

# TOWN OF BOONSBORO

## Memorandum of Agreement

This is a Memorandum of Agreement (MOU) concerning the contract between the Town of Boonsboro and the Maryland Rural Development Corporation (MRDC) for Circuit Rider/Town Manager services and additional services provided by MRDC for the fiscal year 2025 (July 1, 2024, through June 30, 2025).

It is agreed by the Mayor & Council for the Town of Boonsboro that staff provided by MRDC will provide professional management services and serve as the primary grant management entity as directed by the Town leadership. It is further agreed that the Circuit Rider/Town Manager will work in a hybrid fashion, with a combination of remote and on-site work as deemed necessary by the Town and MRDC.

The Circuit Rider/Town Manager will report to the Town and/or work on the Town's behalf as required to perform services requested according to the proposed workplan drafted by the Town leadership for the Town of Boonsboro and agreed upon by MRDC. This schedule will vary according to the needs of the Town for an average of 8 hours per week, including both remote and on-site work, and will include travel time to the town and/or meetings on behalf of the town. Duties may encompass services applicable to the town's grant management and leadership roles. It is also understood that the allotted 8 hours may be used by other MRDC staff outside of the assigned Circuit Rider/Town Manager when relevant to another's skill set. MRDC is ultimately responsible for personnel administration.

In consideration of the services provided, the Town agrees to pay MRDC a base fee of \$1,000 billed monthly; plus 1.5% administrative fees, when applicable, on awarded grants completed and or managed by MRDC.

It is further agreed that the contract period be renewable annually by way of this Memorandum of Agreement.

PASSED AND ADOPTED this \_\_\_\_day of February 2024.

Town of Boonsboro, Mayor \_\_\_\_\_

Maryland Rural Development Corporation, Executive Director \_\_\_\_\_

# TOWN OF BOONSBORO

## RESOLUTION \_\_\_\_\_

A RESOLUTION OF THE TOWN OF BOONSBORO AUTHORIZING THE TOWN TO PARTICIPATE IN THE MARYLAND CIRCUIT RIDER /TOWN MANAGER PROGRAM.

WHEREAS, the Office of Neighborhood Revitalization of the Department of Housing and Community Development administers the Circuit Rider/Town Manager Program for small municipalities for professional management services; and

WHEREAS, the objectives of the Circuit Rider/Town Manager Program are to promote economic and community development through improved management and administration; and

WHEREAS, the State of Maryland and Washington County, through the Maryland Rural Development Corporation, offer a Circuit Rider/Town Manager Program to small municipalities in the County and have offered the Program to the Town from past involvement.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Council of the Town of Boonsboro, located in Washington County will enter into the Circuit Rider/Town Manager Program for Fiscal Year 2025 beginning July 1, 2024 and ending June 30, 2025.

Adopted this \_\_\_ day of February 2024.

ATTEST:

\_\_\_\_\_  
Clerk/ Town Manager

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Council Member

\_\_\_\_\_  
Council Member

\_\_\_\_\_  
Council Member

\_\_\_\_\_  
Council Member

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Council Member