



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

February 6, 2024

OPEN SESSION AGENDA

- 6:30 AM STATE OF THE COUNTY PRESENTATION
*Location: Fountain Head Country Club
13316 Fountain Head Road
Hagerstown, Maryland 21740*
- HOSTED BY: HAGERSTOWN-WASHINGTON COUNTY CHAMBER OF COMMERCE
- 9:00 AM DEPART FOR 100 WEST WASHINGTON STREET, HAGERSTOWN, MD
- 10:00 AM INVOCATION AND PLEDGE OF ALLEGIANCE
CALL TO ORDER, *President John F. Barr*
APPROVAL OF MINUTES: *January 30, 2024*
- 10:05 AM COMMISSIONERS' REPORTS AND COMMENTS
- 10:20 AM STAFF COMMENTS
- 10:25 AM CITIZEN PARTICIPATION
- 10:35 AM PRESENTATION AND DISCUSSION OF THE SUPERINTENDENT'S RECOMMENDED FY2025 GENERAL FUND BUDGET FOR WASHINGTON COUNTY PUBLIC SCHOOLS (WCPS)
Melissa Williams, President; Dr. David Sovine, Superintendent of Schools; Jeffrey Proulx, Chief Operating Officer; Eric Sisler, Executive Director of Finance; Kameron Shives, Budget and Finance Reporting Analyst, Washington County Public Schools
- 10:50 AM WASHINGTON COUNTY FREE LIBRARY BUDGET PRESENTATION
Jenny L. Backos, Executive Director, Washington County Free Library
- 11:05 AM WASHINGTON COUNTY MUSEUM OF FINE ARTS – UPDATE AND FY25 SUPPORT REQUEST
Sarah J. Hall, Director; Dr. George Manger, President; Ted Reeder, Treasurer; Washington County Museum of Fine Arts

- 11:20 AM FORT RITCHIE – CASCADE SUSTAINABLE COMMUNITIES DESIGNATION RENEWAL
Jill Baker, Director, Planning and Zoning; Jennifer Kinzer, Deputy Director, Planning and Zoning
- 11:30 AM REISER RURAL LEGACY PROGRAM (RLP) EASEMENT
Chris Boggs, Rural Preservation Administrator, Planning and Zoning
- 11:35 AM CONTRACT AWARD (PUR-1636) – RESH SOLAR II
Brandi Naugle, Buyer, Purchasing; Dave Mason, Deputy Director, Solid Waste
- 11:40 AM 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 and To consider the investment of public funds)*
- 1:15 PM RECONVENE IN OPEN SESSION

ADJOURNMENT

THE BOARD OF COUNTY COMMISSIONERS, COUNTY ADMINISTRATOR, COUNTY ATTORNEY AND THEIR STAFF WILL ATTEND THE MANDATORY COUNTY EMPLOYEE HARASSMENT PREVENTION TRAINING AT 1:30 P.M. AT 100 WEST WASHINGTON STREET, SUITE 1115, HAGERSTOWN, MARYLAND.



Agenda Report Form

Open Session Item

SUBJECT: Presentation and discussion of the Superintendent's Recommended FY2025 General Fund Budget for Washington County Public Schools (WCPS).

PRESENTATION DATE: February 6, 2024

PRESENTATION BY: Mrs. Melissa Williams, President
Dr. David T. Sovine, Superintendent of Schools
Mr. Jeffrey Proulx, Chief Operating Officer
Mr. Eric Sisler, Executive Director of Finance
Mr. Kameron Shives, Budget & Financial Reporting Analyst

RECOMMENDED MOTION: N/A

REPORT-IN-BRIEF: The Superintendent and staff will present the Superintendent's Recommended FY2025 General Fund Budget request for discussion with the Commissioners.

FISCAL IMPACT: \$118,737,360 allocation from the Board of County Commissioners and \$357,383,838 total operating budget.

CONCURRENCES: The Superintendent's Recommended FY2025 General Fund Budget is scheduled to be adopted by the Board of Education on February 20, 2024 as the FY2025 Draft General Fund Budget. The Board of Education is currently scheduled to have a public hearing during their business meeting on March 19, 2024 and to adopt the budget as their final FY2025 General Fund Budget at their business meeting on April 16, 2024.

ALTERNATIVES: N/A

ATTACHMENTS:

AUDIO/VISUAL NEEDS: A PowerPoint presentation will be provided.

Washington County, Maryland
General Fund
Department 90000 - Board of Education
FY25 Expenses

	2025 Operating Budget Requested	Adjustment	2025 Operating Budget Requested	\$ Change	% Change	2024 Operating Budget Approved	2023 Actuals Final	2022 Actuals Final
502000 - Appropriations	118,737,360	0	118,737,360	9,667,000	8.86%	109,070,360	109,070,360	105,841,710
Operating Expenses	118,737,360	0	118,737,360	9,667,000	8.86%	109,070,360	109,070,360	105,841,710
Total	118,737,360	0	118,737,360	9,667,000	8.86%	109,070,360	109,070,360	105,841,710

Washington County, Maryland
General Fund
Department 90000 - Board of Education
FY25 Expenses

	2025 Operating Budget Requested	2025 Variance Comments Requested
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502000 - Appropriations	118,737,360	
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Total	118,737,360	
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Washington County, Maryland
Outside Agency Funding Request
FY2025

The Office of Budget and Finance
100 West Washington Street, Room 3100
Hagerstown, Maryland 21740
Phone: 240-313-2300
Fax: 240-313-2301

General Information

Organization Washington County Public Schools Contact Person: Eric Sisler

Address: _____ Telephone: 301-766-8774

City _____ State _____ Zip Code _____

E-mail: SisleEri@wcps.k12.md.us Fax: _____

Summary of Funding Request

Program Name	Total Budget					County Funding Request			
	Prior	Current	Proposed	%		Prior	Current	Proposed	%
County Appropriation	\$ 109,070,360	\$ 109,070,360	\$ 118,737,360	8.9%	Form 2	\$ 109,070,360	\$ 109,070,360	\$ 118,737,360	8.9%
State	\$ 207,439,032	\$ 229,981,415	\$ 240,413,890	4.5%	Form 3	\$ -	\$ -	\$ -	0%
Other	\$ 1,923,023	\$ 1,167,465	\$ 1,167,465	0.0%	Form 4	\$ -	\$ -	\$ -	0%
	\$ -	\$ -	\$ -	0%	Form 5	\$ -	\$ -	\$ -	0%
	\$ -	\$ -	\$ -	0%	Form 6	\$ -	\$ -	\$ -	0%
	\$ -	\$ -	\$ -	0%	Form 7	\$ -	\$ -	\$ -	0%
Total	\$ 318,432,415	\$ 340,219,240	\$ 360,318,715	5.9%		\$ 109,070,360	\$ 109,070,360	\$ 118,737,360	8.9%

Certification Statement and Other Documents

Attach Year End Financial Statement (audited if available), if not already provided.

Attach Form 990, the most recent year filed and completed, if applicable.

I certify that all information in this application as well as all supplied supporting data of this application are true and complete to the best of my knowledge and belief. I understand that material omission or false information contained in the application could constitute grounds for disqualification from funding. I further understand that by submitting an application, I am accepting the terms and conditions as approved by the County Commissioners of Washington County, MD for the programs specified. Expenditures are also subject to County audit.

I also represent and warrant that the organization does not discriminate on the basis of race, creed, sex, age, color, national origin, physical or mental disabilities for employment, or the achievement of the mission or goal of the organization.

I understand that any and all applications submitted may be considered public documents. As such, all applications may be viewable and obtained by the public under provisions of the Public Information Act, MD Code Ann., State Government Article 10-613.

Applicant's Signature _____ Date _____

Washington County, Maryland
Outside Agency Funding Request

Program Budget

Organization Name: Washington County Public Schools Funding Request: \$ -

Program Name: _____ # Clients Served: 22171+

Program Description: Provide public education to Washington County students.

Expenditures	Total Program Cost			Budget Justification (Explain and justify each proposed budget line item for which an increase or decrease appears.)
	Prior Year Actual	Current Year Budget	Requested Year Budget (round nearest \$10)	
Personnel Costs:				
Wages				See detailed budget.
Fringe Benefits				
Payroll Taxes				
Total	\$ -	\$ -	\$ -	
Operating Costs:				
Audit				
Building Maintenance				
Contract Services				
Consultants				
Equipment Maintenance				
Equipment/Lease				
Fuel/Oil				
Hardware/Software				
Insurance				
Interest Cost				
Office Supplies				
Phone				
Rent Expense				
Utilities				
Vehicle Maintenance				
Other (detail below):				
1.				
2.				
3.				
4.				
5.				
Total	\$ -	\$ -	\$ -	
Capital				
Equipment Purchases				
Hardware Purchases				
Other Capital Purchases				
Total	\$ -	\$ -	\$ -	
Grand Total	\$ -	\$ -	\$ -	

Washington County, Maryland
Outside Agency Funding Request

Program Revenue

Organization Name: Washington County Public Schools Funding Request: \$ -

Program Name: 0 # Clients Served: 22171+

Program Description: Provide public education to Washington County students.

Program Revenue	Total Program Revenue			Budget Justification (Explain and justify each proposed budget line item for which an increase or decrease appears.)
	Prior Year Actual	Current Year Budget	Requested Year Budget (round nearest \$10)	
Grants:				
County - general operating				
County - Gaming				
County - Community Funding				
County - other (list):				
1.				
2.				
3.				
Federal				
State				
Contributions and bequests				
Municipal - other (detail):				
1.				
2.				
3.				
Total	\$ -	\$ -	\$ -	
Operating Income:				
Fundraising				
Fees				
Other:				
1.				
2.				
3.				
4.				
5.				
Total	\$ -	\$ -	\$ -	
Other:				
Sale of Equipment				
Investment Income				
Loan Proceeds				
Total	\$ -	\$ -	\$ -	
Grand Total	\$ -	\$ -	\$ -	

FY2025 Superintendent Draft General Fund Budget
Summary of Changes from FY2024 Budgeted Revenues & Expenditures

			Amount	Cumulative Amount	Page #	Item #
I.		<u>ANTICIPATED INCREMENTAL REVENUE</u>		\$20,099,475		
	A.	- Total State Revenue (Estimates Based on current enrollments & anticipated per pupil amounts)		\$10,432,475	1	
	B.	- Total Local Revenue		\$9,667,000	1	
	1	- Local Revenue - Maintenance of Effort - Revenue Base	\$13,690			
	2	- Local Revenue - Other Requested Amount	\$9,653,310			
II.		<u>ANTICIPATED INCREMENTAL EXPENSE</u>		\$21,522,498		
	A.	<u>Salary, Compensation & Retention</u>		\$13,095,884		
	1	- 11M Principals & Assistant Principals to 12M (Elementary & Middle)	\$205,684		3	6 & 7
	2	- 10M Elementary Administrative Assistants to 12M	\$101,026		3	13
	3	- 10M Middle School Registrars to 12M	\$57,315		3	14
	4	- 1.0 Bus Router - Transportation (New Pos)	\$55,000		24	2
	5	- Pension Increase from Rate Increases and Prior Years Salary Increases	\$305,000		32	1
	6	- Health Insurance Premium Increase (assuming 5.0%)	\$2,189,517		32	4
	7	- Resource Pool	10,133,014		32	20
	8	- Benefits Adjustment for positions	\$49,328		32	2-4
	B.	<u>Safety / Health / Behavior</u>		\$3,506,611		
	1	- 8.5 Teachers - InnovatED Learning Hub (New Pos)	\$552,500		7	8
	2	- 1.0 Engage Para - Registered Behavior Tech (New Pos)	\$29,000		8	18
	3	- 1.0 Para - InnovatED Learning Hub (New Pos)	\$26,000		8	22
	4	- 35.0 Student Reading Apprentice Tutors - 15/Hrs Week (From Tutoring Grant - Temp Employees)	\$275,625		8	39
	5	- 0.5 O&M Specialist - Special Education (New Pos)	\$35,000		17	1
	6	- 3.0 Special Ed Teachers (New Pos)	\$195,000		17	4
	7	- 1.0 - Special Ed Teacher (added in fall FY24)	\$65,000		17	4
	8	- 2.0 - Speech Language Pathologist (added in fall FY24)	\$156,000		17	7
	9	- 2.0 Speech Language Pathologist (New Pos)	\$156,000		17	7
	10	- 1.25 - Special Ed Paras (added in fall FY24)	\$36,250		17	9
	11	- Special Ed Contracted Services (Interpreters & Paras)	\$600,000		17	20 & 21
	12	- Special Ed Non-Public Special Placements	\$400,000		18	2
	13	- 1.0 - Registered Nurse (From ESSER III)	\$91,728		23	4
	14	- Visitor Management System (Annual License)	\$50,000		28	7
	15	- School Resource Officer Contract Increase	\$381,511		28	8
	16	- Benefits Adjustment for positions	\$456,997		32	2-4
	C.	<u>Blueprint Specific Program Costs</u>		\$4,214,576		
	1	- 1.0 - CTE Apprentice Coordinator (From ESSER III)	\$82,871		5	2
	2	- Testing Materials / School Net Assessment (From ESSER III)	\$130,000		6	8
	3	- 17.0 - Supplemental Teachers (From Tutoring Grant)	\$1,203,146		7	5 & 6
	4	- CCR - HCC Dual Credit Tuition, Fees & Books	\$480,000		9	81
	5	- 17.0 EL Teachers	\$1,105,000		10	4
	6	- EL - Contracted Services	\$40,000		10	10
	7	- EL - Instructional Materials	\$48,000		10	11
	8	- Workforce Development Board Estimated Increase	\$30,000		15	15
	9	- Technology - Tech Service Contracts (Part of Required Increase for FY25)	\$250,000		27	6
	10	- 1.0 - Blueprint Coordinator (From ESSER III)	\$137,632		34	1
	11	- Benefits Adjustment for positions	\$707,927		32	2-4
	D.	<u>FY2024 Inflationary Increases</u>		\$705,427		
	1	- School Principals & School Staff - Computer Software	\$2,750		4	27
	2	- Professional Development - Maintenance Contracts	\$1,500		14	8
	3	- Special Ed Programs in WCPS - Computer Software	\$1,500		17	24
	4	- Student Health Programs - Computer Software	\$1,250		23	15
	5	- Student Transportation Programs - Buses	\$368,427		25	44
	6	- Facilities Operations Programs - Operational Supplies	\$150,000		26	21
	7	- Facilities Operations Programs - Utilities - Water & Sewer	\$60,000		26	27
	8	- Facilities Operations Programs - Utilities - Heating Fuel	\$60,000		26	28
	9	- Safety & Security Programs - Computer Software	\$20,000		28	12
	10	- Employee Benefit Program - Liability Insurance	\$40,000		32	18

FY2025 Superintendent Draft General Fund Budget
Summary of Changes from FY2024 Budgeted Revenues & Expenditures

			Amount	Cumulative Amount	Page #	Item #
III.	A.	BUDGET ADJUSTMENTS BY PROGRAM		(\$1,423,023)		
		- School Principals and School Staff		(\$50,000)		
	1	- School Principals - Communications	(\$50,000)		4	32
		- Testing and Accountability Programs		(\$9,500)		
	2	- Testing - Additional Wages	(\$3,500)		6	4
	3	- Testing - Research Consultants	(\$6,000)		6	5
		- Classroom Instructional Programs		\$2,390,000		
	4	- Classroom Instruction - Redeployed 2.0 Elementary Teachers to 2.0 Special Ed Teachers	\$0		7	2
	5	- Classroom Instruction - Redeployed 2.5 Family Center Teachers to 2.5 InnovatED Learning Teachers	\$0		7	8
	6	- Classroom Instruction - Redeployed 1.0 Family Center Para to 1.0 InnovatED Learning Para	\$0		8	22
	7	- Classroom Instruction - Summer School - Elementary	\$450,000		8	34
	8	- Classroom Instruction - Summer School - Middle	\$90,000		8	35
	9	- Classroom Instruction - Summer School - High	\$400,000		8	36
	10	- Classroom Instruction - Instructional Substitutes	\$350,000		8	37
	11	- Classroom Instruction - Equipment Rental	\$100,000		8	41
	12	- Classroom Instruction - Small Computer Equipment (Chromebooks - Part of Required Increase FY25)	\$1,100,000		8	49
	13	- Classroom Instruction - Computer Software	(\$100,000)		8	50
		- Targeted Instructional Programs		\$0		
	14	- Targeted Instruction - Redeployed 2.5 Family Center Teachers to 2.5 InnovatED Learning Teachers	\$0		10	3
	15	- Targeted Instruction - Redeployed 1.0 Family Center Para to 1.0 InnovatED Learning Para	\$0		10	6
		- Gifted and Talented Programs		\$0		
	16	- Gifted & Talented - Contracted Services	(\$10,000)		12	10
	17	- Gifted & Talented - Professional Development	\$30,000		12	16
	18	- Gifted & Talented - Dues & Subscriptions	(\$20,000)		12	17
		- Professional Development		\$0		
	19	- Professional Development - Substitutes	(\$25,000)		14	6
	20	- Professional Development - Consultants	\$25,000		14	7
		- School Counseling Programs		\$0		
	21	- School Counseling - Redeployed 1.0 Counselor to 1.0 Special Ed Social Worker	\$0		15	1
		- Special Education Programs in WCPS		\$0		
	22	- Special Ed - Redeployed 1.0 Counselor to 1.0 Special Ed Social Worker	\$0		17	3
	23	- Special Ed - Redeployed 2.0 Elementary Teachers to 2.0 Special Ed Teachers	\$0		17	4
	24	- Special Ed - Redeployed 1.0 Special Ed Teacher to 2.0 Special Ed Paras	\$0		17	4 & 9
		- Student Health Programs		\$0		
	25	- Student Health - Contracted Equipment Repair	\$30,000		23	10
	26	- Student Health - Medical Supplies	(\$30,000)		23	16
		- Student Transportation Programs		\$150,000		
	27	- Student Transportation - Redeployed 4.0 Bus Assistants to 2.0 Bus Drivers	\$0		24	6 & 7
	28	- Student Transportation - Summer School Wages	\$100,000		24	10
	29	- Student Transportation - Contracted Drivers	\$50,000		24	21
	30	- Student Transportation - Computer Software	(\$20,000)		24	25
	31	- Student Transportation - Tires, Repairs & Disposal Fees	\$20,000		24	26
		- Facilities Operations Programs		\$30,000		
	32	- Facilities Operations - Redeployed 1.0 Maint. Position to 1.0 Equipment Maint. in Fac. Operations	\$0		26	4
	33	- Facilities Operations - Equipment Repair (Science)	(\$10,000)		26	13
	34	- Facilities Operations - Trash Removal	\$30,000		26	16
	35	- Facilities Operations - Snow Removal	(\$25,000)		26	17
	36	- Facilities Operations - Building / Property Insurance	\$35,000		26	25
		- Technology Support & Maintenance		\$168,000		
	37	- Tech. Support & Maint. - Temp Employment / Overtime	\$15,000		27	4
	38	- Tech. Support & Maint. - Tech Service Contracts	\$315,000		27	6
	39	- Tech. Support & Maint. - Tech Repairs & Maintenance	(\$150,000)		27	7
	40	- Tech. Support & Maint. - Tech Support Supplies	\$85,000		27	9
	41	- Tech. Support & Maint. - Computer Software	(\$107,000)		27	11
	42	- Tech. Support & Maint. - Travel - Professional Development	\$10,000		27	12
		- Facilities Maintenance Programs		\$0		

FY2025 Superintendent Draft General Fund Budget
Summary of Changes from FY2024 Budgeted Revenues & Expenditures

			Amount	Cumulative Amount	Page #	Item #
		43 - Facilities Maintenance - Redeployed 1.0 Maint. Position to 1.0 Equipment Maint. in Fac. Operations	\$0		29	3
		- Facilities Capital Outlay		(\$2,050,536)		
		44 - Facilities Capital Outlay - Other Contracted Services	(\$2,050,536)		30	4
		- Employee Benefit Program		(\$1,935,487)		
		45 - Adjustments Required to FY25 Budget to Reflect Actual FY24 Salary Cost	(\$1,540,849)		Throughout	
		46 - Employee Benefits - Benefits Adjustment (S.S., WorkersComp, & Pension) for other salary adjustments	(\$44,638)		32	2 & 3
		47 - Employee Benefits - Medical Insurance Adjustment for change in subscriber coverage mix	(\$400,000)		32	4
		48 - Employee Benefits - Life Insurance	\$100,000		32	6
		49 - Employee Benefits - Perfect Attendance - Sick Leave	(\$50,000)		32	11
		- Financial Services		\$4,500		
		50 - Financial Services - Contracted Internal Audit Fees	\$2,500		35	5
		51 - Financial Services - Office Supplies	\$2,000		35	7
		- Printing Services		(\$100,000)		
		52 - Printing Services - Equipment Rental	(\$100,000)		37	6
		- Human Resource Services		\$0		
		53 - Human Resources - Consultants	(\$5,000)		39	6
		54 - Human Resources - Service / Maintenance Contracts	(\$5,000)		39	10
		55 - Human Resources - Interpreters	\$5,000		39	11
		56 - Human Resources - Advertising	\$5,000		39	20
		- Data and Information Processing Services		(\$20,000)		
		57 - Data Processing - Maintenance Contracts	(\$30,000)		41	2
		58 - Data Processing - Computer Supplies	\$5,000		41	3
		59 - Data Processing - Dues & Subscriptions	\$5,000		41	6
		Anticipated Surplus / (Shortfall) Based on Projected Revenue & Expenditure Changes		\$0		

Revenue - Unrestricted

	Actual FY21	Actual FY22	Actual FY23	Budget FY24	Budget FY25	Inc./(Decr.) Bud24 vs Bud25	% Inc. / (Decr.) Bud24 vs Bud25
Local Revenue							
County Appropriation	103,208,100	105,841,710	109,070,360	11,590,017	17,040,735	5,450,718	47.03%
Foundation Program	0	0	0	52,481,105	52,901,622	420,517	0.80%
State Compensatory Aid	0	0	0	31,804,509	33,119,729	1,315,220	4.14%
English Language Learners	0	0	0	2,075,835	2,723,918	648,083	31.22%
Teacher Career Ladder	0	0	0	72,025	72,025	0	0.00%
Special Education - Formula	0	0	0	6,582,570	7,677,713	1,095,143	16.64%
College & Career Readiness	0	0	0	300,547	283,897	(16,650)	-5.54%
Prekindergarten	0	0	0	3,289,249	4,043,218	753,969	22.92%
Transitional Supplemental Instruction	0	0	0	874,503	874,503	0	0.00%
	103,208,100	105,841,710	109,070,360	109,070,360	118,737,360	9,667,000	8.86%
State Revenue							
Foundation Program	109,598,832	105,150,311	119,869,000	123,145,055	125,255,391	2,110,336	1.71%
State Compensatory Aid	47,082,726	44,942,463	45,109,344	60,754,381	63,266,773	2,512,392	4.14%
English Language Learners	3,079,280	2,958,644	3,630,990	5,001,963	6,563,594	1,561,631	31.22%
Teacher Career Ladder	31,000	33,000	159,205	221,975	221,975	0	0.00%
Special Education - Formula	9,094,667	8,992,164	12,264,185	14,678,404	17,120,451	2,442,047	16.64%
Special Education - Nonpublic	767,761	1,443,285	1,377,988	1,450,000	1,450,000	0	0.00%
Student Transportation - Regular	7,476,108	7,550,869	8,159,192	8,846,034	8,846,034	0	0.00%
Student Transportation - Special Ed.	562,000	400,000	544,000	617,000	617,000	0	0.00%
Guaranteed Tax Base	7,020,746	7,501,367	8,570,703	9,092,960	9,727,637	634,677	6.98%
College & Career Readiness	0	0	785,105	840,824	794,243	(46,581)	-5.54%
Prekindergarten	5,057,079	3,739,801	6,963,041	5,313,499	6,531,472	1,217,973	22.92%
Out-Of-County, Schools Near Co. Lines	5,379	6,893	6,279	19,320	19,320	0	0.00%
SB #1030 - The Blueprint for MD's Future	2,612,805	9,038,673	0	0	0	0	0.00%
	192,388,383	191,757,470	207,439,032	229,981,415	240,413,890	10,432,475	4.54%
Federal Revenue							
Impact Aid	29,783	0	11,431	0	0	0	0.00%
Other Federal Revenue	0	0	178,541	0	0	0	0.00%
	29,783	0	189,972	0	0	0	0.00%
Other Revenue							
Tuition - Non-Resident Students	125,842	98,551	137,231	95,000	95,000	0	0.00%
Tuition - Summer School	0	0	0	0	0	0	0.00%
Other Tuition	0	0	0	500	500	0	0.00%
Technology Fees	134,142	3,138	18,068	20,000	20,000	0	0.00%
Interest Income	64,155	77,292	779,736	500,000	500,000	0	0.00%
Rental - School Facilities	9,546	19,522	23,567	50,000	50,000	0	0.00%
Miscellaneous	17,147	147,313	58,961	56,965	56,965	0	0.00%
Recovery of Costs	613,192	299,183	197,663	165,000	165,000	0	0.00%
	964,023	645,000	1,215,225	887,465	887,465	0	0.00%
Other Resources							
Transfers In - Maryland LEAs	243,256	214,171	219,005	220,000	220,000	0	0.00%
Sale of Assets	312,666	197,471	298,821	60,000	60,000	0	0.00%
	555,922	411,643	517,826	280,000	280,000	0	0.00%
Total Revenue	297,146,211	298,655,822	318,432,416	340,219,240	360,318,715	20,099,475	5.91%

Summary of Unrestricted Expenditures

	<u>Actual FY21</u>	<u>Actual FY22</u>	<u>Actual FY23</u>	<u>Budget FY24</u>	<u>Budget FY25</u>	<u>Inc./(Decr.) Bud24 vs Bud25</u>	<u>% Inc. / (Decr.) Bud24 vs Bud25</u>
Instructional Programs							
School Principals & School Staff	13,970,406	14,405,637	14,905,508	15,806,936	16,100,560	293,624	1.86%
Office of Instructional Supervision	4,219,046	4,173,152	4,906,545	5,288,900	5,413,847	124,946	2.36%
Testing & Accountability Programs	471,412	538,698	521,242	773,173	888,364	115,190	14.90%
Classroom Instructional Programs	95,451,083	96,258,001	103,431,625	109,534,795	113,594,466	4,059,671	3.71%
Targeted Instructional Programs	5,381,751	5,475,337	6,261,181	7,857,139	8,895,090	1,037,952	13.21%
Career Technology Programs	5,422,628	5,520,329	5,720,772	6,046,221	5,900,374	(145,847)	-2.41%
Gifted and Talented Programs	3,744,623	3,794,682	3,993,006	4,122,287	4,071,142	(51,145)	-1.24%
School Library Media Programs	3,036,853	2,993,141	3,128,804	3,339,413	3,339,967	555	0.02%
Professional Development	1,635,200	1,290,131	1,404,527	1,526,729	1,530,691	3,962	0.26%
School Counseling Programs	4,609,829	4,539,592	4,905,899	7,041,502	6,991,425	(50,077)	-0.71%
Psychological Services Programs	697,635	788,913	990,938	893,558	873,255	(20,303)	-2.27%
Sp. Ed. Programs in WCPS	18,591,489	18,365,997	22,133,810	23,693,567	24,686,436	992,870	4.19%
Sp. Ed. Prog. In Private/Contr. Centers	2,885,052	4,219,638	4,453,851	4,400,000	4,800,000	400,000	9.09%
Sp. Ed. Staff Development Program	47,771	107,917	36,446	57,500	57,500	0	0.00%
Admin. & School Staff in Local Sp. Ed. Centers	241,910	245,027	259,501	269,587	271,100	1,513	0.56%
Supervision of Sp. Ed. Programs	1,055,937	970,622	1,092,393	1,297,561	1,273,764	(23,797)	-1.83%
Total - Instructional Programs	161,462,626	163,686,815	178,146,049	191,948,869	198,687,982	6,739,113	3.51%
Student/Staff Support Programs							
Student Services Programs	2,297,379	2,291,693	2,728,282	3,215,360	3,194,958	(20,402)	-0.63%
Student Health Programs	2,755,428	3,013,712	3,506,304	4,588,081	4,665,101	77,020	1.68%
Student Transportation Programs	10,739,643	13,228,643	13,964,705	14,423,563	15,001,054	577,491	4.00%
Facilities Operations Programs	15,259,870	15,699,091	16,381,404	18,147,883	18,465,380	317,497	1.75%
Technology Support & Maintenance	5,244,786	5,290,014	5,470,369	5,499,123	5,916,566	417,443	7.59%
Safety and Security Programs	2,127,900	1,668,648	1,961,681	3,063,913	3,527,563	463,649	15.13%
Facilities Maintenance Programs	8,950,130	8,498,574	11,061,597	10,290,232	10,333,798	43,566	0.42%
Facilities Capital Outlay	2,235,292	4,786,657	1,276,629	2,567,197	518,266	(2,048,931)	-79.81%
Food Services Program	0	0	41,034	30,000	30,000	0	0.00%
Employee Benefit Program	72,356,312	69,160,142	72,819,322	78,414,356	91,901,501	13,487,145	17.20%
Total - Student/Staff Support Programs	121,966,742	123,637,175	129,211,327	140,239,708	153,554,187	13,314,480	9.49%
Administrative Services							
Elected Board Member Services	563,960	689,855	673,677	843,974	841,237	(2,737)	-0.32%
Executive Leadership Team	801,497	805,214	827,268	899,064	1,000,065	101,002	11.23%
Financial Services	62,230	(207,661)	51,537	847,167	836,216	(10,951)	-1.29%
Purchasing Services	307,541	309,294	324,602	347,653	353,735	6,082	1.75%
Printing Services	630,260	689,902	674,208	868,492	761,014	(107,478)	-12.38%
Comm. Relations & Public Engagement Serv.	408,865	392,496	465,057	492,154	537,834	45,680	9.28%
Human Resources Services	1,296,512	1,271,391	1,259,203	1,306,998	1,336,162	29,164	2.23%
Employee Benefits Administration	191,583	201,727	206,027	215,523	220,426	4,903	2.27%
Data & Information Processing Serv.	1,440,760	1,670,500	1,962,852	2,209,639	2,189,857	(19,782)	-0.90%
Total - Administrative Services	5,703,209	5,822,719	6,444,431	8,030,664	8,076,546	45,882	0.57%
Total Expenditures	289,132,576	293,146,709	313,801,808	340,219,240	360,318,715	20,099,475	5.91%

School Principals and School Staff

MSDE Category: Mid-Level Administration

MSDE Subcategory: Office Of The Principal

<u>Program Staffing Summary</u>	<u>Actual FY21</u>	<u>Actual FY22</u>	<u>Actual FY23</u>	<u>Budget FY24</u>	<u>Budget FY25</u>	<u>Inc./(Decr.) Bud24 vs Bud25</u>	<u>% Inc. / (Decr.) Bud24 vs Bud25</u>
Principals							
Elementary	25.0	25.0	25.0	25.0	25.0	0.0	0.00%
Middle	7.0	7.0	7.0	7.0	7.0	0.0	0.00%
High	8.0	8.0	8.0	8.0	8.0	0.0	0.00%
Career & Technology Education	1.0	1.0	1.0	1.0	1.0	0.0	0.00%
Alternative/Evening High	1.0	1.0	1.0	1.0	1.0	0.0	0.00%
Assistant Principals							
Elementary	11.0	10.0	10.0	10.0	10.0	0.0	0.00%
Middle	14.5	14.6	14.6	14.6	14.6	0.0	0.00%
High	17.5	18.4	20.4	20.4	20.4	0.0	0.00%
Career & Technology Education	1.0	1.0	1.0	1.0	1.0	0.0	0.00%
Alternative/Evening High	1.0	1.0	1.0	1.0	1.0	0.0	0.00%
Administrative Interns	0.0	0.0	0.0	3.0	3.0	0.0	0.00%
STEM Coordinator - Outdoor School	1.0	1.0	1.0	1.0	1.0	0.0	0.00%
Clerical							
Elementary	33.0	33.0	33.0	36.0	36.0	0.0	0.00%
Middle	20.5	20.5	21.0	21.5	21.5	0.0	0.00%
High	33.4	34.4	34.4	33.9	33.9	0.0	0.00%
Career & Technology Education	2.7	2.7	2.7	2.7	2.7	0.0	0.00%
Alternative/Evening High	1.5	1.5	1.5	1.5	1.5	0.0	0.00%
Other School (Outdoor/Children's Village)	2.0	2.0	2.0	2.0	2.0	0.0	0.00%
Total FTE	181.1	182.1	184.6	190.6	190.6	0.0	0.00%

<u>Program Budget</u>	<u>Actual FY21</u>	<u>Actual FY22</u>	<u>Actual FY23</u>	<u>Budget FY24</u>	<u>Budget FY25</u>	<u>Inc./(Decr.) Bud24 vs Bud25</u>	<u>% Inc. / (Decr.) Bud24 vs Bud25</u>	<u>Item #</u>
Salaries and Wages								
Principals								
Elementary	2,851,517	2,814,395	2,996,659	3,034,955	3,033,213	(1,742)	-0.06%	1
Middle	782,086	795,078	805,064	834,946	835,144	198	0.02%	2
High	945,835	971,151	1,051,052	1,087,980	1,088,241	261	0.02%	3
Career & Technology Education	120,694	104,911	124,692	127,714	127,745	31	0.02%	4
Alternative	124,971	111,410	113,482	117,454	117,481	27	0.02%	5
Assistant Principals								
Elementary	800,744	809,152	839,540	867,269	948,976	81,707	9.42%	6
Middle	1,200,043	1,252,164	1,341,464	1,424,809	1,482,547	57,738	4.05%	7
High	1,696,233	1,777,459	2,098,530	2,132,261	2,147,813	15,552	0.73%	8
Career & Technology Education	90,266	94,970	102,636	108,066	108,090	24	0.02%	9
Alternative	98,497	79,286	85,695	88,694	105,454	16,760	18.90%	10
Administrative Interns	0	0	0	240,000	242,296	2,296	0.96%	11
STEM Coordinator - Outdoor School	80,249	81,252	86,199	89,216	89,238	22	0.02%	12
Clerical								
Elementary	1,574,778	1,560,416	1,629,084	1,841,696	1,960,585	118,889	6.46%	13
Middle	833,374	801,206	804,800	859,743	920,469	60,726	7.06%	14
High	1,396,025	1,346,667	1,357,187	1,452,985	1,436,111	(16,875)	-1.16%	15
Career & Technology Education	132,143	132,473	134,836	145,668	145,421	(247)	-0.17%	16
Alternative/Evening High	65,843	71,661	66,607	70,377	72,128	1,751	2.49%	17
Other School (Outdoor/Children's Village)	85,771	75,309	80,363	85,103	88,858	3,755	4.41%	18
Additional Employment - Clerical	35,102	39,602	47,766	50,000	50,000	0	0.00%	19
Additional Empl. - A&S	0	0	0	0	0	0	0.00%	20
Instructional Substitutes	0	0	121	0	0	0	0.00%	21
Substitutes - Clerical	29,264	110,633	105,855	47,500	47,500	0	0.00%	22
Turnover Credit	0	0	0	(100,000)	(100,000)	0	0.00%	23
	12,943,436	13,029,194	13,871,632	14,606,436	14,947,310	340,874	2.33%	

School Principals and School Staff (Continued)

<u>Program Budget</u>	<u>Actual FY21</u>	<u>Actual FY22</u>	<u>Actual FY23</u>	<u>Budget FY24</u>	<u>Budget FY25</u>	<u>Inc./ (Decr.) Bud24 vs Bud25</u>	<u>% Inc. / (Decr.) Bud24 vs Bud25</u>	<u>Item #</u>
Contracted Services								
Consultants	28,579	0	0	0	0	0	0.00%	24
Tech. - Service Contracts	0	0	0	0	0	0	0.00%	25
	28,579	0	0	0	0	0	0.00%	
Supplies and Materials								
Office Supplies	2,793	750	1,099	3,750	3,750	0	0.00%	26
Computer Software	61,752	63,913	66,470	69,250	72,000	2,750	3.97%	27
Postage - Schools	57,321	56,637	50,826	60,500	60,500	0	0.00%	28
Diplomas	37,551	11,747	9,503	10,000	10,000	0	0.00%	29
Food/Meals	0	1,637	3,330	3,000	3,000	0	0.00%	30
	159,417	134,684	131,228	146,500	149,250	2,750	1.88%	
Other Charges								
Travel/Mileage	27,647	30,320	39,044	55,000	55,000	0	0.00%	31
Communications - Schools	811,326	1,211,439	863,604	999,000	949,000	(50,000)	-5.01%	32
	838,974	1,241,759	902,648	1,054,000	1,004,000	(50,000)	-4.74%	
Property								
Equipment	0	0	0	0	0	0	0.00%	33
Program Total	13,970,406	14,405,637	14,905,508	15,806,936	16,100,560	293,624	1.86%	

Office of Instructional Supervision

MSDE Category: Mid-Level Administration
MSDE Subcategory: Instructional Administration and Supervision

<u>Program Staffing Summary</u>	<u>Actual FY21</u>	<u>Actual FY22</u>	<u>Actual FY23</u>	<u>Budget FY24</u>	<u>Budget FY25</u>	<u>Inc./(Decr.) Bud24 vs Bud25</u>	<u>% Inc. / (Decr.) Bud24 vs Bud25</u>	
Professional								
Regular Programs	27.0	27.0	31.0	32.0	32.0	0.0	0.00%	
Career & Technology Programs	2.0	2.0	2.0	2.0	3.0	1.0	50.00%	
Curriculum & Instr. Specialists	5.0	5.0	4.2	5.2	5.2	0.0	0.00%	
Technology Integration Specialists	3.0	3.0	3.0	3.0	3.0	0.0	0.00%	
Clerical and Support								
Regular Programs	10.0	10.0	10.0	10.0	10.0	0.0	0.00%	
Career & Technology Programs	1.0	1.0	1.0	1.0	1.0	0.0	0.00%	
Total FTE	48.0	48.0	51.2	53.2	54.2	1.0	1.88%	
Program Budget	Actual FY21	Actual FY22	Actual FY23	Budget FY24	Budget FY25	Inc./(Decr.) Bud24 vs Bud25	% Inc. / (Decr.) Bud24 vs Bud25	Item #
Salaries and Wages								
Professional								
Regular Programs	2,869,513	2,758,680	3,452,124	3,701,099	3,735,563	34,464	0.93%	1
Career & Technology Programs	171,017	201,169	205,914	213,121	296,316	83,195	39.04%	2
Curriculum & Instr. Specialists	376,204	384,514	338,195	419,748	424,328	4,580	1.09%	3
Technology Integration Specialists	237,645	244,057	260,207	269,429	272,317	2,888	1.07%	4
Clerical and Support						0	0.00%	
Regular Programs	464,455	457,347	482,368	519,073	518,635	(438)	-0.08%	5
Career & Technology Programs	38,298	35,947	42,330	45,930	46,188	258	0.56%	6
Temporary Employment	0	422	0	0	0	0	0.00%	7
Additional Pay	32,607	33,242	34,735	40,000	40,000	0	0.00%	8
	4,189,738	4,115,378	4,815,874	5,208,400	5,333,347	124,946	2.40%	
Contracted Services								
Consultants	4,000	6,567	0	0	0	0	0.00%	9
	4,000	6,567	0	0	0	0	0.00%	
Supplies and Materials								
Office Supplies	5,198	7,796	4,572	8,000	8,000	0	0.00%	10
Small Computer Equipment	0	0	0	0	0	0	0.00%	11
Food/Meals	0	0	57	500	500	0	0.00%	12
	5,198	7,796	4,629	8,500	8,500	0	0.00%	
Other Charges								
Travel/Prof. Development	10,484	34,663	80,921	60,000	60,000	0	0.00%	13
Dues & Subscriptions	9,626	8,748	5,121	12,000	12,000	0	0.00%	14
	20,110	43,411	86,042	72,000	72,000	0	0.00%	
Property								
Equipment	0	0	0	0	0	0	0.00%	15
Program Total	4,219,046	4,173,152	4,906,545	5,288,900	5,413,847	124,946	2.36%	

Testing and Accountability Programs

MSDE Category: Administration

MSDE Subcategory: Planning, Research, Development, and Evaluation Services

<u>Program Staffing Summary</u>	<u>Actual FY21</u>	<u>Actual FY22</u>	<u>Actual FY23</u>	<u>Budget FY24</u>	<u>Budget FY25</u>	<u>Inc./(Decr.) Bud24 vs Bud25</u>	<u>% Inc. / (Decr.) Bud24 vs Bud25</u>	
Professional	3.0	3.0	3.0	3.0	3.0	0.0	0.00%	
Clerical and Support	1.0	1.0	1.0	1.0	1.0	0.0	0.00%	
Total FTE	4.0	4.0	4.0	4.0	4.0	0.0	0.00%	
<u>Program Budget</u>	<u>Actual FY21</u>	<u>Actual FY22</u>	<u>Actual FY23</u>	<u>Budget FY24</u>	<u>Budget FY25</u>	<u>Inc./(Decr.) Bud24 vs Bud25</u>	<u>% Inc. / (Decr.) Bud24 vs Bud25</u>	<u>Item #</u>
Salaries and Wages								
Professional	285,544	291,213	267,355	299,683	293,129	(6,554)	-2.19%	1
Clerical and Support	33,341	43,704	45,570	48,490	49,735	1,244	2.57%	2
Temporary Employment	0	0	0	0	0	0	0.00%	3
Additional Wages	455	5,990	645	4,500	1,000	(3,500)	-77.78%	4
	319,340	340,908	313,570	352,673	343,864	(8,810)	-2.50%	
Contracted Services								
Research Consultants	0	0	0	6,000	0	(6,000)	-100.00%	5
Contracted Services	0	0	0	0	0	0	0.00%	6
	0	0	0	6,000	0	(6,000)	-100.00%	
Supplies and Materials								
Software and Supplies	0	859	0	2,000	2,000	0	0.00%	7
Testing Materials	8,011	5,741	4,321	120,000	250,000	130,000	108.33%	8
G&T Screening Exams	38,325	33,600	78,750	40,000	40,000	0	0.00%	9
	46,336	40,200	83,071	162,000	292,000	130,000	80.25%	
Other Charges								
Travel/Professional Dev.	0	808	465	2,000	2,000	0	0.00%	10
PSAT Fees	6,358	78,660	36,222	50,000	50,000	0	0.00%	11
AP/IB Registration Fees	99,192	78,025	87,758	200,000	200,000	0	0.00%	12
Dues & Subscriptions	186	97	156	500	500	0	0.00%	13
	105,736	157,590	124,601	252,500	252,500	0	0.00%	
Property								
Equipment	0	0	0	0	0	0	0.00%	14
Program Total	471,412	538,698	521,242	773,173	888,364	115,190	14.90%	

Classroom Instructional Programs

MSDE Categories: Instructional Salaries
Instructional Textbooks & Supplies
Other Instructional Costs

<u>Program Staffing Summary</u>	<u>Actual FY21</u>	<u>Actual FY22</u>	<u>Actual FY23</u>	<u>Budget FY24</u>	<u>Budget FY25</u>	<u>Inc./(Decr.) Bud24 vs Bud25</u>	<u>% Inc. / (Decr.) Bud24 vs Bud25</u>
Teachers							
Pre-Kindergarten	66.5	51.5	64.5	63.5	63.5	0.0	0.00%
Elementary							
Regular Classes, Gr. K-5	422.0	426.0	430.0	441.0	439.0	(2.0)	-0.45%
Encore	87.3	87.3	87.4	87.4	87.4	0.0	0.00%
Intervention	11.5	10.5	7.5	7.5	7.5	0.0	0.00%
Middle	296.5	296.5	296.5	299.5	313.5	14.0	4.67%
High School	332.4	331.4	331.4	329.4	332.4	3.0	0.91%
Behavior Modification	9.0	9.0	12.0	12.0	12.0	0.0	0.00%
InnovatED Learning Hub	19.0	19.0	19.0	19.0	30.0	11.0	57.89%
Outdoor School	3.0	3.0	3.0	3.0	3.0	0.0	0.00%
Family Life	2.0	2.0	2.0	2.0	2.0	0.0	0.00%
Instructional Assistants							
Instr. Assistants-Regular-Elem.	2.0	2.0	2.0	12.0	12.0	0.0	0.00%
Instr. Assistants-Regular-Second.	3.0	3.0	3.0	3.0	3.0	0.0	0.00%
Instructional Assistants-Pre-K	70.0	57.0	68.0	68.0	68.0	0.0	0.00%
Behavior Modification	24.0	26.0	30.0	30.0	31.0	1.0	3.33%
Middle Sch. Drop-out Prevention	6.0	6.0	6.0	6.0	6.0	0.0	0.00%
High School Drop-out Prevention	11.0	11.0	13.0	14.0	14.0	0.0	0.00%
Instr. Assistants-ISS-Secondary	13.0	13.0	13.0	13.0	13.0	0.0	0.00%
InnovatED Learning Hub	2.0	2.0	2.0	2.0	4.0	2.0	100.00%
IA - Teacher Interns	0.0	0.0	0.0	0.0	0.0	0.0	0.00%
Total FTE	1,380.2	1,356.2	1,390.3	1,412.3	1,441.3	29.0	2.05%

<u>Program Budget</u>	<u>Actual FY21</u>	<u>Actual FY22</u>	<u>Actual FY23</u>	<u>Budget FY24</u>	<u>Budget FY25</u>	<u>Inc./(Decr.) Bud24 vs Bud25</u>	<u>% Inc. / (Decr.) Bud24 vs Bud25</u>	<u>Item #</u>
Salaries and Wages								
Teachers								
Pre-Kindergarten	4,171,852	3,211,981	4,270,818	4,416,294	4,399,916	(16,378)	-0.37%	1
Elementary								
Regular Classes, Gr. K-5	26,706,437	27,000,591	28,528,384	30,716,917	30,293,730	(423,188)	-1.38%	2
Encore	5,586,017	5,747,778	6,020,620	6,296,145	6,269,392	(26,753)	-0.42%	3
Intervention	776,434	730,556	597,198	570,638	553,624	(17,014)	-2.98%	4
Middle	19,278,391	19,407,796	20,221,067	21,526,106	22,084,669	558,563	2.59%	5
High School	21,667,606	21,593,306	22,755,724	23,671,360	23,763,046	91,686	0.39%	6
Behavior Modification	537,537	550,128	752,831	780,885	780,249	(636)	-0.08%	7
InnovatED Learning Hub	1,344,651	1,318,602	1,375,186	1,417,702	2,161,335	743,634	52.45%	8
Outdoor School	244,578	247,782	263,930	272,465	254,734	(17,731)	-6.51%	9
Family Life	155,158	156,824	166,636	172,468	172,512	44	0.03%	10
National Board Certified	0	0	125,996	194,000	194,000	0	0.00%	11
Home & Hospital	239,524	479,025	464,268	430,000	430,000	0	0.00%	12
Evening High School - Add'l Pay	98,892	558,820	615,294	475,000	475,000	0	0.00%	13

Classroom Instructional Programs (Continued)

Program Budget	Actual FY21	Actual FY22	Actual FY23	Budget FY24	Budget FY25	Inc./(Decr.) Bud24 vs Bud25	% Inc. / (Decr.) Bud24 vs Bud25	Item #
Adult Correctional Facility Instr.	36,113	48,799	41,334	35,000	35,000	0	0.00%	14
Instructional Assistants								
Instr. Assistants-Regular-Elem.	50,570	61,994	67,965	322,399	328,859	6,460	2.00%	15
Instr. Assistants-Regular-Second.	82,829	82,401	90,116	96,387	93,071	(3,316)	-3.44%	16
Instructional Assistants-Pre-K	1,548,659	1,302,704	1,752,253	2,029,173	2,004,785	(24,388)	-1.20%	17
Behavior Modification	346,009	485,373	688,043	911,810	938,539	26,729	2.93%	18
Middle Sch. Drop-out Prevention	213,494	198,999	202,673	210,658	210,819	161	0.08%	19
High School Drop-out Prevention	471,194	433,404	524,246	587,094	556,580	(30,514)	-5.20%	20
Instr. Assistants-ISS-Secondary	295,985	284,257	342,468	396,707	388,256	(8,451)	-2.13%	21
InnovatED Learning Hub	47,503	46,992	48,741	61,701	116,840	55,139	89.37%	22
Lunchtime Assistants	301,381	641,348	686,549	745,000	745,000	0	0.00%	23
Summer/Additional Empl.	144,828	224,395	100,194	150,000	150,000	0	0.00%	24
Add'l Pay-Elem Planning	576,800	608,294	593,138	740,000	740,000	0	0.00%	25
Add'l Pay-Elem Extended Learning	65,582	54,790	52,836	80,000	80,000	0	0.00%	26
Add'l Pay-Middle Sch. After School Activities	14,061	44,610	26,387	56,005	56,005	0	0.00%	27
Add'l Pay-SHS	79,780	86,055	121,774	100,000	100,000	0	0.00%	28
Add'l Pay-Middle Sat./Drop-out	61,213	97,262	77,920	115,000	115,000	0	0.00%	29
Add'l Pay-High Sat./Twilight	75,762	88,795	119,246	125,000	125,000	0	0.00%	30
Add'l Pay-D/O Intervent'n	12,509	14,371	23,742	30,000	30,000	0	0.00%	31
Add'l Pay-Upward Bound Tutoring	0	0	1,225	5,000	5,000	0	0.00%	32
SIT Planning Workshop	132,632	169,020	160,416	228,500	228,500	0	0.00%	33
Summer School-Elementary	339,667	0	0	0	450,000	450,000	100.00%	34
Summer School-Middle	85,963	0	0	0	90,000	90,000	100.00%	35
Summer School-High	357,013	0	0	0	400,000	400,000	100.00%	36
Instructional Substitutes	1,500,135	2,570,517	3,208,951	2,550,000	2,900,000	350,000	13.73%	37
Extra-Curricular Compensation	713,480	729,948	804,899	900,000	900,000	0	0.00%	38
Temp Employment	0	0	0	0	275,625	275,625	100.00%	39
Turnover Credit	0	0	0	(2,400,000)	(2,400,000)	0	0.00%	40
	88,360,241	89,277,517	95,893,069	99,015,413	101,495,084	2,479,671	2.50%	
Contracted Services								
Equipment Rental	279,322	278,453	271,211	300,000	400,000	100,000	33.33%	41
Official Fees	176,100	176,100	176,100	176,100	176,100	0	0.00%	42
Athletic Trainer Services	297,569	238,310	153,072	429,000	429,000	0	0.00%	43
Music and Arts	58,045	78,572	81,529	85,000	85,000	0	0.00%	44
Interpreters	78,914	108,646	58,917	77,300	77,300	0	0.00%	45
Home and Hospital	5,353	21,613	15,985	30,900	30,900	0	0.00%	46
Contracted Services	326,226	369,022	349,906	381,100	381,100	0	0.00%	47
	1,221,528	1,270,716	1,106,718	1,479,400	1,579,400	100,000	6.76%	
Supplies and Materials								
Printing Supplies	65,154	112,993	79,436	150,000	150,000	0	0.00%	48
Small Computer Equipment	1,145,030	1,334,424	1,273,081	1,075,000	2,175,000	1,100,000	102.33%	49
Computer Software	590,661	461,895	449,892	814,000	714,000	(100,000)	-12.29%	50
Textbooks-School Allocations	738	2,202	189	1,000	1,000	0	0.00%	51
Textbooks-Supv. - Elementary	13,341	255,902	25,138	216,000	216,000	0	0.00%	52
Textbooks-Supv. - Secondary	655,949	131,130	387,399	340,000	340,000	0	0.00%	53
Instructional Mat'ls-School Alloc.	894,094	1,075,849	968,962	1,099,000	1,099,000	0	0.00%	54
Instr. Mat's-Supv. - Elementary	615,916	815,342	745,130	959,000	959,000	0	0.00%	55
Instr. Mat's-Supv. - Secondary	787,498	574,128	1,034,887	782,000	782,000	0	0.00%	56
Instr. Mat's-504 Plans	0	0	4,756	0	0	0	0.00%	57
Instr. Mat's-Outdoor School	8,929	6,713		5,400	5,400	0	0.00%	58
Instructional Mat'ls-Classroom	177,864	94,236	161,330	192,000	192,000	0	0.00%	59
Summer School Materials-Elem.	84,282	2,781	13,330	0	0	0	0.00%	60
Summer School Materials-Second.	38,323	955	0	0	0	0	0.00%	61
Instr. Mat's-Planetarium	2,488	2,497	2,505	2,700	2,700	0	0.00%	62
Instr. Mat's-Drop-out Prevention	9,759	9,986	9,649	10,800	10,800	0	0.00%	63
Instr. Mat's-Family Life	17,999	17,999	17,960	19,400	19,400	0	0.00%	64
Instr. Mat's-Drop-out Prev.Incentives	2,867	3,281	1,172	3,200	3,200	0	0.00%	65
	5,110,892	4,902,312	5,174,816	5,669,500	6,669,500	1,000,000	17.64%	

Classroom Instructional Programs (Continued)

<u>Program Budget</u>	<u>Actual FY21</u>	<u>Actual FY22</u>	<u>Actual FY23</u>	<u>Budget FY24</u>	<u>Budget FY25</u>	<u>Inc./ (Decr.) Bud24 vs Bud25</u>	<u>% Inc. / (Decr.) Bud24 vs Bud25</u>	<u>Item #</u>
Other Charges								
Travel - Dropout Prevent	3,718	2,416	2,715	5,000	5,000	0	0.00%	66
Travel - Diversity Achieve. Coun.	149	0	0	1,000	1,000	0	0.00%	67
Traveling Teachers	3,862	8,205	14,977	10,000	10,000	0	0.00%	68
Mileage - Home Instruction	795	16,101	8,163	30,000	30,000	0	0.00%	69
SIT Grants	77,058	69,661	70,572	92,000	92,000	0	0.00%	70
School Enrichment Activities	86,133	70,184	78,167	125,500	125,500	0	0.00%	71
Middle School After School Activities	11,011	13,692	10,362	0	0	0	0.00%	72
Interscholastic Athletics	230,384	230,384	191,475	230,384	230,384	0	0.00%	73
Other - Contingency	543	382	384	10,000	10,000	0	0.00%	74
	413,653	411,025	376,814	503,884	503,884	0	0.00%	
Property								
Instr. Equip.-School Alloc.	9,290	0	8,679	0	0	0	0.00%	75
Instr. Equip.-Supv. - Elementary	0	79,999	58,789	60,000	60,000	0	0.00%	76
Instr. Equip.-Supv. - Secondary	38,760	80,828	19,260	65,000	65,000	0	0.00%	77
Instructional Technology	9,905	0	0	0	0	0	0.00%	78
	57,955	160,828	86,728	125,000	125,000	0	0.00%	
Transfers								
Tuition (to other Md. LEA's)	42,256	51,157	95,913	50,000	50,000	0	0.00%	79
State Institutions	82,083	34,899	76,023	150,000	150,000	0	0.00%	80
Transfers - Private/Other Institutions	162,474	149,547	621,545	2,541,598	3,021,598	480,000	18.89%	81
	286,813	235,603	793,480	2,741,598	3,221,598	480,000	17.51%	
Program Total	95,451,083	96,258,001	103,431,625	109,534,795	113,594,466	4,059,671	3.71%	

Targeted Instructional Programs

MSDE Categories: Instructional Salaries
Instructional Textbooks & Supplies
Other Instructional Costs

Program Staffing Summary	Actual FY21	Actual FY22	Actual FY23	Budget FY24	Budget FY25	Inc./(Decr.) Bud24 vs Bud25	% Inc. / (Decr.) Bud24 vs Bud25
Lead Teachers-Elem.	22.5	22.5	23.5	23.5	23.5	0.0	0.00%
Lead Teachers-Second.	23.0	23.0	22.0	22.0	22.0	0.0	0.00%
Family Center	2.5	2.5	2.5	2.5	0.0	(2.5)	-100.00%
EL	28.0	28.0	33.0	55.0	72.0	17.0	30.91%
Instructional Assistants							
Family Center	1.0	1.0	1.0	1.0	0.0	(1.0)	-100.00%
EL	0.0	0.0	0.0	1.0	1.0	0.0	0.00%
Total FTE	77.0	77.0	82.0	105.0	118.5	13.5	12.86%

Program Budget	Actual FY21	Actual FY22	Actual FY23	Budget FY24	Budget FY25	Inc./(Decr.) Bud24 vs Bud25	% Inc. / (Decr.) Bud24 vs Bud25	Item #
Salaries and Wages								
Teachers								
Lead Teachers-Elem.	1,628,699	1,656,818	1,807,207	1,869,908	1,872,923	3,015	0.16%	1
Lead Teachers-Second.	1,721,943	1,672,535	1,778,536	1,815,273	1,814,835	(438)	-0.02%	2
Family Center	147,500	161,295	168,912	177,345	0	(177,345)	-100.00%	3
EL	1,757,567	1,844,128	2,287,043	3,816,329	4,965,306	1,148,977	30.11%	4
National Board Certified	0	0	10,000	20,000	20,000	0	0.00%	5
Instructional Assistants								
Family Center	23,644	24,269	26,434	27,752	0	(27,752)	-100.00%	6
EL	3,195	0	0	25,530	29,026	3,496	13.69%	7
Summer/Additional Pay	3,334	866	4,832	10,500	10,500	0	0.00%	8
Instructional Substitutes	59,338	65,785	137,778	55,000	55,000	0	0.00%	9
	5,345,219	5,425,695	6,220,742	7,817,639	8,767,590	949,952	12.15%	

Contracted Services								
EL	22,049	32,198	22,222	20,000	60,000	40,000	200.00%	10
	22,049	32,198	22,222	20,000	60,000	40,000	200.00%	

Supplies and Materials								
Instructional Materials								
EL	11,997	12,000	12,068	12,000	60,000	48,000	400.00%	11
	11,997	12,000	12,068	12,000	60,000	48,000	400.00%	

Other Charges								
Travel - EL	2,485	5,445	6,148	7,500	7,500	0	0.00%	12
	2,485	5,445	6,148	7,500	7,500	0	0.00%	

Property								
Equipment	0	0	0	0	0	0	0.00%	13
	0	0	0	0	0	0	0.00%	

Program Total	5,381,751	5,475,337	6,261,181	7,857,139	8,895,090	1,037,952	13.21%	
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Career Technology Programs

MSDE Categories: Instructional Salaries
Instructional Textbooks & Supplies
Other Instructional Costs

<u>Program Staffing Summary</u>	<u>Actual FY21</u>	<u>Actual FY22</u>	<u>Actual FY23</u>	<u>Budget FY24</u>	<u>Budget FY25</u>	<u>Inc./(Decr.) Bud24 vs Bud25</u>	<u>% Inc. / (Decr.) Bud24 vs Bud25</u>	
Teachers								
Middle School CTE Teachers	7.5	7.5	7.5	7.5	7.5	0.0	0.00%	
High School CTE Teachers	56.1	56.1	56.1	56.1	56.1	0.0	0.00%	
Instructional Assistants	4.0	4.0	4.0	4.0	4.0	0.0	0.00%	
Total FTE	67.6	67.6	67.6	67.6	67.6	0.0	0.00%	
<u>Program Budget</u>	<u>Actual FY21</u>	<u>Actual FY22</u>	<u>Actual FY23</u>	<u>Budget FY24</u>	<u>Budget FY25</u>	<u>Inc./(Decr.) Bud24 vs Bud25</u>	<u>% Inc. / (Decr.) Bud24 vs Bud25</u>	<u>Item #</u>
Salaries and Wages								
Teachers								
Middle School CTE Teachers	497,835	508,874	518,719	539,520	519,442	(20,078)	-3.72%	1
High School CTE Teachers	3,702,983	3,836,228	3,977,190	4,296,383	4,142,765	(153,618)	-3.58%	2
National Board Certified	0	0	20,000	20,000	40,000	20,000	100.00%	3
Instructional Assistants	81,032	93,705	100,187	110,318	118,167	7,849	7.11%	4
Summer/Add. Employment	62,307	47,123	38,348	65,000	65,000	0	0.00%	5
Instructional Substitutes	40,649	87,571	144,488	79,000	79,000	0	0.00%	6
	4,384,806	4,573,501	4,798,931	5,110,221	4,964,374	(145,847)	-2.85%	
Contracted Services								
Contractor Trades Education	42,691	21,637	10,770	20,000	20,000	0	0.00%	7
	42,691	21,637	10,770	20,000	20,000	0	0.00%	
Supplies and Materials								
Small Computer Equipment	203,661	93,400	90,000	93,500	93,500	0	0.00%	8
Textbooks	34,054	140,119	30,000	31,000	31,000	0	0.00%	9
Instructional Materials - CTE	562,838	491,391	432,550	639,500	639,500	0	0.00%	10
	800,554	724,910	552,550	764,000	764,000	0	0.00%	
Other Charges								
Travel	30,046	52,201	43,964	40,000	40,000	0	0.00%	11
Dues & Subscriptions	8,684	10,565	12,224	12,000	12,000	0	0.00%	12
	38,731	62,766	56,188	52,000	52,000	0	0.00%	
Property								
Equipment	155,846	137,515	302,333	100,000	100,000	0	0.00%	13
Program Total	5,422,628	5,520,329	5,720,772	6,046,221	5,900,374	(145,847)	-2.41%	

Gifted and Talented Programs

MSDE Categories: Instructional Salaries

Instructional Textbooks & Supplies

Other Instructional Costs

<u>Program Staffing Summary</u>	<u>Actual FY21</u>	<u>Actual FY22</u>	<u>Actual FY23</u>	<u>Budget FY24</u>	<u>Budget FY25</u>	<u>Inc./(Decr.) Bud24 vs Bud25</u>	<u>% Inc. / (Decr.) Bud24 vs Bud25</u>	
Teachers								
Talented & Gifted-Enrichment	21.5	21.5	21.5	21.5	21.5	0.0	0.00%	
Talented & Gifted-Magnet	16.0	16.0	16.0	16.0	16.0	0.0	0.00%	
Other Enriched/Advanced Prog.	2.0	2.0	2.0	2.0	2.0	0.0	0.00%	
BISFA Arts Teachers	7.5	7.5	7.5	7.5	7.5	0.0	0.00%	
Total FTE	47.0	47.0	47.0	47.0	47.0	0.0	0.00%	
<u>Program Budget</u>	<u>Actual FY21</u>	<u>Actual FY22</u>	<u>Actual FY23</u>	<u>Budget FY24</u>	<u>Budget FY25</u>	<u>Inc./(Decr.) Bud24 vs Bud25</u>	<u>% Inc. / (Decr.) Bud24 vs Bud25</u>	<u>Item #</u>
Salaries and Wages								
Teachers								
Talented & Gifted-Enrichment	1,463,914	1,467,798	1,564,625	1,626,471	1,614,406	(12,065)	-0.74%	1
Talented & Gifted-Magnet	976,362	972,788	1,003,834	1,060,801	1,049,176	(11,625)	-1.10%	2
Other Enriched/Advanced Prog.	168,327	170,327	163,374	169,392	179,114	9,722	5.74%	3
BISFA Arts Teachers	548,694	550,746	592,501	612,623	595,446	(17,177)	-2.80%	4
National Board Certified	0	0	29,895	30,000	10,000	(20,000)	-66.67%	5
Temporary Employment	186,418	211,001	233,178	200,000	200,000	0	0.00%	6
Summer/Additional Pay - G&T	38,694	27,783	35,362	35,000	35,000	0	0.00%	7
Summer/Additional Pay - BISFA	15,628	14,888	12,776	20,000	20,000	0	0.00%	8
Instructional Substitutes	15,101	74,987	63,808	73,000	73,000	0	0.00%	9
	3,413,138	3,490,318	3,699,354	3,827,287	3,776,142	(51,145)	-1.34%	
Contracted Services								
Contracted Services - G&T	12,297	12,847	13,047	25,000	15,000	(10,000)	-40.00%	10
	12,297	12,847	13,047	25,000	15,000	(10,000)	-40.00%	
Supplies and Materials								
Small Computer Equipment	0	0	0	0	0	0	0.00%	11
Materials - G&T	144,001	74,400	49,988	50,000	50,000	0	0.00%	12
Materials - STEM	54,992	38,252	49,983	50,000	50,000	0	0.00%	13
Magnet Program-Materials-Elem.	19,986	19,889	19,965	20,000	20,000	0	0.00%	14
Magnet Program-Materials-Second.	14,998	7,261	19,934	20,000	20,000	0	0.00%	15
	233,977	139,801	139,870	140,000	140,000	0	0.00%	
Other Charges								
Travel - Prof. Development	39,527	94,035	102,041	75,000	105,000	30,000	40.00%	16
Dues & Subscriptions	45,684	57,681	38,694	55,000	35,000	(20,000)	-36.36%	17
	85,211	151,716	140,735	130,000	140,000	10,000	7.69%	
Program Total	3,744,623	3,794,682	3,993,006	4,122,287	4,071,142	(51,145)	-1.24%	

School Library Media Programs

MSDE Categories: Instructional Salaries
Instructional Textbooks & Supplies
Other Instructional Costs

<u>Program Staffing Summary</u>	<u>Actual FY21</u>	<u>Actual FY22</u>	<u>Actual FY23</u>	<u>Budget FY24</u>	<u>Budget FY25</u>	<u>Inc./ (Decr.) Bud24 vs Bud25</u>	<u>% Inc. / (Decr.) Bud24 vs Bud25</u>	
Librarians	38.0	38.0	38.0	38.0	38.0	0.0	0.00%	
Total FTE	38.0	38.0	38.0	38.0	38.0	0.0	0.00%	
<u>Program Budget</u>	<u>Actual FY21</u>	<u>Actual FY22</u>	<u>Actual FY23</u>	<u>Budget FY24</u>	<u>Budget FY25</u>	<u>Inc./ (Decr.) Bud24 vs Bud25</u>	<u>% Inc. / (Decr.) Bud24 vs Bud25</u>	<u>Item #</u>
Salaries and Wages								
Librarians	2,503,092	2,489,283	2,623,616	2,761,413	2,761,967	555	0.02%	1
National Board Certified	0	0	10,000	10,000	10,000	0	0.00%	2
Summer/Additional Employment	63,817	44,574	36,462	67,000	67,000	0	0.00%	3
Instructional Substitutes	35,755	84,715	75,058	46,000	46,000	0	0.00%	4
	2,602,663	2,618,572	2,745,136	2,884,413	2,884,967	555	0.02%	
Supplies and Materials								
Library Materials	197,520	213,378	221,621	215,000	215,000	0	0.00%	5
	197,520	213,378	221,621	215,000	215,000	0	0.00%	
Other Charges								
Dues & Subscriptions	236,550	161,192	162,047	240,000	240,000	0	0.00%	6
Property								
Equipment	119	0	0	0	0	0	0.00%	7
Program Total	3,036,853	2,993,141	3,128,804	3,339,413	3,339,967	555	0.02%	

Professional Development

MSDE Categories: Instructional Salaries
Instructional Textbooks & Supplies
Other Instructional Costs

<u>Program Staffing Summary</u>	<u>Actual FY21</u>	<u>Actual FY22</u>	<u>Actual FY23</u>	<u>Budget FY24</u>	<u>Budget FY25</u>	<u>Inc./(Decr.) Bud24 vs Bud25</u>	<u>% Inc. / (Decr.) Bud24 vs Bud25</u>	
Mentor Resource Teachers	5.0	5.0	5.0	5.0	5.0	0.0	0.00%	
Total FTE	5.0	5.0	5.0	5.0	5.0	0.0	0.00%	
<u>Program Budget</u>	<u>Actual FY21</u>	<u>Actual FY22</u>	<u>Actual FY23</u>	<u>Budget FY24</u>	<u>Budget FY25</u>	<u>Inc./(Decr.) Bud24 vs Bud25</u>	<u>% Inc. / (Decr.) Bud24 vs Bud25</u>	<u>Item #</u>
Salaries and Wages								
Mentor Resource Teachers	412,242	425,227	417,046	431,979	434,441	2,462	0.57%	1
Additional Pay - ESP	862	2,227	2,600	5,000	5,000	0	0.00%	2
Additional Pay - Teachers	5,563	7,447	3,586	20,000	20,000	0	0.00%	3
Workshops	960,641	490,141	594,744	700,000	700,000	0	0.00%	4
Workshops - G&T	84,875	104,299	87,938	85,000	85,000	0	0.00%	5
Substitutes - Prof. Growth	1,128	14,191	32,507	63,000	38,000	(25,000)	-39.68%	6
	1,465,311	1,043,532	1,138,422	1,304,979	1,282,441	(22,538)	-1.73%	
Contracted Services								
Consultants	64,586	104,295	110,266	55,000	80,000	25,000	45.45%	7
Maintenance Contracts	35,397	36,636	38,102	39,750	41,250	1,500	3.77%	8
	99,983	140,932	148,367	94,750	121,250	26,500	27.97%	
Supplies and Materials								
Office Supplies	0	0	0	0	0	0	0.00%	9
Workshop Supplies	44,845	47,378	36,844	40,000	40,000	0	0.00%	10
Food/Meals	265	2,973	5,073	5,000	5,000	0	0.00%	11
	45,110	50,351	41,917	45,000	45,000	0	0.00%	
Other Charges								
Travel/Professional Dev.	11,273	43,335	50,845	70,000	70,000	0	0.00%	12
Dues & Subscriptions	13,523	11,981	24,976	12,000	12,000	0	0.00%	13
	24,796	55,316	75,821	82,000	82,000	0	0.00%	
Property								
Equipment	0	0	0	0	0	0	0.00%	14
Program Total	1,635,200	1,290,131	1,404,527	1,526,729	1,530,691	3,962	0.26%	

School Counseling Programs

MSDE Categories: Instructional Salaries
Instructional Textbooks & Supplies
Other Instructional Costs

<u>Program Staffing Summary</u>	<u>Actual FY21</u>	<u>Actual FY22</u>	<u>Actual FY23</u>	<u>Budget FY24</u>	<u>Budget FY25</u>	<u>Inc./(Decr.) Bud24 vs Bud25</u>	<u>% Inc. / (Decr.) Bud24 vs Bud25</u>	
School Counselors	65.0	65.0	70.5	74.5	73.5	(1.0)	-1.34%	
Instructional Assistants	2.0	2.0	1.0	1.0	1.0	0.0	0.00%	
Total FTE	67.0	67.0	71.5	75.5	74.5	(1.0)	-1.32%	
<u>Program Budget</u>	<u>Actual FY21</u>	<u>Actual FY22</u>	<u>Actual FY23</u>	<u>Budget FY24</u>	<u>Budget FY25</u>	<u>Inc./(Decr.) Bud24 vs Bud25</u>	<u>% Inc. / (Decr.) Bud24 vs Bud25</u>	<u>Item #</u>
Salaries and Wages								
School Counselors	4,116,860	4,079,096	4,418,925	5,161,416	5,077,903	(83,513)	-1.62%	1
Instructional Assistants	67,315	50,560	31,326	32,886	36,322	3,436	10.45%	2
Additional Employment	236,580	227,822	232,659	255,000	255,000	0	0.00%	3
Instructional Substitutes	5,258	167	32,243	8,000	8,000	0	0.00%	4
	4,426,014	4,357,645	4,715,153	5,457,302	5,377,225	(80,077)	-1.47%	
Contracted Services								
Contracted Services	800	0	0	0	0	0	0.00%	5
	800	0	0	0	0	0	0.00%	
Supplies and Materials								
Office Supplies	1,474	1,171	1,476	1,500	1,500	0	0.00%	6
Career Counseling - Reg. Prog.	48,656	43,840	45,967	53,000	53,000	0	0.00%	7
Computer Software	119,069	124,469	127,872	132,500	132,500	0	0.00%	8
Student Service Learning Materials	1,637	2,328	3,816	4,000	4,000	0	0.00%	9
PBIS Materials	630	630	805	10,000	10,000	0	0.00%	10
Conflict Resolution Materials	0	0	0	2,000	2,000	0	0.00%	11
	171,465	172,438	179,936	203,000	203,000	0	0.00%	
Other Charges								
Travel	201	314	1,059	1,000	1,000	0	0.00%	12
Dues & Subscriptions	11,349	9,196	9,752	10,200	10,200	0	0.00%	13
	11,550	9,509	10,810	11,200	11,200	0	0.00%	
Property								
Equipment	0	0	0	0	0	0	0.00%	14
Transfers								
Transfers - Private/Other Institutions	0	0	0	1,370,000	1,400,000	30,000	2.19%	15
Program Total	4,609,829	4,539,592	4,905,899	7,041,502	6,991,425	(50,077)	-0.71%	

Psychological Services Programs

MSDE Categories: Instructional Salaries
Instructional Textbooks & Supplies
Other Instructional Costs

<u>Program Staffing Summary</u>	<u>Actual FY21</u>	<u>Actual FY22</u>	<u>Actual FY23</u>	<u>Budget FY24</u>	<u>Budget FY25</u>	<u>Inc./(Decr.) Bud24 vs Bud25</u>	<u>% Inc. / (Decr.) Bud24 vs Bud25</u>	
Professional	8.0	8.0	8.0	9.0	9.0	0.0	0.00%	
Total FTE	8.0	8.0	8.0	9.0	9.0	0.0	0.00%	
<u>Program Budget</u>	<u>Actual FY21</u>	<u>Actual FY22</u>	<u>Actual FY23</u>	<u>Budget FY24</u>	<u>Budget FY25</u>	<u>Inc./(Decr.) Bud24 vs Bud25</u>	<u>% Inc. / (Decr.) Bud24 vs Bud25</u>	<u>Item #</u>
Salaries and Wages								
Professional	659,971	590,406	751,241	849,058	828,755	(20,303)	-2.39%	1
Additional Pay	1,235	12,401	12,042	2,000	2,000	0	0.00%	2
	661,206	602,807	763,283	851,058	830,755	(20,303)	-2.39%	
Contracted Services								
Psychologists	4,300	162,525	195,650	5,000	5,000	0	0.00%	3
	4,300	162,525	195,650	5,000	5,000	0	0.00%	
Supplies and Materials								
Office Supplies	3,552	1,516	3,552	3,500	3,500	0	0.00%	4
Small Computer Equipment	10,437	0	0	1,000	1,000	0	0.00%	5
Computer Software	0	0	0	1,000	1,000	0	0.00%	6
Assessment Materials	16,333	21,050	26,952	25,000	25,000	0	0.00%	7
	30,322	22,566	30,504	30,500	30,500	0	0.00%	
Other Charges								
Travel	1,807	1,015	1,502	7,000	7,000	0	0.00%	8
Property								
Equipment	0	0	0	0	0	0	0.00%	9
Program Total	697,635	788,913	990,938	893,558	873,255	(20,303)	-2.27%	

Special Education Programs in Washington County Public Schools

MSDE Category: Special Education

MSDE Subcategory: Public School Instruction Programs

<u>Program Staffing Summary</u>	<u>Actual FY21</u>	<u>Actual FY22</u>	<u>Actual FY23</u>	<u>Budget FY24</u>	<u>Budget FY25</u>	<u>Inc./(Decr.) Bud24 vs Bud25</u>	<u>% Inc. / (Decr.) Bud24 vs Bud25</u>
Professional Teachers	0.0	0.0	0.0	2.0	2.5	0.5	25.00%
Intervention Social Workers	3.5	3.5	3.5	3.5	3.5	0.0	0.00%
Special Education	9.0	8.0	8.0	8.0	9.0	1.0	12.50%
Lead Teachers - Special Education	148.3	148.3	151.4	161.4	166.4	5.0	3.10%
Occupational Therapists	7.0	7.0	7.0	7.0	7.0	0.0	0.00%
Speech, Language, Audiology	6.0	5.6	6.6	6.6	6.6	0.0	0.00%
Instructional Assistants	20.0	20.0	20.0	20.0	24.0	4.0	20.00%
Occup. Therapist Assistants	148.6	151.6	180.8	196.8	200.1	3.3	1.65%
Total FTE	3.0	3.0	3.0	3.0	3.0	0.0	0.00%
	345.4	347.0	380.3	408.3	422.1	13.8	3.37%

<u>Program Budget</u>	<u>Actual FY21</u>	<u>Actual FY22</u>	<u>Actual FY23</u>	<u>Budget FY24</u>	<u>Budget FY25</u>	<u>Inc./(Decr.) Bud24 vs Bud25</u>	<u>% Inc. / (Decr.) Bud24 vs Bud25</u>	<u>Item #</u>
Salaries and Wages								
Professional Teachers	0	0	0	200,000	201,176	1,176	0.59%	1
Intervention Social Workers	250,344	244,848	259,411	269,085	269,084	(2)	0.00%	2
Special Education	524,773	510,271	546,989	571,419	621,750	50,331	8.81%	3
Lead Teachers - Special Education	9,781,294	9,738,134	10,162,689	11,584,502	11,755,803	171,301	1.48%	4
Occupational Therapists	562,628	542,146	540,419	558,213	548,278	(9,935)	-1.78%	5
Speech, Language, Audiology	414,915	406,381	453,990	536,409	541,855	5,446	1.02%	6
National Board Certified	1,057,768	1,055,708	1,169,102	1,632,941	1,926,122	293,182	17.95%	7
Instructional Assistants	0	0	10,000	20,000	20,000	0	0.00%	8
Occup. Therapist Assistants	4,175,027	3,670,606	4,230,813	6,277,266	6,151,448	(125,818)	-2.00%	9
Adult Correctional Facility Instr.	125,899	127,191	137,428	154,732	160,421	5,688	3.68%	10
Additional Pay	0	0	0	5,000	5,000	0	0.00%	11
Additional Empl./Summer School	0	113	649	1,000	1,000	0	0.00%	12
Instructional Substitutes	373,502	304,557	445,040	385,000	385,000	0	0.00%	13
Turnover Credit	203,377	441,392	603,325	543,000	543,000	0	0.00%	14
	0	0	0	(300,000)	(300,000)	0	0.00%	15
	17,469,527	17,041,346	18,559,856	22,438,567	22,829,936	391,370	1.74%	

Contracted Services								
Legal Fees	114,163	69,218	6,188	80,000	80,000	0	0.00%	16
Consultants	43,430	56,265	26,555	90,000	90,000	0	0.00%	17
Speech/Language Therapists	0	0	468,601	300,000	300,000	0	0.00%	18
Assessments	0	0	541	0	0	0	0.00%	19
Interpreters	29,949	80,909	683,149	305,000	405,000	100,000	32.79%	20
Other Contr. Serv. / Behavior Initiatives	136,416	295,673	1,748,089	10,000	510,000	500,000	5000.00%	21
	323,959	502,065	2,933,123	785,000	1,385,000	600,000	76.43%	

Supplies and Materials								
Office Supplies	6,195	1,561	5,506	5,000	5,000	0	0.00%	22
Small Computer Equipment	6,162	0	8,199	0	0	0	0.00%	23
Computer Software	0	49,500	51,152	50,000	51,500	1,500	3.00%	24
Instructional Materials	675,886	626,809	370,995	270,000	270,000	0	0.00%	25
Assessment Materials	62,851	56,937	66,119	54,000	54,000	0	0.00%	26
Library Materials	128	0	338	1,000	1,000	0	0.00%	27
Other Supplies	0	0	0	0	0	0	0.00%	28
	751,222	734,807	502,309	380,000	381,500	1,500	0.39%	

Other Charges								
Travel	22,957	51,075	62,715	60,000	60,000	0	0.00%	29
Student Admission Fees	0	0	0	0	0	0	0.00%	30
	22,957	51,075	62,715	60,000	60,000	0	0.00%	

Property								
Equipment	10,013	0	15,615	0	0	0	0.00%	31

Transfers								
Maryland LEAs (Tuition)	13,812	36,705	60,192	30,000	30,000	0	0.00%	32

Program Total	18,591,489	18,365,997	22,133,810	23,693,567	24,686,436	992,870	4.19%	
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Special Education Programs in Private/Contracted Centers

MSDE Category: Special Education

MSDE Subcategory: Non-Public School Programs

<u>Program Budget</u>	<u>Actual FY21</u>	<u>Actual FY22</u>	<u>Actual FY23</u>	<u>Budget FY24</u>	<u>Budget FY25</u>	<u>Inc./(Decr.) Bud24 vs Bud25</u>	<u>% Inc. / (Decr.) Bud24 vs Bud25</u>	<u>Item #</u>
Transfers								
Special Placements - Residential	348,219	819,400	846,448	850,000	850,000	0	0.00%	1
Special Placements - Day	2,516,602	3,384,106	3,593,513	3,510,000	3,910,000	400,000	11.40%	2
State Institutions	20,232	16,132	13,890	40,000	40,000	0	0.00%	3
Program Total	2,885,052	4,219,638	4,453,851	4,400,000	4,800,000	400,000	9.09%	

Special Education Staff Development Program

MSDE Category: Special Education

MSDE Subcategory: Instructional Staff Development

<u>Program Budget</u>	<u>Actual FY21</u>	<u>Actual FY22</u>	<u>Actual FY23</u>	<u>Budget FY24</u>	<u>Budget FY25</u>	<u>Inc./(Decr.) Bud24 vs Bud25</u>	<u>% Inc. / (Decr.) Bud24 vs Bud25</u>	<u>Item #</u>
Salaries and Wages								
Workshop Pay	11,685	26,013	5,308	35,000	35,000	0	0.00%	1
Substitutes - Staff Develop.	130	0	0	0	0	0	0.00%	2
	11,815	26,013	5,308	35,000	35,000	0	0.00%	
Contracted Services								
Consultants	0	0	4,078	0	0	0	0.00%	3
Supplies and Materials								
Workshop Materials	5,700	6,075	11,796	12,500	12,500	0	0.00%	4
Other Charges								
Travel	0	0	1,352	1,000	1,000	0	0.00%	5
Professional Development	25,775	67,996	10,713	6,000	6,000	0	0.00%	6
Dues & Subscriptions	4,481	7,834	3,200	3,000	3,000	0	0.00%	7
	30,256	75,830	15,264	10,000	10,000	0	0.00%	
Program Total	47,771	107,917	36,446	57,500	57,500	0	0.00%	

Administrators and School Staff in Local Special Education Centers

MSDE Category: Special Education
MSDE Subcategory: Office of the Principal

<u>Program Staffing Summary</u>	<u>Actual FY21</u>	<u>Actual FY22</u>	<u>Actual FY23</u>	<u>Budget FY24</u>	<u>Budget FY25</u>	<u>Inc./(Decr.) Bud24 vs Bud25</u>	<u>% Inc. / (Decr.) Bud24 vs Bud25</u>	
Principals - Special Education	2.0	2.0	2.0	2.0	2.0	0.0	0.00%	
Clerical and Support	1.0	1.0	1.0	1.0	1.0	0.0	0.00%	
Total FTE	3.0	3.0	3.0	3.0	3.0	0.0	0.00%	

<u>Program Budget</u>	<u>Actual FY21</u>	<u>Actual FY22</u>	<u>Actual FY23</u>	<u>Budget FY24</u>	<u>Budget FY25</u>	<u>Inc./(Decr.) Bud24 vs Bud25</u>	<u>% Inc. / (Decr.) Bud24 vs Bud25</u>	<u>Item #</u>
Salaries and Wages								
Principals - Special Education	191,063	193,452	205,230	212,413	212,463	50	0.02%	1
Clerical and Support	50,596	51,158	53,281	56,674	58,137	1,463	2.58%	2
Additional Employment	251	417	990	500	500	0	0.00%	3
	241,910	245,027	259,501	269,587	271,100	1,513	0.56%	
Other Charges								
Travel	0	0	0	0	0	0	0.00%	4
	0	0	0	0	0	0	0.00%	
Program Total	241,910	245,027	259,501	269,587	271,100	1,513	0.56%	

Supervision of Special Education Programs

MSDE Category: Special Education

MSDE Subcategory: Instructional Administration and Supervision

<u>Program Staffing Summary</u>	<u>Actual FY21</u>	<u>Actual FY22</u>	<u>Actual FY23</u>	<u>Budget FY24</u>	<u>Budget FY25</u>	<u>Inc./(Decr.) Bud24 vs Bud25</u>	<u>% Inc. / (Decr.) Bud24 vs Bud25</u>	
Professional	5.0	5.0	5.0	6.0	6.0	0.0	0.00%	
Special Education Specialists	5.0	5.0	5.0	5.0	5.0	0.0	0.00%	
Clerical and Support	3.0	3.0	3.0	3.0	3.0	0.0	0.00%	
Total FTE	13.0	13.0	13.0	14.0	14.0	0.0	0.00%	

<u>Program Budget</u>	<u>Actual FY21</u>	<u>Actual FY22</u>	<u>Actual FY23</u>	<u>Budget FY24</u>	<u>Budget FY25</u>	<u>Inc./(Decr.) Bud24 vs Bud25</u>	<u>% Inc. / (Decr.) Bud24 vs Bud25</u>	<u>Item #</u>
Salaries and Wages								
Professional	525,044	500,978	514,876	703,962	693,459	(10,503)	-1.49%	1
Special Education Specialists	411,094	348,448	431,232	447,589	433,586	(14,003)	-3.13%	2
Clerical and Support	107,055	109,484	112,160	123,010	123,719	709	0.58%	3
Clerical / Additional Pay	516	0	11	4,000	4,000	0	0.00%	4
Summer / Additional Pay	2,962	0	1,422	1,500	1,500	0	0.00%	5
	1,046,671	958,911	1,059,700	1,280,061	1,256,264	(23,797)	-1.86%	
Contracted Services								
Consultants	0	0	0	0	0	0	0.00%	6
	0	0	0	0	0	0	0.00%	
Supplies and Materials								
Office Supplies	243	1,321	840	2,000	2,000	0	0.00%	7
Small Computer Equipment	0	2,788	0	500	500	0	0.00%	8
	243	4,109	840	2,500	2,500	0	0.00%	
Other Charges								
Travel	2,620	7,191	30,504	10,000	10,000	0	0.00%	9
Dues & Subscriptions	6,404	411	1,349	5,000	5,000	0	0.00%	10
	9,024	7,602	31,852	15,000	15,000	0	0.00%	
Property								
Equipment	0	0	0	0	0	0	0.00%	11
Program Total	1,055,937	970,622	1,092,393	1,297,561	1,273,764	(23,797)	-1.83%	

Student Services Programs

MSDE Category: Student Personnel Services

<u>Program Staffing Summary</u>	<u>Actual FY21</u>	<u>Actual FY22</u>	<u>Actual FY23</u>	<u>Budget FY24</u>	<u>Budget FY25</u>	<u>Inc./(Decr.) Bud24 vs Bud25</u>	<u>% Inc. / (Decr.) Bud24 vs Bud25</u>	
Professional	0.0	0.0	2.0	3.0	3.0	0.0	0.00%	
Pupil Personnel Workers	8.0	8.0	8.0	8.0	8.0	0.0	0.00%	
Social Workers	20.0	20.0	25.0	26.0	26.0	0.0	0.00%	
Clerical and Support	2.0	2.0	2.0	2.0	2.0	0.0	0.00%	
Total FTE	30.0	30.0	37.0	39.0	39.0	0.0	0.00%	

<u>Program Budget</u>	<u>Actual FY21</u>	<u>Actual FY22</u>	<u>Actual FY23</u>	<u>Budget FY24</u>	<u>Budget FY25</u>	<u>Inc./(Decr.) Bud24 vs Bud25</u>	<u>% Inc. / (Decr.) Bud24 vs Bud25</u>	<u>Item #</u>
Salaries and Wages								
Professional	0	0	56,079	284,041	299,581	15,540	5.47%	1
Pupil Personnel Workers	761,678	729,875	769,890	796,836	797,029	193	0.02%	2
Social Workers	1,325,078	1,337,923	1,674,232	1,902,496	1,867,987	(34,508)	-1.81%	3
Clerical and Support	107,631	110,819	113,459	122,987	121,361	(1,627)	-1.32%	4
Additional Pay	14,236	20,569	22,513	22,500	22,500	0	0.00%	5
Instructional Substitutes	316	370	536	500	500	0	0.00%	6
	2,208,939	2,199,554	2,636,708	3,129,360	3,108,958	(20,402)	-0.65%	
Contracted Services								
School/Family Liaison/Alt. Prog.	75,000	75,000	75,000	75,000	75,000	0	0.00%	7
Title IX Contracted Services	0	634	0	0	0	0	0.00%	8
	75,000	75,634	75,000	75,000	75,000	0	0.00%	
Supplies and Materials								
Office Supplies	9,288	9,615	5,559	4,000	4,000	0	0.00%	9
Small Computer Equipment	1,020	887	2,056	1,000	1,000	0	0.00%	10
Attendance Incentive Materials	2,000	3,109	2,600	2,000	2,000	0	0.00%	11
	12,308	13,611	10,215	7,000	7,000	0	0.00%	
Other Charges								
Travel	1,132	2,894	6,359	4,000	4,000	0	0.00%	12
Property								
Equipment	0	0	0	0	0	0	0.00%	13
Program Total	2,297,379	2,291,693	2,728,282	3,215,360	3,194,958	(20,402)	-0.63%	

Student Health Programs

MSDE Category: Student Health Services

Program Staffing Summary	Actual FY21	Actual FY22	Actual FY23	Budget FY24	Budget FY25	Inc./(Decr.) Bud24 vs Bud25	% Inc. / (Decr.) Bud24 vs Bud25	
Professional	1.0	1.0	2.0	2.0	2.0	0.0	0.00%	
Physical Therapist	3.0	3.0	3.0	3.0	3.0	0.0	0.00%	
Instructional Assistant - Health Services	7.0	6.0	6.0	6.0	6.0	0.0	0.00%	
Nurses	11.0	11.0	11.0	11.0	12.0	1.0	9.09%	
Clerical and Support	0.5	0.5	1.0	1.0	1.0	0.0	0.00%	
Total FTE	22.5	21.5	23.0	23.0	24.0	1.0	4.35%	

Program Budget	Actual FY21	Actual FY22	Actual FY23	Budget FY24	Budget FY25	Inc./(Decr.) Bud24 vs Bud25	% Inc. / (Decr.) Bud24 vs Bud25	Item #
Salaries and Wages								
Professional	119,549	129,329	166,817	213,917	175,236	(38,681)	-18.08%	1
Physical Therapist	266,183	269,509	285,920	295,927	295,997	70	0.02%	2
ParaPro - Health Services	108,175	85,792	123,210	170,030	176,785	6,754	3.97%	3
Nurses	250,888	238,514	314,685	438,066	539,290	101,224	23.11%	4
Clerical and Support	16,708	20,029	35,722	37,881	44,284	6,403	16.90%	5
Temporary Employment	0	2,705	0	0	0	0	0.00%	6
Additional Pay	14,551	4,358	1,446	8,000	8,000	0	0.00%	7
Instructional Substitutes	1,594	3,649	5,063	5,000	5,000	0	0.00%	8
Substitute - Nurses	3,643	18,678	29,019	25,000	25,000	0	0.00%	9
	781,290	772,563	961,880	1,193,821	1,269,591	75,770	6.35%	
Contracted Services								
Equipment Repair	24,475	26,675	30,585	1,000	31,000	30,000	3000.00%	10
Nursing Services	1,821,303	2,005,993	2,137,159	3,054,260	3,054,260	0	0.00%	11
Physical/Occupational Therapists	0	0	0	0	0	0	0.00%	12
Other Contracted Services	1,199	82,846	256,306	115,000	115,000	0	0.00%	13
	1,846,977	2,115,515	2,424,050	3,170,260	3,200,260	30,000	0.95%	
Supplies and Materials								
Office Supplies	11,310	26,120	10,179	10,000	10,000	0	0.00%	14
Computer Software	37,640	37,640	40,775	44,000	45,250	1,250	2.84%	15
Medical Supplies	74,930	57,924	65,546	165,000	135,000	(30,000)	-18.18%	16
	123,880	121,684	116,501	219,000	190,250	(28,750)	-13.13%	
Other Charges								
Travel	1,006	3,949	3,874	5,000	5,000	0	0.00%	17
Property								
Equipment	2,275	0	0	0	0	0	0.00%	18
Program Total	2,755,428	3,013,712	3,506,304	4,588,081	4,665,101	77,020	1.68%	

Student Transportation Programs

MSDE Category: Student Transportation Services

<u>Program Staffing Summary</u>	<u>Actual FY21</u>	<u>Actual FY22</u>	<u>Actual FY23</u>	<u>Budget FY24</u>	<u>Budget FY25</u>	<u>Inc./(Decr.) Bud24 vs Bud25</u>	<u>% Inc. / (Decr.) Bud24 vs Bud25</u>
Professional	4.9	4.9	4.9	4.9	4.9	0.0	0.00%
Clerical and Support	5.0	5.0	5.0	5.0	6.0	1.0	20.00%
Driver Trainer	1.0	1.0	1.0	1.0	1.0	0.0	0.00%
Shop Foreman	1.0	1.0	1.0	1.0	1.0	0.0	0.00%
Garage Employees	8.0	8.0	8.0	8.0	8.0	0.0	0.00%
Bus Drivers	134.0	134.0	134.0	134.0	136.0	2.0	1.49%
Bus Attendants	50.0	50.0	50.0	50.0	46.0	(4.0)	-8.00%
Total Employees	203.9	203.9	203.9	203.9	202.9	(1.0)	-0.49%

<u>Program Budget</u>	<u>Actual FY21</u>	<u>Actual FY22</u>	<u>Actual FY23</u>	<u>Budget FY24</u>	<u>Budget FY25</u>	<u>Inc./(Decr.) Bud24 vs Bud25</u>	<u>% Inc. / (Decr.) Bud24 vs Bud25</u>	<u>Item #</u>
Salaries and Wages								
Professional	399,455	415,285	458,251	474,289	505,627	31,338	6.61%	1
Clerical and Support	254,956	261,856	273,882	292,389	331,486	39,098	13.37%	2
Driver Trainer	51,418	64,277	66,509	70,069	70,107	38	0.05%	3
Shop Foreman	85,320	80,709	79,523	91,452	98,509	7,057	7.72%	4
Garage Employees	473,694	482,593	398,253	521,066	545,542	24,476	4.70%	5
Bus Drivers	2,919,491	3,707,250	4,173,461	4,287,843	4,363,993	76,150	1.78%	6
Bus Attendants	597,969	567,706	738,038	1,147,482	1,028,389	(119,092)	-10.38%	7
Temporary Employment	0	0	1,373	0	0	0	0.00%	8
Additional Pay	84,210	285,450	259,459	150,000	150,000	0	0.00%	9
Summer School Transp.	85,263	36,778	28,877	0	100,000	100,000	100.00%	10
In-service Training	21,966	17,894	27,095	27,000	27,000	0	0.00%	11
Substitute Bus Drivers	82,369	246,351	317,151	300,000	300,000	0	0.00%	12
Substitute Bus Attendants	113,701	238,255	242,458	200,000	200,000	0	0.00%	13
Turnover Credit	0	0	0	(150,000)	(150,000)	0	0.00%	14
	5,169,812	6,404,406	7,064,329	7,411,590	7,570,654	159,064	2.15%	

Contracted Services								
Consultants	137,986	2,088	2,193	2,500	2,500	0	0.00%	15
Physical Exams	19,432	22,702	23,450	25,000	25,000	0	0.00%	16
Drug Testing	9,012	12,102	10,682	10,000	10,000	0	0.00%	17
Contracted Training	7,359	25,398	7,717	12,000	12,000	0	0.00%	18
Repairs - Private Garages	28,845	143,923	53,350	50,000	50,000	0	0.00%	19
Other Contracted Services	1,249,800	20,725	(40,268)	0	0	0	0.00%	20
Contracted Drivers	2,613,803	3,016,264	2,678,806	2,882,000	2,932,000	50,000	1.73%	21
Public Carriers	18,796	31,732	53,595	50,000	50,000	0	0.00%	22
	4,085,032	3,274,933	2,789,525	3,031,500	3,081,500	50,000	1.65%	

Supplies and Materials								
Training Supplies	667	1,198	1,653	1,400	1,400	0	0.00%	23
Small Computer Equipment	6,978	0	0	0	0	0	0.00%	24
Computer Software	89,924	74,517	70,456	100,000	80,000	(20,000)	-20.00%	25
Tires, Repairs & Disposal Fees	26,401	24,925	56,122	50,000	70,000	20,000	40.00%	26
Repair & Maintenance Parts	287,185	295,956	401,717	290,000	290,000	0	0.00%	27
Title and Transfer Fees	800	400	1,700	2,000	2,000	0	0.00%	28
Uniforms	30,221	0	5,289	18,000	18,000	0	0.00%	29
Miscellaneous Supplies & Mat.	158,563	118,283	55,873	113,000	113,000	0	0.00%	30
	600,739	515,279	592,810	574,400	574,400	0	0.00%	

Student Transportation Programs (Continued)

Program Budget	Actual FY21	Actual FY22	Actual FY23	Budget FY24	Budget FY25	Inc./(Decr.) Bud24 vs Bud25	% Inc. / (Decr.) Bud24 vs Bud25	Item #
Other Charges								
Travel/Professional Dev.	0	2,885	3,376	4,500	4,500	0	0.00%	31
Dues & Subscriptions	267	155	265	1,500	1,500	0	0.00%	32
Insurance - Buses	112,248	99,497	96,940	140,000	140,000	0	0.00%	33
Vehicle Fuel, Oil, Etc.	290,931	1,260,948	1,245,174	1,489,000	1,489,000	0	0.00%	34
Operations Credit	(100,286)	(296,404)	(290,348)	(400,000)	(400,000)	0	0.00%	35
School System Activities Transp.	116,849	179,421	172,566	130,000	130,000	0	0.00%	36
Arts Enrichment - Transp.	0	20,278	36,173	30,000	30,000	0	0.00%	37
Extended Learning - Transp.	2,958	8,888	30,753	25,000	25,000	0	0.00%	38
Co-Curricular Trips	7,083	41,652	59,740	80,000	80,000	0	0.00%	39
Student Transportation - CTE	13	16,105	27,532	25,000	25,000	0	0.00%	40
Student Transportation - Special Ed	0	0	0	2,000	2,000	0	0.00%	41
Upward Bound Tutoring Prog. Transp.	902	40,393	49,588	50,000	50,000	0	0.00%	42
	430,965	1,373,818	1,431,760	1,577,000	1,577,000	0	0.00%	
Property								
Equipment Other than Buses	16,057	11,361	8,045	30,000	30,000	0	0.00%	43
Buses	395,224	1,624,026	1,988,732	1,754,073	2,122,500	368,427	21.00%	44
Board Staff Vehicles	41,814	24,820	89,505	45,000	45,000	0	0.00%	45
	453,095	1,660,208	2,086,282	1,829,073	2,197,500	368,427	20.14%	
Program Total	10,739,643	13,228,643	13,964,705	14,423,563	15,001,054	577,491	4.00%	

Facilities Operations Programs

MSDE Category: Operation of Plant

<u>Program Staffing Summary</u>	<u>Actual FY21</u>	<u>Actual FY22</u>	<u>Actual FY23</u>	<u>Budget FY24</u>	<u>Budget FY25</u>	<u>Inc./(Decr.) Bud24 vs Bud25</u>	<u>% Inc. / (Decr.) Bud24 vs Bud25</u>	
Professional	3.0	3.0	4.0	4.0	4.0	0.0	0.00%	
Custodial Personnel	192.4	192.4	192.4	192.4	192.4	0.0	0.00%	
Warehousing & Distribution Person.	2.0	2.0	2.0	2.0	2.0	0.0	0.00%	
Equipment Maintenance Personnel	0.0	0.0	0.0	0.0	1.0	1.0	100.00%	
Total FTE	197.4	197.4	198.4	198.4	199.4	1.0	0.50%	

<u>Program Budget</u>	<u>Actual FY21</u>	<u>Actual FY22</u>	<u>Actual FY23</u>	<u>Budget FY24</u>	<u>Budget FY25</u>	<u>Inc./(Decr.) Bud24 vs Bud25</u>	<u>% Inc. / (Decr.) Bud24 vs Bud25</u>	<u>Item #</u>
Salaries and Wages								
Professional	283,460	206,027	254,219	343,897	379,255	35,358	10.28%	1
Custodial Personnel	7,098,200	6,897,307	7,033,226	8,021,556	7,961,842	(59,714)	-0.74%	2
Warehousing & Distribution Pers.	84,503	84,724	86,968	93,180	90,033	(3,146)	-3.38%	3
Equipment Maintenance Personnel	0	0	0	0	45,000	45,000	100.00%	4
Additional Wages/Substitutes	298,759	668,356	843,656	490,000	490,000	0	0.00%	5
Turnover Credit	0	0	0	(150,000)	(150,000)	0	0.00%	6
	7,764,922	7,856,415	8,218,070	8,798,633	8,816,130	17,497	0.20%	
Contracted Services								
Facility Rental	67,402	87,254	83,294	100,000	100,000	0	0.00%	7
Equipment Rental	4,670	14,220	0	5,000	5,000	0	0.00%	8
Time Clocks, Fire Alarms	(3,035)	2,439	0	40,000	40,000	0	0.00%	9
Elevator Service Contracts	57,960	47,424	61,165	50,000	50,000	0	0.00%	10
Equipment Repair - Other	11,838	3,107	20,486	20,000	20,000	0	0.00%	11
Equipment Repair - CTE	33,208	28,233	19,570	15,000	15,000	0	0.00%	12
Equipment Repair - Science	8,224	10,965	1,065	20,000	10,000	(10,000)	-50.00%	13
Equipment Repair - P.E./Arts	8,642	19,668	22,683	20,000	20,000	0	0.00%	14
Other Contracted Services	925	2,370	22,445	2,500	2,500	0	0.00%	15
Trash Removal	265,933	312,718	392,106	370,000	400,000	30,000	8.11%	16
Snow Removal	103,677	57,361	28,985	75,000	50,000	(25,000)	-33.33%	17
Mowing Grass	0	0	0	0	0	0	0.00%	18
	559,444	585,758	651,800	717,500	712,500	(5,000)	-0.70%	
Supplies and Materials								
Postage	125,608	52,862	104,419	85,000	85,000	0	0.00%	19
Uniform Maintenance	2,924	360	3,850	5,750	5,750	0	0.00%	20
Operational Supplies	1,276,946	995,337	1,109,837	950,000	1,100,000	150,000	15.79%	21
	1,405,479	1,048,559	1,218,106	1,040,750	1,190,750	150,000	14.41%	
Other Charges								
Recertification Training	270	3,706	1,315	3,000	3,000	0	0.00%	22
Vehicle Insurance	54,108	46,626	30,294	60,000	60,000	0	0.00%	23
Vehicle Fuel, Oil, Etc.	24,599	46,502	69,728	45,000	45,000	0	0.00%	24
Insurance on Buildings	408,019	430,005	451,879	600,000	635,000	35,000	5.83%	25
Insurance Deductible	6,334	19,166	7,725	8,000	8,000	0	0.00%	26
Water and Sewer	571,877	733,070	809,016	750,000	810,000	60,000	8.00%	27
Fuel - Heating	165,150	316,611	414,177	360,000	420,000	60,000	16.67%	28
Electricity	3,546,145	3,794,420	3,717,200	4,665,000	4,665,000	0	0.00%	29
Natural Gas & Propane	623,173	709,001	763,930	1,000,000	1,000,000	0	0.00%	30
	5,399,676	6,099,107	6,265,265	7,491,000	7,646,000	155,000	2.07%	
Property								
Equipment	130,349	109,253	28,163	100,000	100,000	0	0.00%	31
	130,349	109,253	28,163	100,000	100,000	0	0.00%	
Program Total	15,259,870	15,699,091	16,381,404	18,147,883	18,465,380	317,497	1.75%	

Technology Support & Maintenance

MSDE Category: Operation of Plant

<u>Program Staffing Summary</u>	<u>Actual FY21</u>	<u>Actual FY22</u>	<u>Actual FY23</u>	<u>Budget FY24</u>	<u>Budget FY25</u>	<u>Inc./(Decr.) Bud24 vs Bud25</u>	<u>% Inc. / (Decr.) Bud24 vs Bud25</u>	
Technology - Professional	13.5	13.5	13.5	13.5	13.5	0.0	0.00%	
Clerical and Support	1.0	1.0	1.0	1.0	1.0	0.0	0.00%	
Tech. Electronics Technicians	12.0	12.0	12.0	12.0	12.0	0.0	0.00%	
Total FTE	26.5	26.5	26.5	26.5	26.5	0.0	0.00%	

<u>Program Budget</u>	<u>Actual FY21</u>	<u>Actual FY22</u>	<u>Actual FY23</u>	<u>Budget FY24</u>	<u>Budget FY25</u>	<u>Inc./(Decr.) Bud24 vs Bud25</u>	<u>% Inc. / (Decr.) Bud24 vs Bud25</u>	<u>Item #</u>
Salaries and Wages								
Professional	1,008,489	1,072,209	1,146,954	1,224,579	1,224,854	275	0.02%	1
Clerical and Support	60,191	53,259	41,607	44,274	45,420	1,146	2.59%	2
Electronics Technicians	600,798	615,505	630,221	679,270	677,292	(1,978)	-0.29%	3
Temporary Employment	2,136	12,510	20,733	15,000	30,000	15,000	100.00%	4
Additional Wages	53,604	35,945	29,499	20,000	20,000	0	0.00%	5
	1,725,218	1,789,428	1,869,015	1,983,123	1,997,566	14,443	0.73%	
Contracted Services								
Tech. - Service Contracts	1,202,045	1,900,400	1,623,718	1,507,000	2,072,000	565,000	37.49%	6
Tech. - Repairs & Maintenance	290,377	249,025	245,222	400,000	250,000	(150,000)	-37.50%	7
	1,492,422	2,149,425	1,868,939	1,907,000	2,322,000	415,000	21.76%	
Supplies and Materials								
Office Supplies	1,952	1,792	806	2,000	2,000	0	0.00%	8
Tech. Support Supplies	264,204	263,579	296,498	300,000	385,000	85,000	28.33%	9
Small Computer Equipment	1,080,567	466,862	609,058	650,000	650,000	0	0.00%	10
Computer Software	471,966	477,271	453,064	407,000	300,000	(107,000)	-26.29%	11
	1,818,688	1,209,504	1,359,427	1,359,000	1,337,000	(22,000)	-1.62%	
Other Charges								
Travel/Prof. Dev.	25,861	28,666	39,928	30,000	40,000	10,000	33.33%	12
Communications	85,636	112,992	117,277	120,000	120,000	0	0.00%	13
	111,498	141,657	157,204	150,000	160,000	10,000	6.67%	
Property								
Equipment	96,960	0	215,784	100,000	100,000	0	0.00%	14
	96,960	0	215,784	100,000	100,000	0	0.00%	
Program Total	5,244,786	5,290,014	5,470,369	5,499,123	5,916,566	417,443	7.59%	

Safety and Security Programs

MSDE Category: Operation of Plant

<u>Program Staffing Summary</u>	<u>Actual FY21</u>	<u>Actual FY22</u>	<u>Actual FY23</u>	<u>Budget FY24</u>	<u>Budget FY25</u>	<u>Inc./(Decr.) Bud24 vs Bud25</u>	<u>% Inc. / (Decr.) Bud24 vs Bud25</u>	
Professional	1.2	1.2	1.2	2.2	2.2	0.0	0.00%	
School Lobby Receptionist	0.0	0.0	0.0	0.0	0.0	0.0	0.00%	
School Safety & Security Assistants	0.0	0.0	0.0	19.0	19.0	0.0	0.00%	
Crossing Guards	22.0	22.0	22.0	22.0	22.0	0.0	0.00%	
Total FTE	23.2	23.2	23.2	43.2	43.2	0.0	0.00%	

<u>Program Budget</u>	<u>Actual FY21</u>	<u>Actual FY22</u>	<u>Actual FY23</u>	<u>Budget FY24</u>	<u>Budget FY25</u>	<u>Inc./(Decr.) Bud24 vs Bud25</u>	<u>% Inc. / (Decr.) Bud24 vs Bud25</u>	<u>Item #</u>
Salaries and Wages								
Professional	130,251	132,011	140,800	240,729	238,247	(2,482)	-1.03%	1
School Lobby Receptionist	0	0	0	0	0	0	0.00%	2
School Safety & Security Assistants	0	0	282,830	811,780	810,005	(1,774)	-0.22%	3
Crossing Guards	215,161	208,419	174,231	294,305	310,700	16,395	5.57%	4
Additional Wages	8	0	28,951	45,000	45,000	0	0.00%	5
Substitute-Crossing Guards	0	4,300	13,740	15,000	15,000	0	0.00%	6
	345,420	344,730	640,551	1,406,813	1,418,952	12,138	0.86%	
Contracted Services								
Tech. - Service Contracts	206,233	95,586	70,234	90,000	140,000	50,000	55.56%	7
School Resource Officers	842,807	686,146	944,700	1,252,000	1,633,511	381,511	30.47%	8
Security	29,243	14,004	34,085	30,000	30,000	0	0.00%	9
	1,078,282	795,736	1,049,019	1,372,000	1,803,511	431,511	31.45%	
Supplies and Materials								
Office Supplies	510	0	393	500	500	0	0.00%	10
Small Computer Equipment	635,306	424,837	155,241	185,000	185,000	0	0.00%	11
Computer Software	47,412	58,377	50,274	50,000	70,000	20,000	40.00%	12
Crossing Guard Uniforms/Supplies	3,000	2,996	1,200	3,000	3,000	0	0.00%	13
Other - Miscellaneous	6,260	23,811	46,730	25,000	25,000	0	0.00%	14
	692,488	510,021	253,837	263,500	283,500	20,000	7.59%	
Other Charges								
Travel/Professional Dev.	4,260	11,842	13,806	14,000	14,000	0	0.00%	15
Dues & Subscriptions	0	0	0	100	100	0	0.00%	16
Liability Insurance - Resource Officers	7,451	6,320	4,468	7,500	7,500	0	0.00%	17
	11,711	18,161	18,273	21,600	21,600	0	0.00%	
Property								
Equipment	0	0	0	0	0	0	0.00%	18
	0	0	0	0	0	0	0.00%	
Program Total	2,127,900	1,668,648	1,961,681	3,063,913	3,527,563	463,649	15.13%	

Facilities Maintenance Programs

MSDE Category: Maintenance of Plant

<u>Program Staffing Summary</u>	<u>Actual FY21</u>	<u>Actual FY22</u>	<u>Actual FY23</u>	<u>Budget FY24</u>	<u>Budget FY25</u>	<u>Inc./(Decr.) Bud24 vs Bud25</u>	<u>% Inc. / (Decr.) Bud24 vs Bud25</u>	
Professional	3.0	3.0	3.0	3.0	3.0	0.0	0.00%	
Clerical and Support	2.0	2.0	2.0	2.0	2.0	0.0	0.00%	
Maintenance Personnel	34.0	34.0	33.0	33.0	32.0	(1.0)	-3.03%	
Total FTE	39.0	39.0	38.0	38.0	37.0	(1.0)	-2.63%	

<u>Program Budget</u>	<u>Actual FY21</u>	<u>Actual FY22</u>	<u>Actual FY23</u>	<u>Budget FY24</u>	<u>Budget FY25</u>	<u>Inc./(Decr.) Bud24 vs Bud25</u>	<u>% Inc. / (Decr.) Bud24 vs Bud25</u>	<u>Item #</u>
Salaries and Wages								
Professional	199,853	252,707	291,374	301,878	299,061	(2,817)	-0.93%	1
Clerical and Support	91,762	91,444	85,168	85,009	87,210	2,201	2.59%	2
Maintenance Personnel	1,569,633	1,462,003	1,322,768	1,769,845	1,814,027	44,182	2.50%	3
Temporary Employment	0	0	18,801	0	0	0	0.00%	4
Additional Pay	57,427	125,286	89,852	95,000	95,000	0	0.00%	5
	1,918,674	1,931,440	1,807,963	2,251,732	2,295,298	43,566	1.93%	
Contracted Services								
Equipment Rental	48,550	50,385	79,327	50,000	50,000	0	0.00%	6
Equipment Repairs	46,166	110,435	136,501	75,000	75,000	0	0.00%	7
Professional Services	1,071,850	443,133	613,003	500,000	500,000	0	0.00%	8
Building Renovations	1,897,364	2,140,989	3,321,844	2,600,000	2,600,000	0	0.00%	9
Mechanical Repairs	810,973	1,232,449	2,058,273	1,000,000	1,000,000	0	0.00%	10
Structural Repairs	205,263	95,540	55,152	200,000	200,000	0	0.00%	11
Interior Repairs	562,475	219,744	350,074	521,000	521,000	0	0.00%	12
Exterior Repairs	308,182	519,314	700,237	800,000	800,000	0	0.00%	13
Regulatory Services	537,825	484,121	578,941	525,000	525,000	0	0.00%	14
	5,488,648	5,296,111	7,893,353	6,271,000	6,271,000	0	0.00%	
Supplies and Materials								
Plumb., Mech., Elect., Struc. Sup.	1,252,788	894,913	1,078,519	1,309,000	1,309,000	0	0.00%	15
Small Equipment & Furniture	83,782	111,748	42,800	125,000	125,000	0	0.00%	16
Uniform Maintenance	14,071	12,899	11,183	10,500	10,500	0	0.00%	17
	1,350,641	1,019,561	1,132,502	1,444,500	1,444,500	0	0.00%	
Other Charges								
Travel	3,040	6,077	7,226	6,000	6,000	0	0.00%	18
Recertification Training	10,002	26,182	7,754	4,000	4,000	0	0.00%	19
Vehicle Fuel, Oil, Etc..	67,496	93,396	97,824	108,000	108,000	0	0.00%	20
	80,539	125,654	112,803	118,000	118,000	0	0.00%	
Property								
Equipment	111,628	125,808	114,975	205,000	205,000	0	0.00%	21
Program Total	8,950,130	8,498,574	11,061,597	10,290,232	10,333,798	43,566	0.42%	

Facilities Capital Outlay

MSDE Category: Capital Outlay

<u>Program Staffing Summary</u>	<u>Actual FY21</u>	<u>Actual FY22</u>	<u>Actual FY23</u>	<u>Budget FY24</u>	<u>Budget FY25</u>	<u>Inc./(Decr.) Bud24 vs Bud25</u>	<u>% Inc. / (Decr.) Bud24 vs Bud25</u>	
Professional	4.0	4.0	4.0	4.0	4.0	0.0	0.00%	
Clerical and Support	1.0	1.0	1.0	1.0	1.0	0.0	0.00%	
Total FTE	5.0	5.0	5.0	5.0	5.0	0.0	0.00%	
<u>Program Budget</u>	<u>Actual FY21</u>	<u>Actual FY22</u>	<u>Actual FY23</u>	<u>Budget FY24</u>	<u>Budget FY25</u>	<u>Inc./(Decr.) Bud24 vs Bud25</u>	<u>% Inc. / (Decr.) Bud24 vs Bud25</u>	<u>Item #</u>
Salaries and Wages								
Professional	404,903	388,334	414,240	436,822	436,926	104	0.02%	1
Clerical and Support	52,056	52,353	54,656	58,089	59,590	1,501	2.58%	2
Additional Pay	1,266	0	63	500	500	0	0.00%	3
	458,226	440,687	468,959	495,411	497,016	1,605	0.32%	
Contracted Services								
Other Contracted Services	3,000	2,457,680	791,444	2,053,536	3,000	(2,050,536)	-99.85%	4
	3,000	2,457,680	791,444	2,053,536	3,000	(2,050,536)	-99.85%	
Supplies and Materials								
Office Supplies	4,110	2,961	3,396	6,500	6,500	0	0.00%	5
Small Equipment & Furniture	0	659,994	1,748	0	0	0	0.00%	6
Computer Software	8,637	9,137	10,205	11,000	11,000	0	0.00%	7
	12,748	672,093	15,349	17,500	17,500	0	0.00%	
Other Charges								
Travel/Professional Dev.	0	0	0	500	500	0	0.00%	8
Dues & Subscriptions	0	0	0	250	250	0	0.00%	9
	0	0	0	750	750	0	0.00%	
Property								
Equipment	0	1,022,439	877	0	0	0	0.00%	10
Relocatable Buildings	1,761,319	193,759	0	0	0	0	0.00%	11
	1,761,319	1,216,198	877	0	0	0	0.00%	
Program Total	2,235,292	4,786,657	1,276,629	2,567,197	518,266	(2,048,931)	-79.81%	

Food Services Program

MSDE Category: Food Services

<u>Program Budget</u>	<u>Actual FY21</u>	<u>Actual FY22</u>	<u>Actual FY23</u>	<u>Budget FY24</u>	<u>Budget FY25</u>	<u>Inc./(Decr.) Bud24 vs Bud25</u>	<u>% Inc. / (Decr.) Bud24 vs Bud25</u>	<u>Item #</u>
Salaries and Wages								
Additional Pay	0	0	0	0	0	0	0.00%	1
	0	0	0	0	0	0	0.00%	
Transfers								
Transfer to Food Services	0	0	41,034	30,000	30,000	0	0.00%	2
Program Total	0	0	41,034	30,000	30,000	0	0.00%	

Employee Benefit Program

MSDE Category: Fixed Charges

<u>Program Budget</u>	<u>Actual FY21</u>	<u>Actual FY22</u>	<u>Actual FY23</u>	<u>Budget FY24</u>	<u>Budget FY25</u>	<u>Inc./(Decr.) Bud24 vs Bud25</u>	<u>% Inc. / (Decr.) Bud24 vs Bud25</u>	<u>Item #</u>
Other Charges								
Retirement Plans	7,820,464	7,178,499	9,022,447	9,710,000	10,055,000	345,000	3.55%	1
Social Security	12,756,695	12,866,679	13,969,451	14,837,772	15,162,761	324,989	2.19%	2
Workmen's Compensation	1,217,446	1,295,298	1,619,485	1,808,745	1,766,476	(42,269)	-2.34%	3
Medical Insurance	41,468,371	39,759,068	40,620,895	44,190,338	46,826,749	2,636,411	5.97%	4
OPEB Funding / GASB 45	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000	0	0.00%	5
Life Insurance	279,599	178,293	373,725	180,000	280,000	100,000	55.56%	6
Long-Term Disability Insurance	37,814	28,032	31,285	40,000	40,000	0	0.00%	7
Family Leave	0	0	0	0	0	0	0.00%	8
Unemployment Compensation	92,701	15,605	3,514	75,000	75,000	0	0.00%	9
Perfect Attendance - Sick Leave	2,061,838	838,368	507,516	565,000	565,000	0	0.00%	10
Retirement - Sick Leave	509,630	793,849	437,830	632,500	582,500	(50,000)	-7.91%	11
Retirement - Annual Leave	325,083	466,343	294,809	345,000	345,000	0	0.00%	12
A&S Tuition Reimbursement	37,897	49,011	43,369	60,000	60,000	0	0.00%	13
Teacher Tuition Reimbursement	555,802	519,868	625,000	625,000	625,000	0	0.00%	14
ESP Tuition Reimbursement	15,844	21,254	26,471	35,000	35,000	0	0.00%	15
NBCT Certification Reimbursement	0	0	72,168	110,000	110,000	0	0.00%	16
Student Accident Insurance	18,459	15,743	18,514	20,000	20,000	0	0.00%	17
General Comprehensive Liability	158,669	134,233	152,842	180,000	220,000	40,000	22.22%	18
Encumbrance Clearing	0	0	0	0	0	0	0.00%	19
Resource Pool	0	0	0	0	10,133,014	10,133,014	100.00%	20
Program Total	72,356,312	69,160,142	72,819,322	78,414,356	91,901,501	13,487,145	17.20%	

Elected Board Member Services

MSDE Category: Administration

MSDE Subcategory: Board of Education Services

<u>Program Staffing Summary</u>	<u>Actual FY21</u>	<u>Actual FY22</u>	<u>Actual FY23</u>	<u>Budget FY24</u>	<u>Budget FY25</u>	<u>Inc./(Decr.) Bud24 vs Bud25</u>	<u>% Inc. / (Decr.) Bud24 vs Bud25</u>	
Board Members	7.0	7.0	7.0	7.0	7.0	0.0	0.00%	
Professional	3.0	3.0	3.0	3.5	3.5	0.0	0.00%	
Clerical and Support	1.0	1.0	1.0	1.0	1.0	0.0	0.00%	
Total Board & Employees	11.0	11.0	11.0	11.5	11.5	0.0	0.00%	

<u>Program Budget</u>	<u>Actual FY21</u>	<u>Actual FY22</u>	<u>Actual FY23</u>	<u>Budget FY24</u>	<u>Budget FY25</u>	<u>Inc./(Decr.) Bud24 vs Bud25</u>	<u>% Inc. / (Decr.) Bud24 vs Bud25</u>	<u>Item #</u>
Salaries and Wages								
Board Members	71,581	84,500	86,750	89,000	92,000	3,000	3.37%	1
Professional	241,469	338,257	392,884	465,625	459,550	(6,075)	-1.30%	2
Clerical and Support	52,029	51,701	53,520	55,949	56,287	338	0.60%	3
Additional Wages	246	819	648	1,000	1,000	0	0.00%	4
	365,325	475,277	533,802	611,574	608,837	(2,737)	-0.45%	
Contracted Services								
Audit & Accounting Fees	45,500	42,000	47,300	48,000	48,000	0	0.00%	5
Legal Fees	58,482	12,976	11,226	85,000	85,000	0	0.00%	6
Other Contracted Services	30,300	81,126	16,865	18,000	18,000	0	0.00%	7
	134,282	136,101	75,390	151,000	151,000	0	0.00%	
Supplies and Materials								
Office Supplies-Board	413	893	470	2,000	2,000	0	0.00%	8
Office Supplies-Legal Counsel	609	1,205	2,021	2,000	2,000	0	0.00%	9
Food/Meals - Board	3,362	8,172	6,445	5,500	5,500	0	0.00%	10
	4,384	10,270	8,936	9,500	9,500	0	0.00%	
Other Charges								
Travel-Board	2,510	4,440	5,411	9,500	9,500	0	0.00%	11
Travel-Legal Staff	0	368	395	500	500	0	0.00%	12
Dues & Subscriptions-Board	38,776	39,966	32,650	42,900	42,900	0	0.00%	13
Dues & Subs.-Legal Counsel	8,876	7,798	9,532	9,000	9,000	0	0.00%	14
Other - Miscellaneous	9,808	15,634	7,562	10,000	10,000	0	0.00%	15
	59,970	68,207	55,549	71,900	71,900	0	0.00%	
Property								
Equipment	0	0	0	0	0	0	0.00%	16
Program Total	563,960	689,855	673,677	843,974	841,237	(2,737)	-0.32%	

Executive Leadership Team

MSDE Category: Administration

MSDE Subcategory: Executive Administration

<u>Program Staffing Summary</u>	<u>Actual FY21</u>	<u>Actual FY22</u>	<u>Actual FY23</u>	<u>Budget FY24</u>	<u>Budget FY25</u>	<u>Inc./(Decr.) Bud24 vs Bud25</u>	<u>% Inc. / (Decr.) Bud24 vs Bud25</u>	
Professional	3.0	3.0	3.0	3.0	4.0	1.0	33.33%	
Clerical and Support	3.0	3.0	3.0	3.0	3.0	0.0	0.00%	
Total FTE	6.0	6.0	6.0	6.0	7.0	1.0	16.67%	
<u>Program Budget</u>	<u>Actual FY21</u>	<u>Actual FY22</u>	<u>Actual FY23</u>	<u>Budget FY24</u>	<u>Budget FY25</u>	<u>Inc./(Decr.) Bud24 vs Bud25</u>	<u>% Inc. / (Decr.) Bud24 vs Bud25</u>	<u>Item #</u>
Salaries and Wages								
Professional	558,716	584,758	582,615	642,975	740,692	97,717	15.20%	1
Clerical and Support	227,385	202,882	214,660	225,589	228,873	3,285	1.46%	2
Additional Wages	201	91	386	0	0	0	0.00%	3
	786,302	787,731	797,661	868,564	969,565	101,002	11.63%	
Supplies and Materials								
Office Supplies-Superintendent	2,222	1,082	1,441	2,000	2,000	0	0.00%	4
Office Supplies-Assoc. Supt.	2,587	1,079	730	2,000	2,000	0	0.00%	5
Office Supplies-COO	1,868	2,533	1,307	2,000	2,000	0	0.00%	6
Books and Magazines-Supt.	70	22	106	200	200	0	0.00%	7
Books and Magazines-Assoc. Supt.	229	820	0	100	100	0	0.00%	8
	6,975	5,535	3,585	6,300	6,300	0	0.00%	
Other Charges								
Travel-Superintendent	182	919	2,875	3,000	3,000	0	0.00%	9
Travel-Assoc. Supt.	99	0	3,438	1,500	1,500	0	0.00%	10
Travel-COO	150	25	255	1,000	1,000	0	0.00%	11
Dues & Subscriptions-Supt.	7,346	6,930	8,264	8,000	8,000	0	0.00%	12
Dues & Subscriptions-Assoc. Supt.	145	136	1	200	200	0	0.00%	13
Dues & Subscriptions-COO	48	52	44	500	500	0	0.00%	14
Other - Miscellaneous	250	3,888	11,145	10,000	10,000	0	0.00%	15
	8,220	11,949	26,022	24,200	24,200	0	0.00%	
Property								
Equipment	0	0	0	0	0	0	0.00%	16
Program Total	801,497	805,214	827,268	899,064	1,000,065	101,002	11.23%	

Financial Services

MSDE Category: Administration

MSDE Subcategory: Fiscal Services

<u>Program Staffing Summary</u>	<u>Actual FY21</u>	<u>Actual FY22</u>	<u>Actual FY23</u>	<u>Budget FY24</u>	<u>Budget FY25</u>	<u>Inc./(Decr.) Bud24 vs Bud25</u>	<u>% Inc. / (Decr.) Bud24 vs Bud25</u>	
Professional	4.0	4.0	6.0	6.0	6.0	0.0	0.00%	
Clerical and Support	8.0	8.0	8.0	9.0	9.0	0.0	0.00%	
Total FTE	12.0	12.0	14.0	15.0	15.0	0.0	0.00%	
<u>Program Budget</u>	<u>Actual FY21</u>	<u>Actual FY22</u>	<u>Actual FY23</u>	<u>Budget FY24</u>	<u>Budget FY25</u>	<u>Inc./(Decr.) Bud24 vs Bud25</u>	<u>% Inc. / (Decr.) Bud24 vs Bud25</u>	<u>Item #</u>
Salaries and Wages								
Professional	402,698	413,009	543,310	627,933	638,679	10,746	1.71%	1
Clerical and Support	395,824	396,355	422,207	515,734	489,537	(26,197)	-5.08%	2
Temporary Employment	0	0	6,775	0	0	0	0.00%	3
Additional Wages	13,777	19,324	22,296	10,000	10,000	0	0.00%	4
	812,299	828,688	994,588	1,153,667	1,138,216	(15,451)	-1.34%	
Contracted Services								
Internal Audit Fees	76,313	79,519	75,125	77,500	80,000	2,500	3.23%	5
Contracted / Temp Services	750	2,784	3,166	3,000	3,000	0	0.00%	6
	77,063	82,303	78,291	80,500	83,000	2,500	3.11%	
Supplies and Materials								
Office Supplies	20,700	9,961	25,591	5,500	7,500	2,000	36.36%	7
Other Charges								
Travel/Professional Dev.	1,035	1,504	8,011	4,000	4,000	0	0.00%	8
Dues & Subscriptions	1,219	1,452	1,855	2,000	2,000	0	0.00%	9
Other - Miscellaneous	1,140	1,130	1,142	1,500	1,500	0	0.00%	10
	3,394	4,086	11,007	7,500	7,500	0	0.00%	
Property								
Equipment	0	0	0	0	0	0	0.00%	11
Transfers								
Business Support Credit	(851,226)	(1,132,698)	(1,057,941)	(400,000)	(400,000)	0	0.00%	11
Program Total	62,230	(207,661)	51,537	847,167	836,216	(10,951)	-1.29%	

Purchasing Services

MSDE Category: Administration

MSDE Subcategory: Purchasing Services

Program Staffing Summary

	<u>Actual FY21</u>	<u>Actual FY22</u>	<u>Actual FY23</u>	<u>Budget FY24</u>	<u>Budget FY25</u>	<u>Inc./(Decr.) Bud24 vs Bud25</u>	<u>% Inc. / (Decr.) Bud24 vs Bud25</u>
Professional	1.0	1.0	1.0	1.0	1.0	0.0	0.00%
Clerical and Support	4.0	4.0	4.0	4.0	4.0	0.0	0.00%
Total FTE	5.0	5.0	5.0	5.0	5.0	0.0	0.00%

Program Budget

	<u>Actual FY21</u>	<u>Actual FY22</u>	<u>Actual FY23</u>	<u>Budget FY24</u>	<u>Budget FY25</u>	<u>Inc./(Decr.) Bud24 vs Bud25</u>	<u>% Inc. / (Decr.) Bud24 vs Bud25</u>	<u>Item #</u>
Salaries and Wages								
Professional	91,231	92,729	98,373	101,816	101,839	23	0.02%	1
Clerical and Support	211,112	210,622	219,698	233,437	239,496	6,059	2.60%	2
Temporary Employment	0	0	0	0	0	0	0.00%	3
Additional Wages	0	0	124	500	500	0	0.00%	4
	302,342	303,351	318,194	335,753	341,835	6,082	1.81%	
Contracted Services								
Contracted Services	2,400	1,620	1,620	2,400	2,400	0	0.00%	5
	2,400	1,620	1,620	2,400	2,400	0	0.00%	
Supplies and Materials								
Office Supplies	781	883	1,184	3,500	3,500	0	0.00%	6
Advertising	0	0	0	0	0	0	0.00%	7
	781	883	1,184	3,500	3,500	0	0.00%	
Other Charges								
Travel/Professional Dev.	313	21	1,237	2,000	2,000	0	0.00%	8
Dues & Subscriptions	1,705	3,419	2,366	4,000	4,000	0	0.00%	9
	2,018	3,440	3,604	6,000	6,000	0	0.00%	
Property								
Equipment	0	0	0	0	0	0	0.00%	10
Program Total	307,541	309,294	324,602	347,653	353,735	6,082	1.75%	

Printing Services

MSDE Category: Administration

MSDE Subcategory: Printing, Publishing, and Duplicating Services

<u>Program Staffing Summary</u>	<u>Actual FY21</u>	<u>Actual FY22</u>	<u>Actual FY23</u>	<u>Budget FY24</u>	<u>Budget FY25</u>	<u>Inc./(Decr.) Bud24 vs Bud25</u>	<u>% Inc. / (Decr.) Bud24 vs Bud25</u>	
Clerical and Support	2.0	2.0	2.0	2.0	2.0	0.0	0.00%	
Technical	3.0	3.0	3.0	3.0	3.0	0.0	0.00%	
Total FTE	5.0	5.0	5.0	5.0	5.0	0.0	0.00%	
<u>Program Budget</u>	<u>Actual FY21</u>	<u>Actual FY22</u>	<u>Actual FY23</u>	<u>Budget FY24</u>	<u>Budget FY25</u>	<u>Inc./(Decr.) Bud24 vs Bud25</u>	<u>% Inc. / (Decr.) Bud24 vs Bud25</u>	<u>Item #</u>
Salaries and Wages								
Clerical and Support	88,978	97,392	101,824	108,369	107,365	(1,004)	-0.93%	1
Technical	119,011	119,929	125,535	138,123	131,649	(6,474)	-4.69%	2
Temporary Employment	0	0	14,205	0	0	0	0.00%	3
Additional Wages	9,369	17,966	14,759	12,000	12,000	0	0.00%	4
	217,359	235,287	256,323	258,492	251,014	(7,478)	-2.89%	
Contracted Services								
Printing Services	776	3,529	5,229	10,000	10,000	0	0.00%	5
Equipment Rental	129,686	208,492	114,685	305,000	205,000	(100,000)	-32.79%	6
Service/Maint. Contracts	229,822	143,290	160,756	200,000	200,000	0	0.00%	7
Equipment Repair	1,155	2,235	3,648	2,000	2,000	0	0.00%	8
	361,439	357,546	284,318	517,000	417,000	(100,000)	-19.34%	
Supplies and Materials								
Office Supplies	497	6,477	2,404	1,000	1,000	0	0.00%	9
Printing Supplies	45,348	88,278	110,483	80,000	80,000	0	0.00%	10
Graphics	0	2,314	0	2,000	2,000	0	0.00%	11
	45,845	97,070	112,887	83,000	83,000	0	0.00%	
Property								
Equipment	5,617	0	20,679	10,000	10,000	0	0.00%	12
Program Total	630,260	689,902	674,208	868,492	761,014	(107,478)	-12.38%	

Community Relations and Public Engagement Services

MSDE Category: Administration

MSDE Subcategory: Information Services

Program Staffing Summary

	Actual FY21	Actual FY22	Actual FY23	Budget FY24	Budget FY25	Inc./(Decr.) Bud24 vs Bud25	% Inc. / (Decr.) Bud24 vs Bud25
Professional	3.0	3.0	3.0	3.5	3.5	0.0	0.00%
Clerical and Support	0.0	0.0	0.0	0.0	0.0	0.0	0.00%
Technical	0.0	0.0	0.0	0.0	0.0	0.0	0.00%
Total FTE	3.0	3.0	3.0	3.5	3.5	0.0	0.00%

Program Budget

	Actual FY21	Actual FY22	Actual FY23	Budget FY24	Budget FY25	Inc./(Decr.) Bud24 vs Bud25	% Inc. / (Decr.) Bud24 vs Bud25	Item #
Salaries and Wages								
Professional	221,574	235,747	254,426	330,104	375,784	45,680	13.84%	1
Clerical and Support	0	19	0	0	0	0	0.00%	2
Technical	0	0	0	0	0	0	0.00%	3
Additional Pay	205	1,086	379	0	0	0	0.00%	4
	221,778	236,851	254,805	330,104	375,784	45,680	13.84%	
Contracted Services								
Video & Marketing	18,029	9,339	13,827	20,000	20,000	0	0.00%	5
Printing	108	25,086	0	5,000	5,000	0	0.00%	6
Contracted Services	110,966	110,598	174,341	120,500	120,500	0	0.00%	7
	129,103	145,023	188,168	145,500	145,500	0	0.00%	
Supplies and Materials								
Public Information Supplies	22,382	(1,664)	5,126	4,000	4,000	0	0.00%	8
Celebration of Excel./Sp. Events	7,388	908	5,379	0	0	0	0.00%	9
Systemwide Apprec./Recog.	10,225	10,262	7,122	10,000	10,000	0	0.00%	10
	39,995	9,506	17,627	14,000	14,000	0	0.00%	
Other Charges								
Travel/Professional Dev.	0	20	1,255	500	500	0	0.00%	11
Dues & Subscriptions	1,099	1,096	3,203	2,050	2,050	0	0.00%	12
	1,099	1,116	4,458	2,550	2,550	0	0.00%	
Property								
Equipment	16,890	0	0	0	0	0	0.00%	13
Program Total	408,865	392,496	465,057	492,154	537,834	45,680	9.28%	

Human Resource Services

MSDE Category: Administration

MSDE Subcategory: Human Resource Services

Program Staffing Summary

	<u>Actual FY21</u>	<u>Actual FY22</u>	<u>Actual FY23</u>	<u>Budget FY24</u>	<u>Budget FY25</u>	<u>Inc./(Decr.) Bud24 vs Bud25</u>	<u>% Inc. / (Decr.) Bud24 vs Bud25</u>
Professional	5.0	5.0	5.0	5.0	5.0	0.0	0.00%
Clerical and Support	9.0	9.0	9.0	9.0	9.0	0.0	0.00%
Total FTE	14.0	14.0	14.0	14.0	14.0	0.0	0.00%

Program Budget

	<u>Actual FY21</u>	<u>Actual FY22</u>	<u>Actual FY23</u>	<u>Budget FY24</u>	<u>Budget FY25</u>	<u>Inc./(Decr.) Bud24 vs Bud25</u>	<u>% Inc. / (Decr.) Bud24 vs Bud25</u>	<u>Item #</u>
Salaries and Wages								
Professional	504,914	511,649	542,950	561,799	572,297	10,498	1.87%	1
Clerical and Support	494,860	488,310	492,466	518,199	536,865	18,666	3.60%	2
Temporary Employment	0	110	0	0	0	0	0.00%	3
Additional Wages	14,881	26,423	15,531	22,000	22,000	0	0.00%	4
Professional Dev. Pay	0	601	0	0	0	0	0.00%	5
	1,014,655	1,027,094	1,050,947	1,101,998	1,131,162	29,164	2.65%	
Contracted Services								
Consultants	517	3,376	4,596	10,000	5,000	(5,000)	-50.00%	6
Physical Exams	2,625	3,463	6,835	4,000	4,000	0	0.00%	7
Heptavax Vaccine	0	0	0	500	500	0	0.00%	8
Criminal Investigation	6,319	15,095	22,265	25,000	25,000	0	0.00%	9
Service/Maint. Contracts	15,204	17,714	17,034	25,000	20,000	(5,000)	-20.00%	10
Interpreters	7,843	4,587	6,409	0	5,000	5,000	100.00%	11
Other Contracted Services	0	7	0	0	0	0	0.00%	12
	32,508	44,243	57,140	64,500	59,500	(5,000)	-7.75%	
Supplies and Materials								
Office Supplies	16,763	10,332	5,412	13,000	13,000	0	0.00%	13
Employee ID Supplies	5,926	31,265	1,505	12,000	12,000	0	0.00%	14
Supplies/Mtrls - Staff Development	1,337	4,185	3,245	2,000	2,000	0	0.00%	15
ADA Compliance Materials	466	0	875	12,000	12,000	0	0.00%	16
Small Computer Equipment	6,991	0	0	0	0	0	0.00%	17
Computer Software	240	140	272	0	0	0	0.00%	18
Recruitment & Retention	30,080	54,219	34,964	26,000	26,000	0	0.00%	19
Advertising	181,343	89,466	89,006	55,000	60,000	5,000	9.09%	20
Food/Meals Expense	104	1,775	1,853	1,000	1,000	0	0.00%	21
	243,249	191,381	137,131	121,000	126,000	5,000	4.13%	
Other Charges								
Travel/Professional Dev.	2,600	4,002	3,660	7,500	7,500	0	0.00%	22
Recruitment Travel	0	1,338	2,059	5,000	5,000	0	0.00%	23
Dues & Subscriptions	3,499	3,334	8,266	7,000	7,000	0	0.00%	24
	6,099	8,673	13,985	19,500	19,500	0	0.00%	
Property								
Equipment	0	0	0	0	0	0	0.00%	25
Program Total	1,296,512	1,271,391	1,259,203	1,306,998	1,336,162	29,164	2.23%	

Employee Benefits Administration

MSDE Category: Administration

MSDE Subcategory: Human Resource Services

<u>Program Staffing Summary</u>	<u>Actual FY21</u>	<u>Actual FY22</u>	<u>Actual FY23</u>	<u>Budget FY24</u>	<u>Budget FY25</u>	<u>Inc./(Decr.) Bud24 vs Bud25</u>	<u>% Inc. / (Decr.) Bud24 vs Bud25</u>	
Professional	1.0	1.0	1.0	1.0	1.0	0.0	0.00%	
Clerical and Support	1.7	1.7	1.7	1.7	1.7	0.0	0.00%	
Total FTE	2.7	2.7	2.7	2.7	2.7	0.0	0.00%	
<u>Program Budget</u>	<u>Actual FY21</u>	<u>Actual FY22</u>	<u>Actual FY23</u>	<u>Budget FY24</u>	<u>Budget FY25</u>	<u>Inc./(Decr.) Bud24 vs Bud25</u>	<u>% Inc. / (Decr.) Bud24 vs Bud25</u>	<u>Item #</u>
Salaries and Wages								
Professional	97,298	99,859	105,937	109,645	109,645	0	0.00%	1
Clerical and Support	65,794	68,019	67,275	71,378	76,281	4,903	6.87%	2
Temporary Employment	0	0	0	0	0	0	0.00%	3
Additional Wages	0	35	0	500	500	0	0.00%	4
	163,093	167,913	173,212	181,523	186,426	4,903	2.70%	
Contracted Services								
Consultants	19,723	26,425	26,815	26,500	26,500	0	0.00%	5
	19,723	26,425	26,815	26,500	26,500	0	0.00%	
Supplies and Materials								
Office Supplies	7,589	4,174	3,717	5,000	5,000	0	0.00%	6
	7,589	4,174	3,717	5,000	5,000	0	0.00%	
Other Charges								
Travel/Professional Dev.	460	328	570	500	500	0	0.00%	7
Dues & Subscriptions	458	610	1,658	500	500	0	0.00%	8
Health and Wellness	260	2,277	55	1,500	1,500	0	0.00%	9
	1,178	3,215	2,283	2,500	2,500	0	0.00%	
Property								
Equipment	0	0	0	0	0	0	0.00%	10
Program Total	191,583	201,727	206,027	215,523	220,426	4,903	2.27%	

Data and Information Processing Services

MSDE Category: Administration

MSDE Subcategory: Data Processing Services

<u>Program Staffing Summary</u>	<u>Actual FY21</u>	<u>Actual FY22</u>	<u>Actual FY23</u>	<u>Budget FY24</u>	<u>Budget FY25</u>	<u>Inc./(Decr.) Bud24 vs Bud25</u>	<u>% Inc. / (Decr.) Bud24 vs Bud25</u>	
Professional	9.5	9.5	9.5	9.5	9.5	0.0	0.00%	
Technical	0.0	0.0	0.0	0.0	0.0	0.0	0.00%	
Total FTE	9.5	9.5	9.5	9.5	9.5	0.0	0.00%	
<u>Program Budget</u>	<u>Actual FY21</u>	<u>Actual FY22</u>	<u>Actual FY23</u>	<u>Budget FY24</u>	<u>Budget FY25</u>	<u>Inc./(Decr.) Bud24 vs Bud25</u>	<u>% Inc. / (Decr.) Bud24 vs Bud25</u>	<u>Item #</u>
Salaries and Wages								
Professional	800,051	664,746	840,105	910,639	910,857	218	0.02%	1
	800,051	664,746	840,105	910,639	910,857	218	0.02%	
Contracted Services								
Maintenance Contracts	590,042	960,486	1,079,957	1,254,000	1,224,000	(30,000)	-2.39%	2
	590,042	960,486	1,079,957	1,254,000	1,224,000	(30,000)	-2.39%	
Supplies and Materials								
Computer Supplies	15,345	463	2,444	0	5,000	5,000	100.00%	3
Software	32,333	36,520	33,737	35,000	35,000	0	0.00%	4
	47,678	36,984	36,181	35,000	40,000	5,000	14.29%	
Other Charges								
Travel/Professional Dev.	2,796	3,284	1,344	5,000	5,000	0	0.00%	5
Dues & Subscriptions	194	5,000	5,265	5,000	10,000	5,000	100.00%	6
	2,990	8,284	6,609	10,000	15,000	5,000	50.00%	
Property								
Equipment	0	0	0	0	0	0	0.00%	7
	0	0	0	0	0	0	0.00%	
Program Total	1,440,760	1,670,500	1,962,852	2,209,639	2,189,857	(19,782)	-0.90%	



Agenda Report Form

Open Session Item

SUBJECT: Washington County Free Library Budget Presentation

PRESENTATION DATE: February 6, 2024

PRESENTATION BY: Jenny L. Bakos, Library Executive Director

RECOMMENDED MOTION: None

REPORT-IN-BRIEF: The Washington County Free Library is presenting the annual state of the Library and Budget Request.

DISCUSSION: Discussion concerning the budget and Library activities.

FISCAL IMPACT: The Washington County Free Library is requesting an increase in support of \$104,090.

CONCURRENCES: None

ALTERNATIVES: None

ATTACHMENTS: 2024/2025 Library Budget

AUDIO/VISUAL NEEDS: PowerPoint Presentation

Washington County, Maryland
General Fund
Department 93400 - Free Library
FY25 Expenses

	2025 Operating Budget Requested	Adjustment	2025 Operating Budget Requested	\$ Change	% Change	2024 Operating Budget Approved	2023 Actuals Final	2022 Actuals Final
502000 - Appropriations	3,574,800	0	3,574,800	104,090	3.00%	3,470,710	3,375,710	3,261,560
502400 - In-Kind Expense	1,384,450	0	1,384,450	1,384,450	100.00%	0	1,384,448	0
Operating Expenses	4,959,250	0	4,959,250	1,488,540	42.89%	3,470,710	4,760,158	3,261,560
Total	4,959,250	0	4,959,250	1,488,540	42.89%	3,470,710	4,760,158	3,261,560

Washington County, Maryland
General Fund
Department 93400 - Free Library
FY25 Expenses

	2025 Operating Budget Requested	2025 Variance Comments Requested
502000 - Appropriations	3,574,800	Increase related to an increase in minimum wage to \$16.50, tenure-based step increases for staff and 2.5% cost of living adjustment. Additionally there has been an increase in costs of most outside contractors including cleaning, elevator, pest control services etc.
502400 - In-Kind Expense	1,384,450	To record in-kind expense related to office/commercial space provided to outside agencies.
Total	4,959,250	



Washington County, Maryland
Outside Agency Funding Request
FY2025

The Office of Budget and Finance
100 West Washington Street, Room 3100
Hagerstown, Maryland 21740
Phone: 240-313-2300
Fax: 240-313-2301

General Information

Organization	<u>Washington County Free Library</u>	Contact Person:	<u>Sara McCall</u>
Address:	<u>100 S Potomac St</u>	Telephone:	<u>301-241-9377</u>
City	<u>Hagerstown</u>	State	<u>MD</u> Zip Code <u>21740</u>
E-mail:	<u>Smccall@washcolibrary.org</u>	Fax:	<u>301-739-9803</u>

Summary of Funding Request

Program Name	Total Budget					County Funding Request			
	Prior	Current	Proposed	%		Prior	Current	Proposed	%
0	\$ 4,885,639	\$ 5,832,270	\$ 5,971,970	2.4%	Form 2	\$ 3,375,710	\$ 3,470,710	\$ 3,574,800	3.0%
	\$ -	\$ -	\$ -	0%	Form 3	\$ -	\$ -	\$ -	0%
	\$ -	\$ -	\$ -	0%	Form 4	\$ -	\$ -	\$ -	0%
	\$ -	\$ -	\$ -	0%	Form 5	\$ -	\$ -	\$ -	0%
	\$ -	\$ -	\$ -	0%	Form 6	\$ -	\$ -	\$ -	0%
	\$ -	\$ -	\$ -	0%	Form 7	\$ -	\$ -	\$ -	0%
Total	\$ 4,885,639	\$ 5,832,270	\$ 5,971,970	2.4%		\$ 3,375,710	\$ 3,470,710	\$ 3,574,800	3.0%

Certification Statement and Other Documents

☐ Attach Year End Financial Statement (audited if available), if not already provided.

☐ Attach Form 990, the most recent year filed and completed, if applicable.

I certify that all information in this application as well as all supplied supporting data of this application are true and complete to the best of my knowledge and belief. I understand that material omission or false information contained in the application could constitute grounds for disqualification from funding. I further understand that by submitting an application, I am accepting the terms and conditions as approved by the County Commissioners of Washington County, MD for the programs specified. Expenditures are also subject to County audit.

I also represent and warrant that the organization does not discriminate on the basis of race, creed, sex, age, color, national origin, physical or mental disabilities for employment, or the achievement of the mission or goal of the organization.

I understand that any and all applications submitted may be considered public documents. As such, all applications may be viewable and obtained by the public under provisions of the Public Information Act, MD Code Ann., State Government Article 10-613.

Applicant's Signature _____ Date _____

Washington County, Maryland
Outside Agency Funding Request

Program Budget

Organization Name: Washington County Free Library Funding Request: \$ 3,574,800

Program Name: _____ # Clients Served: 86,135 Cardholders

Program Description:

Expenditures	Total Program Cost			Budget Justification (Explain and justify each proposed budget line item for which an increase or decrease appears.)
	Prior Year Actual	Current Year Budget	Requested Year Budget (round nearest \$10)	
Personnel Costs:				
Wages	2,712,308	3,315,000	3,417,500	We are seeking a raise in staff wages, including: elevating WCFL's minimum wage to \$16.50, implementing tenure-based step increases for most public-facing staff to help with wage compression and a flat 2.5% cost of living adjustment.
Fringe Benefits	583,718	780,950	718,500	Decrease in fringe benefits due to staffing with part-time personnel vs. full time personnel.
Payroll Taxes				
Total	\$ 3,296,026	\$ 4,095,950	\$ 4,136,000	
Operating Costs:				
Audit	61,459	85,000	75,000	Decrease in budget due to bringing services in house and software licenses are less than paying an outside accounting firm.
Building Maintenance	136,570	354,500	313,620	Decrease in budget due to less expensive projects in Building Maintenance in FY24.
Contract Services	293,770	250,000	310,000	Increase in cost of most outside contractors, including cleaning service, elevator services, pest control services, etc.
Equipment Maintenance	14,617	12,000	24,500	WCFL staff has brought many contracted services (lawn, snow removal) internal, which has caused a slight increase in equipment maintenance.
Equipment/Lease	2,013	3,000	2,200	
Fuel/Oil	43,227	60,500	61,500	Increase in the cost of fuel and oil.
Hardware/Software	8,257	13,000	10,000	
Insurance	23,355	28,000	31,000	Increases in the cost of insurance.
Office Supplies	45,479	48,000	44,500	
Phone	31,380	38,020	40,700	Increase in the cost of phone services.
Utilities	130,300	158,700	164,950	Increase in the cost of utilities.
Vehicle Maintenance	10,849	14,000	15,000	Increase in the cost of maintenance, two new vehicles added to fleet.
Other (detail below):				
1. Postage	18,781	22,000	22,000	
2. Blue Ridge Summit	1,500	1,500	1,500	
3. Contingency & Board Support	12,349	15,000	15,000	
4. Training & Dues	23,412	35,000	30,000	
5. Books & Materials & Programs	544,048	535,100	614,500	
Total	\$ 1,401,366	\$ 1,673,320	\$ 1,775,970	
Capital				
Equipment Purchases	188,247	63,000	60,000	
Other Capital Purchases				
Total	\$ 188,247	\$ 63,000	\$ 60,000	
Grand Total	\$ 4,885,639	\$ 5,832,270	\$ 5,971,970	

Washington County, Maryland
Outside Agency Funding Request

Program Revenue

Organization Name: Washington County Free Library Funding Request: \$ 3,574,800

Program Name: 0 # Clients Served: 86,135 Cardholders

Program Description:

Program Revenue	Total Program Revenue			Budget Justification (Explain and justify each proposed budget line item for which an increase or decrease appears.)
	Prior Year Actual	Current Year Budget	Requested Year Budget (round nearest \$10)	
Grants:				
County - general operating	3,375,710	3,470,710	3,574,800	
County - Gaming				
County - Community Funding				
County - other (list):				
1.				
2.				
Federal				
State	1,604,156	1,640,870	1,664,280	We will not know for sure if there is an increase from the State of Maryland until late May/early June. This increase is just an estimate based on past years.
Contributions and bequests	36,842			
Municipal - other (detail):				
1. City of Hagerstown	31,500	31,500	31,500	
2.				
Total	\$ 5,048,208	\$ 5,143,080	\$ 5,270,580	
Operating Income:				
Fundraising				
Fees	83,227	39,100	38,900	
Other:				
1. Fines	41,127	45,530	45,930	
2. WMPL Service Fees	19,060	19,060	19,060	
3. Capital & Endowment Operating	266,212	567,000	577,500	
4. Passport Services	17,539	20,000	20,000	
Total	\$ 427,165	\$ 690,690	\$ 701,390	
Other:				
Sale of Equipment				
Investment Income	1,493,493			
Loan Proceeds				
Total	\$ 1,493,493	\$ -	\$ -	
Grand Total	\$ 6,968,866	\$ 5,833,770	\$ 5,971,970	

WASHINGTON COUNTY FREE LIBRARY
Balance Sheet – Governmental Funds
June 30, 2023

	Washington County Free Library	Western Maryland Regional Library	Eliminations	Total
ASSETS				
Current Assets				
Unrestricted cash and cash equivalents	\$ 3,161,735	\$ 1,975,346	\$ -	\$ 5,137,081
Restricted cash and cash equivalents	1,201,719	27,703	-	1,229,422
Unrestricted investments	8,803,348	-	-	8,803,348
Restricted investments	580,895	-	-	580,895
Accounts receivable	9,291	-	-	9,291
Due from State of Maryland	1,259	-	-	1,259
Due from Western Maryland Regional Library Fund	704,310	-	(704,310)	-
Accrued interest receivable	20,447	-	-	20,447
Prepaid expenses and deposits	253,112	316,893	-	570,005
TOTAL ASSETS	\$ 14,736,116	\$ 2,319,942	\$ (704,310)	\$ 16,351,748
LIABILITIES AND FUND BALANCES				
Liabilities				
Due to Washington County Free Library Fund	\$ -	\$ 704,310	\$ (704,310)	\$ -
Accounts payable and accrued expenses	85,512	26,389	-	111,901
Accrued compensated absences due within one year	53,306	10,664	-	63,970
Unearned revenue	994	-	-	994
Total Liabilities	139,812	741,363	(704,310)	176,865
Fund Balances				
Nonspendable	253,112	316,893	-	570,005
Restricted	1,782,614	27,703	-	1,810,317
Assigned	3,931,474	161,604	-	4,093,078
Unassigned	8,629,104	1,072,379	-	9,701,483
Total Fund Balances	14,596,304	1,578,579	-	16,174,883
TOTAL LIABILITIES AND FUND BALANCES	\$ 14,736,116	\$ 2,319,942	\$ (704,310)	\$ 16,351,748

WASHINGTON COUNTY FREE LIBRARY
Statement of Revenues, Expenditures and Changes in Fund Balance –
Governmental Funds
Year Ended June 30, 2023

	Washington County Free Library	Western Maryland Regional Library	Eliminations	Total
REVENUES				
Government operating grants	\$ 5,232,517	\$ 2,323,060	\$ (196,451)	\$ 7,359,126
Government capital grants	58,560	-	-	58,560
On-behalf payments	403,048	76,030	-	479,078
Contributions and bequests	153,699	-	-	153,699
In-kind rent	2,013,120	-	-	2,013,120
Fees for services	12,658	-	-	12,658
Fines	41,127	-	-	41,127
Passport processing	17,539	-	-	17,539
Photocopying	7,412	71	-	7,483
Interest and dividends	246,787	38,054	-	284,841
Realized gain on sale of investments	140	-	-	140
Unrealized gain on investments	1,380,318	-	-	1,380,318
Miscellaneous	28,862	-	(19,060)	9,802
Total Revenues	9,595,787	2,437,215	(215,511)	11,817,491
EXPENDITURES				
Administrative	324,131	706,820	(47,510)	983,441
Salaries and benefits	3,704,881	815,029	(31,293)	4,488,617
General property	2,755,419	-	(94,923)	2,660,496
Circulation	594,694	786,579	-	1,381,273
Property acquisitions	279,950	126,198	(41,785)	364,363
Management and consulting fees	64,344	-	-	64,344
Total Expenditures	7,723,419	2,434,626	(215,511)	9,942,534
Excess of Support and Revenues Over Expenditures	1,872,368	2,589	-	1,874,957
OTHER FINANCING SOURCES				
Proceeds from subscription agreement financing	-	110,264	-	110,264
Net Change in Fund Balance	1,872,368	112,853	-	1,985,221
FUND BALANCES - BEGINNING	12,723,936	1,465,726	-	14,189,662
FUND BALANCES - ENDING	\$ 14,596,304	\$ 1,578,579	\$ -	\$ 16,174,883



OUR LIBRARY

2024 State of the Library &
Budget Presentation





The Washington County Free Library is committed to building a strong, interconnected, diverse community by bringing people, information and ideas together.

Our History of Innovation

- Established in 1898, WCFL is the second largest county library system in the nation.
- WCFL librarian Mary Titcomb founded America's First Bookwagon in 1905.
- The international library symbol was developed by Western Maryland Regional Library in 1978.
- Last year, WCFL installed the state's first self smart locker system for customers to pick up holds.



State of the Library

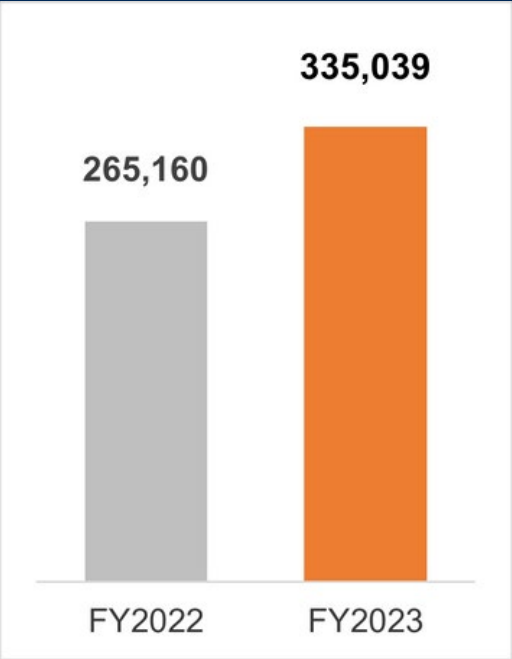


2023 At Your Service Award winner
Washington County Chamber of Commerce
Business Awards

2023 Excellence in Marketing Award winner
with Western Maryland Regional Library
Maryland Library Association

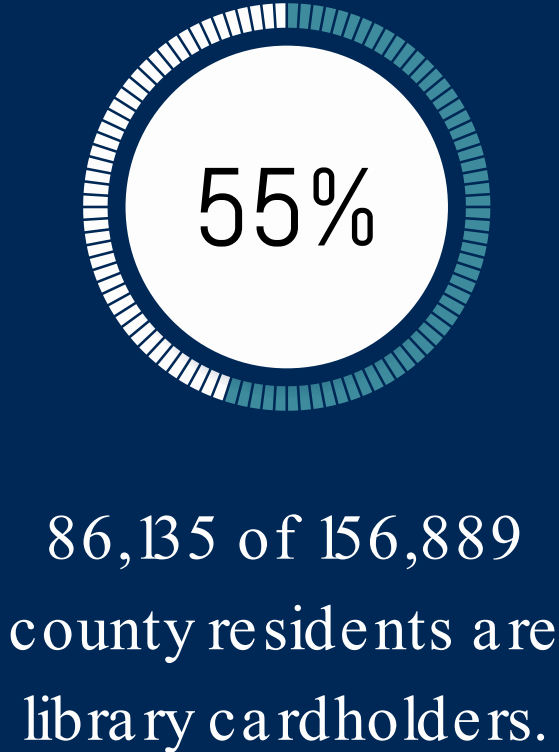
By the Numbers

Library Visits

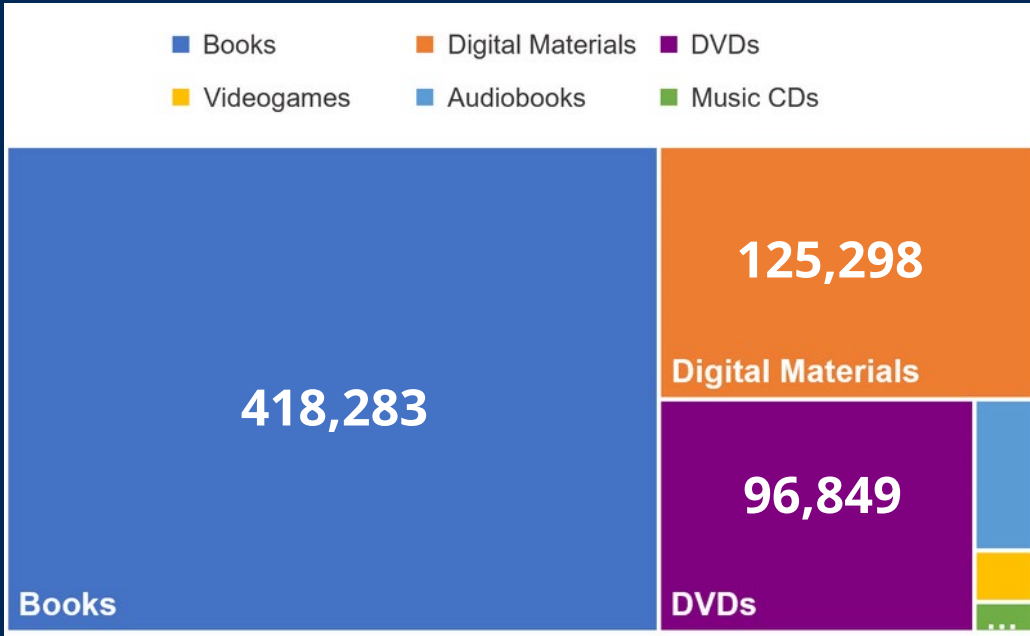


Visits increased by 26% between FY22 and FY23.

Total Cardholders

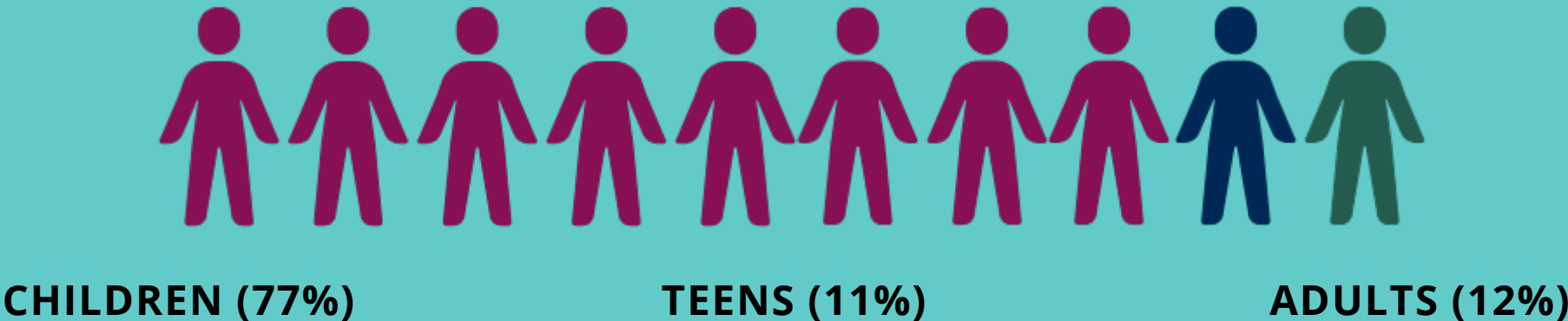


Circulation by Format



Print books still make up the majority of materials circulated systemwide.

Program Attendance

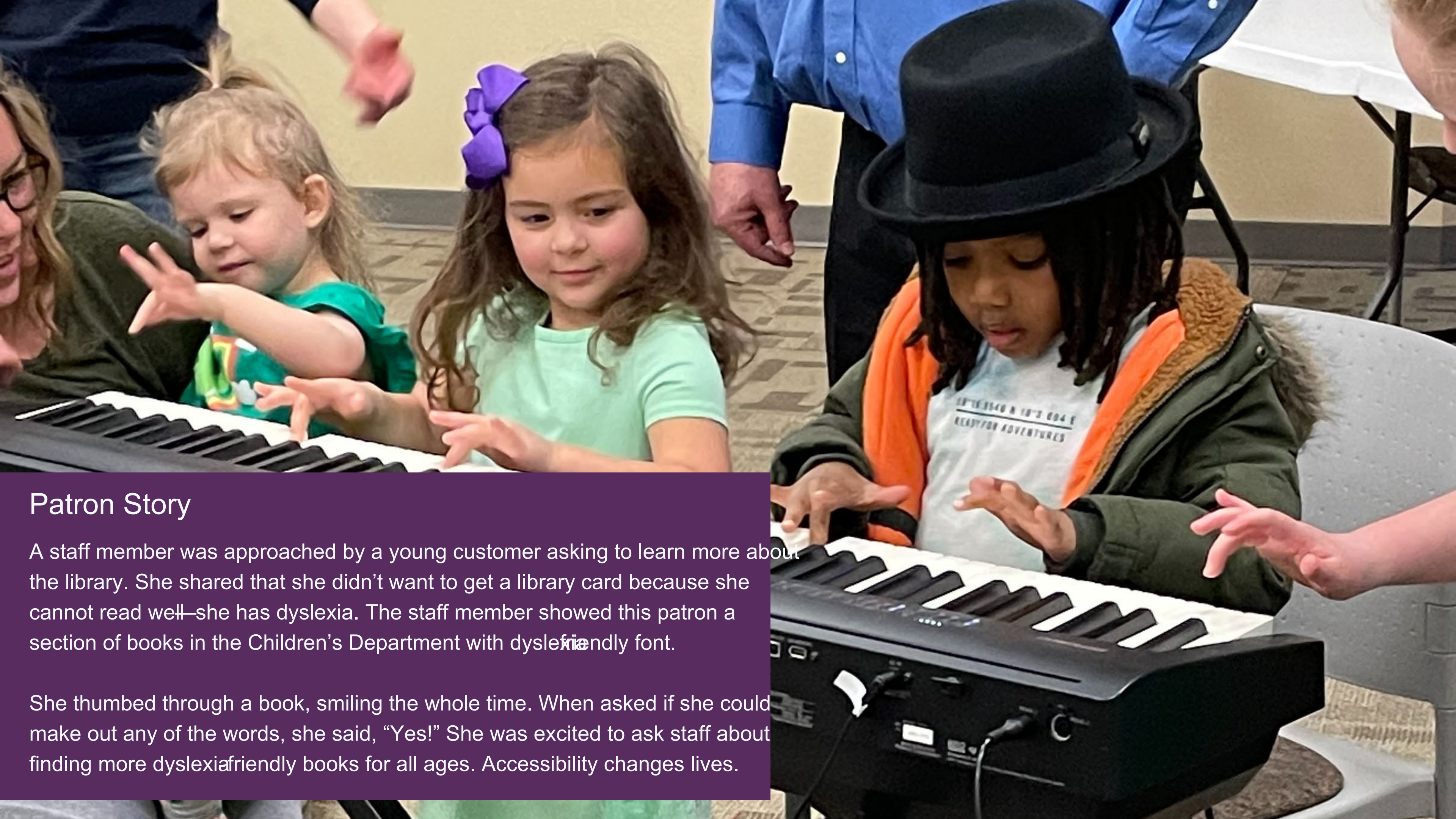


37,276 people attended 2,303 programs!

Accessible Services

- Improved Website Design
- Passport Services Office
- Menstrual Products Dispensers
- Additional Bookmobile Stops
- Homeschool Enrichment Classes
- Community Meeting Spaces
& Study Rooms





Patron Story

A staff member was approached by a young customer asking to learn more about the library. She shared that she didn't want to get a library card because she cannot read well—she has dyslexia. The staff member showed this patron a section of books in the Children's Department with dyslexia-friendly font.

She thumbed through a book, smiling the whole time. When asked if she could make out any of the words, she said, "Yes!" She was excited to ask staff about finding more dyslexia-friendly books for all ages. Accessibility changes lives.

Expanded Resources



- Sharpsburg Park StoryWalk
- New Microfilm Readers
- Digital Library & Movie Streaming
- Premium Digital Resources
- Book Club Kits
- Art & Science Kits



Patron Story

A gentleman came in to use public access computers, and he was attempting to sign into his unemployment account to ensure he could file appropriate paperwork to continue in his job search. He was struggling to log in despite being on the phone with a representative. He explained to library staff that he'd been trying to get logged in for weeks and was clearly frustrated.

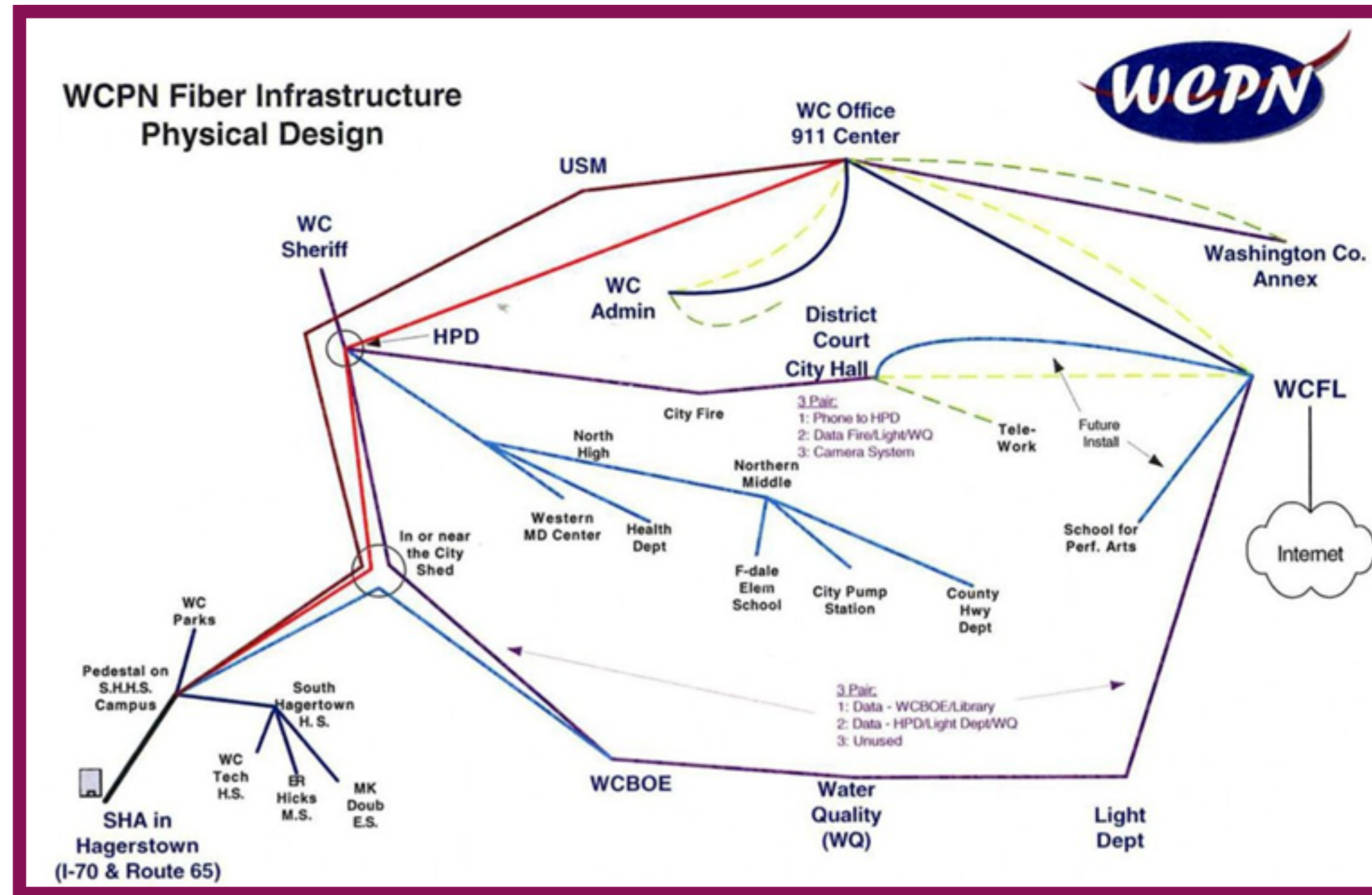
After about a half an hour of investigation, searching email, and retrieving passwords, staff were finally able to get him logged in on the last possible attempt. He was so grateful, he hugged staff and said, 'Thank you so much! Today was my deadline and I thought I'd never make it!'

Programs for All





Continued Connectivity



The last four years have highlighted how essential internet connectivity is to our everyday lives. WCFL provides internet service for the county and city governments, public schools, and 911 centers.



Prioritizing Partnerships

- 26,498 WCPS students have RAIL (Raising Access to Improve Literacy) library accounts they can use to check out materials or use library computers.
- WCFL was honored as an active partner in Meritus Health's Go for Bold initiative and offer a wellness series in several library branches with POWERHOUSE Studios.
- The Master Gardeners dedicated a beautiful Sensory Garden in front of the Boonsboro Library.
- WCFL continued to distributed Covid-19 at-home test kits and KN-95 masks provided by the Washington County Health Department to county residents.

Partnerships & Sponsors



Through strategic partnerships with other community stakeholders, your library continues to support Washington County through rapid changes with the goal of shared success.

What We Did with What You Gave Us

Estimated Value of Library Services

Quantity	Service	Retail Value *	Value
20,411	Materials Borrowed via Interlibrary Loan	\$25.00	\$510,275.00
405,946	Books and Print Materials Borrowed	\$22.00	\$8,930,812.00
101,381	DVDs and Other Media Borrowed	\$20.00	\$2,027,620.00
138,847	eBook & Audiobooks Downloaded	\$27.00	\$3,748,869.00
41,857	One-on-One Research and Tech Assistance	\$20.00	\$837,140.00
32,802	Children and Teens Programs Attendees	\$16.00	\$524,832.00
4,474	Adult Programs Attendees	\$18.00	\$80,532.00
154,470	Premium Digital Resource Searches	\$15.00	\$2,317,050.00
55,091	Computer and Wi-Fi Hours	\$18.00	\$991,638.00
2,479	Study Room Use	\$50.00	\$123,950.00
443	Community Meeting Room Use	\$250.00	\$110,750.00

Total: \$20,203,468.00

*Retail Value based on estimates.

For every \$1
Washington County
spent on library services,
the community received
approximately \$4.98
worth in services.

Looking Ahead

We are looking ahead at:

- reopening the Williamsport Memorial Library following successful remediation of water damage.
- a new bookmobile! This vehicle will add stops previously inaccessible to the larger bus to the regular schedule and help bring library resources to even more community members.
- a telehealth booth in the Fletcher Library! This new service, offered in partnership with Family Healthcare of Hagerstown, will help community members access virtual appointments with providers.
- more opportunities to meet the community's information needs.

What We're Asking For

We are asking for an additional \$104,090 as:

- Based on an external compensation and compression study via SmithPilot, WCFL was found to be well under the Maryland Living Wage and dealing with major salary compression issues. In order to address the minimum wage gap, management has increased the WCFL minimum wage from \$15.75 to \$16.50 per hour. Plans are also in place for tenure increases to address compression in the organization, as well as a 2.5% annual increase for those making more than \$16.50.
- Many other areas of operation, including utilities and essential services (elevator maintenance, cleaning service) have seen major increases in cost since 2019.

Thank You

 Telephone

301-739-3250

 Website

www.washcolibrary.org

 Email

jbakos@washcolibrary.org





Agenda Report Form

Open Session Item

SUBJECT: Washington County Museum of Fine Arts – Update and FY25 Support Request

PRESENTATION DATE: February 6, 2024

PRESENTATION BY:

- Sarah J. Hall, Director sjhall@wcmfa.org
- Dr. George Manger, President gem42@hotmail.com
- Ted Reeder, Treasurer tedr@tigerseyebenefits.com

RECOMMENDED MOTION: For informational purposes.

REPORT-IN-BRIEF: The Museum of Fine Arts' budget request for FY25 is \$140,000, which represents a \$3,380 increase over FY24. Please note that the county funded \$140,000 in FY18.

DISCUSSION: We'll summarize the major accomplishments thus far in FY24, while looking ahead to major activities of FY25, and providing a financial snapshot of the close of FY23. Time will be spent reviewing the museum's financial health and an update on the progress of our expansion project. All of these museum activities are in support of our mission to provide a vibrant place for the presentation and exploration of art of lasting quality for the benefit of a diverse public.

The Mission of the Washington County Museum of Fine Arts is to provide a vibrant place for the presentation and exploration of art of lasting quality for the benefit of a diverse public through intentional art collecting, lively interpretation, diligent preservation and care, active educational programs, and opportunities for social interaction.

This is implemented through:

- Intentional art collecting in the focus areas of American Art and World Cultures
- Barrier free public access and free admission to art collections of national importance
- Vigilant preservation and stewardship of art
- Appealing exhibitions and programs developed to reach diverse audiences including aspiring and practicing artists; students, educators and scholars; art collectors and patrons; as well as non-artists and people with varied interests
- Lively and interactive interpretation of collections and loaned works of art, including both on-site and off-site/online educational means and materials/tools/platforms, public events, lectures, concerts, art instruction and other programs designed to connect people to art
- Opportunities to participate in artistic interest groups through the museum
- Opportunities for individuals and groups with special needs to participate and enjoy the museum's resources

FISCAL IMPACT: \$140,000

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: Museum of Fine Arts FY25 Operating Budget Request

AUDIO/VISUAL NEEDS: PowerPoint Presentation

Washington County, Maryland
General Fund
Department 93300 - Museum of Fine Arts
FY25 Expenses

	2025 Operating Budget Requested	Adjustment	2025 Operating Budget Requested	\$ Change	% Change	2024 Operating Budget Approved	2023 Actuals Final	2022 Actuals Final
502000 - Appropriations	140,000	0	140,000	3,380	2.47%	136,620	129,200	120,000
Operating Expenses	140,000	0	140,000	3,380	2.47%	136,620	129,200	120,000
Total	140,000	0	140,000	3,380	2.47%	136,620	129,200	120,000

Washington County, Maryland
General Fund
Department 93300 Fine Arts Museum
FY25 Expenses

	2025 Operating Budget Requested	2025 Variance Comments Requested
502000 - Appropriations	140,000	Increase based on cost of living increase in wages, inflation and utility bill increases as well as an increase in planned programming and exhibitions.
Total	140,000	



Washington County, Maryland
Outside Agency Funding Request
FY2025

The Office of Budget and Finance
100 West Washington Street, Room 3100
Hagerstown, Maryland 21740
Phone: 240-313-2300
Fax: 240-313-2301

General Information

Organization	<u>Washington County Museum of Fine Arts</u>	Contact Person:	<u>Sarah J. Hall</u>
Address:	<u>401 Museum Drive</u>	Telephone:	<u>301-739-5727</u>
City	<u>Hagerstown</u>	State	<u>MD</u> Zip Code <u>21740</u>
E-mail:	<u>info@wcmfa.org</u>	Fax:	<u>301-745-3741</u>

Summary of Funding Request

Program Name	Total Budget					County Funding Request			
	Prior	Current	Proposed	%		Prior	Current	Proposed	%
FY25 Maintenance and Operational su	\$ 1,720,304	\$ 1,585,002	\$ 1,602,220	1.1%	Form 2	\$ 124,200	\$ 136,620	\$ 140,000	2.5%
	\$ -	\$ -	\$ -	0%	Form 3	\$ -	\$ -	\$ -	0%
	\$ -	\$ -	\$ -	0%	Form 4	\$ -	\$ -	\$ -	0%
	\$ -	\$ -	\$ -	0%	Form 5	\$ -	\$ -	\$ -	0%
	\$ -	\$ -	\$ -	0%	Form 6	\$ -	\$ -	\$ -	0%
	\$ -	\$ -	\$ -	0%	Form 7	\$ -	\$ -	\$ -	0%
Total	\$ 1,720,304	\$ 1,585,002	\$ 1,602,220	1.1%		\$ 124,200	\$ 136,620	\$ 140,000	2.5%

Certification Statement and Other Documents

- ☒ Attach Year End Financial Statement (audited if available), if not already provided.
- ☒ Attach Form 990, the most recent year filed and completed, if applicable.

I certify that all information in this application as well as all supplied supporting data of this application are true and complete to the best of my knowledge and belief. I understand that material omission or false information contained in the application could constitute grounds for disqualification from funding. I further understand that by submitting an application, I am accepting the terms and conditions as approved by the County Commissioners of Washington County, MD for the programs specified. Expenditures are also subject to County audit.

I also represent and warrant that the organization does not discriminate on the basis of race, creed, sex, age, color, national origin, physical or mental disabilities for employment, or the achievement of the mission or goal of the organization.

I understand that any and all applications submitted may be considered public documents. As such, all applications may be viewable and obtained by the public under provisions of the Public Information Act, MD Code Ann., State Government Article 10-613.

Applicant's Signature _____ Date _____

Washington County, Maryland
Outside Agency Funding Request

Program Budget

Organization Name: Washington County Museum of Fine Arts Funding Request: \$ 140,000

Program Name: FY25 Maintenance and Operational support # Clients Served: FY23-39,978

Program Description:

Expenditures	Total Program Cost			Budget Justification (Explain and justify each proposed budget line item for which an increase or decrease appears.)
	Prior Year Actual	Current Year Budget	Requested Year Budget (round nearest \$10)	
Personnel Costs:				
Wages	643,081	747,750	770,180	Cost of living general increase.
Fringe Benefits	120,215	140,920	140,920	
Payroll Taxes	50,145	55,272	55,270	
Total	\$ 813,441	\$ 943,942	\$ 966,370	
Operating Costs:				
Audit	11,000	14,000	14,000	
Building Maintenance	45,258	80,000	60,000	Decreased based on prior year actuals. Current request will align with actual expenses.
Contract Services				
Consultants	257,336			
Equipment Maintenance	7,762	11,480	11,480	
Equipment/Lease	8,520	8,520	8,520	
Hardware/Software	22,716			
Insurance	34,993	43,600	43,600	
Office Supplies	8,093	8,000	9,000	Increase due to inflation.
Phone	3,509	4,000	4,000	
Utilities	50,215	39,300	52,000	Increase in utility bills from current year budget based on prior year actuals which was more than budgeted.
Vehicle Maintenance	3,208	4,000	4,000	
Other (detail below):				
1. Program expenses	184,378	293,010	310,000	Increase due to new exhibitions and programs being planned.
2. Marketing & Development	22,644	43,500	43,500	
3. Fundraising expenses	5,819	25,750	25,750	
4. Depreciation	205,520			
5. Miscellaneous	35,892	65,900	50,000	Decreased based on prior year actuals. Current request will align with actual expenses.
Total	\$ 906,863	\$ 641,060	\$ 635,850	
Capital				
Equipment Purchases				
Other Capital Purchases				
Total	\$ -	\$ -	\$ -	
Grand Total	\$ 1,720,304	\$ 1,585,002	\$ 1,602,220	

Washington County, Maryland
Outside Agency Funding Request

Program Revenue

Organization Name: Washington County Museum of Fine Arts Funding Request: \$ 140,000

Program Name: FY25 Maintenance and Operational support # Clients Served: FY23-39,978

Program Description:

Program Revenue	Total Program Revenue			Budget Justification (Explain and justify each proposed budget line item for which an increase or decrease appears.)
	Prior Year Actual	Current Year Budget	Requested Year Budget (round nearest \$10)	
Grants:				
County - general operating	124,200	136,620	140,000	Increase County support for operations.
County - Gaming				
County - Community Funding				
County - other (list):				
1. Wash. Co. Surplus Grant	5,000			
2.				
Federal	6,447	20,000		
State	326,569	114,662	127,500	Received additional grant funding in FY23 but will not receive in FY24 or FY25. A slight increase from the current year budget due to a change in the state funding model.
Contributions and bequests	413,669	196,800	196,800	
Municipal - other (detail):				
1. City of Hagerstown	40,500	40,500	40,500	
2.				
Total	\$ 916,385	\$ 508,582	\$ 504,800	
Operating Income:				
Fundraising	122,241	143,000	140,000	Anticipate a slight decrease from FY24 budget based on prior year actuals.
Fees				
Art School	33,030	26,700	26,700	
Other:				
1. Gift Shop	28,989	15,800	27,500	Increase from FY24 budget to be more in line with actual sales.
2. Membership & Benefactors	123,633	147,300	147,300	
3. Other	87,605	208,148	200,000	Decrease from FY24 budget.
Total	\$ 395,498	\$ 540,948	\$ 541,500	
Other:				
Sale of Equipment				
Investment Income	1,810,795	535,472	555,920	Estimate using 4% draw on 12 trailing quarters.
Loan Proceeds				
Total	\$ 1,810,795	\$ 535,472	\$ 555,920	
Grand Total	\$ 3,122,678	\$ 1,585,002	\$ 1,602,220	



Dr. George Manger, President
Sarah J Hall Executive Director
Ted Reeder, Treasurer

What have you helped us accomplish?



2023 Washington County Public School exhibition, installation view, and award winners.

Some New Things

Audio Tour

Free docent tours

Community Days

Full-week summer camp

December Fridays

Garden Nights

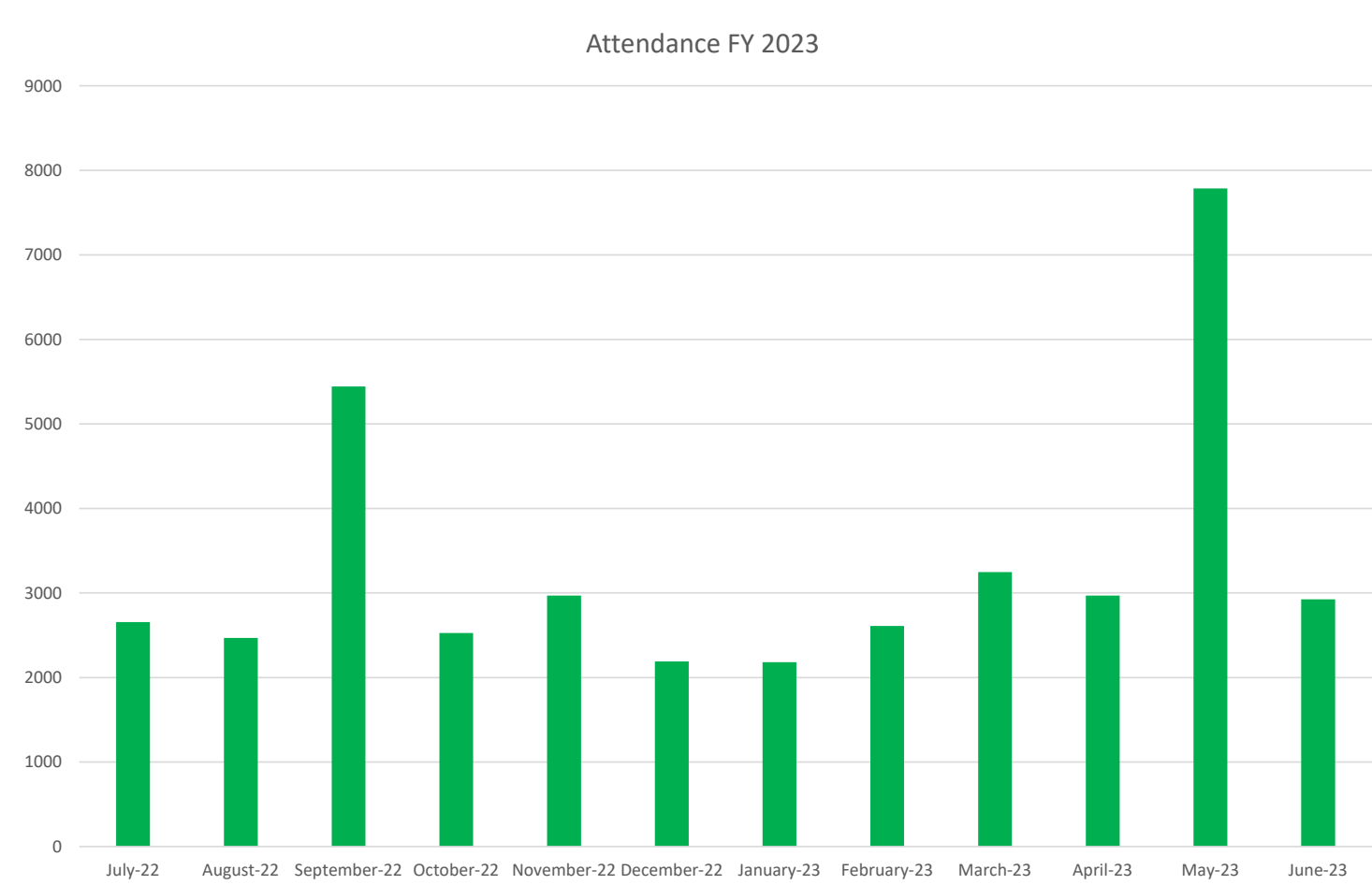
Expanded regional marketing

Extended time for WCPS exhibition

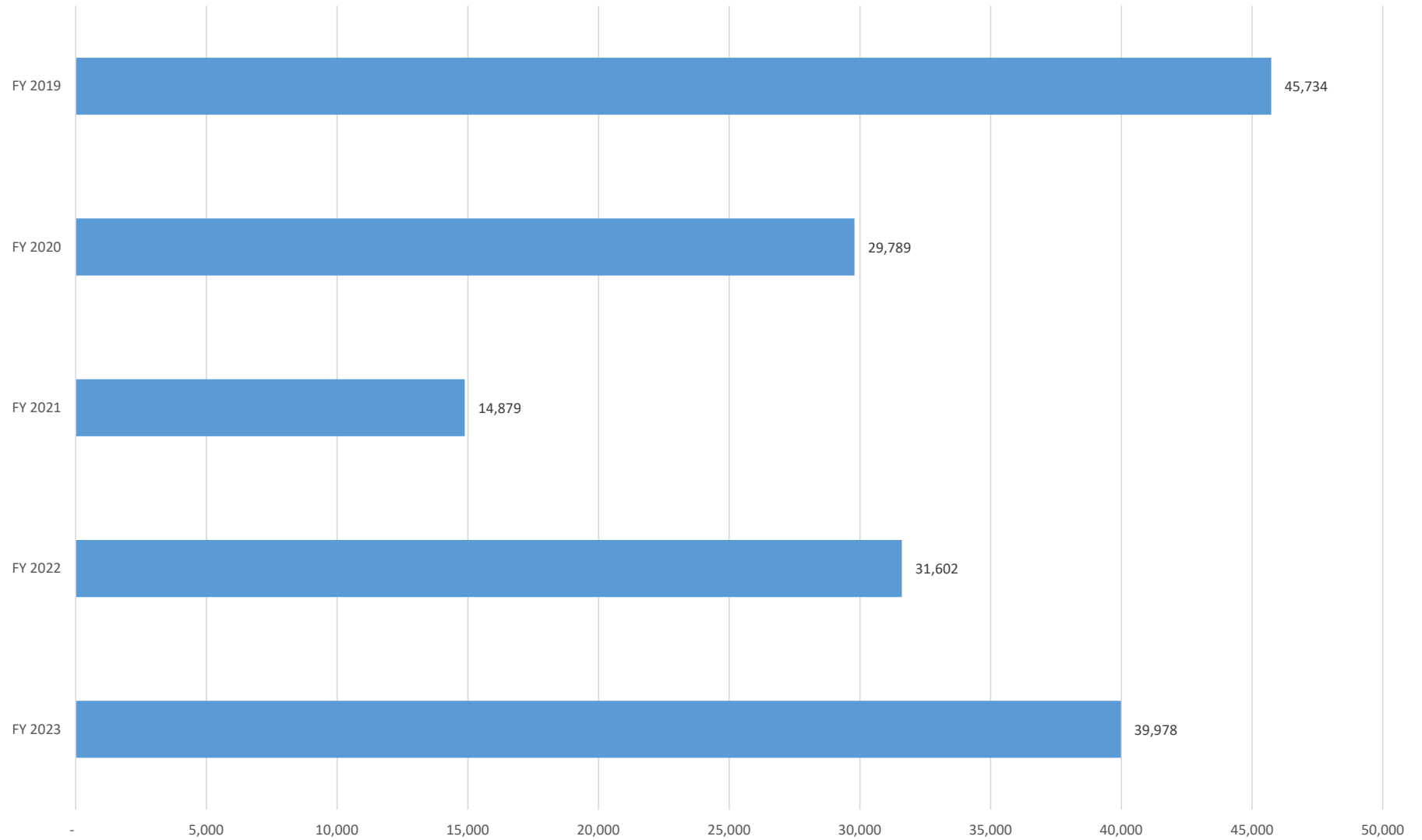
A Hagerstown gem that always impresses with traveling exhibits and wonderfully preserved and well-documented local history. The museum is appointed in a cozy, inviting, and beautiful way, nestled in City Park. You won't be disappointed!

Kyle from Maryland, August 2023

Total Attendance 39,978



Attendance Trends





Small towns rarely
have such a gem.
The permanent
collection is in depth
and covers a multitude
of genres.
Paintings, glass,
ceramic, and bronze
....if you love art, you
will be sorry if you are
in the area and miss
this treasure!

FREE Community Days!

Featuring family activities, exhibition tours, demonstrations, snacks
...and selfie stations



Above: Maryland Day! 254 attended

Top right: Viking Day! 322 people

Bottom right: Family Day Opening of Childhood Favorites. 291 attended





Amazing and so beautiful.
Staff are so friendly
and helpful.
So glad William Singer
followed his true calling.
Love his art.
Fabulous museum.
Charlie's first museum!

Chester Springs, PA

Little Vikings---Our first full-week summer camp





Beautiful!
I attended the
Saturday Morning Youth Program
when I was a child!

Sterling Height, Michigan



We love maximizing our impact by collaborating with other local nonprofits!



Left: A free interfaith day with HARC
Above: Story time with Mr. Jeff from the library.

Fantastic experience.
Great display for the
children's artwork,
and all museum pieces were
excellent and
more than worth the time.
Thank you for the experience.



Garden Night at the Museum

Music in the Garden + Bring Your Own Picnic + Galleries Open Late = Perfect Summer Night



172 joined us
for our “pilot”
Garden Night
...more to
come in 2024!



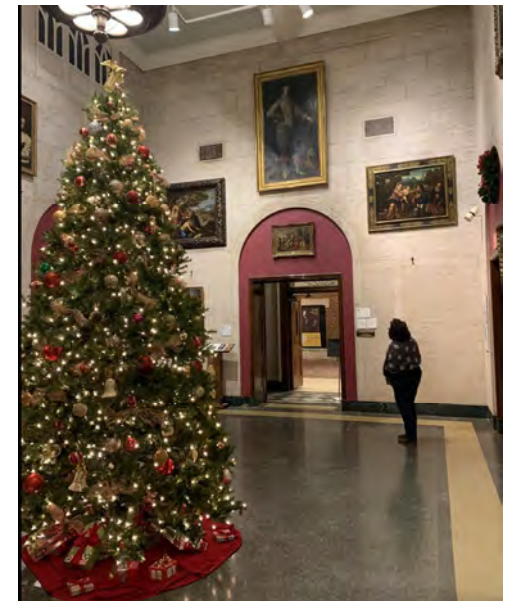
This art museum is
nicer and better than
some I've paid \$20 or
more to enter.
And it's free.
Don't miss it!

J.D. via Google

Community-Centered



Fall Fest (left): 1545 garden, 901 museum
City Park Light-up Night: 420



This place is fantastic!
They have a great selection of art work.
Admission is FREE!
They currently have works by Pablo
Picasso. I highly recommend for the art
lovers. I will be returning in the future
as their artwork is rotated in/out so you
have new stuff to look at.

Lee Smith



We love when kids are comfortable in
the museum!



Highly anticipated fundraising events the community looks forward to supporting.

Left: Art in Bloom, 2028 attended, 17k raised

Below: The Treasure Sale, 1376 attended, 40k+ raised



Adult programs and classes

L-R, top to Bottom: sold-out lecture on Claire McCardell; Adult watercolor class, yoga, Norwegian rosemahling class, Cam Miller & the Weather People Concert, "Sorry, Not Sorry" curator's talk,



School Field Trips



This museum is a hidden gem of Hagerstown! Tucked away in city park and overlooking the water it offers more than most museums. You will enjoy free admission, and galleries for young and old. They have events offered for the community throughout the year. Don't overlook this enjoyable stop next time you're in Hagerstown.

Christina Lee

Exhibitions

L-R, top to bottom: *Claire McCardell: Pioneer of American Fashion*, *Landscapes & Legends of Norway: William Singer & His Contemporaries*, *Cumberland Valley Artists & Photographers*, *Treasures of State: Maryland's Art Collection*; *Picasso on Paper: The Artist as Printmaker*; *Childhood Favorites: 100 Years of Children's Book Illustration*.



Festive Holidays

Our holiday Fridays served 311 very happy visitors



TripAdvisor users are noticing!



Washington County Museum of Fine Arts ...

January 12 at 1:00 PM · 🌐

We are moving up in the world! Thank you, Tripadvisor travelers for moving us up from No. 4 to No. 3 on Tripadvisor's Ten Best Maryland Art Museums!

<https://www.tripadvisor.com/Attractions-g28941-Activities...>

👍❤️ 263

11 💬 24 ➦

❤️ Love

💬 Comment

➦ Share



Most relevant ▼



💎 Top fan

Audrey Scanlan-Teller
Congratulations!!! Well deserved.

1w Like Reply

3 👍❤️

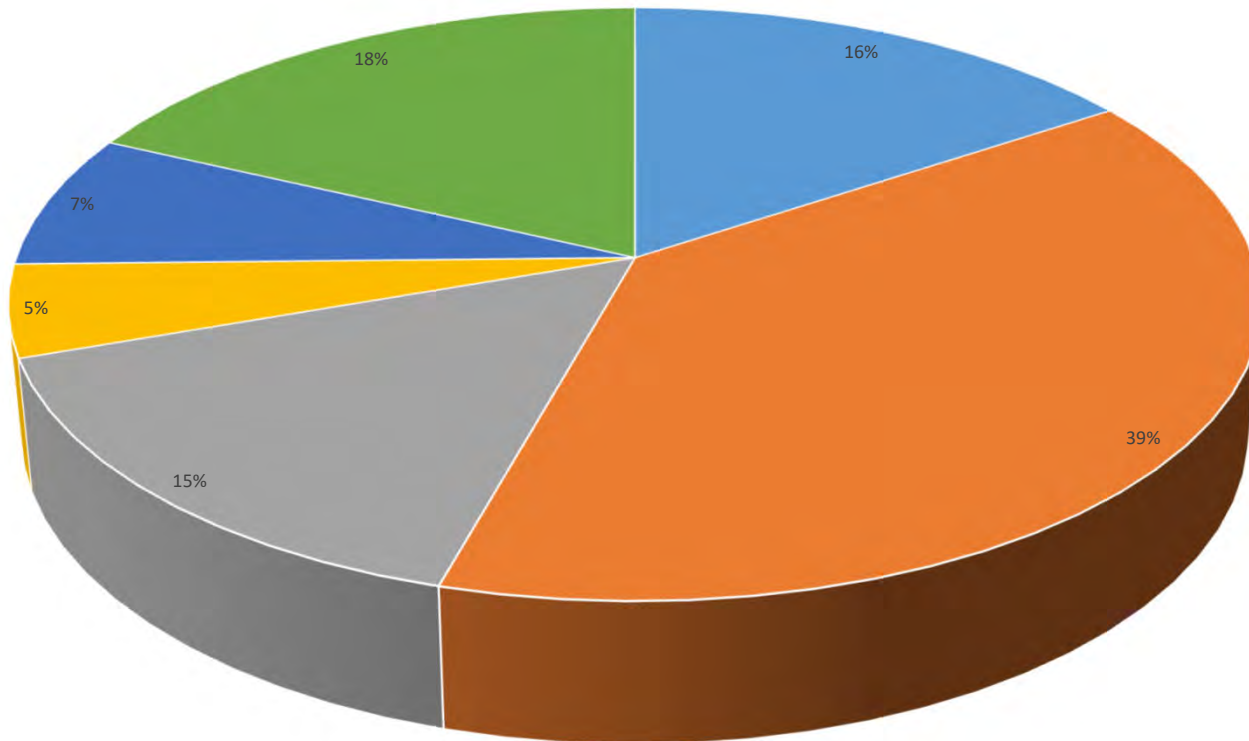


💎 Top fan

Betsy Starrett DeVore
Way to go!

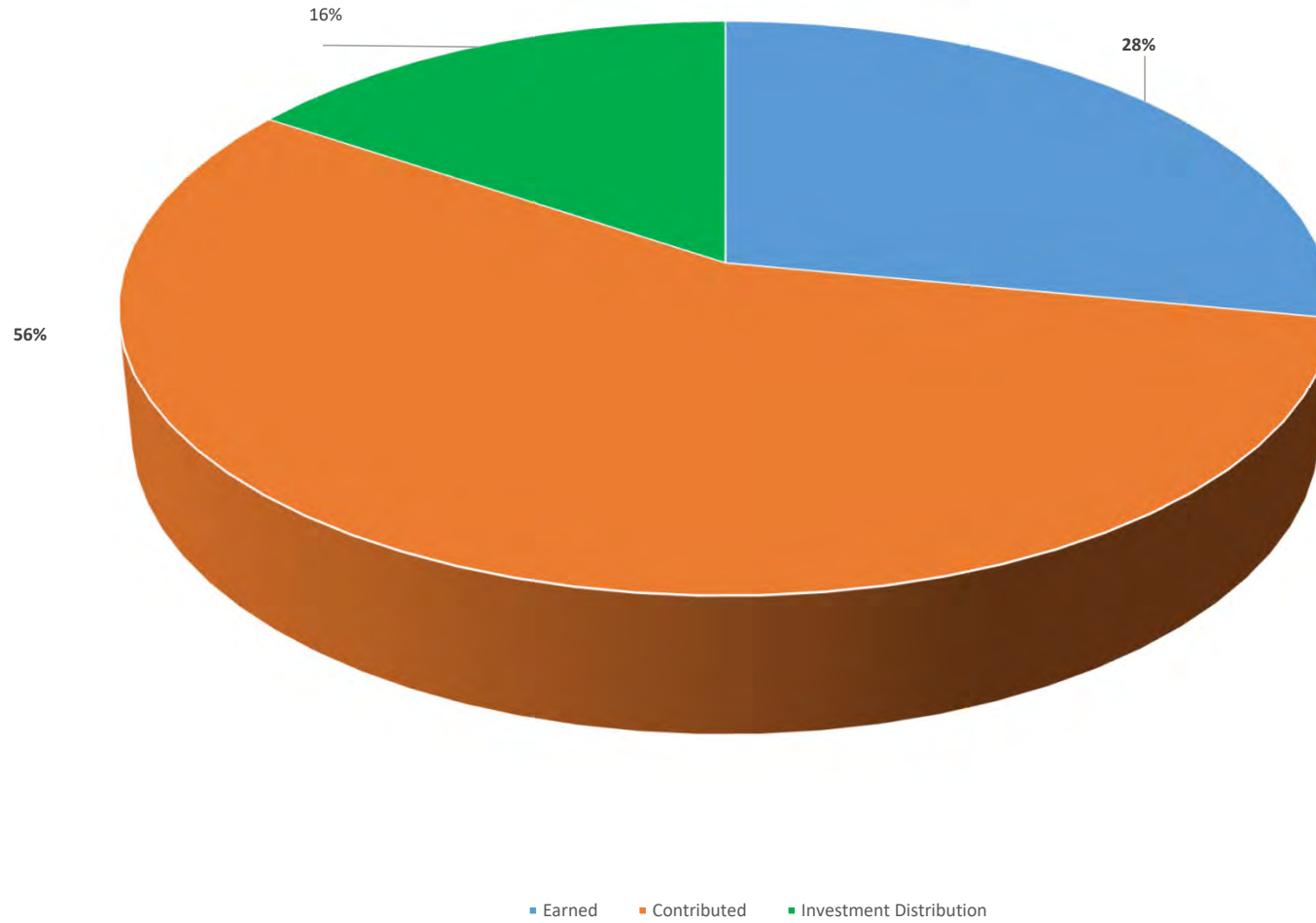
FY 2023 Functional Expenses

\$1,754,936 for FY23

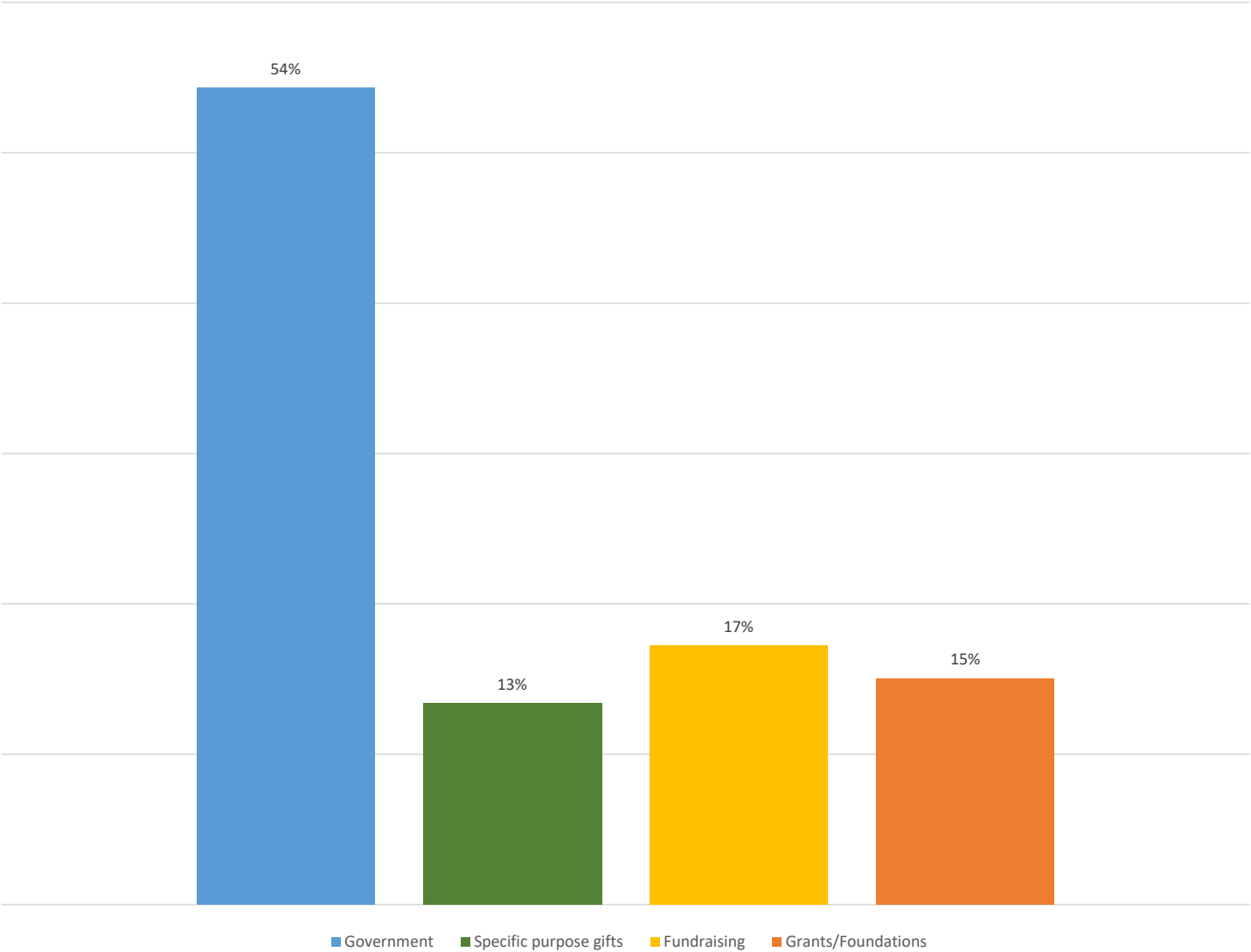


■ Curatorial & Conservation ■ Exhibits & Programs ■ Education ■ Concerts & Lectures ■ Management & General ■ Fundraising

FY 2023 Income



Contributed Income FY 2023



ON THE HORIZON



Capital campaign quiet phase continues through 2024.

Opens June 22!

*Art, Fashion,
Symbol & Statement*

TATTOOING IN AMERICA

1960s to Today





Open Session Item

SUBJECT: Fort Ritchie – Cascade Sustainable Communities Designation Renewal

PRESENTATION DATE: February 6, 2024

PRESENTATION BY: Jill Baker, Director, Department of Planning & Zoning and Jennifer Kinzer, Deputy Director, Department of Planning & Zoning

RECOMMENDED MOTION: Move to direct staff to **submit/not submit** the application to renew the Sustainable Communities Designation for the Fort Ritchie – Cascade area.

REPORT-IN-BRIEF: A Sustainable Communities designation was approved for the Fort Ritchie – Cascade area in February 2014 and was renewed in February 2019. The designation expires 5 years after approval and the Department of Housing and Community Development has provided positive guidance for a second renewal. The designation provides access to a toolbox of revitalization financing programs and tax credit incentives for the designated area. The incentives are available to local governments, community development organizations, non-profits and some small businesses.

DISCUSSION: The initial designation was initiated by a member of the Board of Trustees of the former Pen Mar Development Corporation, a previous owner of the former Fort Ritchie property. Washington County Government was the owner of the property at the last renewal in 2019. The adjacent Cascade community was included and approved in the original designation of 1,210 acres in order to extend the benefits of the assistance and incentive programs to the community which experienced losses when the former army based was closed in 1998.

FISCAL IMPACT: No cost to Washington County, however the County must act as a conduit or applicant for many of the programs.

CONCURRENCES: Rachel Souders, Director, Office of Grant Management

ALTERNATIVES: Allow the designation to expire

ATTACHMENTS: Sustainable Communities Programs Application for Designation Renewal, Map of the Fort Ritchie – Cascade Sustainable Communities boundary and List of DHCD Financing Programs

AUDIO/VISUAL NEEDS: N/A



SUSTAINABLE COMMUNITIES PROGRAM

APPLICATION FOR DESIGNATION RENEWAL

Eligible Applicants:

*Local Governments with a Sustainable Communities
Designation*

*Local Government Consortiums with a Sustainable
Communities Designation*

Application must be submitted
on or before the expiration date of
Sustainable Communities designation.

Maryland Department of Housing and Community Development
Division of Neighborhood Revitalization
2 N Charles Street, Suite 450
Baltimore, MD 21201
410-209-5800
<http://dhcd.maryland.gov/>

WES MOORE
Governor
ARUNA MILLER
Lt. Governor
JACOB R. DAY
Secretary
OWEN McEVOY
Deputy Secretary

Overview of Sustainable Communities

The Sustainable Communities Act of 2010 established a framework for reinvestment and revitalization of Maryland’s existing communities creating a single, locally designated geographic focus area. Since that time the “Sustainable Communities” designation has provided an efficient means of targeting scarce public and private resources for multiple State agency investments and prioritizations.

Purpose or Renewal and Streamlined Application

The Sustainable Communities (SC) designation must be renewed every five years. This renewal application provides an opportunity for local governments to update their existing SC action plan and report on the accomplishments made over the past five years. Through the renewal process, local governments can request additional technical assistance and highlight any areas from the original action plan for which progress must still be made.

Application Eligibility and Threshold Requirements

Local governments (municipal or county) are eligible to apply.

Eligible applicants are to reconvene their **Sustainable Communities Workgroup** to discuss the accomplishments and challenges of their Sustainable Community Action Plans in addition to any update they may like to make to the Action Plan. The applicant may choose to select new members to participate in the Workgroup. The purpose of this workgroup is to continue and reinforce working relationships and collaborations among local governmental departments and better align community development priorities and strategies. In addition, this is an opportunity to assess if the Workgroup would like technical assistance from State government agencies to implement certain action items or develop strategies to address local challenges.

Threshold Requirements

All Sustainable Community applications must meet the following threshold requirements:

1) Sustainable Community Area boundaries must be entirely within a Priority Funding Area (PFA) and should be an area in need of renewal and reinvestment that would benefit from a targeted long-term strategy.

Applicants can verify Priority Funding Area boundaries by visiting the MDP website at:

<http://www.mdp.state.md.us/OurProducts/pfamap.shtml>

2) The proposed Sustainable Community is within or near a town center or transportation center, or there is a need for financing assistance for small businesses, nonprofit organizations or microenterprises;

3) The updated Plan must be consistent with other existing community or comprehensive plans;

4) A Sustainable Communities Workgroup is re-convened and a roster of members should be provided with the application.

Applications that do not meet these threshold requirements will not be considered.

Application Submission and Evaluation

The Sustainable Community application will be evaluated based on thorough assessment of strengths and weaknesses and how well desired outcomes, strategies and action steps are connected to the local conditions.

The first page of the electronic application is the Table of Contents. This should also serve as a checklist and be used to provide corresponding tabs.

Please submit all materials (application, maps, pictures, and/or shapefiles) via email to the Sustainable Communities project management team.

Incomplete applications will not be accepted.

Deliver Sustainable Community Applications via email:

To: Carter Reitman

carter.reitman@maryland.gov

Copy: Olivia Ceccarelli-McGonigal

olivia.ceccarelli@maryland.gov

Site Visits, Follow-up, and Technical Assistance

Attendance at a minimum of one application consultation session or training is mandatory for all applicants. Consult with Carter Reitman at 410-209-5849 or by email at carter.reitman@maryland.gov if you would like to schedule a meeting.

If requested, the Department can provide technical assistance to local governments to prepare their Sustainable Communities applications. When needed, the Department may offer technical assistance, in collaboration with the Maryland Department of Planning, to local governments with limited capacity to prepare their Sustainable Communities applications.

During the application review process, the review team may make site visits and/or hold meetings with applicants. In addition, applicants may be contacted by the Department for follow-up discussions prior to awards.

Approval

Approval of applications will be made by the Governor's Smart Growth Coordinating Committee on the recommendation of an inter-agency review team. The review team is coordinated by the Department of Housing and Community Development. The Governor's Smart Growth Coordinating Committee can defer the approval of a Sustainable Communities renewal to the Governor's Smart Growth Subcabinet.

All questions related to the application, please contact Carter Reitman at 410-209-5849 or by email at carter.reitman@maryland.gov or your regional project manager, found at this link: <https://dhcd.maryland.gov/Communities/Documents/SRP/PM-Map-ContactInfo.pdf>

RENEWAL APPLICATION INSTRUCTIONS

The Sustainable Communities application for renewal has **three** sections:

A. Contact information, General Information, Organizational Capacity:

In this section, applicants are asked to update their contact information, provide information about demographic shifts over the past five years, discuss the strengths and weaknesses of their Sustainable Communities workgroup, and share any technical assistance needs the workgroup may have.

B. Report on accomplishments over past five years:

The report is an opportunity to reflect on any accomplishments achieved in the Sustainable Community area. It is a tool used to evaluate if the SC applicant achieved its intended outcomes and identify what state resources were used, if any, to achieve those outcomes. Renewal applicants are encouraged to discuss how priorities, actions, and objectives were or were not achieved across the Sustainable Communities plan elements, including how any of the elements may have interrelated during the five initial years of SC designation.

C. Sustainable Communities Action Plan Update:

The Sustainable Communities Action Plan details revitalization outcomes and strategies to achieve those outcomes over the next five years. Renewal applicants are encouraged to use their previous Sustainable Communities applications as a basis for their updated Action Plan. You may identify which weaknesses have not yet been addressed or which strategies have not yet been implemented. Include your revitalization priorities for the next five years, basing them on your community's current strengths and weaknesses.

SUSTAINABLE COMMUNITIES PLAN ELEMENTS

The table below provides a description of each subject area/element of the Sustainable Communities Action Plan. Included are examples of common strengths and weaknesses within each subject area and the types of projects that might be implemented to address said strengths and weaknesses.

ENVIRONMENT: Describes projects involving the natural environment, our use of natural resources, and our relationships to the natural environment.

This category includes projects focusing on (but not limited to): the quality of land, water, and air; watershed maintenance and preservation; tree canopies and green spaces; climate change mitigation and adaptation; energy conservation; green infrastructure; stormwater infrastructure and management; water and sewer capacity; recycling, pet waste, and organic waste programs; the mitigation of environmental hazards; and parks and recreation.

ECONOMY: Describes projects centered on economic growth and management.

This category includes projects focusing on (but not limited to): business attraction & retention; improving and maintaining the health of business districts, downtowns, and main streets; commercial vacancy reduction; workforce attraction and retention; employment/job training; marketing, branding, and tourism; improving or creating economic impact of cultural and historic assets; providing technical and financial assistance to businesses; commercial building acquisition, rehabilitation and/or adaptive re-use; and creating a sense of place and vibrancy through streetscaping and beautification.

TRANSPORTATION: Describes projects involving the way people in your community get from place to place.

This category includes projects focusing on (but not limited to): access to transit corridors; pedestrian safety and accessibility; sidewalks; alternative modes of transportation, such as bikeways and trails; public transit, such as bus and rail; carpooling; proximity to transportation centers; parking; and road conditions.

HOUSING: Describes projects involving the homes in which people in your community live and which make it easier for them to find and stay in a place to call home.

This category includes projects focusing on (but not limited to): affordability; increasing homeownership; increasing rental housing; diversifying the kinds of housing available; improving housing conditions (interior or exterior); housing programs; aging in place; preventing foreclosures; and reducing residential vacancies.

COMMUNITY HEALTH & QUALITY OF LIFE: Describes projects concerned with public health, community culture, and the day-to-day life of community residents.

This category includes projects focusing on (but not limited to): improvement of public safety and the reduction of crime; libraries; educational facilities and programs; health and wellness facilities and programs; senior facilities and programs; youth facilities and programs; facilities and programs for the disabled; civic amenities, access to quality food options; collaborations with faith-based organizations; arts and entertainment education; and homelessness prevention, services, and facilities.

LOCAL PLANNING & STAFFING CAPACITY: Describes projects concerned with a local government's ability to plan for the community's future and to meet the current needs of residents.

This category includes projects focusing on (but not limited to): updating zoning ordinances or land use; updating municipal/local policies, taxes, fees, etc.; increasing local government staff capacity; and updating planning documents like sector plans or comprehensive plans.

SUSTAINABLE COMMUNITY ACTION PLAN UPDATE

The Sustainable Community Action Plan (SC Plan or Plan) is meant to be a multi-year investment strategy – a strategic set of revitalization initiatives and projects that local partners believe will increase the economic vitality and livability of their community, increase prosperity for local households and improve the health of the surrounding environment. The Plan should be flexible enough to be updated regularly and renewed every five years as the community envisions new goals. The priority initiatives and projects identified in the action plan are your priorities for improving the livability of community places -- residential, commercial, or other public or private properties – and the sustainability of new work, retail, recreational and housing opportunities for residents. At the same time, the plan should only discuss the strategies that will impact the geographic area targeted for revitalization so that resources have the best opportunity to have the intended effect. These projects can also be designed to reduce the environmental impact of the community through water and energy resource conservation and management strategies. In this way, the Plan can be a road map for local stakeholders as well as State agencies to work together to create a more livable and sustainable community.

All communities submitted an SC Plan when the community earned its original designation. Some applicants may want to take advantage of the designation renewal process to outline new strategies, set new priorities, or reaffirm existing strategies for their Sustainable Community. Changes to SC Plans may reflect changes in external factors affecting the community or changes in the priorities of the applicant.

Action Plan Guidance

1) For each element, identify the essential strengths and weaknesses of your community.

Example:

Strength - Good sidewalk connectivity

Weakness - Insufficient bicycle infrastructure

2) Based on those strengths and weaknesses, formulate specific outcomes that address the most pressing issues or greatest opportunities. Identify a way to measure the success of that outcome.

Example:

Outcome - Expand fiber optic broadband Internet connections in Town

Progress Measure - Linear measurement of broadband fiber laid

3) After defining the outcomes, list detailed strategies and discrete actions that will serve as the means to achieve those goals.

Example:

Strategy A - Increase number of Town sponsored events

Action A - Organize a workgroup tasked with planning weekend events

Action B - Develop, with community input, a series of weekend events that the Town could host

4) List potential partners that can support the successful implementation of these strategies through different types of resources.

Example:

Partner 1 - DHCD (Community Legacy program)

Partner 2 - Small Business Administration (Services and financial assistance)

CHECKLIST AND TABLE OF CONTENTS

APPLICANT: County Commissioners of Washington County

NAME OF SUSTAINABLE COMMUNITY: Fort Ritchie - Cascade

Please review the checklist of attachments and furnish all of the attachments that are applicable. Contents of the application should be tabbed and organized as follows:

- ☐ **Section A - Sustainable Community Renewal Applicant Information**
 - [Applicant Information](#)
- ☐ **Section B – Sustainable Community Renewal Report (Projects, Strategies and Partners)**
 - [Part 1: Qualitative Assessment](#)
 - [Part 2: Competitive Funding](#)
- ☐ **Section C – Sustainable Community Renewal Action Plan Update (Matrix)**
 - [Action Plan](#)
- ☐ **Section D – Sustainable Communities Workgroup Roster**
- ☐ **Section E – Signature Letter (acknowledging Disclosure Authorization and Certification)**
 - [Disclosure Authorization](#)
- ☐ **Section F – Additional Files:** The following contents should be included:
 - If requesting a boundary modification, map in pdf format and a GIS shapefile of the proposed Sustainable Community boundary
 - Photos (jpeg format) of your aforementioned accomplished projects of the last five years

SECTION A - SUSTAINABLE COMMUNITY RENEWAL **APPLICANT INFORMATION**

Name of Sustainable Community:		Fort Ritchie - Cascade	
Name of Applicant:		County Commissioners of Washington County	
Applicant's Federal Identification Number:		52-6001037	
Applicant's Street Address:		100 West Washington Street, Room 1101	
City: Hagerstown	County: Washington	State: MD	Zip Code: 21740
Phone Number: 240-313-2200	Fax Number: 240-313-2201	Web Address: www.washco-md.net	

Sustainable Community Application Local Contact:

Name: Jennifer Kinzer		Title: Deputy Director, Planning & Zoning	
Address: 747 Northern Ave	City: Hagerstown	State: MD	Zip Code: 21742
Phone Number: 240-313-2441	Fax Number: 240-313-2431	E-mail Address: jkinzer@washco-md.net	

Sustainable Community Contact for Application Status:

Name: Jennifer Kinzer		Title: Deputy Director, Planning & Zoning	
Address: 747 Northern Ave	City: Hagerstown	State: MD	Zip Code: 21742
Phone Number: 240-313-2441	Fax Number: 240-313-2431	E-mail Address: jkinzer@washco-md.net	

Other Sustainable Community Contacts:

Name: Jill Baker		Title: Director, Planning & Zoning	
Address: 747 Northern Ave	City: Hagerstown	State: MD	Zip Code: 21742
Phone Number: 240-313-2430	Fax Number: 240-313-2431	E-mail Address: jbaker@washco-md.net	

(1) Sustainable Community Boundary and Description

(1) Are you requesting any changes to your Sustainable Community boundary? Describe why or why not? No, because the current Sustainable Community boundary mirrors the underlying Priority Funding Area boundary.

(2) If yes, Include the following in as an attachment:

Sustainable Communities Renewal Application - Section A

- a. PDF or JPEG of modified Sustainable Communities boundary map,
- b. GIS shapefiles of modified Sustainable Community boundary (mapped to the parcel boundary),

(3) **Approximate number of acres of entire SC Area:** 1,210 Acres

(4) **Existing federal, state or local designations:**

☐ Main Street ☐ National Register Historic District ☐ Local Historic District
☐ Arts & Entertainment District ☐ State Enterprise Zone Special Taxing District ☒ BRAC
☐ State Designated TOD ☒ Other(s): Camp Ritchie Historic District (Maryland Historical Trust Inventory of Historic Properties), Foreign Trade Zone # 255.

(5) **Describe the SC Area's current demographic trends (with respect to age, race, household size, household income, educational attainment, number of housing units, or other relevant factors). How have demographics changed in the last five years?**

The demographic trends of the Fort Ritchie - Cascade Sustainable Communities area have remained consistent over the past five years. The Median Age of 37.8 remained unchanged; Racial composition became slightly more varied; Household Size increased by 0.33 persons; and Ancestry is still primary German and Irish. Notable changes include an increase of \$20,152 in the Median Household Income; a 6.5% decrease in residents with a high school diploma, a 1.8% drop in those with bachelor's degrees and a 3.6% increase in those with graduate or professional degrees. The number of families below the poverty level decreased by 0.4% but unemployment increased by 0.2%.

Age (median): 37.8

Race: 96.5% White; 3.0% Black/African American; 0.5% Asian

Household Size (average): 2.73

Household Income (median): \$74,479

Educational Attainment: 45.2% high school graduate; 10.8% bachelor's degree; 5.6% graduate or professional degree

Housing Units: 568 Total Units; 419 Occupied/149 Vacant

Families Below Poverty Line: 7.2%

Unemployment: 3.6%

Ancestry: 29.5% German; 12.1% Irish

NOTE: The above characteristics were reported for the zip code 21719, as this area better corresponds to the boundaries of the existing Sustainable Community

SOURCES: 2020 US Census; American Community Survey 2018-2022

(2) Organizational Structure, Experience and Public Input:

(1) Describe any changes to the Applicant's organizational structure. Specifically, how has membership of the Sustainable Communities Workgroup changed in the last five years? Who are/were the leaders, and how will/did the Workgroup advisor or staff manage implementation of the SC Area Plan?

Since the last Fort Ritchie – Cascade Sustainable Communities renewal, the remaining 475 +/- acre Fort Ritchie property was sold to Cascade Properties, LLC on April 7, 2021. Mr. John Krumpotich, owner of Cascade Properties, LLC, has been working closely with Washington County Government on the redevelopment of the property and has been added to the Sustainable Communities Workgroup. Within County government, the composition of the Sustainable Communities Workgroup has remained consistent. The membership of the Workgroup includes:

Director, Department of Planning & Zoning
Deputy Director, Department of Planning & Zoning
Director, Office of Grant Management
Director, Department of Business and Economic Development
Director, Division of Public Works
Director, Division of Environmental Management
John Krumpotich, Owner, Cascade Properties, LLC

Jennifer Kinzer, Deputy Director of the Department of Planning & Zoning for Washington County will be the lead contact moving forward with the renewal of the Sustainable Communities Program Designation and will work closely with staff and other interested parties such as the owners of Cascade Town Centre and the Cascade Community at large to manage the implementation of the Fort Ritchie – Cascade Sustainable Communities Action Plan.

(2) What have been the strengths and challenges of the capacity of the Sustainable Communities Workgroup with respect to implementation of the SC Plan?

The most dominant strength of the Fort Ritchie – Cascade Sustainable Communities Plan has been the transfer of the 475 +/- acre former Fort Ritchie property to Cascade Properties, LLC in 2021. Other strengths of the Sustainable Communities Workgroup continue to be the experience that Washington County Government staff has in assisting with local revitalization projects and working with Cascade Properties, LLC to market the property for redevelopment. Washington County staff has considerable experience with:

- Writing and obtaining Maryland DCHD grant funding for revitalization projects within the boundaries of the former Fort Ritchie property.
- Marketing areas prime for business and industrial development.
- Writing and adopting policy changes and developing incentives to promote growth and development in designated areas.

- Acquiring Department of Housing & Community Development Grants, Community Development Block Grants and Appalachian Regional Commission funding.
- Operation, inspection, and maintenance of County owned infrastructure.

Challenges persist in educating all property owners within the Fort Ritchie – Cascade Sustainable Community area of the benefits available to them through DHCD and other State and local programs.

(3) How did residents and other stakeholders in the community provide input to the Sustainable Communities Action Plan update? On which existing local plans (comprehensive plans, economic development plans, sector plans, etc.) is the Sustainable Communities Action Plan based?

The current Fort Ritchie – Cascade Sustainable Communities Action Plan is available for review on the Maryland Department of Housing & Community Developments website. This update to the Action Plan has been distributed to the various Washington County Departments that have a vested interest in seeing that the Action Plan is written to promote future growth and development in the defined Sustainable Communities area. Cascade Properties, LLC was also given the opportunity to provide input to this updated Action Plan. Cascade Properties, LLC plans to continue their revitalization efforts on the former Fort Ritchie property and has a five-year redevelopment plan in place to help guide this process.

Washington County intends to continue to work with JG Business Link International and the Fort Ritchie – Cascade Community to the greatest extent possible in order to assist with the growth and redevelopment of the Sustainable Communities area. The Sustainable Communities Action Plan for Fort Ritchie – Cascade is based off of the goals and objectives listed in the 2002 Comprehensive Plan for Washington County, Maryland. This Sustainable Communities Action Plan update is also included in the goals and objectives of the Draft 2020 Comprehensive Plan for Washington County that is currently going through a revision process following a 90-day public comment period.

(4) Would you like any technical assistance from State agencies to help expand the capacity of your SC Workgroup or implement your SC plan? Please describe with which revitalization strategies you would like assistance.

Washington County may seek technical assistance from State agencies to help implement the Sustainable Communities Plan. Multiple financing programs from the State's revitalization toolbox, such as the Strategic Demolition Fund and the Community Legacy Program, have already been utilized in order to promote growth, development and revitalization in this area. Washington County will continue to promote the availability of State resources to all property owners in the Fort Ritchie - Cascade Sustainable Communities area. Examples of programs that Washington County will continue to promote include:

- Community Legacy Program: to attract new businesses, encourage homeownership and promote new mixed-use developments.

Sustainable Communities Renewal Application - Section A

- Strategic Demolition Fund: to focus on the reuse of vacant and underutilized sites.
- Maryland Mortgage Program: to promote home ownership among younger residents who also have a large amount of student loan debt.
- National Capital Strategic Economic Development Fund: to improve the economic viability of “grey field development” such as Fort Ritchie where the majority of the buildings are older, and their functionality may be diminished.
- Water Quality Revolving Loan Fund: to provide upgrades to Water and Wastewater treatment facilities, lines, and other infrastructure.
- Low Income Housing Tax Credit: to support potential development of multi-family affordable housing options in the area.
- Job Creation Tax Credit: to serve as an incentive for employers to establish new businesses in the area.

SECTION B - SUSTAINABLE COMMUNITY RENEWAL **REPORT**

PART I: QUALITATIVE ASSESSMENT

Purpose:

The purpose of this assessment is to capture significant projects/ improvements that have been completed since the approval of your local government's Sustainable Communities designation.

In relation to the goals stated in your local government's Sustainable Community Action Plan, **please highlight at least three major accomplishments from the last five years**, including how you achieved them. When writing your narrative, consider the questions below and refer to the six elements discussed in the General Information section of this document (page iv) – Environment, Economy, Transportation, Housing, Quality of Life, and Land Use/Local Planning.

- 1) **Outcome:** Which outcomes identified in your Sustainable Community plan were you able to achieve?
- 2) **Projects:** Which projects did you implement in order to achieve the outcome? Also indicate when you started and completed these projects.
- 3) **Partners:** With whom (i.e. state agencies, local stakeholders) did you partner to complete projects?
- 4) **Impact:** What kind of measurable impact did the achieved outcome have on your community? Are there other intangible benefits?
- 5) **Photos:** Please also include pictures that depict your accomplishments.

[EXAMPLE] Descriptive Narrative: Please list the most significant accomplishments that apply

Example – Accomplishment 1

Outcome: Improved stormwater management

Projects:

Project 1: Stormwater Retrofit Plan – In October 2014, the Town Council approved the Town's stormwater retrofit plan which outlines various strategies and capital budget expenditures over the next five years. Strategies include reducing the amount of impervious surface in the community and improving stormwater management. One of the plan recommendations is to pass an ordinance that assesses an environmental protection fee on municipal permits.

Project 2: Green Streets – The Town added green elements to approximately 600 linear feet of roadway that had been experiencing severe flooding. Specifically, bioswales were constructed and trees were planted.

Partners:

Chesapeake Bay Trust – provided technical assistance

MD DHCD – provided financial assistance in form of a Community Legacy grant (totaling \$50,000).

Impact: The implementation of the projects had a significant impact on the community by improving stormwater runoff. The streets with the newly constructed bioswales no longer experience flooding.

Descriptive Narrative: Please list the most significant accomplishments that apply.

Accomplishment 1: Land Transfer to Cascade Properties, LLC

Outcome: On April 7, 2021, Washington County Government transferred the remaining 475 +/- acres of the former Fort Ritchie Army Base to Cascade Properties, LLC for the redevelopment of the property. Cascade Properties, LLC has developed a 5-year Action Plan of its own to help guide the growth and development of the property.

Projects: The first project after the conveyance was to renovate and lease 58 residential units at the rear of the property. This community is known as Whistling Ridge. A second and ongoing project continues to be the rehabilitation of the 37 historic stone 'finger buildings' for non-residential uses including shops, boutique stores and Airbnb's. The Camp Ritchie Museum and newly established Nisei Art Gallery/Artisan Village (Building 305) were renovated and opened to the public in 2023. These uses are expected to draw in guests daily and aid in the historic preservation and educational programming of Fort Ritchie. The Greenhouse Café also opened its doors for business in 2023. As of December 2023, Fort Ritchie is home to 15 different businesses and almost all buildings on the property have received new roofs, halting any further degradation to the existing structures. Renovations to Building 102 are planned to commence in the Spring of 2024 and will be home to the future Top-Secret Taproom.

Partners: Cascade Properties, LLC, DHCD and Washington County Government.

Impact: New traditions on the property include an annual Christmas Tree Lighting event, a Fourth of July fireworks event and a series of Farmers Markets; all of which have attracted thousands of people back to the Fort. Through adaptive reuse of many buildings, the Fort is coming back to life after 25 years of abandonment.

Accomplishment 2: Meritus Health opens Primary Care Facility

Outcome: In a recent study, the Fort Ritchie – Cascade Sustainable Communities area was identified as an under-served region of Washington County for basic medical care. The opening of this Primary Care Facility will provide easier access to coordinated health services for residents of the area.

Projects: Renovation of the building located at 14303 Lake Royer Drive were fundamental to the opening of this facility which is now providing services to the Fort Ritchie – Cascade Sustainable Communities area.

Partners: Meritus Health, Cascade Properties, LLC and Washington County Government.

Impact: Residents will now have easier access to coordinated health care through the Meritus Health umbrella of services.

Accomplishment 3: Sewer Collector Replacement/Septic Tank Pumping and Replacement

Outcome: In 2021, a major sewer collector line was replaced, and multiple residential septic tanks were either pumped out or replaced between 2019 and 2021.

Projects: In 2021, a major Washington County owned sewer collector line was replaced in the right-of-way of Lake Royer Drive. This line serves as the collector for the majority of the former Fort Ritchie property and flows directly to the Winebrenner Wastewater Treatment Facility. In addition, because the Pen Mar/Highfield/Cascade sewer collection system was constructed as a hybrid collection system, many properties have on-lot septic systems where a holding tank collects solids and the effluent from these tanks then flows into a second tank that discharges into a smaller gravity-flow system. Due to the nature of the system, it is the County's responsibility to pump out the primary collection tanks on a 10-year cycle. This occurred during the 2019-2021 timeframe.

Partners: Washington County Division of Environmental Management

Impact: The new sewer line collector and the clean-out of existing septic tanks should reduce any groundwater contamination from leaking or poorly maintained infrastructure in the area.

Descriptive Narrative: Please use this section to describe any major outcomes or projects from your last Sustainable Communities Action Plan that have NOT been accomplished and why.

Outcome: Since the last update to the Fort Ritchie - Cascade Sustainable Communities Action Plan, stimulating economic development and reuse of existing buildings and infrastructure, specifically on the 63 +/- acre property owned by JGBLI, has proven to be a challenge.

Narrative: Over the past 5 years, several land development subdivisions and site plans have been submitted for review on the JGBLI property, but to-date, only one site plan for a restaurant/café has received approval and this business has yet to open. The JGBLI property is still sitting dormant, waiting on residential or non-residential activity to occur.

Outcome: From a transportation perspective, little has been done over the past five years to promote diversifying transportation options in the area.

Narrative: In the previous Fort Ritchie - Cascade Sustainable Communities Action Plan, developing both bicycle friendly options and exploring railroad accessibility to the Fort Ritchie – Cascade area were mentioned. While redevelopment is occurring on the Cascade Properties LLC site and pedestrian accessibility has been improved with the existing sidewalk infrastructure, bicycle friendly options have largely fallen by the wayside. Discussions of expanding railroad access in the Fort Ritchie – Cascade Sustainable Communities area have not occurred either. This is most likely due to a lack of requests from users seeking this type of service and the large cost associated with coordinating such an effort.

Part II: Competitive Funding

Use the rows below to list competed funds sought for sustainability or revitalization projects since receiving Sustainable Communities designation.	Source (federal, state, foundation, etc.)	Amount Received	If no funding was received, what technical or other assistance from the state would help with future applications?	Other Notes
Community Legacy (CL): <ul style="list-style-type: none"> Washington County received funding to rehabilitate Building 305 on the former Fort Ritchie property for the purpose of preserving a historic Japanese Nisei Mural and turning the historic structure into an Art Gallery/Artisan Village. Washington County received funding to rehabilitate Building 102 on the former Fort Ritchie property for the purpose of converting a 13,000 square foot space from a former theatre and Ritchie Boys Training Facility into the Fort Ritchie Taproom. 	DHCD	\$275,000		FY 2023
	DHCD	\$200,000		FY 2024
Strategic Demolition Fund (SDF): <ul style="list-style-type: none"> Washington County received funding to upgrade sewer utility lines along Barrick Avenue for non-residential uses in order to promote workforce opportunities. 	DHCD	\$200,000		FY 2022
Community Safety & Enhancement Program: N/A	MDOT			
Maryland Bikeways Program: N/A	MDOT			

Sustainable Communities Renewal Application - Section C

Sidewalk Retrofit Program: N/A	MDOT			
Water Quality Revolving Loan Fund: Washington County received a Water Quality Revolving Loan in the amount of \$2.5 million to make upgrades to the Winebrenner Wastewater Treatment Facility in the Fort Ritchie – Cascade Sustainable Communities area.	MDE	\$2.5 Million		2016
Other Funding Programs: <i>examples are U.S. HUD Community Development Block Grants (CDBG), or grants from USDA, EPA, Appalachian Regional Commission, Chesapeake Bay Trust, Maryland Heritage Areas Association, Preservation Maryland, Safe Routes to School, Maryland Rural Development Corporation, Maryland Energy Administration, Maryland Department of Natural Resources, etc.</i> *Please add more rows if necessary				
Bay Restoration Fund Grant: Washington County received a grant in the amount of \$2.7M towards the improvements at the Winebrenner Wastewater Treatment Facility in the Fort Ritchie - Cascade Sustainable Communities area.	Maryland Department of the Environment (MDE)	\$2.7 Million		2016
Chesapeake Bay Water Quality Project Biological Nutrient Removal Grant: Washington County received a grant in the amount of \$2.6M towards the improvements at the Winebrenner Wastewater Treatment Facility in the Fort Ritchie – Cascade Sustainable Communities area.	Maryland Department of the Environment (MDE)	\$2.6 Million		2016

Sustainable Communities Renewal Application - Section C

COMPETITIVE FUNDING: Are there any types of projects/needs for which your Sustainable Community needs funding; however, there isn't a funding source?

SECTION C - SUSTAINABLE COMMUNITIES ACTION PLAN

Fort Ritchie – Cascade Sustainable Communities Area

Example Section

<u>Strengths</u>	<u>Weaknesses</u>
<ul style="list-style-type: none"> Insert bulleted list of strengths (provide some detail as to why and how this is a strength in your community) 	<ul style="list-style-type: none"> Insert bulleted list of weaknesses (provide some detail as to why and how this is a weakness in your community)

<u>Desired Outcomes and Progress Measures</u>	<u>Strategies and Action Items</u>	<u>Implementation Partners</u>
<p>Outcomes should be considered end results of actions and strategies. Based on the strengths and weaknesses, identify the strengths on which you would like to build and the challenges you would like to address.</p> <p>Progress Measure: What will you use to measure success toward outcome? Is it quantifiable or qualifiable?</p>	<p>Identify strategies that will help your community to achieve each identified outcome to the left. If applicable, break down each strategy into specific action items that outline different steps of the strategy. Specify how you are planning to achieve the desired outcomes.</p>	<p>Which community stakeholders need to be involved to realize each action step and strategy? Name specific public and/or private sector partners.</p>
<p>Example Outcome 1: Code violations and complaints are reduced in the Sustainable Community residential areas.</p> <p>Example Progress Measures: Code violations reduced by 25% in Sustainable Community residential areas</p>	<p>Example Strategy A: Review and revise, as needed, code compliance program to reduce frequency and number of residential code violations.</p> <p>Example Action 1: Complete analysis of code violations over the past five years to determine areas, both geographically and topically, for which code violations are most frequent.</p> <p>Example Action 2: Conduct outreach program to determine barriers to code compliance.</p> <p>Example Action 3: Analyze code compliance program for potential inefficiencies and opportunities for proactive engagement.</p> <p>Example Action 4: Pursue façade improvement funding to assist low-income homeowners overcome barriers to code compliance.</p>	<p>Maryland Department of Planning, Maryland Department of Housing, County Planning Department, local homeowners association</p>

Environment

This section describes projects involving the natural environment, our use of natural resources, and our relationships or access to the natural environment.

This category includes projects focusing on (but not limited to): the quality of land, water, and air; tree canopies and green spaces; green infrastructure; habitat improvement, climate change mitigation and adaptation; nuisance flooding; stormwater infrastructure and management; water and sewer capacity; energy conservation; recycling, pet waste, and organic waste programs; the mitigation of environmental hazards; and parks and recreation improvements.

<u>Strengths</u>	<u>Weaknesses</u>
<ul style="list-style-type: none"> Plentiful forest canopy in the area along with close proximity to South Mountain State Park and the Appalachian Trail, which provides unique panoramic views. Recently upgraded wastewater treatment facility and sewer lines to improve the health of the local waterways, especially the Antietam Creek Watershed. 	<ul style="list-style-type: none"> Connections to existing and aging infrastructure on portions of the former Fort Ritchie property may still be problematic. Development requirements such as stormwater management, sidewalks, road adequacy and water and sewer line conditions may cause financial burdens when brought up to meet current regulations.

<u>Desired Outcomes and Progress Measures</u>	<u>Strategies and Action Items</u>	<u>Implementation Partners</u>
<p>Outcome 1: Work to increase forest cover, park and recreational acreages as development occurs.</p> <p>Progress Measures: Notable progress was made since the last update to the plan (29.9 acres were added to this category for a new total of 50.03). Continued progress would be to add an additional 20 acres.</p>	<p>Strategy A: Require forest easement retention and afforestation as this area continues to develop.</p> <p>Strategy B: Encourage the conservation and dedication of land for parks and recreational facilities to public entities for permanent protection.</p> <p>Strategy C: Proceed with the development of the Pen Mar – Fort Ritchie – Cascade Trail.</p>	<p>Washington County Government, community leaders, property owners and developers need to unite to achieve these goals of forest retention and the protection of lands for natural and recreational purposes.</p>
<p>Outcome 2: Continue to improve water quality within the Antietam Creek Watershed.</p> <p>Progress Measures: Reduce the amount of point and non-point source pollution in the Antietam Creek Watershed.</p>	<p>Strategy A: Protect sensitive environmental areas, such as stream buffers and steep slopes, through stabilization, conservation, and restoration activities.</p> <p>Strategy B: Continue to repair or replace deteriorating infrastructure in the Winebrenner Wastewater Treatment service area.</p> <p>Strategy C: Require and implement stormwater management upgrades.</p>	<p>Washington County Government, Maryland Department of the Environment and private developers will all need to work in unison to continue making progress towards this goal.</p>

Economy

This section is centered on economic growth and management.

Strengths and weaknesses might focus on the following: business attraction & retention; improving and maintaining the health of business districts, downtowns, and main streets; commercial vacancy reduction; workforce attraction and retention; employment/job training; marketing, branding, and tourism; improving or creating economic impact of cultural and historic assets; providing technical and financial assistance to businesses; commercial building acquisition, rehabilitation and/or adaptive re-use; and creating a sense of place and vibrancy through streetscaping and beautification.

<u>Strengths</u>	<u>Weaknesses</u>
<ul style="list-style-type: none"> • There is an abundant amount of vacant building stock available for renovation, rehabilitation and/or adaptive reuse. • The areas proximity to the Baltimore/Washington DC economic markets and workforce. • Cascade Properties, LLC (new owner of the former Fort Ritchie property) has a Master Plan for the property which includes a 5-year Redevelopment Plan. This redevelopment effort is already having a positive impact on the community. 	<ul style="list-style-type: none"> • While the transportation network to the Sustainable Communities area is good, its remote location in northeastern Washington County could be a limiting factor. • Lack of a local workforce due to the small population in the community could cause issues in attracting employees to the area. • Costs associated with needed infrastructure repairs could be a limiting factor of the revitalization of many buildings in the Sustainable Communities area.

Desired Outcomes and Progress Measures	Strategies and Action Items	Implementation Partners
<p>Outcome 1: Continue to foster the redevelopment efforts being made by Cascade Properties, LLC.</p> <p>Progress Measures: Success can be measured by analyzing the occupied versus vacant number of buildings on the property.</p>	<p>Strategy A: Continue to work with Cascade Properties, LLC to apply for and receive DHCD grant funding in order to facilitate the renovation, rehabilitation and/or adaptive reuse of buildings on the property.</p> <p>Strategy B: Work with the Department of Business & Economic Development to promote and market the area to prospective tenants.</p>	<p>Washington County Government and Cascade Properties, LLC need to collaborate to ensure the success of this redevelopment effort.</p>

Sustainable Communities Renewal Application - Section C

<p>Outcome 2: Continue to market the entire Fort Ritchie – Cascade Sustainable Communities area as a prime location for both residential and non-residential development based on its Rural Village and Special Economic Development zoning designations, low crime rates, school capacity and proximity to recreational opportunities.</p> <p>Progress Measures: Success can be measured in terms of the number of Site Plans, Subdivisions and Permits that are applied for and approved within the Sustainable Communities area along with tracking school enrollment numbers at Cascade Elementary School.</p>	<p>Strategy A: All vested parties should work together in marketing the entire Fort Ritchie – Cascade Sustainable Communities area as a place to live, work and play. Promote passive and active recreational opportunities along with the cultural and educational experiences that are available. Promote existing retail establishments and encourage new opportunities for future business owners.</p> <p>Strategy B: Continue to promote the Pen Mar Park’s Summer Concert Series sponsored by the Washington County Department of Parks and Recreation; Work with Cascade Properties, LLC to promote seasonal Farmers Markets, and annual events such as the Christmas Tree Lighting and Fourth of July Fireworks celebrations and continue to work with the Washington County Division of Public Works on the creation of the Pen Mar – Fort Ritchie – Cascade Trail to attract people to the area</p>	<p>Washington County Government, Washington County Tourism Office, Maryland Department of Natural Resources and Cascade Properties, LLC all need to work together to bolster the economy in the area.</p>
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Transportation

This section describes the way people in your community get from place to place.

Strengths, weaknesses and outcomes can focus on: access to transit corridors; pedestrian safety and accessibility; sidewalks; alternative modes of transportation, such as bikeways and trails; public transit, such as bus and rail; carpooling; proximity to transportation centers; parking; and road conditions.

Strengths	Weaknesses
<ul style="list-style-type: none"> Proximity to the Maryland State Highway transportation network (with wide paved shoulder areas) and reasonable access to Interstates 70 & 81, US-15 and PA-16. Proximity to Hagerstown Regional Airport. Great potential to develop a walkable community for pedestrian mobility and access to recreational trails. 	<ul style="list-style-type: none"> Limited CSX railroad access. Longer drive times to and from regional destinations. No public transportation offerings are available in this area.

Desired Outcomes and Progress Measures	Strategies and Action Items	Implementation Partners
<p>Outcome 1: Work with current and future property owners to develop a walkable community with the Fort Ritchie – Cascade Sustainable Communities area.</p> <p>Progress Measures: Conduct windshield surveys of existing infrastructure and require sidewalks as part of any new subdivision or site plan approval.</p>	<p>Strategy A: Create and administer a walkability survey to the residents within the Fort Ritchie – Cascade Sustainable Communities area to identify needs and expectations in the community.</p> <p>Strategy B: Work with other County departments as well as current and future property owners to identify needs and implement strategies for improved options in available modes of transportation.</p>	<p>Washington County Government, Cascade Properties, LLC and other future development partners need to join forces to improve walkability within the community.</p>
<p>Outcome 2: Support the development of the Pen Mar – Fort Ritchie – Cascade Trail as a connection between the Sustainable Communities area and the Appalachian Trail.</p> <p>Progress Measures: Use of the Trail, once constructed, can be measured by the number of people that come off of the Appalachian Trail to shop, dine or stay overnight in the community.</p>	<p>Strategy A: Work with the Division of Public Works and the Washington County Board of County Commissioners to ensure that funding will be available for the design and construction of the Trail.</p> <p>Strategy B: Coordinate with local restaurants, shops, Airbnb's and future business owners to market their services to those hiking along the Appalachian Trail.</p>	<p>Washington County Government, property owners and current and future business owners in the Fort Ritchie – Cascade Sustainable Communities area need to cooperate with each other to bring this project to fruition.</p>

Housing

This section focuses on the homes in which people in your community live and efforts which make it easier for them to find and stay in a place to call home.

Strengths, weaknesses and outcomes might focus on the following: affordability; increasing homeownership; increasing rental housing; diversifying the kinds of housing available; improving housing conditions (interior or exterior); housing programs; aging in place; preventing foreclosures; and reducing residential vacancies.

Strengths	Weaknesses
<ul style="list-style-type: none"> Increased homeownership continues to be a strength in the community. Increase in the number of renovated rental properties in the community. Continue to promote improvements to the residential housing stock within the community. 	<ul style="list-style-type: none"> Housing stock in the area is aging. Lack of current employment opportunities makes this area more of a bedroom or commuter community as opposed to a traditional town or suburban area.

Desired Outcomes and Progress Measures	Strategies and Action Items	Implementation Partners
<p>Outcome 1: Continue to improve the quality of the housing stock and address blighting influences in the area.</p> <p>Progress Measures: Progress can be measured by calculating the number of properties receiving tax incentives or grant funding assistance. Track permits issued for home improvement projects in the area.</p>	<p>Strategy A: Assist home buyers and investors in identifying acquisition opportunities and financial assistance programs.</p> <p>Strategy B: Promote rehabilitation of existing housing stock through the marketing of financial assistance programs and continued education on local building code requirements.</p>	<p>Washington County Government, current and future property owners and the Maryland Department of Housing & Community Development need to work collectively to improve housing options in the area.</p>
<p>Outcome 2: Continue to encourage home ownership and work to decrease vacancy rates in the area.</p> <p>Progress Measures: Home ownership rates can be tracked based on assessment data; occupancy data can be calculated using American Community Survey data.</p>	<p>Strategy A: Explore opportunities for acquisition and rehabilitation of existing housing stock, promote home ownership through new home buyer incentives and market the area to a wider audience.</p> <p>Strategy B: Encourage renovation and adaptive reuse of vacant properties into a variety of housing types such as studio/lofts and artist live-work spaces along with traditional single family and multi-family dwelling units.</p>	<p>Washington County Government, current and future property owners and the Maryland Department of Housing & Community Development need to work together to promote the home ownership incentives available to residents.</p>

Community Health and Quality of Life

This section is concerned with public health, community culture, and the day-to-day life of community residents.

This category includes projects focusing on (but not limited to): improvement of public health including improving community design to promote healthy behaviors such as walking and strengthening community support and connectedness through health and wellness programs and facilities that create inclusive communities. These projects may include built environment, indoor spaces, outdoor environments such as increasing community gardens and access to services including educational facilities and programs; health and wellness facilities and programs that serve multi-generations; senior facilities and programs; youth facilities and programs; facilities and programs for the disabled; civic amenities, access to quality food options; collaborations with faith-based organizations; arts and entertainment education; and homelessness prevention, services, and facilities. Projects should include community engagement that includes participation in the selection of strategies and outcomes, progress reports, and evaluation.

Strengths	Weaknesses
<ul style="list-style-type: none"> Fort Ritchie Community Center is available as an athletic, educational, and cultural center that also offers dedicated youth and senior activities within the community. The Camp Ritchie Museum and Nisei Gallery are now open to visitors. The rate of crime in the area remains relatively low. 	<ul style="list-style-type: none"> There are no dedicated Senior Centers or Libraries within the Fort Ritchie – Cascade Sustainable Communities area. There is only one physical, faith-based organization in the Fort Ritchie – Cascade Sustainable Communities area.

Desired Outcomes and Progress Measures	Strategies and Action Items	Implementation Partners
<p>Outcome 1: Market the area to more diverse retail, restaurant, and community service sector businesses.</p> <p>Progress Measures: Increases in businesses establishing a presence in the area can be tracked with development tracking data.</p>	<p>Strategy A: Work with current and future property owners and the Washington County Department of Business & Economic Development to promote the area as a desirable business location.</p> <p>Strategy B: Work with the Fort Ritchie Community Center to continue to offer diverse and engaging activities that promote health and diversity within the community.</p>	<p>Washington County Government, current and future property owners, should work with the shared goal of improving community health and promote the area as being prime for retail development.</p>
<p>Outcome 2: Market the area to prospective business owners as a unique community looking to expand its employment base in the light industrial sector.</p> <p>Progress Measures: Zoning Certifications and a variety of permitting related activities can be tracked and measured as evidence of progress.</p>	<p>Strategy A: Work with current and future property owners and the Washington County Department of Business and Economic Development to promote the areas as being prime for economic development.</p> <p>Strategy B: Promote financial assistance opportunities to current and future development partners and business owners as an incentive to locate in the area while highlighting low crime rates, housing availability and recreational options.</p>	<p>Washington County Government, current and future property and business owners all need to promote the area as being prime for light industrial development.</p>

Local Planning and Staffing Capacity

This section is concerned with a local government's ability to plan for the community's future and to meet the current needs of residents.

Strengths, weaknesses and outcomes might focus on the following: updating zoning ordinances or land use; updating municipal/local policies, taxes, fees, etc.; increasing local government staff capacity; and updating planning documents like sector plans or comprehensive plans.

Strengths	Weaknesses
<ul style="list-style-type: none"> Professional County staff are skilled at working with property and business owners to promote and encourage development in a logical and efficient manner. Local zoning and building codes are updated regularly and the County Comprehensive Plan has established parameters for managing growth. 	<ul style="list-style-type: none"> Older buildings are more expensive to restore, especially in a Maryland Historic Trust overly area.

Desired Outcomes and Progress Measures	Strategies and Action Items	Implementation Partners
<p>Outcome 1: Work with Cascade Properties LLC and other current and future property owners to reduce the number of vacant or blighted structures in the area.</p> <p>Progress Measures: Renovation permit tracking and the issuance of Use and Occupancy letters can assist in measuring the progress of this goal.</p>	<p>Strategy A: Work with property owners and the Mayland Department of Housing & Community Development to apply for revitalization funding.</p> <p>Strategy B: Develop and strengthen public-private partnerships to promote future development within the Fort Ritchie – Cascade Sustainable Communities area.</p>	<p>Washington County Government, current and future property owners, and the Maryland Department of Housing & Community Development all need to work towards revitalizing the Sustainable Communities area.</p>
<p>Outcome 2: Revisit the initial list of funding sources that could be leveraged to make sure that the list is up-to-date and to look for new methods of promoting the area for development.</p> <p>Progress Measures: Ensure that development and redevelopment opportunities for the area are specifically listed in the 2020 update to the Washington County Comprehensive Plan.</p>	<p>Strategy A: Work with the Washinton County Department of Business & Economic Development and the Maryland Department of Housing & Community Development to identify all possible funding sources for development purposes.</p> <p>Strategy B: Promote the Fort Ritchie – Cascade Sustainable Communities area for economic development in the 2020 update to the Washington County Comprehensive Plan.</p>	<p>Washington County Government and the Maryland Department of Housing & Community Development need to work in coordination with each other to identify existing and new funding sources.</p>

SECTION D – Sustainable Communities Workgroup Roster

Jill Baker, Director, Department of Planning & Zoning
Jennifer Kinzer, Deputy Director, Department of Planning & Zoning
Rachel Souders, Director, Office of Grant Management
Jonathan Horowitz, Director, Department of Business and Economic Development
Andrew Eshleman, Director, Division of Public Works
Mark Bradshaw, Director, Division of Environmental Management
John Krumpotich, Owner, Cascade Properties, LLC

SIGNATURE LETTER

On behalf of the County Commissioners of Washington County, I hereby approve the application for renewal of the Sustainable Communities designation for Fort Ritchie – Cascade. I understand that the Disclosure Authorization and Certification from the original Sustainable Communities application continues to apply to the applicant local government, and as such the applicant agrees that not attaching an objection constitutes consent to the information being made available to the public, and a waiver of any rights the applicant may have regarding this information under Maryland’s Access to Public Records Act, State Government Article, Section 10-611 et seq. of the Annotated Code of Maryland.

I also confirm that I am named or a former holder of my current title is named as an authorized official for the Sustainable Communities designation for my local government in the Local Government Authorization submitted with the original application.

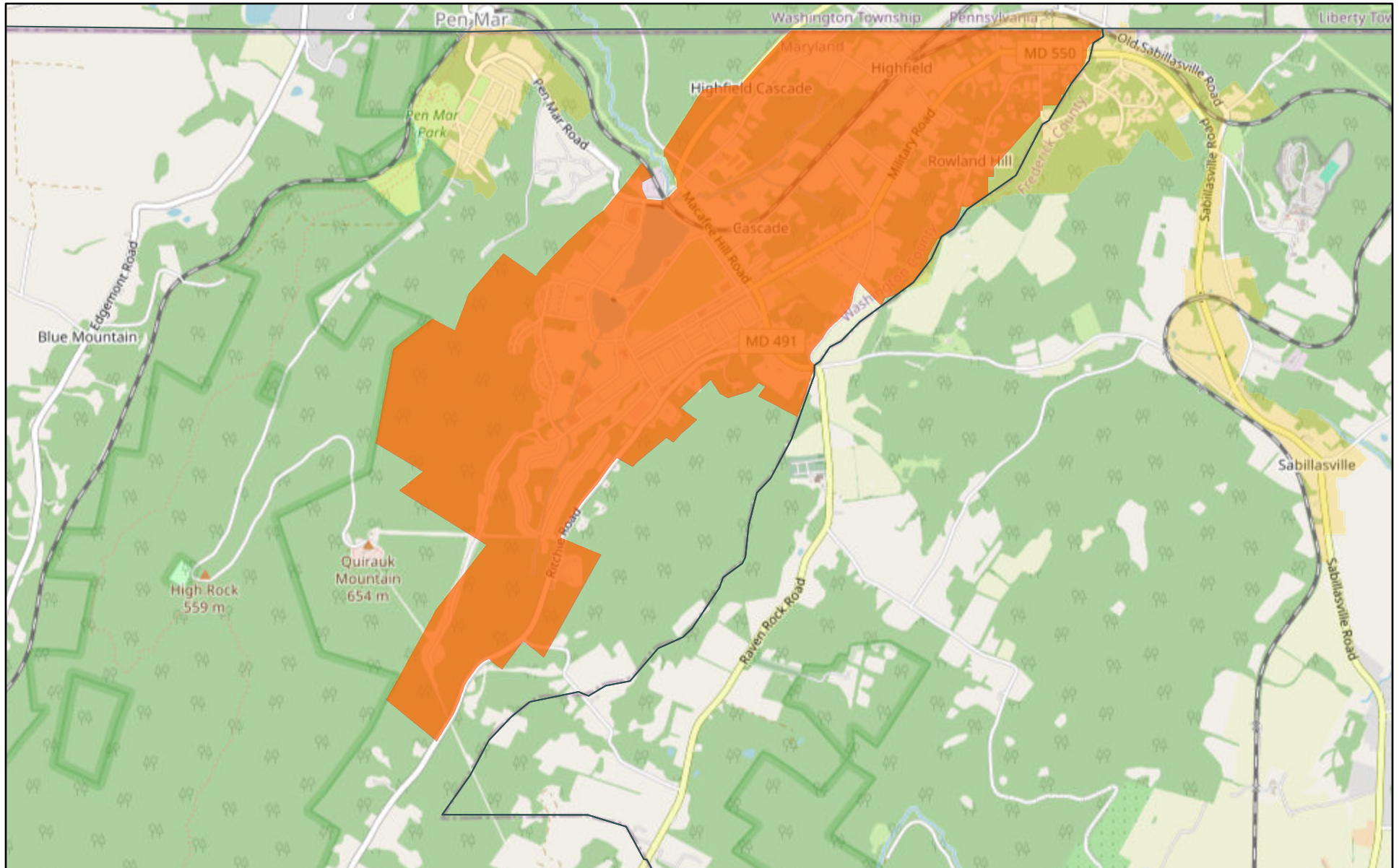
Authorized Signature

John F. Barr, President

Type Name and Title

Date

Neighborhood Revitalization Mapper



1/18/2024, 2:46:22 PM


 Sustainable Communities (DHCD)

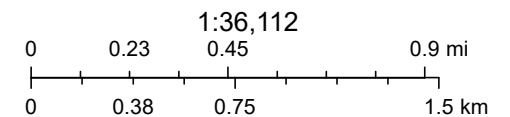
 Priority Funding Areas

 Heritage Area in Locally Designated Growth Areas

 PFA

 PFA Comment Area

 Municipal Boundaries



MD iMAP, DoIT, MDP, MDOT, MDOT SHA, Map data © OpenStreetMap contributors, CC-BY-SA

Maryland Department of Housing and Community Development

Map data © OpenStreetMap contributors, CC-BY-SA | MDP, MD iMap, alfred.sundara@maryland.gov | MD iMAP, DoIT, MDP, MDOT, MDOT SHA | MD iMAP, MDP, SDAT | Source: U.S. Census Bureau, 2020 Census, Summary File 1



Sustainable Communities

Partnering to Revitalize Maryland Communities



The Sustainable Communities program encourages cross-governmental collaboration by providing designated Sustainable Communities with access to an interagency revitalization toolbox of financing programs and tax credit incentives. The Maryland Department of Housing and Community Development and its partners support the development and prosperity of Sustainable Communities by providing the following benefits.

Financing Programs - Dept. of Housing and Community Development

Community Legacy Program: This program provides local governments and community development organizations with capital funding for projects aimed at strengthening communities through activities such as business retention and attraction, encouraging homeownership, and commercial revitalization. Some examples of eligible projects include mixed-use development and streetscape improvements.

Strategic Demolition Fund: This program provides grants to local governments and community development organizations for predevelopment activities including demolition and land assembly for housing and revitalization projects. The Fund catalyzes projects that reuse of vacant and underutilized sites that have a high economic and revitalization impact.

Neighborhood BusinessWorks: This loan program provides gap financing (i.e., subordinate financing) to new or expanding small businesses and nonprofit organizations located in Sustainable Communities and Priority Funding Areas. Projects must include first floor business or retail space that generates street-level activity in mixed-use projects and improve either a vacant or underutilized building or site.

Operating Assistance Grants: These grants support operating and technical assistance costs associated with local housing and community and economic revitalization projects that serve designated Sustainable Communities areas. Eligible Applicants include nonprofit organizations, local governments, local development agencies, and local development corporations involved in community and economic revitalization activities.

National Capital Strategic Economic Development Fund: The National Capital Strategic Economic Development Fund (NED) seeks to improve the economic viability of “grey field development,” which often faces more barriers than sprawling “green field development.” Most funds are allocated to Sustainable Communities between the District of Columbia and Interstate 495.

Seed Community Development Anchor Institution Program: The Seed Community Development Anchor Institution Fund provides competitive grants and loans to anchor institutions for community development projects in blighted areas of the state. Blighted areas are areas in which the majority of buildings have declined in productivity by reason of obsolescence, depreciation, or other causes to an extent that they no longer justify fundamental repairs and adequate maintenance. Eligible applicants are anchor institutions, defined as an institution of higher education or a hospital.

Baltimore Regional Neighborhood Initiative (BRNI): BRNI is an additional place-based designation that inner beltway Sustainable Communities within and surrounding Baltimore City can leverage to access even greater revitalization investments. The initiative uses strategic investment in local housing and business to create healthy communities with a growing tax base and enhanced quality of life. Applicants must submit a separate revitalization plan to become eligible for funding.

Main Street Maryland Program: This program strives to strengthen the economic potential of Maryland’s traditional main streets and neighborhoods. The designation gives access to technical assistance, training, and other services. Benefits include planning assistance for future development, architectural design and historic preservation assistance, and specialized training on topics specific to commercial revitalization. Designated Main Streets must be within a Sustainable Community.

Maryland Façade Improvement Program (MFIP): MFIP provides funds to local governments for programs to improve the exteriors of commercial properties located within Maryland’s Sustainable Communities. The program supports communities seeking to create consistent, attractive designs for their commercial corridors in order to bolster economic vitality and stimulate new private investments.



The Wharf in Leonardtown



Berlin Main Street



Brentwood Park



The Lustine Center in Hyattsville



Carroll Creek Park in Frederick



Annapolis Main Street



The Greenbelt Theater



Miller's Court mixed-use rehabilitation in Baltimore



Snow Hill Historic District



Hagerstown Bicycle Parking



Public Art in Cambridge



The Armory in Bel Air

Financing Programs - Dept. of Transportation

Kim Lamphier Bikeways Network Program: This program supports projects that maximize bicycle access and fill missing links in the state's bike system. Additional points are awarded to projects located in or connecting to a Sustainable Communities area.

State Highway Administration (SHA) Programs: SHA has two competitive programs for which projects within Sustainable Communities are preferred. Its Transportation Alternatives Program is a reimbursable federal aid funding program for transportation-related community projects that strengthen the intermodal transportation system, and the Safe Routes to School program funds projects that enable and encourage children to safely walk, roll, or bike to school.

Sidewalk Retrofit Program: This program helps finance the construction and replacement of sidewalks along state highways. Eligible projects do not require any funding from the local jurisdiction, and projects within Sustainable Communities are given preference.

Financing Programs - Dept. of Environment

Water Quality Financing Administration Programs: Several of MDE's competitive funding programs give preference to projects within Sustainable Communities, including the Water Quality Revolving Loan Fund, the Bay Restoration Fund, and Overflow and Stormwater Grants (OSG). These programs provide below-market interest rate loans, loan-forgiveness, and grants to finance construction of publicly-owned wastewater treatment works, implementation of non-point source/estuary capital improvements, and/or implementation of U.S. EPA defined "green" projects.

Tax Credit Programs and Incentives

Low Income Housing Tax Credit (LIHTC): The Department of Housing and Community Development administers this credit that supports the development of multi-family affordable housing. LIHTC applications for projects located in Sustainable Communities receive additional points in the application's "Community Context" category. The points that LIHTC applications can receive through Sustainable Communities are additional to the points applications can receive for Transit Oriented Development (TOD) projects.

Maryland Economic Development Corporation/Dept. of Planning - Enhanced Local Tax Increment Financing (TIF) Authority: This program enables Sustainable Communities to issue bonds to finance public improvements and expands the permitted use of tax increment financing beyond traditional public infrastructure. The set of eligible uses of tax increment financing is broadened in Sustainable Communities to include historic preservation or rehabilitation; environmental remediation; demolition and site preparation; parking lots, facilities or structures of any type, public or private; highways; schools; and affordable or mixed-income housing. Local governments with Sustainable Communities may also pledge alternative local tax revenues generated within or attributed to the tax increment financing district to its associated special fund.

Job Creation Tax Credit: Administered by the Department of Commerce, this program provides an income tax credit to eligible businesses that locate or expand in Maryland. For a Sustainable Community, the maximum tax credit rises from \$3,000 to \$5,000 per new job, and the threshold to qualify drops from 60 to 25 jobs created.

Other Incentives

Sustainable Maryland Certified: A program administered by the University of Maryland Environmental Finance Center that supports sustainability efforts in Maryland municipalities. With the Sustainable Community designation, a municipality can receive 20 points towards the 150 points needed for certification.



Agenda Report Form

Open Session Item

SUBJECT: Reiser Rural Legacy Program (RLP) Easement

PRESENTATION DATE: February 6, 2024

PRESENTATION BY: Chris Boggs, Rural Preservation Administrator, Dept. of Planning & Zoning

RECOMMENDED MOTION: Move to approve the Bert C. & Stefanie J. Reiser RLP Easement project, in the amount of \$199,430.00 for 56.9 easement acres, paid for 100% by the Maryland Department of Natural Resources, and to adopt an ordinance approving the easement purchase and to authorize the execution of the necessary documentation to finalize the easement purchase.

REPORT-IN-BRIEF: The Reiser property is located at 2045 Reed Rd., Knoxville, and the easement will serve to permanently preserve a valuable agricultural, scenic and environmental property in the County. The parcel is mostly agricultural with some woodland areas. It lies in a part of Washington County that was heavily trafficked during the Civil War and the Battle of Antietam and is nearby the Weverton-Roxbury Rail Trail which is on the Maryland Inventory of Historic Places. The property is also within close proximity to several sites on the Maryland Inventory of Historic Places. Additionally, the parcel contains roughly 2,600 feet of a tributary to Israel Creek.

The parcel adds on to a block of hundreds of acres of contiguous preserved farmland near Antietam Battlefield and Knoxville. Six (6) development rights will be extinguished with this easement.

DISCUSSION: Since 1998, Washington County has been awarded more than \$31 million to purchase Rural Legacy easements on more than 8,700 acres near Antietam Battlefield in the Rural Legacy Area. RLP is a sister program to the Maryland Agricultural Land Preservation Program (MALPP) and includes the protection of environmental and historic features in addition to agricultural parameters. RLP uses an easement valuation system (points) to establish easement value rather than appraisals used by MALPP. For FY 2024, Washington County was awarded RLP grants totaling \$3,127,000. The Reiser RLP Easement will use part of those funds. Easement applicants were previously ranked based on four main categories: the number of development rights available, the quality of the land/land management (agricultural component), natural resources (environmental), and the historic value.

FISCAL IMPACT: RLP funds are 100% State dollars, mainly from DNR Open Space funds. In addition to the easement funds, we receive up to 3% of the easement value for administrative costs, a mandatory 1.5% for compliance/monitoring costs, and funds to cover all of our legal/settlement costs.

CONCURRENCES: Both the State RLP Board and the State Department of Natural Resources (DNR) staff have approved and support our program.

ALTERNATIVES: If Washington County rejects State funds for RLP, the funds will be allocated to other counties in Maryland.

ATTACHMENTS: Aerial Map, Location Map, Ordinance

AUDIO/VISUAL NEEDS: N/A

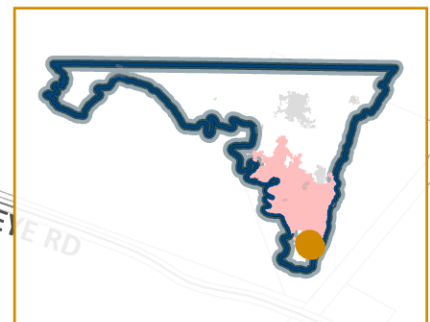
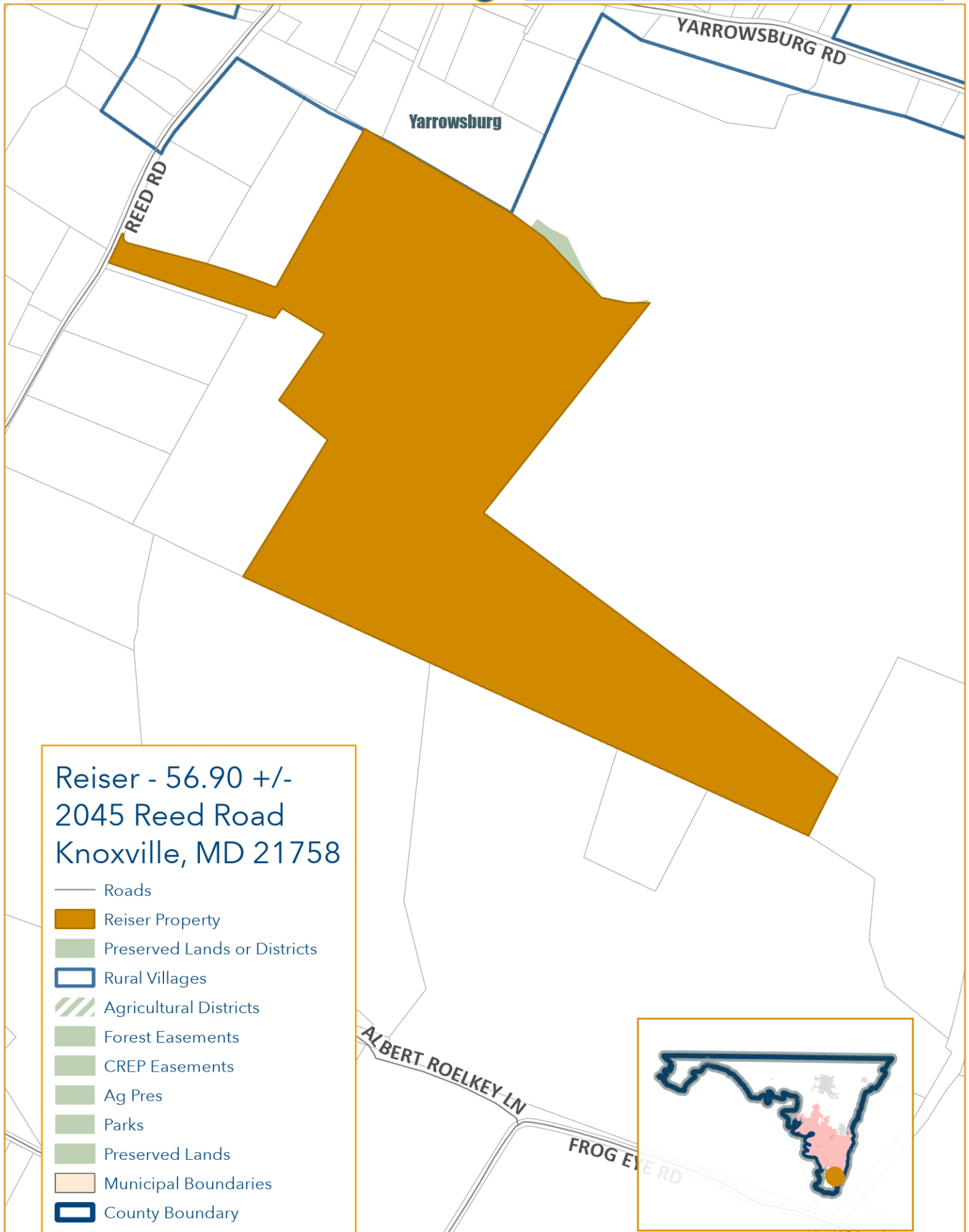


Reiser - 56.90 +/-
2045 Reed Road
Knoxville, MD 21758

— Roads

MD iMAP, DoIT





ORDINANCE NO. ORD-2024-

**AN ORDINANCE TO APPROVE THE PURCHASE OF A CONSERVATION
EASEMENT UNDER THE MARYLAND RURAL LEGACY PROGRAM
(*Re: Reiser RLP Conservation Easement*)**

RECITALS

1. The Maryland Rural Legacy Program ("RLP") provides the funding necessary to protect large, contiguous tracts of land and other strategic areas from sprawl development and to enhance natural resource, agricultural, forestry, and environmental protection through cooperative efforts among State and local governments.

2. Protection is provided through the acquisition of easements and fee estates from willing landowners and the supporting activities of Rural Legacy Sponsors and local governments.

3. For FY 2024, Washington County (the "County") was awarded a RLP grant totaling \$3,127,000.00 (the "RLP Funds").

4. Bert C. and Stefanie J. Reiser (the "Property Owners") are the fee simple owners of real property consisting of 56.9 acres, more or less (the "Property"), in Washington County, with an address of 2045 Reed Road, Knoxville, Maryland. The Property is more particularly described on Exhibit A attached hereto.

5. The County has agreed to pay the sum of One Hundred Ninety-Nine Thousand Four Hundred Thirty and 00/100 Dollars (\$199,430.00) which is a portion of the RLP Funds to the Property Owners for a Deed of Conservation Easement on the Property (the "Reiser RLP Conservation Easement").

THEREFORE, BE IT ORDAINED by the Board of County Commissioners of Washington County, Maryland, that the purchase of the Reinhart RLP Conservation Easement on the Property be approved and that the President of the Board and the County Attorney be and are hereby authorized and directed to execute and attest, respectively, all such documents for and on behalf of the County relating to the acquisition of the Reiser RLP Conservation Easement.

ADOPTED this 6th day of February, 2024.

ATTEST:

BOARD OF COUNTY COMMISSIONERS
OF WASHINGTON COUNTY, MARYLAND

Dawn L. Marcus, County Clerk

BY: _____
John F. Barr, President

Approved as to legal sufficiency:

Zachary J. Kieffer

Deputy County Attorney

Mail to:

Office of the County Attorney

100 W. Washington Street, Suite 1101

Hagerstown, MD 21740

EXHIBIT A – DESCRIPTION OF PROPERTY

ALL that tract, lot or parcel of land, and all the rights, ways, privileges, and appurtenances thereunto belonging or in anywise appertaining, situate in Election District No. 11, Washington County, Maryland, and being more particularly described as follows:

BEGINNING at the end of 76 $\frac{1}{4}$ perches on the 1st line of a Deed from Zachariah Claggett to Samuel Claggett dated November 27, 1821, said beginning point being also at the end of the 9th line of the John McDuell part of the entire tract of which [h]is parcel was formerly a part, and thence with a portion of the 1st line of the aforesaid Deed North 28 degrees East 284 feet, more or less, to the end of the 4th line of a Deed from Edward M. Colter, Widower, to George A. Coblentz, et al, dated April 18, 1958, and recorded in Liber 334, Folio 458 [among the Land Records of Washington County, Maryland]; thence with the 5th, 6th, and 7th lines of the aforesaid Deed to George Coblentz North 51 degrees 39 minutes 29 seconds West 1731.56 feet to a gate post; North 14 degrees 29 minutes 41 seconds East 13.26 feet to another gate post; North 40 degrees 48 minutes 56 seconds East 1048.40 feet to the end of the 11th or South 77 degrees West 12.4 perch line of a Deed from Edward M. Colter, Widower, to Noah W. Burtner and Daisy M. Burtner, his wife, dated May 16, 1960, and recorded in Liber 357, Folio 349 among the aforesaid Land Records; thence with the 12th and remaining lines of the last mentioned Deed to Noah H. Burtner and Wife, the following courses and distances: North 67 $\frac{1}{2}$ degrees West 8 perches; North 40 $\frac{1}{2}$ degrees West 20.9 perches; North 51 degrees West 8.8 perches; North 61 degrees West 35 $\frac{1}{2}$ perches to a locust tree; North 55 degrees West 13 $\frac{1}{2}$ perches; North 57 $\frac{1}{4}$ degrees West 27 perches to the end of the 17 perches on the 10th line of a Deed from John Brien, et al, to Samuel Claggett dated September 17, 1883; and with the lines of said Deed along the public road South 43 degrees West 23 $\frac{1}{2}$ perches to a stone; South 27 degrees West 21 perches to a stone; South 30 $\frac{1}{4}$ degrees West 30.2 perches to a stone; South 31 $\frac{1}{4}$ degrees West 28 perches; thence leaving the road South 23 $\frac{1}{2}$ degrees West 9.4 perches to a stone; thence with the division line between the lands formerly owned by Willima McDuell and John R. McDuell reversed South 62 $\frac{3}{4}$ degrees East 213 perches to the point of beginning; containing 97.3 acres of land, more or less.

SAVING AND EXCEPTING THEREFROM all that parcel of land containing 3.13 acres of land, more or less, conveyed by Robert E. Thompson and Lillie M. Thompson, his wife, to Galen F. Sullivan and Carol L. Sullivan, his wife, by Deed dated September 27, 1973, and recorded in Liber 567, Folio 723 (Deed reference corrected) among the aforesaid Land Records.

AND FURTHER SAVING AND EXCEPTING THEREFROM all that parcel of land containing 3.19 acres of land, more or less, conveyed by Robert E. Thompson and Lillie M. Thompson, his wife, to William L. Snoots and Jacqueline R. Snoots, his wife, by Deed dated September 27, 1973, and recorded in Liber 567, Folio 727 among the aforesaid Land Records.

AND FURTHER SAVING AND EXCEPTING THEREFROM all that parcel of land retained by Robert E. Thompson and Lillie M. Thompson, situate along the Northeast side of the farm lane leading Southeastwardly from Reed Road at a point approximately 0.8 miles Southwest from Kaetzel Road in Election District No. 11, Washington County, Maryland, and being more particularly described as follows:

BEGINNING at an iron pin in the Northeast margin of said lane, said iron pin being at the Southern-most corner of the parcel of land conveyed by the said Robert E. Thompson and Lillie M. Thompson, his wife, to William L. Snoots and Wife by deed dated September 27, 1973, and recorded in Liber 567, Folio 727 among the aforesaid Land Records, and running thence back from said lane binding on said parcel of land and the lands now or formerly owned by Galen F. Sullivan and Wife North 37 degrees 53 minutes 31 seconds East 750.91 feet to an iron pin; thence leaving said lands and running South 51 degrees 26 minutes East 267.94 feet to a stake; thence parallel with the 1st line of a Deed recorded in Liber 613, Folio 725 [among the aforesaid Land Records] South 37 degrees 53 minutes 31 seconds West 720.42 feet to an iron pin in the margin of the aforementioned farm lane; thence binding thereon North 50 degrees 17 minutes West 34.0 feet to a stake; and North 59 degrees 02 minutes West 235.66 feet to the point of beginning; containing 4.5 acres of land, more or less.

AND FURTHER SAVING AND EXCEPTING THEREFROM all that parcel of land containing 4.15 acres of land, more or less, conveyed by Donald H. Johnson and Carol G. Johnson by Deed dated July 14, 1977, and recorded in Liber 640, Folio 640 [among the aforesaid Land Records] and being more particularly described as follows:

BEGINNING at a stake in the Southeast margin of said Reed Road, said stake being North 37 degrees 46 minutes East 134.9 feet from a post in said margin standing at or near the beginning of the penultimate line of the Deed from Robert E. Thompson and Lillie M. Thompson, his wife, to Donald H. Johnson and Carol G. Johnson dated April 30, 1976, and recorded in Liber 613, Folio 725 among the aforesaid Land Records, and running thence along the Southeast margin of said Road as fenced North 37 degrees 46 minutes East 237.38 feet to a post; and North 40 degrees 58 minutes East 52.62 feet to a stake; thence leaving the Road and running South 60 degrees 59 minutes 40 seconds East 607.01 feet to a stake; thence South 37 degrees 24 minutes 32 seconds West 310.0 feet to a stake; and North 59 degrees 03 minutes 28 seconds West 609.12 feet to the point of beginning; containing 4.15 acres of land, more or less.

AND FURTHER SAVING AND EXCEPTING THEREFROM all that parcel of land situate along the Southeast side of Reed Road approximately 0.5 miles Southwest from Yarrowsburg, in Election District No. 11, Washington County, Maryland, conveyed by Donald H. Johnson and Carol G. Johnson by Deed dated November 23, 1977, and recorded in Liber 649, Folio 705 [among the aforesaid Land Records] and being more particularly described as follows:

BEGINNING at a post standing at or near the end of the penultimate line of the Deed from Robert E. Thompson and Lillie M. Thompson, his wife, to Donald H. Johnson and Carol G. Johnson dated April 30, 1976, and recorded in Liber 613, Folio 725 among the aforesaid Land Records, and running thence along the existing fence line and reversing the lines of said Deed North 34 degrees 24 minutes East 155.1 feet to a post; thence along the margin of Reed Road North 37 degrees 46 minutes East 134.9 feet at a stake; thence leaving the Road and running South 59 degrees 03 minutes 28 seconds East 609.12 feet to a stake; thence South 37 degrees 24 minutes 32 seconds West 310.0 feet to a stake in the closing line of aforementioned Deed; thence reversing said line as fenced North 55 degrees 59 minutes West 177.46 feet to a post; thence North 58 degrees 43 minutes West 173.9 feet; and North 57 degrees 03 minutes West 248.64 feet to the point of beginning; containing 4.15 acres of land, more or less.

AND FURTHER SAVING AND EXCEPTING THEREFROM all that parcel of land situate along the Southeast side of Reed Road approximately 0.5 miles Southwest from Yarrowsburg, in Election District No. 11, Washington County, Maryland, conveyed by Donald H. Johnson and Carol G. Johnson by Deed dated May 15, 1979, and recorded in Liber 681, Folio 421 [among the aforesaid Land Records] and being more particularly described as follows:

BEGINNING at a stake in the Southeast margin of Reed Road, said stake being 425 feet, more or less, from a post in said margin standing at or near the beginning of the penultimate line of the Deed from Robert E. Thompson and Lillie M. Thompson, his wife, to Donald H. Johnson and Carol G. Johnson dated April 30, 1976, and recorded in Liber 613, Folio 725 among the aforesaid Land Records, and running thence along the Southeast margin of said Reed Road as fenced North 40 degrees 58 minutes East 140.62 feet to a post; thence leaving the road and running South 63 degrees 3 minutes 29 seconds East 600 feet to a point; thence South 37 degrees 24 minutes 32 seconds West 310 feet to a point; thence North 60 degrees 59 minutes 40 seconds West 607.01 feet to the point of beginning; containing 4.07 acres of land, more or less.

AND FURTHER SAVING AND EXCEPTING THEREFROM all that parcel of land conveyed by Donald H. Johnson and Carol G. Johnson to Robert W. Wilcox by Deed dated June 12, 2009, and recorded in Liber 3687, Folio 35 [among the aforesaid Land Records] and being more particularly described as follows:

Lot No. 1, containing 10 acres of land, more or less, as shown on the Plat entitled "Replat of Subdivision of Lot 1 for Donald & Carol Johnson" prepared by Frederick, Seibert & Associates, Inc., dated January 22, 2009, and recorded on May 19, 2009, at Plat Folio 9687 among the Plat Records of Washington County, Maryland.

THE street address of the herein described property is currently known and designated as 2045 Reed Road, Knoxville, Maryland; and the property is further identified as tax account no. 11-003621.

BEING all of the same property which was conveyed from Richard Wayne Neely, Jr., Trustee of the Neely Family Revocable Living Trust, and Julie Anne Neely, Trustee of the Neely Family Revocable Trust, by Deed dated June 13, 2018, and recorded in Liber/Book 5782, Folio/Page 72 among the Land Records of Washington County, Maryland.



Agenda Report Form

Open Session Item

SUBJECT: Contract Award (PUR-1636) – Resh Solar II

PRESENTATION DATE: February 6, 2024

PRESENTATION BY: Brandi Naugle, CPPO, Buyer; Dave Mason, P.E., Deputy Director, Solid Waste Department

RECOMMENDED MOTION: Move to award a contract for the Resh Solar II project for the Division of Environmental Management Department of Solid Waste to the responsive, responsible firm, Community Power Group, LLC, of Washington, DC who submitted the Total Lump Sum in the amount of \$95,000.

REPORT-IN-BRIEF: The purpose of the contract is to generate revenue through land lease payments. The Department of Solid Waste is proposing the construction of new solar fields on a portion of the closed Resh Road Landfill. The bidder is proposing to build one field over Cells 1, 4, and 5 (Site 2 on the attached drawing) located on the Southern portion of the landfill and another in the field along the east side of the property (Site 3). Given the history of the site, there is no other approved use for the land. The proposed agreement will be a land lease only, there will be no power-sharing agreement. There will be no cost to the County for this project.

The Project must be in operation for at least twenty (20) years. The term of service under this contract shall begin on the agreement date and continue through the Guaranteed In-service Date and twenty (20) years of operation with an option to renew for up to two (2) additional consecutive five (5) year periods, subject to written notice given by the County at one hundred eighty (180) calendar days in advance of its expiration date. If the Proposer wishes to renew the agreement, he/she must submit a letter of intent to the Director of Purchasing at least one hundred twenty (120) calendar days prior to the expiration of each agreement period. Consideration for renewal shall be given based on performance. The County reserves the right to accept or reject any request for renewal that the Proposer may request at that time. All other terms and conditions shall remain unchanged. The County reserves the right to terminate this agreement if the successful proposer does not execute an agreement and begin work within a the time frame set forth in Request for Proposal.

Notice of the Request for Proposal (RFP) was published on the County's website, the State's e-Maryland Marketplace Advantage website, and in the local newspaper. Forty-Two (42) persons/firms accessed the RFP from the County website. Three (3) firms submitted proposals, one of which was deemed non-responsive.

DISCUSSION: N/A

FISCAL IMPACT: No local or federal funds will be required for this project. The County will receive the revenues from the land lease (490000-21-21010).

CONCURRENCES: Recommended by the Coordinating Committee that was comprised of the Deputy Director - Solid Waste & Watershed (Committee Chairman), County Buyer, Recycling/Operations Coordinator, Division Director of Environmental Management, and Director of Purchasing.

ALTERNATIVES: N/A

ATTACHMENTS: Excerpt from the RFP document containing the “Scope of Work”

PUR-1636
REQUEST FOR PROPOSALS
**REGARDING QUALIFICATIONS AND EXPERIENCE/
TECHNICAL PROPOSALS AND PRICE PROPOSALS**

DIVISION OF ENVIRONMENTAL MANAGEMENT
DEPARTMENT OF SOLID WASTE
RESH SOLAR II

September 13, 2023

I. PURPOSE

This Request for Proposals (“RFP”) is to solicit proposals from interested parties (Developers) in developing an Environmental Beneficial Repurposing of a Landfill Project(s) (“Project”) at the locations noted in Attachment No. 6, which are owned and maintained by Washington County Board of County Commissioners (“Owner” or “Authority”). The Developer must have relevant experience for the proposed project on a closed landfill and be able to demonstrate a detailed explanation of the state and local permitting requirements for the proposed use of a landfill. The execution and use of the land identified in any land lease or land-use agreement must be conducted to avoid impinging on the Owner’s primary business, nor shall such activities limit the Owner’s rights to its property such that the activities interfere with its current and future operations.

As a public entity, the Owner has a fiduciary responsibility to maximize its income from secondary activities. The successful Developer will propose the means of meeting these objectives and the Owner reserves the right to select a proposal taking into consideration a Developers ability to execute on its proposal.

It is the intent of the Authorities to pursue a single, multi-year ground lease agreement with the selected Developer.

II. BACKGROUND

This RFP relates to the sites as identified in Attachment No. 6 (“Site Photos”). The Sites are located in Potomac Edison utility territory which has indicated there is 1.29 MW ac of capacity on the local 3-phase distribution lines as noted in Attachment No. 6. The site is located at 13300 Greencastle Pike, Hagerstown, MD 21740 and the following some details with regards to each potential site:

Site# 1

- Approximately 2.3 Acres for Development
- Year Closed: 2001
- Waste Type: Municipal Solid Waste
- Cap Type: Full, Synthetic
- Depth of Soil Above Cap: 2 feet

- Overview of any Current Onsite Activity: Methane is collected and flared. Leachate is also collected and trucked from the site from two (2) locations on this site. Two (2) underground tanks are located on the east side of the site and two (2) underground tanks are located on the west side of the site. Site# 2

- Approximately 12 Acres for Development
- Approximate Year Closed: 1985
- Waste Type: Municipal Solid Waste
- Cap Type: Partial, Synthetic
- Depth of Soil Above Cap: 2 feet
- Overview of Any Current Onsite Activity: Leachate is collected and trucked from the site from one (1) location from the southern side of the site. The underground tank is located to the south of this site.

Site# 3

- Approximately 7 Acres for Development
- Overview of Any Current Onsite Activity: This area was never a part of the active landfill area or burn site. There may be random pockets of trash throughout the area to the north, the depth of trash and the amount of cover is unknown. The southern and eastern parts of this area may have scattered pockets of trash but significantly less than the northern section. The Highway Department currently uses the existing shop bays for equipment storage. Access to these facilities and the southern leachate area will need to always remain open.

III. SCOPE OF WORK

The goal of this project is for the Owner to produce revenue through land-lease payments. The Developer will provide detailed explanations of the areas to be leased and the term of the use of the land (including terms of access, land use period, any renewal periods, process for restoration of the land, and process for maintaining the land used). The Developer should also provide a summary of land lease requirements that specifically address issues related to landfills.

It is expected that the successful project will include the following aspects which must be detailed in each firm's proposal:

- Summary – Provide a summary of the nature and extent of the project.
- Design – Preliminary design of the project stamped by a Maryland Engineer.
- Permitting/Licensing – Describe the organizations that will be involved in required construction or operational permits. Describe in detail what permitting activities/deliverables will be required by each organization.
- Schedule – Provide a detailed schedule for the project. This schedule should include design, permitting, construction, and financial milestones throughout the life of the project.

