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BOARD OF COUNTY COMMISSIONERS

February 27, 2024

OPEN SESSION AGENDA

- 9:00 AM INVOCATION AND PLEDGE OF ALLEGIANCE
CALL TO ORDER, *President John F. Barr*
APPROVAL OF MINUTES: *February 13, 2024*
February 20, 2024
- 9:05 AM COMMISSIONERS' REPORTS AND COMMENTS
- 9:15 AM STAFF COMMENTS
- 9:20 AM CITIZEN PARTICIPATION
- 9:30 AM PUBLIC HEARING FOR 2021 CODE ADOPTION
Greg Cartrette, Director/Code Official, Permits and Inspections; Frank Quillen, Deputy Code Official, Permits and Inspections; Terry Feiser, Chief Building Inspector, Permits and Inspections
- 9:45 AM FY24 BUDGET ADJUSTMENTS TO THE WASHINGTON COUNTY BOARD OF EDUCATION'S GENERAL FUND BUDGET
Jeffrey Proulx, Chief Operating Officer, Washington County Public Schools; Eric Sisler, Executive Director of Finance, Washington County Public Schools
- 9:50 AM WASHINGTON COUNTY COMMISSION ON AGING FY2025 BUDGET PRESENTATION
Amy Olack, CEO; Ed Lough, President; Tim Delbrugge, Vice President, Washington County Commission on Aging
- 10:10 AM FY2025 GENERAL FUND BUDGET – PUBLIC SAFETY (LAW ENFORCEMENT AND EMERGENCY SERVICES)
Sheriff Brian Albert, Washington County Sheriff's Office; R. David Hays, Director, Emergency Services
- 10:40 AM FY2025 GENERAL FUND BUDGET – REVISED VERSION
Kelcee Mace, Chief Financial Officer; Kim Edlund, Director, Budget and Finance
- 10:55 AM DISCUSSION OF THE 2025-2034 CAPITAL BUDGET – DRAFT 1
Kelcee Mace, Chief Financial Officer; Zane Garrett, Deputy Director, Budget and Finance

- 11:05 AM ENR UPGRADE FOR SMITHSBURG WWTP
Joseph W. Moss, Deputy Director of Engineering, Environmental Management
- 11:15 AM MARYLAND ADMINISTRATIVE OFFICE OF THE COURTS SECURITY FUNDING – APPROVAL TO ACCEPT GRANT AWARD
Kristin Grossnickle, Court Administrator, Circuit Court for Washington County; Richard Lesh, Grant Manager, Grant Management
- 11:20 AM CONTRACT AWARD (PUR-1653) – WASHINGTON COUNTY SOLID WASTE DEPARTMENT LANDFILL GAS UTILIZATION PROJECT
Rick Curry, Director, Purchasing; Dave Mason, Deputy Director, Solid Waste
- CONTRACT AWARD (PUR-1637) – TERMINAL BUILDING ROOF REPAIRS
Rick Curry, Director, Purchasing; Andrew Eshleman, Director, Public Works
- 11:25 AM BID AWARD (PUR-1644) – FOOD SERVICES AT THE WASHINGTON COUNTY BLACK ROCK GOLF COURSE
Brandi Naugle, Buyer, Purchasing; Andrew Eshleman, Director, Public Works
- REJECTION OF BID (PUR-1663) – SWIMMING POOL RESURFACING AT THE MARTIN L. “MARTY” SNOOK POOL
Brandi Naugle, Buyer, Purchasing; Andrew Eshleman, Director, Public Works
- INTERGOVERNMENTAL COOPERATIVE PURCHASE (INTG-24-0140) LINE STRIPING OF COUNTY ROADS
Brandi Naugle, Buyer, Purchasing; Zane Rowe, Deputy Director – Highway Department, Public Works; Doug Levine, Traffic Supervisor, Highway Department
- 11:35 AM REQUEST FOR CONCURRENCE /APPROVAL OF AIRPORT’S RECOMMENDED FY25 EARMARK APPLICATION WITH CHANGES TO THE REQUEST ASSOCIATED WITH ANNUAL O&M COSTS AND FACILITY OWNERSHIP RESPONSIBILITIES
Neil Doran, Director, Hagerstown Regional Airport
- 11:45 AM CRYSTAL FALLS DRIVE PROPERTY ACQUISITION
Todd Moser, Real Property Administrator, Engineering
- 11:50 AM UPDATE ON SMITHSBURG EMERGENCY MEDICAL SERVICES (EMS)
R. David Hays, Director, Emergency Services; David Chisholm, Deputy Director, Emergency Services; Jonie Gerber, President, Smithsburg Emergency Medical Services; Dale Fishack, Chief, Smithsburg Emergency Medical Services
- 12:00 PM ADEQUATE PUBLIC FACILITIES ORDINANCE (APFO) MITIGATION REQUEST – ELMWOOD FARMS SECTION 5B
Jill Baker, Director, Planning and Zoning

12:05 PM CLOSED SESSION - *(To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals and To consult with counsel to obtain legal advice on a legal matter)*

1:15 PM RECONVENE IN OPEN SESSION

RECESS

EVENING MEETING AT THE TOWN OF FUNKSTOWN
Location: 30 EAST BALTIMORE STREET, FUNKSTOWN, MARYLAND

6:00 PM INVOCATION AND PLEDGE OF ALLEGIANCE
CALL TO ORDER, *President John F. Barr*

6:05 PM TOWN OF FUNKSTOWN LEADERS' REPORTS AND COMMENTS

6:20 PM COMMISSIONERS' REPORTS AND COMMENTS

6:30 PM CITIZENS PARTICIPATION

7:00 PM ADJOURNMENT



Agenda Report Form

Open Session Item

SUBJECT: Public Hearing for 2021 code adoption

PRESENTATION DATE: February 27, 2024

PRESENTATION BY: Greg Cartrette Director/Code Official, Frank Quillen Deputy Code Official & Terry Feiser, Chief Building Inspector

RECOMMENDATION: To hold a public hearing for the proposed adoption of the 2021 Maryland Building Performance Standards, the 2021 Existing Building Code, trade codes, local amendments thereto and related ordinance and resolution.

REPORT-IN-BRIEF: The 2021 code adoption, as required by the State of Maryland, includes, State Building Performance Standards and Washington County local amendments. Local amendments allow for some modification to the new codes for consistency and coordination with customers as well as external agencies.

As with prior cycles, a 2021 Building Code Review was performed by a committee approved by the Board July 12, 2022 consisting of various government, design and construction representatives. The committee met once a week during 2023 to review hundreds of pages of code. The purpose of the review was to consider safety, consistency, common sense and customer service across agencies in the proposed amendments.

DISCUSSION: The proposed amendments have been drafted for the Board's consideration, public notice and implementation. The amendments are like prior amendments. The fee schedule is proposed to remain unchanged at this time.

FISCAL IMPACT: N/A

CONCURRENCES: County Attorney

ALTERNATIVES:

ATTACHMENTS:

- 2021 Building Code Review Committee
- An Ordinance to Adopt the 2021 Maryland Building Performance Standards as Adopted by the State of Maryland (COMAR 09.12.51) with modifications and subject to Local Amendments of Washington County, Maryland which includes the 2021 International Building Code, 2021 International Residential Code and the 2021 International Energy Conservation Code
- An Ordinance to Repeal the International Existing Building Code, 2018 Edition and Enact the International Existing Building Code, 2021 Edition

- An Ordinance to Repeal the International Plumbing Code, 2018 Edition and Enact the International Plumbing Code, 2021 Edition
- An Ordinance to Repeal the International Mechanical Code, 2018 Edition and Enact the International Mechanical Code, 2021 Edition
- An Ordinance to Repeal the International Fuel Gas Code, 2018 Edition and Enact the International Fuel Gas Code, 2021 Edition
- An Ordinance to Repeal the NFPA National Electrical Code, 2017 Edition and Enact the NFPA National Electrical Code, 2020 Edition
- An Ordinance to Adopt the 2021 International Swimming Pool and Spa Code

ORDINANCE NO. ORD-202419-

AN ORDINANCE TO AMEND AN ORDINANCE ENTITLED “AN ORDINANCE TO ADOPT FEE SCHEDULES PROVIDING FOR THE COLLECTION OF FEES FOR ALL BUILDING/TRADE WORK PERFORMED IN WASHINGTON COUNTY, MARYLAND” (ORD-2017-03) AND TO REENACT THE ORDINANCE WITH AMENDMENTS

On April 4, 2017, by Ordinance No. ORD-2017-03, the Board adopted an ordinance entitled “An Ordinance to Adopt Fee Schedules Providing for the Collection of Fees for All Building/Trade Work Performed in Washington County, Maryland,” effective July 1, 2017, modifying certain fees.

On _____, 202419, the Board of County Commissioners of Washington County, Maryland (the "Board") adopted the following codes governing all building/trade work performed in Washington County, Maryland, said codes being effective _____, 20__:

the Maryland Building Performance Standards (i.e. the *International Building Code*, with local amendments, the *International Residential Code*, with local amendments, and the *International Energy Conservation Code*, with local amendments, 202118 Editions);
the *International Existing Building Code*, 202118 Edition, with local amendments;
the *International Plumbing Code*, 202118 Edition, with local amendments;
the *International Mechanical Code*, 202118 Edition, with local amendments;
the *International Fuel Gas Code*, 202118 Edition, with local amendments;
the 202017 *National Electrical Code*, with local amendments; and
an amendment to Ordinance No. ORD-07-08 adopting the 2006 *ICC Electrical Code Administrative Provisions*, First Printing, with local amendments, and repealing ORD-2015-33 adopted on December 15, 2015, effective March 1, 2016 (the "Codes").

The Codes provide that fees shall be paid in accordance with a fee schedule established by the applicable governing authority.

A public hearing was held on _____, 202419, following due notice and advertisement of the Board's intention to amend Ordinance No. ORD-2017-03 to reflect the adoption of the above-referenced codes.

Any public comment was reviewed and carefully considered.

The Board believes it to be in the best interests of the citizens and residents of Washington County, Maryland, that the Fee Schedules providing for the collection of fees for all building/trade work performed under the Codes adopted in ORD-2017-03, effective July 1, 2017, remain in effect.

NOW, THEREFORE, BE IT ORDAINED by the Board of County Commissioners of Washington County, Maryland, that the attached Fee Schedules (Building, Electrical, Mechanical, and Plumbing) be adopted for all building/trade work performed in Washington County, Maryland under the Maryland Building Performance Standards (i.e. the *International Building Code*, with local amendments, the *International Residential Code*, with local amendments, and the *International Energy Conservation Code*, with local amendments, 2021~~18~~ Editions); the *International Plumbing Code*, 2021~~18~~ Edition, with local amendments; the *International Mechanical Code*, 2021~~18~~ Edition, with local amendments; the *International Fuel Gas Code*, 2021~~18~~ Edition, with local amendments; the 2020~~17~~ *National Electrical Code*, with local amendments; and the 2006 *ICC Electrical Code - Administrative Provisions*, First Printing, with local amendments, as amended.

Adopted this ____ day of _____, 2024~~19~~.
Effective the ____ day of _____, 20____.

ATTEST:

BOARD OF COUNTY COMMISSIONERS
OF WASHINGTON COUNTY, MARYLAND

~~Dawn L. Marcus~~ Krista L. Hart
County Clerk

John F. Barr~~Jeffrey A. Cline~~, President

Approved as to form
and legal sufficiency:

~~B. Andrew Bright~~
Assistant County Attorney

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

**WASHINGTON COUNTY DIVISION OF ~~ENGINEERING & CONSTRUCTION~~
MANAGEMENT PERMITS & INSPECTIONS PLAN REVIEW & PERMITTING**
MECHANICAL FEE SCHEDULE
(Effective July 1, 2017)

		NOTE: All fees are non-refundable
RESIDENTIAL PERMIT FEES \$65.00 Application Fee \$15.00 Technology Fee <i>*-Application Fee and Technology Fee Apply</i>		
Mobile Home/Mobile Home Replacement		*\$50 per unit
Single Family Dwelling/Modular Home		*\$40 per unit
2 Family/Semi-Detached (separate application required for each unit)		*\$40 per unit
Townhouse (Separate application required for each unit)		*\$40 per unit
Multi-Family/ Apartment(s) (separate application required for each unit)		*\$40 per unit
Addition		*\$40 per unit
Venting (Hood, Dryer, Bath fan)		*\$3 per appliance
New Installation of Manufactured Fireplace with Chimney		*\$60 per unit
New Installation of Manufactured Fireplace - Direct Vent/Ventless		*\$25 per unit
Gas Piping/LP Tank/Oil Tank		*\$40/each
Geothermal Installations		*\$40 per unit
RESIDENTIAL RETROFIT		
Mobile Home Furnace or Condenser		*\$25 per unit
Single/Modular Dwelling Furnace or Condenser		*\$35 per unit
2 Family/Semi-Detached Furnace or Condenser		*\$40 per unit
Townhouse Furnace or Condenser		*\$40 per unit
Multi-Family Furnace or Condenser		*\$40 per unit
RESIDENTIAL RETROFIT NO APPLICATION FEE REQUIRED FOR INDIVIDUAL INSTALLATIONS (Single appliance per application)		
Manufactured Fireplace/Gas Appliance (Existing Chimney - direct vent or ventless)		\$25 (<i>plus Technology Fee</i>)
Pellet/Freestanding Stove/Gas Appliance		\$35 (<i>plus Technology Fee</i>)
UL Chimney liner (no appliance)		\$25 (<i>plus Technology Fee</i>)
COMMERCIAL \$125.00 Application Fee \$15.00 Technology Fee <i>*-Application Fee and Technology Fee Apply</i>		
New/Addition/Remodeled		*\$80/ per unit
Kitchen Equipment		*\$10 per appliance
Gas Piping/LP Tank		*\$75/each
MISCELLANEOUS <i>(No Application Fee or Technology Fee Required)</i>		
Extra trip fees will be assessed for premature inspection requests, incomplete work, and work areas not accessible		1 st extra trip - \$50 2 nd extra trip - \$75 3 rd extra trip - \$100
Permit Extension		\$25 each
Investigation Fee (work started without permit)		\$200
Archive/Records Research		\$100 per address
File an appeal to the Plumbing/Mechanical Board		\$150

WASHINGTON COUNTY DIVISION OF ~~ENGINEERING & CONSTRUCTION~~
~~MANAGEMENT~~ PERMITS & INSPECTIONS PLAN REVIEW & PERMITTING
MECHANICAL FEE SCHEDULE
(Effective July 1, 2017)

Continued

MECHANICAL REGISTRATION FEES*

Master/Restricted/Limited License	
In-County Resident	\$50
Out-of-County Resident	\$100
Journeyman License	
In-County Resident	\$20
Out-of-County Resident	\$40

**Registration fee will be for a period of two years and must be renewed on or before the 31st day of May of the renewal year.*

**WASHINGTON COUNTY DIVISION OF ~~ENGINEERING & CONSTRUCTION~~
MANAGEMENT ~~PERMITS & INSPECTIONS~~ PLAN REVIEW & PERMITTING**
ELECTRICAL FEE SCHEDULE
(Effective July 1, 2017)

NOTE: All fees are Non-Refundable

RESIDENTIAL PERMIT FEE
\$65.00 Application Fee
\$15.00 Technology Fee
**- Application Fee and Technology Fee Apply*

Residential

1 or 2 Family Dwelling (includes service & low voltage)	*\$.10 per sq ft/finished area
Mobile Homes (includes service & low voltage)	*\$50
Modular Homes (includes service & low voltage)	*\$75
Multi-family dwelling (semi-detached/town house/apartments (includes service and low voltage)	*\$100 each unit

Residential Additions

Addition (includes service & low voltage)	*\$.10 per sq ft
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Special Permits and Fees

Temporary Service	*\$25
Residential Service upgrade/Repair/Reintroduction (Includes up to 5 outlets)	*\$50
Construction Trailer	*\$50
Swimming Pools - In Ground	*\$100
Swimming Pools - Above Ground	*\$25
Hot tub Single inspection When separate trip required for rough wire or trench inspection	*\$50/each *\$35
Low Voltage (only)	*\$20
Illuminated Signs	*\$50/each
Outlets - Change of equipment not involving changes to service and/or change; Detached Garage/Accessory Structures Includes outlets, fixtures, appliances, transformers, generators, motors, elevators and other equipment. All equipment is counted as outlets. 1 - 5 6 - 50 outlets Each additional 25 devices	*\$15 *\$50 *\$10
Wind Turbines (No more than 2 permitted on each property)	*\$100/Each Tower
Solar Panels 1-10 KW's Each Additional 20 KW's	*\$50 *\$75

**WASHINGTON COUNTY DIVISION OF ~~ENGINEERING & CONSTRUCTION~~
MANAGEMENT ~~PERMITS & INSPECTIONS~~ PLAN REVIEW & PERMITTING**

ELECTRICAL FEE SCHEDULE

(Effective July 1, 2017)

(Continued)

COMMERCIAL PERMIT FEE

\$125.00 Application Fee

\$15.00 Technology Fee

**-Application Fee and Technology Fee apply*

Equipment List -

All electrical permit applications must be accompanied by a detailed list including outlet counts, switches, and detailed list of all equipment to be installed. Additional electrical plans are not required when they have been submitted as part of an approved building permit. All others must be accompanied by 2 sets of plans, prepared and sealed by a Maryland professional engineer, architect, or a licensed Master Electrician in accordance with the Washington County Electrical Code

New Construction or Major additions

Includes service, feeders, wiring, switches, outlets, appliances, transformers, generators, motors, elevators, and other equipment.

First 100 amps

*\$300

Each additional 100 amps

*\$100

New "Shell Only" Construction

Includes service, wiring for safety equipment and alarms, and any energized feeders.

First 100 amps

*\$100

Each additional 100 amps

*\$50

Interior Completions of Tenant Space

Includes service, feeders, heavy ups, wiring, switches, outlets, appliances, transformers, generators, motor, elevators, and other equipment.

Each 100 amps

*\$300

Each additional 100 amps

*\$50

Heavy UPS only (service upgrade/repair/reintroduction and including up to 5 outlets)

First 100 amps

*\$100

Each additional 100 amps

*\$50

Change of equipment not involving changes to service and/or feeder equipment

Includes outlets, fixtures, appliances, transformers, generators, motors, elevators, and other equipment. All equipment is counted as outlets.

1 - 5 outlets (no application fee required - single permit only)

* \$65

6 - 25 outlets

* \$50

26 - 50 outlets

*\$100

Each additional 25 devices

*\$10

Wind Turbines (No more than 2 permitted on each property)

*\$300/Each Tower

Solar Panels

1-25 KW's

*\$100

Each Additional 20K

*\$75

**WASHINGTON COUNTY DIVISION OF ~~ENGINEERING & CONSTRUCTION~~
MANAGEMENT ~~PERMITS & INSPECTIONS~~ PLAN REVIEW & PERMITTING**
ELECTRICAL FEE SCHEDULE
(Effective July 1, 2017)

(Continued)

Commercial (continued)	
Illuminated Sign(s)	*\$50/each
Low Voltage Only	*\$20
Temporary Service	*\$75
Miscellaneous (No Application Fee or Technology Fee Required)	
Archive/Records Research	\$100 per address
Extra trip fees will be assessed for premature inspection requests, incomplete work, and work areas not accessible	1st extra trip- \$50 2nd extra trip- \$75 3rd extra trip- \$100
File an appeal to the Electrical Board	\$150
Investigation Fee (work started without permit)	\$200
Permit Extension	\$25
Licensing Fees (No Application Fee or Technology Fee Required)	
Examination Fee	\$50
Inactive License	\$50
Late Penalty for License Renewal	\$100
Master & Restricted Licenses (Renewable every three years)	\$150
Reactivation Fee	\$50 plus \$50 for each remaining year of the licensing period

**WASHINGTON COUNTY DIVISION OF ~~ENGINEERING & CONSTRUCTION~~
MANAGEMENT PERMITS & INSPECTIONS ~~PLAN REVIEW & PERMITTING~~**
BUILDING FEE SCHEDULE
(Effective July 1, 2017)

Building permit fees shall be based on the square footage area of proposed structure(s) and shall include an application fee and technology fee unless otherwise noted.

\$250.00 Minimum Payment Due at Time of Submittal

Permit Fees Less Than \$250.00 to be Paid in Full

Note: All Fees are Non-Refundable

RESIDENTIAL

\$65.00 Application Fee

\$15.00 Technology Fee

**Application Fee and Technology Fee Apply*

Mobile Homes (Manufactured Housing)	\$65 plus \$.10/sf. (No Technology Fee Required)
New Dwelling Units - Single Family/Multi-Family / Apartment(s)	* \$.10 sf. for finished and unfinished area
Garages, carports, sheds, porches, decks, chimney and other accessory structures	* \$.10 sf.
Interior/exterior alterations, repairs and remodeling	* \$.10 sf.
Swimming Pools	* \$75 Above-Ground *\$125 In-Ground

RESIDENTIAL

NO APPLICATION OR TECHNOLOGY FEE REQUIRED

Demolition	\$50
Fences Higher than 7 ft.	\$50
All Retaining/Masonry Walls	\$50
Solar Panel/Wind Turbines	\$50
Chimney	\$50

COMMERCIAL

\$150.00 Application Fee

\$15 Technology Fee

**Application Fee and Technology Fee Apply*

All floor (new construction or additions)	* \$.15/sf.
Interior alterations	* \$.15/sf.
Tenant Fit-out	\$165 plus \$.15/sf. (no Technology Fee)

COMMERCIAL

NO APPLICATION OR TECHNOLOGY FEE REQUIRED

Demolition	\$50
Zoning Permits (No Structural Alterations) Animal Husbandry/Day Care/Change of Business Name/Home Occupation	\$65
All other zoning permits	\$165
Solar Panels/Wind Turbines	\$100
Footing and Foundation Permit	\$75
Pre-Permit Commercial Plan Review	\$200

**WASHINGTON COUNTY DIVISION OF ENGINEERING & CONSTRUCTION
MANAGEMENT PERMITS & INSPECTIONS PLAN REVIEW & PERMITTING**

BUILDING FEE SCHEDULE

(Effective July 1, 2017)

(Continued)

Temporary Occupancy	\$75
Zoning Verification Letter	\$100

Note: All measurements shall be computed using gross exterior building dimensions.

EXCISE TAX

In accordance with Section 2-701 of the Code of the Public Local Laws of Washington County, as amended from time to time, there is a building excise tax on building construction in Washington County. See the **Building Excise Tax Ordinance** for applicability.

MISCELLANEOUS

NO APPLICATION FEE OR TECHNOLOGY FEE REQUIRED

Signs - On the building	\$80 plus \$.10/sf.
Freestanding	\$165 plus \$.10/sf.
Portable	\$80
Archive/Records Research	\$100 per address
File an appeal to the Building Code Board of Appeals	\$250 Commercial \$150 Residential
Inspection Fees: Extra trip fees will be assessed for premature inspection requests, incomplete work, and work areas not accessible.	1 st extra trip - \$50 2 nd extra trip - \$75 3 rd extra trip - \$100
Investigation Fee (work started without permit)	\$200
Permit Extension	\$25 each
Expedited Certificate of Occupancy	\$75
Replacement Placard	\$25
Permit/Plan Revisions	Residential - \$100 Non-Residential - \$200
Grading Permit (Processing Only)	\$20 minimum or \$5/per acre
Driveway (Entrance) Permit	\$25
Utility Permit	\$25
Home Builder Guaranty Fund Fee (<i>pursuant to Chapter 481 of the 2008 Acts of the Maryland General Assembly</i>)	\$50/unit

BOARD OF ZONING APPEALS FEES

NO APPLICATION FEE OR TECHNOLOGY FEE REQUIRED

Variance: 1 or 2 family residential units & accessory uses	\$150
Other Variance	\$300
Appeal charging administrative error	\$150
Special Exception	\$500
Administrative Adjustment	\$75

**WASHINGTON COUNTY DIVISION OF ~~ENGINEERING & CONSTRUCTION~~
MANAGEMENT PERMITS & INSPECTIONS ~~PLAN REVIEW & PERMITTING~~**
PLUMBING FEE SCHEDULE
(Effective July 1, 2017)

	NOTE: All fees are non-refundable
<i>Prior to the issuance of any permit, the applicant shall pay the following fees:</i>	
RESIDENTIAL \$65.00 Application Fee \$15.00 Technology Fee <i>*Application Fee and Technology Fee Apply</i>	
Single-Family Dwelling	*\$60
Mobile Home	*\$60
Modular Dwelling	*\$60
2 Family/Semi-Detached (Separate application required for each unit)	*\$50 per unit
Townhouse (Separate application required for each unit)	*\$50 per unit
Multi-Family/Apartments (Separate application required for each unit)	*\$50 per unit
Single fixture only	\$25 <i>plus technology fee</i>
Addition/Remodel (2-4 fixtures and/or appliances)	*\$25
Addition/Remodel (more than 5 fixtures and/or appliances)	*\$50
Connection to public/private water	*\$40
Connection to public sewer/private septic	*\$40
Gas Piping/LP gas tank	*\$40/unit
Hydronic Water Connection	*\$40
Boiler	*\$40/unit
COMMERCIAL/INDUSTRIAL \$125.00 Application Fee \$15.00 Technology Fee <i>*-Application Fee and Technology Fee Apply</i>	
Commercial/Industrial - New	
1 - 10 Fixtures/appliances	*\$75
11 or more	\$2 additional per fixture
Addition/Remodel	*\$5/ fixture
Single Fixture Only	\$50 <i>plus technology fee</i>
Connection to Water	*\$75
Connection to Sewer	*\$75
Storm Drain	*\$75
Gas Piping/LP gas tank	*\$75/ unit
Boiler	*\$40/ unit
Hydronic Water Connection	*\$40
MISCELLANEOUS No Application Fee and Technology Fee Required	
Extra trip fees will be assessed for premature inspection requests, incomplete work, and work areas not accessible.	1 st extra trip - \$50 2 nd extra trip - \$75 3 rd extra trip \$100
Permit Extension	\$25 each
Investigation Fee (work started without permit)	\$200
Archive/Records Research	\$100 per address
Permit Transfer To A New Contractor	\$75

**WASHINGTON COUNTY DIVISION OF ~~ENGINEERING & CONSTRUCTION~~
MANAGEMENT ~~PERMITS & INSPECTIONS~~ PLAN REVIEW & PERMITTING**
PLUMBING FEE SCHEDULE
(Effective July 1, 2017)

(Continued)

LICENSING FEES (Biennial)		
Classification	Resident	Non-Resident
Master Plumber	\$50	\$100
Journeyman	\$20	\$40
Apprentice	\$15	\$30
On-Site Utility Contractor	\$50	\$100
Drain Cleaner	\$50	\$100
*Water Conditioner	N/C	N/C
*Pump Installer	N/C	N/C
Gas Fitter	\$50	\$100
Exam Fee for On-Site Utility Contractor	\$50	\$50
Late Penalty for License Renewal	\$100	\$100
<p>*The State requires these types of licenses to be exempt from all licensing fees.</p> <p>Upon initial application, applicant shall pay the registration and/or licensing fees. The Board of County Commissioners of Washington County, Maryland may, by resolution, change periodically the registration, licensing, and biennial fees.</p> <p>No additional renewal fee will be charged to applicants who renew after March.</p>		

ORDINANCE NO. ~~ORD-202419-~~

AN ORDINANCE TO REPEAL THE 201714 NATIONAL ELECTRICAL CODE WITH LOCAL AMENDMENTS ADOPTED BY THE BOARD OF COUNTY COMMISSIONERS OF WASHINGTON COUNTY, MARYLAND ON DECEMBER 15, 202415, EFFECTIVE MARCH 1, 202416, AND TO ENACT THE 202017 EDITION OF THE NATIONAL ELECTRICAL CODE, WITH LOCAL AMENDMENTS FOR WASHINGTON COUNTY

RECITALS

The Board of County Commissioners of Washington County, Maryland, being concerned with safety and fire prevention in Washington County, adopted by Ordinance No. ORD-2015-32, the 201714 Edition of the *National Electrical Code*, with local amendments for Washington County, on December 15, 202415, effective March 1, 202416.

It has been recommended to the Board of County Commissioners of Washington County, Maryland, that it adopt the 202017 Edition of the *National Electrical Code* which is more up-to-date and which provides greater electrical safeguards for residents of Washington County, Maryland, if implemented.

It has also been recommended to the Board that certain amendments be made to the text of the 202017 Edition of the *National Electrical Code*.

A public hearing was held on _____, 202419 following due notice and advertisement of the text of the 202017 Edition of the *National Electrical Code*, with local amendments for Washington County.

NOW, THEREFORE, BE IT ORDAINED AND ENACTED that the 20~~17~~¹⁴ Edition of the *National Electrical Code*, with local amendments for Washington County, adopted by the Board of County Commissioners of Washington County, Maryland, by Ordinance No. ORD-2015-32, on ~~December 15~~, 20~~15~~¹⁴, effective ~~March 1~~, 20~~16~~¹⁴, and all other ordinances or parts of ordinances in conflict herewith are hereby repealed; and

NOW, THEREFORE, BE IT ORDAINED AND ENACTED that the 20~~17~~¹⁷ Edition of the *National Electrical Code*, the contents of which are incorporated herein by reference, is enacted with the following insertions, amendments, and additions:

[Note: new language is in *italics*]
[Deletions are shown as ~~strike through~~]

ARTICLE 210 – Branch Circuits, 210.8 and 210.11 are added and 210.52 is amended as follows:

Section 210.8. Ground-Fault Circuit-Interrupter Protection for Personnel

(F) Outdoor Outlets. All outdoor outlets for dwellings, other than those Covered in 210.8 (A) (3), Exception to (3), that are supplied by single-Phase branch circuits rated 150 volts to ground or less, 50 amperes or less, shall have ground-fault circuit-interrupter protection for personnel.

Exception: Ground-fault circuit-interrupter protection shall not be Required on lighting outlets other than those covered in 210.8 (C) to include “and heating, air conditioning, and refrigeration equipment that Service the dwelling”.

Section 210.11 (C) (5)

All new single-family detached houses, semi-detached houses, duplexes, and townhouses that are subject to the provisions of the International Residential Code (not more than three stories above grade plane in height with a separate means of egress)

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that include a garage, driveway, or carport, must have one dedicated Electric Vehicle Supply Equipment-Installed Parking Space or one Electric Vehicle-Ready Parking Space. See Maryland Public Safety Code Annotated Section 12-205.

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Section 210.52. Dwelling Unit Receptacle Outlets, Subsection (E) Outdoor Outlets, and Subsection (G) Basements, Garages, and Accessory Buildings, are amended and shall read as follows:

- (E) **Outdoor Outlets.** Outdoor receptacle outlets shall be installed in accordance with 210.52(E)(1) through (E)(3).

- (3) **Balconies, Decks, and Porches.** Balconies, decks, and porches that are attached to the dwelling unit and accessible from inside the dwelling unit shall have at least one receptacle outlet accessible from the balcony, deck, or porch. The receptacle outlet shall not be located more than 2.0m (6½ ft) above the balcony, deck, or porch walking surface.

-
- (G) **Basements, Garages, and Accessory Buildings.** For a one- and two-family dwelling, at least one receptacle outlet shall be installed in the areas specified in 210.52(G)(1) through (3). These receptacles shall be in addition to receptacles required for specific equipment.

- (1) **Garages.** In each attached garage and in each detached garage with electric power, ~~The branch circuit supplying this receptacle(s) shall not supply outlets outside of the garage. At~~ at least one receptacle outlet shall be installed for each ~~car space vehicle bay and not more than 1.7 m (5 ½ ft.) above the floor.~~ *The receptacle outlets located in each attached and each detached garage with electric power shall be installed at a minimum height of 450 mm (18 in.) above the finished garage floor.*

- (2) **Accessory Buildings.** In each accessory building with electric power.

- (3) **Basements.** In each separate unfinished portion of a basement.

ARTICLE 250 – Grounding, is amended as follows:

Section 250.53. Grounding Electrode System Installation, Subsection (A) Rod, Pipe, and Plate Electrodes, is amended by adding Subsection ~~(4)~~(1) which shall read as follows:

~~(4)~~(1) *The use of two 2.5 m × 16 mm (8 ft. × 5/8 in.) galvanized ground rods spaced a minimum of 1.8 m (6 ft.) apart shall be required for all new and upgraded residential electrical services.*

ARTICLE 300 – Wiring Methods, is amended as follows:

Section 300.5 Underground Installations, Subsection (D), Protection from Damage, Subsection (3) Service Conductors, is amended and shall read as follows:

- (3) *All underground Conductors - Underground conductors that are not encased in concrete and that are buried 450 mm (18 in.) or more below grade shall have their location identified by a warning ribbon that is placed in the trench at least 300 mm (12 in.) above the underground installation.*

ARTICLE 334 – Nonmetallic- Sheathed Cable: Types NM, NMC, and NMS, is amended as follows:

Section 334.30, Securing and Supporting, is amended and shall read as follows:

334.30. Securing and Supporting. Nonmetallic-sheathed cable shall be supported and secured by *insulated* staples, cable ties listed and identified for securement and support; or straps, hangers, or similar fittings designed and installed so as not to damage the cable at intervals not exceeding 1.4 m (4½ ft.) and within 300 mm (12 in.) of every cable entry into enclosures such as outlet boxes, junction boxes, cabinets, ~~box~~, or fittings. Flat cables shall not be stapled on edge.

Sections of cable protected from physical damage by raceway shall not be required to be secured within the raceway.

ARTICLE 680 – Swimming Pools, Fountains, and Similar Installations, is amended as follows:

Section 680.26 Equipotential Bonding, Subsection (B) Bonded Parts Subsection (2) Perimeter Surfaces is amended as follows:

(2) Perimeter Surfaces. The perimeter surface **to be bonded** shall **be considered** **to** extend for 1 m (3 ft.) horizontally beyond the inside walls of the pool and shall include unpaved surfaces, as well as poured concrete surfaces and other types of paving. Perimeter surfaces less than 1 m (3 ft.) separated **from the pool** by a permanent wall or building 1.5 m (5 ft.) in height or more shall require equipotential bonding **only** on the pool side of the permanent wall or building. Bonding to perimeter surfaces shall be provided as specified in 680.26(B)(2)(a) or (2)(b) and shall be attached to the pool reinforcing steel or copper conductor grid at a minimum of four (4) points uniformly spaced around the perimeter of the pool. For nonconductive pool shells, bonding at four points shall not be required.

- (a) Structural Reinforcing Steel. Structural reinforcing steel shall be bonded in accordance with 680.26(B)(1)(a).
- (b) ~~Alternate Means. Where structural reinforcing steel is not available or is encapsulated in a nonconductive compound, a copper conductor(s) shall be utilized where the following requirements are met.~~
- ~~(1) At least one minimum 8 AWC bare solid copper conductor shall be provided.~~
- ~~(2) The conductors shall follow the contour of the perimeter surface.~~
- ~~(3) Only listed splices shall be permitted.~~
- ~~(4) The required conductor shall be 450 to 600 mm (18 in. to 24 in.) from the inside walls of the pool.~~
- ~~(5) The required conductor shall be secured within or under the perimeter surface 100mm to 150mm (4 in. to 6 in.) below the subgrade.~~

Adopted this ____ day of _____, 20**24****19**.

Effective the ____ day of _____, 20__.

ATTEST:

BOARD OF COUNTY COMMISSIONERS
OF WASHINGTON COUNTY, MARYLAND

[Dawn L. Marcus](#) [Krista L. Hart](#), Clerk _____ [John F. Barr](#) [Jeffrey A. Cline](#), President

Approved as to form
and legal sufficiency:

[B. Andrew Bright](#)
Assistant County Attorney

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

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NATIONAL

ELECTRICAL

ORDINANCE NO. ORD-2024-19-

AN ORDINANCE TO AMEND AN ORDINANCE ENTITLED “AN ORDINANCE TO ADOPT THE 2006 ICC ELECTRICAL CODE – ADMINISTRATIVE PROVISIONS, FIRST PRINTING, WITH LOCAL AMENDMENTS FOR WASHINGTON COUNTY, MARYLAND” AND TO REPEAL ORDINANCE NO. ORD-2015-33

RECITALS

The Board of County Commissioners of Washington County, Maryland (the "Board") adopted by Ordinance No. ORD-07-08 on December 18, 2007, effective March 1, 2008, the *2006 ICC Electrical Code – Administrative Provisions*, First Printing, with local amendments for Washington County, Maryland, and amended by Ordinance No. ORD-2015-33, adopted on December 15, 2015, effective March 1, 2016.

It has been recommended to the Board that certain amendments be made to the local amendments, some of which are necessary due to the recent organizational restructuring in Washington County Government.

A public hearing was held on _____, 2024~~19~~, following due notice and advertisement of the text of the proposed amendments.

Public comment was received, reviewed and considered.

NOW, THEREFORE, BE IT ORDAINED by the Board of County Commissioners of Washington County, Maryland, that Ordinance No. ORD-2015-33, adopted by the Board of County Commissioners of Washington County, Maryland, on December 15, 2015, effective March 1, 2016, is hereby REPEALED.

NOW, THEREFORE, BE IT FURTHER ORDAINED AND ENACTED that Ordinance No. ORD-07-08 adopting the *2006 ICC Electrical Code – Administrative Provisions*, First Printing, the contents of which are incorporated herein by reference, is hereby amended with the following insertions, deletions, and amendments:

Sections 101.1.1 – 101.1.10	added	Section 404.2	amended
Section 202	amended	Section 1003.1	amended
Section 301.1	amended		

Section 1003.1.1	added	Appendices A-D	deleted
Section 1101.1	amended		
Chapter 12	deleted [Note added]		

(1) **CHAPTER 1 – SCOPE**, is amended as follows:

(a) **SECTION 101, GENERAL**, is amended as follows:

Sections 101.1.1 through 101.1.9 are added to read as follows:

101.1.1 International Residential Code. Any reference to the *International Residential Code* shall mean the *International Residential Code for One- and Two-Family Dwellings*, 2021~~18~~¹⁹ Edition, as may be amended or restated from time to time, with local amendments for Washington County, Maryland, adopted by the Board of County Commissioners of Washington County, Maryland on _____, 2024~~19~~¹⁹, effective _____, 20____, as part of the Maryland Building Performance Standards.

101.1.2 ICC Electrical Code. Any reference to the *ICC Electrical Code* shall mean the 2020~~17~~¹⁹ *National Electrical Code*, with local amendments for Washington County, Maryland, adopted by the Board of County Commissioners of Washington County, Maryland on _____, 2024~~19~~¹⁹, effective _____, 20____, as may be amended or restated from time to time, and the 2006 ICC Electrical Code – Administrative Provisions, with local amendments for Washington County, as adopted by the Board of County Commissioners of Washington County, Maryland on December 18, 2007, effective March 1, 2008, and amended on _____, 2024~~19~~¹⁹, effective _____, 20____.

101.1.3 International Fire Code. Any reference to the *International Fire Code* shall mean the *Maryland State Fire Prevention Code* (COMAR 29.06.01), as may be amended or restated from time to time.

101.1.4 International Plumbing Code. Any reference to the *International Plumbing Code* shall mean the *International Plumbing Code*, 2021~~18~~¹⁹ Edition, as may be amended or restated from time to time, with local amendments for Washington County, Maryland, adopted by the Board of County Commissioners of Washington County, Maryland on _____, 2024~~19~~¹⁹, effective _____, 20____.

101.1.5 International Building Code. Any reference to the *International Building Code* shall mean the *International Building Code*, 2021~~18~~¹⁹ Edition, as may be amended or restated from time to time, with local amendments for Washington County, Maryland adopted by the Board of County Commissioners of Washington County, Maryland on _____, 2024~~19~~¹⁹, effective _____, 20____, as part of the Maryland Building Performance Standards.

101.1.6 International Existing Building Code. Any reference to the *International Existing Building Code*, shall mean the *International Existing Building Code*, 2021~~18~~¹⁹ Edition, as promulgated by the International Code Council, as may be amended or restated from time to time, with local amendments for Washington County, Maryland, as adopted on _____, 2024~~19~~¹⁹, effective _____, 20____, by the Board of County Commissioners of Washington County, Maryland.

101.1.7 International Fuel Gas Code. Any reference to the *International Fuel Gas Code* shall mean the *International Fuel Gas Code*, 2021~~48~~ Edition, as may be amended or restated from time to time, with local amendments for Washington County, Maryland adopted by the Board of County Commissioners of Washington County, Maryland on _____, 2024~~49~~, effective _____, 20____.

101.1.8 International Private Sewage Disposal Code. Any reference to the *International Private Sewage Disposal Code* shall mean the *International Plumbing Code*, 2021~~48~~ Edition, as may be amended or restated from time to time, with local amendments for Washington County, Maryland, adopted by the Board of County Commissioners of Washington County, Maryland on _____, 2024~~49~~, effective _____, 20____.

101.1.9 International Property Maintenance Code. Any reference to the *International Property Maintenance Code* shall mean the *Washington County Livability Code* adopted by the Board of County Commissioners of Washington County, Maryland on November 1, 1988, effective January 1, 1989, Revision 1 adopted and effective May 9, 2006, and as may be further amended or restated from time to time.

101.1.10 International Mechanical Code. Any reference to the *International Mechanical Code* shall mean the *International Mechanical Code*, 2021~~48~~ Edition, as may be amended or restated from time to time, with local amendments for Washington County, Maryland adopted by the Board of County Commissioners of Washington County, Maryland on _____, 2024~~49~~, effective _____, 20____.

(2) **CHAPTER 2, DEFINITIONS, is amended as follows:**

(a) **SECTION 202, GENERAL DEFINITIONS, is amended as follows:**

The following definition is amended and shall read as follows:

CODE OFFICIAL. The Director of the Washington County ~~Division of Engineering and Construction Management (ECM)~~ Division of Permits & Inspections shall be known as the Code Official and the ~~Deputy Director of ECM, Permitting Department, and the Deputy Director of ECM, Construction Department;~~ Chief Plans Examiner of the Division of Permits & Inspections shall be known as the Deputy Code Officials and ~~are~~ is hereby authorized and directed to administer and enforce all provisions of this code. The Code Official and Deputy Code Official~~s~~ shall be referred to singularly or collectively as the Code Official.

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(3) **CHAPTER 3, ORGANIZATION AND ENFORCEMENT, is amended as follows:**

(a) **SECTION 301, DEPARTMENT OF ELECTRICAL INSPECTION, is amended as follows:**

Section 301.1 is amended and shall read as follows:

301.1 Creation of enforcement agency. The Director of the Washington County ~~Division of Engineering and Construction Management (ECM)~~ Division of Permits & Inspections shall be known as the Code Official and the ~~Deputy Director of ECM, Permitting Department, and the Deputy Director of ECM, Construction Department;~~ Chief Plans Examiner of the Division of Permits & Inspections shall be known as the Deputy Code Officials and ~~are~~ is hereby authorized and directed to administer and enforce all provisions of this

code. The Code Official and Deputy Code Official~~s~~ shall be referred to singularly or collectively as the Code Official.

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SECTION 103, DEPARTMENT OF MECHANICAL INSPECTIONS, is amended as follows:

(4) **CHAPTER 4, PERMITS AND FEES**, is amended as follows:

(a) **SECTION 404, FEES**, is amended as follows:

Section 404.2 is amended and shall read as follows:

Section 404.2 Schedule of permit fees. The fees for all electrical work shall be paid as required in accordance with the schedule established by the Board of County Commissioners of Washington County, Maryland.

(5) **CHAPTER 10, VIOLATIONS**, is amended as follows:

(a) **SECTION 1003, PENALTIES**, is amended as follows:

Section 1003.1 is amended and shall read as follows:

1003.1 Criminal Penalties. Any person, firm, corporation, or entity that violates a provision of this code or fails to comply with any of the requirements thereof or that erects, constructs, alters, or repairs work in violation of the approved construction documents or directive of the Code Official, or of a permit or certificate issued under the provisions of this code, shall be guilty of a misdemeanor, punishable by a fine of not less than Two Hundred Fifty Dollars (\$250.00) or more than One Thousand Dollars (\$1,000.00), or by imprisonment not exceeding one (1) year, or both fine and imprisonment. Each day that a violation continues after due notice has been served shall be deemed a separate offense.

Section 1003.1.1 is added and shall read as follows:

1003.1.1 Civil Penalties. Any person, firm, corporation, or entity that violates a provision of this code or fails to comply with any of the requirements thereof or that erects, constructs, alters, or repairs work in violation of the approved construction documents or directive of the Code Official, or of a permit or certificate issued under the provisions of this code, shall be guilty of a civil offense which shall be prosecuted in accordance with Md. Code, Local Government Article, § 6-102, et seq.. The fine for a civil offense shall be established by resolution by the Board of County Commissioners of Washington County, Maryland. Each day that a violation continues after due notice has been served shall be deemed a separate offense.

(6) **CHAPTER 11, MEANS OF APPEAL**, is deleted in its entirety and the following shall be inserted in its place:

CHAPTER 11, MEANS OF APPEAL

SECTION 1101, GENERAL

1101.1 Appeals. Any appeal of orders, decisions, or determinations made by the Code Official relative to the application and interpretation of this code shall be made to the Board of

Examiners and Supervisors established by the Board of County Commissioners of Washington County, Maryland pursuant to Title 8 of the Code of the Public Local Laws of Washington County, Maryland, 2007 Edition, as may be amended or restated from time to time, and pursuant to any rules or regulations adopted by the Board of County Commissioners of Washington County, Maryland.

(7) **CHAPTER 12, ELECTRICAL PROVISIONS, is hereby deleted in its entirety.**

NOTE: The subject matter of this chapter is not within the scope of this code. For the applicable electrical provisions, refer to the ~~2020~~²⁰¹⁷ *National Electrical Code*, with local amendments for Washington County, Maryland adopted by the Board of County Commissioners of Washington County, Maryland on _____, ~~2024~~²⁰¹⁹, effective _____, 20____, as may be amended or restated from time to time.

(8) **APPENDICES A-D are deleted in their entirety.**

Adopted this _____ day of _____, ~~2024~~²⁰¹⁹.
Effective the _____ day of _____, 20____.

ATTEST:

BOARD OF COUNTY COMMISSIONERS
OF WASHINGTON COUNTY, MARYLAND

~~Dawn L. Marcus~~ ^{Krista L. Hart}, Clerk

~~John F. Barr~~ ^{Jeffrey A. Cline}, President

Approved as to form and
legal sufficiency:

~~B. Andrew Bright~~
Assistant County Attorney

Mail to:
County Attorney's Office
100 W. Washington Street, Suite 1101
Hagerstown, Maryland 21740

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ORDINANCE NO. ORD-202419

AN ORDINANCE TO REPEAL THE 201815 *INTERNATIONAL FUEL GAS CODE*, AS PROMULGATED BY THE INTERNATIONAL CODE COUNCIL, WITH LOCAL AMENDMENTS ADOPTED BY THE BOARD OF COUNTY COMMISSIONERS OF WASHINGTON COUNTY, MARYLAND AND TO ENACT THE *INTERNATIONAL FUEL GAS CODE*, 202118 EDITION, AS PROMULGATED BY THE INTERNATIONAL CODE COUNCIL, WITH LOCAL AMENDMENTS FOR WASHINGTON COUNTY, MARYLAND

RECITALS

The Board of County Commissioners of Washington County, Maryland (the "Board"), being concerned with providing protection for consumers, the general public, and owners and occupants of building and structures in Washington County, Maryland, adopted by Ordinance No. ORD-2015-31, the 2015 *International Fuel Gas Code*, as promulgated by the International Code Council, with local amendments, on December 15, 202415, effective March 1, 202416.

It has been recommended that the Board adopt the *International Fuel Gas Code*, 202118 Edition, which is more up-to-date and which provides greater safeguards for consumers, the general public, and owners and occupants of buildings and structures in Washington County, Maryland, if implemented, and provides for minimum regulations governing the design installation of fuel piping systems, fuel utilization equipment, gaseous hydrogen systems, and related accessories.

A public hearing was held on _____, 202419, following due notice and advertisement of the text of the *International Fuel Gas Code*, 202118 Edition, as promulgated by the International Code Council, with local amendments for Washington County.

Public comment was received, reviewed, and considered concerning the adoption of the *International Fuel Gas Code*, 202118 Edition, as promulgated by the International Code Council, with local amendments for Washington County.

NOW, THEREFORE, BE IT ORDAINED AND ENACTED that the 201815 *International Fuel Gas Code*, as promulgated by the International Code Council, with local amendments, adopted

by the Board of County Commissioners of Washington County, Maryland, adopted by Ordinance No. ORD-2015-31 on ~~December 15, 2024~~¹⁵, effective ~~March 1, 2024~~¹⁶, and all other ordinances or parts of ordinances in conflict herewith are hereby repealed;

NOW, THEREFORE, BE IT ORDAINED AND ENACTED that the *International Fuel Gas Code*, 20~~21~~¹⁸ Edition, as promulgated by the International Code Council, with local amendments for Washington County, the contents of which are incorporated herein by reference, is enacted with the following insertions, amendments and additions:

Section 101.1	amended	Section 106.6.3	deleted
Section 101.1.1	added	Section 107.2.1	amended
Section 101.1.2	added	Section 108.4	amended
Section 101.1.3	added	Section 108.4.1	added
Section 101.1.4	added	Section 108.5	amended
Section 101.1.5	added	Section 109.1	amended
Section 101.1.6	added	Section 109.2	deleted
Section 101.1.7	added	Section 406.4.1	amended
Section 101.1.8	added	Section 614.8.2	amended
Section 101.1.9	added	Appendices A-D	deleted
Section 103.1	amended		
Section 106.6.2	amended		

CHAPTER 1 – ADMINISTRATION, is amended as follows:

SECTION 101, GENERAL, is amended as follows:

Section 101.1 Title is amended to read as follows:

101.1 These regulations shall be known as the *Fuel Gas Code of Washington County, Maryland*, hereinafter referred to as "this code."

Sections 101.1.1 through 101.1.9 are added to read as follows:

101.1.1 International Residential Code. Any reference to the *International Residential Code* shall mean the *International Residential Code*, 20~~21~~¹⁸ Edition, as promulgated by the International Code Council, as may be amended or restated from time to time, with local amendments for Washington County, Maryland, as adopted on _____, 20~~24~~¹⁹, effective _____, 20____, by the Board of County Commissioners of Washington County, Maryland as part of the Maryland Building Performance Standards.

101.1.2 International Existing Building Code. Any reference to the *International Existing Building Code*, shall mean the *International Existing Building Code*, 20~~21~~¹⁸ Edition, as promulgated by the International Code Council, as may be amended or restated from time to time,

with local amendments for Washington County, Maryland, as adopted on _____, 202419, effective _____, 20__, by the Board of County Commissioners of Washington County, Maryland.

101.1.3 ICC Electrical Code. For the applicable electrical requirements, refer to the NFPA70: *National Electrical Code*, 202017 Edition, as may be amended or restated from time to time, with local amendments for Washington County, Maryland adopted by the Board of County Commissioners of Washington County, Maryland on _____, 202419, effective _____, 20__, and the 2006 *ICC Electrical Code - Administrative Provisions*, First Printing, as may be amended or restated from time to time, with local amendments for Washington County, Maryland, adopted on December 18, 2007, effective March 1, 2008, and amended on _____, 202419, effective _____, 20__.

101.1.4 International Fire Code. Any reference to the *International Fire Code* shall mean the *Maryland State Fire Prevention Code* (COMAR 29.06.01), as may be amended or restated from time to time.

101.1.5 International Plumbing Code. Any reference to the *International Plumbing Code* shall mean the *International Plumbing Code*, 202118 Edition, as promulgated by the International Code Council, as may be amended or restated from time to time, with local amendments for Washington County, Maryland, adopted by the Board of County Commissioners of Washington County, Maryland on _____, 202419, effective _____, 20__.

101.1.6 International Building Code. Any reference to the *International Building Code* shall mean the *International Building Code*, 202118 Edition, as promulgated by the International Code Council, as may be amended or restated from time to time, with local amendments for Washington County, Maryland, adopted on _____, 202419, effective _____, 20__, by the Board of County Commissioners of Washington County, Maryland, as part of the Maryland Building Performance Standards.

101.1.7 International Fuel Gas Code. Any reference to the *International Fuel Gas Code* shall mean the *International Fuel Gas Code*, 202118 Edition, as promulgated by the International Code Council, as may be amended or restated from time to time, with local amendments for Washington County, Maryland, adopted by the Board of County Commissioners of Washington County, Maryland on _____, 202419, effective _____, 20__.

101.1.8 International Energy Conservation Code. Any reference to the *International Energy Conservation Code* shall mean the *International Energy Conservation Code*, 202118 Edition, as promulgated by the International Code Council, as may be amended or restated from time to time, with local amendments for Washington County, Maryland adopted on _____, 202419, effective _____, 20__, by the Board of County Commissioners of Washington County, Maryland, as part of the Maryland Building Performance Standards.

101.1.9 International Mechanical Code. Any reference to *International Mechanical Code* in this code shall mean the *International Mechanical Code*, 2021~~18~~¹⁹ Edition, as promulgated by the International Code Council, as may be amended or restated from time to time, with local amendments for Washington County, adopted by the Board of County Commissioners of Washington County, Maryland, on _____, 2024~~19~~¹⁹, effective _____, 20____.

SECTION 103, DEPARTMENT OF MECHANICAL INSPECTIONS, is amended as follows:

Section 103.1 is amended to read as follows:

103.1 General. The Director of the Washington County ~~Division of Engineering and Construction Management (ECM)~~ Division of ~~Permits & Inspections~~^{Construction} shall be known as the Code Official and the ~~Deputy Director of ECM, Permitting Department, and the Deputy Director of ECM, Construction Department,~~ Chief Plans Examiner of the Division of ~~Permits & Inspections~~^{Construction} shall be known as the Deputy Code Officials and ~~are~~^{is} hereby authorized and directed to administer and enforce all provisions of this code. The Code Official and Deputy Code Officials ~~is~~ shall be referred to singularly or collectively as the Code Official.

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SECTION 106 (IFGC), PERMITS, is amended as follows:

Section 106.6.2 is amended and shall read as follows:

106.6.2 Fee schedule. The fees for work performed under this code shall be paid in accordance with the schedule as established by the Board of County Commissioners of Washington County, Maryland, as may be amended from time to time.

Section 106.6.3 is deleted in its entirety.

SECTION 107 (IFGC), INSPECTIONS AND TESTING, is amended as follows:

Section 107.2.1 is amended and shall read as follows:

107.2.1 New, altered, extended or repaired installations. New installations and part of existing installations, including but not limited to LP tank replacements, which have been altered, extended, renovated, or repaired, shall be tested as prescribed herein to disclose leaks and defects.

SECTION 108 (IFGC), VIOLATIONS, is amended as follows:

Section 108.4 Violation penalties, is amended and shall read as follows:

108.4 Criminal Penalties. Any person, firm, corporation, or entity that violates a provision of this code or fails to comply with any of the requirements thereof or that erects, constructs, alters, or repairs work in violation of the approved construction documents or directive of the Code Official, or of a permit or certificate issued under the provisions of this code, shall be guilty of a misdemeanor, punishable by a fine of not less than Two Hundred Fifty Dollars (\$250.00) or more than One Thousand Dollars (\$1,000.00), or by imprisonment not exceeding one (1) year, or both fine and imprisonment. Each day that a violation continues after due notice has been served shall be deemed a separate offense.

Section 108.4.1 is added and shall read as follows:

108.4.1 Civil Penalties. Any person, firm, corporation, or entity that violates a provision of this code or fails to comply with any of the requirements thereof or that erects, constructs, alters, or repairs work in violation of the approved construction documents or directive of the Code Official, or of a permit or certificate issued under the provisions of this code, shall be guilty of a civil offense which shall be prosecuted in accordance with Md. Code, Local Government Article, § 6-102, et seq. The penalty for a civil offense shall be established by resolution by the Board of County Commissioners of Washington County, Maryland. Each day that a violation continues after due notice has been served shall be deemed a separate offense.

Section 108.5 is amended to read as follows:

108.5 Stop work orders. Upon notice from the Code Official or designee that mechanical work is being done contrary to the provisions of this code or in a dangerous or unsafe manner, such work shall immediately cease. Such notice shall be in writing and shall be given to the owner of the property, or to the owner's agent, or to the person doing the work. The notice shall state the conditions under which work is authorized to resume. Where an emergency exists, the code official or designee shall not be required to give a written notice prior to stopping the work. Any person who shall continue any work on the system after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be liable for a fine of not less than Two Hundred Fifty Dollars (\$250.00) or more than One Thousand Dollars (\$1,000.00).

SECTION 109 (IFGC), MEANS OF APPEALS, is amended as follows:

Section 109.1 is amended and shall read as follows:

109.1 Application for appeal. Any person shall have the right to appeal a decision of the Code Official to the Washington County Plumbing/Mechanical Board (the "Plumbing/Mechanical Board"). An application for appeal shall be based on a claim that the true intent of this code or the rules legally adopted thereunder have been incorrectly interpreted, the provisions of this code do not fully apply, or an equally good or better form of construction is proposed. The application shall be filed on a form obtained from the Code Official within twenty (20) days after the notice was served. All appeals shall be heard in accordance with the rules, regulations and procedures adopted by the Plumbing/Mechanical Board.

Section 109.2 is deleted in its entirety.

CHAPTER 4 – GAS PIPINGS AND INSTALLATIONS, is amended as follows:

SECTION 406 (IFGC), INSPECTION, TESTING AND PURGING is amended as follows:

Section 406.4.1 is amended and shall read as follows:

406.4.1 Test pressure. The test pressure to be used shall be no less than 30 psi. on a 30 lb. gauge.

CHAPTER 6 – SPECIFIC APPLIANCES, is amended as follows:

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SECTION 614 (IFGC), CLOTHES DRYER EXHAUST is amended as follows:

Section 614.8.2 is amended to read as follows:

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614.8.2 Duct installation. Exhaust ducts shall be supported at 4-foot (1219 mm) intervals and secured in place. The insert end of the duct shall extend into the adjoining duct or fitting in the directions of airflow. Ducts shall not be joined with screws or similar fasteners that protrude into the inside of the duct. Where dryer exhaust ducts are enclosed in wall or ceiling cavities, such cavities shall allow the installation of the duct without deformation.

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APPENDICES

APPENDICES A-D ARE DELETED IN THEIR ENTIRETY.

Adopted this ____ day of _____, 2024~~19~~.
Effective the ____ day of _____, 20__.

ATTEST:

BOARD OF COUNTY COMMISSIONERS
OF WASHINGTON COUNTY, MARYLAND

Dawn L. Marcus~~Krista L. Hart~~, Clerk

John F. Barr~~Jeffrey A. Cline~~, President

Approved as to form and
legal sufficiency:

B. Andrew Bright
Assistant County Attorney

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

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adopting 2018 IFGC - draft (vlg).doc

ORDINANCE NO. ORD-202419-

AN ORDINANCE TO REPEAL THE INTERNATIONAL MECHANICAL CODE, 201815 EDITION, AS PROMULGATED BY THE INTERNATIONAL CODE COUNCIL, WITH LOCAL AMENDMENTS, AND TO ENACT THE *INTERNATIONAL MECHANICAL CODE*, 202118 EDITION, AS PROMULGATED BY THE INTERNATIONAL CODE COUNCIL, WITH LOCAL AMENDMENTS FOR WASHINGTON COUNTY, MARYLAND

RECITALS

The Board of County Commissioners of Washington County, Maryland (the “Board”), being concerned with providing protection for the consumer, general public, and owners and occupants of buildings and structures in Washington County, adopted by Ordinance No. ORD-2015-30 on December 15, 2015, effective March 1, 2016, the 2015 International Mechanical Code, as promulgated by the International Code Council, with local amendments for Washington County, Maryland.

It has been recommended that the Board adopt the *International Mechanical Code*, 202118 Edition, which is more up-to-date and which provides greater safeguards for the consumer, general public, and owners and occupants of buildings and structures in Washington County, Maryland, if implemented, and provides for minimum regulations governing the design, installation, and construction of mechanical systems.

A public hearing was held on _____, 202419, following due notice and advertisement of the text of the *International Mechanical Code*, 202118 Edition, with local amendments, including Appendix A.

Public comment was received, reviewed, and considered concerning the repeal of the 201815 International Mechanical Code, as promulgated by the International Code Council, with local amendments, and the adoption of the *International Mechanical Code*, 202118 Edition, as promulgated by the International Code Council, with local amendments, including Appendix A.

NOW, THEREFORE, BE IT ORDAINED AND ENACTED that the 20~~18~~¹⁵ International Mechanical Code, as promulgated by the International Code Council, with local amendments, adopted by Ordinance No. ORD-2015-30, the Board of County Commissioners of Washington County, Maryland on December 15, 2015, effective March 1, 2016, and all other ordinances or parts of ordinances in conflict herewith are hereby repealed; and

NOW, THEREFORE, BE IT ORDAINED AND ENACTED that the *International Mechanical Code*, 20~~21~~¹⁸ Edition, as promulgated by the International Code Council, with local amendments, including Appendix A, the contents of which are incorporated herein by reference, is enacted with the following insertions, amendments and additions:

Section 101.1	Amended	Section 108.5	Amended
Sections 101.1.1-101.1.8	Added	Section 109.1	Amended
Section 103.1	Amended	Section 109.2	Deleted
Section 106.5.2	Amended	Section 306.3	Amended
Section 106.5.3	Deleted	Section 504.8.2	Amended
Section 108.4	Amended	Appendix A	Adopted
Section 108.4.1	Added	Appendix B	Deleted

CHAPTER 1 – ADMINISTRATION, is amended as follows:

SECTION 101, GENERAL, is amended as follows:

Section 101.1 is amended to read as follows:

101.1 Title. These regulations shall be known as the *Mechanical Code of Washington County, Maryland*, hereinafter referred to as "this code."

Sections 101.1.1 through 101.1.7 are added to read as follows:

101.1.1 International Residential Code. Any reference to the *International Residential Code* shall mean the *International Residential Code*, 20~~21~~¹⁸ Edition, as promulgated by the International Code Council, as may be amended or restated from time to time, with local amendments for Washington County, Maryland, as adopted on _____, 20~~24~~¹⁹, effective _____, 20__, by the Board of County Commissioners of Washington County, Maryland, as part of the Maryland Building Performance Standards.

101.1.2 International Existing Building Code. Any reference to the *International Existing Building Code*, shall mean the *International Existing Building Code*, 2021~~18~~⁴⁸ Edition, as promulgated by the International Code Council, as may be amended or restated from time to time, with local amendments for Washington County, Maryland, as adopted on _____, 2024~~19~~⁴⁹, effective _____, 20__, by the Board of County Commissioners of Washington County, Maryland.

101.1.3 ICC Electrical Code. For the applicable electrical requirements, refer to the NFPA70:*National Electrical Code*, 2020~~17~~⁴⁷ Edition, with local amendments for Washington County, Maryland adopted by the Board of County Commissioners of Washington County, Maryland on _____, 2024~~19~~⁴⁹, effective _____, 20__, as may be amended or restated from time to time, and the 2006 *ICC Electrical Code - Administrative Provisions*, First Printing, with local amendments for Washington County, Maryland, adopted on December 18, 2007, effective March 1, 2008, and amended on _____, 2024~~19~~⁴⁹ effective _____, 20__.

101.1.4 International Fire Code. Any reference to the *International Fire Code* shall mean the *Maryland State Fire Prevention Code* (COMAR 29.06.01), as may be amended or restated from time to time.

101.1.5 International Plumbing Code. Any reference to the *International Plumbing Code* shall mean the *International Plumbing Code*, 2021~~18~~⁴⁸ Edition, as promulgated by the International Code Council, as may be amended or restated from time to time, with local amendments for Washington County, Maryland, adopted by the Board of County Commissioners of Washington County, Maryland on _____, 2024~~19~~⁴⁹, effective on _____, 20__.

101.1.6 International Building Code. Any reference to the *International Building Code* shall mean the *International Building Code*, 2021~~18~~⁴⁸ Edition, as promulgated by the International Code Council, as may be amended or restated from time to time, with local amendments for Washington County, Maryland adopted on _____, 2024~~09~~⁴⁹, effective _____, 20__, by the Board of County Commissioners of Washington County, Maryland, as part of the Maryland Building Performance Standards.

101.1.7 International Fuel Gas Code. Any reference to the *International Fuel Gas Code* shall mean the *International Fuel Gas Code*, 2021~~18~~⁴⁸ Edition, as promulgated by the International Code Council, as may be amended or restated from time to time, with local amendments for Washington County, Maryland adopted by the Board of County Commissioners of Washington County, Maryland, on _____, 2024~~19~~⁴⁹, effective _____, 20__.

101.1.8 International Energy Conservation Code. Any reference to the *International Energy Conservation Code* shall mean the *International Energy Conservation Code*, 2021~~18~~⁴⁸ Edition, as promulgated by the International Code Council, as may be amended or restated from time to time, with local amendments for Washington County, Maryland adopted on _____, 2024~~19~~⁴⁹, effective _____, 20__, by the Board of County Commissioners of Washington County, Maryland, as part of the Maryland Building Performance Standards.

SECTION 103, DEPARTMENT OF MECHANICAL INSPECTIONS, is amended as follows:

Section 103.1 is amended to read as follows:

103.1 General. The Director of the Washington County ~~Division of Engineering and Construction Management (ECM)~~ Division of ~~Permits & Inspections~~~~Construction~~ shall be known as the Code Official and the ~~Deputy Director of ECM, Permitting Department, and the Deputy Director of ECM, Construction Department,~~ Chief Plans Examiner of the Division of ~~Permits & Inspections~~~~Construction~~ shall be known as the Deputy Code Official~~s~~ and ~~are~~is hereby authorized and directed to administer and enforce all provisions of this code. The Code Official and Deputy Code Official~~s~~ shall be referred to singularly or collectively as the Code Official.

SECTION 106, PERMITS, is amended as follows:

Section 106.5.2 is amended to read as follows:

106.5.2 Fee schedule. The fees for all mechanical work shall be paid as required in accordance with the schedule as established by the Board of County Commissioners of Washington County, Maryland.

Section 106.5.3 is deleted in its entirety.

SECTION 108, VIOLATIONS, is amended as follows:

Section 108.4 is amended to read as follows:

108.4 Criminal penalties. Any person, firm, corporation, or entity that violates any of the provisions of this code or fails to comply with any of the requirements thereof or that erects, constructs, alters, or repairs a building or structure in violation of the approved construction documents or directive of the Code Official, or of a permit or certificate issued under the provisions of this code, shall be guilty of a misdemeanor punishable by a fine of not less than Two Hundred Fifty Dollars (\$250.00) or more than One Thousand Dollars (\$1,000.00), or by imprisonment not exceeding one (1) year, or both fine and imprisonment. Each day that a violation continues after due notice has been served shall be deemed a separate offense.

Section 108.4.1 is added and shall read as follows:

108.4.1 Civil Penalties. Any person, firm, corporation, or entity that violates any of the provisions of this code or fails to comply with any of the requirements thereof or that erects, constructs, alters, or repairs a building or structure in violation of the approved construction documents or directive of the Code Official, or of a permit or certificate issued under the provisions of this code, shall be guilty of a civil offense which shall be prosecuted in accordance with Md. Code, Local Government Article, § 6-102, et seq. The fine for a civil offense shall be established by resolution by the Board of County Commissioners of Washington County, Maryland. Each day that a violation continues after due notice has been served shall be deemed a separate offense.

Section 108.5 is amended to read as follows:

108.5 Stop work orders. Upon notice from the Code Official or designee that mechanical work is being done contrary to the provisions of this code or in a dangerous or unsafe manner, such work shall immediately cease. Such notice shall be in writing and shall be given to the owner of the property, or to the owner's agent, or to the person doing the work. The notice shall state the conditions under which work is authorized to resume. Where an emergency exists, the code official or designee shall not be required to give a written notice prior to stopping the work. Any person who shall continue any work on the system after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be liable for a fine of not less than Two Hundred Fifty Dollars (\$250.00) or more than One Thousand Dollars (\$1,000.00).

SECTION 109, MEANS OF APPEAL, is amended as follows:

Section 109.1 is amended to read as follows:

109.1 Application for appeal. Any person shall have the right to appeal a decision of the Code Official to the Washington County Plumbing/Mechanical Board (the "Plumbing/Mechanical Board"). An application for appeal shall be based on a claim that the true intent of this code or the rules legally adopted thereunder have been incorrectly interpreted, the provisions of this code do not fully apply, or an equally good or better form of construction is proposed. The application shall be filed on a form obtained from the code official within twenty (20) days after the notice was served. All appeals shall be heard in accordance with the rules, regulations, and procedures adopted by the Plumbing/Mechanical Board.

Section 109.2 is deleted in its entirety.

CHAPTER 3, GENERAL REGULATIONS, is amended as follows:

SECTION 306, ACCESS AND SERVICE SPACE, is amended as follows:

Section 306.3 is amended to read as follows:

306.3 Appliances in attics. Attics containing appliances shall be provided with an opening and unobstructed passageway large enough to allow removal of the largest appliance. The passageway shall not be less than 30 inches (762 mm) high and 22 inches (559 mm) wide and not more than 20 feet (6096 mm) in length measured along the centerline of the passageway from the opening to the appliance. The passageway shall have continuous solid flooring not less than 24 inches (610 mm) wide. A level service space not less than 30 inches (762 mm) deep and 30 inches (762 mm) wide shall be present at the front or service side of the appliance. The clear access opening dimensions shall be a minimum of 20 inches by 30 inches (508 mm by 762 mm), and large enough to allow removal of the largest appliance. Access shall be by a pull-down or fixed stairway.

CHAPTER 5, EXHAUST SYSTEMS, is amended as follows:

SECTION 504, CLOTHES DRYER EXHAUST, is amended as follows:

Section 504.8.2 is amended to read as follows:

504.8.2 Duct Installation. Exhaust ducts shall be supported at 4-foot (1219 mm) intervals and secured in place. The insert end of the duct shall extend into the adjoining duct or fitting in the directions of airflow. Ducts shall not be joined with screws or similar fasteners that protrude into the inside of the duct. Where dryer exhaust ducts are enclosed in wall or ceiling cavities, such cavities shall allow the installation of the duct without deformation.

APPENDICES

THE FOLLOWING APPENDIX IS HEREBY ADOPTED:

APPENDIX A - CHIMNEY CONNECTOR PASS-THROUGHS

THE FOLLOWING APPENDIX IS HEREBY DELETED IN ITS ENTIRETY:

APPENDIX B - RECOMMENDED PERMIT FEE SCHEDULE

Adopted this ____ day of _____, 2024~~19~~.
Effective the ____ day of _____, 20__.

ATTEST:

BOARD OF COUNTY COMMISSIONERS
OF WASHINGTON COUNTY, MARYLAND

~~Dawn L. Marcus~~Krista L. Hart, Clerk

~~John F. Barr~~Jeffrey A. Cline, President

Approved as to form and
legal sufficiency:

~~B. Andrew Bright~~
Assistant County Attorney

Mail to:
County Attorney's Office
100 W. Washington Street, Suite 1101
Hagerstown, Maryland 21740

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adopting 2018 IMC - draft (vlg).doc

ORDINANCE NO. ~~ORD-202419-~~

AN ORDINANCE TO ADOPT THE 202118 MARYLAND BUILDING PERFORMANCE STANDARDS AS ADOPTED BY THE STATE OF MARYLAND (COMAR 05.02.07), WITH MODIFICATIONS, AND SUBJECT TO LOCAL AMENDMENTS FOR WASHINGTON COUNTY, MARYLAND

RECITALS

The Board of County Commissioners of Washington County, Maryland (the "Board") by ~~Curative Ordinance No. ORD-2016-04 adopted on March 1, 2016, effective March 1, 2016, (correcting Ordinance No. ORD-2015-27 adopted on December 15, 2015, effective March 1, 2016),~~ adopted the *International Building Code*, 20185 Edition (IBC), the *International Residential Code*, 20185 Edition (IRC), and the *International Energy Conservation Code*, 20185 Edition (IECC), promulgated by the International Code Council as the Maryland Building Performance Standards (the "20185 Standards").

The State of Maryland has updated and adopted, with modifications, the *International Building Code*, 202118 Edition (IBC), the *International Residential Code*, 202118 Edition (IRC), and the *International Energy Conservation Code*, the 202118 Edition (IECC), promulgated by the International Code Council as the Maryland Building Performance Standards (the "202118 Standards").

Chapter 294 of the Acts of the 2009 Acts of the General Assembly of Maryland provides that local jurisdictions shall implement and enforce the most current version of the Standards and any local amendments to the Standards.

The Board now desires to adopt the 202118 Standards as adopted by the State of Maryland, with local amendments for Washington County, Maryland.

A public hearing was held on _____, 202419, following due notice and advertisement of the text of the 202118 Standards as adopted by the State of Maryland, subject to local amendments for Washington County, Maryland.

ARTICLE I

LOCAL AMENDMENTS TO THE *INTERNATIONAL BUILDING CODE*, 2018 EDITION

The *International Building Code*, 2021⁴⁸ Edition, as adopted by the State of Maryland in the Maryland Building Performance Standards (COMAR 05.02.07) is hereby amended with the following insertions, amendments and additions:

Section 101.1	Amended	Chapter 11 Note	Added
Sections 101.1.1 – 101.1.11	Added	Section 1507.16	Amended
Section 103.1	Amended	Sections 1507.16.2 - 1507.16.5	Added
Section 104.10	Amended	Section 1512.1	Amended
Section 105.2	Amended	Sections 1512.2 - 1512.5	Added
Section 105.8	Added	Section 1607.2	Amended
Section 106	Deleted	Table 1607.1	Amended
Section 107.2.6.1	Deleted	Section 1608.2	Amended
Section 109.4	Amended	Section 1809.5	Amended
Section 110.3.3	Deleted	Table 1809.7	Amended
Section 110.3.3 Note	Added	Table 2304.10.1	Amended
Section 114.4	Amended	Section 2308.3.1	Amended
Section 114.5	Added	Section 2406.1.5	Added
Section 202	Amended	Chapter 27 - Electrical	Deleted
Section 305.2.3	Amended	Chapter 27- Electrical Note	Added
Section 308.5.4	Amended	Section 3001.1	Amended
Section 311.1.1	Amended	Section 3109.1 – 3109.5	Amended
Section 501.2	Amended	Appendices B, C, N AND H	Adopted
Section 901.6	Amended	Appendices A, D, E, F, G,	
Section 903.2.1.2	Amended	I, J, K, L and M	Deleted
Chapter 11	Deleted		

CHAPTER 1 – ADMINISTRATION, is amended as follows:

SECTION 101, GENERAL, is amended as follows:

Section 101.1 is amended to read as follows:

101.1 Title. These regulations shall be known as the *Building Code of Washington County, Maryland*, hereinafter referred to as "this code."

Sections 101.1.1 through 101.1.11 are added and shall read as follows:

101.1.1 International Residential Code. Any reference to the *International Residential Code* shall mean the *International Residential Code*, 2021⁴⁸ Edition, as amended or restated from time to time, as promulgated by the International Code Council, with local amendments for Washington County, Maryland, as adopted on _____, 2024⁴⁹, effective _____, 2024[—], by the Board of County Commissioners of Washington County, Maryland, as part of the Maryland Building Performance Standards.

101.1.2 International Existing Building Code. Any reference to the *International Existing Building Code*, shall mean the *International Existing Building Code*, 2021+8 Edition, as promulgated by the International Code Council, as may be amended or restated from time to time, with local amendments for Washington County, Maryland, as adopted on _____, 2024+9, effective _____, 2024, by the Board of County Commissioners of Washington County, Maryland.

101.1.3 ICC Electrical Code. For the applicable electrical requirements, refer to the NFPA70: *National Electrical Code*, 2020+7 Edition, as may be amended or restated from time to time, with local amendments for Washington County, Maryland adopted by the Board of County Commissioners of Washington County, Maryland on _____, 2024+9, effective _____, 2024+9, and the 2006 *ICC Electrical Code - Administrative Provisions*, First Printing, with local amendments for Washington County, Maryland, adopted on December 18, 2007, effective March 1, 2008, and amended on _____, 2024+9, effective _____, 2024+.

101.1.4 International Fire Code. Any reference to the *International Fire Code* shall mean the *Maryland State Fire Prevention Code* (COMAR 29.06.01), as may be amended or restated from time to time.

101.1.5 International Plumbing Code. Any reference to the *International Plumbing Code* shall mean the *International Plumbing Code*, 2021+8 Edition, as may be amended or restated from time to time, as promulgated by the International Code Council, with local amendments for Washington County, Maryland, adopted by the Board of County Commissioners of Washington County, Maryland on _____, 2024+9, effective on _____, 2024+.

101.1.6 International Property Maintenance Code. Any reference to the *International Property Maintenance Code* shall mean the *Washington County Livability Code* adopted by the Board of County Commissioners of Washington County, Maryland on November 1, 1988, effective January 1, 1989, Revision 1 adopted and effective May 9, 2006, and as may be amended or restated from time to time.

101.1.7 International Mechanical Code. Any reference to the *International Mechanical Code* shall mean the *International Mechanical Code*, 2021+8 Edition, as may be amended or restated from time to time, as promulgated by the International Code Council, with local amendments for Washington County, Maryland adopted by the Board of County Commissioners of Washington County, Maryland on _____, 2024+9, effective on _____, 2024+.

101.1.8 International Fuel Gas Code. Any reference to the *International Fuel Gas Code* shall mean the *International Fuel Gas Code*, 2021+8 Edition, as may be amended or restated from time to time, as promulgated by the International Code Council, with local amendments for Washington County, Maryland adopted by the Board of County Commissioners of Washington County, Maryland on _____, 2024+9, effective _____, 2024+.

101.1.9 International Energy Conservation Code. Any reference to the *International Energy Conservation Code* shall mean the *International Energy Conservation Code*, 2021+8 Edition, as may be amended or restated from time to time, as promulgated by the International Code Council, adopted on _____, 2024+9, effective _____, 2024+ by the Board of County Commissioners of Washington County, Maryland as part of the Maryland Building Performance Standards.

ORDINANCE NO. ORD-2024-19-

AN ORDINANCE TO REPEAL THE 20~~18~~¹⁵ INTERNATIONAL PLUMBING CODE, AS PROMULGATED BY THE INTERNATIONAL CODE COUNCIL, WITH LOCAL AMENDMENTS ADOPTED BY THE BOARD OF COUNTY COMMISSIONERS OF WASHINGTON COUNTY, MARYLAND AS THE PLUMBING CODE OF WASHINGTON COUNTY, MARYLAND ON DECEMBER 15, 2015, EFFECTIVE MARCH 1, 2016, AND TO ENACT THE *INTERNATIONAL PLUMBING CODE*, 20~~21~~¹⁸ EDITION, AS PROMULGATED BY THE INTERNATIONAL CODE COUNCIL, WITH LOCAL AMENDMENTS FOR WASHINGTON COUNTY, MARYLAND

RECITALS

The Board of County Commissioners of Washington County, Maryland, being concerned with securing the proper installation of systems for furnishing potable water for sanitary sewage disposal and storm drainage, and to ensure public safety, health, and welfare insofar as they are affected by regulating and controlling the design, construction, quality of materials, installation, alteration, repair, location, relocation, replacement, addition to use, or maintenance of plumbing systems, adopted by Ordinance No. ORD-2015-29, the 20~~18~~¹⁵ International Plumbing Code with local amendments on ~~December 15,~~ 20~~21~~¹⁵, effective ~~March 1,~~ 20~~24~~¹⁶.

It has been recommended that the Board of County Commissioners adopt the *International Plumbing Code*, 20~~21~~¹⁸ Edition, as promulgated by the International Code Council, which is more up-to-date and which provides greater safeguards for residents of Washington County, Maryland, if implemented.

A public hearing was held on _____, 20~~24~~¹⁹ following due notice and advertisement of the text of the *International Plumbing Code*, 20~~21~~¹⁸ Edition, as promulgated by the International Code Council, with certain requested insertions, deletions, and amendments.

Public comment was received, reviewed, and considered concerning the repeal of the 20~~18~~¹⁵ International Plumbing Code, as promulgated with the International Code Council, with local amendments and the adoption of the *International Plumbing Code*, 20~~21~~¹⁸ Edition, as promulgated by the International Code Council, including Chapters 1 through 15, Appendices B, C, D, and E, and local amendments.

NOW, THEREFORE, be it ordained and enacted that the 2018~~15~~ International Plumbing Code, as promulgated by the International Code Council, with local amendments, adopted as the Plumbing Code of Washington County, Maryland on ~~December 15~~, 2024~~15~~, effective ~~March 1~~, 2024~~16~~ (ORD-2015-29), and all other ordinances or parts of ordinances in conflict herewith are repealed; and

NOW, THEREFORE, be it ordained and enacted that the *International Plumbing Code*, 2021~~18~~ Edition, as promulgated by the International Code Council, the contents of which are incorporated herein by reference, is enacted with the following insertions, deletions, and amendments:

The following sections, tables, and appendix are hereby deleted, amended, or added:

Section 101.1	Amended	Section 312.2	Amended
Section 101.1.1	Added	Section 312.2.1	Added
Section 101.1.2	Added	Section 312.2.2	Added
Section 101.1.3	Added	Section 401.3.1	Added
Section 101.1.4	Added	Section 403.1	Amended
Section 101.1.5	Added	Section 404.1	Amended
Section 101.1.6	Added	Section 418.4 18.3	Added
Section 101.1.7	Added	Section 603.1	Amended
Section 101.1.8	Added	Table 605.3	Amended
Section 101.1.9	Added	Table 605.4	Amended
Section 103.1	Amended	Section 608.12	Added
Section 103.2 103.1.1	Added	Section 608.14.10	Added
Section 103.3	Amended	Section 608.14 608.15	Amended
Section 106.2	Amended	Section 608.17.9	Added
Section 106.3	Amended	Section 608.18	Added
Section 106.3.1.1	Added	Section 701.2	Amended
Section 106.6.2	Amended	Table 702.1	Amended
Section 106.6.3	Deleted	Table 702.2	Amended
Section 107.2.2.1	Added	Table 702.3	Amended
Section 107.2.3.1	Added	Table 702.4	Amended
Section 108.4	Amended	Section Table 706.3	Amended
Section 108.4.1	Added	Section 708.1.10.3	Added
Section 108.5	Amended	Section 802.3.1 802.4.1	Amended
Section 109.1	Amended	Section 903.1	Amended
Section 109.2 - 109.6.2	Deleted	Section 904.1	Amended
Section 301.4.1	Added	Section 905.1	Amended
Section 305.4	Amended	Section 918.1	Amended
Section 305.4.1	Amended	Sections 918.2 - 918.8	Deleted
Section 306.3	Amended	Chapter 13A	Added
Section 309.1	Amended	Chapter 16	Added
Section 309.2-309.3	Deleted	Appendix A	Deleted
		Appendices B, C, D, and E	Adopted

CHAPTER 1 – ADMINISTRATION – is amended as follows:

SECTION 101 – GENERAL – is amended as follows:

Section 101.1 is amended and shall read as follows:

101.1 Title. These regulations shall be known as the Plumbing Code of Washington County, Maryland, hereinafter referred to as "this code."

Section 101.1.1 is added and shall read as follows:

101.1.1 International Building Code. Any reference to the *International Building Code* shall mean the *International Building Code*, 2021+8 Edition, as promulgated by the International Code Council, as may be amended or restated from time to time, with local amendments for Washington County, Maryland adopted on _____, 2024+9, effective _____, 20__, by the Board of County Commissioners of Washington County, Maryland as part of the Maryland Building Performance Standards.

Section 101.1.2 is added and shall read as follows:

101.1.2 International Residential Code. Any reference to the *International Residential Code* shall mean the *International Residential Code*, 2021+8 Edition, as promulgated by the International Code Council, as may be amended or restated from time to time, with local amendments for Washington County, Maryland, as adopted on _____, 2024+9, effective _____, 20__, by the Board of County Commissioners of Washington County, Maryland as part of the Maryland Building Performance Standards.

Section 101.1.3 is added and shall read as follows:

101.1.3 International Existing Building Code. Any reference to the *International Existing Building Code*, shall mean the *International Existing Building Code*, 2021+8 Edition, as promulgated by the International Code Council, as may be amended or restated from time to time, with local amendments for Washington County, Maryland, as adopted on _____, 2024+9, effective _____, 20__, by the Board of County Commissioners of Washington County, Maryland.

Section 101.1.4 is added and shall read as follows:

101.1.4 International Energy Conservation Code. Any reference to the *International Energy Conservation Code* shall mean the *International Energy Conservation Code*, 2021+8 Edition, as promulgated by the International Code Council, as may be amended or restated from time to time, with local amendments for Washington County, Maryland, adopted on _____, 2024+8, effective _____, 20__, by the Board of County Commissioners of Washington County, Maryland as part of the Maryland Building Performance Standards.

Section 101.1.5 is added and shall read as follows:

101.1.5 International Fire Code. Any reference to *International Fire Code* in this code shall mean the *Maryland State Fire Prevention Code* (COMAR 29.06.01), as may be amended or restated from time to time.

Section 101.1.6 is added and shall read as follows:

101.1.6 ICC Electrical Code. For the applicable electrical requirements, refer to the *NFPA 70: National Electrical Code*, 2024~~17~~¹⁹ Edition, as may be amended or restated from time to time, with local amendments for Washington County, Maryland, adopted by the Board of County Commissioners of Washington County, Maryland on _____, 2024~~19~~¹⁹, effective _____, 20____, and the 2006 *ICC Electrical Code - Administrative Provisions*, First Printing, as may amended or restated from time to time, with local amendments for Washington County, Maryland, adopted on December 18, 2007, effective July 1, 2008, and amended on _____, 2024~~19~~¹⁹, effective _____, 20____.

Section 101.1.7 is added and shall read as follows:

101.1.7 International Fuel Gas Code. Any reference to *International Fuel Gas Code* in this code shall mean the *International Fuel Gas Code*, 2021~~18~~¹⁹ Edition, as may be amended or restated from time to time, as promulgated by the International Code Council, with local amendments for Washington County, adopted by the Board of County Commissioners of Washington County, Maryland on _____, 2019, effective _____, 20____.

Section 101.1.8 is added and shall read as follows:

101.1.8 International Mechanical Code. Any reference to *International Mechanical Code* in this code shall mean the *International Mechanical Code*, 2018 Edition, as promulgated by the International Code Council, as may be amended or restated from time to time, with local amendments for Washington County, adopted by the Board of County Commissioners of Washington County, Maryland on _____, 2024~~19~~¹⁹, effective _____, 20____.

SECTION 103 is amended to read: ~~PERMITTING-DEPARTMENT DIVISION OF Permits & Inspections~~CONSTRUCTION

Section 103.1 is amended to read as follows:

103.1 General. The Director of the Washington County ~~Division of Engineering & Construction Management (ECM)~~ Division of ~~Permits & Inspections~~CONSTRUCTION shall be known as the Code Official and ~~the Deputy Director of ECM, Permitting Department, and Deputy Director of ECM, Construction Department,~~ the Chief Plans Examiner of the Division of ~~Permits & Inspections~~CONSTRUCTION shall be known as Deputy Code Officials and ~~are~~is hereby authorized and directed to administer and enforce all provisions of this code. The Code Official and Deputy Code Officials shall be referred to singularly or collectively as the Code Official.

Section ~~103.2.1~~103.1.1 is added and shall read as follows:

~~103.2.1~~103.1.1 Qualifications. Plumbing Inspectors hired by the County or State government after October 1, 1988 shall meet the minimum standards established by the County and the State Plumbing Board.

A. Applicant(s) for Inspector(s) III shall hold a Master Plumber's license issued by the State of Maryland or the applicant shall be a licensed professional mechanical engineer with at least four (4) years' experience and shall pass a written examination administered by the State Board.

B. Plumbing Inspector(s) shall attend annually at least one refresher course to be conducted by the State Board, or a course which is consistent in content with the State Board.

C. Plumbing Inspector(s) shall not be engaged or financially interested in any plumbing business, directly or indirectly, during their term of employment.

Section 103.3 is amended to read as follows:

103.3 Deputies. Plumbing Inspector(s) shall be hired by the Board of County Commissioners of Washington County, upon recommendation by the ~~Deputy Director of ECM, Construction Department~~ Director of the Division of [Permits & Inspections](#)~~Construction~~.

SECTION 106-PERMITS –is amended as follows:

Section 106.2 is amended as follows:

106.2 Exempt work is amended by adding No. 3 which shall read as follows:

3. Replacement of a single fixture only to include garbage disposal, dish washer, lavatory, or sink. However, if any of these exceptions (fixtures) are included as part of remodeling or in conjunction with any other plumbing work, these fixtures shall be permitted and inspected.

Section 106.3 is amended to read as follows:

106.3 Application for permit; by whom application is made. Each application for a permit, with the required fee, shall be filed with the Code Official on a form furnished for that purpose and shall contain a general description of the proposed work and its location. The permit application shall indicate the proposed occupancy of all parts of the building and of that portion of the site or lot, if any, not covered by the building or structure and shall contain such other information required by the Code Official. Application for a permit shall be made by a person, or an agent, to install all or part of any plumbing system. The applicant shall meet all qualifications established by rules promulgated with this code or by ordinance, resolution, or statute. The full names and addresses of the owner, lessee, applicant, and of the responsible officers, if the owner or lessee is a corporate body, shall be stated in the application. The application must be signed by the Master Plumber holding a Washington County plumbing license and doing the work. The only exception would be when the homeowner successfully passes a written or oral exam issued by the Washington County Department of [Permits & Inspections](#)~~Permitting~~. Upon successfully passing the exam, the property owner shall sign a release agreement stating his or her intention to do the plumbing in his or her existing place of residence according to the Washington County homeowner provision and releasing the County from any liability therefrom. Homeowner provisions do not apply to applications for public or private water and sewer systems and mobile homes or gas lines. Permits shall not be processed until it is completely filled out by the licensed contractor or homeowner.

Section 106.3.1.1 is added and shall read as follows:

106.3.1.1 Emergency situation. Where equipment replacement and repairs must be performed in an emergency situation, the permit application shall be submitted to the Code Official within the next working business day.

Section 106.6.2 is amended to read as follows:

106.6.2 Fee schedule. The fees for all plumbing work shall be paid in accordance with the schedule as established by the Board of County Commissioners of Washington County, Maryland, as may be amended from time to time.

Section 106.6.3 is deleted in its entirety.

SECTION ~~112~~97-INSPECTIONS AND TESTING-is amended as follows:

Section ~~112.1.1107.2.2.1~~ is added and shall read as follows:

~~112.1.1107.2.2.1~~ Responsibility. The responsibility for requesting an inspection shall rest entirely with the licensed master plumber, master well driller, on-site utility contractor, or appliance, pump, and water conditioner installer who applied for the permit, or the homeowner who has successfully passed the homeowner's examination. No work shall be covered or concealed until the work has been inspected and approved. Improper workmanship shall be remedied, and unsatisfactory materials shall be replaced as ordered by the inspector, and the corrections shall be re-inspected. All requests for inspections shall be made 24 hours in advance of the date requested. All requests for final inspections shall be made within 48 hours after completion of all plumbing by the licensed contractor. Should the contractor fail to do so, the homeowner may call for the final inspection.

Section ~~112107.2.3.1~~is added and shall read as follows:

~~112107.2.3.1~~ Final Inspections. All work must be inspected and receive final approval after all plumbing fixtures and appliances connected with the water or sewer systems are set, sewers and wells are covered, and domestic hot water must be supplied at the time of inspection. All commercial facilities shall mark different types of piping within the structure and tag all valves. A directory of the system in all commercial facilities shall be placed in the mechanical room.

SECTION ~~115108~~-VIOLATIONS – is amended as follows:

Section ~~115108.4.1~~ is amended to read as follows:

~~115108.4.1~~ Criminal penalties. Any person, firm, corporation or entity that violates a provision of this code or shall fail to comply with any of the requirements thereof or that erects, installs, alters, or repairs plumbing work in violation of the approved construction documents or directive of the Code Official, or of a permit or certificate issued under the provision of this code, shall be guilty of a misdemeanor, punishable by a fine of not more than \$1,000.00 or by imprisonment not exceeding one year, or both such fine and imprisonment. Each day that a violation continues after due notice has been served shall be deemed a separate offense.

Section ~~115108.4.21~~ is added and shall read as follows:

~~115108.4.21~~ Civil penalties. Any person, firm, corporation, or entity that violates a provision of this code or fails to comply with any of the requirements thereof or that erects, constructs, alters, or repairs a building or structure in violation of the approved construction documents or directive of the Code Official, or of a permit or certificate issued under the provisions of this code, shall be guilty of a civil offense which shall be prosecuted in accordance with Maryland Code, Local Government Article, § 6-102, et seq. The

penalty for a civil offense shall be established by resolution by the Board of County Commissioners of Washington County, Maryland. Each day that a violation continues after due notice has been served shall be deemed a separate offense.

Section 116.1.1408.5 is amended to read as follows:

116.1.1408.5 Stop work orders. Upon notice from the Code Official or designee, work on any plumbing system that is being done contrary to the provisions of this code or in a dangerous or unsafe manner shall immediately cease. Such notice shall be in writing and shall be given to the owner of the property, or to the owner's agent, or to the person doing the work. The notice shall state the conditions under which work is authorized to resume. Where an emergency exists, the Code Official or designee shall not be required to give a written notice prior to stopping the work. Any person who shall continue any work in or about the structure after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be liable to a fine of not less than \$250.00 or more than \$1,000.00.

SECTION 113.109 - MEANS OF APPEAL - is amended as follows:

Section 113.2.1409.1 is amended to read as follows:

113.2.1409.1 Application for appeal. Any person shall have the right to appeal a decision of the Code Official to the Washington County Plumbing/Mechanical Board. An application for appeal shall be based on a claim that the true intent of this code or the rules legally adopted there under have been incorrectly interpreted, the provisions of this code do not fully apply, or an equally good or better form of construction is proposed. The application shall be filed on a form obtained from the Code Official within twenty (20) days after the notice was served. All appeals shall be heard in accordance with the rules, regulations, and procedures adopted by the Plumbing/Mechanical Board.

Sections 109.2 through 109.6.2 are deleted in their entirety.

CHAPTER 3 – GENERAL REGULATIONS – is amended as follows:

SECTION 301 – GENERAL – is amended as follows:

Section 301.4.1 is added and shall read as follows:

301.4.1 Public Systems Available. A public water main or public sewer system shall be considered available to a building when the building is located within 350 feet of the public water main or sewer.

SECTION 305 – PROTECTION OF PIPES AND PLUMBING SYSTEM COMPONENTS is amended to read as follows:

Section 305.4 is amended to read as follows:

305.4 Water line depth. Water service and well line piping shall be installed below recorded frost penetration but not less than 3 feet (915 mm) below grade. In climates with freezing temperatures, plumbing piping in exterior building walls or areas subjected to freezing temperatures shall be protected against freezing by insulation or heat or both. 10 AWG, blue in color, tracer wire needs to be installed with

all nonmetallic water mains (MD COMAR 09-20-01).

Section 305.4.1 is amended to read as follows:

305.4.1 Sewer and Storm Sewer Depth. Building sewer connections shall be a minimum of 12 inches below the finished grade. All nonmetallic sewer mains, forced mains, and storm pipe will need tracer wire in ditch 10 AWG, green in color (MD COMAR 09-20-01).

SECTION 306 – TRENCHING, EXCAVATION AND BACKFILL – is amended as follows:

Section 306.3 is amended to read as follows:

306.3 Backfilling. Backfill shall be free from discarded construction material and debris.

- (a) Backfill of water lines not in a sleeve shall be as follows:
Stone dust or sand a minimum of 3 inches under, over, and along sides of pipe, then dirt free of rocks larger than 6 inches in diameter.
- (b) Backfill of water lines installed in a rigid conduit that meets the specification of Table 605.3 water service pipe shall be as follows:
6 inches of dirt over, under, and along sides of pipe free of rocks larger than 2 inches in diameter, then dirt free of rocks larger than 6 inches in diameter.
- (c) Backfill of sewer lines shall be as follows:
Gravel bedding a minimum of 4 inches over, under, and along sides of pipe that is free of rocks larger than 1½ inches in diameter, then dirt free of rocks larger than 6 inches in diameter.

SECTION 309 – FLOOD HAZARD RESISTANCE – is amended as follows:

Section 309.1 is amended and shall read as follows:

309.1 General. Plumbing systems and equipment in structures erected in areas prone to flooding shall be constructed in accordance with the requirements of this section and the Washington County Floodplain Management Ordinance adopted by the Board of County Commissioners of Washington County, Maryland on [May 21, 1992](#), [revised on October 19, 2004](#), [effective November 1, 2004](#) [May 16, 2017](#), [effective August 15, 2017](#), and in accordance with the American Society of Civil Engineers (ASCE-24-98).

Sections 309.2 through 309.3 are deleted in their entirety.

SECTION 312 – TESTS AND INSPECTIONS –is amended as follows:

Section 312.2 is amended by adding the following Exception:

312.2 Drainage and vent water test.

Exception:

1. ~~Single Family dwellings are exempt. In the event the inspector determines evidence of material failure, drainage and vent water test will be required.~~
Existing single-family dwelling renovations, additions, and/or pipe

replacement will not require a drainage and vent water test.

Section 312.2.1 is added and shall read as follows:

312.2.1 Testing. Testing shall terminate a minimum of two (2) feet below the roof line. Testing can be achieved by 10 foot water column or 5 PSI air test for 15 minutes.

Section 312.2.2 is added and shall read as follows:

312.2.2 Trenchless installation. Any trenchless installation of water and sewer lines shall be tested or certified.

CHAPTER 4 – FIXTURES, FAUCETS AND FIXTURE FITTINGS – is amended as follows:
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SECTION 401 – GENERAL – is amended as follows:

Section 401.3.1 is added and shall read as follows:

401.3.1 Lavatory faucets. Lavatory faucets shall be designed and manufactured according to ASME A112.18.1.

- (1) Public faucets, other than the metering type, shall be designed and manufactured according to ASME A112.18.1.
- (2) Self-closing or self-closing/metering faucets shall be installed on lavatories intended to serve the transient public, such as those in, but not limited to, service stations, train stations, airport terminals, restaurants, and convention halls. Metering faucets shall deliver not more than 0.25 gallons of water per use when tested in accordance with ASME A112.18.1. Self-closing faucets shall be designed and manufactured so that they will not exceed a water flow rate of 0.5 gallons per minute when tested in accordance with A112.18.1.

SECTION 403 – MINIMUM PLUMBING FACILITIES – is amended as follows:

Section 403.1 is amended by adding the following Exception:

403.1 Minimum number of fixtures.

Exception:

1. Where approved by the Code Official, the actual number of occupants for whom each occupancy space, floor, or building is designed, although less than those determined by calculation, may be used in the determination of the minimum number of plumbing fixtures.

SECTION 404 – ACCESSIBLE PLUMBING FACILITIES – is amended as follows:

Section 404.1 is amended and shall read as follows:

404.1 Where required. Accessible plumbing fixtures shall conform to COMAR 05.02.02 Maryland Accessibility Code.

SECTION 418 – LAUNDRY TRAYS – is amended as follows:

Section ~~418.4~~418.3 is added and shall read as follows:

418.418.3 Service Sinks and Mop Receptors. Service sinks and mop receptors shall be installed with walls and floors that are water proof and have a smooth, readily cleanable surface at least one foot in front of the sink or receptor, at least one foot on each side, and up to a point one foot above the faucet height.

CHAPTER 6 – WATER SUPPLY AND DISTRIBUTION – is amended as follows:

SECTION 603 – WATER SERVICE – is amended as follows:

Section 603.1 is amended to read as follows:

603.1 Size of Water Service Pipe. All water service pipe, including new or replacement, shall be sized to supply water to the structure in the quantities and at the pressures required in this code. All water service pipe, including new or replacement, shall not be less than 1 inch in diameter.

Section 603.2 is amended by adding the following Exception:

603.2 Separation of water service and building sewer.

Exception:

1. 2 inch and larger water mains are not required to be sleeved in common trench with building sewer only.

SECTION 605 – MATERIALS, JOINTS, AND CONNECTIONS – is amended as follows:

Table 605.3 is amended by deleting L, WL, M or WM under "Copper or copper-alloy tubing:"

An amended Table 605.3 is shown below:

**Table 605.3
WATER SERVICE PIPE**

MATERIAL	STANDARD
Acrylonitrile butadiene styrene (ABS) plastic pipe	ASTM D 1527; ASTM D 2282
Asbestos-cement pipe	ASTM C 296
Brass pipe	ASTM B 43
Copper or copper-alloy pipe	ASTM B 42; ASTM B 302
Copper or copper-alloy tubing (Type K, WK)	ASTM B 75; ASTM B 88; ASTM B 251; ASTM B 447
Chlorinated polyvinyl chloride (CPVC) plastic pipe	ASTM D 2846; ASTM F 441; ASTM F 442; CSA B137.6
Ductile iron water pipe	AWWA C151; AWWA C115
Galvanized steel pipe	ASTM A 53
Polybutylene (PB) plastic pipe and tubing	ASTM D 2662; ASTM D 2666; ASTM D 3308; CSA B137.8
Polybutylene (PE) plastic pipe	ASTM D 2239; CSA CAN/CSA-B137.1
Polyethylene (PE) plastic tubing	ASTM D 2737; CSA B137.1
Cross-linked polyethylene (PEX) plastic tubing	ASTM 876; ASTM F 877; CSA CAN/CSA-B137.5
Cross-linked polyethylene/Aluminum/cross linked polyethylene (PEX-AL-PEX) pipe	ASTM F 1281; CSA CAN/CSA B137.10
Polyethylene/aluminum/polyethylene (PE-AL-PE) pipe	ASTM F 1282; CSA CAN/CSA B 137.9
Polyvinyl chloride (PVC) plastic pipe	ASTM D 1785; ASTM D 2241; ASTM D 2672; CSA CAN/CSA B137.3

Table 605.4 is amended by deleting WL, M, or WM, under "Copper or copper-alloy tubing:"

An amended Table 605.4 is shown below:

**Table P-605.4
WATER DISTRIBUTION PIPE**

MATERIAL	STANDARD
Brass Pipe	ASTM B 43
Chlorinated polyvinyl chloride (CPVC) plastic pipe and tubing	ASTM D 2846; ASTM F 441; ASTM F 442; CSA B137.6
Copper or copper-alloy pipe	ASTM B 42; ASTM B 302
Copper or copper-alloy tubing (Type K, WK or L)	ASTM B 75; ASTM B 88; ASTM B 251; ASTM B 447
Cross-linked polyethylene (PEX) plastic tubing	ASTM F 887; CSA CAN/CSA-B137.5
Cross-linked polyethylene/aluminum/cross-linked polyethylene (PEX-AL-PEX) pipe	ASTM F 1281; CSA CAN/CSA-B137.10
Galvanized steel pipe	ASTM A 53
Polybutylene (PB) plastic pipe and tubing	ASTM D 3309; CSA CAN3-B137.8

Section 608.12.1 is added and shall read as follows:

608.12.1 Potable water tanks. Any pressure tank installed in a basement and/or crawl space shall be a minimum of 7½, inches (191 mm) above finished grade. All water pressure tanks and apparatus for mobile homes shall be installed in the confines of the living space. In every case, the only exception shall be those tanks installed a minimum of 18 inches (457 mm) from the top of the tank to finished grade in an approved manhole with a water-tight lid, a minimum of 6 inches (152 mm) above finished grade.

Note: Water conditioning equipment. Water conditioning equipment shall not be connected to a BAT type septic system. A sticker or a tag must be placed on the main valve, building drain, or pump tank by the installer as a warning that water discharged from water conditioning equipment can damage components of the BAT tank.

Section 608.14.10 is added and shall read as follows:

608.14.10 Periodical testing. Periodic tests and inspections shall be made by a certified backflow technician, licensed in the state of Maryland, for all backflow preventers to determine whether they are operable. Reduced pressure principle backflow preventers (ASSE 1013), double check valve assemblies (ASSE 1015), double detector check-valve breakers (ASSE 1040), and pressure type vacuum breakers (ASSE 1020) shall be inspected and tested after their initial installation. Tests shall be done annually, and an overhaul shall be done as needed.

Section 608.14.10.1 is added and shall read as follows:

608.14.10.1 Backflow testing certification. To test backflows, the tester must have a current Washington County Journeyman or Master Plumber's License, with a current Backflow Certification

from a Maryland state certified approved course.

Section ~~608.14~~608.15 is amended to read as follows:

~~608.14~~608.15 Location of backflow preventers. Backflow prevention devices shall be installed in accessible locations for ease of maintenance, replacement, and testing. Adequate headroom shall be provided and a minimum of 30 inches (762 mm) of non-obstructed space shall be provided in front of devices and a minimum of 18 inches (457 mm) shall be provided behind devices larger than 2 inches (51 mm). Maximum height above floor shall not exceed four (4) feet measured to the center line of the device.

Backflow devices shall be installed inside a building in an area capable of maintaining a temperature above freezing.

CHAPTER 7 SANITARY DRAINAGE – is amended as follows:

SECTION 701 – GENERAL – is amended as follows:

Section 701.2 is amended to read as follows:

701.2 ~~Sewer Required~~Connection to sewer required. Every building in which plumbing fixtures are installed and all premises having drainage piping shall be connected to a public sewer, where available, or an approved private sewage disposal system.

SECTION 702 – MATERIALS – is amended as follows:

Table 702.1 is amended to read as follows:

**Table 702.1
ABOVE-GROUND DRAINAGE AND VENT PIPE**

MATERIAL	STANDARD
Brass Pipe	ASTM B 43
Cast iron Pipe	ASTM A 74; ASTM A 888; CISPI 301
Coextruded composite PVC DWV schedule 40 IPS pipe (solid)	ASTM F 1488
Coextruded composite PVC DWV schedule 40 IPS pipe (cellular core)	ASTM F 891; ASTM F 1488
Coextruded composite PVC IPS-DR, PS140, PS200 DWV	ASTM F 1488
Copper or copper alloy pipe	ASTM B 42; ASTM B 302
Copper or cooper-alloy tubing (type K, L, M or DWV)	ASTM B 75; ASTM B 88; ASTM B 251; ASTM B 306
Galvanized steel pipe	ASTM A 53
Glass pipe	ASTM C 1053
Polyolefin pipe	CSA BG181.3
Polyvinyl chloride (PVC) Plastic pipe (Type DWV)	ASTM D 2665; ASTM D 2949; ASTM F 1488; CSA B181.2
Stainless steel drainage systems Type 304 and 316L	ASME A112.3.1
Polyvinylidene fluoride (PVDF) plastic pipe	ASTM F 1673; CAN/CSA B181.3

Table 702.2 is amended to read as follows:

**Table 702.2
UNDERGROUND BUILDING DRAINAGE AND VENT PIPE**

MATERIAL	STANDARD
Cast-iron pipe	ASTM A 74; ASTM A 888; CICPI 301
Coextruded composite PVC DWV schedule 40 IPS pipe (solid)	ASTM F 1488
Coextruded composite PVC ISP-DR PSI-40, PS-200, DWV	ASTM F 1488
Polyolefin pipe	AST F 1412; CSA B181.3
Polyvinyl chloride (PVC) Plastic pipe (type DWV)	ASTM D 2665; ASTM D 2949; CSA B181.2
Stainless steel drainage system, Type 3161	ASME A112.3.1
Polyvinylidene fluoride (PVDF) plastic pipe	ASTM F 1673; CAN/CSA B181.3

Table 702.3 is amended to read as follows:

**Table 702.3
BUILDING SEWERPIPE**

MATERIAL	STANDARD
Cast-iron pipe	ASTM A 74; ASTM A 888; CISPI 301
Coextruded composite PVC DWV schedule 40 IPS pipe (solid)	ASTM F 1488
Polyvinyl chloride (PVC) plastic pipe (Type DWV SDR 26)	ASTM D 2665; ASTM D 2949; ASTM D 3034; CSA B182.2; CSA B182.4
Stainless steel drainage systems, Types 304 and 316L	ASME A112.3.1
Polyvinylidene fluoride (PVDF) plastic pipe	ASTM F 1673; CAN/CSA B181.3

Table 702.4 is amended to read as follows:

**Table 702.4
PIPE FITTINGS**

MATERIAL	STANDARD
Cast Iron	ASTME B 16.4; ASTME B 16.12; ASTM A 74; ASTM A 888; CISPI 301
Copper or copper alloy	ASME B 16.15; ASME B 16.18; ASME B 16.22; ASME B 16.23; ASME B 16.26; ASME B 16.29
Glass	ASTM C 1053
Gray iron and ductile iron	AWWA C 110
Polyolefin	ASTM F 1412; CSA B181.3
Polyvinyl chloride (PVC) plastic	ASTM D 2665; ASTM D 3311; ASTM F 1866
Stainless steel drainage systems, Types 304 and 316L	ASME A 112.3.1
Polyvinylidene fluoride (PVDF) plastic pipe	ASTM F 1673; CAN/CSA B181.3

SECTION 706 – CONNECTIONS BETWEEN DRAINAGE PIPING AND FITTINGS – is amended as follows:

Table 706.3 is amended to read as follows:

**Table 706.3
FITTINGS FOR CHANGE IN DIRECTION**

TYPE OF FITTING PATTERN	CHANGE IN DIRECTION		
	Horizontal to Vertical	Vertical to horizontal	Horizontal to horizontal
Sixteenth bend	X	X	X
Eighth bend	X	X	X
Sixth bend	X	X	X
Quarter bend	X	X ^a	
Short sweep	X	X ^{a,b}	
Long sweep	X	X	X
Sanitary tee	X ^c	X ^c	
Wye	X	X	X
Combination wye and eighth bend	X	X	X

For SI: 1 inch = 25.4

a The fittings shall be permitted for a 2-inch or smaller fixture drain

b Three inches and larger

c For a limitation on double sanitary tees, see Section 706.3.

SECTION 708 – CLEANOUTS – is amended as follows:

Section 708.1, ~~11.40.3~~ is added and shall read as follows:

708.1, ~~11.40.3~~ Base of stack. A cleanout shall be provided at the base of each waste or soil stack. The center of the main stack cleanout shall be a maximum height of 24 inches above the finished floor.

CHAPTER 8 – INDIRECT/SPECIAL WASTE – is amended as follows:

SECTION 802 –INDIRECT WASTES –is amended as follows:

Section ~~802.3.1~~802.4.1 is amended to read as follows:

~~802.3.1~~802.4.1 Size of Receptors. Waste receptor shall be sized for the maximum discharge of all indirect waste pipes served by the receptor. Receptors shall be installed to prevent splashing. All waste receptor floor sinks shall be a minimum of 9 inches by 9 inches (229 mm by 229 mm) and installed with a minimum of ¼ inch raised lip above the finished floor.

CHAPTER 9 – VENTS – is amended as follows:

SECTION 903 –VENT TERMINALS –is amended as follows:

Section 903.1is amended to read as follows:

903.1 Roof extension. All open vent pipes that extend through a roof shall be terminated at least 12 inches (305 mm) above the roof, except that where a roof is to be used for any purpose other than weather protection, the vent extensions shall be run at least 7 feet (2134 mm) above the roof.

SECTION 904 – OUTDOOR VENT EXTENSION – is amended as follows:

Section 904.1 is amended to read as follows:

904.1 Main vent required. Every sanitary drainage system receiving the discharge of a water closet shall have a main vent that is either a vent stack or a stack vent. Such vent shall not be less than 3 inches (76mm) in diameter and run undiminished in size and as directly as possible from the building drain through to the open air above the roof.

SECTION 905 – VENT CONNECTIONS AND GRADES – is amended as follows:

Section 905.1is amended to read as follows:

905.1 Connection. All individual, branch and circuit vents shall connect to a vent stack, stack vent, or extend to the open air.

SECTION 918 – AIR ADMITTANCE VALVES – is amended as follows:

Section 918.1 is amended to read as follows:

918.1 General. An air admittance valve shall be permissible on a single fixture application in a new or existing plumbing system where standard venting is impractical.

Sections 918.2 through 918.8 are deleted in their entirety.

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CHAPTER 10 – TRAPS, INTERCEPTORS AND SEPERATORS – is amended as follows:

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Section 1002.3 shall read as follows:

1002.3 Prohibited Traps.

Exception:

Note: 5 S-Traps

Modified S-Trap.

For island sink Horizontal 3" pipes to 2 vertical pipe up to no longer than 24" to 1 ½" "horizontal to trap arm not more than 12" to all together , no longer than 12' from 3" or 4" stack.

CHAPTER ~~13A16~~ – ~~TRAILER PARKS PLUMBING STANDARDS~~ MOBILE HOME & TRAVEL TRAILER PARK PLUMBING REQUIREMENTS – is added as follows:

Sections ~~13A01~~1601 through ~~13A04~~1604 are added and shall read as follows:

**~~SECTION 13A01~~
~~TRAILER PARKS PLUMBING STANDARDS~~**

SECTION 1601 – TRAILER PARKS PLUMBING STANDARDS – is added and shall read as follows:

Section 1601.1 is added and shall read as follows:

~~13A01~~1601.1 Scope. The primary objection of this chapter is to assure sanitary plumbing installations in trailer home parks.

**~~SECTION 13A02~~
~~STANDARDS~~**

SECTION 1602 – STANDARDS – is added and shall read as follows:

Section 1602.1 is added and shall read as follows:

~~13A02.1~~1602.1 General. Plumbing systems hereafter installed in trailer home parks shall conform to the provisions set forth in the preceding sections of these Regulations, where applicable, and also to the provisions set forth in this Section. Trailer home park plumbing and drainage systems, in addition, shall conform to all other applicable Administrative Authority regulations.

Section 1602.2 is added and shall read as follows:

~~13A02.2~~**1602.2 Plans and specifications.** Before any plumbing or sewerage disposal facilities are installed or altered in any trailer park, duplicate plans and specifications shall be filed and proper permits obtained from the Administrative Authority. Plans shall show in detail:

Sections 1602.2.1 through 1602.2.4 are added and shall read as follows:

1602.2.1 Plot plan. Plot plan of the park, drawn to scale, indicating elevations, property lines, driveways, existing or proposed buildings, and the sizes of the trailer sites;

1602.2.2 Plumbing Layout. Complete specification and piping layout of the proposed plumbing system or alteration; and

1602.2.3 Sewage disposal layout. Complete specification and layout of the proposed sewage disposal system or alteration.

~~13A02.3~~**1602.2.4 Conformance.** Trailer park plumbing system shall be designed and installed according to the requirements of the plumbing code and shall, in addition, conform to all other pertinent local ordinances and State regulations.

Section 1603.1 is added and shall read as follows:

~~13A02.4~~**1603.1 Materials.** Materials shall conform to the approved standards set forth in other sections of the plumbing code.

~~SECTION 13A03
MAINTENANCE~~

Section 1604.1 is added and shall read as follows:

~~13A04.1 Scope.~~**1604.1 Maintenance.** All required devices or safeguards shall be maintained in good working order. The owner, operator, or lessee of the trailer park or his designated agent shall be responsible for their maintenance. When wash rooms or toilet rooms are installed, they must conform with these regulations.

~~SECTION 13A04
RESPONSIBILITY VIOLATIONS OPERATOR'S
RESPONSIBILITY~~

Section 1605.1 is added and shall read as follows:

~~13A04.1 Scope.~~**1605.1 Operator's responsibility - Violations.** When it is evident that there exists, or may exist, a violation of any pertinent regulation, the owner, operator, lessee, person in charge of the park, or any other person causing a violation shall immediately disconnect the trailer water supply and sewer connection from the park systems and shall employ such other corrective measures as may be ordered by the Code Official.

APPENDICES

THE FOLLOWING APPENDIX IS DELETED IN ITS ENTIRETY:

APPENDIX A - PLUMBING PERMIT FEE SCHEDULE

THE FOLLOWING APPENDICES ARE ADOPTED IN THEIR ENTIRETY:

APPENDIX B - RATES OF RAINFALL FOR VARIOUS CITIES

APPENDIX C – STRUCTURAL SAFETY

APPENDIX D - DEGREE DAY AND DESIGN TEMPERATURES

APPENDIX E - SIZING OF WATER PIPING SYSTEM

Adopted this ____ day of _____, 202419.

Effective the ____ day of _____, 20__.

ATTEST:

BOARD OF COUNTY COMMISSIONERS
OF WASHINGTON COUNTY, MARYLAND

Dawn L. Marcus~~Krista L. Hart~~, Clerk

John F. Barr~~Jeffrey A. Cline~~, President

Approved as to form and
legal sufficiency:

B. Andrew Bright
Assistant County Attorney

Mail to:
County Attorney's Office
100 W. Washington Street, Suite 1101
Hagerstown, Maryland 21740

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101.1.10 Flood-Resistant Construction. All sections of this code relating to applicable requirements for flood hazard areas shall refer to the *Washington County Floodplain Management Ordinance* adopted by the Board of County Commissioners of Washington County, Maryland on May 16, 2017, effective August 15, 2017, as may be amended or restated from time to time.

101.1.11 Supplementary Accessibility Requirements. All sections of this code relating to applicable requirements for handicapped accessibility issues of references to Chapter 11 shall refer to the *Maryland Accessibility Code*, (COMAR 05.02.02), as may be amended or restated from time to time.

SECTION 103, DEPARTMENT OF BUILDING SAFETY, is amended as follows:

Section 103.1 is amended to read as follows:

103.1 Creation of enforcement agency. The Director of the Washington County Division of ~~Permits & Inspections~~~~Construction~~ shall be known as the Building Official and the Chief Plans Examiner of the Division of ~~Permits & Inspections~~~~Construction~~ shall be known as Deputy Building Official and is hereby authorized and directed to administer and enforce all provisions of this code. The Building Official and Deputy Building Official shall be referred to singularly or collectively as the Building Official.

SECTION 104, DUTIES AND POWERS OF BUILDING OFFICIAL

Section 104.10 is amended to read as follows:

104.10 Modifications. Wherever there are practical difficulties involved in carrying out the provisions of this code, the Building Official shall have the authority to grant modifications for individual cases, upon application of the owner or owner’s representative, provided the building official shall first find that special individual reason makes the strict letter of this code impractical and the modification is in compliance with the intent and purpose of this code and that such modification does not lessen health, accessibility, life and fire safety, or structural requirements. The details of action granting modifications shall be recorded and entered in the files of the Division of ~~Permits & Inspections~~~~Plan Review and Permitting~~.

SECTION 105, PERMITS, is amended as follows:

Section 105.2, Work exempt from permit, Building, 1, 4, 9 & 12 are amended to read as follows:

105.2 Work exempt from permit.

.....

Building:

1507. 1. One-story detached accessory structures, of wood or metal construction, not used for human habitation, provided the floor area does not exceed 400 square feet.
.....

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4. Retaining walls that retain less than 36-inches of unbalanced backfill unless supporting a surcharge or impounding Class I, II, or IIIA liquids.

9. Prefabricated swimming pools accessory to a Group R-3 occupancy, as applicable in Section 101.2 which are less than 24 inches (610 mm) deep.

12. Noncombustible awnings or canopies shaped to positively shed snow and supported by an exterior wall that do not project more than 54 inches from the exterior wall and have a maximum height of four (4) feet and a maximum width of eight (8) feet. Awnings or canopies with proposed lighting as an integral part or that are intended to be used as a sign shall require a permit.

No. 14 is added and shall read as follows:

14. Agricultural Building in accordance with Section 202. (A structure designed and constructed to house farm implements, hay, grain poultry, livestock or other horticultural products. This structure shall not be a place of human habitation or a place of employment where agricultural products are processed, treated or packaged, nor shall it be used by the public.)

Section 105.8 is added and shall read as follows:

105.8 Withholding of permits. Wherever the Building Official shall find that any person, agent, firm or corporation, whether as owner, lessee or occupant, is in violation of the provisions of this code or of the rules and regulations of any other department or agency of Washington County in connection with the erection, maintenance, use or repair of buildings, structures, lands or equipment thereon or therein, he may refuse to grant any further permits or inspections until all violations have been corrected and approved.

SECTION 106, FLOOR AND ROOF DESIGN LOADS, is deleted in its entirety.

SECTION 107, SUBMITTAL DOCUMENTS, is amended as follows:

Section 107.2.6.1, Design flood elevations, is deleted in its entirety.

Section 107.2.8, Relocatable buildings. Is amended to read as follows:

107.2.8 Relocatable buildings. Construction documents for relocatable buildings shall comply with Section 3113.

SECTION 109, FEES, is amended as follows:

Section 109.4 is amended to read as follows:

109.4 Work commencing before permit issuance. Any person who commences any work on a building, structure, electrical, gas, mechanical, or plumbing system before obtaining the

necessary permits shall be subject to one hundred percent (100%) of the usual permit fee in addition to the required permit fees.

SECTION 110, INSPECTIONS, is amended as follows:

Section 110.3.3 Lowest floor elevation, is deleted in its entirety.

[Add] **NOTE:** For the applicable requirements concerning flood hazard areas, refer to the *Washington County Floodplain Management Ordinance* adopted by the Board of County Commissioners of Washington County, Maryland on May 16, 2017, effective August 15, 2017, as may be amended or restated from time to time.

SECTION 114, VIOLATIONS, is amended as follows:

Section 114.4 is amended to read as follows:

114.4 Criminal penalties. Any person, firm, corporation, or entity that violates a provision of this code or fails to comply with any of the requirements thereof or that erects, constructs, alters, or repairs a building or structure in violation of the approved construction documents or directive of the building official, or of a permit or certificate issued under the provisions of this code, shall be guilty of a misdemeanor, punishable by a fine of not less than Two Hundred Fifty Dollars (\$250.00) or more than One Thousand Dollars (\$1,000.00), or by imprisonment not exceeding one (1) year, or both fine and imprisonment. Each day that a violation continues after due notice has been served shall be deemed a separate offense.

Section 114.5 is added and shall read as follows:

114.5 Civil Penalties. Any person, firm, corporation or entity that violates a provision of this code or fails to comply with any of the requirements thereof or that erects, constructs, alters, or repairs a building or structure in violation of the approved construction documents or directive of the Building Official, or of a permit or certificate issued under the provisions of this code, shall be guilty of a civil offense which shall be prosecuted in accordance with Md. Code, Local Government Article, §6-102, et seq. The penalty for a civil offense shall be established by resolution by the Board of County Commissioners of Washington County, Maryland. Each day that a violation continues after due notice has been served shall be deemed a separate offense.

CHAPTER 2, DEFINITIONS , is amended as follows:
--

SECTION 202, DEFINITIONS, is amended as follows:

The following definition is amended to read as follows:

TOWNHOUSE. A single-family dwelling unit constructed in a group of three or more attached units in which each unit extends from foundation to roof and with open space on at least two sides and is separated by a property line.

The following definitions are added and shall read as follows:

AGRICULTURE. The raising of farm products for use or sale, including animal or poultry husbandry, animal husbandry facilities, aquaculture, and the growing of crops such as grain, vegetables, fruit, grass for pasture or sod, trees, shrubs, flowers and similar products of the soil.

AGRICULTURAL OPERATION. Any parcel of land that has an agricultural assessment as determined by the Maryland State Department of Assessments and Taxation.

CHAPTER 3, USE AND OCCUPANCY CLASSIFICATION, is amended as follows:

SECTION 305, EDUCATIONAL GROUP E, is amended as follows:

Section 305.2.3 is amended to read as follows:

305.2.3 Eight or fewer children in a dwelling unit. A facility such as the above within a dwelling unit and having eight or fewer children receiving such day care shall be classified as a Group R-3 occupancy or shall comply with the International Residential Code.

SECTION 308, INSTITUTIONAL GROUP I

Section 308.5.4 is amended to read as follows:

308.5.4 Eight or fewer persons receiving care in a dwelling unit. A facility such as the above within a dwelling unit and having eight or fewer persons receiving custodial care shall be classified as a Group R-3 occupancy or shall comply with the International Residential Code.

SECTION 311, STORAGE GROUP S

Section 311.1.1 is amended to read as follows:

311.1.1 Accessory Storage Spaces. A room or space used for storage purposes that is less than 100 square feet (9.3 m²) in area and accessory to another occupancy shall be classified as part of that occupancy. The aggregate area of such rooms or spaces shall not exceed the allowable area limits of Section 508.2.

CHAPTER 5, GENERAL BUILDING HEIGHTS AND AREAS, is amended as follows:

SECTION 501, GENERAL is amended as follows:

Section 501.2 is amended to read as follows:

501.2 Address identification. New and existing buildings shall be provided with approved address numbers or letters. Each character shall be not less than 6 inches in height and not less than 0.5 inch in width. They shall be installed on a contrasting background and be plainly visible from the street or road fronting the property. When required by the fire code official, address numbers shall be provided in additional approved locations to facilitate emergency response. Where access is by means of a private road and the building address cannot be viewed from the public way, a monument, pole or other approved sign or means shall be used to identify the structure. Address numbers shall be maintained.

CHAPTER 9, FIRE PROTECTION SYSTEMS, is hereby deleted in its entirety.

SECTION 901 GENERAL, is amended as follows:

Section 901.6 is amended to read as follows:

901.6 Supervisory service. Where required by the authority having jurisdiction, fire protection systems shall be monitored by an approved supervising station in accordance with NFPA 72.

SECTION 903, AUTOMATIC SPRINKLER SYSTEMS, is amended as follows:

Sections 903.2.1.2 is amended to read as follows:

903.2.1.2 Group A-2. An automatic sprinkler system shall be provided for fire areas containing Group A-2 occupancies and intervening floors of the building where one of the following conditions exists:

1. The fire area exceeds 5,000 square feet (464.5m²);
2. The fire area has an occupant load of 100 or more or a night club with an occupant load of 50 or more; or
3. The fire area is located on a floor other than a level of exit discharge serving such occupancies.

CHAPTER 11, ACCESSIBILITY, is hereby deleted in its entirety.

[Add] NOTE: For the applicable requirements concerning accessibility requirements refer to the *Maryland Accessibility Code*, (COMAR 05.02.02), as may be amended or restated from time to time.

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CHAPTER 15, ROOF ASSEMBLIES AND ROOFTOP STRUCTURES, is amended as follows:

SECTION 1507, REQUIREMENTS FOR ROOF COVERINGS, is amended as follows:

Sections 1507.1516 is amended to read as follows:

1507.1516 Vegetative roofs, rooftop gardens and landscaped roofs. *Vegetative roofs Rooftop gardens* and landscaped roofs shall ~~be installed and maintained in accordance~~ *comply* with ~~the requirements of~~ this chapter, ~~and~~ Sections ~~1505, 1607.1413.2.23~~ and the ~~International~~*State* Fire ~~Prevention~~ Code.

Sections 1507.1516.2 through 1507.1516.5 are added and shall read as follows:

1507.1516.2 Vegetative roofsRooftop garden or landscaped roof size. *Vegetative roofs Rooftop garden* or landscaped roof areas shall not exceed 15,625 square feet (1,450 m²) in size for any single area with a maximum dimension of 125 feet (39 m) in length or width. A minimum 6-foot-wide (1.8 m) clearance consisting of a Class A-rated roof system complying with ASTM E 108 or UL 790 shall be provided between adjacent rooftop gardens or landscaped roof areas.

1507.1546.3 Rooftop structure and equipment clearance. For all vegetated roofing systems abutting combustible vertical surfaces, a Class A-rated roof system complying with ASTM E 108 or UL 790 shall be achieved for a minimum 6-foot-wide (1.8 m) continuous border placed around rooftop structures and all rooftop equipment including, but not limited to, mechanical and machine rooms, penthouses, skylights, roof vents, solar panels, antenna supports, and building service equipment.

1507.1546.4 Vegetation. Vegetation shall be maintained in accordance with Sections 1507.1546.4.1 and 1507.1546.4.2.

1507.1546.4.1 Irrigation. Supplemental irrigation shall be provided to maintain levels of hydration necessary to keep green roof plants alive and to keep dry foliage to a minimum.

1507.1546.4.2 Dead foliage. Excess biomass, such as overgrown vegetation, leaves, and other dead and decaying material, shall be removed at regular intervals not less than two times per year.

1507.1546.4.3 Maintenance plan. The Building Official is authorized to require a maintenance plan for vegetation placed on roofs due to the size of a roof garden, materials used, or when a fire hazard exists to the building or exposures due to the lack of maintenance.

1507.1546.5 Maintenance equipment. Fueled equipment stored on roofs and used for the care and maintenance of vegetation on roofs shall be stored in accordance with the State Fire Prevention Code.

SECTION 1507.1742, BUILDING-INTERGRATED SOLAR PHOTOVOLTAIC ROOF PANELS and MODULES, is amended as follows:

Sections 1507.1742.1 is added and shall amended to read as follows:

1507.1742.1 Building-intergrated Solar photovoltaic roof panels and modules. Solar photovoltaic panels and modules installed upon a roof or as an integral part of a roof assembly shall comply with the requirements of this code and NFPA 70 and the State Fire Prevention Code.

Exception: Detached, non-habitable Group U structures including, but not limited to, parking shade structures, carports, solar trellises, and similar structures shall not be subject to the requirements of this section.

Sections 1507.17.742.2 through 1507.2012.5 are added and shall read as follows:

1507.17.742.2 Marking. Marking is required on interior and exterior direct-current (DC) conduit, enclosures, raceways, cable assemblies, junction boxes, combiner boxes, and disconnects.

1507.17.7.142.2.1 Materials. The materials used for marking shall be reflective, weather resistant, and suitable for the environment. Marking as required in Section 1507.17.7.4542.2.2 through 1507.17.4.4542.2.4 shall have all letters capitalized with a minimum height of 3/8 inch (9.5 mm) white on red background.

1507.17.7.2.42.2.2 Marking content. The marking shall contain the words "WARNING: PHOTOVOLTAIC POWER SOURCE."

1507.17.7.3 12.2.3 Main service disconnect. The marking shall be placed adjacent to the main service disconnect in a location clearly visible from the location where the disconnect is operated.

1507.17.7.4 12.2.4 Location of marking. Marking shall be placed on interior and exterior DC conduit, raceways, enclosures, and cable assemblies every 10 feet (3048 mm), within 1 foot (305 mm) of turns or bends and within 1 foot (305 mm) above and below penetrations of roof/ceiling assemblies, walls, or barriers.

1507.18 12.3 Locations of DC conductors. Conduit, wiring systems, and raceways for photovoltaic circuits shall be located as close as possible to the ridge or hip or valley and from the hip or valley as directly as possible to an outside wall to reduce trip hazards and maximize ventilation opportunities. Conduit runs between sub arrays and to DC combiner boxes shall be installed in a manner that minimizes the total amount of conduit on the roof by taking the shortest path from the array to the DC combiner box. The DC combiner boxes shall be located such that conduit runs are minimized in the pathways between arrays. DC wiring shall be installed in metallic conduit or raceways when located within enclosed spaces in a building. Conduit shall run along the bottom of load bearing members.

1507.19 12.4 Access and pathways. Roof access, pathways, and spacing requirements shall be provided in accordance with Sections 1507.19.1 12.4.1 through 1507.19.3.3 12.4.3.3.

Exceptions:

1. Residential structures shall be designed so that each photovoltaic array is no greater than 150 feet (45720 mm) by 150 feet (45720 mm) in either axis.
2. Panels/modules shall be permitted to be located up to the roof ridge where an alternative ventilation method approved by the fire chief has determined vertical ventilation techniques will not be employed.

1507.19.1 12.4.1 Roof access points. Roof access points shall be located in areas that do not require the placement of ground ladders over openings such as windows or doors and located at strong points of building construction in locations where the access point does not conflict with overhead obstructions such as tree limbs, wires, or signs.

1507.19.2 12.4.2 Residential systems for one- and two-family dwellings. Access to residential systems for one- and two-family dwellings shall be provided in accordance with Section 1507.19.2.1 1511.4.2.1 through 1507.19.2.4 1511.4.2.4.

1507.19.2.1 12.4.2.1 Residential buildings with hip roof layouts. Panels/modules installed on residential buildings with hip roof layouts shall be located in a manner that provides a 3-foot wide (914 mm) clear access pathway from the eave to the ridge on each roof slope where panels/modules are located. The access pathway shall be located at a structurally strong location on the building capable of supporting the live load of fire fighters accessing the roof.

Exception: These requirements shall not apply to roofs with slopes of two units vertical in 12 units horizontal (2:12) or less.

1507.19.2.2 12.4.2.2 Residential buildings with a single ridge. Panels/modules installed on residential buildings with a single ridge shall be located in a manner that provides two, 3-foot-

wide (914 mm) access pathways from the eave to the ridge on each roof slope where panels/modules are located.

Exception: This requirement shall not apply to roofs with slopes of two units vertical in 12 units horizontal (2:12) or less.

1507.19.2.3 12.4.2.3 Residential buildings with roof hips and valleys. Panels/modules installed on residential buildings with roof hips and valleys shall be located no closer than 18 inches (457 mm) to a hip or a valley where panels/modules are to be placed on both sides of a hip or valley. Where panels are to be located on only one side of a hip or valley that is of equal length, the panels shall be permitted to be placed directly adjacent to the hip or valley.

Exception: These requirements shall not apply to roofs with slopes of two units vertical in 12 units horizontal (2:12) or less.

1507.19.2.4 12.4.2.4 Residential building smoke ventilation. Panels/modules installed on residential buildings shall be located no higher than 3 feet (914 mm) below the ridge in order to allow for fire department smoke ventilation operations.

1507.19.3 12.4.3 Other than residential buildings. Access to systems for occupancies other than one- and two-family dwellings shall be provided in accordance with Sections 1507.19.3.1 12.4.3.1 through 1507.19.3.3 12.4.3.3.

Exception: Where it is determined by the Building Official that the roof configuration is similar to that of a one- or two-family dwelling, the residential access and ventilation requirements in Sections 1507.19.2.1 12.4.2.1 through 1507.19.2 12.4.2.4 shall be permitted to be used.

1507.19.3.1 12.4.3.1 Access. There shall be a minimum 6-foot-wide (1829 mm) clear perimeter around the edges of the roof.

Exception: Where either axis of the building is 250 feet (76200 mm) or less, there shall be a minimum 4-foot-wide (1219 mm) clear perimeter around the edges of the roof.

1507.19.3.2 12.4.3.2 Pathways. The solar installation shall be designed to provide designated pathways. The pathways shall meet the following requirements.

1. The pathway shall be over areas capable of supporting the live load of fire fighters accessing the roof.
2. The centerline axis pathways shall be provided in both axes of the roof. Centerline axis pathways shall run where the roof structure is capable of supporting the live load of fire fighters accessing the roof.
3. Shall be a straight line not less than 4 feet (1219 mm) clear to skylights or ventilation hatches.
4. Shall be a straight line not less than 4 feet (1219 mm) clear to roof standpipes.
5. Shall provide not less than 4 feet (1219 mm) clear around roof access hatch with at least one not less than 4 feet (1219 mm) clear pathway to parapet or roof edge.

1507.19.3.3 12.4.3.3 Smoke ventilation. The solar installation shall be designed to meet the following requirements:

- 1. Arrays shall be no greater than 150 feet (45720 mm) by 150 feet (45720 mm) in distance in either axis in order to create opportunities for fire department smoke ventilation operations.
- 2. Smoke ventilation options between array sections shall be one of the following:
 - 2.1. A pathway 8 feet (2438 mm) or greater in width
 - 2.2. A 4-foot (1219 mm) or greater in width pathway and bordering roof skylights or smoke and heat vents.
 - 2.3. A 4-foot (1219 mm) or greater in width pathway and bordering 4-foot by 8-foot (1219 mm by 2438 mm) “venting cutouts” every 20 feet (6096 mm) on alternating sides of the pathway.

1507.20 12.5 Ground-mounted photovoltaic arrays. Ground-mounted photovoltaic arrays shall comply with Section 1507.17 12 through 1507.18 12.3 and this section. Setback requirements shall not apply to ground-mounted, free-standing photovoltaic arrays. A clear, brush-free area of 10-feet (3048 mm) shall be required for ground-mounted photovoltaic arrays.

CHAPTER 16, STRUCTURAL DESIGN, is amended as follows:

SECTION 1607, LIVE LOADS, is amended as follows:

Section 1607.2 is amended by adding the following exception:

1607.2 Loads not specified. Where not otherwise specified, a minimum roof live load of 30 psf shall be applied to roof structures; with no reductions permitted.

TABLE 1607.1 Number 26. is amended as follows:

TABLE 1607.1
MINIMUM UNIFORMLY DISTRIBUTED LIVE LOADS AND
MINIMUM CONCENTRATED LIVE LOADS^a

OCCUPANCY OR USE	UNIFORM (psf)	CONCENT RATED (lbs.)
27 26. Roofs		
All roof surfaces subject to maintenance workers		300
Awnings and canopies:		
Fabric construction supported by a skeleton structure	5 ^m 30	footnote
All other construction, except one- and two-family dwellings	30 ^m	footnote
Ordinary flat, pitched, and curved roofs (that are not occupiable)		

Primary roof members exposed to a work floor Single panel point of lower chord of roof trusses or any point along primary structural members supporting roofs over manufacturing, storage warehouses, and repair garages		2,000
All other primary roof members	100	300
Occupiable roofs:	100 ^m	
Roof gardens	Note 1	
Assembly areas		
All other similar areas		Note 1

Section 1607.14.1 Distribution of roof loads is amended to read as follows:

1607.14.1 Distribution of roof loads. Where uniform roof live loads are reduced to less than 10 psf (0.96 kN/m²) in accordance with Section 1607.14.2.1 and are applied to the design of structural members arranged so as to create continuity, the reduced roof live load shall be applied to adjacent spans or to alternate spans, whichever produces the most favorable load effect. See section 1607.14.2 for reductions in minimum roof live loads and Section 7.5 of ASCE 7 for partial snow loading.

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Section 1607.14.2 Reduction in uniform roof live loads. The minimum uniformly distributed live loads of roofs and marquees, Lo, in Table 1607.1 are 10 psf permitted to be reduced in accordance with Section 1607.14.2.1.

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SECTION 1608, SNOW LOADS is amended as follows:

Section 1608.2 is amended to read as follows:

1608.2 Ground snow loads. The ground snow load to be used in determining the design snow load for roofs shall be 40 psf.

CHAPTER 18, SOILS AND FOUNDATIONS, is amended as follows:

SECTION 1809, SHALLOW FOUNDATIONS, is amended as follows:

Section 1809.5 is amended to read as follows:

1809.5 Frost protection. Except where otherwise protected from frost, foundation and other permanent supports of buildings and structures shall be protected from frost by one or more of the following methods:

1. Extending below the frost line of the locality; or
2. Erecting on solid rock.

Exception: Free-standing buildings meeting all of the following conditions shall not be required to be protected:

1. Assigned to Risk Category I, in accordance with Section 1604.5;
2. Area of 400 square feet or less; and
3. Eave height of 10 feet (3048 mm) or less.

Shallow foundations shall not bear on frozen soil unless such frozen condition is of a permanent character.

TABLE 1809.7 is amended by adding Footnote h. and shall read as follows:

h. All structures requiring continuous footings shall be reinforced with a minimum two (2) #4 reinforcing bars or as specified by a design professional.

CHAPTER 23, WOOD, is amended as follows:

TABLE 2304.10.2 1, Number 6, is amended to read as follows:

TABLE 2304.10.24
FASTENING SCHEDULE

DESCRIPTION OF BUILDING ELEMENTS	NUMBER AND TYPE OF FASTENER A, B, C	SPACING AND LOCATION
Roof		
***	***	***
6. Rafter to plate (pre-engineered trusses and rafters) (see Section 2308.7.5, Table 2308.7.5)	Trusses and rafters shall be connected to the wall top plate with an approved hurricane tie as required to resist up-lift and lateral loads	-
***	***	***

SECTION 2308, CONVENTIONAL LIGHT-FRAME CONSTRUCTION, is amended as follows:

Section 2308.3.1 is amended to read as follows:

2308.3.1 Foundation plates or sills. Foundation plates or sills resting on concrete or masonry foundations shall comply with Section 2304.3.1. Foundation plates or sills shall be bolted or anchored to the foundation with not less than ½-inch-diameter (12.7 mm) steel bolts or approved anchors spaced to provide equivalent anchorage as the steel bolts. Bolts shall be embedded not less than 7 inches (178 mm) into concrete or masonry. The bolts shall be located in the middle third of the width of the plate. Bolts shall be spaced not more than 4 feet (1219 mm) on center and there shall be not less than two bolts or anchor straps per piece with one bolt or anchor strap located not more than 12 inches (305 mm) or less than 4 inches (102 mm) from each end of each piece. Bolts in sill plates of braced wall lines in structures over two stories above grade shall be spaced not more than 4 feet (1219 mm) on center. A properly sized nut and washer shall be tightened on each bolt to the plate.

CHAPTER 24, GLASS AND GLAZING, is amended as follows:

SECTION 2406, SAFETY GLAZING, is amended as follows:

Section 2406.1 is amended by adding section 2406.1.5 and shall read as follows:

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2406.1 Human impact loads.

2406.1.5 Code Conflict. The requirements for safety glazing set forth in Public Safety Article, Title 12, Subtitle 4, Annotated Code of Maryland, are in addition to Chapter 24, Section 2406 of the IBC related to safety glazing. In the event of conflict between this chapter and the Annotated Code of Maryland, the requirements of the Annotated Code of Maryland shall prevail.

CHAPTER 27, ELECTRICAL, is hereby deleted in its entirety.

[add]NOTE: For the applicable electrical requirements, refer to the NFPA70:*National Electrical Code*, 2020~~17~~ Edition, with local amendments for Washington County, Maryland adopted by the Board of County Commissioners of Washington County, Maryland on _____, 20~~24~~~~19~~, effective _____, 20____, as may be amended or restated from time to time, and the 2006 *ICC Electrical Code - Administrative Provisions*, First Printing, with local amendments for Washington County, Maryland, adopted on December 18, 2007, effective March 1, 2008, and amended on _____, 20~~24~~~~19~~, effective _____, 20____.

CHAPTER 30, ELEVATORS AND CONVEYING SYSTEMS, is amended as follows:

SECTION 3001, GENERAL, is amended as follows:

Section 3001.1 is amended to read as follows:

3001.1 Scope. This chapter governs the design, construction, installation, alteration and repair of elevators and conveying systems and their components. The provisions of this chapter relate to elevators and conveying systems and are in addition to and not instead of the requirements set forth in Md. Code, Public Safety Article, Title 12, Subtitle 8. In the event of a conflict between this code and Md. Code, Public Safety Article, Title 12, Subtitle 8, the provisions of Md. Code, Public Safety Article, Title 12, Subtitle 8, shall prevail.

CHAPTER 31, SPECIAL CONSTRUCTION, is ~~hereby deleted in its entirety~~amended as follows:

~~SECTION 3109, SWIMMING POOL ENCLOSURES AND SAFETY DEVICES,~~ is amended as follows:

~~Section 3109.1 is amended to read as follows:~~

~~**3109.1 General.** Swimming pools shall comply with the requirements of Sections 3109.02 through 3109.5 and other applicable sections of this code.~~

~~Section 3109.2 is amended to read as follows:~~

~~**3109.2 Definition.** The following term is defined in Chapter 2:~~

~~SWIMMING POOLS~~

~~Section 3109.3 is amended to read as follows:~~

~~3109.3 Public swimming pools.~~ Public swimming pools shall be completely enclosed by a fence not less than 6 feet in height or a screen enclosure. Openings in the fence shall not permit the passage of a 4-inch diameter sphere. The fence or screen enclosure shall be equipped with self-closing and self-latching gates.

Section 3109.4 is amended to read as follows:

~~3109.4 Residential swimming pools.~~ Residential swimming pools shall be completely enclosed by a barrier complying with Sections 3111.4.1 through 3111.4.3.

Exception: A swimming pool with a power safety cover or a spa with a safety cover complying with ASTM F 1346 need not comply with this section.

~~3109.4.1 Barrier height and clearances.~~ The top of the barrier shall be not less than 48 inches (1219 mm) above grade measured on the side of the barrier that faces away from the swimming pool. The vertical clearance between grade and the bottom of the barrier shall be not greater than 2 inches (51 mm) measured on the side of the barrier that faces away from the swimming pool. Where the top of the pool structure is above grade, the barrier is authorized to be at ground level or mounted on top of the pool structure, and the vertical clearance between the top of the pool structure and the bottom of the barrier shall be not greater than 4 inches (102 mm).

~~3109.4.1.1 Openings.~~ Openings in the barrier shall not allow passage of a 4-inch diameter (102 mm) sphere.

~~3109.4.1.2 Solid barrier surfaces.~~ Solid barriers which do not have openings shall not contain indentations or protrusions except for normal construction tolerances and tooled masonry joints.

~~3109.4.1.3 Closely spaced horizontal members.~~ Where the barrier is composed of horizontal and vertical members and the distance between the tops of the horizontal members is less than 45 inches (1143 mm), the horizontal members shall be located on the swimming pool side of the fence. Spacing between vertical members shall be not greater than 1¾ inches (44 mm) in width. Where there are decorative cutouts within vertical members, spacing within the cutouts shall be not greater than 1¾ inches (44 mm) in width. Where there are decorative cutouts within vertical members, spacing within the cutouts shall be not greater than 1¾ inches (44 mm) in width.

~~3109.4.1.4 Widely spaced horizontal members.~~ Where the barrier is composed of horizontal and vertical members and the distance between the tops of the horizontal members is 45 inches (1143 mm) or more, spacing between vertical members shall be not greater than 4 inches (102 mm). Where there are decorative cutouts within vertical members, spacing within the cutouts shall be not greater than 1¾ inches (44 mm) in width.

~~3109.4.1.5 Chain link dimensions.~~ Mesh size for chain link fences shall be not greater than a 2¼-inch square (57 mm square) unless the fence is provided with slats fastened at the top or the bottom that reduce the opening to not more than 1¾ inches (44 mm).

~~3109.4.1.6 Diagonal members.~~ Where the barrier is composed of diagonal members, the opening formed by the diagonal members shall be not greater than 1¾ inches (44 mm).

~~3109.4.1.7 Gates.~~ Access doors or gates shall comply with the requirements of Section 3109.4.1.1 through 3109.4.1.6 and shall be equipped to accommodate a locking device. Pedestrian access doors or gates shall open outward away from the pool and shall be self-closing and have a

self latching device. Doors or gates other than pedestrian access doors or gates shall have a self-latching device. Release mechanisms shall be in accordance with Sections 1010.1.9 and 1109.13. Where the release mechanism of the self-latching device is located less than 54 inches (1372 mm) from the bottom of the door or gate, the release mechanism shall be located on the pool side of the door or gate 3 inches (76 mm) or more, below the top of the door or gate, and the door or gate and barrier shall be without openings greater than ½ inch (12.7 mm) within 18 inches (457 mm) of the release mechanism.

3109.4.1.8 Dwelling wall as a barrier. Where a wall of a dwelling serves as part of the barrier, one of the following shall apply:

1. Doors with direct access to the pool through that wall shall be equipped with an alarm that produces an audible warning when the door or its screen, if present, are opened. The alarm shall be listed and labeled in accordance with UL 2017. In dwellings not required to be Accessible units, Type A, units or Type B units, the deactivation switch shall be located 54 inches (1372 mm) or more above the threshold of the door. In dwellings required to be Accessible units, Type A units or Type B units, the deactivation switch shall be located not higher than 54 inches (1372 mm) and not less than 48 inches (1219 mm) above the threshold of the door.
2. The pool shall be equipped with a power safety cover that complies with ASTM F 1346.
3. Other means of protection, such as self-closing doors with self-latching devices, which are approved, shall be accepted so long as the degree of protection afforded is not less than the protection afforded by Item 1 or 2 above.

3109.4.1.9 Pool structure as barrier. Where an above-ground pool structure is used as a barrier or where the barrier is mounted on top of the pool structure, and the means of access is a ladder or steps, then the ladder or steps either shall be capable of being secured, locked, or removed to prevent access, or the ladder or steps shall be surrounded by a barrier that meets the requirements of Section 3109.4.1.1 through 3111.4.1.8. Where the ladder or steps are secured, locked, or removed, any opening created shall not allow the passage of a 4-inch diameter (102 mm) sphere.

3109.4.2 Indoor swimming pools. Walls surrounding indoor swimming pools shall not be required to comply with Section 3109.4.1.8.

3109.4.3 Prohibited locations. Barriers shall be located so as to prohibit permanent structures, equipment, or similar objects from being used to climb the barriers.

Section 3109.5 is amended to read as follows:

3109.5 Entrapment avoidance. Suction outlets shall be designed and installed in accordance with ANSI/APSP-7.

APPENDICES

THE FOLLOWING APPENDICES ARE ADOPTED IN THEIR ENTIRETY:

APPENDICES B, C, H AND N

THE FOLLOWING APPENDICES ARE DELETED IN THEIR ENTIRETY:

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APPENDICES A, D, E, F, G, I, J, K, L ~~and M~~ [and O](#)

[End of Local Amendments to *International Building Code*, 2021 ~~18~~ Edition]

ARTICLE II

LOCAL AMENDMENTS TO THE *INTERNATIONAL RESIDENTIAL CODE*, 2021~~18~~ EDITION

The *International Residential Code*, 2021~~18~~ Edition, as adopted by the State of Maryland in the Maryland Building Performance Standards (COMAR 05.02.07) is hereby amended with the following insertions, amendments and additions:

Section R101.1	Amended	Section R403.3.2	Deleted
Section R101.1.1 – R101.1.9	Added	Section R403.3.3	Deleted
Section R103.1	Amended	Section R403.3.4	Deleted
Section R104.10.1	Deleted	Section R404.3	Amended
Section R105.2	Amended	Section R404.4	Amended
Section R105.3.1.1	Deleted	Section R407.3	Amended
Section R105.5	Amended	Section R408.6	Amended
Section R105.7	Amended	Section R502.6	Amended
Section R105.10	Added	Table R602.3(1)	Amended
Section R108.6	Amended	Figure R602.3(2)	Amended
Section R113.4	Amended	Section N1102.4.1.2	Amended
Section R113.5	Added	Table N1105.5.2(1)	Amended
Sections R115.1 - R115.4	Added	Section N1106.2	Amended
Section 202	Amended	Section M1305.1.3	Amended
Table R301.2(1)	Amended	Section M1502.4.2	Amended
Section R302.1.1	Added	Chapter 25	Deleted
Section R313.2	Amended	Chapter 26	Deleted
Section R321.3	Amended	Chapter 27	Deleted
Section R324.6	Amended	Chapter 28	Deleted
Section R324.6.3	Added	Section P2901	Deleted
Section R324.6.4	Added	Section P2902	Deleted
Sections R326	Deleted	Section P2903	Deleted
Section R328	Added	Section P2904.2.3	Amended
Section R329	Added	Section P2904.2.3.1	Added
Section R330	Added	Section P2905	Deleted
Section R331	Added	Section P2906	Deleted
Section R332	Added	Section P2907	Deleted
Section R333	Added	Section P2908	Deleted
Section R403.1	Amended	Chapter 30	Deleted
Section R403.1.4.1	Amended	Chapter 31	Deleted
Section 403.1.6	Amended	Chapter 32	Deleted
Section R403.3	Deleted	Chapter 33	Deleted
Section R403.3.1	Deleted	Part VIII – Electrical	Deleted
Section R403.3.1.1	Deleted	Part VIII – Note	Added
Figure R403.3(1)	Deleted	Appendices A, B, C, D, E, F, G, H, N, O, Q, R and S	Adopted
Table R403.3(1)	Deleted	Appendices I, J, K, L, M, P and T	Deleted
Figure R403.3(2)	Deleted	Appendix U	Added
Table R403.3(2)	Deleted		
Figure R403.3(3)	Deleted		
Section R403.3.1.2	Deleted		
Figure R403.3(4)	Deleted		

PART I – ADMINISTRATION, CHAPTER 1, ADMINISTRATION, is amended as follows:

SECTION R101, TITLE SCOPE AND PURPOSE, is amended as follows:

Section R101.1 is amended to read as follows:

R101.1 Title. These provisions shall be known as the *Residential Code for One- and Two-family Dwellings* of Washington County, Maryland, and shall be cited as such and will be referred to herein as "this code."

Sections R101.1.1 through R101.1.10 are added and shall read as follows:

R101.1.1 International Existing Building Code. Any reference to the *International Existing Building Code* shall mean the *Maryland Building Rehabilitation Code* (COMAR Title 5, Subtitle 16), as may be amended or restated from time to time.

R101.1.2 ICC Electrical Code. For the applicable electrical requirements, refer to the NFPA70: *National Electrical Code*, 2020 ~~17~~ Edition, as may be amended or restated from time to time, with local amendments for Washington County, Maryland adopted by the Board of County Commissioners of Washington County, Maryland on _____, 2024~~19~~, effective _____, 2024~~—~~, and the 2006 *ICC Electrical Code - Administrative Provisions*, with local amendments for Washington County, Maryland, adopted on December 18, 2007, effective March 1, 2008, and amended on _____, 2024~~19~~, effective _____, 2024~~—~~.

R101.1.3 International Fire Code. Any reference to the *International Fire Code* shall mean the *Maryland State Fire Prevention Code* (COMAR 29.06.01), as may be amended or restated from time to time.

R101.1.4 International Plumbing Code. Any reference to the *International Plumbing Code* shall mean the *International Plumbing Code*, 2021 ~~18~~ Edition, as may be amended or restated from time to time, as promulgated by the International Code Council, with local amendments for Washington County, Maryland, adopted by the Board of County Commissioners of Washington County, Maryland on _____, 2024~~19~~, effective on _____, 2024~~—~~.

R101.1.5 International Property Maintenance Code. Any reference to the *International Property Maintenance Code* shall mean the *Washington County Livability Code* adopted by the Board of County Commissioners of Washington County, Maryland on November 1, 1988, effective January 1, 1989, Revision 1 adopted and effective May 9, 2006, and as may be further amended or restated from time to time.

R101.1.6 International Fuel Gas Code. Any reference to the *International Fuel Gas Code* shall mean the *International Fuel Gas Code*, 2021 ~~18~~ Edition, as may be amended or restated from time to time, as promulgated by the International Code Council, with local amendments for Washington County, Maryland adopted by the Board of County Commissioners of Washington County, Maryland on _____, 2024~~19~~, effective on _____, 2024~~—~~.

R101.1.7 International Mechanical Code. Any reference to the *International Mechanical Code* shall mean the *International Mechanical Code*, 2021~~18~~ Edition, as may be amended or restated from time to time, as promulgated by the International Code Council, with local amendments for Washington County, Maryland adopted by the Board of County

Commissioners of Washington County, Maryland on _____, 2024~~19~~, effective on _____, 2024~~—~~.

R101.1.8 International Building Code. Any reference to the *International Building Code* shall mean the *International Building Code*, 2021~~18~~ Edition, as may be amended or restated from time to time, as promulgated by the International Code Council, with local amendments for Washington County, Maryland adopted on _____, 2024~~19~~, effective on _____, 2024~~—~~, by the Board of County Commissioners of Washington County, Maryland as part of the Maryland Building Performance Standards.

R101.1.9 International Energy Conservation Code. Any reference to the *International Energy Conservation Code* shall mean the *International Energy Conservation Code*, 2021~~18~~ Edition, as may be amended or restated from time to time, as promulgated by the International Code Council, adopted on _____, 2024~~19~~, effective on _____, 2024~~—~~, by the Board of County Commissioners of Washington County, Maryland as part of the Maryland Building Performance Standards.

SECTION R103, DEPARTMENT OF BUILDING SAFETY, is amended as follows:

Section R103.1 is amended to read as follows:

R103.1 Creation of enforcement agency. The Director of the Washington County Division of ~~Permits & Inspections~~Construction shall be known as the Building Official and the Chief Plans Examiner of the Division of ~~Permits & Inspections~~Construction shall be known as Deputy Building Official and are hereby authorized and directed to administer and enforce all provisions of this code. The Building Official and Deputy Building Official shall be referred to singularly or collectively as the Building Official.

THE FOLLOWING SECTIONS RELATING TO FLOOD HAZARD AREAS ARE HEREBY DELETED IN THEIR ENTIRETY:

R104.10.1 Flood hazard areas.

R105.3.1.1 Determination of substantially improved or substantially damaged existing buildings in flood hazard areas.

[add]NOTE: For the applicable requirements concerning flood hazard areas, refer to the *Washington County Floodplain Management Ordinance* adopted by the Board of County Commissioners of Washington County, Maryland on May 16, 2017, effective August 15, 2017, as may be amended or restated from time to time.

SECTION R105, PERMITS, is amended as follows:

Section R105.2 is amended to read as follows:

R105.2 Work exempt from permit. Permits shall not be required for the following. Exemption from permit requirements of this code shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of this code or any other laws or ordinances of this jurisdiction.

Building:

1. ~~Other than storm shelters, One-story detached accessory structures, of wood or metal construction, not used for human habitation,~~ provided that the floor area does not exceed 400 square feet.

3. Retaining walls that retain less than 36-inches of unbalanced backfill unless supporting a surcharge.

Electrical:

4. Deleted in its entirety.

Section R105.5 is amended to read as follows:

R105.5 Expiration. Every permit issued shall become invalid if the work authorized by such permit is not commenced within 180 days after its issuance, or if the work authorized by such permit is suspended or abandoned for a period of 180 days after the time the work is commenced, or if no inspections have been performed by the Building Official for a period of 180 days. The Building Official is authorized to grant, in writing, one or more extensions of time, for periods not more than 180 days each. The extension shall be requested in writing and justifiable cause demonstrated.

Section R105.7 is amended to read as follows:

R105.7 Placement of permit. The permit holder or his agent shall post the inspection record on the job site in an accessible and conspicuous place to allow the Building Official to make the required entries. The record shall be maintained by the permit holder until the final inspection has been made and approved.

Section R105.10 is added and shall read as follows:

R105.10 Withholding of permits. Whenever the Building Official shall find that any person, agent, firm or corporation, whether as owner, lessee or occupant, is in violation of the provisions of this code or of the rules and regulations of any other department or agency of Washington County in connection with the erection, maintenance, use or repair of buildings, structures, lands, or equipment thereon or therein, he may refuse to grant any further permits or inspections until all violations have been corrected and approved.

SECTION R108 FEES, is amended as follows:

Section R108.6 is amended to read as follows:

R108.6 Work commencing before permit issuance. Any person who commences work requiring a permit on a building, structure, electrical, gas, mechanical or plumbing system before

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obtaining the necessary permits shall be subject to 100 percent (100%) of the usual permit fee in addition to the required permit fees.

SECTION R113, VIOLATIONS, is amended as follows:

Section R113.4 is amended to read as follows:

R113.4 Criminal penalties. Any person, firm, corporation or entity that violates any of the provisions of this code or fails to comply with any of the requirements thereof or that erects, constructs, alters, or repairs a building or structure in violation of the approved construction documents or directive of the Building Official, or of a permit or certificate issued under the provisions of this code, shall be guilty of a misdemeanor punishable by a fine of not less than Two Hundred Fifty Dollars (\$250.00) or more than One Thousand Dollars (\$1,000.00), or by imprisonment not exceeding one (1) year, or both fine and imprisonment. Each day that a violation continues after due notice has been served shall be deemed a separate offense.

Section R113.5 is added and shall read as follows:

R113.5 Civil Penalties. Any person, firm, corporation or entity that violates any of the provisions of this code or fails to comply with any of the requirements thereof or that erects, constructs, alters or repairs a building or structure in violation of the approved construction documents or directive of the Building Official, or of a permit or certificate issued under the provisions of this code, shall be guilty of a civil offense which shall be prosecuted in accordance with Maryland Code, Local Government Article, § 6-102, et seq. The fine for a civil offense shall be established by resolution by the Board of County Commissioners of Washington County, Maryland. Each day that a violation continues after due notice has been served shall be deemed a separate offense.

SECTION R115, UNSAFE STRUCTURES AND EQUIPMENT, is added and shall read as follows:

R115.1 Conditions. Structures or existing equipment that are or hereafter become unsafe, insanitary or deficient because of inadequate means of egress facilities, inadequate light and ventilation, or which constitute a fire hazard, or are otherwise dangerous to human life or the public welfare, or that involve illegal or improper occupancy or inadequate maintenance, shall be deemed an unsafe condition. Unsafe structures shall be taken down and removed or made safe, as the building official deems necessary and as provided for in this section. A vacant structure that is not secured against entry shall be deemed unsafe.

R115.2 Notice. If an unsafe condition is found, the building official shall serve on the owner, agent or person in control of the structure, a written notice that describes the condition deemed unsafe and specifies the required repairs or improvements to be made to abate the unsafe condition, or that requires the unsafe structure to be demolished within a stipulated time. Such notice shall require the person thus notified to declare immediately to the building official acceptance or rejection of the terms of the order. The Building Official shall cause a report to be filed on an unsafe condition. The report shall state the occupancy of the structure and the nature of the unsafe condition.

R115.3 Method of service. Such notice shall be deemed properly served if a copy thereof is (a) delivered to the owner personally; (b) sent by certified or registered mail addressed to the owner at the last known address with the return receipt requested; or (c) delivered in any other

manner as prescribed by local law. If the certified or registered letter is returned showing that the letter was not delivered, a copy thereof shall be posted in a conspicuous place in or about the structure affected by such notice. Service of such notice in the foregoing manner upon the owner's agent or upon the person responsible for the structure shall constitute service of notice upon the owner.

R115.4 Restoration. The structure or equipment determined to be unsafe by the building official is permitted to be restored to a safe condition. To the extent that repairs, alterations, or additions are made, or a change of occupancy occurs during the restoration of the structure, such repairs, alterations, additions or change of occupancy shall comply with the requirements of Section 105.2.2 and the International Existing Building Code.

PART II, DEFINITIONS, is amended as follows:

SECTION R202, DEFINITIONS, is amended as follows:

- (i) The following definition is amended to read as follows:

BASEMENT. That portion of a building that is partly or completely below grade with a ceiling height greater than or equal to 6 feet 8 inches (see STORY ABOVE GRADE PLANE).

- (ii) The following definition is added and shall read as follows:

SEMI-DETACHED DWELLING UNIT. Two single-family dwelling units separated by a property line with open space on three (3) sides and shall be regulated the same as a townhouse.

- (iii) The following definition is amended to read as follows:

TOWNHOUSE. A single-family dwelling unit constructed in a group of three or more attached units in which each unit extends from foundation to roof and with open space on at least two (2) sides and is separated by a property line. Semi-detached dwelling unit is similar with two single-family units separated by a property line.

PART III, BUILDING PLANNING AND CONSTRUCTION, CHAPTER 3, BUILDING PLANNING, is amended as follows:

SECTION R301, DESIGN CRITERIA is amended as follows:

Table R301.2(1) is amended and Footnote l. is added and shall read as follows:

Table R301.2(1)
CLIMATIC AND GEOGRAPHIC DESIGN CRITERIA

GROUND SNOW LOAD	WIND DESIGN				SEISMIC DESIGN CATEGORY ^f	SUBJECT TO DAMAGE FROM			WINTER DESIGN TEMP	ICE BARRIER UNDERLAYMENT REQUIRED ^g	FLOOD HAZARDS ^g , ^a	AIR FREEZING INDEX ⁱ	MEAN ANNUAL TEMP ⁱ
	SPEED ^d (mph)	Topographic effects ^b	Special wind region ^l	Wind- borne debris zone		Weathering ^a	Frost Line Depth ^b	Termite ^e					
30psf	115	NO	No	No	A	Severe	30"	Moderate to Heavy	12°F	Yes	2017	722	53.5°F
MANUAL J DESIGN CRITERIA ^a													
Elevation	Latitude		Winter heating	Summer cooling	Altitude correction factor		Indoor design temperature		Design temperature cooling		Heating temperature difference		
704	39		12	91	0.985		70		75		58		
Cooling temperature difference	Wind velocity heating		Wind velocity cooling	Coincident wet bulb	Daily range		Winter humidity		Summer humidity		—		
16	15		7.5	74	Medium		—		50%		—		

g. Or most recent adopted FEMA flood hazard map.

SECTION R302, FIRE-RESISTENT CONSTRUCTION is added and shall read as follows:

R302.1.1 Balconies and decks on townhouses and semi-detached dwellings. All portions of balconies and decks on townhouses or semi-detached dwellings constructed with combustible materials or fire retardant treated wood shall not be closer than 24 inches (609.6 mm) from any property line.

SECTION R313, AUTOMATIC FIRE SPRINKLER SYSTEMS, is amended as follows:

Section R313.2 is amended to read as follows:

R313.2 One- and two-family dwellings automatic fire sprinkler systems. An automatic residential fire sprinkler system shall be installed in one- and two-family dwellings. This shall include modular and manufactured homes manufactured after July 1, 2015.

Exception: An automatic residential fire sprinkler system shall not be required for additions or alterations to existing buildings that are not already provided with an automatic residential sprinkler system.

SECTION R321, ELEVATORS AND PLATFORM LIFTS, is amended as follows:

Section 321.3 is amended to read as follows:

R321.3 Accessibility. Elevators or platform lifts that are part of an accessible route shall comply with the Maryland Accessibility Code (COMAR 05.02.02).

SECTION 324 SOLAR ENERGY SYSTEMS, is amended as follows:

Section 324.6is amended to read as follows:

R324.6 Roof Access and pathways. Roof access, pathways, and spacing requirements shall be provided in accordance with Sections R324.6.1 through R324.6.4.5.

Exceptions:

1. Roof access, pathways, and spacing requirements need not be provided on detached accessory structures; including, but not limited to, sheds, garages, parking shade structures, carports, and solar trellises.
2. Roof access, pathways, and spacing requirements need not be provided on up to 50 percent of the dwelling roof area; including, but not limited to, one side of a single-ridge roof of equal sides.
3. No Panel or module may be located within one foot of a roof edge, ridge, hip, valley, or penetration.

Section 324.6.1 is amended to read as follows:

R324.6.1 Roof access points. Roof access points shall be located in areas that do not require the placement of ground ladders over openings such as windows or doors and located at strong points of building construction in locations where the access point does not conflict with overhead obstructions such as tree limbs, wires, or signs.

Section 324.6.2 is amended to read as follows:

R324.6.2 Solar photovoltaic systems. Solar photovoltaic systems shall comply with Sections R324.6.2.1 through R324.6.2.4.

R324.6.2.1 Size of solar photovoltaic array. Each photovoltaic array shall be limited to 150 feet by 150 feet (45720 by 45720 mm). Multiple arrays shall be separated by a clear access pathway not less than 3 feet (914 mm) in width.

R324.6.2.2 Hip roof layouts. Panels and modules installed on dwellings with hip roof layouts shall be located in a manner that provides a clear access pathway not less than 3 feet (914 mm) in width from the eave to the ridge on each roof slope where panels and modules are located. The access pathway shall be located at a structurally strong location on the building capable of supporting the live load of fire fighters accessing the roof.

Exception: These requirements shall not apply to roofs with slopes of 2 units vertical in 12 units horizontal (16.6 percent) and less.

R324.6.2.3 Single ridge roofs. Panels and modules installed on dwellings with a single ridge shall be located in a manner that provides two, 3-foot-wide (914 mm) access pathways from the eave to the ridge on each roof slope where panels or modules are located.

Exception: This requirement shall not apply to roofs with slopes of 2 units vertical in 12 units horizontal (16.6 percent) and less.

R324.6.2.4 Roofs with hips and valleys. Panels and modules installed on dwellings with roof hips or valleys shall not be less than 18 inches (457 mm) from a hip or

valley where panels or modules are to be placed on both sides of a hip or valley. Where panels are to be located on one side only of a hip or valley that is of equal length, the 18-inch (457 mm) clearance does not apply.

Exception: These requirements shall not apply to roofs with slopes of 2 units vertical in 12 units horizontal (16.6 percent) and less.

R324.6.2.5 Allowance for smoke ventilation operations. Panels and modules installed on dwellings shall not be located less than one foot below the roof ridge to allow for fire department smoke ventilation operations.

Section 324.6.2.2 is amended to read as follows:

R324.6.2.6 Emergency escape & rescue opening. Panels and modules installed on dwellings shall not be placed on the portion of a roof that is below an emergency escape and rescue opening. A pathway not less than 36 inches (914 mm) wide shall be provided to the emergency escape and rescue opening.

SECTION R326 SWIMMING POOLS, SPAS AND HOT TUBS, is deleted as follows:

Section R326 is hereby deleted in its entirety.

SECTION R33128 SITE SAFETY, is added and shall read as follows:

R33128.1 Scope The provisions of this chapter shall govern safety during construction and the protection of adjacent public and private properties.

R33128.1.1 Storage and placement. Construction equipment and materials shall not be stored on roadways or in right-of-ways or placed so as to endanger the public, workers, or adjoining property for the duration of the construction project.

SECTION R33229 CONSTRUCTION SAFEGUARDS, is added and shall read as follows:

R33229.1 Remodeling and additions. Required exits, existing structural elements, fire protection devices, and sanitary safeguards shall be maintained at all times during remodeling, alterations, repairs, or additions to any building or structure.

Exceptions:

1. When such required elements or devices are being remodeled, altered, or repaired, adequate substitute provisions shall be made.
2. When the existing building is not occupied.

R33229.2 Manner of removal. Waste materials shall be removed in a manner which prevents injury or damage to persons, adjoining properties, and public rights-of-way.

R33229.3 Abandon sites. Excavated sites that have been abandoned shall be protected with a 48-inch high construction fence or the excavated area shall be filled and maintained to the existing grade.

SECTION R3330 DEMOLITION is added and shall read as follows:

R3330.1 Construction documents. Construction documents and a schedule for demolition must be submitted when required by the building official. Where such information is required, no work shall be done until such construction documents or schedule, or both, are approved.

R3330.2 Vacant lot. Where a structure has been demolished or removed, the site shall be filled and maintained to the existing grade or in accordance with the ordinances of the jurisdiction having authority.

R3330.3 Water accumulation. Provision shall be made to prevent the accumulation of water or damage to any foundations on the premises or the adjoining property.

R3330.4 Utility connections. Service utility connections shall be discontinued and capped in accordance with the approved rules and the requirements of the authority having jurisdiction.

SECTION R3341 SITE WORK is added and shall read as follows:

R3341.1 Excavation and fill. Excavation and fill for buildings and structures shall be constructed or protected so as not to endanger life or property. Stumps and roots shall be removed from the soil to a depth of at least 12 inches (305 mm) below the surface of the ground in the area to be occupied by the building. Wood forms which have been used in placing concrete, if within the ground or between foundation sills and the ground, shall be removed before a building is occupied or used for any purpose. Before completion, loose, or casual wood shall be removed from direct contact with the ground under the building.

R3341.2 Roads, streets, alleys and entrances. Roads, streets, alleys, and entrances shall be kept clean and free of all debris.

R3341.3 Surcharge. No fill or other surcharge loads shall be placed adjacent to any building or structure unless such building or structure is capable of withstanding the additional loads caused by the fill or surcharge. Existing footings or foundations which can be affected by any excavation shall be underpinned adequately or otherwise protected against settlement and shall be protected against later movement.

R3341.4 Fill supporting foundations. Fill to be used to support the foundations of any building or structure shall comply with Section R404.1.7.

SECTION R3352 PROTECTION OF ADJOINING PROPERTY SITE SAFETY is added and shall read as follows:

R3352.1 Protection required. Adjoining public and private property shall be protected from damage during construction, remodeling, and demolition work. Protection must be provided for footings, foundations, party walls, chimneys, skylights, and roofs. Provisions shall be made to control water runoff and erosion during construction or demolition activities.

SECTION R3363 TEMPORARY USE OF STREETS, ALLEYS AND PUBLIC PROPERTY, is added and shall read as follows:

R3363.1 Storage and handling of materials. The temporary use of streets or public property for the storage or handling of materials or of equipment required for construction or

demolition, and the protection provided to the public, shall comply with the provisions of the authority having jurisdiction and this chapter.

R3363.2 Obstructions. Construction materials and equipment shall not be placed or stored so as to obstruct access to fire hydrants, standpipes, fire or police alarm boxes, catch basins or manholes, nor shall such material or equipment be located within 20 feet (6096 mm) of a street intersection, or placed so as to obstruct normal observations of traffic signals or to hinder the use of public transit loading platforms.

R3363.3 Utility fixtures. Building materials, fences, sheds, or any obstruction of any kind shall not be placed so as to obstruct free approach to any fire hydrant, fire department connection, utility pole, manhole, fire alarm box, or catch basin, or so as to interfere with the passage of water in the gutter. Protection against damage shall be provided to such utility fixtures during the progress of the work, but sight of them shall not be obstructed.

PART III, BUILDING PLANNING AND CONSTRUCTION, CHAPTER 4, FOUNDATIONS, is amended as follows:

SECTION R403, FOOTINGS, is amended as follows:

Section R403.1 General is amended to read as follows:

R403.1 General. All exterior walls shall be supported on continuous solid or fully grouted masonry or concrete footings, crushed stone footings, wood foundations, or other approved structural systems which shall be of sufficient design to accommodate all loads according to Section R301 and to transmit the resulting loads to the soil within the limitations as determined from the character of the soil. Footings shall be supported on undisturbed natural soils or engineered fill. Concrete footing shall be designed and constructed in accordance with the provisions of Section R403 or in accordance with ACI 332. All structures requiring continuous footings shall be reinforced with a minimum of two (2) #4 reinforcing bars or as specified by a design professional.

Exception: Footings are not required to be stepped or continuous where changes of footing elevations exceed 4 feet. Such footings can be connected by masonry lintels with a minimum 18 inches of bearing on concrete footings with reinforcements.

Section R403.1.4.1, Frost protection, is amended to read as follows:

R403.1.4.1 Frost Protection. Except where otherwise protected from frost, foundation walls, piers, and other permanent supports of buildings and structures shall be protected from frost by one or more of the following methods:

1. Extended below the frost line specified in Table R301.2.(1); or
2. Erected on solid rock.

Exception:

1. Protection of freestanding accessory structures with an area of 400 square feet or less with an eave height of ten (10) feet or less shall not be required.

Section R403.1.6 Foundation anchorage is amended to read as follows:

R403.1.6 Foundation anchorage. Wood sill plates and wood walls supported directly on continuous foundations shall be anchored to the foundation in accordance with this section.

Cold-formed steel framing shall be anchored directly to the foundation or fastened to wood sill plates anchored to the foundation. Anchorage of cold-formed steel framing and sill plates supporting cold-formed steel framing shall be in accordance with this section and Section R505.3.1 or R603.3.1.

Wood sole plates at all exterior walls on monolithic slabs, wood sole plates of braced wall panels at building interiors on monolithic slabs and all wood sill plates shall be anchored to the foundation with minimum ½-inch-diameter (12.7 mm) anchor bolts spaced a maximum of 4 feet on center or approved anchors or anchor straps spaced as required to provide equivalent anchorage to ½-inch-diameter (12.7 mm) anchor bolts. Bolts shall extend a minimum of 7 inches (178 mm) into concrete or grouted cells of concrete masonry units. The bolt shall be located in the middle third of the width of the plate. A nut and washer shall be tightened on each anchor bolt. There shall be a minimum of two bolts per plate section with one bolt located not more than 12 inches (305 mm) or less than seven bolt diameters from each end of the plate section. Interior bearing wall sole plates on monolithic slab foundation that are not part of a braced wall panel shall be positively anchored with approved fasteners. Sill plates and sole plates shall be protected against decay and termites where required by Sections R317 and R318.

Exceptions:

1. Walls 24 inches (610 mm) total length or shorter connecting offset braced wall panels shall be anchored to the foundation with a minimum of one anchor bolt located in the center third of the plate section and shall be attached to adjacent braced wall panels at corners as shown in Item 9 of Table R602.3(1).

The following sections, figures and tables are deleted in their entirety:

Section R403.3 Frost protected shallow foundations.
Section R403.3.1 Foundations adjoining frost-protected shallow foundations.
Section R403.3.1.1 Attachment to unheated slab-on-ground structure.
Section R403.3.1.2 Attachment to heated structure.
Section R403.3.2 Protection of horizontal insulation below ground.
Section R403.3.3 Drainage.
Section R403.3.4 Termite protection.
Figure R403.3(1)
Table R403.3(1)
Figure R403.3(2)
Table R403.3(2)
Figure R403.3(3)
Figure R403.3(4)

SECTION R404, FOUNDATION AND RETAINING WALLS, is amended as follows:

Section R404.3 Wood sill plates, is amended to read as follows:

R404.3 Wood sill plates. Wood sill plates shall be a minimum of 2-inch by 6-inch nominal lumber for basement and crawl spaces with walls with unbalanced fill greater than 4 feet in height. Other sill plates shall be a minimum of 2-inch by 4-inch nominal lumber. Sill plate anchorage shall be in accordance with Sections R403.1.6 and R602.11.

Section R404.4 Retaining walls, is amended to read as follows:

R404.4 Retaining walls. Retaining walls that are not laterally supported at the top and that retain in excess of 36-inches of unbalanced fill shall be designed to ensure stability against overturning, sliding, excessive foundation pressure, and water uplift. Retaining walls shall be designed for a safety factor of 1.5 against lateral sliding and overturning.

SECTION 407, COLUMNS, is amended as follows:

R407.3 Structural requirements. The columns shall be restrained to prevent lateral displacement at the bottom end. Wood columns shall not be less in nominal size than 4 inches by 4 inches (102mm by 102 mm). Steel columns shall not be less than 3-inch-diameter (76 mm) Schedule 40 pipe manufactured in accordance with ASTM A 53 Grade B or as required by design.

Exception: In Seismic Design Categories A, B, and C, columns no more than 48 inches (1219mm) in height on a pier or footing are exempt from the bottom end lateral displacement requirement within under-floor areas enclosed by a continuous foundation.

SECTION R408, UNDER-FLOOR SPACE, is amended as follows:

Section R408.6 is amended to read as follows:

R408.6 Finished Grade. The finished grade of under-floor surface shall not be any lower than the top of the footings; crawlspace piers must be dug in or backfilled to top. However, where there is evidence that the groundwater table can rise to within 6 inches (152 mm) of the finished floor at the building perimeter, or where there is evidence that the surface water does not readily drain from the building site, the grade in the under-floor space shall be as high as the outside finished grade, unless an approved drainage system is provided.

<p>PART III, BUILDING, PLANNING AND CONSTRUCTION, CHAPTER 5, FLOORS is amended as follows:</p>

SECTION R502, WOOD FLOOR FRAMING, is amended as follows:

Section R502.6 is amended to read as follows:

R502.6 Bearing. The ends of each joist, beam, or girder shall have not less than 1 ½ inches (38 mm) of bearing on wood or metal and not less than 3 inches (76 mm) on masonry or concrete except where supported by approved joist hangers. Alternatively, the ends of joists shall be supported on a 1-inch by 4-inch (25 mm by 102 mm) ribbon strip and nailed to the adjacent stud. The bearing on masonry or concrete shall be direct, or a sill plate of 2-inch-minimum (51 mm) nominal thickness shall be provided under the joist, beam, or girder. The sill plate shall provide a minimum nominal bearing area of 48 square inches (30 865 mm²). When steel shims are used, the shim length and width shall provide full bearing area for the beam or girder and shall not exceed 1½ inches in height.

PART III, BUILDING, PLANNING AND CONSTRUCTION, CHAPTER 6, WALL CONSTRUCTION, is amended as follows:

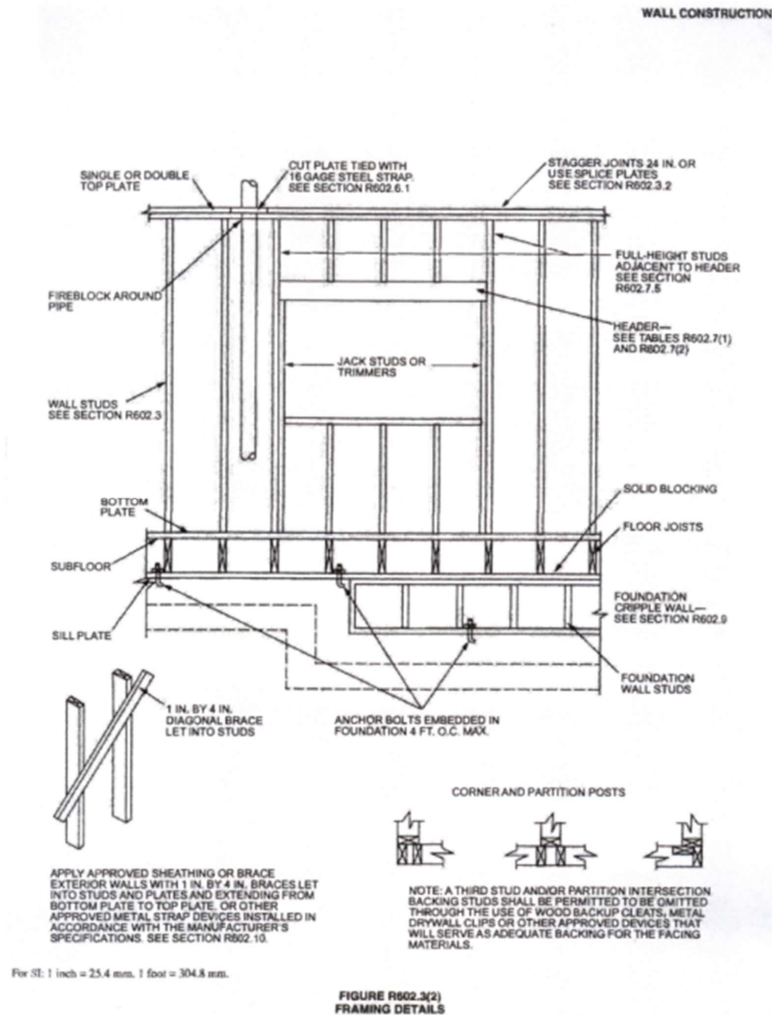
SECTION R602, WOOD WALL FRAMING, is amended as follows:

Table 602.3(1) is amended to read as follows:

**TABLE R602.3(1)
FASTENER SCHEDULE FOR STRUCTURAL MEMBERS**

ITEM	DESCRIPTION OF BUILDING ELEMENTS	NUMBER AND TYPE OF FASTENER ^{A, B, C}	SPACING AND LOCATION
Roof			
***	***	***	***
6	Rafter to plate (pre-engineered trusses and rafters) (see Section 2308.7.5, Table 2308.7.5)	Trusses and rafters shall be connected to the wall top plate with an approved hurricane tie as required to resist up-lift and lateral loads	-
***	***	***	***

FIGURE R602.3(2) is amended to read as follows:



PART IV, ENERGY CONSERVATION is hereby ~~deleted in its entirety~~ amended as follows:

SECTION N1102 (R402) BUILDING THERMAL ENVELOPE, is amended as follows:

Section N1102.4.1.2 (R402.4.1.2) Testing is amended to read as follows:

Testing. The building or dwelling unit shall be tested and verified as having an air leakage rate not exceeding five air changes per hour Climate Zones 1 and 2, and three air changes per hour in Climate Zones 3 through 8. Testing shall be conducted in accordance with RESNET/ICC 380, ASTM E779 or ASTM E1827 and reported at a pressure of 0.2 inch w.g. (50 Pascals). Where required by the building official, testing shall be conducted by an approved third party. A written report of the results of the test shall be signed by the party conducting the test and provided to the building official. Testing shall be performed at any time after creation of all penetrations of the building thermal envelope. Except as provided for in the:

- (i) ~~Simulated Performance Path listed in Section N1105 (R405); and~~
- (ii) ~~Energy Rating Index Compliance Alternative in Section N1106 (R406);~~

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SECTION N1105 (R405) ~~SIMULATED~~TOTAL BUILDING PERFORMANCE ALTERNATIVE (PERFORMANCE), is amended as follows:

Table N1105.5.2(1) [R405.45.2(1)] is amended to read as follows:

TABLE N1105.45.2(1) [R405.45.2(1)] SPECIFICATIONS FOR THE STANDARD REFERENCE AND PROPOSED DESIGNS		
BUILDING COMPONENT ***	STANDARD REFERENCE DESIGN ***	PROPOSED DESIGN ***
Air exchange rate	***	The measured air exchange rate ^a . Not to exceed 5 air changes per hour with baseline of 3 air changes per hour in climate zones 4 and 5 maintained for Standard Reference Design The mechanical ventilation rate ^b shall be in addition to the air leakage rate and shall be as proposed.
***	***	***

SECTION N1106 (R406) ENERGY RATING INDEX COMPLIANCE ALTERNATIVE, is amended as follows:

Section N1106.2 (R406.2) Mandatory requirements. Exception is added and shall read as follows:

Exception:

2. The maximum of 5 air changes per hour tested in accordance with Section R402.4.1.2 may be used to determine the Energy Rating index score with baseline of 3 air changes per hour in climate zones 4 and 5 maintained for ERI Reference Design.

PART V, MECHANICAL, MECHANICAL ADMINISTRATION is hereby amended as follows:

SECTION 1305 APPLIANCE ACCESS, is amended as follows:

Section 1305.1.2 is amended to read as follows:

M1305.1.2 Appliances in attics. Attics containing appliances shall be provided with an opening and a clear and unobstructed passageway large enough to allow removal of the largest appliance, but not less than 30 inches (762 mm) high and 22 inches (559 mm) wide and not more than 20 feet (6096 mm) long measured along the centerline of the passageway from the opening to the appliance. The passageway shall have continuous solid flooring in accordance with Chapter 5 not less than 24 inches (610 mm) wide. A level service space at least 30 inches (762 mm) deep and 30 inches (762 mm) wide shall be present along all sides of the appliance where access is required. The clear access opening dimensions shall be not less than 20 inches by 30 inches (508 mm by 762 mm), and large enough to allow removal of the largest appliance. Access shall be by a pull-down or fixed stairway.

Exceptions:

1. The passageway and level service space are not required where the appliance can be serviced and removed through the required opening.
2. Where the passageway is unobstructed and not less than 6 feet (1829 mm) high and 22 inches (559 mm) wide for its entire length, the passageway shall be not more than 50 feet (15250 mm) long.

SECTION 1502 CLOTHES DRYER EXHAUST, is amended as follows:

Section 1502.4.2 is amended to read as follows:

M1502.4.2 Duct Installation. Exhaust ducts shall be supported at intervals not to exceed 4-foot intervals and secured in place. The insert end of the duct shall extend into the adjoining duct or fitting in the direction of airflow. Ducts shall not be joined with screws or similar fasteners that protrude into the inside of the duct. Where dryer exhaust ducts are enclosed in wall or ceiling cavities, such cavities shall allow the installation of the duct without deformation.

PART VII, PLUMBING, PLUMBING ADMINISTRATION is hereby amended as follows:

- (a) Chapters 25 through 28 are hereby deleted in their entirety.
- (b) Chapter 29, Sections P2901 through P2903 and are hereby deleted in their entirety.
- (c) **SECTION P2904 DWELLING UNIT FIRE SPRINKLER SYSTEMS** is amended as follows:

Section P2904.2.3 is amended to read as follows:

P2904.2.3. Freezing areas. Piping shall be protected from freezing as required by Section P2904.2.3.1. Where sprinklers are required in areas that are subject to freezing, dry-

sidewall or dry-pendent sprinklers extending from a nonfreezing area into a freezing area shall be installed.

Section P2904.2.3.1 is added and shall read as follows:

P2904.2.3.1. Freezing. In localities having a winter design temperature of 32° F (0° C) or lower as shown in Table R301.2(1) of this code, a water (sprinkler pipe shall not be installed outside of a building, in exterior walls, in attics or crawl spaces, or in any other place subject to freezing temperature unless adequate provision is made to protect it from freezing by insulation or heat or both.

(c) Sections P2905 through P2908 are hereby deleted in their entirety.

(d) Chapters 30 through 33 are hereby deleted in their entirety

[add]NOTE: For the applicable requirements concerning plumbing systems, refer to the *International Plumbing Code*, 2021~~18~~ Edition, as may be amended or restated from time to time, as promulgated by the International Code Council, with local amendments for Washington County, Maryland adopted by the Board of County Commissioners of Washington County, Maryland on _____, 2024~~19~~, effective _____, 2024____.

PART VIII, ELECTRICAL, CHAPTERS 34-43, GENERAL REQUIREMENTS is hereby deleted in its entirety.

[add]NOTE: For the applicable electrical requirements, refer to the NFPA70 *National Electrical Code*, 2020~~17~~ Edition, with local amendments for Washington County, Maryland adopted by the Board of County Commissioners of Washington County, Maryland on _____, 2024~~19~~, effective _____, 2024____, as may be amended or restated from time to time, and the 2006 *ICC Electrical Code - Administrative Provisions*, First Printing, with local amendments for Washington County, Maryland, adopted on December 18, 2007, effective March 1, 2008, and amended on _____, 2024~~19~~, effective _____, 2024____.

PART IX, REFERENCED STANDARDS, is hereby amended as follows:

THE FOLLOWING APPENDICES ARE ADOPTED IN THEIR ENTIRETY OR AS AMENDED:

APPENDICES A, [AA](#), [AB](#), B, C, D, E, F, G, H, N, O, Q, R and S.

THE FOLLOWING APPENDICES ARE DELETED IN THEIR ENTIRETY:

APPENDICES [AI](#), [AJ](#), [AK](#), [AL](#), [AM](#), [AP](#), ~~and AT~~, [AU](#), [AW](#), [AX](#), [Board of Appeals](#)

APPENDIX U SWIMMING POOLS, SPAS AND HOT TUBS, is added and shall read as follows:

~~Section AU101~~ is added and shall read as follows:

~~AU101.1 General.~~ The provisions of this appendix shall control the design and construction of swimming pools, spas, and hot tubs installed in or on the lot of a one- or two-family dwelling.

~~Section AU102 Definitions~~ added and shall read as follows:

AU102.1 General. For the purposes of these requirements, the terms used shall be defined as follows and as set forth in Chapter 2.

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~~ABOVE GROUND/ON GROUND POOL.~~ See "Swimming pool."

BARRIER. A fence, wall, building wall, or combination thereof which completely surrounds the swimming pool and obstructs access to the swimming pool.

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~~HOT TUB.~~ See "Swimming pool."

~~IN GROUND POOL.~~ See "Swimming pool."

RESIDENTIAL. That which is situated on the premises of a detached one- or two-family dwelling, or a one-family townhouse not more than three stories in height.

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~~SPA, NONPORTABLE.~~ See "Swimming pool."

SPA, PORTABLE. A nonpermanent structure intended for recreational bathing, in which all controls, water heating, and water circulating equipment are an integral part of the product.

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SWIMMING POOL. Any structure intended for swimming or recreational bathing that contains water more than 24 inches (610 mm) deep. This includes in-ground, above-ground and on-ground swimming pools, hot tubs, and spas.

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SWIMMING POOL, INDOOR. A swimming pool which is totally contained within a structure and surrounded on all four sides by the walls of the enclosing structure.

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~~SWIMMING POOL, OUTDOOR.~~ Any swimming pool which is not an indoor pool.

~~Section AU103 Swimming Pools~~ is added and shall read as follows:

~~AU103.1 In-ground pools.~~ In-ground pools shall be designed and constructed in compliance with ANSI/NSPI 5.

~~AU103.2 Above-ground and on-ground pools.~~ Above-ground and on-ground pools shall be designed and constructed in compliance with ANSI/NSPI 4.

~~Section AU104 Spas and Hot Tubs~~ is added and shall read as follows:

~~———— **AU104.1 Permanently installed spas and hot tubs.** Permanently installed spas and hot tubs shall be designed and constructed in compliance with ANSI/NSPI-3.~~

~~———— **AU104.2 Portable spas and hot tubs.** Portable spas and hot tubs shall be designed and constructed in compliance with ANSI/NSPI-6.~~

~~———— **Section AU105 Barrier Requirements** is added and shall read as follows:~~

~~———— **AU105.1 Application.** The provisions of this appendix shall control the design of barriers for residential swimming pools, spas, and hot tubs. These design controls are intended to provide protection against potential drowning and near drowning by restricting access to swimming pools, spas, and hot tubs.~~

~~———— **AU105.2 Outdoor swimming pool.** An outdoor swimming pool, including an in-ground, above-ground, or on-ground pool, hot tub, or spa, shall be surrounded by a barrier which shall comply with the following:~~

- ~~1. The top of the barrier shall be at least 48 inches (1219 mm) above grade measured on the side of the barrier which faces away from the swimming pool. The maximum vertical clearance between grade and the bottom of the barrier shall be 2 inches (51 mm) measured on the side of the barrier which faces away from the swimming pool. Where the top of the pool structure is above grade, such as an above-ground pool, the barrier may be at ground level, such as the pool structure, or mounted on top of the pool structure. Where the barrier is mounted on top of the pool structure, the maximum vertical clearance between the top of the pool structure and the bottom of the barrier shall be 4 inches (102 mm).~~
- ~~2. Openings in the barrier shall not allow the passage of a 4-inch diameter (102 mm) sphere.~~
- ~~3. Solid barriers which do not have openings, such as a masonry or stone wall, shall not contain indentations or protrusions, except for normal construction tolerances and tooled masonry joints.~~
- ~~4. Where the barrier is composed of horizontal and vertical members, and the distance between the tops of the horizontal members is less than 45 inches (1143 mm), the horizontal members shall be located on the swimming pool side of the fence. Spacing between vertical members shall not exceed 1¾ inches (44 mm) in width. Where there are decorative cutouts within vertical members, spacing within the cutouts shall not exceed 1¾ (44 mm) in width.~~
- ~~5. Where the barrier is composed of horizontal and vertical members, and the distance between the tops of the horizontal members is 45 inches (1143 mm) or more, spacing between vertical members shall not exceed 4 inches (102 mm). Where there are decorative cutouts within vertical members, spacing within the cutouts shall not exceed 1¾ (44 mm) in width.~~
- ~~6. Maximum mesh size for chain link fences shall be a 2 ¼-inch (57 mm) square, unless the fence has slats fastened at the top or the bottom which reduce the openings to not more than 1¾ inches (44 mm).~~

- ~~7. Where the barrier is composed of diagonal members, such as a lattice fence, the maximum opening formed by the diagonal members shall not be more than 1¾ inches (44 mm).~~
- ~~8. Access gates shall comply with the requirements of Items 1 through 7 and shall be equipped to accommodate a locking device. Pedestrian access gates shall open outward away from the pool and shall be self-closing and have a self-latching device. Gates, other than pedestrian access gates, shall have a self-latching device. Where the release mechanism of the self-latching device is located less than 54 inches (1372 mm) from the bottom of the gate, the release mechanism and openings shall comply with the following:
 - ~~8.1 The release mechanism shall be located on the pool side of the gate at least 3 inches (76 mm) below the top of the gate; and~~
 - ~~8.2 The gate and barrier shall have no opening larger than ½ inch (12.7 mm) within 18 inches (457 mm) of the release mechanism.~~~~
- ~~9. Where a wall of a dwelling serves as part of the barrier, one of the following conditions shall be met:
 - ~~9.1 The pool shall be equipped with a powered safety cover in compliance with ASTM F 1346;~~
 - ~~9.2 Doors with direct access to the pool through that wall shall be equipped with an alarm which produces an audible warning when the door and/or its screen, if present, are opened. The alarm shall be listed and labeled in accordance with UL 2017. The deactivation switch(es) shall be located at least 54 inches (1372 mm) above the threshold of the door; or~~
 - ~~9.3 Other means of protection, such as self-closing doors with self-latching devices, which are approved by the governing body, shall be acceptable as long as the degree of protection afforded is not less than the protection afforded by Item 9.1 or 9.2 described herein.~~~~
- ~~10. Where an above-ground pool structure is used as a barrier or where the barrier is mounted on top of the pool structure, and the means of access is ladder or steps:
 - ~~10.1 The ladder or steps shall be capable of being secured, locked, or removed to prevent access; or~~
 - ~~10.2 The ladder or steps shall be surrounded by a barrier which meets the requirements of Items 1 through 9. When the ladder or steps are secured, locked, or removed, any openings created shall not allow the passage of a 4-inch-diameter (102 mm) sphere.~~~~

~~**AU105.3 Indoor swimming pool.** Walls surrounding an indoor swimming pool shall comply with Item 9 of Section AG105.2.~~

~~**AU105.4 Prohibited locations.** Barriers shall be located to prohibit permanent structures, equipment, or similar objects from being used to climb them.~~

~~AU105.5 Barrier exceptions.~~ Spas or hot tubs with a safety cover which comply with ASTM F 1346 shall be exempt from the provisions of this appendix.

~~Section AU106 Entrapment Protection for Swimming Pool and Spa Suction Outlets~~
is added and shall read as follows:

~~AU106.1 General.~~ Suction outlets shall be designed and installed in accordance with ANSI/APSP-7.

~~[End of Local Amendments to *International Residential Code, 2018 Edition*]~~

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ARTICLE III
LOCAL AMENDMENTS TO THE *INTERNATIONAL ENERGY CONSERVATION CODE*,
2021+8 EDITION

The *International Energy Conservation Code*, 2021+8 Edition, as adopted by the State of Maryland in the Maryland Building Performance Standards (COMAR 05.02.07) is hereby amended with the following insertions, amendments and additions:

IECC — COMMERCIAL PROVISIONS

Section C101.1	Amended
Sections C101.1.1-C101.1.7	Added
Section C108.4	Amended
Section C202 - General Definitions	Amended
Section C405.2.4	Amended

IECC — RESIDENTIAL PROVISIONS

Section R101.1	Amended
Sections R101.1.1-R101.1.7	Added
Section R108.4	Amended
Section R202 - General Definitions	Amended
Section R402.4.1.2	Amended
Table R405.5.2(1)	Amended
Section R406.2	Amended

IECC—COMMERCIAL PROVISIONS - CHAPTER 1[CE] – SCOPE AND ADMINISTRATION, is amended as follows:

Part 1-SCOPE AND APPLICATION, SECTION C101, SCOPE AND GENERAL REQUIREMENTS, is amended as follows:

Section C101.1 is amended to read as follows:

C101.1 Title. This code shall be known as the *International Energy Conservation Code of Washington County, Maryland*, and shall be cited as such. It is referred to herein as "this code."

Sections C101.1.1 through C101.1.7 are added and shall read as follows:

C101.1.1 International Residential Code. Any reference to the *International Residential Code* shall mean the *International Residential Code*, 2021+8 Edition, as may be amended or restated from time to time, as promulgated by the International Code Council, with local amendments for Washington County, Maryland, as adopted on _____, 2024+9, effective _____, 2024+_, by the Board of County Commissioners of Washington County, Maryland as part of the Maryland Building Performance Standards.

C101.1.2 International Existing Building Code. Any reference to the *International Existing Building Code* shall mean the *Maryland Building Rehabilitation Code* (COMAR Title 5, Subtitle 16), as may be amended or restated from time to time.

C101.1.3 International Fire Code. Any reference to the *International Fire Code* shall mean the *Maryland State Fire Prevention Code* (COMAR 29.06.01), as may be amended or restated from time to time.

C101.1.4 International Plumbing Code. Any reference to the *International Plumbing Code* shall mean the *International Plumbing Code*, 2021+8 Edition, as may be amended or restated from time to time, as promulgated by the International Code Council, with local amendments for Washington County, Maryland, adopted by the Board of County Commissioners of Washington County, Maryland on _____, 2024+9, effective on _____, 2024+.

C101.1.5 International Building Code. Any reference to the *International Building Code* shall mean the *International Building Code*, 2021+8 Edition, as may be amended or restated from time to time, as promulgated by the International Code Council, with local amendments for Washington County, Maryland adopted on _____, 2024+9, effective _____, 2024+., by the Board of County Commissioners of Washington County, Maryland as part of the Maryland Building Performance Standards.

C101.1.6 International Fuel Gas Code. Any reference to the *International Fuel Gas Code* shall mean the *International Fuel Gas Code*, 2021+8 Edition, as may be amended or restated from time to time, as promulgated by the International Code Council, with local amendments for Washington County, Maryland adopted by the Board of County Commissioners of Washington County, Maryland on _____, 2024+9, effective _____, 2024+.

C101.1.7 International Mechanical Code. Any reference to the *International Mechanical Code* shall mean the *International Mechanical Code*, 2021+8 Edition, as may be amended or restated from time to time, as promulgated by the International Code Council, with local amendments for Washington County, Maryland adopted by the Board of County Commissioners of Washington County, Maryland on _____, 2024+9, effective on _____, 2024+.

SECTION C1098, STOP WORK ORDER, is amended as follows:

Section C1098.4 is amended to read as follows:

C1098.4 Failure to comply. Upon notice from the code official [or designee](#) that work is being done contrary to the provisions of this code or in a dangerous or unsafe manner, such work shall immediately cease. Such notice shall be in writing and shall be given to the owner of the property, or to the owner's agent, or to the person doing the work. The notice shall state the conditions under which work is authorized to resume. Where an emergency exists, the code official [or designee](#) shall not be required to give a written notice prior to stopping the work. Any person who shall continue any work after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be liable to a fine of not less than Two Hundred Fifty Dollars (\$250.00) or more than One Thousand Dollars (\$1,000.00).

IECC—COMMERCIAL PROVISIONS - CHAPTER 2[CE] – DEFINITIONS, is amended as follows:

SECTION C202, GENERAL DEFINITIONS, is amended as follows:

The following definition is amended to read as follows:

CODE OFFICIAL. The Director of the Washington County Division of [Permits & Inspections](#)~~Construction~~ shall be known as the Code Official and the Chief Plans Examiner shall be known as Deputy Code Official and is hereby authorized and directed to administer and enforce all provisions of this code. The Code Official and Deputy Code Official shall be referenced to singularly or collectively as the Code Official.

IECC—COMMERCIAL PROVISIONS - CHAPTER 4[CE] – DEFINITIONS, is amended as follows:

SECTION C405 ELECTRICAL POWER AND LIGHTING SYSTEMS, is [hereby](#) ~~deleted in its entirety~~~~amended as follows~~:

Section C405.2.4 Specific application controls is amended to read as follows:

~~5. Each hotel guest room shall be equipped with a master control device that automatically turns off the power to all of the lighting fixtures in the guest room no more than 30 minutes after the room has been vacated.~~

~~5.1 A master control device may also control the heating, ventilation, or air conditioning default settings in hotel guest rooms 30 mins after a room has been vacated by:~~

~~5.1.1 Increasing the set temperature by at least 3 degrees Fahrenheit when in the air conditioning mode; or~~

~~5.1.2 Decreasing the set temperature by at least 3 degrees Fahrenheit when in the heating mode.~~

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IECC—RESIDENTIAL PROVISIONS - CHAPTER 1[RE] – SCOPE AND ADMINISTRATION, is amended as follows:

Part 1-SCOPE AND APPLICATION, SECTION R101, SCOPE AND GENERAL REQUIREMENTS, is amended as follows:

Section R101.1 is amended to read as follows:

R101.1 Title. This code shall be known as the *International Energy Conservation Code of Washington County, Maryland*, and shall be cited as such. It is referred to herein as "this code."

Sections R101.1.1 through R101.1.7 are added and shall read as follows:

R101.1.1 International Residential Code. Any reference to the *International Residential Code* shall mean the *International Residential Code*, 2021~~18~~ Edition, as may be amended or restated from time to time, as promulgated by the International Code Council, with local amendments for Washington County, Maryland, as adopted on _____, 2024~~19~~, effective _____, 2024~~—~~, by the Board of County Commissioners of Washington County, Maryland as part of the Maryland Building Performance Standards.

R101.1.2 International Existing Building Code. Any reference to the *International Existing Building Code* shall mean the *Maryland Building Rehabilitation Code* (COMAR Title 5, Subtitle 16), as may be amended or restated from time to time.

R101.1.3 International Fire Code. Any reference to the *International Fire Code* shall mean the *Maryland State Fire Prevention Code* (COMAR 29.06.01), as may be amended or restated from time to time.

R101.1.4 International Plumbing Code. Any reference to the *International Plumbing Code* shall mean the *International Plumbing Code*, 2021+8 Edition, as may be amended or restated from time to time as promulgated by the International Code Council, with local amendments for Washington County, Maryland, adopted by the Board of County Commissioners of Washington County, Maryland on _____, 2024+9, effective on _____, 2024+.

R101.1.5 International Building Code. Any reference to the *International Building Code* shall mean the *International Building Code*, 2021+8 Edition, as may be amended or restated from time to time as promulgated by the International Code Council, with local amendments for Washington County, Maryland adopted on _____, 2024+9, effective _____, 2024+., by the Board of County Commissioners of Washington County, Maryland as part of the Maryland Building Performance Standards.

R101.1.6 International Fuel Gas Code. Any reference to the *International Fuel Gas Code* shall mean the *International Fuel Gas Code*, 2021+8 Edition, as promulgated by the International Code Council, with local amendments for Washington County, Maryland adopted by the Board of County Commissioners of Washington County, Maryland on _____, 2024+9, effective _____, 2024+., as may be amended or restated from time to time.

R101.1.7 International Mechanical Code. Any reference to the *International Mechanical Code* shall mean the *International Mechanical Code*, 2021+8 Edition, as may be amended or restated from time to time, as promulgated by the International Code Council, with local amendments for Washington County, Maryland adopted by the Board of County Commissioners of Washington County, Maryland on _____, 2024+9, effective on _____, 2024+.

SECTION R1098, STOP WORK ORDER, is amended as follows:

Section R1098.4 is amended to read as follows:

R1098.4 Failure to comply. Upon notice from the code official or designee that work is being done contrary to the provisions of this code or in a dangerous or unsafe manner, such work shall immediately cease. Such notice shall be in writing and shall be given to the owner of the property, or to the owner's agent, or to the person doing the work. The notice shall state the conditions under which work is authorized to resume. Where an emergency exists, the code official or designee shall not be required to give a written notice prior to stopping the work. Any person who shall continue any work after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be liable to a fine of not less than Two Hundred Fifty Dollars (\$250.00) or more than One Thousand Dollars (\$1,000.00).

IECC—RESIDENTIAL PROVISIONS - CHAPTER 2[RE] – DEFINITIONS, is amended as follows:

SECTION R202, GENERAL DEFINITIONS, is amended as follows:

The following definition is amended to read as follows:

CODE OFFICIAL. The Director of the Washington County Division of [Permits & Inspections](#)~~Construction~~ shall be known as the Code Official and the Chief Plans Examiner shall be known as Deputy Code Official and is hereby authorized and directed to administer and enforce all provisions of this code. The Code Official and Deputy Code Official shall be referenced to singularly or collectively as the Code Official.

IECC—RESIDENTIAL PROVISIONS - CHAPTER 4[RE] – RESIDENTIAL ENERGY EFFICIENCY, is amended as follows:

SECTION R402, BUILDING THERMAL ENVELOPE, is ~~hereby deleted in its entirety~~amended as follows:

~~Section R402.4.1.2 Testing is amended to read as follows:~~

~~Section R402.4.1.2 Testing.~~ The building or dwelling unit shall be tested and verified as having an air leakage rate not exceeding five air changes per hour Climate Zones 1 and 2, and three air changes per hour in Climate Zones 3 through 8. Testing shall be conducted in accordance with RESNET/ICC 380, ASTM E779 or ASTM E1827 and reported at a pressure of 0.2 inch w.g. (50 Pascals). Where required by the building official, testing shall be conducted by an approved third party. A written report of the results of the test shall be signed by the party conducting the test and provided to the building official. Testing shall be performed at any time after creation of all penetrations of the building thermal envelope. Except as provided for in the:

- (i) ~~Simulated Performance Path listed in Section R405; and~~
- (ii) ~~Energy Rating Index Compliance Alternative in Section R406;~~

SECTION R405 ~~TOTAL BUILDING PERFORMANCE~~ SIMULATED PERFORMANCE ALTERNATIVE (PERFORMANCE), is amended as follows:

Table R405.45.2.1(1) is amended to read as follows:

TABLE R405.45.2.1(1)
SPECIFICATIONS FOR THE STANDARD REFERENCE AND PROPOSED DESIGNS

BUILDING COMPONENT ***	STANDARD REFERENCE DESIGN ***	PROPOSED DESIGN ***
Air exchange rate	***	The measured air exchange rate. ^a
		Not to exceed 5 air changes per hour with baseline of 3 air changes per hour in climate zones 4 and 5 maintained for Standard Reference Design
		The mechanical ventilation rate ^b shall be in addition to the air leakage rate and shall be as proposed.

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SECTION R406 ENERGY RATING INDEX COMPLIANCE ALTERNATIVE, is amended as follows:

Section R406.2 Mandatory requirements. Exception is added and shall read as follows:

Exception:

2. The maximum of 5 air changes per hour tested in accordance with Section R402.4.1.2 may be used to determine the Energy Rating index score with baseline of 3 air changes per hour in climate zones 4 and 5 maintained for ERI Reference Design.

[End of Local Amendments to the *International Energy Conservation Code*, 2021~~18~~ Edition]

ORDINANCE NO. ORD-202419-

AN ORDINANCE TO ADOPT AND ENACT THE 2021~~18~~ INTERNATIONAL EXISTING BUILDING CODE, AS PROMULGATED BY THE INTERNATIONAL CODE COUNCIL, WITH LOCAL AMENDMENTS FOR WASHINGTON COUNTY, MARYLAND

RECITALS

It has been recommended that the Board of County Commissioners of Washington County, Maryland (the “Board”) adopt the 2021~~18~~ *International Existing Building Code*, which provides and establishes the use of alternative approaches to achieve compliance with minimum requirements to safeguard the public health, safety, and welfare insofar as they are affected by the repair, alteration, change of occupancy, addition to, and relocation of existing buildings.

A public hearing was held on _____, 2024~~19~~, following due notice and advertisement of the text of the 2021~~18~~ *International Existing Building Code*, as promulgated by the International Code Council, with local amendments for Washington County.

Public comment was received, reviewed, and considered concerning the adoption of the 2021~~18~~ *International Existing Building Code*, as promulgated by the International Code Council, with local amendments for Washington County.

NOW, THEREFORE, BE IT ORDAINED AND ENACTED that the 2018~~15~~ *International Existing Building Code*, as promulgated by the International Code Council, with local amendments, adopted by the Board of County Commissioners of Washington County, Maryland, on December 15, 2015, effective March 1, 2016 (ORD-2015-28), and all other ordinances or parts of ordinances in conflict herewith are hereby repealed; and

NOW, THEREFORE, BE IT ORDAINED AND ENACTED that the 2021~~18~~ *International Existing Building Code*, as promulgated by the International Code Council, with local amendments for Washington County, the contents of which are incorporated herein by reference, is enacted with the following insertions, amendments and additions:

Section 101.1	amended	Section 101.1.8	added
Section 101.1.1	added	Section 103.1	amended
Section 101.1.2	added	Section 108.2	amended
Section 101.1.3	added	Section 108.4.1	added
Section 101.1.4	added	Section 113.4	amended
Section 101.1.5	added	Section 113.4.1	added
Section 101.1.6	added		
Section 101.1.7	added		

CHAPTER 1 – ADMINISTRATION, is amended as follows:

SECTION 101, GENERAL, is amended as follows:

Section 101.1 Title is amended to read as follows:

101.1 These regulations shall be known as the *Existing Building Code of Washington County, Maryland*, hereinafter referred to as "this code."

Sections 101.1.1 through 101.1.8 are added to read as follows:

101.1.1 International Residential Code. Any reference to the *International Residential Code* shall mean the *International Residential Code*, 20~~21~~¹⁸ Edition, as promulgated by the International Code Council, as may be amended or restated from time to time, with local amendments for Washington County, Maryland, as adopted on _____, 20~~24~~¹⁹, effective _____, 20__, by the Board of County Commissioners of Washington County, Maryland, as part of the Maryland Building Performance Standards.

101.1.2 ICC Electrical Code. For the applicable electrical requirements, refer to the NFPA70: *National Electrical Code*, 20~~20~~¹⁷ Edition, as may be amended or restated from time to time, with local amendments for Washington County, Maryland adopted by the Board of County Commissioners of Washington County, Maryland on _____, 20~~24~~²⁴, effective _____, 20__, and the 2006 *ICC Electrical Code - Administrative Provisions*, First Printing, as may be amended or restated from time to time, with local amendments for Washington County, Maryland, adopted on ~~December 18~~, 20~~24~~⁰⁷, effective ~~March 4~~, 20~~24~~⁰⁸, and amended on _____, 20~~24~~¹⁹, effective _____, 20__.

101.1.3 International Fire Code. Any reference to the *International Fire Code* shall mean the *Maryland State Fire Prevention Code* (COMAR 29.06.01), as may be amended or restated from time to time.

101.1.4 International Plumbing Code. Any reference to the *International Plumbing Code* shall mean the *International Plumbing Code*, 20~~21~~¹⁸ Edition, as promulgated by the International Code Council, as may be amended or restated from time to time, with local amendments for Washington County, Maryland, adopted by the Board of County Commissioners of Washington County, Maryland on _____, 20~~24~~²⁴, effective _____, 20__.

101.1.5 International Building Code. Any reference to the *International Building Code* shall mean the *International Building Code*, 20~~21~~¹⁸ Edition, as promulgated by the International

Code Council, as may be amended or restated from time to time, with local amendments for Washington County, Maryland, adopted on _____, 20__, effective _____, 20__, by the Board of County Commissioners of Washington County, Maryland, as part of the Maryland Building Performance Standards.

101.1.6 International Fuel Gas Code. Any reference to the *International Fuel Gas Code* shall mean the *International Fuel Gas Code*, 2021~~18~~¹⁹ Edition, as promulgated by the International Code Council, as may be amended or restated from time to time, with local amendments for Washington County, Maryland, adopted by the Board of County Commissioners of Washington County, Maryland on _____, 2024¹⁹, effective _____, 20__.

101.1.7 International Energy Conservation Code. Any reference to the *International Energy Conservation Code* shall mean the *International Energy Conservation Code*, 2021~~18~~¹⁹ Edition, as promulgated by the International Code Council, as may be amended or restated from time to time, with local amendments for Washington County, Maryland adopted on _____, 2024¹⁹, effective _____, 20__, by the Board of County Commissioners of Washington County, Maryland, as part of the Maryland Building Performance Standards.

101.1.8 International Mechanical Code. Any reference to *International Mechanical Code* in this code shall mean the *International Mechanical Code*, 2021~~18~~¹⁹ Edition, as promulgated by the International Code Council, as may be amended or restated from time to time, with local amendments for Washington County, adopted by the Board of County Commissioners of Washington County, Maryland, on _____, 2024¹⁹, effective _____, 20__.

SECTION 103, DEPARTMENT OF BUILDING SAFETY, is amended as follows:

Section 103.1 is amended to read as follows:

103.1 Creation of enforcement agency. The Director of the ~~Division of Engineering and Construction Management (ECM)~~ Division of ~~Permits & Inspections~~^{Construction} shall be known as the Code Official and ~~the Deputy Director of ECM, Permitting Department, and the Deputy Director of ECM, Construction~~ the Chief Plans Examiner of the Division of ~~Permits & Inspections~~^{Construction} shall be known as the Deputy Code Official~~s~~ and ~~are~~^{is} hereby authorized and directed to administer and enforce all provisions of this code. The Code Official and Deputy Code Official~~s~~ shall be referred to singularly or collectively as the Code Official.

SECTION 108, FEES, is amended as follows:

Section 108.2 is amended and shall read as follows:

108.2 Schedule of permit fees. The fees for work performed under this code shall be paid in accordance with the schedule as established by the Board of County Commissioners of Washington County, Maryland, as may be amended from time to time.

SECTION 113, VIOLATIONS, is amended as follows:

Section 113.4 Violation penalties, is amended and shall read as follows:

113.4 Criminal Penalties. Any person, firm, corporation, or entity that violates a provision of this code or fails to comply with any of the requirements thereof or that erects, constructs, alters, or repairs work in violation of the approved construction documents or directive

of the Code Official, or of a permit or certificate issued under the provisions of this code, shall be guilty of a misdemeanor, punishable by a fine of not less than Two Hundred Fifty Dollars (\$250.00) or more than One Thousand Dollars (\$1,000.00), or by imprisonment not exceeding one (1) year, or both fine and imprisonment. Each day that a violation continues after due notice has been served shall be deemed a separate offense.

Section 113.4.1 is added and shall read as follows:

113.4.1 Civil Penalties. Any person, firm, corporation, or entity that violates a provision of this code or fails to comply with any of the requirements thereof or that erects, constructs, alters, or repairs work in violation of the approved construction documents or directive of the Code Official, or of a permit or certificate issued under the provisions of this code, shall be guilty of a civil offense which shall be prosecuted in accordance with Md. Code, Local Government Article, § 6-102, et seq. The penalty for a civil offense shall be established by resolution by the Board of County Commissioners of Washington County, Maryland. Each day that a violation continues after due notice has been served shall be deemed a separate offense.

Adopted this ____ day of _____, 2024~~19~~.
Effective the ____ day of _____, 20 ____.

ATTEST:

BOARD OF COUNTY COMMISSIONERS
OF WASHINGTON COUNTY, MARYLAND

Dawn L. Marcus ~~Krista L. Hart~~, Clerk

John F. Barr ~~Jeffrey A. Cline~~, President

Approved as to form and
legal sufficiency:

B. Andrew Bright
Assistant County Attorney

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

RESOLUTION NO. ~~RS-202419~~

(RESOLUTION ADOPTING FEE SCHEDULE FOR CIVIL CITATIONS AND REPEALING
RESOLUTION NO. RS-2015-23

RECITALS

On _____, 202419, the Board of County Commissioners of Washington County, Maryland (the "County") adopted the following codes governing all building work performed in Washington County, Maryland, said codes being effective _____, 20__:

the Maryland Building Performance Standards (i.e. the *International Building Code*, 202118 Edition, the *International Residential Code*, 202118 Edition, and the *International Energy Conservation Code*, 202118 Edition);

the *International Existing Building Code*, 202118 Edition;

the *International Plumbing Code*, 202118 Edition;

the *International Mechanical Code*, 202118 Edition;

the *International Fuel Gas Code*, 202118 Edition; and

the 202017 *National Electrical Code* (the "Codes").

Pursuant to the Code of the Public Local Laws of Washington County, Maryland, Section 1-112, the County may impose civil citations for violations of the Codes and the Codes provide for such civil citations. The Codes also provide that the fine for a civil offense shall be established by resolution of the Board of County Commissioners of Washington County, Maryland.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Washington County, Maryland that the fine for a civil citation issued for a violation set forth below be established as follows:

1. Civil citations will only be issued for the following violations of the above-referenced Codes:

a. Work started without proper permit (IRC: R105.1 & R113.1; IBC: 105.1 & 114.1; IMC: 106.1 and 108.1; IPC: 106.1 and 108.1; ICCEC: 401.1; IEBC: 105.1 & 113.1);

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b. Stop work order (unlawful continuance) (IRC: R114.2; IBC: 115.3; IMC: 108.5; IPC:108.5; ICCEC: 1004.3; IEBC: 114.3);

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c. Violation of unsafe structure posting (IRC: 115.1; IBC: 116.1; IMC: 108.7; IPC:108.7; ICCEC: 901.2; IEBC 115.1); or

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d. Violation of a Certificate of Occupancy (IRC: R110.1; IBC: 111.1; IMC: Not Applicable; IPC: Not Applicable; ICCEC: 303; IEBC: 110.1).

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2. Any violation of the above shall be punishable by a fine of One Hundred Dollars (\$100.00) per day. Each day the violation continues shall be deemed a separate offense.

3. In the event a second citation for a violation is issued regarding the same property within two-years from the date of the initial citation, the fine shall increase to Two Hundred Dollars (\$200.00) per day for each day the property is in violation.

BE IT FURTHER RESOLVED, that Resolution No. RS-2015-23 adopted by the Board of County Commissioners of Washington County, Maryland on December 15, 2015, effective March 1, 2016, is hereby REPEALED.

Adopted this ____ day of _____, 2024~~19~~.
Effective the ____ day of _____, 20__.

ATTEST:

BOARD OF COUNTY COMMISSIONERS
OF WASHINGTON COUNTY, MARYLAND

Dawn L. Marcus ~~Krista L. Hart~~, Clerk

BY: John F. Barr ~~Jeffrey A. Cline~~, President

Approved as to form
and legal sufficiency:

B. Andrew Bright
Assistant County Attorney

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



Agenda Report Form

Open Session Item

SUBJECT: FY24 Budget Adjustments to the Washington County Board of Education's General Fund Budget

PRESENTATION DATE: February 27, 2024

PRESENTATION BY: Mr. Jeffrey Proulx, Chief Operating Officer, WCPS
Mr. Eric Sisler, Executive Director of Finance, WCPS

RECOMMENDED MOTION: Move to approve the requested adjustments to the Board of Education's FY2024 General Fund Budget.

REPORT-IN-BRIEF: The Annotated Code of Maryland requires local school systems to periodically re-forecast their financial needs and make necessary changes to their budgets. To that end, the Washington County Board of Education approved the attached list of changes to its FY2024 General Fund Budget at its February 20, 2024, meeting.

DISCUSSION: The changes that the Board of Education approved on February 20, 2024, cross major categories. Therefore, these requested adjustments must also be approved by the Board of County Commissioners. The Board of Education has asked its Finance staff to review the requested budget changes with the Commissioners and answer any questions that they may have.

FISCAL IMPACT: None. These proposed modifications merely adjust various categories of the budget to reflect updated information on revenue and spending trends.

CONCURRENCES: The Board of Education's Finance Committee reviewed the proposed adjustments at their meeting on February 7, 2024, and recommended them for approval by the full Board. The Board of Education approved these changes at their February 20, 2024, meeting.

ALTERNATIVES: None

ATTACHMENTS:

- FY2024 general fund budget adjustments

AUDIO/VISUAL NEEDS: None

**Washington County Public Schools
Requested FY2024 Budget Adjustments**

Category	Value	The primary reason for variance is:
Revenue	\$1,545,000	Interest income
Administration	295,545	Higher indirect cost recovery from federal grants
Instructional Textbooks and Supplies	\$53,891	Principal & Supervisor requests to redeploy materials to Other Instructional Costs
Student Personnel Services	46,300	Vacancies
Student Health Services	113,925	Nursing vacancies - employees and contracted personnel
Capital Outlay	473,413	Redeployed to cover other needs
Fixed Charges	988,985	Savings in health insurance and other fringe benefits due to vacancies
Total Expense Reductions/Additional Revenue	<u>\$3,517,059</u>	
Mid-Level Administration	\$290,685	Higher substitute and additional pay costs
Instructional Salaries	\$688,830	Higher substitute costs
Other Instructional Costs	\$641,500	Higher contracted psychologists to cover vacancies we were unable to fill and higher Dual Enrollment costs with HCC
Special Education	1,535,190	Higher contracted interpreters, speech therapists and paraprofessionals to cover vacancies we were unable to fill
Student Transportation Services	330,854	Higher bus purchase costs
Food Services	30,000	Needed for adjustments to student accounts
Total Expense Increases/Reduced Revenue	<u>\$3,517,059</u>	
Net Effect on Fund Balance	\$0	



Agenda Report Form

Open Session Item

SUBJECT: Washington County Commission on Aging FY2025 Budget Presentation

PRESENTATION DATE: February 13, 2024

PRESENTATION BY: Amy Olack, CEO; Ed Lough, President; Tim Delbrugge, Vice-President

RECOMMENDED MOTION: N/A

REPORT-IN-BRIEF: The Washington County Commission on Aging, Inc. (WCCOA) is requesting an additional \$725,790 or a 68% increase of its current line-item allocation to meet the demand for support programs and services for seniors, caregivers, and those with disabilities regardless of age in Washington County. The current county funding for FY 24 is \$1,064,530. With the increase requested, which would fund WCCOA to \$1,790,320, the organization will still take a 9.3% overall decrease in its budget.

DISCUSSION: Per the Older Americans Act (Federal mandates), the WCCOA is designated by the State of Maryland as the Area Agency on Aging for Washington County. The WCCOA provides programs and services to seniors, caregivers, and those with disabilities regardless of age. For the WCCOA it is more than a mandate or a requirement, it is a pleasure to partner with the County Commissioners in this valuable effort to serve and provide for those that need it most.

During fiscal year 2024, your investment in the WCCOA resulted in a staggering 1.3 million dollars available to put back into the local economy from benefits and savings discovered for our seniors. Moreover, with the help of County funds, we were able to access and receive over 1 million dollars in additional funding from sources outside the county.

As you know, we are serving the fastest growing segment of our population, persons 60+ for necessary services. This demand is not forecasted to diminish for over a decade. We must work together to develop a plan to respond to the needs of our rapidly growing senior population and provide them with basic programs and services. Without your support, we will be making difficult decisions on where to decrease services and increase waitlists. Your continued support is essential for us to meet these demands and serve seniors, those with disabilities regardless of age, and caregivers.

FISCAL IMPACT: \$1,790,320

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: N/A

AUDIO/VISUAL NEEDS: Video Presentation.

Washington County, Maryland
General Fund
Department 93230 - Commission on Aging
FY25 Expenses

	2025 Operating Budget Requested	Adjustment	2025 Operating Budget Requested	\$ Change	% Change	2024 Operating Budget Approved	2023 Actuals Final	2022 Actuals Final
502000 - Appropriations	1,790,320	0	1,790,320	725,790	68.18%	1,064,530	1,486,313	963,557
502400 - In-Kind Expense	433,600	0	433,600	433,600	100.00%	0	433,600	0
Operating Expenses	2,223,920	0	2,223,920	1,159,390	108.91%	1,064,530	1,919,913	963,557
Total	2,223,920	0	2,223,920	1,159,390	108.91%	1,064,530	1,919,913	963,557

Washington County, Maryland
General Fund
Department 93230 - Commission on Aging
FY25 Expenses

	2025 Operating Budget Requested	2025 Variance Comments Requested
502000 - Appropriations	1,790,320	County Funds increase is requested to support the following: 1.) Two new Maryland Access Point (interview intake positions) to offset the demand for this program. There are currently over 500 on the waitlist for a MAP appointment. 2.) To maintain 40 clients on the MOW program that were funded through the one time MOW county money. This includes maintaining the one of the two nutrition specialist positions and five part time drivers. NOTE: There are 159 seniors on the MOW waitlist as of 1/4/24. Funding this request will NOT offset that waitlist and those served currently will be reduced through attrition to get to the budgeted amount. The waitlist will continue to grow. 3.) Five cameras for the property due to safety issues over the past year which included a death on the property, property damages, theft, etc. 4.) 3% increase for staff to retain and reduce minimum wage compaction. 5.) Increase in contract costs and operational costs due to trends in the economy.
502400 - In-Kind Expense	433,600	
Total	2,223,920	



Washington County, Maryland
Outside Agency Funding Request
FY2025

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

General Information

Organization	<u>Washington County Commission on Aging, Inc.</u>	Contact Person:	<u>Amy Olack</u>
Address:	<u>535 East Franklin Street</u>	Telephone:	<u>301-790-0275</u>
City	<u>Hagerstown</u>	State	<u>MD</u> Zip Code <u>21740</u>
E-mail:	<u>aolack@wccoaging.org</u>	Fax:	<u>301-739-4957</u>

Summary of Funding Request

Program Name	Total Budget					County Funding Request			
	Prior	Current	Proposed	%		Prior	Current	Proposed	%
WC Commission on Aging, Inc.	\$ 3,938,409	\$ 5,478,977	\$ 4,968,372	-9.3%	Form 2	\$ 967,760	\$ 1,064,530	\$ 1,790,320	68.2%
	\$ -	\$ -	\$ -	0%	Form 3	\$ -	\$ -	\$ -	0%
	\$ -	\$ -	\$ -	0%	Form 4	\$ -	\$ -	\$ -	0%
	\$ -	\$ -	\$ -	0%	Form 5	\$ -	\$ -	\$ -	0%
	\$ -	\$ -	\$ -	0%	Form 6	\$ -	\$ -	\$ -	0%
	\$ -	\$ -	\$ -	0%	Form 7	\$ -	\$ -	\$ -	0%
Total	\$ 3,938,409	\$ 5,478,977	\$ 4,968,372	-9.3%		\$ 967,760	\$ 1,064,530	\$ 1,790,320	68.2%

Certification Statement and Other Documents

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

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

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

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

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

Applicant's Signature _____ Date 1/5/2024

Washington County, Maryland
Outside Agency Funding Request

Program Budget

Organization Name:	Washington County Commission on Aging, Inc.	Funding Request: \$	1,790,320
Program Name:	Washington County Commission on Aging, Inc.	# Clients Served:	8000+
Program Description:	The Commission on Aging, Inc. serves Washington County residents aged 55 and older, those with disabilities regardless of age and caregivers to plan and coordinate services which help them to maintain their independence through a variety of programs and services. Programs support the Older Americans Act requirements which include but are not limited to the Senior Activities Center, Congregate Sites, Meals on Wheels, case management, etc.		

Expenditures	Total Program Cost			Budget Justification (Explain and justify each proposed budget line item for which an increase or decrease appears.)
	Prior Year Actual	Current Year Budget	Requested Year Budget (round nearest \$10)	
Personnel Costs:				
Wages				There are over 750 seniors on the waiting lists for services. Two new full time Maryland Access Point staff added to budget to help offset the wait time for appointments. Wait time is currently over 3 months. Five part time drivers are requested to remain in budget from the MOW County Funding to meet the growing demands in this program. 3% increase for all staff necessary for retention and to reduce the minimum wage compaction. Reduced the staffing budget by one FTE.
	1,421,050	2,136,283	2,054,189	
Fringe Benefits	453,018	761,467	716,125	Corresponds with above salaries.
Payroll Taxes	117,716	176,963	170,163	Corresponds with above salaries.
Total	\$ 1,991,784	\$ 3,074,713	\$ 2,940,477	
Operating Costs:				
Audit	31,257	39,360	37,313	In line with anticipated expenses.
Contract Services				Reduction in services due to decrease in ARP. \$58,000 of ARP funds carried into 1st quarter of FY25. Includes expenses for 40 Meals On Wheels (MOW) clients to continue to receive services that were picked up during the County's MOW funding in past fiscal year.
	739,492	965,507	617,024	
Equipment Maintenance	3,234	2,549	2,549	Congregate Site and Senior Center equipment repairs.
Equipment/Lease	17,487	17,200	9,970	Reduction due to ARP purchases end 9/30/24.
Insurance				Decrease from FY24 due to reduction in workers compensation insurance related to reclassification of staff.
	26,853	36,878	34,236	
Office Supplies	32,389	58,675	45,040	Slight decrease from budget due to changes in ARP funds.
Rent Expense	427,379	460,497	460,497	Includes SeniorFit space.
Utilities	60,474	77,262	103,323	Senior Fit now open and has resulted in an increase in utility costs.
Vehicle Maintenance	3,252	7,500	6,000	Minor vehicle repairs.
Other (detail below):				
1. Communications/Marketing	146,166	166,174	181,987	Donor software added to support fundraising efforts. Increase in copier and printing costs.
2. Volunteer Expenses	27,128	22,061	22,061	In line with actuals.
3. Other Operating Costs				Slight decrease from budget due to changes in ARP funds. Slight increase over FY23 as SeniorFit is now open.
	235,880	280,014	260,670	
4. Staff Travel				Increased mileage rate from 58 cents to 60 cents. Reduction from budget based on reduction of American Rescue Programs.
	13,284	30,664	14,491	
5. Housing Subsidies	182,350	204,570	204,570	State grant to support Seniors in Small Group Homes.
Total	\$ 1,946,625	\$ 2,368,911	\$ 1,999,731	
Capital				
				Lobby Furniture replacement and five new/replacement cameras for parking lot for safety due to the past years incidences (death, theft, damages, etc.)
Equipment Purchases	-	35,353	28,164	
Total	\$ -	\$ 35,353	\$ 28,164	
Grand Total	\$ 3,938,409	\$ 5,478,977	\$ 4,968,372	

Washington County, Maryland
Outside Agency Funding Request

Program Revenue

Organization Name: Washington County Commission on Aging, Inc. Funding Request: \$ 1,790,320

Program Name: Washington County Commission on Aging, Inc. # Clients Served: 8000+

Program Description:

The Commission on Aging, Inc. serves Washington County residents aged 55 and older, those with disabilities regardless of age and caregivers to plan and coordinate services which help them to maintain their independence through a variety of programs and services. Programs support the Older Americans Act requirements which include but are not limited to the Senior Activities Center, Congregate Sites, Meals on Wheels, case management, etc.

Program Revenue	Total Program Revenue			Budget Justification (Explain and justify each proposed budget line item for which an increase or decrease appears.)
	Prior Year Actual	Current Year Budget	Requested Year Budget (round nearest \$10)	
Grants:				
				County Funds increase is requested to support the following: 1.) Two new Maryland Access Point intake positions to offset the demand for this program. 2.) To maintain 40 clients on the MOW program that were funded through the one time MOW county money. This includes maintaining the one of the two nutrition specialist positions and five part time drivers. NOTE: There are 159 seniors on the MOW waitlist as of 1/4/24. Funding this request will NOT offset that waitlist and those served currently will be reduced through attrition to get to the budgeted amount. The waitlist will continue to grow. 3.) Five cameras for the property due to safety issues over the past year which included a death on the property, property damages, theft, etc. 4.) 3% increase for staff to retain and reduce minimum wage compaction. 5.) Increase in contract costs and operational costs due to trends in the economy.
County - general operating	967,760	1,064,530	1,790,320	
County - Gaming	41,301	42,731	45,000	This is the minimum amount we intend to request.
County - Community Funding	14,610	29,000	40,000	This is the minimum amount we intend to request.
County - other (list):				
1. ARP Match OOA Funds			-	Remaining funds moved to Restricted below.
2. ARP Match Senior Fit	11,201	-	-	Funds spent
3. MOW Additional Funds	-	-		Remaining funds moved to Restricted below.
Federal	886,524	1,428,009	1,090,052	Reduction due to American Rescue Funds being spent by 9/30/24. FY 25 includes one quarter of ARP expenses. ARP is nonrecurring revenue.
State	776,271	969,178	797,348	One time funds in FY 24 not anticipated in FY25
Contributions and bequests	496,784	517,262	517,262	In Kind space and services based on real estate assessment and projected increase in contributions. FY 24 and 25 includes SeniorFit building.
Municipal - other (detail):				
1.				
Total	\$ 3,194,451	\$ 4,050,710	\$ 4,279,982	
Operating Income:				
Fundraising	88,850	85,690	85,690	We are budgeting this consistent with FY24 anticipated revenue.
Other:				
1. Grants - Other	495,219	407,891	380,000	Slight reduction anticipated in FY25 due to emergency declaration being lifted and some grants are no longer available.
2. Net Assets	76,100	361,037	-	FY 23 reduction of net assets is as a result of fundraising and are budgeted to be used in FY 24.
3. Restricted Funds	80,006	558,713	207,764	\$149,764 is projected to be carried into FY25 of the \$518,553 the County provided for Meals on Wheels. FY24 includes ARP funds that must be used by 9/30/24. \$58,000 of ARP funds projected to be spent in first quarter of FY25.
4.				
Total	\$ 740,175	\$ 1,413,331	\$ 673,454	
Other:				
Investment Income	3,783	14,936	14,936	Based on anticipated financial trends.
Loan Proceeds				
Total	\$ 3,783	\$ 14,936	\$ 14,936	
Grand Total	\$ 3,938,409	\$ 5,478,977	\$ 4,968,372	



Agenda Report Form

Open Session Item

SUBJECT: FY2025 General Fund Budget – Public Safety (Law Enforcement and Emergency Services)

PRESENTATION DATE: February 27, 2024

PRESENTATION BY: Sheriff Brian Albert, Washington County Sheriff's Office; R. David Hays, Director, Emergency Services

RECOMMENDED MOTION: For informational purposes only

REPORT-IN-BRIEF: Requested budgets will be presented for Board consideration.

DISCUSSION:

Law Enforcement request is \$47,846,070, an increase of \$3,202,380 over FY24.

Emergency Services request is \$28,612,630 an increase of \$6,387,470 over FY24.

Any adjustments needed for balancing of the FY2025 budget are not included in the request and will be discussed if applicable at a later date.

FISCAL IMPACT: FY25 budget is not yet balanced

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: Law enforcement budget documents; Emergency services budget documents

AUDIO/VISUAL NEEDS: N/A

**Washington County, Maryland
Public Safety - Law Enforcement
Detailed Summary
Fiscal Year 2025**

Page	Category by Function	FY 2025 Requested Budget			\$ Change	Note	% Change	FY 2024 Original Budget
<u>Sheriff Operations:</u>								
6-3	<u>Judicial</u>	4,221,310			208,750	1,2,3	5.20%	4,012,560
1	Wages and Benefits - Wages and benefits are increasing a total of \$230,850 or 6.11%. The increase is due to the proposed step of 2.5% and COLA of 1%. Additionally, civilian staff received a two step increase during FY24. Includes budget for possible promotions from Deputy First Class to Master Deputy.							
2	Operating Expenses - Operating expenses are increasing a total of \$15,730 or 9.38%. The majority of the increase is due to an increase in insurance costs and additional gasoline usage.							
3	Capital Outlay - Requesting \$13,180 for eight new tasers to replace equipment that has exceeded manufacturers warranty. Requesting \$13,660 for four Mobile Display Terminal computers, docking stations and mounts to be installed in police cruisers.							
6-11	<u>Process Servers</u>	168,260			9,900	4,5	6.25%	158,360
4	Wages and Benefits - Wages and benefits are increasing \$10,340 or 6.8%. The increase is due to the proposed step of 2.5% and COLA of 1%. Additionally, civilian staff received a two step increase during FY24.							
5	Operating Expenses - Operating expenses are decreasing by \$440 or 7.01%. This decrease is due to correcting the postage budget as postage is paid out of the Central Services department budget.							
6-13	<u>Patrol</u>	17,118,940			1,049,500	6,7,8	6.53%	16,069,440
6	Wages and Benefits - Wages and benefits are increasing by \$792,230 or 5.76%. This is due to the proposed step of 2.5% and COLA of 1% and the department request to absorb the wages of two sworn deputies previously paid by a contract with Meritus Medical Center.							
7	Operating Expenses -Operating expenses are increasing \$154,680 or 6.89%. The majority of the increase is due to an increase in software contract prices, insurance, auto gasoline, utilities and building maintenance.							
8	Capital Outlay -\$163,980 is being requested to replace body armor, replace 10 laptop computers that are used in patrol vehicles, replace eight tasers, five desktop computers; purchase an additional launcher for the Civil Disturbance unit and five launchers with lights so they can be used in low light environments.							
6-31	<u>Sheriff Auxiliary</u>	90,200			40,200	9	80.40%	50,000
9	- Increase due to increase in Other-Miscellaneous which includes expenses related to Shop with the Sheriff Campaign, National Night Out, purchase of promotional give-a-way items with the Sheriff Department logo on it etc.							

Washington County, Maryland
Public Safety - Law Enforcement
Detailed Summary
Fiscal Year 2025

Page	Category by Function	FY 2025 Requested Budget			\$ Change	Note	% Change	FY 2024 Original Budget
6-33	<u>Central Booking</u>	1,492,120			(2,600)	10,11,12	(0.17%)	1,494,720
10	Wages and Benefits -Wages and benefits decreased by \$23,820 or 1.63%. The decrease is related to significant savings in turnover of three positions.							
11	Operating Expenses - Operating expenses increased \$3,770 or 12.27% primarily due to the increase in insurance and cost of uniforms.							
12	Capital Outlay -\$17,450 being requested for a LiveScan fingerprint machine that has exceeded it's life expectancy.							
6-39	<u>Detention Center</u>	23,509,380			2,257,290	13,14,15	10.62%	21,252,090
13	Wages and Benefits -Wages and benefits increased \$1,393,980 or 8.37%. Increase primarily due to the proposed step of 2.5% and COLA of 1% as well as the departments request for a new position.							
14	Operating Expenses -Operating expenses increased \$873,780 or 19.03%. This is due to an increase in food and supplies related to an increase in the prison population; a substantial increase in inmate medical services costs which is due to the rising cost related to the personnel who provide the medical services and the rising cost of utilities.							
15	Capital Outlay -\$2,470 is requested for gas masks; tactical gloves and tourniquets.							
6-55	<u>Day Reporting Center</u>	538,530			32,130	16,17	6.34%	506,400
16	Wages and Benefits -Wages and benefits increased by \$26,420 or 9.99% due to the proposed 2.5% step and 1% COLA. Additional increase due to the director receiving a mid-year step and the deputy being promoted to Master Deputy.							
17	Operating Expenses -Operating expenses increased \$5,710 or 2.36% which is due to an increase in the cost of office supplies and contracted purchased services.							
6-62	<u>Narcotics Task Force</u>	647,500			(392,780)	18,19,20	(37.76%)	1,040,280
18	Wages and Benefits - Wages and benefits are decreasing due to the elimination of the Intelligence Analyst position in FY24 and the transfer of three NTF employees to the State's Attorney Office in FY25.							
19	Operating Expenses -Operating expenses are increasing \$19,130 or 4.75% which is primarily due to the increase in salaries for the laboratory staff.							
20	Capital Outlay -Requesting \$39,180 to replace ballistic protection vests and helmets as well as the purchase of five computers and five PTX cameras.							
6-73	<u>Washington County Police Academy</u>	59,830			(10)	21	(0.02%)	59,840
21	-Decrease due to a slight decrease in propane gas use.							
Total Law Enforcement		47,846,070	0		3,202,380		7.17%	44,643,690

Washington County, Maryland
General Fund
Department 11300 - Judicial
FY25 Expenses

	2025 Operating Budget Requested	Adjustment	2025 Operating Budget Requested	\$ Change	% Change	2024 Operating Budget Approved	2023 Actuals Final	2022 Actuals Final
500000 - Wages - Full Time	2,400,500	0	2,400,500	104,850	4.57%	2,295,650	2,077,639	1,900,404
500005 - Wages - Part Time	130,000	0	130,000	13,000	11.11%	117,000	124,315	90,614
500010 - Wages - Overtime	40,000	0	40,000	12,000	42.86%	28,000	21,091	20,057
500020 - Shift Differential - 2nd shift	500	0	500	400	400.00%	100	0	51
500030 - Shift Differential - 3rd shift	100	0	100	0	0.00%	100	0	4
500040 - Other Wages	10,000	0	10,000	(5,000)	(33.33)%	15,000	5,307	8,161
500100 - FICA - Employer	197,450	0	197,450	9,590	5.10%	187,860	165,134	149,953
500120 - Health Insurance	472,740	0	472,740	17,990	3.96%	454,750	434,904	365,716
500125 - Other Insurance	8,800	0	8,800	300	3.53%	8,500	8,027	10,575
500130 - Pension	672,140	0	672,140	75,270	12.61%	596,870	533,120	464,391
500140 - Workers Compensation	72,250	0	72,250	2,470	3.54%	69,780	59,238	57,791
500170 - Personal Development	3,360	0	3,360	0	0.00%	3,360	120	225
500171 - Employee Recognition	2,430	0	2,430	(20)	(0.82)%	2,450	0	0
500172 - Team Building	700	0	700	0	0.00%	700	806	389
Wages and Benefits	4,010,970	0	4,010,970	230,850	6.11%	3,780,120	3,429,701	3,068,331
501030 - Debt - Lease Principal	0	0	0	0	0.00%	0	1,450	0
501080 - Debt - Lease Interest	0	0	0	0	0.00%	0	27	40
505050 - Dues & Subscriptions	0	0	0	0	0.00%	0	0	40
505010 - Advertising	0	0	0	0	0.00%	0	26	0
505120 - Licenses & Certifications	250	0	250	0	0.00%	250	325	241
505130 - Small Office Equipment	150	0	150	0	0.00%	150	21	80
505140 - Office Supplies	2,110	0	2,110	0	0.00%	2,110	1,763	2,390
505160 - Personal Mileage	0	0	0	0	0.00%	0	0	237
505170 - Postage	100	0	100	40	66.67%	60	83	50
505230 - Travel Expenses	3,000	0	3,000	0	0.00%	3,000	944	2,055
510010 - Fleet Insurance	25,690	0	25,690	630	2.51%	25,060	23,541	8,707
510030 - Public & Gen Liability Insurance	46,420	0	46,420	5,440	13.27%	40,980	35,693	31,498
515000 - Contracted/Purchased Service	14,500	0	14,500	500	3.57%	14,000	14,220	13,965
515270 - Maintenance Contract Services	0	0	0	(500)	(100.00)%	500	77	7,531

Washington County, Maryland
General Fund
Department 11300 - Judicial
FY25 Expenses

	2025 Operating Budget Requested	Adjustment	2025 Operating Budget Requested	\$ Change	% Change	2024 Operating Budget Approved	2023 Actuals Final	2022 Actuals Final
515320 - Testing Services	3,900	0	3,900	0	0.00%	3,900	980	1,676
520000 - Training	1,750	0	1,750	0	0.00%	1,750	0	70
520040 - Seminars/Conventions	250	0	250	0	0.00%	250	0	0
525020 - Janitorial Supplies	530	0	530	0	0.00%	530	255	453
525040 - Small Tools & Equipment	0	0	0	0	0.00%	0	0	238
526040 - Equipment Maintenance	500	0	500	0	0.00%	500	349	281
527060 - Auto Gasoline	59,870	0	59,870	8,870	17.39%	51,000	58,978	53,000
535010 - Copy Machine Rental	0	0	0	0	0.00%	0	58	1,645
535020 - Equipment Rental	710	0	710	0	0.00%	710	847	623
535055 - Lease Payments	2,120	0	2,120	0	0.00%	2,120	0	0
535057 - Non-Lease Components	0	0	0	0	0.00%	0	240	0
535058 - Lease - Variable Payments	0	0	0	0	0.00%	0	2	0
535060 - Uniforms	7,800	0	7,800	0	0.00%	7,800	12,572	6,574
540010 - Wireless Communication	10,500	0	10,500	0	0.00%	10,500	9,576	8,453
582010 - Ammunition	2,100	0	2,100	100	5.00%	2,000	2,082	0
582080 - Photographic/Fingerprint	750	0	750	650	650.00%	100	873	719
582110 - Restraints	500	0	500	0	0.00%	500	229	357
Operating Expenses	183,500	0	183,500	15,730	9.38%	167,770	165,211	140,923
599999 - Controllable Assets	26,840	0	26,840	16,620	162.62%	10,220	2,060	1,358
600300 - Vehicles	0	0	0	(54,450)	(100.00)%	54,450	0	0
Capital Outlay	26,840	0	26,840	(37,830)	(58.50)%	64,670	2,060	1,358
Total	4,221,310	0	4,221,310	208,750	5.20%	4,012,560	3,596,972	3,210,612

Washington County, Maryland
General Fund
Department 11300 - Judicial
FY25 Expenses

	2025 Operating Budget Requested	2025 Variance Comments Requested
500000 - Wages - Full Time	2,400,500	Increase higher than proposed 3.5% for COLA and step. Civilian staff received two steps during FY24 and includes budget for possible promotions from Deputy First Class to Master Deputy.
500005 - Wages - Part Time	130,000	Based on prior year and current year to date usage with an increase for proposed COLA and step.
500010 - Wages - Overtime	40,000	Based on year to date actuals. Overtime is needed due to the excessive case load. Courts are still trying to catch up from delays related to COVID.
500020 - Shift Differential - 2nd shift	500	Increased based on usage in FY24.
500030 - Shift Differential - 3rd shift	100	
500040 - Other Wages	10,000	Based on history decreasing to \$10,000.
500100 - FICA - Employer	197,450	Budget is based on total wages times 7.65%.
500120 - Health Insurance	472,740	
500125 - Other Insurance	8,800	
500130 - Pension	672,140	The budgeted amount for employer pension is based on full-time wages times 28%.
500140 - Workers Compensation	72,250	Workers Compensation is based on projected employee wages times their assigned classification rates.
500170 - Personal Development	3,360	Budget is based on number of employees times \$120 per employee for the program. Increase is related to increasing approved positions by two.
500171 - Employee Recognition	2,430	\$77,000 is the total budget for this program and it is allocated based on the number of employees in each department.
500172 - Team Building	700	Budget is based on number of employees times \$25 per employee for the program. Increase is due to increase in number of employees in the department.

Washington County, Maryland
General Fund
Department 11300 - Judicial
FY25 Expenses

	2025 Operating Budget Requested	2025 Variance Comments Requested
505120 - Licenses & Certifications	250	
505130 - Small Office Equipment	150	
505140 - Office Supplies	2,110	
505170 - Postage	100	Anticipate the United States Postal Service will increase rates.
505230 - Travel Expenses	3,000	
510010 - Fleet Insurance	25,690	There is an overall percentage increase of 5.93% 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.
510030 - Public & Gen Liability Insurance	46,420	There is an overall percentage increase of 5.93% 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.
515000 - Contracted/Purchased Service	14,500	Reallocated from 515270 - Maintenance Contract Services per Budget and Finance.
515270 - Maintenance Contract Services	0	Reallocated to 515000 - Contracted/Purchased Service per Budget and Finance.
515320 - Testing Services	3,900	
520000 - Training	1,750	
520040 - Seminars/Conventions	250	
525020 - Janitorial Supplies	530	
526040 - Equipment Maintenance	500	

Washington County, Maryland
General Fund
Department 11300 - Judicial
FY25 Expenses

	2025 Operating Budget Requested	2025 Variance Comments Requested
527060 - Auto Gasoline	59,870	Increased number of gallons from 17,000 to 17,105 based on actual gallons used in FY23 and FY24 to date. 17,105 gallons x \$3.50 = \$59,867.50 (includes state gas tax), which is based on bids and short term energy forecasts. Rate per gallon is discounted with bid price as compared to retail prices.
535020 - Equipment Rental	710	
535055 - Lease Payments	2,120	
535060 - Uniforms	7,800	
540010 - Wireless Communication	10,500	
582010 - Ammunition	2,100	Based on updated actual cost of one box containing 50 cartridges.
582080 - Photographic/Fingerprint	750	Based on historical use. We are fingerprinting more people such as County employees and other police agencies.
582110 - Restraints	500	
599999 - Controllable Assets	26,840	Purchase eight new tasers (\$1,647.00 per taser which includes holsters, batteries and two 25 ft cartridges per taser totaling \$13,180 for all eight tasers. Install four Mobile Display Terminals (MDT's) into four Judicial marked police vehicles. Computer, docking station and laptop screen stiffener four x \$2,824.39 = \$11,297.56. In vehicle computer mount four x \$589 = \$2,356. Total cost for MDT's is \$13,654.

Total	4,221,310
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Washington County, Maryland
Travel Request
FY 2025

Department Number: 11300 Department Name: Judicial

Account Number: 505230

Account Description: Travel Expenses

Position Title Only (do not use individual names)	Destination	Date(s) of Travel	Total Cost		Description and/or Reason for Travel Request
			Dept. Request		
Warrant Task Force	Varies	TBD	3,000		Each year deputies are required to travel outside the boundaries of Washington County for extraditions. We are anticipating we will spend at least this amount this year.

Total \$3,000

- Approval of this budget does not replace approval of travel as outlined in the Business Expense Policy. All travel must still receive appropriate approvals.

Washington County, Maryland
Summary of Installment and/or Lease Purchases
FY 2025

Department Number: 11300 Department Name: Judicial

Account Description: Lease and Installment Payments

Item	Machine Rental	CopyPak (monthly maintenance)	Black & White Overage	Color Overage	Total	Explanation
Judicial upstairs copier	684	180	180	0	1,044	Copy Machine Rental = \$ 57.00 per month CopyPak = \$ 15.00 per month Black & White Overages - 36,000 copies/ \$.005 per copy
Kyocera downstairs copier	852	0	224	0	1,076	Copy Machine Rental = \$ 71.02 per month Black & White Overages - 36,000 copies/ \$.0061 per copy

Total \$2,120
Agree to Budget

Washington County, Maryland
Other Capital Outlay (≥\$1 and <\$10,000)
FY 2025

Department Number : 11300 Department Name: Judicial

Account Number: 599999

Account Description: Controllable Assets (≥\$1 and <\$10,000 per item)

Priority Number *	Descriptions	Qty	Unit Cost	Total Cost Dept. Request	N or R	Explain Reason for Request
1	Taser	8	1,647	13,180	R	New tasers are needed to replace the existing tasers due to exceeding the manufacturers warranty. Price includes taser, holsters, batteries and cartridges.
2	Computer, docking station and vehicle computer mount.	4	3,413	13,660	N	MDT's (Mobile Display Terminal's) Computers installed into four Judicial Division marked police vehicles. These computers allow the Deputies operating the vehicle to see on the monitor where other deputies are as well as locations of calls for service. Having this ability in the vehicle can assist with officer safety as they can see on a map where they are in relation to the calls for service where a deputy/trooper or city police officer may need assistance. The computers will also save time as the deputy will have access to look individuals up on the computer instead of having to respond to the patrol division or circuit court house to utilize a computer. By having the ability to look up individuals in the vehicle also saves the dispatcher time at the Emergency Communications Center by not asking them to look up the individuals.
				0		
				0		
Total				\$26,840		

- * 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 a priority 1, priority 2, priority 3, etc. among all the accounts combined. A priority number can not be repeated throughout the accounts.
- The County maintains assets that are considered capital assets in nature but are classified as controllable assets, due to the fact that they fall under the capitalization limits, i.e., the cost of each item is ≥\$1 and <\$10,000 (Transit or Golf Course <\$5,000). Examples of controllable items are, but not limited to, chairs, desks, printers, equipment, machinery, weapons, computers. Controllable assets purchases are not a recurring expenditure and are to be purchased in accordance with the approved items by the County Commissioners. Emergency purchases may be supplanted if warranted.

Washington County, Maryland
General Fund
Department 11305 - Process Server
FY25 Expenses

	2025 Operating Budget Requested	Adjustment	2025 Operating Budget Requested	\$ Change	% Change	2024 Operating Budget Approved	2023 Actuals Final	2022 Actuals Final
500000 - Wages - Full Time	65,210	0	65,210	5,920	9.98%	59,290	52,521	48,003
500005 - Wages - Part Time	43,000	0	43,000	1,430	3.44%	41,570	32,847	30,130
500100 - FICA - Employer	8,280	0	8,280	560	7.25%	7,720	6,141	5,625
500120 - Health Insurance	25,380	0	25,380	0	0.00%	25,380	25,377	25,377
500125 - Other Insurance	300	0	300	30	11.11%	270	218	311
500130 - Pension	18,260	0	18,260	2,850	18.49%	15,410	13,655	12,134
500140 - Workers Compensation	1,750	0	1,750	(450)	(20.45)%	2,200	1,079	991
500170 - Personal Development	120	0	120	0	0.00%	120	0	0
500171 - Employee Recognition	90	0	90	0	0.00%	90	0	0
500172 - Team Building	30	0	30	0	0.00%	30	0	0
Wages and Benefits	162,420	0	162,420	10,340	6.80%	152,080	131,838	122,571
505140 - Office Supplies	1,420	0	1,420	0	0.00%	1,420	1,348	1,520
505170 - Postage	100	0	100	(440)	(81.48)%	540	0	0
525020 - Janitorial Supplies	0	0	0	0	0.00%	0	0	32
527060 - Auto Gasoline	2,820	0	2,820	0	0.00%	2,820	1,883	1,835
527090 - Auto Repairs	800	0	800	0	0.00%	800	0	0
535060 - Uniforms	200	0	200	0	0.00%	200	0	80
540010 - Wireless Communication	500	0	500	0	0.00%	500	160	323
Operating Expenses	5,840	0	5,840	(440)	(7.01)%	6,280	3,391	3,790
Total	168,260	0	168,260	9,900	6.25%	158,360	135,229	126,361

Washington County, Maryland
General Fund
Department 11305 - Process Server
FY25 Expenses

	2025 Operating Budget Requested	2025 Variance Comments Requested
500000 - Wages - Full Time	65,210	Increase is higher than proposed 3.5% increase in wages due to the Sheriff giving a two step increase to civilians.
500005 - Wages - Part Time	43,000	
500100 - FICA - Employer	8,280	
500120 - Health Insurance	25,380	
500125 - Other Insurance	300	
500130 - Pension	18,260	
500140 - Workers Compensation	1,750	Decreased based on history.
500170 - Personal Development	120	
500171 - Employee Recognition	90	
500172 - Team Building	30	
505140 - Office Supplies	1,420	
505170 - Postage	100	Reducing budget amount due to realizing funds for postage are being paid out of the Central Services department budget.
527060 - Auto Gasoline	2,820	Projected budget is 805 gallons x \$3.50 = \$2,817.50 (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.
527090 - Auto Repairs	800	
535060 - Uniforms	200	
540010 - Wireless Communication	500	

Total	168,260
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Washington County, Maryland
General Fund
Department 11310 - Patrol
FY25 Expenses

	2025 Operating Budget Requested	Adjustment	2025 Operating Budget Requested	\$ Change	% Change	2024 Operating Budget Approved	2023 Actuals Final	2022 Actuals Final
500000 - Wages - Full Time	8,515,480	0	8,515,480	312,460	3.81%	8,203,020	7,314,105	6,499,633
500005 - Wages - Part Time	5,000	0	5,000	0	0.00%	5,000	912	818
500010 - Wages - Overtime	400,000	0	400,000	10,000	2.56%	390,000	307,569	277,712
500020 - Shift Differential - 2nd shift	40,000	0	40,000	0	0.00%	40,000	33,299	26,402
500030 - Shift Differential - 3rd shift	45,000	0	45,000	0	0.00%	45,000	38,495	35,799
500040 - Other Wages	325,000	0	325,000	(25,000)	(7.14)%	350,000	311,760	303,006
500100 - FICA - Employer	713,780	0	713,780	22,760	3.29%	691,020	596,469	530,059
500120 - Health Insurance	1,548,570	0	1,548,570	(61,630)	(3.83)%	1,610,200	1,462,200	1,493,705
500125 - Other Insurance	31,200	0	31,200	0	0.00%	31,200	26,426	34,982
500130 - Pension	2,384,340	0	2,384,340	251,480	11.79%	2,132,860	1,906,650	1,482,473
500140 - Workers Compensation	250,000	0	250,000	8,270	3.42%	241,730	213,925	204,099
500155 - Personnel Requests	273,720	0	273,720	273,720	100.00%	0	0	0
500170 - Personal Development	12,600	0	12,600	120	0.96%	12,480	451	120
500171 - Employee Recognition	9,130	0	9,130	20	0.22%	9,110	10,366	7,917
500172 - Team Building	2,630	0	2,630	30	1.15%	2,600	2,891	1,351
Wages and Benefits	14,556,450	0	14,556,450	792,230	5.76%	13,764,220	12,225,518	10,898,076
501030 - Debt - Lease Principal	0	0	0	0	0.00%	0	3,580	0
501040 - Debt - Subscription Principal	0	0	0	0	0.00%	0	36,098	0
501080 - Debt- Lease Interest	0	0	0	0	0.00%	0	32	0
501085 - Debt- Subscription Interest	0	0	0	0	0.00%	0	2,182	0
505010 - Advertising	8,000	0	8,000	0	0.00%	8,000	4,490	6,090
505020 - Community Service Awards	500	0	500	0	0.00%	500	1,730	375
505040 - Books	2,780	0	2,780	0	0.00%	2,780	2,704	0
505050 - Dues & Subscriptions	4,200	0	4,200	0	0.00%	4,200	5,480	7,950
505070 - Food and Supplies	1,000	0	1,000	0	0.00%	1,000	767	823
505080 - Freight & Cartage	300	0	300	0	0.00%	300	639	315
505120 - Licenses & Certifications	0	0	0	0	0.00%	0	22	0
505130 - Small Office Equipment	500	0	500	0	0.00%	500	125	146
505140 - Office Supplies	38,200	0	38,200	(4,000)	(9.48)%	42,200	52,191	42,595

Washington County, Maryland
General Fund
Department 11310 - Patrol
FY25 Expenses

	2025 Operating Budget Requested	Adjustment	2025 Operating Budget Requested	\$ Change	% Change	2024 Operating Budget Approved	2023 Actuals Final	2022 Actuals Final
505160 - Personal Mileage	0	0	0	0	0.00%	0	83	0
505170 - Postage	1,200	0	1,200	0	0.00%	1,200	1,132	555
505180 - Printing Expenses	4,000	0	4,000	4,000	100.00%	0	0	0
505190 - Professional Fees	350	0	350	0	0.00%	350	(305)	305
505210 - Safety Supplies	2,000	0	2,000	0	0.00%	2,000	2,817	10,794
505230 - Travel Expenses	15,000	0	15,000	0	0.00%	15,000	19,179	14,358
505240 - Entertainment/Business Exp	300	0	300	0	0.00%	300	0	0
510010 - Fleet Insurance	155,200	0	155,200	10,070	6.94%	145,130	132,417	142,210
510020 - Property & Casualty Insurance	4,230	0	4,230	(410)	(8.84)%	4,640	4,407	3,502
510030 - Public & Gen Liability Insurance	176,110	0	176,110	20,660	13.29%	155,450	145,414	134,472
515000 - Contracted/Purchased Service	46,900	0	46,900	45,280	2,795.06%	1,620	2,328	4,805
515135 - Accreditation Process	5,500	0	5,500	0	0.00%	5,500	4,321	4,296
515180 - Software	325,050	0	325,050	41,650	14.70%	283,400	190,880	251,328
515202 - Inspection Services	1,500	0	1,500	1,000	200.00%	500	1,915	1,099
515220 - Landfill Fees	500	0	500	400	400.00%	100	547	227
515260 - Legal Services	0	0	0	0	0.00%	0	984	0
515270 - Maintenance Contract Services	0	0	0	(45,280)	(100.00)%	45,280	38,807	39,143
515280 - Medical Fees	12,000	0	12,000	12,000	100.00%	0	0	0
515320 - Testing Services	2,620	0	2,620	(12,000)	(82.08)%	14,620	9,170	9,287
515330 - Towing Services	1,500	0	1,500	0	0.00%	1,500	590	1,161
515350 - Accident Repairs	0	0	0	0	0.00%	0	111,096	50,484
515400 - Transportation Expense	500	0	500	0	0.00%	500	32	200
520000 - Training	17,000	0	17,000	0	0.00%	17,000	27,247	21,141
520010 - Certification Classes	9,000	0	9,000	0	0.00%	9,000	13,500	(4,500)
520040 - Seminars/Conventions	750	0	750	0	0.00%	750	1,325	1,510
520050 - Tuition Assistance	1,000	0	1,000	0	0.00%	1,000	0	0
525000 - Supplies/Material - Operating	0	0	0	0	0.00%	0	0	137
525020 - Janitorial Supplies	4,000	0	4,000	0	0.00%	4,000	2,229	5,546
525030 - Medical Supplies	3,110	0	3,110	0	0.00%	3,110	634	2,105
525040 - Small Tools & Equipment	4,000	0	4,000	0	0.00%	4,000	7,765	4,343

Washington County, Maryland
General Fund
Department 11310 - Patrol
FY25 Expenses

	2025 Operating Budget Requested	Adjustment	2025 Operating Budget Requested	\$ Change	% Change	2024 Operating Budget Approved	2023 Actuals Final	2022 Actuals Final
526020 - Building Maintenance	27,500	0	27,500	16,950	160.66%	10,550	28,017	28,262
526040 - Equipment Maintenance	6,900	0	6,900	0	0.00%	6,900	8,114	7,762
526070 - Landscaping Supplies	0	0	0	0	0.00%	0	646	0
527010 - Anti-Freeze	0	0	0	0	0.00%	0	67	0
527035 - Off Road Diesel	100	0	100	0	0.00%	100	149	177
527060 - Auto Gasoline	355,850	0	355,850	50,460	16.52%	305,390	333,168	318,521
527080 - Auto Motor Oil	13,850	0	13,850	0	0.00%	13,850	10,273	13,330
527090 - Auto Repairs	55,800	0	55,800	0	0.00%	55,800	118,910	93,784
527100 - Auto Tires	18,990	0	18,990	0	0.00%	18,990	34,601	34,612
535010 - Copy Machine Rental	0	0	0	0	0.00%	0	0	8,029
535020 - Equipment Rental	5,500	0	5,500	0	0.00%	5,500	5,845	5,579
535054 - Non-Subscription Components	0	0	0	0	0.00%	0	33,180	0
535055 - Lease Payments	10,000	0	10,000	0	0.00%	10,000	0	0
535057 - Non-Lease Components	0	0	0	0	0.00%	0	1,200	0
535058 - Lease - Variable Payments	0	0	0	0	0.00%	0	3,409	0
535060 - Uniforms	99,190	0	99,190	0	0.00%	99,190	119,465	84,091
540010 - Wireless Communication	57,400	0	57,400	0	0.00%	57,400	65,987	59,105
540022 - Cable TV & Internet Services	8,040	0	8,040	5,140	177.24%	2,900	6,643	2,839
545010 - Electric	64,890	0	64,890	17,890	38.06%	47,000	45,339	42,694
545050 - Waste/Trash Disposal	1,830	0	1,830	210	12.96%	1,620	1,728	1,620
582010 - Ammunition	84,980	0	84,980	12,780	17.70%	72,200	67,056	74,938
582030 - Canine - Public Safety	17,000	0	17,000	(10,000)	(37.04)%	27,000	17,575	19,813
582040 - Crime Prevention	4,000	0	4,000	500	14.29%	3,500	1,195	1,549
582060 - Fire Extinguishers/Refills	500	0	500	0	0.00%	500	1,805	393
582080 - Photographic/Fingerprint	5,500	0	5,500	0	0.00%	5,500	6,294	5,473
582090 - Tear Gas	1,000	0	1,000	400	66.67%	600	1,155	670
582100 - Traffic Cones/Flares	1,550	0	1,550	0	0.00%	1,550	1,624	1,783
582110 - Restraints	9,300	0	9,300	6,600	244.44%	2,700	4,521	3,895
592060 - Service Charges	0	0	0	(12,000)	(100.00)%	12,000	875	6,865
592065 - Speed Camera Fees	700,040	0	700,040	(7,620)	(1.08)%	707,660	700,033	707,653

Washington County, Maryland
General Fund
Department 11310 - Patrol
FY25 Expenses

	2025 Operating Budget Requested	Adjustment	2025 Operating Budget Requested	\$ Change	% Change	2024 Operating Budget Approved	2023 Actuals Final	2022 Actuals Final
Operating Expenses	2,398,510	0	2,398,510	154,680	6.89%	2,243,830	2,447,428	2,280,239
599999 - Controllable Assets	163,980	0	163,980	102,590	167.11%	61,390	72,634	80,896
600600 - Computer/Software Equipment	0	0	0	0	0.00%	0	0	473
600910 - Subscriptions - Capital Outlay	0	0	0	0	0.00%	0	245,804	0
Capital Outlay	163,980	0	163,980	102,590	167.11%	61,390	318,438	81,369
Total	17,118,940	0	17,118,940	1,049,500	6.53%	16,069,440	14,991,384	13,259,684

Washington County, Maryland
General Fund
Department 11310 - Patrol
FY25 Expenses

	2025 Operating Budget Requested	2025 Variance Comments Requested
500000 - Wages - Full Time	8,515,480	
500005 - Wages - Part Time	5,000	Based on history and current use, the budget will remain flat.
500010 - Wages - Overtime	400,000	
500020 - Shift Differential - 2nd shift	40,000	Based on history and current use, the budget will remain flat.
500030 - Shift Differential - 3rd shift	45,000	Based on history and current use, the budget will remain flat.
500040 - Other Wages	325,000	Budgeting savings from command staff not receiving holiday pay.
500100 - FICA - Employer	713,780	
500120 - Health Insurance	1,548,570	
500125 - Other Insurance	31,200	
500130 - Pension	2,384,340	
500140 - Workers Compensation	250,000	
500155 - Personnel Requests	273,720	Two sworn positions that already exist which were previously paid for by Meritus Medical Center to be absorbed by the department as the contract was terminated by Meritus.
500170 - Personal Development	12,600	
500171 - Employee Recognition	9,130	
500172 - Team Building	2,630	
505010 - Advertising	8,000	
505020 - Community Service Awards	500	
505040 - Books	2,780	

Washington County, Maryland
General Fund
Department 11310 - Patrol
FY25 Expenses

	2025 Operating Budget Requested	2025 Variance Comments Requested
505050 - Dues & Subscriptions	4,200	
505070 - Food and Supplies	1,000	
505080 - Freight & Cartage	300	
505130 - Small Office Equipment	500	
505140 - Office Supplies	38,200	Reallocated \$4,000 to 505180 - Printing Expenses.
505170 - Postage	1,200	
505180 - Printing Expenses	4,000	Reallocated \$4,000 from 505140 - Office Supplies to more accurately reflect expenditures.
505190 - Professional Fees	350	
505210 - Safety Supplies	2,000	
505230 - Travel Expenses	15,000	
505240 - Entertainment/Business Exp	300	
510010 - Fleet Insurance	155,200	There is an overall percentage increase of 5.93% 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	4,230	There is an overall percentage increase of 5.93% 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
General Fund
Department 11310 - Patrol
FY25 Expenses

	2025 Operating Budget Requested	2025 Variance Comments Requested
510030 - Public & Gen Liability Insurance	176,110	There is an overall percentage increase of 5.93% 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.
515000 - Contracted/Purchased Service	46,900	\$45,280 was reallocated from 515270 - Maintenance Contract Services per Budget and Finance.
515135 - Accreditation Process	5,500	
515180 - Software	325,050	Increase largely attributed to a 7% across the board increase is Keystone Software, which is the backbone of WCSO Records Management and Computer Aided Dispatch. An increase was necessary for additional licenses through AXON to be compliant with State Law requiring the use of body worn cameras. An increase was also required for Cellebrite software which is utilized by the Digital Investigation and Forensic Unit. New expenditures will allow for the capability to access data from locked devices which in necessary for successful prosecution of complex criminal cases.
515202 - Inspection Services	1,500	Increase due to increased costs of inspections of sprinkler systems, fire alarms and backup generator.
515220 - Landfill Fees	500	Increase required due to increased utilization of Landfill.
515270 - Maintenance Contract Services	0	Reallocated to 515000 - Contracted/Purchased Service per Budget and Finance.
515280 - Medical Fees	12,000	\$12,000 was transferred from 515320 - Testing Services to accurately reflect expenditures in this line item. This item is utilized for pre-employment mental health testing and mental health assessments for current employees as required by 3-209 Public Safety.
515320 - Testing Services	2,620	Reallocated \$12,000 to 515280 - Medical Fees to more accurately reflect expenditures in this line item.
515330 - Towing Services	1,500	

Washington County, Maryland
General Fund
Department 11310 - Patrol
FY25 Expenses

	2025 Operating Budget Requested	2025 Variance Comments Requested
515400 - Transportation Expense	500	
520000 - Training	17,000	
520010 - Certification Classes	9,000	
520040 - Seminars/Conventions	750	
520050 - Tuition Assistance	1,000	
525020 - Janitorial Supplies	4,000	
525030 - Medical Supplies	3,110	
525040 - Small Tools & Equipment	4,000	
526020 - Building Maintenance	27,500	This item has increased due to additional expenditures required to maintain an aging facility based on history and year to date actuals.
526040 - Equipment Maintenance	6,900	
527035 - Off Road Diesel	100	
527060 - Auto Gasoline	355,850	Projected budget is 101,670 gallons X \$3.50 = \$355,845 (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	13,850	
527090 - Auto Repairs	55,800	
527100 - Auto Tires	18,990	
535020 - Equipment Rental	5,500	

Washington County, Maryland
General Fund
Department 11310 - Patrol
FY25 Expenses

	2025 Operating Budget Requested	2025 Variance Comments Requested
535055 - Lease Payments	10,000	Current lease is ending a new lease will be signed for FY25. New figures will not be available until February.
535060 - Uniforms	99,190	
540010 - Wireless Communication	57,400	
540022 - Cable TV & Internet Services	8,040	This item has increased due to increases from the provider, Antietam Cable, and is reflective of current expenditures.
545010 - Electric	64,890	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.
545050 - Waste/Trash Disposal	1,830	This increase is reflective of actual current expenditures.
582010 - Ammunition	84,980	This increase is reflective of increased cost of ammunition. This item also reflects the cost of Less Lethal ammunition which is utilized by the Civil Disturbance Unit.
582030 - Canine - Public Safety	17,000	This item is decreased due to two K-9's being purchased in FY24 through donation and grants. The item currently supports four active K-9's and one retired K-9, as required by 3-526 Public Safety.
582040 - Crime Prevention	4,000	The crime prevention budget supports the payment of the shred truck for the Annual Community Shred Event. There is an anticipated rise in cost for the utilization of the shred truck, including the 10% fuel fee. Additionally, the price of giveaway products, such as badges, pencils, lanyards, and similar items, has increased due to economic inflation. There have been increased requests from the community for involvement from the Washington County Sheriff's Office participation at events where Deputies would need giveaway items.
582060 - Fire Extinguishers/Refills	500	
582080 - Photographic/Fingerprint	5,500	

Washington County, Maryland
General Fund
Department 11310 - Patrol
FY25 Expenses

	2025 Operating Budget Requested	2025 Variance Comments Requested
582090 - Tear Gas	1,000	This item increased due to increased cost of pepper spray which must be resupplied due to expiring shelf life.
582100 - Traffic Cones/Flares	1,550	
582110 - Restraints	9,300	This item has increased due to the increased costs of taser cartridges, which at minimum require two per user per year for training and batteries used to power the taser. The remaining balance is for handcuffs/flex cuffs etc.
592060 - Service Charges	0	This item is decreased as it was previously utilized for School Bus Camera Program that is no longer active.
592065 - Speed Camera Fees	700,040	Expense estimate based on current speed camera annual report.
599999 - Controllable Assets	163,980	This item reflects replacement of 48 sets of body armor which have reached their 5-year useful life. Replace 10 laptop computers with hardware and accessories currently mounted in patrol vehicles and are experiencing failure. Replace 10 Taser X-26 (10+ years) old with current supported model. Replace 5 Desktop computers that been utilized beyond useful life. Add an additional 40MM launcher utilized by the Civil Disturbance Unit. Add 5 rail mounted lights for 40mm launcher utilized by Civil Disturbance Unit.

Total **17,118,940**

Washington County, Maryland
New/Elimination Position Request Form
FY 2025

New/Elimination Position

Department Number: 11310 Department Name: Sheriff-Patrol

Account Number : 500155

Account Description: Personnel Requests

Full-Time Position		Grade	Step *	Regular or Temp.	Annual Salary	Health Insurance Benefits	Variable Benefits	Offset	Net Cost	Explanation of Request (A memo may be attached if detail support is needed. Please summarize in this area.)
	Position Title									
	Deputy Sheriff - Sergeant	PAT7	17	Regular	64,581	16,000	25,832		106,413	This position will be absorbed by patrol that was originally paid for by Meritus Medical Center. (Current employee retires effective 7/31/24 calculations based off 1 month of his annual salary of \$129,522 and 11 months of new hire Deputy Sheriff pay \$ 58,677.
	Master Deputy	PAT5	15	Regular	108,077	16,000	43,230		167,307	This position will be absorbed by patrol that was originally paid for by Meritus Medical Center.
Part-Time Position		Grade	Step *	Regular or Temp.	Annual Salary	Health Insurance Benefits	Variable Benefits	Offset	Net Cost	Explanation of Request (A memo may be attached if detail support is needed. Please summarize in this area.)
	Position Title									
							0		0	
							0		0	
Totals:					\$172,658		\$69,062	\$0	\$273,720	

* General policy for hiring a new position starts at Step 1.
● Formulas have been put into place for calculating benefits for full time and part-time positions.

Washington County, Maryland
Travel Request
FY 2025

Department Number: 11310 Department Name: Patrol

Account Number: 505230

Account Description: Travel Expenses

Position Title Only (do not use individual names)	Destination	Date(s) of Travel	Total Cost		Description and/or Reason for Travel Request
			Dept. Request		
Sheriff, Colonel, Major, Captain	Ocean City MD	Sept. 2024	3,800		Costs for the annual Maryland Sheriff's Association Professional Seminar.
Patrol Staff	Various Locations	To be determined	11,200		Each year deputies are required to travel outside the boundaries of Washington County for investigations and other business related travel.

Total \$15,000

- Approval of this budget does not replace approval of travel as outlined in the Business Expense Policy. All travel must still receive appropriate approvals.

Department Name: Sheriff - Patrol

Department Number: 11310

Account Number: 515180

Account Description: Software

Sheet 1 of 4

Vendor Name	FY24 Board Approval	Total Cost		New Cost Y/N	Existing Agreement Y/N	Product Description and/or Reason for Request
		FY25 Dept. Request				
Keystone Universe License (49 users)	5,880	6,280		N	Y	Annual software maintenance and support.
Keyston Police Mobile FRW Interface	9,760	10,240		N	Y	Annual software maintenance and support.
Keystone Dynamic Imaging PictureLink	9,760	10,250		N	Y	Annual software maintenance and support.
Keystone ACRES/ETIX Interface	2,260	2,370		N	Y	Annual software maintenance and support.
Keystone Police Mobile Client (123 Users)	48,760	51,370		N	Y	Annual software maintenance and support.
Keystone Police Mobile Server	33,110	34,770		N	Y	Annual software maintenance and support.
Police Mobile Forms/NCIC	11,890	12,480		N	Y	Annual software maintenance and support.
Keystone CAD (2 users)	3,640	3,820		N	Y	Annual software maintenance and support.
Keystone Google Maps Interface	590	620		N	Y	Annual software maintenance and support.
Keystone KEYMAP AVL Interface	1,320	1,380		N	Y	Annual software maintenance and support.
Keystone Keymap Mobile (99 users)	6,780	7,120		N	Y	Annual software maintenance and support.
Keystone AVL Administration	860	900		N	Y	Annual software maintenance and support.
Keystone Keymap	280	300		N	Y	Annual software maintenance and support.
Keystone Keymap Server	2,640	2,770		N	Y	Annual software maintenance and support.

Total \$137,530 \$144,670

• For the continuation of existing software maintenance contracts and for the purchase of software less than \$10,000.

Department Name: Sheriff - Patrol

Department Number: 11310

Account Number: 515180

Account Description: Software

Sheet 2 of 4

Vendor Name	FY24 Board Approval	Total Cost	New Cost Y/N	Existing Agreement Y/N	Product Description and/or Reason for Request
		FY25 Dept. Request			
Keystone Client (25 users)	1,760	1,850	N	Y	Annual software maintenance and support.
Keystone LINUX Interface	1,850	1,940	N	Y	Annual software maintenance and support.
Keystone MAP/AVL Server	2,770	2,910	N	Y	Annual software maintenance and support.
Keystone OS Support (49 users)	1,760	1,720	N	Y	Annual software maintenance and support.
Keystone PictureLINK Interface	1,850	1,940	N	Y	Annual software maintenance and support.
Keystone PIRS (14 users)	10,820	11,360	N	Y	Annual software maintenance and support.
Keystone Statute File Updates	1,850	1,940	N	Y	Annual software maintenance and support.
Keystone Ticket Violation File Updates	1,850	1,940	N	Y	Annual software maintenance and support.
Keystone Web Client Mobile (79 users)	6,220	6,540	N	Y	Annual software maintenance and support.
Keystone Police Mobile CAD Interface	3,520	3,700	N	Y	Annual software maintenance and support.
Keystone Civil Process (4 users)	3,500	3,760	N	Y	Annual software maintenance and support.
Keystone Tracker Interface	0	780	Y	Y	Annual software maintenance and support.
PowerDMS (274 users)	1,860	2,060	N	Y	Annual software maintenance and support.
Crash Data	1,500	1,500	N	Y	Annual software maintenance and support.
Total	\$41,110	\$43,940			

• For the continuation of existing software maintenance contracts and for the purchase of software less than \$10,000.

Department Name: Sheriff - Patrol

Department Number: 11310

Account Number: 515180

Account Description: Software

Sheet 3 of 4

Vendor Name	FY24 Board Approval	Total Cost		New Cost Y/N	Existing Agreement Y/N	Product Description and/or Reason for Request
		FY25 Dept. Request				
Covert Track Group Inc.	1,200	1,200		N	Y	Annual software maintenance and support for two tracking devices and mapping product.
Cellbrite	3,700	10,825		N	Y	Annual software maintenance and support.
CarahSoft	0	2,710		N	Y	Forensic tool used to verify data extractions made in Cellbrite.
Whooster LE SMS Basic	1,300	1,300		N	Y	Reverse phone number look up tool. Added additional features.
Ron Turley Associates, Inc. (RTA) Fleet	10,410	8,400		N	Y	Annual software maintenance and support.
Blue Peak Logic Skills Manager (50/50 split with WCDC)	1,370	1,470		N	Y	Annual software maintenance and support.
McEnroe Vision and Data	0	3,280		N	Y	I-record software annual support and maintenance. Used for cameras in interview rooms.
Thomson Reuters CLEAR	3,560	4,095		N	N	Comprehensive data source used to identify records. Also a search tool which utilizes facial recognition.

Total \$21,540 \$33,280

- For the continuation of existing software maintenance contracts and for the purchase of software less than \$10,000.

Department Name: Sheriff - Patrol

Department Number: 11310

Account Number: 515180

Account Description: Software

Sheet 4 of 4

Vendor Name	FY24 Board Approval	Total Cost		New Cost Y/N	Existing Agreement Y/N	Product Description and/or Reason for Request
		FY25 Dept. Request				
Tracker Fluid One Hosted Subscription	8,510	8,930		N	Y	Annual software subscription.
Schedule Anywhere Personnel Scheduling	5,630	5,630		N	Y	Annual software subscription.
Axon Enterprise Inc. Microsoft Azure Cloud enabled software	58,950	79,660		N	Y	Body Worn Camera cost. Approved amount for third year of our contract.
National Capital Region Law Enforcement Information Exchange (LinX-NCR)	2,000	2,000		N	Y	Information sharing system and analytical data warehouse containing information from participating law enforcement agencies.
LEFTA-FTO Software	1,680	0		N	Y	Software that is used to track our Field Training Recruits.
Twilio	100	0		N	Y	Performs multi-factor authentication to our server.
Archive Social	1,440	1,440		N	Y	Needed to maintain social media archives for legal.
Westlaw Edge National Primary Law	4,220	4,420		N	Y	Provides access to Federal, Maryland and other State case law, court rules, etc.
3SI Security Systems Inc.	690	1,080		N	Y	GPS tracking devices to track suspect movements.

Total \$83,220 \$103,160

Total Requests \$283,400 \$325,050

- For the continuation of existing software maintenance contracts and for the purchase of software less than \$10,000.

Washington County, Maryland
Summary of Installment and/or Lease Purchases
FY 2025

Department Number: 11310

Department Name: Patrol

Account Description: Lease and Installment Payments

Item	Machine Rental	CopyPak (monthly maintenance)	Black & White Overage	Color Overage	Total	Explanation
Toshiba UBT; Serial #C1BJ13651	1,836	600	0	2,688	5,124	Copy machine rental = \$153 per month Copypak - \$50 per month Black & White Overages = 0 Color Overages = 59725 @ \$0.045 per copy
Toshiba UBT; Serial #C1BJ13661	1,776	600	250	2,250	4,876	Copy machine rental = \$148 per month Copypak - \$50 per month Black & White Overages = 50,000 copies @ \$.005 per copy Color Overages = 50,000 @ \$0.045 per copy

Total **\$10,000**

Agree to Budget

Washington County, Maryland
Other Capital Outlay (≥\$1 and <\$10,000)
FY 2025

Controllable Assets

Department Number: 11310 Department Name: Patrol

Account Number: 599999

Account Description: Controllable Assets (≥\$1 and <\$10,000 per item)

Priority Number *	Descriptions	Qty	Unit Cost	Total Cost		Explain Reason for Request
				Dept. Request	N or R	
1	Body Armor	48	2,111	101,328	R	For replacement of body armor which has a reached the end of it's usable life of five years. Includes shipping costs.
2	Laptop computer fixed mounted in patrol vehicle, printers and scanners	10	2,721	27,210	R	Replacement of 10 laptop computers that are utilized in patrol vehicle and are currently experiencing failures. Price on this line is for computers only. Associated scanner, printers and docking stations are listed below.
2	Docking Station	10	630	6,295	R	Part of the replacement cost of mounted laptops.
2	Printer with cords/cables	10	387	3,870	R	Part of the replacement cost of mounted laptops.
2	Scanner	5	352	1,760	R	Part of the replacement cost of mounted laptops.
3	Taser X 26P, Holster, Battery, 2 Cartridges	10	1,710	17,098	R	For replacement of eight Taser X26 that are currently deployed and are at least 10 years old and no longer supported by Taser, plus two additional units to be utilized in the event of a current unit failure.
4	Dell desktop computer	5	895	4,475	R	Replacement of five desktop computers for various users within the department.
5	LMT 40MM Launcher	1	1,033	1,033	N	To purchase an additional launcher which is utilized by the Civil Disturbance Unit.
6	40MM Launcher white light	5	182	910	N	Outfit five launchers with rail mounted lights so they can be utilized in low light environment.

Total \$163,980

* 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

• The County maintains assets that are considered capital assets in nature but are classified as controllable assets, due to the fact that they fall under the capitalization limits, i.e., the cost

Washington County, Maryland
General Fund
Department 11311 - Sheriff Auxiliary
FY25 Expenses

	2025 Operating Budget Requested	Adjustment	2025 Operating Budget Requested	\$ Change	% Change	2024 Operating Budget Approved	2023 Actuals Final	2022 Actuals Final
505030 - Bank Fees	200	0	200	200	100.00%	0	11	0
505070 - Food and Supplies	1,000	0	1,000	0	0.00%	1,000	0	1,040
505150 - Other - Miscellaneous	80,000	0	80,000	40,000	100.00%	40,000	89,009	82,041
515330 - Towing Services	6,000	0	6,000	0	0.00%	6,000	6,318	5,066
535000 - Rentals	0	0	0	0	0.00%	0	300	0
535060 - Uniforms	3,000	0	3,000	0	0.00%	3,000	512	1,198
Operating Expenses	90,200	0	90,200	40,200	80.40%	50,000	96,150	89,345
599999 - Controllable Assets	0	0	0	0	0.00%	0	0	809
Capital Outlay	0	0	0	0	0.00%	0	0	809
Total	90,200	0	90,200	40,200	80.40%	50,000	96,150	90,154

Washington County, Maryland
General Fund
Department 11311 - Sheriff Auxiliary
FY25 Expenses

	2025 Operating Budget Requested	2025 Variance Comments Requested
505030 - Bank Fees	200	Based on historical use.
505070 - Food and Supplies	1,000	
505150 - Other - Miscellaneous	80,000	Based on historical use.
515330 - Towing Services	6,000	
535060 - Uniforms	3,000	
Total	90,200	

Washington County, Maryland
General Fund
Department 11315 - Central Booking
FY25 Expenses

	2025 Operating Budget Requested	Adjustment	2025 Operating Budget Requested	\$ Change	% Change	2024 Operating Budget Approved	2023 Actuals Final	2022 Actuals Final
500000 - Wages - Full Time	848,420	0	848,420	(45,150)	(5.05)%	893,570	851,224	748,423
500010 - Wages - Overtime	25,000	0	25,000	4,500	21.95%	20,500	16,466	52,421
500020 - Shift Differential - 2nd shift	5,420	0	5,420	180	3.44%	5,240	4,887	4,332
500030 - Shift Differential - 3rd shift	10,000	0	10,000	800	8.70%	9,200	9,795	8,295
500040 - Other Wages	45,000	0	45,000	2,500	5.88%	42,500	40,921	38,305
500100 - FICA - Employer	71,440	0	71,440	(2,850)	(3.84)%	74,290	68,647	63,461
500120 - Health Insurance	161,920	0	161,920	7,500	4.86%	154,420	145,657	140,562
500125 - Other Insurance	3,300	0	3,300	(30)	(0.90)%	3,330	2,944	3,926
500130 - Pension	237,550	0	237,550	7,820	3.40%	229,730	221,318	175,274
500140 - Workers Compensation	29,800	0	29,800	920	3.19%	28,880	26,937	27,411
500170 - Personal Development	1,200	0	1,200	0	0.00%	1,200	0	0
500171 - Employee Recognition	870	0	870	(10)	(1.14)%	880	0	0
500172 - Team Building	250	0	250	0	0.00%	250	250	0
Wages and Benefits	1,440,170	0	1,440,170	(23,820)	(1.63)%	1,463,990	1,389,046	1,262,410
501030 - Debt-Lease Principal	0	0	0	0	0.00%	0	2,364	0
501080 - Debt- Lease Interest	0	0	0	0	0.00%	0	63	0
505130 - Small Office Equipment	0	0	0	0	0.00%	0	144	0
505140 - Office Supplies	2,660	0	2,660	0	0.00%	2,660	3,974	2,691
505210 - Safety Supplies	500	0	500	0	0.00%	500	0	1,235
510030 - Public & Gen Liability Insurance	16,010	0	16,010	1,890	13.39%	14,120	14,541	10,903
515000 - Contracted/Purchased Service	1,130	0	1,130	1,130	100.00%	0	0	0
515202 - Inspection Services	250	0	250	250	100.00%	0	0	0
515270 - Maintenance Contract Services	0	0	0	(1,130)	(100.00)%	1,130	996	1,290
525000 - Supplies/Material - Operating	0	0	0	0	0.00%	0	585	8
525020 - Janitorial Supplies	1,000	0	1,000	0	0.00%	1,000	857	74
525040 - Small Tools & Equipment	500	0	500	0	0.00%	500	322	378
526020 - Building Maintenance	2,500	0	2,500	0	0.00%	2,500	1,088	1,486
526040 - Equipment Maintenance	750	0	750	0	0.00%	750	441	0
527035 - Off Road Diesel	420	0	420	30	7.69%	390	371	381

Washington County, Maryland
General Fund
Department 11315 - Central Booking
FY25 Expenses

	2025 Operating Budget Requested	Adjustment	2025 Operating Budget Requested	\$ Change	% Change	2024 Operating Budget Approved	2023 Actuals Final	2022 Actuals Final
535010 - Copy Machine Rental	0	0	0	0	0.00%	0	0	2,517
535055 - Lease Payments	2,520	0	2,520	(50)	(1.95)%	2,570	0	0
535057 - Non-Lease Components	0	0	0	0	0.00%	0	90	0
535060 - Uniforms	5,740	0	5,740	1,650	40.34%	4,090	3,153	2,892
540010 - Wireless Communication	520	0	520	0	0.00%	520	515	507
Operating Expenses	34,500	0	34,500	3,770	12.27%	30,730	29,504	24,362
599999 - Controllable Assets	0	0	0	0	0.00%	0	0	189
600600 - Computer/Software Equipment	17,450	0	17,450	17,450	100.00%	0	0	0
Capital Outlay	17,450	0	17,450	17,450	100.00%	0	0	189
Total	1,492,120	0	1,492,120	(2,600)	(0.17)%	1,494,720	1,418,550	1,286,961

Washington County, Maryland
General Fund
Department 11315 - Central Booking
FY25 Expenses

	2025 Operating Budget Requested	2025 Variance Comments Requested
500000 - Wages - Full Time	848,420	The decrease is related to significant savings in three positions due to turnover.
500010 - Wages - Overtime	25,000	Increased more due to current year usage.
500020 - Shift Differential - 2nd shift	5,420	
500030 - Shift Differential - 3rd shift	10,000	Increased based on history and year to date actuals.
500040 - Other Wages	45,000	
500100 - FICA - Employer	71,440	
500120 - Health Insurance	161,920	
500125 - Other Insurance	3,300	
500130 - Pension	237,550	
500140 - Workers Compensation	29,800	
500170 - Personal Development	1,200	
500171 - Employee Recognition	870	
500172 - Team Building	250	
505140 - Office Supplies	2,660	
505210 - Safety Supplies	500	
510030 - Public & Gen Liability Insurance	16,010	There is an overall percentage increase of 5.93% 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
General Fund
Department 11315 - Central Booking
FY25 Expenses

	2025 Operating Budget Requested	2025 Variance Comments Requested
515000 - Contracted/Purchased Service	1,130	Department of Public Safety Criminal Justice Information Systems (CGIS) actual cost is \$924 and pest control is \$197. Reallocated from 515270 Maintenance Contract Services per Budget and Finance.
515202 - Inspection Services	250	For annual ARE generator inspection.
515270 - Maintenance Contract Services	0	Reallocated to 515000 - Contracted/Purchased Services per Budget and Finance.
525020 - Janitorial Supplies	1,000	
525040 - Small Tools & Equipment	500	
526020 - Building Maintenance	2,500	
526040 - Equipment Maintenance	750	
527035 - Off Road Diesel	420	Diesel is used for the emergency generator during power outages. Estimated budget is 104 gallons x \$4.00 = \$416 (excludes tax) 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.
535055 - Lease Payments	2,520	Kyocera TA copy machine rental. See support form for price breakdown.
535060 - Uniforms	5,740	Under contract PUR-1569 with Galls LLC approved by BOCC 11/11/22, the cost of each uniform shirt is \$61.20 and pants \$53.54 each for total of \$114.74 per uniform. There are 10 employees who will be assigned five uniforms each. Total cost of uniforms for 10 employees is \$5,737.00.
540010 - Wireless Communication	520	
600600 - Computer/Software Equipment	17,450	Criminal Procedure Article §10-215 and Code of Maryland Regulations (COMAR) require the detention center to fingerprint all detainees for each reportable event and submit electronically using a Live scan machine that is approved by the State of Maryland. The current machine reached the five years of life expectancy in 2023 and is no longer be supported for use. This machine must be replaced in order for the detention center to remain compliant with Maryland law.

Total	1,492,120
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Washington County, Maryland
Summary of Installment and/or Lease Purchases
FY 2025

Department Number: 11315 Department Name: Central Booking

Account Description: Lease and Installment Payments

Item	Machine Rental	CopyPak (monthly maintenance)	Black & White Overage	Color Overage	Total	Explanation
Kyocera TA Copy Machine	2,427	90	3	N/A	2,520	Copy Machine Rental = \$202.27 per month Supply Freight \$7.50 per month Black & White Overages - 500 copies/ \$.0050 per copy

Total \$2,520
Agree to Budget

Washington County, Maryland
Capital Outlay Request
FY 2025

Department Number: 11315

Department Name: Central Booking

Account Number: 600600

Account Description: Computer/Software Equipment (≥ \$10,000 per

Priority Number *	Full Description	Qty	Unit Cost	Total Cost Dept. Request	1	2	3	N or R	Explain Why Software or Hardware Is Required for Your Operation
1	Live Scan Fingerprinter and supporting components	1	17,450	17,450	Y	N	Y	R	Criminal Procedure Article 10-215 and COMAR require fingerprints be submitted electronically using a Live Scan machine approved by the State of MD. Current machine reached the five year life expectancy in 2023 and is no longer supported. The Live Scan must be replaced to remain compliant with Maryland law.
				0					
				0					

Total **\$17,450**

* 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 a priority 1, priority 2, priority 3, etc. among all the accounts combined. A priority number can not be repeated throughout the accounts.

- For purchase of computer software and equipment that are \$10,000 or greater and have a useful life in excess of 5 years.
- Costs associated with the preliminary stage should be expensed as incurred, such as conceptual formulation of alternatives, evaluation of alternatives, the determination of existence of needed technology, and the final selection of alternatives. Likewise training costs and data conversion costs should be expensed as incurred.
- Capitalizable costs include external direct costs of materials and services used in developing or obtaining software. Upgrades and enhancements should be capitalized only to the extent that they increase the functionality of the product.

Functional Questions - Address questions in accordance with approved Informational Technology Management Policy (ALL ITEMS MUST BE ANSWERED - AS YES; NO: N/A)

1. Is the item compatible with your current system or County standard?
2. Are other peripherals or components required?
3. Was the unit price verified?

Washington County, Maryland
General Fund
Department 11320 - Detention Center
FY25 Expenses

	2025 Operating Budget Requested	Adjustment	2025 Operating Budget Requested	\$ Change	% Change	2024 Operating Budget Approved	2023 Actuals Final	2022 Actuals Final
500000 - Wages - Full Time	10,280,000	0	10,280,000	499,140	5.10%	9,780,860	8,733,491	7,795,663
500005 - Wages - Part-Time	100,000	0	100,000	100,000	100.00%	0	0	0
500010 - Wages - Overtime	750,000	0	750,000	375,000	100.00%	375,000	1,079,922	1,053,786
500020 - Shift Differential - 2nd shift	60,000	0	60,000	0	0.00%	60,000	46,423	40,815
500030 - Shift Differential - 3rd shift	97,500	0	97,500	0	0.00%	97,500	77,574	69,354
500040 - Other Wages	500,000	0	500,000	(50,000)	(9.09)%	550,000	390,960	351,808
500100 - FICA - Employer	901,750	0	901,750	70,700	8.51%	831,050	763,320	687,178
500120 - Health Insurance	1,971,260	0	1,971,260	(31,630)	(1.58)%	2,002,890	1,897,896	1,880,426
500125 - Other Insurance	41,150	0	41,150	0	0.00%	41,150	33,705	43,567
500130 - Pension	2,878,400	0	2,878,400	335,380	13.19%	2,543,020	1,783,349	1,931,245
500140 - Workers Compensation	350,000	0	350,000	12,060	3.57%	337,940	291,420	286,401
500155 - Personnel Requests	83,420	0	83,420	83,420	100.00%	0	0	0
500170 - Personal Development	15,120	0	15,120	0	0.00%	15,120	459	480
500171 - Employee Recognition	10,950	0	10,950	(90)	(0.82)%	11,040	0	0
500172 - Team Building	3,150	0	3,150	0	0.00%	3,150	3,130	0
Wages and Benefits	18,042,700	0	18,042,700	1,393,980	8.37%	16,648,720	15,101,649	14,140,723
501030 - Debt - Lease Principal	0	0	0	0	0.00%	0	4,644	0
501080 - Debt- Lease Interest	0	0	0	0	0.00%	0	17	0
505010 - Advertising	2,500	0	2,500	0	0.00%	2,500	552	0
505050 - Dues & Subscriptions	1,120	0	1,120	0	0.00%	1,120	1,091	661
505070 - Food and Supplies	1,024,560	0	1,024,560	216,470	26.79%	808,090	723,012	606,001
505080 - Freight & Cartage	0	0	0	0	0.00%	0	0	85
505120 - Licenses & Certifications	0	0	0	0	0.00%	0	250	0
505130 - Small Office Equipment	1,590	0	1,590	0	0.00%	1,590	1,876	0
505140 - Office Supplies	24,900	0	24,900	0	0.00%	24,900	36,947	26,734
505160 - Personal Mileage	0	0	0	0	0.00%	0	965	375
505170 - Postage	250	0	250	0	0.00%	250	245	249
505180 - Printing Expenses	0	0	0	0	0.00%	0	113	0
505200 - Safety Equipment	3,500	0	3,500	1,000	40.00%	2,500	4,922	4,758

Washington County, Maryland
General Fund
Department 11320 - Detention Center
FY25 Expenses

	2025 Operating Budget Requested	Adjustment	2025 Operating Budget Requested	\$ Change	% Change	2024 Operating Budget Approved	2023 Actuals Final	2022 Actuals Final
505230 - Travel Expenses	6,600	0	6,600	600	10.00%	6,000	6,154	4,695
510010 - Fleet Insurance	17,130	0	17,130	430	2.57%	16,700	15,694	3,870
510020 - Property & Casualty Insurance	23,630	0	23,630	(2,390)	(9.19)%	26,020	24,776	19,688
510030 - Public & Gen Liability Insurance	204,920	0	204,920	26,880	15.10%	178,040	163,923	151,434
515000 - Contracted/Purchased Services	35,080	0	35,080	35,080	100.00%	0	1,343	0
515180 - Software	66,350	0	66,350	2,860	4.50%	63,490	47,525	45,546
515202 - Inspection Services	14,630	0	14,630	2,880	24.51%	11,750	11,253	7,891
515270 - Maintenance Contract Services	0	0	0	(31,130)	(100.00)%	31,130	31,788	29,599
515280 - Medical Fees	8,500	0	8,500	(260)	(2.97)%	8,760	5,190	8,230
515285 - Inmate Medical Services	2,898,000	0	2,898,000	482,920	20.00%	2,415,080	2,311,476	2,100,919
515320 - Testing Services	2,000	0	2,000	1,200	150.00%	800	826	603
520000 - Training	12,420	0	12,420	0	0.00%	12,420	14,043	12,614
520040 - Seminars/Conventions	1,050	0	1,050	450	75.00%	600	700	0
525000 - Supplies/Material - Operating	15,000	0	15,000	0	0.00%	15,000	9,205	1,864
525020 - Janitorial Supplies	45,000	0	45,000	0	0.00%	45,000	42,919	37,751
525040 - Small Tools & Equipment	6,270	0	6,270	0	0.00%	6,270	2,033	9,003
525050 - Welding Material/Supplies	2,500	0	2,500	0	0.00%	2,500	1,024	3,650
526000 - Supplies/Material-Maintenance	20,000	0	20,000	(6,000)	(23.08)%	26,000	31,343	1,160
526020 - Building Maintenance	34,000	0	34,000	0	0.00%	34,000	27,752	43,648
526040 - Equipment Maintenance	25,000	0	25,000	0	0.00%	25,000	27,862	41,300
526070 - Landscaping Supplies	1,000	0	1,000	1,000	100.00%	0	0	0
526090 - Painting Supplies	0	0	0	0	0.00%	0	0	91
526110 - Snow Removal Materials	0	0	0	(500)	(100.00)%	500	0	0
527000 - Supplies - Automotive	0	0	0	0	0.00%	0	70	0
527035 - Off Road Diesel	2,400	0	2,400	220	10.09%	2,180	1,422	60
527060 - Auto Gasoline	15,470	0	15,470	1,970	14.59%	13,500	13,888	13,332
528030 - Herbicide	0	0	0	0	0.00%	0	102	164
528040 - Insecticide	0	0	0	0	0.00%	0	981	0
535010 - Copy Machine Rental	0	0	0	0	0.00%	0	0	7,047
535055 - Lease Payments	12,860	0	12,860	(260)	(1.98)%	13,120	0	930

Washington County, Maryland
General Fund
Department 11320 - Detention Center
FY25 Expenses

	2025 Operating Budget Requested	Adjustment	2025 Operating Budget Requested	\$ Change	% Change	2024 Operating Budget Approved	2023 Actuals Final	2022 Actuals Final
535057 - Non-Lease Components	0	0	0	0	0.00%	0	1,890	0
535058 - Lease Variable Payments	0	0	0	0	0.00%	0	488	0
535060 - Uniforms	42,980	0	42,980	2,500	6.18%	40,480	41,257	40,060
540010 - Wireless Communication	6,950	0	6,950	(620)	(8.19)%	7,570	6,343	5,425
540020 - Telephone Expenses	0	0	0	0	0.00%	0	0	319
545010 - Electric	448,010	0	448,010	118,010	35.76%	330,000	313,074	318,292
545015 - Heating Oil	0	0	0	0	0.00%	0	0	615
545020 - Natural Gas	124,000	0	124,000	14,000	12.73%	110,000	116,707	102,063
545040 - Sewer	201,700	0	201,700	800	0.40%	200,900	0	0
545050 - Waste/Trash Disposal	15,250	0	15,250	2,160	16.50%	13,090	14,262	8,945
545060 - Water	82,880	0	82,880	2,280	2.83%	80,600	285,867	268,093
582010 - Ammunition	5,280	0	5,280	0	0.00%	5,280	1,591	4,927
582060 - Fire Extinguishers/Refills	1,500	0	1,500	520	53.06%	980	2,074	918
582080 - Photographic/Fingerprint	600	0	600	0	0.00%	600	375	375
582110 - Restraints	1,500	0	1,500	0	0.00%	1,500	1,173	2,210
582120 - Special Response Team	5,330	0	5,330	710	15.37%	4,620	4,643	3,376
Operating Expenses	5,464,210	0	5,464,210	873,780	19.03%	4,590,430	4,357,670	3,939,570
599999 - Controllable Assets	2,470	0	2,470	(10,470)	(80.91)%	12,940	23,888	26,392
600400 - Machinery & Equipment	0	0	0	0	0.00%	0	10,553	0
Capital Outlay	2,470	0	2,470	(10,470)	(80.91)%	12,940	34,441	26,392
Total	23,509,380	0	23,509,380	2,257,290	10.62%	21,252,090	19,493,760	18,106,685

Washington County, Maryland
General Fund
Department 11320 - Detention Center
FY25 Expenses

	2025 Operating Budget Requested	2025 Variance Comments Requested
500000 - Wages - Full Time	10,280,000	
500005 - Wages - Part Time	100,000	During FY24 there was request to use part time employees to fill in for vacant positions. It is being requested that this amount remain in the FY25 budget while the department continues to work toward full staffing.
500010 - Wages - Overtime	750,000	The challenge to fill vacancies has continued and at one point in FY24 the department was down 19 positions. The number of vacancies has decreased and was eight as of budget preparations. Another unknown that has increased is the number of transports to the hospital.
500020 - Shift Differential - 2nd shift	60,000	Based on history, keeping flat.
500030 - Shift Differential - 3rd shift	97,500	Based on history, keeping flat.
500040 - Other Wages	500,000	Based on history and no longer paying command staff for holiday pay, decreasing.
500100 - FICA - Employer	901,750	
500120 - Health Insurance	1,971,260	Varies based on levels of coverage selected by employees.
500125 - Other Insurance	41,150	Current budget appears to adequate.
500130 - Pension	2,878,400	
500140 - Workers Compensation	350,000	
500155 - Personnel Requests	83,420	Requesting a Personnel and Training Coordinator position. See attached memo and support form.
500170 - Personal Development	15,120	
500171 - Employee Recognition	10,950	
500172 - Team Building	3,150	

Washington County, Maryland
General Fund
Department 11320 - Detention Center
FY25 Expenses

	2025 Operating Budget Requested	2025 Variance Comments Requested
505010 - Advertising	2,500	
505050 - Dues & Subscriptions	1,120	
505070 - Food and Supplies	1,024,560	The PPI for Food Mfg. (PCU311) July numbers utilized under the contract for food services calls for a decrease of 1.26%. The cost for an inmate meal will decrease to \$2.195. The cost of a staff meal will decrease to \$2.962. The FY25 request is to enough inmate meals to cover an Average Daily Population of 400 or 438,000 meals at cost of \$961,410 and 21,320 staff meals at \$63,150. Total amount \$1,024,560. The previous year was budgeted for an Average Daily Population of 350 however the population has increased.
505130 - Small Office Equipment	1,590	
505140 - Office Supplies	24,900	
505170 - Postage	250	
505200 - Safety Equipment	3,500	The line item has already spent \$3,350.87 this current fiscal year. There are a numerous equipment items needing to be replaced due to age and wear. Safety equipment keeps staff and inmates from harm and is critical to our mission.
505230 - Travel Expenses	6,600	Increase due to increased cost to travel to Maryland Correctional Administrator's Association annual training.
510010 - Fleet Insurance	17,130	There is an overall percentage increase of 5.93% 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
General Fund
Department 11320 - Detention Center
FY25 Expenses

	2025 Operating Budget Requested	2025 Variance Comments Requested
510020 - Property & Casualty Insurance	23,630	There is an overall percentage increase of 5.93% 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.
510030 - Public & Gen Liability Insurance	204,920	There is an overall percentage increase of 5.93% 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.
515000 - Contracted/Purchased Service	35,080	Reallocated \$31,130 from 515270- Maintenance Contract Services per Budget and Finance. Additional increase due to actual cost for services: ARE 4 Generators - \$3,330; Mick's Recertify 11 Back Flow preventers - \$1,440; Mick's Heating System - \$23,200; MTS - Maintenance Contract for all kitchen equipment - service only \$2,200; Monthly insect spray of jail and Bi-monthly spray cells - \$1,120; STORAGELogic Filing System - \$2,190; Dept. Public Safety CJIS - \$1,600.
515180 - Software	66,350	Keystone JAILS Client (25 users) JMS, \$1,841; Keystone JAILS software maintenance, \$34,532; Keystone Vines Interface, \$1,935; Keystone Universe maintenance, \$3,200; Keystone Police Mobile Client 1 user DRC \$226; Dynamic Imaging PictureLink Central Booking, \$10,245; Dynamic Imaging PictureLink Jail Booking \$6,701; Keystone CorEMR Interface \$447; Keystone Dashboard Interface \$981; Waitwhile for day reporting \$276; Reliatrax for day reporting \$3,000; Carousel Industries Video Bail Review system maintenance \$400; Blue Peak Skills Manager for Training Coordinator, \$720.

Washington County, Maryland
General Fund
Department 11320 - Detention Center
FY25 Expenses

	2025 Operating Budget Requested	2025 Variance Comments Requested
515202 - Inspection Services	14,630	Annual Fire Alarm & Heat Detector testing and inspections - ARK Systems, \$1,480; Mick's Heating and Air Boiler Inspections, \$2,580; Annual state elevator inspection \$320; Oracle Elevator Monthly Elevator Inspections, \$5,160; X-Ray Machine Inspection, \$80; Body scanner X-Ray Inspection, \$250.00; Niles water quality inspection \$620; Fire X Annual Inspections \$1,976.50; Fire Suppression System Inspection \$576.95; Sprinkler System Inspection, \$680; Water quality testing heating/cooling system \$600; Ascend – third party generator inspector \$300.
515270 - Maintenance Contract Services	0	Eliminated this line and moved requests to 515000.
515280 - Medical Fees	8,500	These services are required by COMAR for new hires. Health at Work pre-employment physicals 20 x \$115 = \$2,300; Frederick Psychology pre-employment exams 20 x 310 = \$6,200.
515285 - Inmate Medical Services	2,898,000	The current contract for the Comprehensive Health Care Services for Inmates expires at the end of FY24. The bid process via Request for Proposal will begin in February 2024 with the new contract becoming effective at the beginning of FY25. The current amount of \$2,415,080 is anticipated to increase by 20-30% based upon information from other facilities that have entered into new medical contracts. The cost increases are being driven by the personnel costs for medical staff. Increase based upon current FY expenditures and projected entry level tests and processes for the background investigations.
515320 - Testing Services	2,000	
520000 - Training	12,420	
520040 - Seminars/Conventions	1,050	Maryland Correctional Administrator's Association conference fee - \$350 each for three positions. The conference addresses the trends, standards, best practices on a National Level as well as providing information on emerging technology in corrections and correctional programming.
525000 - Supplies/Material - Operating	15,000	
525020 - Janitorial Supplies	45,000	

Washington County, Maryland
General Fund
Department 11320 - Detention Center
FY25 Expenses

	2025 Operating Budget Requested	2025 Variance Comments Requested
525040 - Small Tools & Equipment	6,270	
525050 - Welding Material/Supplies	2,500	
526000 - Supplies/Material-Maintenance	20,000	Reduced based upon current FY expenditures to date and projected needs.
526020 - Building Maintenance	34,000	
526040 - Equipment Maintenance	25,000	
526070 - Landscaping Supplies	1,000	Based upon current FY expenditures and projections for FY25.
526110 - Snow Removal Materials	0	Reduction based upon previous actuals and current supplies.
527035 - Off Road Diesel	2,400	Estimated budget is 600 gallons x \$4.00 = \$2,400 (excludes tax) 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.
527060 - Auto Gasoline	15,470	Projected budget is 4,420 gallons x \$3.50 per gallon = \$15,470 (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. Five year average number of gallons per year is 4,419.
535055 - Lease Payments	12,860	Under the contract with BI, Inc. the annual cost of lease for Loc8 units (Beacon and GPS Unit) is \$2.80 per unit per day, the cost of lease for SL2 and SL3 units (alcohol monitoring) is \$3.95 per unit per day. Total Lease estimate cost is \$6,000. The lease charges are only incurred when units are in use. The DRC has reduced the use of Home Detention. Three copy machines are; Administration \$2,585 annually, Programs \$1,356, Booking \$2,913 annually for a total of \$6,854.
535060 - Uniforms	42,980	Under contract PUR-1569 with Galls. LLC approved by BOCC 11/1/22 the cost of each uniform shirt \$61.20 and pants \$53.54 each for total of \$114.74 x 3 for each employee x 110 assigned employees for \$37,864.20. Each jacket cost is 204.60 x 25 jackets for \$5,115.

Washington County, Maryland
General Fund
Department 11320 - Detention Center
FY25 Expenses

	2025 Operating Budget Requested	2025 Variance Comments Requested
540010 - Wireless Communication	6,950	12 cellphones \$539 monthly or \$6,468, Air cards for transport 39,99 monthly or \$479.80.
545010 - Electric	448,010	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	124,000	The natural gas budgets were based on four prior year actual forecasted rate changes.
545040 - Sewer	201,700	Projected actual x rate increase. Actual usage for previous twelve month period has been 18,831,400 gallons. Total Waste Water (sewer) cost based on consumption for previous twelve months \$197,744.39 + 2% rate increase for projected total of \$201,699.27.
545050 - Waste/Trash Disposal	15,250	Darling Ingredients Grease removal kitchen \$240; Western Maryland Hospital Medical Waste \$1,364; Trash removal \$1,136.90 per month / \$13,642.80 annually.
545060 - Water	82,880	Projected actual x rate increase. Actual usage for previous twelve month period has been 18,831,400 gallons. The cost for water consumption for previous twelve months \$80,464.42 + 3% rate increase for projected total of \$82,878.35.
582010 - Ammunition	5,280	
582060 - Fire Extinguishers/Refills	1,500	The required Fire-X annual maintenance of Portable fire extinguishers; Semi-annual Suppression System Inspection, for a total of \$1,500. These figures do not include any maintenance or repair issues found during the inspections. Reflects actuals from FY23 and FY24.
582080 - Photographic/Fingerprint	600	
582110 - Restraints	1,500	

Washington County, Maryland
General Fund
Department 11320 - Detention Center
FY25 Expenses

	2025 Operating Budget Requested	2025 Variance Comments Requested
582120 - Special Response Team	5,330	(100 rounds) 12 gauge drag stabilized marker Style DEF3028 at \$8.45 each = 845.00. (10) Sting ball grenades Style DEF1089 @ \$66.50 each = \$665.00. (75) 40mm exact impact Style DEF6326 @ \$33.80 each = \$2,535. (10) CS grenades Style DEF1032 @ \$51.60 each = \$516. (2) Foggers OC w/wand Style DEF43950 @ \$65.90 each = \$131.80. (25) 37mm wooden baton style DEF264 @\$24.90 each = \$622.50. Total munitions cost \$5,330. These items are necessary to control rioting inmates in the detention center which is becoming more frequent than in the past years.
599999 - Controllable Assets	2,470	Two MSA millennial Gas Mask; 14 pair tactical gloves to replace worn; 14 CAT 5 tourniquets.
Total	23,509,380	

Washington County, Maryland
New/Elimination Position Request Form
FY 2025

New/Elimination Position

Department Number: 11320 Department Name: Detention Center

Account Number : 500155

Account Description: Personnel Requests

Full-Time Position		Grade	Step *	Regular or Temp.	Annual Salary	Health Insurance Benefits	Variable Benefits	Offset	Net Cost	Explanation of Request (A memo may be attached if detail support is needed. Please summarize in this area.)
Position Title		10	1	Regular	48,152	16,000	19,268		83,420	The duties for this position have been performed by a Sergeant for over twenty-five years. In Patrol it is a civilian position and it does not need to be a certified correctional officer per the training Commission.
							0		0	
Part-Time Position		Grade	Step *	Regular or Temp.	Annual Salary	Health Insurance Benefits	Total Benefits	Offset	Net Cost	Explanation of Request (A memo may be attached if detail support is needed. Please summarize in this area.)
Position Title							0		0	
							0		0	
Totals:									\$48,152 \$0 \$19,268	\$83,420

* General policy for hiring a new position starts at Step 1.
● Formulas have been put into place for calculating benefits for full time and part-time positions.

Washington County, Maryland
Travel Request
FY 2025

Department Number: 11320 Department Name: Detention Center

Account Number: 505230

Account Description: Travel Expenses

Position Title Only (do not use individual names)	Destination	Date(s) of Travel	Total Cost		Description and/or Reason for Travel Request
			Dept.	Request	
Warden	MCCA Conference Ocean City, MD	May 31, 2024 - June 4, 2024	1,200		Maryland Correctional Administrator's Association annual training conference cost for lodging and meals that are not included in conference fee.
Assistant Warden	MCCA Conference Ocean City, MD	May 31, 2024 - June 4, 2024	1,200		Maryland Correctional Administrator's Association annual training conference cost for lodging and meals that are not included in conference fee.
Chief of Security	MCCA Conference Ocean City, MD	May 31, 2024 - June 4, 2024	1,200		Maryland Correctional Administrator's Association annual training conference cost for lodging and meals that are not included in conference fee.
Transport staff	Various Courts, Medical facilities, jails, prisons and training throughout the State	TBD	3,000		Meal Expenditures for deputies on out of county transports that occur throughout the year on a regular basis.

Total \$6,600

- Approval of this budget does not replace approval of travel as outlined in the Business Expense Policy. All travel must still receive appropriate approvals.

Department Name: Detention Center

Department Number: 11320

Account Number: 515180

Account Description: Software

Vendor Name	FY24 Board Approval	Total Cost		New Cost Y/N	Existing Agreement Y/N	Product Description and/or Reason for Request
		FY25 Request	Dept. Request			
Keystone JAILS Client (25 users)	1,760	1,845		N	Y	Annual software maintenance and support.
Keystone JAILS	32,890	34,534		N	Y	Annual software maintenance and support.
Keystone VINES Interface	1,843	1,935		N	Y	Annual software maintenance and support.
Keystone Universe License	3,000	3,200		N	Y	Annual software maintenance and support.
Keystone Police Mobile Client - DRC	216	226		N	Y	Annual software maintenance and support.
Keystone Dynamic Imaging PictureLink - Central Booking	9,758	10,245		N	Y	Annual software maintenance and support.
Keystone Dynamic Imaging PictureLink - Jail Booking	6,382	6,701		N	Y	Annual software maintenance and support.
Keystone COREMR Interface	426	447		N	Y	Annual software maintenance and support.
Keystone Dashboard Interface	935	981		N	Y	Annual software maintenance and support.
Keystone Status Board	1,000	0		N	N	No longer using software.
Waitwhile (day reporting check in)	0	276		Y	N	Wait while alerts staff that clients are waiting for drug screening or other services.
Reliatrix (day reporting record system)	0	3,000		Y	N	Electronic health record partnered with Drugscan laboratory.
DPSCS CJIS Subscription	2,350	0		N	N	Moved to dues and subscriptions account.
HID Global Livescan Fingerprint - Detention	0	1,840		Y	Y	New machine purchased in FY2023 and annual maintenance and support was included for the first year. New cost for FY25.
HID Global Livescan Fingerprint - Central Booking	1,840	0		N	Y	Machine no longer supported replacement needed. If machined is replaced, first year of support will be included in the purchase.
Carousel Industries Video Bail Review System Maintenance	400	400		N	Y	Annual software maintenance and support.
Blue Peak Logic Skills Manager (50/50 split with Patrol)	690	720		N	Y	Annual software maintenance and support.
Total		\$63,490	\$66,350			

• For the continuation of existing software maintenance contracts and for the purchase of software less than \$10,000.

Washington County, Maryland
Summary of Installment and/or Lease Purchases
FY 2025

Department Number: 11320

Department Name: Detention Center

Account Description: Lease and Installment Payments

Item	Machine Rental	CopyPak (monthly maintenance)	Black & White Overage	Color Overage	Total	Explanation
Ricoh IM 7000 Copier - Booking Office	1,792	792	330	N/A	2,914	Copy Machine Rental = \$149.29 per month CopyPak = \$66.00 per month Black & White Overages - 75,000 copies/ \$.0044 per copy Color Overages - N/A
Ricoh IM 7000 Copier - Administration	1,792	792	4	N/A	2,588	Copy Machine Rental = \$149.29 per month CopyPak = \$66.00 per month Black & White Overages - 800 copies/ \$.0044 per copy Color Overages - N/A
Ricoh IM 3500 - Programs	1,018	336	4	N/A	1,358	Copy Machine Rental = \$84.80 per month CopyPak = \$28.00 per month Black & White Overages - 700 copies/ \$.0056 per copy Color Overages - N/A

Total **\$6,860**

Agree to Budget

Washington County, Maryland
Summary of Installment and/or Lease Purchases
FY 2025

Department Number: 11320

Department Name: Detention Center

Account Description: Lease and Installment Payments

Item	Qty	Straight Purchase Price	Number of Years Financed	Final Year of Lease	Annual Payment Due Starting in Proposed Budget Year	Total Financed Price (total of all lease payments)	Implied Interest Rate	Explanation
LOC8 units SL2 and SL3 units	3	N/A	N/A	27	6,000	N/A		Under the contract with BJ, Inc. the annual cost of lease for Loc8 units (Beacon and GPS Unit) is \$2.80 per unit per day, the cost of lease for SL2 and SL3 units (alcohol monitoring) is \$3.95 per unit per day.
N								
N								
N								
N								

Total 3 \$0 \$6,000 \$0

Agree to Budget

N New Installment Purchase
E Existing Installment Purchase

Washington County, Maryland
Other Capital Outlay (≥\$1 and <\$10,000)
FY 2025

Controllable Assets

Department Number: 11320 Department Name: detention Center
Account Number: 599999

Account Description: Controllable Assets (≥\$1 and <\$10,000 per item)

Priority Number *	Descriptions	Qty	Unit Cost	Total Cost		Explain Reason for Request
				Dept. Request	N or R	
1	MSA millennial Gas Mask MSA10051288	2	679	1,360	R	Utilized by the Correctional Emergency Resonse Team (CERT) to protect them from exposure to chemical agents used during a disturbance.
2	Tactical Gloves	14	47	660	R	Replacement of worn gloves used by CERT.
3	CAT 5 tourniquets	14	32	450	N	Emergency situations may require medical immediate attention for CERT members or the population.
				0		
				0		
				0		
Total				\$2,470		

- * 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 a priority 1, priority 2, priority 3, etc. among all the accounts combined. A priority number can not be repeated throughout the accounts.
- The County maintains assets that are considered capital assets in nature but are classified as controllable assets, due to the fact that they fall under the capitalization limits, i.e., the cost of each item is ≥\$1 and <\$10,000 (Transit or Golf Course <\$5,000). Examples of controllable items are, but not limited to, chairs, desks, printers, equipment, machinery, weapons, computers. Controllable assets purchases are not a recurring expenditure and are to be purchased in accordance with the approved items by the County Commissioners. Emergency purchases may be supplanted if warranted.

Washington County, Maryland
General Fund
Department 11321 - Day Reporting Center
FY25 Expenses

	2025 Operating Budget Requested	Adjustment	2025 Operating Budget Requested	\$ Change	% Change	2024 Operating Budget Approved	2023 Actuals Final	2022 Actuals Final
500000 - Wages - Full Time	185,360	0	185,360	16,010	9.45%	169,350	159,710	167,632
500010 - Wages - Overtime	2,250	0	2,250	0	0.00%	2,250	782	2,975
500040 - Other Wages	4,000	0	4,000	1,000	33.33%	3,000	3,839	2,132
500100 - FICA - Employer	14,660	0	14,660	1,300	9.73%	13,360	12,405	13,005
500120 - Health Insurance	25,150	0	25,150	0	0.00%	25,150	25,150	24,721
500125 - Other Insurance	660	0	660	20	3.13%	640	614	926
500130 - Pension	51,900	0	51,900	7,870	17.87%	44,030	41,525	40,623
500140 - Workers Compensation	6,500	0	6,500	230	3.67%	6,270	5,663	6,237
500170 - Personal Development	240	0	240	0	0.00%	240	348	0
500171 - Employee Recognition	170	0	170	(10)	(5.56)%	180	180	149
500172 - Team Building	50	0	50	0	0.00%	50	92	50
Wages and Benefits	290,940	0	290,940	26,420	9.99%	264,520	250,308	258,450
501030 - Debt Lease Principal	0	0	0	0	0.00%	0	1,529	0
501080 - Debt - Lease Interest	0	0	0	0	0.00%	0	76	0
502300 - Reimbursable Expenses	0	0	0	0	0.00%	0	0	2,200
505040 - Books	400	0	400	0	0.00%	400	360	160
505070 - Food and Supplies	0	0	0	0	0.00%	0	0	654
505080 - Freight & Cartage	0	0	0	0	0.00%	0	50	831
505120 - Licenses & Certifications	300	0	300	0	0.00%	300	268	200
505130 - Small Office Equipment	0	0	0	0	0.00%	0	216	0
505140 - Office Supplies	3,750	0	3,750	1,640	77.73%	2,110	3,456	1,396
505160 - Personal Mileage	300	0	300	0	0.00%	300	113	0
505180 - Printing Expenses	0	0	0	0	0.00%	0	41	0
505200 - Safety Equipment	0	0	0	0	0.00%	0	0	225
510010 - Fleet Insurance	1,070	0	1,070	30	2.88%	1,040	981	967
510020 - Property & Casualty Insurance	7,190	0	7,190	(720)	(9.10)%	7,910	7,878	6,260
510030 - Public & Gen Liability Insurance	3,210	0	3,210	390	13.83%	2,820	2,644	2,422
515000 - Contracted/Purchased Service	197,810	0	197,810	11,390	6.11%	186,420	191,830	169,543
515202 - Inspection Services	430	0	430	30	7.50%	400	75	700

Washington County, Maryland
General Fund
Department 11321 - Day Reporting Center
FY25 Expenses

	2025 Operating Budget Requested	Adjustment	2025 Operating Budget Requested	\$ Change	% Change	2024 Operating Budget Approved	2023 Actuals Final	2022 Actuals Final
515270 - Maintenance Contract Services	0	0	0	(2,530)	(100.00)%	2,530	3,852	1,817
515320 - Testing Services	5,000	0	5,000	0	0.00%	5,000	65	3,093
515400 - Transportation Expense	0	0	0	0	0.00%	0	35	0
520000 - Training	1,200	0	1,200	0	0.00%	1,200	1,174	0
525000 - Supplies/Material - Operating	0	0	0	0	0.00%	0	0	175
525020 - Janitorial Supplies	1,000	0	1,000	0	0.00%	1,000	210	893
525040 - Small Tools & Equipment	0	0	0	0	0.00%	0	122	0
526020 - Building Maintenance	2,000	0	2,000	800	66.67%	1,200	1,390	1,123
526040 - Equipment Maintenance	0	0	0	0	0.00%	0	303	2,929
526070 - Landscaping Supplies	0	0	0	0	0.00%	0	0	167
527035 - Off Road Diesel	0	0	0	0	0.00%	0	60	0
527060 - Auto Gasoline	1,580	0	1,580	150	10.49%	1,430	1,216	1,366
535010 - Copy Machine Rental	0	0	0	0	0.00%	0	18	1,764
535055 - Lease Payments	17,420	0	17,420	(5,050)	(22.47)%	22,470	0	9,497
535057 - Non-Lease Components	0	0	0	0	0.00%	0	648	0
535058 - Lease - Variable Payments	0	0	0	0	0.00%	0	166	0
535060 - Uniforms	630	0	630	0	0.00%	630	596	519
540010 - Wireless Communication	2,470	0	2,470	(510)	(17.11)%	2,980	1,909	2,449
545015 - Heating Oil	0	0	0	0	0.00%	0	0	50
545050 - Waste/Trash Disposal	1,830	0	1,830	90	5.17%	1,740	1,728	1,595
Operating Expenses	247,590	0	247,590	5,710	2.36%	241,880	223,009	212,995
599999 - Controllable Assets	0	0	0	0	0.00%	0	3,477	3,282
Capital Outlay	0	0	0	0	0.00%	0	3,477	3,282
Total	538,530	0	538,530	32,130	6.34%	506,400	476,794	474,727

Washington County, Maryland
General Fund
Department 11321 - Day Reporting Center
FY25 Expenses

	2025 Operating Budget Requested	2025 Variance Comments Requested
500000 - Wages - Full Time	185,360	The increase for full time wages is more than the proposed 3.5% increase because the director received a step mid-year and the deputy was promoted from first class to master.
500010 - Wages - Overtime	2,250	Current budget appears to be adequate based on history.
500040 - Other Wages	4,000	Increase based on historical use.
500100 - FICA - Employer	14,660	
500120 - Health Insurance	25,150	
500125 - Other Insurance	660	
500130 - Pension	51,900	
500140 - Workers Compensation	6,500	
500170 - Personal Development	240	
500171 - Employee Recognition	170	
500172 - Team Building	50	
505040 - Books	400	
505120 - Licenses & Certifications	300	
505140 - Office Supplies	3,750	Office supplies used in the operation of the DRC. Increase is due to an increase in costs for toner; water coolers; water and office supplies.
505160 - Personal Mileage	300	

Washington County, Maryland
General Fund
Department 11321 - Day Reporting Center
FY25 Expenses

	2025 Operating Budget Requested	2025 Variance Comments Requested
510010 - Fleet Insurance	1,070	There is an overall percentage increase of 5.93% 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. The projection comes directly from the FY24 Operating Budget Guide - Appendix A – Insurance Projections.
510020 - Property & Casualty Insurance	7,190	
510030 - Public & Gen Liability Insurance	3,210	
515000 - Contracted/Purchased Service	197,810	Third party vendor costs for clinicians, therapists, and support staff per a contractual agreement. Includes: Justice Recovery \$7,000 Gatekeepers \$5,000, Reach \$5,000, Community Medication \$2,500, Open Minds \$5,000, Valor Crisis \$5,000, Program incentives \$240, Sober House \$5,000, Resolution Advocates \$92,500 and Potomac Case Management dba Potomac Community Services \$67,850, Home Paramount Pest Control \$198 annually, Mick's Heating and Air Conditioning \$2,520 for total of \$197,810. This total includes contracts previously budgeted in 515270 - Maintenance Contract Services.
515202 - Inspection Services	430	Noel's Fire Protection sprinkler system inspection \$430 annually. Reflects actual cost in FY24.
515270 - Maintenance Contract Services	0	Reallocated \$2,530 to 515000 - Contracted Purchased Service per Budget and Finance direction.
515320 - Testing Services	5,000	
520000 - Training	1,200	
525020 - Janitorial Supplies	1,000	
526020 - Building Maintenance	2,000	The Day Reporting Center will continue to have building maintenance costs to keep it operational. Increase is based on current year to date actuals.

Washington County, Maryland
General Fund
Department 11321 - Day Reporting Center
FY25 Expenses

	2025 Operating Budget Requested	2025 Variance Comments Requested
527060 - Auto Gasoline	1,580	Projected budget is 450 gallons x \$3.50 per gallon = \$1,575.00 (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.
535055 - Lease Payments	17,420	The day reporting center will need GPS units to monitor offenders through the initial stages of the program. Using historical trends and program projections the total lease costs for GPS are \$14,800. Remaining amount is the cost for copy machine rental and associated costs. See support forms for more detail.
535060 - Uniforms	630	
540010 - Wireless Communication	2,470	AT&T/First Net three phones for total of \$1,030.08 plus Domestic data plan for wireless laptops for a total of \$1,439.64.
545050 - Waste/Trash Disposal	1,830	Trash removal \$151.80 per month x 12 months for total of \$1,821.60.
Total	538,530	

Washington County, Maryland
Summary of Installment and/or Lease Purchases
FY 2025

Department Number: 11321

Department Name: Day Reporting Center

Account Description: Lease and Installment Payments

Item	Machine Rental	CopyPak (monthly maintenance)	Black & White Overage	Color Overage	Total	Explanation
Ricoh Copier	1,604	792	54	170	2,620	Copy Machine Rental = \$133.67 per month CopyPak = \$66.00 per month Black & White Overages - 10,000 copies/ \$.0054 per copy Color Overages - 5,000 copies/\$.033 per copy

Total \$2,620

Agree to Budget

Washington County, Maryland
Summary of Installment and/or Lease Purchases
FY 2025

Department Number: 11321

Department Name: Day Reporting Center

Account Description: Lease and Installment Payments

Item	Qty	Straight Purchase Price	Number of Years Financed	Final Year of Lease	Annual Payment Due Starting in Proposed Budget Year	Total Financed Price (total of all lease payments)	Implied Interest Rate	Explanation
LOC8 Units and SL2, SL3 Units	14	N/A	N/A	27	14,800	N/A	N/A	Under the contract with BI, Inc. the cost for lease of LOC8 Units (GPS) is \$2.80 per unit per day, the cost of lease for SL2 and SL3 units (alcohol monitoring) is \$3.95 per unit per day.
N								
N								
N								
N								

Total 14 \$0 \$14,800 \$0

Agree to Budget

N New Installment Purchase
E Existing Installment Purchase

Washington County, Maryland
General Fund
Department 11330 - Narcotics Task Force
FY25 Expenses

	2025 Operating Budget Requested	Adjustment	2025 Operating Budget Requested	\$ Change	% Change	2024 Operating Budget Approved	2023 Actuals Final	2022 Actuals Final
500000 - Wages - Full Time	371,800	0	371,800	(41,930)	(10.13)%	413,730	352,987	353,135
500040 - Other Wages	1,000	0	1,000	750	300.00%	250	112	0
500100 - FICA - Employer	28,520	0	28,520	(3,150)	(9.95)%	31,670	26,307	26,262
500120 - Health Insurance	59,120	0	59,120	(90)	(0.15)%	59,210	59,583	60,696
500125 - Other Insurance	1,380	0	1,380	(170)	(10.97)%	1,550	1,492	2,125
500130 - Pension	104,100	0	104,100	(3,470)	(3.23)%	107,570	91,777	86,516
500140 - Workers Compensation	820	0	820	(80)	(8.89)%	900	774	776
500155 - Personnel Requests	(381,720)	0	(381,720)	(381,720)	100.00%	0	0	0
500170 - Personal Development	600	0	600	(120)	(16.67)%	720	0	0
500171 - Employee Recognition	440	0	440	(90)	(16.98)%	530	0	0
500172 - Team Building	130	0	130	(20)	(13.33)%	150	0	0
Wages and Benefits	186,190	0	186,190	(430,090)	(69.79)%	616,280	533,032	529,510
501030 - Debt - Lease Principal	0	0	0	0	0.00%	0	15,328	0
501040 - Debt - Subscription Principal	0	0	0	0	0.00%	0	27,995	0
501080 - Debt - Lease Interest	0	0	0	0	0.00%	0	890	0
505050 - Dues & Subscriptions	600	0	600	0	0.00%	600	957	1,068
505140 - Office Supplies	7,000	0	7,000	0	0.00%	7,000	5,772	4,281
505150 - Other - Miscellaneous	100	0	100	0	0.00%	100	0	65
505160 - Personal Mileage	200	0	200	0	0.00%	200	483	191
505170 - Postage	50	0	50	0	0.00%	50	74	2
505230 - Travel Expenses	3,000	0	3,000	0	0.00%	3,000	734	904
515180 - Software	65,210	0	65,210	6,970	11.97%	58,240	23,504	39,679
515210 - Laboratory Services	215,720	0	215,720	21,010	10.79%	194,710	201,644	134,938
515270 - Maintenance Contract Services	0	0	0	0	0.00%	0	600	1,232
515320 - Testing Services	0	0	0	0	0.00%	0	0	22
520040 - Seminars/Conventions	3,500	0	3,500	0	0.00%	3,500	2,730	0
525030 - Medical Supplies	300	0	300	0	0.00%	300	81	187
526000 - Supplies/Material-Maintenance	500	0	500	0	0.00%	500	191	169
526040 - Equipment Maintenance	2,700	0	2,700	0	0.00%	2,700	2,637	1,884

Washington County, Maryland
General Fund
Department 11330 - Narcotics Task Force
FY25 Expenses

	2025 Operating Budget Requested	Adjustment	2025 Operating Budget Requested	\$ Change	% Change	2024 Operating Budget Approved	2023 Actuals Final	2022 Actuals Final
527060 - Auto Gasoline	33,250	0	33,250	250	0.76%	33,000	25,381	23,296
527090 - Auto Repairs	9,000	0	9,000	0	0.00%	9,000	7,594	8,311
535000 - Rentals	200	0	200	0	0.00%	200	156	118
535010 - Copy Machine Rental	0	0	0	0	0.00%	0	0	3,005
535055 - Lease Payments	24,800	0	24,800	900	3.77%	23,900	0	19,313
535057 - Non-Lease Components	0	0	0	0	0.00%	0	378	0
535058 - Lease - Variable Payments	0	0	0	0	0.00%	0	1,199	0
535060 - Uniforms	0	0	0	0	0.00%	0	45	0
540010 - Wireless Communication	18,000	0	18,000	0	0.00%	18,000	14,902	16,318
540022 - Cable TV & Internet Services	0	0	0	0	0.00%	0	0	220
580050 - Legal Transcripts	0	0	0	0	0.00%	0	14	0
582010 - Ammunition	0	0	0	0	0.00%	0	0	(3,302)
582040 - Crime Prevention	10,000	0	10,000	(10,000)	(50.00)%	20,000	10,000	10,000
582050 - Evidence Package Supplies	3,000	0	3,000	0	0.00%	3,000	2,737	4,183
582120 - Special Response Team	25,000	0	25,000	0	0.00%	25,000	21,645	22,765
Operating Expenses	422,130	0	422,130	19,130	4.75%	403,000	367,671	288,849
599999 - Controllable Assets	39,180	0	39,180	18,180	86.57%	21,000	27,790	29,669
600900 - Leases Capital Outlay	0	0	0	0	0.00%	0	100,630	0
600910 - Subscriptions - Capital Outlay	0	0	0	0	0.00%	0	131,301	0
Capital Outlay	39,180	0	39,180	18,180	86.57%	21,000	259,721	29,669
Total	647,500	0	647,500	(392,780)	(37.76)%	1,040,280	1,160,424	848,028

Washington County, Maryland
General Fund
Department 11330 - Narcotics Task Force
FY25 Expenses

	2025 Operating Budget Requested	2025 Variance Comments Requested
500000 - Wages - Full Time	371,800	The position of Intelligence Analyst was eliminated and a new position was added to Detention.
500040 - Other Wages	1,000	Based on historical use.
500100 - FICA - Employer	28,520	
500120 - Health Insurance	59,120	
500125 - Other Insurance	1,380	
500130 - Pension	104,100	
500140 - Workers Compensation	820	
500155 - Personnel Requests	(381,720)	Decrease to transfer three NTF employees to State's Attorney's Office. See support form for detail.
500170 - Personal Development	600	
500171 - Employee Recognition	440	
500172 - Team Building	130	
505050 - Dues & Subscriptions	600	
505140 - Office Supplies	7,000	
505150 - Other - Miscellaneous	100	
505160 - Personal Mileage	200	
505170 - Postage	50	
505230 - Travel Expenses	3,000	Travel for Court appearances out of County and training.

Washington County, Maryland
General Fund
Department 11330 - Narcotics Task Force
FY25 Expenses

	2025 Operating Budget Requested	2025 Variance Comments Requested
5115180 - Software	65,210	Increase in Software is due to increase in fees associated with licenses. See supporting documents in reference to increase.
5115210 - Laboratory Services	215,720	This covers the Sheriff's office portion of the salaries for the lab staff. The increase in laboratory expenses is due to an increase in laboratory salaries.
520040 - Seminars/Conventions	3,500	
525030 - Medical Supplies	300	
526000 - Supplies/Material-Maintenance	500	
526040 - Equipment Maintenance	2,700	
527060 - Auto Gasoline	33,250	Projected budget is 9,500 gallons X \$3.50 = \$33,250 (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 price.
527090 - Auto Repairs	9,000	
535000 - Rentals	200	
535055 - Lease Payments	24,800	Lease agreement for two vehicles X \$850 per vehicle per month = \$20,400. Additional amount is for copy machine rental.
540010 - Wireless Communication	18,000	
582040 - Crime Prevention	10,000	Reduced budget based on historical use.
582050 - Evidence Package Supplies	3,000	
582120 - Special Response Team	25,000	

Washington County, Maryland
General Fund
Department 11330 - Narcotics Task Force
FY25 Expenses

	2025 Operating Budget Requested	2025 Variance Comments Requested
599999 - Controllable Assets	39,180	Special Response Team is requesting the purchase of nine ballistic vests totaling \$3,915, and nine Team Wendy Ballistic helmets totaling \$11,939. Narcotics Task Force is requesting the replacement of five Dell Computer/Monitors to replace current equipment that is over eight years old totaling \$6,000. Plan is to replace five computers/monitors per year for next five years. Narcotics Task Force is also requesting the replacement of five surveillance cameras and cellular routers to replace current equipment that is over six years old totaling \$17,325.

Total	647,500
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Washington County, Maryland
New/Elimination Position Request Form
FY 2025

New/Elimination Position

Department Number: 11330 Department Name: Narcotics Task Force

Account Number : 500155

Account Description: Personnel Requests

Full-Time Position		Grade	Step *	Regular or Temp.	Annual Salary	Health Insurance Benefits	Variable Benefits	Offset	Net Cost	Explanation of Request (A memo may be attached if detail support is needed. Please summarize in this area.)
	Position Title									
	Assistant State's Attorney	17	11	Regular	(102,440)	(8,997)	(40,976)		(152,413)	Eliminate position 1114 from this department and move to State's Attorney department 10220 as the position is already reporting to the State's Attorney. Step is based on projected step increase as part of the FY25 budget process.
	Assistant State's Attorney II	16	10	Regular	(92,560)	(16,235)	(37,024)		(145,819)	Eliminate position 1455 from this department and move to State's Attorney department 10220 as the position is already reporting to the State's Attorney. Step is based on projected step increase as part of the FY25 budget process.
	Legal Secretary	9	12	Regular	(59,634)	0	(23,854)		(83,488)	Eliminate position 283 from this department and move to State's Attorney department 10220 as the position is already reporting to the State's Attorney. Step is based on projected step increase as part of the FY25 budget process.
Part-Time Position		Grade	Step *	Regular or Temp.	Annual Salary	Total Benefits	Offset	Net Cost	Explanation of Request (A memo may be attached if detail support is needed. Please summarize in this area.)	
	Position Title					0		0		
		Totals: (\$254,634) (\$25,232) (\$101,854) \$0 (\$381,720)								

* General policy for hiring a new position starts at Step 1.
● Formulas have been put into place for calculating benefits for full time and part-time positions.

Washington County, Maryland
Travel Request
FY 2025

Department Number: 11330 Department Name: Narcotics Task Force

Account Number: 505230

Account Description: Travel Expenses

Position Title Only (do not use individual names)	Destination	Date(s) of Travel	Total Cost		Description and/or Reason for Travel Request
			Dept. Request		
Washington County Narcotics Task Force	Various	2024/2025	3,000		Agents are required to travel for court appearances and training throughout FY25.

Total \$3,000

- Approval of this budget does not replace approval of travel as outlined in the Business Expense Policy. All travel must still receive appropriate approvals.

Department Number: 11330

Department Name: Narcotics Task Force

Account Number: 515180

Account Description: Software

Vendor Name	FY24 Board Approval	Total Cost		New Cost Y/N	Existing Agreement Y/N	Product Description and/or Reason for Request
		FY25 Dept. Request				
Police Trak System - Drug Trak 5 (10 users)	650	700		N	Y	Annual software maintenance and support. Device unlocks Apple devices and is used in criminal investigations to conduct digital forensics.
Faro Laser Scanning System (2 units)	13,770	13,770		N	Y	Annual software maintenance and support.
Confidential	4,300	6,450		N	Y	Annual license.
Confidential	30,800	35,870		N	Y	Annual software maintenance and support.
Police Mobile	600	0		N	Y	Annual maintenance and support. Allows HPD officers assigned to NTF to access police mobile system to enter arrest and report information.
Whooster	120	120		N	Y	Annual maintenance and support. Whooster is a search service allowing agents to locate subscriber and address information on suspects.
Wave Science	600	600		N	Y	Annual Maintenance and Support
Covert Track	2,400	2,400		N	Y	Annual support and maintenance. Used to document GPS tracking devices for covert surveillance.
Confidential	5,000	5,300		N	Y	Annual maintenance and support.
Total		\$58,240	\$65,210			

• For the continuation of existing software maintenance contracts and for the purchase of software less than \$10,000.

Washington County, Maryland
Summary of Installment and/or Lease Purchases
FY 2025

Department Number: 11330 Department Name: Narcotics Task Force

Account Description: Lease and Installment Payments

Item	Machine Rental	CopyPak (monthly maintenance)	Black & White Overage	Color Overage	Total	Explanation
Ricoh Copier	1,251	470	339	2,340	4,400	Copy Machine Rental = \$104.22 per month CopyPak = \$39.20 per month Black & White Overages - 60,535 copies/ \$.0056 per copy Color Overages - 60,000 copies/\$.039 per copy

Total \$4,400

Agree to Budget

Washington County, Maryland
Summary of Installment and/or Lease Purchases
FY 2025

Department Number: 11330

Department Name: Narcotics Task Force

Account Description: Lease and Installment Payments

Item	Qty	Straight Purchase Price	Number of Years Financed	Final Year of Lease	Annual Payment Due Starting in Proposed Budget Year	Total Financed Price (total of all lease payments)	Implied Interest Rate	Explanation
Vehicles to supplement fleet	2	See Explanation	1	2025	20,400	20,400		NTF began leasing vehicles due to our current fleet of vehicles getting old and suspects recognizing vehicles owned by NTF which adds to the danger to NTF agents and citizens working with us. NTF has the option of the type of vehicles leased and can lease trucks, SUVs, or sedans at the same price. NTF can rotate vehicles up to three times per year.
N								
N								
N								

Total 2 \$0 \$20,400 \$20,400

Agree to Budget

N New Installment Purchase
E Existing Installment Purchase

Washington County, Maryland
Other Capital Outlay (≥\$1 and <\$10,000)
FY 2025

Controllable Assets

Department Number: 11330 Department Name: Narcotics Task Force
Account Number: 599999

Account Description: Controllable Assets (≥\$1 and <\$10,000 per item)

Priority Number *	Descriptions	Qty	Unit Cost	Total Cost		Explain Reason for Request
				Dept. Request	N or R	
1	Tomahawk Ballistic inserts level IIIA	9	435	3,915	R	Request for replacement of ballistic protection vests. Current vests are between five and seven years old and are past the manufacturers recommended replacement.
1	Team Wendy ballistic helmet	9	1,327	11,940	R	Request for replacement of ballistic protection helmets. Current helmets are between five and seven years old and are past the manufacturers recommended replacement.
2	Dell computer towers/monitors	5	1,200	6,000	R	Requesting the purchase of five computer towers/monitors to replace current equipment that is past its life span and usefulness.
2	PTZ camera and cellular router	5	3,465	17,325	R	Requesting the purchase of five PTZ cameras and cellular routers to replace current cameras and routers for covert video surveillance systems that are over six years old and are experiencing malfunctions and maintenance issues.
				0		
				0		
Total				\$39,180		

- * 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 a priority 1, priority 2, priority 3, etc. among all the accounts combined. A priority number can not be repeated throughout the accounts.
- The County maintains assets that are considered capital assets in nature but are classified as controllable assets, due to the fact that they fall under the capitalization limits, i.e., the cost of each item is ≥\$1 and <\$10,000 (Transit or Golf Course <\$5,000). Examples of controllable items are, but not limited to, chairs, desks, printers, equipment, machinery, weapons, computers. Controllable assets purchases are not a recurring expenditure and are to be purchased in accordance with the approved items by the County Commissioners. Emergency purchases may be supplanted if warranted.

Washington County, Maryland
General Fund
Department 11335 - Washington County Police Academy
FY25 Expenses

	2025 Operating Budget Requested	Adjustment	2025 Operating Budget Requested	\$ Change	% Change	2024 Operating Budget Approved	2023 Actuals Final	2022 Actuals Final
501030 - Debt - Lease Principal	0	0	0	0	0.00%	0	2,534	0
501080 - Debt - Lease Interest	0	0	0	0	0.00%	0	22	0
505020 - Community Service Awards	3,000	0	3,000	0	0.00%	3,000	1,002	2,723
505050 - Dues & Subscriptions	500	0	500	0	0.00%	500	0	0
505130 - Small Office Equipment	500	0	500	0	0.00%	500	0	294
505140 - Office Supplies	2,000	0	2,000	0	0.00%	2,000	627	2,117
505170 - Postage	100	0	100	0	0.00%	100	0	0
505210 - Safety Supplies	100	0	100	0	0.00%	100	127	1,154
505230 - Travel Expenses	300	0	300	0	0.00%	300	345	331
505240 - Entertainment/Business Exp	1,200	0	1,200	0	0.00%	1,200	0	878
515180 - Software	0	0	0	0	0.00%	0	928	0
520000 - Training	4,500	0	4,500	0	0.00%	4,500	10,119	8,691
525000 - Supplies/Material - Operating	5,500	0	5,500	0	0.00%	5,500	2,687	1,669
525020 - Janitorial Supplies	490	0	490	0	0.00%	490	26	373
525030 - Medical Supplies	170	0	170	0	0.00%	170	0	115
525040 - Small Tools & Equipment	620	0	620	0	0.00%	620	2,537	3,336
527060 - Auto Gasoline	2,500	0	2,500	0	0.00%	2,500	0	1,078
535000 - Rentals	120	0	120	0	0.00%	120	120	60
535010 - Copy Machine Rental	0	0	0	0	0.00%	0	700	3,727
535050 - Rental Payments	0	0	0	0	0.00%	0	0	500
535055 - Lease Payments	4,300	0	4,300	0	0.00%	4,300	0	0
535057 - Non-Lease Components	0	0	0	0	0.00%	0	660	0
535058 - Lease - Variable Payments	0	0	0	0	0.00%	0	1,559	0
535060 - Uniforms	18,000	0	18,000	0	0.00%	18,000	7,597	18,353
540010 - Wireless Communication	2,280	0	2,280	0	0.00%	2,280	1,395	1,394
545030 - Propane Gas	150	0	150	(10)	(6.25)%	160	51	110
582010 - Ammunition	12,000	0	12,000	0	0.00%	12,000	0	0
582050 - Evidence Package Supplies	200	0	200	0	0.00%	200	131	0
582080 - Photographic/Fingerprint	300	0	300	0	0.00%	300	207	0
582090 - Tear Gas	500	0	500	0	0.00%	500	0	0
582110 - Restraints	500	0	500	0	0.00%	500	0	0
Operating Expenses	59,830	0	59,830	(10)	(0.02)%	59,840	33,374	46,903

Washington County, Maryland
General Fund
Department 11335 - Washington County Police Academy
FY25 Expenses

	2025 Operating Budget Requested	Adjustment	2025 Operating Budget Requested	\$ Change	% Change	2024 Operating Budget Approved	2023 Actuals Final	2022 Actuals Final
599999 - Controllable Assets	0	0	0	0	0.00%	0	0	10,415
Capital Outlay	0	0	0	0	0.00%	0	0	10,415
Total	59,830	0	59,830	(10)	(0.02)%	59,840	33,374	57,318

Washington County, Maryland
General Fund
Department 11335 - Washington County Police Academy
FY25 Expenses

	2025 Operating Budget Requested	2025 Variance Comments Requested
505020 - Community Service Awards	3,000	
505050 - Dues & Subscriptions	500	
505130 - Small Office Equipment	500	
505140 - Office Supplies	2,000	
505170 - Postage	100	
505210 - Safety Supplies	100	
505230 - Travel Expenses	300	
505240 - Entertainment/Business Exp	1,200	
520000 - Training	4,500	
525000 - Supplies/Material - Operating	5,500	
525020 - Janitorial Supplies	490	
525030 - Medical Supplies	170	
525040 - Small Tools & Equipment	620	
527060 - Auto Gasoline	2,500	Auto Gasoline is now a specific charge for vehicles used during Emergency Vehicle Training. Projected budget is 715 gallons x \$3.50 (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.
535000 - Rentals	120	
535055 - Lease Payments	4,300	
535060 - Uniforms	18,000	
540010 - Wireless Communication	2,280	

Washington County, Maryland
General Fund
Department 11335 - Washington County Police Academy
FY25 Expenses

	2025 Operating Budget Requested	2025 Variance Comments Requested
545030 - Propane Gas	150	The propane budgets were based on four prior year actuals and forecasted rate changes.
582010 - Ammunition	12,000	
582050 - Evidence Package Supplies	200	
582080 - Photographic/Fingerprint	300	
582090 - Tear Gas	500	
582110 - Restraints	500	
Total	59,830	

Washington County, Maryland
Travel Request
FY 2025

Department Number: 11335

Department Name: WC Police Academy

Account Number: 505230

Account Description: Travel Expenses

Position Title Only (do not use individual names)	Destination	Date(s) of Travel	Total Cost		Description and/or Reason for Travel Request
			Dept.	Request	
Academy Staff/Instructors	TBD	TBD	300		Travel anticipated for academy courses and Maryland Police Correctional Training Commissions meetings.

Total \$300

- Approval of this budget does not replace approval of travel as outlined in the Business Expense Policy. All travel must still receive appropriate approvals.

Washington County, Maryland
Summary of Installment and/or Lease Purchases
FY 2025

Department Number: 11335 Department Name: Police Academy

Account Description: Lease and Installment Payments

Item	Machine Rental	CopyPak (monthly maintenance)	Black & White Overage	Color Overage	Total	Explanation
Toshiba Copier	1,836	600	50	675	3,161	Cop Machine Rental = \$153.00 per month CopyPak = \$50.00 per month Black & White Overages - 10,000 copies/ \$.005 per copy Color Overages - 15,000 copies/ \$.045 per copy
Second Toshiba Copier	720	60	44	315	1,139	Cop Machine Rental = \$60.00 per month CopyPak = \$5.00 per month Black & White Overages - 8,700 copies/ \$.005 per copy Color Overages - 7,000 copies/ \$.045 per copy

Total \$4,300

Agree to Budget

Washington County, Maryland
Public Safety - Emergency Services
Detailed Summary
Fiscal Year 2025

Page	Category by Function	FY 2025 Requested Budget			\$ Change	Note	% Change	FY 2024 Original Budget
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7-3	<u>Air Unit</u>	95,890			21,920	1,2	29.63%	73,970
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- | | |
|----------|---|
| 1 | Operating Expenses
- Operating expenses increased \$9,460 or 26.78%. This is mainly due to a requested increase for small tools and equipment for cylinder testing. Additional increase is due to a projected increase in utilities. |
| 2 | Capital Outlay
-Total requested is \$51,100 for the following: \$6,430 for purchase and installation of a fan in bay area to deal with excessive heat and \$44,670 for an air compression system which will allow the station to self-fill Self Contained Breathing Apparatus (SCBA) cylinders. |

7-10	<u>Special Operations</u>	311,290			97,180	3,4	45.39%	214,110
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|----------|---|
| 3 | Operating Expenses
-Operating expenses increased \$19,420 or 17.82%. This is primarily related to the increase in cost of gas monitoring and equipment maintenance costs increasing due to having four boats to maintain instead of two. |
| 4 | Capital Outlay
-Requests total \$182,910 to include: \$60,118 for hazardous material suit replacements; \$4,100 for a gas meter; \$9,285 for three inflatable rescue sleds; \$10,255 for headsets; \$3,445 for four ice rescue suits; \$17,969 for 19 dry suits; \$11,952 for four air respirators; \$2,050 for a pulley system; \$6,085 for a hazmat propane flare kit; \$17,360 to upgrade the door entry system at Station 20 to be electronic rather than a cypher lock; \$40,290 for a Polaris Ranger. |

7-19	<u>EMS Operations</u>	6,344,250			2,575,280	5,6,7	68.33%	3,768,970
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| 5 | Wages and Benefits
-Wages and benefits increased \$2,119,960 or 100.12%. This is due to the proposed 2.5% step and 1% COLA as well as the consolidation of two rescue companies into the County. The department is also requesting an upgrade to two existing positions. |
| 6 | Operating Expenses
-Operating expenses increased \$395,990 or 24.48%. This increase is primarily due to an increase in the Other-Miscellaneous account in anticipation of bringing on two additional EMS companies. The remaining increase is due to increases in contracted services, medical supplies, auto repairs, uniforms and utilities. |
| 7 | Capital Outlay
-Requests total \$92,980 which includes: \$3,728 to replace an aging AED; \$4,700 for two additional pumps; \$3,794 for two narcotics vaults; \$67,749 for four transport ventilators and \$13,001 to replace an aging Lucas CPR device. |

Washington County, Maryland
Public Safety - Emergency Services
Detailed Summary
Fiscal Year 2025

Page	Category by Function	FY 2025 Requested Budget			\$ Change	Note	% Change	FY 2024 Original Budget
7-34	<u>Fire Operations</u>	8,435,110			1,864,820	8,9,10	28.38%	6,570,290
8	Wages and Benefits - Wages and benefits increased \$1,791,410 or 31.13%. This is due to the proposed 2.5% step and 1% COLA as well as the 5% increase to the DES scale during the FY24 budget year. The department is also requesting 13 new positions and the upgrade of an existing position.							
9	Operating Expenses -Operating expenses increased \$119,020 or 42.52%. This is due to an increase as a result of the absorption of costs previously budgeted in the 911 Communications department including insurance; software; diesel fuel; auto repairs; Mobile Command Center communications; wireless communications and cable tv and internet services.							
10	Capital Outlay - Requests total \$489,930 which includes: \$361,667 for turnout gear; \$5,124 for fire helmets; \$20,718 for spare hoses for reserve engines; \$5,522 for spare nozzles for reserve engines; \$83,000 for a vehicle and equipment for requested Battalion Chief positions and \$13,900 for a drone.							
7-48	<u>Public Safety Training Center</u>	1,366,210			405,860	11,12,13	42.26%	960,350
11	Wages and Benefits - Wages and benefits are increasing \$246,520 or 39.48%. This is due to the proposed 2.5% step and 1% increase. Additionally, the department is requesting a new full-time and new part-time position. Remaining increase is due to reallocating over-time wages from the Fire Operations and EMS Operations departments due to overtime being paid to County staff teaching classes at the training center.							
12	Operating Expenses -Operating expenses increased \$23,940 or 7.22% which is primarily due to the addition of travel for three positions to travel to training conferences; increased printing expenses due to the expanding program; an increase in medical supplies to cover the paramedic class; an increase in equipment maintenance; the addition of groundskeeping expenses and increased utilities expenses.							
13	Capital Outlay -Requested total is \$139,730 which includes: \$2,550 for three Manikins used for mass casualty incident training; \$13,000 for a Lucas CPR Device and \$124,180 for a Manikin package.							
7-63	<u>Volunteer Fire and Rescue</u>	12,059,880			1,422,410	14,15,16	13.37%	10,637,470
14	Wages and Benefits -Wages and benefits increased \$173,990 or 21.27%. Increase is primarily due to the LOSAP contribution.							
15	Operating Expenses -Operating expenses increased \$1,202,920 or 12.31%. Increase is related to an increase in allocations to Fire and EMS companies; the increased cost of insurance; software that needed to be added to this departmental budget since it is no longer being budgets in 911 Communications budget; medical fees due to the increased number of physicals being performed and additional fundraising and company							
16	Capital Outlay -\$90,500 requested including: \$8,500 for pagers; \$4,800 for fire cones and toppers; \$8,300 for several appliances; \$8,900 for five Microsoft Surface Pros and mounting hardware; \$30,000 for a pole building and \$30,000 for two used fire police vehicles to haul cones and barricades.							
Total Emergency Services		28,612,630			6,387,470		28.74%	22,225,160

Washington County, Maryland
General Fund
Department 11420 - Air Unit
FY25 Expenses

	2025 Operating Budget Requested	Adjustment	2025 Operating Budget Requested	\$ Change	% Change	2024 Operating Budget Approved	2023 Actuals Final	2022 Actuals Final
501030 - Debt - Lease Principal	0	0	0	0	0.00%	0	262	0
501080 - Debt - Lease Interest	0	0	0	0	0.00%	0	2	0
505080 - Freight & Cartage	0	0	0	0	0.00%	0	17	0
505130 - Small Office Equipment	300	0	300	0	0.00%	300	286	0
505140 - Office Supplies	300	0	300	0	0.00%	300	149	195
505200 - Safety Equipment	750	0	750	0	0.00%	750	0	2,500
510010 - Fleet Insurance	3,210	0	3,210	80	2.56%	3,130	2,943	3,870
510020 - Property & Casualty Insurance	460	0	460	(60)	(11.54)%	520	489	388
515000 - Contracted/Purchased Service	290	0	290	290	100.00%	0	0	0
515270 - Maintenance Contract Services	0	0	0	(290)	(100.00)%	290	132	120
525000 - Supplies/Material - Operating	530	0	530	0	0.00%	530	247	325
525020 - Janitorial Supplies	150	0	150	0	0.00%	150	366	147
525040 - Small Tools & Equipment	6,200	0	6,200	6,000	3,000.00%	200	263	225
526020 - Building Maintenance	3,000	0	3,000	0	0.00%	3,000	3,839	2,370
526040 - Equipment Maintenance	2,000	0	2,000	0	0.00%	2,000	2,613	866
527000 - Supplies - Automotive	0	0	0	0	0.00%	0	0	465
527030 - Diesel Fuel	4,000	0	4,000	180	4.71%	3,820	3,840	2,773
527040 - Diesel Fuel Tax	480	0	480	30	6.67%	450	346	344
527060 - Auto Gasoline	530	0	530	140	35.90%	390	529	462
527090 - Auto Repairs	9,500	0	9,500	0	0.00%	9,500	8,216	7,536
535010 - Copy Machine Rental	0	0	0	0	0.00%	0	0	335
535055 - Lease Payments	360	0	360	20	5.88%	340	0	0
535057 - Non-Lease Components	0	0	0	0	0.00%	0	71	0
535058 - Lease - Variable Payments	0	0	0	0	0.00%	0	14	0
545010 - Electric	10,820	0	10,820	3,320	44.27%	7,500	7,556	7,092
545040 - Sewer	580	0	580	(190)	(24.68)%	770	552	736
545050 - Waste/Trash Disposal	730	0	730	40	5.80%	690	689	240
545060 - Water	200	0	200	(100)	(33.33)%	300	189	288
582060 - Fire Extinguishers/Refills	400	0	400	0	0.00%	400	392	0
Operating Expenses	44,790	0	44,790	9,460	26.78%	35,330	34,002	31,277
599999 - Controllable Assets	6,430	0	6,430	(32,210)	(83.36)%	38,640	2,063	0
600400 - Machinery & Equipment	44,670	0	44,670	44,670	100.00%	0	0	0
Capital Outlay	51,100	0	51,100	12,460	32.25%	38,640	2,063	0
Total	95,890	0	95,890	21,920	29.63%	73,970	36,065	31,277

Washington County, Maryland
General Fund
Department 11420 - Air Unit
FY25 Expenses

	2025 Operating Budget Requested	2025 Variance Comments Requested
505130 - Small Office Equipment	300	
505140 - Office Supplies	300	
505200 - Safety Equipment	750	
510010 - Fleet Insurance	3,210	There is an overall percentage increase of 5.93% 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	460	There is an overall percentage increase of 5.93% 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.
515000 - Contracted/Purchased Service	290	Going forward Maintenance Contract Services is now budgeted in 515000 and no longer in 515270.
515270 - Maintenance Contract Services	0	Maintenance Contract Services will no longer be budgeted in account 515270. The budget is now in 515000 - Contract Purchased Service.
525000 - Supplies/Material - Operating	530	
525020 - Janitorial Supplies	150	
525040 - Small Tools & Equipment	6,200	Budget is increased for cylinder testing - 10 cylinders at \$100 each - \$1,000. There are cylinders at stations that need be tested prior to filling. Also, the increase factors in \$5,000 for any repairs/modifications needed to any of the systems. Repairs often include hoses, valves and relief devices.

Washington County, Maryland
General Fund
Department 11420 - Air Unit
FY25 Expenses

	2025 Operating Budget Requested	2025 Variance Comments Requested
526020 - Building Maintenance	3,000	
526040 - Equipment Maintenance	2,000	
527030 - Diesel Fuel	4,000	Estimated budget is 1,000 gallons x \$4.00 = \$4,000 (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 prices.
527040 - Diesel Fuel Tax	480	1,000 gallons x \$0.4775= \$477.50.
527060 - Auto Gasoline	530	Projected budget is 150 gallons x \$3.50 = \$525 (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. Increased based on historical actuals.
527090 - Auto Repairs	9,500	
535055 - Lease Payments	360	Increased \$20 based on lease price and historical actuals.
545010 - Electric	10,820	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.
545040 - Sewer	580	Based on projected rate model revenue requirements for County customers. Rate contingent on budget submission for utility costs. Projected actual \$552 x 3.5% rate increase = \$571.
545050 - Waste/Trash Disposal	730	The projected budget is \$60.51 x 12 = \$726.12.
545060 - Water	200	Projected actual \$189 x 3% rate increase = \$195.
582060 - Fire Extinguishers/Refills	400	Per fire code, fire extinguishers are to be tested/refilled every year.
599999 - Controllable Assets	6,430	Install fan in bay area to deal with excessive heat. See supporting documents for more detail.

Washington County, Maryland
General Fund
Department 11420 - Air Unit
FY25 Expenses

	2025 Operating Budget Requested	2025 Variance Comments Requested
600400 - Machinery & Equipment	44,670	See support form. There is no air compressing system available at Fire Station 1 (County Regionally Staffed Station). Placement will allow departments in South County to fill SCBA air cylinders at that location and eliminate the redundant travel and cost associated with the Air Unit traveling several times a week to top off SCBA cylinders due to station trainings. Currently, these stations will sometimes fill SCBA cylinders out of County and the quality of the air being provided cannot be verified.
Total	95,890	

Washington County, Maryland
Summary of Installment and/or Lease Purchases
FY 2025

Department Number: 11420 Department Name: Air Unit

Account Description: Lease and Installment Payments

Item	Machine Rental	CopyPak (monthly maintenance)	Black & White Overage	Color Overage	Total	Explanation
Canon Image Runner 1435IF - 60 month lease	264	71	25	0	360	Copy Machine Rental = \$22.00 per month CopyPak = \$5.88 per month Black & White Overages - 5,000 copies/ \$.005 per copy Color Overages - 0

Total \$360

Agree to Budget

Washington County, Maryland
Other Capital Outlay (≥\$1 and <\$10,000)
FY 2025

Department Number: 11420 Department Name: Air Unit

Account Number: 599999

Account Description: Controllable Assets (≥\$1 and <\$10,000 per item)

Priority Number *	Descriptions	Qty	Unit Cost	Total Cost		Explain Reason for Request
				Dept. Request	N or R	
2	Greenheck SQ-160-V6-7-X Fan	1	6,430	6,430	N	For purchase and installation of fan in bay area to deal with excessive heat.
				0		
				0		
				0		
				0		
				0		
Total			\$6,430			

* 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 a priority 1, priority 2, priority 3, etc. among all the accounts combined. A priority number can not be repeated throughout the accounts.

● The County maintains assets that are considered capital assets in nature but are classified as controllable assets, due to the fact that they fall under the capitalization limits, i.e., the cost of each item is ≥\$1 and <\$10,000 (Transit or Golf Course <\$5,000). Examples of controllable items are, but not limited to, chairs, desks, printers, equipment, machinery, weapons, computers. Controllable assets purchases are not a recurring expenditure and are to be purchased in accordance with the approved items by the County Commissioners. Emergency purchases may be supplanted if warranted.

Washington County, Maryland
Capital Outlay Request
FY 2025

Department Number: 11420 Department Name: Emergency Services - Air Unit

Account Number: 600400

Account Description: Machinery and Equipment (*≥ \$10,000 per item*)

Priority Number *	Descriptions	Qty	Unit Cost	Total Cost Dept. Request	N or R	Explain Reason For Equipment Need and Disposition of Old, if Any. Number of hours, etc.
1	Revolve Air Compressor System	1	44,670	44,670	N	There is no air compressing system available at Fire Station 1 (County Regionally Staffed Station). Placement will allow departments in South County to fill Self Contained Breathing Apparatus (SCBA) air cylinders at that location and eliminate the redundant travel and cost associated with the Air Unit traveling several times a week to top off SCBA cylinders due to station trainings. Currently, these stations will sometimes fill SCBA cylinders out of County and the quality of the air being provided cannot be verified.
				0		
				0		

Total \$44,670

* 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 a priority 1, priority 2, priority 3, etc. among all the accounts combined. A priority number can not be repeated throughout the accounts.

Machinery and equipment are physical assets, which:

- Are not attached permanently to land, buildings, or land improvements, have unique serial numbers, are capable of being moved, and can be acquired under a capital lease.
- Costs of machinery and equipment include the purchase price, net of purchase discounts, plus trade-in allowance, transportation charges, installation costs, taxes, and any other costs required to prepare the asset for its intended use. Machinery and equipment assets should be reported as acquisitions when the County receives the asset, not at the time when it pays the vendor for the acquisition. Examples are mowers, construction equipment.

Washington County, Maryland
General Fund
Department 11430 - Special Operations
FY25 Expenses

	2025 Operating Budget Requested	Adjustment	2025 Operating Budget Requested	\$ Change	% Change	2024 Operating Budget Approved	2023 Actuals Final	2022 Actuals Final
501030 - Debt- Lease Principal	0	0	0	0	0.00%	0	642	0
501080 - Debt - Lease Interest	0	0	0	0	0.00%	0	6	0
505200 - Safety Equipment	11,000	0	11,000	0	0.00%	11,000	10,173	5,512
510010 - Fleet Insurance	11,780	0	11,780	290	2.52%	11,490	10,790	10,642
510020 - Property & Casualty Insurance	3,780	0	3,780	(380)	(9.13)%	4,160	3,964	3,150
515000 - Contracted/Purchased Service	480	0	480	480	100.00%	0	0	0
515170 - Gas Monitoring	20,000	0	20,000	7,000	53.85%	13,000	16,713	11,507
515270 - Maintenance Contract Services	0	0	0	(480)	(100.00)%	480	162	105
525000 - Supplies/Material - Operating	13,080	0	13,080	3,110	31.19%	9,970	9,014	10,749
525040 - Small Tools & Equipment	1,000	0	1,000	400	66.67%	600	732	937
526020 - Building Maintenance	2,640	0	2,640	0	0.00%	2,640	2,378	4,172
526040 - Equipment Maintenance	17,700	0	17,700	8,700	96.67%	9,000	5,350	5,263
527000 - Supplies - Automotive	1,500	0	1,500	0	0.00%	1,500	2,648	1,717
527030 - Diesel Fuel	6,000	0	6,000	1,460	32.16%	4,540	7,456	5,902
527035 - Off-Road Diesel	0	0	0	0	0.00%	0	0	157
527040 - Diesel Fuel Tax	720	0	720	190	35.85%	530	672	730
527060 - Auto Gasoline	2,390	0	2,390	760	46.63%	1,630	2,363	1,366
527090 - Auto Repairs	22,500	0	22,500	0	0.00%	22,500	20,920	21,863
527100 - Auto Tires	1,000	0	1,000	0	0.00%	1,000	857	140
535010 - Copy Machine Rental	0	0	0	0	0.00%	0	123	615
535055 - Lease Payments	750	0	750	10	1.35%	740	0	0
535057 - Non-Lease Components	0	0	0	0	0.00%	0	90	0
540022 - Cable TV & Internet Services	390	0	390	(1,130)	(74.34)%	1,520	1,259	1,383
545010 - Electric	4,590	0	4,590	(910)	(16.35)%	5,500	1,808	2,672
545020 - Natural Gas	5,400	0	5,400	(200)	(3.57)%	5,600	4,325	3,862
545040 - Sewer	240	0	240	50	26.32%	190	0	0
545050 - Waste/Trash Disposal	450	0	450	20	4.65%	430	422	519
545060 - Water	60	0	60	10	20.00%	50	533	223
545070 - Stormwater Fee	760	0	760	40	5.56%	720	572	0
582060 - Fire Extinguishers/Refills	170	0	170	0	0.00%	170	0	163

Washington County, Maryland
General Fund
Department 11430 - Special Operations
FY25 Expenses

	2025 Operating Budget Requested	Adjustment	2025 Operating Budget Requested	\$ Change	% Change	2024 Operating Budget Approved	2023 Actuals Final	2022 Actuals Final
Operating Expenses	128,380	0	128,380	19,420	17.82%	108,960	103,972	93,349
599999 - Controllable Assets	125,260	0	125,260	105,980	549.69%	19,280	10,269	31,245
600200 - Building & Improvements	17,360	0	17,360	17,360	100.00%	0	0	0
600300 - Vehicles	0	0	0	0	0.00%	0	0	54,532
600400 - Machinery & Equipment	40,290	0	40,290	(45,580)	(53.08)%	85,870	98,378	0
Capital Outlay	182,910	0	182,910	77,760	73.95%	105,150	108,647	85,777
Total	311,290	0	311,290	97,180	45.39%	214,110	212,619	179,126

Washington County, Maryland

General Fund

**Department 11430 - Special Operations
FY25 Expenses**

	2025 Operating Budget Requested	2025 Variance Comments Requested
505200 - Safety Equipment	11,000	
510010 - Fleet Insurance	11,780	There is an overall percentage increase of 5.93% 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	3,780	There is an overall percentage increase of 5.93% 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.
515000 - Contracted/Purchased Service	480	Going forward Maintenance Contract Services is now budgeted in 515000 and no longer in 515270.
515170 - Gas Monitoring	20,000	Budget based on increase in cost for gas and metering calibration.
515270 - Maintenance Contract Services	0	Going forward Maintenance Contract Services is now budgeted in 515000 and no longer in 515270.
525000 - Supplies/Material - Operating	13,080	The increase accounts for decontamination kits - \$450; a portable gantry crane for boat motors (this item has a life less than two years) - \$1,300; air compressor that has a life less than two years - \$160; a cache of ropes for primary boat support that has a life less than two years - \$1,200; and absorbents for HazMat incidents have increased from \$400 to \$1,000 a skid.
525040 - Small Tools & Equipment	1,000	Increased to \$1,000 as materials/product cost increased and will also need to cover the additional boats.
526020 - Building Maintenance	2,640	
526040 - Equipment Maintenance	17,700	Increase related to the repair and maintenance of the boat fleet which has increased from two boats to four.
527000 - Supplies - Automotive	1,500	

Washington County, Maryland

General Fund

**Department 11430 - Special Operations
FY25 Expenses**

	2025 Operating Budget Requested	2025 Variance Comments Requested
527030 - Diesel Fuel	6,000	Estimated budget is 1,500 gallons x \$4.00 = \$6,000 (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 prices. Increased the number of gallons based on history actuals. Additionally, Special Operations is based on Frederick Street and are fueling their apparatus at the AC&T instead of traveling to the Highway Department due to the distance of the department. Traveling to the Highway department can affect the units ability to respond timely if they get a call while they are refueling.
527040 - Diesel Fuel Tax	720	1,500 gallons x \$0.4775 = \$716.25. Based on the increased number of gallons.
527060 - Auto Gasoline	2,390	Projected budget is 560 gallons. Ethanol free gasoline is purchased for the Special Operations boats. The gasoline is only available at certain gas stations in Washington County. We have an account with AC&T, which started in June 2021. Currently, the average price is \$4.216 per gallon plus federal and state taxes. 560 gallons x \$4.216 plus estimated tax of \$0.47 = \$2,385.60. Increase is due to additional boats added to the fleet.
527090 - Auto Repairs	22,500	
527100 - Auto Tires	1,000	
535055 - Lease Payments	750	Budget is based on lease payments.
540022 - Cable TV & Internet Services	390	Decreased based on actual invoices - \$31.84 x 12 = \$382.08.
545010 - Electric	4,590	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	5,400	The natural gas budgets were based on four prior year actual and forecasted rate changes.
545040 - Sewer	240	Projected actual \$227.58 times 2% increase is \$232.13.
545050 - Waste/Trash Disposal	450	Waste pickup is \$37.06 x 12 = \$444.72.
545060 - Water	60	Projected actual \$54.22 times 3% increase is \$55.85.

Washington County, Maryland
General Fund
Department 11430 - Special Operations
FY25 Expenses

	2025 Operating Budget Requested	2025 Variance Comments Requested
545070 - Stormwater Fee	760	Increase based on Operating Budget Guide.
582060 - Fire Extinguishers/Refills	170	Per fire code, fire extinguishers are to be tested/refilled every year.
599999 - Controllable Assets	125,260	See support form for explanations.
600200 - Building & Improvements	17,360	Budget to upgrade door entry system to electronic control to ensure accountability for several million dollars of assets that are now stored at this location due to the loss of the Phoenix building.
600400 - Machinery & Equipment	40,290	See support form for explanations.
Total	311,290	

Washington County, Maryland
Summary of Installment and/or Lease Purchases
FY 2025

Department Number: 11430

Department Name: Emergency Services - Special Operations

Account Description: Lease and Installment Payments

Item	Machine Rental	CopyPak (monthly maintenance)	Black & White Overage	Color Overage	Total	Explanation
Toshiba e-STUDIO2518 Copier	648	90	12	0	750	Copy Machine Rental = \$54 per month CopyPak = \$7.50 per month Black & White Overages - 2,400 copies/ \$.005 per copy Color Overages - \$0

Total \$750

Agree to Budget

Washington County, Maryland
Other Capital Outlay (≥\$1 and <\$10,000)
FY 2025

Controllable Assets

Department Number: 11430

Department Name: Emergency Services - Special Operations

Account Number: 599999

Account Description: Controllable Assets (≥\$1 and <\$10,000 per item)

Priority Number *	Descriptions	Qty	Unit Cost	Total Cost		Explain Reason for Request
				Dept. Request	N or R	
3	Flash Suits Level A Size Large/X-large	6	3,062	18,372	R	Replacing Level A hazardous materials suits that have failed annual flow testing.
3	Flash Suits Level A Size 2XL/3XL	6	3,368	20,208	R	Replacing Level A hazardous materials suits that have failed annual flow testing.
4	Flash Suits Level B Size Large/X-large	6	1,709	10,256	R	Hazmat PPE to replace suits that have reached the end of their 10 year shelf life.
4	Flash Suits Level B Size 2XL/3XL	6	1,880	11,282	R	Hazmat PPE to replace suits that have reached the end of their 10 year shelf life.
5	MX 6 Meter (5 gas meter)	1	4,100	4,100	R	Replacing one MX 6 meter that is at past its end of life date. The meter is essential to the basic functions of hazardous materials response.
6	X1 NRS INFLATABLE RESCUE SLED RAFT	3	3,095	9,285	N	Device used to supplement water and ice rescue. This device is pulled behind the boat and allows multiple victims to be removed from the water or ice.
7	X2 Communications Headsets w/ adapters	8	1,282	10,255	N	Headsets to enhance communications during boat operations. Presently the noise level when operating the boat makes communications via portable radios very difficult. The addition of the headsets would eliminate a safety issue.
8	ICE RESCUE SUITS-MUSTANG SURVIVAL (3 NEW TECHS)	4	861	3,445	N	Protective suits for personnel to perform ice rescues. The Division currently has two suits which is not sufficient to outfit the number of responders needed to perform this task.
9	NRS Dry Suits	19	946	17,969	N	Complete the outfitting of career and volunteer boat staff.
10	Ska-Pak AT Supplied Air Respirator	4	2,988	11,952	R	Replacement escape packs for confined space entry. These replace existing equipment that are not compatible with the new SCBA.
11	CSR2 Pulley System	1	2,050	2,050	R	Replace outdated system for confined space rescue. Includes 300 feet of rope.
12	HazMat Propane Flare Kit	1	6,085	6,085	N	Equipment that is essential for controlling propane gas in the event of a container failure or accident.
Total				\$125,260		

* 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 a priority 1, priority 2, priority 3, etc. among all the accounts combined. A priority number can not be repeated throughout the accounts.

● The County maintains assets that are considered capital assets in nature but are classified as controllable assets, due to the fact that they fall under the capitalization limits, i.e., the cost of each item is ≥\$1 and <\$10,000 (Transit or Golf Course <\$5,000). Examples of controllable items are, but not limited to, chairs, desks, printers, weapons, computers. Controllable assets purchases are not a recurring expenditure and are to be purchased in accordance with the approved items by the BOCC.

Washington County, Maryland
Capital Outlay Request
FY 2025

Department Number: 11430	Department Name: Special Operations
Account Number: 600200	

Account Description: Building and Improvements (≥ \$10,000)

Priority Number *	Descriptions	Qty	Cost	Total Cost Dept. Request	N or R	Why is Building or Building Improvement Needed
1	Electronic Door Entry System	1	17,360	17,360	N	To upgrade door entry system at Station 20 (Special Ops) to be electronic rather than a simple cypher lock to protect assets being stored in the building due to the loss of the Phoenix Color building.
				0		
				0		
				0		
				0		
				0		
Total				\$17,360		

* 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 a priority 1, priority 2, priority 3, etc. among all the accounts combined. A priority number can not be repeated throughout the accounts.

● For any single purchase of buildings or building improvements that are \$10,000 or greater and have a useful life in excess of 5 years. This account is not for routine maintenance and repairs. Examples of building improvements include: roofing, flooring, renovations.

Washington County, Maryland
Capital Outlay Request
FY 2025

Department Number: 11430

Department Name: Emergency Services - Special Operations

Account Number: 600400

Account Description: Machinery and Equipment (*≥ \$10,000 per item*)

Priority Number *	Descriptions	Qty	Unit Cost	Total Cost		Explain Reason For Equipment Need and Disposition of Old, if Any. Number of hours, etc.
				Dept. Request	N or R	
2	Polaris Ranger XP 1000	1	40,290	40,290	R	This unit will replace the existing Gator 20 that is 30 years old and no longer suitable for the current mission profile.
				0		
				0		
				0		

Total \$40,290

* 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 a priority 1, priority 2, priority 3, etc. among all the accounts combined. A priority number can not be repeated throughout the accounts.

Machinery and equipment are physical assets, which:

- Are not attached permanently to land, buildings, or land improvements, have unique serial numbers, are capable of being moved, and can be acquired under a capital lease.
- Costs of machinery and equipment include the purchase price, net of purchase discounts, plus trade-in allowance, transportation charges, installation costs, taxes, and any other costs required to prepare the asset for its intended use. Machinery and equipment assets should be reported as acquisitions when the County receives the asset, not at the time when it pays the vendor for the acquisition. Examples are mowers, construction equipment.

Washington County, Maryland
General Fund
Department 11520 - EMS Operations
FY25 Expenses

	2025 Operating Budget Requested	Adjustment	2025 Operating Budget Requested	\$ Change	% Change	2024 Operating Budget Approved	2023 Actuals Final	2022 Actuals Final
500000 - Wages - Full Time	2,187,660	0	2,187,660	1,066,500	95.12%	1,121,160	1,081,779	1,160,000
500005 - Wages - Part Time	94,700	0	94,700	3,200	3.50%	91,500	37,586	25,920
500010 - Wages - Overtime	431,000	0	431,000	324,490	304.66%	106,510	169,308	184,077
500040 - Other Wages	5,000	0	5,000	(51,930)	(91.22)%	56,930	47,857	62,471
500100 - FICA - Employer	208,000	0	208,000	102,730	97.59%	105,270	99,781	106,134
500120 - Health Insurance	481,140	0	481,140	271,750	129.78%	209,390	210,248	225,009
500125 - Other Insurance	7,000	0	7,000	3,100	79.49%	3,900	3,858	6,436
500130 - Pension	612,550	0	612,550	320,060	109.43%	292,490	308,709	263,391
500140 - Workers Compensation	185,150	0	185,150	58,150	45.79%	127,000	112,110	115,148
500155 - Personnel Requests	17,990	0	17,990	17,990	100.00%	0	0	0
500170 - Personal Development	3,720	0	3,720	2,280	158.33%	1,440	294	240
500171 - Employee Recognition	2,690	0	2,690	1,160	75.82%	1,530	0	120
500172 - Team Building	780	0	780	480	160.00%	300	0	0
Wages and Benefits	4,237,380	0	4,237,380	2,119,960	100.12%	2,117,420	2,071,530	2,148,946
501030 - Debt - Lease Principal	0	0	0	0	0.00%	0	941	0
501080 - Debt - Lease Interest	0	0	0	0	0.00%	0	3	0
505010 - Advertising	0	0	0	0	0.00%	0	271	0
505050 - Dues & Subscriptions	1,300	0	1,300	1,150	766.67%	150	266	1,053
505070 - Food and Supplies	200	0	200	0	0.00%	200	0	(8)
505080 - Freight & Cartage	0	0	0	0	0.00%	0	28	0
505120 - Licenses & Certifications	230	0	230	0	0.00%	230	0	146
505130 - Small Office Equipment	500	0	500	500	100.00%	0	0	0
505140 - Office Supplies	4,550	0	4,550	3,750	468.75%	800	420	100
505150 - Other - Miscellaneous	1,200,000	0	1,200,000	200,000	20.00%	1,000,000	0	0
505160 - Personal Mileage	100	0	100	100	100.00%	0	129	84
505170 - Postage	0	0	0	0	0.00%	0	0	1
505200 - Safety Equipment	2,000	0	2,000	0	0.00%	2,000	78	994
505210 - Safety Supplies	250	0	250	0	0.00%	250	0	84
505230 - Travel Expenses	1,560	0	1,560	(320)	(17.02)%	1,880	1,272	868

Washington County, Maryland
General Fund
Department 11520 - EMS Operations
FY25 Expenses

	2025 Operating Budget Requested	Adjustment	2025 Operating Budget Requested	\$ Change	% Change	2024 Operating Budget Approved	2023 Actuals Final	2022 Actuals Final
510010 - Fleet Insurance	17,200	0	17,200	3,030	21.38%	14,170	10,790	11,609
510030 - Public & Gen Liability Insurance	36,990	0	36,990	15,820	74.73%	21,170	19,667	15,948
515000 - Contracted/Purchased Service	216,060	0	216,060	216,060	100.00%	0	0	0
515180 - Software	23,950	0	23,950	(8,730)	(26.71)%	32,680	1,200	1,200
515270 - Maintenance Contract Services	0	0	0	(161,070)	(100.00)%	161,070	127,919	101,614
515350 - Accident Repairs	0	0	0	0	0.00%	0	788	0
520000 - Training	10,000	0	10,000	0	0.00%	10,000	3,805	12,363
520040 - Seminars/Conventions	1,000	0	1,000	0	0.00%	1,000	1,338	0
520050 - Tuition Assistance	0	0	0	0	0.00%	0	0	990
525000 - Supplies/Material - Operating	5,000	0	5,000	2,000	66.67%	3,000	1,058	2,013
525020 - Janitorial Supplies	650	0	650	650	100.00%	0	0	0
525030 - Medical Supplies	341,500	0	341,500	31,050	10.00%	310,450	314,589	294,257
525060 - Supplies - Home Detention	0	0	0	0	0.00%	0	75	0
526020 - Building Maintenance	5,000	0	5,000	5,000	100.00%	0	160	0
526040 - Equipment Maintenance	500	0	500	(250)	(33.33)%	750	0	0
527000 - Supplies - Automotive	1,500	0	1,500	1,000	200.00%	500	1,596	1,556
527030 - Diesel Fuel	4,920	0	4,920	300	6.49%	4,620	5,331	1,632
527040 - Diesel Fuel Tax	590	0	590	50	9.26%	540	493	133
527060 - Auto Gasoline	22,400	0	22,400	6,800	43.59%	15,600	18,938	17,135
527090 - Auto Repairs	42,500	0	42,500	31,000	269.57%	11,500	18,731	27,589
527100 - Auto Tires	1,500	0	1,500	500	50.00%	1,000	0	0
535010 - Copy Machine Rental	0	0	0	0	0.00%	0	0	1,675
535055 - Lease Payments	3,700	0	3,700	2,000	117.65%	1,700	0	0
535057 - Non-Lease Components	0	0	0	0	0.00%	0	270	0
535058 - Lease - Variable Payments	0	0	0	0	0.00%	0	311	0
535060 - Uniforms	28,240	0	28,240	15,800	127.01%	12,440	3,420	2,301
540010 - Wireless Communication	16,770	0	16,770	6,570	64.41%	10,200	16,842	8,804
545010 - Electric	18,100	0	18,100	18,100	100.00%	0	0	0
545020 - Natural Gas	3,000	0	3,000	3,000	100.00%	0	0	0
545050 - Waste/Trash Disposal	1,090	0	1,090	1,090	100.00%	0	0	0

Washington County, Maryland
General Fund
Department 11520 - EMS Operations
FY25 Expenses

	2025 Operating Budget Requested	Adjustment	2025 Operating Budget Requested	\$ Change	% Change	2024 Operating Budget Approved	2023 Actuals Final	2022 Actuals Final
545060 - Water	470	0	470	470	100.00%	0	0	0
582060 - Fire Extinguishers/Refills	570	0	570	570	100.00%	0	0	0
Operating Expenses	2,013,890	0	2,013,890	395,990	24.48%	1,617,900	550,729	504,141
599999 - Controllable Assets	12,230	0	12,230	3,040	33.08%	9,190	288	34,358
600400 - Machinery & Equipment	80,750	0	80,750	56,290	230.13%	24,460	60,857	127
Capital Outlay	92,980	0	92,980	59,330	176.32%	33,650	61,145	34,485
Total	6,344,250	0	6,344,250	2,575,280	68.33%	3,768,970	2,683,404	2,687,572

Washington County, Maryland
General Fund
Department 11520 - EMS Operations
FY25 Expenses

	2025 Operating Budget Requested	2025 Variance Comments Requested
500000 - Wages - Full Time	2,187,660	Two rescue companies are combining with County operations resulting in 17 new positions.
500005 - Wages - Part Time	94,700	
500010 - Wages - Overtime	431,000	The new positions don't include 50% of their time firefighting so they earn overtime on everything over 40 hours. Based on the way their schedules work, they will earn "built in" overtime of approximately \$230,000.
500040 - Other Wages	5,000	The new union contract no longer calls for holiday pay. The remaining budget is for sick pay bonus.
500100 - FICA - Employer	208,000	
500120 - Health Insurance	481,140	
500125 - Other Insurance	7,000	
500130 - Pension	612,550	
500140 - Workers Compensation	185,150	
500155 - Personnel Requests	17,990	Reclassify the EMS Captain - Quality Assurance position to Assistant Director of Clinician Services. With the transition of EMS staff from the volunteer corporations, there is a need to further increase the oversight of the EMS quality assurance processes and associated tasks. The position will serve as chair of the Medical Review Committee and provide daily oversight of all quality control and assurance programs for DES and the volunteer corporations. Upgrade the position of DES Programs Administrator from a Grade 13 to a Grade 14. The position will absorb most tasks that were originally handled by the retirement of the Administrative Assistant. The Programs Administrator manages a multitude of programs and tasks, and will undertake the new responsibility for background investigations. The newly hired part-time background investigator will report to the Programs Administrator. The grade change also proposes moving the position from non-exempt to exempt for OT.

Washington County, Maryland
General Fund
Department 11520 - EMS Operations
FY25 Expenses

	2025 Operating Budget Requested	2025 Variance Comments Requested
500170 - Personal Development	3,720	
500171 - Employee Recognition	2,690	
500172 - Team Building	780	
505050 - Dues & Subscriptions	1,300	Budget increase reflects the 911 split from DES in FY24.
505070 - Food and Supplies	200	
505120 - Licenses & Certifications	230	
505130 - Small Office Equipment	500	Account added reflects the 911 split from DES in FY24.
505140 - Office Supplies	4,550	Budget increase of \$3,750 reflects the 911 split from DES in FY24.
505150 - Other - Miscellaneous	1,200,000	Anticipation of bringing on two additional EMS station employees.
505160 - Personal Mileage	100	Account added reflects the 911 split from DES in FY24 for Programs Administrator.
505200 - Safety Equipment	2,000	
505210 - Safety Supplies	250	
505230 - Travel Expenses	1,560	ImageTrend Conference (St. Paul, MN) for Quality Assurance Officer.
510010 - Fleet Insurance	17,200	There is an overall percentage increase of 5.93% 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
General Fund
Department 11520 - EMS Operations
FY25 Expenses

	2025 Operating Budget Requested	2025 Variance Comments Requested
510030 - Public & Gen Liability Insurance	36,990	There is an overall percentage increase of 5.93% 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.
515000 - Contracted/Purchased Service	216,060	Going forward Maintenance Contract Services is now budgeted in 515000 and no longer in 515270. Increasing 10% for annual service contracts for: 20 Lucas, 33 LP15s, 6 AEDs, 23 stretchers and 23 power loads (\$191,000) plus \$10,170 for warranties for three reserve ambulances due in FY24. Part of the increase also reflects the split of 911 from DES in FY24 of \$14,850 for such items as cleaning services, toilet paper, paper towels.
515180 - Software	23,950	Annual subscriptions for the following; Handtevy Pediatric Emergency Standard - \$15,244, PSTrax Narcotic Tracking Software - \$7,500, Vendnovation Inventory Control (Ucap-It) - \$1,200.
515270 - Maintenance Contract Services	0	Maintenance Contract Services will no longer be budgeted in account 515270. The budget is now in 515000 - Contract Purchase Services.
520000 - Training	10,000	
520040 - Seminars/Conventions	1,000	ImageTrend Conference (St. Paul, MN) for Quality Assurance Officer.
525000 - Supplies/Material - Operating	5,000	Increased based on year to date actuals.
525020 - Janitorial Supplies	650	Account added reflects the 911 split from DES in FY24.
525030 - Medical Supplies	341,500	Increasing account 10% and also partial increase is \$170 that reflects the 911 split from DES in FY24.
526020 - Building Maintenance	5,000	Account added reflects the 911 split from DES in FY24.
526040 - Equipment Maintenance	500	Decreased based on historical actuals.

Washington County, Maryland
General Fund
Department 11520 - EMS Operations
FY25 Expenses

	2025 Operating Budget Requested	2025 Variance Comments Requested
527000 - Supplies - Automotive	1,500	Increase based on historical actuals, adding three reserve ambulances and reflects 911 split from DES in FY24 (\$100).
527030 - Diesel Fuel	4,920	Estimated budget is 1,230 gallons x \$4.00 = \$4,920 (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. Budget is based on adding three reserve ambulances (1,130 gallons) in FY24 and 100 gallons for mobile ambulance bus.
527040 - Diesel Fuel Tax	590	1,230 gallons x \$0.4775 = \$587.33.
527060 - Auto Gasoline	22,400	Projected budget is 6,400 gallons x \$3.50 = \$22,400 (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. Increased based on EMS call volumes going up as well as DES and 911 split in FY24 (1,200 gallons).
527090 - Auto Repairs	42,500	Increased based on historical actuals and aging primary response vehicles. Also an additional \$12,500 for auto repairs for three reserve ambulances as well as DES and 911 split in FY24 (\$3,000).
527100 - Auto Tires	1,500	Two vehicles will need tires in FY25.
535055 - Lease Payments	3,700	Budget based on FY25 purchase order for copier. Increase due to DES and 911 split in FY24.

Washington County, Maryland
General Fund
Department 11520 - EMS Operations
FY25 Expenses

	2025 Operating Budget Requested	2025 Variance Comments Requested
535060 - Uniforms	28,240	The Union Local 1605 contract states each employee be issued a one-time Class A uniform; six pairs of station pants; eight polo style or t-shirts; one leather uniform belt; a three season uniform jacket; winter style hat; ball cap; one long sleeve button down dress shirt; one short sleeve button down dress shirt; two pairs of station boots; two job shirts or two hoodies; two pairs of shorts; two pairs of sweatpants; and two sweatshirts. The estimated annual maintenance cost per staff member is \$500. 40 staff x \$500 = \$20,000. The per person initial uniform outlay is approx. \$2,060. Average 2-4 new hires per year, \$8,240 in new uniform issues. These totals include the Director and Programs Administrator due to the ECC and DES split in FY24. The majority of the increase is due to the EMS transition and inflation costs of uniforms.
540010 - Wireless Communication	16,770	Increase reflects the 911 split from DES in FY24 (\$2,260). Also, increasing based on historical actuals. The year to date actuals are higher than anticipated due to data packages being added; however, the extra data will be removed in FY24.
545010 - Electric	18,100	The electric budget is based on four prior year actuals, forecasted rate changes, and other known circumstances. The projection also considers current year actuals with annualized estimations. Account added reflects the 911 split from DES in FY24.
545020 - Natural Gas	3,000	The natural gas budgets were based on four prior years actual and forecasted rate changes. Account added reflects the 911 split from DES in FY24.
545050 - Waste/Trash Disposal	1,090	Account added reflects the 911 split from DES in FY24. Waste pickup is currently \$90.83 x 12 = 1,089.96.
545060 - Water	470	Account added reflects the 911 split from DES in FY24. Projected actual \$454 x 3% rate increase = \$467.62.
582060 - Fire Extinguishers/Refills	570	Account added reflects the 911 split from DES in FY24 (\$170). Per fire code, fire extinguishers are to be tested/refilled every year. Also, fire extinguishers/refills for three reserve ambulances.
599999 - Controllable Assets	12,230	See support form for explanations.

Washington County, Maryland
General Fund
Department 11520 - EMS Operations
FY25 Expenses

	2025 Operating Budget Requested	2025 Variance Comments Requested
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600400 - Machinery & Equipment	80,750	See support form for explanations.
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Total	6,344,250	
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Washington County, Maryland
Other Personnel Request Form
FY 2025

Department Number: 11520 Department Name: Emergency Services - EMS Operations

Account Number: 500155

Account Description: Personnel Requests

Description	Increase in Request	(Decrease) in Request	Increase in Benefits	Net Cost	Explanation of Request (A memo may be attached if detail support is needed. Please summarize in this area.)
Full-Time Position Upgrade	6,594		2,365	8,959	Upgrade the Programs Administrator position from a Grade 13 to a Grade 14. The position will absorb most tasks that were originally handled by the administrative assistant who is retiring. Prior to the restructuring of the division, the administrative assistant worked for both departments but will now be solely responsible to the 911 Communications department. The Programs Administrator manages a multitude of programs and tasks, and will undertake the new responsibility for background investigations. The newly hired part-time background investigator will report to the Programs Administrator. The grade change also proposes moving the position from non-exempt to exempt for overtime.
Full-Time Position Upgrade	6,261		2,772	9,033	Reclassify the EMS Captain - Quality Assurance to Assistant Director of Clinician Services. With the transition of EMS staff from the volunteer corporations, there is a need to further increase the oversight of the EMS quality assurance processes and associated task. The position will serve as chair of the Medical Review Committee and provide daily oversight of all quality control and assurance programs for DES and the volunteer corporations. Current position is a grade 12 step 27. The requested salary is a grade 16 step 17 which is an appropriate rate for the position requirements.
Change in Part-Time Wages				0	
Change in Overtime Wages				0	
Change in Shift Differential				0	

Totals: \$12,855 \$0 \$5,137 \$17,992

Washington County, Maryland
Travel Request
FY 2025

Department Number: 11520 Department Name: Emergency Services - EMS Operations

Account Number: 505230

Account Description: Travel Expenses

Position Title Only (do not use individual names)	Destination	Date(s) of Travel	Total Cost		Description and/or Reason for Travel Request
			Dept.	Request	
Quality Assurance Officer	St. Paul, MN	July 23 - July 27, 2024	1,560		Travel to the ImageTrend Conference. Hotel \$480 (\$120 per night), airfare \$600 round trip, per diem \$375, \$100 miscellaneous (airport parking, round trip transport to and from venue).

Total \$1,560

- Approval of this budget does not replace approval of travel as outlined in the Business Expense Policy. All travel must still receive appropriate approvals.

Department Name: Emergency Services - EMS Operations

Department Number: 11520

Account Number: 515180

Account Description: Software

Vendor Name	FY24 Board Approval	Total Cost		New Cost Y/N	Existing Agreement Y/N	Product Description and/or Reason for Request
		FY25 Dept. Request				
Handtevy Pediatric Emergency Standards	22,480	15,250		N	Y	Annual subscription for the computer based field application for use in treating pediatric patients on the scene and during transport. Provides age or weight based medication dosages, equipment sizes, vital signs, and treatment modalities for this patient population.
Station Automation Inc - PSTrax Narcotic Tracking Software	9,000	7,500		N	Y	Annual subscription for software program to track the real-time storage and use of narcotics on EMS units throughout the County.
Vendnovation	1,200	1,200		N	Y	Annual subscription for inventory control program associated with the U-Cap-It supply machine operated by the DES at the Meritus Medical Center EMS Room.

Total \$32,680 \$23,950

- For the continuation of existing software maintenance contracts and for the purchase of software less than \$10,000.

Washington County, Maryland
Summary of Installment and/or Lease Purchases
FY 2025

Department Number: 11520

Department Name: Emergency Services - EMS Operations

Account Description: Lease and Installment Payments

Item	Machine Rental	CopyPak (monthly maintenance)	Black & White Overage	Color Overage	Total	Explanation
Ricoh Copier	2,021	672	32	975	3,700	Copy Machine Rental = \$168.38 per month CopyPak = \$56 per month Black & White Overages - 5,800 copies/ \$.0056 per copy Color Overages - 25,000 copies/\$.039 per copy

Total \$3,700

Agree to Budget

Washington County, Maryland
Other Capital Outlay (≥\$1 and <\$10,000)
FY 2025

Controllable Assets

Department Number: 11520 Department Name: Emergency Services - EMS Operations
Account Number: 599999

Account Description: Controllable Assets (≥\$1 and <\$10,000 per item)

Priority Number *	Descriptions	Qty	Unit Cost	Total Cost		Explain Reason for Request
				Dept. Request	N or R	
1	LP 1000 AED	1	3,728	3,728	R	Replace a 13 year old Automated External Defibrillator. These have a life expectancy of 8 to 10 years.
2	IV Pumps	2	2,350	4,700	N	Additional IV pumps for administration of vasoactive and other IV medications.
3	Narcotic Vaults	2	1,897	3,794	N	Additional vaults for spare EMS Supervisor units. This maintains security and tracking of controlled substances as required by Federal law.
				0		
				0		
				0		
Total				\$12,230		

- * 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 a priority 1, priority 2, priority 3, etc. among all the accounts combined. A priority number can not be repeated throughout the accounts.
- The County maintains assets that are considered capital assets in nature but are classified as controllable assets, due to the fact that they fall under the capitalization limits, i.e., the cost of each item is ≥\$1 and <\$10,000 (Transit or Golf Course <\$5,000). Examples of controllable items are, but not limited to, chairs, desks, printers, equipment, machinery, weapons, computers. Controllable assets purchases are not a recurring expenditure and are to be purchased in accordance with the approved items by the County Commissioners. Emergency purchases may be supplanted if warranted.

Washington County, Maryland
Capital Outlay Request
FY 2025

Department Number: 11520

Department Name: Emergency Services - EMS Operations

Account Number: 600400

Account Description: Machinery and Equipment (*≥ \$10,000 per item*)

Priority Number *	Descriptions	Qty	Unit Cost	Total Cost		Explain Reason For Equipment Need and Disposition of Old, if Any. Number of hours, etc.
				Dept. Request	N or R	
1	Transport Ventilators	4	16,937	67,749	R	Replace aging transport ventilators currently in service on DES EMS Supervisor units with a newer device that has better technology to assist the clinician in supporting ventilations in a non-breathing or ventilator dependent patient.
2	Lucas CPR Device	1	13,001	13,001	R	Replace an 11 year old Lucas device currently in use in the field. These devices have an 8 to 10 year shelf life. If the device were to break, it may not be repairable.
				0		

Total \$80,750

* 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 a priority 1, priority 2, priority 3, etc. among all the accounts combined. A priority number can not be repeated throughout the accounts.

Machinery and equipment are physical assets, which:

- Are not attached permanently to land, buildings, or land improvements, have unique serial numbers, are capable of being moved, and can be acquired under a capital lease.
- Costs of machinery and equipment include the purchase price, net of purchase discounts, plus trade-in allowance, transportation charges, installation costs, taxes, and any other costs required to prepare the asset for its intended use. Machinery and equipment assets should be reported as acquisitions when the County receives the asset, not at the time when it pays the vendor for the acquisition. Examples are mowers, construction equipment.

Washington County, Maryland
General Fund
Department 11525 - Fire Operations
FY25 Expenses

	2025 Operating Budget Requested	Adjustment	2025 Operating Budget Requested	\$ Change	% Change	2024 Operating Budget Approved	2023 Actuals Final	2022 Actuals Final
500000 - Wages - Full Time	3,152,300	0	3,152,300	377,970	13.62%	2,774,330	2,546,245	1,919,286
500005 - Wages - Part Time	480,000	0	480,000	(67,000)	(12.25)%	547,000	420,113	305,560
500010 - Wages - Overtime	459,500	0	459,500	204,500	80.20%	255,000	638,246	408,676
500020 - Shift Differential - 2nd shift	0	0	0	0	0.00%	0	0	35
500040 - Other Wages	5,000	0	5,000	(169,400)	(97.13)%	174,400	135,822	109,625
500100 - FICA - Employer	313,020	0	313,020	26,090	9.09%	286,930	277,781	203,424
500120 - Health Insurance	626,050	0	626,050	(20,050)	(3.10)%	646,100	563,909	520,333
500125 - Other Insurance	15,000	0	15,000	0	0.00%	15,000	9,101	10,785
500130 - Pension	800,750	0	800,750	79,430	11.01%	721,320	465,736	426,881
500140 - Workers Compensation	353,640	0	353,640	29,640	9.15%	324,000	312,406	233,813
500155 - Personnel Requests	1,330,100	0	1,330,100	1,330,100	100.00%	0	0	0
500170 - Personal Development	5,640	0	5,640	0	0.00%	5,640	0	240
500171 - Employee Recognition	4,080	0	4,080	130	3.29%	3,950	2,490	181
500172 - Team Building	1,180	0	1,180	0	0.00%	1,180	1,060	0
Wages and Benefits	7,546,260	0	7,546,260	1,791,410	31.13%	5,754,850	5,372,909	4,138,839
505050 - Dues & Subscriptions	1,510	0	1,510	0	0.00%	1,510	0	1,495
505070 - Food and Supplies	500	0	500	0	0.00%	500	598	816
505080 - Freight & Cartage	0	0	0	0	0.00%	0	489	116
505120 - Licenses & Certifications	0	0	0	0	0.00%	0	32	0
505140 - Office Supplies	800	0	800	0	0.00%	800	889	1,489
505160 - Personal Mileage	300	0	300	(820)	(73.21)%	1,120	160	751
505170 - Postage	50	0	50	0	0.00%	50	0	11
505180 - Printing Expenses	0	0	0	0	0.00%	0	169	0
505200 - Safety Equipment	5,000	0	5,000	0	0.00%	5,000	8,503	3,452
505210 - Safety Supplies	500	0	500	0	0.00%	500	501	366
505230 - Travel Expenses	3,550	0	3,550	3,550	100.00%	0	56	0
510010 - Fleet Insurance	4,280	0	4,280	1,150	36.74%	3,130	4,904	2,902
510030 - Public & Gen Liability Insurance	25,420	0	25,420	3,610	16.55%	21,810	20,383	16,822
515000 - Contracted/Purchased Service	132,450	0	132,450	122,450	1,224.50%	10,000	4,114	32,650
515180 - Software	64,130	0	64,130	64,130	100.00%	0	0	0
515220 - Landfill Fees	0	0	0	0	0.00%	0	0	10
515260 - Legal Services	3,000	0	3,000	0	0.00%	3,000	8,282	34,655

Washington County, Maryland
General Fund
Department 11525 - Fire Operations
FY25 Expenses

	2025 Operating Budget Requested	Adjustment	2025 Operating Budget Requested	\$ Change	% Change	2024 Operating Budget Approved	2023 Actuals Final	2022 Actuals Final
515270 - Maintenance Contract Services	0	0	0	(122,700)	(100.00)%	122,700	109,502	65,505
520000 - Training	39,500	0	39,500	3,500	9.72%	36,000	35,788	9,724
520040 - Seminars/Conventions	3,400	0	3,400	3,400	100.00%	0	0	0
520050 - Tuition Assistance	0	0	0	0	0.00%	0	2,888	(1,250)
525000 - Supplies/Material - Operating	1,000	0	1,000	0	0.00%	1,000	1,457	4,220
525030 - Medical Supplies	0	0	0	0	0.00%	0	0	210
525040 - Small Tools & Equipment	0	0	0	0	0.00%	0	(378)	4,740
526040 - Equipment Maintenance	250	0	250	0	0.00%	250	1,280	654
527000 - Supplies - Automotive	1,000	0	1,000	500	100.00%	500	481	703
527030 - Diesel Fuel	5,720	0	5,720	2,080	57.14%	3,640	787	3,634
527040 - Diesel Fuel Tax	690	0	690	260	60.47%	430	73	521
527060 - Auto Gasoline	5,290	0	5,290	760	16.78%	4,530	4,943	5,914
527090 - Auto Repairs	20,750	0	20,750	15,250	277.27%	5,500	12,317	10,993
527100 - Auto Tires	1,500	0	1,500	0	0.00%	1,500	0	0
535055 - Lease Payments	0	0	0	0	0.00%	0	4,900	0
535060 - Uniforms	62,640	0	62,640	10,210	19.47%	52,430	26,881	24,579
540000 - Communications	2,000	0	2,000	2,000	100.00%	0	0	0
540010 - Wireless Communication	11,200	0	11,200	7,200	180.00%	4,000	3,939	3,366
540022 - Cable TV & Internet Services	2,090	0	2,090	2,090	100.00%	0	0	0
582060 - Fire Extinguisher/Refills	400	0	400	400	100.00%	0	66	0
588040 - Recycle - Other	0	0	0	0	0.00%	0	(202)	0
Operating Expenses	398,920	0	398,920	119,020	42.52%	279,900	253,802	229,048
599999 - Controllable Assets	393,030	0	393,030	81,140	26.02%	311,890	255,257	128,881
600300 - Vehicles	83,000	0	83,000	(140,650)	(62.89)%	223,650	0	0
600600 - Computer/Software Equipment	13,900	0	13,900	13,900	100.00%	0	0	0
Capital Outlay	489,930	0	489,930	(45,610)	(8.52)%	535,540	255,257	128,881
Total	8,435,110	0	8,435,110	1,864,820	28.38%	6,570,290	5,881,968	4,496,768

Washington County, Maryland
General Fund
Department 11525 - Fire Operations
FY25 Expenses

	2025 Operating Budget Requested	2025 Variance Comments Requested
500000 - Wages - Full Time	3,152,300	The DES scale was increased by 5% during FY24 and then we are budgeting for a proposed 1% COLA and step (2.5%).
500005 - Wages - Part Time	480,000	Reducing based on history and current usage. Discussed with DES Director and he recommended taking down to \$480,000.
500010 - Wages - Overtime	459,500	Based on history and year to date usage. Director is requesting increase due to the department having been short staffed and there are no relief positions. During FY24 several firefighters cycled through light duty which also drove up overtime. Director has also requested that \$40,500 be reallocated to the public safety training center for classes taught by County personnel.
500040 - Other Wages	5,000	As part of the union contract negotiations, holiday pay will cease. The remaining budget covers the sick pay bonuses earned.
500100 - FICA - Employer	313,020	
500120 - Health Insurance	626,050	Change based on current coverage levels.
500125 - Other Insurance	15,000	Appears to be adequate based on history and year to date actuals.
500130 - Pension	800,750	Note - pension is calculated on full time wages with out the additional \$292,500 for the five hours of time personnel can work before receiving overtime. Pension is based on 2,496 hours per year.
500140 - Workers Compensation	353,640	Total wages times 8.62%
500155 - Personnel Requests	1,330,100	Requesting eight new firefighter/FAO positions; one logistics specialist; four new battalion chiefs; an increase in over-time wages; and reclassification of Operations Manager-Fire to Assistant Director - Field Operations. See attached support forms for more detail.
500170 - Personal Development	5,640	
500171 - Employee Recognition	4,080	

Washington County, Maryland
General Fund
Department 11525 - Fire Operations
FY25 Expenses

	2025 Operating Budget Requested	2025 Variance Comments Requested
500172 - Team Building	1,180	
505050 - Dues & Subscriptions	1,510	
505070 - Food and Supplies	500	
505140 - Office Supplies	800	
505160 - Personal Mileage	300	Reducing based on historical actuals.
505170 - Postage	50	
505200 - Safety Equipment	5,000	
505210 - Safety Supplies	500	
505230 - Travel Expenses	3,550	Travel expenses for two staff members that are an integral part of managing the Kronos/Telestaff software to attend UKG Aspire Conference in Las Vegas.
510010 - Fleet Insurance	4,280	There is an overall percentage increase of 5.93% 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.
510030 - Public & Gen Liability Insurance	25,420	There is an overall percentage increase of 5.93% 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
General Fund
Department 11525 - Fire Operations
FY25 Expenses

	2025 Operating Budget Requested	2025 Variance Comments Requested
515000 - Contracted/Purchased Service	132,450	Reallocated \$122,700 from 515270 - Maintenance Contract Services. SCBA annual flow testing is a NFPA requirement - 1852 Standard Selection, Care, and Maintenance of Open-Circuit Self-Contained Breathing Apparatus (SCBA). This account also includes annual inspections of ladder, pumps and hoses of fire vehicles. Includes \$3,000 for mid-year battery swap for SCBA for warranty reasons; hose testing for three reserve engines - 13,550 ft x \$0.31=\$4,200.50; ladder testing for three reserve engines - 3 ladders per engine x \$42 = \$126 x 3 reserve engines = \$378; and pump testing for three reserve engines - \$350 x 3 = \$1,050. Decrease of \$8,000 (which was originally budgeted in this account) due to elimination of purchasing services for background investigations which will now be handled by PT Background Investigator position.
515180 - Software	64,130	Account added reflects the 911 split from DES in FY24. Increase in budget is due to adding licenses for EMS staff and Telestaff contract is on the same cycle as the County's budget schedule.
515260 - Legal Services	3,000	
515270 - Maintenance Contract Services	0	Maintenance Contract Services will no longer be budgeted in account 515270. The budget is now in 515000 - Contract Purchase Services.
520000 - Training	39,500	Increasing budget \$3,500 for Initial Water Training (SRT-A and SRT-I) for field staff.
520040 - Seminars/Conventions	3,400	Budget for registration fees for two people to attend the UKG (Kronos/Telestaff) Aspire Conference.
525000 - Supplies/Material - Operating	1,000	
526040 - Equipment Maintenance	250	
527000 - Supplies - Automotive	1,000	Increasing due to three reserve engines being added to the fleet in FY24.

Washington County, Maryland
General Fund
Department 11525 - Fire Operations
FY25 Expenses

	2025 Operating Budget Requested	2025 Variance Comments Requested
527030 - Diesel Fuel	5,720	Estimated budget is 1,430 gallons x \$4.00 = \$5,720 (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. Increase reflects the 911 split from DES in FY24 for Mobile Command Center 1 (MCC1) at 300 gallons; and three reserve engines at 1,130 gallons.
527040 - Diesel Fuel Tax	690	1,430 gallons x \$0.4775 = \$682.83. Increase includes the 911 split from DES in FY24 for MCC1.
527060 - Auto Gasoline	5,290	Projected budget is 1,510 gallons x \$3.50 = \$5,285 (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.
527090 - Auto Repairs	20,750	Increasing budget for auto repairs for three reserve engines and reflects the 911 split from DES in FY24 for MCC1.
527100 - Auto Tires	1,500	
535060 - Uniforms	62,640	Union 1605 contract ratified on 11/1/22 requires that employees be issued a Class A uniform. The contract also states each employee be issued six pairs of work pants; eight polo style or t-shirts; one leather uniform belt; a three season uniform jacket; winter style hat; ball cap; one long sleeve button down dress shirt; one short sleeve button down dress shirt; two pairs of station boots; two job shirts or two hoodies; two pairs of shorts; two pairs of sweatpants; and two sweatshirts. The estimated annual maintenance cost per staff is \$500. 47 staff x \$500 = \$23,500. The per person initial uniform outlay is approximately \$2,060. Average 5-6 new hires per year, \$12,360 in new uniform issues. To outfit the 13 requested new positions with uniform allocation is \$26,780. Increase includes inflation costs of uniforms. Total = \$62,640.
540000 - Communications	2,000	Account added reflects the 911 split from DES in FY24. Account is for Mobile Command Center 1 (MCC1). NI Government Communication Solutions - \$166.48 x 12 = \$1,997.76.

Washington County, Maryland
General Fund
Department 11525 - Fire Operations
FY25 Expenses

	2025 Operating Budget Requested	2025 Variance Comments Requested
540010 - Wireless Communication	11,200	Increase in budget reflects the 911 split from DES in FY24. The following items were added for MCC1: Incident Communication Solutions - \$5,660; FirstNet - \$1,081.56; and Sprint - \$37.99 x 12 = \$455.88. Total increase of \$7,197.44.
540022 - Cable TV & Internet Services	2,090	Account added reflects the 911 split from DES in FY24. Account is for Mobile Command Center 1 (MCC1). DirecTV - \$173.99 x 12 = \$2,087.88.
582060 - Fire Extinguishers/Refills	400	Account added for fire extinguishers/refills for three reserve engines.
599999 - Controllable Assets	393,030	Budget request for 80 sets of turn-out gear for volunteer program and career turnout gear replacement. Also, turn-out gear and helmets for 12 requested new positions. Spare hose and nozzles for three reserve engines. See support form.
600300 - Vehicles	83,000	Vehicle needed for requested 4 battalion chiefs. The vehicle will be shared because they will be on different shifts. See support form.
600600 - Computer/Software Equipment	13,900	New drone will expand our drone program capabilities in different weather conditions by allowing flight in snow and rain. It comes with thermal sensor and laser range finder capabilities. See support form.
Total	8,435,110	

Washington County, Maryland
New/Elimination Position Request Form
FY 2025

New/Elimination Position

Department Number: 11525
Account : 500155
Department Name: Emergency Services - Fire Operations

Full-Time Position										
Position Title	Grade	Step *	Regular or Temp.	Annual Salary	Health Insurance Benefits	Variable Benefits	Offset	Net Cost	Net Cost for total positions	Explanation of Request (A memo may be attached if detail support is needed. Please summarize in this area.)
Firefighter FAO (8 positions)	DES4	1	Regular	53,364	16,000	21,346		90,710	725,677	With the SAFER grant firefighters accruing vacation, personal and sick leave and having the ability to use the same, relief coverage positions are needed to help ensure staffing without causing significant mandatory holdovers and overtime.
Logistics Specialist	11	1	Regular	51,043	16,000	20,417		87,460	87,460	This position would be responsible for tracking the Division's assets (SCBA, portable radios, 3 engines, 3 ambulances), to include large inventory of support equipment at Station 20. Scheduling and monitoring compliance with testing (hose, ladder, pump, SCBA flow testing). Scheduling and monitoring AED, LP 15 and Lucas device maintenance. Ordering, issuing and maintaining records of personal protective equipment, uniforms and other items.
Battalion Chief (4 positions)	DES8	1	Regular	72,609	16,000	29,044		117,653	470,613	Mid-level position responsible for day to day operations within their assigned geographical area. Responds to complex emergency incidents, oversees on-duty staff, and responsible for scheduling. The four positions will also operate as an Incident Safety Officer on incidents when needed (a dedicated Safety Officer was identified as a critical need in the Carter Lane Incident Report).
Part-Time Position										
Position Title	Grade	Step *	Regular or Temp.	Annual Salary	Total Benefits	Offset	Net Cost	Explanation of Request (A memo may be attached if detail support is needed. Please summarize in this area.)		
					0		0			
					0		0			
Totals:				\$177,016	\$48,000	\$70,806	\$0	\$295,823	\$1,283,750	

- * General policy for hiring a new position starts at Step 1.
● Formulas have been put into place for calculating benefits for full time and part-time positions.

Washington County, Maryland
Other Personnel Request Form
FY 2025

Department Name: **Emergency Services - Fire Operations**

Department Number: 11525

Account Number: 500155

Account Description: Personnel Requests

Description	Increase in Request	(Decrease) in Request	Increase in Benefits	Net Cost	Explanation of Request (A memo may be attached if detail support is needed. Please summarize in this area.)
Full-Time Position Upgrade	11,399		5,001	16,400	Reclass the Operations Manager - Fire to Assistant Director - Field Operations due to addition of EMS employees and the management and scheduling of fire and EMS station staffing into 14 fire stations and 2 EMS stations. The position also assists in the coordination and management of multiple programs (vol. and career) and DES assets.
Change in Part-Time Wages				0	
Change in Overtime Wages	20,750		9,200	29,950	Increase in OT by \$17,250 for mandatory training for annual water rescue skills credentialing. Increase OT by \$3,500 for initial certifications in swift water rescue. Training is specific to the discipline and cannot be completed on shift, requiring off duty work and OT.
Change in Shift Differential				0	

Totals: \$32,149 \$0 \$14,201 \$46,350

Washington County, Maryland
Travel Request
FY 2025

Department Number: 11525 Department Name: Emergency Services - Fire Operations

Account Number: 505230

Account Description: Travel Expenses

Position Title Only (do not use individual names)	Destination	Date(s) of Travel	Total Cost		Description and/or Reason for Travel Request
			Dept.	Request	
Deputy Director and Operations Manager	Las Vegas	Nov 11-15, 2024	3,550		Travel expenses for two staff members that have responsibility for an integral part of the Kronos/Telestaff software to attend UKG Aspire Conference in Las Vegas.

Total \$3,550

- Approval of this budget does not replace approval of travel as outlined in the Business Expense Policy. All travel must still receive appropriate approvals.

Department Number: 11525

Department Name: Emergency Services - Fire Operations

Account Number: 515180

Account Description: Software

Vendor Name	FY24 Board Approval	Total Cost		New Cost Y/N	Existing Agreement Y/N	Product Description and/or Reason for Request
		FY25 Dept. Request				
Deccan - Box Area Runcard Builder (BARB)	0	15,850		N	Y	Annual Maintenance and Support. Previously budgeted in 911 Communications department.
Kronos Enterprise - Telestaff Bundle	0	22,845		N	Y	Annual Cloud support and software support services. Previously budgeted in 911 Communications department. Increase due to Telestaff getting on the same cycle as the County's budgetary schedule.
Kronos Workforce Ready	0	22,575		N	Y	Annual software usage fee for timekeeping and accruals for 210 licenses, increasing to 310 licenses in FY25. Previously budgeted in 911 Communications department. Monthly charges will increase from \$963.14 a month to \$1,881.14 a month for additional licensing for EMS staffing.
Go To Meeting	0	1,420		N	Y	An alternative virtual meeting room. Previously budgeted in 911 Communications department.
Archive Social Inc.	0	1,440		N	Y	Archive social media records, risk management, & analytics. Previously budgeted in 911 Communications department.

Total \$0 \$64,130

- For the continuation of existing software maintenance contracts and for the purchase of software less than \$10,000.

Washington County, Maryland
Other Capital Outlay (≥\$1 and <\$10,000)
FY 2025

Controllable Assets

Department Number: 11525 Department Name: Emergency Services - Fire Operations

Account Number: 599999

Account Description: Controllable Assets (≥\$1 and <\$10,000 per item)

Priority Number *	Descriptions	Qty	Unit Cost	Total Cost		Explain Reason for Request
				Dept. Request	N or R	
1	Personal Protective Clothing	70	3,931	275,181	R	Volunteer Turnout Gear Program - ongoing replacement (10 year life).
1	Personal Protective Clothing	10	3,931	39,312	R	Career Turnout Gear Replacement - replacement (10 year life).
1	Personal Protective Clothing	12	3,931	47,174	N	Turnout gear for 12 requested new field staff positions.
1	Fire helmets with passport shields	12	427	5,124	N	Fire helmets with passport shields for 12 requested new field staff positions.
2	Spare hose for reserve engines	1	20,718	20,718	N	Mercedes 1.5"x50' (10x198.14=\$1,981.40); Mercedes 2.0x50' (6x266.59=\$1,599.54); Mercedes 2.5"x50' (5x298.93=\$1,494.15); Mercedes - 3.0"x50' (359.62x10=\$3,596.20); Mercedes - 4.0"x100' - Red (737.72x10=\$7,377.20); Mercedes - 4.0"x50' - Red (737.72x5=\$2,334.70); Mercedes - 4.0"x50' - Black (737.72x5=\$2,334.70).
2	Spare nozzles for reserve engines	1	5,522	5,522	N	200 GPM @ 75 PSI, 1-3/8", 1.5" - 1 @ 729.64; 150 GPM @ 75 PSI, 1.5" Smooth (729.64x3=\$2,188.92); 2.5" No Smooth Bore, 1.5" - 1 @ \$501.70; 1.5" w/1-1/8" - 1 @ 159.50; 1.5" w/15/16" (2x481.40=\$962.80); 150 GPM @ 75 PSI, 1.5" Combination (2x498.52=\$979.04).
Total			\$393,030			

- * 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 a priority 1, priority 2, priority 3, etc. among all the accounts combined. A priority number can not be repeated throughout the accounts.
- The County maintains assets that are considered capital assets in nature but are classified as controllable assets, due to the fact that they fall under the capitalization limits, i.e., **the cost of each item** is ≥\$1 and <\$10,000 (Transit or Golf Course <\$5,000). Examples of controllable items are, but not limited to, chairs, desks, printers, equipment, machinery, weapons, computers. Controllable assets purchases are not a recurring expenditure and are to be purchased in accordance with the approved items by the County Commissioners. Emergency purchases may be supplanted if warranted.

Washington County, Maryland
Capital Outlay Request
FY 2025

Department Number: 11525

Department Name: Emergency Services - Fire Operations

Account Number: 600300

Account Description: Vehicles (**> \$10,000**)

Priority Number *	Description	Qty	Unit Cost	Total Cost Dept. Request	Replacement Current Age	Current Miles	N or R	Explain Reason for New Vehicle or Replacement Vehicle Request. If replacement, what disposition will be made of old vehicle.
1	Vehicle and equipment for Battalion Chief	1	83,000	83,000	N/A	N/A	N	Vehicle needed for requested new battalion chief positions. The vehicle will be shared because they will be on different shifts.

Total **\$83,000**

- * 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 a priority 1, priority 2, priority 3, etc. among all the accounts combined. A priority number can not be
- Vehicles that are capable of being licensed through the Maryland Department of Motor Vehicles and are intended for over-the-road transportation use should be capitalized if they meet the capitalization threshold of \$10,000 or greater and has a useful life in excess of 5 years. This includes trailers that are not self-
- Vehicles costs include the total purchase price after any purchase discounts plus any trade-in allowances, transportation charges, and any other costs required to prepare the vehicles for its intended use such as lights, striping, plows, spreaders.

Washington County, Maryland
Capital Outlay Request
FY 2025

Department Number: 11525

Department Name: Emergency Services - Fire Operations

Account Number: 600600

Account Description: Computer/Software Equipment (≥ \$10,000 per

Priority Number *	Full Description	Qty	Unit Cost	Total Cost Dept. Request	1	2	3	N or R	Explain Why Software or Hardware Is Required for Your Operation
3	DJI Matrice 30T Drone	1	13,900	13,900	Y	Y	Y	N	This will expand our drone program capabilities in different weather conditions by allowing flight in snow and rain. It comes with thermal sensor and laser range finder capabilities.
				0					
				0					
				0					

Total

\$13,900

- * 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 a priority 1, priority 2, priority 3, etc. among all the accounts combined. A priority number can not be repeated throughout the accounts.
- For purchase of computer software and equipment that are \$10,000 or greater and have a useful life in excess of 5 years.
 - Costs associated with the preliminary stage should be expensed as incurred, such as conceptual formulation of alternatives, evaluation of alternatives, the determination of existence of needed technology, and the final selection of alternatives. Likewise training costs and data conversion costs should be expensed as incurred.
 - Capitalizable costs include external direct costs of materials and services used in developing or obtaining software. Upgrades and enhancements should be capitalized only to the extent that they increase the functionality of the product.

Functional Questions - Address questions in accordance with approved Informational Technology Management Policy (**ALL ITEMS MUST BE ANSWERED - AS YES; NO; N/A**)

1. Is the item compatible with your current system or County standard?
2. Are other peripherals or components required?
3. Was the unit price verified?

Washington County, Maryland
General Fund
Department 11535 - Public Safety Training Center
FY25 Expenses

	2025 Operating Budget Requested	Adjustment	2025 Operating Budget Requested	\$ Change	% Change	2024 Operating Budget Approved	2023 Actuals Final	2022 Actuals Final
500000 - Wages - Full Time	432,200	0	432,200	16,090	3.87%	416,110	323,846	17,780
500010 - Wages - Overtime	50,500	0	50,500	50,500	100.00%	0	860	0
500040 - Other Wages	1,500	0	1,500	1,000	200.00%	500	450	0
500100 - FICA - Employer	37,040	0	37,040	5,160	16.19%	31,880	24,138	956
500120 - Health Insurance	58,840	0	58,840	9,150	18.41%	49,690	34,040	3,841
500125 - Other Insurance	1,490	0	1,490	(790)	(34.65)%	2,280	1,318	72
500130 - Pension	121,020	0	121,020	12,820	11.85%	108,200	78,590	3,359
500140 - Workers Compensation	18,500	0	18,500	3,880	26.54%	14,620	10,941	446
500155 - Personnel Requests	148,490	0	148,490	148,490	100.00%	0	0	0
500170 - Personal Development	720	0	720	120	20.00%	600	0	0
500171 - Employee Recognition	520	0	520	80	18.18%	440	0	0
500172 - Team Building	150	0	150	20	15.38%	130	0	0
Wages and Benefits	870,970	0	870,970	246,520	39.48%	624,450	474,183	26,454
501030 - Debt - Lease Principal	0	0	0	0	0.00%	0	929	0
501080 - Debt - Lease Interest	0	0	0	0	0.00%	0	95	0
505040 - Books	15,000	0	15,000	0	0.00%	15,000	14,834	0
505050 - Dues & Subscriptions	2,000	0	2,000	1,230	159.74%	770	1,449	2,135
505070 - Food & Supplies	1,000	0	1,000	1,000	100.00%	0	1,148	0
505120 - Licenses & Certifications	0	0	0	0	0.00%	0	104	0
505130 - Small Office Equipment	500	0	500	500	100.00%	0	0	321
505140 - Office Supplies	8,500	0	8,500	1,500	21.43%	7,000	10,430	2,899
505150 - Other - Miscellaneous	400	0	400	0	0.00%	400	3,174	190
505160 - Personal Mileage	500	0	500	500	100.00%	0	478	0
505180 - Printing Expenses	3,000	0	3,000	2,500	500.00%	500	1,936	0
505200 - Safety Equipment	1,000	0	1,000	0	0.00%	1,000	2,521	0
505230 - Travel Expenses	7,450	0	7,450	7,450	100.00%	0	4,906	122
510010 - Fleet Insurance	3,210	0	3,210	1,120	53.59%	2,090	0	0
510020 - Property & Casualty Insurance	8,300	0	8,300	(800)	(8.79)%	9,100	0	908
510030 - Public & Gen Liability Insurance	7,780	0	7,780	920	13.41%	6,860	5,907	675

Washington County, Maryland
General Fund
Department 11535 - Public Safety Training Center
FY25 Expenses

	2025 Operating Budget Requested	Adjustment	2025 Operating Budget Requested	\$ Change	% Change	2024 Operating Budget Approved	2023 Actuals Final	2022 Actuals Final
515000 - Contracted/Purchased Service	78,340	0	78,340	(7,160)	(8.37)%	85,500	1,746	0
515180 - Software	7,300	0	7,300	4,300	143.33%	3,000	2,189	0
515270 - Maintenance Contract Services	0	0	0	(43,340)	(100.00)%	43,340	15,619	924
515405 - Education Expense	0	0	0	0	0.00%	0	1,312	0
520000 - Training	8,000	0	8,000	3,000	60.00%	5,000	19,507	2,212
520010 - Certification Classes	0	0	0	0	0.00%	0	557	0
520040 - Seminars/Conventions	1,500	0	1,500	1,500	100.00%	0	1,020	0
525000 - Supplies/Material - Operating	6,000	0	6,000	0	0.00%	6,000	9,934	4,791
525020 - Janitorial Supplies	2,000	0	2,000	(6,000)	(75.00)%	8,000	9,453	2,239
525030 - Medical Supplies	6,000	0	6,000	4,500	300.00%	1,500	1,036	0
525040 - Small Tools & Equipment	2,000	0	2,000	0	0.00%	2,000	3,060	0
526000 - Supplies/Material-Maintenance	4,000	0	4,000	(2,680)	(40.12)%	6,680	3,265	1,645
526020 - Building Maintenance	9,000	0	9,000	0	0.00%	9,000	18,858	380
526040 - Equipment Maintenance	3,000	0	3,000	1,500	100.00%	1,500	6,895	0
526050 - Groundskeeping Maintenance	3,000	0	3,000	3,000	100.00%	0	1,646	0
526110 - Snow Removal Materials	680	0	680	0	0.00%	680	75	0
527000 - Supplies - Automotive	0	0	0	0	0.00%	0	173	0
527030 - Diesel Fuel	700	0	700	(1,740)	(71.31)%	2,440	0	0
527035 - Off Road Diesel	0	0	0	0	0.00%	0	81	3,851
527040 - Diesel Fuel Tax	90	0	90	(200)	(68.97)%	290	0	0
527060 - Auto Gasoline	5,430	0	5,430	780	16.77%	4,650	3,305	425
527090 - Auto Repairs	3,500	0	3,500	0	0.00%	3,500	2,529	77
535000 - Rentals	0	0	0	0	0.00%	0	0	1,180
535020 - Equipment Rental	0	0	0	0	0.00%	0	143	0
535050 - Rental Payments	0	0	0	0	0.00%	0	823	0
535055 - Lease Payments	3,630	0	3,630	0	0.00%	3,630	0	0
535057 - Non-Lease Components	0	0	0	0	0.00%	0	280	0
535058 - Lease - Variable Payments	0	0	0	0	0.00%	0	25	0
535060 - Uniforms	4,160	0	4,160	(1,520)	(26.76)%	5,680	6,377	2,012
540010 - Wireless Communication	4,200	0	4,200	0	0.00%	4,200	4,458	1,348

Washington County, Maryland
General Fund
Department 11535 - Public Safety Training Center
FY25 Expenses

	2025 Operating Budget Requested	Adjustment	2025 Operating Budget Requested	\$ Change	% Change	2024 Operating Budget Approved	2023 Actuals Final	2022 Actuals Final
540020 - Telephone Expenses	0	0	0	0	0.00%	0	2,836	0
540022 - Cable TV & Internet Services	10,360	0	10,360	(1,640)	(13.67)%	12,000	379	0
545010 - Electric	93,770	0	93,770	47,520	102.75%	46,250	62,028	6,832
545030 - Propane Gas	20,710	0	20,710	0	0.00%	20,710	11,534	9,932
545040 - Sewer	7,490	0	7,490	4,780	176.38%	2,710	3,916	0
545050 - Waste/Trash Disposal	6,470	0	6,470	330	5.37%	6,140	6,136	922
545060 - Water	4,700	0	4,700	1,090	30.19%	3,610	4,487	1,412
582060 - Fire Extinguishers/Refills	840	0	840	0	0.00%	840	111	0
584040 - Program Costs	0	0	0	0	0.00%	0	1,575	0
Operating Expenses	355,510	0	355,510	23,940	7.22%	331,570	255,279	47,432
599999 - Controllable Assets	2,550	0	2,550	(1,780)	(41.11)%	4,330	22,700	12,368
600400 - Machinery & Equipment	13,000	0	13,000	13,000	100.00%	0	0	11,779
600600 - Computer/Software Equipment	124,180	0	124,180	124,180	100.00%	0	0	0
600900 - Leases - Capital Outlay	0	0	0	0	0.00%	0	5,801	0
Capital Outlay	139,730	0	139,730	135,400	3,127.02%	4,330	28,501	24,147
Total	1,366,210	0	1,366,210	405,860	42.26%	960,350	757,963	98,033

Washington County, Maryland
General Fund
Department 11535 - Public Safety Training Center
FY25 Expenses

	2025 Operating Budget Requested	2025 Variance Comments Requested
500000 - Wages - Full Time	432,200	
500010 - Wages - Overtime	50,500	\$40,500 of overtime wages is being reallocated from Fire Operations department and \$10,000 of overtime wages is being reallocated from EMS Operations department to more accurately reflect staff teaching classes at the training center. Budget represents the following: Paramedic Program - lab assistants/adjunct faculty 350 hours of support instruction at \$25/hr. = \$8,750. EMT Course - 204 hours primary instruction at \$25/hr = \$5,100; 63 hours support instruction based upon four support instructors per session = 252 support hours at \$25/hr = \$6,300; total for EMT is \$11,400. Firefighter One - 123 hours primary instruction at \$25/hr = \$3,075; 69 hours support instruction based upon four support instructors per session = 276 support hours at \$25/hr = \$6,900; total cost is \$9,975. EVOC Course - 36 hours at \$25/hr = \$900. Firefighter II Course - 399 hours at \$25/hr = \$9,975. HazMat Course - 60 hours at \$25/hr = \$1,500. HazMat Tech Course - 80 hours at \$25/hr = \$2,000. Site Ops Course - 140 hours at \$25/hr = \$3,500.
500040 - Other Wages	1,500	Increased based on historical use and year to date actuals.
500100 - FICA - Employer	37,040	
500120 - Health Insurance	58,840	
500125 - Other Insurance	1,490	
500130 - Pension	121,020	
500140 - Workers Compensation	18,500	
500155 - Personnel Requests	148,490	Request for Assistant Medical Director to oversee the paramedic program, which is an operational requirement of the program. Also requesting an Office Associate to handle the front desk duties. See support form for more detail.
500170 - Personal Development	720	
500171 - Employee Recognition	520	

Washington County, Maryland
General Fund
Department 11535 - Public Safety Training Center
FY25 Expenses

	2025 Operating Budget Requested	2025 Variance Comments Requested
500172 - Team Building	150	
505040 - Books	15,000	Books for the paramedic class.
505050 - Dues & Subscriptions	2,000	Increased based on actuals.
505070 - Food and Supplies	1,000	Added budget based on historical actuals. This account is used to buy lunches for outside evaluators.
505130 - Small Office Equipment	500	Added budget based on historical actuals.
505140 - Office Supplies	8,500	Increasing budget based on the center being fully operational and fully staffed; also based on year to date actuals.
505150 - Other - Miscellaneous	400	
505160 - Personal Mileage	500	There is only one administrative vehicle assigned to the PSTC and it is shared by five employees.
505180 - Printing Expenses	3,000	Increased due to program development and actuals.
505200 - Safety Equipment	1,000	
505230 - Travel	7,450	Travel to educators conferences, relative to paramedic and fire/EMS programs.
510010 - Fleet Insurance	3,210	There is an overall percentage increase of 5.93% 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
General Fund
Department 11535 - Public Safety Training Center
FY25 Expenses

	2025 Operating Budget Requested	2025 Variance Comments Requested
510020 - Property & Casualty Insurance	8,300	There is an overall percentage increase of 5.93% 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.
510030 - Public & Gen Liability Insurance	7,780	There is an overall percentage increase of 5.93% 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.
515000 - Contracted/Purchased Service	78,340	Going forward Maintenance Contract Services is now budgeted in 515000 and no longer in 515270 (\$25,000). Contract services for facility cleaning, HVAC, plumbing and heating. Based on year to date actuals and encumbered. YTD do not reflect the cost for a revised cleaning contract to include large windows. Additional course that will be provided through outside contractors is Rescue 3 at \$12,500.
515180 - Software	7,300	Budget for Laerdal SimCapture Enterprise Cloud and Laerdal Scenario Cloud.
515270 - Maintenance Contract Services	0	Maintenance Contract Services will no longer be budgeted in account 515270. The budget is now in 515000 - Contract Purchase Services.
520000 - Training	8,000	Increased to expand fire training programs with the addition of the Fire/Rescue Training Officer.
520040 - Seminars/Conventions	1,500	Added account to cover the registration fee to send the Fire/Rescue Training Officer to FDIC Conference (see travel support form).
525000 - Supplies/Material - Operating	6,000	
525020 - Janitorial Supplies	2,000	Reduced based on year to date actuals.
525030 - Medical Supplies	6,000	Increased to cover Paramedic class medical supplies.

Washington County, Maryland
General Fund
Department 11535 - Public Safety Training Center
FY25 Expenses

	2025 Operating Budget Requested	2025 Variance Comments Requested
525040 - Small Tools & Equipment	2,000	
526000 - Supplies/Material-Maintenance	4,000	Reducing based on year to date actuals.
526020 - Building Maintenance	9,000	Holding due to warranties ending.
526040 - Equipment Maintenance	3,000	Increased based on YTD.
526050 - Groundskeeping Maintenance	3,000	Adding account based on year to date actuals.
526110 - Snow Removal Materials	680	
527030 - Diesel Fuel	700	Estimated budget is 175 gallons x \$4.00 = \$700 (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	90	175 gallons x \$0.4775 = \$83.56.
527060 - Auto Gasoline	5,430	Projected budget is 1,550 gallons x \$3.50 = \$5,425 (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.
527090 - Auto Repairs	3,500	Keeping account at \$3,500 due to having older vehicles.
535055 - Lease Payments	3,630	
535060 - Uniforms	4,160	Based on four staff at \$500 per person (\$2,000); \$2,160 for fire/rescue instructors.
540010 - Wireless Communication	4,200	
540022 - Cable TV & Internet Services	10,360	Antietam Cable - \$863.05 per month x 12 months = \$10,356.60.

Washington County, Maryland
General Fund
Department 11535 - Public Safety Training Center
FY25 Expenses

	2025 Operating Budget Requested	2025 Variance Comments Requested
545010 - Electric	93,770	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	20,710	The propane budgets were based on four prior year actual and forecasted rate changes
545040 - Sewer	7,490	Projected actual \$7,274 x 3% rate increase = \$7,492. Increase is for pump testing of fire engines.
545050 - Waste/Trash Disposal	6,470	Based on \$538.94 monthly x 12 months = \$6,467.28.
545060 - Water	4,700	Projected actual \$4,559 x 3% rate increase = \$4,696. Increase is for pump testing of fire engines.
582060 - Fire Extinguishers/Refills	840	Per fire code, fire extinguishers are tested annually.
599999 - Controllable Assets	2,550	See support form.
600400 - Machinery & Equipment	13,000	See support form.
600600 - Computer/Software Equipment	124,180	SimMan 3G Plus Dark Manikin Package - provides an immersive experience which creates a real life experience for situations that otherwise cannot be achieved prior to field exposure. See support form.

Total	1,366,210
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Washington County, Maryland
New/Elimination Position Request Form
FY 2025

New/Elimination Position

Department Number: 11535 Department Name: Emergency Services - Public Safety Training Center

Account Number : 500155

Account Description: Personnel Requests

Full-Time Position						
Position Title	Grade	Step *	Regular or Temp.	Annual Salary	Health Insurance Benefits	Variable Benefits
Office Associate	6	22	R	64,085	16,000	25,637
						0
						0
Part-Time Position						
Position Title	Grade	Step *	Regular or Temp.	Annual Salary	Total Benefits	Net Cost
Assistant Jurisdictional Medical Director	12	1	Regular	39,600	3,168	42,768
					0	0
						0
				Totals:	\$103,685	\$16,000
					\$28,805	\$0
						\$148,490

* General policy for hiring a new position starts at Step 1.

● Formulas have been put into place for calculating benefits for full time and part-time positions.

Washington County, Maryland
Travel Request
FY 2025

Department Number: 11535 Department Name: Emergency Services - Public Safety Training Center

Account Number: 505230

Account Description: Travel Expenses

Position Title Only (do not use individual names)	Destination	Date(s) of Travel	Total Cost		Description and/or Reason for Travel Request
			Dept.	Request	
Educational Programs Administrator and Deputy Director	Oklahoma City	Jul 14-20, 2024	3,250		Travel expenses for two staff members that represent the Division of Emergency Services to the CAHO Council for Accreditation Paramedic Program.
Fire/Rescue Training Officer	Indianapolis	Aug 18 - 24, 2024	2,100		Fire Department Instructors Conference (FDIC).
Lead Instructor - Paramedic Services	Las Vegas	Aug 4-10, 2024	2,100		National Association of EMS Educators (NAEMSE) Conference.

Total \$7,450

- Approval of this budget does not replace approval of travel as outlined in the Business Expense Policy. All travel must still receive appropriate approvals.

Department Number: 11535 Department: Public Safety Training Center

Account Number: 515180

Account Description: Software

Vendor Name	FY24 Board Approval	Total Cost		New Cost Y/N	Existing Agreement Y/N	Product Description and/or Reason for Request
		FY25 Request	Dept. Request			
Fire Simulation Software	3,000	0	0	N	Y	Virtual fire simulation training software.
Laerdal - SimCapture Enterprise Cloud	0	6,050		N	Y	Item was previously paid out of a project (VEH009) but ongoing software needs to be coded to the department's operating budget. A learning management solution for healthcare simulation and education.
Laerdal Scenario Cloud	0	1,250		N	Y	A digital library of expert-developed scenarios from clinical professions.

Total \$3,000 \$7,300

- For the continuation of existing software maintenance contracts and for the purchase of software less than \$10,000.

Washington County, Maryland
Summary of Installment and/or Lease Purchases
FY 2025

Department Number: 11535

Department Name: Emergency Services - Public Safety Training Center

Account Description: Lease and Installment Payments

Item	Machine Rental	CopyPak (monthly maintenance)	Black & White Overage	Color Overage	Total	Explanation
Ricoh Copier	1,229	336	115	1,950	3,630	Copy Machine Rental = \$102.41 per month CopyPak = \$28 per month Black & White Overages - 20,500 copies/ \$.0056 per copy Color Overages - 50,000 copies/ \$.039 per copy

Total \$3,630

Agree to Budget

Washington County, Maryland
Other Capital Outlay (≥\$1 and <\$10,000)
FY 2025

Controllable Assets

Department Number: 11535 Department Name: Emergency Services - Public Safety Training Center
Account Number: 599999

Account Description: Controllable Assets (≥\$1 and <\$10,000 per item)

Priority Number *	Descriptions	Qty	Unit Cost	Total Cost		Explain Reason for Request
				Dept. Request	N or R	
3	MCI Manikin Quote	3	850	2,550	N	Utilized for Mass Casualty Incident (MCI) training in lieu of actual patients for risk management. We have had several dropped persons when moving them during past MCI trainings.
				0		
				0		
				0		
				0		
				0		
Total				\$2,550		

- * 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 a priority 1, priority 2, priority 3, etc. among all the accounts combined. A priority number can not be repeated throughout the accounts.
- The County maintains assets that are considered capital assets in nature but are classified as controllable assets, due to the fact that they fall under the capitalization limits, i.e., the cost of each item is ≥\$1 and <\$10,000 (Transit or Golf Course <\$5,000). Examples of controllable items are, but not limited to, chairs, desks, printers, equipment, machinery, weapons, computers. Controllable assets purchases are not a recurring expenditure and are to be purchased in accordance with the approved items by the County Commissioners. Emergency purchases may be supplanted if warranted.

Washington County, Maryland
Capital Outlay Request
FY 2025

Department Number: 11535

Department Name: Emergency Services - Public Safety Training Center

Account Number: 600400

Account Description: Machinery and Equipment (*≥ \$10,000 per item*)

Priority Number *	Descriptions	Qty	Unit Cost	Total Cost		Explain Reason For Equipment Need and Disposition of Old, if Any. Number of hours, etc.
				Dept. Request	N or R	
2	LUCAS CPR Device	1	13,000	13,000	N	Used for training of Emergency Medical Technicians and Paramedics. It is a mechanical CPR device.
				0		

Total \$13,000

* 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 a priority 1, priority 2, priority 3, etc. among all the accounts combined. A priority number can not be repeated throughout the accounts.

Machinery and equipment are physical assets, which:

- Are not attached permanently to land, buildings, or land improvements; have unique serial numbers, are capable of being moved, and can be acquired under a capital lease.
- Costs of machinery and equipment include the purchase price, net of purchase discounts, plus trade-in allowance, transportation charges, installation costs, taxes, and any other costs required to prepare the asset for its intended use. Machinery and equipment assets should be reported as acquisitions when the County receives the asset, not at the time when it pays the vendor for the acquisition. Examples are mowers, construction equipment.

Washington County, Maryland
Capital Outlay Request
FY 2025

Department Number: 11535

Department Name: Emergency Services - Public Safety Training Center

Account Number: 600600

Account Description: Computer/Software Equipment (≥ \$10,000 per

Priority Number *	Full Description	Qty	Unit Cost	Total Cost Dept. Request	1	2	3	N or R	Explain Why Software or Hardware Is Required for Your Operation
1	Laerdal SimMan 3G Plus Dark Manikin Package	1	124,180	124,180	Y	N	Y	N	Provides an immersive experience which creates a real life experience for situations that otherwise cannot be achieved prior to field exposure.
				0					
				0					
				0					
				0					

Total

\$124,180

* 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 a priority 1, priority 2, priority 3, etc. among all the accounts combined. A priority number can not be repeated throughout the accounts.

- For purchase of computer software and equipment that are \$10,000 or greater and have a useful life in excess of 5 years.
- Costs associated with the preliminary stage should be expensed as incurred, such as conceptual formulation of alternatives, evaluation of alternatives, the determination of existence of needed technology, and the final selection of alternatives. Likewise training costs and data conversion costs should be expensed as incurred.
- Capitalizable costs include external direct costs of materials and services used in developing or obtaining software. Upgrades and enhancements should be capitalized only to the extent that they increase the functionality of the product.

Functional Questions - Address questions in accordance with approved Informational Technology Management Policy ([ALL ITEMS MUST BE ANSWERED - AS YES; NO; N/A](#))

1. Is the item compatible with your current system or County standard?
2. Are other peripherals or components required?
3. Was the unit price verified?

Washington County, Maryland
General Fund
Department 93130 - Fire and Rescue Volunteer Services
FY25 Expenses

	2025 Operating Budget Requested	Adjustment	2025 Operating Budget Requested	\$ Change	% Change	2024 Operating Budget Approved	2023 Actuals Final	2022 Actuals Final
500000 - Wages - Full Time	77,650	0	77,650	2,640	3.52%	75,010	71,183	64,289
500040 - Other Wages	450	0	450	0	0.00%	450	360	270
500100 - FICA - Employer	5,980	0	5,980	200	3.46%	5,780	5,453	4,916
500125 - Other Insurance	32,080	0	32,080	(1,880)	(5.54)%	33,960	31,485	31,606
500130 - Pension	529,740	0	529,740	220,240	71.16%	309,500	278,200	393,902
500140 - Workers Compensation	345,710	0	345,710	(47,210)	(12.02)%	392,920	169,922	348,803
500170 - Personal Development	120	0	120	0	0.00%	120	0	0
500171 - Employee Recognition	90	0	90	0	0.00%	90	0	8
500172 - Team Building	30	0	30	0	0.00%	30	0	0
Wages and Benefits	991,850	0	991,850	173,990	21.27%	817,860	556,603	843,794
501040 - Debt - Subscription Principal	0	0	0	0	0.00%	0	29,320	0
502000 - Appropriations	8,926,790	0	8,926,790	732,490	8.94%	8,194,300	9,281,702	6,569,527
502300 - Reimbursable Expenses	159,300	0	159,300	12,300	8.37%	147,000	130,079	110,438
505080 - Freight & Cartage	0	0	0	0	0.00%	0	0	187
505130 - Small Office Equipment	0	0	0	0	0.00%	0	0	286
505150 - Other - Miscellaneous	0	0	0	0	0.00%	0	622,865	537,150
510010 - Fleet Insurance	295,590	0	295,590	83,340	39.27%	212,250	220,299	190,742
510020 - Property & Casualty Insurance	87,570	0	87,570	(6,370)	(6.78)%	93,940	81,094	86,377
510030 - Public & Gen Liability Insurance	112,740	0	112,740	19,560	20.99%	93,180	83,769	87,923
515000 - Contracted/Purchased Service	120,000	0	120,000	20,000	20.00%	100,000	114,975	66,825
515180 - Software	150,140	0	150,140	53,620	55.55%	96,520	1,038	39,924
515280 - Medical Fees	186,000	0	186,000	71,000	61.74%	115,000	48,907	39,053
520000 - Training	0	0	0	0	0.00%	0	4,000	27
525040 - Small Tools & Equipment	0	0	0	0	0.00%	0	340	0
526040 - Equipment Maintenance	0	0	0	0	0.00%	0	27	0
527030 - Diesel Fuel	0	0	0	0	0.00%	0	1,619	2,100
527040 - Diesel Fuel Tax	0	0	0	0	0.00%	0	198	203
427060 - Auto Gasoline	2,100	0	2,100	(2,220)	(51.39)%	4,320	1,748	304
527090 - Auto Repairs	500	0	500	0	0.00%	500	0	503

Washington County, Maryland
General Fund
Department 93130 - Fire and Rescue Volunteer Services
FY25 Expenses

	2025 Operating Budget Requested	Adjustment	2025 Operating Budget Requested	\$ Change	% Change	2024 Operating Budget Approved	2023 Actuals Final	2022 Actuals Final
527100 - Auto Tires	0	0	0	0	0.00%	0	0	817
535060 - Uniforms	700	0	700	(400)	(36.36)%	1,100	1,006	664
540010 - Wireless Communication	1,100	0	1,100	(400)	(26.67)%	1,500	1,575	1,034
584040 - Program Costs	65,000	0	65,000	0	0.00%	65,000	61,543	41,256
584041 - Volunteer Incentive	210,000	0	210,000	0	0.00%	210,000	0	0
584042 - Company Incentive	235,000	0	235,000	45,000	23.68%	190,000	0	0
584043 - Fundraising Incentive	425,000	0	425,000	175,000	70.00%	250,000	0	0
Operating Expenses	10,977,530	0	10,977,530	1,202,920	12.31%	9,774,610	10,686,104	7,775,340
599999 - Controllable Assets	30,500	0	30,500	30,500	100.00%	0	24,423	58,089
600200 - Building & Improvements	30,000	0	30,000	30,000	100.00%	0	0	0
600300 - Vehicles	30,000	0	30,000	(15,000)	(33.33)%	45,000	129,849	0
Capital Outlay	90,500	0	90,500	45,500	101.11%	45,000	154,272	58,089
Total	12,059,880	0	12,059,880	1,422,410	13.37%	10,637,470	11,396,979	8,677,223

Washington County, Maryland
General Fund
Department 93130 - Fire and Rescue Volunteer Services
FY25 Expenses

	2025 Operating Budget Requested	2025 Variance Comments Requested
500000 - Wages - Full Time	77,650	
500040 - Other Wages	450	
500100 - FICA - Employer	5,980	
500125 - Other Insurance	32,080	\$31,780 is budgeted for the Volunteer Accident and Health insurance. It also includes \$300 for the one employee that works in this department.
500130 - Pension	529,740	\$508,000 is budgeted for contribution to LOSAP and remainder is budgeted for the full-time position of Coordinator of Volunteer Services.
500140 - Workers Compensation	345,710	\$345,540 is budgeted for volunteer worker's comp coverage. This is based on the bids for coverage. \$170 is budgeted for the one employee that works in this department.
500170 - Personal Development	120	
500171 - Employee Recognition	90	
500172 - Team Building	30	
502000 - Appropriations	8,926,790	5% increase in general allocation, 3.5% increase in personnel support, 10% increase in utilities, fuel and maintenance due to request from WCVFRA Chiefs Committee for inclusion of Chiefs vehicle. Includes a 1.3% increase for health insurance. There was a decrease due to response assistance and health insurance allocations to Williamsport and Smithsburg being reduced to zero.
502300 - Reimbursable Expenses	159,300	Increase related to new marketing program through Antietam Cable aimed at recruitment. This line also includes salary for WCVFRA Volunteer Recruitment-Retention Coordinator and recruitment expenses.
510010 - Fleet Insurance	295,590	There is an overall increase of 5.93% for all funds combined over prior year budget. The percentage increase/decrease varies by department or fund.

Washington County, Maryland
General Fund
Department 93130 - Fire and Rescue Volunteer Services
FY25 Expenses

	2025 Operating Budget Requested	2025 Variance Comments Requested
510020 - Property & Casualty Insurance	87,570	Reduced due to implementing an increase in deductibles to the volunteer fire and EMS companies.
510030 - Public & Gen Liability Insurance	112,740	Increased to reflect increase in premium.
515000 - Contracted/Purchased Service	120,000	Budget is for third party accounting services related to Independent Fire and EMS Reimbursement in accordance with the Emergency Services fiscal policy. Increase is based on FY23 actuals.
515180 - Software	150,140	WCVFRA requested to add additional modules for ESO, Activity and Incentives. 11440 removed Fire Mobile licenses and we have added them to 11525 due to ECC split.
515280 - Medical Fees	186,000	Increase cost due to expected increase in number of physicals actually performed, resulting from the new enforcement processes.
527060 - Auto Gasoline	2,100	Estimated budget is 600 gallons x \$3.50 = \$2,100 (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. Auto gasoline is for the Coordinator-Volunteer Services position. Reduced budget based on projected FY24 usage.
527090 - Auto Repairs	500	
535060 - Uniforms	700	Reduced based on actuals after Class A uniform purchase.
540010 - Wireless Communication	1,100	Cost is \$86.20 per month - reduced budget to reflect actual usage.
584040 - Program Costs	65,000	This is budgeted for the stipend for volunteers in the station on stand by.
584041 - Volunteer Incentive	210,000	
584042 - Company Incentive	235,000	Increase is due to increased participation in incentive options by volunteers. Added a health club membership in addition to other incentives.

Washington County, Maryland
General Fund
Department 93130 - Fire and Rescue Volunteer Services
FY25 Expenses

	2025 Operating Budget Requested	2025 Variance Comments Requested
584043 - Fundraising Incentive	425,000	Propose to increase the company fundraising incentive to 35% (currently 25%) and a maximum cap of \$60,000 (currently \$40,000). The exponential increase in operating and apparatus replacement cost has outpaced traditional volunteer funding/fundraising capabilities. The average cost for a primary fire engine now exceeds \$1,000,000.
599999 - Controllable Assets	30,500	G5 pagers; replacement freezer, coffeemaker, microwave and refrigerator for Rehab Unit. Atssa cone lights and adapters for fire police. 5 surface pro computers and mounts.
600200 - Building & Improvements	30,000	Pole building to house new safety trailer. Budget includes price of structure and cost for site prep to get site leveled and concrete work done.
600300 - Vehicles	30,000	Two used pickup trucks for Fire Police. No quotes available per WCVFRA.
Total	12,059,880	



Washington County, Maryland
Outside Agency Funding Request
FY2025

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

General Information

Organization	<u>Washington Couty Volunteer Fire and Rescue Association</u>	Contact Person:	<u>James Sprecher Jr</u>
Address:	<u>1501 Pennsylvania Avenue</u>	Telephone:	<u>301-491-9211</u>
City	<u>Hagerstown</u>	State	<u>MD</u> Zip Code <u>21742</u>
E-mail:	<u>wcvfrapres@verizon.net</u>	Fax:	<u>301-714-0832</u>

Summary of Funding Request

Program Name	Total Budget					County Funding Request			
	Prior	Current	Proposed	%		Prior	Current	Proposed	%
Operating Budget	\$ 329,136	\$ 299,000	\$ 304,000	1.7%	Form 2	\$ -	\$ -	\$ -	0%
Recruitment and Retention Coordinator	\$ 133,774	\$ 147,000	\$ 159,300	8.4%	Form 3	\$ 133,778	\$ 147,000	\$ 159,300	8.4%
Stipend Program and additional Volunteer Awards	\$ 221,736	\$ 190,000	\$ 235,000	23.7%	Form 4	\$ 221,736	\$ 190,000	\$ 235,000	23.7%
ESO Firehouse Software	\$ 92,000	\$ 97,000	\$ 102,890	6.1%	Form 5	\$ 92,000	\$ 97,000	\$ 102,890	6.1%
Physicals	\$ -	\$ 115,000	\$ 186,000	61.7%	Form 6	\$ -	\$ 115,000	\$ 186,000	61.7%
Safety Officer Fire Police and ESS Equipment Request	\$ 144,125	\$ 47,000	\$ 90,500	92.6%	Form 7	\$ 144,125	\$ 47,000	\$ 90,500	92.6%
Total	\$ 920,771	\$ 895,000	\$ 1,077,690	20.4%		\$ 591,639	\$ 596,000	\$ 773,690	29.8%

Certification Statement and Other Documents

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

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

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

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

Applicant's Signature

James Sprecher Jr

3-Jan-24

Washington County, Maryland
Outside Agency Funding Request

Program Budget

Organization Name: Washington County Volunteer Fire and Rescue Association Funding Request: \$ -

Program Name: Operating Budget # Clients Served: 150,000

Program Description: 2024 Association Budget request approved at the December 2023 Washington County Volunteer Fire and Rescue Association Meeting.

Expenditures	Total Program Cost			Budget Justification (Explain and justify each proposed budget line item for which an increase or decrease appears.)
	Prior Year Actual	Current Year Budget	Requested Year Budget (round nearest \$10)	
Personnel Costs:				
Wages	41,096	43,500	43,500	
Fringe Benefits				
Payroll Taxes	3,656	3,800	4,600	
Total	\$ 44,752	\$ 47,300	\$ 48,100	
Operating Costs:				
Audit	13,680	9,000	14,000	Increase due to increased accounting for reimbursement procedures.
Building Maintenance	6,404	13,100	13,100	
Contract Services	10,100	10,000	10,000	
Vehicle Replacement		-	-	
Equipment Maintenance	10,172	11,000	11,000	
Equipment/Lease	5,366	7,000	7,000	
Fuel/Oil	11,490	17,200	17,200	
Hardware/Software	11,510	11,000	11,000	
Insurance	3,960	15,500	15,500	
Fire Police	16,595	13,000	13,000	Radio batteries, lights and cones.
Office Supplies	6,788	11,700	11,700	
Phone	11,677	10,000	10,000	
Safety Officers Program	31,796	5,000	5,000	For new safety cars lights and siren installation etc.
Utilities	2,316	3,500	3,500	
Vehicle Maintenance	18,902	17,200	17,000	To repair fire engine for cadet program.
Other (detail below):				
1. Career Studies Program	22,737	30,500	30,500	
2. Fire Prevention	13,851	13,000	13,000	
3. Rehab Unit	18,247	12,000	12,000	For replacement equipment for rehab.
4. Training	11,284	30,000	30,000	
5. Recruitment/Retention	6,733	12,000	11,400	
Total	\$ 233,608	\$ 251,700	\$ 255,900	
Capital				
Equipment Purchases				
Hardware Purchases				
Other Capital Purchases	50,776			
Total	\$ 50,776	\$ -	\$ -	
Grand Total	\$ 329,136	\$ 299,000	\$ 304,000	

Washington County, Maryland
Outside Agency Funding Request

Program Revenue

Organization Name: Washington County Volunteer Fire and Rescue Association Funding Request: \$ -

Program Name: Operating Budget # Clients Served: 150000

Program Description: 2024 Association Budget request approved at the December 2023 Washington County Volunteer Fire and Rescue Association Meeting.

Program Revenue	Total Program Revenue			Budget Justification (Explain and justify each proposed budget line item for which an increase or decrease appears.)
	Prior Year Actual	Current Year Budget	Requested Year Budget (round nearest \$10)	
Grants:				
County - general operating			-	
County - Gaming	262,071	223,000	223,000	
County - Community Funding				
County - other (list):				
1. Refund fuel & maintenance	24,837	39,000	39,000	Fuel and maintenance - fire engine repair.
2.				
3.				
Federal				
State	5,283			
Contributions and bequests				
Municipal - other (detail):				
1.				
2.				
3.				
Total	\$ 292,191	\$ 262,000	\$ 262,000	
Operating Income:				
Fundraising	3,800	5,000	5,000	
interest	37	500	500	
donations	2,975	6,000	6,000	
refunds	5,064		5,000	
Other:				
Wash Co Board of Education	7,500	7,500	7,500	
Fire Police	2,850	13,000	13,000	
State Farm Grant		5,000	5,000	
4. Vehicle Replacement fund	14,720			
5.				
Total	\$ 36,946	\$ 37,000	\$ 42,000	
Other:				
Sale of Equipment				
Investment Income				
Loan Proceeds				
Total	\$ -	\$ -	\$ -	
Grand Total	\$ 329,136	\$ 299,000	\$ 304,000	

Washington County, Maryland
Outside Agency Funding Request

Program Budget

Organization Name: Washington County Volunteer Fire and Rescue Association Funding Request: \$ 159,300

Program Name: Recruitment and Retention Coordinator # Clients Served: 150,000

Program Description: Employee salary and program expenses for both new recruitment for Volunteer Companies and retention of existing volunteers.

Expenditures	Total Program Cost			Budget Justification (Explain and justify each proposed budget line item for which an increase or decrease appears.)
	Prior Year Actual	Current Year Budget	Requested Year Budget <small>(round nearest \$10)</small>	
Personnel Costs:				
Wages	47,331	48,000	50,000	
Fringe Benefits		16,000	16,000	
Payroll Taxes	3,705	3,500	3,500	
Total	\$ 51,036	\$ 67,500	\$ 69,500	
Operating Costs:				
Audit				
Building Maintenance				
Contract Services	41,900	40,000	60,000	New point selected marketing program for recruitment offered through Antietam Cable.
Consultants				
Equipment Maintenance				
Equipment/Lease				
Fuel/Oil	419	2,000	2,000	
Hardware/Software				
Insurance				
Office Supplies	5,994	6,000	6,000	
Phone	1,500	1,500	1,800	Added i-pad for Coordinator.
Rent Expense				
Utilities				
Vehicle Maintenance				
Other (detail below):				
1. retention & school programs	17,926	15,000	20,000	Retention projects and events plus school giveaways.
2. background checks	14,999	15,000	-	DES has created a new PT Background Investigator position which will handle these checks.
3.				
4.				
5.				
Total	\$ 82,738	\$ 79,500	\$ 89,800	
Capital				
Equipment Purchases				
Hardware Purchases				
Other Capital Purchases				
Total	\$ -	\$ -	\$ -	
Grand Total	\$ 133,774	\$ 147,000	\$ 159,300	

Washington County, Maryland
Outside Agency Funding Request

Program Revenue

Organization Name: Washington County Volunteer Fire and Rescue Association Funding Request: \$ 159,300

Program Name: Recruitment and Retention Coordinator # Clients Served: 150,000

Program Description: Employee salary and program expenses for both new recruitment for Volunteer Companies and retention of existing volunteers.

Program Revenue	Total Program Revenue			Budget Justification (Explain and justify each proposed budget line item for which an increase or decrease appear.)
	Prior Year Actual	Current Year Budget	Requested Year Budget (round nearest \$10)	
Grants:				
County - general operating	133,778	147,000	159,300	Increase related to new advertising program; i-pad added for Coordinator and additional retention projects/school programs.
County - Gaming				
County - Community Funding				
County - other (list):				
1.				
2.				
3.				
Federal				
State				
Contributions and bequests				
Municipal - other (detail):				
1.				
2.				
3.				
Total	\$ 133,778	\$ 147,000	\$ 159,300	
Operating Income:				
Fundraising				
Fees				
Other:				
1.				
2.				
3.				
4.				
Total	\$ -	\$ -	\$ -	
Other:				
Sale of Equipment				
Investment Income				
Loan Proceeds				
Total	\$ -	\$ -	\$ -	
Grand Total	\$ 133,778	\$ 147,000	\$ 159,300	

Washington County, Maryland
Outside Agency Funding Request

Program Budget

Organization Name: Washington Cnty Volunteer Fire and Rescue Association Funding Request: \$ 235,000

Program Name: Stipend Program and additional Volunteer Awards # Clients Served: 1,255

Program Description: Stipend Program and other volunteer incentives as well as additional non-cash items for retention of volunteers.

Expenditures	Total Program Cost			Budget Justification (Explain and justify each proposed budget line item for which an increase or decrease appears.)
	Prior Year Actual	Current Year Budget	Requested Year Budget (round nearest \$10)	
Personnel Costs:				
Wages				
Fringe Benefits				
Payroll Taxes				
Total	\$ -	\$ -	\$ -	
Operating Costs:				
Audit				
Building Maintenance				
Contract Services				
Consultants				
Equipment Maintenance				
Interest Cost				
Office Supplies				
Phone				
Rent Expense				
Utilities				
Vehicle Maintenance				
Other (detail below):				
1. Death Benefit volunteers	90,000	50,000	50,000	
				Increased due to increased participation with additional volunteer hours in incentive options. Just added health club memberships to the additional benefits such as gas reimbursement.
2. Volunteer Incentives	103,250	120,000	150,000	
3. Stipend Program	28,486	20,000	35,000	Increase due to more hours during training or other standby events.
4. Pay per call				
5.				
Total	\$ 221,736	\$ 190,000	\$ 235,000	
Capital				
Equipment Purchases				
Hardware Purchases				
Other Capital Purchases				
Total	\$ -	\$ -	\$ -	
Grand Total	\$ 221,736	\$ 190,000	\$ 235,000	

Washington County, Maryland
Outside Agency Funding Request

Program Revenue

Organization Name: Washington County Volunteer Fire and Rescue Association Funding Request: \$ 235,000

Program Name: Stipend Program and additional Volunteer Awards # Clients Served: 1,255

Program Description: Stipend Program and other volunteer incentives as well as additional non-cash items for retention of volunteers.

Program Revenue	Total Program Revenue			Budget Justification (Explain and justify each proposed budget line item for which an increase or decrease appears.)
	Prior Year Actual	Current Year Budget	Requested Year Budget (round nearest \$10)	
Grants:				
County - general operating	221,736	190,000	235,000	Additional participation in program with additional volunteer hours and responses.
County - Gaming				
County - Community Funding				
County - other (list):				
1.				
2.				
3.				
Federal				
State				
Contributions and bequests				
Municipal - other (detail):				
1.				
2.				
3.				
Total	\$ 221,736	\$ 190,000	\$ 235,000	
Operating Income:				
Fund Raising				
Fees				
Other:				
1.				
2.				
3.				
4.				
5.				
Total	\$ -	\$ -	\$ -	
Other:				
Sale of Equipment				
Investment Income				
Loan Proceeds				
Total	\$ -	\$ -	\$ -	
Grand Total	\$ 221,736	\$ 190,000	\$ 235,000	

Washington County, Maryland
Outside Agency Funding Request

Program Budget

Organization Name: Washington County Volunteer Fire and Rescue Association Funding Request: \$ 102,890

Program Name: ESO Firehouse Software # Clients Served: 150,000

Program Description: Firehouse software is required for the reporting of NFIRS incident data to the Fire Marshal's office to secure state Senator Amos 508 funds. After 17 years of operating in station, in 2015 the software was upgraded to be cloud hosted by Firehouse for security and ease of verification of standards and to insure reporting.

Expenditures	Total Program Cost			Budget Justification (Explain and justify each proposed budget line item for which an increase or decrease appears.)
	Prior Year Actual	Current Year Budget	Requested Year Budget (round nearest \$10)	
Personnel Costs:				
Wages				
Fringe Benefits				
Payroll Taxes				
Total	\$ -	\$ -	\$ -	
Operating Costs:				
Audit				
Building Maintenance				
Contract Services		97,000	102,890	ESO Fire and EMS training and safety officer implementation.
Consultants				
Equipment Maintenance				
Equipment/Lease				
Fuel/Oil				
Hardware/Software				
Insurance				
Interest Cost				
Office Supplies				
Phone				
Rent Expense				
Utilities				
Vehicle Maintenance				
Other (detail below):				
1.				
2.				
3.				
4.				
Total	\$ 92,000	\$ 97,000	\$ 102,890	
Capital				
Equipment Purchases				
Hardware Purchases				
Other Capital Purchases				
Total	\$ -	\$ -	\$ -	
Grand Total				
	\$ 92,000	\$ 97,000	\$ 102,890	

Washington County, Maryland
Outside Agency Funding Request

Program Revenue

Organization Name: Washington County Volunteer Fire and Rescue Association Funding Request: \$ 102,890

Program Name: ESO Firehouse Software # Clients Served: 150,000

Program Description: Firehouse software is required for the reporting of NFIRS incident data to the Fire Marshal's office to secure state Senator Amos 508 funds. After 17 years of operating in station, in 2015 the software was upgraded to be cloud hosted by Firehouse for security and ease of verification of standards and to insure reporting.

Program Revenue	Total Program Revenue			Budget Justification (Explain and justify each proposed budget line item for which an increase or decrease appears.)
	Prior Year Actual	Current Year Budget	Requested Year Budget (round nearest \$10)	
Grants:				
County - general operating	92,000	97,000	102,890	ESO Fire and EMS training and safety officer implementation.
County - Gaming				
County - Community Funding				
County - other (list):				
1.				
2.				
3.				
Federal				
State				
Contributions and bequests				
Municipal - other (detail):				
1.				
2.				
3.				
Total	\$ 92,000	\$ 97,000	\$ 102,890	
Operating Income:				
Fund Raising				
Fees				
Other:				
1.				
2.				
3.				
4.				
5.				
Total	\$ -	\$ -	\$ -	
Other:				
Sale of Equipment				
Investment Income				
Loan Proceeds				
Total	\$ -	\$ -	\$ -	
Grand Total	\$ 92,000	\$ 97,000	\$ 102,890	

Washington County, Maryland
Outside Agency Funding Request

Program Budget

Organization Name: Washington County Volunteer Fire and Rescue Association Funding Request: \$ 186,000

Program Name: Physicals # Clients Served: 450

Program Description: These are for physicals required for Volunteer Fire and EMS responding personnel to comply with responding requirements. Additional vaccinations for tetanus and pertussis, new recruits and career studies students.

Expenditures	Total Program Cost			Budget Justification (Explain and justify each proposed budget line item for which an increase or decrease appears.)
	Prior Year Actual	Current Year Budget	Requested Year Budget (round nearest \$10)	
Personnel Costs:				
Wages				
Fringe Benefits				
Payroll Taxes				
Total	\$ -	\$ -	\$ -	
Operating Costs:				
Audit				
Building Maintenance				
Contract Services		115,000	186,000	Mandated physicals - with new enforcement regulations from County Commissioners.
Consultants				
Equipment Maintenance				
Equipment/Lease				
Fuel/Oil				
Hardware/Software				
Insurance				
Interest Cost				
Office Supplies				
Phone				
Rent Expense				
Utilities				
Vehicle Maintenance				
Other (detail below):				
1.				
2.				
3.				
4.				
5.				
Total	\$ -	\$ 115,000	\$ 186,000	
Capital				
Equipment Purchases				
Hardware Purchases				
Other Capital Purchases				
Total	\$ -	\$ -	\$ -	
Grand Total	\$ -	\$ 115,000	\$ 186,000	

Washington County, Maryland
Outside Agency Funding Request

Program Revenue

Organization Name: Washington County Volunteer Fire and Rescue Association Funding Request: \$ 186,000

Program Name: Physicals # Clients Served: 450

Program Description: These are for physicals required for Volunteer Fire and EMS responding personnel to comply with responding requirements. Additional vaccinations for tetanus and pertussis, new recruits and career studies students.

Program Revenue	Total Program Revenue			Budget Justification (Explain and justify each proposed budget line item for which an increase or decrease appears.)
	Prior Year Actual	Current Year Budget	Requested Year Budget (round nearest \$10)	
Grants:				
County - general operating		115,000	186,000	New County Commissioner enforcement program.
County - Gaming				
County - Community Funding				
County - other (list):				
1.				
2.				
3.				
Federal				
State				
Contributions and bequests				
Municipal - other (detail):				
1.				
2.				
3.				
Total	\$ -	\$ 115,000	\$ 186,000	
Operating Income:				
Fund Raising				
Fees				
Other:				
1.				
2.				
3.				
4.				
5.				
Total	\$ -	\$ -	\$ -	
Other:				
Sale of Equipment				
Investment Income				
Loan Proceeds				
Total	\$ -	\$ -	\$ -	
Grand Total	\$ -	\$ 115,000	\$ 186,000	

Washington County, Maryland
Outside Agency Funding Request

Program Budget

Organization Name: Washington County Volunteer Fire and Rescue Association Funding Request: \$ 90,500

Program Name: Safety Officer Fire Police and ESS Equipment Request # Clients Served: _____

Program Description: Safety Officer laptops for vehicles; Emergency Support Services Co 25 pager & unit equipment replacement; fire police trucks; safety equipment and atssa cones for Fire Police.

Expenditures	Total Program Cost			Budget Justification (Explain and justify each proposed budget line item for which an increase or decrease appears.)
	Prior Year Actual	Current Year Budget	Requested Year Budget (round nearest \$10)	
Personnel Costs:				
Wages				
Fringe Benefits				
Payroll Taxes				
Total	\$ -	\$ -	\$ -	
Operating Costs:				
Audit				
Building Maintenance				
Contract Services				
Consultants				
Equipment Maintenance				
Equipment/Lease				
Fuel/Oil				
Insurance				
Office Supplies				
Phone				
Rent Expense				
Utilities				
Vehicle Maintenance				
Other (detail below):				
1.				
2.				
Total	\$ -	\$ -	\$ -	
Capital				
Equipment Purchases	1,681	-	20,500	G5 pagers 6000; freezer; refridgerator; coffee maker; two microwaves for station 25 unit, freezer for station 8500; atssa cone lights and adapters for fire police safety 6000.
Hardware Purchases	12,595		10,000	To purchase five Microsoft Surface Pro laptops & car mounts with adapters for safety officer cars and ESS unit.
Other Capital Purchases	129,849	47,000	60,000	To purchase two used pickup trucks for fire police (\$30,000) and apole building to house new safety trailer (\$30,000).
Total	\$ 144,125	\$ 47,000	\$ 90,500	
Grand Total	\$ 144,125	\$ 47,000	\$ 90,500	

Washington County, Maryland
Outside Agency Funding Request

Program Revenue

Organization Name Washington County Volunteer Fire and Rescue Association Funding Request \$ 90,500

Program Name: Safety Officer Fire Police and ESS Equipment Request # Clients Served 0

Program Description: Safety Officer laptops for vehicles; Emergency Support Services Co 25 pager & unit equipment replacement; fire police trucks; safety equipment and atssa cones for Fire Police.

Program Revenue	Total Program Revenue			Budget Justification (Explain and justify each proposed budget line item for which an increase or decrease appears.)
	Prior Year Actual	Current Year Budget	Requested Year Budget (round nearest \$10)	
Grants:				
County - general operating	144,125	47,000	90,500	For purchase of equipment - see detail above.
County - Gaming				
County - Community Funding				
County - other (list):				
1.				
2.				
3.				
Federal				
State				
Contributions and bequests				
Municipal - other (detail):				
1.				
2.				
3.				
Total	\$ 144,125	\$ 47,000	\$ 90,500	
Operating Income:				
Fund Raising				
Fees				
Other:				
1.				
2.				
3.				
4.				
5.				
Total	\$ -	\$ -	\$ -	
Other:				
Sale of Equipment				
Investment Income				
Loan Proceeds				
Total	\$ -	\$ -	\$ -	
Grand Total	\$ 144,125	\$ 47,000	\$ 90,500	

Washington County, Maryland - Fire & EMS Allocations

Fiscal Year 2025

C	Company	Combined Allocation			Fire Allocation			Health Insurance	Total
		General	Utility	Response Assistance	Fuel & Maintenance	Response Assistance	Operating Subsidy	Fuel & Maintenance	
	Fire Companies :								
	Co. 1 Sharpsburg Volunteer Fire Company	110,250	0	0	0	27,326	0	0	137,576
	Co. 2 Williamsport Volunteer Fire Company	220,500	0	0	0	27,326	0	0	247,826
	Co. 4 Clear Spring Volunteer Fire Company	110,250	0	0	0	27,326	0	0	137,576
	Co. 5 Hancock Volunteer Fire Company	110,250	0	0	0	27,326	0	0	137,576
	Co. 6&8 Boonsboro Volunteer Fire Company	220,500	0	0	0	54,652	0	0	275,152
	Co. 7 Smithsburg Volunteer Fire Company	110,250	0	0	0	27,326	0	0	137,576
	Co. 9 Leitersburg Volunteer Fire Company	110,250	0	0	0	27,326	0	0	137,576
	Co. 10 Funkstown Volunteer Fire Company	110,250	0	0	0	27,326	0	0	137,576
	Co. 11 Potomac Valley Fire Company	110,250	0	0	0	27,326	0	0	137,576
	Co. 12 Fairplay Volunteer Fire Company	110,250	0	0	0	27,326	0	0	137,576
	Co. 13 Mangansville Volunteer Fire Company	110,250	0	0	0	27,326	0	0	137,576
	Co. 16 Mt. Aetna Volunteer Fire Company	110,250	0	0	0	27,326	0	0	137,576
	Co. 26 Halfway Volunteer Fire Company	220,500	0	237,916	0	27,326	0	0	485,742
	Co. 27 Longmeadow Volunteer Fire Company	110,250	0	0	0	27,326	0	0	137,576
	E-1 First Hagerstown Hose	110,250	0	0	0	0	0	0	110,250
	E-2 Antietam Fire	110,250	0	0	0	0	0	0	110,250
	E-3 Independent Junior Fire	110,250	0	0	0	0	0	0	110,250
	E-4 Western Enterprise	110,250	0	0	0	0	0	0	110,250
	E- 5 South Hagerstown Fire	110,250	0	0	0	0	0	0	110,250
	Truck 1/11 Pioneer Hook and Ladder	110,250	0	0	0	0	0	0	110,250
	Blue Ridge Summit Fire Co	1,709	0	0	0	0	0	0	1,709
	Brunswick Volunteer Fire Co	1,709	0	0	0	0	0	0	1,709
	Co. 14 Rehab Unit & Safety Officers (WCVFRA)	0	0	0	0	0	0	0	0
		2,539,169	0	237,916	0	409,892	0	0	3,186,976
	EMS Companies :								
	Co. 19 Sharpsburg Area Rescue Service	110,250	0	346,106	0	0	0	0	456,356
	Co. 49 Clear Spring Volunteer Ambulance Service	110,250	0	321,143	0	0	0	0	431,393
	Co. 59 Hancock Volunteer Ambulance Service	110,250	0	311,882	0	27,326	0	0	449,458
	Co. 69 Boonsboro Volunteer Ambulance Service	110,250	0	132,151	0	27,326	0	0	269,727
	Co. 75 Community Rescue Service	330,750	0	499,923	0	0	0	0	830,673
	Co. 75 Community Rescue Service - Duty Officer	0	0	27,728	0	0	0	0	27,728
	Co. 79 Smithsburg Emergency Medical Service	110,250	0	0	0	0	0	0	110,250
	Blue Ridge Summit Ambulance Service	1,709	0	0	0	0	0	0	1,709
	Brunswick Ambulance Service	1,709	0	0	0	0	0	0	1,709
		885,419	0	1,638,932	0	54,652	0	0	2,579,003
	Total Fire & Rescue Funding	3,424,588	509,231	1,876,847	947,267	464,544	0	947,267	8,926,793
	Total Appropriations Budget	3,424,588	509,231	1,876,847	947,267	464,544		947,267	8,926,793

Washington County, Maryland
General Allocation

FY25

Company	Fire & EMS Allocations	Additional Station	Request	Adjustments	Adjusted
Fire Companies :					
Co. 1 Sharpsburg Volunteer Fire Company	105,000	0	105,000	5,250.00	110,250
Co. 2 Williamsport Volunteer Fire Company	105,000	105,000	210,000	10,500.00	220,500
Co. 4 Clear Spring Volunteer Fire Company	105,000	0	105,000	5,250.00	110,250
Co. 5 Hancock Volunteer Fire Company	105,000	0	105,000	5,250.00	110,250
Co. 6/8 Boonsboro Volunteer Fire Company	105,000	105,000	210,000	10,500.00	220,500
Co. 7 Smithsburg Volunteer Fire Company	105,000	0	105,000	5,250.00	110,250
Co. 9 Leitersburg Volunteer Fire Company	105,000	0	105,000	5,250.00	110,250
Co. 10 Funkstown Volunteer Fire Company	105,000	0	105,000	5,250.00	110,250
Co. 11 Potomac Valley Fire Company	105,000	0	105,000	5,250.00	110,250
Co. 12 Fairplay Volunteer Fire Company	105,000	0	105,000	5,250.00	110,250
Co. 13 Maugansville Volunteer Fire Company	105,000	0	105,000	5,250.00	110,250
Co. 16 Mt. Aetna Volunteer Fire Company	105,000	0	105,000	5,250.00	110,250
Co. 26 Halfway Volunteer Fire Company	105,000	105,000	210,000	10,500.00	220,500
Co. 27 Longmeadow Volunteer Fire Company	105,000	0	105,000	5,250.00	110,250
E-1 First Hagerstown Hose	105,000	0	105,000	5,250.00	110,250
E-2 Antietam Fire	105,000	0	105,000	5,250.00	110,250
E-3 Independent Junior Fire	105,000	0	105,000	5,250.00	110,250
E-4 Western Enterprise	105,000	0	105,000	5,250.00	110,250
E- 5 South Hagerstown Fire	105,000	0	105,000	5,250.00	110,250
Truck 1/11 Pioneer Hook and Ladder	105,000	0	105,000	5,250.00	110,250
Blue Ridge Summit Fire Co	1,628	0	1,628	81.40	1,709
Brunswick Volunteer Fire Co	1,628	0	1,628	81.40	1,709
	2,103,256	315,000	2,418,256	120,912.80	2,539,169
EMS Companies :					
Co. 19 Sharpsburg Area Rescue Service	105,000	0	105,000	5,250.00	110,250
Co. 49 Clear Spring Volunteer Ambulance Service	105,000	0	105,000	5,250.00	110,250
Co. 59 Hancock Volunteer Ambulance Service	105,000	0	105,000	5,250.00	110,250
Co. 69 Boonsboro Volunteer Ambulance Service	105,000	0	105,000	5,250.00	110,250
Co. 75 Community Rescue Service	105,000	210,000	315,000	15,750.00	330,750
Co. 79 Smithsburg Emergency Medical Service	105,000	0	105,000	5,250.00	110,250
Blue Ridge Summit Ambulance Service	1,628	0	1,628	81.40	1,709
Brunswick Ambulance Service	1,628	0	1,628	81.40	1,709
	633,256	210,000	843,256	42,162.80	885,419
Total Fire & Rescue Allocation	2,736,512	525,000	3,261,512	163,075.60	3,424,588
Prior year					3,261,512
% change					5.00%

Washington County, Maryland
Utility Allocation

FY25

Company	Electricity	Heating	Water & Sewer	For Profit Activity	Request	Adjustment	Total	Adjusted
<u>Fire Companies :</u>								
Co. 1 Sharpsburg Volunteer Fire Company				0.00	0.00		0.00	0
Co. 2 Williamsport Volunteer Fire Company				0.00	0.00		0.00	0
Co. 4 Clear Spring Volunteer Fire Company				0.00	0.00		0.00	0
Co. 5 Hancock Volunteer Fire Company				0.00	0.00		0.00	0
Co. 6/8 Boonsboro Volunteer Fire Company				0.00	0.00		0.00	0
Co. 7 Smithsburg Volunteer Fire Company				0.00	0.00		0.00	0
Co. 9 Leitersburg Volunteer Fire Company				0.00	0.00		0.00	0
Co. 10 Funkstown Volunteer Fire Company				0.00	0.00		0.00	0
Co. 11 Potomac Valley Fire Company				0.00	0.00		0.00	0
Co. 12 Fairplay Volunteer Fire Company				0.00	0.00		0.00	0
Co. 13 Maugansville Volunteer Fire Company				0.00	0.00		0.00	0
Co. 16 Mt. Aetna Volunteer Fire Company				0.00	0.00		0.00	0
Co. 26 Halfway Volunteer Fire Company				0.00	0.00		0.00	0
Co. 27 Longmeadow Volunteer Fire Company				0.00	0.00		0.00	0
E-1 First Hagerstown Hose				0.00	0.00		0.00	0
E-2 Antietam Fire				0.00	0.00		0.00	0
E-3 Independent Junior Fire				0.00	0.00		0.00	0
E-4 Western Enterprise				0.00	0.00		0.00	0
E-5 South Hagerstown Fire				0.00	0.00		0.00	0
Truck 1/11 Pioneer Hook and Ladder			\$ -	0.00	0.00		0.00	0
Blue Ridge Summit Fire Co				0.00	0.00		0.00	0
Brunswick Volunteer Fire Co				0.00	0.00		0.00	0
	0.00	0.00	0.00	0.00			0.00	
<u>EMS Companies :</u>								
Co. 19 Sharpsburg Area Rescue Service								
Co. 49 Clear Spring Volunteer Ambulance Service								
Co. 59 Hancock Volunteer Ambulance Service								
Co. 69 Boonsboro Volunteer Ambulance Service								
Co. 75 Community Rescue Service								
Co. 79 Smithsburg Emergency Medical Service								
Blue Ridge Summit Ambulance Service				0.00	0.00			
Brunswick Ambulance Service				0.00	0.00			
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Adjustment (Percentage)						0.00		
Total Fire & Rescue Allocation	0.00	0.00	0.00	0.00		14,831.97	509,230.97	509,231
Prior year								494,399
% change								-100.00%

Washington County, Maryland
EMS Response Assistance

FY25

Company	Response Assistance	Adjustments	Total	Adjusted
<u>Fire Companies :</u>				
Co. 1 Sharpsburg Volunteer Fire Company	0.00	1.030	0.00	
Co. 2 Williamsport Volunteer Fire Company	0.00		0.00	0
Co. 4 Clear Spring Volunteer Fire Company	0.00		0.00	
Co. 5 Hancock Volunteer Fire Company	0.00		0.00	
Co. 6/8 Boonsboro Volunteer Fire Company	0.00		0.00	
Co. 7 Smithsburg Volunteer Fire Company	0.00		0.00	
Co. 9 Leitersburg Volunteer Fire Company	0.00		0.00	
Co. 10 Funkstown Volunteer Fire Company	0.00		0.00	
Co. 11 Potomac Valley Fire Company	0.00		0.00	
Co. 12 Fairplay Volunteer Fire Company	0.00		0.00	
Co. 13 Maugansville Volunteer Fire Company	0.00		0.00	
Co. 16 Mt. Aetna Volunteer Fire Company	0.00		0.00	
Co. 26 Halfway Volunteer Fire Company	230,986.00		230,986.00	237,916
Co. 27 Longmeadow Volunteer Fire Company	0.00		0.00	
E-1 First Hagerstown Hose	0.00		0.00	
E-2 Antietam Fire	0.00		0.00	
E-3 Independent Junior Fire	0.00		0.00	
E-4 Western Enterprise	0.00		0.00	
E- 5 South Hagerstown Fire	0.00		0.00	
Truck 1/11 Pioneer Hook and Ladder	0.00		0.00	
Blue Ridge Summit Fire Co	0.00		0.00	
Brunswick Volunteer Fire Co	0.00		0.00	
	230,986.00		230,986.00	237,916
<u>EMS Companies :</u>				
Co. 19 Sharpsburg Area Rescue Service	336,025.00		336,025.00	346,106
Co. 49 Clear Spring Volunteer Ambulance Service	311,789.00		311,789.00	321,143
Co. 59 Hancock Volunteer Ambulance Service	302,798.00		302,798.00	311,882
Co. 69 Boonsboro Volunteer Ambulance Service	128,302.00		128,302.00	132,151
Co. 75 Community Rescue Service	485,362.00		485,362.00	499,923
Co. 75 Community Rescue Service - Duty Officer	26,920.00		26,920.00	27,728
Co. 79 Smithsburg Emergency Medical Service	0.00		0.00	0
Blue Ridge Summit Ambulance Service	0.00		0.00	0
Brunswick Ambulance Service	0.00		0.00	0
	1,591,196.00		1,591,196.00	1,638,932
Total Fire & Rescue Allocation	1,822,182.00	0.00	1,822,182.00	1,876,847
Prior year				
% change				

Washington County, Maryland
EMS Fuel and Maintenance Allocation

FY25		Company	Fuel		Maintenance		formula		formula		formula	
			Transport	Rescue Squad	Transport	Rescue Squad	Request	Adjustment	Total	Adjusted		
		Fire Companies :										
		Co. 1 Sharpsburg Volunteer Fire Company										
		Co. 2 Williamsport Volunteer Fire Company										
		Co. 4 Clear Spring Volunteer Fire Company										
		Co. 5 Hancock Volunteer Fire Company										
		Co. 6/8 Boonsboro Volunteer Fire Company										
		Co. 7 Smithsburg Volunteer Fire Company										
		Co. 9 Leitersburg Volunteer Fire Company										
		Co. 10 Funkstown Volunteer Fire Company										
		Co. 11 Potomac Valley Fire Company										
		Co. 12 Fairplay Volunteer Fire Company										
		Co. 13 Maugansville Volunteer Fire Company										
		Co. 16 Mt. Aetna Volunteer Fire Company										
		Co. 26 Halfway Volunteer Fire Company										
		Co. 27 Longmeadow Volunteer Fire Company										
		E-1 First Hagerstown Hose										
		E-2 Antietam Fire										
		E-3 Independent Junior Fire										
		E-4 Western Enterprise										
		E- 5 South Hagerstown Fire										
		Truck 1/11 Pioneer Hook and Ladder										
		Blue Ridge Summit Fire Co										
		Brunswick Volunteer Fire Co										
			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0		0
		EMS Companies :										
		Co. 19 Sharpsburg Area Rescue Service										
		Co. 49 Clear Spring Volunteer Ambulance Service										
		Co. 59 Hancock Volunteer Ambulance Service										
		Co. 69 Boonsboro Volunteer Ambulance Service										
		Co. 75 Community Rescue Service										
		Co. 79 Smithsburg Emergency Medical Service										
		Blue Ridge Summit Ambulance Service										
		Brunswick Ambulance Service										
		Adjustment (Percentage)							0.03			1.030
		Total Fire & Rescue Allocation	0.00	0.00	0.00	0.00	0.00	919,677	27,590.30	0.00	0	947,267
		Prior year						919,677	0	0	0	919,677
		% change	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	-100.00%	#DIV/0!	#DIV/0!	#DIV/0!	3.00%	3.00%

Washington County, Maryland
Fire Response Assistance

FY25

Company	Response Assistance	Adjustments	Total	Adjusted
<u>Fire Companies :</u>				
Co. 1 Sharpsburg Volunteer Fire Company	26,659.61	1.025	27,326.10	
Co. 2 Williamsport Volunteer Fire Company	26,659.61		27,326.10	
Co. 4 Clear Spring Volunteer Fire Company	26,659.61		27,326.10	
Co. 5 Hancock Volunteer Fire Company	26,659.61		27,326.10	
Co. 6 Boonsboro Volunteer Fire Company	26,659.61		27,326.10	
Co. 8 Boonsboro Volunteer Fire Company	26,659.61		27,326.10	
Co. 7 Smithsburg Volunteer Fire Company	26,659.61		27,326.10	
Co. 9 Leitersburg Volunteer Fire Company	26,659.61		27,326.10	
Co. 10 Funkstown Volunteer Fire Company	26,659.61		27,326.10	
Co. 11 Potomac Valley Fire Company	26,659.61		27,326.10	
Co. 12 Fairplay Volunteer Fire Company	26,659.61		27,326.10	
Co. 13 Maugansville Volunteer Fire Company	26,659.61		27,326.10	
Co. 16 Mt. Aetna Volunteer Fire Company	26,659.61		27,326.10	
Co. 26 Halfway Volunteer Fire Company	26,659.61		27,326.10	
Co. 27 Longmeadow Volunteer Fire Company	26,659.61		27,326.10	
E-1 First Hagerstown Hose	0.00		0.00	
E-2 Antietam Fire	0.00		0.00	
E-3 Independent Junior Fire	0.00		0.00	
E-4 Western Enterprise	0.00		0.00	
E- 5 South Hagerstown Fire	0.00		0.00	
Truck 1/11 Pioneer Hook and Ladder	0.00		0.00	
Blue Ridge Summit Fire Co			0.00	
Brunswick Volunteer Fire Co	0.00		0.00	
	399,894.15		409,891.50	
<u>EMS Companies :</u>				
Co. 19 Sharpsburg Area Rescue Service	0.00		0.00	
Co. 49 Clear Spring Volunteer Ambulance Service	0.00		0.00	
Co. 59 Hancock Volunteer Ambulance Service	26,659.61		27,326.10	
Co. 69 Boonsboro Volunteer Ambulance Service	26,659.61		27,326.10	
Co. 75 Community Rescue Service	0.00		0.00	
Co. 79 Smithsburg Emergency Medical Service	0.00		0.00	
Blue Ridge Summit Ambulance Service	0.00		0.00	
Brunswick Ambulance Service	0.00		0.00	
			54,652.20	
Total Fire & Rescue Allocation	399,894.15	0.00	464,543.70	464,544
Prior year				
Adjustment				
% change				

Washington County, Maryland

Fire Fuel and Maintenance Allocation

Fiscal Year 2025

	Company	Fuel	Maintenance	Request	Adjustment	Total	Adjusted
	Fire Companies :						
	Co. 1 Sharpsburg Volunteer Fire Company						
	Co. 2 Williamsport Volunteer Fire Company						
	Co. 4 Clear Spring Volunteer Fire Company						
	Co. 5 Hancock Volunteer Fire Company						
	Co. 6/8 Boonsboro Volunteer Fire Company						
	Co. 7 Smithsburg Volunteer Fire Company						
	Co. 9 Leitersburg Volunteer Fire Company						
	Co. 10 Funkstown Volunteer Fire Company						
	Co. 11 Potomac Valley Fire Company						
	Co. 12 Fairplay Volunteer Fire Company						
	Co. 13 Maugansville Volunteer Fire Company						
	Co. 16 Mt. Aetna Volunteer Fire Company						
	Co. 26 Halfway Volunteer Fire Company						
	Co. 27 Longmeadow Volunteer Fire Company						
	E-1 First Hagerstown Hose						
	E-2 Antietam Fire						
	E-3 Independent Junior Fire						
	E-4 Western Enterprise						
	E- 5 South Hagerstown Fire						
	Truck 1/11 Pioneer Hook and Ladder						
	Blue Ridge Summit Fire Co						
	Brunswick Volunteer Fire Co						
	Co. 14 Rehab Unit & Safety Officers	0.00	0.00	0.00	0.00	0.00	0
	EMS Companies :						
	Co. 19 Sharpsburg Area Rescue Service	0.00	0.00	0.00			
	Co. 49 Clear Spring Volunteer Ambulance Service	0.00	0.00	0.00			
	Co. 59 Hancock Volunteer Ambulance Service	0.00	0.00	0.00			
	Co. 69 Boonsboro Volunteer Ambulance Service	0.00	0.00	0.00			
	Co. 75 Community Rescue Service	0.00	0.00	0.00			
	Co. 79 Smithsburg Emergency Medical Service	0.00	0.00	0.00			
	Blue Ridge Summit Ambulance Service	0.00	0.00	0.00			
	Brunswick Ambulance Service	0.00	0.00	0.00			
	Adjustment (Percentage)				0.030		1.03
	Total Fire & Rescue Allocation	0.00	0.00	0.00	27,590.30	947,266.80	947,267
	Prior year			919,677			919,677
	% change				Adjusted to include Chiefs Vehicle		3.00%

Washington County, Maryland
Health Insurance

FY25

	Company	Health Insurance
	<u>Fire Companies :</u>	
	Co. 1 Sharpsburg Volunteer Fire Company	
	Co. 2 Williamsport Volunteer Fire Company	
	Co. 4 Clear Spring Volunteer Fire Company	
	Co. 5 Hancock Volunteer Fire Company	
	Co. 6/8 Boonsboro Volunteer Fire Company	
	Co. 7 Smithsburg Volunteer Fire Company	
	Co. 9 Leitersburg Volunteer Fire Company	
	Co. 10 Funkstown Volunteer Fire Company	
	Co. 11 Potomac Valley Fire Company	
	Co. 12 Fairplay Volunteer Fire Company	
	Co. 13 Mangansville Volunteer Fire Company	
	Co. 16 Mt. Aetna Volunteer Fire Company	
	Co. 26 Halfway Volunteer Fire Company	
	Co. 27 Longmeadow Volunteer Fire Company	
	E-1 First Hagerstown Hose	
	E-2 Antietam Fire	
	E-3 Independent Junior Fire	
	E-4 Western Enterprise	
	E-5 South Hagerstown Fire	
	Truck 1/11 Pioneer Hook and Ladder	
	Blue Ridge Summit Fire Co	
	Brunswick Volunteer Fire Co	
	Co. 14 Rehab Unit & Safety Officers	
	<u>EMS Companies :</u>	
	Co. 19 Sharpsburg Area Rescue Service	
	Co. 49 Clear Spring Volunteer Ambulance Service	
	Co. 59 Hancock Volunteer Ambulance Service	
	Co. 69 Boonsboro Volunteer Ambulance Service	
	Co. 75 Community Rescue Service	
	Co. 79 Smithsburg Emergency Medical Service	
	Blue Ridge Summit Ambulance Service	
	Brunswick Ambulance Service	
	Adjustment (Percentage)	1.030
	Total Fire & Rescue Allocation	757,050,000
	Prior year	735,000
	% change	

Washington County, Maryland
Account 515180
Software
FY 2025

Non Capital Software and Maintenance Agreements

Department Number: 93130 Department Name: WCVFRA

Account Number: 515180

Account Description: Software

Vendor Name	FY24 Board Approval	Total Cost		New Cost Y/N	Existing Agreement Y/N	Product Description and/or Reason for Request
		FY25 Dept. Request				
ESO Solutions Inc.	95,480	96,529		N	Y	WCVRA requesting to add ESO scheduling to allow a centralized database of system staffing resources and to better anticipate and address staffing deficiencies in volunteer stations.
ESO Solutions Inc.	0	6,365		Y	N	Request from WCVFRA to add ESO Activities and Incidents module.
Knox Connect Cloud License	1,040	1,040		N	Y	Annual license for 21+ devices. Software is for Knox Keysecure 5 boxes.
Fire Mobile	0	46,206		N	Y	Previously budgeted in 11440, moved to 93130 due to ECC split. Confirmed with Director McCoy that these cost were backed out of FY25 budget submission.

Total \$96,520 \$150,140

- For the continuation of existing software maintenance contracts and for the purchase of software less than \$10,000.

Washington County, Maryland
Other Capital Outlay (≥\$1 and <\$10,000)
FY 2025

Controllable Assets

Department Number: 93130 Department Name: WCVFRA

Account Number: 599999

Account Description: Controllable Assets (≥\$1 and <\$10,000 per item)

Priority Number *	Descriptions	Qty	Unit Cost	Total Cost		Explain Reason for Request
				Dept. Request	N or R	
3	G5 Pagers	10	849	8,500		ESS volunteer pagers for alerting of responders from home.
4	Fire Police Cones	26	153	4,000		Lighted traffic cones
5	Fire Police Cone Toper	104	7	800		Toppers for lighted traffic cones
6	Refrigerator	1	2,998	3,000		Replacement Freezer for Station 25
7	Microwave	2	358	780		Replacement Microwave for Rehab Unit
8	Coffee Brewer	1	965	970		Replacement Coffee Brewer
9	Reach in Freezer	1	3,545	3,550		Replacement freezer for Rehab Unit
10	Microsoft Surface Pro's	5	950	4,750		Mobile computers for Rehab Unit and Safety Officer vehicles
11	Mounting hardware for computers	5	830	4,150		Mounting hardware for computers.
Total				\$30,500		

- * 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 a priority 1, priority 2, priority 3, etc. among all the accounts combined. A priority number can not be repeated throughout the accounts.
- The County maintains assets that are considered capital assets in nature but are classified as controllable assets, due to the fact that they fall under the capitalization limits, i.e., the cost of each item is ≥\$1 and <\$10,000 (Transit or Golf Course <\$5,000). Examples of controllable items are, but not limited to, chairs, desks, printers, equipment, machinery, weapons, computers. Controllable assets purchases are not a recurring expenditure and are to be purchased in accordance with the approved items by the County Commissioners. Emergency purchases may be supplanted if warranted.

Washington County, Maryland
Capital Outlay Request
FY 2025

Department Number: 93130 Department Name: WCVFRA

Account Number: 600200

Account Description: Building and Improvements (≥ \$10,000)

Priority Number *	Descriptions	Qty	Cost	Total Cost Dept. Request	N or R	Why is Building or Building Improvement Needed
1	Pole Building	1	30,000	30,000	N	Will be built at the existing site on Pennsylvania Avenue to house the new safety trailer.
				0		
				0		
				0		
				0		
				0		

Total \$30,000

- * 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 a priority 1, priority 2, priority 3, etc. among all the accounts combined. A priority number can not be repeated throughout the accounts.
- For any single purchase of buildings or building improvements that are \$10,000 or greater and have a useful life in excess of 5 years. This account is not for routine maintenance and repairs. Examples of building improvements include: roofing, flooring, renovations.

Washington County, Maryland
Capital Outlay Request
FY 2025

Department Number: 93130

Department Name: WCVFRA

Account Number: 600300

Account Description: Vehicles (*≥ \$10,000*)

Priority Number *	Description	Qty	Unit Cost	Total Cost		Replacement		N or R	Explain Reason for New Vehicle or Replacement Vehicle Request. If replacement, what disposition will be made of old vehicle.
				Dept. Request		Current Age	Current Miles		
2	Used Vehicles For Fire Police	2	15,000	30,000		N/A	N/A	N	WCVFRA requesting to purchase two used pick up trucks for Fire Police to haul traffic cones and barricades.
				0					
				0					
				0					
				0					

Total \$30,000

* 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 a priority 1, priority 2, priority 3, etc. among all the accounts combined. A priority number can not be repeated throughout the accounts.

- Vehicles that are capable of being licensed through the Maryland Department of Motor Vehicles and are intended for over-the-road transportation use should be capitalized if they meet the capitalization threshold of \$10,000 or greater and has a useful life in excess of 5 years. This includes trailers that are not self-propelled.
- Vehicles costs include the total purchase price after any purchase discounts plus any trade-in allowances, transportation charges, and any other costs required to prepare the vehicles for its intended use such as lights, striping, plows, spreaders.



Agenda Report Form

Open Session Item

SUBJECT: FY2025 General Fund Budget – Requested Version

PRESENTATION DATE: February 27, 2024

PRESENTATION BY: Kelcee Mace, Chief Financial Officer; Kim Edlund, Director Budget & Finance

RECOMMENDED MOTION: For informational purposes only.

REPORT-IN-BRIEF: The Requested Version of General Fund revenue and expense summaries will be presented, along with a five-year outlook.

DISCUSSION: The General Fund budget is not yet balanced for FY25. What is being presented today includes amounts requested by departments and outside agencies for consideration. The Office of Budget & Finance will recommend adjustments to these requests at a future date to balance the budget for FY25. Consideration of future obligations will be a primary factor in balancing the FY25 budget.

FISCAL IMPACT: Not yet balanced.

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: Requested General Fund Revenue Summary, Requested General Fund and Expense Summary

AUDIO/VISUAL NEEDS: N/A

Washington County, Maryland
General Fund Revenues - Requested - Draft 1
FY 2025

Page	Account Number	Funding Source	FY 2025 Requested Budget	FY 2025 Requested Budget	\$ Change	% Change	FY 2024 Operating Budget Approved
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General Revenues

Property Tax

400000	Real Estate Tax - Current	138,750,570	138,750,570	8,803,700	6.77%	129,946,870
400120	Corp Personal Prop - Current	16,154,320	16,154,320	677,090	4.37%	15,477,230
400140	State Administration Fees	(575,000)	(575,000)	(25,000)	4.55%	(550,000)
400200	Interest - Current Year	345,000	345,000	0	0.00%	345,000
400210	Interest - Prior Year	50,000	50,000	0	0.00%	50,000
400220	County Payment In Lieu of Tax	285,000	285,000	0	0.00%	285,000
400230	Enterprise Zone Tax Reimburse	593,970	593,970	(308,680)	(34.20)%	902,650
400260	Property Tax Sales	75,000	75,000	15,000	25.00%	60,000
400300	Enterprise Zone Tax Credit	(1,187,930)	(1,187,930)	617,370	(34.20)%	(1,805,300)
400320	County Homeowners Tax Credit	(155,000)	(155,000)	10,000	(6.06)%	(165,000)
400330	Agricultural Tax Credit	(460,000)	(460,000)	(10,000)	2.22%	(450,000)
400345	Other Tax Credits	(650,000)	(650,000)	(630,000)	3,150.00%	(20,000)
400355	Veteran's Disabled Tax Credit	(450,000)	(450,000)	(90,000)	25.00%	(360,000)
400400	Disc Allowed on Property Tax	(385,000)	(385,000)	(20,000)	5.48%	(365,000)
496020	Federal Pay in Lieu of Taxes	29,190	29,190	3,490	13.58%	25,700
		152,420,120	152,420,120	9,042,970	6.31%	143,377,150

Local Tax

400500	Income Tax	120,505,140	120,505,140	3,812,330	3.27%	116,692,810
400510	Admissions & Amusements Tax	475,000	475,000	475,000	100.00%	0
400520	Recordation Tax	7,606,800	7,606,800	(845,200)	(10.00)%	8,452,000
400530	Trailer Tax	200,000	200,000	0	0.00%	200,000
		128,786,940	128,786,940	3,442,130	2.75%	125,344,810

Interest

404400	Interest - Investments	3,000,000	3,000,000	1,500,000	100.00%	1,500,000
404410	Interest - Municipal Investment	750,000	750,000	350,000	87.50%	400,000
404420	Interest, Penalties & Fees	7,000	7,000	7,000	100.00%	0
		3,757,000	3,757,000	1,857,000	97.74%	1,900,000

Total General Revenues		284,964,060	284,964,060	14,342,100	5.30%	270,621,960
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Program Revenues

Circuit Court

486070	Reimbursed Exp - Circuit Court	8,280	8,280	0	0.00%	8,280
486075	Circuit Court - Jurors	150,000	150,000	22,200	17.37%	127,800
		158,280	158,280	22,200	16.31%	136,080

State's Attorney

486000	Reimbursed Exp - State's Atty	64,400	64,400	4,400	7.33%	60,000
		64,400	64,400	4,400	7.33%	60,000

Weed Control

Washington County, Maryland
General Fund Revenues - Requested - Draft 1
FY 2025

Page	Account Number	Funding Source	FY 2025 Requested Budget	FY 2025 Requested Budget	\$ Change	% Change	FY 2024 Operating Budget Approved
	403120	Weed Control Fees	353,000	353,000	35,450	11.16%	317,550
			353,000	353,000	35,450	11.16%	317,550
		<u>General</u>					
	403135	Sheriff Auxiliary	90,200	90,200	40,200	80.40%	50,000
	404511	Lease Income	70,000	70,000	0	0.00%	70,000
	485000	Reimburse Administrative	1,000	1,000	(5,500)	(84.62)%	6,500
	490000	Miscellaneous	200,000	200,000	0	0.00%	200,000
	490010	Gain or Loss on Sale of Asset	50,000	50,000	0	0.00%	50,000
	490080	Bad Check Fees	1,000	1,000	250	33.33%	750
	490200	Registration Fees	3,000	3,000	0	0.00%	3,000
	490210	Sponsorships	5,000	5,000	(19,000)	(79.17)%	24,000
	491900	In-Kind Sponsorships	4,280,100	4,280,100	4,280,100	100.00%	0
			4,700,300	4,700,300	4,296,050	1,062.72%	404,250
		<u>Engineering</u>					
	440110	Review Fees	125,000	125,000	25,000	25.00%	100,000
	440110	Drawings/Blue Line Prints	100	100	(1,900)	(95.00)%	2,000
			125,100	125,100	23,100	22.65%	102,000
		<u>Permits & Inspections</u>					
	401070	Building Permits - Residential	135,000	135,000	0	0.00%	135,000
	401080	Building Permits - Commercial	200,000	200,000	0	0.00%	200,000
	401085	Municipal Fees	20,000	20,000	10,000	100.00%	10,000
	401090	Electrical License Fees	10,000	10,000	(60,000)	(85.71)%	70,000
	401100	Electrical Permit - Residential	160,000	160,000	0	100.00%	160,000
	401110	Electrical Permit - Commercial	117,000	117,000	0	0.00%	117,000
	401115	HVAC Registration Fees	4,500	4,500	(7,500)	(62.50)%	12,000
	401120	HVAC Permit - Residential	75,000	75,000	0	0.00%	75,000
	401130	HVAC Permit - Commercial	35,000	35,000	(7,300)	(17.26)%	42,300
	401140	Other Permit Fees	30,000	30,000	0	0.00%	30,000
	401145	Temp. Occupancy Fee - Comm.	1,250	1,250	0	0.00%	1,250
	401160	Plumbing Licenses Fees	6,500	6,500	(13,500)	(67.50)%	20,000
	401170	Plumbing Permits - Residential	80,000	80,000	0	0.00%	80,000
	401180	Plumbing Permits - Commercial	37,800	37,800	0	0.00%	37,800
	402020	Fines & Forfeitures	10,000	10,000	10,000	100.00%	0
	403035	Technology Fees	60,000	60,000	0	0.00%	60,000
	403045	Review Fees	6,000	6,000	1,000	20.00%	5,000
	440110	Drawings/Blue Line Prints	200	200	100	100.00%	100
			988,250	988,250	(67,200)	(6.37)%	1,055,450
		<u>Planning and Zoning</u>					
	401040	Miscellaneous Licenses	700	700	0	0.00%	700
	401140	Other Permit Fees	3,000	3,000	0	0.00%	3,000
	402020	Fines and Forfeitures	1,000	1,000	0	0.00%	1,000
	403030	Zoning Appeals	18,000	18,000	4,000	28.57%	14,000
	403035	Technology fees	7,000	7,000	1,000	16.67%	6,000
	403040	Rezoning	7,000	7,000	0	0.00%	7,000

Washington County, Maryland
General Fund Revenues - Requested - Draft 1
FY 2025

Page	Account Number	Funding Source	FY 2025 Requested Budget	FY 2025 Requested Budget	\$ Change	% Change	FY 2024 Operating Budget Approved
	403045	Review Fees	90,000	90,000	45,000	100.00%	45,000
	403050	Development Fees	30,000	30,000	10,000	50.00%	20,000
	403055	Other Planning Fees	400	400	0	0.00%	400
	485000	Reimbursed Administrative	100	100	0	0.00%	100
	486045	Reimbursed Exp - Other	5,000	5,000	0	0.00%	5,000
			162,200	162,200	60,000	58.71%	102,200
		<u>Sheriff - Judicial</u>					
	402010	Peace Order Service	5,000	5,000	2,000	66.67%	3,000
	403010	Sheriff Fees - Judicial	40,000	40,000	0	0.00%	40,000
			45,000	45,000	2,000	4.65%	43,000
		<u>Sheriff - Process Servers</u>					
	402010	Peace Order Service	140,000	140,000	25,000	21.74%	115,000
			140,000	140,000	25,000	21.74%	115,000
		<u>Sheriff - Patrol</u>					
	402000	Parking Violations	2,500	2,500	(1,000)	(28.57)%	3,500
	402040	School Bus Camera Fines	0	0	(12,000)	(100.00)%	12,000
	403000	Speed Cameras	1,064,960	1,064,960	(32,820)	(2.99)%	1,097,780
	486020	Reimbursed Exp - Patrol	60,000	60,000	5,700	10.50%	54,300
	490020	Sale of Publications	6,500	6,500	0	0.00%	6,500
			1,133,960	1,133,960	(40,120)	(3.42)%	1,174,080
		<u>Sheriff - Central Booking</u>					
	404510	Rental - Building	0	0	0	0.00%	0
	404511	Lease Income	15,720	15,720	0	0.00%	15,720
			15,720	15,720	0	0.00%	15,720
		<u>Sheriff - Detention Center</u>					
	403080	Housing Federal Prisoners	1,000	1,000	550	122.22%	450
	403090	Housing State Prisoners	175,000	175,000	0	0.00%	175,000
	403100	Home Detention Fees	500	500	(1,000)	(66.67)%	1,500
	486050	Reimbursed Exp - Detention	500	500	0	0.00%	500
	486055	Alien Inmate Reimbursement	25,000	25,000	0	0.00%	25,000
	486060	Soc Sec Inc Reimbursement	10,000	10,000	0	0.00%	10,000
			212,000	212,000	(450)	(0.21)%	212,450
		<u>Sheriff - Day Reporting Center</u>					
	403075	Day Reporting Fees	5,000	5,000	(2,500)	(33.33)%	7,500
			5,000	5,000	(2,500)	(33.33)%	7,500
		<u>Sheriff - Narcotics Task Force</u>					
	486030	Reimbursed Exp - NTF	215,000	215,000	(193,450)	(47.36)%	408,450
			215,000	215,000	(193,450)	(47.36)%	408,450
		<u>Sheriff - Washington County Police Academy</u>					

Washington County, Maryland
General Fund Revenues - Requested - Draft 1
FY 2025

Page	Account Number	Funding Source	FY 2025 Requested Budget	FY 2025 Requested Budget	\$ Change	% Change	FY 2024 Operating Budget Approved
	403015	Academy Fees	59,830	59,830	(10)	(0.02)%	59,840
			59,830	59,830	(10)	(0.02)%	59,840
		<u>Emergency Services</u>					
	403060	Alarm Termination Fee	20,000	20,000	0	0.00%	20,000
	403115	Miscellaneous Fees	476,880	476,880	476,880	100.00%	0
	486040	Reimbursed Exp - Emer Mgmnt	203,000	203,000	(202,630)	(49.95)%	405,630
			699,880	699,880	274,250	64.43%	425,630
		<u>Wireless Communications</u>					
	404511	Lease Income	50,800	50,800	2,800	5.83%	48,000
	403070	EMCS Salary Reimbursement	15,600	15,600	0	0.00%	15,600
			66,400	66,400	2,800	4.40%	63,600
		<u>Parks</u>					
		<u>Buildings, Grounds, & Facilities</u>					
	499420	Fuel	2,000	2,000	0	0.00%	2,000
			2,000	2,000	0	0.00%	2,000
		<u>Martin L. Snook Pool</u>					
	404100	Swimming Pool Fees	35,000	35,000	0	0.00%	35,000
	40411	Swimming Pool - Concession Fee	12,000	12,000	0	0.00%	12,000
			47,000	47,000	0	0.00%	47,000
		<u>Parks and Recreation</u>					
	404000	Sale of Wood	900	900	0	0.00%	900
	404010	Rental Fees	40,000	40,000	0	0.00%	40,000
	404020	Ballfield Fees	8,000	8,000	0	0.00%	8,000
	404030	Ballfield Lighting Fees	1,000	1,000	0	0.00%	1,000
	404040	Concession Fees	2,500	2,500	0	0.00%	2,500
	404300	Program Fees	350,000	350,000	0	0.00%	350,000
	490060	Park Contrib from Residents	1,000	1,000	0	0.00%	1,000
			403,400	403,400	0	0.00%	403,400
		Total Charges for Services	9,596,720	9,596,720	4,441,520	86.16%	5,155,200
		<u>Grants</u>					
	495000	Operating Grants	300,000	300,000	(50,000)	(14.29)%	350,000
	496110	State Aid - Police Protection	1,150,560	1,150,560	10,560	0.93%	1,140,000
	496115	SAFER	0	0	(2,020,190)	(100.00)%	2,020,190
	496120	911 Fees	2,250,000	2,250,000	900,000	66.67%	1,350,000
	400700	Cannabis State Sales Tax	400,000	400,000	400,000	100.00%	0
	401190	Marriage Licenses	50,000	50,000	0	0.00%	50,000
	401210	Trader's License	190,000	190,000	(10,000)	(5.00)%	200,000
	402020	Fines & Forfeitures	5,000	5,000	(15,000)	(75.00)%	20,000
	403130	Marriage Ceremony Fees	3,000	3,000	0	0.00%	3,000
	496130	State Park Fees	150,000	150,000	0	0.00%	150,000

Washington County, Maryland
General Fund Revenues - Requested - Draft 1
FY 2025

Page	Account Number	Funding Source	FY 2025 Requested Budget	FY 2025 Requested Budget	\$ Change	% Change	FY 2024 Operating Budget Approved
		Total Grants for Operations	4,498,560	4,498,560	(784,630)	(14.85)%	5,283,190
		Total Program Revenues	14,095,280	14,095,280	3,656,890	35.03%	10,438,390
		Total General Fund Proposed Revenue	299,059,340	299,059,340	17,998,990	6.40%	281,060,350

Washington County, Maryland
General Fund Expenditures - Requested - Draft 1
FY2025

Page	Cost Center	Department/Agency	FY 2025 Requested Budget	Adjustment	FY 2025 Requested Budget	\$ Change	% Change	FY 2024 Operating Budget Approved
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Education

Direct Primary

90000	Board of Education	118,737,360	0	118,737,360	9,667,000	8.86%	109,070,360
		118,737,360	0	118,737,360	9,667,000	8.86%	109,070,360

Secondary

90040	Hagerstown Community College	10,236,290	0	10,236,290	0	0.00%	10,236,290
		10,236,290	0	10,236,290	0	0.00%	10,236,290

Other Education

93400	Free Library	4,959,250	0	4,959,250	1,488,540	42.89%	3,470,710
10990	Clear Spring Library Building	143,000	0	143,000	130,730	1,065.44%	12,270
10991	Smithsburg Library Building	150,750	0	150,750	139,750	1,270.45%	11,000
10992	Boonsboro Library Building	171,810	0	171,810	160,310	1,394.00%	11,500
10993	Hancock Library Building	141,700	0	141,700	130,700	1,188.18%	11,000
		5,566,510	0	5,566,510	2,050,030	58.30%	3,516,480

Total Education		134,540,160	0	134,540,160	11,717,030	9.54%	122,823,130
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Public Safety

Sheriff

11300	Judicial	4,221,310	0	4,221,310	208,750	5.20%	4,012,560
11305	Process Server	168,260	0	168,260	9,900	6.25%	158,360
11310	Patrol	17,118,940	0	17,118,940	1,049,500	6.53%	16,069,440
11311	Sheriff Auxiliary	90,200	0	90,200	40,200	80.40%	50,000
11315	Central Booking	1,492,120	0	1,492,120	(2,600)	(0.17)%	1,494,720
11320	Detention Center	23,509,380	0	23,509,380	2,257,290	10.62%	21,252,090
11321	Day Reporting Center	538,530	0	538,530	32,130	6.34%	506,400
11330	Narcotics Task Force	647,500	0	647,500	(392,780)	(37.76)%	1,040,280
11335	WC Police Academy	59,830	0	59,830	(10)	(0.02)%	59,840
		47,846,070	0	47,846,070	3,202,380	7.17%	44,643,690

Emergency Services

11420	Air Unit	95,890	0	95,890	21,920	29.63%	73,970
11430	Special Operations	311,290	0	311,290	97,180	45.39%	214,110
11440	911 Communications	6,747,820	0	6,747,820	61,870	0.93%	6,685,950
11520	EMS Operations	6,344,250	0	6,344,250	2,575,280	68.33%	3,768,970
11525	Fire Operations	8,435,110	0	8,435,110	1,864,820	28.38%	6,570,290
11535	Public Safety Training Center	1,366,210	0	1,366,210	405,860	42.26%	960,350
93110	Civil Air Patrol	4,000	0	4,000	0	0.00%	4,000
93130	Fire & Rescue Volunteer Services	12,059,880	0	12,059,880	1,422,410	13.37%	10,637,470
		35,364,450	0	35,364,450	6,449,340	22.30%	28,915,110

Other Public Safety

11530	Emergency Management	378,930	0	378,930	102,390	37.03%	276,540
93100	Humane Society of WC	2,350,000	0	2,350,000	818,470	53.44%	1,531,530
		2,728,930	0	2,728,930	920,860	50.93%	1,808,070

Total Public Safety		85,939,450	0	85,939,450	10,572,580	14.03%	75,366,870
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Operating and Capital Transfers

Operating

Washington County, Maryland
General Fund Expenditures - Requested - Draft 1
FY2025

Page	Cost Center	Department/Agency	FY 2025 Requested Budget	Adjustment	FY 2025 Requested Budget	\$ Change	% Change	FY 2024 Operating Budget Approved
	91020	Highway	10,521,180	0	10,521,180	424,840	4.21%	10,096,340
	91021	Solid Waste	651,180	0	651,180	201,180	44.71%	450,000
	91023	Agricultural Education Center	255,760	0	255,760	17,560	7.37%	238,200
	91024	Grant Management	537,170	0	537,170	149,530	38.57%	387,640
	91028	Land Preservation	31,920	0	31,920	(21,610)	(40.37)%	53,530
	91029	HEPMPO	5,130	0	5,130	0	0.00%	5,130
	91040	Utility Administration	799,210	0	799,210	96,240	13.69%	702,970
	91041	Water	490,590	0	490,590	(259,980)	(34.64)%	750,570
	91044	Transit	1,213,230	0	1,213,230	160,690	15.27%	1,052,540
	91046	Golf Course	267,150	0	267,150	(166,540)	(38.40)%	433,690
	92010	Muni. in Lieu of Bank Shares	38,550	0	38,550	0	0.00%	38,550
			14,811,070	0	14,811,070	601,910	4.24%	14,209,160
		<u>Capital</u>						
	91230	Capital Improvement Fund	7,750,000	0	7,750,000	1,500,000	24.00%	6,250,000
	12700	Debt Service	16,210,080	0	16,210,080	430,840	2.73%	15,779,240
			23,960,080	0	23,960,080	1,930,840	8.76%	22,029,240
		Total Operating/Capital Transfers	38,771,150	0	38,771,150	2,532,750	6.99%	36,238,400
		<u>General Government</u>						
		<u>Courts</u>						
	10200	Circuit Court	2,720,970	0	2,720,970	334,130	14.00%	2,386,840
	10210	Orphans Court	34,250	0	34,250	(1,900)	(5.26)%	36,150
	10220	State's Attorney	5,282,090	0	5,282,090	332,390	6.72%	4,949,700
			8,037,310	0	8,037,310	664,620	9.01%	7,372,690
		<u>State</u>						
	10400	Election Board	2,941,480	0	2,941,480	675,390	29.80%	2,266,090
	12300	Soil Conservation	369,510	0	369,510	5,500	1.51%	364,010
	12400	Weed Control	353,000	0	353,000	35,450	11.16%	317,550
	12410	Environmental Pest Management	50,500	0	50,500	5,000	10.99%	45,500
	94000	Health Department	3,183,620	0	3,183,620	844,350	36.09%	2,339,270
	94010	Social Services	506,330	0	506,330	0	0.00%	506,330
	94020	University of MD Extension	290,120	0	290,120	11,080	3.97%	279,040
	94030	County Cooperative Extension	38,730	0	38,730	0	0.00%	38,730
			7,733,290	0	7,733,290	1,576,770	25.61%	6,156,520
		<u>Community Funding</u>						
	93000	Community Funding	1,200,000	0	1,200,000	200,000	20.00%	1,000,000
			1,200,000	0	1,200,000	200,000	20.00%	1,000,000
		<u>County Administrator</u>						
	10300	County Administrator	458,030	0	458,030	31,060	7.27%	426,970
	10310	Public Relations and Marketing	687,530	0	687,530	137,460	24.99%	550,070
	12500	Business & Economic Dev.	1,023,760	0	1,023,760	186,200	22.23%	837,560
			2,169,320	0	2,169,320	354,720	19.55%	1,814,600
		<u>General Operations</u>						
	10100	County Commissioners	357,550	0	357,550	1,410	0.40%	356,140
	10110	County Clerk	162,460	0	162,460	(3,800)	(2.29)%	166,260
	10530	Treasurer	532,600	0	532,600	6,480	1.23%	526,120
	10600	County Attorney	1,299,950	0	1,299,950	383,380	41.83%	916,570
	10700	Human Resources	1,742,920	0	1,742,920	365,330	26.52%	1,377,590
	11200	General Operations	5,851,230	0	5,851,230	2,248,390	62.41%	3,602,840
			9,946,710	0	9,946,710	3,001,190	43.21%	6,945,520

Washington County, Maryland
General Fund Expenditures - Requested - Draft 1
FY2025

Page	Cost Center	Department/Agency	FY 2025 Requested Budget	Adjustment	FY 2025 Requested Budget	\$ Change	% Change	FY 2024 Operating Budget Approved
<u>Budget and Finance Division</u>								
	10500	Budget and Finance	3,065,030	0	3,065,030	1,090,870	55.26%	1,974,160
	10510	Ind. Accounting & Auditing	75,000	0	75,000	(5,000)	(6.25)%	80,000
	10520	Purchasing	683,190	0	683,190	34,860	5.38%	648,330
			3,823,220	0	3,823,220	1,120,730	41.47%	2,702,490
<u>Information Technology</u>								
	11000	Information Technology	4,364,640	0	4,364,640	270,010	6.59%	4,094,630
	11540	Wireless Communication	1,755,300	0	1,755,300	135,350	8.36%	1,619,950
			6,119,940	0	6,119,940	405,360	7.09%	5,714,580
<u>Other</u>								
	11100	Women's Commission	2,000	0	2,000	0	0.00%	2,000
	11120	Veteran's Advisory Committee	2,000	0	2,000	2,000	100.00%	0
	11140	Diversity and Inclusion Committee	2,000	0	2,000	0	0.00%	2,000
	11150	Animal Control Board	7,200	0	7,200	7,200	100.00%	0
	11550	Forensic Investigator	30,000	0	30,000	0	0.00%	30,000
	93230	Commission on Aging	2,223,920	0	2,223,920	1,159,390	108.91%	1,064,530
	93300	Museum of Fine Arts	140,000	0	140,000	3,380	2.47%	136,620
			2,407,120	0	2,407,120	1,171,970	94.88%	1,235,150
<u>Buildings</u>								
	10900	Martin Luther King Building	126,480	0	126,480	1,600	1.28%	124,880
	10910	Administration Building	343,880	0	343,880	13,470	4.08%	330,410
	10930	Court House	343,880	0	343,880	41,640	13.78%	302,240
	10940	County Office Building	257,800	0	257,800	21,470	9.08%	236,330
	10950	Administration Annex	150,600	0	150,600	25,970	20.84%	124,630
	10960	Dwyer Center	34,390	0	34,390	2,080	6.44%	32,310
	10965	Election Board Facility	123,040	0	123,040	16,690	15.69%	106,350
	10970	Central Services	135,400	0	135,400	4,170	3.18%	131,230
	10980	Rental Properties	1,730	0	1,730	(4,290)	(71.26)%	6,020
	10985	Senior Center Building	12,210	0	12,210	160	1.33%	12,050
	11325	Public Facilities Annex	104,110	0	104,110	14,300	15.92%	89,810
			1,633,520	0	1,633,520	137,260	9.17%	1,496,260
<u>Parks</u>								
	12000	Martin L. Snook Pool	173,700	0	173,700	5,100	3.02%	168,600
	12200	Parks and Recreation	1,854,130	0	1,854,130	142,060	8.30%	1,712,070
			2,027,830	0	2,027,830	147,160	7.82%	1,880,670
<u>Public Works</u>								
	11600	Public Works	354,530	0	354,530	15,170	4.47%	339,360
	11910	Buildings, Grounds & Facilities	2,625,210	0	2,625,210	233,260	9.75%	2,391,950
			2,979,740	0	2,979,740	248,430	9.10%	2,731,310
<u>Engineering & Permits and Inspections</u>								
	11620	Engineering	3,108,700	0	3,108,700	136,080	4.58%	2,972,620
	11630	Permits & Inspections	3,266,170	0	3,266,170	182,500	5.92%	3,083,670
			6,374,870	0	6,374,870	318,580	5.26%	6,056,290
<u>Planning and Zoning</u>								
	10800	Planning and Zoning	1,476,150	0	1,476,150	9,570	0.65%	1,466,580
	10810	Zoning Appeals	67,240	0	67,240	7,950	13.41%	59,290
			1,543,390	0	1,543,390	17,520	1.15%	1,525,870
Total Other Government Programs								
			55,996,260	0	55,996,260	9,364,310	20.08%	46,631,950

Washington County, Maryland
General Fund Expenditures - Requested - Draft 1
FY2025

Page	Cost Center	Department/Agency	FY 2025 Requested Budget	Adjustment	FY 2025 Requested Budget	\$ Change	% Change	FY 2024 Operating Budget Approved
Total Expenditures			315,247,020	0	315,247,020	34,186,670	12.16%	281,060,350



Agenda Report Form

Open Session Item

SUBJECT: Discussion of the 2025-2034 Capital Budget – Draft 1

PRESENTATION DATE: February 27, 2024

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

RECOMMENDED MOTION: For informational purposes.

REPORT-IN-BRIEF: Discussion of Draft 1 of the FY2025-2034 Capital Budget.

DISCUSSION: The purpose of today's discussion is to give the Board another opportunity to give feedback and/or direction on the 2025-2034 Capital Budget.

FISCAL IMPACT: FY2025 Capital Budget of \$73,743,000

CONCURRENCES: CIP Committee

ALTERNATIVES: N/A

ATTACHMENTS: N/A

AUDIO/VISUAL NEEDS: N/A



OPEN SESSION ITEM

SUBJECT: ENR Upgrade for Smithsburg WWTP

PRESENTATION DATE: February 27, 2024

PRESENTATION BY: Joseph W. Moss, P.E. – Deputy Director of Engineering for DEM

RECOMMENDED MOTION: Move to approve Change Order #18 for Buchart Horn, Inc. in the amount of \$58,648.00 and extend the completion date to October 15, 2025.

REPORT-IN-BRIEF: The Buchart Horn, Inc. Proposal to provide project management and full-time resident inspection services for the ENR upgrade at Smithsburg WWTP was approved on March 25, 2019. Since it has been 5 years since submitting their original proposal, the Consultant has requested an adjustment to their hourly rates to provide Construction Phase Services.

DISCUSSION: The hourly rates for project management services and full-time resident inspection services proposed by Buchart Horn were quoted to the County in a Proposal dated March 25, 2019. Since that time, the Consumer Price Index for All Urban Consumers (CPI-U): U.S. city average, from March of 2019 to August 2023 rose 20.8%. The hourly rate increases requested by Buchart Horn in their September 2023 correspondence range from 5.6% to 13.4%. Considering this, the requested increases are below the CPI-U average for the same period and are found to be fair and reasonable.

A time extension of 894 calendar days was granted, thus establishing the new completion date to be October 15, 2025.

FISCAL IMPACT: There are adequate funds in TRP021 to cover this change order.

CONCURRENCES: DEM Director

ATTACHMENTS: Change order #18 and request from consultant.

**BOARD OF COUNTY COMMISSIONERS OF
WASHINGTON COUNTY MARYLAND**
100 WEST WASHINGTON STREET, HAGERSTOWN, MARYLAND 21740-4735
CHANGE ORDER



TO:
Consultant: Buchart Horn, Inc
Contractor: PO Box 15040
Vendor: York, PA 17405-7040

Change Order No. Purchase Order No.
Contract No. P/S Account No.
Project Title: Date:

The contract time will: ☒ increase ☐ decrease ☐ remain the same by: ☒ calendar days ☐ working days

Description of Change:

Increase to the hourly rates originally quoted for project management services and full-time resident inspection services on the ENR Upgrade at the Smithsburg Wastewater Treatment Plant.

Reason for Change:

The hourly rates for project management services and full-time resident inspection services proposed by Buchart Horn were quoted to the County in a Proposal dated March 25, 2019. Since that time the Consumer Price Index for All Urban Consumers (CPI-U): U.S. city average, from March of 2019 to August 2023 rose 20.8%. The hourly rate increases requested by Buchart Horn in their September 2023 correspondence range from 5.6% to 13.4%. In light of this, the requested increases are below the CPI-U average for the same period and are found to be fair and reasonable.

The completion date, incorporating the changes included in this change order, is:	<input type="text" value="October 15, 2025"/>
The original contract sum was:	<input type="text" value="\$3,638,300.00"/>
Net changes by previous change orders:	<input type="text" value="\$1,259,177.63"/>
Contract sum prior to this change order:	<input type="text" value="\$4,897,477.63"/>
By this Change Order, the contract sum will be changed by:	<input type="text" value="\$58,648.00"/>
The new contract sum including this change order will be:	<input type="text" value="\$4,956,125.63"/>

The Consultant/Contractor/Vendor shall not commence with the work described hereon until this form is executed by all agents.

Consultant: Digitally signed by Scott Russell
DN: cn=Scott Russell, o=Buchart Horn Inc., ou,
email=scott.russell@bucharthorn.com, c=US
Date: 2024.02.02 09:49:49 -0500

Finance:

Contractor/Vendor:

Purchasing:

Approving Agency: Digitally signed by Mark D
Bradshaw
Date: 2024.02.02 11:45:50 -0500

County Administrator:

Outside County Entities: Please email the signed form to ChangeOrder@washco-md.net.

September 22, 2023

Mr. Mark Bradshaw, P.E.
 Director
 Washington County Dept. of Water Quality
 Public Works Annex
 16232 Elliott Parkway
 Williamsport MD 21795-4083

Reference: Smithsburg WWTP PUR-977
Request for Supplement
BH Project No. 76436-03

Dear Mr. Bradshaw:

We understand the Washington County Department of Water Quality is set to move forward with the Construction Phase for the Smithsburg Wastewater Treatment Plant ENR Upgrade and Expansion Project. As outlined in our Proposal for Design, Bidding and Construction Phase Services dated February 4, 2019 and approved by the Board of Washington County Commissioners on March 25, 2019, Buchart Horn Inc. (BH) has been authorized to provide construction administration services for this Project.

As outlined in our Proposal, BH will provide project management services and full-time resident inspection services. The man hour breakdown and associated Hourly Rates as included with our 2019 Proposal is provided here:

Task	Project Manager	Project Engineer	Engineer	Construction Inspector	Designer	Admin Assistant	TOTALS
1. Design	255	494	1,592		1,555	80	\$437,376
2. Bid Services	29	38	121		56		\$29,593
3. Construction Phase Services	392	212	614	2,880	436	150	\$542,064
TOTAL HOURS	676	744	2,327	2,880	2,047	230	
HOURLY RATE	\$188	\$161	\$111	\$111	\$82	\$71	
EXPENSES							\$28,800
GEOTECHNICAL SUBCONTRACTOR							\$23,700
TOTAL FEE							\$1,061,533

In recognition of the time that has elapsed since the preparation of our proposal and in accordance with Section VIII of our Agreement, BH is requesting to supplement our Total Construction Phase Services to reflect an equitable adjustment to our hourly rates as established with our initial proposal. These rates are noted below:

	Project Manager	Project Engineer	Engineer	Construction Inspector	Designer	Admin Assistant	Total
Construction Phase Services (hrs)	392	212	121	2880	436	150	
2023 Hourly Rate	\$ 201.00	\$ 169.00	\$ 121.00	\$ 125.00	\$ 93.00	\$ 75.00	
	\$ 78,792.00	\$ 35,828.00	\$ 74,294.00	\$ 360,000.00	\$ 40,548.00	\$ 11,250.00	\$ 600,712.00
					Requested Supplement:		\$ 58,648.00

The change results in a Total requested increase to our construction phase services Fee in the amount of **\$58,648**.

If you should have any questions or require any additional information, please do not hesitate to call me at (814) 574-4518.

Very truly yours,

BUCHARTHORN, INC.



Scott E. Russell, P.E.

Senior Vice President

SER/ser



Agenda Report Form

Open Session Item

SUBJECT: Maryland Administrative Office of the Courts Security Funding – Approval to Accept Grant Award

PRESENTATION DATE: February 27, 2024

PRESENTATION BY: Kristin Grossnickle, Court Administrator, Circuit Court for Washington County and Richard Lesh, Grant Manager, Office of Grant Management.

RECOMMENDED MOTION: Move to approve the acceptance of funds in the amount of \$42,920 for Circuit Court security funding.

REPORT-IN-BRIEF: This grant program will provide funds from the Maryland Administrative Office of the Courts to Washington County Circuit Court to install ballistic protection on the walls and doors of new offices adjoining the Clerk of the Court's office.

DISCUSSION: Grant funds will be used to install ballistic protection on the wall and doors of the two new offices adjoining the Clerk of the Court's office. These offices will be passed by the public accessing public kiosks and the Clerk's office criminal department therefore emphasizing the need for increased ballistic protection.

The Office of Grant Management has reviewed the grant funding guidelines. There are no unusual conditions or requirements attached to the acceptance of the grant.

FISCAL IMPACT: Provides \$42,920 for the Washington County Circuit Court

CONCURRENCES: Rachel Souders, Director, Office of Grant Management

ALTERNATIVES: Deny acceptance of funding.

ATTACHMENTS: N/A

AUDIO/VISUAL NEEDS: N/A



Agenda Report Form

Public Packet

Open Session Item

SUBJECT: Contract Award (PUR-1653) – Washington County Solid Waste Department Landfill Gas Utilization Project

PRESENTATION DATE: February 27, 2023

PRESENTATION BY: Rick F. Curry, CPPO, Director, Purchasing Department; Dave Mason, P.E., Deputy Director, Solid Waste Department

RECOMMENDED MOTION: Move to award the contract for the Landfill Gas Utilization project to the highest responsible, responsive bidder.

REPORT-IN-BRIEF: The work to be performed under this project includes but is not limited to financing of the landfill gas (LFG) project including the facility and all required infrastructure. LFG conversion facility planning, design, permitting for project development and implementation (land use, construction, operation, etc.). LFG conversion facility construction, operation, maintenance, regulatory compliance, decommissioning at the end of service life. LFG and/or conversion product marketing, sale, and distribution. The Proposer shall, as part of the project, be responsible for the installation of all additional electrical facilities needed for project operations. The Proposer shall provide and maintain their own water system, sewer connection, telephone and other voice/data telecommunications infrastructure and services. At the time of award, the project will be designed and constructed for the existing cells in Phase I. The system must be able to expand as the landfill expands vertically and with the completion of Phase I and the construction of the Phase II Cells.

The Coordinating Committee was comprised of the Director of Purchasing, Director of Environmental Management, and Deputy Director of Solid Waste (Chairman Designee). The Request for Proposals (RFP) was advertised on the State's "*eMaryland Marketplace Advantage*", on the County's web site, and in the local newspaper. Forty-nine (49) persons/firms accessed the Request for Proposal from the County's web site. Twelve (12) persons/firms were represented at the Pre-Proposal Conference/Teleconference. The deadline for proposal submittals was December 20, 2023; three (3) firms submitted proposals. The Qualifications & Experience/Technical Proposals of the three (3) firms were considered responsive by the Coordinating Committee. The Price Proposals of those firms were opened, and it was discovered that the Proposer did not submit the required Form of Proposal and therefore the proposal was considered non-responsive.

DISCUSSION: N/A

The project design is to be completed within six hundred and ninety (690) consecutive calendar days of the Notice to Proceed.

FISCAL IMPACT: N/A

CONCURRENCES: As recommended by the Coordinating Committee

ALTERNATIVES: N/A

ATTACHMENTS: N/A

AUDIO/VISUAL NEEDS: N/A



Agenda Report Form

Open Session Item

SUBJECT: Contract Award (PUR-1637) – Terminal Building Roof Repairs

PRESENTATION DATE: February 27, 2024

PRESENTATION BY: Rick F. Curry, CPPO, Director, Purchasing Department; Andrew Eshleman, P.E., Director, Division of Public Works

RECOMMENDED MOTION: Move to award the contract for the Terminal Building Roof Repairs project to the responsible, responsive bidder, Ruff Roofing and Sheet Metal, Inc., of Halethorpe, MD who submitted the lowest total lump sum bid in the amount of \$204,872.40.

REPORT-IN-BRIEF: The work to be performed by the Contractor on this project generally includes but is not limited to: repairs to the original terminal building roof due to infiltration of storm water and painting the trim of the terminal building a consistent blue.

The project is to be substantially completed within thirty (30) consecutive calendar days of the Notice to Proceed. The County can assess liquidated damages in the sum of two hundred fifty (\$500) dollars for each consecutive day that the project is not completed.

The bid was advertised in the local newspaper, listed on the State of Maryland's "*eMaryland Marketplace Advantage*" website and on the County's web site. Four (4) companies were represented at the pre-bid teleconference. Forty (40) persons/companies registered/downloaded the bid document on-line. One (1) bid was submitted as indicated on the attached bid tabulation matrix.

DISCUSSION: N/A

FISCAL IMPACT: Funds are budgeted in the amount of \$250,000 in the department's Capital Improvement Project (CIP) account 35-45010-BLD088 CNST, Airport Systemic Improvement Projects.

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: Bid Matrix Tabulation

AUDIO/VISUAL NEEDS: N/A

PUR-1637

**TERMINAL BUILDING ROOF REPLACEMENT
HAGERSTOWN REGIONAL AIRPORT**

To furnish labor, materials, equipment, plant and services necessary to properly complete the work required under the TOTAL SUM BID, based on the prices set forth in and subsequent Schedule of Values submitted by the Contractor in strict accordance with the aforesaid documents, and to be substantially completed within **Thirty (30) Consecutive Calendar Days** from the date of Contractor's receipt of written Notice to Proceed.

VENDOR	TOTAL LUMP SUM BID
Ruff Roofing and Sheet Metal, Inc. Halethorpe, MD	\$204,872.40

Corrected calculations based on unit pricing

Remarks / Exceptions None

Bids Opened: 1-31-2024



Agenda Report Form

Public Packet

Open Session Item

SUBJECT: Bid Award (PUR-1644) – Food Services at the Washington County Black Rock Golf Course

PRESENTATION DATE: February 27, 2024

PRESENTATION BY: Brandi Naugle, CPPO, Buyer, Purchasing Department; Andrew Eshleman, P.E., Director, Division of Public Works.

RECOMMENDED MOTION: Move to award the contract for food service operations in the café area of the golf course clubhouse to the responsible, responsive bidder.

REPORT-IN-BRIEF: On November 29, 2023, the County issued a Request for Proposal (RFP) for Food Services at the Washington County Black Rock Golf Course. The location is the Black Rock Clubhouse at 20025 Mt. Aetna Road, Hagerstown Maryland. The leased area will be the kitchen, bar area, and assigned dining area. The contract Agreement term length is three (3) years with an option for one (1) year renewals.

The Black Rock Golf Course hosts approximately thirty thousand (30,000) rounds of golf per year and over forty (40) golf tournaments. Current food and beverage service consists of beverage and prepackage snacks with no onsite prepared food options. The Golf Course has a full-service commercial kitchen and dining area. The Black Rock Golf Course has a liquor license for the premises which is anticipated to be transferred to the food service provider. The Golf Course operates year-round 7:00 a.m. – 5:00 p.m., seven (7) days per week, exclusive of holidays and weather closures.

The Request for Proposal was published in the local newspaper, on the County web site, and on the State of Maryland's eMMA "*eMaryland Marketplace Advantage*" web site. Thirty (30) persons/companies registered/downloaded the bid document on-line. On November 29, 2023, one (1) bid was received.

DISCUSSION: N/A

FISCAL IMPACT: The County will receive revenues from these services.

CONCURRENCES: As recommended by the Coordinating Committee.

ALTERNATIVES: To not award the contract.

ATTACHMENTS: N/A



Agenda Report Form

Open Session Item

SUBJECT: Rejection of Bid (PUR-1663) – Swimming Pool Resurfacing at the Martin L. “Marty” Snook Pool.

PRESENTATION DATE: February 27, 2024

PRESENTATION BY: Brandi Naugle, CPPO, Buyer; Andrew Eshleman, P.E., Director, Division of Public Works

RECOMMENDED MOTION: Move to take action, in the best interest of the County and to request the bid for the Swimming Pool Resurfacing at the Martin L. “Marty” Snook pool be rejected due to the bid exceeding the estimated budget. The department shall make all necessary repairs prior to the pool opening for the season and prepare a new request for proposal for the resurfacing to begin in early September of this year.

REPORT-IN-BRIEF: Notice of the Invitation to Bid (ITB) was listed on the State of Maryland’s “eMaryland Marketplace Advantage” (eMMA) website, on the County’s website and in the local newspaper. Twenty-three (23) persons/companies registered/downloaded the bid document online and one (1) bid was received for this service.

DISCUSSION: N/A

FISCAL IMPACT: N/A

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: Bid Tabulation Matrix

AUDIO/VISUAL NEEDS: N/A

PUR-1663
Swimming Pool Resurfacing

	USA Construction, LLC Cumming, GA
Swimming Pool Resurfacing, and Replace Main Drain Grate Covers	\$315,367.53
Estimated Start Date	Will provide prior to award

**Corrected Calculations Based on Unit Pricing*

Remarks/Exceptions:



Agenda Report Form

Open Session Item

SUBJECT: Intergovernmental Cooperative Purchase (INTG-24-0140) Line Striping of County Roads

PRESENTATION DATE: February 27, 2024

PRESENTATION BY: Brandi Naugle, CPPO, Buyer, Purchasing Department; Zane Rowe, Deputy Director Public Works Highway; Doug Levine, Traffic Supervisor, Highway Department.

RECOMMENDED MOTION: To authorize by Resolution, for the Highway Department to utilize the Howard County Maryland line striping contract PA-096-2023 with Alpha Space Control, LLC. of Chambersburg, PA for line striping of 1,520,000 linear feet at \$.107 a linear foot on various roads within the County in the amount of \$162,640.

REPORT-IN-BRIEF: The Code of Public Laws of Washington County, Maryland (the Public Local Laws) 1-106.3 provides that the Board of County Commissioners 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 part to the original contract. Howard County Maryland solicited the resulting agreement. If the Board of County Commissioners determines that participation by Washington County would result in cost benefits or administrative efficiencies, it could approve the purchase of this service in accordance with the Public Local Laws referenced above by resolving that participation would result in cost benefits or in administrative efficiencies.

The County will benefit from the direct cost savings in the purchase of this service 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 this service by utilizing the Howard County Maryland contract and eliminating our County's bid process would result in administrative and cost savings for the Highway Department in preparing specifications and the Purchasing Department.

DISCUSSION: N/A

FISCAL IMPACT: Funding in the amount of \$169,000 is available in the department's account 515000-20-20050 for these services.

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: Resolution No. RS-2024 (Intergovernmental Cooperative Purchase [INTG-24-0140] Line Striping Contract) and Alpha Space Control - Quote 24-91 dated 2/15/24

AUDIO/VISUAL NEEDS: N/A

ALPHA SPACE CONTROL, LLC

1580 GABLER ROAD
CHAMBERSBURG, PA 17201

PH: (717) 263-0182

F: (717) 263-1193

WWW.ALPHASPACECONTROL.COM

Estimate

DATE	PRO/SALES ...
2/15/2024	24-91

NAME / ADDRESS
WASHINGTON COUNTY MARYLAND 601 NORTHERN AVENUE HAGERSTOWN, MD 21740
ATTN: DOUG

JOB:	2024 TRAFIC MARKINGS 24-91
ADDRESS:	
CITY/ST:	WASHINGTON COUNTY, MD.

TERMS
Net 30

CUSTOMER P.O. NO.	TERMS	SALES REP:
	NET 30	RICH

QTY	DESCRIPTION	COST	TOTAL
1,520,000	ROAD STRIPING: LF OF 5" SINGLE YELLOW / WHITE LINE (PAINT) MARYLAND SALES TAX	0.107 6.00%	162,640.00 0.00

IF THE ABOVE IS AGREED TO, PLEASE SIGN, DATE AND RETURN ORIGINAL COPY.
RETAIN DUPLICATE COPY FOR YOUR FILES. WE RESERVE THE RIGHT TO
WITHDRAW THIS PROPOSAL IF NOT ACCEPTED IN 30 DAYS.

TOTAL \$162,640.00

SIGN/DATE

RESOLUTION NO. RS-2024-

(Intergovernmental Cooperative Purchase [INTG-24-0140]Line Striping of County Roads)

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 Highway Department seeks to utilize the Howard County, Maryland Line Striping Contract PA-096-2023 with Alpha Space Control, LLC, of Chambersburg, Pennsylvania, for line striping of 1,520,000 linear feet at \$.107 per linear foot on various roads within the County for the total amount of \$162,640.

Eliminating the County's bid process will result in administrative and cost savings for the Division of Emergency Services. The County will benefit from 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 Highway Department is authorized to utilize the Howard County Maryland Line Striping Contract PA-096-2023 with Alpha Space Control, LLC, for line striping of 1,520,000 linear feet on various roads within the County in the amount of \$162,640.

Adopted and effective this 27th day of February, 2024.

ATTEST:

BOARD OF COUNTY COMMISSIONERS
OF WASHINGTON COUNTY, MARYLAND

Dawn L. Marcus, County Clerk

BY: _____
John F. Barr, President

Approved as to form
and legal sufficiency:

Zachary J. Kieffer
Interim County Attorney

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



Agenda Report Form

Open Session Item

SUBJECT: Request for Concurrence/Approval of Airport's Recommended FY25 Earmark application with changes to the request associated with annual O&M costs and facility ownership responsibilities.

PRESENTATION DATE: 02/27/2024

PRESENTATION BY: Neil Doran, Airport Director

RECOMMENDED MOTION(S):

- Move to approve the Airport's recommended FY25 Earmark application and to allow the removal of the request/language linked to continued FAA ownership and payment of O&M costs for the proposed replacement Air Traffic Control facility.
- If desired, motion that the Airport Director be authorized to accept any awarded grants related to this project.

REPORT-IN-BRIEF: Critical need for a replacement air traffic control tower at HGR. Old, obsolete conditions in the existing facility. Staff have unsuccessfully attempted various grant funding requests and other lobbying efforts over the years. All such requests included a key "ask" or condition to impose on the FAA. That is, that the FAA was asked to continue owning the facilities (as opposed to the airport) and to continue paying for the annual O&M costs or providing those maintenance services with their own staff.

After careful consideration, staff suggests that this condition be removed from the FY25 earmark request attempt/grant applications. It seems that this "ask" could be making it more difficult for HGR to compete for available grant funding. It is noted that this ATCT replacement funding is only expected to be available for a few more fiscal years (BIL FCT Competitive or ATP programs). After those programs expire, it could be many more years before such programs come around again, with our tower only getting more and more deficient and substandard. While we have a clear need and we have enjoyed strong letters of support from the BOCC and our Congressional and state delegations, the O&M costs and the ownership of the newly constructed facility may be the sticking point.

DISCUSSION:

- We can apply for FY25 earmark. If a grant offer is made, the BOCC can choose to accept or decline the award at that future time. Airport staff can appear before the BOCC again to consider the offer or conversely, the BOCC can motion now that the Airport Director be authorized to accept any awarded grants related to this project.

FISCAL IMPACT: To Be Determined. Based upon the experience in Frederick, Maryland, estimated to be \$50-\$100,000 in annual maintenance costs plus 10-25 hours each month of staff time even to support a brand-new tower facility. This also assumes that the ATCT is equipped at its opening with all the necessary equipment and no expensive needs are identified later that were not included in the initial FAA Contract Tower Minimum Equipment & Facilities List. FAA tends to focus on staffing the larger volume airports and they have difficulty tasking their limited crews working on regional navigational aid projects with maintaining Air Traffic Control towers like ours. Increased costs to \$8.0 million. Still 100% grant funded under these programs.

Comment in FAA document/FAQ: “Can FCT Competitive or ATP funds be used to replace a FAA owned ATCT with a sponsor owned FCT? A: **No. FAA owned ATCT are the responsibility of ATO, not ARP. Use of ARP BIL funding to replace a FAA owned ATCT would be supplementing ATO’s appropriated funds, which is impermissible.**”

- Conclusion: So, this is a long shot. No guarantee. The ATO needs to fund this, but if they won’t - can the earmark process be used by Maryland’s delegation to direct the FAA to find a solution and fund it?

CONCURRENCES: Director of Public Works.

ALTERNATIVES:

- Note: Staff realizes that to do nothing about these conditions is also a decision.
- We can continue to operate with the existing control tower having lighting control systems at risk of failing, and with difficulties in obtaining spare parts.
- We could try for the earmark and the BIL grant applications for a replacement tower as long as the funding is available while continuing to ask for the FAA to own and maintain the tower at their cost.
- We could effectively wait until the FAA ATO itself takes some action at its own expense to renovate the current tower facility or to replace it. However, we have no clear means to determine if or when the facility may be so improved or if the FAA Air Traffic Organization (ATO) has HGR ATCT on their internal priority lists for renovation or replacement. The process for determining and funding needs is mysterious and unclear.
- This project would be an investment in the HGR airport, but also not one the small airport enterprise-fund budget may be able to lift itself, particularly over the next 50 years of facility use. We are working to identify means to raise our airport-generated revenue streams, but any assistance the BOCC could provide to the Airport in support of new Air Traffic Control maintenance costs and responsibilities would be greatly appreciated.

ATTACHMENTS: None.

AUDIO/VISUAL TO BE USED: N/A.



Agenda Report Form

Open Session Item

SUBJECT: Crystal Falls Drive Property Acquisition

PRESENTATION DATE: February 27, 2024

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

RECOMMENDED MOTION: Move to approve the option agreements for partial property acquisition and conveyance of existing right-of-way including fee simple and easements for 47 Crystal Falls Drive and 12136 Crystal Falls Drive; and approve an ordinance approving said purchase; and to authorize the execution of the necessary documentation to finalize the acquisition.

REPORT-IN-BRIEF: Option agreements have been executed for the two above-stated properties. Fee simple and easement acquisitions are shown in the table below.

Property Address/ID	Zoned	Fee Area	Easement Area	Compensation
47 Crystal Falls Drive	RT	N/A	2,628 SF Temporary Construction Easement	\$2,000.00
12136 Crystal Falls Drive	Town of Smithsburg limits - owned by City of Hagerstown	785 SF	5,197 SF Temporary Construction Easement	Donation

DISCUSSION: This is for a federal aid bridge replacement project. Crystal Falls Drive Bridge over Beaver Creek is located near the town of Smithsburg approximately one half-mile south of the intersection of Maryland Route 66 and Maryland Route 77.

FISCAL IMPACT: CIP Budgeted Project (BRG030)

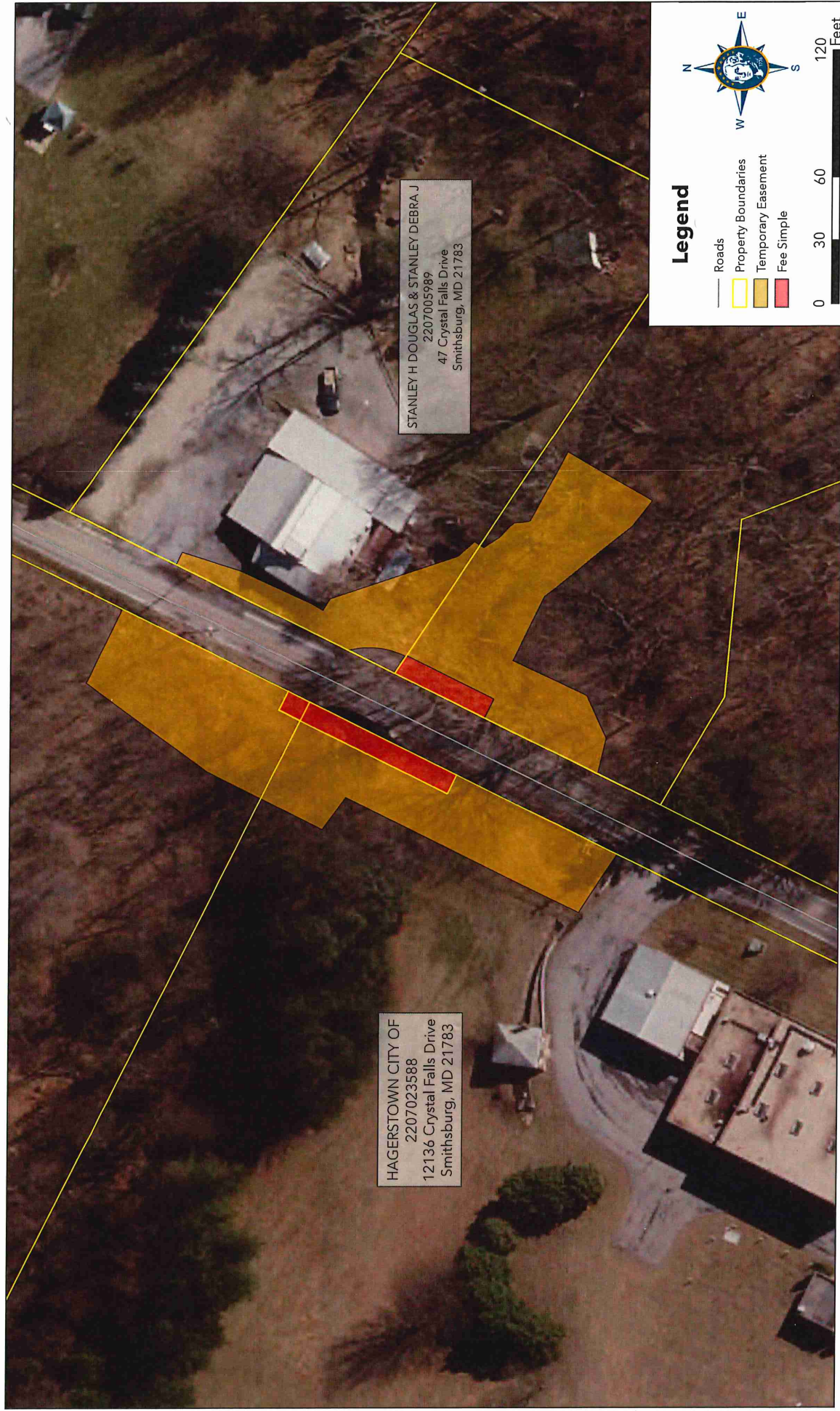
CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: Aerial Map, Ordinances

AUDIO/VISUAL NEEDS: Aerial Map

Exhibit A



ORDINANCE NO. ORD-2024-

**AN ORDINANCE TO APPROVE THE PURCHASE OF REAL PROPERTY AND AN
EASEMENT INTEREST IN REAL PROPERTY**

(Crystal Falls Drive Project – City of Hagerstown Property)

RECITALS

1. The Board of County Commissioners of Washington County, Maryland (the “County”) believes that it is in the best interest of the citizens of Washington County to purchase certain real property (the “Property”) and an easement interest in real property identified on the attached Exhibit A (the “Easement”) to be used for public purposes.
2. The County approved the purchase of the Property and Easement on February 27, 2024.
3. A public hearing was not required by Section 1-301, Code of the Public Local Laws of Washington County, Maryland, as the funds utilized to purchase the Property and Easement are not to be expended from the General Fund of the County.
4. The purchase of the Easement is necessary for the Crystal Falls Drive road project in Washington County, Maryland.

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

ADOPTED this 27th day of February, 2024.

ATTEST:

BOARD OF COUNTY COMMISSIONERS
OF WASHINGTON COUNTY, MARYLAND

Dawn L. Marcus, Clerk

BY: _____
John F. Barr, President

Approved as to legal sufficiency:

Zachary J. Kieffer
Interim County Attorney

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

EXHIBIT A--DESCRIPTION OF PROPERTY

All that land lying between the outermost lines labeled "RIGHT-OF-WAY LINE" and the innermost lines labeled "Existing Right-of-Way lines hereby vacated", as shown or indicated on a plat prepared by the Division of Engineering for Washington County, Maryland, titled "CRYSTAL FALLS DRIVE – Bridge Replacement (W3051)" and intending to be recorded among the Land Records of Washington County, Maryland, in the County Road Plat Book as Right-of-Way Plat No. 100-10-616, all of which plat is made a part hereof, so far as the property and/or rights may be affected by the proposed improvements, and the appurtenances thereto belonging, or in anywise appertaining, situate along the West side of Crystal Falls Drive approximately 1,300 feet Northerly from its intersection with Cavetown Church Road, South of the Corporate Limits of Smithsburg, in Election District No. 7 of Washington County, Maryland, and more particularly described as follows:

BEGINNING for the outline hereof at a 5/8" Rebar found in the Westernmost Right-of-Way line for Crystal Falls Drive, said point being 15.00 feet left of and perpendicular to Baseline of Right-of-Way Station 19+94.02 for Crystal Falls Drive, as graphically depicted on said Plat No. 100-10-616 as aforementioned; thence with said Right-of-Way line, for a portion thereof and on a bearing to agree with a recent survey performed by the Division of Engineering for Washington County, Maryland,

1. South 26 Degrees 13 Minutes 19 Seconds West 78.47 feet to a 5/8" Rebar & Cap to be set; thence leaving said Right-of-Way line and going back therefrom and across lands of Grantor by two (2) new lines of Right-of-Way now established;
2. North 63 Degrees 46 Minutes 41 Seconds West 10.00 feet to a 5/8" Rebar & Cap to be set;
3. North 26 Degrees 13 Minutes 19 Seconds East 78.57 feet to a 5/8" Rebar & Cap to be set in the Seventh (7th) or South 61-1/2 Degrees West 33.56-perch line of a deed recorded among said Land Records in Liber 81 at folio 263, as referenced in deed Parcel No. 1 of Grantor's deed, the same being the existing property line and line of division between Grantor herein and the adjoining lands of N/F Geraldine Patricia Wolfe, by a deed dated November 27, 2002, and recorded among the Land Records of Washington County, Maryland, in Liber 1888 at folio 169; thence with said line for a portion thereof;
4. South 63 Degrees 13 Minutes 33 Seconds East 10.00 feet to the point of beginning, containing an area of 785 square feet or 0.01803 acre of land, more or less.

TOGETHER with the right to use the area designated **TEMPORARY EASEMENT to be Used Only during the Period of Construction**, encompassing 5,197 square feet of land, more or less; the outline of which is graphically depicted on the said Right-of-Way Plat No. 100-10-616. The purpose of the Temporary Easement shall be to provide working space for grading and access upon Grantor's property during the performance of the impending Washington County Division of Engineering Contract No. BR-CF-139-14. The Temporary Easement shall revert to the Grantor by operation of law upon the completion and acceptance of the Project by the County.

BEING a portion of the lands described as "Parcel No. 1" in a deed dated May 31, 1918, and recorded among said Land Records in Liber 153 at folio 436; further shown on Right-of-Way Plat No. 100-10-616, as aforementioned, a reduced copy of which is attached hereto and made a part hereof in **ATTACHMENT 'A'**.

SUBJECT to all easements, rights-of-way, covenants, conditions, and restrictions of record applicable thereto.

ORDINANCE NO. ORD-2024-

**AN ORDINANCE TO APPROVE THE PURCHASE OF REAL PROPERTY AND AN
EASEMENT INTEREST IN REAL PROPERTY**

(Crystal Falls Drive Project – Stanley Property)

RECITALS

1. The Board of County Commissioners of Washington County, Maryland (the “County”) believes that it is in the best interest of the citizens of Washington County to purchase an easement interest in real property identified on the attached Exhibit A (the “Easement”) to be used for public purposes.

2. The County approved the purchase of the Easement on February 27, 2024.

3. A public hearing was not required by Section 1-301, Code of the Public Local Laws of Washington County, Maryland, as the funds utilized to purchase the Property and Easement are not to be expended from the General Fund of the County.

4. The purchase of the Easement is necessary for the Crystal Falls Drive road project in Washington County, Maryland.

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

ADOPTED this 27th day of February, 2024.

ATTEST:

BOARD OF COUNTY COMMISSIONERS
OF WASHINGTON COUNTY, MARYLAND

Dawn L. Marcus, Clerk

BY: _____
John F. Barr, President

Approved as to legal sufficiency:

Zachary J. Kieffer
Interim County Attorney

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

EXHIBIT A --DESCRIPTION OF PROPERTY

All that land designated **TEMPORARY EASEMENT**, as shown or indicated on a plat prepared by the Division of Engineering for Washington County, Maryland, titled "CRYSTAL FALLS DRIVE – Bridge Replacement (W3051)" and intending to be recorded among the Land Records of Washington County, Maryland, in the County Road Plat Book as Right-of-Way Plat No. 100-10-616, all of which plat is made a part hereof, so far as the property and/or rights may be affected by the proposed improvements, and the appurtenances thereto belonging, or in anywise appertaining, situate along the East side of Crystal Falls Drive approximately 1,300 feet Northerly from its intersection with Cavetown Church Road, South of the Corporate Limits of Smithsburg, in Election District No. 7 of Washington County, Maryland, and more particularly described as follows:

The right to use the area designated as **TEMPORARY EASEMENT to be Used Only during the Period of Construction**, encompassing 2,628 square feet; the outline of which is graphically depicted on the said Right-of-Way Plat No. 100-10-616. The purpose of the Temporary Easement shall be to provide working space for grading and access upon Grantor's property during the performance of the impending Washington County Division of Engineering Contract No. BR-CF-139-14. The Temporary Easement shall revert to Grantor by operation of law upon the completion and acceptance of the Project by the County.

Together affirming a **Prescriptive Easement** with the perpetual right to create, use, and/or maintain such stream changes, side ditches, inlet ditches, outlet ditches, pipes, culverts, and all other drainage facilities as are necessary in the opinion of Grantee herein to adequately drain the highway or adjacent property and/or control the flow of water through those drainage structures to be built to protect said highway; said area designated as "**PRESCRIPTIVE AREA – P.308**", as depicted on Right-of-Way Plat No. 100-10-616 :

Whereas Crystal Falls Road has been a deeded right of way [since] January 6, 1887, Road Book 2, Page 327.

Whereas the road has a deeded width of thirty (30) feet, fifteen (15) feet when measured from centerline.

Whereas the County road crosses a stream needing a drainage structure and supporting slopes to support and maintain the roadbed within the right of way.

Whereas said drainage structure is in need of replacement for the safety of vehicle traveling on the County maintained road, and a new structure will need to be maintained in perpetuity.

Whereas it is the responsibility of the County to maintain a safe road network.

Whereas the said drainage structure and supporting slopes are outside of the existing deeded right of way and have been located occupying the lands of the Grantor open, notorious, continued, and uninterrupted for at least the statutory period of twenty (20) years.

BEGINNING for the outline hereof at a point in the existing easternmost Right-of-Way line for Crystal Falls Drive, said point being 15.00 feet right of and perpendicular to Baseline of Right-of-Way Station 19+63.57 for Crystal Falls Drive, as graphically depicted on said Plat No. 100-10-616 as aforementioned, thence with said Right-of-Way line for a portion thereof, on a bearing to agree with recent survey performed by the Division of Engineering for Washington County, Maryland,

1. North 26 Degrees 13 Minutes 19 Seconds East 24.75 feet to a 5/8" Rebar & Cap to be set; thence leaving said Right-of-Way line and across lands of Grantor herein by a curve of prescriptive easement now determined, said curve having a radius of 39.55 feet, a length of 28.25 [feet], a tangent of 14.76 feet, and a chord bearing and distance of
2. South 06 Degrees 13 Minutes 10 Seconds West 27.90 feet to a point in the last or North 58 Degrees West 15.72-perch line of Grantor's deed, said line also being the existing property line and line of division between Grantor herein and the adjoining lands of N/F Richard L. Rogers & Judith L. Rogers, by a deed dated June 11, 1994, and recorded among said Land Records in Liber 1184 at folio 922; thence with said line for a portion thereof
3. North 56 Degrees 23 Minutes 25 Seconds West 9.54 feet to the point of beginning, containing an area of 163 square feet or 0.00374 acre of land, more or less.

BEING a portion of the lands of Grantor herein as described in a deed dated March 31, 2010, and recorded among said Land Records in Liber 3849 at folio 489; further shown on Right-of-Way Plat No. 100-10-616, as aforementioned, a reduced copy of which is attached hereto and made a part hereof in **ATTACHMENT 'A'**.

SUBJECT to all easements, rights-of-way, covenants, conditions, and restrictions of record applicable thereto.



Agenda Report Form

Open Session Item

SUBJECT: Update on Smithsburg Emergency Medical Services (SEMS)

PRESENTATION DATE: February 27, 2024

PRESENTATION BY: Division of Emergency Services, Director R. David Hays
Division of Emergency Services, Deputy Director, David Chisholm
Jonie Gerber, President, Smithsburg Emergency Medical Services
Dale Fishack, Chief, Smithsburg Emergency Medical Services

RECOMMENDATION: N/A

REPORT-IN-BRIEF: The Smithsburg Emergency Medical Services were placed under the oversight and supervision of the Division of Emergency Service on May 21, 2019, as a part of a restructuring plan; subsequent to financial, administrative and operational challenges. To date, the leadership of SEMS has demonstrated exceptional management strategies and strong strategic planning.

The department is currently transitioning it's corporation EMS employees into County employment, has restructured and maintained strong debt management initiatives and in general, functions independently with only minimal intervention by the Division of Emergency Services (DES).

DISCUSSION: TBD

FISCAL IMPACT: Completion of loan repayment by SEMS as obligated.

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: None



Agenda Report Form

Open Session Item

SUBJECT: Adequate Public Facilities Ordinance (APFO) Mitigation Request – Elmwood Farms Section 5B

PRESENTATION DATE: February 27, 2024

PRESENTATION BY: Jill Baker, AICP, Director, Department of Planning and Zoning

RECOMMENDED MOTION: Motion to approve/deny the APFO mitigation request for Elmwood Farms Section 5B subdivision plat.

REPORT-IN-BRIEF: The developers of Elmwood Farms Section 5B have applied for subdivision of 22 lots in this new section of the development. Based on currently adopted pupil generation rates, the new lots would produce approximately 9.5 elementary school students, 4.8 middle school students, and 4.8 high school students. This development is located within the Fountain Rock Elementary, Springfield Middle, and Williamsport High School districts. When this project was tested for school adequacy it was found that Fountain Rock Elementary was at 129% of State rated capacity.

DISCUSSION: The purpose of the APFO is to ensure that public facilities and services needed to support new development shall be available concurrently with the impacts of such development. Specifically, Article 5 of the APFO relates to school capacity. This article outlines the process by which a development is evaluated to determine adequacy.

When a development exceeds the Local Rated Capacity for the school district in which it is located, the APFO offers a provision to allow projects to move forward by paying a fee known as an Alternate Mitigation Contribution (AMC). However, the usage of this provision is suspended where developments exceed 120% of State Rated Capacity. In cases where the school capacity is more than 120%, developers must propose, and gain approval for, a mitigation plan by the Board of County Commissioners. Accordingly, the plan is subject to denial. However, provisions set forth in Section 9.3A allow the Commissioners to let a development proceed if it meets the criteria outlined in the section. For this specific development, the project meets the criteria listed in Section 9.3A.a.i.4 that states “developments with preliminary plat approval prior to July 1, 2005.”. The preliminary plat for this project was approved in February 2005.

FISCAL IMPACT: n/a

CONCURRENCES: n/a

ALTERNATIVES: n/a

ATTACHMENTS: Developer mitigation request letter dated 1/26/2024

AUDIO/VISUAL NEEDS: none

WILLIAM C. WANTZ
ATTORNEY AT LAW
123 WEST WASHINGTON STREET
HAGERSTOWN, MARYLAND 21740-4709

TELEPHONE
(301) 733-7972

EMAIL
WANTZ@MAC.COM

January 26, 2024

Board of County Commissioners of
Washington County
c/o Kirk C. Downey, County Attorney
100 W Washington St, Ste 1101
Hagerstown MD 21740

Re: Elmwood Farm

Dear Commissioners:

I represent John Dallavalle and Jim Fitzgerald, the current successor developers of Elmwood Farm.

Following the guidance of Kirk Downey and Jill Baker, I am writing to request that the Board consider at a forthcoming public meeting the request of my clients on behalf of the landowner, Felix's Folly, LLC, to elect Alternate Mitigation Consideration (AMC) with regard to the remaining lots in the last phase of the Elmwood Farm residential development, based upon the provisions in bold below, allowing AMC election with respect to preliminary subdivision plat approved by the Planning Commission prior to July 1, 2005. The preliminary plat for Elmwood Farm was approved in February, 2005. Attorney Downey and Planning Director Baker have advised that the AMC provision in the Adequate Public Facilities Ordinance (APFO) may be applied to this development.

ARTICLE V - SCHOOLS

5.1 ADEQUACY

All residential new development shall be served by public schools that:

(a) Are currently adequate; or

(b) Have construction of additional capacity funded and scheduled for completion within the same school attendance area in the current or the next year of the approved Washington

County Capital Improvement Program (CIP) following final plat or site plan approval. Adequate is defined in Section 5.4(a) or (b) below. The additional capacity funded and scheduled shall be exclusive of any capacity created pursuant to a developer-funded mitigation program; or

(c) Have been identified by the Board of Education (BOE) as part of an approved redistricting plan scheduled to occur in the same school year or the school year following final plat or site plan approval that will render the public schools adequate.

5.1.1 CAPACITY CREATED BY MITIGATION PROGRAM

Construction of capacity that is funded and to be created by a mitigation program may not be used in a determination of adequacy for any Developer other than the Developers who are parties to the mitigation program.

5.2 EXEMPTIONS

Article V of this Ordinance does not apply to:

- (a) New development to be developed exclusively for non-residential uses;
- (b) New development to be developed and managed according to the applicable regulations and guidelines of the Federal Fair Housing Act and the Housing for Older Persons Act;
- (c) Public or private elementary and secondary schools, and public safety facilities; or
- (d) Minor Subdivisions.

5.3 DATA ON WHICH ADEQUACY SHALL BE DETERMINED.

The BOE shall provide actual enrollment data to the Board of County Commissioners for the last school day of September, December, March and June and the State Rated Capacity for each elementary and secondary school.

5.4 DETERMINATION OF ADEQUACY

5.4.1 The Planning Commission shall determine whether public school facilities are adequate for the proposed new development upon recommendation by the Planning Department after evaluating enrollment information provided by the BOE. The Planning Commission shall determine that a school is adequate if the school has the capacity as follows:

(a) Elementary schools are adequate if the school has available capacity to accommodate student enrollment, including approved new development without exceeding 90% of the State Rated Capacity (SRC).

(b) Middle schools and high schools are adequate if the school has available capacity to accommodate student enrollment, including approved new development without exceeding the State Rated Capacity.

(c) Available capacity for individual schools shall be determined in accordance with Section 5.5, below.

(d) Final approval will not be granted for developments in the review process until schools obtain adequate status through the determination made according to the procedures described in Sections 5.5 and 5.8 below.

5.5 MEASURING FOR AVAILABLE CAPACITY

(a) Adequacy of every elementary, middle and high school serving the proposed development shall be tentatively measured at the time of preliminary consultation and preliminary plat review, and shall be finally measured and determined as of the date of final plat or site plan submission, or the first date upon which all necessary documentation and materials have been submitted, whichever occurs last, based upon data as published by the BOE.

(b) If approval has not been received from the Planning Commission within twelve (12) months of the date of plan submission, the most recent quarterly school enrollment data must be utilized by the Commission for APFO review unless a delay occurs not attributable to the applicant.

(c) For determining adequacy, enrollment shall mean the total of the BOE official enrollment figures, background enrollment, pupils generated from the proposed development, and pupils generated from other previously-approved developments, including developments in municipalities.

(d) On a biennial schedule, student yield from approved development may be subtracted from the equation to determine adequacy in an amount equal to the number yielded by the dwelling units constructed.

(e) Pupil generation rates shall be determined by the Board of County Commissioners with advice from and consultation with the BOE and shall reflect the characteristics of the school attendance area within which the proposed development is located.

5.6 OPTIONS FOR MITIGATION OF INADEQUATE SCHOOL CAPACITY

(a) If a school is not adequate as defined in Section 5.4.1 but does not exceed 120% of State Rated Capacity, a developer may choose to make an Alternate Mitigation Contribution (AMC) as defined and described in Section 5.8. A developer may not choose to make an Alternate Mitigation Contribution (AMC) if the existing enrollment in any school affected by the new development exceeds 120%.

(b) If a school is not adequate as defined in section 5.4.1 and an adjoining school district at the same level is at least twenty (20) percent below State Rated Capacity, then the applicant may request the BOE to determine the viability of redistricting to accommodate the new development. If the BOE determines that redistricting is a viable alternative, and the BOE approves a specific redistricting plan that would result in all the schools serving the proposed development meeting the standards established in Section 5.4.1, then the school shall be considered adequate.

(c) If a school is not adequate as defined in Section 5.4.1 and the developer has not chosen the AMC described in Section 5.6 (a) or the BOE has not approved a specific redistricting plan that would result in the school meeting the standards established in Section 5.4.1, then the final subdivision or site plan approval shall be denied, except as provided for in Section 9.3A of this Ordinance.

(d) Any Developer proposal to create improvements to meet adequacy shall be submitted to the Board of Education for recommendations and reviewed under any BOE adopted mitigation policy then in effect and be subject to the standards and review processes of the Interagency Committee on School Construction (IAC) of the Maryland Board of Public Works.

(e) Background enrollment growth will be extrapolated over the number of years for which approval is requested. Included in the calculations shall be any additional approved but unplatted major preliminary plan developments in the affected area which might impact the historical growth trend to make it inaccurate or obsolete.

(f) The Planning Commission may require phasing or an annual maximum build-out rate to plan for future adequacy.

5.7 RESIDENTIAL BUILDING PERMIT APPROVAL

5.7.1 The Board of County Commissioners shall have the authority to limit the number of building permits in any school attendance area. The decision to limit building permits shall be based on the recommendation of the Planning Commission Defined in §2.3.1.1 as follows:

The average annual impact of equated student enrollment changes during the preceding three (3) years in the school attendance areas serving the proposed development as determined in Section

5.4 with appropriate adjustments made in the determination by the Board of Education to eliminate student enrollment changes caused solely by school redistricting.

Section 9.3A of the APFO, referenced in bold above, provides:

9.3A In its sole discretion, the Board of County Commissioners or its designee may approve a mitigation program that allows a development to proceed in a school district otherwise designated as inadequate for development under the following conditions:

(a) The Board of County Commissioners determines that approving this development benefits the community by:

(i) encouraging certain types of development that offer advantages to the community, including but not limited to the following:

- (1) development in designated revitalization areas;
- (2) renovation of abandoned or under-utilized structures;
- (3) affordable or workforce housing or community revitalization projects; or
- (4) **developments with preliminary plat approval prior to July 1, 2005.**

Since the current developer did not have documents confirming the date of preliminary plat approval, an investigation was undertaken, in which the Planning Staff assisted, finally confirming through archived Planning Commission minutes that the approval occurred in February, 2005, and thus, before July 1 of that year, invoking the relief provided above.

This past Wednesday afternoon, January 24, 2024, in a conference call with County Attorney Kirk Downey and Planning Director Jill Baker, it was confirmed by the Planning Director and County Attorney that, in view of the approval by the Planning Commission of the preliminary subdivision plat prior to July 1, 2005, the project is eligible for Alternate Mitigation Contribution (AMC) relief under §5.8 of the APFO, which provides:

5.8 ALTERNATE MITIGATION CONTRIBUTION (AMC)

(a) When any school affected by the new development exceeds adequate capacity as defined in Section 5.4.1 but does not exceed 120% of its State Rated Capacity, a developer may choose to make an Alternate Mitigation Contribution as described and calculated below.

(b) The formula to calculate the Alternate Mitigation Contribution (AMC) is $(A/B \times C) \times D \times E = AMC$, where "A" is the average cost of a school seat; "B" is the expected lifespan of a school or seat; "C" is the average pupil generation rate attributable to the type of dwelling units proposed as set by resolution and referenced in Section 5.5(e); "D" is the years a

Board of County Commissioners of
Washington County
c/o Kirk C. Downey, County Attorney
January 26, 2024
Page 6

student spends in the school system (e.g., 13 years); and “E” is the number of dwelling units, per type (i.e., single family, apartment, and/or town home), proposed in the new development.

(c) The formula in Section 5.8(b) above shall be applied for each type of dwelling unit comprising the new development. The sum of all calculations for each type of dwelling unit will be the total AMC due for the proposed development.

(d) When the Alternate Mitigation Contribution is required in order to achieve final plat or site plan approval, the County will notify the applicant of the amount due at the time that it is determined the final plat or site plan is complete and ready for an unconditional approval. The AMC shall be paid in full to the County prior to affixation of the signature evidencing the Planning Commission’s approval of the site plan or final subdivision plat.

(e) The actual factor values to be used in the formula specified in Section 5.8(b) above shall be established by resolution of the Board. The factor values shall be reviewed by the Board at its discretion, but at least by the end of every second year of each term of office.

(f) Any sums paid as an AMC are not refundable.

We are available to participate in a meeting of the Board of County Commissioners, at your earliest convenience. My clients are available to participate in meetings identified by Mr. Downey currently scheduled for February 13 and 27, 2024.

Many thanks for your consideration of this request.

Very truly yours,

A handwritten signature in black ink, appearing to read 'W. Wantz', with a stylized flourish at the end.

William C. Wantz

WCW/psm