



100 West Washington Street, Suite 1101 | Hagerstown, MD 21740-4735 | P: 240.313.2200 | F: 240.313.2201  
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**BOARD OF COUNTY COMMISSIONERS**  
**March 19, 2019**  
**OPEN SESSION AGENDA**

- 08:00 A.M. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE  
CALL TO ORDER, *President Jeffrey A. Cline*  
APPROVAL OF MINUTES – March 5, 2019
- 08:05 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 consult with counsel to obtain legal advice on a legal matter; to consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State; and to consider the acquisition of real property for a public purpose and matters directly related thereto.)
- 10:00 A.M. RECONVENE IN OPEN SESSION
- 10:05 A.M. COMMISSIONERS' REPORTS AND COMMENTS
- 10:15 A.M. REPORTS FROM COUNTY STAFF
- 10:25 A.M. CITIZENS PARTICIPATION
- 10:35 A.M. SECOND QUARTER ADJUSTMENTS TO THE WASHINGTON COUNTY BOARD OF EDUCATION'S FY2019 GENERAL FUND BUDGET – *Jeffery Proulx, Chief Operating Officer, Washington County Public Schools, David Brandenburg, Executive Director of Finance, Washington County Public Schools*
- 10:45 A.M. DELIBERATION / CONSENSUS DECISION OF APPLICATION FOR ZONING MAP AMENDMENT RZ-18-003, P OVERLOOK LLLP -*Jill Baker, Deputy Director, Division of Planning and Zoning*
- 10:55 A.M. CENSUS 2020 COMPLETE COUNT COMMITTEE – *Jill Baker, Deputy Director, Division of Planning and Zoning and Kathy Maher, Director, City of Hagerstown Planning and Code Enforcement*
- 11:05 A.M. STATE HOMELAND SECURITY GRANT PROGRAM – APPROVAL TO SUBMIT GRANT APPLICATION AND ACCEPT AWARDED FUNDING – *Allison Hartshorn, Grant Manager, Office of Grant Management, Charles Brown, Deputy Director, Division of Emergency Services*

- 11:10 A.M. FISCAL YEAR 2020 ANNUAL TRANSIT GRANT APPLICATION – APPROVAL TO SUBMIT APPLICATION AND ACCEPT AWARDED FUNDING - *Allison Hartshorn, Grant Manager, Office of Grant Management, Kevin Cerrone, Director, Washington County Transit*
- 11:15 A.M. DEPART FOR THE HAGERSTOWN COMMUNITY COLLEGE  
*Location: Hagerstown Community College, 11400 Robinwood Drive, Hagerstown, Elliott Center, Room 211 & 213*
- 12:00 P.M. ANNUAL HAGERSTOWN COMMUNITY COLLEGE BOARD OF TRUSTEE’S FY20 BUDGET PRESENTATION AND LUNCH
- 01:30 P.M. DEPART FOR 100 WEST WASHINGTON STREET, HAGERSTOWN, SUITE 1113,
- 02:00 P.M. RECONVENE IN OPEN SESSION
- 02:05 P.M. INTENT TO CONVEY REAL PROPERTY – *Todd Moser, Real Property Administrator, Division of Engineering and Sydney Machat, Broker*
- 02:15 P.M. CONVEYANCE OF LAND TO COUNTY – *Todd Moser, Real Property Administrator, Division of Engineering and Mark Bradshaw P.E., Deputy Director, Department of Water Quality, Division of Environmental Management*
- 02:25 P.M. PROFESSIONAL BOULEVARD BRIDGE – *Scott Hobbs, Director, Division of Engineering*
- 02:35 P.M. PRESENTATION OF THE 2020-2029 CAPITAL BUDGET – DRAFT 2 – *Sara Greaves, Chief Financial Officer*
- 03:10 P.M. HIGHWAY DEPARTMENT ORGANIZATION PLAN – *Andrew Eshleman, Director, Public Works*
- 03:25 P.M. CASCADE TOWN CENTRE – *Susan Small, Director, Department of Business Development and Andrew Eshleman, Director, Public Works*
- 03:40 P.M. WASHINGTON COUNTY STRATEGIC PLANNING MEETINGS - *Robert Slocum, County Administrator*
- 03:45 P.M. RESOLUTION CHANGING RESIDENT AGENT – *Kirk C. Downey, County Attorney*
- 03:50 P.M. FIVE YEAR GENERAL FUND PROJECTION – *Sara Greaves, Chief Financial Officer*
- 04:00 P.M. ADJOURNMENT



## Agenda Report Form

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### Open Session Item

**SUBJECT:** Second Quarter Adjustments to the Washington County Board of Education's FY2019 General Fund Budget

**PRESENTATION DATE:** March 19, 2019

**PRESENTATION BY:** Jeffrey Proulx, Chief Operating Officer, Washington County Public Schools, and David Brandenburg, Executive Director of Finance, Washington County Public Schools

**RECOMMENDED MOTION:** Move to approve the requested second quarter adjustments to the Board of Education's FY2019 General Fund Budget.

**REPORT-IN-BRIEF:** The Annotated Code of Maryland requires local school systems to periodically re-forecast their financial needs and make necessary changes to their budgets. To that end, the Washington County Board of Education approved the attached list of changes to its FY2019 General Fund Budget at its February 19, 2019 meeting.

**DISCUSSION:** Several of the changes that the Board of Education approved on February 19 cross major categories. Therefore, these requested adjustments must also be approved by the Board of County Commissioners. The Board of Education has asked its Finance staff to review the requested budget changes with the Commissioners and answer any questions that they may have.

**FISCAL IMPACT:** None. These proposed modifications merely adjust the budget to allow for proper categorization of revenues and expenses.

**CONCURRENCES:** The Board of Education's Finance Committee reviewed the proposed adjustments at their meeting on February 5, 2019, and recommended them for approval by the full Board. The Board of Education unanimously approved these changes at their February 19, 2019 meeting.

**ALTERNATIVES:** None

**ATTACHMENTS:**

- Proposed second quarter budget adjustments for the Washington County Board of Education's FY2019 General Fund Operating Budget.

**AUDIO/VISUAL NEEDS:** None

**Washington County Public Schools  
Second Quarter FY2019 Budget Adjustments**

Category	Value	The primary reason for variance is:
Revenue	99,420	Increased interest income and sale of assets
Administration	161,750	Higher indirect cost recovery from grants due to higher rate, turnover credit
Mid-Level Administration	33,665	Turnover credit
Student Personnel Services	121,320	Two positions classified under Instruction - Guidance
Maintenance of Plant	47,790	Turnover credit
Fixed Charges	516,469	Savings in contributions to the health insurance fund due to changes in subscriber mix
Capital Outlay	10,715	Turnover credit/vacancy
Total Expense Reductions/Additional Revenue	<b><u>991,129</u></b>	
Other Instructional Costs	110,159	Adjust for CTE Maintenance of Effort
Student Transportation Services	237,930	Increased assistants and temporary help to support special needs and initiatives
Operation of Plant	613,040	Replacement of school servers for security and other functions
Food Services	30,000	Needed for regular program and adjustments to student accounts
Total Expense Increases/Reduced Revenue	<b><u>991,129</u></b>	
<b>Net Effect on Fund Balance</b>	<b>0</b>	

Washington County Public Schools  
Summary of FY2019 Budget Adjustments by Quarter

Category	Increase/(Decrease)				
	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Full Year
Revenue		\$99,420			\$99,420
Administration	(60,000)	(161,750)			(\$221,750)
Mid-Level Administration	(33,909)	(33,665)			(\$67,574)
Instructional Salaries	136,410				\$136,410
Instructional Textbooks and Supplies	(43,415)				(\$43,415)
Other Instructional Costs	96,324	110,159			\$206,483
Special Education					\$0
Student Personnel Services		(121,320)			(\$121,320)
Student Health Services					\$0
Student Transportation Services		237,930			\$237,930
Operation of Plant	50,000	613,040			\$663,040
Maintenance of Plant		(47,790)			(\$47,790)
Capital Outlay		(10,715)			(\$10,715)
Food Service		30,000			\$30,000
Fixed Charges	(145,410)	(516,469)			(661,879)
Undesignated Fund Balance Change	\$0	\$0	\$0	\$0	\$0

Note: An increase in the revenue budget has the same effect as a decrease in the expense budget. They are both positive. Therefore, when adding the column, one must reverse the sign on the requested change in revenue.



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Open Session Item

**SUBJECT:** Deliberation/Consensus Decision on Application for Zoning Map Amendment RZ-18-003, P Overlook LLLP

**PRESENTATION DATE:** March 19, 2019

**PRESENTATION BY:** Jill Baker, Deputy Director, Division of Planning and Zoning

**RECOMMENDED MOTION:** Discussion to reach consensus to **approve or deny** zoning map amendment request.

**REPORT-IN-BRIEF:** The applicant requests the rezoning of a property located at the southeast corner of US 340 and Keep Tryst Road. The request is to rezone the property from Rural Village with a nine (9) lot residential density restriction to Rural Village without a residential density restriction.

**DISCUSSION:** During the public hearing the applicant presented testimony to assert their position that the County erred in the zoning of this property in both 2003, when it was the subject of a piecemeal rezoning, and again in 2005 when the Board of County Commissioners approved the rural area rezoning. The applicant first claims that the County had no authority to impose a 9-lot density restriction on this property as part of the piecemeal rezoning in 2003. Furthermore, the applicant contends that even if the 2003 decision was valid, the continuation of the 9-lot density restriction should not have survived the Comprehensive Rural Area Rezoning in 2005.

Staff contends that this is not a case of change or mistake but rather a reconsideration of a previous zoning decision. The reason for this conclusion is because the appeal period for both of these actions has lapsed. In addition, the applicant was aware and compliant in the establishment of the conditions in both cases. Both Staff and the Planning Commission have recommended denial of this application.

The Washington County Planning Commission held a public rezoning input meeting on September 10, 2018 and made a recommendation to deny the application on October 1, 2018. The Board of County Commissioners held a public hearing on February 12, 2019 for the purpose of taking public testimony on this subject. Several citizens spoke against the proposed change during the public hearing and several written comments declaring opposition to this change were received during the comment period. No verbal or written correspondence was received in favor of the proposed change. All information related to this case was presented to the Commissioners at the time of the public hearing and are contained in the official record of this case.

**FISCAL IMPACT:** N/A

**CONCURRENCES:** Washington County Planning Commission

**ALTERNATIVES:** N/A

**ATTACHMENTS:** N/A

**AUDIO/VISUAL NEEDS:** N/A



## Agenda Report Form

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### Open Session Item

**SUBJECT:** Census 2020 Complete Count Committee

**PRESENTATION DATE:** March 19, 2019

**PRESENTATION BY:** Jill Baker, Deputy Director, Division of Planning and Zoning; Kathy Maher, Director, City of Hagerstown Planning and Code Enforcement

**RECOMMENDED MOTION:** Motion to approve Washington County's participation with the City of Hagerstown in the establishment of a unified Complete Count Committee for Census 2020

**REPORT-IN-BRIEF:** The Census, a comprehensive count of all US inhabitants, is required by the US Constitution every 10 years. To assist in these efforts the US Census Bureau has requested that local jurisdictions and other organizations form a diverse body of volunteers in the community to help promote and provide outreach to citizens to achieve the highest rate of response possible.

**DISCUSSION:** The decennial Census is the primary tool used by federal, state, and local governments to prioritize and distribute funding for services and infrastructure and to establish representation in Congress. Since the Census is conducted only once every 10 years the accuracy and participation from citizens is vital to ensure continued high levels of service and appropriate representation in government.

**FISCAL IMPACT:** Some limited fiscal impact may be incurred for outreach materials. Planning and Zoning staff time to create and manage Complete Count Committee is unknown at this time. Public Relations will assist with outreach.

**CONCURRENCES:** Hagerstown Mayor and Council

**ALTERNATIVES:** The County could establish a Complete Count Committee separate from Hagerstown or not participate at all with establishing such an organization.

**ATTACHMENTS:** Joint Powerpoint presentation

**AUDIO/VISUAL NEEDS:** Need resources to display a powerpoint presentation



# Complete Count Committee



## Presented By:

Jill Baker, Deputy Director, Washington  
County Department of Planning and Zoning

Kathy Maher, Director, Planning and Code  
Administration, City of Hagerstown

# What is the Census?

The Census is a COUNT of every RESIDENT in the United States.



- Also known as the Population and Housing Census
- Takes place every ten (10) years (since 1790)
- It is mandated by the Constitution of the United States
- Includes the Economic Census and the Census of Governments that each take place every five (5) years.

Why is the Census so important?

# CENSUS = SEATS

Data Collected by the decennial Census determines the number of seats each state has in the US House of Representatives.



# Why is the Census so important?

## CENSUS = BUSINESS

- Population Fuels Private Sector Business Decisions
  - Site Location
  - Sizing of Establishments
  - Goods & Services Provided
  - Marketing Plan Decisions
- Workforce
  - Education Level
  - Sufficient Labor Base
- Funding
  - Tax Incentives
  - Loans



# Why is the Census so important?

## CENSUS = FUNDING

\$675 B.

Approximate annual federal funding distributed by population count

50%

Percentage of County Commissioner FY2019 CIP & General Operating budget revenues from state and federal grants

57%

Percentage of City's FY 2018 Water Fund CIP revenue from state sources

25%

Percentage of City's FY 2018 General Fund CIP revenue from state and federal sources



Statistical data from the Census used for \$\$GRANT\$\$ writing which can lead to additional per capita funding



# Why is the Census so important?

## CENSUS = PLANNING for the FUTURE

Data from Community Surveys helps planners & elected officials plan for growth and infrastructure needs.

The Census Can Tell Us:

- WHO – Age, Race, Sex, Employment, Educational Attainment, Income
- WHAT – Schools, Roads, Housing, and Emergency Services
- WHEN – Informs Population Projections
  - WHERE – Location, Migration



# 2020 Census Operational Timeline

## 2018

- Local Update of Census Addresses (LUCA)
- Complete Count Committee brainstorming by local respondents (City of Hagerstown & Washington County)

## 2019

- January
  - Complete Count Committee Outreach
- March
  - Local Census Office Opens
  - Complete Count Committee Initial Meeting

## 2020

- March
  - Census Postcards sent to most homes
    - Mailing Letter follow-up to take survey online/phone/paper
    - Non-Respondent Letter/Postcards
- April 1<sup>st</sup> CENSUS DAY

# How can we help?

## Operational Support

- Provide locations with computer access that citizens without internet service can use to fill out forms
- Provide lists of local group facilities such as residential institutions, shelters, service providers and transient locations



## Promotional Support

- Form a Complete Count Committee
- Encourage Census Participation



## Workforce

- Promote the important job opportunities available from the Census



# Examples of Committee Participants

## CCC Chairperson



### Local Government

Local Elected Officials  
City/County GIS Staff  
City/County Planning Staff  
Library Leaders



### Media

Newspapers  
Television  
Radio  
Social Media



### Education

Early Childhood & K-12 Schools  
Universities/Colleges  
Adult Education/Literacy Groups  
PTO/PTA



### Business/Labor

Chambers of Commerce  
Human Resources  
Retailers  
Organized Labor leadership



### Community

Faith Based Community  
Non-Profits  
Clinic/Hospitals  
Health Agencies

\*\*Partnership Specialist is advisor & Census liaison to CCC's

**Promote public awareness and participate in the Census Campaign.**



## **A Trusted Voice to:**

- **Use Local knowledge, influence and resources to educate and inform citizens about the 2020 Census and motivate citizens to proactively respond.**
- **Help the Census Bureau reach out to groups who are hard to count or aren't motivated to respond to the national campaign**
- **Participate in the development of plans to ensure that all local communities are aware and supportive of Census2020**

# Education

**PHASE ONE:** raise public awareness by educating community leaders about the importance and process of the Census.

- **Develop a Complete Count Committee**
- **If applicable, develop subcommittees of the CCC, for example:**
  - **Workforce Recruiting**
  - **Government**
  - **Education**
  - **Faith-based**
  - **Media**
  - **Business**
- **Educate these committees to disseminate information to the general public**



**PHASE TWO: work focuses on letting people know that the Census is coming.**

- **Members of the CCC committee and subcommittees should:**
  - **Continue to educate the public on the importance of the Census**
  - **Plan media and community events to notify the general public that the Census is coming and how to participate**
  - **Encourage participation from community business and organizations to help promote the Census through newsletters, websites, social media, drop in articles, or mailing lists.**

# Motivation & Action

**FINAL PHASE: Motivate the public to take action and complete their Census forms.**

**During this phase of work tasks may include:**

- **Media outreach**
- **Notifying citizens of locations that offer assistance in filling out forms**
- **Inform the public that Census takers will be out in our community and promote cooperation during visits.**



## What we provide...

- **Be a Trusted Voice; Establish and Participate in CCC**
- **Provide support for the CCC through Staffing and Resources of Planning, Public Relations and others**

## What we receive...

**Seats, Business, Funding & Future Planning for Washington County and the City of Hagerstown.**

# Complete Count Committee



## Follow Us:

CityofHagerstown  WashingtonCountyMD

@CityHagerstown  @WashingtonCoMD

CityofHagerstown  WashingtonCountyMD

## Follow the Census:

   [uscensusbureau](https://www.uscensusbureau.com)



Agenda Report Form

Open Session Item

**SUBJECT:** State Homeland Security Grant Program– Approval to Submit Grant Application and Accept Awarded Funding

**PRESENTATION DATE:** March 19, 2019

**PRESENTATION BY:** Allison Hartshorn, Grant Manger, Office of Grant Management, Charles Brown, Deputy Director, Division of Emergency Services

**RECOMMENDED MOTION:** Move to approve the submission of FY20 State Homeland Security Grant to the Maryland Emergency Management Agency in the amount of \$153,800 and accept funding as awarded.

**REPORT-IN-BRIEF:** The State Homeland Security Grant program is administered by the Federal Emergency Management Agency and passes through the State Emergency Management Agency to be distributed to local jurisdictions. The program is intended to enhance and maintain current Homeland Security initiatives as they pertain to prevention, preparedness, response, recovery, and mitigation. The grant will pay partial salary for the Emergency Management Specialist, the cost of the Washington County Citizen Notification Program, a part time position within the Washington County Sheriff's Office for Incident Management Team coordination and projects and other costs which include training, equipment, public outreach and response capabilities.

**DISCUSSION:** The Office of Grant Management has reviewed the grant guidelines. The performance period for this federal grant is September 1, 2019 through August 1, 2021. There is no matching fund requirement associated with this grant; however at least 25% of the grant funds must be spent on law enforcement related tasks or equipment.

Wages & Benefits	\$71,000
Operational Expenses	<u>\$82,800</u>
Total	\$153,800

**FISCAL IMPACT:** Provides \$153,800 for Emergency Services related expenses which may otherwise be charged to the Emergency Services budget.

**CONCURRENCES:** Susan Buchanan 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:** Fiscal Year 2020 Annual Transit Grant Application – Approval to Submit Application and Accept Awarded Funding

**PRESENTATION DATE:** March 19, 2019

**PRESENTATION BY:** Allison Hartshorn, Grant Manager, Office of Grant Management and Kevin Cerrone, Director, Washington County Transit

**RECOMMENDED MOTION:** Move to approve the resolution authorizing the filing of the application for a grant under the Federal Transit Act and approve the execution of the grant agreement upon receipt, subject to review and approval by the County Attorney’s Office.

**REPORT-IN-BRIEF:** Washington County Transit annually applies to the Maryland Transit Administration (MTA) for Federal and State operational and capital grant funding through the Annual Transportation Improvement Plan (ATP). The grant funds are used to operate authorized transportation programs within Washington County, which includes the Section 5307 Public Transportation Program – Fixed Route Transit, the American Disability Act (ADA) Complementary Paratransit Program, the Statewide Special Transportation Assistance Program (SSTAP) – aka: Ride Assist Voucher Program and the Capital Assistance Program (CAP).

The fiscal year 2020 application requests \$2,778,908 in State and Federal funds from MTA and the Federal Transit Administration (FTA) to subsidize the Transit system at current level of service.

**DISCUSSION:** The Office of Grant Management has reviewed the grant application. There are no unusual conditions or requirements attached to the acceptance of the grant.

**FISCAL IMPACT:** Local match (General Fund & In-Kind) is required to secure the Federal and State grant funds. The local match requirement associated with the fiscal year 2020 application is as follows:

5307 Operating Grant (General Funds)	\$726,020.00
5307 Capital Grant (General Funds)	\$144,840.00
SSTAP Grant (In Kind - \$30,750):	<u>\$ 0.00</u>
	\$870,860.00
WCDSS:	\$109,000.00

**CONCURRENCES:** Susan Buchanan Director, Office of Grant Management, County Attorney

**ALTERNATIVES:** If a decision is made not to apply for the grant funds and/or provide the local match requirements, the County would become ineligible for the Federal and State transit grant funds in fiscal year 2020.

**ATTACHMENTS:** County Attorney has grant application in his possession.

**AUDIO/VISUAL NEEDS:** N/A



## Agenda Report Form

### Open Session Item

**SUBJECT:** Intent to convey Real Property

**PRESENTATION DATE:** March 19, 2019

**PRESENTATION BY:** Todd Moser, Real Property Administrator, Division of Engineering, Sydney Machat, Broker

**RECOMMENDED MOTION:** Move to adopt the ordinance declaring properties located at 13529 Spriggs Street, Hagerstown, Maryland, 11804 Partridge Trail, Hagerstown, MD, and 330 W Main Street, Sharpsburg, MD as surplus, and approve the conveyance of the same and authorize the execution of the necessary documentation to finalize the conveyance.

**REPORT-IN-BRIEF:** Notice of the County's intent to convey this property was duly advertised on February 12, February 19, and February 26. We are ready to transfer the property as described to the below stated buyers.

**DISCUSSION:** Upon review of County owned properties, three were determined and approved by the Board to be surplus properties. The properties were listed on the open market on January 29, 2019. The Board has received the following offers:

13529 Spriggs Street, Hagerstown	11804 Partridge Trail, Hagerstown	330 W Main Street, Sharpsburg
Buyer- Tyler Castle	Buyer- Thomas and Carolyn Brewer	Buyer-Matthew Barnhardt
Offer Price- \$70,000	Offer Price- \$189,000	Offer Price-\$97,000

**FISCAL IMPACT:** Income from sale of property

**CONCURRENCES:** Kirk C. Downey, County Attorney, and Scott Hobbs, Director of Engineering

**ALTERNATIVES:** N/A

**ATTACHMENTS:** Aerial, Ordinance

**AUDIO/VISUAL NEEDS:** N/A

13529 Spriggs Road



Spriggs Road

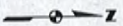
Maugans Avenue

Legend

- Parcel Boundaries

- 13529 Spriggs Road

0 5 10 15 20 Feet



ORDINANCE NO. ORD-2019-\_\_\_\_\_

**AN ORDINANCE TO DECLARE CERTAIN REAL PROPERTY  
AS SURPLUS PROPERTY AND TO APPROVE THE CONVEYANCE OF SAID  
REAL PROPERTY**

BE IT ORDAINED by the County Commissioners of Washington County, Maryland (the "County"), as follows:

1. It is hereby established and declared that the real property described on Exhibit A (the "Property") is no longer needed for a public purpose or a public use.

2. The County believes that it is in the best interest of the citizens of Washington County to convey the Property and Notice of Intention of Washington County to Convey Real Property was duly advertised pursuant to Section 1-301, Code of the Public Local Laws of Washington County, Maryland, in *The Herald-Mail*, a daily newspaper of general circulation, on February 12, 19, and 26, 2019.

3. The President of the Board of County Commissioners of Washington County, Maryland, and the County Clerk be, and they hereby are, authorized and directed to execute and attest, respectively, for and on behalf of the County, a deed conveying the Property to Tyler Castle for the sum of Seventy Thousand Dollars (\$70,000.00), and the Real Property Administrator is authorized to execute on behalf of the County any HUD-1 settlement statement and any other documents necessary to consummate the transaction.

ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2019.

ATTEST:

BOARD OF COUNTY COMMISSIONERS  
OF WASHINGTON COUNTY, MARYLAND

\_\_\_\_\_  
Krista L. Hart, Clerk

BY: \_\_\_\_\_  
Jeffrey A. Cline, President

Approved as to form  
and legal sufficiency:

\_\_\_\_\_  
Kendall A. McPeak  
Deputy County Attorney

## EXHIBIT A

All that lot or parcel of land, together with the improvements thereon, and all the rights, ways, privileges and appurtenances thereunto belonging or in anywise appertaining, situate in Election District No. 27, Washington County, Maryland, and being designated as Lot No. 10 on the Plat of Spriggs Delight Addition recorded at Plat Folio 289-A among the Land Records of Washington County, Maryland; EXCEPTING THEREFROM a triangular tract of land lying on the extreme Southern part of Lot No. 10, fronting 20 feet, more or less, on Rowland Road (said Rowland Road having been renamed "Spriggs Road"), and extending back therefrom on the South side of Lot No. 10 along the Northern boundary of Lot No. 11 an indefinite length to the rear where it meets in a point at the Southeast corner of Lot No. 10 and the Northeast corner of Lot No. 11 on said Plat; the above parcel as conveyed fronting on Rowland Road about 103 feet, more or less.

AND ALSO SUBJECT to a right of way reserved by Carl F. Rosenberry and Lucille E. Rosenberry, his wife, in the Deed from Carl F. Rosenberry and Lucille E. Rosenberry, his wife, to John H. Porter and Bessie P. Porter, his wife, dated April 13, 1962 and recorded in Liber 378, folio 774 among the Land Records of Washington County, Maryland.

THE improvements on the property are currently known and designated as 13529 Spriggs Road, Hagerstown, Maryland.

BEING all of the same property which was conveyed from Terry L. Porter to the Board of County Commissioners of Washington County, Maryland, by deed dated June 29, 2004 and recorded in Liber 2374, folio 34, among the Land Records of Washington County, Maryland.

# 11804 Partridge Trail

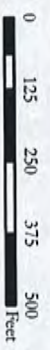
Jefferson Boulevard (MD 64)



## Legend

11804 Partridge Trail

Parcel Boundaries



ORDINANCE NO. ORD-2019-\_\_\_\_\_

**AN ORDINANCE TO DECLARE CERTAIN REAL PROPERTY  
AS SURPLUS PROPERTY AND TO APPROVE THE CONVEYANCE OF SAID  
REAL PROPERTY**

BE IT ORDAINED by the County Commissioners of Washington County, Maryland (the "County"), as follows:

1. It is hereby established and declared that the real property described on Exhibit A (the "Property") is no longer needed for a public purpose or a public use.

2. The County believes that it is in the best interest of the citizens of Washington County to convey the Property and Notice of Intention of Washington County to Convey Real Property was duly advertised pursuant to Section 1-301, Code of the Public Local Laws of Washington County, Maryland, in *The Herald-Mail*, a daily newspaper of general circulation, on February 12, 19, and 26, 2019.

3. The President of the Board of County Commissioners of Washington County, Maryland, and the County Clerk be, and they hereby are, authorized and directed to execute and attest, respectively, for and on behalf of the County, a deed conveying the Property to Thomas L. Brewer and Carolyn E. Brewer for the sum of One Hundred Eighty-Nine Thousand Dollars (\$189,000.00), and the Real Property Administrator for Washington County is authorized to execute on behalf of the County any HUD-1 settlement statement and any other documents necessary to consummate the transaction.

ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2019.

ATTEST:

BOARD OF COUNTY COMMISSIONERS  
OF WASHINGTON COUNTY, MARYLAND

\_\_\_\_\_  
Krista L. Hart, Clerk

BY: \_\_\_\_\_  
Jeffrey A. Cline, President

Approved as to form  
and legal sufficiency:

\_\_\_\_\_  
Kendall A. McPeak  
Deputy County Attorney



## EXHIBIT A

All that lot or parcel of land, together with the improvements thereon, and all the rights, ways, privileges and appurtenances thereunto belonging or in anywise appertaining, situate along the West side of Partridge Trail, between Cardinal and Meadowlark Avenues in Robinwood Election District No. 18, Washington County, Maryland, and being more particularly described as follows:

BEING Lot No. 2 on the Preliminary & Final Plat for The Trustees of the Presbytery of Baltimore, a Religious Corporation, said Plat is recorded at Plat Folio 1869 among the Plat Records of Washington County, Maryland; containing 0.87 acres of land, more or less; the improvements thereon being currently known and designated as 11804 Partridge Trail, Hagerstown, Maryland.

BEING the same property conveyed from Thomas L. Brewer, Widower, to the Board of County Commissioners of Washington County, Maryland, by deed dated June 9, 2005 and recorded in Liber 2684, folio 59 among the Land Records of Washington County, Maryland.

# 330 West Main Street



Shepherdstown Pike

Board of Education of Washington County  
Map/Parcel  
076 / 114

Board of Education of Washington County  
Map/Parcel  
0761 / 0477  
Lots 2 & 3

Board of Education of Washington County  
Shapsburg Elementary School  
Map/Parcel  
0761 / 0475  
5.084 Acres

**Legend**

- Parcel Boundaries
- 330 West Main Street

0 50 100 150 200 Feet

ORDINANCE NO. ORD-2019-\_\_\_\_\_

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REAL PROPERTY**

BE IT ORDAINED by the County Commissioners of Washington County, Maryland (the "County"), as follows:

1. It is hereby established and declared that the real property described on Exhibit A (the "Property") is no longer needed for a public purpose or a public use.

2. The County believes that it is in the best interest of the citizens of Washington County to convey the Property and Notice of Intention of Washington County to Convey Real Property was duly advertised pursuant to Section 1-301, Code of the Public Local Laws of Washington County, Maryland, in *The Herald-Mail*, a daily newspaper of general circulation, on February 12, 19, and 26, 2019.

3. The President of the Board of County Commissioners of Washington County, Maryland, and the County Clerk be, and they hereby are, authorized and directed to execute and attest, respectively, for and on behalf of the County, a deed conveying the Property to Mathew Barnhart for the sum of Ninety-Seven Thousand Dollars (\$97,000.00), and the Real Property Administrator for Washington County is authorized to execute on behalf of the County any HUD-1 settlement statement and any other documents necessary to consummate the transaction.

ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2019.

ATTEST:

BOARD OF COUNTY COMMISSIONERS  
OF WASHINGTON COUNTY, MARYLAND

\_\_\_\_\_  
Krista L. Hart, Clerk

BY: \_\_\_\_\_  
Jeffrey A. Cline, President

Approved as to form  
and legal sufficiency:

\_\_\_\_\_  
Kendall A. McPeak  
Deputy County Attorney

## EXHIBIT A

All the following lot or parcel of land, together with the improvements thereon, situate along the south side of Maryland Route 34 near the western end of the corporate boundary of the Town of Sharpsburg, Election District No. 1, Washington County, Maryland, and being more particularly described as follows:

Beginning for the outline hereof at a point in the south margin of Maryland Route 34, said point being near the northwest corner of land conveyed by Robert and Pamela Hautt per deed recorded at Liber 671, folio 428 among the Land Records of Washington County, Maryland, running thence back from Maryland Route 34 with the lands [now or formerly] of Hautt South 18 degrees 33 minutes 26 seconds East 207.24 feet to an existing iron pin and cap, thence with lands [now or formerly] of E.L. Keyfauver South 70 degrees 54 minutes 13 seconds West 1.59 feet to an existing fence post; thence continuing in a straight line along other lands [now or formerly] of Poffenberger South 70 degrees 54 minutes 13 seconds West 102.36 feet to a point; thence along lands of Lawrence and Doris Crouse (Liber 654, folio 222) North 26 degrees 56 minutes 43 seconds West 208.81 feet to a point in the south margin of Maryland Route 34; thence with said margin North 70 degrees 44 minutes 30 seconds East 134.41 feet to the place of beginning; containing 0.57 acres of land, more or less.

The improvements on the property are currently known and designated as 330 W. Main Street, Sharpsburg, Maryland.

Being all of Parcel No. 1 in a deed from Wells Fargo Financial Maryland, Inc. to the Board of County Commissioners of Washington County, Maryland, by deed dated June 23, 2015 and recorded among the Land Records of Washington County, Maryland, at Liber 5001, Folio 264.



## Agenda Report Form

### Open Session Item

**SUBJECT:** Conveyance of Land to County

**PRESENTATION DATE:** March 19, 2019

**PRESENTATION BY:** Todd Moser, Real Property Administrator, Division of Engineering, Mark Bradshaw, P. E., Deputy Director, Department of Water Quality, Division of Environmental Management

**RECOMMENDED MOTION:** Move to approve fee simple property conveyance of Real Property from CHIEF to the County.

**REPORT-IN-BRIEF:** CHIEF has proposed the conveyance of 0.41 acres off Governor Lane Boulevard at no cost to the County.

**DISCUSSION:** When the industrial park was developed, a sewage pump station had to be constructed. The pump station lot created was a 0.244 Acre fee simple lot without road frontage. Access to the pump station was an ingress/egress access easement to Governor Lane Boulevard.

Hagerstown Canteen Service Inc. owns the property adjacent to the pump station and are looking at adding an additional building to the site. While preparing the site plan, it was discovered that a small strip of land between Hagerstown Canteen Service Inc. and I-81 is still owned by CHIEF. This strip of land also extends between the County's Pump station and I-81. Once Hagerstown Canteen Service Inc. discovered that they did not own this land, they approached CHIEF about acquiring this land. CHIEF has agreed to dedicate the land between Hagerstown Canteen Service Inc. and I-81 to Hagerstown Canteen Service Inc. CHIEF asked the County if there was interest in receiving the land between the pump station and I-81 along with the ingress/egress parcel at no cost to the County.

By accepting the fee simple ownership of the ingress and egress easement, the County will now have sole ownership and usage of the driveway, thus eliminating potential conflicts in the future. The parcel between the pump station and I-81 would benefit the County in the event the pump station would need to be expanded in the future to accommodate additional development in the area.

**FISCAL IMPACT:** N/A

**CONCURRENCES:** Kirk C. Downey, County Attorney and Scott Hobbs, Director, Division of Engineering

**ALTERNATIVES:** N/A

**ATTACHMENTS:** Aerial

**AUDIO/VISUAL NEEDS:** N/A

# Proposed Property Conveyance to Washington County B.O.C.C.



Open Session Item

**SUBJECT:** Professional Boulevard Bridge

**PRESENTATION DATE:** March 19, 2019

**PRESENTATION BY:** Scott Hobbs, P.E., Director, Division of Engineering

**RECOMMENDED MOTION:** Arrive at consensus to move forward with the Professional Boulevard / Bridge project as planned in the Capital Improvement Plan (CIP) budget.

**REPORT-IN-BRIEF:** Professional Boulevard Bridge over Antietam Creek will provide a direct connection from the City of Hagerstown to Meritus Medical Center and Hagerstown Community College. Project benefits include reducing congestion and emergency response times, improving economic development opportunities and access to community resources, and enhancing the transportation network.

**DISCUSSION:** This project has been identified in the CIP since FY13 and Professional Boulevard Phase 1 / Bridge was fully funded in FY19. The Secretary of Transportation provided a \$1,120,000 grant for design. Staff is currently finalizing the design which includes County and City work for Phase 2. The County and City are currently working together on a Memorandum of Understanding (MOU) for infrastructure responsibilities relating to the proposed annexation.

**FISCAL IMPACT:** The estimated total cost for the Phase 1 / Bridge and Phase 2 project is \$13,000,000, which includes \$8,000,000 for the bridge. Approximately \$1,400,000 has been spent to date on planning, design, and right-of-way costs. The City of Hagerstown also has Professional Court improvements listed in their CIP, and the estimated cost for their portion of the work is \$2,500,000. The total investment in Yale Drive was approximately \$9,000,000, and the estimated cost to complete Professional Boulevard between Yale Drive and Rosewood Village is approximately \$2,000,000 as identified in the CIP (FY24-25). The County has received \$2,820,275 in federal ARC grants for Yale Drive and anticipates receiving an additional \$1,000,000 ARC grant and \$1,200,000 in state aid for Professional Boulevard Phase 2 work. The Hagerstown-Washington County Industrial Foundation, Inc. (CHIEF) has donated land for the project and provided design, utilities, stormwater pond maintenance (10 years), and a portion of the earthwork at Yale Drive as part of their contribution. The loss of tax revenue is yet to be determined but is anticipated to be in the hundreds of thousands of dollars when fully developed. The road will provide access to approximately 150 acres of land targeted for office, research, and technology development and anticipates creating hundreds of jobs.

**CONCURRENCES:** N/A

**ALTERNATIVES:** Complete the design and postpone construction of the bridge until further development. This may necessitate the return of grant funding.

**ATTACHMENTS:** Aerial Maps

**AUDIO/VISUAL TO BE USED:** Aerial Maps

# Yale Drive Utilities Overview



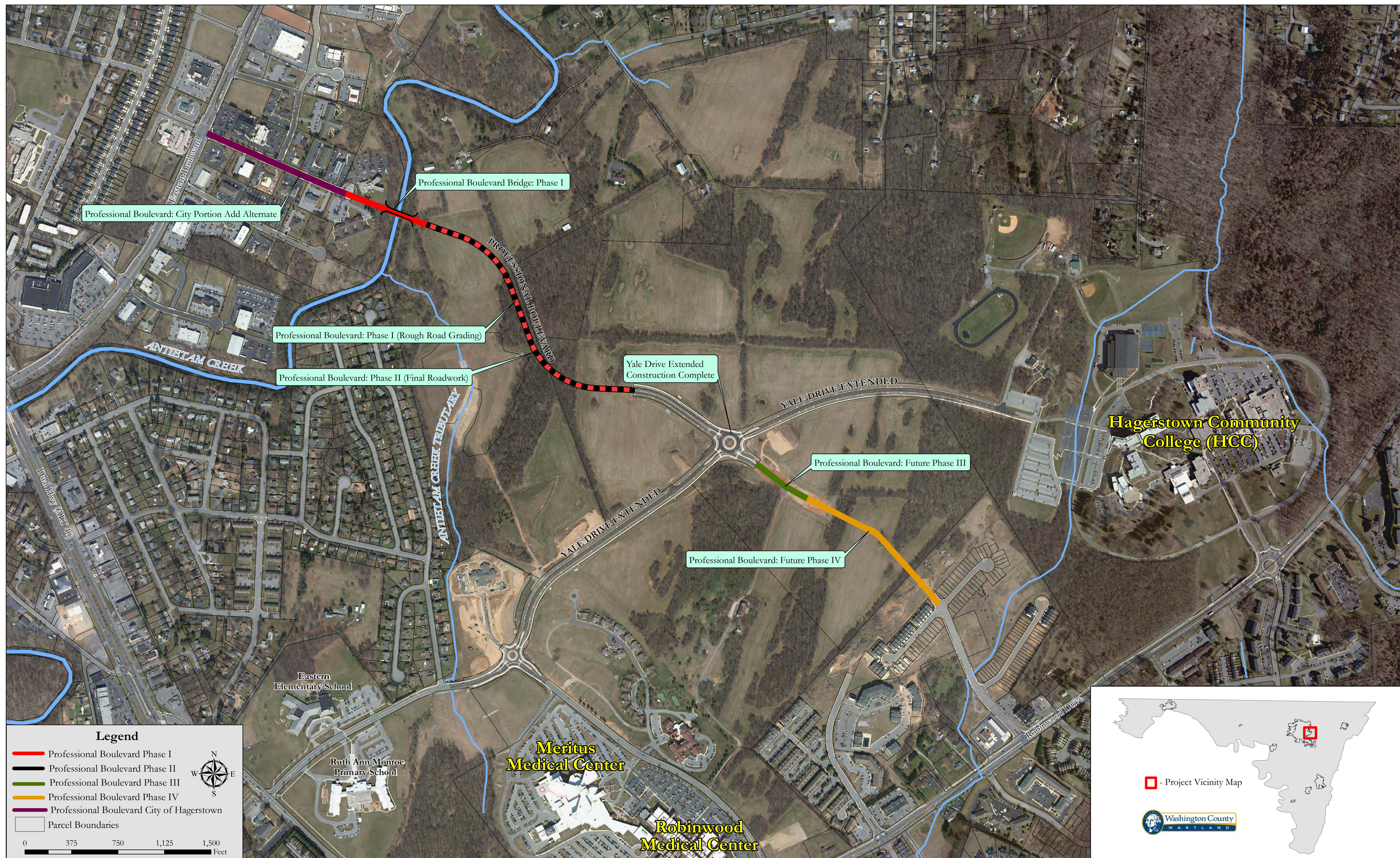
**Legend**

- Antietam Cable Line
- Electric Line
- Empty Conduit
- Sewer Line
- Water Line
- Road Centerlines

0 250 500 750 1,000 Feet



# Professional Boulevard Corridor



**Legend**

- Professional Boulevard Phase I
- Professional Boulevard Phase II
- Professional Boulevard Phase III
- Professional Boulevard Phase IV
- Professional Boulevard City of Hagerstown
- Parcel Boundaries

0 375 750 1,125 1,500 Feet

□ - Project Vicinity Map



Open Session Item

**SUBJECT:** Presentation of the 2020-2029 Capital Budget – Draft 2

**PRESENTATION DATE:** March 19, 2019

**PRESENTATION BY:** Sara Greaves, Chief Financial Officer

**RECOMMENDED MOTION:** For informational purposes

**REPORT-IN-BRIEF:** Discussion of Draft 2 of the FY2020-2029 Capital Budget.

**DISCUSSION:** A Ten-Year Capital Improvement Plan is developed each fiscal year and includes scheduling and financing of future community facilities such as public buildings, roads, bridges, parks, water and sewer projects, and educational facilities. The plan is flexible and covers ten years with the first year being the Capital Improvement Budget. Funds for each project are allocated from Federal, State, and local sources.

Based on revenue restrictions within the General Fund, modifications to Draft 1 of the 2020 Capital Improvement Plan are necessary.

Topics of discussion will include:

- Draft 2 of Capital budget including project changes from what was presented in Draft 1
- Funding assumptions

**FISCAL IMPACT:** FY2020 Capital budget of \$55,819,000

**CONCURRENCES:** N/A

**ALTERNATIVES:** N/A

**ATTACHMENTS:** CIP Report – Draft 2

**AUDIO/VISUAL NEEDS:** N/A

**Washington County, Maryland**  
**Capital Improvement 10yr Detail**  
**Fiscal Year 2020 - 2029**  
**Draft 2**

Page		Total	Prior Appr.	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
	<b><u>Airport</u></b>												
7-3	Passenger Terminal Hold Room Expansion	5,484,000	1,084,000	2,400,000	2,000,000	0	0	0	0	0	0	0	0
7-4	T-Hangar 1, 2, & 3 Replacement	410,000	103,000	0	32,000	33,000	28,000	34,000	35,000	35,000	36,000	37,000	37,000
7-5	Airport Roof Replacement Project	349,220	62,220	37,000	15,000	15,000	45,000	35,000	55,000	25,000	15,000	20,000	25,000
7-6	Airport Security System Enhancements	736,000	250,000	138,000	98,000	100,000	150,000	0	0	0	0	0	0
7-7	Capital Equipment - Airport	4,771,059	1,531,059	0	20,000	180,000	290,000	120,000	290,000	30,000	900,000	310,000	1,100,000
7-8	Land Acquisition-Airport	7,295,000	2,507,000	0	0	0	0	1,140,000	1,228,000	590,000	600,000	610,000	620,000
7-9	Runway 9/27 Rehabilitation	6,500,000	500,000	6,000,000	0	0	0	0	0	0	0	0	0
7-10	Airport Environmental Assessment	2,145,000	1,145,000	0	0	0	1,000,000	0	0	0	0	0	0
7-11	Hangar 21 Stairs	40,000	0	40,000	0	0	0	0	0	0	0	0	0
7-12	Proposed Taxiway S	1,180,000	0	0	0	0	0	0	0	1,180,000	0	0	0
7-13	Runway 9 MALSR	1,484,000	0	0	0	0	0	0	0	0	0	244,000	1,240,000
7-14	Snow Removal Equipment Storage Building Expansion	1,950,000	0	0	0	0	250,000	1,700,000	0	0	0	0	0
7-15	Taxiway H Rehabilitation	1,250,000	0	0	250,000	1,000,000	0	0	0	0	0	0	0
7-16	Taxiway G Rehabilitation	1,920,000	0	0	0	0	0	0	0	0	1,920,000	0	0
7-17	Taxiway T Construction	915,000	0	0	0	0	0	0	0	0	0	159,000	756,000
	<b>Airport</b>	<b>36,429,279</b>	<b>7,182,279</b>	<b>8,615,000</b>	<b>2,415,000</b>	<b>1,328,000</b>	<b>1,763,000</b>	<b>3,029,000</b>	<b>1,608,000</b>	<b>1,860,000</b>	<b>3,471,000</b>	<b>1,380,000</b>	<b>3,778,000</b>
	<b><u>Bridges</u></b>												
8-4	Bridge Inspection and Inventory	627,500	60,500	175,000	0	22,000	0	171,000	0	24,000	0	175,000	0
8-5	Roxbury Road Bridge W5372	3,144,077	2,614,077	530,000	0	0	0	0	0	0	0	0	0
8-6	Bridge Scour Repairs	263,184	31,184	0	0	0	0	0	0	232,000	0	0	0
8-7	Halfway Boulevard Bridges W0912	2,112,000	115,000	0	1,007,000	990,000	0	0	0	0	0	0	0
8-8	Keefer Road Bridge 15/20	231,000	85,000	0	146,000	0	0	0	0	0	0	0	0
8-9	Appletown Road Bridge W2184	479,000	0	0	0	0	0	0	0	0	0	479,000	0
8-10	Ashton Road Culvert 04/06	399,000	0	0	0	0	0	0	0	0	0	30,000	369,000
8-11	Back Road Culvert 11/03	295,000	0	295,000	0	0	0	0	0	0	0	0	0
8-12	Bowie Road Culvert	305,000	0	0	0	0	0	0	0	35,000	270,000	0	0
8-14	Burnside Bridge Road Culvert 01/03	329,000	0	0	0	0	0	114,000	215,000	0	0	0	0
8-15	Draper Road Culvert 04/07	36,000	0	0	0	0	0	0	0	0	0	0	36,000
8-16	Draper Road Culvert 04/08	36,000	0	0	0	0	0	0	0	0	0	0	36,000
8-17	Frog Eye Road Culvert 11/06	652,000	0	0	0	0	266,000	386,000	0	0	0	0	0
8-20	Greenspring Furnace Road Culvert 15/15	398,000	0	0	0	87,000	311,000	0	0	0	0	0	0
8-21	Gruber Road Bridge 04/10	10,000	0	0	0	0	0	0	0	0	0	0	10,000
8-22	Harpers Ferry Road Culvert 11/02	541,000	0	0	0	0	0	33,000	508,000	0	0	0	0
8-23	Henline Road Culvert 05/05	465,000	0	0	0	0	0	0	0	34,000	431,000	0	0
8-24	Hoffman's Inn Road Culvert 05/06	313,000	0	0	0	0	0	0	0	165,000	148,000	0	0
8-25	Kretsinger Road Culvert 14/01	316,000	0	0	0	31,000	285,000	0	0	0	0	0	0
8-26	Lanes Road Culvert 15/12	317,000	0	0	0	32,000	285,000	0	0	0	0	0	0
8-27	Long Hollow Road Culvert 05/07	316,000	0	0	0	0	0	0	66,000	250,000	0	0	0
8-28	Mercersburg Road Culvert 04/16	384,000	0	0	0	0	0	0	0	0	0	16,000	368,000
8-29	Moorestown Road Culvert 15/21	355,000	0	0	0	0	0	0	0	0	0	355,000	0
8-30	Remsburg Road Culvert	287,000	0	0	0	0	0	0	0	189,000	98,000	0	0
8-31	Rinehart Road Culvert 14/03	332,000	0	0	0	31,000	301,000	0	0	0	0	0	0
8-33	Stone Masonry Bridge Repairs	270,000	0	0	0	0	0	0	0	0	0	270,000	0

**Washington County, Maryland**  
**Capital Improvement 10yr Detail**  
**Fiscal Year 2020 - 2029**  
**Draft 2**

Page		Total	Prior Appr.	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
8-34	Taylors Landing Road Bridge W7101	1,179,000	0	0	0	0	0	0	0	0	35,000	510,000	634,000
8-35	Willow Road Culvert 05/10	323,000	0	0	0	0	0	0	0	0	151,000	172,000	0
8-36	Yarrowsburg Road Bridge W6191	124,000	0	0	0	0	0	0	0	0	0	0	124,000
	<b>Bridges Total</b>	<b>14,838,761</b>	<b>2,905,761</b>	<b>1,000,000</b>	<b>1,153,000</b>	<b>1,193,000</b>	<b>1,448,000</b>	<b>704,000</b>	<b>789,000</b>	<b>929,000</b>	<b>1,133,000</b>	<b>2,007,000</b>	<b>1,577,000</b>
	<b><u>Drainage</u></b>												
9-3	Stream Restoration at Various Locations	1,731,782	594,782	0	351,000	0	0	381,000	0	0	405,000	0	0
9-4	Stormwater Retrofits	12,397,483	3,000,483	894,000	586,000	1,009,000	945,000	962,000	979,000	996,000	1,013,000	1,013,000	1,000,000
9-5	Broadfording Church Road Culvert	231,000	0	0	0	231,000	0	0	0	0	0	0	0
9-6	Chestnut Grove Road Drainage	84,000	0	84,000	0	0	0	0	0	0	0	0	0
9-7	Crestwood Drive Culvert	75,000	0	75,000	0	0	0	0	0	0	0	0	0
9-8	Drainage Improvements at Various Locations	750,000	0	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000
9-9	Draper Road Drainage Improvements	509,000	0	0	0	0	0	259,000	250,000	0	0	0	0
9-10	Harpers Ferry Road Drainage, 3600 Block	376,000	0	0	0	75,000	301,000	0	0	0	0	0	0
9-11	Shank Road Drainage	153,000	0	0	0	153,000	0	0	0	0	0	0	0
9-12	Trego Mountain Road Drainage	315,000	0	0	0	0	0	0	0	0	0	0	315,000
9-13	University Road Culvert	203,000	0	0	0	0	0	203,000	0	0	0	0	0
	<b>Drainage Total</b>	<b>16,825,265</b>	<b>3,595,265</b>	<b>1,128,000</b>	<b>1,012,000</b>	<b>1,543,000</b>	<b>1,321,000</b>	<b>1,621,000</b>	<b>1,313,000</b>	<b>1,321,000</b>	<b>1,493,000</b>	<b>1,088,000</b>	<b>1,390,000</b>
	<b><u>Education</u></b>												
	<b>Board of Education</b>												
10-2	Capital Maintenance - BOE	19,685,882	4,512,882	1,615,000	1,558,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000
10-3	Sharpsburg Elementary School Replacement	26,728,000	10,461,000	10,076,000	6,191,000	0	0	0	0	0	0	0	0
10-4	Elementary School 1	40,203,000	0	0	0	3,565,000	9,030,000	12,571,000	12,181,000	2,856,000	0	0	0
10-5	Elementary School 2	34,997,000	0	0	0	0	0	0	0	709,000	8,742,000	12,541,000	13,005,000
10-8	Urban Education Campus-BOE Component	19,318,000	10,386,000	6,462,000	2,470,000	0	0	0	0	0	0	0	0
	<b>Board of Education</b>	<b>140,931,882</b>	<b>25,359,882</b>	<b>18,153,000</b>	<b>10,219,000</b>	<b>5,065,000</b>	<b>10,530,000</b>	<b>14,071,000</b>	<b>13,681,000</b>	<b>5,065,000</b>	<b>10,242,000</b>	<b>14,041,000</b>	<b>14,505,000</b>
	<b>Hagerstown Community College</b>												
11-2	Student Center Parking Lot	696,000	483,000	213,000	0	0	0	0	0	0	0	0	0
11-3	ARCC Air Conditioning	2,727,000	0	0	0	0	0	0	305,000	2,422,000	0	0	0
11-4	ATC Operations Building	5,400,000	0	0	0	0	0	0	0	0	878,000	4,522,000	0
11-5	Campus Road & Parking Lot Overlays	2,000,000	0	0	0	0	0	0	0	0	0	0	2,000,000
11-6	Center for Business and Entrepreneurial Studies	7,690,000	0	6,281,000	1,409,000	0	0	0	0	0	0	0	0
11-7	CVT Instructional Facility Acquisition	2,400,000	0	1,400,000	0	1,000,000	0	0	0	0	0	0	0
11-8	CVT Renovation/Construction Project	2,500,000	0	0	0	97,000	1,523,000	501,000	379,000	0	0	0	0
11-9	LRC Exterior Metal Panel System and Roof Replacement	1,703,000	0	0	1,149,000	0	554,000	0	0	0	0	0	0
	<b>Hagerstown Community College</b>	<b>25,116,000</b>	<b>483,000</b>	<b>7,894,000</b>	<b>2,558,000</b>	<b>1,097,000</b>	<b>2,077,000</b>	<b>501,000</b>	<b>684,000</b>	<b>2,422,000</b>	<b>878,000</b>	<b>4,522,000</b>	<b>2,000,000</b>
	<b>Public Libraries</b>												
12-2	Systemic Projects - Library	131,492	41,492	0	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
12-3	Hancock Public Library Replacement	2,826,000	122,000	10,000	10,000	2,684,000	0	0	0	0	0	0	0
	<b>Public Libraries</b>	<b>2,957,492</b>	<b>163,492</b>	<b>10,000</b>	<b>20,000</b>	<b>2,694,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
	<b>Education Total</b>	<b>169,005,374</b>	<b>26,006,374</b>	<b>26,057,000</b>	<b>12,797,000</b>	<b>8,856,000</b>	<b>12,617,000</b>	<b>14,582,000</b>	<b>14,375,000</b>	<b>7,497,000</b>	<b>11,130,000</b>	<b>18,573,000</b>	<b>16,515,000</b>

Washington County, Maryland  
Capital Improvement 10yr Detail  
Fiscal Year 2020 - 2029  
Draft 2

Page	Total	Prior Appr.	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	
<b><u>General Government</u></b>													
13-3	Cost of Bond Issuance	1,176,600	143,600	99,000	98,000	98,000	99,000	98,000	99,000	98,000	98,000	122,000	124,000
13-4	Contingency - General Fund	974,305	449,305	0	25,000	25,000	50,000	50,000	75,000	75,000	75,000	75,000	
13-5	Systemic Improvements - Building	2,310,707	337,707	196,000	197,000	197,000	196,000	196,000	196,000	197,000	199,000	199,000	200,000
13-6	Information Systems Replacement Program	1,215,871	305,871	100,000	50,000	70,000	90,000	100,000	100,000	100,000	100,000	100,000	
13-7	Financial System Management & Upgrades	550,516	238,516	0	32,000	33,000	34,000	34,000	35,000	35,000	36,000	36,000	37,000
13-8	County Wireless Infrastructure	129,422	107,422	11,000	11,000	0	0	0	0	0	0	0	
13-9	Accela Software Upgrade	38,351	8,351	30,000	0	0	0	0	0	0	0	0	
13-10	Tree Forestation	70,548	70,548	0	0	0	0	0	0	0	0	0	
13-11	General - Equipment and Vehicle Replacement Program	3,760,505	660,505	0	200,000	200,000	300,000	400,000	400,000	400,000	400,000	400,000	
13-14	Facilities Roof Repairs	1,360,000	0	100,000	130,000	130,000	100,000	100,000	150,000	275,000	150,000	125,000	100,000
	<b>General Government Total</b>	<b>11,586,825</b>	<b>2,321,825</b>	<b>536,000</b>	<b>743,000</b>	<b>753,000</b>	<b>869,000</b>	<b>978,000</b>	<b>1,055,000</b>	<b>1,180,000</b>	<b>1,058,000</b>	<b>1,057,000</b>	<b>1,036,000</b>
<b><u>Parks and Recreation</u></b>													
14-2	BR Capital Equipment Program	224,000	44,000	0	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
14-3	Tennis Court Resurfacing	272,990	42,990	0	30,000	30,000	30,000	30,000	30,000	20,000	20,000	20,000	20,000
14-4	Ag Center Land Development	151,000	98,000	0	0	0	0	0	0	0	0	0	
14-5	Park Equipment/Surfacing Replacement, Various Locations	1,592,000	92,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	
14-6	Parking Lot Repair/Overlay, Various Locations	1,192,000	192,000	153,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	
14-7	Marty Snook Park Fence Upgrades	20,000	0	20,000	0	0	0	0	0	0	0	0	
14-8	Ag Center Garage Doors	15,000	0	15,000	0	0	0	0	0	0	0	0	
14-9	Ag Center Track Upgrades	50,000	0	50,000	0	0	0	0	0	0	0	0	
14-10	Ag Center Kitchen Equipment Replacement	60,000	0	60,000	0	0	0	0	0	0	0	0	
14-11	Doubs Woods Equipment Storage Building	150,000	0	0	150,000	0	0	0	0	0	0	0	
14-12	North Central County Park	2,676,000	0	0	0	0	0	46,000	47,000	0	721,000	1,862,000	
	<b>Parks and Recreation</b>	<b>6,402,990</b>	<b>468,990</b>	<b>448,000</b>	<b>450,000</b>	<b>300,000</b>	<b>300,000</b>	<b>300,000</b>	<b>346,000</b>	<b>337,000</b>	<b>290,000</b>	<b>1,011,000</b>	<b>2,152,000</b>
<b><u>Public Safety</u></b>													
15-3	Detention Center - Systemic Projects	2,489,571	689,571	0	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000
15-4	Police & EMS Training Facility	11,500,000	5,800,000	1,500,000	1,400,000	1,400,000	1,400,000	0	0	0	0	0	
15-5	Communication Tower(s) Various	655,345	141,345	50,000	0	110,000	0	114,000	0	118,000	0	122,000	0
15-6	Motorola Portable Radio Replacement Program	1,250,000	104,000	106,000	108,000	110,000	112,000	114,000	116,000	118,000	120,000	120,000	122,000
15-8	Law Enforcement - Vehicle & Equipment Replacement Program	6,104,706	629,706	300,000	400,000	450,000	500,000	550,000	600,000	650,000	675,000	675,000	675,000
15-9	Emergency Services Equipment & Vehicle Program	1,422,183	622,183	0	25,000	50,000	50,000	100,000	100,000	100,000	125,000	125,000	125,000
15-10	County Rescue Fleet Replacement	800,000	800,000	0	0	0	0	0	0	0	0	0	
	<b>Public Safety</b>	<b>24,221,805</b>	<b>8,786,805</b>	<b>1,956,000</b>	<b>2,133,000</b>	<b>2,320,000</b>	<b>2,262,000</b>	<b>1,078,000</b>	<b>1,016,000</b>	<b>1,186,000</b>	<b>1,120,000</b>	<b>1,242,000</b>	<b>1,122,000</b>
<b><u>Railroad</u></b>													
16-2	Railroad Crossing Improvements	2,044,837	669,837	0	0	295,000	0	0	348,000	0	360,000	0	372,000
	<b>Railroad</b>	<b>2,044,837</b>	<b>669,837</b>	<b>0</b>	<b>0</b>	<b>295,000</b>	<b>0</b>	<b>0</b>	<b>348,000</b>	<b>0</b>	<b>360,000</b>	<b>0</b>	<b>372,000</b>

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Page	Total	Prior Appr.	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
<b><u>Road Improvement</u></b>												
17-3	Transportation ADA	1,111,450	351,450	0	82,000	83,000	84,000	86,000	87,000	84,000	85,000	84,000
17-4	Pavement Maintenance and Rehab Program	58,556,194	8,306,194	4,750,000	4,750,000	4,750,000	5,000,000	5,000,000	5,000,000	5,000,000	5,500,000	5,500,000
17-5	Longmeadow Road	810,000	0	0	0	0	0	810,000	0	0	0	0
17-6	Eastern Boulevard Extended	7,850,000	0	0	0	0	0	677,000	1,992,000	3,990,000	1,191,000	0
17-7	Eastern Boulevard Widening Phase II	5,672,300	2,691,300	0	1,854,000	1,127,000	0	0	0	0	0	0
17-8	Professional Boulevard Extended Phase II	4,309,200	2,824,200	1,235,000	250,000	0	0	0	0	0	0	0
17-9	Valley Mall Area Road Improvements Phase II	992,000	0	250,000	0	0	0	742,000	0	0	0	0
17-10	Professional Boulevard Extended Phase III	1,203,000	0	0	0	0	0	900,000	303,000	0	0	0
17-11	Showalter Road Extended East	2,251,000	510,000	0	0	0	0	0	0	351,000	1,026,000	364,000
17-12	Halfway Boulevard Extended	5,972,000	2,323,000	749,000	2,000,000	900,000	0	0	0	0	0	0
17-13	Bucky Avenue	355,000	0	0	0	0	0	0	355,000	0	0	0
17-14	Burnside Bridge Road Spot Improvements	544,000	0	0	0	0	0	0	0	544,000	0	0
17-15	Colonel Henry Douglas Drive Extended Phase II	800,000	0	0	0	0	0	0	0	0	0	800,000
17-16	E. Oak Ridge Drive/South Pointe Signal	461,000	0	0	0	0	0	111,000	350,000	0	0	0
17-18	Mt Actna Road Spot Improvements	1,399,000	0	0	0	0	0	0	0	0	695,000	704,000
17-19	Professional Boulevard Extended - Phase IV	800,000	0	0	0	0	0	800,000	0	0	0	0
17-20	Rockdale Road and Independence Road Spot Improvements	1,225,000	0	0	0	0	0	0	0	0	650,000	575,000
17-22	Wright Road	2,750,000	0	0	100,000	1,250,000	1,400,000	0	0	0	0	0
17-23	Highway - Vehicle & Equipment Replacement Program	10,324,095	1,074,095	500,000	850,000	900,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
17-24	Highway Western Section - Fuel Tank Replacement	847,000	486,000	0	0	0	0	193,000	168,000	0	0	0
	<b>Road Improvement</b>	<b>108,232,239</b>	<b>18,566,239</b>	<b>7,484,000</b>	<b>9,886,000</b>	<b>9,010,000</b>	<b>7,484,000</b>	<b>7,921,000</b>	<b>8,956,000</b>	<b>8,781,000</b>	<b>10,970,000</b>	<b>10,147,000</b>
<b><u>Solid Waste</u></b>												
18-2	Contingency - Solid Waste	399,000	87,000	0	0	0	30,000	30,000	35,000	35,000	60,000	62,000
18-3	40 West Truck Loading Facility	500,000	0	500,000	0	0	0	0	0	0	0	0
18-4	Close Out Cap - Rubblefill	2,092,000	0	0	0	100,000	1,992,000	0	0	0	0	0
18-5	SW Equipment & Vehicle Replacement	316,668	28,668	27,000	27,000	28,000	28,000	29,000	30,000	30,000	30,000	30,000
18-6	40 West Landfill - Cell 5 Construction	4,083,000	0	0	0	0	440,000	3,472,000	171,000	0	0	0
18-7	City/County Groundwater Investigation	156,000	0	0	156,000	0	0	0	0	0	0	0
	<b>Solid Waste</b>	<b>7,546,668</b>	<b>115,668</b>	<b>527,000</b>	<b>183,000</b>	<b>128,000</b>	<b>2,050,000</b>	<b>499,000</b>	<b>3,536,000</b>	<b>236,000</b>	<b>90,000</b>	<b>92,000</b>
<b><u>Transit</u></b>												
19-2	Vehicle Preventive Maintenance	4,207,251	457,251	375,000	375,000	375,000	375,000	375,000	375,000	375,000	375,000	375,000
19-3	Fixed Route Bus Replacement Program	7,558,000	2,994,000	978,000	0	652,000	0	0	0	0	2,934,000	0
19-4	ADA Bus Replacement	450,000	0	0	75,000	0	75,000	75,000	0	75,000	0	75,000
	<b>Transit</b>	<b>12,215,251</b>	<b>3,451,251</b>	<b>1,353,000</b>	<b>450,000</b>	<b>1,027,000</b>	<b>450,000</b>	<b>450,000</b>	<b>375,000</b>	<b>450,000</b>	<b>375,000</b>	<b>3,384,000</b>
<b><u>Water Quality</u></b>												
<b><u>Utility Administration</u></b>												
20-4	General Building Improvements	1,187,710	223,710	0	0	0	0	370,000	594,000	0	0	0
20-5	Lab Equipment Replacement	288,581	57,581	21,000	22,000	22,000	22,000	23,000	23,000	24,000	24,000	25,000
20-6	WQ Equip/Vehicle Replacement Program	1,055,219	220,219	75,000	75,000	80,000	80,000	80,000	85,000	85,000	90,000	95,000
20-7	Contingency - Utility Admin	135,677	135,677	0	0	0	0	0	0	0	0	0
	<b>Utility Administration</b>	<b>2,667,187</b>	<b>637,187</b>	<b>96,000</b>	<b>97,000</b>	<b>102,000</b>	<b>102,000</b>	<b>473,000</b>	<b>702,000</b>	<b>109,000</b>	<b>114,000</b>	<b>115,000</b>

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Page		Total	Prior Appr.	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
	<b><u>Sewer</u></b>												
20-8	Replace Grinder Pumps	818,531	33,531	40,000	60,000	80,000	80,000	80,000	80,000	90,000	90,000	90,000	95,000
20-9	Pen Mar/ Highfield/ Cascade Septic Tank Pumping and Replacement	115,000	35,000	40,000	40,000	0	0	0	0	0	0	0	0
20-10	Pump Station Upgrades - Various Stations	3,352,557	1,064,557	500,000	0	0	153,000	0	0	885,000	0	750,000	0
20-11	Collection System Rehabilitation Project	4,046,924	691,924	0	275,000	560,000	0	0	870,000	0	900,000	0	750,000
20-12	Capacity Management Project	8,800,542	1,280,542	3,180,000	4,340,000	0	0	0	0	0	0	0	0
20-13	Smithsburg WWTP ENR Upgrade	7,403,387	1,903,387	2,500,000	3,000,000	0	0	0	0	0	0	0	0
20-14	Heavy Sewer EQP and VEH Replacement	1,013,972	427,972	94,000	94,000	94,000	94,000	35,000	35,000	35,000	35,000	35,000	35,000
20-15	Contingency - Sewer	36,939	36,939	0	0	0	0	0	0	0	0	0	0
20-16	Potomac Edison Pump Station & Force Main	1,700,000	0	0	0	0	0	0	0	0	0	1,700,000	0
20-17	General WwTP Improvements	1,350,000	0	0	0	0	250,000	250,000	300,000	250,000	300,000	0	0
	<b>Sewer Fund</b>	<b>28,637,852</b>	<b>5,473,852</b>	<b>6,354,000</b>	<b>7,809,000</b>	<b>734,000</b>	<b>577,000</b>	<b>365,000</b>	<b>1,285,000</b>	<b>1,260,000</b>	<b>1,325,000</b>	<b>2,575,000</b>	<b>880,000</b>
	<b><u>Water</u></b>												
20-18	Water Meter Replacement	252,839	102,839	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000
20-19	Mt Aetna Water System Improvements	729,000	130,000	0	0	0	599,000	0	0	0	0	0	0
20-20	Sharpsburg Water Treatment Plant	794,000	204,000	0	0	0	0	0	0	590,000	0	0	0
20-21	General WTP Improvements	859,298	37,298	0	0	0	242,000	0	290,000	0	290,000	0	0
20-22	Contingency - Water	26,800	26,800	0	0	0	0	0	0	0	0	0	0
20-23	Highfield/Sharpsburg Water Storage Tank	336,000	0	0	0	0	0	0	336,000	0	0	0	0
20-24	Sharpsburg Water Meter Cradle Replacement	1,000,000	0	250,000	250,000	250,000	250,000	0	0	0	0	0	0
20-25	WQ Main Replacement	866,000	0	0	0	0	566,000	100,000	100,000	0	0	100,000	0
	<b>Water Fund</b>	<b>4,863,937</b>	<b>500,937</b>	<b>265,000</b>	<b>265,000</b>	<b>265,000</b>	<b>1,672,000</b>	<b>115,000</b>	<b>741,000</b>	<b>605,000</b>	<b>305,000</b>	<b>115,000</b>	<b>15,000</b>
	<b>Water Quality</b>	<b>36,168,976</b>	<b>6,611,976</b>	<b>6,715,000</b>	<b>8,171,000</b>	<b>1,101,000</b>	<b>2,351,000</b>	<b>953,000</b>	<b>2,728,000</b>	<b>1,974,000</b>	<b>1,744,000</b>	<b>2,805,000</b>	<b>1,015,000</b>
	<b>TOTAL</b>	<b>445,518,270</b>	<b>80,682,270</b>	<b>55,819,000</b>	<b>39,393,000</b>	<b>27,854,000</b>	<b>32,915,000</b>	<b>32,115,000</b>	<b>36,445,000</b>	<b>25,751,000</b>	<b>33,234,000</b>	<b>42,784,000</b>	<b>38,526,000</b>

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Page	Total	Prior Appr.	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
<b>Funding Sources</b>												
General Fund	58,381,455	17,581,455	1,500,000	2,400,000	3,400,000	3,500,000	4,000,000	4,500,000	5,000,000	5,500,000	5,500,000	5,500,000
Highway Fund	8,462,000	962,000	500,000	500,000	550,000	600,000	650,000	750,000	850,000	950,000	1,050,000	1,100,000
Solid Waste Fund	521,000	113,000	27,000	27,000	28,000	28,000	29,000	29,000	30,000	90,000	90,000	30,000
Utility Admin Fund	1,523,787	457,787	96,000	97,000	102,000	102,000	103,000	108,000	109,000	114,000	115,000	120,000
Water Fund	279,639	129,639	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000
Sewer Fund	4,484,978	3,033,978	174,000	194,000	174,000	174,000	115,000	115,000	125,000	125,000	125,000	130,000
Airport Fund	1,049,220	303,220	101,000	72,000	73,000	111,000	69,000	90,000	60,000	51,000	57,000	62,000
Tax-Supported Bond	125,457,384	15,889,384	9,989,000	11,036,000	11,801,000	11,221,000	9,831,000	10,438,000	9,996,000	12,000,000	12,000,000	11,256,000
Self-Supported Bond	32,949,172	2,936,172	6,680,000	7,721,000	560,000	3,732,000	1,165,000	5,672,000	1,931,000	1,175,000	825,000	552,000
Transfer Tax	22,100,000	2,100,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000
Excise Tax - Schools	4,620,000	770,000	385,000	385,000	385,000	385,000	385,000	385,000	385,000	385,000	385,000	385,000
Excise Tax - Roads	1,530,320	270,320	126,000	126,000	126,000	126,000	126,000	126,000	126,000	126,000	126,000	126,000
Excise Tax - Other	319,000	29,000	29,000	29,000	29,000	29,000	29,000	29,000	29,000	29,000	29,000	29,000
Excise Tax - Library	153,900	53,900	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Excise Tax - Non-Residential	550,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
APFO Fees - Roads	300,000	0	300,000	0	0	0	0	0	0	0	0	0
Capital Reserve - General	5,420,000	1,404,000	1,800,000	1,127,000	689,000	400,000	0	0	0	0	0	0
Capital Reserve - Water	125,000	0	125,000	0	0	0	0	0	0	0	0	0
Federal Grant	50,472,490	13,257,490	9,114,000	5,206,000	3,588,000	1,746,000	3,024,000	1,594,000	1,953,000	3,378,000	3,898,000	3,714,000
State Grant	114,123,925	16,267,925	19,315,000	7,649,000	3,084,000	8,686,000	10,514,000	10,534,000	3,082,000	7,236,000	14,309,000	13,447,000
Contributions	12,695,000	5,073,000	3,483,000	749,000	1,190,000	0	0	0	0	0	2,200,000	0
<b>TOTAL</b>	<b>445,518,270</b>	<b>80,682,270</b>	<b>55,819,000</b>	<b>39,393,000</b>	<b>27,854,000</b>	<b>32,915,000</b>	<b>32,115,000</b>	<b>36,445,000</b>	<b>25,751,000</b>	<b>33,234,000</b>	<b>42,784,000</b>	<b>38,526,000</b>





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Open Session Item

**SUBJECT:** Highway Department Organization Plan

**PRESENTATION DATE:** March 19, 2019

**PRESENTATION BY:** Andrew Eshleman, Director, Public Works

**RECOMMENDED MOTION:** Request the Board of Washington County Commissioners approve organizational adjustments within the Highway Department.

**REPORT-IN-BRIEF:** The County has advertised the Highway Department Director position and is currently accepting applications. A proposed plan will support the new Highway Director and elevate existing Highway personnel to promote operational efficiencies within the Department.

**DISCUSSION:** The Highway Director position is currently advertised and seeking a candidate with strong technical, leadership, interpersonal, and organizational skills. The Highway Department Director manages an \$11.1 million operations and \$1+ million capital budget, 87 full time employees that maintain County roads, stormwater facilities, sidewalks, signs and pavement markings, provide fleet services, manage inmate crews, and responds to emergency road conditions on a 24 hour/ 7-day week basis. Currently, there is no other overtime exempt deputy director or supervisor of operations position to assist with managing the Department and no one from an organizational perspective who is assigned responsibility for highway operations in the absence of the Director. The next most senior operations supervisors are Grade 13 highway section or work crew managers. The management of the Highway Department operations and budget requires centralized asset management coordination to identify and realize efficiencies.

A proposed phased plan will hire a new Highway Director from an internal/external applicant pool and then elevate a Grade 13 work crew supervisor from an internal applicant pool to a Grade 16 Supervisor of Operations position. Another current Highway Department employee would be elevated through an internal application process to fill the Grade 13 position. Following completion of the personnel adjustments, internal position transfers will be investigated, and staffing flexed as needed to ensure all essential crew roles are filled. Following the adjustments, the total number of full time Highway Department employees will remain the present 88.

The overall personnel adjustments are intended to capitalize on operational efficiencies across the department. In addition to seeking operational efficiencies and savings, the adjustments are anticipated to produce varied wage savings relative to current budgets depending on the qualifications and experience of the individuals hired for the Highway Director and Supervisor of Operations positions. Wage savings will be realized due to hiring personnel at a lower step than current employees in the same position.

**Table: Net Wage Savings Scenarios for New Highway Director and Supervisor of Operations at various wage steps Compared to Current Wages**

		New Highway Director Grade 18		
		Step 1	Step 4	Step 8
New Supervisor of Operations Grade 16	Step 1	\$ 32,851.00	\$ 24,515.00	\$ 12,425.00
	Step 4	\$ 32,892.20	\$ 24,556.20	\$ 12,466.20
	Step 8	\$ 27,526.80	\$ 19,190.80	\$ 7,100.80

The elevation of an existing Highway Department employee to fill the Grade 13 position is anticipated to be \$5,000 in additional wages and would be deducted from any savings amount shown in the table.

**FISCAL IMPACT:** Varied, potential savings.

**CONCURRENCES:** None

**ALTERNATIVES:** Keep organizational structure as is

**ATTACHMENTS:** Sample Highway Department Operation: Winter 2018-2019 Snow Removal Expense; Current & Proposed Organization Charts

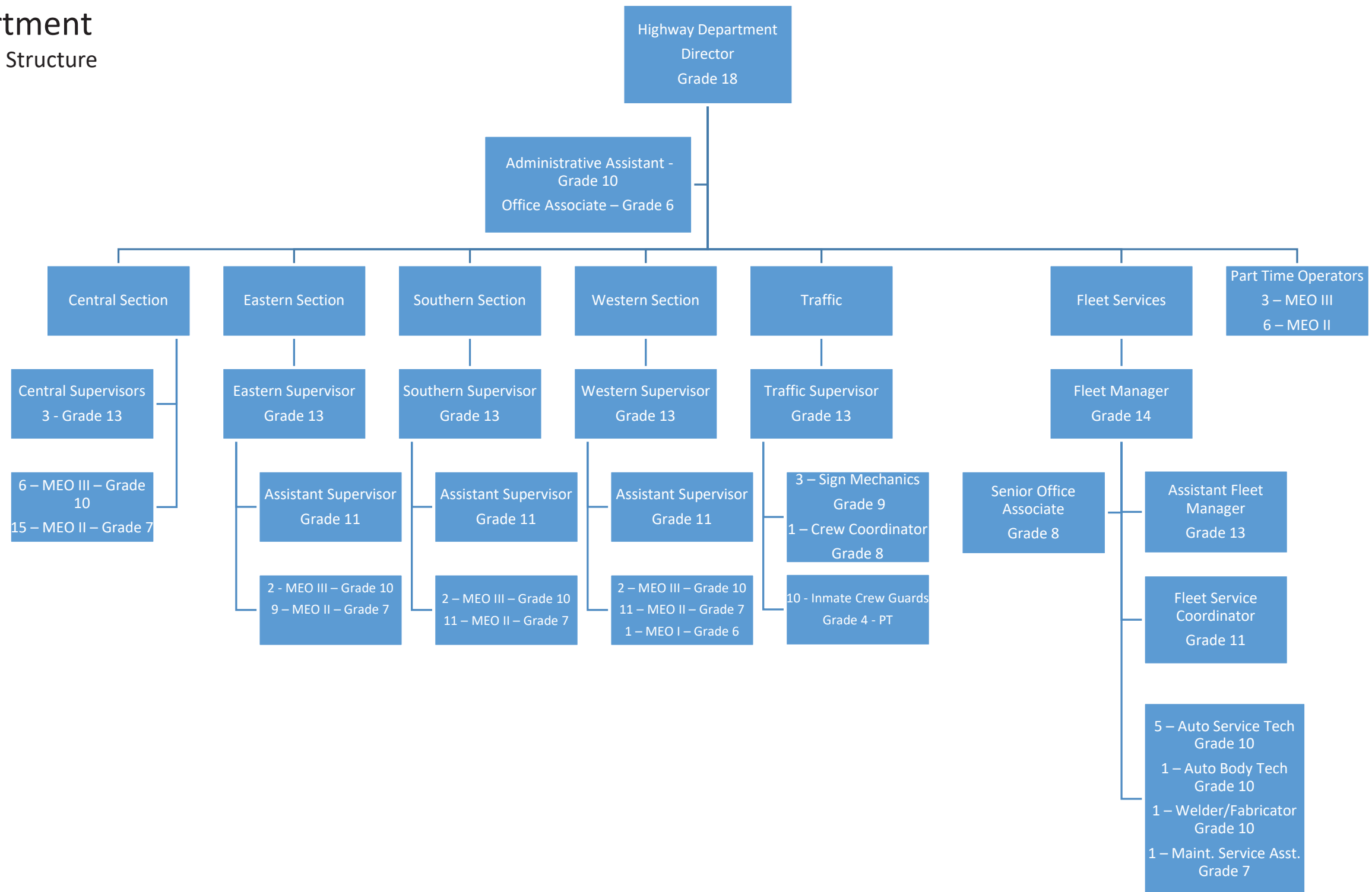
**AUDIO/VISUAL NEEDS:** USB of Attachments

**Sample of Highway Department Operations: Snow Removal  
Winter 2018-2019  
Highway Department Storm Expense Summary**

Storm Event	Contractors	Salt	Fuel	Labor - Central	Labor - Eastern	Labor - Southern	Labor - Western	Labor - Supervisors	Labor - Fleet Services	Total Materials	Total Labor	Total Storm Cost (contractor, mat, labor)	Notes
November 15-16 Thur-Fri	\$ 45,491.25	\$ 125,758.50	\$ 6,153.50	\$ 11,078.46	\$ 6,614.37	\$ 4,584.66	\$ 10,189.09	\$ 12,469.26	\$ 3,661.59	\$ 131,912.00	\$ 48,597.43	\$ 226,000.68	5.7" snow in Hagerstown. Warming temperatures on 16th
January 12-14 Sat-Mon	\$ 40,520.00	\$ 210,630.00	\$ 6,580.75	\$ 24,582.35	\$ 7,822.14	\$ 11,162.19	\$ 11,763.86	\$ 20,937.21	\$ 7,375.54	\$ 217,210.75	\$ 83,643.29	\$ 341,374.04	5.8" snow in Hagerstown over two day period
January 17-21 Thur-Mon (MLK)	\$ 23,208.75	\$ 154,875.00	\$ 7,361.73	\$ 4,332.07	\$ 1,533.14	\$ 1,587.55	\$ 3,868.03	\$ 9,291.47	\$ 1,591.32	\$ 162,236.73	\$ 22,203.58	\$ 207,649.06	3" snow followed by freezing temps for 3 days
Jan 29-Feb 2 Mon-Sat	\$ 41,462.50	\$ 175,008.75	\$ 6,091.37	\$ 20,885.69	\$ 5,633.43	\$ 7,844.06	\$ 9,588.76	\$ 17,683.88	\$ 6,897.74	\$ 181,100.12	\$ 68,533.56	\$ 291,096.18	2" snow on 29th followed by freezing temps for 3 days and 3.5" snow on 2/1
Feb 10-12 Sun-Tue	\$ 2,990.00	\$ 106,863.75	\$ 5,467.88	\$ 11,744.57	\$ 5,296.92	\$ 6,131.00	\$ 9,999.13	\$ 11,768.08	\$ 4,135.78	\$ 112,331.63	\$ 49,075.48	\$ 164,397.11	3" snow over three day period
Feb 20-21 Wed-Thur	\$ 34,980.00	\$ 88,898.25	\$ 4,678.06	\$ 8,045.53	\$ 3,434.65	\$ 3,671.40	\$ 5,601.01	\$ 8,137.00	\$ 3,168.00	\$ 93,576.31	\$ 32,057.59	\$ 160,613.90	5.8" snow in Hagerstown. Warming temperatures on 21
March 1-4 Fri-Mon	\$ 52,192.50	\$ 94,164.00	\$ 8,299.69	\$ 20,360.35	\$ 10,884.18	\$ 9,653.18	\$ 11,054.84	\$ 19,317.63	\$ 8,916.74	\$ 102,463.69	\$ 80,186.92	\$ 234,843.11	9.2" snow fell in Hagerstown in two storms over a three day period.
<b>Totals</b>	<b>\$ 240,845.00</b>	<b>\$ 956,198.25</b>	<b>\$ 44,632.98</b>	<b>\$ 101,029.02</b>	<b>\$ 41,218.83</b>	<b>\$ 44,634.04</b>	<b>\$ 62,064.72</b>	<b>\$ 99,604.53</b>	<b>\$ 35,746.71</b>	<b>\$ 1,000,831.23</b>	<b>\$ 384,297.85</b>	<b>\$ 1,625,974.08</b>	

# Highway Department

## Current Organizational Structure



### Employee Breakdown

Director: 1

Office Admin: 2

Central Section: 24

Eastern Section: 13

Southern Section: 15

Western Section: 16

Traffic: 5 FT & 10 PT

Fleet Services: 12

Part Time Operators: 9

Total: 88 FT & 19 PT

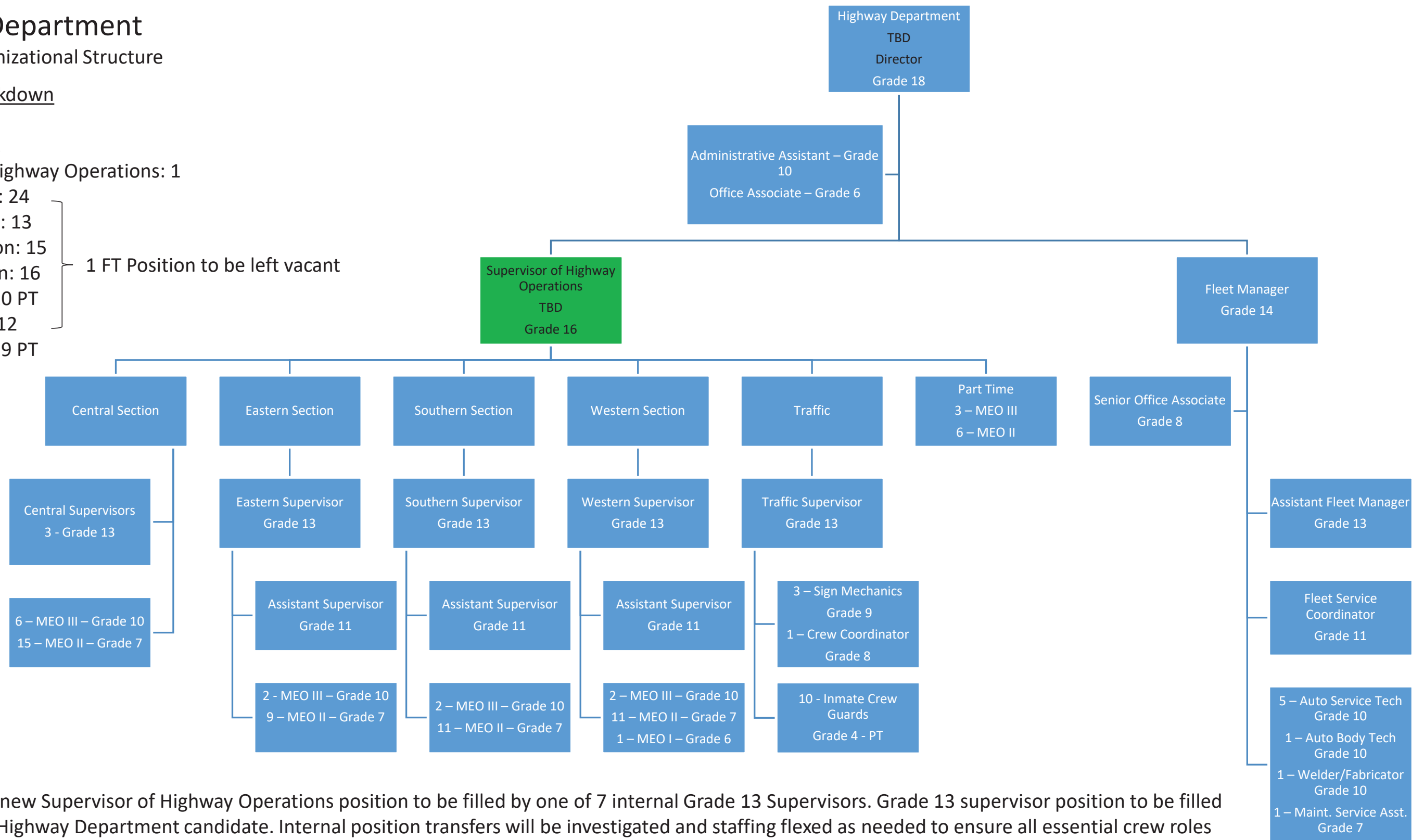
# Highway Department

## Proposed Organizational Structure

### Employee Breakdown

Director: 1  
 Office Admin: 2  
 Supervisor of Highway Operations: 1  
 Central Section: 24  
 Eastern Section: 13  
 Southern Section: 15  
 Western Section: 16  
 Traffic: 5 FT & 10 PT  
 Fleet Services: 12  
 Total: 88 FT & 19 PT

1 FT Position to be left vacant



### Notes:

1. Creation of new Supervisor of Highway Operations position to be filled by one of 7 internal Grade 13 Supervisors. Grade 13 supervisor position to be filled by internal Highway Department candidate. Internal position transfers will be investigated and staffing flexed as needed to ensure all essential crew roles are filled to make up for vacant position. Total number of full time employees to remain at 88.



## Agenda Report Form

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### Open Session Item

**SUBJECT:** Cascade Town Centre

**PRESENTATION DATE:** March 19, 2019

**PRESENTATION BY:** Susan Small, Director, Department of Business Development and Andrew Eshleman, Director, Public Works

**RECOMMENDED MOTION:** To establish a starting price for the remaining 528 acres at Cascade Town Centre, owned by the Board of County Commissioners, at \$3,500,000, proposed offers for which will be in accordance with the Master Developer Agreement.

**REPORT-IN-BRIEF:** The County acquired ownership of the Cascade Town Centre in September 2016 from the Pen Mar Development Corporation. The County entered into a Master Developer Agreement with JG Business Link International (JGBLI) in November 2016 to market, develop, and sell the property. The County subsequently transferred 63 acres to JGBLI in September 2017. The County retained ownership of the remaining 528 acres of Cascade Town Centre property. To continue the development process with JGBLI, an acceptable sale price will need to be established for the remaining 528 acres.

**DISCUSSION:** Upon recent instruction received by the Board of County Commissioners, Staff has recommended a sale price for the disposition of the remaining 528 acres of Cascade Town Centre Property. In accordance with the Master Developer Agreement, including the 11-point review process through JGBLI, offers will be presented to the Board of County Commissioners for approval.

**FISCAL IMPACT:** The proceeds from the sale of the Cascade Town Centre Property to the general fund.

**CONCURRENCES:** N/A

**ALTERNATIVES:** N/A

**ATTACHMENTS:** N/A

**AUDIO/VISUAL NEEDS:** N/A



Open Session Item

**SUBJECT:** Washington County Strategic Planning Meetings

**PRESENTATION DATE:** March 19, 2019

**PRESENTATION BY:** Robert Slocum, County Administrator

**RECOMMENDED MOTION:** Informational purposes only

**REPORT-IN-BRIEF:** The Board of County Commissioners and Senior Staff engaged in developing a strategic plan for an effective, efficient and transparent organization over the next 4 years in the first quarter of 2019.

**DISCUSSION:** The Strategic Planning meeting was held February 19<sup>th</sup>-21<sup>st</sup>, 2019; facilitated by Patrick Jinks, President and Leadership/Strategy coach, of "The Jinks Perspective". The following strategic path was founded on input from the Washington County Board of County Commissioners and Senior staff over the course of a three (3) partial day strategic discussion.

Washington County serves our citizens through the following functions, which constitute the strategic lens to build the strategic imperatives.

The five (5) Service Lines:

- Public Safety
- Public Education
- Public Infrastructure
- Economic Development
- Human Services

The five (5) Strategic Imperatives identified:

- Align our investment in public education with our shared pursuit of excellence and student success, in accordance with Maryland Legislative guidelines.
- Develop collaborative strategies to retain and cultivate our economic development investments to grow the tax base in Washington County.
- Reduce the burden on our volunteer-based emergency life safety services to continue providing critical services to Washington County citizens and businesses.
- Become more strategic and proactive in communicating our value proposition, our intentions, and our results to our citizens.
- Foster cross-sector, community engagement for collectively addressing the opioid crisis, which is currently placing significant strain on resources throughout our five (5) Service Lines.

One additional full day session with the Senior staff to build the first 18 month operational/ action plan is scheduled for March 28, 2019.

**FISCAL IMPACT:** The total cost for The Jinks Perspective will be approximately \$16,300.00. For cost effectiveness, all session have been held on site at 100 west Washington Street. The total cost is less than 0.009% of the annual general fund budget to which the strategy will apply.

**CONCURRENCES:** Senior Staff and Board of County Commissioners

**ALTERNATIVES:** N/A

**ATTACHMENTS:** Power Point Presentation

**AUDIO/VISUAL NEEDS:** N/A





Agenda Report Form

Open Session Item

**SUBJECT:** Resolution changing resident agent

**PRESENTATION DATE:** March 19, 2019

**PRESENTATION BY:** Kirk C. Downey, County Attorney

**RECOMMENDED MOTION:** Approve Resolution.

**REPORT-IN-BRIEF:** Md. Code, Local Government Article, Section 1-1301, requires certain units of the State government and political subdivisions and other local entities to file designations of persons as resident agents on whom process notice may be served under certain circumstances with the State Department of Assessments and Taxation (the "Department").

This is comparable to the long-standing requirement for corporations and other private legal entities to maintain resident agents in the State for service of legal process such as lawsuits.

The designee must be a natural person who is a resident of the State, a Maryland corporation, or an officer of the governmental entity. The designee may not be the name of a position. Further changes in the designation can be made by notice to the Department.

**DISCUSSION:** This resolution designates Kirk C. Downey, County Attorney, as resident agent. This comports with long-standing practice well known to the bar that the County Attorney will accept service on behalf of the County Commissioners or any County agency or employee sued. It also lessens the likelihood of delay in responding to a lawsuit.

**FISCAL IMPACT:** N/A

**CONCURRENCES:** N/A

**ALTERNATIVES:** N/A

**ATTACHMENTS:** Resolution

**AUDIO/VISUAL NEEDS:** None.

**RESOLUTION NO. RS-2019-**

**(Designation of Resident Agent)**

**RECITALS**

Md. Code, Local Government Article, Section 1-1301, requires each county, among other governmental entities, to file a designation of a person who is a citizen and resident of the State as resident agent with the State Department of Assessments and Taxation, on whom process notice may be served under certain circumstances.

By Resolution No. RS-06-023 adopted on June 20, 2006, the Board of County Commissioners of Washington County, Maryland (the "Board") designated John M. Martirano, County Attorney, as its resident agent for service of process.

The Board now desires to change its resident agent.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Washington County, Maryland, that:

1. Kirk C. Downey, County Attorney, who is a citizen and resident of the State of Maryland, is hereby designated as its resident agent for service of process.

2. The County Clerk is hereby directed to file the necessary forms with a certified copy of this resolution with the State Department of Assessments and Taxation as evidence of such designation as resident agent.

Adopted and effective this \_\_\_\_ day of \_\_\_\_\_, 2019.

ATTEST:

BOARD OF COUNTY COMMISSIONERS  
OF WASHINGTON COUNTY, MARYLAND

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Krista L. Hart, Clerk

---

Jeffrey A. Cline, President

Approved as to form and  
and legal sufficiency:

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Kirk C. Downey  
County Attorney

Mail to:  
Office of the County Attorney  
100 W. Washington Street, Suite 1101  
Hagerstown, MD 21740

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## Agenda Report Form

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### Open Session Item

**SUBJECT:** Five Year General Fund Projection

**PRESENTATION DATE:** March 19, 2019

**PRESENTATION BY:** Sara Greaves, Chief Financial Officer

**RECOMMENDED MOTION:** For informational purposes only

**REPORT-IN-BRIEF:** Five year General Fund projection and other information related to FY2020 budget priorities and funding mechanisms.

**DISCUSSION:** To appropriately plan for both current and forthcoming expenses, a five-year General Fund budget projection has been prepared. A thorough review of the five-year outlook will provide clarity and identify potential future revenues and expenditures.

In addition, information has been gathered related to current county tax rates, both real estate and income tax, and a comparison of those rates with nearby jurisdictions.

**FISCAL IMPACT:** N/A

**CONCURRENCES:** N/A

**ALTERNATIVES:** N/A

**ATTACHMENTS:** Power point, county property and income tax rates, 5-year General Fund projection

**AUDIO/VISUAL NEEDS:** N/A

- 5 year General Fund budget projection

Washington County, Maryland Long Range Financial Projections													
Source	2019		2020		2021		2022		2023		2024		
	Projected	Budget	\$ Change	Projected	\$ Change	Projected	\$ Change	Projected	\$ Change	Projected	\$ Change		
	Projected actual	Budget		Proposed budget									
<b>General Revenue</b>													
Real Estate/Property Tax	126,900,000	126,448,250	2,845,840	128,697,630	2,249,380	131,271,583	2,573,953	133,897,014	2,625,432	136,708,852	2,811,837	139,579,737	2,870,886
Income Tax	81,129,000	84,000,000	2,000,000	82,750,000	(1,250,000)	84,405,000	1,655,000	86,093,100	1,688,100	87,814,962	1,721,862	89,571,261	1,756,299
Admission and Amusement Tax	255,000	255,000	(25,000)	255,000	0	255,000	0	255,000	0	255,000	0	255,500	2,500
Recordation Tax	6,900,000	6,500,000	500,000	6,500,000	0	6,500,000	0	6,500,000	0	6,565,000	65,000	6,630,650	65,650
Trailer	550,000	550,000	25,000	550,000	0	550,000	0	550,000	0	550,000	0	555,500	5,500
Interest	2,000,000	692,400	267,400	1,200,000	507,600	1,200,000	0	1,212,000	12,000	1,333,200	121,200	1,346,532	13,332
	217,734,000	218,445,650	5,613,240	219,952,630	1,506,980	224,181,583	4,228,953	228,507,114	4,325,532	233,227,014	4,719,899	237,941,231	4,714,217
<b>Program Revenues:</b>													
Charges for Services	6,885,360	8,885,360	2,304,940	6,685,710	(2,199,650)	6,685,710	0	6,752,567	66,857	6,820,093	67,526	6,888,294	68,201
Operating Grants	2,000,000	2,308,300	16,070	2,121,300	(187,000)	2,121,300	0	2,142,513	21,213	2,163,938	21,425	2,185,578	21,639
	8,885,360	11,193,660	2,321,010	8,807,010	(2,386,650)	8,807,010	0	8,895,080	88,070	8,984,031	88,951	9,073,871	89,840
<b>Total Revenues</b>	<b>226,619,360</b>	<b>229,639,310</b>	<b>7,934,250</b>	<b>228,759,640</b>	<b>(879,670)</b>	<b>232,988,593</b>	<b>4,228,953</b>	<b>237,402,194</b>	<b>4,413,602</b>	<b>242,211,044</b>	<b>4,808,850</b>	<b>247,015,102</b>	<b>4,804,057</b>
<b>Wages:</b>													
Full Time Wages	31,987,331	32,558,240	2,139,490	32,965,218	406,978	33,789,348	824,130	34,634,082	844,734	35,499,934	865,852	36,387,433	887,498
Part Time Wages	1,653,902	1,747,870	169,740	1,769,718	21,848	1,813,961	44,243	1,859,310	45,349	1,905,793	46,483	1,953,438	47,645
Overtime Wages	1,728,018	997,410	129,670	1,009,878	12,468	1,035,125	25,247	1,061,003	25,878	1,087,528	26,525	1,114,716	27,188
	35,369,250	35,303,520	2,438,900	35,744,814	441,294	36,638,434	893,620	37,554,395	915,961	38,493,255	938,860	39,455,586	962,331
<b>Fringe Costs:</b>													
Fica	2,705,748	2,753,760	159,120	2,734,478	(19,282)	2,802,840	68,362	2,872,911	70,071	2,944,734	71,823	3,018,352	73,618
Health	8,501,132	8,442,750	171,120	8,442,750	0	8,653,819	211,069	8,870,164	216,345	9,091,918	221,754	9,319,216	227,298
Pension	10,555,565	9,871,790	3,152,780	10,069,226	197,436	10,371,303	302,077	10,682,442	311,139	11,002,915	320,473	11,333,002	330,087
OPEB	0	565,000	0	565,000	0	565,000	0	565,000	0	565,000	0	565,000	0
Other	2,693,460	3,750,820	957,690	3,750,820	0	3,844,693	93,773	3,940,810	96,117	4,039,331	98,520	4,140,314	100,983
	24,459,905	25,384,220	4,440,710	25,562,974	178,154	26,237,655	675,280	26,931,327	693,673	27,643,898	712,570	28,375,885	731,987
<b>Operations:</b>													
Education	111,784,060	111,784,060	1,862,320	113,684,060	1,900,000	115,389,321	1,705,261	117,120,161	1,730,840	118,876,963	1,756,802	120,660,118	1,783,154
Public Safety	14,226,910	14,438,810	(488,100)	14,438,810	0	14,655,392	216,582	14,875,223	219,831	15,098,351	223,128	15,324,827	226,475
State	4,374,140	4,823,160	449,020	4,823,160	0	4,871,392	48,232	4,920,106	48,714	4,969,307	49,201	5,019,000	49,693
Internal Operations	39,806,850	37,659,070	(947,780)	34,506,422	(3,152,648)	35,601,486	1,095,064	36,707,501	1,110,015	37,824,576	1,117,075	38,952,822	1,128,246
	170,191,960	168,705,100	875,460	167,452,452	(1,252,648)	170,517,591	3,065,139	173,622,990	3,105,399	176,769,197	3,146,207	179,956,766	3,187,569
<b>Controllable Assets/Capital Outlay</b>													
Education	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Safety	55,950	149,870	93,720	0	(149,870)	0	0	0	0	0	0	0	0
State	0	16,500	16,500	0	(16,500)	0	0	0	0	0	0	0	0
Internal Operations	11,340	80,300	68,960	0	(80,300)	500,000	500,000	1,000,000	500,000	1,000,000	500,000	1,000,000	500,000
	67,290	246,470	179,180	0	(246,470)	500,000	500,000	1,000,000	500,000	1,000,000	500,000	1,000,000	500,000
<b>Future</b>													
Fire				350,000	350,000	350,000	0	1,353,210	1,003,210	2,646,863	1,293,653	2,646,863	0
Uniforms and Physicals				150,000	150,000	0	(150,000)	0	0	150,000	150,000	0	0
Accounting				100,000	100,000	100,000	0	100,000	0	100,000	0	100,000	0
EMS				400,000	400,000	1,000,000	600,000	1,500,000	500,000	2,000,000	500,000	2,000,000	0
Police Fire & EMS Training Facility				0	0	500,000	500,000	500,000	0	550,000	50,000	550,000	0
SRO				0	0	250,000	250,000	500,000	250,000	750,000	250,000	750,000	0
Kiwan				0	0	1,000,000	1,000,000	1,500,000	500,000	2,000,000	500,000	2,500,000	500,000
Water Fund Appropriation				0	0	250,000	250,000	0	0	250,000	0	250,000	0
Cascade Fund Appropriation				200,000	200,000	1,000,000	800,000	1,000,000	0	1,000,000	0	1,000,000	0
Sewer Fund Appropriation				2,500,000	2,500,000	2,800,000	300,000	1,800,000	(1,000,000)	1,400,000	(400,000)	0	(1,400,000)
Transit Fund Appropriation				150,000	150,000	200,000	50,000	250,000	50,000	300,000	50,000	350,000	50,000
Capital				0	0	1,000,000	1,000,000	2,000,000	1,000,000	3,000,000	1,000,000	4,000,000	1,000,000
				3,850,000	3,850,000	8,450,000	4,600,000	10,753,210	2,303,210	14,146,863	3,393,653	14,146,863	150,000
<b>Total Expenditures</b>	<b>230,084,405</b>	<b>229,639,310</b>	<b>7,934,250</b>	<b>232,609,640</b>	<b>2,970,330</b>	<b>242,343,680</b>	<b>9,734,040</b>	<b>249,861,923</b>	<b>7,518,243</b>	<b>258,053,213</b>	<b>8,191,290</b>	<b>262,935,100</b>	<b>4,881,887</b>
<b>Excess Revenue (Expenditures)</b>	<b>(3,465,045)</b>	<b>0</b>	<b>0</b>	<b>(3,850,000)</b>	<b>(3,850,000)</b>	<b>(9,355,087)</b>	<b>(5,505,087)</b>	<b>(12,459,729)</b>	<b>(3,104,641)</b>	<b>(15,842,169)</b>	<b>(3,382,440)</b>	<b>(15,919,998)</b>	<b>(77,830)</b>
Tax Rate		0.948		0.948		0.948		0.948		0.948		0.948	
<b>Tax Impact - Increase (Decrease)</b>		<b>\$0.00</b>		<b>\$0.03</b>		<b>\$0.08</b>		<b>\$0.10</b>		<b>\$13.00</b>		<b>\$13.00</b>	

# INFORMATION GATHERING – TAX RATES

- North/South/East/West
  - Franklin County, PA
  - Martinsburg, WV
  - Maryland Counties
    - See Table 4.1 County Property Tax Rates
    - See Table 6.1 Local Income Tax Rates
- Difficult to compare Washington County to other states based on varied taxing approaches



## FEBRUARY AND MARCH 2019 HEADLINERS

“Anne Arundel County can bypass the tax cap to raise education funds”

“Will Baltimore County raise taxes for first time in decades? Some think it's necessary to fill budget hole.”

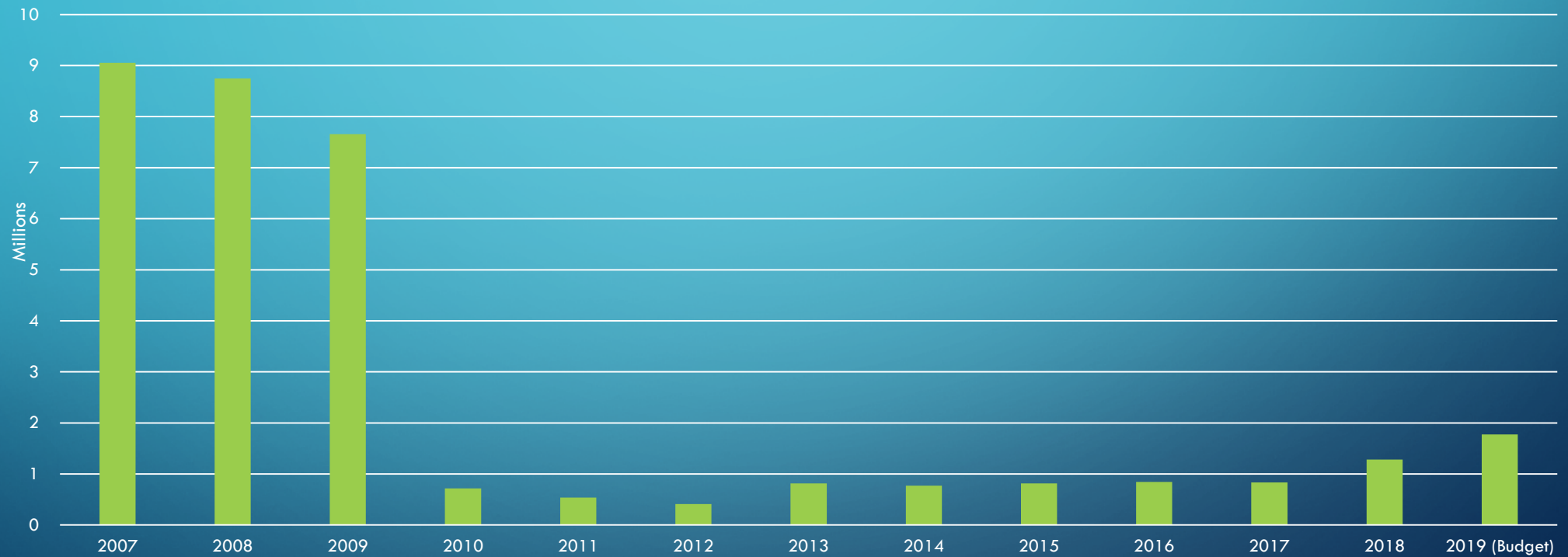
**“Howard County could raise taxes following panel recommendation”**

- “We’ve got structural deficits that will be \$1 billion-plus per year, to the tune of \$5 billion over the next four years that we’ve got to find or cut,” Serafini said. “The next part is Kirwan, between the counties and the state, will spend \$8 billion more than what we have ...”





# HIGHWAY USER REVENUE HISTORY



# FIRE/EMS/PUBLIC SAFETY TAX

Specific Tax

Requires  
enabling  
legislation

Could implement  
7/1/20XX  
(however not in  
FY2020)

# CONSIDERATIONS OF A SPECIFIC TAX

- Specifically allocated by law in addition to budget
- Consideration for credits for fixed income or low income
- Allocation for full cost of program or subsidized with general tax
- Implications related to Fire/EMS donation drive
- May not meet all budget needs

# GENERAL TAX

## INCOME TAX

- Current Rate – 2.80%
- Implementation Jan 1, 20XX
- Income tax : 2.90% = \$2.6M additional revenue
  - \$5.00/month per filer

## REAL ESTATE TAX

- Current Rate – \$0.948
- Implement July 1, 20XX
- Real Estate tax : \$0.998 = \$6M additional revenue
  - \$8/month per household

# COMBINE GENERAL TAX FOR REVENUE GENERATION

## Projected Expenses

2020	2021	2022	2023	2024
(3,850,000)	(9,355,087)	(12,459,729)	(15,842,169)	(15,919,998)

## Multi-year plan for revenue to meet expense

	FY2020	FY2021	FY2022	FY2023	FY2024
Real Property	\$ 0.05	\$ 0.04	\$ -	\$ -	\$ -
Income Tax	0.10%	0.10%	0.00	0.00	0.00
Revenue	8,620,744	7,420,744	0	0	0

# EXAMPLES OF ABSORBED COSTS WITHOUT TAX INCREASE

- Fire & EMS
  - Physicals, fuel & maintenance, incentives, allocation increases
- DRC - \$500K per year
- SDAT fees - \$500K per year
- Education increases \$1-2M per year
- Stormwater Management \$1M per year
- Veterans Tax Credit \$225K per year
- Deficits from enterprise funds \$200K per year
- Other state mandates



# GENERAL FUND BUDGET APPROACH

Start with FY2019 Budget +/- available revenues

Fund Mandates

Safety Related

**Employee Step**

Other dept and agency requests

# APPROACH TO BALANCING THE BUDGET

Use capital reserve to assist in CIP funding.

Slow CIP spending to match revenue projections

Savings from elimination/consolidation of vacant positions

Savings in wage difference from recent or forthcoming retirements

Use current year CIP savings to implement new and reduced wage scale January 2020

Implement reduced step of 2.5% at deferred date of January 2020

Fund excess snow removal expense with current year CIP savings

Redirect apparatus funding to assist with FY2019 deficit



**TABLE 4.1**  
**COUNTY PROPERTY TAX RATES (NON-MUNICIPAL AREAS)**  
**FOR FISCAL YEARS 2009 THROUGH 2019**

COUNTY	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019
ALLEGANY	0.888	0.983	0.9829	0.982	0.981	0.980	0.979	0.978	0.977	0.976	0.975
ANNE ARUNDEL	0.888	0.876	0.880	0.910	0.941	0.950	0.943	0.923	0.915	0.907	0.902
BALTIMORE CITY	2.268	2.268	2.268	2.268	2.268	2.248	2.248	2.248	2.248	2.248	2.248
BALTIMORE COUNTY	1.100	1.100	1.100	1.100	1.100	1.100	1.100	1.100	1.100	1.100	1.100
CALVERT	0.892	0.892	0.892	0.892	0.892	0.892	0.892	0.892	0.952	0.952	0.937
CAROLINE	0.870	0.870	0.870	0.870	0.890	0.940	0.960	0.980	0.980	0.980	0.980
CARROLL	1.048	1.048	1.048	1.028	1.018	1.018	1.018	1.018	1.018	1.018	1.018
CECIL	0.96	0.94	0.92	0.940	0.991	0.991	0.9907	0.9907	0.9914	1.041	1.041
CHARLES	0.962	0.962	0.962	1.003	1.057	1.141	1.141	1.141	1.141	1.141	1.141
DORCHESTER	0.90	0.896	0.896	0.976	0.976	0.976	0.976	0.976	0.976	0.974	1.000
FREDERICK	0.94	0.94	0.936	0.936	0.936	1.064	1.060	1.060	1.060	1.060	1.060
GARRETT	1.000	0.990	0.99	0.990	0.990	0.990	0.990	0.990	0.990	0.990	0.990
HARFORD	1.082	1.064	1.042	1.042	1.042	1.042	1.042	1.042	1.042	1.042	1.042
HOWARD	1.014	1.014	1.014	1.014	1.014	1.014	1.014	1.014	1.014	1.014	1.014
KENT	0.972	0.972	1.022	1.022	1.022	1.022	1.022	1.022	1.022	1.022	1.022
MONTGOMERY	0.903	0.904	0.904	0.9460	0.9910	1.0100	0.9960	0.987	1.026	1.001	0.981
PRINCE GEORGE'S	0.960	0.960	0.960	0.960	0.960	0.960	0.960	1.000	1.000	1.000	1.000
QUEEN ANNE'S	0.7700	0.7700	0.7671	0.8471	0.8471	0.8471	0.8471	0.8471	0.8471	0.847	0.847
ST. MARY'S	0.857	0.857	0.857	0.857	0.857	0.857	0.857	0.852	0.8523	0.848	0.848
SOMERSET	0.92	0.90	0.88	0.884	0.884	0.915	0.915	1.000	1.000	1.000	1.000
TALBOT	0.45	0.432	0.432	0.448	0.491	0.512	0.527	0.536	0.547	0.606	0.606
WASHINGTON	0.948	0.948	0.948	0.948	0.948	0.948	0.948	0.948	0.948	0.948	0.948
WICOMICO	0.814	0.759	0.759	0.769	0.840	0.909	0.9516	0.9516	0.9516	0.940	0.940
WORCESTER	0.70	0.70	0.70	0.700	0.770	0.770	0.770	0.835	0.835	0.835	0.835

NOTE: Many counties levy special service property taxes by district. Those taxes are in addition to those represented on this table.

SOURCE: Maryland Association of Counties/Department of Legislative Services, Budget and Tax Rate Survey, August 2018 and prior year data

**TABLE 6.1**  
**LOCAL INCOME TAX RATES**  
**Rates as Percentage of Maryland Taxable Income**  
**Tax/Calendar Years 2014 Through 2019**

SUBDIVISION	CY 2014	CY 2015	CY 2016	CY 2017	CY 2018	CY 2019
ALLEGANY	3.05%	3.05%	3.05%	3.05%	3.05%	3.05%
ANNE ARUNDEL	2.56%	2.56%	2.50%	2.50%	2.50%	2.50%
BALTIMORE CITY	3.20%	3.20%	3.20%	3.20%	3.20%	3.20%
BALTIMORE COUNTY	2.83%	2.83%	2.83%	2.83%	2.83%	2.83%
CALVERT	2.80%	2.80%	2.80%	2.80%	3.00%	3.00%
CAROLINE	2.73%	2.73%	2.73%	2.73%	2.73%	3.20%
CARROLL <sup>1</sup>	3.04%	3.03%	3.03%	3.03%	3.03%	3.03%
CECIL	2.80%	2.80%	2.80%	2.80%	3.00%	3.00%
CHARLES	3.03%	3.03%	3.03%	3.03%	3.03%	3.03%
DORCHESTER	2.62%	2.62%	2.62%	2.62%	2.62%	2.62%
FREDERICK	2.96%	2.96%	2.96%	2.96%	2.96%	2.96%
GARRETT	2.65%	2.65%	2.65%	2.65%	2.65%	2.65%
HARFORD	3.06%	3.06%	3.06%	3.06%	3.06%	3.06%
HOWARD	3.20%	3.20%	3.20%	3.20%	3.20%	3.20%
KENT	2.85%	2.85%	2.85%	2.85%	2.85%	2.85%
MONTGOMERY	3.20%	3.20%	3.20%	3.20%	3.20%	3.20%
PRINCE GEORGE'S	3.20%	3.20%	3.20%	3.20%	3.20%	3.20%
QUEEN ANNE'S	3.20%	3.20%	3.20%	3.20%	3.20%	3.20%
ST. MARY'S	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%
SOMERSET	3.15%	3.15%	3.15%	3.15%	3.20%	3.20%
TALBOT	2.40%	2.40%	2.40%	2.40%	2.40%	2.40%
WASHINGTON	2.80%	2.80%	2.80%	2.80%	2.80%	2.80%
WICOMICO	3.20%	3.20%	3.20%	3.20%	3.20%	3.20%
WORCESTER	1.25%	1.25%	1.75%	1.75%	1.75%	1.75%

<sup>1</sup> Calendar Year 2015 Income Tax Rate was lowered from 3.04% effective January 1, 2015

**SOURCE: Maryland Association of Counties/Department of Legislative Services, Budget and Tax Rate Survey, August 2018**

**Washington County, Maryland  
Long Range Financial Projections**

Source	Projected													
	2019		2019		2020		2021		2022		2023		2024	
	Projected	Budget	\$ Change	Projected	\$ Change	Projected	\$ Change	Projected	\$ Change	Projected	\$ Change	Projected	\$ Change	
	<i>Projected actual</i>	<i>Budget</i>		<i>Proposed budget</i>										
<b>General Revenue</b>														
Real Estate/Property Tax	126,900,000	126,448,250	2,845,840	128,697,630	2,249,380	131,271,583	2,573,953	133,897,014	2,625,432	136,708,852	2,811,837	139,579,737	2,870,886	
Income Tax	81,129,000	84,000,000	2,000,000	82,750,000	(1,250,000)	84,405,000	1,655,000	86,093,100	1,688,100	87,814,962	1,721,862	89,571,261	1,756,299	
Admission and Amusement Tax	255,000	255,000	(25,000)	255,000	0	255,000	0	255,000	0	255,000	0	257,550	2,550	
Recordation Tax	6,900,000	6,500,000	500,000	6,500,000	0	6,500,000	0	6,500,000	0	6,565,000	65,000	6,630,650	65,650	
Trailer	550,000	550,000	25,000	550,000	0	550,000	0	550,000	0	550,000	0	555,500	5,500	
Interest	2,000,000	692,400	267,400	1,200,000	507,600	1,200,000	0	1,212,000	12,000	1,333,200	121,200	1,346,532	13,332	
	217,734,000	218,445,650	5,613,240	219,952,630	1,506,980	224,181,583	4,228,953	228,507,114	4,325,532	233,227,014	4,719,899	237,941,231	4,714,217	
<b>Program Revenues:</b>														
Charges for Services	6,885,360	8,885,360	2,304,940	6,685,710	(2,199,650)	6,685,710	0	6,752,567	66,857	6,820,093	67,526	6,888,294	68,201	
Operating Grants	2,000,000	2,308,300	16,070	2,121,300	(187,000)	2,121,300	0	2,142,513	21,213	2,163,938	21,425	2,185,578	21,639	
	8,885,360	11,193,660	2,321,010	8,807,010	(2,386,650)	8,807,010	0	8,895,080	88,070	8,984,031	88,951	9,073,871	89,840	
<b>Total Revenues</b>	<b>226,619,360</b>	<b>229,639,310</b>	<b>7,934,250</b>	<b>228,759,640</b>	<b>(879,670)</b>	<b>232,988,593</b>	<b>4,228,953</b>	<b>237,402,194</b>	<b>4,413,602</b>	<b>242,211,044</b>	<b>4,808,850</b>	<b>247,015,102</b>	<b>4,804,057</b>	
<b>Wages:</b>														
Full Time Wages	31,987,331	32,558,240	2,139,490	32,965,218	406,978	33,789,348	824,130	34,634,082	844,734	35,499,934	865,852	36,387,433	887,498	
Part Time Wages	1,653,902	1,747,870	169,740	1,769,718	21,848	1,813,961	44,243	1,859,310	45,349	1,905,793	46,483	1,953,438	47,645	
Overtime Wages	1,728,018	997,410	129,670	1,009,878	12,468	1,035,125	25,247	1,061,003	25,878	1,087,528	26,525	1,114,716	27,188	
	35,369,250	35,303,520	2,438,900	35,744,814	441,294	36,638,434	893,620	37,554,395	915,961	38,493,255	938,860	39,455,586	962,331	
<b>Fringe Costs:</b>														
Fica	2,705,748	2,753,760	159,120	2,734,478	(19,282)	2,802,840	68,362	2,872,911	70,071	2,944,734	71,823	3,018,352	73,618	
Health	8,501,132	8,442,750	171,120	8,442,750	0	8,653,819	211,069	8,870,164	216,345	9,091,918	221,754	9,319,216	227,298	
Pension	10,555,565	9,871,790	3,152,780	10,069,226	197,436	10,371,303	302,077	10,682,442	311,139	11,002,915	320,473	11,333,002	330,087	
OPEB	0	565,000	0	565,000	0	565,000	0	565,000	0	565,000	0	565,000	0	
Other	2,693,460	3,750,920	957,690	3,750,920	0	3,844,693	93,773	3,940,810	96,117	4,039,331	98,520	4,140,314	100,983	
	24,455,905	25,384,220	4,440,710	25,562,374	178,154	26,237,655	675,280	26,931,327	693,673	27,643,898	712,570	28,375,885	731,987	
<b>Operations:</b>														
Education	111,784,060	111,784,060	1,862,320	113,684,060	1,900,000	115,389,321	1,705,261	117,120,161	1,730,840	118,876,963	1,756,802	120,660,118	1,783,154	
Public Safety	14,226,910	14,438,810	(488,100)	14,438,810	0	14,655,392	216,582	14,875,223	219,831	15,098,351	223,128	15,324,827	226,475	
State	4,374,140	4,823,160	449,020	4,823,160	0	4,871,392	48,232	4,920,106	48,714	4,969,307	49,201	5,019,000	49,693	
Internal Operations	39,806,850	37,659,070	(947,780)	34,506,422	(3,152,648)	35,601,486	1,095,064	36,707,501	1,106,015	37,824,576	1,117,075	38,952,822	1,128,246	
	170,191,960	168,705,100	875,460	167,452,452	(1,252,648)	170,517,591	3,065,139	173,622,990	3,105,399	176,769,197	3,146,207	179,956,766	3,187,569	
<b>Controllable Assets/Capital Outlay:</b>														
Education	0	0	0	0	0	0	0	0	0	0	0	0	0	
Public Safety	55,950	149,670	93,720	0	(149,670)	0	0	0	0	0	0	0	0	
State	0	16,500	16,500	0	(16,500)	0	0	0	0	0	0	0	0	
Internal Operations	11,340	80,300	68,960	0	(80,300)	500,000	500,000	1,000,000	500,000	1,000,000	0	1,000,000	0	
	67,290	246,470	179,180	0	(246,470)	500,000	500,000	1,000,000	500,000	1,000,000	0	1,000,000	0	
<b>Future</b>														
Fire				350,000	350,000	350,000	0	1,353,210	1,003,210	2,646,863	1,293,653	2,646,863	0	
Uniforms and Physicals				150,000	150,000	0	(150,000)	0	0	150,000	150,000	0	0	
Accounting				100,000	100,000	100,000	0	100,000	0	100,000	0	100,000	0	
EMS				400,000	400,000	1,000,000	600,000	1,500,000	500,000	2,000,000	500,000	2,000,000	0	
Police Fire & EMS Training Facility				0	0	500,000	500,000	500,000	0	550,000	50,000	550,000	0	
SRO				0	0	250,000	250,000	500,000	250,000	750,000	250,000	750,000	0	
Kirwan				0	0	1,000,000	1,000,000	1,500,000	500,000	2,000,000	500,000	2,500,000	500,000	
Water Fund Appropriation				0	0	250,000	250,000	250,000	0	250,000	0	250,000	0	
Cascade Fund Appropriation				200,000	200,000	1,000,000	800,000	1,000,000	0	1,000,000	0	1,000,000	0	
Sewer Fund Appropriation				2,500,000	2,500,000	2,800,000	300,000	1,800,000	(1,000,000)	1,400,000	(400,000)	0	(1,400,000)	
Transit Fund Appropriation				150,000	150,000	200,000	50,000	250,000	50,000	300,000	50,000	350,000	50,000	
Capital				0	0	1,000,000	1,000,000	2,000,000	1,000,000	3,000,000	1,000,000	4,000,000	1,000,000	
				3,850,000	3,850,000	8,450,000	4,600,000	10,753,210	2,303,210	14,146,863	3,393,653	14,146,863	150,000	
<b>Total Expenditures</b>	<b>230,084,405</b>	<b>229,639,310</b>	<b>7,934,250</b>	<b>232,609,640</b>	<b>2,970,330</b>	<b>242,343,680</b>	<b>9,734,040</b>	<b>249,861,923</b>	<b>7,518,243</b>	<b>258,053,213</b>	<b>8,191,290</b>	<b>262,935,100</b>	<b>4,881,887</b>	
<b>Excess Revenue (Expenditures)</b>	<b>(3,465,045)</b>	<b>0</b>	<b>0</b>	<b>(3,850,000)</b>	<b>(3,850,000)</b>	<b>(9,355,087)</b>	<b>(5,505,087)</b>	<b>(12,459,729)</b>	<b>(3,104,641)</b>	<b>(15,842,169)</b>	<b>(3,382,440)</b>	<b>(15,919,998)</b>	<b>(77,830)</b>	
Tax Rate		0.948		0.948		0.948		0.948		0.948		0.948		
<b>Tax Impact - Increase ( Decrease)</b>		<b>\$0.00</b>		<b>\$0.03</b>		<b>\$0.08</b>		<b>\$0.10</b>		<b>\$13.00</b>		<b>\$13.00</b>		

Fire includes SAFER grant  
EMS assumes 90% return  
Capital to increase \$1 million per year to build back up  
Financial impact of Kirwan currently unknown