21,000	0	0%
Supplies & Materials	0	0	0	N/A
Other Charges	7,294	7,294	0	0%
	28,294	28,294	0	0%

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	FY2019 Approved	FY2018 Approved	(\$) Difference (%)	
State's Attorney				
Personnel Services	1,273,669	1,248,972	24,697	2%
Supplies & Materials	58,254	57,750	504	1%
Maintenance & Services	32,300	30,300	2,000	7%
Other Charges	26,500	30,500	(4,000)	-13%
Interfund Charges	0	0	0	N/A
Capital Equipment	0	0	0	N/A
	1,390,723	1,367,522	23,201	2%
Treasurer				
Personnel Services	1,200,857	1,218,981	(18,124)	-1%
Supplies & Materials	132,845	131,203	1,642	1%
Maintenance & Services	6,100	6,300	(200)	-3%
Other Charges	6,735	5,900	835	14%
Interfund Charges	(245,912)	(254,098)	8,186	-3%
Capital Equipment	0	0	0	N/A
	1,100,625	1,108,286	(7,661)	-1%
Elections Office				
Personnel Services	477,401	398,362	79,039	20%
Supplies & Materials	313,613	298,926	14,687	5%
Maintenance & Services	134,945	40,334	94,611	235%
Other Charges	12,741	10,609	2,132	20%
Capital Equipment	0	0	0	N/A
	938,700	748,231	190,469	25%
Human Resources				
Personnel Services	418,723	351,888	66,835	19%
Supplies & Materials	23,540	22,155	1,385	6%
Maintenance & Services	24,450	20,350	4,100	20%
Other Charges	6,045	4,255	1,790	42%
Interfund Charges	(72,000)	(66,859)	(5,141)	8%
Capital Equipment	42,000	28,000	14,000	50%
	442,758	359,789	82,969	23%
Development Review & Permitting				
Personnel Services	1,385,193	1,324,167	61,026	5%
Supplies & Materials	269,137	266,259	2,878	1%
Maintenance & Services	60,120	55,620	4,500	8%
Other Charges	21,040	19,631	1,409	7%
Interfund Charges	(77,238)	(74,270)	(2,968)	4%
Capital Equipment	60,000	23,000	37,000	161%
	1,718,252	1,614,407	103,845	6%
Environmental Programs				
Personnel Services	996,962	957,979	38,983	4%
Supplies & Materials	262,392	267,890	(5,498)	-2%
Maintenance & Services	104,842	68,088	36,754	54%
Other Charges	5,929	5,297	632	12%
Interfund Charges	(25,412)	(24,547)	(865)	4%
Capital Equipment	0	0	0	N/A
	1,344,713	1,274,707	70,006	5%

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	FY2019 Approved	FY2018 Approved	(\$) Difference (%)	
Other General Government				
Supplies & Materials	907,678	726,205	181,473	25%
Maintenance & Services	903,816	827,204	76,612	9%
Other Charges	1,152,504	1,112,752	39,752	4%
Capital Equipment	0	205,140	(205,140)	-100%
	2,963,998	2,871,301	92,697	3%
Sheriff's Department				
Personnel Services	6,017,520	5,854,013	163,507	3%
Supplies & Materials	642,267	723,602	(81,335)	-11%
Maintenance & Services	434,673	463,527	(28,854)	-6%
Other Charges	77,869	91,989	(14,120)	-15%
Capital Equipment	404,862	289,915	114,947	40%
	7,577,191	7,423,046	154,145	2%
Emergency Services				
Personnel Services	1,860,071	1,746,061	114,010	7%
Supplies & Materials	730,831	900,218	(169,387)	-19%
Maintenance & Services	212,121	225,101	(12,980)	-6%
Other Charges	12,215	11,800	415	4%
Interfund Charges	(33,554)	(32,416)	(1,138)	4%
Capital Equipment	0	0	0	N/A
	2,781,684	2,850,764	(69,080)	-2%
County Jail				
Personnel Services	5,995,168	5,808,244	186,924	3%
Supplies & Materials	1,237,891	1,201,827	36,064	3%
Maintenance & Services	2,109,435	2,078,494	30,941	1%
Other Charges	12,856	12,856	0	0%
Capital Equipment	67,875	92,000	(24,125)	-26%
	9,423,225	9,193,421	229,804	2%
Fire Marshal's Office				
Personnel Services	383,905	364,613	19,292	5%
Supplies & Materials	75,752	43,546	32,206	74%
Maintenance & Services	16,160	24,915	(8,755)	-35%
Other Charges	26,405	24,015	2,390	10%
Capital Equipment	0	31,500	(31,500)	-100%
	502,222	488,589	13,633	3%
Volunteer Fire & Ambulance				
Supplies & Materials	14,270	19,080	(4,810)	-25%
Maintenance & Services	25,810	20,577	5,233	25%
Other Charges	7,034,202	7,120,770	(86,568)	-1%
Capital Equipment	0	0	0	N/A
	7,074,282	7,160,427	(86,145)	-1%

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	FY2019 Approved	FY2018 Approved	(\$) Difference (%)	
Public Works Department				
Personnel Services	546,078	547,089	(1,011)	0%
Supplies & Materials	22,822	20,250	2,572	13%
Maintenance & Services	51,396	58,896	(7,500)	-13%
Other Charges	2,865	2,535	330	13%
Interfund Charges	(162,459)	(156,956)	(5,503)	4%
Capital Equipment	23,000	0	23,000	N/A
	483,702	471,814	11,888	3%
Maintenance Division				
Personnel Services	897,476	777,344	120,132	15%
Supplies & Materials	56,488	61,972	(5,484)	-9%
Maintenance & Services	73,978	74,004	(26)	0%
Other Charges	5,225	5,225	0	0%
Capital Equipment	26,000	111,888	(85,888)	-77%
	1,059,167	1,030,433	28,734	3%
Roads Division				
Personnel Services	1,476,151	1,334,789	141,362	11%
Supplies & Materials	1,792,282	1,435,516	356,766	25%
Maintenance & Services	517,130	504,806	12,324	2%
Other Charges	2,265	1,740	525	30%
Capital Equipment	783,422	569,771	213,651	37%
	4,571,250	3,846,622	724,628	19%
Boat Landings				
Supplies & Materials	32,584	50,000	(17,416)	-35%
Maintenance & Services	21,515	21,515	0	0%
Capital Equipment	0	0	0	N/A
	54,099	71,515	(17,416)	-24%
Health Department				
Supplies & Materials	3,000	3,000	0	0%
Maintenance & Services	416,002	416,152	(150)	0%
Other Charges	5,128,751	5,056,304	72,447	1%
Capital Equipment	0	28,368	(28,368)	-100%
	5,547,753	5,503,824	43,929	1%
Mosquito Control Division				
Personnel Services	79,458	41,746	37,712	90%
Supplies & Materials	2,850	2,000	850	43%
Maintenance & Services	17,850	16,650	1,200	7%
Other Charges	90,000	90,000	0	0%
Capital Equipment	94,000	69,162	24,838	36%
	284,158	219,558	64,600	29%
Commission on Aging				
Supplies & Materials	1,500	27,100	(25,600)	-94%
Maintenance & Services	213,450	216,850	(3,400)	-2%
Other Charges	913,700	867,100	46,600	5%
Capital Equipment	0	0	0	N/A
	1,128,650	1,111,050	17,600	2%

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	FY2019 Approved	FY2018 Approved	(\$) Difference (%)	
Social Service Groups				
Personnel Services	0	0	0	N/A
Other Charges	751,979	864,370	(112,391)	-13%
	751,979	864,370	(112,391)	-13%
Wor-Wic Community College				
Other Charges	2,203,762	2,145,342	58,420	3%
Capital Equipment	0	0	0	N/A
	2,203,762	2,145,342	58,420	3%
Board of Education				
Personnel Services	66,788,626	65,051,311	1,737,315	3%
Supplies & Materials	3,055,833	3,055,833	0	0%
Maintenance & Services	7,633,874	7,506,560	127,314	2%
Other Charges	29,376,992	28,093,155	1,283,837	5%
Interfund Charges	(19,888,092)	(19,854,725)	(33,367)	0%
Capital Equipment	494,542	1,060,642	(566,100)	-53%
Total Operating Budget	87,461,775	84,912,776	2,548,999	3%
School Debt Service	10,396,581	10,720,812	(324,231)	-3%
Total Operating & Debt Service	97,858,356	95,633,588	2,224,768	2%
Recreation Department				
Personnel Services	739,207	694,512	44,695	6%
Supplies & Materials	241,410	220,760	20,650	9%
Maintenance & Services	178,328	164,968	13,360	8%
Other Charges	10,980	10,980	0	0%
Capital Equipment	66,000	0	66,000	N/A
	1,235,925	1,091,220	144,705	13%
Parks Department				
Personnel Services	340,999	316,248	24,751	8%
Supplies & Materials	799,993	67,048	732,945	1093%
Maintenance & Services	82,971	83,319	(348)	0%
Other Charges	600	490	110	22%
Capital Equipment	39,000	13,000	26,000	200%
	1,263,563	480,105	783,458	163%
Library				
Personnel Services	1,774,010	1,638,807	135,203	8%
Supplies & Materials	473,710	475,806	(2,096)	0%
Maintenance & Services	386,422	332,447	53,975	16%
Other Charges	8,804	10,500	(1,696)	-16%
Capital Equipment	0	50,885	(50,885)	-100%
	2,642,946	2,508,445	134,501	5%
Recreation & Culture				
Other Charges	65,000	105,500	(40,500)	-38%
	65,000	105,500	(40,500)	-38%

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	FY2019 Approved	FY2018 Approved	(\$) Difference (%)	
Extension Service				
Supplies & Materials	26,093	25,293	800	3%
Maintenance & Services	2,500	2,000	500	25%
Other Charges	152,845	148,877	3,968	3%
Capital Equipment	0	0	0	N/A
	181,438	176,170	5,268	3%
Natural Resources				
Supplies & Materials	1,700	1,700	0	0%
Other Charges	499,554	501,796	(2,242)	0%
	501,254	503,496	(2,242)	0%
Economic Development Department				
Personnel Services	188,040	168,942	19,098	11%
Supplies & Materials	141,400	109,460	31,940	29%
Maintenance & Services	93,950	78,300	15,650	20%
Other Charges	18,675	15,575	3,100	20%
Capital Equipment	0	0	0	N/A
	442,065	372,277	69,788	19%
Tourism Department				
Personnel Services	215,651	215,541	110	0%
Supplies & Materials	157,717	204,664	(46,947)	-23%
Maintenance & Services	707,884	707,780	104	0%
Other Charges	4,250	4,250	0	0%
Capital Equipment	0	0	0	N/A
	1,085,502	1,132,235	(46,733)	-4%
Taxes Shared W/Towns				
Other Charges	2,335,070	17,335,070	(15,000,000)	-87%
	2,335,070	17,335,070	(15,000,000)	-87%
Grants to Towns				
Other Charges	5,712,425	5,810,456	(98,031)	-2%
	5,712,425	5,810,456	(98,031)	-2%
Insurance & Benefits				
Maintenance & Services	5,000	5,000	0	0%
Health, OPEB & Other	18,222,208	16,505,593	1,716,615	10%
	18,227,208	16,510,593	1,716,615	10%
Debt Service				
Interfund Charges	11,628,225	12,318,270	(690,045)	-6%
Less: Alloc. Brd of Ed Debt	(10,396,581)	(10,720,812)	324,231	-3%
	1,231,644	1,597,458	(365,814)	-23%
Interfund				
Interfund Charges	1,698,323	1,666,323	32,000	2%
	1,698,323	1,666,323	32,000	2%
TOTAL EXPENDITURES	\$ 190,030,719	\$ 198,932,675	\$ (8,901,956)	-4%

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Worcester County

FY2019 General Fund Revenue Annual Budget by Account Classification

Account Number	Account Description	FY2019 Estimated Budget	2018 Adopted Budget	\$ Variance	% Variance
PROP TAX - Property Taxes					
4000	Full Year Real Property Taxes	\$ 129,281,998	\$ 126,606,231	\$ 2,675,767	2%
4010	Personal Property Taxes	353,186	333,361	19,825	6%
4020	Corporation Property Taxes	4,355,963	4,111,449	244,514	6%
4030	Railroad & Utility Property Tax	3,052,150	2,993,705	58,445	2%
4035	Railroad Real Property	3,465	3,891	(426)	-11%
4040	Half Year Real Property Taxes	208,750	271,375	(62,625)	-23%
4050	Tax Additions & Abatements	(358,200)	(358,200)	-	0%
4060	Interest on Delinquent Taxes	690,000	700,000	(10,000)	-1%
4070	Discounts Allowed on Taxes	(440,000)	(415,000)	(25,000)	6%
4080	Tax Credits For Assessment I	(1,326,247)	(1,306,668)	(19,579)	1%
Account Classification Total: Property Taxes		135,821,065	132,940,144	2,880,921	2%
INC TAX - Income Tax					
4100	Income Tax	23,000,000	22,500,000	500,000	2%
Account Classification Total: Income Tax		23,000,000	22,500,000	500,000	2%
OTHER TAX - Other Taxes					
4200	Admission & Amusement Taxes	500,000	500,000	-	0%
4210	Recordation Taxes	6,500,000	5,750,000	750,000	13%
4230	Trailer Park Excise Tax	100,000	100,000	-	0%
4240	Food Tax County Administration	75,000	57,895	17,105	30%
4240.010	Food Tax Food Tax Due to Ocean City	-	1,100,000	(1,100,000)	-100%
4250	Room Tax County Administration	160,000	-	160,000	N/A
4250.010	Room Tax Due To Ocean City	-	13,888,900	(13,888,900)	-100%
4250.020	Room Tax Due to Pocomoke	-	126,265	(126,265)	-100%
4250.030	Room Tax Due to Snow Hill	-	5,051	(5,051)	-100%
4250.040	Room Tax Due to Unincorporated Areas	900,000	575,000	325,000	57%
4250.050	Room Tax Due to Berlin	-	20,203	(20,203)	-100%
4340	Transfer Tax	3,750,000	3,500,000	250,000	7%
Account Classification Total: Other Taxes		11,985,000	25,623,314	(13,638,314)	-53%
ST SHRD - State Shared					
4300	Highway Users Taxes	521,020	513,474	7,546	1%
4310	911 Fees	450,000	450,000	-	0%
Account Classification Total: State Shared		971,020	963,474	7,546	1%
FRNCH - Franchise Fees					
4400	Franchise Fees	22,500	22,500	-	0%
Account Classification Total: Franchise Fees		22,500	22,500	-	0%
LOSS DSP ASTS - Gain/Loss on Disposal of Assets					
4600	Sale Of Fixed Assets	30,000	25,000	5,000	20%
Account Classification Total: Gain/Loss on Disposal of Assets		30,000	25,000	5,000	20%
LIC/PRMT - Licenses and Permits					
4900	Liquor Licenses	840,000	780,000	60,000	8%
4905	Vending Machine Licenses	100,000	86,000	14,000	16%
4910	Traders Licenses	90,000	90,000	-	0%
4915	Occupational Licenses	5,700	35,000	(29,300)	-84%
4920	Bingo Permits	16,500	16,500	-	0%
4925	Tourist & Trailer Park Permits	8,000	8,000	-	0%
4930	Building Permits	250,000	215,000	35,000	16%
4932	Electrical Permits	18,650	16,000	2,650	17%
4933	Commercial Plumbing Plan Review	2,500	2,500	-	0%
4935	Marriage Licenses	24,000	24,000	-	0%
4936	Civil Ceremony	1,500	1,500	-	0%

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FY2019 General Fund Revenue Annual Budget by Account Classification

Account Number	Account Description	FY2019 Estimated Budget	2018 Adopted Budget	\$ Variance	% Variance
4941	Shoreline Construction Permit	15,000	13,000	2,000	15%
4942	Timber Harvest Permit	2,500	2,500	-	0%
4943	SEC/SWM Permit	18,000	16,000	2,000	13%
4945.010	Environmental Permits Burn Permit	600	600	-	0%
4945.020	Environmental Permits Campground Permit	3,325	3,325	-	0%
4945.030	Environmental Permits Septic Permit	23,500	23,500	-	0%
4945.040	Environmental Permits Waste Hauler Permit	2,100	2,100	-	0%
4945.050	Environmental Permits Well Permit	22,000	25,000	(3,000)	-12%
4945.060	Environmental Permits Other	300	300	-	0%
4950	Health Permits	383,532	385,576	(2,044)	-1%
4955	Raffle Permits	1,800	1,800	-	0%
4960	Plumbing Permits	45,000	40,000	5,000	13%
4965	Gas Permits	18,000	18,000	-	0%
4970	Forestry Conservation Review Fees	5,000	3,000	2,000	67%
5060.100	Licenses and Permits Board of Zoning Appeal Fee	18,000	15,000	3,000	20%
5060.300	Licenses and Permits Site Plan Review	11,000	9,000	2,000	22%
5060.400	Licenses and Permits Rezoning Fee	4,000	2,000	2,000	100%
5060.500	Licenses and Permits Subdivision Review Fee	12,000	9,000	3,000	33%
5060.600	Licenses and Permits Text Amendment Application Fee	2,000	1,000	1,000	100%
Account Classification Total: Licenses and Permits		1,944,507	1,845,201	99,306	5%
CHG SVC - Charges for Services					
4940	Shoreline Construction Application Fee	12,000	12,000	-	0%
5045	EDU Transfer/Application Fee	2,000	600	1,400	233%
5047	Stormwater Management Review Fee	75,000	45,000	30,000	67%
5065.100	Sheriff Fees Sheriff Fees - Paper Service	40,000	40,000	-	0%
5065.200	Sheriff Fees Sheriff Fees - Peddler's License	500	500	-	0%
5065.300	Sheriff Fees Sheriff Fees - Parking Fines	1,000	1,000	-	0%
5065.400	Sheriff Fees Animal Control Fees	8,000	8,000	-	0%
5065.405	Sheriff Fees Spay & Neuter Fees	25,000	25,000	-	0%
5065.700	Sheriff Fees Contractual Services	7,000	7,000	-	0%
5070.100	Sale of Publications & Copies Commissioners	500	500	-	0%
5070.300	Sale of Publications & Copies Dev. Review & Permitting	1,000	1,000	-	0%
5070.400	Sale of Publications & Copies 911 Recordings	50	100	(50)	-50%
5070.600	Sale of Publications & Copies Elections	500	300	200	67%
5070.700	Sale of Publications & Copies Circuit Court	-	100	(100)	-100%
5070.900	Sale of Publications & Copies Environmental Programs	-	1,000	(1,000)	-100%
5075	Library Use Charges	28,000	36,000	(8,000)	-22%
5076	Library Erate Reimbursement	8,500	30,250	(21,750)	-72%
5080	County Share Vehicle Tag Fee	4,500	4,500	-	0%
5085	Liquor Advertising Fees	2,500	2,500	-	0%
5086	Tourism Co-Op Advertising	1,500	-	1,500	N/A
5090	Firearms Training Center Fee	3,000	3,000	-	0%
5095.100	Payments For Jail Use Work Release	40,000	40,000	-	0%
5095.200	Payments For Jail Use ICE Housing	5,200,000	5,200,000	-	0%
5095.400	Payments For Jail Use State Housing	50,000	50,000	-	0%
5095.500	Payments For Jail Use Weekenders	5,000	5,000	-	0%
5095.600	Payments For Jail Use Social Security	10,000	10,000	-	0%
5095.700	Payments For Jail Use State Medical Records Reimb.	20,000	20,000	-	0%
5100.100	Fire Inspection Fees Plan Review Fee	100,000	75,000	25,000	33%
5100.200	Fire Inspection Fees Fire Safety Fee	25,000	25,000	-	0%

FY2019 General Fund Revenue Annual Budget by Account Classification

Account Number	Account Description	FY2019 Estimated Budget	2018 Adopted Budget	\$ Variance	% Variance
5100.600	Fire Inspection Fees Fire Inspections QAP	15,000	15,000	-	0%
5105.100	Public Works Revenues Pipe Sales	10,000	10,000	-	0%
5107	Roads Department Fees	35,000	35,000	-	0%
5110	Recreation Fees	175,000	148,000	27,000	18%
5115	Mosquito Control Charges	50,000	50,000	-	0%
5120	Circuit Court Bar Library	5,000	5,000	-	0%
5127	Recreation Center Rental Fees	1,400	-	1,400	N/A
5130	Tourism Programs and Events	3,000	-	3,000	N/A
5142	Election Filing Fee	-	500	(500)	-100%
5155	CommunityService Fees	65,000	65,000	-	0%
5160	Family Services Legal Fees Other	1,500	1,500	-	0%
5161	Casino Security	15,000	15,000	-	0%
5162	Seacrets Security	97,696	97,696	-	0%
5165	Critical Area Review Fees	27,000	25,000	2,000	8%
5167	Water/Sewer Plan Amendment Fee	2,000	2,000	-	0%
5175.200	Donations Sponsorship Program Recreation	450	200	250	125%
5175.205	Donations Sponsorship Program Youth Scholarship Donations	6,000	6,000	-	0%
5215	Motor Coach Fees	28,000	28,000	-	0%
5220.010	Park Fees Field Rental	5,000	30,000	(25,000)	-83%
5220.020	Park Fees Pavilion Rental	4,000	4,000	-	0%
5220.030	Park Fees Tree of Life	400	400	-	0%
5220.035	Park Fees Tournament Rental	25,000	-	25,000	N/A
5220.040	Park Fees User Fees	240	240	-	0%
5225	Concession Stand Fees	50,000	50,000	-	0%
5226	Special Events Fees	14,000	14,000	-	0%
5227	Tournament Fees	22,000	40,000	(18,000)	-45%
5230.010	Environmental Fees Perk Test Fee	10,000	9,900	100	1%
5230.020	Environmental Fees Plat Review Fee	6,000	8,000	(2,000)	-25%
5230.030	Environmental Fees Water Sample Fee	400	400	-	0%
5240	Shared Facility/Service Area Fee	500	500	-	0%
5245	Solar Renewable Energy Credits	50	10,000	(9,950)	-100%
5330	Economic Development Programs and Events	3,000	4,000	(1,000)	-25%
5435	BRF Admin Fee	21,000	21,000	-	0%
Account Classification Total: CHG SVC - Charges for Services		6,369,186	6,339,686	29,500	0%
INT/PEN - Interest & Penalties					
4700	Interest On Investments	1,475,000	300,000	1,175,000	392%
Account Classification Total: Interest & Penalties		1,475,000	300,000	1,175,000	392%
FINES - Fines & Forfeitures					
5300	Court Fines	50,000	50,000	-	0%
5310	Civil Infraction Fines	2,500	2,500	-	0%
Account Classification Total: Fines & Forfeitures		52,500	52,500	-	0%
MISC - Miscellaneous					
4260	Rents/State Revenue	133,503	97,365	36,138	37%
4270	Rents-Tower Site/Contrib & Donat	21,820	21,820	-	0%
4800	Other Miscellaneous Revenue	80,000	60,000	20,000	33%
5420	Retiree Drug Subsidy	250,000	226,000	24,000	11%
Account Classification Total: Miscellaneous		485,323	405,185	80,138	20%

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FY2019 General Fund Revenue Annual Budget by Account Classification

Account Number	Account Description	FY2019 Estimated Budget	2018 Adopted Budget	\$ Variance	% Variance
INTGOV FED - Intergovernmental - Federal Revenues					
5541	Traffic Safety SHA	720	720	-	0%
5600	Federal Payments In Lieu of Taxe	20,501	20,501	-	0%
5625	CDBG Housing Rehab Grant	150,000	150,000	-	0%
5664.020	US Fish and Wildlife Service Other General Government	8,000	-	8,000	N/A
5675	Child Support Enforcement Grant	7,000	7,000	-	0%
5745.300	Homeland Security Grant SHSGP	79,890	79,890	-	0%
5745.600	Homeland Security Grant EMPG	75,000	75,000	-	0%
5770	Bulletproof Vest Program	4,000	4,000	-	0%
5780	Emergency Shelter Grant	-	110,985	(110,985)	-100%
5785	MDE Beach Monitoring Grant	3,261	3,100	161	5%
Account Classification Total: Intergovernmental - Federal Revenues		348,372	451,196	(102,824)	-23%
INTGOV ST - Intergovernmental - State Revenues					
5515	DHCD Housing Administration Fee	7,000	7,000	-	0%
5517	Other Housing Rehab Income	4,000	2,500	1,500	60%
5525	Conservation Easement Administrative Fee	20,000	20,000	-	0%
5530	Eastern Shore Library Grant	75,000	75,000	-	0%
5543	Dental Program Reimbursement	22,220	22,220	-	0%
5630	Water System Monitoring Grant	17,560	17,560	-	0%
5635	Police Protection Grant	153,146	152,297	849	1%
5640	State Library Aid	159,476	154,620	4,856	3%
5645	Share of State Park Receipts	425,000	399,442	25,558	6%
5650	State Aid for Fire Companies	381,886	383,381	(1,495)	0%
5655	Program Open Space Grant - Parks	676,751	17,100	659,651	3858%
5660	Waterway Improvement Grants	23,584	50,000	(26,416)	-53%
5662	BRF Operations & Maintenance Grant	10,000	50,000	(40,000)	-80%
5663	Share of State Forest Land	65,000	75,000	(10,000)	-13%
5680	State Grant for Critical Areas	13,000	13,000	-	0%
5688	MD Dept of Aging Grant	-	25,000	(25,000)	-100%
5700	911 Systems Grant	7,000	218,274	(211,274)	-97%
5704	MD AOC Security Grant	-	120,000	(120,000)	-100%
5705	State Grant for Tourism	102,931	109,443	(6,512)	-6%
5725	Family Support Grant	184,820	184,820	-	0%
5726	Family Support Services MACRO Grant	13,800	13,800	-	0%
5730	Septic System BRF Grant Program	240,000	240,000	-	0%
5732	Conservation Easements Reimbursements	60,000	60,000	-	0%
5735.010	Other Grants Roads	559,563	239,621	319,942	134%
5735.050	Other Grants Recreation	500	500	-	0%
5735.055	Other Grants Environmental Programs	-	20,000	(20,000)	-100%
5757	Trial Jury Reimbursement	54,000	54,000	-	0%
5760	Drug Court Grant	218,109	218,109	-	0%
5762	Heroin Coordinator Grant	65,433	65,433	-	0%
5890	Homeless Women Grant	-	24,557	(24,557)	-100%
5905	Sheriff-Sex Offender Grant	9,444	9,444	-	0%
5912	Sher-Health Underage Drinking	2,000	2,000	-	0%
5915.030	CREP Program Environmental Programs	5,000	-	5,000	N/A
5925	MALPF Admin Fee	5,000	5,000	-	0%
5930	Rental Assistance Program Grant	-	40,000	(40,000)	-100%
5940	Intern Program Grant	10,000	10,000	-	0%
Account Classification Total: Intergovernmental - State Revenues		3,591,223	3,099,121	492,102	16%

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FY2019 General Fund Revenue Annual Budget by Account Classification

Account Number	Account Description	FY2019 Estimated Budget	2018 Adopted Budget	\$ Variance	% Variance
OTH REV - Other Revenue					
5845	Salary Reimbursement	500	500	-	0%
Account Classification Total: Other Revenue		500	500	-	0%
TRNS IN - Transfers In					
5510	Transfers From Other Funds	-	208,125	(208,125)	-100%
5511	Casino/Local Impact Grant Funds	2,236,200	2,490,406	(254,206)	-10%
5975	Transfers	1,698,323	1,666,323	32,000	2%
Account Classification Total: Transfers In		3,934,523	4,364,854	(430,331)	-10%
General Fund Revenues Total		\$ 190,030,719	\$ 198,932,675	\$ (8,901,956)	-4%

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From: Carrie N. Sterrs [<mailto:CNSterrs@mail.worcester.k12.md.us>]
Sent: Tuesday, May 29, 2018 11:30 AM
To: Kim Moses <kmoses@co.worcester.md.us>
Subject: INVITATION: Ribbon Cutting at Stephen Decatur High School

Good morning, Kim,

As we discussed, please forward this email to the Commissioners along with Mr. Higgins and Mr. Shanahan to invite them to a brief ribbon cutting ceremony for the bollards at Stephen Decatur High School. The details are below:

Date/Time: Tuesday, June 5, 2018, at 1:30 p.m.
Location: Front Entrance at Stephen Decatur High School, 9913 Seahawk Road, Berlin, MD 21811
Program Approximate time: 30 Minutes, followed by photo opportunity for media

Thanks so much,

Carrie N. Sterrs
Coordinator of Public Relations and Special Programs

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