

Caroline County Departmental Updates



Biweekly Report January 6th, 2023

Submitted by:
Jennifer Reibly
Public Information Officer

Table of Contents

➤ Office of Finance	3.
➤ Economic Development & Tourism	4.
➤ Department of Planning & Codes	5.
➤ Emergency Services & 911	7.
➤ Recreation & Parks	9.
➤ Department of Corrections	11.
➤ Office of Human Resources	12.
➤ Public Works	13.

Office of Finance

Current General Fund Checking Cash Balance: \$15,667,892.70

Current Budget Position (1/3/2022)				
General Fund	Actual	Budget	Remaining	Percent
Revenue	\$ 37,229,896	\$ 60,025,233	\$ 22,795,337	62%
Expenses	\$ 26,536,221	\$ 60,025,233	\$ 33,489,012	44%
	<u>\$ 10,693,675</u>			

Office of Finance General Tax Line				
	November		December	
Call Volume	689	24:13:57	773	24:09:04

	12/5/2022-12/18/2022	12/19/2022-1/1/2022	Difference
Payments Received at Public Counter	611	857	40%
Invoices Paid	209	183	-12%

Grant Tracking Summary				
	Grant Applications	Requested Amount	Grant Awards	Award Amount
CY2022 Grants	61	\$ 7,918,749.57	55	\$ 7,909,409.72

*This table is for applications that are competitive and not allocations. These figures are for the calendar year as well.

Current Ongoing Projects:

- **Audits**
 - **County Audit (ACFR):** No further information then what was provided last report.
- **Budget**
 - HR is currently working on providing our office with the projected salary figures for FY2024. Once we receive this completely, we'll do a review and prepare the information to go out to the Departments and Agencies.
 - While we are waiting for the above, we have drafted all letters and correspondence that will go to departments and agencies.

Economic Development & Tourism

This memorandum provides briefing on projects progress, business interactions, customer service initiatives, and other relevant data related to economic development and tourism.

Operations

- Providing support and information to 17 small businesses
- Providing support and information to 8 medium to large businesses
- Coordinating business development with 3 large employers
- Tourism Legacy grant spend through November 2022: \$22,709.20
- ARPA grant spend through October 2022: \$61,962.90
- Rural Maryland Economic Development Fund: received grant \$3,233,333

Highlighted Projects and Initiatives

- Continue process for seven Rural Maryland Economic Development Funds projects: Data Center, West Denton, Tech Park development, Marketing capacity, Farm to Freezer, Chesapeake College, Maryland Broadband Cooperative
- Updated Farm Lease at Ridgely Tech Park
- Partnership with PNC Foundation to provide grant to Collective Impact program

Jobs Data (latest month reporting)

- Monthly unemployment as of November 2022: 3.2%
- Monthly employment as of October 2022: 17,115

Source links:

Monthly Labor Review - Office of Workforce Information and Performance (OWIP) (state.md.us)

Department of Planning & Codes

Major Department-wide Projects

- BESS Code Update, Discussion & Workshop at Planning Commission in December 2022
- Comprehensive Plan, kick-off Planning Commission in January 2023
- 2 Pending Large Scale (>2MW) Commercial Solar Energy System Projects
- 1 Pending Major Mineral Extraction Facility
- Planning Commission Member Training – Ongoing
- Revisions to Electrical Standards Chapter of County Code due to statewide legislative changes in 2021

Permitting & Development Review

- 304 Residential Building Permits submitted through 12/2/2022 (239 total in 2021)
- 15 Commercial Building Permits submitted through 12/2/2022 (5 total in 2021)
- 283 Electrical Permits submitted through 12/2/2022 (303 total in 2021)
- 71 Plumbing Permits submitted through 12/2/2022 (79 total in 2021)
- 6 Major Site Plan Applications submitted through 12/2/2022 (4 total in 2021)
- 1 Minor Site Plan Application submitted through 11/18/2022 (3 total in 2021)
- 32 Subdivision Applications submitted through 12/2/2022 (26 total in 2021)
- 105 Zoning Violations Investigated through 12/2/2022 (93 total in 2021)
- 7 Board of Zoning Appeals Applications submitted through 12/2/2022 (12 total in 2021)
- 7 Administrative Applications (*Admin Adjustments/variances, 30 Day Project Notifications, etc.*) submitted through 11/18/2022 (9 total in 2021)
- Annual residential-based trucking business and salvage yard inspections currently underway

Licensing

- 17 Electrician license applications through 12/2/2022 (89 total in 2021)
- 30 Plumber license applications through 12/2/2022 (70 total in 2021)
- 9 Salvage Yard license applications through 12/2/2022 (9 total in 2021)

Current Planning Projects

- \$1,410,000 in grants received & ongoing for stormwater projects in Greensboro Fire Department, Jonestown, & North County Park
- \$1,269,850 pending grant applications for multiple stormwater projects in Denton, Ridgley, & Jonestown areas
- The Agricultural Preservation Board has sent 21 of 32 agricultural preservation easement applications to MALPF for the FY2023 cycle. FY2023 first round offers will be made in the spring of 2023. (7 total offers made in FY2022)

- Community Rating System (*CRS Program*) Annual Recertification as part of the National Flood Insurance Program (*NFIP*)
- Proposed code change to the Count Code Chapter 149 Right to Farm Agricultural Reconciliation Committee (workshop with County Commissioners anticipated in January 2023)
- Proposed code change to Composting Facilities ordinance regarding security fencing requirement (workshop with Planning Commission in January)
- Assistance to Town of Greensboro with CDBG & USDA Rural Development Grant applications for regional North County Water & Sewer Project
- Proposed code change to Composting Facilities ordinance regarding security fencing requirement (workshop with Planning Commission in February).
- 1 Pending Small Scale Solar Project in Ridgely (at PC in January)
- Assistance to Town of Greensboro with CDBG & USDA Rural Development Grant applications for regional North County Water & Sewer Project.
- Meeting with the town of Greensboro, North County Towns, and Senator Cardin’s Staff in January.
- Comprehensive Plan work with the Planning Commission will begin at the January 11th meeting. The Planning Commission will discuss & review the first community web-based survey.

Agricultural Preservation Projects

- Annual MALPF property inspections underway
- 1 new MARBIDCO NextGen application submitted (Next Generation Farmland Acquisition Program to help qualified young or beginning farmers enter the agricultural profession)

Departmental Needs:

- 2 Planning Commissioner vacancies effective January 2023 (1 Commissioner & 1 Citizen)
- 1 Liquor Board vacancy effective December 31, 2022
- 1 liquor Board vacancy effective April 20, 2023
- 1 Administrative Assistant to the Boards FTE vacancy
- 2 Board of Zoning Appeals vacancies effective December 31, 2022(incl. 1 alternate)

8 Construction Trades Board vacancies effective December 31, 2022

Emergency Services and 911 Communications

911 Center Statistics

Call Type	Previous 2 Weeks	Current 2 Weeks
911 Calls	405	387
Admin Calls	2152	2234

Fire Calls

Fire Department	Previous 2 Weeks	Current 2 Weeks
Station 100 - Federalsburg	14	17
Station 200 - Preston	11	9
Station 300 - Denton	12	29
Station 400 - Ridgely	12	16
Station 56 - MaryDel	4	3
Station 600 - Greensboro	10	16
Station 700 - Goldsboro	14	7
Station 80 - Queen Anne Hillsboro	6	6

Police Incidents

Police Department	Previous 2 Weeks	Current 2 Weeks
Caroline County Sheriff	744	840
Federalsburg	158	152
Denton	101	140
Ridgely	31	52
Greensboro	18	20

EMS Calls

Paramedic Unit	Previous 2 Weeks	Current 2 Weeks
----------------	------------------	-----------------

Paramedic 10 - Supervisor	31	34
Paramedic 11 - Federalsburg	47	45
Paramedic 12 - Preston	64	47
Paramedic 13 - Denton	80	70
Paramedic 14 - Ridgely	33	39
Paramedic 16 - Greensboro	47	32
Paramedic 17 - Goldsboro	39	38
Paramedic 18 – Reserve	0	0
Paramedic 19 - Reserve	0	0
Total Calls	341	305

DES Projects

Project Name	% Complete	Notes
Emergency Operations Plan (EOP)	100	Commissioners Signed the Promulgation
Hazard Mitigation Plan	33	Applied for funding through MDEM
EOC Training and Exercising	30	Training classes have been scheduled
CERT Training	20	In the process of setting up the training for 5 participants
County Website Update	85	Continues progress
Active Shooter Plan Update and Training	10	
HAPS Building Security for 911 Center	40	SHSGP Funding approved
Next Gen 911	95	Cutover is scheduled for May 2023
Department SOPs Update	75	
New Ambulance	30	Currently working through HGAC to competitively price the unit. Purchased two Dodge Chassis – Consent Agenda Item 12/20

Recreation & Parks

Recreation Division-Programs, Special Events, OST opportunities

Programs, special events Out of School Time Programming (OST)

	December	FYTD (July 1 +)
Program, Event and OST Participation	667	3475
# of Programs and Events	31	158

**** these analytics do not include Summerfest Participation #s**

Projects

Software integration for analytics for OST programming-80% complete

Administration Division- Customer Service, Rentals, Registrations, Website, Marina, Grants

Facility Bookings (includes Rooms, Fields, Courts, Gyms, Etc)

November	FYTD
173	2151

Customer engagements (front desk Phones only)

November	FYTD
449	2978

Social Media Engagements

November	FYTD
7950	36743

Marina Slips Lease

November	FYTD
0	67

Boat Ramp Permits

November		FYTD	
Annual	Daily	Annual	Daily
0	0	313	42

Admin Projects

Website redesign-75% complete

Parks Division-Infrastructure, maintenance, capital projects, planning

Ongoing Maintenance

Marina cleaning and repair, landscaping, tree care, supporting internal and external special events, Aerating and Seeding fields, leaf removal

Small Projects

Installing Wifi and Cameras at South County Regional Park-80%
Installing Camera at Choptank Marina-for livestream and security-15%
Monument for Harmony Park-100%
Tree replacement Choptank Marina-100%
Stone installation for Maint Building at marydel 90%
Gilpins Point Clearing of Brush-100%
Water termination at Marina w/ repairs
Brush Hogging Marydel Park 75%
Interior Painting Fretterd Center 10%
Sports fields Assessment-25%

Capital Projects

Construction

Marydel Park

Update existing Multipurpose field with irrigation and Sod, install a second with irrigation and sod, Expand walking trail and parking lot, build maintenance facility, stormwater management & new basketball court-98% completion

Ober Park

Install 2 tennis courts with fencing, and 1 basketball court and parking lot 60%

North County Park-

Stream restoration, Creation of Delmarva bays (watershed) 95% complete

Engineering

Choptank Marina

Clear out Dredge Disposal Site, Dredge, Design seawall repair and orientation of Marina and Install fuel Tank

Dredge Disposal Site-95%

Dredging-75%

Fuel Tank Installation-95%

Seawall repair and marina redesign-95%

North County Park

Phases 1 and 2 of Recreation improvements Accel, decel lanes, Access Road, utilities, Multipurpose fields & irrigation, walking trails, playground, restroom and parking

Construction-15%

Environmental review-25%

Archeological Survey- 0%

Jonestown Community Park

Basketball Court, Playground, parking, walking trail and Wetland mitigation

Construction-15%

Fretterd Community Center

Replace HVAC unit/Air Handler for Gymnasium

HVAC design for replacement-95%

Department of Corrections

Staffing level

Security operations- 29
3 Transportation Officer

Administration

1 Classifications / Elections
1 Records/ ADA
1 Administrative Office Manager / PREA
1 Cares
1 Investigator / Home detention / Pretrial supervisor
1 Pretrial / Home Detention / Investigations
1 Maintenance
1 Compliance Officer
3 Animal Control Officer

Current in progress Projects:

- Roof Repairs- The contractor will be Mid- November to repair the roof.
- Major Renovation of the detention center- still in the vetting process
- Flush vales in all toilets to prevent inmates' ability to flood units
- Upgrading lighting throughout the entire facility

Office Of Human Resources

Current Work Force	12/05/2022	11/21/2022	11/07/2022
Full-Time Employees	234	237	236
Part-Time/Seasonal Employees	254	252	253
Part-Time Election Judges	161	160	159
County Commissioners	3	3	3
Orphan Court Judges	3	3	3
Liquor Board Members	3	3	3

Employee Vacancies by Department	12/05/2022	11/21/2022	11/7/2022
Department of Emergency Services – EMS	1	1	1
Department of Emergency Services – 911 Communications	1	1	1
Office of Finance	1	1	1
Department of Planning & Codes	1	1	1
Department of Public Works – Roads	6	4	4
Sherriff’s Department	2	2	2
States Attorney’s Office	2	1	1
Total Employee Vacancies	14	11	11

Department of Public Works

Caroline County Roads Department

Mowing –

- Approximately 10 miles of roadside (shoulder) mowed
- A-Boom – Approximately 8 miles of dirt roads mowed

Graders –

- Scraped approximately 15 miles of dirt roads. Days not fit to scrape both graders cleaned out bleeders and minor ditches on several of the dirt roads

Signs –

- Fabricated and installed 2 road name signs that were vandalized
- Installed Stop sign and curve signs that were stolen
- Placed standard stop ahead sign at Holly Rd and Holsinger as flashing sign was stolen
- Placed High water signs on Bee Tree, Frazier Neck, and River Rd
- Turned on flashing High Water signs on at River and Choptank Roads
- Removed numerous trees with road crew on 12/23/22

Operations –

- Roads Division employees completed 5 cable locate requests and 0 entrance reviews associated with building permit applications.
- Employees completed about 12 service requests for pothole repair, animal carcasses in the right-of-way, trash, furniture, and tires.
- We had several trees go down on 12/23/22
- 4 roads flooded in the South end of the County, including the Village of Choptank. Also, River Road was flooded at the low area before the High School.
- Saturday, 12/24/22 sent a truck out for ice control at those flooded areas.
- Crew continued with sealing the cracks asphalt area that was placed by the contractors until machine broke down. Company replaced machine but then came back after it to complete one of their jobs.
- Received sand delivery and place in sand building and stockpiled extra at Holly
- Hauled gravel on to dirt roads
- Caught 2 beavers

Caroline County Facilities Department

Facilities-

- Repaired HVAC unit at HAPS
- Repaired ice machine in Adult Daycare

- West Wing Renovations Started - Oversee daily
- Trash& Recycling on M,W,F
- Disinfection of County Buildings – Covid
- Daily walk through and inspection of facility and roof top unit
- Getting bids for Duct work cleaning
- Unclogged Sewer line in Adult Daycare
- Team training/ meeting
- Removed P-tec units from west wing
- Unclogged sewer line in second floor men’s room at HAPS
- Worked on Handi cap access button at HAPS

Solid Waste

- Empty compactors once a week
- Empty recycling cans @sites
- Clean debris and trash from Recycling sites
- Busy week hauling Christmas debris

Jonestown Water Plant

- General water plant operations
- Daily walk through and inspection of facility
- Waterline locates-1
- Water Test

Mosquito/Herbicide/Johnson Grass

- Shutdown Mosquito/Johnson Grass Program for the season
- Working on Billing for the season

Caroline County Central Shop

- Held 12 year old bus inspections
- Performed routine preventive maintenance on county fleet and BOE vehicles

Front Office

- Sold 116 (392 total) Dump stickers
- Propane Bid Opening
- Working on new generator contract
- Budget preps for FY2024
- Revising Roads Manual
- Working on road priority list
- Dirt Roads inventory and survey

- Calls with Enterprise and Blue Tech dealing with fleet
- Meeting with Customers for different issues
- Working on Snow manual updates
- Creating a \$500 and more assist inventory list
- Attending different meetings
- Working with Warden on Jail project
- Completing mandatory trainings
- Performing interviews for Roads
- Starting a Drainage maintenance plan
- Awarded Court house brick point up and trim contracts