

# Annual Report Fiscal Year 2016



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

# County History At A Glance

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 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	Don B. Satterfield
District #2	William V. Nichols
District #3	Ricky Travers
District #4	Rick Price
District #5	Tom Bradshaw

Message from the  
County Manager

It gives me great pleasure to present the Dorchester County Annual Report for fiscal year 2016. This report is intended to showcase the County, its resources and to provide up-to-date information on the County's accomplishments. By all accounts we had an amazing year with many accomplishments to be proud of. Just a few of the highlights include:

- Tax rate remained constant
- Services improved in many departments
- Sold the majority of county owned tax properties acquired through tax sales placing them back on the tax rolls
- Began the process of replacing North Dorchester High School
- Reinvestment in vehicle replacement in several departments including Sheriffs Office, Emergency Medical Services and Public Works
- Opening of the Eastern Shore Innovation Center
- Continued to develop relationships with new and existing partners

For convenience, we have included demographic information about the County as well as fiscal explanations for the FY 2016 budget year.

The County Council and its staff continue to strive for excellence in the delivery of public services, always recognizing that the constituents deserve the utmost in customer service, care and fiscal responsibility. It is my pleasure to provide you with this summary of local government activities.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Jeremy Goldman', with a stylized flourish extending to the right.

Jeremy Goldman  
County Manager

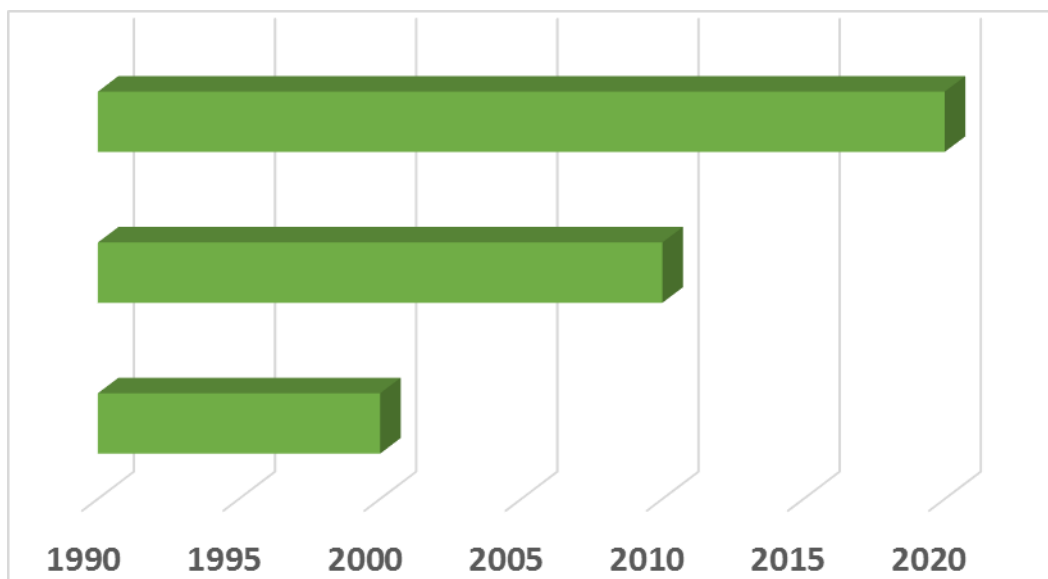
# LOCAL GOVERNMENT GOALS AND PRIORITIES

- To provide effective 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

2000	30,674
2010	32,618
2020	34,800 (projection)

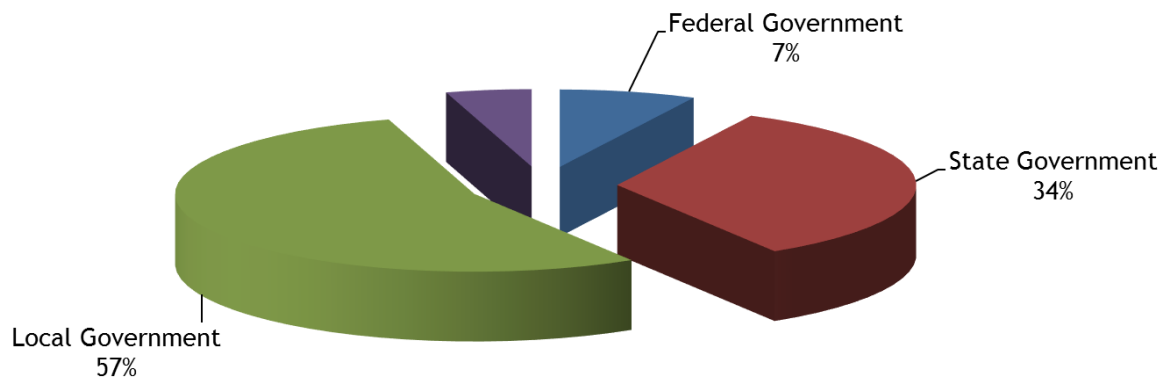


Source: 2016.2 Brief Economic Facts Sheet-Maryland Department of Commerce

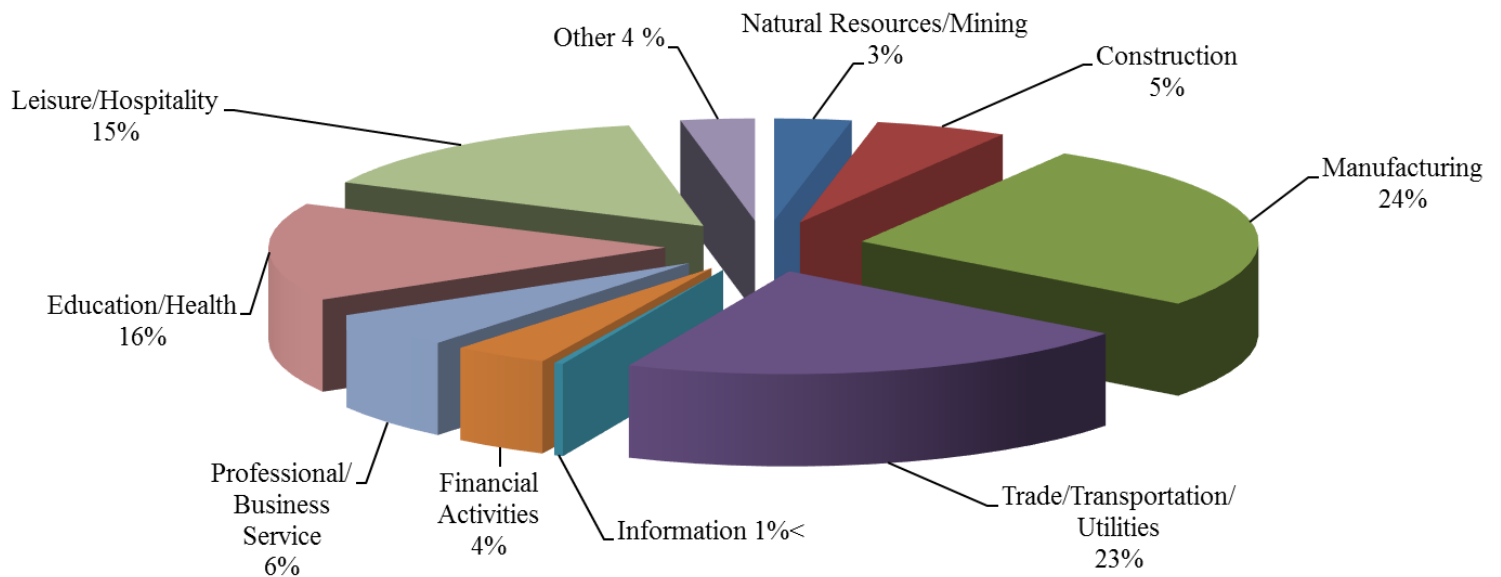
# Dorchester Demographics (continued)

## Employment Statistics

### Public Sector



### Private Sector



Source-Maryland Department of Commerce (2015 statistics)

# FY 2016 Highlights

## Tax Sale Properties

Council established a Tax Lien Property Committee to provide recommendations on ways to transfer properties the County acquired via tax sale into productive use

Tax Lien Property Committee members are Jeremy Goldman, County Manager; Michael Spears, Finance Director; Steve Dodd, Planning and Zoning Director; Tom Moore, Public Works Director, and Cindy Smith, Grants Administrator

Council approved the Dorchester County Government Tax Lien Property Re-Purpose Plan which was developed by the Committee

- Purpose is to provide guidance on disposal of the properties that did not sell at the tax sale public auction
- Goal is to place properties back into productive use which improves the community by removing blight
  - ◇ Productive use examples
    - A taxable property or one owned by a non-profit and used for community services
    - Green space which provides higher quality of life for residents and possibly assists in storm water management
    - Affordable and workforce housing opportunities for residents
  - ◇ Impact of blight
    - Diminishes property values
    - Invites crime
    - Creates an unhealthy environment for families
    - The cost to foreclose on properties outweighs the cost of vacant and blighted properties
- The plan resulted in a coalition breaking down silos and joining county departments, municipalities, private developers, financing institutions, non-profit entities and community members
- The County started by using a simple process of placing For Sale signs on the properties and by word of mouth the information spread with great speed
- By year end the County had received and accepted offers on three-fourths of the properties



# FY 2016 Highlights

## Hearn Building — 509-511 Race Street, Cambridge, MD

Building suffered partial collapse on October 15, 2015 which required the closure of the 500 block of Race Street to through traffic

City of Cambridge declared the building a public safety hazard

Code Official of the City of Cambridge designated and appointed County Manager as agent for the purpose of taking the necessary emergency measures to stabilize and secure the structure and to eliminate the imminent risk to public health and safety

County staff worked with City of Cambridge to prepare grant applications for stabilization

Received Community Legacy Grant funding of \$500,000 from the Department of Housing and Community Development for stabilization of the building

Awarded contract to Hill-Kimmell Contracting for phase one of the stabilization process

After the front of the building was stabilized the street was re-opened on May 16, 2016



# FY 2016 Highlights (continued)

## Generator — Emergency Shelter

Sought and received Department of Housing and Community Development Block Grant Disaster Recovery funding of \$880,000 to procure and install a generator for the emergency shelter at Cambridge South Dorchester High School

The generator has the capacity with the extra fuel tank to run all systems entirely at the school for 5 days should a large scale emergency occur

In-kind services for generator provided by the Board of Education and County staff for infrastructure and program administration

Board of Education also donated 6,000 gallon fuel tank

Awarded bid to John W. Tieder, Inc. and Gipe and Associates for the installation of the generator

Generator received damage en route to Cambridge South Dorchester High School; damaged items were replaced, 10 year warranty was provided at no cost

Generator arrived on site June 10, 2016 and was placed on a pad on June 13th

Pre-purchased 12,000 gallons of fuel with grant funds when diesel prices were at an all-time low saving the citizens thousands of dollars

Security lighting and landscaping will be added to complete the project in 2017





# 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 provided funding to the Board of Education and Chesapeake College

- 38% 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

The FY 2016 budget was \$73.5 million:

- \$56.3 million operating budget
- \$14.4 million capital budget and \$2.8 million grant budget
- Includes Landfill and Airport Enterprise Funds
- Real property tax rate remained the same

# County Budget History

## **2009**

Due to loss of highway user funds, other State aid reductions and anticipated loss of income tax revenue for FY 2010 made various personnel adjustments, implemented service reduction days and a temporary salary reduction for County employees. Also deferred Comprehensive Plan Update, blacktopping and road surface treatment projects.

## **FY 2010**

No capital program was approved as a result of economic downturn and loss of State Aid.

## **FY 2011**

Additional highway user fund reduction as a result of the approved FY 2011 State budget.

## **FY 2012**

In light of the continued loss of highway user funds for 2012 of more than \$4 million, increased real property tax, replaced capital and staff based on critical need only, implemented workforce reductions and reduced departmental and agency costs .

## **FY 2013**

As a result of cost savings measures implemented in prior years Council was able to terminate the temporary employee salary reduction, eliminate service reduction days and provide a 1% cost of living increase to County employees. There was also a transition of the County's health insurance for employees to a self insured product due to excessive renewal estimates under the fully insured models.

## **FY 2014**

Included in the adopted budget was \$1.9 million for PAYGO capital expenditures, utilizing fund balance remaining from prior fiscal years, and a 1% cost of living increase for County employees.

## **FY 2015**

County employees received a 1% cost of living increase.

## **FY 2016**

Funds were added to the Sheriff's Office and Emergency Medical Services budgets to ensure public safety and County employees received a 1% cost of living increase.

## **FY 2017**

A one step increase or its equivalent for County employees was included in the budget. Funds were also allocated to replace various aging equipment at the Highway Department to include redirecting the fleet to a more multi-purpose use. This reflects the Council's continued commitment to an organized replacement program for public safety fleets.

# Grant Activity

The adopted FY 2016 grant budget totaled \$2.8 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-Governors' Office of Crime Control & Prevention
- ◆ Grant Administration-Finance
- ◆ Marketing Tier II Grant, Maryland Heritage Area Authority
- ◆ Operating Grant, IRONMAN Maryland-Tourism
- ◆ Program Open Space-Recreation and Parks

## STATE GRANT FUNDING

Governor's Office of Crime Control and Prevention Funding for the Sheriff's Office:

- Overtime salary support for entry of protective orders
- Sex offender monitoring
- School bus safety enforcement
- Heroin Task Force overtime salary support
- Police protection in the subdivisions and qualifying municipalities of Maryland
- Overtime salary support under the STOP Gun Violence Reduction Grant Program

Maryland Heritage Area Authority Funding:

- Operation and management of the Heart of Chesapeake Country Heritage Area
- Marketing
- To evaluate historic resources in Dorchester County's flood plain and incorporate cultural resources planning into updated Hazard Mitigation and Flood Mitigation Plans
- Visitor Center and Exhibit upgrades

Maryland Emergency Management Agency:

- Support of local emergency management operations
- To review/update County's current Flood and All-Hazard Mitigation Plans

Department of Natural Resources:

- Waterway Improvement Funds
  - ◇ Countywide maintenance of boat ramps and docks
  - ◇ Golden Hill Bulkhead
  - ◇ Engineering and Permitting relating to dredging of Slaughter Creek

Maryland Department of Environment:

- eCycling Event

Maryland Aviation Administration:

- Cambridge-Dorchester Regional Airport Apron Construction Project
- Runway and Taxiway Crack Sealing and Repainting
- Procurement of a 4x4 pickup truck/snowplow combination

# Budget in Brief

## BUDGET SUMMARY—FY 2016

Operating Budget	\$ 56,344,623
Capital Budget	\$ 14,434,925
Grants Budget	\$ 2,844,633
Total County Budget	\$ 73,624,181

## Operating Budget By Fund

### Governmental Funds

General Government	\$ 4,924,407
Public Safety	\$14,505,998
Social Services	\$ 1,599,280
Public Works	\$ 4,506,739
Miscellaneous	\$ 7,517,266
Recreation and Parks	\$ 698,657
Natural Resources	\$ 447,576
Economic Development	\$ 1,455,970
Debt Service	\$ 2,587,103
Education	\$21,515,723
Health	\$ 1,133,641

### Special Revenue Funds

Transfer Tax	\$ 928,390
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### Enterprise Funds

Airport	\$ 1,366,360
Solid Waste	\$ 10,137,376
Fiduciary-OPEB Trust	\$ 299,695

## Budget in Brief (continued)

County Bond Rating	
Moody's	A2
Standard & Poor's	A+
Real Property Tax Rate—FY2016	\$.976
Real Property Tax Revenue— FY2016*	\$27,131,912
Homestead Property Tax Credit % Allowed	5%
Personal Property Tax Rate	\$2.24
Personal Property Tax Revenue*	\$2,786,410
(Dorchester County phasing out Personal Property Tax over 10 years)	
Local Income Tax Rate	2.62%
Local Income Tax Revenue	\$11,859,405
Recordation Tax Rate (on each \$500 of the value of the transaction)	\$5.00
Recordation Tax Revenue*	\$1,703,916
Transfer Tax Rate (% of total transaction value)	.75%
Transfer Tax Revenue*	\$922,853
Hotel Tax	5%
Hotel Tax Revenue**	\$333,901

Source: Budgets, Tax Rates, & Selected Statistics—Fiscal Year 2016 published by the Maryland Association of Counties; Other sources-County records

Note:

\* Figures were provided prior to the audit and may change after it is conducted

\*\* County's Share—Hotel tax shared with municipalities where establishment located—1% to County /4% to municipality

# Legislative Wrap Up

## Resolutions

In Fiscal Year 2016 the Dorchester County Council adopted several resolutions pertaining to local government:

Pursuant to §9-505(a)(19), §9-1703(b)(12) and (13) of the Environmental Article of the Annotated Code of Maryland adopted the following revisions to the 10-year Solid Waste Management Plan: 1) the inclusion of the achievement of a 20% recycling rate by July 1, 2014; 2) to address the collection and recycling of recyclable materials from residents of apartment building and condominiums that contain 10 or more dwelling units by property owners or managers of apartment buildings and councils of unit owners of condominiums; and 3), to revise the County's plan for proposed facilities to provide for additional capacity through vertical expansion of the existing Beulah municipal landfill facility over existing lined cells

Supported a loan in the amount of up to \$1,500,000.00 (the "Loan") from the State of Maryland's Department of Commerce ("Department") to the County that will be reloaned by the County to Salt Water Seafood, LLC, a Maryland limited liability company (the "Company"), pursuant to the Maryland Economic Development Assistance Fund (the "Fund"), Section 5-301 through 5-349 of the Economic Development Article of the Annotated Code of Maryland

Supported the submission of applications of the County Council of Dorchester County from the Maryland Community Development Block Grant Program for Funds to: 1) support property acquisition and rehabilitation for Alpha Genesis Community Development Corporation; and 2) support housing rehabilitation through Habitat for Humanity Choptank

Amended the County's Schedule of Fees to change various fees and County services, effective beginning the 1<sup>st</sup> day of July 1, 2016

Amended Resolution No. 449 to change the amount of the landfill tipping fee credit for municipalities and communities

Amended the Membership for the 911 Advisory Board to remove appointee from Maryland State Police as CORE member and to add an appointee from the Board of Education as a CORE member

Changed the procedure for referring items to the Traffic Safety Committee and removed a requirement relating to minutes/proceedings



# Legislative Wrap Up (continued)

## Resolutions (continued)

Supported the submission of a request of the County Council of Dorchester County to the Maryland Community Development Block Grant Program for funds for Delmarva Community Services Chesapeake Grove Intergenerational Center architectural design of building in Cambridge, Maryland

Supported the submission of an application of Dorchester County, Maryland from the Maryland Neighborhood Revitalization Program for the Emergency Stabilization of the Hearn Building 509-511 Race Street, Cambridge, Maryland

Amended the membership and the terms for the Economic Development Advisory Council and added the selection of a Vice Chairman from the members

Supported the submission of an application of the County Council of Dorchester County from the Maryland Community Development Block Grant Program for funds for installation and repairs of ADA ramps at the County Office Building in Cambridge, Maryland

Amended Resolution 512 No Smoking or Use of Tobacco or Smokeless Products Dorchester County Employees

Amended the membership for 911 Advisory Board to remove and add new members; to delete a non-core member and add a core member

Supported the submission of an application of the County Council of Dorchester County from the Maryland Neighborhood Revitalization Program for Funds to Support Strategic Demolition of County Owned Houses in the City of Cambridge

Authorized a loan from the Maryland Technology Development Corporation to Dorchester County, Maryland for the purpose of constructing the Eastern Shore Innovation Center

## Local Legislation

As authorized under Charter government, in FY 2016 Council, sitting in duly advertised legislative session, enacted the following local laws after appropriate public hearings:

Adopted 2016-2017 Annual Budget and Appropriation Ordinance of Dorchester County

Repealed and Reenacted Section 144-37 to Chapter 144, entitled "Taxation," Article X, entitled " Building Excise Tax" to the Dorchester County Code to provide that the building excise tax is suspended for a period of two years commencing on July 1, 2016 and ending on June 30, 2018 and to provide that the building excise tax does not apply to building permits filed between July 1, 2016 and June 30, 2018

# Fiscal Year 2016 At A Glance

## County Council's Office

- Partnered with Finance Director/Assistant Finance Director in the 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, and special meetings including preparation of meeting follow-up
- Drafted local legislation for Council's consideration-Council sat in legislative session 10 days in Fiscal Year 2015
- 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
- Maintained DocStar Imaging System scanners and assisted local schools with wireless infrastructure
- Attended Maryland Broadband Cooperative meetings as a Delegate to represent Dorchester County based on Council appointment

## Human Resources

- Provided ongoing management support for employees and Department Heads/Elected Officials, such as advertising vacancies, interviewing applicants, disciplinary actions
- Acted as Liaison with Health Insurance Broker regarding employee health insurance coverage questions, including managing open enrollment for active and retired employees
- Worked with United Fund, AFLAC, VALIC and Nationwide-third party benefit providers that employees may choose to participate with, at their full cost
- Acted as Liaison with State Retirement System to provide employees with information regarding retirement benefits
- Provided information to State of Maryland Unemployment Office and attended hearings, as necessary

## Finance/Tax Collection

- Auctioned 597 property tax liens and facilitated the sale of 133 properties during June 21, 2016 Tax Sale with 464 of those properties being bought by the County
- Monitored the County's fiscal position
- Supported Council during the budget process
- Collected real property taxes which included distribution of tax bills
- Provided information to the Council regarding bids for properties acquired by the County by tax sale and worked with the purchasers and the County Attorney to transfer these properties
- Received Council's confirmation to renew boat slip agreements for the period of July 1, 2016 to June 30, 2017 for County owned marinas
- Completed consolidation of chart of accounts for Public Works Division
- Implementation of ACH payment system for County customers
- Successful and seamless conversation to new audit firm
- At direction of County Manager, drafted residential sprinkler tax credit legislation for Council

# Fiscal Year 2016 At A Glance (continued)

## Planning and Zoning

- Staffed and attended meetings with Board of Appeals and Planning Commission
- In collaboration with the City of Cambridge, the County GIS Specialist developed a public web application which allows the public to access, for the first time, land use information like property parcel boundaries and ownership, Zoning, Critical Areas, Floodplain, County Council District maps, and Protected Lands
- Funded two farm preservation easements and had 17 applicants for County's agricultural land preservation program for next year
- Overall the agricultural land preservation program has 89 farms under easement with over 14,000 acres preserved
- Issued permits for 36 new single family dwellings, up from 19 permits for the same period one year earlier
- The Department was recognized for its efforts in promoting sound floodplain management with the National CRS (Community Rating System) Award for Excellence
- The County has participated in CRS since 2013, and all flood insurance policy holders in the County earn a 10% discount on their policies as a result

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

- Worked with various Departments and Agencies for the provision of local services for Dorchester County children, youth and families
- Director attended Early Childhood Advisory Council meetings and acted as Co-Chair
- Organized and attended Dorchester Community Partnership for Children and Families meetings
- Received Council's acceptance of a FY 2015 Partnership Agreement with the Governor's Office of Children for administrative funds of \$65,000 and \$368,413 to fund programs including: Mobilizing for Change on Alcohol, TREK, a YMCA program; Girls Circle/Boys Council; Youth Services Bureau; School Based Behavioral Health; Early Childhood Council and LAM, Chesapeake Helps/Systems Navigation, a regional project
- Obtained the Council's approval to accept a 2015 Governor's Office of Crime Control & Prevention Maryland Safe Streets Program grant award of \$148,920, to be used for salary support, overtime, contractual services and equipment to reduce violent crime in the County
- Accepted, with Council's approval, a FY20 Healthy Families grant renewal in the amount of \$363,132, for the support of children from infancy and their families primarily in their homes, which will be provided by the Dorchester County Health Department

## Tourism

- Received Council's acceptance of a FY15 Maryland Heritage Area Authority Management Grant award of \$100,000 to support the continued operation and management of the Heart of Chesapeake Country Heritage Area under the County's Tourism Department
- Sought and obtained Council's approval to accept a FY15 Maryland Heritage Area Authority "Water Moves Us" Marketing Grant award in the amount of \$25,000 to support the marketing efforts of the Heart of Chesapeake Country Heritage Area under the County's Tourism Department
- Accepted FY15 Maryland Heritage Area Authority Grant award of \$36,000 for design, painting and installation of murals along the Chesapeake Country Scenic Byway with Council's consent

# Fiscal Year 2016 At A Glance (continued)

## Recreation and Parks

- Held Annual “National Night Out” at Dorchester County Pool on August 4, 2015 with 972 attendees
- Dorchester County pool was open 68 out of a possible 69 days in 2015 season
- Total public attendance at County pool for FY 2015 was 18,246 with average “per-day” attendance of 268 people and highest attendance on August 4, 2015
- Held sessions of swim lessons
- Obtained Council’s approval to sole source with Clearwater Pool & Spa Company, the County’s current contracted chemical and service provider, for repairs to pipes and replacement of four valves on pump #1 at the County Pool from the departments Operating Budget
- Offered the youth in the County opportunities to participate in team sports, (soccer, football, softball, basketball, t-ball), fitness programs and team sports for adults
- Received Council’s approval to sole source with Cunningham Recreation, formerly West Recreation, for the construction of Phase III of the Sailwinds Playground Renovation at the cost of \$100,000, utilizing FY15 Capital Budget funding, with 90% being reimbursable through Program Open Space
- Sought and obtained Council’s consent to to award the bid for the purchase of two 2015 John Deere mowers to Atlantic Tractor, the lowest bidder, at the cost of \$15,598 utilizing FY15 Recreation and Parks Capital Budget funding

## Soil Conservation

- Worked with owners of poultry operations regarding the required installation of heavy use area pads (concrete) at the end of poultry houses
- Provided assistance to poultry integrators, contractors, landowners and farmers to ensure they follow Maryland Department of Environment and State regulations including reviewing sediment and erosion control plans as required by the State

## Detention Center

- Provided inmate labor for community programs and projects
- Awarded the bid for food service at the Detention Center to Aramark Correctional Service with Council’s concurrence
- Received Council’s consent to replace the sidewalk leading to the Sheriff’s Office and the curbing and sidewalk (on the front sidewalk) to George Brem Concrete at the cost of \$3,130, the lowest bid received, utilizing operating funds
- Accepted offer of Conmed Healthcare Management, the current medical services provider, for a reduction in the previously approved Consumer Price Index from 2.6% to 2.0% for the period of August 1, 2014 through June 30, 2015, with Council’s concurrence
- Obtained Council’s approval to waive bids and sole source with EASCO Laundry System to purchase a new commercial dryer at the cost of \$4,793.50 utilizing FY15 Capital Budget funds
- Extended the current contract between the Council and Conmed Healthcare Management, Inc., the current medical services provider for the Detention Center, to include an annual 2% Consumer Price Index (CPI) increase, for a renewal period of July 1, 2015 to June 30, 2018
- Received approval from Council for Warden and senior staff to attend the Maryland Correctional Administrator’s Association Conference (MCAA) in Ocean City from May 31, 2015 through June 2, 2015

# Fiscal Year 2016 At A Glance (continued)

## Emergency Services

- Purchased, with Council's concurrence, an all terrain vehicle from John Deere at the cost of \$18,650, utilizing FY13 and FY14 Homeland Security Grant funding
- Expended FY13 Homeland Security Grant funds to purchase an enclosed trailer to house and transport utility vehicles to J & S Equipment, Inc., the lowest bidder, at the cost of \$4,995 after obtaining Council's approval

## Emergency Medical Services

- Continued services from four County Advanced Life Support stations in: Hurlock, Madison, Eldorado-Brookview and Cambridge
- Received 6,465 calls for service with 3,915 transports and billing revenue of \$1,266,383.63.
- Continued reviewing and submitting billing to Medical Claim Aid
- Expended, with Council's approval, FY15 Capital Funds to sole source and purchase from a licensed Demers Ambulance dealer two ambulances at cost of \$390,816
- Obtained Council's acceptance of a FY15 Hazardous Materials Emergency Preparedness Grant Program award of \$9,500 for training
- Provided to the Queen Anne's County Emergency Medical Services assistance in the form of one staffed ambulance at the November 9, 2014 Bay Bridge 10K event, with Council's consent
- Received authorization from Council to transfer excess 2015 Emergency Medical Services income to purchase an inventory tracking system software for supplies and vehicle maintenance

## 911 Communications Center

- Received 69,381 Calls for Service with a total of 108,213 telephone calls answered by 911 Center personnel including 31,001 for Sheriff's Office and 11,483 for Hurlock Police Department
- Expended FY15 Capital Budget funds and sole sourced with Dell/HP Computers, utilizing government pricing, to replace computers/printers in the 911 Communications Center that control the Computer Assisted Dispatch System, including software for \$15,257.70
- Utilized funding in excess of \$556,390 from the Numbers Board, with no County funding, for equipment upgrades to the 911 Center and Back-up Center

## 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, Local Emergency Planning Committee and Citizens Corps Council
- Continually maintained records and scheduled training for Dorchester County staff to be compliant with National Incident Management System regulations
- Director attended the National Hurricane Conference in Austin, Texas for training from March 30, 2015 through April 2, 2015 using Maryland Emergency Management Agency and Homeland Security grant funds with Council's approval
- Received Council's approval for Jeremy Goldman, Emergency Services Director, Steve Garvin, Emergency Planner and Amanda Harding, Emergency Services Administrative Assistant, to attend the Maryland Emergency Management Association Conference in Ocean City from May 26 to May 29, 2015
- Accepted a Emergency Management Performance Grant award of \$71,739 from the Federal Emergency Management Agency via the Maryland Emergency Management Agency to support local emergency management operations, with Council's approval
- Obtained Council's concurrence to accept a Maryland Emergency Management grant award under the Homeland Security Program in the amount of \$85,241 for law enforcement and homeland security

# Fiscal Year 2016 At A Glance (continued)

## Public Works

### Highway

- Performed routine maintenance at County marine facilities
- Maintained County roads including blacktopping, road signage, ditching, bushing, roadside mowing, bridge maintenance and operation of a maintenance/repair shop
- Received Council's approval to sole source and purchase two roadside mower units from Atlantic Tractor under the State of Maryland Grounds Maintenance Equipment Contract
- Sought and received Council's consent to surface treat certain County roads in FY15 to include 33.84 miles of tar and chip
- Obtained Council's authorization to waive bids and sole source with John Hallowell to replace 15 cross pipes at the cost of \$12,300
- Awarded the bid for supplying crushed stone from March 1, 2015 to February 28, 2016, to Dorchester Dumpin Company, LLC, the lowest bidder, after receiving Council's consent
- Received Council's approval to waive bids and sole source with John Russell, President, Russell Paving Co., Inc., to provide hot mix asphalt, labor and equipment and to install approximately 500 tons of hot mix blacktop overlay per day
- Sought and obtained Council's authorization to award the bid to Hammaker East, Ltd for the supply and delivery of bituminous materials to the Highway Division for the period beginning July 1, 2015 and ending June 30, 2016
- Piggybacked on the State Highway Administration's contract for line striping with Alpha Space Control at the rate of \$0.0708 per feet for 5" yellow or white line
- Mowed properties in the City of Cambridge acquired by the County through the tax sale process

### Engineering

- Performed routine grading permit, storm water management and subdivision road construction inspections
- Managed expenditures of Maryland Department of Natural Resources Waterway Improvement Grant funds to include countywide maintenance and sanitary services at County marine facilities
- Received Council's concurrence to place a dumpster at each of the County owned marine facilities from June 1, 2015 to September 30, 2015
- Awarded the bid for the placement of portable toilets at the County's marine facilities for six months during the 2015 season, which cost is reimbursable through a Department of Natural Resources Waterway Improvement Grant, upon receiving Council's approval
- Renewed Offshore Blind and Riparian Rights Licenses for the following six County waterfront properties for a three year period, after obtaining Council's concurrence: Cassons Neck Road, Hoopers Island Road (north end of causeway), Hoopers Neck Road (south end of causeway), Wharf Road, Ragged Point Marina Road and Hoopers Island Road (Wallace Creek)
- Accepted, with Council's approval, a Department of Natural Resources FY15 grant award under the Maryland Abandoned Boat and Debris Program for funds in the amount of \$10,000 to be used for all expenses associated with the removal of abandoned boats and debris, which will be 100% reimbursable



# Fiscal Year 2016 At A Glance (continued)

## Public Works (continued)

### Landfill

- Recycled wood, metal and tires from Beulah Landfill
- Renewed, the lease between the County and Gootee's Marine, Inc. for one acre located in Golden Hill for use as a landfill transfer station for a two year period, from July 1, 2014 to June 30, 2016 with Council's approval
- Accepted, after obtaining Council's consent, an eCycling grant award from the Maryland Department of Environment under the Statewide Electronics Recycling Program of \$10,000 to assist in the collection and recycling of electronics
- Received Council's approval to sole source and extend the contract between the Council and GCI Environmental Services for groundwater monitoring services at all solid waste landfills in the County for a two year period (FY15 and FY16)
- Placed two cardboard containers at the County's recycling stations in the Town of Hurlock and at the Beulah Landfill with Council's consent
- Held an eCycling event at the Beulah Landfill on November 8, 2014 from 7 a.m. to 3 p.m. utilizing grant funds received from the Maryland Department of the Environment
- Obtained Council approval to accept a proposal from Maryland Environmental Service to provide construction management and engineering support services for the capping of Old Beulah at the cost of \$552,058
- Received Council's authorization to award the bid for the Old Beulah Landfill Closure Cap Construction project to Sargent Corporation in the amount of \$4,252,750
- Awarded the bid for the contract for the purchase of a Landfill Compactor to McClung-Logan Equipment Company, Inc., in the amount of \$595,516, with Council's approval

### Airport

- Continued fuel sales
- Renewed a lease with Kay Rhea for Kay's Restaurant for 1,616 square feet of space of the 7,164 square feet Terminal Building at the Cambridge Dorchester Regional Airport for five years
- Received Council's confirmation of the submission of a Federal Aviation Administration grant application for funds of \$118,800 to conduct an environmental assessment as part of the second phase of the Cambridge Dorchester Regional Airport runway obstruction project in order to meet a deadline
- Accepted a Maryland Aviation Administration Grant award of \$6,600 for the Cambridge-Dorchester Regional Airport Environmental Assessment Study

### Maintenance

- Continued Recycling Program for County Offices and the Circuit Court House
- Maintained approximately 111,171 square feet of office space, including custodial services and approximately 14 acres of property

# Fiscal Year 2016 At A Glance (continued)

## Economic Development

- Received general inquiries from individuals interested in starting a new business and assisted micro-businesses and provided support and assistance to existing businesses
- Continued marketing Dorchester County to the business community
- Attended 2015 Maryland Association of Counties Winter Conference on January 7 to January 9, 2015 held at the Hyatt Regency Chesapeake Bay Gold Resort, Spa and Marina
- Offered a HUBZone workshop at the Dorchester County Economic Development Office on February 20, 2015
- Sponsored a free Business Building Blocks workshop entitled “Fiscal Fitness” for entrepreneurs and existing business owners on February 11, 2015
- Attended the Second Annual 2015 Select USA Investment Summit at the National Harbor in Prince George’s County in April 2015
- Keasha Haythe, Economic Development Director, was elected as President of the Maryland Economic Development Association on April 27, 2015
- Hosted groundbreaking ceremony for the Eastern Shore Innovation Center at the Dorchester Regional Technology Park on June 10, 2015
- Obtained Council’s approval for Susan Banks, Business Development Manager, to attend the Chesapeake Basic Economic Development Course offered through the Maryland Economic Development Association from July 27 to July 30, 2015 in Baltimore, Maryland
- Obtained Council’s formal adoption of the name “Eastern Shore Innovation Center” for the incubator facility in the Dorchester Regional Technology Park
- Held and attended Economic Development Advisory Council meetings
- Continued marketing the Dorchester Regional Technology Park
- Worked with prospective tenants for the Eastern Shore Innovation Center
- Sponsored a visit and partnered with Startup Maryland in rallying entrepreneurs to encourage economic growth in the County
- Renewed, with Council’s consent, contract with Facility Logix to continue to provide services as Owner’s Representative for the Eastern Shore Innovation Center through the construction phase
- Sought and received Council’s acceptance of a resolution to authorize a loan from the Department of Business and Economic Development from the Maryland Economic Development Assistance Authority to Dorchester County of \$1,263,550 to use for the purpose of constructing an incubator facility

