John F. Barr, *President*
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Derek Harvey
Wayne K. Keefer
Randall E. Wagner

100 West Washington Street, Suite 1101 | Hagerstown, MD 21740-4735 | P: 240.313.2200 | F: 240.313.2201
WWW.WASHCO-MD.NET

BOARD OF COUNTY COMMISSIONERS
March 12, 2024
OPEN SESSION AGENDA

9:00 AM	INVOCATION AND PLEDGE OF ALLEGIANCE CALL TO ORDER, *President John F. Barr* APPROVAL OF MINUTES: *March 5, 2024*
9:05 AM	COMMISSIONERS' REPORTS AND COMMENTS
9:25 AM	STAFF COMMENTS
9:30 AM	CITIZEN PARTICIPATION
9:40 AM	FY25 SOLID WASTE BUDGET *Dave Mason, Deputy Director, Solid Waste*
9:55 AM	FY25 WATER QUALITY BUDGET *Mark Bradshaw, Director, Environmental Management*
10:10 AM	CONTRACT AWARD (PUR-1450 TASK ORDER 18) – NORTHWEST QUADRANT UTILITY EXPANSION *Andrew Eshelman, Director, Public Works*
10:15 AM	INTERGOVERNMENTAL COOPERATIVE PURCHASE (INTG-24-0142) ONE (1) NEW/USED 2024 F550 CHASSIS/CAB TRUCK W/ KNAPHEIDE CRANE BODY *Rick Curry, Director, Purchasing; Dave Mason, Deputy Director, Solid Waste*
10:20 AM	INTERGOVERNMENTAL COOPERATIVE PURCHASE (INTG-20-0030) UNIFORM RENTAL SERVICES FOR VARIOUS COUNTY DEPARTMENTS *Brandi Naugle, Buyer, Purchasing Department*
10:25 AM	OFFICE OF PROBLEM-SOLVING COURTS DISCRETIONARY GRANT APPLICATION SUBMITTAL *Kristin Grossnickle, Court Administrator, Circuit Court; Richard Lesh, Grant Manager, Grant Management*
10:30 AM	APPROVAL OF ZONING MAP AMENDMENT RZ-23-008 *Aaron Weiss, Assistant County Attorney, County Attorney's Office*
10:35 AM	BUDGET ADJUSTMENT FOR UNBUDGETED COSTS *Michelle Gordon, County Administrator*

10:40 AM CLOSED SESSION - (*To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals; and To consult with counsel to obtain legal advice on a legal matter)*

3:30 PM RECONVENE IN OPEN SESSION

ADJOURNMENT

Open Session Item

SUBJECT: FY25 Solid Waste Budget

PRESENTATION DATE: March 12, 2024

PRESENTATION BY: Dave Mason, Deputy Director, Solid Waste

RECOMMENDED MOTION(S): For informational purposes

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

DISCUSSION: The Solid Waste budget increased over FY24 by $780,700 or 8.42%. The increase is the result of the proposed step, COLA and potential salary scale adjustment. There will be no increase in fees for FY24 due to a decrease in the debt service and increase in tonnage for FY24.

The General Fund contribution to Solid Waste increased $37,170 or 8.26% due to the potential salary scale adjustment.

FISCAL IMPACT: $10,692,500

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: FY25 Solid Waste Budget

AUDIO/VISUAL TO BE USED: N/A

Washington County, Maryland
Solid Waste Fund Operating Budget
Detailed Summary
Fiscal Year 2025

Page	Category by Function	FY 2025 Requested Budget	Adjustment	FY 2025 Proposed Budget	$ Change	Note	% Change	FY 2024 Original Budget
	Landfill Fees:							
13-2	Permit Fees	897,250	0	897,250	13,160		1.49%	884,090
13-2	Licensing Fee - Comm Haulers	1,100	0	1,100	0		0.00%	1,100
13-2	Tipping Fees - 40 West	9,120,180	0	9,120,180	763,040		9.13%	8,357,140
13-2	Mulch/Compost Taxable	34,500	0	34,500	4,500		15.00%	30,000
13-2	Mulch/Compost Non Taxable	300	0	300	0		0.00%	300
		10,053,330	**0**	**10,053,330**	**780,700**	**1**	**8.42%**	**9,272,630**

1 **Landfill Fees:**
- Projected increase in waste stream based on current trends.

Page	Category by Function	FY 2025 Requested Budget	Adjustment	FY 2025 Proposed Budget	$ Change	Note	% Change	FY 2024 Original Budget
	Other Revenues:							
13-2	Interest, Penalties & Fees	2,000	0	2,000	0		0.00%	2,000
13-2	Miscellaneous	100,000	0	100,000	0		0.00%	100,000
13-2	General Fund Appropriation	487,170	0	487,170	37,170	**2**	8.26%	450,000
13-2	Recycling Fees	50,000	0	50,000	0		0.00%	50,000
13-2	Fund Balance Reserve	0	0	0	0		0.00%	0
		639,170	**0**	**639,170**	**37,170**		**6.17%**	**602,000**

2 **GF Appropriation:**
- Used to fund closed sites that are not generating revenue. Increases due to salary scale adjustment.

Page	Category by Function	FY 2025 Requested Budget	Adjustment	FY 2025 Proposed Budget	$ Change	Note	% Change	FY 2024 Original Budget
	Total Revenues	**10,692,500**	**0**	**10,692,500**	**817,870**		**8.28%**	**9,874,630**
13-7	General Operations	2,285,700	0	2,285,700	120,920		5.59%	2,164,780
13-17	Forty West Landfill	6,176,540	0	6,176,540	751,880		13.86%	5,424,660
13-29	Composting	205,170	0	205,170	(10,620)		(4.92%)	215,790
13-32	Resh Landfill	204,240	0	204,240	(2,300)		(1.11%)	206,540
13-34	Rubble Landfill	174,850	0	174,850	(2,000)		(1.13%)	176,850
13-36	Old City/County Landfill	286,050	0	286,050	(115,800)		(28.82%)	401,850
13-38	Hancock	9,900	0	9,900	0		0.00%	9,900
13-40	Transfer Stations	647,100	0	647,100	23,300		3.74%	623,800
13-44	Recycling Operations	702,950	0	702,950	52,490		8.07%	650,460
	Total Expenses	**10,692,500**	**0**	**10,692,500**	**817,870**	**3**	**8.28%**	**9,874,630**

3 **Landfill Expenses:**
- Increase due to COLA, Step and Salary Scale Adjustment.

Category Summary:

Salaries and Benefits	3,229,630	0	3,229,630	383,070	13.46%	2,846,560
Operating	7,462,870	0	7,462,870	434,800	6.19%	7,028,070
Capital Outlay	0	0	0	0	0.00%	0
	10,692,500	0	10,692,500	817,870	8.28%	9,874,630

Washington County, Maryland
Solid Waste Fund Revenues
FY25

	2025 Operating Budget Requested	Adjustment	2025 Operating Budget Proposed	$ Change	% Change	2024 Operating Budget Approved	2023 Actuals Final	2022 Actuals Final
400270 - Cash Drawer over/under	0	0	0	0	0.00%	0	119	(4)
404420 - Interest, Penalties & Fees	2,000	0	2,000	0	0.00%	2,000	3,038	2,698
421000 - Permit Fees	897,250	0	897,250	13,160	1.49%	884,090	936,776	910,513
421010 - Licensing Fee - Comm Haulers	1,100	0	1,100	0	0.00%	1,100	1,840	1,841
421035 - Tipping Fees - 40 West	9,120,180	0	9,120,180	763,040	9.13%	8,357,140	8,410,474	8,157,041
421040 - Mulch/Compost Taxable	34,500	0	34,500	4,500	15.00%	30,000	33,916	28,443
421050 - Mulch/Compost Non Taxable	300	0	300	0	0.00%	300	0	230
185000 - Reimburse Administrative	0	0	0	0	0.00%	0	30	0
490000 - Miscellaneous	100,000	0	100,000	0	0.00%	100,000	114,185	116,393
490005 - Insurance Recovery	0	0	0	0	0.00%	0	1,598	1,450
490010 - Gain or Loss on Sale of Asset	0	0	0	0	0.00%	0	77,861	1,746
490045 - Oper Transfer - General Fund	651,180	(164,010)	487,170	37,170	8.26%	450,000	450,000	450,000
490080 - Bad Check Fees	0	0	0	0	0.00%	0	325	325
490100 - Recycling Fees	50,000	0	50,000	0	0.00%	50,000	56,175	66,068
498800 - Other - CIP Revenue	0	0	0	0	0.00%	0	6,377	260
499420 - Fuel	0	0	0	0	0.00%	0	44	34
Revenues	**10,856,510**	**(164,010)**	**10,692,500**	**817,870**	**8.28%**	**9,874,630**	**10,092,758**	**9,737,038**

Washington County, Maryland
Solid Waste Fund
Department 00000 - Default Department
FY25 Revenues

	2025 Operating Budget Requested	2025 Operating Budget Proposed	2025 Variance Comments Requested	2025 Variance Comments Proposed
404420 - Interest, Penalties & Fees	2,000	2,000		
421000 - Permit Fees	897,250	897,250	The budget is based on 2,700 residential permits x $130 = $351,000, 4,100 senior permits x $95 = $389,500, 100 veteran permits x $95 = $9,500, 75 second permit x $65 = $4,875, 150 regular half price x $65 = $9,750, 80 senior half price x $47.50 = $3,800, 10 veteran half price x $47.50 = $475.00, 750 yard waste permits x $25 = $18,750, 1,700 yard waste add-on permits x $20 = $34,000 and 2,100 recycling permits x $36 = $75,600.	
421010 - Licensing Fee - Comm Haulers	1,100	1,100		

	2025 Operating Budget Requested	2025 Operating Budget Proposed	2025 Variance Comments Requested	2025 Variance Comments Proposed
421035 - Tipping Fees - 40 West	9,120,180	9,120,180	Budget is based on volume projections of 76,500 ton of refuse x $55/ton = $4,207,500, 11,000 ton of refuse from large haulers with discount rate x $45/ton = $495,000, 12,000 ton of refuse from large haulers with discount rate x $40/ton = $480,000, 8,500 tons of sludge x $60/ton = $510,000, 5 tons of white goods x $52/ton = $260, 2,200 tons of yard waste x $63/ton = $138,600, 10 tons of E-waste x $52/ton = $520, 37,000 tons of rubble x $75/ton = $2,775,000, 5,500 tons of MD Paper sludge x $52/ton = $286,000, 100 tons of industrial waste x $52/ton = $5,200, 400 tons of high volume/low weight x $120/ton = $48,000, 75 tons of small tires x $162/ton = $12,150, 20 tons of large tires x $250/ton = $5,000, 2,000 of individual tires x $3/each = $6000, 2,000 tons of dirt x $20 = $40,000, 5 tons of recycling x $30 = $150, 70 tons of animal carcasses x $100 = $7,000, 650 ton from Clean County x $52/ton = $33,800 , mattresses = $65,000 and 1,000 freon appliances x $5/unit = $5,000.	
421040 - Mulch/Compost Taxable	34,500	34,500	Budget is based on volumes of mulch and compost sold from previous year actuals. 350 tons of mulch x $30 = $10,500, 800 x $30 of compost = $24,000.	
421050 - Mulch/Compost Non Taxable	300	300		

Washington County, Maryland
Solid Waste Fund
Department 00000 - Default Department
FY25 Revenues

	2025 Operating Budget Requested	2025 Operating Budget Proposed	2025 Variance Comments Requested	2025 Variance Comments Proposed
490000 - Miscellaneous	100,000	100,000		
490045 - Oper Transfer - General Fund	651,180	487,170	Increase due to salary scale adjustments.	Decrease due to a change in pension contribution from 28% to 26% as well as personnel requests not being proposed by the salary committee.
490100 - Recycling Fees	50,000	50,000		
Total	**10,856,510**	**10,692,500**		

Washington County, Maryland
Solid Waste Fund Expenditures - Proposed
FY25

	2025 Operating Budget Requested	Adjustment	2025 Operating Budget Proposed	$ Change	% Change	2024 Operating Budget Approved
21010 - General Operations	2,283,920	1,780	2,285,700	120,920	5.59%	2,164,780
21020 - Forty West Landfill	6,301,460	(124,920)	6,176,540	751,880	13.86%	5,424,660
21025 - Composting	215,670	(10,500)	205,170	(10,620)	(4.92)%	215,790
21030 - Resh Landfill	204,240	0	204,240	(2,300)	(1.11)%	206,540
21040 - Rubble Landfill	174,850	0	174,850	(2,000)	(1.13)%	176,850
21050 - Old City/County Landfill	286,050	0	286,050	(115,800)	(28.82)%	401,850
21060 - Hancock	9,900	0	9,900	0	0.00%	9,900
21100 - Transfer Station	676,060	(28,960)	647,100	23,300	3.74%	623,800
21200 - Recycling Operations	704,360	(1,410)	702,950	52,490	8.07%	650,460
Solid Waste Fund	**10,856,510**	**(164,010)**	**10,692,500**	**817,870**	**8.28%**	**9,874,630**
Total Expenditures	**10,856,510**	**(164,010)**	**10,692,500**	**817,870**	**8.28%**	**9,874,630**

Washington County, Maryland
Solid Waste Fund
Department 21010 - General Operations
FY25 Expenses

	2025 Operating Budget Requested	Adjustment	2025 Operating Budget Proposed	$ Change	% Change	2024 Operating Budget Approved	2023 Actuals Final	2022 Actuals Final
500000 - Wages - Full Time	409,940	0	409,940	30,970	8.17%	378,970	330,406	358,258
500005 - Wages - Part Time	43,410	0	43,410	(420)	(0.96)%	43,830	30,428	43,696
500010 - Wages - Overtime	14,100	0	14,100	0	0.00%	14,100	3,468	19,532
500040 - Other Wages	0	0	0	0	0.00%	0	0	405
500100 - FICA - Employer	35,760	0	35,760	2,340	7.00%	33,420	27,139	31,019
500120 - Health Insurance	109,630	0	109,630	4,740	4.52%	104,890	70,052	85,953
500125 - Other Insurance	2,570	0	2,570	110	4.47%	2,460	1,202	2,131
500130 - Pension	114,780	(6,870)	107,910	9,380	9.52%	98,530	86,837	90,072
500140 - Workers Compensation	11,410	0	11,410	390	3.54%	11,020	4,742	9,353
500145 - Time to Care	0	6,850	6,850	6,850	100.00%	0	0	0
500150 - Unemployment Compensation	0	0	0	0	0.00%	0	0	(430)
500155 - Personnel Requests	217,810	0	217,810	217,810	100.00%	0	0	0
500160 - Other Post Employment Benefits	10,130	0	10,130	0	0.00%	10,130	7,871	0
500161 - Wage Reserve	(5,040)	0	(5,040)	43,080	(89.53)%	(48,120)	0	0
500170 - Personal Development	2,640	0	2,640	120	4.76%	2,520	0	0
500171 - Employee Recognition	1,910	0	1,910	(30)	(1.55)%	1,940	0	0
500172 - Team Building	550	0	550	20	3.77%	530	0	0
Wages and Benefits	**969,600**	**(20)**	**969,580**	**315,360**	**48.20%**	**654,220**	**562,145**	**639,989**
501000 - Debt - Bond Principal	783,110	0	783,110	36,570	4.90%	746,540	630,639	691,341
501001 - Contra - Bond Principal	0	0	0	0	0.00%	0	(630,639)	(691,341)
501010 - Debt - State Loan Principal	96,230	0	96,230	(49,930)	(34.16)%	146,160	906,133	806,494
501011 - Contra - State Principal	0	0	0	0	0.00%	0	(906,133)	(806,494)
501050 - Debt - Bond Interest	254,150	0	254,150	(1,430)	(0.56)%	255,580	166,540	180,257
501060 - Debt - State Loan Interest	1,060	0	1,060	(1,610)	(60.30)%	2,670	8,064	16,632
501080 - Debt Lease Interest	0	0	0	0	0.00%	0	713	(1,242)
501090 - Debt - Administrative Fees	7,470	0	7,470	(490)	(6.16)%	7,960	22,546	22,717

Washington County, Maryland
Solid Waste Fund
Department 21010 - General Operations
FY25 Expenses

	2025 Operating Budget Requested	Adjustment	2025 Operating Budget Proposed	$ Change	% Change	2024 Operating Budget Approved	2023 Actuals Final	2022 Actuals Final
501095 - Bond Issue Cost Expense	19,900	0	19,900	16,500	485.29%	3,400	2,380	0
502000 - Appropriations	85,000	0	85,000	(129,000)	(60.28)%	214,000	0	0
505140 - Office Supplies	0	0	0	0	0.00%	0	0	446
505150 - Other - Miscellaneous	0	0	0	0	0.00%	0	0	1
505160 - Personal Mileage	670	0	670	10	1.52%	660	0	0
505170 - Postage	500	0	500	0	0.00%	500	0	178
505230 - Travel Expenses	2,680	0	2,680	730	37.44%	1,950	1,772	582
505906 - Operating Reserves	0	0	0	(71,220)	(100.00)%	71,220	0	0
505960 - Uncollectible Accounts	2,000	0	2,000	0	0.00%	2,000	13,957	9,602
510010 - Fleet Insurance	18,190	0	18,190	440	2.48%	17,750	17,656	16,446
510020 - Property & Casualty Insurance	10,440	0	10,440	1,370	15.10%	9,070	8,359	6,897
510030 - Public & Gen Liability Insurance	11,040	0	11,040	130	1.19%	10,910	9,729	8,411
515000 - Contracted/Purchased Service	0	0	0	0	0.00%	0	0	87,551
515010 - Auditing Services	1,090	0	1,090	0	0.00%	1,090	845	820
515350 - Accident Repairs	0	0	0	0	0.00%	0	0	1,450
520000 - Training	6,000	0	6,000	0	0.00%	6,000	0	1,400
520030 - Food Comp	1,000	0	1,000	400	66.67%	600	37	462
535010 - Copy Machine Rental	0	0	0	0	0.00%	0	0	0
535055 - Lease Payments	2,200	1,800	4,000	1,800	81.82%	2,200	0	0
535057 - Non-Lease Components	0	0	0	0	0.00%	0	216	216
535058 Lease-Variable Payments	0	0	0	0	0.00%	0	477	266
540010 - Wireless Communication	3,500	0	3,500	700	25.00%	2,800	3,298	2,520
540020 - Telephone Expenses	5,000	0	5,000	0	0.00%	5,000	0	0
545010 - Electric	3,090	0	3,090	590	23.60%	2,500	2,156	1,917
Operating Expenses	**1,314,320**	**1,800**	**1,316,120**	**(194,440)**	**(12.87)%**	**1,510,560**	**258,745**	**357,529**
Total	**2,283,920**	**1,780**	**2,285,700**	**120,920**	**5.59%**	**2,164,780**	**820,890**	**997,518**

Washington County, Maryland
Solid Waste Fund
Department 21010 - General Operations
FY25

	2025 Operating Budget Requested	2025 Operating Budget Proposed	2025 Variance Comments Requested	2025 Variance Comments Proposed
500000 - Wages - Full Time	409,940	409,940	The budget is based on a proposed step of 2.5% and a 1% COLA for FY25. Wages are then allocated based on a three-year rolling average and adjusted for any known changes in trends.	
500005 - Wages - Part Time	43,410	43,410	The budget is based on a proposed step of 2.5% and a 1% COLA for FY25. Wages are then allocated based on a three-year rolling average and adjusted for any known changes in trends.	
500010 - Wages - Overtime	14,100	14,100		
500100 - FICA - Employer	35,760	35,760	Budget is based on total wages times 7.65%.	
500120 - Health Insurance	109,630	109,630	The Health Insurance budget was not increased. This is based on the projected trend analysis in the market, discussions with the County's health insurance administrators, an analysis of the County's self-insured reserve trends and the anticipated reserve balance.	

Washington County, Maryland
Solid Waste Fund
Department 21010 - General Operations
FY25

	2025 Operating Budget Requested	2025 Operating Budget Proposed	2025 Variance Comments Requested	2025 Variance Comments Proposed
500125 - Other Insurance	2,570	2,570	This category includes County paid premiums for employee life insurance, dependent life insurance, and long-term disability. The majority of these premiums are based on wages. Due to the wage increase the other insurance increased by approximately 3.5%. The change from FY23 to FY24 includes the increase related to the mid-year COLA of 9.5%.	
500130 - Pension	114,780	107,910	The budgeted amount for employer pension is based on full-time wages times 28%. Solid waste pension is based on a 48 hour work week.	Reduced Pension contribution from 28% to 26% based on Actuarial defined contribution.
500140 - Workers Compensation	11,410	11,410	Workers Compensation is based on projected employee wages times their assigned classification rates.	
500145 - Time to Care	0	6,850		Expense added in anticipation of Time to Care Act implementation.
500155 - Personnel Requests	217,810	217,810	For possible salary scale adjustment.	
500160 - Other Post Employment Benefits	10,130	10,130		
500161 - Wage Reserve	(5,040)	(5,040)	To budget for vacancy savings.	

Washington County, Maryland
Solid Waste Fund
Department 21010 - General Operations
FY25

	2025 Operating Budget Requested	2025 Operating Budget Proposed	2025 Variance Comments Requested	2025 Variance Comments Proposed
500170 - Personal Development	2,640	2,640	The personal development incentive budget is $120 per full-time employee per year. Employees are afforded the opportunity to request annual training of some kind. Training may include physical training and exercise.	
500171 - Employee Recognition	1,910	1,910	The employee recognition incentive for a total of $77,000 is to be distributed equitably by department size. Department heads and division directors may recognize full-time employees who strive to overachieve. Funds may be used for additional training; attendance to industry events; and related travel.	
500172 - Team Building	550	550	The team building incentive budget is $25 per full-time employee per year. This allows a department head or division director to offer the occasional celebration or recognize employee achievements in the office setting.	
501000 - Debt - Bond Principal	783,110	783,110	Debt cost is based on fixed agreed upon payments with bondholders and State agencies. Payments are in accordance with amortization schedules.	
501010 - Debt - State Loan Principal	96,230	96,230	Debt cost is based on fixed agreed upon payments with bondholders and State agencies. Payments are in accordance with amortization schedules.	

Washington County, Maryland
Solid Waste Fund
Department 21010 - General Operations
FY25

	2025 Operating Budget Requested	2025 Operating Budget Proposed	2025 Variance Comments Requested	2025 Variance Comments Proposed
501050 - Debt - Bond Interest	254,150	254,150	Debt cost is based on fixed agreed upon payments with bondholders and State agencies. Payments are in accordance with amortization schedules.	
501060 - Debt - State Loan Interest	1,060	1,060	Debt cost is based on fixed agreed upon payments with bondholders and State agencies. Payments are in accordance with amortization schedules.	
501090 - Debt - Administrative Fees	7,470	7,470	Debt cost is based on fixed agreed upon payments with bondholders and State agencies. Payments are in accordance with amortization schedules.	
501095 - Bond Issue Cost Expense	19,900	19,900	Debt cost is based on fixed agreed upon payments with bondholders and State agencies. Payments are in accordance with amortization schedules.	
502000 - Appropriations	85,000	85,000		
505160 - Personal Mileage	670	670	Change reflects the change in the mileage rate.	
505170 - Postage	500	500		
505230 - Travel Expenses	2,680	2,680	The cost is based on County Engineers Association of Maryland (CEAM) Fall Conference = $800, CEAM Spring Conference = $800, CEAM Membership = $75, Other conferences = $1000.	
505960 - Uncollectible Accounts	2,000	2,000		

Washington County, Maryland
Solid Waste Fund
Department 21010 - General Operations
FY25

	2025 Operating Budget Requested	2025 Operating Budget Proposed	2025 Variance Comments Requested	2025 Variance Comments Proposed
510010 - Fleet Insurance	18,190	18,190	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	10,440	10,440	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
Solid Waste Fund
Department 21010 - General Operations
FY25

	2025 Operating Budget Requested	2025 Operating Budget Proposed	2025 Variance Comments Requested	2025 Variance Comments Proposed
510030 - Public & Gen Liability Insurance	11,040	11,040	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.	
515010 - Auditing Services	1,090	1,090		
520000 - Training	6,000	6,000		
520030 - Food Comp	1,000	1,000	The increase is based on increase in the new union contract.	
535055 - Lease Payments	2,200	4,000		Increase in copier annual lease.
540010 - Wireless Communication	3,500	3,500	Cost of wireless communication is based on actual usage under the current contract.	
540020 - Telephone Expenses	5,000	5,000		
545010 - Electric	3,090	3,090	The electric budget is based on four prior year actuals, forecasted rate changes, and other known circumstances. The projection takes into account current year actuals with annualized estimations.	
Total	**2,283,920**	**2,285,700**		

Washington County, Maryland
Travel Request
FY 2025

Department Number: 21010

Department Name: Solid Waste

Account Number: 505230

Account Description: Travel Expenses

Position Title Only (do not use individual names)	Destination	Date(s) of Travel	Total Cost Dept. Request	Description and/or Reason for Travel Request
Deputy Director	TBA	TBA	800	CEAM Spring Conference
Deputy Director	TBA	TBA	800	CEAM Fall Conference
Deputy Director	TBA	TBA	80	CEAM Membership
Other	TBA	TBA	1,000	Other Conference or Training Classes
		Total	**$2,680**	

- 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: 21010

Department Name: Solid Waste

Account Description: Lease and Installment Payments

	Item	Machine Rental	CopyPak (monthly maintenance)	Black & White Overage	Color Overage	Total	Explanation
E	Ricoh Copier	1,387	405	88	2,120	4,000	Copy Machine Rental = $115.58 per month CopyPak = $33.75 per month Black & White Overages - 19,500 copies/ $.0045 per copy Color Overages - 53,000 copies/$.04 per copy

Total **$4,000**

Agree to Budget

Washington County, Maryland
Solid Waste Fund
Department 21020 - Forty West Landfill
FY25 Expenses

	2025 Operating Budget Requested	Adjustment	2025 Operating Budget Proposed	$ Change	% Change	2024 Operating Budget Approved	2023 Actuals Final	2022 Actuals Final
500000 - Wages - Full Time	634,690	0	634,690	15,570	2.51%	619,120	576,072	495,395
500005 - Wages - Part Time	7,970	0	7,970	(2,280)	(22.24)%	10,250	8,112	4,442
500010 - Wages - Overtime	323,300	0	323,300	0	0.00%	323,300	205,213	178,765
500040 - Other Wages	0	0	0	(270)	(100.00)%	270	12	217
500100 - FICA - Employer	73,900	0	73,900	990	1.36%	72,910	58,226	49,239
500120 - Health Insurance	169,740	0	169,740	(1,610)	(0.94)%	171,350	210,418	190,044
500125 - Other Insurance	3,990	0	3,990	(40)	(0.99)%	4,030	2,875	3,875
500130 - Pension	216,360	(49,300)	167,060	(28,210)	(14.45)%	195,270	183,385	147,453
500140 - Workers Compensation	39,240	0	39,240	1,330	3.51%	37,910	38,077	32,172
500155 - Personnel Requests	151,600	(75,620)	75,980	75,980	100.00%	0	0	0
Wages and Benefits	**1,620,790**	**(124,920)**	**1,495,870**	**61,460**	**4.28%**	**1,434,410**	**1,282,390**	**1,101,602**
501020 - Debt - Other Principal	188,800	0	188,800	3,740	2.02%	185,060	106,254	0
501021 - Contra - Other Principal	0	0	0	0	0.00%	0	(106,254)	0
501070 - Debt - Other Interest	11,500	0	11,500	(3,730)	(24.49)%	15,230	11,989	0
501080 - Debt Lease Interest	0	0	0	0	0.00%	0	43,945	42,228
501600 - Closure/Postclosure Care Costs	550,000	0	550,000	0	0.00%	550,000	537,440	540,030
505010 - Advertising	1,500	0	1,500	0	0.00%	1,500	764	747
505050 - Dues & Subscriptions	800	0	800	0	0.00%	800	0	795
505080 - Freight & Cartage	20,000	0	20,000	10,000	100.00%	10,000	16,614	11,643
505140 - Office Supplies	8,000	0	8,000	3,000	60.00%	5,000	7,224	5,704
515000 - Contracted/Purchased Service	200,000	0	200,000	166,200	491.72%	33,800	44,134	8,859
515160 - Engineering Services	39,000	0	39,000	(7,000)	(15.22)%	46,000	58,573	37,851
515170 - Gas Monitoring	1,000	0	1,000	0	0.00%	1,000	941	514
515180 - Software	8,850	0	8,850	0	0.00%	8,850	19,781	6,543
515190 - Hauling Services	470,950	0	470,950	38,350	8.87%	432,600	162,843	0
515210 - Laboratory Services	31,000	0	31,000	0	0.00%	31,000	31,557	21,460
515220 - Landfill Fees	7,000	0	7,000	500	7.69%	6,500	5,713	0
515230 - Leachate Hauling	300,800	0	300,800	0	0.00%	300,800	177,433	149,360
515240 - Leachate Testing	2,500	0	2,500	0	0.00%	2,500	0	0
515250 - Leachate Treatment	912,000	0	912,000	(16,000)	(1.72)%	928,000	501,451	484,844

Washington County, Maryland
Solid Waste Fund
Department 21020 - Forty West Landfill
FY25 Expenses

	2025 Operating Budget Requested	Adjustment	2025 Operating Budget Proposed	$ Change	% Change	2024 Operating Budget Approved	2023 Actuals Final	2022 Actuals Final
515270 - Maintenance Contract Services	0	0	0	(150,000)	(100.00)%	150,000	109,724	137,841
515350 - Accident Repairs	0	0	0	0	0.00%	0	3,602	0
520040 - Seminars/Conventions	0	0	0	0	0.00%	0	0	70
525000 - Supplies/Material - Operating	175,000	0	175,000	25,000	16.67%	150,000	151,505	103,117
525020 - Janitorial Supplies	5,000	0	5,000	0	0.00%	5,000	5,539	5,240
525040 - Small Tools & Equipment	5,000	0	5,000	0	0.00%	5,000	3,098	5,661
526110 - Snow Removal Materials	3,500	0	3,500	0	0.00%	3,500	0	3,055
527020 - Auto Batteries	1,250	0	1,250	0	0.00%	1,250	0	0
527030 - Diesel Fuel	240,000	0	240,000	15,000	6.67%	225,000	229,022	156,431
527040 - Diesel Fuel Tax	3,700	0	3,700	(650)	(14.94)%	4,350	17,523	2,186
527060 - Auto Gasoline	22,050	0	22,050	3,150	16.67%	18,900	21,969	20,572
527070 - Auto Grease	1,200	0	1,200	0	0.00%	1,200	0	0
527080 - Auto Motor Oil	7,500	0	7,500	0	0.00%	7,500	10,937	5,310
527090 - Auto Repairs	150,000	0	150,000	0	0.00%	150,000	170,740	130,265
527100 - Auto Tires	50,000	0	50,000	0	0.00%	50,000	2,944	20,517
535020 - Equipment Rental	0	0	0	0	0.00%	0	0	990
535055 - Lease Payments	1,167,700	0	1,167,700	563,090	93.13%	604,610	4,486	0
535058 - Lease Variable Payments	0	0	0	0	0.00%	0	722	125
535060 - Uniforms	14,000	0	14,000	4,000	40.00%	10,000	6,758	7,375
545010 - Electric	48,770	0	48,770	3,770	8.38%	45,000	31,983	36,318
545030 - Propane Gas	300	0	300	0	0.00%	300	0	0
Operating Expenses	**4,648,670**	**0**	**4,648,670**	**658,420**	**16.50%**	**3,990,250**	**2,390,954**	**1,945,651**
599999 - Controllable Assets	32,000	0	32,000	32,000	100.00%	0	37,727	45,696
600400 - Machinery & Equipment	0	0	0	0	0.00%	0	952,230	0
Capital Outlay	**32,000**	**0**	**32,000**	**32,000**	**100.00%**	**0**	**989,957**	**45,696**
Total	**6,301,460**	**(124,920)**	**6,176,540**	**751,880**	**13.86%**	**5,424,660**	**4,663,301**	**3,092,949**

Washington County, Maryland
Solid Waste Fund
Department 21020 - Forty West Landfill
FY25

	2025 Operating Budget Requested	2025 Operating Budget Proposed	2025 Variance Comments Requested	2025 Variance Comments Proposed
500000 - Wages - Full Time	634,690	634,690		
500005 - Wages - Part Time	7,970	7,970		
500010 - Wages - Overtime	323,300	323,300		
500100 - FICA - Employer	73,900	73,900		
500120 - Health Insurance	169,740	169,740		
500125 - Other Insurance	3,990	3,990		
500130 - Pension	216,360	167,060		Pension reduced from 28% to 26% based on Actuarial Defined Contribution.
500140 - Workers Compensation	39,240	39,240		
500155 - Personnel Requests	151,600	75,980	This line item includes the addition of a fourth full-time Weigh Clerk and department reclassification of Operators and Weigh Clerks.	Salary committee not proposing FT position upgrades or an increase in OT wages. Decreased budget $75,620.
501020 - Debt - Other Principal	188,800	188,800	Debt cost is based on fixed agreed upon payments for the reimbursement to the General Fund of the purchase of the Compactor for the Department of Solid Waste. Payments are in accordance with amortization schedules.	

Washington County, Maryland
Solid Waste Fund
Department 21020 - Forty West Landfill
FY25

	2025 Operating Budget Requested	2025 Operating Budget Proposed	2025 Variance Comments Requested	2025 Variance Comments Proposed
501070 - Debt - Other Interest	11,500	11,500	Debt cost is based on fixed agreed upon payments for the reimbursement to the General Fund of the purchase of the Compactor for the Department of Solid Waste. Payments are in accordance with amortization schedules.	
501600 - Closure/Postclosure Care Costs	550,000	550,000	Amount set aside for future requirements of capping and closure costs. This is a State and Accounting (GASB18) requirement. Amount based on current estimated cubic yards used.	
505010 - Advertising	1,500	1,500		
505050 - Dues & Subscriptions	800	800		
505080 - Freight & Cartage	20,000	20,000	Increase is based on historical trend of actual spending.	
505140 - Office Supplies	8,000	8,000	Increase is based on historical trend of actual spending.	
515000 - Contracted/Purchased Service	200,000	200,000	This account based on the requirement to pay for the inmate crew at 40 West Landfill. The cost is $2.34 per day per inmate. Also due to equipment maintenance services performed by manufacturer service personnel. Increase related to reallocation of 515270 - Maintenance Contracted Services budget to this account per Budget and Finance.	

Washington County, Maryland
Solid Waste Fund
Department 21020 - Forty West Landfill
FY25

	2025 Operating Budget Requested	2025 Operating Budget Proposed	2025 Variance Comments Requested	2025 Variance Comments Proposed
515160 - Engineering Services	39,000	39,000	Price is budgeted for Title V Monitoring and Reporting ($15,000), annual aerial mapping ($8,000), operational survey and site initiatives ($6,000), and unforeseen projects ($10,000) = $39,000	
515170 - Gas Monitoring	1,000	1,000		
515180 - Software	8,850	8,850		
515190 - Hauling Services	470,950	470,950	Hauling of dumpsters from 40 West - Scaled Loads: 4,200 pulls x $108.97 = $457,674 and Cardboard 110 pulls x $120.51 = $13,256.10.	
515210 - Laboratory Services	31,000	31,000		
515220 - Landfill Fees	7,000	7,000	Estimated Air Quality Permit Fee.	
515230 - Leachate Hauling	300,800	300,800	Cost is based on the five year average of leachate generated at the site for a total of 16 million gallons @ $0.0188/gal.	
515240 - Leachate Testing	2,500	2,500		
515250 - Leachate Treatment	912,000	912,000	Cost is based on the five year average of leachate generated at the site for a total of 16 million gallons @ $0.057/gal.	
515270 - Maintenance Contract Services	0	0	Reallocated to 515000 - Contracted/Purchased Services.	
525000 - Supplies/Material - Operating	175,000	175,000	Increase based on increase in material and supply costs.	
525020 - Janitorial Supplies	5,000	5,000		

Washington County, Maryland
Solid Waste Fund
Department 21020 - Forty West Landfill
FY25

	2025 Operating Budget Requested	2025 Operating Budget Proposed	2025 Variance Comments Requested	2025 Variance Comments Proposed
525040 - Small Tools & Equipment	5,000	5,000		
526110 - Snow Removal Materials	3,500	3,500		
527020 - Auto Batteries	1,250	1,250		
527030 - Diesel Fuel	240,000	240,000	Estimated budget is 60,000 gallons x $4.00 = $240,000 (excludes taxes), which is based on bids and short-term energy outlook forecasts. Rate is discounted with new bid price including delivery as compared to retail price.	
527040 - Diesel Fuel Tax	3,700	3,700	Estimated budget is based on 7,775 gallons x $ 0.4775 = $3,712.56	
527060 - Auto Gasoline	22,050	22,050	Projected Budget is 6,300 gallons x $3.50 = $22,050 (includes state gas tax), which is based on bids and short-term energy outlook forecast. Rate per gallon is discounted with bid price as compared to retail prices.	
527070 - Auto Grease	1,200	1,200		
527080 - Auto Motor Oil	7,500	7,500		
527090 - Auto Repairs	150,000	150,000		
527100 - Auto Tires	50,000	50,000		

Washington County, Maryland
Solid Waste Fund
Department 21020 - Forty West Landfill
FY25

	2025 Operating Budget Requested	2025 Operating Budget Proposed	2025 Variance Comments Requested	2025 Variance Comments Proposed
535055 - Lease Payments	1,167,700	1,167,700	Line item includes the existing lease payments for the Bull Dozer, Excavator, Articulated Dump Truck, Skid Steer, 638 Loader, Tarp Machine, Grinder and proposed D7 Dozer, 735 Articulated Dump Truck and 349 Excavator.	
535060 - Uniforms	14,000	14,000	Increase based on new Union contract.	
545010 - Electric	48,770	48,770	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	300	300		
599999 - Controllable Assets	32,000	32,000	Portable Trash Fences. Four fences x $8,000 = $32,000.	
Total	**6,301,460**	**6,176,540**		

Washington County, Maryland
New/Elimination Position Request Form
FY 2025

Department Number: **21020**

Department Name: Solid Waste

Account Number : 500155

Account Description: Personnel Requests

Full-Time Position

Position Title	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.)
Weigh Clerk I	8	1	R	42,848	16,000	17,139		75,987	As tonnage continues to increase a fourth FT Weigh Clerk is needed to provide assistance to customers and supervise customer areas of the landfill. Yearly tonnage has doubled since 2013.
						0		0	

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:	**$42,848**	**$16,000**	**$17,139**	**$0**	**$75,980**

* 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 Number: **21020**

Department Name: **40 West Landfill**

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	38,831		17,960	56,790	To reclass and adjust weigh clerks to weigh clerk III (grade 8 to 9), Solid waste Auto Service Specialist to Solid waste Heavy equipment mechanics (grade 10 to 11) and Solid Waste equipment operator to Solid waste Heavy equipment operator (grade 10 to 11). Employee would increase grade and stay on same step.
Change in Part-Time Wages	0			0	
Change in Overtime Wages	19,100		1,460	20,560	
Change in Shift Differential	0			0	
Totals:	$57,931	$0	$19,420	$77,350	

Washington County, Maryland
Account 515180
Software
FY 2025

Department Number: 21020

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

Account Number: 515180

Account Description: Software

Vendor Name	FY24 Board Approval	Total Cost FY25 Dept. Request	New Cost Y/N	Existing Agreement Y/N	Product Description and/or Reason for Request
Zones IT Solutions Inc.	1,200	1,200	N	Y	Automatic updates for AutoCAD and supporting program allowing the department to have the latest version. Telephone technical support allows us to call to obtain advice on resolving an issue.
Paradigm Scale Software	3,500	3,500	N	Y	Includes automatic updates and supporting program allowing the department to have the latest version. Telephone technical support allows us to call to obtain advice on resolving an issue.
Fluid Secure	1,400	1,400	N	Y	Includes automatic updates and supporting program allowing the department to have the latest version.
Caterpillar	2,750	2,750	N	Y	This software will allow the mechanics to perform diagnostics on CAT equipment.
Total	**$8,850**	**$8,850**			

- 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 2023

Department Number: 21020 **Department Name: Solid Waste**

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
N	D7 Bulldozer	1	$ 1,050,000.00	5	2029	$ 229,300.00	$ 1,146,500.00	3%	
N	CAT 349 Excavator	1	$ 770,000.00	5	2029	$ 168,168.00	$ 840,840.00	3%	
N	CAT 735 Articulated Dump Truck	1	$ 850,000.00	5	2029	$ 185,640.00	$ 928,200.00	3%	
E	CAT 938 Wheeled loader	1	$ 382,264.00	5	2028	$ 63,379.48	$ 316,897.40	2.99%	This loader will replace the 1996 John Deere 744E.
E	Vermeer TG5000 Tub Grinder	1	$ 625,282.00	5	2027	$ 119,620.08	$ 598,100.40		This will be replacing both the 1993 Tub Grinder and 1998 Horizontal Grinder.
E	CAT D8 Bulldozer	1	$ 800,000.00	5	2024	$ 170,820.66	$ 854,103.30		Lease approved FY21
E	CAT 336 Excavator	1	$ 394,228.00	5	2024	$ 84,125.19	$ 420,625.95		Lease approved FY21
E	CAT 735 Articulated Dump Truck	1	$ 447,134.00	5	2025	$ 101,924.00	$ 509,620.00		Lease approved FY21
E	40' Automatic Tarping Machine	1	$ 82,337.00	4	2025	$ 28,342.80	$ 113,371.20	5%	Lease approved FY22
E	Bobcat Skid Steer	1	$ 73,988.71	5	2026	$ 16,381.92	$ 81,909.60		Lease approved FY22
	Total		**$2,422,970**			**$ 1,167,702.13**	**$ 2,577,730.45**		

Agree to Budget

N New Installment Purchase
E Existing Installment Purchase

Washington County, Maryland
Other Capital Outlay (≥$1 and <$10,000)
FY 2025

Department Number: **21020** **Department Name:** **Solid Waste**

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	Portable Trash Fence	4	8,000	32,000	N	Portable Trash Fence will be used to minimize blowing trash from the landfill. Perimeter Trash fences are in place but do not catch all blowing trash.
				0		
				0		
				0		
				0		
				0		
	Total			**$32,000**		

* 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.

- 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
Solid Waste Fund
Department 21025 - Composting
FY25 Expenses

	2025 Operating Budget Requested	Adjustment	2025 Operating Budget Proposed	$ Change	% Change	2024 Operating Budget Approved	2023 Actuals Final	2022 Actuals Final
500000 - Wages - Full Time	86,340	0	86,340	(5,830)	(6.33)%	92,170	61,189	77,618
500010 - Wages - Overtime	23,300	0	23,300	0	0.00%	23,300	16,798	27,762
500100 - FICA - Employer	8,390	0	8,390	(450)	(5.09)%	8,840	5,887	7,725
500120 - Health Insurance	23,090	0	23,090	(2,420)	(9.49)%	25,510	10,285	17,638
500125 - Other Insurance	540	0	540	(60)	(10.00)%	600	240	532
500130 - Pension	27,010	(4,280)	22,730	(3,750)	(14.16)%	26,480	15,413	22,208
500140 - Workers Compensation	8,560	0	8,560	290	3.51%	8,270	5,313	7,020
500155 - Personnel Requests	6,220	(6,220)	0	0	0.00%	0	0	0
Wages and Benefits	**183,450**	**(10,500)**	**172,950**	**(12,220)**	**(6.60)%**	**185,170**	**115,125**	**160,503**
505080 - Freight & Cartage	0	0	0	0	0.00%	0	0	500
515210 - Laboratory Services	1,000	0	1,000	0	0.00%	1,000	784	2,181
515220 - Landfill Fees	220	0	220	100	83.33%	120	0	0
527030 - Diesel Fuel	24,000	0	24,000	1,500	6.67%	22,500	0	35,171
527090 - Auto Repairs	7,000	0	7,000	0	0.00%	7,000	0	9,660
Operating Expenses	**32,220**	**0**	**32,220**	**1,600**	**5.23%**	**30,620**	**784**	**47,512**
Total	**215,670**	**(10,500)**	**205,170**	**(10,620)**	**(4.92)%**	**215,790**	**115,909**	**208,015**

Washington County, Maryland
Solid Waste Fund
Department 21025 - Composting
FY25

	2025 Operating Budget Requested	2025 Operating Budget Proposed	2025 Variance Comments Requested	2025 Variance Comments Proposed
500000 - Wages - Full Time	86,340	86,340		
500010 - Wages - Overtime	23,300	23,300		
500100 - FICA - Employer	8,390	8,390		
500120 - Health Insurance	23,090	23,090		
500125 - Other Insurance	540	540		
500130 - Pension	27,010	22,730		Pension reduced from 28% to 26% based on Actuarial Defined Contribution.
500140 - Workers Compensation	8,560	8,560		
500155 - Personnel Requests	6,220	0	Upgrade Solid Waste Heavy Equipment Operator from Grade 10 to 11.	Salary committee not proposing FT position upgrade. Reduced budget $6,220.
515210 - Laboratory Services	1,000	1,000		
515220 - Landfill Fees	220	220	The Maryland Department of Agriculture requires permitted composting facilities to pay a Composting Fee. The Fee is $15 + $0.25/ton sold.	
527030 - Diesel Fuel	24,000	24,000	Estimated budget is 6,000 gallons x $4.00 = $24,000 (excludes taxes), which is based on bids and short-term energy outlook forecasts. Rate is discounted with new bid price including delivery as compared to retail price.	
527090 - Auto Repairs	7,000	7,000		
Total	**215,670**	**205,170**		

Washington County, Maryland
Other Personnel Request Form
FY 2025

Department Number: **21025**

Department Name: **Composting**

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	3,036		1,457	4,500	To reclass and adjust Solid Waste equipment operator to Solid waste Heavy equipment operator (grade 10 to 11). Employee would increase grade and stay on same step.
Change in Part-Time Wages	0			0	
Change in Overtime Wages	0			0	
Change in Shift Differential	0			0	
Totals:	$3,036	$0	$1,457	$4,500	

Washington County, Maryland
Solid Waste Fund
Department 21030 - Resh Landfill
FY25 Expenses

	2025 Operating Budget Requested	Adjustment	2025 Operating Budget Proposed	$ Change	% Change	2024 Operating Budget Approved	2023 Actuals Final	2022 Actuals Final
500000 - Wages - Full Time	0	0	0	0	0.00%	0	0	119
500100 - FICA - Employer	0	0	0	0	0.00%	0	0	9
500120 - Health Insurance	0	0	0	0	0.00%	0	0	8
500125 - Other Insurance	0	0	0	0	0.00%	0	0	1
500130 - Pension	0	0	0	0	0.00%	0	0	28
500140 - Workers Compensation	0	0	0	0	0.00%	0	0	7
Wages and Benefits	**0**	**0**	**0**	**0**	**0.00%**	**0**	**0**	**172**
515000 - Contracted/Purchased Service	2,000	0	2,000	2,000	100.00%	0	0	0
515170 - Gas Monitoring	900	0	900	0	0.00%	900	0	0
515210 - Laboratory Services	19,000	0	19,000	0	0.00%	19,000	0	0
515230 - Leachate Hauling	43,240	0	43,240	0	0.00%	43,240	0	0
515240 - Leachate Testing	2,500	0	2,500	0	0.00%	2,500	0	0
515250 - Leachate Treatment	131,100	0	131,100	(2,300)	(1.72)%	133,400	0	0
515270 - Maintenance Contract Services	0	0	0	(2,000)	(100.00)%	2,000	0	0
525000 - Supplies/Material - Operating	2,000	0	2,000	0	0.00%	2,000	0	0
545010 - Electric	3,500	0	3,500	0	0.00%	3,500	0	0
Operating Expenses	**204,240**	**0**	**204,240**	**(2,300)**	**(1.11)%**	**206,540**	**0**	**0**
Total	**204,240**	**0**	**204,240**	**(2,300)**	**(1.11)%**	**206,540**	**0**	**172**

Washington County, Maryland
Solid Waste Fund
Department 21030 - Resh Landfill
FY25

	2025 Operating Budget Requested	2025 Operating Budget Proposed	2025 Variance Comments Requested	2025 Variance Comments Proposed
515000 - Contracted/Purchased Service	2,000	2,000	Reallocated from 515270 - Maintenance Contract Services per Budget and Finance.	
515170 - Gas Monitoring	900	900	Cost is based on current contract prices for Gas Monitoring Services.	
515210 - Laboratory Services	19,000	19,000	Based on current contract prices for Monitoring Services and other laboratory fees for testing water as required by MDE.	
515230 - Leachate Hauling	43,240	43,240	Cost is based on the five year average of leachate generated at the site for a total of 2.3 million gallons @ $.0188/gal.	
515240 - Leachate Testing	2,500	2,500		
515250 - Leachate Treatment	131,100	131,100	Cost is based on the five year average of leachate generated at the site for a total of 2.3 million gallons @ $0.057/gal.	
515270 - Maintenance Contract Services	0	0	Reallocated to 515000 - Contracted/Purchased Service per Budget and Finance.	
525000 - Supplies/Material - Operating	2,000	2,000		
545010 - Electric	3,500	3,500	Decreased based on prior year actuals. The only electric being used at Resh is the pump stations.	
Total	**204,240**	**204,240**		

Washington County, Maryland
Solid Waste Fund
Department 21040 - Rubble Landfill
FY25 Expenses

	2025 Operating Budget Requested	Adjustment	2025 Operating Budget Proposed	$ Change	% Change	2024 Operating Budget Approved	2023 Actuals Final	2022 Actuals Final
515000 - Contracted/Purchased Service	2,000	0	2,000	2,000	100.00%	0	0	0
515170 - Gas Monitoring	250	0	250	0	0.00%	250	404	100
515210 - Laboratory Services	18,500	0	18,500	0	0.00%	18,500	17,756	14,627
515230 - Leachate Hauling	37,600	0	37,600	0	0.00%	37,600	6,926	24,833
515240 - Leachate Testing	1,500	0	1,500	0	0.00%	1,500	0	0
515250 - Leachate Treatment	114,000	0	114,000	(2,000)	(1.72)%	116,000	19,527	80,367
515270 - Maintenance Contract Services	0	0	0	(2,000)	(100.00)%	2,000	0	0
525000 - Supplies/Material - Operating	1,000	0	1,000	0	0.00%	1,000	0	1,573
Operating Expenses	**174,850**	**0**	**174,850**	**(2,000)**	**(1.13)%**	**176,850**	**44,613**	**121,500**
Total	**174,850**	**0**	**174,850**	**(2,000)**	**(1.13)%**	**176,850**	**44,613**	**121,500**

Washington County, Maryland
Solid Waste Fund
Department 21040 - Rubble Landfill
FY25

	2025 Operating Budget Requested	2025 Operating Budget Proposed	2025 Variance Comments Requested	2025 Variance Comments Proposed
515000 - Contracted/Purchased Service	2,000	2,000	Reallocated from 515270 - Maintenance Contract Services per Budget and Finance.	
515170 - Gas Monitoring	250	250	Change is based on current contract prices for Gas Monitoring Services.	
515210 - Laboratory Services	18,500	18,500	Change is based on current contract prices for Monitoring Services and other laboratory fees for testing water as required by MDE.	
515230 - Leachate Hauling	37,600	37,600	Cost is based on the five year average of leachate generated at the site for a total of 2.0 million gallons @ $0.0188/gal.	
515240 - Leachate Testing	1,500	1,500		
515250 - Leachate Treatment	114,000	114,000	Cost is based on the five year average of leachate generated at the site for a total of 2.0 million gallons @ $0.057/gal.	
515270 - Maintenance Contract Services	0	0	Reallocated to 515000 - Contracted/Purchased Service per Budget and Finance.	
525000 - Supplies/Material - Operating	1,000	1,000		
Total	**174,850**	**174,850**		

Washington County, Maryland
Solid Waste Fund
Department 21050 - Old City/County Landfill
FY25 Expenses

	2025 Operating Budget Requested	Adjustment	2025 Operating Budget Proposed	$ Change	% Change	2024 Operating Budget Approved	2023 Actuals Final	2022 Actuals Final
505080 - Freight & Cartage	0	0	0	0	0.00%	0	0	1,300
515170 - Gas Monitoring	850	0	850	0	0.00%	850	808	514
515210 - Laboratory Services	5,500	0	5,500	0	0.00%	5,500	12,039	7,355
515230 - Leachate Hauling	65,800	0	65,800	(28,200)	(30.00)%	94,000	48,606	39,402
515240 - Leachate Testing	2,500	0	2,500	0	0.00%	2,500	0	0
515250 - Leachate Treatment	199,500	0	199,500	(90,500)	(31.21)%	290,000	135,294	127,991
525000 - Supplies/Material - Operating	3,000	0	3,000	0	0.00%	3,000	0	29,192
545010 - Electric	8,900	0	8,900	2,900	48.33%	6,000	6,217	5,542
Operating Expenses	**286,050**	**0**	**286,050**	**(115,800)**	**(28.82)%**	**401,850**	**202,964**	**211,296**
Total	**286,050**	**0**	**286,050**	**(115,800)**	**(28.82)%**	**401,850**	**202,964**	**211,296**

Washington County, Maryland
Solid Waste Fund
Department 21050 - Old City/County Landfill
FY25

	2025 Operating Budget Requested	2025 Operating Budget Proposed	2025 Variance Comments Requested	2025 Variance Comments Proposed
515170 - Gas Monitoring	850	850		
515210 - Laboratory Services	5,500	5,500		
515230 - Leachate Hauling	65,800	65,800	Cost is based on the five year average of leachate generated at the site for a total of 3.5 million gallons @ $0.0188/gal.	
515240 - Leachate Testing	2,500	2,500		
515250 - Leachate Treatment	199,500	199,500	Cost is based on the five year average of leachate generated at the site for a total of 3.5 million gallons @ $0.057/gal.	
525000 - Supplies/Material - Operating	3,000	3,000		
545010 - Electric	8,900	8,900	The electric budget is based on four prior year actuals, forecasted rate changes and other known circumstances. The projection also takes into account current year actuals with annualized estimations.	
Total	**286,050**	**286,050**		

Washington County, Maryland
Solid Waste Fund
Department 21060 - Hancock
FY25 Expenses

	2025 Operating Budget Requested	Adjustment	2025 Operating Budget Proposed	$ Change	% Change	2024 Operating Budget Approved	2023 Operating Budget Actuals	2022 Operating Budget Actuals
515170 - Gas Monitoring	900	0	900	350	63.64%	550	0	0
515210 - Laboratory Services	9,000	0	9,000	4,000	80.00%	5,000	0	0
Operating Expenses	**9,900**	**0**	**9,900**	4,350	**78.38%**	**5,550**	**0**	**0**
Total	**9,900**	**0**	**9,900**	**4,350**	**78.38%**	**5,550**	**0**	**0**

Washington County, Maryland
Solid Waste Fund
Department 21060 - Hancock
FY25

	2025 Operating Budget Requested	2025 Operating Budget Proposed	2025 Variance Comments Requested	2025 Variance Comments Proposed
515170 - Gas Monitoring	900	900		
515210 - Laboratory Services	9,000	9,000		
Total	**9,900**	**9,900**		

Washington County, Maryland
Solid Waste Fund
Department 21100 - Transfer Station
FY25 Expenses

	2025 Operating Budget Requested	**Adjustment**	**2025 Operating Budget Proposed**	**$ Change**	**% Change**	**2024 Operating Budget Approved**	**2023 Actuals Final**	**2022 Actuals Final**
500000 - Wages - Full Time	179,400	0	179,400	5,440	3.13%	173,960	162,001	151,054
500005 - Wages - Part Time	127,820	0	127,820	8,770	7.37%	119,050	126,774	96,628
500010 - Wages - Overtime	0	0	0	0	0.00%	0	7,998	6,142
500040 - Other Wages	270	0	270	0	0.00%	270	270	728
500100 - FICA - Employer	23,530	0	23,530	1,090	4.86%	22,440	21,994	18,568
500120 - Health Insurance	47,980	0	47,980	(170)	(0.35)%	48,150	52,155	52,164
500125 - Other Insurance	1,130	0	1,130	0	0.00%	1,130	685	974
500130 - Pension	50,230	(3,010)	47,220	1,990	4.40%	45,230	42,776	37,347
500140 - Workers Compensation	11,810	0	11,810	400	3.51%	11,410	11,393	9,675
500155 - Personnel Requests	25,950	(25,950)	0	0	0.00%	0	0	9,675
Wages and Benefits	**468,120**	**(28,960)**	**439,160**	**17,520**	**4.16%**	**421,640**	**426,046**	**382,955**
505140 - Office Supplies	4,200	0	4,200	0	0.00%	4,200	0	0
505160 - Personal Mileage	600	0	600	100	20.00%	500	0	0
515170 - Gas Monitoring	650	0	650	0	0.00%	650	601	220
515190 - Hauling Services	189,850	0	189,850	6,250	3.40%	183,600	375,809	464,696
515210 - Laboratory Services	3,500	0	3,500	0	0.00%	3,500	6,514	984
515270 - Maintenance Contract Services	0	0	0	0	0.00%	0	0	1,595
525000 - Supplies/Material - Operating	5,500	0	5,500	0	0.00%	5,500	4,135	20,823
526020 - Building Maintenance	1,750	0	1,750	0	0.00%	1,750	0	0
545010 - Electric	1,890	0	1,890	(570)	(23.17)%	2,460	1,317	1,702
Operating Expenses	**207,940**	**0**	**207,940**	**5,780**	**2.86%**	**202,160**	**388,376**	**490,020**
599999 - Controllable Assets	0	0	0	0	0.00%	0	0	0
Capital Outlay	**0**	**0**	**0**	**0**	**0.00%**	**0**	**0**	**0**
Total	**676,060**	**(28,960)**	**647,100**	**23,300**	**3.74%**	**623,800**	**814,422**	**872,975**

Washington County, Maryland
Solid Waste Fund
Department 21100 - Transfer Station
FY25

	2025 Operating Budget Requested	2025 Operating Budget Proposed	2025 Variance Comments Requested	2025 Variance Comments Proposed
500000 - Wages - Full Time	179,400	179,400		
500005 - Wages - Part Time	127,820	127,820		
500040 - Other Wages	270	270		
500100 - FICA - Employer	23,530	23,530		
500120 - Health Insurance	47,980	47,980		
500125 - Other Insurance	1,130	1,130		
500130 - Pension	50,230	47,220		Pension reduced from 28% to 26% based on Actuarial Defined Contribution.
500140 - Workers Compensation	11,810	11,810		
500155 - Personnel Requests	25,950	0	Upgrade Landfill Attendants from Grade 4 to Grade 6.	Salary committee not proposing ft position upgrade. Reduced budget $25,950.
505140 - Office Supplies	4,200	4,200		
505160 - Personal Mileage	600	600	Change reflects the change in the mileage rate.	
515170 - Gas Monitoring	650	650		
515190 - Hauling Services	189,850	189,850	Hauling of waste containers from the various transfer stations to landfill working face. Cost based on current Contract Prices. Scales transactions based on prior years actuals. The cost per site are as follows: Hancock - 180 x $141.67 = $25,500.60, Greensburg - 650 x $146.80 = $95,420, Kaetzel - 300 x $141.67 = $42,501, Dargan - 180 x $146.80 = $26,424.	

Washington County, Maryland
Solid Waste Fund
Department 21100 - Transfer Station
FY25

	2025 Operating Budget Requested	2025 Operating Budget Proposed	2025 Variance Comments Requested	2025 Variance Comments Proposed
515210 - Laboratory Services	3,500	3,500		
525000 - Supplies/Material - Operating	5,500	5,500		
526020 - Building Maintenance	1,750	1,750		
545010 - Electric	1,890	1,890	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.	
Total	**676,060**	**647,100**		

Washington County, Maryland
Other Personnel Request Form
FY 2025

Department Number: **21100**

Department Name: **Transfer Station**

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	18,600		7,350	25,950	To reclass and adjust landfill attendants from grade 4 to grade 6. Employees would increase grade and stay on the same step.
Change in Part-Time Wages	0			0	
Change in Overtime Wages	0		0	0	
Change in Shift Differential	0			0	
Totals:	$18,600	$0	$7,350	$25,950	

Washington County, Maryland
Solid Waste Fund
Department 21200 - Recycling Operations
FY25 Expenses

	2025 Operating Budget Requested	Adjustment	2025 Operating Budget Proposed	$ Change	% Change	2024 Operating Budget Approved	2023 Actuals Final	2022 Actuals Final
500000 - Wages - Full Time	84,330	0	84,330	910	1.09%	83,420	73,235	68,922
500010 - Wages - Overtime	14,400	0	14,400	0	0.00%	14,400	13,251	10,978
500040 - Other Wages	270	0	270	0	0.00%	270	270	187
500100 - FICA - Employer	7,580	0	7,580	70	0.93%	7,510	6,240	5,602
500120 - Health Insurance	22,550	0	22,550	(540)	(2.34)%	23,090	25,151	25,151
500125 - Other Insurance	530	0	530	(10)	(1.85)%	540	286	413
500130 - Pension	23,610	(1,410)	22,200	510	2.35%	21,690	18,918	16,533
500140 - Workers Compensation	210	0	210	10	5.00%	200	192	173
Wages and Benefits	**153,480**	**(1,410)**	**152,070**	**950**	**0.63%**	**151,120**	**137,543**	**127,959**
505010 - Advertising	2,000	0	2,000	0	0.00%	2,000	280	8
505230 - Travel Expenses	250	0	250	0	0.00%	250	0	0
515150 - Drop-Off	218,880	0	218,880	16,820	8.32%	202,060	136,427	107,720
520000 - Training	400	0	400	0	0.00%	400	0	0
525000 - Supplies/Material - Operating	1,000	0	1,000	0	0.00%	1,000	199	1,586
588030 - Recycle - Tires	62,500	0	62,500	30,000	92.31%	32,500	66,854	24,930
588040 - Recycle - Other	265,850	0	265,850	4,720	1.81%	261,130	104,655	26,206
Operating Expenses	**550,880**	**0**	**550,880**	**51,540**	**10.32%**	**499,340**	**308,415**	**160,450**
Total	**704,360**	**(1,410)**	**702,950**	**52,490**	**8.07%**	**650,460**	**445,958**	**288,409**

Washington County, Maryland
Solid Waste Fund
Department 21200 - Recycling Operations
FY25

	2025 Operating Budget Requested	2025 Operating Budget Proposed	2025 Variance Comments Requested	2025 Variance Comments Proposed
500000 - Wages - Full Time	84,330	84,330		
500010 - Wages - Overtime	14,400	14,400		
500040 - Other Wages	270	270		
500100 - FICA - Employer	7,580	7,580		
500120 - Health Insurance	22,550	22,550		
500125 - Other Insurance	530	530		
500130 - Pension	23,610	22,200		Pension reduced from 28% to 26% based on Actuarial Defined Contribution.
500140 - Workers Compensation	210	210		
505010 - Advertising	2,000	2,000		
505230 - Travel Expenses	250	250		
515150 - Drop-Off	218,880	218,880	The cost of this line item is based on 416 Cardboard Drop Off Containers x $110.25 = $45,864.00; Recycling Drop-off Containers: Greensburg 115 x $264.15 = $30,377.48, Kaetzel 52 @ $345.90 = $17,986.76, Dargan 20 x $382.41 = $7,648.11, Hancock 40 x $366.74 = $14,669.55, 40 West 250 x $185.66 = $46,414.75; processing of Recyclables 520 tons x $107.52 = $55,910.40.	
520000 - Training	400	400		
525000 - Supplies/Material - Operating	1,000	1,000		

Washington County, Maryland
Solid Waste Fund
Department 21200 - Recycling Operations
FY25

	2025 Operating Budget Requested	2025 Operating Budget Proposed	2025 Variance Comments Requested	2025 Variance Comments Proposed
588030 - Recycle - Tires	62,500	62,500	Reflects the contract prices for scrap tire recycling and the projected tonnage for the year. 250 tons x $250/ton = $62,500.00.	
588040 - Recycle - Other	265,850	265,850	Recycle Cost is based on the new contract prices for electronics recycling and mattress recycling	
Total	**704,360**	**702,950**		

Open Session Item

SUBJECT: FY25 Water Quality Budget

PRESENTATION DATE: March 12, 2024

PRESENTATION BY: Mark Bradshaw, Director of Environmental Management

RECOMMENDED MOTION(S): For informational purposes

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

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

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

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

DISCUSSION: Water and Sewer revenue requirements show that a rate increase in both funds is necessary to facilitate the Department of Water Quality's long-range financial plans. Incremental increases over a period of time have been the existing plan in place to work toward a self-supported status for this fund.

Utility Fund -	$6,330,930
Water Fund -	$1,623,620
Sewer Fund -	$14,628,710
Pretreatment Fund -	$443,560

FISCAL IMPACT: Rate increase Recommendations:

Water - 5.6% increase providing $47,900 in revenue
Sewer – 6.0% increase providing $562,100 in revenue

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: FY25 Water Quality Budget

AUDIO/VISUAL TO BE USED: N/A

Washington County, Maryland
Utility Administration Fund Operating Budget
Detailed Summary
Fiscal Year 2025

Page	Category	FY 2025 Requested Budget	Adjustment	FY 2025 Proposed Budget	$ Change	Note	% Change	FY 2024 Original Budget
	General Revenues:							
22-4	Development Fees	750	(750)	0	(750)	1	(100.00%)	750
22-4	Other Planning Fees	17,000	0	17,000	(38,000)	2	(69.09%)	55,000
22-4	Drawings/Blue Line Prints	3,000	0	3,000	(3,500)	3	(53.85%)	6,500
22-4	Contract Operations	365,050	(3,420)	361,630	43,370	4	13.63%	318,260
22-4	Inspection Projects	46,280	(320)	45,960	3,150	4	7.36%	42,810
		432,080	**(4,490)**	**427,590**	**4,270**		**1.01%**	**423,320**

1 **Development Fees:**
- Since revenue is sporadic in this account the budget is being removed.

2 **Other Planning Fees:**
- Adjusted based on current year actuals.

3 **Drawings/Blue Line Prints:**
- Decreased based on year to date and prior year actuals.

4 **Contract Operations / Inspection Projects:**
- Increased to agree with total billable Contract Operations expense and Inspection Projects expense.

Page	Category	FY 2025 Requested Budget	Adjustment	FY 2025 Proposed Budget	$ Change	Note	% Change	FY 2024 Original Budget
	Miscellaneous Revenues:							
22-4	Interest, Penalties & Fees	100	0	100	0		0.00%	100
22-4	Utility Admin Charge	4,767,760	(27,990)	4,739,770	281,520	5	6.31%	4,458,250
22-4	General Fund Appropriation	799,210	(13,390)	785,820	82,850	6	11.79%	702,970
22-4	CIP Transfer	285,280	(2,630)	282,650	11,540	7	4.26%	271,110
		5,852,350	**(44,010)**	**5,808,340**	**375,910**		**6.92%**	**5,432,430**

5 **Utility Admin Charge:**
- Increased to meet the operating requirements of the Utility Admin Fund which supports all Water Quality departments.

6 **General Fund Appropriation:**
- Increased to reflect expenses associated with Watershed and Stormwater services provided.

7 **CIP Transfer:**
- Funding for Clean County department.

Page	Category	FY 2025 Requested Budget	Adjustment	FY 2025 Proposed Budget	$ Change	Note	% Change	FY 2024 Original Budget
22-4	**Lab Revenues:**	**95,000**	**0**	**95,000**	**13,000**	8	**15.85%**	**82,000**

8 **Lab Revenues:**
- Increased based on prior year actuals.

Page	Category	FY 2025 Requested Budget	Adjustment	FY 2025 Proposed Budget	$ Change	Note	% Change	FY 2024 Original Budget
	Total Revenues	**6,379,430**	**(48,500)**	**6,330,930**	**393,180**		**6.62%**	**5,937,750**

Washington County, Maryland
Utility Administration Fund Operating Budget
Detailed Summary
Fiscal Year 2025

Page	Category	FY 2025 Requested Budget	Adjustment	FY 2025 Proposed Budget	$ Change	Note	% Change	FY 2024 Original Budget
	Expenses							
22-8	Utility Administration	2,144,900	1,690	2,146,590	294,960	**9**	15.93%	1,851,630
22-24	Engineering	632,950	(6,130)	626,820	12,580	**10**	2.05%	614,240
22-30	Laboratory	726,280	(10,300)	715,980	(11,930)	**11**	(1.64%)	727,910
22-37	Maintenance	1,379,480	(14,000)	1,365,480	(25,750)	**12**	(1.85%)	1,391,230
22-45	Stormwater & Watershed	799,210	(13,390)	785,820	70,360	**13**	9.83%	715,460
22-55	Clean County	285,280	(2,630)	282,650	6,350	**14**	2.30%	276,300
22-62	Inspection Projects-Billable	46,280	(320)	45,960	3,150	**15**	7.36%	42,810
22-64	Contract Operations-Billable	365,050	(3,420)	361,630	43,460	**16**	13.66%	318,170
	Total Expenses	**6,379,430**	**(48,500)**	**6,330,930**	**393,180**	**17**	**6.62%**	**5,937,750**

9 **Utility Administration:**
- Wages and Benefits increased $408,570 due to the proposed step and COLA, possible salary scale adjustment, stipend request for employees with multiple licenses and the addition of Time to Care.
- Debt service increased $12,480 based on fixed upon payments with bondholders and state agencies.
- The appropriation to CIP decreased $177,000.
- Contracted Services increased $28,000 for an in-depth review/update of water and sewer policies.
- Service charges for accepting credit cards increased $20,000 for a total of $80,000.

10 **Engineering:**
- Wages and Benefits increased $12,280 mostly due to Full-time wages and Pension.
- Operating Expenses increased $300 for Wireless Communications due to an additional user.

11 **Laboratory:**
- Wages and Benefits decreased $29,270 mostly due to a hold placed on one part-time position.
- Operating expenses has a net increase of $11,340 due to Software cost increases as well as Supplies/Materials and Electric, based on usage.
- Capital Outlay expenses increased $6,000 to replace several computer towers in the lab.

12 **Maintenance:**
- Wages and Benefits decreased $53,720 due to a change in the allocation percentage to this department.
- Operating expenses increased $35,470, mainly for fuel.
- There were no Capital Outlay requests resulting in a reduction of $7,500.

13 **Stormwater and Watershed Services:**
- Wages and Benefits increased $11,290 due to the proposed step and COLA.
- Operating expenses increased $15,090 in Contracted/Purchased Services for the mowing contract, Tuition Assistance and Promotional Expenses.
- Capital Outlay increased $43,980 to purchase a laptop for presentations/host training events to meet NPDES requirements and a new vehicle to replace Unit 112.

14 **Clean County:**
- Wages and Benefits increased $7,610 due to the proposed step and COLA.
- Operating expenses increased $13,270. The largest increases are for Waste/Trash Disposal, Equipment Maintenance, Small Tools and Equipment, Supplies/Materials and Fuel.
- Capital Outlay was reduced $14,530 to $2,800 to purchase an air compressor and ramps.

15 **Inspection Projects-Billable:**
- Wages and Benefits increased $3,150 due to the proposed step and COLA.

Washington County, Maryland
Utility Administration Fund Operating Budget
Detailed Summary
Fiscal Year 2025

Page	Category	FY 2025 Requested Budget	Adjustment	FY 2025 Proposed Budget	$ Change	Note	% Change	FY 2024 Original Budget
16	**Contract Operations-Billable:** - Wages and Benefits increased $37,710 due to the proposed step and COLA. Operating expenses has a net increase of $5,750 mainly due to Supplies/Materials and Natural Gas.							
17	**Category Summary:**							
	Salaries and Benefits	4,494,120	(29,310)	4,464,810	397,620		9.78%	4,067,190
	Operating	1,832,530	(19,190)	1,813,340	(30,890)		-1.67%	1,844,230
	Capital Outlay	52,780	0	52,780	26,450		100.46%	26,330
		6,379,430	(48,500)	6,330,930	393,180		6.62%	5,937,750

Washington County, Maryland
Utility Administration Fund Revenues
FY25

	2025 Operating Budget Requested	Adjustment	2025 Operating Budget Proposed	$ Change	% Change	2024 Operating Budget Approved	2023 Actuals Final	2022 Actuals Final
403050 - Development Fees	750	(750)	0	(750)	(100.00)%	750	176,010	0
403055 - Other Planning Fees	17,000	0	17,000	(38,000)	(69.09)%	55,000	53,600	63,200
404420 - Interest, Penalties & Fees	100	0	100	0	0.00%	100	98	24
440110 - Drawings/Blue Line Prints	3,000	0	3,000	(3,500)	(53.85)%	6,500	4,300	9,232
440200 - Lab Testing	95,000	0	95,000	13,000	15.85%	82,000	96,927	92,310
441200 - Utility Admin Charge	4,767,760	(27,990)	4,739,770	281,520	6.31%	4,458,250	3,940,160	4,094,790
485000 - Reimbursed Exp - Admin	0	0	0	0	0.00%	0	0	130
490000 - Miscellaneous	0	0	0	0	0.00%	0	2,854	12,135
490005 - Insurance Recovery	0	0	0	0	0.00%	0	246	5,043
490010 - Gain or Loss on Sale of Asset	0	0	0	0	0.00%	0	21,365	44,267
490045 - Oper Transfer - General Fund	799,210	(13,390)	785,820	82,850	11.79%	702,970	476,163	389,867
490080 - Bad Check Fees	0	0	0	0	0.00%	0	25	0
491735 - Capital Transfer - CIP	285,280	(2,630)	282,650	11,540	4.26%	271,110	211,195	190,537
498800 - Other - CIP Revenue	0	0	0	0	0.00%	0	1,801	19,775
499500 - Contract Operations	365,050	(3,420)	361,630	43,370	13.63%	318,260	258,483	292,953
499510 - Inspection Projects	46,280	(320)	45,960	3,150	7.36%	42,810	29,208	46,014
Revenues	**6,379,430**	**(48,500)**	**6,330,930**	**393,180**	**6.62%**	**5,937,750**	**5,229,705**	**5,260,277**

Washington County, Maryland
Utility Administration Fund
Department 00000 - Default Department
FY25 Revenues

	2025 Operating Budget Requested	2025 Operating Budget Proposed	2025 Variance Comments Requested	2025 Variance Comments Proposed
403050 - Development Fees	750	0		Fee equals $1,000/acre. Revenue is sporadic in this account so removing budget altogether.
403055 - Other Planning Fees	17,000	17,000	Decreased based on current year numbers.	
404420 - Interest, Penalties & Fees	100	100		
440110 - Drawings/Blue Line Prints	3,000	3,000	Decreased based on both prior year and year to date actuals.	
440200 - Lab Testing	95,000	95,000	Increased based on prior year actuals.	
441200 - Utility Admin Charge	4,767,760	4,739,770	Increased to meet the operating requirements of the Utility Administration Fund which supports all Water Quality departments.	A net decrease in expenses for several departments resulted in a reduced contribution from the Water and Sewer Funds.
490045 - Oper Transfer - General Fund	799,210	785,820	Represents operational support for Department 40050, Watershed and Stormwater Services. An increase is requested to purchase a replacement vehicle; for new costs associated with the department moving to another building; and a COLA and step for employees.	Several expense line items were adjusted resulting in a net decrease in expenses for the department. Also, the planned relocation has been stalled until FY26.
491735 - Capital Transfer - CIP	285,280	282,650	Funding for Clean County operations comes from the CIP project DNG039 Stormwater Retrofits. Wages and benefits have increased due to the requested step and COLA for FY25.	Several expense line items were adjusted resulting in a net decrease in expenses for the department.
499500 - Contract Operations	365,050	361,630	Adjusted to match the total expenses for billable contract operations. Increased costs are due to wages and benefits.	Several expense line items were adjusted resulting in a net decrease in expenses for the department.

Washington County, Maryland
Utility Administration Fund
Department 00000 - Default Department
FY25 Revenues

	2025 Operating Budget Requested	2025 Operating Budget Proposed	2025 Variance Comments Requested	2025 Variance Comments Proposed
499510 - Inspection Projects	46,280	45,960	Adjusted to match the total expenses for billable inspection projects. Increased costs are due to wages and benefits.	Several expense line items were adjusted resulting in a net decrease in expenses for the department.
Total	**6,379,430**	**6,330,930**		

Washington County, Maryland
Utility Administration Fund Expenditures - Proposed
FY25

	2025 Operating Budget Requested	Adjustment	2025 Operating Budget Proposed	$ Change	% Change	2024 Operating Budget Approved	2023 Actuals Final	2022 Actuals Final
40010 - Utility Administration	2,144,900	1,690	2,146,590	294,960	15.93%	1,851,630	1,466,465	1,290,339
40020 - Engineering	632,950	(6,130)	626,820	12,580	2.05%	614,240	536,727	423,511
40030 - Laboratory	726,280	(10,300)	715,980	(11,930)	(1.64)%	727,910	586,979	577,590
40040 - Maintenance	1,379,480	(14,000)	1,365,480	(25,750)	(1.85)%	1,391,230	1,199,285	1,135,129
40050 - Stormwater	799,210	(13,390)	785,820	70,360	9.83%	715,460	476,163	389,867
40060 - Clean County	285,280	(2,630)	282,650	6,350	2.30%	276,300	220,395	190,537
40998 - Billable - Inspection Projects	46,280	(320)	45,960	3,150	7.36%	42,810	151	41,238
40999 - Billable - Contract Operations	365,050	(3,420)	361,630	43,460	13.66%	318,170	52,589	318,361
Total Expenditures	**6,379,430**	**(48,500)**	**6,330,930**	**393,180**	**6.62%**	**5,937,750**	**4,538,754**	**4,366,572**

Washington County, Maryland
Utility Administration Fund
Department 40010 - Utility Administration
FY25 Expenses

	2025 Operating Budget Requested	Adjustment	2025 Operating Budget Proposed	$ Change	% Change	2024 Operating Budget Approved	2023 Actuals Final	2022 Actuals Final
500000 - Wages - Full Time	682,430	0	682,430	80,450	13.36%	601,980	584,096	540,205
500010 - Wages - Overtime	0	0	0	(80)	(100.00)%	80	0	0
500040 - Other Wages	1,090	0	1,090	(580)	(34.73)%	1,670	1,665	1,727
500100 - FICA - Employer	52,290	0	52,290	6,100	13.21%	46,190	43,205	39,579
500120 - Health Insurance	160,440	0	160,440	19,170	13.57%	141,270	121,379	126,967
500125 - Other Insurance	2,770	0	2,770	260	10.36%	2,510	2,115	3,136
500130 - Pension	191,080	(11,450)	179,630	23,120	14.77%	156,510	156,668	160,721
500140 - Workers Compensation	22,080	0	22,080	3,840	21.05%	18,240	9,019	8,268
500145 - Time to Care	0	13,690	13,690	13,690	100.00%	0	0	0
500150 - Unemployment Compensation	0	0	0	(750)	(100.00)%	750	0	(215)
500155 - Personnel Requests	287,140	0	287,140	287,140	(100.00)%	0	0	0
500160 - Other Post Employment Benefits	36,820	0	36,820	0	0.00%	36,820	28,240	0
500161 - Wage Reserve	(83,010)	0	(83,010)	(24,050)	(100.00)%	(58,960)	0	0
500170 - Personal Development	4,440	0	4,440	240	5.71%	4,200	0	0
500171 - Employee Recognition	3,210	0	3,210	(30)	(0.93)%	3,240	0	0
500172 - Team Building	930	0	930	50	5.68%	880	779	0
Wages and Benefits	**1,361,710**	**2,240**	**1,363,950**	**408,570**	**42.77%**	**955,380**	**947,166**	**880,388**
501000 - Debt - Bond Principal	69,520	0	69,520	4,060	6.20%	65,460	61,617	58,892
501001 - Contra - Bond Principal	0	0	0	0	0.00%	0	(61,617)	(58,892)
501050 - Debt - Bond Interest	30,990	0	30,990	8,420	37.31%	22,570	20,527	22,379
501080 - Debt - Lease Interest	70	0	70	(30)	(30.00)%	100	109	628
501090 - Debt - Administrative Fees	30	0	30	0	0.00%	30	29	28
501095 - Bond Issue Cost Expense	2,470	0	2,470	170	7.39%	2,300	274	177
502000 - Appropriations	183,000	0	183,000	(177,000)	(49.17)%	360,000	15,000	47,000
505010 - Advertising	750	250	1,000	250	33.33%	750	1,482	1,144
505020 - Community Service Awards	0	0	0	0	0.00%	0	36	0
505040 - Books	0	0	0	0	0.00%	0	0	130
505050 - Dues & Subscriptions	5,000	0	5,000	0	0.00%	5,000	12,997	3,943
505080 - Freight & Cartage	4,500	(500)	4,000	(500)	(11.11)%	4,500	4,912	1,554

Washington County, Maryland
Utility Administration Fund
Department 40010 - Utility Administration
FY25 Expenses

	2025 Operating Budget Requested	Adjustment	2025 Operating Budget Proposed	$ Change	% Change	2024 Operating Budget Approved	2023 Actuals Final	2022 Actuals Final
505120 - Licenses & Certifications	9,500	0	9,500	0	0.00%	9,500	2,209	76
505130 - Small Office Equipment	1,000	(500)	500	(500)	(50.00)%	1,000	62	1,085
505140 - Office Supplies	13,000	(2,000)	11,000	(2,000)	(15.38)%	13,000	10,502	9,891
505150 - Other - Miscellaneous	750	0	750	0	0.00%	750	8,115	317
505160 - Personal Mileage	750	0	750	0	0.00%	750	611	43
505170 - Postage	2,680	0	2,680	0	0.00%	2,680	1,915	1,173
505200 - Safety Equipment	19,000	0	19,000	0	0.00%	19,000	25,604	24,985
505230 - Travel Expenses	5,000	0	5,000	0	0.00%	5,000	661	297
510010 - Fleet Insurance	74,920	0	74,920	2,880	4.00%	72,040	64,737	80,296
510020 - Property & Casualty Insurance	68,220	0	68,220	(6,650)	(8.88)%	74,870	70,593	56,067
510030 - Public & Gen Liability Insurance	36,650	0	36,650	470	1.30%	36,180	19,102	32,499
515000 - Contracted/Purchased Service	36,500	(2,000)	34,500	28,000	430.77%	6,500	93,552	3,016
515040 - Bldg Labor - Eastern	0	0	0	0	0.00%	0	10	0
515180 - Software	15,700	0	15,700	15,000	2,142.86%	700	0	0
515260 - Legal Services	1,000	0	1,000	0	0.00%	1,000	0	0
520000 - Training	10,000	0	10,000	(5,000)	(33.33)%	15,000	4,930	8,223
520010 - Certification Classes	5,000	0	5,000	5,000	100.00%	0	0	25
520030 - Food Comp	200	0	200	0	0.00%	200	46	93
520040 - Seminars/Conventions	2,000	(1,000)	1,000	(1,000)	(50.00)%	2,000	558	200
520050 - Tuition Assistance	1,500	(1,500)	0	(1,500)	(100.00)%	1,500	449	0
525000 - Supplies/Material - Operating	2,110	0	2,110	0	0.00%	2,110	1,959	1,975
525020 - Janitorial Supplies	1,060	0	1,060	0	0.00%	1,060	831	991
525040 - Small Tools & Equipment	0	0	0	(250)	(100.00)%	250	149	139
525050 - Welding Material/Supplies	0	0	0	(200)	(100.00)%	200	235	0
526020 - Building Maintenance	0	0	0	0	0.00%	0	292	0
527090 - Auto Repairs	0	0	0	0	0.00%	0	0	411
535010 - Copy Machine Rental	0	0	0	0	0.00%	0	0	482
535020 - Equipment Rental	1,000	0	1,000	0	0.00%	1,000	(12)	552
535055 - Lease Payments	1,850	0	1,850	260	16.35%	1,590	0	0
535057 - Non-Lease Components	260	0	260	0	0.00%	260	259	194

Washington County, Maryland
Utility Administration Fund
Department 40010 - Utility Administration
FY25 Expenses

	2025 Operating Budget Requested	Adjustment	2025 Operating Budget Proposed	$ Change	% Change	2024 Operating Budget Approved	2023 Actuals Final	2022 Actuals Final
535058 - Lease - Variable Payments	580	0	580	180	45.00%	400	576	365
540010 - Wireless Communication	13,000	(3,000)	10,000	(3,000)	(23.08)%	13,000	8,410	9,353
540020 - Telephone Expenses	300	(300)	0	(300)	(100.00)%	300	278	271
545010 - Electric	26,130	0	26,130	1,130	4.52%	25,000	16,862	20,228
545020 - Natural Gas	5,800	0	5,800	0	0.00%	5,800	4,428	5,341
545050 - Waste/Trash Disposal	60,100	0	60,100	0	0.00%	60,100	45,559	4,665
545060 - Water	1,300	0	1,300	0	0.00%	1,300	907	1,130
592060 - Service Charges	70,000	10,000	80,000	20,000	33.33%	60,000	74,946	66,298
Operating Expenses	**783,190**	**(550)**	**782,640**	**(112,110)**	**(12.53)%**	**894,750**	**514,701**	**407,664**
599999 - Controllable Assets	0	0	0	(1,500)	(100.00)%	1,500	4,598	2,287
Capital Outlay	**0**	**0**	**0**	**(1,500)**	**(100.00)%**	**1,500**	**4,598**	**2,287**
Total	**2,144,900**	**1,690**	**2,146,590**	**294,960**	**15.93%**	**1,851,630**	**1,466,465**	**1,290,339**

Washington County, Maryland
Utility Administration Fund
Department 40010 - Utility Administration
FY25 Expenses

	2025 Operating Budget Requested	2025 Operating Budget Proposed	2025 Variance Comments Requested	2025 Variance Comments Proposed
500000 - Wages - Full Time	682,430	682,430	The budget is based on a proposed step of 2.5% and a 1% COLA for FY25. Wages are then allocated based on a three-year rolling average and adjusted for any known changes in trends.	
500010 - Wages - Overtime	0	0	The budget was removed based on prior year actuals.	
500040 - Other Wages	1,090	1,090	The Other Wages category includes amounts for sick pay bonus and holidays worked for operations that require coverage on holidays. The sick pay bonus is based on prior year actuals with a small increase for employees receiving additional pay for accumulating more consecutive years without using sick time. The holiday worked was increased for the 3.5% wage increases for FY25.	
500100 - FICA - Employer	52,290	52,290	Budget is based on total wages times 7.65%.	
500120 - Health Insurance	160,440	160,440	While health insurance costs were not increased based on the projected trend analysis in the market, discussions with the County’s health insurance administrators, an analysis of the County’s self-insured reserve trends and the anticipated reserve balance, the budget was increased based on employee elections.	

Washington County, Maryland
Utility Administration Fund
Department 40010 - Utility Administration
FY25 Expenses

	2025 Operating Budget Requested	2025 Operating Budget Proposed	2025 Variance Comments Requested	2025 Variance Comments Proposed
500125 - Other Insurance	2,770	2,770	This category includes County paid premiums for employee life insurance, dependent life insurance, and long-term disability. The majority of these premiums are based on wages.	
500130 - Pension	191,080	179,630	The budgeted amount for employer pension is based on full-time wages times 28%.	Reduced pension contribution from 28% to 26% based on Actuarial Defined Contribution.
500140 - Workers Compensation	22,080	22,080	Workers Compensation is based on projected employee wages times their assigned classification rates.	
500145 - Time to Care	0	13,690		Expense added in anticipation of Time to Care Act implementation.
500150 - Unemployment Compensation	0	0	Budget removed based on prior year actuals.	
500155 - Personnel Requests	287,140	287,140	Stipend for employees that hold more than one license from the Board of Waterworks and Waste Systems Operators. $6,500 for upgrade, $280,640 for possible salary scale adjustment.	
500160 - Other Post Employment Benefits	36,820	36,820	Based on funding levels of the OPEB trust, the County contribution to OPEB for FY25 will remain the same as FY24.	
500161 - Wage Reserve	(83,010)	(83,010)	To budget for vacancy savings.	

Washington County, Maryland
Utility Administration Fund
Department 40010 - Utility Administration
FY25 Expenses

	2025 Operating Budget Requested	2025 Operating Budget Proposed	2025 Variance Comments Requested	2025 Variance Comments Proposed
500170 - Personal Development	4,440	4,440	The personal development incentive budget is $120 per full-time employee per year. Employees are afforded the opportunity to request annual training of some kind. Training may include physical training and exercise.	
500171 - Employee Recognition	3,210	3,210	The employee recognition incentive for a total of $77,000 is to be distributed equitably by department size. Department heads and division directors may recognize full-time employees who strive to overachieve. Funds may be used for additional training; attendance to industry events; and related travel.	
500172 - Team Building	930	930	The team building incentive budget is $25 per full-time employee per year. This allows a department head or division director to offer the occasional celebration or recognize employee achievements in the office setting.	
501000 - Debt - Bond Principal	69,520	69,520	Debt cost is based on fixed agreed upon payments with bondholders and State agencies. Payments are in accordance with amortization schedules.	
501050 - Debt - Bond Interest	30,990	30,990	Debt cost is based on fixed agreed upon payments with bondholders and State agencies. Payments are in accordance with amortization schedules.	

Washington County, Maryland
Utility Administration Fund
Department 40010 - Utility Administration
FY25 Expenses

	2025 Operating Budget Requested	2025 Operating Budget Proposed	2025 Variance Comments Requested	2025 Variance Comments Proposed
501080 - Debt Lease Interest	70	70	Payments are in accordance with agreed upon monthly installments applied based on individual amortization schedules.	
501090 - Debt - Administrative Fees	30	30	Debt cost is based on fixed agreed upon payments with bondholders and State agencies. Payments are in accordance with amortization schedules.	
501095 - Bond Issue Cost Expense	2,470	2,470	This estimate is based on the projected bond issue of $494,000 for FY25.	
502000 - Appropriations	183,000	183,000	Contribution to CIP for projects related to replacement of different types of equipment, including lab equipment, vehicles and security updates.	
505010 - Advertising	750	1,000		Budget increased based on prior year actuals.
505050 - Dues & Subscriptions	5,000	5,000		
505080 - Freight & Cartage	4,500	4,000		Budget decreased based on prior year actuals.
505120 - Licenses & Certifications	9,500	9,500		
505130 - Small Office Equipment	1,000	500		Budget decreased based on prior year actuals.
505140 - Office Supplies	13,000	11,000		Budget decreased based on prior year actuals.
505150 - Other - Miscellaneous	750	750		
505160 - Personal Mileage	750	750	1,119 gallons x $.67/gal = $749.73	
505170 - Postage	2,680	2,680		

Washington County, Maryland
Utility Administration Fund
Department 40010 - Utility Administration
FY25 Expenses

	2025 Operating Budget Requested	2025 Operating Budget Proposed	2025 Variance Comments Requested	2025 Variance Comments Proposed
505200 - Safety Equipment	19,000	19,000		
505230 - Travel Expenses	5,000	5,000		
510010 - Fleet Insurance	74,920	74,920	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.	
510020 - Property & Casualty Insurance	68,220	68,220	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
Utility Administration Fund
Department 40010 - Utility Administration
FY25 Expenses

	2025 Operating Budget Requested	2025 Operating Budget Proposed	2025 Variance Comments Requested	2025 Variance Comments Proposed
510030 - Public & Gen Liability Insurance	36,650	36,650	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	36,500	34,500	An in-depth review/update of water and sewer policies to examine legislation and ensure compliance/recommend policy changes is requested.	Budget decreased based on prior year actuals.
515180 - Software	15,700	15,700	Need to replace fleet management and inventory software. MP2 is no longer supported or compatible with SharePoint. Quotes include set up costs.	
515260 - Legal Services	1,000	1,000		
520000 - Training	10,000	10,000	Moved $5,000 to 520010 - Certification Classes to better track costs of training required to maintain licenses.	
520010 - Certification Classes	5,000	5,000	Moved $5,000 from 520000 - Training to better track costs of training required to maintain licenses.	
520030 - Food Comp	200	200		

Washington County, Maryland
Utility Administration Fund
Department 40010 - Utility Administration
FY25 Expenses

	2025 Operating Budget Requested	2025 Operating Budget Proposed	2025 Variance Comments Requested	2025 Variance Comments Proposed
520040 - Seminars/Conventions	2,000	1,000		Budget decreased based on prior year actuals.
520050 - Tuition Assistance	1,500	0		No employee interest at this time.
525000 - Supplies/Material - Operating	2,110	2,110		
525020 - Janitorial Supplies	1,060	1,060		
525040 - Small Tools & Equipment	0	0	Eliminated, mis-coded in prior year.	
525050 - Welding Material/Supplies	0	0	Eliminated, mis-coded in prior year.	
535020 - Equipment Rental	1,000	1,000		
535055 - Lease Payments	1,850	1,850	Leases for one Ricoh printer and a postage machine.	
535057 - Non-Lease Components	260	260		
535058 Lease-Variable Payments	580	580	These expenses represent copy overages. Increased based on prior year actuals.	
540010 - Wireless Communication	13,000	10,000		Budget decreased based on prior year actuals.
540020 - Telephone Expenses	300	0		Service has been disconnected.
545010 - Electric	26,130	26,130	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	5,800	5,800	The natural gas budgets were based on four prior year actuals and forecasted rate changes.	

Washington County, Maryland
Utility Administration Fund
Department 40010 - Utility Administration
FY25 Expenses

	2025 Operating Budget Requested	2025 Operating Budget Proposed	2025 Variance Comments Requested	2025 Variance Comments Proposed
545050 - Waste/Trash Disposal	60,100	60,100		
545060 - Water	1,300	1,300	Prior year actuals are coming in lower than forecasted. The current budget should be able to absorb the 3% rate increase.	
592060 - Service Charges	70,000	80,000	Increase based on current year expenses and adding @ 1,500 new customers upon completion of North End project.	Budget increased further. FY23 expenses totaled $74,946.
599999 - Controllable Assets	0	0	No capital outlay requests for FY25.	
Total	**2,144,900**	**2,146,590**		

Washington County, Maryland
Other Personnel Request Form
FY 2025

Department Number: 40010

Department Name: Utility Admin

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	6,500			6,500	Stipend for employees that hold more than one license from the Board of Waterworks and Waste systems Operators. This will compensate those currently holding multiple licenses required to operate Water Quality facilities. It will help with retention and as an incentive to continue to learn and contribute. See attached.
Change in Part-Time Wages				0	
Change in Overtime Wages				0	
Change in Shift Differential				0	
Totals:	$6,500	$0	$0	$6,500	

Washington County, Maryland
Travel Request
FY 2025

Department Number: **40010** **Department Name: Utility Administration**

Account Number: **505230**

Account Description: Travel Expenses

Position Title Only (do not use individual names)	Destination	Date(s) of Travel	Total Cost Dept. Request	Description and/or Reason for Travel Request
Various	Ocean City	August and May	5,000	To have various people attend conferences to obtain training. Person sent depends on current need and availability to attend conference. Meant to support retaining of licenses.

Total **$5,000**

- 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
Account 515180
Software
FY 2025

Department Number: 40010

Department Name: **Utility Administration**

Account Number: 515180

Account Description: Software

Vendor Name	FY24 Board Approval	Total Cost FY25 Dept. Request	New Cost Y/N	Existing Agreement Y/N	Product Description and/or Reason for Request
Online ARC GIS	700	700	N	Y	Will allow field personnel to access our sewer GIS database in the field.
Fleet Management / Inventory Control	0	15,000	Y	N	To allow inventory control, fleet management, and facility requests to be logged and managed. Will replace antiquated MP2.
Total	**$700**	**$15,700**			

● 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: 40010

Department Name: Utility Administration

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
E	Postage Machine	1	N/A	5	FY27	690	3,135	2.37%	Billed quarterly at $170.73.
N									
N									
N									

			501080 - Lease Interest	$650	
			535055 - Lease Payments	$40	
Total	**1**	**$0**		**$690**	**$3,135**

Agree to Budget

N New Installment Purchase
E Existing Installment Purchase

Washington County, Maryland
Summary of Installment and/or Lease Purchases
FY 2025

Department Number: 40010

Department Name: Utility Administration

Account Description: Lease and Installment Payments

	Item	Machine Rental	CopyPak (monthly maintenance)	Black & White Overage	Color Overage	Total	Explanation
E	Ricoh Printer	1,230	260	10	570	2,070	Copy Machine Rental = $102.41 per month CopyPak = $21.60 per month Black & White Overages - 1,643 copies/ $.0054 per copy Color Overages -17,179 copies/$.033per copy

501080 - Debt Lease Interest	**$1,201**
535055 - Lease Payments	**$28**
535057 - Non-Lease Components	**$260**
535058 - Lease Variable Payments	**$580**
Total	**$2,070**

Agree to Budget

Washington County, Maryland
Utility Administration Fund
Department 40020 - Engineering
FY25 Expenses

	2025 Operating Budget Requested	Adjustment	2025 Operating Budget Proposed	$ Change	% Change	2024 Operating Budget Approved	2023 Actuals Final	2022 Actuals Final
500000 - Wages - Full Time	383,090	0	383,090	9,800	2.63%	373,290	337,138	252,562
500010 - Wages - Overtime	410	0	410	(130)	(24.07)%	540	834	135
500040 - Other Wages	250	0	250	(1,190)	(82.64)%	1,440	990	990
500100 - FICA - Employer	29,360	0	29,360	650	2.26%	28,710	24,887	18,321
500120 - Health Insurance	90,060	0	90,060	(990)	(1.09)%	91,050	67,144	58,877
500125 - Other Insurance	1,550	0	1,550	(250)	(13.89)%	1,800	1,318	1,526
500130 - Pension	107,270	(6,430)	100,840	3,790	3.91%	97,050	90,442	75,264
500140 - Workers Compensation	12,390	0	12,390	600	5.09%	11,790	8,199	7,183
Wages and Benefits	**624,380**	**(6,430)**	**617,950**	**12,280**	**2.03%**	**605,670**	**530,952**	**414,858**
501080 - Debt - Lease Interest	30	0	30	(20)	(40.00)%	50	71	90
505130 - Small Office Equipment	500	(500)	0	(500)	(100.00)%	500	0	0
505150 - Other - Miscellaneous	0	0	0	0	0.00%	0	1	0
505230 - Travel Expenses	500	0	500	0	0.00%	500	0	121
515180 - Software	3,650	0	3,650	0	0.00%	3,650	3,336	3,622
525040 - Small Tools & Equipment	250	0	250	0	0.00%	250	35	0
535055 - Lease Payments	2,040	0	2,040	20	0.99%	2,020	0	0
540010 - Wireless Communication	1,600	800	2,400	800	50.00%	1,600	1,947	1,594
Operating Expenses	**8,570**	**300**	**8,870**	**300**	**3.50%**	**8,570**	**5,390**	**5,427**
599999 - Controllable Assets	0	0	0	0	0.00%	0	385	3,225
Capital Outlay	**0**	**0**	**0**	**0**	**0.00%**	**0**	**385**	**3,225**
Total	**632,950**	**(6,130)**	**626,820**	**12,580**	**2.05%**	**614,240**	**536,727**	**423,510**

Washington County, Maryland
Utility Administration Fund
Department 40020 - Engineering
FY25 Expenses

	2025 Operating Budget Requested	2025 Operating Budget Proposed	2025 Variance Comments Requested	2025 Variance Comments Proposed
500000 - Wages - Full Time	383,090	383,090		
500010 - Wages - Overtime	410	410	The budget is based on a proposed step of 2.5% and a 1% COLA for FY25. Wages are then allocated based on a three-year rolling average and adjusted for any known changes in trends.	
500040 - Other Wages	250	250		
500100 - FICA - Employer	29,360	29,360		
500120 - Health Insurance	90,060	90,060		
500125 - Other Insurance	1,550	1,550		
500130 - Pension	107,270	100,840		Reduced pension contribution from 28% to 26% based on Actuarial Defined Contribution.
500140 - Workers Compensation	12,390	12,390		
501080 - Debt Lease Interest	30	30	Payments are in accordance with agreed upon monthly installments applied based on individual amortization schedules.	
505130 - Small Office Equipment	500	0		Decreased based on prior year actuals.
505230 - Travel Expenses	500	500		
515180 - Software	3,650	3,650		
525040 - Small Tools & Equipment	250	250		

Washington County, Maryland
Utility Administration Fund
Department 40020 - Engineering
FY25 Expenses

	2025 Operating Budget Requested	2025 Operating Budget Proposed	2025 Variance Comments Requested	2025 Variance Comments Proposed
535055 - Lease Payments	2,040	2,040	A DesignJet T2600 Printer is leased. As payments are made the amount applied to principal is increased and interest is reduced.	
540010 - Wireless Communication	1,600	2,400		An additional user was added.
Total	**632,950**	**626,820**		

Washington County, Maryland
Travel Request
FY 2025

Department Number: **40020**

Department Name: **Engineering**

Account Number: **505230**

Account Description: Travel Expenses

Position Title Only (do not use individual names)	Destination	Date(s) of Travel	Total Cost Dept. Request	Description and/or Reason for Travel Request
Engineering	TBD	TBD	500	Travel for training to obtain/maintain certifications and/or licenses.

Total **$500**

- 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
Account 515180
Software
FY 2025

Department Number: 40020

Department Name: Engineering

Account Number: 515180

Account Description: Software

Descriptions	FY24 Board Approval	Total Cost FY25 Dept. Request	New Cost Y/N	Existing Agreement Y/N	Description and/or Reason for Request
AutoCAD and SewerCAD	2,550	2,550	N	Y	Annual subscription maintenance and support.
AutoCad Lite	1,100	1,100	N	Y	Annual subscription maintenance and support.
Total	**$3,650**	**$3,650**			

- 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: **40020** **Department Name:** **Engineering**

Account Description: Lease and Installment Payments

	Item	Machine Rental	CopyPak (monthly maintenance)	Black & White Overage	Color Overage	Total	Explanation
E	DesignJet T2600 Printer	2,070	0	0	0	2,070	Monthly Base Payment Amount = $172.00

501080 - Debt Lease Interest	**$30**
535055 - Lease Payments	**$2,040**
Total	**$2,070**

Agree to Budget

Washington County, Maryland
Utility Administration Fund
Department 40030 - Laboratory
FY25 Expenses

	2025 Operating Budget Requested	Adjustment	2025 Operating Budget Proposed	$ Change	% Change	2024 Operating Budget Approved	2023 Actuals Final	2022 Actuals Final
500000 - Wages - Full Time	304,110	0	304,110	(4,820)	(1.56)%	308,930	245,244	226,827
500005 - Wages - Part Time	0	0	0	(19,790)	(100.00)%	19,790	8,058	226,827
500010 - Wages - Overtime	4,280	0	4,280	580	15.68%	3,700	5,893	2,469
500040 - Other Wages	3,500	0	3,500	840	31.58%	2,660	3,070	2,338
500100 - FICA - Employer	23,860	0	23,860	(1,770)	(6.91)%	25,630	19,099	16,651
500120 - Health Insurance	71,500	0	71,500	(3,850)	(5.11)%	75,350	64,999	76,702
500125 - Other Insurance	1,230	0	1,230	(260)	(17.45)%	1,490	970	1,418
500130 - Pension	85,150	(5,100)	80,050	(280)	(0.35)%	80,330	64,961	67,654
500140 - Workers Compensation	9,840	0	9,840	80	0.82%	9,760	9,888	8,712
500170 - Personal Development	0	0	0	0	0.00%	0	0	120
Wages and Benefits	**503,470**	**(5,100)**	**498,370**	**(29,270)**	**(5.55)%**	**527,640**	**422,182**	**629,718**
501080 - Debt - Lease Interest	30	0	30	0	0.00%	30	46	37
501085 - Debt - Subscription Cost	270	0	270	270	100.00%	0	931	0
505080 - Freight & Cartage	0	0	0	0	0.00%	0	36	0
505140 - Office Supplies	0	0	0	0	0.00%	0	50	142
505150 - Other - Miscellaneous	0	0	0	0	0.00%	0	0	14
515000 - Contracted/Purchased Service	65,000	(5,000)	60,000	0	0.00%	60,000	48,515	42,043
515180 - Software	12,230	0	12,230	1,230	11.18%	11,000	0	9,560
520010 - Certification Classes	0	0	0	0	0.00%	0	25	0
525000 - Supplies/Material - Operating	38,000	0	38,000	1,070	2.90%	36,930	37,902	37,234
525020 - Janitorial Supplies	200	(200)	0	(200)	(100.00)%	200	0	0
526000 - Supplies/Material - Maintenance	0	0	0	0	0.00%	0	1,392	0
528000 - Supplies - Chemicals	35,500	0	35,500	0	0.00%	35,500	30,762	25,638
535010 - Copy Machine Rental	0	0	0	0	0.00%	0	0	458
535055 - Lease Payments	950	0	950	10	1.06%	940	0	0
535057 - Non-Lease Components	160	0	160	0	0.00%	160	162	122
535058 - Lease - Variable Payments	150	0	150	100	200.00%	50	138	32
535060 - Uniforms	1,000	0	1,000	0	0.00%	1,000	698	626
545010 - Electric	58,860	0	58,860	8,860	17.72%	50,000	40,432	54,735

Washington County, Maryland
Utility Administration Fund
Department 40030 - Laboratory
FY25 Expenses

	2025 Operating Budget Requested	Adjustment	2025 Operating Budget Proposed	$ Change	% Change	2024 Operating Budget Approved	2023 Actuals Final	2022 Actuals Final
545020 - Natural Gas	2,500	0	2,500	0	0.00%	2,500	1,993	2,332
545060 - Water	1,960	0	1,960	0	0.00%	1,960	1,717	1,726
Operating Expenses	**216,810**	**(5,200)**	**211,610**	**11,340**	**5.66%**	**200,270**	**164,799**	**174,699**
599999 - Controllable Assets	6,000	0	6,000	6,000	100.00%	0	0	0
Capital Outlay	**6,000**	**0**	**6,000**	**6,000**	**100.00%**	**0**	**0**	**0**
Total	**726,280**	**(10,300)**	**715,980**	**(11,930)**	**(1.64)%**	**727,910**	**586,981**	**804,417**

Washington County, Maryland
Utility Administration Fund
Department 40030 - Laboratory
FY25 Expenses

	2025 Operating Budget Requested	2025 Operating Budget Proposed	2025 Variance Comments Requested	2025 Variance Comments Proposed
500000 - Wages - Full Time	304,110	304,110		
500005 - Wages - Part Time	0	0	Position placed on hold.	
500010 - Wages - Overtime	4,280	4,280		
500040 - Other Wages	3,500	3,500		
500100 - FICA - Employer	23,860	23,860		
500120 - Health Insurance	71,500	71,500		
500125 - Other Insurance	1,230	1,230		
500130 - Pension	85,150	80,050		Reduced pension contribution from 28% to 26% based on Actuarial Defined Contribution.
500140 - Workers Compensation	9,840	9,840		
501080 - Debt Lease Interest	30	30		
501085 - Debt - Subscription Interest	270	270	Payments are in accordance with agreed upon installments applied based on individual amortization schedules.	
515000 - Contracted/Purchased Service	65,000	60,000	Increase due to higher contract lab services.	Actuals have not exceeded $50,000 the past several years. The current budget should be able to absorb the increased costs.
515180 - Software	12,230	12,230	Increase due to prior year increases and expected future increase.	
525000 - Supplies/Material - Operating	38,000	38,000	Increase based on prior year expenses.	

Washington County, Maryland
Utility Administration Fund
Department 40030 - Laboratory
FY25 Expenses

	2025 Operating Budget Requested	2025 Operating Budget Proposed	2025 Variance Comments Requested	2025 Variance Comments Proposed
525020 - Janitorial Supplies	200	0		Eliminated budget. There have been no expenses the past several years.
528000 - Supplies - Chemicals	35,500	35,500		
535055 - Lease Payments	950	950	Lease based on one Ricoh printer.	
535057 - Non-Lease Components	160	160		
535058 Lease-Variable Payments	150	150	These expenses represent copy overages. Increased based on prior year actuals.	
535060 - Uniforms	1,000	1,000		
545010 - Electric	58,860	58,860	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	2,500	2,500	The natural gas budgets were based on four prior year actuals and forecasted rate changes.	
545060 - Water	1,960	1,960	Prior year actuals are coming in lower than forecasted. The current budget should be able to absorb the 3% rate increase.	
599999 - Controllable Assets	6,000	6,000	To replace multiple aging computer towers in the lab.	
Total	**726,280**	**715,980**		

Washington County, Maryland
Account 515180
Software
FY 2025

Department Number: 40030

Department Name: **Water Quality Laboratory**

Account Number: 515180

Account Description: Software

Vendor Name	FY24 Board Approval	Total Cost FY25 Dept. Request	New Cost Y/N	Existing Agreement Y/N	Product Description and/or Reason for Request
Promium, LLC	11,000	12,500	N	Y	Annual Service Contract for LIMS(Laboratory Information Management System)/Premium-Element Software system.

501085 - Debt - Subscription Cost		**$270**
515180 - Software		**$12,230**
Total	**$11,000**	**$12,500**

- 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: **40030**

Department Name: Laboratory

Account Description: Lease and Installment Payments

	Item	Machine Rental	CopyPak (monthly maintenance)	Black & White Overage	Color Overage	Total	Explanation
E	Ricoh Copier	980	160	10	140	**1,290**	Copy Machine Rental = $81.34 per month CopyPak = $13.50 per month Black & White Overages -309 copies/ $.0054 per copy Color Overages - 4136 copies/$.033 per copy

501080 - Debt Lease Interest	$30
535055 - Lease Payments	$950
535057 - Non-Lease Components	$160
535058 - Lease Variable Payments	$150
Total	**$1,290**

Agree to Budget

Washington County, Maryland
Other Capital Outlay (≥$1 and <$10,000)
FY 2025

Department Number: **40030**

Department Name: **Laboratory**

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	Computer Towers and Monitors	4	1,500	6,000	R	Towers used to run equipment and in-house software need to be replaced.
				0		
				0		
				0		
				0		
				0		
	Total			**$6,000**		

* 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.

● 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
Utility Administration Fund
Department 40040 - Maintenance
FY25 Expenses

	2025 Operating Budget Requested	Adjustment	2025 Operating Budget Proposed	$ Change	% Change	2024 Operating Budget Approved	2023 Actuals Final	2022 Actuals Final
500000 - Wages - Full Time	512,820	0	512,820	(39,100)	(7.08)%	551,920	433,543	394,098
500005 - Wages - Part Time	42,770	0	42,770	18,350	75.14%	24,420	25,529	23,913
500010 - Wages - Overtime	2,920	0	2,920	(680)	(18.89)%	3,600	1,762	3,084
500040 - Other Wages	450	0	450	60	15.38%	390	180	540
500100 - FICA - Employer	42,760	0	42,760	(1,640)	(3.69)%	44,400	33,179	30,516
500120 - Health Insurance	120,560	0	120,560	(19,620)	(14.00)%	140,180	134,923	137,497
500125 - Other Insurance	2,080	0	2,080	(980)	(32.03)%	3,060	1,672	2,622
500130 - Pension	143,590	(8,600)	134,990	(8,510)	(5.93)%	143,500	112,283	133,834
500140 - Workers Compensation	16,590	0	16,590	(1,600)	(8.80)%	18,190	22,147	20,129
Wages and Benefits	**884,540**	**(8,600)**	**875,940**	**(53,720)**	**(5.78)%**	**929,660**	**765,218**	**746,233**
501080 - Debt Lease Interest	1,740	0	1,740	(700)	(28.69)%	2,440	2,127	0
505010 - Advertising	0	0	0	0	0.00%	0	576	0
505140 - Office Supplies	0	0	0	0	0.00%	0	91	0
505150 - Other - Miscellaneous	0	0	0	0	0.00%	0	578	0
515000 - Contracted/Purchased Service	7,000	1,000	8,000	8,000	100.00%	0	3,708	0
515180 - Software	8,870	0	8,870	(1,320)	(12.95)%	10,190	7,349	9,256
515270 - Maintenance Contract Services	0	0	0	(7,000)	(100.00)%	7,000	15,621	6,952
515320 - Testing Services	300	0	300	0	0.00%	300	239	140
515330 - Towing Services	1,000	0	1,000	0	0.00%	1,000	563	1,419
515350 - Accident Repairs	0	0	0	0	0.00%	0	0	1,000
520000 - Training	0	0	0	0	0.00%	0	268	0
520010 - Certification Classes	0	0	0	0	0.00%	0	0	1,198
520030 - Food Comp	200	0	200	100	100.00%	100	0	0
525000 - Supplies/Material - Operating	0	0	0	0	0.00%	0	0	941
525020 - Janitorial Supplies	750	750	1,500	750	100.00%	750	750	1,450
525040 - Small Tools & Equipment	14,000	0	14,000	0	0.00%	14,000	9,551	6,500
525050 - Welding Material/Supplies	2,620	380	3,000	380	14.50%	2,620	2,914	3,519
526000 - Supplies/Material-Maintenance	60,750	0	60,750	0	0.00%	60,750	50,784	47,458
526020 - Building Maintenance	10,990	1,010	12,000	1,010	9.19%	10,990	19,158	10,709
526040 - Equipment Maintenance	19,450	1,550	21,000	1,550	7.97%	19,450	51,452	17,755

Washington County, Maryland
Utility Administration Fund
Department 40040 - Maintenance
FY25 Expenses

	2025 Operating Budget Requested	Adjustment	2025 Operating Budget Proposed	$ Change	% Change	2024 Operating Budget Approved	2023 Actuals Final	2022 Actuals Final
526050 - Groundskeeping Maintenance	3,170	0	3,170	0	0.00%	3,170	2,023	12,405
526090 - Painting Supplies	0	0	0	0	0.00%	0	0	51
526110 - Snow Removal Materials	500	250	750	250	50.00%	500	878	0
527010 - Anti-Freeze	1,200	0	1,200	0	0.00%	1,200	877	1,233
527020 - Auto Batteries	3,340	160	3,500	160	4.79%	3,340	3,480	2,729
527030 - Diesel Fuel	46,000	0	46,000	5,000	12.20%	41,000	36,550	34,273
527040 - Diesel Fuel Tax	5,500	0	5,500	760	16.03%	4,740	4,478	3,840
527060 - Auto Gasoline	136,500	(10,500)	126,000	21,000	20.00%	105,000	112,111	108,936
527080 - Auto Motor Oil	5,000	500	5,500	500	10.00%	5,000	4,194	5,312
527090 - Auto Repairs	62,000	0	62,000	0	0.00%	62,000	41,540	49,524
527100 - Auto Tires	14,000	0	14,000	0	0.00%	14,000	10,544	7,938
535020 - Equipment Rental	5,000	0	5,000	0	0.00%	5,000	276	7,185
535055 - Lease Payments	28,820	0	28,820	700	2.49%	28,120	0	0
535060 - Uniforms	7,750	0	7,750	1,250	19.23%	6,500	4,235	5,254
540010 - Wireless Communication	10,500	(500)	10,000	(500)	(4.76)%	10,500	9,143	9,043
545010 - Electric	11,760	0	11,760	1,760	17.60%	10,000	8,213	7,343
545015 - Heating Oil	15,000	0	15,000	1,000	7.14%	14,000	13,498	13,832
545020 - Natural Gas	4,500	0	4,500	0	0.00%	4,500	3,321	3,951
545030 - Propane Gas	3,500	0	3,500	820	30.60%	2,680	2,552	1,689
545050 - Waste/Trash Disposal	0	0	0	0	0.00%	0	227	0
545060 - Water	3,230	0	3,230	0	0.00%	3,230	2,796	2,919
Operating Expenses	**494,940**	**(5,400)**	**489,540**	**35,470**	**7.81%**	**454,070**	**426,665**	**385,754**
599999 - Controllable Assets	0	0		(7,500)	(100.00)%	7,500	7,402	3,141
Capital Outlay	**0**	**0**	**0**	**(7,500)**	**(100.00)%**	**7,500**	**7,402**	**3,141**
Total	**1,379,480**	**(14,000)**	**1,365,480**	**(25,750)**	**(1.85)%**	**1,391,230**	**1,199,285**	**1,135,128**

Washington County, Maryland
Utility Administration Fund
Department 40040 - Maintenance
FY25 Expenses

	2025 Operating Budget Requested	2025 Operating Budget Proposed	2025 Variance Comments Requested	2025 Variance Comments Proposed
500000 - Wages - Full Time	512,820	512,820		
500005 - Wages - Part Time	42,770	42,770	Expect to fill an additional Inmate Guard position that has been vacant.	
500010 - Wages - Overtime	2,920	2,920		
500040 - Other Wages	450	450		
500100 - FICA - Employer	42,760	42,760		
500120 - Health Insurance	120,560	120,560		
500125 - Other Insurance	2,080	2,080		
500130 - Pension	143,590	134,990		Reduced pension contribution from 28% to 26% based on Actuarial Defined Contribution.
500140 - Workers Compensation	16,590	16,590		
501080 - Debt Lease Interest	1,740	1,740	Payments are in accordance with agreed upon installments applied based on individual amortization schedules.	
515000 - Contracted/Purchased Service	7,000	8,000	Added $7,000 due to elimination of 515270 account.	Increased based on prior year actuals.
515180 - Software	8,870	8,870	A net decrease resulted from moving the budget for the MP2 replacement to department 40010.	
515270 - Maintenance Contract Services	0	0	Moved to 515000 due to elimination of 515270 account.	
515320 - Testing Services	300	300		
515330 - Towing Services	1,000	1,000		

Washington County, Maryland
Utility Administration Fund
Department 40040 - Maintenance
FY25 Expenses

	2025 Operating Budget Requested	2025 Operating Budget Proposed	2025 Variance Comments Requested	2025 Variance Comments Proposed
520030 - Food Comp	200	200	Increase due to increase in reimbursement amount for each food comp.	
525020 - Janitorial Supplies	750	1,500		Increased based on current year actuals.
525040 - Small Tools & Equipment	14,000	14,000		
525050 - Welding Material/Supplies	2,620	3,000		Increased based on prior year actuals.
526000 - Supplies/Material-Maintenance	60,750	60,750		
526020 - Building Maintenance	10,990	12,000		Increased based on prior year actuals.
526040 - Equipment Maintenance	19,450	21,000		Increased based on prior year actuals.
526050 - Groundskeeping Maintenance	3,170	3,170		
526110 - Snow Removal Materials	500	750		Increased based on prior year actuals.
527010 - Anti-Freeze	1,200	1,200		
527020 - Auto Batteries	3,340	3,500		Increased based on prior year actuals.
527030 - Diesel Fuel	46,000	46,000	Estimated budget is 11,500 gallons x $4.00 = $46,000 (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	5,500	5,500	11,500 gallons x $0.4775 = $5,491.25	

Washington County, Maryland
Utility Administration Fund
Department 40040 - Maintenance
FY25 Expenses

	2025 Operating Budget Requested	2025 Operating Budget Proposed	2025 Variance Comments Requested	2025 Variance Comments Proposed
527060 - Auto Gasoline	136,500	126,000	Projected budget is 39,000 gallons x $3.50 = $136,500 (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.	Decreased based on prior year actuals, projected budget is 36,000 gallons x $3.50 = $126,000.
527080 - Auto Motor Oil	5,000	5,500		Increased based on current year actuals.
527090 - Auto Repairs	62,000	62,000		
527100 - Auto Tires	14,000	14,000		
535020 - Equipment Rental	5,000	5,000		
535055 - Lease Payments	28,820	28,820	A John Deere backhoe/front end loader and CAT Mini Hydraulic Excavator are leased.	
535060 - Uniforms	7,750	7,750	Increase due to boot allowance for union members.	
540010 - Wireless Communication	10,500	1,000		Decreased based on prior year actuals.
545010 - Electric	11,760	11,760	The electric budget is based on four prior year actuals, forecasted rate changes, and other known circumstances. The projection also takes into account current year actuals with annualized estimations.	
545015 - Heating Oil	15,000	15,000	The Heating oil budget is based on four prior year actuals, forecasted rate changes, and other known circumstances.	

Washington County, Maryland
Utility Administration Fund
Department 40040 - Maintenance
FY25 Expenses

	2025 Operating Budget Requested	2025 Operating Budget Proposed	2025 Variance Comments Requested	2025 Variance Comments Proposed
545020 - Natural Gas	4,500	4,500	The natural gas budgets were based on four prior year actuals and forecasted rate changes.	
545030 - Propane Gas	3,500	3,500	The propane budgets were based on four prior year actuals and forecasted rate changes.	
545060 - Water	3,230	3,230	Prior year actuals are coming in lower than forecasted. The current budget should be able to absorb the 3% rate increase.	
599999 - Controllable Assets	-	-	There are no capital outlay requests for FY25.	
Total	**1,379,480**	**1,356,480**		

Washington County, Maryland
Account 515180
Software
FY 2025

Department Number: 40040

Department Name: Water Quality Maintenance

Account Number: 515180

Account Description: Software

Vendor Name	FY24 Board Approval	Total Cost FY25 Dept. Request	New Cost Y/N	Existing Agreement Y/N	Product Description and/or Reason for Request
MP2	2,450	0			A new software is requested in department 40010 to replace MP2.
ALLDATA	1,580	1,650	N	Y	Updates to scan equipment used for definition of code retrievals for most makes and models vehicle service and technical manuals.
Fluid Secure	1,520	1,520	N	Y	Operating system and technical support for fuel pumps. Includes annual service software and upgrades.
Allen Bradley Application Software and Product Support (Rexel)	540	600	N	Y	Annual service for technical support and software upgrades.
Allen Bradley Automation Control Hardware and Product Support (Rexel)	1,850	2,000	N	Y	Annual service for technical support and software upgrades.
HMI Software	610	1,300	N	Y	Annual service for technical support and software upgrades.
Legacy Hardware	1,640	1,800	N	Y	Annual service for technical support and software upgrades.
Total	**$10,190**	**$8,870**			

- 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: 40040 **Department Name: Maintenance**

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
E	Diesel Engine Backhoe/Front End Loader	1		5	FY27	15,588	77,942	1.97	Serial Number 1T0310SLKPF433325; $15,588.15 per year including interest.
E	CAT Mini Hydraulic Excavator	1		5	FY26	14,970	74,850	2.99	Serial Number AN400301; $14,969.97 per year including interest.
N									
N									

501080 - Debt Lease Interest **$1,740**
535055 - Lease Payments **$28,820**

	Qty	Straight Purchase Price	Annual Payment	Total Financed Price
Total	**2**	**$0**	**$30,560**	**$152,792**

Agree to Budget

N **New Installment Purchase**
E **Existing Installment Purchase**

Washington County, Maryland
Utility Administration Fund
Department 40050 - Stormwater
FY25 Expenses

	2025 Operating Budget Requested	Adjustment	2025 Operating Budget Proposed	$ Change	% Change	2024 Operating Budget Approved	2023 Actuals Final	2022 Actuals Final
500000 - Wages - Full Time	364,680	0	364,680	5,970	1.66%	358,710	290,541	222,369
500005 - Wages - Part Time	7,280	0	7,280	740	11.31%	6,540	2,726	7,162
500040 - Other Wages	460	0	460	(190)	(29.23)%	650	652	450
500100 - FICA - Employer	28,490	0	28,490	740	2.67%	27,750	21,458	16,598
500120 - Health Insurance	69,160	0	69,160	1,730	2.57%	67,430	54,229	46,374
500125 - Other Insurance	1,340	0	1,340	(360)	(21.18)%	1,700	1,100	1,330
500130 - Pension	102,110	(6,120)	95,990	2,720	2.92%	93,270	77,067	66,182
500140 - Workers Compensation	10,390	0	10,390	(50)	(0.48)%	10,440	8,119	5,886
500170 - Personal Development	600	0	600	0	0.00%	600	0	0
500171 - Employee Recognition	430	0	430	(10)	(2.27)%	440	0	0
500172 - Team Building	130	0	130	0	0.00%	130	125	0
Wages and Benefits	**585,070**	**(6,120)**	**578,950**	**11,290**	**1.99%**	**567,660**	**456,017**	**366,351**
505050 - Dues & Subscriptions	5,660	0	5,660	(240)	(4.07)%	5,900	5,425	4,500
505140 - Office Supplies	800	(300)	500	0	0.00%	500	292	457
505150 - Other - Miscellaneous	0	0	0	0	0.00%	0	115	0
505160 - Personal Mileage	340	0	340	0	0.00%	340	162	254
505200 - Safety Equipment	550	(30)	520	20	4.00%	500	76	48
505230 - Travel Expenses	680	0	680	(720)	(51.43)%	1,400	174	392
510010 - Fleet Insurance	5,350	0	5,350	1,170	27.99%	4,180	3,923	0
510030 - Public & Gen Liability Insurance	2,510	0	2,510	30	1.21%	2,480	0	0
515000 - Contracted/Purchased Service	118,900	0	118,900	5,670	5.01%	113,230	0	0
515180 - Software	0	0	0	0	0.00%	0	0	1,000
515320 - Testing Services	0	0	0	0	0.00%	0	14	0
515350 - Accident Repairs	0	0	0	0	0.00%	0	0	5,444
520000 - Training	5,500	0	5,500	1,000	22.22%	4,500	265	707
520040 - Seminars/Conventions	1,420	0	1,420	70	5.19%	1,350	620	260
520050 - Tuition Assistance	5,000	0	5,000	5,000	100.00%	0	0	0
525000 - Supplies/Material - Operating	400	0	400	0	0.00%	400	26	0
525020 - Janitorial Supplies	500	(500)	0	0	0.00%	0	0	0

Washington County, Maryland
Utility Administration Fund
Department 40050 - Stormwater
FY25 Expenses

	2025 Operating Budget Requested	Adjustment	2025 Operating Budget Proposed	$ Change	% Change	2024 Operating Budget Approved	2023 Actuals Final	2022 Actuals Final
525040 - Small Tools & Equipment	500	0	500	0	0.00%	500	260	705
526020 - Building Maintenance	0	0	0	0	0.00%	0	118	0
527060 - Auto Gasoline	4,410	0	4,410	270	6.52%	4,140	3,426	1,731
527090 - Auto Repairs	2,570	0	2,570	570	28.50%	2,000	0	0
527100 - Auto Tires	1,200	0	1,200	0	0.00%	1,200	0	0
535055 - Lease Payments	1,160	(940)	220	0	0.00%	220	0	0
535060 - Uniforms	900	0	900	0	0.00%	900	358	406
540010 - Wireless Communication	2,760	0	2,760	0	0.00%	2,760	2,051	1,876
545000 - Utilities	5,500	(5,500)	0	0	0.00%	0	0	0
592040 - Promotional Expenses	3,550	0	3,550	2,250	173.08%	1,300	1,342	826
Operating Expenses	**170,160**	**(7,270)**	**162,890**	**15,090**	**10.21%**	**147,800**	**18,647**	**18,606**
599999 - Controllable Assets	2,500	0	2,500	2,500	100.00%	0	1,498	4,910
600300 - Vehicles	41,480	0	41,480	41,480	100.00%	0	0	0
Capital Outlay	**43,980**	**0**	**43,980**	**43,980**	**100.00%**	**0**	**1,498**	**4,910**
Total	**799,210**	**(13,390)**	**785,820**	**70,360**	**9.83%**	**715,460**	**476,162**	**389,867**

Washington County, Maryland
Utility Administration Fund
Department 40050 - Stormwater
FY25 Expenses

	2025 Operating Budget Requested	2025 Operating Budget Proposed	2025 Variance Comments Requested	2025 Variance Comments Proposed
500000 - Wages - Full Time	364,680	364,680		
500005 - Wages - Part Time	7,280	7,280		
500040 - Other Wages	460	460		
500100 - FICA - Employer	28,490	28,490		
500120 - Health Insurance	69,160	69,160		
500125 - Other Insurance	1,340	1,340		
500130 - Pension	102,110	95,990		Reduced pension contribution from 28% to 26% based on Actuarial Defined Contribution.
500140 - Workers Compensation	10,390	10,390		
500170 - Personal Development	600	600		
500171 - Employee Recognition	430	430		
500172 - Team Building	130	130		
505050 - Dues & Subscriptions	5,660	5,660	Membership to Maryland Municipal Stormwater Association (MAMSA), Pennsylvania Georgraphic Information System (PA GIS).	
505140 - Office Supplies	800	500	Increase due to planned move to new building location.	Relocation to the new building has been pushed back to FY26.
505160 - Personal Mileage	340	340	507 miles x $0.67 per mile = $339.69	

Washington County, Maryland
Utility Administration Fund
Department 40050 - Stormwater
FY25 Expenses

	2025 Operating Budget Requested	2025 Operating Budget Proposed	2025 Variance Comments Requested	2025 Variance Comments Proposed
505200 - Safety Equipment	550	520	PPE for staff.	Safety vests, hearing protection earmuffs, safety glasses, waterproof boots and boot dryer estimated to cost $520.
505230 - Travel Expenses	680	680	GIS Conference lodging and meals for Stormwater Technicians.	
510010 - Fleet Insurance	5,350	5,350	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	2,510	2,510	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	118,900	118,900	Increase of 5% for renewal of current contract.	

Washington County, Maryland
Utility Administration Fund
Department 40050 - Stormwater
FY25 Expenses

	2025 Operating Budget Requested	2025 Operating Budget Proposed	2025 Variance Comments Requested	2025 Variance Comments Proposed
520000 - Training	5,500	5,500	Training for stormwater staff.	
520040 - Seminars/Conventions	1,420	1,420	Stormwater staff seminars.	
520050 - Tuition Assistance	5,000	5,000	Tuition Assistance for one employee - Calendar Years 2024 and 2025.	
525000 - Supplies/Material - Operating	400	400		
525020 - Janitorial Supplies	500	0	Estimated cost of cleaning supplies, paper towels, toilet paper, etc. for new building.	Relocation to the new building has been pushed back to FY26.
525040 - Small Tools & Equipment	500	500		
527060 - Auto Gasoline	4,410	4,410	Projected budget is 1,260 gallons x $3.50 = $4,410 (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	2,570	2,570	Five vehicles that require routine maintenance, oil/filter changes, tire rotations, brakes, VEIP testing, etc.	
527100 - Auto Tires	1,200	1,200		
535055 - Lease Payments	1,160	220	Increased to include a new copy machine lease due to moving to another building in the Spring of 2025.	Relocation to the new building has been pushed back to FY26.
535060 - Uniforms	900	900		
540010 - Wireless Communication	2,760	2,760		

Washington County, Maryland
Utility Administration Fund
Department 40050 - Stormwater
FY25 Expenses

	2025 Operating Budget Requested	2025 Operating Budget Proposed	2025 Variance Comments Requested	2025 Variance Comments Proposed
545000 - Utilities	5,500	0	For future building utility costs. Will be entered into the correct accounts in next budget cycle per CFO.	Relocation to the new building has been pushed back to FY26.
592040 - Promotional Expenses	3,550	3,550	Home Show, School Outreach, Dog Waste Bag Promotions, Duck Promotions.	
599999 - Controllable Assets	2,500	2,500	Laptop for stormwater staff to do presentations and host training events to meet National Pollutant Discharge Elimination System (NPDES) requirements.	
600300 - Vehicles	41,480	41,480	Replacement of Unit 112 due to the unit being unreliable. Meets County guidelines for replacement.	
Total	**799,210**	**785,820**		

Washington County, Maryland
Travel Request
FY 2025

Department Number: 40050

Department Name: Stormwater Watershed Services

Account Number: 505230

Account Description: Travel Expenses

Position Title Only (do not use individual names)	Destination	Date(s) of Travel	Total Cost Dept. Request	Description and/or Reason for Travel Request
Stormwater Technician	TBD	Aug-24	680	Participation in GIS Conference by two technicians.
		Total	**$680**	

- 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: 40050

Department Name: Stormwater Watershed Services

Account Description: Lease and Installment Payments

	Item	Machine Rental	CopyPak (monthly maintenance)	Black & White Overage	Color Overage	Total	Explanation
E	Ricoh Copier	220	0	0	0	220	Water Quality bills the 40050 budget for printing; copying; scanning; faxing; etc.

Total **$220**

Agree to Budget

Washington County, Maryland
Other Capital Outlay (≥$1 and <$10,000)
FY 2025

Department Number: **40050**

Department Name: **Stormwater Watershed Services**

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
2	Dell Laptop	1	2,500	2,500	N	To enable stormwater staff to complete public outreach presentations and host training events for NPDES required training.
				0		
				0		
				0		
				0		
				0		
	Total			**$2,500**		

* 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: 40050

Department Name: Stormwater & Watershed Services

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		
1	2024 Ford Explorer	1	41,480	41,480	19	102,799	R	Current vehicle is unreliable with multiple issues. Meets the county vehicle replacement guidelines. Old vehicle will be sold via GovDeals.
				0				
				0				
				0				
				0				

Total **$41,480**

* 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.

Washington County, Maryland
Utility Administration Fund
Department 40060 - Clean County
FY25 Expenses

	2025 Operating Budget Requested	Adjustment	2025 Operating Budget Proposed	$ Change	% Change	2024 Operating Budget Approved	2023 Actuals Final	2022 Actuals Final
500000 - Wages - Full Time	108,030	0	108,030	4,860	4.71%	103,170	89,007	79,081
500040 - Other Wages	140	0	140	140	100.00%	0	0	0
500100 - FICA - Employer	8,280	0	8,280	380	4.81%	7,900	6,493	5,764
500120 - Health Insurance	17,480	0	17,480	0	0.00%	17,480	15,464	23,216
500125 - Other Insurance	430	0	430	30	7.50%	400	362	531
500130 - Pension	30,250	(1,810)	28,440	1,610	6.00%	26,830	23,623	24,249
500140 - Workers Compensation	7,300	0	7,300	600	8.96%	6,700	5,845	5,225
500170 - Personal Development	240	0	240	0	0.00%	240	0	0
500171 - Employee Recognition	170	0	170	(10)	(5.56)%	180	0	0
500172 - Team Building	50	0	50	0	0.00%	50	50	0
Wages and Benefits	**172,370**	**(1,810)**	**170,560**	**7,610**	**4.67%**	**162,950**	**140,844**	**138,066**
505140 - Office Supplies	100	0	100	0	0.00%	100	0	125
505200 - Safety Equipment	650	(350)	300	0	0.00%	300	164	147
510010 - Fleet Insurance	4,280	0	4,280	100	2.39%	4,180	3,923	0
510030 - Public & Gen Liability Insurance	1,010	0	1,010	20	2.02%	990	817	0
515000 - Contracted/Purchased Service	0	0	0	(1,420)	(100.00)%	1,420	0	0
515330 - Towing Services	500	0	500	0	0.00%	500	0	0
520000 - Training	500	0	500	0	0.00%	500	0	150
525000 - Supplies/Material - Operating	3,150	0	3,150	0	0.00%	3,150	3,508	63
525040 - Small Tools & Equipment	3,120	0	3,120	1,860	147.62%	1,260	877	771
526000 - Supplies/Material-Maintenance	410	1,340	1,750	1,340	326.83%	410	1,882	44
526040 - Equipment Maintenance	14,600	0	14,600	2,000	15.87%	12,600	5,149	10,553
527030 - Diesel Fuel	22,520	0	22,520	20	0.09%	22,500	16,076	12,237
527040 - Diesel Fuel Tax	2,690	0	2,690	80	3.07%	2,610	1,928	1,412
527050 - Auto Fluids	2,240	(1,120)	1,120	390	53.42%	730	0	0
527060 - Auto Gasoline	3,990	0	3,990	1,290	47.78%	2,700	2,811	3,523
527090 - Auto Repairs	1,000	0	1,000	0	0.00%	1,000	705	229
527100 - Auto Tires	3,700	0	3,700	0	0.00%	3,700	1,687	0
535060 - Uniforms	1,000	0	1,000	0	0.00%	1,000	1,036	248

Washington County, Maryland
Utility Administration Fund
Department 40060 - Clean County
FY25 Expenses

	2025 Operating Budget Requested	Adjustment	2025 Operating Budget Proposed	$ Change	% Change	2024 Operating Budget Approved	2023 Actuals Final	2022 Actuals Final
540010 - Wireless Communication	1,090	0	1,090	10	0.93%	1,080	1,034	827
545050 - Waste/Trash Disposal	42,070	0	42,070	8,270	24.47%	33,800	34,125	21,831
545060 - Water	1,490	(690)	800	(690)	(46.31)%	1,490	667	311
Operating Expenses	**110,110**	**(820)**	**109,290**	**13,270**	**13.82%**	**96,020**	**76,389**	**52,471**
599999 - Controllable Assets	2,800	0	2,800	(14,530)	(83.84)%	17,330	3,162	0
Capital Outlay	**2,800**	**0**	**2,800**	**(14,530)**	**(83.84)%**	**17,330**	**3,162**	**0**
Total	**285,280**	**(2,630)**	**282,650**	**6,350**	**2.30%**	**276,300**	**220,395**	**190,537**

Washington County, Maryland
Utility Administration Fund
Department 40060 - Clean County
FY25 Expenses

	2025 Operating Budget Requested	2025 Operating Budget Proposed	2025 Variance Comments Requested	2025 Variance Comments Proposed
500000 - Wages - Full Time	108,030	108,030		
500040 - Other Wages	140	140		
500100 - FICA - Employer	8,280	8,280		
500120 - Health Insurance	17,480	17,480		
500125 - Other Insurance	430	430		
500130 - Pension	30,250	28,440		Reduced pension contribution from 28% to 26% based on Actuarial Defined Contribution.
500140 - Workers Compensation	7,300	7,300		
500170 - Personal Development	240	240		
500171 - Employee Recognition	170	170		
500172 - Team Building	50	50		
505140 - Office Supplies	100	100		
505200 - Safety Equipment	650	300	High visibility vests, safety glasses, hearing protection, signage.	Based on year to date and prior year actuals the current budget should be able to absorb equipment purchases.

Washington County, Maryland
Utility Administration Fund
Department 40060 - Clean County
FY25 Expenses

	2025 Operating Budget Requested	2025 Operating Budget Proposed	2025 Variance Comments Requested	2025 Variance Comments Proposed
510010 - Fleet Insurance	4,280	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	1,010	1,010	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.	
515000 - Contracted/Purchased Service	0	0	No planned services for FY25.	
515330 - Towing Services	500	500		
520000 - Training	500	500		
525000 - Supplies/Material - Operating	3,150	3,150		

Washington County, Maryland
Utility Administration Fund
Department 40060 - Clean County
FY25 Expenses

	2025 Operating Budget Requested	2025 Operating Budget Proposed	2025 Variance Comments Requested	2025 Variance Comments Proposed
525040 - Small Tools & Equipment	3,120	3,120	Increase due to need for small tools to complete minor maintenance to sweeper and dump truck in order to reduce down time.	
526000 - Supplies/Material-Maintenance	410	1,750		Increased based on current and prior year actuals.
526040 - Equipment Maintenance	14,600	14,600	Based on manufacturer's schedule of repairs. Also, need to rebuild two hydraulic cylinders for sweeper.	
527030 - Diesel Fuel	22,520	22,520	Estimated budget is 5,628 gallons x $4.00 = $22,512 (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	2,690	2,690	5,628 gal x $0.4775 tax = $2,687.37	
527050 - Auto Fluids	2,240	1,120	Diesel exhaust fluid for sweeper and dump truck. Average used (28 gal/month x 10 month road time x $8/gal = $2,240. Fluid cost has increased threefold.	Since the relocation to a new building will now occur in FY26 the department can continue to split costs with Water Quality by buying diesel exhaust fluid in bulk. Once the move does occur, a switch to disposable jugs will be necessary, increasing the cost.

Washington County, Maryland
Utility Administration Fund
Department 40060 - Clean County
FY25 Expenses

	2025 Operating Budget Requested	2025 Operating Budget Proposed	2025 Variance Comments Requested	2025 Variance Comments Proposed
527060 - Auto Gasoline	3,990	3,990	Projected budget is 1,140 gallons x $3.50 = $3,990 (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	1,000	1,000		
527100 - Auto Tires	3,700	3,700		
535060 - Uniforms	1,000	1,000		
540010 - Wireless Communication	1,090	1,090	$86.20/month x 12 months = $1,034.40 plus 5% increase = $,1086.12	
545050 - Waste/Trash Disposal	42,070	42,070	Monthly average disposal of 78 tons/month x 10 months sweep time x $52/ton disposal rate = $40,560; monthly dumpster service $122/month x 12 months + 3% increase = $1,510.	
545060 - Water	1,490	800	Prior year actuals are coming in lower than forecasted. The current budget should be able to absorb the 3% rate increase.	Decreasing based on actual usage.
599999 - Controllable Assets	2,800	2,800	Air compressor and ramps for minor maintenance and winterization process.	
Total	**285,280**	**282,650**		

Washington County, Maryland
Other Capital Outlay (≥$1 and <$10,000)
FY 2025

Department Number: **40060**

Department Name: **Clean County**

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	DEWALT 20-Gallons Portable Air Compressor 200 PSI Horizontal with 1/2 In. x 50 Ft. Double Arm Auto Retracting Air Hose Reel	1	1,400	1,400	N	Need for vehicle maintenance and winterization of sweeper and pressure washer
2	Blackhawk Automotive 20-Ton Truck Ramps	1	1,400	1,400	N	To enable adjustments and cleaning of vacuum head without removing it. Will reduce downtime of sweeper.
				0		
				0		
				0		
				0		

Total **$2,800**

* 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
Utility Administration Fund
Department 40998 - Billable - Inspection Projects
FY25 Expenses

	2025 Operating Budget Requested	Adjustment	2025 Operating Budget Proposed	$ Change	% Change	2024 Operating Budget Approved	2023 Actuals Final	2022 Actuals Final
500000 - Wages - Full Time	18,850	0	18,850	1,920	11.34%	16,930	151	17,233
500010 - Wages - Overtime	550	0	550	140	34.15%	410	0	372
500100 - FICA - Employer	1,480	0	1,480	150	11.28%	1,330	0	1,288
500120 - Health Insurance	4,430	0	4,430	300	7.26%	4,130	0	3,103
500125 - Other Insurance	80	0	80	0	0.00%	80	0	107
500130 - Pension	5,280	(320)	4,960	560	12.73%	4,400	0	4,373
500140 - Workers Compensation	610	0	610	80	15.09%	530	0	949
Wages and Benefits	**31,280**	**(320)**	**30,960**	**3,150**	**11.33%**	**27,810**	**151**	**27,425**
515000 - Contracted/Purchased Service	15,000	0	15,000	0	0.00%	15,000	0	13,813
Operating Expenses	**15,000**	**0**	**15,000**	**0**	**0.00%**	**15,000**	**0**	**13,813**
Total	**46,280**	**(320)**	**45,960**	**3,150**	**7.36%**	**42,810**	**151**	**41,238**

Washington County, Maryland
Utility Administration Fund
Department 40998 - Billable - Inspection Projects
FY25 Expenses

	2025 Operating Budget Requested	2025 Operating Budget Proposed	2025 Variance Comments Requested	2025 Variance Comments Proposed
500000 - Wages - Full Time	18,850	18,850		
500010 - Wages - Overtime	550	550		
500100 - FICA - Employer	1,480	1,480		
500120 - Health Insurance	4,430	4,430		
500125 - Other Insurance	80	80		
500130 - Pension	5,280	4,960		Reduced pension contribution from 28% to 26% based on Actuarial Defined Contribution.
500140 - Workers Compensation	610	610		
515000 - Contracted/Purchased Service	15,000	15,000		
Total	**46,280**	**45,960**		

Washington County, Maryland
Utility Administration Fund
Department 40999 - Billable - Contract Operations
FY25 Expenses

	2025 Operating Budget Requested	Adjustment	2025 Operating Budget Proposed	$ Change	% Change	2024 Operating Budget Approved	2023 Actuals Final	2022 Actuals Final
500000 - Wages - Full Time	188,920	0	188,920	21,100	12.57%	167,820	30,164	160,020
500010 - Wages - Overtime	18,770	0	18,770	5,070	37.01%	13,700	2,998	13,824
500020 - Shift Differential - 2nd shift	0	0	0	(10)	(100.00)%	10	0	0
500040 - Other Wages	3,280	0	3,280	(740)	(18.41)%	4,020	1,718	6,157
500100 - FICA - Employer	16,140	0	16,140	1,940	13.66%	14,200	2,378	13,140
500120 - Health Insurance	44,410	0	44,410	3,480	8.50%	40,930	6,614	42,630
500125 - Other Insurance	770	0	770	(40)	(4.94)%	810	119	1,023
500130 - Pension	52,900	(3,170)	49,730	6,100	13.98%	43,630	7,789	42,849
500140 - Workers Compensation	6,110	0	6,110	810	15.28%	5,300	810	4,708
Wages and Benefits	**331,300**	**(3,170)**	**328,130**	**37,710**	**12.98%**	**290,420**	**52,590**	**284,351**
515000 - Contracted/Purchased Service	750	(250)	500	(250)	(33.33)%	750	0	100
525000 - Supplies/Material - Operating	10,000	0	10,000	0	0.00%	10,000	0	7,318
526000 - Supplies/Material-Maintenance	12,000	0	12,000	4,000	50.00%	8,000	0	16,319
528000 - Supplies - Chemicals	1,300	0	1,300	0	0.00%	1,300	0	2,157
545000 - Utilities	0	0	0	0	0.00%	0	0	372
545020 - Natural Gas	6,000	0	6,000	2,000	50.00%	4,000	0	4,254
545060 - Water	3,700	0	3,700	0	0.00%	3,700	0	3,490
Operating Expenses	**33,750**	**(250)**	**33,500**	**5,750**	**20.72%**	**27,750**	**0**	**34,010**
Total	**365,050**	**(3,420)**	**361,630**	**43,460**	**13.66%**	**318,170**	**52,590**	**318,361**

Washington County, Maryland
Utility Administration Fund
Department 40999 - Billable - Contract Operations
FY25 Expenses

	2025 Operating Budget Requested	2025 Operating Budget Proposed	2025 Variance Comments Requested	2025 Variance Comments Proposed
500000 - Wages - Full Time	188,920	188,920		
500010 - Wages - Overtime	18,770	18,770		
500020 - Shift Differential - 2nd shift	0	0	Budget removed based on prior year actuals.	
500040 - Other Wages	3,280	3,280		
500100 - FICA - Employer	16,140	16,140		
500120 - Health Insurance	44,410	44,410		
500125 - Other Insurance	770	770		
500130 - Pension	52,900	49,730		Reduced pension contribution from 28% to 26% based on Actuarial Defined Contribution.
500140 - Workers Compensation	6,110	6,110		
515000 - Contracted/Purchased Service	750	500		Reduced based on prior year actuals.
525000 - Supplies/Material - Operating	10,000	10,000		
526000 - Supplies/Material-Maintenance	12,000	12,000	Increase based on current year expenditures.	
528000 - Supplies - Chemicals	1,300	1,300		
545020 - Natural Gas	6,000	6,000	The natural gas budgets were based on four prior year actuals and forecasted rate changes.	

Washington County, Maryland
Utility Administration Fund
Department 40999 - Billable - Contract Operations
FY25 Expenses

	2025 Operating Budget Requested	2025 Operating Budget Proposed	2025 Variance Comments Requested	2025 Variance Comments Proposed
545060 - Water	3,700	3,700	Prior year actuals are coming in lower than forecasted. The current budget should be able to absorb the 3% rate increase.	
Total	**365,050**	**361,630**		

Washington County, Maryland
Water Fund Operating Budget
Detailed Summary
Fiscal Year 2025

Page	Category	FY 2025 Requested Budget	Adjustment	FY 2025 Proposed Budget	$ Change	Note	% Change	FY 2024 Original Budget
	General Revenues:							
23-3	Interest Leases	42,770	0	42,770	(960)	1	(2.20%)	43,730
23-3	Lease Income	89,330	0	89,330	15,170	2	20.46%	74,160
23-3	Connection Fees	52,000	0	52,000	47,000	3	940.00%	5,000
		184,100	**0**	**184,100**	**61,210**		**49.81%**	**122,890**

1 **Interest Leases:**
- Receipts are in accordance with agreed upon monthly installments applied to interest based on individual amortization schedules.

2 **Lease Income:**
- Receipts are in accordance with agreed upon monthly installments applied to revenue based on individual amortization schedules.

3 **Connection Fees:**
- Increase due to expected revenue from Fort Ritchie fees.

Page	Category	FY 2025 Requested Budget	Adjustment	FY 2025 Proposed Budget	$ Change	Note	% Change	FY 2024 Original Budget
	Utility Revenues:							
23-3	Residential	814,400	1,600	816,000	50,100	4	6.54%	765,900
23-3	Comm/Industrial I	53,600	0	53,600	14,800	4	38.14%	38,800
23-3	Comm/Industrial II	60,900	0	60,900	16,100	4	35.94%	44,800
23-3	Vol/Public Service	3,200	0	3,200	200	4	6.67%	3,000
		932,100	**1,600**	**933,700**	**81,200**		**9.52%**	**852,500**

4 **Utility Revenues:**
- Adjusted based on rate model projections.

Page	Category	FY 2025 Requested Budget	Adjustment	FY 2025 Proposed Budget	$ Change	Note	% Change	FY 2024 Original Budget
	Miscellaneous Revenues:							
23-3	Interest, Penalties, & Fees	30,000	0	30,000	0		0.00%	30,000
23-3	Fund Balance Reserve	0	299,340	299,340	299,340	5	100.00%	0
23-3	General Fund Appropriation	490,590	(314,110)	176,480	(574,090)	6	(76.49%)	750,570
		520,590	**(14,770)**	**505,820**	**(274,750)**		**(35.20%)**	**780,570**

5 **Fund Balance Reserve:**
- A transfer from Fund Balance will be required to cover excess expenses over revenues.

6 **Gen. Fund Appropriation:**
- Revenues are insufficient to cover expenditures. A combination of Fund Balance and a subsidy from the General Fund is needed.

	Total Revenues	**1,636,790**	**(13,170)**	**1,623,620**	**(132,340)**		**(7.54%)**	**1,755,960**

Washington County, Maryland
Water Fund Operating Budget
Detailed Summary
Fiscal Year 2025

Page	Category	FY 2025 Requested Budget	Adjustment	FY 2025 Proposed Budget	$ Change	Note	% Change	FY 2024 Original Budget
	Expenses:							
23-8	General Operations	628,500	(300)	628,200	(200,560)	**7**	(24.20%)	828,760
23-13	Maintenance Treatment Plants	60,670	(330)	60,340	4,320	**8**	7.71%	56,020
23-16	Elk Ridge Treatment Plant	26,800	(140)	26,660	10,590	**9**	65.90%	16,070
23-18	Highfield Treatment Plant	75,310	(290)	75,020	9,750	**9**	14.94%	65,270
23-20	Mt. Aetna Treatment Plant	41,170	220	41,390	3,610	**9**	9.56%	37,780
23-22	Sandy Hook Treatment Plant	21,220	(620)	20,600	(330)	**9**	(1.58%)	20,930
23-24	Sharpsburg Treatment Plant	380,180	(8,720)	371,460	(19,290)	**9**	(4.94%)	390,750
23-28	Distribution Lines Operations	273,510	(2,600)	270,910	63,170	**10**	30.41%	207,740
23-34	Distribution Lines Maintenance	129,430	(390)	129,040	(3,600)	**11**	(2.71%)	132,640
	Total Expenses	**1,636,790**	**(13,170)**	**1,623,620**	**(132,340)**	**12**	**(7.54%)**	**1,755,960**

7 **General Operations:**
- Wages and Benefits increased $27,420 due to the possible salary scale adjustment and the addition of Time to Care.
- Debt service increased $57,990 based on fixed upon payments with bondholders and state agencies.
- The contribution to CIP decreased $325,000.
- Contracted Services increased $5,500 to maintain compliance with the MDSS, required by the EPA and Controllable Assets increased $8,400 to replace pumps that are no longer supported.
- Utility Admin Charge increased $27,300 based on the amount needed to fund Utility Admin for services provided.

8 **Maintenance Treatment Plants:**
- Wages and Benefits increased $2,190 due to the proposed step and COLA in FY25.
- Contracted Services and Supplies/Material increased $2,130 based on current year expenditures.

9 **Treatment Plants:**
- Wages and Benefits decreased $8,760 due to employee turnover and position reassignments.
- Electric increased $6,350 based on prior years' usage.
- A decrease in chemical costs of $6,380 based on prior and year to date actuals.
- An increase in Contracted Services and Controllable Assets of $13,000 to replace spent filter media and UV bulb sleeves.

10 **Distribution Lines Operations:**
- Wages and Benefits increased $22,290 due to the proposed step and COLA in FY25.
- An increase of $39,780 in Capital Outlay to purchase a Guillotine saw and to replace meter reading equipment and aging infrastructure is proposed.

11 **Distribution Lines Maintenance:**
- An increase of $6,000 for tank repair was offset by a reduction of $9,600 in Wages and Benefits due to a decrease in the allocation percentage to this department.

Category Summary:

Salaries and Benefits	641,050	(4,130)	636,920	33,540	5.56%	603,380
Operating	892,740	(9,040)	883,700	(217,060)	(19.72%)	1,100,760
Capital Outlay	103,000	0	103,000	51,180	98.76%	51,820
	1,636,790	(13,170)	1,623,620	(132,340)	(7.54%)	1,755,960

Washington County, Maryland
Water Fund Revenues
FY25

	2025 Operating Budget Requested	Adjustment	2025 Operating Budget Proposed	$ Change	% Change	2024 Operating Budget Approved	2023 Actuals Final	2022 Actuals Final
404415 - Interest Leases	42,770	0	42,770	(960)	(2.20)%	43,730	44,754	45,445
404420 - Interest, Penalties & Fees	30,000	0	30,000	0	0.00%	30,000	29,361	38,157
404511 - Lease Income	89,330	0	89,330	15,170	20.46%	74,160	123,782	123,782
404520 - Rental - Other	0	0	0	0	0.00%	0	169	0
441000 - Residential	814,400	1,600	816,000	50,100	6.54%	765,900	801,350	812,000
441010 - Comm/Industrial I	53,600	0	53,600	14,800	38.14%	38,800	61,459	42,983
441020 - Comm/Industrial II	60,900	0	60,900	16,100	35.94%	44,800	47,206	39,250
441030 - Vol/Public Service	3,200	0	3,200	200	6.67%	3,000	5,348	5,934
441100 - Connection Fees	52,000	0	52,000	47,000	940.00%	5,000	23,093	67,576
485000 - Reimburse Administrative	0	0	0	0	0.00%	0	3,784	5
490000 - Miscellaneous	0	0	0	0	0.00%	0	84	0
490045 - Oper Transfer - General Fund	490,590	(314,110)	176,480	(574,090)	(76.49)%	750,570	230,040	187,280
490090 - Fund Balance Reserve	0	299,340	299,340	299,340	100.00%	0	0	0
498400 - Capital Grant - Federal	0	0	0	0	0.00%	0	800,000	0
498710 - Capital Transfer - General	0	0	0	0	0.00%	0	100,000	205,000
Revenues	**1,636,790**	**(13,170)**	**1,623,620**	**(132,340)**	**(7.54)%**	**1,755,960**	**2,070,262**	**1,567,412**

Washington County, Maryland
Water Fund
Department 00000 - Default Department
FY25 Revenues

	2025 Operating Budget Requested	2025 Operating Budget Proposed	2025 Variance Comments Requested	2025 Variance Comments Proposed
404415 - Interest Leases	42,770	42,770	Receipts are in accordance with agreed upon monthly installments applied to interest based on individual amortization schedules.	
404420 - Interest, Penalties & Fees	30,000	30,000		
404511 - Lease Income	89,330	89,330	Income from three cell tower leases. Receipts are in accordance with agreed upon monthly installments applied to revenue based on individual amortization schedules.	
441000 - Residential	814,400	816,000	Adjusted based on rate model projections.	Based on updated inputs to the rate model.
441010 - Comm/Industrial I	53,600	53,600	Adjusted based on rate model projections.	
441020 - Comm/Industrial II	60,900	60,900	Adjusted based on rate model projections.	
441030 - Vol/Public Service	3,200	3,200	Adjusted based on rate model projections.	
441100 - Connection Fees	52,000	52,000	Water connection fees from Fort Ritchie.	
490045 - Oper Transfer - General Fund	490,590	176,480	Revenues are insufficient to cover expenditures. A subsidy from the General Fund is needed.	A net decrease in expenses and the use of fund reserves has resulted in a smaller subsidy necessary from the General Fund.
490090 - Fund Balance Reserve	0	299,340		Expenses exceed revenues so a transfer from the fund's reserve balance is needed.
Total	**1,636,790**	**1,623,620**		

Washington County, Maryland
Proposed New or Increase Fee Form
FY 2025

Account Number: Various

Department Name: Water Quality - Water Rates

Account Description:

Fee Category	Brief Description of Fee or Service	Qtrly Fee FY 2023		Qtrly Fee FY 2024		Proposed Qtrly Fee FY 2025		Change in Base	Change in Per 1,000 Gal	Total Change in Revenue	Justification
		Base for 6,000 Gallons	Each Additional 1,000 Gallons	Base for 6,000 Gallons	Each Additional 1,000 Gallons	Base for 6,000 Gallons	Each Additional 1,000 Gallons				
441000	Residential	107.15	12.40	108.35	13.61	115.30	14.22	6.95	0.61	45,200	Based on projected cost of service as calculated in Rate Model.
441010	Comm/Industrial I	108.43	12.47	108.43	12.47	117.90	12.47	9.47	0.00	2,200	Based on projected cost of service as calculated in Rate Model.
441020	Comm/Industrial II	133.93	9.63	154.65	11.24	158.65	11.24	4.00	0.00	300	Based on projected cost of service as calculated in Rate Model.
441030	Vol/Public Service	107.15	12.40	108.35	13.61	115.30	14.22	6.95	0.61	200	Based on projected cost of service as calculated in Rate Model.
										$47,900	

Washington County, Maryland
Department of Water Quality
Proposed Rates for FY 2025

5.6% Revenue Increase

Water Rates

Retail Classes	Current Quarterly Rates	Proposed Quarterly Rates	Increase %	Increase $
Base for 6,000 gal				
Res Full Service	108.35	115.30	6.4%	6.95
Comm I Full Service	108.43	117.90	8.7%	9.47
Comm II Full Service	154.65	158.65	2.6%	4.00
Volunteer Service	108.35	115.30	6.4%	6.95
Volume per 1,000 gal				
Res Full Service	13.61	14.22	4.5%	0.61
Comm I Full Service	12.47	12.47	0.0%	0.00
Comm II Full Service	11.24	11.24	0.0%	0.00
Volunteer Service	13.61	14.22	4.5%	0.61
Non-metered Accounts	190.01	200.62	5.6%	10.61

Charge for 12,000 gal Per Quarter - Average Residential Customer

	Current	Proposed	Increase %	Increase $
Base Charge (6,000 gal)	108.35	115.30	6.4%	6.95
Vol Charge (6,000 gal)	81.66	85.32	4.5%	3.66
Total bill	**190.01**	**200.62**	**5.6%**	**10.61**

Washington County, Maryland
Water Fund Expenditures - Proposed
FY25

	2025 Operating Budget Requested	Adjustment	2025 Operating Budget Proposed	$ Change	% Change	2024 Operating Budget Approved	2023 Actuals Final	2022 Actuals Final
41010 - General Operations	628,500	(300)	628,200	(200,560)	(24.20)%	828,760	428,459	425,234
41020 - Maintenance Treatment Plants	60,670	(330)	60,340	4,320	7.71%	56,020	40,535	55,122
41100 - Elk Ridge Treatment Plant	26,800	(140)	26,660	10,590	65.90%	16,070	13,228	12,802
41120 - Highfield Treatment Plant	75,310	(290)	75,020	9,750	14.94%	65,270	63,838	54,942
41140 - Mt. Aetna Treatement Plant	41,170	220	41,390	3,610	9.56%	37,780	41,143	36,173
41160 - Sandy Hook Treatment Plant	21,220	(620)	20,600	(330)	(1.58)%	20,930	12,285	27,609
41180 - Sharpsburg Treatment Plant	380,180	(8,720)	371,460	(19,290)	(4.94)%	390,750	233,232	306,547
41700 - Distribution Lines Operations	273,510	(2,600)	270,910	63,170	30.41%	207,740	171,497	161,576
41710 - Distribution Lines Maintenance	129,430	(390)	129,040	(3,600)	(2.71)%	132,640	131,656	177,012
Total Expenditures	**1,636,790**	**(13,170)**	**1,623,620**	**(132,340)**	**(7.54)%**	**1,755,960**	**1,135,873**	**1,257,017**

Washington County, Maryland
Water Fund
Department 41010 - General Operations
FY25 Expenses

	2025 Operating Budget Requested	Adjustment	2025 Operating Budget Proposed	$ Change	% Change	2024 Operating Budget Approved	2023 Actuals Final	2022 Actuals Final
500145 - Time to Care	0	1,900	1,900	1,900	100.00%	0	0	0
500155 - Personnel Requests	34,280	0	34,280	34,280	100.00%	0	0	0
500161 - Wage Reserve	(15,180)	0	(15,180)	(8,750)	(100.00)%	(6,430)	0	0
500170 - Personal Development	600	0	600	0	0.00%	600	0	0
500171 - Employee Recognition	430	0	430	(10)	(2.27)%	440	0	0
500172 - Team Building	130	0	130	0	0.00%	130	0	0
Wages and Benefits	**20,260**	**1,900**	**22,160**	**27,420**	**(521.29)%**	**(5,260)**	**0**	**0**
501000 - Debt - Bond Principal	56,370	0	56,370	36,900	189.52%	19,470	18,575	14,723
501001 - Contra - Bond Principal	0	0	0	0	0.00%	0	(18,575)	(14,723)
501050 - Debt - Bond Interest	81,010	0	81,010	21,090	35.20%	59,920	16,498	14,075
501090 - Debt - Administrative Fees	30	0	30	10	50.00%	20	23	23
501095 - Bond Issue Cost Expense	880	0	880	(1,920)	(68.57)%	2,800	8,943	0
502000 - Appropriations	15,000	0	15,000	(325,000)	(95.59)%	340,000	0	0
505010 - Advertising	500	0	500	0	0.00%	500	258	0
505960 - Uncollectible Accounts	0	0	0	0	0.00%	0	28	122
515000 - Contracted/Purchased Service	5,500	0	5,500	5,500	100.00%	0	0	0
525000 - Supplies/Material - Operating	460	0	460	0	0.00%	460	82	0
525010 - Billing Supplies	1,200	100	1,300	100	8.33%	1,200	1,063	990
525040 - Small Tools & Equipment	50	0	50	0	0.00%	50	0	0
526000 - Supplies/Material - Maintenance	0	0	0	0	0.00%	0	17	0
527035 - Off Road Diesel	1,760	(360)	1,400	(360)	(20.45)%	1,760	1,161	544
590040 - Utility Administration Charge	430,480	(1,940)	428,540	27,300	6.80%	401,240	394,020	409,480
Operating Expenses	**593,240**	**(2,200)**	**591,040**	**(236,380)**	**(28.57)%**	**827,420**	**422,093**	**425,234**
599999 - Controllable Assets	15,000	0	15,000	8,400	127.27%	6,600	6,366	0
Capital Outlay	**15,000**	**0**	**15,000**	**8,400**	**127.27%**	**6,600**	**6,366**	**0**
Total	**628,500**	**(300)**	**628,200**	**(200,560)**	**(24.20)%**	**828,760**	**428,459**	**425,234**

Washington County, Maryland
Water Fund
Department 41010 - General Operations
FY25 Expenses

	2025 Operating Budget Requested	2025 Operating Budget Proposed	2025 Variance Comments Requested	2025 Variance Comments Proposed
500145 - Time to Care	0	1,900		Expense added in anticipation of Time to Care Act implementation.
500155 - Personnel Requests	34,280	34,280	For possible salary scale adjustment.	
500161 - Wage Reserve	(15,180)	(15,180)	To budget for vacancy savings.	
500170 - Personal Development	600	600	The personal development incentive budget is $120 per full-time employee per year. Employees are afforded the opportunity to request annual training of some kind. Training may include physical training and exercise.	
500171 - Employee Recognition	430	430	The employee recognition incentive for a total of $77,000 is to be distributed equitably by department size. Department heads and division directors may recognize full-time employees who strive to overachieve. Funds may be used for additional training; attendance to industry events; and related travel.	
500172 - Team Building	130	130	The team building incentive budget is $25 per full-time employee per year. This allows a department head or division director to offer the occasional celebration or recognize employee achievements in the office setting.	

Washington County, Maryland
Water Fund
Department 41010 - General Operations
FY25 Expenses

	2025 Operating Budget Requested	2025 Operating Budget Proposed	2025 Variance Comments Requested	2025 Variance Comments Proposed
501000 - Debt - Bond Principal	56,370	56,370	Debt cost is based on fixed agreed upon payments with bondholders and State agencies. Payments are in accordance with amortization schedules.	
501050 - Debt - Bond Interest	81,010	81,010	Debt cost is based on fixed agreed upon payments with bondholders and State agencies. Payments are in accordance with amortization schedules.	
501090 - Debt - Administrative Fees	30	30	Debt cost is based on fixed agreed upon payments with bondholders and State agencies.	
501095 - Bond Issue Cost Expense	880	880	This estimate is based on the projected bond issue of $175,000 for FY25.	
502000 - Appropriations	15,000	15,000	Contribution to CIP for project LIN004 Water Meter Replacement.	
505010 - Advertising	500	500		
515000 - Contracted/Purchased Service	5,500	5,500	Cross-Connection Control Program to provide the necessary data and information to maintain compliance with the Maryland Department of Health and Social Services (DHSS) - Office of Drinking Water Cross Connection Control Regulations, required by the EPA.	
525000 - Supplies/Material - Operating	460	460		
525010 - Billing Supplies	1,200	1,300		Increased based on current and prior year actuals.

Washington County, Maryland
Water Fund
Department 41010 - General Operations
FY25 Expenses

	2025 Operating Budget Requested	**2025 Operating Budget Proposed**	**2025 Variance Comments Requested**	**2025 Variance Comments Proposed**
525040 - Small Tools & Equipment	50	50		
527035 - Off Road Diesel	1,760	1,400	Used at the pump stations and treatment plants to run stand-by generators for backup power during power outages. Estimated budget is 440 gallons x $4.00 = $1,760, 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.	Based on prior year actuals the estimated budget is 350 gallons x $4.00 = $1,400.
590040 - Utility Administration Charge	430,480	428,540	Adjusted to be 9% of the Utility Admin Fund deficit.	A reduction in expenses in the Utility Fund resulted in a lower contribution required from the Water Fund.
599999 - Controllable Assets	15,000	15,000	Replace antiquated pumps that are no longer supported.	
Total	**628,500**	**628,200**		

Washington County, Maryland
Other Capital Outlay (≥$1 and <$10,000)
FY 2025

Department Number: **41010**

Department Name: **Fund 41 General Operations**

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	Replace outdated chemical feed pumps	7	2,140	15,000	R	Replace outdated pumps that are no longer manufactured.
				0		
				0		
				0		
				0		
				0		
	Total			**$15,000**		

* 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.

● 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
Water Fund
Department 41020 - Maintenance Treatment Plants
FY25 Expenses

	2025 Operating Budget Requested	Adjustment	2025 Operating Budget Proposed	$ Change	% Change	2024 Operating Budget Approved	2023 Actuals Final	2022 Actuals Final
500000 - Wages - Full Time	19,590	0	19,590	1,650	9.20%	17,940	15,190	14,665
500010 - Wages - Overtime	1,180	0	1,180	(340)	(22.37)%	1,520	606	1,654
500100 - FICA - Employer	1,590	0	1,590	100	6.71%	1,490	1,178	1,191
500120 - Health Insurance	4,610	0	4,610	230	5.25%	4,380	3,985	4,608
500125 - Other Insurance	80	0	80	(10)	(11.11)%	90	61	93
500130 - Pension	5,490	(330)	5,160	500	10.73%	4,660	4,305	3,890
500140 - Workers Compensation	630	0	630	60	10.53%	570	913	915
Wages and Benefits	**33,170**	**(330)**	**32,840**	**2,190**	**7.15%**	**30,650**	**26,238**	**27,016**
515000 - Contracted/Purchased Service	2,500	0	2,500	2,500	100.00%	0	0	4,400
515270 - Maintenance Contract Services	0	0	0	(1,380)	(100.00)%	1,380	0	0
525000 - Supplies/Material - Operating	0	0	0	0	0.00%	0	1,802	0
526000 - Supplies/Material-Maintenance	25,000	0	25,000	1,010	4.21%	23,990	12,495	23,706
Operating Expenses	**27,500**	**0**	**27,500**	**2,130**	**8.40%**	**25,370**	**14,297**	**28,106**
Total	**60,670**	**(330)**	**60,340**	**4,320**	**7.71%**	**56,020**	**40,535**	**55,122**

Washington County, Maryland
Water Fund
Department 41020 - Maintenance Treatment Plants
FY25 Expenses

	2025 Operating Budget Requested	2025 Operating Budget Proposed	2025 Variance Comments Requested	2025 Variance Comments Proposed
500000 - Wages - Full Time	19,590	19,590	The budget is based on a proposed step of 2.5% and a 1% COLA for FY25. Wages are then allocated based on a three-year rolling average and adjusted for any known changes in trends.	
500010 - Wages - Overtime	1,180	1,180	The budget is based on a proposed step of 2.5% and a 1% COLA for FY25. Wages are then allocated based on a three-year rolling average and adjusted for any known changes in trends.	
500100 - FICA - Employer	1,590	1,590	Budget is based on total wages times 7.65%.	
500120 - Health Insurance	4,610	4,610	While health insurance costs did not increase based on the projected trend analysis in the market, discussions with the County's health insurance administrators, an analysis of the County's self-insured reserve trends and the anticipated reserve balance, the budget did increase based on employee elections.	
500125 - Other Insurance	80	80	This category includes County paid premiums for employee life insurance, dependent life insurance, and long-term disability. The majority of these premiums are based on wages. Due to the proposed wage increase the other insurance increased by approximately 3.5%.	

Washington County, Maryland
Water Fund
Department 41020 - Maintenance Treatment Plants
FY25 Expenses

	2025 Operating Budget Requested	2025 Operating Budget Proposed	2025 Variance Comments Requested	2025 Variance Comments Proposed
500130 - Pension	5,490	5,160	The budgeted amount for employer pension is based on full-time wages times 28%.	Reduced pension contribution from 28% to 26% based on Actuarial Defined Contribution.
500140 - Workers Compensation	630	630	Workers Compensation is based on projected employee wages times their assigned classification rates.	
515000 - Contracted/Purchased Service	2,500	2,500	Reallocated $1,380 from 515270 - Maintenance Contract Services per Budget & Finance. Additional increase due to current year expenditures.	
515270 - Maintenance Contract Services	0	0	Reallocated to 515000 - Contracted/Purchased Service per Budget & Finance.	
526000 - Supplies/Material-Maintenance	25,000	25,000	Increase based on current year expenditures.	
Total	**60,670**	**60,340**		

Washington County, Maryland
Water Fund
Department 41100 - Elk Ridge Treatment Plant
FY25 Expenses

	2025 Operating Budget Requested	Adjustment	2025 Operating Budget Proposed	$ Change	% Change	2024 Operating Budget Approved	2023 Actuals Final	2022 Actuals Final
500000 - Wages - Full Time	8,510	0	8,510	350	4.29%	8,160	7,268	6,299
500010 - Wages - Overtime	50	0	50	0	0.00%	50	0	0
500100 - FICA - Employer	650	0	650	20	3.17%	630	539	456
500120 - Health Insurance	2,000	0	2,000	10	0.50%	1,990	1,628	1,728
500125 - Other Insurance	30	0	30	(10)	(25.00)%	40	27	36
500130 - Pension	2,380	(140)	2,240	120	5.66%	2,120	1,893	1,516
500140 - Workers Compensation	280	0	280	20	7.69%	260	183	156
Wages and Benefits	**13,900**	**(140)**	**13,760**	**510**	**3.85%**	**13,250**	**11,538**	**10,191**
515000 - Contracted/Purchased Service	10,000	0	10,000	10,000	100.00%	0	0	0
525000 - Supplies/Material - Operating	810	0	810	0	0.00%	810	699	1,475
525040 - Small Tools & Equipment	200	0	200	0	0.00%	200	112	0
528000 - Supplies - Chemicals	810	0	810	0	0.00%	810	303	83
545010 - Electric	1,080	0	1,080	80	8.00%	1,000	576	1,056
Operating Expenses	**12,900**	**0**	**12,900**	**10,080**	**357.45%**	**2,820**	**1,690**	**2,614**
Total	**26,800**	**(140)**	**26,660**	**10,590**	**65.90%**	**16,070**	**13,228**	**12,805**

Washington County, Maryland
Water Fund
Department 41100 - Elk Ridge Treatment Plant
FY25 Expenses

	2025 Operating Budget Requested	2025 Operating Budget Proposed	2025 Variance Comments Requested	2025 Variance Comments Proposed
500000 - Wages - Full Time	8,510	8,510		
500010 - Wages - Overtime	50	50		
500100 - FICA - Employer	650	650		
500120 - Health Insurance	2,000	2,000		
500125 - Other Insurance	30	30		
500130 - Pension	2,380	2,240		Reduced pension contribution from 28% to 26% based on Actuarial Defined Contribution.
500140 - Workers Compensation	280	280		
515000 - Contracted/Purchased Service	10,000	10,000	To replace spent filter media.	
525000 - Supplies/Material - Operating	810	810		
525040 - Small Tools & Equipment	200	200		
528000 - Supplies - Chemicals	810	810		
545010 - Electric	1,080	1,080	The electric budget is based on four prior year actuals, forecasted rate changes, and other known circumstances. The projection also takes into account current year actuals with annualized estimations.	
Total	**26,800**	**26,660**		

Washington County, Maryland
Water Fund
Department 41120 - Highfield Treatment Plant
FY25 Expenses

	2025 Operating Budget Requested	Adjustment	2025 Operating Budget Proposed	$ Change	% Change	2024 Operating Budget Approved	2023 Actuals Final	2022 Actuals Final
500000 - Wages - Full Time	17,510	0	17,510	2,880	19.69%	14,630	15,969	13,062
500010 - Wages - Overtime	740	0	740	220	42.31%	520	702	936
500040 - Other Wages	0	0	0	0	0.00%	0	1,300	922
500100 - FICA - Employer	1,400	0	1,400	240	20.69%	1,160	1,334	1,070
500120 - Health Insurance	4,120	0	4,120	550	15.41%	3,570	5,040	5,339
500125 - Other Insurance	70	0	70	0	0.00%	70	70	89
500130 - Pension	4,900	(290)	4,610	810	21.32%	3,800	4,660	3,570
500140 - Workers Compensation	570	0	570	110	23.91%	460	452	369
Wages and Benefits	**29,310**	**(290)**	**29,020**	**4,810**	**19.87%**	**24,210**	**29,527**	**25,357**
525000 - Supplies/Material - Operating	5,700	0	5,700	0	0.00%	5,700	4,431	3,820
525040 - Small Tools & Equipment	280	0	280	0	0.00%	280	29	0
528000 - Supplies - Chemicals	17,080	0	17,080	0	0.00%	17,080	14,175	8,854
545010 - Electric	22,940	0	22,940	4,940	27.44%	18,000	15,676	16,911
Operating Expenses	**46,000**	**0**	**46,000**	**4,940**	**12.03%**	**41,060**	**34,311**	**29,585**
Total	**75,310**	**(290)**	**75,020**	**9,750**	**14.94%**	**65,270**	**63,838**	**54,942**

Washington County, Maryland
Water Fund
Department 41120 - Highfield Treatment Plant
FY25 Expenses

	2025 Operating Budget Requested	2025 Operating Budget Proposed	2025 Variance Comments Requested	2025 Variance Comments Proposed
500000 - Wages - Full Time	17,510	17,510		
500010 - Wages - Overtime	740	740		
500100 - FICA - Employer	1,400	1,400		
500120 - Health Insurance	4,120	4,120		
500125 - Other Insurance	70	70		
500130 - Pension	4,900	4,610		Reduced pension contribution from 28% to 26% based on Actuarial Defined Contribution.
500140 - Workers Compensation	570	570		
525000 - Supplies/Material - Operating	5,700	5,700		
525040 - Small Tools & Equipment	280	280		
528000 - Supplies - Chemicals	17,080	17,080		
545010 - Electric	22,940	22,940	The electric budget is based on four prior year actuals, forecasted rate changes, and other known circumstances. The projection also takes into account current year actuals with annualized estimations.	
Total	**75,310**	**75,020**		

Washington County, Maryland
Water Fund
Department 41140 - Mt. Aetna Treatement Plant
FY25 Expenses

	2025 Operating Budget Requested	Adjustment	2025 Operating Budget Proposed	$ Change	% Change	2024 Operating Budget Approved	2023 Actuals Final	2022 Actuals Final
500000 - Wages - Full Time	19,050	0	19,050	2,290	13.66%	16,760	18,305	16,379
500010 - Wages - Overtime	1,240	0	1,240	(20)	(1.59)%	1,260	1,122	1,368
500040 - Other Wages	0	0	0	0	0.00%	0	1,024	858
500100 - FICA - Employer	1,550	0	1,550	170	12.32%	1,380	1,519	1,362
500120 - Health Insurance	4,480	0	4,480	390	9.54%	4,090	5,757	5,053
500125 - Other Insurance	80	0	80	0	0.00%	80	81	112
500130 - Pension	5,330	(320)	5,010	650	14.91%	4,360	5,532	4,547
500140 - Workers Compensation	620	0	620	90	16.98%	530	515	460
Wages and Benefits	**32,350**	**(320)**	**32,030**	**3,570**	**12.54%**	**28,460**	**33,855**	**30,139**
525000 - Supplies/Material - Operating	1,610	0	1,610	0	0.00%	1,610	1,085	1,911
525040 - Small Tools & Equipment	250	0	250	0	0.00%	250	111	0
528000 - Supplies - Chemicals	4,460	540	5,000	540	12.11%	4,460	4,351	2,523
545010 - Electric	2,500	0	2,500	(500)	(16.67)%	3,000	1,741	1,600
Operating Expenses	**8,820**	**540**	**9,360**	**40**	**0.43%**	**9,320**	**7,288**	**6,034**
Total	**41,170**	**220**	**41,390**	**3,610**	**9.56%**	**37,780**	**41,143**	**36,173**

Washington County, Maryland
Water Fund
Department 41140 - Mt. Aetna Treatment Plant
FY25 Expenses

	2025 Operating Budget Requested	2025 Operating Budget Proposed	2025 Variance Comments Requested	2025 Variance Comments Proposed
500000 - Wages - Full Time	19,050	19,050		
500010 - Wages - Overtime	1,240	1,240		
500100 - FICA - Employer	1,550	1,550		
500120 - Health Insurance	4,480	4,480		
500125 - Other Insurance	80	80		
500130 - Pension	5,330	5,010		Reduced pension contribution from 28% to 26% based on Actuarial Defined Contribution.
500140 - Workers Compensation	620	620		
525000 - Supplies/Material - Operating	1,610	1,610		
525040 - Small Tools & Equipment	250	250		
528000 - Supplies - Chemicals	4,460	5,000		Increased based on current and prior year actuals.
545010 - Electric	2,500	2,500	The electric budget is based on four prior year actuals, forecasted rate changes, and other known circumstances. The projection also takes into account current year actuals with annualized estimations.	
Total	**41,170**	**41,390**		

Washington County, Maryland
Water Fund
Department 41160 - Sandy Hook Treatment Plant
FY25 Expenses

	2025 Operating Budget Requested	Adjustment	2025 Operating Budget Proposed	$ Change	% Change	2024 Operating Budget Approved	2023 Actuals Final	2022 Actuals Final
500000 - Wages - Full Time	8,100	0	8,100	540	7.14%	7,560	6,537	5,596
500010 - Wages - Overtime	830	0	830	10	1.22%	820	184	267
500100 - FICA - Employer	680	0	680	40	6.25%	640	509	435
500120 - Health Insurance	1,900	0	1,900	60	3.26%	1,840	0	0
500125 - Other Insurance	30	0	30	(10)	(25.00)%	40	24	31
500130 - Pension	2,270	(140)	2,130	160	8.12%	1,970	1,719	1,312
500140 - Workers Compensation	260	0	260	20	8.33%	240	169	144
Wages and Benefits	**14,070**	**(140)**	**13,930**	**820**	**6.25%**	**13,110**	**9,142**	**7,785**
515000 - Contracted/Purchased Service	0	0	0	0	0.00%	0	0	10,850
525000 - Supplies/Material - Operating	1,440	0	1,440	0	0.00%	1,440	1,165	6,882
525040 - Small Tools & Equipment	500	0	500	0	0.00%	500	0	0
528000 - Supplies - Chemicals	2,380	(480)	1,900	(480)	(20.17)%	2,380	0	0
545010 - Electric	2,830	0	2,830	(670)	(19.14)%	3,500	1,978	2,092
Operating Expenses	**7,150**	**(480)**	**6,670**	**(1,150)**	**(14.71)%**	**7,820**	**3,143**	**19,824**
Total	**21,220**	**(620)**	**20,600**	**(330)**	**(1.58)%**	**20,930**	**12,285**	**27,609**

Washington County, Maryland
Water Fund
Department 41160 - Sandy Hook Treatment Plant
FY25 Expenses

	2025 Operating Budget Requested	2025 Operating Budget Proposed	2025 Variance Comments Requested	2025 Variance Comments Proposed
500000 - Wages - Full Time	8,100	8,100		
500010 - Wages - Overtime	830	830		
500100 - FICA - Employer	680	680		
500120 - Health Insurance	1,900	1,900		
500125 - Other Insurance	30	30		
500130 - Pension	2,270	2,130		Reduced pension contribution from 28% to 26% based on Actuarial Defined Contribution.
500140 - Workers Compensation	260	260		
525000 - Supplies/Material - Operating	1,440	1,440		
525040 - Small Tools & Equipment	500	500		
528000 - Supplies - Chemicals	2,380	1,900		Reduced based on prior year actuals.
545010 - Electric	2,830	2,830	The electric budget is based on four prior year actuals, forecasted rate changes, and other known circumstances. The projection also takes into account current year actuals with annualized estimations.	
Total	**21,220**	**20,600**		

Washington County, Maryland
Water Fund
Department 41180 - Sharpsburg Treatment Plant
FY25 Expenses

	2025 Operating Budget Requested	Adjustment	2025 Operating Budget Proposed	$ Change	% Change	2024 Operating Budget Approved	2023 Actuals Final	2022 Actuals Final
500000 - Wages - Full Time	168,440	0	168,440	(7,890)	(4.47)%	176,330	116,360	145,472
500010 - Wages - Overtime	11,940	0	11,940	(4,950)	(29.31)%	16,890	7,848	12,289
500040 - Other Wages	3,990	0	3,990	510	14.66%	3,480	4,383	3,179
500100 - FICA - Employer	14,100	0	14,100	(940)	(6.25)%	15,040	9,691	11,802
500120 - Health Insurance	39,600	0	39,600	(3,410)	(7.93)%	43,010	12,414	31,811
500125 - Other Insurance	680	0	680	(170)	(20.00)%	850	464	910
500130 - Pension	47,160	(2,820)	44,340	(1,500)	(3.27)%	45,840	32,435	37,180
500140 - Workers Compensation	5,450	0	5,450	(120)	(2.15)%	5,570	3,211	3,959
Wages and Benefits	**291,360**	**(2,820)**	**288,540**	**(18,470)**	**(6.02)%**	**307,010**	**186,806**	**246,602**
515000 - Contracted/Purchased Service	7,610	0	7,610	0	0.00%	7,610	7,138	5,073
525000 - Supplies/Material - Operating	8,630	0	8,630	0	0.00%	8,630	7,710	20,691
525040 - Small Tools & Equipment	1,000	0	1,000	0	0.00%	1,000	864	1,455
528000 - Supplies - Chemicals	45,900	(5,900)	40,000	(5,900)	(12.85)%	45,900	17,385	14,472
535060 - Uniforms	600	0	600	0	0.00%	600	0	0
545010 - Electric	22,080	0	22,080	2,080	10.40%	20,000	13,329	18,254
Operating Expenses	**85,820**	**(5,900)**	**79,920**	**(3,820)**	**(4.56)%**	**83,740**	**46,426**	**59,945**
599999 - Controllable Assets	3,000	0	3,000	3,000	100.00%	0	0	0
Capital Outlay	**3,000**	**0**	**3,000**	**3,000**	**100.00%**	**0**	**0**	**0**
Total	**380,180**	**(8,720)**	**371,460**	**(19,290)**	**(4.94)%**	**390,750**	**233,232**	**306,547**

Washington County, Maryland
Water Fund
Department 41180 - Sharpsburg Treatment Plant
FY25 Expenses

	2025 Operating Budget Requested	2025 Operating Budget Proposed	2025 Variance Comments Requested	2025 Variance Comments Proposed
500000 - Wages - Full Time	168,440	168,440		
500010 - Wages - Overtime	11,940	11,940		
500040 - Other Wages	3,990	3,990	The Other Wages category includes amounts for sick pay bonus and holidays worked for operations that require coverage on holidays. The sick pay bonus is based on prior year actuals with a small increase for employees receiving additional pay for accumulating more consecutive years without using sick time. The holiday worked was increased for the 3.5% wage increases for FY25.	
500100 - FICA - Employer	14,100	14,100		
500120 - Health Insurance	39,600	39,600		
500125 - Other Insurance	680	680		
500130 - Pension	47,160	44,340		Reduced pension contribution from 28% to 26% based on Actuarial Defined Contribution.
500140 - Workers Compensation	5,450	5,450		
515000 - Contracted/Purchased Service	7,610	7,610		
525000 - Supplies/Material - Operating	8,630	8,630		
525040 - Small Tools & Equipment	1,000	1,000		
528000 - Supplies - Chemicals	45,900	40,000		Reduced based on current and prior year actuals.

Washington County, Maryland
Water Fund
Department 41180 - Sharpsburg Treatment Plant
FY25 Expenses

	2025 Operating Budget Requested	2025 Operating Budget Proposed	2025 Variance Comments Requested	2025 Variance Comments Proposed
535060 - Uniforms	600	600		
545010 - Electric	22,080	22,080	The electric budget is based on four prior year actuals, forecasted rate changes, and other known circumstances. The projection also takes into account current year actuals with annualized estimations.	
599999 - Controllable Assets	3,000	3,000	To replace UV bulb sleeves.	
Total	**380,180**	**371,460**		

Washington County, Maryland
Other Capital Outlay (≥$1 and <$10,000)
FY 2025

Department Number: **41180**

Department Name: **Sharpsburg Water Treatment Plant**

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	Purchase 2 UV bulbs / sleeves	2	1,500	3,000	R	Purchase 2 UV bulbs / sleeves for UV system.
				0		
				0		
				0		
				0		
				0		
	Total			**$3,000**		

* 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.

- 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
Water Fund
Department 41700 - Distribution Lines Operations
FY25 Expenses

	2025 Operating Budget Requested	Adjustment	2025 Operating Budget Proposed	$ Change	% Change	2024 Operating Budget Approved	2023 Actuals Final	2022 Actuals Final
500000 - Wages - Full Time	94,950	0	94,950	13,680	16.83%	81,270	79,475	73,918
500010 - Wages - Overtime	10,860	0	10,860	1,090	11.16%	9,770	11,926	11,239
500040 - Other Wages	20	0	20	(430)	(95.56)%	450	450	450
500100 - FICA - Employer	8,100	0	8,100	1,100	15.71%	7,000	6,824	6,236
500120 - Health Insurance	22,320	0	22,320	2,500	12.61%	19,820	22,504	31,617
500125 - Other Insurance	390	0	390	0	0.00%	390	302	448
500130 - Pension	26,590	(1,600)	24,990	3,850	18.21%	21,140	21,442	18,822
500140 - Workers Compensation	3,070	0	3,070	500	19.46%	2,570	2,302	2,118
Wages and Benefits	**166,300**	**(1,600)**	**164,700**	**22,290**	**15.65%**	**142,410**	**145,225**	**144,848**
515000 - Contracted/Purchased Service	8,000	(1,000)	7,000	1,000	16.67%	6,000	4,910	4,910
515180 - Software	3,100	0	3,100	100	3.33%	3,000	2,890	2,890
525000 - Supplies/Material - Operating	8,340	0	8,340	0	0.00%	8,340	10,967	7,778
525040 - Small Tools & Equipment	1,000	0	1,000	0	0.00%	1,000	819	1,004
526000 - Supplies/Material-Maintenance	0	0	0	0	0.00%	0	663	
528000 - Supplies - Chemicals	1,770	0	1,770	0	0.00%	1,770	0	146
Operating Expenses	**22,210**	**(1,000)**	**21,210**	**1,100**	**5.47%**	**20,110**	**20,249**	**16,728**
599999 - Controllable Assets	0	0	0	(45,220)	(100.00)%	45,220	6,023	0
600400 - Machinery & Equipment	35,000	0	35,000	35,000	100.00%	0	0	0
600800 - Facilities, Lines & Mains	50,000	0	50,000	50,000	100.00%	0	0	0
Capital Outlay	**85,000**	**0**	**85,000**	**39,780**	**87.97%**	**45,220**	**6,023**	**0**
Total	**273,510**	**(2,600)**	**270,910**	**63,170**	**30.41%**	**207,740**	**171,497**	**161,576**

Washington County, Maryland
Water Fund
Department 41700 - Distribution Lines Operations
FY25 Expenses

	2025 Operating Budget Requested	2025 Operating Budget Proposed	2025 Variance Comments Requested	2025 Variance Comments Proposed
500000 - Wages - Full Time	94,950	94,950		
500010 - Wages - Overtime	10,860	10,860		
500040 - Other Wages	20	20		
500100 - FICA - Employer	8,100	8,100		
500120 - Health Insurance	22,320	22,320		
500125 - Other Insurance	390	390		
500130 - Pension	26,590	24,990		Reduced pension contribution from 28% to 26% based on Actuarial Defined Contribution.
500140 - Workers Compensation	3,070	3,070		
515000 - Contracted/Purchased Service	8,000	7,000	Increased for a set-up fee for meter reading equipment.	Budget reduced based on prior year actuals. Average yearly expenses are $5,000 + $2,000 set up fee.
515180 - Software	3,100	3,100	Increase in annual subscription per quote.	
525000 - Supplies/Material - Operating	8,340	8,340		
525040 - Small Tools & Equipment	1,000	1,000		
528000 - Supplies - Chemicals	1,770	1,770		
599999 - Controllable Assets	0	0	No capital outlay requests below $10,000 for FY25.	

Washington County, Maryland
Water Fund
Department 41700 - Distribution Lines Operations
FY25 Expenses

	2025 Operating Budget Requested	2025 Operating Budget Proposed	2025 Variance Comments Requested	2025 Variance Comments Proposed
600400 - Machinery & Equipment	35,000	35,000	To replace outdated meter reading equipment; to purchase a guillotine saw to be used mainly at Fort Ritchie and elsewhere on our systems.	
600800 - Facilities, Lines & Mains	50,000	50,000	To replace aging infrastructure, mainly at Fort Ritchie.	
Total	**273,510**	**270,910**		

Washington County, Maryland
Account 515180
Software
FY 2025

Department Number: 41700

Department Name: **Water - Distribution Lines Operations**

Account Number: 515180

Account Description: Software

Vendor Name	FY24 Board Approval	Total Cost FY25 Dept. Request	New Cost Y/N	Existing Agreement Y/N	Product Description and/or Reason for Request
Neptune Meter Reading Software Support	3,000	3,100	N	Y	Annual maintenance contract for meter reading software.
Total	**$3,000**	**$3,100**			

● For the continuation of existing software maintenance contracts and for the purchase of software less than $10,000.

Washington County, Maryland
Capital Outlay Request
FY 2025

Department Number: 41700

Department Name: Water Distribution Lines Operations

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	Mobile Data Collector w/ trade in of old MRX920; R900 Beltclip Receiver	1	17,500	18,000	R	Will replace outdated meter reading equipment that is no longer supported after 7/1/2024.
2	Guillotine Saw for Line repairs 4" - 16" capability	1	16,600	17,000	N	Allows department to cut larger main lines (steel, asbestos concrete) that will be needed to make repairs, mainly at Fort Ritchie, to bring water system up to code.
				0		
				0		
			Total	$35,000		

* 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: 41700

Department Name: Distribution Lines Operations

Account Number: 600800

Account Description: Facilities, Lines & Mains **≥ $10,000 per item)**

Priority Number *	Descriptions	Qty	Unit Cost	Total Cost Dept. Request	N or R	Explain Reason for Request
1	Necessary infrastructure repair and replacement			50,000	R	With the redevelopment of Fort Ritchie, the aging water system needs upgraded and repaired. The funds will primarily go to Fort Ritchie needs but will also apply throughout Washington County.
				0		
				0		
				0		
				0		

Total **$50,000**

* 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.

- Facilities, Lines & Mains are long-lived capital assets that normally are stationary in nature and can be preserved for a significantly greater number of years than most capital assets. Examples include water/sewer lines and pump stations.

Washington County, Maryland
Water Fund
Department 41710 - Distribution Lines Maintenance
FY25 Expenses

	2025 Operating Budget Requested	Adjustment	2025 Operating Budget Proposed	$ Change	% Change	2024 Operating Budget Approved	2023 Actuals Final	2022 Actuals Final
500000 - Wages - Full Time	23,030	0	23,030	(4,820)	(17.31)%	27,850	13,724	10,055
500010 - Wages - Overtime	2,640	0	2,640	(1,560)	(37.14)%	4,200	614	2,978
500100 - FICA - Employer	1,960	0	1,960	(490)	(20.00)%	2,450	1,063	949
500120 - Health Insurance	5,410	0	5,410	(1,380)	(20.32)%	6,790	4,277	3,967
500125 - Other Insurance	90	0	90	(40)	(30.77)%	130	56	77
500130 - Pension	6,450	(390)	6,060	(1,180)	(16.30)%	7,240	3,904	3,113
500140 - Workers Compensation	750	0	750	(130)	(14.77)%	880	864	678
Wages and Benefits	**40,330**	**(390)**	**39,940**	**(9,600)**	**(19.38)%**	**49,540**	**24,502**	**21,817**
515000 - Contracted/Purchased Service	45,770	0	45,770	42,000	1,114.06%	3,770	0	0
515270 - Maintenance Contract Services	0	0	0	(36,000)	(100.00)%	36,000	34,556	22,274
520030 - Food Comp	200	0	200	0	0.00%	200	0	130
526000 - Supplies/Material-Maintenance	43,130	0	43,130	0	0.00%	43,130	50,780	34,863
535020 - Equipment Rental	0	0	0	0	0.00%	0	790	0
Operating Expenses	**89,100**	**0**	**89,100**	**6,000**	**7.22%**	**83,100**	**86,126**	**57,267**
599999 - Controllable Assets	0	0	0	0	0.00%	0	20,046	0
600800 - Facilities, Lines & Mains	0	0	0	0	0.00%	0	982	97,928
Capital Outlay	**0**	**0**	**0**	**0**	**0.00%**	**0**	**21,028**	**97,928**
Total	**129,430**	**(390)**	**129,040**	**(3,600)**	**(2.71)%**	**132,640**	**131,656**	**177,012**

Washington County, Maryland
Water Fund
Department 41710 - Distribution Lines Maintenance
FY25 Expenses

	2025 Operating Budget Requested	2025 Operating Budget Proposed	2025 Variance Comments Requested	2025 Variance Comments Proposed
500000 - Wages - Full Time	23,030	23,030		
500010 - Wages - Overtime	2,640	2,640		
500100 - FICA - Employer	1,960	1,960		
500120 - Health Insurance	5,410	5,410		
500125 - Other Insurance	90	90		
500130 - Pension	6,450	6,060		Reduced pension contribution from 28% to 26% based on Actuarial Defined Contribution.
500140 - Workers Compensation	750	750		
515000 - Contracted/Purchased Service	45,770	45,770	Reallocated $36,000 from 515720 - Maintenance Contract Services per Budget & Finance. Additional increase for tank repair.	
515270 - Maintenance Contract Services	0	0	Reallocated $36,000 to 515000 - Contracted/Purchased Services per Budget and Finance.	
520030 - Food Comp	200	200		
526000 - Supplies/Material-Maintenance	43,130	43,130		
Total	**129,430**	**129,040**		

Washington County, Maryland
Sewer Fund Operating Budget
Detailed Summary
Fiscal Year 2025

Page	Category	FY 2025 Requested Budget	Adjustment	FY 2025 Requested Budget	$ Change	Note	% Change	FY 2024 Original Budget
	Allocation Revenues:							
24-4	Connection Fees	114,000	0	114,000	(686,000)	1	(85.75%)	800,000
24-4	Grinder Pump Fees	9,000	0	9,000	0		0.00%	9,000
		123,000	0	**123,000**	**(686,000)**		**(84.80%)**	**809,000**

1 **Allocation Revenues:**
- Connection Fees decreased based on forecasted number of new services.

Page	Category	FY 2025 Requested Budget	Adjustment	FY 2025 Requested Budget	$ Change	Note	% Change	FY 2024 Original Budget
	Utility Revenues:							
24-4	Residential	7,012,800	60,000	7,072,800	(296,700)	2	(4.03%)	7,369,500
24-4	Comm/Industrial I	186,500	7,600	194,100	(31,400)	2	(13.92%)	225,500
24-4	Comm/Industrial II	1,910,800	61,300	1,972,100	95,500	2	5.09%	1,876,600
24-4	Vol/Public Service	4,700	200	4,900	(500)	2	(9.26%)	5,400
24-4	Dist/Coll Service	1,352,700	(235,600)	1,117,100	(238,800)	2	(17.61%)	1,355,900
		10,467,500	**(106,500)**	**10,361,000**	**(471,900)**		**(4.36%)**	**10,832,900**
	Other Service Revenues:							
	Sludge	50,000	0	50,000	20,000	3	66.67%	30,000
24-4	Pretreatment Permit Fees	10,000	0	10,000	0		0.00%	10,000
		60,000	**0**	**60,000**	**20,000**		**50.00%**	**40,000**
24-4	**Wholesale Revenues:**	**1,694,600**	**153,300**	**1,847,900**	**(60,100)**	4	**(3.15%)**	**1,908,000**
	Miscellaneous Revenues:							
24-4	Interest, Penalties & Fees	120,000	30,000	150,000	30,000	5	25.00%	120,000
24-4	Reimburse Administrative	3,500	0	3,500	0		0.00%	3,500
24-4	Operating Grants	150,000	0	150,000	0		0.00%	150,000
24-4	Fund Balance Reserve	2,137,190	(203,880)	1,933,310	1,933,310	6	100.00%	0
		2,410,690	**(173,880)**	**2,236,810**	**1,963,310**		**717.85%**	**273,500**

2 **Utility Revenues:**
- Adjusted based on rate model projections. Updates include future development at Fort Ritchie and changes based on the Joint Sewer Service Agreement with the City of Hagerstown.

3 **Other Service Revenues:**
- Sludge was adjusted upwards based on prior year and current year to date actuals.

4 **Wholesale Revenues:**
- Adjusted based on rate model projections.

5 **Miscellaneous Revenues:**
- Interest, Penalties & Fees adjusted based on current and prior year actuals.

6 **Fund Balance Reserve:**
- A contribution from Fund Balance Reserve is necessary due to expenses exceeding revenues.

	Total Revenues	**14,755,790**	**(127,080)**	**14,628,710**	**765,310**		**5.52%**	**13,863,400**

Washington County, Maryland
Sewer Fund Operating Budget
Detailed Summary
Fiscal Year 2025

Page	Category	FY 2025 Requested Budget	Adjustment	FY 2025 Requested Budget	$ Change	Note	% Change	FY 2024 Original Budget
	Expenses:							
24-9	General Operations	8,231,830	(16,330)	8,215,500	191,740	**7**	2.39%	8,023,760
24-17	Maintenance Treatment Plants	241,170	(5,800)	235,370	6,500	**8**	2.84%	228,870
24-19	Antietam Treatment Plant	455,070	(5,810)	449,260	45,780	**9**	11.35%	403,480
24-22	Conococheague Treatment Plant	2,188,160	(69,640)	2,118,520	199,420	**10**	10.39%	1,919,100
24-27	Sandy Hook Treatment Plant	61,950	(3,410)	58,540	8,040	**11**	15.92%	50,500
24-29	Smithsburg Treatment Plant	642,120	(13,690)	628,430	102,590	**12**	19.51%	525,840
24-31	Winebrenner Treatment Plant	604,870	(3,950)	600,920	35,590	**13**	6.30%	565,330
24-34	Collection Lines Operations	1,560,650	(3,470)	1,557,180	123,450	**14**	8.61%	1,433,730
24-40	Collection Lines Maintenance	769,970	(4,980)	764,990	52,200	**15**	7.32%	712,790
	Total Expenses	**14,755,790**	**(127,080)**	**14,628,710**	**765,310**		**5.52%**	**13,863,400**

7 **General Operations:**
- Wages and Benefits increased $179,620 due to the proposed step and COLA, possible salary scale adjustment, stipend request for employees with multiple licenses and the addition of Time to Care.
- Debt costs increased $313,700 based on fixed upon payments with bondholders and state agencies.
- Utility Admin Charge increased $254,220 based on amount needed to fund Utility Admin for services provided.
- There were no Capital Outlay requests resulting in a reduction of $10,000.
- Reduction of $550,680 Operating Reserves transfer.

8 **Maintenance Treatment Plants:**
- Wages and Benefits increased $10,800 due to the proposed step and COLA in FY25.
- A reduction of $4,300 in Contracted Services and Auto Motor Oil based on current and prior year actuals.

9 **Antietam Treatment Plant:**
- Wages and Benefits increased $44,020 due to the proposed step and COLA in FY25.
- A decrease in Chemical costs offset by an increase in Electric costs resulted in a net increase of $1,760 for expenses.

10 **Conococheague Treatment Plant:**
- Wages and Benefits decreased $108,710 due to a change in the allocation percentage to this department.
- Increased operating costs of $293,130 are budgeted. This includes an increase of $356,980 for Electric and Software offset against reductions in Contracted Services and Chemicals.
- Capital Outlay requests increased $15,000 to purchase UV bulbs and sleeves.

11 **Sandy Hook Treatment Plant:**
- Wages and Benefits increased $4,040 due to the proposed step and COLA in FY25.
- Electric increased $7,140 partially offset by a reduction in Chemicals of $3,140.

12 **Smithsburg Treatment Plant:**
- Wages and Benefits increased $98,060 due to the proposed step and COLA in FY25.
- Operating expenses increased $4,530. Increases are in Contracted Services, Supplies/Materials and Electric for a total of $15,660 offset by a reduction of $11,130 in Chemicals.

13 **Winebrenner Treatment Plant:**
- Wages and Benefits increased $14,850 due to the proposed step and COLA in FY25.
- Contracted Services, Electric and Heating Oil increased $21,880 offset by a small decrease in Uniforms of $1,140.

14 **Collection Lines Operations:**
- Wages and Benefits increased $52,310 due to the proposed step and COLA in FY25.
- Contracted Services, Electric, Natural Gas and Sewage Collection increased $72,640 offset by a small decrease in Wireless Communications of $1,500.

Washington County, Maryland
Sewer Fund Operating Budget
Detailed Summary
Fiscal Year 2025

Page	Category	FY 2025 Requested Budget	Adjustment	FY 2025 Requested Budget	$ Change	Note	% Change	FY 2024 Original Budget

15 **Collection Lines Maintenance:**
- Wages and Benefits increased $52,000 due to the proposed step and COLA in FY25.
- Food Comp increased $200 due to increased reimbursement amount.

Category Summary:

Salaries and Benefits	3,743,650	(24,340)	3,719,310	346,990	10.29%	3,372,320
Operating	10,989,140	(102,740)	10,886,400	413,320	3.95%	10,473,080
Capital Outlay	23,000	0	23,000	5,000	27.78%	18,000
	14,755,790	(127,080)	14,628,710	765,310	5.52%	13,863,400

Washington County, Maryland
Sewer Fund Revenues
FY25

	2025 Operating Budget Requested	Adjustment	2025 Operating Budget Proposed	$ Change	% Change	2024 Operating Budget Approved	2023 Actuals Final	2022 Actuals Final
400270 - Cash Drawer over/under	0	0	0	0	0.00%	0	60	0
404420 - Interest, Penalties & Fees	120,000	30,000	150,000	30,000	25.00%	120,000	170,695	158,473
441000 - Residential	7,012,800	60,000	7,072,800	(296,700)	(4.03)%	7,369,500	5,463,956	5,419,254
441010 - Comm/Industrial I	186,500	7,600	194,100	(31,400)	(13.92)%	225,500	197,874	181,234
441020 - Comm/Industrial II	1,910,800	61,300	1,972,100	95,500	5.09%	1,876,600	2,045,672	1,946,592
441030 - Vol/Public Service	4,700	200	4,900	(500)	(9.26)%	5,400	4,234	4,170
441040 - Dist/Coll Service	1,352,700	(235,600)	1,117,100	(238,800)	(17.61)%	1,355,900	1,311,138	1,278,471
441100 - Connection Fees	114,000	0	114,000	(686,000)	(85.75)%	800,000	1,375,700	1,657,100
441110 - Grinder Pump Fees	9,000	0	9,000	0	0.00%	9,000	56,914	8,897
442300 - Wholesale	1,694,600	153,300	1,847,900	(60,100)	(3.15)%	1,908,000	1,674,379	1,752,804
442310 - Sludge	50,000	0	50,000	20,000	66.67%	30,000	71,913	38,073
443240 - Pretreatment Permit Fees	10,000	0	10,000	0	0.00%	10,000	8,107	10,980
485000 - Reimburse Administrative	3,500	0	3,500	0	0.00%	3,500	4,165	4,331
490000 - Miscellaneous	0	0	0	0	0.00%	0	0	2,394
490010 - Gain or Loss on Sale of Asset	0	0	0	0	0.00%	0	0	(530,842)
490090 - Fund Balance Reserve	2,137,190	(203,880)	1,933,310	1,933,310	100.00%	0	0	0
491800 - Contributed Capital	0	0	0	0	0.00%	0	1,626,460	526,680
495110 - Operating - State Grants	150,000	0	150,000	0	0.00%	150,000	248,755	0
498400 - Capital Grant - Federal	0	0	0	0	0.00%	0	7,000,000	0
498722 - Capital Transfer - Cascade	0	0	0	0	0.00%	0	0	750,000
498740 - Capital Transfer - Utility	0	0	0	0	0.00%	0	15,000	47,000
Total Revenues	**14,755,790**	**(127,080)**	**14,628,710**	**765,310**	**5.52%**	**13,863,400**	**21,274,902**	**13,255,611**

Washington County, Maryland
Sewer Fund
Department 00000 - Default Department
FY25 Revenues

	2025 Operating Budget Requested	2025 Operating Budget Proposed	2025 Variance Comments Requested	2025 Variance Comments Proposed
404420 - Interest, Penalties & Fees	120,000	150,000		Increased based on current and prior year actuals.
441000 - Residential	7,012,800	7,072,800	Adjusted based on rate model projections.	Based on updated inputs to the rate model.
441010 - Comm/Industrial I	186,500	194,100	Adjusted based on rate model projections.	Based on updated inputs to the rate model.
441020 - Comm/Industrial II	1,910,800	1,972,100	Adjusted based on rate model projections.	Based on updated inputs to the rate model.
441030 - Vol/Public Service	4,700	4,900	Adjusted based on rate model projections.	Based on updated inputs to the rate model.
441040 - Dist/Coll Service	1,352,700	1,117,100	Based on current year revenues.	Based on updated inputs to the rate model.
441100 - Connection Fees	114,000	114,000	Fifteen new equivalent dwelling units (EDUs).	
441110 - Grinder Pump Fees	9,000	9,000		
442300 - Wholesale	1,694,600	1,847,900	Based on current year EDUs.	Based on updated inputs to the rate model.
442310 - Sludge	50,000	50,000	Increased based on prior year actuals.	
443240 - Pretreatment Permit Fees	10,000	10,000	Based on current year revenues.	
485000 - Reimburse Administrative	3,500	3,500		
490090 - Fund Balance Reserve	2,137,190	1,933,310	Revenues are insufficient to cover expenses so a transfer from Fund Balance is needed.	A net decrease in expenses and increased revenue due to rate model data revisions results in a lesser amount needed from fund reserves.
495110 - Operating - State Grants	150,000	150,000		
Total	**14,755,790**	**14,628,710**		

Washington County, Maryland
Proposed New or Increase Fee Form
FY 2025

Account Number: Various

Department Name: Water Quality - Sewer Rates

Account Description:

Fee Category	Brief Description of Fee or Service	Quarterly Fee FY 2023		Quarterly Fee FY 2024		Proposed Quarterly Fee FY 2025		Change in Base	Change in Per 1,000 Gal	Total Change In Revenue	Justification
		Base for 6,000 Gallons	Each Additional 1,000 Gallons	Base for 6,000 Gallons	Each Additional 1,000 Gallons	Base for 6,000 Gallons	Each Additional 1,000 Gallons				
441000	Residential	132.92	8.14	132.92	8.14	140.90	8.63	7.98	0.49	400,900	Based on projected cost of service as calculated in Rate Model.
441010	Comm/Industrial I	137.98	8.69	137.98	8.69	146.26	9.60	8.28	0.91	13,600	Based on projected cost of service as calculated in Rate Model.
441020	Comm/Industrial II	140.76	9.88	140.76	9.88	149.21	10.18	8.45	0.30	61,300	Based on projected cost of service as calculated in Rate Model.
441020	Comm/Industrial III	140.76	6.79	140.76	6.79	149.21	6.79	8.45	0.00	-	Based on projected cost of service as calculated in Rate Model.
441030	Vol/Public Service	132.92	8.14	132.92	8.14	140.90	8.63	7.98	0.49	300	Based on projected cost of service as calculated in Rate Model.
441040	Dist/Coll Service	62.13	n/a	62.13	n/a	64.50	n/a	2.37	n/a	41,000	Based on projected cost of service as calculated in Rate Model.
442300	Wholesale	n/a	8.02 per 1,000 gallons	n/a	8.02 per 1,000 gallons	n/a	8.22 per 1,000 gallons	n/a	0.20	45,000	Based on projected cost of service as calculated in Rate Model.
										$562,100	

Washington County, Maryland
Department of Water Quality
Proposed Rates for FY 2025

6% Revenue Increase

Sewer Rates

Retail Classes	Current Quarterly Rates	Proposed Quarterly Rates	Increase %	Increase $
Base for 6,000 gal				
Res Full Service	132.92	140.90	6.0%	7.98
Comm I Full Service	137.98	146.26	6.0%	8.28
Comm II Full Service	140.76	149.21	6.0%	8.45
Comm III Full Service	140.76	149.21	6.0%	8.45
Volunteer Service	132.92	140.90	6.0%	7.98
Res/Comm Coll Ser	62.13	64.50	3.8%	2.37
Volume per 1,000 gal				
Res Full Service	8.14	8.63	6.0%	0.49
Comm I Full Service	8.69	9.60	10.5%	0.91
Comm II Full Service	9.88	10.18	3.0%	0.30
Comm III Full Service	6.79	6.79	0.0%	0.00
Volunteer Service	8.14	8.63	6.0%	0.49
Res/Comm Coll Ser	n/a	n/a	n/a	n/a
Non-metered Accounts	181.71	192.68	6.0%	10.97

Wholesale Class	Current Per 1,000 Gal Rates	Proposed Per 1,000 Gal Rates	Increase %	Increase $
All Wholesale Customers	8.02	8.22	2.5%	0.20

Miscellaneous	Deduct Meter Fee - $25.00 per quarter

Charge for 12,000 gal Per Quarter - Average Residential Customer

	Current	Proposed	Increase %	Increase $
Base Charge (6,000 gal)	132.92	140.90	6.0%	7.98
Vol Charge (6,000 gal)	48.79	51.78	6.1%	2.99
Total bill	**181.71**	**192.68**	**6.0%**	**10.97**

Washington County, Maryland
Sewer Fund Expenditures - Proposed
FY25

	2025 Budget Requested	Adjustment	2025 Budget Proposed	$ Change	% Change	2024 Budget Approved	2023 Actuals Final	2022 Actuals Final
42010 - General Operations	8,231,830	(16,330)	8,215,500	191,740	2.39%	8,023,760	4,474,414	4,510,985
42020 - Maintenance Treatment Plants	241,170	(5,800)	235,370	6,500	2.84%	228,870	247,126	181,003
42100 - Antietam Treatment Plant	455,070	(5,810)	449,260	45,780	11.35%	403,480	339,659	357,947
42120 - Conococheague Treatment Plant	2,188,160	(69,640)	2,118,520	199,420	10.39%	1,919,100	1,582,521	1,541,059
42160 - Sandy Hook Treatment Plant	61,950	(3,410)	58,540	8,040	15.92%	50,500	36,861	37,120
42180 - Smithsburg Treatment Plant	642,120	(13,690)	628,430	102,590	19.51%	525,840	578,809	515,825
42200 - Winebrenner Treatment Plant	604,870	(3,950)	600,920	35,590	6.30%	565,330	465,049	465,990
42700 - Collection Lines Operations	1,560,650	(3,470)	1,557,180	123,450	8.61%	1,433,730	1,348,596	1,325,164
42710 - Collection Lines Maintenance	769,970	(4,980)	764,990	52,200	7.32%	712,790	981,513	756,208
Total Expenditures	**14,755,790**	**(127,080)**	**14,628,710**	**765,310**	**5.52%**	**13,863,400**	**10,054,548**	**9,691,301**

Washington County, Maryland
Sewer Fund
Department 42010 - General Operations
FY25 Expenses

	2025 Operating Budget Requested	Adjustment	2025 Operating Budget Proposed	$ Change	% Change	2024 Operating Budget Approved	2023 Actuals Final	2022 Actuals Final
500000 - Wages - Full Time	49,420	0	49,420	(34,830)	(41.34)%	84,250	304	27,251
500040 - Other Wages	0	0	0	0	0.00%	0	0	157
500100 - FICA - Employer	3,780	0	3,780	(2,660)	(41.30)%	6,440	22	2,148
500120 - Health Insurance	11,620	0	11,620	(8,930)	(43.45)%	20,550	142	4,894
500125 - Other Insurance	200	0	200	(210)	(51.22)%	410	1	159
500130 - Pension	13,840	(830)	13,010	(8,900)	(40.62)%	21,910	84	8,006
500140 - Workers Compensation	1,600	0	1,600	(1,060)	(39.85)%	2,660	10	736
500145 - Time to Care	0	10,800	10,800	10,800	100.00%	0	0	0
500150 - Unemployment Compensation	0	0	0	0	0.00%	0	0	($3,548)
500155 - Personnel Requests	251,190	(250)	250,940	250,940	100.00%	0	0	$0
500161 - Wage Reserve	(50,560)	0	(50,560)	(25,360)	(100.00)%	(25,200)	0	0
500170 - Personal Development	3,720	0	3,720	(120)	(3.13)%	3,840	0	0
500171 - Employee Recognition	2,690	0	2,690	(30)	(1.10)%	2,720	618	0
500172 - Team Building	780	0	780	(20)	(2.50)%	800	132	0
Wages and Benefits	**288,280**	**9,720**	**298,000**	**179,620**	**151.73%**	**118,380**	**1,313**	**39,803**
501000 - Debt - Bond Principal	1,691,330	0	1,691,330	106,410	6.71%	1,584,920	1,454,244	1,274,225
501001 - Contra - Bond Principal	0	0	0	0	0.00%	0	(1,454,244)	(1,274,225)
501010 - Debt - State Loan Principal	387,240	0	387,240	165,250	74.44%	221,990	220,232	218,492
501011 - Contra - State Principal	0	0	0	0	0.00%	0	(220,232)	(218,492)
501050 - Debt - Bond Interest	939,260	0	939,260	(44,060)	(4.48)%	983,320	770,806	564,152
501060 - Debt - State Loan Interest	99,940	0	99,940	77,680	348.97%	22,260	23,341	24,976
501090 - Debt - Administrative Fees	20,360	0	20,360	8,420	70.52%	11,940	11,938	11,938
501095 - Bond Issue Cost Expense	4,360	0	4,360	2,360	118.00%	2,000	9,600	41,499
502000 - Appropriations	350,000	0	350,000	0	0.00%	350,000	0	0
505010 - Advertising	500	0	500	0	0.00%	500	0	0
505110 - Laboratory Testing	6,000	0	6,000	0	0.00%	6,000	6,156	4,182
505150 - Other - Miscellaneous	0	0	0	0	0.00%	0	-2	32,093
505180 - Printing Expenses	0	0	0	0	0.00%	0	840	0
505906 - Operating Reserves	0	0	0	(550,680)	(100.00)%	550,680	0	0

Washington County, Maryland
Sewer Fund
Department 42010 - General Operations
FY25 Expenses

	2025 Operating Budget Requested	Adjustment	2025 Operating Budget Proposed	$ Change	% Change	2024 Operating Budget Approved	2023 Actuals Final	2022 Actuals Final
505960 - Uncollectible Accounts	0	0	0	0	0.00%	0	815	2,924
515000 - Contracted/Purchased Service	15,000	0	15,000	0	0.00%	15,000	2,999	13,586
515180 - Software	4,200	0	4,200	2,200	110.00%	2,000	1,540	1,500
525000 - Supplies/Material - Operating	500	0	500	0	0.00%	500	548	78
525010 - Billing Supplies	82,500	0	82,500	0	0.00%	82,500	86,511	83,606
527035 - Off Road Diesel	5,080	0	5,080	320	6.72%	4,760	5,438	5,338
590040 - Utility Administration Charge	4,337,280	(26,050)	4,311,230	254,220	6.27%	4,057,010	3,546,140	3,685,310
Operating Expenses	**7,943,550**	**(26,050)**	**7,917,500**	**22,120**	**0.28%**	**7,895,380**	**4,466,670**	**4,471,182**
599999 - Controllable Assets	0	0	0	(10,000)	(100.00)%	10,000	6,431	0
Capital Outlay	**0**	**0**	**0**	**(10,000)**	**(100.00)%**	**10,000**	**6,431**	**0**
Total	**8,231,830**	**(16,330)**	**8,215,500**	**191,740**	**2.39%**	**8,023,760**	**4,474,414**	**4,510,985**

Washington County, Maryland
Sewer Fund
Department 42010 - General Operations
FY25 Expenses

	2025 Operating Budget Requested	2025 Operating Budget Proposed	2025 Variance Comments Requested	2025 Variance Comments Proposed
500000 - Wages - Full Time	49,420	49,420	The budget is based on a proposed step of 2.5% and a 1% COLA for FY25. Wages are then allocated based on a three-year rolling average and adjusted for any known changes in trends.	
500100 - FICA - Employer	3,780	3,780	Budget is based on total wages times 7.65%.	
500120 - Health Insurance	11,620	11,620	While health insurance costs did not increase based on the projected trend analysis in the market, discussions with the County's health insurance administrators, an analysis of the County's self-insured reserve trends and the anticipated reserve balance, the budget decreased based on employee elections.	
500125 - Other Insurance	200	200	This category includes County paid premiums for employee life insurance, dependent life insurance, and long-term disability. The majority of these premiums are based on wages.	
500130 - Pension	13,840	13,010	The budgeted amount for employer pension is based on full-time wages times 28%.	Reduced pension contribution from 28% to 26% based on Actuarial Defined Contribution.
500140 - Workers Compensation	1,600	1,600	Workers Compensation is based on projected employee wages times their assigned classification rates.	
500145 - Time to Care	0	10,800		Expense added in anticipation of Time to Care Act implementation.

Washington County, Maryland
Sewer Fund
Department 42010 - General Operations
FY25 Expenses

	2025 Operating Budget Requested	2025 Operating Budget Proposed	2025 Variance Comments Requested	2025 Variance Comments Proposed
500155 - Personnel Requests	251,190	250,940	Stipend for employees that hold more than one license from the Board of Waterworks and Waste Systems Operators. $19,000 for upgrade and $232,190 for salary scale adjustment.	Support form and budget adjusted to match backup provided. $18,750 for upgrade and $232,190 for salary scale adjustment.
500161 - Wage Reserve	(50,560)	(50,560)	To budget for vacancy savings.	
500170 - Personal Development	3,720	3,720	The personal development incentive budget is $120 per full-time employee per year. Employees are afforded the opportunity to request annual training of some kind. Training may include physical training and exercise.	
500171 - Employee Recognition	2,690	2,690	The employee recognition incentive for a total of $77,000 is to be distributed equitably by department size. Department heads and division directors may recognize full-time employees who strive to overachieve. Funds may be used for additional training; attendance to industry events; and related travel.	
500172 - Team Building	780	780	The team building incentive budget is $25 per full-time employee per year. This allows a department head or division director to offer the occasional celebration or recognize employee achievements in the office setting.	

Washington County, Maryland
Sewer Fund
Department 42010 - General Operations
FY25 Expenses

	2025 Operating Budget Requested	2025 Operating Budget Proposed	2025 Variance Comments Requested	2025 Variance Comments Proposed
501000 - Debt - Bond Principal	1,691,330	1,691,330	Debt cost is based on fixed agreed upon payments with bondholders and State agencies. Payments are in accordance with amortization schedules.	
501010 - Debt - State Loan Principal	387,240	387,240	Debt cost is based on fixed agreed upon payments with bondholders and State agencies. Payments are in accordance with amortization schedules.	
501050 - Debt - Bond Interest	939,260	939,260	Debt cost is based on fixed agreed upon payments with bondholders and State agencies. Payments are in accordance with amortization schedules.	
501060 - Debt - State Loan Interest	99,940	99,940	Debt cost is based on fixed agreed upon payments with bondholders and State agencies. Payments are in accordance with amortization schedules.	
501090 - Debt - Administrative Fees	20,360	20,360	Debt cost is based on fixed agreed upon payments with bondholders and State agencies.	
501095 - Bond Issue Cost Expense	4,360	4,360	Based on $870,000 bond issue in FY25.	
502000 - Appropriations	350,000	350,000		
505010 - Advertising	500	500		
505110 - Laboratory Testing	6,000	6,000		
515000 - Contracted/Purchased Service	15,000	15,000		

Washington County, Maryland
Sewer Fund
Department 42010 - General Operations
FY25 Expenses

	2025 Operating Budget Requested	2025 Operating Budget Proposed	2025 Variance Comments Requested	2025 Variance Comments Proposed
515180 - Software	4,200	4,200	Required pre-treatment software for State reporting.	
525000 - Supplies/Material - Operating	500	500		
525010 - Billing Supplies	82,500	82,500		
527035 - Off Road Diesel	5,080	5,080	Estimated budget is 1,270 gallons x $4.00 = $5,080, 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.	
590040 - Utility Administration Charge	4,337,280	4,311,230	Adjusted to be 91% of the Utility Administration Fund deficit.	A reduction in expenses in the Utility Fund resulted in a lower contribution required from the Sewer Fund.
599999 - Controllable Assets	0	0	No requests for capital outlay in FY25.	
Total	**8,231,830**	**8,215,500**		

Washington County, Maryland
Other Personnel Request Form
FY 2025

Department Number: 42010

Department Name: Sewer General 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	18,750			18,750	Stipend for employees that hold more than one license from the Board of Waterworks and Waste systems Operators. This will compensate those currently holding multiple licenses required to operate Water Quality facilities. It will help with retention and as an incentive to continue to learn and contribute. See attached.
Change in Part-Time Wages				0	
Change in Overtime Wages				0	
Change in Shift Differential				0	
Totals:	$18,750	$0	$0	$18,750	

Washington County, Maryland
Account 515180
Software
FY 2025

Department Number: 4 42010

Department Name: General Operations

Account Number: 515180

Account Description: Software

Descriptions	FY24 Board Approval	Total Cost FY25 Dept. Request	New Cost Y/N	Existing Agreement Y/N	Description and/or Reason for Request
LINKO Software	2,000	4,200	N	Y	Linko software license and support. Linko was moved to cloud based after cyber incident and cost has increased.
Total	**$2,000**	**$4,200**			

● For the continuation of existing software maintenance contracts and for the purchase of software less than $10,000.

Washington County, Maryland
Sewer Fund
Department 42020 - Maintenance Treatment Plants
FY25 Expenses

	2025 Operating Budget Requested	Adjustment	2025 Operating Budget Proposed	$ Change	% Change	2024 Operating Budget Approved	2023 Actuals Final	2022 Actuals Final
500000 - Wages - Full Time	89,580	0	89,580	6,850	8.28%	82,730	74,742	66,865
500010 - Wages - Overtime	920	0	920	210	29.58%	710	1,173	336
500100 - FICA - Employer	6,920	0	6,920	540	8.46%	6,380	5,583	4,932
500120 - Health Insurance	21,060	0	21,060	880	4.36%	20,180	23,700	20,689
500125 - Other Insurance	360	0	360	(40)	(10.00)%	400	302	405
500130 - Pension	25,080	(1,500)	23,580	2,070	9.62%	21,510	20,610	19,684
500140 - Workers Compensation	2,900	0	2,900	290	11.11%	2,610	3,853	3,398
Wages and Benefits	**146,820**	**(1,500)**	**145,320**	**10,800**	**8.03%**	**134,520**	**129,963**	**116,309**
501090 - Debt - Administrative Fees	0	0	0	0	0.00%	0	319	0
515000 - Contracted/Purchased Service	8,800	(2,300)	6,500	6,500	100.00%	0	2,190	0
515270 - Maintenance Contract Services	0	0	0	(8,800)	(100.00)%	8,800	3,812	2,425
525000 - Supplies/Material - Operating	0	0	0	0	0.00%	0	863	0
526000 - Supplies/Material-Maintenance	75,270	0	75,270	0	0.00%	75,270	63,309	26,514
526020 - Building Maintenance	0	0	0	0	0.00%	0	0	40
527080 - Auto Motor Oil	10,000	(2,000)	8,000	(2,000)	(20.00)%	10,000	0	0
586025 - Salt - Supplies	280	0	280	0	0.00%	280	0	0
Operating Expenses	**94,350**	**(4,300)**	**90,050**	**(4,300)**	**(4.56)%**	**94,350**	**70,493**	**28,979**
599999 - Controllable Assets	0	0	0	0	0.00%	0	46,670	24,825
600400 - Machinery & Equipment	0	0	0	0	0.00%	0	0	10,890
Capital Outlay	**0**	**0**	**0**	**0**	**0.00%**	**0**	**46,670**	**35,715**
Total	**241,170**	**(5,800)**	**235,370**	**6,500**	**2.84%**	**228,870**	**247,126**	**181,003**

Washington County, Maryland
Sewer Fund
Department 42020 - Maintenance Treatment Plants
FY25 Expenses

	2025 Operating Budget Requested	2025 Operating Budget Proposed	2025 Variance Comments Requested	2025 Variance Comments Proposed
500000 - Wages - Full Time	89,580	89,580		
500010 - Wages - Overtime	920	920	The budget is based on a proposed step of 2.5% and a 1% COLA for FY25. Wages are then allocated based on a three-year rolling average and adjusted for any known changes in trends.	
500100 - FICA - Employer	6,920	6,920		
500120 - Health Insurance	21,060	21,060		
500125 - Other Insurance	360	360		
500130 - Pension	25,080	23,580		Reduced pension contribution from 28% to 26% based on Actuarial Defined Contribution.
500140 - Workers Compensation	2,900	2,900		
515000 - Contracted/Purchased Service	8,800	6,500	Reallocated from 515270 - Maintenance Contract Services per Budget & Finance.	Reduced based on current and prior year actuals.
515270 - Maintenance Contract Services	0	0	Reallocated to 515000 - Contracted/Purchased Service per Budget & Finance.	
526000 - Supplies/Material-Maintenance	75,270	75,270		
527080 - Auto Motor Oil	10,000	8,000		Reduced based on current and prior year actuals.
586025 - Salt - Supplies	280	280		
Total	**241,170**	**235,370**		

Washington County, Maryland
Sewer Fund
Department 42100 - Antietam Treatment Plant
FY25 Expenses

	2025 Operating Budget Requested	Adjustment	2025 Operating Budget Proposed	$ Change	% Change	2024 Operating Budget Approved	2023 Actuals Final	2022 Actuals Final
500000 - Wages - Full Time	246,090	0	246,090	28,460	13.08%	217,630	202,477	205,102
500010 - Wages - Overtime	2,430	0	2,430	700	40.46%	1,730	2,882	1,682
500040 - Other Wages	4,930	0	4,930	(1,290)	(20.74)%	6,220	4,546	6,042
500100 - FICA - Employer	19,390	0	19,390	2,140	12.41%	17,250	15,617	15,903
500120 - Health Insurance	57,860	0	57,860	4,780	9.01%	53,080	23,405	17,440
500125 - Other Insurance	1,000	0	1,000	(50)	(4.76)%	1,050	783	1,266
500130 - Pension	68,910	(4,130)	64,780	8,190	14.47%	56,590	52,940	61,410
500140 - Workers Compensation	7,960	0	7,960	1,090	15.87%	6,870	5,228	5,304
Wages and Benefits	**408,570**	**(4,130)**	**404,440**	**44,020**	**12.21%**	**360,420**	**307,878**	**314,149**
515000 - Contracted/Purchased Service	500	0	500	0	0.00%	500	0	0
525000 - Supplies/Material - Operating	5,380	0	5,380	0	0.00%	5,380	7,419	7,072
525040 - Small Tools & Equipment	500	0	500	0	0.00%	500	0	563
526000 - Supplies/Material-Maintenance	0	0	0	0	0.00%	0	993	0
528000 - Supplies - Chemicals	6,680	(1,680)	5,000	(1,680)	(25.15)%	6,680	0	4,898
545010 - Electric	33,440	0	33,440	3,440	11.47%	30,000	23,362	31,265
Operating Expenses	**46,500**	**(1,680)**	**44,820**	**1,760**	**4.09%**	**43,060**	**31,774**	**43,798**
Total	**455,070**	**(5,810)**	**449,260**	**45,780**	**11.35%**	**403,480**	**339,652**	**357,947**

Washington County, Maryland
Sewer Fund
Department 42100 - Antietam Treatment Plant
FY25 Expenses

	2025 Operating Budget Requested	2025 Operating Budget Proposed	2025 Variance Comments Requested	2025 Variance Comments Proposed
500000 - Wages - Full Time	246,090	246,090		
500010 - Wages - Overtime	2,430	2,430		
500040 - Other Wages	4,930	4,930	The Other Wages category includes amounts for sick pay bonus and holidays worked for operations that require coverage on holidays. The sick pay bonus is based on prior year actuals with a small increase for employees receiving additional pay for accumulating more consecutive years without using sick time. The holiday worked was increased for the 3.5% wage increases for FY25.	
500100 - FICA - Employer	19,390	19,390		
500120 - Health Insurance	57,860	57,860		
500125 - Other Insurance	1,000	1,000		
500130 - Pension	68,910	64,780		Reduced pension contribution from 28% to 26% based on Actuarial Defined Contribution.
500140 - Workers Compensation	7,960	7,960		
515000 - Contracted/Purchased Service	500	500		
525000 - Supplies/Material - Operating	5,380	5,380		
525040 - Small Tools & Equipment	500	500		
528000 - Supplies - Chemicals	6,680	5,000		Reduced based on current and prior year actuals.

Washington County, Maryland
Sewer Fund
Department 42100 - Antietam Treatment Plant
FY25 Expenses

	2025 Operating Budget Requested	2025 Operating Budget Proposed	2025 Variance Comments Requested	2025 Variance Comments Proposed
545010 - Electric	33,440	33,440	The electric budget is based on four prior year actuals, forecasted rate changes, and other known circumstances. The projection also takes into account current year actuals with annualized estimations.	
Total	**455,070**	**449,260**		

Washington County, Maryland
Sewer Fund
Department 42120 - Conococheague Treatment Plant
FY25 Expenses

	2025 Operating Budget Requested	Adjustment	2025 Operating Budget Proposed	$ Change	% Change	2024 Operating Budget Approved	2023 Actuals Final	2022 Actuals Final
500000 - Wages - Full Time	356,850	0	356,850	(66,580)	(15.72)%	423,430	246,080	264,861
500010 - Wages - Overtime	4,610	0	4,610	260	5.98%	4,350	4,387	2,698
500020 - Shift Differential - 2nd shift	60	0	60	(10)	(14.29)%	70	54	70
500040 - Other Wages	5,970	0	5,970	610	11.38%	5,360	2,987	2,347
500100 - FICA - Employer	28,110	0	28,110	(5,030)	(15.18)%	33,140	18,600	19,980
500120 - Health Insurance	83,890	0	83,890	(19,390)	(18.77)%	103,280	53,705	50,760
500125 - Other Insurance	1,450	0	1,450	(590)	(28.92)%	2,040	975	1,568
500130 - Pension	99,920	(5,990)	93,930	(16,160)	(14.68)%	110,090	66,719	75,690
500140 - Workers Compensation	11,550	0	11,550	(1,820)	(13.61)%	13,370	6,266	7,915
Wages and Benefits	**592,410**	**(5,990)**	**586,420**	**(108,710)**	**(15.64)%**	**695,130**	**399,773**	**425,889**
515000 - Contracted/Purchased Service	31,650	(11,650)	20,000	(11,650)	(36.81)%	31,650	0	43,203
515180 - Software	4,200	0	4,200	2,900	223.08%	1,300	1,400	1,160
525000 - Supplies/Material - Operating	20,000	0	20,000	0	0.00%	20,000	16,604	50,370
525040 - Small Tools & Equipment	1,100	0	1,100	0	0.00%	1,100	1,013	1,581
528000 - Supplies - Chemicals	377,000	(52,000)	325,000	(52,000)	(13.79)%	377,000	246,658	217,523
535060 - Uniforms	3,500	0	3,500	0	0.00%	3,500	2,796	3,122
545010 - Electric	804,080	0	804,080	354,080	78.68%	450,000	561,894	442,858
545020 - Natural Gas	10,000	0	10,000	(200)	(1.96)%	10,200	7,971	9,327
545060 - Water	5,220	0	5,220	0	0.00%	5,220	4,583	4,708
590030 - Sludge Dewatering	324,000	0	324,000	0	0.00%	324,000	330,641	341,318
Operating Expenses	**1,580,750**	**(63,650)**	**1,517,100**	**293,130**	**23.95%**	**1,223,970**	**1,173,560**	**1,115,170**
599999 - Controllable Assets	15,000	0	15,000	15,000	100.00%	0	9,188	0
Capital Outlay	**15,000**	**0**	**15,000**	**15,000**	**100.00%**	**0**	**9,188**	**0**
Total	**2,188,160**	**(69,640)**	**2,118,520**	**199,420**	**10.39%**	**1,919,100**	**1,582,521**	**1,541,059**

Washington County, Maryland
Sewer Fund
Department 42120 - Conococheague Treatment Plant
FY25 Expenses

	2025 Operating Budget Requested	2025 Operating Budget Proposed	2025 Variance Comments Requested	2025 Variance Comments Proposed
500000 - Wages - Full Time	356,850	356,850		
500010 - Wages - Overtime	4,610	4,610		
500020 - Shift Differential - 2nd shift	60	60	Employees working 2nd shift receive hourly rate plus 3%.	
500040 - Other Wages	5,970	5,970		
500100 - FICA - Employer	28,110	28,110		
500120 - Health Insurance	83,890	83,890		
500125 - Other Insurance	1,450	1,450		
500130 - Pension	99,920	93,930		Reduced pension contribution from 28% to 26% based on Actuarial Defined Contribution.
500140 - Workers Compensation	11,550	11,550		
515000 - Contracted/Purchased Service	31,650	20,000		Reduced based on current and prior year actuals.
515180 - Software	4,200	4,200	Software to be upgraded and purchased directly.	
525000 - Supplies/Material - Operating	20,000	20,000		
525040 - Small Tools & Equipment	1,100	1,100		
528000 - Supplies - Chemicals	377,000	325,000		Reduced based on current and prior year actuals.
535060 - Uniforms	3,500	3,500		

Washington County, Maryland
Sewer Fund
Department 42120 - Conococheague Treatment Plant
FY25 Expenses

	2025 Operating Budget Requested	2025 Operating Budget Proposed	2025 Variance Comments Requested	2025 Variance Comments Proposed
545010 - Electric	804,080	804,080	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	10,000	10,000	The natural gas budgets were based on four prior year actuals and forecasted rate changes.	
545060 - Water	5,220	5,220	Budget not increased for rate change due to prior year actuals coming in lower than forecasted. The current budget should be able to absorb the 3% rate increase.	
590030 - Sludge Dewatering	324,000	324,000		
599999 - Controllable Assets	15,000	15,000	To purchase UV bulbs and sleeves.	
Total	**2,188,160**	**2,118,520**		

Washington County, Maryland
Account 515180
Software
FY 2025

Department Number: 42120

Department Name: Conococheague Treatment Plant - Water Quality

Account Number: 515180

Account Description: Software

Descriptions	FY24 Board Approval	Total Cost FY25 Dept. Request	New Cost Y/N	Existing Agreement Y/N	Description and/or Reason for Request
Win-911 software	1,300	4,200	N	Y	Existing software that is being updated and additional computers added. Prior year quotes for multiple computers @$4,200 (Previously through Allied Control Services).
Total	**$1,300**	**$4,200**			

● 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

Department Number: **42120**

Department Name: **Conococheague Treatment Plant**

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	Purchase 10 UV bulbs / sleeves	10	1,500	15,000	R	Purchase 10 UV bulbs / sleeves for UV system.
				0		
				0		
				0		
				0		
				0		
	Total			**$15,000**		

* 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.

● 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
Sewer Fund
Department 42160 - Sandy Hook Treatment Plant
FY25 Expenses

	2025 Operating Budget Requested	Adjustment	2025 Operating Budget Proposed	$ Change	% Change	2024 Operating Budget Approved	2023 Actuals Final	2022 Actuals Final
500000 - Wages - Full Time	16,510	0	16,510	2,570	18.44%	13,940	13,781	12,117
500010 - Wages - Overtime	250	0	250	(20)	(7.41)%	270	0	266
500100 - FICA - Employer	1,280	0	1,280	190	17.43%	1,090	1,036	928
500120 - Health Insurance	3,880	0	3,880	480	14.12%	3,400	0	0
500125 - Other Insurance	70	0	70	0	0.00%	70	51	69
500130 - Pension	4,620	(270)	4,350	730	20.17%	3,620	3,500	3,315
500140 - Workers Compensation	530	0	530	90	20.45%	440	345	309
Wages and Benefits	**27,140**	**(270)**	**26,870**	**4,040**	**17.70%**	**22,830**	**18,713**	**17,004**
525000 - Supplies/Material - Operating	2,530	0	2,530	0	0.00%	2,530	1,056	2,533
528000 - Supplies - Chemicals	11,140	(3,140)	8,000	(3,140)	(28.19)%	11,140	2,323	3,871
545010 - Electric	21,140	0	21,140	7,140	51.00%	14,000	14,769	13,712
Operating Expenses	**34,810**	**(3,140)**	**31,670**	**4,000**	**14.46%**	**27,670**	**18,148**	**20,116**
Total	**61,950**	**(3,410)**	**58,540**	**8,040**	**15.92%**	**50,500**	**36,861**	**37,120**

Washington County, Maryland
Sewer Fund
Department 42160 - Sandy Hook Treatment Plant
FY25 Expenses

	2025 Operating Budget Requested	2025 Operating Budget Proposed	2025 Variance Comments Requested	2025 Variance Comments Proposed
500000 - Wages - Full Time	16,510	16,510		
500010 - Wages - Overtime	250	250		
500100 - FICA - Employer	1,280	1,280		
500120 - Health Insurance	3,880	3,880		
500125 - Other Insurance	70	70		
500130 - Pension	4,620	4,350		Reduced pension contribution from 28% to 26% based on Actuarial Defined Contribution.
500140 - Workers Compensation	530	530		
525000 - Supplies/Material - Operating	2,530	2,530		
528000 - Supplies - Chemicals	11,140	8,000		Reduced based on current and prior year actuals.
545010 - Electric	21,140	21,140	The electric budget is based on four prior year actuals, forecasted rate changes, and other known circumstances. The projection also takes into account current year actuals with annualized estimations.	
Total	**61,950**	**58,540**		

Washington County, Maryland
Sewer Fund
Department 42180 - Smithsburg Treatment Plant
FY25 Expenses

	2025 Operating Budget Requested	Adjustment	2025 Operating Budget Proposed	$ Change	% Change	2024 Operating Budget Approved	2023 Actuals Final	2022 Actuals Final
500000 - Wages - Full Time	248,260	0	248,260	64,320	34.97%	183,940	243,883	189,375
500010 - Wages - Overtime	3,190	0	3,190	(2,210)	(40.93)%	5,400	1,170	4,350
500040 - Other Wages	4,970	0	4,970	(2,020)	(28.90)%	6,990	4,161	4,707
500100 - FICA - Employer	19,620	0	19,620	4,610	30.71%	15,010	18,182	14,512
500120 - Health Insurance	58,360	0	58,360	13,500	30.09%	44,860	71,726	55,486
500125 - Other Insurance	1,010	0	1,010	120	13.48%	890	998	1,219
500130 - Pension	69,510	(4,160)	65,350	17,520	36.63%	47,830	66,947	57,773
500140 - Workers Compensation	8,030	0	8,030	2,220	38.21%	5,810	6,190	4,945
Wages and Benefits	**412,950**	**(4,160)**	**408,790**	**98,060**	**31.56%**	**310,730**	**413,257**	**332,367**
515000 - Contracted/Purchased Service	55,000	0	55,000	2,250	4.27%	52,750	56,250	47,280
525000 - Supplies/Material - Operating	18,400	1,600	20,000	1,600	8.70%	18,400	15,280	16,215
525040 - Small Tools & Equipment	750	0	750	0	0.00%	750	703	672
528000 - Supplies - Chemicals	31,130	(11,130)	20,000	(11,130)	(35.75)%	31,130	6,509	6,915
535060 - Uniforms	2,080	0	2,080	0	0.00%	2,080	1,694	2,153
545010 - Electric	121,810	0	121,810	11,810	10.74%	110,000	85,116	110,043
Operating Expenses	**229,170**	**(9,530)**	**219,640**	**4,530**	**2.11%**	**215,110**	**165,552**	**183,278**
599999 - Controllable Assets	0	0	0	0	0.00%	0	0	180
Capital Outlay	**0**	**0**	**0**	**0**	**0.00%**	**0**	**0**	**180**
Total	**642,120**	**(13,690)**	**628,430**	**102,590**	**19.51%**	**525,840**	**578,809**	**515,825**

Washington County, Maryland
Sewer Fund
Department 42180 - Smithsburg Treatment Plant
FY25 Expenses

	2025 Operating Budget Requested	2025 Operating Budget Proposed	2025 Variance Comments Requested	2025 Variance Comments Proposed
500000 - Wages - Full Time	248,260	248,260		
500010 - Wages - Overtime	3,190	3,190		
500040 - Other Wages	4,970	4,970		
500100 - FICA - Employer	19,620	19,620		
500120 - Health Insurance	58,360	58,360		
500125 - Other Insurance	1,010	1,010		
500130 - Pension	69,510	65,350		Reduced pension contribution from 28% to 26% based on Actuarial Defined Contribution.
500140 - Workers Compensation	8,030	8,030		
515000 - Contracted/Purchased Service	55,000	55,000	Increase due to expected sludge hauling expense.	
525000 - Supplies/Material - Operating	18,400	20,000		Increased based on current year actuals.
525040 - Small Tools & Equipment	750	750		
528000 - Supplies - Chemicals	31,130	20,000		Reduced based on current and prior year actuals.
535060 - Uniforms	2,080	2,080		
545010 - Electric	121,810	121,810	The electric budget is based on four prior year actuals, forecasted rate changes, and other known circumstances. The projection also takes into account current year actuals with annualized estimations.	
Total	**642,120**	**628,430**		

Washington County, Maryland
Sewer Fund
Department 42200 - Winebrenner Treatment Plant
FY25 Expenses

	2025 Operating Budget Requested	Adjustment	2025 Operating Budget Proposed	$ Change	% Change	2024 Operating Budget Approved	2023 Actuals Final	2022 Actuals Final
500000 - Wages - Full Time	167,800	0	167,800	10,160	6.45%	157,640	132,739	147,402
500010 - Wages - Overtime	7,200	0	7,200	(1,360)	(15.89)%	8,560	4,432	5,234
500040 - Other Wages	4,280	0	4,280	770	21.94%	3,510	3,567	3,166
500100 - FICA - Employer	13,710	0	13,710	720	5.54%	12,990	10,319	11,299
500120 - Health Insurance	39,450	0	39,450	1,000	2.60%	38,450	43,176	51,905
500125 - Other Insurance	680	0	680	(80)	(10.53)%	760	559	926
500130 - Pension	46,980	(2,810)	44,170	3,190	7.78%	40,980	36,465	44,719
500140 - Workers Compensation	5,430	0	5,430	450	9.04%	4,980	3,505	3,872
Wages and Benefits	**285,530**	**(2,810)**	**282,720**	**14,850**	**5.54%**	**267,870**	**234,762**	**268,523**
515000 - Contracted/Purchased Service	30,000	0	30,000	2,000	7.14%	28,000	28,800	0
525000 - Supplies/Material - Operating	10,470	0	10,470	0	0.00%	10,470	12,218	8,827
525040 - Small Tools & Equipment	500	0	500	0	0.00%	500	297	621
528000 - Supplies - Chemicals	135,000	0	135,000	0	0.00%	135,000	89,806	66,928
535060 - Uniforms	1,890	(1,140)	750	(1,140)	(60.32)%	1,890	284	1,051
545010 - Electric	138,980	0	138,980	18,980	15.82%	120,000	97,121	117,917
545015 - Heating Oil	2,500	0	2,500	900	56.25%	1,600	1,761	2,123
Operating Expenses	**319,340**	**(1,140)**	**318,200**	**20,740**	**6.97%**	**297,460**	**230,287**	**197,467**
Total	**604,870**	**(3,950)**	**600,920**	**35,590**	**6.30%**	**565,330**	**465,049**	**465,990**

Washington County, Maryland
Sewer Fund
Department 42200 - Winebrenner Treatment Plant
FY25 Expenses

	2025 Operating Budget Requested	2025 Operating Budget Proposed	2025 Variance Comments Requested	2025 Variance Comments Proposed
500000 - Wages - Full Time	167,800	167,800		
500010 - Wages - Overtime	7,200	7,200		
500040 - Other Wages	4,280	4,280		
500100 - FICA - Employer	13,710	13,710		
500120 - Health Insurance	39,450	39,450		
500125 - Other Insurance	680	680		
500130 - Pension	46,980	44,170		Reduced pension contribution from 28% to 26% based on Actuarial Defined Contribution.
500140 - Workers Compensation	5,430	5,430		
515000 - Contracted/Purchased Service	30,000	30,000	Increase due to expected sludge hauling fees.	
525000 - Supplies/Material - Operating	10,470	10,470		
525040 - Small Tools & Equipment	500	500		
528000 - Supplies - Chemicals	135,000	135,000		
535060 - Uniforms	1,890	750		Reduced based on current and prior year actuals.
545010 - Electric	138,980	138,980	The electric budget is based on four prior year actuals, forecasted rate changes, and other known circumstances. The projection also takes into account current year actuals with annualized estimations.	

Washington County, Maryland
Sewer Fund
Department 42200 - Winebrenner Treatment Plant
FY25 Expenses

	2025 Operating Budget Requested	2025 Operating Budget Proposed	2025 Variance Comments Requested	2025 Variance Comments Proposed
545015 - Heating Oil	2,500	2,500	The Heating oil budget is based on four prior year actuals, forecasted rate changes, and other known circumstances.	
Total	**604,870**	**600,920**		

Washington County, Maryland
Sewer Fund
Department 42700 - Collection Lines Operations
FY25 Expenses

	2025 Operating Budget Requested	Adjustment	2025 Operating Budget Proposed	$ Change	% Change	2024 Operating Budget Approved	2023 Actuals Final	2022 Actuals Final
500000 - Wages - Full Time	609,480	0	609,480	36,610	6.39%	572,870	497,372	491,402
500010 - Wages - Overtime	78,560	0	78,560	(4,410)	(5.32)%	82,970	65,873	69,347
500020 - Shift Differential - 2nd shift	4,430	0	4,430	1,320	42.44%	3,110	4,424	3,113
500040 - Other Wages	4,790	0	4,790	(150)	(3.04)%	4,940	45	451
500100 - FICA - Employer	53,340	0	53,340	2,550	5.02%	50,790	41,193	41,417
500120 - Health Insurance	143,290	0	143,290	3,560	2.55%	139,730	164,713	163,008
500125 - Other Insurance	2,470	0	2,470	(290)	(10.51)%	2,760	2,219	3,215
500130 - Pension	170,650	(10,220)	160,430	11,490	7.71%	148,940	153,672	160,514
500140 - Workers Compensation	19,720	0	19,720	1,630	9.01%	18,090	14,044	14,126
Wages and Benefits	**1,086,730**	**(10,220)**	**1,076,510**	**52,310**	**5.11%**	**1,024,200**	**943,555**	**946,593**
505150 - Other - Miscellaneous	0	0	0	0	0.00%	0	0	25
505192 - Property Tax Expense	150	0	150	0	0.00%	150	67	0
515000 - Contracted/Purchased Service	20,000	0	20,000	1,010	5.32%	18,990	19,181	29,998
515180 - Software	2,640	0	2,640	0	0.00%	2,640	0	2,000
520030 - Food Comp	1,500	0	1,500	0	0.00%	1,500	333	583
525000 - Supplies/Material - Operating	5,800	0	5,800	0	0.00%	5,800	4,365	9,962
525040 - Small Tools & Equipment	2,400	0	2,400	0	0.00%	2,400	2,187	982
526000 - Supplies/Material-Maintenance	0	0	0	0	0.00%	0	1,021	0
528000 - Supplies - Chemicals	41,800	0	41,800	0	0.00%	41,800	17,514	12,686
535060 - Uniforms	7,750	(1,750)	6,000	0	0.00%	6,000	3,974	4,083
540010 - Wireless Communication	10,000	(1,500)	8,500	(1,500)	(15.00)%	10,000	7,980	8,262
545010 - Electric	290,150	0	290,150	61,580	26.94%	228,570	202,756	213,017
545020 - Natural Gas	850	0	850	50	6.25%	800	761	701
545030 - Propane Gas	300	0	300	0	0.00%	300	0	0
545060 - Water	2,580	0	2,580	0	0.00%	2,580	2,330	2,456
590020 - Sewage Collection	80,000	10,000	90,000	10,000	12.50%	80,000	94,057	91,388
Operating Expenses	**465,920**	**6,750**	**472,670**	**71,140**	**17.72%**	**401,530**	**356,526**	**376,143**
599999 - Controllable Assets	8,000	0	8,000	0	0.00%	8,000	7,820	2,428

Washington County, Maryland
Sewer Fund
Department 42700 - Collection Lines Operations
FY25 Expenses

	2025 Operating Budget Requested	Adjustment	2025 Operating Budget Proposed	$ Change	% Change	2024 Operating Budget Approved	2023 Actuals Final	2022 Actuals Final
600800 - Facilities, Lines & Mains	0	0	0	0	0.00%	0	40,697	0
Capital Outlay	**8,000**	**0**	**8,000**	**0**	**0.00%**	**8,000**	**48,517**	**2,428**
Total	**1,560,650**	**(3,470)**	**1,557,180**	**123,450**	**8.61%**	**1,433,730**	**1,348,598**	**1,325,164**

Washington County, Maryland
Sewer Fund
Department 42700 - Collection Lines Operations
FY25 Expenses

	2025 Operating Budget Requested	2025 Operating Budget Proposed	2025 Variance Comments Requested	2025 Variance Comments Proposed
500000 - Wages - Full Time	609,480	609,480		
500010 - Wages - Overtime	78,560	78,560		
500020 - Shift Differential - 2nd shift	4,430	4,430		
500040 - Other Wages	4,790	4,790		
500100 - FICA - Employer	53,340	53,340		
500120 - Health Insurance	143,290	143,290		
500125 - Other Insurance	2,470	2,470		
500130 - Pension	170,650	160,430		Reduced pension contribution from 28% to 26% based on Actuarial Defined Contribution.
500140 - Workers Compensation	19,720	19,720		
505192 - Property Tax Expense	150	150		
515000 - Contracted/Purchased Service	20,000	20,000	Increase based on prior year actuals.	
515180 - Software	2,640	2,640		
520030 - Food Comp	1,500	1,500		
525000 - Supplies/Material - Operating	5,800	5,800		
525040 - Small Tools & Equipment	2,400	2,400		
528000 - Supplies - Chemicals	41,800	41,800		

Washington County, Maryland
Sewer Fund
Department 42700 - Collection Lines Operations
FY25 Expenses

	2025 Operating Budget Requested	2025 Operating Budget Proposed	2025 Variance Comments Requested	2025 Variance Comments Proposed
535060 - Uniforms	7,750	6,000	Increase due to boot allowance increase.	Prior year actuals reflect an average of $4,000 per year. The current budget should be enough to absorb the boot allowance increase.
540010 - Wireless Communication	10,000	8,500		Reduced based on current and prior year actuals.
545010 - Electric	290,150	290,150	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	850	850	The natural gas budgets were based on four prior year actuals and forecasted rate changes.	
545030 - Propane Gas	300	300	The propane budgets were based on four prior year actuals and forecasted rate changes.	
545060 - Water	2,580	2,580	Budget not increased for rate change due to prior year actuals coming in lower than forecasted. The current budget should be able to absorb the 3% rate increase.	
590020 - Sewage Collection	80,000	90,000		Increased based on prior year actuals.
599999 - Controllable Assets	8,000	8,000	To purchase Air Release Valves (ARV) for replacement.	
Total	**1,560,650**	**1,557,180**		

Washington County, Maryland
Account 515180
Software
FY 2025

Department Number: 42700

Department Name: Collections Lines Operations

Account Number: 515180

Account Description: Software

Descriptions	FY24 Board Approval	Total Cost FY25 Dept. Request	New Cost Y/N	Existing Agreement Y/N	Description and/or Reason for Request
POSM Software	2,640	2,640	N	Y	Software for support of the camera software system. We did not have staffing until recently to support the use of camera software in lines and laterals, but hope to increase in FY25.
Total	**$2,640**	**$2,640**			

- 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

Department Number: **42700**

Department Name: **Collections Lines Operations**

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	Air Release Valves	4	2,000	8,000	R	To purchase four ARV's to replace faulty valves on sewer systems.
				0		
				0		
				0		
				0		
				0		
	Total			**$8,000**		

* 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.

- 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
Sewer Fund
Department 42710 - Collection Lines Maintenance
FY25 Expenses

	2025 Operating Budget Requested	Adjustment	2025 Operating Budget Proposed	$ Change	% Change	2024 Operating Budget Approved	2023 Actuals Final	2022 Actuals Final
500000 - Wages - Full Time	296,600	0	296,600	32,910	12.48%	263,690	258,698	205,753
500010 - Wages - Overtime	11,470	0	11,470	420	3.80%	11,050	11,325	8,998
500100 - FICA - Employer	23,570	0	23,570	2,550	12.13%	21,020	19,892	15,769
500120 - Health Insurance	69,730	0	69,730	5,410	8.41%	64,320	80,620	63,984
500125 - Other Insurance	1,200	0	1,200	(70)	(5.51)%	1,270	1,048	1,312
500130 - Pension	83,050	(4,980)	78,070	9,510	13.87%	68,560	72,502	63,181
500140 - Workers Compensation	9,600	0	9,600	1,270	15.25%	8,330	14,936	11,786
Wages and Benefits	**495,220**	**(4,980)**	**490,240**	**52,000**	**11.87%**	**438,240**	**459,021**	**370,783**
505010 - Advertising	0	0	0	0	0.00%	0	0	72
515000 - Contracted/Purchased Service	1,720	0	1,720	1,720	100.00%	0	525	596
515270 - Maintenance Contract Services	0	0	0	(1,720)	(100.00)%	1,720	5,435	0
520030 - Food Comp	300	0	300	200	200.00%	100	130	65
525000 - Supplies/Material - Operating	0	0	0	0	0.00%	0	0	328
526000 - Supplies/Material-Maintenance	272,080	0	272,080	0	0.00%	272,080	245,188	247,836
526040 - Equipment Maintenance	0	0	0	0	0.00%	0	2,712	0
527020 - Auto Batteries	0	0	0	0	0.00%	0	32	0
545060 - Water	0	0	0	0	0.00%	0	1,003	0
586025 - Salt - Supplies	650	0	650	0	0.00%	650	0	670
Operating Expenses	**274,750**	**0**	**274,750**	**200**	**0.07%**	**274,550**	**255,025**	**249,567**
599999 - Controllable Assets	0	0	0	0	0.00%	0	244,591	135,858
600800 - Facilities, Lines & Mains	0	0	0	0	0.00%	0	22,876	0
Capital Outlay	**0**	**0**	**0**	**0**	**0.00%**	**0**	**267,467**	**135,858**
Total	**769,970**	**(4,980)**	**764,990**	**52,200**	**7.32%**	**712,790**	**981,513**	**756,208**

Washington County, Maryland
Sewer Fund
Department 42710 - Collection Lines Maintenance
FY25 Expenses

	2025 Operating Budget Requested	2025 Operating Budget Proposed	2025 Variance Comments Requested	2025 Variance Comments Proposed
500000 - Wages - Full Time	296,600	296,600		
500010 - Wages - Overtime	11,470	11,470		
500100 - FICA - Employer	23,570	23,570		
500120 - Health Insurance	69,730	69,730		
500125 - Other Insurance	1,200	1,200		
500130 - Pension	83,050	78,070		Reduced pension contribution from 28% to 26% based on Actuarial Defined Contribution.
500140 - Workers Compensation	9,600	9,600		
515000 - Contracted/Purchased Service	1,720	1,720	Reallocated from 515270 - Maintenance Contract Services per Budget & Finance.	
515270 - Maintenance Contract Services	0	0	Reallocated to 515000 - Contracted/Purchased Service per Budget & Finance.	
520030 - Food Comp	300	300	Increase due to increase in food comp reimbursement fee.	
526000 - Supplies/Material-Maintenance	272,080	272,080		
586025 - Salt - Supplies	650	650		
Total	**769,970**	**764,990**		

Washington County, Maryland
Proposed Pretreatment Fund Operating Budget
Detailed Summary
Fiscal Year 2025

Page	Category	FY 2025 Requested Budget	Adjustment	FY 2025 Proposed Budget	$ Change	Note	% Change	FY 2024 Original Budget
	Revenues							
25-2	Pretreatment Revenues	443,560	0	443,560	97,960	**1**	28.34%	345,600
25-2	Miscellaneous Revenues	0	0	0	0		0.00%	0

1 **Pretreatment Revenues:**
- Based upon updated guidance from the Governmental Accounting Standards Board leases are now recorded in the financial statements as a receivable and deferred inflow of resources at the beginning of the lease term. A lessor should recognize interest revenue on the lease receivable. In addition, an inflow of resources (revenue) should be recognized from the deferred inflows of resources in a systematic and rational manner over the term of the lease.

Page	Category	FY 2025 Requested Budget	Adjustment	FY 2025 Proposed Budget	$ Change	Note	% Change	FY 2024 Original Budget
	Total Revenues	**443,560**	**0**	**443,560**	**97,960**		**28.34%**	**345,600**
	Expenses							
25-4	General Operations	443,560	0	443,560	97,960	**2**	28.34%	345,600

2 **General Operations:**
- The fund's debt service will be paid off in FY24. Excess revenue is budgeted to operating reserves.

Page	Category	FY 2025 Requested Budget	Adjustment	FY 2025 Proposed Budget	$ Change	Note	% Change	FY 2024 Original Budget
	Total Expenses	**443,560**	**0**	**443,560**	**97,960**		**28.34%**	**345,600**

Washington County, Maryland
Pretreatment Fund Revenues
FY25

	2025 Operating Budget Requested	Adjustment	2025 Operating Budget Proposed	$ Change	% Change	2024 Operating Budget Approved	2023 Actuals Final	2022 Actuals Final
404415 - Interest Leases	302,810	0	302,810	(1,170)	(0.38)%	303,980	305,807	305,145
404511 - Lease Income	140,750	0	140,750	99,130	238.18%	41,620	140,749	111,949
Revenues	**443,560**	**0**	**443,560**	**97,960**	**28.34%**	**345,600**	**446,556**	**417,094**

Washington County, Maryland
Pretreatment Fund
Department 00000 - Default Department
FY25 Revenues

	2025 Operating Budget Requested	2025 Operating Budget Proposed	2025 Variance Comments Requested	2025 Variance Comments Proposed
404415 - Interest Leases	302,810	302,810	Receipts are in accordance with agreed upon monthly installments applied to lease interest based on individual amortization schedules.	
404511 - Lease Income	140,750	140,750	Receipts are in accordance with agreed upon monthly installments applied to lease revenue based on individual amortization schedules.	
Total	**443,560**	**443,560**		

Washington County, Maryland
Pretreatment Fund
Department 43010 - General Operations
FY25 Expenses

	2025 Operating Budget Requested	Adjustment	2025 Operating Budget Proposed	$ Change	% Change	2024 Operating Budget Approved	2023 Actuals Final	2022 Actuals Final
501000 - Debt - Bond Principal	0	0	0	0	0.00%	0	0	(38,333)
501010 - Debt - State Loan Principal	0	0	0	(11,060)	(100.00)%	11,060	450,000	460,000
501011 - Contra - State Principal	0	0	0	0	0.00%	0	(450,000)	(460,000)
501060 - Debt - State Loan Interest	0	0	0	(40)	(100.00)%	40	13,483	21,428
501090 - Debt - Administrative Fees	0	0	0	(21,020)	(100.00)%	21,020	21,019	21,019
505906 - Operating Reserves	443,560	0	443,560	130,080	41.50%	313,480	0	0
Operating Expenses	**443,560**	**0**	**443,560**	97,960	28.34%	**345,600**	**34,502**	**4,114**
Total	**443,560**	**0**	**443,560**	**97,960**	**28.34%**	**345,600**	**34,502**	**4,114**

Washington County, Maryland
Pretreatment Fund
Department 43010 - General Operations
FY25 Expenses

	2025 Operating Budget Requested	2025 Operating Budget Proposed	2025 Variance Comments Requested	2025 Variance Comments Proposed
501010 - Debt - State Loan Principal	0	0	The final loan payment will be made in FY24.	
501060 - Debt - State Loan Interest	0	0	The final loan payment will be made in FY24.	
501090 - Debt - Administrative Fees	0	0	The final loan payment will be made in FY24.	
505906 - Operating Reserves	443,560	443,560	The amount budgeted revenues exceed expenses.	
Total	**443,560**	**443,560**		

Open Session Item

SUBJECT: Contract Award (PUR-1450 Task Order 18) – Northwest Quadrant Utility Expansion

PRESENTATION DATE: March 12, 2024

PRESENTATION BY: Andrew Eshleman, P.E., Director, Division of Public Works

RECOMMENDED MOTION: Move to award the design, bidding, and construction phase service contract for the Northwest Quadrant Utility Expansion to Airport Design Consultants, Inc (ADCI) who submitted a lump sum design fee in the amount of $81,878 and cost plus not to exceed construction phase services fee of $42,702.

REPORT-IN-BRIEF: The Hagerstown Regional Airport received $755,000 in a Maryland Department of Commerce Grant for the expansion of utilities along Air Park Road and a digital air park sign at the end of the road visible to vehicles traveling I-81. The proposal from ADCI includes field survey, utility design, permitting, bidding and construction administrative services for the utility extension portion of the grant. ADCI is Hagerstown Regional Airport's on call design services vendor for the Hagerstown Regional Airport performing work under PUR-1450.

DISCUSSION: The extension of utilities will improve the site development potential of the 40 acres of land with airfield access in the Northwest Quadrant. Utility vendors will be contacted and coordinated with for the anticipated load demands for both the quantity and size of conduits to be installed to provide for future development. The raceways would be installed as part of this project such that the cables themselves may be pulled in the future for the planned hangar sites.

In addition to the dry utility ductbank or raceway for future hangar site developments, existing live power and fiber lines will also be designed and permitted to be extended to serve a digital marketing sign adjacent to I-81 at the end of Air Park Road as part of this project. The intent will be that once the sign is installed under a separate contract that the necessary power and communications services are available at the desired location.

Finally, water service will also be extended along Airpark Road to the limits available in our established design/construction budget.

FISCAL IMPACT: $124,580 in the Airport's CIP account 45-45010-BLD088 Airport Systemic Projects. 100% state funding up to the $755,000 Maryland Department of Commerce Grant

CONCURRENCES:

ALTERNATIVES:

ATTACHMENTS:

AUDIO/VISUAL NEEDS:

Open Session Item

SUBJECT: Intergovernmental Cooperative Purchase (INTG-24-0142) One (1) New/Used 2024 F550 Chassis/Cab Truck w/Knapheide Crane Body

PRESENTATION DATE: March 12, 2024

PRESENTATION BY: Rick Curry, CPPO, Director, Purchasing Department; Dave Mason, P.E., Deputy Director, Solid Waste Department

RECOMMENDATION: Move to authorize by Resolution, the Solid Waste Department to purchase one (1) new/used 2024 Ford F550 Super Duty chassis/cab with a Knapheide crane body in the amount of $179,330.54 from 72 Hour LLC, dba National Auto Fleet Group of Watsonville, CA and to utilize another jurisdiction's contract (#091521-NAF) that was awarded by Sourcewell to National Auto Fleet Group.

REPORT-IN-BRIEF: The Solid Waste Department is requesting to purchase one (1) new/used 2024 Ford F550 Super Duty chassis/cab with a Knapheide crane body to replace a service truck that exceeds the County's Vehicle and Equipment Types and Usage Guidelines. The County initiated the Vehicle and Equipment Types and Usage Guideline in 2001. The County's replacement guidelines for less than 19,500 lbs. GVWR is recommended at a ten (10) year economic life cycle. The replaced vehicle will be sold on GovDeals.

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. If the Board of County Commissioners determines that participation by Washington County would result in cost benefits or administrative efficiencies, it could approve the procurement of the vehicle in accordance with the Public Local Laws referenced above 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 vehicle because of the economies of scale this contract has leveraged. Additionally, the County will realize savings through administrative efficiencies as a result of not preparing, soliciting and evaluating a bid. Acquisition of the vehicle by utilizing the Sourcewell contract and eliminating our county's bid process would result in administrative and cost savings for the Solid Waste Department and Purchasing Department in preparing specifications.

DISCUSSION: N/A

FISCAL IMPACT: Funds in the amount of $219,494 are budgeted in the department's Capital Improvement Budget (CIP) 31-21010-VEH011.

CONCURRENCES: Division Director ; **ATTACHMENTS:** 72 hour, LLC quote

RESOLUTION NO. RS-2024-

(Intergovernmental Cooperative Purchase [INTG-24-0142] One [1] New/Used 2024 F550 Chassis/Cab Truck With Knapheide Crane Body)

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 Solid Waste Department seeks to purchase one (1) new/used 2024 Ford Super Duty F550 Super Duty DRW chassis/cab with a Knapheide crane body in the amount of $179,330.54 from 72 Hour LLC, dba National Auto Fleet Group of Watsonville, California, and to utilize another jurisdiction's contract (#091521-NAF) that was awarded by Sourcewell to National Auto Fleet Group.

Eliminating the County's bid process will result in administrative and cost savings for the Solid Waste Department. 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 Solid Waste Department is authorized to utilize the Sourcewell contract (#091521-NAF) awarded to National Auto Fleet Group to purchase one (1) new/used 2024 Ford Super Duty F550 DRW chassis/cab with a Knapheide crane body in the amount of $179,330.54.

Adopted and effective this 12th day of March, 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:

____
Rosalinda Pascual
Assistant County Attorney

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

National Auto Fleet Group
A Division of Chevrolet of Watsonville
490 Auto Center Drive, Watsonville, CA 95076
(855) 289-6572 • (831) 480-8497 Fax
Fleet@NationalAutoFleetGroup.com

2/5/2024
2/16/2024 Re-Configured

Quote ID: **27581 R2**

Order Cut Off Date: **TBA**

Mr David Mason
Washington County Maryland

Department of Solid Waste
12630 Earth Care Rd.

Hagerstown, Maryland, 21740

Dear David Mason,

National Auto Fleet Group is pleased to quote the following vehicle(s) for your consideration.
One (1) New/Unused (2024 Ford Super Duty F-550 DRW (F5H) XL 4WD Reg Cab 169" WB 84" CA, Knapheide KMS30 Crane Body + Handling $7000.00) and delivered to your specified location, each for

	One Unit (MSRP)	One Unit	Total % Savings	Total Savings
Contract Price	$73,885.00	$71,435.54	3.315 %	$2,449.46
Knapheide KMS30 Crane Body	$107,895.00	$107,895.00		
+ Handling $7000.00				
Tax (0.0000 %)		$0.00		
Tire fee		$0.00		
Total		$179,330.54		

- per the attached specifications.

This vehicle(s) is available under the **Sourcewell (Formerly Known as NJPA) Contract 091521-NAF** . Please reference this Contract number on all purchase orders to National Auto Fleet Group. Payment terms are Net 20 days after receipt of vehicle.

Thank you in advance for your consideration. Should you have any questions, please do not hesitate to call.

Sincerely,

Jesse Cooper
Account Manager
Email: Fleet@NationalAutoFleetGroup.com
Office: (855) 289-6572
Fax: (831) 480-8497

Quoting Department
Account Manager
Fleet@NationalAutoFleetGroup.com
(855) 289-6572

Purchase Order Instructions & Resources

In order to finalize your purchase please submit this purchase packet to your governing body for a purchase order approval and submit your purchase order in the following way:

Email: Fleet@NationalAutoFleetGroup.com

Fax: (831) 480-8497

Mail: National Auto Fleet Group

490 Auto Center Drive

Watsonville, CA 95076

We will send a courtesy confirmation for your order and a W-9 if needed.

Additional Resources

Learn how to track your vehicle: www.NAFGETA.com

Use the upfitter of your choice: www.NAFGpartner.com

Vehicle Status: ETA@NationalAutoFleetGroup.com

General Inquiries: Fleet@NationalAutoFleetGroup.com

For general questions or assistance please contact our main office at:

1-855-289-6572

DEJANA
Truck and Utility Equipment

Est. CELEBRATING OVER 50 YEARS OF SERVICE 1957

QUOTE

QUOTE #	MRW001081
DATE	2/16/2024

New York, New England, Mid Atlantic
& Greater Philadelphia
490 Pulaski Rd Kings Park, NY 11754
Phone(631)544-9000 Fax(631)544-3501
WWW.DEJANA.COM

BILL TO:
NATIONAL AUTO FLEET GROUP
NEIL CARROLL
490 AUTO CENTER DRIVE
WATSONVILLE CA 95076

Phone: 951 440-0585
Fax: (831) 480-8497
Email: fleet@nationalautofleetgroup.com

SHIP TO:
Washington County Dept of Solid Waste
NEIL CARROLL
12630 Earth Care Rd
Hagerstown MD 21740

Phone:
Fax:

SALESPERSON	REFERENCE	P.O. REQUIRED	QUOTE VALID UNTIL
DAVE SCHOENNAGEL	Washington County, MD	Yes	5/13/2024

MAKE:	FORD	MODEL:	F550	YEAR:	2024	SRW/DRW:	DRW
CAB TO AXLE:		WHEELBASE:		VIN:			
STOCK/ORDER NUMBER:	TT	TOTAL WEIGHT (LBS) OF ALL QUOTED ITEMS: 0					

QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	** DISCLAIMER ** ALL PRICES ARE SUBJECT TO CHANGE BASED ON SERIALZATION / SCHEDULING OF CHASSIS ***QUOTED UNIT INCLUDES RETURN DELIVERY, CUSTOMER RESPONSIBLE FOR TRANSPOTATION OF CHASSIS TO KNAPHEIDE FOR UPFIT***		
1	KNAPHEIDE KMS30 CRANE BODY -Automotive quality 3-point T-handle latches -14-Gauge Two-Sided A-40 Galvanneal Body Shell -Torsion box floor with no wheel housings in cargo area -(6) Recessed D-ring tie downs -2-1/2" receiver hitch with 18,000 lbs. Maximum Trailer weight and 3,600 lbs. Maximum tongue weight rating -Master lock system -Cab Guard with punched window -Light kit with 6-circuit wire harness, stop/turn/tail, back up, marker, RID lights and (4) LED work lights; Ecco 0163T813 - 3,000 Lumen -(2) Aluminum grab handles included -Bolt on Slammable tailgate installed -Crane box isolated from side pack (2) Rear Flex Steps Installed (1) Each Side OVERALL LENGTH: - - - - - - - - 133-1/4"		

QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
	OVERALL WIDTH: - - - - - - - - - - 94" FLOOR WIDTH: - - - - - - - - - - - 50" SIDE COMPARTMENT HEIGHT: - - - - 50" SIDE COMPARTMENT DEPTH: - - - - 22" FLOOR HEIGHT: - - - - - - - - - - 24" STREETSIDE COMPARTMENTATION: 1V = 34-1/4" in length x 50" high 2V = 21" in length x 50" high H = 52-3/4" in length x 28-1/2" high 3V = 25-1/4" in length x 50" high CURBSIDE COMPARTMENTATION: 1V = 34" in length x 62" high 2V = 21-1/4" in length x 50" HIGH H = 52-3/4" in length x 28-1/2" high 3V = 25-1/4" in length x 50" high WARRANTY: Standard Knapheide Limited Warranty INCLUDING: WORKBENCH REAR BUMPER With Through Compartment & Vise Mounts 50" HIGH COMPARTMENTS W/ 62" Right Front Vertical Compartment GAS ASSIST Door Retainers STELLAR 6521 ELEC/HYD -MAXIMUM HORIZONTAL REACH: 21' FROM CL OF CRANE -MAXIMUM VERTICAL LIFT: 22'11" FROM CRANE BASE -CRANE RATING: 35,000 FT-LBS -6,000 LBS @ 5'10" / 1,705 LBS @ 21' -5/16" ROPE DIAMETER -400 DEGREE POWER ROTATION -12V POWER UNIT -RADIO REMOTE CONTROL AUXILIARY BATTERY & BOX For Crane Installed In RRV BOOM SUPPORT REAR OUTRIGGERS Hydraulic Out & Down Curbside Hydraulic Down Street Side 12V POWER PACK For Outriggers MILLER 200 AIR PAK -Installed Street Side Compartment Top -50'x1/2" spring retract air hose reel with roller fairlead curbside rear vertical compartment -FLR system installed RRV VISE WILTON 1765 FRONT STROBE KIT -Includes (2) Ecco ED3703A Class I Amber Strobes Installed on Grill LED COMPARTMENT LIGHTS KMS-CONTROL SYSTEM KIT Power Cell, controller and (8) button switch panel in the rear crane compartment with continuous working load of 115 amps, features built in overload current protection for the system and operator safety IN CAB DISPLAY WIRED TO Rear Control Panel CHASSIS SPRING WORK		

QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
	BACKUP ALARM Ecco 510 INSTALL OEM BACKUP CAMERA 7-WAY FLAT TRAILER PLUG FINISH PAINT Exterior & Interior Single Stage White KNAPLINER Commerical Grade Spray-On Bed Liner Applied To Cargo Floor, Sides, Compartment Tops, Bulkhead, Tailgate, Rear Bumper, Front of Body Including Cab Guard, & Bottom Up to Door Edge Including Wheel Well Area. REAR MUD FLAPS WEIGHT TICKET CTECH 7 DRAWER UNIT L1V 3-3"3-5"1-7" 2 ADJUSTABLE SHELF L2V Installed in Street Side Second Vertical Compartment 1 ADJUSTABLE SHELF LH Installed In Street Side Horizontal Compartment 2 ADJUSTABLE SHELF LRV Installed In Street Side Rear Vertical Compartment MOUNT RISER FOR AIR PAK BOTTLE GAS HOLDERS R1V 62" raised front vertical compartment with vented storage for (2) bottles. Vertical partition with (3) adjustable shelves 1 ADJUSTABLE SHELF RH Installed in Curbside Horizontal Compartment CRANE COMPARTMENT RRV		
1	DEJANA TO PERFORM PDI FOR CUSTOMER PICKUP		
1	DELIVERY TO CUSTOMER		

SUBTOTAL	$100,895.00
DISCOUNT	$0.00
SALES TAX	$0.00
TOTAL	$100,895.00

Suggested Items:

QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE	CIRCLE "YES" TO ADD
				Yes

- **IF YOU WANT ANY OF THE SUGGESTED ITEMS CIRCLE YES FOR THAT ITEM**
- **SURCHARGES AND/OR REQUOTE MAY BE REQUIRED WHEN CHASSIS IS SERIALIZED OR SCHEDULED.**

Customer must fill out the information below before the order can be processed...
Quote #**MRW001081**

Accepted by:		Date:		PO#:	
Please Fill In All Truck Information					
Dejana Pool Chassis ☐		Dealer Chassis ☐		Dealer Drop Ship Chassis ☐	

Make ______________________	Model ______________________	Color ______________
Stock # ______________	Factory Order # ______________	VIN ______________________
Year__________	Ready for Pickup (if dealer chassis)	Yes ☐ No ☐

IF DEALER CHASSIS, PLEASE ATTACH DORA/SPEC SHEET OR FACTORY INVOICE.

FORD CHASSIS WITH A DIESEL ENGINE AND A 26.5 GALLON MIDSHIP TANK MAY REQUIRE BODY MODIFICATIONS AT ADDITIONAL COST

- **PLEASE SIGN AND INCLUDE PO IF REQUIRED AND EMAIL TO DEJANASALES@DEJANA.COM**
- **OR FAX BACK TO 631-544-3501**
- **Labor and installation are included in all pricing.**
- Quoted price does not include any applicable taxes.
- Terms are Due Upon Receipt unless prior credit arrangements are made at the time of order.
- Please note if chassis is furnished, it is as a convenience and terms are Net Due on Receipt of Chassi
- A deposit may be required for orders with non-stock bodies
- To our valued customers with an account: invoice amount is for cash, check or ach payment. An additional 2% processing fee will be applied to credit card payments.

Due to unforeseen increases in lead times by all suppliers on custom bodies and equipment, dealers should calculate 180 days of floor plan expense (from receipt of chassis) into their cost calculations.

Notes:
PLEASE FILL OUT THE FOLLOWING INFORMATION WITH YOUR SIGNED QUOTE:

DELIVERY ADDRESS:

DEALER CONTACT NAME:
DEALER PHONE #:

DEALER CODE:
TRANSFER INFORMATION : CIRCLE ONE (FLEET* OR RETAIL)
*IF FLEET - PLEASE INCLUDE
FLEET CODE:
FLEET INCENTIVE CODE :

Vehicle Configuration Options

ENGINE	
Code	**Description**
99T	Engine: 6.7L 4V OHV Power Stroke V8 Turbo Diesel B20, -inc: Operator Commanded Regeneration (OCR), Diesel Exhaust Fluid (DEF) tank, intelligent oil-life monitor and manual push-button engine-exhaust braking, 4.10 Axle Ratio, Dual 68 AH/65 AGM Battery
TRANSMISSION	
Code	**Description**
44G	Transmission: TorqShift 10-Speed Automatic, (STD)
TIRES	
Code	**Description**
TGK	Tires: 225/70Rx19.5G BSW Traction (TGK), -inc: 4 traction tires on the rear and 2 traction tires on the front, Not recommended for over the road applications; could incur irregular front tire wear and/or NVH
PRIMARY PAINT	
Code	**Description**
Z1	Oxford White
SEAT TYPE	
Code	**Description**
AS	Medium Dark Slate, HD Vinyl 40/20/40 Split Bench Seat, -inc: center armrest, cupholder, storage, 2-way adjustable driver/passenger headrests and driver's side manual lumbar
AXLE RATIO	
Code	**Description**
X4L	Limited Slip w/4.30 Axle Ratio
ADDITIONAL EQUIPMENT	
Code	**Description**
86M	Dual 68 AH/65 AGM Battery
41H	Engine Block Heater
67B	410 Amp Dual Alternators, -inc: 250 Amp + 160 Amp
535	High Capacity Trailer Tow Package, -inc: trailer brake wiring kit, Increases GCW from 32,500 lbs, to 40,000 lbs, Note: Salesperson's Portfolio or Trailer Towing Guide should be consulted for specific trailer towing or camper limits and corresponding required equipment, axle ratios and model availability, See Supplemental Reference for vehicle height consideration
41P	Transfer Case Skid Plates

68M	GVWR: 19,500 lb Payload Plus Upgrade Package, -inc: upgraded frame, rear-axle and low deflection/high capacity rear springs, Increases max RGAWR to 14,706 lbs, Note: See Order Guide Supplemental Reference for further details on GVWR
67P	Extra Heavy-Duty Front End Suspension - 7,500 GAWR, -inc: upgraded front axle and max 7,500 lbs, Front springs/GAWR rating for configuration selected, Incomplete vehicle package - requires further manufacture and certification by a final stage manufacturer
512	Spare Tire & Wheel, -inc: Excludes carrier, 6-Ton Hydraulic Jack
18B	Platform Running Boards
153	Front License Plate Bracket
59H	Center High-Mounted Stop Lamp (CHMSL)
61J	6-Ton Hydraulic Jack
61L	Front Wheel Well Liners (Pre-Installed)
872	Rear View Camera & Prep Kit, -inc: Pre-installed content includes cab wiring and frame wiring to the rear most cross member, Upfitters kit includes camera w/mounting bracket, 20' jumper wire and camera mounting/aiming instructions
76C	Exterior Backup Alarm (Pre-Installed)
43C	110V/400W Outlet

OPTION PACKAGE

Code	Description
660A	Order Code 660A

2024 Fleet/Non-Retail Ford Super Duty F-550 DRW XL 4WD Reg Cab 169" WB 84" CA

WINDOW STICKER

2024 Ford Super Duty F-550 DRW XL 4WD Reg Cab 169" WB 84" CA

CODE	MODEL	MSRP
F5H	2024 Ford Super Duty F-550 DRW XL 4WD Reg Cab 169" WB 84" CA	$57,420.00
	OPTIONS	
99T	Engine: 6.7L 4V OHV Power Stroke V8 Turbo Diesel B20, -inc: Operator Commanded Regeneration (OCR), Diesel Exhaust Fluid (DEF) tank, intelligent oil-life monitor and manual push-button engine-exhaust braking, 4.10 Axle Ratio, Dual 68 AH/65 AGM Battery	$9,995.00
44G	Transmission: TorqShift 10-Speed Automatic, (STD)	$0.00
TGK	Tires: 225/70Rx19.5G BSW Traction (TGK), -inc: 4 traction tires on the rear and 2 traction tires on the front, Not recommended for over the road applications; could incur irregular front tire wear and/or NVH	$215.00
Z1	Oxford White	$0.00
AS	Medium Dark Slate, HD Vinyl 40/20/40 Split Bench Seat, -inc: center armrest, cupholder, storage, 2-way adjustable driver/passenger headrests and driver's side manual lumbar	$0.00
X4L	Limited Slip w/4.30 Axle Ratio	$395.00
86M	Dual 68 AH/65 AGM Battery	INC
41H	Engine Block Heater	$190.00
67B	410 Amp Dual Alternators, -inc: 250 Amp + 160 Amp	$115.00
535	High Capacity Trailer Tow Package, -inc: trailer brake wiring kit, Increases GCW from 32,500 lbs, to 40,000 lbs, Note: Salesperson's Portfolio or Trailer Towing Guide should be consulted for specific trailer towing or camper limits and corresponding required equipment, axle ratios and model availability, See Supplemental Reference for vehicle height consideration	$580.00
41P	Transfer Case Skid Plates	$100.00
68M	GVWR: 19,500 lb Payload Plus Upgrade Package, -inc: upgraded frame, rear-axle and low deflection/high capacity rear springs, Increases max RGAWR to 14,706 lbs, Note: See Order Guide Supplemental Reference for further details on GVWR	$1,155.00
67P	Extra Heavy-Duty Front End Suspension - 7,500 GAWR, -inc: upgraded front axle and max 7,500 lbs, Front springs/GAWR rating for configuration selected, Incomplete vehicle package - requires further manufacture and certification by a final stage manufacturer	$285.00
512	Spare Tire & Wheel, -inc: Excludes carrier, 6-Ton Hydraulic Jack	$350.00
18B	Platform Running Boards	$320.00
153	Front License Plate Bracket	$0.00
59H	Center High-Mounted Stop Lamp (CHMSL)	$0.00
61J	6-Ton Hydraulic Jack	INC
61L	Front Wheel Well Liners (Pre-Installed)	$180.00
872	Rear View Camera & Prep Kit, -inc: Pre-installed content includes cab wiring and frame wiring to the rear most cross member, Upfitters kit includes camera w/mounting bracket, 20' jumper wire and camera mounting/aiming instructions	$415.00
76C	Exterior Backup Alarm (Pre-Installed)	$175.00

43C	110V/400W Outlet	$0.00
660A	Order Code 660A	$0.00

Please note selected options override standard equipment

SUBTOTAL	**$71,890.00**
Advert/ Adjustments	$0.00
Manufacturer Destination Charge	$1,995.00
TOTAL PRICE	**$73,885.00**

Est City: N/A MPG
Est Highway: N/A MPG
Est Highway Cruising Range: N/A mi

Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

Notes

Standard Equipment

MECHANICAL

Engine: 7.3L 2V DEVCT NA PFI V8 Gas (STD)
Transmission: TorqShift 10-Speed Automatic -inc: 10R140 w/neutral idle, SelectShift and selectable drive modes: normal, tow/haul, eco, slippery roads and off-road (STD)
4.88 Axle Ratio (STD)

EXTERIOR

Tires: 225/70Rx19.5G BSW A/P (STD)

WHEELS

Wheels: 19.5" x 6" Argent Painted Steel -inc: Hub covers/center ornaments not included

ADDITIONAL EQUIPMENT

50-State Emissions System
Transmission w/Oil Cooler
Electronic Transfer Case
Part-Time Four-Wheel Drive
78-Amp/Hr 750CCA Maintenance-Free Battery w/Run Down Protection
HD 250 Amp Alternator
Towing Equipment -inc: Brake Controller and Trailer Sway Control
Trailer Wiring Harness
11000# Maximum Payload
GVWR: 18,000 lbs Payload Package
HD Shock Absorbers
Front And Rear Anti-Roll Bars
Firm Suspension
Hydraulic Power-Assist Steering
40 Gal. Fuel Tank
Single Stainless Steel Exhaust
Dual Rear Wheels
Auto Locking Hubs
Front Suspension w/Coil Springs
Solid Axle Rear Suspension w/Leaf Springs
4-Wheel Disc Brakes w/4-Wheel ABS, Front And Rear Vented Discs, Brake Assist and Hill Hold Control
Upfitter Switches

Clearcoat Paint
Black Front Bumper w/Black Rub Strip/Fascia Accent and 2 Tow Hooks
Black Fender Flares
Black Side Windows Trim and Black Front Windshield Trim
Black Door Handles
Black Power Heated Side Mirrors w/Convex Spotter, Manual Folding and Turn Signal Indicator
Manual Extendable Trailer Style Mirrors
Fixed Rear Window
Light Tinted Glass
Variable Intermittent Wipers
Aluminum Panels
Front Splash Guards
Black Grille
Autolamp Auto On/Off Aero-Composite Halogen Daytime Running Lights Preference Setting Headlamps w/Delay-Off
Cab Clearance Lights
Perimeter/Approach Lights
Radio w/Seek-Scan, Clock and Speed Compensated Volume Control
Radio: AM/FM Stereo w/MP3 Player -inc: 4 speakers
Fixed Antenna
SYNC 4 Communications & Entertainment System -inc: enhanced voice recognition, 911 Assist, 8" LCD center stack screen, AppLink, 1 smart-charging USB port and trailer brake controller
2 LCD Monitors In The Front
4-Way Driver Seat -inc: Manual Recline and Fore/Aft Movement
4-Way Passenger Seat -inc: Manual Recline and Fore/Aft Movement
Manual Tilt/Telescoping Steering Column
Gauges -inc: Speedometer, Odometer, Oil Pressure, Engine Coolant Temp, Tachometer, Transmission Fluid Temp, Engine Hour Meter, Trip Odometer and Trip Computer
FordPass Connect 5G Mobile Hotspot Internet Access
Remote Keyless Entry w/Integrated Key Transmitter, Illuminated Entry and Panic Button
Cruise Control w/Steering Wheel Controls
Manual Air Conditioning
Illuminated Locking Glove Box
Interior Trim -inc: Chrome Interior Accents
Full Cloth Headliner
Urethane Gear Shifter Material
HD Vinyl 40/20/40 Split Bench Seat -inc: center armrest, cupholder, storage, 2-way adjustable driver/passenger headrests and driver's side manual lumbar
Day-Night Rearview Mirror
Passenger Visor Vanity Mirror
Full Overhead Console w/Storage and 2 12V DC Power Outlets

Front Map Lights
Fade-To-Off Interior Lighting
Full Vinyl/Rubber Floor Covering
Smart Device Remote Engine Start
Instrument Panel Covered Bin and Dashboard Storage
Power 1st Row Windows w/Driver And Passenger 1-Touch Up/Down
Delayed Accessory Power
Power Door Locks
Driver Information Center
Trip Computer
Outside Temp Gauge
Digital/Analog Appearance
Seats w/Vinyl Back Material
Manual Adjustable Front Head Restraints
Securilock Anti-Theft Ignition (pats) Immobilizer
2 12V DC Power Outlets
Air Filtration
Driveline Traction Control
Side Impact Beams
Dual Stage Driver And Passenger Seat-Mounted Side Airbags
Pre-Collision Assist with Automatic Emergency Braking (AEB)
Lane Departure Warning
Collision Mitigation-Front
Dual Stage Driver And Passenger Front Airbags w/Passenger Off Switch
Safety Canopy System Curtain 1st Row Airbags
Outboard Front Lap And Shoulder Safety Belts -inc: Height Adjusters

Open Session Item

SUBJECT: Intergovernmental Cooperative Purchase (INTG–20-0030) Uniform Rental Service for Various County Departments

PRESENTATION DATE: March 12, 2024

PRESENTATION BY: Brandi Naugle, CPPO, Buyer, Purchasing Department

RECOMMENDED MOTION: Move to authorize the price increase of 3.2% as presented per the terms and conditions as part of the utilization of the Intergovernmental Cooperative Purchase/Uniform Rental Services contract with Omnia Partners, via Prince William County Schools Virginia (Contract Number: R-BB-19002) that was awarded to Cintas of Cincinnati, OH. If accepted Cintas has agreed to hold this increase and wait to execute the new pricing at the start of the new fiscal year.

REPORT-IN-BRIEF: On April 16, 2020, the Board originally awarded a contract for the subject services to Cintas of Cincinnati, OH. The Omnia Partners contract is for a five (5) year period. The contract was awarded December 13, 2018, through October 31, 2023, with the option to renew for two (2) additional two (2) year periods, upon mutual written consent of the parties.

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 party to the original contract. The government of Prince William County Schools took the lead in soliciting 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 large buying group leveraged. I am confident that any bid received as a result of an independent County solicitation would exceed the spend savings that Omnia Partners provides through this agreement. Additionally, the County will realize savings through administrative efficiencies as a result of not preparing, soliciting and evaluating a bid, and potentially defending any resulting award. This savings/cost avoidance would, I believe, be significant.

DISCUSSION: N/A

FISCAL IMPACT: Funding is available in the budgets of the various departments: Parks & Facilities, Building Maintenance, Highway Department, Solid Waste Department, Transit Department, Black Rock Golf Course, Airport, and the Department of Water Quality.

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: Contract Modification letter dated December 1, 2023

AUDIO/VISUAL NEEDS: N/A

Prince William County
PUBLIC SCHOOLS
Providing A World-Class Education

CONTRACT MODIFICATION

MODIFICATION #11 **ISSUE DATE: December 1, 2023**

REFERENCE:	Title:	Facilities Management Products and Solutions
	Contract #:	R-BB-19002
	Contractor:	Cintas Corporation No. 2
	Period of Contract:	December 13, 2019 through October 31, 2027

Modify the above referenced contract as follows:

1. PWCS authorizes a 3.2% increase to all contracted items per the attached effective February 1, 2024.
2. All non-contracted items are priced pursuant to the structure detailed in the contract R-BB-19002 and through the contract percentage discounts.

Except for the changes provided herein, all other terms and conditions of this contract remain unchanged and in full force and effect.

Brian Burtner, CPPB, VCO
Administrative Coordinator

CINTAS CORPORATION NO. 2

Signature

Ryan Duncan, Global Account Manager
Name and Title

12-1-23
Date

PRINCE WILLIAM COUNTY PUBLIC SCHOOLS

Colleen Keener
Signature

Colleen Keener, CPPB, CPCP, VCO, VCA
Supervisor of Purchasing

12/5/2023
Date

Board of County Commissioners of Washington County, Maryland

Agenda Report Form

Open Session Item

SUBJECT: Office of Problem-Solving Courts Discretionary Grant Application Submittal

PRESENTATION DATE: March 12, 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 submittal of the FY25 Office of Problem-Solving Court's Discretionary grant application requesting $320,950.50 and accept funding as awarded.

REPORT-IN-BRIEF: The Office of Problem-Solving Courts Discretionary Grant is to assist with the operational expenses and ancillary services of the Drug Treatment Court. These grant funds will be used to operate the treatment court, which will provide supervision and access to services for court involved, substance dependent participants.

DISCUSSION: The program will reduce substance use and criminal behavior while increasing positive community involvement and overall individual and family functioning. These grant funds will allow better access to justice and treatment services by assisting with transportation, providing frequent drug and alcohol monitoring, case management support services, educational and vocational access, and numerous other services.

FISCAL IMPACT: Provides $320,950.50 for the Adult Drug Treatment Court Program. Matching funds are not required for this program. If any anticipated grant funds are not awarded, the Circuit Court Drug Treatment Court would request that the Circuit Court budget cover the cost for wages and benefits for the Coordinator and Case Manager positions. Other program services such as transportation assistance and training would be eliminated unless other local or state grant funds could be secured. Drug testing would be limited to the number of tests allowed by individual participant's insurances.

CONCURRENCES: Rachel Souders, Director, Office of Grant Management

ALTERNATIVES: Deny approval for submission of this request

ATTACHMENTS: N/A

AUDIO/VISUAL NEEDS: N/A

Agenda Report Form

Open Session Item

SUBJECT: Approval of Zoning Map Amendment RZ-23-008

PRESENTATION DATE: March 12, 2024

PRESENTATION BY: Aaron Weiss, Assistant County Attorney, County Attorney's Office

RECOMMENDED MOTION: The purpose of this agenda item is to seek approval of the request to rezone the Applicant's property and accompanying Decision and Findings of Fact.

REPORT-IN-BRIEF: The Applicant has requested to amend the current zoning of the properties located at 429 and 431 South Artizan Street, Williamsport, MD 21795, from Highway Interchange ("HI") to Residential Transition ("RT")

DISCUSSION: The Planning Commission recommended in favor of the proposed map amendment on January 8, 2024. The public hearing for the proposed rezoning request was held on February 13, 2024. A consensus approval was reached by the Board of County Commissioners on February 13, 2024. This matter is on the agenda for decision by the Board of County Commissioners in the form of proposed Findings of Fact and Conclusions of Law as prepared by the County Attorney's Office for review, approval, and adoption by the Commissioners.

FISCAL IMPACT: N/A

CONCURRENCES: Washington County Planning Commission

ATTACHMENTS: Ordinance with attached Decision and Findings of Fact

BEFORE THE
BOARD OF COUNTY COMMISSIONERS
OF WASHINGTON COUNTY, MARYLAND

DECISION

Rezoning Case RZ-23-008

Property Owner:	Williamsport Storage Bins, Inc.
Applicant:	Williamsport Storage Bins, Inc.
Requested Zoning Change:	Highway Interchange (HI) to Residential Transition (RT)
Property:	429 and 431 South Artizan Street, NW I-81/MD-63 Interchange (the "Properties")

Pursuant to Md. Code Ann., Land Use § 4-204 and Washington County Zoning Ordinance (the "Zoning Ordinance") § 27.3, the Board of County Commissioners of Washington County, acting upon the Applicant's Request, makes findings of fact with respect to the matters set forth in the Zoning Ordinance. We also consider the recommendation of the Planning Commission which was made in this case, the present and future transportation patterns, the relationship of the proposed reclassification to the Comprehensive Plan, whether there was a mistake in the existing zoning classification, and whether there has been convincing demonstration that the proposed rezoning would be appropriate and logical for the subject property. After considering the recommendation of the Planning Commission and hearing evidence presented by the Applicant at a Public Hearing on February 13, 2024, the Board will grant the requested zoning map amendment and makes the following Decision, which largely adopts the findings of the Staff Report and Planning Commission.

Location and Population:

The proposed rezoning site encompasses two undeveloped parcels, totaling .74 acres, which are located at 429 and 431 South Artizan Street just outside the Town of Williamsport. South Artizan Street dead ends roughly five hundred (500) feet south of these properties, in the immediate vicinity of the I-81/MD-63 interchange (Exit 1). Both properties are located within the Urban Growth Area (UGA) that surrounds the City of Hagerstown and the Towns of Williamsport and Funkstown. Both parcels contain floodplain areas that drain into the Potomac

River, roughly a half mile west of the subject site. The majority of Parcel 352, the southern of the two parcels, falls within the floodplain.

The properties subject to this rezoning are located within the Williamsport Election District (#2). The population in this district has grown more slowly than the County has over the thirty-year time frame between 1990 and 2020. More recently, however, the rate of population growth in the Williamsport Election District has outpaced the County overall. Between 2010 and 2020, the District grew at a rate of 16.7% over that ten-year period (or 1.7% per year) while the County grew by only 4.9% (.49% per year).

CRITERIA ANALYSIS
Availability of Public Facilities

Water and Sewer

The adopted Water and Sewerage Plan for the County establishes the policies and recommendations for public water and sewer infrastructure to help guide development in a manner that helps promote healthy and adequate service to citizens. By its own decree, the purpose of the Washington County Water and Sewerage Plan is "…to provide for the continued health and well-being of Washington Countians and our downstream neighbors…"[1] This is achieved through implementing recommendations within the County Comprehensive Plan and the Water and Sewerage Plan to provide for services in a timely and efficient manner and by establishing an inventory of existing and programmed services.

A. Water (*W-1-Existing Service, Town of Williamsport)*

Public water is currently available at the site. The site is given the W-1 designation in the County's 2009 Water and Sewerage Plan, denoting the service. Water service is provided by the Town of Williamsport. A copy of the rezoning application was submitted to the Town of Williamsport; however, no comments were received.

[1] Washington County, Maryland Water and Sewerage Plan 2009 Update, Page I-2

B. Wastewater (*S-1-Existing Service, County)*

Public sewer service is also available to the site of this rezoning. The S-1 Existing Service designation is applied to these parcels in the Water and Sewer Plan. The area is served by the Conococheague Wastewater Treatment Plant.

Fire and Emergency Services

The proposed rezoning site is located within the service area of the Williamsport Volunteer Fire Company. This same entity also provides the nearest emergency medical services. Their station is located approximately half a mile away from the subject properties.

Schools

School capacity is regulated by the County's Adequate Public Facilities Ordinance (APFO). The subject site is within the school districts of Lincolnshire Elementary, Springfield Middle, and Williamsport High. The requested zoning classification, Residential Transition (RT), does permit residential development.

The APFO, however, does not apply to lots subdivided prior to the effective date of the Ordinance (2004). Lot 1 (429 South Artizan Street) was created in 1998 on Washington County Plat 5723. 427 South Artizan Street is shown as the remaining lands on the same plat. Minor subdivisions are also exempt from mitigation requirements. Therefore, there would be no school capacity mitigation requirements for pupil generation under the APFO.

Present and Future Transportation Patterns

A. Highways – Access and Traffic Volume

The proposed rezoning site is located on South Artizan Street which would provide access to the sites. The Functional Road Classification for South Artizan Street is a Local Road in the Transportation Element of the 2002 Comprehensive Plan. Washington County Engineering Plan Review had no comment on this application.

B. Public Transportation

Route 441 (Williamsport) of the County Commuter stops at the intersection of Potomac and Conococheague Streets in the center of Williamsport roughly three-fourths of a mile northwest of the site.

Relationship of the Proposed Change to the Adopted Plan for the County:

The purpose of a Comprehensive Plan is to evaluate the needs of the community and balance different types of growth and development to foster compatibility between different land uses. In general, this is accomplished through the evaluation of existing conditions, projections of future conditions, and creation of a generalized land use plan that provides a blueprint to achieving this compatibility while maintaining the health, safety, and welfare of the general public.

Both of the subject properties are located in the Low Density Residential sub-policy area. The Comprehensive Plan offers the following definition for this policy area:

"This policy area designation would be primarily associated with single-family and to a lesser degree two-family or duplex development. It is the largest policy area proposed for the Urban Growth Area and becomes the main transitional classification from the urban to rural areas." [2]

Compatibility with Existing and Proposed Development in the Area

A. Zoning

The subject parcels are currently zoned Highway Interchange (HI) and are requesting to rezone to Residential Transition (RT). The purpose of the RT zoning district is to "*provide appropriate locations for single-family and two-family residential development in Urban and Town Growth Areas. The Residential, Transition District is usually located on the outer fringes of the Growth Areas, rather than the inner core, and is*

[2] 2002 Washington County, Maryland Comprehensive Plan, Page 243

intended to be the least dense residential district in the Growth Areas at a density of between 2 and 4 dwelling units per acre"[3].

RT is primarily a residential zoning designation that allows for single-family, two-family, and semi-detached dwellings.

Zoning in the area of these subject properties is defined to a significant degree by proximity to the I-81/MD-63 interchange (Exit 1). County lands on the Williamsport side of the interchange are primarily zoned RT (adjacent to the Town boundary) or Preservation ("P" – along the C&O Canal National Historic Park). These properties fall within the outer limits of a small block of HI properties that abut the interchange.

B. Land Use in the Vicinity.

The I-81 interchange segments property usage in the immediate vicinity into varying types and intensities. The two subject properties are found on County lands just outside of what is the southernmost extent of residential development in the Town of Williamsport. A self-contained neighborhood of sorts, which includes these properties, is bounded by South Artizan Street and East Sunset Avenue. This triangular wedge of properties is predominantly residential in nature, excepting Greenlawn Cemetery and a building supply store at the intersection of the two roads noted above.

On the other side of East Sunset Avenue is the Williamsport public school complex. Along MD-63 to the west are a mix of commercial or industrial uses such as Dollar General, D& D Truck Repair & Towing, Valicor Environmental Services and the park-and-ride lot.

Much of the land to the west of the I-81 interchange includes the range of planned industrial uses along Governor Lane Boulevard. A number of Bowman properties, used for trailer storage, are southwest of the interchange.

[3] Washington County Zoning Ordinance, Article 7A

C. Historic Resources.

The subject site is located immediately outside the Town of Williamsport. Williamsport's Historic District was listed on the National Historic Register in 2001. It includes 337 contributing historic resources.

Accordingly, there are numerous historic sites located within half of a mile or less from the location of this rezoning. However, there are no historic sites in the immediate vicinity of the properties proposed for rezoning, and the proposed rezoning will not negatively impact the contributing resources on the National Historic Register listing, or the Maryland Inventory of Historic Properties.

Change or Mistake Rule

When rezonings are not part of a comprehensive rezoning by the governing body, individual map amendments (also known as piecemeal rezonings) are under an obligation to meet the test of the "Change or Mistake" Rule. The "Change or Mistake" Rule requires proof by the applicant that there has been either: a substantial change in the character of the neighborhood since the last comprehensive zoning plan (2012), or a mistake in designating the existing zoning classification.

As part of the evaluation to determine whether the applicant has proven whether there has been either a change or mistake in the zoning of a parcel, the Maryland Annotated Code Land Use Article and the Washington County Zoning Ordinance state that the local legislative body is required to make findings of fact on at least six different criteria in order to ensure that a consistent evaluation of each case is provided. Those criteria include:

1) *Population change;* 2) *the availability of public facilities;* 3) *present and future transportation patterns;* 4) *compatibility with existing and proposed development for the area;* 5) *the recommendation of the proposed amendment to the local jurisdiction's Comprehensive Plan*

Analysis

The analysis of a rezoning request begins with a strong presumption that the current zoning is correct. It is assumed that the governing body performed sufficient analysis, exercised care, and gave adequate consideration to all known concerns when zoning was applied to a parcel of land. However, there are instances by which a case can be established to show that the governing body either erred in establishment of the proper zoning of a property or that the neighborhood surrounding the property has changed enough since the governing body's last assessment to require a new evaluation of the established zoning designation.

The Applicant has indicated in its justification statement that it believes that a mistake was made by the local legislative body to rezone the property in 2012. As noted, the Washington County's Zoning Ordinance requires data to be presented to the local legislative body on factors such as population change, present and future traffic patterns, the availability of public facilities, the relationship of the proposed change to the Comprehensive Plan and its compatibility with existing and proposed development in order to determine how the area subject to rezoning has evolved since the comprehensive rezoning.

<u>Evidence for Mistake in the Current Zoning</u>

In order to demonstrate that a mistake was made by the regulatory body in applying the existing zoning classification to the parcel, the applicant must establish that an error occurred as a result of factors such as:

1. A failure to take into account projects or trends probable of fruition;
2. Decisions based on erroneous information;
3. Facts that later prove to be incorrect;
4. Events that have occurred since the current zoning; or
5. Ignoring facts in evidence at the time of zoning application.

The last Comprehensive Rezoning in Washington County was completed in 2012, affecting the Urban Growth Area (UGA) that surrounds the City of Hagerstown and the towns of Williamsport and Funkstown. The Rezoning affected approximately 17,000 parcels and 38,000 acres of land.[4] Information such as population projections, growth trends, transportation and infrastructure data, and the recommendations of the Comprehensive Plan were considered as a part of this effort. The input of property owners, local officials, County staff and the general public was also solicited and considered in the assignment of each parcel affected by the Comprehensive Rezoning. Landowners were also given the opportunity to appeal the rezoning of their property at that time if they felt aggrieved by the Board's decision.

The applicant contends that the Board of County Commissioner's (BOCC) erred in their decision during the 2012 UGA Comprehensive Rezoning to rezone the lots in question to HI. The applicant claims that the following factors were not fully considered by the Board in their 2012 decision:

- The properties consist of two small lots associated with existing residential development along South Artizan Street;
- Access to the property is provided by and limited to a local street through existing residential development;
- The configuration of the property severely limits its ability to be developed under the provisions of HI zoning;
- The property remains vacant, proving the assumption that the property would be developed under the HI zoning incorrect with the passage of time.

<u>Recent Zoning History</u>

Prior to 2012, the properties were zoned Highway Interchange District HI-2. The HI-2 zoning district was intended to serve as a transitional zone between HI-1 zones and nearby residential areas. Typically, HI-1 areas were designated on lands closest to interstate highway interchanges, with HI-2 zones then buffering adjacent lands in the vicinity of the interchanges. In this case, the HI-2 zoning was applied to a block of properties north of the I-81 interchange to serve as a transitional buffer between it and the Town of Williamsport. South of the interchange, properties were given either the HI-1 or PI zoning designation, anticipating a greater intensity of land uses beyond the limits of the Town and adjoining the interstate highway.

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[4] Washington County Ordinance No. ORD-2012-08

HI-2 allowed low intensity business and industrial uses as well as a residential development at varying densities. Permitted uses were pulled from the BT, RM, PUD, IT, RR, RS and RU Districts. It did not require connection to public water and sewer, but merely allowed higher density development if connection was possible. The HI-2 zoning district was eliminated during the 2012 UGA Rezoning.

These properties were rezoned to the present HI designation in conjunction with the Comprehensive Rezoning of the Urban Growth Area in 2012 (RZ-10-005).

<u>Limitations on Developing Under HI</u>

Although there was some logic in assigning the HI designation to the subject properties, following the line of reasoning described above, they have not been successfully developed under the current zoning classification. As asserted by the applicant in their justification statement, there are a number of limitations posed by the specific characteristics of these two small properties which make their development difficult under an HI classification. These are noted briefly below:

A. <u>Zoning setbacks</u> – the small size of these properties (.74 total acres) makes meeting HI setback requirements difficult.

    a. The buffer yard requirement is 75’ for HI land uses that originate from the IR or ORT zoning districts, and 25’ from uses originating from BL, BG, or PB districts. Any outside storage of equipment, materials, or goods must provide a buffer yard of 50’. These setbacks apply when the adjoining lot is not zoned HI and is either zoned for or contains dwellings, hospitals, nursing homes, schools, or other institutions for human care.
    b. These setbacks, when coupled with other site planning requirements for a commercial or industrial use such as parking and stormwater management facilities, would leave little space available for development.
    c. The notable amount of floodplain would further reduce the developable area on these parcels. Meeting the requirements of the County’s Floodplain Management Ordinance may be more

feasible for a residential land use versus a commercial or light industrial one given these constraints.

B. Road Access - South Artizan Street is a relatively narrow local road without direct access to the interchange.

a. Commercial traffic originating from the subject site must travel roughly 1 mile away to encounter the north and southbound ramps for I-81 at Exit 1, including travel through residential neighborhoods. Depending on the time of day, school buses could be traveling portions of the same route.

C. Compatibility with the Neighborhood – the character of this neighborhood has been detailed in multiple sections of this report. The area immediately around the subject site is almost entirely small residential lots or the open space of the cemetery. The only notable exception is the storage units located at the dead end of South Artizan Street.

a. Though occurring prior to the 2012 cutoff for evaluating a mistake in the zoning, it is also worth noting that these lots were originally subdivided as residential parcels on Washington County plat 5723 in 1998 and their historical use for residential purposes preceding that date.

Consistency With the Comprehensive Plan

Both of the subject properties were given the Low-Density Residential classification in the 2002 Comprehensive Plan's Land Use Plan. The HI zoning classification applied in 2012 to these two parcels is therefore not consistent with the adopted Comprehensive Plan.[5]

[5] The draft land use plan for the Comprehensive Plan update which is currently in progress, also currently proposes to retain the Low-Density Residential classification.

Planning Commission Recommendation

On January 8, 2024, the Planning Commission held a rezoning public information meeting for the purpose of considering this application. Following that meeting, at which no members of the public voiced any opposition, the Planning Commission recommended approval of the map amendment.

Conclusion

The Applicant has made claim that a mistake was made to rezone these properties from HI-2 to HI in 2012 due to their inadequate size to serve most commercial or industrial uses allowed under the current zoning, the existing context of the neighborhood, and due to inadequacy of the road.

The burden of the applicant in a "Mistake" case is to provide evidence that the Board:

1. Failed to take into account projects or trends probable of fruition,
2. Made decisions based on erroneous information,
3. Used facts that later prove to be incorrect,
4. Couldn't have foreseen Events that have occurred since the current zoning, or
5. Ignored facts in evidence at the time of zoning application.

Based upon the available evidence, the characteristics of the property which make it difficult to develop under an HI zoning classification today, would also have been present in 2012 at the time of the Comprehensive Rezoning.

1. The small size of the parcels make meeting zoning requirements difficult, even before considering other site planning requirements that would have to be met for a commercial or light industrial land use to be successfully permitted.
2. The roads in the immediate vicinity are not of a capacity to serve substantial traffic flows, and do not provide immediate access to the I-81 interchange.

3. There was notable prior precedent for the usage of these properties in a residential context, which was more in keeping with the character of the surrounding neighborhood.

It can accordingly be concluded that there is sufficient evidence to suggest that a mistake may have been made in applying the HI zoning classification to these properties in 2012. Further, the requested RT zoning classification is logical and appropriate for the area where these properties are found. Finally, at no point either before the Planning Commission on January 8, 2024, or before the Board Of County Commissioners on February 13, 2024, has any member of the public voiced an opposition to this rezoning request.

Therefore, the Applicant's petition for map amendment in Case No. RZ-23-008 is hereby GRANTED.

ATTEST:	BOARD OF COUNTY COMMISSIONERS OF WASHINGTON COUNTY, MARYLAND
____________________________	BY: _________________________________
Dawn L. Marcus, Clerk	John F. Barr, President

Approved as to form and legal sufficiency:

____

Aaron Weiss
Assistant County Attorney

Board of County Commissioners of Washington County, Maryland

Agenda Report Form

Open Session Item

SUBJECT: Budget Adjustment for unbudgeted costs

PRESENTATION DATE: March 12, 2024

PRESENTATION BY: Michelle Gordon, County Administrator

RECOMMENDATION: Move to approve the budget adjustment as presented.

REPORT-IN-BRIEF: Establish FY24 Budget for the recently approved contract with Innovative for IT consulting services.

DISCUSSION: Establish FY24 Budget for the recently approved contract with Innovative for IT consulting services.

FISCAL IMPACT: $30,600.00 funding offset by increases in interest income.

CONCURRENCES: Kelcee Mace, Chief Financial Officer; Joshua O'Neal, Chief Technical Officer

ALTERNATIVES: None

ATTACHMENTS: Budget Adjustment Form 11000_02_28_2024

AUDIO/VISUAL NEEDS: None

Washington County, Maryland
Budget Adjustment Form

(?) (•) Budget Amendment
( ) Budget Transfer

BOCC Approval Date (if known)

Preparer, if applicable Kelcee Mace ×

Department Head Authorization Sign

Division Director / Elected Official Authorization Sign

Expenditure / Account Number*	Fund Number*	Department Number*	Project Number	Grant Number	Activity Code	Department and Amount Description*	Increase (Decrease) +/-*
404400	10	00000				Interest Income	30,600.00
515000	10	11000				Contracted/Purchased Service - IT	30,600.00

Add another row

Explain Budget Adjustment Budget amendment is needed for contract with Innovative for IT consulting services.

Attach Additional Items Upload

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