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BOARD OF COUNTY COMMISSIONERS

March 31, 2026

OPEN SESSION AGENDA

- 9:00 AM INVOCATION AND PLEDGE OF ALLEGIANCE
CALL TO ORDER, *President John F. Barr*
APPROVAL OF MINUTES: *March 17, 2026*
- 9:05 AM COMMISSIONERS' REPORTS AND COMMENTS
- 9:20 AM STAFF COMMENTS
- 9:30 AM 1. FY27 WATER QUALITY BUDGET
David Mason, Interim Director, Environmental Management; Kelcee Mace, Chief Financial Officer
- 9:40 AM 2. FY27 SOLID WASTE BUDGET
David Mason, Interim Director, Environmental Management
- 9:50 AM 3. PRESENTATION OF THE 2027-2036 CAPITAL BUDGET – DRAFT 2 - &
WATER QUALITY BUDGET ADJUSTMENT
Kelcee Mace, Chief Financial Officer; Zane Garrett, Deputy Director, Budget and Finance
- 10:00 AM 4. CONTRACT AWARD (PUR-1797) FLOOR REPLACEMENT AT THE DAY
REPORTING CENTER
Brandi Kentner, Director, Procurement; Sheriff Brian Albert, Washington County Sheriff's Office; Terry Hill, Senior Systems Mechanic, Washington County Sheriff's Office
5. INTERGOVERNMENTAL COOPERATIVE PURCHASE (INTG-26-0228) –
PERSONAL PROTECTIVE EQUIPMENT FOR SHERIFF'S DEPARTMENT
Brandi Kentner, Director, Procurement; Sheriff Brian Albert, Washington County Sheriff's Office
6. CONTRACT RENEWAL, REQUESTED INCREASE (PUR-1740) – LEACHATE
HAULING FROM COUNTY LANDFILL
Brandi Kentner, Director, Procurement; David Mason, Deputy Director, Solid Waste

- 10:10 AM 7. MOU BETWEEN THE TOWN OF BOONSBORO AND CLEAR SPRING AND THE BOARD OF COUNTY COMMISSIONERS OF WASHINGTON COUNTY
Greg Cartrette, Director/Code Official, Permits and Inspections; Becky Gander, Chief of Permitting, Permits and Inspections
- 10:15 AM 8. DISTRICT COURT OF MARYLAND, COMMISSIONERS OFFICE LEASE
Todd Moser, Real Property Administrator, Engineering
- 10:20 AM 9. GOVERNOR’S OFFICE FOR CHILDREN FY27 COMMUNITY PARTNERSHIP AGREEMENT PROPOSAL
Richard Lesh, Grant Manager, Grant Management
- 10:25 AM 10. DEPUTY DIRECTOR OF ENVIRONMENTAL PROGRAMS
Chip Rose, Director, Human Resources
- 10:30 AM 11. WASHINGTON COUNTY PUBLIC GOLF CORPORATION (BLACK ROCK GOLF COURSE) BOARD APPOINTMENTS
Dawn L. Marcus, County Clerk
12. ELECTRICAL APPARATUS AND WIRING BOARD OF EXAMINERS AND SUPERVISORS OF WASHINGTON COUNTY BOARD APPOINTMENTS
Dawn L. Marcus, County Clerk
13. WASHINGTON COUNTY PLUMBING AND HVAC BOARD APPOINTMENTS
Dawn Marcus, County Clerk
14. ANIMAL CONTROL AUTHORITY OF WASHINGTON COUNTY BOARD APPOINTMENTS
Dawn Marcus, County Clerk
15. WASHINGTON COUNTY VETERANS ADVISORY COMMITTEE BYLAWS AMENDMENT
Dawn L. Marcus, County Clerk, Aaron Weiss, Assistant County Attorney
- 10:40 AM 16. RATIFY AMENDMENT TO FISCAL YEAR 2027 ANNUAL TRANSIT GRANT APPLICATION – APPROVAL TO APPLY FOR AND ACCEPT FUNDING AS AWARDED FOR THE ANNUAL MDOT/MTA GRANT
Shawn Harbaugh, Director, Transit; Carsten Ahrens, Senior Grant Manager, Grant Management

10:45 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. (1) Personnel Matters are Confidential and not appropriate for open session discussion.*

- *Interviews for and discussion of open position in County government.*
- *Discussion re EMS volunteers*

To consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State (4). Discussion involves confidential business information.

- *Business development presentation.*

Discussion public security, police, fire and rescue services. Public discussion would constitute risk to public.

- *Development of fire and rescue services.)*

3:30 PM RECONVENE IN OPEN SESSION

ADJOURNMENT

Citizens' comments regarding the items on this Agenda or any other item of County business may be directed to: contactcommissioners@washco-md.net.

You may also contact each Commissioner individually at:

John F. Barr, President: jbarr@washco-md.net or (240) 313-2205;

Jeffrey A. Cline, Vice President: jcline@washco-md.net or (240) 313-2208;

Randal A. Leatherman, Commissioner: rleatherman@washco-md.net or (240) 313-2209;

Randall E. Wagner, Commissioner: rwagner@washco-md.net or (240) 313-2207.

Additionally, you may contact Michelle Gordon, County Administrator at mgordon@washco-md.net or (240) 313-2202.



Agenda Report Form

Open Session Item

SUBJECT: FY27 Water Quality Budget

PRESENTATION DATE: March 31, 2026

PRESENTATION BY: David A. Mason, P.E., Interim Director of the Division of Environmental Management; Kelcee Mace, Chief Financial Officer

RECOMMENDED MOTION(S): For informational purposes

REPORT-IN-BRIEF: The Department of Water Quality performs various functions:

Utility Administration provides supportive services to the Water and Sewer Operations of the Department of Water Quality. Services provided include administration, laboratory testing, and maintenance for vehicles, utility facilities, Engineering Services and Stormwater and Watershed Services. It also renders “contract services” for operating and maintaining other municipal treatment plants.

Water and Sewer Operations provide safe and reliable sewer services to the customers of the Department of Water Quality with respect to construction, operations, maintenance, and management of systems in compliance with local, state, and federal regulations. These services provide support to the County’s goal of protecting the environment and public health.

Pretreatment Operations was privatized in 2006 through a long-term lease to a private corporation. As a result, the Pretreatment operational functions are no longer the responsibility of the Department of Water Quality. Privatization was accomplished through a long-term process and was supported by the Washington County Board of County Commissioners. This privatization has allowed Washington County to maintain compliance with EPA regulations at a substantial savings.

DISCUSSION:

The increases are the result of the proposed step, COLA, potential salary scale adjustment, new personnel requests, chemical and general operating costs.

Utility Fund -	\$7,189,730	Increase of \$450,210, 6.68%
Water Fund -	\$1,708,990	Increase of \$85,290, 5.25%
Sewer Fund -	\$16,784,150	Increase of \$698,100, 4.34%
Pretreatment Fund -	\$345,600	0.00% increase

Water and Sewer revenue requirements show that an increase in both funds is necessary to facilitate the Department of Water Quality's long-range financial plans. Incremental increases over a period of time have been the existing plan in place to work toward a self-supported status for these funds. As part of the FY25 budget process, rates were approved for a three-year period. The FY27 approved rate increase was 5.0% for Water and 3.5% for Sewer for the average residential customer.

FISCAL IMPACT: Rate increase provides:

Water - 5.0% increase providing \$58,530 in additional revenue
Sewer - 3.5% increase providing \$505,610 in additional revenue

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: FY27 Water Quality Budget

AUDIO/VISUAL TO BE USED: N/A

Washington County, Maryland
Utility Administration Fund Operating Budget
Detailed Summary
Fiscal Year 2027

Page	Category	FY 2027 Requested Budget	Adjustment	FY 2027 Proposed Budget	\$ Change	Note	% Change	Original Budget FY 2026
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General Revenues:

22-3	Development Fees	0	0	0	0		0.00%	0
22-3	Other Planning Fees	41,500	2,100	43,600	12,300	1	39.30%	31,300
22-3	Drawings/Blue Line Prints	4,820	0	4,820	0		0.00%	4,820
22-3	Contract Operations	406,860	0	406,860	21,760	2	5.65%	385,100
22-3	Inspection Projects	34,480	0	34,480	(5,460)	2	(13.67%)	39,940
		487,660	2,100	489,760	28,600		6.20%	461,160

1 Other Planning Fees:

- Adjusted based on the average over the prior two years and a Memorandum of Understanding on file.

2 Contract Operations / Inspection Projects:

- Revenues are adjusted to agree with total billable contract operations expense and inspection projects expense.

Miscellaneous Revenues:

22-3	Interest, Penalties & Fees	100	0	100	0		0.00%	100
22-3	Utility Admin Charge	5,131,310	11,260	5,142,570	233,720	3	4.76%	4,908,850
22-3	General Fund Appropriation	1,438,430	(6,130)	1,432,300	471,580	4	49.09%	960,720
22-3	CIP Transfer	0	0	0	(308,690)	5	(100.00%)	308,690
		6,569,840	5,130	6,574,970	396,610		6.42%	6,178,360

3 Utility Admin Charge:

- Adjusted to meet the operating requirements of the Utility Admin Fund which supports all Water Quality Departments.

4 General Fund Appropriation:

- Adjusted to reflect expenses for Stormwater and Clean County services. Previously, Clean County was funded through a CIP transfer.

5 CIP Transfer:

- Funding for the Clean County department has been moved to the General Fund appropriation.

Lab Revenues: **120,000** **5,000** **125,000** **25,000** **6** **25.00%** **100,000**

6 Lab Revenues:

- Increased based on new regulatory testing that is required and year-over-year revenue performance.

Total Revenues	7,177,500	12,230	7,189,730	450,210			6.68%	6,739,520
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Washington County, Maryland
Utility Administration Fund Operating Budget
Detailed Summary
Fiscal Year 2027

Page	Category	FY 2027 Requested Budget	Adjustment	FY 2027 Proposed Budget	\$ Change	Note	% Change	Original Budget FY 2026
Expenses								
	22-7 Utility Administration	2,207,330	21,860	2,229,190	46,970	7	2.15%	2,182,220
	22-24 Engineering	679,500	0	679,500	24,630	8	3.76%	654,870
	22-28 Laboratory	898,810	0	898,810	136,790	9	17.95%	762,020
	22-35 Maintenance	1,512,090	(3,500)	1,508,590	62,630	10	4.33%	1,445,960
	22-43 Stormwater	1,113,830	(6,130)	1,107,700	146,980	11	15.30%	960,720
	22-55 Clean County	324,600	0	324,600	15,910	12	5.15%	308,690
	22-61 Inspection Projects-Billable	34,480	0	34,480	(5,460)	13	(13.67%)	39,940
	22-63 Contract Operations-Billable	406,860	0	406,860	21,760	14	5.65%	385,100
	Total Expenses	7,177,500	12,230	7,189,730	450,210	15	6.68%	6,739,520

7 Utility Administration:
- Wages and benefits increased \$170,350 due to the step, COLA, salary scale decompression and new personnel request.
- Operating expenses decreased \$125,380. The largest decreases are seen in the appropriation to the CIP fund and contracted/purchased services. These savings are partially offset by higher debt service and insurance costs.
- Capital Outlay requests increased \$2,000 to purchase equipment for the requested new personnel position.

8 Engineering:
- Wages and benefits increased \$27,570 due to the requested step and COLA. This was offset by reductions of \$2,940 in operating expenses, mainly due to the expiration of a lease that does not need renewed.

9 Laboratory:
- Wages and benefits increased \$84,860 due to the requested step, COLA and allocation adjustments.
- Operating expenses increased \$51,930 mostly due to additional testing requirements from the Maryland Department of the Environment and increased electric costs.

10 Maintenance:
- Wages and benefits increased \$56,950 due to the requested step, COLA and allocation adjustments.
- Operating expenses had a net increase of \$5,680. The largest increases are seen in supplies/materials and software.

11 Stormwater:
- Wages and benefits increased \$158,800 due to the requested step, COLA, salary scale decompression, new personnel request and upgrades for some employees.
- Operating expenses decreased for contracted/purchased services that won't be required if personnel request is approved.
- Capital outlay requests increased \$67,670. Of this amount, \$57,810 is related to the new personnel request.

12 Clean County:
- Wages and benefits increased \$18,270 due to the requested step, COLA and salary scale decompression.
- Operating expenses increased \$4,500. The largest increases are seen in safety equipment and waste/trash disposal.
- No capital outlay requests were submitted so the budget was decreased \$6,860.

13 Inspection Projects-Billable:
- Wages and benefits decreased \$5,460 due to a slowdown in developmental growth.

14 Contract Operations-Billable:
- Wages and benefits increased \$21,260 due to the requested step, COLA and allocation adjustments.
- Operating expenses increased \$500, mainly due to water expenses.

15 Category Summary:

Salaries and Benefits	5,236,680	(6,550)	5,230,130	532,600	11.34%	4,697,530
Operating	1,870,460	18,780	1,889,240	(145,200)	(7.14%)	2,034,440
Capital Outlay	70,360	0	70,360	62,810	831.92%	7,550
	7,177,500	12,230	7,189,730	450,210	6.68%	6,739,520

**Washington County, Maryland
Utility Administration Fund Revenues
FY27**

	2027 Operating Budget Requested	Adjustment	2027 Operating Budget Proposed	\$ Change	% Change	2026 Operating Budget Approved	2025 Actuals Final	2024 Actuals Final
403050 - Development Fees	0	0	0	0	0.00%	0	101,000	0
403055 - Other Planning Fees	41,500	2,100	43,600	12,300	39.30%	31,300	32,000	34,514
404400 - Interest - Investments	0	0	0	0	0.00%	0	308,792	0
404410 - Interest - Municipal Investment	0	0	0	0	0.00%	0	14,302	0
404420 - Interest, Penalties & Fees	100	0	100	0	0.00%	100	509	111
440110 - Drawings/Blue Line Prints	4,820	0	4,820	0	0.00%	4,820	3,350	4,675
440200 - Lab Testing	120,000	5,000	125,000	25,000	25.00%	100,000	129,725	97,638
441200 - Utility Admin Charge	5,131,310	11,260	5,142,570	233,720	4.76%	4,908,850	3,726,054	4,458,250
485000 - Reimbursed Exp - Admin	0	0	0	0	0.00%	0	0	28
490000 - Miscellaneous	0	0	0	0	0.00%	0	8,396	1,831
490005 - Insurance Recovery	0	0	0	0	0.00%	0	2,453	15,913
490010 - Gain or Loss on Sale of Asset	0	0	0	0	0.00%	0	10,344	32,186
490045 - Oper Transfer - General Fund	1,438,430	(6,130)	1,432,300	471,580	49.09%	960,720	733,997	702,970
490080 - Bad Check Fees	0	0	0	0	0.00%	0	0	25
491735 - Capital Transfer - CIP	0	0	0	(308,690)	(100.00)%	308,690	301,324	303,380
498600 - Donations	0	0	0	0	0.00%	0	0	224
498800 - Other - CIP Revenue	0	0	0	0	0.00%	0	50,516	4,555
499500 - Contract Operations	406,860	0	406,860	21,760	5.65%	385,100	292,314	253,456
499510 - Inspection Projects	34,480	0	34,480	(5,460)	(13.67)%	39,940	27,099	5,064
Revenues	7,177,500	12,230	7,189,730	450,210	6.68%	6,739,520	5,742,175	5,914,770

**Washington County, Maryland
Utility Administration Fund
Department 00000 - Default Department
FY27 Revenues**

	2027 Operating Budget Requested	2027 Operating Budget Proposed	2027 Variance Comments Requested	2027 Variance Comments Proposed
403055 - Other Planning Fees	41,500	43,600	Estimate is based on average equivalent dwelling units (EDU's) over the past two years multiplied by the fee per EDU. 83 EDUs x \$500 per EDU.	Estimate updated to reflect a Memorandum of Understanding (MOU) on file. When breaking out the revenue from this MOU, the average number of EDU's over the past two years multiplied by the fee per EDU is 76 EDU's x \$500 per EDU = \$38,000 plus \$5,600 for the MOU.
404420 - Interest, Penalties & Fees	100	100		
440110 - Drawings/Blue Line Prints	4,820	4,820		
440200 - Lab Testing	120,000	125,000	Increased revenue is forecasted due to additional/new required regulatory testing for wastewater and drinking water plants as well as county businesses operating from a well; increases in private residential testing; testing services for two wastewater plants located outside of Washington County.	Current year revenues continue to keep pace with last year. Increasing budget slightly higher.
441200 - Utility Admin Charge	5,131,310	5,142,570	Increased to meet the operating requirements of the Utility Admin Fund, which supports all Water Quality departments.	Increased revenue projections and decreased debt service costs, due to the FY26 bond sale being delayed, were offset by a change in the funding source for the Capital Improvement Plan (CIP) project STY025.

**Washington County, Maryland
Utility Administration Fund
Department 00000 - Default Department
FY27 Revenues**

	2027 Operating Budget Requested	2027 Operating Budget Proposed	2027 Variance Comments Requested	2027 Variance Comments Proposed
490045 - Oper Transfer - General Fund	1,438,430	1,432,300		Represents operational support for departments 40050 - Stormwater \$1,113,830 and 40060 - Clean County \$324,600. Expenses for Clean County were previously funded through account 491735 - Capital Transfer - CIP. Department 40050 increased \$153,110 through a combination of increased wages and benefits, decreased operating expenses and increased capital outlay requests, mostly attributable to personnel requests. Please see the specific department's budget for further details.
491735 - Capital Transfer - CIP	0	0		Funding for Clean County previously was budgeted through CIP project DNG039 Stormwater Retrofits. Going forward, department 40060 will be funded through an operating transfer from the General Fund (account 490045).
499500 - Contract Operations	406,860	406,860		Adjusted to match the total expenses for billable contract operations. Increased costs are due to the requested COLA and step increase for employees.
499510 - Inspection Projects	34,480	34,480		Adjusted to match the total expenses for billable inspection projects. A decrease in inspection services has resulted in decreased wages and benefits.

Total	7,177,500	7,189,730		
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Washington County, Maryland
Utility Administration Fund Expenditures - Proposed
FY27

	2027 Operating Budget Requested	Adjustment	2027 Operating Budget Proposed	\$ Change	% Change	2026 Operating Budget Approved	2025 Actuals Final	2024 Actuals Final
40010 - Utility Administration	2,207,330	21,860	2,229,190	46,970	2.15%	2,182,220	1,566,897	1,423,059
40020 - Engineering	679,500	0	679,500	24,630	3.76%	654,870	486,489	544,255
40030 - Laboratory	898,810	0	898,810	136,790	17.95%	762,020	801,727	667,913
40040 - Maintenance	1,512,090	(3,500)	1,508,590	62,630	4.33%	1,445,960	1,298,492	1,242,882
40050 - Stormwater	1,113,830	(6,130)	1,107,700	146,980	15.30%	960,720	737,774	668,627
40060 - Clean County	324,600	0	324,600	15,910	5.15%	308,690	302,524	297,132
40998 - Billable - Inspection Projects	34,480	0	34,480	(5,460)	(13.67)%	39,940	357	13
40999 - Billable - Contract Operations	406,860	0	406,860	21,760	5.65%	385,100	109,627	56,375
Total Expenditures	7,177,500	12,230	7,189,730	450,210	6.68%	6,739,520	5,303,887	4,900,256

**Washington County, Maryland
Utility Administration Fund
Department 40010 - Utility Administration
FY27 Expenses**

	2027 Operating Budget Requested	Adjustment	2027 Operating Budget Proposed	\$ Change	% Change	2026 Operating Budget Approved	2025 Actuals Final	2024 Actuals Final
505170 - Postage	2,500	(2,000)	500	(1,700)	(77.27)%	2,200	1,097	2,045
505180 - Printing Expenses	0	0	0	0	0.00%	0	(50)	0
505200 - Safety Equipment	22,000	3,500	25,500	5,500	27.50%	20,000	23,957	16,460
505230 - Travel Expenses	2,660	0	2,660	530	24.88%	2,130	411	0
505960 - Uncollectible Accounts	0	0	0	0	0.00%	0	127	0
510010 - Fleet Insurance	98,310	0	98,310	10,800	12.34%	87,510	79,994	68,717
510020 - Property & Casualty Insurance	77,040	0	77,040	9,970	14.87%	67,070	68,464	62,025
510030 - Public & Gen Liability Insurance	44,110	0	44,110	6,740	18.04%	37,370	34,300	34,619
515000 - Contracted/Purchased Service	8,000	0	8,000	(22,000)	(73.33)%	30,000	25,477	7,578
515180 - Software	22,830	0	22,830	2,980	15.01%	19,850	15,628	0
515260 - Legal Services	0	0	0	(1,000)	(100.00)%	1,000	0	0
520000 - Training	12,000	0	12,000	2,000	20.00%	10,000	7,703	5,108
520010 - Certification Classes	0	0	0	(17,000)	(100.00)%	17,000	125	0
520030 - Food Comp	200	0	200	0	0.00%	200	30	9
520040 - Seminars/Conventions	500	0	500	0	0.00%	500	350	0
520050 - Tuition Assistance	2,500	0	2,500	0	0.00%	2,500	0	0
525000 - Supplies/Material - Operating	2,000	0	2,000	0	0.00%	2,000	654	1,241
525020 - Janitorial Supplies	0	0	0	0	0.00%	0	12	0
525030 - Medical Supplies	0	0	0	0	0.00%	0	60	0
526000 - Supplies/Material-Maintenance	0	0	0	0	0.00%	0	13,560	0
526040 - Equipment Maintenance	0	0	0	0	0.00%	0	12	10
527090 - Auto Repairs	0	0	0	0	0.00%	0	179	0
535020 - Equipment Rental	0	0	0	(1,000)	(100.00)%	1,000	0	0
535055 - Lease Payments	2,950	0	2,950	1,080	57.75%	1,870	4,659	0
535057 - Non-Lease Components	0	0	0	(260)	(100.00)%	260	0	259
535058 - Lease - Variable Payments	0	0	0	(650)	(100.00)%	650	0	578
540010 - Wireless Communication	8,920	0	8,920	1,420	18.93%	7,500	7,608	8,297
540020 - Telephone Expenses	0	0	0	0	0.00%	0	0	144
545010 - Electric	36,000	0	36,000	3,830	11.91%	32,170	30,849	21,407
545020 - Natural Gas	9,000	0	9,000	3,200	55.17%	5,800	8,059	4,582

Washington County, Maryland
 Utility Administration Fund
 Department 40010 - Utility Administration
 FY27 Expenses

	2027 Operating Budget Requested	Adjustment	2027 Operating Budget Proposed	\$ Change	% Change	2026 Operating Budget Approved	2025 Actuals Final	2024 Actuals Final
545050 - Waste/Trash Disposal	9,000	0	9,000	0	0.00%	9,000	75,177	65,023
545060 - Water	1,140	0	1,140	0	0.00%	1,140	885	922
592060 - Service Charges	200	0	200	200	100.00%	0	100,029	91,476
Operating Expenses	676,190	21,700	697,890	(125,380)	(15.23)%	823,270	553,735	434,286
599999 - Controllable Assets	2,000	0	2,000	2,000	100.00%	0	6,088	2,222
Capital Outlay	2,000	0	2,000	2,000	100.00%	0	6,088	2,222
Total	2,207,330	21,860	2,229,190	46,970	2.15%	2,182,220	1,566,897	1,423,059

**Washington County, Maryland
Utility Administration Fund
Department 40010 - Utility Administration
FY27 Expenses**

	2027 Operating Budget Requested	2027 Operating Budget Proposed	2027 Variance Comments Requested	2027 Variance Comments Proposed
500000 - Wages - Full Time	763,740	763,740		The budget is based on a proposed step of 2.5% and a 1% COLA for FY27. Wages are then allocated based on a three-year rolling average and adjusted for any known changes in trends.
500040 - Other Wages	10,060	10,060		The Other Wages category includes amounts for sick pay bonus and holidays worked for operations that require coverage on holidays. The sick pay bonus is based on prior year actuals with a small increase for employees receiving additional pay for accumulating more consecutive years without using sick time. The holiday worked was increased for the 3.5% wage increases for FY27. This category also includes stipend pay for employees who maintain eligible certifications.
500100 - FICA - Employer	59,200	59,200		Budget is based on total wages times 7.65%.
500120 - Health Insurance	162,660	162,660		Health Insurance budget is based on current employees' coverage and \$17,000 is budgeted for vacant positions. The premiums will not be increased in FY27. This is based on the projected trend analysis in the market, discussions with the County's health insurance administrators, an analysis of the County's self-insured reserve trends, and the anticipated reserve balance.

**Washington County, Maryland
Utility Administration Fund
Department 40010 - Utility Administration
FY27 Expenses**

	2027 Operating Budget Requested	2027 Operating Budget Proposed	2027 Variance Comments Requested	2027 Variance Comments Proposed
500125 - Other Insurance	2,800	2,800	This category includes County paid premiums for employee life insurance, dependent life insurance, and long-term disability. The majority of these premiums are based on wages. Due to the proposed wage increase the other insurance increased by approximately 3.5% and is then allocated based on a three-year rolling average.	
500130 - Pension	190,940	190,940	The budgeted amount for employer pension is based on full-time wages times 25%.	
500140 - Workers Compensation	24,480	24,480	Workers Compensation is based on projected employee wages times their assigned classification rates.	
500145 - Time to Care	13,690	13,690		
500155 - Personnel Requests	382,610	382,610	New position request - Compliance Manager. See support form for more details \$121,330; \$261,280 placeholder for scale decompression.	
500160 - Other Post Employment Benefits	15,340	15,340	Based on funding levels of the OPEB trust, the County contribution to OPEB for FY27 will be slightly decreased from the FY26 contribution.	
500161 - Wage Reserve	(99,060)	(99,060)	To budget for vacancy savings.	
500170 - Employee Investment	1,750	1,880	14 employees x \$125 per employee for boot reimbursement.	Increased for proposed new position.

**Washington County, Maryland
Utility Administration Fund
Department 40010 - Utility Administration
FY27 Expenses**

	2027 Operating Budget Requested	2027 Operating Budget Proposed	2027 Variance Comments Requested	2027 Variance Comments Proposed
500172 - Team Building	930	960	The team building incentive budget is \$25 per full-time employee per year. This allows a department head or division director to offer the occasional celebration or recognize employee achievements in the office setting.	Increased for proposed new position.
501000 - Debt - Bond Principal	85,540	85,540	Debt cost is based on fixed agreed upon payments with bondholders and State agencies. Payments are in accordance with amortization schedules.	
501050 - Debt - Bond Interest	39,850	34,430	Debt cost is based on fixed agreed upon payments with bondholders and State agencies. Payments are in accordance with amortization schedules.	A new money bond issue will not occur in the Spring of 2026. Hence, there will not be an interest payment due in January 2027 for the new issue.
501080 - Debt Lease Interest	0	0	Due to increased materiality thresholds GASB87 no longer applies so interest doesn't need calculated separately. Moving budget back to the 535055 Lease Payments account.	
501090 - Debt - Administrative Fees	70	60	Debt cost is based on fixed agreed upon payments with bondholders and State agencies. Payments are in accordance with amortization schedules.	A new money bond issue will not occur in the Spring of 2026. Hence, there will not be an administrative fee due in FY27 for the new issue.
501095 - Bond Issue Cost Expense	0	630	Utility bonds are not budgeted for the FY27 bond issue so no expense will be incurred.	Projected costs increased based on changes from the original FY27 CIP plan to draft 1 as well as the FY26 CIP bond sale being combined with the FY27 bond sale.
502000 - Appropriations	150,000	175,000	Updated to match CIP Plan. Planned projects include replacing different types of equipment or vehicles.	The appropriation for the Local Limits Study in the CIP plan is moving from the Sewer Fund to the Utility Fund, \$25,000.

**Washington County, Maryland
Utility Administration Fund
Department 40010 - Utility Administration
FY27 Expenses**

	2027 Operating Budget Requested	2027 Operating Budget Proposed	2027 Variance Comments Requested	2027 Variance Comments Proposed
505010 - Advertising	1,000	1,000		
505050 - Dues & Subscriptions	7,000	7,000		
505080 - Freight & Cartage	8,000	8,000		
505120 - Licenses & Certifications	11,000	11,000	Reallocating \$6,000 from account 520010 Certification Classes. Waterworks & Waste System Operator (WWSO) licenses as well as Commercial Driver's Licenses (CDLs) are expensed to this account. It is expected that three positions that require a Class B license will be hired in FY27. In addition, we are striving to send one employee for their Class A license.	
505130 - Small Office Equipment	250	250		
505140 - Office Supplies	11,000	11,000		
505160 - Personal Mileage	620	620	Travel is planned for 840 miles x \$0.725 per mile.	
505170 - Postage	2,500	500	Budget updated to improve accuracy and ensure appropriate coverage of ongoing costs.	Department 40050 will begin to absorb certified mailing costs for stormwater inspection corrective actions going forward.
505200 - Safety Equipment	22,000	25,500	Safety gear is necessary to maintain a safe working environment. Certain items must be replaced according to manufacturer guidelines. The budget is being increased based on prior year expenses and forecasted needs.	Reallocated \$3,500 from department 40040 for fire extinguisher maintenance.

**Washington County, Maryland
 Utility Administration Fund
 Department 40010 - Utility Administration
 FY27 Expenses**

	2027 Operating Budget Requested	2027 Operating Budget Proposed	2027 Variance Comments Requested	2027 Variance Comments Proposed
505230 - Travel Expenses	2,660	2,660	Attendance at the Chesapeake Tri-Association Conference enables employees to obtain credits towards maintaining their Professional Engineer license as well as provide educational/networking opportunities.	
510010 - Fleet Insurance	98,310	98,310	There is an overall percentage increase of 22.43% for all funds combined over prior year's budget. The percentage decrease/increase varies by department or fund. Changes related to volume and/or claims experience paid in various departments. Human Resources insurance analyst projected cost of premiums based on industry trends and discussions with industry experts and current service providers.	
510020 - Property & Casualty Insurance	77,040	77,040	There is an overall percentage increase of 22.43% for all funds combined over prior year's budget. The percentage decrease/increase varies by department or fund. Changes related to volume and/or claims experience paid in various departments. Human Resources insurance analyst projected cost of premiums based on industry trends and discussions with industry experts and current service providers.	

**Washington County, Maryland
Utility Administration Fund
Department 40010 - Utility Administration
FY27 Expenses**

	2027 Operating Budget Requested	2027 Operating Budget Proposed	2027 Variance Comments Requested	2027 Variance Comments Proposed
510030 - Public & Gen Liability Insurance	44,110	44,110		There is an overall percentage increase of 22.43% for all funds combined over prior year's budget. The percentage decrease/increase varies by department or fund. Changes related to volume and/or claims experience paid in various departments. Human Resources insurance analyst projected cost of premiums based on industry trends and discussions with industry experts and current service providers.
515000 - Contracted/Purchased Service	8,000	8,000		In FY25 and FY26 Water and Sewer policies/ordinances were rewritten so the budget was increased for these additional expenses. The budget can now be reduced since these services have been completed.
515180 - Software	22,830	22,830		An increase of 10% over FY26 actuals is forecasted based on prior year increases. In addition, three additional licenses will need added.
515260 - Legal Services	0	0		The budget is being removed based on no activity the prior three years.
520000 - Training	12,000	12,000		Reallocating \$2,000 from account 520010 Certification Classes, Operators and Electricians need training hour classes for their license and safety training needs provided to employees. Some of the costs of this training has been shifted from Human Resources to the department.

**Washington County, Maryland
Utility Administration Fund
Department 40010 - Utility Administration
FY27 Expenses**

	2027 Operating Budget Requested	2027 Operating Budget Proposed	2027 Variance Comments Requested	2027 Variance Comments Proposed
520010 - Certification Classes	0	0	Reallocating \$6,000 to account 505120 Licenses & Certifications. Also reallocating \$2,000 to account 520000 Training. The remaining budget is being eliminated based on historical usage.	
520030 - Food Comp	200	200		
520040 - Seminars/Conventions	500	500		
520050 - Tuition Assistance	2,500	2,500		
525000 - Supplies/Material - Operating	2,000	2,000		
535020 - Equipment Rental	0	0	The budget is being removed based on no activity the prior three years.	
535055 - Lease Payments	2,950	2,950	The budget for copy paks and overages was moved from the 535057 and 535058 back to this account. The current copier lease will expire in FY27 with a new lease to follow; the postage machine will enter the final full year of its lease.	
535057 - Non-Lease Components	0	0	Due to increased materiality thresholds GASB87 no longer applies so moving budget back to the 535055 Lease Payments account.	
535058 Lease-Variable Payments	0	0	Due to increased materiality thresholds GASB87 no longer applies so moving budget back to the 535055 Lease Payments account.	

**Washington County, Maryland
Utility Administration Fund
Department 40010 - Utility Administration
FY27 Expenses**

	2027 Operating Budget Requested	2027 Operating Budget Proposed	2027 Variance Comments Requested	2027 Variance Comments Proposed
540010 - Wireless Communication	8,920	8,920		Budgeted a 5% increase over the current monthly bill of \$660 and \$600 for the yearly cellphone service for the requested Compliance Manager position.
545010 - Electric	36,000	36,000		The electric budget is based on four prior year actuals, forecasted rate changes, and other known circumstances. The projection also takes into account current year actuals with annualized estimations.
545020 - Natural Gas	9,000	9,000		The natural gas budgets were based on four prior year actuals and forecasted rate changes.
545050 - Waste/Trash Disposal	9,000	9,000		
545060 - Water	1,140	1,140		Projected actual x 3% rate increase.
592060 - Service Charges	200	200		Increasing budget for monthly usage fees (acceptance of Visa & Mastercard and statement fee).
599999 - Controllable Assets	2,000	2,000		To purchase an iPad with keyboard for the requested Compliance Manager position.
Total	2,207,330	2,229,190		

**Washington County, Maryland Operating Budget
Detailed Budget Worksheet - New Position Requests
Fiscal Year 2027**

Department Name: **Utility Administration - General Operations**

Department Number: **40010**

Personnel Requests - Wages and Benefits: List all staff positions being requested. Provide a detailed justification for why the positions are necessary. Provide annual salary, benefits, and the total cost for requested personnel. *Include a Human Resources approved job description with this form.*

Position Name	Type	Annual Salary	FICA	Health Insurance	Other Insurance	Pension	Worker's Comp.	Total
Compliance Manager	Full-Time	\$78,062	\$5,972	\$17,000	\$600	\$19,516	\$172	\$121,330
			\$0	\$0	\$0	\$0	\$0	\$0
			\$0	\$0	\$0	\$0	\$0	\$0
			\$0	\$0	\$0	\$0	\$0	\$0
			\$0	\$0	\$0	\$0	\$0	\$0
			\$0	\$0	\$0	\$0	\$0	\$0

Total Wages and Benefits: \$121,330

Explanation and Justification of Request

With the increased regulations and emerging contaminants such as Perfluoroalkyl and Polyfluoroalkyl Substances (PFAS), Whole Effluent Toxicity (WET), Transpiration Control Technology (TCT), and more stringent Enhanced Nutrient levels, this position is key to maintain compliance of all treatment facilities. This proposed role will maintain compliance, submit renewals, and follow all processes to completion. They will assist in the training and licensing of operators and spend time in each plant to ensure that all aspects of treatment are optimized. This position will also assist the Operations Superintendent in tracking needs and staffing at all plants to maintain operations per the Code of Maryland Regulations (COMAR). The total salary for a grade 14 step 5 is \$78,062.

Personnel Requests Operating Expenses: Provide a list of all additional operating expenses associated with hiring new positions. If you are requesting multiple positions, please include the cost for all positions with a note explaining the request. If an expense requires additional support forms, please complete them as well (i.e. travel, software etc.).

Expense Account Number	Account Description	Notes	Total Request
500170-40-40010	Employee Investment	Boot Reimbursement for Compliance Manager	\$125
500172-40-40010	Team Building	Incentive for Compliance Manager	\$25
540010 - 40-40010	Wireless Communication	Annual Cellphone - budgeted in Fund 40 - Utility Admin.	\$600
599999 - 42-42010	Controllable Assets	iPad with keyboard - budgeted in Fund 42 - Sewer	\$2,000

Operating Expense Total: \$2,750

***Note:** Operating expenses are listed on this form for informational purposes. They will be placed in the appropriate expense account within a departments budget. They will not go into the 500155 expense account.

**Washington County, Maryland Operating Budget
Detailed Budget Worksheet - Travel Expenses
Fiscal Year 2027**

Department Name: **Utility Administration**

Department Number: **40010**

Travel Expenses: Indicate the budgeted travel's purpose, the destination of each trip, the duration of the trip and the number of travelers.

Trip A: Purpose, Location, Attendees and Approximate Dates of Travel.	Expense	Cost Per Person or Rate per Mile	#of days	# of travelers or miles	Total Cost	
Chesapeake Tri-Association Conference: To obtain credits to maintain employee's Professional Engineer license. The Conference is located in Ocean City, MD and attended by either the Deputy Director of Engineering, the Deputy Director of Environmental Programs, or the Director of Environmental Management the first week of September 2026.	Round Trip Airfare <i>(if applicable)</i>	\$0.00		0	\$0.00	
	Lodging	\$500.00	1	1	\$500.00	
	Meals/Per-Diem	\$75.00	2	1	\$150.00	
	Ground Transportation *	\$0.00	0	0	\$0.00	
	Parking	\$0.00	0	0	\$0.00	
	Tolls	\$13.00		1	\$13.00	
	Registration Fees	\$250.00		1	\$250.00	
	Personal Mileage	\$0.725		420	\$310.00	
	Subtotal for Trip A	Travel Expenses - 505230				\$670.00
		Seminars & Conventions - 520040				\$250.00
Personal Mileage - 505160				\$310.00		

Trip B: Purpose, Location, Attendees and Approximate Dates of Travel.	Expense	Cost Per Person or Rate per Mile	#of days	# of travelers or miles	Total Cost	
Chesapeake Tri-Association Conference: will be attended for educational / networking purposes. The Conference is located in Ocean City, MD and attended by one operator the first week of September 2026.	Round Trip Airfare <i>(if applicable)</i>	\$0.00		0	\$0.00	
	Lodging	\$400.00	4	1	\$1,600.00	
	Meals/Per-Diem	\$75.00	5	1	\$375.00	
	Ground Transportation *	\$0.00	0	0	\$0.00	
	Parking	\$0.00	0	0	\$0.00	
	Tolls	\$13.00		1	\$13.00	
	Registration Fees	\$250.00		1	\$250.00	
	Personal Mileage	\$0.725		420	\$310.00	
	Subtotal for Trip B	Travel Expenses - 505230				\$1,990.00
		Seminars & Conventions - 520040				\$250.00
Personal Mileage - 505160				\$310.00		

Total Travel Expenses - 505230	\$2,660.00
Total Seminars & Conventions - 520040	\$500.00
Total Personal Mileage - 505160	\$620.00

**Washington County, Maryland Operating Budget
Detailed Budget Worksheet - Software Expenses
Fiscal Year 2027**

Department Name: **Utility Administration**

Department Number: **40010**

Software Expenses: List each software vendor and item to be purchased with an estimated cost. Please provide a detailed justification for why the software is needed. Be prepared to discuss how you arrived at your cost estimate (contract, vendor contact etc.).

Vendor Name	Vendor Number	Product Description/ Explanation of Use	FY2026 BOCC Approval	FY2027 Department Request
Limble Solutions, Inc.	30510	Software that allows the department inventory control, fleet management and facility requests to be logged and managed.	19,850	22,830

Total Software Request - Account 515180	\$19,850	\$22,830
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**Washington County, Maryland Operating Budget
Detailed Budget Worksheet - Copier Lease Expenses
Fiscal Year 2027**

Department Name: **Utility Administration**

Department Number: **40010**

Copier Lease Expenses: Indicate the copier make and/or model as well as the location. This form should match what is entered on the purchase requisition at the start of the new fiscal year.

Copier Model Number	Location	Expense	Cost Per Month/ Cost per Copy	# of copies	Total Cost
Ricoh IMC4500	Elliott Pkwy, Williamsport, MD	Monthly Rental	\$102.41		\$716.87
		CopyPak/Monthly Maintenance	\$21.60		\$151.20
		Black & White Overage	\$0.0054	1,266	\$6.84
		Color Overage	\$0.0330	11,229	\$370.56
Unknown at this time - Current lease expires 1/2027.	Elliott Pkwy, Williamsport, MD	Monthly Rental	\$108.00		\$540.00
		CopyPak/Monthly Maintenance	\$23.00		\$115.00
		Black & White Overage	\$0.0057	904	\$5.15
		Color Overage	\$0.0430	8,021	\$344.90
		Monthly Rental			\$0.00
		CopyPak/Monthly Maintenance			\$0.00
		Black & White Overage			\$0.00
		Color Overage			\$0.00
		Monthly Rental			\$0.00
		CopyPak/Monthly Maintenance			\$0.00
		Black & White Overage			\$0.00
		Color Overage			\$0.00

Total Lease Payments: \$2,260.00

**Washington County, Maryland Operating Budget
Detailed Budget Worksheet - Installment Lease Expenses
Fiscal Year 2027**

Department Name: **Utility Administration**

Department Number: **40010**

Installment Lease Expenses: Indicate the item being leased, whether this is a new or existing lease, number of years it will be financed for, the final year of the lease, the straight purchase price, the total price the County will have to pay to finance the lease, the payment amount for the current fiscal year and whether the County will own the item at the end of the lease or if it will be returned. Provide any additional information as needed.

Item Leased	New or Existing Lease	Number of Years Financed	Final Year of Lease	Straight Purchase Price *	Total Financed Price**	Payment for FY2027	County Owned at End of Lease?	Additional Notes
Postage machine	Existing	5	FY27	N/A	\$3,415.00	\$683.00	No	Billed quarterly \$170.73

Total Lease Payment - 535055 \$690.00

**Washington County, Maryland Operating Budget
Detailed Budget Worksheet - Controllable Assets (≥\$1 and <\$10,000)
Fiscal Year 2027**

Department Name: **Utility Administration**

Department Number: **40010**

Controllable Assets: Requests in accounts 599999 - 600800 need to be prioritized in order of need (highest to lowest) as a whole, with 1 being the highest priority. If there are requests in two or more accounts, there can only be one priority 1, one priority two etc. among all the accounts combined. Priority cannot be repeated throughout the accounts.

Priority Number	Item Description	Quantity	Unit Cost	Total Cost	New or Replacement (*)	Justification of Request
1	lpad with keyboard	1	\$2,000	\$2,000	New	For new position.
				\$0		
				\$0		
				\$0		
				\$0		
				\$0		
				\$0		
				\$0		

Total Controllable Assets - 599999	\$2,000
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Washington County, Maryland
 Utility Administration Fund
 Department 40020 - Engineering
 FY27 Expenses

	2027 Operating Budget Requested	Adjustment	2027 Operating Budget Proposed	\$ Change	% Change	2026 Operating Budget Approved	2025 Actuals Final	2024 Actuals Final
500000 - Wages - Full Time	427,290	0	427,290	21,580	5.32%	405,710	313,096	329,699
500010 - Wages - Overtime	550	0	550	(70)	(11.29)%	620	27	562
500040 - Other Wages	630	0	630	340	117.24%	290	272	248
500100 - FICA - Employer	32,780	0	32,780	1,670	5.37%	31,110	26,475	24,560
500120 - Health Insurance	91,000	0	91,000	(5,480)	(5.68)%	96,480	58,287	69,135
500125 - Other Insurance	1,570	0	1,570	50	3.29%	1,520	1,051	1,411
500130 - Pension	106,820	0	106,820	9,450	9.71%	97,370	73,480	104,981
500140 - Workers Compensation	13,700	0	13,700	30	0.22%	13,670	6,446	7,989
Wages and Benefits	674,340	0	674,340	27,570	4.26%	646,770	479,134	538,585
501080 - Debt - Lease Interest	0	0	0	(10)	(100.00)%	10	(1)	49
505150 - Other - Miscellaneous	0	0	0	0	0.00%	0	26	0
505230 - Travel Expenses	0	0	0	0	0.00%	0	176	0
515180 - Software	3,920	0	3,920	110	2.89%	3,810	3,432	3,135
525040 - Small Tools & Equipment	100	0	100	0	0.00%	100	0	0
535055 - Lease Payments	0	0	0	(2,080)	(100.00)%	2,080	2,064	0
540010 - Wireless Communication	1,140	0	1,140	(960)	(45.71)%	2,100	1,658	2,486
Operating Expenses	5,160	0	5,160	(2,940)	(36.30)%	8,100	7,355	5,670
Total	679,500	0	679,500	24,630	3.76%	654,870	486,489	544,255

**Washington County, Maryland
Utility Administration Fund
Department 40020 - Engineering
FY27 Expenses**

	2027 Operating Budget Requested	2027 Operating Budget Proposed	2027 Variance Comments Requested	2027 Variance Comments Proposed
500000 - Wages - Full Time	427,290	427,290		
500010 - Wages - Overtime	550	550		The budget is based on a proposed step of 2.5% and a 1% COLA for FY27. Wages are then allocated based on a three-year rolling average and adjusted for any known changes in trends.
500040 - Other Wages	630	630		
500100 - FICA - Employer	32,780	32,780		
500120 - Health Insurance	91,000	91,000		
500125 - Other Insurance	1,570	1,570		
500130 - Pension	106,820	106,820		
500140 - Workers Compensation	13,700	13,700		
501080 - Debt Lease Interest	0	0		The current lease expires in May 2026 and we plan to keep the equipment.
515180 - Software	3,920	3,920		The budget was increased 5% for AutoCAD and AutoCAD lite maintenance; OpenFlows and Sewer CAD was increased 29% based on prior year increases.
525040 - Small Tools & Equipment	100	100		
535055 - Lease Payments	0	0		The current lease expires in May 2026 and we plan to keep the equipment.

**Washington County, Maryland
Utility Administration Fund
Department 40020 - Engineering
FY27 Expenses**

	2027 Operating Budget Requested	2027 Operating Budget Proposed	2027 Variance Comments Requested	2027 Variance Comments Proposed
540010 - Wireless Communication	1,140	1,140	Two iPads were transferred to department 40010. The monthly bill is currently \$90. Budgeting a 5% increase.	
Total	679,500	679,500		

**Washington County, Maryland Operating Budget
Detailed Budget Worksheet - Software Expenses
Fiscal Year 2027**

Department Name: **Engineering**

Department Number: **40020**

Software Expenses: List each software vendor and item to be purchased with an estimated cost. Please provide a detailed justification for why the software is needed. Be prepared to discuss how you arrived at your cost estimate (contract, vendor contact etc.).

Vendor Name	Vendor Number	Product Description/ Explanation of Use	FY2026 BOCC Approval	FY2027 Department Request
Carahsoft Technology Corporation	22013	OpenFlows Sewer CAD which enables department to analyze sanitary, stormwater and combined sewer systems.	500	840
Concourse Tech. Inc.	31082	Replaces Gromanet Consults for AutoCAD maintenance. Provides automatic updates allowing the department to use the most current version.	0	2,830
Concourse Tech. Inc.	31082	Replaces Gromanet Consults for AutoCAD lite maintenance. Provides automatic updates allowing the department to use the most current version.	0	250
Gromanet Consults	30281	Replaced by Concourse Tech Inc.	2,860	0
Gromanet Consults	30281	Replaced by Concourse Tech Inc.	450	0

Total Software Request - Account 515180	\$3,810	\$3,920
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Washington County, Maryland
 Utility Administration Fund
 Department 40030 - Laboratory
 FY27 Expenses

	2027 Operating Budget Requested	Adjustment	2027 Operating Budget Proposed	\$ Change	% Change	2026 Operating Budget Approved	2025 Actuals Final	2024 Actuals Final
500000 - Wages - Full Time	398,670	0	398,670	56,640	16.56%	342,030	366,027	303,025
500005 - Wages - Part Time	0	0	0	0	0.00%	0	0	8,398
500010 - Wages - Overtime	3,170	0	3,170	(820)	(20.55)%	3,990	770	1,496
500040 - Other Wages	7,460	0	7,460	2,020	37.13%	5,440	6,311	4,818
500100 - FICA - Employer	31,310	0	31,310	4,420	16.44%	26,890	31,091	23,519
500120 - Health Insurance	84,910	0	84,910	3,580	4.40%	81,330	85,559	64,177
500125 - Other Insurance	1,460	0	1,460	180	14.06%	1,280	1,347	1,159
500130 - Pension	99,670	0	99,670	17,580	21.42%	82,090	92,369	84,077
500140 - Workers Compensation	12,780	0	12,780	1,260	10.94%	11,520	13,963	12,137
Wages and Benefits	639,430	0	639,430	84,860	15.30%	554,570	597,437	502,806
501080 - Debt - Lease Interest	0	0	0	(10)	(100.00)%	10	0	34
501085 - Debt - Subscription Cost	0	0	0	0	0.00%	0	0	(931)
505080 - Freight & Cartage	0	0	0	0	0.00%	0	0	52
505140 - Office Supplies	0	0	0	0	0.00%	0	55	0
505150 - Other - Miscellaneous	0	0	0	0	0.00%	0	31	472
515000 - Contracted/Purchased Service	90,000	0	90,000	32,500	56.52%	57,500	63,752	39,264
515180 - Software	13,860	0	13,860	360	2.67%	13,500	12,099	11,450
520010 - Certification Classes	0	0	0	0	0.00%	0	0	75
525000 - Supplies/Material - Operating	38,000	0	38,000	0	0.00%	38,000	32,196	20,727
528000 - Supplies - Chemicals	40,000	0	40,000	0	0.00%	40,000	37,377	48,779
535055 - Lease Payments	1,520	0	1,520	550	56.70%	970	1,274	0
535057 - Non-Lease Components	0	0	0	(160)	(100.00)%	160	0	162
535058 - Lease - Variable Payments	0	0	0	(150)	(100.00)%	150	0	83
535060 - Uniforms	0	0	0	(500)	(100.00)%	500	224	251
545010 - Electric	68,500	0	68,500	16,390	31.45%	52,110	51,531	32,646
545020 - Natural Gas	5,000	0	5,000	2,500	100.00%	2,500	3,627	2,062
545060 - Water	2,500	0	2,500	450	21.95%	2,050	2,124	1,885
Operating Expenses	259,380	0	259,380	51,930	25.03%	207,450	204,290	157,011

Washington County, Maryland
 Utility Administration Fund
 Department 40030 - Laboratory
 FY27 Expenses

	2027 Operating Budget Requested	Adjustment	2027 Operating Budget Proposed	\$ Change	% Change	2026 Operating Budget Approved	2025 Actuals Final	2024 Actuals Final
599999 - Controllable Assets	0	0	0	0	0.00%	0		8,097
Capital Outlay	0	0	0	0	0.00%	0	0	8,097
Total	898,810	0	898,810	136,790	17.95%	762,020	801,727	667,914

**Washington County, Maryland
Utility Administration Fund
Department 40030 - Laboratory
FY27 Expenses**

	2027 Operating Budget Requested	2027 Operating Budget Proposed	2027 Variance Comments Requested	2027 Variance Comments Proposed
500000 - Wages - Full Time	398,670	398,670		
500010 - Wages - Overtime	3,170	3,170		
500040 - Other Wages	7,460	7,460		
500100 - FICA - Employer	31,310	31,310		
500120 - Health Insurance	84,910	84,910		
500125 - Other Insurance	1,460	1,460		
500130 - Pension	99,670	99,670		
500140 - Workers Compensation	12,780	12,780		
501080 - Debt Lease Interest	0	0		Due to increased materiality thresholds GASB87 no longer applies so interest doesn't need calculated separately. Moving budget back to the 535055 Lease Payments account.
515000 - Contracted/Purchased Service	90,000	90,000		The Maryland Department of the Environment (MDE) is adding additional testing requirements at two of our wastewater treatment plants. Half of this testing will be performed in FY27.
515180 - Software	13,860	13,860		An increase of 7% over FY26 actuals is forecasted based on prior year increases.
525000 - Supplies/Material - Operating	38,000	38,000		
528000 - Supplies - Chemicals	40,000	40,000		

**Washington County, Maryland
Utility Administration Fund
Department 4030 - Laboratory
FY27 Expenses**

	2027 Operating Budget Requested	2027 Operating Budget Proposed	2027 Variance Comments Requested	2027 Variance Comments Proposed
535055 - Lease Payments	1,520	1,520		
			The current copier lease expires in January 2027. A 5% increase is projected for the future lease agreement. In addition, due to increased materiality thresholds GASB87 no longer applies so the budget for 501080 Debt Lease Interest, 535057 Non-Lease Components and 535058 Lease - Variable Payments is being moved back to this account. The amount budgeted for copies over the allotted allowance was increased based on last year's usage and usage to date.	
535057 - Non-Lease Components	0	0		
			Due to increased materiality thresholds GASB87 no longer applies so moving budget back to the 535055 Lease Payments account.	
535058 - Lease-Variable Payments	0	0		
			Due to increased materiality thresholds GASB87 no longer applies so moving budget back to the 535055 Lease Payments account.	
535060 - Uniforms	0	0		
			The budget has been eliminated due to no longer using uniforms.	
545010 - Electric	68,500	68,500		
			The electric budget is based on four prior year actuals, forecasted rate changes, and other known circumstances. The projection also takes into account current year actuals with annualized estimations.	

**Washington County, Maryland
Utility Administration Fund
Department 40030 - Laboratory
FY27 Expenses**

	2027 Operating Budget Requested	2027 Operating Budget Proposed	2027 Variance Comments Requested	2027 Variance Comments Proposed
545020 - Natural Gas	5,000	5,000	The natural gas budgets were based on four prior year actuals and forecasted rate changes.	
545060 - Water	2,500	2,500	Projected actual x 3% rate increase.	
Total	898,810	898,810		

**Washington County, Maryland Operating Budget
Detailed Budget Worksheet - Software Expenses
Fiscal Year 2027**

Department Name: **Laboratory**

Department Number: **40030**

Software Expenses: List each software vendor and item to be purchased with an estimated cost. Please provide a detailed justification for why the software is needed. Be prepared to discuss how you arrived at your cost estimate (contract, vendor contact etc.).

Vendor Name	Vendor Number	Product Description/ Explanation of Use	FY2026 BOCC Approval	FY2027 Department Request
Clinisys, Inc. f/k/a Sunquest Information Systems, Inc.	30116	Annual service contract for Clinisys Element Laboratory Information Management System (LIMS) software system and Client Connect Interface.	13,500	13,860

Total Software Request - Account 515180	\$13,500	\$13,860
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**Washington County, Maryland Operating Budget
Detailed Budget Worksheet - Copier Lease Expenses
Fiscal Year 2027**

Department Name: Laboratory

Department Number: 40030

Copier Lease Expenses: Indicate the copier make and/or model as well as the location. This form should match what is entered on the purchase requisition at the start of the new fiscal year.

Copier Model Number	Location	Expense	Cost Per Month/ Cost per Copy	# of copies	Total Cost
Ricoh IMC3000	Elliott Pkwy, Williamsport, MD	Monthly Rental	\$81.34		\$569.38
		CopyPak/Monthly Maintenance	\$13.50		\$94.50
		Black & White Overage	\$0.0054	1,167	\$6.30
		Color Overage	\$0.0330	5,250	\$173.25
Unknown at this time - Current lease expires 1/2027.	Elliott Pkwy, Williamsport, MD	Monthly Rental	\$86.00		\$430.00
		CopyPak/Monthly Maintenance	\$15.00		\$75.00
		Black & White Overage	\$0.0057	833	\$4.75
		Color Overage	\$0.0430	3,750	\$161.25
		Monthly Rental			\$0.00
		CopyPak/Monthly Maintenance			\$0.00
		Black & White Overage			\$0.00
		Color Overage			\$0.00
		Monthly Rental			\$0.00
		CopyPak/Monthly Maintenance			\$0.00
		Black & White Overage			\$0.00
		Color Overage			\$0.00

Total Lease Payments: \$1,520.00

**Washington County, Maryland
Utility Administration Fund
Department 40040 - Maintenance
FY27 Expenses**

	2027 Operating Budget Requested	Adjustment	2027 Operating Budget Proposed	\$ Change	% Change	2026 Operating Budget Approved	2025 Actuals Final	2024 Actuals Final
500000 - Wages - Full Time	589,620	0	589,620	32,050	5.75%	557,570	482,796	435,898
500005 - Wages - Part Time	54,350	0	54,350	2,940	5.72%	51,410	37,565	32,717
500010 - Wages - Overtime	1,970	0	1,970	(250)	(11.26)%	2,220	2,662	645
500040 - Other Wages	14,010	0	14,010	11,880	557.75%	2,130	2,011	450
500100 - FICA - Employer	50,490	0	50,490	3,570	7.61%	46,920	43,685	34,431
500120 - Health Insurance	125,580	0	125,580	(7,010)	(5.29)%	132,590	122,496	132,794
500125 - Other Insurance	2,160	0	2,160	70	3.35%	2,090	1,746	1,631
500130 - Pension	147,410	0	147,410	13,590	10.16%	133,820	117,501	120,102
500140 - Workers Compensation	18,900	0	18,900	110	0.59%	18,790	24,788	22,698
500170 - Employee Investment	0	0	0	0	0.00%	0	0	120
Wages and Benefits	1,004,490	0	1,004,490	56,950	6.01%	947,540	835,250	781,486
501080 - Debt Lease Interest	300	0	300	(730)	(70.87)%	1,030	1,456	2,160
505010 - Advertising	0	0	0	0	0.00%	0	0	0
505140 - Office Supplies	0	0	0	0	0.00%	0	0	27
505150 - Other - Miscellaneous	0	0	0	0	0.00%	0	0	(3)
505170 - Postage	0	0	0	0	0.00%	0	1,500	18
505200 - Safety Equipment	3,500	(3,500)	0	0	0.00%	0	3,931	424
515000 - Contracted/Purchased Service	25,000	0	25,000	5,000	25.00%	20,000	35,540	0
515180 - Software	24,380	0	24,380	7,860	47.58%	16,520	1,460	6,957
515270 - Maintenance Contract Services	0	0	0	0	0.00%	0	0	19,817
515320 - Testing Services	300	0	300	180	150.00%	120	140	84
515330 - Towing Services	1,500	0	1,500	0	0.00%	1,500	860	1,438
515350 - Accident Repairs	0	0	0	0	0.00%	0	0	2,743
520000 - Training	0	0	0	0	0.00%	0	0	2,535
520030 - Food Comp	500	0	500	200	66.67%	300	240	94
525000 - Supplies/Material - Operating	85,750	(2,000)	83,750	8,000	10.56%	75,750	91	0
525020 - Janitorial Supplies	0	2,000	2,000	0	0.00%	2,000	1,713	3,982
525040 - Small Tools & Equipment	15,000	0	15,000	1,000	7.14%	14,000	11,446	11,189
525050 - Welding Material/Supplies	3,000	0	3,000	0	0.00%	3,000	3,107	3,488
526000 - Supplies/Material-Maintenance	0	0	0	0	0.00%	0	87,739	71,931
526020 - Building Maintenance	12,000	0	12,000	0	0.00%	12,000	8,894	8,905
526040 - Equipment Maintenance	23,000	0	23,000	2,000	9.52%	21,000	20,804	15,386

**Washington County, Maryland
Utility Administration Fund
Department 40040 - Maintenance
FY27 Expenses**

	2027	2027		% Change	2026	2025		2024	
	Operating Budget Requested	Adjustment	Operating Budget Proposed		Operating Budget Approved	Actuals Final	Actuals Final	Actuals Final	Actuals Final
		\$ Change							
526050 - Groundskeeping Maintenance	4,500	0	4,500	41.96%	3,170	4,020	3,044		
526110 - Snow Removal Materials	750	0	750	0.00%	750	0	159		
527010 - Anti-Freeze	900	0	900	0.00%	900	865	444		
527020 - Auto Batteries	4,000	0	4,000	0.00%	4,000	5,179	3,233		
527030 - Diesel Fuel	30,250	0	30,250	(8.33)%	33,000	28,097	32,021		
527040 - Diesel Fuel Tax	5,150	0	5,150	0.00%	5,150	4,965	5,045		
527060 - Auto Gasoline	100,300	0	100,300	(6.96)%	107,800	91,902	115,836		
527080 - Auto Motor Oil	6,500	0	6,500	0.00%	6,500	5,340	7,406		
527090 - Auto Repairs	62,000	0	62,000	0.00%	62,000	67,442	54,945		
527100 - Auto Tires	14,000	0	14,000	16.67%	12,000	16,916	9,571		
528040 - Insecticide	0	0	0	0.00%	0	16	0		
535020 - Equipment Rental	4,000	0	4,000	0.00%	4,000	2,651	3,613		
535055 - Lease Payments	15,290	0	15,290	(48.22)%	29,530	0	0		
535060 - Uniforms	6,000	0	6,000	0.00%	6,000	4,710	4,898		
540010 - Wireless Communication	10,840	0	10,840	8.40%	10,000	10,133	10,392		
545010 - Electric	20,500	0	20,500	(6.73)%	21,980	16,007	13,773		
545015 - Heating Oil	15,000	0	15,000	11.11%	13,500	13,936	9,673		
545020 - Natural Gas	6,500	0	6,500	44.44%	4,500	6,045	3,437		
545030 - Propane Gas	3,000	0	3,000	0.00%	3,000	2,602	1,474		
545050 - Waste/Trash Disposal	0	0	0	0.00%	0	100	150		
545060 - Water	3,890	0	3,890	13.74%	3,420	3,395	3,030		
Operating Expenses	507,600	(3,500)	504,100	1.14%	498,420	463,242	433,319		
599999 - Controllable Assets	0	0	0	0.00%	0	0	28,077		
Capital Outlay	0	0	0	0.00%	0	0	28,077		
Total	1,512,090	(3,500)	1,508,590	4.33%	1,445,960	1,298,492	1,242,882		

**Washington County, Maryland
Utility Administration Fund
Department 40040 - Maintenance
FY27 Expenses**

	2027 Operating Budget Requested	2027 Operating Budget Proposed	2027 Variance Comments Requested	2027 Variance Comments Proposed
500000 - Wages - Full Time	589,620	589,620		
500005 - Wages - Part Time	54,350	54,350		
			The budget is based on a proposed step of 2.5% and a 1% COLA for FY27. Wages are then allocated based on a three-year rolling average and adjusted for any known changes in trends.	
500010 - Wages - Overtime	1,970	1,970		
500040 - Other Wages	14,010	14,010		
500100 - FICA - Employer	50,490	50,490		
500120 - Health Insurance	125,580	125,580		
500125 - Other Insurance	2,160	2,160		
500130 - Pension	147,410	147,410		
500140 - Workers Compensation	18,900	18,900		
501080 - Debt Lease Interest	300	300		
			Payments are in accordance with agreed upon installments applied based on individual amortization schedules.	
505200 - Safety Equipment	3,500	0		Reallocating budget to department 40010. All safety equipment should be recorded in the Utility Administration department.
515000 - Contracted/Purchased Service	25,000	25,000		
			New equipment is more technical and some is proprietary, which requires the help of specialized contractors.	
515180 - Software	24,380	24,380		
			The cost of Allen Bradley software has increased. Also, we need to add software for our new scanner.	

**Washington County, Maryland
Utility Administration Fund
Department 40040 - Maintenance
FY27 Expenses**

	2027 Operating Budget Requested	2027 Operating Budget Proposed	2027 Variance Comments Requested	2027 Variance Comments Proposed
515320 - Testing Services	300	300	Emission testing increased from \$14 to \$30 per vehicle.	
515330 - Towing Services	1,500	1,500	Increase in the cost of towing services. We have specialty vehicles that are too big for us to tow.	
520030 - Food Comp	500	500	An increase in payouts is expected due to eligible employees not seeking reimbursement previously.	
525000 - Supplies/Material - Operating	85,750	83,750	Based on prior year actuals and year to date activity the budget is being increased. Some of this increase is related to cost increases. Reallocated \$2,000 from account 525020 to better align with cost allocations.	After further discussions with the department it was decided to reallocate \$2,000 back to 525020 based on departmental needs.
525020 - Janitorial Supplies	0	2,000	Reallocated \$2,000 to account 525000 to better align with cost allocations.	After further discussions with the department it was decided to reallocate \$2,000 back from 525000 based on departmental needs.
525040 - Small Tools & Equipment	15,000	15,000	In addition to tool prices increasing we have specialized tools that are needed for certain equipment. This includes meters and programmable logic equipment. We are planning to acquire these tools over multiple years due to the substantial cost.	
525050 - Welding Material/Supplies	3,000	3,000		
526020 - Building Maintenance	12,000	12,000		

**Washington County, Maryland
Utility Administration Fund
Department 40040 - Maintenance
FY27 Expenses**

	2027 Operating Budget Requested	2027 Operating Budget Proposed	2027 Variance Comments Requested	2027 Variance Comments Proposed
526040 - Equipment Maintenance	23,000	23,000		Equipment parts have increased and we are focusing on more preventative maintenance as time allows.
526050 - Groundskeeping Maintenance	4,500	4,500		Increasing due to cost overruns the last two years, mostly due to tree removals. This continues to be an ongoing issue and will need addressed as circumstances arise.
526110 - Snow Removal Materials	750	750		
527010 - Anti-Freeze	900	900		Reduced based on prior year and year to date actual expenses.
527020 - Auto Batteries	4,000	4,000		Battery prices have increased.
527030 - Diesel Fuel	30,250	30,250		Estimated budget is 11,000 gallons x \$2.75 = \$30,250, which is based on bids and short-term energy outlook forecasts. Rate is discounted with new bid price including delivery as compared to retail prices.
527040 - Diesel Fuel Tax	5,150	5,150		11,000 gallons x \$0.4675 = \$5,142.50
527060 - Auto Gasoline	100,300	100,300		Projected budget is 34,000 gallons x \$2.95 = \$100,300 (includes state gas tax), which is based on bids and short-term energy outlook forecasts. Rate per gallon is discounted with bid price as compared to retail prices.
527080 - Auto Motor Oil	6,500	6,500		
527090 - Auto Repairs	62,000	62,000		

**Washington County, Maryland
Utility Administration Fund
Department 40040 - Maintenance
FY27 Expenses**

	2027 Operating Budget Requested	2027 Operating Budget Proposed	2027 Variance Comments Requested	2027 Variance Comments Proposed
527100 - Auto Tires	14,000	14,000	Tire prices have increased due to tariffs.	
535020 - Equipment Rental	4,000	4,000		
535055 - Lease Payments	15,290	15,290	Payments are in accordance with agreed upon monthly installments applied based on individual amortization schedules.	
535060 - Uniforms	6,000	6,000		
540010 - Wireless Communication	10,840	10,840	Budgeted a 5% increase over the current monthly bill of \$860.	
545010 - Electric	20,500	20,500	The electric budget is based on four prior year actuals, forecasted rate changes, and other known circumstances. The projection also takes into account current year actuals with annualized estimations.	
545015 - Heating Oil	15,000	15,000	The Heating oil budget is based on four prior year actuals, forecasted rate changes, and other known circumstances.	
545020 - Natural Gas	6,500	6,500	The natural gas budgets were based on four prior year actuals and forecasted rate changes.	
545030 - Propane Gas	3,000	3,000	The propane budgets were based on four prior year actuals and forecasted rate changes.	
545060 - Water	3,890	3,890	Projected actual x 3% rate increase.	
Total	1,512,090	1,508,590		

**Washington County, Maryland Operating Budget
Detailed Budget Worksheet - Software Expenses
Fiscal Year 2027**

Department Name: **Maintenance**

Department Number: **40040**

Software Expenses: List each software vendor and item to be purchased with an estimated cost. Please provide a detailed justification for why the software is needed. Be prepared to discuss how you arrived at your cost estimate (contract, vendor contact etc.).

Vendor Name	Vendor Number	Product Description/ Explanation of Use	FY2026 BOCC Approval	FY2027 Department Request
ALLDATA	22592	Automotive Information System software.	0	1,500
Autel Intelligent Technology Corp., LTD.	TBD	Vehicle Scanner annual sevice for software upgrades.	0	1,495
Katjon, LLC dba Fluid Secure	24792	Operating system and technical support for fuel pumps. Includes annual service software and upgrades.	1,520	1,520
Rexel, Inc.	22898	Annual service for technical support and software upgrades.	5,000	0
Rexel, Inc.	22898	Allen Bradley application software and support - Winebrenner plant.	5,000	0
Rexel, Inc.	22898	Allen Bradley application software and support - Conococheague plant.	5,000	0
Rexel, Inc.	22898	Allen Bradley application product support.	0	19,860

Total Software Request - Account 515180	\$16,520	\$24,380
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**Washington County, Maryland Operating Budget
Detailed Budget Worksheet - Installment Lease Expenses
Fiscal Year 2027**

Department Name: **Maintenance**

Department Number: **40040**

Installment Lease Expenses: Indicate the item being leased, whether this is a new or existing lease, number of years it will be financed for, the final year of the lease, the straight purchase price, the total price the County will have to pay to finance the lease, the payment amount for the current fiscal year and whether the County will own the item at the end of the lease or if it will be returned. Provide any additional information as needed.

Item Leased	New or Existing Lease	Number of Years Financed	Final Year of Lease	Straight Purchase Price *	Total Financed Price**	Payment for FY2027	County Owned at End of Lease?	Additional Notes
Diesel Engine Backhoe / Front End Loader	Existing	5	FY27	N/A	\$77,941.75	\$15,588.15	Yes	Serial # 1T0310SLKPF433325; \$15,588.15/yr includes interest

Total Lease Payment - 535055 \$15,590.00

**Washington County, Maryland
Utility Administration Fund
Department 40050 - Stormwater
FY27 Expenses**

	2027 Operating Budget Requested	Adjustment	2027 Operating Budget Proposed	\$ Change	% Change	2026 Operating Budget Approved	2025 Actuals Final	2024 Actuals Final
500000 - Wages - Full Time	416,700	0	416,700	16,350	4.08%	400,350	381,694	347,168
500005 - Wages - Part Time	7,670	0	7,670	(330)	(4.13)%	8,000	3,696	3,973
500040 - Other Wages	680	0	680	180	36.00%	500	503	456
500100 - FICA - Employer	32,520	0	32,520	1,240	3.96%	31,280	32,036	25,778
500120 - Health Insurance	81,730	0	81,730	8,960	12.31%	72,770	65,384	66,521
500125 - Other Insurance	1,520	0	1,520	60	4.11%	1,460	1,436	1,306
500130 - Pension	104,170	0	104,170	8,090	8.42%	96,080	98,561	96,574
500140 - Workers Compensation	12,130	0	12,130	400	3.41%	11,730	10,823	9,955
500155 - Personnel Requests	129,660	(6,710)	122,950	122,950	100.00%	0	0	0
500170 - Employee Investment	750	0	750	750	100.00%	0	997	120
500172 - Team Building	150	0	150	150	100.00%	0	175	88
Wages and Benefits	787,680	(6,710)	780,970	158,800	25.52%	622,170	595,305	551,939
505010 - Advertising	0	0	0	0	0.00%	0	184	78
505050 - Dues & Subscriptions	5,880	0	5,880	220	3.89%	5,660	5,615	5,450
505140 - Office Supplies	960	0	960	710	284.00%	250	237	47
505150 - Other - Miscellaneous	0	0	0	0	0.00%	0	103	114
505160 - Personal Mileage	290	0	290	(10)	(3.33)%	300	150	141
505170 - Postage	2,000	0	2,000	2,000	100.00%	0	0	0
505200 - Safety Equipment	580	0	580	(300)	(34.09)%	880	548	221
505230 - Travel Expenses	410	0	410	(380)	(48.10)%	790	3,234	3,691
510010 - Fleet Insurance	6,050	0	6,050	980	19.33%	5,070	5,714	4,980
510030 - Public & Gen Liability Insurance	3,020	0	3,020	460	17.97%	2,560	2,349	2,372
515000 - Contracted/Purchased Service	179,780	0	179,780	(119,420)	(39.91)%	299,200	64,550	87,885
515320 - Testing Services	150	0	150	110	275.00%	40	14	0
520000 - Training	4,240	0	4,240	0	0.00%	4,240	1,305	0
520040 - Seminars/Conventions	650	0	650	(200)	(23.53)%	850	245	935
520050 - Tuition Assistance	0	0	0	(2,500)	(100.00)%	2,500	2,500	0
525000 - Supplies/Material - Operating	10,300	0	10,300	10,050	4,020.00%	250	203	111
525020 - Janitorial Supplies	0	0	0	0	0.00%	0	18	0

Washington County, Maryland
 Utility Administration Fund
 Department 40050 - Stormwater
 FY27 Expenses

	2027 Operating Budget Requested	Adjustment	2027 Operating Budget Proposed	\$ Change	% Change	2026 Operating Budget Approved	2025 Actuals Final	2024 Actuals Final
525040 - Small Tools & Equipment	1,040	0	1,040	540	108.00%	500	502	472
526020 - Building Maintenance	0	0	0	0	0.00%	0	178	0
526090 - Painting Supplies	0	0	0	0	0.00%	0	120	0
527060 - Auto Gasoline	4,650	0	4,650	1,120	31.73%	3,530	3,322	3,633
527090 - Auto Repairs	2,940	0	2,940	700	31.25%	2,240	0	704
527100 - Auto Tires	740	0	740	(60)	(7.50)%	800	0	519
535020 - Equipment Rental	25,000	0	25,000	25,000	100.00%	0	28	0
535055 - Lease Payments	250	0	250	30	13.64%	220	0	0
535060 - Uniforms	840	0	840	(60)	(6.67)%	900	181	766
540010 - Wireless Communication	4,290	0	4,290	460	12.01%	3,830	2,955	2,864
545000 - Utilities	300	580	880	880	100.00%	0	0	0
592040 - Promotional Expenses	3,430	0	3,430	180	5.54%	3,250	228	1,336
Operating Expenses	257,790	580	258,370	(79,490)	(23.53)%	337,860	94,483	116,319
599999 - Controllable Assets	0	0	0	(690)	(100.00)%	690	1,116	369
600300 - Vehicles	68,360	0	68,360	68,360	100.00%	0	46,870	0
Capital Outlay	68,360	0	68,360	67,670	9,807.25%	690	47,986	369
Total	1,113,830	(6,130)	1,107,700	146,980	15.30%	960,720	737,774	668,627

**Washington County, Maryland
Utility Administration Fund
Department 40050 - Stormwater
FY27 Expenses**

	2027 Operating Budget Requested	2027 Operating Budget Proposed	2027 Variance Comments Requested	2027 Variance Comments Proposed
500000 - Wages - Full Time	416,700	416,700		
500005 - Wages - Part Time	7,670	7,670		
500040 - Other Wages	680	680		
500100 - FICA - Employer	32,520	32,520		
500120 - Health Insurance	81,730	81,730		
500125 - Other Insurance	1,520	1,520		
500130 - Pension	104,170	104,170		
500140 - Workers Compensation	12,130	12,130		
500155 - Personnel Requests	129,660	122,950	Requested Stormwater Maintenance Worker & Requested Stormwater Maintenance Worker Step Upgrades for Stormwater Technicians and Stormwater Management Inspector \$101,990. two step increase was requested, one step \$27,670 placeholder for scale decompression.	Requested Stormwater Maintenance Worker & Requested Stormwater Maintenance Worker Step Upgrades for Stormwater Technicians and Stormwater Management Inspector \$101,990. two step increase was requested, one step \$27,670 placeholder for scale decompression. all County employees) for Stormwater Technicians and Stormwater Management Inspector were proposed \$95,280. \$27,670 placeholder for scale decompression.
500170 - Employee Investment	750	750	Six employees x \$125 per employee for boot reimbursement. This includes the requested new position.	

**Washington County, Maryland
Utility Administration Fund
Department 40050 - Stormwater
FY27 Expenses**

	2027 Operating Budget Requested	2027 Operating Budget Proposed	2027 Variance Comments Requested	2027 Variance Comments Proposed
500172 - Team Building	150	150		
			The team building incentive budget is \$25 per full-time employee per year. This allows a department head or division director to offer the occasional celebration or recognize employee achievements in the office setting. This includes the requested new position.	
505050 - Dues & Subscriptions	5,880	5,880		
			Annual membership to Maryland Municipal Stormwater Association (MAMSA) and West Virginia Association of Geospatial Professionals.	
505140 - Office Supplies	960	960		
			Office supplies for six staff members (\$100 each); one replacement chair mat (\$55); one replacement chair for staff member (\$305).	
505160 - Personal Mileage	290	290		
			Seminar travel for Stormwater Technician and personal vehicle use by interns for county work.	
505170 - Postage	2,000	2,000		
			Certified mailings for stormwater inspection corrective actions. Currently cost is absorbed by Water Quality.	
505200 - Safety Equipment	580	580		
			Class 3 safety jackets, hoodies and gloves for staff.	
505230 - Travel Expenses	410	410		
			Various staff to travel to conferences to network, present and learn about current happenings in geographic information system (GIS).	

**Washington County, Maryland
Utility Administration Fund
Department 40050 - Stormwater
FY27 Expenses**

	2027 Operating Budget Requested	2027 Operating Budget Proposed	2027 Variance Comments Requested	2027 Variance Comments Proposed
510010 - Fleet Insurance	6,050	6,050	There is an overall percentage increase of 22.43% for all funds combined over prior year's budget. The percentage decrease/increase varies by department or fund. Changes related to volume and/or claims experience paid in various departments. Human Resources insurance analyst projected cost of premiums based on industry trends and discussions with industry experts and current service providers.	
510030 - Public & Gen Liability Insurance	3,020	3,020	There is an overall percentage increase of 22.43% for all funds combined over prior year's budget. The percentage decrease/increase varies by department or fund. Changes related to volume and/or claims experience paid in various departments. Human Resources insurance analyst projected cost of premiums based on industry trends and discussions with industry experts and current service providers.	
515000 - Contracted/Purchased Service	179,780	179,780	\$129,780 for contracted mowing of county owned stormwater ponds. If the requested position is approved, \$50,000 for the on-call contractor for stormwater maintenance. If it's not approved the on-call contractor budget will need increased to \$160,000.	

**Washington County, Maryland
Utility Administration Fund
Department 40050 - Stormwater
FY27 Expenses**

	2027 Operating Budget Requested	2027 Operating Budget Proposed	2027 Variance Comments Requested	2027 Variance Comments Proposed
515320 - Testing Services	150	150		State required emissions testing for five vehicles. This includes the requested new position vehicle.
520000 - Training	4,240	4,240		
520040 - Seminars/Conventions	650	650		Registration fees for the PA Geographic Information Systems and Towson University Geographic Information Systems Conferences for Stormwater Technicians.
520050 - Tuition Assistance	0	0		No staff members participating this year.
525000 - Supplies/Material - Operating	10,300	10,300		Hand cleaner, towels and vehicle detailing products for county vehicles. Materials necessary for maintenance of stormwater ponds to include stone, riprap, topsoil, and soil stabilization matting.
525040 - Small Tools & Equipment	1,040	1,040		Support for five current staff members and outfitting for the requested new position of Stormwater Maintenance Worker.
527060 - Auto Gasoline	4,650	4,650		Projected budget is 1,575 gallons x \$2.95 = \$4,646.25 (includes state gas tax), which is based on bids and short-term energy outlook forecasts. Rate per gallon is discounted with bid price as compared to retail prices. This budget includes 315 gallons x \$2.95 = \$929.25 for the requested new position vehicle.

**Washington County, Maryland Operating Budget
Detailed Budget Worksheet - New Position Requests
Fiscal Year 2027**

Department Name: **Stormwater Watershed Services**

Department Number: **40050**

Personnel Requests - Wages and Benefits: List all staff positions being requested. Provide a detailed justification for why the positions are necessary. Provide annual salary, benefits, and the total cost for requested personnel. *Include a Human Resources approved job description with this form.*

Position Name	Type	Annual Salary	FICA	Health Insurance	Other Insurance	Pension	Worker's Comp.	Total
Stormwater Maintenance Worker	Full-Time	\$53,498	\$4,093	\$17,000	\$600	\$13,375	\$118	\$88,690
			\$0	\$0	\$0	\$0	\$0	\$0
			\$0	\$0	\$0	\$0	\$0	\$0

Total Wages and Benefits: **\$88,690**

Explanation and Justification of Request

Stormwater Watershed Services has taken on maintenance responsibility for 105 county owned stormwater best management practices (BMPs). This proposal requests approval to add a dedicated Stormwater Maintenance Worker to our Stormwater Watershed Services Team. The new position will ensure continuous compliance with stormwater regulations, extend the life of existing stormwater management BMP infrastructure, and deliver measurable cost savings by shifting maintenance from reactive to proactive. Support for this role will strengthen environmental accountability, reduce flood risk, and improve asset management. Budget is for a grade 8 step 5.

Personnel Requests Operating Expenses: Provide a list of all additional operating expenses associated with hiring new positions. If you are requesting multiple positions, please include the cost for all positions with a note explaining the request. If an expense requires additional support forms, please complete them as well (i.e. travel, software etc.).

Expense Account Number	Account Description	Notes	Total Request
500170	Employee Investment	Boot reimbursement for Stormwater Maintenance Worker.	\$125
500172	Team Building	Incentive for Stormwater Maintenance Worker.	\$25
505140	Office Supplies	Office supplies for Stormwater Maintenance Worker.	\$100
515000	Contracted/Purchased Service	Amount for on-call contract maintenance may be reduced from \$160,000 to \$50,000 if position approved.	(\$110,000)
515320	Testing Services	Emissions testing for new vehicle.	\$30
525040	Small Tools & Equipment	Small tools required for Stormwater Maintenance Worker.	\$540
527060	Auto Gasoline	315 gallons x \$2.95/gallon = \$929.25.	\$930
527090	Auto Repairs	Oil changes, tire rotations, filters, brakes, etc.	\$560
540010	Wireless Communication	Yearly cellphone and iPad required for Stormwater Maintenance	\$1,040
600300	Vehicles	2025 Ram 2500 4x4 required for proposed Stormwater	\$57,809

Operating Expense Total: **(\$48,850)**

***Note:** Operating expenses are listed on this form for informational purposes. They will be placed in the appropriate expense account within a departments budget. They will not go into the 500155 expense account.

**Washington County, Maryland Operating Budget
Detailed Budget Worksheet - Other Personnel Requests
Fiscal Year 2027**

Department Name: **Stormwater Watershed Services**

Department Number: **40050**

Other Personnel Requests - Wages and Benefits: For reclassifications, list position names. For additional part-time or overtime wages, type in "Multiple" for the position name. Provide a detailed justification for why the request is necessary. Provide annual salary, benefits, and the total cost for requested personnel. *For any reclassification requests, include a red-lined job description showing any additional responsibilities or education requirements.*

Position Name	Type	Annual Salary	FICA	Health Insurance	Other Insurance	Pension	Worker's Comp.	Total
Stormwater Technician	Reclassification	\$3,540	\$271	\$0	\$0	\$885	\$8	\$4,710
Stormwater Technician	Reclassification	\$3,210	\$246	\$0	\$0	\$803	\$7	\$4,270
Stormwater Inspector	Reclassification	\$3,250	\$249	\$0	\$0	\$813	\$7	\$4,320
			\$0	\$0	\$0	\$0	\$0	\$0
			\$0	\$0	\$0	\$0	\$0	\$0
			\$0	\$0	\$0	\$0	\$0	\$0

Total Wages and Benefits: \$13,300

Explanation and Justification of Request

The Stormwater Technician position has evolved since the job description was created. The position has an expanded scope of responsibilities with increased accountability. The Technician ensures compliance with increasingly complex federal and state stormwater regulations (Municipal Separate Storm Sewer System (MS4) permits and Environmental Protection Agency (EPA) guidelines). Increased data management and Geographical Information Systems (GIS) are now integral to the position. There is now heavy reliance on GIS Mapping and geodatabase maintenance. The Technicians are now required to obtain an Inspector Certificate for MS4/National Pollutant Discharge Elimination System (NPDES) Permits. To retain Technicians with the added responsibility and necessary technical proficiency, I would like the ability to increase the position by 2 steps above the proposed annual step increase.

The Stormwater Inspector position has increased in workload. With more construction and urban expansion, the inspector must manage a higher volume of sites and more complex stormwater management systems. Reporting requirements have become more rigorous, demanding precise record-keeping and data analysis. The inspector position is now required to pursue advanced certifications (Certified Stormwater Inspector) and the use of digital inspection platforms which require technical proficiency. In addition to other job responsibilities the Stormwater Inspector now provides direction to maintenance crews for repairs of county owned stormwater best management practices. To retain the Inspector with the added responsibilities and necessary technical proficiency, I would like the ability to increase the position by 2 steps above the proposed annual step increase.

Reclassification Supplement: Use this section to calculate the requested increase for any reclassification request. Use position names and numbers. Be sure to include any budgeted steps for the current fiscal year when populating the current step.

Position Name	Position Number	Current Grade	Current Step	Current Salary	Requested Grade	Requested Step	Requested Salary	Difference
Stormwater Technician	1768	12	6	\$69,867	12	8	\$73,403	\$3,540
Stormwater Technician	1769	12	2	\$63,294	12	4	\$66,498	\$3,210
Stormwater Inspector	1785	11	5	\$63,710	11	7	\$66,955	\$3,250
								\$0
								\$0
								\$0

Total Change: \$10,000

**Washington County, Maryland Operating Budget
Detailed Budget Worksheet - Travel Expenses
Fiscal Year 2027**

Department Name: **Stormwater**

Department Number: **40050**

Travel Expenses: Indicate the budgeted travel's purpose, the destination of each trip, the duration of the trip and the number of travelers.

Trip A: Purpose, Location, Attendees and Approximate Dates of Travel.	Expense	Cost Per Person or Rate per Mile	#of days	# of travelers or miles	Total Cost	
2027 Pennsylvania Geographic Information System (GIS) Conference to network/present/learn about current happenings in GIS; State College, Pennsylvania; Stormwater Technician; April 2027	Round Trip Airfare <i>(if applicable)</i>	\$0.00		0	\$0.00	
	Lodging	\$175.00	1	1	\$175.00	
	Meals/Per-Diem	\$75.00	1	1	\$75.00	
	Ground Transportation *	\$0.00	0	0	\$0.00	
	Parking	\$0.00	0	0	\$0.00	
	Tolls	\$0.00		0	\$0.00	
	Registration Fees	\$250.00		1	\$250.00	
	Personal Mileage	\$0.725		214	\$160.00	
	Subtotal for Trip A	Travel Expenses - 505230				\$250.00
		Seminars & Conventions - 520040				\$250.00
Personal Mileage - 505160				\$160.00		

Trip B: Purpose, Location, Attendees and Approximate Dates of Travel.	Expense	Cost Per Person or Rate per Mile	#of days	# of travelers or miles	Total Cost
2026 Towson University Geographic Information System (TUgis): Maryland's Geospatial Conference to network/present/learn about current happenings in GIS; Towson, Maryland; Stormwater Management Technicians (2); August 2026	Round Trip Airfare <i>(if applicable)</i>	\$0.00		0	\$0.00
	Lodging	\$0.00	0	0	\$0.00
	Meals/Per-Diem	\$75.00	1	2	\$150.00
	Ground Transportation *	\$0.00	0	0	\$0.00
	Parking	\$0.00	0	0	\$0.00
	Tolls	\$10.00		1	\$10.00
	Registration Fees	\$200.00		2	\$400.00
	Personal Mileage	\$0.725		0	\$0.00
	Subtotal for Trip B	Travel Expenses - 505230			
Seminars & Conventions - 520040				\$400.00	
Personal Mileage - 505160				\$0.00	

Total Travel Expenses - 505230	\$410.00
Total Seminars & Conventions - 520040	\$650.00
Total Personal Mileage - 505160	\$160.00

**Washington County, Maryland Operating Budget
Detailed Budget Worksheet - Copier Lease Expenses
Fiscal Year 2027**

Department Name: **Stormwater**

Department Number: **40050**

Copier Lease Expenses: Indicate the copier make and/or model as well as the location. This form should match what is entered on the purchase requisition at the start of the new fiscal year.

Copier Model Number	Location	Expense	Cost Per Month/ Cost per Copy	# of copies	Total Cost
Ricoh IMC4500	Elliott Pkwy, Williamsport, MD	Monthly Rental	\$20.83		\$145.81
		CopyPak/Monthly Maintenance	\$0.00		\$0.00
		Black & White Overage	\$0.0054	0	\$0.00
		Color Overage	\$0.0330	0	\$0.00
Unknown at this time - Current lease expires 1/2027.	Elliott Pkwy, Williamsport, MD	Monthly Rental	\$20.83		\$104.15
		CopyPak/Monthly Maintenance	\$0.00		\$0.00
		Black & White Overage	\$0.0057	0	\$0.00
		Color Overage	\$0.0430	0	\$0.00
		Monthly Rental			\$0.00
		CopyPak/Monthly Maintenance			\$0.00
		Black & White Overage			\$0.00
		Color Overage			\$0.00
		Monthly Rental			\$0.00
		CopyPak/Monthly Maintenance			\$0.00
		Black & White Overage			\$0.00
		Color Overage			\$0.00

Total Lease Payments: \$250.00

**Washington County, Maryland Operating Budget
Detailed Budget Worksheet - Vehicles (≥\$10,000 per item)
Fiscal Year 2027**

Department Name: **Stormwater**

Department Number: **40050**

Vehicles: Vehicles capable of being licensed through the Maryland Department of Motor Vehicles and are intended for over-the-road use should be capitalized if they meet the threshold of \$10,000 or greater and has a useful life in excess of five years. This includes trailers that are not self-propelled. Vehicle costs include the total purchase price after any discounts plus any trade-in allowance, transportation charges, and any other costs required to prepare the vehicles for their intended use such as lights, striping and plows.

*Requests in accounts 599999 - 600800 need to be prioritized in order of need (highest to lowest) as a whole, with 1 being the highest priority. If there are requests in two or more accounts, there can only be one priority 1, one priority two etc. among all the accounts combined. Priority cannot be repeated throughout the accounts.

Priority Number	Item Description	Quantity	Unit Cost	Total Cost	N or R	Replacement		Explain Reason for New or Replacement Vehicle Request. If replacement, what will happen to old vehicle.
						Current Age	Current Mileage	
1	6' x 12' Utility Dump Trailer	1	\$10,542	\$10,550	N			Trailer for stormwater maintenance work, tree plantings, roadside/stream cleanup. Clean County trailer too large for smaller trucks. Necessary to fulfill stormwater and tree planting maintenance obligations.
2	3/4 Ton Crewcab Pickup 4x4,w/tow package, bedliner, headache rack, tool box , strobe light with light bracket	1	\$57,809	\$57,810	N			New vehicle for Stormwater Inspector- the F250 currently used by inspector will transfer to proposed Stormwater Maintenance Worker. Need 3/4 Ton to pull utility trailer.
				\$0				
				\$0				
				\$0				
				\$0				

Total Vehicles - 600300	\$68,360
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**Washington County, Maryland
Utility Administration Fund
Department 40060 - Clean County
FY27 Expenses**

	2027 Operating Budget Requested	Adjustment	2027 Operating Budget Proposed	\$ Change	% Change	2026 Operating Budget Approved	2025 Actuals Final	2024 Actuals Final
500000 - Wages - Full Time	128,290	0	128,290	5,920	4.84%	122,370	121,730	104,885
500040 - Other Wages	140	0	140	140	100.00%	0	0	141
500100 - FICA - Employer	9,820	0	9,820	460	4.91%	9,360	10,329	7,846
500120 - Health Insurance	18,390	0	18,390	0	0.00%	18,390	17,481	17,481
500125 - Other Insurance	510	0	510	30	6.25%	480	465	416
500130 - Pension	32,070	0	32,070	2,700	9.19%	29,370	30,739	29,179
500140 - Workers Compensation	8,660	0	8,660	400	4.84%	8,260	8,012	7,077
500155 - Personnel Requests	8,320	0	8,320	8,320	100.00%	0	0	0
500170 - Employee Investment	250	0	250	250	100.00%	0	388	0
500172 - Team Building	50	0	50	50	100.00%	0	71	38
Wages and Benefits	206,500	0	206,500	18,270	9.71%	188,230	189,215	167,063
505140 - Office Supplies	100	0	100	0	0.00%	100	0	10
505170 - Postage	0	0	0	0	0.00%	0	61	0
505200 - Safety Equipment	4,570	0	4,570	3,900	582.09%	670	270	63
510010 - Fleet Insurance	6,050	0	6,050	980	19.33%	5,070	4,571	3,984
510030 - Public & Gen Liability Insurance	1,210	0	1,210	190	18.63%	1,020	939	948
515320 - Testing Services	30	0	30	10	50.00%	20	0	0
515330 - Towing Services	500	0	500	0	0.00%	500	0	0
520000 - Training	500	0	500	0	0.00%	500	0	0
525000 - Supplies/Material - Operating	6,360	0	6,360	790	14.18%	5,570	5,128	1,951
525040 - Small Tools & Equipment	870	0	870	570	190.00%	300	2,245	1,566
526000 - Supplies/Material-Maintenance	0	0	0	0	0.00%	0	2,911	2,501
526040 - Equipment Maintenance	19,890	0	19,890	90	0.45%	19,800	18,179	15,360
527030 - Diesel Fuel	17,750	0	17,750	(1,000)	(5.33)%	18,750	14,223	16,527
527040 - Diesel Fuel Tax	3,020	0	3,020	90	3.07%	2,930	2,716	2,615
527050 - Auto Fluids	1,150	0	1,150	30	2.68%	1,120	662	0
527060 - Auto Gasoline	1,030	0	1,030	(2,610)	(71.70)%	3,640	3,031	2,974
527090 - Auto Repairs	480	0	480	(470)	(49.47)%	950	1,098	0
527100 - Auto Tires	2,400	0	2,400	(1,600)	(40.00)%	4,000	1,854	55

Washington County, Maryland
 Utility Administration Fund
 Department 40060 - Clean County
 FY27 Expenses

	2027 Operating Budget Requested	Adjustment	2027 Operating Budget Proposed	\$ Change	% Change	2026 Operating Budget Approved	2025 Actuals Final	2024 Actuals Final
535060 - Uniforms	500	0	500	150	42.86%	350	884	552
540010 - Wireless Communication	1,090	0	1,090	0	0.00%	1,090	1,028	1,034
545050 - Waste/Trash Disposal	45,500	0	45,500	3,430	8.15%	42,070	48,539	61,769
545060 - Water	5,100	0	5,100	(50)	(0.97)%	5,150	1,907	557
Operating Expenses	118,100	0	118,100	4,500	3.96%	113,600	110,246	112,466
599999 - Controllable Assets	0	0	0	(6,860)	(100.00)%	6,860	3,063	17,603
Capital Outlay	0	0	0	(6,860)	(100.00)%	6,860	3,063	17,603
Total	324,600	0	324,600	15,910	5.15%	308,690	302,524	297,132

**Washington County, Maryland
Utility Administration Fund
Department 40060 - Clean County
FY27 Expenses**

	2027 Operating Budget Requested	2027 Operating Budget Proposed	2027 Variance Comments Requested	2027 Variance Comments Proposed
500000 - Wages - Full Time	128,290	128,290		
500040 - Other Wages	140	140		
			Added budget for this fiscal year as an employee has become eligible for a sick pay bonus.	
500100 - FICA - Employer	9,820	9,820		
500120 - Health Insurance	18,390	18,390		
500125 - Other Insurance	510	510		
500130 - Pension	32,070	32,070		
500140 - Workers Compensation	8,660	8,660		
500155 - Personnel Requests	8,320	8,320		Placeholder for scale decompression.
500170 - Employee Investment	250	250		Two employees x \$125 per employee for boot reimbursement.
500172 - Team Building	50	50		The team building incentive budget is \$25 per full-time employee per year.
505140 - Office Supplies	100	100		
505200 - Safety Equipment	4,570	4,570		Safety clothing (Class 3 hoodies and t-shirts, hats, gloves and boots), signage, and safety lighting for roadside work.

**Washington County, Maryland
Utility Administration Fund
Department 40060 - Clean County
FY27 Expenses**

	2027 Operating Budget Requested	2027 Operating Budget Proposed	2027 Variance Comments Requested	2027 Variance Comments Proposed
510010 - Fleet Insurance	6,050	6,050	There is an overall percentage increase of 22.43% for all funds combined over prior year's budget. The percentage decrease/increase varies by department or fund. Changes related to volume and/or claims experience paid in various departments. Human Resources insurance analyst projected cost of premiums based on industry trends and discussions with industry experts and current service providers.	
510030 - Public & Gen Liability Insurance	1,210	1,210	There is an overall percentage increase of 22.43% for all funds combined over prior year's budget. The percentage decrease/increase varies by department or fund. Changes related to volume and/or claims experience paid in various departments. Human Resources insurance analyst projected cost of premiums based on industry trends and discussions with industry experts and current service providers.	
515320 - Testing Services	30	30	Vehicle emissions testing for one vehicle. State fees went up.	
515330 - Towing Services	500	500		
520000 - Training	500	500		

**Washington County, Maryland
Utility Administration Fund
Department 40060 - Clean County
FY27 Expenses**

	2027 Operating Budget Requested	2027 Operating Budget Proposed	2027 Variance Comments Requested	2027 Variance Comments Proposed
525000 - Supplies/Material - Operating	6,360	6,360	Major items include a replacement flap set and gutter brooms for the sweeper; seat and headrest covers for the new sweeper.	
525040 - Small Tools & Equipment	870	870	Water hose reel, grease gun, truck bed net and truck toolbox.	
526040 - Equipment Maintenance	19,890	19,890	Maintenance on sweeper truck, dump truck and trailer based on manufacturers schedule of repairs \$15,130; decals for new sweeper \$3,500; cylinder rebuild \$1,000; hitch replacement \$257.	
527030 - Diesel Fuel	17,750	17,750	Estimated budget is 6,453 gallons x \$2.75 = \$17,745.75 (excludes taxes), which is based on bids and short-term energy outlook forecasts. Rate is discounted with new bid price including delivery as compared to retail prices.	
527040 - Diesel Fuel Tax	3,020	3,020	6,453 gallons x 0.4675 = \$3,016.78.	
527050 - Auto Fluids	1,150	1,150	Variance due to increased cost of diesel emission fluid needed for sweeper and dump truck.	

**Washington County, Maryland
Utility Administration Fund
Department 40060 - Clean County
FY27 Expenses**

	2027 Operating Budget Requested	2027 Operating Budget Proposed	2027 Variance Comments Requested	2027 Variance Comments Proposed
527060 - Auto Gasoline	1,030	1,030	Projected budget is 350 gallons x \$2.95 = \$1,032.50 (includes state gas tax), which is based on bids and short-term energy outlook forecasts. Rate per gallon is discounted with bid price as compared to retail prices. Decrease related to a smaller truck being transferred to department 40060 so there will be less gasoline usage.	
527090 - Auto Repairs	480	480	Oil changes, tire rotations, filters, and brakes for pickup.	
527100 - Auto Tires	2,400	2,400	Four tires on Unit 210 (pickup) and two tires for dump truck/sweeper.	
535060 - Uniforms	500	500	Work pants for Clean County Technicians - in lieu of rental uniforms.	
540010 - Wireless Communication	1,090	1,090		
545050 - Waste/Trash Disposal	45,500	45,500	875 tons based on actual and projected FY26 totals. New sweeper should increase the debris collected. (875 tons x \$52/ton = \$45,500)	
545060 - Water	5,100	5,100	Water for street sweeper operation and maintenance.	
Total	324,600	324,600		

Washington County, Maryland
Utility Administration Fund
Department 40998 - Billable - Inspection Projects
FY27 Expenses

	2027 Operating Budget Requested	Adjustment	2027 Operating Budget Proposed	\$ Change	% Change	2026 Operating Budget Approved	2025 Actuals Final	2024 Actuals Final
500000 - Wages - Full Time	12,180	0	12,180	(3,190)	(20.75)%	15,370	238	13
500010 - Wages - Overtime	280	0	280	(160)	(36.36)%	440	0	0
500100 - FICA - Employer	950	0	950	(260)	(21.49)%	1,210	119	0
500120 - Health Insurance	2,590	0	2,590	(1,060)	(29.04)%	3,650	0	0
500125 - Other Insurance	40	0	40	(20)	(33.33)%	60	0	0
500130 - Pension	3,050	0	3,050	(640)	(17.34)%	3,690	0	0
500140 - Workers Compensation	390	0	390	(130)	(25.00)%	520	0	0
Wages and Benefits	19,480	0	19,480	(5,460)	(21.89)%	24,940	357	13
515000 - Contracted/Purchased Service	15,000	0	15,000	0	0.00%	15,000	0	0
Operating Expenses	15,000	0	15,000	0	0.00%	15,000	0	0
Total	34,480	0	34,480	(5,460)	(13.67)%	39,940	357	13

**Washington County, Maryland
Utility Administration Fund
Department 40998 - Billable - Inspection Projects
FY27 Expenses**

	2027 Operating Budget Requested	2027 Operating Budget Proposed	2027 Variance Comments Requested	2027 Variance Comments Proposed
500000 - Wages - Full Time	12,180	12,180		
500010 - Wages - Overtime	280	280		
500100 - FICA - Employer	950	950		
500120 - Health Insurance	2,590	2,590		
500125 - Other Insurance	40	40		
500130 - Pension	3,050	3,050		
500140 - Workers Compensation	390	390		
515000 - Contracted/Purchased Service	15,000	15,000		
Total	34,480	34,480		

Washington County, Maryland
Utility Administration Fund
Department 40999 - Billable - Contract Operations
FY27 Expenses

	2027 Operating Budget Requested	Adjustment	2027 Operating Budget Proposed	\$ Change	% Change	2026 Operating Budget Approved	2025 Actuals Final	2024 Actuals Final
500000 - Wages - Full Time	221,260	0	221,260	16,310	7.96%	204,950	64,459	34,304
500010 - Wages - Overtime	14,130	0	14,130	(3,430)	(19.53)%	17,560	423	140
500040 - Other Wages	11,040	0	11,040	2,480	28.97%	8,560	4,694	1,866
500100 - FICA - Employer	18,850	0	18,850	1,170	6.62%	17,680	7,143	2,558
500120 - Health Insurance	47,120	0	47,120	(1,620)	(3.32)%	48,740	13,465	7,362
500125 - Other Insurance	810	0	810	40	5.19%	770	259	127
500130 - Pension	55,320	0	55,320	6,130	12.46%	49,190	17,542	9,149
500140 - Workers Compensation	7,090	0	7,090	180	2.60%	6,910	1,642	869
Wages and Benefits	375,620	0	375,620	21,260	6.00%	354,360	109,627	56,375
515000 - Contracted/Purchased Service	0	0	0	(250)	(100.00)%	250	0	0
525000 - Supplies/Material - Operating	20,000	0	20,000	0	0.00%	20,000	0	0
528000 - Supplies - Chemicals	500	0	500	0	0.00%	500	0	0
545020 - Natural Gas	6,000	0	6,000	0	0.00%	6,000	0	0
545060 - Water	4,740	0	4,740	750	18.80%	3,990	0	0
Operating Expenses	31,240	0	31,240	500	1.63%	30,740	0	0
Total	406,860	0	406,860	21,760	5.65%	385,100	109,627	56,375

**Washington County, Maryland
Utility Administration Fund
Department 40999 - Billable - Contract Operations
FY27 Expenses**

	2027 Operating Budget Requested	2027 Operating Budget Proposed	2027 Variance Comments Requested	2027 Variance Comments Proposed
500000 - Wages - Full Time	221,260	221,260		
500010 - Wages - Overtime	14,130	14,130		
500040 - Other Wages	11,040	11,040		
500100 - FICA - Employer	18,850	18,850		
500120 - Health Insurance	47,120	47,120		
500125 - Other Insurance	810	810		
500130 - Pension	55,320	55,320		
500140 - Workers Compensation	7,090	7,090		
515000 - Contracted/Purchased Service	0	0	The budget is being removed based on no activity the prior three years.	
525000 - Supplies/Material - Operating	20,000	20,000		
528000 - Supplies - Chemicals	500	500		
545020 - Natural Gas	6,000	6,000	The natural gas budgets were based on four prior year actuals and forecasted rate changes.	
545060 - Water	4,740	4,740	Projected actual x 3% rate increase.	
Total	406,860	406,860		

**Washington County, Maryland
Water Fund Operating Budget
Detailed Summary
Fiscal Year 2027**

Page	Category	FY2027 Requested Budget	Adjustment	FY 2027 Proposed Budget	\$ Change	Note	% Change	Original Budget FY 2026
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General Revenues:

23-3	Rental - Other	0	0	0	0		0.00%	0
23-3	Interest Leases	40,970	0	40,970	(980)	1	-2.34%	41,950
23-3	Lease Income	56,840	0	56,840	3,760	2	7.08%	53,080
23-3	Connection Fees	75,800	0	75,800	20,300	3	36.58%	55,500
		173,610	0	173,610	23,080		15.33%	150,530

1 Interest Leases:

- Interest receipts are based upon the amortization schedules of the leases.

2 Lease Income:

- Principal receipts are based upon the amortization schedules of the leases.

3 Connection Fees:

- An increase of \$600 per connection/allocation fee is being requested. The budget is based on the average number of connection/allocation fees per year over the past three years along with a Memorandum of Understanding currently in effect.

Utility Revenues:

23-3	Residential	1,015,690	1,820	1,017,510	147,410	4	16.94%	870,100
23-3	Comm/Industrial I	93,220	0	93,220	16,930	4	22.19%	76,290
23-3	Comm/Industrial II	93,300	0	93,300	22,220	4	31.26%	71,080
23-3	Vol/Public Service	3,680	0	3,680	1,780	4	93.68%	1,900
		1,205,890	1,820	1,207,710	188,340		18.48%	1,019,370

4 Utility Revenues:

- Adjusted based on the pre-approved FY27 rates as well as rate model growth projections.

Miscellaneous Revenues:

23-3	Interest, Penalties, & Fees	45,000	0	45,000	7,840	5	21.10%	37,160
23-3	Fund Balance Reserve	139,640	(7,550)	132,090	(133,970)	6	-50.35%	266,060
23-3	General Fund Appropriation	150,580	0	150,580	0		0.00%	150,580
		335,220	(7,550)	327,670	(126,130)		-27.79%	453,800

5 Interest, Penalties, & Fees:

- Increased based on prior year receipts.

6 Fund Balance Reserve:

- Fund balance is used when expenses exceed revenues. Based on current projections the amount needed to balance the budget has decreased.

Total Revenues	1,714,720	(5,730)	1,708,990	85,290	5.25%		1,623,700
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**Washington County, Maryland
Water Fund Operating Budget
Detailed Summary
Fiscal Year 2027**

Page	Category	FY2027 Requested Budget	Adjustment	FY 2027 Proposed Budget	\$ Change	Note	% Change	Original Budget FY 2026
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Expenses:

23-9 General Operations	697,900	(5,730)	692,170	66,620	4	10.65%	625,550
23-13 Maintenance Treatment Plants	68,410	0	68,410	(8,790)	5	-11.39%	77,200
23-16 Elk Ridge Treatment Plant	20,000	0	20,000	150	6	0.76%	19,850
23-18 Highfield Treatment Plant	76,740	0	76,740	(2,440)	6	-3.08%	79,180
23-20 Mt. Aetna Treatment Plant	54,120	0	54,120	3,650	6	7.23%	50,470
23-22 Sandy Hook Treatment Plant	23,480	0	23,480	1,870	6	8.65%	21,610
23-24 Sharpsburg Treatment Plant	389,000	0	389,000	14,880	6	3.98%	374,120
23-28 Distribution Lines Operations	235,400	0	235,400	(6,500)	7	-2.69%	241,900
23-32 Distribution Lines Maintenance	149,670	0	149,670	15,850	8	11.84%	133,820

Total Expenses	1,714,720	(5,730)	1,708,990	85,290	9	5.25%	1,623,700
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4 General Operations:

- Wages and Benefits had a net increase of \$35,490 mostly due to the requested salary decompression and budgeting for vacancies.
- Operating expenses increased \$23,160. The most significant item is the Utility Admin Charge which increased \$21,030 based on the amount needed to fund Utility Admin for services provided.
- Capital outlay requests increased a net of \$7,970 to replace the leak detection system.

5 Maintenance Treatment Plants:

- Wages and Benefits decreased \$11,290. While a requested step and COLA is budgeted for FY27, wages are allocated based on a three-year rolling average.
- Operating expenses increased slightly, \$2,500, to replace worn out pumps and equipment.

6 Treatment Plants:

- Wages and Benefits increased \$21,460 due to the requested step and COLA in FY27.
- Operating expenses decreased by \$8,570 mainly due to a projected decrease in chemical and electric costs.
- Capital outlay requests increased \$5,220 to purchase new ultraviolet bulbs and sleeves.

7 Distribution Lines Operations:

- Wages and Benefits increased \$12,800 due to the requested step and COLA in FY27.
- Operating expenses increased \$2,230 mostly due to the purchase of hardware to read the meters.
- A net decrease of \$21,530 in capital outlay requests was received.

8 Distribution Lines Maintenance:

- Wages and Benefits increased \$15,850 due to the requested step and COLA in FY27.

9 Category Summary:

Salaries and Benefits	738,130	0	738,130	74,310		11.19%	663,820
Operating	934,770	270	935,040	19,320		2.11%	915,720
Capital Outlay	41,820	(6,000)	35,820	(8,340)		-18.89%	44,160
	1,714,720	(5,730)	1,708,990	85,290		5.25%	1,623,700

**Washington County, Maryland
Water Fund Revenues
FY27**

	2027 Operating Budget Requested	Adjustment	2027 Operating Budget Proposed	\$ Change	% Change	2026 Operating Budget Approved	2025 Actuals Final	2024 Actuals Final
404400 - Interest - Investments	0	0	0	0	0.00%	0	60,173	0
404410 - Interest - Municipal Investment	0	0	0	0	0.00%	0	86,349	0
404415 - Interest Leases	40,970	0	40,970	(980)	(2.34)%	41,950	42,763	43,637
404420 - Interest, Penalties & Fees	45,000	0	45,000	7,840	21.10%	37,160	41,718	41,401
404511 - Lease Income	56,840	0	56,840	3,760	7.08%	53,080	89,331	89,331
404520 - Rental - Other	0	0	0	0	0.00%	0	92	0
441000 - Residential	1,015,690	1,820	1,017,510	147,410	16.94%	870,100	900,200	861,916
441010 - Comm/Industrial I	93,220	0	93,220	16,930	22.19%	76,290	78,701	58,818
441020 - Comm/Industrial II	93,300	0	93,300	22,220	31.26%	71,080	84,371	70,698
441030 - Vol/Public Service	3,680	0	3,680	1,780	93.68%	1,900	3,879	4,247
441100 - Connection Fees	75,800	0	75,800	20,300	36.58%	55,500	86,961	44,510
485000 - Reimburse Administrative	0	0	0	0	0.00%	0	0	12
490000 - Miscellaneous	0	0	0	0	0.00%	0	41,402	1,618
490045 - Oper Transfer - General Fund	150,580	0	150,580	0	0.00%	150,580	176,480	750,571
490090 - Fund Balance Reserve	139,640	(7,550)	132,090	(133,970)	(50.35)%	266,060	0	0
495100 - Operating - Federal Grants	0	0	0	0	0.00%	0	0	4,374
Revenues	1,714,720	(5,730)	1,708,990	85,290	5.25%	1,623,700	1,692,420	1,971,133

**Washington County, Maryland
Water Fund
Department 00000 - Default Department
FY27 Revenues**

	2027 Operating Budget Requested	2027 Operating Budget Proposed	2027 Variance Comments Requested	2027 Variance Comments Proposed
404415 - Interest Leases	40,970	40,970	Interest receipts are based upon the amortization schedules of the leases, which follows guidelines established by the Governmental Accounting Standards Board (GASB).	
404420 - Interest, Penalties & Fees	45,000	45,000	Increased based on prior year actuals and current year trend.	
404511 - Lease Income	56,840	56,840	Principal receipts are based upon the amortization schedules of the leases, which follows guidelines established by GASB.	
441000 - Residential	1,015,690	1,017,510	Increase in utility rate of 5%. This increase was already approved in the multi-year rate plan approved in FY25.	Increased based on updated rate model projections.
441010 - Comm/Industrial I	93,220	93,220	Increase in Utility Rate of 5% which was approved in FY25 multi-year rate plan.	
441020 - Comm/Industrial II	93,300	93,300	Increase in Utility rate of 5% which was approved in FY25 multi-year rate plan.	
441030 - Vol/Public Service	3,680	3,680	Increase in utility rate of 5%. This increase was already approved in the multi-year rate plan approved in FY25.	

**Washington County, Maryland
Water Fund
Department 00000 - Default Department
FY27 Revenues**

	2027 Operating Budget Requested	2027 Operating Budget Proposed	2027 Variance Comments Requested	2027 Variance Comments Proposed
441100 - Connection Fees	75,800	75,800	The fund has averaged ten connection/allocation fees per year over the past three years. An increase of \$600 per connection/allocation fee is being requested. 10 x \$3,800 = \$38,000. In addition, a prior Memorandum of Understanding (MOU) will result in \$37,800 in additional revenue.	
490045 - Oper Transfer - General Fund	150,580	150,580		
490090 - Fund Balance Reserve	139,640	132,090	Expenses exceed revenues so a transfer from the fund's reserve balance is needed.	Based on proposed changes to the budget the amount needed to balance has decreased.

Total	1,714,720	1,708,990		
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**Washington County, Maryland Operating Budget
Detailed Budget Worksheet - New Fee or Increased Fees
Fiscal Year 2027**

Department Name: Default Department

Department Number: 00000

Revenue Account Number (*)	Description of Fee or Service	Quarterly Fee FY2025		Quarterly Fee FY2026		Approved Quarterly Fee FY2027		Change in Base	Change Per 1,000 Gallons	Total Projected Change in Revenue	Justification of Request
		Base for 6,000 Gallons	Each Additional 1,000 Gallons	Base for 6,000 Gallons	Each Additional 1,000 Gallons	Base for 6,000 Gallons	Each Additional 1,000 Gallons				
441000	Residential	\$115.30	\$14.22	\$121.12	\$14.93	\$127.23	\$15.68	\$6.11	\$0.75	\$48,720	Based on projected number of accounts and volume as calculated in Rate Model.
441010	Commercial/Industrial I	\$117.90	\$12.47	\$124.50	\$13.17	\$132.00	\$13.92	\$7.50	\$0.75	\$5,170	Based on projected number of accounts and volume as calculated in Rate Model.
441020	Commercial/Industrial II	\$158.65	\$11.24	\$166.66	\$11.80	\$175.07	\$12.39	\$8.41	\$0.59	\$4,450	Based on projected number of accounts and volume as calculated in Rate Model.
441030	Volunteer/Public Service	\$115.30	\$14.22	\$121.76	\$15.03	\$129.10	\$15.79	\$7.34	\$0.76	\$190	Based on projected number of accounts and volume as calculated in Rate Model.

Total New Fees or Increased Fees	\$58,530
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**Washington County, Maryland Operating Budget
Detailed Budget Worksheet - New Fee or Increased Fees
Fiscal Year 2027**

Department Name: **Default Department**

Department Number: **00000**

Revenue Account Number (*)	Description of Fee or Service	Fee FY2025	Fee FY2026	Proposed Fee FY2027	Change in Fee Over Prior FY	Total Projected Change in Revenue	Justification of Request
441100	Connection Fees	\$2,700	\$3,200	\$3,800	\$600	\$6,000	This fee helps offset the capital costs of new treatment facilities, water distribution lines, water tanks, etc. Estimated additional revenue is based on an average of 10 connection fee charges per year over the past three years. Rates will be adjusted incrementally over time to reach the appropriate long-term fee structure. Prior to FY2026 the last increase was 7/1/2021.
					\$0		
					\$0		
					\$0		

Total New Fees or Increased Fees \$6,000

**Washington County, Maryland
Water Fund Expenditures - Proposed
FY27**

	2027 Operating Budget Requested	Adjustment	2027 Operating Budget Proposed	\$ Change	% Change	2026 Operating Budget Approved	2025 Actuals Final	2024 Actuals Final
41010 - General Operations	697,900	(5,730)	692,170	66,620	10.65%	625,550	402,957	480,784
41020 - Maintenance Treatment Plants	68,410	0	68,410	(8,790)	(11.39)%	77,200	47,678	69,647
41100 - Elk Ridge Treatment Plant	20,000	0	20,000	150	0.76%	19,850	47,309	17,756
41120 - Highfield Treatment Plant	76,740	0	76,740	(2,440)	(3.08)%	79,180	62,918	59,820
41140 - Mt. Aetna Treatment Plant	54,120	0	54,120	3,650	7.23%	50,470	61,319	86,287
41160 - Sandy Hook Treatment Plant	23,480	0	23,480	1,870	8.65%	21,610	15,477	15,184
41180 - Sharpsburg Treatment Plant	389,000	0	389,000	14,880	3.98%	374,120	348,742	284,706
41700 - Distribution Lines Operations	235,400	0	235,400	(6,500)	(2.69)%	241,900	305,977	224,239
41710 - Distribution Lines Maintenance	149,670	0	149,670	15,850	11.84%	133,820	258,767	196,688
Total Expenditures	1,714,720	(5,730)	1,708,990	85,290	5.25%	1,623,700	1,551,144	1,435,111

Washington County, Maryland
Water Fund
Department 41010 - General Operations
FY27 Expenses

	2027 Operating Budget Requested	Adjustment	2027 Operating Budget Proposed	\$ Change	% Change	2026 Operating Budget Approved	2025 Actuals Final	2024 Actuals Final
500000 - Wages - Full Time	0	0	0	0	0.00%	0	(27)	0
500145 - Time to Care	1,900	0	1,900	0	0.00%	1,900	0	0
500155 - Personnel Requests	48,600	0	48,600	48,600	100.00%	0	0	0
500161 - Wage Reserve	(33,300)	0	(33,300)	(13,710)	(100.00)%	(19,590)	0	0
500170 - Employee Investment	500	0	500	500	100.00%	0	325	0
500172 - Team Building	100	0	100	100	100.00%	0	0	0
Wages and Benefits	17,800	0	17,800	35,490	(200.62)%	(17,690)	298	0
501000 - Debt - Bond Principal	65,210	0	65,210	3,740	6.08%	61,470	56,084	19,465
501001 - Contra - Bond Principal	0	0	0	0	0.00%	0	(56,084)	(19,465)
501050 - Debt - Bond Interest	67,950	(680)	67,270	(3,700)	(5.21)%	70,970	50,154	68,615
501090 - Debt - Administrative Fees	100	0	100	(20)	(16.67)%	120	97	94
501095 - Bond Issue Cost Expense	8,620	(6,060)	2,560	2,350	1,119.05%	210	0	528
502000 - Appropriations	50,000	0	50,000	0	0.00%	50,000	0	0
505010 - Advertising	500	0	500	0	0.00%	500	744	432
505150 - Other - Miscellaneous	0	0	0	0	0.00%	0	0	0
505960 - Uncollectible Accounts	0	0	0	0	0.00%	0	17	140
515000 - Contracted/Purchased Service	3,720	0	3,720	(1,530)	(29.14)%	5,250	5,244	0
525000 - Supplies/Material - Operating	2,000	0	2,000	1,290	181.69%	710	1,934	938
525010 - Billing Supplies	1,400	0	1,400	0	0.00%	1,400	1,136	1,292
525040 - Small Tools & Equipment	50	0	50	0	0.00%	50	0	318
527035 - Off Road Diesel	0	0	0	0	0.00%	0	0	1,160
590040 - Utility Administration Charge	461,820	1,010	462,830	21,030	4.76%	441,800	337,492	401,240
Operating Expenses	661,370	(5,730)	655,640	23,160	3.66%	632,480	396,818	474,757
599999 - Controllable Assets	0	0	0	(10,760)	(100.00)%	10,760	5,841	6,027
600400 - Machinery & Equipment	18,730	0	18,730	18,730	100.00%	0	0	0
Capital Outlay	18,730	0	18,730	7,970	74.07%	10,760	5,841	6,027
Total	697,900	(5,730)	692,170	66,620	10.65%	625,550	402,957	480,784

Washington County, Maryland
Water Fund
Department 41010 - General Operations
FY27 Expenses

	2027 Operating Budget Requested	2027 Operating Budget Proposed	2027 Variance Comments Requested	2027 Variance Comments Proposed
500145 - Time to Care	1,900	1,900		
500155 - Personnel Requests	48,600	48,600	Place holder for salary scale decompression.	
500161 - Wage Reserve	(33,300)	(33,300)	To budget for vacancy savings.	
500170 - Employee Investment	500	500	4 employees x \$125 per employee for boot reimbursement.	
500172 - Team Building	100	100	The team building incentive budget is \$25 per full-time employee per year.	
501000 - Debt - Bond Principal	65,210	65,210	Debt cost is based on fixed agreed upon payments with bondholders and State agencies. Payments are in accordance with amortization schedules.	
501050 - Debt - Bond Interest	67,950	67,270	Debt cost is based on fixed agreed upon payments with bondholders and State agencies. Payments are in accordance with amortization schedules.	A new money bond issue will not occur in the Spring of 2026. Hence, there will not be an interest payment due in January 2027 for the new issue.
501090 - Debt - Administrative Fees	100	100	Debt cost is based on fixed agreed upon payments with bondholders and State agencies. Payments are in accordance with amortization schedules.	
501095 - Bond Issue Cost Expense	8,620	2,560	Debt cost is based on fixed agreed upon payments with bondholders and State agencies. Payments are in accordance with amortization schedules.	Projected costs decreased based on changes from the original FY27 CIP plan to draft 1 as well as the FY26 CIP bond sale being combined with the FY27 bond sale.

Washington County, Maryland
Water Fund
Department 41010 - General Operations
FY27 Expenses

	2027 Operating Budget Requested	2027 Operating Budget Proposed	2027 Variance Comments Requested	2027 Variance Comments Proposed
502000 - Appropriations	50,000	50,000	Contribution to CIP for project LIN004 Water Meter Replacement.	
505010 - Advertising	500	500		
515000 - Contracted/Purchased Service	3,720	3,720	The budget is based on the service quote received.	
525000 - Supplies/Material - Operating	2,000	2,000	Year to date expenses as well as prior year expenses exceed the current budget. Increasing to reflect actual usage.	
525010 - Billing Supplies	1,400	1,400		
525040 - Small Tools & Equipment	50	50		
590040 - Utility Administration Charge	461,820	462,830	Adjusted to be 9% of the Utility Admin Fund deficit.	The amount needed to balance the Utility Fund increased so a larger contribution from the Water Fund is needed.
600400 - Machinery & Equipment	18,730	18,730	Replacing older equipment with software and dock station issues.	
Total	697,900	692,170		

**Washington County, Maryland Operating Budget
Detailed Budget Worksheet - Machinery & Equipment (≥\$10,000 per item)
Fiscal Year 2027**

Department Name: **General Operations**

Department Number: **41010**

Machinery & Equipment: For physical assets which are not attached permanently to land, buildings, or land improvements; have unique serial numbers; are capable of being moved; and are capable of being acquired under a capital lease. Requested cost should include the purchase price net of discounts, plus trade-in allowance, transportation charges, installation costs, taxes and any other costs required to prepare the asset for its intended use. Examples are mowers and construction equipment.

*Requests in accounts 599999 - 600800 need to be prioritized in order of need (highest to lowest) as a whole, with 1 being the highest priority. If there are requests in two or more accounts, there can only be one priority 1, one priority two etc. among all the accounts combined. Priority cannot be repeated throughout the accounts.

Priority Number	Item Description	Quantity	Unit Cost	Total Cost	New or Replacement (*)	Justification of Request
1	Correlation Leak Detection System	1	\$18,725	\$18,730	Replacement	The current equipment is having software and dock station issues.
				\$0		
				\$0		
				\$0		
				\$0		
				\$0		
				\$0		
				\$0		

Total Machinery & Equipment - 600400 \$18,730

** If the asset is nearing the end of its useful life (and that is the reason you are requesting to replace it), include in your justification the age of the asset as well as the manufacturer's recommended useful life. Include any applicable supporting documents showing manufacturers recommendations.*

Washington County, Maryland
Water Fund
Department 41020 - Maintenance Treatment Plants
FY27 Expenses

	2027 Operating Budget Requested	Adjustment	2027 Operating Budget Proposed	\$ Change	% Change	2026 Operating Budget Approved	2025 Actuals Final	2024 Actuals Final
500000 - Wages - Full Time	24,530	0	24,530	(8,280)	(25.24)%	32,810	20,937	20,131
500010 - Wages - Overtime	1,080	0	1,080	(80)	(6.90)%	1,160	1,587	594
500100 - FICA - Employer	1,960	0	1,960	(640)	(24.62)%	2,600	1,805	1,526
500120 - Health Insurance	5,220	0	5,220	(30)	(0.57)%	5,250	5,251	6,288
500125 - Other Insurance	90	0	90	10	12.50%	80	80	77
500130 - Pension	6,130	0	6,130	(1,960)	(24.23)%	8,090	5,467	5,686
500140 - Workers Compensation	790	0	790	(310)	(28.18)%	1,100	1,234	1,160
Wages and Benefits	39,800	0	39,800	(11,290)	(22.10)%	51,090	36,361	35,462
515000 - Contracted/Purchased Service	2,500	0	2,500	0	0.00%	2,500	1,480	0
515270 - Maintenance Contract Services	0	0	0	0	0.00%	0	0	2,352
525000 - Supplies/Material - Operating	19,000	6,000	25,000	2,500	11.11%	22,500	0	0
526000 - Supplies/Material-Maintenance	0	0	0	0	0.00%	0	6,893	18,474
527035 - Off Road Diesel	1,110	0	1,110	0	0.00%	1,110	0	0
Operating Expenses	22,610	6,000	28,610	2,500	9.57%	26,110	8,373	20,826
599999 - Controllable Assets	6,000	(6,000)	0	0	0.00%	0	2,944	13,359
Capital Outlay	6,000	(6,000)	0	0	0.00%	0	2,944	13,359
Total	68,410	0	68,410	(8,790)	(11.39)%	77,200	47,678	69,647

**Washington County, Maryland
Water Fund
Department 41020 - Maintenance Treatment Plants
FY27 Expenses**

	2027 Operating Budget Requested	2027 Operating Budget Proposed	2027 Variance Comments Requested	2027 Variance Comments Proposed
500000 - Wages - Full Time	24,530	24,530		The budget is based on a proposed step of 2.5% and a 1% COLA for FY27. Wages are then allocated based on a three-year rolling average and adjusted for any known changes in trends.
500010 - Wages - Overtime	1,080	1,080		The budget is based on a proposed step of 2.5% and a 1% COLA for FY27. Wages are then allocated based on a three-year rolling average and adjusted for any known changes in trends.
500100 - FICA - Employer	1,960	1,960		Budget is based on total wages times 7.65%.
500120 - Health Insurance	5,220	5,220		Health Insurance budget is based on current employees' coverage and \$17,000 is budgeted for vacant positions. The premiums will not be increased in FY27. This is based on the projected trend analysis in the market, discussions with the County's health insurance administrators, an analysis of the County's self-insured reserve trends, and the anticipated reserve balance.
500125 - Other Insurance	90	90		This category includes County paid premiums for employee life insurance, dependent life insurance, and long-term disability. The majority of these premiums are based on wages. Due to the proposed wage increase the other insurance increased by approximately 3.5%.

**Washington County, Maryland
Water Fund
Department 41020 - Maintenance Treatment Plants
FY27 Expenses**

	2027 Operating Budget Requested	2027 Operating Budget Proposed	2027 Variance Comments Requested	2027 Variance Comments Proposed
500130 - Pension	6,130	6,130		
			The budgeted amount for employer pension is based on full-time wages times 25%.	
500140 - Workers Compensation	790	790		
			Workers Compensation is based on projected employee wages times their assigned classification rates. Due to proposed wage increases the workers' compensation budget increased by approximately 3.5%.	
515000 - Contracted/Purchased Service	2,500	2,500		
525000 - Supplies/Material - Operating	19,000	25,000		
			There are several preventative maintenance projects planned for the upcoming year to include replacing worm out pumps and equipment.	Reallocating \$6,000 from account 599999 for plant upgrades at Mount Actna and Elk Ridge.
527035 - Off Road Diesel	1,110	1,110		
			The estimated budget is 403 gallons x \$2.75 = \$1,110, which is based on bids and short-term energy outlook forecasts. Rate is discounted with new bid price including delivery as compared to retail prices.	
599999 - Controllable Assets	6,000	0		
			A generator at Mt. Actna Treatment Plant is requested due to frequent power outages.	Due to product availability it was decided to purchase the generator with FY26 funds. Reallocating \$6,000 to account 525000.

Total	68,410	68,410
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**Washington County, Maryland
Water Fund
Department 41100 - Elk Ridge Treatment Plant
FY27 Expenses**

	2027 Operating Budget Requested	2027 Operating Budget Proposed	2027 Variance Comments Requested	2027 Variance Comments Proposed
500000 - Wages - Full Time	8,830	8,830		
500010 - Wages - Overtime	80	80		
500100 - FICA - Employer	680	680		
500120 - Health Insurance	1,880	1,880		
500125 - Other Insurance	30	30		
500130 - Pension	2,210	2,210		
500140 - Workers Compensation	280	280		
525000 - Supplies/Material - Operating	810	810		
525040 - Small Tools & Equipment	200	200		
528000 - Supplies - Chemicals	2,000	2,000		Prior year and current year to date usage is running higher than the budget. Increasing to reflect actual expenses.
545010 - Electric	3,000	3,000		The electric budget is based on four prior year actual, forecasted rate changes, and other known circumstances. The projection also takes into account current year actuals with annualized estimations.

Total	20,000	20,000
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Washington County, Maryland
Water Fund
Department 41120 - Highfield Treatment Plant
FY27 Expenses

	2027	2027	2027	2026	2025	2024
	Operating Budget Requested	Adjustment	Operating Budget Proposed	Operating Budget Approved	Actuals Final	Actuals Final
		\$ Change	% Change			
500000 - Wages - Full Time	20,690	0	20,690	19,270	16,836	14,639
500010 - Wages - Overtime	1,080	0	1,080	1,190	789	1,294
500040 - Other Wages	0	0	0	0	1,004	852
500100 - FICA - Employer	1,670	0	1,670	1,570	1,491	1,261
500120 - Health Insurance	4,410	0	4,410	4,580	3,632	2,118
500125 - Other Insurance	80	0	80	70	69	62
500130 - Pension	5,170	0	5,170	4,620	4,519	4,291
500140 - Workers Compensation	660	0	660	650	463	420
Wages and Benefits	33,760	0	33,760	31,950	28,803	24,937
525000 - Supplies/Material - Operating	5,700	0	5,700	5,700	4,349	6,715
525040 - Small Tools & Equipment	280	0	280	280	0	228
528000 - Supplies - Chemicals	15,000	0	15,000	15,000	10,499	11,492
545010 - Electric	22,000	0	22,000	26,250	19,267	16,448
Operating Expenses	42,980	0	42,980	47,230	34,115	34,883
Total	76,740	0	76,740	79,180	62,918	59,820

**Washington County, Maryland
Water Fund
Department 41120 - Highfield Treatment Plant
FY27 Expenses**

	2027 Operating Budget Requested	2027 Operating Budget Proposed	2027 Variance Comments Requested	2027 Variance Comments Proposed
500000 - Wages - Full Time	20,690	20,690		
500010 - Wages - Overtime	1,080	1,080		
500100 - FICA - Employer	1,670	1,670		
500120 - Health Insurance	4,410	4,410		
500125 - Other Insurance	80	80		
500130 - Pension	5,170	5,170		
500140 - Workers Compensation	660	660		
525000 - Supplies/Material - Operating	5,700	5,700		
525040 - Small Tools & Equipment	280	280		
528000 - Supplies - Chemicals	15,000	15,000		
545010 - Electric	22,000	22,000		
			The electric budget is based on four prior year actuals, forecasted rate changes, and other know circumstances. The projection also takes into account current year actuals with annualized estimations.	

Total	76,740	76,740
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Washington County, Maryland
Water Fund
Department 41140 - Mt. Aetna Treatment Plant
FY27 Expenses

	2027	2027	2026	2025	2024			
	Operating Budget Requested	Adjustment	Operating Budget Proposed	\$ Change	% Change	Operating Budget Approved	2025 Actuals Final	2024 Actuals Final
500000 - Wages - Full Time	24,960	0	24,960	1,670	7.17%	23,290	20,850	18,094
500010 - Wages - Overtime	870	0	870	(450)	(34.09)%	1,320	349	780
500040 - Other Wages	0	0	0	0	0.00%	0	1,114	1,131
500100 - FICA - Employer	1,980	0	1,980	100	5.32%	1,880	1,791	1,464
500120 - Health Insurance	5,320	0	5,320	(220)	(3.97)%	5,540	5,176	5,262
500125 - Other Insurance	90	0	90	0	0.00%	90	82	76
500130 - Pension	6,240	0	6,240	650	11.63%	5,590	5,479	5,391
500140 - Workers Compensation	800	0	800	20	2.56%	780	557	500
Wages and Benefits	40,260	0	40,260	1,770	4.60%	38,490	35,398	32,698
515000 - Contracted/Purchased Service	0	0	0	0	0.00%	0	6,919	42,086
525000 - Supplies/Material - Operating	1,610	0	1,610	0	0.00%	1,610	1,301	1,898
525040 - Small Tools & Equipment	250	0	250	0	0.00%	250	0	251
526000 - Supplies/Material-Maintenance	0	0	0	0	0.00%	0	7,251	0
528000 - Supplies - Chemicals	5,000	0	5,000	0	0.00%	5,000	4,245	5,843
545010 - Electric	7,000	0	7,000	1,880	36.72%	5,120	6,205	3,511
Operating Expenses	13,860	0	13,860	1,880	15.69%	11,980	25,921	53,589
Total	54,120	0	54,120	3,650	7.23%	50,470	61,319	86,287

Washington County, Maryland
Water Fund
Department 41140 - Mt. Aetna Treatment Plant
FY27 Expenses

	2027 Operating Budget Requested	2027 Operating Budget Proposed	2027 Variance Comments Requested	2027 Variance Comments Proposed
500000 - Wages - Full Time	24,960	24,960		
500010 - Wages - Overtime	870	870		
500100 - FICA - Employer	1,980	1,980		
500120 - Health Insurance	5,320	5,320		
500125 - Other Insurance	90	90		
500130 - Pension	6,240	6,240		
500140 - Workers Compensation	800	800		
525000 - Supplies/Material - Operating	1,610	1,610		
525040 - Small Tools & Equipment	250	250		
528000 - Supplies - Chemicals	5,000	5,000		
545010 - Electric	7,000	7,000		
			The electric budget is based on four prior year actuals, forecasted rate changes, and other known circumstances. The projection also takes into account current year actuals with annualized estimations.	
Total	54,120	54,120		

Washington County, Maryland
Water Fund
Department 41160 - Sandy Hook Treatment Plant
FY27 Expenses

	2027 Operating Budget Requested	2027 Operating Budget Proposed	2027 Variance Comments Requested	2027 Variance Comments Proposed
500000 - Wages - Full Time	9,710	9,710		
500010 - Wages - Overtime	220	220		
500100 - FICA - Employer	760	760		
500120 - Health Insurance	2,070	2,070		
500125 - Other Insurance	40	40		
500130 - Pension	2,430	2,430		
500140 - Workers Compensation	310	310		
525000 - Supplies/Material - Operating	1,440	1,440		
525040 - Small Tools & Equipment	500	500		
528000 - Supplies - Chemicals	1,000	1,000		
545010 - Electric	5,000	5,000		
			The electric budget is based on four prior year actuals, forecasted rate changes, and other known circumstances. The projection also takes into account current year actuals with annualized estimations.	
Total	23,480	23,480		

Washington County, Maryland
Water Fund
Department 41180 - Sharpsburg Treatment Plant
FY27 Expenses

	2027	2027	2027	2026	2025	2024
	Operating Budget Requested	Adjustment	Operating Budget Proposed	Operating Budget Approved	Actuals Final	Actuals Final
		\$	% Change	% Change		
500000 - Wages - Full Time	184,520	0	184,520	173,100	176,379	130,432
500010 - Wages - Overtime	12,390	0	12,390	14,340	8,790	15,275
500040 - Other Wages	8,660	0	8,660	5,410	5,686	4,228
500100 - FICA - Employer	15,730	0	15,730	14,750	15,288	11,198
500120 - Health Insurance	39,300	0	39,300	41,160	32,870	20,054
500125 - Other Insurance	680	0	680	650	664	500
500130 - Pension	46,130	0	46,130	41,540	44,846	36,577
500140 - Workers Compensation	5,910	0	5,910	5,830	4,705	3,731
500150 - Unemployment Compensation	0	0	0	0	0	3,440
Wages and Benefits	313,320	0	313,320	296,780	289,228	225,435
515000 - Contracted/Purchased Service	7,610	0	7,610	7,610	6,217	6,875
525000 - Supplies/Material - Operating	8,630	0	8,630	8,630	8,513	9,292
525040 - Small Tools & Equipment	1,000	0	1,000	1,000	71	1,035
526000 - Supplies/Material-Maintenance	0	0	0	0	2,990	0
528000 - Supplies - Chemicals	30,000	0	30,000	37,500	23,407	25,944
535060 - Uniforms	720	0	720	600	702	204
545010 - Electric	19,500	0	19,500	19,000	16,992	8,043
Operating Expenses	67,460	0	67,460	74,340	58,892	51,393
599999 - Controllable Assets	8,220	0	8,220	3,000	622	7,878
Capital Outlay	8,220	0	8,220	3,000	622	7,878
Total	389,000	0	389,000	374,120	348,742	284,706

Washington County, Maryland
Water Fund
Department 41180 - Sharpsburg Treatment Plant
FY27 Expenses

	2027 Operating Budget Requested	2027 Operating Budget Proposed	2027 Variance Comments Requested	2027 Variance Comments Proposed
500000 - Wages - Full Time	184,520	184,520		
500010 - Wages - Overtime	12,390	12,390		
500040 - Other Wages	8,660	8,660	The Other Wages category includes amounts for sick pay bonus and holidays worked for operations that require coverage on holidays. The sick pay bonus is based on prior year actuals with a small increase for employees receiving additional pay for accumulating more consecutive years without using sick time. The holiday worked was increased for the 3.5% wage increases for FY27. This category also includes stipend pay for employees who maintain eligible certifications.	
500100 - FICA - Employer	15,730	15,730		
500120 - Health Insurance	39,300	39,300		
500125 - Other Insurance	680	680		
500130 - Pension	46,130	46,130		
500140 - Workers Compensation	5,910	5,910		
515000 - Contracted/Purchased Service	7,610	7,610		
525000 - Supplies/Material - Operating	8,630	8,630		
525040 - Small Tools & Equipment	1,000	1,000		

Washington County, Maryland
Water Fund
Department 41180 - Sharpsburg Treatment Plant
FY27 Expenses

	2027 Operating Budget Requested	2027 Operating Budget Proposed	2027 Variance Comments Requested	2027 Variance Comments Proposed
528000 - Supplies - Chemicals	30,000	30,000	Looking at the past three years and the current year to date, actual expenses are well below the budget. Spending to date is also slightly lower than this time last year so adjusting the budget downward.	
535060 - Uniforms	720	720	Budget increased based on prior year and year to date usage.	
545010 - Electric	19,500	19,500	The electric budget is based on four prior year actuals, forecasted rate changes, and other known circumstances. The projection also takes into account current year actuals with annualized estimations.	
599999 - Controllable Assets	8,220	8,220	Purchasing new UV bulbs and sleeves to maintain water regulations.	
Total	389,000	389,000		

**Washington County, Maryland Operating Budget
Detailed Budget Worksheet - Controllable Assets (≥\$1 and <\$10,000)
Fiscal Year 2027**

Department Name: **Sharpsburg Treatment Plant**

Department Number: **41180**

Controllable Assets: Requests in accounts 599999 - 600800 need to be prioritized in order of need (highest to lowest) as a whole, with 1 being the highest priority. If there are requests in two or more accounts, there can only be one priority 1, one priority two etc. among all the accounts combined. Priority cannot be repeated throughout the accounts.

Priority Number	Item Description	Quantity	Unit Cost	Total Cost	New or Replacement (*)	Justification of Request
1	UV bulbs/quartz sleeves	4	\$2,053	\$8,220	Replacement	To maintain drinking water requirements.
				\$0		
				\$0		
				\$0		
				\$0		
				\$0		
				\$0		
				\$0		

Total Controllable Assets - 599999	\$8,220
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Washington County, Maryland
Water Fund
Department 41700 - Distribution Lines Operations
FY27 Expenses

	2027	2027	2027	2026	2025	2024
	Operating Budget Requested	Adjustment	Operating Budget Proposed	Operating Budget Approved	Actuals Final	Actuals Final
			\$ Change	% Change		
500000 - Wages - Full Time	112,240	0	5,120	4.78%	88,597	89,348
500010 - Wages - Overtime	20,150	0	3,860	23.70%	22,914	17,058
500040 - Other Wages	4,270	0	2,180	104.31%	2,091	20
500100 - FICA - Employer	10,450	0	850	8.85%	9,194	7,991
500120 - Health Insurance	23,910	0	(1,560)	(6.12)%	16,033	15,911
500125 - Other Insurance	410	0	10	2.50%	329	336
500130 - Pension	28,060	0	2,350	9.14%	26,786	24,881
500140 - Workers Compensation	3,600	0	(10)	(0.28)%	2,871	2,667
Wages and Benefits	203,090	0	12,800	6.73%	168,815	158,212
505010 - Advertising	0	0	0	0.00%	76	0
515000 - Contracted/Purchased Service	6,250	0	2,050	48.81%	26,658	4,810
515180 - Software	5,800	0	180	3.20%	0	3,000
525000 - Supplies/Material - Operating	8,620	0	0	0.00%	8,725	7,810
525040 - Small Tools & Equipment	1,000	0	0	0.00%	502	881
526040 - Equipment Maintenance	0	0	0	0.00%	104	0
528000 - Supplies - Chemicals	1,770	0	0	0.00%	285	1,676
Operating Expenses	23,440	0	2,230	10.51%	36,350	18,177
599999 - Controllable Assets	8,870	0	(21,530)	(70.82)%	59,413	27,805
600400 - Machinery & Equipment	0	0	0	0.00%	31,250	20,045
600800 - Facilities, Lines & Mains	0	0	0	0.00%	10,149	0
Capital Outlay	8,870	0	(21,530)	(70.82)%	100,812	47,850
Total	235,400	0	(6,500)	(2.69)%	305,977	224,239

**Washington County, Maryland
Water Fund
Department 41700 - Distribution Lines Operations
FY27 Expenses**

	2027 Operating Budget Requested	2027 Operating Budget Proposed	2027 Variance Comments Requested	2027 Variance Comments Proposed
500000 - Wages - Full Time	112,240	112,240		
500010 - Wages - Overtime	20,150	20,150		
500040 - Other Wages	4,270	4,270		
500100 - FICA - Employer	10,450	10,450		
500120 - Health Insurance	23,910	23,910		
500125 - Other Insurance	410	410		
500130 - Pension	28,060	28,060		
500140 - Workers Compensation	3,600	3,600		
515000 - Contracted/Purchased Service	6,250	6,250		The budget is based on the 12 month hardware quote received.
515180 - Software	5,800	5,800		The budget is based on the 12 month quote received for Neptune software.
525000 - Supplies/Material - Operating	8,620	8,620		
525040 - Small Tools & Equipment	1,000	1,000		
528000 - Supplies - Chemicals	1,770	1,770		
599999 - Controllable Assets	8,870	8,870		A Solinas SonicFinder SF1000, to locate plastic pipe throughout our system, is requested.
Total	235,400	235,400		

**Washington County, Maryland Operating Budget
Detailed Budget Worksheet - Software Expenses
Fiscal Year 2027**

Department Name: **Distribution Lines Operations**

Department Number: **41700**

Software Expenses: List each software vendor and item to be purchased with an estimated cost. Please provide a detailed justification for why the software is needed. Be prepared to discuss how you arrived at your cost estimate (contract, vendor contact etc.).

Vendor Name	Vendor Number	Product Description/ Explanation of Use	FY2026 BOCC Approval	FY2027 Department Request
Core & Main LP	2825	Annual maintenance contract and one time set up fee for Neptune meter reading software.	5,620	5,800

Total Software Request - Account 515180	\$5,620	\$5,800
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**Washington County, Maryland Operating Budget
Detailed Budget Worksheet - Controllable Assets (≥\$1 and <\$10,000)
Fiscal Year 2027**

Department Name: **Distribution Lines Operations**

Department Number: **41700**

Controllable Assets: Requests in accounts 599999 - 600800 need to be prioritized in order of need (highest to lowest) as a whole, with 1 being the highest priority. If there are requests in two or more accounts, there can only be one priority 1, one priority two etc. among all the accounts combined. Priority cannot be repeated throughout the accounts.

Priority Number	Item Description	Quantity	Unit Cost	Total Cost	New or Replacement (*)	Justification of Request
1	Solinas Sonic Finder SF1000	1	\$8,870	\$8,870	New	To locate plastic pipe throughout our system.
				\$0		
				\$0		
				\$0		
				\$0		
				\$0		
				\$0		
				\$0		

Total Controllable Assets - 599999	\$8,870
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Washington County, Maryland
Water Fund
Department 41710 - Distribution Lines Maintenance
FY27 Expenses

	2027	2027	2026	2025	2024			
	Operating Budget Requested	Adjustment	Operating Budget Proposed	\$ Change	% Change	Operating Budget Approved	2025 Actuals Final	2024 Actuals Final
500000 - Wages - Full Time	35,110	0	35,110	8,420	31.55%	26,690	30,071	36,716
500010 - Wages - Overtime	4,880	0	4,880	2,810	135.75%	2,070	10,418	1,530
500100 - FICA - Employer	3,060	0	3,060	860	39.09%	2,200	3,211	2,823
500120 - Health Insurance	7,480	0	7,480	1,130	17.80%	6,350	8,085	9,793
500125 - Other Insurance	130	0	130	30	30.00%	100	135	148
500130 - Pension	8,780	0	8,780	2,370	36.97%	6,410	9,243	10,595
500140 - Workers Compensation	1,130	0	1,130	230	25.56%	900	2,075	2,189
Wages and Benefits	60,570	0	60,570	15,850	35.44%	44,720	63,238	63,794
515000 - Contracted/Purchased Service	45,770	0	45,770	0	0.00%	45,770	62,574	3,575
515270 - Maintenance Contract Services	0	0	0	0	0.00%	0	0	37,208
520030 - Food Comp	200	0	200	0	0.00%	200	90	0
525000 - Supplies/Material - Operating	43,130	0	43,130	0	0.00%	43,130	0	0
526000 - Supplies/Material-Maintenance	0	0	0	0	0.00%	0	127,475	92,111
Operating Expenses	89,100	0	89,100	0	0.00%	89,100	190,139	132,894
599999 - Controllable Assets	0	0	0	0	0.00%	0	5,390	0
Capital Outlay	0	0	0	0	0.00%	0	5,390	0
Total	149,670	0	149,670	15,850	11.84%	133,820	258,767	196,688

**Washington County, Maryland
Water Fund
Department 41710 - Distribution Lines Maintenance
FY27 Expenses**

	2027 Operating Budget Requested	2027 Operating Budget Proposed	2027 Variance Comments Requested	2027 Variance Comments Proposed
500000 - Wages - Full Time	35,110	35,110		
500010 - Wages - Overtime	4,880	4,880		
500100 - FICA - Employer	3,060	3,060		
500120 - Health Insurance	7,480	7,480		
500125 - Other Insurance	130	130		
500130 - Pension	8,780	8,780		
500140 - Workers Compensation	1,130	1,130		
515000 - Contracted/Purchased Service	45,770	45,770		
520030 - Food Comp	200	200		
525000 - Supplies/Material - Operating	43,130	43,130		
Total	149,670	149,670		

**Washington County, Maryland
Sewer Fund Operating Budget
Detailed Summary
Fiscal Year 2027**

Page	Category	FY 2027 Requested Budget	Adjustment	FY 2027 Proposed Budget	\$ Change	Note	% Change	Original Budget FY 2026
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Allocation Revenues:

24-4	Connection Fees	1,316,100	100,800	1,416,900	354,500	1	33.37%	1,062,400
24-4	Grinder Pump Fees	5,000	0	5,000	0		0.00%	5,000
		1,321,100	100,800	1,421,900	354,500		33.21%	1,067,400

1 **Allocation Revenues:**
- An increase of \$1,700 per connection/allocation fee is requested. The average per year over the prior three years was used to project revenues along with a Memorandum of Understanding currently in effect.

Utility Revenues:

24-4	Residential	7,563,040	(15,060)	7,547,980	798,280	2	11.83%	6,749,700
24-4	Comm/Industrial I	345,940	(2,700)	343,240	124,340	2	56.80%	218,900
24-4	Comm/Industrial II	2,646,150	(32,960)	2,613,190	465,390	2	21.67%	2,147,800
24-4	Vol/Public Service	4,380	(20)	4,360	(2,040)	2	(31.88%)	6,400
24-4	Dist/Coll Service	961,000	(7,220)	953,780	(534,420)	2	(35.91%)	1,488,200
		11,520,510	(57,960)	11,462,550	851,550		8.03%	10,611,000

2 **Utility Revenues:**
- Adjusted based on the pre-approved FY27 rates as well as rate model growth projections.

Other Service Revenues:

24-4	Sludge	55,150	0	55,150	0		0.00%	55,150
24-4	Pretreatment Permit Fees	4,250	0	4,250	(5,750)	3	(57.50%)	10,000
		59,400	0	59,400	(5,750)		(8.83%)	65,150

Wholesale Revenues: **1,910,000** **20,750** **1,930,750** **2,350** **4** **0.12%** **1,928,400**

Miscellaneous Revenues:

24-4	Interest, Penalties & Fees	250,000	18,730	268,730	58,210	5	27.65%	210,520
24-4	Reimburse Administrative	4,400	0	4,400	400	5	10.00%	4,000
24-4	Operating Grants	0	0	0	0		0.00%	0
24-4	Fund Balance Reserve	1,844,710	(208,290)	1,636,420	(563,160)	5	(25.60%)	2,199,580
		2,099,110	(189,560)	1,909,550	(504,550)		(20.90%)	2,414,100

3 **Other Service Revenues:**
- The reduction in Pretreatment Permit Fees better represents the true and ongoing revenue activity associated with this funding source.

4 **Wholesale Revenues:**
- Adjusted based on the pre-approved FY27 rates as well as rate model growth projections.

5 **Miscellaneous Revenues:**
- Interest, Penalties & Fees were adjusted based on prior year actuals and current year receipts, taking into consideration the fee increases that began 7/1/2025.
- Reimburse Administrative revenues were increased based on prior year activity and estimated payments going forward.
- Fund balance is used when expenses exceed revenues. Based on current projections the amount needed to balance the budget has decreased.

Total Revenues	16,910,120	(125,970)	16,784,150	698,100	4.34%		16,086,050
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**Washington County, Maryland
Sewer Fund Operating Budget
Detailed Summary
Fiscal Year 2027**

Page	Category	FY 2027 Requested Budget	Adjustment	FY 2027 Proposed Budget	\$ Change	Note	% Change	Original Budget FY 2026
Expenses:								
24-10	General Operations	8,959,790	(125,970)	8,833,820	98,320	6	1.13%	8,735,500
24-17	Maintenance Treatment Plants	322,600	0	322,600	26,910	7	9.10%	295,690
24-19	Antietam Treatment Plant	547,240	0	547,240	23,620	8	4.51%	523,620
24-22	Conococheague Treatment Plt	2,307,470	0	2,307,470	97,030	9	4.39%	2,210,440
24-28	Sandy Hook Treatment Plant	59,490	0	59,490	150	10	0.25%	59,340
24-30	Smithsburg Treatment Plant	816,370	0	816,370	(31,700)	11	(3.74%)	848,070
24-33	Winebrenner Treatment Plant	705,500	0	705,500	26,740	12	3.94%	678,760
24-37	Collection Lines Operations	2,173,680	0	2,173,680	318,280	13	17.15%	1,855,400
24-44	Collection Lines Maintenance	1,017,980	0	1,017,980	138,750	14	15.78%	879,230
Total Expenses		16,910,120	(125,970)	16,784,150	698,100	15	4.34%	16,086,050

- 6 General Operations:**
- Wages and Benefits increased \$204,540 mostly due to the requested salary decompression offset by reductions due to wages being allocated based on a three-year rolling average.
 - Operating expenses have a net decrease of \$106,220. The largest influencers are the contribution to CIP decreased \$195,000 based on the current draft of the CIP plan, waste/trash disposal decreased \$65,000 because all activity is being coded to the Conococheague Wastewater Treatment Plant rather than General Operations and the Utility Admin Charge increased \$212,690 based on the amount needed to fund Utility Admin for services provided.
- 7 Maintenance Treatment Plants:**
- Wages and Benefits increased \$22,160 due to the requested step and COLA in FY27.
 - Operating expenses increased \$4,750 mostly due to the rising cost of materials, pumps and tariffs in the supplies/material account.
- 8 Antietam Treatment Plant:**
- Wages and Benefits increased \$7,020 due to the requested step and COLA in FY27.
 - Based on the average number of loads and the projected new contract rate an increase of \$14,000 for sludge hauling was projected in contracted services.
 - Increased electric and uniform costs were offset by a reduction in chemicals for a net increase of \$2,600.
- 9 Conococheague Treatment Plant:**
- Wages and Benefits increased \$76,030 due to the requested step and COLA in FY27.
 - Operating expenses have a net increase of \$28,270. Increased chemical costs and sludge dewatering expenses (attributable to increased sewer flow from Maugansville) are partially offset by a reduction in the electric budget.
 - Capital outlay requests were reduced by \$7,270 based on departmental needs.
- 10 Sandy Hook Treatment Plant:**
- Wages and Benefits increased \$1,870 due to the requested step and COLA in FY27.
 - Operating expenses decreased \$1,720. The budgets for chemicals and electric were both reduced based on past activity.
- 11 Smithsburg Treatment Plant:**
- Wages and Benefits increased \$20,480 due to the requested step and COLA in FY27.
 - Operating expenses decreased \$44,840. A reduction in the electric budget was partially offset by an increase in supplies/materials.
 - Capital outlay requests were reduced by \$7,340 based on departmental needs.
- 12 Winebrenner Treatment Plant:**
- Wages and Benefits increased \$36,260 due to the requested step and COLA in FY27.
 - Operating expenses decreased \$2,280. A reduction in chemicals was partially offset by increases in electric, supplies/materials and contracted/purchased services based on prior year activity and forecasted contract renewal rates.
 - Capital outlay requests were reduced by \$7,240 based on departmental needs.

**Washington County, Maryland
Sewer Fund Operating Budget
Detailed Summary
Fiscal Year 2027**

Page	Category	FY 2027 Requested Budget	Adjustment	FY 2027 Proposed Budget	\$ Change	Note	% Change	Original Budget FY 2026
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13 Collection Lines Operations:
 - Wages and Benefits increased \$177,100 due to the requested step and COLA in FY27.
 - Operating expenses increased \$141,180 mostly due to subscription costs for the new Supervisory Control and Data Acquisition (SCADA) systems, sewage collection and electric costs.

14 Collection Lines Maintenance:
 - Wages and Benefits increased \$138,750 due to the requested step and COLA in FY27.

15 Category Summary:

Salaries and Benefits	4,647,550	0	4,647,550	684,210	17.26%	3,963,340
Operating	12,203,670	(125,970)	12,077,700	35,740	0.30%	12,041,960
Capital Outlay	58,900	0	58,900	(21,850)	-27.06%	80,750
	16,910,120	(125,970)	16,784,150	698,100	4.34%	16,086,050

**Washington County, Maryland
Sewer Fund Revenues
FY27**

	2027 Operating Budget Requested	Adjustment	2027 Operating Budget Proposed	\$ Change	% Change	2026 Operating Budget Approved	2025 Actuals Final	2024 Actuals Final
400270 - Cash Drawer over/under	0	0	0	0	0.00%	0	30	30
404400 - Interest - Investments	0	0	0	0	0.00%	0	375,597	0
404410 - Interest - Municipal Investment	0	0	0	0	0.00%	0	177,447	0
404420 - Interest, Penalties & Fees	250,000	18,730	268,730	58,210	27.65%	210,520	245,358	221,263
441000 - Residential	7,563,040	(15,060)	7,547,980	798,280	11.83%	6,749,700	5,971,247	5,623,876
441010 - Comm/Industrial I	345,940	(2,700)	343,240	124,340	56.80%	218,900	239,202	218,054
441020 - Comm/Industrial II	2,646,150	(32,960)	2,613,190	465,390	21.67%	2,147,800	2,197,367	1,980,744
441030 - Vol/Public Service	4,380	(20)	4,360	(2,040)	(31.88)%	6,400	4,633	4,698
441040 - Dist/Coll Service	961,000	(7,220)	953,780	(534,420)	(35.91)%	1,488,200	1,378,126	1,312,265
441100 - Connection Fees	1,316,100	100,800	1,416,900	354,500	33.37%	1,062,400	939,400	1,318,200
441110 - Grinder Pump Fees	5,000	0	5,000	0	0.00%	5,000	3,650	1,745
442300 - Wholesale	1,910,000	20,750	1,930,750	2,350	0.12%	1,928,400	2,053,291	1,635,374
442310 - Sludge	55,150	0	55,150	0	0.00%	55,150	45,722	32,672
443240 - Pretreatment Permit Fees	4,250	0	4,250	(5,750)	(57.50)%	10,000	5,865	8,464
485000 - Reimburse Administrative	4,400	0	4,400	400	10.00%	4,000	4,457	4,222
490000 - Miscellaneous	0	0	0	0	0.00%	0	2,149	0
490010 - Gain or Loss on Sale of Asset	0	0	0	0	0.00%	0	6,530	368,726
490090 - Fund Balance Reserve	1,844,710	(208,290)	1,636,420	(563,160)	(25.60)%	2,199,580	0	0
491800 - Contributed Capital	0	0	0	0	0.00%	0	82,625	148,000
495110 - Operating - State Grants	0	0	0	0	0.00%	0	169,356	437,178
Total Revenues	16,910,120	(125,970)	16,784,150	698,100	4.34%	16,086,050	13,888,992	12,578,059

**Washington County, Maryland
Sewer Fund
Department 00000 - Default Department
FY27 Revenues**

	2027 Operating Budget Requested	2027 Operating Budget Proposed	2027 Variance Comments Requested	2027 Variance Comments Proposed
404420 - Interest, Penalties & Fees	250,000	268,730	The budget was increased based on prior year actuals, taking into consideration the fee increases that began 7/1/2025.	The most recent year to date actuals reflect a higher increase than previously estimated.
441000 - Residential	7,563,040	7,547,980	Increase in Utility Rate of 3.5%. This rate was approved in the FY25 multi-year rate increase.	Decreased based on updated rate model projections.
441010 - Comm/Industrial I	345,940	343,240	Increase in Utility Rate of 3.5%. This rate was approved in the FY25 multi-year rate increase.	Decreased based on updated rate model projections.
441020 - Comm/Industrial II	2,646,150	2,613,190	Increase in Utility Rate of 3.5%. This rate was approved in the FY25 multi-year rate increase.	Decreased based on updated rate model projections.
441030 - Vol/Public Service	4,380	4,360	Increase in Utility Rate of 3.5%. This rate was approved in the FY25 multi-year rate increase.	Decreased based on updated rate model projections.
441040 - Dist/Coll Service	961,000	953,780	Increase in Utility Rate of 3.5%. This rate was approved in the FY25 multi-year rate increase.	Decreased based on updated rate model projections.
441100 - Connection Fees	1,316,100	1,416,900	The fund has averaged 117 connection/allocation fees per year over the past three years. An increase of \$1,700 per connection/allocation fee is being requested. 117 x \$10,300 = \$1,205,100. In addition, an average of 37 Joint Sewer Service Connection Fees have been collected per year over the past three years. 37 x \$3,000 = \$111,000.	A prior Memorandum of Understanding (MOU) will result in \$100,800 in additional revenue.

**Washington County, Maryland
Sewer Fund
Department 00000 - Default Department
FY27 Revenues**

	2027 Operating Budget Requested	2027 Operating Budget Proposed	2027 Variance Comments Requested	2027 Variance Comments Proposed
441110 - Grinder Pump Fees	5,000	5,000		
442300 - Wholesale	1,910,000	1,930,750	Increase in Utility Rate of 3.5%. This rate was approved in the FY25 multi-year rate increase.	Increase based on updated rate model projections.
442310 - Sludge	55,150	55,150		
443240 - Pretreatment Permit Fees	4,250	4,250		The reduction in projected revenue better represents the true and ongoing revenue activity associated with this funding source.
485000 - Reimburse Administrative	4,400	4,400		Increased based on prior year activity and estimated payments going forward.
490090 - Fund Balance Reserve	1,844,710	1,636,420	Revenues are insufficient to cover expenses so a transfer from Fund Balance is needed.	Based on proposed changes to the budget the amount needed to balance has decreased.

Total	16,910,120	16,784,150
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**Washington County, Maryland Operating Budget
Detailed Budget Worksheet - New Fee or Increased Fees
Fiscal Year 2027**

Department Name: **Default Department**

Department Number: **00000**

Revenue Account Number (*)	Description of Fee or Service	Fee FY2025	Fee FY2026	Proposed Fee FY2027	Change in Fee Over Prior FY	Total Projected Change in Revenue	Justification of Request
441100	Connection Fees	\$7,200	\$8,600	\$10,300	\$1,700	\$198,900	This fee helps offset the capital costs of new treatment facilities, sewer capacity expansion improvements, etc. Estimated additional revenue is based on an average of 117 sewer connection/allocation fee charges per year over the past three years. Prior to FY2026 the last increase was 7/1/2021.
					\$0		
					\$0		
					\$0		
					\$0		
					\$0		

Total New Fees or Increased Fees \$198,900

**Washington County, Maryland Operating Budget
Detailed Budget Worksheet - New Fee or Increased Fees
Fiscal Year 2027**

Department Name: Default Department

Department Number: 00000

Revenue Account Number (*)	Description of Fee or Service	Quarterly Fee FY2025		Quarterly Fee FY2026		Approved Quarterly Fee FY2027		Change in Base	Change in Per 1,000 Gallons	Total Projected Change in Revenue	Justification of Request
		Base for 6,000 Gallons	Each Additional 1,000 Gallons	Base for 6,000 Gallons	Each Additional 1,000 Gallons	Base for 6,000 Gallons	Each Additional 1,000 Gallons				
441000	Residential	\$140.90	\$8.63	\$145.90	\$8.93	\$151.07	\$9.24	\$5.17	\$0.31	\$255,480	Based on projected number of accounts and volume as calculated in Rate Model.
441010	Commercial/Industrial I	\$146.26	\$9.60	\$152.25	\$9.94	\$158.49	\$10.29	\$6.24	\$0.35	\$12,740	Based on projected number of accounts and volume as calculated in Rate Model.
441020	Commercial/Industrial II	\$149.21	\$10.18	\$155.33	\$10.70	\$161.70	\$11.25	\$6.37	\$0.55	\$125,730	Based on projected number of accounts and volume as calculated in Rate Model.
441030	Volunteer/Public Service	\$140.90	\$8.63	\$146.90	\$8.98	\$152.72	\$9.34	\$5.82	\$0.36	\$170	Based on projected number of accounts and volume as calculated in Rate Model.
441040	Dist/Coll Service	\$64.50	N/A	\$67.24	N/A	\$70.64	N/A	\$3.40	N/A	\$45,730	Based on projected number of accounts and volume as calculated in Rate Model.
442300	Wholesale	N/A	\$8.22	N/A	\$8.51	N/A	\$8.81	N/A	\$0.30	\$65,760	Based on projected volume as calculated in Rate Model.

Total New Fees or Increased Fees **\$505,610**

Washington County, Maryland
Sewer Fund Expenditures - Proposed
FY27

	2027 Budget Requested	Adjustment	2027 Budget Proposed	\$ Change	% Change	2026 Budget Approved	2025 Actuals Final	2024 Actuals Final
42010 - General Operations	8,959,790	(125,970)	8,833,820	98,320	1.13%	8,735,500	4,037,418	4,985,244
42020 - Maintenance Treatment Plants	322,600	0	322,600	26,910	9.10%	295,690	279,650	305,568
42100 - Antietam Treatment Plant	547,240	0	547,240	23,620	4.51%	523,620	443,645	334,959
42120 - Conococheague Treatment Plant	2,307,470	0	2,307,470	97,030	4.39%	2,210,440	1,848,055	1,663,656
42160 - Sandy Hook Treatment Plant	59,490	0	59,490	150	0.25%	59,340	68,913	43,167
42180 - Smithsburg Treatment Plant	816,370	0	816,370	(31,700)	(3.74)%	848,070	649,260	651,019
42200 - Winebrenner Treatment Plant	705,500	0	705,500	26,740	3.94%	678,760	662,725	521,179
42700 - Collection Lines Operations	2,173,680	0	2,173,680	318,280	17.15%	1,855,400	2,137,768	1,678,225
42710 - Collection Lines Maintenance	1,017,980	0	1,017,980	138,750	15.78%	879,230	1,104,151	1,129,332
Total Expenditures	16,910,120	(125,970)	16,784,150	698,100	4.34%	16,086,050	11,231,585	11,312,349

Washington County, Maryland
Sewer Fund
Department 42010 - General Operations
FY27 Expenses

	2027 Operating Budget Requested	Adjustment	2027 Operating Budget Proposed	\$ Change	% Change	2026 Operating Budget Approved	2025 Actuals Final	2024 Actuals Final
500000 - Wages - Full Time	2,260	0	2,260	(59,050)	(96.31)%	61,310	2,156	2,731
500005 - Wages - Part Time	0	0	0	0	0.00%	0	689	0
500010 - Wages - Overtime	10	0	10	0	0.00%	10	0	16
500100 - FICA - Employer	170	0	170	(4,520)	(96.38)%	4,690	865	201
500120 - Health Insurance	480	0	480	(2,700)	(84.91)%	3,180	49	541
500125 - Other Insurance	10	0	10	(40)	(80.00)%	50	0	11
500130 - Pension	570	0	570	(15,110)	(96.36)%	15,680	(20,064)	691
500140 - Workers Compensation	70	0	70	(1,940)	(96.52)%	2,010	26	154
500145 - Time to Care	10,800	0	10,800	0	0.00%	10,800	0	0
500155 - Personnel Requests	295,410	0	295,410	295,410	100.00%	0	0	0
500161 - Wage Reserve	(34,980)	0	(34,980)	(10,560)	(100.00)%	(24,420)	0	0
500170 - Employee Investment	2,250	0	2,250	2,250	100.00%	0	2,410	0
500172 - Team Building	800	0	800	800	100.00%	0	599	0
Wages and Benefits	277,850	0	277,850	204,540	279.01%	73,310	(13,270)	4,345
501000 - Debt - Bond Principal	1,859,650	0	1,859,650	71,120	3.98%	1,788,530	1,691,023	1,584,920
501001 - Contra - Bond Principal	0	0	0	0	0.00%	0	(1,691,023)	(1,584,920)
501010 - Debt - State Loan Principal	402,200	0	402,200	(11,780)	(2.85)%	413,980	223,755	221,986
501011 - Contra - State Principal	0	0	0	0	0.00%	0	(223,755)	(221,986)
501050 - Debt - Bond Interest	885,740	(34,800)	850,940	(84,360)	(9.02)%	935,300	428,509	756,529
501060 - Debt - State Loan Interest	87,470	0	87,470	(6,140)	(6.56)%	93,610	89,924	21,525
501090 - Debt - Administrative Fees	12,460	(50)	12,410	10	0.08%	12,400	12,356	12,324
501095 - Bond Issue Cost Expense	8,870	(1,370)	7,500	(2,950)	(28.23)%	10,450	12,661	7,250
502000 - Appropriations	605,000	(75,000)	530,000	(195,000)	(26.90)%	725,000	0	0
505010 - Advertising	750	0	750	250	50.00%	500	1,386	621
505110 - Laboratory Testing	6,000	0	6,000	0	0.00%	6,000	5,749	4,862
505150 - Other - Miscellaneous	0	0	0	0	0.00%	0	0	3,899
505960 - Uncollectible Accounts	0	0	0	0	0.00%	0	405	(709)
515000 - Contracted/Purchased Service	10,000	0	10,000	0	0.00%	10,000	9,405	11,464
515180 - Software	4,520	0	4,520	380	9.18%	4,140	3,656	0

Washington County, Maryland
Sewer Fund
Department 42010 - General Operations
FY27 Expenses

	2027 Operating Budget Requested	Adjustment	2027 Operating Budget Proposed	\$ Change	% Change	2026 Operating Budget Approved	2025 Actuals Final	2024 Actuals Final
525000 - Supplies/Material - Operating	500	0	500	0	0.00%	500	347	1,710
525010 - Billing Supplies	125,000	(25,000)	100,000	(25,000)	(20.00)%	125,000	95,126	90,378
527035 - Off Road Diesel	4,290	0	4,290	(390)	(8.33)%	4,680	2,603	5,657
545050 - Waste/Trash Disposal	0	0	0	(65,000)	(100.00)%	65,000	0	0
590040 - Utility Administration Charge	4,669,490	10,250	4,679,740	212,690	4.76%	4,467,050	3,388,561	4,057,010
Operating Expenses	8,681,940	(125,970)	8,555,970	(106,170)	(1.23)%	8,662,140	4,050,688	4,972,520
599999 - Controllable Assets	0	0	0	0	0.00%	0	0	8,379
Capital Outlay	0	0	0	0	0.00%	0	0	8,379
Total	8,959,790	(125,970)	8,833,820	98,370	1.13%	8,735,450	4,037,418	4,985,244

**Washington County, Maryland
Sewer Fund
Department 42010 - General Operations
FY27 Expenses**

	2027 Operating Budget Requested	2027 Operating Budget Proposed	2027 Variance Comments Requested	2027 Variance Comments Proposed
500000 - Wages - Full Time	2,260	2,260		The budget is based on a proposed step of 2.5% and a 1% COLA for FY27. Wages are then allocated based on a three-year rolling average and adjusted for any known changes in trends.
500010 - Wages - Overtime	10	10		The budget is based on a proposed step of 2.5% and a 1% COLA for FY27. Wages are then allocated based on a three-year rolling average and adjusted for any known changes in trends.
500100 - FICA - Employer	170	170		Budget is based on total wages times 7.65%.
500120 - Health Insurance	480	480		Health Insurance budget is based on current employees' coverage and \$17,000 is budgeted for vacant positions. The premiums will not be increased in FY27. This is based on the projected trend analysis in the market, discussions with the County's health insurance administrators, an analysis of the County's self-insured reserve trends, and the anticipated reserve balance.
500125 - Other Insurance	10	10		This category includes County paid premiums for employee life insurance, dependent life insurance, and long-term disability. The majority of these premiums are based on wages. Due to the proposed wage increase the other insurance increased by approximately 3.5%.

**Washington County, Maryland
Sewer Fund
Department 42010 - General Operations
FY27 Expenses**

	2027 Operating Budget Requested	2027 Operating Budget Proposed	2027 Variance Comments Requested	2027 Variance Comments Proposed
500130 - Pension	570	570		The budgeted amount for employer pension is based on full-time wages times 25%.
500140 - Workers Compensation	70	70		Workers Compensation is based on projected employee wages times their assigned classification rates. Due to proposed wage increases the workers' compensation budget increased by approximately 3.5%.
500145 - Time to Care	10,800	10,800		
500155 - Personnel Requests	295,410	295,410		Place holder for salary scale decompression.
500161 - Wage Reserve	(34,980)	(34,980)		To budget for vacancy savings.
500170 - Employee Investment	2,250	2,250		18 employees x \$125 per employee for boot reimbursement.
500172 - Team Building	800	800		The team building incentive budget is \$25 per full-time employee per year. This allows a department head or division director to offer the occasional celebration or recognize employee achievements in the office setting.
501000 - Debt - Bond Principal	1,859,650	1,859,650		Debt cost is based on fixed agreed upon payments with bondholders and State agencies. Payments are in accordance with amortization schedules.

**Washington County, Maryland
Sewer Fund
Department 42010 - General Operations
FY27 Expenses**

	2027 Operating Budget Requested	2027 Operating Budget Proposed	2027 Variance Comments Requested	2027 Variance Comments Proposed
501010 - Debt - State Loan Principal	402,200	402,200	Debt cost is based on fixed agreed upon payments with bondholders and State agencies. Payments are in accordance with amortization schedules.	
501050 - Debt - Bond Interest	885,740	850,940	Debt cost is based on fixed agreed upon payments with bondholders and State agencies. Payments are in accordance with amortization schedules.	A new money bond issue will not occur in the Spring of 2026. Hence, there will not be an interest payment due in January 2027 for the new issue.
501060 - Debt - State Loan Interest	87,470	87,470	Debt cost is based on fixed agreed upon payments with bondholders and State agencies. Payments are in accordance with amortization schedules.	
501090 - Debt - Administrative Fees	12,460	12,410	Debt cost is based on fixed agreed upon payments with bondholders and State agencies. Payments are in accordance with amortization schedules.	A new money bond issue will not occur in the Spring of 2026. Hence, there will not be an administrative fee due in FY27 for the new issue.
501095 - Bond Issue Cost Expense	8,870	7,500	Debt cost is based on fixed agreed upon payments with bondholders and State agencies. Payments are in accordance with amortization schedules.	Projected costs decreased based on changes from the original FY27 CIP plan to draft 1 as well as the FY26 CIP bond sale being combined with the FY27 bond sale.
502000 - Appropriations	605,000	530,000	Updated to match CIP Plan. Planned projects include adding to contingency, replacing grinder pumps, replacing different types of equipment or vehicles, security updates and a local limits study.	The transfer to VEH010 was reduced by \$50,000 because the current balance available in the project only requires an additional \$250,000 to be transferred towards FY27 purchases; the local limits study will now be funded by the Utility Fund, reducing the appropriation budget by \$25,000.

**Washington County, Maryland
Sewer Fund
Department 42010 - General Operations
FY27 Expenses**

	2027 Operating Budget Requested	2027 Operating Budget Proposed	2027 Variance Comments Requested	2027 Variance Comments Proposed
505010 - Advertising	750	750		
505110 - Laboratory Testing	6,000	6,000		
515000 - Contracted/Purchased Service	10,000	10,000		
515180 - Software	4,520	4,520		
525000 - Supplies/Material - Operating	500	500		
525010 - Billing Supplies	125,000	100,000		
			Budget increased per the quote received for Linko support and maintenance.	
527035 - Off Road Diesel	4,290	4,290		
			Estimated budget is 1,560 gallons x \$2.75 = \$4,290, which is based on bids and short-term energy outlook forecasts. Rate is discounted with new bid price including delivery as compared to retail prices.	
545050 - Waste/Trash Disposal	0	0		
			All expenses are coded to department 42120 so this budget can be removed.	
590040 - Utility Administration Charge	4,669,490	4,679,740		
			Adjusted to be 91% of the Utility Administration Fund deficit.	The amount needed to balance the Utility Fund increased so a larger contribution from the Sewer Fund is needed.
Total	8,959,790	8,833,820		

**Washington County, Maryland Operating Budget
Detailed Budget Worksheet - Software Expenses
Fiscal Year 2027**

Department Name: **General Operations**

Department Number: **42010**

Software Expenses: List each software vendor and item to be purchased with an estimated cost. Please provide a detailed justification for why the software is needed. Be prepared to discuss how you arrived at your cost estimate (contract, vendor contact etc.).

Vendor Name	Vendor Number	Product Description/ Explanation of Use	FY2026 BOCC Approval	FY2027 Department Request
Aquatic Informatics	28950	Replaces Linko Technology Inc. for Linko support and maintenance software used to maintain pretreatment records.	0	4,513
Linko Technology Inc.	8011	Replaced by Aquatic Informatics.	4,140	0

Total Software Request - Account 515180	\$4,140	\$4,520
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Washington County, Maryland
Sewer Fund

Department 42020 - Maintenance Treatment Plants
FY27 Expenses

	2027 Operating Budget Requested	Adjustment	2027 Operating Budget Proposed	\$ Change	% Change	2026 Operating Budget Approved	2025 Actuals Final	2024 Actuals Final
500000 - Wages - Full Time	112,990	0	112,990	14,800	15.07%	98,190	103,491	80,903
500010 - Wages - Overtime	1,480	0	1,480	450	43.69%	1,030	1,604	1,027
500100 - FICA - Employer	8,760	0	8,760	1,170	15.42%	7,590	8,363	5,999
500120 - Health Insurance	24,060	0	24,060	710	3.04%	23,350	26,686	26,200
500125 - Other Insurance	410	0	410	40	10.81%	370	379	310
500130 - Pension	28,250	0	28,250	4,680	19.86%	23,570	25,695	20,512
500140 - Workers Compensation	3,620	0	3,620	310	9.37%	3,310	5,543	4,108
Wages and Benefits	179,570	0	179,570	22,160	14.08%	157,410	171,761	139,059
515000 - Contracted/Purchased Service	6,000	0	6,000	0	0.00%	6,000	720	0
515270 - Maintenance Contract Services	0	0	0	0	0.00%	0	0	994
525000 - Supplies/Material - Operating	130,000	0	130,000	5,000	4.00%	125,000	116	0
526000 - Supplies/Material-Maintenance	0	0	0	0	0.00%	0	106,745	101,645
527080 - Auto Motor Oil	6,750	0	6,750	(250)	(3.57)%	7,000	308	5,280
586025 - Salt - Supplies	280	0	280	0	0.00%	280	0	0
Operating Expenses	143,030	0	143,030	4,750	3.44%	138,280	107,889	107,919
599999 - Controllable Assets	0	0	0	0	0.00%	0	0	58,590
Capital Outlay	0	0	0	0	0.00%	0	0	58,590
Total	322,600	0	322,600	26,910	9.10%	295,690	279,650	305,568

**Washington County, Maryland
Sewer Fund
Department 42020 - Maintenance Treatment Plants
FY27 Expenses**

	2027 Operating Budget Requested	2027 Operating Budget Proposed	2027 Variance Comments Requested	2027 Variance Comments Proposed
500000 - Wages - Full Time	112,990	112,990		
500010 - Wages - Overtime	1,480	1,480		
500100 - FICA - Employer	8,760	8,760		
500120 - Health Insurance	24,060	24,060		
500125 - Other Insurance	410	410		
500130 - Pension	28,250	28,250		
500140 - Workers Compensation	3,620	3,620		
515000 - Contracted/Purchased Service	6,000	6,000		
525000 - Supplies/Material - Operating	130,000	130,000		The budget is being increased due to the rising cost of materials, pumps and tariffs. A good amount of our essential equipment is from Europe.
527080 - Auto Motor Oil	6,750	6,750		Reduced slightly based on historical trends. It appears every other year the expenses are higher based on the drums of oil lasting a little more than one year. FY26 expenses are running higher so the expectation is that there won't be as much activity in FY27.
586025 - Salt - Supplies	280	280		
Total	322,600	322,600		

Washington County, Maryland
Sewer Fund
Department 42100 - Antietam Treatment Plant
FY27 Expenses

	2027 Operating Budget Requested	Adjustment	2027 Operating Budget Proposed	\$ Change	% Change	2026 Operating Budget Approved	2025 Actuals Final	2024 Actuals Final
500000 - Wages - Full Time	271,680	0	271,680	4,640	1.74%	267,040	223,015	197,579
500010 - Wages - Overtime	3,690	0	3,690	250	7.27%	3,440	2,684	3,934
500040 - Other Wages	11,690	0	11,690	3,580	44.14%	8,110	10,433	3,107
500100 - FICA - Employer	21,960	0	21,960	650	3.05%	21,310	18,845	15,154
500120 - Health Insurance	57,860	0	57,860	(5,640)	(8.88)%	63,500	25,311	25,083
500125 - Other Insurance	1,000	0	1,000	0	0.00%	1,000	811	733
500130 - Pension	67,920	0	67,920	3,830	5.98%	64,090	56,620	49,504
500140 - Workers Compensation	8,710	0	8,710	(290)	(3.22)%	9,000	5,830	5,091
Wages and Benefits	444,510	0	444,510	7,020	1.60%	437,490	343,549	300,185
515000 - Contracted/Purchased Service	44,000	0	44,000	14,000	46.67%	30,000	36,985	0
525000 - Supplies/Material - Operating	5,380	0	5,380	0	0.00%	5,380	3,718	1,842
525040 - Small Tools & Equipment	250	0	250	0	0.00%	250	265	0
527020 - Auto Batteries	0	0	0	0	0.00%	0	0	840
528000 - Supplies - Chemicals	2,000	0	2,000	(3,000)	(60.00)%	5,000	310	1,775
535060 - Uniforms	600	0	600	600	100.00%	0	0	125
545010 - Electric	50,500	0	50,500	5,000	10.99%	45,500	46,210	28,504
545015 - Heating Oil	0	0	0	0	0.00%	0	2,870	1,688
Operating Expenses	102,730	0	102,730	16,600	19.27%	86,130	90,358	34,774
599999 - Controllable Assets	0	0	0	0	0.00%	0	9,738	0
Capital Outlay	0	0	0	0	0.00%	0	9,738	0
Total	547,240	0	547,240	23,620	4.51%	523,620	443,645	334,959

Washington County, Maryland
Sewer Fund
Department 42100 - Antietam Treatment Plant
FY27 Expenses

	2027 Operating Budget Requested	2027 Operating Budget Proposed	2027 Variance Comments Requested	2027 Variance Comments Proposed
500000 - Wages - Full Time	271,680	271,680		
500010 - Wages - Overtime	3,690	3,690		
500040 - Other Wages	11,690	11,690		The Other Wages category includes amounts for sick pay bonus, holidays worked for operations that require coverage on holidays and an annual stipend for employees with multiple certifications. The sick pay bonus is based on prior year actuals with a small increase for employees receiving additional pay for accumulating more consecutive years without using sick time. The holiday worked was increased for the 3.5% wage increases for FY27.
500100 - FICA - Employer	21,960	21,960		
500120 - Health Insurance	57,860	57,860		
500125 - Other Insurance	1,000	1,000		
500130 - Pension	67,920	67,920		
500140 - Workers Compensation	8,710	8,710		
515000 - Contracted/Purchased Service	44,000	44,000		Most of the services provided is for sludge hauling. Based on the average number of loads hauled last year and the first half of FY26 the budget was increased.
525000 - Supplies/Material - Operating	5,380	5,380		

Washington County, Maryland
Sewer Fund
Department 42100 - Antietam Treatment Plant
FY27 Expenses

	2027 Operating Budget Requested	2027 Operating Budget Proposed	2027 Variance Comments Requested	2027 Variance Comments Proposed
525040 - Small Tools & Equipment	250	250		
528000 - Supplies - Chemicals	2,000	2,000	The budget was reduced based on actual expenses in prior years and year to date.	
535060 - Uniforms	600	600	A budget was added based on employee usage.	
545010 - Electric	50,500	50,500	The electric budget is based on four prior year actuals, forecasted rate changes, and other known circumstances. The projection also takes into account current year actuals with annualized estimations.	

Total	547,240	547,240		
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Washington County, Maryland
Sewer Fund
Department 42120 - Conococheague Treatment Plant
FY27 Expenses

	2027 Operating Budget Requested	Adjustment	2027 Operating Budget Proposed	\$ Change	% Change	2026 Operating Budget Approved	2025 Actuals Final	2024 Actuals Final
500000 - Wages - Full Time	405,580	0	405,580	42,580	11.73%	363,000	372,392	311,484
500010 - Wages - Overtime	7,570	0	7,570	1,520	25.12%	6,050	7,272	7,854
500040 - Other Wages	22,400	0	22,400	12,370	123.33%	10,030	9,781	4,856
500100 - FICA - Employer	33,320	0	33,320	4,320	14.90%	29,000	31,066	23,855
500120 - Health Insurance	86,380	0	86,380	60	0.07%	86,320	68,338	58,859
500125 - Other Insurance	1,490	0	1,490	130	9.56%	1,360	1,414	1,176
500130 - Pension	101,400	0	101,400	14,280	16.39%	87,120	95,970	78,207
500140 - Workers Compensation	13,000	0	13,000	770	6.30%	12,230	9,569	8,027
Wages and Benefits	671,140	0	671,140	76,030	12.78%	595,110	595,802	494,318
505140 - Office Supplies	0	0	0	0	0.00%	0	40	0
515000 - Contracted/Purchased Service	10,000	0	10,000	(10,000)	(50.00)%	20,000	720	6,611
515180 - Software	3,390	0	3,390	390	13.00%	3,000	3,136	2,300
525000 - Supplies/Material - Operating	20,000	0	20,000	0	0.00%	20,000	18,277	9,838
525040 - Small Tools & Equipment	1,100	0	1,100	0	0.00%	1,100	934	1,498
526000 - Supplies/Material-Maintenance	0	0	0	0	0.00%	0	176	0
526090 - Painting Supplies	0	0	0	0	0.00%	0	417	0
528000 - Supplies - Chemicals	416,300	0	416,300	101,300	32.16%	315,000	301,661	238,257
535060 - Uniforms	3,000	0	3,000	0	0.00%	3,000	2,461	2,733
545010 - Electric	595,000	0	595,000	(204,010)	(25.53)%	799,010	478,131	513,106
545020 - Natural Gas	16,000	0	16,000	6,000	60.00%	10,000	14,507	8,248
545050 - Waste/Trash Disposal	65,000	0	65,000	0	0.00%	65,000	0	0
545060 - Water	6,390	0	6,390	1,170	22.41%	5,220	5,487	4,915
590030 - Sludge Dewatering	457,420	0	457,420	133,420	41.18%	324,000	412,084	381,832
Operating Expenses	1,593,600	0	1,593,600	28,270	1.81%	1,565,330	1,238,031	1,169,338
599999 - Controllable Assets	22,730	0	22,730	8,510	59.85%	14,220	14,222	0
600400 - Machinery & Equipment	20,000	0	20,000	(15,780)	(44.10)%	35,780	0	0
Capital Outlay	42,730	0	42,730	(7,270)	(14.54)%	50,000	14,222	0
Total	2,307,470	0	2,307,470	97,030	4.39%	2,210,440	1,848,055	1,663,656

**Washington County, Maryland
Sewer Fund
Department 42120 - Conococheague Treatment Plant
FY27 Expenses**

	2027 Operating Budget Requested	2027 Operating Budget Proposed	2027 Variance Comments Requested	2027 Variance Comments Proposed
500000 - Wages - Full Time	405,580	405,580		
500010 - Wages - Overtime	7,570	7,570		
500040 - Other Wages	22,400	22,400		
500100 - FICA - Employer	33,320	33,320		
500120 - Health Insurance	86,380	86,380		
500125 - Other Insurance	1,490	1,490		
500130 - Pension	101,400	101,400		
500140 - Workers Compensation	13,000	13,000		
515000 - Contracted/Purchased Service	10,000	10,000		Expenses over the past several years have been below the current budget.
515180 - Software	3,390	3,390		Budget increased per the quote received for the WIN-911 software.
525000 - Supplies/Material - Operating	20,000	20,000		
525040 - Small Tools & Equipment	1,100	1,100		
528000 - Supplies - Chemicals	416,300	416,300		Increased sewer flow from the Maugansville area has resulted in additional chemical expenses. Year to date actuals were compared to the same time last year to get an estimate of what the full year cost may be.
535060 - Uniforms	3,000	3,000		

Washington County, Maryland
Sewer Fund
Department 42120 - Conococheague Treatment Plant
FY27 Expenses

	2027 Operating Budget Requested	2027 Operating Budget Proposed	2027 Variance Comments Requested	2027 Variance Comments Proposed
545010 - Electric	595,000	595,000	The electric budget is based on four prior year actuals, forecasted rate changes, and other known circumstances. The projection also takes into account current year actuals with annualized estimations.	
545020 - Natural Gas	16,000	16,000	The natural gas budgets were based on four prior year actuals and forecasted rate changes.	
545050 - Waste/Trash Disposal	65,000	65,000		
545060 - Water	6,390	6,390	Projected actual x 3% rate increase.	
590030 - Sludge Dewatering	457,420	457,420	Increased sewer flow from the Maugansville area has resulted in additional expenses. Year to date actuals were compared to the same time last year to get an estimate of what the full year cost may be.	
599999 - Controllable Assets	22,730	22,730	Purchasing new UV bulbs to meet discharge permits; replace worn moisture analyzer with defective display screen.	
600400 - Machinery & Equipment	20,000	20,000	Replacement of a broken mixer used to mix activated sludge.	
Total	2,307,470	2,307,470		

**Washington County, Maryland Operating Budget
Detailed Budget Worksheet - Controllable Assets (≥\$1 and <\$10,000)
Fiscal Year 2027**

Department Name: **Conococheague Treatment Plant**

Department Number: **42120**

Controllable Assets: Requests in accounts 599999 - 600800 need to be prioritized in order of need (highest to lowest) as a whole, with 1 being the highest priority. If there are requests in two or more accounts, there can only be one priority 1, one priority two etc. among all the accounts combined. Priority cannot be repeated throughout the accounts.

Priority Number	Item Description	Quantity	Unit Cost	Total Cost	New or Replacement (*)	Justification of Request
2	42 UV lamps, Ecoray; 84 wiper holders; 42 lamp holder seal O-rings; freight	42	\$394	\$16,570	Replacement	Bought yearly to offset the expense of purchasing 168 lamps in one budget year. These lamps are changed every four years to meet discharge permits.
3	Moisture Analyzer	1	\$6,154	\$6,160	Replacement	Replace the 16-18 year old unit due to significant wear and failure of the display screen.
				\$0		
				\$0		
				\$0		
				\$0		
				\$0		
				\$0		

Total Controllable Assets - 599999	\$22,730
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**Washington County, Maryland Operating Budget
Detailed Budget Worksheet - Machinery & Equipment (≥\$10,000 per item)
Fiscal Year 2027**

Department Name: **Conococheague Treatment Plant**

Department Number: **42120**

Machinery & Equipment: For physical assets which are not attached permanently to land, buildings, or land improvements; have unique serial numbers; are capable of being moved; and are capable of being acquired under a capital lease. Requested cost should include the purchase price net of discounts, plus trade-in allowance, transportation charges, installation costs, taxes and any other costs required to prepare the asset for its intended use. Examples are mowers and construction equipment.

*Requests in accounts 599999 - 600800 need to be prioritized in order of need (highest to lowest) as a whole, with 1 being the highest priority. If there are requests in two or more accounts, there can only be one priority 1, one priority two etc. among all the accounts combined. Priority cannot be repeated throughout the accounts.

Priority Number	Item Description	Quantity	Unit Cost	Total Cost	New or Replacement (*)	Justification of Request
1	Wilo Mixer	1	\$20,000	\$20,000	Replacement	Current mixer has broken and needs replaced. It is used to mix activated sludge in one of the enhanced nutrient removal (ENR) basins.
				\$0		
				\$0		
				\$0		
				\$0		
				\$0		
				\$0		
				\$0		

Total Machinery & Equipment - 600400 \$20,000

** If the asset is nearing the end of its useful life (and that is the reason you are requesting to replace it), include in your justification the age of the asset as well as the manufacturer's recommended useful life. Include any applicable supporting documents showing manufacturers recommendations.*

Washington County, Maryland
Sewer Fund
Department 42160 - Sandy Hook Treatment Plant
FY27 Expenses

	2027 Operating Budget Requested	Adjustment	2027 Operating Budget Proposed	\$ Change	% Change	2026 Operating Budget Approved	2025 Actuals Final	2024 Actuals Final
500000 - Wages - Full Time	19,760	0	19,760	1,400	7.63%	18,360	15,829	15,713
500010 - Wages - Overtime	340	0	340	(20)	(5.56)%	360	239	634
500100 - FICA - Employer	1,540	0	1,540	110	7.69%	1,430	1,304	1,226
500120 - Health Insurance	4,210	0	4,210	(160)	(3.66)%	4,370	0	0
500125 - Other Insurance	70	0	70	0	0.00%	70	55	56
500130 - Pension	4,940	0	4,940	530	12.02%	4,410	3,839	3,830
500140 - Workers Compensation	630	0	630	10	1.61%	620	399	407
Wages and Benefits	31,490	0	31,490	1,870	6.31%	29,620	21,665	21,866
515160 - Engineering Services	0	0	0	0	0.00%	0	26,713	0
525000 - Supplies/Material - Operating	2,000	0	2,000	0	0.00%	2,000	1,716	761
525040 - Small Tools & Equipment	0	0	0	0	0.00%	0	169	0
528000 - Supplies - Chemicals	4,000	0	4,000	(1,000)	(20.00)%	5,000	2,813	3,668
545010 - Electric	22,000	0	22,000	(720)	(3.17)%	22,720	15,837	14,236
Operating Expenses	28,000	0	28,000	(1,720)	(5.79)%	29,720	47,248	18,665
599999 - Controllable Assets	0	0	0	0	0.00%	0	0	2,636
Capital Outlay	0	0	0	0	0.00%	0	0	2,636
Total	59,490	0	59,490	150	0.25%	59,340	68,913	43,167

**Washington County, Maryland
Sewer Fund
Department 42160 - Sandy Hook Treatment Plant
FY27 Expenses**

	2027 Operating Budget Requested	2027 Operating Budget Proposed	2027 Variance Comments Requested	2027 Variance Comments Proposed
500000 - Wages - Full Time	19,760	19,760		
500010 - Wages - Overtime	340	340		
500100 - FICA - Employer	1,540	1,540		
500120 - Health Insurance	4,210	4,210		
500125 - Other Insurance	70	70		
500130 - Pension	4,940	4,940		
500140 - Workers Compensation	630	630		
525000 - Supplies/Material - Operating	2,000	2,000		
528000 - Supplies - Chemicals	4,000	4,000	Reducing based on actual expenses over the past several years.	
545010 - Electric	22,000	22,000	The electric budget is based on four prior year actuals, forecasted rate changes, and other known circumstances. The projection also takes into account current year actuals with annualized estimations.	

Total	59,490	59,490
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Washington County, Maryland
Sewer Fund
Department 42180 - Smithsburg Treatment Plant
FY27 Expenses

	2027 Operating Budget Requested	Adjustment	2027 Operating Budget Proposed	\$ Change	% Change	2026 Operating Budget Approved	2025 Actuals Final	2024 Actuals Final
500000 - Wages - Full Time	326,200	0	326,200	17,640	5.72%	308,560	238,220	265,989
500010 - Wages - Overtime	4,460	0	4,460	(730)	(14.07)%	5,190	3,005	7,309
500040 - Other Wages	6,910	0	6,910	(1,330)	(16.14)%	8,240	7,590	4,113
500100 - FICA - Employer	25,820	0	25,820	1,190	4.83%	24,630	19,811	20,079
500120 - Health Insurance	69,470	0	69,470	(3,900)	(5.32)%	73,370	63,879	76,396
500125 - Other Insurance	1,200	0	1,200	50	4.35%	1,150	899	1,030
500130 - Pension	81,550	0	81,550	7,500	10.13%	74,050	60,528	66,911
500140 - Workers Compensation	10,460	0	10,460	60	0.58%	10,400	6,159	6,900
Wages and Benefits	526,070	0	526,070	20,480	4.05%	505,590	400,091	448,727
515000 - Contracted/Purchased Service	56,650	0	56,650	0	0.00%	56,650	53,910	51,300
520030 - Food Comp	0	0	0	0	0.00%	0	0	46
525000 - Supplies/Material - Operating	25,000	0	25,000	5,000	25.00%	20,000	34,280	24,388
525040 - Small Tools & Equipment	750	0	750	0	0.00%	750	33	820
528000 - Supplies - Chemicals	31,000	0	31,000	0	0.00%	31,000	8,943	16,886
535060 - Uniforms	1,900	0	1,900	0	0.00%	1,900	1,701	1,648
545010 - Electric	175,000	0	175,000	(49,840)	(22.17)%	224,840	150,302	107,204
Operating Expenses	290,300	0	290,300	(44,840)	(13.38)%	335,140	249,169	202,292
599999 - Controllable Assets		0	0	(7,340)	(100.00)%	7,340	0	0
Capital Outlay	0	0	0	(7,340)	(100.00)%	7,340	0	0
Total	816,370	0	816,370	(31,700)	(3.74)%	848,070	649,260	651,019

Washington County, Maryland
Sewer Fund
Department 42180 - Smithsburg Treatment Plant
FY27 Expenses

	2027 Operating Budget Requested	2027 Operating Budget Proposed	2027 Variance Comments Requested	2027 Variance Comments Proposed
500000 - Wages - Full Time	326,200	326,200		
500010 - Wages - Overtime	4,460	4,460		
500040 - Other Wages	6,910	6,910		
500100 - FICA - Employer	25,820	25,820		
500120 - Health Insurance	69,470	69,470		
500125 - Other Insurance	1,200	1,200		
500130 - Pension	81,550	81,550		
500140 - Workers Compensation	10,460	10,460		
515000 - Contracted/Purchased Service	56,650	56,650		
525000 - Supplies/Material - Operating	25,000	25,000		Based on the prior year and year to date expenses, as well as the completion of the treatment plant upgrade, the budget was increased.
525040 - Small Tools & Equipment	750	750		
528000 - Supplies - Chemicals	31,000	31,000		
535060 - Uniforms	1,900	1,900		

Washington County, Maryland
Sewer Fund
Department 42180 - Smithsburg Treatment Plant
FY27 Expenses

	2027 Operating Budget Requested	2027 Operating Budget Proposed	2027 Variance Comments Requested	2027 Variance Comments Proposed
545010 - Electric	175,000	175,000	The electric budget is based on four prior year actuals, forecasted rate changes, and other known circumstances. The budget also includes an estimated amount for additional usage due to the upgrade/expansion of the plant. Once completed, the electric demand will be greater due to the increase of equipment.	
Total	816,370	816,370		

Washington County, Maryland
Sewer Fund
Department 42200 - Winebrenner Treatment Plant
FY27 Expenses

	2027 Operating Budget Requested	Adjustment	2027 Operating Budget Proposed	\$ Change	% Change	2026 Operating Budget Approved	2025 Actuals Final	2024 Actuals Final
500000 - Wages - Full Time	218,750	0	218,750	22,710	11.58%	196,040	204,808	164,130
500010 - Wages - Overtime	7,600	0	7,600	190	2.56%	7,410	6,513	8,636
500040 - Other Wages	9,080	0	9,080	3,270	56.28%	5,810	5,977	3,017
500100 - FICA - Employer	18,010	0	18,010	2,010	12.56%	16,000	17,170	12,933
500120 - Health Insurance	46,590	0	46,590	(30)	(0.06)%	46,620	56,844	40,904
500125 - Other Insurance	800	0	800	70	9.59%	730	767	651
500130 - Pension	54,690	0	54,690	7,640	16.24%	47,050	51,439	41,178
500140 - Workers Compensation	7,010	0	7,010	400	6.05%	6,610	5,360	4,362
Wages and Benefits	362,530	0	362,530	36,260	11.11%	326,270	348,878	275,811
515000 - Contracted/Purchased Service	32,450	0	32,450	1,550	5.02%	30,900	30,295	29,400
525000 - Supplies/Material - Operating	15,900	0	15,900	5,430	51.86%	10,470	18,905	20,562
525040 - Small Tools & Equipment	500	0	500	0	0.00%	500	458	459
528000 - Supplies - Chemicals	95,000	0	95,000	(32,500)	(25.49)%	127,500	90,955	89,241
535060 - Uniforms	950	0	950	200	26.67%	750	889	480
545010 - Electric	190,000	0	190,000	23,040	13.80%	166,960	170,813	104,603
545015 - Heating Oil	2,000	0	2,000	0	0.00%	2,000	1,532	623
Operating Expenses	336,800	0	336,800	(2,280)	(0.67)%	339,080	313,847	245,368
599999 - Controllable Assets	6,170	0	13,410	13,410	100.00%	13,410	0	0
Capital Outlay	6,170	0	13,410	13,410	100.00%	13,410	0	0
Total	705,500	0	712,740	33,980	5.01%	678,760	662,725	521,179

**Washington County, Maryland
Sewer Fund
Department 42200 - Winebrenner Treatment Plant
FY27 Expenses**

	2027 Operating Budget Requested	2027 Operating Budget Proposed	2027 Variance Comments Requested	2027 Variance Comments Proposed
500000 - Wages - Full Time	218,750	218,750		
500010 - Wages - Overtime	7,600	7,600		
500040 - Other Wages	9,080	9,080		
500100 - FICA - Employer	18,010	18,010		
500120 - Health Insurance	46,590	46,590		
500125 - Other Insurance	800	800		
500130 - Pension	54,690	54,690		
500140 - Workers Compensation	7,010	7,010		
515000 - Contracted/Purchased Service	32,450	32,450		Most services provided are for sludge hauling. In addition to a projected increase of 5% for the contract renewal, the budget has also been increased based on the average number of loads hauled over the past 18 months.
525000 - Supplies/Material - Operating	15,900	15,900		The budget was increased based on the average of the past three years and FY26 year to date expenses.
525040 - Small Tools & Equipment	500	500		
528000 - Supplies - Chemicals	95,000	95,000		Based on actual expenses over the prior three years, and year to date compared to this time last year, the budget was decreased.

Washington County, Maryland
Sewer Fund
Department 42200 - Winebrenner Treatment Plant
FY27 Expenses

	2027 Operating Budget Requested	2027 Operating Budget Proposed	2027 Variance Comments Requested	2027 Variance Comments Proposed
535060 - Uniforms	950	950	The budget was increased based on employee usage.	
545010 - Electric	190,000	190,000	The electric budget is based on four prior year actuals, forecasted rate changes, and other known circumstances. The projection also takes into account current year actuals with annualized estimations.	
545015 - Heating Oil	2,000	2,000	The heating oil budget is based on four year actuals, forecasted rate changes, and other known circumstances.	
599999 - Controllable Assets	6,170	6,170	Purchasing new UV bulbs to meet discharge permits.	
Total	705,500	705,500		

**Washington County, Maryland Operating Budget
Detailed Budget Worksheet - Controllable Assets (≥\$1 and <\$10,000)
Fiscal Year 2027**

Department Name: **Winebrenner Treatment Plant**

Department Number: **42200**

Controllable Assets: Requests in accounts 599999 - 600800 need to be prioritized in order of need (highest to lowest) as a whole, with 1 being the highest priority. If there are requests in two or more accounts, there can only be one priority 1, one priority two etc. among all the accounts combined. Priority cannot be repeated throughout the accounts.

Priority Number	Item Description	Quantity	Unit Cost	Total Cost	New or Replacement (*)	Justification of Request
1	UV lamps, surcharge and freight	12	\$514	\$6,170	Replacement	Replaced every 3 years to meet discharge permit.
				\$0		
				\$0		
				\$0		
				\$0		
				\$0		
				\$0		
				\$0		

Total Controllable Assets - 599999	\$6,170
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Washington County, Maryland
Sewer Fund
Department 42700 - Collection Lines Operations
FY27 Expenses

	2027 Operating Budget Requested	Adjustment	2027 Operating Budget Proposed	\$ Change	% Change	2026 Operating Budget Approved	2025 Actuals Final	2024 Actuals Final
500000 - Wages - Full Time	843,900	0	843,900	115,370	15.84%	728,530	775,827	662,196
500010 - Wages - Overtime	83,810	0	83,810	1,990	2.43%	81,820	83,216	66,808
500020 - Shift Differential - 2nd shift	5,170	0	5,170	550	11.90%	4,620	5,174	4,621
500040 - Other Wages	9,230	0	9,230	4,340	88.75%	4,890	19,853	11,816
500100 - FICA - Employer	72,070	0	72,070	9,350	14.91%	62,720	69,416	54,282
500120 - Health Insurance	179,730	0	179,730	6,490	3.75%	173,240	203,982	211,464
500125 - Other Insurance	3,100	0	3,100	380	13.97%	2,720	2,943	2,631
500130 - Pension	210,980	0	210,980	36,130	20.66%	174,850	197,654	171,558
500140 - Workers Compensation	27,050	0	27,050	2,500	10.18%	24,550	21,774	18,564
Wages and Benefits	1,435,040	0	1,435,040	177,100	14.08%	1,257,940	1,379,839	1,203,940
505140 - Office Supplies	0	0	0	0	0.00%	0	11	0
505150 - Other - Miscellaneous	0	0	0	0	0.00%	0	0	24
505192 - Property Tax Expense	30	0	30	(40)	(57.14)%	70	23	0
515000 - Contracted/Purchased Service	50,000	0	50,000	20,000	66.67%	30,000	30,767	25,019
515180 - Software	2,640	0	2,640	0	0.00%	2,640	0	0
520030 - Food Comp	1,500	0	1,500	0	0.00%	1,500	1,245	1,298
525000 - Supplies/Material - Operating	6,500	0	6,500	700	12.07%	5,800	10,777	6,118
525040 - Small Tools & Equipment	2,400	0	2,400	0	0.00%	2,400	1,431	2,079
526000 - Supplies/Material-Maintenance	0	0	0	0	0.00%	0	442	0
528000 - Supplies - Chemicals	41,800	0	41,800	0	0.00%	41,800	25,151	34,577
535060 - Uniforms	5,200	0	5,200	0	0.00%	5,200	4,543	4,864
540010 - Wireless Communication	7,820	0	7,820	(680)	(8.00)%	8,500	7,603	7,951
545010 - Electric	450,000	0	450,000	84,920	23.26%	365,080	293,362	228,326
545020 - Natural Gas	1,000	0	1,000	0	0.00%	1,000	809	802
545030 - Propane Gas	800	0	800	0	0.00%	800	0	438
545060 - Water	3,220	0	3,220	550	20.60%	2,670	2,546	2,348
590020 - Sewage Collection	155,730	0	155,730	35,730	29.78%	120,000	192,259	160,441
Operating Expenses	728,640	0	728,640	141,180	24.03%	587,460	570,969	474,285

Washington County, Maryland
Sewer Fund
Department 42700 - Collection Lines Operations
FY27 Expenses

	2027 Operating Budget Requested	Adjustment	2027 Operating Budget Proposed	\$ Change	% Change	2026 Operating Budget Approved	2025 Actuals Final	2024 Actuals Final
599999 - Controllable Assets	10,000	0	10,000	0	0.00%	10,000	186,960	0
Capital Outlay	10,000	0	10,000	0	0.00%	10,000	186,960	0
Total	2,173,680	0	2,173,680	318,280	17.15%	1,855,400	2,137,768	1,678,225

**Washington County, Maryland
Sewer Fund
Department 42700 - Collection Lines Operations
FY27 Expenses**

	2027 Operating Budget Requested	2027 Operating Budget Proposed	2027 Variance Comments Requested	2027 Variance Comments Proposed
500000 - Wages - Full Time	843,900	843,900		
500010 - Wages - Overtime	83,810	83,810		
500020 - Shift Differential - 2nd shift	5,170	5,170		Employees working 2nd shift receive hourly rate plus 3%. The FY27 budget increased by approximately 3.5% due to the FY27 proposed wage increase.
500040 - Other Wages	9,230	9,230		
500100 - FICA - Employer	72,070	72,070		
500120 - Health Insurance	179,730	179,730		
500125 - Other Insurance	3,100	3,100		
500130 - Pension	210,980	210,980		
500140 - Workers Compensation	27,050	27,050		
505192 - Property Tax Expense	30	30		Budget reduced based on prior year actual expenses.
515000 - Contracted/Purchased Service	50,000	50,000		The budget has been increased due to the subscription fee for 57 Primex pump watch Supervisory Control and Data Acquisition (SCADA) systems that were installed in all pumping stations and treatment plants (with the exception of Conococheague and Winebrenner wastewater treatment plants, which have their own SCADA).

Washington County, Maryland
Sewer Fund
Department 42700 - Collection Lines Operations
FY27 Expenses

	2027 Operating Budget Requested	2027 Operating Budget Proposed	2027 Variance Comments Requested	2027 Variance Comments Proposed
515180 - Software	2,640	2,640		Although usage has been minimal in prior years, this software is for the camera truck and is planned to be more utilized in FY27.
520030 - Food Comp	1,500	1,500		
525000 - Supplies/Material - Operating	6,500	6,500		Increased based on expenses in previous years and product price increases.
525040 - Small Tools & Equipment	2,400	2,400		
528000 - Supplies - Chemicals	41,800	41,800		
535060 - Uniforms	5,200	5,200		
540010 - Wireless Communication	7,820	7,820		Budgeted a 5% increase over the current monthly bill of \$620.
545010 - Electric	450,000	450,000		The electric budget is based on four prior year actuals, forecasted rate changes, and other known circumstances. The projection also takes into account current year actuals with annualized estimations.
545020 - Natural Gas	1,000	1,000		The natural gas budgets were based on four prior year actuals and forecasted rate changes.
545030 - Propane Gas	800	800		The propane budgets were based on four prior year actuals and forecasted rate changes.
545060 - Water	3,220	3,220		Projected actual x 3% rate increase.

Washington County, Maryland
Sewer Fund
Department 42700 - Collection Lines Operations
FY27 Expenses

	2027 Operating Budget Requested	2027 Operating Budget Proposed	2027 Variance Comments Requested	2027 Variance Comments Proposed
590020 - Sewage Collection	155,730	155,730	The budget was increased based on prior year expenses and current year activity (FY26) compared to the same time last year.	
599999 - Controllable Assets	10,000	10,000	Budget is for valves that are replaced on a rotating basis each year rather than all at one time.	
Total	2,173,680	2,173,680		

**Washington County, Maryland Operating Budget
Detailed Budget Worksheet - Controllable Assets (≥\$1 and <\$10,000)
Fiscal Year 2027**

Department Name: **Collection Lines Operations**

Department Number: **42700**

Controllable Assets: Requests in accounts 599999 - 600800 need to be prioritized in order of need (highest to lowest) as a whole, with 1 being the highest priority. If there are requests in two or more accounts, there can only be one priority 1, one priority two etc. among all the accounts combined. Priority cannot be repeated throughout the accounts.

Priority Number	Item Description	Quantity	Unit Cost	Total Cost	New or Replacement (*)	Justification of Request
1	H-Tec air release valves	3	\$3,333	\$10,000	Replacement	Continue to replace failing air release valves in the Collections system.
				\$0		
				\$0		
				\$0		
				\$0		
				\$0		
				\$0		
				\$0		

Total Controllable Assets - 599999	\$10,000
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Washington County, Maryland
Sewer Fund
Department 42710 - Collection Lines Maintenance
FY27 Expenses

	2027 Operating Budget Requested	Adjustment	2027 Operating Budget Proposed	\$ Change	% Change	2026 Operating Budget Approved	2025 Actuals Final	2024 Actuals Final
500000 - Wages - Full Time	445,700	0	445,700	89,550	25.14%	356,150	420,818	342,636
500005 - Wages - Part Time	0	0	0	0	0.00%	0	1,550	0
500010 - Wages - Overtime	16,050	0	16,050	3,320	26.08%	12,730	18,889	11,124
500100 - FICA - Employer	35,320	0	35,320	7,100	25.16%	28,220	35,180	25,952
500120 - Health Insurance	94,920	0	94,920	10,230	12.08%	84,690	104,412	105,808
500125 - Other Insurance	1,640	0	1,640	310	23.31%	1,330	1,577	1,336
500130 - Pension	111,430	0	111,430	25,950	30.36%	85,480	107,440	87,637
500140 - Workers Compensation	14,290	0	14,290	2,290	19.08%	12,000	23,990	19,584
Wages and Benefits	719,350	0	719,350	138,750	23.90%	580,600	713,856	594,077
505010 - Advertising	0	0	0	0	0.00%	0	84	0
515000 - Contracted/Purchased Service	5,500	0	5,500	0	0.00%	5,500	4,623	5,470
515270 - Maintenance Contract Services	0	0	0	0	0.00%	0	0	7,318
520030 - Food Comp	400	0	400	0	0.00%	400	0	120
525000 - Supplies/Material - Operating	292,080	0	292,080	0	0.00%	292,080	0	0
526000 - Supplies/Material-Maintenance	0	0	0	0	0.00%	0	385,414	361,659
527020 - Auto Batteries	0	0	0	0	0.00%	0	155	0
545010 - Electric	0	0	0	0	0.00%	0	19	393
586025 - Salt - Supplies	650	0	650	0	0.00%	650	0	0
Operating Expenses	298,630	0	298,630	0	0.00%	298,630	390,295	374,960
599999 - Controllable Assets	0	0	0	0	0.00%	0	0	160,295
Capital Outlay	0	0	0	0	0.00%	0	0	160,295
Total	1,017,980	0	1,017,980	138,750	15.78%	879,230	1,104,151	1,129,332

Washington County, Maryland
Sewer Fund
Department 42710 - Collection Lines Maintenance
FY27 Expenses

	2027 Operating Budget Requested	2027 Operating Budget Proposed	2027 Variance Comments Requested	2027 Variance Comments Proposed
500000 - Wages - Full Time	445,700	445,700		
500010 - Wages - Overtime	16,050	16,050		
500100 - FICA - Employer	35,320	35,320		
500120 - Health Insurance	94,920	94,920		
500125 - Other Insurance	1,640	1,640		
500130 - Pension	111,430	111,430		
500140 - Workers Compensation	14,290	14,290		
515000 - Contracted/Purchased Service	5,500	5,500		
520030 - Food Comp	400	400		
526000 - Supplies/Material-Maintenance	292,080	292,080		
586025 - Salt - Supplies	650	650		
Total	1,017,980	1,017,980		

Washington County, Maryland
Pretreatment Fund Operating Budget
Detailed Summary
Fiscal Year 2027

Page	Category	FY 2027 Requested Budget	Adjustment	FY 2027 Proposed Budget	\$ Change	Note	% Change	Original Budget FY 2026
	25-2 Pretreatment Revenues	345,600	0	345,600	0		0.00%	345,600
	25-2 Miscellaneous Revenues	0	0	0	0		0.00%	0
	Total Revenues	345,600	0	345,600	0		0.00%	345,600
	25-4 General Operations	345,600	0	345,600	0		0.00%	345,600
	Total Expenses	345,600	0	345,600	0		0.00%	345,600

**Washington County, Maryland
Pretreatment Fund Revenues
FY27**

	2027 Operating Budget Requested	Adjustment	2027 Operating Budget Proposed	\$ Change	% Change	2026 Operating Budget Approved	2025 Actuals Final	2024 Actuals Final
404415 - Interest Leases	300,640	0	300,640	(1,140)	(0.38)%	301,780	302,806	303,896
404511 - Lease Income	44,960	0	44,960	1,140	2.60%	43,820	140,749	140,749
490010 - Gain or Loss on Sale of Asset	0	0	0	0	0.00%	0	0	(1,430)
Revenues	345,600	0	345,600	0	0.00%	345,600	443,555	443,215

**Washington County, Maryland
Pretreatment Fund
Department 00000 - Default Department
FY27 Revenues**

	2027 Operating Budget Requested	2027 Operating Budget Proposed	2027 Variance Comments Requested	2027 Variance Comments Proposed
404415 - Interest Leases	300,640	300,640	Interest receipts are based upon the amortization schedule of the lease, which follows guidelines established by the Governmental Accounting Standards Board (GASB).	
404511 - Lease Income	44,960	44,960	Principal receipts are based upon the amortization schedule of the lease, which follows guidelines established by GASB.	

Total	345,600	345,600		
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Washington County, Maryland
Pretreatment Fund
Department 43010 - General Operations
FY27 Expenses

	2027 Operating Budget Requested	Adjustment	2027 Operating Budget Proposed	\$ Change	% Change	2026 Operating Budget Approved	2025 Actuals Final	2024 Actuals Final
501010 - Debt - State Loan Principal	0	0	0	0	0.00%	0	0	11,063
501011 - Contra - State Principal	0	0	0	0	0.00%	0	0	(11,063)
501060 - Debt - State Loan Interest	0	0	0	0	0.00%	0	0	6,096
501090 - Debt - Administrative Fees	0	0	0	0	0.00%	0	0	21,019
505906 - Operating Reserves	345,600	0	345,600	0	0.00%	345,600	345,600	0
Operating Expenses	345,600	0	345,600	0	0.00%	345,600	345,600	27,115
Total	345,600	0	345,600	0	0.00%	345,600	345,600	27,115

Washington County, Maryland
 Pretreatment Fund
 Department 43010 - General Operations
 FY27 Expenses

	2027 Operating Budget Requested	2027 Operating Budget Proposed	2027 Variance Comments Requested	2027 Variance Comments Proposed
505906 - Operating Reserves	345,600	345,600	The amount budgeted revenues exceed expenses.	

Total 345,600 **345,600**



Agenda Report Form

Open Session Item

SUBJECT: FY27 Solid Waste Budget

PRESENTATION DATE: March 31, 2026

PRESENTATION BY: David A. Mason, P.E., Interim Director of the Division of Environmental Management

RECOMMENDED MOTION(S): For informational purposes

REPORT IN-BRIEF: The Washington County landfill strives to protect the environment and public health by providing safe, reliable, efficient and cost-effective solid waste disposal and recycling services for our customers.

DISCUSSION: The Solid Waste budget increased over FY26 by \$291,860 or 2.68%. The increase is the result of the proposed step, COLA and potential salary scale adjustment. There will be no increase in permit or tipping fees in FY27.

The General Fund contribution to Solid Waste will remain the same as FY26 at \$394,010.

FISCAL IMPACT: \$11,200,530

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: FY27 Solid Waste Budget

AUDIO/VISUAL TO BE USED: N/A

Washington County, Maryland
Solid Waste Fund Operating Budget
Detailed Summary
Fiscal Year 2027

Page	Category by Function	FY 2027 Requested Budget	Adjustment	FY 2027 Proposed Budget	\$ Change	Note	% Change	Budget FY 2026
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Landfill Fees:

13-2	Permit Fees	988,280	0	988,280	23,220	1	2.41%	965,060
13-2	Licensing Fee - Comm Haulers	1,100	0	1,100	0		0.00%	1,100
13-2	Tipping Fees - 40 West	9,432,600	30,000	9,462,600	140,970	2	1.51%	9,321,630
13-2	Mulch/Compost Taxable	30,000	0	30,000	1,500		5.26%	28,500
13-2	Mulch/Compost Non Taxable	300	0	300	0		0.00%	300
		10,452,280	30,000	10,482,280	165,690		1.61%	10,316,590

1 Permit Fees:

- Increase based on average prior years permits sold.

2 Tipping Fees:

- Projected increase in waste stream based on prior year averages and current trends.

Other Revenues:

13-2	Interest, Penalties & Fees	121,600	32,640	154,240	152,240	3	7612.00%	2,000
13-2	Miscellaneous	100,000	0	100,000	0		0.00%	100,000
13-2	General Fund Appropriation	394,010	0	394,010	(46,070)	4	(10.47%)	440,080
13-2	Recycling Fees	70,000	0	70,000	20,000	5	40.00%	50,000
13-2	Fund Balance Reserve	0	0	0	0		0.00%	0
		685,610	32,640	718,250	126,170		21.31%	592,080

3 Interest, Penalties & Fees:

- Increased based on interest received from cash balances.

4 GF Appropriation:

- Used to fund closed sites that are not generating revenue.

5 Recycling Fees:

- Increased based on an increase in scrap metal tonnage.

Total Revenues	11,137,890	62,640	11,200,530	291,860	2.68%		10,908,670
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13-7	General Operations	2,827,720	(155,580)	2,672,140	271,300		11.30%	2,400,840
13-19	Forty West Landfill	6,226,430	212,420	6,438,850	222,690		3.58%	6,216,160
13-27	Composting	163,620	0	163,620	(27,900)		(14.57%)	191,520
13-29	Resh Landfill	212,800	0	212,800	7,300		3.55%	205,500
13-31	Rubble Landfill	163,450	0	163,450	(31,900)		(16.33%)	195,350
13-33	Old City/County Landfill	275,650	0	275,650	(41,360)		(13.05%)	317,010
13-35	Hancock	12,900	0	12,900	500		4.03%	12,400
13-37	Transfer Stations	716,190	0	716,190	(8,960)		(1.24%)	725,150
13-40	Recycling Operations	544,930	0	544,930	(99,810)		(15.48%)	644,740

Total Expenses	11,143,690	56,840	11,200,530	291,860	2.68%	6	10,908,670
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4 Landfill Expenses:

- Increase due to COLA, step, salary scale adjustment, personnel request, increase in debt service.

Category Summary:

Salaries and Benefits	3,600,070	0	3,600,070	207,570	6.12%		3,392,500
Operating	7,600,460	0	7,600,460	90,290	1.20%		7,510,170
Capital Outlay	0	0	0	(6,000)	(100.00%)		6,000
	11,200,530	0	11,200,530	291,860	2.68%		10,908,670

**Washington County, Maryland
Solid Waste Fund Revenues
FY27**

	2027	2027	2026	2025	2024			
	Operating Budget Requested	Adjustment	Operating Budget Proposed	\$ Change	% Change	Operating Budget Approved	Actuals Final	Actuals Final
400270 - Cash Drawer over/under	0	0	0	0	0.00%	0	1,012	(226)
404400 - Interest - Investments	0	0	0	0	0.00%	0	1,138,610	0
404410 - Interest - Municipal Investment	0	0	0	0	0.00%	0	160,764	750
404420 - Interest, Penalties & Fees	121,600	32,640	154,240	152,240	7,612.00%	2,000	2,381	920,043
421000 - Permit Fees	988,280	0	988,280	23,220	2.41%	965,060	907,856	1,250
421010 - Licensing Fee - Comm Haulers	1,100	0	1,100	0	0.00%	1,100	1,207	1,250
421035 - Tipping Fees - 40 West	9,432,600	30,000	9,462,600	140,970	1.51%	9,321,630	8,599,568	8,458,282
421040 - Mulch/Compost Taxable	30,000	0	30,000	1,500	5.26%	28,500	21,903	15,959
421050 - Mulch/Compost Non Taxable	300	0	300	0	0.00%	300	1,382	168
185000 - Reimburse Administrative	0	0	0	0	0.00%	0	30	2
490000 - Miscellaneous	100,000	0	100,000	0	0.00%	100,000	115,776	117,798
490005 - Insurance Recovery	0	0	0	0	0.00%	0	0	370
490010 - Gain or Loss on Sale of Asset	0	0	0	0	0.00%	0	24,588	45,525
490045 - Oper Transfer - General Fund	394,010	0	394,010	0	0.00%	394,010	487,170	450,000
490080 - Bad Check Fees	0	0	0	0	0.00%	0	300	175
490100 - Recycling Fees	70,000	0	70,000	20,000	40.00%	50,000	38,440	38,215
498800 - Other - CIP Revenue	0	0	0	0	0.00%	0	369	0
499420 - Fuel	0	0	0	0	0.00%	0	692	59
Revenues	11,137,890	62,640	11,200,530	337,930	3.11%	10,862,600	11,450,848	10,048,370

**Washington County, Maryland
Solid Waste Fund
Department 00000 - Default Department
FY27 Revenues**

	2027 Operating Budget Requested	2027 Operating Budget Proposed	2027 Variance Comments Requested	2027 Variance Comments Proposed
404420 - Interest, Penalties & Fees	121,600	154,240	Increased based on interest investment allocations.	
421000 - Permit Fees	988,280	988,280	Budget is based on: - 2,500 residential permits x \$135 = \$337,500 - 4,400 senior permits x \$98 = \$431,200 - 150 veteran permits x \$98 = \$14,700 - 76 2nd permit x \$67.50 = \$5,130 - 120 Regular half price x \$67.50 = \$8,100 - 100 senior half price x \$49 = \$4,900 - 5 veteran half price x \$49 = \$245 - 1,700 yard waste permits x \$50 = \$85,000 - 700 yard waste add-on permits x \$25 = \$17,500 - 2,100 recycling permits x \$40 = \$84,000.	
421010 - Licensing Fee - Comm Haulers	1,100	1,100		

**Washington County, Maryland
Solid Waste Fund
Department 00000 - Default Department
FY27 Revenues**

	2027 Operating Budget Requested	2027 Operating Budget Proposed	2027 Variance Comments Requested	2027 Variance Comments Proposed
421035 - Tipping Fees - 40 West	9,432,600	9,462,600	Budget is based on volume projections: - 75,000 ton of refuse x \$55/ton = \$4,125,000 - 13,000 ton from Large Haulers with discount rate x \$45/ton = \$585,000 - 11,000 ton of Refuse from Large Haulers with discount rate x \$40/ton = \$440,000 - 11,000 tons of sludge x \$60/ton = \$660,000 - 5 tons of white goods x \$55/ton = \$275 - 2,200 tons of yard waste x \$63/ton = \$138,600 - 5 tons of E-waste x \$55/ton = \$275 - 39,000 tons of rubble x \$78/ton = \$3,042,000 - 6,000 tons of MD paper sludge x \$55/ton = \$330,000 - 50 tons of industrial waste x \$55/ton = \$2,750 - 100 tons of high volume/low weight x \$120/ton = \$12,000 - 80 tons of small tires x \$250/ton = \$20,000 - 15 tons of large tires x \$250/ton = \$3,750 - 1,000 of individual tires x \$3/each = \$3,000 - 100 tons of dirt x \$20 = \$2,000 - 5 tons of Recycling x \$30 = \$150 - 70 tons of animal carcasses x \$100 = \$7,000 - 650 ton from Clean County x \$52/ton = \$33,800 - Mattress = \$22,000 - 1,000 Freon Appliances x \$5/unit = \$5,000.	Added...3.5% service fee collected for the use of credit cards - \$30,000.

**Washington County, Maryland
Solid Waste Fund
Department 00000 - Default Department
FY27 Revenues**

	2027 Operating Budget Requested	2027 Operating Budget Proposed	2027 Variance Comments Requested	2027 Variance Comments Proposed
421040 - Mulch/Compost Taxable	30,000	30,000	Budget is based on volumes of mulch and compost sold from previous year actuals. 300 tons of mulch x \$30 = \$9,000; 700 x \$30 of compost = \$21,000.	
421050 - Mulch/Compost Non Taxable	300	300		
490000 - Miscellaneous	100,000	100,000		
490045 - Oper Transfer - General Fund	394,010	394,010	Represents non-self-supporting activities of solid waste, as activities receive no revenue stream to offset future regulatory costs.	
490100 - Recycling Fees	70,000	70,000	Increased because we have seen an increase in scrap metal tonnage being received at 40West. We have sent from 530 tons to 690 tons. We received \$100/ton.	

Total	11,137,890	11,200,530
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Washington County, Maryland
Solid Waste Fund Expenditures - Proposed
FY27

	2027	2027	2026	2025	2024
	Operating Budget Requested	Adjustment	Operating Budget Proposed	\$ Change	% Change
			Operating Budget Approved	Final	Final
21010 - General Operations	2,827,720	(155,580)	2,672,140	407,070	17.97%
21020 - Forty West Landfill	6,226,430	212,420	6,438,850	148,010	2.35%
21025 - Composting	163,620	0	163,620	(30,740)	(15.82)%
21030 - Resh Landfill	212,800	0	212,800	7,300	3.55%
21040 - Rubble Landfill	163,450	0	163,450	(31,900)	(16.33)%
21050 - Old City/County Landfill	275,650	0	275,650	(41,360)	(13.05)%
21060 - Hancock	12,900	0	12,900	500	4.03%
21100 - Transfer Station	716,190	0	716,190	(18,160)	(2.47)%
21200 - Recycling Operations	544,930	0	544,930	(102,790)	(15.87)%
Total Expenditures	11,143,690	56,840	11,200,530	337,930	3.11%
			10,862,600	7,198,666	6,433,004

Washington County, Maryland
Solid Waste Fund
Department 21010 - General Operations
FY27 Expenses

	2027	2027	2027	2026	2025	2024
	Operating Budget Requested	Adjustment	Operating Budget Proposed	Operating Budget Approved	Actuals Final	Actuals Final
				% Change		
		\$ Change				
501095 - Bond Issue Cost Expense	36,620	(1,760)	34,860	(28.14)%	30,984	3,058
502000 - Appropriations	260,000	0	260,000	10.64%	0	0
505150 - Other - Miscellaneous	0	0	0	0.00%	0	3
505160 - Personal Mileage	730	0	730	8.96%	0	0
505170 - Postage	500	0	500	0.00%	31	0
505230 - Travel Expenses	800	0	800	110.53%	911	825
505960 - Uncollectible Accounts	2,000	0	2,000	0.00%	2,000	15,131
510010 - Fleet Insurance	28,740	0	28,740	19.30%	19,427	15,934
510020 - Property & Casualty Insurance	20,040	0	20,040	63.59%	12,250	9,488
510030 - Public & Gen Liability Insurance	13,900	0	13,900	18.10%	11,770	10,433
515000 - Contracted/Purchased Service	0	0	0	0.00%	0	34,892
515010 - Auditing Services	1,090	0	1,090	0.00%	822	800
520000 - Training	0	0	0	0.00%	0	650
520030 - Food Comp	900	0	900	100.00%	960	300
520040 - Seminars/Conventions	800	0	800	128.57%	0	0
535055 - Lease Payments	4,000	0	4,000	0.00%	1,830	318
535057 - Non-Lease Components	0	0	0	0.00%	0	220
535058 Lease-Variable Payments	0	0	0	0.00%	0	433
540010 - Wireless Communication	6,000	0	6,000	0.00%	6,000	5,881
540020 - Telephone Expenses	0	0	0	(100.00)%	5,000	0
545010 - Electric	2,750	0	2,750	(45.00)%	5,000	3,133
592060 - Service Charges	0	30,000	30,000	100.00%	0	25
Operating Expenses	1,861,780	(155,580)	1,706,200	15.95%	1,471,480	253,772
Total	2,827,720	(155,580)	2,672,140	17.97%	2,265,070	878,919

**Washington County, Maryland
Solid Waste Fund
Department 21010 - General Operations
FY27**

	2027 Operating Budget Requested	2027 Operating Budget Proposed	2027 Variance Comments Requested	2027 Variance Comments Proposed
500000 - Wages - Full Time	415,910	415,910	The budget is based on a proposed step of 2.5% and a 1% COLA for FY27. Wages are then allocated based on a three-year rolling average and adjusted for any known changes in trends.	
500005 - Wages - Part Time	45,620	45,620	The budget is based on a proposed step of 2.5% and a 1% COLA for FY27. Wages are then allocated based on a three-year rolling average and adjusted for any known changes in trends.	
500010 - Wages - Overtime	15,950	15,950	The budget is based on a proposed step of 2.5% and a 1% COLA for FY27. Wages are then allocated based on a three-year rolling average and adjusted for any known changes in trends.	
500040 - Other Wages	270	270	The Other Wages category includes amounts for sick pay bonus. The sick pay bonus is based on prior year actuals with a small increase for employees receiving additional pay for accumulating more consecutive years without using sick time.	
500100 - FICA - Employer	36,550	36,550	Budget is based on total wages times 7.65%.	

**Washington County, Maryland
Solid Waste Fund
Department 21010 - General Operations
FY27**

	2027 Operating Budget Requested	2027 Operating Budget Proposed	2027 Variance Comments Requested	2027 Variance Comments Proposed
500120 - Health Insurance	105,200	105,200	Health Insurance budget is based on current employees' coverage and \$17,000 is budgeted for vacant positions. The premiums will not be increased in FY27. This is based on the projected trend analysis in the market, discussions with the County's health insurance administrators, an analysis of the County's self-insured reserve trends, and the anticipated reserve balance.	
500125 - Other Insurance	2,260	2,260	This category includes County paid premiums for employee life insurance, dependent life insurance, and long-term disability. The majority of these premiums are based on wages. Due to the proposed wage increase the other insurance increased by approximately 3.5%.	
500130 - Pension	103,980	103,980	The budgeted amount for employer pension is based on full-time wages times 25%. Employees who work a 48 hour/week schedule have their pension calculation based on the 48 hours per week.	
500140 - Workers Compensation	5,650	5,650	Workers Compensation is based on projected employee wages times their assigned classification rates. Due to proposed wage increases the workers' compensation budget increased by approximately 3.5%.	

**Washington County, Maryland
Solid Waste Fund
Department 21010 - General Operations
FY27**

	2027 Operating Budget Requested	2027 Operating Budget Proposed	2027 Variance Comments Requested	2027 Variance Comments Proposed
500145 - Time to Care	6,850	6,850		
500155 - Personnel Requests	240,910	240,910		\$105,410 for Proposed Safety Coordinator. \$135,500 for proposed scale decompression.
500160 - Other Post Employment Benefits	4,410	4,410		Benefits received after employment in exchange for employees' current service. Examples are medical, dental, and vision. Based on funding levels of the OPEB trust, the County contribution to OPEB will be slightly decreased from the FY26 contribution.
500161 - Wage Reserve	(18,200)	(18,200)		To budget for vacancy savings.
500172 - Team Building	580	580		The team building incentive budget is \$25 per full-time employee per year. This allows a department head or division director to offer the occasional celebration or recognize employee achievements in the office setting.
501000 - Debt - Bond Principal	940,640	940,640		Debt cost is based on fixed agreed upon payments with bondholders and State agencies. Payments are in accordance with amortization schedules.
501050 - Debt - Bond Interest	541,350	357,770		Debt cost is based on fixed agreed upon payments with bondholders and State agencies. Payments are in accordance with amortization schedules. A new money bond issue will not occur in the Spring of 2026. Hence, there will not be an interest payment due in January 2027 for the new issue.

Washington County, Maryland
Solid Waste Fund
Department 21010 - General Operations
FY27

	2027 Operating Budget Requested	2027 Operating Budget Proposed	2027 Variance Comments Requested	2027 Variance Comments Proposed
501090 - Debt - Administrative Fees	920	680	Debt cost is based on fixed agreed upon payments with bondholders and State agencies. Payments are in accordance with amortization schedules.	A new money bond issue will not occur in the Spring of 2026. Hence, there will not be an administrative fee due in FY27 for the new issue.
501095 - Bond Issue Cost Expense	36,620	34,860	Debt cost is based on fixed agreed upon payments with bondholders and State agencies. Payments are in accordance with amortization schedules.	Projected costs decreased based on changes from the original FY27 CIP plan to draft one as well as the FY26 CIP bond sale being combined with the FY27 bond sale.
502000 - Appropriations	260,000	260,000	Appropriations to CIP for new equipment requests.	
505160 - Personal Mileage	730	730	Increase based on the new mileage rate.	
505170 - Postage	500	500		
505230 - Travel Expenses	800	800	The cost is based on County Engineers Association of Maryland (CEAM) Fall Conference = \$400, CEAM Spring Conference = \$400. Meals are included in the cost of the conference.	
505960 - Uncollectible Accounts	2,000	2,000		

**Washington County, Maryland
Solid Waste Fund
Department 21010 - General Operations
FY27**

	2027 Operating Budget Requested	2027 Operating Budget Proposed	2027 Variance Comments Requested	2027 Variance Comments Proposed
510010 - Fleet Insurance	28,740	28,740	There is an overall percentage increase of 22.43% for all funds combined over prior year budget. The percentage decrease/increase varies by department or fund. Changes related to volume and/or claims experience paid in various departments. Human Resources insurance analyst projected cost of premiums based on industry trends and discussions with industry experts and current service providers.	
510020 - Property & Casualty Insurance	20,040	20,040	There is an overall percentage increase of 22.43% for all funds combined over prior year budget. The percentage decrease/increase varies by department or fund. Changes related to volume and/or claims experience paid in various departments. Human Resources insurance analyst projected cost of premiums based on industry trends and discussions with industry experts and current service providers.	

**Washington County, Maryland
Solid Waste Fund
Department 21010 - General Operations
FY27**

	2027 Operating Budget Requested	2027 Operating Budget Proposed	2027 Variance Comments Requested	2027 Variance Comments Proposed
510030 - Public & Gen Liability Insurance	13,900	13,900		There is an overall percentage increase of 22.43% for all funds combined over prior year budget. The percentage decrease/increase varies by department or fund. Changes related to volume and/or claims experience paid in various departments. Human Resources insurance analyst projected cost of premiums based on industry trends and discussions with industry experts and current service providers.
515010 - Auditing Services	1,090	1,090		
520030 - Food Comp	900	900		Reallocated from department 21020 since it has been expensed from this department. Decreased based on historical usage.
520040 - Seminars/Conventions	800	800		The cost is for registration fees for the County Engineers Association of Maryland (CEAM) Fall and Spring Conferences.
535055 - Lease Payments	4,000	4,000		Cost of copy machine rental is based on actual usage under the current contract.
540010 - Wireless Communication	6,000	6,000		
540020 - Telephone Expenses	0	0		Eliminated budget since it has not been used in three prior years.
545010 - Electric	2,750	2,750		The electric budget is based on four prior year actuals, forecasted rate changes and other known circumstances. The projection also takes into account current year actuals with annualized estimations.

**Washington County, Maryland
Solid Waste Fund
Department 21010 - General Operations
FY27**

	2027 Operating Budget Requested	2027 Operating Budget Proposed	2027 Variance Comments Requested	2027 Variance Comments Proposed
592060 - Service Charges	0	30,000		Increased based on prior year usage. Fees for the use of credit cards. The 3.5% service fee is collected as part of the revenue to offset these charges.
Total	2,827,720	2,672,140		

**Washington County, Maryland Operating Budget
Detailed Budget Worksheet - New Position Requests
Fiscal Year 2027**

Department Name: **Solid Waste**

Department Number: **21010**

Personnel Requests - Wages and Benefits: List all staff positions being requested. Provide a detailed justification for why the positions are necessary. Provide annual salary, benefits, and the total cost for requested personnel. *Include a Human Resources approved job description with this form.*

Position Name	Type	Annual Salary	FICA	Health Insurance	Other Insurance	Pension	Worker's Comp.	Total
Safety Coordinator	Full-Time	\$66,082	\$5,055	\$17,000	\$600	\$16,521	\$145	\$105,410
			\$0	\$0	\$0	\$0	\$0	\$0
			\$0	\$0	\$0	\$0	\$0	\$0
			\$0	\$0	\$0	\$0	\$0	\$0
			\$0	\$0	\$0	\$0	\$0	\$0
			\$0	\$0	\$0	\$0	\$0	\$0

Total Wages and Benefits: \$105,410

Explanation and Justification of Request

With increase in tonnage and customers visiting the 40 West Landfill, the Department wishes to create the Safety Coordinator position with the intent to have one person dedicated to site safety for not only the customers but also employees. This position will be responsible for verifying Occupational Safety and Health Administration (OSHA) compliance, Environmental Protection Agency (EPA) Compliance, signage inspection, equipment inspection and general site safety and procedures. The coordinator will maintain Safety Data Sheets (SDS) Books, Chemical Lists, PPE inventory and maintain safety records, training records and ensure proper training on new equipment. This position will be responsible for all accident investigations, complaints and reports required by Human Resources. Position will be a grade 13.

Personnel Requests Operating Expenses: Provide a list of all additional operating expenses associated with hiring new positions. If you are requesting multiple positions, please include the cost for all positions with a note explaining the request. If an expense requires additional support forms, please complete them as well (i.e. travel, software etc.).

Expense Account Number	Account Description	Notes	Total Request

Operating Expense Total: \$0

***Note:** Operating expenses are listed on this form for informational purposes. They will be placed in the appropriate expense account within a departments budget. They will not go into the 500155 expense account.

**Washington County, Maryland Operating Budget
Detailed Budget Worksheet - Travel Expenses
Fiscal Year 2027**

Department Name: **Solid Waste**

Department Number: **21010**

Travel Expenses: Indicate the budgeted travel's purpose, the destination of each trip, the duration of the trip and the number of travelers.

Trip A: Purpose, Location, Attendees and Approximate Dates of Travel.	Expense	Cost Per Person or Rate per Mile	#of days	# of travelers or miles	Total Cost
County Engineers Association of Maryland Fall Conference, Ocean City MD, Deputy Director, September 16-18,2026	Round Trip Airfare <i>(if applicable)</i>	\$0.00		0	\$0.00
	Lodging	\$200.00	2	1	\$400.00
	Meals/Per-Diem	\$75.00	0	0	\$0.00
	Ground Transportation *	\$0.00	0	0	\$0.00
	Parking	\$0.00	0	0	\$0.00
	Tolls	\$0.00		0	\$0.00
	Registration Fees	\$400.00		1	\$400.00
	Personal Mileage	\$0.725		0	\$0.00
	Subtotal for Trip A				Travel Expenses - 505230
				Seminars & Conventions - 520040	\$400.00
				Personal Mileage - 505160	\$0.00

Trip B: Purpose, Location, Attendees and Approximate Dates of Travel.	Expense	Cost Per Person or Rate per Mile	#of days	# of travelers or miles	Total Cost
County Engineers Association of Maryland Spring Conference, TBD, Deputy Director, May 2027	Round Trip Airfare <i>(if applicable)</i>	\$0.00		0	\$0.00
	Lodging	\$200.00	2	1	\$400.00
	Meals/Per-Diem	\$75.00	0	0	\$0.00
	Ground Transportation *	\$0.00	0	0	\$0.00
	Parking	\$0.00	0	0	\$0.00
	Tolls	\$0.00		0	\$0.00
	Registration Fees	\$400.00		1	\$400.00
	Personal Mileage	\$0.725		0	\$0.00
	Subtotal for Trip B				Travel Expenses - 505230
				Seminars & Conventions - 520040	\$400.00
				Personal Mileage - 505160	\$0.00

Total Travel Expenses - 505230	\$800.00
Total Seminars & Conventions - 520040	\$800.00
Total Personal Mileage - 505160	\$0.00

**Washington County, Maryland Operating Budget
Detailed Budget Worksheet - Copier Lease Expenses
Fiscal Year 2027**

Department Name: Solid Waste

Department Number: 21020

Copier Lease Expenses: Indicate the copier make and/or model as well as the location. This form should match what is entered on the purchase requisition at the start of the new fiscal year.

Copier Model Number	Location	Expense	Cost Per Month/ Cost per Copy	# of copies	Total Cost
ricoh	Solid Waste Admin	Monthly Rental	\$333.33		\$4,000.00
		CopyPak/Monthly Maintenance			\$0.00
		Black & White Overage			\$0.00
		Color Overage			\$0.00
		Monthly Rental			\$0.00
		CopyPak/Monthly Maintenance			\$0.00
		Black & White Overage			\$0.00
		Color Overage			\$0.00
		Monthly Rental			\$0.00
		CopyPak/Monthly Maintenance			\$0.00
		Black & White Overage			\$0.00
		Color Overage			\$0.00
		Monthly Rental			\$0.00
		CopyPak/Monthly Maintenance			\$0.00
		Black & White Overage			\$0.00
		Color Overage			\$0.00

Total Lease Payments: \$4,000.00

**Washington County, Maryland
Solid Waste Fund
Department 21020 - Forty West Landfill
FY27 Expenses**

	2027 Operating Budget Requested	Adjustment	2027 Operating Budget Proposed	\$ Change	% Change	2026 Operating Budget Approved	2025 Actuals Final	2024 Actuals Final
500000 - Wages - Full Time	809,780	0	809,780	56,850	7.55%	752,930	807,682	683,004
500005 - Wages - Part Time	8,120	0	8,120	(1,020)	(11.16)%	9,140	3,457	8,917
500010 - Wages - Overtime	358,560	0	358,560	12,130	3.50%	346,430	300,078	233,587
500040 - Other Wages	270	0	270	270	100.00%	0	0	2,666
500100 - FICA - Employer	90,020	0	90,020	5,260	6.21%	84,760	87,119	69,112
500120 - Health Insurance	204,840	0	204,840	13,020	6.79%	191,820	215,950	208,111
500125 - Other Insurance	4,400	0	4,400	280	6.80%	4,120	3,600	3,108
500130 - Pension	244,500	0	244,500	25,680	11.74%	218,820	239,980	206,088
500140 - Workers Compensation	54,190	0	54,190	3,960	7.88%	50,230	52,358	44,898
500170 - Employee Investment	0	0	0	0	0.00%	0	800	0
Wages and Benefits	1,774,680	0	1,774,680	116,430	7.02%	1,658,250	1,711,024	1,459,491
501020 - Debt - Other Principal	196,500	0	196,500	3,900	2.02%	192,600	462,681	185,056
501021 - Contra - Other Principal	0	0	0	0	0.00%	0	(462,681)	(185,056)
501070 - Debt - Other Interest	3,800	0	3,800	(3,880)	(50.52)%	7,680	11,179	14,921
501080 - Debt Lease Interest	0	0	0	0	0.00%	0	79,547	69,186
501600 - Closure/Postclosure Care Costs	550,000	185,580	735,580	139,370	23.38%	596,210	442,495	532,265
505010 - Advertising	750	0	750	(750)	(50.00)%	1,500	0	414
505050 - Dues & Subscriptions	1,600	0	1,600	0	0.00%	1,600	2,280	1,425
505080 - Freight & Cartage	15,000	0	15,000	0	0.00%	15,000	13,586	11,533
505120 - Licenses & Certifications	0	0	0	0	0.00%	0	0	145
505140 - Office Supplies	10,000	0	10,000	0	0.00%	10,000	6,728	8,209
505192 - Property Tax Expense	5,800	0	5,800	5,800	100.00%	0	23,710	0
505150 - Other - Miscellaneous	0	0	0	0	0.00%	0	0	0
515000 - Contracted/Purchased Service	150,000	0	150,000	(50,000)	(25.00)%	200,000	89,364	29,264
515160 - Engineering Services	50,000	0	50,000	5,000	11.11%	45,000	43,361	50,614
515170 - Gas Monitoring	1,000	0	1,000	0	0.00%	1,000	941	941
515180 - Software	22,140	0	22,140	0	0.00%	22,140	21,140	10,206
515190 - Hauling Services	418,480	0	418,480	(51,350)	(10.93)%	469,830	321,150	173,320
515210 - Laboratory Services	53,000	0	53,000	2,000	3.92%	51,000	55,788	29,903
515220 - Landfill Fees	7,500	0	7,500	500	7.14%	7,000	0	6,364

**Washington County, Maryland
Solid Waste Fund
Department 21020 - Forty West Landfill
FY27 Expenses**

	2027 Operating Budget Requested	Adjustment	2027 Operating Budget Proposed	\$ Change	% Change	2026 Operating Budget Approved	2025 Actuals Final	2024 Actuals Final
515230 - Leachate Hauling	263,200	0	263,200	(18,800)	(6.67)%	282,000	170,302	167,329
515240 - Leachate Testing	2,500	0	2,500	0	0.00%	2,500	0	0
515250 - Leachate Treatment	854,000	0	854,000	(31,000)	(3.50)%	885,000	517,082	496,777
515270 - Maintenance Contract Services	0	0	0	0	0.00%	0	0	118,651
520000 - Training	2,000	0	2,000	(4,000)	(66.67)%	6,000	0	0
520030 - Food Comp	0	0	0	(1,200)	(100.00)%	1,200	0	0
525000 - Supplies/Material - Operating	175,000	0	175,000	0	0.00%	175,000	213,247	187,718
525020 - Janitorial Supplies	6,000	0	6,000	0	0.00%	6,000	5,151	5,354
525040 - Small Tools & Equipment	5,000	0	5,000	0	0.00%	5,000	1,414	4,887
526110 - Snow Removal Materials	2,000	0	2,000	(1,500)	(42.86)%	3,500	0	794
527020 - Auto Batteries	0	0	0	(1,250)	(100.00)%	1,250	0	0
527030 - Diesel Fuel	176,000	0	176,000	(4,000)	(2.22)%	180,000	156,022	174,368
527040 - Diesel Fuel Tax	4,680	0	4,680	(5,160)	(52.44)%	9,840	4,185	7,490
527060 - Auto Gasoline	20,650	0	20,650	1,050	5.36%	19,600	19,818	20,464
527070 - Auto Grease	0	0	0	(1,200)	(100.00)%	1,200	0	0
527080 - Auto Motor Oil	7,500	0	7,500	0	0.00%	7,500	8,772	10,130
527090 - Auto Repairs	200,000	0	200,000	23,050	13.03%	176,950	264,306	210,260
527100 - Auto Tires	50,000	0	50,000	0	0.00%	50,000	20,030	15,680
535055 - Lease Payments	1,114,900	26,840	1,141,740	21,260	1.90%	1,120,480	2	(4,664)
535060 - Uniforms	14,000	0	14,000	0	0.00%	14,000	8,136	10,154
545010 - Electric	68,250	0	68,250	9,240	15.66%	59,010	62,958	40,104
545030 - Propane Gas	500	0	500	500	100.00%	0	0	0
Operating Expenses	4,451,750	212,420	4,664,170	37,580	0.81%	4,626,590	2,562,694	2,404,206
599999 - Controllable Assets	0	0	0	(6,000)	(100.00)%	6,000	31,427	150
600100 - Land & Improvements	0	0	0	0	0.00%	0	196,658	0
600400 - Machinery & Equipment	0	0	0	0	0.00%	0	10,207	0
Capital Outlay	0	0	0	(6,000)	(100.00)%	6,000	238,292	150
Total	6,226,430	212,420	6,438,850	148,010	2.35%	6,290,840	4,512,010	3,863,847

**Washington County, Maryland
Solid Waste Fund
Department 21020 - Forty West Landfill
FY27**

	2027 Operating Budget Requested	2027 Operating Budget Proposed	2027 Variance Comments Requested	2027 Variance Comments Proposed
500000 - Wages - Full Time	809,780	809,780		
500005 - Wages - Part Time	8,120	8,120		
500010 - Wages - Overtime	358,560	358,560		
500040 - Other Wages	270	270		
500100 - FICA - Employer	90,020	90,020		
500120 - Health Insurance	204,840	204,840		
500125 - Other Insurance	4,400	4,400		
500130 - Pension	244,500	244,500		
500140 - Workers Compensation	54,190	54,190		
501020 - Debt - Other Principal	196,500	196,500		Debt cost is based on fixed agreed upon payments for the reimbursement to the General Fund of the purchase of the Compactor for the Department of Solid Waste. Payments are in accordance with amortization schedules.
501070 - Debt - Other Interest	3,800	3,800		Debt cost is based on fixed agreed upon payments for the reimbursement to the General Fund of the purchase of the Compactor for the Department of Solid Waste. Payments are in accordance with amortization schedules.

**Washington County, Maryland
Solid Waste Fund
Department 21020 - Forty West Landfill
FY27**

	2027 Operating Budget Requested	2027 Operating Budget Proposed	2027 Variance Comments Requested	2027 Variance Comments Proposed
501600 - Closure/Postclosure Care Costs	550,000	735,580	Amount set aside for future requirements of capping and closure costs. This is a State and Accounting (GASB18) requirements. Decreased based on prior years usage.	Amount based on current estimated cubic yards used.
505010 - Advertising	750	750	Decreased base on prior years usage.	
505050 - Dues & Subscriptions	1,600	1,600		
505080 - Freight & Cartage	15,000	15,000		
505140 - Office Supplies	10,000	10,000		
505192 - Property Tax Expense	5,800	5,800	Property tax expense for a tub grinder under a lease contract.	
515000 - Contracted/Purchased Service	150,000	150,000	Inmate Crew Expenses, Outside Contractor repairs. Added \$50,000 for bidding out hauling of material from Clean Earth to Landfill. Decrease overall based on average usage the last three years.	
515160 - Engineering Services	50,000	50,000	Price is budgeted for Title V Monitoring and Reporting (\$20,000), annual aerial mapping (\$10,000), operational survey and site initiatives (\$10,000), and unforeseen projects (\$10,000) = \$50,000.	
515170 - Gas Monitoring	1,000	1,000		
515180 - Software	22,140	22,140	Cost is based on AutoCAD subscription and Technical Support = \$1,200; Scale Software Subscription = \$16,788.02; Fluid Secure Subscription and support = \$1,400, CAT Software = \$2,750.	

**Washington County, Maryland
Solid Waste Fund
Department 21020 - Forty West Landfill
FY27**

	2027 Operating Budget Requested	2027 Operating Budget Proposed	2027 Variance Comments Requested	2027 Variance Comments Proposed
5115190 - Hauling Services	418,480	418,480	Hauling of Dumpsters from 40 West Scaled Loads: 4,400 pulls x \$91.67 = \$403,348 and Cardboard 150 pulls x \$100.84 = \$15,126. Decrease based on decreased average rate of pulls.	
5115210 - Laboratory Services	53,000	53,000	Line Item is based on current contract prices for Monitoring Services and other laboratory fees for testing water as required by MDE.	
5115220 - Landfill Fees	7,500	7,500	Increase related to estimated Air Quality Permit Fee.	
5115230 - Leachate Hauling	263,200	263,200	Cost is based on the five year average of leachate generated at the site for a total of 14.0 million gallons @ \$0.0188/gal. Projecting a decrease in the number of gallons based on history.	
5115240 - Leachate Testing	2,500	2,500		
5115250 - Leachate Treatment	854,000	854,000	Cost is based on the five year average of leachate generated at the site for a total of 14.0 million gallons @ \$0.061/gal. Projecting a decrease in the number of gallons treated based on history.	
520000 - Training	2,000	2,000	Decreased based on prior year usage.	
520030 - Food Comp	0	0	Reallocated to department 21010 since the employees attending training are in that department.	
525000 - Supplies/Material - Operating	175,000	175,000		

**Washington County, Maryland
Solid Waste Fund
Department 21020 - Forty West Landfill
FY27**

	2027 Operating Budget Requested	2027 Operating Budget Proposed	2027 Variance Comments Requested	2027 Variance Comments Proposed
525020 - Janitorial Supplies	6,000	6,000		
525040 - Small Tools & Equipment	5,000	5,000		
526110 - Snow Removal Materials	2,000	2,000		Decreased based on prior year usage. This account is used to purchase salt during a snow event.
527020 - Auto Batteries	0	0		Eliminated budget based on no usage in prior two years.
527030 - Diesel Fuel	176,000	176,000		Estimated budget is 64,000 gallons x \$2.75 = \$176,000 (excludes taxes), which is based on bids and short-term energy outlook forecasts. Rate is discounted with new bid price including delivery as compared to retail price.
527040 - Diesel Fuel Tax	4,680	4,680		Estimated budget is based on 10,000 gallons x \$ 0.4675 = \$4,675
527060 - Auto Gasoline	20,650	20,650		Projected Budget is 7,000 gallons x \$2.95 = \$20,650 (includes state gas tax), which is based on bids and short-term energy outlook forecast. Rate per gallon is discounted with bid price as compared to retail prices.
527070 - Auto Grease	0	0		Eliminated budget based on no usage in prior two years.
527080 - Auto Motor Oil	7,500	7,500		
527090 - Auto Repairs	200,000	200,000		Increase is based on historical spending.
527100 - Auto Tires	50,000	50,000		

**Washington County, Maryland
Solid Waste Fund
Department 21020 - Forty West Landfill
FY27**

	2027 Operating Budget Requested	2027 Operating Budget Proposed	2027 Variance Comments Requested	2027 Variance Comments Proposed
535055 - Lease Payments	1,114,900	1,141,740	Line item includes the existing Lease Payments for the existing 735 Articulated Dump Truck, , 624 Loader, Skid Steer, Grinder, D7 Dozer, 349 Excavator and proposed Tractor, Water Truck and Grader.	Increase related to proposed D7 dozer, Gradall and 744 loader.
535060 - Uniforms	14,000	14,000		
545010 - Electric	68,250	68,250	The electric budget is based on four prior year actuals, forecasted rate changes and other known circumstances. The projection also takes into account current year actuals with annualized estimations.	
545030 - Propane Gas	500	500	The propane budgets were based on four year actual and forecasted rate changes.	
Total	6,226,430	6,438,850		

**Washington County, Maryland Operating Budget
Detailed Budget Worksheet - Software Expenses
Fiscal Year 2027**

Department Name: **Solid Waste - 40 West Landfill**

Department Number: **21020**

Software Expenses: List each software vendor and item to be purchased with an estimated cost. Please provide a detailed justification for why the software is needed. Be prepared to discuss how you arrived at your cost estimate (contract, vendor contact etc.).

Vendor Name	Vendor Number	Product Description/ Explanation of Use	FY2026 BOCC Approval	FY2027 Department Request
Carter Machinery Company, Inc.	26291	Software used by mechanics to perform diagnostics on Caterpillar (CAT) equipment.	2,750	2,750
Katjon, LLC dba Fluid Secure	24792	Includes automatic updates and supporting program allowing the department to have the latest version.	1,400	1,400
Paradigm Scale Software	21841	Includes automatic updates and supporting program allowing the department to have the latest version. Telephone technical support allows us to call to obtain advice on resolving an issue.	16,788	16,788
Zones IT Solutions	29444	Automatic updates for AutoCAD and supporting program allowing the department to have the latest version. Telephone technical support allows us to call to obtain advice on resolving an issue.	1,200	1,200

Total Software Request - Account 515180	\$22,140	\$22,140
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Washington County, Maryland
Solid Waste Fund
Department 21025 - Composting
FY27 Expenses

	2027 Operating Budget Requested	Adjustment	2027 Operating Budget Proposed	\$ Change	% Change	2026 Operating Budget Approved	2025 Actuals Final	2024 Actuals Final
500000 - Wages - Full Time	64,050	0	64,050	(16,990)	(20.96)%	81,040	50,553	51,460
500010 - Wages - Overtime	26,350	0	26,350	900	3.54%	25,450	18,632	15,538
500040 - Other Wages	270	0	270	270	100.00%	0	0	317
500100 - FICA - Employer	6,940	0	6,940	(1,210)	(14.85)%	8,150	5,361	5,064
500120 - Health Insurance	16,200	0	16,200	(4,620)	(22.19)%	20,820	18,210	20,229
500125 - Other Insurance	350	0	350	(100)	(22.22)%	450	240	235
500130 - Pension	18,870	0	18,870	(3,230)	(14.62)%	22,100	15,397	15,355
500140 - Workers Compensation	4,780	0	4,780	(350)	(6.82)%	5,130	4,619	4,586
500170 - Employee Investment	0	0	0	0	0.00%	0	200	0
Wages and Benefits	137,810	0	137,810	(25,330)	(15.53)%	163,140	113,212	112,784
515210 - Laboratory Services	1,500	0	1,500	0	0.00%	1,500	838	799
515220 - Landfill Fees	180	0	180	(40)	(18.18)%	220	0	0
527030 - Diesel Fuel	20,630	0	20,630	(1,870)	(8.31)%	22,500	17,786	20,826
527090 - Auto Repairs	3,500	0	3,500	(3,500)	(50.00)%	7,000	0	0
Operating Expenses	25,810	0	25,810	(5,410)	(17.33)%	31,220	18,624	21,625
Total	163,620	0	163,620	(30,740)	(15.82)%	194,360	131,836	134,409

**Washington County, Maryland
Solid Waste Fund
Department 21025 - Composting
FY27**

	2027 Operating Budget Requested	2027 Operating Budget Proposed	2027 Variance Comments Requested	2027 Variance Comments Proposed
500000 - Wages - Full Time	64,050	64,050		
500010 - Wages - Overtime	26,350	26,350		
500040 - Other Wages	270	270		
500100 - FICA - Employer	6,940	6,940		
500120 - Health Insurance	16,200	16,200		
500125 - Other Insurance	350	350		
500130 - Pension	18,870	18,870		
500140 - Workers Compensation	4,780	4,780		
515210 - Laboratory Services	1,500	1,500	The Maryland Department of Agriculture requires permitted composting facilities to have the compost tested yearly by a third party laboratory.	
515220 - Landfill Fees	180	180	The Maryland Department of Agriculture requires permitted composting facilities to pay a Composting Fee. The Fee is \$15 + \$0.25/ton sold.	
527030 - Diesel Fuel	20,630	20,630	Estimated budget is 7,500 gallons x \$2.75 = \$20,625 (excludes taxes), which is based on bids and short-term energy outlook forecasts.	
527090 - Auto Repairs	3,500	3,500	Decreased based on prior years usage. This account would be used to repair grinders.	

Total	163,620	163,620
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Washington County, Maryland
Solid Waste Fund
Department 21030 - Resh Landfill
FY27 Expenses

	2027 Operating Budget Requested	Adjustment	2027 Operating Budget Proposed	\$ Change	% Change	2026 Operating Budget Approved	2025 Actuals Final	2024 Actuals Final
500000 - Wages - Full Time	0	0	0	0	0.00%	0	260	0
500100 - FICA - Employer	0	0	0	0	0.00%	0	21	0
500120 - Health Insurance	0	0	0	0	0.00%	0	51	0
500125 - Other Insurance	0	0	0	0	0.00%	0	1	0
500130 - Pension	0	0	0	0	0.00%	0	67	0
500140 - Workers Compensation	0	0	0	0	0.00%	0	15	0
Wages and Benefits	0	0	0	0	0.00%	0	415	0
515000 - Contracted/Purchased Service	2,000	0	2,000	0	0.00%	2,000	0	5,070
515170 - Gas Monitoring	900	0	900	0	0.00%	900	0	0
515210 - Laboratory Services	35,000	0	35,000	1,000	2.94%	34,000	0	0
515230 - Leachate Hauling	41,600	0	41,600	4,000	10.64%	37,600	0	0
515240 - Leachate Testing	2,500	0	2,500	0	0.00%	2,500	0	0
515250 - Leachate Treatment	122,000	0	122,000	4,000	3.39%	118,000	0	0
525000 - Supplies/Material - Operating	5,000	0	5,000	(2,000)	(28.57)%	7,000	0	0
545010 - Electric	3,800	0	3,800	300	8.57%	3,500	0	0
Operating Expenses	212,800	0	212,800	7,300	3.55%	205,500	0	5,070
Total	212,800	0	212,800	7,300	3.55%	205,500	415	5,070

**Washington County, Maryland
Solid Waste Fund
Department 21030 - Resh Landfill
FY27**

	2027 Operating Budget Requested	2027 Operating Budget Proposed	2027 Variance Comments Requested	2027 Variance Comments Proposed
515000 - Contracted/Purchased Service	2,000	2,000		
515170 - Gas Monitoring	900	900		
515210 - Laboratory Services	35,000	35,000	Based on current contract prices for Monitoring Services and other laboratory fees for testing water as required by MDE.	
515230 - Leachate Hauling	41,600	41,600	Cost is based on the five year average of leachate generated at the site for a total of 2.0 million gallons @ \$.0208/gal.	
515240 - Leachate Testing	2,500	2,500		
515250 - Leachate Treatment	122,000	122,000	Cost is based on the five year average of leachate generated at the site for a total of 2 million gallons @ \$0.061/gal. Budgeting for higher price per gallon.	
525000 - Supplies/Material - Operating	5,000	5,000	Decreased based on prior year usage. This account would be used to replace or repair leachate pump.	
545010 - Electric	3,800	3,800	The electric budget is based on four prior year actuals, forecasted rate changes and other known circumstances. The projection also takes into account current year actuals with annualized estimations. The only electric being used at Resh is the pump stations.	

Total	212,800	212,800
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Washington County, Maryland
Solid Waste Fund
Department 21040 - Rubble Landfill
FY27 Expenses

	2027 Operating Budget Requested	Adjustment	2027 Operating Budget Proposed	\$ Change	% Change	2026 Operating Budget Approved	2025 Actuals Final	2024 Actuals Final
515000 - Contracted/Purchased Service	2,000	0	2,000	0	0.00%	2,000	0	0
515170 - Gas Monitoring	250	0	250	0	0.00%	250	202	202
515210 - Laboratory Services	36,000	0	36,000	1,000	2.86%	35,000	34,328	16,160
515230 - Leachate Hauling	31,200	0	31,200	(6,400)	(17.02)%	37,600	6,834	6,523
515240 - Leachate Testing	1,500	0	1,500	0	0.00%	1,500	0	0
515250 - Leachate Treatment	91,500	0	91,500	(26,500)	(22.46)%	118,000	17,359	15,790
525000 - Supplies/Material - Operating	1,000	0	1,000	0	0.00%	1,000	0	3,938
Operating Expenses	163,450	0	163,450	(31,900)	(16.33)%	195,350	58,723	42,613
Total	163,450	0	163,450	(31,900)	(16.33)%	195,350	58,723	42,613

**Washington County, Maryland
Solid Waste Fund
Department 21040 - Rubble Landfill
FY27**

	2027 Operating Budget Requested	2027 Operating Budget Proposed	2027 Variance Comments Requested	2027 Variance Comments Proposed
515000 - Contracted/Purchased Service	2,000	2,000		
515170 - Gas Monitoring	250	250		
515210 - Laboratory Services	36,000	36,000	Change is based on current contract prices for Monitoring Services and other laboratory fees for testing water as required by MDE.	
515230 - Leachate Hauling	31,200	31,200	Cost is based on the five year average of leachate generated at the site for a total of 1.5 million gallons @ \$0.0208/gal.	
515240 - Leachate Testing	1,500	1,500		
515250 - Leachate Treatment	91,500	91,500	Cost is based on the five year average of leachate generated at the site for a total of 1.5 million gallons @ \$0.061/gal.	
525000 - Supplies/Material - Operating	1,000	1,000		
Total	163,450	163,450		

Washington County, Maryland
Solid Waste Fund
Department 21050 - Old City/County Landfill
FY27 Expenses

	2027 Operating Budget Requested	Adjustment	2027 Operating Budget Proposed	\$ Change	% Change	2026 Operating Budget Approved	2025 Actuals Final	2024 Actuals Final
515000 - Contracted/Purchased Service	3,000	0	3,000	0	0.00%	3,000	0	0
515170 - Gas Monitoring	1,000	0	1,000	0	0.00%	1,000	808	808
515210 - Laboratory Services	20,000	0	20,000	1,000	5.26%	19,000	25,870	10,167
515230 - Leachate Hauling	56,400	0	56,400	(11,280)	(16.67)%	67,680	60,250	30,691
515240 - Leachate Testing	2,500	0	2,500	0	0.00%	2,500	0	0
515250 - Leachate Treatment	183,000	0	183,000	(29,400)	(13.84)%	212,400	185,667	92,517
527040 - Diesel Fuel Tax	0	0	0	0	0.00%	0	67	0
545010 - Electric	9,750	0	9,750	(1,680)	(14.70)%	11,430	8,448	7,162
Operating Expenses	275,650	0	275,650	(41,360)	(13.05)%	317,010	281,110	141,345
Total	275,650	0	275,650	(41,360)	(13.05)%	317,010	281,110	141,345

**Washington County, Maryland
Solid Waste Fund
Department 21050 - Old City/County Landfill
FY27**

	2027 Operating Budget Requested	2027 Operating Budget Proposed	2027 Variance Comments Requested	2027 Variance Comments Proposed
515000 - Contracted/Purchased Service	3,000	3,000		
515170 - Gas Monitoring	1,000	1,000		
515210 - Laboratory Services	20,000	20,000	Change is based on current contract prices for Monitoring Services and other laboratory fees for testing and water as required by MDE.	
515230 - Leachate Hauling	56,400	56,400	Cost is based on the five year average of leachate generated at the site for a total of 3.0 million gallons @ \$0.0188/gal.	
515240 - Leachate Testing	2,500	2,500		
515250 - Leachate Treatment	183,000	183,000	Cost is based on the five year average of leachate generated at the site for a total of 3.0 million gallons @ \$0.061/gal.	
545010 - Electric	9,750	9,750	The electric budget is based on four prior year actuals, forecasted rate changes and other known circumstances. The projection also takes into account current year actuals with annualized estimations.	

Total	275,650	275,650
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Washington County, Maryland
Solid Waste Fund
Department 21060 - Hancock
FY27 Expenses

	2027 Operating Budget Requested	Adjustment	2027 Operating Budget Proposed	\$ Change	% Change	2026 Operating Budget Approved	2025 Operating Budget Actuals	2024 Operating Budget Actuals
515170 - Gas Monitoring	900	0	900	0	0.00%	900	0	0
515210 - Laboratory Services	12,000	0	12,000	500	4.35%	11,500	0	0
Operating Expenses	12,900	0	12,900	500	4.03%	12,400	0	0
Total	12,900	0	12,900	500	4.03%	12,400	0	0

**Washington County, Maryland
Solid Waste Fund
Department 21060 - Hancock
FY27**

	2027 Operating Budget Requested	2027 Operating Budget Proposed	2027 Variance Comments Requested	2027 Variance Comments Proposed
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515170 - Gas Monitoring	900	900		
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Change is based on current contract prices for Monitoring Services and other laboratory fees for testing water as required by MDE.

515210 - Laboratory Services	12,000	12,000		
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Total	12,900	12,900		
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Washington County, Maryland
Solid Waste Fund
Department 21100 - Transfer Station
FY27 Expenses

	2027 Operating Budget Requested	Adjustment	2027 Operating Budget Proposed	\$ Change	% Change	2026 Operating Budget Approved	2025 Actuals Final	2024 Actuals Final
500000 - Wages - Full Time	229,840	0	229,840	13,450	6.22%	216,390	229,276	195,327
500005 - Wages - Part Time	161,530	0	161,530	9,800	6.46%	151,730	147,875	132,876
500010 - Wages - Overtime	0	0	0	0	0.00%	0	4,899	5,518
500040 - Other Wages	450	0	450	90	25.00%	360	315	1,535
500100 - FICA - Employer	29,980	0	29,980	1,790	6.35%	28,190	29,596	25,021
500120 - Health Insurance	58,140	0	58,140	2,560	4.61%	55,580	60,911	56,960
500125 - Other Insurance	1,250	0	1,250	60	5.04%	1,190	871	741
500130 - Pension	57,460	0	57,460	5,530	10.65%	51,930	57,952	49,674
500140 - Workers Compensation	15,030	0	15,030	550	3.80%	14,480	14,523	12,944
Wages and Benefits	553,680	0	553,680	33,830	6.51%	519,850	546,218	480,596
505140 - Office Supplies	0	0	0	(4,200)	(100.00)%	4,200	0	0
505160 - Personal Mileage	720	0	720	120	20.00%	600	0	0
515170 - Gas Monitoring	650	0	650	0	0.00%	650	601	601
515190 - Hauling Services	147,640	0	147,640	(48,120)	(24.58)%	195,760	309,435	409,880
515210 - Laboratory Services	4,000	0	4,000	500	14.29%	3,500	3,327	3,257
525000 - Supplies/Material - Operating	5,500	0	5,500	0	0.00%	5,500	7,102	9,814
526020 - Building Maintenance	1,750	0	1,750	0	0.00%	1,750	0	0
545010 - Electric	2,250	0	2,250	(290)	(11.42)%	2,540	2,076	1,593
Operating Expenses	162,510	0	162,510	(51,990)	(24.24)%	214,500	322,541	425,145
Total	716,190	0	716,190	(18,160)	(2.47)%	734,350	868,759	905,741

**Washington County, Maryland
Solid Waste Fund
Department 21100 - Transfer Station
FY27**

	2027 Operating Budget Requested	2027 Operating Budget Proposed	2027 Variance Comments Requested	2027 Variance Comments Proposed
500000 - Wages - Full Time	229,840	229,840		
500005 - Wages - Part Time	161,530	161,530		
500040 - Other Wages	450	450		
500100 - FICA - Employer	29,980	29,980		
500120 - Health Insurance	58,140	58,140		
500125 - Other Insurance	1,250	1,250		
500130 - Pension	57,460	57,460		
500140 - Workers Compensation	15,030	15,030		
505140 - Office Supplies	0	0	Eliminated budget as office supplies are paid out of department 21020.	
505160 - Personal Mileage	720	720	Change reflects the change in the mileage rate.	
515170 - Gas Monitoring	650	650		
515190 - Hauling Services	147,640	147,640	Hauling of waste containers from the various transfer stations to landfill working face. Cost based on current contract prices and scale transactions based on prior years actuals. The cost per site are as follows: Hancock - 160 x \$119.17 = \$19,067.36, Greensburg - 620 x \$114.59 = \$71,044.25, Kaetzel - 300 x \$119.17 = \$35,751.30, Dargan - 190 x \$114.59 = \$21,771.63.	
515210 - Laboratory Services	4,000	4,000	Change is based on current contract prices for Monitoring Services and other laboratory fees for testing water as required by MDE.	

**Washington County, Maryland
Solid Waste Fund
Department 21100 - Transfer Station
FY27**

	2027 Operating Budget Requested	2027 Operating Budget Proposed	2027 Variance Comments Requested	2027 Variance Comments Proposed
525000 - Supplies/Material - Operating	5,500	5,500		
526020 - Building Maintenance	1,750	1,750		
545010 - Electric	2,250	2,250	This account would be used to replace or repair an hvac unit, window or door when needed.	
			The electric budget is based on four prior year actuals, forecasted rate changes and other known circumstances. The projection also takes into account current year actuals with annualized estimations.	

Total	716,190	716,190		
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Washington County, Maryland
Solid Waste Fund
Department 21200 - Recycling Operations
FY27 Expenses

	2027 Operating Budget Requested	Adjustment	2027 Operating Budget Proposed	\$ Change	% Change	2026 Operating Budget Approved	2025 Actuals Final	2024 Actuals Final
500000 - Wages - Full Time	95,100	0	95,100	580	0.61%	94,520	89,572	79,914
500010 - Wages - Overtime	16,300	0	16,300	560	3.56%	15,740	18,975	12,786
500040 - Other Wages	0	0	0	0	0.00%	0	0	332
500100 - FICA - Employer	8,530	0	8,530	90	1.07%	8,440	8,327	6,720
500120 - Health Insurance	24,060	0	24,060	(220)	(0.91)%	24,280	18,366	25,151
500125 - Other Insurance	520	0	520	0	0.00%	520	316	292
500130 - Pension	23,780	0	23,780	1,100	4.85%	22,680	21,594	20,086
500140 - Workers Compensation	250	0	250	10	4.17%	240	235	206
500170 - Employee Investment	0	0	0	0	0.00%	0	114	0
Wages and Benefits	168,540	0	168,540	2,120	1.27%	166,420	157,499	145,487
505010 - Advertising	2,000	0	2,000	0	0.00%	2,000	259	409
515150 - Drop-Off	168,530	0	168,530	(74,170)	(30.56)%	242,700	164,513	156,612
520000 - Training	500	0	500	(150)	(23.08)%	650	0	0
525000 - Supplies/Material - Operating	1,000	0	1,000	0	0.00%	1,000	376	117
588030 - Recycle - Tires	50,000	0	50,000	0	0.00%	50,000	36,185	(6,366)
588040 - Recycle - Other	154,360	0	154,360	(30,590)	(16.54)%	184,950	166,822	164,803
Operating Expenses	376,390	0	376,390	(104,910)	(21.80)%	481,300	368,155	315,575
Total	544,930	0	544,930	(102,790)	(15.87)%	647,720	525,654	461,062

**Washington County, Maryland
Solid Waste Fund
Department 21200 - Recycling Operations
FY27**

	2027 Operating Budget Requested	2027 Operating Budget Proposed	2027 Variance Comments Requested	2027 Variance Comments Proposed
500000 - Wages - Full Time	95,100	95,100		
500010 - Wages - Overtime	16,300	16,300		
500100 - FICA - Employer	8,530	8,530		
500120 - Health Insurance	24,060	24,060		
500125 - Other Insurance	520	520		
500130 - Pension	23,780	23,780		
500140 - Workers Compensation	250	250		
505010 - Advertising	2,000	2,000		
515150 - Drop-Off	168,530	168,530		The cost of this line item is based on 416 Cardboard Drop Off Containers x \$29.99 = \$12,475.84; Recycling Drop-off Containers: Greensburg 156 x \$164.80 = \$25,708.80, Kaetzel 52 @ \$164.80 = \$8,569.60, Dargan 26 x \$164.80 = \$4,284.80, Hancock 40 x \$164.80 = \$6,592.00, 40 West 275 x \$128.75 = \$35,406.25; processing of Recyclables 604 tons x \$125.00 = \$75,500.
520000 - Training	500	500		Decreased based on prior usage. This account is used for employee to get annual composting training and certification.
525000 - Supplies/Material - Operating	1,000	1,000		

**Washington County, Maryland
Solid Waste Fund
Department 21200 - Recycling Operations
FY27**

	2027 Operating Budget Requested	2027 Operating Budget Proposed	2027 Variance Comments Requested	2027 Variance Comments Proposed
588030 - Recycle - Tires	50,000	50,000	Reflects the contract prices for scrap tire recycling and the projected tonnage for the year. 200 tons x \$250/ton = \$50,000.	
588040 - Recycle - Other	154,360	154,360	Decrease in budget is due to the decrease in tonnage of electronics being recycled. This has decreased over the past several years.	
Total	544,930	544,930		



Open Session Item

SUBJECT: Presentation of the 2027-2036 Capital Budget – Draft 2 - & Water Quality Budget Adjustment

PRESENTATION DATE: March 31, 2026

PRESENTATION BY: Kelcee Mace, Chief Financial Officer; Zane Garrett, Deputy Director, Budget & Finance

RECOMMENDED MOTION:

1. Capital Budget Draft 2 changes are for informational purposes – No motion required.
2. Motion to approve the budget adjustment for the Water Quality Security improvements project (BLD120) and adjust the funding source accordingly.

REPORT-IN-BRIEF: Discussion of Draft 2 of the FY2027-2036 Capital Budget.

DISCUSSION: Draft 1 of the Capital Improvement Budget was presented on February 24, 2026. Additional changes have been made as new information became available and a thorough review of the plan is continually conducted. As a result, the FY27 Budget was reduced by \$0.4 million, and the ten-year plan was reduced by \$21.3 million. Changes made include the following:

Airport Projects were deferred to support more urgent operating costs. Public Safety Funding was reduced in FY27 due to a state grant that is no longer expected. Additionally, due to the allocation of \$9.2 million that was approved by the Board on 3/17/2026, the out years of the plan were reduced by \$7.5 million for the Public Safety Training Center, resulting in a net increase of \$1.7 million. In Road Improvements, Pavement Maintenance funding was reduced in the out years of the plan based on current affordability assumptions, and state grant funding was adjusted where applicable. Transit local funding increased by \$24,000 due to expected bus costs, using capital reserves. Various funding sources were swapped within Water Quality, and the Sewer Vehicle and Equipment project was reduced by \$50,000. There has been no change in the amount of General Fund contribution for any of the ten years included in the plan. Bond funding was reduced by \$22 million over the ten years.

The Water Quality Security Improvements Capital project (BLD120) is currently inclusive of both water and sewer projects. The attached budget adjustment will allow staff to split the project between Water and Sewer to better align costs with the customer base supporting the

improvements. The FY27 Capital budget will create a new project for Sewer fund related improvements.

FISCAL IMPACT: FY2027 Capital budget of \$103,555,000

CONCURRENCES: CIP Committee

ALTERNATIVES: N/A

ATTACHMENTS: Summary of Draft 1 Vs. Draft 2, Ten-year Detail Report, & Budget Adjustment form for BLD120

AUDIO/VISUAL NEEDS: N/A

**Washington County, Maryland
CIP Summary of Changes
FY27 Draft 1 vs. FY27 Draft 2**

	Total	Prior Appr.	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036
Airport												
Project Cost 2027 Draft 1	44,292,000		7,996,000	6,546,000	18,526,000	770,000	1,396,000	7,622,000	178,000	923,000	165,000	170,000
Project Cost 2027 Draft 2	44,292,000		7,796,000	6,296,000	18,336,000	960,000	1,116,000	4,032,000	4,498,000	923,000	165,000	170,000
Change	0	0	-200,000	-250,000	-190,000	190,000	(280,000)	(3,590,000)	4,320,000	0	0	0
Local Funding 2027 Draft 1	6,133,000		982,000	1,749,000	1,221,000	499,000	302,000	704,000	178,000	163,000	165,000	170,000
Local Funding 2027 Draft 2	6,133,000		782,000	1,499,000	1,031,000	689,000	454,000	786,000	394,000	163,000	165,000	170,000
Change in Local Funding	0	0	-200,000	-250,000	-190,000	190,000	152,000	82,000	216,000	0	0	0
Other Funding 2027 Draft 1	38,159,000		7,014,000	4,797,000	17,305,000	271,000	1,094,000	6,918,000	0	760,000	0	0
Other Funding 2027 Draft 2	38,159,000		7,014,000	4,797,000	17,305,000	271,000	662,000	3,246,000	4,104,000	760,000	0	0
Change in Other Funding	0	0	0	0	0	0	(432,000)	(3,672,000)	4,104,000	0	0	0
Bridges												
Project Cost 2027 Draft 1	34,863,000		3,845,000	4,214,000	4,706,000	3,979,000	2,437,000	5,176,000	3,502,000	2,304,000	3,100,000	1,600,000
Project Cost 2027 Draft 2	34,863,000		3,845,000	4,214,000	4,706,000	3,979,000	2,437,000	5,176,000	3,502,000	2,304,000	3,100,000	1,600,000
Change	0	0	0	0	0	0	0	0	0	0	0	0
Local Funding 2027 Draft 1	19,593,000		2,245,000	2,614,000	2,346,000	2,659,000	1,637,000	2,136,000	1,002,000	1,304,000	2,050,000	1,600,000
Local Funding 2027 Draft 2	19,593,000		2,245,000	2,614,000	2,346,000	2,659,000	1,637,000	2,136,000	1,002,000	1,304,000	2,050,000	1,600,000
Change in Local Funding	0	0	0	0	0	0	0	0	0	0	0	0
Other Funding 2027 Draft 1	15,270,000		1,600,000	1,600,000	2,360,000	1,320,000	800,000	3,040,000	2,500,000	1,000,000	1,050,000	0
Other Funding 2027 Draft 2	15,270,000		1,600,000	1,600,000	2,360,000	1,320,000	800,000	3,040,000	2,500,000	1,000,000	1,050,000	0
Change in Other Funding	0	0	0	0	0	0	0	0	0	0	0	0
Drainage												
Project Cost 2027 Draft 1	9,472,000		873,000	650,000	909,000	1,000,000	1,000,000	725,000	1,590,000	775,000	775,000	1,175,000
Project Cost 2027 Draft 2	9,472,000		873,000	650,000	909,000	1,000,000	1,000,000	725,000	1,590,000	775,000	775,000	1,175,000
Change	0	0	0	0	0	0	0	0	0	0	0	0
Local Funding 2027 Draft 1	9,472,000		873,000	650,000	909,000	1,000,000	1,000,000	725,000	1,590,000	775,000	775,000	1,175,000
Local Funding 2027 Draft 2	9,472,000		873,000	650,000	909,000	1,000,000	1,000,000	725,000	1,590,000	775,000	775,000	1,175,000
Change in Local Funding	0	0	0	0	0	0	0	0	0	0	0	0
Other Funding 2027 Draft 1	0		0	0	0	0	0	0	0	0	0	0
Other Funding 2027 Draft 2	0		0	0	0	0	0	0	0	0	0	0
Change in Other Funding	0	0	0	0	0	0	0	0	0	0	0	0
Board of Education												
Project Cost 2027 Draft 1	179,506,000		37,339,000	22,194,000	14,475,000	15,902,000	18,866,000	17,673,000	8,267,000	15,450,000	17,485,000	11,855,000
Project Cost 2027 Draft 2	179,506,000		37,339,000	22,194,000	14,475,000	15,902,000	18,866,000	17,673,000	8,267,000	15,450,000	17,485,000	11,855,000
Change	0	0	0	0	0	0	0	0	0	0	0	0
Local Funding 2027 Draft 1	56,998,000		9,720,000	8,001,000	3,327,000	7,292,000	5,968,000	4,352,000	4,312,000	4,524,000	6,046,000	3,456,000
Local Funding 2027 Draft 2	56,998,000		9,720,000	8,001,000	3,327,000	7,292,000	5,968,000	4,352,000	4,312,000	4,524,000	6,046,000	3,456,000
Change in Local Funding	0	0	0	0	0	0	0	0	0	0	0	0
Other Funding 2027 Draft 1	122,508,000		27,619,000	14,193,000	11,148,000	8,610,000	12,898,000	13,321,000	3,955,000	10,926,000	11,439,000	8,399,000
Other Funding 2027 Draft 2	122,508,000		27,619,000	14,193,000	11,148,000	8,610,000	12,898,000	13,321,000	3,955,000	10,926,000	11,439,000	8,399,000
Change in Other Funding	0	0	0	0	0	0	0	0	0	0	0	0

**Washington County, Maryland
CIP Summary of Changes
FY27 Draft 1 vs. FY27 Draft 2**

	Total	Prior Appr.	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036
Hagerstown Community College												
Project Cost 2027 Draft 1	47,478,000		8,265,000	13,067,000	2,192,000	210,000	4,590,000	1,730,000	9,610,000	1,716,000	2,369,000	3,729,000
Project Cost 2027 Draft 2	47,478,000		8,265,000	13,067,000	2,192,000	210,000	4,590,000	1,730,000	9,610,000	1,716,000	2,369,000	3,729,000
Change	0	0	0	0	0	0	0	0	0	0	0	0
Local Funding 2027 Draft 1	12,102,000		1,500,000	1,500,000	1,692,000	210,000	1,427,000	0	384,000	1,716,000	2,369,000	1,304,000
Local Funding 2027 Draft 2	12,102,000		1,500,000	1,500,000	1,692,000	210,000	1,427,000	0	384,000	1,716,000	2,369,000	1,304,000
Change in Local Funding	0	0	0	0	0	0	0	0	0	0	0	0
Other Funding 2027 Draft 1	35,376,000		6,765,000	11,567,000	500,000	0	3,163,000	1,730,000	9,226,000	0	0	2,425,000
Other Funding 2027 Draft 2	35,376,000		6,765,000	11,567,000	500,000	0	3,163,000	1,730,000	9,226,000	0	0	2,425,000
Change in Other Funding	0	0	0	0	0	0	0	0	0	0	0	0
Public Libraries												
Project Cost 2027 Draft 1	21,675,000		1,127,000	2,656,000	12,382,000	5,210,000	50,000	50,000	50,000	50,000	50,000	50,000
Project Cost 2027 Draft 2	21,675,000		1,127,000	2,656,000	12,382,000	5,210,000	50,000	50,000	50,000	50,000	50,000	50,000
Change	0	0	0	0	0	0	0	0	0	0	0	0
Local Funding 2027 Draft 1	4,221,000		452,000	721,000	1,753,000	995,000	50,000	50,000	50,000	50,000	50,000	50,000
Local Funding 2027 Draft 2	4,221,000		452,000	721,000	1,753,000	995,000	50,000	50,000	50,000	50,000	50,000	50,000
Change in Local Funding	0	0	0	0	0	0	0	0	0	0	0	0
Other Funding 2027 Draft 1	17,454,000		675,000	1,935,000	10,629,000	4,215,000	0	0	0	0	0	0
Other Funding 2027 Draft 2	17,454,000		675,000	1,935,000	10,629,000	4,215,000	0	0	0	0	0	0
Change in Other Funding	0	0	0	0	0	0	0	0	0	0	0	0
General Government												
Project Cost 2027 Draft 1	132,223,000		3,540,000	6,510,000	6,020,000	3,648,000	50,550,000	49,927,000	2,754,000	3,331,000	2,833,000	3,110,000
Project Cost 2027 Draft 2	132,223,000		3,540,000	6,510,000	6,020,000	3,648,000	50,550,000	49,927,000	2,754,000	3,331,000	2,833,000	3,110,000
Change	0	0	0	0	0	0	0	0	0	0	0	0
Local Funding 2027 Draft 1	126,973,000		2,790,000	4,760,000	5,270,000	3,648,000	48,550,000	49,927,000	2,754,000	3,331,000	2,833,000	3,110,000
Local Funding 2027 Draft 2	126,973,000		2,790,000	4,760,000	5,270,000	3,648,000	48,550,000	49,927,000	2,754,000	3,331,000	2,833,000	3,110,000
Change in Local Funding	0	0	0	0	0	0	0	0	0	0	0	0
Other Funding 2027 Draft 1	5,250,000		750,000	1,750,000	750,000	0	2,000,000	0	0	0	0	0
Other Funding 2027 Draft 2	5,250,000		750,000	1,750,000	750,000	0	2,000,000	0	0	0	0	0
Change in Other Funding	0	0	0	0	0	0	0	0	0	0	0	0
Parks & Recreation												
Project Cost 2027 Draft 1	20,182,000		1,902,000	2,625,000	4,105,000	3,980,000	1,215,000	1,439,000	1,196,000	1,340,000	1,390,000	990,000
Project Cost 2027 Draft 2	20,182,000		1,902,000	2,625,000	4,105,000	3,980,000	1,215,000	1,439,000	1,196,000	1,340,000	1,390,000	990,000
Change	0	0	0	0	0	0	0	0	0	0	0	0
Local Funding 2027 Draft 1	14,384,000		1,617,000	1,504,000	3,248,000	3,199,000	765,000	994,000	799,000	678,000	915,000	665,000
Local Funding 2027 Draft 2	14,384,000		1,617,000	1,504,000	3,248,000	3,199,000	765,000	994,000	799,000	678,000	915,000	665,000
Change in Local Funding	0	0	0	0	0	0	0	0	0	0	0	0
Other Funding 2027 Draft 1	5,798,000		285,000	1,121,000	857,000	781,000	450,000	445,000	397,000	662,000	475,000	325,000
Other Funding 2027 Draft 2	5,798,000		285,000	1,121,000	857,000	781,000	450,000	445,000	397,000	662,000	475,000	325,000
Change in Other Funding	0	0	0	0	0	0	0	0	0	0	0	0

**Washington County, Maryland
CIP Summary of Changes
FY27 Draft 1 vs. FY27 Draft 2**

	Total	Prior Appr.	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036
Public Safety												
Project Cost 2027 Draft 1	125,830,000		19,845,000	11,436,000	13,479,000	6,345,000	11,565,000	18,339,000	14,342,000	10,619,000	9,905,000	9,955,000
Project Cost 2027 Draft 2	118,083,000		19,595,000	11,436,000	13,479,000	6,345,000	11,565,000	18,339,000	11,201,000	6,263,000	9,905,000	9,955,000
Change	-7,747,000	0	-250,000	0	0	0	0	0	(3,141,000)	(4,356,000)	0	0
Local Funding 2027 Draft 1	122,080,000		19,595,000	10,936,000	13,479,000	6,345,000	11,565,000	15,339,000	14,342,000	10,619,000	9,905,000	9,955,000
Local Funding 2027 Draft 2	114,583,000		19,595,000	10,936,000	13,479,000	6,345,000	11,565,000	15,339,000	11,201,000	6,263,000	9,905,000	9,955,000
Change in Local Funding	-7,497,000	0	0	0	0	0	0	0	(3,141,000)	(4,356,000)	0	0
Other Funding 2027 Draft 1	3,750,000		250,000	500,000	0	0	0	3,000,000	0	0	0	0
Other Funding 2027 Draft 2	3,500,000		0	500,000	0	0	0	3,000,000	0	0	0	0
Change in Other Funding	-250,000	0	-250,000	0	0	0	0	0	0	0	0	0
Railroad Crossings												
Project Cost 2027 Draft 1	1,354,000		0	0	250,000	0	300,000	0	396,000	0	408,000	0
Project Cost 2027 Draft 2	1,354,000		0	0	250,000	0	300,000	0	396,000	0	408,000	0
Change	0	0	0	0	0	0	0	0	0	0	0	0
Local Funding 2027 Draft 1	1,354,000		0	0	250,000	0	300,000	0	396,000	0	408,000	0
Local Funding 2027 Draft 2	1,354,000		0	0	250,000	0	300,000	0	396,000	0	408,000	0
Change in Local Funding	0	0	0	0	0	0	0	0	0	0	0	0
Other Funding 2027 Draft 1	0		0	0	0	0	0	0	0	0	0	0
Other Funding 2027 Draft 2	0		0	0	0	0	0	0	0	0	0	0
Change in Other Funding	0	0	0	0	0	0	0	0	0	0	0	0
Road Improvement												
Project Cost 2027 Draft 1	124,456,000		11,002,000	12,284,000	11,699,000	16,258,000	12,468,000	11,493,000	11,563,000	11,765,000	11,454,000	14,470,000
Project Cost 2027 Draft 2	110,946,000		11,002,000	12,284,000	11,699,000	16,258,000	12,468,000	9,493,000	9,053,000	9,265,000	8,704,000	10,720,000
Change	-13,510,000	0	0	0	0	0	0	(2,000,000)	(2,510,000)	(2,500,000)	-2,750,000	-3,750,000
Local Funding 2027 Draft 1	124,456,000		11,002,000	12,284,000	11,699,000	16,258,000	12,468,000	11,493,000	11,563,000	11,765,000	11,454,000	14,470,000
Local Funding 2027 Draft 2	110,046,000		11,002,000	12,284,000	10,799,000	16,258,000	12,468,000	9,493,000	9,053,000	9,265,000	8,704,000	10,720,000
Change in Local Funding	-14,410,000	0	0	0	-900,000	0	0	(2,000,000)	(2,510,000)	(2,500,000)	-2,750,000	-3,750,000
Other Funding 2027 Draft 1	0		0	0	0	0	0	0	0	0	0	0
Other Funding 2027 Draft 2	900,000		0	0	900,000	0	0	0	0	0	0	0
Change in Other Funding	900,000	0	0	0	900,000	0	0	0	0	0	0	0
Solid Waste												
Project Cost 2027 Draft 1	67,909,000		4,566,000	6,185,000	5,567,000	6,567,000	7,459,000	140,000	141,000	15,271,000	14,828,000	7,185,000
Project Cost 2027 Draft 2	67,909,000		4,566,000	6,185,000	5,567,000	6,567,000	7,459,000	140,000	141,000	15,271,000	14,828,000	7,185,000
Change	0	0	0	0	0	0	0	0	0	0	0	0
Local Funding 2027 Draft 1	67,909,000		4,566,000	6,185,000	5,567,000	6,567,000	7,459,000	140,000	141,000	15,271,000	14,828,000	7,185,000
Local Funding 2027 Draft 2	67,909,000		4,566,000	6,185,000	5,567,000	6,567,000	7,459,000	140,000	141,000	15,271,000	14,828,000	7,185,000
Change in Local Funding	0	0	0	0	0	0	0	0	0	0	0	0
Other Funding 2027 Draft 1	0		0	0	0	0	0	0	0	0	0	0
Other Funding 2027 Draft 2	0		0	0	0	0	0	0	0	0	0	0
Change in Other Funding	0	0	0	0	0	0	0	0	0	0	0	0

**Washington County, Maryland
CIP Summary of Changes
FY27 Draft 1 vs. FY27 Draft 2**

	Total	Prior Appr.	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036
Transit												
Project Cost 2027 Draft 1	32,257,000		865,000	21,227,000	700,000	600,000	705,000	600,000	3,510,000	600,000	2,850,000	600,000
Project Cost 2027 Draft 2	32,300,000		908,000	21,227,000	700,000	600,000	705,000	600,000	3,510,000	600,000	2,850,000	600,000
Change	43,000	0	43,000	0	0	0	0	0	0	0	0	0
Local Funding 2027 Draft 1	4,156,000		234,000	2,142,000	123,000	105,000	123,000	105,000	615,000	105,000	499,000	105,000
Local Funding 2027 Draft 2	4,180,000		258,000	2,142,000	123,000	105,000	123,000	105,000	615,000	105,000	499,000	105,000
Change in Local Funding	24,000	0	24,000	0	0	0	0	0	0	0	0	0
Other Funding 2027 Draft 1	28,101,000		631,000	19,085,000	577,000	495,000	582,000	495,000	2,895,000	495,000	2,351,000	495,000
Other Funding 2027 Draft 2	28,120,000		650,000	19,085,000	577,000	495,000	582,000	495,000	2,895,000	495,000	2,351,000	495,000
Change in Other Funding	19,000	0	19,000	0	0	0	0	0	0	0	0	0
Water Quality												
Project Cost 2027 Draft 1	581,084,000		2,847,000	4,935,000	4,640,000	39,497,000	28,912,000	185,662,000	189,763,000	46,264,000	41,599,000	36,965,000
Project Cost 2027 Draft 2	581,034,000		2,797,000	4,935,000	4,640,000	39,497,000	28,912,000	185,662,000	189,763,000	46,264,000	41,599,000	36,965,000
Change	-50,000	0	-50,000	0	0	0	0	0	0	0	0	0
Local Funding 2027 Draft 1	554,449,000		2,847,000	4,935,000	4,355,000	38,247,000	27,662,000	176,462,000	180,613,000	44,264,000	39,849,000	35,215,000
Local Funding 2027 Draft 2	554,399,000		2,797,000	4,935,000	4,355,000	38,247,000	27,662,000	176,462,000	180,613,000	44,264,000	39,849,000	35,215,000
Change in Local Funding	-50,000	0	-50,000	0	0	0	0	0	0	0	0	0
Other Funding 2027 Draft 1	26,635,000		0	0	285,000	1,250,000	1,250,000	9,200,000	9,150,000	2,000,000	1,750,000	1,750,000
Other Funding 2027 Draft 2	26,635,000		0	0	285,000	1,250,000	1,250,000	9,200,000	9,150,000	2,000,000	1,750,000	1,750,000
Change in Other Funding	0	0	0	0	0	0	0	0	0	0	0	0
Budget Total												
Project Cost 2027 Draft 1	1,422,581,000		104,012,000	114,529,000	99,650,000	103,966,000	141,513,000	300,576,000	246,862,000	110,408,000	109,211,000	91,854,000
Project Cost 2027 Draft 2	1,401,317,000		103,555,000	114,279,000	99,460,000	104,156,000	141,233,000	294,986,000	245,531,000	103,552,000	106,461,000	88,104,000
Change	-21,264,000	0	(457,000)	(250,000)	(190,000)	190,000	(280,000)	(5,590,000)	(1,331,000)	(6,856,000)	(2,750,000)	(3,750,000)
Local Funding 2027 Draft 1	1,124,280,000		58,423,000	57,981,000	55,239,000	87,024,000	119,276,000	262,427,000	218,739,000	94,565,000	92,146,000	78,460,000
Local Funding 2027 Draft 2	1,102,347,000		58,197,000	57,731,000	54,149,000	87,214,000	119,428,000	260,509,000	213,304,000	87,709,000	89,396,000	74,710,000
Change in Local Funding	-21,933,000	0	(226,000)	(250,000)	(1,090,000)	190,000	152,000	(1,918,000)	(5,435,000)	(6,856,000)	(2,750,000)	(3,750,000)
Other Funding 2027 Draft 1	298,301,000		45,589,000	56,548,000	44,411,000	16,942,000	22,237,000	38,149,000	28,123,000	15,843,000	17,065,000	13,394,000
Other Funding 2027 Draft 2	298,970,000		45,358,000	56,548,000	45,311,000	16,942,000	21,805,000	34,477,000	32,227,000	15,843,000	17,065,000	13,394,000
Change in Other Funding	669,000	0	(231,000)	0	900,000	0	(432,000)	(3,672,000)	4,104,000	0	0	0

**Washington County, Maryland
Capital Improvement 10yr Detail
Fiscal Year 2027 - 2036**

	Total	Prior Appr.	Draft 2									
			2027	2028	2029	2030	2031	2032	2033	2034	2035	2036
<u>Airport</u>												
Air Traffic Control Tower	15,157,328	13,039,328	2,118,000	0	0	0	0	0	0	0	0	0
Airport Systemic Improvement Projects	3,275,394	1,429,394	243,000	45,000	130,000	245,000	395,000	170,000	160,000	123,000	165,000	170,000
Airport Fire Station Bay #3 Modification	480,068	69,068	0	0	411,000	0	0	0	0	0	0	0
Capital Equipment - Airport	7,762,111	2,383,111	13,000	3,071,000	39,000	715,000	408,000	315,000	18,000	800,000	0	0
Land Acquisition-Airport	4,994,960	3,829,960	-2,835,000	0	4,000,000	0	0	0	0	0	0	0
Terminal Parking Lot/Access Road Improvements	1,275,000	275,000	0	1,000,000	0	0	0	0	0	0	0	0
Runway 2/20 Rehabilitation and Lighting	3,493,000	3,921,000	-428,000	0	0	0	0	0	0	0	0	0
T-Hangar Taxi Lanes Rehabilitation	2,720,000	2,756,000	-36,000	0	0	0	0	0	0	0	0	0
Taxiway A Rehabilitation	6,652,000	503,000	6,149,000	0	0	0	0	0	0	0	0	0
Taxiway H Rehabilitation	855,000	1,318,000	-463,000	0	0	0	0	0	0	0	0	0
AOA Fence Realign. / ARFF Station Demo.	2,835,000	0	2,835,000	0	0	0	0	0	0	0	0	0
Fuel Farm Relocation/Replacement	11,000,000	0	200,000	0	10,800,000	0	0	0	0	0	0	0
Airport Master Plan Update	2,000,000	0	0	2,000,000	0	0	0	0	0	0	0	0
Runway 9 MALSR	3,136,000	0	0	180,000	2,956,000	0	0	0	0	0	0	0
Salt and Materials Storage Facility	250,000	0	0	0	0	0	0	250,000	0	0	0	0
Snow Removal Equipment Storage Building Expansion	4,800,000	0	0	0	0	0	0	480,000	4,320,000	0	0	0
Taxiway G Rehabilitation	3,130,000	0	0	0	0	0	313,000	2,817,000	0	0	0	0
Airport	73,815,861	29,523,861	7,796,000	6,296,000	18,336,000	960,000	1,116,000	4,032,000	4,498,000	923,000	165,000	170,000
<u>Bridges</u>												
Bridge Inspection and Inventory	810,467	80,467	100,000	150,000	200,000	25,000	0	225,000	0	30,000	0	0
Crystal Falls Drive W3051	2,948,500	2,898,500	50,000	0	0	0	0	0	0	0	0	0
Bridge Scour Repairs	220,539	20,539	50,000	50,000	0	0	50,000	50,000	0	0	0	0
Cleaning & Painting of Steel Bridges	264,717	114,717	0	0	0	150,000	0	0	0	0	0	0
Gardenhour Road Bridge W2431	3,695,000	2,695,000	1,000,000	0	0	0	0	0	0	0	0	0
Stone Masonry Bridge Repairs	200,000	50,000	0	50,000	0	0	50,000	0	0	50,000	0	0
High Germany Road Bridge W0011	6,038,000	738,000	1,050,000	2,000,000	2,250,000	0	0	0	0	0	0	0
Appletown Road Bridge W2184	320,000	0	320,000	0	0	0	0	0	0	0	0	0
Ashton Road Culvert 04/06	559,000	0	0	0	0	42,000	517,000	0	0	0	0	0
Broadfording Road Culvert 04/03	625,000	0	625,000	0	0	0	0	0	0	0	0	0
Burnside Bridge Road Culvert 01/03	484,000	0	0	0	0	0	16,000	468,000	0	0	0	0
Charles Mill Road Culvert 04/04	230,000	0	0	230,000	0	0	0	0	0	0	0	0
Draper Road Culvert 04/07	589,000	0	0	0	37,000	552,000	0	0	0	0	0	0
Draper Road Culvert 04/08	530,000	0	0	0	0	0	50,000	480,000	0	0	0	0
Gapland Road Bridge W-2148	1,600,000	0	0	0	0	0	0	0	0	0	0	1,600,000
Greenbrier Road Culvert 16/14	268,000	0	0	0	0	0	268,000	0	0	0	0	0
Gruber Road Bridge 04/10	396,000	0	0	0	0	10,000	386,000	0	0	0	0	0
Harpers Ferry Road Culvert 11/02	1,043,000	0	0	434,000	609,000	0	0	0	0	0	0	0
Henline Road Culvert 05/05	200,000	0	0	200,000	0	0	0	0	0	0	0	0
Hoffman's Inn Road Culvert 05/06	150,000	0	0	0	150,000	0	0	0	0	0	0	0
Licking Creek Road Bridge W-0473	1,600,000	0	0	0	0	0	0	0	0	0	1,600,000	0
Long Hollow Road Culvert 05/07	100,000	0	0	100,000	0	0	0	0	0	0	0	0
Manor Church Road Culvert 19/01	650,000	0	0	0	650,000	0	0	0	0	0	0	0
Merceburg Road Culvert 04/16	300,000	0	300,000	0	0	0	0	0	0	0	0	0
Millbrook Road Bridge W-5982	3,300,000	0	0	0	0	0	500,000	1,298,000	1,502,000	0	0	0

	Total	Prior Appr.	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036
Millbrook Road Bridge W-5981	2,300,000	0	0	0	0	0	500,000	800,000	1,000,000	0	0	0
Poplar Grove Road Bridge W2432	1,955,000	0	0	0	0	0	100,000	1,855,000	0	0	0	0
Prices Mill Bridge	1,150,000	0	150,000	1,000,000	0	0	0	0	0	0	0	0
Rinehart Road Culvert 14/03	200,000	0	200,000	0	0	0	0	0	0	0	0	0
Rowe Road Bridge W-2391	3,800,000	0	0	0	0	0	0	0	1,000,000	1,300,000	1,500,000	0
Taylors Landing Road Bridge W7101	924,000	0	0	0	0	0	0	0	0	924,000	0	0
Wolfsville Road Bridge - W3221	1,600,000	0	0	0	50,000	1,550,000	0	0	0	0	0	0
Yarrowsburg Road Bridge W6191	2,410,000	0	0	0	760,000	1,650,000	0	0	0	0	0	0
Bridges Total	41,460,223	6,597,223	3,845,000	4,214,000	4,706,000	3,979,000	2,437,000	5,176,000	3,502,000	2,304,000	3,100,000	1,600,000
Drainage												
Stream Restoration at Various Locations	2,041,466	891,466	0	0	0	0	350,000	0	400,000	0	0	400,000
Stormwater Retrofits	12,936,204	6,486,204	600,000	600,000	600,000	600,000	600,000	650,000	700,000	700,000	700,000	700,000
Drainage Improvements at Various Locations	860,995	235,995	50,000	50,000	50,000	50,000	50,000	75,000	75,000	75,000	75,000	75,000
Broadfording Church Road Culvert	162,000	57,000	105,000	0	0	0	0	0	0	0	0	0
Harpers Ferry Road Drainage, 3600 Block	75,000	75,000	0	0	0	0	0	0	0	0	0	0
Draper Road Drainage Improvements	609,000	0	0	0	259,000	350,000	0	0	0	0	0	0
Shank Road Drainage	118,000	0	118,000	0	0	0	0	0	0	0	0	0
Trego Mountain Road Drainage	415,000	0	0	0	0	0	0	0	415,000	0	0	0
Drainage Total	17,217,665	7,745,665	873,000	650,000	909,000	1,000,000	1,000,000	725,000	1,590,000	775,000	775,000	1,175,000
Education												
Board of Education												
Capital Maintenance - BOE	84,426,209	16,978,209	12,330,000	3,436,000	9,184,000	11,760,000	6,048,000	3,518,000	3,742,000	2,630,000	3,330,000	11,470,000
Downsville Pike Elementary School	47,784,000	24,670,000	20,314,000	2,800,000	0	0	0	0	0	0	0	0
Jonathan Hager Elementary School Addition	25,944,000	0	4,695,000	15,958,000	5,291,000	0	0	0	0	0	0	0
Elementary School 2	31,500,000	0	0	0	0	4,142,000	12,818,000	14,155,000	385,000	0	0	0
Elementary School 3	31,500,000	0	0	0	0	0	0	0	4,140,000	12,820,000	14,155,000	385,000
Board of Education	221,154,209	41,648,209	37,339,000	22,194,000	14,475,000	15,902,000	18,866,000	17,673,000	8,267,000	15,450,000	17,485,000	11,855,000
Hagerstown Community College												
Second Entrance Drive Widening Project	10,029,946	6,870,946	3,159,000	0	0	0	0	0	0	0	0	0
ATC Renovation	17,773,000	9,883,000	3,581,000	2,617,000	1,692,000	0	0	0	0	0	0	0
ARCC Renovation	16,925,000	200,000	0	100,000	0	0	0	1,730,000	9,610,000	1,716,000	2,369,000	1,200,000
ASA Renovation	2,779,000	125,000	125,000	0	0	0	0	0	0	0	0	2,529,000
Career Programs Roof Replacement	4,950,000	0	150,000	0	0	210,000	4,590,000	0	0	0	0	0
Multi-Roof Project	1,000,000	0	500,000	0	500,000	0	0	0	0	0	0	0
Wellness Center	11,100,000	0	750,000	10,350,000	0	0	0	0	0	0	0	0
Hagerstown Community College	64,556,946	17,078,946	8,265,000	13,067,000	2,192,000	210,000	4,590,000	1,730,000	9,610,000	1,716,000	2,369,000	3,729,000
Public Libraries												
Systemic Projects - Library	620,000	120,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Williamsport Library Replacement	21,943,060	768,060	1,077,000	2,606,000	12,332,000	5,160,000	0	0	0	0	0	0
Public Libraries	22,563,060	888,060	1,127,000	2,656,000	12,382,000	5,210,000	50,000	50,000	50,000	50,000	50,000	50,000
Education Total	308,274,215	59,615,215	46,731,000	37,917,000	29,049,000	21,322,000	23,506,000	19,453,000	17,927,000	17,216,000	19,904,000	15,634,000

	Total	Prior Appr.	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036
General Government												
Cost of Bond Issuance	1,380,000	125,000	22,000	129,000	131,000	133,000	135,000	137,000	139,000	141,000	143,000	145,000
Contingency - General Fund	3,067,919	3,067,919	0	0	0	0	0	0	0	0	0	0
Systemic Improvements - Building	20,846,744	2,096,744	2,000,000	3,250,000	2,000,000	1,000,000	1,000,000	1,500,000	2,000,000	2,000,000	2,000,000	2,000,000
Facilities Roof Repairs	1,734,317	734,317	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000
Circuit Courthouse	103,249,377	99,377	150,000	2,000,000	3,000,000	2,000,000	49,000,000	47,000,000	0	0	0	0
Information Systems Replacement Program	2,856,899	381,899	400,000	250,000	250,000	150,000	150,000	175,000	250,000	275,000	275,000	300,000
Financial System Management & Upgrades	690,030	540,030	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000
County Wireless Infrastructure	3,224,593	820,593	389,000	441,000	374,000	0	0	400,000	0	400,000	0	400,000
Property Management & Demo of Various County Properties	338,522	38,522	100,000	0	0	100,000	0	0	100,000	0	0	0
General - Equipment and Vehicle Replacement Program	1,799,499	799,499	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000
Security Infrastructure	1,700,000	0	225,000	225,000	50,000	50,000	50,000	500,000	50,000	300,000	200,000	50,000
Laserfiche Cloud Migration	39,000	0	39,000	0	0	0	0	0	0	0	0	0
General Government Total	140,926,900	8,703,900	3,540,000	6,510,000	6,020,000	3,648,000	50,550,000	49,927,000	2,754,000	3,331,000	2,833,000	3,110,000
Parks and Recreation												
Black Rock Capital Equipment Program	560,093	128,093	42,000	55,000	55,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000
Hardcourt Playing Surfaces	2,700,000	1,550,000	500,000	50,000	50,000	50,000	75,000	75,000	75,000	75,000	100,000	100,000
North Central County Park	15,993,000	2,723,000	200,000	1,250,000	3,420,000	3,600,000	800,000	800,000	800,000	800,000	800,000	800,000
Park Equipment/Surfacing Replacement, Various Locations	1,935,156	1,760,156	0	0	0	0	0	0	0	175,000	0	0
Parking Lot Repair/Overlay, Various Locations	717,140	117,140	200,000	0	100,000	0	100,000	0	100,000	0	100,000	0
Antietam Creek Water Trail	505,793	410,793	95,000	0	0	0	0	0	0	0	0	0
Marty Snook Park Pool Renovation and Accessible Entrance	1,107,664	832,664	275,000	0	0	0	0	0	0	0	0	0
Park Entrances and Security Upgrades	300,000	100,000	100,000	100,000	0	0	0	0	0	0	0	0
Arts and Culture	590,000	0	140,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Conococheague Creek Water Trail	300,000	0	0	0	180,000	120,000	0	0	0	0	0	0
Clear Spring Park Walking Trail	375,000	0	0	0	0	0	0	375,000	0	0	0	0
Doubs Woods Disc Golf	50,000	0	0	0	0	0	50,000	0	0	0	0	0
Kemps Mill Park Trails	100,000	0	0	0	0	0	100,000	0	0	0	0	0
Marty Snook Park Multimodal Trail and Parking	1,550,000	0	300,000	1,000,000	250,000	0	0	0	0	0	0	0
Pen Mar-Fort Ritchie-Cascade Trail Connection	290,000	0	50,000	120,000	0	120,000	0	0	0	0	0	0
Pen Mar Park Hotel Sites Redevelopment	650,000	0	0	0	0	0	0	99,000	51,000	200,000	300,000	0
Regional Park Dog Park	80,000	0	0	0	0	0	0	0	80,000	0	0	0
Parks and Recreation	27,803,846	7,621,846	1,902,000	2,625,000	4,105,000	3,980,000	1,215,000	1,439,000	1,196,000	1,340,000	1,390,000	990,000
Public Safety												
Detention Center - Systemic Projects	8,746,944	2,226,944	1,200,000	1,100,000	1,100,000	500,000	550,000	560,000	250,000	260,000	500,000	500,000
Patrol Services Relocation Renovation	17,148,411	12,648,411	4,000,000	500,000	0	0	0	0	0	0	0	0
Emergency Services Air Unit Station Expansion	5,050,000	350,000	0	0	0	0	500,000	0	0	100,000	2,000,000	2,100,000
Communication Tower(s) Various	1,011,806	466,806	110,000	175,000	110,000	0	50,000	0	50,000	0	50,000	0
P25 UHF Public Safety Radio Communications System Upgrade	30,240,532	3,040,532	2,100,000	2,100,000	2,000,000	1,000,000	5,200,000	9,200,000	3,600,000	0	1,000,000	1,000,000
Portable Radio Replacement Program - Sheriff	2,820,687	314,687	221,000	321,000	421,000	521,000	169,000	169,000	171,000	171,000	171,000	171,000
Portable Radio Replacement Program - Emergency Services	6,168,000	300,000	512,000	612,000	712,000	405,000	462,000	365,000	400,000	802,000	804,000	794,000
PSTC Tactical Village / Simulation Training Area	22,189,659	6,186,659	4,000,000	2,028,000	2,972,000	1,960,000	0	4,043,000	1,000,000	0	0	0
Law Enforcement - Vehicle & Equipment Replacement Program	21,016,008	2,539,008	1,388,000	1,436,000	1,300,000	1,345,000	1,648,000	1,960,000	2,100,000	2,300,000	2,500,000	2,500,000
Emergency Services Equipment & Vehicle Program	8,141,746	2,641,746	1,000,000	100,000	550,000	550,000	550,000	550,000	550,000	550,000	550,000	550,000
Emergency Services Reserve Fleet	4,000,000	2,000,000	2,000,000	0	0	0	0	0	0	0	0	0
Canteen/Rehab Unit Replacement	778,000	234,000	48,000	48,000	48,000	48,000	48,000	48,000	62,000	62,000	62,000	70,000
Incident Safety Officer Vehicle Replacement Program	234,000	64,000	16,000	16,000	16,000	16,000	16,000	16,000	18,000	18,000	18,000	20,000
Detention Center Renovation - Women's Facility	12,800,000	0	0	0	0	0	2,372,000	1,428,000	3,000,000	2,000,000	2,000,000	2,000,000
Police Firing Range	500,000	0	0	0	0	0	0	0	0	0	250,000	250,000
911 Center Equipment Replacement	10,250,000	0	3,000,000	3,000,000	4,250,000	0	0	0	0	0	0	0
Public Safety	151,095,793	33,012,793	19,595,000	11,436,000	13,479,000	6,345,000	11,565,000	18,339,000	11,201,000	6,263,000	9,905,000	9,955,000

	Total	Prior Appr.	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036
<u>Railroad</u>												
Railroad Crossing Improvements	2,290,450	936,450	0	0	250,000	0	300,000	0	396,000	0	408,000	0
Railroad	2,290,450	936,450	0	0	250,000	0	300,000	0	396,000	0	408,000	0
<u>Road Improvement</u>												
Intersection & Signal Improvements	2,405,611	905,611	0	750,000	0	0	750,000	0	0	0	0	0
Transportation ADA	2,207,560	707,560	100,000	100,000	100,000	100,000	100,000	600,000	100,000	100,000	100,000	100,000
Pavement Maintenance and Rehab Program	72,626,382	10,126,382	6,000,000	6,000,000	6,000,000	6,000,000	6,000,000	6,500,000	6,500,000	6,500,000	6,500,000	6,500,000
Longmeadow Road	3,860,000	310,000	682,000	518,000	700,000	750,000	900,000	0	0	0	0	0
Eastern Boulevard Extended	9,603,000	300,000	0	1,200,000	1,329,000	6,774,000	0	0	0	0	0	0
Eastern Boulevard Widening Phase II	7,672,300	4,025,300	647,000	1,000,000	2,000,000	0	0	0	0	0	0	0
Valley Mall Area Road Improvements Phase II	361,000	0	0	0	0	0	0	0	0	0	0	361,000
Wright Road	4,768,000	3,298,000	799,000	671,000	0	0	0	0	0	0	0	0
Eastern Blvd Widening Phase I	11,167,100	10,667,100	500,000	0	0	0	0	0	0	0	0	0
Burnside Bridge Road Spot Improvements	544,000	0	0	0	0	0	0	0	544,000	0	0	0
Edgewood Drive Sidewalk Extension	600,000	0	0	0	0	50,000	550,000	0	0	0	0	0
E. Oak Ridge Drive/South Pointe Signal	661,000	0	0	0	0	0	0	0	0	661,000	0	0
Halfway Blvd. at Oak Valley Dr. Roundabout	1,550,000	0	0	0	0	0	0	0	0	0	0	1,550,000
Mt. Aetna Road Spot Improvements	2,422,000	0	0	0	0	935,000	1,487,000	0	0	0	0	0
Robinwood Drive Sidewalk Extension	900,000	0	350,000	550,000	0	0	0	0	0	0	0	0
Rockdale Road and Independence Road Spot Improvements	1,025,000	0	0	0	0	0	450,000	575,000	0	0	0	0
Sandstone Drive Spot Improvements	500,000	0	0	0	0	0	500,000	0	0	0	0	0
Highway Maintenance Shop - Western Section	900,000	600,000	300,000	0	0	0	0	0	0	0	0	0
Highway - Vehicle & Equipment Replacement Program	20,311,685	2,398,685	1,424,000	1,495,000	1,570,000	1,649,000	1,731,000	1,818,000	1,909,000	2,004,000	2,104,000	2,209,000
Highway Western Section - Fuel Tank Replacement	1,351,000	1,151,000	200,000	0	0	0	0	0	0	0	0	0
Road Improvement	145,435,638	34,489,638	11,002,000	12,284,000	11,699,000	16,258,000	12,468,000	9,493,000	9,053,000	9,265,000	8,704,000	10,720,000
<u>Solid Waste</u>												
Contingency - Solid Waste	768,080	124,080	60,000	60,000	62,000	63,000	64,000	65,000	66,000	67,000	68,000	69,000
Asphalt Repairs - 40 West	1,756,000	0	1,136,000	620,000	0	0	0	0	0	0	0	0
40 West Landfill - Cell 5 Construction	11,840,000	11,190,000	650,000	0	0	0	0	0	0	0	0	0
40 West Landfill Pretreatment Facility	11,120,000	0	520,000	5,300,000	5,300,000	0	0	0	0	0	0	0
SW Equipment & Vehicle Replacement	1,564,880	404,880	200,000	205,000	205,000	100,000	75,000	75,000	75,000	75,000	75,000	75,000
40 West - Cell 12 - LDI030	7,041,000	0	0	0	0	0	0	0	0	0	0	7,041,000
Transfer Station Upgrades	2,000,000	0	2,000,000	0	0	0	0	0	0	0	0	0
40 West Landfill - Cell 8 Construction	13,724,000	0	0	0	0	6,404,000	7,320,000	0	0	0	0	0
40 West Partial Capping	29,814,000	0	0	0	0	0	0	0	0	15,129,000	14,685,000	0
Solid Waste	79,627,960	11,718,960	4,566,000	6,185,000	5,567,000	6,567,000	7,459,000	140,000	141,000	15,271,000	14,828,000	7,185,000
<u>Transit</u>												
1000 W. Washington St. Renovation/Expansion	23,340,000	2,823,000	100,000	20,417,000	0	0	0	0	0	0	0	0
Vehicle Preventive Maintenance	6,895,307	895,307	600,000	600,000	600,000	600,000	600,000	600,000	600,000	600,000	600,000	600,000
Transportation Development Plan	225,000	125,000	0	0	100,000	0	0	0	0	0	0	0
Fixed Route Bus Replacement Program	7,288,111	2,318,111	20,000	0	0	0	0	0	2,700,000	0	2,250,000	0
ADA Bus Replacement	655,305	107,305	23,000	210,000	0	0	105,000	0	210,000	0	0	0
Transit Equipment Replacement	214,758	49,758	165,000	0	0	0	0	0	0	0	0	0
Transit	38,618,481	6,318,481	908,000	21,227,000	700,000	600,000	705,000	600,000	3,510,000	600,000	2,850,000	600,000

	Total	Prior Appr.	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036
Water Quality												
Utility Administration												
Contingency - Utility Admin	260,400	29,400	0	0	0	31,000	32,000	32,000	33,000	34,000	34,000	35,000
General Building Improvements	897,575	647,575	0	0	250,000	0	0	0	0	0	0	0
Security Updates - Water Facilities	105,000	105,000	0	0	0	0	0	0	0	0	0	0
Lab Equipment Replacement	364,898	189,898	0	0	0	25,000	25,000	25,000	25,000	25,000	25,000	25,000
Local Limits Study	95,000	70,000	25,000	0	0	0	0	0	0	0	0	0
WQ Equip/Vehicle Replacement Program	1,785,693	260,693	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	175,000
Utility Administration	3,508,566	1,302,566	175,000	150,000	400,000	206,000	207,000	207,000	208,000	209,000	209,000	235,000
Sewer												
Contingency - Sewer	511,939	11,939	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Replace Grinder Pumps	1,197,853	147,853	125,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	125,000
Pump Station Upgrades - Various Stations	5,685,000	885,000	800,000	750,000	0	750,000	0	750,000	0	750,000	0	1,000,000
Collection System Rehabilitation Project	3,156,121	156,121	0	0	750,000	0	750,000	0	750,000	0	750,000	0
Smithsburg WWTP ENR Upgrade	28,522,869	13,022,869	0	0	0	0	0	0	5,500,000	5,000,000	5,000,000	0
General WwTP Improvements	1,305,162	455,162	300,000	0	0	250,000	0	0	0	0	300,000	0
Heavy Sewer EQP and VEH Replacement	1,778,377	788,377	250,000	200,000	225,000	40,000	40,000	40,000	40,000	40,000	75,000	40,000
Security Updates - Sewer Facilities	105,000	0	105,000	0	0	0	0	0	0	0	0	0
Sewer Fund	42,262,321	15,467,321	1,630,000	1,100,000	1,125,000	1,190,000	940,000	940,000	6,440,000	5,940,000	6,275,000	1,215,000
Water												
Water Meter Replacement	322,043	137,043	50,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000
WQ Main Replacement	2,791,000	691,000	0	0	100,000	500,000	500,000	500,000	0	0	0	500,000
Sharpsburg Water Treatment Plant	668,856	98,856	0	570,000	0	0	0	0	0	0	0	0
General WTP Improvements	2,380,281	190,281	790,000	600,000	0	250,000	250,000	0	100,000	100,000	100,000	0
Water Infrastructure Development	546,652,000	0	152,000	2,500,000	3,000,000	37,000,000	27,000,000	184,000,000	183,000,000	40,000,000	35,000,000	35,000,000
Highfield/Sharpsburg Water Storage Tank	336,000	0	0	0	0	336,000	0	0	0	0	0	0
Water Fund	553,150,180	1,117,180	992,000	3,685,000	3,115,000	38,101,000	27,765,000	184,515,000	183,115,000	40,115,000	35,115,000	35,515,000
Water Quality	598,921,067	17,887,067	2,797,000	4,935,000	4,640,000	39,497,000	28,912,000	185,662,000	189,763,000	46,264,000	41,599,000	36,965,000
TOTAL	1,625,488,099	224,171,099	103,555,000	114,279,000	99,460,000	104,156,000	141,233,000	294,986,000	245,531,000	103,552,000	106,461,000	88,104,000

	Total	Prior Appr.	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036
Funding Sources												
General Fund	262,965,499	46,565,499	16,500,000	17,500,000	19,000,000	22,000,000	22,150,000	23,500,000	23,750,000	24,000,000	24,000,000	24,000,000
Highway Fund	6,237,000	1,237,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000
Cascade Fund	12,342	12,342	0	0	0	0	0	0	0	0	0	0
Solid Waste Fund	2,299,663	495,663	260,000	265,000	267,000	163,000	139,000	140,000	141,000	142,000	143,000	144,000
Utility Admin Fund	2,581,591	625,591	175,000	150,000	150,000	206,000	207,000	207,000	208,000	209,000	209,000	235,000
Water Fund	372,043	187,043	50,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000
Sewer Fund	4,526,665	1,881,665	530,000	350,000	375,000	190,000	190,000	190,000	190,000	190,000	225,000	215,000
Airport Fund	5,337,526	1,195,526	582,000	481,000	660,000	459,000	423,000	645,000	394,000	163,000	165,000	170,000
Interest	12,035,603	3,935,603	3,600,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000
Tax-Supported Bond	622,988,914	34,148,914	14,000,000	14,000,000	13,100,000	44,293,000	36,180,000	183,498,000	178,333,000	38,088,000	34,881,000	32,467,000
Self-Supported Bond	124,226,080	18,270,080	6,196,000	8,380,000	6,115,000	8,490,000	8,820,000	1,250,000	6,350,000	20,979,000	25,835,000	13,541,000
State Loan	4,488,552	4,488,552	0	0	0	0	0	0	0	0	0	0
Loan	94,000,000	0	0	0	0	0	47,000,000	47,000,000	0	0	0	0
Transfer Tax	32,542,543	9,292,543	3,000,000	2,250,000	2,250,000	2,250,000	2,250,000	2,250,000	2,250,000	2,250,000	2,250,000	2,250,000
Excise Tax - Schools	6,552,031	952,031	735,000	735,000	735,000	735,000	735,000	385,000	385,000	385,000	385,000	385,000
Excise Tax - Roads	2,355,620	487,620	263,000	263,000	263,000	263,000	136,000	136,000	136,000	136,000	136,000	136,000
Excise Tax - Other	549,000	29,000	52,000	52,000	52,000	52,000	52,000	52,000	52,000	52,000	52,000	52,000
Excise Tax - Library	97,000	20,000	77,000	0	0	0	0	0	0	0	0	0
Excise Tax - Non-Residential	1,354,473	354,473	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000
PFC Fees - Airport	285,000	0	0	0	113,000	0	31,000	141,000	0	0	0	0
APFO Fees - Roads	105,644	105,644	0	0	0	0	0	0	0	0	0	0
Capital Reserve - General	32,041,000	10,116,000	7,253,000	6,843,000	6,654,000	1,175,000	0	0	0	0	0	0
Capital Reserve - Airport	803,000	275,000	0	478,000	50,000	0	0	0	0	0	0	0
Capital Reserve - Transfer Tax	8,952,000	0	0	3,179,000	3,250,000	2,523,000	0	0	0	0	0	0
Capital Reserve - Excise Tax - Schools	3,070,000	770,000	1,000,000	1,300,000	0	0	0	0	0	0	0	0
Capital Reserve - Excise Tax - Roads	690,000	0	300,000	390,000	0	0	0	0	0	0	0	0
Capital Reserve - Excise Tax - Non-Residential	6,800,000	1,000,000	2,500,000	0	0	3,300,000	0	0	0	0	0	0
Capital Reserve - APFO Fees - Schools	524,000	0	524,000	0	0	0	0	0	0	0	0	0
Federal Grant	107,086,458	30,717,458	6,875,000	23,412,000	19,510,000	2,513,000	2,086,000	6,617,000	9,196,000	2,200,000	3,480,000	480,000
State Grant	262,598,852	55,343,852	37,022,000	21,231,000	24,599,000	13,801,000	19,694,000	27,835,000	23,006,000	13,618,000	13,560,000	12,889,000
Contributions	17,010,000	1,664,000	1,461,000	11,905,000	1,202,000	628,000	25,000	25,000	25,000	25,000	25,000	25,000
TOTAL	1,625,488,099	224,171,099	103,555,000	114,279,000	99,460,000	104,156,000	141,233,000	294,986,000	245,531,000	103,552,000	106,461,000	88,104,000



Washington County, Maryland

Budget Adjustment Form

Preparer: signed by Colbert, Amber 3/12/2026, 10:30:45 AM

(?)

Budget Amendment

Budget Transfer

Fiscal Year 2026

BOCC Approval Date (if known)

Deputy Director - Finance

Zane Garrett

signed by Garrett, Zane M.
3/12/2026, 11:31:47 AM

Expenditure / Account Number	Fund Number	Department Number	Project/ Grant Number	Activity Code	Department and Account Description	Increase (Decrease) +/-
498740	37	40010	BLD120	0000	Capital Transfer-Utility	-105,000
599999	37	40010	BLD120	COMP	Controllable Assets-Security Updates	-105,000
498741	38	41010	BLD120	0000	Capital Transfer-Water	105,000
599999	38	41010	BLD120	COMP	Controllable Assets-Security Updates	105,000

Explain Budget Adjustment Reallocating security updates project from Utility Admin CIP fund to Water CIP fund to better reflect project scope which more closely aligns with the Water fund customer base.

Attach Additional Items



Agenda Report Form

Open Session Item

SUBJECT: Contract Award (PUR-1797) Floor Replacement at the Day Reporting Center

PRESENTATION DATE: March 31, 2026

PRESENTATION BY: Brandi J. Kentner, CPPO, Director, Purchasing Department, Brian Albert, Washington County Sheriff, Terry Hill, Senior Systems Mechanic, Washington County Sheriff's Office

RECOMMENDED MOTION: Move to award a contract for the floor replacement at the Day Reporting center to Hagerstown Floors, Inc. of Hagerstown, MD, for the responsive, responsible bid with the lowest price proposal amount of \$88,914.

REPORT-IN-BRIEF: The existing floor is a 2-foot by 2-foot carpet tile. The carpet is currently installed over top of the original lift-out computer flooring. Both the carpet and the underlayment tiles, installed 8 and 10 years ago as part of the original construction, are now delaminating. The contractor will be removing all the delaminated material, both carpet and underlayment, and installing a solid surface substrate underlayment of plywood and luan. Both of which will be chemically (Glue) and mechanically (Screws and Staples) secured. The finished floor covering will be a commercial-grade vinyl LVP with a 20 mil wear layer. This method of repair has been tested in-service in another portion of this building and has proven to be a very suitable solution.

On February 11, 2026, the Invitation to Bid was posted on the County's new online bidding website, Euna/Ionwave, and listed on the State of Maryland's eMaryland Marketplace Advantage website; ten (10) persons/companies accessed the document online. And on March 11, 2026, seven (7) bids were received per electronic submittal as shown on the attached Bid Tabulation Matrix.

DISCUSSION: N/A

FISCAL IMPACT: Funding is available in the department's operating budget.

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: Bid Tabulation

AUDIO/VISUAL NEEDS: N/A

PUR-1797 Day Reporting Center Flooring Replacement

				Hagerstown Floors, Inc. Hagerstown, MD		Classic Carpets, Inc. Jessup, MD	
				Total Price	\$88,914.00	Total Price	\$95,000.00
Line #	Description	QTY	UOM	Unit	Extended	Unit	Extended
1	Furnish and Install approximately 6,546 square feet of New Luxury Vinyl Plank Flooring	1	LUMP SUM	\$88,914.00	\$88,914.00	\$95,000.00	\$95,000.00
				JB Contracting, Inc. Beltsville, MD		Rowland & Company Hagerstown, MD	
				Total Price	\$103,960.74	Total Price	\$106,296.00
Line #	Description	QTY	UOM	Unit	Extended	Unit	Extended
1	Furnish and Install approximately 6,546 square feet of New Luxury Vinyl Plank Flooring	1	LUMP SUM	\$103,960.74	\$103,960.74	\$106,296.00	\$106,296.00
				Service All Inc. Mitchellville, MD		Colossal Contractors, Inc. Burtonsville, MD	
				Total Price	\$114,549.00	Total Price	\$116,970.00
Line #	Description	QTY	UOM	Unit	Extended	Unit	Extended
1	Furnish and Install approximately 6,546 square feet of New Luxury Vinyl Plank Flooring	1	LUMP SUM	\$114,549.00	\$114,549.00	\$116,970.00	\$116,970.00
				Bloomes Contracting, Inc. Lanham, MD			
				Total Price	\$130,246.00		
Line #	Description	QTY	UOM	Unit	Extended		
1	Furnish and Install approximately 6,546 square feet of New Luxury Vinyl Plank Flooring	1	LUMP SUM	\$130,246.00	\$130,246.00		

Responding Supplier

Response Total

Hagerstown Floors, Inc.	\$88,914.00
Classic Carpets, Inc.	\$95,000.00
JB Contracting, Inc.	\$103,960.74
Rowland & Company	\$106,296.00
Service All Inc.	\$114,549.00
Colossal Contractors, Inc.	\$116,970.00
Bloomes Contracting, Inc.	\$130,246.00



Open Session Item

SUBJECT: Intergovernmental Cooperative Purchase (INTG-26-0228) – Personal Protective Equipment for Sheriff’s Department

PRESENTATION DATE: March 31, 2026

PRESENTATION BY: Brandi Kentner, CPPO, Director of Purchasing; Brian Albert, Washington County Sheriff.

RECOMMENDED MOTION: Move to authorize by Resolution, for the approval of the purchase of 29 sets of Personal Protective Equipment (PPE) for the Washington County Sheriff’s Department from Safeware of Lanham, MD for a total price of \$94,592.99 at the contracted unit prices based on the contract awarded by the Omnia Partners contract (4400008468)

REPORT-IN-BRIEF: This personal protective equipment will be purchased to assist in outfitting our Deputies that are assigned to the Civil Disturbance Unit. The personal protection equipment is specially manufactured and certified to be fire-resistant and provides protection from thrown projectiles while the Deputies are engaged in a civil disturbance incident.

Section 106.3 of the Public Local Laws of Washington County grants authorization for the County to procure goods or services under contracts entered into by other government entities. On items over \$50,000, a determination to allow or participate in an intergovernmental cooperative purchasing arrangement shall be by Resolution and shall indicate that the participation will provide cost benefits to the county or result in administrative efficiencies and savings or provide other justification for the arrangement.

The County will benefit from the direct cost savings in the purchase of Personal Protective Equipment because of the economies of scale this contract has leveraged. Additionally, the County will realize savings through administrative efficiencies as a result of not preparing, soliciting and evaluating a bid. Acquisition of the equipment by utilizing the State of Maryland contract and eliminating our County’s bid process would result in administrative and cost savings for the Washington County Sheriff’s Office in preparing specifications and the Purchasing Department.

DISCUSSION: This gear will be purchased to assist in outfitting our Deputies throughout the County.

FISCAL IMPACT: Funding is available for this purchase.

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: Safeware Quotes numbers 1070561 and 10271237

RESOLUTION NO. RS-2026-

(Intergovernmental Cooperative Purchase [INTG-26-0228] Personal Protective Equipment for Sheriff's Department)

RECITALS

The Code of Public Local Laws of Washington County, Maryland (the "Public Local Laws"), § 1-106.3, provides that the Board of County Commissioners of Washington County, Maryland (the "Board"), "may procure goods and services through a contract entered into by another governmental entity in accordance with the terms of the contract, regardless of whether the county was a party to the original contract."

Subsection (c) of § 1-106.3 provides that "A determination to allow or participate in an intergovernmental cooperative purchasing arrangement under subsection (b) of this section shall be by resolution and shall either indicate that the participation will provide cost benefits to the county or result in administrative efficiencies and savings or provide other justifications for the arrangement."

The Washington County Sheriff's Department seeks to purchase twenty-nine (29) sets of Personal Protective Equipment (PPE) from Safeware of Lanham, Maryland, for a total price of \$94,592.99, at the contracted unit prices based on the contract awarded by the Omnia Partners contract (4400008468).

Eliminating the County's bid process will result in administrative and cost savings for the County. The County will benefit with direct cost savings because of the economies of scale the aforementioned contract has leveraged. Additionally, the County will realize administrative efficiencies and savings as a result of not preparing, soliciting, and evaluating bids.

NOW, THEREFORE, BE IT RESOLVED by the Board, pursuant to § 1-106.3 of the Public Local Laws, that the Washington County Sheriff's Department is hereby authorized to purchase twenty-nine (29) sets of Personal Protective Equipment (PPE) from Safeware of Lanham, Maryland, for a total price of \$94,592.99, at the contracted unit prices based on the contract awarded by the Omnia Partners contract (4400008468).

Adopted and effective this ____ day of March, 2026.

ATTEST:

BOARD OF COUNTY COMMISSIONERS
OF WASHINGTON COUNTY, MARYLAND

Dawn L. Marcus, County Clerk

BY: _____
John F. Barr, President

Approved as to form
and legal sufficiency:

Zachary J. Kieffer
County Attorney

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



QUOTATION

Safeware, Inc.
 4403 Forbes Blvd.
 Lanham, MD 20706-432
 USA
 301-683-1234
 www.safewareinc.com

Order Number	
10271237	
Order Date	Page
02/20/2026 09:20:27	1 of 3

Quote Expires On: 03/31/2026

Contract No: MD ST BPO #001B5600065

Bill To: **Customer ID:** 129780
 Washington County Sheriff's Department
 500 Western Parkway
 Hagerstown, MD 21740

Ship To:
 Washington County Sheriff's Department
 500 Western Maryland Parkway
 Hagerstown, MD 21740

301-790-3700

Requested By: Captain James Grimm

PO Number	Taker	Email
Quote - James Grimm/Shields	Kirsten Edgar	kedgar@safewareinc.com
Freight Terms	Phone	Fax
Freight Paid	804-236-0579	
Sales Representative		
Brad Brown		

Quantities					Item ID	Pricing	Unit	Extended
Ordered	Allocated	Remaining	UOM	Disp.	Item Description	UOM	Price	Price
			Unit Size			Unit Size		
1.00	0.00	1.00	EA		OPC MD STATE	EA	0.00	0.00
				1.0	Maryland State Contract #001B5600065			
					Contract #4400008468 Public Safety and Emergency Preparedness. Eff: Oct. 1 2024 - Sep. 30, 2028			
1.00	0.00	1.00	EA		BBROWN	EA	0.00	0.00
				1.0	For questions regarding this proposal			
					please contact: Territory Sales Manager Brad Brown Cell: 202-680-4346 / Office: 800-814-7898 Email: bbrown@safewareinc.com			
29.00	0.00	29.00	EA		DMS RSHD SHERIFF WHT	EA	257.58	7,469.82
					Safeware Catalog Price: 560.95 Contract Discount: 41%		Your Discount: 54.00	
				1.0	Public Order Scorpion solo Shield-SHERIF			
					Shield with SHERIFF (white) die-cut letters applied			
1.00	0.00	1.00	EA		TARIFF	EA	706.79	706.79
				1.0	Reciprocal Tariffs Implemented 2025			
					Buyer is responsible for any import duties, taxes, or other charges levied by the destination country's customs authorities.			

Safeware, Inc.
 4403 Forbes Blvd.
 Lanham, MD 20706-432
 USA
 301-683-1234
 www.safewareinc.com

Order Number	
10271237	
Order Date	Page
02/20/2026 09:20:27	2 of 3

Quote Expires On: 03/31/2026

Contract No: MD ST BPO #001B5600065

Quantities					Item ID Item Description	Pricing UOM Unit Size	Unit Price	Extended Price
Ordered	Allocated	Remaining	UOM Unit Size	Disp.				
2.00	0.00	2.00	EA		DMS SHD1200INT SHERIFF WHT	EA	362.40	724.80
Safeware Catalog Price:					798.51	Contract Discount: 41%	Your Discount: 55.00	
		1.0			Public Order Interlocking Med 4' Shield w/SHERIFF (white font on black background) label applied **Non-Returnable. Standard label placement ONLY. Can order items separately for custom placement by end user.**	1.0		
1.00	0.00	1.00	EA		TARIFF	EA	68.42	68.42
		1.0			Reciprocal Tariffs Implemented 2025 Buyer is responsible for any import duties, taxes, or other charges levied by the destination country's customs authorities.	1.0		
6.00	0.00	6.00	EA		DMS SHD1800INT SHERIFF WHT	EA	464.47	2,786.82
Safeware Catalog Price:					1,023.39	Contract Discount: 41%	Your Discount: 55.00	
		1.0			Public Order Interlocking Long 6' Shield w/SHERIFF (white font on black background) label applied **Non-Returnable. Standard label placement ONLY. Can order items separately for custom placement by end user.**	1.0		
1.00	0.00	1.00	EA		TARIFF	EA	264.95	264.95
		1.0			Reciprocal Tariffs Implemented 2025 Buyer is responsible for any import duties, taxes, or other charges levied by the destination country's customs authorities.	1.0		
30.00	0.00	30.00	PR		DMS FTMP LG	PR	82.46	2,473.80
Safeware Catalog Price:					139.77	Contract Discount: 41%	Your Discount: 41.00	
		1.0			Public Order Metatarsal Guard, LG	1.0		
1.00	0.00	1.00	EA		TARIFF	EA	157.43	157.43
		1.0			Reciprocal Tariffs Implemented 2025 Buyer is responsible for any import duties, taxes, or other charges levied by the destination country's customs authorities.	1.0		
29.00	0.00	29.00	EA		MON 2503	EA	125.63	3,643.27
Safeware Catalog Price:					258.80	Contract Discount: 41%	Your Discount: 51.00	
		1.0			Baton, SX Straight Expandable, 24in	1.0		



QUOTATION

Safeware, Inc.
 4403 Forbes Blvd.
 Lanham, MD 20706-432
 USA
 301-683-1234
 www.safewareinc.com

Order Number	
10271237	
Order Date	Page
02/20/2026 09:20:27	3 of 3

Quote Expires On: 03/31/2026

Contract No: MD ST BPO #001B5600065

<i>Quantities</i>					<i>Item ID</i> <i>Item Description</i>	<i>Pricing UOM</i> <i>Unit Size</i>	<i>Unit Price</i>	<i>Extended Price</i>
<i>Ordered</i>	<i>Allocated</i>	<i>Remaining</i>	<i>UOM Unit Size</i>	<i>Disp.</i>				
29.00	0.00	29.00	EA		MON 3011	EA	39.88	1,156.52
<i>Safeware Catalog Price:</i>					86.11	<i>Contract Discount:</i> 41%		<i>Your Discount:</i> 54.00
		1.0			Front Draw Baton Holder, 24/26-360	1.0		
Material/Finish: Black Polycarbonate; Open: 24", Closed: 14", Weight: 19 oz., Diameter: 1 1/4", Grip: Foam Grip, Locking Method: Positive Lock ; Model: 2503 - SX24 Baton Length: SX 24" & 26" - 360° w/Special Grommet; Attachment Type: Clip-On; Material/Finish: Plain Black/Black Polycarbonate; Model: 3011								

*****Ask me about the leasing and financing options that Safeware offers!*****

Sales Representative : bbrown@safewareinc.com

Total Lines: 12

SUB-TOTAL: 19,452.62
TAX: 0.00
AMOUNT DUE: 19,452.62
U.S. Dollars



QUOTATION

Safeware, Inc.
 4403 Forbes Blvd.
 Lanham, MD 20706-432
 USA
 301-683-1234
 www.safewareinc.com

Order Number	
10270561	
Order Date	Page
02/17/2026 14:30:31	1 of 3

Quote Expires On: 03/31/2026

Contract No: MD ST BPO #001B5600065

Bill To: **Customer ID:** 129780
 Washington County Sheriff's Department
 500 Western Parkway
 Hagerstown, MD 21740

Ship To:
 Washington County Sheriff's Department
 500 Western Maryland Parkway
 Hagerstown, MD 21740

301-790-3700

Requested By: Captain James Grimm

PO Number	Taker	Email
Quote - Grimm/Public Order Gear.29	Kirsten Edgar	kedgar@safewareinc.com
Freight Terms	Phone	Fax
Freight Paid	804-236-0579	
Sales Representative		
Brad Brown		

Quantities					Item ID	Pricing	Unit	Extended
Ordered	Allocated	Remaining	UOM	Disp.	Item Description	UOM	Price	Price
			Unit Size			Unit Size		
1.00	0.00	1.00	EA		OPC MD STATE	EA	0.00	0.00
				1.0	Maryland State Contract #001B5600065	1.0		
					Contract #4400008468 Public Safety and Emergency Preparedness. Eff: Oct. 1 2024 - Sep. 30, 2028			
1.00	0.00	1.00	EA		BBROWN	EA	0.00	0.00
				1.0	For questions regarding this proposal	1.0		
					please contact: Territory Sales Manager Brad Brown Cell: 202-680-4346 / Office: 800-814-7898 Email: bbrown@safewareinc.com			
29.00	0.00	29.00	PR		DMS SHP/ARM (SZ)	PR	197.37	5,723.73
					Safeware Catalog Price: 334.52 Contract Discount: 41%		Your Discount: 41.00	
				1.0	Public Order Shoulder/upper arm guard	1.0		
					Available in sizes XSmall - XLarge *PLEASE SPECIFY SIZE WHEN ORDERING*			
29.00	0.00	29.00	PR		DMS FRM/040 (SZ)	PR	150.86	4,374.94
					Safeware Catalog Price: 255.70 Contract Discount: 41%		Your Discount: 41.00	
				1.0	Public Order Forearm/elbow guard	1.0		
					Available is sizes XSmall - XLarge *PLEASE SPECIFY SIZE WHEN ORDERING*			

Safeware, Inc.
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 USA
 301-683-1234
 www.safewareinc.com

Order Number	
10270561	
Order Date	Page
02/17/2026 14:30:31	2 of 3

Quote Expires On: 03/31/2026

Contract No: MD ST BPO #001B5600065

Quantities					Item ID Item Description	Pricing UOM Unit Size	Unit Price	Extended Price
Ordered	Allocated	Remaining	UOM Unit Size	Disp.				
27.00	0.00	27.00	EA		DMS MGG/100	EA	43.83	1,183.41
Safeware Catalog Price:					74.29	Contract Discount: 41%	Your Discount:	41.00
				1.0	Public Order Male Groin Guard	1.0		
2.00	0.00	2.00	EA		DMS FGG/100	EA	42.08	84.16
Safeware Catalog Price:					71.32	Contract Discount: 41%	Your Discount:	41.00
				1.0	Public Order Female Groin Protector	1.0		
29.00	0.00	29.00	PR		DMS THG/050 (SZ)	PR	117.53	3,408.37
Safeware Catalog Price:					199.20	Contract Discount: 41%	Your Discount:	41.00
				1.0	Public Order Thigh guard	1.0		
					Available in sizes XSmall - XLarge			
					PLEASE SPECIFY SIZE WHEN ORDERING			
29.00	0.00	29.00	PR		DMS SHN/070 (SZ)	PR	170.13	4,933.77
Safeware Catalog Price:					288.36	Contract Discount: 41%	Your Discount:	41.00
				1.0	Public Order Knee/shin guard	1.0		
					Available in sizes XSmall - XLarge			
					PLEASE SPECIFY SIZE WHEN ORDERING			
29.00	0.00	29.00	EA		DMS 80 LTR	EA	144.18	4,181.22
Safeware Catalog Price:					244.38	Contract Discount: 41%	Your Discount:	41.00
				1.0	Public Order Equipment Bag, 80 Liter	1.0		
1.00	0.00	1.00	EA		TARIFF	EA	2,060.23	2,060.23
				1.0	Reciprocal Tariffs Implemented 2025	1.0		
					Buyer is responsible for any import duties, taxes,			
					or other charges levied by the destination			
					country's customs authorities.			
29.00	0.00	29.00	PR		MLE 13514SW (SZ)	PR	89.56	2,597.24
Safeware Catalog Price:					164.08	Contract Discount: 41%	Your Discount:	45.00
				1.0	Public Order Combat Glove	1.0		
					Cowhide leather, waterproof, fire resistant, cut			
					resistant to DIN/EN 407 level 4, liner cut			
					resistant to DIN/EN 388 level 5. Shock absorbing			
					protectors on fingers, hard shell knuckles.			
					**MUST SPECIFY SIZE WHEN			
					ORDERING** (Available in size 5 - 13)			
29.00	0.00	29.00	PR		HAI 605128 (SZ)	PR	371.40	10,770.60
				1.0	Boots, Airpower XR1 Pro, Black, (SZ)	1.0		

Safeware, Inc.
 4403 Forbes Blvd.
 Lanham, MD 20706-432
 USA
 301-683-1234
 www.safewareinc.com

Order Number	
10270561	
Order Date	Page
02/17/2026 14:30:31	3 of 3

Quote Expires On: 03/31/2026

Contract No: MD ST BPO #001B5600065

Quantities					Item ID Item Description	Pricing UOM Unit Size	Unit Price	Extended Price
Ordered	Allocated	Remaining	UOM Unit Size	Disp.				
EMS/Station, NFPA 1999, 1977, 1951, Color: Black, Men's, Sizes: 4.5-16, Widths: Medium, Wide or Extra Wide. *** PLEASE SPECIFY SIZE WHEN ORDERING***								
16.00	0.00	16.00	EA		NSA DF2-450C-RCFPS-NB (SZ)	EA	579.00	9,264.00
<i>Safeware Catalog Price:</i> 1,367.72					<i>Contract Discount:</i> 41%		<i>Your Discount:</i> 58.00	
		1.0			Coverall, DRIFIRE 4.4 Navy Blue	1.0		
Domestic Security, Meets NFPA 70E-18 Available Sizes: SM-5X Available Lengths: Short, Regular, & Tall **PLEASE SPECIFY SIZE WHEN PLACING ORDER**								
13.00	0.00	13.00	EA		NSA DF2-450C-RCFPS-NB (SZ)	EA	551.15	7,164.95
<i>Safeware Catalog Price:</i> 1,367.72					<i>Contract Discount:</i> 41%		<i>Your Discount:</i> 60.00	
		1.0			Coverall, DRIFIRE 4.4 Navy Blue	1.0		
Domestic Security, Meets NFPA 70E-18 Available in sizes SM, MD, LG, XL, 2X, 3X, 4X, 5X, 6X, Pricing varies Sizes 2X and up **PLEASE SPECIFY SIZE WHEN PLACING ORDER**								
29.00	0.00	29.00	EA		SCH P100NA (SZ)	EA	668.75	19,393.75
<i>Safeware Catalog Price:</i> 1,511.30					<i>Contract Discount:</i> 41%		<i>Your Discount:</i> 56.00	
		1.0			POLICE HELMET	1.0		
Helmet shell size 1: 46-52 Helmet shell size 2: 53-56, 57-60 Helmet shell size 3: 61-65 Special helmet shell size: 66-67 (on request) Please specify size when ordering.								

*****Ask me about the leasing and financing options that Safeware offers!*****

Sales Representative : bbrown@safewareinc.com

Total Lines: 15

SUB-TOTAL: 75,140.37
TAX: 0.00
AMOUNT DUE: 75,140.37
 U.S. Dollars



Open Session Item

SUBJECT: Contract Renewal, Requested Increase (PUR-1740) – Leachate Hauling from County Landfill

PRESENTATION DATE: March 31, 2026

PRESENTATION BY: Brandi Kentner, CPPO, Purchasing Director, and David A. Mason, P.E., Deputy Director, Solid Waste

RECOMMENDED MOTION: Move to authorize the price increase of 5% to the existing rates as requested by A.C.& T. Co. Inc. of Hagerstown, MD, in its letter dated March 12, 2026, for the Hauling of Leachate from the County Landfill.

REPORT-IN-BRIEF: The contract was originally awarded by the Washington County Board of County Commissioners on June 3, 2025, based on the responsive, responsible bid with the lowest total lump sum of \$438,400.

The original solicitation was advertised in the local newspaper, listed on the State's *eMaryland Marketplace* website, the County Purchasing online bidding site (Ionwave), and on the County's website. The contract period is for a one (1) year period, which commenced on July 1, 2025, through June 30, 2026, with an option by the County to renew for up to two (2) additional consecutive one (1) year periods; This is the first of two (2), optional one-year renewals. Eighteen (18) persons/companies registered and downloaded the bid document online. One (1) bid was received as indicated on the bid tabulation matrix.

The scope of services to be provided by the contractor includes loading, hauling, delivery, and unloading leachate to Valicor located at the Department Water Quality's Conococheague WWTP. The leachate is transported from the Resh Road Landfill, Rubble Landfill, Old City/County Landfill and 40 West Landfill. The County guarantees neither a minimum/maximum number of calls nor quantity of material for this contract.

DISCUSSION: A request has been submitted by the vendor stating CPI adjustments to the rates due to increased fuel costs, insurance costs, and wages.

FISCAL IMPACT: Funding is available in various accounts for this increase within the Department of Solid Waste's budget. 21030 – Resh Road Landfill, 21040 – Rubble Landfill, 21050 – City/County Landfill, and 21020 – 40 West Landfill.

CONCURRENCES: N/A

ALTERNATIVES: Do not renew and rebid

ATTACHMENTS: Renewal/Increase letter from AC&T dated 3/12/26

AUDIO/VISUAL NEEDS: N/A



A. C. & T. Co., Inc.

11535 Hopewell Road * P.O. Box 4217

Hagerstown, Maryland 21741-4217

1-800-458-FUEL * 301-582-2700 * Fax 301-582-2719

March 12, 2026

Washington County Purchasing Department
Brandi J. Kentner
100 West Washington Street, Suite 3200
Hagerstown, MD 21740-4748

Re: Leachate Hauling from County Landfill (PUR-1740)

Dear Mrs. Kentner,

This letter shall serve as notice that AC&T Company would renew the current leachate hauling contract for an additional one year period commencing July 1, 2026.

We request a 5% CPI adjustment to the rates due to increased fuel costs, insurance costs and wages.

We will mail the original request. Thank you for your consideration.

Regards,
A. C. & T. Co., Inc.

A handwritten signature in blue ink, appearing to read 'Brad Fulton', is written over a horizontal line.

Brad Fulton
President



Agenda Report Form

Open Session Item

SUBJECT: MOU between the Town of Boonsboro and Clear Spring and the Board of County Commissioners of Washington County

PRESENTATION DATE: March 31, 2026

PRESENTATION BY: Greg Cartrette, Director of Permits and Inspections/Code Official & Becky Gander, Chief of Permitting

RECOMMENDED MOTION: Move for approval to accept the MOU between the Town of Boonsboro and Clear Springs and BOCC.

REPORT-IN-BRIEF: The Town of Boonsboro and Clear Springs have asked that Washington County collect all fees conducted by Washington County for building and trade permits, including excise tax.

DISCUSSION: Currently, the Division of Permits & Inspections handles all building permits and inspections in all municipalities except Hagerstown. In the past, Boonsboro and Clear Springs collected the permit fees to include excise tax for projects inside the town limits. They have asked the county to collect all fees. Makes the process now constant for all towns that we issue building permits and conduct inspections.

FISCAL IMPACT: None

CONCURRENCES: Rosalinda Pascul, Deputy County Attorney

ALTERNATIVES: Reject the MOU and they continue to collect the fees.

ATTACHMENTS: MOU

AUDIO/VISUAL NEEDS: N/A

MEMORANDUM OF UNDERSTANDING FOR PERMITTING SERVICES
BETWEEN
THE TOWN OF BOONSBORO
AND
THE BOARD OF COUNTY COMMISSIONERS OF WASHINGTON COUNTY,
MARYLAND

This Memorandum of Understanding for Building Code Enforcement, Permitting, and Inspection Services ("MOU") is made this ____ day of _____, 2026 ("Effective Date"), by and between the Town of Boonsboro, a Maryland municipal corporation ("Town"), and the Board of County Commissioners of Washington County, Maryland, a body corporate and politic and a political subdivision of the State of Maryland ("County"), for the receiving and processing of all types of residential and commercial building permits and performing inspection services for building code compliance by the County for and on behalf of the Town. The Town and the County may sometimes be referred to in this MOU individually as a Party and collectively as the Parties.

RECITALS

A. The County has jurisdiction over building code enforcement, building permits, and inspections in various parts of Washington County, Maryland, including some municipalities by mutual agreement.

B. The Town has jurisdiction over building code enforcement, building permits, and inspections within its municipal boundaries, but desires that the County provide such services for and on its behalf.

C. The Parties desire to enter into this MOU and agree upon procedures that will describe how the County will coordinate and provide building code enforcement, building permits, and inspection services that pertain to property inside the Town's municipal boundaries.

NOW, THEREFORE, in consideration of the mutual benefit derived from this MOU and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by the Parties, and intending to be legally bound, said Parties hereby covenant and agree as follows:

1. Recitals. The foregoing RECITALS are incorporated herein by reference as if fully set forth.

2. Procedure. The Parties agree that the County, the Town, and an applicant seeking a building permit within the Town's municipal boundaries will take the following steps in the order set forth:

- a. The applicant will apply for and receive planning and zoning approval from the Town on an application form provided by the Town to the applicant;
- b. The County will accept the building permit application(s) directly from the applicant only after the applicant has received planning and zoning approval from the Town;
- c. The County will accept all fees associated with the building permit application(s), including excise tax fees, directly from the applicant;
- d. The County will review the applicant's building permit application(s) for compliance with all applicable building codes;
- e. The County will issue the building permit(s) directly to the applicant;
- f. The County will provide the Town with a copy of the building permit(s) and any other requested documents relating thereto;
- g. The County will perform all required inspections necessary for the issuance of the Use and Occupancy Certificate;
- h. The County will issue the Use and Occupancy Certificate directly to the property owner only after all required inspections have been conducted and passed;
- i. On a semi-annual basis, the County will remit to the Town the Town's portion (25%) of all collected permitting fees. On a monthly basis, the County will remit to the Town the Town's portion, if any, of excise tax fees determined and collected in accordance with the applicable Building Excise Tax Ordinance.
- j. All inspections services shall be scheduled with the County.

k. The County will receive all building code-related compliance complaints and process such complaints for compliance.

3. Termination, Modification, and Amendment. The Parties agree that, with thirty (30) days' notice, this MOU may be terminated by either Party, but the MOU may not be modified or amended except by a writing signed by the Parties.

4. Governing Law. This MOU will be governed by and interpreted in accordance with the laws of the State of Maryland.

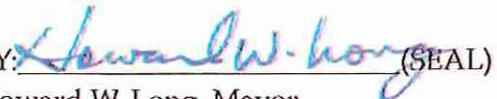
IN WITNESS WHEREOF, the Parties have caused this MOU to be duly executed and delivered.

ATTEST:



Rachel Souders, Town Manager

MAYOR & COUNCIL
TOWN OF BOONSBORO

BY:  (SEAL)
Howard W. Long, Mayor

ATTEST:

Dawn Marcus, Clerk

BOARD OF COUNTY COMMISSIONERS
OF WASHINGTON COUNTY,
MARYLAND

BY: _____ (SEAL)
John Barr, President

Approved as to legal sufficiency
for execution by the Town:



Clark Adams, Town Attorney

Approved as to legal sufficiency
for execution by the County:

Zachary Kieffer, County Attorney

MEMORANDUM OF UNDERSTANDING FOR PERMITTING SERVICES
BETWEEN
THE TOWN OF CLEAR SPRING
AND
THE BOARD OF COUNTY COMMISSIONERS OF WASHINGTON COUNTY,
MARYLAND

This Memorandum of Understanding for Building Code Enforcement, Permitting, and Inspection Services ("MOU") is made this ____ day of _____, 2026 ("Effective Date"), by and between the Town of Clear Spring, a Maryland municipal corporation ("Town"), and the Board of County Commissioners of Washington County, Maryland, a body corporate and politic and a political subdivision of the State of Maryland ("County"), for the receiving and processing of all types of residential and commercial building permits and performing inspection services for building code compliance by the County for and on behalf of the Town. The Town and the County may sometimes be referred to in this MOU individually as a Party and collectively as the Parties.

RECITALS

A. The County has jurisdiction over building code enforcement, building permits, and inspections in various parts of Washington County, Maryland, including some municipalities by mutual agreement.

B. The Town has jurisdiction over building code enforcement, building permits, and inspections within its municipal boundaries, but desires that the County provide such services for and on its behalf.

C. The Parties desire to enter into this MOU and agree upon procedures that will describe how the County will coordinate and provide building code enforcement, building permits, and inspection services that pertain to property inside the Town's municipal boundaries.

NOW, THEREFORE, in consideration of the mutual benefit derived from this MOU and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by the Parties, and intending to be legally bound, said Parties hereby covenant and agree as follows:

1. Recitals. The foregoing RECITALS are incorporated herein by reference as if fully set forth.

2. Procedure. The Parties agree that the County, the Town, and an applicant seeking a building permit within the Town's municipal boundaries will take the following steps in the order set forth:

- a. The applicant will apply for and receive planning and zoning approval from the Town on an application form provided by the Town to the applicant;
- b. The County will accept the building permit application(s) directly from the applicant only after the applicant has received planning and zoning approval from the Town;
- c. The County will accept all fees associated with the building permit application(s), including excise tax fees, directly from the applicant;
- d. The County will review the applicant's building permit application(s) for compliance with all applicable building codes;
- e. The County will issue the building permit(s) directly to the applicant;
- f. The County will provide the Town with a copy of the building permit(s) and any other requested documents relating thereto;
- g. The County will perform all required inspections necessary for the issuance of the Use and Occupancy Certificate;
- h. The County will issue the Use and Occupancy Certificate directly to the property owner only after all required inspections have been conducted and passed;
- i. On a semi-annual basis, the County will remit to the Town the Town's portion (25%) of all collected permitting fees. On a monthly basis, the County will remit to the Town the Town's portion, if any, of excise tax fees determined and collected in accordance with the applicable Building Excise Tax Ordinance.
- j. All inspections services shall be scheduled with the County.

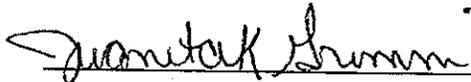
k. The County will receive all building code-related compliance complaints and process such complaints for compliance.

3. Termination, Modification, and Amendment. The Parties agree that, with thirty (30) days' notice, this MOU may be terminated by either Party, but the MOU may not be modified or amended except by a writing signed by the Parties.

4. Governing Law. This MOU will be governed by and interpreted in accordance with the laws of the State of Maryland.

IN WITNESS WHEREOF, the Parties have caused this MOU to be duly executed and delivered.

ATTEST:



Juanita K. Grimm, Clerk

MAYOR & COUNCIL
TOWN OF CLEAR SPRING

BY:  _____ (SEAL)
Steven L. Blickenstaff, Mayor

ATTEST:

Dawn Marcus, Clerk

BOARD OF COUNTY COMMISSIONERS
OF WASHINGTON COUNTY,
MARYLAND

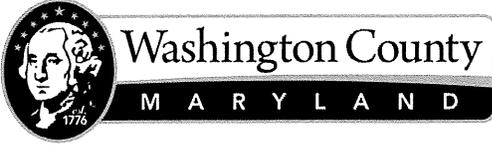
BY: _____ (SEAL)
John Barr, President

Approved as to legal sufficiency
for execution by the Town:

Brian Kane, Town Attorney

Approved as to legal sufficiency
for execution by the County:

Zachary Kieffer, County Attorney



Agenda Report Form

Open Session Item

SUBJECT: District Court of Maryland, Commissioners Office Lease

PRESENTATION DATE: March 31, 2026

PRESENTATION BY: Todd Moser, Real Property Administrator, Division of Engineering

RECOMMENDED MOTION: Move to approve the proposed intergovernmental lease agreement.

REPORT-IN-BRIEF: The District Court of Maryland, Commissioners Office currently leases 1,572 square feet of office space on County property located at 500 Western Maryland Parkway (Washington County Sheriff's Office, Central Booking Facility). Current lease extension terminates on May 31, 2026.

DISCUSSION: The new term will be for 10 years at a rate of \$17.50 per square feet of leased office space per year with an option for one 5-year renewal term at a rate to be determined.

FISCAL IMPACT: \$27,510 annual amount (lease).

CONCURRENCES: Sheriff's Office

ALTERNATIVES: N/A

ATTACHMENTS: Proposed Intergovernmental Lease Agreement

AUDIO/VISUAL NEEDS: N/A

ORE File No: 4200
Type of Lease: Office
Specifications Date: July 2024
Leasing Contact: Parrish

STATE OF MARYLAND
INTERGOVERNMENTAL LEASE

(Revised 4/2014)

THIS INTERGOVERNMENTAL LEASE AGREEMENT (“Lease”), fully executed by the parties this _____ day of _____ Two Thousand Twenty-Six (“2026”) (“Effective Date”), is between the Board of County Commissioners of Washington County, Maryland (hereinafter called the “Lessor”), and the State of Maryland, for the use of the District Court of Maryland, Commissioner’s Office (hereinafter referred to collectively as the “Lessee”). The Lessor and the Lessee are sometimes referred to collectively as the “Parties.”

WHEREAS, the Lessor owns a multi-story detention center (the “**Building**”) on a 10.62 acre parcel of land known as 500 Western Maryland Parkway, Hagerstown, Maryland 21740 in Washington County (the “**Land**”). Hereinafter the Land and the Building shall be collectively referred to as the “**Property**.”

The Lessor demises and leases unto Lessee that portion of the Building known and described as 1,572 square feet of net usable office space located within the Central Booking Facility at the Property, and more specifically identified in Exhibit A-2 referenced below, hereinafter the “**Demised Premises**,” together with the right to use in common with others the Property common areas including but not limited to hallways, elevators, lobbies, sidewalks, parking areas, and public restrooms.

The Demised Premises contain 1,572 net usable square feet of space, more or less (hereinafter “NUSF,”) as defined in the Maryland Department of General Services General Performance Standards and Specifications for the State of Maryland Leased Facilities (Office of Real Estate 7-1-2024).

The initial term of the Lease is Ten (10) year(s) and Zero (0) month(s), and subject to Section 7 of the STATE OF MARYLAND INTERGOVERNMENTAL LEASE GENERAL CONDITIONS FORM DGS-680-3B (1) (Revised 5/22/18) , attached hereto as Addendum A, shall commence on May 1, 2026, hereinafter the “**Commencement Date**.”

This Lease specifically incorporates the following as terms and conditions of this Lease:

1. Maryland Department of General Services General Performance Standards and Specifications for the State of Maryland Leased Facilities (Office of Real Estate 7-1-2024).
2. Regulations set forth in Title 21 of the Code of Maryland Regulations (COMAR Title 21) as of the Effective Date of this Lease.

3. STATE OF MARYLAND INTERGOVERNMENTAL LEASE GENERAL CONDITIONS FORM DGS-680-3B (1) (Revised 5/22/18), attached hereto as **Addendum A**.

4. Lease Affidavit – Intentionally deleted.

5. The following Exhibits:

- Exhibit A-1** Additional Description of Property
- Exhibit A-2** Existing Floor Plan
- Exhibit A-3** Site Plan of Property and Parking Plan
- Exhibit A-4** Approved Space Plan (to be attached)
- Exhibit B** Lessor’s Construction Budget (to be attached)
- Exhibit C** Estoppel Sample
- Exhibit E** HVAC/Mechanical Equipment and Maintenance Standards
- Exhibit F** Supplemental Lease Format Sample
- Exhibit G** Acceptance Form
- Exhibit H** Describe -

6. Lessor and Lessee:

LESSOR

LESSEE

Name: Board of County Commissioners of Washington County, Maryland	Department / Agency: District Court of Maryland, Commissioner’s Office
--	--

Address: 100 West Washington Street Hagerstown, MD 21740	Address: 1 N. Charles Street, 14 th Floor. Suite 1410 Baltimore, MD 21201
--	---

E-mail:	tmoser@washco-md.net	E-mail:	michelle.simpson@mdcourts.gov
FIN:	52-6001037		

On Site Contact:	Terry Hill	On Site Contact:	Michelle Ruble Simpson
Phone:	240-313-2142	Phone:	410-260-2702
E-mail:	thill@washco-md.net	E-mail:	Michelle.simpson@mdcourts.gov

Emergency Contact:	Terry Hill	Emergency Contact:	Michelle Ruble Simpson
Emergency Phone:	240-313-2142	Emergency Phone:	410-260-2702
E-mail:	thill@washco-md.net	E-mail:	michellesimpson@mdcourts.gov

Notice Address: 747 Northern Avenue Hagerstown, MD 21742 Attn: Todd Moser	Notice Address: District Court of Maryland, Facilities Administration 903 Commerce Road, Annapolis, MD 21401 With Copy to Chief, Lease Management and Procurement Office of Real Estate 300 W. Preston Street, Room 601 Baltimore, MD 21201
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7. Lessor's affirmation of title and authority to lease the Property:

- Fee Simple- Copy of Deed
 Leasehold- Copy of Lease

Instrument Date:	August 2, 1983
County:	Washington
Recording Reference:	Liber 00747 Folio 01021-01026
Grantor:	JAMCO, INC and J.V. Jamison, III, J.E.W. Lee, E.H. Brown, IV, and R.A. Jamison, Successor Trustees, under the Last Will and Testament of J. Vincent Jamison, deceased.
Grantee:	Board of County Commissioners of Washington County, Maryland
Notes:	None
Lessor confirms the information above and attests to the below Signatory's title and authority to execute this Lease on behalf of Lessor.	
Authorized Signatory:	John F. Barr
Signatory Title:	President

8. Lessee's Using Units:

Using Unit	% of Demised	% of Demised	Type of Use	Type of Use
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	Premises Use	Premises Expenses		
District Court/Commissioner	100%	0%	Admin Office	Admin Office

9. Parking: The State exercises its right of not paying local taxes and the Lessor agrees to and at all times shall claim this exemption with respect to parking spaces leased to Lessee.

	Reserved Spaces	Use in Common Spaces
Number of Spaces	6	None
Location of Spaces	Adjacent Parking Lot	N/A
Rate per Space (‘N/A’ if included in Rent)	N/A	N/A
Notes: During the initial and any renewal term of this Lease, Lessor shall provide Lessee Six (6) reserved parking spaces to be located at adjacent parking lot. Such parking shall be provided free of charge. Such parking shall have lighting acceptable to the Department of General Services, Office of Real Estate, and be maintained to remain free of debris, snow and ice.		

10. Improvements to be made by Lessor prior to Lease Commencement:

- None
 Construction or Renovation of Demised Premises

Additional Construction Terms: None

11. Term of the Lease:

Term:	Ten (10) Years
Number of Renewal Terms	One (1), upon terms to be negotiated and subject to the Maryland Board of Public Works Approval.
Length of Each Renewal	Five (5) Years

Notes: Any renewal of the Lease shall be effective and legally binding only upon approval of the Renewal Term (and all other terms for that Renewal Term) by the Maryland Board of Public Works (“BPW”). As used herein “Term” shall mean the Original Term and any properly exercised Renewal Term.

12. Base Rent:

Years	Per Square Foot Amount	Monthly	Annual
1-10	\$17.50	\$2,292.50	\$27,510.00

13. Renewal and Renewal Rent:

- Lessee's Renewal and Renewal Rent to be negotiated and subject to BPW approval.
 Lessee's Renewal and Renewal Rent negotiated:

Renewal Number	Length of Renewal Term	Per Square Foot Amount	Monthly	Annual
1	5 Years	TBD	TBD	TBD

Renewal(s) subject to the following additional terms and conditions:

Any Renewal Term, and all terms for such renewal, must be approved by the Maryland Board of Public Works.

14. Operating Services Expenses:

Operating Service Expense	Procured by	Invoiced to	Paid by	Passed through to Lessee	% passed through to Lessee	Base Year
Electricity	Lessor	Lessor	Lessor	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	N/A	N/A
Heating Fuel	Lessor	Lessor	Lessor	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	N/A	N/A
Cleaning Services & Supplies (including, but not limited to Waste Collection and Recycling)	Lessee	Lessee	Lessee	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	N/A	N/A
Sewer and Water	Lessor	Lessor	Lessor	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	N/A	N/A
Snow and Ice Removal	Lessor	Lessor	Lessor	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	N/A	N/A

Other: None	Lessor	Lessor	Lessor	<input type="checkbox"/> Yes	N/A	N/A
				<input checked="" type="checkbox"/> No		
Base Year Notes: N/A						
Notes: None						

14A. Real Estate Taxes:

Percentage of Property's Real Estate Taxes passed through to Lessee	N/A
Base Year Notes: N/A	
Notes: N/A	
Using Unit(s) percentage share: N/A	
Notes: None	

15. Maintenance Inspections to occur in accordance with Section 8.6 of Addendum A, however no less than:

<input type="checkbox"/> Semi-annually	<input type="checkbox"/> Quarterly	<input checked="" type="checkbox"/> Annually
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16. Other Terms and Conditions:

None

17. This Lease shall only be effective and binding upon the State with full execution by the Parties and approval by the Maryland Board of Public Works. Lessor has no right to institute any action or proceedings to compel the State to present this Lease to the Board of Public Works or to compel the Board of Public Works to approve this Lease. In the event this Lease is not fully executed or approved by the State, Lessor's only remedy shall be to declare this Lease null and void.

18. In the event of any conflict between this Standard Lease Form DGS-680-3 and any other document attached hereto, incorporated by reference, or otherwise made part of this Lease, apart from applicable Maryland Annotated Code Statutes and COMAR regulations, the provisions of this Intergovernmental Lease shall prevail.

19. This Lease may be executed in one or more or more counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same instrument. The signature of a party transmitted electronically shall constitute and have the same force and effect as the original signature of the party.

[Signature page follows]

IN WITNESS WHEREOF, the Parties hereto for themselves, their successors and assigns have set their hand and seal on the day and year first above written.

ATTEST:

LESSOR:

The Board of County Commissioners of
Washington County, Maryland

By:

By: John F. Barr, President

ATTEST:

LESSEE:

STATE OF MARYLAND, to the use of
District Court of Maryland, Commissioner's
Office

By:

By: John P. Morrissey, Chief Judge
District Court of Maryland

Execution of the above Intergovernmental Lease was authorized and approved by the Maryland Board of Public Works at a meeting held on _____ as DGS Action Agenda Item _____.

Maryland Department of General Services
Office of Real Estate

This Intergovernmental Lease has been reviewed for form and legal sufficiency and approved by the Office of the Attorney General on _____ by _____, Assistant Attorney General.

Maryland Department of General Services
Assistant Attorney General

Exhibit A-2
Existing Floor Plan

Addendum A

**STATE OF MARYLAND
INTERGOVERNMENTAL LEASE GENERAL CONDITIONS
FORM DGS-680-3B (1)
(Revised 5/22/18)**

1 Definitions.

The following terms have the following meanings in addition to their usage within the text of this Lease:

Approved Construction Budget means that budget which has been jointly approved and signed by the using Unit(s) and DGS Office of Real Estate, prior to construction which delineates the cost to be incurred by Lessor of the required and excess Tenant Improvements to the Demised Premises.

Approved Space Plans mean plans which have been jointly approved and signed by the using Unit(s) and DGS Office of Real Estate, prior to construction.

Base Year means the year agreed upon by Lessee and Lessor for which a baseline value is established for calculating amounts owed for operating services expenses.

BPW means the Maryland State Board of Public Works.

Broker means the brokerage firm retained, if any, by DGS Office of Real Estate.

DGS means State of Maryland, Department of General Services.

Lease Year means (a) the period beginning at 12:01 a.m. on the Commencement Date and ending at the end of the day immediately before the first anniversary of the first day of the first full calendar month in the Term, and (b) each successive period of 12 calendar months thereafter during the Term.

Normal Working Hours shall mean 7am to 7pm Monday through Friday and 7am to 2pm on Saturday except those days designated as holidays by the State.

Occupancy is the date Lessee begins operating from the Demised Premises.

ORE means State of Maryland, Department of General Services Office of Real Estate

Person means any natural person, trustee, corporation, partnership, Limited Liability Company or other legal entity.

Section means that all references made to any Section shall, unless therein expressly indicated to the contrary, be deemed to have been made to such Section of this Lease.

Space Plans (Plans) means those plans submitted to the using Unit(s) and ORE for approval which specify the design and construction of the Tenant Improvements, prepared at Lessor's expense. The Plans shall conform to the site and building conditions and to all required applicable laws, statutes, ordinances, Executive Orders, and codes (including, without limitation building, health, and fire codes) of all applicable governmental authorities.

Substantial Completion means the completion by Lessee of construction or other work required to bring the Building and Demised Premises up to the Lessee's requirements, including the Lessee's acquiring of all necessary permits and inspections related to occupancy which may be subject to minor punch list items.

Supplemental Lease means an amendment to the Lease that was duly approved by the parties hereto and the Board of Public Works.

Tax Year means the fiscal year for which the real property taxes are levied by the governmental authority, i.e. July 1 through June 30 of said year.

Tenant Improvements means those improvements regarding the Demised Premises to be completed by Lessee before Lessee(s) occupancy may begin.

Termination Costs means the reasonable value of any non-recurring costs incurred but not amortized in the price of the Lease which are a) any brokerage commissions paid to the State's Broker, less any amortized portion of the brokerage commissions calculated on a straight-line basis as of the date of termination, and b) construction costs required to build out the Demised Premises from pre-Lease condition to the condition specified in the Approved Space Plan, the Lease Standards, and any Request for Proposal specifications in accordance with costs delineated in Lessor's Construction Budget, less i) any construction costs paid for in cash by the Lessee, ii) costs amortized as of the date of termination, including legal fees, architectural/engineering costs, bank charges

and fees, and, interests costs incurred during construction and attributable to the Tenant Improvements. Termination Costs shall not include any Lessor anticipatory Rents, expenses, or profits which have not been earned up to the date of termination.

Payment of Rent.

2.1 Rent Invoices. Lessee will not automatically pay the Rent; Lessor must send a bill for each monthly payment to each State Unit (hereinafter referred to as "Unit") listed in this Lease for the amounts set forth in this Lease.

2.2 Rental Payments. Rental payments shall be payable at the office of the Lessor, during normal business hours and shall be due on the first day of the month.

2.3 Multi-Year Leases Contingent Upon Appropriations. If the General Assembly fails to appropriate funds or if funds are not otherwise made available by the Morgan Board of Regents or other authority for continued performance for any fiscal period of this Lease succeeding the first fiscal period, this Lease shall be cancelled automatically as of the beginning of the fiscal year for which funds were not appropriated or otherwise made available; provided, however, that this will not affect either the State's rights or the Lessor's rights under any termination clause in this Lease. The effect of termination of the Lease hereunder will be to discharge both the Lessor and the State from future performance of the Lease, but not from their rights and obligations existing at the time of termination. The Lessor shall be reimbursed for the reasonable value of any non-recurring costs incurred but not amortized in the price of the Lease. The State shall notify the Lessor as soon as it has knowledge that funds may not be available for the continuation of this Lease for each succeeding fiscal period beyond the first. [COMAR 21.07.01.10; SF 13-217 (d), (e)]

2.4 Submission of Invoices. All invoices for Rent or other expenses submitted pursuant to this Lease shall be submitted directly to the appropriate Unit(s) listed in this Lease unless otherwise specifically provided for herein.

2.5 Required Information. All invoices shall be made out to the appropriate Unit in this Lease and must contain the following information: state "Invoice" on the bill; reference the Board of Public Works number and date indicated at the end of this Lease; type of billing (i.e. "Rent"), and additional information as may be specifically required elsewhere in this Lease. [SF 15-102]

2.6 Payment by the State. Payments to the Lessor pursuant to Section 2.4 and this Lease shall be made no later than 30 days after the State's receipt of a proper invoice from the Lessor. Charges for late payment of invoices, other than as prescribed by Title 15, Subtitle 1 of the State Finance and Procurement Article, Annotated Code of Maryland, or by the Public

Service Commission of Maryland with respect to regulated public utilities, as applicable, are prohibited. [COMAR 21.07.01.18; SF 15-103, 104]

2.7 Interest on Late Payments. Except for Rent or other expenses submitted pursuant to this Lease, the Lessor hereby agrees that, notwithstanding the provisions of State Finance and Procurement Article of the Annotated Code of Maryland, Title 15, Subtitle 1, interest on any payments due under the terms of this Lease shall not be payable unless such payments remain unpaid for more than 45 days after receipt of a proper invoice and such payments shall accrue interest from the 31st day after receipt of a proper invoice. [SF 15-104]

2.8 Transfer of the Property/Assignment of Lease. In the event of any transfer of the Property and/or assignment of the Lease: (a) said assignment shall be effective only if the assignee is qualified to do business in the State of Maryland and b) the State is permitted to do business with assignee, (c) Lessor shall provide copies of the deed or other instrument(s) transferring the Property and the assignment agreement to the DGS Office of Real Estate within 10 days of said transfer and/or assignment, and (d) the assignee of the Lease shall enter into a supplemental lease agreement, including execution of the standard State lease affidavit, amending the landlord information. In the event that any assignee of the Lease is not qualified to do business in the State of Maryland, the State shall have the right to terminate the Lease upon written notice to the Lessor and assignee(s).

2.9 Maximum Rent. Lessor agrees and asserts that the annual Rent does not exceed fifteen per cent (15%) of the fair market value of the Demised Premises at the date of the Lease. State Finance and Procurement Article, Section 12-205 of the Annotated Code of Maryland.

Operating Expenses.

3.1 Operating Expense Calculations. Effective at the conclusion of the second Lease year as set out in this Lease, and each succeeding Lease year of this Lease, the Lessee shall pay as an additional expense, and not as additional rent, or shall receive as a credit, its proportionate share of any increase or decrease in Operating Expenses.

3.2 Modification of Base Year for Warranty. If applicable, the base year set out in this Lease for any item which is under a guarantee or warranty shall be modified the first full Lease year following expiration of the item's guarantee or warranty.

3.3 Real Estate Tax Invoicing. If applicable, any amounts due by the Lessee for Real Estate Taxes shall be invoiced annually throughout the Term. The Lessee shall pay as an additional expense, and not as additional rent, or shall receive as a credit its proportionate share of any increase or decrease in Real Estate Taxes. The annual invoicing period for real estate taxes shall be within 90 days after the completion of the real estate tax year; for example, no later than September 30th based on the current tax year of July 1st through the succeeding June 30th.

3.4 Other Operating Expense Invoicing. The invoicing period for all other Operating Expenses shall be within 90 days of the end of each annual Lease year; for example, if the Lease commences April 1st, invoicing no later than June 30th based on the invoicing period of April 1st through the succeeding March 31st.

3.5 Lease Termination Invoicing. Upon Lease termination all invoices, including invoices for real estate taxes, shall be adjusted to the date of Lease termination and shall be submitted within 90 days after the Lease termination date. **Invoices submitted more than 90 days after the end of the invoicing period shall not be honored.** Any payments due by the Lessee shall be paid in one lump sum. Credits due to Lessee shall be credited to Lessee's monthly rent payments immediately. In the event the credit exceeds the amount of one monthly rent payment, the full amount of the monthly rent shall be credited until the full credit has been recovered.

3.6 Method for Invoicing. Invoices for Operating Expenses shall be made out to the using Unit. **Lessor shall send a copy of such invoice to: The Department of General Services, Office of Real Estate, Attn: Chief of Leasing, 300 W. Preston St., Rm 601, Baltimore, MD 21201 for review and approval before payment.** In addition to the information required by Section 2.5, such invoices shall include, as backup material, certified true copies of invoices (for the Base Year and escalation year) for the services for which escalations are requested. For costs where such invoices are confidential, (i.e. salaries paid to Lessor's employees) the Lessor must certify and warrant that such payments for such costs were made. ORE shall have the right by methods acceptable to the Lessor and Lessee, to physically audit the Lessor's records to determine the validity of reimbursement or credits due under this Lease.

3.7 Audit Expenses. Lessee shall have the right at any time to audit the books and records of Lessor with respect to the Demised Premises. Lessor guarantees all financial records and tenant statements shall be prepared in accordance with generally accepted accounting principles (GAAP) and rendered to Lessee in any similar format Lessee may reasonably request from time to time. If Lessee exercises the right to audit the books and records associated with this Lease, Lessee shall pay the expense of auditing the books and records. However, Lessor shall pay all audit expenses if Lessee is found to have been overcharged by 15% or more on any bill related to Operating Service Expenses or Real Estate Taxes.

Assignment.

4.1 Assignment. Lessee may assign this Lease and the Demised Premises upon prior written consent of the Lessor, whose consent shall not be unreasonably withheld, conditioned or delayed.

4.2 Use of the Demised Premises. Use of the Demised Premises by a Unit(s) of the State of Maryland other than the Unit(s) designated in this Lease is not an assignment or a subletting and may be done at the discretion of the Lessee.

Condition Upon Termination.

5 Condition Upon Termination. Lessee will, at the expiration or sooner termination of the Term, deliver up the Demised Premises in the same condition they were in at the beginning of the tenancy, reasonable wear and tear, and such damage as cannot be attributed to the carelessness or neglect of the Lessee, its employees, agents or invitees excepted.

Construction, Improvements, Replacements.

6.1 Construction of Tenant Improvements. Lessee shall, at Lessee's sole cost and expense, develop, design and construct on and in the Demised Premises, and the building of which the Demised Premises are a part, Lessee's Tenant Improvements ("Tenant Improvements").

6.2 Preparation of Space Plans. Promptly after the BPW approves this Lease, and in accordance with the appropriate State of Maryland General Performance Standards and Specifications for Leased Facilities, Lessee shall at its expense prepare and submit to Lessor for review and approval proposed space plans. The Plans shall conform to the site and building conditions and to all required applicable laws, statutes, ordinances, Executive Orders, and codes (including without limitation building, health, and fire codes) of all applicable governmental authorities as to the design and construction of the Tenant Improvements.

6.3 Architect(s) and Engineer(s). Lessee shall select and provide Architect(s) and Engineers (Mechanical, Electrical, Plumbing), where applicable, to prepare the plans for and construct the Tenant Improvements (the "Plans"). Architect(s) and Engineer(s) employed by Lessee must be currently licensed and in good standing with the State of Maryland.

6.4 Compliance With All Laws. All plans, construction and improvements to the Demised Premises shall comply with all applicable Federal and State building codes and requirements, as may be amended from time to time, including but not limited to the Maryland Building Performance Standards of the Public Safety Article of the Annotated Code of Maryland, Title 12, Subtitle 5,; the Maryland Building Rehabilitation Code of the Public Safety Article of the Annotated Code of Maryland, Title 12, Subtitle Ten; The Americans with Disabilities Act of 1990 (ADA); and the Maryland Building Code for the Handicapped (MBCH).

6.5 Review and Approval of Space Plans. Upon written approval by Lessee and DGS Office of Real Estate, which shall constitute the Approved Space Plans ("Approved Space Plans") and Lessor's Approved Construction Budget ("Approved Construction Budget"), marked Exhibit A-4 and B, respectively, for all purposes of this Lease, Lessor shall execute said plans

and the improvements thereon shall constitute the Lessor's work for all purposes hereof. In addition to the aforementioned consultations and approvals, and those that may be required under any applicable law, Lessor shall otherwise consult with and gain approval from DGS Office of Real Estate throughout the design and construction phases for the Tenant Improvements to the Demised Premises. In order to facilitate any Lessee approval, Lessor shall submit all Plans, permits, supporting materials, and other necessary documentation to DGS Office of Real Estate for its review, comment, approval, and periodic inspection prior to and during construction, including evidence of performance, labor and materials bonds in amounts satisfactory to the State. All reviews and comments shall be provided within 5 business days of receipt but approval may be withheld at the discretion of the DGS Office of Real Estate. No construction, improvements or renovation may begin without the written review, comment, and approval of DGS Office of Real Estate. No modification or alteration to the design and construction plans approved by DGS Office of Real Estate may be made without subsequent written approval of DGS Office of Real Estate. DGS Office of Real Estate shall designate, and may re-designate, one individual or body of reviewers who shall throughout the term of the construction, design, and implementation process be responsible for and authorized to act on behalf of DGS Office of Real Estate.

6.6 Fit Up. The Lessor shall be entitled to reimbursement for certain fit up items which exceed the State's standard fit up requirements ("Excess Fit Up") and the Lessee shall be entitled to a credit for those fit up items which are less than the State's standard requirements. The State's standard fit up is as set forth in the State of Maryland Department of General Services Specifications and Requirements for Leased Facilities that is applicable to this Lease (the "Lease Standards"). Excess Fit Up costs include any item(s) over and above the stated required quantities listed in the Lease Standards, items not included in the Lease Standards but for which an approved Change Order exists, and DGS Office of Real Estate approved overhead and profit for said excess construction items. Invoices for excess construction costs due under this clause shall be made out to the using Unit concerned but shall be sent, by the Lessor, to the Office of Real Estate, Department of General Services for review before payment. In addition to the information required in Section 2.5, such invoices shall include, as backup material, an itemized listing of how the total was determined and copies of bills for materials and labor as appropriate. The State's standard fit up items are:

- a. 1 linear foot of partitioning per 10 square feet of leased space (Sound transmission class of 35).
- b. 1 linear foot of sound conditioned partitioning (Sound transmission class of 50) for 10 linear feet of partitioning.
- c. 2 doors for ingress and egress from each leased area on each floor.
- d. 1 interior door for each 25 linear feet of partitioning required.
- e. 1 duplex electric outlet (120 Volt/20 Amp) per 200 square feet of leased space.
- f. 1 dedicated duplex electric outlet (120 Volt/20 Amp) per office
- g. 1 telephone/data outlet, ring and string per 100 square feet of leased space.

- h. 1 double duplex (quad) electric outlet (120 Volt/20 Amp) per office
- i. 1 dedicated double duplex (quad) electric outlet (120 Volt/20 Amp) per phone/server rack.
- j. 1 208 Volt/30 Amp electric outlet on each floor of the leased space
- k. 1 J Box/wall outlet per 3 cubicles
- l. Carpet for 75% of the leased space
- m. VCT for 25% of the leased space
- n. Dedicated 24/7 1 ton auxiliary cooling unit for the server room.
- o. 3/4 " fire-rated plywood on three (3) walls of the tel/data closets from 18" above floor finish to a height of 6'

6.7 Performance of Work. The Lessee agrees to prosecute the work continuously and diligently and no charges or claims for damages shall be made by it for any delays or hindrances from any cause whatsoever during the progress of any portion of the work specified in this Lease.

6.8 Time Extensions. Time extensions will be granted only for excusable delays that arise from unforeseeable causes beyond the control and without the fault or negligence of the Lessor, including but not restricted to, acts of God, acts of the public enemy, acts of the State in either its sovereign or contractual capacity, acts of another Lessor in the performance of a contract with the State, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, or delays of subcontractors or suppliers arising from unforeseeable causes beyond the control and without the fault or negligence of either the Lessor or the subcontractors or suppliers.

6.9 Tenant Improvements After Occupancy. In the case of Tenant Improvements constructed prior to or after Lessee's occupancy of the Demised Premises, Lessor shall not demolish or destroy any existing Tenant Improvements during the Term upon the Demised Premises without the prior written consent of Lessee.

6.10 Paint and Carpet. Lessor shall repaint the Demised Premises upon a request of the Lessee to do so and shall also be responsible for any costs incurred and associated with the movement of Lessee's machinery, equipment, furniture and fixtures required to accomplish the repainting. Lessee may not make such a request any more frequently than once every five (5) years from Commencement Date. Lessor shall re-carpet the Demised Premises upon a request of the Lessee to do so and shall also be responsible for any costs incurred and associated with the movement of Lessee's machinery, equipment, furniture and fixtures required to accomplish the re-carpeting. Lessee may not make such a request any more frequently than once every ten (10) years from Commencement Date. Carpet replacements under warranty conditions do not preclude the enforcement of this clause. Paint and carpet specifications are located in the State of Maryland General Performance Standards and Specifications for Leased Facilities

6.11 Construction Progress and Coordination. On a routine basis during the planning and construction of the Tenant Improvements, Lessor shall meet with DGS Office of Real Estate so that Lessor may review with State the progress of plans and construction, so that Lessor and State may coordinate the construction of the Tenant Improvements, and determine the construction schedules and methods that will have minimum impact on operations, if any, of any State activities on the Demised Premises, and other agencies or units of the State using any facilities at the Demised Premises.

6.12 Damage and Repair. Lessor shall be solely responsible for repairing any buildings, roads, parking lots, grounds, utilities or other structures, improvements and areas on the Demised Premises, the Property, or the Building.

6.13 Construction Equipment. Lessee shall require its Contractor(s) to guarantee that all machinery, tools, equipment, vehicles and supplies are secured at all times. The Lessor shall not be responsible for the safe keeping or theft of any machinery, tools, equipment, vehicles, or supplies of Lessee's Contractor(s), suppliers, or agents. The Lessor shall not be responsible for the security and safety of any construction equipment or supplies.

6.14 Utilities. If utilities have to be relocated or disrupted due to construction of the Tenant Improvements, the relocation or disruption shall be done at the cost and expense of Lessee and in accordance with any provisions set forth in this Lease. ..

6.15 No Waiver of Requirements. State's execution of this Lease does not imply approval nor imply exception to any permit requirement of the State of Maryland. The Lessor's construction of, renovations to, and improvements on, the Demised Premises shall be in compliance with the requirements of all applicable laws, ordinances, rules and regulations. Lessor shall be responsible for obtaining all applicable permits, licenses, inspections and approvals required for construction of, renovations to, and improvement to the Demised Premises, and shall deliver to State copies of all necessary permits, licenses, inspections and approvals prior to taking any action requiring such permits, licenses, inspections and approvals. The Lessor shall be responsible for and assume all liability in connection with any public hearings conducted in connection with the issuance of any permit, license or other governmental approval.

Commencement and Occupancy.

7.1 Rent Abatement. Notwithstanding any other provision of this Lease, the Tenant Improvements required under this Lease shall be completed before Lessee's occupancy shall begin. In the event the Demised Premises are not completed on the date specified within this Lease, the rent provided for herein and Lessee's obligations pursuant to this Lease shall abate

until the Demised Premises are fully occupied by the Lessee or until 10 business days after inspection and acceptance by the Department of General Services, whichever event shall first occur. In order to allow Lessee sufficient time to schedule and conduct an inspection of the Demised Premises, for the purpose of full or partial occupancy, Lessor shall give Lessee written notice that the Demised Premises have been completed and all required use or occupancy permits have been obtained. Lessee shall have 10 business days after receipt of Lessor's written notice to conduct its inspection of the Demised Premises.

7.2 Partial Occupancy. Lessee may, prior to completion of the renovations, occupy any portion of the Demised Premises mutually agreed upon by Lessor and Lessee. Rent payable during such partial occupancy shall be paid proportionately to the area occupied by the Lessee and the rent payable shall be adjusted to the actual term of such partial occupancy.

7.3 Occupancy. Occupancy is the date Lessee begins operating from the Demised Premises. Storage of furniture or equipment in the Demised Premises as may be mutually agreed upon by Lessor and Lessee shall not constitute "constructive occupancy" or acceptance of the space by the Lessee.

7.4 Supplemental Commencement Date. Regardless of the date specified at the outset of the Lease, the initial term of this Lease shall commence on the date the Demised Premises are fully occupied and shall terminate at the end of the length of time specified for the Term. If the term of this lease would begin and/or end other than on the first day of the month, Lessee shall pay proportionate rent at the same monthly rate set forth in this Lease for such partial month and all other terms and conditions of this Lease shall be in force and effect during such partial month. The Commencement Date of this Lease shall be established by Supplemental Lease hereto.

7.5 Building Rules and Regulations. The Lessee, its agents and employees shall comply, to the extent authorized by applicable law, with the reasonable building rules and regulations of Lessor that are presented to Lessee prior to occupancy and agreed to by Lessee. The Lessor may modify these rules and regulations from time to time, but such changes must first be approved by the Lessee. Whenever any rule or regulation shall conflict with the provisions of this Lease, the Lease provision shall prevail.

Repairs and Maintenance.

8.1 Damage or Defects. Lessee, upon discovery, shall give to Lessor prompt written notice of any accidents or damage to, or defects in, the roof, the exterior of the building, plumbing, electrical service, electric lights, or HVAC apparatus. These defects and/or damage shall be remedied by Lessor, including any costs incurred and associated with the movement of Lessee's machinery, equipment, furniture and fixtures, if such moving is required to remedy the defect. It is understood by the parties that this does not impose an obligation upon the Lessee to inspect the building for accidents, damage or defects nor hold the Lessee liable for failure to do so.

8.2 Lessor's Responsibility for Repairs. All repairs to the Demised Premises including repairs to the exterior of the Building, no matter how caused are to be made and paid for by the Lessor, including any costs incurred and associated with the movement of Lessee's machinery, equipment, furniture and fixtures, if such moving is required to make the repairs.

8.3 Lessee's Responsibility for Repairs. The Lessee shall only be responsible for the financial reimbursement to the Lessor of the actual costs for repairs made by the Lessor or its agent to the Demised Premises caused by the gross negligence of the Lessee, its agents, employees or invitees. Lessor shall provide to the Lessee copies of the actual invoices for work caused by the gross negligence of the Lessee, its agents, employees or invitees. Notwithstanding anything to the contrary, Lessee's liability for the reimbursement of said costs shall be contingent upon Lessor obtaining written approval of costs from Lessee prior to the commencement of any work.

8.4 Failure to Repair. In the event the Lessor fails to a) replace promptly any broken item; b) make necessary repairs; or c) maintain the Building and Property as herein provided for, the Lessee is herewith empowered and authorized, but not obligated to, after written notice has been given the Lessor, to make all necessary repairs or perform the required maintenance, charging the Lessor for the making of such repairs or performing said maintenance and deducting the cost thereof from any subsequent payment or payments of Rent due under the terms of the Lease or by such other legal process it might elect. In the event Lessor fails to repair or perform maintenance, Lessee shall have the right to withhold (abate) payment of Rent until such time as Lessor completes said repairs or maintenance in a manner satisfactory to Lessee.

8.5 Fire Evacuation Plan. The Lessor agrees to maintain and post a current fire evacuation plan approved by the State Fire Department for the Building, and to work with the Lessee in appointing floor fire captains to implement the evacuation plan.

8.6 Regular Maintenance Inspections. The Lessor shall designate an authorized representative and agrees to conduct regular maintenance inspections with Lessee's designee, or also with such frequency as Lessee shall request. The inspections shall identify concerns and problems by the Lessee. The Lessor shall respond in writing within ten (10) days following said inspection detailing action plans and completion times.

8.7 Building Performance Standards. The Lessor guarantees that the Demised Premises, common areas and other portions of the Property over which Lessor has control comply in all respects with the following, as may be amended from time to time: (a) the provisions of the Public Safety Article, Title 12, Subtitle 5 of the Annotated Code of Maryland (Maryland Building Performance Standards); (b) The Americans with Disabilities Act of 1990 (42 United States Code, Section 12101, et seq.); and (c) the Occupational Safety and Health Standards of the State of Maryland and the United States, including but not limited to the presence of friable asbestos or other hazardous materials or chemicals; and (d) the codes and standards as delineated in the General Performance Standards and Specifications for State of

Maryland Leased Facilities. If Lessor has knowledge or is notified that other lessees in or on the Property/Building are not in compliance with these laws, Lessor shall take such action as is necessary to ensure proper compliance.

8.8 Non-Compliance with Building Performance Standards. Should either the Lessor or Lessee be cited for any non-compliance or violation of any Act, Code or standards set forth or referenced in this Lease, the Lessor shall at its own expense by the date specified by such citation, correct all violations which are not specifically concerned with the placement or physical characteristics of the Lessee's furniture or equipment or which are not directly attributable to the negligence of the Lessee, its employees, or invitees.

Alterations by Lessee.

9.1 Alterations by Lessee. Lessee shall not make any alterations, additions, or improvements without Lessor's written consent, which consent shall not be unreasonably withheld, conditioned, or delayed, and all alterations, additions or improvements made by either of the parties hereto upon the Demised Premises shall be the property of the Lessor and shall remain upon and be surrendered with the Demised Premises at the termination of this Lease, provided, however, that the Lessee shall have the privilege of installing any signs, furniture, fixtures, or machinery necessary in the conduct of its business and these same shall remain the property of the said Lessee, and may be removed by the Lessee during its tenancy.

9.2 Signs. Lessee may install such signs as it wishes within the Demised Premises without permission to do so from the Lessor. Lessee may also install such signs outside of the Demised Premises at locations and of such size as the Lessor may approve, in accordance with local regulations regarding exterior signage.

9.3 Lines and Wiring. Lessee may install lines or special wiring for telephones and other electronic or communications equipment necessary in the conduct of its business and these shall remain the property of the Lessee, and may be realigned, maintained or removed at the sole option of the Lessee during its tenancy or upon expiration or termination of the Lease. The Lessee, at its sole option, shall have the right to abandon in place any wiring or other electronic or communication equipment installed and shall not be required to remove it upon the expiration of the Lease.

9.4 Furniture and Equipment. Any violations cited which are specifically concerned with the placement or physical characteristics of the Lessee's furniture or equipment or which are directly attributable to the negligence of the Lessee, its employees, or invitees, shall be corrected by the Lessee by the date specified in the citation. The Lessor shall not withhold permission for the moving of any heavy furniture or equipment owned by Lessee for which, under the provisions of this Lease, the Lessor has reserved the right to direct placement if the original placement is cited as a violation of the above act, but the Lessor may, for such furniture or equipment, direct the new location.

Casualty.

10.1 Lessor's Obligation to Repair and Reconstruct. If the Building is damaged by fire or other casualty (the "Casualty") during the Term, Lessor, at its expense, shall restore the Building with reasonable promptness but in no event later than 90 days after the date of the Casualty to substantially the same condition of the Building immediately before such Casualty, and may temporarily enter and possess any or all of the Demised Premises for such purpose. The times for commencement and completion of any such restoration shall be extended for a period not to exceed 60 days if any delays are caused by an event or circumstance beyond Lessor's reasonable control. If such restoration is not accomplished within the 90-day period and any extension period, Lessee may terminate this Lease by giving Notice to Lessor within 30 days after the expiration of such period or extension. If such Notice is given, the rights and obligations of the parties shall cease as of the date of the Casualty and the Rent shall be adjusted as of the date of the Casualty

10.2 Rent Abatement. As long as Lessee is prohibited from the use of any or all of the Demised Premises on account of such Casualty, the Rent and any other obligations of the Lessee shall be abated in proportion to the usable area of the Demised Premises that are rendered substantially unfit for occupancy by such Casualty, unless, in Lessee's sole judgment, such Casualty renders the undamaged part of the Demised Premises materially unsuitable for use by Lessee for the uses contemplated by this Lease, in which event the Rent shall be abated entirely during such period of non-use.

10.3 Destruction/Damage to the Building. Anything in this Section to the contrary notwithstanding, if it is determined by either party that the Building is so damaged by Casualty that either the Demised Premises or (whether or not the Demised Premises are damaged) the Building is rendered substantially unfit for occupancy and the Lessor will be unable to restore the Demised Premises within 90 days after such Casualty, then either party may elect to terminate this Lease as of the date of the Casualty by giving Notice thereof to the other party within 30 days after such Casualty. If such Notice is given, the rights and obligations of the parties shall cease as of the date of the Casualty and the Rent shall be adjusted as of the Casualty.

10.4 Emergency Plan(s). The Lessor is required to participate in and comply with the development and implementation of Lessee's "Continuity of Operations Plans" (COOP). The COOP Plan(s) shall include, among other things, emergency notification procedures of the Lessor's building engineer or manager, building security, local emergency personnel, and DGS ORE personnel.

Utilities.

11.1 Continuity of Utilities and Service. Lessor guarantees that the Demised

Premises shall continually have heat, electricity, air conditioning, telephone access and plumbing available for use by Lessee. It is hereby understood and agreed that the heating and air conditioning systems will be kept under a uniform and systematic program of service and repair as prescribed according to manufacturer specifications, and as set forth in Exhibit H HVAC/Mechanical Equipment Minimum Requirements, attached hereto, solely at Lessor's expense. If the existing heating and air conditioning systems are inadequate to provide a consistent degree of comfort, Lessor shall, at its own expense, replace or modify the system to assure consistent comfortable temperatures, as further defined in the Lease Standards made a part of this Lease.

11.2 Provision of Utilities and Service. All utilities and services (excluding telephone and communications) shall be provided and paid for by the Lessor unless otherwise set forth in this Lease.

11.3 Failure of Utilities or Service. Lessor shall not be liable for any failure to supply utilities or services not due to negligence on the Lessor's part.

11.4 Payment for Overtime Usage of Utilities. Payment for overtime usage of utilities, if applicable, shall be made only for Units which consistently and continuously utilize the Demised Premises or a portion of the Demised Premises for a minimum of a 30 day period beyond the standard operational hours. The Lessor must notify DGS Office of Real Estate in advance and in writing of the indication that Lessee's usage may incur overtime utility usage charges. Overtime electric usage payment, if approved, shall be made on an annual basis submitted in the same manner and along with utility escalation billings and value established as follows: Net Usable Square Feet of space within the Demised Premises being utilized for overtime purposes divided by the total Net Usable Square Feet of the Demised Premises. The percentage shall be applied to the actual utility billing for each month of overtime utility usage.

Environmental Matters.

12.1 Compliance with Laws. Lessor shall comply, at its sole cost and expense, with the Comprehensive Environmental Response, Compensation and Liability Act 1980, 42 U.S.C. §9601 et seq., as amended, the Resource Conservation and Recovery Act 42 U.S.C. §6901, et seq., as amended, the Toxic Substance Control Act, 15 U.S.C. §2601, et seq., as amended, the Clean Water Act, 33 U.S.C. §1251, et seq., their respective State of Maryland statutes, including but not limited to, Title 7 of the Environment Article, Annotated Code of Maryland, "Hazardous Materials and Hazardous Substances", and any other, Federal, State, or local statute, law, ordinance, resolution, code, rule, regulation, order, or decree regulating, relating to, or imposing liability or standards of conduct concerning Hazardous Material, as defined below (the "Environmental Laws").

12.2 Hazardous Material. Hazardous Material means and includes any hazardous substance, or any pollutant or contaminant defined as such in, or for the purpose of, the

Environmental Laws, including, but not limited to, underground storage tanks, asbestos or asbestos-containing materials, oils, petroleum-derived compounds, pesticides polychlorinated biphenyls, or other toxic or hazardous substances, pollutants or contaminants.

12.3 Environmental Hazards Prohibition. The Lessor shall not place, deposit, store, treat, dispose of, manage, generate, manufacture, produce, release, emit or discharge Hazardous Material, or permit any other person to do the same, on, in, under or near the Demised Premises or the Property, without prior written consent of the Lessee.

12.4 Environmental Hazards Warranty. The Lessor hereby represents and warrants that: (i) Lessor has not placed, held, stored, or disposed of any Hazardous Material on, in, under or near the Demised Premises or the Property; (ii) to the best of its knowledge, Lessor's past or present tenants have not placed, held, stored, or disposed of any Hazardous Material on, in, under or near the Demised Premises or the Property; (iii) to the best of its knowledge, no Hazardous Material of any kind, or storage tanks, have been deposited, stored, treated, disposed of, managed, generated, manufactured, produced, released, emitted or discharged on, in, under or near the Demised Premises or the Property; (iv) no governmental or private suite, action or proceeding to allege, enforce or impose liability under or pursuant to any Environmental Laws have been instituted or threatened concerning the Demised Premises or the Property; and (v) no lien has been created under any applicable Environmental Laws.

12.5 Notice of Environmental Hazards. The Lessor agrees to: (i) give notice to the Lessee immediately upon acquiring knowledge of the presence of any Hazardous Materials on, in, under or near the Demised Premises or the Property, including a full description thereof; (ii) promptly comply with all Environmental Laws and perform all investigations, removal, remedial actions, cleanup and abatement, corrective action, or other remediation that may be required pursuant to any Environmental Laws requiring the removal, treatment or disposal of such Hazardous Materials; (iii) provide Lessee with satisfactory evidence of such compliance within a reasonable period of time with or without a demand by Lessee; and (iv) provide the Lessee with financial assurance evidencing to Lessee's satisfaction that the necessary funds are available to pay the cost of removing, treating and disposing of such Hazardous Materials and discharging any encumbrance with may be established on the Demised Premises or the Property as a result thereof.

12.6 Indemnity. To the extent allowable, by the State Tort Claims Act, Section 12-104, State Government Article, Annotated Code of Maryland, and regulations, Lessor shall indemnify, defend (if requested by Lessee), and hold the Lessee harmless from and against any and all liabilities, losses, damages, injuries, costs, expenses, claims of any kind, including without limitation, the reasonable fees and disbursements of attorneys and engineering consultants arising from the breach of any Environmental Laws prior to or subsequent to the execution of this Lease by Lessor, its officers, directors, agents, employees, tenants, or their successors or assigns ("Environmental Claims"). Lessor, for itself, its former and future officers, directors, agents and employees, and for each of their respective heirs, personal representatives, successors

and assigns, hereby and forever releases and discharges the Lessee and all of Lessee's employees, agents, representative, successors and assigns, of and from any and all rights, claims, liabilities, causes of action, obligations, and all other debts and demands whatsoever, at law or in equity, whether known or unknown, foreseen or unforeseen, accrued or unaccrued, in connection with any Environmental Claims.

12.7 Survival. The provisions of this Lease General Condition Section 12 shall survive the early termination or expiration of this Lease and shall continue to be the obligation, liability and indemnification of the Lessor forever.

Performance and Lease Inquiries.

13.1 Inquiries about Lessee's Performance. For inquiries concerning the performance of Lessee's obligations under the Lease, Lessor shall contact Lessee's Facility Manager at the Demised Premises.

13.2 Inquiries about Lease. For inquiries concerning interpretation or modification of the Lease and inspection of the Demised Premises, Lessor shall contact the Chief of the Lease Management and Procurement Unit, Office of Real Estate Department of General Services.

Right of First Offer.

14. Right of First Offer. During the term of the Lease, Lessor hereby agrees to give Lessee a right of first offer to lease any other vacant space in the building immediately before Lessor leases any vacant space in the building to any other person, Lessee shall have fifteen (15) business days to respond to offers made pursuant to this right with an affirmative or negative response that is subject to the preparation of the Supplemental Lease Agreement and formal Board of Public Works ratification within 75 days after said response.

Time is of the Essence.

15. Time is of the Essence. Time is of the essence and occupancy on the date specified in the Lease is the essence of this Agreement to the Lessee. If, due to its own fault or negligence, Lessor does not have the Demised Premises available for use by Lessee on the date specified in this Agreement, Lessor agrees to pay damages to Lessee in an amount equal to the Rent for the Demised Premises during the period that the Demised Premises are unavailable to the Lessee, and in addition the Rent due from Lessee and any other obligations to be performed by Lessee shall be abated until occupancy.

Termination.

16.1 Termination and Extension. This Lease and the tenancy hereby created shall cease and terminate at the end of the Original Term or any Renewal Term or other extension, without the necessity of any further notice from either the Lessor or the Lessee to terminate the same and that continued occupancy of the Demised Premises by the Lessee after the expiration of said term shall not operate to renew the said Lease for said term or any part thereof or render the Lessee liable for double Rent. Notwithstanding the foregoing, the Lessee reserves the absolute right to extend the term of the Lease for a period not to exceed six (6) months. In the event of such extension by the Lessee, the Lessee shall be and remain liable to the Lessor for Rent for the Demised Premises for the time the same are actually occupied by the Lessee, said Rent to be at the monthly rate required of Lessee during the immediate preceding term prior to the beginning of the extended term; but nothing herein shall confer upon the Lessee any right to remain on the Demised Premises beyond six (6) months after termination of the Original Term or the immediately preceding Renewal Term, except with the consent of the Lessor.

16.2 Termination for Failure to Deliver Demised Premises. INTENTIONALLY LEFT BLANK

16.3 Termination for Default. If the Lessor fails to fulfill its obligations under the Lease properly and on time, or otherwise violates any provision of this Lease, the Lessee may terminate this Lease by written notice to the Lessor. The notice shall specify the acts or omissions relied upon as cause for termination. All finished or unfinished work provided by the Lessor shall, at Lessee's option, become Lessee's property. The Lessee shall pay the Lessor fair and equitable compensation for satisfactory performance prior to receipt of notice of termination, less the amount of damage caused by Lessor's breach. If the damages are more than the compensation payable to Lessor, the Lessor shall remain liable after termination and the Lessee can affirmatively collect such damages. [COMAR 21.07.01.11; SF 13-218 (a) (1)]

16.4 Cure Period. Unless another remedy or cure period is specifically provided elsewhere herein, the remedies in this provision shall apply. In the event that Lessor defaults in any obligation hereunder, Lessor shall have 10 business days from the date of receipt of the written notice to cure the same (provided, however, that such 10-business day period shall be extended as reasonably required if the cure requires in excess of 10 business days and Lessor is diligently pursuing the same). There shall be no cure period if, in the reasonable discretion of the Lessee, the default threatens the health, safety, or welfare of Lessee's employees, guest, and/or invitees. If Lessor fails to cure the default within the applicable specified period, Lessee may expend such sums as are necessary to cure the default and Lessor shall be liable to Lessee for same. Written notice to cure may be done by electronic mail.

16.5 Termination for Convenience. This Lease may be terminated by the Lessee in accordance with this clause, in whole, or from time to time in part, whenever the Lessee shall determine that such termination is in the best interest of the Lessee. The Lessee will pay all reasonable costs associated with this Lease that the Lessor has incurred up to the date of termination and all reasonable costs associated with termination of the Lease (Termination Costs). However, the Lessor shall not be reimbursed for any anticipatory rentals, expenses, or

profits which have not been earned up to the date of termination. [COMAR 21.07.01.12; SF 13218 (a) (2)]

16.6 Rights and Remedies. References to any specific right or remedy shall not preclude Lessor or Lessee from exercising any other right or remedy to which it is otherwise entitled, in law or in equity.

Other.

17.1 Non-Hiring of Officials and Employees. No employee of the State of Maryland, or any Unit thereof, whose duties as such employee include matters relating to or affecting the subject matter of the Lease, shall, while so employed, become or be an employee of the party or parties hereby contracting with the State of Maryland, or any Unit thereof. [COMAR 21.07.01.05]

17.2 Governing Law. The provisions of the Lease shall be governed by the laws of the State of Maryland and the parties hereby expressly agree that the courts of the State of Maryland shall have jurisdiction to decide any question arising hereunder.

17.3 Nondiscrimination in Employment. The Lessor agrees: (a) not to discriminate in any manner against any employee or applicant for employment because of race, color, religion, creed, age, sex, marital status, national origin, ancestry or disability of a qualified individual with a disability; (b) to include a provision similar to that contained in subsection (a), above, in any subcontract except a subcontract for standard commercial supplies or raw materials; and (c) to post and to cause subcontractors to post in conspicuous places available to employees and applicants for employment, notices setting forth the substance of this clause. [COMAR 21.07.01.08; SF 13-219]

17.4 Contingent Fee Prohibition. The Lessor warrants that it has not employed or retained any person, partnership, corporation, or other entity, other than a bona fide employee or agent working for the Lessor, to solicit or secure this Lease, and that it has not paid or agreed to pay any person, partnership, corporation, or other entity, other than a bona fide employee or agent, any fee or any other consideration contingent on the making of the Lease. [COMAR 21.07.01.09]

17.5 Efficiency Standards. In further cooperation with the Executive Order 01.01.2001.06, the Lessor acknowledges, that to the benefit of both the Lessor and Lessee, the Lessor shall endeavor to maintain current IBC efficiency standards for all fixtures in the Demised Premises; to detect and repair leaks in distribution lines and plumbing fixtures; to retrofit or replace fixtures as required; to manage system pressure so as to reduce usage; and when feasible, install efficient landscape design and irrigation techniques and wastewater reclamation and recycling of water for non-potable applications.

17.6 Pre-existing Regulations. In accordance with the provisions of Section 11-206 of the State Finance and Procurement Article, Annotated Code of Maryland, the regulations set forth in Title 21 of the Code of Maryland Regulations (COMAR Title 21) in effect on the date of execution of the Lease are applicable to the Lease. [COMAR 21.07.01.17; SF 13-218 (c); SF 11206]

17.7 Financial Disclosure. The Lessor shall comply with the provisions of Section 13-221 of the State Finance and Procurement Article, of the Annotated Code of Maryland, which requires that every business that enters into contracts, leases, or other agreements with the State of Maryland or its Units during a calendar year under which the business is to receive in the aggregate \$100,000 or more, shall, within 30 days of the time when the aggregate value of these contracts, leases, or agreements reaches \$100,000, file with the Secretary of State of Maryland certain specified information to include disclosure of beneficial ownership of the business. [COMAR 21.07.01.19]

17.8 Political Contribution Disclosure. The Lessor shall comply with Sections 14101 through 14-108 of the Election Law Article of the Annotated Code of Maryland, which requires that every person that enters into, during any 12 month period, one or more contracts, leases, or other agreements with the State, a county, or an incorporated municipality, or their agencies, involving a cumulative consideration of at least \$100,000 or more, shall file with the State Administrative Board of Election Laws a statement disclosing contributions to a candidate, or a series of such contributions, in a cumulative amount in excess of \$500 made during the reporting period to a candidate for elective office in any primary or general election. The statement shall be filed with the State Administrative Board of Election Laws: (1) before a sale, purchase or execution of a lease or contract by the State, a county, an incorporated municipality, or their agencies, and shall cover the preceding 24 months; and (2) if the contribution is made after sale, purchase or the execution of a lease or contract, then twice a year, throughout the lease or contract term, (a) within 5 days after the end of the 6-month period ending January 31; and (b) within 5 days after the end of the 6-month period ending July 31. [COMAR 21.07.01.20; SF 13-218 (7); SF 17-402]

17.9 Compliance with State Recycling Plan. The Lessor understands that the Lease is subject to the provisions of Section 9-1706 of the Environment Article, Annotated Code of Maryland (Recycling Plan for State Government). Lessor shall ensure and facilitate Lessee's participation in applicable State recycling plans and shall collect and properly recycle recyclable materials. Lessor warrants that it has sufficient recyclable materials collection and /or transfer room(s), facility(ies), and/or equipment ("Lessor's Recycling Facilities") to ensure Lessee's compliance with Section 9-1706 and proper recycling of collected recyclable materials.

17.10 Retention of Records. The Lessor shall retain and maintain all records and documents relating to this Lease for three years after final payment by the State hereunder or for such time period specified under any applicable statute of limitations, whichever is longer, and shall make said records available for inspection and audit by authorized representatives of the State, including the Procurement Officer or designee, at all reasonable times.

17.11 Representations and Warranties. The Lessor hereby represents and warrants that:

- A. It is qualified to do business in the State of Maryland and that it will take such action as, from time to time hereafter, may be necessary to remain so qualified;
- B. It is not in arrears with respect to the payment of any monies due and owing the State of Maryland, or any department or Unit thereof, including but not limited to the payment of taxes and employee benefits, and that it shall not become so in arrears during the term of this Lease;
- C. It shall comply with all federal, state and local laws, regulations, and ordinances applicable to its activities and obligations under this Lease; and
- D. It shall obtain at its expense, all licenses, permits, insurance, and governmental approvals, if any, necessary to the performance of its obligations under this Lease.

17.12 Addendum. The Lessor agrees to fully complete, execute and/or comply with the affidavits and addenda that are attached to the Lease and fully incorporated as a part of the Lease by reference thereto.

17.13 Complete Writing. The Lease contains, in writing, the full and complete understanding of the parties and the parties stipulate that there are no oral terms of this Lease.

17.14 Lease Amendments. The Lease may be amended, but only in writing, signed and executed with all formalities and signatures with which this Lease is signed and executed.

17.15 Quiet Enjoyment. The Lessor covenants that it has full right, power and authority to enter into the Lease and Lessor agrees to permit the Lessee quiet enjoyment of possession of the premises during the Term and any extension herein of the Lease, or for so long as Lessee shall not be in default hereunder, without hindrance, ejection or molestation by any person lawfully claiming by, through or under the Lessor.

17.16 Commercial Non-Discrimination. As a condition of entering into the Lease, the Lessor represents and warrants that it will comply with the State's Commercial Nondiscrimination Policy, as described under Title 19 of the State Finance and Procurement Article of the Annotated Code of Maryland. As part of such compliance, the Lessor may not discriminate on the basis of race, color, religion, ancestry, national origin, sex, age, marital status, sexual orientation, or on the basis of disability, or other unlawful forms of discrimination in the solicitation, selection, hiring, or commercial treatment of subcontractors, vendors, suppliers, or commercial customers, nor shall the Lessor retaliate against any person for reporting instances of such discrimination. Lessor shall provide equal opportunity for subcontractors, vendors, and suppliers to participate in all its public sector and private sector subcontracting and supply opportunities, provided that nothing contained in this clause shall prohibit or limit otherwise lawful efforts to remedy the effects of marketplace discrimination that have occurred or are occurring in the marketplace. The Lessor understands and agrees that a material violation of this clause shall be considered a material breach of this Lease and may result in termination of this Lease, disqualification of the Lessor from participating in State contracts, or other sanctions. This clause is not enforceable by or for the benefit of, and creates no obligation to, any third party. [COMAR 21.07.01.26 (A)]. As a condition of entering into this Lease, the Lessor represents and warrants that every subcontract it has entered into or will enter into for the performance of any of the work under this Lease shall include a clause identical to COMAR Section above.

17.17 Cooperation. As a condition of entering into the Lease, upon the request of the Commission on Civil Rights, and only after the filing of a complaint against the Lessor under Title 19 of the State Finance and Procurement Article, as amended from time to time, the Lessor agrees to: provide to the State within 60 days after the request a truthful and complete list of the names of all subcontractors, vendors, and suppliers that the Lessor has used in the past 4 years on any of its contracts that were undertaken within the State of Maryland, including the total dollar

amount paid by the Lessor on each subcontract or supply contract. The Lessor further agrees to cooperate in any investigation conducted by the State pursuant to the State's Commercial Nondiscrimination Policy as set forth under Title 19 of the State Finance and Procurement Article of the Annotated Code of Maryland, and to provide any documents relevant to any investigation that are requested by the State. The Lessor understands and agrees that violation of this clause shall be considered a material breach of the Lease and may result in contract termination, disqualification by the State from participating in State contracts, and other sanctions. [COMAR 21.07.01.26 (B)]

17.18 Interpretation. As used herein, all references made (a) in the neuter, masculine or feminine gender shall be deemed made in all such genders, (b) in the singular or plural number shall be deemed made in the plural or singular number as well, (c) to Lessor or Lessee shall be deemed to refer to each Person so named above and its successors and assigns, and (d) to a Section, subsection, paragraph or subparagraph shall, unless expressly stated to the contrary therein, be deemed made to such part of this Lease. The headings of such parts are provided herein only for the convenience of reference, and shall not be considered in construing their contents. Any writing or plat referred to herein as being attached hereto as an exhibit or otherwise designated herein as an exhibit hereto is hereby made a part hereof. The Lease may be signed in counterparts, each of which shall be deemed an original and all of which, taken together, shall constitute one and the same document. The signature of a party transmitted electronically (e.g., e-signature or Docu-Sign) shall constitute, and have the same force and effect as the original signature of the party.

17.19 Nonsmoking. Smoking is not permitted in State leased facilities. The Lessor shall reasonably provide a smoking area no closer than 25 feet away from any entrance or exit.

17.20 Waiver. The waiver at any time by the Lessor or the Lessee of any particular covenant or condition of the Lease shall extend to the particular case only, for the particular time and in the particular manner specified, and such waiver shall not be construed or understood as waiving any further or other rights of any character whatsoever.

17.21 Brokers. The Lessor hereby represents and warrants to Lessee that, in connection with the leasing of the Demised Premises to Lessee, except as otherwise expressly provided in the Lease, the Lessor has not dealt with any real estate broker, agent or finder, except the State's Broker, whose commission shall be paid by Lessor. The Lessor shall indemnify the Lessee from any loss or damage caused by the inaccuracy of this representation

17.22 Waiver of Jury Trial. The Lessor and Lessee desire a prompt resolution of any litigation between them with respect to this Lease which may be filed in accordance with Section 16.6 above. To that end, the Lessor and Lessee waive trial by jury in any action, suit, proceeding and/or counterclaim brought by either against the other on any matters whatsoever arising out of

or in any way connected with this Lease, the relationship of the Lessor and Lessee, Lessee's use or occupancy of the Demised Premises, any claim of injury or damage and/or any statutory remedy. This waiver is knowingly, intentionally and voluntarily made.

17.23 Defined Terms. Any capitalized term not defined herein shall have the meaning ascribed to it in the Lease.

17.24 Notices. No notice, approval, requested consent or required election to be given or made in accordance with the terms of this Lease shall be effective unless the same is in writing and either hand-delivered against receipted copy or mailed by registered or certified mail, postage pre-paid, return receipt requested, or sent by recognized overnight courier service (such as Federal Express) to the Lessor or Lessee at their addresses as set forth in Section 4 of the Lease, or to such other address of which either party shall notify the other pursuant to the provisions of this subsection (e). Notices shall be deemed given on the date the receipt is executed or delivery is refused or, if delivered by overnight courier service, one (1) business day after deposit with such delivery service.

17.25 Severability. No determination by any court, governmental body or otherwise that any term of this Lease is invalid or unenforceable in any instance shall affect the validity or enforceability of this Lease, that term in any circumstance not controlled by such determination, or any other term of this Lease. Rather, each term of this Lease shall be valid and enforceable to the fullest extent allowed by and shall be construed wherever possible as being consistent with, applicable law.

17.26 Counterparts & Electronic Signature. The Lease may be executed in one or more counterparts, each of which shall be an original, but all of which shall constitute one and the same instrument. The signature of a party transmitted electronically (e.g., e-signature or Docu-sign) shall constitute and have the same force and effect as the original signature of the party.

END OF LEASE GENERAL CONDITIONS



Agenda Report Form

Open Session Item

SUBJECT: Governor's Office for Children FY27 Community Partnership Agreement Proposal

PRESENTATION DATE: March 31, 2026

PRESENTATION BY: Richard Lesh, Grant Manager, Office of Grant Management

RECOMMENDED MOTION: Move to approve the submission of the FY27 Community Partnership Agreement proposal to the Governor's Office for Children requesting \$816,266 and accept funding as awarded.

REPORT-IN-BRIEF: The Washington County Office of Grant Management, on behalf of and at the direction of the Local Management Board, requests approval to submit a Community Partnership Agreement Proposal to the Governor's Office for Children for fiscal year 2027 in response to their Notice of Funding Availability. The proposal requests funding for seven (7) programs impacting the well-being of children, youth and families in Washington County as well as support for County administrative expenses.

DISCUSSION: The funding requested by the Local Management Board includes the following programmatic strategies and their respective vendors:

- Family Centered Support Services (Department of Social Services) - \$91,464
- School Based Mental Health Services (Brook Lane Health Services) - \$283,335
- Disconnected Youth Program (Western Maryland Consortium) - \$53,480
- Youth Shelter (Horizon Goodwill, Inc.) - \$60,528
- Local Care Team Coordinator (KTA Advising Group, Inc.) - \$60,000
- Out of School Time Program (MBA Growth Partners) - \$84,259
- Youth Mentoring (Big Brothers Big Sisters of Washington County) - \$24,000
- Office of Grant Management Administration expenses - \$159,200

FISCAL IMPACT: The grant will provide up to \$159,200 to the Office of Grant Management for the administrative costs of the Local Management Board.

CONCURRENCES: The Local Management Board approved the submission of the proposal on March 20th and recommends the acceptance of this award.

ALTERNATIVES: Deny approval of application submission and award of funds.

ATTACHMENTS: N/A

AUDIO/VISUAL NEEDS: N/A



Open Session Item

SUBJECT: Deputy Director of Environmental Programs

PRESENTATION DATE: March 31, 2026.

PRESENTATION BY: Chip Rose, HR Director.

RECOMMENDATION: Staff is seeking a motion to approve the hiring of Alex Reed for position #1936, the Deputy Director of Environmental Programs for long-term environmental projects.

REPORT-IN-BRIEF: The position was advertised as a Grade 18/Step 1-20. Based on his experience, the offer will be a Grade 18/ Step 16, \$65.09/hour (\$135,387/annually).

DISCUSSION: N/A

FISCAL IMPACT: This is a new, budgeted position for FY'27.

CONCURRENCES: Michelle Gordon, County Administrator

ALTERNATIVES: Choose another qualified finalist.

ATTACHMENTS: Job description for Deputy Director of Environmental Programs

AUDIO/VISUAL NEEDS: N/A



Open Session Item

SUBJECT: Washington County Public Golf Corporation (Black Rock Golf Course) Board Appointments

PRESENTATION DATE: March 31, 2026

PRESENTATION BY: Dawn Marcus, County Clerk

RECOMMENDATION: Move to accept the recommendation to reappoint Selena Wilkes to serve a first full three-year term from February 1, 2026, through January 31, 2029;

Move to accept the recommendation appoint John Miller and Tom Clemens to fill two vacancies for a first, full three-year term from April 1, 2026, through March 31, 2029; on the Public Golf Corporation Board.

REPORT-IN-BRIEF: The “Black Rock Golf Board” is comprised of seven members that may serve two, consecutive three-year terms. Members provide assistance and recommendations to the County Commissioners regarding the Black Rock Golf Course.

DISCUSSION: N/A

FISCAL IMPACT: This is not a paid board.

CONCURRENCES: N/A

ATTACHMENTS: N/A



Open Session Item

SUBJECT: Electrical Apparatus & Wiring Board of Examiners and Supervisors of Washington County Board Appointments

PRESENTATION DATE: March 31, 2026

PRESENTATION BY: Dawn Marcus, County Clerk

RECOMMENDATION: Move to reappoint Gary Hose, as a member representing Electric Public Utility Company doing business in Washington County for a second two-year term from October 1, 2025, through September 30, 2027.

Move to reappoint Mark Mummert, as a member representing Licensed Master Electrician to serve a second two-year term from November 1, 2025, through October 31, 2027.

Move to reappoint Troy McIntire, as a member representing Licensed Master Electrician to serve a second two-year term from December 1, 2025, through November 30, 2027.

Move to reappoint Terry Molnar, as a member representing Volunteer Fire Company for a second two-year term from December 1, 2025, through November 30, 2027.

Move to reappoint Steven Thomas, as a member representing Member at Large for a second two-year term from December 1, 2025, through November 30, 2027.

REPORT-IN-BRIEF: The Electrical Apparatus & Wiring Board of Examiners and Supervisors of Washington County shall consist of a five-member board appointed by the Board of County Commissioners. The Board shall consist of 4 competent individuals who are familiar with the electrical business. Those individuals shall have been residents of the county for at least 5 years. One individual shall be selected from a public utility company doing business in Washington County, 2 individuals shall be from among the duly licensed Master Electricians in the County, 1 member shall be appointed at-large. The fifth member shall be designated by the Washington County Fire and Rescue Association and shall be an active member of a Volunteer Fire Company in the County. The term of office for all members is two years.

DISCUSSION: N/A

FISCAL IMPACT: This is a paid board.

CONCURRENCES: N/A

ATTACHMENTS: N/A



Open Session Item

SUBJECT: Washington County Plumbing and HVAC Board Appointments

PRESENTATION DATE: March 31, 2026

PRESENTATION BY: Dawn Marcus, County Clerk

RECOMMENDATION: Move to reappoint Gary Price, as a member representing a Master HVAC Licensee to serve a fifth, three-year term from November 1, 2024, through October 31, 2027. The Board requests a waiver of the two-term limit as outlined in the Boards and Commissions County Policy PR-22 due to a lack of qualified candidates.

Move to reappoint Charlie Semler as a member representing the building industry to serve a sixth three-year term from February 1, 2025, through January 31, 2028. The Board also requests a waiver of the two-term limit as outlined in the Boards and Commissions County Policy PR-22.

REPORT-IN-BRIEF: The Washington County Plumbing/Mechanical Board shall consist of seven (7) members appointed by the Board of County Commissioners of Washington County. Two (2) of the members shall be master plumbers, two (2) members must hold a valid Maryland HVAC Master's License, two (2) members shall be selected from the public, one (1) member representing the building industry and each member shall reside in the County. Terms shall be 3 years from date of appointment.

DISCUSSION: N/A

FISCAL IMPACT: This is a paid board.

CONCURRENCES: Plumbing and HVAC Board

ALTERNATIVES: N/A

ATTACHMENTS: N/A



Open Session Item

SUBJECT: Animal Control Authority of Washington County Board Appointments

PRESENTATION DATE: March 31, 2026

PRESENTATION BY: Dawn Marcus, County Clerk

RECOMMENDATION: Move to accept the recommendation to reappoint Travis Poole, as a member of the legal profession of the Animal Control Authority to a fifth, full three-year term from December 1, 2025, through November 31, 2028. The Board requests a waiver of the two-term limit as outlined in the Boards and Commissions County Policy PR-22 due to a lack of qualified candidates.

Move to accept the recommendation to move Gerry McCarney from an alternate member to a member at large position for a first, full three-year term from April 1, 2026, through March 31, 2029; and move to appoint Rodney Burgan to a member at large position for a first, full three-year term from April 1, 2026, through March 31, 2029; and move to appoint Pat Miller as an alternate member for a first, full three-year term from April 1, 2026, through March 31, 2029.

REPORT-IN-BRIEF: Article II, Section 3 of the Animal Control Ordinance for Washington County, Maryland (Revision 7, adopted on April 9, 2024), states that the Animal Control Authority shall consist of a five-member board appointed by the Board of County Commissioners. The board shall make reasonable efforts to provide the following representation on the Authority, but lack of such representation does not invalidate or in any way compromise the validity of the Authority: one member who is a Veterinarian or veterinary technician; one member of the agricultural community; one member of the legal profession; one sworn officer from the Sheriff's Department; and one member from the general public. The Authority may also have two (2) or more alternate members.

DISCUSSION: N/A

FISCAL IMPACT: The legal professional is the only paid position on this Board.

CONCURRENCES: N/A

ATTACHMENTS: N/A



Open Session Item

SUBJECT: Washington County Veterans Advisory Committee Bylaws Amendment

PRESENTATION DATE: March 31, 2026

PRESENTATION BY: Dawn L. Marcus, County Clerk, Aaron Weiss, Assistant County Attorney

RECOMMENDATION: Request a motion to accept and/or make changes to the Amended Bylaws for the Veteran's Advisory Committee.

REPORT-IN-BRIEF: The Veterans Advisory Committee shall assist the Board of County Commissioners in identifying the needs of its veteran community and provide the Commissioners with recommendations for increased services and resources.

Per the current Bylaws the Committee shall be comprised of eleven (11) individual voting members as appointed by the Commissioners, and one (1) non-voting, ex-officio member. All members shall be registered voters of Washington County. Seven (7) members shall have been separated from a United States military service under honorable conditions. Three (3) members may be non-veterans, who represent a variety of organization that provide services to veterans. Terms of the individual members shall be three (3) years and shall be staggered. Members of the Committee shall be eligible for reappointment for one (1) consecutive term only.

DISCUSSION: The Committee currently has five vacancies, which leaves six members. Per the Bylaws the committee is required to have 51% of their total membership for a quorum which would be seven (7) members. It is recommended to amend the Bylaws from eleven (11) voting members to seven (7) voting members.

FISCAL IMPACT: This is not a paid board.

CONCURRENCE: N/A

ATTACHMENTS: Amended Bylaws redline version and clean copy.



WASHINGTON COUNTY VETERANS ADVISORY COMMITTEE

BYLAWS

Article I Name

The name of the Board is the Washington County Veterans Advisory Committee (the "Committee").

Article II Mission Statement

The Committee shall assist the Board of County Commissioners of Washington County, Maryland (the "Commissioners") in identifying the needs of its veteran community and provide the Commissioners with recommendations for increased services and resources.

Article III Priorities

The Committee shall:

- A. Collaborate with established military Veteran oriented service organizations to evaluate, develop and promote new and existing programs and services for veterans and their families within Washington County;
- B. Advise the Commissioners on all matters as related to the development and implementation of services and resources involving veterans;
- C. Create awareness of the issues faced by veterans and preserve the honor due all Veterans;
- D. Work cooperatively with any County board, or staff with regard to policies, programs, and concerns relating to veterans' interest, and to maintain a working relationship with all other agencies service veterans within Washington County.

Article IV Membership

- A. **Composition.** The Committee shall be comprised of ~~eleven-seven~~ (117) individual voting members as appointed by the Commissioners, and one (1) non-voting, ex-officio member:
 1. All members shall be registered voters and residents of Washington County.
 2. ~~Seven~~ At least four ~~(47)~~ members shall have been separated from a United States military service under honorable conditions.
 3. No more than ~~Four~~ (3) members may be non-veterans, who represent a variety of organizations that provide services to Veterans such as:
 - a. A post-secondary educational institution; ~~or~~
 - b. A member of a Veteran's Service Organization;
 - c. Veterans of Foreign Wars (VFW);
 - d. The AMVETS;

e. ~~_____ Military Order of the Purple Heart (MOPH);~~

f. ~~_____ The American Legion; or~~

~~b.g. _____ Disabled American Veterans (DAV).-~~

4. ~~_____ One (1) representative from any of the following organizations (not limited to):~~

~~a. _____ Veterans of Foreign Wars (VFW);~~

~~b. _____ The AMVETS;~~

~~e. _____ Military Order of the Purple Heart (MOPH);~~

~~d. _____ The American Legion; or,~~

~~e. _____ Disabled American Veterans (DAV).~~

~~5.4. _____ One (1) County Commissioner serving as a non-voting, ex-officio member.~~

B. **Terms.** Standing ex-officio non-voting member is not term-limited. Terms of the individual voting members shall be three (3) years, as outlined in Washington County Policy PR-22, Boards and Commissions. ~~The An original full term of three (3) members shall be for one (1) year; the original term of three (3) members shall be for two (2) years; and the original term of the remaining members shall be for three (3) years. Subsequent terms of all members shall be for three (3) years. Members of the Committee shall be eligible for reappointment for one (1) consecutive term only, and, following the second consecutive 3-year term, shall be eligible for reappointment only following an intervening one three (3) year period. A one or two year term will not be considered a full term for the purpose of these term limits.~~

C. **Termination of Membership and Vacancies**

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

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

a. inadequate attendance including excused and unexcused absences;

b. breach of confidentiality;

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

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

4. Any vacancy occurring in the Committee for any reason shall be filled for the unexpired term by the Commissioners.

Article V Officers

A. **Elected Officers.** Members of the Committee shall elect from among their members a chair, vice-chair, and secretary. Notwithstanding any provision of these bylaws, no member may simultaneously hold more than one office. The officers shall have the duties and powers usually attendant

upon such officers and other duties and powers not inconsistent herewith as may be provided by the Committee and/or the Commissioners.

B. **Terms.** The chair and vice-chair shall take office at the close of the Annual Meeting and shall serve for a term of one (1) year. Officers are eligible for reelection or reappointment for one (1) additional year. Vacancies occurring during a term of office must be filled for the unexpired balance of the term of office. When a vacancy in the office of the chair occurs, the vice-chair shall automatically succeed to the office of chair.

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

1. Preside as the chief officer of the Committee and shall be present at all meetings of the Committee;

2. Serve as a non-voting ex-officio member of all sub-committees and appoint the chair of each sub-committee from among the members;

3. Ensure that proper records are maintained;

4. Communicate to the Committee such matters and make such suggestions as may in the chair's opinion tend to promote the achievement of the goals outlined in these bylaws; and

5. Perform such other duties as are necessarily incidental to the office.

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

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

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

1. The Committee may recommend to the Commissioners that a member serving as an officer be removed from his or her officer position based on one or more of the following criteria:

a. inadequate attendance including excused and unexcused absences;

b. breach of confidentiality;

c. actions/behavior that in the opinion of the Committee is inappropriate or inconsistent with policy; and

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

3. In the event of an officer vacancy that is caused by removal, resignation, or any other reason, the Committee shall elect a member to fill the vacancy. The election shall take place at the next regularly scheduled meeting following the effective date of the vacancy. A member elected to fill a vacancy shall serve out the remainder of the officer's term left vacant. The partial term served shall not be applied to the term limits.

Article VI Meetings

A. **Meetings.** Meetings shall be subject to the Open Meetings Act and members of the public shall be permitted to attend all meetings except as provided by law. General parliamentary rules, as set

forth in Robert’s Rules of Order, as amended from time to time, shall govern, when not in conflict with these bylaws.

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

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

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

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

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

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

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

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

Article VII

Fiscal Year and Budget

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

B. **Budget.** No budget will be provided to the Committee unless deemed necessary by the Commissioners.

Article VIII

Amendments to Bylaws

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

Restated with amendments, this _____ day of ~~July 2023~~ _____ 2026.

ATTEST:

Dawn L. Marcus, *County Clerk*

John F. Barr, *President*
Board of County Commissioners of
Washington County, Maryland



WASHINGTON COUNTY VETERANS ADVISORY COMMITTEE

BYLAWS

Article I

Name

The name of the Board is the Washington County Veterans Advisory Committee (the "Committee").

Article II

Mission Statement

The Committee shall assist the Board of County Commissioners of Washington County, Maryland (the "Commissioners") in identifying the needs of its veteran community and provide the Commissioners with recommendations for increased services and resources.

Article III

Priorities

The Committee shall:

- A. Collaborate with established military Veteran oriented service organizations to evaluate, develop and promote new and existing programs and services for veterans and their families within Washington County;
- B. Advise the Commissioners on all matters as related to the development and implementation of services and resources involving veterans;
- C. Create awareness of the issues faced by veterans and preserve the honor due all Veterans;
- D. Work cooperatively with any County board, or staff with regard to policies, programs, and concerns relating to veterans' interest, and to maintain a working relationship with all other agencies service veterans within Washington County.

Article IV

Membership

- A. **Composition.** The Committee shall be comprised of seven (7) individual voting members as appointed by the Commissioners, and one (1) non-voting, ex-officio member:
 1. All members shall be registered voters and residents of Washington County.
 2. At least four (4) members shall have been separated from a United States military service under honorable conditions.
 3. No more than three (3) members may be non-veterans, who represent a variety of organizations that provide services to Veterans such as:
 - a. A post-secondary educational institution;
 - b. A member of a Veteran's Service Organization;
 - c. Veterans of Foreign Wars (VFW);
 - d. The AMVETS;
 - e. Military Order of the Purple Heart (MOPH);

- f. The American Legion; or
 - g. Disabled American Veterans (DAV).
4. One (1) County Commissioner serving as a non-voting, ex-officio member.

B. **Terms.** Standing ex-officio non-voting member is not term-limited. Terms of the individual voting members shall be three (3) years, as outlined in Washington County Policy PR-22, Boards and Commissions. An original full term shall be for three (3) years. Subsequent terms of all members shall be for three (3) years. Members of the Committee shall be eligible for reappointment for one (1) consecutive term only, and, following the second consecutive 3-year term, shall be eligible for reappointment only following an intervening three (3) year period.

C. **Termination of Membership and Vacancies**

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

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

- a. inadequate attendance including excused and unexcused absences;
- b. breach of confidentiality;
- c. action/behavior that is inappropriate or inconsistent with County policy; and

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

4. Any vacancy occurring in the Committee for any reason shall be filled for the unexpired term by the Commissioners.

**Article V
Officers**

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

B. **Terms.** The chair and vice-chair shall take office at the close of the Annual Meeting and shall serve for a term of one (1) year. Officers are eligible for reelection or reappointment for one (1) additional year. Vacancies occurring during a term of office must be filled for the unexpired balance of the term of office. When a vacancy in the office of the chair occurs, the vice-chair shall automatically succeed to the office of chair.

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

- 1. Preside as the chief officer of the Committee and shall be present at all meetings of the Committee;

2. Serve as a non-voting ex-officio member of all sub-committees and appoint the chair of each sub-committee from among the members;
 3. Ensure that proper records are maintained;
 4. Communicate to the Committee such matters and make such suggestions as may in the chair's opinion tend to promote the achievement of the goals outlined in these bylaws; and
 5. Perform such other duties as are necessarily incidental to the office.
- D. **Vice-Chair.** The vice-chair shall perform all duties of the chair during his or her absence.
- E. **Secretary.** The secretary shall maintain minutes of the meetings and when necessary provide notice of meetings to members of the Committee.
- F. **Officer Removal, Resignation, and Vacancies.**
1. The Committee may recommend to the Commissioners that a member serving as an officer be removed from his or her officer position based on one or more of the following criteria:
 - a. inadequate attendance including excused and unexcused absences;
 - b. breach of confidentiality;
 - c. actions/behavior that in the opinion of the Committee is inappropriate or inconsistent with policy; and
 2. The Commissioners shall have the authority to remove any member from an officer position of the Committee at any time when, in its sole and absolute discretion, the best interest of the community shall be served.
 3. In the event of an officer vacancy that is caused by removal, resignation, or any other reason, the Committee shall elect a member to fill the vacancy. The election shall take place at the next regularly scheduled meeting following the effective date of the vacancy. A member elected to fill a vacancy shall serve out the remainder of the officer's term left vacant. The partial term served shall not be applied to the term limits.

Article VI Meetings

- A. **Meetings.** Meetings shall be subject to the Open Meetings Act and members of the public shall be permitted to attend all meetings except as provided by law. General parliamentary rules, as set forth in Robert's Rules of Order, as amended from time to time, shall govern, when not in conflict with these bylaws.
1. **Regular Meetings.** Meetings shall occur throughout the year according to a schedule, which shall be established at the annual meeting. Notice of this schedule shall be provided to the Committee members and the County Clerk.
 2. **Special Meetings.** Special meetings of the Committee may be called at any time by the chair or, in the chair's absence, by the vice-chair. One (1) week notice of any special meeting should be given to the members by the chair or vice-chair, and the notice must state the subject of the special meeting.

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

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

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

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

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

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

Article VII

Fiscal Year and Budget

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

B. **Budget.** No budget will be provided to the Committee unless deemed necessary by the Commissioners.

Article VIII

Amendments to Bylaws

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

Restated with amendments, this _____ day of _____ 2026.

ATTEST:

Dawn L. Marcus, *County Clerk*

John F. Barr, *President*
Board of County Commissioners of
Washington County, Maryland



Agenda Report Form

Open Session Item

SUBJECT: Ratify Amendment To Fiscal Year 2027 Annual Transit Grant Application – Approval to apply for and Accept Funding as Awarded for the Annual MDOT/MTA grant

PRESENTATION DATE: March 31, 2026

PRESENTATION BY: Shawn Harbaugh, Director, Washington County Transit, and Carsten Ahrens, Senior Grant Manager, Office of Grant Management

RECOMMENDED MOTION: Move to ratify the amended amount of \$3,633,688 included on the grant application submitted March 27, 2026.

REPORT-IN-BRIEF: Washington County Transit annually applies to the Maryland Department of Transportation/Maryland Transit Administration (MDOT/MTA) for Federal & State operational and capital grant funding through the Annual Transportation Plan (ATP). The grant funds are used to operate transportation programs within Washington County, which include the Section 5307 Public Transportation - Fixed-Route Transit, the American Disability Act (ADA) Complementary Paratransit Program, the Jobs Opportunity Bus Shuttle (JOBS), the Statewide Special Transportation Assistance Program (SSTAP) - aka: Ride Assist Voucher program and the Capital Assistance Program.

On March 24, 2026, this item was presented to the Board for approval in the amount of \$1,525,784.00.

The fiscal year 2027 application requests \$3,633,688.00 in State and Federal funds from MTA and the Federal Transit Administration (FTA) to subsidize the Transit system at current level of service. The grant application was submitted on March 27, 2026 to meet the grant application deadline.

DISCUSSION: Grant Documents were submitted on 3/27/2026 to meet the grant deadline. We are asking the board to ratify the amended amount of \$3,633,688.00

FISCAL IMPACT: Local match is required to secure the Federal and State grant funds. The local match requirement associated with the fiscal year 2026 application is as follows:

Anticipated funding	\$3,633,688.00
Local Share	<u>\$ 1,887,478.00</u>
Total:	\$5,521,166.00

CONCURRENCES: Maria Kramer, Director, Office of Grant Management, Zane Garret, Deputy Director, Budget and Finance.

ALTERNATIVES: If a decision is made not to accept funding and ratify the contract the county would become ineligible for the Federal and State transit grant funds in fiscal year 2026.

ATTACHMENTS: County Attorney has grant contract in his possession.

AUDIO/VISUAL NEEDS: N/A