

AGENDA

WORCESTER COUNTY COMMISSIONERS

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

July 2, 2019

Item #

- 9:00 AM - Vote to Meet In Closed Session in Commissioners' Conference Room - Room 1103
Government Center, One West Market Street, Snow Hill, Maryland
- 9:01 - Closed Session: Discussion regarding posting to fill vacancies for IT Database
Administrator/Programming Trainee for Information Technology, discussing the approved
FY20 personnel budget with the State's Attorney; reviewing pending litigation with the
County Attorney; and performing administrative functions
- 10:00 - Call to Order, Prayer (Arlene Page), Pledge of Allegiance
- 10:01 - Report on Closed Session; Review and Approval of Minutes
- 10:10 - Chief Administrative Officer: Administrative Matters 1-15
(Scheduling a Progress Hearing on CDBG for Diakonia Shelter Renovation Project; Senior Citizens Activities
Center Operating Grant from Maryland Department of Aging; Letter of Intent to Fund Wor-Wic Community
College Applied Technology Building; Request for Proposals for FY20 Local Management Board Programs;
Funding Assistance for Tyson Feed Mill Track Mobile in Snow Hill; IEDC Sustainability Advisory
Committee and Annual Conference; Scheduling a Public Hearing for FY20 Maryland Agricultural Land
Preservation Foundation Easement Applications; Proposed Addendum to Fuel Contract to serve New
Generator at the Jail; Request for Use of Berlin Closed Landfill Mound by Stephen Decatur HS Cross Country
Team; Purchase of Pumps for Ocean Pines Pump Station P; Bid Package for Riddle Farm Equalization Tank
Replacement; Designated Parking for Elected Officials at Franklin Street Parking Lot; Agreement for Drug
Testing Services by LabCorp; Transfer of County Engineer to County Administration; Pending Board
Appointments; and potentially other administrative matters)
- 10:20 -
- 10:30 - Questions from the Press; County Commissioner's Remarks
- 10:31 - County Commissioners' Work Session
- Review of Proposed Countywide Rental License Program 16
 - Review of Proposed Standard Sewer Flow Calculations 17
- 10:40 -
- 10:50 -
- 11:00 -
- 11:10 -
- 11:20 -
- 11:30 -
- 11:40 -
- 11:50 -
- 12:00 -
- Lunch
- 1:00 PM - County Commissioners' Work Session Continued - (If Necessary) 16-17, continued
- 1:10 -
- 1:20 -
- 1:30 -

AGENDAS ARE SUBJECT TO CHANGE UNTIL THE TIME OF CONVENING

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

Please be thoughtful and considerate of others.

Turn off your cell phones & pagers during the meeting!

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Minutes of the County Commissioners of Worcester County, Maryland

June 18, 2019

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

Following a motion by Commissioner Mitrecic, seconded by Commissioner Nordstrom, with Commissioner Elder absent, 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) and (4) of the General Provisions (GP) Article of the Annotated Code of Maryland and to perform administrative functions permitted under the provisions of Section GP 3-104. Also present at the closed session were Chief Administrative Officer Harold L. Higgins, Assistant Chief Administrative Officer Kelly Shannahan, County Attorney Maureen Howarth, Public Information Officer Kim Moses, Human Resources Director Stacey Norton; and Economic Development Director Kathryn Gordon. Topics discussed and actions taken included: a matter concerning an industrial organization to expand or remain in the County; hiring a part-time Communications Clerk II for Emergency Services; posting to fill vacancies for a Welcome Center Greeter for Tourism and an Environmental Health Specialist IV for Environmental Programs; considering a revised position in the Library; and performing administrative functions, including: employee medical leave and retirement updates; times and dates from June 20 - July 1, 2019 for mandatory Civilian Response to Active Shooter Events (CRASE) training by the Sheriff's Office for all County employees; potential board appointments; and FY19 monthly financial update.

Following a motion by Commissioner Bertino, seconded by Commissioner Bunting, the Commissioners unanimously voted to adjourn their closed session at 9:48 a.m.

Commissioner Elder was absent from the meeting.

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

The Commissioners reviewed and approved the open and closed session minutes of their June 4, 2019 meeting as presented.

Pursuant to the request of Board of Education (BOE) Chief Financial Officer Vincent E. Tolbert and upon a motion by Commissioner Bertino, the Commissioners unanimously approved

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the County Appropriation Transmittal Schedule for FY20 for the BOE totaling \$91,028,422.

Pursuant to the request of Mr. Tolbert and upon a motion by Commissioner Mitrecic, the Commissioners unanimously authorized Commission President Purnell to sign the BOE's Annual Budget Certification Statement, which certifies County funds of \$90,728,422 for BOE expenses, \$200,000 for recurring Technology Program expenses, \$100,000 for School Building Improvements, \$853,055 for School Construction, and \$11,763,756 for Debt Service for BOE projects in the FY20 County Operating Budget.

The Commissioners met with Mr. Tolbert to discuss the BOE's plans to use teacher salary incentive grant funds of \$165,478, to be allotted to Worcester County under Senate Bill 1030 - The Blueprint for Maryland's Future, to increase starting teacher salaries for steps 1-5 by \$800 and steps 6-10 by \$650. Commissioner Bertino stated that he has strong reservations about accepting these grant funds based on the uncertainty of this funding going forward and the likelihood that future funding to maintain the salary increases will be baked into the County's annual Maintenance of Effort (MOE) formula beginning in the third year when the State grant funds disappear. He clarified that he has no reservations about how the BOE plans to allocate local funds, but that the Eastern Shore will have no representation on the Kirwan work group or its recommendations regarding how future funding to maintain teachers' salary increases will be determined and the likelihood that Worcester County will continue to be treated unfairly by the State with respect to education funding. In response to questions by Commissioner Bertino, Mr. Tolbert advised that this is a two-year State grant that will be funded through FY21, and the Kirwan Commission Work Group will be meeting this summer to make recommendations to the overall Kirwan Commission on future funding. He advised that 20 teachers are currently at Step 1; however, next year the BOE is likely to hire 20 to 40 new teachers at various levels depending on their years of experience. He advised that the BOE shares the Commissioners' concerns, as there are no Eastern Shore representatives, finance officers, or superintendents represented on the work group. He urged that they should continue to push for increases, not necessarily for the funding formula that is based on wealth, but for boosting funding for the needs of special education students, free and reduced meal students, and English as a second language students, which should boost funding overall because those needs are there no matter the wealth formula.

Commissioner Mitrecic stated that if the County does not accept these grant funds, the State may perceive that the County does not need additional funding when they revisit the wealth formula used to determine the amount of State funding to be allocated to Worcester County public schools. Furthermore, he advised that Senator Mary Beth Carozza will be sitting on the Kirwan Commission and will certainly make her voice heard.

In response to a question by Commissioner Bunting, Mr. Tolbert advised that the State awarded \$1.8 million to Wicomico County, \$400,000 to Somerset County, and almost \$500,000 to Dorchester County to increase starting teachers' salaries to more than \$47,000 beginning in the next school year; however, State funds will only help Worcester County boost starting teachers' salaries to \$46,394.

Commissioner Bunting stated that Worcester County spends more per pupil for student funding than any County in the State, but that if they do not accept this money it will be allocated elsewhere; however, these grant funds are not addressing the need for equitable funding.

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Following much discussion and upon a motion by Commissioner Nordstrom, the Commissioners voted 6-0-1, with Commissioner Bertino abstaining, to authorize Commission President Purnell to sign the Certification Statement - Worcester Teacher Salary Incentive Grant Program for FY20 certifying that a salary increase of at least three percent over FY19 has been negotiated and funded for the BOE for FY20, including increasing starting teacher salaries as previously outlined.

Pursuant to the request of Housing Program Administrator Jo Ellen Bynum and upon a motion by Commissioner Bertino, the Commissioners unanimously awarded the low bid for the rehabilitation of a single-family home in the Berlin area to Poseidon Plumbing & Home Services of Ocean City, Maryland at a total cost of \$29,160.

Pursuant to the request of Ms. Bynum and upon a motion by Commissioner Nordstrom, the Commissioners unanimously approved bid specifications for the general rehabilitation and lead risk reduction of an owner-occupied home in the Snow Hill area, which is to be funded through the County's current Housing Rehabilitation Grant.

Pursuant to the request of Health Officer Becky Jones, as presented by Phil Taylor of the Health Department, and upon a motion by Commissioner Mitrecic, the Commissioners unanimously authorized Commission President Purnell to sign the Canon Managed Print Solution Lease Agreement for all copiers and printers maintained by the Health Department at a total monthly lease cost of \$11,890 for toner, support, and maintenance of a total of 130 devices, including all copiers and printers, at the Health Department.

In response to a question by Commissioner Bertino, Assistant Chief Administrative Officer Kelly Shannahan advised that, given the number of devices supported by this lease agreement, it appears to be in line with the cost of the County's lease agreement with Xerox for copiers only.

Pursuant to the request of State's Attorney Kristin Heiser and upon a motion by Commissioner Nordstrom, the Commissioners formally authorized Ms. Heiser to apply for an Opioid Operational Command Center grant of \$100,000 to cover the purchase, implementation, maintenance, and staff training for new case management software in the State's Attorney's Office. Due to an earlier grant deadline, by prior email proxy the Commissioners granted conceptual approval for Ms. Heiser to apply for the grant. Ms. Heiser advised that the existing software is 15 years old with limited functionality, and the new software will help her office track opioid-related deaths. She further advised that additional budget savings have been identified to cover the \$5,000 annual software maintenance fee.

Pursuant to the request of Tourism Director Lisa Challenger and upon a motion by Commissioner Bertino, the Commissioners unanimously authorized Commission President Purnell to sign the FY20 County Tourism Cooperative Marketing Grant Agreement between the Maryland Department of Commerce, acting through the Maryland Tourism Development Board (MTDB) and the County Commissioners of Worcester County, Maryland for a grant of \$207,154, which represents an increase of \$66,574 from the previous year, which will be used for

marketing purposes.

Recreation and Parks Director Tom Perlozzo provided the Commissioners with an overview of FY20 Recreation and Parks projects, including funding sources, a timeline for each project, and projects for which his staff is continuing to pursue grant funding from the Maryland Department of Natural Resources (DNR) Program Open Space (POS), Land Water Conservation Fund (LWCF), Recreational Trails Program, and Waterway Improvement Fund, along with other State, private, and corporate grant opportunities for the following projects: Bishopville waterfront park, with a \$50,000 budget; Grey's Creek Nature Park, with a \$350,000 budget, including matching funds each of \$188,335 from POS and the LWCF and 10% County in-kind services; Newtown Park improvements, with a \$50,000 budget; Northern Worcester Athletic Complex parking, fence replacement, and multi-purpose fields project, with a budget of \$565,000; John Walter Smith Park field lighting, fencing, and landscaping project, with a \$225,000 budget; Showell Park concessions, bathroom, and press box project, with a \$200,000 budget; Public Landing dredging project, with an approved and as-yet undetermined budget to be funded through LWCF and Waterway Improvement Fund grants; and West Ocean City (WOC) electrical commercial slip panel upgrades, with a \$35,000 budget. Mr. Perlozzo advised that his staff will continue working with Environmental Programs staff on many of these projects, and plans are subject to change based on permitting requirements. He then requested permission to bid when and where appropriate for each project, along with permission to continue to pursue grant funding from the POS, LWCF, Recreational Trails Program, Waterway Improvement Fund, and other State, private, and corporate grant opportunities.

In response to a question by Commissioner Bertino, Mr. Perlozzo confirmed that County matching funds for the Showell Park project will be met through in-kind services, resulting in no County out-of-pocket costs.

Upon a motion by Commissioner Mitrecic, the Commissioners unanimously approved and authorized staff to proceed with the above-listed projects, including permission to bid, secure permits, and apply for grant funds as necessary.

Pursuant to the request of Mr. Perlozzo and upon a motion by Commissioner Mitrecic, the Commissioners unanimously authorized Commission President Purnell to sign the DNR Waterway Improvement Fund Grant Agreement between DNR Chesapeake & Coastal Service (Department) and Worcester County Government (Grantee) for a \$200,000 Waterway Improvement Fund grant for the Public Landing dredging project. The Commissioners further authorized staff to apply for a LWCF grant to install finger piers and to request bids for the dredging project.

Chief Administrative Officer Harold Higgins advised that a review of the May 14, 2019 budget work session has revealed that the Commissioners did not specifically discuss or approve staff's FY20 request to transfer the County Engineer from Development Review and Permitting (DRP), where the workload and responsibilities of this position were split between County projects and permit review, to County Administration, where the focus and responsibilities would be directed to County projects, which include 12 current projects as follows: building heating, ventilation, and air conditioning (HVAC) system controls; building controls and locking system;

Court House HVAC replacement, Government Center ventilation and building repairs, Sheriff's Department Evidence Room; Isle of Wight building improvements; Jail major renovations and repairs; Ocean Pines Branch Library improvements; parking lot improvements; Pearl Street building repairs; Pocomoke Health Department building upgrades; and Pocomoke Branch Library building improvements. Mr. Higgins confirmed that the transfer would be budget neutral.

A motion by Commissioner Bunting to deny the request to transfer the County Engineer from DRP to County Administration failed 3-3, with Commissioners Bertino, Bunting, and Nordstrom voting in favor of the motion and Commissioners Church, Mitrecic, and Purnell voting in opposition. Commissioner Mitrecic stated that the Commissioners should revisit this issue at the next meeting when Commissioner Elder is present.

Pursuant to the written request of Wor-Wic Community College (WWCC) President Dr. Ray Hoy and upon a motion by Commissioner Bertino, the Commissioners unanimously adopted Resolution No. 19-19, adopting the FY20 WWCC Expenditure Budget by Function totaling \$27,796,872, including a Worcester County local funding share of \$2,333,092, as approved in the FY20 County Operating Budget.

Upon a motion by Commissioner Bertino, the Commissioners unanimously adopted Resolution No. 19-20 adopting the Sanitary Service Area Budgets, Assessments and Charges and Establishing Classifications for the Water and Wastewater Enterprise Fund for July 1, 2019 through June 30, 2020, as conceptually approved after their public hearing on June 4, 2019.

Upon a motion by Commissioner Bertino, the Commissioners unanimously adopted Resolution No. 19-21 adopting the Solid Waste Enterprise Fund Budget and Fees for July 1, 2019 through June 30, 2020, as conceptually approved after their public hearing on June 4, 2019.

Upon a motion by Commissioner Bertino, the Commissioners unanimously adopted Resolution No. 19-22 adopting a budget of \$915,000 for the Liquor Control Enterprise Fund to enable continued operation of the Pocomoke retail liquor store from July 1, 2019 through June 30, 2020, as conceptually approved after the public hearing on June 4, 2019.

Public Works Deputy Director John Ross updated the Commissioners regarding ongoing budget challenges and a proposed short-term solution for the Landings Sanitary Service Area (SSA), with a wastewater treatment capacity of 100,000 gallons per day (gpd). Mr. Ross stated that the wastewater treatment plant (WWTP) requires significant amounts of energy and highly-qualified operators to produce high quality effluent, making it expensive to operate; however, to date only 120 of 400 equivalent dwelling units (EDUs), representing only 30% of the total Landings WWTP capacity, have been placed into service, and no new houses have been built in the Landings SSA since 2012, which has created a budget shortfall. He reviewed possible short-term solutions, including mothballing the membrane equipment and ceasing operations within the Landings WWTP for up to five years, pumping the treatment to the Mystic Harbour SSA for treatment and disposal, and charging treatment costs of approximately \$0.02 per gallon of wastewater back to the Landings SSA, which would reduce the Landings SSA expenses by approximately \$177,552 and almost totally eliminate the deficit in that SSA. Mr. Ross stressed

that this is only a temporary solution while the Mystic Harbour SSA has available treatment capacity and before new customers connect to the Mystic Harbour SSA to fully utilize the planned capacity. At that point, the Landings WWTP will be required to resume operations and discontinue sending its waste to the Mystic Harbour WWTP. Mr. Ross then reviewed implementation costs to temporarily close the Landings WWTP as follows: \$8,000 to replace one pump in the Landings Pump Station 1; \$8,000 to replace an additional pump in the Landings WWTP; and \$6,000 for tank cleaning and waste disposal.

In response to a question by Commissioner Nordstrom, Mr. Ross advised that ceasing operations at the Landings WWTP and diverting the effluent to the Mystic Harbour SSA would require State approval, and there will be future costs to bring the Landings WWTP back online. In response to a question by Commissioner Bertino, Mr. Ross stated that treated effluent from the Landings WWTP can currently only be disposed of via shallow injection wells, while the Mystic Harbour SSA offers more options for effluent disposal. In response to a question by Commissioner Bunting, Enterprise Fund Controller Jessica Wilson confirmed that Toll Brothers, developers of the Landings, owns and has been paying an accessibility charge to the County for all excess EDUs for the past 15 years.

Following some discussion and upon a motion by Commissioner Nordstrom, the Commissioners unanimously authorized staff to proceed with the short-term plan as outlined.

The Commissioners met in legislative session.

The Commissioners met with Development Review and Permitting (DRP) Director Ed Tudor to review a text amendment application submitted by Mike Ramadan seeking to amend Section ZS 1-324(c)(4)A of the Zoning and Subdivision Control Article relative to on premises buildings signs, to remove the maximum copy area limitations associated with allowable copy area of signs that may be transferred to any side of an individual establishment. Mr. Tudor stated that the text amendment does not increase the total square footage of on-building signage, but rather provides flexibility regarding where that signage may be placed. He advised that staff has no objections, and the Planning Commission gave a favorable recommendation to the application.

Following some discussion, Commissioners Bertino, Bunting, Church, Elder, Mitrecic, and Purnell introduced the aforementioned text amendment as Bill 19-2 (Zoning - Building Signs) and scheduled a public hearing on the bill for July 16, 2019.

Mr. Tudor was prepared to present four separate legislative bills, which were drafted by staff to address the Commissioners' January 22, 2019 directive to develop a framework for County Code revisions on room tax, mobile and manufactured home park licenses, excise tax, tourist permits, and the Zoning Code to remove all inconsistencies between the various sections of County Law pertaining to various types of lodging facility regulations, as well as to establish new regulations for short-term vacation rentals with regard to single family homes that are needed to create a rental license program and to then develop a draft for the Commissioners' consideration for a Countywide room tax and rental license program that would apply to both long-term and short-term rentals.

Prior to Mr. Tudor's review of the four proposed bills, Commissioner Mitrecic stated that he would prefer to schedule a work session to review the bills, so that they can take the time

needed to go through the legislation as a group and share their concerns. Mr. Tudor agreed that the new legislation is complex, and he stated that the Planning Commission will be required to review and provide the Commissioners with recommendations on the proposed bill amending the Zoning Ordinance. Therefore, he suggested that, if the Commissioners opt to schedule a work session to review the draft legislation, they should request the Planning Commission review and provide recommendations on the Zoning bill at their July meeting.

Upon a motion by Commissioner Mitrecic, the Commissioners agreed to schedule a work session to review and to discuss the draft bills, prior to introduction at their July 16 meeting, and to forward the Zoning bill to the Planning Commission for their review and recommendation.

Commissioner Purnell closed the legislative session.

Assistant Chief Administrative Officer Kelly Shannahan presented a resolution proposed by the Sewer Committee to establish standard sewer flow calculations for determining required capacity to serve residential and non-residential land uses to be served by public sewer systems in the County, to assist the County in definitively determining the number of equivalent dwelling units (EDUs) required to serve proposed development, and to ensure that the sale and allocation of EDUs will not exceed the rated capacity of a wastewater treatment plant (WWTP). This resolution includes a formal policy as well as a Table of Standard Sewer Flow Calculations, based primarily on State guidelines and reflecting actual flows generated by similar existing land uses in Worcester County and other nearby jurisdictions.

Upon a motion by Commissioner Bunting, the Commissioners unanimously agreed to table discussions on the proposal and instead schedule this discussion for their work session when they also review the draft bills establishing the Countywide rental licensing program.

Environmental Programs Director Bob Mitchell reviewed proposed updates and modifications to the existing fee schedule for Environmental Programs to assure the fees support the expenses derived from administering program services. He then reviewed the proposed additions and changes.

Upon a motion by Commissioner Mitrecic, the Commissioners unanimously adopted Resolution No. 19-23 establishing fees for applications processed by the Department of Development Review and Permitting (DRP) and the Department of Environmental Programs.

Pursuant to the request of Human Resources Director Stacey Norton and the Health Benefits Committee and upon a motion by Commissioner Bunting, the Commissioners unanimously authorized County staff to work with PSA Insurance & Financial Services, the County's benefits consultants, to issue a Request for Proposals (RFP) for all lines of business for the County health and insurance benefits, due to either the contract expiring or to investigate if the current vendors are providing the best value, as follows: medical, pharmacy benefit manager, dental, vision, life insurance, long-term disability, and flexible savings account. Ms. Norton stated that staff plan to present their recommendations for FY21 at the Commissioners' March 17, 2020 meeting.

In response to a question by Commissioner Bertino, Ms. Norton stated that Walgreens is the only pharmacy currently excluded from the County's pharmaceutical network; however, the voluntary maintenance program (purchasing 90-day supplies on some prescriptions by mail

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order), which results in greater savings to both the employees and the County, is available to County and Board of Education (BOE) employees only through CVS pharmacies. Commissioners Bunting and Nordstrom stated that the RFP should revisit that policy moving forward.

The Commissioners reviewed and discussed various board appointments.

Upon a nomination by Commissioner Bertino, the Commissioners unanimously agreed to appoint Steven Habeger to the Economic Development Advisory Board for a four-year term expiring December 31, 2023 to replace Tom Terry who resigned, and Josh Davis to the Tourism Advisory Committee for the remainder of a four-year term expiring December 31, 2021, to replace Denise Sawyer who moved.

Commissioner Church left the meeting.

Commissioner Mitrecic updated the Commissioners regarding a meeting hosted by U.S. Wind, Inc. last week at the Ocean Pines Branch Library regarding the proposed location of offshore wind turbines to be constructed off the coast of Ocean City, Maryland. The Commissioners reiterated their strong opposition to constructing said turbines any closer than 17 miles from the Ocean City shoreline to keep from adversely impacting the robust tourism, real estate, and fishing industry markets upon which the local economy depends. Commissioner Mitrecic stated that during the meeting representatives from the U.S. Coast Guard Station in Ocean City requested that the offshore wind turbines be moved closer to the beach due to their concerns regarding the safety of boats navigating the shipping channels. He reiterated that the Ocean City Mayor and City Council and the Commissioners support moving the turbines further offshore past the shipping channels for the reasons previously stated, which would also address the concerns raised by U.S. Coast Guard members.

Upon a motion by Commissioner Mitrecic, the Commissioners voted 4-0-1, with Commissioner Nordstrom abstaining, to send a letter to Master Chief Nathan Beach of the U.S. Coast Guard in Ocean City explaining the County's position, how that position will address the concerns of the U.S. Coast Guard, and requesting that they consider supporting the construction of the turbines further offshore.

The Commissioners answered questions from the press, after which they adjourned until 3:00 p.m. to tour the construction site of the new Showell Elementary School (SES) with Board of Education (BOE) members and staff and to meet again on July 2, 2019.



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

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

OFFICE OF THE
COUNTY COMMISSIONERS

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

June 26, 2019

To: Harold Higgins, Chief Administrative Officer
Worcester County Commissioners

From: Kim Reynolds, Senior Budget Accountant

A handwritten signature in blue ink, appearing to read "Kim Reynolds", with a stylized flourish at the end.

Subject: Public Hearing #2 CDBG Diakonia Shelter Renovations Grant

This is a request to hold a second public hearing regarding the progress of the Community Development Block Grant which was awarded to the County Commissioners of Worcester County, Maryland and sub-awarded to Diakonia, Inc.

The Diakonia Shelter Renovations Grant No. MD-19-HI-2 was approved on October 4, 2018 in the amount of \$276,128 for renovations to two buildings used as emergency shelters for the homeless and as a food pantry.

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**NOTICE OF PUBLIC HEARING
ON THE PROGRESS OF
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAMS
WORCESTER COUNTY, MARYLAND**

The County Commissioners of Worcester County, Maryland will conduct a Public Hearing to provide information on the progress of **The Diakonia Shelter Renovations Grant No. MD-19-HI-2** which was funded under the Maryland Community Development Block Grant (CDBG) Program which is a federally funded program designed to assist governments with activities directed toward neighborhood and housing revitalization, economic development, and improved community facilities and services. The hearing will be held on:

**TUESDAY, AUGUST 6, 2019
AT _____ A.M.
IN THE COUNTY COMMISSIONERS' MEETING ROOM
ROOM 1101 – GOVERNMENT CENTER – ONE WEST MARKET STREET
SNOW HILL, MARYLAND 21863**

The purpose of the Public Hearing is to assess the program progress on the following CDBG grant received from the State of Maryland:

1. MD-19-HI-2 Homeless Initiative Grant. Funding is being used to renovate two buildings used as emergency shelters for the homeless and as a food pantry at Diakonia, Inc., which is located at 12747 Old Bridge Road, Ocean City, Maryland. The total amount of the grant is \$276,128 and the CDBG grant term is scheduled to end on October 31, 2020. The County and Diakonia, Inc. are currently working towards completing the renovations within the next year.

Efforts will be made to accommodate the disabled and non-English speaking residents with 3 business days advance notice to Kelly Shannahan, Assistant Chief Administrative Officer at 410-632-1194.

County Commissioners of Worcester County, Maryland

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



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COMMISSIONERS
DIANA PURNELL, PRESIDENT
JOSEPH M. MITRECIC, VICE PRESIDENT
ANTHONY W. BERTINO, JR.
MADISON J. BUNTING, JR.
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21863-1195

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

June 26, 2019

To: Harold Higgins, Chief Administrative Officer
Worcester County Commissioners

From: Kim Reynolds, Senior Budget Accountant

A handwritten signature in blue ink, appearing to read "K Reynolds", is written over the name "Kim Reynolds" in the "From:" line.

Subject: Maryland Department of Aging – FY2020 Grant Application

Attached is the FY2020 Grant Application for the Senior Citizens Activities Center Operating Fund. This grant is funded by the Maryland Department of Aging and the County Commissioners of Worcester County would be the pass through entity for this grant as in years past. There is no matching requirement on the part of the County.

**APPLICATION TO THE MARYLAND DEPARTMENT OF AGING
FOR A GRANT TO PROVIDE SERVICES FOR SENIOR CITIZENS ACTIVITIES CENTERS
THROUGH THE SENIOR CITIZENS ACTIVITIES CENTER OPERATING FUND**

County Commissioners of Worcester County, Maryland, (“Applicant” or “Agency”), like the Department, recognizes the value of senior citizens activity centers.

Therefore, the Applicant, whose Federal Tax Identification Number is 52-6001064, is applying for a senior center operating funds grant from the Department for the attached senior citizen activity center project proposal(s) within Worcester (county).

The project proposals are set forth in Attachments B, C, D and E:

Attachment B – SCOF Grant Narrative

Attachment C – FY20 Program Summary Table

Attachment D – Senior Center Profile

Attachment E – FY20 SCOF Budget

I. CONDITIONS OF GRANT AWARD

Applicant acknowledges that if it is awarded a grant hereunder, it will abide by all the conditions contained in this section.

1. **Agreement Monitor:** Agency will appoint as its Agreement Monitor:

a. Name	<u>Kimberly Reynolds</u>
Title	<u>Senior Budget Accountant</u>
b. Address	<u>1 West Market Street, Room 1103</u>
c. Phone	<u>410-632-1194</u>
d. Email	<u>kreynolds@co.worcester.md.us</u>

2. The Agency's Agreement Monitor will be the primary point of contact with the County for matters relating to the grant.

3. **Grant Period:** Any grant awarded shall be for the term beginning July 1, 2019 and ending June 30, 2020. If the grant is awarded after the start of the designated term, Agency agrees to abide by the provisions of this grant application for the entire term.
4. An itemized budget (Attachment E) shall be submitted with each application. Agency shall use uniform accounting standards in accordance with State Finance & Procurement Article §7-403.
5. Agency shall submit a mid-year report and an annual report within 20 days of the end of the reporting periods identified in Attachments F. Reports must be submitted in conjunction with standard fiscal reports for Quarters 2 and 4. The annual report shall include a narrative and budget detailing expenditures incurred and an itemized statement that fully and accurately accounts for how the grant funds were spent and shall be verified by an officer of the Agency.
6. Agency shall comply with any and all federal, State, and local laws concerning employees.
7. Agency agrees: (a) not to discriminate in any manner against an employee or applicant for employment because of race, color, religion, creed, age, sex, marital status, national origin, ancestry, or physical or mental handicap which is unrelated in nature and extent so as not to reasonably preclude the performance of such employment, or sexual orientation, or any other characteristic that is forbidden as a basis for discrimination by applicable State and federal laws, such as Maryland law that forbids discrimination based on gender identity or genetic information; (b) to include a provision similar to that contained in subsection (a) above in any underlying subcontract, except a subcontract for standard commercial supplies or raw materials; and (c) to post and to cause subcontractors to post in conspicuous places available to employees and applicants for employment notices setting forth the substance of this clause.
8. If the Agency fails to fulfill its obligations under the grant properly and on time, or otherwise violates any provision of the grant, the Department may terminate the grant.
9. No employee of the State of Maryland, or any department, commission, agency, or branch thereof,

whose duties as such an employee include matters relating to or affecting the subject matter of this grant, shall, while such employee, become or be an employee of the Agency, or any department, commission, agency or branch thereof.

10. It is understood and agreed that the Department shall not be liable in any action of tort, contract or otherwise for any actions or responsibilities of the Agency arising out of the grant.
11. Agency may not assign or subcontract all or any part of its responsibilities under grant, without the prior written approval of the Department.
12. Neither the Department nor the Agency may use or disclose any information concerning a recipient of services provided under this grant for any purpose not directly connected with the administration of such services, except upon written consent of the recipient, or as may be required by law.
13. Agency will be alert to and avoid conflicts of interest that interfere with the exercise of professional discretion and impartial judgment. The Department will be informed when a real or potential conflict of interest and take reasonable steps to remedy the conflict in a manner that makes the recipient's interests primary and protects client's interests to the greatest extent possible. Agency will not take unfair advantage of any professional relationship or exploit others to further their personal, religious, political, or business interests or those of their family or friends.
14. **Indemnity and Claims:**
 - a. To the fullest extent permitted by the legal instruments creating Agency and the statutes governing Agency's authority, Agency shall indemnify the State against liability for any suits, actions or claims of character arising from or relating to the performance of the Agency or its sub-grantee(s) under the grant.
 - b. The State of Maryland has no obligation to provide legal counsel or defense to the Agency or its sub-grantee(s) in the event that a suit, claim or action of any character is brought by any person against the Agency or its sub-grantee(s) as a result of or relating to the Agency obligations under the grant.
 - c. The State has no obligation for the payment of any judgments or the settlement of any

claims against the Agency or its sub-grantee(s) as a result of or relating to the Agency's obligations under the grant.

- d. The Agency shall immediately notify the Department of any claim or suit made or filed against the Agency or its subcontractors regarding any matter resulting from or relating to the Agency's obligations under the grant, and will cooperate, assist, and consult with the State in the defense or investigation of any claim, suit, or action made or filed against the State as a result of or relating to the Agency's performance under the grant.

15. All terms of the grant requiring the Department to release funds are subject to the continuing availability of State and Federal Funds. If funds are not appropriated or otherwise made available to support continuation, the State shall have the right to terminate the grant and the Agency is not entitled to recover any costs not incurred prior to termination.

16. Agency shall retain all books, records, and other documents relevant to the grant for a period of no less than three (3) years after the date of final payment, resolution of audit findings, or disposition of non-expendable property, whichever is later, and upon receipt of reasonable written notice thereof, full access thereto and the right to examine any of said materials shall be afforded federal and/or State auditors who shall have substantiated in writing a need therefore in the performance of their official duties, and such other persons as are authorized by the Department. The Agency will provide to the Department a copy of that part of any audit performed by State or independent auditors which relates to the performance of the grant and the administration of funds provided by the Department pursuant to the grant.

II. APPLICANT REPRESENTATIONS

The Applicant hereby represents and warrants that:

- a) It is qualified to do business in the State of Maryland and that it will take such action as, from time to time, may be necessary to remain so qualified;
- b) It is not in arrears with respect to the payment of any monies due and owing the State of Maryland, or any department or unit thereof, including, but not limited to, the payment of taxes and employee benefits, and that it shall not become so in arrears during the term of and

Senior Center Operating Fund- FY 2020 Proposal

Health Promotion & Exercise Program

The Worcester County Commission on Aging plans to continue its **Health Promotion and Exercise Program** in all four of our Senior Centers. The program's goal is to promote activities designed to enhance the quality of life for older adults through participation in educational opportunities and exercise and is offered in conjunction with other health programs throughout the county. It incorporates several evidence-based classes, exercise classes, continuing education with a focus on nutrition and health education, easy access to fitness equipment on-site, and staff support in developing individual fitness programs. Services are focused on helping seniors age gracefully, maintain mobility, and live active, independent, and healthy lives.

New Innovative Components

Wellness Reward Program: We will develop and implement a program for tracking participation in new and existing Health Promotion and Exercise Programs, use of exercise equipment, nutritional education sessions, and our Goody Cart Buy 6, Get 1 Free Program and other related programs as collected and reported in our computerized data base. Participation thresholds will be established for reward levels and grant money used to provide rewards based on review of participation units. Reward recipients will be recognized in our Senior Center newsletters.

Cooking and Nutrition Series: Quarterly presentations at each site will demonstrate meal preparation for a nutritional, healthy, balanced, tasty and economical meal. Participants will sample the food and learn how to incorporate new recipes into their routines. We will partner with our dietician colleagues at the local health department and area agency on aging and will utilize grant funds to purchase food used for each presentation. Participation in this series will give attendees credit toward our aforementioned Wellness Reward Program.

Existing Components

Programs include, but are not limited to the following. Lifestyle Balance, Enhance Fitness, Chair Yoga, Zumba Gold, Line Dancing, Walk Club, Living Well with (Chronic Illness, Chronic Pain & Diabetes) and Tai Chi. These programs, offered on a rotating basis, improve the health and well-being of Worcester County Senior Center participants and older adults in the community. We continue to attract new participants with these offerings and build new private/public partnerships. We have added a part-time trainer, certified in evidence based programs, to our staff. She is paid with grant funding and rotates through all four sites to offer fitness programs. We continue to supplement with contract staff.

The evidence based programs are founded on research and have proven health benefits for participants. We offer a variety of exercise options which help seniors become more independent while living on their own. Exercising allows seniors to maintain healthy lives by controlling stress, controlling blood pressure, lowering cholesterol levels, and improving balance, among many other positive lifestyle changes. We continue to partner with the Worcester County Government, Health Department, and Social Services. The county government helps by providing local funding for operations which includes staffing. We are currently working with the AAA, local AARPs, churches, and other local civic groups to promote classes at the Senior Centers.

Evaluation and Sustainability

We have implemented a monthly evaluation program at each site and also obtain input via a Suggestion Box. As we gather information, we share results, discuss possible adjustments and implement continuous quality improvement measures. There is a small fee for most of our exercise programs. We are still working toward minimizing our overhead by consolidating class sites and offer a discount punch card which can be used for multiple programs. We continue to enjoy local government funding support and regularly work toward alternative funding sources and pursuing collaborative arrangements. We have a designated PR and marketing Program Coordinator who works diligently to promote these programs through local Chambers of Commerce, AARP, as well as our FaceBook page, website and newsletters. We also market this program via presentations, flyers, and local media via press releases and radio and TV spots when we have that opportunity. Word of mouth from the seniors who currently participate in these programs is a big component in letting others know what we are doing.

Attachment C

Proposed Funding Request and Program Summary

Applicant/County Name	Worcester County
Subgrantee Name (if applicable)	Worcester County Commission on Aging

Please identify the name of each senior center for which you are requested funding in row 1 and complete the corresponding information below.

Name of Senior Center	Amount of Funding Requested	Priority Focus Area	Category: 1. New 2. Existing 3. Critical Need	Projected Number of Unduplicated People to be Served
Northern Worcester County Senior Center	13,652	Wellness & Exercise	2 & 3	230
Ocean City Senior Center	13,652	Wellness & Exercise	2 & 3	390
Pocomoke City Senior Center	13,652	Wellness & Exercise	2 & 3	90
Snow Hill Senior Center	13,652	Wellness & Exercise	2 & 3	140

Attachment D

Senior Center Profiles

Applicant/County name	Worcester County
Sub-Grantee Name (if applicable)	Worcester County Commission on Aging

Please identify the name and address of each senior center for which you are requesting funding in row 1 and complete the corresponding information.								
Name of Senior Center	Address of Senior Center	Ownership (i.e. county, city, private)	Annual Budget	Operating Hours	Size in sq ft.	Average Daily Participation Rate	Total number of memberships	Average Daily Participation Demographics (e.g. number participants by gender, age, income, race, ethnicity as possible)
Northern Worcester County Senior Center	10129 Old Ocean City Blvd., Berlin, MD 21801	County	15,500	8:30 AM - 3:00 PM	4,800	28	324	20 Female/8 Male; 1 @ 60-/14 @ 60-74/9 @ 75-85/4 @ 85+; 6 Low Income; 7 Black/21 White
Ocean City Senior Center	104 41st Street, Ocean City, MD 21842	County	15,500	8:30 AM - 3:00 PM	8,125	25	540	18 Female/7 Male; 1 @ 60-/12 @ 60-74/9 @ 75-85/3 @ 85+; 5 Low Income; 1 Black/24 White
Pocomoke City Senior Center	400-B Walnut St, Pocomoke City, MD 21851	County	15,500	8:30 AM - 3:00 PM	12,000	11	121	8 Female/3 Male; 2 @ 60-/6 @ 60-74/2 @ 75-85/1 @ 85+; 5 Low Income; 4 Black/7 White
Charles and Martha Fulton Senior Center	4767 Snow Hill Rd, Snow Hill, MD 21863	County	15,500	8:30 AM - 3:00 PM	10,000	18	106	14 Female/4 Male; 3 @ 60-/8 @ 60-74/5 @ 75-85/2 @ 85+; 6 Low Income; 7 Black/11 White

APD 19-04 Attachment E				
FY 2020 Senior Citizen Activities Center Operating Fund (SCOF) Budget				
Applicant/County Name: Worcester County				
Total FY 2020 SCOF Budget:				
Budget Categories:	Northern Worcester County Senior Center	Ocean City Senior Center	Pocomoke City Senior Center	Snow Hill Senior Center
Salaries (please list positions below)	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00
Fringe	\$ 2,250.00	\$ 2,250.00	\$ 2,250.00	\$ 2,250.00
Travel	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
Building Space	\$ -	\$ -	\$ -	\$ -
Printing/Supplies	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00
Equipment (please specify below)	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
Equipment Repairs and Maintenance	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
Communications	\$ -	\$ -	\$ -	\$ -
Utilities	\$ -	\$ -	\$ -	\$ -
Vehicle Costs	\$ -	\$ -	\$ -	\$ -
Contractual services (please specify below)	\$ 2,750.00	\$ 2,750.00	\$ 2,750.00	\$ 2,750.00
Training (please specify below)	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
Other Costs (please specify below)	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00
Total Costs	\$ 15,500.00	\$ 15,500.00	\$ 15,500.00	\$ 15,500.00
Total Funding Sources				
Senior Citizens Activities Center Operating Fund	\$ 13,652.00	\$ 13,652.00	\$ 13,652.00	\$ 13,652.00
Participant Donations	\$ 348.00	\$ 348.00	\$ 348.00	\$ 348.00
Local Funds	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
Membership Fees (Please explain below)	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00
Revenue from room rentals (Please explain below)				
Other (Please explain)	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00
Other (Please explain)				
Total Funding	\$ 15,500.00	\$ 15,500.00	\$ 15,500.00	\$ 15,500.00
Salaries (Please List Below)				
Site Supervisor	500	500	500	500
Program Coordinator	5000	5000	5000	5000
Senior Centers Program Manager	500	500	500	500
Administrative Staff	1000	1000	1000	1000
Training (Please List Below)				
Welles Programs	500	500	500	500
Contractual Services (Please List Below)				
Exercise and Educational	1000	1000	1000	1000
Marketing	1000	1000	1000	1000
Audit	250	250	250	250
Participation Software	500	500	500	500
Other (Please List Below)				
Miscellaneous	250	250	250	250
Membership fees (Please List Below)				
Senior Center Membership Fees	250	250	250	250
Other Revenue (Please List Below)				
Fundraisers	250	250	250	250

WOR-WIC
COMMUNITY COLLEGE

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

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

June 26, 2019

Mr. Harold Higgins
Chief Administrative Officer
Worcester County Government Center
1 West Market Street, Room 1103
Snow Hill, MD 21863

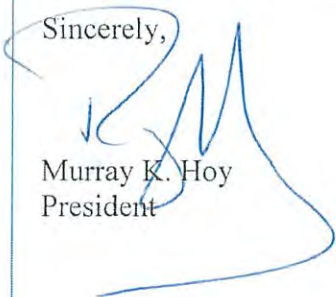
Dear Harold,

Attached please find a Letter of Intent form for signature regarding Worcester County's matching funding for the Applied Technology Building, which the County included in its CIP. I have included a copy of Wicomico County's completed form for your files. As you are aware, this document is a formality and does not bind the County; however it is submitted to the State along with our Board Resolution and Petition for the 75% State share of the project costs.

Once the form is signed and dated, kindly scan and email the form to me at rhoy@worwic.edu and mail the original to Wor-Wic Community College, 32000 Campus Drive, Salisbury, MD 21801. We'll forward it to the Higher Education Commission along with our final documents.

Thanks so much for all of your support.

Sincerely,


Murray K. Hoy
President

3

LETTER OF INTENT
MARYLAND COMMUNITY COLLEGES

TO: Maryland Higher Education Commission
6 N. Liberty Street, 10th Floor
Baltimore, MD 21201

RE: Wor-Wic Community College
New Applied Technology Building

This Letter of Intent is to assure the Maryland Higher Education Commission that the county intends to provide the local share of funds to design, construct and equip the above reference project.

A Resolution and Petition for the State's share of funds to design this facility will be submitted with the Annual Capital Budget Request, on or before July 1, 2020.

Signatures of:

County Council

County Commissioners

County Executive

Date

MHEC FORM M

LETTER OF INTENT
MARYLAND COMMUNITY COLLEGES

TO: Maryland Higher Education Commission
6 N. Liberty Street, 10th Floor
Baltimore, MD 21201

RE: Wor-Wic Community College
New Applied Technology Building

This Letter of Intent is to assure the Maryland Higher Education Commission that the county intends to provide the local share of funds to design, construct and equip the above reference project.

A Resolution and Petition for the State's share of funds to design this facility will be submitted with the Annual Capital Budget Request, on or before July 1, 2020.

Signatures of:

County Council

County Commissioners

County Executive

Date

MHEC FORM M

Worcester County

Approved

5 Year Capital Improvement Plan FY 2020 to FY 2024



NOTE: The proposed Capital Improvement Plan is a planning document to anticipate future financial needs of the County. Inclusion of a project in the plan does not constitute a guarantee of funding from the county. Some capital projects will be added, deleted and or amended as necessary. As with the Operating Budget, the projects for each fund have to be balanced with the resources available in that fund.

January 8, 2019

REQUESTED PLAN SUMMARY BY CATEGORY

12/18/2018

WORCESTER COUNTY FIVE YEAR CAPITAL IMPROVEMENT PLAN FY 2020 to FY 2024 Project Summary

Project Category	2020	2021	2022	2023	2024	Five Year Project Cost Total	Five Year % to Total Costs	Actual Prior Years	Balance to Complete *	Total Project Cost
General Government	250,000	2,500,000	0	550,000	0	3,300,000	3.62%	0	0	3,300,000
Public Safety	500,000	5,500,710	3,800,710	0	0	9,801,420	10.74%	3,500,000	0	13,301,420
Public Works	7,130,000	5,970,000	4,680,000	2,700,000	1,600,000	22,080,000	24.20%	1,116,000	0	23,196,000
Public Schools	27,756,519	10,027,637	7,690,062	5,461,370	2,553,000	53,488,588	58.63%	12,731,756	879,000	67,099,344
Community College	0	197,492	2,279,610	89,975	0	2,567,077	2.81%	0	0	2,567,077
TOTAL	35,636,519	24,195,839	18,450,382	8,801,345	4,153,000	91,237,085	100.00%	17,347,756	879,000	109,463,841

Source of Funds	2020	2021	2022	2023	2024	Five Year Project Cost Total	Five Year % to Total Costs	Actual Prior Years	Balance to Complete	Total Project Cost
General Fund	1,500,000	1,697,492	1,653,000	1,577,000	1,500,000	7,927,492	8.69%	1,016,000	0	8,943,492
User Fees	0	0	0	0	0	0	0.00%	0	0	0
Grant Funds	865,000	1,560,000	1,215,000	600,000	50,000	4,290,000	4.70%	50,000	0	4,340,000
State Match	5,285,000	1,250,000	3,650,000	1,906,000	831,000	12,922,000	14.16%	4,336,000	0	17,258,000
State Loan	815,000	960,000	15,000	0	0	1,790,000	1.96%	50,000	0	1,840,000
Assigned Funds	2,549,055	1,565,437	0	275,000	0	4,389,492	4.81%	5,858,188	0	10,247,680
Private Donation	0	0	0	0	0	0	0.00%	0	0	0
Enterprise Bonds	950,000	1,950,000	1,950,000	600,000	50,000	5,500,000	6.03%	0	0	5,500,000
General Bonds	23,672,464	15,212,910	9,967,382	3,843,345	1,722,000	54,418,101	59.64%	6,037,568	879,000	61,334,669
TOTAL	35,636,519	24,195,839	18,450,382	8,801,345	4,153,000	91,237,085	100.00%	17,347,756	879,000	109,463,841

* Balance to Complete - Years FY2025 and future

**FY 2020 TO FY 2024 SUMMARY BY PROJECT
REQUESTED**

12/18/2018

**WORCESTER COUNTY
FIVE YEAR CAPITAL IMPROVEMENT PLAN**

		FY2020	FY2021	FY2022	FY2023	FY2024	Prior Allocation	Balance To Complete	TOTAL
General Government Facilities									
	Pocomoke Library Building Improvements	250,000	2,500,000						2,750,000
	Snow Hill Library Building Improvements				550,000				550,000
	Total General Government Facilities	250,000	2,500,000	0	550,000	0	0	0	3,300,000
Public Safety									
	Worcester County Jail Improvement Project	500,000	5,500,710	3,800,710	0	0	3,500,000		13,301,420
	Total	500,000	5,500,710	3,800,710	0	0	3,500,000	0	13,301,420
Public Works									
	Asphalt Overlay/Pavement Preservation of Roads	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,000,000		8,500,000
	Bridge Replacement -Bayside Road Bridge	3,000,000					16,000		3,016,000
Water Wastewater									
	Mystic Harbour Wastewater Plant Expansion	100,000	1,200,000	2,400,000	1,200,000	100,000			5,000,000
	Newark Spray Irrigation	1,000,000	940,000				100,000		2,040,000
	Lewis Road Sewer Extension	630,000	980,000	30,000					1,640,000
	Ocean Pines Service Area Upgrades	900,000	1,350,000	750,000					3,000,000
									0
	Total Public Works	7,130,000	5,970,000	4,680,000	2,700,000	1,600,000	1,116,000	0	23,196,000

**FY 2020 TO FY 2024 SUMMARY BY PROJECT
REQUESTED**

12/18/2018

**WORCESTER COUNTY
FIVE YEAR CAPITAL IMPROVEMENT PLAN**

	FY2020	FY2021	FY2022	FY2023	FY2024	Prior Allocation	Balance To Complete	TOTAL
Public Schools								
Showell Elementary School Replacement	26,723,464	9,712,200				12,116,756		48,552,420
Stephen Decatur High School-Turf Field/Running Track	785,000					615,000		1,400,000
Stephen Decatur Middle School Addition	131,055	315,437	5,005,062	3,753,370				9,204,924
Pocomoke Middle School - Roof Replacement	117,000		2,532,000					2,649,000
Snow Hill Middle/Cedar Chapel School - Roof Replace			153,000	1,631,000	1,722,000			3,506,000
Pocomoke Elementary School - Roof Replacement				77,000	831,000		879,000	1,787,000
Total Public Schools	27,756,519	10,027,637	7,690,062	5,461,370	2,553,000	12,731,756	879,000	67,099,344
Wor-Wic Community College								
Wor-Wic Applied Technology Building		197,492	2,279,610	89,975				2,567,077
Total Wor-Wic	0	197,492	2,279,610	89,975	0	0	0	2,567,077

CAPITAL PROJECT SUMMARY - BY SOURCE OF FUNDS

Source of Funds	FY2020	FY2021	FY2022	FY2023	FY2024	Prior Allocation	Balance to Complete	TOTAL
General Fund	1,500,000	1,697,492	1,653,000	1,577,000	1,500,000	1,016,000		8,943,492
User Fees								0
Grant Funds	865,000	1,560,000	1,215,000	600,000	50,000	50,000		4,340,000
State Match	5,285,000	1,250,000	3,650,000	1,906,000	831,000	4,336,000		17,258,000
State Loan	815,000	960,000	15,000			50,000		1,840,000
Assigned Funds	2,549,055	1,565,437		275,000		5,858,188		10,247,680
Private Donation								0
Enterprise Bonds	950,000	1,950,000	1,950,000	600,000	50,000			5,500,000
General Bonds	23,672,464	15,212,910	9,967,382	3,843,345	1,722,000	6,037,568	879,000	61,334,669
TOTAL	35,636,519	24,195,839	18,450,382	8,801,345	4,153,000	17,347,756	879,000	109,463,841

Project: Wor-Wic Applied Technology Building**Dept Head, Title & Phone #:**

Jennifer Sandt, Wor-Wic Community College, Vice President for Administrative Services, 410-334-2911

Project Summary: New academic building**Purpose:** To house academic programs, offices, classrooms, laboratories, study space, etc.**Location:** Wor-Wic Community College, 32000 Campus Drive, Salisbury, MD 21804**Impacts on General Fund Operating, Personnel or Maintenance:** NA

	FY 20	FY 21	FY 22	FY 23	FY 24	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design		197,492						197,492
Land Acquisition								0
Site Work								0
Construction			2,279,610					2,279,610
Equipment/Furnishings				89,975				89,975
Other								0
EXPENDITURES								

TOTAL	0	197,492	2,279,610	89,975	0	0	0	2,567,077
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SOURCES OF FUNDS								
General Fund		197,492						197,492
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Designated Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds			2,279,610	89,975				2,369,585
								0
								0

TOTAL	0	197,492	2,279,610	89,975	0	0	0	2,567,077
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PROJECTED OPERATING IMPACTS	0	0	0	0	0			0
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Project: Wor-Wic Applied Technology Building

Complete the following questions.

Project scope.

Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law?

The Wor-Wic campus facilities team is currently in the preliminary planning stages of developing the scope of this project. A master plan consultant was hired in July 2018 and is assisting with the process.

County benefit.

How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?

Citizens attend courses at Wor-Wic.

Cost estimate.

How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?

The estimate for the building was provided by a construction management company. The State pays for 75% of approved capital projects for Wor-Wic. Wicomico and Worcester Counties share the remaining 25% of the cost.

CIP Timing. If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?

NA

Urgency.

Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?

The college has qualified for a new building for quite some time. The State space allocation guidelines base space needs on enrollment and projected future enrollment.

Worcester County's Initiative to Preserve Families

6040 Public Landing Rd.
Post Office Box 129
Snow Hill, MD 21863

Telephone: 410-632-3648

Worcester County's
Initiative
to Preserve Families



TO: Harold Higgins, Chief Administrative Officer
FROM: (S) Jessica Sexauer, Director of the Local Management Board
DATE: June 25, 2019
SUBJECT: FY 2020 Request for Proposals

The Worcester County Local Management Board is requesting proposals for four (4) programs to be implemented in FY 2020 with the possibility of extension into FY 2021. During FY 2019, the Local Management Board staff worked collaboratively with a local consultant to identify needs and gaps in the community. Through the information and data collected during this process, the Board of Directors identified four (4) programs that would address concerns in the community. The Local Management Board is requested proposals for the following:

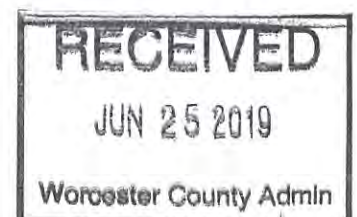
- Worcester Connects: A Mentoring Program- a program designed to provide youth between grades 6-12 who are truant/ at risk for truancy, and youth who are at risk of being bullied with supportive adult figure. P.2
- Worcester Employment, Education and Empowerment (WE3)- a program designed to target disconnected youth, ages 16-24 who are not working nor in school. This program will help youth establish job readiness skills, connect them with employment, or provide resources to obtain higher education. P.13
- Building Bridges to Stable Families- this program will help reduce the impact of incarceration on children, parents and families. The program will provide case management like services to a parent or caregiver that is incarcerated and link these individuals to parenting classes. Children and families of individuals incarcerated will be linked to supportive services. P.24
- Growing a Healthy Community- a home visiting program for pregnant mothers and mothers and children ages 0-6. The program will provide linkage to supportive services, including medical and mental health resources and age appropriate resources for the child P.36

Enclosed are copies of the four (4) Request for Proposals, including the evaluation criteria per each proposal and a Vendor List. Thank you for your time and support in this matter. Should you have any questions, please feel free to contact me at 410-632-3648. P.47

cc: Kelly Shannahan, Assistant Chief Administrative Officer

Enclosures (4)

Worcester County's Local Management Board





Worcester County's Initiative to Preserve Families

The Local Management Board

FY 2020 Request for Proposals for
Worcester Connects: A Mentoring Program
Release Date: July 2, 2019
Deadline for Submission: August 12, 2019

For questions contact the Worcester County Local Management Board: 410-632-3648

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Introduction

The Local Management Boards (LMBs) were established during the mid-1990s in an effort to change the way services were provided to children, youth and families in their communities. The LMBs were created by the Maryland Legislature to ensure that quality services were being provided in Maryland's 24 counties and jurisdictions. The LMBs function as a local authority, to plan, implement and monitor services for children, youth and families and bring together resources to be utilized to improve the overall wellbeing and outcomes of their communities.

In 2015, the Governor's Office for Children (GOC) and the Local Management Boards, adopted four strategic goals to improve child well-being in Maryland, aligning with Governor Hogan's goal of an economically secure Maryland. Additionally, in 2019, the GOC introduced three priorities in which local programs funded through the Local Management Boards were encouraged to address. These goals and priorities include:

1. Reducing the impact of parental incarceration
2. Improve outcomes for disconnected youth
3. Reducing childhood hunger
4. Reducing youth homelessness
5. Juvenile justice diversion
6. Trauma-informed care and reducing Adverse Childhood Experiences
7. Preventing out-of-State placements

For purposes of this Request for Proposal, Worcester County's Initiative to Preserve Families (Worcester County Local Management Board) and the Board of Directors are seeking proposals for Fiscal Year 2020 from providers able to develop and implement a community-based **mentoring** program/strategy that will **improve outcomes for children between grades 6th-12th** in Worcester County. Funding is available to local 501-(c) not-for-profit organizations, faith based organizations, and government agencies who are in good standing.

Executive Summary

Worcester County's Initiative to Preserve Families' office is located in the central part of Worcester County in Snow Hill, Maryland. The Worcester County Local Management Board, Board of Directors is composed of five (5) ex officio members and four (4) at-large members; all of who are committed to improving the well-being and outcomes for children, youth and families in Worcester County.

Mission Statement: The mission of the Worcester County Local Management Board is to achieve a comprehensive system of education, health and human services that effectively and responsibly address the needs of Worcester County children and families through public and private interagency collaboration.

Vision Statement: The Worcester County Local Management Board envisions a caring, compassionate, inclusive community with leadership and government that fosters an environment which empowers all children, youth and families to thrive.

The Board of Directors reviewed local, state and national data available for **truancy, bullying/harassment, poverty, educational attainment as well as the dropout rate for high school students**. This led to the decision to fund a mentoring program that would impact youth between grades 6th-12th that are truant, have special needs, and/or youth that are living in poverty. The Local Management Board (LMB) is committed to improving the safety and wellbeing of all children who are attending school as well as providing them with the necessary skills for a healthy and holistic future. If students are safe and supported they will be more successful in school as seen through attendance and educational attainment. Appropriate

and supportive role models are not always available to youth and without that they have fewer options of how to envision their future and improve their lives (LMB focus group 2019).

Priority Population

Worcester County's high rates of bullying and harassment at schools along with increasing truancy have an impact on high school completion and educational attainment (Maryland State Department of Education [MSDE] Worcester County Report Card, Youth Risk Behavior Survey [YRBS]; US Census, 2017 American Community Survey [ACS], 5-Year Estimate).

Worcester County is seeing an increasing drop in attendance rates for youth between grades 9-12. The age at which a student can withdraw from school increased from 16 in 2014 to 18 by 2018. It is projected the attendance rates will continue to trend in a negative direction without supporting efforts to improve this area.

The 2016 Youth Risk Behavior Survey, which is self-reported, indicated that 22% of 9-12 grade Worcester County students were bullied within the last 12 months on school property. The rate of reported bullying has decreased slightly since 2013, however Worcester County rates are higher in this area than when compared to the State of Maryland. This has been a consistent trend since 2013.

Proposal Specifics

The LMB Board of Directors is asking that interested parties develop a robust, succinct and concise proposal for a mentoring program in Worcester County, for grades 6th-12th.

Program implementation will be expected to begin October 2019 and run through June 30, 2020. For this 9-month program, the maximum amount available is \$150,000. The grant period for this funding is from the awarding of this grant through June 30, 2020, with a possibility of an extension.

The LMB reserves the right to negotiate the proposed budget with the chosen vendor. Additionally, the LMB reserves the right to award a lesser amount than requested. If a lesser amount is awarded, the applicant will have the opportunity to adjust the scope of the proposal and/or decline funding.

ALL FUNDING IS CONTINGENT UPON AVAILABILITY OF FUNDS AND MAY BE AMENDED TO REFLECT CHANGES IN THE FINAL BUDGET APPROPRIATION BY THE GENERAL ASSEMBLY.

Proposals should consider the following:

- Proposed program should be community based, family focused and strength based in philosophy, modality and design.
- Proposals should include a detailed description and programmatic outline of how they will provide a comprehensive and engaging mentoring program, utilizing the Check and Connect model (<http://checkandconnect.umn.edu/>) to fit the need in Worcester County.
- Proposals should incorporate a 1:1 modality between the mentor and mentee as well as monthly group sessions; Non-traditional group sessions such as involvement at the local community garden, arts and/or participation in activities at the local recreational facility is encouraged.
- Proposals should also consider the incorporation of the five (5) essentials of the TAG (Think, Act, Grow) initiative to improve outcomes for youth as outlined by the Office of Adolescent Health.
- The program should be designed to serve youth between 6th and 12th grade, who are:

Worcester Connects: A Mentoring Program

- at risk of becoming truant/those that are truant;
- show signs of disengagement;
- special needs (learning, developmental, behavioral);
- living in poverty; and/or
- being bullied/harassed.
- Priority will be given to proposals with budgeted recruitment and training for individuals appropriate to become mentors.
- Proposals must include a detailed and robust recruitment plan that includes the creation and distribution of information regarding mentoring services as well as how to make a referral. This includes collaboration with teachers, school, parents, guardians, social workers and juvenile justice officials.
- Priority will be given to proposals that have a location within Worcester County, and more specifically Snow Hill or Pocomoke, to ensure accessibility to individuals of lower socioeconomic status; the selected vendor could potentially have a main office within a neighboring jurisdiction.
- Proposals that demonstrate better outcome achievement through outreach to multiple community organizations and local agencies will also receive priority.
- Proposals for specific individuals or families will not be considered.
- Proposals sent after the due date will not be considered.

The following are the anticipated performance measures developed for the Worcester Connects program. These performance measures are subject to change.

Performance Measure	For Percentages, Indicate the Numerator and Denominator (NUM/DEM)
What/How Much We Do:	
# of Youth engaged in mentoring services	
# of 1:1 meetings held with youth participants through the mentoring program	
# of group meetings for mentees	
How Well We Do It:	
#/% of youth that were referred to mentoring service that are engaged in services	NUM: # youth engaged in services DEN: # of youth referred
#/% of successful contacts made to youth during the first 30 days engaged in services	NUM: # of successful contacts DEN: # of attempts made to youth
Is Anyone Better Off?	
#/% of youth that have reportedly improved their attendance/grades in school	NUM: # of youth reporting improvement DEN: # of youth who took the GSE assessment
#/% of youth who report being more self-confident	
#/% of youth referred to community based services that promote self-sufficiency (PRP, YCC, Therapy, After School)	NUM: # of youth engaged in other services DEN: # of youth referred to other services

Worcester Connects: A Mentoring Program

The LMB reserves the right to discontinue funding if the program is not meeting deliverables or if funding is withdrawn from the Children's Cabinet.

The LMB does not discriminate on the basis of race, color, sex, age, national origin, religion, disability or sexual orientation in matters affects employment or in providing access to programs.

Selection Schedule

County Commissioners meeting in which the RFP will be released: **July 2, 2019**

RFP Question and Answer Session by LMB Staff at the Worcester County Health Department: **July 15, 2019 at 11 am.**

RFP due to the Worcester County Administration: **August 12, 2019 by 1 pm.**

Evaluation Meeting: **August 19, 2019**

County Commissioners meeting to submit vendor(s) selected: **September 3, 2019.**

Chosen vendor(s) will be contacted by: **Letter.**

The vendor(s) chosen will be notified by LMB staff by **September 6, 2019.** A follow up meeting will then be scheduled. Vendors are expected to be ready for implementation by **October 1, 2019.**

Interested parties must submit one (1) original and five (5) copies of their proposal to the Worcester County Government by established deadline of **August 12, 2019 at 1:00 pm.** The Worcester County Government will ensure that all proposals received by the deadline are given to the LMB. Proposals should be addressed and mailed or hand carried to:

Office of the County Commissioners

ATTN: Mr. Kelly Shannahan, Assistant Chief Administrative Officer

Worcester County Government Center

One West Market Street, Room 1103

Snow Hill, MD 21863

Evaluation

The LMB will utilize an Evaluation Committee to review and evaluate each proposal submitted by the guidelines established on the provided evaluation criteria. A total of five members will serve on the RFP panel. The panel will be assigned a facilitator who will assist the group through the process, but will not have a vote. Members of the RFP panel will receive all proposal once they have been received from the County Administrator. Agencies that are submitting a proposal cannot be part of the panel that reviews the proposals. This would prohibit past/present employees of the agency; persons with a current conflict of interest with an applying agency, and present/past board members of an applying agency. This will limit the amount of available volunteers in this small community. *Examples* of persons/agencies we may draw from could include:

- The Worcester Commission on Aging
- LMB Directors from other jurisdictions
- Clergy
- Representatives from civic groups
- Representatives from SU School of Social Work or professor(s) from WorWic and/or UMES
- Pediatricians
- Representatives from the United Way
- Representatives from the Eastern Shore Community Foundation

The top three (3) proposals (those receiving the highest scores) may be invited to be interviewed by a subset of the panel. This interview will be for the purpose of gathering additional information and negotiating terms of a potential agreement.

Following the rating and rankings and/or the interviews, the panel will meet to obtain consensus on the proposals submitted. Scoring details and notes regarding proposals will be forwarded to LMB staff.

The LMB staff will present the proposals to the Board of Directors for final discussion and considerations to move forward with presenting the selected proposal to the Worcester County Commissioners. Board members can call a motion to recommend changes for the program vendor to consider, but any such change would require a unanimous vote of support by the full Board.

After the LMB Board of Directors has voted to support the selected program vendor, the LMB will then move to follow the Worcester County procurement policy where the selected vendor information will be presented to the Commissioners of Worcester County for approval.

Agencies wanting to appeal a decision reached for this RFP may do so in writing to the LMB Executive Committee within one week of the panel priorities being announced. The Executive Committee will either deny the appeal and inform the petitioner, or forward the appeal for consideration by the full Board. To reverse an earlier decision concerning the RFP made by the panel it will require a unanimously vote by the full Board.

Once the Board of Directors and County Commissioners have approved the selected proposal, the LMB staff will notify all vendors of their status with the proposal. The LMB will contact the selected vendor to meet and prepare program plans and implementation strategies.

Submission Details

All proposals are limited to no more than 15 pages, double spaced, not including title page, abstract, budget, and/or appendices. All proposals should contain the following components:

1. Title Page
 - a. The title of the proposal;
 - b. The Strategic Goal Population(s) which will be served
 - c. The name of the organization(s) submitting the proposal
 - d. The name title, and phone number of the contact individual for the proposal
 - e. The name and title of the person overseeing the grant (if different from above)
 - f. The name and title of the person who will manage the fiscal aspects of the grant (if different from above)
2. Abstract
 - a. Will summarize the proposal in one paragraph and should not exceed 500 words. Abstract must clearly identify which Strategic Goal Population(s) that the grantee intends to serve.
3. Organizations Capacity
 - a. History of the applicant's operation (specific to the proposed project), and demonstrated experience in developing and implementing projects of a similar nature.
4. Discussion of Need
 - a. Proposals must clearly identify and define the problem(s). Applications submitted for funding must clearly address the identified Strategic Goal population and explain the need in Worcester County.
 - b. All proposals must clearly indicate that all activities will directly impact Worcester County.
5. Narrative

- a. Proposals must propose a solution to the problem or need based on an evidence based or best practices model.
 - b. Proposals should indicate how the project aligns with the proposed population
 - c. Timetable for implementation, and set expectations all funds will be exhausted by June 30, 2020.
 - d. Clearly indicate what partners are involved in making this program successful.
 - e. Clearly describe a robust and comprehensive outreach plan.
 - f. Proposals are required to clearly define plans for sustainability. Include how the ongoing project will be funded after the grant expires and include in the proposal documentation of the ongoing financial commitment.
6. Race Equity:
 - a. Include a discussion of how a focus on racial equity will inform the implementation and outcomes of the program/strategy.
 - b. Include a discussion of the local data with citations.
 - c. Include a discussion of how demographic data will be collected, disaggregated, and utilize to inform future programmatic strategies, including outreach and education.
7. Two-Generation:
 - a. The program/strategy should propose a clearly-articulated and well-constructed two-generation approach, with simultaneous interventions directed at both the parent(s) and their child(ren)/youth; demonstrate a clear effort to remove silos and/or create new strategies that involve collaboration and communication between agencies serving different members of the family.
8. Budget
 - a. Proposals must include projected expenses for a 9-month program beginning in October 2019 running through June 30, 2020. These expenses should include those that are ordinary, necessary and reasonable to the implementation of the award. All other revenue or in-kind support must be explained. Please include budget line items such as personnel costs, operating expenses associated with daily functions, equipment/supplies, staff support and training.
 - b. Complete and accurate budget forms that include a detailed budget narrative for each proposed line item must be included. The budget narrative must include a description of the cost and show the calculation of how the cost was derived.
 - c. Please refer to the Policies and Procedures Manual for Local Management Boards, Section V for unallowable costs:
<https://goc.maryland.gov/wp-content/uploads/sites/8/2018/03/LMB-Manual-01-01-2018.pdf>
 - d. Cost(s) incurred prior to the award of the grant will not be funded.
 - e. Two (2) extra points will be assigned by the evaluation committee if the budget for the program/strategy demonstrates a cash match of 25% or more of the total funding request for the program/strategy. Eligible cash match does not include in-kind support or funds that are paid/awarded to the program vendor or another third party in support of the program/strategy.

<u>Evaluation Criteria Categories</u>	Maximum Score
Organizations Capacity: Has the organization clearly articulated their capacity and history of developing, implementing and operating projects of a similar nature?	2
Discussion of Need: Is the problem clearly defined? Is the need clearly identified? Is the target population clearly identified? Will this program directly impact the children, youth and families in Worcester County?	8
Narrative: Is there clear discussion on how the program will utilize the Connect and Check, & TAG evidence based models in development? Is there a clear indication of how the program will impact youth between 7th and 12th grade, who are: <ul style="list-style-type: none"> ○ at risk of becoming truant/tbose that are truant; ○ show signs of disengagement; ○ special needs (learning, developmental, behavioral); ○ living in poverty; and/or ○ being bullied/harassed? Is there a detailed and comprehensive programmatic plan, spanning from intake to discharge? Is there a robust and comprehensive outreach plan? Are partners identified? Is there an obtainable timeline for implementation, including usage of funds? Are sustainability plans discussed?	14
Worcester: Is the agency located within Worcester County? Is there clear discussion on how the agency will provide services to all areas of Worcester County?	4
Race Equity: Is there a commitment to providing an equitable program across all races, genders and demographics? Is there a clear discussion of how a focus on racial equity will inform implementation and outcomes based upon local data?	4
Two-Generation: Does the program clearly articulate how the program/strategy will provide an interventions directed at both the parent(s) and their child(ren)/youth? Does the program demonstrate a clear effort to remove silos and/or create new strategies that involve collaboration and communication between agencies serving different members of the family?	4

Budget

A maximum award of **\$150,000** is available for the Worcester Connects program.

Proposals must include projected expenses for a 9-month program beginning in October 2019 running through June 30, 2020. The grant period for this funding is from the awarding of this grant through June 30, 2020, with a possibility of an extension. Monies not expended or committed by the end of the funding period will not be transferable to other line items and will be subject to return to the LMB.

Proposals must include a detailed budget narrative with description of the cost and show the calculation of how the cost was derived. detailed budget narrative:

- Salaries: \$15,000 (Coordinator 40hrs a week, at \$7.20 an hr for 52 weeks (40hr x \$7.20 x 52 weeks))
- Utilities: \$6,000 (Telephones \$203 a month (12 x 203) Electricity \$297 a month (12 x 297))

The LMB reserves the right to negotiate the proposed budget with the chosen vendor. Additionally, the LMB reserves the right to award a lesser amount than requested. If a lesser amount is awarded, the applicant will have the opportunity to adjust the scope of the proposal and/or decline funding.

Two (2) extra points will be assigned by the evaluation committee if the budget for the program/strategy demonstrates a cash match of 25% or more of the total funding request for the program/strategy. Eligible cash match does not include in-kind support or funds that are paid/awarded to the program vendor or another third party in support of the program/strategy.

ALL FUNDING IS CONTINGENT UPON AVAILABILITY OF FUNDS AND MAY BE AMENDED TO REFLECT CHANGES IN THE FINAL BUDGET APPROPRIATION BY THE GENERAL ASSEMBLY.

FY20 Proposed Budget

DESCRIPTION	FY20 Project Budget			
	LMB Budget	Non-LMB funds that Directly Support the Project (Cash Only)	Total	Detailed Budget Narrative - Show Calculations that Support How Expenses Were Derived
Budget for FY20 Grant: Worcester Connects				
Salaries			\$0	
Fringe Costs			\$0	
Communications			\$0	
Postage			\$0	
Business Travel			\$0	
Training			\$0	
Conferences/Conventions			\$0	
Utilities			\$0	
Advertising			\$0	
Accounting/Auditing			\$0	
Legal			\$0	
Consultant (other than Legal & Accounting/Auditing)			\$0	
Supplies			\$0	
Equipment			\$0	
Insurance			\$0	
Rent/Mortgage			\$0	
Printing/Duplication			\$0	
Professional Dues/Publications/Subscriptions			\$0	
IT Systems/Repairs/Maintenance			\$0	
Vehicle Operating (other than Insurance)			\$0	
TOTAL Budget	\$150,000	\$0	\$0	



Worcester County's Initiative to Preserve Families

The Local Management Board

FY 2020 Request for Proposals for
WE3: Worcester Employment, Education, and Empowerment
Release Date: July 2, 2019
Deadline for Submission: August 12, 2019

For questions contact the Worcester County Local Management Board: 410-632-3648

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Introduction

The Local Management Boards (LMBs) were established during the mid-1990s in an effort to change the way services were provided to children, youth and families in their communities. The LMBs were created by the Maryland Legislature to ensure that quality services were being provided in Maryland's 24 counties and jurisdictions. The LMBs function as a local authority, to plan, implement and monitor services for children, youth and families and bring together resources to be utilized to improve the overall wellbeing and outcomes of their communities.

In 2015, the Governor's Office for Children (GOC) and the Local Management Boards, adopted four strategic goals to improve child well-being in Maryland, aligning with Governor Hogan's goal of an economically secure Maryland. Additionally, in 2019, the GOC introduced three priorities in which local programs funded through the Local Management Boards were encouraged to address. These goals and priorities include:

1. Reducing the impact of parental incarceration
2. Improve outcomes for disconnected youth
3. Reducing childhood hunger
4. Reducing youth homelessness
5. Juvenile justice diversion
6. Trauma-informed care and reducing Adverse Childhood Experiences
7. Preventing out-of-State placements

For purposes of this Request for Proposal, Worcester County's Initiative to Preserve Families (Worcester County Local Management Board) and the Board of Directors are seeking proposals for Fiscal Year 2020 from providers able to develop and implement community-based programs/strategies that will **improve outcomes for disconnected youth** in Worcester County. Funding is available to local 501-(c) not-for-profit organizations, faith based organizations, and government agencies who are in good standing.

Executive Summary

Worcester County's Initiative to Preserve Families' office is located in the central part of Worcester County in Snow Hill, Maryland. The Worcester County Local Management Board (LMB), Board of Directors is composed of five (5) ex officio members and four (4) at-large members; all of who are committed to improving the well-being and outcomes for children, youth and families in Worcester County.

Mission Statement: The mission of the Worcester County Local Management Board is to achieve a comprehensive system of education, health and human services that effectively and responsibly address the needs of Worcester County children and families through public and private interagency collaboration.

Vision Statement: The Worcester County Local Management Board envisions a caring, compassionate, inclusive community with leadership and government that fosters an environment which empowers all children, youth and families to thrive.

The LMB Board of Directors reviewed data available for Disconnected Youth, and led to the decision of focusing on the population of disconnected youth. Approximately one fifth of Worcester County's youth population is considered disconnected, meaning these youth are not in school nor not working. The Board has elected to prioritize this priority population.

Priority Population

Disconnected Youth are defined as the population between the ages of 16-24 that are either not working nor in school. As of 2017, Worcester County had 1,160 Disconnected Youth. Opportunity Index reports that Worcester County has one of the highest Disconnected Youth populations in the State, per capita, with 21.6% of Worcester County's youth considered disconnected, compared to the state's average of 11.4%.

While dropout rates are relatively low for Worcester County and graduation rates are reasonably high, there is an alarming gap between those who graduate in Worcester County and those that obtain secondary education or join the workforce.

Additionally, Worcester County's unemployment rate fluctuates by approximately 50% in the winter months due to the seasonal nature of employment in the resort town of Ocean City (Kids Count, 2014). Research shows that rural counties have a higher rate of disconnected youth compared to urban areas (Measure of America, 2017). Based on the Worcester County Community Needs Survey, when asked to identify the concerns they have in terms of "Employment and Education", community members cite "Unemployment rates", "Youth Unemployment Rates", and "Disconnected Youth".

According to the Annie E. Casey Foundation, youth who do not experience work from an early start are more likely to be unemployed later on, as well as less likely to attain high levels of career achievement. (Youth and Work, 2013). The impact of out of school and out of work youth is not limited to just the individual. For each 16-year-old who is out of school and work, the taxpayer burden is approximately \$258,040. In total for youth ages 16-24 who are out of school and work, that equals approximately \$1.56 trillion in taxpayer dollars (Kids Count Policy Report, 2012).

Proposal Specifics

The LMB is asking that interested parties develop a robust, succinct and concise proposal to improve outcomes for disconnected youth through the program entitled Worcester Employment, Education and Empowerment (WE3). Interested parties are encouraged to utilize the nationally recognized, evidence based model, YouthBuild as a reference for proposal development. (<https://www.youthbuild.org/>)

Program implementation will be expected to begin October 2019 and run through June 30, 2020. For this 9-month program, the maximum amount available is \$150,000. The grant period for this funding is from the awarding of this grant through June 30, 2020, with a possibility of an extension.

The LMB reserves the right to negotiate the proposed budget with the chosen vendor. Additionally, the LMB reserves the right to award a lesser amount than requested. If a lesser amount is awarded, the applicant will have the opportunity to adjust the scope of the proposal and/or decline funding.

ALL FUNDING IS CONTINGENT UPON AVAILABILITY OF FUNDS AND MAY BE AMENDED TO REFLECT CHANGES IN THE FINAL BUDGET APPROPRIATION BY THE GENERAL ASSEMBLY.

Proposals should consider the following:

- A strong community based, family focused and strength based in philosophy, modality and design.
- Priority will be given to proposals that include commitment to utilize the YouthBuild, evidence base model.
- Priority will be given to proposals that have a location within Worcester County; the selected vendor could potentially have a main office within a neighboring jurisdiction.
- Staff should include:
 - an Employment and Education Specialist;
 - a Youth Coordinator.
- Proposals must include a detailed description and programmatic outline of how they will provide one-on-one support and guidance through an intensive training model. This training should include:
 - soft skills development
 - resume building
 - interviewing skills
 - proper workplace attire

Worcester Employment, Education and Empowerment

- transportation options
- connection to available employment
- educational assistance
- connect youth to post-secondary education
- Proposals should include, within the narrative, job descriptions of staff. At a minimum, the LMB recommends utilizing an employment/education specialist to focus on job readiness training for youth and a youth coordinator to serve as a peer support specialist and assist program participants in accessing resources in the community.
- Proposals must include a detailed and robust outreach plan with identified referral sources and community partners as well as a non-traditional promotional plan (i.s. Social media, etc.).
- Collaboration of multiple services entities is encouraged.
- Proposals for specific individuals or families will not be considered.
- Proposals sent after the due date will not be considered.

The following are the anticipated performance measures developed for the Worcester Employment, Education and Empowerment program. These performance measures are subject to change.

Performance Measure	For Percentages, Indicate the Numerator and Denominator (NUM/DEN)	Targeted Outcome for FY2020
What/How Much We Do:		
# of Youth Served		30
# of community partners committed to supporting the WE3 program and WE3 Participants		10
How Well We Do It:		
#/% of WE3 program participants who report service satisfaction at six months and 12 months	NUM: # of program participants that report satisfaction	75%
	DEN: # of program participants that completed the survey	
#/% of WE3 program participants completing employment training program	NUM: # of youth that completed the employment program	50%
	DEN: # of youth served through WE3	
Is Anyone Better Off?		
#/% of youth retaining employment or educational program for at least 90 days	NUM: # of program participants that are	50%
	DEN: # of youth served through WE3	

#/% of youth reporting increased score on the General Self Efficacy (GSE) Scale after 6 months in the program	NUM:# of youth that have improved their GSE score	75%
	DEN:# of youth that have completed the GSE	

The LMB reserves the right to discontinue funding if the program is not meeting deliverables or is funding is withdrawn from the Children's Cabinet.

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Selection Schedule

County Commissioners meeting in which the RFP will be released: **July 2, 2019.**

RFP Question and Answer Session by LMB Staff at the Worcester County Health Department: **July 15, 2019 at 1:00 pm.**

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 - f. The name and title of the person who will manage the fiscal aspects of the grant (if different from above)
2. Abstract
 - a. Will summarize the proposal in one paragraph and should not exceed 500 words. Abstract must clearly identify which Strategic Goal Population(s) that the grantee intends to serve.
3. Organizations Capacity
 - a. History of the applicant's operation (specific to the proposed project), and demonstrated experience in developing and implementing projects of a similar nature.
4. Discussion of Need
 - a. Proposals must clearly identify and define the problem(s). Applications submitted for funding must clearly address the identified Strategic Goal population and explain the need in Worcester County.

- b. All proposals must clearly indicate that all activities will directly impact Worcester County.
- 5. Narrative
 - a. Proposals must propose a solution to the problem or need based on an evidence based or best practices model.
 - b. Proposals should indicate how the project aligns with the proposed population
 - c. Timetable for implementation, and set expectations all funds will be exhausted by June 30, 2020.
 - d. Clearly indicate what partners are involved in making this program successful.
 - e. Clearly describe a robust and comprehensive outreach plan.
 - f. Proposals are required to clearly define plans for sustainability. Include how the ongoing project will be funded after the grant expires and include in the proposal documentation of the ongoing financial commitment.
- 6. Race Equity:
 - a. Include a discussion of how a focus on racial equity will inform the implementation and outcomes of the program/strategy.
 - b. Include a discussion of the local data with citations.
 - c. Include a discussion of how demographic data will be collected, disaggregated, and utilize to inform future programmatic strategies, including outreach and education.
- 7. Two-Generation:
 - a. The program/strategy should propose a clearly-articulated and well-constructed two-generation approach, with simultaneous interventions directed at both the parent(s) and their child(ren)/youth; demonstrate a clear effort to remove silos and/or create new strategies that involve collaboration and communication between agencies serving different members of the family.
- 8. Budget
 - a. Proposals must include projected expenses for a 9-month program beginning in October 2019 running through June 30, 2020. These expenses should include those that are ordinary, necessary and reasonable to the implementation of the award. All other revenue or in-kind support must be explained. Please include budget line items such as personnel costs, operating expenses associated with daily functions, equipment/supplies, staff support and training.
 - b. Complete and accurate budget forms that include a detailed budget narrative for each proposed line item must be included. The budget narrative must include a description of the cost and show the calculation of how the cost was derived. See Appendix B for a budget example.
 - c. Please refer to the Policies and Procedures Manual for Local Management Boards, Section V for unallowable costs: <https://goc.maryland.gov/wp-content/uploads/sites/8/2018/03/LMB-Manual-01-01-2018.pdf>
 - d. Cost(s) incurred prior to the award of the grant will not be funded.
 - e. Two (2) extra points will be assigned by the evaluation committee if the budget for the program/strategy demonstrates a cash match of 25% or more of the total funding request for the program/strategy. Eligible cash match does not include in-kind support or funds that are paid/awarded to the program vendor or another third party in support of the program/strategy.

<u>Evaluation Criteria Categories</u>	Maximum Score
Organizations Capacity: Has the organization clearly articulated their capacity and history of developing, implementing and operating projects of a similar nature?	2
Discussion of Need: Is the problem clearly defined? Is the need clearly identified? Is the population of Disconnected Youth addressed? Will this program directly impact the children, youth and families in Worcester County?	8
Narrative: Is there clear discussion on how the program will utilize the YouthBuild , evidence based model? Is there a clear indication of how the program will align and impact the Disconnected Youth population in Worcester County? Is there a detailed and comprehensive programmatic plan, spanning from intake to discharge? Is there a robust and comprehensive outreach plan? Are partners identified? Is there an obtainable timeline for implementation, including usage of funds? Are sustainability plans discussed?	14
Worcester: Is the agency located within Worcester County? Is there clear discussion on how the agency will provide services to all areas of Worcester County?	4
Race Equity: Is there a commitment to providing an equitable program across all races, genders and demographics? Is there a clear discussion of how a focus on racial equity will inform implementation and outcomes based upon local data?	4
Two-Generation: Does the program clearly articulate how the program/strategy will provide an interventions directed at both the parent(s) and their child(ren)/youth? Does the program demonstrate a clear effort to remove silos and/or create new strategies that involve collaboration and communication between agencies serving different members of the family?	4
Budget: Does the budget include projected expenses? Is there a budget narrative that includes a description of the cost and the calculation of how the cost was derived? Cash Match?	6
Total	42

Budget

A maximum award of **\$150,000** is available for the Worcester Employment, Education and Empowerment program.

Proposals must include projected expenses for a 9-month program beginning in October 2019 running through June 30, 2020. The grant period for this funding is from the awarding of this grant through June 30, 2020, with a possibility of an extension. Monies not expended or committed by the end of the funding period will not be transferable to other line items and will be subject to return to the LMB.

Proposals must include a detailed budget narrative with description of the cost and show the calculation of how the cost was derived. Example of detailed budget narrative:

- Salaries: \$15,000 (Coordinator 40hrs a week, at \$7.20 an hr for 52 weeks (40hr x \$7.20 x 52 weeks))
- Utilities: \$6,000 (Telephones \$203 a month (12 x 203) Electricity \$297 a month (12 x 297))

The LMB reserves the right to negotiate the proposed budget with the chosen vendor. Additionally, the LMB reserves the right to award a lesser amount than requested. If a lesser amount is awarded, the applicant will have the opportunity to adjust the scope of the proposal and/or decline funding.

Two (2) extra points will be assigned by the evaluation committee if the budget for the program/strategy demonstrates a cash match of 25% or more of the total funding request for the program/strategy. Eligible cash match does not include in-kind support or funds that are paid/awarded to the program vendor or another third party in support of the program/strategy.

ALL FUNDING IS CONTINGENT UPON AVAILABILITY OF FUNDS AND MAY BE AMENDED TO REFLECT CHANGES IN THE FINAL BUDGET APPROPRIATION BY THE GENERAL ASSEMBLY.

FY20 Proposed Budget				
DESCRIPTION	FY20 Project Budget			
	LMB Budget	Non-LMB funds that Directly Support the Project (Cash Only)	Total	Detailed Budget Narrative - Show Calculations that Support How Expenses Were Derived
Budget for FY20 Grant: Worcester Employment, Education and Empowerment				
Salaries			\$0	
Fringe Costs			\$0	
Communications			\$0	
Postage			\$0	
Business Travel			\$0	
Training			\$0	
Conferences/Conventions			\$0	
Utilities			\$0	
Advertising			\$0	
Accounting/Auditing			\$0	
Legal			\$0	
Consultant (other than Legal & Accounting/Auditing)			\$0	
Supplies			\$0	
Equipment			\$0	
Insurance			\$0	
Rent/Mortgage			\$0	
Printing/Duplication			\$0	
Professional Dues/Publications/Subscriptions			\$0	
IT Systems/Repairs/Maintenance			\$0	
Vehicle Operating (other than Insurance)			\$0	
TOTAL Budget	\$150,000	\$0	\$0	



Worcester County's Initiative to Preserve Families

The Local Management Board

FY 2020 Request for Proposals for
Building Bridges to Stable Families
Release Date: July 2, 2019
Deadline for Submission: August 12, 2019

For questions contact the Worcester County Local Management Board: 410-632-3648

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Introduction

The Local Management Boards (LMBs) were established during the mid-1990s in an effort to change the way services were provided to children, youth and families in their communities. The LMBs were created by the Maryland Legislature to ensure that quality services were being provided in Maryland's 24 counties and jurisdictions. The LMBs function as a local authority, to plan, implement and monitor services for children, youth and families and bring together resources to be utilized to improve the overall wellbeing and outcomes of their communities.

In 2015, the Governor's Office for Children (GOC) and the Local Management Boards, adopted four strategic goals to improve child well-being in Maryland, aligning with Governor Hogan's goal of an economically secure Maryland. Additionally, in 2019, the GOC introduced three priorities in which local programs funded through the Local Management Boards were encouraged to address. These goals and priorities include:

1. Reducing the impact of parental incarceration
2. Improve outcomes for disconnected youth
3. Reducing childhood hunger
4. Reducing youth homelessness
5. Juvenile justice diversion
6. Trauma-informed care and reducing Adverse Childhood Experiences
7. Preventing out-of-State placements

For purposes of this Request for Proposal, Worcester County's Initiative to Preserve Families (Worcester County Local Management Board) and the Board of Directors are seeking proposals for Fiscal Year 2020 from providers able to develop and implement community-based programs/strategies that will **improve outcomes those that are impacted by incarceration** in Worcester County. Funding is available to local 501-(c) not-for-profit organizations, faith based organizations, and government agencies who are in good standing.

Executive Summary

Worcester County's Initiative to Preserve Families' office is located in the central part of Worcester County in Snow Hill, Maryland. The Worcester County Local Management Board (LMB), Board of Directors is composed of five (5) ex officio members and four (4) at-large members; all of who are committed to improving the well-being and outcomes for children, youth and families in Worcester County.

Mission Statement: The mission of the Worcester County Local Management Board is to achieve a comprehensive system of education, health and human services that effectively and responsibly address the needs of Worcester County children and families through public and private interagency collaboration.

Vision Statement: The Worcester County Local Management Board envisions a caring, compassionate, inclusive community with leadership and government that fosters an environment which empowers all children, youth and families to thrive.

The LMB Board of Directors reviewed local and state data available for the Governor's Strategic Goal **"Reducing the Impact of Incarceration"** and led to the decision of focusing on the population of parents that are incarcerated, their child(ren) and caregivers of the child(ren.)

Priority Population

Incarceration rates in Maryland have risen over the years. Compared to the state average, Worcester County has a significantly higher number of individuals in jail, and this continues to be on the rise. In 2015, per every 100,000 residents in Worcester County, 506 were incarcerated; whereas the state's average is just under 240 (Office of Justice Programs, Bureau of Justice Statistics).

Building Bridges to Stable Families

Parental incarceration continues to be a major concern for those working with children and families in Worcester County; there were an estimated 586 Worcester parents that have involvement with the criminal justice system, which impacts 1,219 children in the community (July 2016 MD Department of Public Safety and Correctional Services).

Data reported by the Worcester County Local Behavioral Health Authority (WCLBHA) shows there were 1008 individuals detained that were referred for mental health services during FY2018. Of the 1008 referred for services, 798 received mental health services. This data does not include individuals in detainment that were not involved with mental health treatment. The number of individuals served in local detention is expected to be higher than this.

The National Institute of Justice recognizes additional research is needed on the impact of incarceration on children, however they point out that children have an increased risk of difficulties with educational attainment, juvenile criminal involvement, behavioral health symptoms, economic well-being, as well as relationship complications with parents during episodes of incarceration.

(www.nij.gov/journals/278/Pages/impact-of-incarceration-on-dependent-children.aspx).

Children of incarcerated parents have increased chances of homeless risk, increased risk of involvement with the child welfare system, increased prevalence of behavioral health symptoms and increased risk of financial instability. According to a report published by Princeton University, “the effect of paternal incarceration on risk of child homelessness is substantial. This relationship can in part be explained by weakened family finances, a lack of social and instrumental support, and maternal capacities and capabilities” (Fragile Families Research Brief). Additionally, a report published in the National Institutes of Health asserted that “children of incarcerated parents also face considerable instability in a number of aspects of their home life. They are significantly less likely to live with both parents when either parent has been incarcerated than their counterparts. They are also more likely to receive public assistance and more likely to experience any material hardship or hardship in more than one area of need following a father’s incarceration. In addition, children whose parents have been incarcerated experience significant residential instability, moving more frequently than those whose parents were never incarcerated.” (Geller et al., 2010).

Data for Worcester County reflects Worcester’s higher rate of childhood poverty and homelessness. In 2018, 42% of all Worcester County Public School children were on Free and Reduced Meals; additionally, 16.10% of all Worcester County children were considered below the federal poverty level in 2017. The Maryland State Department of Education reported in 2017, 3.47% of Worcester County public school children as homeless, which is higher when compared to the state average of 1.5%.

Feedback generated from an incarcerated parent focus group supported local data. Some participants reported their families have encountered financial issues as a result of their incarceration. Additionally, as part of the Community Needs survey, the Worcester County community residents reported that the Impact of Incarceration on children, youth and families was among the top 10 concerns they had.

Proposal Specifics

The LMB Board of Directors is asking that interested parties develop a robust, succinct and concise proposal to improve outcomes for disconnected youth through the program entitled **Building Bridges to Stable Families**. Interested parties are encouraged to utilize the nationally recognized, evidence based models of as a reference for proposal development:

- **Transition from Jail to Community** (<https://nicic.gov/transition-from-jail-to-community>);
- **Parenting Inside Out** (<http://www.parentinginsideout.org/>);
- **Nurturing Families** (<https://www.nurturingparenting.com/nppsevidence.html>).

Program implementation will be expected to begin October 2019 and run through June 30, 2020. For this 9-month program, the maximum amount available is **\$150,000**. The grant period for this funding is from the awarding of this grant through June 30, 2020, with a possibility of an extension.

The LMB reserves the right to negotiate the proposed budget with the chosen vendor. Additionally, the LMB reserves the right to award a lesser amount than requested. If a lesser amount is awarded, the applicant will have the opportunity to adjust the scope of the proposal and/or decline funding.

ALL FUNDING IS CONTINGENT UPON AVAILABILITY OF FUNDS AND MAY BE AMENDED TO REFLECT CHANGES IN THE FINAL BUDGET APPROPRIATION BY THE GENERAL ASSEMBLY.

Proposals should consider the following:

- Proposed program should be community based, family focused and strength based in philosophy, modality and design.
- Proposals should include a detailed description and programmatic outline of how they will utilize the Transition from Jail to Community model as well as the Parenting Inside Out and Nurturing Families curriculums to fit the needs of those in Worcester County.
- Proposals should thoroughly explain how they will meet the needs of the parents, their children and caregivers of the children.
- Staff should be comprised of:
 - A care coordinator to manage referrals; determine what needs, supports, and services for the incarcerated individual, children and family have, including mental health and substance abuse, as well as financial assistance; conduct outreach; connect child(ren) to programs that promote resilience, such as; after school programs, psychiatric rehabilitation, 4H, Just for Girls, Just for Guys, art and music programs, etc.; refer parents to parenting education classes.
 - A licensed behavioral health clinician to complete an initial psychosocial assessment on the incarcerated individual; initiate retrieval of previous behavioral health and medical records; ensure that mental health and substance abuse treatment is being offered; schedule a follow up mental health and/or substance abuse appointment in community before the leave the local detention center; provide support to the family in the community as well, and as needed.
 - A parent education facilitator to conduct Parenting Inside Out classes in the local detention center, and offer both Parenting Inside Out and Nurturing Families in the community; conducted weekly classes for one hour, from anywhere to 6-12 weeks, with additional classes offered as necessary; provide follow up with individuals 6 months and one year after completion of the curriculum.
- Proposals must include a detailed and robust recruitment plan that includes the creation and distribution of information, anticipated referral partners, and partners that will provide additional services.
- Priority will be given to proposals that have a location within Worcester County; the selected vendor could potentially have a main office within a neighboring jurisdiction.
- Proposals that demonstrate better outcome achievement through outreach to multiple community organizations and local agencies will also receive priority.
- Proposals for specific individuals or families will not be considered.
- Proposals sent after the due date will not be considered.

The following are the anticipated performance measures developed for the Building Bridges to Stable Families program. The program has a goal of reaching 50 parents, having 20 transitional care plans successfully completed, and providing follow up to at least the 15 parents served throughout the fiscal year. Additionally, at minimum 30 parents/caregivers, whether incarcerated or not, will complete a Comprehensive Parenting Education Curriculum. These performance measures are subject to change.

Performance Measure	For Percentages, Indicate the Numerator and Denominator (NUM/DEM)
What/How Much We Do:	
# of families enrolled in the program	
# of incarcerated parents/caregivers enrolled in the program	
How Well We Do It:	
#/% of Transitional Care Plans completed within the first 3 visits	NUM: # of Transitional Care Plans completed in the first 3 visits DEN: # of Transitional Care Plans completed
#/% of parents enrolled in the program that completed a Parenting Class	NUM: # of parents that completed Parenting Classes DEN: # of parented enrolled in the program
#/% of youth engaged in the program that are connected to additional resources (i.e. mental health programs, after school programs, etc.)	NUM: # of youth connected to additional resources DEN: # of youth enrolled in the program
Is Anyone Better Off?	
#/% of families reporting successful connection to resources and/or services	NUM: # of successful connections DEN: # of families in need of resources and/or services
#/% of parents that completed Parenting Classes that reported improvement in family communication 6 months after completion	NUM: # of parents reporting improvement in communication 6 months after completion DEN: # of parents that reported an issue with communication during the pretest

The LMB reserves the right to discontinue funding if the program is not meeting deliverables or is funding is withdrawn from the Children's Cabinet.

The LMB does not discriminate on the basis of race, color, sex, age, national origin, religion, disability or sexual orientation in matters affects employment or in providing access to programs.

Selection Schedule

County Commissioners meeting in which the RFP will be released: **July 2, 2019.**

RFP Question and Answer Session by LMB Staff at the Worcester County Health Department: **July 15, 2019 at 3:00 pm.**

RFP due to the Worcester County Administration: **August 12, 2019 at 1:00 pm.**

Evaluation Meeting: **August 19, 2019.**

County Commissioners meeting to submit vendor(s) selected: **September 3, 2019.**

Chosen vendor(s) will be contacted by: **Letter.**

The vendor(s) chosen will be notified by LMB staff by **September 6, 2019.** A follow up meeting will then be scheduled. Vendors are expected to be ready for implementation by **October 1, 2019.**

Interested parties must submit one (1) original and five (5) copies of their proposal to the Worcester County Government by established deadline of **August 12, 2019 at 1:00 pm.** The Worcester County Government will ensure that all proposals received by the deadline are given to the LMB. Proposals should be addressed and mailed or hand carried to:

Office of the County Commissioners
ATTN: Mr. Kelly Shannahan, Assistant Chief Administrative Officer
Worcester County Government Center
One West Market Street, Room 1103
Snow Hill, MD 21863

Evaluation

The LMB will utilize an Evaluation Committee to review and evaluate each proposal submitted by the guidelines established on the provided evaluation criteria. A total of five members will serve on the RFP panel. The panel will be assigned a facilitator who will assist the group through the process, but will not have a vote. Members of the RFP panel will receive all proposal once they have been received from the County Administrator. Agencies that are submitting a proposal cannot be part of the panel that reviews the proposals. This would prohibit past/present employees of the agency; persons with a current conflict of interest with an applying agency, and present/past board members of an applying agency. This will limit the amount of available volunteers in this small community. *Examples* of persons/agencies we may draw from could include:

- The Worcester Commission on Aging
- LMB Directors from other jurisdictions
- Clergy
- Representatives from civic groups
- Representatives from SU School of Social Work or professor(s) from WorWic and/or UMES
- Pediatricians
- Representatives from the United Way
- Representatives from the Eastern Shore Community Foundation

The top three (3) proposals (those receiving the highest scores) may be invited to be interviewed by a subset of the panel. This interview will be for the purpose of gathering additional information and negotiating terms of a potential agreement.

Following the rating and rankings and/or the interviews, the panel will meet to obtain consensus on the proposals submitted. Scoring details and notes regarding proposals will be forwarded to LMB staff.

The LMB staff will present the proposals to the Board of Directors for final discussion and considerations to move forward with presenting the selected proposal to the Worcester County Commissioners. Board members can call a motion to recommend changes for the program vendor to consider, but any such change would require a unanimous vote of support by the full Board.

After the LMB Board of Directors has voted to support the selected program vendor, the LMB will then move to follow the Worcester County procurement policy where the selected vendor information will be presented to the Commissioners of Worcester County for approval.

Agencies wanting to appeal a decision reached for this RFP may do so in writing to the LMB Executive Committee within one week of the panel priorities being announced. The Executive Committee will either deny the appeal and inform the petitioner, or forward the appeal for consideration by the full Board. To reverse an earlier decision concerning the RFP made by the panel it will require an unanimously vote by the full Board.

Once the Board of Directors and County Commissioners have approved the selected proposal, the LMB staff will notify all vendors of their status with the proposal. The LMB will contact the selected vendor to meet and prepare program plans and implementation strategies.

Submission Details

All proposals are limited to no more than 15 pages, double spaced, not including title page, abstract, budget, and/or appendices. All proposals should contain the following components:

1. Title Page
 - a. The title of the proposal;
 - b. The Strategic Goal Population(s) which will be served
 - c. The name of the organization(s) submitting the proposal
 - d. The name title, and phone number of the contact individual for the proposal
 - e. The name and title of the person overseeing the grant (if different from above)
 - f. The name and title of the person who will manage the fiscal aspects of the grant (if different from above)
2. Abstract
 - a. Will summarize the proposal in one paragraph and should not exceed 500 words. Abstract must clearly identify which Strategic Goal Population(s) that the grantee intends to serve.
3. Organizations Capacity
 - a. History of the applicant's operation (specific to the proposed project), and demonstrated experience in developing and implementing projects of a similar nature.
4. Discussion of Need
 - a. Proposals must clearly identify and define the problem(s). Applications submitted for funding must clearly address the identified Strategic Goal population and explain the need in Worcester County.
 - b. All proposals must clearly indicate that all activities will directly impact Worcester County.
5. Narrative
 - a. Proposals must propose a solution to the problem or need based on an evidence based or best practices model.
 - b. Proposals should indicate how the project aligns with the proposed population
 - c. Timetable for implementation, and set expectations all funds will be exhausted by June 30, 2020.
 - d. Clearly indicate what partners are involved in making this program successful.
 - e. Clearly describe a robust and comprehensive outreach plan.
 - f. Proposals are required to clearly define plans for sustainability. Include how the ongoing project will be funded after the grant expires and include in the proposal documentation of the ongoing financial commitment.
6. Race Equity:
 - a. Include a discussion of how a focus on racial equity will inform the implementation and outcomes of the program/strategy.
 - b. Include a discussion of the local data with citations.
 - c. Include a discussion of how demographic data will be collected, disaggregated, and utilize to inform future programmatic strategies, including outreach and education.
7. Two-Generation:
 - a. The program/strategy should propose a clearly-articulated and well-constructed two-generation approach, with simultaneous interventions directed at both the parent(s) and their child(ren)/youth; demonstrate a clear effort to remove silos and/or create new strategies that involve collaboration and communication between agencies serving different members of the family.
8. Budget
 - a. Proposals must include projected expenses for a 9-month program beginning in October 2019 running through June 30, 2020. These expenses should include those that are ordinary, necessary and reasonable to the implementation of the award. All other revenue or in-kind support must be explained. Please include budget line items such as personnel costs, operating expenses associated with daily functions, equipment/supplies, staff support and training.

- b. Complete and accurate budget forms that include a detailed budget narrative for each proposed line item must be included. The budget narrative must include a description of the cost and show the calculation of how the cost was derived.
- c. Please refer to the Policies and Procedures Manual for Local Management Boards, Section V for unallowable costs:
<https://goc.maryland.gov/wp-content/uploads/sites/8/2018/03/LMB-Manual-01-01-2018.pdf>
- d. Cost(s) incurred prior to the award of the grant will not be funded.
- e. Two (2) extra points will be assigned by the evaluation committee if the budget for the program/strategy demonstrates a cash match of 25% or more of the total funding request for the program/strategy. Eligible cash match does not include in-kind support or funds that are paid/awarded to the program vendor or another third party in support of the program/strategy.

<u>Evaluation Criteria Categories</u>	<u>Maximum Score</u>
Organizations Capacity: Has the organization clearly articulated their capacity and history of developing, implementing and operating projects of a similar nature?	2
Discussion of Need: Is the problem clearly defined? Is the need clearly identified? Is the population of impact of incarceration addressed? Will this program directly impact the children, youth and families in Worcester County?	8
Narrative: Is there clear discussion on how the program will utilize the Transition from Jail to Community, Nurturing Families, and Parenting Inside Out evidence based models? (2 points for each) Is there a clear indication of how the program will impact incarcerated parents/caregivers, their children and their caregivers in Worcester County? Is there a detailed and comprehensive programmatic plan, spanning from intake to discharge? Is there a robust and comprehensive outreach plan? Are partners identified? Is there an obtainable timeline for implementation, including usage of funds? Are sustainability plans discussed?	18
Worcester: Is the agency located within Worcester County? Is there clear discussion on how the agency will provide services to all areas of Worcester County?	4
Race Equity: Is there a commitment to providing an equitable program across all races, genders and demographics? Is there a clear discussion of how a focus on racial equity will inform implementation and outcomes based upon local data?	4
Two-Generation: Does the program clearly articulate how the program/strategy will provide an interventions directed at both the parent(s) and their child(ren)/youth? Does the program demonstrate a clear effort to remove silos and/or create new strategies that involve collaboration and communication between agencies serving different members of the family?	4
Budget: Does the budget include projected expenses? Is there a budget narrative that includes a description of the cost and the calculation of how the cost was derived? Cash Match?	6
Total	46

Budget

A maximum award of **\$150,000** is available for the Building Bridges to Stable Families.

Proposals must include projected expenses for a 9-month program beginning in October 2019 running through June 30, 2020. The grant period for this funding is from the awarding of this grant through June 30, 2020, with a possibility of an extension. Monies not expended or committed by the end of the funding period will not be transferable to other line items and will be subject to return to the LMB.

Proposals must include a detailed budget narrative with description of the cost and show the calculation of how the cost was derived. Example of detailed budget narrative:

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ALL FUNDING IS CONTINGENT UPON AVAILABILITY OF FUNDS AND MAY BE AMENDED TO REFLECT CHANGES IN THE FINAL BUDGET APPROPRIATION BY THE GENERAL ASSEMBLY.

FY20 Proposed Budget				
DESCRIPTION	FY20 Project Budget			
	LMB Budget	Non-LMB funds that Directly Support the Project (Cash Only)	Total	Detailed Budget Narrative - Show Calculations that Support How Expenses Were Derived
Budget for FY20 Grant: Building Bridges to Stable Families				
Salaries			\$0	
Fringe Costs			\$0	
Communications			\$0	
Postage			\$0	
Business Travel			\$0	
Training			\$0	
Conferences/Conventions			\$0	
Utilities			\$0	
Advertising			\$0	
Accounting/Auditing			\$0	
Legal			\$0	
Consultant (other than Legal & Accounting/Auditing)			\$0	
Supplies			\$0	
Equipment			\$0	
Insurance			\$0	
Rent/Mortgage			\$0	
Printing/Duplication			\$0	
Professional Dues/Publications/Subscriptions			\$0	
IT Systems/Repairs/Maintenance			\$0	
Vehicle Operating (other than Insurance)			\$0	
TOTAL Budget	\$150,000	\$0	\$0	



Worcester County's Initiative to Preserve Families

The Local Management Board

FY 2020 Request for Proposals for
Growing a Healthy Community - Home Visiting Program
Release Date: July 2, 2019
Deadline for Submission: August 12, 2019

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Introduction

The Local Management Boards (LMBs) were established during the mid-1990s in an effort to change the way services were provided to children, youth and families in their communities. The LMBs were created by the Maryland Legislature to ensure that quality services were being provided in Maryland's 24 counties and jurisdictions. The LMBs function as a local authority, to plan, implement and monitor services for children, youth and families and bring together resources to be utilized to improve the overall wellbeing and outcomes of their communities.

In 2015, the Governor's Office for Children (GOC) and the Local Management Boards, adopted four strategic goals to improve child well-being in Maryland, aligning with Governor Hogan's goal of an economically secure Maryland. Additionally, in 2019, the GOC introduced three priorities in which local programs funded through the Local Management Boards were encouraged to address. These goals and priorities include:

1. Reducing the impact of parental incarceration
2. Improve outcomes for disconnected youth
3. Reducing childhood hunger
4. Reducing youth homelessness
5. Juvenile justice diversion
6. Trauma-informed care and reducing Adverse Childhood Experiences
7. Preventing out-of-State placements

For purposes of this Request for Proposal, Worcester County's Initiative to Preserve Families (Worcester County Local Management Board) and the Board of Directors are seeking proposals for Fiscal Year 2020 from providers able to develop and implement community-based **home-visiting program which will improve outcomes for children, youth, and families** in Worcester County. Funding is available to local 501-(c) not-for-profit organizations, faith based organizations, and government agencies who are in good standing.

Executive Summary

Worcester County's Initiative to Preserve Families' office is located in the central part of Worcester County in Snow Hill, Maryland. The Worcester County Local Management Board (LMB), Board of Directors is composed of five (5) ex officio members and four (4) at-large members; all of who are committed to improving the well-being and outcomes for children, youth and families in Worcester County.

Mission Statement: The mission of the Worcester County Local Management Board is to achieve a comprehensive system of education, health and human services that effectively and responsibly address the needs of Worcester County children and families through public and private interagency collaboration.

Vision Statement: The Worcester County Local Management Board envisions a caring, compassionate, inclusive community with leadership and government that fosters an environment which empowers all children, youth and families to thrive.

The LMB Board of Directors reviewed data available for **poverty, childhood hunger, infant mortality, as well as mental and substance abuse** in Worcester County. This led to the decision to fund a home-visiting program, impacting pregnant women and families with children from birth up to age six (6) in which children have emotional behavioral, or developmental challenges; or the family faces multiple environmental and psychosocial challenges that may lead to negative child outcomes (maternal depression, domestic violence, substance abuse, homelessness, or abuse and neglect).

Priority Population

Worcester County continues to have higher rates of child maltreatment, children living in poverty, and children experiencing food insecurity than the state of Maryland average. More than 40% of students enrolled in the public school system are eligible to receive Free and Reduced Meal Services (FARMS). Data collected in the 2019 Community Needs survey, focus groups, and key informant interviews shows there is a high area of concern regarding health related issues in the county including mental health and substance use/abuse. Data available from Maryland's Public Behavioral Health System shows the number of individuals accessing behavioral health services in Worcester County continues to increase over a three-year period. In 2016 the number of individuals, ages 13-65 and over, that accessed mental health services in Worcester County was 1,879, in 2018 it was 2,159. For substance use/abuse services, there was a reported 1,091 individuals in 2016 between the ages 13-65 and over, and 1,384 individuals in 2018. In addition, Worcester County faces a growing rate of infant mortality. Between 2013 and 2017 there were 24 reported deaths in the county. The trend is on an upward climb, thus presenting a growing concern.

Although the services offered in the public behavioral health system has grown over the past three years, there continues to be barriers with access to appropriate care. One of the barriers to accessing treatment is the limited number of providers available to serve individuals in need. Worcester County has been designated a health professional shortage area, which includes psychiatry, nursing, and social work/counseling services and professionals. Another barrier is limited and expensive transportation options available in the area. Worcester County residents without their own transportation rely heavily on the local bus services, taxi services and ride sharing apps (i.e. Uber). These services are often unaffordable to families living in or near poverty.

The consistent themes of mental health and substance use/abuse concerns reported through the planning process, challenges with access to care for services, workforce shortages, and transportation barriers have led to the Board's decision to implement a home visiting program in Worcester County.

Proposal Specifics

The Worcester County Local Management Board is asking that interested parties develop a robust, succinct and concise proposal for a **home-visiting program** that provides positive outcomes for children, youth and families in Worcester County through the program entitled Growing a Health Community. Areas that will be impacted by this program will be child maltreatment, poverty, childhood hunger, infant mortality and behavioral health in Worcester County. Interested parties are encouraged to utilize the nationally recognized, evidence based model, Child First as a reference for proposal development. (<https://www.childfirst.org/>)

Program implementation will be expected to begin October 2019 and run through June 30, 2020. For this 9-month program, the maximum amount available is \$150,000. The grant period for this funding is from the awarding of this grant through June 30, 2020, with a possibility of an extension.

The LMB reserves the right to negotiate the proposed budget with the chosen vendor. Additionally, the LMB reserves the right to award a lesser amount than requested. If a lesser amount is awarded, the applicant will have the opportunity to adjust the scope of the proposal and/or decline funding.

ALL FUNDING IS CONTINGENT UPON AVAILABILITY OF FUNDS AND MAY BE AMENDED TO REFLECT CHANGES IN THE FINAL BUDGET APPROPRIATION BY THE GENERAL ASSEMBLY.

Proposals should consider the following:

- The program should be community based, family focused and strength based in philosophy, modality and design.

Growing a Healthy Community

- Proposals that make a commitment to utilizing the Child First, evidence based model, will be given priority.
- The target population should be:
 - Pregnant women
 - Families with children from birth to age six (6) in which:
 - children have emotional, behavioral, and/or developmental challenges;
 - families face multiple environmental and psychosocial challenges (i.e. maternal depression, domestic violence, substance abuse, homelessness, or abuse and neglect).
- Proposals should incorporate:
 - master's level clinician who will perform onsite behavioral health assessments and implement appropriate strengths based interventions
 - community support worker who will connect families to appropriate resources
- Proposals should include a detailed description and programmatic outline and timeline of how the program will operate. This should include the Implementation Framework located here: <https://www.childfirst.org/our-work/home-based-intervention>
- Proposals must include a detailed and robust outreach and education plan to local partners and agencies, including but not limited to the following in Worcester County:
 - Local Care Team, Local Health Department, Department of Social Services, Infants and Toddlers, Head Start Programs, the Judy Center, elementary schools, early childhood daycare providers, primary care providers, and obstetric offices.
- Priority will be given to proposals that have a location within Worcester County; the selected vendor could potentially have a main office within a neighboring jurisdiction
- Proposals for specific individuals or families will not be considered.
- Proposals sent after the due date will not be considered.

The following are the anticipated performance measures developed for Growing a Healthy Community. These performance measures are subject to change.

Performance Measure	For Percentages, Indicate the Numerator and Denominator (NUM/DEM)
What/How Much We Do:	
# of families served (a minimum of 10 for FY20)	
# of visits per week	
How Well We Do It:	
#/% of primary caregivers enrolled in the program who are screened for depression using a validated tool within 3 months of enrollment	NUM: # of primary caregivers enrolled in the program who are screened for depression within the first three months since enrollment
	DEN: # of primary caregivers enrolled in the program for at least three months
#/% of children enrolled in the program with investigated cases of maltreatment following enrollment	NUM: # of children enrolled in the program with an investigated case of maltreatment
	DEN: # of children enrolled in the program
Is Anyone Better Off?	
#/% of caregivers reporting reduced depression on depression screening tool after six months of program	NUM: # of caregivers with reduced depressive symptoms
	DEN: # of caregivers screened for depressions
	NUM: # of children observed as having less classroom behaviors after six months

#/% of children observed showing less behavioral concerns after six months of program based on behavioral health clinician observation reports	DEN: # of children observed after six months
#/% of families enrolled in the program that have had no involvement with child protective 6 months after beginning the program	NUM: # of families enrolled in the program that have had no involvement with CPS 6 months after beginning the program
	DEN: # of families enrolled in the program

The LMB reserves the right to discontinue funding if the program is not meeting deliverables or is funding is withdrawn from the Children's Cabinet.

The LMB does not discriminate on the basis of race, color, sex, age, national origin, religion, disability or sexual orientation in matters affects employment or in providing access to programs.

Selection Schedule

County Commissioners meeting in which the RFP will be released: **July 2, 2019.**

RFP Question and Answer Session by LMB Staff at the Worcester County Health Department: **July 15, 2019 at 9:00 am.**

RFP due to the Worcester County Administration: **August 12, 2019 by 1:00 pm.**

Evaluation Meeting: **August 19, 2019.**

County Commissioners meeting to submit vendor(s) selected: **September 3, 2019.**

Chosen vendor(s) will be contacted by: **Letter.**

The vendor(s) chosen will be notified by LMB staff by **September 6, 2019.** A follow up meeting will then be scheduled. Vendors are expected to be ready for implementation by **October 1, 2019.**

Interested parties must submit one (1) original and five (5) copies of their proposal to the Worcester County Government by established deadline of **August 12, 2019 at 1:00 pm.** The Worcester County Government will ensure that all proposals received by the deadline are given to the LMB. Proposals should be addressed and mailed or hand carried to:

Office of the County Commissioners

ATTN: Mr. Kelly Shannahan, Assistant Chief Administrative Officer

Worcester County Government Center

One West Market Street, Room 1103

Snow Hill, MD 21863

Evaluation

The LMB will utilize an Evaluation Committee to review and evaluate each proposal submitted by the guidelines established on the provided evaluation criteria. A total of five members will serve on the RFP panel. The panel will be assigned a facilitator who will assist the group through the process, but will not have a vote. Members of the RFP panel will receive all proposal once they have been received from the County Administrator. Agencies that are submitting a proposal cannot be part of the panel that reviews the proposals. This would prohibit past/present employees of the agency; persons with a current conflict of interest with an applying agency, and present/past board members of an applying agency. This will limit the amount of available volunteers in this small community. *Examples* of persons/agencies we may draw from could include:

- The Worcester Commission on Aging
- LMB Directors from other jurisdictions
- Clergy
- Representatives from civic groups

Growing a Healthy Community

- Representatives from SU School of Social Work or professor(s) from WorWic and/or UMES
- Pediatricians
- Representatives from the United Way
- Representatives from the Eastern Shore Community Foundation

The top three (3) proposals (those receiving the highest scores) may be invited to be interviewed by a subset of the panel. This interview will be for the purpose of gathering additional information and negotiating terms of a potential agreement.

Following the rating and rankings and/or the interviews, the panel will meet to obtain consensus on the proposals submitted. Scoring details and notes regarding proposals will be forwarded to LMB staff.

The LMB staff will present the proposals to the Board of Directors for final discussion and considerations to move forward with presenting the selected proposal to the Worcester County Commissioners. Board members can call a motion to recommend changes for the program vendor to consider, but any such change would require a unanimous vote of support by the full Board.

After the LMB Board of Directors has voted to support the selected program vendor, the LMB will then move to follow the Worcester County procurement policy where the selected vendor information will be presented to the Commissioners of Worcester County for approval.

Agencies wanting to appeal a decision reached for this RFP may do so in writing to the LMB Executive Committee within one week of the panel priorities being announced. The Executive Committee will either deny the appeal and inform the petitioner, or forward the appeal for consideration by the full Board. To reverse an earlier decision concerning the RFP made by the panel it will require a unanimously vote by the full Board.

Once the Board of Directors and County Commissioners have approved the selected proposal, the LMB staff will notify all vendors of their status with the proposal. The LMB will contact the selected vendor to meet and prepare program plans and implementation strategies.

Submission Details

All proposals are limited to no more than 15 pages, double spaced, not including title page, abstract, budget, and/or appendices. All proposals should contain the following components:

1. Title Page
 - a. The title of the proposal;
 - b. The Strategic Goal Population(s) which will be served
 - c. The name of the organization(s) submitting the proposal
 - d. The name title, and phone number of the contact individual for the proposal
 - e. The name and title of the person overseeing the grant (if different from above)
 - f. The name and title of the person who will manage the fiscal aspects of the grant (if different from above)
2. Abstract
 - a. Will summarize the proposal in one paragraph and should not exceed 500 words. Abstract must clearly identify which Strategic Goal Population(s) that the grantee intends to serve.
3. Organizations Capacity
 - a. History of the applicant's operation (specific to the proposed project), and demonstrated experience in developing and implementing projects of a similar nature.
4. Discussion of Need

Growing a Healthy Community

- a. Proposals must clearly identify and define the problem(s). Applications submitted for funding must clearly address the identified Strategic Goal population and explain the need in Worcester County.
 - b. All proposals must clearly indicate that all activities will directly impact Worcester County.
5. Narrative
 - a. Proposals must propose a solution to the problem or need based on an evidence based or best practices model.
 - b. Proposals should indicate how the project aligns with the proposed population
 - c. Timetable for implementation, and set expectations all funds will be exhausted by June 30, 2020.
 - d. Clearly indicate what partners are involved in making this program successful.
 - e. Clearly describe a robust and comprehensive outreach plan.
 - f. Proposals are required to clearly define plans for sustainability. Include how the ongoing project will be funded after the grant expires and include in the proposal documentation of the ongoing financial commitment.
6. Race Equity:
 - a. Include a discussion of how a focus on racial equity will inform the implementation and outcomes of the program/strategy.
 - b. Include a discussion of the local data with citations.
 - c. Include a discussion of how demographic data will be collected, disaggregated, and utilize to inform future programmatic strategies, including outreach and education.
7. Two-Generation:
 - a. The program/strategy should propose a clearly-articulated and well-constructed two-generation approach, with simultaneous interventions directed at both the parent(s) and their child(ren)/youth; demonstrate a clear effort to remove silos and/or create new strategies that involve collaboration and communication between agencies serving different members of the family.
8. Budget
 - a. Proposals must include projected expenses for a 9-month program beginning in October 2019 running through June 30, 2020. These expenses should include those that are ordinary, necessary and reasonable to the implementation of the award. All other revenue or in-kind support must be explained. Please include budget line items such as personnel costs, operating expenses associated with daily functions, equipment/supplies, staff support and training.
 - b. Complete and accurate budget forms that include a detailed budget narrative for each proposed line item must be included. The budget narrative must include a description of the cost and show the calculation of how the cost was derived.
 - c. Please refer to the Policies and Procedures Manual for Local Management Boards, Section V for unallowable costs:
<https://goc.maryland.gov/wp-content/uploads/sites/8/2018/03/LMB-Manual-01-01-2018.pdf>
 - d. Cost(s) incurred prior to the award of the grant will not be funded.
 - e. Two (2) extra points will be assigned by the evaluation committee if the budget for the program/strategy demonstrates a cash match of 25% or more of the total funding request for the program/strategy. Eligible cash match does not include in-kind support or funds that are paid/awarded to the program vendor or another third party in support of the program/strategy.

<u>Evaluation Criteria Categories</u>	Maximum Score
Organizations Capacity: Has the organization clearly articulated their capacity and history of developing, implementing and operating projects of a similar nature?	2
Discussion of Need: Is the problem clearly defined? Is the need clearly identified? Is the population of addressed? Will this program directly impact the children, youth and families in Worcester County?	8
Narrative: Is there clear discussion on how the program will utilize the Child First , evidence based model? Is there a clear indication of how the program will impact pregnant women and/or children and families with varying levels of need in Worcester County? Is there a detailed and comprehensive programmatic plan, spanning from intake to discharge? Is there a robust and comprehensive outreach plan? Are partners identified? Is there an obtainable timeline for implementation, including usage of funds? Are sustainability plans discussed?	14
Worcester: Is the agency located within Worcester County? Is there clear discussion on how the agency will provide services to all areas of Worcester County?	4
Race Equity: Is there a commitment to providing an equitable program across all races, genders and demographics? Is there a clear discussion of how a focus on racial equity will inform implementation and outcomes based upon local data?	4
Two-Generation: Does the program clearly articulate how the program/strategy will provide an interventions directed at both the parent(s) and their child(ren)/youth? Does the program demonstrate a clear effort to remove silos and/or create new strategies that involve collaboration and communication between agencies serving different members of the family?	4
Budget: Does the budget include projected expenses? Is there a budget narrative that includes a description of the cost and the calculation of how the cost was derived? Cash Match?	6
Total	42

Budget

A maximum award of **\$150,000** is available for the Growing a Health Community program.

Proposals must include projected expenses for a 9-month program beginning in October 2019 running through June 30, 2020. The grant period for this funding is from the awarding of this grant through June 30, 2020, with a possibility of an extension. Monies not expended or committed by the end of the funding period will not be transferable to other line items and will be subject to return to the LMB.

Proposals must include a detailed budget narrative with description of the cost and show the calculation of how the cost was derived. detailed budget narrative:

- Salaries: \$15,000 (Coordinator 40hrs a week, at \$7.20 an hr for 52 weeks (40hr x \$7.20 x 52 weeks))
- Utilities: \$6,000 (Telephones \$203 a month (12 x 203) Electricity \$297 a month (12 x 297))

The LMB reserves the right to negotiate the proposed budget with the chosen vendor. Additionally, the LMB reserves the right to award a lesser amount than requested. If a lesser amount is awarded, the applicant will have the opportunity to adjust the scope of the proposal and/or decline funding.

Two (2) extra points will be assigned by the evaluation committee if the budget for the program/strategy demonstrates a cash match of 25% or more of the total funding request for the program/strategy. Eligible cash match does not include in-kind support or funds that are paid/awarded to the program vendor or another third party in support of the program/strategy.

ALL FUNDING IS CONTINGENT UPON AVAILABILITY OF FUNDS AND MAY BE AMENDED TO REFLECT CHANGES IN THE FINAL BUDGET APPROPRIATION BY THE GENERAL ASSEMBLY.

FY20 Proposed Budget

DESCRIPTION	FY20 Project Budget			
	LMB Budget	Non-LMB funds that Directly Support the Project (Cash Only)	Total	Detailed Budget Narrative - Show Calculations that Support How Expenses Were Derived
Budget for FY20 Grant: Growing a Healthy Community				
Salaries			\$0	
Fringe Costs			\$0	
Communications			\$0	
Postage			\$0	
Business Travel			\$0	
Training			\$0	
Conferences/Conventions			\$0	
Utilities			\$0	
Advertising			\$0	
Accounting/Auditing			\$0	
Legal			\$0	
Consultant (other than Legal & Accounting/Auditing)			\$0	
Supplies			\$0	
Equipment			\$0	
Insurance			\$0	
Rent/Mortgage			\$0	
Printing/Duplication			\$0	
Professional Dues/Publications/Subscriptions			\$0	
IT Systems/Repairs/Maintenance			\$0	
Vehicle Operating (other than Insurance)			\$0	
TOTAL Budget	\$150,000	\$0	\$0	

LMB Prospective Vendor Directory

Donna Nordstrom
Atlantic General Hospital
9733 Healthway Drive
Berlin, MD 21811

Dimitrios Cavathas
Go-Getters, Inc.
7033 Worcester Highway
Newark, MD 21841

Steve Taylor
Worcester Youth and Family Counseling
Services
124 N. Main Street, Suite C
Berlin, MD 21811

Roberta Baldwin
Department of Social Services
299 Commerce Street
Snow Hill, MD 21863

Spencer Tracy
Department of Juvenile Services
301-C Commerce Street
Snow Hill, MD 21863

Diakonia
12747 Old Bridge Rd
Ocean City, MD 21842

Shelly Daniels
Samaritan Shelter
814 Forth Street
Pocomoke, MD 21851

Dr. Duffy
Lighthouse Counseling
1504 Market Street
Pocomoke, MD 21851

Seaside Counseling and Wellness Center
Grays Corner Professional Center
10776 Grays Corner Rd. Unit #2
Berlin, MD 21811

Assateague Island National Seashore
7206 National Seashore Ln.
Berlin, MD 21811

Rebecca Jones
Snow Hill Health Department
6040 Public Landing Rd
Snow Hill, MD 21863

Eric Gray
Worcester County Health Department
6040 Public Landing Rd
Snow Hill MD, 21863

Mimi Dean
Worcester County Health Department
6040 Public Landing Rd
Snow Hill MD, 21863

Louis Taylor
Worcester County Board of Education
Attn: All Schools
6270 Worcester Highway
Newark, MD 21841

Jennifer Rank
Worcester County Libraries
Attn: All Branches
307 North Washington Street
Snow Hill, MD 21841

Anne Turner
Worcester County Courts
Court House, Room 101
One West Market Street
Snow Hill, MD 21863

**Worcester County Parks and Recreation
Center
6030 Public Landing Rd
Snow Hill, MD 21863**

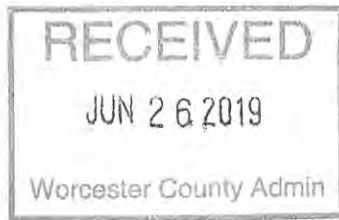
**Shawn Johnson
Youth Care Center
3917 Market St.
Snow Hill, MD 21863**

**Orville Penn
Shore UP! Inc.
520 Snow Hill Rd.
Salisbury, MD 21804**

**Jennifer Shahan
Telemon
31901 Tri County Way, Suite 112
Salisbury, MD 21804**

**Ivonne Lomax
Lower Shore Workforce Alliance
31901 Tri-county Way, Suite 215
Salisbury, MD 21804**

**Robert McClure
Big Brothers Big Sisters of the Eastern
Shore, Inc.
200 W. Main Street, Salisbury, MD 21801**



5

DEPARTMENT OF
ECONOMIC DEVELOPMENT

Worcester County

TO: Worcester County Commissioners
FROM: Kathryn Gordon, Director 
DATE: June 26, 2019
RE: Tyson Feed Mill Purchase of a Track Mobile and Funding through State Agencies.

On June 6, 2019, I spoke to Mary DiFerdinando and Timothy Doyle with Maryland Department of Commerce, Office of Finance Programs regarding Tyson Foods Feed Mill, located in Snow Hill, and their need in purchasing a used track mobile to assist in moving freight cars during the unloading/loading of grain from the feed mill. The improvements to the rail line owned by Maryland & Delaware Railroad (MDDE) has reestablished an agreement between MDDE and Tyson Foods to receive freight shipment. Tyson Foods is looking to purchase a used track mobile with the total price of approximately \$250,000. With Tyson considered a significant employer in Worcester County and the Town of Snow Hill and has a strong potential for retaining and/or expanding employment, two state agencies have offered assistance in funding the purchase of a used track mobile- Maryland Department of Commerce and Maryland Department of Housing and Community Development (DHCD).

The Maryland Department of Commerce offers financial assistance to businesses through the Maryland Economic Development Assistance Authority and Funding (MEDAAF). MEDAAF is a flexible and broad-based program that funds grants, loans, and investments to support economic development initiatives with uses including business attraction and retention, acquisition of equipment, and infrastructure improvements. The Maryland Department of Commerce has authorized financial assistance totaling \$100,000. Within the MEDAAF Act, the governing body of the jurisdiction in which the project is located must provide a 10% match (\$10,000) along with a formal resolution supporting and endorsing the financial assistance by the Department or Authority.

Additionally, DHCD has committed to funding the project for a total of \$100,000 through the Community Legacy Program. The Community Legacy Program provides local governments

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with funding for essential projects aimed at strengthening communities through activities such as business retention and attraction and commercial revitalization. Local governments and community development organizations are eligible entities to apply for this grant. Worcester County would apply for the grant with Tyson Foods as the sub recipient of the grant.

With MDDE investing in their rail line and reestablishing a relationship with Tyson Foods to return to freight shipment and Maryland Department of Commerce and DHCD identifying Tyson Foods as a significant employer in Worcester County, I recommend moving forward with the 10% match to assist with the purchase of a used track mobile as well as applying for the Community Legacy grant.

**MARYLAND ECONOMIC DEVELOPMENT ASSISTANCE AUTHORITY AND
FUND (MEDAAF).**

§ 5-301. Definitions.

(a) In this subtitle the following words have the meanings indicated.

(p) “Local economic development opportunity” means a project that:

(1) is determined by the Department or Authority to provide a valuable economic development opportunity to the jurisdiction in which the project is located; and

(2) is a priority for and endorsed by the governing body of that jurisdiction.

(q) “Local government” means:

(1) a county;

(2) a municipal corporation;

(3) a designated agency or instrumentality of a county; or

(4) a designated agency or instrumentality of a municipal corporation.

§ 5-311. Purpose of Fund.

The purposes of the Fund are to:

(1) expand employment opportunities in the State by providing financial assistance to businesses that are engaged in eligible industry sectors, including financial assistance for:

(i) aquaculture projects;

(ii) arts and entertainment enterprises;

(iii) arts and entertainment projects; and

(iv) creation and expansion of child care facilities;

(2) provide financial assistance for the redevelopment of qualified brownfields sites;

(3) provide financial assistance to local governments and the Corporation for economic development projects; and

(4) provide grants to local economic development funds.

§ 5-314. Use of the Fund.

(a) The Department may use money in the Fund to:

(1) provide financial assistance to eligible applicants; and

(2) pay expenses for administrative, actuarial, legal, and technical services for the Fund.

(c) (1) Except as provided in paragraph (2) of this subsection, financial assistance provided to a local government or the Corporation for a project shall be approved by a formal resolution of:

- (i) the governing body of the jurisdiction in which the project is located; or
- (ii) if the recipient of the financial assistance is the Corporation, its board of directors.

(d) For a local economic development opportunity, the local government of the jurisdiction in which the project is located shall provide:

(1) a formal resolution of the governing body of the jurisdiction in which the project is located that endorses the financial assistance to be provided from the Fund; and

(2) as determined by the Department or Authority to evidence the support of the local government for the project:

(i) a guarantee, secured by the full faith and credit of the county or municipal corporation in which the project is located, of all or part of the financial assistance to be provided by the Fund;

(ii) the financing of part of the costs of the project equal to at least 10% of the financial assistance to be provided from the Fund; or

(iii) both.

§ 5–320. Eligibility for Financial Assistance from Fund.

(a) To be eligible for financial assistance from the Fund, an applicant shall be:

(1) a local economic development fund that meets the criteria set forth in Part V of this subtitle; or

(2) an individual, private business, nonprofit entity, or local government, or the Corporation that intends to use the requested financial assistance for a project that:

(i) except as provided in subsection (b) of this section, is in an eligible industry sector under § 5–321 of this subtitle; and

(ii) has a strong potential for expanding or retaining employment opportunities in the State.

(c) In form and content acceptable to the Department, an applicant for financial assistance from the Fund shall submit to the Department an application that contains:

(1) the information that the Department or Authority considers necessary to evaluate the request for financial assistance; and

§ 5–321. Eligible Industry Sectors.

(a) (1) After consulting with the Department and the Department of Labor, Licensing, and Regulation, each year the Maryland Economic Development Commission shall:

(i) evaluate the potential employment and economic growth of Maryland's industry sectors; and

(ii) recommend eligible industry sectors to the Authority.

(2) Each year the Authority shall:

(i) consider the recommendation of the Maryland Economic Development Commission; and

(ii) establish a list of industry sectors that will be eligible for financial assistance from the Fund.

(3) In determining whether an applicant is engaged in an eligible industry sector, the Department shall consider the definitions set forth in the North American Industry Classification System.

§ 5-322. Use of Fund.

(a) Financial assistance from the Fund may be used only to finance costs incurred for:

(1) construction or acquisition of a building or real property, and associated development and carrying costs;

(2) construction, acquisition, or installation of equipment, furnishings, fixtures, leasehold improvements, site improvements, or infrastructure improvements, including rail line enhancements on or to the site of an economic development project, and associated development and carrying costs;

§ 5-325. Financial Assistance Terms and Conditions.

(a) Subject to the restrictions of this subtitle, the Department or Authority may impose the terms and conditions on financial assistance from the Fund as either considers appropriate.

DRAFT

RESOLUTION NO. 19 - ____

RESOLUTION ENDORSING THE FILING OF A MARYLAND ECONOMIC DEVELOPMENT ASSISTANCE AND AUTHORITY FUND (MEDAAF) APPLICATION TO FUND TYSON FEED MILL PURCHASE OF A TRACK MOBILE FOR GRAIN LOADING IN SNOW HILL, WORCESTER COUNTY, MARYLAND

WHEREAS, Tyson Foods (Tyson) has entered into an agreement with the Maryland and Delaware Railroad Company (MDDE) to restore railroad freight shipping services to the Tyson Feed Mill located in Snow Hill, Worcester County, Maryland; and

WHEREAS, MDDE has secured a grant from the Maryland Department of Transportation (MDOT) in the amount of \$2 million, to be matched with funding from MDDE in the amount of \$1 million, to support track improvements which will facilitate the return of freight traffic to Tyson in Snow Hill; and

WHEREAS, Tyson has identified the need for a track mobile to assist in moving freight cars after grain is unload at their feed mill in Snow Hill (the "Project") and has identified a used track mobile at a cost of \$250,000 for which they are seeking funding assistance in the form of a conditional loan totaling \$100,000 (the "Loan") from the Maryland Department of Commerce ("Commerce") through the Maryland Economic Development Assistance and Authority Fund (MEDAAF) which will be forgiven after 10-years subject to attainment of certain employment goals; and

WHEREAS, Tyson agrees that the funds shall be used in accordance with Maryland Law relating to MEDAAF as provided in the Annotated Code of Maryland, Economic Development Article, Title 5, Subtitle 3, entitled "Maryland Economic Development Assistance and Authority Fund," and the applicable regulations for the purposes set forth in the application described above; and

WHEREAS, Section 5-319 of the Economic Development Article requires the governing body of the jurisdiction in which the Project is located to endorse the funding as well as provide a guarantee of all or part of the Loan as well as provide a guarantee of all or part of the Loan or a 10% match of the MEDAAF Funds.

NOW, THEREFORE, BE IT RESOLVED, that the County Commissioners of Worcester County, Maryland, pursuant to the authority granted in the Annotated Code of Maryland, Economic Development Article, Section 5-319, hereby endorses the Project and the Loan and further endorses a local match of \$10,000 as the 10% match to the MEDAAF Loan subject to the conditions and employment goals as specified by Commerce.

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

DRAFT

PASSED AND ADOPTED this _____ day of _____, 2019.

ATTEST:

COUNTY COMMISSIONERS OF
WORCESTER COUNTY, MARYLAND

Harold L. Higgins
Chief Administrative Officer

Diana Purnell, President

Joseph M. Mitrecic, Vice President

Anthony W. Bertino, Jr.

Madison J. Bunting, Jr.

James C. Church

Theodore J. Elder

Joshua C. Nordstrom

Kelly Shannahan

From: Kathryn Gordon
Sent: Wednesday, June 26, 2019 11:44 AM
To: Kelly Shannahan
Subject: Community Legacy Guidelines
Attachments: StateRevitalizationProgramGuidelines.pdf

Kelly,

Attached is the FY20 guidelines for the State Revitalization Programs. Please note the deadline states June 12th for application submission, but DHCD extended the deadline for the Tyson Foods track mobile project due to the meeting stating DHCD's commitment to assist was June 18th. Please let me know if you need additional information.

Thank you



Kathryn Gordon
Director
Worcester County Economic Development
100 Pearl Street, Suite B
Snow Hill, Maryland 21863

P: 410.632.3112
F: 410.632.5631
C: 410.430.8776



Maryland Department of Housing
And Community Development

LAWRENCE J. HOGAN
Governor

BOYD K. RUTHERFORD
Lt. Governor

KENNETH C. HOLT
Secretary

Division of
Neighborhood Revitalization

**Fiscal Year 2020
State Revitalization Programs
Application**

Community Legacy



Community Legacy Neighborhood Intervention



Strategic Demolition Fund - Statewide



Strategic Demolition Fund – Project C.O.R.E.



Baltimore Regional Neighborhood Initiative



National Capital Strategic Economic Dev. Fund



Seed Community Development Anchor
Institution Fund

DEADLINE FOR SUBMISSION:
Wednesday, June 12, 2019 at 12:00 Noon

MARYLAND DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

Division of
NEIGHBORHOOD REVITALIZATION

STATE REVITALIZATION PROGRAMS APPLICATION Fiscal Year 2020

DEADLINE FOR SUBMISSION:

Wednesday, June 12, 2019 at 12:00 Noon

Page 1	<u>Available Funding</u>
Page 2	<u>Application Process</u>
Page 3	<u>Review Process</u>
Page 4	<u>Local Government and Corporate Resolutions</u>
Page 4	<u>Reporting Requirements</u>
Page 5	<u>Community Legacy Program</u>
Page 7	<u>Community Legacy Neighborhood Intervention Program</u>
Page 9	<u>Strategic Demolition Fund Program - Statewide</u>
Page 11	<u>Strategic Demolition Fund Program – Project C.O.R.E.</u>
Page 15	<u>Baltimore Regional Neighborhood Initiative</u>
Page 18	<u>National Capital Strategic Economic Development Fund</u>
Page 20	<u>Seed Community Development Anchor Institution Fund</u>
Page 22	<u>Regional Project Managers Map and Contract List</u>

AVAILABLE FUNDING

Community Legacy/Community Legacy Neighborhood Intervention	TBD
Strategic Demolition Fund - Statewide	TBD
Strategic Demolition Fund – Project C.O.R.E. (Baltimore City)	TBD
Baltimore Regional Neighborhood Initiative	TBD
National Capital Strategic Economic Development Fund	TBD
Seed Community Development Anchor Institution Fund	TBD

APPLICATION PROCESS

Eligible Target Areas

Projects must be located in one of Maryland's designated Sustainable Communities. Sustainable Communities are areas found within Priority Funding Areas (PFAs) and are targeted for revitalization. To see your jurisdiction's Sustainable Community boundaries use the online revitalization mapping tool found at this website:

<http://portal.dhcd.state.md.us/GIS/revitalize/index.html>.

In addition to being located inside a Sustainable Community, projects should help achieve the strategies outlined in a local government's Sustainable Communities plan. All Sustainable Community plans can be found online:

<http://dhcd.maryland.gov/Communities/Pages/dn/default.aspx>.

Application Threshold Requirements

Current awardees of the Maryland Department of Housing and Community Development (the "Department")'s State Revitalization Programs are required to be in compliance with terms and conditions of their current award agreements. If you have received Community Legacy, Community Legacy Neighborhood Intervention, Strategic Demolition Fund or Baltimore Regional Neighborhood Initiative funding before, you must have achieved sufficient progress and be in good standing with all reporting requirements. This threshold requirement also includes any missing final reports and/or expense summaries from prior awards. Consult with your project manager to discuss the status of your existing project(s) before submitting an application.

Eligible Applicant Definitions

- *Local government* is a Maryland city, town or county government entity.
- *Group of local government* is more than one city, town or county applying jointly; application requires a resolution from each municipality.
- *Community development organization(CDO)* is a nonprofit organization which operates for the purpose of improving the physical, economic, or social environment of its geographic areas of operation; application requires local government resolution, corporate board resolution and charity certification.
- *Certified Community Development Financial Institution (CDFI)* is a mission-driven lender pursuing community development projects; applicant must have CDFI certification.

*Applicant eligibility varies by program. See program guidelines on the following pages for more details.

Application Training

Application training documents are available in the DHCD Project Portal. These include a program overview and application step-by-step training. For more information about accessing and using the system, please contact your regional project manager. The regional project manager map and contact list can be found at the end of this document.

Mandatory Online Submission of Your Application

The online grant management system – [DHCD Project Portal](#) – is a web-based application that allows municipalities and organizations to apply for funding. ***If this is your first time applying to a State Revitalization Funding Program, contact your regional project manager to verify eligibility and authorize access to the system.***

REVIEW PROCESS

Department staff will lead a review team consisting of representatives from various State agencies that may include: Maryland Department of Planning, Maryland Historical Trust, Maryland Department of Transportation, Maryland Department of Natural Resources, Maryland Department of Commerce, and Maryland Department of the Environment. The review team will make project recommendations for consideration by the Department of Housing and Community Development Secretary.

Award Criteria

Proposals are reviewed and scored on demonstration of community need for reinvestment and community input (20 points); clarity of project scope (25 points); timeline and readiness to proceed (5 points); project financing and committed financial resources (30 points); and capacity of project sponsors and partners (20 points). Requests for loans will be given greater priority than requests for grants. In addition, geographic diversity will be considered in the awarding of financial assistance.

Additional Considerations

Additional consideration will be given to projects that address the following issues:

- Project C.O.R.E. initiatives, such as those that eliminate blight and revitalize communities in Baltimore City.
- Activities in the 28 designated Main Street Maryland communities and the Main Street Affiliate communities, as well as the 9 Baltimore City Main Street communities that further their revitalization efforts, and have a positive effect on surrounding residential areas.
- Programs and projects that incorporate and align a full range of State and local revitalization programs and financing tools (grants, loans, credit enhancements and tax credits).
- Capital investments and business practices that incorporate hiring practices of a diverse workforce that result in increased workforce development opportunities, generating both temporary construction and permanent jobs.

Site Visits and Follow-up Discussion

During the application review process, the review teams may make on-site visits and/or hold meetings with applicants. In addition, applicants may be contacted by the Department for follow-up discussions prior to awards.

Reviews by Maryland Historical Trust and Codes Administration

All capital projects receiving State financial assistance are subject to review by the Maryland Historical Trust. State Revitalization Program applicants are encouraged to consult with their regional project manager about the potential effect their project will have on historic properties prior to submitting their application for funding. To begin this consultation process, applicants should submit information regarding the project location, description of the scope of work, and photographs to their regional project manager (regional project manager contact list is included at the end of this document). Please also indicate if you anticipate that the project will be funded through any other state or federal funding sources. Projects receiving funds are also subject to review by the Department's Codes Administration. Work should not begin and funds will not be disbursed on these projects until the aforementioned reviews are completed.

LOCAL GOVERNMENT AND CORPORATE RESOLUTIONS

Local Government Resolutions/Support

On behalf of all applicants, the Department will seek approval in the form of a local support resolution or letter of support from an authorized official in the county or municipal government in which the project is located.

A legally designated authorized official is a position or person that has been authorized by a local charter or resolution to execute legal documents on behalf of the county or municipal government.

If the Department does not receive any comments within sixty (60) days of notifying the local government of the projects within their jurisdiction, the Department will proceed to process the application.

Corporate Resolutions (for CDOs and CDFIs)

All CDO and CDFI applicants are required to submit a corporate board resolution and evidence of their charitable registration with the Maryland Office of the Secretary of State.

REPORTING REQUIREMENTS

Applicants that receive funding will be required to submit quarterly reports on project progress to the State Revitalization Program. The Program will summarize these reports on behalf of the Program for the General Assembly annually. In addition, statistics such as reporting compliance, leverage, and draw rates are also submitted as part of monthly reporting.

CONTACT INFORMATION

For more information about the application process, please contact your regional project manager. The regional project manager map and contact list can be found at the end of this document.

COMMUNITY LEGACY PROGRAM

Fiscal Year 2020 Funding:

TBD

Eligible Applicants:

Local Governments

Groups of Local Governments

Community Development Organizations

DEADLINE FOR SUBMISSION:

Wednesday, June 12, 2019 at 12:00 Noon

General Description

Community Legacy, a program of the Maryland Department of Housing and Community Development (the "Department"), is implemented in close coordination with local community partners and other State agencies. Community Legacy is a tool that catalyzes new investment in older neighborhoods and business districts in support of local revitalization plans for designated Sustainable Community Areas. Community Legacy funds assist leaders from urban and suburban communities, and small towns that have a comprehensive approach to encourage community reinvestment, economic development and resource conservation. Over time, these strategies achieve and maintain vibrant places for Marylanders to live, work and prosper.

Leaders are taking on revitalization opportunities throughout Maryland's traditional towns and older communities, and their projects clearly demonstrate the economic, civic and cultural importance of reinvestment strategies. With new investment in housing and small businesses, Maryland's historic towns and cities can once again support vibrant centers of community, and better protect their surrounding farmland and open space from sprawl development. Such reinvestment also better utilizes existing infrastructure and reduces the burden on all State taxpayers for the cost of new and unsustainable growth.

Community Legacy provides resources to assist local governments and their nonprofit community development partners in realizing comprehensive community revitalization initiatives. It is intended as a flexible resource to fill key funding gaps not being met by other State or local financing and to position older communities for increased private investment.

Eligible Applicants and Projects:

Lead applicants will be local governments or community development organizations. Local government applications should be lead-sponsored by the Community and/or Economic Development agency, or, in the absence of such an agency or staff, the local agency designated by the jurisdiction's chief executive. Supporting applicant team members can and should include housing agencies, planning departments, local non-profits, civic institutions and private sector companies and lenders.

Community Legacy funds support a wide range of local initiatives aimed at both attracting new residents and businesses and encouraging existing residents and businesses to remain and reinvest in a community.

Examples of revitalization activities supported in the past include, but are not limited to:

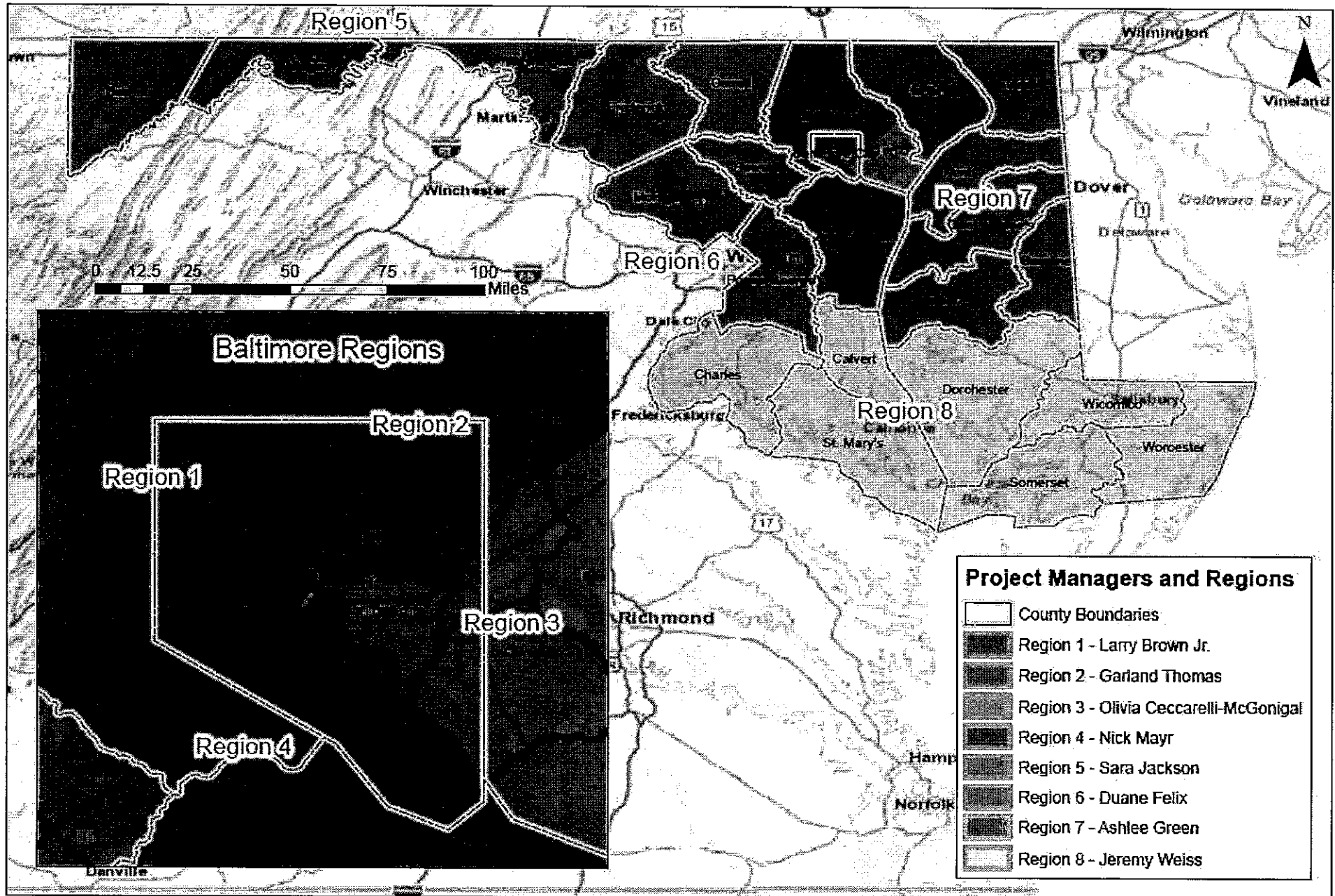
- Establishment of a revolving fund to attract home buyers to purchase and rehabilitate homes
- Programs for existing homeowners and businesses to improve their properties
- Development of mixed-use projects that may combine housing, retail, office, public and open space.
- Development and/or ownership of open space.
- Development of public infrastructure that is related to a Community Legacy project, such as parking, lighting and improvements to pedestrian and bicycle circulation.
- Streetscape improvements along streets that are generally not State highways.
- Strategic demolition, including land banking, to stimulate redevelopment.
- Acquisition and/or improvement of vacant buildings or unimproved land.

Specific Examples of Activities

Examples of previously funded Community Legacy projects or activities:

- Bowie's Senior Citizen "Green" Housing Rehabilitation Program - providing incentives to allow the seniors to age in place while creating a more affordable and sustainable housing stock.
- Ocean City Community Development Corporation's Façade Program – which has leveraged funds as high as 10:1 in the traditional downtown business district.
- Central Baltimore Partnership's Baltimore Design School – an adaptive re-use of an abandoned factory building that created a state-of-the-art facility delivering educational rigor and training in the areas of fashion design, graphic design and architecture.
- Frederick's Carroll Creek Park – new elements include brick pedestrian paths, water features, planters with shade trees and plantings, pedestrian bridges, and a 350-seat amphitheater for outdoor performances which has been an economic development catalyst for private investment along the park in downtown Frederick.

DHCD State Revitalization Programs Project Manager Regions





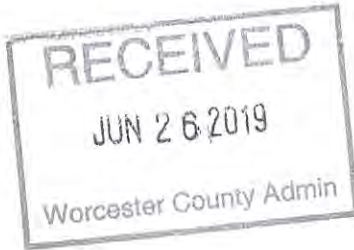
MARYLAND DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF NEIGHBORHOOD REVITALIZATION

STATE REVITALIZATION PROGRAMS

REGIONAL PROJECT MANAGERS

As of February 2019

<p><u>REGION 1:</u></p> <ul style="list-style-type: none"> • Northwest Baltimore City • Northwest Baltimore County <p>Larry Brown Assistant Director Phone: 410-209-5819 Email: larry.brownjr@maryland.gov</p>	<p><u>REGION 2:</u></p> <ul style="list-style-type: none"> • Northeast Baltimore City • Northeast Baltimore County <p>Garland Thomas Project Manager Phone: 410-209-5803 Email: garland.thomas@maryland.gov</p>	<p><u>REGION 3:</u></p> <ul style="list-style-type: none"> • Southeast Baltimore City • Southeast Baltimore County <p>Olivia Ceccarelli-McGonigal Program Officer Phone: 410-209-5826 Email: olivia.ceccarelli@maryland.gov</p>
<p><u>REGION 4:</u></p> <ul style="list-style-type: none"> • Anne Arundel • Southwest Baltimore County • Southwest Baltimore City <p>Nick Mayr Project Manager Phone: 410-209-5842 Email: nicholas.mayr@maryland.gov</p>	<p><u>REGION 5:</u></p> <p>Western Maryland</p> <ul style="list-style-type: none"> • Allegany • Frederick • Garrett • Washington • Carroll <p>Sara Jackson Project Coordinator Phone: 410-209-5812 sara.jackson@maryland.gov</p>	<p><u>REGION 6:</u></p> <p>Central Maryland</p> <ul style="list-style-type: none"> • Howard • Montgomery • Prince George's <p>Duane Felix Assistant Director Phone: 410-209-5825 duane.Felix@maryland.gov</p>
<p><u>REGION 7:</u></p> <p>Upper Eastern Shore</p> <ul style="list-style-type: none"> • Caroline • Cecil • Harford • Kent • Queen Anne's • Talbot <p>Ashlee Green Project Manager Phone: 410-209-5815 ashlee.green@maryland.gov</p>	<p><u>REGION 8:</u></p> <p>Lower Eastern Shore</p> <ul style="list-style-type: none"> • Dorchester • Somerset • Wicomico • Worcester <p>Southern Maryland</p> <ul style="list-style-type: none"> • Calvert • Charles • St. Mary's <p>Jeremy Weiss Junior Project Manager Phone: 410-209-5848 jeremy.weiss@maryland.gov</p>	



6

DEPARTMENT OF
ECONOMIC DEVELOPMENT

Worcester County

TO: Worcester County Commissioners
FROM: Kathryn Gordon, Director *KG*
DATE: June 26, 2019
RE: IEDC Sustainability Advisory Committee Meeting and Annual Conference

.....

I have been given the opportunity to sit on the International Economic Development Council (IEDC) Sustainability Advisory Committee. IEDC's Sustainability Committee is committed to helping those in the economic development profession transform and accelerate their organizational and community sustainability thinking and activities. Sustainable economic development aims to create prosperity for all, now and in the future, by recognizing and addressing the interconnections between social, environmental, and economic well-being, referred to as the triple bottom line. This committee meets quarterly, three meetings via teleconference and one meeting during IEDC's Annual Conference. This year's annual conference will be held in Indianapolis, Indiana on October 13 – 16, 2019 and focuses on strategic partnerships, community investments, and the latest on economic development trends related to talent, innovation, and place. Members of IEDC attend the annual conference for professional development on current trends and best practices and networking opportunities among colleagues in the economic development profession.

Part of Worcester County Economic Development's (WCED) mission is to protect the environmental assets of our county with all current and future development placing emphasis on these assets. Identifying the triple bottom line within Worcester County, while focusing on promoting inclusive economic development that brings shared prosperity, quality of life, and resilience to our community, will support WCED's strategy to remain current on economic development initiatives and trends while protecting our environment.

I respectfully request to attend the IEDC Annual Conference for professional development as well as attend the scheduled quarterly meeting with the Sustainability Committee.

Complete expense information is listed below:

IEDC Registration:	\$775.00 *early registration deadline August 9 th *
Flight:	\$218.00 *plus applicable taxes and fees-as of memo date*
Hotel:	\$836.00 (\$209/night * 4 nights) *plus applicable taxes and fees
Meal & Incidental (M&IE):	\$252.00 (IRS 2018 Per Diem rate of \$63 for 4 days)

TOTAL:	\$2,081.00
--------	------------

The Economic Development FY19 budget will cover the full cost of this conference. (*Travel, Training, & Expense Meetings/Conferences/Shows 7000.100*). Thank you for your time and consideration for this request.

[\(index.html\)](#)

(202) 223-7800



CONFERENCE TRACKS:

Track 1: Livability (Resilient, Livable and Equitable Communities)

Economic development professionals worldwide have embraced the need to integrate livability efforts into economic development strategies. Partners for Livable Communities defines livability as “the ... factors that add up to a community’s quality of life—including the built and natural environments, economic prosperity, social stability and equity, educational opportunity, and cultural, entertainment and recreation possibilities.” Sessions in the livability track will offer insights on the role of economic development in creating communities that develop, attract, and retain a quality workforce.

Track 2: Future Business, Future Worker

Automation, artificial intelligence, and robotics: these terms evoke different reactions depending on who you ask. They can mean reducing or eliminating costs to a business and helping boost thin profit margins. They can also mean career changes and ever-evolving training needs for workers in impacted industries. This track will help economic developers learn how to support our community’s future needs, both workers and businesses.

Track 3: Housing

Housing plays a critical role in creating places that attract the talent that our businesses need. The issue is as complicated as the varying workforce needs of employers: there is no one-size-fits-all housing strategy. In the race to attract and retain top, diverse talent to your community, investing in housing may be the difference between struggling and succeeding. This track will cover successful strategies and insights from experts and communities who are winning the race.

Track 4: Talent Partnerships

When it comes to talent, no one can succeed in creating competitive and diverse pools by going it alone. Creating and fostering talent partnerships is essential to meeting the needs of workers and businesses. Supporting those partnerships means having a deep understanding of the forces behind worker needs and business imperatives. Join the discussions in this track to hear from your talent partners: employers, educational institutions, workforce agencies, and others.

Track 5: Business Clusters (The Circle of Friendship and Prosperity)

Perhaps the most important source of profitability are the knowledge and connections made between companies in similar industries. With a robust supply and value chain, companies leverage their resources within their clusters to provide community prosperity and boost the regional economy. How can economic developers support and, just as importantly, leverage this?

Track 6: Infrastructure

Infrastructure has always been important to business attraction, retention, and expansion. In 2019, the focus is on serving people as much as moving business inputs and outputs. People want transportation choices – the ability to take transit, walk, or bike to work and entertainment - in addition to high speed internet access, robust electrical systems, and choice over the source of their energy. In the race to secure your economic future through talent, innovation and place, infrastructure is the foundation for everything.

4



Worcester County
Department of Environmental Programs

7
Proposed For Public Hearing
on August 6, 2019

Memorandum

To: Harold L. Higgins, Chief Administrative Officer

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

Subject: **Public Hearing Request**
Proposed FY 20 MALPF Easement Applications

Date: June 26, 2019

Attached you will find a memorandum from Katherine Munson, of my staff with regard to the next round of easement applications. We are requesting a public hearing be scheduled for the review of FY 20 Maryland Agricultural Land Preservation Foundation (MALPF) applications. The County received a total of eleven (11) applications for the sale of easements for the next fiscal year.

As you can see from Katherine's memorandum, the required reviews from the County's Agricultural Land Preservation Advisory Board has been completed. We are scheduled to go before the Planning Commission on July 3, 2019 for their finding of consistency with the 2006 Comprehensive Plan and that a MALPF easement, if approved for these properties, would be appropriate. The Agricultural Land Preservation Advisory Board has made recommendations for submission. Those recommendations, the Planning Commission findings, maps and detailed information about the applications will be provided prior to the public hearing.

A draft notice for public hearing is attached for use by Mr. Shannahan for submission for publication. If you have any questions or need additional information please let me know.

Enclosures

1. Memo from Katherine Munson dated 6-26-19

cc: Katherine Munson
David Bradford

Citizens and Government Working Together



DEPARTMENT OF
ENVIRONMENTAL PROGRAMS

Worcester County

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

AGRICULTURAL PRESERVATION
CONSERVATION PROGRAM
WATER & SEWER PLANNING
SHORELINE CONSTRUCTION

WELL & SEPTIC
NATURAL RESOURCES
PLUMBING & GAS
COMMUNITY HYGIENE

Memorandum

To: Robert Mitchell, Director

From: Katherine Munson, Planner V *KM*

Subject: Public Hearing for Proposed FY 20 MALPF Easement Applications

Date: June 26, 2019

Please schedule a public hearing for the review of the following eleven (11) applications to sell an agricultural preservation easement to the Maryland Agricultural Land Preservation Foundation (MALPF) in FY20.

Re-applications

Fair, Freddie and Fay; TM 93, Grid 16, P 41; W side Steel Pond Rd, Stockton; 102.0 acres
Gross, Mark; TM 32, Grid 16, P 217; Harrison Road, Berlin; 210.13 acres
Holland, Glenn and Everett; TM 99, Grid 12, P 35; 1975 Colona Road, Pocomoke City; 153.91 acres
Holland, Everett and Mark; TM 99, Grid 11, P 39; 1546 Colona Road, Pocomoke City; 199.12 acres
Shockley, Samuel ("Glenn") and Brenda; TM 38, Grid 23; P 4; 5910 Laws Road, Snow Hill; 153.9 acres
Shockley, Stephen and Joanne; TM 38, Grid 5, P 26; Davis Branch Road; 91.3 acres

New Applications

Aydelotte, Annette and Brooks; TM 100, Grid 12, P. 16, 17, 34, 147; Payne and Johnson Roads; 136 acres
Bill Blank, Jr.; TM 64, Grid 17, P. 112; 7440 Public Landing Road; 283.69 acres
Guy, Dean and Deborah; TM 99, Grid 15, P. 27; Hall Road; 95 acres
Holland, Glenn and Jean; TM 100, Grid 1, P 6, 55, 84; Colona and New Bridge Roads; 32.14 acres
Wilkins, Tom et al; TM 77, Grid 5, P 102; Route 364; 139.9713 acres

In order for the applicants to be eligible to sell an easement to MALPF, their applications must be recommended for approval by the Worcester County Planning Commission and the Worcester County Agricultural Land Preservation Advisory Board, and approved by the Worcester County

Commissioners after a public hearing. The Public Hearing requirement is mandated by Maryland Annotated Code Title 2, Subtitle 5, Section 2-509(b)(3).

All applications meet the minimum requirements of the MALPF program and will be or have been reviewed by the Worcester County Planning Commission (July 3, 2019) and the Worcester County Agricultural Land Preservation Advisory Board (June 5, 2019).

Attached is a draft notice of public hearing. There is no State-mandated minimum time period between the date of advertisement and the date of public hearing. We will distribute the public hearing notice to the applicants and adjacent landowners.

Maps and detailed information about each application will be provided prior to the public hearing. Please do not hesitate to contact me with any questions you may have.

Attachment

DRAFT

NOTICE OF PUBLIC HEARING
FOR AGRICULTURAL EASEMENT ACQUISITION
Worcester County, Maryland

Notice is hereby given that the Worcester County Commissioners will hold a

Public Hearing
on
Tuesday, , 2019 at AM
in the
COUNTY COMMISSIONERS MEETING ROOM
Room 1101- Government Center
One West Market Street
Snow Hill, MD 21863

The purpose of this public hearing is to hear comments on petitions to sell an agricultural easement to the Maryland Agricultural Land Preservation Foundation (MALPF) on the following properties in Worcester County:

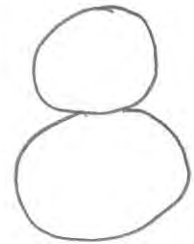
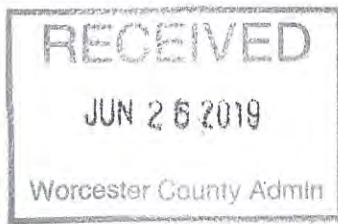
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Wilkins, Tom et al; TM 77, Grid 5, P 102; Route 364; 139.9713 acres

Additional information is available for review at the Department of Environmental Programs, Worcester County Government Center, Suite 1306 (3rd floor), One West Market Street, Snow Hill, Maryland, 21863 during regular business hours of 8:00 am to 4:30 pm . Questions may be directed to Katherine Munson, Planner V, by calling (410) 632-1220, extension 1302 or email at kmunson@co.worcester.md.us
County Commissioners of Worcester County, Maryland



ZONING DIVISION
BUILDING DIVISION
DATA RESEARCH DIVISION

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

ADMINISTRATIVE DIVISION
CUSTOMER SERVICE DIVISION
TECHNICAL SERVICE DIVISION

MEMORANDUM

TO: Harold L. Higgins, Chief Administrative Officer
FROM: William Bradshaw, P.E., County Engineer *WB*
DATE: June 24, 2019
SUBJECT: Worcester County Jail Building Improvements Generator Fuel Supply

As part of the current project at the jail, the existing generator will be replaced with a new generator and fuel tank. In order to supply fuel to the new tank, the current fuel delivery contract between the County and Scarborough Oil Company needs to be amended to include the new tank.

This memo is an approval request for the current fuel supply contract (attached) to be amended. In accordance with the contract Attachment A the amendment will add a Jail/Detention Center – Generator at location 5022 Joyner Road, Snow Hill of a tank size 1910 gallons - to the table entitled "Ultra Low Sulfur Diesel Tankwagon/Jobber Delivery Location".

Scarborough Oil Company and County Public Works have been notified of this change request. There are no changes needed to the other vendor contracts serving the facility boilers.

If there are questions or if any additional information is required please let me know. Thank you.

attachment

Cc: Donna Bounds, Warden
Ken Whited, Maintenance Superintendent

**ULTRA DYED LOW SULFUR DIESEL
TANKWAGON / JOBBER DELIVERY LOCATIONS**

BUILDING/EQUIPMENT	LOCATION	EST. TANK SIZE (Gallons)
Library-Heating	301 Market Street, Pocomoke	2,000
Service Bldg.-Heating	400 Walnut Street, Pocomoke	2,000
Court House-Heating	1 W Market Street, Snow Hill	6,000
Tourism/Economic Dev. Bldg.-Heating	100 Pearl Street, Snow Hill	375
Library-Heating	220 N. Main Street, Berlin	375
Health Department-Heating	9730 Healthway Drive, Berlin	5,000
Solid Waste-Off Road Equip Storage	7091 Central Site Lane, Newark	4,000
Recycle	7091 Central Site Lane, Newark	250
Government Ctr. - Generator	One W. Market St., Snow Hill	1,000
Health - Generator	9730 Healthway Drive, Berlin	250
Health - Generator	6040 Public Landing Rd, Snow Hill	400
Fire Training Ctr. - Generator	6743 Central Site Lane, Newark	200
Roads Div. - Generator	5764 Worcester Hwy, Snow Hill	550
Recreation Ctr. - Generator	6030 Public Landing Rd, Snow Hill	550
Comm. on Aging - Generator	4767 Snow Hill Rd, Snow Hill	550
Comm. on Aging - Generator	10129 Old Ocean City Blvd., Berlin	250
Jail/Detention Ctr. - Generator	5022 Joyner Road, Snow Hill	2,000
Jail/Detention Ctr. - Generator	5022 Joyner Road, Snow Hill	1,910
Water/Wastewater - Generators		
Ocean Pines Pumping Stations...23 tanks ranging between 100 – 500 gallons		
Ocean Pines Treatment Plant...1 tank - 2000 gallons		
Ocean Pines Wells...6 tanks ranging between 275 – 300 gallons		
River Run Pumping Stations...2 tanks – 75 gallons		
River Run Treatment Plant...1 tank – 150 gallons		
West Ocean City Pumping Stations...5 tanks – ranging between 200 – 1000 gallons		
Nantucket Point Pumping Station...1 tank – 500 gallons		
Assateague Point Treatment Plant...1 tank – 200 gallons		
Mystic Harbor Pumping Stations...7 tanks – ranging between 100 – 300 gallons		
Mystic Harbor Wastewater Plant...1 tank – 300 gallons		
Mystic Harbor Water Plant...1 tank – 200 gallons		
Lighthouse Sound Pump. Station...1 tank – 300 gallons		
Glen Riddle Wastewater Plant...1 tank – 850 gallons		
Glen Riddle Pumping Stations...4 tanks – 75 gallons		
The Landings Wastewater Plant...1 tank – 1000 gallons		
The Landings Pumping Station...1 tank – 145 gallons		
Pennington Commons Pump. St...1 tank – 145 gallons		
Newark Water Plant...2 tanks – 200 gallons		

Effective July 1, 2019, the above schedule for Ultra Dyed Low Sulfur Diesel Tankwagon/Jobber Delivery Locations, which adds service for a 1,910 gallon tank for a new generator at the Jail/Detention Center, shall replace the schedule included in Attachment A of the Independent Contractor's Agreement dated April 24, 2017 between the County Commissioners of Worcester County, Maryland and Scarborough Oil Co., Inc. ending April 30, 2022.

SEEN AND AGREED

Diana Purnell, President Date
Worcester County Commissioners

Paul D. Scarborough, III Date
Scarborough Oil Co., Inc.

DRAFT

County Commissioners of Worcester County, Maryland
INDEPENDENT CONTRACTOR'S AGREEMENT

THIS AGREEMENT, made this 24th day of April, 2017, by and between the **COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND**, of Room 1103, Government Center, One West Market Street, Snow Hill, Maryland 21863-1195, hereinafter called "County" and Scarborough Oil Co., Inc., of Post Office Box 334, Snow Hill, Maryland 21863-0334 hereinafter called "Contractor".

1. **Services.** The County hereby contracts with Contractor to perform the following services as an Independent Contractor for the County: provide tank wagon loads of Ultra Dyed Low Sulfur Diesel Fuel and Dyed Kerosene to County Government buildings and generators throughout Worcester County pursuant to bid specifications dated March 7, 2017 (attached hereto as Attachment A) by County and bid submittal dated March 27, 2017 (attached hereto as Attachment B) by Contractor.
2. **Terms of Agreement.** This Agreement shall commence upon signing. Contractor services shall continue uninterrupted for a period of five years beginning May 1, 2017 and ending April 30, 2022.
3. **Payment.** Contractor shall be paid the lowest available rack price for Ultra Dyed Low Sulfur Diesel Fuel plus a supplier mark-up of \$0.1375 per gallon, and the lowest available rack price for Dyed Kerosene plus a supplier mark-up of \$0.4900 per gallon upon written invoices for completed work submitted and approved by the County. County shall not be required to pay for incomplete work. At the time of any payment or upon request, Contractor shall provide complete and proper lien releases, in such form as County may require, from all entities or persons having any right to claim a lien on account of the work.
4. **Performance by Contractor.** Contractor shall expeditiously proceed with Contractor's services hereunder and shall devote such time as may be necessary to complete them within

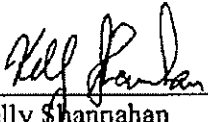
24. **Additional Attachments/Addendums** (if any). N/A

25. **Entire Agreement**. There are no promises, terms, conditions, or obligations other than those contained in this contract. This contract supersedes all communications, representations, or agreements, either verbal or written, between the parties hereto, with the exception of express warranties given to induce the County to enter into the contract.


If there are any conflicts between the terms and conditions of this Independent Contractor's Agreement and the terms and conditions of any attachments, incorporated proposals or bids, or addendums hereto, then the terms and conditions of this Independent Contractor's Agreement shall prevail and be binding on the parties.

ATTEST:

**COUNTY COMMISSIONERS OF
WORCESTER COUNTY, MARYLAND**




Kelly Shannahan
Assistant Chief Administrative Officer

By:  (SEAL)

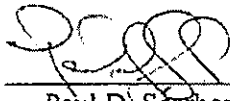
Harold L. Higgins
Chief Administrative Officer

ATTEST:

SCARBOROUGH OIL CO., INC.



(Printed name) - ROBIN A. PARKER

By:  (SEAL)

Paul D. Scarborough, III

H:\1-wpdocs\BIDS\Contracts\Petroleum Products 2017 - Scarborough.wpd

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



OFFICE OF THE
COUNTY COMMISSIONERS

Worcester County

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

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

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

Attachment
A

FAXED
3/8/17 @ 5:30pm

March 7, 2017

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

Please print the attached Notice to Bidders in *The Daily Times/Worcester County Times/Ocean Pines Independent and Ocean City Digest/Ocean City Today* on March 16, 2017. Thank you.

NOTICE TO BIDDERS

Purchase of Petroleum Products for Worcester County Government Facilities and Equipment Worcester County, Maryland

The Worcester County Commissioners are currently accepting bids for the purchase of petroleum products for County Government buildings, generators in various locations throughout the County, and off-road vehicles for the Solid Waste Division of Public Works for a period of two years through April 30, 2019, with an option to extend for up to five years. Bid specification packages and bid forms are available from the Office of the County Commissioners, Room 1103 - Worcester County Government Center, One West Market Street, Snow Hill, Maryland 21863, may be obtained online at www.co.worcester.md.us or by calling the Commissioners' Office at 410-632-1194 to request a package by mail. Sealed bids will be accepted until 1:00 p.m., Monday, March 27, 2017 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 "2017 Petroleum Products Bid" in the lower left-hand corner. After opening, bids will be forwarded to the Public Works Department for tabulation, review and recommendation to the County Commissioners for their consideration at a future meeting. In awarding the bid, the Commissioners reserve the right to reject any and all bids, waive formalities, informalities and technicalities therein, and to take whatever bid they determine to be in the best interest of the County considering lowest or best bid, quality of goods and work, time of delivery or completion, responsibility of bidders being considered, previous experience of bidders with County contracts, or any other factors they deem appropriate. All inquiries shall be directed to Kenneth J. Whited, Maintenance Superintendent, via email at kenwhited@co.worcester.md.us or by phone at 410-632-3766.

INSTRUCTIONS TO BIDDERS

1. **BIDS**

Bids should be submitted in sealed envelopes clearly marked in the lower left-hand corner "2017 Petroleum Products Bid".

2. **LATE BIDS**

Bids should be mailed or hand carried to be received in the Office of the County Commissioners, - Worcester County Government Center, One West Market Street, Room 1103, Snow Hill, Maryland 21863 by or before **Monday, March 27, 2017 at 1:00 p.m.** Bids received after the appointed time will not be considered.

3. **SCOPE OF SUPPLY**

- Provide heating and generator fuel as specified for a two year period.
- Tankwagon delivery of fuel oil and kerosene to various County Government Buildings, generators and off-road equipment at the Department of Public Works Solid Waste Division.
- Transport/Tanker delivery of fuel oil to the Worcester County Jail.

4. **QUANTITIES**

The following product quantities were provided to Worcester County for the 2016 calendar year.

- Ultra Dyed Low Sulfur Diesel (15 PPM) delivered by Tankwagon to building heating boilers, off-road equipment and generators...70,258 gallons annually
- Low Sulfur Diesel (500 PPM) delivered by Transport/Tanker to the Jail...82,324 gallons annually
- Dyed Kerosene...640 gallons annually

Quantities are approximate. The County reserves the right to increase or decrease the amounts stated by 15%. The County also reserves the right to award combined or separate bids.

5. **TANK LOCATIONS and SIZES**

Tank locations and sizes are provided on separate schedules attached herein. Be advised the County reserves the right to change, add or delete locations and tank sizes as it becomes necessary in the best interest of the County.

6. **BID PRICE**

Shall be the amount of Bidder/Supplier markup per gallon based on the rack average price on **March 22, 2017** for the following products and specified terminal per the information/report provided by OPIS. The rack average price, as obtained from OPIS referencing the below terminals, selected by the Bidder shall be circled on the submitted OPIS report. The corresponding OPIS report shall be attached to the Bidder's Bid Form by the Bidder and is made a part of the bid. The Bidder/Supplier markup per gallon shall include all overhead, profit, transportation, fees, taxes, freight, etc. as is required to deliver the product to the Worcester County facility as listed on the Bid Location Schedule.

PRODUCT	OPIS REFERENCE/TERMINAL
Ultra Dyed Low Sulfur Diesel	Salisbury, MD
Dyed Low Sulfur Diesel (Tanker Loads)	Baltimore, MD
Dyed Kerosene	Baltimore, MD

**ULTRA DYED LOW SULFUR DIESEL
TANKWAGON / JOBBER DELIVERY LOCATIONS**

BUILDING/EQUIPMENT	LOCATION	EST. TANK SIZE (Gallons)
Library-Heating	301 Market Street, Pocomoke	2,000
Service Bldg.-Heating	400 Walnut Street, Pocomoke	2,000
Court House-Heating	1 W Market Street, Snow Hill	6,000
Tourism/Economic Dev. Bldg.-Heating	100 Pearl Street, Snow Hill	375
Library-Heating	220 N. Main Street, Berlin	375
Health Department-Heating	9730 Healthway Drive, Berlin	5,000
Solid Waste-Off Road Equip Storage	7091 Central Site Lane, Newark	4,000
Recycle	7091 Central Site Lane, Newark	250
Government Ctr. - Generator	One W. Market St., Snow Hill	1,000
Health - Generator	9730 Healthway Drive, Berlin	250
Health - Generator	6040 Public Landing Rd, Snow Hill	400
Fire Training Ctr. - Generator	6743 Central Site Lane, Newark	200
Roads Div. - Generator	5764 Worcester Hwy, Snow Hill	550
Recreation Ctr. - Generator	6030 Public Landing Rd, Snow Hill	550
Comm. on Aging - Generator	4767 Snow Hill Rd, Snow Hill	550
Comm. on Aging - Generator	10129 Old Ocean City Blvd., Berlin	250
Jail/Detention Ctr. - Generator	5022 Joyner Road, Snow Hill	2,000
Water/Wastewater - Generators		
Ocean Pines Pumping Stations...23 tanks ranging between 100 - 500 gallons		
Ocean Pines Treatment Plant...1 tank - 2000 gallons		
Ocean Pines Wells...6 tanks ranging between 275 - 300 gallons		
River Run Pumping Stations...2 tanks - 75 gallons		
River Run Treatment Plant...1 tank - 150 gallons		
West Ocean City Pumping Stations...5 tanks - ranging between 200 - 1000 gallons		
Nantucket Point Pumping Station...1 tank - 500 gallons		
Assateague Point Treatment Plant...1 tank - 200 gallons		
Mystic Harbor Pumping Stations...7 tanks - ranging between 100 - 300 gallons		
Mystic Harbor Wastewater Plant...1 tank - 300 gallons		
Mystic Harbor Water Plant...1 tank - 200 gallons		
Lighthouse Sound Pump. Station...1 tank - 300 gallons		
Glen Riddle Wastewater Plant...1 tank - 850 gallons		
Glen Riddle Pumping Stations...4 tanks - 75 gallons		
The Landings Wastewater Plant...1 tank - 1000 gallons		
The Landings Pumping Station...1 tank - 145 gallons		
Pennington Commons Pump. St...1 tank - 145 gallons		
Newark Water Plant...1 tank - 200 gallons		

DYED LOW SULFUR DIESEL - TANKER DELIVERY LOCATION

BUILDING	LOCATION	EST. TANK SIZE (Gallons)
Jail/Detention Center-Heating	5022 Joyner Road, Snow Hill	10,000
Jail/Detention Center	5022 Joyner Road, Snow Hill	10,000
Jail/Detention Center	5022 Joyner Road, Snow Hill	12,000
Jail/Detention Center	5022 Joyner Road, Snow Hill	12,000

DYED KEROSENE DELIVERY LOCATION

BUILDING	LOCATION	EST. TANK SIZE (Gallons)
Solid Waste	7091 Central Site Lane, Newark	275

Add
1910 Gallons
ask at
SAIL

Attachment
B

COUNTY COMMISSIONERS OF WORCESTER COUNTY MARYLAND
2017 PETROLEUM PRODUCTS BID FORM

We submit this bid for the following products based on the aforementioned 2017 Petroleum Products Bid Specifications.

ITEM	PRODUCT	PRICE Markup per Gallon YR. 1-2	PRICE Markup per Gallon YR. 3	PRICE Markup per Gallon YR. 4	PRICE Markup per Gallon YR. 5
1	Ultra Dyed Low Sulfur Diesel	\$.1375	\$.1375	\$.1375	\$.1375
2	Dyed Low Sulfur Diesel	\$.0575	\$.0575	\$.0575	\$.0575
3	Dyed Kerosene	\$.4900	\$.4900	\$.4900	\$.4900

BID MUST BE SIGNED TO BE CONSIDERED

Printed Name: PAUL D. SCARBOROUGH III

Signature: _____

Date: 3/27/17

Firm: SCARBOROUGH OIL CO., INC.

Address: P O BOX 334

SNOW HILL, MD 21863

Telephone: 410-632-0151

Email: scarborough1013@verizon.net

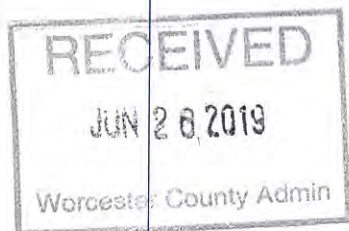
SCARBOROUGH
OIL CO., INC.

FUEL OIL - KEROSENE - PROPANE
GASOLINE - DIESEL FUEL

DANNY SCARBOROUGH

FATHER & SON SINCE '21

SNOW HILL, MD
21863
410-632-0151



9

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

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

MEMORANDUM

TO: Harold L. Higgins, Chief Administrative Officer
FROM: John H. Tustin, P.E., Director 
DATE: June 26, 2019
SUBJECT: Stephen Decatur High School – Use of Worcester County Landfill Site in Berlin

.....

I have had the opportunity to review the attached letter from Joseph A. Stigler and Thomas Sites of June 11, 2019 in which they are requesting the County Commissioner's approval to utilize the Worcester County Landfill Site in Berlin as their home cross country course from mid-September through mid-October 2019.

This event has successfully taken place in the past. The Department of Public Works has no objections and would recommend allowing Stephen Decatur High School to utilize the facility again this fall for their upcoming season.

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

Attachment

cc: Mike Mitchell, Solid Waste Superintendent

Stephen Decatur High School

A Maryland Blue Ribbon School

9913 Seahawk Road
Berlin, Maryland 21811

Phone: 410-641-2171 Fax: 410-641-1135
Guidance: 410-641-2207

Principal: Thomas S. Sites

Co-Principals: Katherine G. Cater, Thomas C. Bunting, Leland D. Green, Trevor L. Hill

June 11, 2019

Dear County Commissioners:

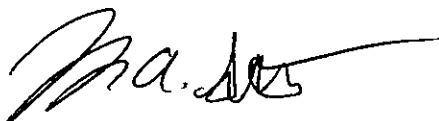
I am writing to ask that you allow the Stephen Decatur High School Cross Country team to continue to use the Worcester County Landfill Site in Berlin as our home cross country course. Since 2007, Stephen Decatur has used this site as our home cross country course and the facility greatly adds to our success as a team and the experience that our runners have in our program. "Mt. Decatur" as we call it allows our team to prepare for the hilly and difficult courses that we will face during the course of a cross country season. Coaches often note that teams from the Eastern Shore are at a severe competitive disadvantage due to the fact that there are no courses on the Eastern Shore that have hills. Mt. Decatur was the exception to this rule and prepares our team, as well as other Bayside Conference teams, for competition against schools from the Western Shore. If we are not able to use this facility next year, we will be forced to run laps around the school for our home cross country course, which will be a severe detriment for our team and will negatively impact the experience our student-athletes have.

Some facts that you may like to know about our meets:

- We are scheduled to have 1 home meet this year (2019 Fall Season). The meet is: September 11th. The meet is scheduled for a Wednesday, a day in which the landfill is closed.
- We do course walkthroughs before we run a race to make sure that all runners have seen the course and know which way to go. The course is painted with arrows to show runners which way to go at every turn. Additionally, there are approximately 20 cones set out to mark turns for runners. The tall grass is cut into paths. The course is cut into tall grass, so that runners cannot run off course. Additionally, we have parents, coaches and athletes at key turns to show runners where to go. We have never had problems with runners getting lost.
- Generally, approximately 50 spectators attend the meets, but this number can vary. There are specific paths cut out for spectators and athletes to walk the course. Spectators stand at the top of the hill as this is the best place to see the runners come by.
- Smoking is prohibited at all Stephen Decatur High School athletic functions. Coaches will address this situation if necessary, but we have never had problems with this in the past. Generally, it is distasteful to smoke while kids are running a 3 mile race. Additionally, there is an administrator on duty who looks out for these kinds of things and addresses them when appropriate.
- Parking is available for all buses and spectators at the Stephen Decatur Middle School Athletic fields.
- Meets start at 4pm and generally last until about 6pm. Athletes from other schools typically begin arriving at about 3:15.
- Runners do not leave site and do not run on any roadways. All running is done on trails.
- There is a trained athletic trainer on site for meets. The trainer has a golf cart which allows her to get to athletes quickly in the event of an injury.

If there is any information that I did not cover, or if you have any questions, please feel free to contact me via phone (443-614-9554) or email (JA5tigler@worcesterk12.org). I would encourage all of you to come out to a cross country practice or come to a cross country meet to truly understand what a great asset the facility is to the SDHS Cross Country Team and to the Bayside Conference. Thank you for your continued support of Stephen Decatur High School and the SDHS Cross Country Program.

Sincerely,



Joseph A. Stigler
Cross Country Coach

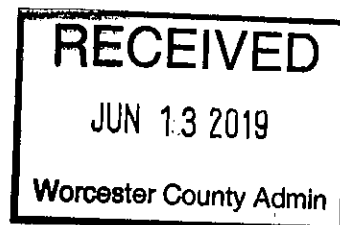


Thomas Sites
Principal

Info. pending



Copy to John Tushin ✓
For review and
recommendation



Mount Decatur

Stephen Decatur Cross Country

Why do we need Mt. Decatur?

- Cross Country is a sport predicated on running through trails and on surfaces that are physically challenging. Cross country races should not be run on flat courses. Unfortunately on the Eastern Shore, we only have flat courses. Mt. Decatur is the only courses on the Eastern Shore, which is a true test including hills. It allows us to prepare for our Championship races that all feature extremely hilly courses.

Maryland State Championships

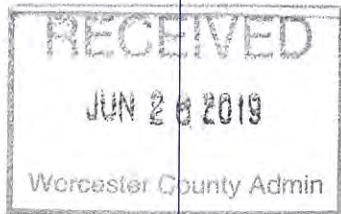
- The Maryland State Championships are held at Hereford High School.
- In 2002, Dyestat ranked Hereford as the toughest course in the United States due to the hills the are faced by student athletes.
- In order to physically prepare for this course, we must run hills in both meet and practice situations throughout the season.
- Our runners will be physically at risk if they are not properly trained for these types of races.

Maryland State Championships



When runners are not properly trained....

- “I’ve never been crazy about the Hereford course and thought it was unfair to some kids, especially the ones on the Eastern Shore that don’t have a chance to run hilly courses during the season,” said Roger Erricker, Head Coach Towson University
- It is important that we practice and compete on hills throughout the cross country season!!!



10

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 of Public Works *JHT*
DATE: June 25, 2019
SUBJECT: Ocean Pines Pump Station P

DIVISIONS

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

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

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

**FLEET
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FAX: 410-632-1753

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

.....

The Water and Wastewater Division is proceeding with the next phase of pump station improvements to the Ocean Pines Pump Stations funded in the 2019 Bond Issue. Pump Station P is the next station we are proposing to rehabilitate. A total of \$250,000 was budgeted for this station.

As with other stations throughout the County, we are standardizing the manufacturer of pumps used for maintenance purposes and have been using Flygt Pumps in both new and upgraded stations.

Attached is a proposal from Sherwood Logan and Associates Inc. the local Flygt pump supplier for the two new pumps for Station P in Ocean Pines in the amount of \$34,396.00. We are requesting the County Commissioners waive the formal bidding process for these pumps and purchase them directly from the Sherwood Logan as we have done for numerous stations in Ocean Pines.

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

Attachment

cc: John S. Ross, P.E. Deputy Director
Jessica Wilson, CPA Enterprise Fund Controller

SHERWOOD-LOGAN & ASSOCIATES, INC.

2140 Renard Court
Annapolis, MD 21401
Office Phone: (410) 841-6810

5/29/19

Attn: Jeff Tingle
Collections System Supervisor
Worcester County DPW
1000 Shore Lane
Berlin, MD 21811

RE: Worcester County/Ocean Pines PS P – Flygt submersible pump proposal

Mr. Tingle,

Sherwood-Logan & Associates is pleased to provide you with the following Flygt submersible pump scope of supply & pricing as per your request;

- Quantity Two (2) – Flygt NP3153.185 HT with 465 impeller & 12HP/208V/3 phase motor per the attached data sheets including 1-day of factory authorized start-up services. Each pump to include the following accessories;
 - 50' submersible cable
 - FLS
 - 4" discharge connection
 - Integral stainless-steel cooling jacket
 - Upper guidebar bracket
 - MiniCas Module for leakage & temperature monitoring
 - Factory Testing
 - Door-mounted Minicas 120 relay socket (14-407130)
 - Stainless-steel intermediate guidebar bracket

TOTAL PRICE per the scope of supply above including estimated freight: \$34,396.00

Notes/Comments:

- Delivery: 10 - 12 weeks ARO
- Each pump is drilled for a flush valve. If not used, port is closed by a gasketed cover plate
- 1 day of factory authorized start-up services has been included
- Freight is included
- Intermediate guidebar bracket quoted is for 2" guiderails with 4" discharge pipe

Exclusions:

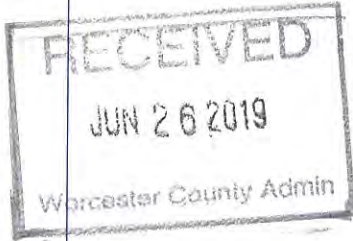
- lifting chain
- davit crane/hoist
- bolts, fasteners & ancillary hardware not specified above

- XP rating,
- controls/control panel
- installation
- guiderails

Please feel free to contact me at the number below if you have any questions or require additional information & thank you the opportunity, we're grateful for your business.

Sincerely,

John Logan
2140 Renard Court
Annapolis, MD 21401
Phone: 410.841.6810 ext. 326
logan.j@sherwoodlogan.com



11

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

JOHN H. TUSTIN, P.E.
DIRECTOR

JOHN S. ROSS, P.E.
DEPUTY DIRECTOR

TEL: 410-632-5623
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DIVISIONS

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

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

MEMORANDUM

TO: Harold L. Higgins, Chief Administrative Officer
FROM: John H. Tustin, P.E., Director *Jat*
DATE: June 25, 2019
SUBJECT: Bid Request – Equalization Tank Replacement
Riddle Farm Sanitary Service Area

Full set of plans
and specifications
Available in County
Administration Office

.....

Attached for your review and approval are bid documents including the Notice to Bidders, Drawings, Specifications and Bidder's List for replacement of the Riddle Farm Equalization Tank. The work includes removal of the existing tank to the foundation ring wall and replacement with either a new Stainless Steel Tank or an upgraded Glass-Fused to Steel Tank.

The total cost for this project is estimated to be \$250,000. Funding in that amount was included in the 2019 bond issue.

We are requesting that the Commissioners authorize the Department to proceed with bidding this work.

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

Attachments

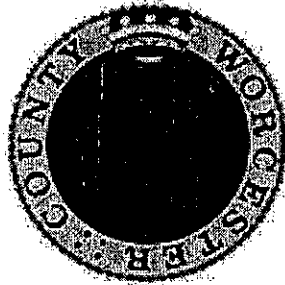
cc: John S. Ross, P.E. Deputy Director
Jessica Wilson, CPA, Enterprise Fund Controller

■ ■ ■ ■

PROJECT MANUAL

RIDDLE FARM WASTEWATER TREATMENT PLANT EQUILIZATION TANK REPLACEMENT

WORCESTER COUNTY, MD
DEPARTMENT OF PUBLIC WORKS



MAY 2019

GMB FILE NO. 180271

GMB

GEORGE, MILES & BUHR, LLC

ARCHITECTS/ENGINEERS

206 WEST MAIN STREET
SALISBURY, MD 21801
410.742.3115

SALISBURY/BALTIMORE/SEAFORD

■ ■ ■ ■



RIDDLE FARM WWTP EQUALIZATION TANK REPLACEMENT

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01700 Contract Closeout	01700-1	THRU	01700-4
01880 Riddle Farm WWTF Geotechnical Report - 2001	01880-1	THRU	01880-20
DIVISION 02 - SITEWORK			
02050 Demolition	02050-1	THRU	02050-2
02260 Finish Grading and Landscaping	02260-1	THRU	02260-2
02540 Erosion and Sediment Control	02540-1		
DIVISION 03 – CONCRETE (IF NEEDED)			
03100 Concrete Formwork	03100-1	THRU	03100-4
03200 Concrete Reinforcement	03200-1	THRU	03200-4
03300 Cast-In-Place Concrete	03300-1	THRU	03300-12
03600 Grout	03600-1	THRU	03600-4
DIVISION 13 – SPECIAL CONSTRUCTION			
13100 Flow Equalization Tank	13100-1	THRU	13100-7

SECTION 00010

DRAFT

NOTICE TO BIDDERS

**EQUALIZATION TANK REPLACEMENT
CONTRACT NUMBER 570-19-1
Riddle Farm Wastewater Treatment Plant (WWTP)
Worcester County Commissioners
Berlin, Maryland 21811**

The Worcester County Commissioners (herein called the "OWNER") are accepting sealed bids for the design, supply and installation for replacing the 211,600 gallon raw wastewater equalization (EQ) tank at the Riddle Farm WWTP, located near 11352 Grays Corner Road, Berlin, MD 21811 for Worcester County Department of Public Works (DPW) – Water and Wastewater Division.

Bid specification packages and proposal forms are available from DiCarlo Precision Instruments, Inc., 2006 Northwood Drive, Salisbury, Maryland 21801, (410) 749-0112.

Tours of the existing WWTP may be coordinated by contacting Gary Serman or John Ross, Deputy Director of Public Works at 410-641-5251.

Bids will be accepted until 1:00 PM, Monday, July 29, 2019 in the Office of the County Commissioners, Worcester County Government Center, One West Market Street, Snow Hill, Maryland 21863, at which time they will be opened and publicly read aloud. Sealed envelopes will be marked "**Bid for Contract Number 570-19-1, Equalization Tank Replacement**" on the lower left corner. After opening, bids will be forwarded to the Department of Public Works for tabulation, review and recommendation to the County Commissioners for their consideration at an upcoming 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 proposal 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 vendors being considered, previous experience of vendors with County contracts, or any other factors they deem appropriate. All inquiries shall be directed to Gary Serman or John Ross at 410-641-5251.

END OF SECTION

BIDDERS' LIST

Riddle Farm Equalization Tank Replacement

Tarsco Bolted Tank/TF Warren
Kershner Environmental Technologies, LLC
11 Easter Court, Suite M
Owings Mills, MD 21117
Attn: Mr. Rob Kershner
T: (410) 581-0555
r.kershner@ketllc.com

Alstor International, Inc.
13516 Byers Rd
Chesterville, ON. K0C 1H0
Attn: Mr. David Byers
T: (613) 448-2277
dbyers@storm.com

Aquastore/TecStore/CST Tanks
Mid-Atlantic Storage Systems, Inc
1551 Robinson Road
Washington C.H., OH 43160
Attn: Brian Hyde
T: (740) 895-6027
Brian@midatlanticstorage.com

Liquid Tank/Tank Connection
Hawley Equipment Sales
321 Greenbank Road
Rosemont, PA 19010
Attn: Frank Hawley
T: (610) 574-0184
Frank@HawleyEquipmentSales.com

Superior Tank Company, Inc.
9500 Lucas Ranch Road
Rancho Cucamonga, CA 91730
Attn: George Martinez
T: (909) 912-0580
sales@superiortank.com

UIG Everstore
11 Rancho Circle
Lake Forest, CA 92630
Att: Sales
(949)-759-3200
info@unitedind.com

SECTION 00100

BID INSTRUCTIONS

BIDS will be received by the Worcester County Commissioners (herein called the "OWNER") at the Office of the County Commissioners, Worcester County Government Center, One West Market Street, Snow Hill, Maryland 21863 until **1:00 PM, Monday, July 29, 2019**, and then at said location publicly opened and read aloud.

PROPOSERS are advised that the work is to be accomplished as a lump sum basis and all work shown on the contract drawings and specified herein shall be included in the lump sum prices BID unless otherwise specifically defined.

Each BID must be submitted in a sealed envelope, addressed to the Worcester County Commissioners, One West Market Street, Snow Hill, Maryland 21863. Each sealed envelope containing a proposal must be plainly marked on the outside as **"Bid for Contract Number 570-19-1, Equalization Tank Replacement"** and the envelope should bear on the outside the name of the PROPOSER, address, and Contractor's license number for Maryland. If forwarded by mail, the sealed envelope containing the BID must be enclosed in another envelope addressed to the OWNER. Any BID received after the time and date specified shall not be considered.

All BIDS must be made on the required BID form. All blank spaces for BID prices must be filled in, in ink or typewritten, and the BID form must be fully completed and executed when submitted. One copy of the BID form is required.

ADDENDA are posted on the County website at www.co.worcester.md.us at least 5 days before BID opening. It is PROPOSERS responsibility to make sure all addendums are included in their BID.

DESCRIPTIVE LITERATURE fully describing the product proposal shall be included with the BID to assist the Department of Public Works evaluating the submission. Failure to do so may be cause for rejection of the BID. Any items, systems or devices supplied in this DESCRIPTIVE LITERATURE that are proprietary in nature relative to maintenance, repair, servicing or updating must be disclosed on the bid form.

QUALIFICATIONS: PROPOSERS must submit a statement with the submission of their BID indicating their ability and expertise in designing and installing bolted tanks. PROPOSERS shall provide at least 3 references of previous clients. Contact names and telephone numbers shall be included. A list of personnel who would perform the installation along with resumes must be provided. The qualifications and references of the proposer, and subcontractors if applicable, will be taken into consideration when BIDS are evaluated.

SALES TAX: OWNER is exempt from all Federal and State taxes for direct purchase of supplies and materials. However, the OWNER'S tax exemption does not extend to the

PROPOSER for supplies and materials, which proposer must purchase to complete the job. Therefore, PROPOSER'S prices should reflect the inclusion of Federal and State taxes on purchased supplies and materials.

The OWNER may waive any informalities or minor defects or reject any and all BIDS. Any BID may be withdrawn prior to the above scheduled time for the opening of BIDS or authorized postponement thereof. Any BID received after the time and date specified shall not be considered. No PROPOSER may withdraw a BID within 30 days after the actual date of the opening thereof. Should there be reasons why the contract cannot be awarded within the specified period, the time may be extended by mutual agreement between the OWNER and the PROPOSER.

PROPOSERS must satisfy themselves of the accuracy of the drawings by examination of the site and a review of the drawings and specifications including ADDENDA. After BIDS have been submitted, the PROPOSER shall not assert that there was a misunderstanding concerning the nature of the WORK to be done.

The CONTRACT DOCUMENTS contain the provisions required for the construction of the PROJECT. Information obtained from an officer, agent, or employee of the OWNER or any other person shall not affect the risks or obligations assumed by the CONTRACTOR or relieve him from fulfilling any of the conditions of the contract.

The OWNER may make such investigations as he deems necessary to determine the ability of the PROPOSER to perform the WORK, and the PROPOSER shall furnish to the OWNER all such information and data for this purpose as the OWNER may request. The OWNER reserves the right to reject any BID if the evidence submitted by, or investigation of, such PROPOSER fails to satisfy the OWNER that such PROPOSER is properly qualified to carry out the obligations of the Agreement and to complete the WORK contemplated therein.

All applicable laws, ordinances, and the rules and regulations of all authorities having jurisdiction over construction of the PROJECT shall apply to the contract throughout.

Each PROPOSER is responsible for inspecting the site and for reading and being thoroughly familiar with the CONTRACT DOCUMENTS. The failure or omission of any PROPOSER to do any of the foregoing shall in no way relieve any PROPOSER from any obligation in respect to his BID. To gain access to the site of the proposed work, contact Mr. John Ross, Deputy Director Worcester County Public Works, 410-641-5251.

*** END OF SECTION ***

SECTION 00200

BID FORM
CONTRACT NUMBER 570-19-1

TO: WORCESTER COUNTY COMMISSIONERS
WORCESTER COUNTY GOVERNMENT CENTER
ONE WEST MARKET STREET
SNOW HILL, MD 21863

Date: _____

To Whom It May Concern:

BID(S) of _____ (hereinafter called
"PROPOSER"), organized and existing under the laws of the State of _____
doing business as _____ (Insert "a corporation", "a partnership", or "an
individual" as applicable) to **WORCESTER COUNTY COMMISSIONERS** (hereinafter called
"**OWNER**").

In compliance with your Request for Proposals, PROPOSER hereby proposes to perform all
WORK for the design, delivery and installation of the **EQUALIZATION TANK
REPLACEMENT**, in accordance with the contract documents, at the prices stated below and
within 180 calendar days of a signed agreement and notice to proceed.

By submission of this BID(S), each PROPOSER certifies, and in the case of joint BID(S) each
party thereto certifies as to his/her own organization, that this BID(S) has been arrived at
independently, without consultation, communication, or agreement as to any matter relating
to his/her BID(S) with any other PROPOSER or with any competitor.

PROPOSER acknowledges receipt of the following ADDENDUM:

This BID(S) includes sales tax and all other applicable taxes and fees.

Furnishing all materials, labor and equipment for the construction of the equalization tank
replacement at the Riddle Farm WWTP. Work includes, but is not limited to, structural,
mechanical, electrical and other appurtenant items, as required by the Contract Documents.

OPTION 1.0 – Glass-Lined Steel Tank with Roof – LUMP SUM BID:

_____ Dollars \$ _____.

OPTION 2.0 – Stainless Steel Tank with Roof – LUMP SUM BID:

_____ Dollars \$ _____.

OPTION 3.0 – Glass-Lined Steel Tank with Roof (use existing bottom two rings) – LUMP SUM BID:

_____ Dollars \$ _____.

OPTION 4.0 – Stainless Steel Tank with Roof (use existing bottom two rings) – LUMP SUM BID:

_____ Dollars \$ _____.

The following _____ Chartered in the State of _____
Business Type (Inc., LLC, individual)

Witness

Signature

Title

CORPORATE SEAL

Firm Name

Date

Business Address

*** END OF SECTION ***

DIVISION 01 – GENERAL REQUIREMENTS

SECTION 01100

SUMMARY OF WORK

PART 1 - GENERAL

1.01 DESCRIPTION OF WORK

A. The site of the existing Riddle Farm WWTP is located on Grays Corner Road west of Riddle Farm in Berlin, Maryland.

B. Directions to the site are as follows: From US Rt 50 (Ocean Gateway), turn north onto MD State Rd 707 (Grays Corner Road) and make an immediate left before the entrance to Riddle Farm subdivision. The WTP/WWTP entrance will be approximately 0.4 miles on the right.

C. The work under this Contract consists of demolishing existing Equalization Tank and constructing a new tank, complete with all equipment and accessories. Refer to construction plans for details.

D. The work under this Contract includes all requirements to provide a fully finished and operable raw wastewater Equalization Tank including miscellaneous items and incidentals as shall be indicated, shown, specified or required to complete the work in strict conformity with the Contract Documents. The Contractor shall provide all labor, equipment, tools, appliances, materials and incidentals, and shall perform all operations required to finish all of the work to the satisfaction of the Owner and the Engineer. The Contractor shall be obligated to furnish a complete and functioning raw wastewater Equalization Tank.

E. The existing Riddle Farm WWTP treats sewage from the Riddle Farm subdivision and golf courses. The work under this Contract constitutes a major renovation of this treatment facility; however, the Contractor's attention is directed to the fact that wastewater service to Riddle Farm must be maintained throughout the construction period and only interrupted temporarily during equalization tank piping tie-ins. At no time can wastewater service be cut off without the prior written approval of Owner. Any interruption to service must be kept to the shortest duration possible and with the approval of the Commissioners.

1.02 TIME OF COMPLETION OF CONTRACT AND LIQUIDATED DAMAGES

A. The Bid Form states the number of consecutive calendar days allowed from date of "Notice to Proceed" to date of completion of work under this contract. Because of the urgent requirement for completion, this date must be met. For each day that the

Contractor is in default in completing the Contract as defined in the General Conditions and in the Bid, he shall pay to the Owner liquidated damages as outlined in the Bid Form and/or Agreement.

1.03 CONTRACT DOCUMENTS

- A. All work shall be completed in accordance with the Contract Documents.
- B. The Contract Drawings and Specifications are complementary. However, should a dispute arise as to which shall govern, the Contract Specifications will apply.
- C. Any discrepancy between the "General Conditions" and the "Technical Specifications," the Technical Specifications shall govern.

1.04 WORK PERIOD

- A. The Contractor will be allowed to work 40 hours per week Monday through Friday, 52 weeks per year.
- B. The Contractor shall not work on Saturday, Sunday, or any Holidays unless prior approval is secured from the Owner. If the Contractor desires to work longer than eight (8) hours per day or if he desires to work on weekends, he must first obtain the written permission of the Owner.

PART 2 – PRODUCTS

Not required.

PART 3 – EXECUTION

Not required.

*** END OF SECTION ***

G-1

ORIGINAL DESIGN CRITERIA

1. FLOW AND WASTEWATER CHARACTERISTICS:

PARAMETER	INFLUENT	EFFLUENT
FLOW (AVERAGE) (MGD)	0.50	0.50
FLOW (PEAK) (MGD)	0.50	0.50
FLOW (MIN)	0.00	0.00
TOTAL SUSPENDED SOLIDS (TSS)	250	5
TOTAL PHOSPHORUS (T-P)	15	5
TOTAL NITROGEN (T-N)	15	5

2. INFILTRANT CHARACTERISTICS:

INFILTRANT TYPE	MEDIAN/PAVED SIDEWALK
INFILTRANT SIZE	3 IN.
INFILTRANT DEPTH	0.15 FT
INFILTRANT FLOW DEPTH	0.15 FT
INFILTRANT FLOW DEPTH @ PEAK FLOW	0.15 FT

3. RAW WASTEWATER PUMP:

LOCATION	INFILTRANT PUMPING STATION
NUMBER OF UNITS	2 (EACH 1.5 HP)
MAXIMUM CAPACITY	0.50 MGD @ 1.5 HP
TYPE	VERTICAL
SIZE	1.5 HP

4. FLOW EQUALIZATION:

TANK EQUALIZATION VOLUME	100% OF PEAK FLOW
TYPE OF FLOW EQUALIZATION	100% OF PEAK FLOW

5. EXISTING MEMBRANE BIOREACTOR (MBR):

SIZE & KINETIC DESIGN (BY DESIGNER)	BY DESIGNER
-------------------------------------	-------------

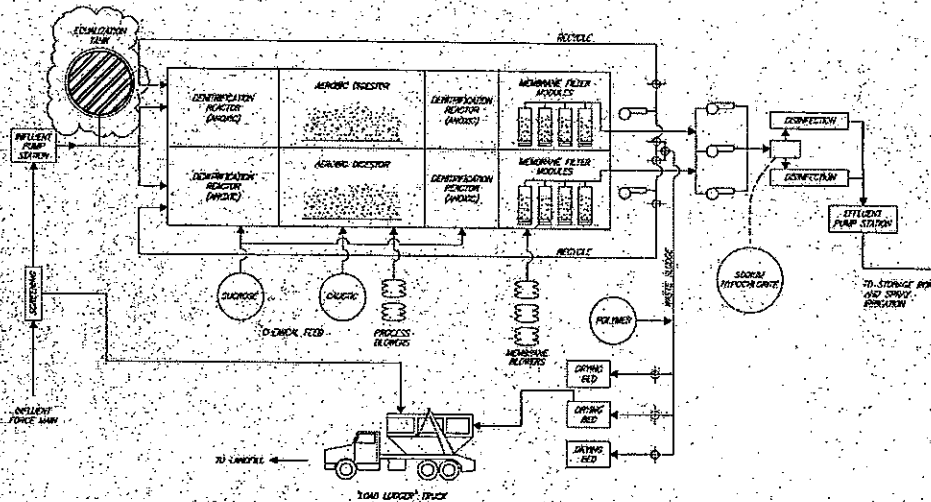
6. OPERATING CONDITIONS:

NO. OF TANKS	2
TANK VOLUME	1000 GALLONS
OPERATING TIME	24 HOURS
OPERATING TEMPERATURE	50-60°F
OPERATING PRESSURE	2.0-3.0 PSI
OPERATING FLOW RATE	0.50 MGD

7. SLOUGH PRODUCTION:

SLOUGH PRODUCTION (GPD)	1000 GPD
SLOUGH PRODUCTION (GPD)	1000 GPD

2-TRAIN MEMBRANE BIOREACTOR



EXISTING FLOW DIAGRAM

LEGEND

PROPOSED WORK

KINETIC DESIGN

Parameter	Value	Unit
Flow (Average)	0.50	MGD
Flow (Peak)	0.50	MGD
Flow (Min)	0.00	MGD
TSS (mg/L)	250	
T-P (mg/L)	15	
T-N (mg/L)	15	
Sludge Production (GPD)	1000	
Sludge Production (GPD)	1000	

NOTES: 1. ALL DIMENSIONS ARE IN FEET UNLESS OTHERWISE NOTED. 2. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED. 3. ALL DIMENSIONS ARE TO CENTERLINE UNLESS OTHERWISE NOTED. 4. ALL DIMENSIONS ARE TO EXTERIOR UNLESS OTHERWISE NOTED. 5. ALL DIMENSIONS ARE TO INTERIOR UNLESS OTHERWISE NOTED. 6. ALL DIMENSIONS ARE TO SURFACE UNLESS OTHERWISE NOTED. 7. ALL DIMENSIONS ARE TO CENTERLINE UNLESS OTHERWISE NOTED. 8. ALL DIMENSIONS ARE TO EXTERIOR UNLESS OTHERWISE NOTED. 9. ALL DIMENSIONS ARE TO INTERIOR UNLESS OTHERWISE NOTED. 10. ALL DIMENSIONS ARE TO SURFACE UNLESS OTHERWISE NOTED.

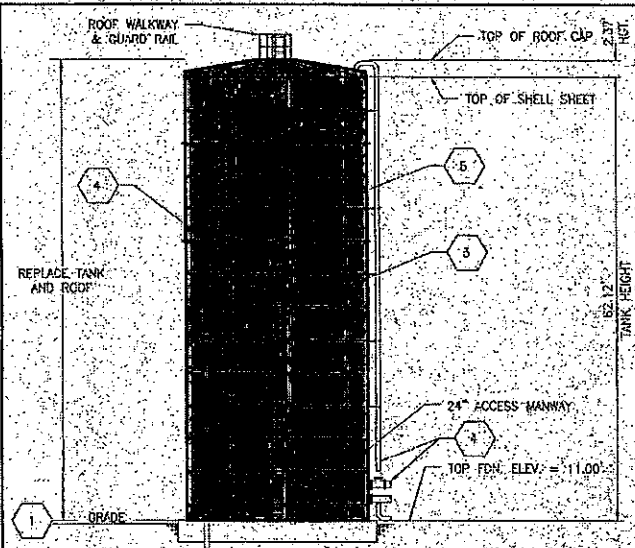
GMB
GEORGE MILES & BUELL, LLC
ARCHITECTS & ENGINEERS
1000 E. MONTGOMERY AVENUE
SACRAMENTO, CALIFORNIA 95811
TEL: (916) 441-1111
FAX: (916) 441-1112

**RIDDLE FARM WWTP
EQUALIZATION TANK
REPLACEMENT**

WORCESTER COUNTY, MARYLAND

EXISTING
FLOW DIAGRAM
AND
DESIGN CRITERIA

DATE: 10/16/19
BY: [Signature]
CHECKED BY: [Signature]
APPROVED BY: [Signature]



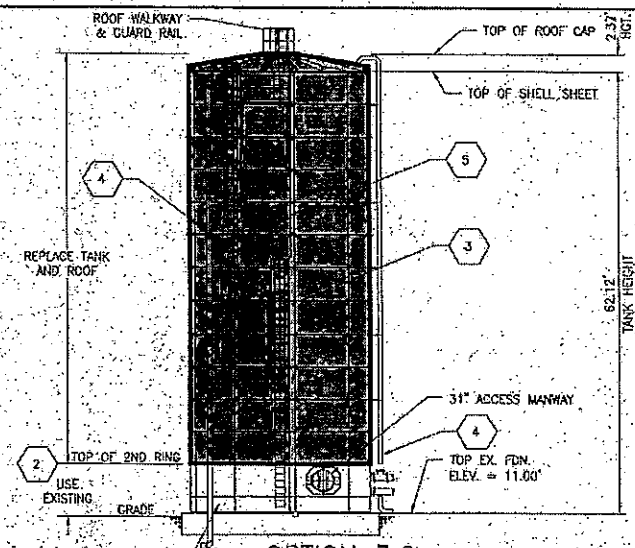
OPTION 1.0
GLASS-LINED STEEL
REPLACE TANK AND ROOF

PROJECT DATA

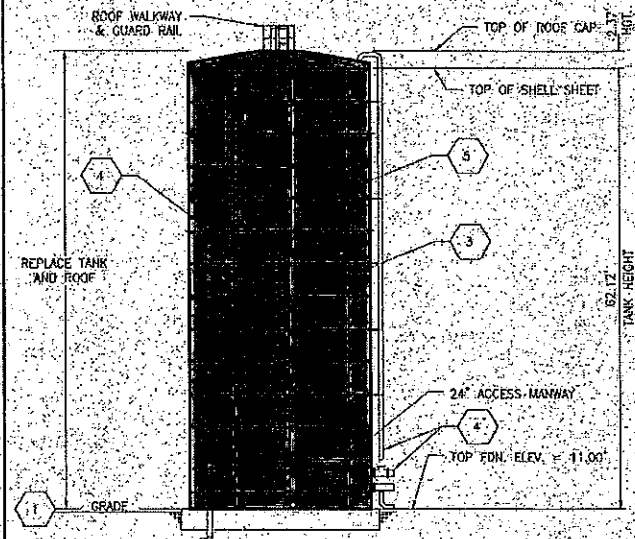
Project Name	Riddle Farm WWTP
Project Number	10000000000000000000
Project Location	10000000000000000000
Client Name	10000000000000000000
Client Address	10000000000000000000
Client City/State/Zip	10000000000000000000
Contractor Name	10000000000000000000
Contractor Address	10000000000000000000
Contractor City/State/Zip	10000000000000000000

TANK ANALYSIS

Tank Volume (Including Roof)	10000000000000000000
Tank Volume (Excluding Roof)	10000000000000000000
Tank Weight	10000000000000000000
Wind Load	10000000000000000000
Seismic Load	10000000000000000000
Base	10000000000000000000
Pressure	10000000000000000000
Stress	10000000000000000000
Factor of Safety	10000000000000000000
Factor of Safety	10000000000000000000
Factor of Safety	10000000000000000000
Factor of Safety	10000000000000000000



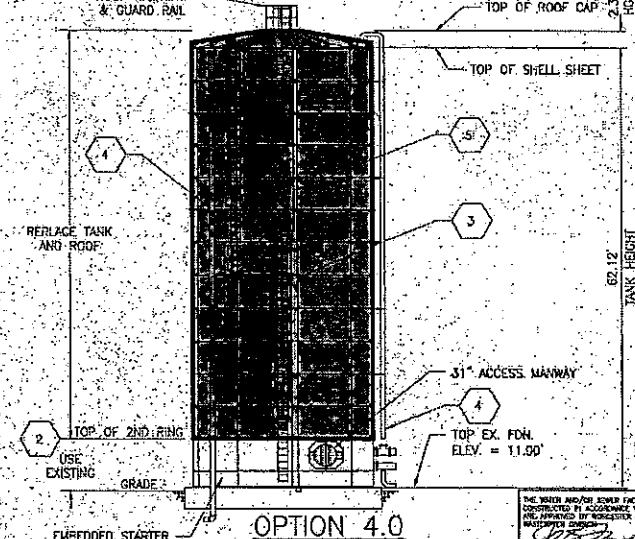
OPTION 3.0
GLASS-LINED STEEL
REPLACE TANK AND ROOF
(USE BOTTOM TWO RINGS)



OPTION 2.0
STAINLESS STEEL
REPLACE TANK AND ROOF

CONSTRUCTION NOTES

- CONTRACTOR IS RESPONSIBLE TO DESIGN THE CONNECTION OF THE NEW TANK TO THE EXISTING FOUNDATION AND, IF NECESSARY, REINFORCE EXISTING FOUNDATION.
- CONTRACTOR IS RESPONSIBLE TO DESIGN THE CONNECTION OF THE NEW TANK TO THE EXISTING STRUCTURE.
- REUSE EXISTING LADDERS, PLATFORMS, ROOF WALKWAY, AND GUARDRAILS AS APPROPRIATE. PROVIDE NEW ITEMS, WHICH MATCH EXISTING AS NECESSARY.
- REMOVE AND REINSTALL EXISTING EQUIPMENT/PIPELINE AS NECESSARY, IN ACCORDANCE WITH PROPOSED TANK CONSTRUCTION.
- CONTRACTOR TO CAREFULLY REMOVE THE ELECTRICAL CONDUIT FROM THE EXISTING TANK AND REINSTALL IT ON THE NEW TANK. TRANSFER AT A NEW TRANSFER POINT LOCATED ON THE NEW TANK. REPLACEMENT OF THE LEVEL TRANSDUCER SHALL BE THE RESPONSIBILITY OF THE OWNER.



OPTION 4.0
STAINLESS STEEL
REPLACE TANK AND ROOF
(USE BOTTOM TWO RINGS)

THE WATER AND/OR SEWER FACILITIES TO BE CONSTRUCTED IN ACCORDANCE WITH THESE PLANS AND APPROVED BY WORCESTER COUNTY HEALTH AND WASTEWATCH DIVISION.

Signature
WORCESTER CITY, WYOMING AND WORCESTER TOWNSHIP

DATE: 6-11-19
DRAWN BY: 10000000000000000000
CHECKED BY: 10000000000000000000
DATE: 6-11-19

DATE	
REVISIONS	
NO.	DESCRIPTION
1	10000000000000000000
2	10000000000000000000
3	10000000000000000000
4	10000000000000000000
5	10000000000000000000
6	10000000000000000000
7	10000000000000000000
8	10000000000000000000
9	10000000000000000000
10	10000000000000000000

PROFESSIONAL CERTIFICATION
I, the undersigned, being a duly licensed Professional Engineer in the State of Maryland, do hereby certify that I am a duly licensed Professional Engineer in the State of Maryland, and that I am the author of the design and construction of the above described project.

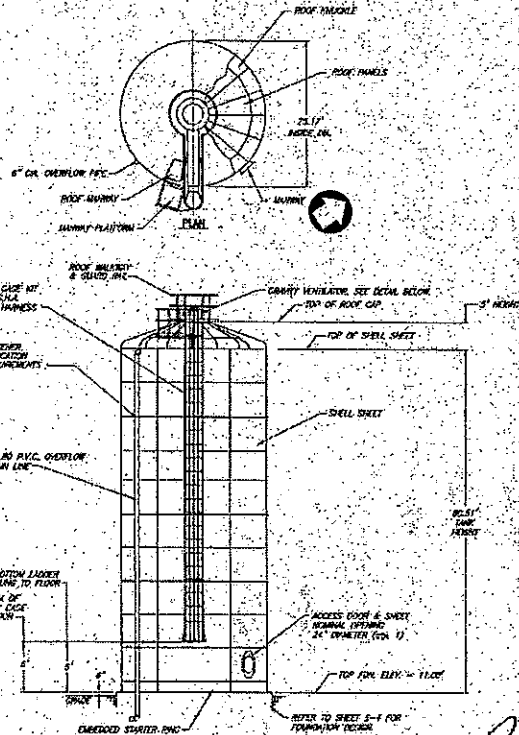
GMB
GEORGE, MILES & BUREL, LLC
ARCHITECTS & ENGINEERS
200 WEST MAIN STREET
BALTIMORE, MARYLAND 21201
Phone: 410.524.1234
Fax: 410.524.1235
www.gmbllc.com

**RIDDLE FARM WWTP
EQUALIZATION TANK
REPLACEMENT**

WORCESTER COUNTY, MARYLAND

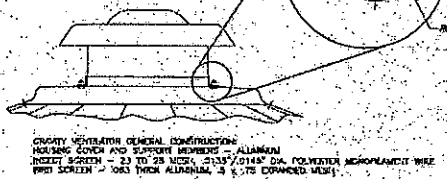
**TANK
REPLACEMENT
OPTIONS**

M-1

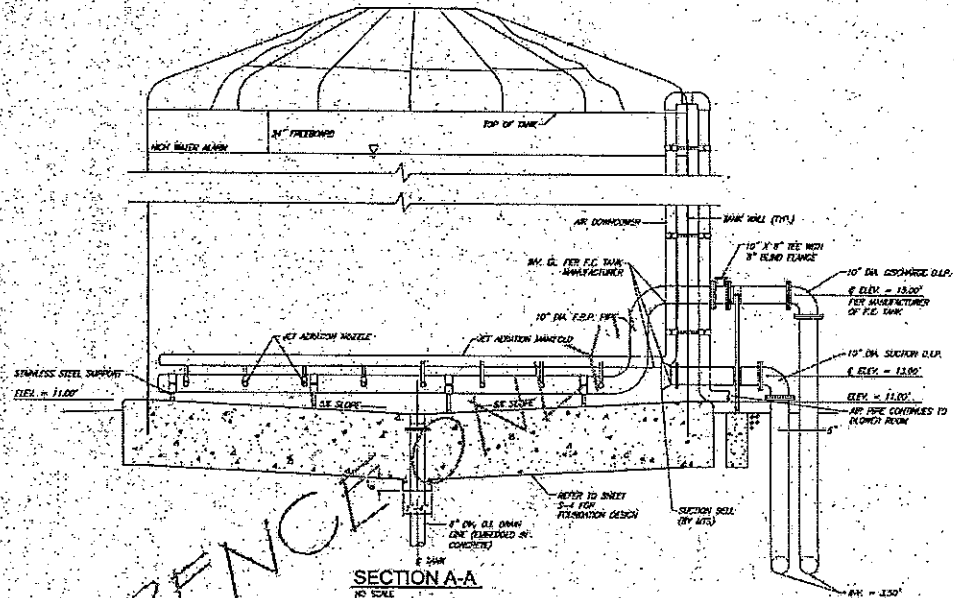


F.E. TANK DETAILS
NO SCALE

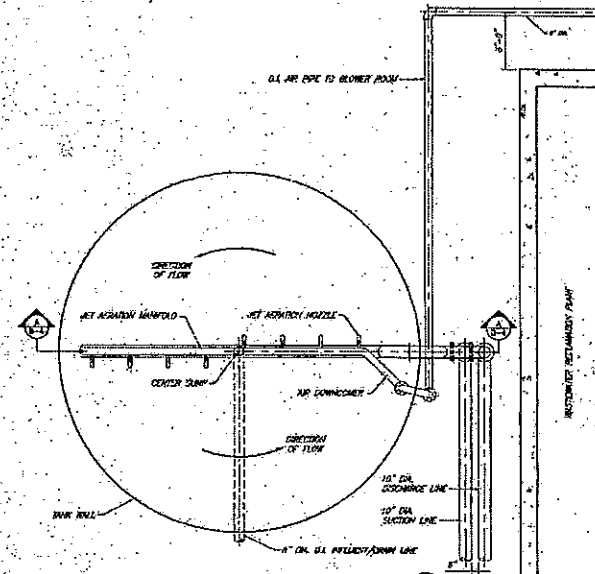
VENT CAPACITY CHART	
VENT THROAT DIAMETER	3.14 SQUARE FEET
VELOCITY FPM	400 600 800 1000 1200 1400 1600 1800
EXHAUST PRESSURE INCH	.025 .035 .050 .070 .090 .120 .155
SURVEY PRESSURE INCH	.050 .090 .130 .180 .240 .300 .380
CFM	1255 2511 3766 5021 6276 7531 8786 10041



F.E. TANK VENTILATOR DETAIL
NO SCALE



SECTION A-A
NO SCALE



F.E. TANK MIXING SYSTEM SCHEMATIC
1/4\"/>

TYPICAL JET AERATION MANIFOLD SECTION
NO SCALE

FOR REFERENCE ONLY

RECORD DRAWING
2 / 2007

DATE	REVISIONS	NO.

GMB
GEORGE MILLS & BURR, LLC
ARCHITECTS - ENGINEERS
1000 W. 10TH STREET, SUITE 100
WORCESTER, MA 01602
www.gmbinc.com

**RIDDLE FARM WWTP
EQUALIZATION TANK
REPLACEMENT**

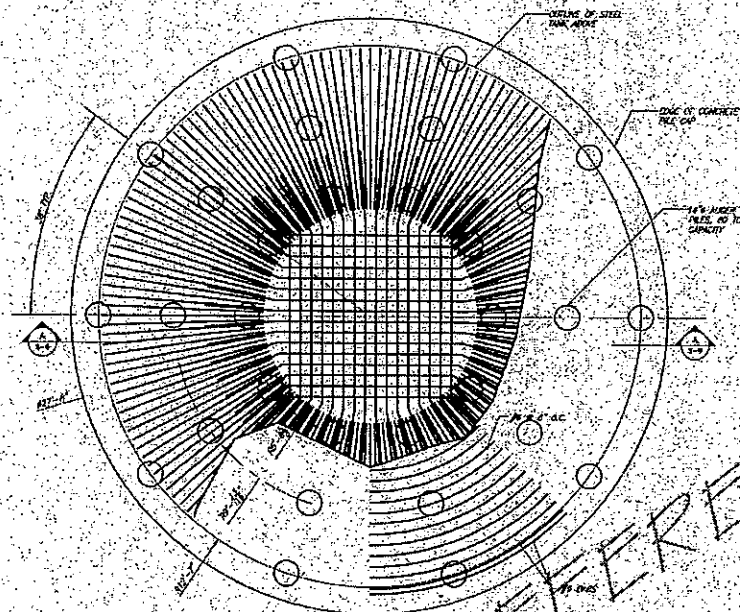
WORCESTER COUNTY, MARYLAND

(REFERENCE ONLY)

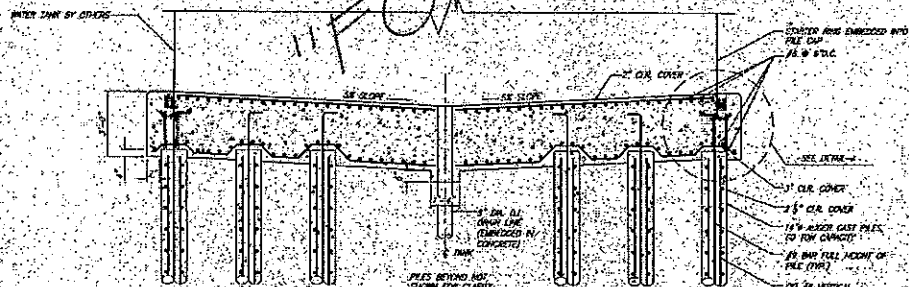
**F.E. TANK
PLAN AND
SECTIONS**

DATE	1-15-2006	PROJECT NO.	
BY	WLB		
CHECKED BY	WLB		
DATE	1-15-2006		

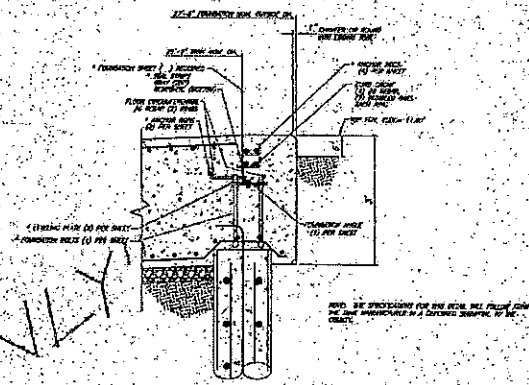
D-4



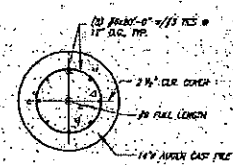
F.E. TANK PLAN



F.E. TANK SECTION



DETAIL-A



PILE DETAIL (TYP.)

FOR REFERENCE ONLY

RECORD DRAWING
2/2007

DATE	REVISIONS
2/2007	1. TANK SIZE & QUANTITY CHANGES
2/2007	2. TANK POSITION & LINE TOLERANCES
2/2007	3. TANK FOUNDATION CHANGES
2/2007	4. TANK FOUNDATION CHANGES
2/2007	5. TANK FOUNDATION CHANGES
2/2007	6. TANK FOUNDATION CHANGES
2/2007	7. TANK FOUNDATION CHANGES
2/2007	8. TANK FOUNDATION CHANGES
2/2007	9. TANK FOUNDATION CHANGES
2/2007	10. TANK FOUNDATION CHANGES

GMB
GEORGE, MILES & BURR, LLC
ARCHITECTS & ENGINEERS
10000 LEBANON ROAD, SUITE 100
FARMERSBURGH, MD 21051
(410) 326-1000
www.gmbllc.com

RIDDLE FARM WWTP
EQUALIZATION TANK
REPLACEMENT
WORCESTER COUNTY, MARYLAND

(REFERENCE ONLY)
FE TANK
FOUNDATION PLAN

NO.	DATE	BY	CHKD.	APP'D.
1	2/2007	JLB	JLB	JLB
2	2/2007	JLB	JLB	JLB
3	2/2007	JLB	JLB	JLB
4	2/2007	JLB	JLB	JLB
5	2/2007	JLB	JLB	JLB
6	2/2007	JLB	JLB	JLB
7	2/2007	JLB	JLB	JLB
8	2/2007	JLB	JLB	JLB
9	2/2007	JLB	JLB	JLB
10	2/2007	JLB	JLB	JLB

56



OFFICE OF THE
COUNTY COMMISSIONERS

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

12

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

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

TO: County Commissioners
FROM: Harold L. Higgins, Chief Administrative Officer *HH*
RE: Franklin Street Parking Lot
DATE: June 27, 2019

In response to your recent request to provide designated parking spaces in the Franklin Street Parking lot for each local elected official with offices in the Worcester County Court House, Worcester County Government Center and the Worcester County State's Attorney's Office, please be advised that we currently have designated spaces for our three Circuit Court Judges, the Sheriff, and the State's Attorney. At your request, we will add two additional designated parking spaces for the Clerk of Courts and the Register of Wills. For security purposes, designated parking spaces will be numbered and each local elected official will be designated a numbered parking space for their use.

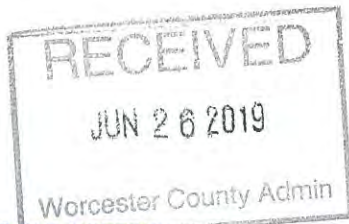
The Franklin Street Parking Lot also includes several designated parking spaces for staff of the Sheriff's Office, Emergency Services and Fire Marshal. These designations have become faded and will be repainted. Over the years this parking lot has been primarily used as an employee parking lot. Factoring out the western part of the parking lot which has now been designated for the Court and the judges, there remains 50 parking spaces. Attached is an aerial shot of the area.

I look forward to discussing this matter with you at your next meeting.

Attachment



Franklin Street Parking Lots
Aerial 2013



13

STACEY E. NORTON
Human Resources Director
HOPE CARMEAN
Benefits Manager
EDDIE CARMAN
Risk Manager
KEVIN CANDY
Safety Coordinator

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

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

To: Harold Higgins, Chief Administrative Officer
From: Stacey Norton, Human Resources Director *Stacey Norton*
Date: June 25, 2019
Subject: Agreement with LabCorp for Drug Tests

Attached is an Agreement for Testing Products and Services with LabCorp (Laboratory Corporation of America).

We would like to utilize LabCorp's testing for non DOT drug tests in efforts to reduce expense and get faster results for drug testing that is currently being completed at West Ocean City Injury and Illness (\$40 per test) or Your Doc's In (\$36 per test).

We are seeking your approval to utilize Lab Corp's instant result cups for non DOT drug tests at \$12 per test and lab confirmation if needed. It is a \$26 fee if the test is positive and needs to be confirmed by a Medical Review Officer.

I am requesting your permission to authorize President Diana Purnell to sign the agreement and Harold Higgins, the Chief Administrative Officer, to sign for future years.

This has been funded in the FY 20 Human Resources Department budget.

Thank you for your consideration.

Attachment

*Approval Subject to
Corrected Agreement*

6/21/19



County Commissioners Occupational Testing Services
of Worcester County, Maryland
AGREEMENT FOR TESTING PRODUCTS AND SERVICES

01/19

By executing this Agreement ("Agreement") Worcester County Government

("CLIENT") with a place of business located at One west Market street, room 1301 Snow Hill, MD 21863 acknowledges and agrees to the terms and conditions set forth herein in order to receive Point of Collection Testing ("POCT") Products and services ("Services") provided by Laboratory Corporation of America Holdings and its subsidiaries ("COMPANY").

WHEREAS, if CLIENT desires to either (i) perform their own collection of specimens or (ii) CLIENT and COMPANY agree to have COMPANY perform specimen collection services, in either case both parties agree to comply with applicable laws and regulations, and, where, applicable, including but not limited to ~~Florida's~~ *MD* Workers Compensation Law, and any rules issued thereunder, ~~Florida's~~ *MD* Drug Free Workplace Act, and any rules issued thereunder, and ~~Florida's Statute 59A-24.003~~ and any rules issued thereunder, for the Services provided by COMPANY;

NOW, THEREFORE, CLIENT and COMPANY agree as follows:

1. The parties agree to provide the POCT Products and Services as such times and places as set forth herein in Exhibit A.

2. CLIENT represents and warrants as follows: (A) CLIENT understands that the group of POCT Products available in Exhibit A may not be approved for use in certain state or federally regulated workplace programs and understands it shall be the sole responsibility of CLIENT to ensure that the POCT Products are used in accordance with all applicable state and federal laws and regulations. (B) CLIENT's facilities and employees performing on-site testing have and maintain all appropriate and required licenses including but not limited to certifications. (C) CLIENT shall use collectors as required by applicable law. (D) CLIENT's use of POCT Products shall be solely for forensic/workplace purposes only and is not intended for diagnostic purposes. (E) CLIENT acknowledges and agrees the POCT products are for screening testing only and presumptive screens must be further analyzed by Gas Chromatography/Mass Spectrometry confirmation testing. (F) CLIENT recognizes that COMPANY shall have no liability for the performance or damage or injury caused by the use of such POCT products. (G) The POCT products are sold in the increments mandated by the manufacturer and do not include sales tax and shipping charge. (H) Once purchased, POCT products are not returnable (not applicable on Cost-Per-Billable Services). Notwithstanding the foregoing, if COMPANY elects to receive returned Products, CLIENT agrees to a twenty-five percent (25%)

non-negotiable restocking fee. (I) Pricing shall remain firm for a period of one year and are based on a screen positive rate not to exceed five percent (5%) per month. If screen positive rate exceeds five percent (5%), per month the fees may be adjusted. (J) Either party may terminate this Agreement with a thirty (30) day prior written notice to the other party. (K) CLIENT agrees to pay for the Services set forth below and payment for Services, in U. S. Funds only, is due thirty (30) days after the date of invoice. (L) This Agreement is not valid until approved and executed by a duly authorized LabCorp representative.

3. *To the extent permitted by law,* CLIENT AGREES TO DEFEND, INDEMNIFY, AND HOLD COMPANY, ITS PARENT, SUBSIDIARIES, AFFILIATED AND RELATED COMPANIES, DIRECTORS, OFFICERS, EMPLOYEES, AND AGENTS, WHOLLY HARMLESS FROM AND AGAINST ALL THIRD PARTY CLAIMS, LOSSES, LAWSUITS, SETTLEMENTS, DEMANDS, CAUSES, JUDGMENTS, EXPENSES, AND COSTS (INCLUDING REASONABLE ATTORNEY FEES) ARISING UNDER OR IN CONNECTION WITH THIS AGREEMENT TO THE EXTENT THAT SUCH COSTS AND LIABILITIES ARE PROXIMATELY CAUSED BY THE NEGLIGENCE OR WILLFUL MISCONDUCT OF CLIENT OR ANY VIOLATION OF APPLICABLE LAWS AND REGULATIONS OR ANY BREACH OF ANY REPRESENTATION OR WARRANTY CONTAINED HEREIN.

4. CLIENT ACKNOWLEDGES THAT THE POCT PRODUCTS ARE MANUFACTURED BY THIRD PARTY COMPANIES AND THAT THE ONLY WARRANTY PROVIDED FOR THE POCT PRODUCTS ARE THOSE PROVIDED BY THE MANUFACTURER AND THE POCT PRODUCTS ARE PROVIDED "AS IS". NO WARRANTIES ARE MADE BY COMPANY WITH RESPECT TO SUCH POCT PRODUCTS.

5. In all cases, including but not limited to the Department of Health and Human Services (HHS), Department of Transportation ("DOT"), and Nuclear Regulatory Commission ("NRC") guidelines, CLIENT shall be responsible for providing its own Medical Review Officer ("MRO"), and for the review and interpretation of reported test results, and for determining what action, if any, shall be taken based upon those results. In cases in which a MRO is not required, CLIENT shall be solely responsible for reviewing and interpreting test results. CLIENT shall also be responsible for using such information in a manner consistent with applicable laws and regulations. In the case of HHS, DOT, NRC or other testing in which a MRO is required, CLIENT acknowledges that COMPANY is not responsible for delivery of such services. This Agreement is not intended to create, nor shall be deemed or construed to create, any relationship between the MRO and COMPANY.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed in their names as their official acts by their respective representative, each of whom is duly authorized to execute the same.

Laboratory Corporation of America Holdings
and its subsidiaries

same as above
Worcester County Government (CLIENT)

BY: _____

BY: _____

TITLE: _____

TITLE: _____

DATE: _____

DATE: _____

2

- 1 -

Exhibit A
Pricing and Services**POINT-OF-COLLECTION PRODUCTS (Product Only)****POINT-OF-COLLECTION PRODUCTS (Product & Confirmation; No Specimen Collections)***Sold in increments designated by manufacturer*Urine Integrated Cup (Less than five percent (5%) positive rate required.

- 10 Panel (THC, COC, OPI, MET, AMP, PCP, BZO, BAR, MTD, OXY, MDMA + Adulterants) **\$12.00**

SPECIMEN COLLECTION SERVICES (Does NOT include testing fees)

- At COMPANY Patient Service Centers (PSCs) ONLY (during normal business hours) **\$10.00**

POINT-OF-COLLECTION COST-PER-BILLABLE PRODUCTS
(Product, Confirmation, and Collection at Patient Service Centers Only)Urine Multiple Device (Less than five percent (5%) positive rate required.

- 10 Panel (AMP, BAR, BZP, COC, MTD, METHAMP, OPI, PCP, PPX, THC) **\$30.00**

LAB-BASED TESTING**URINE:**

Indicate Pricing Option(s):

- 10 Panel (THC, COC, OPI, MET, AMP, PCP, BZO, BAR, MTD, OXY, MDMA + Adulterants) **\$28.50**

HHS-certified laboratory or of non-regulated samples to nearest appropriately licensed, certified laboratory from point of specimen collection (does not include Saturday/special pick-up or delivery), Electronic reporting, Chain-of-custody form and kit, and full chain-of-custody handling by laboratory personnel.

ADDITIONAL SERVICES

- Account Set-Up (One-time Fee) **\$N/A**
- For specimen collection services managed by CLIENT, an Administrative Fee will be charged for specimens received at the laboratory and are cancelled due to incorrect collection procedure **\$15.00/ea**
- Special Programming for LabCorp tested results (Generated only upon written request. Each separate request must be submitted in writing to COMPANY) **\$125.00/hour**
- Returned supply package fee (when CLIENT provides COMPANY incorrect shipping address) **\$25.00/address**

MEDICAL REVIEW OFFICER ("MRO") SERVICES (Billing Services Only)

Services are billed for CLIENT'S convenience only at the following fees. By billing for the services of the MRO, the CLIENT acknowledges and agrees that COMPANY is not responsible for the delivery of such service.

- On ALL results **\$5.00**
- On presumptive positive results & diluted, adulterated or cancelled samples **\$14.00**

EXPERT WITNESS SUPPORT SERVICES

Provided by COMPANY, CLIENT agrees to the following fees upon written request for the Services:

- ◆ Documentation Package. Includes handling and overnight shipping. Ten (10) business days written notice required.
 - Regulated or non-regulated in accordance with guidelines above \$250.00
 - STAT (Less than 10 business days notice) \$500.00
 - Reference lab specimen \$250.00
 - STAT Reference lab specimen (Less than 10 business days notice) \$500.00
- ◆ Standard Affidavit (Includes signed Affidavit, Copy of Chain-of-Custody Form, and Report). Ten (10) business days written notice required.
 - 10 Days Notice \$125.00
 - STAT (Less than 10 business days notice) \$250.00
- ◆ Business Affidavit (Includes signed Affidavit and Report). Ten (10) business days written notice required.
 - 10 Days Notice \$50.00
 - STAT (Less than 10 business days notice) \$100.00
- ◆ Consultation/Testimony at CLIENT's site (Plus reasonable actual expense)
 - 10 business days written notice \$1,000/day
 - STAT (Less than 10 business days notice) \$2,000/day
- ◆ Consultation/Testimony at COMPANY's site
 - 10 business days written notice \$125.00/hour
 - STAT (Less than 10 business days notice) \$250.00/hour
- ◆ Retesting of a reported result \$102.75/drug
- ◆ Shipment of Bottle B or an aliquot of original specimen to another laboratory as designated by CLIENT \$30.00 each

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



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

OFFICE OF THE
COUNTY COMMISSIONERS

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

June 14, 2019

Reconsider at
July 2 meeting

TO: Worcester County Commissioners
FROM: Harold L. Higgins, Chief Administrative Officer HH
SUBJECT: Transfer of County Engineer to County Administration

It has come to my attention that the transfer of County Engineer Bill Bradshaw from Development Review & Permitting (DRP) to County Administration may not have been specifically discussed or approved at your May 14, 2019 Budget Work Session. I have reviewed both the budget package as well as the County video and cannot find documentation that either approves or denies the transfer. I have attached a copy of my comments supporting this transfer as discussed at your Budget Review Session on April 9, 2019. As you will recall this transfer is budget neutral given that the County Engineer's salary is not changing and the position is simply moving from Development Review & Permitting to County Administration. Your approved budget reflects this transfer. Please confirm your approval.

If you should have any questions or concerns regarding this matter, please feel free to contact me.

Introduction:

County Administration exercises overall administration of County operations at the direction of the seven County Commissioners. Several years ago, the County Engineer was reassigned to the Department of Review and Planning due to the great recession. His workload and responsibility was then split between County projects and permit review. It is my recommendation for FY20 that the County Engineer workload needs again to be reevaluated and his focus and responsibility should be directed to County projects and he should be reassigned and report to the Chief Administrative Officer. At present we have the following County projects that require his attention:

- Building HVAC automation system controls
- Building controls and locking system
- Courthouse H VAC replacement
- Government Center (ventilation and building repairs)
- Sheriff's Evidence room
- Isle of Wight building improvements
- Jail – major renovations and repairs
- Ocean Pines Library Improvements
- Parking Lot improvements
- Pearl Street Building repairs
- Pocomoke Health Department building upgrades
- Pocomoke Library Building Improvements



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

COMMISSIONERS
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OFFICE OF THE
COUNTY COMMISSIONERS

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

June 26, 2019

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

Attached, please find copies of the Board Summary sheets for all County Boards or Commissions (7) which have current or upcoming vacancies (11 total). They are as follows: Economic Development Advisory Board (1), Housing Review Board (1), Local Development Council For The Ocean Downs Casino (1), Property Tax Assessment Appeal Board (1), (3 nominees due to Governor), Social Services Advisory Board (4), Solid Waste Advisory Committee (2), and Water and Sewer Advisory Council for the West Ocean City Service Area (1). I have circled the members whose terms have expired on each of these boards.

Please note that the Worcester County Property Tax Assessment Appeal Board still requires one nomination for the alternate position as Mr. Flater has resigned. There is one vacancy on the Economic Development Advisory Board as John Glorioso (Church-W. O.C.) has resigned. John Glorioso also served on the Housing Review Board (Church). The Solid Waste Advisory Committee has two positions available for nominations, George Dix (Elder) term ended December 2018 and James Rosenberg (Bertino) passed away in April 2019. James Rosenberg also served on the Local Development Council For The Ocean Downs Casino (Bertino) as a resident member from Ocean Pines. The Social Services Advisory Board has three members whose terms are ending on June 30th, Dr. Voncelia Brown (Church), Maria Campione-Lawrence (Mitrecic) and Mary White (At-Large), Ronnie White (Nordstrom) has resigned. Please review the attached letter from Ms. Roberta Baldwin recommending the re-appointment of Dr. Brown and Ms. White. Finally, Andrew Del Corro no longer lives in West Ocean City and has therefore resigned from the Water and Sewer Advisory Council for the West Ocean City Service Area (Church).

* New Request
See p. 7

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

Pending Board Appointments - By Commissioner

District 1 - Nordstrom p. 7 - Social Services Advisory Board - (Ronnie White)

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

District 3 - Church p. 3 - Economic Development Advisory Board (John Glorioso) - 4-year
p. 4 - Housing Review Board (John Glorioso) - 3-year
p. 7 - Social Services Advisory Board - (Dr. Voncelia Brown)
p. 11 - Water and Sewer Advisory Council for the West Ocean City Service Area
(Andrew Del Corro) - 4-year

District 4 - Elder p. 10 - Solid Waste Advisory Committee (George Dix) - 4-year

District 5 - Bertino p. 5 - Local Development Council For The Ocean Downs Casino (James
Rosenberg) - 4-year
p. 10 - Solid Waste Advisory Committee (James Rosenberg) -4-year

District 6 - Bunting All District Appointments Received. Thank you!

District 7 - Mitrecic p. 7 - Social Services Advisory Board - (Maria Campione-Lawrence)

All Commissioners

- p. 6 - (1) Property Tax Assessment Appeal Board (Gary M. Flater - alternate-Snow Hill has resigned)
- Must submit 3 nominees to the Governor for his consideration in making the appointment - 5-year
- Currently waiting for the Governor's approval for the nomination of Ms. Martha Bennett.
- p. 7 - Social Services Advisory Board - (Mary White- At-Large)

ECONOMIC DEVELOPMENT ADVISORY BOARD

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

Appointed by: County Commissioners

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

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

Compensation: \$50 per meeting as expense allowance

Meetings: At least quarterly, more frequently as necessary

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

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

Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Term(s)</u>
Natoshia Collick Owens	D-2, Purnell	Ocean Pines	*15, 15-19
Marc Scher	D-1, Nordstrom	Pocomoke	*19-20
John Glorioso	D-3, Church	West Ocean City	08-12-16, 16-20 <i>Resigned</i>
Ralph Shockley	D-4, Elder	Snow Hill	*08-09-13-17, 17-21
Robert Fisher	D-6, Bunting	Snow Hill	87-92-97-01-05-09-13-17, 17-21
Ashley Harrison	D-7, Mitrecic	Ocean City	19-21
Steven Habeger	D-5, Bertino	Ocean Pines	19-23

Prior Members: Since 1972

George Gering	Mary Humphreys	Michael Avara (99-03)
Margaret Quillin	Theodore Brueckman	Annette Cropper (00-04)
Robert W. Todd	Shirley Pilchard	Billie Laws (91-08)
Charles Fulton	W. Leonard Brown	Anne Taylor (95-08)
E. Thomas Northam	Charles Nichols (92-97)	Mary Mackin (04-08)
Charles Bailey	Jeff Robbins (97-98)	Thomas W. Davis, Sr. (99-09)
Terry Blades	Colleen Smith (94-98)	Mickey Ashby (00-12)
Roy Davenport	Tommy Fitzpatrick (97-99)	Priscilla Pennington-Zytkowicz (09-14)
M. Bruce Matthews	John Rogers (92-98)	Barbara Purnell (08-15)
Barbara Tull	Jennifer Lynch (98-99)	Timothy Collins (03-15)
Tawney Krauss	Don Hastings (92-99)	Joshua Nordstrom (12-16)
Dr. Francis Ruffo	Jerry Redden (92-00)	William Sparrow (16-18)
William Smith	Keith Mason (98-00)	Greg Shockley (14-18)
Saunders Marshall	Bob Pusey (99-00)	Tom Terry (15-19)
Elsie Marshall	Harold Scrimgeour (00-02)	
Halcolm Bailey	Scott Savage (98-03)	
Nornan Cathell	Gabriel Purnell (91-03)	

* = Appointed to fill an unexpired term

HOUSING REVIEW BOARD

Reference: Public Local Law §BR 3-104

Appointed by: County Commissioners

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

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

Compensation: \$50 per meeting (policy)

Meetings: As Needed

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

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

Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Terms(s)</u>
C. D. Hall	D-1, Lockfaw	Pocomoke	10-13-16, 16-19
Debbie Hileman	D-6, Bunting	Ocean Pines	10-13-16, 16-19
John Glorioso	D-3, Church	Ocean Pines	*06-11-14-17, 17-20, Resigned
Scott Tingle	D-4, Elder	Snow Hill	14-17, 17-20
Donna Dillon	D-5, Bertino	Ocean Pines	08-11-14-17, 17-20
Sharon Teagle	D-2, Purnell	Ocean Pines	00-12-15-18, 18-21
Jake Mitrecic	D-7, Mitrecic	Ocean City	15-18, 18-21

Prior Members:

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

* = Appointed to fill an unexpired term

LOCAL DEVELOPMENT COUNCIL FOR THE OCEAN DOWNS CASINO

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

Appointed by: County Commissioners

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

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

Compensation: None

Meetings: At least semi-annually

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

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

Current Members:

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

Prior Members:

Since 2009

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

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

PROPERTY TAX ASSESSMENT APPEAL BOARD

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

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

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

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

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

Meetings: As Necessary

Special Provisions: Chairman to be designated by Governor

Staff Contact: Department of Assessments & Taxation- Janet Rogers (410-632-1196)
Ext:112

Current Members:

Gary M. Flater (Alternate)	Snow Hill	13-18	Resigned
Arlene C. Page	Bishopville	18-23	
Steven W. Rakow	Ocean Pines	*19-23	
Martha Bennett	Berlin	19-23	

C) = Chairman

Prior Members: Since 1972

Wilford Showell	Delores W. Groves (96-99)
E. Carmel Wilson	Mary Yenney (98-03)
Daniel Trimper, III	Walter F. Powers (01-04)
William Smith	Grace C. Purnell (96-04)
William Marshall, Jr.	George H. Henderson, Jr. (97-06)
Richard G. Stone	Joseph A. Calogero (04-09)
Milton Laws	Joan Vetare (04-12)
W. Earl Timmons	Howard G. Jenkins (03-18)
Hugh Cropper	Robert D. Rose (*06-17)
Lloyd Lewis	Larry Fry (*10-14 alt)(14-18)
Ann Granados	
John Spurling	
Robert N. McIntyre	
William H. Mitchell (96-98)	

* = Appointed to fill an unexpired term

Updated: May 21, 2019
Printed: June 26, 2019

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SOCIAL SERVICES ADVISORY BOARD

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

Appointed by: County Commissioners

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

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

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

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

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

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

Current Members:

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

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 Dorman (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	Tracey Cottman (15-17)
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



DEPARTMENT OF HUMAN SERVICES

Worcester County Department of Social Services

Roberta Baldwin
Director

Dawn Jones
Assistant Director
Child Support

Jamie Manning
Assistant Director
Services

Ellen Payne
Assistant Director
Family Investment

Mary Beth Quillen
Assistant Director
Administration

MAIN OFFICE
299 Commerce Street
P.O. Box 39
Snow Hill, Maryland 21863

Telephone: 410-677-6800
Fax: 410-677-6810
TTY: 410-677-6800

Website:
www.dhr.maryland.gov/local-offices/worcester-county/



June 26, 2019

Diana Purnell, President
Worcester County Office of the Commissioners
Worcester County Government Center
One West Market St., Room 1103
Snow Hill, MD 21863

**RE: Appointment and Re-Appointment to the Worcester County DSS
Advisory Board**

Dear Ms. Purnell,

I am writing regarding Advisory Board membership which includes the re-appointment of two existing members and the need to recruit members from Ocean City and Pocomoke area. I am recommending the re-appointment of Dr. Voncelia S. Brown and Ms. Mary White. Both have eagerly accepted. Their contact information is listed below:

Dr. Voncelia S. Brown
6024 South Point Road
Berlin, MD 21811

Ms. Mary White
9114 Lincoln Lane
Berlin, MD 21811

Further, the term of Ms. Maria Campione-Lawrence will expire as of 6/2019 and she does not wish to continue as a member of the Board. Through telephone contact, she indicated that she has resigned. Therefore, there is a need to locate a community member to fulfill this vacancy in Commissioner Mitrecic's district. Likewise, through telephone contact, Mr. Ronnie White, a newly appointed member from Commissioner Nordstrom's district, indicated that he did not have the availability to fulfill the requirements of the Board. He has indicated a desire to have his appointment terminated. A request for this to be documented in writing has been made but to no avail as of this time. To meet the membership mandate, I am requesting assistance to locate a Pocomoke community member to take on this role.

Please feel free to contact me if any additional information is needed.

Thank you for your assistance.

Sincerely,

Roberta Baldwin

Roberta Baldwin, LCSW-C
Director

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Larry Hogan, Governor • Boyd Rutherford, Lt. Governor • Lourdes R. Padilla, Secretary

SOLID WASTE ADVISORY COMMITTEE

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

Appointed by: County Commissioners

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

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

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

Meetings: At least quarterly

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

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

Current Members:

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

Prior Members: (Since 1994)

Ron Cascio (94-96)	Richard Malone (94-01)	John C. Dorman (07-10)
Roger Vacovsky, Jr. (94-96)	William McDermott (98-03)	Robert Hawkins (94-11)
Lila Hackim (95-97)	Fred Joyner (99-03)	Victor Beard (97-11)
Raymond Jackson (94-97)	Hugh McFadden (98-05)	Mike Gibbons (09-14)
William Turner (94-97)	Dale Pruitt (97-05)	Hank Westfall (00-14)
Vernon "Corey" Davis, Jr. (96-98)	Frederick Stiehl (05-06)	Marion Butler, Sr. (00-14)
Robert Mangum (94-98)	Eric Mullins (03-07)	Robert Clarke (11-15)
Richard Rau (94-96)	Mayor Tom Cardinale (05-08)	Bob Donnelly (11-15)
Jim Doughty (96-99)	William Breedlove (02-09)	Howard Sribnick (10-16)
Jack Peacock (94-00)	Lester D. Shockley (03-10)	Dave Wheaton (14-16)
Hale Harrison (94-00)	Woody Shockley (01-10)	Wendell Purnell (97-18)

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

Reference: County Commissioners' Resolution of November 19, 1993

Appointed by: County Commissioners

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

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

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

Meetings: Monthly

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

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

Current Members:

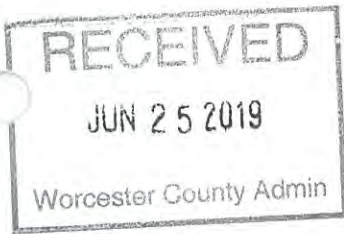
<u>Member's Name</u>	<u>Resides/Ratepayer of</u>	<u>Terms (Years)</u>
Deborah Maphis	West Ocean City	95-99-03-07-11-15, 15-19
Gail Fowler	West Ocean City	99-03-07-11-15, 15-19
Andrew Delcorro	West Ocean City	*14-16, 16-20
Todd Ferrante	West Ocean City	13-17, 17-21
Keith Swanton	West Ocean City	13-17,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

Resigned

Prior Members: (Since 1993)

Eleanor Kelly^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



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DEPARTMENT OF
DEVELOPMENT REVIEW AND PERMITTING

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET, ROOM 1201
SNOW HILL, MARYLAND 21863
TEL: 410-632-1200 / FAX: 410-632-3008
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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 of Development Review and Permitting *EAT*
DATE: June 25, 2019
RE: Draft Bill - Zoning - Boarding and Lodging Rentals

In preparation for next week's work session on the draft bills for the proposed rental licensing program, I have prepared the following synopsis of the bill entitled "Zoning - Boarding and Lodging Rentals" to hopefully provide some clarity to all of the various sections of the Bill. As you know, Kelly Shannahan has already prepared a "strike and replace" version of the Hotel Rental Tax Bill. I believe the two remaining bills are self-explanatory since the Mobile and Manufactured Home Park License Bill is a complete repeal of Subtitle V of the Taxation and Revenue Article and the License and Permit Bill also repeals an entire section of the Taxation and Revenue Article and replaces it with an entirely new section entitled "Rental Licenses." If after review you feel you need any additional information, please let me know. I will be available for the work session on July 2, 2019 to review all of the Bills in greater depth with you and the County Commissioners.

Zoning - Boarding and Lodging Rentals

- Section 1. Repeals the definitions of "Boarding and Lodging House" and "Country Inn." It is necessary to repeal these definitions to prepare for other changes in definitions in subsequent sections of the Bill and to condense the numerous other definitions in the Zoning and Subdivision Control Article for types of lodging facilities into a more succinct format.
- Section 2. Changes the definition of "Transient" in the Zoning and Subdivision Control Article from one who occupies a structure for 30 days to one who does so for 28

1a

days. This is necessary in preparation for changes and additions to other sections dealing with short-term rentals since such rentals are typically for weekly stays and not on a monthly basis.

- Section 3. Repeals the definition of “Boarder or Lodger” and replaces it with a new definition for the term “Lodger” to be a person who receives sleeping accommodations for 28 consecutive days or less and a new definition of the term “Roomer or Boarder” to be a person who receives sleeping accommodations for more than 28 consecutive days. As in the previous sections, these changes are necessary to accommodate the new regulations for short-term rentals that follow in other sections of the bill.
- Section 4. Creates a new definition for the term “Short Term Rental (STR)” to describe all or a portion of a dwelling unit or accessory apartment rented to a lodger on a basis of not more than 28 consecutive days. It excludes from this definition “bed and breakfast establishments” which are already regulated by Section § ZS 1-340 of the Zoning and Subdivision Control Article.
- Section 5. Adds “short term rentals (STR)” to the list of uses permitted in all zoning districts. This would only apply to those properties having a dwelling unit.
- Section 6. Eliminates “conversion of a historic or architecturally significant dwelling to an inn” and “country inns” from the uses allowed in the A-2 Agricultural District by special exception but leaves “bed and breakfast establishments,” which becomes the standard for the aforementioned uses. This streamlines the Zoning and Subdivision Control Article to use a single term, “bed and breakfast establishments,” instead of multiple descriptions of very similar uses.
- Section 7. Eliminates “conversion of a historic or architecturally significant dwelling to an inn” and “country inns” from the uses allowed in the E-1 Estate District by special exception but leaves “bed and breakfast establishments,” which becomes the standard for the aforementioned uses. This streamlines the Zoning and Subdivision Control Article to use a single term, “bed and breakfast establishments,” instead of multiple descriptions of very similar uses.
- Section 8. Adds the keeping of not more than two roomers or boarders as an accessory use in the E-1 Estate District, just as it is in other zoning districts that allow dwelling units.
- Section 9. Removes “boarding house” and “country inns” from the allowable uses in the V-1 Village District but leaves “bed and breakfast establishments,” which becomes the standard for the aforementioned uses. This streamlines the Zoning and Subdivision Control Article to use a single term, “bed and breakfast

establishments,” instead of multiple descriptions of very similar uses.

- Section 10. Adds the keeping of not more than two roomers or boarders as an accessory use in the V-1 Village District just as it is in other zoning districts that allow dwelling units.
- Section 11. Removes “boarding and lodging houses” as a permitted use in the R-4 General Residential District since the keeping of four roomers or boarders is already allowed as an accessory use.
- Section 12. Adds the keeping of not more than two roomers or boarders as an accessory use in the RP Resource Protection District just as it is in other zoning districts that allow dwelling units.
- Section 13. Raises the number of allowable rooms in a “bed and breakfast establishment” from six to 20 rooms. The current use of “conversion of historic or architecturally significant dwelling to an inn” has no limitation on the number of rooms and “country inns” have a limitation of 20 rooms, all of which are currently allowed in many cases in the same zoning district as “bed and breakfast establishments.” Differing room numbers for essentially the same use causes confusion in the interpretation and application of the Zoning and Subdivision Control Article.
- Section 14. Increases the number of permissible nights’ stay in a “bed and breakfast establishment” from 14 to 28 nights to be consistent with the new definition of “transient,” “lodger,” and “short term rental.”
- Section 15. Deletes the current prohibition on having more than two nonresident employees in or about the “bed and breakfast establishment.” The current limitation is an unenforceable, arbitrary limitation.
- Section 16. This is an entirely new section proposed to be added to the Zoning and Subdivision Control Article to regulate “short term rentals (STR)” which are currently not regulated. Among its many provisions are:
1. A limitation on the number of rental contracts to one for any overnight period of any property regardless of the number of sleeping rooms.
 2. A limitation on the number of families or housekeeping units to one where an entire dwelling or accessory apartment is available for rent.
 3. A limitation on the number of sleeping rooms available to rent to two where a portion of a dwelling unit or accessory apartment is available for rent and a limitation on the number of persons per room to two, not

including children under the age of 12.

4. A requirement that accessory apartments only be rented in their entirety and limited to one family or housekeeping unit.
5. Restrictions on modifications to the dwelling unit that change its functionality, appearance or principle design as an individual dwelling unit.
6. A requirement to maintain a record of all lodgers.
7. A requirement to make the dwelling unit available for inspection during reasonable hours.
8. A prohibition on the use of the property to host functions and events, including but not limited to weddings and their receptions, family reunions, birthday and anniversary celebrations or other similar gatherings for persons other than the authorized lodgers.
9. Permits the County Commissioners to establish by Resolution additional standards or require any additional information deemed necessary to enforce the provisions of the Title.
10. No requirement to provide additional parking beyond that required for a single-family dwelling. However, it does prohibit the parking of any vehicle in a manner that impedes vehicular access to or is located in any public or private rights-of-way.
11. Permits on premises signage in accordance with the provisions of the Zoning and Subdivision Control Article.

I hope this narrative has helped clarify the purpose, intent and contents of the proposed regulations. I look forward to discussing these issues with you and the County Commissioners at your convenience.

cc: Phyllis Wimbrow, Deputy Director
Jennifer Keener, Zoning Administrator
Phil Thompson, Finance Officer



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ADMINISTRATIVE DIVISION
CUSTOMER SERVICE DIVISION
TECHNICAL SERVICE DIVISION

MEMORANDUM

If Introduced
Bills 19-3, 19-4, 19-5 and 19-6
Public Hearing on July 16, 2019

TO: Harold L. Higgins, Chief Administrative Officer
FROM: Edward A. Tudor, Director of Development Review and Permitting *EAT*
DATE: June 11, 2019
RE: Countywide Rental License Program

Pursuant to your memorandum dated January 23, 2019, I have comprehensively reviewed the existing regulations on room tax, mobile and manufactured home park licenses, excise tax, tourist permits, and the Zoning Code as they pertain to the various types of lodging facility regulations. Much of the language contained therein utilizes outdated terminology and is frequently inconsistent with other pertinent regulations. I have been working with my staff to develop a framework to create a comprehensive rental license program that would apply to short and long term residential rentals and the necessary text amendments to remove all of the inconsistencies in our existing codes relative to residential property rentals as well as to establish new regulations for short term vacation rentals with regard to single family homes. To date we have completed four different legislative bills for the County Commissioners' consideration. p.47

The first legislative bill involves numerous changes to the Zoning and Subdivision Control Article. Among its 17 separate sections, it removes certain antiquated definitions, revises or adds new definitions to reflect the addition of new regulations regarding short term rentals of residential dwellings, removes "conversion of architecturally significant dwellings into an inn" and "country inns" from several districts and puts all of these very similar uses under the term "bed and breakfast establishment" to simplify and streamline the Code, and makes subtle changes to Section § ZS 1-340 of the Zoning Code with respect to bed and breakfast establishments to make them more inclusive. This first bill also adds the keeping of not more than two roomers and boarders to select zoning districts that allow single family homes where they were previously omitted in error, creates an entirely new Zoning Code section to deal with the short term lodging issues from platforms such as AirBnb and Vacation Rental by Owner p.4

(VRBO) and provides that the County Commissioners may by resolution establish standards or require additional information to enforce the provisions.

The second bill repeals Section § TR 2-201 concerning Tourist Permits from the Taxation and Revenue Article and creates an entirely new section entitled Section § TR 2-106 Rental Licenses. This new section is the basis for the entire licensing program. As drafted so far, this section would require a rental license for any type of building, dwelling, recreational vehicle, hotel or motel, cottage, apartment, condominium or site for placement of a recreational vehicle or any other form of shelter for lodging or domicile regardless of the rental term. It further provides that the County Commissioners would set rental license fees by resolution and I recommend that such fees be established by the class of rental. For example, the license fee could be different for hotels and motels on a per room basis as opposed to an entire house or other place of accommodation. I believe it is most important that all rental properties have a license, however. There are also provisions for license applications, terms, renewals and display of licenses, restrictions on licenses, enforcement and revocation of licenses.

The third bill makes a limited number of changes to the Taxation and Revenue Article in Section § TR 1-601 Hotel Rental Tax to update the language with regard to rental units so that it is consistent with the other sections and articles referenced above. It is important to note that with the development of the rental license and the short term rental regulations, the maximum occupancy of a dwelling unit would remain as currently defined for a family or housekeeping unit in the Zoning Code, specifically, "an individual, two or more persons related by blood or marriage or a group of not more than five persons not related by blood or marriage living together as a single housekeeping group in a dwelling unit." As drafted, these regulations would not permit the occupancy of a dwelling by multiple families or groups of unrelated persons, no matter the length of stay.

The fourth bill repeals Subtitle V Mobile and Manufactured Home Park Licenses in its entirety, which also serves to eliminate the excise tax for these uses. The lost revenue could be made up in whole or in part by the setting of the rental license fee for the individual mobile or manufactured home sites at whatever level determined necessary by the County Commissioners.

I would like to point out that there is not a rental license inspection component in any of the legislation. While inspections will certainly be necessary to address licensing complaints, there is currently no requirement for any type of inspection either before or after the issuance of a rental license. Additionally, the draft legislation affecting the Zoning and Subdivision Control Article as it applies to short term rentals permits the County Commissioners to adopt by resolution additional standards or require additional information to enforce the provisions of the Title. While I have not drafted such a resolution for consideration at this point, I suggest that it include such items as providing operable smoke and carbon monoxide detectors in all sleeping areas, posting a floor plan showing the path to the nearest exist, posting maximum occupancy limits, establishing minimum square footage requirements per occupant in sleeping rooms and requirements for a fire extinguisher.

Lastly, I recommend that any changes adopted relative to these recommendations become effective no earlier than January 1, 2020 and be accompanied by an aggressive public information campaign this coming Fall. Since any of these proposed changes would also affect the operations of the Treasurer's Office, I have consulted with Phil Thompson throughout this process. While I cannot speak for Mr. Thompson, I can say with regard to my department that, as outlined, we do not have sufficient staff to implement a comprehensive rental license program as drafted. If we were to contract with a consulting firm to identify short-term rentals such as Talbot County has done and Ocean City has contemplated, I expect it would only add to the staff requirements but would also generate additional revenue.

I look forward to discussing these issues with you and the County Commissioners at your convenience.

cc: Phyllis Wimbrow, Deputy Director
Jennifer Keener, Zoning Administrator
Phil Thompson, Finance Officer

AN ACT Concerning

Zoning - Boarding and Lodging Rentals

For the purpose of amending the Zoning and Subdivision Control Article to eliminate inconsistencies in existing codes, revise definitions and to establish new regulations for short term rentals of one-and two-family dwellings.

Section 1. BE IT ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that the existing definitions of “boarding or lodging house” and “country inn” as contained in Subsection § ZS 1-103(b) of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland be repealed.

Section 2. BE IT FURTHER ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that the existing definition of “transient” as contained in Subsection § ZS 1-103(b) of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland be repealed and reenacted to read as follows:

TRANSIENT - When referring to a person, a person occupying or intending to occupy all or any portion of a structure for lodging on a temporary basis not to exceed twenty-eight consecutive days.

Section 3. BE IT FURTHER ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that the existing definition of “boarder or lodger” as contained in Subsection § ZS 1-103(b) of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland be repealed and replaced by the new terms “lodger” and “roomer or boarder” to read as follows:

LODGER - A person who receives sleeping accommodations, which may also include meals, for compensation in all or any portion of any dwelling unit for twenty-eight consecutive days or less.

ROOMER or BOARDER - A person who receives sleeping accommodations, which may also include meals, for compensation in all or any portion of any dwelling unit for more than twenty-eight consecutive days and who is not part of the resident family.

Section 4. BE IT FURTHER ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that Subsection § ZS 1-103(b) of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland be amended by the addition of a definition of the term “short term rental” to read as follows:

SHORT TERM RENTAL (STR) - All or a portion of any dwelling unit or all of an accessory apartment that is rented to a lodger for sleeping accommodations on a basis not to exceed twenty-eight consecutive days. Short term rentals do not include bed-and-breakfast establishments. See § ZS 1-351 hereof.

Section 5. BE IT FURTHER ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that existing Subsection § ZS 1-105(c) of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland be amended by the addition of a new subsection § ZS 1-105(c)(7) to read as follows:

See
p.9

- (7) Short term rentals, subject to the provisions of § ZS 1-351 hereof.

Section 6. BE IT FURTHER ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that existing Subsections §§ ZS 1-202(c)(26) and ZS 1-202(c)(27) of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland be repealed and existing Subsections §§ ZS 1-202(c)(28) through ZS 1-202(c)(46) be renumbered as Subsections §§ ZS 1-202(c)(26) through ZS 1-202(c)(44) respectively.

See
p.10

Section 7. BE IT FURTHER ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that existing Subsections §§ ZS 1-203(c)(4) and ZS 1-203(c)(5) of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland be repealed and existing Subsections §§ ZS 1-203(c)(6) through ZS 1-203(c)(22) be renumbered as Subsections §§ ZS 1-203(c)(4) through ZS 1-203(c)(20) respectively.

See
p.10

Section 8. BE IT FURTHER ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that existing Subsection § ZS 1-203(d) of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland be amended by the addition of a new Subsection § ZS 1-203(d)(11) to read as follows:

See
p.11

- (11) The keeping of not more than two roomers or boarders.

Section 9. BE IT FURTHER ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that existing Subsections §§ ZS 1-204(c)(11) and ZS 1-204(c)(12) of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland be repealed and existing Subsections §§ ZS 1-204(c)(13) through ZS 1-204(c)(22) be renumbered as Subsections §§ ZS 1-204(c)(11) through ZS 1-204(c)(20) respectively.

See
p.12

Section 10. BE IT FURTHER ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that existing Subsection § ZS 1-204(e) of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland be amended by the addition of a new Subsection § ZS 1-204(e)(12) to read as follows:

See
p.11

- (12) The keeping of not more than two roomers or boarders.

Section 11. BE IT FURTHER ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that existing Subsections §§ ZS 1-208(c)(1) of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland be repealed and existing Subsections §§ ZS 1-208(c)(2) through ZS 1-208(c)(18) be renumbered as Subsections §§ ZS 1-208(c)(1) through ZS 1-208(c)(17) respectively.

See
p.13

Section 12. BE IT FURTHER ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that existing Subsection § ZS 1-215(d) of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland be amended by the addition of a new Subsection § ZS 1-215(d)(8) to read as follows:

See
P. 11

- (8) The keeping of not more than two roomers or boarders.

Section 13. BE IT FURTHER ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that existing Subsection § ZS 1-340(b)(1) of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland be repealed and reenacted to read as follows:

See
P. 14

- (1) No bed-and-breakfast facility shall contain more than twenty guest sleeping rooms. Only designated rooms shall be used for sleeping.

Section 14. BE IT FURTHER ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that existing Subsection § ZS 1-340(b)(7) of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland be repealed and reenacted to read as follows:

See
P. 15

- (7) No guest shall be permitted in a bed in a bed-and-breakfast facility for more than twenty-eight consecutive nights.

Section 15. BE IT FURTHER ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that existing Subsections §§ ZS 1-340(b)(9) of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland be repealed and existing Subsections §§ ZS 1-340(b)(10) and ZS 1-340(b)(11) be renumbered as Subsections §§ ZS 1-340(b)(9) and ZS 1-340(b)(10) respectively.

See
P. 15

Section 16. BE IT FURTHER ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that a new Section § ZS 1-351 of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland be enacted to read as follows:

New

§ ZS 1-351. Short term rentals.

- (a) Generally. It is the intent of these regulations to maintain the neighborhood character where short term rentals take place and protect the health, safety and general welfare of the permanent residents and the lodgers while allowing this form of renting to exist.
- (b) Requirements.
- (1) Any dwelling unit or portion thereof that is offered as short term rentals must conform to the provisions of this Title.
- (2) Any property used or planned to be used for short term rentals shall be

limited to a single rental contract for any overnight period regardless of the number of available sleeping rooms in the principal dwelling unit or accessory apartment.

(3) Occupancy.

- A. Where the entire dwelling unit or accessory apartment is being offered for rent, occupancy shall be limited to a maximum of one family or housekeeping unit as defined in § ZS 1-103(b) hereof.
- B. Where a portion of the principal dwelling is being offered for rent, occupancy shall consist of a maximum of two sleeping rooms that may accommodate up to two lodgers per room not including children under the age of twelve but in no case a greater number of lodgers than may be permitted by the zoning district regulations.
- C. Accessory apartments shall only be rented in their entirety and shall be limited to a maximum of one family or housekeeping unit as defined in § ZS 1-103(b) herein. Accessory apartments shall also be subject to the provisions of § ZS 1-338 hereof.

(4) No modifications shall be made to the dwelling unit which shall change the functionality, appearance or principal design of the structure as an individual dwelling unit.

(5) There shall be no mandatory parking beyond those spaces required under the provisions of § ZS 1-320(a) for the existing permitted structure(s). However, no owner, occupant or lodger shall park a vehicle in such a manner that the vehicle blocks or impedes vehicular access to, or is located within, any public or private rights-of-way.

(6) The property owner shall maintain a record of the names of all lodgers, including their address, phone number and email address as applicable, as well as the dates of lodging. Such record shall be provided to the County upon request.

(7) The property owner or their authorized agent shall make the dwelling unit available for inspection during reasonable hours upon request by the County in order to verify compliance with the provisions of this Title.

(8) On-premises signage shall be permitted in accordance with the provisions of § ZS 1-324.

(9) The hosting of functions and events, including but not limited to wedding ceremonies, wedding receptions, family reunions, birthday and anniversary celebrations, corporate and employee appreciation parties and other similar gatherings of persons other than the authorized lodgers, shall be prohibited

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in association with any short term rentals, regardless of whether or not any form of compensation or barter has been paid or received by any individual or firm for the event.

- (10) The County Commissioners by Resolution may establish additional standards or require additional information as deemed necessary to enforce the provisions of this Title.

Section 17. BE IT FURTHER ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that this Bill shall take effect January 1, 2020.

Current
Code

§ ZS 1-105. Interpretation and application of Title.

- (a) Generally. In their interpretation and application, the provisions of this Title shall be held to be minimum requirements adopted for the promotion of the public health, safety, morals and general welfare. Wherever the requirements of this Title are at variance with the requirements of any other lawfully adopted laws, rules, regulations, ordinances, deed restrictions or covenants, the more restrictive or those imposing the higher standards shall govern. Enforcement under this Title shall, however, be limited to enforcement of the terms of this Title, as well as regulations, requirements, conditions and restrictions adopted or imposed pursuant hereto. Only those covenants, deed restrictions or provisions which are required by the Planning Commission, the County Commissioners or agency thereof as a condition of approval obtained hereunder and are clearly indicated as so required upon a document recorded among the land records of the County, unless otherwise required by law, shall be enforceable by the County Commissioners or any agency thereof under the provisions of this Title.
- (b) Uses not specifically permitted. Uses not specifically permitted by the district regulations are prohibited unless authorized by special exception upon a determination by the Board of Zoning Appeals that the use is of the same general character as a permitted use in the particular district, is not specifically mentioned in another district and is compatible with the general character and intent of the district for which the determination is made.
- (c) Uses permitted in all districts. Although not specifically mentioned in the district regulations, the following uses shall be permitted in all primary districts subject to the limitations contained herein:
- (1) Raising of vegetable, field and nursery crops. No lot requirements shall apply for crops.
 - (2) Timber growing and harvesting. No lot requirements shall apply.
 - (3) Drainage structures and similar works for flood prevention and erosion control. No lot requirements shall apply.
 - (4) Directional signs, subject to the provisions of §§ ZS 1-116(c)(3) and ZS 1-324(d)(2) hereof.
 - (5) Transient uses, subject to the provisions of §§ ZS 1-116(c)(3) and ZS 1-337 hereof.
 - (6) Small and medium solar energy systems and heating equipment, subject to the requirements of § ZS 1-344(d) hereof. [Added 3-15-2011 by Bill No. 11-2]

Add (7)

A-2 District and E-1 District

§ ZS 1-202

PRIMARY DISTRICT REGULATIONS

§ ZS 1-202

Delete

- (26) Conversion of an existing historic or architecturally significant dwelling into an inn of a type compatible with the character of the neighborhood but not for use as a nightclub, tavern or roadhouse. Minimum lot requirements shall be: lot area, two acres; lot width, two hundred feet; front yard setback, thirty-five feet [see § ZS 1-305(b) hereof]; each side yard setback, fifty feet; and rear yard setback, fifty feet. Historic inns shall be established only with Health Department approval and shall be subject to the provisions of §§ ZS 1-322 and ZS 1-325 hereof. To be considered "historic," a dwelling must be on or eligible for inclusion on the National Register of Historic Places. Existing inactive inns may be reactivated under the provisions of this section. The dwelling may not be enlarged to the extent that the public areas of the inn constitute an addition of more than fifty percent of the first floor area of the original dwelling. Dining facilities are permitted, but dining areas may not exceed fifty square feet per sleeping room. Required parking shall be the same as required for hotels/motels. No external architectural modifications which alter the original character of the dwelling shall be permitted.
- (27) Country inns for transient overnight guests. Minimum lot requirements shall be: lot area, five acres; lot width, two hundred feet; front yard setback, thirty-five feet [see § ZS 1-305(b) hereof]; each side yard setback, fifty feet; and rear yard setback, fifty feet. Country inns shall be subject to the provisions of §§ ZS 1-322 and ZS 1-325 hereof. Country inns shall contain a minimum of seven sleeping rooms and a maximum of twenty sleeping rooms. Required parking shall be the same as required for hotels/motels.
- (28) Bed-and-breakfast establishments, subject to the provisions of § ZS 1-340 hereof.
- (29) Surface mining in accordance with the provisions of § ZS 1-330 hereof.
- (30) Commercial riding and boarding stables for three or more animals. Minimum lot requirements shall be: lot area, five acres; lot width, five hundred feet; front yard setback, thirty-five feet [see § ZS 1-305(b) hereof]; each side yard setback, thirty feet; and rear yard setback, thirty feet. Furthermore, stables shall be located at least two hundred feet from any perimeter property line or public road right-of-way, and there shall be one acre of lot area for each animal stabled.
- (31) Conversion of existing vacant or inactive structures previously utilized for commercial, industrial or agricultural processing purposes into uses consistent with the intent of the A-2 District and its permitted principal uses and with the general character of the surrounding area. Minimum lot requirements shall be as determined and approved by the Board of Zoning Appeals. Conversion of existing structures shall be established only with Health Department approval and shall be subject to the provisions of § ZS 1-325 hereof.
- (32) Churches, temples and mosques. Minimum lot requirements shall be: lot area, two acres; lot width, two hundred feet; front yard setback, thirty feet [see

or public road and no variance to this requirement is permitted notwithstanding the provisions of § ZS 1-116(c)(4). Any amplified music associated with such a use must end by 11:00 p.m. [Added 9-19-2017 by Bill No. 17-914]

- (22) Any use or structure which is determined by the Board of Zoning Appeals to be of the same general character as an above-permitted use, not specifically mentioned in another district and compatible with the general character and intent of the E-1 District.

(d) Accessory uses and structures. The following accessory uses and structures shall be permitted in the E-1 District:

- Same for V-1 District and RP District
- (1) Noncommercial private residential parking garages and areas, stables for horses or ponies, swimming pools and other customary nonresidential outbuildings and structures for the use of residents. Stables shall be at least fifty feet from any perimeter property line or public road right-of-way and at least two hundred feet from any existing dwelling on adjoining properties.
 - (2) Customary incidental home occupations, subject to the provisions of § ZS 1-339 hereof.
 - (3) Roadside stands not to exceed a maximum of one hundred fifty square feet in size and offering for sale fresh agricultural products, operated by the property owner or tenant of the premises upon which such stand is located. Such stands shall be located so as not to create a traffic hazard, shall be completely removed at the end of the fresh product season and shall be subject to the provisions of § ZS 1-305(h)(2)A hereof. Signs shall be subject to the provisions of § ZS 1-324 hereof.
 - (4) Signs on the premises advertising a lawful use conducted on the premises and temporary and directional signs. All signs shall be subject to the provisions of § ZS 1-324 hereof.
 - (5) Private waterfront structures, subject to the provisions of § NR 2-102 of the Natural Resources Article of the Code of Public Local Laws of Worcester County, Maryland and § ZS 1-335 hereof.
 - (6) Temporary buildings and structures, subject to the provisions of § ZS 1-334 hereof.
 - (7) Accessory apartments, subject to the provisions of § ZS 1-338 hereof.
 - (8) Yard sales, subject to the provisions of § ZS 1-341 hereof.
 - (9) On a farm, as herein defined, a second single-family dwelling for the farm owner, farm tenant or member of his immediate family or for a person primarily engaged in the operation of the farm, provided that the dwelling is located such that, if it were subdivided from the main parcel, it could meet all of the requirements for a single-family dwelling in the E-1 District.
 - (10) On a farm, as defined herein, not more than two manufactured homes for the farm owner, tenant or member of his immediate family or for persons primarily engaged in the operation of the farm, provided that such manufactured homes are located in the farm building group, no closer to any public road right-of-way than the principal building, no closer than the required front yard setback and not less than one hundred feet from any side or rear lot line. Such manufactured homes shall be located only with the Environmental Programs Division approval, subject to the provisions of § ZS 1-314 hereof. A manufactured home in the farm building group shall be located within two hundred feet of the main farm building or accessory farm structure.

§ ZS 1-305(b) hereof]; each side yard setback, fifteen feet; and rear yard setback, thirty feet; and subject to the provisions of §§ ZS 1-305(r) and ZS 1-325 hereof.

- (10) Assisted living facilities, provided they are residence-based and serve no more than five clients. Minimum lot requirements shall be: lot area, eighty thousand square feet; lot width, two hundred feet; front yard setback, fifty feet [see § ZS 1-305(b) hereof]; each side yard setback, fifty feet; and rear yard setback, fifty feet; and subject to the provisions of § ZS 1-325 hereof.

Delete

- (11) Boarding or lodging houses limited to six boarders or roomers in addition to the resident family and in accordance with the Worcester County Rental Housing Code,⁸ subject to the provisions of § ZS 1-325 hereof. Minimum lot requirements shall be: lot area, ten thousand square feet [see § ZS 1-305(l) hereof]; lot width, eighty feet; front yard setback, twenty-five feet [see § ZS 1-305(b) hereof]; each side yard setback, eight feet; and rear yard setback, thirty feet.

- (12) Country inns for transient overnight guests shall contain a minimum of seven rooms and a maximum of twenty rooms. Required parking shall be the same as required for hotels/motels. Minimum lot requirements shall be: lot area, five acres; lot width, two hundred feet; front yard setback, thirty-five feet [see § ZS 1-305(b) hereof]; each side yard setback, fifty feet; and rear yard setback, fifty feet. Country inns will be subject to the provisions of §§ ZS 1-322 and ZS 1-325 hereof.

- (13) Group homes. Minimum lot requirements shall be: lot area, ten thousand square feet [see § ZS 1-305(l) hereof]; lot width, eighty feet; front yard setback, twenty-five feet [see § ZS 1-305(b) hereof]; each side yard setback, eight feet; and rear yard setback, thirty feet. The applicant shall provide evidence that such facility shall be of sufficient size to accommodate the proposed number of developmentally disabled persons and staff and that the facility will not constitute a nuisance. Such facility shall be subject to the provisions of § ZS 1-325 hereof, and no group home shall be located within one thousand feet of any other group home.

- (14) Public utility structures and properties other than essential services as defined in § ZS 1-121 hereof, including cross-County lines and mains of all kinds, subject to the provisions of § ZS 1-325 hereof. Minimum lot requirements for construction, maintenance or storage buildings or yards shall be: lot area, twenty thousand square feet; lot width, one hundred feet; front yard setback, thirty-five feet [see § ZS 1-305(b) hereof]; each side yard setback, thirty feet; and rear yard setback, thirty feet. See § ZS 1-328 hereof for lot requirements for all other facilities. During its review of any public utility structure or property, the Planning Commission may require screening, buffering or landscaping of said structure or property where deemed necessary to protect adjoining land uses.

- (15) Wastewater and water treatment facilities, with the exception of sewage sludge disposal areas, in accordance with the provisions of § ZS 1-328 hereof.

8. Editor's Note: See § BR 3-101 et seq. of the Building Regulations Article of the Code of Public Local Laws of Worcester County, Maryland.

- (c) Special exceptions. The following principal uses and structures may be permitted by special exception in the R-4 District in accordance with the provisions of § ZS 1-116(c) hereof:

Delete

- (1) Boarding and lodging houses. Minimum lot requirements shall be: lot area, twelve thousand square feet [see § ZS 1-305(l) hereof]; lot area per boarder or lodger, two thousand square feet; lot width, eighty feet; front yard setback, twenty-five feet [see § ZS 1-305(b) hereof]; each side yard setback, six feet; and rear yard setback, thirty feet.
- (2) Nursing facilities and assisted living facilities. Minimum lot requirements shall be: lot area, twenty thousand square feet; lot width, one hundred feet; front yard setback, twenty-five feet [see § ZS 1-305(b) hereof]; each side yard setback, twenty feet; and rear yard setback, twenty feet.
- (3) Planned senior developments, subject to the provisions of § ZS 1-316 hereof.
- (4) Schools, including boarding schools. Minimum lot requirements shall be: lot area, five acres; lot width, four hundred feet; front yard setback, thirty-five feet [see § ZS 1-305(b) hereof]; each side yard setback, fifty feet; and rear yard setback, fifty feet.
- (5) Day-care centers. Minimum lot requirements shall be: lot area, twelve thousand square feet [see § ZS 1-305(l) hereof]; lot width, eighty feet; front yard setback, twenty-five feet [see § ZS 1-305(b) hereof]; each side yard setback, six feet; and rear yard setback, thirty feet.
- (6) Churches, temples and mosques. Minimum lot requirements shall be: lot area, forty thousand square feet; lot width, one hundred feet; front yard setback, thirty-five feet [see § ZS 1-305(b) hereof]; each side yard setback, twenty feet; and rear yard setback, twenty feet.
- (7) Cemeteries, including chapels and mausoleums. Minimum lot requirements shall be: lot area, forty thousand square feet; lot width, two hundred feet; front yard setback, thirty-five feet [see § ZS 1-305(b) hereof]; and no side or rear yard setbacks shall apply unless imposed by the Board. No structures, monuments or grave sites shall be located in any required yard setback.
- (8) Private noncommercial marinas designed for the mooring, launching and fueling of pleasure craft, provided that dry storage and boat maintenance facilities do not exceed twenty-five feet in height. Minimum lot requirements shall be: lot area, twenty thousand square feet; lot width, one hundred feet; front yard setback, thirty-five feet [see § ZS 1-305(b) hereof]; each side yard setback, thirty feet; and rear yard setback, thirty feet; provided, however, that any such marina, boat storage, launching or maintenance facility must be incidental to a principal permitted use or structure, group of uses or group of structures and located on the same or on a contiguous lot or tract of land. Such marina, boat storage, launching or maintenance facility may serve a single lot or group of lots, provided that it is contiguous to one or more of such lots or a common area contiguous to and serving the lots. Any marina, boat storage, launching or maintenance facility may not provide for the docking, storage or maintenance of more than one boat per lot or per dwelling unit. The Board of Zoning Appeals may grant a waiver of the

- (3) Nothing, other than parts or supplies used in the occupation, shall be sold or stocked on the premises except what is produced on the premises or as permitted by special exception by the Board of Appeals.
- (4) There shall be no visible change in the outside appearance of the building or premises, except for one sign as provided in § ZS 1-324 hereof.
- (5) The occupation shall not create noise, vibration, glare, light trespass, fumes, odors or electrical interference which is objectionable to neighboring uses.
- (6) The use of the dwelling unit for such occupation shall not generate substantial amounts of vehicular or pedestrian traffic.
- (7) Off-street parking shall be provided in accordance with the provisions of § ZS 1-320 hereof.
- (8) The operation of a day-care home shall be considered a home occupation and shall not be subject to the six-hundred-square-foot gross floor area limitation as specified in this section or to any off-street parking requirements.
- (9) The operation of a large day-care home as defined in § ZS 1-103(b) hereof shall be considered a home occupation in the A-1 and A-2 Agricultural Districts and in the E-1 Estate District and shall not be subject to the six-hundred-square-foot gross floor area limitation as specified in Subsection (a)(1) hereof nor to any off-street parking requirements. [Added 2-18-2014 by Bill No. 14-1^s]
- (10) In the A-1 and A-2 Districts on parcels greater than eighty thousand square feet in area, the area used for a home occupation in an existing accessory building or the gross floor area of a single accessory building to be constructed for a home occupation may comprise up to three thousand square feet in gross floor area.
- (11) A home occupation shall not be interpreted to include animal boarding facilities, restaurants, lounges, overnight exterior storage, body piercing establishments or tattoo establishments.
- (12) Engaging in agriculture shall not be considered a home occupation.

§ ZS 1-340. Bed-and-breakfast establishments.

- (a) Bed-and-breakfast defined. A "bed-and-breakfast establishment" shall be a single-family, owner-occupied dwelling in which overnight sleeping rooms are rented on a short-term basis to transients.

Revise (b) Restrictions on bed-and-breakfast establishments.

- (1) No bed-and-breakfast facility shall contain more than six guest sleeping rooms. Only designated rooms shall be used for sleeping.

5. Editor's Note: This bill also renumbered former Subsection (a)(9), (10) and (11) as Subsection (a)(10), (11) and (12), respectively.

- (2) A minimum of one full bathroom with a lavatory, toilet and shower or tub or combination thereof shall be available for every three guest rooms.
- (3) No guest room shall contain more than two beds.
- (4) Off-street parking shall be provided at the rate of one space per guest room and two spaces for the owner-occupant.
- (5) No cooking facilities shall be permitted in any guest room.
- (6) Upon conversion of an existing dwelling to a bed-and-breakfast facility, no additional entrance shall be permitted in the front facade.
- Revise (7) No guest shall be permitted in a bed-and-breakfast facility for more than fourteen consecutive nights.
- (8) No more than four persons shall simultaneously occupy any one sleeping room in a bed-and-breakfast facility.
- Delete (9) There shall be no more than two nonresident employees in or about the bed-and-breakfast facility.
- (10) No on-premises sign advertising the bed-and-breakfast facility shall exceed four square feet.
- (11) Meals shall be served only to overnight guests, owners, the owners' family or employees of the bed-and-breakfast facility.

§ ZS 1-341. Yard sales.

- (a) Generally. A yard sale may be conducted only pursuant to a permit issued by the Department, except as exempted in this section.
- (b) Exemption. Two yard sales per calendar year may be conducted by the owners of a lot within the County on their lot and subject to the provisions stated in Subsection (c) hereof and such yard sales shall be exempted from the permit requirements of this section. Any additional yard sales conducted on the premises shall be required to obtain a yard sale permit as described in this section.
- (c) Requirements. The Department shall issue a permit for a yard sale meeting the following requirements:
- (1) In addition to the two yard sales per calendar year which are exempt from the permit requirements as cited in Subsection (b) hereof, no more than three yard sale permits shall be issued for any one parcel in any one calendar year.
- (2) Each yard sale permit shall be for a period not to exceed seventy-two consecutive hours.
- (3) A yard sale permit may provide for alternative dates.
- (4) The display area for any yard sale shall not exceed one thousand square feet.

A BILL ENTITLED

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AN ACT Concerning

Taxation and Revenue - Licenses and Permits

For the purpose of amending the Taxation and Revenue Article to eliminate tourist permits and to provide for rental licenses for any sleeping accommodations.

Section 1. BE IT ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that existing Section § TR 2-201 of the Taxation and Revenue Article of the Code of Public Local Laws of Worcester County, Maryland be deleted and existing Section § TR 2-202 be renumbered as Section § TR 2-201.

See
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Section 2. BE IT FURTHER ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that a new Section § TR 2-106 of the Taxation and Revenue Article of the Code of Public Local Laws of Worcester County, Maryland be enacted to read as follows:

New

§ TR 2-106. Rental licenses.

- (a) Definitions. For the purposes of this section the words and terms contained herein shall have the meanings and interpretations as ascribed by the definitions contained in Section § ZS 1-103 of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland.
- (b) License required. No person, firm or corporation or any other entity with an interest in real property shall rent or offer for rent all or any portion of any house, townhouse, apartment, condominium unit, cottage, cabin, manufactured home, rooming house, recreational vehicle, recreational park model, hotel or motel room, or any other building or structure or portion thereof as sleeping accommodations or any lot or parcel of land for the purposes of placing a manufactured or mobile home, recreational vehicle or tent, regardless of the length of the rental term, without first obtaining a rental license from the Department. Rental licenses shall be issued only to the property owner.
- (c) License fees. Rental license fees shall be established by resolution of the County Commissioners. License fees payable upon application are non-refundable and no license fee will be prorated, upon cancellation, whether voluntary or otherwise.
- (d) Applications. Applications for a rental license shall be made on forms provided by the Department. The application shall be submitted to the Department together with the following information:
 - (1) For buildings or structures other than a hotel or motel where only a portion of the principal or accessory structure or building on a property is being offered for rental the applicant shall provide a floor plan drawn to scale that clearly shows the sizes and uses of all rooms and areas in the structure and those rooms and/or areas

that may be available to rent. The floor plan shall indicate the maximum number of persons permitted in each sleeping area. Additionally, a site plan of the property shall be provided which clearly shows any outdoor areas of the property that are available for use by those renting a portion of the principal or accessory building or structure, including the area designated for off-street parking.

- (2) For hotels and motels the applicant shall provide a list of all rooms available for rent, including the room number, the gross square footage of the room and the maximum number of persons permitted in each room.
- (3) For all buildings or structures where the entire building or structure is being offered for rent the applicant shall provide a floor plan drawn to scale that clearly shows the sizes of all rooms and areas in the structure and their intended use. In addition, the floor plan shall indicate the maximum number of persons permitted to occupy the structure.
- (4) For all manufactured or mobile home parks and campgrounds other than cooperative campgrounds as defined in Section § ZS 1-318(a), the applicant shall provide a list of all lots or sites in the park or campground and the maximum number of persons permitted to occupy each lot or site.
- (5) A copy of the standard lease or rental agreement and a copy of any house or property rules for renters.
- (6) The names, mailing address, e-mail address and telephone number of all of the property owner(s) and, if applicable, the property manager and resident agent, any of whom may be contacted twenty-four hours a day during any property rental period. The signature of all property owners shall be provided on the application.
- (7) Any other information determined necessary by the Department to ensure compliance with the terms of this Title and the laws and regulations adopted under any other Title of the Code of Public Local Laws of Worcester County, Maryland.

(e) License term, renewal and display of license.

- (1) Applications for all new rental licenses may be made at any time. However, all rental licenses shall be valid for a period of one year from the date of issuance as shown on the rental license.
- (2) All applications for license renewals shall be made on forms provided by the Department and submitted not less than sixty days prior to the expiration of the license. The information required to be submitted for a new rental license as listed in Subsection (d)(1) through (d)(7) herein need not be submitted provided that none of the information has changed since the last license renewal. If the application for renewal is not received at least sixty days prior to the license expiration, it will be treated as a new application and shall comply with all initial application requirements. If a rental license expires without being renewed as

provided herein, the property shall not be used for rental purposes described by this Section until a new license application is submitted, approved and issued as provided for herein.

- (3) All issued rental licenses shall be prominently displayed on the premises to which it applies and shall be available for inspection at all times and to the County.
- (4) All advertising, whether by print, electronic, audible or in any other form or substance designed or used to inform as to the availability of any property for rent which is subject to the terms of this Section, shall contain the valid rental license number issued in accordance with this Section.

(f) Uses allowed and restrictions on licenses.

- (1) Only those areas, uses and number of residents, roomers, boarders or lodgers or any other parameter specifically mentioned in the rental license shall be permitted. No property for which a rental license has been issued shall be expanded or altered nor the types of rental arrangements modified to be other than those specifically described in the rental license without the licensee first applying for and being issued a new rental license which includes the expansion, alteration or modifications. Additionally, all properties used for the rental purposes described herein shall conform to the limitations and restrictions contained in the Zoning and Subdivision Control Article for the zoning district in which the property is located and the terms of the Building Regulations Article, Title 3 Property Maintenance Standards, Subtitle I Rental Housing Code, of the Code of Public Local Laws.
- (2) Rental licenses are not transferable. If a property is transferred, the rental license shall expire on the day the property is transferred and the property shall not thereafter be used for rental purposes until a new license is issued. Contract purchasers may apply for a new rental license prior to settlement on a property. However, the license shall not be issued until the new property owner provides the Department with proof of property transfer. There shall be no refunds of rental license fees for the unused portion of the license term or for unissued rental licenses when applied for by contract purchasers prior to property settlement in the event the property transfer does not occur.
- (3) A rental license may not be issued unless the subject property is in full compliance with all State and local laws and regulations.

(g) Administration and enforcement, inspection and penalties.

- (1) The responsibility for the administration and enforcement of this Title shall be vested in such County Department (hereinafter called the "Department") as designated or created for such purpose by the County Commissioners. The Department may delegate to its own personnel and to other persons such duties and responsibilities in connection with the administration and enforcement of this

Title as are appropriate in the Department's judgement. The staff of the Department or any public safety or law enforcement agency or department shall have the right to enter upon any property for which a rental license has been issued hereunder in order to inspect such license and such property or parts of such property which are covered by the license provided, however, that nothing herein shall be so construed so as to give said individuals the right or privilege of entering upon any such premises or any part thereof while the same are under the control or supervision of a tenant of the license holder without permission of that tenant or having obtained a valid search warrant, if applicable, unless such premises is usually and customarily open to members of the public.

- (2) If the Department shall find that any of the provisions of this Title are being violated, it shall notify the property owner and, if applicable, the property manager or resident agent either by certified mail, by posting the property or by other appropriate method, including by e-mail with delivery and read receipts requested. Such notification shall indicate the nature of the violation and order the action necessary to correct it within a reasonable period of time as determined by the Department.
- (3) At the conclusion of such reasonable period, if the violation has not been satisfactorily corrected in the judgement of the Department, the Department shall take appropriate action to bring about the correction of such violation or shall take any other action authorized by law to ensure compliance with this Section and prevent violation of its provisions. Violations of the provisions of this Section or failure to comply with any of its requirements shall constitute a civil infraction. Potential penalties may include but are not limited to suspension or revocation of the license, fines, filing of an injunction to bring about correction of any violations, and abatement of imminent dangers to the health and safety of the occupants as determined by the Department. Each day of a violation constitutes a separate offense. The remedies available to the County and the Department under this Title are cumulative and not exclusive.
- (4) Any person establishing, maintaining, renting or operating any place as herein described without first obtaining a rental license or operating or maintaining the same in violation of this Section or regulations or standards adopted by resolution of the County Commissioners shall be guilty of a civil infraction.
- (5) In the event that a rental license is revoked, the Department shall not issue a rental license for that particular property for a period of three years to the former license holder or member of the former license holder's housekeeping unit as defined in § ZS 1-103(b).
- (6) After providing the owner of the licensed property an opportunity to be heard, the County Commissioners may revoke, suspend or refuse to renew any rental license issued in accordance with this Section for any of the following reasons:
 - A. A material falsification, as determined by the County Commissioners, of

any information supplied on a rental license application or in any additional information supplied by the property owner, applicant, property manager or any person as part of the rental license application or renewal process.

- B. Any activity conducted on the licensed premises that is or would be detrimental to the health, safety or welfare of the public as determined by the County Commissioners.
- C. Conviction of an applicant, property owner, applicant, property manager or any person in control of a property of any felony crime, regardless of where committed, or any violation of gambling, alcoholic beverage, controlled substance or prostitution laws during the rental license period by any person while on the property.
- D. A repeated failure to conform to the rental license conditions, any rules and regulations adopted by resolution of the County Commissioners with regard to properties licensed under this Section, the Zoning and Subdivision Control Article of the Code of Public Local Laws as it applies to rental properties or the terms of the Building Regulations Article, Title 3 Property Maintenance Standards, Subtitle 1 Rental Housing Code of the Code of Public Local Laws.
- E. Recurrent offensive conduct or behavior of any person or persons on the property causing a public nuisance or disturbance as determined by the County Commissioners.

Section 3. BE IT FURTHER ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that this Bill shall take effect January 1, 2020.

Current
Code

Title 2

LICENSES AND PERMITS

SUBTITLE I Licenses

- § TR 2-101. Music boxes, player pianos and other mechanical music devices.
- § TR 2-102. Coin-operated vending machines, general provisions.
- § TR 2-103. Licensing of coin-operated vending machines; fees;

exemptions; additional regulations.

- § TR 2-104. Peddlers and salesmen.
- § TR 2-105. Amusement devices and arcade licenses.

Add 2-106. Rental Licenses.

SUBTITLE II

Permits

- § TR 2-201. Tourist permits.
- § TR 2-202. Gaming permits.

Delete

[HISTORY: Adopted by the Board of County Commissioners of Worcester County 8-25-1981 by Bill No. 81-5 as Title 2 of the Taxation and Revenue Article of the 1981 Code. Amendments noted where applicable.]

SUBTITLE I Licenses

- § TR 2-101. Music boxes, player pianos and other mechanical music devices. [Amended 11-10-1987 by Bill No. 87-5]

Every person, firm or corporation keeping, maintaining or operating for public entertainment in Worcester County any music box, mechanical player piano, graphophone or other similar mechanical musical device played by the insertion of a coin or token shall obtain an annual county license therefor from the Board of County Commissioners of Worcester County and shall pay fees as set by resolution of the County Commissioners for each independent coin-operated speaker delivering music on the same premises. Each machine or device licensed must have affixed to it a tag issued by said Board, showing that the fee for the current year has been paid. All licenses shall expire on the 30th day of April of each year, shall not be transferable and shall not be prorated. Any person, firm or corporation keeping, maintaining or operating any such machines or device without such license shall be guilty of a civil infraction.

- § TR 2-102. Coin-operated vending machines, general provisions.

The County Commissioners of Worcester County are hereby authorized to provide for the licensing of each person, firm or corporation selling or offering for sale through or by means of coin-operated vending machines any article or goods or merchandise, to establish the license fees and to prescribe regulations for the issuance of said licenses. Said Commissioners are further authorized to provide a metal tag or stamp to be applied to such vending machines upon

- (2) Free-play pinball machines with a push button or other device or scheme to release registered free plays.
- (b) Permitted machines by license. The following are legalized if properly licensed hereunder:
- (1) Multiple-coin free-play pinball machines without a push button or other device or scheme to release registered free plays are legalized for an annual license fee of not less than twenty-five dollars nor more than one hundred dollars each, as established by resolution of the County Commissioners, which shall be due regardless of whether or not an arcade license is purchased pursuant hereto.
 - (2) Claw machines, shuffleboard, mechanical bowling machines, single-coin pinball machines or any similar device for public amusement only whose operation requires the insertion of a coin or token and the result of whose operation depends in whole or in part upon the skill of the operator are legalized for an annual license fee of not less than ten dollars nor more than fifty dollars each, as established by resolution of the County Commissioners.
- (c) Arcade licenses. Arcade licenses in lieu of individual licenses for machines listed under Subsection (b)(2) hereof.
- (1) For any arcade having from fifty to one hundred machines or devices described in Subsection (b)(2) above, annual license fee of one thousand dollars.
 - (2) For any arcade having more than one hundred and not more than one hundred and fifty machines or devices described in Subsection (b)(2) above, annual license fee of one thousand five hundred dollars.
 - (3) For any arcade having more than one hundred fifty and not more than two hundred machines or devices described in Subsection (b)(2) above, annual license fee of two thousand dollars.
 - (4) For any arcade having more than two hundred machines or devices described in Subsection (b)(2) above, annual license fee of two thousand five hundred dollars.
- (d) Violations. Any person who violates the provisions of this section shall be guilty of a civil infraction. [Added 11-10-1987 by Bill No. 87-5]

SUBTITLE II
Permits

Delete

§ TR 2-201. Tourist permits.

(a) General provisions.

- (1) All rules, regulations, provisions and requirements enacted, adopted and established by the County Commissioners of Worcester County, Maryland, herein shall be in addition to and not in substitution of the provisions of Article 25, § 27, of the Annotated Code of Maryland, 1957 Edition.
- (2) No person, firm or corporation shall establish, maintain or operate any tourist camp, cabins for hire, any tourist cabin, motel, apartment house or rooming house or any

other structure or building, including trailers or trailer homes, whether mounted on wheels or not, and tents, capable of being rented to four or more persons at any one time, and for rental to or for use by transients, tourists, vacationers or persons residing temporarily in, on or upon such premises for a period of less than six months, outside of the corporate limits of any incorporated town or city in Worcester County, Maryland, without first having obtained a tourist permit from the County Commissioners thereof.

- A. Any trailer park wherein trailers or trailer homes are kept and maintained for the purposes of renting to others and any tenting or camping area where tents, cabins or other living quarters are kept and maintained for the purpose of renting to others shall also be deemed to be a tourist camp for the purposes of this section.
- B. Any cabin, tent or trailer, outside of a tourist camp as set forth above, containing or capable of containing sleeping accommodations for the use of four or more persons at any one time shall be deemed to be within the meaning of this section.
- C. Any rooming house containing one or more bedrooms or sleeping rooms, all of which contain or are capable of containing sleeping accommodations for the use of four or more persons at any one time, shall be deemed to be within the meaning of this section.
- D. Any person, firm or corporation having control over or maintaining any trailer park, tenting area or camping area where it is permitted to park, erect or maintain trailers, tents or other structures, not owned by such person or firm or corporation, but held out for the purposes of rental as set forth above, shall be responsible for obtaining a tourist permit therefor.
- E. A dormitory shall be considered to be a rooming house within the meaning of this section.
- F. The words "hotel" and "motel" are hereby deemed to be synonymous within the meaning of the provisions of this section, and any building or structure called or known as a "hotel" shall be subject to the provisions hereof.

(b) Applications.

- (1) Applicants for a tourist permit shall make application on forms to be supplied by the County Commissioners for Worcester County, upon request addressed to the License Clerk of the County Commissioners, Snow Hill, Maryland.
- (2) All applications must contain the following:
 - A. The proper name and permanent mailing address of the applicant.
 - 1. If the applicant is the owner of the premises, each owner must apply, including husband and wife; if the applicant is a tenant or lessee, each tenant or lessee must apply, including husband and wife.
 - 2. If the applicant is a firm or partnership, each member of such firm or partnership must apply, and the trade name and address, if any, of the firm or partnership must be listed.

3. If the applicant is a corporation, application must be made in the name of the corporation, signed by the president or vice president thereof, and the names and permanent mailing addresses of the principal officers must be listed.
- B. The address or description of the location of the premises.
- C. A description of the premises for which the permit is requested, such as tourist camp, tourist cabin, trailer park, motel, etc.
- D. If the applicant is not the owner of the premises, the name and permanent mailing address of the owner and a statement of how the premises are held by the applicant under such owner, such as tenants, subtenant, trustee, agent, etc.
- E. A statement of the number of units contained, maintained or erected upon the premises for which the tourist permit is sought. For the purpose of this provision, a "unit" is defined as follows:
 1. Each apartment or living unit held for rental in an apartment house building shall be considered to be one unit.
 2. Each separate apartment, living unit or room used for sleeping accommodations held for rental in a hotel or motel shall be considered to be one unit. The fact that two rooms used for sleeping accommodations may at times be used as one apartment or living unit by the use of connecting doors shall not destroy their individual identity for the purposes of this section.
 3. Each cabin, trailer, tent or other structure or building used for or capable of being used for sleeping accommodations in a tourist court, trailer park or tenting or camping area and held for rental shall be considered to be one unit.
 4. Each bedroom or sleeping room held for rental in a rooming house shall be considered to be one unit.
 5. In a dormitory, two double beds or four single beds held for rental shall be considered to be one unit.
 6. Where not in one of the above classifications, each cabin, trailer, tent, building or other structure containing or capable of containing sleeping accommodations for one or more persons at any one time and held for rental shall be considered to be one unit.
- (3) All applications shall be filed with the License Clerk to the County Commissioners of Worcester County, Snow Hill, Maryland, together with the required fee for the issuance of a tourist permit. If the application is approved, the County Commissioners will retain said permit fee. If the application is denied, the permit fee will be returned to the applicant at the mailing address set forth in the application.
- (4) All activities conducted pursuant to any permit granted hereunder shall be conducted in a manner such as, in the discretion of the County Commissioners, shall not be detrimental to the health, safety, welfare and morals of the public.

(5) Renewal applications shall be made in the same manner as hereinabove set forth.

(c) Action of County Commissioners; hearing.

(1) Within a reasonable time after receipt of the application, the County Commissioners may approve the application, without hearing. If the application is approved, a tourist permit will be granted to the applicant and mailed to him at the address appearing on the application. If the application is not approved, the applicant shall be so notified of such by letter setting forth the reasons for failure to approve the same and mailed to the applicant at the address appearing on the application.

(2) Hearing.

A. Within ten days from the date of receipt of notice of failure to approve the application, an applicant may file a written request to the County Commissioners for a hearing on such application. The County Commissioners shall thereupon set the same for hearing not later than twenty days from the date of receipt of such written request and shall notify all parties in interest thereof, by mail, at least five days prior thereto.

B. The County Commissioners shall render a decision on the matters and facts brought forth at such hearing on or before twenty days from the date of such hearing and shall notify all parties in interest of such decision by mail. Such decision shall be final. If the County Commissioners determine that the application meets all applicable health, safety, fire, zoning and building standards, the application must be approved.

C. Any hearing may be postponed or continued from time to time by the County Commissioners, in their discretion, at their convenience or upon request of a party in interest for cause.

(d) Revocation or suspension.

(1) The County Commissioners may revoke or suspend a tourist permit, in their discretion, for cause, after notice and hearing, and upon its own motion.

(2) The procedure for such hearing and notice shall generally conform to the provisions of Subsection (c) above.

(e) Reasons for denial of application, revocation or suspension.

(1) The County Commissioners may, in their discretion, deny an application or revoke or suspend a tourist permit for the following reasons:

A. An incomplete or incorrect application.

B. The activity is or would be detrimental to the health, safety or welfare of the public.

C. Conviction, within the period of one year, of an applicant of any crime committed upon the premises involving a breach of morals or violations of gambling or alcoholic beverage laws.

- D. Failure to conform to the rules and regulations prescribed or any subsequent amendments thereto.
 - E. Recurrent offensive conduct or behavior of any person or persons on the premises, causing a public nuisance or disturbance.
- (f) Permit year, proration, fees and transfers.
- (1) Tourist permits shall be issued annually by the County Commissioners for a period of one year from June 1 to May 31 in every year.
 - (2) No permit fees will be prorated, either upon application or upon cancellation, whether voluntary or otherwise.
 - (3) Tourist permit fees shall be as prescribed by resolution of the County Commissioners.
 - (4) No permit issued hereunder shall be transferable, either to another person for the same premises or to other premises by the applicant to whom issued.
- (g) Display of permit. The tourist permit shall at all times be displayed in open view in the principal office on the premises for which it is issued or, if there is no such office, then on the wall of the central hall or room near the main entrance of said premises.
- (h) Enforcement, inspection and penalties.
- (1) The provisions of this section shall be enforced by the County License Department, which shall perform such duties as may be assigned to or required of it under this regulation and such other duties as may be assigned by the County Commissioners. In the performance of such duties, the Department shall have all authority, rights, privileges, powers and immunities reasonably necessary to enable it to carry out such duties and shall be considered to be a law enforcement agency and its members peace officers of Worcester County.
 - (2) The County License Inspectors of the License Department shall have the right to enter upon any premises for which a tourist permit has been issued hereunder in order to inspect such permit and such premises or parts of such premises which are then and there under the control and/or supervision of the permit holder; provided, however, that nothing herein shall be so construed so as to give said County License Inspectors the right or privilege of entering upon any such premises or any part thereof while the same are under the control or supervision of a tenant of the permit holder without permission of that tenant, a valid search warrant or unless such premises or part thereof is usually and customarily open to members of the public.
 - (3) Violations.
 - A. Violations. Any person establishing, maintaining or operating any establishment or place as herein described without first obtaining a permit or operating or maintaining the same in violation of this section shall be guilty of a civil infraction. [Amended 11-10-1987 by Bill No. 87-5]
 - B. Action of County Commissioners.
 - 1. If any person, firm or corporation shall violate any provision, restriction or requirement of Article 25, § 27, of the Annotated Code of Maryland, 1957

Edition, or any provision, restriction or requirement of this section, such place, establishment or premises shall be subject to be abated as a nuisance by the County Commissioners, in their discretion.

2. In addition to the above, the County Commissioners may, in their discretion, refuse to grant or renew or may, in their discretion, revoke or suspend any tourist permit.

§ TR 2-202. Gaming permits. [Amended 4-25-1989 by Bill No. 89-3]

- (a) Legislative intent. The County Commissioners, in view of the passage of Chapter 463 of the Acts of 1988, codified as § 251B of Article 27 of the Annotated Code of Maryland, 1957 Edition, deem it necessary and appropriate to enact this section of the Code of Public Local Laws of Worcester County dealing with gaming for the purpose of establishing a system for the issuance of permits, grounds for the refusal of the issuance of gaming permits, the means for determining whether a group, organization or corporation is qualified to obtain a gaming permit, to place a limitation on the number of raffle permits to be issued and to generally deal with gaming permits in the county, all pursuant to Chapter 463 of the Acts of 1988. It is not the legislative intent to contravene or attempt to limit or expand Chapter 463 of the Acts of 1988, except as therein authorized, nor is it the legislative intent to qualify or change the definition of a raffle as set forth therein.
- (b) Limitation on raffle permits. No organization may receive more than twelve raffle permits in any calendar year.
- (c) Chapter 463 of the Acts of 1988 to be complied with. In all cases, the provisions of chapter 463 of the Acts of 1988, as time to time amended, shall be complied with in the issuance of raffle permits in the county.
- (d) System for issuance of gaming permits. The system for the issuance of raffle permits in the county shall be as follows:
 - (1) Application shall be under oath and will be made to the agency designated by the County Commissioners as the issuing agency for the raffle permits, upon forms provided by the County Commissioners. Each application shall contain, without limitation, information as to the name and type of organization of the application, the location of the applicant's principal place of business, lodge, fire house or other appropriate headquarters, the names and bona fide residences of the officers or leaders of the applicant, the number of members, stockholders or participants of applicant, the approximate date of the founding or chartering of the applicant, the number of meetings held by the applicant within the last three years, the name or names of the beneficiaries of the receipts of the raffle, whether or not the applicant or the beneficiary of the raffle has been granted tax-exempt status by any taxing authority and, if so, details as to such exemption, the nature of the event, giving details as to the working thereof, a list of prizes to be awarded as a result of the event, the time of the event, including sales and awarding of prizes, the proposed dates of the event, whether or not the event is a raffle and such other information as the County Commissioners may from time to time deem necessary and appropriate. All applications shall be accompanied by such fees as may be prescribed by law.

A BILL ENTITLED

DRAFT

AN ACT Concerning

Taxation and Revenue - Hotel Rental Tax

For the purpose of amending the Taxation and Revenue Article to update the language with regard to rental units and with reference to State Law, to extend the term of occupancy for which room tax applies, and to make certain stylistic changes with regard to language.

Section 1. BE IT ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that existing Title I, Subtitle VI of the Taxation and Revenue Article of the Code of Public Local Laws of Worcester County, Maryland be repealed in its entirety and replaced to read as follows:

See
p. 33

SUBTITLE VI

Hotel Rental Tax

§ TR 1-601. General provisions.

- (a) Imposition and rate. The Board of County Commissioners of Worcester County may impose a tax within every resort area within the County on the amount paid for room or building rental by or for any transient at any hotel or motel, at any house, townhouse, apartment, condominium unit, cottage, cabin, manufactured home, rooming house, recreational vehicle, recreational park model or other tourist home, or any other building or structure or portion thereof used as a place of lodging. This tax, if imposed, shall be at the rate of a per centum of the room or building rental as the Board may, by resolution after public notice and hearing, determine, but not to be imposed at a rate in excess of five percent. Any resolution establishing a rate in excess of three percent shall require the unanimous consent of all of the County Commissioners. The notice of public hearing shall be advertised at least twice in at least one newspaper of general circulation in the County, with the first such notice appearing not less than ten days prior to the date of such hearing and shall state the possible rates that may be set and the date, time and place of the hearing.
- (b) Definitions. In this section, the following words and phrases shall have the meaning indicated, unless the context clearly indicates a different meaning:

HOTEL, MOTEL, APARTMENT, COTTAGE OR SIMILAR PLACE - Any hotel or motel, any public or private house, townhouse, apartment, condominium unit, cottage, cabin, rooming house, manufactured home, recreational vehicle, recreational park model, or other tourist home or house, or any other building or structure or portion thereof, or other similar lodging place offering sleeping accommodations or space for one or more persons at any time, where the owner or operator thereof provides or offers to provide such sleeping accommodations or space to any transient in return for compensation of any kind.

PERSON - Any individual, corporation, company, association, firm, partnership or any group of individuals acting as a unit and includes any trustee, receiver, assignee or personal representative thereof.

RESORT AREA - Any portion or portions of the County, as specified by the Board of County Commissioners from time to time, which, by reason of natural, scenic or man-made attractions or development, has or have an unusual influx of visitors, sojourners and temporary residents and which, by reason of the influx, requires municipal services in unusual number or magnitude. The term specifically includes but is not necessarily limited to the Tenth Election District of the County, as it existed on January 1, 1971.

ROOM OR BUILDING RENTAL - The total charge for any monetary compensation or the fair market value of any non-monetary compensation received by the owner, operator or resident agent of any house, townhouse, apartment, condominium unit, cottage, cabin, manufactured home, rooming house, recreational vehicle, recreational park model, hotel or motel room, or any other building or structure or portion thereof as a place of sleeping accommodations or space provided to a transient. If the charge includes any amount for services or accommodations in addition to that of the use of sleeping space, the portion of the total charge which represents only "room or building rental" shall be distinctly set out and billed to the transient as a separate item.

TRANSIENT - Any person who, for any period of less than four consecutive months, obtains sleeping accommodations or space, either at his own expense or at the expense of another, in any house, townhouse, apartment, condominium unit, cottage, cabin, manufactured home, rooming house, recreational vehicle, recreational park model, hotel or motel room, or any other building or structure or portion thereof as sleeping accommodations.

- (c) Collection. Any person receiving any payment for room or building rental on which a tax is levied under this section shall collect the amount of tax imposed from the transient or person on whom it is levied or from the person paying for the room or building rental at the time payment is made. The taxes required to be collected hereunder shall be deemed held in trust by the person required to collect them until remitted as hereinafter required.
- (d) Reports and remittances. The person collecting the tax shall complete a report, upon forms and setting forth information the County Commissioners prescribe and require, showing the amount of room or building rental charges that have been collected and the tax required to be collected and he shall sign and deliver the report to the Board of County Commissioners with a remittance of the tax required hereunder. The reports and remittance shall be made on or before the 21st day of each month, covering the sales and the amount of tax collected during the preceding calendar month. If the reports and remittances are mailed to the Board of County Commissioners, a postmark on the 18th day of the month is deemed to be evidence of timely payment.
- (e) Failure to report and remit. If any person fails or refuses to remit to the Board of County Commissioners the tax required to be collected and paid under this section and/or file the required report within the time and in the amount specified in this section, there shall be

added to the tax by the Board of County Commissioners interest at the rate of one-half percent per month on the unpaid tax for each month or portion thereof from the date upon which the tax is due, as provided in this section. If the tax remains delinquent and unpaid for a period of one month from the date it is due and payable, there shall be added thereto by the Board of County Commissioners a penalty of ten percent of the unpaid tax. The Board of County Commissioners may proceed to collect delinquent and unpaid taxes by suit or distraint.

- (1) The County Commissioners may institute injunctive, mandamus or other appropriate proceedings of law to correct violations of this Subtitle. Any court of competent jurisdiction shall have the right to issue temporary or permanent restraining orders, injunctions or mandamus, or other appropriate forms of relief.
- (2) Delinquent and unpaid taxes shall become a lien upon the real property of the person or entity from whom they are due and shall be collectible in the same manner as real estate taxes assessed against any such property.

(f) Distribution of proceeds.

- (1) From the total proceeds collected from the tax by the Board of County Commissioners from time to time from any house, townhouse, apartment, condominium unit, cottage, cabin, manufactured home, rooming house, recreational vehicle, recreational park model, hotel or motel room, or any other building or structure or portion thereof used as sleeping accommodations:
 - A. The Board of County Commissioners shall deduct a reasonable sum or percentage for the cost of imposing and collecting the tax and credit this deduction to the general funds of the County.
 - B. That portion of the remainder of the total proceeds which came from payments made for any house, townhouse, apartment, condominium unit, cottage, cabin, manufactured home, rooming house, recreational vehicle, recreational park model, hotel or motel room, or any other building or structure or portion thereof used as sleeping accommodations located in whole or in part within the corporate limits of a municipal corporation in a resort area of the County shall be paid over, without qualification or condition, to the Mayor and City Council, by whatever name known, of the municipal corporation.
 - C. The remaining portion of the total proceeds shall be credited to the general funds of the County.
- (2) Distribution of these several payments shall be made periodically by the Board of County Commissioners, not less than fifteen days nor more than thirty days following the last day of each month during the year.

(g) State administrative fee. The Retail Sales Tax Division of the Comptroller's Office shall

supply to the Board of County Commissioners information in aid of verification of liability for the tax. The Retail Sales Tax Division may make a reasonable charge for this assistance, which shall be paid by the Board of County Commissioners and treated as a part of the reasonable costs of collecting the tax.

- (h) Amendments to laws and procedures. The Board of County Commissioners may promulgate and from time to time change or repeal rules and regulations not inconsistent with this section and deemed necessary to provide for an orderly, systematic and thorough collection and distribution of the tax imposed in this section. As applicable, the laws and the regulations in effect as to the sales and use tax in Maryland shall be adopted and followed by the Board of County Commissioners in promulgating or changing a rule or regulation.
- (i) Surety bond of Treasurer. The surety bond of the Treasurer of the County may be increased by the Board of County Commissioners in relation to the moneys collected and distributed under this section. The premium for any increase in the surety bond shall be deemed part of the cost of imposing and collecting the tax imposed in this section.
- (j) Processing fee retained by remitter. The person collecting the tax may apply and credit against the amount of tax payable by him an amount equal to one and five-tenths percent of the gross tax to be remitted by him to the Board of County Commissioners to cover his expense in the collection and remittance of the tax. However, nothing in this subsection applies to any person who fails or refuses to file his return with the Board of County Commissioners within the time prescribed within this section.
- (k) Bond.
 - (1) The Board of County Commissioners, in order to protect the revenues to be obtained under this section, may require any person collecting the tax to file with the Board a surety bond issued by a surety company authorized to do business in this state and approved by the State Insurance Commissioner as to solvency and responsibility, in such amount or amounts from time to time as the Board of County Commissioners may fix, to secure the payment of the tax due or which may become due from the person collecting the tax. If the Board determines that the person is to file such a bond, the Board shall give notice to the person to that effect, specifying the amount of bond required. The person collecting the tax shall file the bond within five days after receiving the notice unless, within that period, the person requests, in writing, a hearing before the Board, at which hearing the necessity, propriety and amount of the bond shall be determined by the Board of County Commissioners. This determination is final and shall be complied with within fifteen days after the person collecting the tax receives notice thereof.
 - (2) In lieu of the bond required by Subsection (k)(1) herein, securities approved by the Board of County Commissioners or cash in such amount as the Board prescribed may be deposited, which shall be kept in the custody of the Board. The Board, at any time, without notice to the depositor of the securities or cash, may apply them to any tax due, and for that purpose the securities may be sold by the Board at

public or private sale without notice to the depositor of the securities.

- (l) Applicability. The procedures under Division IV, Title 20, Subtitle 4, Part 1 of the Local Government Article of the Annotated Code of Maryland apply to this section.

Section 2. BE IT FURTHER ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that this Bill shall take January 1, 2020.

Current
CodeSUBTITLE VI
Hotel Rental Tax

Replace

§ TR 1-601. General provisions.

- (a) Imposition and rate. The Board of County Commissioners of Worcester County may impose a tax within every resort area within the county on the amount paid for room or building rental by or for any transient at any hotel, motel, apartment, cottage or other similar place providing sleeping accommodations. This tax, if imposed, shall be at the rate as a per centum of the room or building rental as the Board may, by resolution after public notice and hearing, determine, but not to be imposed at a rate in excess of five percent (5.0%). Any resolution establishing a rate in excess of three percent shall require the unanimous consent of all of the County Commissioners. The notice of public hearing shall be advertised at least twice in at least one newspaper of general circulation in the County, with the first such notice appearing not less than ten days prior to the date of such hearing and shall state the possible rates that may be set and the date, time and place of the hearing. Bill 19-1, passed 5/21/19 Effective 7/5/19

- (b) Definitions. In this section, the following words and phrases have the meanings indicated, unless the context clearly indicates a different meaning:

HOTEL, MOTEL, APARTMENT, COTTAGE OR OTHER SIMILAR PLACE — Any public or private hotel, inn, hostelry, tourist home or house, motel, rooming house, apartment house, cottage or other similar lodging place offering sleeping accommodations or space for one or more persons at any time, and the owner and operator thereof, which for compensation holds out to furnish or furnishes sleeping accommodations or space to any transient.

PERSON — Any individual, corporation, company, association, firm, copartnership or any group of individuals acting as a unit and includes any trustee, receiver, assignee or personal representative thereof.

RESORT AREA — Any portion or portions of the County, as specified by the Board of County Commissioners from time to time, which, by reason of natural, scenic or man-made attractions or development, has or have an unusual influx of visitors, sojourners and temporary residents and which, by reason of the influx, requires municipal services in unusual number or magnitude. The term specifically includes but is not necessarily limited to the tenth election district of the County, as it existed on January 1, 1971.

ROOM OR BUILDING RENTAL — The total charge made by any hotel, motel, apartment, cottage or other similar place for sleeping accommodations or space furnished the transient. If the charge includes any amount for services or accommodations in addition to that of the use of sleeping space, the portion of the total charge which represents only "room or building rental" shall be distinctly set out and billed to the transient as a separate item.

TRANSIENT — Any person who, for any period of not more than four consecutive months, obtains sleeping accommodations or space, either at his own expense or at the

expense of another, in any hotel, motel, apartment, cottage or other similar place for which there is a room or building rental.

- (c) Collection. Every person receiving any payment for room or building rental on which a tax is levied under this section shall collect the amount of tax imposed from the transient or person on whom it is levied or from the person paying for the room or building rental at the time payment is made. The taxes required to be collected hereunder shall be deemed held in trust by the person required to collect them until remitted as hereinafter required.
- (d) Reports and remittances. The person collecting the tax shall make out a report, upon forms and setting forth information the County Commissioners prescribe and require, showing the amount of room or building rental charges that have been collected and the tax required to be collected; and he shall sign and deliver the report to the Board of County Commissioners, with a remittance of the tax required hereunder. The reports and remittances shall be made on or before the 21st day of each month, covering the sales and the amount of tax collected during the preceding calendar month. If the reports and remittances are mailed to the Board of County Commissioners, a postmark on the 18th day of the month is deemed to be evidence of timely payment.
- (e) Failure to report and remit. If any person fails or refuses to remit to the Board of County Commissioners the tax required to be collected and paid under this section within the time and in the amount specified in this section, there shall be added to the tax by the Board of County Commissioners interest at the rate of one-half percent per month on the unpaid tax for each month or portion thereof from the date upon which the tax is due, as provided in this section; and if the tax remains delinquent and unpaid for a period of one month from the date it is due and payable, there shall be added thereto by the Board of County Commissioners a penalty of ten percent of the unpaid tax. The Board of County Commissioners may proceed to collect delinquent and unpaid taxes by suit or distraint.
- (f) Distribution of proceeds.
 - (1) From the total proceeds collected from the tax by the Board of County Commissioners from time to time from the hotels, motels, apartments, cottages or other similar places:
 - A. The Board shall deduct a reasonable sum or percentage for the cost of imposing and collecting the tax and credit this deduction to the general funds of the County.
 - B. That portion of the remainder of the total proceeds which came from payments made by a hotel, motel, apartment, cottage or other similar place located in whole or in part within the corporate limits of a municipal corporation in a resort area in the County shall be paid over, without qualification or condition, to the Mayor and City Council, by whatever name known, of the municipal corporation.
 - C. The remaining portion of the total proceeds shall be credited to the general funds of the County.

- (2) Distribution of these several payments shall be made periodically by the Board of County Commissioners, not less than fifteen days nor more than thirty days following the last day of each month during the year.
- (g) State administrative fee. The Retail Sales Tax Division of the Comptroller's office shall supply to the Board of County Commissioners information in aid of verification of liability for the tax. The Retail Sales Tax Division may make a reasonable charge for this assistance, which shall be paid by the Board of County Commissioners and treated as a part of the reasonable costs of collecting the tax.
- (h) Amendments to laws and procedures. The Board of County Commissioners may promulgate and from time to time change or repeal rules and regulations not inconsistent with this section and deemed necessary to provide for an orderly, systematic and thorough collection and distribution of the tax imposed in this section. If and as applicable, the laws and the regulations in effect as to the sales and use tax in Maryland shall be adopted and followed by the Board of County Commissioners in promulgating or changing a rule or regulation.
- (i) Surety bond of Treasurer. The surety bond of the Treasurer of the County may be increased by the Board of County Commissioners in relation to the moneys collected and distributed under this section. The premium for any increase in the surety bond shall be deemed part of the cost of imposing and collecting the tax imposed in this section.
- (j) Processing fee retained by remitter. The person collecting the tax may apply and credit against the amount of tax payable by him an amount equal to one and five-tenths percent of the gross tax to be remitted by him to the Board of County Commissioners, to cover his expense in the collection and remittance of the tax. However, nothing in this subsection applies to any person who fails or refuses to file his return with the Board of County Commissioners within the time prescribed within this section.
- (k) Bond.
- (1) The Board of County Commissioners, in order to protect the revenues to be obtained under this section, may require any person collecting the tax to file with the Board a surety bond issued by a surety company authorized to do business in this state and approved by the State Insurance Commissioner as to solvency and responsibility, in such amount or amounts from time to time as the Board of County Commissioners may fix, to secure the payment of the tax due or which may become due from the person collecting the tax. If the Board determines that the person is to file such a bond, the Board shall give notice to the person to that effect, specifying the amount of bond required. The person collecting the tax shall file the bond within five days after receiving the notice unless, within that period, the person requests, in writing, a hearing before the Board, at which hearing the necessity, propriety and amount of the bond shall be determined by the Board of County Commissioners. This determination is final and shall be complied with within fifteen days after the person collecting the tax receives notice thereof.
- (2) In lieu of the bond required by Subsection (k)(1), securities approved by the Board of County Commissioners or cash in such amount as the Board prescribes may be deposited, which shall be kept in the custody of the Board. The Board, at any time,

without notice to the depositor of the securities or cash, may apply them to any tax due, and for that purpose the securities may be sold by the Board at public or private sale without notice to the depositor of the securities.

- (l) Applicability. The procedures under Title 9, Subtitle 7, of Article 24 of the Annotated Code of Maryland apply to this section.

SUBTITLE VII

Recordation Tax

[Added 6-18-1991 by Bill No. 91-7]

§ TR 1-701. Imposition and rate of tax.

- (a) Tax imposed. A recordation tax, as authorized by and subject to Title 12 of the Tax-Property Article of the Annotated Code of Maryland, is imposed upon instruments of writing recorded with the Clerk of the Circuit Court of Worcester County.
- (b) Rate. Effective September 1, 1991, the recordation tax rate in Worcester County shall be two dollars and twenty cents for each five hundred dollars or fraction of five hundred dollars of the consideration payable or of the principal amount of the debt secured for an instrument of writing. Effective September 1, 1997, the recordation tax rate in Worcester County shall be three dollars and thirty cents for each five hundred dollars or fraction of five hundred dollars of the consideration payable or of the principal amount of the debt secured for an instrument of writing. The consideration includes the amount of any mortgage or deed of trust assumed by the grantee. [Amended 6-10-1997 by Bill No. 97-11]

SUBTITLE VIII

County Transfer Tax

[Added 6-18-1991 by Bill No. 91-8]

§ TR 1-801. Imposition, rate and collection of tax.

- (a) Tax imposed. A transfer tax, as authorized by and subject to Title 13 of the Tax-Property Article of the Annotated Code of Maryland, is imposed upon instruments of writing recorded with the Clerk of the Circuit Court for Worcester County or filed with the State Department of Assessments and Taxation. The transfer tax does not apply to the first fifty thousand dollars of the consideration payable for an instrument of writing for residentially improved owner-occupied real property, provided that the property is the principal residence of the grantee and will actually be occupied by the grantee as the grantee's principal residence for at least seven months of any twelve-month period, provided that the instrument of writing is accompanied by a statement under oath signed by the grantee that such is the case. [Amended 8-11-1992 by Bill No. 92-14]
- (b) Rate. The transfer tax rate shall be five-tenths percent of the consideration payable for the instrument of writing. The consideration includes the amount of any mortgage or deed of trust assumed by the grantee.

SUBTITLE VI
Hotel Rental Tax

Strike and
REPLACE
Version

§ TR 1--601. General provisions.

- (a) Imposition and rate. The Board of County Commissioners of Worcester County may impose a tax within every resort area within the County on the amount paid for room or building rental by or for any transient at any hotel, motel, apartment, cottage or other similar place providing sleeping accommodations: OR MOTEL, AT ANY HOUSE, TOWNHOUSE, APARTMENT, CONDOMINIUM UNIT, COTTAGE, CABIN, MANUFACTURED HOME, ROOMING HOUSE, RECREATIONAL VEHICLE, RECREATIONAL PARK MODEL OR OTHER TOURIST HOME, OR ANY OTHER BUILDING OR STRUCTURE OR PORTION THEREOF USED AS A PLACE OF LODGING. This tax, if imposed, shall be at the rate as a per centum of the room or building rental as the Board may, by resolution after public notice and hearing, determine, but not to be imposed at a rate in excess of five percent (5.0%). Any resolution establishing a rate in excess of three percent shall require the unanimous consent of all of the County Commissioners. The notice of public hearing shall be advertised at least twice in at least one newspaper of general circulation in the County, with the first such notice appearing not less than ten days prior to the date of such hearing and shall state the possible rates that may be set and the date, time and place of the hearing.

- (b) Definitions. In this section, the following words and phrases SHALL have the meanings indicated, unless the context clearly indicates a different meaning:

HOTEL, MOTEL, APARTMENT, COTTAGE or OTHER OR SIMILAR PLACE --- Any HOTEL OR MOTEL, ANY public or private hotel, inn, hostelry, HOUSE, TOWNHOUSE, APARTMENT, CONDOMINIUM UNIT, COTTAGE, CABIN, ROOMING HOUSE, MANUFACTURED HOME, RECREATIONAL VEHICLE, RECREATIONAL PARK MODEL, OR OTHER tourist home or house, motel, rooming house, apartment house OR ANY OTHER BUILDING OR STRUCTURE OR PORTION THEREOF, cottage or other similar lodging place offering sleeping accommodations or space for one or more persons at any time, and WHERE the owner and OR operator thereof, which for compensation holds out PROVIDES OR OFFERS to furnish or furnishes PROVIDE SUCH sleeping accommodations or space to any transient IN RETURN FOR COMPENSATION OF ANY KIND.

PERSON --- Any individual, corporation, company, association, firm, copartnership PARTNERSHIP or any group of individuals acting as a unit and includes any trustee, receiver, assignee or personal representative thereof.

RESORT AREA --- Any portion or portions of the County, as specified by the Board of County Commissioners from time to time, which, by reason of natural, scenic or man-made attractions or development, has or have an unusual influx of visitors, sojourners and temporary residents and which, by reason of the influx, requires municipal services in unusual number or magnitude. The term specifically includes but is not necessarily limited to the Tenth Election District of the County, as it existed on January 1, 1971.

ROOM OR BUILDING RENTAL --- The total charge made by any hotel, motel, apartment,

~~cottage or other similar place for~~ FOR ANY MONETARY COMPENSATION OR THE FAIR MARKET VALUE OF ANY NON-MONETARY COMPENSATION RECEIVED BY THE OWNER, OPERATOR OR RESIDENT AGENT OF ANY HOUSE, TOWNHOUSE, APARTMENT, CONDOMINIUM UNIT, COTTAGE, CABIN, MANUFACTURED HOME, ROOMING HOUSE, RECREATIONAL VEHICLE, RECREATIONAL PARK MODEL, HOTEL OR MOTEL ROOM, OR ANY OTHER BUILDING OR STRUCTURE OR PORTION THEREOF AS A PLACE OF sleeping accommodations or space ~~furnished~~ PROVIDED ~~the~~ TO A transient. If the charge includes any amount for services or accommodations in addition to that of the use of sleeping space, the portion of the total charge which represents only "room or building rental" shall be distinctly set out and billed to the transient as a separate item.

TRANSIENT --- Any person who, for any period of ~~not more~~ LESS than four consecutive months, obtains sleeping accommodations or space, either at his own expense or at the expense of another, in any ~~hotel~~ HOUSE, ~~motel, apartment, cottage or other similar place for which there is a room or building rental~~ TOWNHOUSE, APARTMENT, CONDOMINIUM UNIT, COTTAGE, CABIN, MANUFACTURED HOME, ROOMING HOUSE, RECREATIONAL VEHICLE, RECREATIONAL PARK MODEL, HOTEL OR MOTEL ROOM, OR ANY OTHER BUILDING OR STRUCTURE OR PORTION THEREOF AS SLEEPING ACCOMMODATIONS.

- (c) Collection. Every person receiving any payment for room or building rental on which a tax is levied under this section shall collect the amount of tax imposed from the transient or person on whom it is levied or from the person paying for the room or building rental at the time payment is made. The taxes required to be collected hereunder shall be deemed held in trust by the person required to collect them until remitted as hereinafter required.
- (d) Reports and remittances. The person collecting the tax shall ~~make out~~ COMPLETE a report, upon forms and setting forth information the County Commissioners prescribe and require, showing the amount of room or building rental charges that have been collected and the tax required to be collected; and he shall sign and deliver the report to the Board of County Commissioners; with a remittance of the tax required hereunder. The reports and remittances shall be made on or before the 21st day of each month, covering the sales and the amount of tax collected during the preceding calendar month. If the reports and remittances are mailed to the Board of County Commissioners, a postmark on the 18th day of the month is deemed to be evidence of timely payment.
- (e) Failure to report and remit. If any person fails or refuses to remit to the Board of County Commissioners the tax required to be collected and paid under this section AND/OR FILE THE REQUIRED REPORT within the time and in the amount specified in this section, there shall be added to the tax by the Board of County Commissioners interest at the rate of one-half percent per month on the unpaid tax for each month or portion thereof from the date upon which the tax is due, as provided in this section; ~~and~~ ^{i.} If the tax remains delinquent and unpaid for a period of one month from the date it is due and payable, there shall be added thereto by the Board of County Commissioners a penalty of ten percent of the unpaid tax. The Board of County Commissioners may proceed to collect delinquent and unpaid taxes by suit or distraint.
- (1) THE COUNTY COMMISSIONERS MAY INSTITUTE INJUNCTIVE, MANDAMUS OR OTHER APPROPRIATE PROCEEDINGS OF LAW TO CORRECT VIOLATIONS OF THIS SUBTITLE. ANY COURT OF COMPETENT JURISDICTION SHALL HAVE THE RIGHT TO ISSUE TEMPORARY OR PERMANENT RESTRAINING

ORDERS, INJUNCTIONS OR MANDAMUS, OR OTHER APPROPRIATE FORMS OF RELIEF.

- (2) DELINQUENT AND UNPAID TAXES SHALL BECOME A LIEN UPON THE REAL PROPERTY OF THE PERSON OR ENTITY FROM WHOM THEY ARE DUE AND SHALL BE COLLECTIBLE IN THE SAME MANNER AS REAL ESTATE TAXES ASSESSED AGAINST ANY SUCH PROPERTY.

(f) Distribution of proceeds.

- (1) From the total proceeds collected from the tax by the Board of County Commissioners from time to time from ~~the hotels, motels, apartments, cottages or other similar places:~~ ANY HOUSE, TOWNHOUSE, APARTMENT, CONDOMINIUM UNIT, COTTAGE, CABIN, MANUFACTURED HOME, ROOMING HOUSE, RECREATIONAL VEHICLE, RECREATIONAL PARK MODEL, HOTEL OR MOTEL ROOM, OR ANY OTHER BUILDING OR STRUCTURE OR PORTION THEREOF USED AS SLEEPING ACCOMMODATIONS:

- A. The Board OF COUNTY COMMISSIONERS shall deduct a reasonable sum or percentage for the cost of imposing and collecting the tax and credit this deduction to the general funds of the County.
- B. That portion of the remainder of the total proceeds which came from payments made ~~by~~ FOR a ~~hotel~~ny HOUSE, ~~motel, apartment, cottage or other similar place~~ TOWNHOUSE, APARTMENT, CONDOMINIUM UNIT, COTTAGE, CABIN, MANUFACTURED HOME, ROOMING HOUSE, RECREATIONAL VEHICLE, RECREATIONAL PARK MODEL, HOTEL OR MOTEL ROOM, OR ANY OTHER BUILDING OR STRUCTURE OR PORTION THEREOF USED AS SLEEPING ACCOMMODATIONS located in whole or in part within the corporate limits of a municipal corporation in a resort area ~~in~~ WITHIN the County shall be paid over, without qualification or condition, to the Mayor and City Council, by whatever name known, of the municipal corporation.
- C. The remaining portion of the total proceeds shall be credited to the general funds of the County.

- (2) Distribution of these several payments shall be made periodically by the Board of County Commissioners, not less than fifteen days nor more than thirty days following the last day of each month during the year.

- (g) State administrative fee. The Retail Sales Tax Division of the Comptroller's Office shall supply to the Board of County Commissioners information in aid of verification of liability for the tax. The Retail Sales Tax Division may make a reasonable charge for this assistance, which shall be paid by the Board of County Commissioners and treated as a part of the reasonable costs of collecting the tax.

- (h) Amendments to laws and procedures. The Board of County Commissioners may promulgate and from time to time change or repeal rules and regulations not inconsistent with this section and deemed necessary to provide for an orderly, systematic and thorough collection and distribution of the tax imposed in this section. ~~If and a~~ As applicable, the laws and the regulations in effect as

to the sales and use tax in Maryland shall be adopted and followed by the Board of County Commissioners in promulgating or changing a rule or regulation.

- (i) Surety bond of Treasurer. The surety bond of the Treasurer of the County may be increased by the Board of County Commissioners in relation to the moneys collected and distributed under this section. The premium for any increase in the surety bond shall be deemed part of the cost of imposing and collecting the tax imposed in this section.
- (j) Processing fee retained by remitter. The person collecting the tax may apply and credit against the amount of tax payable by him an amount equal to one and five-tenths percent of the gross tax to be remitted by him to the Board of County Commissioners; to cover his expense in the collection and remittance of the tax. However, nothing in this subsection applies to any person who fails or refuses to file his return with the Board of County Commissioners within the time prescribed within this section.
- (k) Bond.
 - (1) The Board of County Commissioners, in order to protect the revenues to be obtained under this section, may require any person collecting the tax to file with the Board a surety bond issued by a surety company authorized to do business in this state and approved by the State Insurance Commissioner as to solvency and responsibility, in such amount or amounts from time to time as the Board of County Commissioners may fix, to secure the payment of the tax due or which may become due from the person collecting the tax. If the Board determines that the person is to file such a bond, the Board shall give notice to the person to that effect, specifying the amount of bond required. The person collecting the tax shall file the bond within five days after receiving the notice unless, within that period, the person requests, in writing, a hearing before the Board, at which hearing the necessity, propriety and amount of the bond shall be determined by the Board of County Commissioners. This determination is final and shall be complied with within fifteen days after the person collecting the tax receives notice thereof.
 - (2) In lieu of the bond required by Subsection (k)(1) HEREIN, securities approved by the Board of County Commissioners or cash in such amount as the Board prescribes may be deposited, which shall be kept in the custody of the Board. The Board, at any time, without notice to the depositor of the securities or cash, may apply them to any tax due, and for that purpose the securities may be sold by the Board at public or private sale without notice to the depositor of the securities.
- (l) Applicability. The procedures under Title 9 20, Subtitle 7 4 (HOTEL RENTAL TAXES), of THE LOCAL GOVERNMENT Article-24 of the Annotated Code of Maryland, AS FROM TIME TO TIME AMENDED, SHALL apply to this section.

DRAFT

A BILL ENTITLED

AN ACT Concerning

Taxation and Revenue - Mobile and Manufactured Home Park Licenses

For the purpose of amending the Taxation and Revenue Article to repeal Title I, Subtitle V, Mobile and Manufactured Home Park Camp Licenses.

Section 1. BE IT ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that existing Title I, Subtitle V of the Taxation and Revenue Article of the Code of Public Local Laws of Worcester County, Maryland be repealed in its entirety.

See
p. 38

Section 2. BE IT FURTHER ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that this Bill shall take effect January 1, 2020.

Delete

SUBTITLE V

Mobile and Manufactured Home Park Licenses

[Amended 11-10-1987 by Bill No. 87-5; 3-20-2018 by Bill No. 18-1]

§ TR 1-501. License required.

No person shall establish, maintain or operate any mobile or manufactured home park in the County without first having obtained a mobile and manufactured home park license from the County Commissioners.

§ TR 1-502. Definitions.

For the purposes of this Subtitle, the following words and phrases shall have the meanings respectively ascribed to them by this section:

DEPARTMENT — The County department designated by the County Commissioners to administer and enforce this Title.

MANUFACTURED HOME — A factory built structure which is manufactured or constructed after June 15, 1976, under authority of 42 U.S.C. § 5403, Federal Manufactured Home Construction and Safety Standards Act of 1974, as from time to time amended, and designed to be used as a single-family residential dwelling with or without a permanent foundation and which is not constructed with a permanent hitch or other device allowing it to be moved other than for the purpose of moving to a permanent location and which does not have any wheels or axles permanently attached to its body or frame. The placing of a manufactured home on a permanent foundation or the construction of additions, porches and the like shall not change the classification of such manufactured home.

MANUFACTURED OR MOBILE HOME PARK — Any area or tract of land designed or used for the parking or other type of installation of manufactured or mobile homes on spaces or lots offered for lease, rent or use, with or without compensation, including all improvements, buildings, structures, recreation areas, or other facilities for the use of the residents of such development. A manufactured or mobile home park does not include sales lots on which unoccupied manufactured or mobile homes are parked for inspection or sale or to manufactured or mobile homes used as farm dwellings or accessory structures or for seasonal use on a farm as permitted by the terms of the Zoning and Subdivision Control Article.

MOBILE HOME — A detached residential or business unit manufactured prior to June 15, 1976, and not required to be constructed in accordance with the Federal Manufactured Home Construction and Safety Standards Act of 1974 and which contains not less than five hundred square feet of gross livable floor area in the original manufactured unit and was designed and intended for repeated or periodic transportation in one or more sections on the highway on a chassis which is permanent or designed to be permanent and arriving at the site where it is to be occupied complete and ready for occupancy except for minor and incidental unpacking

and assembly of sections, location on jacks or other foundations, connection to utilities and the like. The placing of a mobile home on a permanent foundation or the construction of additions, porches and the like shall not change the classification of such mobile home.

§ TR 1-503. Application for license.

- (a) Form. Applicants for a mobile or manufactured home park license shall make application on forms to be supplied by the Department.
- (b) Content. All applications must contain the following:
 - (1) The proper name and permanent mailing address of each applicant.
 - A. If the applicant is the owner of the premises, each owner must apply, including each spouse if the property is owned by husband and wife; if the applicant is a tenant or lessee, each tenant or lessee must apply, including each spouse.
 - B. If the applicant is a firm or partnership, each member of such firm or partnership must apply, and the trade name and address, if any, of the firm or partnership must be listed.
 - C. If the applicant is a corporation, application must be made in the name of the corporation, signed by the president or vice president thereof, and the name and permanent mailing addresses of the principal officers must be listed.
 - (2) A statement of the number of lots or parcels upon which mobile or manufactured homes may be placed and which are held out for rental use.
- (c) Filing of application. All applications must be filed with the Department, together with a license fee as established by resolution of the County Commissioners and a plat, or drawing of the premises showing the outlines of the property, the streets, and roads, all improvements, if any, and each lot or parcel of land to be occupied by one individual mobile or manufactured home. The lots or parcels designated for use by a mobile or manufactured home shall be numbered. The plat or drawing required hereby shall be to scale and accurately show the location and number of lots and parcels set aside for rental use.
- (d) Renewal. Renewal applications shall be made in the same manner as hereinabove set forth for new applications, with the exception of the necessity of filing a plat or drawing of the premises, unless there have been changes during the previous year with respect to the number or location of lots or in the use of the property, in which case an amended plat or drawing shall be filed with the renewal application.

§ TR 1-504. License year; proration of fees; transfer.

- (a) Term. Mobile or manufactured home park licenses shall be issued annually by the County Commissioners for the period of one year from January 1 to December 31 in each and every year. Licenses may be issued for a shorter period of time, at the discretion of the Commissioners, for cause shown.

- (b) Prorating fees prohibited. No license fees will be prorated, either upon application or upon cancellation, whether voluntary or otherwise.
- (c) Licenses not transferable. No license issued hereunder shall be transferable, either to another person for the same premises or to other premises by the applicant to whom issued.

§ TR 1-505. License taxes and provisions for collection.

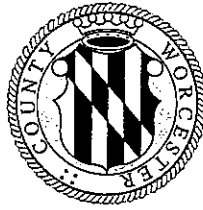
- (a) Applicability. Every person or entity licensed to operate a mobile or manufactured home park in the County under existing laws and/or regulations pertaining thereto shall collect from any person paying charges for the rental, leasing or use of any space, facilities or accommodations in or for the providing of any services by such mobile or manufactured home park a tax thereon, computed at a percentage of such charges to be established by resolution of the County Commissioners, provided that no tax shall be levied on individually metered natural or propane or other manufactured gas, electricity or fuel oil, and further provided that the providing of any services shall include, without limitation, the leasing of sites or lots for the placement of a mobile or manufactured home.
- (b) Determination of tax where licensee owns mobile or manufactured home. In those cases where the licensee itself maintains mobile or manufactured homes which themselves are owned, leased, controlled or operated by such licensee upon the premises of a licensed mobile or manufactured home park and leases or rents those mobile or manufactured homes to others, for the purpose of determining the tax created hereby, the gross charges for the rental, leasing or use of the spaces or lots or parcels occupied by such mobile or manufactured homes and the gross charges for providing any services therefor shall be deemed to be equivalent to the gross charges collected for other spaces, lots or parcels rented to other persons for the use of their mobile or manufactured home and the gross charges for providing any services thereof.
- (c) Reporting and accounting. The aforesaid tax shall be accumulated and paid quarterly to the County Commissioners. On or before the 21st day of April, July, October and January of each year, every licensed mobile or manufactured home park operator shall file with the Department a report showing the amount of tax due for each of the three months preceding the filing of such report and shall pay unto the County Commissioners the total tax for the three preceding months as shown thereon. Any person or entity required to collect or remit the tax imposed by this section shall be liable to the County Commissioners in the amount of any such tax or portion thereof required to be collected and remitted by it which it fails either to collect or remit.
- (d) Forms for returns. The quarterly report shall be prepared and filed with the Department on forms to be furnished by the Department.
- (e) Credit for expense in remittance. The owner shall be entitled to apply and credit against the amount of tax collected and payable by him an amount equal to two percent of the gross tax to be remitted by him to cover his expense in the collection and remittance of the tax, provided that nothing contained in this subsection shall apply to any licensee who shall fail or refuse to collect the tax provided hereby or who shall fail or refuse to file his return with the Department within the time prescribed by this section.

- (f) Failure to file reports. If any person or entity required to collect and remit the tax imposed by this section fails to file a statement and a remittance within the time provided herein or if the Department has reason to believe that any report which has been filed is in error or incomplete, the Department may proceed to determine the amount due to the County Commissioners and in connection therewith shall make such investigation and take such testimony and other evidence as may be necessary, provided that notice and opportunity to be heard is given by the County Commissioners to any person who may become liable for an amount determined by it. The Department may refuse to accept an incomplete return. The filing of an incomplete return shall not constitute filing under this section.
- (g) Responsibility of owner. The owner of the premises upon which any mobile or manufactured home park is operated or maintained shall be responsible for the filing of reports and remittance of taxes as provided in this section regardless of who may actually prepare and file the report. If adequate records cannot be found to determine the amount of taxes due the County, they shall be determined in the manner above provided.

§ TR 1-506. Enforcement; inspections; penalties.

- (a) Enforcement. The provisions of this Subtitle shall be enforced by the Department, who shall perform such duties as may be assigned to or required of it under this regulation and such other duties as may be assigned to it by the County Commissioners. In the performance of its duties, it shall have all authority, rights, privileges, powers, limitations and immunities reasonably necessary to enable it to carry out such duties and shall be considered to be law enforcement officers and peace officers of the County.
- (b) Right of entry; inspections. The Department shall have the right to enter upon any premises for which a mobile or manufactured home park license has been issued hereunder in order to inspect such premises and, in addition thereto, any books or records kept by the licensee pertaining to the gross monthly charges as defined herein.
- (c) Reports. If the reports required by this Subtitle are not filed, the Director of the Department may estimate the tax due based on any information the Director can obtain, including prior years' information. The Director shall make such investigation as may be necessary to estimate this tax; provided, however, that notice and opportunity to be heard shall be given to any person or corporate entity that may become liable for any amount determined by the County to be due.
- (d) Violations and penalties.
- (1) Any person or entity who 1) establishes, maintains or operates any mobile or manufactured home park in the County without having first obtained a mobile or manufactured home park license, 2) willfully fails to collect, remit or pay the taxes imposed by this Subtitle, 3) willfully fails to file any report required by this Subtitle or 4) willfully makes any false statement or misleading omission in any report filed as required by this Subtitle, shall be guilty of a civil infraction and shall be subject to a fine. The Department is authorized to issue said civil infractions.

- (2) Any person or entity who fails to file a timely return or pay the appropriate tax in a timely manner pursuant to the terms of this Subtitle shall be liable for penalty in the amount of twenty percent per annum, computed from the date due to the date of payment, based upon the gross tax due as determined by the terms of this Subtitle.
- (3) In addition to any other penalty for violation, any person or entity who violates any provision of this Subtitle may, at the discretion of the County Commissioners, have the mobile or manufactured home park license revoked without further action and may, at the discretion of the County Commissioners, be denied any further mobile or manufactured home park licenses.
- (4) The County Commissioners may proceed to collect delinquent and unpaid taxes by suit or distraint.
- (5) The County Commissioners may institute injunctive, mandamus or other appropriate proceedings of law to correct violations of this Subtitle. Any court of competent jurisdiction shall have the right to issue temporary or permanent restraining orders, injunctions or mandamus, or other appropriate forms of relief.
- (6) Delinquent and unpaid taxes shall become a lien upon the real property of the person or entity from whom they are due and shall be collectible in the same manner as real estate taxes assessed against any such property.



OFFICE OF THE
COUNTY COMMISSIONERS

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

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

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

January 23, 2019

TO: Edward A. Tudor, Director of Development Review and Permitting
Phil Thompson, Finance Officer
FROM: Harold L. Higgins, Chief Administrative Officer HH
SUBJECT: Countywide Rental License Program

Thank you for your thorough memo and recommendations regarding the proposed Countywide Room Tax/Rental License Program in Worcester County. As you are aware, as a result of their discussion regarding this matter at their meeting on January 22, 2019, the Worcester County Commissioners have directed you to develop the framework for County code revisions required to remove all of the inconsistencies between the various sections of the County Law as you suggested and to create a Rental License Program which would apply to both long-term and short-term rentals. The Commissioners understand that this work will require significant effort on your part and have therefore agreed to anticipate receiving your draft report in April 2019, which could then be followed by a text amendment or amendments thereafter.

Thank you for your attention to this matter. If you should have any questions or concerns, please feel free to contact me at this office.

KS/kah

cc: Maureen Howarth, County Attorney
Kelly Shannahan, Assistant Chief Administrative Officer
Kathy Whited, Budget Officer

The Commissioners met with Mr. Thompson and Mr. Tudor to discuss staff's findings regarding steps that could be taken to initiate a Countywide room tax and rental license program and to discuss the success of similar programs already in effect in Talbot County and Ocean City.

Mr. Tudor stated that Talbot County has a very specific code section dealing solely with short-term rentals (STRs), which utilizes software developed by Bear Cloud Software at a cost of \$1,250 per month for a total annual cost of \$15,000, to identify STRs and assist the County in licensing, enforcement, tax collection, and nuisance abatement for STRs, including online applications and payments, filing of complaints relative to noise, trash, and excess numbers of renters. Mr. Tudor stated that Talbot County began using the software in August, 2018, and rental license applications can only be filed during the months of July, August, January, and February, according to their law, so they have not had sufficient time to evaluate the efficacy of the software.

Mr. Thompson stated that the County collects room tax on behalf of the Town of Ocean City, which in spring 2018 mailed approximately 30,000 letters to remind property owners about the town's property rental license program and to encourage compliance. He advised that the letter campaign yielded approximately 500 new licenses and approximately \$70,000 in additional revenue.

Mr. Tudor stated that the County does not have a rental license requirement, but rather a requirement in the Taxation and Revenue Article known as a Tourism Permit, which is required for any structure rented or capable of being rented to four or more persons for less than six months. A separate section of the County Code requires the payment of a Hotel Rental Tax (Room Tax) on any structure rented or capable of being rented to one or more persons for not more than four consecutive months. Mr. Tudor explained that under the current County Code, the number of combinations of lengths of stay and number of persons can quickly become very confusing, and he cited specific instances in which renting to three people would violate the Zoning Ordinance if the homes were located in the A-1, A-2, E-1, V-1, R-1, R-2, and R-3 Zoning Districts. He noted that, due to the way the County's various codes are written today, it may be counterproductive to hire a software consultant or even send letters to all of the County property owners to increase enforcement or raise awareness of the Tourist Permit and Room Tax requirements until staff can remove all the inconsistencies in the various Codes. He stated that the first step would be to begin with a comprehensive amendment to the Zoning Ordinance to increase the allowable number of rooms or borders to perhaps as many as four or more persons. Then, the Tourist Permit should be repealed and replaced with a comprehensive rental license requirement, which simply put would require anyone renting a property, regardless of the term, to have a rental license. Mr. Tudor stated that the Room Tax provisions concerning the length of stay could remain as is or be revised to a different length of stay at the Commissioners' discretion. However, there needs to be very clear guidance pertaining to the licensing component, specifically whether the Commissioners wish to address nuisance issues and public safety as part of the rental license; basic safety inspections of rental properties for such things as smoke detectors and required means of egress; an established minimum square footage requirement for sleeping rooms (as Ocean City requires) to avoid overcrowding in these rental units; and increased parking beyond the current Zoning Ordinance standard of two parking spaces per single-family dwelling when the house is used for short-term rentals. He stated that perhaps greater awareness and compliance could be gained if that process could be coupled with an

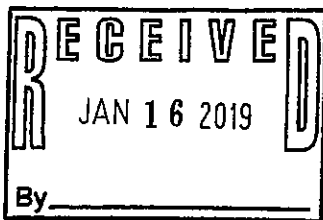
aggressive public outreach campaign, thus saving the County the cost of the software firm initially. He stated that additional staff will be necessary to implement any changes to the existing law, and the number and classification of the staff will be dependent upon the components of the licensing program.

Commissioner Mitrecic made a motion to direct staff to develop the framework for County Code revisions required to remove all of the inconsistencies between the various sections of the County Law and to create a rental license program that would apply to both long-term and short-term rentals.

Commissioner Bunting stated that any doubts he had initially about instituting this Countywide program were removed after he saw on the internet where one individual owns eight to nine houses in a single subdivision and rents those properties weekly throughout the summer months. Commissioner Bertino stated that homeowners should have the right to rent their properties, without government using it as a new means of reaching into their pockets. In response to a question by Commissioner Church, Mr. Tudor stated that the proposed program would require extensive revisions to the County Code, but with guidance from the Commissioners, staff could develop a framework for their consideration by spring 2019.

Commissioner Church stated that he has received calls from concerned constituents regarding rental properties limited to eight occupants that have housed upwards of 25 people, and a defined rental license program would help assure some much-needed accountability. Therefore he is very much in favor of the proposed program. Commissioner Nordstrom concurred, and he pointed out that private rentals, which currently pay no taxes or licensing fees, compete with area hotels that are paying taxes and licensing fees. In response to a question by Commissioner Elder, Mr. Tudor advised that the County could develop a room tax and rental licensing program that takes into account the different rates that could be assessed between short-term and long-term rentals.

Following some discussion and upon a vote on the motion by Commissioner Mitrecic, the Commissioners voted 5-1-1, with Commissioner Bertino voting in opposition and Commissioner Elder abstaining due to a conflict of interests, for staff to develop the framework for County Code revisions required to remove all of the inconsistencies between the various sections of the County Law and to create a rental license program that would apply to both long-term and short-term rentals for their consideration in April 2019.



DEPARTMENT OF
DEVELOPMENT REVIEW AND PERMITTING

Worcester County

ZONING DIVISION
BUILDING DIVISION
DATA RESEARCH DIVISION

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

ADMINISTRATIVE DIVISION
CUSTOMER SERVICE DIVISION
TECHNICAL SERVICE DIVISION

MEMORANDUM

TO: Harold L. Higgins, Chief Administrative Officer
FROM: Edward A. Tudor, Director of Development Review and Permitting *EAT*
Phil Thompson, Finance Officer *PGT*
DATE: January 15, 2019
RE: Countywide Room Tax/Rental License Program

Pursuant to your request, we have jointly worked to gather information and prepare this memorandum relative to the above referenced issues. Specifically, we reviewed the recent actions taken by both Talbot County and Ocean City. Both jurisdictions have had rental licensing programs on the books for a number of years. Talbot County has a very specific code section dealing solely with short term rentals (STRs). On the other hand, Ocean City has a more general approach to rentals. Recently, however, both jurisdictions took action to attempt to enhance revenue collection. Before discussing the specifics of our current law and programs, we will provide a brief discussion of both Talbot County and Ocean City's recent actions.

In June 2018 Talbot County entered into a contract with Bear Cloud Software to develop a software program to assist the County with identifications of STRs. In addition to identifying the properties the software has a number of other features that assist the County in licensing, enforcement, tax collection and nuisance abatement for STRs, including online applications and payments, filing of complaints relative to noise, trash and excessive numbers of renters, etc. It also supports a very robust amount of data collection, information and reports on the rental properties themselves. Talbot County is paying \$1,250 per month for a period of one year for the service, according to the contract. Since the contract for the software was signed at the end of last August and rental license applications can only be filed during the months of July, August, January and February according to their county law, I would not expect that they have had sufficient time to evaluate the efficacy of the software as of yet.

While Ocean City apparently discussed a software solution similar to Talbot County, it is our understanding that to date they have taken a different path. Like Talbot County, Ocean City has had a rental licensing and enforcement program for quite some time. According to conversations with Town staff, in the spring of 2018 they sent out approximately 30,000 letters to remind property owners that the Town had a property rental license program and to encourage compliance. Included with the letters was information regarding the County room tax remittance and contact information for the Maryland State Comptroller's Office with regard to sales and use tax collection and remittance. The letter campaign yielded approximately 500 new licenses and approximately \$70,000 in additional revenue. Although the Town received proposals from firms for software similar to that utilized by Talbot County, with some at considerably greater expense, no further action has been taken at this time.

With regard to our licensing, taxation and zoning regulations on rental properties, I have prepared the attached chart to provide a better picture of the complexities of our system. First, we do not have a rental license per se but rather a requirement in the Taxation and Revenue Article for what is known as a Tourist Permit. These permits are required for any structure rented or capable of being rented to four or more persons for less than six months. Secondly, the Taxation and Revenue Article requires the payment of a Hotel Rental Tax on any structure rented or capable of being rented to one or more persons for not more than four consecutive months. Quite obviously, neither the length of stay or number of renters is consistent between the two provisions. The number of combinations of lengths of stay and number of persons can quickly become very confusing. Take the example of someone renting a room in their home. If they rent to three people for four months and a day, they do not need a Tourist Permit nor are they required to pay Room Tax. Reduce the stay to four months for the same number of people and now they are required to pay Room Tax but still do not need a Tourist Permit. If the homeowner rents to one more person, for a total of four persons, for six months, they do not need a Tourist Permit nor are they required to pay the Room Tax. Reduce the stay by one day and now a Tourist Permit is necessary but the homeowner is still not subject to the Room Tax. On top of all these combinations we have the limitations in the Zoning Ordinance. Take the first example of someone renting a room in their home to three people for four months and a day. As stated before, they do not need a Tourist Permit and are not required to pay Room Tax. However, if they are renting to three people they are in violation of the Zoning Ordinance if the home is in the A-1, A-2, E-1, V-1, R-1, R-2 and R-3 Zoning Districts. If the home is in the R-4 Zoning District they could rent to the three persons as an accessory use. If in the V-1 District they could do so as a Special Exception as a boarding or lodging house but would still not need a Tourist Permit or pay Room Tax. Now if the space had its own cooking facilities and therefore was classified as an accessory apartment, it could be rented to the three persons in all of the aforementioned Zoning Districts. They would not need a Tourist Permit at all and would only need to pay Room Tax if they rented the apartment for four months or less. Add one more person in the accessory apartment, cut the term to four months and now they need a Tourist Permit and have to pay Room Tax but are not in violation of the Zoning Ordinance. We think you can see just how quickly the combinations can get out of hand and how confusing it is.

With the way our various codes are written today, we think it may actually be counterproductive to hire a software consultant or even send letters to all of the County property owners. Our gut instincts tell us that most likely the STRs advertised for rent on various platforms would accommodate at least four persons but would also most likely be located in Zoning Districts other than the R-4 District which would then prohibit the rental entirely unless they are located in an accessory apartment. If we then enforced the terms of the Zoning Ordinance we would most likely significantly reduce the number of units/rooms that could be rented and thus those for which a Tourist Permit could be issued and hence Room Tax collected from property owners. Certainly some property owners may then begin to advertise that they only accommodate two persons or less but of course then they would not be subject to getting a Tourist Permit, making it more difficult to track and collect Room Tax.

Given all of the information above, we believe that before embarking on a program to increase enforcement or to simply raise awareness of the Tourist Permit and Room Tax requirements we should clean up our various codes to remove all of the inconsistencies between the various sections of the law. This would begin with a comprehensive amendment to the Zoning Ordinance to increase the allowable number of roomers or boarders to perhaps as many as four or more persons. Secondly, we believe that the existing Tourist Permit requirement should be repealed and replaced with a comprehensive rental license requirement. Simply put, if you are renting your property, regardless of the term, you need a rental license. The fee could be adjusted for the particular type of license, i.e., short or long term, but there would be a license requirement regardless. The Room Tax provisions concerning the length of stay could remain as it or be revised to a different length of stay at the County Commissioners' discretion. Lastly, while not necessarily a component of the revenue issue, should the County Commissioners see fit to make revisions as outlined above, we believe there needs to be very clear guidance pertaining to the licensing component. Specifically, do the County Commissioners wish to address nuisance issues and public safety as part of the rental license? Should we have basic safety inspections of rental properties for such things as smoke detectors and required means of egress? Should we establish minimum amounts of square footage for sleeping rooms as does Ocean City to avoid overcrowding in rental units? Should there be increased parking requirements beyond our current Zoning Ordinance standard of two parking spaces per single family dwelling when the house is used for short term rentals? Obviously, these changes to the law would require public hearing which may inform a small segment of the property owners but perhaps greater awareness and compliance could be gained if that process could be coupled with an aggressive public outreach campaign. This could save the County the cost of a software firm, at least until we see how things are functioning. In any event, we believe additional staff will be necessary to implement any changes to our existing laws. The number and classification of those staff will be dependent upon the components of the licensing program.

As always, we will both be available to discuss the matter in greater depth with you and the County Commissioners at your convenience.

APPROVED

Worcester County Commissioners

Date 11/11/22

Approve concept of
rental license 52



17

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

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

OFFICE OF THE
COUNTY COMMISSIONERS

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

June 6, 2019

Work Session

- See Background
Information - page 8

TO: Worcester County Commissioners
FROM: Kelly Shannahan, Assistant Chief Administrative Officer *kl.*
On Behalf Of Worcester County Sewer Committee
SUBJECT: Proposed Resolution Establishing Standard Sewer Flow Calculations

At the Worcester County Sewer Committee meeting earlier today, the Committee reviewed and recommended adoption of the attached draft resolution establishing standard flow calculations for determining required capacity to serve residential and non-residential land uses to be served by public sewer systems in Worcester County, Maryland. As stated in the draft resolution, standard flow calculations for proposed developments will assist the County in definitively determining the number of Equivalent Dwelling Units (EDUs) required to serve proposed development and ensures that the sale and allocation of EDUs will not exceed the rated capacity of the wastewater treatment plant serving each community. As you will see, the resolution includes a formal policy as well as a Table of Standard Sewer Flow Calculations in Worcester County, Maryland. This resolution will provide staff with approved flow calculations which are primarily based on State guidelines but also reflect local experience of actual flows generated by similar existing land uses in Worcester County and other nearby jurisdictions. As new data is collected on actual flows, we anticipate that these Standard Sewer Flow Calculations in Worcester County, Maryland can be periodically updated by the County Commissioners to more accurately reflect the projected sewer capacity required to serve all types of development.

The Sewer Committee requests your review and approval of this resolution at your next meeting. In the meantime, if you should have any questions or concerns, please feel free to contact me.

cc: Sewer Committee

Postponed;
APPROVED *Work Session*
Worcester County Commissioners
Date *6/18/19*

**RESOLUTION ESTABLISHING STANDARD SEWER FLOW CALCULATIONS FOR
DETERMINING REQUIRED CAPACITY TO SERVE RESIDENTIAL AND NON-
RESIDENTIAL LAND USES TO BE SERVED BY PUBLIC SEWER SYSTEMS IN
WORCESTER COUNTY, MARYLAND**

WHEREAS, the County Commissioners of Worcester County, Maryland (the Commissioners) have determined that it is desirable to provide for adequate water and sewage capacity for the residents of the County and to allocate water and sewage capacity among current and future developments in a fair and equitable manner in its effort to maintain water and sewerage allocation availability to the community; and

WHEREAS, Title 9, Subtitle 5, of the Environment Article of the Annotated Code of Maryland, enables County comprehensive water and sewerage plans to provide for the orderly expansion of community and multi-use water supply and sewerage system in a manner consistent with applicable County and local comprehensive plans, and the statutory authority and regulatory requirements, as codified in the Code of Maryland Regulations (COMAR) 26.03.03, as from time to time amended, provides the basis for the establishment of allocation policies for water supply and sewerage services; and

WHEREAS, the Commissioners have determined the treatment capacity necessary to serve a single-family residential dwelling unit in each Sanitary Service Area on an Equivalent Dwelling Unit (EDU) basis whereby each EDU is currently projected to generate a flow of 300 (three hundred) gallons per day (gpd) per EDU; and

WHEREAS, standard sewer flow calculations for proposed residential and non-residential developments assist the County in determining the number of EDUs required to serve the proposed development and ensure that the sale and allocation of EDUs will not exceed the rated capacity of the wastewater treatment plant serving the proposed development; and

WHEREAS, the Commissioners, as the governing body of the Sanitary Service Areas of Worcester County, have determined that the flows for certain specific uses as reflected in Tables I-IV of the Design Guidelines for Wastewater Facilities document authored by the Maryland Department of the Environment (MDE), closely resemble the discharge produced by specific land uses in Worcester County, subject to local amendments; and

WHEREAS, the Commissioners have determined it necessary and appropriate to amend these flow tables to reflect local conditions including referencing established design flows for various land uses in other Maryland jurisdictions, and local experience of actual flows generated by similar existing land uses in Worcester County in order to establish the Standard Sewer Flow Calculations in Worcester County, Maryland;

NOW, THEREFORE, BE IT RESOLVED by the County Commissioners of Worcester County, Maryland that the following Policy which includes the attached Standard Sewer Flow Calculations in Worcester County, Maryland is hereby adopted by the Commissioners and shall guide the sale and allocation of EDUs so as not to exceed the rated capacity of the wastewater treatment plant serving the proposed development.

1. **CALCULATION OF REQUIRED EDUs**

- A. The water and sewer allocation for a single family residential unit shall require one EDU.
- B. For non-residential units, the number of EDU's required for a project shall be based on the specific use and scope as determined and approved by County staff, in accordance with the provisions of this Resolution.
- C. Unless otherwise provided in this Resolution, the calculation of the number of EDUs required for a project shall be based on the Standard Sewer Flow Calculations in Worcester County, Maryland (Flow Table) attached hereto as Attachment A.
- D. The calculation of the required EDU's shall result in a whole number. Calculations resulting in a fraction shall be rounded up to the next whole number.
- E. If a project or use is not adequately addressed in the Flow Table, County staff from the Departments of Environmental Programs, Public Works, and the Treasurer's Office shall collectively review the use and estimate the capacity required based on available data from MDE, neighboring jurisdictions, local experience, or other similar sources which staff determines to be reputable and acceptable.
 - i. Following the EDU calculation by staff, the County shall monitor water consumption as an indication of actual sewer flow for a period of twenty-four months following completion of the project, connection to County sanitary services, and commencement of operations. If the observed peak flow exceeds the established EDUs allocated to the property, the property owner shall be required to purchase additional sanitary capacity to reflect the actual peak flow in excess of the previously allocated number of EDUs. There shall be no lowering of the initial EDU calculation

2. **PROCEDURE**

The initial determination of required EDUs will be made by the Department of Environmental Programs in their review of either a permit for construction of improvements or in conjunction with site plan review. Requirements will be determined utilizing the attached Flow Table and recorded by the department on a Flow Calculation Worksheet to be distributed to the Worcester County Sewer Committee and placed in the property/project file. No County building permit shall be issued for the project until the required EDUs have been purchased.

3. **RECORD-KEEPING AND DOCUMENTATION**

The Department of Environmental Programs shall maintain Flow Calculation Worksheet showing the calculations and project title which shall be maintained in the property/project file. These records shall also include any special determinations and decisions reached for flows not specifically listed in the attached Flow Table.

DRAFT

4. **AMENDMENTS TO THE FLOW TABLE**

The Commissioners reserve the right to periodically review the Flow Table to determine if additions or modifications are necessary. Such additions or modifications shall be adopted by resolution of the Commissioners and shall be in effect for future developments thereafter, but shall not apply to any allocations for existing development.

5. **NATURE OF ALLOCATION**

Nothing herein or action taken hereunder shall constitute a commitment for sewer service by the County which shall at all times be subject to the available capacity and conditions at the time of application for service.

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

PASSED AND ADOPTED this _____ day of _____, 2019.

ATTEST:

COUNTY COMMISSIONERS OF
WORCESTER COUNTY, MARYLAND

Harold L. Higgins
Chief Administrative Officer

Diana Purnell, President

Joseph M. Mitrecic, Vice President

Anthony W. Bertino, Jr.

Madison J. Bunting, Jr.

James C. Church

Theodore J. Elder

Joshua C. Nordstrom

Table A	
Flow Projection Based Upon Gallons Per Day (gpd) Per Person	
Type of Establishment	Gallons Per Day (gpd) Per Person (Unless otherwise noted)
Airports (per passenger + 15 gpd per employee)	5
Auditorium or Assembly Hall (per seat)	3
Bathhouses and swimming pools	15
Boarding houses (per room)	100
Camps: Campground with central comfort stations	35
Camps: With flush toilets, no showers	25
Camps: Day camps (no meals served)	15
Camps: Resort camps (night and day) with limited plumbing	50
Camps: Luxury camps	100
Country clubs (based on rated capacity)	50
Church (per seat)	3
- Church with private kitchen (per seat)	5
- Church with commercial kitchen (per seat)	15
Daycare (per student and teacher)	15
Factories (gallons per person, per shift, exclusive of industrial wastes)	25
Golf Course - 18 holes with limited service snack bar	3,500
Golf Course - 9 holes with limited service snack bar	1,500
Hospitals (per bed space)	350
Institutions other than hospitals (per bed space)	130
Marina pump out (per slip)	35
Mobile home parks (1 EDU per space)	300
Motels (per room)	125
Picnic Parks (toilet wastes only) (per picnicker)	5
Picnic Parks with bathhouses, showers and flush toilets (per picnicker)	10
Schools: Boarding	100
Schools: Day, without gyms, cafeterias or showers	15
Schools: Day, with gyms, cafeterias and showers	30
Schools: Day, with cafeterias, but without gyms or showers	20
Stable, Commercial Riding (per horse)	8
Swimming pool Club House/Bath House	20
Tasting Room - for winery, brewery - no food service - (minimum)	400
Theaters: Indoor (per auditorium seat)	3
Theaters: Drive-in (per car space)	5
Travel Trailer Parks (transient or seasonal) - no sewer hook-ups (per space)	85
Travel Trailer Parks (transient or seasonal) - with sewer hook-ups (per space)	100
Footnote: Number of persons is calculated by the occupant load as determined by the County Building Code.	

Table B	
Flow Projections for Commercial Establishments	
Public Service Buildings or Other Uses	
Type of Establishment	Projected Flow by Area
Accupuncture/massage	Gross Sq. Ft. x 0.10 = gpd
Amusement Park	Gross Sq. Ft. of site x 0.008 = gpd
Arcades	Gross Sq. Ft. x 0.10 = gpd
Banks	Gross Sq. Ft. x 0.05 = gpd
Barber Shops	Gross Sq. Ft. x 0.20 = gpd
Beauty Salons	Gross Sq. Ft. x 0.35 = gpd
Car Wash with Wastewater Recirculation Equipment	Gross Sq. Ft. x 0.55 = gpd
Car Wash without Wastewater Recirculation Equipment	Gross Sq. Ft. x 4.90 = gpd
Conference Room/Meeting Room	Gross Sq. Ft. x 0.50 = gpd
Contractor's Shop	Gross Sq. Ft. x 0.04 = gpd
Convenience Store	Gross Sq. Ft. x 0.05 = gpd
Day Spa	Gross Sq. Ft. x 0.35 = gpd
Department Store with Lunch Counter	Gross Sq. Ft. x 0.08 = gpd
Drug Stores (with pharmacy, no food served)	Gross Sq. Ft. x 0.13 = gpd
Dry Goods Stores	Gross Sq. Ft. x 0.05 = gpd
Funeral Homes	Gross Sq. Ft. x 0.45 = gpd
Gym - with Showers	Gross Sq. Ft. x 0.20 = gpd
Gym - no Showers	Gross Sq. Ft. x 0.10 = gpd
Hotels and Motels	Gross Sq. Ft. x 0.25 = gpd
Laundries & Cleaners	Gross Sq. Ft. x 0.31 = gpd
Laundromats	Gross Sq. Ft. x 3.68 = gpd
Medical Dialysis Centers	Gross Sq. Ft. x 1.00 = gpd
Medical Office Buildings - offices only	Gross Sq. Ft. x 0.10 = gpd
Medical Surgery Centers	Gross Sq. Ft. x 0.60 = gpd
Office Buildings	Gross Sq. Ft. x 0.09 = gpd
Swimming pools: 3 to 5-feet deep	Gross Sq. Ft. x 0.83 = gpd
Swimming pools: greater than 5-feet deep	Gross Sq. Ft. x 0.67 = gpd
Retail Stores	Gross Sq. Ft. x 0.05 = gpd
Restaurants, Bars and Lounges	Gross Sq. Ft. x 1.00 = gpd
- Restaurants - Carry-out only	Gross Sq. Ft. x 0.50 = gpd
Service Stations	Gross Sq. Ft. x 0.18 = gpd
Shopping Centers	Gross Sq. Ft. x 0.18 = gpd
Supermarkets	Gross Sq. Ft. x 0.20 = gpd
Warehouses	Gross Sq. Ft. x 0.03 = gpd

Table C		
Flow Projection for Country Clubs		
Type of Fixture	Gallons Per Day	Per Fixture
Baths		300
Showers		500
Sinks		50
Toilets		150
Urinals		100
Table D		
Flow Projection for Public Parks		
(During hours when park is open)		
Type of Fixture	Gallons Per Day (gpd)	Per Fixture
Faucets		15
Flush toilets		35
Showers		100
Urinals		10
Adapted from flow tables provided in "MDE Guidance Document, Wastewater Capacity Management Plans, 2006" with local amendments, from "Design Guidelines for Wastewater Facilities," Maryland Department of the Environment – Engineering and Capital Projects Program, 2012 and "Design Guidelines for Sewerage Facilities; Technical Bulletin M-DHMH-EHA-S-001," Environmental Health Administration, Department of Health and Mental Hygiene, State of Maryland, 1978 Edition.		

EDU Allocation Worksheet



Project:

Tax Map:

Parcel:

Lot:

Use Description	Allocation Rate	Estimated Quantity (sf)	EDU Flow per Gal	EDU Total
<u>Common uses:</u>				
General Office	0.09	0.00	300	0
Retail	0.05	0.00	300	0
Contractors Shops	0.04	0.00	300	0
Medical and Dental Offices	0.10	0.00	300	0
Carry Out (non-public food prep area)	0.50	0.00	300	0
Restaurants	1.00	0.00	300	0
Additional use (not listed above)	0.00	0.00	300	0
Total EDU Projection				0

Notes:

1. Enter building size or # of seats in quantity.

DRAFT

Background Information on Standard Sewer Flow Calculations

EDU Charges - An equivalent dwelling unit (EDU) charge is collected in the County service areas for the purpose of paying any debt related to the acquisition or construction of sanitary facilities. One EDU represents the equivalent flow of an average single family home, which is typically 300 gallons per day (gpd). So for example, if a wastewater treatment plant was expanded to treat an additional 100,000 gpd of sewage, that expansion could serve an additional 333 single family homes, or 333 EDU's, as follows: $100,000 \text{ gpd} \div 300 \text{ gpd/EDU} = 333 \text{ EDU's}$. If the cost of that expansion was \$2 million, we would need to collect a total of roughly \$6,000 per EDU to cover the cost of expansion ($\$6,000/\text{EDU} \times 333 \text{ EDUs} = \2 million). Further, we are counting on eventually selling all 333 EDUs in order to fully recoup the cost of the expansion by the new customers served by that expanded capacity rather than the existing customers.

Determining EDUs for New Development - Determining the number of EDUs required to serve a new single-family residential subdivision is quite simple and only requires multiplying the number of homes by 1 EDU per home. However, in order to determine the number of EDUs needed to serve commercial and other developments requires us to project the sewer flow based upon the proposed development. Guidance is provided by the Maryland Department of Environment (MDE) as well as local experience of actual flows generated by similar existing land uses. Our goal is to combine these guidance documents and experience in order to establish local standards which can be applied consistently to all new development in the County which will eliminate subjectivity (which often results in disagreements between staff and developers regarding projected flow), streamline the EDU calculation process, lessen the existing workload on staff, and ultimately be more business-friendly by defining a standard that all new development can rely upon when planning their projects.

The Problem with Subjective Flow Calculations - As an example, we recently received an application for two new 3,500 square foot (sf) shopping center buildings. One 3,500 sf building was to be used as a dental office and the second 3,500 sf building was to be used for a restaurant (1,500 sf) and a retail store (2,000 sf). The applicant calculated that he needed a total of 3 EDUs to serve his proposed development, as follows: 1 EDU for the 3,500 sf dental office and 2 EDUs for the restaurant (1 EDU) and retail building (1 EDU). Based upon current guidance documents, staff initially calculated the required EDUs as follows: 2 EDUs for the dental office ($3,500 \text{ sf} \times 0.1 \text{ gallons/sf/day} = 350 \text{ gpd} = 2 \text{ EDUs rounded up}$); and 1 EDU for the 3,500 "shell building" ($3,500 \text{ sf} \times 0.05 \text{ gallons/sf/day} = 175 \text{ gpd} = 1 \text{ EDU}$). However, knowing that the shell building was to be divided into a 1,500 sf restaurant and a 2,000 sf retail store, it was determined that the restaurant space must be calculated based upon the number of seats proposed as has been our past practice. When the applicant was advised of this requirement, they submitted plans showing only 6 seats in the restaurant. As a result, the estimate was recalculated based upon 6 seats (at 25 gallons per seat $\times 6 \text{ seats} = 150 \text{ gpd}$) and the bulk of the space as a carry-out restaurant (at $1,479 \text{ sf} \times 0.5 \text{ gallons/sf/day} = 740 \text{ gpd}$) for a total estimated flow of 890 gpd which would require 3 EDUs for the restaurant and 1 EDU for the retail store ($2,000 \text{ sf} \times 0.05 \text{ gallons/sf/day} = 100 \text{ gpd}$). So the applicant was required to purchase a total of 6 EDUs for their 7,000 sf shopping center (2 EDUs for the Dental Office and 4 EDUs for the restaurant and retail store).

But based upon our current subjective standards, that may not be the end of it. Given that the current calculation for the restaurant is based upon a total of 6 seats, if the eventual restaurant

operator decides that they prefer a sit-down operation over carry-out, that will require more seats which will generate significantly greater sewage flow. Based upon our records, we know that a typical 1,500 sf sit down restaurant has approximately 60 seats. At the rate of 25 gallons per seat that would generate flow of 1,500 gpd (at 25 gallons per seat x 60 seats = 1,500 gpd) and would require a total of 5 EDUs ($1,500 \text{ gpd} \div 300 \text{ gpd/EDU} = 5 \text{ EDUs}$). History has shown that catching these changes at a later date may be difficult. So in the end, the restaurant may be using 5 EDUs worth of flow only having paid for 3 EDUs leaving the remaining service area customers to absorb the cost of those additional 2 EDUs. Even worse, had we allowed the applicant's calculation of 1 EDU needed for the 3,500 sf "shell building" the remaining service area customers would have subsidized 4 additional EDUs needed to serve the restaurant.

Standard Sewer Flow Calculations - The above incident lead to discussions by the Worcester County Sewer Committee members regarding the need for standard sewer flow calculations based wherever possible on the square footage of the proposed development rather than subjective standards based on the number of people estimated to be served. For example, since we know that the a 1,500 sf sit down restaurant typically comprises 60 seats for which we calculate 25 gallons per seat or 1,500 gpd ($1,500 \text{ gpd} \div 300 \text{ gpd/EDU} = 5 \text{ EDUs}$), we reasoned that sit down restaurants typically requires 1.0 gallon/sf/day which could be applied to the square footage of the proposed building to determine the estimated flow and therefore the number of EDUs required. So in this case we could calculate the flow from a 1,500 sf restaurant as $1,500 \text{ sf} \times 1.0 \text{ gallons/sf/day} = 1,500 \text{ gpd}$ which is the same as the prior method of calculation based on the number of seats for a 60-seat restaurant. Furthermore, the new method is completely objective based upon the size of the restaurant rather than a declared number of seats by the applicant. Using this same methodology, we were able to convert several other uses to a more objective square footage basis rather than a subjective basis of how many people are estimated by the applicant to be served.

MDE Calculations Converted to Local Calculations - I have attached copies of the original MDE Guidance Documents which include: Table I - Flow Projections Based Upon Gallons Per Person Per Day; Table II - Guiding Factors for Flow Projection Related with Commercial Establishments, Public Service Buildings, or Dwelling Units; Table III - Flow Projection for Country Clubs; and Table IV - Flow Projection for Public Parks. I have also attached flow calculation estimates used by County staff which have been developed over the years to determine flow for land uses not listed in the MDE Guidance Document. These calculations were incorporated into our local Standard Sewer Flow Calculations. Finally, I have attached our proposed Worcester County Standard Sewer Flow Calculations, which includes: Table A - Flow Projections Based Upon Gallons Per Day (gpd) Per Person; Table B - Flow Projections for Commercial Establishments, Public Service Buildings or Other Uses; Table C - Flow Projection for Country Clubs; and Table D - Flow Projection for Public Parks. The primary difference between our local standards and the MDE standards is that we have incorporated local flow calculations for land uses not listed in the MDE Guidance Document, and wherever possible, converted flow projections previously based upon gpd per person (Table A) to flow projections based upon the square footage of the facility being served and the type of establishment (Table B). We also added a footnote to Table A to provide that the number of persons to be served is calculated by the occupant load of the establishment as determined by the County Building Code which results in a definitive number rather than a declaration of the applicant which is often under-estimated to reduce the number of EDUs required for purchase which therefore deprives the service area of revenues we counted on to retire the debt service on improvements.

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Table I - Flow Projection Based Upon Gallons Per Person Per Day

Airports (per passenger)	5
Apartments-multiple family (per resident)	60
Bathhouses and swimming pools.....	10
Camps:	
Campground with central comfort stations.....	35
With flush toilets, no showers	25
Day camps (no meals served)	15
Resort camps (night and day) with limited plumbing	50
Luxury camps	100
Cottages and small dwellings with seasonal occupancy.....	50
Country clubs (per resident member).....	100
Country clubs (per non-resident member present).....	25
Dwellings:	
Boarding houses.....	50
additional for non-resident boarders.....	10
Luxury residences and estates	150
Multiple family dwellings (apartments).....	60
Rooming houses.....	40
Single family dwellings.....	75-100
Factories (gallons per person, per shift, exclusive of industrial wastes)	35
Hospitals (per bed space)	350
Hotels with private baths (2 persons per room).....	60
Hotels without private baths.....	50
Institutions other than hospitals (per bed space).....	125
Laundries, self-service (gallons per wash, i.e., per customer)	50
Mobile home parks (per space).....	250
Motels with bath, toilet and kitchen wastes (per bed space)	50
Motels (per bed space)	40
Picnic Parks (toilet wastes only) (per picnicker)	5
Picnic Parks with bathhouses, showers and flush toilets	10
Restaurants (per seat)	25
Restaurants (toilet and kitchen wastes per patron)	10
Restaurants (kitchen wastes per meal served)	3
Restaurants, additional for bars and cocktail lounges.....	2
Schools:	
Boarding	100
Day, without gyms, cafeterias or showers	15
Day, with gyms, cafeterias and showers.....	25
Day, with cafeterias, but without gyms or showers	20
Service Stations (per vehicle served).....	10

Swimming pools and bathhouses	10
Theaters:	
Movie (per auditorium seat)	1
Drive-in (per car space)	5
Travel Trailer Parks without individual water and sewer hook-ups (per space)	50
Travel Trailer Parks with individual water and sewer hook-ups (per space)	100
Workers:	
Construction (at semi-permanent camps).....	50
Day, at schools and offices (per shift).....	15

An alternative method used to project average daily flows generated from commercial establishments, public service buildings, or dwelling units can be figured on the basis of total floor area, number of building units, or service seats multiplied by a statistical factor. Guiding factors are given in Table II.

Table II - Guiding Factors for Flow Projection Related with Commercial Establishments, Public Service Buildings, or Dwelling Units

Office Buildings	Gross Sq. Ft. x 0.09 = gpd
Medical Office Buildings.....	Gross Sq. Ft. x 0.62 = gpd
Warehouses.....	Gross Sq. Ft. x 0.03 = gpd
Retail Stores	Gross Sq. Ft. x 0.05 = gpd
Supermarkets.....	Gross Sq. Ft. x 0.20 = gpd
Drug Stores.....	Gross Sq. Ft. x 0.13 = gpd
Beauty Salons.....	Gross Sq. Ft. x 0.35 = gpd
Barber Shops.....	Gross Sq. Ft. x 0.20 = gpd
Department Store with Lunch Counter.....	Gross Sq. Ft. x 0.08 = gpd
Department Store without Lunch Counter.....	Gross Sq. Ft. x 0.04 = gpd
Banks.....	Gross Sq. Ft. x 0.04 = gpd
Service Stations	Gross Sq. Ft. x 0.18 = gpd
Laundries & Cleaners	Gross Sq. Ft. x 0.31 = gpd
Laundromats.....	Gross Sq. Ft. x 3.68 = gpd
Car Wash without Wastewater Recirculation Equipment.	Gross Sq. Ft. x 4.90 = gpd
Hotels.....	Gross Sq. Ft. x 0.25 = gpd
Motels	Gross Sq. Ft. x 0.23 = gpd
Dry Goods Stores	Gross Sq. Ft. x 0.05 = gpd
Shopping Centers	Gross Sq. Ft. x 0.18 = gpd

Flow projection for country clubs or public parks may be made on the basis of plumbing fixtures. The related statistical flow figures per unit of plumbing fixture are shown in Table III and Table IV.

Table III - Flow Projection for Country Clubs

	Gallons Per Day Per Fixture
Showers.....	500
Baths.....	300
Lavatories	100
Toilets	150
Urinals.....	100
Sinks	50

Table IV - Flow Projection for Public Parks
(During hours when park is open)

	Gallons Per Day Per Fixture
Flush toilets	35
Urinals	10
Showers	100
Faucets	15

Flow Calculation Estimates Used by County Staff to Determine Flow for Land Uses Not Listed in the MDE Guidance Document

- Acupuncture/massage** - use 0.10 g/SF/day
- Amusement Park** - SF of site x .008 g/SF/day
- Arcades** - sq. ft./50 = # of people x 5 gpp
- Carwash w/recycling** - is 70% of max flow or about 6000 gpd on septic and 4,154 on sewer based on Jiffy Lube in WOC
- Commercial Kitchen** - use 0.2 gallons/SF/day
- Commercial Riding Stables**(Boarding/Lessons/Shows) - 7.5 gallons/horse
- Conference Room /Meeting Room** - use sq. ft./15 = # people x 5 gpd.
If standing room, use sq. ft./7 = #people x 5gpd
- Contractor Shop** - use .04 for gross sq. ft. or figure office space in it at .09 and the rest at .03g/sq ft/day
- Convenience Store** - use SF x .05 for retail, .03 for storage, and 25 gallons per seat
- Day Care** - (# of students + teachers) x 15 gpd
- Day Spa** - ranges from 0.065 g/SF/day to 0.17 g/SF/day on sewer, for septic use 0.35 g/SF/d
- Dialysis** - (based on Town of Berlin) -1 gallon/SF
- Dog Grooming/Barber Shop** - was 0.2 gallons/SF/day, Beauty Salon = 0.35 gallons/SF/day or 200 gallons/chair
- Funeral Homes** - (sq. ft. of public area/7 per Fire Marshal x 3 gallons per person) + 15 gallons per employee
- Gym** - Sq. ft. /50 = # of people x 10 gpp with showers or 5 gpp w/o showers
- Marina pump out** - 35 gallons/slip/day
- Medical facility** - use 0.62 g/SF/day when has lab/imaging, use 0.1 g/SF/day without
- Nail Salon only** - use retail flow of 0.05 g/SF/day
- Restaurants** - sq. ft. of public area/15 = # of seats x 25 gpd
- Restaurant - Carry-out only** - use 0.50 gallons per gross SF
- Swimming pools** - (3'-5'deep) use SF/12 SF/person = # people x 10 gpd,
- (for deeper or diving area) use 300 SF/person or
- if no deep end use 15 SF/person (These figures came from DHMH)

Restaurant Study					
2005					
Sit Down Restaurants					
Name	Service area	Actual seats per count	Flow at 25 gpd per seat	Gross sq ft	Flow per Gross sq. ft.
The Wedge	WOC	108	2,700	2,400	1.13
Papa Vito's/Paolis	WOC	60	1,500	1,200	1.25
Harborside	WOC	239	5,975	5,573	1.07
Green Turtle	MYH	218	5,450	5,420	1.01
Bull on the Beach	WOC	208	5,200	6,455	0.81
Hoopers	WOC	532	13,300	11,725	1.13
Captain's Galley	WOC	517	12,925	11,874	1.09
Applebee's	WOC	224	5,600	8,032	0.70
Mione's	WOC	83	2,075	2,142	0.97
Salvatore's/Trader Lee's	WOC	276	6,900	7,680	0.90
Sunset Grill	MYH	227	5,675	7,060	0.80
TC Diner	WOC	80	2,000	2,158	0.93
Average Flow per Gross sq. ft.-					0.98

**Standard Sewer Flow Calculations
in Worcester County, Maryland**

Attachment A

Table A	
Flow Projection Based Upon Gallons Per Day (gpd) Per Person	
Type of Establishment	Gallons Per Day (gpd) Per Person
	(Unless otherwise noted)
Airports (per passenger + 15 gpd per employee)	5
Auditorium or Assembly Hall (per seat)	3
Bathhouses and swimming pools	15
Boarding houses (per room)	100
Camps: Campground with central comfort stations	35
Camps: With flush toilets, no showers	25
Camps: Day camps (no meals served)	15
Camps: Resort camps (night and day) with limited plumbing	50
Camps: Luxury camps	100
Country clubs (based on rated capacity)	50
Church (per seat)	3
- Church with private kitchen (per seat)	5
- Church with commercial kitchen (per seat)	15
Daycare (per student and teacher)	15
Factories (gallons per person, per shift, exclusive of industrial wastes)	25
Golf Course - 18 holes with limited service snack bar	3,500
Golf Course - 9 holes with limited service snack bar	1,500
Hospitals (per bed space)	350
Institutions other than hospitals (per bed space)	130
Marina pump out (per slip)	35
Mobile home parks (1 EDU per space)	300
Motels (per room)	125
Picnic Parks (toilet wastes only) (per picnicker)	5
Picnic Parks with bathhouses, showers and flush toilets (per picnicker)	10
Schools: Boarding	100
Schools: Day, without gyms, cafeterias or showers	15
Schools: Day, with gyms, cafeterias and showers	30
Schools: Day, with cafeterias, but without gyms or showers	20
Stable, Commercial Riding (per horse)	8
Swimming pool Club House/Bath House	20
Tasting Room - for winery, brewery - no food service - (minimum)	400
Theaters: Indoor (per auditorium seat)	3
Theaters: Drive-in (per car space)	5
Travel Trailer Parks (transient or seasonal) - no sewer hook-ups (per space)	85
Travel Trailer Parks (transient or seasonal) - with sewer hook-ups (per space)	100
Footnote: Number of persons is calculated by the occupant load as determined by the County Building Code.	

**Standard Sewer Flow Calculations
in Worcester County, Maryland**

Attachment A

Table B	
Flow Projections for Commercial Establishments	
Public Service Buildings or Other Uses	
Type of Establishment	Projected Flow by Area
Accupuncture/massage	Gross Sq. Ft. x 0.10 = gpd
Amusement Park	Gross Sq. Ft. of site x 0.008 = gpd
Arcades	Gross Sq. Ft. x 0.10 = gpd
Banks	Gross Sq. Ft. x 0.05 = gpd
Barber Shops	Gross Sq. Ft. x 0.20 = gpd
Beauty Salons	Gross Sq. Ft. x 0.35 = gpd
Car Wash with Wastewater Recirculation Equipment	Gross Sq. Ft. x 0.55 = gpd
Car Wash without Wastewater Recirculation Equipment	Gross Sq. Ft. x 4.90 = gpd
Conference Room/Meeting Room	Gross Sq. Ft. x 0.50 = gpd
Contractor's Shop	Gross Sq. Ft. x 0.04 = gpd
Convenience Store	Gross Sq. Ft. x 0.05 = gpd
Day Spa	Gross Sq. Ft. x 0.35 = gpd
Department Store with Lunch Counter	Gross Sq. Ft. x 0.08 = gpd
Drug Stores (with pharmacy, no food served)	Gross Sq. Ft. x 0.13 = gpd
Dry Goods Stores	Gross Sq. Ft. x 0.05 = gpd
Funeral Homes	Gross Sq. Ft. x 0.45 = gpd
Gym - with Showers	Gross Sq. Ft. x 0.20 = gpd
Gym - no Showers	Gross Sq. Ft. x 0.10 = gpd
Hotels and Motels	Gross Sq. Ft. x 0.25 = gpd
Laundries & Cleaners	Gross Sq. Ft. x 0.31 = gpd
Laundromats	Gross Sq. Ft. x 3.68 = gpd
Medical Dialysis Centers	Gross Sq. Ft. x 1.00 = gpd
Medical Office Buildings - offices only	Gross Sq. Ft. x 0.10 = gpd
Medical Surgery Centers	Gross Sq. Ft. x 0.60 = gpd
Office Buildings	Gross Sq. Ft. x 0.09 = gpd
Swimming pools: 3 to 5-feet deep	Gross Sq. Ft. x 0.83 = gpd
Swimming pools: greater than 5-feet deep	Gross Sq. Ft. x 0.67 = gpd
Retail Stores	Gross Sq. Ft. x 0.05 = gpd
Restaurants, Bars and Lounges	Gross Sq. Ft. x 1.00 = gpd
- Restaurants - Carry-out only	Gross Sq. Ft. x 0.50 = gpd
Service Stations	Gross Sq. Ft. x 0.18 = gpd
Shopping Centers	Gross Sq. Ft. x 0.18 = gpd
Supermarkets	Gross Sq. Ft. x 0.20 = gpd
Warehouses	Gross Sq. Ft. x 0.03 = gpd

<u>Table C</u>		
Flow Projection for Country Clubs		
<u>Type of Fixture Gallons Per Day</u>		<u>Per Fixture</u>
Baths		300
Showers		500
Sinks		50
Toilets		150
Urinals		100
<u>Table D</u>		
Flow Projection for Public Parks		
(During hours when park is open)		
<u>Type of Fixture</u>	<u>Gallons Per Day (gpd) Per Fixture</u>	
Faucets		15
Flush toilets		35
Showers		100
Urinals		10
Adapted from flow tables provided in "MDE Guidance Document, Wastewater Capacity Management Plans, 2006" with local amendments, from "Design Guidelines for Wastewater Facilities," Maryland Department of the Environment – Engineering and Capital Projects Program, 2012 and "Design Guidelines for Sewerage Facilities; Technical Bulletin M-DHMH-EHA-S-001," Environmental Health Administration, Department of Health and Mental Hygiene, State of Maryland, 1978 Edition.		

EDU Allocation Worksheet



Project:
Tax Map:
Parcel:
Lot:

Use Description	Allocation Rate	Estimated Quantity (sf)	EDU Flow per Gal	EDU Total
<u>Common uses:</u>				
General Office	0.09	0.00	300	0
Retail	0.05	0.00	300	0
Contractors Shops	0.04	0.00	300	0
Medical and Dental Offices	0.10	0.00	300	0
Carry Out (non-public food prep area)	0.50	0.00	300	0
Restaurants	1.00	0.00	300	0
Additional use (not listed above)	0.00	0.00	300	0
Total EDU Projection				0

Notes:

1. Enter building size or # of seats in quantity.