

# Annual Report Fiscal Year 2010



**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

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 are 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, President
- District #2** William V. Nichols
- District #3** Ricky Travers
- District #4** Rick Price
- District #5** Effie M. Elzey, Vice President

## Message from the County Manager:

I am pleased to present this Annual Report for Dorchester County for Fiscal Year 2010. This has proven to be a challenging year in light of reduced resources and 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 2010 budget year.

The County Council and its staff continually seek to achieve excellence in the provision of public service, 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.

Sincerely,

Jane Baynard  
[jbaynard@docogonet.com](mailto:jbaynard@docogonet.com)

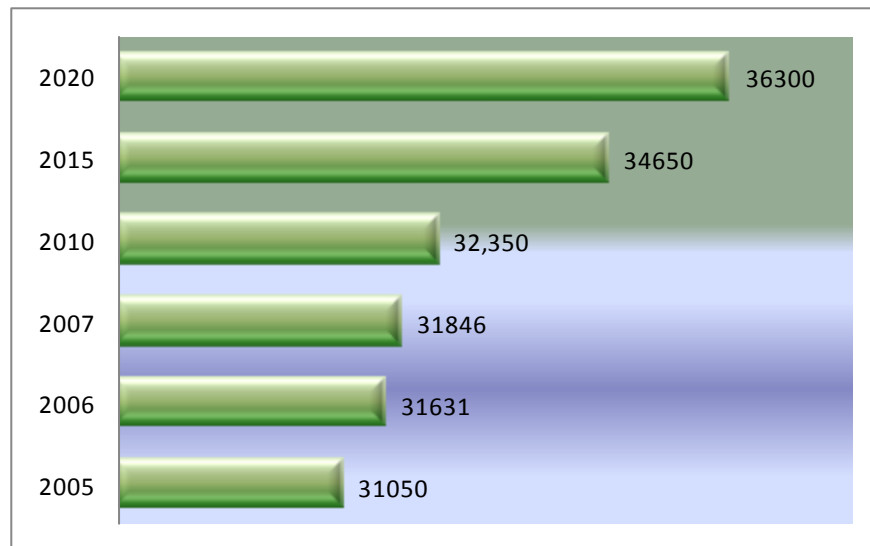
# GOALS AND PRIORITIES FOR FY 2010

- To provide good and efficient government recognizing reduced resources due to economic downturn
- 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 growing needs of constituents
- To maintain service levels at or above expectations
- To make Dorchester County a desired place to live and work
- To welcome visitors to the County and to showcase our proud heritage and history
- To provide for the enjoyment and maintain quality of life for all residents of the County

## Dorchester Demographics

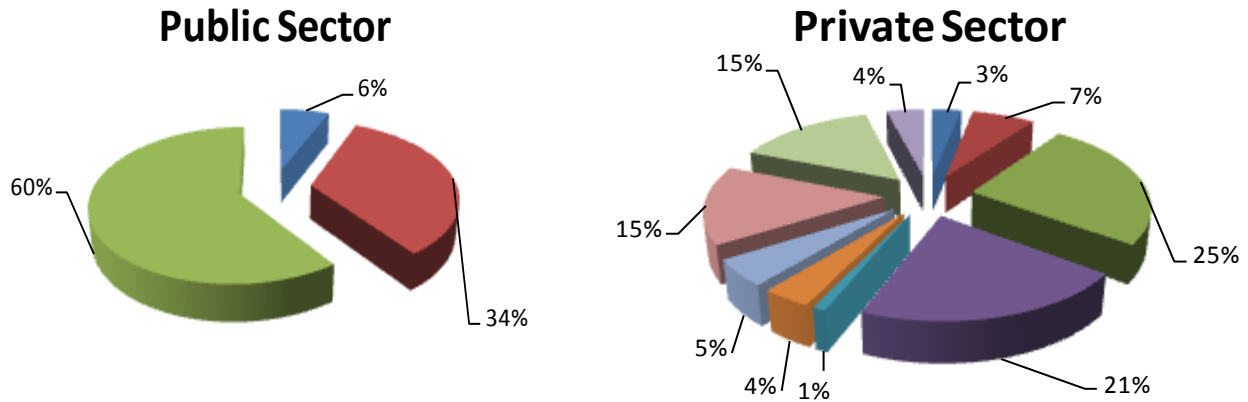
### County Population

2005	31,050	2010 Projection	32,350
2006	31,631	2015 Projection	34,650
2007	31,846	2020 Projection	36,300



# Dorchester Demographics (continued)

## Employment Statistics



Employment in the County: Industry	% of Annual Avg. Employed	Avg. Weekly Wage
<b>Public Sector</b>		
Federal Government	1.3%	\$ 898
State Government	6.9%	862
Local Government	12.3%	788
<b>Private Sector</b>		
Natural Resources/Mining	2.5%	601
Construction	5.4%	677
Manufacturing	20.0%	715
Trade/Transp./Utilities	16.7%	545
Information	0.8%	539
Financial Activities	3.0%	773
Professional/Business Services	4.0%	510
Education/Health	12.0%	754
Leisure/Hospitality	11.8%	327
Other Services	3.2%	386

Source: Maryland Dept. of Labor Licensing and Regulation—2008  
Office of Workforce Information & Performance

### Labor Availability

#### Civilian Labor Force (June 2010)

Total civilian labor force		16,889
Employment	15,162	
Unemployment	1,725	

# County Budget

Per the County Charter, Council is required to prepare 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, Chesapeake College.

- 37% of General Fund 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; FY 2010 budget was predicated on actual full time equivalent (FTE) enrollment for FY 2008 of 410 or 20% of total enrollment

Current FY 2010 budget is \$81 million: \$57 million operating budget, \$21 million capital budget and \$2.3 million grant budget (Includes Landfill and Airport Enterprise Funds)

Real Property Tax of \$0.896 per \$100 of assessed value was adopted in FY 2010, unchanged from the previous tax year

Tax differential to offset duplicative services 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

In September 2009 to offset anticipated loss of highway user funds (\$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

Additional Highway User Fund Reduction in 2010 General Assembly Session as a result of 2011 State budget resulted in another \$1.7 million reduction to local governments

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 furlough 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

# Budget in Brief

## No New Taxes

The County Council adopted a real property tax of \$0.896 per \$100 of assessed value for FY2010, which was unchanged from the previous fiscal year. Property taxes are the main source of funding for the majority of services directly provided by County government and its related agencies. The County's tax rate for FY 2010 maintained the County's position among the lowest average residential tax bills in the State of Maryland.

## Municipal Property Tax Relief

The budget for fiscal year 2010 continued tax relief targeted towards municipalities who provide services duplicative of the services provided by the County. This relief, known as a tax differential, is provided in the form of a decreased County property tax rate within the municipal limits. The County decreased its residential property tax rate by \$0.042 in the City of Cambridge and the Town of Hurlock in FY 2010.

## No Growth in Operating Budget Due to Fiscal Uncertainty

The General Fund operating budget remained virtually unchanged from the prior fiscal year at \$53.0 million, down slightly from \$53.1 million in FY 2009. The operations budget for virtually every department was reduced, and additional funds were set aside in the Reserve Fund (\$0.76 million) at the start of the year.

## Reserve Fund

The County's fiscal policy on stabilization of funds, a best management practice in budgeting, allows the County to be fiscally prepared for economic downturns and/or emergencies in addition to lowering the cost of borrowing. The County's Strategic Reserve Fund balance is targeted to equal 5% of General Fund Operating Revenues. The adopted operating budget contained funding sufficient to meet this goal despite economic uncertainty.

## GASB 45

The Governmental Accounting Standards Board Statement of Accounting Standard No. 45 "Accounting and Financial Reporting by Employers for Post-Employment Other Than Pensions" will require the County to report its retiree health benefits on an accrual basis beginning in FY 2009. This significant accounting change was proactively addressed in the adopted budget by setting aside \$1.0 million in a trust dedicated for this purpose. The County had nearly funded its estimated annual required contribution. However, the post budget reductions in State aid required the County to eliminate this FY10 contribution by November of that year in order to maintain a balanced budget.

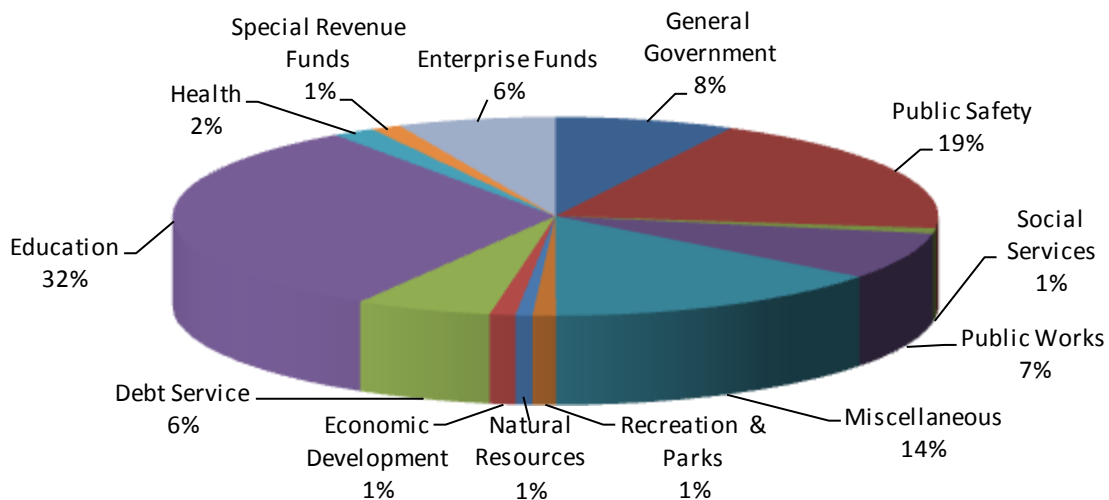
# Budget in Brief (continued)

## BUDGET SUMMARY—FY 2010

Operating Budget	\$ 57,612,373
Capital Budget	\$ 21,533,055
Grants Budget	\$ 2,315,309
<b>Total County Budget</b>	<b>\$ 81,460,737</b>

## Operating Budget By Fund

<b>Governmental Funds</b>	
General Government	\$ 4,397,018
Public Safety	\$11,120,923
Social Services	\$ 503,942
Public Works	\$ 4,396,651
Miscellaneous	\$ 8,380,380
Recreation and Parks	\$ 556,984
Natural Resources	\$ 409,932
Economic Development	\$ 621,423
Debt Service	\$ 3,314,293
Education	\$18,281,935
Health	\$ 1,035,000
<b>Special Revenue Funds</b>	
Transfer Tax	\$ 646,678
Tourism Marketing	\$ 90,000
<b>Enterprise Funds</b>	
Airport	\$ 907,564

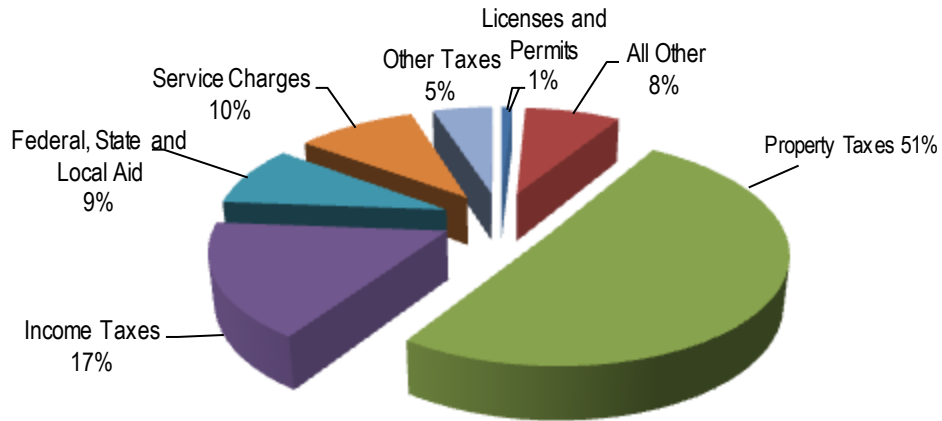




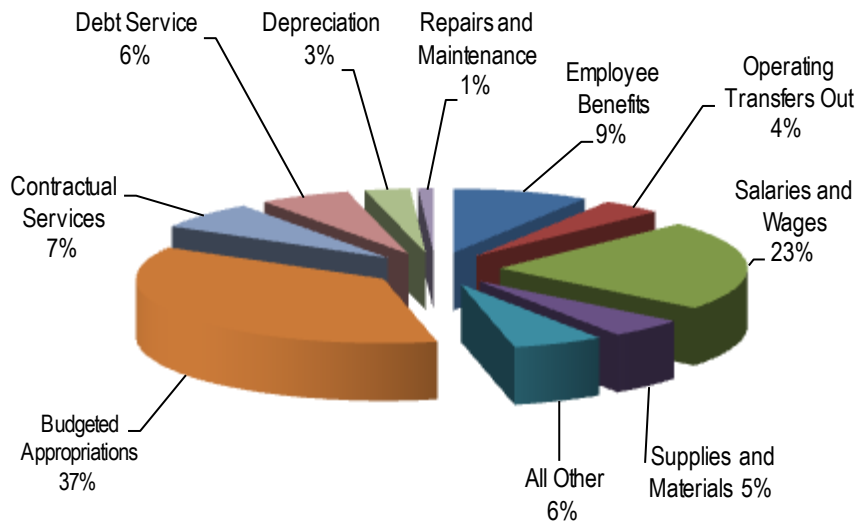
# Budget in Brief (continued)

Operating Funds = \$57.6 Million

## By Revenue Source



## By Expenditure Type



# Budget in Brief (continued)

## Capital Budget by Fund/Category

### Governmental Funds

#### Capital Fund:

General Government			
Technology Equipment	\$56,950	\$	56,950
Public Safety			
Facilities	\$160,000		
Technology Equipment	\$6,300		
Vehicles	\$ 95,342	\$	261,643
Public Works			
Technology Equipment	\$ 20,000	\$	20,000
Recreation and Parks			
Facilities	\$ 70,000	\$	70,000
Education*			
Facilities	\$17,572,748		Dorchester Career and Technology Center Construction
Technology Equipment	\$ 465,000		
Capital Maintenance	\$ 250,000	\$	18,287,748

#### Enterprise Funds:

Airport			
Improvement Projects		\$	2,190,174
Solid Waste			
Landfill Vehicles/Equipment		\$	646,000

**Total Capital Budget** **\$21,533,055**

# Budget in Brief (continued)

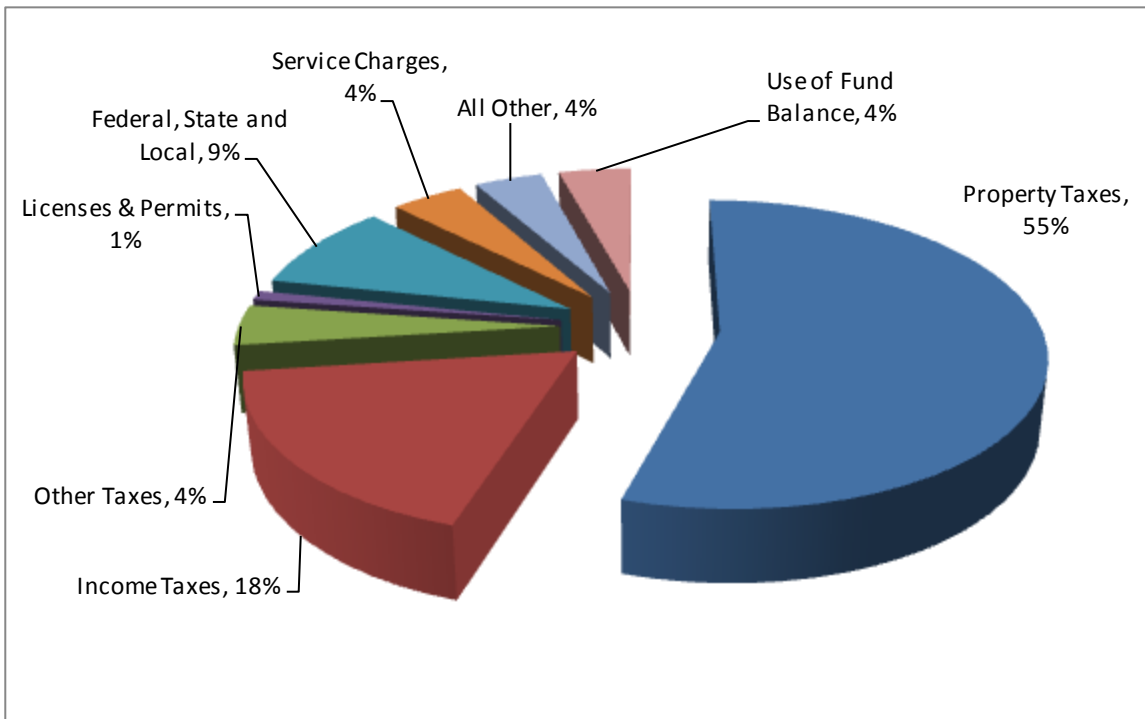
## General Fund Revenues

The General Fund is the County’s largest operating fund and is where virtually all of the County’s tax supported general government activities occur. The General Fund’s revenues are also used to support various capital projects with a contribution to the Capital Budget.

### Revenue Sources

Property Taxes.....	\$29,228,392
Income Taxes.....	\$ 9,700,000
Other Taxes .....	\$ 2,269,386
Licenses & Permits .....	\$ 219,025
Federal, State and Local.....	\$ 4,914,735
Service Charges.....	\$ 2,282,741
All Other.....	\$ 2,134,041
Use of Fund Balance.....	\$ 2,270,161
<b>Total Revenues</b>	<b>\$53,018,481</b>

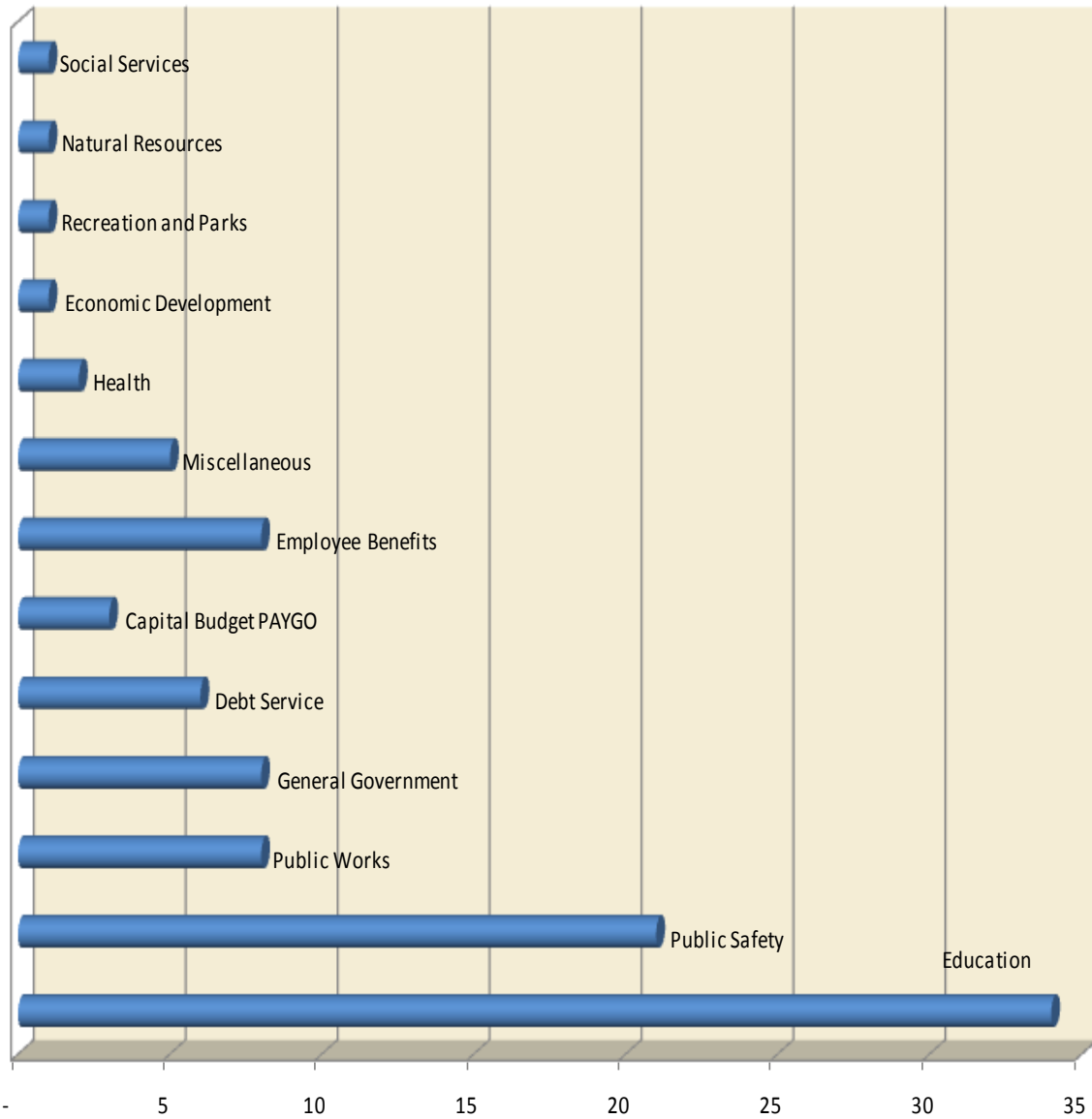
Property and Income Taxes account for 73% of the General Fund’s total revenue.



# Budget in Brief (continued)

## General Fund Expenditures

### By Department or Agency



## Budget in Brief (continued)

County Bond Rating	
Moody's	A2
Standard & Poor's	A
Real Property Tax Rate—FY2010	\$.896
Real Property Tax Revenue— FY2010	\$30,025,669
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)	\$973,172
Local Income Tax Rate	2.62%
Local Income Tax Revenue	\$9,700,000
Recordation Tax Rate (on each \$500 of the value of the transaction)	\$5.00
Recordation Tax Revenue	\$1,921,225
Transfer Tax Rate (% of total transaction value)	.8%
Transfer Tax Revenue	\$977,338
Hotel Tax	5%
Hotel Tax Revenue*	\$250,000

Source: Budgets, Tax Rates, & Selected Statistics—Fiscal Year 2010 published by the Maryland Association of Counties

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

# Budget in Brief (continued)

## Property Tax Comparison

Dorchester County's property tax rate is 89.6 cents per \$100 assessed value  
10th lowest in the State of Maryland and 6th lowest on Eastern Shore

Average assessment of residential improved property is \$186,438  
5th lowest in State and third lowest on the Eastern Shore

Combining rate and assessment Dorchester's average residential real property tax  
bill is \$1,670  
4th lowest in the State and 3rd lowest on the Eastern Shore

## County Property Tax Rates—2010

<b>COUNTY</b>	<b>FY10</b>
BALTIMORE CITY	2.2680
BALTIMORE COUNTY	1.1000
HARFORD	1.0820
CARROLL	1.0480
CHARLES	1.0260
HOWARD	1.0140
GARRETT	0.9900
ALLEGANY	0.9829
KENT	0.9720
PRINCE GEORGE'S	0.9600
WASHINGTON	0.9480
CECIL	0.9400
FREDERICK	0.9360
SOMERSET	0.9000
<b>DORCHESTER</b>	<b>0.8960</b>
CALVERT	0.8920
ANNE ARUNDEL	0.8760
CAROLINE	0.8700
ST. MARY'S	0.8570
MONTGOMERY	0.8260
QUEEN ANNE'S	0.7700
WICOMICO	0.7590
WORCESTER	0.7000
TALBOT	0.4320

# Legislative Wrap Up

## Resolutions

In Fiscal Year 2010 the Dorchester County Council adopted several resolutions pertaining to local government.

Pursuant to Section 17-1003 of the Business Regulation Article of the Annotated Code of Maryland designated the Primary Law Enforcement Unit to receive records for scrap metal/junk processing in accordance with Section 17-1011 (B) of the Business Regulation Article.

Authorized the Submission of an Application for Community Development Block Grant Funds for Delmarva Community Services in the amount of \$330,000 for FY 2011 for the Home Assistance Program, to provide grants to low/moderate income eligible families through the County for the purpose of making repairs to their owner occupied homes in disrepair.

Assigned Recovery Zone Facility Bond Allocation to the Maryland Industrial Development Financing Authority pursuant to the American Recovery and Reinvestment Tax Act of 2009 for the purpose of issuing Recovery Zone Facility Bonds to Somerset County.

Consented to making application for 652.99 acres within the Town of Hurlock, Dorchester County, Maryland to be designated as an Enterprise Zone by the Maryland Department of Business and Economic Development.

Amended the Dorchester County Personnel Rules and Regulations regarding inclement weather to state that essential personnel will receive no additional pay and will qualify for overtime when they reach the appropriate overtime benchmark and that non-essential employees will have to use either leave or choose to not be paid for the day or days County offices are closed.

Authorized the submittal of an application for Community Development Block Grant funds in the amount of \$40,000 for the Dorchester County Economic Development Department for the purpose of the development of an economic development strategic plan.

Adopted the Dorchester County Flood Mitigation Plan.

Designated Dorchester County as a Recovery Zone for the purposes of issuance of Recovery Zone Economic Development Bonds and Recovery Zone Facility Bonds.

Amended the 2004 Dorchester County Comprehensive Water and Sewer Plan (The "Plan") to add or delete certain parcels to/from Table 4-1 (entitled Woolford-Madison Sewer Project Wastewater Allocation Estimate) of the Plan.

Authorized the issuance and sale of two separate series of its general obligation bonds, one in the aggregate principal amount of \$8,760,000, and the second in the aggregate principal amount of \$12,070,000 pursuant to the authority of Section 5(P) of Article 25A of the Annotated Code of Maryland and the Charter of the County. Bill No. 2009-7 passed on July 14, 2009, effective September 11, 2009 and Bill No. 2009-10, passed on September 8, 2009 effective on November 6, 2009.

Clarified Resolution No. 349 amending the makeup of the Local Management Board for Child and Family Services to change membership from 20 to 21 with 18 voting and three non voting members and identifying a Council representative or Council designee to the Board.

Adopted rules for open meetings regarding recording, photographing and videotaping open session meetings by tape recorder or other recording device and provided for notification of use.

# Legislative Wrap Up (continued)

## Resolutions (continued)

Adopted a fiscal policy on business meals applicable to all departments, offices and agencies of County government to specify how and when business expenses relative to meals may be incurred by County employees and what documentation must be submitted.

Amended the Dorchester County Personnel Rules and Regulations Section IV.B.1 regarding paid holidays.

Authorized assignment of Grant Agreement dated August 10, 2005 between the Department of Business and Economic Development and Dorchester County, Maryland to Eastern Shore Entrepreneurship Center, Inc. for the management of grant funds targeted for small business.

Approved a request from the Dorchester County Office of Planning & Zoning and the Dorchester Planning Commission, regarding an amendment to the 1996 Dorchester County Comprehensive Plan, for the adoption of a Water Resources Element as a new chapter to the County's land use plan.

Amended Section I. L of the Dorchester County Personnel Rules and Regulations regarding harassment and discrimination in the work place.

Amended the Dorchester County Personnel Rules and Regulations regarding inclement weather/ emergency situations and liberal leave policy.

Filled a vacancy on the Dorchester County Board of Education due to the resignation of Michelle Jackson, representing District 4.

Supported a project to expand the Youth Development Program at New Beginnings Youth and Family Services at Bay Country Apartments and Parkside Village Apartments in Cambridge, Maryland.

Supported a Girl Scouts of the Chesapeake Bay Council, Inc. request to the State of Maryland Department of Housing and Community Development for approval of a project entitled "Girl Scout Leadership Experience" to engage girls in Dorchester, Kent, Cecil, Queen Anne's, Talbot, Caroline, Wicomico, Worcester and Somerset counties in leadership activities and for tax credits for businesses entities to contribute to the project under the Community Investment Tax Credit Program.

Adopted fiscal policies and procedures relating to fraud, waste and abuse.

Adopted a Resolution of the County Council of Dorchester County Article 5, entitled "Budget and Finance" of the Charter to adopt fiscal policies and procedures for the balancing of the Operating Budget.

Amended the provisions of certain tables of and adopting maps for the 2004 Dorchester County Comprehensive Water and Sewer Plan ("Plan") to establish water and sewer service areas for certain properties located at the northwest corner of Routes 50 and 16 (the "Crystal Lake Service Area"), more specifically Parcels 64, 65, 69, 153 of Tax Map 31 and Parcels 345, 346, 347 of Tax Map 42.

## Local Legislation

As authorized under Charter government, in Fiscal 2010 the Council, sitting in duly advertised legislative session, enacted the following local laws after appropriate public hearings.

Pursuant to Section 40-20 Of Chapter 40 of the Dorchester County Code closed and abandoned a thirty (30) foot wide strip of land crossing the land of Steven J. Ochse And Shari S. Ochse, known as 2890 Mowbray Creek Road, Federalsburg, Maryland 21632.



# Legislative Wrap Up (continued)

## Local Legislation (continued)

Pursuant to the authority of the Environment Article, Title 4 Subtitle 2 of the Annotated Code of Maryland and pursuant to Article 25A, Section 5(S) of the Annotated Code Of Maryland repealed and reenacted Chapter 134 of the Dorchester County Code entitled “Stormwater Management” to establish minimum requirements as defined based on State law.

Adopted 2010-2011 Annual Budget and Appropriation Ordinance Of Dorchester County by means of Bill No. 2010-11.

Granted to Interstate Corrrpack, LLC a ten (10) year County real property tax credit for property leased by that company located at 903 Woods Road, Cambridge, Maryland.

Added the following new sections to the County Code of Public Local Laws:

- 100-14.1 to Chapter 100 entitled “Grading, Erosion And Sediment Control”
- 140-55.1 to Article XII of Chapter 140 entitled “Subdivision Regulations”
- 155-38 (q) to Chapter 155 entitled “Zoning”
- 97-10.1 to Chapter 97 entitled “Forestry”

to provide that any person who committed, assisted, authorized or participated in a violation of Title 8, Subtitle 18 of the Annotated Code Of Maryland entitled “Chesapeake and Atlantic Coastal Bays Critical Area Protection Program” or a violation of local code sections pertaining to land and property located in the critical area shall be guilty of a civil infraction with a maximum civil penalty defined and the authorization of either the Director of Planning or Public Works Director, as appropriate, to issue citations and determine the amount of civil penalties.

Added and or amended the following sections to the County Code of Public Local Laws:

- New section 100-6.1 to Chapter 100 entitled “Grading, Erosion and Sediment Control”
- New section 140-10.1 to Article III of Chapter 140 entitled “Subdivision Regulations”
- New section 155-8(g) to Chapter 155 entitled “Zoning”
- Amended section 155-21(b) of Chapter 155 entitled “Zoning”
- New section 97-7(e) of Chapter 97 entitled “Forestry”

to provide that no permit, approval, variance or special exception for any property located within the critical area shall be issued unless the applicant has paid in full all administrative, civil, and criminal penalties imposed for violations for the property in the critical area, and has prepared a restoration or mitigation plan approved by the County to abate impacts to water quality or natural resources. Applicant must also perform the abatement measures in that approved plan in accordance with the County’s Critical Area Program.

Added new Chapter 12 entitled “Criminal Law” to the Code of Public Local Laws of Dorchester County Maryland being Article 10 of the Code of Public Local Laws of Maryland to establish regulations to prohibit the possession and distribution of salvia and its related paraphernalia.

Pursuant to the authority granted by section 9-311(d) of the Tax - Property Article of the Annotated Code of Maryland granted a property tax credit against the County property tax imposed on property owned by Habitat For Humanity Of Talbot & Dorchester Counties, Inc. by adding Article XVII to Chapter 144 of the Dorchester County Code.

# Legislative Wrap Up (continued)

## Local Legislation (continued)

Approved the issuance by the Dorchester County Sanitary District, Inc. of a bond anticipation note of the district in the principal amount of \$2,044,000 to be known as "Dorchester County Sanitary District, Inc. Sewer System Bond Anticipation Note" (Madison-Woolford-Susquehanna Point Sanitary District No. 7) and two series of bonds of the district in the principal amount of \$1,754,000 and \$290,000 to be known as "Dorchester County Sanitary District, Inc.", sewer system bonds series A and series B on the full faith and credit of the County, guaranteeing payment and providing for the levy of annual taxes upon all assessable property within District No. 7.

Declared that a certain parcel of land situate on the southeast side of High Street, in the City of Cambridge known as 120 High Street, Cambridge, Maryland 21613, is no longer needed for public use by the County and providing for the conveyance of the property for two hundred twenty five thousand dollars (\$225, 000.00).

Authorized and empowered Dorchester County, Maryland, to borrow up to \$14,127,298 and issue and sell bonds or other obligations to be used to finance, reimburse or refinance costs of the Dorchester Career and Technology Center.

Pursuant to Article 25A, Section 5(s) and Article 25A, Section 5(t) of the Annotated Code Of Maryland repealed and reenacted Section 82-12(b) of Chapter 82 entitled Electrical Standards of the Dorchester County Code, providing that an electrician general is any person engaged only in house wiring limited to a dwelling containing no more than four family units, and commercial wiring limited to circuits of not more than sixty (60) amperes, three phase in an existing commercial structure.

Amended Chapter 155, entitled "Zoning Ordinance", "Supplemental Use Regulations", "Terms Defined", and Attachment 1, Table of Permitted Uses of the Dorchester County Code to add small wind energy systems as an accessory use in all zoning districts, add the definition of small wind energy systems, total height, FAA, and wind turbine, and include supplementary use regulations for small wind energy systems.

## 2010 Maryland General Assembly Legislation

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

Amended Section 9-622(a)(ii) of the Environmental Article of the Annotated Code of Maryland to add a sixth member to the Dorchester County Sanitary Commission to represent new Sanitary District #7-Madison Woolford

Amended Article 2B, Alcoholic Beverages, §6-301(k), Beer, Wine and Liquor License-Clubs, to bring armed forces and nationwide fraternal organizations into compliance by lowering membership requirements for armed forces organizations from 125 to 50 and nationwide fraternal organizations from 250 to 125

Amended Article 2B to alter to 50 the minimum seating capacity at tables, not including seats at bars and counters, required for restaurants and restaurant facilities in the County to obtain a beer, wine and liquor license

Amended Chapter 715 of the 1994 Laws of Maryland to enact a local County transfer tax by removing the sunset provision of June 30, 2014 to make tax permanent

# Fiscal Year 2010 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 16 days in FY 2010
- Managed contracts, leases and Council appointed Boards and committees
- Prepared commendations and proclamations
- Maintained appointment calendar for Council

## Information/Technology

- Maintained daily computer operations and supported County staff in use of related computer equipment
- Continued connecting County offices via fiber cable in partnership with Bay Country Communications
- Set up and configured GIS mapping server at Public Safety Complex
- Installed new offsite data backup system for County's Document Imaging System and for Public Safety Complex
- Set up in-house lab for testing new Windows 7 operating system software for compatibility with County's existing software packages

## 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
- Provided information to State of Maryland Unemployment Office and attended hearings, if necessary
- Prepared amendments to Rules and Regulations-Inclement Weather, Harassment in the Workplace
- Coordinated harassment training for employees-completed during the fiscal year
- Worked with United Fund, AFLAC, VALIC and Nationwide-third party benefit providers that employees may choose to participate with at their full cost

## Planning and Zoning

- Assisted County Council to develop Small Wind Energy Systems text amendment for approval-approved August 11, 2009
- Organized and hosted Dorchester County's first annual GIS Day
- Issued 451 building permits
- Continued creating custom Geographic Information System (GIS) web applications for various County departments including County Council, Public Works, Emergency Management and Economic Development
- Provided Technical Assistance to County Tourism Department and local graphic designer on the Dorchester County Water Trails Guide

# Fiscal Year 2010 At A Glance (continued)

## Youth Services

- Ran “Friday/Saturday School Program” at Cambridge South Dorchester high School, Maces Lane Middle School and North Dorchester Middle/High
- Conducted Evidenced Based Program in gang prevention at two middle schools as part of after school programs offered to students
- Worked with Board of Education on pilot project to replace in school suspension with an intervention program to increase learning opportunities
- Received private donations to conduct six week summer program for youth not involved in other summer activities

## Local Management Board

- Received Council’s approval to change the name from the Local Management Board to the Dorchester Community Partnership for Children and Families to assist with public awareness
- Assisted in obtaining grant funding through the Department of Housing and Community Development for a Dorchester County Boys and Girls Club
- Distributed \$25,000 in earned reinvestment funds to update a local Needs Assessment and to purchase telephone equipment for the Department of Juvenile Services
- Received Department of Housing and Community Development Funding in amount of \$2,260 to be used to provide rental assistance to families
- Received \$20,000 in American Recovery and Reinvestment Funding to assist homeowners in weatherizing homes in the County
- Awarded \$75,366 in funding to three entities for summer programs: Dorchester Boys & Girls Club, \$37,506; Page Turners, \$27,860; and Camp Agape, \$10,000.
- Worked with the Association of Local Management Board Directors in an effort to address ongoing fiscal challenges by reaching out to state legislators advocating for adequate funding to support the administrative functions of the Community Partnership (LMB).

## Tourism

- Welcomed 21,800 visitors, including 81 buses to the Visitor’s Center
- Received Maryland Heritage Area Authority grant funding to promote and market heritage area sites and activities and to develop and install road accessible interpretive wayside displays along the Harriet Tubman Underground Railroad Byway
- Developed a new Dorchester County Tourism and Heart of Chesapeake I logo to be used in tourism advertising campaigns in addition to representing the Heart of Chesapeake Country Heritage Area and Water Trails Guide
- Awarded mini grants on September 9, 2009 to seven applicants totaling \$8890.60 to promote heritage tourism efforts
- Received grants from Maryland Heritage Area Authority for: development of heritage tourism plan for East New Market; restoration of the second floor of the historic building occupied by the Dorchester Center for the Arts; rehabilitation of the 19th Century Wallace Building on Gay Street; Harriett Tubman/Underground Railroad Byway waysides and audio tour; marketing of Dorchester’s heritage area sites and activities; Heart of Chesapeake Country Heritage Area operations; Bestpitch Ferry Bridge wayside signs; and development, in partnership with other heritage areas, of a regional cultural arts guide



# Fiscal Year 2010 At A Glance (continued)

## Recreation and Parks

- Dedicated the playground at the Dorchester County Pool as the “Kathy Hachmeister Memorial Playground” on June 11, 2010
- Resurfaced parking lot at J. Edward Walter Park complex, erected brick monument in park honoring Mr. Walter and replaced roof on small concession stand using Program Open Space funds
- Painted several buildings and replaced an area of deck around the deep end of the pool
- Increased participation in Youth Soccer League by 60 participants
- Held Annual “National Night Out” at Dorchester County Pool on August 4, 2010-over 700 attendees
- Dorchester County pool was open 70 of a possible 73 days
- Total public attendance at County pool for FY2010 was 20,473 with average “per-day” attendance of 292 people
- Held summer drama camp—73 participants
- Over 200 children, ages 4 to 6, participated in the T-Ball program

## Emergency Medical Services

- Began negotiations with City of Cambridge to transition Cambridge Emergency Medical Services into the County Emergency Medical Services system as fourth EMS station-transition to be effective July 1, 2010
- Allocated funding based on Council’s approval to upgrade and maintain AED units that were previously maintained by Cambridge Emergency Medical Services
- Continued services from three County ALS stations in Hurlock, Madison and Eldorado-Brookview
- Experienced increase in number of calls to which units were dispatched with corresponding increase for number of patients treated and number of transports completed
- Continued electronic billing for emergency medical services calls
- Expended Maryland Bio-Terrorism Hospital Preparedness grant funds in the amount of \$14,300 to purchase 260 MARK I kits

## Soil Conservation

- Finalized Poultry Management Power Point presentation developed in Dorchester County to be used in State-wide training as part of Maryland Department of Environment permitting process for new poultry operations
- Worked with owners of poultry operations regarding the required installation of heavy use area pads (concrete) at the end of poultry houses
- Coordinated with Nanticoke Watershed Alliance and Wicomico Soil Conservation in development of contracts to implement pilot “buffer strip” program for farmers
- Continued efforts to organize and promote participation in second educational outreach program “The Land & Water Connection” held on August 2, 2010 to August 6, 2010
- Administered wetland restoration project for Maryland Department of Environment on property near Bucktown
- Utilized grant funding from Maryland Department of Agriculture to inventory all of the Conservation Plans within the area and enter them into a new database
- Consulted with landowners and conducted site visits pertaining to drainage issues
- Received grant to pilot a program to pay farmers cost-share and rent for planting vegetated strips along ditches

# Fiscal Year 2010 At A Glance (continued)

## Detention Center

- Purchased Roof Mounted 10-ton HVAC unit to serve the Sheriff's Office side of the Public Safety Complex and installed a new office phone system
- Installed new fire alarm system
- Accepted a transfer of a 2005 Ford Crown Victoria from Sheriff's Office to be used as an inmate transport vehicle
- Provided inmate labor to County Roads for roadside cleanup and Cambridge City Police Department as well as other community programs and projects
- Renewed contract with Aramark Correctional Food Services for inmate meals with a \$5,300 reduction in food costs and continued the contractual relationship with Conmed, Inc. to provide inmate medical services which reduced its annual increase to 2.5%
- Housed an average of 22 Immigration Customs and Enforcement (ICE) detainees per month
- Housed an average of 164 inmates per month

## 911 Communications Center

- Purchased new paging/notification software system /cell phone text messaging
- Received and/or dispatched 59,912 calls for service including 1,683 for fires; 33,431 for Dorchester County Sheriff's Office; 3,765 for ambulance service and 2,659 for Hurlock Police Department
- 911 Director and 911 Communications Center were recognized by the Maryland Committee for Employer Support of the Guard and Reserve for the support of the mission of the National Guard and Reserve forces
- Sponsored the National Academy of Emergency Dispatch training for Police, Fire and Emergency Medical Dispatch
- Executed an addendum to the current contract with Axis GeoSpatial for the Aerial Ortho Photography Project which will provide updated data and aerial imagery to nine Counties on the Eastern Shore to be used by the 911 Center and to update the County's GIS maintained by the Planning and Zoning Department-GIS Maps expected to be printed and made available to emergency agencies in early 2010
- 911 Director and Chief of Dispatcher taught State mandated 48 hour National Academy "Basic Telecommunicator course in-house to employees which saved in excess of \$1,000

## Emergency Management

- Adopted Dorchester County, Maryland Flood Mitigation Assistance Plan
- Entered into contract to update the County's current All-Hazards Plan using Planning Grant Pre Disaster Mitigation funds
- Received grant funding from the Emergency Management Performance Program to purchase 37 chairs for the Emergency Operations Center (EOC)
- Provided ongoing oversight of National Incident Management Systems program (NIMS), Local Emergency Planning Committee (LEPC) and Citizens Corps Council
- Continued to review the evacuation routes within the County in the event of a local disaster
- Continually maintained records and scheduled training for Dorchester County staff to be compliant with National Incident Management System regulations
- Worked with Public Safety and Public Works Staff during several snow storms and on obtaining reimbursements from the Federal Emergency Management Agency for costs incurred during those events—EOC staffed approximately 148 hours during February blizzard
- Purchased Identification System for County and an Accountability System for the local volunteer fire companies
- Participated in monthly focus and integrated drills with staff at Calvert Cliffs including an exercise from October 20 to October 27, 2010 in the 10 mile radius and the 50 mile radius

# Fiscal Year 2010 At A Glance (continued)

## **Sheriff's Office**

- Received a grant award from the Governor's Office of Crime Control and Prevention (GOCCP) of \$20,000 for salary costs for targeted patrols to address the problem of drivers illegally passing school buses and a Warrant Reduction grant award of \$14,900 to provide funds for warrants to violent offenders
- Awarded GOCCP Byrne-Justice Assistance Grant (American Recovery & Reinvestment Act of 2009) of \$32,886 to purchase 10 portable radios
- Accepted grant awards from the Governor's Office of Crime Control and Prevention for new and replacement body armor, for the Sheriff's Office's initiative against underage drinking program, and to purchase law enforcement equipment to include five breath tester units, new technology equipment and surveillance systems for two elementary schools
- Continued oversight of Dog Control Division and purchased a 12x20 temporary building to expand the kennel capacity
- Maintained Circuit Court House security

## **Public Works**

### Highway

- Obtained approval to proceed with phase 2 of the County roads asset inventory to document an additional 230 miles of roads which when complete will provide data for approximately two-thirds of the County road work
- Blacktopped two miles of County roads, tar and chipped 28.14 miles (38 roads) and line stripped 8.8 miles (six roads)
- Conducted Snow removal- December 20,2009, January 30, February 5 and February 10, 2010 with snowfall amounts exceeding 53 inches and over 7,900 man hours spent in plowing and cleanup
- Installed new electrical services at Wingate Dock and West Tedious Creek Dock and new Waterway Improvement signs on all County Marine facilities
- Hauled clay from Barkers Landing to Beulah Landfill for future Cell 5 site
- Made repairs and line stripped parking lot at tennis courts on Creamery Road for the Town of East New Market
- Replaced Boat Ramp at Elliott Island Marine Facility
- Removed fencing and asphalt and graded McCarter Park for Recreation and Parks to return area to open space

### Engineering

- Awarded Notice to Proceed issued for Bucktown water and sewer extension to proposed Business and Technology Park and for construction of Galestown Dam Fish Ladder
- Completed Elliott Island Boat Ramp bulkhead replacement and electrical improvements
- Processed approximately 113 subdivision site plan and storm water reviews
- Continued ongoing bridge inspections
- Worked on a revision of the County's Stormwater Ordinance to comply with State law changes

### Landfill

- Approved construction of Cell 5 of Beulah Landfill by Council; Council awarded bid for Cell 5 construction to Dixie Construction Company
- Received Beulah Landfill Tipping Fee Income of \$2,421,171—landfilled 48,697 tons of waste
- Recycled approximately 7,878 tons of material (wood, metal, tires)
- Completed construction of gas collection system at Beulah landfill and placed it into operation in September 2009-Constructed by Curtis Engine and Equipment Company, Inc.
- Installed 850' of gas trench at Secretary Landfill site in order to better control migration of methane gas
- Began process of relocation of recycling containers from Walmart to Chesapeake Industrial Park Rail Siding property to accommodate planned Walmart expansion

# Fiscal Year 2010 At A Glance (continued)

## Public Works (continued)

### Airport

- Completed construction on Storm Water Pond to service both the Cambridge Dorchester Airport and proposed Business and Technology Park
- Completed relocation of taxiway
- Renewed leases with several companies for hangar space

### **Maintenance**

- Implemented a Recycling Program for County Offices and the Circuit Court House
- Installed new signs for room security and new lighting in machine room
- Decreased the use of electricity in the building during evening hours and in offices in the County Office Building during the daylight hours by reducing the amount of fluorescent tubes being used
- Worked with Grants Coordinator to obtain grant funds to purchase energy efficient lighting and pumps from Maryland Energy Administration
- Maintained approximately 111,171 sq. ft of office space, including custodial services and approximately 14 acres of property

### **Finance**

- Proposed a Fraud, Waste and Abuse Fiscal Policy and Procedure which was approved by Council on August 11, 2009
- Sought Council's approval to execute an administrative resolution to formalize a fiscal policy and procedure relating to business expenses relative to meals to ensure the proper use of County resources and compliance with federal regulations
- Planned, conducted, and reported on the County's first ever citizen survey. 636 responses (2 percent of population) responded, providing information for Council to use in developing its FY 2011 budget.
- Facilitated the sale of \$20,830,000 in general obligation bonds to fund the County's share of construction costs for replacing North Dorchester Middle School and the School of Technology.
- Implemented positive pay check disbursement internal control procedure.

### **Economic Development**

- Participated in the pre-funding of water and sewer infrastructure construction along Bucktown Road to the proposed Business and Technology Park
- Continued efforts in the development of a new Business and Technology Park included and recommended to Council to award the bid for infrastructure to George and Lynch
- Held Technology Park Groundbreaking—April 19, 2010
- Worked with Council for County's approval to Town of Hurlock request to Maryland Department of Business and Economic Development to designate a portion of the town as an Enterprise Zone
- Achieved Council's agreement for small business loans approved through Dorchester County Revolving Loan Fund Committee
- Received grant award from the Department of Business and Economic Development (DBED) in the amount of \$40,000 for the creation of an Economic Development Strategic Plan for the County
- Received grant award from Economic Development Administration in the amount of \$3 million for the new Business and Technology Park
- Attended Hearing held by the Subcommittee on Economic Development, Public Buildings and Emergency Management titled "EDA: Lessons Learned from the Recovery Act and New Plans to Strengthen Economic Development" at which hearing Council President Jay Newcomb testified regarding Economic Development Administration funding and its benefit to the County
- Economic Development Director Keasha Haythe appointed to Maryland Economic Development Administration Board
- Held Rural Business Innovations Workshop on September 29, 2009 in partnership with TEDCO
- Conducted REALTOR Roundtable Forum
- Continued to work on Marketing Plan for Business and Technology Park



# County Resource Directory

## County Government

### **Dorchester County Airport**

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

### **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)

### **Dorchester County Public Safety/Corrections**

Don Satterfield, Warden  
829 Fieldcrest Drive  
Cambridge, Maryland 21613  
Phone: 410-228-8101  
E-mail: [dsatterfield@docogonet.com](mailto:dsatterfield@docogonet.com)

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

Mike Spears, Director  
501 Court Lane, Room 102  
P.O. Box 26  
Cambridge, Maryland 21613  
Phone: 410-228-7291  
E-mail: [mspears@docogonet.com](mailto:mspears@docogonet.com)

### **Department of Planning**

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 Landfill**

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

### **Economic Development**

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

### **Department of Public Works**

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

### **Emergency Management**

Wayne Robinson, Director  
829 Fieldcrest Road  
Cambridge, Maryland 21613  
Phone: 410-228-1818  
E-mail: [wrobinson@docogonet.com](mailto:wrobinson@docogonet.com)

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

Becky Dennis, Director  
501 Court Lane, Room 113  
P.O. Box 26  
Cambridge, Maryland 21613  
Phone: 410-901-2406  
E-mail: [bdennis@docogonet.com](mailto:bdennis@docogonet.com)

### **911 Center**

Vernon Hurley, Director  
829 Fieldcrest Road  
Cambridge, Maryland 21613  
Phone: 410-221-0203  
E-mail: [vhurley@docogonet.com](mailto:vhurley@docogonet.com)

### **County Engineer**

Michael Moulds, Engineer  
5435 Handley Road  
Cambridge, Maryland 21613  
Phone: 410-228-2920  
E-mail: [mmoulds@docogonet.com](mailto:mmoulds@docogonet.com)

# County Resource Directory

## County Government (continued)

### Local Management Board

Nancy Shockley, Director  
501 Court Lane, Room 103  
Cambridge, Maryland 21613  
Phone: 410-228-0281  
E-mail: [nshockley@docogonet.com](mailto:nshockley@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 County Office of the State's Attorney

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

### Tourism Department

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

### Recreation and Parks

Scott Eberspacher, Director  
434 Willis Street  
P.O. Box 598  
Cambridge, Maryland 21613  
Phone: 410-228-5578  
E-mail: [seberspacher@docogonet.com](mailto:seberspacher@docogonet.com)

### Dorchester County Office of Technology

Don Keyes, Director  
501 Court Lane, Room 205  
P.O. Box 26  
Cambridge, Maryland 21613  
Phone: 410-228-6391  
E-mail: [dkeyes@docogonet.com](mailto:dkeyes@docogonet.com)

### Dorchester County Youth Services

Madeline Moore, Director  
P.O. Box 619  
Cambridge, MD 21613  
Phone: 410-228-9100  
Email: [mmoore@docogonet.com](mailto:mmoore@docogonet.com)

### Soil Conservation District

Jim Newcomb, Director  
501 Court Lane, Room 213  
Cambridge, MD 21613  
410-228-1323  
Email: [jim.newcomb@md.nacdnet.net](mailto:jim.newcomb@md.nacdnet.net)

# County Resource Directory

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

### **Assessments Office**

Diana C. Willey, Director  
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)

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

Mr. 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)

### **Clerk of Court**

Donna Pyle, Clerk  
206 South High Street  
Cambridge, Maryland 21613  
Phone: (410) 228-0480  
E-mail: [donna.pyle@courts.state.md.us](mailto:donna.pyle@courts.state.md.us)

### **Delmarva Community Services**

Santo Grande, Director  
2450 Cambridge Beltway  
P.O. Box 637  
Cambridge, Maryland 21613  
Phone: (410) 221-1900  
E-mail: [santo@dcsdct.org](mailto:santo@dcsdct.org)  
Web Site: [www.dcsinc-ddust.org/home.htm](http://www.dcsinc-ddust.org/home.htm)

### **Dorchester County Circuit Court**

Brett Wilson, Judge  
206 South High Street  
P.O. Box 923  
Cambridge, Maryland 21613  
Phone: 410-228-6300  
E-mail: [brett.wilson@courts.state.md.us](mailto:brett.wilson@courts.state.md.us)

### **District Court of Maryland**

310 Gay Street  
Cambridge, Maryland 21613  
Phone: (410) 901-1420  
E-mail: [districtcourts@state.md.us](mailto:districtcourts@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.dhr.state.md.us/dorchester.htm](http://www.dhr.state.md.us/dorchester.htm)

### **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)

### **Elections Office**

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

### **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**

Director Currently Vacant  
501 Court Lane, Room 211  
Cambridge, Maryland 21613  
Phone: (410) 228-5640

### **Department of Environmental Health**

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

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

Doris Lewis, Director  
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, Health Officer  
3 Cedar Street  
Cambridge, Maryland 21613  
Phone: (410) 228-3223

### **Dorchester County Humane Society**

4930 Bucktown Road  
Cambridge, Maryland 21613  
Phone: (410) 228-3090  
E-mail: [hsdc@fastol.com](mailto:hsdc@fastol.com)

### **Dorchester County Sanitary District**

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

### **Board of License Commissioners**

James Lurz  
501 Court Lane, Room 101  
Cambridge, Maryland 21613  
Phone: 410-901-1076