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BOARD OF COUNTY COMMISSIONERS

June 12, 2018

OPEN SESSION AGENDA

09:00 A.M. **INVOCATION AND PLEDGE OF ALLEGIANCE**
 CALL TO ORDER, *President Terry L. Baker*
 APPROVAL OF MINUTES – June 5, 2018

09:05 A.M. **CLOSED SESSION**

(To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals; to consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State; to consult with staff, consultants, or other individuals about pending or potential litigation; and to consult with counsel to obtain legal advice on a legal matter.)

RECONVENE IN OPEN SESSION

10:15 A.M. **COMMISSIONERS' REPORTS AND COMMENTS**

10:20 A.M. **REPORTS FROM COUNTY STAFF**

10:25 A.M. **CITIZENS PARTICIPATION**

10:30 A.M. **RECAP AND UPDATE ON THE 2018 WASHINGTON COUNTY COMMUNITY COALITION INITIATIVE AND THE WASHINGTON COUNTY DAY IN ANNAPOLIS EVENT – *Paul Frey, President and CEO of the Washington County Chamber of Commerce and Jim Kercheval, Executive Director of the Greater Hagerstown Committee***

10:40 A.M. **POSITION REVIEW TEAM RECOMMENDATIONS – *Sara Greaves, CFO, Stephanie Stone, Director of Health and Human Services and Deb Peyton, Deputy Director of Human Resources***

10:55 A.M. **911 EMERGENCY COMMUNICATIONS CAREER PATH PROPOSAL – *Sara Greaves, CFO, Stephanie Stone, Director of Health and Human Services and Deb Peyton, Deputy Director of Human Resources***

11:10 A.M. **2018-2019 PROPERTY AND CASUALTY INSURANCE RENEWALS – *Tracy McCammon, Risk Management Coordinator and Patrick Hancock, Aon Risk Solutions***

11:30 A.M. **PUBLIC HEARING: 2018 AGRICULTURAL LAND PRESERVATION DISTRICT APPLICATIONS - *Eric Seifarth, Rural Preservation Administrator and Chris Boggs, Land Preservation Planner, Department of Planning and Zoning***

- 11:45 A.M. DEPART FOR SUITE 2001, 100 WEST WASHINGTON STREET, 2ND FLOOR
- 12:00 P.M. LUNCHEON WITH THE HISTORICAL ADVISORY COMMITTEE
- 01:05 P.M. DEPART FOR SUITE 1113, 100 WEST WASHINGTON STREET, 1ST FLOOR
- 01:15 P.M. CONTRACT AWARD (PUR-1390) FOOD SERVICES AT THE WASHINGTON COUNTY DETENTION CENTER – *Rick Curry, Director of Purchasing and Major Craig Rowe, Washington County Sheriff's Office*
- 01:20 P.M. CONTRACT RENEWAL (2016-37) #2 HEATING OIL – *Brandi Naugle, Buyer, Purchasing Department and Jim Sterling, Director of Public Works*
- 01:25 P.M. BID AWARD (PUR-1392) BRUMBAUGH-KENDLE-GROVE FARMSTEAD DEMOLITION – *Brandi Naugle, Buyer, Purchasing Department and Phil Ridenour, Director of Hagerstown Regional Airport*
- 01:30 P.M. RESCIND BID AWARD (PUR-1380) JANITORIAL SERVICES FOR WASHINGTON COUNTY OFFICE BUILDINGS – *Brandi Naugle and John Pennesi, Deputy Director of Parks and Facilities*
- 01:35 P.M. SEX OFFENDER COMPLIANCE AND ENFORCEMENT MARYLAND GRANT – APPROVAL TO SUBMIT APPLICATION - *Tina Wilson, Senior Grant Manager, Office of Grant Manager and Cody Miller, Washington County Sheriff's Office*
- 01:40 P.M. STATE HOMELAND SECURITY GRANT PROGRAM MODIFICATION - *Tom Brown, Emergency Management Specialist, Division of Emergency Services*
- 01:45 P.M. HOTEL RENTAL TAX FUNDING REQUEST – MARYLAND SYMPHONY ORCHESTRA – *Susan Buchanan, Director, Office of Grant Management and Emily Socks, Director of Advancement, Maryland Symphony Orchestra*
- 01:50 P.M. APPROVAL OF BYLAWS FOR THE DIVERSITY AND INCLUSION COMMITTEE – *Vicki C. Lumm, County Clerk*
- 01:55 P.M. JG BUSINESS LINK INTERNATIONAL REQUEST FOR FUNDING – *Wonro Lee, CEO, JGBLI, Joe Lee, President, Washington Realty Management and Gunseon Lee, Chairman JG Group*
- 02:05 P.M. ADJOURNMENT



Agenda Report Form

Open Session Item

SUBJECT: Recap and update on the 2018 Washington County Community Coalition initiative and the Washington County Day in Annapolis event.

PRESENTATION DATE: June 12, 2018

PRESENTATION BY: Paul Frey, President and CEO, Washington County Chamber of Commerce, and Jim Kercheval, Executive Director, Greater Hagerstown Committee.

RECOMMENDED MOTION: N/A – Informational purposes only

REPORT-IN-BRIEF:

DISCUSSION: To provide the Board of County Commissioners with a summary of the Washington County Day in Annapolis reception and 2018 Washington Co. Community Coalition initiative.

FISCAL IMPACT:

CONCURRENCES:

ALTERNATIVES:

ATTACHMENTS: Update on Coalition agenda items and summary of the Washington County Day in Annapolis reception.

AUDIO/VISUAL NEEDS: None – 2018 Coalition Booklet will be distributed to the Commissioners the day of the presentation.

Community Coalition Update

5/18/18

I-81 widening

- Status remains the same: General Assembly knowledgeable of the importance of this project. Engineering and planning money still in State's CTP for Phase 2 (\$5M for Williamsport to I-70 interchange). Overall, we are awaiting Federal feedback on the INFRA grant application for a portion of construction funding for Phase 2. SHA has a plan for the State's portion of the funding should the INFRA grant be awarded.

I-70/MD 65 interchange upgrades

- Used this year to start educating the General Assembly on this project in preparation for funding request in future years.

Capital Budget Requests:

- The Senate and House has passed its respective versions of the capital budget (House passed last night 125-5). As customary, bond bill money will be divided up among all the counties, but the amount of funds allotted to each county is usually much less than what is requested from each county. The General Assembly looks to feedback from local delegations and each community on which projects are of priority. We appreciate all of the work our Delegation did this session, and the results were very positive. While full funding for every project wasn't possible for every request, below is a capital budget/bond bill summary:
- **Urban Improvement Project (UIP)**
 - Money committed by Governor (\$750k) at the start of session as part of his commitment for \$7.5M over 5 years for the UIP project was supported by both the Senate and House.
 - Sen. Serafini asked for and received an additional \$200k Bond Bill for MD Theatre.
- **Thomas Kennedy Memorial Park (\$300k request)**
 - Governor's original \$100,000 commitment hasn't been cut and has been widely supported.
 - Because of the state-wide importance of Thomas Kennedy, the House and Senate agreed to an additional \$200,000 to the money provided by the Governor (for a total of \$300k). This funding was not counted against Washington County's Bond Bill allotment.
- **Boonsboro Road Museum (\$100,000 request)**
 - Del. Wivell submitted a \$100,000 bond bill for this project. Our local CVB has garnered multiple letters of support from various statewide tourism entities. The House and Senate agreed to fund this project at \$50,000.
- **Williamsport NPS Project**
 - The town continues to work with the County, NPS, MEDCO, CHIEF, local library officials, and various state agencies to iron out the details on this project and identify funding sources (pursuing grants, state agency support, etc.). The town has also discussed making the location a joint site for a new library (the Williamsport Library is the last remaining town library to be updated). The main priority at this point is to get the property under local ownership to aid with negotiations with the National Park Service to get their headquarters and a visitor's center for the canal located on this property. There are a lot of moving parts at this time, which has hindered capital funding requests during this session. These issues hope to be resolved in the coming months, to put the town in a stronger position for next session. In the meantime, there have been positive talks with various local groups and state agencies such as DHCD to find other sources of revenue.

Mental Health funding for 24/7 Crisis Center and Mobile Crisis Teams:

- Early efforts to find new funding for these types of initiatives were put on hold by mental health entities when the initial state budget did not include an expected 3.5% increase in operational funding for the next fiscal year for the Behavioral Health Administration. Restoring this revenue became the main priority for the session. At this time, it appears the anticipated 3.5% funding increase will be restored (\$8M).
- A bill (HB1092/SB703) sponsored by Del. Rosenberg and Sen. Klausmeier created a process where local jurisdictions could apply for state funding to establish or expand local behavioral health crisis response programs. The final agreement requires the Governor to include the following appropriations in the State operating budget for the program: (1) \$3.0 million for fiscal 2020; (2) \$4.0 million for fiscal 2021; and (3) \$5.0 million for fiscal 2022. The program must award competitive grants to local behavioral health authorities to establish and expand behavioral health crisis response programs and services that (1) serve local behavioral health needs for children, adults, and older adults; (2) meet national standards; (3) integrate the delivery of mental health and substance use treatment; and (4) connect individuals to appropriate community-based care in a timely manner on discharge. Our local Mental Health Authority submitted letters of support prior to hearings held at the end February. [As the money does not become available until next year, BHA will likely put together an RFP for funds sometime in 2019 and our county's MHA would apply for our projects through a competitive process. Our Mental Health Authority (Rick Rock) would work with local stakeholders to put together a proposal that would be mutually beneficial and take into account some of the concerns expressed. Overall, looks like a win.]

Watch List

- **Positive outlook for Highway User Revenue** - Municipalities and counties will benefit from a future increase in Highway User Revenues. The General Assembly and Governor agreed to a 5-year phase-in plan beginning in FY 2020 to restore a larger portion of HUR lost since FY 2008. The municipalities share would increase from 0.4% to 2.0%, which equates to approximately \$38M per year (all munis). The counties share would increase from 1.5% to 3.2%, or approximately \$58M (all counties). While this isn't a full restoration of the local share of highway user revenue, this is a significant step forward for local roads funding. The hope is that a permanent "fix" will be worked out before the 5-year commitment expires in FY 2024. MML and MACO have been the main drivers for this statewide issue.
- **USMH Funding** - Expecting flat funding in operational budget, but no cuts. We are optimistic that the Chancellor's request for enhancement funds will be supported which would allow USMH to expand programming in the coming years.
- **Shifts in liabilities from State to local governments** - no major shifts anticipated
- **Gaming revenue** - No policy changes expected
- **Kirwan Commission** - The Kirwan commission submitted its preliminary report and will be finishing up their work over the rest of the year. A "Kirwan" bill was passed that will extend the time for them to complete their work to Dec 2018 as well as establishes or alters several programs and mandates funding for them beginning in fiscal 2019, including (1) a comprehensive teacher recruitment and outreach program; (2) the Maryland Early Literacy Initiative; (3) the Learning in Extended Academic Programs (LEAP) grant program; (4) the Public School Opportunities Enhancement Program (PSOEP); (5) the Teaching Fellows for Maryland scholarship program; and (6) the Career and Technology Education (CTE) Innovation grant program. Major bills connected to the Kirwin Commission's work will not come out until next session.
 - For more information on the commission or to see preliminary report go to web page: <http://dls.maryland.gov/policy-areas/commission-on-innovation-and-excellence-in-education>
- **Integration of local mental health authorities** - awaiting feedback



Open Session Item

SUBJECT: Position Review Team Recommendations

PRESENTATION DATE: June 12, 2018

PRESENTATION BY: Sara Greaves, CFO; Stephanie Stone, Director Health & Human Services; Debbie Peyton, Deputy Director, Human Resources

RECOMMENDATION: To approve the recommendations of the Position Review Team to as presented or amended and to become effective July 1, 2018.

REPORT-IN-BRIEF: On April 24, 2018, staff presented to the Board and the Board approved a plan by which a systematic review would be conducted of those employee positions where an anomaly or inequity in grade or compensation existed. The approved plan detailed a method by which each Division Director and Department Head would have an opportunity to evaluate their department and determine if an inequity was present. Following this evaluation, the Directors had an opportunity to submit a formal request for position review(s) to Human Resources for consideration and adjustment(s) by the Position Review Team (Team). As a secondary method of review, the Team independently conducted its own review of all employee positions to identify the same anomalies and inequities.

Staff has dedicated a significant amount of time and resources to produce a product that has been thoroughly vetted without prejudice, favoritism, or influential intervention. Each department was afforded an equal opportunity to present positions for review in addition to the overall review conducted by the Team.

The Team is pleased to report to the Board that we have completed our charge and respectfully present our recommendations for consideration and approval. These recommendations are within the scope of our charge and within the confines of the approved budget of \$400,000.

DISCUSSION: As approved by the Board, the Team notified all divisions, departments and elected officials within County government of the process by which they could request a position review. In response, the Team reviewed 71 requests from 29 departments. These requests were submitted by either the Department Head or Division Director for the respective position. The Team reviewed all requests and heard justification presentations for all requests. Additionally, the Team conducted its own evaluation of all employee positions searching for any anomalies or inequities that may exist even when a review was not requested by the department head or division director. This search did identify several positions meeting these criteria and those positions were fully reviewed. All requests were scored utilizing an established position review tool. The requests

were then ranked based on the level of inequity, justification of inequity and salary review score. Once reviewed, scored and ranked the team considered each position for salary adjustment utilizing the \$400,000 budget approved by the Board.

It is important to note that the team was careful when recommending position adjustments not to create an inequity across departments.

Of the 71 requests submitted, the Team recommends adjustments to 58 positions, representing 82% of requests. Of those 58 positions, 44 represent a change related to wages, 10 represent grade and title changes, and 4 include title changes only. All positions being recommended for a grade increase will follow the County practice for every one grade up, there will be one step back. These positions affect approximately 132 employees, representing 16.5% of the employee population.

The recommendations we bring before you today have been thoroughly reviewed and evaluated by the Position Review Team and have been determined by established methodology.

FISCAL IMPACT: The fiscal impact will be limited to the Board identified budget of \$400,000 for position adjustments. This funding exists in the Fiscal Year 2019 Operating Budget to address these review findings and approval by the Board.

CONCURRENCES: County Administrator

ALTERNATIVES: At the discretion of the Board

ATTACHMENTS: Position/Grade Adjustment Recommendations

AUDIO/VISUAL NEEDS: None



Open Session Item

SUBJECT: 911 Emergency Communications Career Path Proposal

PRESENTATION DATE: June 12, 2018

PRESENTATION BY: Sara Greaves, CFO; Stephanie Stone, Director Health & Human Services; Debbie Peyton, Deputy Director, Human Resources

RECOMMENDATION: To approve the 911 Emergency Communications Career Path Proposal, to be implemented July 1, 2018.

REPORT-IN-BRIEF: Staff is keenly aware of the Board's interest in addressing turnover and extended routine overtime at the 911 Emergency Communications center (911). Through the budget process, two approaches have been considered. First to add two additional Call Takers, over and above the two already approved in the FY2019 budget. Second to provide a career path for new and long-term employment at 911.

For expediency, the Position Review Team already assembled was tasked with considering a career path recommendation from the County Administrator, Director of Emergency Services and the Chief Operations Officer. This career path would serve to enhance the organizational structure of the Emergency Communications Center staff and will provide opportunities for employee advancement by delineating a viable career path through training and support that will expand employee skill sets to best serve our citizens.

DISCUSSION: The Team has thoroughly considered the enhancements to the Emergency Communications Center positions as proposed. The Team does endorse the enhancements to the ECC positions as outlined in the attachment. These adjustments create a viable career path for staff through training and grade advancement consistent with the specific disciplines in that department, all while promoting quality service and reliability. In summary, the FY 2019 Career Path Cost is \$111,050. The number of current employees affected with the potential for increased wages is 52.

In the interest of full and fair consideration, the possibility of adding four rather than two additional call takers was also quantified. This would consider two new call takers, over and above the two new positions already approved for FY2019. In summary, FY 2019 two additional FT Call Takers Cost \$118,896. The number of current employees affected is 0.

FISCAL IMPACT: The approved FY2019 budget will accommodate either scenario presented above.

CONCURRENCES: County Administrator

ALTERNATIVES: At the discretion of the Board

ATTACHMENTS: Position/Grade Adjustment Recommendations; ECC Action Plan

AUDIO/VISUAL NEEDS: None

Department	Title		Position Count	Grade	Notes
911 System	Emergency Communications Spec		11	9	Emergency Communication Specialist I
911 System	Emergency Comm Spec/Call Taker		28	10	Emergency Communication Specialist II
911 System	Emergency Communications Spec		5	11	Emergency Communication Specialist III
911 System	Emergency Communications Supv		8	12	ECS Supervisor
FY2019 Total Budget Impact - \$111,050					



ECC Action Plan

In recent months, the Director of Emergency Services and other County staff have been conducting an in-depth review of departmental operations in an effort to ensure the highest level of public safety services are being provided to the citizens of Washington County.

These plans for employee growth opportunities and retention have progressed to a point where we are able to share our progress. It is our intent to further develop the initiatives below for board review and implementation by July 1, 2018.



Elimination of the Scheduled 18-hour shift

County Leadership and Emergency Communication Center (ECC) management staff have engaged in ongoing discussions concerning the length of shifts within the ECC. County staff continue to work on solutions to eliminate prescheduled 18-hour shifts. In the next week or two, we plan to distribute a survey to staff to receive their input and preferences to several scheduling plans being considered.



Development of an Enhanced Career Path

A review is underway in conjunction with the recent salary study that will seek to enhance career advancement opportunities within the ECC at all position levels.



New Positions

ECC Management is thinking "outside the box" to best utilize the new positions that are included within the FY19 budget. Staff are considering shift scheduling that will allow for regular breaks and rest periods.



Personnel in Training

Management is evaluating all available options to help prepare newly hired employees who have recently completed the Training Academy to acclimate and move into the fast-paced environment of call taking and dispatching of police and emergency service units in the most efficient manner.



Training

Management is considering several promising options that will allow trainees to be trained in all ECC disciplines in a more effective and efficient manner. Staff will have the opportunity to assist in these training enhancements.



Scheduling Adjustments

Management will continue to evaluate the current schedule for effectiveness and solicit feedback from ECC staff on the functionality of the current 12-hour work shift. Included in the analysis will be an evaluation of additional scheduling formats that will facilitate the elimination of 18-hour shifts.



Facility/ ECC Improvements

Design is currently underway for an expanded break area for staff within the ECC. Management understands the complex and unique requirements of ECC Operators, including expanded staff commitments in times of emergency. This breakroom will include amenities that allow staff to take a break and provide areas for staff to rest in times of emergency. Improvements are being planned for the center to include lighting and console enhancements.



Agenda Report Form

Open Session Item

SUBJECT: 2018-2019 Property and Casualty Insurance Renewals

PRESENTATION DATE: June 12, 2018

PRESENTATION BY: Tracy McCammon, Risk Management Coordinator and Patrick Hancock, Aon Risk Solutions

RECOMMENDED MOTION: Move to renew the liability policies with Travelers Insurance Company, the property and equipment policies with Local Government Insurance Trust and the airport liability policy with Global Aerospace.

REPORT-IN-BRIEF: Renewal quotes from insurance carriers are reflected on the attached premium comparison and show a total increase of \$49,237 over last year's actual, a 4.3% increase for FY 2019.

DISCUSSION: Due to ongoing successful efforts of Aon, renewal quotes from carriers are within budgeted increases

FISCAL IMPACT: A 4.3% premium increase to renew the insurance program, however, it is within the 8% budgeted increase

CONCURRENCES: Stephanie Stone, Director of Health & Human Services and Sara Greaves, Director of Budget and Finance

ALTERNATIVES: Lapse of insurance policies and necessity for a market bid

ATTACHMENTS: Premium comparison

AUDIO/VISUAL NEEDS: None

Line of Coverage	FY2018	FY2019	\$Change	% Change
Travelers				
Pkg – Auto Liability (Incl. Buses)	\$341,241	\$360,829	\$19,588	5.7%
Pkg - Auto PD (Incl. Buses)	\$67,365	\$73,186	\$5,821	8.6%
Pkg – GL, Liquor, Products, EBL	\$137,795	\$143,661	\$5,866	4.3%
Pkg – Law (Incl. Dispatch E&O)	\$189,303	\$200,471	\$11,168	5.9%
Pkg - Excess Liability	\$80,579	\$81,686	\$1,107	1.4%
Pkg – Management Liability	\$33,730	\$36,283	\$2,553	7.6%
Pkg – Employment Practice Liability (EPL)	\$56,313	\$55,658	(\$655)	-1.2%
Pkg – Crime	\$6,028	\$6,057	\$29	0.5%
Pkg - CyberFirst	\$8,834	\$10,219	\$1,385	15.7%
Sub Total – Travelers	\$921,188	\$968,050	\$46,862	5.1%
Other July 1 Renewal Policies				
Airport Liability	\$10,945	\$16,418	\$5,473	50.0%
Property	\$182,235	\$179,137	(\$3,098)	-1.7%
Inland Marine	\$9,654	\$9,654	\$0	0.0%
Boiler & Machinery	\$8,061	\$8,061	\$0	0.0%
Sub Total – Other July 1 Renewal Policies	\$210,895	\$213,270	\$2,375	1.1%
Grand Total – July 1 Renewal Policies	\$1,132,083	\$1,181,320	\$49,237	4.3%



Agenda Report Form

Public Hearing

SUBJECT: Public Hearing - Agricultural Land Preservation District Applications

PRESENTATION DATE: June 12, 2018 @ 11:30 a.m.

PRESENTATION BY: Eric Seifarth, Rural Preservation Administrator, and Chris Boggs, Land Preservation Planner, Dept. of Planning & Zoning

RECOMMENDED MOTION: Move to approve the 10-year Agricultural Land Preservation Districts for the following fourteen (14) property owners: Weddle, Rhoderick, Eby, McCauley, P. Houser, Bargunier Farms Inc., Forcino, Roane, D. Houser, Keadle, Fulton (Printz Rd.), Corwell, Houser's Produce Farm, Inc., and Fulton (Lappans Rd.) (see attachments).

REPORT-IN-BRIEF: Establishing a 10-year Agricultural Land Preservation District demonstrates each landowner's commitment to use the property for only agricultural purposes through a recorded district agreement for a minimum of ten years. Landowners may elect to terminate or continue the district after 10 years. District establishment is also the first step towards eligibility to sell a permanent easement. Basic information for each applicant can be found on the attached list. Each application has met the criteria of being a minimum of 50 acres in size (or a minimum of 20 acres if contiguous to another district or permanent easement), 50% Class 1, 2 or 3 soils and outside areas programmed for public water and sewer.

DISCUSSION: In exchange for the landowners' commitment to agriculture they will receive County property tax credits on their agricultural land or buildings and a credit of up to \$711 on their farm house. The District/Credit program was adopted at the County level in 1991. The purpose of the public hearing is to take public comment from interested parties.

FISCAL IMPACT: The cost of tax credits for these properties for the full 10-year period is approximately \$12/acre/year for a total of about \$185,254. A total of 1,543.782 acres will be included in the 14 districts. This will be in the form of property taxes not collected.

CONCURRENCES: The Agricultural Land Preservation Advisory Board and Planning Commission approved all of the Districts because they meet program criteria for size, soils, assessment, and Comprehensive Plan requirements.

ALTERNATIVES: Deny any of the pending 10-year Districts.

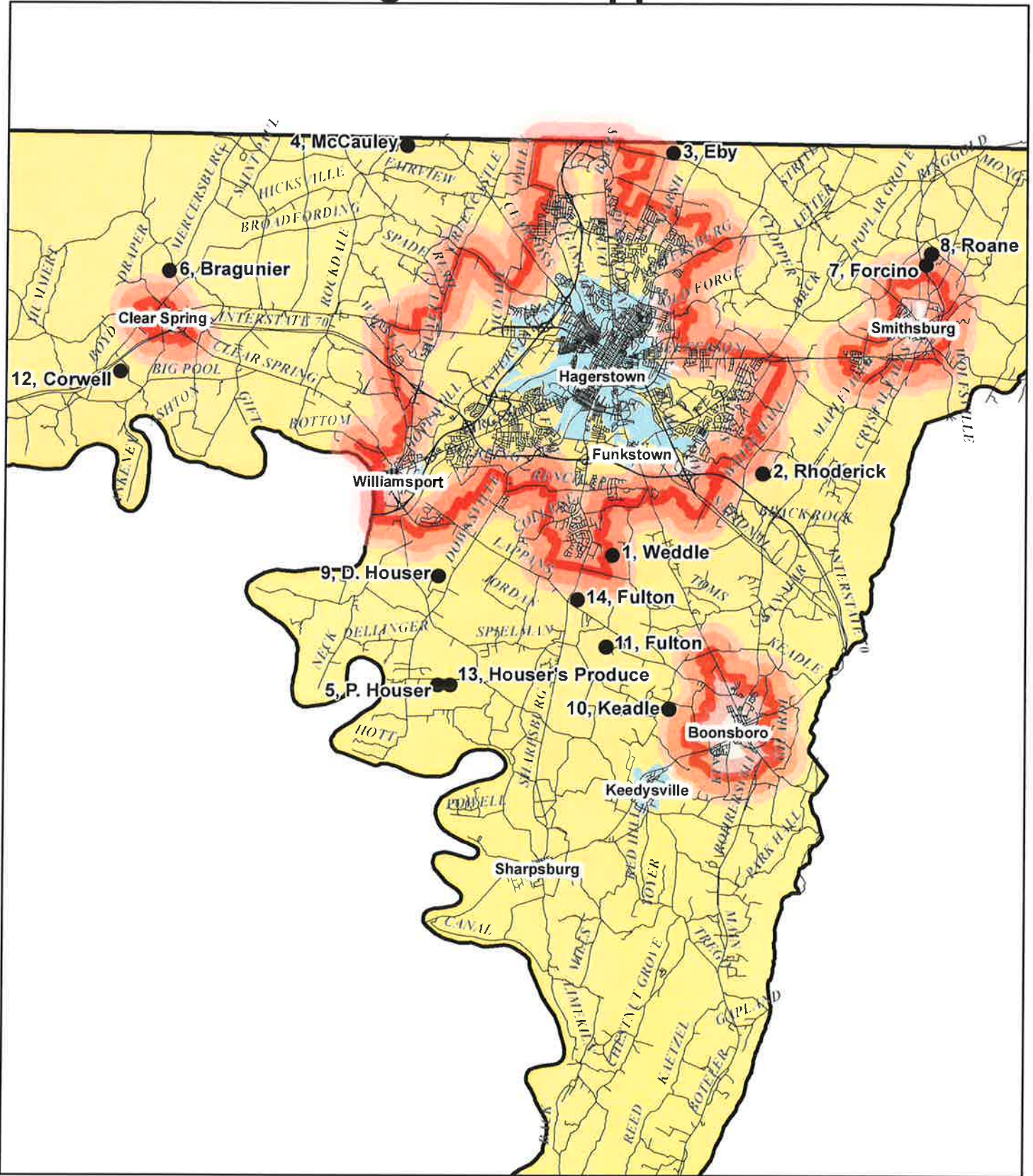
ATTACHMENTS: 2018 Applicant list, Map of Ag District applicants; Aerial Maps of Each Applicant Property.

AUDIO/VISUAL NEEDS: PDF map with district locations.

2018 Agricultural Land Preservation District Program Applicants

	LANDOWNER	DIST #	TAX MAP	PARCEL	ACREAGE	ADDRESS	% CLASS I, II & III SOILS	OPERATION
1	Weddle, Jeremiah A & Janelle R	AD-16-014	62	64	65.29	9320 Garis Shop Rd, Hagerstown	76.7	Row crops/dairy heifers
2	Rhoderick, Paul G	AD-17-001	58	22	149.08	10401 White Hall Rd, Hagerstown	81.8	Beef/dairy heifers/crops
3	Eby, Curvin & Glennis	AD-18-005	11	37, 38	97.49	19534 Reidtown Rd, Hagerstown	94.5	Organic dairy
4	McCauley, Donna K	AD-18-008	9	38	81.04	16030 Wishard Rd, Hagerstown	67.1	Beef/hay
5	Houser, Page A & Ronda L	AD-18-009	66	20	152.73	16517 Shaffer Rd, Sharpsburg	73.6	Corn/row crops
6	Bragunier Farms, Inc	AD-18-010	34	9	72.17	13040 Blairs Valley Rd, Clear Spring	60.0	Row crops/hay
7	Forcino, David C	AD-18-011	40	203	25.5	13215 Smithsburg Pike, Smithsburg	79.8	Livestock/hay
8	Roane, Terry R & Deborah A	AD-18-012	27	1, 304	75.99	13201 Sleepy Creek Ln, Smithsburg	99.9	Row crops/hay
9	Houser, Donald J	AD-18-017	61	231	130.81	9034 Downsville Pike, Williamsport	72.9	Beef/crops/hay
10	Keadle, Larry W & David R	AD-18-018	68	141	139.06	7345 Wheeler Rd, Boonsboro	95.5	Dairy/crops/hay
11	Fulton, Janet S	AD-18-020	67	38	125.75	18802 Printz Rd, Boonsboro	83.4	Row crops/hay
12	Corwell, Neal L & Kathryn Sincell-Corwell	AD-18-021	46	45	189.18	11702 Rocky Meadow Rd, Clear Spring	60.1	Livestock/hay
13	Houser's Produce Farm, Inc.	AD-18-023	66	220	83.21	0 Shaffer Rd, Sharpsburg	66.0	Corn
14	Fulton, Janet S	AD-18-025	62	36	156.482	18318 Lappans Rd, Boonsboro	95.5	Row crops/hay

2018 Ag District Applicants

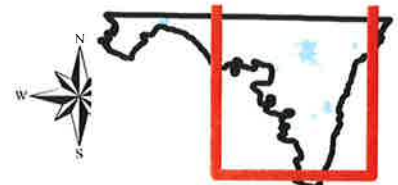
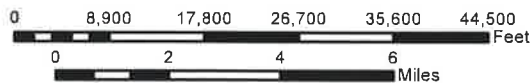


Legend

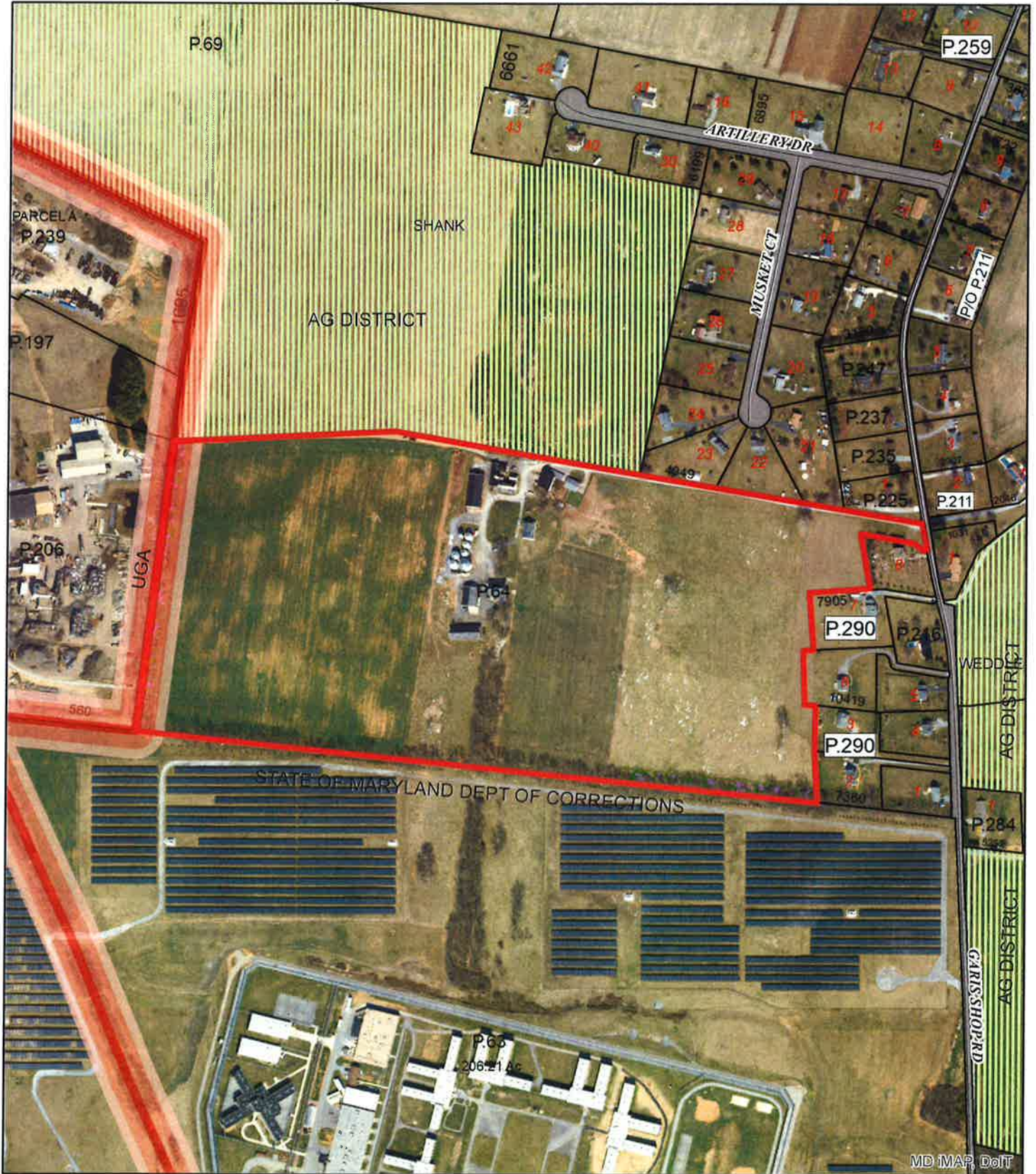
- █ Growth Area Boundaries
- Town Boundaries

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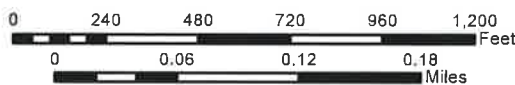
Weddle, Jeremiah A. & Janelle R.



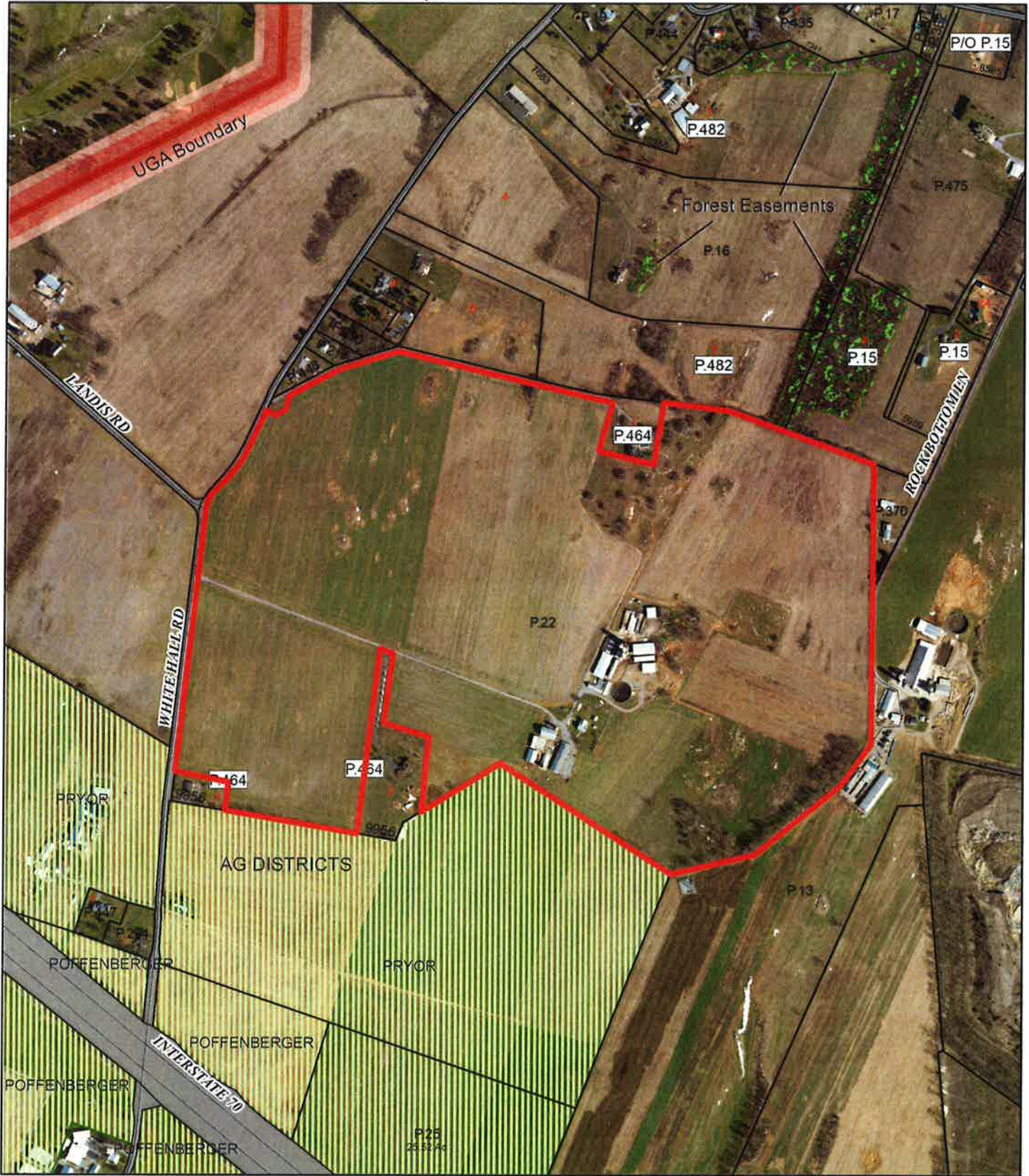
9320 Garis Shop Road
Hagerstown, MD 21740

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Rhoderick, Paul G. & Paula C.



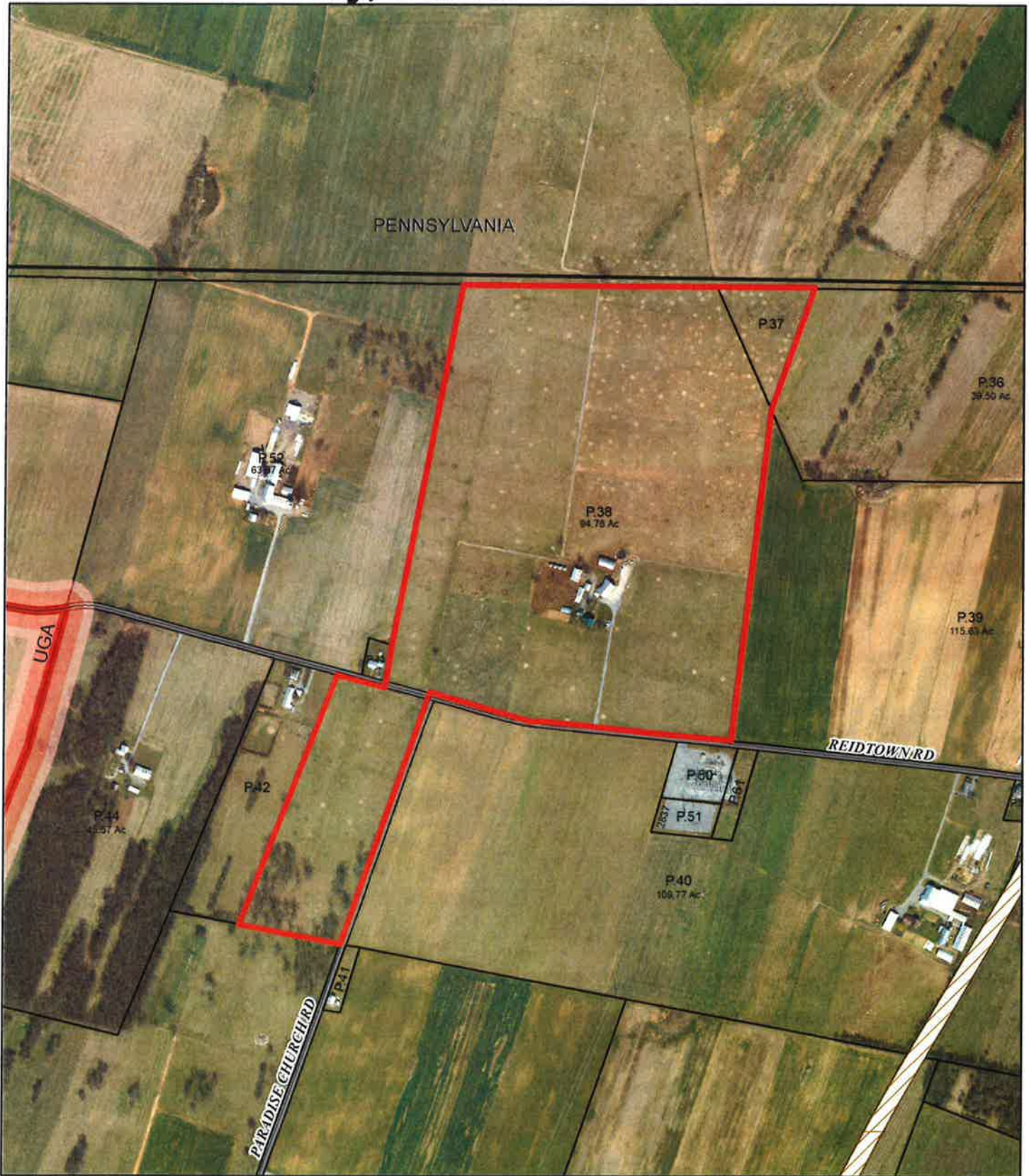
10401 White Hall Road
Hagerstown, MD 21740

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Eby, Curvin & Glennis



19534 Reidtown Road
Hagerstown, MD 21742

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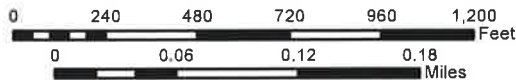
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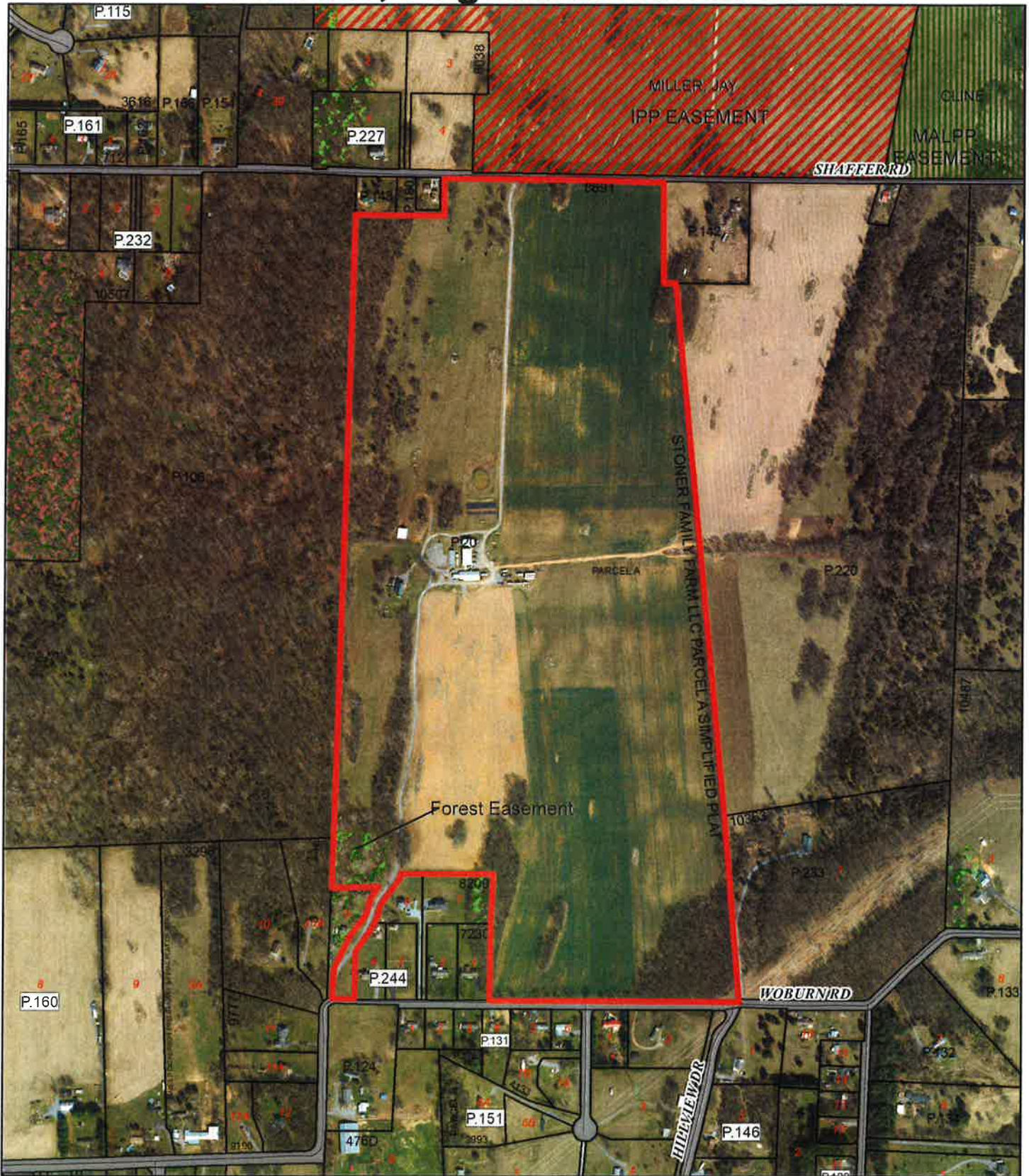
16030 Wishard Road
Hagerstown, MD 21740

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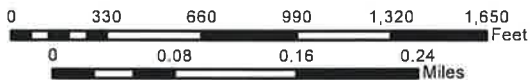
Houser, Page A. & Ronda L.



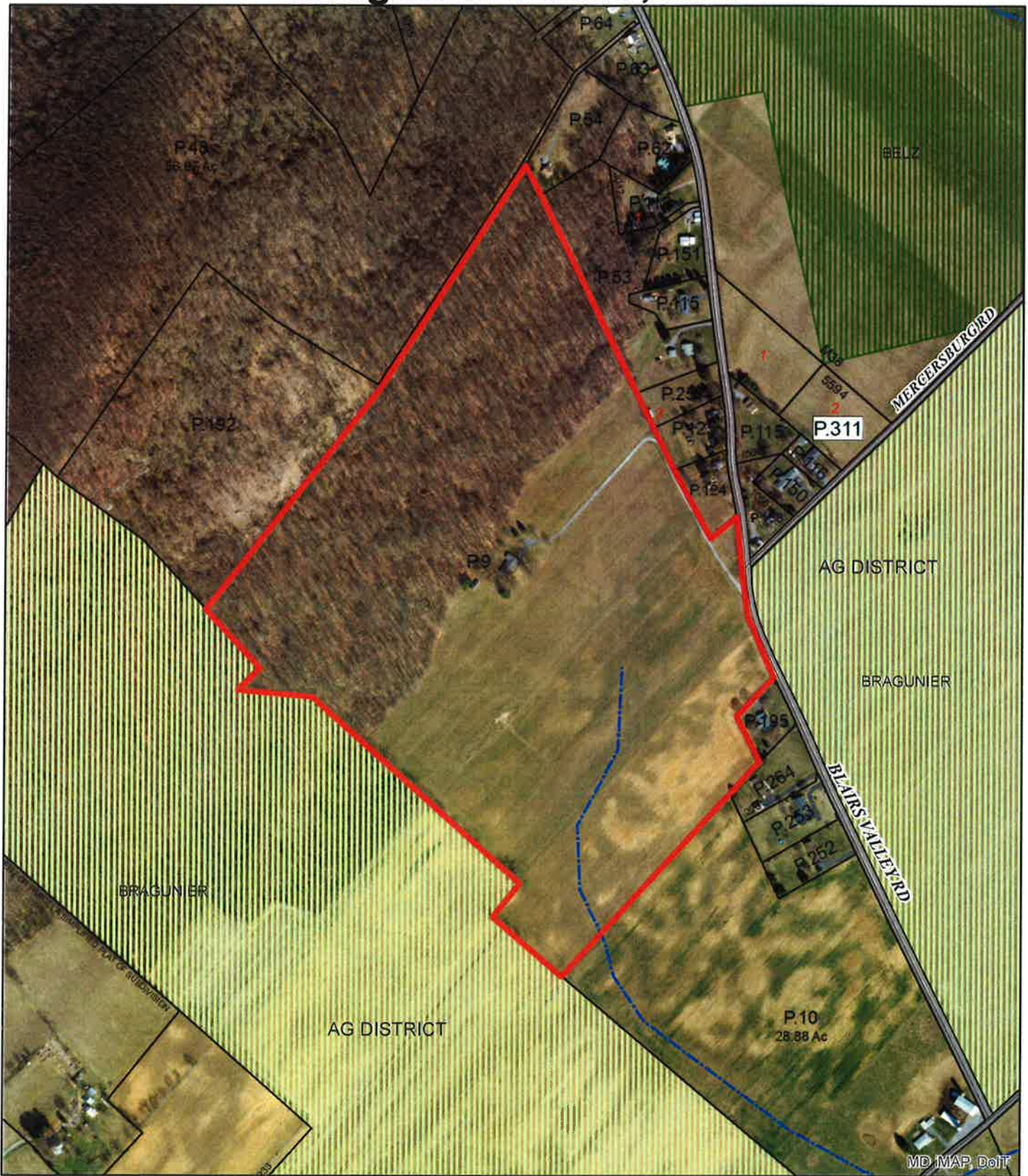
16517 Shaffer Road
 Sharpsburg, MD 21782

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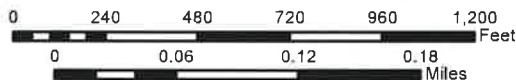
Bragunier Farms, Inc.



13040 Blairs Valley Road
Clear Spring, MD 21722

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Forcino, David C.



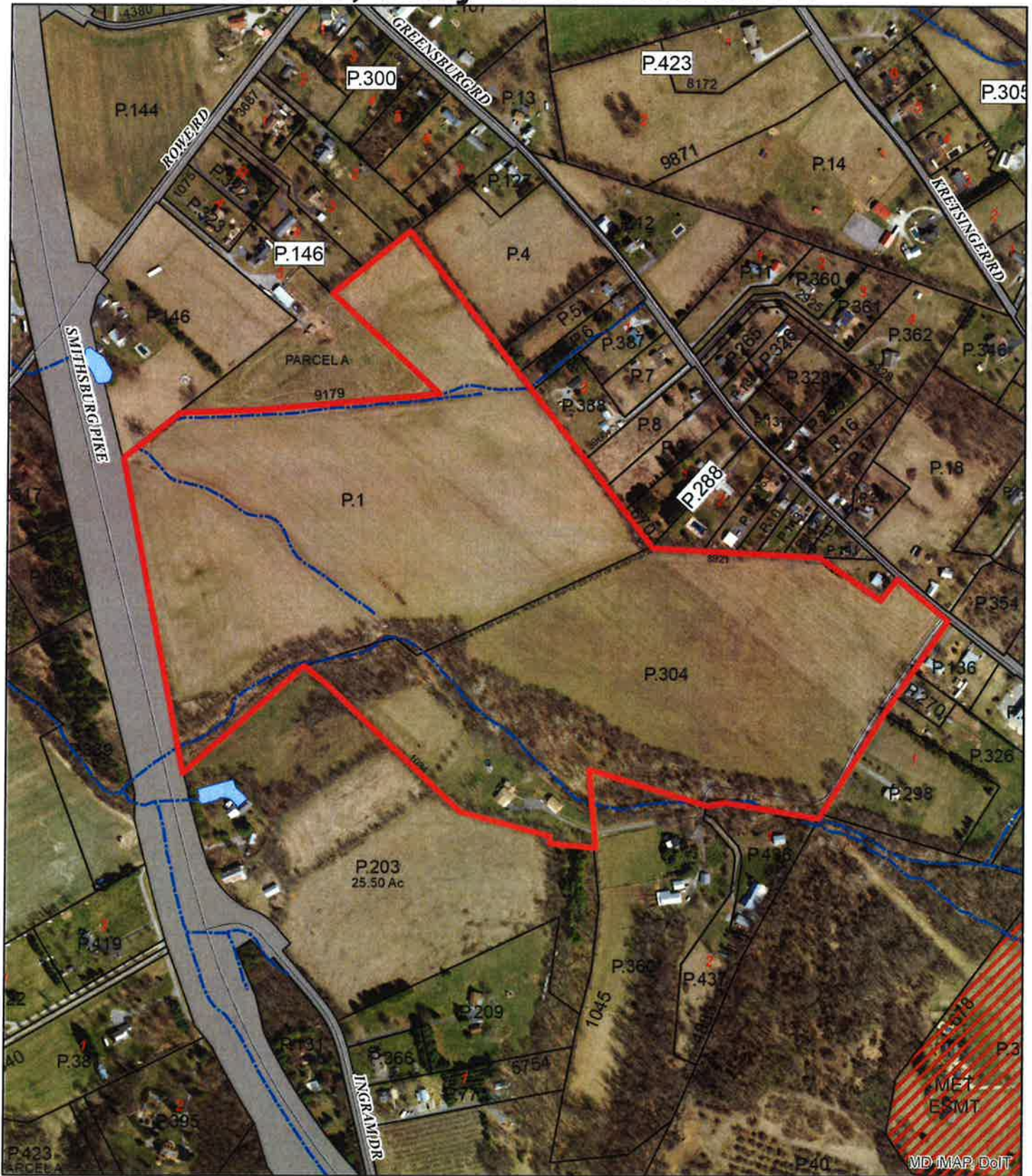
13215 Smithsburg Pike
Smithsburg, MD 21783

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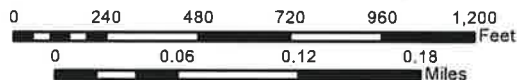
Roane, Terry R. & Deborah A.



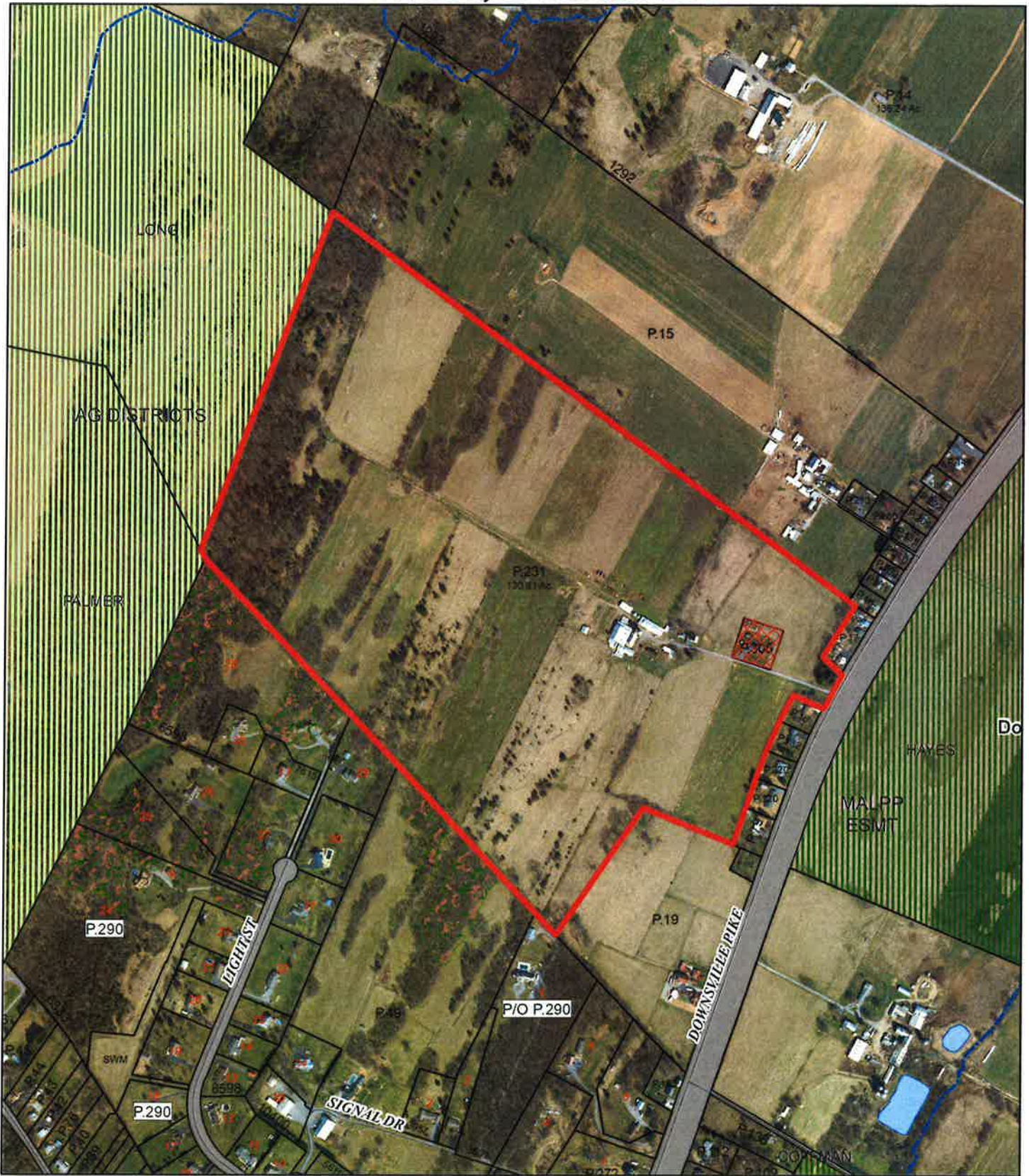
13201 Sleepy Creek Lane
Smithsburg, MD 21783

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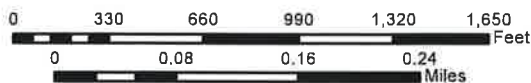
Houser, Donald J.



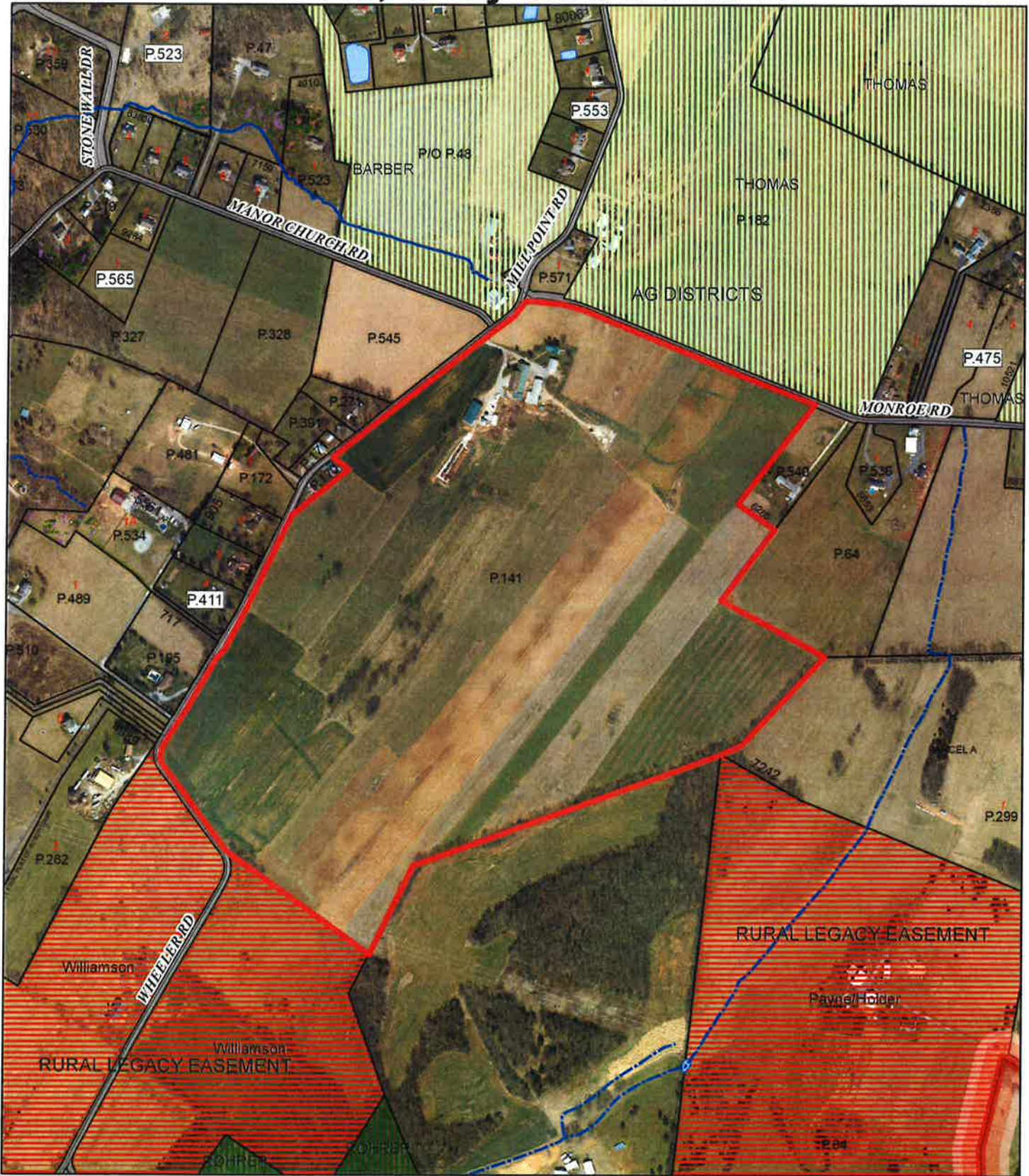
9034 Downsville Pike
Williamsport, MD 21795

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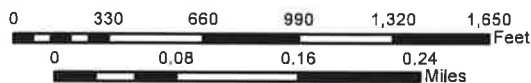
Keadle, Larry W. & David R.



7345 Wheeler Road
Boonsboro, MD 21713

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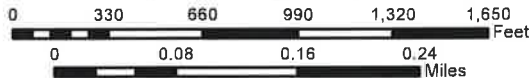
Fulton, Printz Road



18802 Printz Road
Boonsboro, MD

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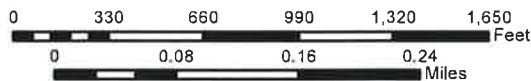
Corwell, Neal Lynn & Kathryn Sincell-Corwell



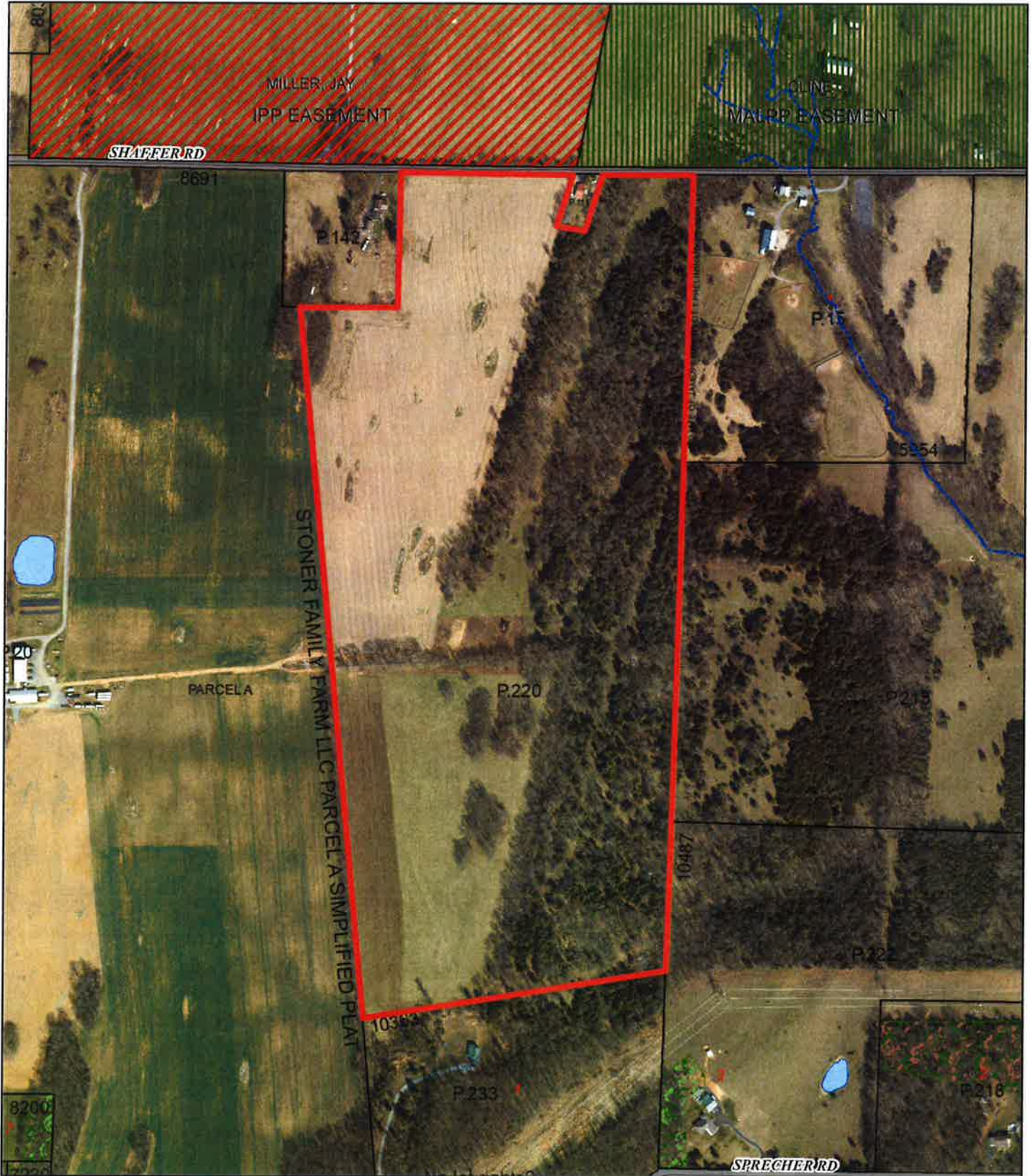
11702 Rocky Meadow Road
Clear Spring, MD 21722

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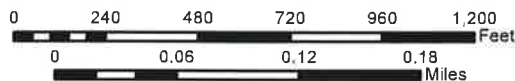
Housers Produce Farm Inc.



Shaffer Road
Sharpsburg, MD 21782

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Open Session Item

SUBJECT: Contract Award (PUR-1390) - Food Services at the Washington County Detention Center (WCDC)

PRESENTATION DATE: June 12, 2018

PRESENTATION BY: Rick Curry, CPPO – Director of Purchasing and Major Craig Rowe – Washington County Sheriff’s Office

RECOMMENDED MOTION: Move to award the contract for the Food Services at the Washington County Detention Center based on the estimated quantities of meals.

REPORT-IN-BRIEF: On Tuesday, May 15, 2018 the Coordinating Committee met to review Qualifications & Experience/Technical Proposals for the subject services. The Committee determined that only one (1) firm was responsive to the County’s Request for Proposal to perform the subject services at the WCDC. The contract term is for one (1) year tentatively beginning July 1, 2018, with an option by the County to renew for up to four (4) additional consecutive one-year periods. Annual price increases or decreases to cover contract years two through five will be based upon the Producer Price Index.

Advantages of contracted food services include: (1) County funds will not be encumbered in inventory; (2) guaranteed meal prices that will also assist in annual budgeting; (3) cost savings in services; and (4) the County will not be responsible for recruitment/retention of food service staff. The RFP requested that one (1) additional employee be added to the kitchen staff. This requirement increased staffing levels above the current practice, which resulted to additional labor cost. The present contract with Aramark was awarded in April 2013.

On Tuesday, May 15, the Coordinating Committee met to review Qualifications & Experience/Technical Proposals of the three (3) firms submitting proposals for the subject services. The Committee determined that only the above-recommended firm was responsive to the County’s Request for Proposal to perform the subject services at the WCDC. The Price Proposal submittal of the recommended firm was opened and the results are as shown on the attached price matrix.

The Coordinating Committee was comprised of the following members: County Sheriff (Committee Chairman), County Purchasing Director, WCDC’s Warden, WCDC’s Assistant Warden, and the County Buyer.

The per meal price history for the present year and previous four (4) years is as follows:

<u>Year</u>	<u>Inmate/Sack/Court/Medical Meal</u>	<u>Staff Meal</u>
2013-14	\$1.506	\$1.712
2014-15	\$1.544	\$1.755
2015-16	\$1.618	\$1.839
2016-17	\$1.547	\$1.758
2017- Present	\$1.501	\$1.705

DISCUSSION: The Request for Proposals (RFP) was advertised on the State’s “eMaryland Marketplace”, on the County’s web site, and in the local newspaper. Twenty-two (22) firms/individuals accessed the web site. Four (4) firms were represented at the pre-proposal conference. Proposals were received from three (3) firms.

FISCAL IMPACT: An amount of \$573,500.00 was approved for FY’18 in Line Item No. 505070-10-11320 for the Detention Center’s Food and Supplies and \$582,562.00 (1.58% increase over the FY’18 budget) is proposed in FY’19.

CONCURRENCES: As recommended by the Coordinating Committee

ALTERNATIVES: N/A

ATTACHMENTS: N/A

AUDIO/VISUAL NEEDS: N/A



Open Session Item

SUBJECT: Contract Renewal (2016-37) – #2 Heating Oil.

PRESENTATION DATE: June 12, 2018

PRESENTATION BY: Brandi Naugle, Buyer - Purchasing Department and Jim Sterling – Director of Public Works.

RECOMMENDED MOTION: Move to concur with the recommendation of the Washington County Public Schools (WCPS) to renew the contract for Washington County Government's #2 heating fuel oil to the responsive, responsible low bidder, AC&T Company of Hagerstown, MD who submitted a bidder factor of \$0.149 per gallon for tank wagon deliveries.

REPORT-IN-BRIEF: Washington County Government as well as the City of Hagerstown cooperatively bids heating fuel requirements with the WCPS. At its meeting on Tuesday, May 22, 2018, the WCPS awarded its contract for *tank wagon loads* to the responsive, responsible bidder, AC&T Company with the lowest bid of \$0.149 per gallon over the weekly wholesale average price for #2 (high sulfur) heating oil as published in the Oil Price Information Service bulletin (OPIS, Pad 1, Baltimore gasoline and distillate reseller prices).

The contract is effective August 1, 2018 and ending July 31, 2019, this is the last renewal option on this contract. WCPS may request a fixed price quote at any time to be exercised by mutual consent of the parties.

DISCUSSION: N/A

FISCAL IMPACT: Funds are budgeted, as required, by the individual using department/agencies

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: WCPS bid recommendation information.

AUDIO/VISUAL NEEDS: N/A

May 23, 2018

AC&T Company
Mr. Charles Goode
P.O. Box 4217
Hagerstown, MD 21741
E-mail: cgoodie@acandt.com

Ref: Notice of Renewal, 2016-37 Heating Oil

Dear Mr. Goode:

Please be advised on May 22, 2018, the Board of Education of Washington County has approved the renewal of the contract to your company for the above-referenced bid, as indicated:

- Tank Wagon Delivery - \$0.149/gal. + Oil Price Information Service ("OPIS") Baltimore Maryland terminal Rack Price

Please email an updated Certificate of Insurance (COI) naming the "Board of Education of Washington County" as an additional insured party to me at your earliest opportunity.

This is an official notification of renewal, not a purchase order. This contract is effective from August 1, 2018, through July 31, 2019 with no renewal options remaining.

Your continued interest in serving Washington County Public Schools is appreciated. If you should have any questions concerning this matter, please contact Dale Diller at (Dilledal@wcps.k12.md.us) or me at (bachtsco@wcps.k12.md.us).

Sincerely,

Scott Bachtell

Scott Bachtell
Supervisor of Purchasing



Open Session Item

SUBJECT: Bid Award (PUR-1392) – Brumbaugh-Kendle-Grove Farmstead Demolition.

PRESENTATION DATE: June 12, 2018

PRESENTATION BY: Brandi Naugle, Buyer - Purchasing Department and Phil Ridenour – Director, Hagerstown Regional Airport

RECOMMENDED MOTION: To award the Brumbaugh-Kendle-Grove Farmstead Demolition project to the responsive, responsible bidder Ritz Construction, of Monrovia, MD for the lump sum bid of \$89, 864.

REPORT-IN-BRIEF: Notice of the Invitation to Bid (ITB) was published in the local newspaper, listed on the State of Maryland's "eMaryland Marketplace" website, and the County's website. Bids were received on May 30, 2018. Twenty (20) person's/companies registered/downloaded the bid document on-line. Two (2) bids were received, one (1) bid was deemed non-responsive because it was received after the time of submittal.

The scope of work includes, but is not limited to, coordination of salvage material removal with 501(C)(3) organization, remove salvage items (where applicable), building/site demolition and removal, backfill/restoration of site, electric utility removal, erosion and sediment control, top soiling, seeding, sodding, mulching, well/cistern sealing.

DISCUSSION: N/A

FISCAL IMPACT: Funds in the amount of \$90,000.00 are in the department's CIP account 515000-35-45010-STY022.

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: Bid Matrix Tabulation.

AUDIO/VISUAL NEEDS: N/A

Bid Tabulation

PUR-1392

Brumbaugh-Kendle-Grove Farmstead Demolition at Hagerstown Regional Airport

		Ritz Construction Monrovia, MD
Item No.	Base Bid Description	Total Price
X-7-5.1	Miscellaneous Construction Allowance	\$10,000.00
X-100-5.1	Residential Lot Clearing - Parcel 421	\$79,864.00
Total Lump Sum Bid		\$89,864.00



Agenda Report Form

Open Session Item

SUBJECT: Rescind Bid Award (PUR-1380) – Janitorial Services for Washington County Office Buildings

PRESENTATION DATE: June 12, 2018

PRESENTATION BY: Brandi Naugle, Buyer - Purchasing Department and John Pennesi – Deputy Director, Parks and Facilities.

RECOMMENDED MOTION: To relieve P2 Cleaning Services of Laurel, MD from the bid without prejudice and award to the next lowest responsive, responsible bidders Beck & Call of Laurel, MD for the lump sum bid of \$249,206.15.

REPORT-IN-BRIEF: The County accepted bids for the Janitorial Services on March 14, 2018. The bid was advertised on the State of Maryland’s “*eMaryland Marketplace*” website and the County’s web site, and in the local newspaper. Twenty-Five (25) persons/companies registered and downloaded the bid document on-line and Nine (9) bids were received. The contract term is for one (1) year with an option by the County to renew for up to four (4) additional consecutive one (1) year periods tentatively commencing July 1, 2018. The County reserves the right to accept or reject any request for renewal by the Bidder and any increase in monthly costs for each specified building. P2 Cleaning is requesting to have its bid rescinded without prejudice due to a mistake in its calculation of hours to clean the Administration Building.

DISCUSSION: N/A

FISCAL IMPACT: Funds are budgeted for these services within the following FY’19 accounts.

County Administration Building – 515270-10-10910 - \$42,928.96
County Administration Building No. 2 – 515270-10-10915 - \$24,079.08
County Court House and Annex – 515270-10-10930 - \$61,140.88
County Extension Services Office Building – 515270-10-23050 - \$15,529.92
County Office Building – 515270-10-10940 - \$47,783.76
Emergency Services – 515270-10-11440 - \$18,120.0

CONCURRENCES: Jim Sterling, Director of Public Works

ALTERNATIVES: N/A

ATTACHMENTS: Bid Matrix Tabulation.

AUDIO/VISUAL NEEDS: N/A

**PUR-1380
Janitorial Services**

OPTION NO. 1: To award Location Nos. 1 to 7 to one (1) contractor

Clean Keepers, LLC Arlington, VA	Associated Building Maintenance Co., Inc. Crofton, MD	Beck & Call Professional Services Laurel, MD	Stockwell Maintenance Systems, Inc. Williamsport, MD	D & D Busy Broom, Inc. dba BBI Williamsport, MD
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Location No. 1 - County Administration Complex:

A - Annual Price	\$56,534.40	\$60,150.52	\$42,550.90	\$61,806.12	\$67,050.00
B - Annual Strip/Wax & Buff Hard Floors	\$300.00	\$720.00	\$300.00	\$350.00	\$250.00
C - Annual Window Cleaning	\$200.00	\$500.00	\$400.00	\$250.00	\$575.00
Total Annual Price	\$57,034.40	* \$61,370.52	\$43,250.90	\$62,406.12	\$67,875.00

Location No. 2 - Court House & Court House Annex:

A - Annual Price	\$55,121.04	\$59,486.11	\$60,250.50	\$60,291.00	\$64,950.00
B - Annual Strip/Wax & Buff Hard Floors	\$250.00	\$720.00	\$275.00	\$275.00	\$350.00
C - Annual Window Cleaning	\$170.00	\$500.00	\$150.00	\$200.00	\$250.00
Total Annual Price	\$55,541.04	\$60,706.11	\$60,675.50	\$60,766.00	\$65,550.00

* Corrected calculations based on unit pricing

Clean Keepers, LLC Arlington, VA	Associated Building Maintenance Co., Inc. Crofton, MD	Beck & Call Professional Services Laurel, MD	Stockwell Maintenance Systems, Inc. Williamsport, MD	D & D Busy Broom, Inc. dba BBI Williamsport, MD
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Location No. 3 - Administrative Annex Building:

A - Annual Price	\$14,133.60	\$14,777.59	\$15,250.25	\$16,351.56	\$16,025.00
B - Annual Strip/Wax & Buff Hard Floors	\$75.00	\$160.00	\$100.00	\$100.00	\$75.00
C - Annual Window Cleaning	\$50.00	\$150.00	N/A	\$75.00	\$0.00
Total Annual Price	\$14,258.60	\$15,087.59	\$15,350.25	\$16,526.56	\$16,100.00

Location No. 4 - County Office Building:

A - Annual Price	\$42,400.80	\$45,564.50	\$45,578.50	\$46,654.56	\$49,000.00
B - Annual Strip/Wax & Buff Hard Floors	\$400.00	\$1,040.00	\$500.00	\$450.00	\$500.00
C - Annual Window Cleaning	\$50.00	\$750.00	\$50.00	\$75.00	\$150.00
Total Annual Price	\$42,850.80	\$47,354.50	\$46,128.50	\$47,179.56	\$49,650.00

Location No. 5 - Extension Services Office Building/Rural Heritage Museum Office:

A - Annual Price	\$14,133.60	\$14,777.59	\$15,350.50	\$16,351.56	\$15,800.00
B - Annual Strip/Wax & Buff Hard Floors	\$150.00	\$716.80	\$150.00	\$175.00	\$150.00
C - Annual Window Cleaning	\$50.00	\$150.00	N/A	\$100.00	
Total Annual Price	\$14,333.60	\$15,644.39	\$15,500.50	\$16,626.56	\$15,950.00

Clean Keepers, LLC Arlington, VA	Associated Building Maintenance Co., Inc. Crofton, MD	Beck & Call Professional Services Laurel, MD	Stockwell Maintenance Systems, Inc. Williamsport, MD	D & D Busy Broom, Inc. dba BBI Williamsport, MD
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Location No. 6 - Division of Emergency Services:

A - Annual Price	\$14,133.60	\$14,777.59	\$24,000.00	\$16,351.56	\$16,900.00
B - Annual Strip/Wax & Buff Hard Floors	\$200.00	\$143.60	\$400.00	\$200.00	\$500.00
C - Annual Window Cleaning	\$50.00	\$250.00	\$50.00	\$125.00	\$125.00
Total Annual Price	\$14,383.60	\$15,171.19	\$24,450.00	\$16,676.56	\$17,525.00

Location No. 7 - Women Infants & Children (WIC) Location:

A - Annual Price	\$28,267.20	\$30,978.48	\$43,350.50	\$31,503.12	\$33,000.00
B - Annual Strip/Wax & Buff Hard Floors	\$600.00	\$2,304.00	\$500.00	\$150.00	\$400.00
C - Annual Window Cleaning	\$150.00	\$250.00	N/A	\$100.00	\$0.00
Total Annual Price	\$29,017.20	\$33,532.48	\$43,850.50	\$31,753.12	\$33,400.00

TOTAL LUMP SUM BID for Option No. 1 (Location Nos. 1 through 7)	\$227,419.24	* \$248,866.78	\$249,206.15	\$251,934.48	\$266,050.00
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* Corrected calculations based on unit pricing

Clean Keepers, LLC Arlington, VA	Associated Building Maintenance Co., Inc. Crofton, MD	Beck & Call Professional Services Laurel, MD	Stockwell Maintenance Systems, Inc. Williamsport, MD	D & D Busy Broom, Inc. dba BBI Williamsport, MD
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OPTION NO. 2: To award each location (Location Nos. 1 to 7) separately:

Location No. 1 - County Administration Complex:

A - Annual Price	\$56,534.40	\$63,818.23	\$44,500.50	\$61,806.12	\$67,050.00
B - Annual Strip/Wax & Buff Hard Floors	\$300.00	\$1,080.00	\$600.00	\$350.00	\$250.00
C - Annual Window Cleaning (Interior)	\$200.00	\$600.00	\$350.00	\$250.00	\$575.00
Total Annual Price	\$57,034.40	\$65,498.23	\$45,450.50	\$62,406.12	\$67,875.00

Location No. 2 - Court House & Court House Annex:

A - Annual Price	* \$55,121.00	\$63,113.31	\$62,900.50	\$60,291.00	\$64,950.00
B - Annual Strip/Wax & Buff Hard Floors	\$250.00	\$1,080.00	\$400.00	\$275.00	\$350.00
C1 - Annual Window Cleaning	\$170.00	\$600.00	\$200.00	\$200.00	\$250.00
Total Annual Price	* \$55,541.00	\$64,793.31	\$63,500.50	\$60,766.00	\$65,550.00

Location No. 3 - Administrative Annex Building:

A - Annual Price	\$14,133.60	\$15,678.66	\$17,500.50	\$16,351.56	\$16,025.00
B - Annual Strip/Wax & Buff Hard Floors	\$75.00	\$240.00	\$175.00	\$100.00	\$75.00
C1 - Annual Window Cleaning	\$50.00	\$350.00	N/A	\$75.00	\$0.00

	Clean Keepers, LLC Arlington, VA	Associated Building Maintenance Co., Inc. Crofton, MD	Beck & Call Professional Services Laurel, MD	Stockwell Maintenance Systems, Inc. Williamsport, MD	D & D Busy Broom, Inc. dba BBI Williamsport, MD
Total Annual Price	\$14,258.60	\$16,268.66	\$17,675.50	\$16,526.56	\$16,100.00

Clean Keepers, LLC Arlington, VA	Associated Building Maintenance Co., Inc. Crofton, MD	Beck & Call Professional Services Laurel, MD	Stockwell Maintenance Systems, Inc. Williamsport, MD	D & D Busy Broom, Inc. dba BBI Williamsport, MD
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Location No. 4 - County Office Building:

A - Annual Price	\$42,400.80	\$48,342.82	\$49,575.50	\$46,654.56	\$49,000.00
B - Annual Strip/Wax & Buff Hard Floors	\$400.00	\$1,560.00	\$550.00	\$450.00	\$500.00
C - Annual Window Cleaning	\$50.00	\$1,000.00	\$100.00	\$75.00	\$150.00
Total Annual Price	\$42,850.80	\$50,902.82	\$50,225.50	\$47,179.56	\$49,650.00

Location No. 5 - Extension Services Office Building/Rural Heritage Museum Office:

A - Annual Price	\$14,133.60	\$15,678.66	\$17,500.50	\$16,351.56	\$15,800.00
B - Annual Strip/Wax & Buff Hard Floors	\$150.00	\$1,075.20	\$200.00	\$175.00	\$150.00
C - Annual Window Cleaning	\$50.00	\$350.00	N/A	\$100.00	
Total Annual Price	\$14,333.60	\$17,103.86	\$17,700.50	\$16,626.56	\$15,950.00

Location No. 6 - Division of Emergency Services Facility:

A - Annual Price	\$14,133.60	\$15,678.66	\$25,500.50	\$16,351.56	\$16,900.00
B - Annual Window Cleaning	\$200.00	\$215.40	\$550.00	\$200.00	\$500.00
C - Annual Strip/Wax & Buff Hard Floors	\$50.00	\$500.00	\$100.00	\$125.00	\$125.00
Total Annual Price	\$14,383.60	\$16,394.06	\$26,150.50	\$16,676.56	\$17,525.00

Clean Keepers, LLC Arlington, VA	Associated Building Maintenance Co., Inc. Crofton, MD	Beck & Call Professional Services Laurel, MD	Stockwell Maintenance Systems, Inc. Williamsport, MD	D & D Busy Broom, Inc. dba BBI Williamsport, MD
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Location No. 7 - Women Infants & Children (WIC) Location:

A - Annual Price	\$28,267.20	\$32,867.41	N/A	\$31,503.12	\$33,000.00
B - Annual Window Cleaning	\$600.00	\$3,456.00	N/A	\$150.00	\$400.00
C - Annual Strip/Wax & Buff Hard Floors	\$150.00	\$500.00	N/A	\$100.00	\$0.00
Total Annual Price	\$29,017.20	\$36,823.41	\$0.00	\$31,753.12	\$33,400.00

OPTIONS:					
Additional Carpet Cleaning, as required (per square foot)	\$0.10	\$0.175	N/A	\$0.16	\$0.19
Hourly Labor Rate per person for Additional Services as required. Regular (per hour)	\$13.59	\$15.72	N/A	\$12.15	\$10.10
Hourly Labor Rate per person for Additional Services as required Saturdays, Sundays and Holidays: (per hour)	\$13.59	\$23.47	N/A	\$13.75	\$17.20

*** Corrected Calculations Based On Unit Pricing**

As stated on the General Conditions & Instructions to Bidders:

When an error is made in extending total prices, "the written unit bid price shall govern. In the absence of written prices, the unit bid price shall govern".

Clean Keepers, LLC Arlington, VA	Associated Building Maintenance Co., Inc. Crofton, MD	Beck & Call Professional Services Laurel, MD	Stockwell Maintenance Systems, Inc. Williamsport, MD	D & D Busy Broom, Inc. dba BBI Williamsport, MD
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**PUR-1380
Janitorial Services**

OPTION NO. 1: To award Location Nos. 1 to 7 to one (1) contractor

Sentral Services Kensington, MD	P2 Cleaning Services, LLC Laurel, MD	Servtec Custodial, Inc. Hagerstown, MD	Clean Team Janitorial Service, Inc. Washington, DC
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Location No. 1 - County Administration Complex:

A - Annual Price	\$65,328.00	\$39,997.00	\$63,953.95	\$72,744.00
B - Annual Strip/Wax & Buff Hard Floors	\$1,565.00	\$325.00	\$1,000.00	\$4,087.00
C - Annual Window Cleaning	\$1,200.00	\$1,325.00	\$1,500.00	\$4,050.00
Total Annual Price	\$68,093.00	\$41,647.00	\$66,453.95	\$80,881.00

Location No. 2 - Court House & Court House Annex:

A - Annual Price	\$63,156.00	\$67,943.00	\$62,478.97	\$70,925.40
B - Annual Strip/Wax & Buff Hard Floors	\$936.00	\$200.00	\$1,000.00	\$2,883.75
C - Annual Window Cleaning	\$1,340.00	\$1,200.00	\$1,500.00	\$2,500.00
Total Annual Price	\$65,432.00	\$69,343.00	\$64,978.97	\$76,309.15

* Corrected calculations based on unit pricing

Sentral Services Kensington, MD	P2 Cleaning Services, LLC Laurel, MD	Servtec Custodial, Inc. Hagerstown, MD	Clean Team Janitorial Service, Inc. Washington, DC
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Location No. 3 - Administrative Annex Building:

A - Annual Price	\$16,488.00	\$17,188.00	\$19,704.80	\$18,186.00
B - Annual Strip/Wax & Buff Hard Floors	\$780.00	\$120.00	\$1,000.00	\$900.00
C - Annual Window Cleaning	\$650.00	\$250.00	\$1,500.00	\$200.00
Total Annual Price	\$17,918.00	\$17,558.00	\$22,204.80	\$19,286.00

Location No. 4 - County Office Building:

A - Annual Price	\$49,728.00	\$39,662.00	\$49,204.23	\$54,558.00
B - Annual Strip/Wax & Buff Hard Floors	\$3,040.00	\$430.00	\$1,000.00	\$4,660.50
C - Annual Window Cleaning	\$250.00	\$1,500.00	\$1,500.00	\$600.00
Total Annual Price	\$53,018.00	\$41,592.00	\$51,704.23	\$59,818.50

Location No. 5 - Extension Services Office Building/Rural Heritage Museum Office:

A - Annual Price	\$16,260.00	\$8,645.00	\$19,704.80	\$18,186.00
B - Annual Strip/Wax & Buff Hard Floors	\$250.00	\$150.00	\$1,000.00	\$2,000.00
C - Annual Window Cleaning	\$250.00	\$250.00	\$500.00	\$200.00
Total Annual Price	\$16,760.00	\$9,045.00	\$21,204.80	\$20,386.00

Sentral Services Kensington, MD	P2 Cleaning Services, LLC Laurel, MD	Servtec Custodial, Inc. Hagerstown, MD	Clean Team Janitorial Service, Inc. Washington, DC
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Location No. 6 - Division of Emergency Services:

A - Annual Price	\$15,408.00	\$15,553.00	\$19,704.80	\$18,186.00
B - Annual Strip/Wax & Buff Hard Floors	\$250.00	\$250.00	\$1,000.00	\$750.00
C - Annual Window Cleaning	\$250.00	\$150.00	\$500.00	\$300.00
Total Annual Price	\$15,908.00	\$15,953.00	\$21,204.80	\$19,236.00

Location No. 7 - Women Infants & Children (WIC) Location:

A - Annual Price	\$33,888.00	\$32,074.91	\$34,454.51	\$36,372.00
B - Annual Strip/Wax & Buff Hard Floors	\$250.00	\$250.00	\$1,000.00	\$2,000.00
C - Annual Window Cleaning	\$300.00	\$150.00	\$400.00	\$250.00
Total Annual Price	\$34,438.00	\$32,474.91	\$35,854.51	\$38,622.00

TOTAL LUMP SUM BID for Option No. 1 (Location Nos. 1 through 7)	* \$271,567.00	\$227,612.91	\$283,606.06	\$314,538.65
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Sentral Services Kensington, MD	P2 Cleaning Services, LLC Laurel, MD	Servtec Custodial, Inc. Hagerstown, MD	Clean Team Janitorial Service, Inc. Washington, DC
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OPTION NO. 2: To award each location (Location Nos. 1 to 7) separately:

Location No. 1 - County Administration Complex:

A - Annual Price	No Bid	\$41,234.00	No Bid	\$76,900.80
B - Annual Strip/Wax & Buff Hard Floors	No Bid	\$325.00	No Bid	\$4,087.00
C1 - Annual Window Cleaning (Interior)	No Bid	\$1,325.00	No Bid	\$4,050.00
Total Annual Price	\$0.00	\$42,884.00	\$0.00	\$85,037.80

Location No. 2 - Court House & Court House Annex:

A - Annual Price	No Bid	\$70,044.00	No Bid	\$74,978.28
B - Annual Strip/Wax & Buff Hard Floors	No Bid	\$200.00	No Bid	\$2,883.75
C1 - Annual Window Cleaning	No Bid	\$1,200.00	No Bid	\$2,500.00
Total Annual Price	\$0.00	\$71,444.00	\$0.00	* \$80,362.03

Location No. 3 - Administrative Annex Building:

A - Annual Price	No Bid	\$17,720.00	No Bid	\$19,225.20
B - Annual Strip/Wax & Buff Hard Floors	No Bid	\$120.00	No Bid	\$900.00
C1 - Annual Window Cleaning	No Bid	\$250.00	No Bid	\$200.00

	Sentral Services Kensington, MD	P2 Cleaning Services, LLC Laurel, MD	Servtec Custodial, Inc. Hagerstown, MD	Clean Team Janitorial Service, Inc. Washington, DC
Total Annual Price	\$0.00	\$18,090.00	\$0.00	\$20,325.20

Sentral Services Kensington, MD	P2 Cleaning Services, LLC Laurel, MD	Servtec Custodial, Inc. Hagerstown, MD	Clean Team Janitorial Service, Inc. Washington, DC
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Location No. 4 - County Office Building:

A - Annual Price	No Bid	\$40,888.00	No Bid	\$57,675.60
B - Annual Strip/Wax & Buff Hard Floors	No Bid	\$430.00	No Bid	\$4,660.50
C - Annual Window Cleaning	No Bid	\$1,500.00	No Bid	\$600.00
Total Annual Price	\$0.00	\$42,818.00	\$0.00	\$62,936.10

Location No. 5 - Extension Services Office Building/Rural Heritage Museum Office:

A - Annual Price	No Bid	\$8,912.00	No Bid	\$19,225.20
B - Annual Strip/Wax & Buff Hard Floors	No Bid	\$150.00	No Bid	\$2,000.00
C - Annual Window Cleaning	No Bid	\$250.00	No Bid	\$200.00
Total Annual Price	\$0.00	\$9,312.00	\$0.00	\$21,425.20

Location No. 6 - Division of Emergency Services Facility:

A - Annual Price	No Bid	\$16,034.00	No Bid	* \$19,225.00
B - Annual Window Cleaning	No Bid	\$250.00	No Bid	\$300.00
C - Annual Strip/Wax & Buff Hard Floors	No Bid	\$150.00	No Bid	\$750.00
Total Annual Price	\$0.00	\$16,434.00	\$0.00	* \$20,275.00

* Corrected calculations based on unit pricing

Sentral Services Kensington, MD	P2 Cleaning Services, LLC Laurel, MD	Servtec Custodial, Inc. Hagerstown, MD	Clean Team Janitorial Service, Inc. Washington, DC
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Location No. 7 - Women Infants & Children (WIC) Location:

A - Annual Price	No Bid	\$33,066.91	No Bid	\$38,450.40
B - Annual Window Cleaning	No Bid	\$250.00	No Bid	\$250.00
C - Annual Strip/Wax & Buff Hard Floors	No Bid	\$150.00	No Bid	\$2,000.00
Total Annual Price	\$0.00	\$33,466.91	\$0.00	\$40,700.40

OPTIONS:					
Additional Carpet Cleaning, as required (per square foot)	*	\$0.10	\$0.18	\$0.20	\$0.10
Hourly Labor Rate per person for Additional Services as required. Regular (per hour)	*	\$18.00	\$20.00	\$17.50	\$17.50
Hourly Labor Rate per person for Additional Services as required Saturdays, Sundays and Holidays: (per hour)	*	\$27.00	\$25.00	\$22.50	\$26.75

Remarks/Exceptions:

Sentral Services

Total Lum Sum Bid for Option No. 1:

Pricing Complies with MD minimum wage and Sick & Safe Leave Act

Options:

* Minimum Charge \$250.00

Sentral Services Kensington, MD	P2 Cleaning Services, LLC Laurel, MD	Servtec Custodial, Inc. Hagerstown, MD	Clean Team Janitorial Service, Inc. Washington, DC
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* Minimum 4 hours

* Minimum 4 hours



Agenda Report Form

Open Session Item

SUBJECT: Sex Offender Compliance and Enforcement Maryland Grant – Approval to Submit Application

PRESENTATION DATE: June 12, 2018

PRESENTATION BY: Tina Wilson, Office of Grant Management; Cody Miller, Washington County Sheriff Office

RECOMMENDED MOTION: Move to approve the submission of the grant application for the FY19 Sex Offender Compliance and Enforcement Maryland Grant to the Governor's Office of Crime Control and Prevention in the amount of **\$36,259** and accept funding as awarded.

REPORT-IN-BRIEF: The Washington County Sheriff's Office plans to utilize the funding provided by the Sex Offender Compliance and Enforcement Maryland Grant to fund the salaries of two part-time civilian employees, who assist the Sex Offender Registrar with the register/ re-register of sex offenders, while also conducting compliance checks of employment as well as home addresses. The grant will also cover training expenses to include registration fees, meals, lodging and travel.

DISCUSSION: The Office of Grant Management has reviewed the grant funding guidelines associated with this program. The performance period of this State funded grant is for one year, starting July 1, 2018. Matching fund or in-kind support is not required for this program. The anticipated grant award is **\$36,259** which includes wages, benefits, and operational expenses. This grant is annually recurring and there are no unusual conditions or requirements attached to the acceptance of the grant.

FISCAL IMPACT: If awarded the grant reduces costs associated with the Sex Offender Registration program by \$36,259.

CONCURRENCES: Director, Office of Grant Management

ALTERNATIVES: Deny approval for submission of this request

ATTACHMENTS: N/A

AUDIO/VISUAL NEEDS: N/A



Open Session Item

SUBJECT: State Homeland Security Grant Program Modification

PRESENTATION DATE: June 12, 2018

PRESENTATION BY: Tom Brown, Emergency Management Specialist, Division of Emergency Services

RECOMMENDED MOTION: Move to approve the modification of funds being moved from expense accounts to other expense accounts.

REPORT-IN-BRIEF: On October 11, 2016, approval was obtained to accept the total award amount of \$183,341 for the FY16 State Homeland Security Grant Program (SHSGP). The SHSGP is intended to enhance and maintain current Homeland Security initiatives as they pertain to prevention, preparedness, response, recovery, and mitigation.

DISCUSSION: The projects submitted in the grant application did not move forward as originally anticipated. Due to the canceled projects a budget modification was submitted to the Maryland Emergency Management Agency requesting to move the remaining grant funds from the software and communication line items to allow for the equipment purchase of ballistic helmets and body armor for EMS personnel who are responding to Active Assailant incidents. The Maryland Emergency Management Agency has approved the modification request. In order for the Office of Budget & Finance to move forward with the budget transfer approval must be received from the Commissioners. Total cost of this project is \$28,404.00

FISCAL IMPACT: Provides a total of \$183,341 for Emergency Services related expenses which may otherwise be charged to the Emergency Services budget.

CONCURRENCES: Director, Division of Emergency Services

ALTERNATIVES: Deny modification approval

ATTACHMENTS: N/A

AUDIO/VISUAL NEEDS: N/A



Open Session Item

SUBJECT: Hotel Rental Tax Funding Request, Maryland Symphony Orchestra

PRESENTATION DATE: June 12, 2018

PRESENTATION BY: Susan Buchanan, Director, Office of Grant Management, Emily Socks, Director of Advancement, Maryland Symphony Orchestra.

RECOMMENDED MOTION: Move to approve the request for Hotel Rental Tax funding from the Maryland Symphony Orchestra in the amount of \$_____, for direct expenses associated with the 33rd Annual Salute to Independence at Antietam National Battlefield to be held on July 7, 2018.

REPORT-IN-BRIEF: The Maryland Symphony Orchestra has submitted a request for Hotel Rental Tax funding to support the 33rd Annual Salute to Independence which is held at the Antietam National Battlefield. This year's event will be held on July 7, 2018. The amount of funding requested for this event by the Orchestra is \$35,000.

DISCUSSION: The Salute to Independence at Antietam National Battlefield is a marquee event for Washington County with approximately 35,000 visitors attending annually. "Americans for the Arts" estimates the annual economic impact for this event at \$1.1 million. The Washington County Convention & Visitors Bureau reports that the hotel occupancy rates for this weekend are consistently at 90%, as compared to 75% for other July weekends. Many hotels in Washington County report being fully booked during the event.

The total event budget for 2018 is set at \$252,978. The Maryland Symphony Orchestra has secured funding from other sources for this event totaling \$124,138. They will also receive in-kind contributions of \$93,840 from many community partners and the Antietam National Battlefield.

The Board of County Commissioners has provided financial support to this event historically. In 2017, the Board of County Commissioners contributed \$35,000 towards the direct expenses of the event.

This event meets all 7 of the Board of County Commissioner's goals and criteria for the use of Hotel Rental Tax Funds. The Maryland Symphony Orchestra has proven to be a very responsive and responsible grantee to the Office of Grant Management. There are no issues of outstanding obligations to the County that would prevent the Orchestra from receiving funding. The Maryland Symphony Orchestra's 2017 Hotel Rental Tax Grant Report shows that last year 30,000 people attended the event with 800 estimated hotel rental nights purchased. It is the

recommendation of the Washington County Office of Grant Management that this application be approved in an amount determined to be appropriate by the Board of County Commissioners.

FISCAL IMPACT: The Hotel Rental Tax Fund will be reduced by the amount of this award.

CONCURRENCES: N/A

ALTERNATIVES: Deny the Maryland Symphony's request for Hotel Rental Tax Funding.

ATTACHMENTS: FY18 Hotel Rental Tax Funding Application

AUDIO/VISUAL NEEDS: N/A

Washington County, Maryland
Hotel Rental Tax Funding
Grant Application

100 West Washington Street
Room 2200
Hagerstown, Maryland 21740
240-313-2040

Organization/Agency:	The Maryland Symphony Orchestra, Inc. (MSO)	E-mail Address:	esocks@marylandsymphony.org	
Address:	30 W. Washington Street, Hagerstown, MD 21740-4804			
Contact Person:	Emily C. Socks	Title:	Director of Advancement	
Phone Number:	(301) 797-4000	Fax Number:	(301) 797-2314	
Tax ID/Federal ID#:	52-1259358	<input type="radio"/> Capital Request	<input checked="" type="radio"/> Operating Request	
Project Classification:	<input type="radio"/> Tourism/Attraction	<input type="radio"/> Economic Development	<input checked="" type="radio"/> Cultural	<input type="radio"/> Recreation
Project Name:	MSO 33rd Annual Salute to Independence at Antietam National Battlefield			
Project Start Date:	July 7, 2018	Project End Date:	July 7, 2018	

Project Justification and Economic Benefit/Impact to the Visitor Industry, if Applicable

The Maryland Symphony Orchestra's annual "Salute to Independence," presented in partnership with the National Park Service at Antietam National Battlefield, is a project which meets all 7 priority funding goals of Washington County's Hotel Rental Tax Fund. As the largest event in the county each July, the Hagerstown-Washington County Convention and Visitors Bureau has conservatively estimated the "Salute's" direct local economic impact at \$500,000. Drawing as many as 35,000 area residents, tourists, and elected officials to the battlefield, the national arts advocacy organization, American's for the Arts, estimates the combined direct and indirect economic impact of the "Salute" at just over \$1.1 million. This event related spending sustains jobs, and generates revenues for local and state government, as well as for local and regional businesses, organizations and vendors. According to the Civil War Trust, the nation's largest nonprofit devoted to the preservation of Civil War battlefields, when analyzing visitation at ten national parks in 2015 they found that for every dollar of federal government investment in the parks operating budget it yielded \$15.90 in sales at local businesses and \$.43 in hotel and sales tax revenue.

Anticipated Visitor Attendance and Impact on Hotel Rental Occupancy, if Applicable

As a marquee event for Washington County, the "Salute" draws as many as 35,000 attendees to Antietam National Battlefield each July from communities throughout Central and Western Maryland, Southern Pennsylvania, Northern Virginia, and the Panhandle of West Virginia. According to statistics from the Hagerstown-Washington County Convention and Visitors Bureau (CVB), Washington County's hotel occupancy rate in July is around 75-percent. On "Salute to Independence" event weekends, the occupancy rate jumps to higher than 90-percent, with many hotels being sold out.

Narrative Description of Project: Include purpose of project, outline of project procedures, intended results of project or any additional comments that support the need for project and/or merit as an event or activity designed to promote Washington County, Maryland.

The purpose of the project is to produce the Maryland Symphony Orchestra's 33rd Annual "Salute to Independence" at Antietam National Battlefield on Saturday, July 7, 2018.

The "Salute to Independence" is a one-day event, held on the first Saturday of July. Taking place on the historic and hallowed grounds of the Antietam National Battlefield, the "Salute" is a celebration of our nation's independence through a concert of patriotic music performed by Washington County's and Western Maryland's only fully-professional orchestra. Its reach makes it the largest cultural, historical, and summer tourism event in Washington County each year. As was so eloquently stated in a 2017 Herald-Mail Editorial: "There really is a direct connection between the battle and what will be going on. You have the patriotic music and feeling of what it means to be an American."

For 33 years, this extraordinary concert has been held through the MSO's partnership with the National Park Services and Antietam National Battlefield. As a result of the project's longevity, the "Salute" is viewed as part of the historical and cultural fabric of Washington County. Attendees of the event expect to return year after year to participate in this celebration of America's freedom and to remember those who have served our nation through military service in the past -as well as the men and women who do so today.

The "Salute" features the 65-member, fully-professional, Maryland Symphony Orchestra in a concert of patriotic music lead by Music Director Elizabeth Schulze who is currently in her 19th season with the orchestra. The "Salute's" program this July will include the "Armed Forces Salute," "Maryland, My Maryland," "American Salute," the "1812 Overture," and the "Stars and Stripes Forever." The Army National Guard Artillery Battalion will sound cannons during the "1812 Overture" and the Air National Guard will mesmerize the audience with a fly over during the "National Anthem". A spectacular 20-minute grand-finale fireworks display will conclude the event.

Bringing a 65-member orchestra and its equipment to perform at an outdoor venue is an expensive venture. The "Salute" requires staging, lighting, and an extensive sound and public address system, including portable back-up electric generators. The event expenses include musician fee's, stage, sound platforms, generators and wiring, golf carts, port a-potties, backstage and field tents, and of course, the fireworks. Other expenses include event insurance, rentals, music arrangement rentals and purchases, various fees, licenses and royalties including the fireworks permit, cartage fees for instruments, milceage per diem to musicians to Hagerstown, bus transportation for the musicians to and from the battlefield, and extra stagehands along with part-time production personnel to help with the set-up and take-down of chairs, music stands and other equipment.

The budget for the 33rd Annual "Salute to Independence" totals \$217,978. This includes direct and administrative expenses totaling \$124,138 and \$93,840 in contributed (in-kind) services and materials from some 20 community partners. The contributed services include a portion of the staging costs, the crane and 30ft by 50ft U.S. Flag which flies over the concert stage, the Army National Guard Artillery Battalion and their equipment, the concert program book, event marketing, National Park Service staff, park rangers and the use of the Antietam National Battlefield venue.

Currently, the MSO has secured \$69,000 towards the \$124,138 in cash resources necessary to meet the direct expenses involved to produce this July's "Salute." This includes \$43,000 in corporate sponsorships, \$23,000 in grants from area foundations, \$2,500 from county tourism, and \$500.00 in contributions from private donors. The MSO requests the County Commissioners to consider a \$35,000 grant from the Hotel Rental Tax Fund of Washington County, MD. This request, representing an investment of \$1.00 (one-dollar) per-person of the anticipated 35,000 who will attend this July's "Salute".

At the time of this request, the Orchestra is confident that it will be able to raise the remaining dollars needed to meet the allocated direct expenses by the July event through conversations and appeal to previous "Friends of the Salute" contributors.

Total Project Budget

A. Amount of Hotel Rental Tax Grant Funding Requested	\$35,000.00
B. List Other Funding Sources and Their Respective Amounts	
Source: Corporate sponsorships, government and foundation grants	\$101,000.00
Source: Contributions from individuals tourism, and small businesses	\$23,138.00
Source: Contributed in-kind services from community partners including the Battlefield	\$93,840.00
C. Total Project/Event Funding (A + B)	\$217,978.00

Itemize your total project budget into the appropriate classifications:

A. Tourism Attraction (Be specific in expense break down):	
Music Director, Musicians & Production Staff	\$42,138.00
Direct production expenses including stage, sound, equipment & rentals	\$82,000.00
Contributed services - battlefield, crane, flag, cannons, staging and marketing	\$93,840.00
B. Economic Development Enhancement (Be specific in expense breakdown):	
C. Cultural Projects (Be specific in expense breakdown):	
D. Recreational Projects (Be specific in expense breakdown):	
Total Project Budget	\$217,978.00


Certification:

We certify the information contained in this application is complete, accurate and fully discloses the scope and intent of our request for funding from the Hotel Rental Tax Fund. We agree to comply with the County's requests for information regarding the use of awarded funds and to provide access to accounting records related to these funds.

We acknowledge that if expenditures of funds is approved, such approval will be for line-item-by-line-item expenditures, which must be adhered to within the maximum 10% line item deviation.

We further acknowledge that any deviations beyond 10% allowable amount will require us to submit a program amendment which will have to be approved by the Office of Community Grant Management prior to any further expenditures.

By signing this application, I/we accept and agree to be bound by the terms and conditions of Hotel Rental Tax Regulations as administered by the Washington County Commissioners in compliance with current State laws.

Signature:  Date:
Applicant/Organization:

Recommended by: Date: Approve
 Denied
Director, Office of Community Grant Management

Comments:

Approved By: Date: Approved
 Denied
County Administrator

Comments:

For Requests over \$25,000
Approved By: Date: Approved
 Denied
President, Board of County Commissioners

Return Application To:
Washington County Office of Community Grant Management
100 West Washington Street Room 2200
Hagerstown, Maryland 21740
240-313-2040



Open Session Item

SUBJECT: APPROVAL OF BYLAWS FOR THE DIVERSITY AND INCLUSION COMMITTEE

PRESENTATION DATE: June 12, 2018

PRESENTATION BY: Vicki C. Lumm, County Clerk

RECOMMENDED MOTION: To approve the bylaws of the Diversity and Inclusion Committee as presented.

REPORT-IN-BRIEF: Several County Commissioners were approached by citizens in the community regarding the possibility of forming a board to address inclusion and diversity in the County. After several collaborative meetings, the attached bylaws were created to incorporate the mission and goals of a “Diversity and Inclusion Committee”.

DISCUSSION: The mission of the Committee is to advise the Board of County Commissioners on public policy relating to ethnic affairs, promote the involvement of all ethnic groups in business and community affairs, and advocate services and programs relating to the quality of life for all residents. Membership is comprised of seven individual voting members and two non-voting, ex-officio members (one County Commissioner member and one Board of Education member).

Upon approval of the bylaws, applications from the community will be encouraged through a media release. Members will then be appointed by the County Commissioners.

FISCAL IMPACT: A \$2,000 budget line item is included in the FY 19 General Fund Budget to carry out the goals of the Committee that include the selection of persons for the “Attitudes of America Award” and to coordinate and promote ethnic festivals and/or public performances.

CONCURRENCES: County Commissioners; County Administrator; County Attorney

ALTERNATIVES: Revise the proposed bylaws or not approve the formation of such a Committee.

ATTACHMENTS: Bylaws for the Diversity and Inclusion Committee

WASHINGTON COUNTY DIVERSITY AND INCLUSION COMMITTEE

BYLAWS

Article I

Name

The name of the committee is the Washington County Diversity and Inclusion Committee (Committee).

Article II

Mission Statement

The Committee is to advise the Board of County Commissioners of Washington County, Maryland (Commissioners) on public policy relating to ethnic affairs, promote the involvement of all ethnic groups in business and community affairs, and advocate services and programs relating to the quality of life for all residents.

Article III

Priorities

The Committee shall:

- A. Undertake the task of gathering and disseminating information from and about the growing diverse ethnic population of Washington County, Maryland (County);
- B. Foster a climate of mutual respect among different ethnic groups and peoples in the County by improving communication between the diverse groups and communities;
- C. Bridge the cultural diversity of all ethnic groups in the County;
- D. Offer input to the Commissioners relating to County and community issues by encouraging the discussion of differing viewpoints to promote an understanding in a multicultural environment;
- E. Advise the Commissioners on how County government can be more inclusive of the diverse community in which we live by providing guidance on issues such as employment, employee relations and citizen participation in government processes;
- F. Coordinate and promote ethnic festivals to add to the quality of excellence the community enjoys through public performances; and
- G. Annually nominate and select person(s) and organization(s) for the “Attitudes for America Award”.

Article IV

Membership

- A. **Composition.** The Committee shall be comprised of seven (7) individual voting members and two (2) non-voting, ex-officio members. The seven individual members shall be appointed by the Commissioners.

1. The seven (7) individual voting members shall be volunteer, private citizen residents of Washington County, Maryland, who have an interest in cultural and community outreach and political and economic empowerment.

2. The two (2) ex-officio, non-voting members shall be as follows:

a. One (1) Washington County Commissioner member; and

b. One (1) Washington County Board of Education member.

B. **Terms.** Standing ex officio voting members are not term-limited. Terms of the individual voting members shall be three (3) years. The individual voting members shall be appointed so that one-third (1/3) of the members' terms expire in each of three (3) consecutive years. Individual members shall be eligible for reappointment for one (1) consecutive three-year term only, and following the second consecutive three-year term, shall be eligible for reappointment only after an intervening one-year period. Individual voting members filling a partial term vacancy shall complete the partial term and shall then be eligible for reappointment for two (2) additional consecutive three-year terms.

C. **Termination of Membership and Vacancies.**

1. Membership on the Committee may be terminated by voluntary withdrawal or by removal by the Commissioners. Any member may withdraw from membership by giving written notice to the Committee chair of such intention.

2. The Committee may recommend to the Commissioners that the membership of an individual member be terminated based on one or more of the following criteria:

a. inadequate attendance including excused and unexcused absences;

b. breach of confidentiality;

c. action/behavior that is inappropriate or inconsistent with County policy; and

3. The Commissioners shall have the authority to remove any member of the Committee at any time when, in its sole and absolute discretion, the best interest of the community shall be served.

**Article V
Officers**

A. **Elected Officers.** Members of the Committee shall elect from among their members a chair, vice-chair, and secretary. Notwithstanding any provision of these bylaws, no member may simultaneously hold more than one office. The officers shall have the duties and powers usually attendant upon such officers and other duties and powers not inconsistent herewith as may be provided by the Committee and/or the Commissioners.

B. **Terms.** The chair and vice-chair shall take office at the close of the Annual Meeting and shall serve for a term of one (1) year. Officers are eligible for

reelection or reappointment for one (1) additional year. Vacancies occurring during a term of office must be filled for the unexpired balance of the term of office. When a vacancy in the office of the chair occurs, the vice-chair shall automatically succeed to the office of chair.

C. **Chair.** The chair shall:

1. Preside as the chief officer of the Committee and shall be present at all meetings of the Committee;
2. Serve as a non-voting ex-officio member of all sub-committees and appoint the chair of each sub-committee from among the members;
3. Ensure that proper records are maintained;
4. Communicate to the Committee such matters and make such suggestions as may in the chair's opinion tend to promote the achievement of the goals outlined in these bylaws; and
5. Perform such other duties as are necessarily incidental to the office.

D. **Vice-Chair.** The vice-chair shall perform all duties of the chair during his or her absence.

E. **Secretary.** The secretary shall maintain minutes of the meetings and when necessary provide notice of meetings to members of the Committee.

F. **Officer Removal, Resignation, and Vacancies**

1. The Committee may recommend to the Commissioners that a member serving as an officer be removed from his or her officer position based on one or more of the following criteria:
 - a. inadequate attendance including excused and unexcused absences;
 - b. breach of confidentiality;
 - c. actions/behavior that in the opinion of the Committee is inappropriate or inconsistent with policy; and
2. The Commissioners shall have the authority to remove any member from an officer position of the Committee at any time when, in its sole and absolute discretion, the best interest of the community shall be served.
3. In the event of an officer vacancy that is caused by removal, resignation, or any other reason, the Committee shall elect a member to fill the vacancy. The election shall take place at the next regularly scheduled meeting following the effective date of the vacancy. A member elected to fill a vacancy shall serve out the remainder of the officer's term left vacant. The partial term served shall not be applied to the term limits.

Article VI
Meetings

A. **Meetings.** Meetings shall be subject to the Open Meetings Act and members of the public shall be permitted to attend all meetings except as provided by law. General parliamentary rules, as set forth in Robert’s Rules of Order, as amended from time to time, shall govern, when not in conflict with these bylaws.

1. **Regular Meetings.** Meetings shall occur throughout the year according to a schedule, which shall be established at the annual meeting. Notice of this schedule shall be provided to Committee members and the Commissioners.

2. **Special Meetings.** Special meetings of the Committee may be called at any time by the chair or, in the chair’s absence, by the vice-chair. One (1) week notice of any special meeting should be given to the members by the chair or vice-chair, and the notice must state the subject of the meeting.

3. **Annual Meeting.** An annual meeting shall be held each year at a date and time to be determined by the chair. At the annual meeting, the installation of officers shall occur, and a schedule of regular meetings shall be established for the upcoming year.

B. **Attendance.** All members shall be required to attend the regularly scheduled Committee meetings each fiscal year. Failure to attend these meetings may be at the discretion of the Executive Committee and result in the following:

1. A third missed meeting in any fiscal year may result in a letter to the member from the chair regarding the attendance policy.

2. Disassociation from the Committee as a voting member may occur after the third unexcused absence of regularly scheduled meetings in any fiscal year.

C. **Quorum.** Fifty-one percent (51%) of the total membership shall constitute a quorum. If such a majority is not present at any time, the presiding officer shall adjourn the meeting until a quorum is present.

D. **Sub-committees.** Other standing or special sub-committees of the Committee may be formed by the Committee as deemed necessary.

Article VII
Fiscal Year and Budget

A. **Fiscal Year.** The fiscal year of the Committee shall begin on the 1st day of July and end on the last day of June.

B. **Budget.** An annual budget allocation as determined by the County will be allocated by the County on a fiscal year basis to carry out the mission and objectives of the Committee. The Committee shall vote to approve all expenditures using a majority vote.

Article VIII
Amendments to Bylaws

These bylaws may be amended, repealed, modified, or altered, in whole or in part, by the Commissioners, in their sole and absolute discretion. If such an amendment or change is proposed by the Committee, such proposal must be submitted in writing and approved at a meeting of the Committee. The proposal to amend these bylaws and the text of the proposed amendment must be included in the notice of the next meeting of the Committee. At that time, the Committee shall vote on the proposed amendment. Such proposed amendments shall be recommended to the Commissioners only if the proposal receives a quorum vote of the Committee.

Approved and adopted this _____ day of June, 2018.

ATTEST:

Vicki C. Lumm, County Clerk

Terry L. Baker, President
Board of County Commissioners of
Washington County, Maryland



Agenda Report Form

Open Session Item

SUBJECT: JG Business Link International (JGBLI) Request for Funding

PRESENTATION DATE: June 12, 2018

PRESENTATION BY: Wonro Lee, CEO JGBLI; Joe Lee, President Washington Realty Management; Gunseon Lee, Chairman JG Group

RECOMMENDED MOTION: Move to approve funding to be provided for June 2018 Korean Business Development Mission not to exceed \$47,050.00.

REPORT-IN-BRIEF: JG Business International will update the Board of County Commissioners on ongoing negotiations and the purpose of the Business trip planned in June of 2018.

DISCUSSION: Discussions to include but not limited to:

- A detailed timeline of trips and potential business partner visits.
- June 2018 Advance Mission, purpose, expectations and budget request.
- September 2018 Global Infrastructure Cooperation Conference and budget request.

FISCAL IMPACT: June 2018 Request - \$47,050.00

CONCURRENCES: N/A

ALTERNATIVES: Deny Funding Request

ATTACHMENTS: Current Timeline and Requested Information as presented May 8, 2018

AUDIO/VISUAL NEEDS:

June 2018 - JGBLI Advance Mission

	Days	Cost Per Day	Delegation	Total
Airline - Korea	1	\$ 2,800.00	3	\$ 8,400.00
Hotel	13	\$ 250.00	3	\$ 9,750.00
Meals	14	\$ 200.00	3	\$ 8,400.00
Transportation	14	\$ 750.00	1	\$ 10,500.00
Investor Seminar	1	\$ 10,000.00	1	\$ 10,000.00
				\$ 47,050.00