

# Annual Report Fiscal Year 2012



**Dorchester County Council's Office  
501 Court Lane  
Cambridge, MD 21613**

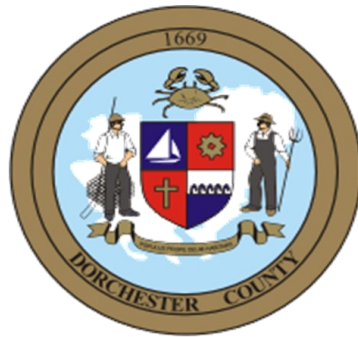
# County History At A Glance

Established as a County in 1669

Homeland of Harriet Tubman, Underground Railroad conductor who led dozens of enslaved people to freedom and Anna Ella Carroll who assisted President Abraham Lincoln in the Civil War hailed from Dorchester County

Also home to seven prior Governors for the State of Maryland: John Henry; Charles Goldsborough; Thomas King Carroll; Thomas Holiday Hicks; Henry Lloyd; Emerson C. Harrington; Phillips Lee Goldsborough

The County Seal was designed by Andrew Tolley, a local high school student, and adopted by the County Council in 1967. It depicts a waterman holding a pair of oyster tongs and a crab pot facing a farmer holding a cornstalk and pitchfork with the popular "bluecrab" at the top. The center shield is divided to show county interests, sailing, religious heritage, industry and shorelines. The background is a map of the County surrounded by blue water. On the small banner under the shield is written in Latin "Populus prope deum habitans" or "people living under the care of God". The gold banded border is imprinted with the County's name and 1669, the year the County became a unit of government.



## Dorchester County Council

District #1	Jay L. Newcomb
District #2	William V. Nichols
District #3	Ricky Travers
District #4	Rick Price
District #5	Tom Bradshaw

## **Message from the County Manager:**

I am pleased to present this Annual Report for Dorchester County for Fiscal Year 2012. This was a challenging year in light of reduced resources and ongoing economic uncertainty.

This report is intended to showcase the County and its resources and to provide up-to-date information on the County's activities. Also included is demographic information about the County and fiscal explanations of the FY 2012 budget year.

The County Council and its staff continually seek to achieve excellence in the provision of public services, always recognizing that the constituents deserve the utmost in customer service and care. It is my pleasure to provide you with this summary of local government activities.

Sincerely,

Jane Baynard  
jbaynard@docogonet.com

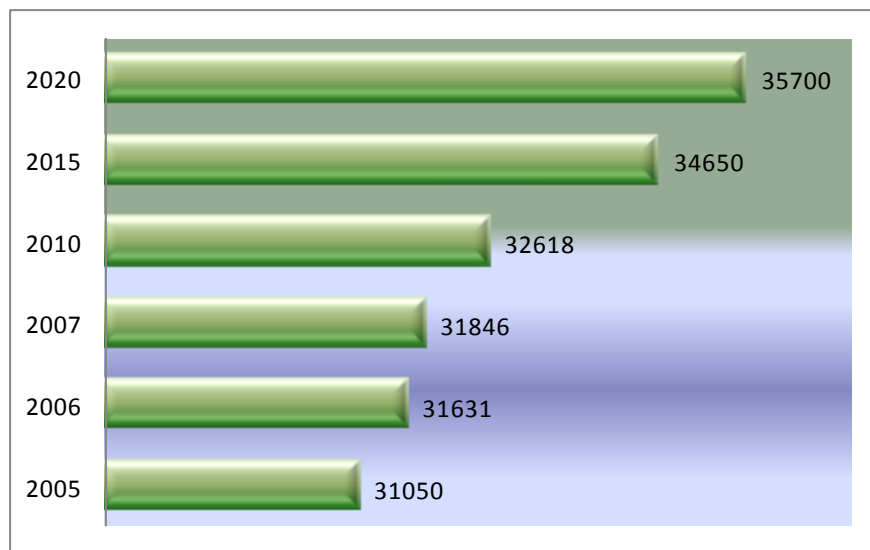
# LOCAL GOVERNMENT GOALS AND PRIORITIES

- To provide good and efficient government recognizing reduced resources due to economic downturn and State budget impacts
- To adhere to the Charter of the County as adopted in 2002
- To manage all County resources with sound fiscal responsibility
- To appropriately plan for the needs of constituents
- To maintain service levels and seek ongoing efficiencies
- To make Dorchester County a desired place to live and work
- To welcome visitors to the County and showcase our heritage
- To protect natural and historic resources

## Dorchester Demographics

### County Population

2005	31,050	2010	32,618
2006	31,631	2015 Projection	34,650
2007	31,846	2020 Projection	35,700

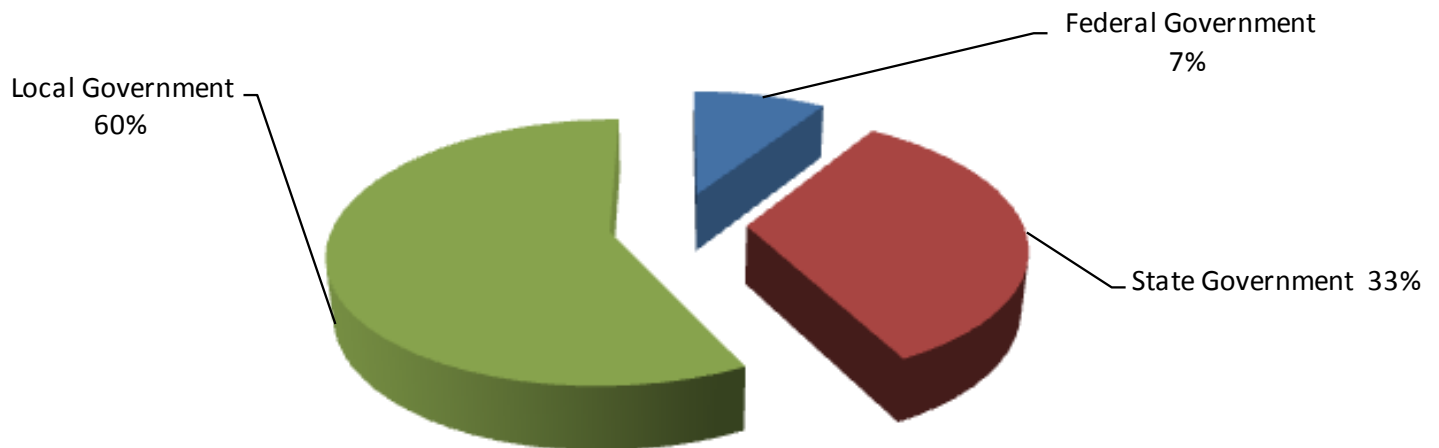


Source: Brief Economic Facts Sheet—Maryland Department of Business and Economic Development

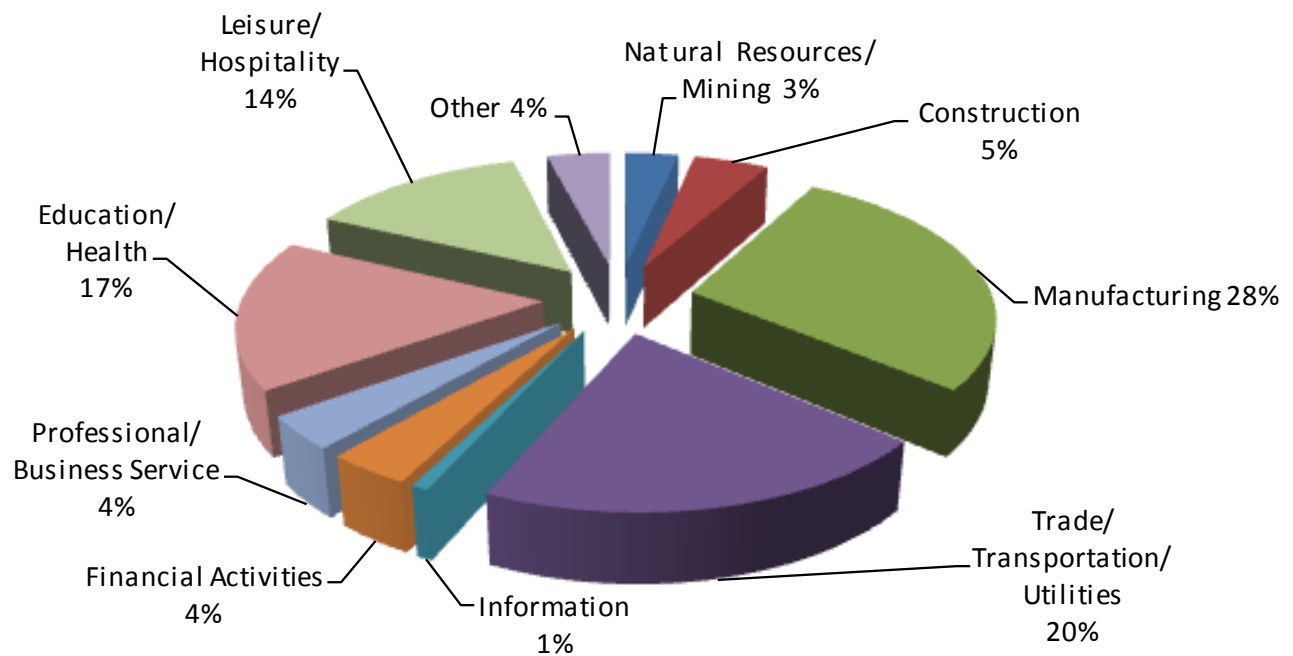
# Dorchester Demographics (continued)

## Employment Statistics

### Public Sector



### Private Sector



Source-Maryland Department of Business and Economic Development (2009 statistics)

# 2012 HIGHLIGHTS

## STATE AND FEDERAL ACTIONS

### Teachers' Pension Shift from State to Local Governments

The Council joined the Maryland Association of Counties and other local jurisdictions to oppose Governor Martin O'Malley's State FY 2013 budget proposal to shift a portion of the costs of pensions for teachers, library and community college employees to counties based on the following concerns: this action would have resulted in a total cost to all counties of approximately \$239 million and projected to increase to \$300 million in FY 2014 and the responsibility to manage any component of this cost is vested with the Boards of Education, the State and Maryland State Retirement even though these employees are employees of County government. The Council issued an email to County employees and a press release to the public on March 5, 2012 to encourage them to learn more about the Governor's proposal and sent letters of opposition to the Governor and State legislators. Despite severe opposition, the approved State of Maryland FY 2013 budget did include the shifting of a portion of retirement costs to counties for local school boards only.

### Environmental Protection Agency Requirement- Total Maximum Daily Load Watershed Plan

The Environmental Protection Agency established the requirement that a Total Maximum Daily Load (TMDL) Watershed Plan to address nutrient loading reductions from point and nonpoint discharges, be developed locally and statewide in Maryland to benefit the Chesapeake Bay. The Council appointed members to a Chesapeake TMDL Phase II Local Team which presented to Council a draft plan for Dorchester County that included an estimated cost of \$87 million to implement the outlined strategies. No funding has been identified in Federal or State mandates to implement these respective plans.

### Executive Order: PlanMaryland

On December 19, 2011 Governor O'Malley implemented PlanMaryland by Executive Order despite the objections of local government. Prior to that implementation the Council expressed its concerns through correspondence with the Governor and local legislators and during a presentation held by Chuck Boyd, Planner, Maryland Department of Planning, on September 20, 2011 that the proposed document may eliminate, lessen or usurp the authority of local planning jurisdictions or result in the State denying funding, permits or infrastructure for projects.

House Bill 1201, passed during the 2012 Maryland General Assembly Legislative Session, prohibiting the plan from being used to deny a State-issued permit or funding mandate by statute or regulation and clarified that it does not: 1) supersede any State statute or regulation or any local ordinance or regulation; 2) affect the delegation of planning and zoning powers granted by the State to local jurisdictions under specified provisions of law; 3) overturn or prevent a local jurisdiction's decision to fund a project; or 4) require a local government to change or alter a local ordinance, regulation or comprehensive plan.

Local governments remain concerned, however, that the effects of this non legislative action by the State may have ongoing impacts to local land use authority.

# 2012 HIGHLIGHTS (continued)

## STATE AND FEDERAL ACTIONS (continued)

### Postal Service District Center Closing

A proposal was considered by the United States Postal Service to consolidate or close postal operations at the Easton, Maryland Processing and Distribution Facility. In November 2011 the Council sent a letter to the Consumer Affairs Manager of the Baltimore District of the United States Postal Service; Senator Barbara Mikulski; Senator Benjamin Cardin; and Congressman Andy Harris, stressing its continued opposition to the consolidation or closing of the postal operations at the Easton, Maryland Processing and Distribution Facility. During the 2012 Maryland General Assembly Legislative Session, Senators Mikulski and Cardin were successful in seeking amendments to United States Postal Service Reform legislation which halted the closing of this facility. The Council also provided a letter of support for these amendments.

## ACTIONS TAKEN PURSUANT TO THE COUNTY'S CHARTER

### Redistricting Commission

Pursuant to Section 213 of the County's Charter the Council shall, no later than April of the year after each decennial census date (April 1, 2011) appoint a Commission on redistricting. The Charter requires that the central committee of each political party that polled at least 25 percent of the total vote cast for all the candidates for Council at the general election prior to the above date shall nominate five persons to serve on the Commission, with the list including one person who resides in each Councilmanic district. It is then the responsibility of the County Council to appoint all nominees as members of the Redistricting Commission as well as one additional member and select the Chairperson of the Commission from among the appointed members. The Commission must present to the County Council a plan of council districts together with a report by November 15th of the year before the year in which the redistricting is to take effect.

This Commission, duly appointed, began its mission in FY12 and is scheduled to present its proposed plan to Council on January 8, 2013. Members include: District #1 - Charles Block, Betsy M. Hughes; District #2 Peter P. Macinta, Chair, Octavene H. Saunders ; District #3-Mike Detmer, Richard Wheatley; District #4-William Tyndall, Ken Heesh; and District #5 - Don Kinnamon, Sr., James Dolan.

Within 30 days of receiving the plan of the Commission, the Council shall hold a public hearing on the plan. If within 90 days after presentation of the Commission's plan no other law reestablishing the boundaries of the council districts has been enacted, then the plan, as submitted, shall become law.

### Charter Review Commission

Pursuant to Section 603 of the County's Charter the County Council shall appoint a Charter Review Commission no later than three months following Council's installation after the General Election, which was March 7, 2010. The Commission must consist of seven registered voters of the County, including at least one member from each Councilmanic district and two members to be appointed at large, and is required to file a report to County Council on proposed amendments by May of the year following its appointment.

The County Council appointed members to the Charter Review Commission and the Commission provided its recommendations to amend the Charter to Council on April 17, 2012. The Commission members were: District #1-Bruce Coulson; District #2-Portia Johnson-Ennels; District #3- George "Philip" Reed; District #4- Norman Wesley Messick, III; District #5-Jeffrey Gabrielsen; At Large Members-Richard "Dick" Newcomb, Chair and Octavene Saunders. The Council reviewed its recommendations at a June 7, 2012 work session and on June 19, 2012 agreed to make no changes to the current Dorchester County Charter citing 10 years of good governance. Council did agree to certain policy changes to accommodate certain concerns in that report.



# 2012 HIGHLIGHTS (continued)

## APPROVALS RELATING TO OTHER COUNTY ENTITIES/AGENCIES

### Sailwinds Waterfront Marine Terminal Project—Development Selection Committee

Council, at the request of the Maryland Department of Transportation, selected Jane Baynard, County Manager, and Keasha Haythe, Economic Development Director, to represent Dorchester County on the Developer's Selection Committee for the Sailwinds Waterfront Marine Terminal project to be located on the 12 acre parcel owned by the Maryland Port Administration along the Choptank River. On December 7, 2011 Maryland Transportation Secretary Beverly K. Swaim-Staley announced that Jerome J. Parks Companies of Annapolis was selected to build a mixed use development on this property

### Payment in Lieu of Taxes-Delmarva Community Services

The Council executed a resolution for a payment in lieu of taxes of \$50 per unit for the proposed 29 unit Chesapeake Grove Complex to be constructed on Bayly Road by Delmarva Community Services that will provide low income housing for residents as well as market rate units.

### Blackwater Agreement Wildlife Drive

Pursuant to the request of Suzanne Baird, Refuge Manager, Council agreed to enter into a Cooperative Agreement between the U.S. Fish and Wildlife Service and Dorchester County to maintain public road access on Wildlife Drive within Blackwater National Wildlife Refuge and to develop, manage, enhance, maintain and restore wetlands as well as to allow the Refuge to apply for federal funding for this maintenance. The Cooperative Agreement included a Mutual Aid Agreement in emergency situations between the Blackwater National Wildlife Refuge and the Council.

### Annual Transportation Grant

The Council approved the request of Santo Grande, President/CEO, Delmarva Community Services to accept the FY 2012 Annual Transportation Plan for operating funding from the Maryland Transit Administration for transportation services from the following programs: 1) Statewide Specialized Transportation Assistance Program of \$122,724 (State) with a \$56,448 local match; 2) Section 5311 Operating Assistance funding of \$424,139 (State and Federal) with a \$127,725 local match; and 4) the Americans with Disabilities Act of \$50,000 (State) with a local match of \$6,320 with the entire local match required under the grant of \$190,493 being supported, in part, by the FY12 County budget appropriation to Delmarva Community Services.

### Additional Mosquito Spraying

In addition to providing a County Share of \$435,391 for the Mosquito Control Program for the 2012 season, the Council agreed to ensure funding for the County's 60% share of up to a 50,000 acre aerial spray, at \$45,000 with the understanding that if only a 30,000 acre spray is warranted, any additional funds would be applied toward the current deficit for aerial sprays. The Council took this action based on information provided by the Maryland Department of Agriculture Mosquito Control Division staff that funding allocated in their departmental budget for aerial spraying for Dorchester County was depleted as of the July 2011 spray.



# County Budget Highlights

Per the County Charter, Council is required to adopt a balanced budget no later than May 31st of each year. The County's fiscal year is July 1st through June 30th.

In addition to funding County government services, Council provides funding to the Board of Education and Chesapeake College.

- 36.5% of General Fund Operating Budget is devoted to education.
- Number of public school facilities in County: seven elementary, three middle school and two high school.
- Dorchester County is one of five supporting counties for Chesapeake College, a local community college located in Wye Mills, Maryland. Other County partners include Caroline, Talbot, Queen Anne's and Kent.
  - ◊ FY 2012 budget was predicated on actual full time equivalent (FTE) enrollment for FY 2010 of 525 or 21% of total enrollment.

Current FY 2012 budget is \$55.9 million:

- \$53.3 million operating budget
- \$649,423 capital budget and \$2 million grant budget
- Includes Landfill and Airport Enterprise Funds

Real Property Tax increased from \$0.896 per \$100 of assessed value to \$0.976 per \$100 of assessed value to partially replace lost highway revenues and offset economic impacts.

Tax differentials to offset duplicative services were provided in the form of a decreased County property tax rate within municipal limits of the City of Cambridge and the Town of Hurlock-remaining seven municipalities received tax rebates.

Dorchester County, like most jurisdictions around the State continued to face difficult economic circumstances combined with severe reductions in State aid. The priority of this adopted budget was the preservation of essential services not only for the 2012 budget but for future budgets as well.

# County Budget History

In September 2009 to offset anticipated loss of highway user funds (\$554,864 in FY 2009 and an additional \$1.8 million in FY 2010) and other State aid reductions which totaled \$1,823,405, Council agreed to:

- Freeze vacant positions and make various personnel adjustments
- Defer Comprehensive Plan Update
- Defer blacktopping and road surface treatment projects
- Reduce funding for Board of License Commissioners

In November 2009 to offset anticipated loss of income tax revenue for FY 2010 of approximately \$1.4 million, Council agreed to:

- Move forward with five service reduction days for all County employees in addition to a temporary salary reduction of 3.125%
- Allocate the remaining budget for GASB45 Annual Required Contribution for Post Retirement Benefits in FY 2010 and the FY 2009 audited Fund Balance toward operating costs

For FY 2010 due to the economic downturn of the loss of State Aid, the County approved no capital program.

Additional Highway User Fund Reductions as a result of approved FY 2011 State budget resulted in another \$1.7 million reduction to local governments.

In FY 2012 the following cost savings measures were implemented:

- Increase of property tax by 8 cents
- Workforce reductions
- Continued employee salary reductions and resulting service reduction days
- Replacement of capital and staff at critical needs only
- Across the board reductions in departmental and agency costs

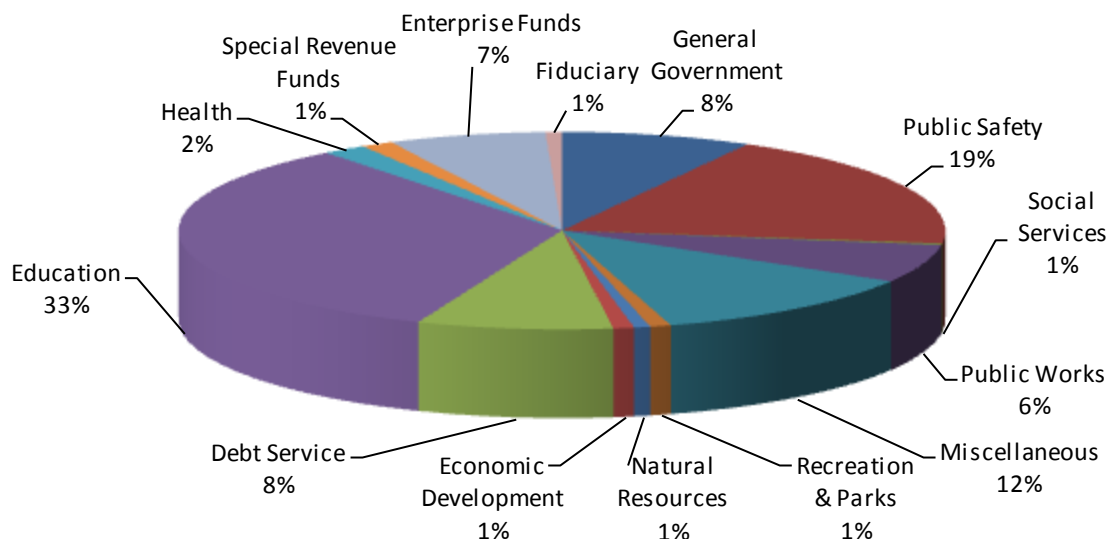
# Budget in Brief

## BUDGET SUMMARY—FY 2012

Operating Budget	\$ 53,348,013
Capital Budget	\$ 649,423
Grants Budget	\$ 1,982,792
<b>Total County Budget</b>	<b>\$ 55,980,228</b>

## Operating Budget By Fund

<b>Governmental Funds</b>	
General Government	\$ 4,296,114
Public Safety	\$10,165,429
Social Services	\$ 130,633
Public Works	\$ 3,346,761
Miscellaneous	\$ 6,295,337
Recreation and Parks	\$ 467,156
Natural Resources	\$ 367,656
Economic Development	\$ 461,158
Debt Service	\$ 4,397,518
Education	\$17,784,362
Health	\$ 983,250
<b>Special Revenue Funds</b>	
Transfer Tax	\$ 621,121
Tourism Marketing	\$ 102,000
<b>Enterprise Funds</b>	
Airport	\$ 852,366
Solid Waste	\$ 2,706,112
<b>Fiduciary—OPEB Trust</b>	<b>\$ 371,000</b>



# Grant Activity

The adopted FY 2012 grant budget totaled \$2 million which included anticipated funds for the following programs:

- Family Services-Circuit Court
- Critical Areas-Planning and Zoning
- Governor's Office for Children-Local Management Board-Child and Family Services
- Sheriff's Office
- Marketing Tier II Grant, Maryland Heritage Area Authority Operating Grant-Tourism

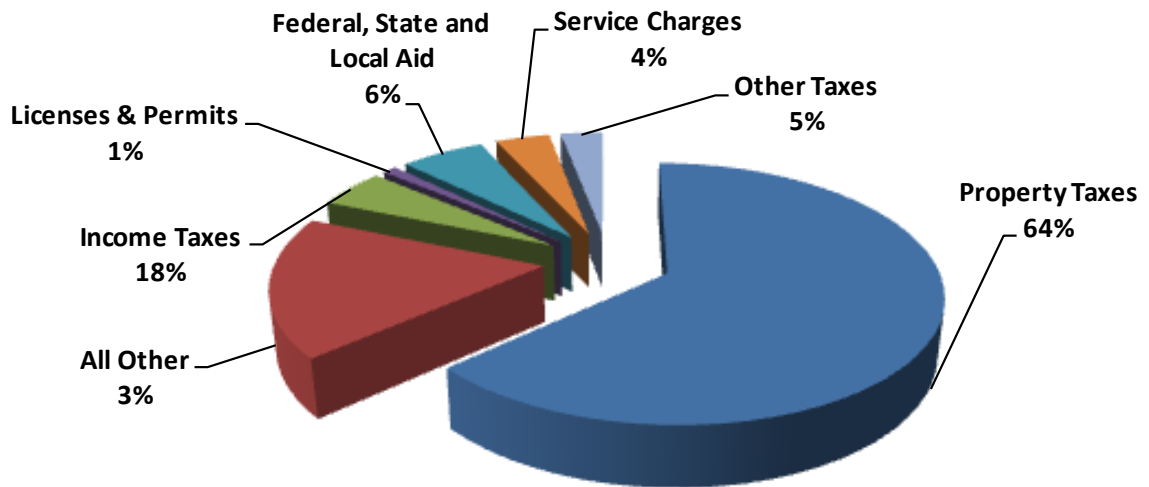
## STATE GRANT FUNDING

- Governor's Office of Crime Control and Prevention Funding for the Sheriff's Office:
  - ◇ Implementing and developing strategies to reduce gun related crime
  - ◇ School bus monitoring
  - ◇ Body armor replacement
  - ◇ Portable radios
- Maryland Department of Natural Resources Waterway Improvement funding:
  - ◇ Countywide maintenance of marine facilities
  - ◇ Electrical system replacement for Ragged Point rental slips
  - ◇ Second phase construction to replace 170 feet of Wingate Southeast dock bulkhead
  - ◇ Marine facility trash container and portable restroom services
- Maryland Heritage Area Authority funding:
  - ◇ For the operation and management of the Heart of Chesapeake Heritage Area
  - ◇ Marketing
  - ◇ To develop a Heritage Trails Brochure
- Maryland Department of Housing and Community Development funding to provide rental assistance to families who can demonstrate hardship

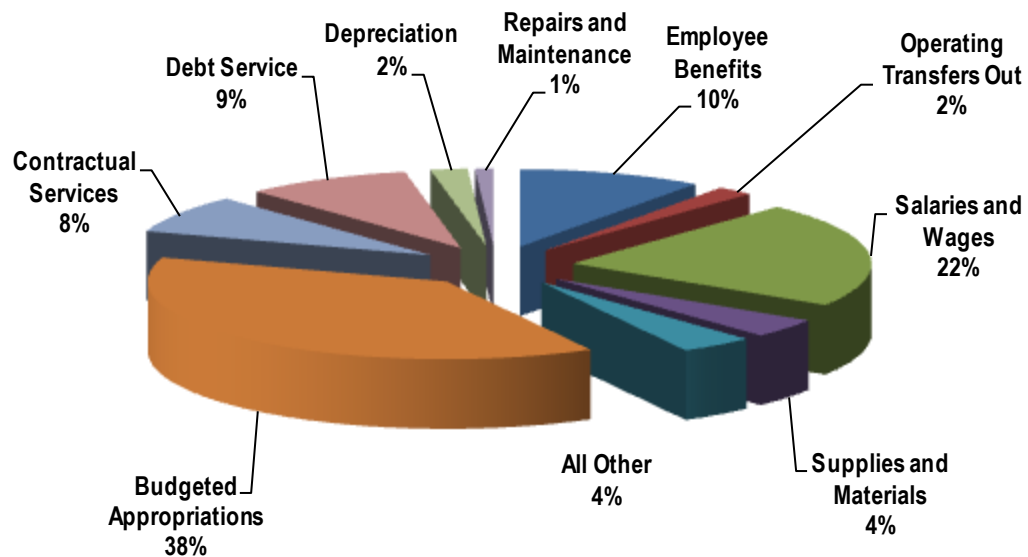
# Budget in Brief (continued)

Operating Funds = \$53.3 Million

## By Revenue Source



## By Expenditure Type



## Budget in Brief (continued)

County Bond Rating	
Moody's	A2
Standard & Poor's	A+
Real Property Tax Rate—FY2012 (per \$100 of Assessed Value)	\$.976
Real Property Tax Revenue— FY2012	\$28,464,768
Homestead Property Tax Credit % Allowed (Reduced from 10% in Fiscal Year 2006)	5%
Personal Property Tax Rate	\$2.24
Personal Property Revenue (Dorchester County phasing out Personal Property Tax over 10 years)	\$726,070
Local Income Tax Rate	2.62%
Local Income Tax Revenue	\$ 8,600,000
Recordation Tax Rate (on each \$500 of the value of the transaction)	\$5.00
Recordation Tax Revenue	\$1,849,386
Transfer Tax Rate (% of total transaction value)	.75%
Transfer Tax Revenue	\$760,084
Hotel Tax	5%
Hotel Tax Revenue*	\$250,000

Source: Budgets, Tax Rates, & Selected Statistics—Fiscal Year 2012 published by the Maryland Association of Counties

Note: Shared Revenue—Hotel tax shared with municipalities where establishment is located—1% to County/  
4% to municipality

# Legislative Wrap Up

## **Resolutions**

In Fiscal Year 2012 the Dorchester County Council adopted several resolutions pertaining to local government.

Supported a Girl Scouts of the Chesapeake Bay project to provide girls residing in the priority funding areas of the nine counties of the Eastern Shore of Maryland (Kent, Cecil, Queen Anne's, Talbot, Caroline, Dorchester, Wicomico, Worcester, and Somerset) a "Girl Scouts Leadership Experience."

Established an Economic Development Advisory Council for the purpose of sharing ideas, solutions and creative approaches to economic development concerns and issues facing Dorchester County businesses.

Amended Resolution 454 which created a Traffic Safety Committee to establish a formal procedure for referring items to the Committee for review and recommendation.

Supported the conducting of a joint land use study (JLUS) for the Naval Air Station (NAS) Patuxent River, Maryland.

Declared an Open Air Burning Ban effective April 12, 2012 which was lifted on April 23, 2012.

Amended Membership for the Heart of Chesapeake Country Heritage Area Management Board to expand membership from the current eleven members to no more than thirteen, which would increase the number of community members from three to no more than five.

Approved a request from the Dorchester County Office of Planning & Zoning, and the Dorchester County Planning Commission, to amend the 1996 Dorchester County Comprehensive Plan for the adoption of Municipality Growth Maps.

Adopted a Resolution to amend the text and charts within the 2004 Dorchester County Comprehensive Water and Sewer Plan to identify the Town of Secretary's request for a replacement of the existing Waste Water Treatment Plant shared between the Towns of Secretary and East New Market at the same location on Green Point Road.

Supported a loan from the Department of Business and Economic Development from the Maryland Economic Development Assistance Authority to Cambridge International, Inc.

Adopted the following policies: Motor Fuels Policy; Debt Management Policy; No Smoking or Use of Tobacco Products – Dorchester County Employees Policy; Business Meals Policy; and Vehicles Used for County Business Policy.

Amended Resolution 509 entitled "No Smoking or Use of Tobacco Products-Dorchester County Employees" to include tenants in County owned properties.

Supported an Application to the Maryland Department of Housing and Community Development, Community Investment Tax Credit Program, pertaining to an Intergenerational Center at Chesapeake Grove.

Accepted a Resolution to amend the Town of Secretary Water Service Area Map (Exhibit 3-C) and Sewer Service Area Map (Exhibit 4-C) for certain properties located east of the Town of Secretary, Parcels 37 and 157 on Dorchester County Tax Map 21, in the 2004 Dorchester County Comprehensive Water and Sewer Plan.

Declared an Open Air Burning Ban effective July 31, 2011 which was lifted on August 16, 2011.

Adopted the 2011 Dorchester County Hazard Mitigation Plan.



# Legislative Wrap Up (continued)

## Local Legislation

As authorized under Charter government, in Fiscal 2012 the Council, sitting in duly advertised legislative session, enacted the following local laws after appropriate public hearings.

Amend Section 25-2(b) of Chapter 25 of the Code of Public Local Laws Of Dorchester County, Maryland, being Article 10 of the Code Of Public Local Laws of Maryland, Entitled “Open Air Burning - Limitations”, providing promptly after adoption of the resolution imposing the burning ban, the County council shall cause a notice thereof to be published in at least one newspaper of general circulation in Dorchester County, Maryland and notice of the burning ban shall also be published on the county’s website and notice provided to local radio stations and local television stations requesting the local radio stations and local television stations announce the burning ban as a emergency news event.

Amend Chapter 155, entitled Zoning Ordinance, section 155-50, LL, Supplemental Use Regulations, Section 155-13, Terms Defined, and Section 155 Attachment 1, Table Of Permitted Uses of the Dorchester County Code to add solar energy systems, utility scale as a special exception use in the AC, agricultural conservation, AC-RCA, agricultural conservation-resource conservation area, RC, resource conservation, B-2, general business, I-1, light industrial and the I-2, heavy industrial zoning districts, add the definitions of solar energy systems, utility scale and solar array, and include supplementary use regulations for solar energy systems, utility scale.

Amend Chapter 140, Subdivision Regulations, Article XII, Critical Area Protection, Section 140-54, Intrafamily Transfers, to add additional standards and procedures for intrafamily transfer subdivisions, and to amend Chapter 155, Zoning, Article VII, District Regulations, Section 155-13, terms defined, Section 155-67, Expansion Or Modification Of Nonconforming Uses Or Structures, Section 155-38, CA Critical Area Protection District, of the Dorchester County Code, and to add Section 155-38k, Buffer Expansion, to establish expanded buffer standards and procedures by requiring regulations that apply to development within the expanded critical area buffer regarding building permits, intrafamily transfer subdivisions, reasonable accommodations for emergency services, fee-in-lieu of buffer mitigation, and administrative variances.

Repealed and re-enacted Chapter 88 of the Dorchester County Code entitled Code Of Ethics for the purpose of enacting a new public local ethics law for Dorchester County elected officials, employees or appointees, relating to public ethics on a local level, including conflicts of interest, financial disclosure and lobbying disclosure, establishing a local ethics commission; and specifying certain personnel and characteristics of it; providing certain duties, responsibilities, powers and procedures to the local ethics commission, to provide for the enforcement of the ordinance; and generally relating to the regulation, control and subject matter of conflicts of interest financial disclosure, lobby disclosure and ethical conduct on the part of Dorchester County officials, employees and appointees.

Adopted the 2012-2013 Annual Budget and Appropriation Ordinance of Dorchester County.

## 2012 Maryland General Assembly Legislation

Council successfully sought State laws that impact Dorchester County as defined below.

Amend Article 2B, Alcoholic Beverages Section 13-101 entitled “Alcohol Awareness Programs” to add a new Subsection (h) to limit the use of an Alcohol Awareness Certificate to only one licensed establishment.

Amend Title 9, Subtitle 16, Part 3, Section 9.1605.2 “Bay Restoration Fund” to allow the invoicing and collection of the Bay Restoration Fee for the Sanitary District to be conducted by Dorchester County Finance staff.

Amend Article 2B, Alcoholic Beverages Section 6-301(k)(8) Entitled “Beer, Wine Liquor License-Clubs” to amend obsolete language by changing County Commissioners to County Council and Treasurer to Finance Department.

# Fiscal Year 2012 At A Glance

## County Council's Office

- Partnered with Finance Director in management of County budget
- Coordinated communications between Council and departments of local government, State and Federal legislators and various agencies
- Organized and kept record of Council's regular meetings, work sessions, special meetings and budget deliberations including preparation of meeting follow-up
- Drafted local legislation for Council's consideration-Council sat in legislative session 13 days in FY 2012
- Managed contracts, leases and Council appointed Boards and Committees
- Prepared commendations and proclamations
- Maintained appointment calendar for Council

## Information/Technology

- Supported County staff in use of related computer equipment and maintained daily computer operations
- Worked with Verizon representatives regarding updates at the Bucktown Tower
- Provided assistance to 911 Communications Center staff regarding Federal Communications Commission narrow banding requirements
- Assisted local schools with wireless infrastructure
- Maintained DocStar Imaging System scanners
- Worked with Emergency Management staff and the Dorchester County Sheriff to identify a backup solution for public safety data-Council approved the purchase of software and equipment for this purpose

## Human Resources

- Provided ongoing management support for employees and Department Heads/Elected Officials
- Acted as Liaison with Carefirst regarding employee health insurance coverage questions and liaison with State Retirement system to provide employees with information regarding retirement benefits
- Worked with United Fund, AFLAC, VALIC and Nationwide-third party benefit providers that employees may choose to participate with, at their full cost
- Provided information to State of Maryland Unemployment Office and attended hearings, if necessary
- Prepared a draft resolution to adopt a "No Smoking or Use of Tobacco Products-Dorchester County Employees" policy, after conducting research, which was approved by Council on September 6, 2011

## Finance/Tax Collection

- With Council's approval entered into a new two year Service Agreement with Verizon for telephone services for an estimated annual savings of \$11,040
- Received approval to renew agreement with ACS Enterprise Solutions, LLC for hardware and software for the County's financial system for a three year period
- Researched and drafted a Motor Fuels Policy which included a central dispensary site for County vehicles that was adopted on October 8, 2011
- Auctioned 728 properties and facilitated sale of 268 properties during June 19, 2012 Tax Sale with 460 of those properties being sold to the County
- Monitored the County's fiscal position monthly
- Supported Council during the budget process
- Collected real property taxes which included the distribution of 22,118 tax bills
- Prepared the appropriate documentation and advertisements for a surplus property sale

# Fiscal Year 2012 At A Glance (continued)

## **Planning and Zoning**

- Staffed and attended meetings with the County Redistricting Commission regarding the revision of County Council districts as required by County Charter as a result of the decennial census count
- Worked with State and Federal agencies, insurance companies and landowners on the implementation of the required new Floodplain Management Ordinance for Dorchester County
- Entered into a Memorandum of Agreement with the Maryland Department of Planning, with Council's approval, to use the County level databases and collections of images, including State property maps that are licensed to the State, to maintain the County's Cadastral Maps and to provide that department the updated parcel database, reflecting new plats and subdivisions on a yearly basis to be used to update State Property Maps
- Developed proposed refinements to the County's Critical Area Program based on new State Critical Area regulations that became effective March 8, 2010 in order to mitigate the impact of those regulations on Dorchester County residents
- Obtained Council's approval to seek participation in the Community Rating System program, which is offered to communities that participate in the National Flood Plain Insurance Program, and provides incentives to encourage jurisdictions to adopt floodplain management activities and provides discounted insurance rates to flood insurance policy holders
- Created a map for Emergency Management and Calvert Cliffs Nuclear Power Plant of newly designated Marine Zones A-E for emergencies at the Plant
- Worked with Public Works staff to develop a Memorandum of Understanding between the County and the Town of Secretary to provide land development support services in the form of technical land development plan and plat review and inspection of a proposed land annexation and site development project located within Town limits

## **Dorchester Community Partnership for Children and Families (formerly Local Management Board)**

- Received Department of Housing and Community Development Funding in the amount of \$40,000 to be used to provide rental assistance to families
- Awarded in funding to two entities for after school programs: 1) \$18,190 to New Beginnings Youth Center/Teen Ambassadors Program; and 2) \$73,786 to the YMCA/Teen Recreation, Empowerment and Knowledge Program
- Provided the use of up to \$400,000 of earned reinvestment funding as part of an 18-24 month planning and implementation award to the Dorchester County Health Department-School Based Wellness Centers to obtain a license to operate as an Outpatient Mental Health facility
- Obtained approval from Council to accept a Governor's Office of Crime Control and Prevention grant award of \$29,000 to implement the Hope Community Project under the Collaborative Supervision and Focused Enforcement Initiative to support police overtime for the Cambridge Police Department to conduct foot and bicycle patrols

# Fiscal Year 2012 At A Glance (continued)

## Tourism

- Welcomed 18,950 visitors, including 70 buses carrying 2,343 tourists to the Visitor's Center
- Entered into Memorandum of Understanding with the Delaware Department of Transportation for the usage of the Harriet Tubman Underground Railroad Byway Logo to promote the continuation of Maryland's byways into Delaware, with Council's approval
- Obtained Council's approval, based on the recommendation of the Heart of Chesapeake Area, Dorchester County Tourism, Caroline Economic Development Corporation and the Maryland Office of Tourism to award a bid to a multidisciplinary team to perform site design, graphic design, historical research and interpretive writing for a system of 23 interpreted stops along the Harriet Tubman Underground Railroad Byway
- Received grant from Maryland Heritage Area Authority for Heart of Chesapeake Country Heritage Area operations
- Proposed website redesign and received approval to advertise requests for proposals for a professional website developer to re-develop the main tourism website, TourDorchester.org, to include mobile options and for proposals for the design and printing of the Harriett Tubman Centennial Map and Driving Guide
- Received approval to seek a FY12 National Scenic Byway Program grant of \$112,000 for Michener Chesapeake Country Scenic Byway project
- Obtained Council's approval to accept a FY12 Heritage Areas Brochure Grant award in the amount of \$9,000 from the Maryland Heritage Areas Authority for editing, design and printing of Heritage Trails themed brochures

## Recreation and Parks

- Presented FY12 Land Preservation, Parks and Recreation Plan which Council approved
- Held Annual "National Night Out" at Dorchester County Pool on August 7, 2012 with 369 attendees
- Dorchester County pool was open 69 of a possible 75 days
- Total public attendance at County pool for FY12 was 19,479 with average "per-day" attendance of 282 people
- Hosted 6 pool hops, 6 swim meets and 26 private night parties
- Held two sessions of swim lessons during June and July 2012
- Utilized Program Open Space Funding to place the dinosaur component at the McCarter Park playground
- Offered the youth in the County opportunities to participate in team sports (soccer, football, softball) and fitness programs and team sports for adults
- Assisted Pop Warner Midget Football Team that obtained the Eastern Region Division III Midget Championship title
- Worked with the Cambridge South Dorchester High School Cross Country Team to obtain Council's approval for the use of Egypt Park for practice and school meets

## Soil Conservation

- Participated in two farm tours hosting visitors from Texas and legislative staff from Maryland's Environmental and Budget Sub-Committees to work with poultry farmers and storm water management
- Continued to work with owners of poultry operations regarding the required installation of heavy use area pads (concrete) at the end of poultry houses
- Held a Chamber After Hours mixer that focused on agriculture with Farm Service Bureau and other organizations
- Worked with Maryland Department of Agriculture and Caroline County Soil Conservation to develop a pilot project to utilize new tablet technology for farm planting
- Hosted a tour of several farms for a government initiative to install Manure to Energy technology in farms in the Chesapeake Bay Watershed

# Fiscal Year 2012 At A Glance (continued)

## Detention Center

- Welcomed Steve Mills who was named Warden by the Council due to retirement of Warden Don Satterfield
- Renewed contract with Conmed Healthcare Management for inmate medical services with Council's approval
- Provided inmate labor for community programs and projects
- Housed from January 1, 2011 through December 1, 2011, inmates including 252 females, 1516 males and 243 Immigration Customs and Enforcement (ICE) detainees

## Emergency Services

### Emergency Medical Services

- Continued services from four County ALS stations in Hurlock, Madison, Eldorado-Brookview and Cambridge
- Established with University of Maryland and Shore Health System a midshore ALS refresher program to reduce educational costs for continuing education and reducing travel time for staff members
- Received approval to increase ambulance billing rates to the maximum amount allowable by Medicare effective January 1, 2012
- Acted as the lead agency with the evacuation of Dorchester General Hospital due to damage that occurred during Hurricane Irene
- Initiated Emergency Medical Services Explore program to assist with recruitment and retention of current and future volunteers of Dorchester County Emergency Medical Services
- Continued reviewing and submitting billing to Medical Claim Aid for the Dorchester County units and for volunteer fire companies
- Obtained approval from Council to purchase five power stretchers
- Purchased, with Council's consent, an ambulance from the Church Creek Volunteer Fire Company

### 911 Communications Center

- Assisted County's Emergency Operations Center with answering calls from public during earthquake followed by Hurricane Irene in August 2011
- Received 64,205 Calls for Service with a total of 27,333 telephone calls answered by 911 Center personnel including 34,275 for the Dorchester County Sheriff's Office and 2,597 for Hurlock Police Department (5% increase in calls from FY11)
- Obtained Council's approval to replace the current air handling system in Communications Center
- Received authorization from Council to submit a grant application to the Maryland Institute for Emergency Medical Services Systems for funding to purchase radio(s) to replace existing equipment that is non compliant with the Federal Communications Commission requirement that all radios must use narrowband technology

### Emergency Management

- Continued to discuss with Delmarva Emergency Task Force and Maryland Emergency Management Agency evacuation routes and procedures for a major evacuation of the Eastern Shore
- Provided ongoing oversight of National Incident Management Systems program (NIMS), Local Emergency Planning Committee (LEPC) and Citizens Corps Council
- Continually maintained records and scheduled training for Dorchester County staff to be compliant with National Incident Management System regulations
- Received funding from Maryland Emergency Management Agency Homeland Grant Security Fund of \$111,508.75 for interoperability communications equipment, training and for chemical, biological, radiological, nuclear and explosives protection, law enforcement and for an Emergency Planner position
- Obtained Council's approval to accept a Maryland Emergency Management Agency grant award for Citizens Corps/Community Emergency Response Training for November 1, 2011 to May 31, 2014 in the amount of \$5,000

# Fiscal Year 2012 At A Glance (continued)

## Public Works

- Welcomed Tom Moore as Public Works Director due to the retirement of Chuck Weber

## Highway

- Placed rip rap on shoreline at Hoopersville
- Built cement containment wall at Beulah Landfill for waste oil tank
- Began bulkhead replacement at Back Creek Dock
- Removed trash and debris from County roadsides upon citizen or Council request
- Obtained approval to advertise for proposals for the replacement of the existing potable water well at the Highway building on Handley Road
- Performed routine maintenance on all marine facilities
- Received approval for the FY2011-2012 road program which reflected approximately 35 miles of resurfacing and tar and chip and approximately 8.2 miles of hot mix
- Blacktopped 7.05 miles of County roads, tar and chipped 31.16 miles
- Maintained County roads including blacktopping, road signage, ditching, bushing, roadside mowing, bridge maintenance and operation of a maintenance/repair shop
- Sought and obtained approval from Council to advertise requests for proposals to purchase a generator for the Public Works Department, using Homeland Security funds

## Engineering

- Attended meetings with other members of the Local Chesapeake Bay Total Maximum Daily Load Phase II Watershed Implementation Plan Team regarding implementation planning requirements
- Received Council's approval to enter into a Shore Erosion Control Project Loan Agreement with the Department of Natural Resources for the design of the Rooster Island Restoration
- Assisted with ongoing construction of Dorchester Regional Technology Park
- Performed routine grading permit, storm water management and subdivision road construction inspections
- Managed expenditures of approved Maryland Department of Natural Resources Waterway Improvement Grant funds to include trash and sanitary services at County owned marine facilities
- Attended Bridge Inspection Training Course in February 2012 pursuant to the new Federal Highway Administration requirement that the individual in charge of the County's bridge inspection program needs to obtain this training
- Assisted in the removal of an abandoned boat at the Elliott Island Boat Marina

## Landfill

- Received approval to enter into contract with GCI Environmental Services to perform groundwater well monitoring services and reporting for Beulah Landfill, including Old Beulah, New Beulah and the Secretary and Golden Hill Landfills
- Entered into contract with Maryland Environmental Service for solid waste management services from February 21, 2012 to June 30, 2012, with Council's approval
- Recycled wood, metal and tires from Beulah Landfill
- Received Beulah Landfill Tipping Fee Income of \$2,307,804 and landfilled 41,843 tons of waste
- Bid farewell to Perry Hall, Landfill Foreman, who retired after 33 years of service

## Airport

- Participated in meetings regarding the construction of the Dorchester Regional Technology Park
- Negotiated a lease agreement between the Council and an entity for office space, at the Cambridge Dorchester Regional Airport Terminal building
- Continued fuel sales
- Submitted requests to Economic Development Administration for funding for Dorchester Regional Technology Park
- Assisted Council in advertising requests for proposals for a farm lease for County owned property on Cordtown Road

# Fiscal Year 2012 At A Glance (continued)

## Maintenance

- Obtained Council's approval to amend a lighting project under a Maryland Energy Administration grant to expend additional funds for the replacement of exterior lighting with high efficiency light fixtures at the County Office Building in addition to interior lighting and to install HVAC fan coils in existing units
- Continued Recycling Program for County Offices and the Circuit Court House
- Received approval from Council for energy management system upgrade at Circuit Court House and service contracts for HVAC systems at County Office Building, Health Department and Circuit Court House
- Maintained approximately 111,171 square feet of office space, including custodial services and approximately 14 acres of property
- Assisted with Circuit Court improvements including replacement of old HVAC controls and window sills.

## Economic Development

- Proposed the establishment of Economic Development Advisory Council for the purpose of sharing ideas, solutions and creative approaches to economic development concerns and issues facing Dorchester County businesses, which Council approved
- Sought approval from Council to accept amended Declaration of Covenants and Easements for the Dorchester Regional Technology Park
- Participated with Department of Business and Economic Development in MILCOM 2011 Conference held in November 2012, a Military Communication Trade Show
- Assisted in oversight of the construction of the Dorchester Regional Technology Park-for which infrastructure was completed on March 14, 2012
- Revised Economic Development website
- Received 43 general inquiries from individuals interested in starting a new business
- Assisted 19 micro-businesses
- Participated in the Superintendent's Advisory Council and Business Partnership and Adopt-a-School Program Subcommittee, Mid-Shore Regional Council, Regional Transportation Advisory Council, Eastern Shore Entrepreneurship Center and Maryland Economic Development Association Board of Directors
- Conducted social media campaigns on FaceBook, Twitter and LinkedIn
- Held the following workshops: HubZone workshop in March 2012, Professional Workers Job Fair in Spring 2012 and Information Technology Workers Job Fair in Winter 2011
- Attracted and welcomed the following new businesses-Protenergy, Daystar Manufacturing, Triple Ventures and Vartec Industries



# County Resource Directory

## County Government

### **Dorchester County Council**

Jane Baynard, County Manager  
501 Court Lane  
P.O. Box 26  
Cambridge, Maryland 21613  
Phone: (410) 228-1700  
E-mail: [info@docogonet.com](mailto:info@docogonet.com)  
Web Site: [www.docogonet.com](http://www.docogonet.com)

### **Board of License Commissioners**

James Lurz, Liquor Inspector  
501 Court Lane, Room 101  
Cambridge, Maryland 21613  
Phone: (410) 901-1076  
E-mail: [jlurz@docogonet.com](mailto:jlurz@docogonet.com)

### **Dorchester County Detention Center**

Steve Mills, Warden  
829 Fieldcrest Road  
Cambridge, Maryland 21613  
Phone: (410) 228-8101  
E-mail: [smmills@docogonet.com](mailto:smmills@docogonet.com)

### **Dorchester County Planning & Zoning**

Steve Dodd, Director  
501 Court Lane, Room 107  
Cambridge, Maryland 21613  
Phone: (410) 228-3234  
E-mail: [sdodd@docogonet.com](mailto:sdodd@docogonet.com)

### **Dorchester County Office of Information Technology**

Don Keyes, Director  
501 Court Lane, Room 205  
Cambridge, Maryland 21613  
Phone: (410) 228-6391  
E-mail: [dkeyes@docogonet.com](mailto:dkeyes@docogonet.com)

### **Dorchester County Economic Development**

Keasha Haythe, Director  
5263 Bucktown Road  
Cambridge, Maryland 21613  
Phone: (410) 228-0155  
E-mail: [khaythe@docogonet.com](mailto:khaythe@docogonet.com)  
Website: [choosedorchester.org](http://choosedorchester.org)

### **Dorchester County Department of Finance**

Michael Spears, Director  
501 Court Lane, Room 102  
P.O. Box 66  
Cambridge, Maryland 21613  
Phone: (410) 228-7291  
E-mail: [mspears@docogonet.com](mailto:mspears@docogonet.com)

### **Dorchester County Human Resources Office**

Becky Dennis, Director  
501 Court Lane, Room 113  
Cambridge, Maryland 21613  
Phone: (410) 901-2406  
E-mail: [bdennis@docogonet.com](mailto:bdennis@docogonet.com)

### **Dorchester County Emergency Services**

Emergency Services Director  
Phone: (410) 228-2222

#### **Emergency Management**

Steve Garvin, Emergency Planner  
829 Fieldcrest Road  
Cambridge, Maryland 21613  
Phone: (410) 228-1818  
E-mail: [dema@docogonet.com](mailto:dema@docogonet.com)

#### **911 Center**

Kim Browning, Communications Chief  
829 Fieldcrest Road  
Cambridge, Maryland 21613  
Phone: (410) 228-2222  
E-mail: [kbrowning@docogonet.com](mailto:kbrowning@docogonet.com)

#### **Emergency Medical Services**

Pete Brelia, EMS Manager  
829 Fieldcrest Road  
Cambridge, Maryland 21613  
Phone: (410) 228-2726  
Email: [pbreila@docogonet.com](mailto:pbreila@docogonet.com)

#### **Dorchester County Tourism**

Amanda Fenstermaker, Director  
2 Rose Hill Place  
Cambridge, Maryland 21613  
Phone: (410) 228-1000  
E-mail: [afenstermaker@docogonet.com](mailto:afenstermaker@docogonet.com)  
Website: [www.tourdorchester.org](http://www.tourdorchester.org)

# County Resource Directory

## County Government (continued)

### **Dorchester County Public Works**

Tom Moore, Director  
5435 Handley Road  
Cambridge, Maryland 21613  
Phone: (410) 228-2920  
E-mail: [tmoore@docogonet.com](mailto:tmoore@docogonet.com)

### **Dorchester County Landfill**

5435 Handley Road  
Cambridge, Maryland 21613  
Phone: (410) 943-1700  
E-mail: [tmoore@docogonet.com](mailto:tmoore@docogonet.com)

### **Dorchester County Airport**

Bob Tenanty, Airport Manager  
and Senior Engineer  
5263 Bucktown Road  
Cambridge, Maryland 21613  
Phone: (410) 228-4571  
E-mail: [btenanty@docogonet.com](mailto:btenanty@docogonet.com)

### **Dorchester County Sheriff's Office**

James Phillips, Sheriff  
829 Fieldcrest Road  
Cambridge, Maryland 21613  
Phone: (410) 228-4141  
E-mail: [jphillips@docogonet.com](mailto:jphillips@docogonet.com)

### **Dorchester Community Partnership for Communities and Families**

Nancy Shockley, Director  
501 Court Lane, Room 103  
Cambridge, Maryland 21613  
E-mail: [nshockley@docogonet.com](mailto:nshockley@docogonet.com)  
Phone: (410) 228-0281

### **Dorchester County Recreation and Parks**

Scott Eberspacher, Director  
446 Willis Street  
Cambridge, Maryland 21613  
Phone: (410) 228-5578  
E-mail: [seberspacher@docogonet.com](mailto:seberspacher@docogonet.com)

### **Soil Conservation District**

Dale Brown Director  
501 Court Lane, Room 213  
Cambridge, MD 21613  
Phone: (410) 228-1323  
E-mail: [dale.brown@maryland.gov](mailto:dale.brown@maryland.gov)

### **Dorchester County Office of the State's Attorney**

William Jones, State's Attorney  
315 High Street  
Cambridge, Maryland 21613  
Phone: (410) 228-3611  
E-mail: [wjones@docogonet.com](mailto:wjones@docogonet.com)

# County Resource Directory

## *Agencies that Serve the Public in Dorchester County*

### **Assessments Office**

Diana C. Willey, Supervisor of Assessments  
501 Court Lane, Room 204  
Cambridge, Maryland 21613  
Phone: (410) 228-3380  
E-mail: [dor@dat.state.md.us](mailto:dor@dat.state.md.us)

### **Clerk of Court**

Amy Craig, Clerk  
206 High Street  
Cambridge, Maryland 21613  
Phone: (410) 228-0481  
E-mail: [Amy.Craig@courts.state.md.us](mailto:Amy.Craig@courts.state.md.us)

### **Dorchester County Circuit Court**

Brett Wilson, Judge  
206 High Street  
Cambridge, Maryland 21613  
Phone: (410) 228-6300  
E-mail: [brett.wilson@courts.state.md.us](mailto:brett.wilson@courts.state.md.us)

### **Dorchester County Department of Social Services**

William McDonnell, Director  
627 Race Street  
P.O. Box 217  
Cambridge, Maryland 21613  
Phone: (410) 901-4100  
E-mail: [dorchdss@dhr.state.md.us](mailto:dorchdss@dhr.state.md.us)  
Web Site: [www.dorchesterdss.org](http://www.dorchesterdss.org)

### **Elections Office**

Karin Kuntz, Director  
501 Court Lane, Room 105  
Cambridge, Maryland 21613  
Phone: (410) 228-2560  
E-mail: [kkuntz@docogonet.com](mailto:kkuntz@docogonet.com)

### **Dorchester County Board of Education**

Dr. Henry Wagner, Superintendent  
700 Glasgow Street  
Cambridge, Maryland 21613  
Phone: (410) 228-4747  
E-mail: [info@dcpsmd.org](mailto:info@dcpsmd.org)  
Web Site: [www.dcps.k12.md.us](http://www.dcps.k12.md.us)

### **Delmarva Community Services**

Santo Grande, President/CEO  
2450 Cambridge Beltway  
Cambridge, Maryland 21613  
Phone: (410) 221-1900  
E-mail: [santo@dcsdct.org](mailto:santo@dcsdct.org)  
Web Site: [www.dcsdct.org](http://www.dcsdct.org)

### **District Court of Maryland**

John L. Norton III, Judge  
310 Gay Street  
Cambridge, Maryland 21613  
Phone: (410) 901-1420  
E-mail: [districtcourts@state.md.us](mailto:districtcourts@state.md.us)

### **Dorchester County Public Library**

Jean Del Sordo, Director  
303 Gay Street  
Cambridge, Maryland 21613  
Phone: (410) 228-7331  
E-mail: [infodesk@dorchesterlibrary.org](mailto:infodesk@dorchesterlibrary.org)  
Web Site: [www.dorchesterlibrary.org](http://www.dorchesterlibrary.org)

### **Extension Office**

Conrad Arnold, Director  
501 Court Lane, Room 208  
Cambridge, Maryland 21613  
Phone: (410) 228-8800  
E-mail: [carnold@umd.edu](mailto:carnold@umd.edu)

# County Resource Directory

## *Agencies that Serve the Public in Dorchester County (continued)*

### **Farm Service Agency**

Mark Palmer, County Executive Director  
501 Court Lane, Room 211  
Cambridge, Maryland 21613  
Phone: (410) 228-5640

### **Department of Environmental Health**

William Forlifer, Director  
3 Cedar Street  
Cambridge, Maryland 21613  
Phone: (410) 228-1167

### **Dorchester County Register of Wills**

Doris Lewis  
206 High Street  
Cambridge, Maryland 21613  
Phone: (410) 228-4181

### **Veterans Administration**

Janet Thomas, Director  
501 Court Lane, Room 101  
Cambridge, Maryland 21613  
Phone: (410) 228-1933

### **Dorchester County Health Department**

Roger Harrell, M.H.A., Health Officer  
3 Cedar Street  
Cambridge, Maryland 21613  
Phone: (410) 228-3223

### **Baywater Animal Rescue**

4930 Bucktown Road  
Cambridge, Maryland 21613  
Phone: (410) 228-3090

### **Dorchester County Sanitary District**

501 Court Lane, Room 209  
Cambridge, Maryland 21613  
Phone: (410) 228-6222