

FISCAL YEAR 2021 ANNUAL REPORT



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



County History At a Glance

Home 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.

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 Commissioners 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 C. Travers
District #4	George L. Pfeffer, Jr.
District #5	Libby Handley Nagel

FY21 Annual Report

I am pleased to present this Annual Report for Fiscal Year 2021 which provides information on the finances and administrative activities of Dorchester County government.

During this fiscal year the County Council and staff continued to ensure that the needs of citizens were met in a proficient, professional and compassionate manner during the continued COVID-19 Pandemic.

The County Council and its staff continually seek to achieve excellence in providing service to our citizens, always recognizing that the public deserves the utmost in customer service and care. I am pleased to provide you with this summary of local government activities.

Sincerely,

Donna F. Lane

Acting County Manager

LOCAL GOVERNMENT GOALS AND PRIORITIES

- To provide effective and efficient government
- To adhere to the Charter of the County
- To manage all County resources
- 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

April 1, 2010	32,618
April 1, 2020	32,531

Source: United States Census Bureau Website

COUNTY BUDGET HIGHLIGHTS

Per the County Charter, the 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, the Council provided funding to the Board of Education and Chesapeake College.

37% of General Fund Operating Budget is devoted to education

- Number of County public school facilities: seven elementary schools, three middle schools and two high schools
- 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 FY21 budget was \$74,877,536 million:

- \$ 66,200,646 million Operating Budget
- \$ 5,537,251 million Capital Budget
- \$ 3,139,639 million Grant Budget
- Includes Landfill and Airport Enterprise Funds
- Real property tax rate remained the same

GRANT ACTIVITY

The adopted FY 2021 grant budget totaled \$3,139,639 million which included anticipated funds for the following programs:

- Family Services, Truancy Court-Circuit Court
- Critical Areas-Planning and Zoning
- Governor's Office for Children-Local Management Board-Child and Family Services
- Sheriff's Office-Governor's Office of Crime Control & Prevention
- Grant Administration-Finance
- Marketing Tier II Grant, Maryland Heritage Areas Authority Operating Grant
- Program Open Space-Recreation and Parks
- IRONMAN Maryland-Tourism

FEDERAL GRANT FUNDING

- Emergency Planner Grant

STATE GRANT FUNDING

- Governor's Office of Crime Control and Prevention Funding-Sheriff's Office:
 - ◊ Sex Offender Monitoring
- Governor's Office of Crime Control and Prevention Funding-LMB-Child & Family Services
 - ◊ Healthy Families
 - ◊ School Based Wellness
 - ◊ MCIN/Safe Streets
 - ◊ Adventure Diversion
 - ◊ Juvenile Drug Court
- Maryland Heritage Areas Authority Funding:
 - ◊ Operation and Management of the Heart of Chesapeake Country Heritage Area
 - ◊ Marketing
 - ◊ Mini Grants
 - ◊ Public Art
- Maryland Emergency Management Agency:
 - ◊ Support of local emergency management operations
- Department of Natural Resources:
 - ◊ Waterway Improvement Funds

BUDGET IN BRIEF

BUDGET SUMMARY-FY2021

Operating Budget	\$ 66,200,646
Capital Budget	\$ 5,537,251
Grants Budget	\$ 3,139,639
Total County Budget	\$ 74,877,536

OPERATING BUDGET BY FUND

Governmental Funds	
General Government	\$ 5,311,088
Public Safety	\$ 15,376,135
Social Services	\$ 177,121
Public Works	\$ 3,566,405
Miscellaneous	\$ 8,136,478
Recreation and Parks	\$ 666,482
Natural Resources	\$ 349,297
Economic Development	\$ 822,938
Debt Service	\$ 3,965,924
Education	\$ 21,893,275
Health	\$ 1,168,132
Special Revenue Funds	
Transfer Tax	\$ 846,071
Eastern Shore Innovation Center Fund	\$ 155,500
Enterprise Funds	
Airport	\$ 645,956
Landfill	\$ 2,819,844
Fiduciary-OPEB Trust	\$ 300,000

BUDGET IN BRIEF (CONTINUED)

County Bond Rating	
Moody's	Aa3
Standard & Poor's	A+
Real Property Tax Rate-FY2021	\$1.00
Real Property Tax Revenue- FY2021	\$27,897,134
Homestead Property Tax Credit % Allowed	5%
Local Income Tax Rate	3.20%
Local Income Tax Revenue	\$15,488,222
Recordation Tax Rate (on each \$500 of value of transaction)	\$5.00
Recordation Tax Revenue	\$2,851,197
Transfer Tax Rate (% of total transaction value)	.75%
Transfer Tax Revenue	\$1,521,010
Hotel Tax	5%
Hotel Tax Revenue**	\$294,522

Source: County records

Figures above 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

Legislation

In Fiscal Year 2021 the Dorchester County Council adopted the following legislation pertaining to local government:

- Adopted the 2021-2022 Annual Budget and Appropriation Ordinance
- Pursuant To Chapter 155 "Zoning", Section 155-5(A) of the County Code, added new Section 155-63.1 Master Sign Plans for Automobile Dealerships to allow those selling multiple brands of vehicles the flexibility to install signage for each
- Pursuant to Chapter 155, "Zoning", Section 155-5(A) of the County Code repealed and reenacted Section 155-50(A)(2) of Article IX Supplementary Use Regulations of Chapter 155 "Zoning" of the County Code providing that certain accessory uses or structures shall be permitted under certain conditions.
- Approved execution of a Law Enforcement Mutual Aid Agreement by and between Dorchester, Wicomico, Somerset, Worcester, Talbot, Caroline, Queen Anne's, Kent, And Cecil Counties, and each of the Sheriff's for the foregoing jurisdictions, pursuant to Section 2-105 of the Criminal Procedure Article, Maryland Annotated Code.
- Pursuant to Chapter 155, "Zoning" Section 155-5(B) of the County Code rezoned a parcel of land owned by W. Wayne Brown and Cheryl L. Brown, located on the North Side of U.S. Route 50 (Ocean Gateway), containing 3.005 acres of land, more or less, known as 3220 Ocean Gateway, Cambridge from a Rural Residential District (RR) to a General Business District (B-2).
- Pursuant to Chapter 155, "Zoning" Section 155-5(B) of the County Code rezoned a parcel of land owned by Linkwood Ventures, LLC, located on the East Side of U.S. Route 50 (Ocean Gateway) and on the North Side of Mill Road, containing 31.430 acres of land, more or less, (Plat 60/73), in the Linkwood Election District Of Dorchester County, Tax Map 43, Grid 18, Parcel 80 (Lot 1), Tax Account No. 14-286596 and being a part of the land described in deed dated May 26, 2005 from a Rural Residential District (RR) to a General Business District (B-2).
- Pursuant to Section 12-512(D) of the Local Government Article and to Section 40-20 of Chapter 40 of the County Code closing and abandoning Cedar Creek Road, a public County road situate in the Lakes Election District of Dorchester County.
- Declared that a certain parcel of land situate on the west side of Maces Lane, containing 3.964 acres of land, more or less, in the City Of Cambridge Election District Of Dorchester County, known as 1103 Maces Lane, Cambridge, Maryland 21613 and being the Old Maces Lane School Property, is no longer needed for public use by the County and providing for the lease of the property to Mace's Lane Community Center, Inc., a Maryland non-profit corporation and an IRS Section 501(C)(3) organization, for a period of fifty (50) years for the total rental of one dollar (\$1.00).

LEGISLATIVE WRAP UP

Legislation (continued)

In Fiscal Year 2021 the Dorchester County Council adopted the following legislation pertaining to local government:

- Pursuant to Section 12-512(D) of the Local Government Article and to Section 40-20 Of Chapter 40 of the Dorchester County Code closing and abandoning Cannon Road, a public County road and boat ramp situate in the Lakes Election District of Dorchester County.
- Pursuant to Chapter 155, "Zoning" Section 155-B of the County Code rezoned a parcel of land owned by Threesome Auto Salvage, LLC located on the east side of Cordtown Road, containing 21.81 acres of land, more or less, in the Bucktown Election District of Dorchester County from an Agricultural Conservation District (AC) to a Heavy Industrial District (I-Z).
- Approved the issuance by the Dorchester County Sanitary District, Inc. of a bond of the district in the principal amount of \$325,000 to be known as "Dorchester County Sanitary District, Inc., Water System Bond (Bonnie Brook Sanitary District No. 2) Series A, to be issued pursuant to the authority of Sections 9-601 to 9-699 of the Environment Article of the Annotated Code of Maryland, providing that the payment of the principal of and interest on the bond shall be guaranteed by Dorchester County, providing that the bond shall be issued upon the full faith and credit of Dorchester County; and providing for the levy of annual taxes upon all assessable property within Bonnie Brook, Sanitary District No. 2 sufficient for the payment of the principal of and interest on the bond as it shall mature, and to the extent that such levy is insufficient for such purposes, the levy of annual taxes upon all the assessable property within the corporate limits of Dorchester County for the payment of the principal of and interest on the bond as provided hereinabove.
- Declared a certain parcel of land situate on the North Side of Maryland State Route 343, containing 1 acre of Land, more or less, in the Cambridge Election District of Dorchester County, is no longer needed for public use by the County and providing for the sale of the property to Shawn R. Bennett for the purchase price of eight thousand dollars (\$8,000.00).
- Pursuant to the authority of Title 5, Subtitle 8, Part II of the General Provisions Article of the Annotated Code of Maryland adding new Section 88-4(C)(4) and new Section 88-4(E)(3) and new Sections 88-6(B)(1), (C)(5) and (E)(10) to Chapter 88 of the Dorchester County Code "Ethics" relating to public ethics providing for participation requirements for former local Lobbyists, providing for post-employment provisions for Local Elected Officials and providing for additional financial disclosures and provisions by Local Elected Officials and Candidates to be Local Elected.
- Pursuant to Section 12-407(B)(2) of The Local Government Article of The Code Of Maryland, declared that a certain parcel of land containing 6.71 acres of land, more or less, situate on the north side of Crapo-Wingate Road, and being the Old Crapo Elementary School, is no longer needed for Public use by the County and providing for the lease of the property to the South Dorchester Community Foundation, Inc., for 20 years.

LEGISLATIVE WRAP UP

Legislation (continued)

- Approved Dorchester County Bond Bill.
- Acting pursuant to the Land Use Article of the Maryland Annotated Code, which entrusts local jurisdictions with Land Use Planning Authority to guide growth and development, and pursuant to Section 155-5 “Amendments” of Chapter 155 “Zoning” of the County Code, to repeal and reenact Section 155-37 “Floodplain Management District” Subsection 155-37c(4)(F) if Chapter 155 “Zoning” of the County Code to provide for the clarification of site location for the installation of electric panel boards on piers so the height does not need to be located higher than 36” above base of the pier.
- Pursuant to the Land Use Article of The Maryland Annotated Code and acting pursuant to Title 27, Critical Area Commission for The Chesapeake and Atlantic Coastal Bays, Subtitle 01, and pursuant to Section 8-1808 of the Natural Resources Article, Program Development for the Chesapeake Bay Critical Area to repeal and reenact Section 68-25 “100-Foot and Expanded Buffers”, Subsection 68-25c(2) of Chapter 68 of The County Code “Chesapeake Bay Critical Area”, providing for exemptions to establishing the buffer area in the Critical Area for agricultural activities when subdividing property.

Resolutions

In Fiscal Year 2021 the Dorchester County Council adopted the following resolutions pertaining to local government:

- Supported a grant of \$500,000 from the Maryland Department of Commerce to the County which will be re-granted by the County to 411 Dorchester CSP, LLC and SHPS Investors, LLC, pursuant to the provisions of the Maryland Economic Development Assistance Authority and Fund.
- Amended the County’s FY22 Schedule of Fees.
- Adopted a revision to the 10-year Solid Waste Management Plan to include an office building recycling addendum to address the requirements of Senate Bill 370 “Environment-Recycling-Office Buildings” that requires recycling in office buildings with 150,000 sq. ft. greater of office space.
- Declaration to Continue Local State of Emergency and Executive Order COVID-19 Public Health Emergency pursuant to Section 14-111 of the Public Safety Article, Annotated Code of Maryland.
- Supported a loan in the amount of \$500,000 from the Maryland Department of Commerce to the County that will be re-loaned by the County to 411 Dorchester CSP, LLC, pursuant to the provisions of the Maryland Economic Development Assistance Authority and Fund.
- Supported the submission of an application from the Maryland Community Development Block Grant Program for funds to support eligible activities to assist those most impacted by the corona virus in Dorchester County.
- Amended the Dorchester County Personnel Rules and Regulations-Full Time Employees Leaving Employment/Retirement.

FISCAL YEAR 2021 AT A GLANCE

County Council's Office

- Partnered with Finance Department in the management of County budget
- Coordinated communications between Council and departments of local government, State and Federal legislators and various agencies
- Prepared and maintained records of Council's meetings and work sessions
- Council sat in 19 legislative session days in this fiscal year
- Managed contracts, leases and Council appointed Boards and Committees
- Prepared commendations, proclamations and other documents
- Forwarded items to County Attorney and Special Legal Counsel for review and comment
- Scheduled various meetings, including Traffic Safety Committee, sent media notices and made arrangements for attendance at various events
- Assisted Department Heads and the public in matters relating to County business

Information/Technology

- Supported County staff/agencies in operation and use of related computer equipment while maintaining daily computer operations
- Maintained/configured Avaya phone system for County use

Finance/Tax Collection

- Continued implementation of new financial software, Edmunds GovTech
- Staff transitions in Assistant Director (Martha Sparks) and Grants Administrator (Hayley Effland)
- July 1, 2020 issued 22,066 real property tax bills levying \$39.9 million in taxes for State, County and Towns
- Tax sale of 91 properties on June 15, 2021 with investors purchasing 88 for the price of \$2.2 million with taxes collected of \$245,000

Tourism

- Accepted the following grants with Council's concurrence:
 - FY21 Maryland Department of Commerce Maryland Tourism Development Board Destination Marketing Grant in the amount of \$47,598 for marketing.
 - FY21 Maryland Heritage Area Authority Block Grant Award in the amount of \$25,000 for the Heart of Chesapeake Heritage Area for use for the Heritage Area mini-grant program.
 - FY21 Maryland Department of Commerce Maryland Tourism Development Grant in the amount of \$36,265.14 which were special marketing funds through Governor Lawrence Hogan's budget.
 - FY21 Maryland Department of Commerce Grant of \$5,254 for the purpose of marketing small businesses
- Entered into an agreement with other Eastern Shore Destination Marketing Organizations to send a representative to the American Bus Association Marketplace using FY21 Maryland Office of Tourism Development marketing grant funds to cover the cost of \$1,032.78
- Submitted with Council's approval the following Maryland Heritage Area Grant applications: Project Grant entitled "Saving the Historic Bayly Cabin, FY22 Block Grant and Management Grant
- Sought and received concurrence from the Council to amend the County's Program Open Space (POS) Program to include the renovation of the Goose Monument and associated landscaping and hardscaping using remaining funds approved by POS allocated for the Sailwinds Visitor Center Park Improvement project.

FISCAL YEAR 2021 AT A GLANCE

Planning and Zoning

- Conversion of permit software from previous system to Edmunds which required software adjustments and training of intake examiners
- Hired new Director (Herve Hamon) and new Assistant Director (Susan Webb)
- Cross training of staff (Edmunds, zoning intake, billing)
- County Community Rating System (CRS) for the floodplain program was maintained at 6 after examination by Federal Emergency Management Agency Inspectors in November-December 2020
 - ◊ This represents a reduced flood insurance premium for entire County
- Continued working on the update of the County's Comprehensive Plan which included the coordination of public input, editing and incorporating a section dedicated to solar installations
- Maryland Agricultural Land Preservation Foundation Program applications were received, reviewed and sent to the State
 - ◊ Applications increased from 4 to 15 with 12 being submitted
- With Council's approval, selected consultants for the Hoopersville Resiliency Study and Twin Point Cove Resiliency, both of which are pilot programs
- Pursued legislation to transfer some of the property maintenance enforcement from the Health Department to the Planning and Zoning Department
- Number of Building permits issued: 1,268
- Number of zoning violation cases opened: 56
- Number of zoning violations resolved/closed: 29
- Number of Planning Commission cases: 33
- Number of Board of Appeal cases: 38

Soil Conservation

- Prepared Conservation Plans on 8,448 acres
- Cover crop sign-up - 97 applicants for 53,247 acres.
- 89 Best Management Practices were installed by 55 farmers on 1,198 acres. Nutrient Management on 17.3ac., Riparian Herbaceous Cover on 221 ac., Residue and Tillage Management on 1,769.4 ac., Forest Stand Improvement on 30.9 ac., Heavy Use Area Protection - .1 acre, Early Successional Habitat - 150.2 ac. and Conservation Crop Rotation – 1,699.8 ac.
- Assisted poultry integrators, contractors, landowners and farmers to ensure that they follow Maryland Department of the Environment and State regulations.
- Reviewed Sediment and Erosion Control Plans: Standard Plans- 39 on 18.09 ac., Forestry Plans -8 on 353.5 ac., Engineered Plans – 23 on 131 ac. and Shoreline Plans – 4 on .86 acres.

Department of Corrections

- Obtained approval from Council to contract with a vendor for the purchase and installation of new wall unit to provide extra air and redundancy to the existing system at the 911 Center.
- Received Council's approval to amend Contract for Medical Services for inmates at the Detention Center amend staffing, include a consumer adjustment rate increase; change payment of funds from Midshore Behavioral Health toward County's non-formulary medication costs
- Entered into Memorandum of Agreement between County and Department of Public Safety and Correctional Services for a Local Re-Entry Program after obtaining Council's concurrence.
- With Council's approval sole source with a vendor to upgrade the existing HVAC Unit Control System.

FISCAL YEAR 2021 AT A GLANCE

Recreation and Parks

- Recreation Center acquisition at Leonard Lane
- Transfer of department operations from Willis Street to Leonard Lane
- Lease Agreement with the Boys & Girls Club of Baltimore/ enrolled up to 48
- Development of a youth Boxing skill development program with 12 participants
- Youth Cheerleading – 40 participants
- Football-100 participants
- Youth Soccer with 90 participants
- T-Ball with 6 teams and 60 participants
- Partnered with a local arts program and offered “Art in the Park” at several parks throughout the County. This program is aimed at underserved children and exposing them to the arts.
- By acquiring the recreation center many sports teams within Dorchester County had the opportunity to continue team practices throughout the winter months. This would include several travel baseball and softball teams, Cambridge Little League teams and Tri- City Little League. The center still has ongoing tennis play/lessons that are offered to the general public.
- Installed two hitting/pitching cages to accommodate teams and also for lessons.
- Tennis Clinic-31 participants
- Baystate Tennis Conference held at the Busick Tennis Courts and will also hold a fall conference the end of October.
- Sailwinds Park successfully moved the parent child swing set and added new floor covering.
- The Goose Monument was approved through BPW and awaits sole source approval.
- Hosted two successful community events at the County Pool/ One Groove and National Night Out
- Several Basketball & Soccer Clinics for adults and children
- Hosted another successful swim team season with the Shorefins
- Men’s and & Co-ed softball had 12 teams participate
- Booked 17 Pool Parties

FISCAL YEAR 2021 AT A GLANCE

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
- Awarded the bid for supplying crushed stone to the Highway Department.
- Awarded the bid for the supply and delivery of bituminous materials to the Highway Division to Slurry Pavers, Inc.
- Significant repairs to Ragged Point Road due to Tropical Storm damage. Worked with MEMA and FEMA for reimbursements
- Contract with Marshall Property Management to mow County facilities and properties acquired by the County through the tax sale process.
- Continued maintenance on the Hoopers Island Causeway.
- Road improvements such as grading dirt roads, tar and chip and hot mixed road surfaces.
- Sold surplus vehicles and equipment from various departments.
- Assisted other departments with equipment maintenance as needed.
- Purchased/coordinated cleaning supplies and PPE due to COVID-19 response for various County departments.
- Generator service request for proposals awarded 2 year contract with Barnes Electric for various County locations
- Maintained Work Order System of complaints and requests. Received and entered 507 work order requests. Closed/completed 431 work orders.
- Assisted with various aspects of Cannery Park project
- Assisted with various aspects of the new Dorchester County Animal Control building
- Purchased Spin ditcher
- Purchased 2 Mohawks lifts for the Shop
- Awarded Supplying Culvert Pipe Bid to Lane Enterprises

Engineering

- Performed routine grading permit, storm water management and subdivision road construction inspections
- Received Council's concurrence to place a dumpster at each of the County owned marine facilities for the FY21 season
- Continued contract with Harman's Septic Care Inc. for the placement of portable toilets at the County's marine facilities for six months during the 2021 season, which cost is reimbursable through a Department of Natural Resources Waterway Improvement Grant, upon receiving Council's approval
- Managed expenditures of Maryland Department of Natural Resources Waterway Improvement Grant funds to include countywide maintenance and sanitary services at County marine facilities
- Renewed Offshore Blind and Riparian Rights Licenses for six County waterfront properties for a three year period, after obtaining Council's concurrence
- Prepared and awarded Fuel Station project bid

FISCAL YEAR 2021 AT A GLANCE

Public Works (continued)

Landfill

- Continued working with Geosyntec on new landfill project
- Partnered with Republic Services to better Dorchester County's recycling program
- Purchased Straw blower
- Purchased John Deer Mower
- Purchased a 2021 Ram Pickup truck with spreader and plow attachment

Maintenance

- Continued Recycling Program for County Offices and the Circuit Court House
- Maintained approximately 111,171 square feet of office space, including custodial services.
- Replaced sections of carpet in the Circuit Court House.

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

- Community Partnership Agreement- \$390,137
 - Board Support
 - Local Care (part time contract with Caroline County)
 - Connecting for Success
 - Poverty Reduction Lab
 - Poverty Reduction Teams
- Maryland Criminal Intelligence Network (MCIN) \$ 180,000:
 - Collaboration effort between LMB, Law Enforcement and State's Attorney.
 - \$40,000 of additional overtime support to conduct specialized operations to take guns, drugs and violent offenders off the streets.
 - Funds Heroin Coordinator position, attorney and needed equipment.
- Coronavirus Supplemental Fund: \$211,497
 - Detention Center Nurse
 - New Beginnings Para-professionals
 - Pre-Trial Coordinator @ Detention Center
 - YMCA Staff
 - Lollipop Lane additional support staff
 - Laptops for State's Attorney's Office
- Department of Housing and Community Development:
 - Housing Stability/Rental Assistance Funds \$2,550,000
 - CV-2, \$100,000
 - Emergency Rental Assistance (ERAP) \$2,450,000
- Distributed COVID 19 emergency funds/ resources to:
 - PPE to 50 Child Care Providers supporting essential workers
 - \$25,000 to each local Fire Company
 - \$5,000 grants to local Churches and Non-Profits

FISCAL YEAR 2021 AT A GLANCE

Human Resources

- Provided ongoing management support for employees and Department Heads/Elected Officials, such as advertising vacancies, interviewing applicants, meeting with new hires, disciplinary actions
- Acted as Liaison with Health Insurance Broker regarding employee health insurance coverage, questions, including managing wellness program, open enrollment for active and retired employees
 - ◊ Kept premiums for employees/retirees the same for seventh year in a row.
 - ◊ Assisted employees and retirees with insurance related issues and billing problems
- Worked with United Way, 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

Airport

- Secured a total of \$506,203.00 in Federal and State Grants for CGE Airport Improvement projects and \$43,000.00 through CARES Act and ACRGP grants for economic relief due to the COVID-19 pandemic with Council's approval.
- Successfully oversaw the CGE Airport Obstruction Removal Phase 1 construction project which was 100% funded by the FAA at \$396,151.00 which significantly reduced the impingement of vegetation into the navigable airspace for safe aeronautical operations.
- Received approval from County and awarded the construction of the Wildlife Fence – Phase 1 project with \$110,052.00 funded by the Maryland Aviation Administration.
- Received funding for the Airport Pavement Management Program as part of the FFY2021 Airport Capital Improvement Plan.
- Obtained aviation easements on two private properties in preparation for the Obstruction Removal – Phase 2 project.
- Maintained a high level of service to local and visiting patrons through the COVID-19 pandemic.
- Added hand sanitizing stations and a pamphlet rack focused on highlighting recreational attractions within Dorchester County.
- Airport Terminal restrooms were upgraded to air hand dryers resulting in operational cost savings and reduction in sewer line stoppage service calls.
- Maintained 100% tenant capacity in T-Hangar and Box Hangar facilities.
- Finalized contract with USDA for 12 hours of deer mitigation efforts as an interim measure to the Airport obtaining a Deer Cooperator Permit for long term mitigation and deer control.
- Further enhanced bird netting in South hangar to virtually eliminate nesting opportunities.
- Oversaw the installation and set-up of the Terminal back-up generator funded through an Emergency Services grant.

FISCAL YEAR 2021 AT A GLANCE

Economic Development

- Eastern Shore Innovation Center Received Rural Maryland Grant
- Administered 259 CARES Grants, 45 State Restaurant Grants, 6 State Hotel Grants, 1 online sales grant, assisting well over 300 businesses and nonprofits
- Assisted other departments with grants including 55 churches
- Created grant Application, Application Process, Marketed the program created forms and put on website, read the treasury guidance, worked one on one with 90% of the businesses to help them fill out the application and find proper documentation, called each business to come get it and sign for the grants, then followed up reports for each business.
- Worked with several community organizations including Meal til Monday, Midshore Pro Bono, YMCA etc. to assist both business and community needs during the pandemic
- Worked closely with the Health Department on JIC Calls and business operations
- Hosted Project Opportunity for veterans who were starting businesses- the program ran approximately 12 weeks at the Innovation Center
- Presented at the Ocean City Convention 2021 Southern Economic Delmarva Forecast, Senator Cardin Feb 2,2021 , Seniors at DCTC 2/10/21, and Rotary Club 7/30/20
- Worked with the Dorchester Banner to create the 2021 Dorchester Magazine- used Economic Development Ad on the Cover and mailed 3086 copies to the local community
- Worked for a year on the Eastern Shore Economic Recovery Committee- currently the halfway point and have several useful recovery and planning tools
- Created a digital marketing campaign for attraction when we realized people were moving to the rural areas
- Worked on several large projects with developers in the county
- Worked with the Chamber, SBDC, City, Mainstreet and Tourism to present several webinars, press releases, and website information on the latest available information for businesses from the state and federal government pertaining to restrictions, closings and grants.
- Worked directly with hundreds of businesses throughout the year
- Worked with Egide to provide temporary office space when their business experienced fire
- Newsletter, website, and social media updates Attracted 2 businesses into the incubator and several co-work members and 4 businesses graduating out

FISCAL YEAR 2021 AT A GLANCE

Emergency Services

- Maintained EOC Operations in collaboration with partner agencies in order to manage the evolving trends of COVID-19.
- Updated Infectious Disease and Occupational Exposure Control plan in order to reflect the evolving trends of the pandemic.
- Maintained adequate amount of PPE, cleaning and disinfecting products as well as implemented safer practices in order to avoid virus spreading within department.
- Developed and implemented a vaccination program in partnership with our Health Department approved by MIEMSS.
- Credentialed vaccinator qualified clinicians.
- Hosted several recertification trainings for volunteer and career clinicians.
- Participated in the daily/weekly joint information center updates organized by local lead agency, Dorchester County Health Department and MEMA/MJOC.
- Managed the pandemic logistical needs, distributed resources and provided logistical information to sustain daily operations for the department while assisting other county agencies, other county departments and local business.
- On July 15th 2020, Emergency Services Director Rahilly was officially sworn in as an Emergency Manager for Dorchester County.
- A SWOT analysis of DES was conducted during the FY2019 and strategic and operational initiatives were set and implemented in order to improve safety, employee retention and overall field operations and current practices.
- Emergency Medical Services crews celebrated Nurses Week and Police Week by sending gifts to the Emergency Department for nurses and police departments for the law enforcement officers.
- Filled vacancies with authorized to practice independently in our jurisdiction qualified clinicians and credentialed the clinicians prior as required by COMAR.
- Mental health first aid training for Train the Trainer and implementation of the program.
- Implemented changes with vehicle maintenance and developed a plan resulted in a cost savings.
- With the approval of Council purchased and Power Loads and had them installed.
- Bariatric kit was purchased and four units were outfitted to be bariatric capable.
- With Council's approval were awarded grants for updated AED's, including the MIEMSS Cardiac Devices grant and Pediatric Training Equipment grant
- Purchased two new enclosed trailers to support operations and for MCI/citizen evacuations and a new Emergency Management vehicle.
- Obtained approval from Council to purchase two ambulances fully equipped with Cardiac devices and a full power load/stretcher system using Cares funding.
- Purchased stair chairs for our operational units.
- Under an approved FY20 Capital Budget request implemented a safety initiative by installing power load systems in our units for which employees and volunteers received formal training.
- Conducted multiple recertification trainings in house for volunteer and career EMT's and Paramedics as well as initial and recertification training for EMD.
- Purchased laptops for the 911 Communications Center COOP Operations.
- Designed, purchased and implemented a PPE storage climate controlled building.
- Implemented various interfaces for new CAD and completed the installation of the replacement CAD equipment at the back up 911 Communications Center server room.

FISCAL YEAR 2021 AT A GLANCE

Emergency Services (continued)

- Worked with Atlantic Emergency on the design and purchasing of the three new units, stocked them and placed them in service as PM200, 600 and 500.
- Implemented Handtevy, a pharmacology and resource guide.
- Upgraded all narcotic Knox vaults to a web based system in order to monitor accountability.
- Completed the planning of operative IQ narcotics tracking.
- Purchased equipment required for our units under the VAIP standard.
- Purchased safety vests that will for all personnel and other safety equipment.
- Binder kits purchased and placed on the bariatric unit as well as extrication safety equipment.
- Completed CAD training for all agencies and our department.
- Completed all preliminary work for CAD to go live.
- Participated and completed the MIEMSS ALS interactive live ALS protocol review that features our 911 Center and our personnel.
- Composed and implemented the DES vaccination program under MIEMSS with credentialed clinicians as vaccinators.
- Worked on the telemedicine grant program awarded to us by MIEMSS due to be completed in the FY21 year.
- Purchased the ultrasounds and started the training for the ultrasound protocol, new suction units and purchased classroom furniture for the old dispatch center.
- Worked with FEMA, MEMA and the Health Department to assist with the implementation of the vaccination clinic programs.
- With Council's approval joined the Medicaid supplemental Revenue Program- Emergency Transporter to garner additional revenue.
- Formed Hazard Mitigation Committee for the County.
- Replaced the EMS emergency operations vehicle with a Ford F250 4x4.