



Washington County

M A R Y L A N D

BOARD OF COUNTY COMMISSIONERS

Washington County, Maryland



OPERATING AND CAPITAL BUDGET

Fiscal Year 2022

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July 1, 2021

To the Citizens of Washington County:

We are pleased to present to you the fiscal year 2022 Operating and Capital budget for Washington County, Maryland. These budgets set forth the plans for implementing the initiatives and goals of the County Commissioners to provide appropriate services and direction for Washington County and its citizens.

Summary of Approved Budgets for Fiscal Year 2022					
Page	Fund Description	Approved Budget 2021	Approved Budget 2022	Increase (Decrease)	% Change
	Major Operating Funds:				
61	General	\$235,896,580	\$251,935,100	\$16,038,520	6.80%
269	Highway	11,736,350	11,476,800	(259,550)	(2.21)%
281	Solid Waste	8,151,110	8,372,270	221,160	2.71%
293	Water Quality	18,206,490	18,781,500	575,010	3.16%
335	Transit	2,666,050	2,778,170	112,120	4.21%
343	Airport	1,979,630	2,020,920	41,290	2.09%
361	Golf Course	1,149,680	1,172,470	22,790	1.98%
		279,785,890	296,537,230	16,751,340	5.99%
	Restricted Funds:				
373	Cascade Town Centre	183,650	184,150	500	0.27%
377	Agricultural Education	257,280	264,040	6,760	2.63%
383	Grant Management	443,710	479,900	36,190	8.16%
391	Inmate Welfare	497,500	530,000	32,500	6.53%
393	Gaming	1,955,490	2,168,960	213,470	10.92%
397	Hotel Rental Tax	1,840,000	1,840,000	0	0.00%
399	Land Preservation	2,151,680	2,387,330	235,650	10.95%
405	HEPMPO	590,980	606,200	15,220	2.58%
409	Contraband	0	5,070	5,070	100.00%
		7,920,290	8,465,650	545,360	6.89%
Total Operating Funds		\$287,706,180	\$305,002,880	\$17,296,700	6.01%
Capital Funds		\$54,874,000	\$54,832,000	(\$42,000)	(0.08)%
Total Approved Budgets		\$342,580,180	\$359,834,880	\$17,254,700	5.04%

Budget Overview

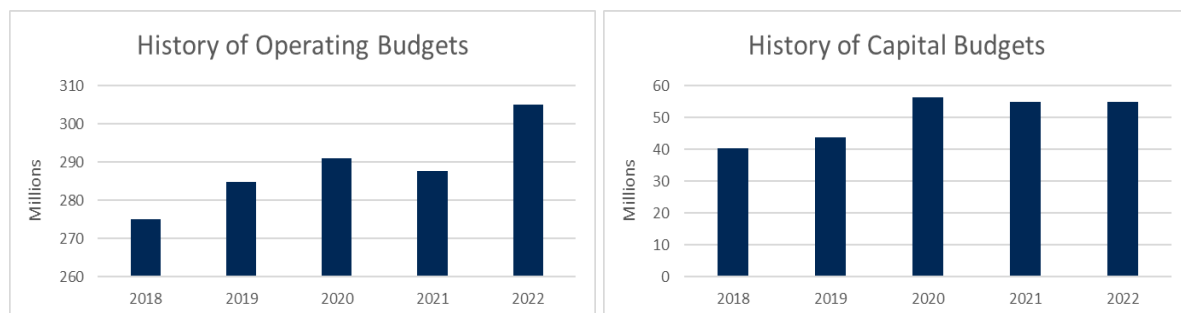
The FY2022 Washington County budget totals \$359,834,880 which is \$17,254,700 or 5.04% more than the FY2021 approved budget. Operating budgets increased \$17.3 million or 6.01% and the Capital

budget decreased \$42,000 or 0.08%. Capital budgets can fluctuate from year to year based on available funding levels including changes in grants and contributions. The real property tax rate will remain unchanged for FY2022. The Income tax rate was approved for a reduction from 3.2% to 3.0% effective January 1, 2022. Water and sewer rates increased by 3.5% which equates to an approximate increase of \$2.00 per month for the user.

The budget was balanced based on the following changes and objectives:

- 1) Increase in property tax assessable base based on SDAT estimates.
- 2) Reduction in income tax rate from 3.2% to 3.0%.
- 3) Acceptance of the SAFER grant which provides 100% support for 33 firefighter positions for a three-year period.
- 4) Additional funding for education.
- 5) \$3.2 million to restore capital funding.
- 6) 2.5% step and 1% COLA for employees.
- 7) 7 new EMS positions.
- 8) Additional funding for public safety.

Washington County's history over the past several years for operating and capital budgets are shown in the tables below. Operating budgets have increased on average 2.5% per year. Capital Budgets vary from year-to-year due to the level of major construction activity, mandated funding requirements, and the initiation of new funds or service responsibilities.



Highlights of the General Fund Budget

Revenue:

The General Fund budget totals \$251.9 million, a \$16.0 million increase or 6.80% over FY2021. The General Fund operating budget derives 96% of its revenue from taxes.

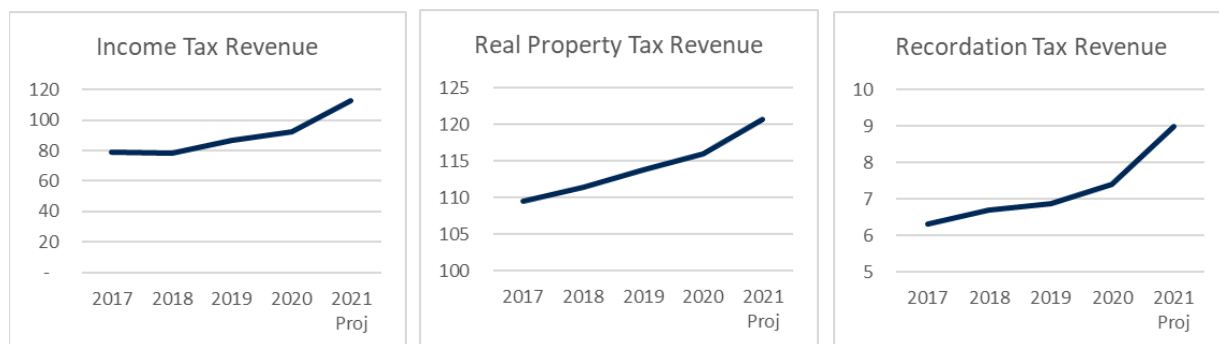
Major reasons for the increase include:

- Property Tax revenue increased by 1.86% or \$2.5 million in FY22. This increase is directly related to an increase in the real estate assessable base, which is based on information provided by the State of

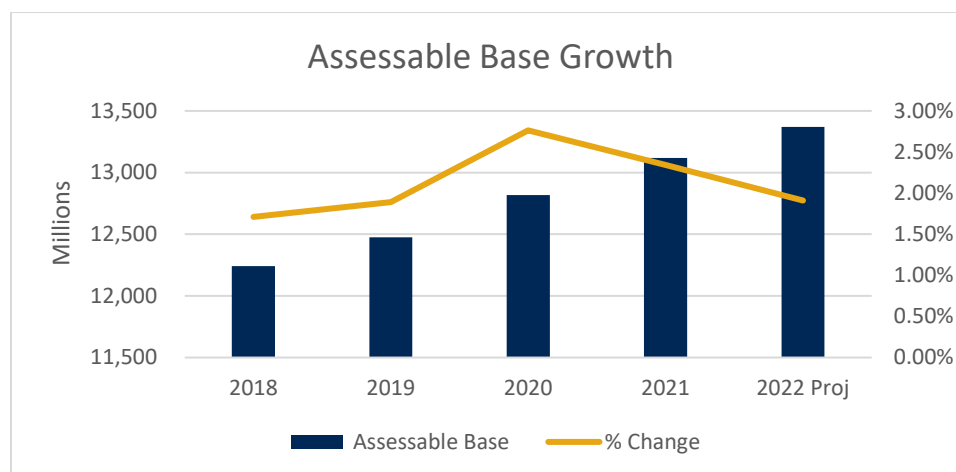
Maryland Department of Assessments & Taxation. This estimate takes into consideration an expectation of increased commercial assessment appeals due to shutdowns related to COVID-19.

- Local Tax revenue reflects an increase of \$11.2 million. The income tax budget is based on current and prior year revenues and adjusted for a reduction in the income tax rate from 3.2% to 3.0%, effective 1/1/22. The budget includes an assumed disparity grant of \$8.4 million.
- Grant revenue increased by \$2.7 million and is directly related to the SAFER grant that was secured to pay for 33 new firefighter positions.

History of major revenue activity is reflected below in millions:

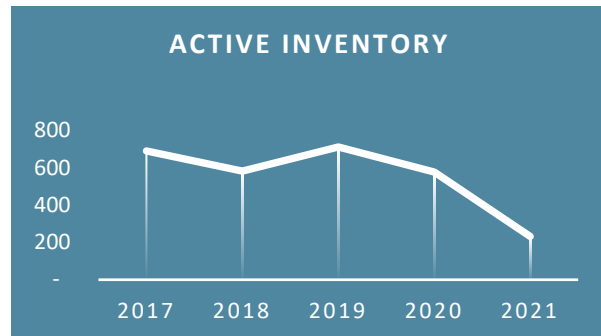
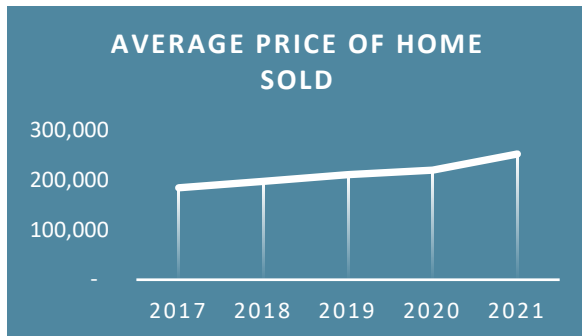


Property assessments are an estimate of the current market value of your property as determined by the Department of Assessments and Taxation. Approximately one-third of the County's properties are reassessed each year. Washington County applies our local tax rate to the assessment to determine your annual property tax bill. The property tax rate has been held constant for 21 years and will remain at \$.948 per \$100 of assessed value. The below chart reflects the assessable base history which has shown an average growth of 2% per year since 2018.



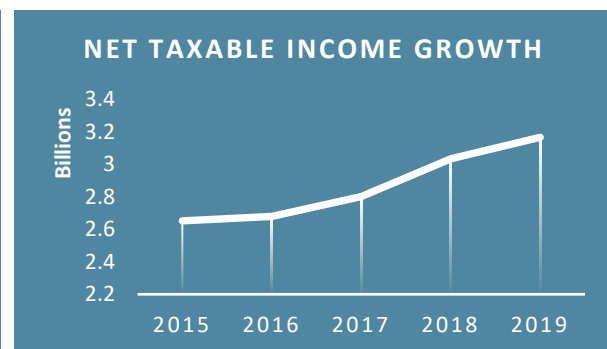
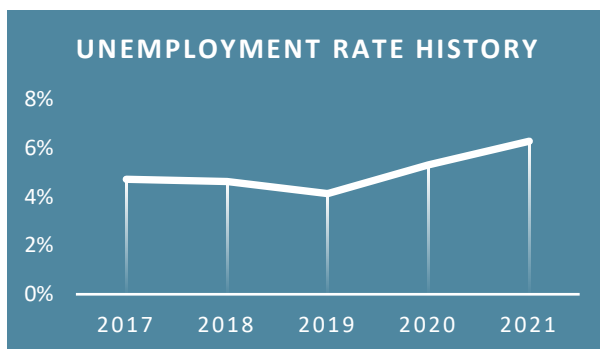
Recordation tax revenue is based on economic activity. As a result of several large commercial transactions, the County's recordation tax revenue is expected to exceed budget by \$3 million or 50% for FY2021.

In line with the assessable base increases, housing trends have been favorable. Active inventory is low while the average sale price continues to increase. Washington County experienced a 15% increase in the average sale price from \$220 thousand in FY2020 to \$253 thousand in FY2021.



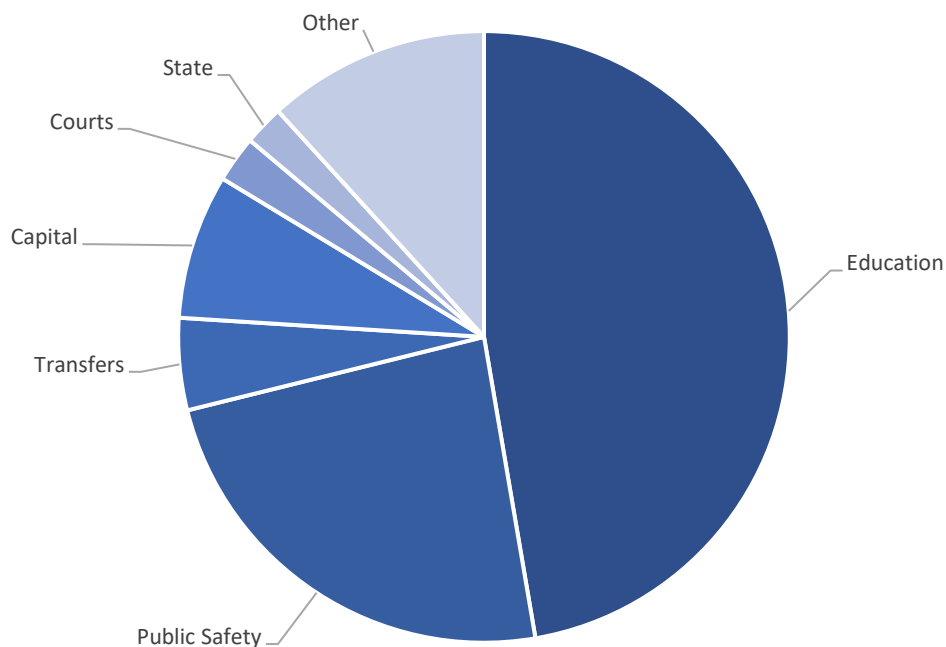
Real estate and unemployment activity represent important economic indicators that greatly impact the County's economy, planning, permits, construction, and revenue activity. Therefore, the County tracks monthly changes to better analyze past performance and future growth.

While the County reached an unemployment rate of 11.4% in April 2020, the County's rate has begun to normalize. Taxable income remained strong through the pandemic in part due to the federal stimulus on unemployment benefits. The chart below shows net taxable income through FY2019 which is the most up to date data available.



Expenditures:

The General Fund allocates 47% or \$119.1 million of the budget towards education, of which \$105.8 million is allocated to the Board of Education (BOE); \$10 million to Hagerstown Community College (HCC); and \$3.3 million to libraries. The public safety budget amounts to \$60 million or 24% of the budget. Of this amount, \$35.3 million is allocated to law enforcement; \$23.3 million is allocated to emergency services; and \$1.4 million is for animal control. Capital costs represent 8% or \$19.3 million which includes costs for debt service as well as an appropriation to the CIP fund. Transfers to other funds represent 5% or \$12.3 million, of which \$9.1 million is a transfer to the Highway Fund. State and court functions represent 5% or \$11.5 million and the remaining 11% provides for all other County departments.



Expenditures increased over FY2021's budget by \$16.0 million or 6.80%. Major budget changes include:

1. Fund the Board of Education an additional \$2.6 million.
2. 2.5% step and 1% COLA approved for County employees.
3. Seven new EMS positions.
4. 33 new Firefighter positions.
5. \$3.2 million more to Capital Projects.
6. \$3.5 million in reserves.

The Board of Education funding increased by \$2,633,610 or 2.55% over the prior year. In addition, the Central Library was provided \$79,550 or 2.5% more than FY21.

Law enforcement expenditures increased by \$823,550 due to additional costs related to the food and medical contract costs for the detention center, janitorial services, wage adjustments, and controllable assets such as bullet proof vests, tasers, and a canine.

Emergency services increased by \$4,059,380 as a result of seven new EMS positions, 33 new firefighters, wage adjustments, additional part time and overtime need related to firefighters, turnout gear and costs associated with the volunteer fire and rescue companies.

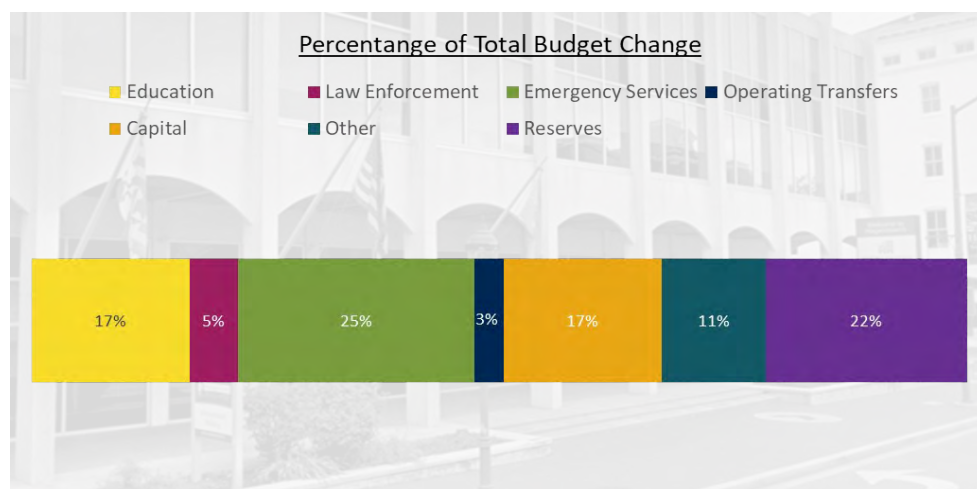
Recognizing the importance of education and public safety, the County has consistently increased funding for these functions. Over the past 10 years, these costs represent over 68%, or \$38 million of the total budget increase.

Operating transfers increased by \$503,220 mainly due to additional funding needed for transit as a result of reduced grant amounts, as well as two new positions for stormwater management that are necessary to meet requirements related to the National Pollutant Discharge Elimination Systems (NPDES) permit.







Funding for capital projects increased by \$3,230,000 in an effort to restore capital funding which supports projects such as stormwater retrofits, facilities roof repairs, highway vehicle and equipment replacement, public safety vehicles and portable radios, as well as matching funds to many airport, transit, and parks projects. Debt service decreased by \$534,480 based on debt service amortization schedules. Courts and State operations increased \$613,100 mainly due to wage adjustments and state mandated election board costs.

Other departments increased by \$1,177,760 due to wage adjustments, increased costs for buildings, software costs, and backup storage to mitigate potential damage from ransomware, theft, and destruction of data centers.

\$3,452,830 was allocated to operating reserves and may be appropriated at a later date.



As shown in the chart below, more than half of the County's budget is provided to organizations outside of government that provide services to our citizens. The Board of Education and other outside entities combined make up 54% of the county budget or \$133.3 million. The function labeled "County Funds" represents \$16.3 million in General fund dollars that are dedicated to service functions that the County tracks separately. Of that \$16.3 million, \$9.1 million is provided to the Highway function; \$4.0 million to Capital Projects, and \$1 million to Transit. The remaining \$2.2 million is dedicated to operations such as land preservation, the agricultural center, grant management, golf course, solid waste, and certain utility funds. Debt service is a fixed cost and represents \$15.3 million or 6% and is based on debt and amortization schedules. Wages and benefits represent 26% or \$66.3 million. The County operates all General Fund departments on the remaining 8% or \$20.8 million.

	Function	Percent	Million
	Board of Education	43%	105.8
	Outside Entities	11%	27.5
	County Funds	6%	16.3
	Debt Service	6%	15.3
	Wages & Benefits	26%	66.3
	Operating	8%	20.8

Reserves:

Due to the County's conservative fiscal management, strong adherence to policies, and dedicated department leaders, County finances continue to remain strong. The County maintains a minimum level of 17% of on-going General Fund operating revenues, in order to protect financial stability, provide sufficient liquidity for daily operations, and to meet anticipated and unanticipated financial or economic circumstances. In addition, and providing further flexibility, excess revenues that exist at the end of a fiscal period are often moved to the Capital Fund, where additional accumulated reserves reside. These savings are generally used for one-time capital expenditures or for projects that create jobs and tax base increases but remain flexible in nature and can be utilized for a multitude of purposes. The FY2022 budget does not lean on reserves for balancing, however, if budget projections are not realized, their existence will allow the County to sustain operations.

Pension Contributions:

As it relates to employee pension, LOSAP, and OPEB plans, the County has proactively responded by fully funding the annual actuarially determined contribution within all three plans. The County adheres to a funding policy which outlines the principles that guide the County in making funding decisions about the plan in order to accumulate the funds needed to fulfill the plan's obligations to the participants and beneficiaries.

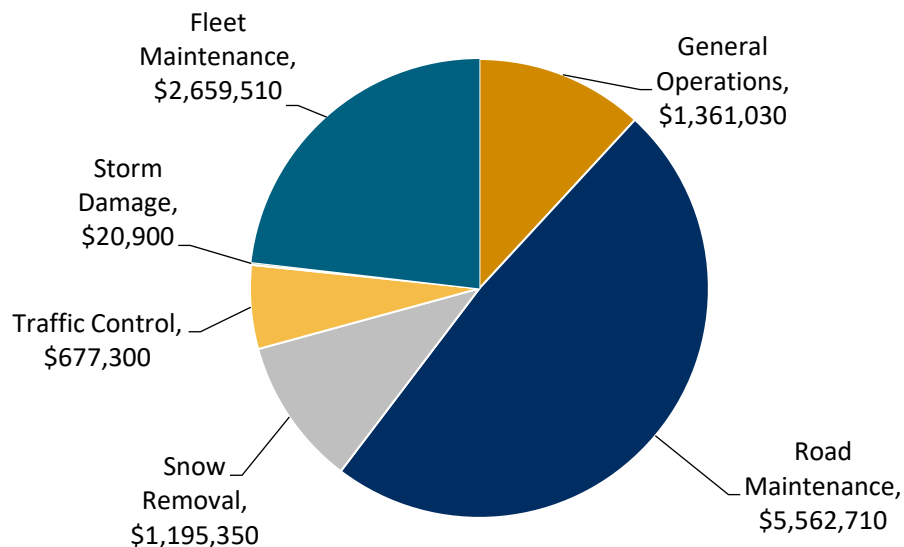
General Fund Closing Statement:

The FY22 budget maintains the real property tax rate at \$.948 per \$100 in assessed value and provides for a reduced income tax rate of 3.0%, effective January 1, 2022. The budget provides additional funding to our schools and satisfies increased cost requirements related to mandates, contracts, and utilities. With over 40 new positions in Emergency Services, the budget provides for increased public safety services to citizens. The County will continue to monitor economic conditions as they relate to COVID-19; service requirements/demands; and State changes, while striving to maintain existing government services, maintain rates, increase employment, improve education, and meet infrastructure needs.

Highlights of the Highway Budget

The Highway Fund decreased \$0.3 million or 2.21% over the prior year as a result of implementing vacancy savings in the budget.

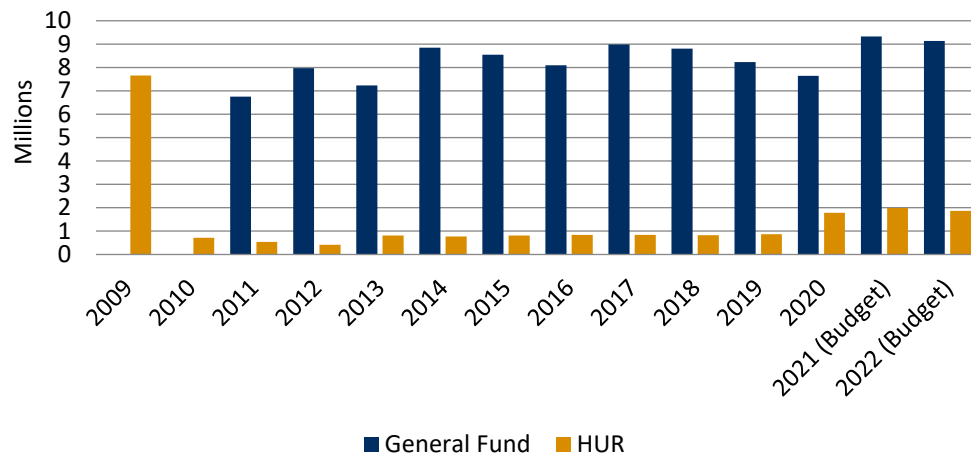
The total Highway Fund budget is \$11.5 million, of which \$9.1 million is provided for by the General Fund. Highway User Revenue (HUR) provides \$1.9 million. The following graph shows functions and associated budgets of the Highway Fund.



Prior to FY2010, Highway User Revenue (HUR) was used as the primary source of revenue amounting to approximately \$9 million per year. However, the County has had to supplant this revenue with General Fund dollars due to changes in legislation at the State level. This has had a profound impact on the County as a whole since those funds are no longer available to budget to other necessary programs and services. It is estimated that over the last ten years the County has lost around \$70 million dollars in HUR. Restoration of these funds continues to be at the forefront of Maryland county

leaders and MACO. The chart below shows the history of Highway User Revenue and General Fund revenue and how those figures have changed over time.

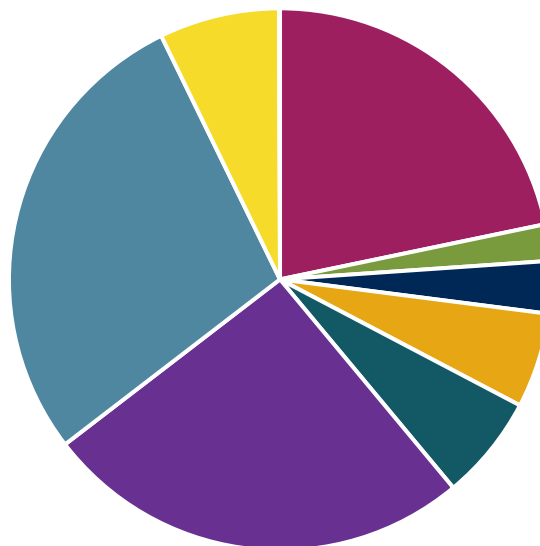
History of Highway Fund Revenue



Other Governmental Funds

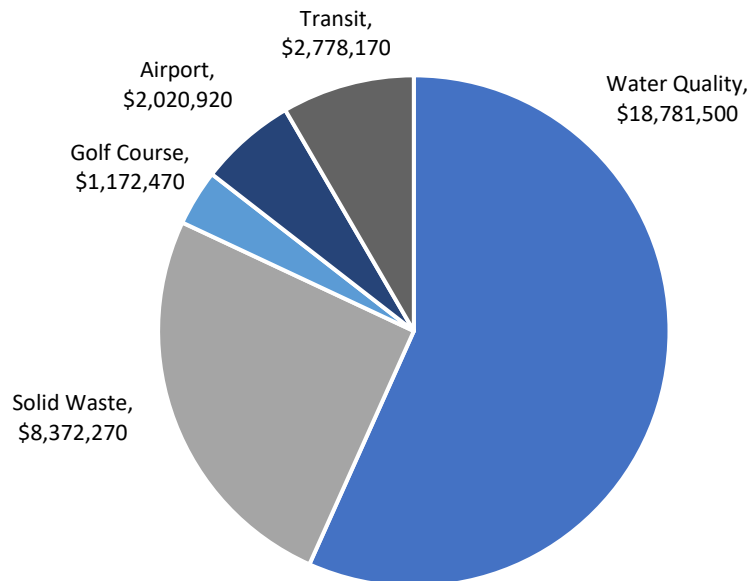
The County has nine other governmental funds that total \$8.5 million. One material change from FY2021 includes the sale of Cascade Town Centre. The budget is \$184,000 and provides \$150,000 to the community center. The remaining budget is mainly for costs associated with certain property maintenance that remains the County's responsibility. These costs are paid for using proceeds from the sale and are not supported by the General fund. No significant changes occurred from FY2021 to FY2022 for the remaining funds.

- Hotel Rental Tax Fund
- Cascade Town Centre Fund
- Agricultural Education Center Fund
- Grant Management Fund
- Inmate Welfare Fund
- Gaming Fund
- Land Preservation Fund
- HEPMPO Fund
- Contraband Fund



Enterprise Funds

The County has five Enterprise funds that total \$33.1 million.



Highlights of the Water Quality Budget

The Water Quality funds include projected revenue increases for the next 10 years from 0% to 4.0%. The 10-year financial plan follows current management practices and policy objectives by providing operational funding, maintaining capital equipment, allowing for State and Federal mandates, and providing affordable rate increases.

The Water Quality funds encompass the Utility Admin fund, Water fund, Sewer fund, and Pretreatment fund. They total \$18.8 million and are mainly supported through utility and wholesale revenues. In total, the costs increased by approximately \$575,000 over FY2021 mainly due to wage and benefit costs related to the step and COLA, but also two new positions for stormwater management that are necessary to meet requirements related to the NPDES permit. These positions are supported by the general fund.

The budget includes a 3.5% increase on water and sewer rates. The 3.5% increase generates approximately \$26,000 for the water fund. Using a 12,000-gallon benchmark, the average water customer will experience \$6.11 increase per quarter, unless they use less than the minimum of 6,000 gallons in which they will experience an increase of \$2.39 per quarter.

The 3.5% increase generates approximately \$331,000 for the Sewer fund. Using a 12,000-gallon benchmark, the average sewer customer will pay approximately \$6.21 increase per quarter. Households who use less than the base will experience a 2% increase, or \$2.61 per quarter.

Based on rate model projections, rates should increase to offset General Fund contributions and to restore the Sewer fund back to a self-supported status. For the FY22 budget, expenditures exceed revenues by \$187,000 in the water fund and by \$626,000 in the sewer fund.

Rate increases are mainly attributed to infrastructure projects mandated by the State to adhere to MDE requirements. In FY2019, the County completed a \$31.3 million project at Conococheague Wastewater Treatment plant to meet local reduction requirements of total nitrogen and total phosphorus. Of this total, \$11 million was locally funded for the project. Additional capital projects will be required for other treatment plants and are included in the county's rate model and long-term planning strategy.

Highlights of the Solid Waste Budget

The Solid Waste fund budget of \$8.4 million is supported mainly through tipping fees of \$6.9 million and permit fees of \$0.9 million. Solid Waste does receive a General Fund appropriation of approximately \$0.5 million which is used to fund closed sites that are currently not generating revenue. The budget increased by approximately \$220,000, which provides for wage and benefit increases, new lease agreements, leachate treatment and maintenance costs. No fee increases were required for FY2022.

The County uses a cost-of-service analysis to determine the actual costs of programs and services for its solid waste operation, which includes operational cost, closure and post-closure cost, future construction cost, financing, and reserves. The County evaluates trends in market price and tonnage activity on an on-going basis. The County is actively seeking innovative solutions to extend the life of the landfill.

Highlights of the Airport Budget

The Airport fund budget of approximately \$2 million is currently self-supported and requires no appropriation from the General Fund. It derives most of its revenue from corporate hangar and t-hangar rentals. Expenditures increased approximately 2% related to wage and benefit costs.

Highlights of the Transit Budget

The Transit Fund budget of approximately \$2.8 million is supported heavily through Federal and State grants of \$1.2 million. The General Fund also subsidizes Transit with an almost \$1 million appropriation. The fund increased over FY2021 by \$112,000 related to wages and benefits, contracted services, and software costs.

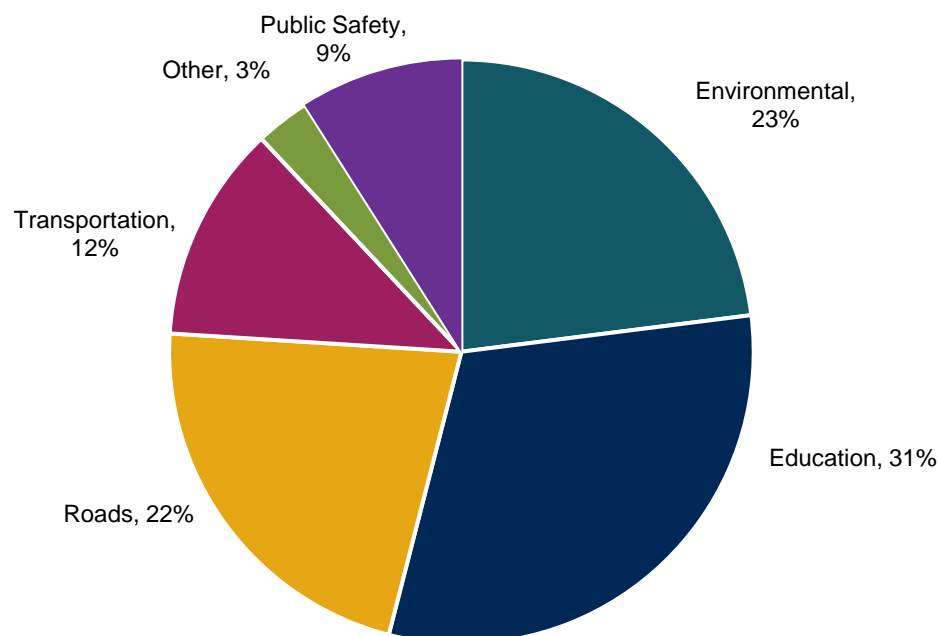
Highlights of the Golf Course Budget

The Golf Course Fund budget of approximately \$1.2 million is supported mainly through golfing and restaurant revenue, however a General Fund contribution of \$350,000 is required to balance the budget. The budget increased by 2.0% over FY2021 mainly related to wage and benefit costs.

Highlights of the Capital Improvement Budget

The Capital Improvement Budget includes funding for major infrastructure such as schools, roads, water, sewer, and airport projects. The County uses detailed project analysis, cash management, priority ranking system, and operating impacts to help prioritize, fund, and develop its Capital Improvement Plan. The plan uses conservative financial and economic forecasts for its revenue estimates and uses debt affordability guidelines to stay within debt issuance limits. By adhering to cash management policies, self-imposed debt affordability guidelines, and using a Capital Improvement Budget plan that includes a priority ranking system, the County can forecast future needs and be prepared for any unforeseen future issues or opportunities.

The Capital Improvement Budget for FY2022 is \$54.9 million, representing a \$42,000 decrease from the prior year. Capital budgets fluctuate from year to year based on available funding levels. Major capital projects include new schools and educational facility renovations of \$17.3 million for the BOE, HCC, and the public library system; \$11.3 million for road improvements, drainage, and bridges; \$12.8 million for environmental projects; \$6.5 million for transportation projects; \$5.1 million for public safety; and \$ 1.9 million for other category projects.



Many projects in the capital plan are multi-year projects. Please refer to the Capital and Debt section of the budget book for total project costs. Costs listed below are related to the FY2022 appropriation.

The FY2022 capital plan includes funding for capital maintenance items for the Board of Education including HVAC for Smithsburg High School, roof replacements for Smithsburg High, Paramount Elementary School, and Eastern Elementary School, and electrical work for the Washington County Technical High School. The plan includes \$500,000 for HCC's Center for Business and Entrepreneurial

Studies, \$608,000 for the Learning Resource Center roof replacement and \$858,000 for Hancock public library. The Center for Business and Entrepreneurial Studies is a renovation project that will provide a specifically designed space and major building upgrades to create opportunities for local startup companies in the areas of biotechnology and cybersecurity. Included in the renovation is the creation of a business incubator. In total, \$5.3 million in total local County funds are dedicated to education for capital improvement. The remainder of project funding is derived from either State grant or contributions required by the outside agency.

The Airport receives \$1 million in Federal Aviation Administration entitlement grants annually which help to support capital projects. The majority of airport projects are funded through grants, making the County's contribution very small in comparison - roughly 5% of the project cost. If the Airport does not secure the grant required for a project, the project will be delayed or removed from the plan. Major Airport projects include the engineering and design of the full-length rehabilitation of Taxiway F and land acquisition to reduce runway visibility zone issues on Runway 2/20.

The Public Safety Training Center, projected for completion in the Spring of 2022, is underway and includes approx. 40,000 sq. ft of space for a multitude of training exercises. The facility will be utilized by State, County, and local Police, Fire, EMS professionals. The FY2022 budget of \$1.4 million includes net speed camera revenue of \$500,000. The total cost of the project is \$14.4 million. The construction of a burn building on the same facility grounds has also been partially funded in FY22, with the remainder of funding in FY23. The total cost of the burn building is anticipated at \$1.5 million.

Major transportation projects include \$4.8 million for pavement maintenance which includes pavement preservation, repair, and rehabilitation including; hot mix asphalt overlays; patching; crack filling and permanent pavement markings. Additionally, Halfway Boulevard Extended, a \$6 million project with \$3.8 million provided in grant funds will construct a four-lane roadway extension. It is currently in design and is expected to begin construction in the fall of 2022.

Stormwater management (SWM) has become of significant importance over the last several years, with close to \$1.5 million dedicated annually to the effort. The County's stormwater project dedicates \$1 million in funding for the construction of stormwater management systems. It also provides for the Clean County sweeper program, which was implemented several years ago, and has removed approximately 2.8 million pounds of debris to date. In addition, the Stormwater and Watershed operations department includes two new positions for FY22. These efforts combined have been implemented to satisfy the National Pollutant Discharge Elimination Systems (also known as the NPDES permit) requirements established by the MDE.

The capacity management project and Smithsburg WwTP are two major sewer projects budgeted in FY2022. The capacity management project will construct a new regional pump station in the Maugansville area, freeing up capacity for the City of Hagerstown and has a total budget of \$11.2 million, with \$6.7 million in funding budgeted in FY2022. The Smithsburg WwTP will increase capacity for the Town of Smithsburg fostering future development and is a \$7.4 million project with \$3 million dedicated in FY2022.

The County's Capital Improvement Budget for FY2022 was prepared using conservative projections for major supportive revenues. Debt issuance is projected to remain within acceptable levels. Fees, tax revenues, and pay-go funds are expected to be sufficient to support the requirements for the Capital Improvement Budget. The capital budget for FY2022 will be supported with 23% in cash related payments, 36% in borrowing, and 41% in grants.

Along with the Maryland General Assembly authorization, the County annually evaluates its debt capacity in conjunction with the budget process and the planning of its long-range Capital Improvement Plan in order to ensure the appropriate balance between the County's capital needs and its ability to pay for them. The County measures itself against other Maryland counties (peer group) and nationally accepted benchmark ratings for mid-size counties with the same rating and population and sets maximum targets within the four main ratio targets to ensure the alignment of county finances as compared to our peers. In addition, the County analyzes the impact of changing economic conditions on the recommended level of annual debt issuance which produces a best, base, and worst-case scenario to be evaluated.

As indicated in the table below, the projected debt ratios are estimated to stay below peer group and maximum level targets. The projections are intended only to provide a method of assessing the impact of issuing debt on a long-term basis. The County's debt affordability analysis is designed to: ensure that anticipated future debt is manageable from a fiscal and budgetary perspective; meet peer group ratio targets; avoid negative treatment by rating agencies in the form of downgrades; and keep borrowing costs to a minimum.

Projected Debt Ratios						
	2021	2022	2023	2024	Maximum Policy Target	2022 Peer Group Target
Debt per Capita	\$ 1,058	\$ 1,090	\$ 1,118	\$ 1,141	\$ 1,500	\$ 1,701
Debt as % of Fair Market Value	1.27%	1.30%	1.32%	1.34%	1.50%	1.56%
Debt Service as % General Fund Revenue	6.75%	6.81%	7.02%	7.27%	8.00%	9.02%
Debt Service per Capita as % income per Capita	0.21%	0.21%	0.22%	0.23%	0.50%	0.34%
*Assumes debt issuance at \$16 million per year 2022-2024						

Challenges

As the County constructed the FY2022 budget, priorities were addressed, and issues were identified.

COVID-19 Pandemic

In response to the initial occurrence of the COVID-19 pandemic, the Governor of the State of Maryland proclaimed a state of emergency and catastrophic health emergency within the State of Maryland on March 5, 2020. The Governor of Maryland then issued a series of executive orders prohibiting large gatherings and events, requiring closure of nonessential and certain other businesses and authorizing emergency healthcare delivery. Subsequently, the Governor issued a series of executive orders from time to time that tightened or loosened restrictions in response to the increase or lessening of the infection levels in the State. As a result of the rounds of executive orders, many businesses and retail establishments in Maryland, including in the County, were closed or materially reduced business activity for a period of

time. With more recent improvements in State metrics and vaccine availability, effective March 12, 2021, the Governor lifted capacity restrictions on indoor and outdoor dining, increased capacity to 50% for large indoor and outdoor venues, and lifted quarantine periods for out of state travel. On May 15th, all capacity restrictions were lifted, and the masking mandate was lifted for all residents, except while traveling on public transit, in hospitals, and schools. Governor Hogan will end Maryland's state of emergency on July 1, 2021.

The County may experience a decline in real estate tax assessments in fiscal year 2022 or future fiscal years, related mainly to utilization of commercial properties, since their value is computed by the State using an income method. In addition, structural changes of how businesses conduct their operations may shift from on premise work sites to more of a remote style framework. The impact of any such shift on County revenues cannot be fully determined at this time.

Income tax revenue has been impacted by the pandemic but cannot be fully determined at this time. The County's pre-pandemic unemployment rate was 4% and reached a high of 11.4% in April 2020. While unemployment did not reach early predictions of around 15-20%, the impact of business closures and job loss remains a potential concern of County leadership. The unemployment rate has stabilized at approximately 6%.

Unknown consequences of the pandemic could have a significant impact on the County and may include 1) any reductions in revenue or cost shifts from the State 2) reduced investment returns that could impact the County's funded ratio for pension; and 3) economic and/or health challenges.

Other Challenges

The County has concerns about its ability to provide competitive wages now and in the future. The County's concern has increased based on recent legislation that raises the minimum wage to \$15 per hour by 2025. As we recognize the cost-of-living objective from the State, the County has concern over the implementation of the wage increase and the impact on the County's wage scale overall. If the County would increase all wages at the same ratio that minimum wage increases, the County would face tens of millions of dollars in additional wage and benefit costs, which is not a likely response. If the County does not increase the scale proportionately, a disparity will be created, especially among the lower half of the wage scale. The County will take steps moving forward to continually assess and evaluate salary scales, allowing appropriate adjustments to be made throughout the budget process if sufficient revenues exist to support it. A COLA of 1% and step of 2.5% will be provided to employees for FY22.

Fire and Rescue services continue to be a budgetary challenge as costs rise. Lower levels of volunteerism have contributed to reduced levels of staffing and fundraising efforts. Additional funding requests are being made for support of operations, equipment, and staffing. The County was able to secure the SAFER grant which will provide 100% funding for 33 new firefighter positions for a three-year period. The County will bear the full cost of employment in year four. Other programs have recently been implemented and include 1) a health care cost reimbursement program for the volunteer companies to assist with 100% of health care costs for their employees; 2) new volunteer incentive programs worth \$450,000; and 3) additional funding for assistance to the volunteer companies through county paid employees. Continued increases are expected for fire and rescue in future years, contingent on general fund revenue.

The County continues to follow public school legislative changes as outcomes have a significant impact on County expenditures. Presently, the County is expected to provide at least 2.5% more per year to the Board of Education, which for FY2022 represents \$2.6 million.

The loss of Highway User Revenue continues to impact the County today. Restoration of those funds would greatly contribute to the County's ability to better maintain road infrastructure and provide for Highway operations.

Long-term sustainability for the Solid Waste facility is imperative. The County continues to research innovative ways to reduce waste and enhance environmental responsibility with a cost-effective solution.

The Water Quality enterprise funds are faced with financial challenges due to State regulation and infrastructure requirements for treatment plants. These mandates have a direct impact on rates that are charged to users of the system. The County has implemented and shown commitment to a plan that reduces recurring operating costs for the sewer operation by reducing staff through attrition. The County must remain committed to this plan to provide a self-supported fund moving forward.

Maintaining services amidst State structural deficit cuts has been challenging over the past several years and will continue to be a challenge in the foreseeable future. While we are prepared for small to moderate reductions, any significant cost shifts would be of concern.

The great recession of 2008 and now COVID-19, has placed stress on governmental services, revenues, employment, education, and infrastructure improvements. As the County moves forward, pressure will develop once again to expand and increase core services. This will challenge Washington County in relation to providing baseline services, providing for capital improvement projects related programs and their delivery, as well as any costs passed down from the State of Maryland structural budget deficit issues. This all must be kept in balance with revenue rates, debt issuance, and the cost of those services provided to the citizen.

Goals (Highlights)

The County provides funding in its current Capital Improvement budget to continue the construction of the Public Safety Training Center. This facility will provide a needed local service to the large number of police, fire, correctional, and other emergency services personnel serving in and around Washington County, as well as provide training to citizens planning to enter those fields. As the area continues to grow, this will help meet the increasing demand for trained EMS personnel. The project depends on speed camera revenue as a source of funding. Construction is expected to be completed by spring of FY2022.

The County included a \$1.5 million project in the capital plan for FY22 and FY23 for a burn building to be located on the grounds of the Public Safety Training Center. This building will provide for necessary live fire training for emergency services personnel.

The County has successfully completed the sale of the Cascade Town Centre. The vision for the property development is to enhance the community, highlight the history, and bring spending and attention to Cascade and the surrounding areas. An overall concept plan is expected to be provided in the coming

months from the developer. The sale of this property will save the county hundreds of thousands in annual operating costs, and through development, will ultimately increase property tax revenue.

The County's Clean Streets Clean Streams program continues the effort toward compliance with the Federal Clean Water Act. This is being accomplished through a variety of methods including tree plantings, street sweeping, septic opportunities, and storm water retrofits. In FY2021, the County collected 1.2 million pounds of litter and debris. Costs related to storm water compliance will be offset and reduced at every opportunity by leveraging existing resources, grant funding, and cost sharing agreements to enable increased progress towards requirements.

The County is committed to fulfilling its "Making Connections" campaign, which won the MEDA "Small Community Economic Development Marketing Award" in 2019. This campaign involves several road project negotiations that will spur economic development leveraging a variety of funding sources including private funds, State funds, and County funds, resulting in reduced cost for the County and positive growth for the community.

Economic development is a critical component of our County that drives growth in our economy, creates jobs and facilitates an improved quality of life. The County continues to partner with community stakeholders and industry leaders in economic development for the purpose of collaboration, communication, and to help retain, attract, and grow our tax base. Construction is underway with Northpoint Development to build a 2.2 million square foot business center along Wesel Boulevard in Hagerstown. Two of the four buildings in the business center are proposed to be completed in 2021, while the other two plan to be completed in 2022, 3 years ahead of schedule. This development is expected to bring between 750-1,500 jobs to the County. While the COVID-19 pandemic has been challenging to some businesses and industries, the County continues to realize gains in the manufacturing and distribution sectors.

The County received \$13.2 million in CARES Act funding in May 2020, which was used to cover eligible costs and/or distributed to qualifying recipients through a variety of County programs. Together We Rise, the largest program, was a business stabilization effort that provided approximately \$8.5 million to over 800 local businesses. The County also distributed a portion of the CARES Act funds to various local non-profit organizations in the cumulative amount of \$2.5 million. An additional \$1.3 million provided for County-related information technology enhancements to assist teleworking activities to serve the public. Approximately \$400,000 was provided as reimbursement to the County and multiple municipalities for pandemic related costs. The remaining \$500,000 was provided to the Convention and Visitors Bureau for tourism revitalization efforts.

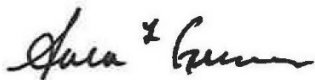
The more recently enacted Federal American Rescue Plan Act of 2021 results in direct funding being allocated to Washington County in the amount of approximately \$60.5 million, with approximately \$31.2 million being distributed to municipalities located in Washington County and approximately \$29.3 million being distributed to the County. The funding may be used to respond to or mitigate the COVID-19 health emergency or its negative economic impacts, including assistance to households, small businesses, non-profits, and aid for tourism, travel, and hospitality; to provide essential workers with premium pay; to cover revenue loss incurred as a result of the COVID-19 pandemic; and to make necessary investments in water, sewer, or broadband infrastructure. Such funds may not be used to support any pension funding or to offset a tax cut. The County has not yet determined how the funds initially allocated to the County will be spent. The County has received the first 50% allocation of \$14,669,749 and expects the remaining 50% to be received one year later.

Conclusion

Good budgetary policies make it clear that the budget process is not simply an exercise in balancing revenues and expenditures one year at a time, but is strategic in nature, encompassing a multi-year financial and operating plan that allocates resources based on identified goals. A good budget moves beyond the traditional concept of line-item expenditure control, providing incentives and flexibility to managers that can lead to improved program efficiency and effectiveness. The County has outlined budget and fiscal practices to provide long-term financial management. This includes an annual update of long-range plans that take into consideration projections of future revenues, expenditures, financing of capital projects, and cost of service models. Washington County strives to be proactive rather than reactive in our business approach to County operations and our budget process is key to meeting this imperative.

As a result of sound financial and operational management, the County retains a rating of AA+ by both Standard and Poor's and Fitch and Aa1 by Moody's. These ratings reflect the County's diverse property tax base, solid financial position with historically strong reserves, effective management, and practical debt policies with overall moderate debt levels. We will continue to move the County forward, in a manner similar as the past, with adherence to policies, sound management, and conservative budgeting practices that maintain financial flexibility.

Respectfully,



Sara L. Greaves, CPA
Chief Financial Officer
Washington County, Maryland



Washington County Commissioners



JEFFREY A. "JEFF" CLINE, a third-term County Commissioner, serves as President of the Board of County Commissioners and is a Williamsport, Maryland, resident. Mr. Cline is a graduate of Williamsport High School and Hagerstown Community College. An experienced realtor since 2003, Mr. Cline has assumed an inactive status in this field to fulfill his commitment to Washington County. He graduated from the Maryland Association of Realtors' 2008 Leadership Academy, received the Graduate of Realtor Institute (GRI) designation and is also a graduate of Leadership Washington County Class 26. Mr. Cline served on the Williamsport Town Council from 2005 to 2009.



TERRY L. BAKER, a fourth-term County Commissioner, was first elected in 2006, and serves as Vice-President of the Board of County Commissioners. Mr. Baker is a 1973 graduate of Williamsport High School, a 1975 graduate of Hagerstown Community College and a 1978 graduate of Auburn University, with a bachelor's degree in Education. Mr. Baker retired in 2015 from the position of Washington County Students Trades Coordinator for the Washington County Technical High School after being an educator for 34 years. Prior to being elected a County Commissioner he served from 2002 to 2004 as a member of the Council for the municipality of Clear Spring, Maryland, and as Assistant Mayor for such municipality from 2004 to 2006.



CHARLES A. "CHARLIE" BURKETT, appointed by Governor Hogan on April 2, 2021, to fill a vacant County Commissioner seat and sworn into office on April 6, 2021, was born, and raised in Washington County. Mr. Burkett graduated from Clear Spring High School. Mr. Burkett, an entrepreneur, built several successful small businesses in Washington County over the course of 25 years. In 2018 Mr. Burkett sold all his business interests to enter full time ministry and currently works as the Ministry Support Coordinator at Calvary Chapel of the Cumberland Valley. He also serves the local community by volunteering for local agencies such as Meals on Wheels and Mt. Hope Prison Ministry.



WAYNE K. KEEFER, a second-term County Commissioner, is a life-long resident of Washington County. A graduate of Hancock Middle-Senior High School, Mr. Keefer continued his education locally at Hagerstown Community College, then earned his B.S. and M.B.A. from Frostburg State University. He has over a decade of experience as a commercial banker with roles in consumer lending and corporate accounting. Mr. Keefer currently works as both Program Developer and Adjunct Instructor with his alma mater, Frostburg State University, and is a licensed real estate agent. An active member of the community, he has previously served as president of the Hancock Chamber of Commerce; vice-president of the Rotary Club of Hancock; and secretary/treasurer for the Hancock Historical Society. Mr. Keefer lives in his hometown of Hancock with his wife, Janine.



RANDALL E. "RANDY" WAGNER, a first-term County Commissioner, was born and raised in Washington County. Mr. Wagner graduated from North Hagerstown High School and is a veteran of the United States Coast Guard, where he served for four years. Mr. Wagner worked at Mack Truck for 17 years before becoming a small business owner in Washington County, owning, and operating 40 West Marine in Clear Spring for eight years. He has served the local community as a realtor for the past 16 years and is a licensed private pilot. Prior to his election to the Board of County Commissioners, Mr. Wagner served on the Animal Control Board of Washington County for eight years and held the position of Vice-Chair.



Vision and Mission Statements

Vision Statement

The vision of Washington County Government is to become the regional leader in providing and coordinating efficient and effective public services in an open and cooperative manner.

Mission Statement

Supporting and strengthening individual and community self-reliance and responsibility; promoting education, economic opportunities, public health, safety, and welfare; protecting the environment and cultural resources we share and planning for future urbanization and a culturally diverse population.



Goals and Objectives

The County has identified broad goals in accordance with the County's Mission Statement. A goal and objective are provided for each of the five core service categories defined by Washington County Government. The service categories provide a basis for making resource allocation decisions during the budget process and serves as a focal point for assessing and coordinating long-range or strategic plans.

Public Safety:

- Goal:** Protect and promote the general welfare of residents and visitors and provide a hospitable climate for business.
- Objective:** Ensure public health, safety, and welfare of residents and visitors. Employ well-trained professionals to serve in law enforcement, fire and rescue, emergency services, utilities, and building codes.

Education:

- Goal:** Provide the financial resources, facilities, and coordination in leadership to promote a quality education to primary and secondary learners as well as learners of all ages.
- Objective:** Ensure that students have a safe and stimulating environment in which to learn and promote the availability of academic and technical education programs that prepare all students to compete in the global marketplace.

Human Services:

- Goal:** Preserve and enhance the County's quality of life for residents and visitors.
- Objective:** Provide diverse recreational, educational, and cultural opportunities for children and adults and promote the health and wellbeing of vibrant and active community.

Infrastructure:

- Goal:** Plan, program, build and maintain the physical assets necessary to accommodate a thriving community and robust economy.
- Objective:** Utilize public funds, grants, and private partnerships to manage and improve roads, bridges, utilities, buildings, parks, landfill, airport, and transit resources.

Goals and Objectives – Continued

Economic Development:

- Goal:** Nurture existing business and promote new business which to fuel the economic engine necessary for success in all other service lines.
- Objective:** Foster a culture within government that encourages opportunity and supports private investment in Washington County's new and existing businesses.



Key Goals for Fiscal Year 2022

Public Safety: Protect and promote the general welfare of residents and visitors.

- ◆ Complete construction on the Public Safety Training Center, which will service police, fire, and EMS programs to form a central location designed to support County wide operations.
- ◆ Begin design for a burn building to promote firefighter safety and training.
- ◆ Complete the audit process for volunteer fire companies to include recommendations for future operations.

Education: Provide resources to promote a quality education

- ◆ Exceed prior year funding for education.
- ◆ Provide financial support for Hagerstown Community College's Center for Business and Entrepreneurial Studies and the Learning Resource Center projects.

Human Services: Preserve and enhance the County's quality of life for residents and visitors.

- ◆ Expand pickleball court access for residents.
- ◆ Expand and develop programs to include park walking program, hiking club, geocache program, discount running series, and specialty sports camps and clinics.
- ◆ Complete renovations to the Senior Center activity building.
- ◆ Facilitate a sustainable future for Fort Ritchie Community Center.
- ◆ Progress upon strategic imperatives identified by the Board.

Infrastructure: Protect, preserve, & enhance County services and facilities necessary for the economy.

- ◆ Continue construction on major projects such as Eastern Boulevard Widening Phase I; Emergency Services Training Facility; Capacity Management project; and the Smithsburg Wastewater Treatment Plant upgrade.
- ◆ Complete the preliminary/final design and real property work for Eastern Boulevard Widening Phase II; Eastern Boulevard at Antietam Drive; Eastern Boulevard Phase III; North County Park; and Professional Boulevard Phase III/IV.
- ◆ Further the "Clean County" initiative to address multiple permits while enhancing Washington County.
- ◆ Explore options to increase recycling to meet proposed MD Department of Environment goals
- ◆ Support local municipalities and economic endeavors with general guidance and environmental expertise.
- ◆ Seek creativity in enterprise funds for long term cost saving solutions.

Key Goals for Fiscal Year 2022 - Continued

Economic Development: Promote economic development to grow & sustain the County's prosperity.

- ◆ Promote development of vacant, development-ready land for commercial and industrial use.
- ◆ Continue working relationships between government and the business community to support the economic development efforts of private-public partnerships.
- ◆ Promote the Hagerstown Regional Airport for commercial airline and private use.
- ◆ Encourage access to economic incentives for quality job creation and/or tax base enhancement.
- ◆ Deliver a variety of industry specific round tables for manufacturing, construction, and hospitality and tourism.
- ◆ Promote and provide citizens inside access to county divisions, departments, and services by utilizing social media, the website, press releases and newsletters.
- ◆ Collaborate with municipalities and Economic Development Coalition to nurture and grow business in the community, making Washington County the place of choice to Live, Work, and Play.



Primary Goals by Department in Relation to Funds

The table below indicates which funds and departments are responsible for the implementation of FY2022 key goals. Refer to the Budget Details section of this document for each department's specific activities planned for FY2022 in support of these goals.

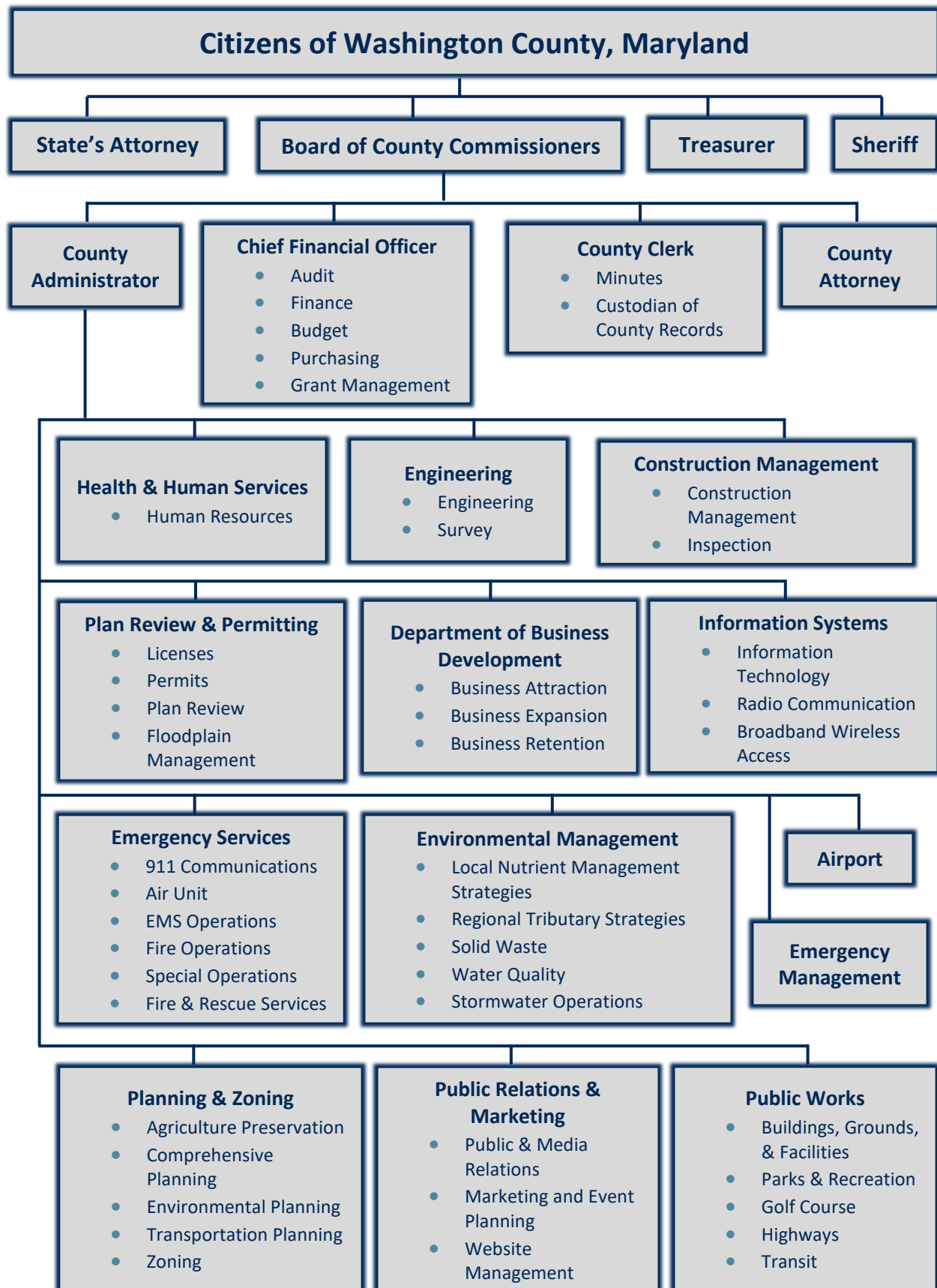
Department/Division	Public Safety	Education	Human Services	Infrastructure	Economic Development
General Fund:					
Education:		✓	✓		✓
Board of Education		✓	✓		
Hagerstown Community College		✓	✓		
Washington County Free Library		✓	✓		
Library Maintenance		✓		✓	
Public Safety:	✓				
Judicial	✓				
Process Servers	✓				
Patrol	✓				
Sheriff Auxiliary	✓				
Central Booking	✓				
Detention Center	✓				
Day Reporting Center	✓				
Narcotics Task Force	✓				
Police Academy	✓	✓			
Air Unit	✓				
Special Operations	✓				
911 Communications	✓				
EMS Operations	✓				
Fire Operations	✓				
Emergency Management	✓				
Public Safety Training Center	✓				
Civil Air Patrol	✓	✓			
FR Volunteer Services	✓				
Humane Society	✓				
Court System:	✓				
Circuit Court	✓				
State's Attorney	✓				
State Functions:	✓				
Election Board			✓		

Primary Goals by Department in Relation to Funds - Continued

Department/Division	Public Safety	Education	Human Services	Infrastructure	Economic Development
Soil Conservation				✓	
Weed Control				✓	
Health Department	✓		✓	✓	
Social Services	✓		✓	✓	
Agricultural Extension Service		✓		✓	
General Operations:					
County Commissioners	✓	✓	✓	✓	✓
County Administrator	✓	✓	✓	✓	✓
Public Relations & Marketing					✓
Budget & Finance			✓		
Purchasing			✓		
Treasurer			✓		
County Attorney			✓		✓
Human Resources			✓		
Information Technology			✓		
Business Development			✓	✓	✓
Wireless Communications	✓				
Other:					
Women's Commission			✓		
Diversity & Inclusion Committee			✓		
Commission on Aging			✓		
Museum of Fine Arts		✓	✓		
Public Works:					
Public Works	✓		✓		
Buildings, Grounds & Facilities	✓		✓	✓	
Plan Review & Permitting:	✓		✓	✓	
Engineering:			✓	✓	
Construction:				✓	
Parks & Recreation:					
Parks			✓		
Martin L. Snook Pool			✓		
Parks & Recreation			✓		
Highway Fund:	✓		✓	✓	
Solid Waste Fund:				✓	
Water Quality Fund:				✓	
Transit Fund:			✓		
Airport Fund:	✓		✓		✓
Black Rock Golf Course Fund:			✓		

Primary Goals by Department in Relation to Funds - Continued

Department/Division	Public Safety	Education	Human Services	Infrastructure	Economic Development
Other Governmental Funds:					
Agricultural Education Center		✓			
Grant Management			✓		
Inmate Welfare			✓		
Gaming			✓		
Land Preservation				✓	
Contraband	✓				
HEPMPO				✓	✓





Administrative Officials

JOHN M. MARTIRANO, ESQ., County Administrator, was appointed to such position effective December 28, 2020. He has over 19 years prior experience working as an attorney for Washington County Government. He most recently served as Chief Legal Counsel for Washington County Public Schools, where he has been for the past two years. Mr. Martirano first joined the County in 1999 as Assistant County Attorney. He then went on to become Deputy County Attorney, followed by becoming County Attorney in 2005. Mr. Martirano brings a depth of experience to the County Administrator position, having previously provided legal advice and services to the Board of County Commissioners and County departments, agencies, boards, and commissions, affiliated non-profit agencies, and the Washington County Sheriff's office.

SARA L. GREAVES, C.P.A., Chief Financial Officer, holds a B.S. degree in Accounting from the University of Maryland University College (now known as University of Maryland Global Campus). She earned a Master of Business Administration degree from Frostburg State University. Mrs. Greaves was hired by Washington County in 2012 as an accountant, was promoted to Deputy Director of Budget and Finance in 2014 and was appointed as Chief Financial Officer in February 2018. She is a member of the American Institute of Certified Public Accountants, the Maryland Association of Certified Public Accountants, the Maryland Government Finance Officers Association and the Government Finance Officers Association of the United States and Canada.

KIMBERLY K. EDLUND, C.P.A., Director of Budget and Finance, is a summa cum laude graduate of Shepherd University with a B.S. degree in Accounting. She earned a Master of Business Administration degree from Frostburg State University. Mrs. Edlund was hired by Washington County in 1995 as the Assistant Director of Budget and Finance and was promoted to Director in 2014. Prior to her employment with Washington County, she was a Senior Accountant with a regional public accounting firm. Mrs. Edlund is a member of the American Institute of Certified Public Accountants, the Maryland Association of Certified Public Accountants, the Maryland Government Finance Officers Association and the Government Finance Officers Association of the United States and Canada.

KIRK C. DOWNEY, County Attorney, has been employed with the County Attorney's office since 2004, starting as the Assistant County Attorney. He was named Deputy County Attorney in 2012 and as County Attorney in 2018. Mr. Downey graduated cum laude from Duke University in 1994 with a B. A. degree. He received his J.D. from the University of Richmond School of Law in 1997 and was admitted to the Maryland Bar. He is also admitted to practice before the U. S. District Court for the District of Maryland, U. S. Court of Appeals for the Fourth Circuit, and the U. S. Supreme Court. He maintained a private practice from 1997-2005 until the Assistant County Attorney position became full-time. Mr. Downey is a member of a variety of community organizations and serves or has served on several non-profit boards of directors, including the boards of Horizon Goodwill Industries, Inc., and the Washington County Community Action Council. He is a member and chair of the Trial Courts Judicial Nominating Commission of Washington County and has been a member of the Hagerstown Rotary since 2002. Mr. Downey is also a member of the American, Maryland, and Washington County Bar Associations, and serves as the treasurer for the Washington County Bar Association.



Personnel Summary by Department

Summary of Full-Time Budgeted Positions	2022	2021	2020	Change from 2022 to 2021	% of Employees
General Fund:					
Judicial	26	26	26	0	2.98%
Process Servers	1	1	1	0	0.11%
Patrol	105	105	103	0	12.04%
Central Booking	10	10	10	0	1.15%
Detention	124	125	125	(1)	14.22%
Day Reporting Center	2	2	2	0	0.23%
Narcotics Task Force	6	6	6	0	0.69%
911 Communications	57	56	51	1	6.54%
EMS Operations	11	12	9	(1)	1.26%
Fire Operations	47	47	10	0	5.39%
Emergency Management	3	3	2	0	0.34%
Public Safety Training Center	2	0	0	2	0.23%
Fire & Rescue Volunteer Services	1	1	0	0	0.11%
Circuit Court	22	22	22	0	2.52%
State's Attorney	39	38	38	1	4.47%
Election Board	1	1	0	0	0.11%
Weed Control	1	1	0	0	0.11%
County Commissioners	5	5	5	0	0.57%
County Clerk	2	2	1	0	0.23%
County Administrator	2	2	4	0	0.23%
Public Relations & Marketing	4	4	4	0	0.46%
Budget & Finance	16	16	15	0	1.83%
Purchasing	6	6	6	0	0.69%
Treasurer	5	5	5	0	0.57%
County Attorney	5	5	5	0	0.57%
Human Resources	8	8	7	0	0.92%
Information Technology	14	14	14	0	1.61%
Business Development	6	6	6	0	0.69%
Wireless Communications	4	4	4	0	0.46%
Public Works	2	2	2	0	0.23%
Buildings, Grounds & Facilities	18	18	0	0	2.06%
Plan, Review & Permitting	17	17	17	0	1.95%
Engineering	21	21	21	0	2.41%
Construction	21	21	21	0	2.41%

Personnel Summary by Department – Continued

Summary of Full-Time Budgeted Positions	2022	2021	2020	Change from 2022 to 2021	% of Employees
Planning & Zoning	8	8	8	0	0.92%
Parks & Recreation	8	8	5	0	0.92%
Facilities	0	0	4	0	0.00%
Highway Fund	88	88	89	0	10.09%
Solid Waste Fund	22	22	21	0	2.52%
Agriculture Education Center	1	1	1	0	0.11%
Grant Management	4	4	4	0	0.46%
Gaming Fund	2	2	2	0	0.23%
Land Preservation Fund	1	1	1	0	0.11%
Water Quality Fund	90	88	87	2	10.32%
Transit Fund	18	18	18	0	2.06%
Airport Fund	10	10	10	0	1.15%
Golf Course Fund	6	6	7	0	0.69%
Total	872	868	799	4	100.00%

Represents Change

The Summary of Full-Time Budgeted Positions represents each departments personnel for the years listed. A detailed schedule reflecting each position for the department can be found in the appropriate sections of this budget document.



FY22 Summary of Changes in Full-Time Positions

Function	Explanation of Change	Change
Sheriff - Detention	The Sheriff's Office needs to have an attorney who is familiar with policies and procedures of the Sheriff's Office. There is also a need to hire an additional Building Maintenance Mechanic to help keep up with the maintenance needed on the multiple aging buildings that cannot be maintained by the current staff. To fund these positions, the Sheriff's Office has eliminated three Correctional Deputies.	(1)
911 - Communications	The Emergency Communications Specialist was added to bring the total of full-time communication specialists back to 48. This will allow DES to complete hiring which places 12 positions on each shift.	1
EMS Operations	Deputy Director of Fire/EMS was removed from this department and moved to Fire Operations due to a reorganization within the Division of Emergency Services	(1)
Public Safety Training Center	The new Public Safety Training center requires staff to maintain the building and grounds. New positions include a Maintenance Lead Worker and Senior Office Associate.	2
State's Attorney	The State's Attorney II position was approved to assist with the backlog of Circuit Court jury trials. In District Court there is a years' worth of untried cases. In addition to the backlog, new cases continue to come in daily. An additional attorney is needed to help reduce the backlog.	1
Water Quality Fund	Two Stormwater Technicians were added to assist current staff to meet the Federal and State mandates for the MS4 Permit and WIP goals.	2



Community Profile

Location

Washington County is situated in northwestern Maryland, bordered by Pennsylvania to the north and West Virginia to the south. It is bordered on the east by Frederick County, Maryland and on the west by Allegany County, Maryland. Washington County is approximately 460 square miles in area. The County Seat, Hagerstown, is 70 miles northwest of Washington, D.C. Two major highways, Interstate 81 – running north and south, and Interstate 70 – running east and west, cross within the County's borders.



A majority of Washington County is fertile valley with rolling terrain. The lowland belt known as the Hagerstown Valley, which lies between the Blue Ridge Mountains to the west and the Appalachian ridges to the east, is an extension of the Shenandoah Valley of Virginia.

Washington County is a great place, not only for locating a business, but also for living and raising a family. The rural, friendly, community environment offers a taste of traditional values – and the proximity to Baltimore and Washington D.C. offers access to a metropolitan culture and lifestyle. It is the best of both worlds.

Culture and Recreation

Founded in 1776, Washington County was the first county in the United States to be named for then General George Washington. The history of Washington County is exhibited at 4 National parks, 7 State parks, 16 County parks, numerous monuments and more than 35 museums that tell America's story spanning three centuries.

Hagerstown was found by German immigrant Jonathan Hager who was a volunteer Captain of Scouts during the French and Indian War. Located in the center of the Great Valley in Western Central

Maryland, Hagerstown was at the crossroads of the Civil War. The Valley provided a natural corridor for refugee and troop movements between Virginia and Pennsylvania. As a regional crossroads town, just north of the Potomac River, Hagerstown was a favorite staging area for military leaders traversing the region.

A revitalized Arts & Entertainment District in downtown Hagerstown complements shopping, historical sites, and museums in Washington County. Residents and visitors discover a wonderful collection of beautifully renovated retail shops, restaurants, and condominiums all within walking distance of cultural attractions. Hagerstown hosts several annual festivals downtown, most notably the Alsatia Mummer's Day Parade.

Some of Washington County's major local attractions include:



Fort Frederick State Park

- ◆ Antietam National Battlefield – the site of one of the most famous Civil War battles.
- ◆ Fort Frederick State Park – fort built in 1756 for use during the French & Indian War.
- ◆ Appalachian National Scenic Trail – the trail in Maryland follows a 40-mile route along the backbone of South Mountain.

- ◆ C&O Canal National Historic Park – for nearly 100 years the canal served as a waterway to transport products, and it now provides a place to relax and enjoy nature.
- ◆ Maryland Symphony Orchestra – Western Maryland's only professional orchestra.
- ◆ Hagerstown Speedway – one of the fastest and safest dirt tracks in the United States.
- ◆ Washington County Museum of Fine Arts – home of a permanent collection of over 6,000 works of art as well as changing exhibitions.
- ◆ The Maryland Theater – built in 1915 it is home to the Maryland Symphony Orchestra and Miss Maryland Pageant.

The Maryland Theater



Form of Government

The County is a body corporate and politic, which performs all local governmental functions in Washington County except those performed by the nine incorporated municipalities within Washington County. The executive offices of the County are located at 100 West Washington Street, Hagerstown, Maryland 21740. The County's central telephone number is (240)-313-2210 and its website is www.washco-md.net.

Under the Code of the Public Local Laws of Washington County (2007 Edition), as amended, being Article 22 of the Code of Public Local Laws of Maryland (the "County Code"), both the executive and legislative functions

of the County are vested in the elected, five-member Board of County Commissioners of Washington County (the “Board”). The Board may only exercise such powers as are conferred upon it by the General Assembly of Maryland, including authorization to issue debt to finance its capital projects. Commissioners are elected on a countywide basis and serve four-year terms.

Each member of the Board has one vote, and a simple majority of the Board is sufficient to act subject to the authority vested in the Board by the County Code. Emergency action also requires a simple majority vote. The Board elects its own officers. The General Assembly of Maryland must authorize powers not specifically authorized by the County Code.

As authorized by the County Code, the County Commissioners appoint a County Administrator. The County Administrator is selected based on his or her executive and administrative abilities, including his or her knowledge and experience in public administration. He or she is charged with the supervision of the departments and agencies of the County and is responsible for the day-to-day operations of the County government in conformity with public local laws and other laws applying to the County.

County financial matters are administered in part through the office of the Treasurer of Washington County. The County Code establishes the elective office of County Treasurer. The County Treasurer is constituted the collector of County and State taxes, charges and assessments and is charged with the enforcement of collection of taxes in the manner provided by law.

As authorized by the County Code, the Board appoints the Chief Financial Officer (CFO) based on his or her experience in financial administration. The CFO is charged with assisting the Board in the preparation and administration of County budgets and other accounting and fiscal matters as the Board deems necessary. In addition, the CFO is responsible for the fiscal methods and procedures of each office, department, board, commission, institution, and agency of County government. The CFO reports to the County Administrator.

Services

Transportation

A variety of transportation avenues are available in Washington County. Hagerstown Regional Airport (HGR) is a Part 139 Facility which provides twice weekly service to Orlando Sanford International (SFB), via Allegiant. Allegiant also offers summer seasonal flights twice weekly to St Pete-Clearwater (PIE) and Myrtle Beach (MYR) airports. The airfield also offers fixed base operation services to general aviation, corporate and military aircraft. There are 17 businesses offering clients a variety of aviation services for all types of aircraft. Approximately 1,600 people are employed locally as a result of the airport being in Washington County. In addition, Dulles International, Baltimore Washington International Thurgood Marshall and Ronald Reagan Washington National airports are located within 70 miles of Hagerstown.



Other transportation outlets include auto rental services, County bus service, commercial bus lines, taxi, freight common carriers, and limousine service. The main lines of CSX and Norfolk Southern provide shipment to anywhere on the Atlantic Seaboard.

Hospital and Medical Care

Meritus Health, located in Hagerstown, Maryland, is the largest healthcare provider in Western Maryland. As a community-focused, not-for profit system, Meritus Health's programs span the continuum of healthcare, ranging from inpatient care to occupational health services to physician practices and outpatient care.

Meritus Medical Center, which opened in 2010, is a state-of-the-art, Joint Commission-accredited hospital with 257 licensed beds in single-patient rooms. Services offered include a special care nursery, a level III trauma program, a primary stroke center, a wound center, and a cardiac diagnostic laboratory. Hospital services that address outpatient needs include the John R. Marsh Cancer Center, Total Rehab Care, Meritus Endocrinology Specialists, Meritus Home Health, Meritus Medical Laboratory, and Equipped for Life.

Meritus Medical Group, with close to 100 physicians and advanced practice professionals, is a medical neighborhood of primary and specialty care practices offering comprehensive, coordinated health care services to all ages.

The Washington County Health Department, which provides various health services to the citizens of Washington County, employs a total of 146 full-time and part-time personnel in five divisions.

Other medical care facilities include the Environmental Health Division of the Health Department; the George W. Comstock Center for Public Health Research and Prevention; the Western Maryland Center, a State-owned chronic care facility; and the Brook Lane Psychiatric Center, a privately-owned psychiatric facility.

Safety

The Washington County Sheriff's Office, the Maryland State Police, and municipal police agencies provide police protection in Washington County. The Sheriff's Office has 101 sworn personnel and 97 radio dispatched vehicles. The Sheriff's Office is responsible for the operation of the Detention Center, which has a capacity of 450 inmates. In October 2016, a Day Reporting Center opened that provides treatment services to non-violent offenders with drug and/or alcohol addictions. The State Police has 35 troopers assigned to the local barrack, which is located just south of Hagerstown. The Hagerstown Police Department has a full-time force of 110 officers. The Hancock Police Department employs four full-time officers. In addition, the Smithsburg Police Department employs four officers, and the Boonsboro Police Department employs five police officers.

The County's Division of Emergency Services ("DES") oversees Emergency Communication/911, Fire, Rescue, and the Emergency Medical Services Operations Program. DES is led by a full-time career Director, a Deputy Director of Operations, and a Deputy Director of Administrative Services. The director and two deputy directors oversee the daily operational components of Emergency Services in Washington County. The division has 112 full-time and 40 part-time personnel working directly within the division serving citizens of Washington County.

The County's Office of Emergency Management is led by a full time Governor Appointed Emergency Manager who oversees the day-to-day operations of the Office and ensures that the County is in compliance with all State and Federal statutes to include all aspects of the Stafford Act. In addition to the Emergency Manager, the Office has one full time Emergency Management Specialist and one full time

Emergency Management Planner. In addition to the full-time staff, the Office has 25 volunteers who are dedicated to the principals of Emergency Management by providing assistance to the Office and educating the County's citizens to better prepare them for disasters.

Environmental Management

The Division of Environmental Management ("DEM"), which includes the Department of Water Quality, the Environmental Engineering Department, the Solid Waste Department, the Stormwater Management Department, and the Watershed Department, was created in fiscal year 2007. The State and Federal environmental initiatives – as they pertain to water, wastewater, stormwater, solid waste, and nutrients – are all jointly related. DEM is responsible for integrating the regulations and applying them to the operations of these departments.

The Washington County Solid Waste Department is responsible for a solid waste disposal system that protects the environment and public health.

The County currently provides water and/or wastewater services to nearly all the immediate densely populated area surrounding the City of Hagerstown (except the Dual Highway corridor), the areas of Highfield, Elk Ridge, Sandy Hook, and the towns of Sharpsburg and Smithsburg.

Department of Business Development

The Washington County Department of Business Development (the "DBD") is dedicated to creating and sustaining a positive pro-business climate.

The DBD currently has six full-time employees to conduct the day-to-day operations of the office, as well as business development and business outreach efforts in the community.

Throughout the year the DBD meets with representatives of existing companies in need of assistance. Discussions include appropriate funding programs, incentive benefits, customized training programs, workforce development efforts, and other sources of business support. The DBD has formed strategic partnerships with such organizations as the Maryland Department of Commerce, the City of Hagerstown, the Washington County Chamber of Commerce, The Greater Hagerstown Committee, Inc., and Washington County Convention & Visitors Bureau, to better serve the needs of businesses in Washington County. The DBD was actively involved in Washington County's becoming certified as the first ACT Work Ready Community in Maryland, an initiative that matches the labor force with available jobs in Washington County.



Demographic Information

Population

<u>Year</u>	<u>County Total</u>
1980	113,086
1990	121,393
2000	131,923
2010	147,430
2020	151,800
2025 projected	157,440
2030 projected	164,900
2035 projected	172,600

Sources: Projections by the Maryland Department of Planning 2020

Population Statistics

Age:	19 & under	24.38%
	20-64 (workforce age)	58.80%
	65 & older	17.50%
	Median Age	41.5
Gender:	Male	50.60%
	Female	49.40%
Race:	White	80.50%
	Black	12.00%
	Other	7.50%

Sources: U.S. Census Bureau, 2019 American Community Survey

Housing

2021 Median Selling Price

Washington County	\$240,000
Maryland	\$342,500

Sources: Maryland Association of Realtors 2021.

Households

Number of Households	56,035
Number of Family Households	37,505
Number of Non-Family Households	18,530

Sources: U.S. Census Bureau, 2020 American Community Survey

County Income

Per Capita Income	\$30,464
Median Household Income	\$60,860
Average Household Income	\$79,633

Sources: U.S. Census Bureau, 2019 American Community Survey

County Employment Statistics

Civilian Labor Force	69,386
Employed	65,323
Unemployed	4,063
Unemployment Rate	5.8%
States Average	6.5%

Source: MD Department of Labor, Licensing & Regulation March 2021.

Education Facilities in Washington County**Higher Education:**

Hagerstown Community College
 Purdue Univ. Global - Hagerstown
 Univ. System of MD at Hagerstown

Primary Education:

26 Elementary Schools
 7 Middle Schools
 9 Senior High Schools
 1 Middle/Senior High School
 1 Technical High School
 1 Evening High School
 1 Outdoor Education
 1 Special Education
 Pupil/Teacher Ratio: 13.1
 Public Enrollment: 22,993
 39 Private Schools

Sources: Washington County Board of Education.

Top 15 Employers in Washington County**Employer****Employment**

1 Washington County PS	3,296
2 Meritus Health, Inc.	2,740
3 First Data	2,185
4 State of Maryland	2,030
5 Volvo Group	1,543
6 Washington County Govt.	1,118
7 Citi	925
8 FedEx Ground	900
9 Bowman Group, LLP	828
10 Federal Government	582
11 ARC of Washington County	550
12 Hagerstown Comm. Coll.	545
13 Merkle Response Svc., Inc	545
14 City of Hagerstown	506
15 Direct Mail Processors	500

Source: Maryland Department of
Commerce.

County Business Patterns

<u>Industry</u>	<u>Total Establishments</u>
Services	1,410
Retail Trade	602
Other	545
Finance, Insurance, Real Estate	372
Transportation/Warehousing	154
Wholesale Trade	136
Manufacturing	131
Information	46
Total	3,396

Source: U.S Census Bureau, 2017 County Business Patterns.

County Water Quality Systems

	<u>Total # of Services</u>
Full - Service Water	1,345
Full - Service Sewer	7,382
Collection Service Sewer	3,899
Total	12,626

County Building Permits (000's)

	<u>Number</u>	<u>Value</u>
Residential New	182	\$46,990
Other Permits	967	\$216,220
Total	1,149	\$263,210

Source: Washington County Department of Budget and Finance

Source: Washington County Department of Plan Review and Permitting.

**Top 20 Largest Taxpayers in Washington County
as of June 30, 2020
Ranked by Assessed Value**

	<u>Taxpayer</u>	<u>Assessed Value</u>
1	PR Valley Limited Partnership	\$ 108,240,570
2	Outlet Village of Hagerstown	103,673,167
3	Potomac Edison	99,176,340
4	Bowman Group	92,326,967
5	FedEx Ground Packaging System	75,431,870
6	Liberty Property Management	72,149,800
7	Walmart Stores/Wal-Mart R.E. Sam's East	51,280,934
8	2007 East Greencastle Pike	50,221,900
9	LCN STP Hagerstown LLC	50,058,630
10	Ghattas Enterprise Maugans Avenue	48,637,333
11	Western Hagerstown (Inc. & Dist.)	44,880,100
12	CR Hagerstown LLC	42,037,967
13	254 Hagerstown/Citigroup/Citicorp	40,389,800
14	Mack Truck Inc./Volvo Group	36,473,210
15	Norfolk Southern Combined Rail	35,312,140
16	Cortpark II LLC	33,516,367
17	Lowe's	32,246,480
18	Verizon	32,204,390
19	GPT Hagerstown Owner, LLC	32,203,400
20	GP Hagerstown Limited Partnership	30,104,000

Source: Washington County Treasurer's Office. The information set forth above was compiled from tax rolls on which the names and owners are not always recorded in the same way.



Comprehensive Fiscal Policies

The summaries of the County's fiscal policies below provide guidelines and goals that influence and guide the financial management practices of the County and are the cornerstone of sound financial management. By adhering to both short and long-term policies, the County will achieve fundamentally sound financial objectives of a successful organization. The following represents a summary of the County's fiscal policies, which require an annual review.

OPERATING POLICIES:

1. The County will maintain timely collection systems and take a proactive approach in the collection of those accounts.
2. Revenues will be monitored regularly and compared to established trends to ensure collections are consistent with those trends.
3. The County shall strive to maintain a diversified and stable revenue structure to shelter it from short-term fluctuations in any one revenue source.
4. The County will prepare multi-year projections of revenues and other sources.
5. The County shall attempt to optimize all appropriate revenue sources to achieve an effective mix of revenues and shall strive to seek new sources of revenue to broaden its revenue base.
6. The County will periodically recalculate the full cost of activities currently supported by user fees and charges to identify the impact of inflation and other cost increases.
7. The County will attempt to set fees and user charges for each enterprise fund at a level that fully supports the total direct and indirect costs of operations and debt service.
8. The County will prepare annually a five-year forecast summary budget.
9. The County will adopt a balanced budget, by fund, for all funds maintained by the County using current revenue sources which could include reserves funds under the guidelines of the reserve policy.
10. Non-recurring revenue will be used for non-recurring expenditures or reserves only.
11. The County will depreciate all capital assets over the capitalization threshold of \$10,000 with a useful life of five years or more on a straight-line basis.
12. The County maintains control over assets that are not considered capital assets and classifies them as controllable assets since they fall under the capitalization limit of \$10,000.

13. Physical inventories are required on consumable inventories in excess of \$5,000 and all merchandising inventories.
14. The County has an identity theft prevention program designed to detect, prevent, and mitigate identity theft in connection with the opening of a covered account or an existing covered account and to provide for the continued administration of the program.
15. The County shall provide procedures and guidelines for the transfer and adjustment of approved budgetary amounts by policy guidelines.
16. The County will make funding decisions for the pension plan in order to accumulate the funds needed to fulfill the plan's obligations to participants and beneficiaries.

RESERVE POLICIES:

1. The County shall maintain a fund balance (equal to committed, assigned, and unassigned) at a minimum level of 17 percent of the on-going General Fund operating revenues in order to protect the financial stability, provide sufficient liquidity for daily operations and to meet anticipated and unanticipated financial or economic circumstance.
2. Fund balance is a measurement of available financial resources and is the difference between total assets and total liabilities in each fund. Fund balance information is used to identify the available resources to repay long-term debt, reduce property taxes, add new or expand existing governmental programs, or enhance the financial position of the County, in accordance with policies established by the County Commissioners. Fund balance will be reported as non-spendable, restricted, committed, assigned, or unassigned.
3. A reserve of 25 percent of the current year's operations and maintenance budget is required for Enterprise funds.
4. Self-assurance reserves shall be monitored monthly for trends, with an annual analysis by an actuary to determine the adequacy of those reserves.
5. The County shall maintain reserves for closure and post-closure cost for its Solid Waste operation. A portion of the fees shall be set aside for reserve for future closure and post-closure costs and for future construction costs.
6. A separate capital contingency account will be budgeted within each of the capital improvement funds to be used for capital project adjustments.
7. Annual surplus is used to accomplish three goals: (1) meet reserve requirements for upcoming years; (2) provide for pay-go cash payments; and (3) minimize the issuance of debt.
8. The County may use the reserves for emergencies, non-recurring expenditures, system failures, unanticipated expenditures as a result of legislative changes from State and/or Federal legislative actions, recession, or major on-time capital purchases that cannot be accommodated through other means as determined by the County Commissioners. Use of the reserve requires County Commissioner approval.

9. The Budget and Finance office shall prepare an annual analysis of all reserves with projections of reserve requirements.
10. The County will maintain separation of funds in accordance with the Generally Accepted Accounting Principles.
11. The County will maintain separate Solid Waste and Water Quality Funds. An annual evaluation of the user rates shall be performed through a cost-of-service model and necessary adjustments shall be made to reflect inflation, construction needs, bond covenants, and other factors.

DEBT POLICIES:

1. The County will prepare a multi-year capital program and update it annually.
2. No County debt can be authorized by the County Commissioners unless an appropriation has been included in the Capital Improvement Plan or until it has been modified through an approved budget adjustment.
3. Debt capacity shall be evaluated on an annual basis. The evaluation includes statistical measures and comparisons with peer group medians to determine debt affordability.
4. Debt for the Water Quality Funds cannot exceed 10 percent of the total assessed valuation of all the property in the County that is subject to County taxation during the County's most recent fiscal year.
5. The County will not issue debt for periods exceeding the useful life or average useful lives of the project(s) to be financed.
6. Debt will not be issued to fund operating deficits. Net bond proceeds shall be used and applied exclusively and solely for the acquisition, construction, improvement, or development of public facilities for which the bonds are sold, in accordance with state law.
7. The County encourages the issuance of long-term, tax-exempt Revenue or General Obligation Bonds. Although circumstances may warrant from time to time the use of other debt instruments.
8. The County encourages competitive sale when seeking its annual capital funds, although other means are available.
9. The Department of Budget and Finance shall be responsible for establishing a solicitation and selection process for securing professional services that are required to develop and implement the County's debt program.
10. Periodic review of all outstanding debt will be undertaken to determine refunding opportunities.

11. All investments and bond proceeds will be consistent with those authorized by existing State law and County investment policies.
12. The Department of Budget and Finance shall maintain a system of record keeping and reporting to meet the arbitrage compliance requirements of the Federal tax code.
13. The Chief Financial Officer in coordination with the County's financial advisor shall be responsible for maintaining relationships with the rating agencies that currently assign the ratings to the County's various debt obligations.
14. The County is committed to full and complete financial disclosure, and to cooperating fully with rating agencies, institutional and individual investors, other levels of government, and the general public to share clear, comprehensive, and accurate financial information.

INVESTMENT POLICIES:

General:

1. The primary objective of investments is safety, liquidity, and return on investment.
2. The Department of Budget and Finance shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.
3. Officials and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program or which would impair their ability to make impartial investment decisions.
4. The Department of Budget and Finance shall maintain a list of approved security brokers/dealers selected by creditworthiness who are authorized to provide investment services in the State.
5. The County will diversify to avoid incurring unreasonable risks inherent in over investing in specific instruments, individual financial institutions, or maturities.
6. The security transactions, including collateral for re-purchasing agreements, entered into by the County shall be conducted on a delivery-versus-payment basis.
7. Collateralization is required on certificates of deposit and repurchase agreements and must be equal to at least 102% of market value of principal and accrued interest.

Pension:

1. The portfolio's total value of assets should grow, net of payout, at a rate equal to or greater than the rate of inflation on a rolling three-year basis.
2. Performance and allocation are reviewed to determine if target weightings meet the current risk profile.

3. Investment managers will be reviewed on a quantitative basis in the form of quarterly reports to be provided by the advisor.
4. The pension committee and its advisor shall monitor the overall performance of the portfolio to ensure that it is meeting objectives. Rebalancing will occur at least annually back to policy targets.
5. The custodian shall provide the pension committee with a report each month that lists all assets held in the portfolio, values of each asset, and all transactions affecting assets within the portfolio, including additions and withdrawals.
6. The asset manager shall manage the asset in accordance with the policy guidelines and objectives expressed in the policy document.

CAPITAL IMPROVEMENT POLICIES:

1. The County's capital investments will be targeted to support the goals of the Comprehensive Plan and other County functional plans.
2. The County will support capital investment for economic development.
3. Existing assets will be preserved and maintained to ensure continued service.
4. External funding possibilities should be considered when choosing among projects.
5. Intergovernmental funding should be sought for regional projects.
6. Debt should be used carefully and managed in accordance with the goals and objectives of County policies.
7. Projects become eligible for the Capital Improvement Plan when the project supports or improves infrastructure needs or the productive capacity of the County.
8. The County will adopt a balanced 10 Year Capital Improvement Plan, appropriating the first year of the 10-year program.
9. Each project will be reviewed to determine the best financing method based on useful life, benefit of asset, cost, etc. It is also the policy of the County to establish a pay-as-you-go funding strategy that best matches benefit streams to cost streams as close as possible, while maximizing the contribution level.
10. The relationship between the operating and capital budget is considered during the budgeting process. The capital budget includes costs for long-term capital projects, which add to the capital asset base of the County. The operating budget assumes the cost of maintaining and operating the facilities that are built under the capital budget.
11. Self-supporting projects are determined by policy and by evaluation of financial information, including rate setting models, financial forecasts, and budgets and funding source evidence.

12. The Chief Financial Officer is authorized to initiate interim and long-term borrowing measures, as identified in the Capital Improvement Plan.
13. The annual capital budget shall include only those projects which can be reasonably accomplished in the time frame indicated.
14. Capital projects will not be budgeted unless there are reasonable expectations that revenues will be available to pay for them.
15. Capital projects, which are not completed during the fiscal year, will be carried over to the next fiscal year.
16. A comprehensive inventory of all capital assets shall be maintained to include estimated values, depreciation, and useful life. See Capital Asset Policy.
17. The Chief Financial Officer shall review the project status and revenues before any issuance of debt. Any modifications to a project and/or the total debt to be issued based upon this review shall be approved by the Board of County Commissioners either for an increase or decrease in the total borrowing amount or for change in the borrowing source.
18. A Capital Improvement Status Report will be maintained so that all project managers can monitor project expenditures and funding sources in real-time using the County's financial system.
19. The County will adhere to established procedures for considering applications for development financing used for economic development projects that provide improvements to public infrastructure in under-utilized areas in Washington County.
20. Capital projects are ranked using a priority ranking matrix which is the basis for assigning projects into one of five priority ranking categories. The ranking matrix is used as a management tool and not as an absolute determining factor.

SHORT-TERM & LONG-TERM POLICIES:

1. The County will develop short and long-term fiscal management policies that link operational and capital budgeting together with organizational goals.
2. The County's strategic planning and budgeting decisions are based on a number of statistical analysis and financial modeling tools.
3. The County prepares and annually updates a long-range financial forecasting system, which includes projections of revenues, expenditures, future costs, financing of capital improvements, and cost service plans.
4. Revenues shall be monitored on a monthly basis to identify any potential trends, which would significantly impact those revenue sources.
5. The County will annually update its financial ratios and trend information to determine a peer group median from historical data in the following areas: revenues; expenditures;

operating position; debt structure; condition of capital; and environmental and external factors.

6. The County will protect its assets by maintaining adequate insurance coverage.

FINANCIAL REPORTING POLICIES:

1. The County's accounting and financial reporting systems will be maintained in conformance with current accepted principles and standards of the Governmental Accounting Standards Board (GASB) and the Government Finance Officers Association (GFOA).
2. The County will have an annual financial audit performed of the County's finances.
3. The County will prepare an annual budget document that provides a basic understanding of the County's planned financial operations for the upcoming fiscal year.
4. In the County's Fund Financial Statement, governmental funds are prepared on a modified accrual basis of accounting, whereas the proprietary funds are prepared on an accrual basis of accounting. For budgetary purposes, all funds are prepared on a modified accrual basis.
5. The County will seek the GFOA's Certificate of Achievement for Excellence in Financial Reporting.



Budget Practices and Process

The County's budgetary practices focus on long-term financial planning to ensure that budget decisions which affect multiple years are assessed as to whether program and service levels can be sustained over those years. The budget process requires the development of organizational goals, policies, and procedures to achieve the goals; and requires the allocation of resources to accomplish the goals.

Budget Calendar

Phase	Process	Time Frame
Fiscal Capacity/Analysis Phase	Update Economic and Financial Trend Analysis and Debt Affordability	October - January
Budget Development Start	Distribute Budget Package	October - November
Budget Development Phase	Program/Service Goals are Reviewed and Identified	December - January
Review/Modification Phase	Management Team and Commissioners Review	January - April
Adoption Phase	Operational Budgets	May
Start Up Phase	Monthly Reporting and Monitoring	July

Budget Process

The budget process involves activities that encompass the development, implementation, and evaluation of a plan for the provision of services and capital assets.

Several essential features that characterize a good budget process are:

- ◆ Incorporates a long-term perspective;
- ◆ Establishes linkages to broad goals; and
- ◆ Focuses budget decisions on results and outcomes.

These characteristics of budgeting make clear that the budget process is not simply an exercise in balancing revenues and expenditures one year at a time, but is strategic in nature, encompassing a multi-year financial and operating plan that allocates resources on the basis of identified goals. A good budget moves beyond the traditional concept of line-item expenditure control, providing incentives and flexibility to managers that can lead to improved program efficiency and effectiveness.

The County's budget process is key to its long-range strategic plan. With the adoption phase ending in May, the entire budget process encompasses nine months of preparation time. Financial forecasts, economic trends, policy reviews, and citizen input are all part of this process and result in the development of the operating and capital budgets for the year. The following describes the phases mentioned in the budget calendar above:

Financial and Debt Capacity Analysis Phase:

The County develops statistical analysis of major revenue sources through various resources available. The County prepares and annually updates a long-range (5 year) financial forecasting system, which includes projections of: revenues; expenditures; future costs; financing of capital improvements that are included in the Capital Improvement Budgets; Cost of Service Plans; and the Operating Budget.

Revenue estimates are monitored to identify any potential trends, which would significantly impact the various revenue sources. The County reviews current construction trends, the number of building permits, mortgage rates, and other economic data that can impact revenue collections.

The County uses other financial modeling techniques to forecast impacts on the long-term operations and rates for the Water Quality and Landfill Funds.

The County periodically updates its financial ratios and trends. Most of the financial trend analysis includes evaluation of historical data and comparison to calculated peer group medians. Trend indicators are tracked for specific elements of the County's fiscal policies for evaluation.

Debt capacity is evaluated on an annual basis prior to the adoption of the Capital Improvement Plan. The County examines statistical measures to determine debt capacity and compares these ratios to other counties, rating agency standards, and Washington County's historical ratios to determine debt affordability.

The economic and financial trend analysis is an integral part of the County's decision-making process that includes short and long-term forecasts. The County's current financial condition as well as future debt capacity, long-range plans, future goals, and visions are evaluated. During this phase, forecasting of revenues, policy and reserve reviews, compensation adjustments, and inflation assumptions are made.

Budget Development Start:

The development of the budget starts with the on-line release of Operational budgets and Capital Improvement budgets. Instructions are provided for completing both budgets, due dates, and

updated information on budgetary numbers, personnel positions, goals, and other pertinent information.

Budget Development Phase:

The Capital Improvement Budget development begins in the fall along with the development of the debt capacity and financial and economic trend analysis. The Capital Improvement Program (CIP) provides a comprehensive approach to planning and impacts all facets of County operations. The County Administrator, the Chief Financial Officer, the Director of Planning and Zoning, the Director of Public Works, and the Director of Engineering comprise the Capital Improvement Program Committee. From the time the CIP's initial annual review is begun in October through its adoption in May of each fiscal year, there is constant interaction between departments, the CIP committee, and the elected officials. This effort is characterized by cooperation and reflects a common goal of ensuring that the CIP meets the objectives of the County and remains affordable and achievable.

The CIP is reviewed in conjunction with the annual debt affordability analysis with revenue projections inclusive of rate analysis to determine funding availability. A financial analysis of funding sources and project costs is conducted for all proposed capital improvement projects.

It is the CIP committee's responsibility to review all requests that County departments and agencies submit. All projects are ranked based on established criteria for priority ranking. Considering current and future needs, as developed in the 10-year capital plan, available funding sources, and the results of the priority ranking process, the committee determines which capital projects best meet established criteria for the current fiscal year Capital Improvement Budget and the nine-year forecast. Operating impacts of current and proposed capital projects are also taken into consideration by staff when developing their Capital Improvement Budget.

Operating Budgets represent existing service levels and two years of prior historical information. Departments and Agencies request funding for the upcoming fiscal year. Any increases in program and services require justification, as do, all capital outlay requests. These requests are summarized with projected funding shortfalls or overruns.

Review/Modification Phase:

The County Administrator and Chief Financial Officer presents the Operating and Capital Improvement Budgets to the County Commissioners. Preliminary recommendations are reviewed to ensure that preliminary budgets address the County's goals and fiscal management policies. The County Administrator and the Chief Financial Officer work with the Commissioners on the proposed budget documents for adoption.

Adoption Phase:

A Proposed Budget is voted on by the County Commissioners to take to a public hearing to communicate to the General Public for all operating and capital funds. Advertisement is provided in the local newspaper and on the County web site. Documents and handouts are prepared for the public hearing.

Public hearings are held on the Proposed Budgets along with the current tax levy. Local Law requires a balanced budget to be adopted by July 1st.

Start Up:

Department managers are responsible for their budgets throughout the fiscal year. Expenditures percentages are calculated and compared to budget. Corrective action, if necessary, is taken if serious negative trends exist. Management and the County Commissioners have real-time budgeting reports available on-line, as well as updates on major events and/or issues.

Basis of Accounting and Budgeting

GAAP Basis of Accounting:

The basis of accounting refers to the timing of when revenues and expenditures are reported in financial documents. The County presents financial statements in accordance with GAAP.

The governmental funds are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized when measurable and available. Expenditures are generally recorded when incurred. In accordance with GAAP, the County considers revenue collected within 90 days of the end of the fiscal year as being available, except for property taxes, which must be collected within 60 days. When revenues have not been received within the availability periods, they have been deferred into a future fiscal year.

The proprietary funds are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recognized when earned, and expenses are recognized when a liability is incurred, regardless of the timing of cash flows.

Budgetary Basis of Accounting:

The budgetary basis of accounting determines when a government charges expenditure to a budget appropriation, or when it credits revenue to its funds for budgeting purposes. Although the County presents financial statements in accordance with GAAP, the budget is adopted on a modified cash basis. The major areas of difference between the two basis of accounting area as follows:

- ◆ For budgetary purposes, expenditures are recognized when encumbered. Under GAAP, encumbrances are classified as a reservation of fund balance.
- ◆ For budgetary purposes, grant revenue is recognized when the grant-related reimbursable expenditures are made. Under GAAP, these revenues are recognized when measurable and available.
- ◆ For budgetary purposes, depreciation expense is not appropriated, but capital outlays are. Under GAAP, in the proprietary funds, capital outlay transactions are recorded as an increase in capital assets, and depreciation expense is recognized on an annual basis regardless of when a capital asset is actually replaced.
- ◆ For the budgetary purpose, accrued interest for debt service is not appropriated. Under GAAP, accrual for interest payable is recorded if meets certain criteria.

In recognition of these differences, companion financial statements are presented according to the budgetary basis of accounting.

Balanced Budget:

Under County Code the County Commissioners annual budget shall have a figure for the total of all appropriations and a figure for the total of all revenues available to pay the appropriations. The figure for total appropriations shall not exceed the figure for total estimated revenues.

Costing of Services:

In addition to accrual basis budgeting, several enterprise funds utilize a cost-of-service approach. Cost of service is a method of accounting which identifies both the cost of the program and the portion of the cost that will be recovered through fees and charges. By using this financial technique, the County can assess the true cost of providing a service. Currently water, sewer, and solid waste services use this approach to determine cost and rates.

Amendment to the Budget

The County's Operating Budgets are adopted at the program/service level and the Capital Improvement Budgets are adopted at the project level. Transfers between programs or projects greater than \$25,000 require County Commissioner approval. Any transfer out of contingency requires the approval of the County Commissioners.

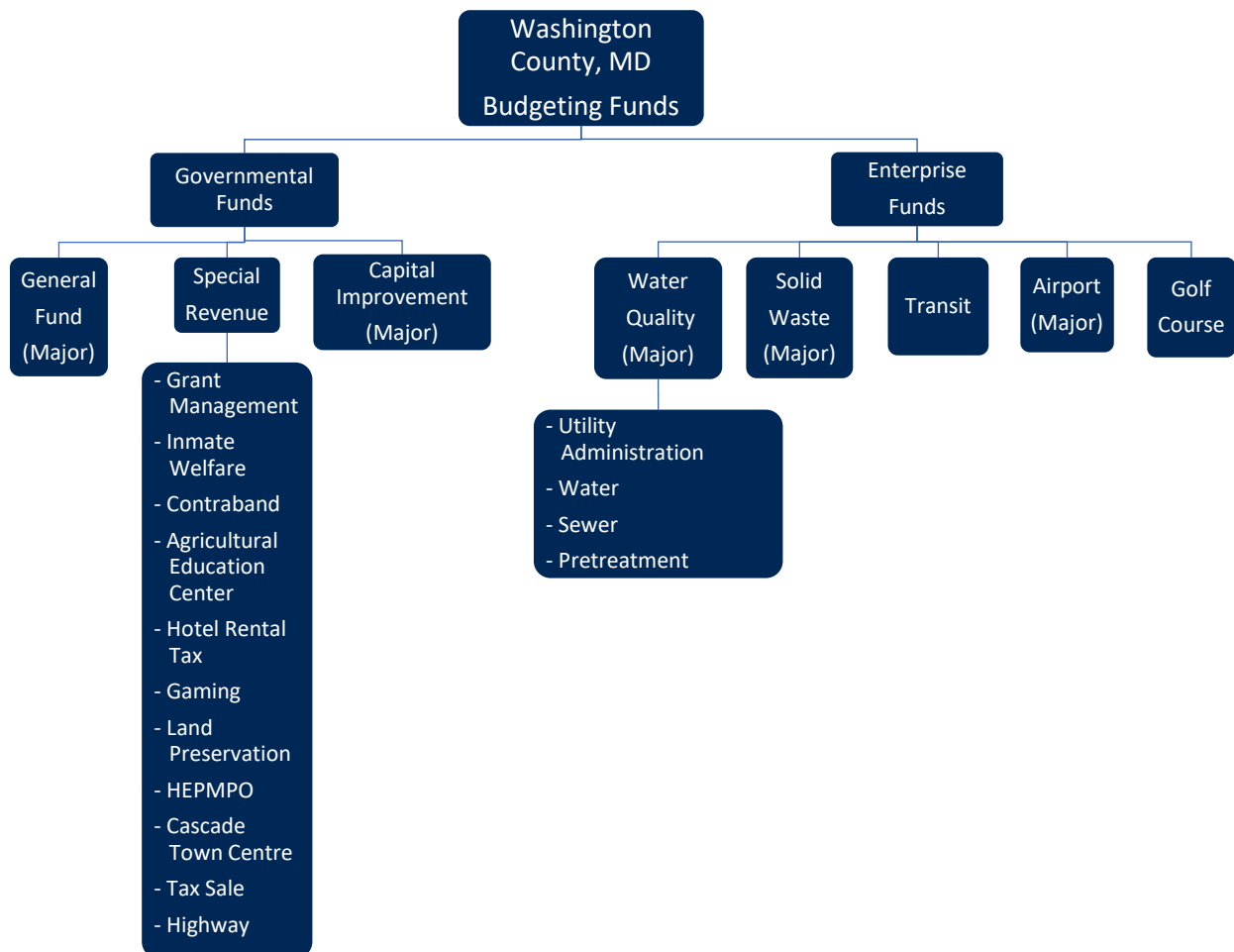
The Chief Financial Officer reviews the project status and revenues before any issuance of debt. Any modifications to a project and or the total debt to be issued based upon this review is required to be approved by the County Commissioners either for an increase or decrease in total borrowing amount or for a change in the borrowing source.



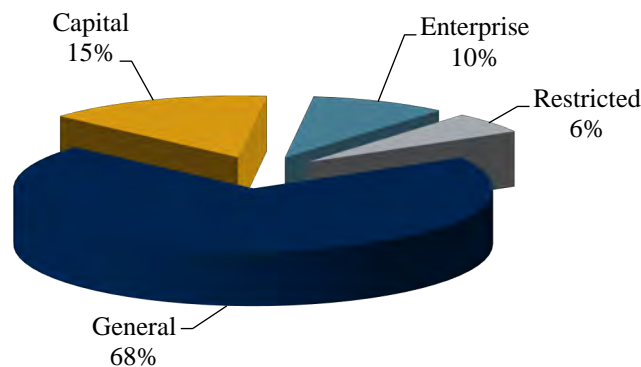
Fund Summaries

The following is an overview of the County's legal compliance and financial management for various revenues and program expenditures and includes additional facts to help you understand how County programs and services are funded. The accounting and budget structure for a government unit are segregated into various self-balancing funds to account for restricted revenues, business like activities, and unrestricted resources similar to the General Fund.

All funds are subject to appropriation. An overview is presented below of the total revenues and expenditures, without regard to any fund type. This shows you the "total" County resources used to operate the governmental unit as a whole. However, the fund approach is meaningful from a restricted and non-restricted standpoint, as some revenues can only be used for specific operations and not for the governmental unit as a whole. These are the same fund classifications and groupings as used in financial statements.



FY 2022 Funds



General Fund:

\$251,935,100

The General Fund is the primary operating fund of the County. It exists to account for a full range of countywide services traditionally associated with local government. These services include education, court system, public safety, parks and recreation, general administration, economic development, and any other activity for which a special fund has not been created.

Capital Improvement Fund:

\$54,832,000

Capital Improvement Funds are used to account for the acquisition or construction of major capital facilities. The County maintains several Capital Improvement Funds to ensure legal compliance and proper financial management.

Enterprise Funds:

\$33,125,330

Enterprise funds are used to account for operations, including debt service that are financed and operated like a private business where the intent is for the service to be self-sufficient, with all costs supported primarily by user charges. The County maintains five Enterprise funds as follows:

- ◆ **Water Quality Funds** – The Water Quality Funds account for all operating activities necessary to provide water, wastewater, and pretreatment services. This includes, but is not limited to administration, operations and maintenance, financing, and related debt service. (\$18,781,500 – Major Fund)
- ◆ **Solid Waste Fund** – The Solid Waste Fund accounts for municipal solid waste operations on a cost-of-service basis. This includes operations and maintenance, administration, related debt service on operational sites, closure and post-closure costs, pre-development costs, future construction cost reserves, and closed landfill sites. (\$8,372,270 – Major Fund)
- ◆ **Transit Fund** – The Transit Fund accounts for the County public transit system funded mainly by Federal and State grants and include all operating activities necessary to provide that service. This

includes, but is not limited to administration, operations and maintenance, and public assistance programs. (\$2,778,170 – Non-Major Fund)

- ◆ **Airport Fund** – The Airport Fund accounts for all operating activities necessary to provide air transportation needs to the Quad-State area. This includes, but is not limited to administration, operations and maintenance, financing, and related debt service. (\$2,020,920 – Major Fund)
- ◆ **Golf Course** – The Golf Course Fund accounts for all operating activities necessary to provide 18 holes of quality golf for residents of Washington County and surrounding areas. This includes, but is not limited to administration, operations and maintenance, and capital expenditures. (\$1,172,470 – Non-Major Fund)

Other Governmental Funds:

\$19,942,450

These funds are used to account for the proceeds of specific sources that are restricted to expenditures for specified purposes. The County maintains the following 11 separate restricted Governmental Funds:

- ◆ **Highway Fund** - The Highway Fund accounts for all the activities necessary to maintain the County road system. This includes, but is not limited to patching, stabilization, right-of-way, storm damage, snow and ice removal, line striping, signal maintenance, administration, and fleet maintenance costs. (\$11,476,800 Non-Major Fund)
- ◆ **Other Funds** – The County maintains 10 other small funds that account for the activities associated with each of the funds mentioned and are immaterial in nature and total (\$ Non-Major Fund). They are:

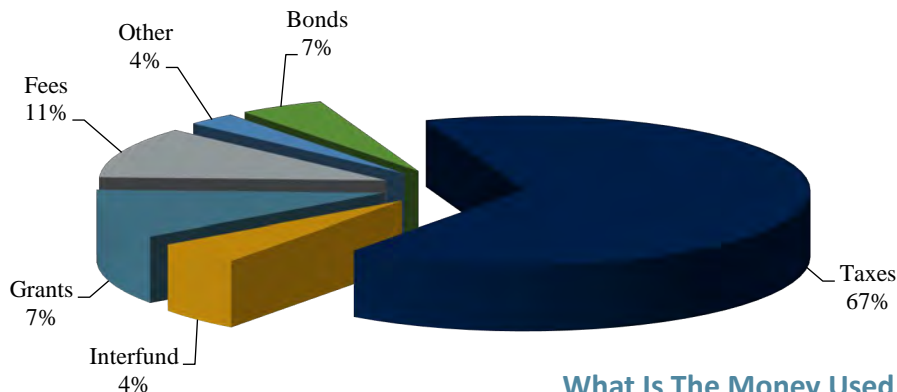
Agricultural Educational Center Fund	\$ 264,040
Grant Management Fund	\$ 479,900
Inmate Welfare Fund	\$ 530,000
Land Preservation Fund	\$ 2,387,330
Gaming Fund	\$ 2,168,960
Hotel Rental Tax Fund	\$ 1,840,000
Contraband Fund	\$ 5,070
HEPMPO Fund	\$ 606,200
Cascade Town Centre Fund	\$ 184,150



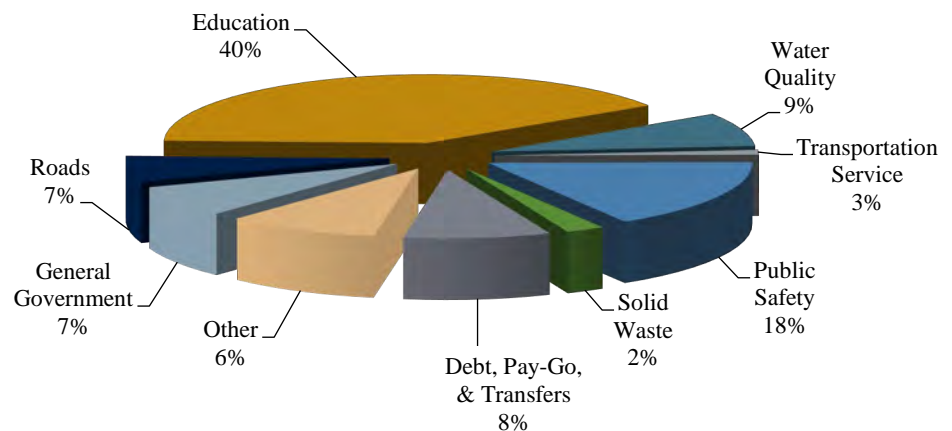
Total Sources and Uses of County Funds

The following represents total County revenues and expenditures, which are used to provide services and programs to the citizens of Washington County. The graph below depicts the total resources and uses of the County for the fiscal year 2022.

Where Does the Money Come From?



What Is The Money Used For?



The County's three major funds are the General, Capital Improvement, and the Enterprise Funds. The following schedule summarizes the revenues and expenditures of those funds for the FY 2022.

The forecasted fund balances represent the non-capital portion of net assets, in which the County refers to as Unreserved Fund Balance. This Fund Balance is the excess of revenues over expenditures and transfers and is reserved to protect the County from unexpected adversity and to preserve its financial strength. The County unlike most governmental units requires all its funds to maintain minimum operating reserves. Funds that do not meet the minimum amount are required to budget for the deficiency within their operating budgets.

The County is expected to meet its reserve target on June 30, 2021. This reserve protects the County against unanticipated revenue cuts or economic downturns. The reserve target rate is 17%.

Combined Statement of Revenues, Expenditures, and Changes in Undesignated Fund Balance Summary by Year

Description	Fiscal Year		
	2022 Budget	2021 Budget	2020 Actual
Revenue (By Major Type)			
Property Tax	\$ 134,671,240	\$ 132,213,070	\$ 129,830,659
Income Tax	\$ 99,282,670	\$ 88,483,080	\$ 92,154,973
Other Local Taxes	\$ 8,785,000	\$ 8,300,000	\$ 10,198,005
Highway User	\$ 1,868,000	\$ 1,992,080	\$ 1,788,131
Interest	\$ 500,000	\$ 500,000	\$ 2,297,243
Fees	\$ 38,876,740	\$ 38,001,690	\$ 34,899,706
Grants	\$ 31,604,340	\$ 24,737,620	\$ 20,545,067
Other	\$ 797,740	\$ 8,296,340	\$ 2,386,708
Bonds	\$ 20,045,000	\$ 22,010,000	\$ 15,335,708
Subtotal	\$ 336,430,730	\$ 324,533,880	\$ 309,436,200
Transfers	\$ 18,202,590	\$ 14,060,010	\$ 20,300,899
Reserves	\$ 5,201,560	\$ 3,986,290	\$ -
Total Revenue	\$ 359,834,880	\$ 342,580,180	\$ 329,737,099
Expenditures (By Function):			
Education	\$ 136,472,560	\$ 137,972,400	\$ 120,725,832
Public Safety	\$ 66,673,810	\$ 60,461,970	\$ 59,714,482
State/Community Promotion	\$ 8,875,810	\$ 6,683,840	\$ 6,301,862
Court System	\$ 6,186,700	\$ 5,870,270	\$ 6,135,780
General Government	\$ 27,270,430	\$ 23,643,380	\$ 31,946,241
Parks and Recreation	\$ 5,140,490	\$ 3,879,450	\$ 3,853,144
Water Quality	\$ 29,576,500	\$ 28,590,490	\$ 14,784,311
Roads/Infrastructure	\$ 22,740,800	\$ 24,858,350	\$ 23,908,933
Land Preservation	\$ 2,387,330	\$ 2,151,680	\$ 965,080
Solid Waste	\$ 10,361,270	\$ 8,524,110	\$ 7,931,725
Transit System	\$ 5,936,170	\$ 3,211,050	\$ 3,495,353
Airport	\$ 5,367,920	\$ 7,140,630	\$ 6,304,757
Golf Course	\$ 1,287,470	\$ 1,233,680	\$ 1,080,386
Subtotal	\$ 328,277,260	\$ 314,221,300	\$ 287,147,886
Transfers	\$ 16,284,830	\$ 12,551,610	\$ 20,092,847
Debt Service	\$ 15,272,790	\$ 15,807,270	\$ 14,877,978
Total Expenditures	\$ 359,834,880	\$ 342,580,180	\$ 322,118,711
Excess (Deficiency) of Revenues over Expenditures	\$ -	\$ -	\$ 7,618,388
Other Sources (Uses)	\$ -	\$ -	\$ 1,551
GAAP Basis Adjustments	\$ -	\$ -	\$ (5,456,937)
Beginning Fund Balance/Net Equity	\$ 331,064,123	\$ 331,064,123	\$ 328,901,121
Estimated Increase (Decrease)	\$ -	\$ -	\$ -
Ending Fund Balance/Net Equity (forecast)	\$ 331,064,123	\$ 331,064,123	\$ 331,064,123

FY2022 Budget – All Funds - Combined Statement of Revenues, Expenditures, & Changes

Description	Funds				
	General	Capital	Enterprise	Restricted	Total
Revenue (By Major Type)					
Property Tax	\$ 134,671,240	\$ -	\$ -	\$ -	\$ 134,671,240
Income Tax	99,282,670	-	-	-	99,282,670
Other Local Taxes	6,900,000	-	-	1,885,000	8,785,000
Highway User	-	-	-	1,868,000	1,868,000
Interest	500,000	-	-	-	500,000
Fees	5,240,160	2,600,000	28,034,120	3,002,460	38,876,740
Grants	5,341,030	22,014,000	1,659,440	2,589,870	31,604,340
Other	-	540,000	-	257,740	797,740
Bonds	-	20,045,000	-	-	20,045,000
Subtotal	\$251,935,100	\$45,199,000	\$29,693,560	\$9,603,070	\$336,430,730
Transfers	-	5,197,000	2,666,210	10,339,380	18,202,590
Reserves	-	4,436,000	765,560	-	5,201,560
Total Revenue	\$251,935,100	\$54,832,000	\$33,125,330	\$19,942,450	\$359,834,880
Expenditures (By Function):					
Education	\$ 119,182,560	\$ 17,290,000	\$ -	\$ -	\$ 136,472,560
Public Safety	60,035,260	5,115,000	-	1,523,550	66,673,810
State/Community Promotion	6,155,670	-	-	2,720,140	8,875,810
Court System	6,186,700	-	-	-	6,186,700
General Government	25,427,840	272,000	-	1,570,590	27,270,430
Parks and Recreation	3,389,450	1,487,000	-	264,040	5,140,490
Water Quality	-	10,795,000	18,781,500	-	29,576,500
Roads/Infrastructure	-	11,264,000	-	11,476,800	22,740,800
Land Preservation	-	-	-	2,387,330	2,387,330
Solid Waste	-	1,989,000	8,372,270	-	10,361,270
Transit System	-	3,158,000	2,778,170	-	5,936,170
Airport	-	3,347,000	2,020,920	-	5,367,920
Golf Course	-	115,000	1,172,470	-	1,287,470
Subtotal	\$ 220,377,480	\$ 54,832,000	\$ 33,125,330	\$ 19,942,450	\$ 328,277,260
Transfers	16,284,830	-	-	-	16,284,830
Debt Service	15,272,790	-	-	-	15,272,790
Total Expenditures	\$ 251,935,100	\$ 54,832,000	\$ 33,125,330	\$ 19,942,450	\$ 359,834,880
Beginning Fund Balance/Net Equity	\$ 53,926,003	\$ 70,321,005	\$ 201,967,106	\$ 4,850,009	\$ 331,064,123
Estimated Increase (Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -
Ending Fund Balance/Net Equity (forecast)	\$ 53,926,003	\$ 70,321,005	\$ 201,967,106	\$ 4,850,009	\$ 331,064,123

FY2021 Budget – All Funds - Combined Statement of Revenues, Expenditures, & Changes

Description	Funds				
	General	Capital	Enterprise	Restricted	Total
Revenue (By Major Type)					
Property Tax	\$ 132,213,070	\$ -	\$ -	\$ -	\$ 132,213,070
Income Tax	88,483,080	-	-	-	88,483,080
Other Local Taxes	6,460,000	-	-	1,840,000	8,300,000
Highway User	-	-	-	1,992,080	1,992,080
Interest	500,000	-	-	-	500,000
Fees	5,597,430	2,600,000	27,274,520	2,529,740	38,001,690
Grants	2,643,000	17,962,000	1,762,000	2,370,620	24,737,620
Other	-	7,836,000	-	460,340	8,296,340
Bonds	-	22,010,000	-	-	22,010,000
Subtotal	\$235,896,580	\$50,408,000	\$29,036,520	\$9,192,780	\$324,533,880
Transfers	-	1,929,000	1,873,120	10,257,890	14,060,010
Reserves	-	2,537,000	1,243,320	205,970	3,986,290
Total Revenue	\$235,896,580	\$54,874,000	\$32,152,960	\$19,656,640	\$342,580,180
Expenditures (By Function):					
Education	\$ 116,469,400	\$ 21,503,000	\$ -	\$ -	\$ 137,972,400
Public Safety	56,481,630	2,603,000	-	1,377,340	60,461,970
State/Community Promotion	5,804,000	-	-	879,840	6,683,840
Court System	5,870,270	-	-	-	5,870,270
General Government	19,522,950	609,000	-	3,511,430	23,643,380
Parks and Recreation	3,389,450	490,000	-	-	3,879,450
Water Quality	-	10,384,000	18,206,490	-	28,590,490
Roads/Infrastructure	-	13,122,000	-	11,736,350	24,858,350
Land Preservation	-	-	-	2,151,680	2,151,680
Solid Waste	-	373,000	8,151,110	-	8,524,110
Transit System	-	545,000	2,666,050	-	3,211,050
Airport	-	5,161,000	1,979,630	-	7,140,630
Golf Course	-	84,000	1,149,680	-	1,233,680
Subtotal	\$ 207,537,700	\$ 54,874,000	\$ 32,152,960	\$ 19,656,640	\$314,221,300
Transfers	12,551,610	-	-	-	12,551,610
Debt Service	15,807,270	-	-	-	15,807,270
Total Expenditures	\$235,896,580	\$ 54,874,000	\$ 32,152,960	\$ 19,656,640	\$342,580,180
Beginning Fund Balance/Net Equity	\$ 53,926,003	\$ 70,321,005	\$ 201,967,106	\$ 4,850,009	\$331,064,123
Estimated Increase (Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -
Ending Fund Balance/Net Equity (forecast)	\$ 53,926,003	\$ 70,321,005	\$ 201,967,106	\$ 4,850,009	\$331,064,123

FY2020 Budget – All Funds - Combined Statement of Revenues, Expenditures, & Changes

Description	Funds				
	General	Capital	Enterprise	Restricted	Total
Revenue (By Major Type)					
Property Tax	\$ 129,830,659	\$ -	\$ -	\$ -	\$ 129,830,659
Income Tax	92,154,973	-	-	-	92,154,973
Other Local Taxes	8,266,737	-	-	1,931,268	10,198,005
Highway User	-	-	-	1,788,131	1,788,131
Interest	2,297,095	-	-	148	2,297,243
Fees	4,030,030	4,036,603	24,319,812	2,513,261	34,899,706
Grants	7,710,163	8,724,217	2,007,634	2,103,053	20,545,067
Other	1,511,764	586,113	-	288,831	2,386,708
Bonds	-	15,335,708	-	-	15,335,708
Subtotal	\$ 245,801,421	\$ 28,682,641	\$ 26,327,446	\$ 8,624,692	\$ 309,436,200
Transfers	-	5,302,520	4,779,850	10,218,529	20,300,899
Reserves	-	-	-	-	-
Total Revenue	\$ 245,801,421	\$ 33,985,161	\$ 31,107,296	\$ 18,843,221	\$ 329,737,099
Expenditures (By Function):					
Education	\$ 110,550,900	\$ 10,174,932	\$ -	\$ -	\$ 120,725,832
Public Safety	55,712,216	2,566,347	-	1,435,919	59,714,482
State/Community Promotion	2,774,830	-	-	3,527,032	6,301,862
Court System	5,733,180	402,600	-	-	6,135,780
General Government	24,687,684	5,299,903	-	1,958,654	31,946,241
Parks and Recreation	2,955,669	663,365	-	234,110	3,853,144
Water Quality	-	1,404,622	13,379,689	-	14,784,311
Roads/Infrastructure	-	13,664,881	-	10,244,052	23,908,933
Land Preservation	-	-	-	965,080	965,080
Solid Waste	-	478,893	7,452,832	-	7,931,725
Transit System	-	555,207	2,940,146	-	3,495,353
Airport	-	4,294,125	2,010,632	-	6,304,757
Golf Course	-	5,605	1,074,781	-	1,080,386
Subtotal	\$ 202,414,479	\$ 39,510,480	\$ 26,858,080	\$ 18,364,847	\$ 287,147,886
Transfers	20,081,207	-	-	11,640	20,092,847
Debt Service	14,877,978	-	-	-	14,877,978
Total Expenditures	\$ 237,373,664	\$ 39,510,480	\$ 26,858,080	\$ 18,376,487	\$ 322,118,711
Excess (Deficiency) of Revenues over Expenditures	\$ 8,427,757	(\$ 5,525,319)	\$ 4,249,216	\$ 466,734	\$ 7,618,388
Other Sources (Uses)	\$ 1,551	\$ -	\$ -	\$ -	1,551
Increase (Decrease) in Fund Balance	\$ 8,429,308	(\$ 5,525,319)	\$ 4,249,216	\$ 466,734	\$ 7,619,939
GAAP Basis Adjustments	\$ -	\$ (4,340,164)	\$ (1,116,773)	\$ -	(\$ 5,456,937)
Beginning Fund Balance/Net Equity	\$ 45,496,695	\$ 80,186,488	\$ 198,834,663	\$ 4,383,275	\$ 328,901,121
Ending Fund Balance/Net Equity (forecast)	\$ 53,926,003	\$ 70,321,005	\$ 201,967,106	\$ 4,850,009	\$ 331,064,123



General Fund – Revenue Summary

Washington County, Maryland
General Fund Revenues
FY2022

	FY2021 vs. FY2022					
	2021 Operating Budget Approved	2022 Operating Budget Approved	\$ Change	% Change	% of New Money	% of Total Budget
<u>Property Tax</u>						
400000 - Real Estate Tax	119,464,580	121,831,450	2,366,870	1.98%	14.76%	48.36%
400120 - Corp. Personal Prop. - Current	14,057,110	14,510,190	453,080	3.22%	2.82%	5.76%
400140 - State Administration Fees	(620,000)	(520,000)	100,000	(16.13)%	0.62%	(0.21)%
400200 - Interest on Property Tax	380,000	380,000	0	0.00%	0.00%	0.15%
400210 - Interest - Prior Year	15,000	15,000	0	0.00%	0.00%	0.01%
400220 - County Payment in Lieu of Tax	283,100	285,000	1,900	0.67%	0.01%	0.11%
400230 - Enterprise Zone Tax Reimb.	239,480	548,640	309,160	129.10%	1.93%	0.22%
400250 - Service Charge Semi-Annual Tax	140,000	50,000	(90,000)	(64.29)%	(0.56)%	0.02%
400260 - Property Tax Sales	60,000	60,000	0	0.00%	0.00%	0.02%
400300 - Enterprise Zone Tax Credit	(478,950)	(1,097,270)	(618,320)	129.10%	(3.86)%	(0.44)%
400320 - County Homeowners Tax Credit	(220,000)	(220,000)	0	0.00%	0.00%	(0.09)%
400330 - Agricultural Tax Credit	(430,000)	(450,000)	(20,000)	4.65%	(0.12)%	(0.18)%
400345 - Other Tax Credits	(85,000)	(85,000)	0	0.00%	0.00%	(0.03)%
400355 - Disabled Veteran's Credit	(275,000)	(320,000)	(45,000)	16.36%	(0.28)%	(0.13)%
400400 - Discount Allowed on Tax Prop.	(340,000)	(340,000)	0	0.00%	0.00%	(0.13)%
496020 - Fed. Payment in Lieu of Taxes	22,750	23,230	480	2.11%	0.00%	0.01%
	132,213,070	134,671,240	2,458,170	1.86%	15.33%	53.45%
<u>Local Tax</u>						
400500 - Income Tax	88,483,080	99,282,670	10,799,590	12.21%	67.34%	39.41%
400510 - Admissions & Amusement Tax	210,000	150,000	(60,000)	(28.57)%	(0.37)%	0.06%
400520 - Recordation Tax	6,000,000	6,500,000	500,000	8.33%	3.12%	2.58%
400530 - Trailer Tax	250,000	250,000	0	100.00%	0.00%	0.10%
	94,943,080	106,182,670	11,239,590	11.84%	70.08%	42.15%
<u>Interest</u>						
404400 - Interest - Investments	450,000	450,000	0	0.00%	0.00%	0.18%
404410 - Interest - Municipal Investment	50,000	50,000	0	0.00%	0.00%	0.02%
	500,000	500,000	0	0.00%	0.00%	0.20%
Total General Revenues	227,656,150	241,353,910	13,697,760	6.02%	85.41%	95.80%

Washington County, Maryland
General Fund Revenues
FY2022

FY2021 vs. FY2022

	2021 Operating Budget Approved	2022 Operating Budget Approved	\$ Change	% Change	% of New Money	% of Total Budget
<u>Program Revenues</u>						
Charges for Services - Other						
<u>Circuit Court</u>						
486070 - Reimb. Expenses - Circuit Court	8,420	8,420	0	0.00%	0.00%	0.00%
486075 - Circuit Court Jurors	75,000	75,000	0	0.00%	0.00%	0.03%
	83,420	83,420	0	0.00%	0.00%	0.03%
<u>Weed Control</u>						
403120 - Weed Control Fees	323,300	321,180	(2,120)	(46.67)%	(0.01)%	0.13%
<u>General</u>						
403135 - Sheriff Auxiliary	10,000	40,000	30,000	300.00%	0.19%	0.02%
404510 - Rental - Building	70,000	70,000	0	0.00%	0.00%	0.03%
485000 - Reimburse Administrative	6,500	6,500	0	0.00%	0.00%	0.00%
490000 - Miscellaneous	150,000	150,000	0	0.00%	0.00%	0.06%
490010 - Gain or Loss on Sale of Asset	50,000	50,000	0	0.00%	0.00%	0.02%
490080 - Bad Check Fee	750	750	0	0.00%	0.00%	0.00%
490200 - Registration Fees	3,000	3,000	0	0.00%	0.00%	0.00%
490210 - Sponsorships	24,000	24,000	0	0.00%	0.00%	0.01%
	314,250	344,250	30,000	9.55%	0.19%	0.14%
<u>Plan Review and Permitting</u>						
401040 - Miscellaneous Licenses	700	700	0	0.00%	0.00%	0.00%
401070 - Building Permits - Residential	148,500	148,500	0	0.00%	0.00%	0.06%
401080 - Building Permits - Commercial	135,000	135,000	0	0.00%	0.00%	0.05%
401085 - Municipal Fees	10,000	10,000	0	0.00%	0.00%	0.00%
401090 - Electrical Licenses Fees	7,500	7,500	0	0.00%	0.00%	0.00%
401100 - Electrical Permit - Residential	180,000	180,000	0	0.00%	0.00%	0.07%
401110 - Electrical Permit - Commercial	117,000	117,000	0	0.00%	0.00%	0.05%
401115 - HVAC Registration Fees	3,000	10,000	7,000	233.33%	0.04%	0.00%
401120 - HVAC Permit - Residential	85,500	85,500	0	0.00%	0.00%	0.03%
401130 - HVAC Permit - Commercial	42,300	42,300	0	0.00%	0.00%	0.02%
401140 - Other Permit Fees	37,800	37,800	0	0.00%	0.00%	0.02%
401160 - Plumbing Licenses Fees	5,000	20,000	15,000	300.00%	0.09%	0.01%
401170 - Plumbing Permits - Residential	99,000	99,000	0	0.00%	0.00%	0.04%
401180 - Plumbing Permits - Commercial	37,800	37,800	0	0.00%	0.00%	0.02%
402020 - Fines and Forfeitures	100	0	(100)	(100.00)%	(0.00)%	0.00%
403035 - Technology Fees	60,000	60,000	0	0.00%	0.00%	0.02%
403045 - Review Fees	140,400	140,400	0	0.00%	0.00%	0.06%
440110 - Drawings/ Blue Line Prints	200	200	0	0.00%	0.00%	0.00%

Washington County, Maryland
General Fund Revenues
FY2022

FY2021 vs. FY2022

	2021 Operating Budget Approved	2022 Operating Budget Approved	\$ Change	% Change	% of New Money	% of Total Budget
486010 - Reimbursed Exp. Plan Review	200	0	(200)	(100.00)%	(0.00)%	0.00%
486045 - Reimbursed Expense - Other	10,000	10,000	0	0.00%	0.00%	0.00%
	1,120,000	1,141,700	21,700	1.94%	0.14%	0.45%
<u>Engineering</u>						
440110 - Drawings/Blue Line Prints	3,000	0	(3,000)	(100.00)%	(0.02)%	0.00%
<u>Construction</u>						
401140 - Other Permit Fees	500	500	0	0.00%	0.00%	0.00%
401145 - Temp. Occupancy Fee - Comm.	1,800	900	(900)	(50.00)%	(0.01)%	0.00%
403035 - Technology Fees	250	250	0	0.00%	0.00%	0.00%
403045 - Review Fees	7,000	7,000	0	0.00%	0.00%	0.00%
	9,550	8,650	(900)	(9.42)%	(0.01)%	0.00%
<u>Planning and Zoning</u>						
403040 - Rezoning	12,000	12,000	0	0.00%	0.00%	0.00%
403050 - Development Fees	7,000	7,000	0	0.00%	0.00%	0.00%
403055 - Other Planning Fees	10,000	10,000	0	0.00%	0.00%	0.00%
403030 - Zoning Appeals	400	400	0	0.00%	0.00%	0.00%
	29,400	29,400	0	0.00%	0.00%	0.01%
<u>Sheriff Judicial</u>						
402010 - Peace Order Service	5,000	5,000	0	0.00%	0.00%	0.00%
403010 - Sheriff Fees - Judicial	50,000	50,000	0	0.00%	0.00%	0.02%
	55,000	55,000	0	0.00%	0.00%	0.02%
<u>Sheriff Process Servers</u>						
402010 - Peace Order Service	214,000	214,000	0	0.00%	0.00%	0.08%
<u>Sheriff - Patrol</u>						
402000 - Parking Violations	1,000	4,000	3,000	300.00%	0.02%	0.00%
402040 - School Bus Camera Fines	30,000	30,000	0	0.00%	0.00%	0.01%
486020 - Reimbursed Expenses - Patrol	87,000	62,660	(24,340)	(27.98)%	(0.15)%	0.02%
490020 - Sale of Publications	6,500	6,500	0	0.00%	0.00%	0.00%
403000 - Speed Cameras	1,600,000	1,300,000	(300,000)	100.00%	(1.87)%	0.52%
	1,724,500	1,403,160	(321,340)	(18.63)%	(2.00)%	0.56%
<u>Sheriff - Central Booking</u>						
404510 - Rental Income	15,720	15,720	0	0.00%	0.00%	0.01%

Washington County, Maryland
General Fund Revenues
FY2022

FY2021 vs. FY2022

	2021 Operating Budget Approved	2022 Operating Budget Approved	\$ Change	% Change	% of New Money	% of Total Budget
<u>Sheriff Detention Center</u>						
403080 - Housing Federal Prisoners	450	450	0	0.00%	0.00%	0.00%
403090 - Housing State Prisoners	175,000	175,000	0	0.00%	0.00%	0.07%
403100 - Home Detention Fees	11,000	18,000	7,000	63.64%	0.04%	0.01%
403110 - Prisoners Release Prog. Fees	8,000	0	(8,000)	(100.00)%	(0.05)%	0.00%
486050 - Reimbursed Exp. - Detention	1,500	1,500	0	0.00%	0.00%	0.00%
486055 - Alien Inmate Reimbursement	15,000	15,000	0	0.00%	0.00%	0.01%
486060 - Social Security Income Reimb.	15,000	10,000	(5,000)	(33.33)%	(0.03)%	0.00%
	225,950	219,950	(6,000)	(2.66)%	(0.04)%	0.09%
<u>Sheriff - Day Reporting Center</u>						
403075 - Day Reporting Fees	10,000	10,000	0	0.00%	0.00%	0.00%
<u>Sheriff - Narcotics Task Force</u>						
486030 - Reimbursed Expenses - NTF	393,490	404,660	11,170	2.84%	0.07%	0.16%
<u>Sheriff - Police Academy</u>						
403015 - Academy Fees	99,000	59,840	(39,160)	(39.56)%	(0.24)%	0.02%
<u>Emergency Services</u>						
403060 - False Alarm Term. Fee	30,000	30,000	0	0.00%	0.00%	0.01%
486040 - Reimbursed Exp. Emer. Mgmt.	405,630	405,630	0	0.00%	0.00%	0.16%
403070 - EMCS Salary Reimbursement	15,600	15,600	0	0.00%	0.00%	0.01%
	451,230	451,230	0	0.00%	0.00%	0.18%
<u>Wireless Communication</u>						
404520 - Rental - Other	46,000	46,000	0	0.00%	0.00%	0.02%
<u>Parks</u>						
404000 - Sale of Wood	8,000	0	(8,000)	(100.00)%	(0.05)%	0.00%
404010 - Rental Fees	35,000	0	(35,000)	(100.00)%	(0.22)%	0.00%
404020 - Ballfield Fees	8,000	0	(8,000)	(100.00)%	(0.05)%	0.00%
404030 - Ballfield Lighting Fee	1,000	0	(1,000)	(100.00)%	(0.01)%	0.00%
404040 - Concession Fee	5,000	0	(5,000)	(100.00)%	(0.03)%	0.00%
404300 - Program Fees	9,000	0	(9,000)	(100.00)%	(0.06)%	0.00%
490060 - Contribution from Residents	1,000	0	(1,000)	(100.00)%	(0.01)%	0.00%
499420 - Fuel	2,000	0	(2,000)	(100.00)%	(0.01)%	0.00%
	69,000	0	(69,000)	(100.00)%	(0.43)%	0.00%
<u>Buildings, Grounds & Facilities</u>						
499420 - Fuel	0	2,000	2,000	100.00%	0.01%	0.00%

Washington County, Maryland
General Fund Revenues
FY2022

			FY2021 vs. FY2022			
	2021 Operating Budget Approved	2022 Operating Budget Approved	\$ Change	% Change	% of New Money	% of Total Budget
<u>Martin L. Snook Pool</u>						
404100 - Swimming Pool Fees	57,000	57,000	0	0.00%	0.00%	0.02%
404110 - Swimming Pool Concession Fees	15,000	15,000	0	0.00%	0.00%	0.01%
	72,000	72,000	0	0.00%	0.00%	0.03%
<u>Parks & Recreation</u>						
404000 - Sale of Wood	0	8,000	8,000	100.00%	0.05%	0.00%
404010 - Rental Fees	0	35,000	35,000	100.00%	0.22%	0.01%
404020 - Ballfield Fees	0	8,000	8,000	100.00%	0.05%	0.00%
404030 - Ballfield Lighting Fee	0	1,000	1,000	100.00%	0.01%	0.00%
404040 - Concession Fee	0	5,000	5,000	100.00%	0.03%	0.00%
404300 - Program Fees	338,620	300,000	(38,620)	(11.41)%	(0.24)%	0.12%
490060 - Contribution from Residents	0	1,000	1,000	100.00%	0.01%	0.00%
	338,620	358,000	19,380	5.72%	0.12%	0.14%
Total Charges for Services	5,597,430	5,240,160	(357,270)	(6.38)%	(2.23)%	2.08%
<u>Grants</u>						
495000 - Operating Grant - Law Enf.	300,000	300,000	0	0.00%	0.00%	0.12%
496110 - State Aid - Police Protection	712,000	717,440	5,440	0.76%	0.03%	0.28%
496115 - SAFER	0	2,693,590	2,693,590	100.00%	16.79%	1.07%
496120 - 911 Fees	1,257,000	1,257,000	0	0.00%	0.00%	0.50%
401190 - Marriage Licenses	50,000	50,000	0	0.00%	0.00%	0.02%
401210 - Trader's License	200,000	200,000	0	0.00%	0.00%	0.08%
402020 - Fines & Forfeitures	20,000	20,000	0	0.00%	0.00%	0.01%
403130 - Marriage Ceremony Fees	4,000	3,000	(1,000)	(25.00)%	(0.01)%	0.00%
496130 - State Park Fees	100,000	100,000	0	0.00%	0.00%	0.04%
Total Grants for Operations	2,643,000	5,341,030	2,698,030	102.08%	16.82%	2.12%
Total Program Revenues	8,240,430	10,581,190	2,340,760	28.41%	14.59%	4.20%
Total General Fund Approved Revenue	235,896,580	251,935,100	16,038,520	6.80%	100.00%	100.00%

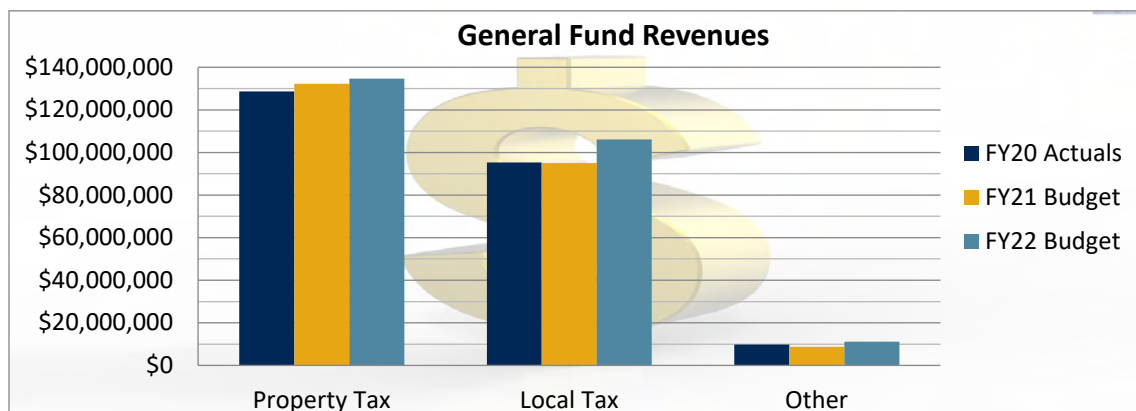
General Fund – Revenue Summary - Continued

Category	2020 Budget	2021 Budget	2022 Budget	\$ Change	% Change
Property Tax	128,697,630	132,213,070	134,671,240	2,458,170	1.86%
Local Taxes	95,255,000	94,943,080	106,182,670	11,239,590	11.84%
Interest Earnings	1,200,000	500,000	500,000	0	0.00%
Charges for Services:					
Plan Review & Permitting; Engineering; & Construction	1,238,050	1,132,550	1,150,350	17,800	1.57%
Planning and Zoning	37,400	29,400	29,400	0	0.00%
Parks and Recreation	468,300	479,620	432,000	-47,620	-9.93%
Public Safety	4,106,760	3,234,890	2,879,560	-355,330	-10.98%
Other	657,750	720,970	748,850	27,880	3.87%
Grants for Operations	2,121,300	2,643,000	5,341,030	2,698,030	102.08%
Total	233,782,190	235,896,580	251,935,100	16,038,520	6.80%

General Fund Revenue Structure

The General Fund major functions are to provide funding for education; public safety; courts; planning; permits; public works; parks and recreation; general operations; and economic development. To provide these programs and services for the public, the above revenue sources are used to fund related expenditures for those programs and services.

Major revenue categories are Property Tax, Local Taxes, Interest Earnings, Charges for Services, and Grants for Operations, which can be seen in the table above. Property Tax and Local Taxes represent the two major revenue sources in the General Fund, as they comprise 96% or \$240.1 million of total General Fund revenues.



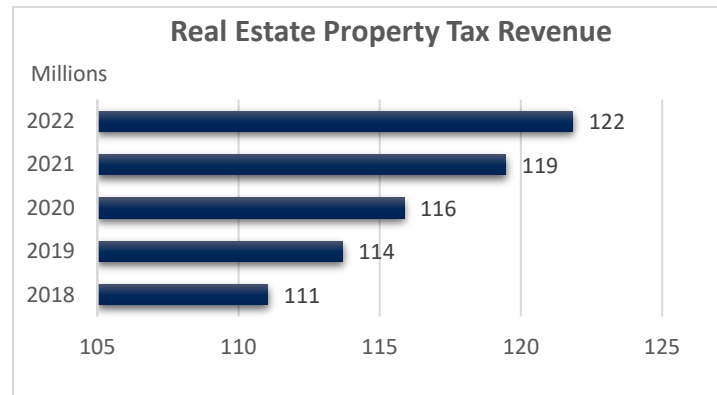


General Fund – Revenue Detail

Property Tax					
Category	2020 Budget	2021 Budget	2022 Budget	Change	
				\$	%
Real Estate Property Tax	115,862,420	119,464,580	121,831,450	2,366,870	1.98%
Corporate Personal Property Tax	14,057,110	14,057,110	14,510,190	453,080	3.22%
State Administrative Fees	(580,000)	(620,000)	(520,000)	100,000	-16.13%
Interest on Property Taxes	395,000	395,000	395,000	0	0.00%
Payment in Lieu of Taxes	290,000	283,100	285,000	1,900	0.67%
Enterprise Tax Reimbursement	203,500	239,480	548,640	309,160	129.10%
Service Charge - Semi-Annual	60,000	140,000	50,000	(90,000)	-64.29%
Tax Sale Penalty and Other Fees	60,000	60,000	60,000	0	0.00%
Enterprise Zone Tax Credit	(407,000)	(478,950)	(1,097,270)	(618,320)	129.10%
Agricultural Tax Credit	(410,000)	(430,000)	(450,000)	(20,000)	4.65%
County Homeowners Tax	(220,000)	(220,000)	(220,000)	0	0.00%
Disabled Veteran's Credit	(225,000)	(275,000)	(320,000)	(45,000)	16.36%
Other Credits	(85,000)	(85,000)	(85,000)	0	0.00%
Discount Allowed - Property Tax	(325,000)	(340,000)	(340,000)	0	0.00%
Fed. Payment in Lieu of Taxes	21,600	22,750	23,230	480	2.11%
Total	128,697,630	132,213,070	134,671,240	2,458,170	1.86%

Property taxes are the largest source of revenue available to the County and represent taxes assessed on real and personal property. Property taxes make up approximately 53.45% of General Fund revenues. Property assessments are performed on a triennial basis by the State of Maryland, Department of Assessments and Taxation to determine the property for taxing purposes. Tax billings and collections of the County share of property taxes are performed by the County. The real estate tax due is determined by multiplying the assessed value of the property by the tax rate of \$.948 for each \$100 of assessed value. Property tax is estimated at \$134.7 million for FY2022, which is an increase of \$2.5 million or 1.86%. The increase is a result of an increase in the County's taxable base because of reassessments. Property taxes are estimated by several methods, including trend analysis, economic analysis, and real estate analysis. The primary means, however, are the assessments provided by the Maryland Department of Assessments and Taxation, and full detail is provided on their website at www.dat.state.md.us/sdatweb/stats.

Below is a graph showing the trend analysis of Real Estate Property Tax revenue from 2017 to 2022.



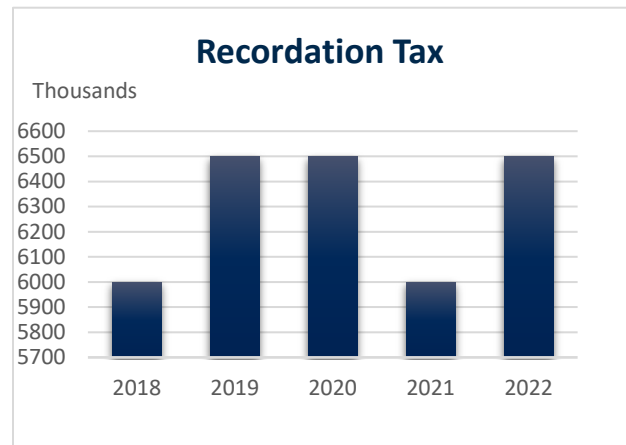
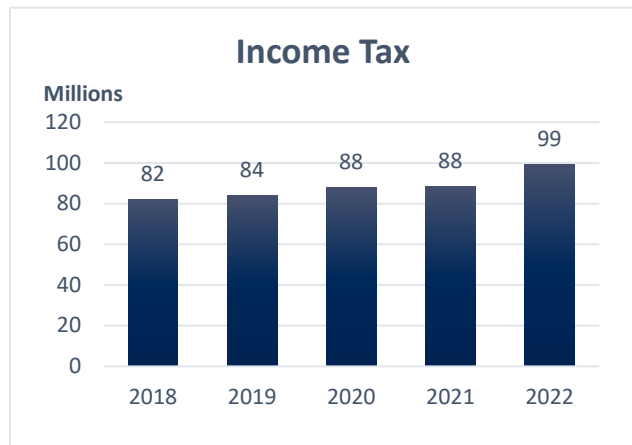
Local Taxes					
Category	2020 Budget	2021 Budget	2022 Budget	Change	
				\$	%
Income Tax	87,950,000	88,483,080	99,282,670	10,799,590	12.21%
Admissions and Amusement Tax	255,000	210,000	150,000	(60,000)	-28.57%
Recordation Tax	6,500,000	6,000,000	6,500,000	500,000	8.33%
Trailer Tax	550,000	250,000	250,000	0	0.00%
Total	95,255,000	94,943,080	106,182,670	11,239,590	11.84%

Local Taxes are projected to decrease by \$11.2 million or 11.84% in FY2022. Income and Recordation Tax account for 99.62% of this category. Income Tax is the second largest revenue source for the County, representing 39.41% of General Fund revenues. It is the most economically sensitive revenue in the County and reflects downturns in the local economy much faster than property tax. The income tax rate in Washington County was increased from 2.8% to 3.2% in FY2020. For FY2022 the Commissioners voted to decrease the rate from 3.2% to 3.0%. Revenue from income tax is derived from personal income from County residents such as salaries and social security payments as well as income from capital gains, interest, and some business income. This tax is collected by the State Comptroller of the Treasury and distributions are made to the counties throughout the year based upon collection deadlines. This is the most difficult revenue to project due to its volatility. The Income Tax budget was based on several factors including the expected effect of the COVID-19 pandemic, projected personal income trends, unemployment history, unemployment projections, job growth, state budgetary actions, trend analysis, and the decrease in the tax rate.

Recordation Tax rate is set at \$3.80 per \$500 and is set on instruments conveying title, articles of transfers, and amounts securing debt. Recordation revenue is projected at \$6.5 million and is based on current trends and projected economic outlooks, excluding one-time revenues.

Trailer Tax is calculated at 7.5% of gross monthly charges not to exceed \$20.00 per month per unit.

Below are graphs showing the trend analysis of Income and Recordation tax revenues from 2017 to 2022.



Interest Earnings					
Category	2020 Budget	2021 Budget	2022 Budget	Change	
				\$	%
Interest Income – Investments	1,000,000	450,000	450,000	0	0.00%
Interest Income – Municipal Investments	200,000	50,000	50,000	0	0.00%
Total	1,200,000	500,000	500,000	0	0.00%

Budgeted interest earnings are based on the current year's investment amount with interest rates remaining relatively flat. The County will continue to work with investment bankers to realize as much interest as possible during these unpredicted times.

Charges for Services – Division of Engineering and Construction Management

Category	2020 Budget	2021 Budget	2022 Budget	Change	
				\$	%
Plan Review & Permitting:					
Miscellaneous Licenses	700	700	700	0	0.00%
Building Permits – Residential	165,000	148,500	148,500	0	0.00%
Building Permits – Commercial	120,000	135,000	135,000	0	0.00%
Municipal Fees	10,000	10,000	10,000	0	0.00%
Electrical Licenses Fees	11,000	7,500	7,500	0	0.00%
Electrical Permit – Residential	200,000	180,000	180,000	0	0.00%
Electrical Permit – Commercial	130,000	117,000	117,000	0	0.00%
HVAC Registration Fees	10,000	3,000	10,000	7,000	233.33%
HVAC – Residential	95,000	85,500	85,500	0	0.00%
HVAC – Commercial	47,000	42,300	42,300	0	0.00%
Other Permit Fees	42,000	37,800	37,800	0	0.00%
Plumbing Licenses Fees	26,000	5,000	20,000	15,000	300.00%
Plumbing Permits – Residential	110,000	99,000	99,000	0	0.00%
Plumbing Permits – Commercial	42,000	37,800	37,800	0	0.00%
Technology Fees	50,000	60,000	60,000	0	0.00%
Fines and Forfeitures	100	100	0	(100)	-100.00%
Review Fees	156,000	140,400	140,400	0	0.00%
Drawings/Blue Line Prints	200	200	200	0	0.00%
Reimbursed Expense – Other	10,000	10,200	10,000	(200)	-1.96%
Engineering:					
Drawings/Blue Line Prints	3,000	3,000	0	(3,000)	-100.00%
Construction:					
Other Permit Fees	500	500	500	0	0.00%
Temporary Occupancy Fee	1,800	1,800	900	(900)	-50.00%
Review Fees	7,000	7,000	7,000	0	0.00%
Technology Fees	250	250	250	0	0.00%
Total	1,237,550	1,132,550	1,150,350	17,800	1.57%

Revenue from the Division of Engineering and Construction Management is projected to increase by \$17,800 for FY2022. It is a renewal year for plumbing licenses which results in a budget increase of \$15,000. The budget for several other permitting fees remains flat based on the current economy.

Charges for Services – Planning and Zoning

Category	2020 Budget	2021 Budget	2022 Budget	Change	
				\$	%
Zoning Appeals	400	400	400	0	0.00%
Rezoning	16,000	12,000	12,000	0	0.00%
Development Fees	7,000	7,000	7,000	0	0.00%
Other Planning Fees	14,000	10,000	10,000	0	0.00%
Total	37,400	29,400	29,400	0	0.00%

Plan review fees are projected to total \$29,400. The major revenue source in this category is rezoning fees which are budgeted to generate \$12,000. Development fees include site plan and subdivision review. Fees vary from project to project depending on the number of lots or acres in the subdivision.

Charges for Services – Parks and Recreation

Category	2020 Budget	2021 Budget	2022 Budget	Change	
				\$	%
Parks and Recreation:					
Sale of Wood	6,000	8,000	8,000	0	0.00%
Rental Fees	40,000	35,000	35,000	0	0.00%
Ball Field Fees	10,800	8,000	8,000	0	0.00%
Ball Field Lighting Fees	3,000	1,000	1,000	0	0.00%
Concession Stands	5,000	5,000	5,000	0	0.00%
Contributions	1,000	1,000	1,000	0	0.00%
Program Fees	329,000	347,620	300,000	(47,620)	-13.70%
Fuel	1,500	2,000	2,000	0	0.00%
Martin L. Snook Pool:					
Pool Fees	57,000	57,000	57,000	0	0.00%
Concession Fees	15,000	15,000	15,000	0	0.00%
Total	468,300	479,620	432,000	(47,620)	-9.93%

Parks and Recreation revenue are projected to produce \$432,000 for FY2022. Most of this revenue source comes from program fees, rental fees, and pool fees. Program fees are generated from recreation programs such as summer camps, which raise approximately \$300,000 and are based on the cost of the program. Rental fees are estimated at \$35,000 and are generated from pavilion usage. Pool fees are estimated at \$57,000 and are generated from the County owned pool, which is operated during summer months. All revenue estimates are based on current revenue, normal weather patterns, and projected trends.

Charges for Services – Public Safety					
Category	2020 Budget	2021 Budget	2022 Budget	Change	
				\$	%
Sheriff – Judicial:					
Sheriff Fees	52,000	50,000	50,000	0	0.00%
Peace Order Service	7,000	5,000	5,000	0	0.00%
Sheriff – Process Servers:					
Peace Order Service	214,000	214,000	214,000	0	0.00%
Sheriff – Patrol:					
Parking Violations	1,000	1,000	4,000	3,000	300.00%
School Bus Camera Fines	20,000	30,000	30,000	0	0.00%
Sale of Publications	6,500	6,500	6,500	0	0.00%
Reimbursed Expenses	60,000	87,000	62,660	(24,340)	-27.98%
Speed Cameras	2,461,560	1,600,000	1,300,000	(300,000)	-18.75%
Sheriff – Central Booking:					
Rental Income	15,720	15,720	15,720	0	0.00%
Sheriff – Detention:					
Housing Federal Prisoners	450	450	450	0	0.00%
Housing State Prisoners	175,000	175,000	175,000	0	0.00%
Home Detention Fees	17,500	11,000	18,000	7,000	63.64%
Prisoners Release Program Fees	62,750	8,000	0	(8,000)	-100.00%
Alien Inmate Reimbursement	15,000	15,000	15,000	0	0.00%
Social Security Income	15,000	15,000	10,000	(5,000)	-33.33%
Reimbursed Expenses	1,500	1,500	1,500	0	0.00%
Sheriff - Day Reporting Center:					
Day Reporting Fee	20,160	10,000	10,000	0	0.00%
Sheriff – Narcotics Task Force:					
Reimbursed Expenses	368,990	393,490	404,660	11,170	2.84%
Sheriff - Police Academy:					
Academy Fees	99,000	99,000	59,840	(39,160)	-39.56%
Emergency Services:					
EMCS Salary Reimbursement	15,600	15,600	15,600	0	0.00%
False Alarm Fines	30,000	30,000	30,000	0	0.00%
Reimbursed Expenses	405,630	405,630	405,630	0	0.00%
Wireless Communications:					
Rental - Other	42,400	46,000	46,000	0	0.00%
Total	4,106,760	3,234,890	2,879,560	(355,330)	-10.98%

Public Safety is projected to generate fees of \$2.9 million for FY2022. In FY2022 the speed camera revenue budget is significantly decreased due to citizen's changing habits. The reimbursed expense for

Emergency Services is the second largest single source of revenue in this category. The County and City consolidated their 911 centers, and the City agreed to provide this payment to the County in perpetuity which represents 85%.

Charges for Services - Other					
Category	2020 Budget	2021 Budget	2022 Budget	Change	
				\$	%
Circuit Court:					
Reimbursed Jurors	75,000	75,000	75,000	0	0.00%
Reimbursed Expense	8,420	8,420	8,420	0	0.00%
Weed Control:					
Weed Control Fees	258,390	323,300	321,180	(2,120)	-0.66%
General:					
Gain/Loss - Sale of Asset	50,000	50,000	50,000	0	0.00%
Rental - Building and Land	70,000	70,000	70,000	0	0.00%
Reimburse Administrative	6,500	6,500	6,500	0	0.00%
Miscellaneous	151,490	150,000	150,000	0	0.00%
Sheriff Auxiliary	10,000	10,000	40,000	30,000	300.00%
Bad Check Fee	750	750	750	0	0.00%
Registration Fees	11,000	3,000	3,000	0	0.00%
Sponsorships	16,000	24,000	24,000	0	0.00%
Total	657,550	720,970	748,850	27,880	3.87%

Charges for Services - Other accounts for fees generally related to general operational costs or minor categories and are small in nature. The major revenue sources in this section are Rental – Building and Land, Reimbursed expenses for the courts, and Weed Control. The County owns various properties that are rented for various rates. Reimbursed expenses for the court system represent (1) reimbursement from the State of Maryland for jurors, based on the number of days; (2) reimbursement for the use of the facility; and (3) reimbursement for salaries of court personnel. Weed Control is a cooperative program with the Maryland Department of Agriculture, Plant Protection and Weed Management Section. Weed Control receives revenues from assisting farmers, landowners, businesses, and government agencies in the control of noxious and invasive weeds.

Grants for Operations					
Category	2020 Budget	2021 Budget	2022 Budget	Change	
				\$	%
Law Enforcement Grant	185,000	300,000	300,000	0	0.00%
State Aid for Police	691,800	712,000	717,440	5,440	0.76%
SAFER Grant	0	0	2,693,590	2,693,590	100.00%
State:					
Trader's Licenses	210,000	200,000	200,000	0	0.00%
Court Costs and Fines	30,000	20,000	20,000	0	0.00%
Marriage Ceremony Fees	4,000	4,000	3,000	(1,000)	-25.00%
911 Fees	838,000	1,257,000	1,257,000	0	0.00%
Marriage Licenses	55,000	50,000	50,000	0	0.00%
State Park Fees	100,000	100,000	100,000	0	0.00%
Operating Grants	7,500	0	0	0	0.00%
Total	2,121,300	2,643,000	5,341,030	2,698,030	102.08%

In FY2022 the County will receive \$2.7 million in SAFER Grant money to fund 33 additional firefighters. State Aid for Police Protection and 911 Fees represent the other two major revenue sources in this category. State Aid for Police Protection is a grant received from the State of Maryland. Revenues are determined by formula and are administered and calculated by the State of Maryland Police. The formula accounts for agency size, number of sworn officers, county population, net taxable income, and police protection expenditures per capita.

On July 1, 2019, 911 fees were changed from \$1.25 per account to \$1.25 per line. The purpose of the fee is to help defray County operating costs for operating the Emergency Call Center. The telephone companies collect the tax and remits it to the State. The State in turn distributes the income to the counties plus interest.

Grand Total	233,781,490	235,896,580	251,935,100	16,038,520	6.80%
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General Fund – Expenditure Summary

Washington County, Maryland
General Fund Expenditures
FY2022

		FY2021 vs. FY2022					
Page #		2021 Operating Budget Approved	2022 Operating Budget Approved	\$ Change	% Change	% of New Money	% of Total Budget
	<u>Direct Primary</u>						
80	90000 - Board of Education	103,208,100	105,841,710	2,633,610	2.55%	16.42%	42.01%
		103,208,100	105,841,710	2,633,610	2.55%	16.42%	42.01%
	<u>Secondary</u>						
82	90040 - Hagerstown Comm. College	10,035,290	10,035,290	0	0.00%	0.00%	3.98%
		10,035,290	10,035,290	0	0.00%	0.00%	3.98%
	<u>Other Education</u>						
84	93400 - Free Library	3,182,010	3,261,560	79,550	2.50%	0.50%	1.29%
87	10990 - Clear Spring Library Building	11,000	11,000	0	0.00%	0.00%	0.00%
87	10991 - Smithsburg Library Building	11,000	11,000	0	0.00%	0.00%	0.00%
88	10992 - Boonsboro Library Building	11,000	11,000	0	0.00%	0.00%	0.00%
88	10993 - Hancock Library Building	11,000	11,000	0	0.00%	0.00%	0.00%
		3,226,010	3,305,560	79,550	2.47%	0.50%	1.31%
	Total Education	116,469,400	119,182,560	2,713,160	2.33%	16.92%	47.31%
	<u>Sheriff</u>						
90	11300 - Judicial	2,978,600	3,084,340	105,740	3.55%	0.66%	1.22%
93	11305 - Process Server	167,660	170,700	3,040	1.81%	0.02%	0.07%
95	11310 - Patrol	12,696,080	13,155,720	459,640	3.62%	2.87%	5.22%
100	11311 - Auxiliary	0	40,000	40,000	100.00%	0.25%	0.02%
101	11315 - Central Booking	1,055,130	1,084,260	29,130	2.76%	0.18%	0.43%
103	11320 - Detention Center	16,072,200	16,237,630	165,430	1.03%	1.03%	6.45%
107	11321 - Day Reporting Center	479,460	471,240	(8,220)	(1.71)%	(0.05)%	0.19%
109	11330 - Narcotics Task Force	956,850	989,760	32,910	3.44%	0.21%	0.39%
112	11335 - Police Academy	99,000	59,840	(39,160)	(39.56)%	(0.24)%	0.02%
		34,504,980	35,293,490	788,510	2.29%	4.92%	14.01%
	<u>Emergency Services</u>						
114	11420 - Air Unit	28,720	28,060	(660)	(2.30)%	(0.00)%	0.01%
116	11430 - Special Operations	118,840	194,540	75,700	63.70%	0.47%	0.08%
118	11440 - 911 Communications	5,896,870	6,276,090	379,220	6.43%	2.36%	32.51%
122	11520 - EMS Operations	2,785,900	2,584,350	(201,550)	(7.23)%	(1.26)%	1.03%
126	11525 - Fire Operations	2,608,540	4,823,100	2,214,560	84.90%	13.81%	1.91%

Washington County, Maryland
General Fund Expenditures
FY2022

Page #		2021 Operating Budget Approved	2022 Operating Budget Approved	FY2021 vs. FY2022		% of New Money	% of Total Budget
				\$ Change	% Change		
130	11530 - Emergency Management	226,860	215,490	(11,370)	(5.01)%	(0.07)%	0.09%
133	11535 - Public Safety Training Center	0	167,740	167,740	100.00%	1.05%	0.07%
135	93110 - Civil Air Patrol	3,600	3,600	0	0.00%	0.00%	0.00%
136	93130 - FR Volunteer Services	7,576,420	9,012,160	1,435,740	18.95%	8.95%	3.58%
		19,245,750	23,305,130	4,059,380	21.09%	25.31%	9.25%
	<u>Other Public Safety</u>						
139	93100 - Humane Society	1,401,600	1,436,640	35,040	2.50%	0.22%	0.57%
		1,401,600	1,436,640	35,040	2.50%	0.22%	0.57%
	Total Public Safety	55,152,330	60,035,260	4,882,930	8.85%	30.45%	23.83%
	<u>Operating</u>						
143	91020 - Highway	9,326,620	9,138,300	(188,320)	(2.02)%	(1.17)%	3.63%
143	91021 - Solid Waste	496,080	450,000	(46,080)	(9.29)%	(0.29)%	0.18%
143	91022 - Cascade Town Centre	0	0	0	0.00%	0.00%	0.00%
144	91023 - Agricultural Education Center	199,610	231,340	31,730	15.90%	0.20%	0.09%
144	91024 - Grant Management	273,080	349,010	75,930	27.81%	0.47%	0.14%
144	91028 - Land Preservation	30,880	28,930	(1,950)	(6.31)%	(0.01)%	0.01%
145	91029 - HEPMPO	9,750	10,030	280	2.87%	0.00%	0.00%
145	91040 - Utility Administration	232,070	425,470	193,400	83.34%	1.21%	0.17%
145	91041 - Water	107,370	187,280	79,910	74.42%	0.50%	0.07%
146	91044 - Transit	699,760	1,046,100	346,340	49.49%	2.16%	0.42%
146	91046 - Golf Course	337,840	349,820	11,980	3.55%	0.07%	0.14%
146	92010 - Muni. in Lieu of Bank Shares	38,550	38,550	0	0.00%	0.00%	0.02%
		11,751,610	12,254,830	503,220	4.28%	3.14%	4.86%
	<u>Capital</u>						
148	91230 - Capital Improvement Fund	800,000	4,030,000	3,230,000	(46.67)%	20.14%	1.60%
148	12700 - Debt Service	15,807,270	15,272,790	(534,480)	(3.38)%	(3.33)%	6.06%
		16,607,270	19,302,790	2,695,520	16.23%	16.81%	7.66%
	Total Operating and Capital Transfers	28,358,880	31,557,620	3,198,740	11.28%	19.94%	12.53%
	<u>Courts</u>						
150	10200 - Circuit Court	1,870,730	2,011,540	140,810	7.53%	0.88%	0.80%
153	10210 - Orphans Court	36,370	36,150	(220)	(0.60)%	(0.00)%	0.01%
155	10220 - State's Attorney	3,963,170	4,139,010	175,840	4.44%	1.10%	1.64%
		5,870,270	6,186,700	316,430	5.39%	1.97%	2.46%
	<u>State</u>						
160	10400 - Election Board	1,393,740	1,667,570	273,830	19.65%	1.71%	0.66%

Washington County, Maryland
General Fund Expenditures
FY2022

Page #		FY2021 vs. FY2022					% of New Money	% of Total Budget
		2021 Operating Budget Approved	2022 Operating Budget Approved	\$ Change	% Change			
163	12300 - Soil Conservation	218,180	223,680	5,500	2.52%	0.03%	0.09%	
165	12400 - Weed Control	318,200	320,980	2,780	0.87%	0.02%	0.13%	
168	12410 - Env. Pest Management	45,500	45,500	0	0.00%	0.00%	0.02%	
169	94000 - Health Department	2,339,270	2,339,270	0	0.00%	0.00%	0.93%	
173	94010 - Social Services	435,560	446,010	10,450	2.40%	0.07%	0.18%	
177	94020 - University of MD Extension	240,820	244,930	4,110	1.71%	0.03%	0.10%	
177	94030 - County Cooperative Extension	38,730	38,730	0	0.00%	0.00%	0.02%	
		5,030,000	5,326,670	296,670	5.90%	1.85%	2.11%	
	<u>Community Funding</u>							
180	93000 - Community Funding	774,000	829,000	55,000	7.11%	0.34%	0.33%	
		774,000	829,000	55,000	7.11%	0.34%	0.33%	
	<u>General Operations</u>							
182	10100 - County Commissioners	339,730	371,210	31,480	9.27%	0.20%	0.15%	
184	10110 - County Clerk	190,100	129,070	(61,030)	(32.10)%	(0.38)%	0.05%	
186	10300 - County Administrator	356,470	383,220	26,750	7.50%	0.17%	0.15%	
188	10310 - Public Relations and Mktng.	467,100	485,340	18,240	3.90%	0.11%	0.19%	
191	10500 - Budget and Finance	1,566,430	1,670,840	104,410	6.67%	0.65%	0.66%	
194	10510 - Ind. Acct. & Auditing	70,000	70,000	0	0.00%	0.00%	0.03%	
195	10520 - Purchasing	502,630	519,640	17,010	3.38%	0.11%	0.21%	
198	10530 - Treasurer	551,740	546,760	(4,980)	(0.90)%	(0.03)%	0.22%	
200	10600 - County Attorney	738,650	767,920	29,270	3.96%	0.18%	0.30%	
202	10700 - Human Resources	1,064,010	1,127,220	63,210	5.94%	0.39%	0.45%	
206	11000 - Information Technology	2,670,900	3,194,470	523,570	19.60%	3.26%	1.27%	
210	11200 - General Operations	643,180	4,080,200	3,437,020	534.38%	21.43%	1.62%	
211	12500 - Business Development	694,220	715,840	21,620	3.11%	0.13%	0.28%	
214	11540 - Wireless Communications	1,329,300	1,376,980	47,680	3.59%	0.30%	0.55%	
		11,184,460	15,438,710	4,254,250	38.04%	26.53%	6.13%	
	<u>Other</u>							
218	11100 - Women's Commission	2,000	2,000	0	0.00%	0.00%	0.00%	
219	11140 - Diversity and Inclusion	2,000	2,000	0	0.00%	0.00%	0.00%	
220	11550 - Forensic Investigator	25,000	30,000	5,000	20.00%	0.03%	0.01%	
221	93230 - Commission on Aging	821,000	841,530	20,530	2.50%	0.13%	0.33%	
222	93300 - Museum of Fine Arts	120,000	120,000	0	0.00%	0.00%	0.05%	
		970,000	995,530	25,530	2.63%	0.16%	0.40%	
	<u>Public Works</u>							
226	11600 - Public Works	246,120	256,950	10,830	4.40%	0.07%	0.10%	
228	11910 - Buildings, Grounds & Facilities	0	2,344,710	2,344,710	100.00%	14.62%	0.93%	
		246,120	2,601,660	2,355,540	957.07%	14.69%	1.03%	

Washington County, Maryland

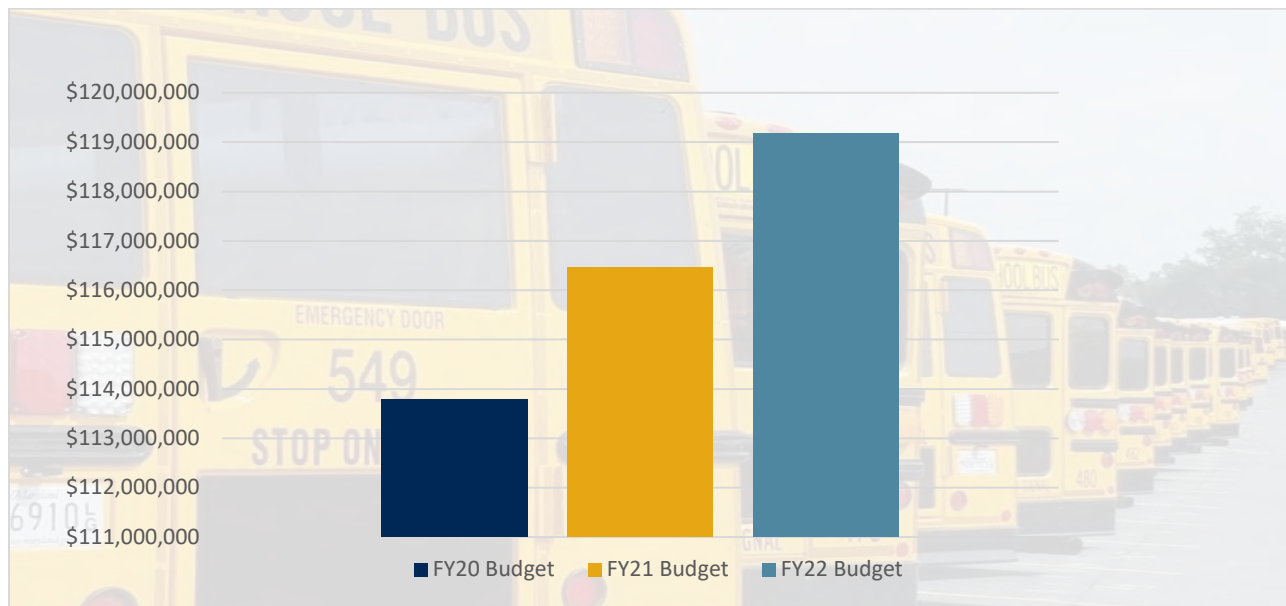
General Fund Expenditures
FY2022

Page #		2021 Operating Budget Approved	2022 Operating Budget Approved	FY2021 vs. FY2022		% of New Money	% of Total Budget
				\$ Change	% Change		
	<u>Plan Review & Permitting</u>						
232	11610 - Plan Review & Permitting	1,520,230	1,543,690	23,460	1.54%	0.15%	0.61%
		1,520,230	1,543,690	23,460	1.54%	0.15%	0.61%
	<u>Engineering</u>						
236	11620 - Engineering	2,344,110	2,307,280	(36,830)	(1.57)%	(0.23)%	0.92%
		2,344,110	2,307,280	(36,830)	(1.57)%	(0.23)%	0.92%
	<u>Construction</u>						
240	11630 - Construction	2,147,450	2,218,570	71,120	3.31%	0.44%	0.88%
		2,147,450	2,218,570	71,120	3.31%	0.44%	0.88%
	<u>Planning & Zoning</u>						
244	10800 - Planning and Zoning	805,250	830,080	24,830	3.08%	0.15%	0.33%
247	10810 - Zoning Appeals	55,840	55,740	(100)	(0.18)%	(0.00)%	0.02%
		861,090	885,820	24,730	2.87%	0.15%	0.35%
	<u>Parks & Recreation</u>						
250	11900 - Parks	2,205,190	0	(2,205,190)	(100.00)%	(13.75)%	0.00%
254	12000 - Martin L. Snook Pool	149,000	155,830	6,830	4.58%	0.04%	0.06%
256	12200 - Parks and Recreation	1,035,260	1,314,640	279,380	26.99%	1.74%	0.52%
		3,389,450	1,470,470	(1,918,980)	(56.62)%	(11.96)%	0.58%
	<u>Facilities</u>						
261	10900 - Martin Luther King Building	99,100	99,420	320	0.32%	0.00%	0.04%
262	10910 - Administration Building	316,600	319,710	3,110	0.98%	0.02%	0.13%
263	10930 - Court House	578,090	291,030	(287,060)	(49.66)%	(1.79)%	0.12%
264	10940 - County Office Building	213,230	226,050	12,820	6.01%	0.08%	0.09%
265	10950 - Administration Annex	55,110	55,450	340	0.62%	0.00%	0.02%
265	10960 - Dwyer Center	33,590	33,450	(140)	(0.42)%	(0.00)%	0.01%
266	10965 - Election Board Facility	60,170	100,740	40,570	67.43%	0.25%	0.04%
266	10970 - Central Services	128,300	130,850	2,550	1.99%	0.02%	0.05%
267	10980 - Rental Properties	6,000	6,020	20	0.33%	0.00%	0.00%
267	10985 - Senior Center Building	11,000	11,000	0	0.00%	0.00%	0.00%
268	11325 - Public Facilities Annex	77,600	81,840	4,240	5.46%	0.03%	0.03%
		1,578,790	1,355,560	(223,230)	(14.14)%	(1.39)%	0.54%
Total Other Government Programs		35,915,970	41,159,660	5,243,690	14.60%	32.69%	16.34%
Total Approved Expenditures		235,896,580	251,935,100	16,038,520	6.80%	100.00%	100.00%



General Fund – Education Summary

Category	2020 Budget	2021 Budget	2022 Budget	\$ Change	% Change
Board of Education	100,515,610	103,208,100	105,841,710	2,633,610	2.55%
Hagerstown Community College	10,035,290	10,035,290	10,035,290	0	0.00%
Free Library	3,182,010	3,182,010	3,261,560	79,550	2.50%
Library Branch Maintenance	44,000	44,000	44,000	0	0.00%
Total	113,776,910	116,469,400	119,182,560	2,713,160	2.33%



General Fund

Board of Education - Department 90000

Contact: Dr. Boyd Michael

Departmental Function

Washington County Public Schools is a countywide system serving approximately 22,700 students in 26 elementary schools, seven middle schools, one middle-senior high school, one senior high school for the arts, six senior high schools, one outdoor education center, one special education center, one technical high school, one early childhood center, one alternative learning academy and one evening high school. In addition, four of the elementary schools and three of the middle schools offer magnet programs for gifted and talented education and many high schools offer academies and signature programs.

Goals for Fiscal Year 2022

- ◆ Eighty percent of English learners will demonstrate adequate progress of the English language proficiency learner assessment from the previous year.
- ◆ Ninety-five percent of students will successfully earn a Maryland High School Diploma after the fifth year of high school.
- ◆ Eighty percent of 9th graders will earn at least four credits in core academic courses.
- ◆ Less than twenty percent of students in Pre-K through 12th grade will be chronically absent.
- ◆ Overcome technological and logistical challenges of distance learning.
- ◆ Adjust to restrictions in response to COVID-19.
- ◆ Address maintenance needs of aging buildings

Composite Cost Per Pupil			
Fiscal Year	Budgeted Cost	Enrollment	Cost Per Pupil
2016	259,322,774	22,303	11,627
2017	262,624,917	22,545	11,649
2018	270,991,559	22,595	11,993
2019	276,733,895	22,682	12,201
2020	291,086,282	22,923	12,698
2021	297,014,128	21,939	13,538

**Department 90000 - Board of Education
General Fund FY2022 Expenses**

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
502000 - Appropriations	105,841,710	103,208,100	98,530,760
Total Operations	105,841,710	103,208,100	98,530,760
90000 - Board of Education	105,841,710	103,208,100	98,530,760

General Fund

Hagerstown Community College - Department 90040 Contact: Dr. James Klauber

Departmental Function

Hagerstown Community College (HCC) strives to be a learner-centered, accessible, life-long learning institution dedicated to student and community success. The College maintains a wide spectrum of college programs and services, with a special emphasis on teaching excellence as measured by verifiable student academic achievement. HCC is committed to staff success through planning and learning, shared campus governance, the promotion of internal and external partnerships and making the necessary strategic changes that will assure that the College successfully addresses its mission.

Goals for Fiscal Year 2022

- ◆ Continue to work on achieving Work Ready Community status with community partners.
- ◆ Plan and bid a project to establish a solar parking lot over current Lot O.
- ◆ Partner with Associated Builders and Contractors (ABC) – Cumberland Valley to establish a joint effort for HVAC training that will lead to earned credit for a two-year degree.
- ◆ Establish a database of life expectancy on all major equipment at the College, which will allow HCC to better forecast technology funding needs from the State and County.
- ◆ Bring the Center for Business and Entrepreneurial Studies into reality with the opening of the David Fletcher Incubator and partnering with economic development offices in Washington County to ensure its success.
- ◆ Implement a Virtual Desktop Initiative (VDI) for students to access software programs necessary for learning from anyplace with a browser and high-speed internet connection.
- ◆ Complete re-roofing and metal panel replacement for Learning Resource Center on campus and begin planning for re-routing of Scholar Drive to take place next fiscal year.

Services Provided or Clients Served (Unduplicated)			
Programs	FY2020	FY2021*	Projected FY2022
Credit	5,401	4,519	4,670
Non-Credit	5,709	3,602	4,170
Total**	11,110	8,121	8,486

* Unofficial - awaiting summer enrollment

** The total number of credit students plus the total non-credit students will not equal the total because some students are in both categories, but only included once in the total.

Department 90040 - Hagerstown Community College
General Fund FY2022 Expenses

	2022	2021	2020
	Operating	Operating	Operating
	Budget	Budget	Budget
	Approved	Approved	Approved
502000 - Appropriations	10,035,290	10,035,290	10,035,290
Total Operations	10,035,290	10,035,290	10,035,290
90040 - Hagerstown Community College	10,035,290	10,035,290	10,035,290

General Fund

Washington County Free Library - Department 93400

Contact: Jenny Bakos

Departmental Function

Washington County Free Library is continually striving to improve services to the public by providing free access to library materials in a variety of formats. The Library promotes community enrichment, economic vitality, and individual achievement through reading and lifelong learning. It helps people of all ages find information that meets their diverse personal, educational, and professional needs. The Library system recognizes its responsibility to balance available resources to serve everyone in the community. It supplies the local government with state, national and worldwide connectivity along with providing leadership in cooperative and innovative library service.

Goals for Fiscal Year 2022

- ◆ Continue to serve the educational and informational needs of the citizens of Washington County with in-person and online reference services.
- ◆ Provide materials to the public with options for in-person and curbside pick-up.
- ◆ Provide computer services both in-person and with enhanced Wi-Fi at branch libraries.
- ◆ Provide educational, informational, and recreational content both in-person and via virtual programming depending on the needs and health metrics of the community.
- ◆ Conduct the Comic Con even virtually and with one in-person social distanced event.
- ◆ Continue to provide the community with enhanced E-content.
- ◆ Organize and in-person author event in the fall of 2022.

Services Provided or Clients Serviced		
Programs	FY2019	FY2020
Circulation of Library Materials	871,375	744,432
Children's Story Hours	1,273	864
Children's STEM Classes	202	146
Young Adult Classes	401	308
Informational Programs for Adults	533	354
Registration for New Borrowers	7,410	6,597
Reference Questions Answered	235,280	133,688
Number of Computer Center Users	80,474	48,595

**Department 93400 - Free Library
General Fund FY2022 Expenses**

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
502000 - Appropriations	3,261,560	3,182,010	3,182,010
Total Operations	3,261,560	3,182,010	3,182,010
93400 - Free Library	3,261,560	3,182,010	3,182,010

General Fund

Library Maintenance – Departments 10990 - 10993 Contact: Andrew Eshelman

Departmental Function

The department is responsible for the maintenance and operations of the following facilities:

- ◆ Clear Spring Library
- ◆ Smithsburg Library
- ◆ Boonsboro Library
- ◆ Hancock Library

Goals for Fiscal Year 2022

- ◆ Continue to provide cost effective maintenance and contract services for the operation of the facilities.
- ◆ Improve the reliability of the heating fuel delivery service and their notification process with the supplier.

Department 10990 - Clear Spring Library Building
General Fund FY2022 Expenses

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
515270 - Maintenance Contract Services	9,000	9,000	9,000
526020 - Building Maintenance	1,000	1,000	1,000
526040 - Equipment Maintenance	1,000	1,000	1,000
Total Operations	11,000	11,000	11,000
10990 - Clear Spring Library Building	11,000	11,000	11,000

Department 10991 - Smithsburg Library Building
General Fund FY2022 Expenses

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
515270 - Maintenance Contract Services	9,000	9,000	9,000
526020 - Building Maintenance	1,000	1,000	1,000
526040 - Equipment Maintenance	1,000	1,000	1,000
Total Operations	11,000	11,000	11,000
10991 - Smithsburg Library Building	11,000	11,000	11,000

Department 10992 - Boonsboro Library Building
General Fund FY2022 Expenses

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
515270 - Maintenance Contract Services	9,000	9,000	9,000
526020 - Building Maintenance	1,000	1,000	1,000
526040 - Equipment Maintenance	1,000	1,000	1,000
Total Operations	11,000	11,000	11,000
10992 - Boonsboro Library Building	11,000	11,000	11,000

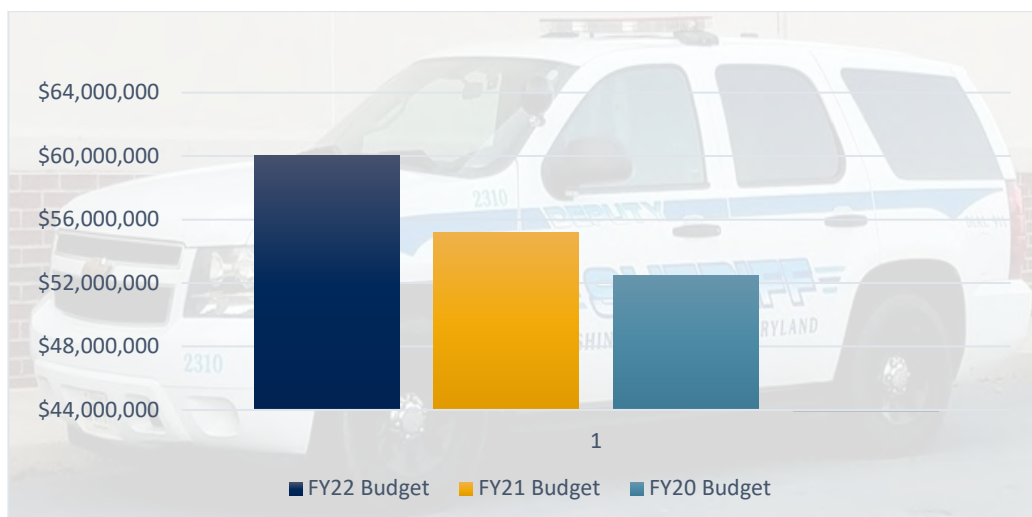
Department 10993 - Hancock Library Building
General Fund FY2022 Expenses

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
515270 - Maintenance Contract Services	9,000	9,000	9,000
526020 - Building Maintenance	1,000	1,000	1,000
526040 - Equipment Maintenance	1,000	1,000	1,000
Total Operations	11,000	11,000	11,000
10993 - Hancock Library Building	11,000	11,000	11,000



General Fund – Public Safety Summary

Category	2020 Budget	2021 Budget	2022 Budget	\$ Change	% Change
Sheriff - Judicial	2,937,020	2,978,600	3,084,340	105,740	3.55%
Sheriff - Process Servers	165,070	167,660	170,700	3,040	1.81%
Sheriff - Patrol	12,345,880	12,696,080	13,155,720	459,640	3.62%
Sheriff - Auxiliary	0	0	40,000	40,000	100.00%
Sheriff - Central Booking	1,005,640	1,055,130	1,084,260	29,130	2.76%
Sheriff - Detention Center	15,548,930	16,072,200	16,237,630	165,430	1.03%
Sheriff - Day Reporting Center	492,120	479,460	471,240	(8,220)	-1.71%
Sheriff - Narcotics Task Force	857,830	956,850	989,760	32,910	3.44%
Washington County Police Academy	99,000	99,000	59,840	(39,160)	-39.56%
Air Unit	30,250	28,720	28,060	(660)	-2.30%
Special Operations	83,370	118,840	194,540	75,700	63.70%
911 Communication	5,484,300	5,896,870	6,276,090	379,220	6.43%
EMS Operations	2,587,230	2,785,900	2,584,350	(201,550)	-7.23%
Fire Operations	1,940,400	2,608,540	4,823,100	2,214,560	84.90%
Emergency Management	241,890	226,860	215,490	(11,370)	-5.01%
Public Safety Training Center	0	0	167,740	167,740	100.00%
Civil Air Patrol	3,600	3,600	3,600	0	0.00%
Fire and Rescue Volunteer Services	7,268,750	7,576,420	9,012,160	1,435,740	18.95%
Humane Society of Washington County	1,401,600	1,401,600	1,436,640	35,040	2.50%
Total	52,492,880	55,152,330	60,035,260	4,882,930	8.85%



General Fund

Judicial - Department 11300

Contact: Sheriff Doug Mullendore

Departmental Function

The Washington County Sheriff's Office Judicial Division provides courthouse and courtroom security for the Circuit Court. The Judicial Division also provides service of the various civil and criminal processes issued by the District and Circuit courts, as well as private attorneys. The Judicial Division also receives process service for other Sheriff's offices throughout the State for service in Washington County.

Goals for Fiscal Year 2022

- ◆ Send courthouse deputies to court security training to improve knowledge of courthouse security.

Personnel

Summary of Full Time Positions	FY 2022	FY 2021	FY 2020
Deputy Sheriff Major	1	1	1
Deputy Sheriff Lieutenant	1	1	1
Deputy Sheriff Sergeant	2	2	2
Deputy Sheriff First Class	12	12	12
Deputy Sheriff	2	2	2
Deputy First Class (Security)	4	4	4
Administrative Assistant	1	1	1
Records Unit Supervisor	1	1	1
Senior Office Associate	2	2	2
Total	26	26	26

Summary of Personnel Changes

- ◆ No changes in FY2022.

Department 11300 - Judicial
General Fund FY2022 Expenses

	2022	2021	2020
	Operating	Operating	Operating
	Budget	Budget	Budget
	Approved	Approved	Approved
500000 - Wages - Full Time	1,701,340	1,598,870	1,614,700
500005 - Wages - Part Time	95,560	95,560	95,550
500010 - Wages - Overtime	43,860	43,860	43,870
500020 - Shift Differential - 2nd shift	370	370	360
500030 - Shift Differential - 3rd shift	130	130	120
500040 - Other Wages	22,000	22,000	26,260
500100 - FICA - Employer	142,540	134,640	137,910
500120 - Health Insurance	423,060	443,740	403,890
500125 - Other Insurance	11,060	10,030	9,950
500130 - Pension	442,350	440,280	418,160
500140 - Workers Compensation	49,420	49,420	49,420
500170 - Personal Development	3,240	3,240	3,240
500171 - Employee Recognition	2,500	2,500	2,500
500172 - Team Building	680	680	680
Wages and Benefits	2,938,110	2,845,320	2,806,610
505010 - Advertising	150	150	150
505120 - Licenses & Certifications	250	250	250
505130 - Small Office Equipment	150	150	150
505140 - Office Supplies	2,000	2,000	2,000
505170 - Postage	50	50	50
505230 - Travel Expenses	1,500	3,000	3,000
510010 - Fleet Insurance	9,510	6,810	6,500
510030 - Public & Gen Liability Insurance	32,810	32,760	33,750
515000 - Contracted/Purchased Service	12,000	12,000	12,000
515270 - Maintenance Contract Services	500	500	500
515330 - Towing Services	100	100	100
520000 - Training	1,750	1,750	1,750
520040 - Seminars/Conventions	250	250	250
525020 - Janitorial Supplies	300	300	300
526040 - Equipment Maintenance	500	500	500
527060 - Auto Gasoline	45,720	45,720	43,970
535010 - Copy Machine Rental	1,580	1,580	1,580

Department 11300 - Judicial
General Fund FY2022 Expenses

	2022	2021	2020
	Operating	Operating	Operating
	Budget	Budget	Budget
	Approved	Approved	Approved
535020 - Equipment Rental	710	710	710
535060 - Uniforms	7,800	7,800	6,000
540010 - Wireless Communication	10,500	10,500	10,500
540020 - Telephone Expenses	0	1,300	1,300
582010 - Ammunition	1,500	2,500	2,500
582080 - Photographic/Fingerprint	100	100	100
582110 - Restraints	500	2,500	2,500
Operating Expenses	130,230	133,280	130,410
599999 - Controllable Assets	16,000	0	0
Capital Outlay	16,000	0	0
11300 - Judicial	3,084,340	2,978,600	2,937,020

General Fund

Process Server - Department 11305

Contact: Sheriff Doug Mullendore

Departmental Function

The Washington County Sheriff's Office Constable Program is responsible for serving all the summons and eviction notices issued by the District Court pertaining to landlord – tenant disputes. The Civil Process Servers may also assist the Judicial Division in the service of other civil process from time to time.

Goals for Fiscal Year 2022

- ◆ Improve Non-Est rate (No Service rate) by improving summons service.

Personnel

Summary of Full Time Positions	FY 2022	FY 2021	FY 2020
Senior Office Associate	1	1	1
Total	1	1	1

Summary of Personnel Changes

- ◆ No changes in FY2022.

Department 11305 - Process Server
General Fund FY2022 Expenses

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
500000 - Wages - Full Time	47,780	44,550	44,290
500005 - Wages - Part Time	67,090	67,090	67,090
500040 - Other Wages	0	450	450
500100 - FICA - Employer	8,790	8,570	8,560
500120 - Health Insurance	25,380	25,640	24,200
500125 - Other Insurance	310	300	300
500130 - Pension	12,420	12,270	11,390
500140 - Workers Compensation	2,150	2,010	2,010
500170 - Personal Development	120	120	120
500171 - Employee Recognition	90	90	90
500172 - Team Building	30	30	30
Wages and Benefits	164,160	161,120	158,530
505140 - Office Supplies	800	800	800
527060 - Auto Gasoline	3,740	3,740	3,740
527090 - Auto Repairs	800	800	800
535060 - Uniforms	200	200	200
540010 - Wireless Communication	1,000	1,000	1,000
Operating Expenses	6,540	6,540	6,540
11305 - Process Server	170,700	167,660	165,070

General Fund

Patrol - Department 11310

Contact: Sheriff Doug Mullendore

Departmental Function

The Washington County Sheriff's Office Patrol Division is the chief law enforcement agency for Washington County. The Patrol Division responds to citizen's complaints for violations of criminal or traffic law and arrests offenders, as necessary. The Patrol Division also enforces several County Ordinances and is the primary security division for the Hagerstown Regional Airport. In addition, some of the other responsibilities of the Patrol Division include warrant services, executive protection, crime prevention, canine patrols, service of domestic violence orders, etc.

Goals for Fiscal Year 2022

- ◆ To become compliant with the National Incident Based Reporting System.
- ◆ Complete Implicit Bias training for all personnel.
- ◆ Evaluate/implement all new legislative requirements.

Personnel

Summary of Full Time Positions	FY 2022	FY 2021	FY 2020
Sheriff	1	1	1
Chief Deputy	1	1	1
Major	1	1	1
Captain	2	2	2
Lieutenant	6	6	7
Sergeant	18	16	14
Corporal	0	2	4
Deputy First Class	30	27	28
Deputy	31	34	30
Cadet	1	1	1
Office Manager	1	1	1
Administrative Assistant	1	1	1
Senior Office Associate	3	3	3
Auto Services Technician	1	1	1
Public Safety Systems Manager	1	1	1
Drug/Re-entry Coordinator	1	1	1
Public Safety Information Technology Specialist	1	1	1
Property/Planning/Fleet Management/Grants Coordinator	1	1	1
Personnel and Training Coordinator	1	1	1
Sex Offender Registrar	1	1	1
GIS/Crime Analyst	1	1	1
Investigator/Property Clerk	1	1	1
Total	105	105	103

Summary of Personnel Changes

- ◆ No changes in FY2022.

Department 11310 - Patrol
General Fund FY2022 Expenses

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
500000 - Wages - Full Time	6,160,000	5,850,080	5,726,460
500010 - Wages - Overtime	294,000	274,400	273,710
500020 - Shift Differential - 2nd shift	31,230	31,230	32,320
500030 - Shift Differential - 3rd shift	34,340	34,340	34,340
500040 - Other Wages	347,130	324,060	313,100
500100 - FICA - Employer	526,020	497,490	488,060
500120 - Health Insurance	1,611,380	1,719,950	1,638,050
500125 - Other Insurance	38,160	38,160	39,500
500130 - Pension	1,638,000	1,610,920	1,510,870
500140 - Workers Compensation	176,540	166,670	166,650
500170 - Personal Development	12,600	12,360	12,360
500171 - Employee Recognition	9,420	9,510	9,510
500172 - Team Building	2,630	2,580	2,580
Wages and Benefits	10,881,450	10,571,750	10,247,510
505010 - Advertising	4,000	7,000	7,000
505020 - Community Service Awards	750	750	750
505050 - Dues & Subscriptions	4,000	4,000	4,000
505070 - Food and Supplies	1,000	1,000	1,000
505080 - Freight & Cartage	300	300	300
505130 - Small Office Equipment	500	500	500
505140 - Office Supplies	40,000	28,250	23,250
505170 - Postage	1,200	1,200	1,200
505190 - Professional Fees	350	350	350
505210 - Safety Supplies	1,000	1,000	1,000
505230 - Travel Expenses	10,000	10,000	10,000
505240 - Entertainment/Business Exp	300	300	300
510010 - Fleet Insurance	155,300	129,320	114,460
510020 - Property & Casualty Insurance	2,980	2,510	2,910
510030 - Public & Gen Liability Insurance	139,990	128,730	131,380
515000 - Contracted/Purchased Service	1,620	1,620	1,620
515135 - Accreditation Process	5,500	5,500	5,500
515180 - Software	239,550	233,090	207,800
515202 - Inspection Services	500	500	2,500

Department 11310 - Patrol
General Fund FY2022 Expenses

	2022	2021	2020
	Operating	Operating	Operating
	Budget	Budget	Budget
	Approved	Approved	Approved
515220 - Landfill Fees	100	100	100
515270 - Maintenance Contract Services	45,280	6,630	8,250
515320 - Testing Services	2,000	2,000	2,000
515330 - Towing Services	1,500	1,500	1,500
515400 - Transportation Expense	500	2,000	2,000
520000 - Training	12,000	12,000	12,000
520010 - Certification Classes	6,000	9,000	9,000
520040 - Seminars/Conventions	750	750	750
520050 - Tuition Assistance	1,000	1,000	1,000
525020 - Janitorial Supplies	3,800	3,800	3,800
525030 - Medical Supplies	3,110	3,110	3,110
525040 - Small Tools & Equipment	4,000	4,000	4,000
526020 - Building Maintenance	10,000	10,000	10,000
526040 - Equipment Maintenance	6,500	6,500	6,500
527035 - Off Road Diesel	100	100	100
527060 - Auto Gasoline	279,290	279,290	274,750
527080 - Auto Motor Oil	9,000	9,000	9,000
527090 - Auto Repairs	52,900	52,900	52,900
527100 - Auto Tires	18,000	18,000	18,000
535010 - Copy Machine Rental	10,000	10,000	10,000
535020 - Equipment Rental	5,500	5,500	5,500
535060 - Uniforms	99,190	104,190	77,190
540010 - Wireless Communication	54,400	54,400	54,400
540020 - Telephone Expenses	0	7,500	9,000
540022 - Cable TV & Internet Services	1,440	1,440	1,440
545010 - Electric	40,000	37,930	36,700
545050 - Waste/Trash Disposal	1,620	1,620	0
582010 - Ammunition	72,200	87,000	45,850
582030 - Canine - Public Safety	8,000	10,000	10,000
582040 - Crime Prevention	3,500	4,500	4,500
582060 - Fire Extinguishers/Refills	500	500	500
582080 - Photographic/Fingerprint	5,500	5,500	5,500
582090 - Tear Gas	600	600	600
582100 - Traffic Cones/Flares	1,550	1,550	1,550

Department 11310 - Patrol
General Fund FY2022 Expenses

	2022	2021	2020
	Operating	Operating	Operating
	Budget	Budget	Budget
	Approved	Approved	Approved
582110 - Restraints	2,500	2,500	2,500
592060 - Service Charges	12,000	12,000	12,000
592065 - Speed Camera Fees	800,000	800,000	886,560
Operating Expenses	2,183,170	2,124,330	2,098,370
599999 - Controllable Assets	91,100	0	0
600200 - Building & Improvements	0	0	0
Capital Outlay	91,100	0	0
11310 - Patrol	13,155,720	12,696,080	12,345,880

General Fund

Sheriff Auxiliary - Department 11311

Contact: Sheriff Doug Mullendore

Departmental Function

The Washington County Sheriff's Office Auxiliary is used to help pay for unforeseen expenditures that are not budgeted for. These expenses occur frequently due to the unpredictable nature of the type of work done by the Sheriff's Department.

Goals for Fiscal Year 2022

- ◆ To keep the agency operational despite issues and circumstances that arise where costs are involved.

Department 11311 - Sheriff Auxiliary General Fund FY2022 Expenses

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
502000 - Appropriations	20,000	0	0
505010 - Advertising	0	0	0
505020 - Community Service Awards	0	0	0
505030 - Bank Fees	0	0	0
505070 - Food and Supplies	0	0	0
505140 - Office Supplies	0	0	0
505150 - Other - Miscellaneous	10,000	0	0
515330 - Towing Services	6,000	0	0
535060 - Uniforms	4,000	0	0
592040 - Promotional Expenses	0	0	0
Operating Expenses	40,000	0	0

11311 - Sheriff Auxiliary	40,000	0	0
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General Fund

Central Booking - Department 11315

Contact: Sheriff Doug Mullendore

Departmental Function

The Central Booking Unit is the collection point for all arrested individuals within Washington County. Law enforcement officers produce charging documents or serve charging documents on arrested individuals while at the Booking Unit. The arrested individual is then placed in the custody of a Central Booking Officer for processing and delivery to a District Court Commissioner for an initial appearance for bond.

Goals for Fiscal Year 2022

- ◆ Replace and upgrade the single digit identification scanner.
- ◆ Complete the transition of outside lighting to LED bulbs.
- ◆ Train additional staff on the use of the Intercept Body Scanner.

Personnel

Summary of Full Time Positions	FY 2022	FY 2021	FY 2020
Lieutenant	1	1	1
Sergeant	1	1	1
Detention Officer First Class	7	7	7
Detention Officer	1	1	1
Total	10	10	10

Summary of Personnel Changes

- ◆ No changes in FY2022.

Department 11315 - Central Booking
General Fund FY2022 Expenses

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
500000 - Wages - Full Time	623,020	593,390	569,970
500010 - Wages - Overtime	14,500	13,530	6,920
500020 - Shift Differential - 2nd shift	3,700	3,690	3,690
500030 - Shift Differential - 3rd shift	6,500	6,570	6,570
500040 - Other Wages	30,000	35,000	40,400
500100 - FICA - Employer	51,850	49,800	48,010
500120 - Health Insurance	139,230	139,230	131,940
500125 - Other Insurance	3,930	3,670	3,670
500130 - Pension	161,990	163,400	147,780
500140 - Workers Compensation	20,000	18,690	18,690
500170 - Personal Development	1,200	1,200	1,200
500171 - Employee Recognition	930	930	930
500172 - Team Building	250	250	250
Wages and Benefits	1,057,100	1,029,350	980,020
505130 - Small Office Equipment	250	250	250
505140 - Office Supplies	2,410	2,410	2,410
505210 - Safety Supplies	500	500	500
510030 - Public & Gen Liability Insurance	11,350	11,700	12,060
515270 - Maintenance Contract Services	1,130	1,130	1,000
525020 - Janitorial Supplies	1,000	1,000	1,000
525040 - Small Tools & Equipment	500	500	500
526020 - Building Maintenance	2,500	1,000	1,000
526040 - Equipment Maintenance	750	750	750
535010 - Copy Machine Rental	2,170	2,760	2,760
535060 - Uniforms	4,090	1,950	1,500
540010 - Wireless Communication	510	560	620
540020 - Telephone Expenses	0	1,270	1,270
Operating Expenses	27,160	25,780	25,620
11315 - Central Booking	1,084,260	1,055,130	1,005,640

General Fund

Detention Center - Department 11320

Contact: Sheriff Doug Mullendore

Departmental Function

The Washington County Detention Center maintains custody and control of all inmates who have been arrested in Washington County, yet were unable to post bond to secure their release. These inmates are held until they either post bond or go to trial on their charges. The Detention Center also houses those inmates' sentences by a judge to serve their sentence in the local Detention Center. Inmates will be provided access to rehabilitative programs during periods of incarceration at the Detention Center. Other services that must be provide to the inmate during their incarceration include food services, medical services, laundry services, and recreational activities.

Goals for Fiscal Year 2022

- ◆ Recruit, hire and train 11 correctional deputies to fill the current vacancies and the FY2022 anticipated retirements.
- ◆ Resume all programming activities for inmate population when deemed safe to do so.
- ◆ Complete the capital projects of laundry equipment replacement and re-painting of outside brick walls.

Personnel

Summary of Full Time Positions	FY 2022	FY 2021	FY 2020
Attorney	1	0	0
Detention Major	1	1	1
Detention Captain	2	2	2
Detention Lieutenant	5	5	4
Detention Sergeant	13	13	14
Detention Corporal	1	1	1
Detention Officer First Class	59	58	60
Detention Officer	27	31	29
Classification Counselor	3	3	3
Classification Counselor - Grant Funded	1	1	1
Senior Building Maintenance Mechanic	1	1	1
Building Maintenance Mechanic	3	2	2
Inmate Services Clerk	1	1	1
Senior Office Associate	4	4	4
Administrative Assistant	1	1	1
Inmate Account Administrator	1	1	1
Total	124	125	125

Summary of Personnel Changes

- ◆ Attorney – The Sheriff's Office needs to have an attorney who is familiar with policies and procedures of the Sheriff's Office; laws pertaining to police officers and correction officers; laws on disciplinary procedure; and who is familiar with the process of establishing law in Annapolis.
- ◆ Building Maintenance Mechanic – The current volume of maintenance needed on the multiple aging buildings cannot be maintained by the current staff of three.
- ◆ Detention Officer – Three positions were eliminated to pay for the Attorney and Building Maintenance Mechanic. There are currently 16 vacant deputy positions, and the detention center was unable to hire any deputies in the year 2020.

Department 11320 - Detention Center
General Fund FY2022 Expenses

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
500000 - Wages - Full Time	6,852,600	6,651,120	6,644,500
500010 - Wages - Overtime	270,000	251,210	247,450
500020 - Shift Differential - 2nd shift	43,000	40,400	40,400
500030 - Shift Differential - 3rd shift	70,000	65,650	65,650
500040 - Other Wages	390,000	390,000	378,750
500100 - FICA - Employer	583,110	564,970	564,320
500120 - Health Insurance	2,008,250	2,220,000	2,098,340
500125 - Other Insurance	45,000	43,970	45,510
500130 - Pension	1,848,800	1,831,490	1,723,740
500140 - Workers Compensation	237,000	223,720	220,040
500155 - Personnel Requests	-28,260	0	0
500170 - Personal Development	15,000	14,880	14,880
500171 - Employee Recognition	11,210	11,450	11,450
500172 - Team Building	3,130	3,100	3,100
Wages and Benefits	12,348,840	12,311,960	12,058,130
505010 - Advertising	2,500	2,500	1,500
505050 - Dues & Subscriptions	1,090	1,040	750
505070 - Food and Supplies	636,680	614,070	603,620
505130 - Small Office Equipment	1,500	1,500	1,500
505140 - Office Supplies	23,600	20,400	20,400
505170 - Postage	250	250	250
505200 - Safety Equipment	1,000	1,000	1,000
505230 - Travel Expenses	5,000	5,000	5,000
510010 - Fleet Insurance	4,220	4,250	5,760
510020 - Property & Casualty Insurance	16,720	14,460	16,330
510030 - Public & Gen Liability Insurance	157,720	149,780	153,080
515000 - Contracted/Purchased Service	0	30,000	30,000
515180 - Software	60,350	58,080	47,400
515202 - Inspection Services	11,750	11,150	7,140
515270 - Maintenance Contract Services	35,290	48,860	51,000
515280 - Medical Fees	7,700	5,500	5,500
515285 - Inmate Medical Services	2,081,310	1,976,550	1,704,960

Department 11320 - Detention Center
General Fund FY2022 Expenses

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
515320 - Testing Services	500	500	500
520000 - Training	5,000	5,000	3,500
520040 - Seminars/Conventions	590	500	500
525020 - Janitorial Supplies	70,000	25,000	25,000
525040 - Small Tools & Equipment	6,270	6,270	5,000
525050 - Welding Material/Supplies	500	500	500
526020 - Building Maintenance	40,000	35,860	30,000
526040 - Equipment Maintenance	30,000	30,000	30,000
526110 - Snow Removal Materials	500	500	1,800
527030 - Diesel Fuel	0	0	150
527035 - Off Road Diesel	1,450	1,450	0
527060 - Auto Gasoline	15,130	15,120	13,990
535010 - Copy Machine Rental	7,090	7,090	6,870
535055 - Lease Payments	4,800	11,390	37,960
535060 - Uniforms	40,480	37,700	29,000
540010 - Wireless Communication	5,610	5,210	7,800
540020 - Telephone Expenses	0	7,500	7,500
545010 - Electric	285,000	281,880	231,650
545020 - Natural Gas	87,150	87,150	104,500
545050 - Waste/Trash Disposal	8,810	8,780	8,780
545060 - Water	220,730	222,120	203,130
582010 - Ammunition	5,000	5,000	5,000
582060 - Fire Extinguishers/Refills	1,900	1,470	1,160
582080 - Photographic/Fingerprint	600	300	300
582110 - Restraints	1,500	1,500	1,500
582120 - Special Response Team	3,500	3,500	3,500
Operating Expenses	3,888,790	3,745,680	3,414,780
599999 - Controllable Assets	0	14,560	10,380
600600 - Computer/Software Equipment	0	0	65,640
Capital Outlay	0	14,560	76,020
11320 - Detention Center	16,237,630	16,072,200	15,548,930

General Fund

Day Reporting Center - Department 11321

Contact: Sheriff Doug Mullendore

Departmental Function

The Day Reporting Center (DRC) is an alternative to incarceration for offenders who have a substance abuse addiction and for purposes of implementing re-entry programs.

Goals for Fiscal Year 2022

- ◆ Create a seamless transition from the current DRC Program Director to the replacement due to retirement.
- ◆ Review and evaluate the current partners and seek additional community partnerships to provide services to participants.
- ◆ Seek funding opportunities to ensure the program continuation.

Personnel

Summary of Full Time Positions	FY 2022	FY 2021	FY 2020
Program Director	1	1	1
Deputy Sheriff First Class	1	1	1
Total	2	2	2

Summary of Personnel Changes

- ◆ No changes in FY2022.

Department 11321 - Day Reporting Center
General Fund FY2022 Expenses

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
500000 - Wages - Full Time	140,040	150,320	149,590
500020 - Shift Differential - 2nd shift	100	100	100
500040 - Other Wages	4,000	4,000	4,040
500100 - FICA - Employer	11,030	11,820	11,760
500120 - Health Insurance	16,380	25,640	24,200
500125 - Other Insurance	990	930	450
500130 - Pension	36,410	41,390	38,760
500140 - Workers Compensation	5,530	5,170	5,150
500170 - Personal Development	240	240	240
500171 - Employee Recognition	190	190	190
500172 - Team Building	50	50	50
Wages and Benefits	214,960	239,850	234,530
505140 - Office Supplies	2,000	2,500	2,500
505160 - Personal Mileage	300	300	300
505190 - Professional Fees	300	300	0
510010 - Fleet Insurance	1,060	850	820
510020 - Property & Casualty Insurance	5,320	4,270	4,970
510030 - Public & Gen Liability Insurance	2,530	2,350	2,410
515000 - Contracted/Purchased Service	186,420	171,420	188,420
515202 - Inspection Services	200	70	70
515270 - Maintenance Contract Services	1,440	510	0
515320 - Testing Services	11,000	11,000	11,000
520040 - Seminars/Conventions	0	0	250
525020 - Janitorial Supplies	1,000	1,000	1,000
526020 - Building Maintenance	600	500	2,500
527060 - Auto Gasoline	1,380	1,380	1,380
535010 - Copy Machine Rental	2,390	2,390	2,520
535055 - Lease Payments	35,000	35,000	35,000
535060 - Uniforms	630	630	500
540010 - Wireless Communication	2,970	2,400	1,400
540020 - Telephone Expenses	0	1,000	1,000
545050 - Waste/Trash Disposal	1,740	1,740	1,550
Operating Expenses	256,280	239,610	257,590
11321 - Day Reporting center	471,240	479,460	492,120

General Fund

Narcotics Task Force - Department 11330

Contact: Sheriff Doug Mullendore

Departmental Function

The Narcotics Task Force (NTF) conducts and coordinates covert investigations involving illegal drug interactions that affect the citizens of Washington County.

Goals for Fiscal Year 2022

- ◆ Continue to focus on upper-level heroin/fentanyl distributors that are affecting the community.
- ◆ Focus on the increasing trend of cocaine usage in the local community.
- ◆ Continue to work with community partners to education the public on opioid related issues.

Personnel

Summary of Full Time Positions	FY 2022	FY 2021	FY 2020
Assistant State's Attorney III	1	1	1
Assistant State's Attorney II	1	1	1
Intelligence Analyst	1	1	1
Senior Office Associate	1	1	1
Legal Secretary	1	1	1
Criminal Gang Intelligence Analyst	1	1	1
Total	6	6	6

Summary of Personnel Changes

- ◆ No changes in FY2022.

Department 11330 - Narcotics Task Force
General Fund FY2022 Expenses

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
500000 - Wages - Full Time	360,630	336,620	334,950
500040 - Other Wages	100	0	0
500100 - FICA - Employer	27,600	25,750	25,620
500120 - Health Insurance	60,700	60,920	65,770
500125 - Other Insurance	2,460	2,210	2,150
500130 - Pension	93,770	92,700	86,790
500140 - Workers Compensation	790	790	760
500170 - Personal Development	720	720	720
500171 - Employee Recognition	540	560	560
500172 - Team Building	150	150	150
Wages and Benefits	547,460	520,420	517,470
505050 - Dues & Subscriptions	600	600	600
505140 - Office Supplies	7,000	7,000	7,000
505150 - Other - Miscellaneous	100	100	100
505160 - Personal Mileage	200	200	200
505170 - Postage	50	50	50
505230 - Travel Expenses	3,000	3,000	3,000
515180 - Software	39,810	36,810	31,810
515210 - Laboratory Services	180,440	180,440	115,500
515270 - Maintenance Contract Services	700	700	700
520040 - Seminars/Conventions	3,500	3,500	3,500
525030 - Medical Supplies	300	300	300
526000 - Supplies/Material-Maintenance	500	500	500
526040 - Equipment Maintenance	2,700	2,700	2,700
527060 - Auto Gasoline	33,000	33,000	33,000
527090 - Auto Repairs	10,000	10,000	10,000
535000 - Rentals	200	200	200
535010 - Copy Machine Rental	3,500	3,500	3,500
535020 - Equipment Rental	100	100	100
535055 - Lease Payments	22,500	22,500	22,500
540010 - Wireless Communication	18,000	18,000	18,000
540020 - Telephone Expenses	0	2,000	2,000
580050 - Legal Transcripts	100	100	100
582040 - Crime Prevention	25,000	25,000	25,000

Department 11330 - Narcotics Task Force
General Fund FY2022 Expenses

	2022	2021	2020
	Operating	Operating	Operating
	Budget	Budget	Budget
	Approved	Approved	Approved
582050 - Evidence Package Supplies	3,000	3,000	3,000
582120 - Special Response Team	22,000	22,000	22,000
Operating Expenses	376,300	375,300	305,360
599999 - Controllable Assets	31,000	26,130	0
600300 - Vehicles	35,000	35,000	35,000
Capital Outlay	66,000	61,130	35,000
11330 - Narcotics Task Force	989,760	956,850	857,830

General Fund

Police Academy - Department 11335

Contact: Sheriff Doug Mullendore

Departmental Function

The Washington County Police Academy is an entry level police training academy designed to provide students with the knowledge, skills, and understanding necessary to function effectively in all areas of law-enforcement.

Goals for Fiscal Year 2022

- ◆ Hold two academy classes.
- ◆ Recruit 25 students to participate and successfully graduate.
- ◆ Move operations (possibly mid-academy) from Hagerstown Community College to the new Washington County Public Safety Training Center.
- ◆ Update inventory to meet the demands of the new location.

Department 11335 - Washington County Police Academy
General Fund FY2022 Expenses

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
505020 - Community Service Awards	3,000	3,000	1,000
505050 - Dues & Subscriptions	500	2,500	2,500
505130 - Small Office Equipment	500	2,000	2,000
505140 - Office Supplies	2,000	6,720	9,000
505170 - Postage	100	0	0
505210 - Safety Supplies	100	0	0
505230 - Travel Expenses	300	0	0
505240 - Entertainment/Business Exp	1,200	2,480	0
515180 - Software	0	3,100	3,100
515270 - Maintenance Contract Services	1,000	2,000	2,000
520000 - Training	4,500	0	0
525000 - Supplies/Material - Operating	5,500	500	0
525020 - Janitorial Supplies	1,000	1,000	1,000
525030 - Medical Supplies	170	170	170
525040 - Small Tools & Equipment	620	2,500	2,500
526040 - Equipment Maintenance	500	3,000	3,000
535000 - Rentals	120	0	0
535010 - Copy Machine Rental	2,800	7,800	7,800
535050 - Rental Payments	500	500	0
535060 - Uniforms	18,000	35,250	35,750
540010 - Wireless Communication	2,280	2,280	2,280
545030 - Propane Gas	150	200	0
582010 - Ammunition	12,000	14,100	20,000
582050 - Evidence Package Supplies	200	0	0
582080 - Photographic/Fingerprint	300	0	0
582090 - Tear Gas	1,000	4,000	4,000
582100 - Traffic Cones/Flares	0	1,400	1,400
582110 - Restraints	1,500	1,500	1,500
Operating Expenses	59,840	96,000	99,000
599999 - Controllable Assets	0	3,000	0
Capital Outlay	0	3,000	0
11335 - Washington County Police Academy	59,840	99,000	99,000

General Fund

Air Unit - Department 11420

Contact: R. David Hays

Departmental Function

This department provides vital support to the County's fire and rescue system by providing purified compressed breathing quality air to support firefighting and rescue operations. Volunteer personnel provide all services.

Goals for Fiscal Year 2022

- ◆ Continue efforts to enhance volunteer staffing at the Emergency Support Services (formerly Air Unit).
- ◆ Continue annual oversight of the Air Unit operations budget. Meet as needed with the Air Unit Command Staff to keep the budget on schedule to avoid overruns.
- ◆ Evaluate equipment and vehicles to determine variability for continued service.

Department 11420 - Air Unit
General Fund FY2022 Expenses

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
505020 - Community Service Awards	0	0	500
505050 - Dues & Subscriptions	0	0	50
505130 - Small Office Equipment	400	400	400
505140 - Office Supplies	300	300	300
505200 - Safety Equipment	750	750	750
510010 - Fleet Insurance	4,220	3,400	4,110
510020 - Property & Casualty Insurance	340	270	330
515270 - Maintenance Contract Services	290	290	550
525000 - Supplies/Material - Operating	500	500	500
525020 - Janitorial Supplies	150	150	150
525040 - Small Tools & Equipment	200	200	200
526020 - Building Maintenance	1,000	1,000	1,000
526040 - Equipment Maintenance	3,000	3,000	4,000
527030 - Diesel Fuel	1,410	1,410	2,000
527040 - Diesel Fuel Tax	210	210	290
527060 - Auto Gasoline	350	350	420
527090 - Auto Repairs	7,000	3,000	3,000
535010 - Copy Machine Rental	410	410	410
535060 - Uniforms	0	0	1,000
545010 - Electric	6,500	6,150	9,460
545040 - Sewer	580	580	610
545050 - Waste/Trash Disposal	260	260	0
545060 - Water	190	190	220
Operating Expenses	28,060	22,820	30,250
599999 - Controllable Assets	0	5,900	0
Capital Outlay	0	5,900	0
11420 - Air Unit	28,060	28,720	30,250

General Fund

Special Operations - Department 11430

Contact: R. David Hays

Departmental Function

This department provides highly specialized emergency response services to the citizens and fire, EMS, and rescue companies in Washington County. In the delivery of its mission, the special Operations Department provides five primary emergency service functions including: structural rescue; trench collapse/rescue; confined space rescue; technical rescue (high-angle rope, rope all terrain and swift water); and response to hazardous materials (to include biological, chemical, and nuclear incidents).

Goals for Fiscal Year 2022

- ◆ Continue the consolidation of apparatus and equipment to maximize cost and purchasing efficiency.
- ◆ Coordinate County-wide technical rescue program to ensure coordination and maximize all available resources.
- ◆ Finalize the regionalization of the various special operations programs.

Department 11430 - Special Operations
General Fund FY2022 Expenses

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
505140 - Office Supplies	500	500	500
505200 - Safety Equipment	11,000	11,000	14,100
510010 - Fleet Insurance	11,620	10,210	9,060
510020 - Property & Casualty Insurance	2,680	2,240	2,620
515170 - Gas Monitoring	10,000	7,500	6,750
515270 - Maintenance Contract Services	480	480	1,500
520000 - Training	0	1,500	3,000
520030 - Food Comp	100	100	100
525000 - Supplies/Material - Operating	8,500	8,500	6,500
525040 - Small Tools & Equipment	1,000	1,000	1,000
526020 - Building Maintenance	2,500	2,500	2,500
526040 - Equipment Maintenance	12,000	12,000	5,000
526050 - Groundskeeping Maintenance	250	250	500
527000 - Supplies - Automotive	750	750	750
527030 - Diesel Fuel	2,500	2,500	3,125
527040 - Diesel Fuel Tax	380	380	450
527060 - Auto Gasoline	100	100	500
527090 - Auto Repairs	22,500	16,000	10,000
527100 - Auto Tires	1,000	0	0
535010 - Copy Machine Rental	650	650	650
540010 - Wireless Communication	0	1,500	1,500
540020 - Telephone Expenses	0	1,200	1,200
540022 - Cable TV & Internet Services	1,900	1,000	1,000
545010 - Electric	6,000	6,000	5,040
545020 - Natural Gas	5,600	5,780	5,500
545050 - Waste/Trash Disposal	1,020	1,020	0
545060 - Water	540	540	525
Operating Expenses	103,570	95,200	83,370
599999 - Controllable Assets	60,360	23,640	0
600400 - Machinery & Equipment	30,610	0	0
Capital Outlay	90,970	23,640	0
11430 - Special Operations	194,540	118,840	83,370

General Fund

911 Communications - Department 11440

Contact: R. David Hays

Departmental Function

This department provides leadership, coordination and support for the County's emergency communications, emergency management and fire and rescue activities.

Goals for Fiscal Year 2022

- ◆ Continue and complete the renovation of the primary PSAP, which includes the purchase and installation of new and additional workstations to handle future growth needs. Renovations to include new HVAC, carpet, electrical, and paint.
- ◆ Continue planning and complete the transition to the ESInet system. The vendor will start work in July 2021 and should be complete by June 2022.
- ◆ Evaluate and streamline, where possible, the hiring process for Emergency Communication Specialist positions to ensure overtime funds are kept to a minimum when a position becomes available and assist in retaining qualified individuals who are interested in the position.
- ◆ Plan and implement a back-up PSAP training exercise system. This training system will ensure Emergency Communications Center personnel are familiar with the equipment and facility should they be required in an emergency to move from the primary PSAP to the back-up PSAP.
- ◆ Monitor and maximize overtime usage by using part-time employees and managing full-time employees leave usage.
- ◆ Plan and construct an outside break area at Elliott parkway for employees to use for lunch and breaks.

Personnel

Summary of Full Time Positions	FY 2022	FY 2021	FY 2020
Director Fire Rescue & Emergency Management	1	1	1
Director, Training QA/QC	0	1	1
Programs Administrator	1	1	0
Deputy Director Administrative Services	1	0	0
Assistant Director, Emergency Communications	1	1	1
Emergency Services Program Manager	0	1	1
Information Technology Administrator	1	1	1
ECS Supervisor	8	8	8
Operations Manager	1	1	1
CAD/IT Specialist	1	1	0
Emergency Communications Specialist	40	39	36
Emergency Comms QA Training Coordinator	1	0	0
Administrative Assistant	1	1	1
Total	57	56	51

Summary of Personnel Changes

- ◆ Emergency Communications Specialist position added to bring the total of full-time communication specialists back to 48. This will allow DES to complete hiring which places 12 positions on each shift.
- ◆ Director, Training QA/QC was changed to Deputy Director of Administrative Services due to re-organization within the department.
- ◆ Emergency Services Program Manager was renamed after an employee retired to Programs Administrator.

Department 11440 - 911 Communications
General Fund FY2022 Expenses

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
500000 - Wages - Full Time	3,014,900	2,814,500	2,621,090
500005 - Wages - Part Time	100,000	120,000	80,730
500010 - Wages - Overtime	370,000	325,000	356,030
500020 - Shift Differential - 2nd shift	26,750	25,000	22,730
500040 - Other Wages	55,000	50,000	65,650
500100 - FICA - Employer	272,850	255,090	240,690
500120 - Health Insurance	800,410	871,290	813,480
500125 - Other Insurance	19,280	18,000	15,770
500130 - Pension	783,880	770,110	669,050
500140 - Workers Compensation	12,850	12,000	8,800
500155 - Personnel Requests	65,710	0	0
500170 - Personal Development	6,600	6,120	6,120
500171 - Employee Recognition	4,930	4,710	4,710
500172 - Team Building	1,380	1,280	1,280
Wages and Benefits	5,534,540	5,273,100	4,906,130
505010 - Advertising	250	250	250
505040 - Books	300	300	300
505050 - Dues & Subscriptions	1,330	1,000	1,000
505070 - Food and Supplies	200	200	200
505080 - Freight & Cartage	130	130	130
505120 - Licenses & Certifications	3,000	3,000	3,000
505130 - Small Office Equipment	2,960	2,960	1,000
505140 - Office Supplies	7,500	7,500	7,500
505160 - Personal Mileage	280	280	280
505170 - Postage	100	100	100
505230 - Travel Expenses	4,400	4,400	5,000
510010 - Fleet Insurance	2,110	1,700	1,650
510020 - Property & Casualty Insurance	10	10	0
510030 - Public & Gen Liability Insurance	24,140	21,680	21,890
515000 - Contracted/Purchased Service	4,000	6,000	6,000
515180 - Software	294,590	266,150	252,030
515270 - Maintenance Contract Services	29,200	29,200	30,220
520000 - Training	2,830	2,830	2,830
520040 - Seminars/Conventions	1,000	1,000	1,000

Department 11440 - 911 Communications
General Fund FY2022 Expenses

	2022	2021	2020
	Operating	Operating	Operating
	Budget	Budget	Budget
	Approved	Approved	Approved
525000 - Supplies/Material - Operating	2,720	2,720	2,720
525020 - Janitorial Supplies	1,000	1,000	410
525030 - Medical Supplies	250	250	0
525040 - Small Tools & Equipment	0	0	0
526020 - Building Maintenance	4,500	4,500	3,000
526040 - Equipment Maintenance	750	750	750
527000 - Supplies - Automotive	100	100	100
527030 - Diesel Fuel	580	0	0
527040 - Diesel Fuel Tax	90	0	0
527060 - Auto Gasoline	3,250	1,940	1,930
527090 - Auto Repairs	5,500	3,000	1,250
535010 - Copy Machine Rental	4,950	3,050	3,050
535060 - Uniforms	5,000	10,000	5,000
540000 - Communications	1,770	0	0
540010 - Wireless Communication	14,480	5,420	5,420
540020 - Telephone Expenses	204,480	204,480	204,440
540022 - Cable TV & Internet Services	3,340	1,500	0
545010 - Electric	30,000	25,620	6,400
545020 - Natural Gas	6,000	6,300	7,150
545050 - Waste/Trash Disposal	1,020	1,020	1,020
545060 - Water	1,110	1,030	1,150
Operating Expenses	669,220	621,370	578,170
599999 - Controllable Assets	0	2,400	0
600200 - Building & Improvements	72,330	0	0
Capital Outlay	72,330	2,400	0
11440 - 911 Communications	6,276,090	5,896,870	5,484,300

General Fund

EMS Operations - Department 11520

Contact: R. David Hays

Departmental Function

This department handles oversight of all emergency medical services (EMS) for the County. Currently its primary mission involves management of the jurisdictional emergency medical services operational program as defined in COMAR Title 30. In addition to its responsibilities in EMS, the department will increase its involvement in fire and rescue operations as the system continues to grow. This increased involvement is intended to help obtain compliance with federal, state, and local laws, codes and standards establishing a “Citizen First” service delivery model.

Goals for Fiscal Year 2022

- ◆ Review, revise, and institute a service delivery model that has a sustainable funding model and meets existing standards for the provision of BLS and ALS level care.
- ◆ Operationalize the newly developed Major Event (Active Assailant) plan. This will be completed when the necessary equipment has been purchased and distributed to identified agencies; and the developed training program has been delivered.
- ◆ Enhance our Mass Casualty Incident response capabilities by adding an additional Mass Casualty Support unit (trailer) at Fire Station 35. This will be completed when the MCI trailer at Fire Station 35 (Airport) has been upgraded to a functional level.
- ◆ Develop and implement a bulk purchase program to further reduce the cost of both durable and expendable medical supplies. This will be completed when a program has been developed and all EMS organizations are participating in the program.
- ◆ Review and develop a deployment model for Advanced Life Support services in Washington County that optimizes and facilitates service delivery while maintaining a manageable provider base.
- ◆ Partner with Meritus Medical Center and Community Rescue Service to develop a Community Paramedicine Program to provide services to the residents of CRS’s catchment area. This will be completed when the program is developed and approved by MIEMSS.

Personnel

Summary of Full Time Positions	FY 2022	FY 2021	FY 2020
Deputy Director - Fire/EMS	0	1	1
EMS Captain - Quality Assurance	1	1	0
Captain - Field Operations	10	10	8
Total	11	12	9

Summary of Personnel Changes

- ◆ Deputy Director – Fire/EMS was removed from this department to Department 11525 – Fire Operations due to a reorganization within the Division of Emergency Services.

Department 11520 - EMS Operations
General Fund FY2022 Expenses

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
500000 - Wages - Full Time	1,144,500	746,420	662,620
500005 - Wages - Part Time	32,500	30,300	30,300
500010 - Wages - Overtime	84,000	48,480	48,480
500040 - Other Wages	55,000	29,800	28,790
500100 - FICA - Employer	99,530	65,330	58,920
500120 - Health Insurance	262,290	152,530	144,540
500125 - Other Insurance	8,000	3,810	3,800
500130 - Pension	297,570	205,540	169,180
500140 - Workers Compensation	105,000	68,150	61,880
500155 - Personnel Requests	0	0	1,000,000
500170 - Personal Development	1,800	1,080	1,080
500171 - Employee Recognition	1,080	830	830
500172 - Team Building	380	230	230
Wages and Benefits	2,091,650	1,352,500	2,210,650
505050 - Dues & Subscriptions	300	300	300
505070 - Food and Supplies	200	200	200
505120 - Licenses & Certifications	300	100	80
505140 - Office Supplies	800	600	600
505150 - Other - Miscellaneous	0	1,000,000	0
505160 - Personal Mileage	0	0	0
505170 - Postage	100	0	0
505200 - Safety Equipment	2,000	2,000	2,000
505210 - Safety Supplies	500	500	500
505230 - Travel Expenses	1,000	1,000	1,000
510010 - Fleet Insurance	13,770	8,520	8,330
510030 - Public & Gen Liability Insurance	15,980	9,210	9,230
515270 - Maintenance Contract Services	129,000	111,500	107,000
520000 - Training	8,000	8,000	8,000
520040 - Seminars/Conventions	1,000	1,000	1,000
525000 - Supplies/Material - Operating	2,500	2,500	1,000
525030 - Medical Supplies	225,000	220,000	190,000
526040 - Equipment Maintenance	750	750	750
527000 - Supplies - Automotive	500	500	500
527030 - Diesel Fuel	250	250	250

Department 11520 - EMS Operations
General Fund FY22 Expenses

	2022	2021	2020
	Operating	Operating	Operating
	Budget	Budget	Budget
	Approved	Approved	Approved
527040 - Diesel Fuel Tax	40	40	40
527060 - Auto Gasoline	36,910	28,380	27,000
527090 - Auto Repairs	10,500	10,000	5,000
527100 - Auto Tires	1,000	0	0
535010 - Copy Machine Rental	1,580	1,300	1,300
535060 - Uniforms	2,000	2,000	1,500
540010 - Wireless Communication	12,000	11,000	11,000
Operating Expenses	465,980	1,419,650	376,580
599999 - Controllable Assets	26,720	2,250	0
600400 - Machinery & Equipment	0	11,500	0
Capital Outlay	26,720	13,750	0
11520 - EMS Operations	2,584,350	2,785,900	2,587,230

General Fund

Fire Operations - Department 11525

Contact: R. David Hays

Departmental Function

This department handles oversight of all fire and rescue services for the County. Its primary mission involves management of programs that are designed to assist volunteer services in the completion of their daily missions (county-wide personalized protective equipment, Reserve fleet, apparatus, and equipment replacement program, etc.). In addition to its responsibilities in those programs, the department will increase its involvement in fire and rescue operations as the system continues to grow.

Goals for Fiscal Year 2022

- ◆ Develop and implement a hiring process to develop another applicant pool for future staffing needs.
- ◆ Develop an integrated chain-of-command for Department of Emergency Services/Washington County Volunteer Fire and Rescue Association.
- ◆ Develop policies and procedures to ensure adequate staffing in Fire and EMS stations within Washington County.
- ◆ Continue analysis of system delivery criteria to methods of enhancing the provision of emergency services.
- ◆ Recommend revised unit dispatching and CAD tracking mechanisms to deploy volunteer units more effectively.
- ◆ Develop and implement a system to evaluate unit response rates and staffing on emergency incidents to determine the need for new or additional staffing.

Personnel

Summary of Full Time Positions	FY 2022	FY 2021	FY 2020
Assistant Director Fire Services	0	1	1
Deputy Director Fire/EMS Services	1	0	0
Lieutenant	3	0	0
Firefighter	30	33	0
Fire Captain - Fire	1	1	0
Firefighter II -Tech	8	8	8
Operations Manager	1	1	1
Total	44	44	10

Summary of Personnel Changes

- ◆ Deputy Director – Fire/EMS was moved to this department from Department 11520 – Fire Operations due to a reorganization within the Division of Emergency Services. This position replaces the Assistant Director of Fire Services.
- ◆ Three Firefighter positions were made inactive, and those employees were promoted to the position of Lieutenant. There was no net-increase, just a change in positions.

Department 11525 - Fire Operations
General Fund FY2022 Expenses

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
500000 - Wages - Full Time	2,151,230	773,610	471,460
500005 - Wages - Part Time	362,650	362,650	350,390
500010 - Wages - Overtime	56,000	56,000	26,890
500040 - Other Wages	40,000	25,000	17,170
500100 - FICA - Employer	199,660	93,120	66,240
500120 - Health Insurance	720,000	228,880	129,450
500125 - Other Insurance	15,000	4,730	3,010
500130 - Pension	559,320	210,320	124,430
500140 - Workers Compensation	188,200	101,450	65,650
500155 - Personnel Requests	167,440	326,470	358,360
500170 - Personal Development	5,280	1,200	1,200
500171 - Employee Recognition	3,950	930	930
500172 - Team Building	1,100	250	250
Wages and Benefits	4,469,830	2,184,610	1,615,430
505050 - Dues & Subscriptions	2,100	2,100	1,500
505070 - Food and Supplies	500	500	500
505140 - Office Supplies	800	1,000	1,000
505170 - Postage	50	50	50
505200 - Safety Equipment	6,000	6,000	2,000
505210 - Safety Supplies	500	500	500
505230 - Travel Expenses	0	0	1,000
510010 - Fleet Insurance	3,170	2,500	2,400
510030 - Public & Gen Liability Insurance	19,310	4,580	4,300
515180 - Software	0	15,500	0
515270 - Maintenance Contract Services	78,000	78,000	95,000
520000 - Training	42,000	36,000	18,000
525000 - Supplies/Material - Operating	500	500	500
526040 - Equipment Maintenance	500	500	500
527000 - Supplies - Automotive	500	500	500
527030 - Diesel Fuel	0	1,500	1,500
527040 - Diesel Fuel Tax	0	200	220
527060 - Auto Gasoline	5,340	5,000	4,400
527090 - Auto Repairs	6,000	6,000	6,000
527100 - Auto Tires	1,500	0	0

Department 11525 - Fire Operations
General Fund FY2022 Expenses

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
535010 - Copy Machine Rental	0	600	600
535060 - Uniforms	25,000	67,500	19,500
540010 - Wireless Communication	4,000	2,500	2,500
Operating Expenses	195,770	231,530	162,470
599999 - Controllable Assets	157,500	192,400	162,500
Capital Outlay	157,500	192,400	162,500
11525 - Fire Operations	4,823,100	2,608,540	1,940,400

General Fund

Emergency Management - Department 11530

Contact: John Martirano

Departmental Function

The Emergency Management Agency coordinates and acts as a liaison with emergency service agencies, local government officials, and other government agencies. They promote emergency preparedness education and training. They also develop, test, and exercise the County emergency operations plan. They manage the emergency operations center; document community emergencies and resources used and encourage citizen readiness and community volunteerism.

Goals for Fiscal Year 2022

- ◆ Provide training to the newly hired Emergency Management Planner to prepare them to assume the duties and responsibilities of that position which will allow the Emergency Manager to focus on administrative responsibilities.
- ◆ Utilizing the new Emergency Management Planner, update the County's Continuity of Government plan, the County Active Assailant plan, the County Sheltering plan, and the County Severe Weather plan.
- ◆ Expand upon training provided to the Emergency Management Volunteer group so they may participate and provide additional services when it becomes necessary for the activation of the Emergency Operations Center. Training to consist of basic ICS and IMT concepts. This goal was unmet due to restrictions required to be put in place due to COVID-19.

Personnel

Summary of Full Time Positions	FY 2022	FY 2021	FY 2020
Assistant Director Emergency Management	0	1	1
Emergency Manager	1	0	0
Emergency Management Specialist	1	1	1
Emergency Management Planner	1	1	0
Total	3	3	2

Summary of Personnel Changes

- ◆ No changes in FY2022.

Department 11530 - Emergency Management
General Fund FY2022 Expenses

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
500000 - Wages - Full Time	121,200	113,170	111,490
500040 - Other Wages	500	730	730
500100 - FICA - Employer	9,310	8,710	8,580
500120 - Health Insurance	25,320	25,570	40,130
500125 - Other Insurance	1,000	870	850
500130 - Pension	31,500	31,160	28,620
500140 - Workers Compensation	4,790	3,520	3,200
500170 - Personal Development	360	240	240
500171 - Employee Recognition	270	190	190
500172 - Team Building	100	50	50
Wages and Benefits	194,350	184,210	194,080
505040 - Books	0	0	50
505050 - Dues & Subscriptions	300	300	550
505070 - Food and Supplies	250	500	500
505130 - Small Office Equipment	200	200	200
505140 - Office Supplies	1,000	1,000	1,000
505160 - Personal Mileage	100	100	100
505230 - Travel Expenses	2,500	500	2,000
510010 - Fleet Insurance	3,170	3,400	3,300
510030 - Public & Gen Liability Insurance	1,320	1,260	1,270
515180 - Software	160	3,190	8,000
520000 - Training	500	500	500
520040 - Seminars/Conventions	50	50	150
525000 - Supplies/Material - Operating	800	800	800
526000 - Supplies/Material-Maintenance	500	500	500
526040 - Equipment Maintenance	250	500	500
527000 - Supplies - Automotive	500	500	500
527030 - Diesel Fuel	0	500	500
527040 - Diesel Fuel Tax	0	80	80
527060 - Auto Gasoline	2,640	2,010	2,200
527090 - Auto Repairs	1,000	5,000	3,000
535010 - Copy Machine Rental	0	1,900	1,750
535060 - Uniforms	1,000	1,000	1,000
540000 - Communications	2,000	4,000	4,000

Department 11530 - Emergency Management
General Fund FY2022 Expenses

	2022	2021	2020
	Operating	Operating	Operating
	Budget	Budget	Budget
	Approved	Approved	Approved
540010 - Wireless Communication	2,400	12,360	12,860
540020 - Telephone Expenses	0	2,000	2,000
592040 - Promotional Expenses	500	500	500
Operating Expenses	21,140	42,650	47,810
11530 Emergency Management	215,490	226,860	241,890

General Fund

Public Safety Training Center - Department 11535

Contact: R. David Hays

Departmental Function

The Washington County Public Safety Training Center is a state-of-the-art training facility. The facility will be used by police, fire, and emergency services personnel, and will provide a space for different disciplines of public safety to work and train together.

Goals for Fiscal Year 2022

- ◆ Complete phase two of the construction of 43,000 square feet of academic space.
- ◆ Begin all law enforcement, fire, and EMS training.
- ◆ Begin the development and construction of a burn building.
- ◆ Initiate Phase III of Tactical Village project.

Personnel

Summary of Full Time Positions	FY 2022	FY 2021	FY 2020
Maintenance Lead Worker	1	0	0
Senior Office Associate	1	0	0
Total	2	0	0

Summary of Personnel Changes

- ◆ Maintenance Lead Worker is a new position in FY2022 to provide maintenance and upkeep of the new Public Safety Training Center.
- ◆ Senior Office Associate is a new position in FY2022 to support the daily operations of the new Public Safety Training Center.

Department 11535 - Public Safety Training Center
General Fund FY2022 Expenses

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
500155 - Personnel Requests	41,690	0	0
Wages and Benefits	41,690	0	0
505140 - Office Supplies	340	0	0
505150 - Other - Miscellaneous	100	0	0
505180 - Printing Expenses	70	0	0
505200 - Safety Equipment	1,670	0	0
510010 - Fleet Insurance	340	0	0
510020 - Property & Casualty Insurance	2,670	0	0
510030 - Public & Gen Liability Insurance	270	0	0
515270 - Maintenance Contract Services	43,340	0	0
525020 - Janitorial Supplies	1,670	0	0
525030 - Medical Supplies	670	0	0
526000 - Supplies/Material-Maintenance	3,340	0	0
526020 - Building Maintenance	1,670	0	0
526040 - Equipment Maintenance	1,670	0	0
526110 - Snow Removal Materials	170	0	0
527060 - Auto Gasoline	170	0	0
527090 - Auto Repairs	500	0	0
535010 - Copy Machine Rental	800	0	0
535060 - Uniforms	170	0	0
540010 - Wireless Communication	270	0	0
545010 - Electric	16,670	0	0
545030 - Propane Gas	8,340	0	0
545040 - Sewer	800	0	0
545050 - Waste/Trash Disposal	1,000	0	0
545060 - Water	5,500	0	0
582060 - Fire Extinguishers/Refills	840	0	0
Operating Expenses	93,050	0	0
599999 - Controllable Assets	8,000	0	0
600300 - Vehicles	25,000	0	0
Capital Outlay	33,000	0	0
11535 - Public Safety Training Center	167,740	0	0

General Fund

Civil Air Patrol - Department 93110

Contact: Bill Donovan

Agency Function

The Civil Air Patrol is an organization that teaches its members, youths and adults, leadership skills, organizational management, and search and rescue techniques. We also provide training in communications, financial control, aerospace education, administration, public relations, and other fields.

Goals for Fiscal Year 2022

- ◆ Not provided.

Department 93110 - Civil Air Patrol General Fund FY2022 Expenses

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
502000 - Appropriations	3,600	3,600	3,600
Operating Expenses	3,600	3,600	3,600
93110 - Civil Air Patrol	3,600	3,600	3,600

General Fund

Fire & Rescue Volunteer Services - Department 93130

Contact: Dale Fishack

Agency Function

The Association (WCVFRA) strives to enhance the protection of lives and properties by disseminating information and providing training in fire suppression, fire prevention, Emergency Medical Services (EMS), rescue, safety, and related subjects to the member volunteer fire and EMS companies while operating educational, informational, and practical fire safety programs directly to the citizens of Washington County. WCVFRA funds the Board of Education high school program that provides college credits for fire and EMS training. WCVFRA provides a framework for cooperation and fraternal fellowship among its members to promote the best interests of the volunteer fire, EMS, and rescue personnel of Washington County by coordinating with the Department of Emergency Services and Board of County Commissioners. WCVFRA represents the interests of volunteer fire, EMS, and rescue personnel to the County, State and Federal governments. WCVFRA provides financial assistance and direct support through its many programs, including physicals, training, IT support, safety programs and equipment, firefighter safety (Emergency Rehab Unit), Fire Police, Incident Safety officers, as well as providing standards of operations and equipment to authorized fire and rescue companies who provide fire and emergency services to the citizens of Washington County.

Goals for Fiscal Year 2022

- ◆ Work with our member companies and County Government to define and implement policies and plans for the member companies that will stabilize and normalize operations during the current pandemic and add resilience with such emergencies.
- ◆ Assist the member companies and the County Government to effectively resolve issues with the implementation of the career staff.
- ◆ Work effective with the County Government and Department of Emergency Services to continue implementing additional resources and support for the volunteer companies.
- ◆ Work cooperatively with the County to develop long-range plans for communications and replacement of radios for emergency services and the volunteer companies.
- ◆ Evaluate the current available incentives for volunteers to help retain existing volunteers and acquire new ones to reduce the pressure for additional County expenditures.
- ◆ Implement new procedures to ensure the background checks and fingerprinting of all new volunteers.
- ◆ Provide additional officer training to assist the companies with both administrative and operational management.
- ◆ Continue to assist our companies to ensure error free firehouse report submission to the fire marshal to preserve 508 funds.
- ◆ Improve and enhance our high school cadet program in Cooperation with the Washington County Board of Education.
- ◆ Work with the County Commissioners on the construction of the training center.

Personnel

Summary of Full Time Positions	FY 2022	FY 2021	FY 2020
Coordinator - Volunteer Services	1	1	0
Total	1	1	0

Summary of Personnel Changes

- ◆ No changed in FY2022.

Department 93130 - Fire and Rescue Volunteer Services
General Fund FY2022 Expenses

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
500000 - Wages - Full Time	59,180	55,230	0
500040 - Other Wages	270	0	0
500100 - FICA - Employer	4,550	4,230	0
500125 - Other Insurance	39,180	37,560	37,170
500130 - Pension	615,390	515,210	600,000
500140 - Workers Compensation	578,460	550,130	677,210
500170 - Personal Development	120	120	0
500171 - Employee Recognition	90	90	0
500172 - Team Building	30	30	0
Wages and Benefits	1,297,270	1,162,600	1,314,380
502000 - Appropriations	6,376,740	5,290,700	5,236,370
502300 - Reimbursable Expenses	126,000	111,000	111,000
505150 - Other - Miscellaneous	453,000	453,000	0
510010 - Fleet Insurance	196,260	167,960	160,000
510020 - Property & Casualty Insurance	99,250	89,000	85,000
510030 - Public & Gen Liability Insurance	95,090	86,000	85,000
515000 - Contracted/Purchased Service	100,000	0	100,000
515180 - Software	47,000	47,000	47,000
515280 - Medical Fees	167,460	112,460	80,000
527030 - Diesel Fuel	2,600	0	0
527040 - Diesel Fuel Tax	390	0	0
527060 - Auto Gasoline	0	1,000	0
527090 - Auto Repairs	500	500	0
540010 - Wireless Communication	600	800	0
584040 - Program Costs	50,000	50,000	50,000
Operating Expenses	7,714,890	6,409,420	5,954,370
599999 - Controllable Assets	0	4,400	0
Capital Outlay	0	4,400	0
93130 - Fire and Rescue Volunteer Services	9,012,160	7,576,420	7,268,750

General Fund

Humane Society - Department 93100

Contact: Colin Berry, Executive Director

Agency Function

The Humane Society of Washington County (HSWC) is contracted by Washington County Government to enforce the regulations set forth in the Washington County Animal Control Ordinance. This would include but not be limited to: sheltering and care for homeless animals; investigation of alleged violations of barking, running at large, vicious, and dangerous dogs; failure to have current rabies and/or County dog licenses; exceeding the legal limit of dogs without obtaining a kennel permit; injured and/or sick animals; rabies exposures and quarantines; kennel inspections; lost and found animals; animal waste removal; dead animal removal by property owners; confinement of dogs in heat; public nuisance animals; animals as prizes; exotic or wild animals; animal control fees; and several prohibited acts. HSWC is part of the Washington County Emergency Operation Plan that is in place in the event a disaster or local emergency occurs, and animals are at risk. HSWC also manages the County Spay/Neuter Program (SNAP).

Goals for Fiscal Year 2022

- ◆ Maintain current 83% live release rate.
- ◆ Spay/neuter 100% of HSWC's adoptable animals that are housed on-site and 90% of foster animals in HSWC's Veterinary Center.
- ◆ Provide low-cost spay/neuter and rabies vaccinations to 150 owned pet cats/dogs via public assistance vouchers.
- ◆ Offer owned pet Wellness Clinics (basic exams, distemper and rabies vaccinations, parasite treatment and microchip) at least twice a month at HSWC's Veterinary Center.
- ◆ Offer three off-site Rabies/License/Microchip clinics in cooperation with the Health Department.
- ◆ Distribute 30,000 pounds of pet food to Washington County residents via the public Pet Food Pantry.
- ◆ Trap, neuter, vaccinate and release (TNR) 700 community/feral cats.
- ◆ Two existing Field Service Officers (FSO) to complete Module C of National Animal Control and Humane Officer Training Academy (NACHO). Two new FSO's to complete Modules A and B. (NACHO recently revised the training standards, requiring re-training of FSO's).
- ◆ FSO's deliver 8,000 pounds of pet food to families in need.
- ◆ FSO's to participate in four community outreach events.
- ◆ FSO's to continue to provide portable housing for feral cats and colony caretakers.
- ◆ The Development Department and Adoptions/Resource Center to raise \$375,000 to support existing animal care and outreach programs.

Services Provided or Clients Served			
Programs	FY 2022 Projected	FY 2021 Projected	FY 2020
SNAP animals altered	300	199*	289
Animal Control - total field calls for service	1,800	1,789	2,088
Total Animals Sheltered	4,100	4,228	6,343
Shelter Visitors	33,000	33,000**	18,500

* Negatively impacted by the State's eight-week mandate which halted spay/neuter procedures to conserve critical medical supplies.

** Based on lobby sign-in logbooks.

Department 93100 - Washington County Humane Society
General Fund FY2022 Expenses

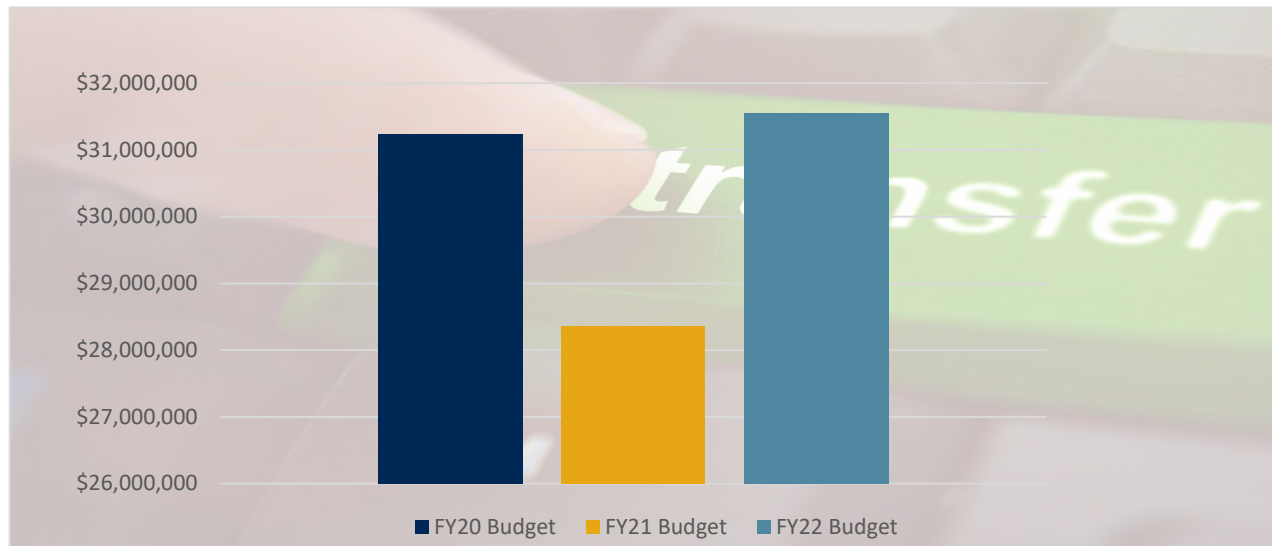
	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
502000 - Appropriations	1,436,640	1,401,600	1,401,600
Operating Expenses	1,436,640	1,401,600	1,401,600

93100 - Washington County Humane Society	1,436,640	1,401,600	1,401,600
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General Fund – Transfers Summary

Category	2020 Budget	2021 Budget	2022 Budget	\$ Change	% Change
Operating Transfers	14,545,230	11,751,610	12,254,830	503,220	4.28%
Capital Transfers	16,685,870	16,607,270	19,302,790	2,695,520	16.23%
Total	31,231,100	28,358,880	31,557,620	3,198,740	11.28%



General Fund

Operating Transfers - Departments 91020 - 92010

Contact: Kimberly Edlund

Departmental Summary

- ◆ Highway budget was expected to increase due to COLA and step and to supplant the expected reduction in Highway User Revenue, however, was offset by implementing a budget for vacancy savings.
- ◆ Solid Waste does not need as much support from the General Fund.
- ◆ Utility Administration increased to provide for stormwater management costs which include several personnel requests to meet NPDES requirements.
- ◆ Water Fund revenues are insufficient to cover expenditures.
- ◆ Transit increase is necessary to cover expenditures not covered through grants or fees.
- ◆ Agricultural Education Center, Grant Management, Land Preservation, HEPMPO and Golf Course are in support of general operational costs.
- ◆ Cascade Town Centre has been sold. Ongoing costs are expected to be supported through sale proceeds and not the General Fund.
- ◆ Payments in lieu of bank shares are made in accordance with Annotated Code of Maryland Article 25 which requires that each fiscal year the County shall pay to each incorporated municipality an amount of money equal to the amount received for fiscal year 1967-1968 by such municipality order 30(d) of former Article 81 of the Code of Maryland, relating to apportionment of shares of taxes on banks and finance corporations which the County no longer receives.

Category	2020 Budget	2021 Budget	2022 Budget	\$ Change	% Change
Highway	9,038,250	9,326,620	9,138,300	-188,320	-2.02%
Solid Waste	598,340	496,080	450,000	-46,080	-9.29%
Cascade Town Centre	203,880	0	0	0	0.00%
Agricultural Education Center	184,900	199,610	231,340	31,730	15.90%
Grant Management	284,690	273,080	349,010	75,930	27.81%
Land Preservation	18,170	30,880	28,930	-1,950	-6.31%
HEPMPO	8,580	9,750	10,030	280	2.87%
Utility Administration	228,140	232,070	425,470	193,400	83.34%
Water	0	107,370	187,280	79,910	74.42%
Sewer	3,000,000	0	0	0	0.00%
Transit	594,090	699,760	1,046,100	346,340	49.49%
Golf Course	347,640	337,840	349,820	11,980	3.55%
Municipality in Lieu of Bank Shares	38,550	38,550	38,550	0	0.00%
Total	14,545,230	11,751,610	12,254,830	503,220	4.28%

**Department 91020 - Highway
General Fund FY2022 Expenses**

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
502000 - Appropriations	9,138,300	9,326,620	9,038,250
Operating Expenses	9,138,300	9,326,620	9,038,250

91020 - Highway	9,138,300	9,326,620	9,038,250
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**Department 91021 - Solid Waste
General Fund FY2022 Expenses**

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
502000 - Appropriations	450,000	496,080	598,340
Operating Expenses	450,000	496,080	598,340

91021 - Solid Waste	450,000	496,080	598,340
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**Department 91022 - Cascade Town Centre
General Fund FY2022 Expenses**

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
502000 - Appropriations	203,880	0	0
Operating Expenses	203,880	0	0

91022 - Cascade Town Centre	203,880	0	0
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Department 91023 - Agricultural Education Center
General Fund FY2022 Expenses

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
502000 - Appropriations	231,340	199,610	184,900
Operating Expenses	231,340	199,610	184,900

91023 - Agricultural Education Center	231,340	199,610	184,900
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Department 91024 - Grant Management
General Fund FY2022 Expenses

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
502000 - Appropriations	349,010	273,080	284,690
Operating Expenses	349,010	273,080	284,690

91024 - Grant Management	349,010	273,080	284,690
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Department 91028 - Land Preservation
General Fund FY2022 Expenses

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
502000 - Appropriations	28,930	30,880	18,170
Operating Expenses	28,930	30,880	18,170

91028 - Land Preservation	28,930	30,880	18,170
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Department 91029 - HEPMPO
General Fund FY2022 Expenses

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
502000 - Appropriations	10,030	9,750	8,580
Operating Expenses	10,030	9,750	8,580

91029 - HEPMPO	10,030	9,750	8,580
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Department 91040 - Utility Administration
General Fund FY2022 Expenses

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
502000 - Appropriations	425,470	232,070	228,140
Operating Expenses	425,470	232,070	228,140

91040 - Utility Administration	425,470	232,070	228,140
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Department 91041 - Water
General Fund FY2022 Expenses

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
502000 - Appropriations	187,280	107,370	0
Operating Expenses	187,280	107,370	0

91041 - Water	187,280	107,370	0
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**Department 91044 - Transit
General Fund FY2022 Expenses**

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
502000 - Appropriations	1,046,100	699,760	594,090
Operating Expenses	1,046,100	699,760	594,090

91044 - Transit	1,046,100	699,760	594,090
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**Department 91046 - Golf Course
General Fund FY2022 Expenses**

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
502000 - Appropriations	349,820	337,840	347,640
Operating Expenses	349,820	337,840	347,640

91046 - Golf Course	349,820	337,840	347,640
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**92010 - Municipality in Lieu of Bank Shares
General Fund FY2022 Expenses**

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
502000 - Appropriations	38,550	38,550	38,550
Operating Expenses	38,550	38,550	38,550

92010 - Municipality in Lieu of Bank Shares	38,550	38,550	38,550
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General Fund

Capital Transfers - Departments 12700 & 91230

Contact: Sara Greaves

Departmental Summary

- ◆ Debt Service Department – All principal and interest payments for the County’s general obligation bonds, loans and other debt instruments are paid through this department. A Debt Affordability Analysis is prepared each year along with the Capital Improvement and Operating Budgets to determine appropriate debt levels and assure that the debt service stays within the County’s established guidelines.
- ◆ Capital Improvement Projects – This department is used to record all General Fund appropriations to the Capital Improvement Budget for current year projects. Use of General Fund revenue for capital projects is considered pay-go funding.

Category Funding Breakdown					
Category	2020 Budget	2021 Budget	2022 Budget	\$ Change	% Change
Capital Improvement Projects	1,500,000	800,000	4,030,000	3,230,000	403.75%
Debt Service	15,185,870	15,807,270	15,272,790	-534,480	-3.38%
Total	16,685,870	16,607,270	19,302,790	2,695,520	16.23%

91230 - Capital Improvement Fund
General Fund FY2022 Expenses

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
502000 - Appropriations	4,030,000	800,000	1,500,000
Operating Expenses	4,030,000	800,000	1,500,000

91230 Capital Improvement Fund	4,030,000	800,000	1,500,000
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12700 - Debt Service
General Fund FY2022 Expenses

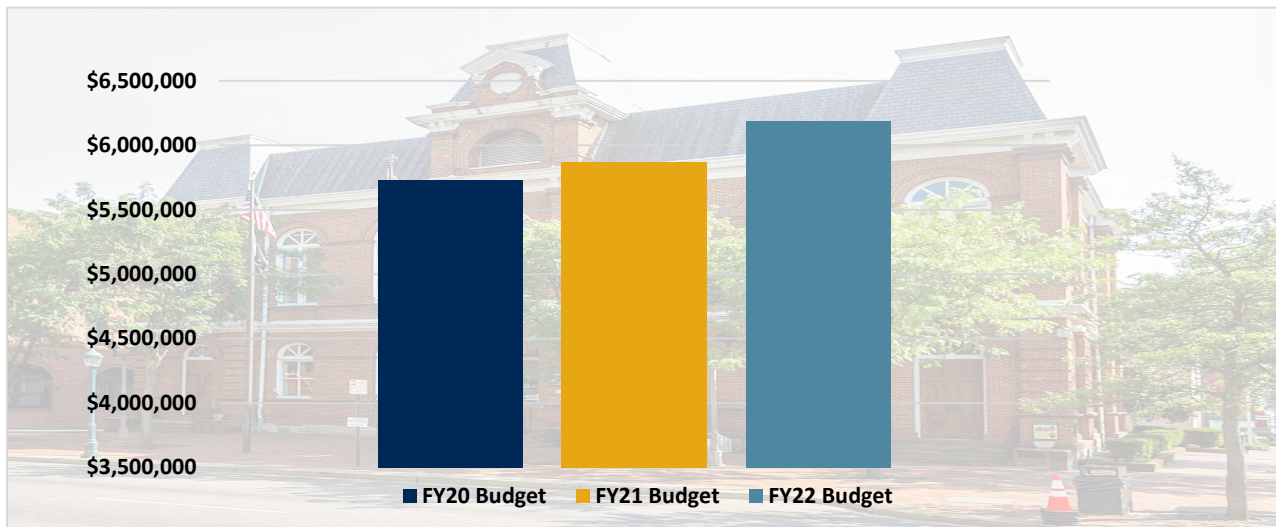
	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
501000 - Debt - Bond Principal	10,035,650	10,557,360	9,762,060
501010 - Debt - State Loan Principal	514,890	276,010	578,890
501050 - Debt - Bond Interest	4,665,890	4,914,780	4,780,010
501060 - Debt - State Loan Interest	22,010	24,770	30,560
501090 - Debt - Administrative Fees	34,350	34,350	34,350
Operating Expenses	15,272,790	15,807,270	15,185,870

12700 - Debt Service	15,272,790	15,807,270	15,185,870
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General Fund – Court System Summary

Category	2020 Budget	2021 Budget	2022 Budget	\$ Change	% Change
Circuit Court	1,815,530	1,870,730	2,011,540	140,810	7.53%
Orphans Court	37,660	36,370	36,150	-220	-0.60%
State's Attorney	3,879,990	3,963,170	4,139,010	175,840	4.44%
Total	5,733,180	5,870,270	6,186,700	316,430	5.39%



General Fund

Circuit Court – Department 10200

Contact: Kristin Grossnickle

Departmental Function

The Circuit Court for Washington County is not a department of County Government. The Circuit Courts were created by the Maryland Constitution and are the highest common law and equity courts of record exercising original jurisdiction within the State. The Circuit Court for Washington County has full common law and equity powers and jurisdiction in all civil, juvenile, and criminal cases arising with the County, except when jurisdiction has been conferred upon another tribunal by law and in those situations the Circuit Court serves as an appellate court.

Goals for Fiscal Year 2022

- ◆ Rescheduling hearings and Jury Trials and timely disposal of cases to catch up the backlog from the restricted operations of the courts due to the COVID-19 State of Emergency as well as timely processing of new case filings.
- ◆ Through funding from the Administrative Office of the Courts, installation of Polycom units in each courtroom to assist with the continued practice of remote hearings when applicable to continue to promote social distancing and safety for court staff, litigants, attorneys, and members of the public due to the COVID-19 pandemic.
- ◆ Redesign and remodel to convert current Law Library and staff cubicle space to provide a private work area for staff, a mother's lactation room, as well as better access to Law Library resources for attorney's and self-represented litigants. This will also provide space for the Family Law Clinic to free up the Magistrates Hearing room during clinic hours and for possible future expansion of the clinic.
- ◆ Installation of a bullet resistant glaze on the storefront glass at the entrance of the courthouse. Installation of a bullet resistant barrier at the customer service desk and employee workstations in the Criminal and Licensing Departments of the Clerk's Office funded by a Security Grant through the Administrative Office of the Courts.

Personnel

Summary of Full Time Positions	FY 2022	FY 2021	FY 2020
Drug Court Coordinator	1	1	1
Executive Office Assistant	1	1	1
Family Services Coordinator	1	1	1
Permanency Planning Liaison	1	1	1
Court Reporter	8	8	8
Assignment Clerk/Jury Coordinator	1	1	1
Assignment Clerk I	3	3	3
Administrative Assistant	1	1	2
Legal Secretary	5	5	4
Total	22	22	22

Summary of Personnel Changes

- ◆ No changes in FY2022.

10200 - Circuit Court
General Fund FY2022 Expenses

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
500000 - Wages - Full Time	977,100	913,090	906,040
500005 - Wages - Part Time	155,000	105,800	109,500
500040 - Other Wages	4,000	4,000	4,220
500100 - FICA - Employer	86,920	78,240	78,000
500120 - Health Insurance	273,610	259,180	237,670
500125 - Other Insurance	6,360	6,760	6,680
500130 - Pension	254,050	251,430	235,010
500140 - Workers Compensation	5,600	5,600	5,440
500170 - Personal Development	2,640	2,640	2,640
500171 - Employee Recognition	1,980	2,030	2,030
500172 - Team Building	550	550	550
Wages and Benefits	1,767,810	1,629,320	1,587,780
505010 - Advertising	70	0	0
505040 - Books	45,000	45,000	45,000
505050 - Dues & Subscriptions	3,700	3,700	4,000
505130 - Small Office Equipment	2,000	2,000	2,000
505140 - Office Supplies	28,000	28,000	25,000
505160 - Personal Mileage	750	770	0
505170 - Postage	6,000	7,500	7,500
505180 - Printing Expenses	6,000	6,000	6,500
505230 - Travel Expenses	350	350	0
520030 - Food Comp	0	5,000	5,000
526040 - Equipment Maintenance	23,000	21,000	21,000
535010 - Copy Machine Rental	5,000	5,000	5,000
540010 - Wireless Communication	5,150	650	750
540020 - Telephone Expenses	0	6,000	6,000
580020 - Jury Fees	100,000	100,000	100,000
Operating Expenses	225,020	230,970	227,750
599999 - Controllable Assets	18,710	10,440	0
Capital Outlay	18,710	10,440	0
10200 - Circuit Court	2,011,540	1,870,730	1,815,530

General Fund

Orphans Court – Department 10210

Contact: Jason Malott

Departmental Function

The Orphans Court conducts judicial probate, directs the conduct of a personal representative, and passes orders which may be required while the administration of an estate of a decedent. The Court has the same legal and equitable powers to effectuate its jurisdiction, punish contempt, and carry out its orders, judgments, and decrees as a court of record.

Goals for Fiscal Year 2022

- ◆ Not applicable.

Services Provided		
	2020	2021*
Total New Proceedings Established	1001	1119
Personal Representative/Interested Person/Party/Contacts	4908	5340
Safekeeping Wills/Codicils Received	1379	1196
Safekeeping Wills/Codicils Removed	983	964
Docket Entries Recorded	16326	17188
Claims Recorded	410	364
Number of Receipts Issued	3733	4017
Number of Billing Invoices Issued	50	47
Number of Disbursements (Checks written)	28	22
Number of Hearings Established	116	138
Number of Hearings Held	98	128
Number of Accounts	532	497

*Figures for FY21 are for the period of 7/1/20-5/31/21.

10210 - Orphans Court
General Fund FY2022 Expenses

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
500005 - Wages - Part Time	23,400	23,400	23,400
500100 - FICA - Employer	1,790	1,790	1,790
500130 - Pension	9,400	9,620	10,910
500140 - Workers Compensation	60	60	60
Wages and Benefits	34,650	34,870	36,160
505140 - Office Supplies	500	500	500
505160 - Personal Mileage	300	300	300
505230 - Travel Expenses	400	400	400
520000 - Training	300	300	300
Operating Expenses	1,500	1,500	1,500
10210 - Orphans Court	36,150	36,370	37,660

General Fund

State's Attorney – Department 10220

Contact: Charles Strong

Departmental Function

The Constitution of Maryland created the Office of the State's Attorney. The office is responsible for prosecuting those people who have been charged with the commission of criminal offenses in Washington County. These prosecutions take place in the District Court of Washington County where jurisdiction is limited to traffic offenses and mostly misdemeanor criminal offenses. The Circuit Court of Washington County is where more serious criminal matters and jury trials are heard. The State's Attorney is legal advisor to the Washington County Grand Jury and representatives of the State's Attorney office frequently advise police officers during criminal investigations.

Goals for Fiscal Year 2022

- ◆ Reschedule hearings and Jury Trials to timely dispose of cases to catch up the backlog from the restricted operations of the courts due to the COVID-19 State of Emergency as well as timely processing of new case filings.

Personnel

Summary of Full Time Positions	FY 2022	FY 2021	FY 2020
State's Attorney	1	1	1
Deputy State's Attorney	2	2	2
Assistant State's Attorney III	2	2	2
Assistant State's Attorney II	11	10	10
Victim/Witness Unit Director	1	1	1
Victim/Witness Coordinator	3	3	3
Diversion Alternative Director	1	1	1
Senior Investigator	1	1	1
Investigator	2	2	2
Caseworker	2	2	2
Office Manager	1	1	1
Legal Secretary	1	1	1
Team Leader - State Attorney	2	2	2
Senior Office Associate	8	8	8
Work Crew Supervisor	1	1	1
Total	39	38	38

Summary of Personnel Changes

- ◆ Addition of Assistant State's Attorney II to assist with the backlog of cases created by the Court closure because of the COVID-19 pandemic. The State's Attorney office is severely understaffed due to the crisis and will need additional prosecutorial manpower to serve the Citizens of Washington County.

10220 - State's Attorney
General Fund FY2022 Expenses

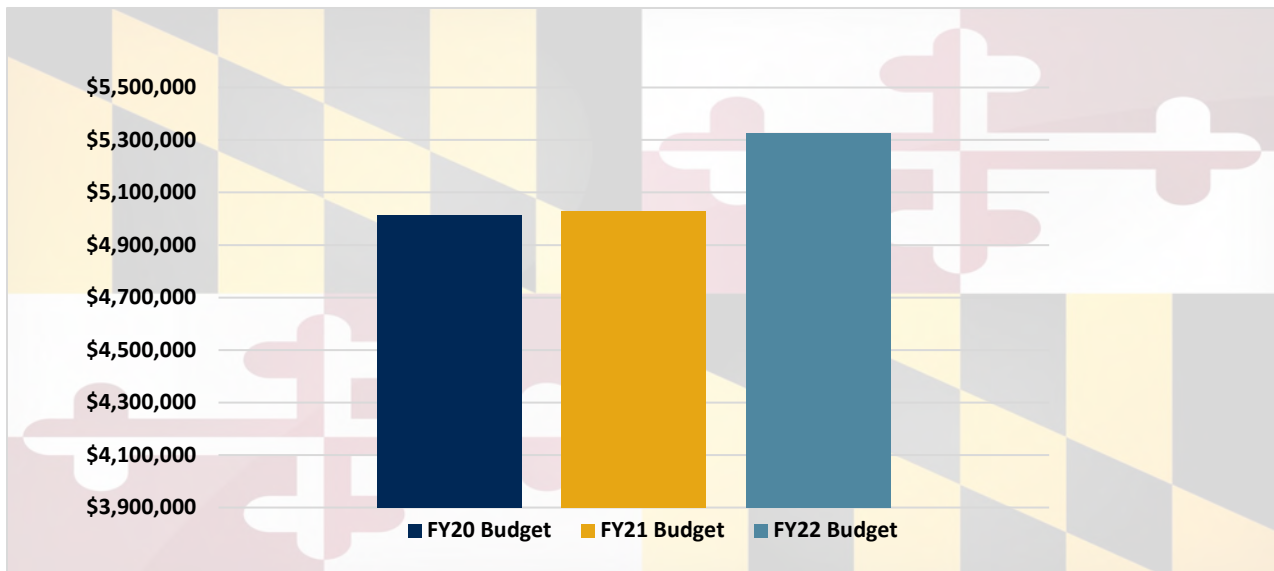
	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
500000 - Wages - Full Time	2,515,940	2,351,580	2,345,740
500005 - Wages - Part Time	0	50,000	50,000
500040 - Other Wages	3,000	3,000	3,030
500100 - FICA - Employer	192,700	183,950	183,540
500120 - Health Insurance	466,560	529,000	493,210
500125 - Other Insurance	15,730	14,700	14,500
500130 - Pension	654,150	647,540	607,060
500140 - Workers Compensation	6,050	5,660	5,860
500155 - Personnel Requests	107,960	0	0
500170 - Personal Development	4,560	4,560	4,560
500171 - Employee Recognition	3,510	3,510	3,510
500172 - Team Building	950	950	950
Wages and Benefits	3,971,110	3,794,450	3,711,960
505050 - Dues & Subscriptions	20,500	17,500	17,500
505080 - Freight & Cartage	500	500	500
505140 - Office Supplies	30,700	30,700	30,700
505160 - Personal Mileage	2,400	2,400	2,400
505230 - Travel Expenses	13,500	10,000	10,000
510030 - Public & Gen Liability Insurance	40,490	40,200	40,210
515130 - Consulting Services	2,000	2,000	2,000
515140 - Court Costs	4,000	7,000	7,000
515180 - Software	25,080	25,440	24,680
520000 - Training	1,000	1,000	1,000
526040 - Equipment Maintenance	7,000	7,000	7,000
527060 - Auto Gasoline	5,480	5,480	5,540
535010 - Copy Machine Rental	7,500	7,500	7,500
540010 - Wireless Communication	6,500	6,500	6,500
540020 - Telephone Expenses	250	4,500	4,500
580030 - Judicial Briefs	1,000	1,000	1,000
Operating Expenses	167,900	168,720	168,030
10220 - State's Attorney	4,139,010	3,963,170	3,879,990





General Fund – State Functions Summary

Category	2020 Budget	2021 Budget	2022 Budget	\$ Change	% Change
Election Board	1,473,450	1,393,740	1,667,570	273,830	19.65%
Soil Conservation	218,180	218,180	223,680	5,500	2.52%
Weed Control	258,390	318,200	320,980	2,780	0.87%
Environmental Pest Management	8,000	45,500	45,500	0	0.00%
Health Department	2,339,270	2,339,270	2,339,270	0	0.00%
Social Services	435,560	435,560	446,010	10,450	2.40%
University of Maryland/County Cooperative Extension	279,550	279,550	283,660	4,110	1.47%
Total	5,012,400	5,030,000	5,326,670	296,670	5.90%



General Fund

Election Board – Department 10400

Contact: Kaye Robucci

Departmental Function

The Election Board bears the ultimate responsibility for complying with the statutory obligations (Registration and Election Laws of Maryland and regulations contained in Title 33 of the Code of Maryland Regulations COMAR). It is also responsible for the administration of elections and voter registration and in conducting elections in Washington County that will protect the most fundamental right of citizens in democracy – the right to vote and to have that vote counted.

Goals for Fiscal Year 2022

- ◆ Finalize locations and facilities for mandated 2nd and 3rd Early Voting Sites by November 2021.
- ◆ Plan and conduct required Redistricting Plan in preparation for 2022 elections.
- ◆ Learn, implement, and utilize new equipment to replace the electronic pollbooks by March 2022.
- ◆ Conduct Election Worker training classes and education Election Workers on the use of the replacement electronic pollbooks by April 2022.
- ◆ Develop and implement a plan for Election night returns at the new facility.
- ◆ Promote professional development through Election Center and CERA Certification.

Personnel

Summary of Full Time Positions	FY 2022	FY 2021	FY 2020
IT State Position	1	1	0
Total	1	1	0

Summary of Personnel Changes

- ◆ No changes in FY2022.

10400 - Election Board
General Fund FY2022 Expenses

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
500000 - Wages - Full Time	0	18,960	0
500005 - Wages - Part Time	189,190	111,150	100,850
500040 - Other Wages	0	70	0
500100 - FICA - Employer	10,930	9,950	7,710
500120 - Health Insurance	0	4,000	0
500125 - Other Insurance	0	120	0
500130 - Pension	0	4,930	0
500140 - Workers Compensation	9,000	8,450	5,660
Wages and Benefits	209,120	157,630	114,220
505010 - Advertising	3,000	3,000	3,000
505050 - Dues & Subscriptions	1,000	1,000	1,000
505070 - Food and Supplies	1,040	1,040	1,040
505120 - Licenses & Certifications	40	40	40
505130 - Small Office Equipment	600	600	600
505140 - Office Supplies	8,000	8,000	8,000
505160 - Personal Mileage	7,300	7,300	7,300
505170 - Postage	25,200	22,800	32,800
505180 - Printing Expenses	24,000	15,000	15,000
505230 - Travel Expenses	8,690	8,690	8,690
510020 - Property & Casualty Insurance	0	1,430	1,430
515000 - Contracted/Purchased Service	785,070	680,880	677,270
515180 - Software	820	820	900
515205 - Janitorial Services	0	0	950
520000 - Training	20,670	20,070	17,040
520040 - Seminars/Conventions	3,000	3,000	3,000
526040 - Equipment Maintenance	3,000	3,000	3,000
535000 - Rentals	12,550	5,050	17,650
535010 - Copy Machine Rental	2,720	2,720	2,020
535055 - Lease Payments	511,940	450,070	417,830
540020 - Telephone Expenses	0	1,600	1,600
Operating Expenses	1,418,640	1,236,110	1,220,160

**10400 - Election Board
General Fund FY2022 Expenses**

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
599999 - Controllable Assets	39,810	0	139,070
Capital Outlay	39,810	0	139,070
10400 - Election Board	1,667,570	1,393,740	1,473,450

General Fund

Soil Conservation – Department 12300

Contact: Elmer Weibley

Agency Function

Washington County Soil Conservation District is recognized for effective leadership in natural resource conservation in assisting people and communities to achieve a productive land in harmony with a quality environment. The Conservation District will take available technical, financial, and educational resources whatever their source, and focus or coordinate them so that they meet the needs of the local land user for conservation of soil, water, and related resources.

Goals for Fiscal Year 2022

- ◆ Complete 50 Soil Conservation and Water Quality plans for 5,000 acres.
- ◆ Complete 65 Agricultural Best Management Practices for Agricultural Watershed Implementation Plan Phase III.
- ◆ Install cover crops on 10,000 acres.
- ◆ Deliver 1 million in State and Federal cost share funds to farmers.
- ◆ Complete two Forest Conservation Act projects in cooperation with Washington County.
- ◆ Complete construction for grant funded stream restoration project on Beaver Creek.
- ◆ Complete design and permitting for grant funded stream restoration project on Little Antietam Creek.
- ◆ Provide plan review services for urban development to meet our goal of a ten working day turn-around for all projects.

Services Provided or Clients Served			
	2020 Goal	2021 Goal	2022 Goal
Soil Conservation and Water Quality Plans (in acres)	4,500	4,500	5,000
Best Management Practices	150	150	65
Cost Share (in dollars)	1,750,000	1,750,000	1,500,000
Forest Conservation Act	1	1	2
Urban Reviews	600	600	600
Stream Projects	2	2	2
Cover Crop Acres	10,000	10,000	10,000
Information/Education Projects	8	8	6

**12300 - Soil Conservation
General Fund FY2022 Expenses**

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
502000 - Appropriations	223,680	218,180	218,180
Operating Expenses	223,680	218,180	218,180

12300 - Soil Conservation	223,680	218,180	218,180
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General Fund

Weed Control – Department 12400

Contact: Lane Heimer

Departmental Function

This is a cooperative program with the Maryland Department of Agriculture, Plant Protection and Weed Management Section. The function is to assist farmers, landowners, businesses, and government agencies in the control of noxious and invasive weeds and enable the agencies to comply with the Maryland Noxious Weed Law.

Goals for Fiscal Year 2022

- ◆ To increase Weed Control Program presence in the County by increasing contact and inspection by 10% and to continue the progress made by the program in controlling noxious and invasive weeds.
- ◆ Develop and distribute new educational and informational Noxious Weed Control brochures with the newest noxious weeds (Palmer Amaranth and Common Water Hemp) as well as give presentations to local organizations on noxious and invasive weed control.
- ◆ To provide the highest quality technical, advisory and control services to the residents of Washington County by training and accrediting all new personnel and develop continuing education guidelines for all employees.
- ◆ Contact all land managers or owners in the County with known noxious weed infestations at least once in the year.

Personnel

Summary of Full Time Positions	FY 2022	FY 2021	FY 2020
Weed Control Management Specialist	1	1	0
Total	1	1	0

Summary of Personnel Changes

- ◆ No changes in FY2022.

12400 - Weed Control
General Fund FY2022 Expenses

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
500000 - Wages - Full Time	57,740	55,770	0
500005 - Wages - Part Time	126,250	126,250	126,250
500010 - Wages - Overtime	2,000	1,310	1,310
500040 - Other Wages	270	270	0
500100 - FICA - Employer	14,250	14,030	9,760
500120 - Health Insurance	16,000	16,000	0
500125 - Other Insurance	350	600	0
500130 - Pension	15,010	14,500	0
500140 - Workers Compensation	11,600	11,600	8,240
500170 - Personal Development	120	0	0
500171 - Employee Recognition	90	0	0
500172 - Team Building	30	0	0
Wages and Benefits	243,710	240,330	145,560
505040 - Books	200	200	200
505140 - Office Supplies	2,800	2,800	3,000
505200 - Safety Equipment	5,000	5,000	5,000
505210 - Safety Supplies	1,500	1,500	1,500
515180 - Software	0	200	0
520000 - Training	1,500	1,500	1,500
525000 - Supplies/Material - Operating	3,000	3,000	3,000
525040 - Small Tools & Equipment	500	500	500
526000 - Supplies/Material-Maintenance	13,000	13,000	13,000
526040 - Equipment Maintenance	2,300	2,300	2,300
527030 - Diesel Fuel	3,100	3,100	3,100
527040 - Diesel Fuel Tax	470	470	430
527060 - Auto Gasoline	7,400	7,400	7,400
527090 - Auto Repairs	20,000	20,000	20,000
528030 - Herbicide	8,500	8,500	8,500
540010 - Wireless Communication	8,000	8,000	8,000
540020 - Telephone Expenses	0	400	400
Operating Expenses	77,270	77,870	77,830

12400 - Weed Control
General Fund FY2022 Expenses

	2022	2021	2020
	Operating	Operating	Operating
	Budget	Budget	Budget
	Approved	Approved	Approved
600300 - Vehicles	0	0	35,000
Capital Outlay	0	0	35,000
12400 - Weed Control	320,980	318,200	258,390

General Fund

Environmental Pest Management – Department 12410 Contact: Andrew Eshelman

Departmental Function

The Maryland Department of Agriculture (MDA) coordinates the Gypsy Moth program. The department's responsibilities include detecting, monitoring, and assessing forest insect and disease situations relevant to the diverse forest and landscape tree resource of Maryland.

12410 - Environmental Pest Management General Fund FY2022 Expenses

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
515000 - Contracted/Purchased Service	45,500	45,500	8,000
Operating Expenses	45,500	45,500	8,000
12410 - Environmental Pest Management	45,500	45,500	8,000

General Fund

Health Department – Department 94000

Contact: Earl Stoner

Agency Function

The Washington County Health Department (WCHD) is part of the State of Maryland Department of Mental Hygiene, Community Health Administration, and serves as an agency of Washington County Government. Funding for WCHD is a combination of Federal, State, and local monies plus third party and private-pay reimbursements. The WCHD is committed to serving the community by promoting, protecting, and improving the health of every citizen. Public health functions include assessment, policy development, and assurance. “Assessment” is the foundation of public health activities and encompasses the identification of problems, analysis of data, and monitoring of progress. “Policy development” promotes the use of scientific knowledge by establishing a course of action for solving problems, education the public, and developing community partnership. The final public health function is “assurance” that services necessary to achieve agreed upon goals is provided either by encouraging action by others, requiring action by regulations and laws, or providing services directly. The WCHD strives to maintain an effective partnership with all residents of Washington County by ensuring that all personnel and operations are of the highest quality and that continuous improvement occurs in our services to the community.

Goals for Fiscal Year 2022

- ◆ By June 30, 2022, maintain COVID-19 contact tracing capacity per NACCHO recommendations.
- ◆ By June 30, 2022, maintain COVID-19 contact tracing – index cases contacted within 24 hours at 75%.
- ◆ By June 30, 2022, maintain COVID-19 contact tracing – index cases contacted within 48 hours at 75%
- ◆ By June 30, 2022, continue to fully utilize allotment of COVID-19 vaccine issued by the State.
- ◆ By June 30, 2022, endure the installation of 10 BRF Systems for eligible County residents.
- ◆ By October 1, 2022, assist with ensuring that students in public and private schools are following school immunization regulations.

Clients/Contacts				
Programs	FY 2020 Actual		FY 2021* (3/31/21)	
	Clients	Contacts	Clients	Contacts
Behavioral Health:				
Cameo	41	2,942	19	1,326
Catoctin Summit Adolescent Program (CSAP)	20	676		
Jail Substance Abuse (JSAP)	334	1,535	158	212
Trauma/Addiction/Mental Health/Recovery (TAMAR)	96	543	11	49
Community Services/Outreach	447	2,096	280	1,327
Family Investment Screenings	589	616	448	449
Community First Choice:				
Adult (Geriatric) Evaluation/Assessment	127	131	180	183
Nurse Monitoring	107	213	155	267
Community Health:				
HIV Case Management	111	779	102	194
<i>Communicable Disease Control</i>				
Reportable Disease Investigations				
Communicable Disease Outbreaks				
School Influenza Vaccine				
School Flu Mist Vaccines	0	0	0	0
HIV Testing & Counseling	676		37	
Pre & Post Exposure Rabies Prophylaxis	117	250	34	74
Adult Immunizations	50	64	1	1
Child Immunizations	164	233	99	118
Family Planning/Reproductive Health	372	712	140	247
Sexually Transmitted Disease Control	381	464	3	3
PrEP	25	52	0	0
Tuberculosis Control	47	123	3	3
Environmental Health: ***				
Complaints	853	1,706	1,763	3,526
Permits:				
Septic Permits	128	256	129	258
New Permits	**	**	**	**
Repair Permits	**	**	**	**
Well Permits	147	294	95	190
Building Permits	363	908	390	975
Campground Permits	11	11	0	0
Mobile Home Permits	6	6	0	0
Spa Permits				
Bathing Beach Permits	1	1	1	1

Programs	Clients/Contacts			
	FY 2020 Actual		FY 2021 Actual*	
	Clients	Contacts	Clients	Contacts
Pool Permits	40	42	3	3
Burn Permits	0	0	0	0
Exotic Bird Permits	1	1	1	1
Food Permits	873	2,182	108	270
Environmental Inspections	398	624	35	55
Monitoring Inspections	82	128	3	5
Opening Inspections	89	101	28	31
Pre-Opening Inspections	59	81	6	8
Re-Inspections	96	147	1	2
Temporary Food Permits	402	0	134	0
Remodeled Food Facility Plan Review	**	**	**	**
New Food Facility Plan Review	**	**	**	**
Tests:				
Daycares	**	**	**	**
Non-Communities	**	**	**	**
COP's Issued	**	**	**	**
Health Department Tested	**	**	**	**
Private Lab	**	**	**	**
Animal Bites:	399	599	314	471
Number of Positives	10	20	10	20
Number of Quarantines	389	584	304	457

*FY2021 Includes first three quarters only

** Unable to pull data

***Numbers include all Environmental Health programs:

Food; Air Quality; Rabies; Swimming Pools; Spas; Exotic Birds;
 Individual On-site water supplies (daycare, foster & adoption
 homes, new wells); Individual on-site sewage disposal systems;
 mobile home parks; campgrounds; non-community water
 supplies; body adornment procedures

**94000 - Health Department
General Fund FY2022 Expenses**

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
502000 - Appropriations	2,331,770	2,331,770	2,331,770
515000 - Contracted/Purchased Service	7,500	7,500	7,500
Operating Expenses	2,339,270	2,339,270	2,339,270
94000 - Health Department	2,339,270	2,339,270	2,339,270

General Fund

Social Services – Department 94010

Contact: Michael Piercy

Agency Function

The Washington County Department of Social Services is an agency of the State Department of Human Resources. It is the mission of the Department to aggressively pursue opportunities to assist people in economic need, increase prevention efforts and protect vulnerable children and adults. Our vision is a Maryland where people independently support themselves and their families and where individuals are safe from abuse and neglect. To this end, the Department is responsible for continuum of human service programs, which must be assured to all in need. Primarily Federal and State governments fund these programs. The County allocates funds for programs to meet specific local needs not met by other governmental sources.

Goals for Fiscal Year 2022

- ◆ During FY22, 95% of the aged or disabled adults receiving Adult Foster Care will be maintained in the community outside of a long-term care facility.
- ◆ During FY22, a re-occurrence of abuse, neglect, or exploitation of vulnerable adults within six months will be prevented in 95% of those receiving adult services.
- ◆ The Family School Partnership Program will bridge the gap in student support services by serving 85 high risk/complex need families to resolve barriers to school attendance, classroom behavior, academic performance, and provide family support.
- ◆ 75 parents and children will be supported by programs offered at the Family Center during FY22.
- ◆ 80% of families will make quarterly progress toward their self-sufficiency goals.

Services Provided or Clients Served		
Programs	FY 2021 Actual	FY 2022 Estimate
Adult Foster Care	29	30
School Family Liaison (Family School Partnership):		
Families	66	85
Children	180	200
Family Support Center:		
Adults	73	75
Children	73	75
Total	421	465

**94010 - Social Services
General Fund FY2022 Expenses**

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
502000 - Appropriations	446,010	435,560	435,560
Operating Expenses	446,010	435,560	435,560
94010 - Social Services	446,010	435,560	435,560

General Fund

University of MD Extension – Departments 94020 & 94030

Contact: Dr. Jennifer Bentlejewski

Agency Function

University of Maryland (UME) – Washington County Office is committed to contributing to the well-being of County residents by providing them with reliable, research-based education. Programs cover a range of topics, including agricultural production, agricultural nutrient management, home horticulture, natural resources, food safety, nutrition and healthy lifestyles, financial management, 4-H youth development and volunteer development. Our programs provide current, practical information through workshops, seminars, clinics, camps, on-farm visits, one-on-one consultations, and social media. UME strives to positively impact the lives of the residents of Washington County through this vital community outreach. UME is a joint partnership with Washington County Government, the College of Agriculture and Natural Resources at the University of Maryland, College Park, and the U.S. Department of Agriculture.

Goals for Fiscal Year 2022

- ◆ Provide innovative, educational programs for at least 12,000 Washington County youth and adults to deliver measurable results impacting the economy, environment, and community.
- ◆ Assist at least 5,000 residents with agriculture and gardening issues resulting in safer pesticide practices, effective fruit and vegetable production, viable livestock management, etc.
- ◆ Work with local agricultural producers to establish a more sustainable and profitable practices resulting in safe, affordable, and accessible food supply. This includes the completion of at least 20,000 acres in nutrient management planning.
- ◆ Provide opportunities for 3,000 youth to build beneficial cognitive and life skills through participation in 4-H club programs, in-school enrichment, and camping programs.
- ◆ Empower at least 2,000 youth and adults to enhance their health and financial literacy through Family & Consumer Sciences Programs.
- ◆ Target 1,250 low-income youth and families with ongoing nutrition and health education through SNAP – Ed Program.
- ◆ Build human capacity by recruiting and/or maintaining at least 200 UME volunteers to achieve community outcomes throughout Washington County.

Programs	Services Provided or Clients Served FY 2019*	FY 2020*
Agriculture & Natural Resources	<ul style="list-style-type: none"> ◆ 1,100 clients reached through 135 workshops, seminars, webinars, and individual consultations. 	<ul style="list-style-type: none"> ◆ 1,044 clients reached through 133 workshops, webinars, and farm visits. ◆ Provided solutions for 785 agricultural producers through calls, emails, and texts. ◆ Reached an infinite number of clients through social media live demonstrations, videos, regular local newspaper column, television interviews, etc.
Nutrient Management Plans Written and Updated	<ul style="list-style-type: none"> ◆ 105 nutrient management plans written and/or updated for 16,833 acres. 	<ul style="list-style-type: none"> ◆ 119 nutrient management plans written and/or updated for 25,871 acres.
Home Horticulture	<ul style="list-style-type: none"> ◆ 102 Master Gardeners volunteered 6,500 hours to conduct workshops, seminars, and events reaching 5,144 clients. ◆ 5,500 horticulture consultations conducted at plant clinics and community events. ◆ 650 horticulture problems solved in-office for clients. 	<ul style="list-style-type: none"> ◆ 100 Master Gardeners volunteered 1,576 hours to conduct in-person and virtual education reaching 4,500 clients. ◆ 860 consultations were conducted to solve horticulture-related problems for local residents. ◆ Reached an infinite number of clients through blogs, social media posts, local newspaper column, television interviews etc.
Family & Consumer Sciences -Health and Financial Literacy	<ul style="list-style-type: none"> ◆ 2,070 clients reached through 90 workshops and seminars. 	<ul style="list-style-type: none"> ◆ 5,254 clients reached through 176 virtual and in-person health and finance workshops and seminars.
SNAP-Ed Program	<ul style="list-style-type: none"> ◆ 1,665 youth and adults reached with nutrition education at elementary schools, churches, farmer's markets, Girls Inc., Head Start, etc. 	<ul style="list-style-type: none"> ◆ 1,375 youth and adults reached with virtual and in-person nutrition education at elementary schools, food pantries, farmer's markets, Girls Inc., Head Start, etc.
4-H Youth Development Programs	<ul style="list-style-type: none"> ◆ 3,600 youth and adults reached through school enrichment and day camp programs. ◆ 225 youth enrolled in Washington County 4-H club program with 105 volunteers donating 9,000 hours. 	<ul style="list-style-type: none"> ◆ 821 youth and adults reached through school enrichment. ◆ 292 youth enrolled in Washington County 4-H club program with 90 volunteers donating 7,200 hours.

*These figures are for calendar year (January - December) versus fiscal year.

**94020 - University of Maryland Extension
General Fund FY2022 Expenses**

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
502000 - Appropriations	244,930	240,820	240,820
Operating Expenses	244,930	240,820	240,820

94020 - University of Maryland Extension	244,930	240,820	240,820
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**94030 - County Cooperative Extension
General Fund FY2022 Expenses**

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
502000 - Appropriations	38,730	38,730	38,730
Operating Expenses	38,730	38,730	38,730

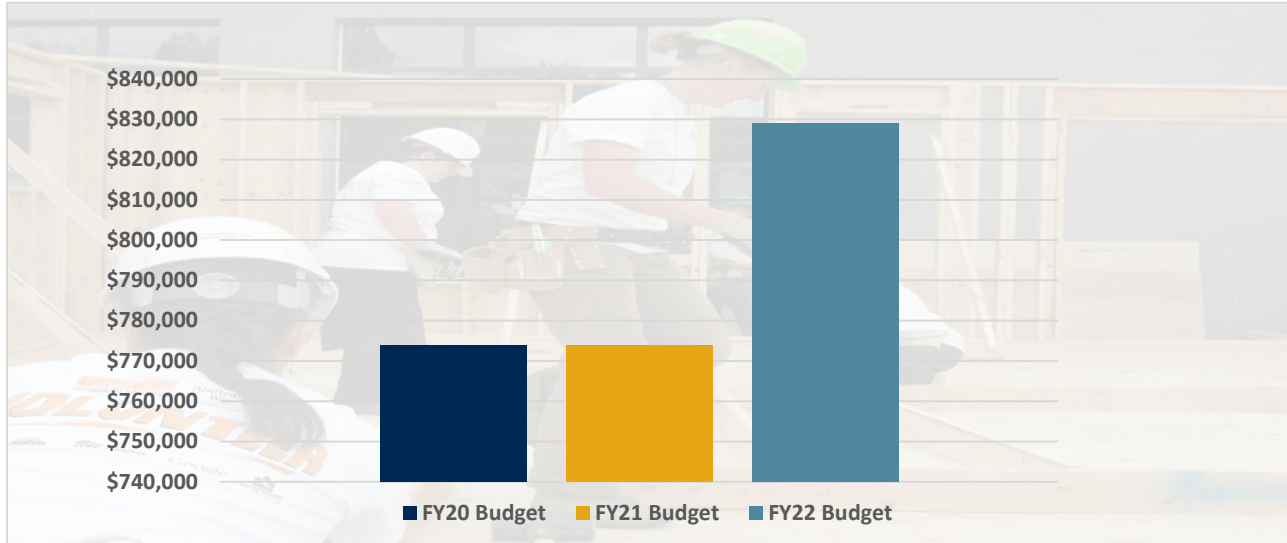
94030 - County Cooperative Extension	38,730	38,730	38,730
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General Fund – Community Funding Summary

Category	2020 Budget	2021 Budget	2022 Budget	\$ Change	% Change
Community Funding	774,000	774,000	829,000	55,000	7.11%
Total	774,000	774,000	829,000	55,000	7.11%



General Fund

Community Funding – Department 93000

Contact: Susan Buchanan

Agency Function

The Washington County Community Organization Funding (COF) was established to provide financial support to charitable organizations within Washington County that provide services which improve the community and the quality of life for Washington County citizens. Each year, during the budgeting process, the Board of County Commissioners (BOCC) will determine the allocation to be set aside for the Community Organization Fund. The current service priority areas for the Fund include: Families and Children, Domestic Violence, Arts and Culture, Seniors, Recreation, and Other.

Goals for Fiscal Year 2022

- ◆ Host a Community Organization Funding (COF) workshop to improve quality of grant applications and assist non-profits.
- ◆ Implement a new web-based application for the COF grant program.

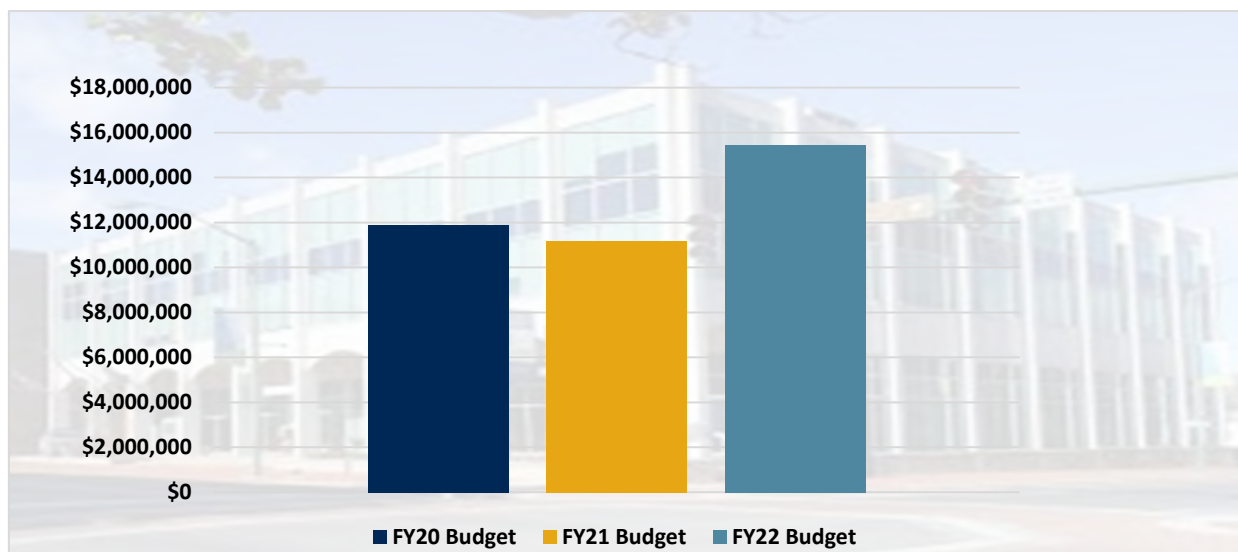
93000 - Community Funding General Fund FY2022 Expenses

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
502000 - Appropriations	829,000	774,000	774,000
Operating Expenses	829,000	774,000	774,000
93000 - Community Funding	829,000	774,000	774,000



General Fund – General Operations Summary

Category	2020 Budget	2021 Budget	2022 Budget	\$ Change	% Change
County Commissioners	339,000	339,730	371,210	31,480	9.27%
County Clerk	121,090	190,100	129,070	-61,030	-32.10%
County Administrator	564,980	356,470	383,220	26,750	7.50%
Public Relations and Marketing	484,870	467,100	485,340	18,240	3.90%
Budget and Finance	1,563,780	1,566,430	1,670,840	104,410	6.67%
Independent Accounting & Auditing	70,000	70,000	70,000	0	0.00%
Purchasing	519,430	502,630	519,640	17,010	3.38%
Treasurer	530,660	551,740	546,760	-4,980	-0.90%
County Attorney	767,070	738,650	767,920	29,270	3.96%
Human Resources	934,860	1,064,010	1,127,220	63,210	5.94%
Information Technology	2,595,320	2,670,900	3,194,470	523,570	19.60%
General Operations	1,399,990	643,180	4,080,200	3,437,020	534.38%
Business Development	719,450	694,220	715,840	21,620	3.11%
Wireless Communications	1,282,720	1,329,300	1,376,980	47,680	3.59%
Total	11,893,220	11,184,460	15,438,710	4,254,250	38.04%



General Fund

County Commissioners – Department 10100

Contact: Jeff Cline

Departmental Function

The five (5) County Commissioners are elected on an at-large basis for four (4)-year terms in the years of statewide elections. The Board is responsible for the overall operation of County Government as appropriate, in accordance with the Washington County Code of Public Laws.

Goals for Fiscal Year 2022

- ◆ Continue to provide high-quality local government services to County residents and businesses in an efficient and professional manner.
- ◆ Continue to support public safety services and new public safety initiatives relating to law enforcement, fire, and emergency services.
- ◆ Continue support for education including the Washington County Board of Education and Hagerstown Community College.
- ◆ Support ongoing economic development initiatives and identify new opportunities for tax base growth.
- ◆ Efficiently manage the response of County government to the coronavirus pandemic and continue to support business and community recovery efforts.

Personnel

Summary of Full Time Positions	FY 2022	FY 2021	FY 2020
Commissioner - President	1	1	1
Commissioner	4	4	4
Total	5	5	5

Summary of Personnel Changes

- ◆ No changes in FY2022.

**10100 - County Commissioners
General Fund FY2022 Expenses**

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
500000 - Wages - Full Time	193,000	193,000	193,000
500100 - FICA - Employer	14,760	14,760	14,760
500120 - Health Insurance	53,700	20,250	20,250
500125 - Other Insurance	1,300	1,300	1,300
500130 - Pension	50,180	51,350	50,620
500140 - Workers Compensation	430	430	430
Wages and Benefits	313,370	281,090	280,360
505050 - Dues & Subscriptions	40,000	40,000	40,000
505140 - Office Supplies	2,280	2,280	1,800
505160 - Personal Mileage	1,820	1,820	2,300
505230 - Travel Expenses	3,000	3,800	3,800
520040 - Seminars/Conventions	700	700	700
540010 - Wireless Communication	3,240	3,240	3,240
540020 - Telephone Expenses	1,800	1,800	1,800
592040 - Promotional Expenses	5,000	5,000	5,000
Operating Expenses	57,840	58,640	58,640
10100 - County Commissioners	371,210	339,730	339,000

General Fund

County Clerk – Department 10110

Contact: Krista Hart

Departmental Function

The County Clerk is an appointed administrative position responsible for assisting the Board of County Commissioners in performing the duties and functions of their office and is responsible for keeping careful and accurate minutes of their proceedings. The Clerk is also responsible for ensuring all records, papers, and documents of the County are kept in safe custody.

Goals for Fiscal Year 2022

- ◆ To create an information webpage on all County Boards and Commissions, to include posting of membership rosters, by-laws, meeting minutes, and meeting times.
- ◆ Revise County Boards and Commissions by-laws; producing clear and concise uniform documents.
- ◆ Manage an updated volunteer tracking database.

Personnel

Summary of Full Time Positions	FY 2022	FY 2021	FY 2020
County Clerk	1	1	1
Administrative Assistant	1	1	0
Total	2	2	1

Summary of Personnel Changes

- ◆ No changes in FY2022.

10110 - County Clerk
General Fund FY2022 Expenses

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
500000 - Wages - Full Time	66,600	98,760	61,810
500100 - FICA - Employer	5,100	7,560	4,730
500120 - Health Insurance	16,230	32,340	15,480
500125 - Other Insurance	430	780	400
500130 - Pension	17,320	27,210	16,030
500140 - Workers Compensation	160	220	140
500170 - Personal Development	240	240	120
500171 - Employee Recognition	180	180	90
500172 - Team Building	50	50	30
Wages and Benefits	106,310	167,340	98,830
505010 - Advertising	500	500	0
505050 - Dues & Subscriptions	20,250	20,250	20,250
505140 - Office Supplies	1,580	1,580	1,380
505160 - Personal Mileage	150	150	150
505190 - Professional Fees	80	80	80
505230 - Travel Expenses	0	0	200
592040 - Promotional Expenses	200	200	200
Operating Expenses	22,760	22,760	22,260
10110 - County Clerk	129,070	190,100	121,090

General Fund

County Administrator – Department 10300

Contact: John Martirano

Departmental Function

The County Administrator is the Chief Administrative Officer of Washington County as outlined in the code of Public Local Laws of Washington County and is under the supervision of the Board of County Commissioners. The County Administrator is responsible for the day-to-day operations of County Government. A major function of the County Administrator is to interpret and execute the policies of the Board of County Commissioners as they pertain to County matters. The current County Administrator was appointed by the Board of County Commissioners in December 2020.

Goals for Fiscal Year 2022

- ◆ Continue the development of strategies to support the delivery of fire and EMS services in the County.
- ◆ Continue to work collaboratively with community partners to expand economic development and enhance the quality of life in the County.
- ◆ Manage the functions of County government during and post pandemic to support the safety of Commissioners, staff, and the general public.
- ◆ Respond, as necessary, to the unknown fiscal impact of the pandemic to ensure the continuation of County government operations and services.
- ◆ Provide oversight and accountability of Coronavirus Relief Funding, including American Rescue Plan funding.

Personnel

Summary of Full Time Positions	FY 2022	FY 2021	FY 2020
County Administrator	1	1	1
Chief Operations Officer	0	0	1
Executive Office Assistant	1	1	1
Administrative Support Specialist	0	0	1
Total	2	2	4

Summary of Personnel Changes

- ◆ No changes in FY2022.

**10300 - County Administrator
General Fund FY2022 Expenses**

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
500000 - Wages - Full Time	225,230	220,290	339,200
500040 - Other Wages	250	300	360
500100 - FICA - Employer	17,250	16,890	25,980
500120 - Health Insurance	41,380	17,600	68,390
500125 - Other Insurance	1,170	870	1,850
500130 - Pension	58,560	61,050	87,670
500140 - Workers Compensation	500	480	740
500170 - Personal Development	2,520	2,520	2,520
500171 - Employee Recognition	1,940	1,940	1,940
500172 - Team Building	530	530	530
Wages and Benefits	349,330	322,470	529,180
505020 - Community Service Awards	500	500	500
505050 - Dues & Subscriptions	5,000	5,000	5,000
505120 - Licenses & Certifications	500	500	500
505140 - Office Supplies	5,000	5,000	5,000
505160 - Personal Mileage	250	250	250
505230 - Travel Expenses	3,000	3,000	3,000
505240 - Entertainment/Business Exp	1,000	1,000	1,000
510030 - Public & Gen Liability Insurance	0	0	300
515000 - Contracted/Purchased Service	500	500	500
520040 - Seminars/Conventions	3,100	3,100	3,100
525000 - Supplies/Material - Operating	5,100	5,100	5,100
525040 - Small Tools & Equipment	500	500	500
527060 - Auto Gasoline	500	500	2,000
527090 - Auto Repairs	300	300	300
535010 - Copy Machine Rental	4,000	4,000	4,000
540010 - Wireless Communication	2,640	2,640	2,640
540020 - Telephone Expenses	0	110	110
592040 - Promotional Expenses	2,000	2,000	2,000
Operating Expenses	33,890	34,000	35,800
10300 - County Administrator	383,220	356,470	564,980

General Fund

Public Relations & Marketing – Department 10310 Contact: Danielle N. Weaver

Departmental Function

The Department of Public Relations and Marketing provides a variety of information, communication, and marketing services under the direction of the County Administrator. All information for or about County Government is disseminated to the media and the public through this department. The staff also assists with marketing the County in an economic development capacity. The department assists all County division and departments, Black Rock Golf Course and Hagerstown Regional Airport with public relations and marketing initiatives.

Goals for Fiscal Year 2022

- ◆ Utilize www.washco-md.net to capture new citizen email addresses for our distribution lists by June 30, 2022.
- ◆ Streamline project management with County departments and divisions by utilizing tools and software provided to County employees.
- ◆ Design, market, track and collaborate with the Recreation Department to digitize the seasonal program/fitness catalog brochure.
- ◆ Maintain consistent proper branding on all Washington County Government materials (digital, print, video, website, social media, etc.).
- ◆ Design and implement marketing plans for Washington County Government divisions and departments, Hagerstown Regional Airport, and Black Rock Golf Course by June 30, 2022.
- ◆ Promote and provide citizens inside access to County divisions and departments, and services by utilizing social media, the County website, press releases, and newsletters.

Personnel

Summary of Full Time Positions	FY 2022	FY 2021	FY 2020
Director of Public Relations & Marketing	1	1	1
Public Relations Coordinator	1	1	1
Digital Marketing Specialist	1	1	1
Multimedia Specialist	1	1	1
Total	4	4	4

Summary of Personnel Changes

- ◆ No changes in FY2022.

10310 - Public Relations and Marketing
General Fund FY2022 Expenses

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
500000 - Wages - Full Time	257,380	240,180	257,660
500040 - Other Wages	450	450	0
500100 - FICA - Employer	19,730	18,410	19,710
500120 - Health Insurance	35,400	35,870	33,720
500125 - Other Insurance	1,620	1,550	1,630
500130 - Pension	66,920	65,830	66,300
500140 - Workers Compensation	570	530	570
500170 - Personal Development	480	480	480
500171 - Employee Recognition	360	370	370
500172 - Team Building	100	100	100
Wages and Benefits	383,010	363,770	380,540
505010 - Advertising	75,000	75,000	80,000
505050 - Dues & Subscriptions	3,500	3,500	1,320
505130 - Small Office Equipment	1,000	1,000	1,000
505140 - Office Supplies	2,000	2,000	2,000
505160 - Personal Mileage	700	700	200
505180 - Printing Expenses	500	500	2,000
505230 - Travel Expenses	3,000	3,000	3,000
505240 - Entertainment/Business Exp	500	500	500
515000 - Contracted/Purchased Service	4,000	4,000	5,000
515180 - Software	2,400	2,400	0
520040 - Seminars/Conventions	2,130	2,130	2,130
527060 - Auto Gasoline	1,000	1,000	1,380
527090 - Auto Repairs	500	0	0
535010 - Copy Machine Rental	1,500	1,500	2,300
540010 - Wireless Communication	2,500	2,500	2,500
540020 - Telephone Expenses	0	1,000	1,000
592040 - Promotional Expenses	2,100	2,600	0
Operating Expenses	102,330	103,330	104,330
10310 - Public Relations and Marketing	485,340	467,100	484,870

General Fund

Budget and Finance – Department 10500

Contact: Sara Greaves

Departmental Function

The Office of Budget and Finance provide financial management and administration to the Board of County Commissioners. This includes formulation, executions, and oversight for operating and capital improvement program budgets, which involve both short-term and long-term analysis. It is responsible for the financial and accounting practices for all County operations, including but not limited to management of cash funds and investments, administration of debt, interpretation and analysis of financial information, and the development and implementation of countywide financial policies and procedures, including financial and accounting control systems. The Office of Budget and Finance has oversight responsibilities for the Washington County Purchasing Office and Grant Management.

Goals for Fiscal Year 2022

- ◆ Gather historical data charts to begin development of a Comprehensive Annual Financial Report (CAFR).
- ◆ Create procedural manuals for essential functions of the Office including payroll, accounts payable and bank reconciliation.
- ◆ Cross-train employees who provide essential services including payroll and bank reconciliation.

Services Provided		
	2020 Actual	2021 Actual*
Total Number of Vouchers Paid	27,661	23,640
Total Accounts Payable Checks Issued & Electronic Fund Transfers	12,224	10,892
Total Payroll Checks Issued & Electronic Fund Transfers	30,890	28,975
Total Number of Billings Produced	35,508	36,066

*Data collected through May 2021.

Personnel

Summary of Full Time Positions	FY 2022	FY 2021	FY 2020
Chief Financial Officer	1	1	1
Director of Budget and Finance	1	1	1
Deputy Director of Budget and Finance	1	1	1
Accounting Supervisor	1	1	1
Senior Accountant	1	1	1
Accountant	1	1	1
Budget Analyst	1	1	1
Fiscal Analyst	1	1	1
Accounts Payable Supervisor	1	1	1
Accounts Receivable Supervisor	1	1	1
Payroll Manager	1	1	1
Assistant Payroll Manager/Fiscal Analyst	1	1	0
Accounts Receivable Specialist	2	2	2
Accounts Receivable Technician	2	2	2
Total	16	16	15

Summary of Personnel Changes

- ◆ No changes in FY2022.

10500 - Budget and Finance
General Fund FY2022 Expenses

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
500000 - Wages - Full Time	993,890	902,440	897,740
500040 - Other Wages	2,000	2,000	2,020
500100 - FICA - Employer	76,190	69,190	68,830
500120 - Health Insurance	276,950	279,830	297,220
500125 - Other Insurance	6,320	5,680	5,650
500130 - Pension	258,410	248,500	232,540
500140 - Workers Compensation	2,190	1,980	1,970
500170 - Personal Development	1,800	1,800	1,800
500171 - Employee Recognition	1,390	1,390	1,390
500172 - Team Building	380	380	380
Wages and Benefits	1,619,520	1,513,190	1,509,540
505050 - Dues & Subscriptions	4,000	4,000	5,000
505120 - Licenses & Certifications	1,700	1,700	1,700
505130 - Small Office Equipment	500	500	500
505140 - Office Supplies	23,500	23,500	23,500
505160 - Personal Mileage	1,300	1,300	1,300
505170 - Postage	150	150	150
505180 - Printing Expenses	500	500	500
505230 - Travel Expenses	4,000	4,000	4,500
515000 - Contracted/Purchased Service	500	500	500
515180 - Software	120	120	120
520010 - Certification Classes	6,000	6,000	6,000
520040 - Seminars/Conventions	250	250	0
520050 - Tuition Assistance	4,000	4,000	4,000
535010 - Copy Machine Rental	3,500	3,500	3,250
535020 - Equipment Rental	500	500	500
540010 - Wireless Communication	800	800	720
540020 - Telephone Expenses	0	1,920	2,000
Operating Expenses	51,320	53,240	54,240
10500 - Budget and Finance	1,670,840	1,566,430	1,563,780

General Fund

Independent Accounting & Audit – Department 10510

Contact: Kim Edlund

Departmental Function

The Washington County Code of Public Laws requires that an independent auditing firm perform an annual audit. The auditors conduct their audit in accordance with auditing standards generally accepted in the United States. Those standards require that the auditors plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit also includes examining, on a test basis, evidence supporting the amounts, and disclosures in the financial statements.

10510 - Independent Accounting and Auditing General Fund FY2022 Expenses

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
515010 - Auditing Services	70,000	70,000	70,000
Operating Expenses	70,000	70,000	70,000
10510 - Independent Accounting and Auditing	70,000	70,000	70,000

General Fund

Purchasing – Department 10520

Contact: Rick Curry

Departmental Function

The Purchasing Department provides the highest quality procurement services to all customers in the most efficient and fiscally responsible manner in accordance with all applicable laws, policies, rules, and regulations. All these objectives are conducted without favoritism.

Goals for Fiscal Year 2022

- ◆ Develop a plan to provide more cross training within the department, which will provide more efficiency service to our customers.
- ◆ Develop a succession plan.
- ◆ Train departments to process their bulk mail.
- ◆ Explore online bidding products.

Services Provided		
	2020 Actual	2021*
Total Number of Purchase Orders	1,400	1,137
Total Dollar Value of Purchase Orders & Additional Grant Contracts	\$ 61,736,382	\$ 59,560,325
Number of Service Contracts	78	78

*Data collected through 3/31/21.

Personnel

Summary of Full Time Positions	FY 2022	FY 2021	FY 2020
Purchasing Director	1	1	1
Buyer	1	1	1
Procurement Specialist I	1	1	1
Procurement Specialist II	1	1	1
Procurement Technician	2	2	2
Total	6	6	6

Summary of Personnel Changes

- ◆ No changes in FY2022.

10520 - Purchasing
General Fund FY2022 Expenses

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
500000 - Wages - Full Time	310,960	290,040	292,610
500040 - Other Wages	500	450	450
500100 - FICA - Employer	23,830	22,230	22,420
500120 - Health Insurance	77,360	84,890	97,780
500125 - Other Insurance	2,020	1,910	1,900
500130 - Pension	80,850	79,640	75,990
500140 - Workers Compensation	690	640	650
500170 - Personal Development	720	720	720
500171 - Employee Recognition	540	560	560
500172 - Team Building	150	150	150
Wages and Benefits	497,620	481,230	493,230
505010 - Advertising	300	300	300
505050 - Dues & Subscriptions	2,660	2,500	2,500
505120 - Licenses & Certifications	600	600	600
505140 - Office Supplies	2,100	2,100	2,100
505160 - Personal Mileage	700	700	700
505170 - Postage	100	100	100
505230 - Travel Expenses	3,000	5,000	7,500
515130 - Consulting Services	1,100	500	500
520010 - Certification Classes	7,260	4,400	3,500
520050 - Tuition Assistance	3,500	3,500	6,800
527060 - Auto Gasoline	100	100	0
535010 - Copy Machine Rental	600	600	600
540020 - Telephone Expenses	0	1,000	1,000
Operating Expenses	22,020	21,400	26,200
10520 - Purchasing	519,640	502,630	519,430

General Fund

Treasurer – Department 10530

Contact: Todd Hershey

Departmental Function

The Treasurer is the revenue collection agent for Washington County. The Treasurer's Office performs the billing and collection function for all real estate and personal property taxes, as well as the collection function for water and sewer and all other Washington County revenue.

Goals for Fiscal Year 2022

- ◆ Provide alternative payment options.
- ◆ Improve efficiencies relating to online bank payments.
- ◆ Eliminate semi-annual service fee on real estate property tax billing.

Personnel

Summary of Full Time Positions	FY 2022	FY 2021	FY 2020
Treasurer	1	1	1
Chief Deputy Treasurer	1	1	1
Deputy Treasurer	2	2	2
Accounts Receivable Technician	1	1	1
Total	5	5	5

Summary of Personnel Changes

- ◆ No changes in FY2022.

10530 - Treasurer
General Fund FY2022 Expenses

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
500000 - Wages - Full Time	292,350	284,810	283,110
500005 - Wages - Part Time	11,300	11,300	10,920
500040 - Other Wages	1,010	1,010	1,010
500100 - FICA - Employer	23,310	22,720	22,570
500120 - Health Insurance	92,300	102,100	88,600
500125 - Other Insurance	1,880	1,820	1,900
500130 - Pension	76,020	78,430	73,040
500140 - Workers Compensation	700	660	620
500170 - Personal Development	600	600	600
500171 - Employee Recognition	460	460	460
500172 - Team Building	130	130	130
Wages and Benefits	500,060	504,040	482,960
505130 - Small Office Equipment	600	600	600
505140 - Office Supplies	6,600	6,600	6,600
505160 - Personal Mileage	500	500	500
505170 - Postage	26,000	26,000	26,000
515000 - Contracted/Purchased Service	11,000	11,000	11,000
535010 - Copy Machine Rental	2,000	2,000	2,000
540020 - Telephone Expenses	0	1,000	1,000
Operating Expenses	46,700	47,700	47,700
10530 - Treasurer	546,760	551,740	530,660

General Fund

County Attorney – Department 10600

Contact: Kirk Downey

Departmental Function

The County Attorney is the chief legal officer for the County. The Office of the County Attorney provides legal advice and services to the Board of County Commissioners, County departments, agencies, boards and commissions, affiliated non-profit agencies, and the Washington County Sheriff's department.

Goals for Fiscal Year 2022

- ◆ Assist as required, with the establishment and implementation of the Police Accountability Board and the Administrative Charging Committee.
- ◆ Implement 2021 legislative changes and present legislative initiatives for the 2022 General Assembly session.
- ◆ Prepare ordinances and revisions to ordinances as may be required in the best interests of the County.
- ◆ Represent the County in litigation as required.

Personnel

Summary of Full Time Positions	FY 2022	FY 2021	FY 2020
County Attorney	1	1	1
Deputy County Attorney	1	1	1
Assistant County Attorney	1	1	1
Legal Assistant	1	1	1
Legal Secretary	1	1	1
Total	5	5	5

Summary of Personnel Changes

- ◆ No changes in FY2022.

**10600- County Attorney
General Fund FY2022 Expenses**

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
500000 - Wages - Full Time	414,800	387,040	413,320
500040 - Other Wages	730	730	730
500100 - FICA - Employer	31,790	29,660	31,670
500120 - Health Insurance	100,540	101,170	104,560
500125 - Other Insurance	2,460	2,280	2,520
500130 - Pension	107,850	106,570	106,370
500140 - Workers Compensation	920	850	900
500170 - Personal Development	600	600	600
500171 - Employee Recognition	450	470	470
500172 - Team Building	130	130	130
Wages and Benefits	660,270	629,500	661,270
505010 - Advertising	6,500	6,500	6,500
505050 - Dues & Subscriptions	28,000	29,000	26,000
505130 - Small Office Equipment	250	250	250
505140 - Office Supplies	1,450	1,450	1,450
505160 - Personal Mileage	100	100	100
505230 - Travel Expenses	500	500	500
515000 - Contracted/Purchased Service	60,000	60,000	60,000
515140 - Court Costs	600	600	600
515180 - Software	6,000	6,000	6,000
520040 - Seminars/Conventions	1,000	1,000	1,000
535010 - Copy Machine Rental	2,550	2,550	2,200
540010 - Wireless Communication	700	700	700
540020 - Telephone Expenses	0	500	500
Operating Expenses	107,650	109,150	105,800
10600 - County Attorney	767,920	738,650	767,070

General Fund

Human Resources – Department 10700

Contact: Larry Etchison

Departmental Function

The Human Resources Department ethically manages several priorities on behalf of County government in accordance with all applicable regulations. The first is focused on County Employees and includes Employee engagement, recruiting, hiring, onboarding, leadership development, coaching of Employees, Employee performance appraisals, progressive disciplinary action recommendations, Employee relations, labor relations, responding to Employee grievances and concerns, fostering maximum Employee effectiveness, and the creation and implementation of policies and procedures. It also includes managing job classification and compensation review, overseeing Employee benefits and wellness programs, and managing Employee pension and retirement programs.

Human Resources is also responsible for managing the County's risk exposure and Employee safety. This includes management of the County's comprehensive property/casualty, cyber, and general liability insurance portfolio; working with Employees and departments to manage the Workers Compensation program; and overseeing safety programs for County employees.

The department also celebrates milestone Employee anniversaries, facilitates training, administers County-offered programs, and manages the property/casualty insurance and Length of Service Awards Program (LOSAP) on behalf of the Washington County Volunteer and Fire Rescue Association.

Goals for Fiscal Year 2022

- ◆ Reestablishing engaging and effective Safety Meetings (Post COVID-19 mitigation restrictions) throughout the County by the conclusion of Q2FY2022.
- ◆ Significantly improving the talent acquisition process focusing on attracting more qualified and interested Candidates and reducing time-to-fill by the conclusion of Q3FY2022.
- ◆ Initiate self-developed and self-facilitated Leadership Development Training by the conclusion of FY2022.
- ◆ Review and revise the Employee Handbook (including related policies) focusing on improved Employee engagement, effectiveness, and Citizen value by the conclusion of FY2022.

Personnel

Summary of Full Time Positions	FY 2022	FY 2021	FY 2020
Director of Human Resources	1	1	1
Deputy Director of Human Resources	1	1	1
Risk Management Coordinator	1	1	1
Safety Compliance/Training Coordinator	1	1	1
Benefits Coordinator	1	1	1
Human Resources Recruiter	1	1	0
HR Coordinator	1	1	1
Office Associate	1	1	1
Total	8	8	7

Summary of Personnel Changes

- ◆ No changes in FY2022.

10700- Human Resources
General Fund FY2022 Expenses

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
500000 - Wages - Full Time	534,480	479,230	428,340
500040 - Other Wages	1,260	1,260	1,260
500100 - FICA - Employer	40,990	36,750	32,860
500120 - Health Insurance	169,510	171,760	114,020
500125 - Other Insurance	3,060	3,060	2,720
500130 - Pension	138,970	131,960	111,060
500140 - Workers Compensation	1,150	1,050	940
500170 - Personal Development	960	840	840
500171 - Employee Recognition	720	650	650
500172 - Team Building	200	180	180
Wages and Benefits	891,300	826,740	692,870
505010 - Advertising	2,500	2,500	23,860
505050 - Dues & Subscriptions	1,750	1,750	1,750
505060 - Employee Programs	42,770	42,770	35,480
505130 - Small Office Equipment	500	500	500
505140 - Office Supplies	5,000	5,000	5,000
505150 - Other - Miscellaneous	1,000	1,000	500
505160 - Personal Mileage	600	600	600
505180 - Printing Expenses	200	200	200
505210 - Safety Supplies	9,000	9,000	9,000
505230 - Travel Expenses	1,000	1,000	1,000
515000 - Contracted/Purchased Service	11,000	11,000	11,000
515130 - Consulting Services	10,000	10,000	2,000
515180 - Software	7,650	6,650	6,650
515280 - Medical Fees	116,450	116,450	116,450
520010 - Certification Classes	1,500	1,500	1,500
520020 - In-House Training	14,500	14,500	14,500
520040 - Seminars/Conventions	4,000	4,000	4,000
535010 - Copy Machine Rental	4,000	4,000	4,000
540010 - Wireless Communication	2,500	2,500	2,500
540020 - Telephone Expenses	0	1,500	1,500
Operating Expenses	235,920	236,420	241,990

**10700- Human Resources
General Fund FY2022 Expenses**

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
599999 - Controllable Assets	0	850	0
Capital Outlay	0	850	0
10700 – Human Resources	1,127,220	1,064,010	934,860

General Fund

Information Technology – Department 11000

Contact: Joshua O' Neal

Departmental Function

Information Technology (IT) provides automation, technology, and telecommunication services to Washington County government and supported agencies. IT advises the Board of County Commissioners and County Administrator on the effective application and utilization of technology across the enterprise which includes micro-processor-based systems, software applications, network infrastructure, databases, Internet, geographic information systems (GIS), voice, and video. IT constructs and maintains an integrated information technology infrastructure supporting both data and voice, provides data management and security services, maintains, and supports the County's enterprise and divisional/departmental management and geographical information systems. IT manages the County's Internet presence, promotes e-government initiatives, and is responsible for the purchase and administration of technology and technology related services. IT adopts, establishes, and maintains information technology standards deployed with the County infrastructure.

Goals for Fiscal Year 2022

- ◆ Migrate all legacy phone lines to SIP to realize cost savings of new phone system.
- ◆ Work with WCPN partners to establish a three-year plan for replacement of key WCPN network equipment that is beyond serviceable life.
- ◆ Conduct full audit of IT services to determine areas of duplication of services or areas where cost reduction is possible.
- ◆ Establish full offline restore environment for complete offline testing of system back-ups, prepare DR site for cyber-attack/ransomware recovery.

Personnel

Summary of Full Time Positions	FY 2022	FY 2021	FY 2020
Director of Information Systems	1	1	1
Deputy Director of IS-Software Support & Training	1	1	1
Deputy Director of Infrastructure/Operations	1	1	1
GIS Manager	1	1	1
GIS Analyst	1	1	1
GIS Database Administrator	1	1	1
Information Technologies Services Specialist	2	2	2
Information Technologies Training Specialist	1	1	1
Software Support Analyst	1	1	1
Senior IT Services Specialist	1	1	1
Senior Technical Support Analyst	1	1	1
Technical Support Analyst I	1	1	1
Technical Support Analyst II	1	1	1
Total	14	14	14

Summary of Personnel Changes

- ◆ No changes in FY2022.

**11000- Information Technology
General Fund FY2022 Expenses**

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
500000 - Wages - Full Time	1,006,890	949,410	958,800
500040 - Other Wages	1,800	1,800	1,800
500100 - FICA - Employer	77,170	72,760	73,490
500120 - Health Insurance	270,540	266,690	235,380
500125 - Other Insurance	6,310	6,110	5,700
500130 - Pension	261,790	261,440	247,380
500140 - Workers Compensation	3,530	3,160	3,090
500170 - Personal Development	1,680	1,680	1,680
500171 - Employee Recognition	1,260	1,300	1,300
500172 - Team Building	350	350	350
Wages and Benefits	1,631,320	1,564,700	1,528,970
505050 - Dues & Subscriptions	500	500	500
505140 - Office Supplies	3,000	3,000	3,000
505160 - Personal Mileage	500	500	500
505230 - Travel Expenses	100	100	500
515180 - Software	1,066,250	877,700	838,950
515270 - Maintenance Contract Services	94,000	107,300	107,300
520000 - Training	3,000	3,000	3,000
525000 - Supplies/Material - Operating	15,000	15,000	15,000
525040 - Small Tools & Equipment	5,000	0	0
526000 - Supplies/Material-Maintenance	52,000	52,000	52,000
527060 - Auto Gasoline	1,000	1,000	2,000
527090 - Auto Repairs	1,000	1,000	1,000
535010 - Copy Machine Rental	500	500	500
540000 - Communications	0	22,500	20,000
540010 - Wireless Communication	5,200	5,200	5,200
540020 - Telephone Expenses	98,400	1,700	1,700
540022 - Cable TV & Internet Services	42,500	15,000	15,000
545050 - Waste/Trash Disposal	200	200	200
Operating Expenses	1,388,150	1,106,200	1,066,350

**11000- Information Technology
General Fund FY2022 Expenses**

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
600600 - Computer/Software Equipment	175,000	0	0
Capital Outlay	175,000	0	0
11000 - Information Technology	3,194,470	2,670,900	2,595,320

General Fund

General Operations – Department 11200

Contact: Kimberly Edlund

Departmental Function

This department is used for expenses that cannot easily be allocated among other General Fund departments based on their nature. These expenses include property, casualty, fleet and public liability insurance, unemployment compensation, state retirement costs and other miscellaneous items.

11200- General Operations General Fund FY2022 Expenses

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
500135 - Pension - State	0	0	129,240
500150 - Unemployment Compensation	125,000	125,000	125,000
500160 - Other Post-Employment Benefits	0	0	565,000
Wages and Benefits	125,000	125,000	819,240
502100 - Grants	25,000	25,000	25,000
505150 - Other - Miscellaneous	100,000	100,000	190,550
505906 - Operating Reserves	3,452,830	0	0
510010 - Fleet Insurance	127,960	113,040	105,550
510020 - Property & Casualty Insurance	98,870	120,660	97,980
510030 - Public & Gen Liability Insurance	115,540	124,480	126,670
592060 - Service Charges	35,000	35,000	35,000
Operating Expenses	3,955,200	518,180	580,750
11200 - General Operations	4,080,200	643,180	1,399,990

General Fund

Business Development – Department 12500

Contact: Susan Small

Departmental Function

The Department of Business Development (DBD) is a County agency that provides assistance to new and expanding businesses through Hagerstown and Washington County, Maryland. DBD interacts with a vast network of public, private, and non-profit organizations to address the business needs of the community, as well as attracts new companies to the County.

Goals for Fiscal Year 2022

- ◆ Maintain a broad community consensus regarding the direction of economic development efforts.
- ◆ Encourage access to economic incentives for quality job creation and/or tax base enhancement.
- ◆ Encourage existing neighborhood employers to grow “in place”, keeping jobs close to where people live.
- ◆ Cooperate with local educational institutions to coordinate training/skill requirements to meet the needs of local employers.
- ◆ Cooperate with other agencies and institutions to identify programs and services to assist in the creation of new small businesses.
- ◆ Expand marketing campaigns to include various digital marketing platforms including social media, search engines, email marketing, blogs, podcasts etc.
- ◆ Continue a collaborative recruitment strategy among businesses, stakeholders, non-profits, and government.
- ◆ Design, develop, and deliver a variety of informational workshops/seminars/webinars for businesses.
- ◆ Assist local firms in finding appropriate development sites for expansion.
- ◆ Strengthen programs which provide business development, information, and technical assistance.

Personnel

Summary of Full Time Positions	FY 2022	FY 2021	FY 2020
Director of Business Development	1	1	1
Business Specialist	1	1	1
Business Leader	1	1	1
Agriculture Business Specialist	1	1	1
Business Support Specialist	1	1	1
Office Manager	1	1	1
Total	6	6	6

Summary of Personnel Changes

- ◆ No changes in FY2022.

**12500- Business Development
General Fund FY2022 Expenses**

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
500000 - Wages - Full Time	382,050	356,470	356,180
500040 - Other Wages	720	450	450
500100 - FICA - Employer	29,280	27,300	27,280
500120 - Health Insurance	34,300	34,490	64,270
500125 - Other Insurance	2,400	2,230	2,410
500130 - Pension	99,340	98,160	92,440
500140 - Workers Compensation	840	790	790
500170 - Personal Development	720	720	720
500171 - Employee Recognition	540	560	560
500172 - Team Building	150	150	150
Wages and Benefits	550,340	521,320	545,250
505010 - Advertising	47,150	47,150	47,150
505050 - Dues & Subscriptions	7,750	7,750	7,000
505140 - Office Supplies	3,900	3,900	3,900
505160 - Personal Mileage	3,500	3,500	1,800
505230 - Travel Expenses	7,600	7,600	10,600
505240 - Entertainment/Business Exp	6,200	6,200	6,200
515000 - Contracted/Purchased Service	35,550	35,550	36,100
515180 - Software	2,400	8,900	6,500
520000 - Training	5,000	5,000	2,000
520040 - Seminars/Conventions	7,900	7,900	10,900
527060 - Auto Gasoline	3,000	3,000	4,600
527090 - Auto Repairs	3,250	3,250	3,250
535010 - Copy Machine Rental	1,300	1,300	2,300
540010 - Wireless Communication	4,000	4,000	4,000
540020 - Telephone Expenses	0	900	900
584100 - Business Development Events	27,000	27,000	27,000
Operating Expenses	165,500	172,900	174,200
12500 - Business Development	715,840	694,220	719,450

General Fund

Wireless Communications – Department 11540

Contact: Joshua O' Neal

Departmental Function

The Washington County Wireless Communications department designs, procures, installs, and maintains all non-cellular communications systems and related equipment in Washington County Government. The department is also the contractor for the City of Hagerstown Fire and Police Departments, the Maryland Institute for Emergency Medical Services, Washington County Health Department, and all municipalities located within Washington County.

Goals for Fiscal Year 2022

- ◆ Continue preparing radio system for major changes on the next release, or possible replacement. System is going from frequency division multiple access to time-division multiple access and new hardware configuration will be needed.
- ◆ Continue working with Division of Emergency Services to upgrade fire station alerting system due to existing system being manufacturer discontinued.
- ◆ Upgrade lower bank tower at 33 West Washington Street due to completion of Barbara Ingram School for the Arts.

Personnel

Summary of Full Time Positions	FY 2022	FY 2021	FY 2020
Deputy Director - Wireless Communications	1	1	1
Wireless Communications Specialist	3	3	3
Total	4	4	4

Summary of Personnel Changes

- ◆ No changes in FY2022.

11540- Wireless Communications

General Fund FY2022 Expenses

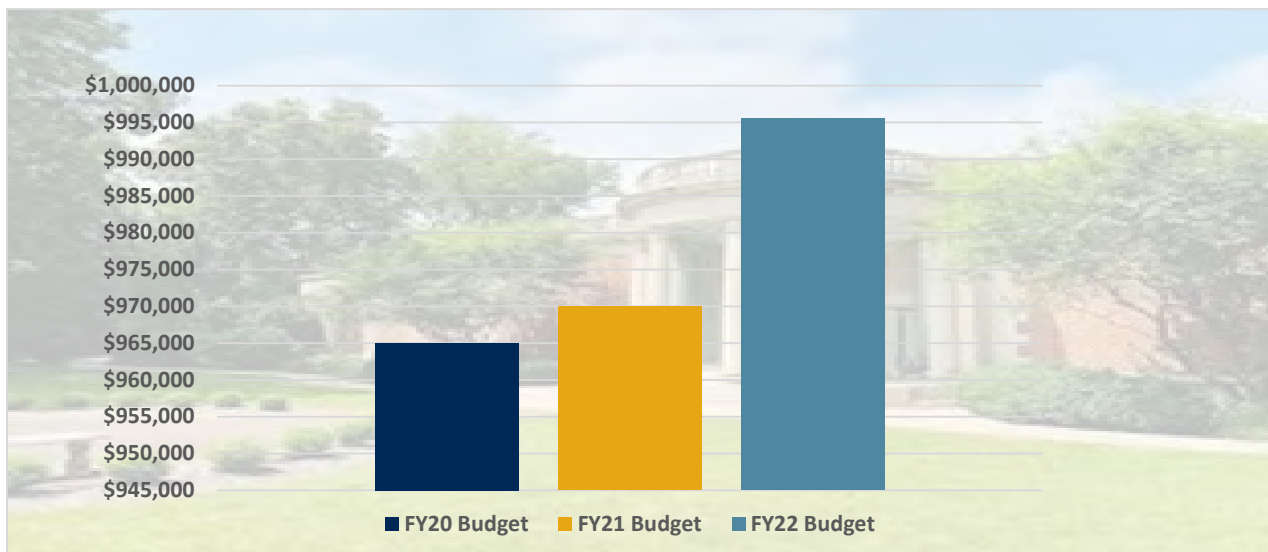
	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
500000 - Wages - Full Time	285,980	266,730	265,390
500010 - Wages - Overtime	1,310	1,310	1,310
500040 - Other Wages	500	510	510
500100 - FICA - Employer	22,020	20,540	20,440
500120 - Health Insurance	59,340	59,790	56,590
500125 - Other Insurance	1,820	1,680	1,190
500130 - Pension	74,360	73,450	68,800
500140 - Workers Compensation	6,240	5,820	6,020
500170 - Personal Development	480	600	600
500171 - Employee Recognition	360	460	460
500172 - Team Building	100	130	130
Wages and Benefits	452,510	431,020	421,440
505050 - Dues & Subscriptions	100	100	100
505140 - Office Supplies	500	500	500
505170 - Postage	20	20	20
505230 - Travel Expenses	1,000	1,000	1,000
515180 - Software	454,000	435,700	411,700
515270 - Maintenance Contract Services	390,000	383,750	363,750
520000 - Training	1,000	1,000	1,000
525000 - Supplies/Material - Operating	300	300	300
525040 - Small Tools & Equipment	20,000	18,000	18,000
527030 - Diesel Fuel	0	0	1,000
527035 - Off Road Diesel	1,000	1,000	0
527060 - Auto Gasoline	9,900	9,900	9,900
527090 - Auto Repairs	3,010	3,010	3,010
540010 - Wireless Communication	3,500	3,500	3,500
540020 - Telephone Expenses	0	1,500	1,500
545010 - Electric	38,000	37,000	44,000
545030 - Propane Gas	2,140	2,000	2,000
Operating Expenses	924,470	898,280	861,280
11540 - Wireless Communications	1,376,980	1,329,300	1,282,720





General Fund – Other Summary

Category	2020 Budget	2021 Budget	2022 Budget	\$ Change	% Change
Women's Commission	2,000	2,000	2,000	0	0.00%
Diversity and Inclusion Committee	2,000	2,000	2,000	0	0.00%
Forensic Investigator	20,000	25,000	30,000	5,000	20.00%
Commission on Aging	821,000	821,000	841,530	20,530	2.50%
Museum of Fine Arts	120,000	120,000	120,000	0	0.00%
Total	965,000	970,000	995,530	25,530	2.63%



General Fund

Women's Commission – Department 11100

Contact: Andi Overton

Departmental Function

The Commission for Women identifies problems, defines issues, and recommends policies and solutions that would change practices which prevent the full participation of women in today's society.

11100- Women's Commission General Fund FY2022 Expenses

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
505010 - Advertising	50	50	50
505050 - Dues & Subscriptions	50	50	50
505070 - Food and Supplies	100	100	100
505140 - Office Supplies	150	150	150
505180 - Printing Expenses	320	320	320
515000 - Contracted/Purchased Service	100	100	100
520000 - Training	200	200	200
584040 - Program Costs	1,030	1,030	1,030
Operating Expenses	2,000	2,000	2,000
11100 - Women's Commission	2,000	2,000	2,000

General Fund

Diversity and Inclusion Committee – Department 11400

Contact: Krista Hart

Departmental Function

To advise the Board of County Commissioners on public policy relating to ethnic affairs and promote the involvement of all ethnic groups in Washington County in government, business, and community affairs, and all services and programs relating to the quality of life for all residents.

Goals for Fiscal Year 2022

- ◆ Foster a climate of mutual respect among different ethnic groups.
- ◆ Improve communication between diverse groups in Washington County.
- ◆ Bridge cultural diversity of all ethnic groups.
- ◆ Assist the Board of County Commissioners by advising how government can be more inclusive of the diverse community.
- ◆ Promote ethnic festivals to add to the quality of excellence.

11140 - Diversity and Inclusion Committee General Fund FY2022 Expenses

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
502000 - Appropriations	2,000	2,000	2,000
Operating Expenses	2,000	2,000	2,000
11140 - Diversity and Inclusion Committee	2,000	2,000	2,000

General Fund

Forensic Investigator – Department 11550

Contact: Krista Hart

Departmental Function

The appointed Forensic Investigator investigates the death of a human being if the death occurs (I) by violence; (II) by suicide; (III) by casualty; (IV) suddenly, if the deceased was in apparent good health or unattended by a physician; or (V) in any suspicious or unusual manner. Annotated Code Maryland, Health – General Article, Section 5-309.

11550 - Forensic Investigator General Fund FY2022 Expenses

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
515000 Contracted/Purchased Service	30,000	25,000	20,000
Operating Expenses	30,000	25,000	20,000
11550 - Forensic Investigator	30,000	25,000	20,000

General Fund

Commission on Aging – Department 93230

Contact: Amy Olack

Departmental Function

The Commission on Aging (COA) assists Washington County residents aged 60 and older to maintain an independent living status in their own homes for as long as appropriate, as well as provide programs and services to seniors, caregivers, and those with disabilities.

Goals for Fiscal Year 2022

- ◆ The COA will serve over 7,000 unduplicated persons through the 50+ programs offered in FY2022.
- ◆ The COA will educate over 1,050 unduplicated persons through their educational offerings provided throughout the County in FY2022.
- ◆ The COA will serve over 35,050 meals to seniors through their home delivered meal and congregate site programs in FY2022.

93230 - Commission on Aging General Fund FY2022 Expenses

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
502000 - Appropriations	841,530	821,000	821,000
Operating Expenses	841,530	821,000	821,000
93230 - Commission on Aging	841,530	821,000	821,000

General Fund

Museum of Fine Arts – Department 93300

Contact: Sarah Hall

Departmental Function

The Washington County Museum of Fine Arts (WCMFA) is a non-profit organization serving the public good. The mission of the WCMFA is to provide a vibrant place for the presentation and exploration of art of lasting quality for the benefit of a diverse public through the intentional art collection, lively interpretations, diligent preservation and care, active educational programs, and opportunities for social interaction.

Goals for Fiscal Year 2022

- ◆ Implement a dynamic, compelling exhibition schedule to aid in the recovery of in-person attendance. The planned schedule combines internationally significant touring exhibitions with explorations of regional art and history and should appeal to a wide demographic locally and in the broader region.
- ◆ Successfully pilot long-term hybrid programming in collaboration with WCPS. Joshua Johnson Investigator bins are planned as the first in a series of combining hand-on in classroom experiences with museum visits and museum online teaching.
- ◆ Prioritize the new capital improvement plan and begin to fundraise for the most significant projects.
- ◆ Complete a technology audit and bring our hardware, software, online presence, and workstations up to current standards (or beyond, so they aren't immediately outdated).
- ◆ Update the Museum's strategic plan. The Museum's current five-year plan has come to an end – with new leadership in place and a "new normal" it's time to envision how the museum can best serve the community in the coming years.
- ◆ Begin returning to in-person instruction in our classrooms and galleries. This will require some remedial training as many teachers and volunteers are now out of practice.
- ◆ Revisit the Museum's visual identity in relation to the new strategic plan and technology upgrades and begin a new identity- based marketing campaign.

**Department 93300 - Museum of Fine Arts
General Fund FY2022 Expenses**

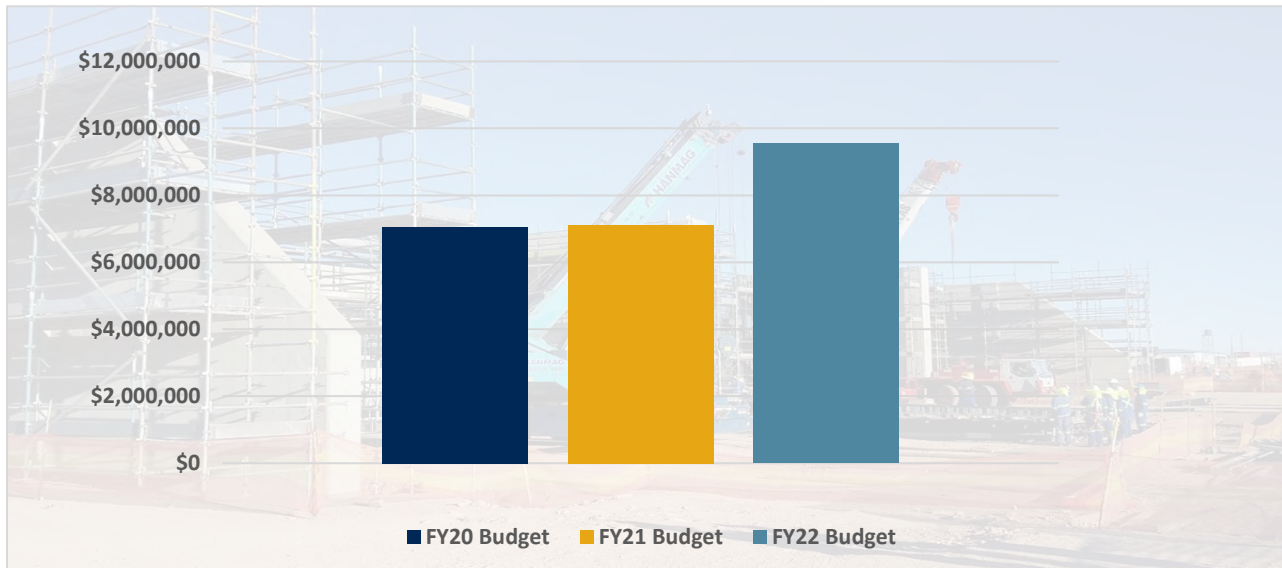
	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
502000 - Appropriations	120,000	120,000	120,000
Total Operations	120,000	120,000	120,000
93300 - Museum of Fine Arts	120,000	120,000	120,000





General Fund – Public Works; Engineering; Construction; Plan Review & Permitting; Planning & Zoning Summary

Category	2020 Budget	2021 Budget	2022 Budget	\$ Change	% Change
Public Works	243,230	246,120	256,950	10,830	4.40%
Buildings Grounds & Facilities	0	0	2,344,710	2,344,710	100.00%
Plan Review and Permitting	1,558,240	1,520,230	1,543,690	23,460	1.54%
Engineering	2,287,980	2,344,110	2,307,280	(36,830)	-1.57%
Construction	2,097,230	2,147,450	2,218,570	71,120	3.31%
Planning & Zoning	817,650	805,250	830,080	24,830	3.08%
Zoning Appeals	58,440	55,840	55,740	(100)	-0.18%
Total	7,062,770	7,119,000	9,557,020	2,438,020	34.25%



General Fund

Public Works – Department 11600

Contact: Andrew Eshelman

Departmental Function

To provide administration, coordination, support, and leadership for public works services and ensure high-quality maintenance of the County's public works infrastructure in an economic and environmentally responsible manner. Provide operational guidance to the Public Works departments of County Highways, Transit, Parks & Recreation and Buildings, Grounds & Facilities.

Goals for Fiscal Year 2022

- ◆ Evaluate the efficiency and operation of division departments to ensure cost effective services are provided. Develop alternative wood disposal options to stop processing and selling firewood to use available personnel resources more efficiently.
- ◆ Continue to update a five-year Parks Planning Capital Improvement Project program to identify future needs and capitalize on additional grant opportunities to complete projects at a reduced cost to the County. Identify large capital improvement needs for a 10-year forecast.
- ◆ Ensure that major capital improvement projects are designed and implemented on a timely basis.

Personnel

Summary of Full Time Positions	FY 2022	FY 2021	FY 2020
Director of Public Works	1	1	1
Office Manager	1	1	1
Total	2	2	2

Summary of Personnel Changes

- ◆ No changes in FY2022.

11600 - Public Works
General Fund FY2022 Expenses

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
500000 - Wages - Full Time	153,820	143,540	142,710
500040 - Other Wages	270	0	0
500100 - FICA - Employer	11,790	10,980	10,920
500120 - Health Insurance	34,150	34,400	32,570
500125 - Other Insurance	970	890	870
500130 - Pension	39,990	39,530	36,780
500140 - Workers Compensation	340	310	310
500170 - Personal Development	240	240	240
500171 - Employee Recognition	180	190	190
500172 - Team Building	50	50	50
Wages and Benefits	241,800	230,130	224,640
505040 - Books	200	200	0
505050 - Dues & Subscriptions	500	500	500
505070 - Food and Supplies	2,250	2,250	2,250
505140 - Office Supplies	1,000	1,000	1,000
505150 - Other - Miscellaneous	300	300	300
505160 - Personal Mileage	300	300	300
505180 - Printing Expenses	180	180	100
505230 - Travel Expenses	1,000	1,000	700
515180 - Software	500	500	770
520040 - Seminars/Conventions	1,250	1,250	1,250
520050 - Tuition Assistance	0	0	2,500
527060 - Auto Gasoline	1,380	1,520	1,930
527090 - Auto Repairs	2,250	2,250	2,250
535010 - Copy Machine Rental	2,690	2,690	2,690
540010 - Wireless Communication	1,350	1,350	1,350
540020 - Telephone Expenses	0	700	700
Operating Expenses	15,150	15,990	18,590
11600 - Public Works	256,950	246,120	243,230

General Fund

Buildings, Grounds & Facilities – Department 11910 Contact: Andrew Eshelman

Departmental Function

This department is responsible for the operation and maintenance of the County's buildings, facilities, and grounds including 456 acres of land within Washington County's 17 park sites.

Goals for Fiscal Year 2022

- ◆ Start work on a new equipment storage building and restroom facilities at the Doub's Wood maintenance facility.
- ◆ Support County Government facility improvement and renovations requests.
- ◆ Continue park modernization work with upgrading bathrooms, drinking fountains and pavilions.

Personnel

Summary of Full Time Positions	FY 2022	FY 2021	FY 2020
Deputy Director of Public Works - Buildings, Grounds & Facilities	1	1	0
Supervisor of Grounds & Facilities	1	1	0
Building Maintenance Supervisor	1	1	0
Senior Office Associate	1	1	0
Maintenance Lead Worker - Facilities	1	1	0
Park/Playground Inspector	1	1	0
Maintenance Worker - Facilities	1	1	0
Maintenance Lead Worker - Buildings	1	1	0
Equipment Operator Mechanic	2	2	0
Maintenance Trades Worker	2	2	0
Maintenance Lead Worker - Parks	2	2	0
Maintenance Worker -Parks	4	4	0
Total	18	18	0

Summary of Personnel Changes

- ◆ No changes in FY2022. All changes were made in FY2021 due to a re-organization.

11910 - Buildings, Grounds & Facilities
General Fund FY2022 Expenses

	2022	2021	2020
	Operating	Operating	Operating
	Budget	Budget	Budget
	Approved	Approved	Approved
500000 - Wages - Full Time	943,320	0	0
500005 - Wages - Part Time	265,000	0	0
500010 - Wages - Overtime	6,000	0	0
500020 - Shift Differential - 2nd shift	1,000	0	0
500040 - Other Wages	3,000	0	0
500100 - FICA - Employer	93,210	0	0
500120 - Health Insurance	340,860	0	0
500125 - Other Insurance	8,630	0	0
500130 - Pension	245,270	0	0
500140 - Workers Compensation	40,200	0	0
Wages and Benefits	1,946,490	0	0
505010 - Advertising	500	0	0
505050 - Dues & Subscriptions	150	0	0
505080 - Freight & Cartage	200	0	0
505120 - Licenses & Certifications	200	0	0
505130 - Small Office Equipment	800	0	0
505140 - Office Supplies	2,030	0	0
505150 - Other - Miscellaneous	500	0	0
505180 - Printing Expenses	400	0	0
505200 - Safety Equipment	2,200	0	0
505210 - Safety Supplies	1,100	0	0
515000 - Contracted/Purchased Service	5,000	0	0
515120 - Construction - Pur Services	2,000	0	0
515270 - Maintenance Contract Services	15,000	0	0
520000 - Training	1,600	0	0
520010 - Certification Classes	500	0	0
520030 - Food Comp	500	0	0
520040 - Seminars/Conventions	750	0	0
525000 - Supplies/Material - Operating	1,500	0	0
525020 - Janitorial Supplies	8,000	0	0
525030 - Medical Supplies	500	0	0
525040 - Small Tools & Equipment	9,500	0	0
525050 - Welding Material/Supplies	750	0	0

11910 - Buildings, Grounds & Facilities
General Fund FY2022 Expenses

	2022	2021	2020
	Operating	Operating	Operating
	Budget	Budget	Budget
	Approved	Approved	Approved
526000 - Supplies/Material-Maintenance	12,000	0	0
526020 - Building Maintenance	12,000	0	0
526040 - Equipment Maintenance	8,100	0	0
526050 - Groundskeeping Maintenance	26,000	0	0
526090 - Painting Supplies	3,000	0	0
526100 - Seed/Sod	500	0	0
526110 - Snow Removal Materials	2,500	0	0
526120 - Top Dressing Materials	7,150	0	0
527000 - Supplies - Automotive	1,250	0	0
527020 - Auto Batteries	1,000	0	0
527030 - Diesel Fuel	9,500	0	0
527035 - Off Road Diesel	3,500	0	0
527040 - Diesel Fuel Tax	1,430	0	0
527050 - Auto Fluids	1,500	0	0
527060 - Auto Gasoline	55,000	0	0
527070 - Auto Grease	200	0	0
527080 - Auto Motor Oil	2,000	0	0
527090 - Auto Repairs	35,000	0	0
527100 - Auto Tires	4,500	0	0
528000 - Supplies - Chemicals	200	0	0
528040 - Insecticide	500	0	0
535000 - Rentals	5,000	0	0
535010 - Copy Machine Rental	2,300	0	0
535020 - Equipment Rental	500	0	0
535055 - Lease Payments	31,670	0	0
535060 - Uniforms	5,000	0	0
540010 - Wireless Communication	7,000	0	0
545010 - Electric	36,000	0	0
545020 - Natural Gas	4,310	0	0
545040 - Sewer	7,750	0	0
545050 - Waste/Trash Disposal	6,000	0	0
545060 - Water	8,980	0	0
582060 - Fire Extinguishers/Refills	1,200	0	0
Operating Expenses	356,220	0	0

11910 - Buildings, Grounds & Facilities
General Fund FY2022 Expenses

	2022	2021	2020
	Operating	Operating	Operating
	Budget	Budget	Budget
	Approved	Approved	Approved
599999 - Controllable Assets	19,900	0	0
600400 - Machinery & Equipment	22,100	0	0
Capital Outlay	42,000	0	0
11910 - Buildings Grounds & Facilities	2,344,710	0	0

General Fund

Plan Review & Permitting – Department 11610

Contact: Ashley Holloway

Departmental Function

To aid in providing public safety, protecting the environment, and preserving public infrastructure functionality by ensuring compliance of private land development activities with County ordinances, policies, and directives of the Board of County Commissioners. To administer and enforce codes and ordinances in order to promote and ensure public safety and the health and general welfare of the County residents. To serve as a clearing house for numerous agencies. Permit applications are accepted and processed for new construction, renovations, demolition, plumbing, mechanical, electrical work, intents to build, zoning certifications, grading, floodplain, driveway entrances and utility installations. Charged with licensing plumbers, electrical contractors, and junkyards. Administers the County floodplain management program and implements the County Floodplain Ordinance. Subdivision, site plan, grading plan, stormwater management, and forest conservation plan applications are accepted and processed for new residential, commercial, and industrial development. Traffic Impact Study reviews are performed as well as initiation of Public Works Agreements.

Goals for Fiscal Year 2022

- ◆ Continue to work toward implementing online submission process for all applications.
- ◆ Continue year-over-year collaboration with the Department of Planning and Zoning to revise and update, as necessary, the Zoning Ordinances for Washington County.
- ◆ Continue to support and assist residents and property owners with Flood Insurance Study/Flood Insurance Rate maps.
- ◆ Continue year-over-year coordination with the Engineering and Construction divisions.
- ◆ Provide the necessary tools, equipment, and support required for all staff to successfully complete their responsibilities on a daily basis.
- ◆ Provide a positive work environment and promote employee excellence.
- ◆ Provide professional growth for employees.
- ◆ Continue to provide exemplary customer service in all phases of Plan Review and Permitting processes.

Personnel

Summary of Full Time Positions	FY 2022	FY 2021	FY 2020
Director of Plan Review & Permitting/Zoning Administrator	1	1	1
Chief of Plan Review	1	1	1
Senior Plan Review/Floodplain Manager	1	1	1
Chief of Permitting	1	1	1
Plan Reviewer	1	1	2
Senior Planner	1	1	1
Planner	1	1	0
Zoning Coordinator	1	1	1
Zoning Inspector	1	1	1
Office Manager	1	1	1
Administrative Assistant	1	1	1
Permits Technician	2	4	4
Permit Technician II	2	0	0
Senior Office Associate	2	2	2
Total	17	17	17

Summary of Personnel Changes

- ◆ No changes in FY2022.

11610 - Plan Review & Permitting
General Fund FY2022 Expenses

	2022	2021	2020
	Operating	Operating	Operating
	Budget	Budget	Budget
	Approved	Approved	Approved
500000 - Wages - Full Time	923,520	895,810	940,550
500005 - Wages - Part Time	5,000	5,000	5,050
500010 - Wages - Overtime	660	660	660
500040 - Other Wages	250	0	0
500100 - FICA - Employer	70,650	69,000	72,390
500120 - Health Insurance	248,960	245,420	233,730
500125 - Other Insurance	5,940	5,710	6,100
500130 - Pension	240,120	246,670	243,600
500140 - Workers Compensation	4,000	3,830	3,940
500170 - Personal Development	2,040	2,040	2,040
500171 - Employee Recognition	1,530	1,570	1,570
500172 - Team Building	430	430	430
Wages and Benefits	1,503,100	1,476,140	1,510,060
505040 - Books	1,000	1,000	1,500
505050 - Dues & Subscriptions	2,000	750	2,080
505120 - Licenses & Certifications	1,500	1,000	1,000
505130 - Small Office Equipment	270	270	270
505140 - Office Supplies	8,170	8,170	8,170
505160 - Personal Mileage	250	250	500
505180 - Printing Expenses	2,000	2,000	2,850
505230 - Travel Expenses	1,000	3,050	3,360
515000 - Contracted/Purchased Service	7,000	7,000	7,000
515180 - Software	0	300	0
520000 - Training	3,380	3,380	3,380
520010 - Certification Classes	0	0	450
520040 - Seminars/Conventions	2,200	2,200	2,200
527060 - Auto Gasoline	1,320	1,320	1,320
527090 - Auto Repairs	1,100	1,100	1,100
535010 - Copy Machine Rental	6,000	6,000	6,000
535055 - Lease Payments	900	1,800	1,800
540010 - Wireless Communication	2,500	2,500	2,500
540020 - Telephone Expenses	0	2,000	2,000
Operating Expenses	40,590	44,090	47,480

**11610 - Plan Review & Permitting
General Fund FY2022 Expenses**

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
599999 - Controllable Assets	0	0	700
Capital Outlay	0	0	700
11610 Plan Review & Permitting	1,543,690	1,520,230	1,558,240

General Fund

Engineering – Department 11620

Contact: Scott Hobbs

Departmental Function

This department is responsible for the planning, design, and management of infrastructure projects from the Washington County Capital Improvement Plan (CIP).

Goals for Fiscal Year 2022

- ◆ Complete the preliminary/final design and real property work for various projects – Eastern Boulevard Widening Phase II; Eastern Boulevard at Antietam Drive; Eastern Boulevard Phase III; North County Park; Professional Boulevard Phase III/IV; Keedysville Road Bridge; Crystal Falls Road Bridge; Halfway Boulevard Bridges; Dogstreet Road Bridge; Spur Road Culvert; Halfway Boulevard, Wright Road, and Hopewell Road Culverts.
- ◆ Update Land Development and Roadway Improvement Standards
- ◆ Secure and utilize State and Federal funds for budget, safety, and water quality improvement including but not limited to Federal Aid Bridge; Transportation Alternatives and Federal Clean Water Act Section 319 (h) funding.
- ◆ Plan, design, and manage stormwater management projects to meet National Pollutant Discharge Elimination System (NPDES) requirements.
- ◆ Provide most effective means for maintenance and repair of roads, bridges, and culverts.
- ◆ Complete construction on Eastern Boulevard Widening Phase I; Professional Boulevard Phase II; Keedysville Bridge Road; Frogeye Road Culvert; Mousetown Road Culvert; Dogstreet Road Bridge; Spur Road Culvert; various facility and stormwater management projects and Pavement Maintenance Program.

Personnel

Summary of Full Time Positions	FY 2022	FY 2021	FY 2020
Director of Engineering	1	1	1
Chief of Design	1	1	1
Chief Project Manager	1	1	1
Senior Architectural Project Manager	1	1	1
Civil Engineer	2	2	2
Structural Engineer	1	1	1
Transportation Engineer	1	1	1
Real Property Administrator	1	1	1
Chief of Surveys	1	1	1
Project Manager	3	3	3
Survey Party Chief	1	1	1
GIS Analyst	1	1	1
Engineering Technician III	3	3	3
Technology Coordinator	1	1	1
Survey Technician	1	1	1
Administrative Assistant	1	1	1
Total	21	21	21

Summary of Personnel Changes

- ◆ No changes in FY2022.

11620 - Engineering
General Fund FY2022 Expenses

	2022	2021	2020
	Operating	Operating	Operating
	Budget	Budget	Budget
	Approved	Approved	Approved
500000 - Wages - Full Time	1,377,380	1,366,550	1,360,160
500010 - Wages - Overtime	0	1,450	1,520
500040 - Other Wages	2,090	2,090	2,020
500100 - FICA - Employer	105,530	104,810	104,320
500120 - Health Insurance	343,900	368,480	357,330
500125 - Other Insurance	8,600	8,810	8,400
500130 - Pension	358,120	376,300	346,410
500140 - Workers Compensation	43,350	46,110	38,310
500170 - Personal Development	2,520	2,520	2,520
500171 - Employee Recognition	1,890	1,940	1,940
500172 - Team Building	530	530	530
Wages and Benefits	2,243,910	2,279,590	2,223,460
505040 - Books	500	500	500
505050 - Dues & Subscriptions	2,000	2,000	2,000
505120 - Licenses & Certifications	1,200	1,200	1,200
505130 - Small Office Equipment	500	500	500
505140 - Office Supplies	5,400	5,500	5,500
505160 - Personal Mileage	120	250	250
505170 - Postage	100	100	100
505180 - Printing Expenses	400	500	500
505200 - Safety Equipment	230	230	230
505210 - Safety Supplies	100	100	100
505230 - Travel Expenses	500	820	500
505240 - Entertainment/Business Exp	100	150	0
515180 - Software	23,790	22,450	21,630
520000 - Training	2,000	2,000	2,000
520010 - Certification Classes	1,500	1,500	1,500
520040 - Seminars/Conventions	4,000	4,000	4,000
526000 - Supplies/Material-Maintenance	1,850	1,850	1,850
527060 - Auto Gasoline	7,130	7,130	7,500
527090 - Auto Repairs	3,500	3,500	3,500
535010 - Copy Machine Rental	2,200	2,200	2,200
535055 - Lease Payments	1,250	1,240	1,160

**11620 - Engineering
General Fund FY2022 Expenses**

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
540010 - Wireless Communication	5,000	5,000	6,000
540020 - Telephone Expenses	0	1,800	1,800
Operating Expenses	63,370	64,520	64,520
11620 - Engineering	2,307,280	2,344,110	2,287,980

General Fund

Construction – Department 11630

Contact: Richard Eichelberger

Departmental Function

Performs plan review and inspections of residential and commercial building construction, renovation, and improvements. Inspect construction of infrastructure improvements in the Washington County Capital Improvement Plan (CIP). Inspect public and privately-owned storm water management (SWM) structures. Inspect private land development in the County.

Goals for Fiscal Year 2022

- ◆ Continue the utilization of the Virtual Inspection Program.
- ◆ Complete implementation of ePlanSoft electronic building plan submission/review software.
- ◆ Continue to expand the field staff utilizing technology to allow additional time in the field.
- ◆ Maintain 24 hours or less response time to all inspection requests.
- ◆ Continue to evaluate divisional policies/procedures for efficiency.
- ◆ Continue customer satisfaction with all facets of the division.
- ◆ Continue excellence in coordination with the Engineering, Plan Review and Permitting staff.
- ◆ Continue training the building/trade/construction inspectors to assist with CIP projects as needed.
- ◆ Continue to provide inspection services in support of Engineering Division/Capital Projects.
- ◆ Continue supervision of consultant inspection services.
- ◆ Maintain in-house training program.
- ◆ Continue expanded use of the Existing Building Code.
- ◆ Provide single day field training for each Permit Tech.
- ◆ Provide outreach meeting with contractors.
- ◆ Continue to assist all County divisions/departments as needed.
- ◆ Participate in the Home Show.
- ◆ Replace and retrain inspection staff as needed.

Personnel

Summary of Full Time Positions	FY 2022	FY 2021	FY 2020
Director of Construction	1	1	1
Deputy Code Official	1	1	1
Chief Building Inspector	1	1	1
Combination Inspector	1	1	1
Chief Site Inspector	1	1	1
Electrical Inspector I	2	2	2
Electrical Inspector II	1	1	1
Plumbing Inspector I	1	1	1
Plumbing Inspector II	1	1	1
Building Inspector I	3	3	2
Building Inspector II	0	0	1
Plans Examiner II	2	2	2
Construction Inspector	5	5	5
Administrative Assistant	1	1	1
Total	21	21	21

Summary of Personnel Changes

- ◆ No changes in FY2022.

11630 - Construction
General Fund FY2022 Expenses

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
500000 - Wages - Full Time	1,320,360	1,235,000	1,239,540
500010 - Wages - Overtime	1,000	1,520	1,520
500040 - Other Wages	2,500	2,500	2,680
500100 - FICA - Employer	101,280	94,780	95,150
500120 - Health Insurance	289,640	303,920	289,450
500125 - Other Insurance	8,260	7,630	7,600
500130 - Pension	343,290	340,080	319,410
500140 - Workers Compensation	45,920	41,950	35,350
500170 - Personal Development	2,520	2,520	2,520
500171 - Employee Recognition	1,890	1,940	1,940
500172 - Team Building	530	530	530
Wages and Benefits	2,117,190	2,032,370	1,995,690
505040 - Books	4,950	2,500	2,500
505050 - Dues & Subscriptions	1,400	1,650	1,650
505120 - Licenses & Certifications	850	1,000	1,000
505130 - Small Office Equipment	160	160	160
505140 - Office Supplies	4,950	4,950	4,950
505160 - Personal Mileage	100	100	100
505170 - Postage	110	110	110
505180 - Printing Expenses	920	920	920
505200 - Safety Equipment	300	300	300
505210 - Safety Supplies	200	200	200
505230 - Travel Expenses	1,000	1,360	1,360
515180 - Software	3,300	3,000	3,490
520000 - Training	2,600	3,600	3,880
520010 - Certification Classes	2,770	2,770	3,040
520040 - Seminars/Conventions	1,720	1,720	1,720
525040 - Small Tools & Equipment	500	500	500
526000 - Supplies/Material-Maintenance	1,000	1,000	1,000
527060 - Auto Gasoline	33,000	33,000	33,000
527090 - Auto Repairs	21,500	21,500	21,500
535010 - Copy Machine Rental	2,200	2,200	2,200
535055 - Lease Payments	1,250	1,340	1,260

11630 - Construction
General Fund FY2022 Expenses

	2022	2021	2020
	Operating	Operating	Operating
	Budget	Budget	Budget
	Approved	Approved	Approved
540010 - Wireless Communication	16,600	14,950	14,950
540020 - Telephone Expenses	0	1,750	1,750
Operating Expenses	101,380	100,580	101,540
599999 - Controllable Assets	0	14,500	0
Capital Outlay	0	14,500	0
11630 - Construction	2,218,570	2,147,450	2,097,230

General Fund

Planning and Zoning – Department 10800

Contact: Jill Baker

Departmental Function

The Planning & Zoning Department is responsible for all aspects of creation and shepherding to adoption the County's long-term goals for land use planning in the form of the Comprehensive Plan. This also includes the update and maintenance of several subservient long-range plans for solid waste, land preservation and recreation, water and sewage, transportation, and annual reporting. The department is also responsible for the implementation of Comprehensive Plan recommendations through subdivision, zoning, forest conservation and Adequate Public Facilities Ordinance amendments and the creation of new or revision to current land use policies or programs. Planning and Zoning is deeply embedded in the County's Geographic Information System (GIS), creating, and maintaining mapping data and layers for map production to be used in planning documents and on an as needed project basis. All land preservation programs, forest conservation program inspections and enforcement, school adequacy evaluations, Historic District Commission activities, addressing and road name maintenance are also housed in this department.

Goals for Fiscal Year 2022

- ◆ Complete initial draft of Comprehensive Plan for public review.
- ◆ Continue address correction public awareness campaign and implement strategy in preparation for Next Generation 911.
- ◆ Adopt design standards for historic structure permit review.
- ◆ Begin process to update the County Water and Sewerage Plan.
- ◆ Begin process to update the Land Preservation, Parks, and Recreation Plan.

Personnel

Summary of Full Time Positions	FY 2022	FY 2021	FY 2020
Planning and Zoning Director	1	1	1
Deputy Director Planning and Zoning	1	1	1
GIS Coordinator	1	1	1
Parks & Environmental Planner	1	1	1
GIS Analyst	1	1	1
Comprehensive Planner	1	1	1
Administrative Assistant	1	1	1
GIS Technician	1	1	1
Total	8	8	8

Summary of Personnel Changes

- ◆ No changes in FY2022.

10800 - Planning and Zoning
General Fund FY2022 Expenses

	2022	2021	2020
	Operating	Operating	Operating
	Budget	Budget	Budget
	Approved	Approved	Approved
500000 - Wages - Full Time	470,840	440,940	459,860
500005 - Wages - Part Time	28,750	27,780	27,780
500010 - Wages - Overtime	1,050	1,010	1,010
500040 - Other Wages	450	610	610
500100 - FICA - Employer	38,340	35,980	37,430
500120 - Health Insurance	142,520	151,100	143,900
500125 - Other Insurance	3,070	2,900	2,700
500130 - Pension	122,420	121,420	119,370
500140 - Workers Compensation	1,100	1,010	1,010
500170 - Personal Development	960	960	960
500171 - Employee Recognition	720	740	740
500172 - Team Building	200	200	200
Wages and Benefits	810,420	784,650	795,570
505010 - Advertising	5,000	6,000	6,000
505050 - Dues & Subscriptions	2,100	1,500	880
505140 - Office Supplies	2,000	2,240	2,240
505150 - Other - Miscellaneous	150	150	150
505160 - Personal Mileage	500	200	300
505180 - Printing Expenses	300	300	300
505230 - Travel Expenses	500	500	500
520000 - Training	3,000	1,700	3,700
527060 - Auto Gasoline	690	690	690
527090 - Auto Repairs	300	300	300
535010 - Copy Machine Rental	3,200	3,200	3,200
535055 - Lease Payments	1,920	1,920	1,920
540020 - Telephone Expenses	0	1,900	1,900
Operating Expenses	19,660	20,600	22,080
10800 - Planning and Zoning	830,080	805,250	817,650

General Fund

Zoning Appeals – Department 10810

Contact: Ashley Holloway

Departmental Function

The Board of Zoning Appeals is supported by the Plan Review and Permitting Department. A secretary is assigned to serve as an intermediary between the Board and the public. Zoning applications are accepted for variances, special exceptions, non-conforming uses, and administrative error from the Director's decision on the Zoning Ordinance and from the Planning Commission's decision on the County Subdivision Ordinance and Public Facility Ordinance.

Goals for Fiscal Year 2022

- ◆ Complete initial draft of Comprehensive Plan for public review.
- ◆ Continue address correction public awareness campaign and implement strategy in preparation for Next Generation 911.
- ◆ Adopt design standards for historic structure permit review.
- ◆ Begin process to update the County Water and Sewerage Plan.
- ◆ Begin process to update the Land Preservation, Parks, and Recreation Plan.

10810 - Zoning Appeals General Fund FY2022 Expenses

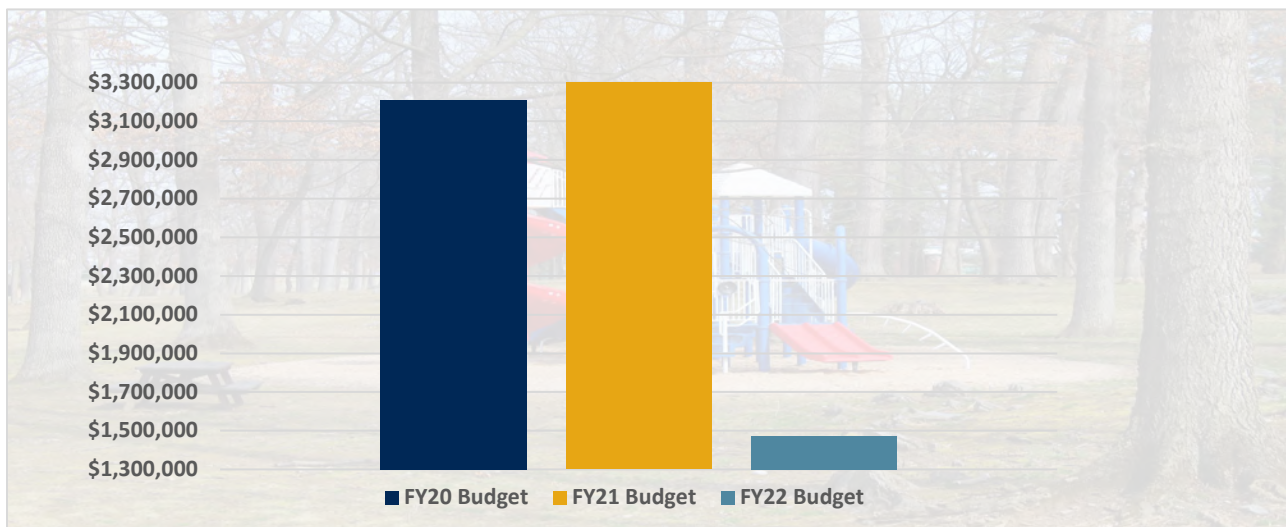
	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
500005 - Wages - Part Time	24,700	24,700	24,700
500100 - FICA - Employer	1,890	1,890	1,890
500140 - Workers Compensation	50	50	50
Wages and Benefits	26,640	26,640	26,640
505010 - Advertising	10,000	10,000	12,500
505140 - Office Supplies	550	550	550
505170 - Postage	50	50	0
505180 - Printing Expenses	500	500	500
515000 - Contracted/Purchased Service	18,000	18,000	18,000
540020 - Telephone Expenses	0	100	250
Operating Expenses	29,100	29,200	31,800
10810 – Zoning Appeals	55,740	55,840	58,440





General Fund – Parks and Recreation Summary

Category	2020 Budget	2021 Budget	2022 Budget	\$ Change	% Change
Parks	2,071,120	2,205,190	0	(2,205,190)	-100.00%
Martin L. Snook Pool	150,840	149,000	155,830	6,830	100.00%
Parks and Recreation	987,900	1,035,260	1,314,640	279,380	26.99%
Total	3,209,860	3,389,450	1,470,470	-1,918,980	-56.62%



General Fund

Parks – Department 11900

Contact: Andrew Eshelman

Departmental Function

This department was merged into Department 11910 – Buildings, Grounds and Facilities due to a reorganization.

11900 - Parks
General Fund FY2022 Expenses

	2022	2021	2020
	Operating	Operating	Operating
	Budget	Budget	Budget
	Approved	Approved	Approved
500000 - Wages - Full Time	0	883,760	822,880
500005 - Wages - Part Time	0	248,500	240,380
500010 - Wages - Overtime	0	5,860	6,060
500040 - Other Wages	0	2,020	2,020
500100 - FICA - Employer	0	87,210	81,960
500120 - Health Insurance	0	324,530	295,830
500125 - Other Insurance	0	5,640	5,250
500130 - Pension	0	235,380	204,810
500140 - Workers Compensation	0	30,920	29,820
500170 - Personal Development	0	2,520	2,520
500171 - Employee Recognition	0	1,940	1,940
500172 - Team Building	0	530	530
Wages and Benefits	0	1,828,810	1,694,000
505010 - Advertising	0	750	0
505050 - Dues & Subscriptions	0	300	300
505080 - Freight & Cartage	0	200	200
505120 - Licenses & Certifications	0	200	200
505130 - Small Office Equipment	0	1,000	1,000
505140 - Office Supplies	0	2,030	2,030
505150 - Other - Miscellaneous	0	500	500
505180 - Printing Expenses	0	1,200	1,200
505200 - Safety Equipment	0	2,200	2,200
505210 - Safety Supplies	0	1,100	1,100
515000 - Contracted/Purchased Service	0	5,000	3,500
515120 - Construction - Pur Services	0	2,000	3,750
515270 - Maintenance Contract Services	0	15,000	17,100
520000 - Training	0	2,000	2,000
520010 - Certification Classes	0	500	500
520030 - Food Comp	0	500	500
520040 - Seminars/Conventions	0	1,000	1,000
525000 - Supplies/Material - Operating	0	1,500	1,500
525020 - Janitorial Supplies	0	8,000	8,000
525030 - Medical Supplies	0	500	500

11900 - Parks
General Fund FY2022 Expenses

	2022	2021	2020
	Operating	Operating	Operating
	Budget	Budget	Budget
	Approved	Approved	Approved
525040 - Small Tools & Equipment	0	9,500	9,500
525050 - Welding Material/Supplies	0	750	750
526000 - Supplies/Material-Maintenance	0	12,000	12,000
526020 - Building Maintenance	0	12,000	12,000
526040 - Equipment Maintenance	0	8,100	8,100
526050 - Groundskeeping Maintenance	0	26,000	30,000
526070 - Landscaping Supplies	0	0	500
526090 - Painting Supplies	0	3,000	3,000
526100 - Seed/Sod	0	500	500
526110 - Snow Removal Materials	0	2,500	2,500
526120 - Top Dressing Materials	0	7,150	7,150
527000 - Supplies - Automotive	0	1,250	1,250
527020 - Auto Batteries	0	1,000	1,000
527030 - Diesel Fuel	0	9,500	13,000
527035 - Off Road Diesel	0	3,500	0
527040 - Diesel Fuel Tax	0	1,430	1,810
527050 - Auto Fluids	0	1,500	1,500
527060 - Auto Gasoline	0	55,000	55,000
527070 - Auto Grease	0	200	200
527080 - Auto Motor Oil	0	2,000	2,000
527090 - Auto Repairs	0	35,000	30,000
527100 - Auto Tires	0	4,500	4,500
528000 - Supplies - Chemicals	0	200	200
528040 - Insecticide	0	500	500
535000 - Rentals	0	5,000	5,000
535010 - Copy Machine Rental	0	2,300	2,300
535020 - Equipment Rental	0	500	500
535055 - Lease Payments	0	31,690	31,690
535060 - Uniforms	0	4,500	4,500
540010 - Wireless Communication	0	7,000	7,000
540020 - Telephone Expenses	0	7,500	7,500
545010 - Electric	0	36,000	36,000
545020 - Natural Gas	0	4,310	3,990
545040 - Sewer	0	7,600	7,450

11900 - Parks
General Fund FY2022 Expenses

	2022	2021	2020
	Operating	Operating	Operating
	Budget	Budget	Budget
	Approved	Approved	Approved
545050 - Waste/Trash Disposal	0	6,000	6,000
545060 - Water	0	8,720	8,550
582060 - Fire Extinguishers/Refills	0	1,200	1,100
584040 - Program Costs	0	11,500	11,500
Operating Expenses	0	376,380	377,120
599999 - Controllable Assets	0	0	0
Capital Outlay	0	0	0
11900 - Parks	0	2,205,190	2,071,120

General Fund

Martin L. Snook Pool - Department 12000

Contact: Dave Brooks

Departmental Function

The function of Martin L. Snook Pool is to offer swimming opportunities at the lowest possible cost, in a safe environment to citizens.

Goals for Fiscal Year 2022

- ◆ Successfully and safely operate the pool facility per State guidance with COVID-19 precautions in place.
- ◆ Develop a sustainable model for staffing and advancement that considers State minimum wage effects.
- ◆ Complete bathroom and roof modernization.

12000 - Martin L. Snook Pool
General Fund FY2022 Expenses

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
500005 - Wages - Part Time	105,000	98,260	95,040
500010 - Wages - Overtime	2,900	2,720	2,630
500100 - FICA - Employer	8,250	7,730	7,470
500140 - Workers Compensation	3,100	2,900	3,690
Wages and Benefits	119,250	111,610	108,830
505130 - Small Office Equipment	300	300	300
505140 - Office Supplies	250	250	250
505150 - Other - Miscellaneous	100	100	100
515000 - Contracted/Purchased Service	100	100	100
515270 - Maintenance Contract Services	2,500	2,500	2,500
525020 - Janitorial Supplies	550	550	550
526020 - Building Maintenance	800	800	800
526040 - Equipment Maintenance	3,000	3,000	3,000
526050 - Groundskeeping Maintenance	300	300	300
528000 - Supplies - Chemicals	6,000	6,000	6,000
540020 - Telephone Expenses	0	700	700
545010 - Electric	2,050	2,050	6,830
545040 - Sewer	3,000	1,830	1,770
545060 - Water	3,500	4,780	4,680
582060 - Fire Extinguishers/Refills	200	200	200
584010 - Life Guard Supplies	700	700	700
584030 - Purch/Resale Food	10,230	10,230	10,230
584060 - Swimming Pool Supplies	3,000	3,000	3,000
Operating Expenses	36,580	37,390	42,010
12000 - Martin L. Snook Pool	155,830	149,000	150,840

General Fund

Parks and Recreation - Department 12200

Contact: Dave Brooks

Departmental Function

The Department of Parks and Recreation administrates and coordinates a wide range of programming to meet the needs of citizens of all ages and abilities in the community. This includes pursuing recreational facilities for organized activities in numerous locations throughout the County. The department is responsible for operating the parks and providing recreational services and programs for the County. The department also works with special events, marketing, and scheduling of the Ag Center and Board of Education facilities for public and private community organizations.

Goals for Fiscal Year 2022

- ◆ Construct a new dog park at Marty Snook Park.
- ◆ Expand pickleball court access by striping existing tennis courts for dual use (Cap Harding, Clear Spring, Chestnut Grove, Pleasant Valley, and Regional Park).
- ◆ Provide security and amenity enhancements at High Rock.
- ◆ Develop a Youth Coach and Program Coordinator training program to be conducted semi-annually.
- ◆ Expand and develop programs/partnerships to include park walking program, hiking club, geocache program, discount running series, expand teen programming and specialty sports camps and clinics.

Personnel

Summary of Full Time Positions	FY 2022	FY 2021	FY 2020
Deputy Director Public Works - Parks & Recreation	1	1	1
Recreation & Fitness Supervisor	1	1	1
Recreation Program Coordinator	2	2	2
Senior Office Associate	2	2	1
Parks Supervisor	1	1	0
Parks Manager	1	1	0
Total	8	8	5

Summary of Personnel Changes

- ◆ No changes in FY2022.

12200 - Parks and Recreation
General Fund FY2022 Expenses

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
500000 - Wages - Full Time	469,660	302,300	295,860
500005 - Wages - Part Time	380,000	362,320	352,250
500010 - Wages - Overtime	1,000	2,420	2,530
500040 - Other Wages	1,500	1,500	1,520
500100 - FICA - Employer	65,190	51,140	49,890
500120 - Health Insurance	110,420	78,750	74,500
500125 - Other Insurance	1,820	1,880	1,860
500130 - Pension	122,180	83,240	75,240
500140 - Workers Compensation	22,000	20,770	20,190
500170 - Personal Development	960	600	600
500171 - Employee Recognition	450	460	460
500172 - Team Building	200	130	130
Wages and Benefits	1,175,380	905,510	875,030
505010 - Advertising	5,250	5,000	5,000
505050 - Dues & Subscriptions	150	0	0
505130 - Small Office Equipment	300	100	100
505140 - Office Supplies	2,000	2,000	2,000
505160 - Personal Mileage	100	100	100
505170 - Postage	8,000	8,000	8,000
505180 - Printing Expenses	800	0	0
510030 - Public & Gen Liability Insurance	560	2,100	2,120
515000 - Contracted/Purchased Service	28,000	28,000	28,000
520000 - Training	1,440	1,040	1,040
520040 - Seminars/Conventions	250	0	0
527060 - Auto Gasoline	2,000	2,000	2,000
527080 - Auto Motor Oil	0	0	100
527090 - Auto Repairs	500	500	500
535010 - Copy Machine Rental	3,500	3,500	4,000
540010 - Wireless Communication	2,500	2,500	2,500

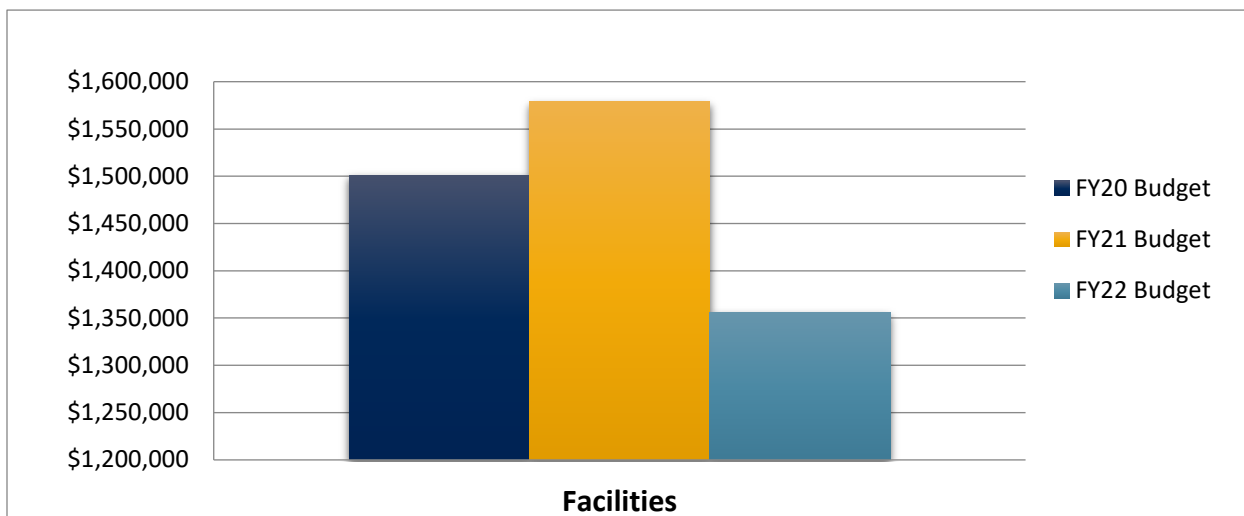
12200 - Parks and Recreation
General Fund FY2022 Expenses

	2022	2021	2020
	Operating	Operating	Operating
	Budget	Budget	Budget
	Approved	Approved	Approved
540020 - Telephone Expenses	0	2,500	2,500
582080 - Photographic/Fingerprint	2,500	2,500	0
584040 - Program Costs	81,410	69,910	54,910
Operating Expenses	139,260	129,750	112,870
12200 - Parks and Recreation	1,314,640	1,035,260	987,900



General Fund – Facilities Summary

Category	2020 Budget	2021 Budget	2022 Budget	\$ Change	% Change
Martin Luther King Building	99,100	99,100	99,420	320	0.32%
Administration Building	192,120	316,600	319,710	3,110	0.98%
Court House	697,750	578,090	291,030	(287,060)	-49.66%
County Office Building	208,520	213,230	226,050	12,820	6.01%
Administrative Annex	55,220	55,110	55,450	340	0.62%
Dwyer Center	33,260	33,590	33,450	(140)	-0.42%
Election Board Facility	0	60,170	100,740	40,570	67.43%
Central Services	129,200	128,300	130,850	2,550	1.99%
Rental Properties	5,500	6,000	6,020	20	0.33%
Senior Center Building	11,000	11,000	11,000	0	100.00%
Public Facilities Annex	69,540	77,600	81,840	4,240	5.46%
Total	1,501,210	1,578,790	1,355,560	(223,230)	-14.14%



General Fund

Facilities - Departments 10900 - 11325

Contact: Andrew Eshelman

Departmental Function

The Facilities Department is responsible for the maintenance and operation of the following facilities:

- ◆ Martin Luther King Building
- ◆ Administration Building
- ◆ Court House
- ◆ County Office Building
- ◆ Administration Annex
- ◆ Dwyer Center
- ◆ Election Board Facility
- ◆ Central Services
- ◆ Rental Properties
- ◆ Senior Center Building
- ◆ Public Facilities Annex

Goals for Fiscal Year 2022

- ◆ Start the MLK Gymnasium renovation and building system modernization project.
- ◆ Replace the Iko Way building roof.
- ◆ Secure a facility sprinkler inspection and maintenance contract.
- ◆ Secure a County-wide generator inspection and maintenance contract.

**10900 - Martin Luther King Building
General Fund FY2022 Expenses**

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
515000 - Contracted/Purchased Service	0	0	1,700
515270 - Maintenance Contract Services	10,000	7,080	17,600
525020 - Janitorial Supplies	4,000	4,000	3,000
526020 - Building Maintenance	8,490	8,490	5,000
526040 - Equipment Maintenance	5,600	5,600	3,000
545010 - Electric	17,870	17,870	17,870
545015 - Heating Oil	43,000	45,710	45,710
545020 - Natural Gas	1,730	1,730	1,650
545050 - Waste/Trash Disposal	4,920	4,920	0
545060 - Water	3,810	3,700	3,570
Operating Expenses	99,420	99,100	99,100

10900 - Martin Luther King Building	99,420	99,100	99,100
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10910 - Administration Building
General Fund FY2022 Expenses

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
505130 - Small Office Equipment	2,000	2,000	2,000
505140 - Office Supplies	770	770	770
505150 - Other - Miscellaneous	500	500	500
515000 - Contracted/Purchased Services	0	0	850
515270 - Maintenance Contract Services	137,050	130,520	75,900
525020 - Janitorial Supplies	5,650	4,900	3,400
525030 - Medical Supplies	2,000	2,000	1,000
525040 - Small Tools & Equipment	750	750	750
526020 - Building Maintenance	19,000	21,600	13,600
526040 - Equipment Maintenance	13,000	13,000	8,000
526090 - Painting Supplies	1,000	1,000	500
535010 - Copy Machine Rental	2,800	2,800	0
540010 - Wireless Communication	2,000	2,000	2,000
540020 - Telephone Expenses	0	2,700	2,700
545010 - Electric	97,000	96,000	51,000
545020 - Natural Gas	29,300	29,300	26,400
545050 - Waste/Trash Disposal	2,580	2,580	0
545060 - Water	4,310	4,180	2,750
Operating Expenses	319,710	316,600	192,120
10910 - Administration Building	319,710	316,600	192,120

10930 - Court House
General Fund FY2022 Expenses

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
500000 - Wages - Full Time	0	161,560	246,860
500010 - Wages - Overtime	0	1,720	1,720
500020 - Shift Differential - 2nd shift	0	1,820	1,820
500040 - Other Wages	0	1,500	1,520
500100 - FICA - Employer	0	12,740	19,270
500120 - Health Insurance	0	68,410	81,560
500125 - Other Insurance	0	1,050	1,540
500130 - Pension	0	44,490	63,860
500140 - Workers Compensation	0	4,960	540
500170 - Personal Development	0	600	600
500171 - Employee Recognition	0	460	460
500172 - Team Building	0	130	130
Wages and Benefits	0	299,440	419,880
515000 - Contracted/Purchased Service	0	0	3,400
515270 - Maintenance Contract Services	137,420	130,880	132,800
525020 - Janitorial Supplies	4,250	3,500	3,500
525030 - Medical Supplies	1,000	1,000	1,000
526020 - Building Maintenance	11,000	11,000	11,000
526040 - Equipment Maintenance	10,300	10,300	10,300
526090 - Painting Supplies	500	500	500
540020 - Telephone Expenses	0	3,000	3,000
545010 - Electric	85,000	83,000	81,000
545015 - Heating Oil	700	800	0
545020 - Natural Gas	29,000	23,100	22,000
545050 - Waste/Trash Disposal	1,920	1,920	0
545060 - Water	9,940	9,650	9,370
Operating Expenses	291,030	278,650	277,870
10930 - Court House	291,030	578,090	697,750

**10940 - County Office Building
General Fund FY2022 Expenses**

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
505150 - Other - Miscellaneous	200	200	200
515000 - Contracted/Purchased Service	1,700	1,700	1,700
515270 - Maintenance Contract Services	96,010	91,440	96,600
525020 - Janitorial Supplies	3,250	2,500	2,500
525030 - Medical Supplies	1,000	1,000	1,000
526020 - Building Maintenance	7,860	7,860	7,860
526040 - Equipment Maintenance	3,000	3,000	3,000
526090 - Painting Supplies	500	500	500
540020 - Telephone Expenses	0	1,000	1,000
545010 - Electric	72,000	70,000	66,630
545020 - Natural Gas	33,000	26,570	25,300
545050 - Waste/Trash Disposal	5,160	5,160	0
545060 - Water	2,370	2,300	2,230
Operating Expenses	226,050	213,230	208,520
10940 - County Office Building	226,050	213,230	208,520

**10950 - Administration Annex
General Fund FY2022 Expenses**

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
515270 - Maintenance Contract Services	30,400	30,400	31,900
525020 - Janitorial Supplies	2,750	2,000	2,000
525030 - Medical Supplies	500	500	500
526020 - Building Maintenance	2,000	2,000	2,000
526040 - Equipment Maintenance	700	700	700
540020 - Telephone Expenses	1,300	1,300	1,300
545010 - Electric	12,000	12,300	12,300
545020 - Natural Gas	3,000	3,150	3,300
545050 - Waste/Trash Disposal	1,500	1,500	0
545060 - Water	1,300	1,260	1,220
Operating Expenses	55,450	55,110	55,220

10950 - Administration Annex	55,450	55,110	55,220
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**10960 - Dwyer Center
General Fund FY2022 Expenses**

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
515270 - Maintenance Contract Services	13,860	13,860	16,500
526020 - Building Maintenance	2,000	2,000	2,000
526040 - Equipment Maintenance	500	500	500
545010 - Electric	7,000	7,170	7,170
545020 - Natural Gas	6,350	6,350	6,050
545050 - Waste/Trash Disposal	2,640	2,640	0
545060 - Water	1,100	1,070	1,040
Operating Expenses	33,450	33,590	33,260

10960 - Dwyer Center	33,450	33,590	33,260
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**10965 - Election Board Facility
General Fund FY2022 Expenses**

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
510020 - Property & Casualty Insurance	1,430	0	0
515270 - Maintenance Contract Services	30,000	10,000	0
525020 - Janitorial Supplies	2,000	400	0
526020 - Building Maintenance	10,600	10,600	0
526040 - Equipment Maintenance	6,650	6,650	0
545010 - Electric	37,000	25,620	0
545020 - Natural Gas	7,500	4,900	0
545040 - Sewer	1,000	0	0
545050 - Waste/Trash Disposal	2,500	0	0
545060 - Water	2,060	2,000	0
Operating Expenses	100,740	60,170	0

10965 - Election Board Facility	100,740	60,170	0
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**10970 - Central Services
General Fund FY2022 Expenses**

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
505140 - Office Supplies	2,000	2,000	2,000
505170 - Postage	97,850	95,000	95,000
535010 - Copy Machine Rental	4,000	4,000	4,900
535055 - Lease Payments	27,000	27,000	27,000
540020 - Telephone Expenses	0	300	300
Operating Expenses	130,850	128,300	129,200

10970 - Central Services	130,850	128,300	129,200
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10980 - Rental Properties
General Fund FY2022 Expenses

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
515270 - Maintenance Contract Services	3,000	3,000	3,000
545010 - Electric	2,500	2,500	2,000
545060 - Water	520	500	500
Operating Expenses	6,020	6,000	5,500
10980 - Rental Properties	6,020	6,000	5,500

10985 - Senior Center Building
General Fund FY2022 Expenses

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
515270 - Maintenance Contract Services	9,000	9,000	9,000
526020 - Building Maintenance	1,000	1,000	1,000
526040 - Equipment Maintenance	1,000	1,000	1,000
Operating Expenses	11,000	11,000	11,000
10985 - Senior Center Building	11,000	11,000	11,000

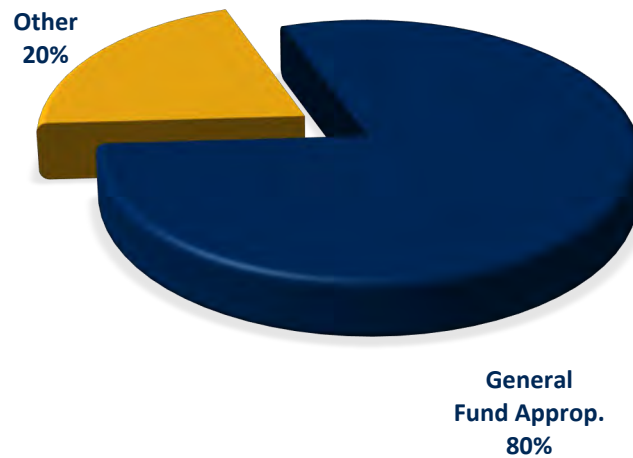
**11325 - Public Facilities Annex
General Fund FY2022 Expenses**

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
515270 - Maintenance Contract Services	10,000	10,000	10,000
525020 - Janitorial Supplies	300	300	300
526020 - Building Maintenance	13,000	13,000	13,000
526040 - Equipment Maintenance	5,000	5,000	5,000
545010 - Electric	39,000	34,850	32,380
545020 - Natural Gas	11,550	11,550	6,050
545060 - Water	2,990	2,900	2,810
Operating Expenses	81,840	77,600	69,540
11325 - Public Facilities Annex	81,840	77,600	69,540



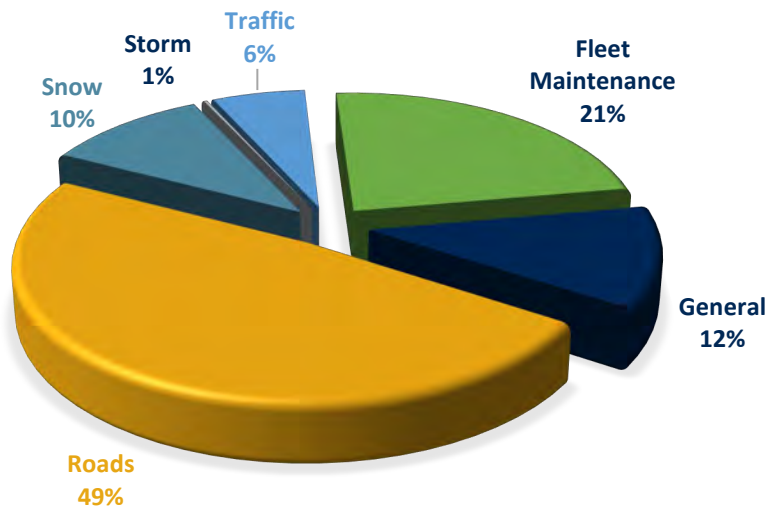
Highway Fund Summary

HIGHWAY REVENUE



*The major source of revenue for the Highway operation is from the General Fund due to the State reduction of Highway User Revenue.

HIGHWAY EXPENSE



Highway Fund Revenues

Category	2020 Budget	2021 Budget	2022 Budget	\$ Change	% Change
420100 - Recycling Revenues	4,000	4,000	4,000	0	0.00%
485000 - Reimburse Administrative	33,300	0	0	0	0.00%
490000 - Miscellaneous	60,000	30,000	30,000	0	0.00%
490010 - Gain or Loss on Sale of Asset	100,000	50,000	69,000	19,000	38.00%
490045 – Transfer - General Fund	9,038,250	9,326,620	9,138,300	(188,320)	-2.02%
496200 - Highway User Revenues	1,932,310	1,992,080	1,868,000	(124,080)	-6.23%
499400 - Projects	30,000	30,000	30,000	0	0.00%
499410 - Street Lighting	37,000	37,000	37,000	0	0.00%
499420 - Fuel	210,500	221,650	262,000	40,350	18.20%
499430 - Guardrails	5,000	5,000	5,000	0	0.00%
499470 - Auto Repair	40,000	40,000	33,500	(6,500)	-16.25%
Total Highway Revenue	11,490,360	11,736,350	11,476,800	(259,550)	-2.21%

Highway Fund Expenditures

Category	2020 Budget	2021 Budget	2022 Budget	\$ Change	% Change
20010 - General Operations	1,632,430	1,347,550	1,361,030	13,480	1.00%
20020 - Road Maintenance	5,790,500	5,852,230	5,562,710	(289,520)	-4.95%
20030 - Snow removal	917,610	1,293,210	1,195,350	(97,860)	-7.57%
20040 - Storm Damage	24,880	20,730	20,900	170	0.82%
20050 - Traffic Control	627,550	640,590	677,300	36,710	5.73%
20060 - Fleet Management	2,497,390	2,582,040	2,659,510	77,470	3.00%
Total	11,490,360	11,736,350	11,476,800	(259,550)	-2.21%

Highway Fund

Fund 20 - Departments 20010 - 20060

Contact: Zane Rowe

Departmental Function

The Washington County Highway Department is responsible for the maintenance of the County's Road system. This includes but is not limited to patching, resurfacing, stabilization of dirt roads, keep ditch lines clear of debris, moving along County rights-of-way, mowing storm management ponds, snow and ice removal, line striping, signal maintenance, and signing of County Roads both regulatory and directional. Our Fleet Department also provides maintenance service for County owned vehicles.

Goals for Fiscal Year 2022

- ◆ Improve winter maintenance efficiencies by implementing a salt brine system for pretreatment of arterial County roadways to improve the effectiveness of the total salt applied.
- ◆ Update existing traffic control hardware in existing signal cabinets to improve reliability and improved redundancy and safety standards.
- ◆ Increase employee training opportunities and incentives. Make training education classes available and known to employees. Increase the job knowledge and skills of our employees so they may advance in their careers and be more valuable in their service to the citizens of Washington County.
- ◆ Perform facility improvements to the County Highway and District shops and storage yards to correct EPA and MDE identified deficiencies.
- ◆ Develop a plan to start removal of the remaining strand cable to replace with metal traffic barrier.

Personnel

Summary of Full Time Positions	FY 2022	FY 2021	FY 2020
Deputy Director of Public Works - Highways	1	1	1
Office Manager	1	1	1
Senior Office Associate	1	1	1
Supervisor of Operations	1	1	0
Section Supervisor	4	4	4
Supervisor Central Section	1	1	1
Assistant Section Supervisor	3	3	3
Lead Construction Specialist	1	1	1
Equipment Operator III	12	12	12
Crew Coordinator/Equip Operator II	1	1	1
Equipment Operator II	46	45	44
Equipment Operator I	0	1	4
Traffic Control and Safety Supervisor	1	1	1
Sign Mechanic	3	3	3
Fleet Manager	1	1	1
Assistant Fleet Manager	1	1	1
Automotive Service Technician	5	5	5
Fleet Services Coordinator	1	1	1
Welder	1	1	1
Auto Services Assistant	1	1	1
Automotive Body/Paint Technician	1	1	1
Office Associate	1	1	1
Total	88	88	89

Summary of Personnel Changes

- ◆ No changes in FY2022.

Highway Fund Revenues FY 2022

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
420100 - Recycling Revenues	4,000	4,000	4,000
485000 - Reimburse Administrative	0	0	33,300
490000 - Miscellaneous	30,000	30,000	60,000
490010 - Gain or Loss on Sale of Asset	69,000	50,000	100,000
490045 - Oper Transfer - General Fund	9,138,300	9,326,620	9,038,250
496200 - Highway User Revenues	1,868,000	1,992,080	1,932,310
499400 - Projects	30,000	30,000	30,000
499410 - Street Lighting	37,000	37,000	37,000
499420 - Fuel	262,000	221,650	210,500
499430 - Guardrails	5,000	5,000	5,000
499470 - Auto Repair	33,500	40,000	40,000

Highway Fund Revenues	11,476,800	11,736,350	11,490,360
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Highway Fund Expenses FY2022
Department 20010 - General Operations

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
500000 - Wages - Full Time	240,830	236,620	236,070
500010 - Wages - Overtime	320	710	670
500040 - Other Wages	1,800	1,620	1,530
500100 - FICA - Employer	18,590	18,280	18,230
500120 - Health Insurance	88,930	86,820	78,290
500125 - Other Insurance	1,760	1,660	1,830
500130 - Pension	62,620	63,670	129,740
500140 - Workers Compensation	530	510	490
500160 - Other Post-Employment Benefits	0	0	240,000
500170 - Personal Development	10,680	10,680	10,680
500171 - Employee Recognition	7,980	8,220	8,220
500172 - Team Building	2,230	2,230	2,230
Wages and Benefits	436,270	431,020	727,980
502000 - Appropriations	500,000	500,000	500,000
505010 - Advertising	1,500	1,500	1,500
505050 - Dues & Subscriptions	1,500	1,500	1,500
505080 - Freight & Cartage	10,000	10,000	10,000
505120 - Licenses & Certifications	2,500	2,500	2,500
505140 - Office Supplies	5,000	5,000	5,000
505150 - Other - Miscellaneous	400	400	400
505160 - Personal Mileage	1,000	1,000	1,000
505230 - Travel Expenses	1,400	1,200	1,200
510010 - Fleet Insurance	129,950	102,950	95,510
510020 - Property & Casualty Insurance	10,430	9,100	9,990
510030 - Public & Gen Liability Insurance	39,140	37,510	38,310
515020 - Bldg Labor - Central	0	500	500
515030 - Bldg Matl - Central	15,500	15,000	15,000
515270 - Maintenance Contract Services	93,200	93,200	93,200
515280 - Medical Fees	400	400	400
520010 - Certification Classes	1,000	1,000	1,000
520030 - Food Comp	1,000	1,000	1,000
520040 - Seminars/Conventions	6,000	6,000	6,000
525000 - Supplies/Material - Operating	30,000	30,000	30,000
535010 - Copy Machine Rental	5,000	5,000	5,000

Highway Fund Expenses FY2022
Department 20010 - General Operations

	2022	2021	2020
	Operating	Operating	Operating
	Budget	Budget	Budget
	Approved	Approved	Approved
535050 - Rental Payments	2,500	2,500	1,300
540010 - Wireless Communication	14,500	14,500	14,500
540020 - Telephone Expenses	0	6,000	6,000
545010 - Electric	24,000	24,600	28,360
545015 - Heating Oil	9,500	9,830	9,830
545020 - Natural Gas	16,750	16,750	15,950
545040 - Sewer	2,590	2,590	2,500
Operating Expenses	924,760	901,530	897,450
599999 - Controllable Assets	0	0	7,000
600200 - Building & Improvements	0	15,000	0
Capital Outlay	0	15,000	7,000
20010 - General Operations	1,361,030	1,347,550	1,632,430

Highway Fund Expenses FY2022
Department 20020 - Road Maintenance

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
500000 - Wages - Full Time	2,804,160	2,951,730	3,061,450
500005 - Wages - Part Time	116,760	116,760	116,760
500010 - Wages - Overtime	56,640	46,240	40,180
500040 - Other Wages	2,610	4,000	5,760
500100 - FICA - Employer	227,990	238,270	246,650
500120 - Health Insurance	953,830	1,083,070	1,015,300
500125 - Other Insurance	22,090	20,780	23,780
500130 - Pension	784,200	794,310	762,430
500140 - Workers Compensation	189,170	180,370	189,590
Wages and Benefits	5,157,450	5,435,530	5,461,900
515000 - Contracted/Purchased Service	39,500	26,000	0
525000 - Supplies/Material - Operating	315,000	340,000	278,000
535020 - Equipment Rental	15,000	15,000	15,000
545030 - Propane Gas	760	700	600
545050 - Waste/Trash Disposal	35,000	35,000	35,000
Operating Expenses	405,260	416,700	328,600
20020 - Road Maintenance	5,562,710	5,852,230	5,790,500

Highway Fund Expenses FY2022
Department 20030 - Snow Removal

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
500000 - Wages - Full Time	89,230	102,160	94,300
500010 - Wages - Overtime	179,450	182,940	192,430
500100 - FICA - Employer	20,560	21,820	21,940
500120 - Health Insurance	32,950	37,490	31,270
500125 - Other Insurance	650	710	730
500130 - Pension	23,200	27,490	23,480
500140 - Workers Compensation	3,810	25,100	15,930
Wages and Benefits	349,850	397,710	380,080
515000 - Contracted/Purchased Service	100,000	100,000	0
515180 - Software	2,600	0	0
520030 - Food Comp	10,000	10,000	10,000
525000 - Supplies/Material - Operating	30,400	33,000	24,000
535020 - Equipment Rental	0	0	100,000
586025 - Salt - Supplies	700,000	750,000	401,030
586030 - Anti-skid Supplies	2,500	2,500	2,500
Operating Expenses	845,500	895,500	537,530
20030 - Snow Removal	1,195,350	1,293,210	917,610

Highway Fund Expenses FY2022
Department 20040 - Storm Damage

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
500000 - Wages - Full Time	2,040	2,070	2,590
500010 - Wages - Overtime	7,800	6,960	4,330
500100 - FICA - Employer	760	700	530
500120 - Health Insurance	750	760	860
500125 - Other Insurance	10	20	20
500130 - Pension	530	560	650
500140 - Workers Compensation	10	660	900
Wages and Benefits	11,900	11,730	9,880
515000 - Contracted/Purchased Service	6,000	0	0
525000 - Supplies/Material - Operating	3,000	3,000	3,000
535020 - Equipment Rental	0	6,000	12,000
Operating Expenses	9,000	9,000	15,000
20040 - Storm Damage	20,900	20,730	24,880

Highway Fund Expenses FY2022
Department 20050 - Traffic Control

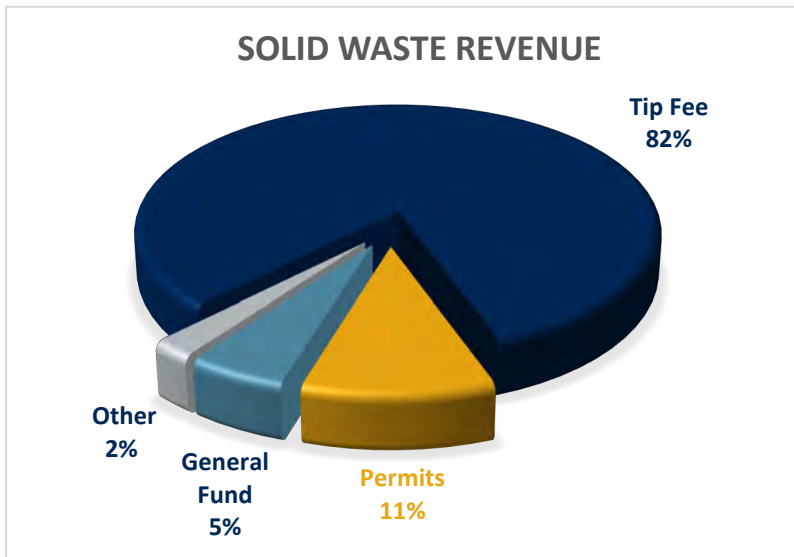
	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
500000 - Wages - Full Time	222,460	209,950	212,260
500010 - Wages - Overtime	12,250	11,110	9,030
500040 - Other Wages	810	900	1,260
500100 - FICA - Employer	18,020	16,990	17,030
500120 - Health Insurance	82,150	77,040	70,390
500125 - Other Insurance	1,630	1,480	1,650
500130 - Pension	57,840	56,500	52,860
500140 - Workers Compensation	15,940	15,220	14,230
Wages and Benefits	411,100	389,190	378,710
505160 - Personal Mileage	200	200	200
505230 - Travel Expenses	0	200	200
515000 - Contracted/Purchased Service	155,000	135,000	135,000
520030 - Food Comp	400	400	400
525000 - Supplies/Material - Operating	45,000	50,000	50,000
545010 - Electric	65,600	65,600	63,040
Operating Expenses	266,200	251,400	248,840
20050 - Traffic Control	677,300	640,590	627,550

Highway Fund Expenses FY2022
Department 20060 - Fleet Management

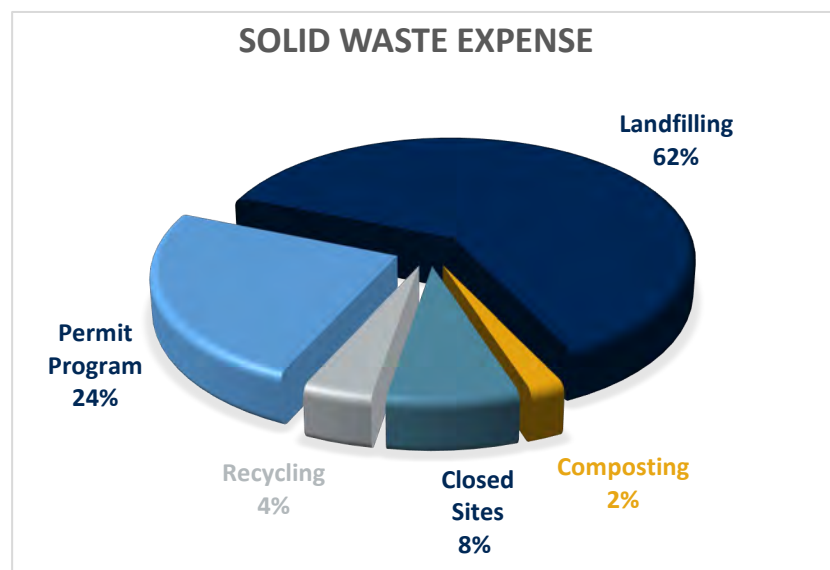
	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
500000 - Wages - Full Time	678,600	654,160	660,070
500010 - Wages - Overtime	2,190	1,940	3,260
500040 - Other Wages	1,620	1,620	2,160
500100 - FICA - Employer	52,210	50,320	50,910
500120 - Health Insurance	250,600	240,030	218,910
500125 - Other Insurance	4,970	4,610	5,130
500130 - Pension	176,440	176,040	164,380
500140 - Workers Compensation	11,490	10,860	11,570
Wages and Benefits	1,178,120	1,139,580	1,116,390
505150 - Other - Miscellaneous	19,000	19,000	19,000
515180 - Software	14,100	18,250	16,580
515270 - Maintenance Contract Services	50,600	50,600	50,600
520030 - Food Comp	1,000	1,000	1,000
525040 - Small Tools & Equipment	10,000	10,000	10,000
527010 - Anti-Freeze	5,000	5,000	5,000
527020 - Auto Batteries	10,000	10,000	10,000
527030 - Diesel Fuel	295,000	287,500	274,000
527040 - Diesel Fuel Tax	38,000	38,000	38,000
527060 - Auto Gasoline	242,000	242,000	227,000
527070 - Auto Grease	2,500	2,500	2,500
527080 - Auto Motor Oil	25,000	25,000	25,000
527090 - Auto Repairs	300,000	300,000	300,000
527100 - Auto Tires	65,000	65,000	65,000
535055 - Lease Payments	351,190	303,410	246,320
535060 - Uniforms	35,000	35,000	35,000
586010 - Body Shop Material	8,000	8,000	12,000
586040 - Welding Shop Material	10,000	10,000	10,000
Operating Expenses	1,481,390	1,430,260	1,347,000
600400 - Machinery & Equipment	0	12,200	34,000
Capital Outlay	0	12,200	34,000
20060 - Fleet Management	2,659,510	2,582,040	2,497,390



Solid Waste Fund Summary



The Solid Waste operation generates 82% of total revenue of \$6,855,040 from tipping fees and 11% or \$873,630 from permit fees. The General Fund appropriation covers costs associated with closed landfill sites that no longer accept waste or generate a revenue stream. These sites never collected fees due to pre-regulatory operation or the sites only collected fees for a portion of their useful capacity once new regulatory guidelines were enacted. The General Fund appropriation is required to closure and post-closure costs on these sites in which insufficient revenues and/or reserves exist to support the future costs of these sites. The current landfilling and composting programs and activities are self-supporting from fees. The program/activity costs on these are determined based on a full cost accounting analysis. The analysis determines the total cost of service for each activity or program from which rates can then be set.



Solid Waste Fund Revenues

Category	2020 Budget	2021 Budget	2022 Budget	\$ Change	% Change
404420 - Interest, Penalties & Fees	0	2,000	2,000	0	0.00%
421000 - Permit Fees	843,550	866,130	873,630	7,500	0.87%
421010 - Licensing Fee - Comm Haulers	1,100	1,100	1,100	0	0.00%
421035 - Tipping Fees - 40 West	6,021,540	6,605,300	6,855,040	249,740	3.78%
421040 - Mulch/Compost Taxable	40,000	40,000	40,000	0	0.00%
421050 - Mulch/Compost Non-Taxable	500	500	500	0	0.00%
490000 - Miscellaneous	114,000	100,000	100,000	0	0.00%
490045 - Transfer - General Fund	598,340	496,080	450,000	(46,080)	-9.29%
490100 - Recycling Fees	30,000	40,000	50,000	10,000	25.00%
Total Solid Waste Revenue	7,649,030	8,151,110	8,372,270	221,160	2.71%

Solid Waste Fund Expenditures

Category	2020 Budget	2021 Budget	2022 Budget	\$ Change	% Change
21010 - General Operations	3,131,910	2,452,870	2,517,610	64,740	2.64%
21020 - Forty West Landfill	2,866,580	3,724,770	3,842,900	118,130	3.17%
21025 - Composting	166,390	171,890	183,940	12,050	7.01%
21030 - Resh Landfill	175,880	156,680	160,480	3,800	2.43%
21040 - Rubble Landfill	101,310	114,590	111,990	(2,600)	-2.27%
21050 - Old City/County Landfill	250,860	362,820	344,950	(17,870)	-4.93%
21060 - Hancock	5,300	5,300	5,300	0	0.00%
21100 - Transfer Station	640,830	823,090	841,050	17,960	2.18%
21200 - Recycling Operations	309,970	339,100	364,050	24,950	7.36%
Total Solid Waste Fund Expenditures	7,649,030	8,151,110	8,372,270	221,160	2.71%

Solid Waste Fund

Fund 21 - Departments 21010 - 21200

Contact: David Mason

Departmental Function

To protect the environment and public health by providing safe, reliable, efficient, and cost-effective solid waste disposal and recycling services for our customer.

Goals for Fiscal Year 2022

- ◆ Explore options to increase recycling to meet the proposed Maryland Department of Environment goals.
- ◆ Re-establish the Recycling Awards Program.
- ◆ Expand on Recycling Contests with County Schools.
- ◆ Continue to explore alternatives to landfilling trash.
- ◆ Start construction on the Rubble Landfill Cap Project.

Personnel

Summary of Full Time Positions	FY 2022	FY 2021	FY 2020
Deputy Director Solid Waste & Watershed	1	1	1
Assistant Solid Waste Director	0	0	1
Superintendent of Landfill Operations	1	1	0
Weigh Clerk	3	3	3
Administrative Assistant	1	1	1
Senior Office Associate	1	1	1
Auto Service Specialist	2	2	2
Solid Waste Equipment Operator	8	8	7
Landfill Attendant	4	4	4
Recycling/Operations Coordinator	1	1	1
Total	22	22	21

Summary of Personnel Changes

- ◆ No changes in FY2022.

Solid Waste Fund Revenues
FY2022

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
404420 - Interest, Penalties & Fees	2,000	2,000	0
421000 - Permit Fees	873,630	866,130	843,550
421010 - Licensing Fee - Comm Haulers	1,100	1,100	1,100
421035 - Tipping Fees - 40 West	6,855,040	6,605,300	6,021,540
421040 - Mulch/Compost Taxable	40,000	40,000	40,000
421050 - Mulch/Compost Non-Taxable	500	500	500
490000 - Miscellaneous	100,000	100,000	114,000
490045 - Oper Transfer - General Fund	450,000	496,080	598,340
490100 - Recycling Fees	50,000	40,000	30,000
Solid Waste Fund Revenues	8,372,270	8,151,110	7,649,030

Solid Waste Fund Expenses FY2022
21010 - General Operations

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
500000 - Wages - Full Time	263,040	262,350	263,130
500005 - Wages - Part Time	31,580	30,590	28,010
500010 - Wages - Overtime	12,000	10,920	11,970
500040 - Other Wages	270	270	0
500100 - FICA - Employer	23,480	23,190	23,190
500120 - Health Insurance	77,030	74,990	73,480
500125 - Other Insurance	1,970	2,030	2,080
500130 - Pension	68,390	70,600	70,720
500140 - Workers Compensation	2,270	2,950	6,180
500160 - Other Post Employment Benefits	0	0	60,000
500170 - Personal Development	2,520	2,520	2,520
500171 - Employee Recognition	1,940	1,940	1,940
500172 - Team Building	530	530	530
Wages and Benefits	485,020	482,880	543,750
501000 - Debt - Bond Principal	691,340	1,116,770	1,023,960
501010 - Debt - State Loan Principal	806,490	156,110	994,020
501050 - Debt - Bond Interest	299,830	346,870	385,370
501060 - Debt - State Loan Interest	20,080	21,780	31,860
501090 - Debt - Administrative Fees	23,530	23,400	23,400
501095 - Bond Issue Cost Expense	880	0	6,850
502000 - Appropriations	88,000	183,000	27,000
505160 - Personal Mileage	500	500	100
505170 - Postage	500	500	370
505230 - Travel Expenses	1,650	1,650	1,220
505906 - Operating Reserves	27,990	73,620	46,400
505960 - Uncollectible Accounts	2,000	2,000	2,000
510010 - Fleet Insurance	17,960	13,610	14,820
510020 - Property & Casualty Insurance	6,390	6,570	6,800
510030 - Public & Gen Liability Insurance	9,660	8,750	8,840
515010 - Auditing Services	1,090	1,090	1,090
520030 - Food Comp	200	200	200
525000 - Supplies/Material - Operating	22,000	500	500
535010 - Copy Machine Rental	2,200	2,200	2,200
540010 - Wireless Communication	2,800	2,800	2,800

**Solid Waste Fund Expenses FY2022
21010 - General Operations**

	2022	2021	2020
	Operating	Operating	Operating
	Budget	Budget	Budget
	Approved	Approved	Approved
540020 - Telephone Expenses	5,000	5,000	5,000
545010 - Electric	2,500	3,070	3,360
Operating Expenses	2,032,590	1,969,990	2,588,160
21010 - General Operations	2,517,610	2,452,870	3,131,910

Solid Waste Fund Expenses FY2022
21020 - Forty West Landfill

	2022	2021	2020
	Operating	Operating	Operating
	Budget	Budget	Budget
	Approved	Approved	Approved
500000 - Wages - Full Time	548,820	535,590	516,700
500005 - Wages - Part Time	14,510	17,950	22,170
500010 - Wages - Overtime	249,000	250,340	245,570
500040 - Other Wages	270	540	990
500100 - FICA - Employer	62,170	61,500	60,090
500120 - Health Insurance	160,710	153,100	144,290
500125 - Other Insurance	4,110	4,130	4,080
500130 - Pension	169,060	171,560	165,860
500140 - Workers Compensation	33,000	35,210	39,250
Wages and Benefits	1,241,650	1,229,920	1,199,000
501600 - Closure/Post closure Care Costs	500,000	500,000	341,130
505010 - Advertising	5,000	5,000	4,000
505080 - Freight & Cartage	5,000	5,000	5,000
505140 - Office Supplies	4,500	4,500	4,500
515000 - Contracted/Purchased Service	3,800	3,000	3,000
515160 - Engineering Services	46,000	36,000	36,000
515170 - Gas Monitoring	550	550	500
515180 - Software	5,500	5,500	4,100
515210 - Laboratory Services	22,000	21,000	20,500
515220 - Landfill Fees	6,500	6,500	6,500
515230 - Leachate Hauling	194,870	194,870	149,880
515240 - Leachate Testing	2,500	2,500	2,500
515250 - Leachate Treatment	663,000	637,000	588,000
515270 - Maintenance Contract Services	200,000	200,000	100,000
525000 - Supplies/Material - Operating	100,000	100,000	64,850
525020 - Janitorial Supplies	2,500	2,500	2,500
525040 - Small Tools & Equipment	1,750	1,750	1,750
526110 - Snow Removal Materials	700	0	0
527020 - Auto Batteries	1,250	1,250	1,250
527030 - Diesel Fuel	150,000	150,000	130,000
527040 - Diesel Fuel Tax	18,530	18,730	14,420
527060 - Auto Gasoline	8,250	8,250	5,500
527070 - Auto Grease	1,200	1,200	1,200
527080 - Auto Motor Oil	7,500	7,500	7,500

Solid Waste Fund Expenses FY2022
21020 - Forty West Landfill

	2022	2021	2020
	Operating	Operating	Operating
	Budget	Budget	Budget
	Approved	Approved	Approved
527090 - Auto Repairs	150,000	150,000	100,000
527100 - Auto Tires	30,000	30,000	30,000
535055 - Lease Payments	406,000	350,000	0
535060 - Uniforms	10,000	0	0
545010 - Electric	51,250	51,250	43,000
545030 - Propane Gas	500	1,000	0
Operating Expenses	2,598,650	2,494,850	1,667,580
599999 - Controllable Assets	2,600	0	0
Capital Outlay	2,600	0	0
21020 - Forty West Landfill	3,842,900	3,724,770	2,866,580

Solid Waste Fund Expenses FY2022
21025 - Composting

	2022	2021	2020
	Operating	Operating	Operating
	Budget	Budget	Budget
	Approved	Approved	Approved
500000 - Wages - Full Time	69,410	64,660	63,010
500010 - Wages - Overtime	35,100	31,980	31,700
500100 - FICA - Employer	8,000	7,400	7,250
500120 - Health Insurance	20,330	18,480	17,600
500125 - Other Insurance	520	500	500
500130 - Pension	21,840	20,980	20,310
500140 - Workers Compensation	6,740	5,890	6,020
Wages and Benefits	161,940	149,890	146,390
527030 - Diesel Fuel	15,000	15,000	15,000
527090 - Auto Repairs	7,000	7,000	5,000
Operating Expenses	22,000	22,000	20,000
21025 - Composting	183,940	171,890	166,390

Solid Waste Fund Expenses FY2022
21030 - Resh Landfill

	2022	2021	2020
	Operating	Operating	Operating
	Budget	Budget	Budget
	Approved	Approved	Approved
515170 - Gas Monitoring	500	500	500
515210 - Laboratory Services	14,000	13,500	13,100
515230 - Leachate Hauling	29,980	29,980	29,980
515240 - Leachate Testing	2,500	2,500	2,500
515250 - Leachate Treatment	102,000	98,000	117,600
515270 - Maintenance Contract Services	2,000	2,000	2,000
525000 - Supplies/Material - Operating	2,000	2,000	2,000
545010 - Electric	7,500	8,200	8,200
Operating Expenses	160,480	156,680	175,880
21030 - Resh Landfill	160,480	156,680	175,880

Solid Waste Fund Expenses FY2022
21040 - Rubble Landfill

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
515170 - Gas Monitoring	100	100	100
515210 - Laboratory Services	15,000	14,000	13,700
515230 - Leachate Hauling	20,990	22,490	16,860
515240 - Leachate Testing	1,500	1,500	1,500
515250 - Leachate Treatment	71,400	73,500	66,150
515270 - Maintenance Contract Services	2,000	2,000	2,000
525000 - Supplies/Material - Operating	1,000	1,000	1,000
Operating Expenses	111,990	114,590	101,310
21040 - Rubble Landfill	111,990	114,590	101,310

Solid Waste Fund Expenses FY2022
21050 - Old City/County Landfill

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
515170 - Gas Monitoring	500	500	500
515210 - Laboratory Services	4,000	4,000	4,000
515230 - Leachate Hauling	74,950	82,450	48,710
515240 - Leachate Testing	2,500	2,500	2,500
515250 - Leachate Treatment	255,000	269,500	191,100
525000 - Supplies/Material - Operating	3,000	3,000	3,000
545010 - Electric	5,000	870	1,050
Operating Expenses	344,950	362,820	250,860
21050 - Old City/County Landfill	344,950	362,820	250,860

Solid Waste Fund Expenses FY2022
21060 - Hancock

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
515170 - Gas Monitoring	500	500	500
515210 - Laboratory Services	4,800	4,800	4,800
Operating Expenses	5,300	5,300	5,300
21060 - Hancock	5,300	5,300	5,300

Solid Waste Fund Expenses FY2022
21100 - Transfer Station

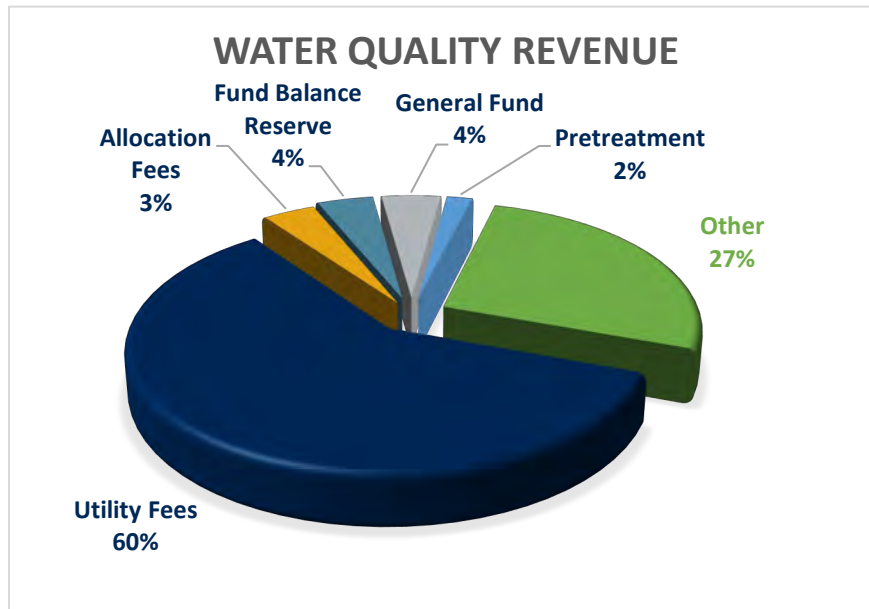
	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
500000 - Wages - Full Time	143,100	137,210	132,970
500005 - Wages - Part Time	88,830	81,800	75,730
500040 - Other Wages	540	810	810
500100 - FICA - Employer	17,790	16,610	16,030
500120 - Health Insurance	41,910	39,220	37,130
500125 - Other Insurance	1,070	1,060	1,050
500130 - Pension	37,210	36,920	35,740
500140 - Workers Compensation	9,760	8,620	8,630
Wages and Benefits	340,210	322,250	308,090
505140 - Office Supplies	4,200	4,200	1,720
505160 - Personal Mileage	500	500	500
515170 - Gas Monitoring	500	500	500
515190 - Hauling Services	484,330	484,330	318,550
515210 - Laboratory Services	1,600	1,600	1,600
525000 - Supplies/Material - Operating	5,500	5,500	5,500
526020 - Building Maintenance	1,750	1,750	1,750
545010 - Electric	2,460	2,460	2,620
Operating Expenses	500,840	500,840	332,740
21100 - Transfer Station	841,050	823,090	640,830

Solid Waste Fund Expenses FY2022
21200 - Recycling Operations

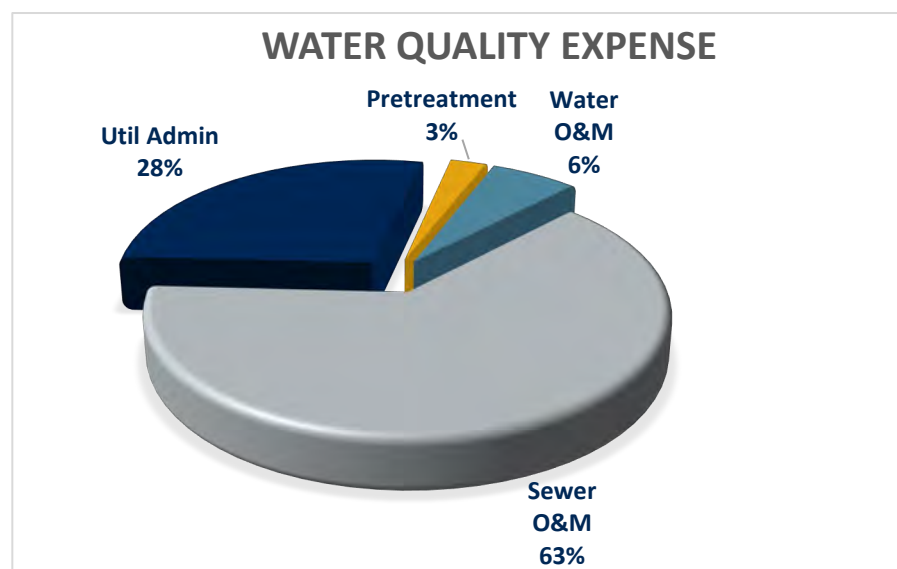
	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
500000 - Wages - Full Time	65,930	61,230	58,460
500010 - Wages - Overtime	12,300	11,400	9,400
500100 - FICA - Employer	5,990	5,570	5,200
500120 - Health Insurance	19,310	17,500	16,330
500125 - Other Insurance	490	470	460
500130 - Pension	17,140	16,480	15,710
500140 - Workers Compensation	180	160	160
Wages and Benefits	121,340	112,810	105,720
505010 - Advertising	2,000	2,000	2,000
505230 - Travel Expenses	250	250	250
515150 - Drop-Off	152,060	139,140	113,600
520000 - Training	400	400	400
525000 - Supplies/Material - Operating	1,000	1,000	1,000
588030 - Recycle - Tires	24,000	24,000	24,000
588040 - Recycle - Other	63,000	59,500	63,000
Operating Expenses	242,710	226,290	204,250
21200 - Recycling Operations	364,050	339,100	309,970



Water Quality Fund Summary



The Water Quality Fund bills utility customers quarterly and \$11,162,240 has been budgeted for FY22 or 60% of its annual budget. Utility rates are set each year and are determined using a cost based financial model. The Pretreatment Plant revenue from the lease agreement, along with funds from the County, will cover debt service at a substantial savings to the County due to privatization of the facility. The revenue projections are calculated using history of customer base and any known factors of growth. Allocation fees are budgeted at \$706,500 or 3% of budget. The allocation fees are projected based on average growth factors in addition to any new service areas.



Water Quality Fund

Funds 40 - 43

Contact: Mark Bradshaw

Departmental Function

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, reliable, and cost-effective water and 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.

Goals for Fiscal Year 2022

- ◆ Complete implementation of the restructuring plan.
- ◆ Continue improving the efficiency of treatment plant operations.
- ◆ Start construction of Superstation (Capacity Management Plan).
- ◆ Start construction of Smithsburg Wastewater Treatment plant upgrade.
- ◆ Complete Oak Ridge pump station upgrade.
- ◆ Update County Water/Sewer Policy.
- ◆ Update Consolidated General Service Agreement.

Personnel

Summary of Full Time Positions	FY 2022	FY 2021	FY 2020
Director, Division of Environmental Management	1	1	1
Deputy Director of Operations - Water Quality	1	1	1
Deputy Director of Collections & Maintenance	1	1	1
Deputy Director of Engineering Services	1	1	1
Operations Superintendent	1	1	1
Collection Superintendent	1	1	1
Environmental Engineer	1	1	1
Assistant Collection Superintendent	1	1	1
Assistant Operations Superintendent	0	1	1
Maintenance Superintendent	1	1	1
Assistant Maintenance Superintendent	1	1	1
Pretreatment Manager	1	2	1
Watershed Specialist	1	1	1
Stormwater Management Coordinator	1	1	1
Capacity Management/Engineer Technician II	1	1	1
Administrative Assistant **	1	1	1
Allocations/Permit Specialist	1	1	1
Senior Office Associate	2	2	2
Chief of Lab Testing **	1	1	1
Chemist**	1	1	1
Lab Technician II**	2	2	2
Lab Technician I**	1	1	1
Senior Electrician	1	1	1
Electrician	2	2	2
Distribution Systems Manager	1	1	1
Distribution Systems Operator Trainee	1	0	0
Project Manager	1	1	1
Senior Skilled Trades worker	1	1	1
Skilled Trades worker	2	2	2
Systems Mechanic III	1	1	1
Systems Mechanic II	2	2	2
Systems Mechanic I	1	1	1
Utilities Construction Inspector	1	1	1
Automotive Services Technician	1	1	1
Inventory Clerk/Equipment Operator	1	1	1

Summary of Full Time Positions	FY 2022	FY 2021	FY 2020
Equipment Operator III	2	2	2
Utility Worker II	3	3	3
Utility Worker I	1	1	1
Treatment Plant Superintendent	6	6	0
Senior Plant Operator	0	15	12
Senior Chief Plant Operator	0	0	1
Chief Plant Operator	0	0	5
Plant Operator	0	0	1
Plant Operator Trainee	5	1	3
Senior Collection Operator	19	8	7
Collection Operator	0	0	2
Collection Operator Trainee	8	7	6
Electronics Technician	1	1	1
Clean County Technician	2	2	2
Stormwater Technician	2	0	0
Wastewater Treatment Plant Operator Apprentice	2	2	2
Total	90	88	87

** Assigned to Director of Environmental Management

Summary of Personnel Changes

- ◆ Two Stormwater Technicians added to assist current staff to meet the Federal and State mandates for the MS4 permit and WIP goals.

Utility Administration Fund Revenues

Category	2020 Budget	2021 Budget	2022 Budget	\$ Change	% Change
403050 - Development Fees	1,000	1,000	1,000	0	0.00%
403055 - Other Planning Fees	14,800	40,000	40,000	0	0.00%
404420 - Interest, Penalties, Fees	700	200	200	0	0.00%
440110 - Drawings/Blueprints	7,500	7,000	7,000	0	0.00%
440200 - Lab Testing	160,000	120,000	100,000	(20,000)	-16.67%
441200 - Utility Admin Charge	4,042,720	3,868,670	4,094,790	226,120	5.84%
490045 - Oper Transfer - General Fund	228,140	232,070	425,470	193,400	83.34%
491735 - Capital Transfer - CIP	171,550	193,240	207,540	14,300	7.40%
499500 - Contract Operations	326,030	281,480	274,200	(7,280)	-2.59%
499510 - Inspections Projects	36,660	28,840	30,180	1,340	4.65%
Totals	4,989,100	4,772,500	5,180,380	407,880	8.55%

Utility Administration Fund Expenditures

Category	2020 Budget	2021 Budget	2022 Budget	\$ Change	% Change
40010 - Utility Administration	1,636,370	1,469,080	1,534,340	65,260	4.44%
40020 - Engineering	623,400	632,320	676,400	44,080	6.97%
40030 - Laboratory	731,370	687,390	716,610	29,220	4.25%
40040 - Maintenance	1,235,580	1,248,080	1,315,640	67,560	5.41%
40050 - Stormwater	228,140	232,070	425,470	193,400	83.34%
40060 - Clean County	171,550	193,240	207,540	14,300	7.40%
40998 - Inspection Projects	36,660	28,840	30,180	1,340	4.65%
40999 - Billable - Contract Operations	326,030	281,480	274,200	(7,280)	-2.59%
Total	4,989,100	4,772,500	5,180,380	407,880	8.55%

Utility Administration Fund Revenues
FY2022

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
403050 - Development Fees	1,000	1,000	1,000
403055 - Other Planning Fees	40,000	40,000	14,800
404420 - Interest, Penalties & Fees	200	200	700
440110 - Drawings/Blue Line Prints	7,000	7,000	7,500
440200 - Lab Testing	100,000	120,000	160,000
441200 - Utility Admin Charge	4,094,790	3,868,670	4,042,720
490045 - Oper Transfer - General Fund	425,470	232,070	228,140
491735 - Capital Transfer - CIP	207,540	193,240	171,550
499500 - Contract Operations	274,200	281,480	326,030
499510 - Inspection Projects	30,180	28,840	36,660
Utility Administration Fund Revenues	5,180,380	4,772,500	4,989,100

Utility Administration Fund Expenses FY2022
Department 40010 - Utility Administration

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
500000 - Wages - Full Time	529,010	475,970	540,020
500010 - Wages - Overtime	190	280	390
500040 - Other Wages	1,650	1,500	1,500
500100 - FICA - Employer	40,610	36,550	41,460
500120 - Health Insurance	160,270	162,440	175,820
500125 - Other Insurance	3,310	3,530	3,890
500130 - Pension	137,540	130,750	140,310
500140 - Workers Compensation	17,940	16,740	17,630
500160 - Other Post-Employment Benefits	0	0	115,000
500170 - Personal Development	5,400	5,520	5,520
500171 - Employee Recognition	4,040	4,250	4,250
500172 - Team Building	1,130	1,150	1,150
Wages and Benefits	901,090	838,680	1,046,940
501000 - Debt - Bond Principal	58,890	56,410	69,980
501050 - Debt - Bond Interest	25,120	27,520	88,920
501090 - Debt - Administrative Fees	30	30	90
502000 - Appropriations	155,000	180,000	96,000
505010 - Advertising	200	200	200
505040 - Books	0	0	500
505050 - Dues & Subscriptions	14,500	14,500	7,000
505080 - Freight & Cartage	5,400	5,400	4,000
505130 - Small Office Equipment	1,200	1,200	1,200
505140 - Office Supplies	18,530	18,530	8,000
505150 - Other - Miscellaneous	500	500	500
505160 - Personal Mileage	1,000	1,000	500
505170 - Postage	2,680	2,000	2,000
505200 - Safety Equipment	20,000	20,000	20,000
505230 - Travel Expenses	5,000	5,000	5,000
510010 - Fleet Insurance	87,690	69,770	66,700
510020 - Property & Casualty Insurance	47,680	43,210	46,560
510030 - Public & Gen Liability Insurance	37,310	37,100	35,770
515000 - Contracted/Purchased Service	9,500	10,000	10,000
515180 - Software	500	500	500
515260 - Legal Services	1,000	1,000	1,000

Utility Administration Fund Expenses FY2022
Department 40010 - Utility Administration

	2022	2021	2020
	Operating	Operating	Operating
	Budget	Budget	Budget
	Approved	Approved	Approved
520000 - Training	13,500	13,500	13,000
520030 - Food Comp	200	0	0
520040 - Seminars/Conventions	3,500	3,500	2,500
520050 - Tuition Assistance	1,500	3,500	3,500
525000 - Supplies/Material - Operating	1,000	1,000	1,000
525020 - Janitorial Supplies	1,500	1,500	1,500
525040 - Small Tools & Equipment	1,000	1,000	1,000
526020 - Building Maintenance	0	0	5,000
526050 - Groundskeeping Maintenance	0	0	1,200
535010 - Copy Machine Rental	5,240	5,240	5,240
540010 - Wireless Communication	32,360	32,360	23,000
540020 - Telephone Expenses	0	10,000	10,000
540022 - Cable TV & Internet Services	0	1,350	1,350
545010 - Electric	25,000	15,370	7,690
545020 - Natural Gas	6,500	6,830	7,700
545050 - Waste/Trash Disposal	6,500	0	0
545060 - Water	1,320	1,380	1,330
592060 - Service Charges	40,000	40,000	40,000
Operating Expenses	630,850	630,400	589,430
599999 - Controllable Assets	2,400	0	0
Capital Outlay	2,400	0	0
40010 - Utility Administration	1,534,340	1,469,080	1,636,370

Utility Administration Fund Expenses FY2022
Department 40020 - Engineering

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
500000 - Wages - Full Time	394,170	353,500	353,730
500010 - Wages - Overtime	880	5,010	5,790
500040 - Other Wages	500	690	1,090
500100 - FICA - Employer	30,260	27,480	27,590
500120 - Health Insurance	119,420	120,640	115,160
500125 - Other Insurance	2,470	2,620	2,550
500130 - Pension	102,480	97,100	91,910
500140 - Workers Compensation	13,370	12,430	11,550
Wages and Benefits	663,550	619,470	609,370
505130 - Small Office Equipment	1,000	1,000	1,000
505140 - Office Supplies	0	0	2,500
505230 - Travel Expenses	500	500	500
515180 - Software	3,650	3,650	3,650
520010 - Certification Classes	1,500	1,500	1,500
525040 - Small Tools & Equipment	500	500	500
535055 - Lease Payments	2,700	2,700	1,380
540010 - Wireless Communication	3,000	3,000	3,000
Operating Expenses	12,850	12,850	14,030
40020 - Engineering	676,400	632,320	623,400

Utility Administration Fund Expenses FY2022
Department 40030 - Laboratory

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
500000 - Wages - Full Time	320,420	299,620	322,210
500010 - Wages - Overtime	3,940	3,230	1,810
500040 - Other Wages	3,790	5,380	4,520
500100 - FICA - Employer	25,100	23,580	25,130
500120 - Health Insurance	97,080	102,250	104,900
500125 - Other Insurance	2,010	2,220	2,320
500130 - Pension	83,310	82,310	83,720
500140 - Workers Compensation	10,870	10,530	10,520
Wages and Benefits	546,520	529,120	555,130
505050 - Dues & Subscriptions	0	0	400
505080 - Freight & Cartage	0	0	1,400
505140 - Office Supplies	0	0	1,700
505150 - Other - Miscellaneous	300	300	300
505160 - Personal Mileage	0	0	500
515000 - Contracted/Purchased Service	60,000	60,000	77,370
515180 - Software	9,200	9,000	9,000
520040 - Seminars/Conventions	0	0	1,000
525000 - Supplies/Material - Operating	35,000	35,500	35,500
525020 - Janitorial Supplies	200	200	200
526020 - Building Maintenance	0	0	2,700
528000 - Supplies - Chemicals	35,500	35,000	32,000
535010 - Copy Machine Rental	3,100	3,100	700
535060 - Uniforms	1,750	750	400
545010 - Electric	20,000	9,230	7,580
545020 - Natural Gas	3,000	3,150	3,520
545060 - Water	2,040	2,040	1,970
Operating Expenses	170,090	158,270	176,240
40030 - Laboratory	716,610	687,390	731,370

Utility Administration Fund Expenses FY2022
Department 40040 - Maintenance

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
500000 - Wages - Full Time	502,890	455,220	475,460
500005 - Wages - Part Time	35,030	32,740	7,980
500010 - Wages - Overtime	2,920	2,260	2,230
500040 - Other Wages	600	1,760	1,760
500100 - FICA - Employer	41,420	37,640	37,290
500120 - Health Insurance	152,360	155,360	154,800
500125 - Other Insurance	3,150	3,370	3,420
500130 - Pension	130,750	125,050	123,530
500140 - Workers Compensation	17,060	16,010	15,530
Wages and Benefits	886,180	829,410	822,000
505050 - Dues & Subscriptions	0	0	1,000
505140 - Office Supplies	0	0	2,220
515000 - Contracted/Purchased Service	0	0	6,630
515180 - Software	9,200	2,250	2,250
515270 - Maintenance Contract Services	6,630	6,630	0
515320 - Testing Services	400	400	400
515330 - Towing Services	500	500	500
520010 - Certification Classes	1,000	1,000	1,000
520030 - Food Comp	100	100	100
525000 - Supplies/Material - Operating	0	0	48,000
525020 - Janitorial Supplies	500	500	500
525040 - Small Tools & Equipment	15,000	15,000	15,000
525050 - Welding Material/Supplies	1,500	1,500	1,500
526000 - Supplies/Material-Maintenance	48,000	48,000	0
526020 - Building Maintenance	15,200	15,200	7,500
526040 - Equipment Maintenance	17,000	17,000	17,000
526050 - Groundskeeping Maintenance	3,000	3,000	1,800
527000 - Supplies - Automotive	0	0	17,000
527010 - Anti-Freeze	600	600	600
527020 - Auto Batteries	2,800	2,800	2,800
527030 - Diesel Fuel	50,000	50,000	50,000
527040 - Diesel Fuel Tax	7,210	7,210	7,210
527060 - Auto Gasoline	85,250	85,250	85,250
527080 - Auto Motor Oil	4,500	4,500	4,500

Utility Administration Fund Expenses FY2022
Department 40040 - Maintenance

	2022	2021	2020
	Operating	Operating	Operating
	Budget	Budget	Budget
	Approved	Approved	Approved
527090 - Auto Repairs	62,000	62,000	45,000
527100 - Auto Tires	11,000	11,000	11,000
535010 - Copy Machine Rental	0	0	2,500
535020 - Equipment Rental	2,500	2,500	0
535055 - Lease Payments	32,200	18,330	18,330
535060 - Uniforms	7,300	7,300	7,300
540010 - Wireless Communication	3,500	3,500	3,500
545010 - Electric	25,000	34,850	36,780
545015 - Heating Oil	5,000	5,000	5,000
545020 - Natural Gas	5,500	5,780	6,050
545030 - Propane Gas	2,600	2,500	1,000
545050 - Waste/Trash Disposal	1,100	1,100	1,100
545060 - Water	3,370	3,370	3,260
Operating Expenses	429,460	418,670	413,580
40040 - Maintenance	1,315,640	1,248,080	1,235,580

Utility Administration Fund Expenses FY2022
Department 40050 - Stormwater

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
500000 - Wages - Full Time	143,950	134,330	133,740
500005 - Wages - Part Time	9,240	8,210	7,930
500040 - Other Wages	450	450	450
500100 - FICA - Employer	11,750	10,940	10,870
500120 - Health Insurance	33,700	26,680	25,240
500125 - Other Insurance	830	840	830
500130 - Pension	37,430	36,150	34,770
500140 - Workers Compensation	2,920	2,820	2,660
500155 - Personnel Requests	164,220	0	0
Wages and Benefits	404,490	220,420	216,490
505050 - Dues & Subscriptions	2,500	2,500	2,500
505140 - Office Supplies	250	250	250
505160 - Personal Mileage	340	220	220
505200 - Safety Equipment	400	100	100
505230 - Travel Expenses	250	250	250
515180 - Software	1,500	1,250	1,250
520000 - Training	3,400	3,400	3,400
520040 - Seminars/Conventions	700	700	700
525040 - Small Tools & Equipment	250	200	200
540010 - Wireless Communication	1,280	1,280	1,280
592040 - Promotional Expenses	1,500	1,500	1,500
Operating Expenses	12,370	11,650	11,650
599999 - Controllable Assets	5,360	0	0
Capital Outlay	5,360	0	0
40050 - Stormwater	422,220	232,070	228,140

Utility Administration Fund Expenses FY2022
Department 40060 - Clean County

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
500000 - Wages - Full Time	82,540	77,000	76,720
500040 - Other Wages	0	100	0
500100 - FICA - Employer	6,310	5,900	5,870
500120 - Health Insurance	17,480	17,590	15,300
500125 - Other Insurance	520	500	830
500130 - Pension	21,460	20,720	19,710
500140 - Workers Compensation	5,570	5,380	5,070
Wages and Benefits	133,880	127,190	123,500
505200 - Safety Equipment	300	200	200
505230 - Travel Expenses	2,100	0	0
510010 - Fleet Insurance	3,930	0	0
515330 - Towing Services	500	500	0
520000 - Training	500	500	500
525040 - Small Tools & Equipment	300	300	200
526040 - Equipment Maintenance	10,090	16,300	15,610
527030 - Diesel Fuel	13,500	12,150	8,330
527040 - Diesel Fuel Tax	2,000	1,820	1,200
527050 - Auto Fluids	730	730	0
527060 - Auto Gasoline	2,640	3,300	4,130
535060 - Uniforms	1,400	1,400	1,400
540010 - Wireless Communication	480	480	480
545050 - Waste/Trash Disposal	33,700	26,880	14,560
545060 - Water	1,490	1,490	1,440
Operating Expenses	73,660	66,050	48,050
40060 - Clean County	207,540	193,240	171,550

Utility Administration Fund Expenses FY2022
Department 40998 - Billable - Inspection Projects

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
500000 - Wages - Full Time	8,210	6,890	11,490
500010 - Wages - Overtime	130	600	790
500100 - FICA - Employer	640	570	940
500120 - Health Insurance	2,490	2,350	3,740
500125 - Other Insurance	50	50	80
500130 - Pension	2,130	1,890	2,990
500140 - Workers Compensation	280	240	380
Wages and Benefits	13,930	12,590	20,410
515000 - Contracted/Purchased Service	16,250	16,250	16,250
Operating Expenses	16,250	16,250	16,250
40998 - Billable - Inspection Projects	30,180	28,840	36,660

Utility Administration Fund Expenses FY2022
Department 40999 - Billable - Contract Operations

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
500000 - Wages - Full Time	137,590	137,600	165,640
500010 - Wages - Overtime	11,960	12,970	14,450
500040 - Other Wages	2,870	1,450	1,340
500100 - FICA - Employer	11,660	11,630	13,880
500120 - Health Insurance	41,690	46,960	53,930
500125 - Other Insurance	860	1,020	1,190
500130 - Pension	35,770	37,800	43,040
500140 - Workers Compensation	4,670	4,840	5,410
Wages and Benefits	247,070	254,270	298,880
515000 - Contracted/Purchased Service	2,000	2,000	2,000
525000 - Supplies/Material - Operating	10,000	10,000	10,000
526000 - Supplies/Material-Maintenance	5,000	5,000	5,000
528000 - Supplies - Chemicals	2,700	2,700	2,700
545020 - Natural Gas	3,700	3,780	3,850
545060 - Water	3,730	3,730	3,600
Operating Expenses	27,130	27,210	27,150
40999 - Billable - Contract Operations	274,200	281,480	326,030

Water Fund Revenues

Category	2020 Budget	2021 Budget	2022 Budget	\$ Change	% Change
404420 - Interest Penalties & Fees	30,000	30,000	30,000	0	0.00%
404520 - Rental - Other	104,800	114,140	112,940	(1,200)	-1.05%
441000 - Residential	759,400	759,400	769,300	9,900	1.30%
441010 - Comm/Industrial I	36,200	36,200	35,800	(400)	-1.10%
441020 - Comm/Industrial II	51,800	51,800	39,200	(12,600)	-24.32%
441030 - Vol/Public Service	1,600	1,600	1,600	0	0.00%
441100 - Connection Fees	2,830	2,830	3,000	170	6.01%
490045 - Oper. Transfer - General Fund	0	107,370	187,280	79,910	74.42%
490090 - Fund Balance Reserve	477,250	0	0	0	0%
Totals	1,463,880	1,103,340	1,179,120	75,780	6.87%

Water Fund Expenditures

Category	2020 Budget	2021 Budget	2022 Budget	\$ Change	% Change
41010 - General Operations	704,060	435,490	458,530	23,040	5.29%
41020 - Maintenance Treatment Plants	108,890	62,840	52,370	(10,470)	-16.66%
41100 - Elk Ridge Treatment Plant	17,320	10,780	10,340	(440)	-4.08%
41120 - Highfield Treatment Plant	58,020	63,420	62,620	(800)	-1.26%
41140 - Mt. Aetna Treatment Plant	41,650	42,480	42,470	(10)	-0.02%
41160 - Sandy Hook Treatment Plant	33,730	25,120	19,410	(5,710)	-22.73%
41180 - Sharpsburg Treatment Plant	299,390	252,570	301,810	49,240	19.50%
41700 - Distribution Lines Operations	112,930	113,040	124,620	11,580	10.24%
41710 - Distribution Lines Maintenance	87,890	97,600	106,950	9,350	9.58%
Total	1,463,880	1,103,340	1,179,120	75,780	6.87%

Water Fund Revenues FY2022

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
404420 - Interest, Penalties & Fees	30,000	30,000	30,000
404520 - Rental - Other	112,940	114,140	104,800
441000 - Residential	769,300	759,400	759,400
441010 - Comm/Industrial I	35,800	36,200	36,200
441020 - Comm/Industrial II	39,200	51,800	51,800
441030 - Vol/Public Service	1,600	1,600	1,600
441100 - Connection Fees	3,000	2,830	2,830
490045 - Oper Transfer - General Fund	187,280	107,370	0
490090 - Fund Balance Reserve	0	0	477,250
Water Fund Revenues	1,179,120	1,103,340	1,463,880

Water Fund Expenses FY2022
Department 41010 - General Operations

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
500160 - Other Post - Employment Benefits	0	0	9,000
500170 - Personal Development	600	600	600
500171 - Employee Recognition	450	460	460
500172 - Team Building	130	130	130
Wages and Benefits	1,180	1,190	10,190
501000 - Debt - Bond Principal	14,720	14,060	74,870
501050 - Debt - Bond Interest	13,780	14,300	195,650
501090 - Debt - Administrative Fees	0	0	100
501095 - Bond Issue Cost Expense	480	0	0
502000 - Appropriations	15,000	15,000	15,000
505010 - Advertising	500	0	0
505050 - Dues & Subscriptions	0	0	1,000
505170 - Postage	0	680	680
525000 - Supplies/Material - Operating	400	400	400
525010 - Billing Supplies	1,200	1,200	1,200
525040 - Small Tools & Equipment	700	700	700
527035 - Off Road Diesel	1,090	1,090	0
590040 - Utility Administration Charge	409,480	386,870	404,270
Operating Expenses	457,350	434,300	693,870
41010 - General Operations	458,530	435,490	704,060

Water Fund Expenses FY2022
Department 41020 - Maintenance Treatment Plants

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
500000 - Wages - Full Time	18,490	22,940	36,690
500005 - Wages - Part-Time	0	0	50
500010 - Wages - Overtime	1,210	1,290	1,300
500100 - FICA - Employer	1,510	1,850	2,910
500120 - Health Insurance	5,600	7,830	11,940
500125 - Other Insurance	120	170	260
500130 - Pension	4,810	6,300	9,540
500140 - Workers Compensation	630	810	1,200
Wages and Benefits	32,370	41,190	63,890
515000 - Contracted/Purchased Service	0	0	25,500
515270 - Maintenance Contract Services	3,000	6,650	4,500
526000 - Supplies/Material-Maintenance	17,000	15,000	15,000
Operating Expenses	20,000	21,650	45,000
41020 - Maintenance Treatment Plants	52,370	62,840	108,890

Water Fund Expenses FY2022
Department 41100 - Elk Ridge Treatment Plant

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
500000 - Wages - Full Time	4,330	4,380	8,210
500010 - Wages - Overtime	50	10	190
500100 - FICA - Employer	340	340	640
500120 - Health Insurance	1,310	1,490	2,670
500125 - Other Insurance	30	30	60
500130 - Pension	1,130	1,200	2,140
500140 - Workers Compensation	150	150	270
Wages and Benefits	7,340	7,600	14,180
525000 - Supplies/Material - Operating	700	200	200
525040 - Small Tools & Equipment	200	700	700
528000 - Supplies - Chemicals	600	600	600
545010 - Electric	1,500	1,680	1,640
Operating Expenses	3,000	3,180	3,140
41100 - Elk Ridge Treatment Plant	10,340	10,780	17,320

Water Fund Expenses FY2022
Department 41120 - Highfield Treatment Plant

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
500000 - Wages - Full Time	13,710	13,430	13,830
500010 - Wages - Overtime	100	90	0
500100 - FICA - Employer	1,060	1,030	1,060
500120 - Health Insurance	4,150	4,580	4,500
500125 - Other Insurance	90	100	100
500130 - Pension	3,560	3,690	3,600
500140 - Workers Compensation	470	470	450
Wages and Benefits	23,140	23,390	23,540
505050 - Dues & Subscriptions	0	0	300
505140 - Office Supplies	0	0	200
515000 - Contracted/Purchased Service	1,200	1,200	1,200
525000 - Supplies/Material - Operating	4,500	3,500	2,100
525040 - Small Tools & Equipment	280	1,280	1,280
526000 - Supplies/Material-Maintenance	0	0	400
528000 - Supplies - Chemicals	11,500	11,500	9,000
545010 - Electric	22,000	22,550	20,000
Operating Expenses	39,480	40,030	34,480
41120 - Highfield Treatment Plant	62,620	63,420	58,020

Water Fund Expenses FY2022
Department 41140 - Mt. Aetna Treatment Plant

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
500000 - Wages - Full Time	19,160	18,140	17,530
500010 - Wages - Overtime	600	480	460
500100 - FICA - Employer	1,510	1,420	1,380
500120 - Health Insurance	5,800	6,190	5,710
500125 - Other Insurance	120	130	130
500130 - Pension	4,980	4,980	4,550
500140 - Workers Compensation	650	640	570
Wages and Benefits	32,820	31,980	30,330
505140 - Office Supplies	0	0	100
505220 - Security	0	0	840
515000 - Contracted/Purchased Service	1,000	1,000	1,000
525000 - Supplies/Material - Operating	1,400	900	900
525040 - Small Tools & Equipment	250	750	750
528000 - Supplies - Chemicals	3,000	3,000	3,000
545010 - Electric	4,000	4,850	4,730
Operating Expenses	9,650	10,500	11,320
41140 - Mt. Aetna Treatment Plant	42,470	42,480	41,650

Water Fund Expenses FY2022
Department 41160 - Sandy Hook Treatment Plant

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
500000 - Wages - Full Time	8,100	10,940	16,160
500010 - Wages - Overtime	60	60	70
500100 - FICA - Employer	620	840	1,240
500120 - Health Insurance	2,450	3,730	5,260
500125 - Other Insurance	50	80	120
500130 - Pension	2,110	3,010	4,200
500140 - Workers Compensation	270	380	530
Wages and Benefits	13,660	19,040	27,580
505140 - Office Supplies	0	0	150
525000 - Supplies/Material - Operating	1,000	1,000	800
525040 - Small Tools & Equipment	150	750	750
526000 - Supplies/Material - Maintenance	0	0	200
528000 - Supplies - Chemicals	1,600	1,100	1,100
545010 - Electric	3,000	3,230	3,150
Operating Expenses	5,750	6,080	6,150
41160 - Sandy Hook Treatment Plant	19,410	25,120	33,730

Water Fund Expenses FY2022
Department 41180 - Sharpsburg Treatment Plant

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
500000 - Wages - Full Time	138,210	94,910	129,240
500010 - Wages - Overtime	12,570	10,910	12,180
500040 - Other Wages	200	3,000	4,900
500100 - FICA - Employer	11,550	9,850	11,190
500120 - Health Insurance	41,870	39,180	42,080
500125 - Other Insurance	870	850	930
500130 - Pension	35,930	31,540	33,580
500140 - Workers Compensation	4,690	4,040	4,220
Wages and Benefits	245,890	194,280	238,320
505050 - Dues & Subscriptions	0	0	200
505140 - Office Supplies	0	0	300
515000 - Contracted/Purchased Service	7,610	7,610	1,710
515270 - Maintenance Contract Services	0	0	5,900
525000 - Supplies/Material - Operating	5,500	2,500	2,000
525040 - Small Tools & Equipment	1,300	1,300	1,300
526000 - Supplies/Material-Maintenance	0	0	500
528000 - Supplies - Chemicals	30,910	30,910	30,910
535060 - Uniforms	600	600	0
545010 - Electric	10,000	15,370	18,000
545015 - Heating Oil	0	0	250
Operating Expenses	55,920	58,290	61,070
41180 - Sharpsburg Treatment Plant	301,810	252,570	299,390

Water Fund Expenses FY2022
Department 41700 - Distribution Lines Operations

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
500000 - Wages - Full Time	57,800	51,620	53,210
500010 - Wages - Overtime	8,660	7,860	6,560
500040 - Other Wages	450	360	360
500100 - FICA - Employer	5,120	4,580	4,600
500120 - Health Insurance	17,510	17,620	17,330
500125 - Other Insurance	360	380	380
500130 - Pension	15,030	14,180	13,830
500140 - Workers Compensation	1,960	1,820	1,740
Wages and Benefits	106,890	98,420	98,010
505050 - Dues & Subscriptions	0	0	200
505140 - Office Supplies	0	0	400
515000 - Contracted/Purchased Service	5,200	4,870	4,870
515180 - Software	2,600	1,600	1,300
525000 - Supplies/Material - Operating	7,250	5,800	5,800
525040 - Small Tools & Equipment	1,000	1,000	1,000
528000 - Supplies - Chemicals	1,680	1,350	1,350
Operating Expenses	17,730	14,620	14,920
41700 - Distribution Lines Operation	124,620	113,040	112,930

Water Fund Expenses FY2022
Department 41710 - Distribution Lines Maintenance

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
500000 - Wages - Full Time	24,610	23,050	31,480
500005 - Wages - Part Time	0	0	50
500010 - Wages - Overtime	4,340	3,860	3,860
500100 - FICA - Employer	2,210	2,060	2,710
500120 - Health Insurance	7,460	7,870	10,250
500125 - Other Insurance	150	170	230
500130 - Pension	6,400	6,330	8,180
500140 - Workers Compensation	830	810	1,030
Wages and Benefits	46,000	44,150	57,790
515270 - Maintenance Service Contracts	23,350	23,350	0
520030 - Food Comp	100	100	100
526000 - Supplies/Material - Maintenance	37,500	30,000	30,000
Operating Expenses	60,950	53,450	30,100
41710 - Distribution Lines Maintenance	106,950	97,600	87,890



Sewer Fund Revenues

Category	2020 Budget	2021 Budget	2022 Budget	\$ Change	% Change
404420 - Interest Penalties & Fees	100,000	100,000	100,000	0	0.00%
441000 - Residential	4,836,700	5,055,900	5,275,300	219,400	4.34%
441010 - Comm/Industrial I	159,700	159,400	169,300	9,900	6.21%
441020 - Comm/Industrial II	1,462,300	1,645,400	1,735,600	90,200	5.48%
441030 - Vol/Public Service	4,200	4,400	4,600	200	4.55%
441040 - Dist./Coll Service	1,202,500	1,249,600	1,293,340	43,740	3.50%
441100 - Connection Fees	500,000	500,000	700,000	200,000	40.00%
441110 - Grinder Pump Fees	6,500	6,500	6,500	0	0.00%
442300 - Wholesale	1,930,200	1,851,790	1,838,200	(13,590)	-0.73%
442310 - Sludge	36,000	36,000	20,000	(16,000)	-44.44%
443240 - Pretreatment Permit Fees	12,050	25,000	15,000	(10,000)	-40.00%
485000 - Reimburse Administrative	3,000	3,000	3,000	0	0.00%
490045 - Oper Transfer - General Fund	3,000,000	0	0	0	100.00%
490090 - Fund Balance Reserve	0	1,072,180	626,460	(445,720)	-41.57%
495110 -- Operating - State Grants	150,000	150,000	150,000	0	0.00%
Totals	13,403,150	11,859,170	11,937,300	78,130	0.66%

Sewer Fund Expenditures

Category	2020 Budget	2021 Budget	2022 Budget	\$ Change	% Change
42010 - General Operations	8,109,060	6,584,160	6,636,690	52,530	0.80%
42020 - Maintenance Treatment Plants	369,380	296,010	233,300	(62,710)	-21.19%
42100 - Antietam Treatment Plant	243,130	264,700	307,590	42,890	16.20%
42120 -- Conococheague Plant	1,775,070	1,849,620	1,866,990	17,370	0.94%
42160 - Sandy Hook Treatment Plant	79,070	60,950	47,310	(13,640)	-22.38%
42180 - Smithsburg Treatment Plant	348,190	343,050	383,160	40,110	11.69%
42200 - Winebrenner Treatment Plant	356,240	381,750	405,160	23,410	6.13%
42700 - Collection Lines Operations	1,431,220	1,438,740	1,425,360	(13,380)	-0.93%
42710 - Collection Lines Maintenance	691,790	640,190	631,740	(8,450)	-1.32%
Total	13,403,150	11,859,170	11,937,300	78,130	0.66%

Sewer Fund Revenues FY2022

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
404420 - Interest, Penalties & Fees	100,000	100,000	92,591
441000 - Residential	5,275,300	5,055,900	4,911,619
441010 - Comm/Industrial I	169,300	159,400	170,753
441020 - Comm/Industrial II	1,735,600	1,645,400	1,640,576
441030 - Vol/Public Service	4,600	4,400	5,426
441040 - Dist/Coll Service	1,293,340	1,249,600	1,194,234
441050 - Residential Treatment	0	0	0
441060 - Commercial Treatment	0	0	0
441100 - Connection Fees	700,000	500,000	905,400
441110 - Grinder Pump Fees	6,500	6,500	6,201
442300 - Wholesale	1,838,200	1,851,790	1,859,332
442310 - Sludge	20,000	36,000	25,898
443220 - Leachate	0	0	0
443240 - Pretreatment Permit Fees	15,000	25,000	25,649
485000 - Reimburse Administrative	3,000	3,000	4,167
490000 - Miscellaneous	0	0	621
490005 - Insurance Recovery	0	0	4,050
490045 - Oper Transfer - General Fund	0	0	3,000,000
490080 - Bad Check Fees	0	0	0
490090 - Fund Balance Reserve	626,460	1,072,180	0
491730 - Operating Transfer - CIP	0	0	0
491800 - Contributed Capital	0	0	1,542,125
495110 - Operating - State Grants	150,000	150,000	307,500
498410 - Capital Grant - State	0	0	174,406
498740 - Capital Transfer - Utility	0	0	6,000
498742 - Capital Transfer - Sewer	0	0	0
Sewer Fund Revenues	11,937,300	11,859,170	15,876,548

Sewer Fund Expenses FY2022
Department 42010 - General Operations

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
500000 - Wages - Full Time	92,220	81,920	88,510
500005 - Wages - Part Time	0	0	240
500010 - Wages - Overtime	0	0	20
500040 - Other Wages	0	0	450
500100 - FICA - Employer	7,050	6,270	6,830
500120 - Health Insurance	27,940	27,960	28,820
500125 - Other Insurance	580	610	640
500130 - Pension	23,980	22,500	23,000
500140 - Workers Compensation	3,130	2,880	2,890
500160 - Other Post employment Benefits	0	0	96,000
500170 - Personal Development	3,840	4,080	4,080
500171 - Employee Recognition	2,870	3,140	3,140
500172 - Team Building	800	850	850
Wages and Benefits	162,410	150,210	255,470
501000 - Debt - Bond Principal	1,274,230	1,130,410	1,355,530
501010 - Debt - State Loan Principal	218,490	426,000	420,790
501050 - Debt - Bond Interest	777,840	799,350	1,861,850
501060 - Debt - State Loan Interest	25,760	31,040	36,250
501090 - Debt - Administrative Fees	11,340	21,910	22,540
501095 - Bond Issue Cost Expense	44,850	40,260	39,420
502000 - Appropriations	330,000	194,000	174,000
505050 - Dues & Subscriptions	0	0	2,000
505110 - Laboratory Testing	6,000	6,000	6,000
505140 - Office Supplies	0	0	1,000
505906 - Operating Reserves	0	196,760	196,760
515000 - Contracted/Purchased Service	16,000	22,000	22,000
515180 - Software	1,460	1,420	0
525000 - Supplies/Material - Operating	2,000	2,000	2,000
525010 - Billing Supplies	75,000	75,000	75,000
527035 - Off Road Diesel	6,000	6,000	0
590040 - Utility Administration Charge	3,685,310	3,481,800	3,638,450
Operating Expenses	6,474,280	6,433,950	7,853,590
42010 - General Operations	6,636,690	6,584,160	8,109,060

Sewer Fund Expenses FY2022
Department 42020 - Maintenance Treatment Plant

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
500000 - Wages - Full Time	93,740	132,310	166,840
500005 - Wages - Part Time	0	0	17,720
500010 - Wages - Overtime	740	1,290	1,240
500100 - FICA - Employer	7,230	10,220	14,210
500120 - Health Insurance	28,400	45,160	54,320
500125 - Other Insurance	590	980	1,200
500130 - Pension	24,370	36,350	43,350
500140 - Workers Compensation	3,180	4,650	5,450
Wages and Benefits	158,250	230,960	304,330
515000 - Contracted/Purchased Service	0	0	8,000
515270 - Maintenance Contract Services	15,000	15,000	7,000
526000 - Supplies/Material-Maintenance	59,500	49,500	49,500
586025 - Salt - Supplies	550	550	550
Operating Expenses	75,050	65,050	65,050
42020 - Maintenance Treatment Plant	233,300	296,010	369,380

Sewer Fund Expenses FY2022
Department 42100 - Antietam Treatment Plant

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
500000 - Wages - Full Time	152,370	123,800	115,590
500005 - Wages - Part Time	1,220	1,150	1,650
500010 - Wages - Overtime	6,100	4,530	4,960
500100 - FICA - Employer	12,220	9,910	9,350
500120 - Health Insurance	46,160	42,250	37,630
500125 - Other Insurance	950	920	830
500130 - Pension	39,620	34,010	30,030
500140 - Workers Compensation	5,170	4,350	3,770
Wages and Benefits	263,810	220,920	203,810
505140 - Office Supplies	0	0	200
515000 - Contracted/Purchased Service	700	700	700
525000 - Supplies/Material - Operating	4,680	4,680	3,900
525040 - Small Tools & Equipment	500	500	500
526000 - Supplies/Material - Maintenance	0	0	200
528000 - Supplies - Chemicals	4,500	4,500	4,500
535060 - Uniforms	600	600	1,180
545010 - Electric	32,800	32,800	27,000
545015 - Heating Oil	0	0	1,140
Operating Expenses	43,780	43,780	39,320
42100 - Antietam Treatment Plant	307,590	264,700	243,130

Sewer Fund Expenses FY2022
Department 42120 - Conococheague Treatment Plant

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
500000 - Wages - Full Time	496,720	438,130	423,060
500010 - Wages - Overtime	5,350	6,270	5,530
500040 - Other Wages	10,300	9,040	5,400
500100 - FICA - Employer	39,200	34,690	33,200
500120 - Health Insurance	150,490	149,520	137,740
500125 - Other Insurance	3,110	3,250	3,040
500130 - Pension	129,150	120,350	109,920
500140 - Workers Compensation	16,850	15,400	13,810
Wages and Benefits	851,170	776,650	731,700
505140 - Office Supplies	0	0	550
515000 - Contracted/Purchased Service	77,000	77,000	27,000
525000 - Supplies/Material - Operating	15,500	15,500	12,500
525040 - Small Tools & Equipment	1,100	1,100	1,100
526000 - Supplies/Material-Maintenance	0	0	3,000
528000 - Supplies - Chemicals	197,000	197,000	150,000
535010 - Copy Machine Rental	0	0	1,200
535060 - Uniforms	3,500	3,500	3,500
545010 - Electric	390,000	410,000	475,000
545020 - Natural Gas	13,000	13,650	14,300
545060 - Water	5,220	5,220	5,220
590030 - Sludge Dewatering	313,500	350,000	350,000
Operating Expenses	1,015,820	1,072,970	1,043,370
42120 - Conococheague Treatment Plant	1,866,990	1,849,620	1,775,070

Sewer Fund Expenses FY2022
Department 42160 - Sandy Hook Treatment Plant

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
500000 - Wages - Full Time	15,130	22,480	34,010
500010 - Wages - Overtime	200	230	740
500100 - FICA - Employer	1,170	1,740	2,660
500120 - Health Insurance	4,580	7,670	11,070
500125 - Other Insurance	90	170	240
500130 - Pension	3,930	6,180	8,830
500140 - Workers Compensation	510	790	1,110
Wages and Benefits	25,610	39,260	58,660
515000 - Contracted/Purchased Service	0	0	200
525000 - Supplies/Material - Operating	2,200	2,200	1,500
525040 - Small Tools & Equipment	0	200	200
526000 - Supplies/Material-Maintenance	0	0	500
528000 - Supplies - Chemicals	7,500	7,500	7,500
545010 - Electric	12,000	11,790	10,510
Operating Expenses	21,700	21,690	20,410
42160 - Sandy Hook Treatment Plant	47,310	60,950	79,070

Sewer Fund Expenses FY2022
Department 42180 - Smithsburg Treatment Plant

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
500000 - Wages - Full Time	110,790	105,260	116,910
500010 - Wages - Overtime	4,290	3,860	2,980
500040 - Other Wages	730	1,030	1,120
500100 - FICA - Employer	8,860	8,430	9,260
500120 - Health Insurance	33,570	35,920	38,060
500125 - Other Insurance	690	780	840
500130 - Pension	28,810	28,910	30,370
500140 - Workers Compensation	3,760	3,700	3,820
Wages and Benefits	191,500	187,890	203,360
505050 - Dues & Subscriptions	0	0	100
505140 - Office Supplies	0	0	430
515000 - Contracted/Purchased Service	40,500	4,000	4,000
525000 - Supplies/Material - Operating	16,000	16,000	16,000
525040 - Small Tools & Equipment	1,500	1,500	1,500
528000 - Supplies - Chemicals	31,130	31,130	15,500
535060 - Uniforms	2,080	2,080	2,080
545010 - Electric	100,450	100,450	105,060
545015 - Heating Oil	0	0	160
Operating Expenses	191,660	155,160	144,830
42180 - Smithsburg Treatment Plant	383,160	343,050	348,190

Sewer Fund Expenses FY2022
Department 42200 Winebrenner Treatment Plant

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
500000 - Wages - Full Time	128,140	112,530	115,440
500010 - Wages - Overtime	7,100	6,840	5,140
500040 - Other Wages	3,500	2,180	2,200
500100 - FICA - Employer	10,610	9,300	9,390
500120 - Health Insurance	38,820	38,400	37,580
500125 - Other Insurance	800	830	830
500130 - Pension	33,320	30,910	30,000
500140 - Workers Compensation	4,350	3,960	3,770
Wages and Benefits	226,640	204,950	204,350
505050 - Dues & Subscriptions	0	0	100
505140 - Office Supplies	0	0	300
515000 - Contracted/Purchased Service	5,100	5,100	5,100
515270 - Maintenance Contract Services	0	0	1,000
525000 - Supplies/Material - Operating	9,100	9,100	8,100
525040 - Small Tools & Equipment	1,000	1,000	2,300
526000 - Supplies/Material-Maintenance	0	0	1,000
528000 - Supplies - Chemicals	76,630	76,630	60,000
535060 - Uniforms	1,890	1,890	1,890
545010 - Electric	83,000	80,980	70,000
545015 - Heating Oil	1,800	2,100	2,100
Operating Expenses	178,520	176,800	151,890
42200 - Winebrenner Treatment Plant	405,160	381,750	356,240

Sewer Fund Expenses FY2022
Department 42700 Collection Lines Operations

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
500000 - Wages - Full Time	568,280	556,600	584,820
500005 - Wages - Part Time	0	0	210
500010 - Wages - Overtime	66,240	69,670	66,830
500020 - Shift Differential - 2nd shift	2,980	2,980	2,370
500040 - Other Wages	300	0	2,990
500100 - FICA - Employer	48,790	48,140	50,280
500120 - Health Insurance	172,170	189,950	190,400
500125 - Other Insurance	3,560	4,120	4,210
500130 - Pension	147,750	152,900	151,950
500140 - Workers Compensation	19,280	19,570	19,100
Wages and Benefits	1,029,350	1,043,930	1,073,160
505050 - Dues & Subscriptions	0	0	900
505140 - Office Supplies	0	0	650
505192 - Property Tax Expense	1,760	1,760	1,760
515000 - Contracted/Purchased Service	18,000	18,000	18,000
520030 - Food Comp	1,500	1,500	1,500
525000 - Supplies/Material - Operating	6,600	6,600	2,600
525040 - Small Tools & Equipment	5,500	5,500	5,500
526000 - Supplies/Material-Maintenance	0	0	4,000
528000 - Supplies - Chemicals	38,000	38,000	38,000
535010 - Copy Machine Rental	0	0	1,200
535060 - Uniforms	6,000	6,000	6,000
540010 - Wireless Communication	3,000	1,500	1,500
545010 - Electric	228,570	228,570	189,110
545020 - Natural Gas	790	790	750
545030 - Propane Gas	0	300	300
545060 - Water	2,090	2,090	2,090
590020 - Sewage Collection	77,000	77,000	77,000
Operating Expenses	388,810	387,610	350,860
599999 - Controllable Assets	7,200	7,200	7,200
Capital Outlay	7,200	7,200	7,200
42700 - Collection Lines Operations	1,425,360	1,438,740	1,431,220

Sewer Fund Expenses FY2022
Department 42710 Collection Lines Maintenance

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
500000 - Wages - Full Time	243,080	239,430	266,540
500005 - Wages - Part Time	0	0	13,810
500010 - Wages - Overtime	11,150	12,380	11,320
500100 - FICA - Employer	19,450	19,260	22,310
500120 - Health Insurance	73,640	81,710	86,780
500125 - Other Insurance	1,520	1,770	1,920
500130 - Pension	63,200	65,770	69,260
500140 - Workers Compensation	8,250	8,420	8,700
Wages and Benefits	420,290	428,740	480,640
515000 - Contracted/Purchased Service	0	0	2,000
515270 - Maintenance Contract Services	4,000	4,000	2,000
520030 - Food Comp	100	100	100
525000 - Supplies/Material - Operating	0	0	6,500
526000 - Supplies/Material-Maintenance	206,500	206,500	200,000
545030 - Propane Gas	300	300	0
586025 - Salt -Supplies	550	550	550
Operating Expenses	211,450	211,450	211,150
42710 - Collection Lines Maintenance	631,740	640,190	691,790



Pretreatment Fund Revenues

Category	2020 Budget	2021 Budget	2022 Budget	\$ Change	% Change
404511 - Lease Income	345,600	345,600	345,600	0	0.00%
490090 - Fund Balance Reserve	520,590	125,880	139,100	13,220	10.50%
Totals	866,190	471,480	484,700	13,220	2.80%

Pretreatment Fund Expenditures

Category	2020 Budget	2021 Budget	2022 Budget	\$ Change	% Change
43010 - General Operations	866,190	471,480	484,700	13,220	2.80%
Total	866,190	471,480	484,700	13,220	2.80%

Pretreatment Fund Revenues
FY2022

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
404511 - Lease Income	345,600	345,600	345,600
490090 - Fund Balance Reserve	139,100	125,880	520,590
Pretreatment Fund Revenues	484,700	471,480	866,190

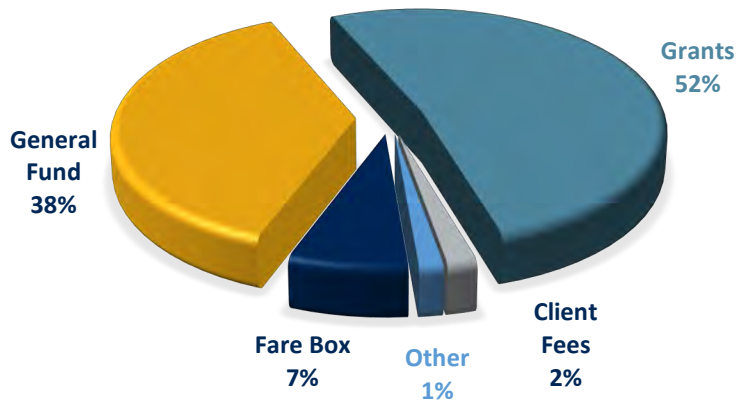
Pretreatment Fund Expenses FY2022
Department 43010 General Operations

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
501000 - Debt - Bond Principal	0	0	105,150
501010 - Debt - State Loan Principal	460,000	445,000	420,000
501050 - Debt - Bond Interest	0	0	312,740
501060 - Debt - State Loan Interest	3,680	5,460	7,140
501090 - Debt - Administrative Fees	21,020	21,020	21,160
Operating Expenses	484,700	471,480	866,190
43010 - General Operations	484,700	471,480	866,190



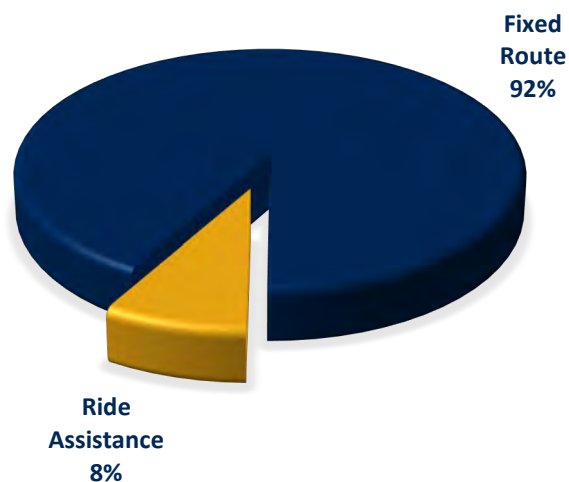
Transit Fund Summary

TRANSIT REVENUE



*The Transit Fund's main support is from Federal, State, and Local grants, which account for 52% or \$1,441,320 of the total budget. Client Fees are collections from the participants of the ADA, SSTAP, and DSS programs. These fees supplement the grants that support these programs. Fare Box revenue from the Fixed Route service represents 7% of the budget or \$200,000. The Transit Fund by nature is heavily dependent on grants and will continue to require that support to maintain the same level of service.

TRANSIT EXPENSE



Transit Fund Revenues

Category	2020 Budget	2021 Budget	2022 Budget	\$ Change	% Change
44020 - Fixed Route Services					
444030 - Fare Box Collections	286,000	286,000	200,000	(86,000)	-30.07%
444040 - Advertising	10,000	10,000	10,000	0	0.00%
444110 - ADA Client Fees	20,000	20,000	20,000	0	0.00%
444300 - DSS Program	109,000	139,000	109,000	(30,000)	-21.58%
486120 - Reimbursed Expenses - STAP	0	0	30,750	30,750	100.00%
490045 - Oper Transfer - General Fund	594,090	699,760	997,130	297,370	42.50%
490090 - Fund Balance Reserve	121,750	45,260	0	(45,260)	-100.00%
495100 - Operating - Federal Grants	993,420	933,540	933,540	0	0.00%
495110 - Operating - State Grants	335,010	314,820	251,860	(62,960)	-20.00%
44030 - Ride Assistance Program					
444200 - STAP Program	146,920	146,920	146,920	0	0.00%
444210 - STAP Client Fees	50,000	40,000	30,000	(10,000)	-25.00%
486120 - Reimbursed Expenses - STAP	30,750	30,750	0	(30,750)	-100.00%
490045 - Oper Transfer - General Fund	0	0	48,970	48,970	100.00%
Total Highway Revenue	2,696,940	2,666,050	2,778,170	112,120	4.21%

Transit Fund Expenditures

Category	2020 Budget	2021 Budget	2022 Budget	\$ Change	% Change
44020 - Fixed Route Service	2,468,770	2,449,880	2,552,280	102,400	4.18%
44030 - Ride Assistance Program	228,170	216,170	225,890	9,720	4.50%
Total	2,696,940	2,666,050	2,778,170	112,120	4.21%

Transit Fund

Fund 44 - Departments 44020 - 44030

Contact: Kevin Cerrone

Departmental Function

The Washington County Transit Department provides safe, affordable, dependable, and accessible public transportation that enhances the mobility of our customers. Established in 1972, service is provided to Valley Mall, Long Meadow, Williamsport, Maugansville, Robinwood, Smithsburg, Funkstown, and throughout the City of Hagerstown. Along with Fixed Route mass transit service, the Transit System also provides the following services to the community: Americans with Disabilities Act (ADA) Para-Transit service; Statewide Special Transportation Assistance Program (SSTAP) Ride Assistance; and employment-based services known as Job Opportunity Bus Shuttle (JOBS), partially funded by the Department of Social Services (DSS).

Goals for Fiscal Year 2022

- ◆ Receive, equip, process, and place into service six new mid-size Fixed-Route transit buses. Six 12-year-old buses which have exceeded their useful life will be retired. This project is a carry-over from the previous year due to delays in production by the manufacturer and suppliers caused by the COVID-19 pandemic workforce limitations and plant shutdowns.
- ◆ Standardize and permanently implement safety related measures surrounding the COVID-19 pandemic for both transit employees and transit passengers utilizing pending Federal CARES Act funds. PPE equipment along with driver barrier installations are part of the long-term effort.
- ◆ Consider a mobile bus fare/ticketing application through an outside vendor allowing transit riders to pay for and access public transit services through a contactless validation process.

Personnel

Summary of Full Time Positions	FY 2022	FY 2021	FY 2020
Director of Transit	1	1	1
Deputy Director - Transit	1	1	1
Transit - Fiscal Technician	1	1	1
Office Associate	2	2	2
Bus Operator	8	8	8
Transit Fleet & Facility Manager	1	1	1
Transit Fleet Technician	2	2	2
Transit Maintenance Worker	1	1	1
Driver Supervisor	1	1	1
Total	18	18	18

Summary of Personnel Changes

- ◆ No changes in FY2022.

Transit Fund Revenues FY2022

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
44020 - Fixed Route Service			
444030 - Fare Box Collections	200,000	286,000	286,000
444040 - Advertising	10,000	10,000	10,000
444110 - ADA Client Fees	20,000	20,000	20,000
444300 - DSS Program	109,000	139,000	109,000
486120 - Reimbursed Expenses - STAP	30,750	0	0
490045 - Oper Transfer - General Fund	997,130	699,760	594,090
490090 - Fund Balance Reserve	0	45,260	121,750
495100 - Operating - Federal Grants	933,540	933,540	993,420
495110 - Operating - State Grants	251,860	314,820	335,010
44030 - Ride Assistance Program			
444200 - STAP Program	146,920	146,920	146,920
444210 - STAP Client Fees	30,000	40,000	50,000
486120 - Reimbursed Expenses - STAP	0	30,750	30,750
490045 - Oper Transfer - General Fund	48,970	0	0
Transit Fund Revenues	2,778,170	2,666,050	2,696,940

Transit Fund Expenses FY2022
Department 44020 - Fixed Route Service

	2022	2021	2020
	Operating	Operating	Operating
	Budget	Budget	Budget
	Approved	Approved	Approved
500000 - Wages - Full Time	828,470	794,970	792,010
500005 - Wages - Part Time	525,000	482,500	459,270
500010 - Wages - Overtime	65,500	63,300	63,300
500040 - Other Wages	14,100	13,980	13,980
500100 - FICA - Employer	109,630	101,860	101,630
500120 - Health Insurance	229,400	231,550	219,580
500125 - Other Insurance	5,840	7,550	7,900
500130 - Pension	215,400	213,730	202,890
500140 - Workers Compensation	50,300	46,280	47,330
500160 - Other Post-Employment Benefits	0	0	50,000
500170 - Personal Development	2,160	2,160	2,160
500171 - Employee Recognition	1,620	1,660	1,660
500172 - Team Building	450	450	450
Wages and Benefits	2,047,870	1,959,990	1,962,160
502000 - Appropriations	18,620	17,950	17,730
505010 - Advertising	2,000	2,000	2,000
505050 - Dues & Subscriptions	1,000	1,000	1,000
505080 - Freight & Cartage	1,000	1,000	1,000
505090 - Hauling Expense	100	100	100
505120 - Licenses & Certifications	250	250	250
505140 - Office Supplies	3,000	3,000	4,000
505160 - Personal Mileage	300	300	300
505170 - Postage	100	100	100
505210 - Safety Supplies	300	300	300
505230 - Travel Expenses	0	1,000	1,000
510010 - Fleet Insurance	25,060	19,810	22,360
510020 - Property & Casualty Insurance	2,230	1,870	2,190
510030 - Public & Gen Liability Insurance	7,910	7,500	7,580
515000 - Contracted/Purchased Service	10,000	10,000	10,000
515180 - Software	31,000	24,300	24,300
515270 - Maintenance Contract Services	7,000	7,000	7,000
515330 - Towing Services	2,000	2,000	2,000
515350 - Accident Repairs	1,000	1,000	1,000
520000 - Training	1,000	1,000	1,000

Transit Fund Expenses FY2022
Department 44020 - Fixed Route Service

	2022	2021	2020
	Operating	Operating	Operating
	Budget	Budget	Budget
	Approved	Approved	Approved
520030 - Food Comp	4,000	4,000	4,000
520040 - Seminars/Conventions	1,000	1,000	1,000
525000 - Supplies/Material - Operating	25,000	25,000	25,000
525030 - Medical Supplies	200	200	200
525040 - Small Tools & Equipment	2,000	2,000	2,000
526000 - Supplies/Material-Maintenance	30,000	30,000	30,000
526020 - Building Maintenance	4,010	3,700	3,700
526040 - Equipment Maintenance	1,600	1,600	1,600
527030 - Diesel Fuel	178,330	177,500	177,500
527040 - Diesel Fuel Tax	430	430	430
527050 - Auto Fluids	9,800	9,800	9,800
527060 - Auto Gasoline	31,630	31,350	46,200
527090 - Auto Repairs	20,000	20,000	20,000
527100 - Auto Tires	17,700	17,700	17,700
535000 - Rentals	0	0	26,100
535010 - Copy Machine Rental	2,720	2,720	2,720
535055 - Lease Payments	30,000	26,100	0
535060 - Uniforms	3,620	3,620	3,620
540010 - Wireless Communication	3,360	3,360	3,360
540020 - Telephone Expenses	0	2,000	2,000
545010 - Electric	11,500	12,710	12,710
545020 - Natural Gas	8,500	8,500	7,700
545040 - Sewer	1,040	1,020	1,000
545050 - Waste/Trash Disposal	1,500	1,500	1,500
582060 - Fire Extinguishers/Refills	500	500	560
592060 - Service Charges	2,100	2,100	1,000
Operating Expenses	504,410	489,890	506,610
44020 - Fixed Route Service	2,552,280	2,449,880	2,468,770

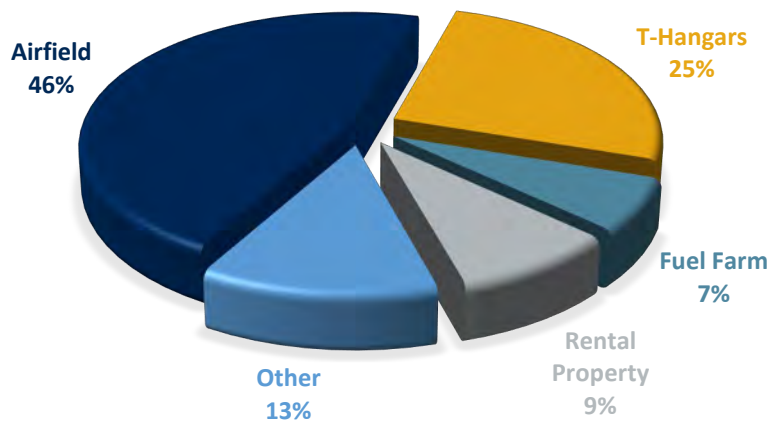
Transit Fund Expenses FY2022
Department 44030 - Ride Assistance Program

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
500000 - Wages - Full Time	42,000	39,210	39,020
500040 - Other Wages	1,440	1,330	1,090
500100 - FICA - Employer	3,320	3,100	3,070
500120 - Health Insurance	17,480	17,590	16,660
500125 - Other Insurance	270	120	130
500130 - Pension	10,920	10,550	10,790
500140 - Workers Compensation	100	90	90
Wages and Benefits	75,530	71,990	70,850
505140 - Office Supplies	1,050	1,050	1,050
515000 - Contracted/Purchased Service	115,260	109,080	121,220
525000 - Supplies/Material - Operating	1,500	1,500	2,500
535000 - Rentals	30,750	30,750	30,750
535010 - Copy Machine Rental	1,000	1,000	1,000
540020 - Telephone Expenses	0	800	800
Operating Expenses	149,560	144,180	157,320
44030 - Ride Assistance Program	225,090	216,170	228,170



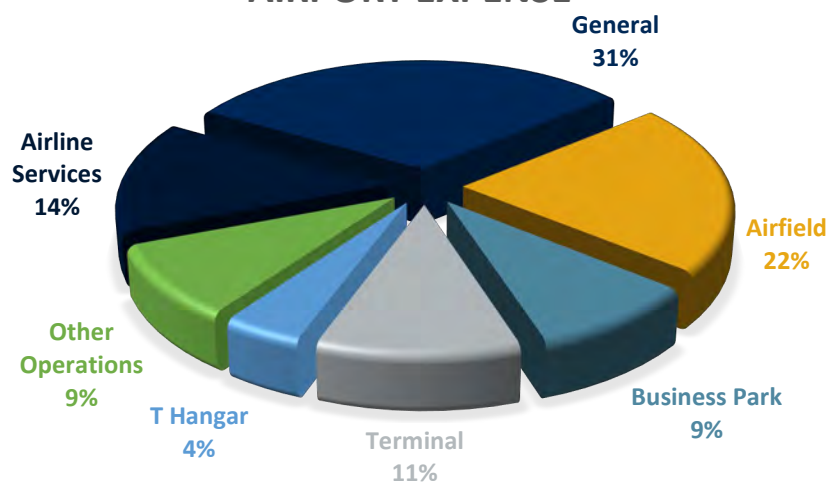
Airport Fund Summary

AIRPORT REVENUE



*T-Hangar revenue accounts for 25% or \$517,950 of Airport revenue. It is generated from individual and corporate accounts and supports many of the operations costs of the Airport. Fuel Farm revenue is 7% or \$135,950 of total revenue, consisting of fees for the use of fuel and maintenance of the Fuel Farm. Revenue from the Airfield is 46% or \$931,990 of total revenue, which is mainly from rental of Corporate Hangars. The Other revenue is comprised of grants, terminal rent, and concession fees. The Other Operations expense includes the Fuel Farm, Firefighting, and Rental departments.

AIRPORT EXPENSE



Airport Fund Revenues

Category	2020 Budget	2021 Budget	2022 Budget	\$ Change	% Change
404520 - Rental - Other	191,110	176,610	178,260	1,650	0.93%
445020 - Landing Fees	33,810	16,780	16,780	0	0.00%
445050 - Rent - Corporate Hangars	812,720	854,090	915,210	61,120	7.16%
445110 - Light Box Advertising	12,700	12,700	0	(12,700)	-100.00%
445120 - Concession Fees	85,000	86,500	86,500	0	0.00%
445130 - Snack Sales	0	0	24,500	24,500	100.00%
445150 - Rent- Terminals	39,450	32,780	33,000	220	100.00%
4445210 - Rent - T-Hangars	517,950	517,950	517,950	0	0.00%
445240 - Fuel Flow Fees - Fuel Farm	73,450	73,450	68,450	(5,000)	-6.81%
445250 - Maintenance Fees - Fuel Farm	72,500	72,500	67,500	(5,000)	-6.90%
486045 - Reimbursed Exp - Other	27,150	28,050	28,050	0	0.00%
490000 - Miscellaneous	20,000	0	0	0	0.00%
491732 - Oper Transfer - Hotel Rental	50,000	50,000	50,000	0	0.00%
495000 - Operating Grants	3,980	6,900	6,900	0	0.00%
495100 - Operating - Federal Grants	10,860	11,220	11,220	0	0.00%
495110 - Operating - State Grants	8,290	0	0	0	0.00%
499420 - Fuel	100	100	100	0	0.00%
499500 - Contract Operations	40,000	40,000	16,500	(23,500)	-58.75%
Total Airport Revenue	1,999,070	1,979,630	2,020,920	41,290	2.09%

Airport Fund Expenditures

Category	2020 Budget	2021 Budget	2022 Budget	\$ Change	% Change
45010 - General Operations	624,480	609,490	621,050	11,560	1.90%
45020 - Airfield Operations	474,300	440,800	439,260	(1,540)	-0.35%
45030 - Business Parks	217,720	181,050	184,180	3,130	1.73%
45040 - Terminals	214,460	249,040	218,200	(30,840)	-12.38%
45050 - T-Hangar	81,630	89,510	86,550	(2,960)	-3.31%
45060 - Fuel Farm Operations	10,660	8,290	10,550	2,260	27.26%
45070 - Rental Properties - FAA	62,480	58,590	36,300	(22,290)	-38.04%
45080 - Airport Firefighters Service	81,320	120,400	140,080	19,680	16.35%
45090 - Airline Services	232,020	222,460	284,750	62,290	28.00%
Total Airport Expenses	1,999,070	1,979,630	2,020,920	41,290	2.09%

Airport Fund

Fund 45 - Departments 45010 - 45090

Contact: Rick Johnson

Departmental Function

The Hagerstown Regional Airport (HGR) contributes to the economic base of Washington County by providing and supporting the air transportation needs of the Quad-State area in accordance with Federal Aviation Administration (FAA) regulations, State, and County laws.

Goals for Fiscal Year 2022

- ◆ Begin design work of TWY F to have the design completed by June 2022 for submission to the FAA.
- ◆ Finish Terminal Access Control Upgrades by June 2022 utilizing MAA grant money.
- ◆ Work with the Department of Business Development to market the Airport utilizing resources outlined in the HGR Comprehensive Strategic Marketing Plan.

Personnel

Summary of Full Time Positions	FY 2022	FY 2021	FY 2020
Airport Director	1	1	1
Operations Manager	1	1	1
Maintenance Supervisor	1	1	1
Administrative Assistant	1	1	1
Office Associate	1	1	1
Airline Station Leader	1	1	1
Equipment Operator	1	1	1
Equipment Operator/Firefighter	1	1	2
Maintenance and Equipment Operator	1	1	0
Facilities Manager	1	1	1
Total	10	10	10

Summary of Personnel Changes

- ◆ No changes in FY2022.

Airport Fund Revenue FY2022

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
404520 - Rental - Other	178,260	176,610	191,110
445020 - Landing Fees	16,780	16,780	33,810
445050 - Rent Corporate Hangars	915,210	854,090	812,720
445110 - Light Box Advertising	0	12,700	12,700
445120 - Concession Fees	86,500	86,500	85,000
445130 - Snack Sales	24,500	0	0
445150 - Rent - Terminals	33,000	32,780	39,450
445210 - Rent - T Hangars	517,950	517,950	517,950
445240 - Fuel Flow Fees - Fuel Farm	68,450	73,450	73,450
445250 - Maintenance Fees - Fuel Farm	67,500	72,500	72,500
486045 - Reimbursed Exp - Other	28,050	28,050	27,150
490000 - Miscellaneous	0	0	20,000
491732 - Oper Transfer - Hotel Rental	50,000	50,000	50,000
495000 - Operating Grants	6,900	6,900	3,980
495100 - Operating - Federal Grants	11,220	11,220	10,860
495110 - Operating - State Grants	0	0	8,290
499420 - Fuel	100	100	100
499500 - Contract Operations	16,500	40,000	40,000
Airport Fund Revenues	2,020,920	1,979,630	1,999,070

Airport Fund Expenses FY2022
Department 45010 - General Operations

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
500000 - Wages - Full Time	270,520	232,540	222,530
500005 - Wages - Part Time	1,910	1,650	970
500010 - Wages - Overtime	9,650	5,810	6,360
500040 - Other Wages	1,830	3,340	2,860
500100 - FICA - Employer	21,720	18,590	17,800
500120 - Health Insurance	87,350	75,590	57,800
500125 - Other Insurance	1,740	1,910	1,420
500130 - Pension	70,340	61,430	56,700
500140 - Workers Compensation	9,380	5,350	8,030
500160 - Other Post-Employment Benefits	0	0	35,000
500170 - Personal Development	1,200	1,200	1,200
500171 - Employee Recognition	920	920	920
500172 - Team Building	250	250	250
Wages and Benefits	476,810	408,580	411,840
502000 - Appropriations	15,000	1,000	34,000
505010 - Advertising	0	0	25,000
505050 - Dues & Subscriptions	3,700	3,700	2,000
505070 - Food and Supplies	200	200	200
505120 - Licenses & Certifications	100	100	100
505130 - Small Office Equipment	500	500	500
505140 - Office Supplies	2,000	2,000	2,500
505160 - Personal Mileage	500	500	500
505170 - Postage	1,300	1,300	1,300
505191 - Property Acquisition	500	500	500
505220 - Security	35,320	35,320	32,450
505230 - Travel Expenses	5,140	5,140	4,120
505240 - Entertainment/Business Exp	300	300	300
505906 - Operating Reserves	0	77,070	32,510
510010 - Fleet Insurance	11,620	10,210	9,880
510020 - Property & Casualty Insurance	23,310	18,930	21,880
510030 - Public & Gen Liability Insurance	24,900	19,290	19,330
515000 - Contracted/Purchased Service	6,050	6,050	6,050
515130 - Consulting Services	5,000	5,000	5,000
515260 - Legal Services	30	30	30

Airport Fund Expenses FY2022
Department 45010 - General Operations

	2022	2021	2020
	Operating	Operating	Operating
	Budget	Budget	Budget
	Approved	Approved	Approved
520030 - Food Comp	150	150	150
520040 - Seminars/Conventions	3,370	3,370	2,570
535010 - Copy Machine Rental	3,300	3,300	3,300
540010 - Wireless Communication	1,450	1,450	1,470
540020 - Telephone Expenses	0	5,000	5,000
592040 - Promotional Expenses	500	500	2,000
Operating Expenses	144,240	200,910	212,640
45010 - General Operations	621,050	609,490	624,480

Airport Fund Expenses FY2022
Department 45020 - Airfield Operations

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
500000 - Wages - Full Time	121,350	133,520	153,700
500005 - Wages - Part Time	7,640	7,650	4,340
500010 - Wages - Overtime	6,710	9,630	11,440
500040 - Other Wages	0	270	290
500100 - FICA - Employer	10,380	11,540	12,990
500120 - Health Insurance	39,180	44,860	37,160
500125 - Other Insurance	780	890	1,030
500130 - Pension	31,550	35,930	39,120
500140 - Workers Compensation	4,690	4,790	6,090
Wages and Benefits	222,280	249,080	266,160
505120 - Licenses & Certifications	250	100	100
505140 - Office Supplies	200	150	150
505210 - Safety Supplies	800	800	800
505230 - Travel Expenses	1,930	1,930	800
515000 - Contracted/Purchased Service	10,710	12,500	12,500
515202 - Inspection Services	1,030	1,000	1,630
520000 - Training	700	850	850
520030 - Food Comp	500	500	500
520040 - Seminars/Conventions	990	990	490
525020 - Janitorial Supplies	200	200	200
525030 - Medical Supplies	100	100	100
525040 - Small Tools & Equipment	3,640	3,640	2,000
526000 - Supplies/Material-Maintenance	8,000	12,790	15,000
526010 - Asphalt Repair	500	500	0
526020 - Building Maintenance	5,000	500	2,000
526040 - Equipment Maintenance	10,000	13,000	13,000
526090 - Painting Supplies	12,270	12,270	4,000
527020 - Auto Batteries	200	200	200
527030 - Diesel Fuel	8,880	8,000	9,280
527040 - Diesel Fuel Tax	1,320	600	600
527050 - Auto Fluids	0	0	150
527060 - Auto Gasoline	11,000	10,020	10,020
527080 - Auto Motor Oil	1,000	1,000	1,000
527090 - Auto Repairs	1,500	1,500	1,500

Airport Fund Expenses FY2022
Department 45020 - Airfield Operations

	2022	2021	2020
	Operating	Operating	Operating
	Budget	Budget	Budget
	Approved	Approved	Approved
527100 - Auto Tires	4,000	4,000	6,400
528000 - Supplies - Chemicals	25,000	25,000	22,480
528030 - Herbicide	3,500	3,500	2,500
535000 - Rentals	100	100	300
535020 - Equipment Rental	200	200	200
535055 - Lease Payments	0	0	28,690
535060 - Uniforms	1,000	1,000	1,000
540022 - Cable TV & Internet Services	800	800	800
545010 - Electric	64,000	60,470	48,170
545020 - Natural Gas	8,000	7,350	6,710
545050 - Waste/Trash Disposal	1,020	1,020	1,020
545060 - Water	2,340	2,340	2,200
586030 - Anti-skid Supplies	800	800	800
592040 - Promotional Expenses	2,000	2,000	10,000
Operating Expenses	193,480	191,720	208,140
599999 - Controllable Assets	0	0	0
600100 - Land & Improvements	7,500	0	0
Capital Outlay	7,500	0	0
45020 - Airfield Operations	423,260	440,800	474,300

Airport Fund Expenses FY2022
Department 45030 - Business Parks

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
500000 - Wages - Full Time	3,750	10,440	17,900
500005 - Wages - Part Time	1,560	1,750	1,670
500010 - Wages - Overtime	0	0	110
500040 - Other Wages	0	0	430
500100 - FICA - Employer	410	930	1,540
500120 - Health Insurance	1,210	3,510	4,530
500125 - Other Insurance	20	70	110
500130 - Pension	980	2,810	4,560
500140 - Workers Compensation	240	460	740
Wages and Benefits	8,170	19,970	31,590
501000 - Debt - Bond Principal	106,330	100,000	97,330
501050 - Debt - Bond Interest	11,030	15,030	18,920
502000 - Appropriations	15,000	0	52,000
515000 - Contracted/Purchased Service	8,000	8,000	8,000
515270 - Maintenance Contract Services	250	250	250
526000 - Supplies/Material-Maintenance	2,000	2,000	2,000
526020 - Building Maintenance	3,000	3,000	3,000
526070 - Landscaping Supplies	0	0	100
526090 - Painting Supplies	200	200	200
545010 - Electric	3,000	4,200	1,030
545060 - Water	1,700	2,900	2,800
592040 - Promotional Expenses	500	500	500
Operating Expenses	151,010	136,080	186,130
600100 - Land & Improvements	25,000	25,000	0
Capital Outlay	25,000	25,000	0
45030 - Business Parks	184,180	181,050	217,720

Airport Fund Expenses FY2022
Department 45040 - Terminals

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
500000 - Wages - Full Time	27,290	30,330	34,840
500005 - Wages - Part Time	39,860	41,470	44,120
500010 - Wages - Overtime	2,520	2,740	2,220
500100 - FICA - Employer	5,330	5,610	6,210
500120 - Health Insurance	8,810	10,190	8,810
500125 - Other Insurance	180	200	210
500130 - Pension	7,100	8,160	8,890
500140 - Workers Compensation	3,650	4,080	4,740
Wages and Benefits	94,740	102,780	110,040
505070 - Food and Supplies	150	150	150
505140 - Office Supplies	520	480	480
505210 - Safety Supplies	300	300	300
515000 - Contracted/Purchased Service	6,880	6,300	6,760
515270 - Maintenance Contract Services	5,810	5,810	5,810
520030 - Food Comp	100	100	100
525000 - Supplies/Material - Operating	1,630	50	50
525020 - Janitorial Supplies	5,700	5,700	5,700
525030 - Medical Supplies	100	100	100
525040 - Small Tools & Equipment	300	100	100
526000 - Supplies/Material-Maintenance	4,000	4,000	6,000
526020 - Building Maintenance	3,000	3,000	3,000
526040 - Equipment Maintenance	500	500	100
526070 - Landscaping Supplies	1,000	1,000	1,400
526090 - Painting Supplies	100	100	300
526110 - Snow Removal Materials	200	200	400
535060 - Uniforms	300	300	300
540022 - Cable TV & Internet Services	150	150	150
545010 - Electric	49,000	49,000	40,000
545020 - Natural Gas	22,500	21,000	15,400
545050 - Waste/Trash Disposal	1,020	1,020	1,020
545060 - Water	20,000	16,700	16,500
592040 - Promotional Expenses	200	200	300
Operating Expenses	123,460	116,260	104,420

**Airport Fund Expenses FY2022
Department 45040 - Terminals**

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
599999 - Controllable Assets	0	30,000	0
Capital Outlay	0	30,000	0
45040 - Terminals	218,200	249,040	214,460

Airport Fund Expenses FY2022
Department 45050 - T-Hangar

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
500000 - Wages - Full Time	7,440	9,040	14,430
500005 - Wages - Part Time	1,900	1,910	1,230
500010 - Wages - Overtime	80	410	720
500040 - Other Wages	0	40	30
500100 - FICA - Employer	720	870	1,260
500120 - Health Insurance	2,400	3,040	3,650
500125 - Other Insurance	50	60	90
500130 - Pension	1,940	2,430	3,680
500140 - Workers Compensation	380	420	600
Wages and Benefits	14,910	18,220	25,690
502000 - Appropriations	33,000	33,000	0
515000 - Contracted/Purchased Service	500	150	150
525040 - Small Tools & Equipment	50	50	50
526000 - Supplies/Material-Maintenance	2,500	2,500	4,000
526020 - Building Maintenance	1,500	1,500	1,500
526040 - Equipment Maintenance	100	100	100
526090 - Painting Supplies	1,000	1,000	2,000
545010 - Electric	28,700	28,700	27,650
545050 - Waste/Trash Disposal	1,740	1,740	1,740
545060 - Water	2,550	2,550	2,500
592040 - Promotional Expenses	0	0	250
Operating Expenses	71,640	71,290	39,940
600100 - Land & Improvements	0	0	16,000
Capital Outlay	0	0	16,000
45050 - T-Hangar	86,550	89,510	81,630

Airport Fund Expenses FY2022
Department 45060 - Fuel Farm Operations

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
500000 - Wages - Full Time	210	290	300
500005 - Wages - Part Time	80	220	40
500010 - Wages - Overtime	0	20	0
500100 - FICA - Employer	20	40	30
500120 - Health Insurance	70	100	70
500130 - Pension	60	80	70
500140 - Workers Compensation	10	30	10
Wages and Benefits	450	780	520
505210 - Safety Supplies	100	100	100
515000 - Contracted/Purchased Service	6,000	5,000	5,000
515320 - Testing Services	2,500	900	900
526000 - Supplies/Material-Maintenance	1,000	1,000	2,000
526020 - Building Maintenance	0	0	1,500
545010 - Electric	500	510	640
Operating Expenses	10,100	7,510	10,140
45060 - Fuel Farm Operations	10,550	8,290	10,660

Airport Fund Expenses FY2022
Department 45070 - Rental Properties - FAA

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
500000 - Wages - Full Time	7,380	11,680	16,200
500005 - Wages - Part Time	1,100	900	740
500010 - Wages - Overtime	130	110	260
500100 - FICA - Employer	660	970	1,320
500120 - Health Insurance	2,380	3,920	4,100
500125 - Other Insurance	50	80	100
500130 - Pension	1,920	3,140	4,130
500140 - Workers Compensation	330	420	610
Wages and Benefits	13,950	21,220	27,460
502000 - Appropriations	0	15,000	15,000
505010 - Advertising	0	0	100
515000 - Contracted/Purchased Service	5,500	5,500	5,500
515202 - Inspection Services	500	500	500
526000 - Supplies/Material-Maintenance	7,000	7,000	5,000
526020 - Building Maintenance	6,000	6,000	6,000
526040 - Equipment Maintenance	50	50	50
526070 - Landscaping Supplies	0	0	50
526090 - Painting Supplies	500	500	500
545010 - Electric	800	720	220
545015 - Heating Oil	500	500	880
545030 - Propane Gas	400	500	620
545050 - Waste/Trash Disposal	100	100	100
545060 - Water	1,000	1,000	500
Operating Expenses	22,350	37,370	35,020
45070 - Rental Properties - FAA	36,300	58,590	62,480

Airport Fund Expenses FY2022
Department 45080 - Airport & Rescue Firefighters Services

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
500000 - Wages - Full Time	39,030	27,100	2,130
500005 - Wages - Part Time	15,370	10,440	8,680
500010 - Wages - Overtime	4,120	2,390	6,180
500040 - Other Wages	10	180	250
500100 - FICA - Employer	4,480	3,050	1,320
500120 - Health Insurance	12,600	9,110	540
500125 - Other Insurance	250	180	10
500130 - Pension	10,150	7,290	540
500140 - Workers Compensation	2,400	1,630	830
Wages and Benefits	88,410	61,370	20,480
502000 - Appropriations	0	8,000	0
505050 - Dues & Subscriptions	150	150	150
505070 - Food and Supplies	150	150	150
505130 - Small Office Equipment	50	50	50
505140 - Office Supplies	200	200	200
505200 - Safety Equipment	3,000	3,000	6,000
505230 - Travel Expenses	1,410	1,410	1,410
515000 - Contracted/Purchased Service	1,940	1,940	1,940
515202 - Inspection Services	4,060	3,050	3,050
515270 - Maintenance Contract Services	1,750	1,400	1,400
520000 - Training	12,100	12,100	10,010
520040 - Seminars/Conventions	820	820	820
525020 - Janitorial Supplies	120	120	120
525030 - Medical Supplies	320	320	320
525040 - Small Tools & Equipment	200	200	1,000
526000 - Supplies/Material-Maintenance	1,000	1,000	1,000
526020 - Building Maintenance	500	500	500
526040 - Equipment Maintenance	4,000	3,000	6,000
527030 - Diesel Fuel	800	800	800
527100 - Auto Tires	1,000	1,000	5,000
528000 - Supplies - Chemicals	4,000	4,000	4,000
535060 - Uniforms	900	900	900
540020 - Telephone Expenses	0	1,200	1,200

Airport Fund Expenses FY2022
Department 45080 - Airport & Rescue Firefighters Services

	2022	2021	2020
	Operating	Operating	Operating
	Budget	Budget	Budget
	Approved	Approved	Approved
545010 - Electric	9,000	9,230	7,700
545020 - Natural Gas	4,100	4,390	4,180
592040 - Promotional Expenses	100	100	600
Operating Expenses	51,670	59,030	58,500
599999 - Controllable Assets	0	0	2,340
Capital Outlay	0	0	2,340
45080 - Airport & Rescue Firefighters Services	140,080	120,400	81,320

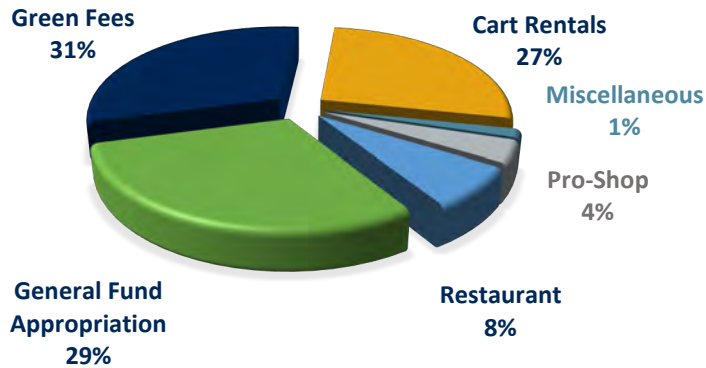
Airport Fund Expenses FY2022
Department 45090 - Airline Services

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
500000 - Wages - Full Time	56,550	41,510	59,970
500005 - Wages - Part Time	48,310	43,720	44,820
500010 - Wages - Overtime	16,800	11,890	5,710
500040 - Other Wages	2,540	1,440	1,140
500100 - FICA - Employer	9,500	7,440	8,540
500120 - Health Insurance	18,260	13,950	15,340
500125 - Other Insurance	360	270	220
500130 - Pension	14,700	11,170	15,460
500140 - Workers Compensation	5,340	4,680	4,940
Wages and Benefits	172,360	136,070	156,140
505010 - Advertising	50,000	50,000	50,000
505070 - Food and Supplies	50	50	50
505140 - Office Supplies	100	100	100
505210 - Safety Supplies	500	200	200
505230 - Travel Expenses	6,860	6,860	2,280
515000 - Contracted/Purchased Service	13,580	13,580	13,580
515130 - Consulting Services	10,000	10,000	5,000
520040 - Seminars/Conventions	700	700	470
525000 - Supplies/Material - Operating	500	500	500
525040 - Small Tools & Equipment	100	100	100
526000 - Supplies/Material-Maintenance	300	300	100
526040 - Equipment Maintenance	1,500	1,500	1,500
535060 - Uniforms	1,500	1,500	1,000
592020 - Cost of Sales	22,500	0	0
592040 - Promotional Expenses	3,000	1,000	1,000
592060 - Service Charge Expenses	1,200	0	0
Operating Expenses	112,390	86,390	75,880
45090 - Airline Services	284,750	222,460	232,020



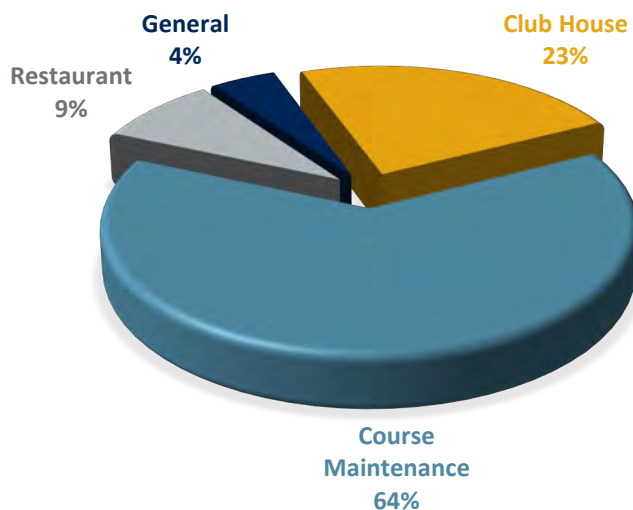
Black Rock Golf Course Fund Summary

GOLF COURSE REVENUE



A majority of the Golf Course operations funds is derived from Greens Fees, generating \$361,730 or 31% of revenues. Green Fees average \$23 per round, which includes 18 holes weekday and weekend play. Cart rental accounts for \$312,300 or 27%. Together, green fees and cart rental account for \$674,030 or 58% of revenue. The largest expense for the operational side of the golf course is maintenance of the golf course which accounts for \$749,500 or 64% of the budget and includes salaries, chemicals, irrigations, and capital outlay costs.

GOLF COURSE EXPENSE



Golf Course Fund Revenues

Category	2020 Budget	2021 Budget	2022 Budget	\$ Change	% Change
404200 - Pavilion Fee	300	300	0	(300)	-100.00%
404500 - Rental - Land	5,600	5,600	4,620	(980)	-17.50%
404510 - Rental - Building	10,800	10,800	10,800	0	0.00%
446000 - Green Fees - 18 Holes	307,260	310,160	276,740	(33,420)	-10.78%
446010 - Green Fees - 9 Holes	50,700	39,900	36,590	(3,310)	-8.30%
446020 - Green Holes - Twilight	29,900	36,520	35,400	(1,120)	100.00%
446030 - Cart Rentals -18 Holes	216,000	216,000	246,600	30,600	100.00%
446040 - Cart Rentals - 9 Holes	13,800	16,500	22,000	5,500	33.33%
446050 - Cart Rentals - Twilight	9,450	13,500	13,500	0	0.00%
446060 - Cart - Golf Card	0	13,360	30,200	16,840	126.05%
446070 - Driving Range	4,800	10,000	10,000	0	0.00%
446080 - Golf Simulator	0	0	3,000	3,000	0.00%
446100 - Pro-Shop Sales	42,000	45,000	46,000	1,000	2.22%
446200 - Food Sales	35,000	25,000	20,000	(5,000)	-20.00%
446210 - Soft Drink Sales	25,000	17,000	15,000	(2,000)	-11.76%
446220 - Beer & Wine Sales	55,000	45,000	45,000	0	0.00%
446230 - Misc. Restaurant Sales	7,000	5,000	5,000	0	0.00%
446300 - Advertising - Hole Markers	1,000	500	500	0	0.00%
490045 - Oper Transfer - General Fund	347,640	337,840	349,820	11,980	3.55%
499420 - Fuel	1,700	1,700	1,700	0	0.00%
Total Golf Course Revenue	1,162,950	1,149,680	1,172,470	22,790	1.98%

Golf Course Fund Expenditures

Category	2020 Budget	2021 Budget	2022 Budget	\$ Change	% Change
46010 - General Operations	82,860	48,950	52,370	3,420	6.99%
46020 - Club House Operations	265,570	266,390	270,630	4,240	1.59%
46030 - Course Maintenance	687,490	731,140	749,500	18,360	2.51%
46040 - Restaurant Operations	127,030	103,200	99,970	(3,230)	-3.13%
Total Golf Course Expenses	1,162,950	1,149,680	1,172,470	22,790	1.98%

Black Rock Golf Course Fund

Fund 46 - Departments 46010 - 46040

Contact: Ryan Crabtree

Departmental Function

Black Rock Golf Course provides 18 holes of quality golf for the residents of Washington County and surrounding areas. There are three departments within the Black Rock organization being overseen by a Board of Directors consisting of seven members. Policies and procedures are set by this committee and implemented by the Director and the Golf Course Superintendent.

Goals for Fiscal Year 2022

- ◆ Start the planning and design for the clubhouse modernization and renovation project.
- ◆ Host a JR golf league on Sunday nights.
- ◆ Start a winter golf simulator league.
- ◆ Attract new tournaments by connecting with community organizations and businesses.

Personnel

Summary of Full Time Positions	FY 2022	FY 2021	FY 2020
Golf Director	0	0	1
Golf Course Manager	1	0	0
Golf Course Superintendent	1	1	1
Assistant Golf Course Superintendent	1	1	1
Golf Course Mechanic	1	1	1
Golf Maintenance Worker	2	2	2
Grill Cook I	0	1	1
Total	6	6	7

Summary of Personnel Changes

- ◆ No changes in FY2022.

Black Rock Golf Course Revenues FY2022

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
404200 - Pavilion Fee	0	300	300
404500 - Rental - Land	4,620	5,600	5,600
404510 - Rental - Building	10,800	10,800	10,800
446000 - Green Fees - 18 Holes	276,740	310,160	307,260
446010 - Green Fees - 9 Holes	36,590	39,900	50,700
446020 - Green Holes - Twilight	35,400	36,520	29,900
446030 - Cart Rentals - 18 Holes	246,600	216,000	216,000
446040 - Cart Rentals - 9 Holes	22,000	16,500	13,800
446050 - Cart Rentals - Twilight	13,500	13,500	9,450
446060 - Cart - Golf Card	30,200	13,360	0
446070 - Driving Range	10,000	10,000	4,800
446080 - Golf Simulator	3,000	0	0
446100 - Pro-Shop Sales	46,000	45,000	42,000
446200 - Food Sales	20,000	25,000	35,000
446210 - Soft Drink Sales	15,000	17,000	25,000
446220 - Beer & Wine Sales	45,000	45,000	55,000
446230 - Misc. Restaurant Sales	5,000	5,000	7,000
446300 - Advertising - Hole Markers	500	500	1,000
490045 – Oper. Transfer - General Fund	349,820	337,840	347,640
499420 - Fuel	1,700	1,700	1,700
Golf Course Revenues	1,172,470	1,149,680	1,162,950

Black Rock Golf Course Expenses FY2022
Department 46010 - General Operations

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
500150 - Unemployment Compensation	3,890	0	0
500160 - Other Post-Employment Benefits	0	0	30,000
500170 - Personal Development	840	840	840
500171 - Employee Recognition	630	650	660
500172 - Team Building	180	180	180
Wages and Benefits	5,540	1,670	31,680
505010 - Advertising	5,800	6,300	6,300
505050 - Dues & Subscriptions	750	750	1,000
505140 - Office Supplies	550	650	400
505150 - Other - Miscellaneous	1,800	2,000	2,000
505180 - Printing Expenses	300	0	0
510010 - Fleet Insurance	5,280	4,250	3,600
510020 - Property & Casualty Insurance	2,110	2,020	2,200
510030 - Public & Gen Liability Insurance	3,080	2,910	3,000
515010 - Auditing Services	560	550	630
515270 - Maintenance Contract Services	300	300	300
525000 - Supplies/Material - Operating	500	500	500
525020 - Janitorial Supplies	1,000	1,000	1,000
526020 - Building Maintenance	3,500	3,500	3,500
526040 - Equipment Maintenance	300	250	250
540020 - Telephone Expenses	0	1,800	2,000
545010 - Electric	21,000	20,500	23,570
Operating Expenses	46,830	47,280	50,250
46010 - General Operations	52,370	48,950	81,930

Black Rock Golf Course Expenses FY2022
Department 46020 - Club House Operations

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
500000 - Wages - Full Time	59,180	55,200	56,370
500005 - Wages - Part Time	53,080	56,490	45,420
500010 - Wages - Overtime	540	500	0
500040 - Other Wages	270	270	180
500100 - FICA - Employer	9,000	8,950	8,120
500120 - Health Insurance	0	0	16,000
500125 - Other Insurance	370	350	350
500130 - Pension	16,580	16,030	10,540
500140 - Workers Compensation	1,650	1,650	1,250
Wages and Benefits	140,670	139,440	138,230
505140 - Office Supplies	100	100	100
505150 - Other - Miscellaneous	300	300	300
515270 - Maintenance Contract Services	200	200	200
525000 - Supplies/Material - Operating	50	300	300
526000 - Supplies/Material-Maintenance	320	320	0
526020 - Building Maintenance	1,760	1,000	0
527060 - Auto Gasoline	10,310	8,710	13,090
535010 - Copy Machine Rental	1,490	1,490	1,490
535030 - Golf Carts Rental	59,780	59,780	59,780
540022 - Cable TV & Internet Services	0	0	30
545050 - Waste/Trash Disposal	3,000	3,000	3,000
592010 - Commission - Pro Shop Sales	4,600	4,500	4,200
592020 - Cost of Sales	36,800	36,000	33,600
592030 - Oper Exp - Golf Carts	250	250	250
592060 - Service Charges	11,000	11,000	11,000
Operating Expenses	129,960	126,950	127,340
46020 - Club House Operations	270,630	266,390	265,570

Black Rock Golf Course Expenses FY2022
Department 46030 - Golf Course Maintenance

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
500000 - Wages - Full Time	256,490	241,480	240,270
500005 - Wages - Part Time	86,180	82,700	62,560
500010 - Wages - Overtime	14,000	14,000	16,160
500040 - Other Wages	2,330	1,330	2,440
500100 - FICA - Employer	27,460	25,720	24,590
500120 - Health Insurance	92,680	94,760	73,120
500125 - Other Insurance	1,620	1,550	1,540
500130 - Pension	66,690	64,640	62,650
500140 - Workers Compensation	5,000	5,000	5,000
Wages and Benefits	552,450	531,180	488,330
505140 - Office Supplies	160	160	0
505200 - Safety Equipment	2,500	2,500	0
515000 - Contracted/Purchased Service	2,500	2,500	2,500
515180 - Software	0	7,650	0
515270 - Maintenance Contract Services	190	190	0
520040 - Seminars/Conventions	300	300	300
525020 - Janitorial Supplies	0	0	500
525040 - Small Tools & Equipment	1,500	1,500	3,500
526000 - Supplies/Material-Maintenance	13,760	15,760	18,260
526020 - Building Maintenance	5,500	3,500	1,500
526040 - Equipment Maintenance	26,000	26,000	26,000
526060 - Irrigation	10,760	9,750	9,500
526070 - Landscaping Supplies	1,000	1,000	1,000
526100 - Seed/Sod	8,000	7,500	7,500
526120 - Top Dressing Materials	7,500	8,000	8,500
527030 - Diesel Fuel	11,230	11,350	9,330
527040 - Diesel Fuel Tax	30	30	130
527060 - Auto Gasoline	5,170	5,500	5,570
528010 - Fertilizer	12,500	12,500	14,770
528020 - Fungicide	40,760	40,000	40,000
528030 - Herbicide	16,500	16,500	16,500
528040 - Insecticide	2,500	2,500	3,000
535000 - Rentals	1,000	1,000	900
540010 - Wireless Communication	2,300	2,300	1,100

Black Rock Golf Course Expenses FY2022
Department 46030 - Golf Course Maintenance

	2022	2021	2020
	Operating	Operating	Operating
	Budget	Budget	Budget
	Approved	Approved	Approved
540020 - Telephone Expenses	0	240	240
540022 - Cable TV & Internet Services	930	930	930
545012 - Electric - Irrigation	9,000	4,000	5,130
545013 - Electric - Building	7,000	8,300	7,900
545015 - Heating Oil	2,700	2,800	4,110
545060 - Water	5,760	5,700	5,490
Operating Expenses	197,050	199,960	194,160
599999 - Controllable Assets	0	0	5,000
Capital Outlay	0	0	5,000
46030 - Golf Course Maintenance	749,500	731,140	687,490

Black Rock Golf Course Expenses FY2022
Department 46040 - Restaurant Operations

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
500000 - Wages - Full Time	0	0	19,420
500005 - Wages - Part Time	48,090	47,320	29,580
500010 - Wages - Overtime	700	800	1,110
500100 - FICA - Employer	3,730	3,680	3,830
500120 - Health Insurance	0	0	5,000
500125 - Other Insurance	0	0	110
500130 - Pension	0	0	5,050
500140 - Workers Compensation	600	500	600
Wages and Benefits	53,120	52,300	64,700
505120 - Licenses & Certifications	1,500	1,500	1,500
525020 - Janitorial Supplies	1,000	1,000	250
526040 - Equipment Maintenance	1,200	1,200	600
545030 - Propane Gas	1,500	1,800	2,640
592020 - Cost of Sales	41,650	45,400	57,340
Operating Expenses	46,850	50,900	62,330
46040 - Restaurant Operations	99,970	103,200	127,030





Other Governmental Funds Summary

Other Governmental Funds Revenues

Category	2020 Budget	2021 Budget	2022 Budget	\$ Change	% Change
Cascade Town Centre	996,680	183,650	184,150	500	0.27%
Agricultural Education Fund	241,820	257,280	264,040	6,760	2.63%
Grant Management	425,510	443,710	479,900	36,190	8.16%
Inmate Welfare	645,920	497,500	530,000	32,500	6.53%
Gaming	2,164,770	1,955,490	2,168,960	213,470	10.92%
Hotel Rental Tax	2,100,000	1,840,000	1,840,000	0	0.00%
Land Preservation	4,424,270	2,151,680	2,141,950	(9,730)	-0.45%
HEPMPO	563,240	590,980	606,200	15,220	2.58%
Contraband	5,910	0	5,070	5,070	100.00%
Total Other Govt. Fund Revenue	11,568,120	7,920,290	8,220,270	299,980	3.79%

Other Governmental Funds Expenditures

Category	2020 Budget	2021 Budget	2022 Budget	\$ Change	% Change
Cascade Town Centre	996,680	183,650	184,150	500	0.27%
Agricultural Education Fund	241,820	257,280	264,040	6,760	2.63%
Grant Management	425,510	443,710	479,900	36,190	8.16%
Inmate Welfare	645,920	497,500	530,000	32,500	6.53%
Gaming	2,164,770	1,955,490	2,168,960	213,470	10.92%
Hotel Rental Tax	2,100,000	1,840,000	1,840,000	0	0.00%
Land Preservation	4,424,270	2,151,680	2,141,950	(9,730)	-0.45%
HEPMPO	563,240	590,980	606,200	15,220	2.58%
Contraband	5,910	0	5,070	5,070	100.00%
Total Other Govt. Fund Expenses	11,568,120	7,920,290	8,220,270	299,980	3.79%



Cascade Town Centre Fund

Fund 22 – Department 22020

Contact: Andrew Eshelman

Departmental Function

Cascade Town Centre fund was created to foster redevelopment at the closed Fort Ritchie Site. It was sold in FY2021. The County continues to support certain operational expenditures utilizing proceeds from the sale.

Goals for Fiscal Year 2022

- ◆ No goals for FY22 due to the sale of the property.

Personnel

Summary of Full Time Positions	FY 2022	FY 2021	FY 2020
Section Supervisor	0	0	1
Senior Electrician	0	0	1
Senior HVAC Technician	0	0	1
Total	0	0	1

Summary of Personnel Changes

- ◆ No changes in FY2022.

Cascade Town Centre Revenues
FY2022

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
404510 - Rental - Building	0	0	21,000
404520 - Rental - Other	8,500	8,500	0
490000 - Miscellaneous	0	0	0
490045 - Oper Transfer - General Fund	0	0	203,080
490060 - Park Contributions from Residents	12,500	12,500	0
490090 - Fund Balance Reserve	163,150	162,650	772,600
Cascade Town Centre Revenues	184,150	183,650	996,680

Cascade Town Centre Expenses FY2022
22020 - General Operations

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
500000 - Wages - Full Time	0	0	204,400
500005 - Wages - Part Time	0	0	40,640
500010 - Wages - Overtime	0	0	20,320
500040 - Other Wages	0	0	2,000
500100 - FICA - Employer	0	0	20,300
500120 - Health Insurance	0	0	33,970
500125 - Other Insurance	0	0	1,280
500130 - Pension	0	0	53,670
500140 - Workers Compensation	0	0	12,010
500170 - Personal Development	0	0	360
500171 - Employee Recognition	0	0	280
500172 - Team Building	0	0	80
Wages and Benefits	0	0	389,310
502000 - Appropriations	150,000	150,000	150,000
505130 - Small Office Equipment	0	0	250
505140 - Office Supplies	0	0	750
505160 - Personal Mileage	0	0	100
505190 - Professional Fees	0	0	2,000
505192 - Property Tax Expense	4,000	4,000	4,000
505200 - Safety Equipment	0	0	500
505230 - Travel Expenses	0	0	50,000
505240 - Entertainment/Business Exp	0	0	5,000
510010 - Fleet Insurance	0	0	5,610
510020 - Property & Casualty Insurance	1,500	1,000	15,370
510030 - Public & Gen Liability Insurance	0	0	1,260
515270 - Maintenance Contract Services	25,000	25,000	27,450
515315 - Security Services	0	0	3,500
525020 - Janitorial Supplies	0	0	750
525040 - Small Tools & Equipment	250	250	2,000
526020 - Building Maintenance	3,000	3,000	30,000
526040 - Equipment Maintenance	0	0	25,000
526110 - Snow Removal Materials	0	0	2,500
527030 - Diesel Fuel	0	0	890
527040 - Diesel Fuel Tax	0	0	130

Cascade Town Centre Expenses FY2022
22020 - General Operations

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
527050 - Auto Fluids	0	0	1,000
527060 - Auto Gasoline	0	0	6,050
527090 - Auto Repairs	0	0	5,000
527100 - Auto Tires	0	0	2,000
535010 - Copy Machine Rental	0	0	2,750
535060 - Uniforms	0	0	2,500
540010 - Wireless Communication	0	0	2,850
540020 - Telephone Expenses	0	0	8,400
545010 - Electric	0	0	65,000
545015 - Heating Oil	0	0	8,800
545030 - Propane Gas	0	0	18,000
545040 - Sewer	0	0	153,670
545050 - Waste/Trash Disposal	200	200	2,000
545060 - Water	0	0	2,090
582060 - Fire Extinguishers/Refills	200	200	200
Operating Expenses	184,150	183,650	607,370
22020 - General Operations	184,150	183,650	996,680

Agricultural Education Fund

Fund 23 – Departments 23010 – 23050

Contact: Andrew Eshelman

Departmental Function

The Agricultural Education Center Function is to promote agricultural and youth interest in Washington County and to educate the public about Washington County's agricultural heritage. The site includes a multi-purpose building, four pole bars, horse show arena, tractor pull track, milking parlor, kennel club building, two pavilions, playground equipment, Washington County Services Extension offices, the Rural Heritage Museum, and a Heritage Village. The Buildings, Grounds, and Parks Department maintains the facility.

Goals for Fiscal Year 2022

- ◆ Coordinate with the Agriculture Education Center Board of Directors to develop a facility improvement plan.
- ◆ Coordinate with renters and tenants to manage events and activities responsibly and safely with COVID-19 precautions in place.
- ◆ Complete the transition of the Rural Heritage Museum to an independently operating organization.

Personnel

Summary of Full Time Positions	FY 2022	FY 2021	FY 2020
Facility Administrator	1	0	0
Administrative Assistant	0	1	1
Total	1	1	1

Summary of Personnel Changes

- ◆ No changes in FY2022.

Agricultural Education Center Fund Revenues
FY2022

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
404010 - Rental Fees	30,000	19,250	38,500
486045 - Reimbursed Exp - Other	2,700	2,700	2,700
490045 - Oper Transfer - General Fund	231,340	199,610	184,900
490090 - Fund Balance Reserve	0	35,720	15,720
Agricultural Education Center Fund Revenues	264,040	257,280	241,820

Agricultural Education Center Fund Expenses FY2022
Department 23010 - Museum & Administration

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
500000 - Wages - Full Time	46,870	43,700	41,260
500100 - FICA - Employer	3,590	3,340	3,160
500120 - Health Insurance	25,380	25,640	24,200
500125 - Other Insurance	310	290	270
500130 - Pension	12,190	11,760	10,710
500140 - Workers Compensation	100	90	90
500160 - Other Post-Employment Benefits	0	0	3,000
500170 - Personal Development	120	120	120
500171 - Employee Recognition	90	90	90
500172 - Team Building	30	30	30
Wages and Benefits	88,680	85,060	82,930
505010 - Advertising	550	550	550
505050 - Dues & Subscriptions	500	500	500
505140 - Office Supplies	1,000	1,000	1,000
505150 - Other - Miscellaneous	500	500	500
505180 - Printing Expenses	100	100	100
510020 - Property & Casualty Insurance	5,410	4,530	5,280
510030 - Public & Gen Liability Insurance	4,480	3,050	3,030
515010 - Auditing Services	550	1,640	1,550
525020 - Janitorial Supplies	770	770	770
535010 - Copy Machine Rental	1,800	1,800	1,800
540020 - Telephone Expenses	1,200	1,200	1,200
Operating Expenses	16,860	15,640	16,280
23010 - Museum & Administration	105,540	100,700	99,210

Agricultural Education Center Fund Expenses FY2022
Department 23030 - Rental Area

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
515270 - Maintenance Contract Services	4,000	4,000	4,000
525020 - Janitorial Supplies	1,500	1,500	1,500
525040 - Small Tools & Equipment	350	350	350
526000 - Supplies/Material-Maintenance	5,000	5,000	5,000
526020 - Building Maintenance	2,000	2,000	2,000
526040 - Equipment Maintenance	2,500	2,500	2,500
526050 - Groundskeeping Maintenance	2,300	2,300	2,300
545010 - Electric	19,000	16,400	17,330
545030 - Propane Gas	14,000	13,030	13,030
582060 - Fire Extinguishers/Refills	250	250	250
Operating Expenses	50,900	47,330	48,260
23030 - Rental Area	50,900	47,330	48,260

Agricultural Education Center Fund Expenses FY2022
Department 23040 - Museum

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
515270 - Maintenance Contract Services	1,500	1,500	1,500
525040 - Small Tools & Equipment	100	100	100
526000 - Supplies/Material-Maintenance	200	200	200
526020 - Building Maintenance	500	500	500
526040 - Equipment Maintenance	200	200	200
545010 - Electric	25,000	26,650	21,010
545015 - Heating Oil	7,000	7,000	4,620
582060 - Fire Extinguishers/Refills	50	50	50
Operating Expenses	34,550	36,200	28,180
23040 - Museum	34,550	36,200	28,180

Agricultural Education Center Fund Expenses FY2022
Department 23050 - Extension Office

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
515270 - Maintenance Contract Services	34,080	34,080	35,100
525020 - Janitorial Supplies	100	100	100
526000 - Supplies/Material-Maintenance	1,500	1,500	1,500
526020 - Building Maintenance	4,000	4,000	4,000
526040 - Equipment Maintenance	4,000	4,000	4,000
526050 - Groundskeeping Maintenance	650	650	650
545010 - Electric	20,500	20,500	16,000
545015 - Heating Oil	7,000	7,000	4,620
545050 - Waste/Trash Disposal	1,020	1,020	0
582060 - Fire Extinguishers/Refills	200	200	200
Operating Expenses	73,050	73,050	66,170
23050 - Extension Office	73,050	73,050	66,170

Grant Management Fund

Fund 24 – Departments 24010 - 24040

Contact: Susan Buchanan

Departmental Function

The Office of Grant Management is charged with the administration and management of the Local Management Board Initiative, Community Development Block Grant (GDBG) Funding, Neighborhood Conservation Initiative, Board of County Commissioner's Community Organization Funding, and Appalachian Regional Commission Funding Programs. In addition, the Office administers a portion of the Hotel Rental Tax and general Fund Contingency funding programs. The Office of Grant Management is also responsible for the oversight and management of all grant funds received by Washington County from State, Federal or private sources. Our Mission is to provide funding opportunities to local organizations for services and projects that improve the lives of Washington County citizens in a manner that ensures accountability and measured results.

Goals for Fiscal Year 2022

- ◆ Secure grant funding from the Children's Cabinet Interagency Fund to continue programs that impact Governor Hogan's strategic goals for serving children and families.
- ◆ Continue to effectively manage County grant funding with a goal of 100% compliance.
- ◆ Grant Managers will complete at least one course in the Grant Management Certificate Program.

Personnel

Summary of Full Time Positions	FY 2022	FY 2021	FY 2020
Director - Office of Grant Management	1	1	1
Senior Grant Manager	1	1	1
Grant Manager	1	1	1
Grant Analyst	1	1	1
Total	4	4	4

Summary of Personnel Changes

- ◆ No changes in FY2022.

Grant Management Fund Revenues FY2022

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
490045 - Oper Transfer - General Fund	349,010	273,080	284,690
490090 - Fund Balance Reserve	0	7,600	0
495100 - Operating - Federal Grants	5,000	25,000	0
495110 - Operating - State Grants	125,890	138,030	140,820
Grant Management Fund Revenues	479,900	443,710	425,510

Grant Management Fund Expenses FY2022
24010 - General Operations

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
500000 - Wages - Full Time	133,470	94,460	98,440
500040 - Other Wages	640	990	990
500100 - FICA - Employer	10,260	7,300	7,600
500120 - Health Insurance	36,770	19,390	9,780
500125 - Other Insurance	850	620	650
500130 - Pension	34,740	25,310	25,720
500140 - Workers Compensation	290	210	210
500160 - Other Post-Employment Benefits	0	0	9,000
500170 - Personal Development	480	480	480
500171 - Employee Recognition	360	370	370
500172 - Team Building	100	100	100
Wages and Benefits	217,960	149,230	153,340
505010 - Advertising	300	250	250
505020 - Community Service Awards	1,600	1,600	1,600
505050 - Dues & Subscriptions	300	250	250
505130 - Small Office Equipment	0	0	500
505140 - Office Supplies	1,800	1,800	1,800
505160 - Personal Mileage	1,000	1,000	1,000
505170 - Postage	250	250	250
505230 - Travel Expenses	1,000	1,000	1,000
505240 - Entertainment/Business Exp	250	250	250
515000 - Contracted/Purchased Service	950	350	350
520000 - Training	2,100	2,100	2,100
535010 - Copy Machine Rental	1,500	1,500	1,500
540020 - Telephone Expenses	0	500	500
Operating Expenses	11,050	10,850	11,350
24010 - General Operations	229,010	160,080	164,690

Grant Management Fund Expenses FY2022
24011 - School Based Mental Health

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
515000 - Contracted/Purchased Service	120,000	120,000	120,000
Operating Expenses	120,000	120,000	120,000
24011 - School Based Mental Health	120,000	120,000	120,000

Grant Management Fund Expenses FY2022
24015 - Dept of Housing & Community Development Grants

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
500000 - Wages - Full Time	2,790	14,800	1,470
500100 - FICA - Employer	210	1,130	110
500120 - Health Insurance	1,240	4,960	470
500125 - Other Insurance	20	100	10
500130 - Pension	730	3,980	380
500140 - Workers Compensation	10	30	10
Wages and Benefits	5,000	25,000	2,450
24015 - Dept of Housing & Community Dev	5,000	25,000	2,450

Grant Management Fund Expenses FY2022
24020 - Governor's Office of Children Grant

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
500000 - Wages - Full Time	62,380	67,370	71,560
500100 - FICA - Employer	4,770	5,160	5,470
500120 - Health Insurance	23,890	27,920	18,810
500125 - Other Insurance	390	440	460
500130 - Pension	16,190	18,360	18,550
500140 - Workers Compensation	140	150	150
Wages and Benefits	107,760	119,400	115,000
505130 - Small Office Equipment	0	0	2,000
505140 - Office Supplies	1,500	1,000	1,500
505230 - Travel Expenses	0	0	1,000
520000 - Training	0	0	900
520040 - Seminars/Conventions	0	0	1,000
Operating Expenses	1,500	1,000	6,400
599999 - Controllable Assets	0	1,000	0
Capital Outlay	0	1,000	0
24020 - Governor's Office of Children	109,260	121,400	121,400

Grant Management Fund Expenses FY2022
24040 - MD State Department of Education Grants

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
500000 - Wages - Full Time	8,910	8,640	9,970
500100 - FICA - Employer	680	670	760
500120 - Health Insurance	4,650	4,870	3,560
500125 - Other Insurance	60	60	70
500130 - Pension	2,310	2,370	2,590
500140 - Workers Compensation	20	20	20
Wages and Benefits	16,630	16,630	16,970
24040 - MD State Department of Education	16,630	16,630	16,970



Inmate Welfare Fund

Fund 25 – Department 25010

Contact: Major Craig Rowe

Departmental Function

The Washington County Inmate Welfare Fund was created by Article – Correctional Services Chapter 27 and 2 11-902: Each local correctional facility may establish an inmate welfare fund that is beneficial to housed inmates. This fund may be used only for goods or services that benefit the general inmate population as defined by regulations that the managing official of the local correctional facility adopts. 11-903: Each fund is a special continuing non-lapsing fund (2) (I) Each fund consists of 1-profits derived from the sale of goods through commissary operations, telephone, and vending commissions. See Chapter 27, 11-902 through 11-904 for more details.

Goals for Fiscal Year 2022

- ◆ Research, select, and implement a mail processing program that eliminates contraband coming via USPS using a third-party vendor.
- ◆ Review and evaluate the sale of hygiene products to inmates on disciplinary segregation as required by new standards and law.
- ◆ Research, select, and implement a system of using prepaid cards to return inmate accounts when released instead of checks.
- ◆ to reduce banking fees.

Inmate Welfare Fund Revenues FY2022

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
403111 - Commissary Revenue	415,000	380,000	366,570
490070 - Telephone Commission	115,000	117,500	111,600
490090 - Fund Balance	0	0	167,750
Inmate Welfare Fund Revenues	530,000	497,500	645,920

Inmate Welfare Fund Expenses FY2022
25010 - General Operations

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
500005 - Wages - Part Time	23,700	23,700	23,700
500100 - FICA - Employer	1,820	1,820	1,820
500140 - Workers Compensation	650	650	650
Wages and Benefits	26,170	26,170	26,170
505040 - Books	2,500	2,000	600
505050 - Dues & Subscriptions	100	100	100
505070 - Food and Supplies	3,000	3,000	3,000
505130 - Small Office Equipment	300	300	300
505140 - Office Supplies	2,000	2,000	2,000
505170 - Postage	2,000	2,000	2,000
515000 - Contracted/Purchased Service	3,800	3,800	3,800
515010 - Auditing Services	2,800	2,800	2,800
515180 - Software	65,190	54,670	53,740
515285 - Inmate Medical Services	2,000	2,000	2,000
515320 - Testing Services	0	900	900
525000 - Supplies/Material - Operating	131,650	118,080	118,080
540020 - Telephone Expenses	720	720	600
540022 - Cable TV & Internet Services	2,530	4,080	4,080
592020 - Cost of Sales	285,240	274,880	258,000
Operating Expenses	503,830	471,330	452,000
600400 - Machinery & Equipment	0	0	167,750
Capital Outlay	0	0	167,750
25010 - General Operations	530,000	497,500	645,920

Gaming Fund

Fund 26 – Departments 26010 – 26020

Contact: Susan Buchanan

Departmental Function

The Office of Community Grant Management interprets, implements, and enforces State law, County rules and regulations as well as all policies governing tip jar and bingo gaming activity with Washington County. The Office has sole authority to approve or deny license requests. Also, compliance of gaming laws and regulations of non-profit clubs and for-profit taverns and restaurants is monitored.

Responsibilities include the accurate collection and management of monies deposited to the Gaming Fund for distributions which are then allocated by an appointed seven-member panel to fire and rescue companies and local charities. This office also issues licenses and regulates coin-operated amusement devices throughout the County.

Goals for Fiscal Year 2022

- ◆ Maintain 100% gaming regulation compliance through regular inspections and operator education.
- ◆ Implement a new web-based grant application for gaming funds.

Personnel

Summary of Full Time Positions	FY 2022	FY 2021	FY 2020
Charitable Gaming Manager	1	1	1
Senior Office Associate	1	1	1
Total	2	2	2

Summary of Personnel Changes

- ◆ No changes in FY2022.

**Gaming Fund Revenues
FY2022**

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
401010 - Gaming Commission - Licenses	27,000	30,810	30,810
401020 - Gaming Commission - Stickers	115,000	115,000	115,000
401030 - Gaming Commission - Fees	1,976,960	1,759,680	1,976,960
401050 - Video Games - Licenses	50,000	50,000	42,000
Gaming Fund Revenues	2,168,960	1,955,490	2,164,770

Gaming Fund Expenses FY2022
26010 - General Operations

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
500000 - Wages - Full Time	100,290	101,910	104,550
500005 - Wages - Part Time	19,080	17,790	17,710
500040 - Other Wages	900	900	720
500100 - FICA - Employer	9,210	9,220	9,400
500120 - Health Insurance	18,550	20,850	0
500125 - Other Insurance	630	650	660
500130 - Pension	26,070	27,260	27,140
500140 - Workers Compensation	960	910	910
500160 - Other Post-Employment Benefits	0	0	9,000
500170 - Personal Development	240	240	240
500171 - Employee Recognition	180	190	190
500172 - Team Building	50	50	50
Wages and Benefits	176,160	179,970	170,570
505130 - Small Office Equipment	500	500	1,000
505140 - Office Supplies	2,500	2,000	2,000
505150 - Other - Miscellaneous	0	50	50
505160 - Personal Mileage	4,000	4,000	3,500
505180 - Printing Expenses	3,500	3,500	3,500
505230 - Travel Expenses	500	500	1,500
505240 - Entertainment/Business Exp	500	500	500
505906 - Operating Reserves	2,090	2,090	2,190
515000 - Contracted/Purchased Service	750	100	100
520040 - Seminars/Conventions	0	0	900
535010 - Copy Machine Rental	1,500	1,500	1,500
540020 - Telephone Expenses	0	500	500
Operating Expenses	15,840	15,240	17,240
599999 - Controllable Assets	0	600	0
Capital Outlay	0	600	0
26010 - General Operations	192,000	195,810	187,810

**Gaming Fund Expenses FY2022
26020 - Gaming Distribution**

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
502110 - Gaming - Fire and Rescue	988,480	879,840	988,480
502120 - Gaming - Nonprofit	988,480	879,840	988,480
Operating Expenses	1,976,960	1,759,680	1,976,960
26020 - Gaming Distribution	1,976,960	1,759,680	1,976,960

Hotel Rental Tax Fund

Fund 27 – Departments 27010 - 27030

Contact: Sara Greaves

Departmental Function

The Hotel Rental Tax Fund is used to account for revenue generated by a 6% Hotel rental Tax approved under Maryland Code Article 24, Title 9, and Subtitle 3 by local resolution. The expenditure of the Hotel Rental tax revenue is restricted by State statute. The Convention and Visitors Bureau receives 50% of collected fees to promote tourism. Municipalities receive a portion of the tax revenue based on population with each one receiving a minimum of \$15,000; the remaining amount is distributed as approved by the Board of County Commissioners to promote tourism, to encourage economic development, or to promote cultural and/or recreational activities in Washington County.

Goals for Fiscal Year 2022

- ◆ Not applicable.

Hotel Rental Tax Fund Revenues FY2022

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
400540 - Hotel-Motel Tax	1,840,000	1,840,000	1,840,000
Hotel Rental Tax Revenues	1,840,000	1,840,000	1,840,000

Hotel Rental Tax Fund Expenses FY2022
27010 - General Operations

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
502000 - Appropriations	588,240	588,240	671,370
Operating Expenses	588,240	588,240	671,370
27010 - General Operations	588,240	588,240	671,370

Hotel Rental Tax Fund Expenses FY2022
27020 - CVB

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
502000 - Appropriations	920,000	920,000	1,050,000
Operating Expenses	920,000	920,000	1,050,000
27020 - CVB	920,000	920,000	1,050,000

Hotel Rental Tax Fund Expenses FY2022
27030 - Municipality

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
502000 - Appropriations	331,760	331,760	378,630
Operating Expenses	331,760	331,760	378,630
27030 - Municipality	331,760	331,760	378,630

Land Preservation Fund

Fund 28 – Departments 28010 - 28070

Contact: Chris Boggs

Departmental Function

The Land Preservation Fund is used to account for programs related to agricultural land preservation. At least \$400,000 of the revenues from the County Real Estate Transfer Tax is used to purchase permanent easements. Roughly half of this will be used for County Installment Payment Program easements; the other half is to be put toward the 60/40 match mechanism for the acquisition of Maryland Agricultural Land Preservation Program easements. A portion of the Agricultural Transfer Tax that is collected by the County is remitted to the State for the purchase of easements. These programs enhance the viability of agriculture in the County. Administrative and Compliance funds from easement settlements are deposited into this account and have been used to pay for easement-related services when they are due prior to settlement. The Fund is used by several programs, including the Maryland Agricultural Land Preservation Program (MALPP), Rural Legacy Program (RLP), Conservation Reserve Enhancement Program (CREP), and Installment Payment Program (IPP).

Goals for Fiscal Year 2022

- ◆ Continue to work towards achieving the goal of 50,000 permanently preserved areas.
- ◆ Pursue additional Next Generation Farmland Acquisition Program transfers.
- ◆ Settle our first Small Acreage Next Generation Farmland Acquisition project.
- ◆ Continue to pursue easement donations.
- ◆ Work with DNR and MET to procure permanent easements that do not fall under the many programs the County administers.
- ◆ Settle three or four Maryland Agricultural Land Preservation Foundation Easements.
- ◆ Complete expenditure of FY21 RLP Grant and process RLA Grant Agreement for FY22.
- ◆ Seek additional applicants for CREP easement funding.
- ◆ Work with landowners for Ag District renewals.

Personnel

Summary of Full Time Positions	FY 2022	FY 2021	FY 2020
Land Preservation Planner	1	1	1
Total	1	1	1

Summary of Personnel Changes

- ◆ No changes in FY2022.

Land Preservations Fund Revenues
FY2022

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
400600 - State Agricultural Transfer Tax	0	75,000	75,000
400601 - Contra - Ag Tax Revenue	75,000	(30,000)	(30,000)
400610 - County Ag Transfer Tax	0	0	
490000 - Miscellaneous	0	0	
490045 - Oper Transfer - General Fund	2,066,950	30,880	18,170
495100 - Operating - Federal Grants	0	0	
495110 - Operating - State Grants	0	1,675,800	3,961,100
498640 - Transfer Tax	0	400,000	400,000
Land Preservation Revenues	2,141,950	2,151,680	4,424,270

Land Preservations Fund Expenses FY2022
28010 - General Operations

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
500000 - Wages - Full Time	16,570	11,250	9,900
500100 - FICA - Employer	1,260	850	750
500120 - Health Insurance	6,400	5,170	3,540
500125 - Other Insurance	110	70	60
500130 - Pension	4,310	3,350	2,560
500140 - Workers Compensation	30	30	40
500170 - Personal Development	120	120	240
500171 - Employee Recognition	100	190	190
500172 - Team Building	30	30	50
Wages and Benefits	28,930	21,060	17,330
28010 - General Operations	28,930	21,060	17,330

Land Preservations Fund Expenses FY2022
28020 - State Agricultural Transfer Tax

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
500000 - Wages - Full Time	16,700	16,340	17,010
500100 - FICA - Employer	1,280	1,250	1,310
500120 - Health Insurance	6,440	6,800	6,050
500125 - Other Insurance	100	110	120
500130 - Pension	4,340	4,400	4,450
500140 - Workers Compensation	40	40	30
Wages and Benefits	28,900	28,940	28,970
515010 - Auditing Services	1,100	1,060	1,030
586020 - Development Rights	15,000	15,000	15,000
Operating Expenses	16,100	16,060	16,030
28020 - State Agricultural Transfer Tax	45,000	45,000	45,000

Land Preservations Fund Expenses FY2022
28040 - Installment Purchase Program

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
505906 - Operating Reserves	199,380	195,750	192,110
586020 - Development Rights	200,620	204,250	207,890
Operating Expenses	400,000	400,000	400,000
28040 - Installment Purchase Program	400,000	400,000	400,000

Land Preservations Fund Expenses FY2022
28050 - Rural Legacy Program

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
500000 - Wages - Full Time	27,780	24,400	29,180
500100 - FICA - Employer	2,130	1,870	2,230
500120 - Health Insurance	10,730	9,820	10,380
500125 - Other Insurance	170	160	190
500130 - Pension	7,220	6,340	7,610
500140 - Workers Compensation	60	50	60
Wages and Benefits	48,090	42,640	49,650
510000 - Insurance	5,610	4,980	11,340
515000 - Contracted/Purchased Service	4,810	4,270	9,720
515130 - Consulting Services	10,000	0	0
515260 - Legal Services	4,810	4,270	9,720
586020 - Development Rights	1,593,630	1,422,480	3,239,920
Operating Expenses	1,618,860	1,436,000	3,270,700
28050 - Rural Legacy Program	1,666,950	1,478,640	3,320,350

Land Preservations Fund Expenses FY2022
28060 - Conservation Res Enhancement Program

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
500000 - Wages - Full Time	4,100	8,760	11,350
500100 - FICA - Employer	310	670	870
500120 - Health Insurance	1,580	3,650	4,040
500125 - Other Insurance	30	60	70
500130 - Pension	1,070	2,360	2,960
500140 - Workers Compensation	10	20	30
Wages and Benefits	7,100	15,520	19,320
510000 - Insurance	830	660	2,160
515000 - Contracted/Purchased Service	710	570	1,850
515130 - Consulting Services	3,600	0	0
515260 - Legal Services	710	570	1,850
586020 - Development Rights	233,500	189,660	616,410
Operating Expenses	239,350	191,460	622,270
28060 - Conservation Res Enhancement	246,450	206,980	641,590



HEPMPO Fund

Fund 29 – Department 29010

Contact: Jill Baker

Departmental Function

The Hagerstown/Eastern Panhandle Metropolitan Planning Organization (HEPMPO) is the Federal and State designated regional transportation planning body for the urbanized areas in Berkeley and Jefferson counties in West Virginia; Washington County, Maryland; and a small portion of Franklin County Pennsylvania. The HEPMPPO coordinates the federally mandated transportation planning process in the Hagerstown-Martinsburg Urbanized Area, a designation resulting from the 1990 and 2000 Census. An important part of this planning process is the public's participation in developing short and long-term goals for the regional transportation system. The public is invited to search the website, review the information, and provide HEPMPPO with any feedback regarding transportation issues facing the region today and in the future.

Goals for Fiscal Year 2022

- ◆ Continue to incorporate planning factors and performance measures into regional planning efforts in accordance with the FAST Act transportation legislation.
- ◆ Continue to support local governmental bodies in the application and implementation of grant applications such as Transportation Alternatives Program (TAP), Recreational Trails Program (RTP), Safe Routes to Schools (SRTS), and Congestion Mitigation and Air Quality (CMAQ).
- ◆ Continue development of Multimodal Long Range Transportation Plan Update.
- ◆ Provide funding support to Washington County Transit Department to allow County Staff to collect data and develop reports for the National Transit Database.

HEPMPO Fund Revenues FY2022

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
490000 - Miscellaneous	31,970	31,490	30,020
490045 - Oper Transfer - General Fund	10,030	9,750	8,580
491731 - Oper Transfer - Transit	18,620	17,950	17,730
495100 - Operating - Federal Grants	484,960	472,700	450,580
495110 - Operating - State Grants	60,620	59,090	56,330
HEPMPO Revenues	606,200	590,980	563,240

HEPMPO Fund Expenses FY2022
29010 – HEPMPO

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
500000 – Wages – Full Time	41,920	39,120	37,440
500100 – FICA – Employer	3,210	3,000	2,870
500120 – Health Insurance	13,020	13,240	12,920
500125 – Other Insurance	220	230	240
500130 – Pension	10,800	10,530	9,690
500140 – Workers Compensation	90	90	90
Wages and Benefits	69,260	66,210	63,250
505010 – Advertising	5,000	3,500	3,500
505050 – Dues & Subscriptions	2,500	2,500	2,000
505130 – Small Office Equipment	500	500	500
505140 – Office Supplies	600	600	600
505160 – Personal Mileage	5,000	5,000	5,000
505170 – Postage	200	200	200
505180 – Printing Expenses	200	200	200
505230 – Travel Expenses	2,500	5,000	5,000
510030 – Public & Gen Liability Insurance	2,000	3,200	3,200
515000 – Contracted/Purchased Service	196,750	225,000	214,660
515130 – Consulting Services	296,940	252,840	236,280
515180 – Software	14,200	15,680	15,850
520040 – Seminars/Conventions	1,000	1,000	500
535000 – Rentals	100	100	100
535010 – Copy Machine Rental	1,800	1,800	2,200
535055 – Lease Payments	7,200	7,200	7,200
540010 – Wireless Communication	150	150	150
540020 – Telephone Expenses	300	300	350
Operating Expenses	536,940	524,770	497,490
599999 – Controllable Assets	0	0	2,500
Capital Outlay	0	0	2,500
29010 – HEPMPO	606,200	590,980	563,240



Contraband Fund

Fund 51 – Department 51010

Contact: Sheriff Douglas Mullendore

Departmental Function

The Contraband Fund receives funds from seized proceeds from controlled dangerous substance activities. These funds are utilized to enhance operations of the Washington County Sheriff's Office, Washington County State's Attorney Office, and the Hagerstown Police Department.

Goals for Fiscal Year 2022

- ◆ Add new technology to our covert surveillance program to monitor/record-controlled purchases.
- ◆ Utilize additional cellular providers to increase safety of undercover/informants during controlled purchases.

Contraband Revenues FY2022

	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
490030 – Sheriff – Contraband Revenue	5,070	0	5,910
Contraband Revenues	5,070	0	5,910

Contraband Fund Expenses FY2022 51010 - General Operations

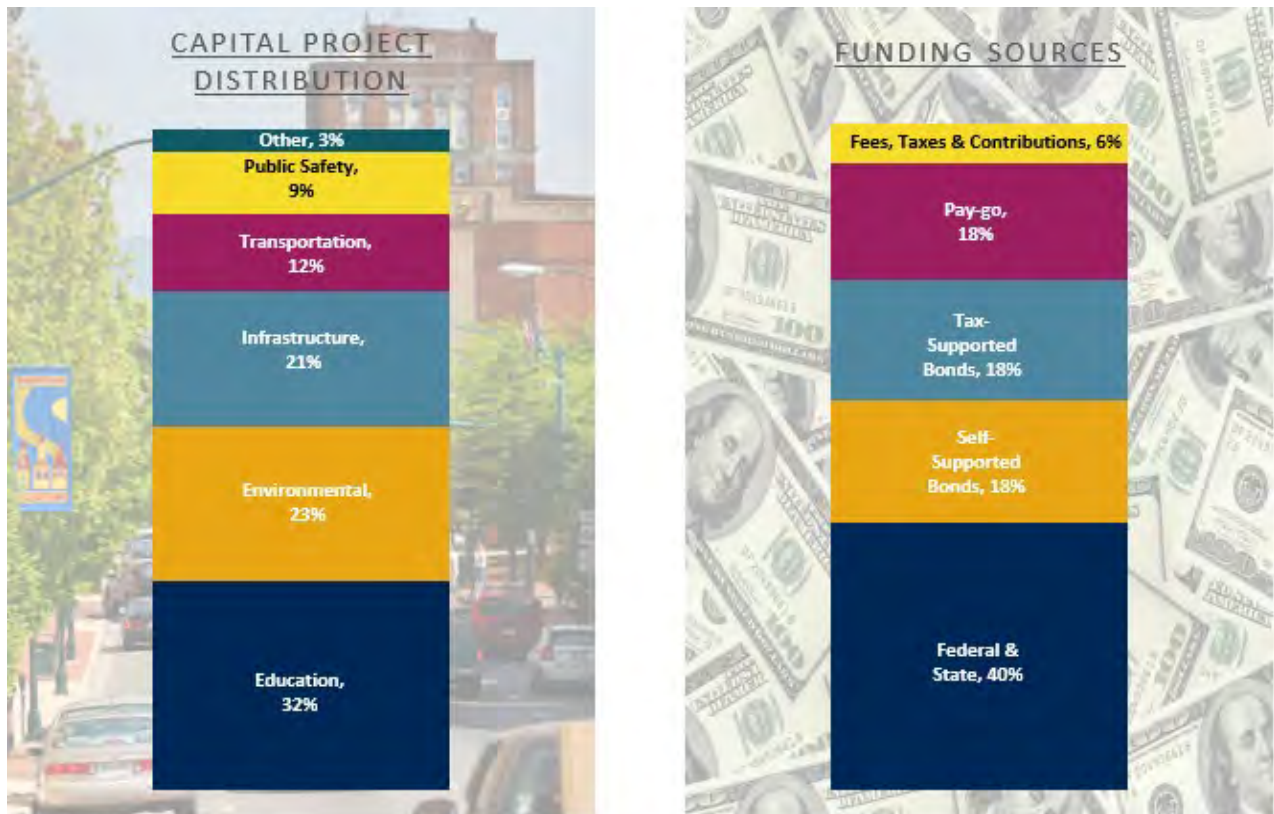
	2022 Operating Budget Approved	2021 Operating Budget Approved	2020 Operating Budget Approved
599999 - Controllable Assets	5,070	0	5,910
Capital Outlay	5,070	0	5,910
51010 - General Operations	5,070	0	5,910





Capital Improvement Budget Overview

A graphic illustration of planned capital project distribution and funding sources for fiscal year 2022 is shown below. The fiscal year 2022 Capital Improvement Budget is funded mainly from: tax-supported and self-supported bonds, pay-go funds, Federal and State funds, and developer-based fees.



Operating Impact of Capital Improvement Projects

The operating impact of capital projects are reviewed and considered during the Capital Improvement Plan review process. Estimated new revenues and or operational efficiency savings associated with projects are also taken into consideration. The operating costs of the projects are identified and considered during the ranking evaluation. The operating costs of projects to be completed and in-service during the budget year are identified and justified as part of the operating budget process. Additions or eliminations of personnel, significant start-up costs, as well as operation and maintenance costs of the new facilities are included in the operating budget. These conservative operating cost estimates include personnel, equipment maintenance, building maintenance, and other major costs anticipated at the completion of the project. An important consideration in the County's Capital Improvement Budget is the fiscal impact on the Operating Budget due to the additional debt service cost. Total debt service cost for fiscal 2022 is approximately \$19.7 million.

The ten-year operating budget impact for major projects approved in the fiscal year 2022 Capital Budget are presented on the following pages.

Project Detail of Major Projects – Fiscal Year 2022

Project Name	Project Description	Project Budget	Operating Impact
Capital Maintenance - BOE	Projects vary depending on the conditions, safety, security, and utility requirements. The Comprehensive Maintenance Plan outlines specific projects over the next five years. Projects which qualify for State funding of 79% of construction costs are included here. Projects are targeted to reduce deferred maintenance.	\$12,314,000	\$0
Capacity Management Project	Capacity Management has been expanded to include the following: Phase I – Construct a new regional pump station to service the Mougansville area. The new pump station will pump the sewage to the Cedar Lawn area where it will be discharged into the County's gravity collection system. Gravity lines will be constructed from the new station to Mougansville and Mougans Meadow's pump stations. Once the new station is on-line the existing Mougansville and Mougans Meadow's pump stations will be taken off-line. Phase II – Construct a new gravity line from the regional station to the Garden Spot pump station. At this time, the Garden Spot pump station will be taken off-line. Phase III – Construct a new gravity line from Garden Spot pump station to Freedom Hills pump station. At this time, the Freedom Hill pump station will be taken off-line.	6,740,000	0
Pavement Maintenance and Rehab Program	This project includes the modification of county-wide pavement maintenance program targeting rehabilitation of county highway pavement, as required. Techniques may include but not be limited to road reclamation, bituminous concrete overlay, crack sealing, and surface treatment. Individual projects will be determined on an annual basis consistent with the County's overall Pavement Management Program.	4,750,000	0
Smithsburg WWTP ENR Upgrade	The project will upgrade the facility to address Maryland Department of the Environment (MDE) strategy for Enhanced Nutrient Removal (ENR) and expand capacity to address growth needs of the area.	3,000,000	10,000

Project Name	Project Description	Project Budget	Operating Impact
Land Acquisition-Airport	This project is for land acquisition to promote future economic development of the Airport. FY2022 - Topflight corner for Runway 20 Viability Zone (old Fair Child facility property) and 14223 Oak Springs. FY2027 - Acquire Land for Development FY2031 - Acquire Land for Development	\$2,923,000	\$0
Hancock Public Library Replacement	This project includes the construction of a new public library in the town of Hancock. The project will include enhancements to the proposed site including parking and a stormwater management facility.	2,683,000	56,000
Portable Radio Replacement Program - Emergency Services	The Portable Radio Replacement Program focuses on the investment in portable radios used exclusively by Washington County government's public safety-first responders (Sheriff's Office & Emergency Services personnel) to provide personal communication infrastructure in conjunction with the County's UHF Public Safety trunked radio system. This specific project budget is solely for the replacement of radios used by Emergency Services personnel.	2,139,000	0
Close Out Cap - Rubblefill	The purpose of the project is to design and construct a close out cap for the Rubble landfill.	1,901,000	0
LRC Exterior Metal Panel System and Roof Replacement	This project calls for the replacement of the original 22,222 SF roof, which is built-up asphalt. There are several smaller standing seam metal roof sections. The exterior metal panel system is a first-generation system that uses a gasket and clip system to attach them to the building structure. These early generation systems have poor insulating properties and have been plagued by water infiltration issues. Many of the roof flashing details integrate with the metal panel system requiring both systems be replaced in conjunction with each other. The main roof sections will be replaced with an Energy Star rated modified bitumen system. The metal roofing sections will be replaced with new standing seam roof systems. Both roof systems will include new flashing details to prevent water infiltration. The metal panel system will be replaced with a new metal panel system that has been engineered to improve the insulating properties and performance.	1,783,000	0

Project Name	Project Description	Project Budget	Operating Impact
Police & EMS Training Facility	As the need for police, fire, and emergency services continues to grow, the need for a facility for training emergency personnel grows as well. Such a facility would be centralized to the area, easily accessible, and utilized by state, county and local police departments, correctional guards, and security guards. Classroom training for fire and emergency services departments, that predominantly takes place currently in local fire houses, would be held in this facility. With the potential to utilize previously owned County property, the facility would allow for local law enforcement and Fire/EMS programs to migrate from the HCC facilities and have a designated public safety campus. The project would be constructed over several phases ranging from the main building to other necessary training structures.	\$1,400,000	\$500,000
CARES Act Preventative Maintenance	The project will provide for preventative maintenance and repairs of transit vehicles and facilities related to COVID 19.	1,351,000	0
CARES Act Fixed Route Replacement Buses	Replace three (3) Fixed-Route Transit buses. Units 711, 713 - 714 will become 724 -726	1,205,000	0
Halfway Boulevard Bridges W0912	The project involves repairing the eastbound and westbound bridges of Halfway Boulevard over the Norfolk Southern railroad (ADC Map 20, H-8). The project will include cleaning and painting of steel beams, replacement of bearings and expansion joints, concrete repairs to the substructure and superstructure, traffic barrier improvements, and minor paving work.	1,182,000	0
Wright Road	The project involves the relocation of Wright Road between Hopewell Road and the railroad crossing on Wright Road. The project includes construction of a closed section roadway and will include culvert improvements on Wright Road and Hopewell Road. The project length is approximately 2,000 LF.	1,173,000	1,000
Stormwater Retrofits	This project includes the construction of SWM systems based on Best Management Practices such as bio-swales, bio-filters, permeable pavements, ponds, wetlands, etc. along roadways, in parks, and on other county properties to satisfy the National Pollutant Discharge Elimination Systems (NPDES) requirements established by the MDE.	1,000,000	0

Project Name	Project Description	Project Budget	Operating Impact
Eastern Blvd at Antietam Drive Improvements	The project will provide intersection improvements at Antietam Drive. This project will connect the Eastern Boulevard Widening Phase II project with the Eastern Boulevard Extended project.	\$1,000,000	\$2,000
Regional Park Walking/Hiking Trail	Walking, hiking, and biking Trails at Regional Park. Depending on grants received, the project would include the construction of a new parking lot off Landis Road.	690,000	0
Roxbury Road Bridge W5372	This project involves the replacement of an existing one lane, two span bridge with a two-lane multiple span bridge. The existing bridge has flooding issues and is structurally deficient and functionally obsolete.	500,000	0
Center for Business and Entrepreneurial Studies	The project includes an extensive first floor renovation along with major building upgrades to create the Center for Business and Entrepreneurial Studies. The current building has large areas of space that was constructed for training in light manufacturing disciplines. As the market has changed, so has the demand for this type of space. The project will make these areas suitable for other purposes, including the creation of a business incubator. The renovation will create a lobby area, modern lab areas, classrooms, and shared spaces for business incubation areas.	500,000	0
Law Enforcement - Vehicle & Equipment Replacement Program	This project is for the replacement of public safety fleet inventory.	500,000	0
Burn Building - PSTC Training Center	This project has cost associated with the purchase and installation of a modular constructed burn building at the new PSTC located off Sharpsburg Pike. Total cost of the building is expected to be \$1 million, with associated site preparation construction of \$500,000.	500,000	0

Capital Improvement Ten Year Detail
Fiscal Year 2022 - 2031

	Projected Costs				Budget Yr.	Ten Year Capital Program				
	*FTE	Operating	Total	Prior Appr.	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future
Project Costs										
Airport										
T-Hangar 1, 2, & 3 Replacement	0.0	0	463,000	112,000	33,000	28,000	34,000	35,000	35,000	186,000
Airport Roof Replacement Project	0.0	0	340,215	55,215	15,000	45,000	35,000	55,000	25,000	110,000
Airport Security System Enhancements	0.0	0	343,000	283,000	60,000	0	0	0	0	0
Capital Equipment - Airport	0.0	0	2,045,475	949,475	16,000	110,000	211,000	16,000	65,000	678,000
Land Acquisition-Airport	0.0	0	5,430,000	2,507,000	2,923,000	0	0	0	0	0
Taxiway F Rehabilitation	0.0	0	6,300,000	0	300,000	0	6,000,000	0	0	0
Proposed Taxiway S	0.0	0	1,180,000	0	0	0	0	0	0	1,180,000
Runway 9 MALSR	0.0	0	1,484,000	0	0	0	0	0	0	1,484,000
Runway 2/20 Rehabilitation	0.0	0	3,850,000	0	0	0	0	350,000	3,500,000	0
Runway 9/27 Lighting & Signage	0.0	0	825,000	0	0	0	0	75,000	750,000	0
Snow Removal Equip Storage Bldg Expansion	0.0	1,500	3,514,000	0	0	300,000	0	3,214,000	0	0
Taxiway G Rehabilitation	0.0	0	1,920,000	0	0	0	0	0	0	1,920,000
Taxiway H Rehabilitation	0.0	0	300,000	0	0	0	0	0	0	300,000
Taxiway T Construction	0.0	0	159,000	0	0	0	0	0	0	159,000
Airport Total	0.0	1,500	28,153,690	3,906,690	3,347,000	483,000	6,280,000	3,745,000	4,375,000	6,017,000
Bridges										
Bridge Inspection and Inventory	0.0	1,080	666,250	287,250	22,000	0	138,000	0	24,000	195,000
Roxbury Road Bridge W5372	0.0	0	3,392,077	2,892,077	500,000	0	0	0	0	0
Bridge Scour Repairs	0.0	0	31,184	31,184	0	0	0	0	0	0
Cleaning & Painting of Steel Bridges	0.0	0	408,000	108,000	0	150,000	0	0	0	150,000
Halfway Boulevard Bridges W0912	0.0	0	4,489,000	1,707,000	1,182,000	1,600,000	0	0	0	0
Frog Eye Road Culvert 11/06	0.0	0	802,000	652,000	150,000	0	0	0	0	0
Appletown Road Bridge W2184	0.0	0	474,000	0	0	0	0	0	0	474,000
Ashton Road Culvert 04/06	0.0	0	399,000	0	0	0	0	0	0	399,000
Bowie Road Culvert	0.0	0	305,000	0	0	0	0	0	0	305,000
Burnside Bridge Road Culvert 01/03	0.0	0	329,000	0	0	0	0	114,000	215,000	0
Draper Road Culvert 04/07	0.0	0	428,000	0	0	0	0	0	0	428,000
Draper Road Culvert 04/08	0.0	0	36,000	0	0	0	0	0	0	36,000
Gardenhour Road Bridge W2431	0.0	0	1,945,000	0	0	500,000	25,000	0	1,420,000	0
Greenbrier Road Culvert 16/14	0.0	0	268,000	0	0	0	0	0	0	268,000
Greenspring Furnace Road Culvert 15/15	0.0	0	406,000	0	0	40,000	179,000	187,000	0	0
Gruber Road Bridge 04/10	0.0	0	288,000	0	0	0	0	0	0	288,000
Harpers Ferry Road Culvert 11/02	0.0	0	541,000	0	0	0	0	0	82,000	459,000
Henline Road Culvert 05/05	0.0	0	465,000	0	0	0	0	0	0	465,000
Hoffman's Inn Road Culvert 05/06	0.0	0	313,000	0	0	0	0	0	0	313,000
Kretsinger Road Culvert 14/01	0.0	0	316,000	0	0	316,000	0	0	0	0
Lanes Road Culvert 15/12	0.0	0	317,000	0	0	0	32,000	285,000	0	0
Long Hollow Road Culvert 05/07	0.0	0	316,000	0	0	0	0	0	66,000	250,000
Mercersburg Road Culvert 04/16	0.0	0	16,000	0	0	0	0	0	0	16,000
Mooreville Road Culvert 15/21	0.0	0	355,000	0	0	0	0	0	0	355,000
Poplar Grove Road Bridge W2432	0.0	0	100,000	0	0	0	0	0	0	100,000
Rensburg Road Culvert	0.0	0	287,000	0	0	0	0	119,000	168,000	0
Rinehart Road Culvert 14/03	0.0	0	332,000	0	0	0	332,000	0	0	0
Stone Masonry Bridge Repairs	0.0	0	270,000	0	0	0	0	0	0	270,000
Taylor's Landing Road Bridge W7101	0.0	0	35,000	0	0	0	0	0	0	35,000
Willow Road Culvert 05/10	0.0	0	323,000	0	0	0	0	0	0	323,000
Yarrowsburg Road Bridge W6191	0.0	0	2,102,000	0	0	0	0	0	0	2,102,000
Bridges Total	0.0	1,080	20,754,511	5,677,511	1,854,000	2,606,000	706,000	705,000	1,975,000	7,231,000
Drainage										
Stream Restoration at Various Locations	0.0	0	1,906,782	1,056,782	0	0	250,000	0	0	600,000
Stormwater Retrofits	0.0	0	13,086,754	3,886,754	1,000,000	1,000,000	900,000	900,000	900,000	4,500,000
Drainage Improvements at Various Locations	0.0	0	700,000	150,000	75,000	75,000	50,000	50,000	50,000	250,000
Broadfording Church Road Culvert	0.0	0	231,000	0	0	0	57,000	174,000	0	0
Draper Road Drainage Improvements	0.0	0	509,000	0	0	0	0	0	0	509,000
Harpers Ferry Road Drainage, 3600 Block	0.0	0	376,000	0	0	0	75,000	301,000	0	0
Shank Road Drainage	0.0	0	153,000	0	0	0	0	153,000	0	0
Trego Mountain Road Drainage	0.0	0	315,000	0	0	0	0	0	0	315,000
University Road Culvert	0.0	0	203,000	0	0	0	0	0	203,000	0
Drainage Total	0.0	0	17,480,536	5,093,536	1,075,000	1,075,000	1,332,000	1,578,000	1,153,000	6,174,000
Board of Education										
Capital Maintenance - BOE	0.0	0	168,506,570	10,280,570	12,314,000	18,648,000	15,204,000	14,252,000	15,680,000	82,128,000
Board of Education Total	0.0	0	168,506,570	10,280,570	12,314,000	18,648,000	15,204,000	14,252,000	15,680,000	82,128,000

Capital Improvement Ten Year Detail
Fiscal Year 2022 - 2031

	Projected Costs			Prior Appr.	Budget Yr.	Ten Year Capital Program				
	*FTE	Operating	Total		FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future
Project Costs										
Hagerstown Community College										
Center for Business & Entrepreneurial	0.0	0	11,230,000	10,730,000	500,000	0	0	0	0	0
LRC Ext Metal Panel Sys & Roof Replacement	0.0	0	1,783,000	0	1,783,000	0	0	0	0	0
ATC Renovation	0.0	2,000	5,400,000	0	0	0	0	0	850,000	4,550,000
Career Programs Roof Replacement	0.0	0	1,562,000	0	0	0	0	0	0	1,562,000
CVT Instructional Facility Acquisition	0.0	0	2,000,000	0	0	0	0	0	0	2,000,000
CVT Renovation/Construction Project	0.0	25,000	924,000	0	0	0	0	0	0	924,000
Second Entrance Drive Widening Project	0.0	0	6,099,000	0	0	1,714,000	1,714,000	1,714,000	957,000	0
Hagerstown Community College Total	0.0	27,000	28,998,000	10,730,000	2,283,000	1,714,000	1,714,000	1,714,000	1,807,000	9,036,000
Public Libraries										
Systemic Projects - Library	0.0	0	141,492	41,492	10,000	10,000	10,000	10,000	10,000	50,000
Hancock Public Library Replacement	1.5	56,000	2,825,000	142,000	2,683,000	0	0	0	0	0
Public Libraries Total	1.5	56,000	2,966,492	183,492	2,693,000	10,000	10,000	10,000	10,000	50,000
General Government										
Cost of Bond Issuance	0.0	0	976,587	231,587	25,000	80,000	80,000	80,000	80,000	400,000
Contingency - General Fund	0.0	0	330,363	330,363	0	0	0	0	0	0
Systemic Improvements - Building	0.0	0	3,132,869	1,622,869	0	30,000	130,000	175,000	175,000	1,000,000
Facilities Roof Repairs	0.0	0	2,060,000	1,350,000	100,000	10,000	100,000	50,000	50,000	400,000
Information Systems Replacement Program	0.0	0	887,323	112,323	100,000	75,000	75,000	75,000	75,000	375,000
Financial System Management & Upgrades	0.0	20,000	288,497	118,497	35,000	15,000	15,000	15,000	15,000	75,000
County Wireless Infrastructure	0.0	0	59,000	11,000	12,000	12,000	12,000	12,000	0	0
General - EQP and VEH Replacement	0.0	0	2,009,437	695,437	0	200,000	125,000	150,000	125,000	714,000
Courthouse Courtroom 1 Renovation	0.0	0	100,000	0	0	0	0	0	0	100,000
General Government Total	0.0	20,000	9,844,076	4,472,076	272,000	422,000	537,000	557,000	520,000	3,064,000
Parks & Recreation										
Black Rock Capital Equipment Program	0.0	0	293,618	68,618	25,000	25,000	25,000	25,000	0	125,000
Black Rock Club House Renovation	0.0	0	90,000	0	90,000	0	0	0	0	0
Hardcourt Playing Surfaces	0.0	0	202,140	76,140	30,000	15,000	0	15,000	15,000	51,000
Park Equip/Surfacing Rep, Various Locations	0.0	0	1,912,286	212,286	150,000	150,000	175,000	175,000	175,000	875,000
Parking Lot Repair/Overlay, Various	0.0	0	642,200	142,200	50,000	50,000	50,000	50,000	50,000	250,000
Antietam Creek Water Trail	0.0	0	477,000	25,000	252,000	100,000	100,000	0	0	0
Parks - Bathroom/Drinking Fntn Upgrades	0.0	0	300,000	50,000	0	50,000	0	50,000	0	150,000
MLK Gymnasium Upgrade	0.0	-5,000	375,000	25,000	175,000	175,000	0	0	0	0
Clear Spring Park Building Acquisition	0.0	500	90,000	0	90,000	0	0	0	0	0
Marty Snook Dog Park	0.0	0	50,000	0	50,000	0	0	0	0	0
Regional Park Walking/Hiking Trail	0.0	0	690,000	0	690,000	0	0	0	0	0
Ag Center Show Area Floor	0.0	0	50,000	0	0	0	50,000	0	0	0
Conococheague Creek Water Trail	0.0	0	370,000	0	0	0	0	10,000	180,000	180,000
Doubs Woods Disc Golf	0.0	0	50,000	0	0	0	0	0	0	50,000
Field Imp at Marty Snook and Regional Parks	0.0	0	100,000	0	0	0	100,000	0	0	0
Marty Snook Park Fitness Trail	0.0	0	300,000	0	0	0	0	300,000	0	0
Marty Snook Park Pool Accessible Entrance	0.0	0	100,000	0	0	0	0	0	100,000	0
North Central County Park	2.0	120,000	1,400,000	0	0	0	0	100,000	100,000	1,200,000
Recreational Field Bleachers	0.0	0	75,000	0	0	0	75,000	0	0	0
Regional Park Dog Park	0.0	0	75,000	0	0	0	75,000	0	0	0
Roof Replacements Various Locations	0.0	0	225,000	0	0	25,000	25,000	25,000	25,000	125,000
Parks & Recreation Total	2.0	115,500	7,867,244	599,244	1,602,000	590,000	675,000	750,000	645,000	3,006,000
Public Safety										
Detention Center - Systemic Projects	0.0	0	3,225,127	377,127	136,000	670,000	190,000	195,000	316,000	1,341,000
Police & EMS Training Facility	3.0	500,000	14,378,822	12,978,822	1,400,000	0	0	0	0	0
Burn Building - PSTC Training Center	0.0	0	1,500,000	0	500,000	1,000,000	0	0	0	0
Communication Tower(s) Various	0.0	0	576,806	156,806	110,000	0	90,000	0	110,000	110,000
P25 UHF Radio Comms System Upgrade	0.0	0	200,000	100,000	100,000	0	0	0	0	0
Portable Radio Rep. Program - Sheriff	0.0	0	1,286,062	108,062	110,000	112,000	114,000	116,000	118,000	608,000
Portable Radio Rep. Program - DES	0.0	0	4,035,000	0	2,139,000	296,000	200,000	200,000	200,000	1,000,000
Law Enforcement - EQP & VEH Rep. Program	0.0	0	8,264,481	1,279,481	500,000	660,000	650,000	725,000	725,000	3,725,000
Emergency Services EQP & VEH Program	0.0	0	1,944,608	159,608	75,000	160,000	150,000	200,000	200,000	1,000,000
Canteen/Rehab Unit Replacement	0.0	0	450,000	0	45,000	45,000	45,000	45,000	45,000	225,000
911 Center Building Expansion	0.0	13,000	1,800,000	0	0	0	0	528,000	1,272,000	0
Patrol Services Relocation Renovation	0.0	0	6,400,000	0	0	500,000	500,000	500,000	500,000	4,400,000
Incident Safety Officer VEH Replacement	0.0	0	144,000	0	0	16,000	16,000	16,000	16,000	80,000
Public Safety Total	3.0	513,000	44,204,906	15,159,906	5,115,000	3,459,000	1,955,000	2,525,000	3,502,000	12,489,000

Capital Improvement Ten Year Detail
Fiscal Year 2022 - 2031

	Projected Costs			Prior Appr.	Budget Yr.	Ten Year Capital Program				
	*FTE	Operating	Total		FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future
Project Costs										
<u>Railroad Crossings</u>										
Railroad Crossing Improvements	0.0	0	1,914,837	669,837	295,000	0	0	200,000	0	750,000
Railroad Crossings Total	0.0	0	1,914,837	669,837	295,000	0	0	200,000	0	750,000
<u>Road Improvement</u>										
Intersection & Signal Improvements	0.0	1,000	896,784	370,784	0	200,000	0	250,000	0	76,000
Transportation ADA	0.0	0	825,178	265,178	85,000	75,000	50,000	50,000	50,000	250,000
Pavement Maintenance and Rehab Program	0.0	0	62,928,396	10,953,396	4,750,000	4,750,000	5,000,000	5,000,000	5,225,000	27,250,000
Longmeadow Road	0.0	3,000	2,105,000	0	0	0	0	0	310,000	1,795,000
Eastern Boulevard Extended	0.0	4,000	7,603,000	0	0	0	300,000	1,711,000	1,556,000	4,036,000
Eastern Boulevard Widening Phase II	0.0	2,000	5,672,300	2,691,300	0	400,000	2,581,000	0	0	0
Eastern Blvd at Antietam Drive	0.0	2,000	3,006,000	2,006,000	1,000,000	0	0	0	0	0
Professional Boulevard Extended Phase II	0.0	3,000	4,809,200	4,809,200	0	0	0	0	0	0
Valley Mall Area Road Improvements Phase	0.0	1,000	775,145	33,145	0	0	381,000	361,000	0	0
Professional Boulevard Extended Phase III	0.0	1,000	1,203,000	1,135,000	0	68,000	0	0	0	0
Showalter Road Extended East	0.0	4,000	1,010,000	510,000	0	0	0	0	0	500,000
Halfway Boulevard Extended	0.0	2,000	5,973,000	5,073,000	400,000	500,000	0	0	0	0
Wright Road	0.0	1,000	2,500,000	100,000	1,173,000	954,000	273,000	0	0	0
Professional Boulevard Extended Phase IV	0.0	1,000	800,000	800,000	0	0	0	0	0	0
Burnside Bridge Road Spot Improvements	0.0	400	544,000	0	0	0	0	0	0	544,000
E. Oak Ridge Drive/South Pointe Signal	0.0	1,000	461,000	0	0	0	0	111,000	350,000	0
Marsh Pike from MD60 to Longmeadow	0.0	2,000	500,000	0	0	0	0	0	0	500,000
Mt Aetna Road Spot Improvements	0.0	3,000	2,422,000	0	0	0	0	0	0	2,422,000
Rockdale & Independence Roads Spot Imp.	0.0	3,600	1,025,000	0	0	0	0	0	0	1,025,000
Sandstone Drive Spot Improvements	0.0	900	500,000	0	0	0	0	0	0	500,000
Highway - VEH & EQP Replacement Program	0.0	0	14,333,736	2,753,736	452,000	903,000	1,225,000	1,250,000	1,250,000	6,500,000
Highway Maintenance Shop - Western	0.0	3,000	374,000	0	0	374,000	0	0	0	0
Highway Western Section - Fuel Tank Rep.	0.0	0	847,000	486,000	180,000	181,000	0	0	0	0
Road Improvement Total	0.0	38,900	121,113,739	31,986,739	8,040,000	8,405,000	9,810,000	8,733,000	8,741,000	45,398,000
<u>Solid Waste</u>										
Contingency - Solid Waste	0.0	0	522,000	83,000	0	30,000	30,000	35,000	35,000	309,000
Close Out Cap - Rubblefill	0.0	0	2,091,000	190,000	1,901,000	0	0	0	0	0
40 West Security Upgrades	0.0	0	60,000	0	60,000	0	0	0	0	0
SW Equipment & Vehicle Replacement	0.0	0	357,337	63,337	28,000	28,000	29,000	29,000	30,000	150,000
40 West Landfill - Cell 5 Construction	0.0	200,000	4,083,000	0	0	0	440,000	3,472,000	171,000	0
Solid Waste Total	0.0	200,000	7,113,337	336,337	1,989,000	58,000	499,000	3,536,000	236,000	459,000
<u>Transit</u>										
Vehicle Preventive Maintenance	0.0	0	4,259,230	509,230	375,000	375,000	375,000	375,000	375,000	1,875,000
Fixed Route Bus Replacement Program	0.0	0	6,205,644	3,923,644	0	0	0	0	0	2,282,000
ADA Bus Replacement	0.0	0	449,508	89,508	0	0	0	0	90,000	270,000
Transportation Development Plan	0.0	0	100,000	0	0	0	0	0	0	100,000
CARES Act Preventative Maintenance	0.0	0	1,351,000	0	1,351,000	0	0	0	0	0
CARES Act Support Vehicle	0.0	0	49,000	0	49,000	0	0	0	0	0
CARES Act Small Bus Replacement	0.0	0	178,000	0	178,000	0	0	0	0	0
CARES Act Fixed Route Replacement Buses	0.0	0	1,205,000	0	1,205,000	0	0	0	0	0
Transit Total	0.0	0	13,797,382	4,522,382	3,158,000	375,000	375,000	375,000	465,000	4,527,000
<u>Water Quality</u>										
<u>Utility Administration</u>										
Contingency - Utility Admin	0.0	0	198,677	135,677	0	0	0	0	0	63,000
General Building Improvements	0.0	0	964,000	0	30,000	40,000	300,000	594,000	0	0
Lab Equipment Replacement	0.0	0	379,117	135,117	25,000	25,000	23,000	23,000	24,000	124,000
Local Limits Study	0.0	0	50,000	0	50,000	0	0	0	0	0
WQ Equip/Vehicle Replacement Program	0.0	0	1,143,929	268,929	80,000	80,000	80,000	85,000	85,000	465,000
Utility Administration Total	0.0	0	2,735,723	539,723	185,000	145,000	403,000	702,000	109,000	652,000

Capital Improvement Ten Year Detail
Fiscal Year 2022 - 2031

	Projected Costs			Prior Appr.	Budget Yr.	Ten Year Capital Program				
	*FTE	Operating	Total		FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future
Project Costs										
Wastewater Utility										
Contingency - Sewer	0.0	0	136,939	36,939	0	0	0	0	0	100,000
Replace Grinder Pumps	0.0	0	985,418	110,418	80,000	80,000	80,000	80,000	90,000	465,000
Pump Station Upgrades - Various Stations	0.0	0	4,264,544	1,451,544	275,000	153,000	0	0	885,000	1,500,000
Collection System Rehabilitation Project	0.0	0	3,642,618	372,618	0	0	0	870,000	0	2,400,000
Capacity Management Project	0.0	0	11,202,160	4,462,160	6,740,000	0	0	0	0	0
Sandy Hook Collection System Upgrades	0.0	0	175,000	0	100,000	25,000	25,000	25,000	0	0
Smithsburg WWTP ENR Upgrade	0.0	10,000	17,903,387	4,403,387	3,000,000	0	0	0	0	10,500,000
Heavy Sewer EQP and VEH Replacement	0.0	0	1,462,256	363,256	150,000	94,000	200,000	200,000	200,000	255,000
Potomac Edison Pump Station & Force Main	0.0	0	1,700,000	0	0	0	0	0	0	1,700,000
General WWTP Improvements	0.0	0	1,350,000	0	0	250,000	250,000	300,000	250,000	300,000
Wastewater Utility Total	0.0	10,000	42,822,322	11,200,322	10,345,000	602,000	555,000	1,475,000	1,425,000	17,220,000
Water Utility										
Sharpsburg Water Meter Cradle	0.0	0	1,000,000	375,000	250,000	250,000	125,000	0	0	0
Water Meter Replacement	0.0	0	275,339	125,339	15,000	15,000	15,000	15,000	15,000	75,000
Mt Aetna Water System Improvements	0.0	0	729,000	130,000	0	599,000	0	0	0	0
Sharpsburg Water Treatment Plant	0.0	0	695,343	105,343	0	0	0	0	590,000	0
General WTP Improvements	0.0	0	1,381,191	59,191	0	242,000	290,000	0	0	790,000
Highfield/Sharpsburg Water Storage Tank	0.0	0	336,000	0	0	0	0	0	0	336,000
WQ Main Replacement	0.0	0	1,866,000	0	0	566,000	100,000	100,000	0	1,100,000
Water Utility Total	0.0	0	6,282,873	794,873	265,000	1,672,000	530,000	115,000	605,000	2,301,000
Water Quality Total	0.0	10,000	51,840,918	12,534,918	10,795,000	2,419,000	1,488,000	2,292,000	2,139,000	20,173,000
TOTAL	7	982,980	524,556,238	106,153,238	54,832,000	40,264,000	40,585,000	40,972,000	41,248,000	200,502,000



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Frequently Asked Questions

Q: Why does the County require cash reserves?

A: Cash reserves are set aside to use in case of emergencies, cash flow, or for unexpected opportunities. These reserves can only be used according to the policy specifications. The County is a multi-million-dollar corporation and like household finance, should have a savings account.

Q: What are the County's tax rates?

A:

Major Tax Rates					
Type	Rate	Basis	Date of Last Tax Increase	If rates were increased by:	It would generate additional revenue of:
Real Estate	\$0.948	\$100 assessed value	2001	\$0.01	\$1,269,374
Income Tax	3.0%	Taxable Income	2020	\$0.01	\$229,315
Recordation Tax	\$3.80	\$500 value	N/A	N/A	N/A

Q: I do not have any children. How do I benefit from tax dollars that go to education?

A: The role of our primary and secondary schools is to provide our young citizens the essential knowledge, skills, and attitudes to be contributing citizens and productive workers in Washington County. They will be our future doctors, engineers, teachers, accountants, electricians, bankers, and taxpayers. Their ability to join the workforce is key to the health and future of our economy, and their ability to be good citizens affects the livability of our community.

Q: How much tax dollars are spent on education?

A: General Fund monies of \$124.4 million are used to support various activities related to educational funding. These include operating funds and debt service costs. In addition to operational funding, the County also provides funding for the Capital Improvement Plan of those various organizations. In fiscal year 2022 the Capital Improvement budget reflects \$6.0 million in additional local County funds for educational related projects. Total educational funding is \$130.4 million.

Q: What is the Current Yield Tax Rate and how does it differ from the actual tax rate of the County?

A: The Constant Yield Tax Rate is the rate the County could set if it wanted to collect the same amount in property tax revenue as it had the previous year, after changes in property values are considered. State law requires the County to calculate and publicize the Constant Yield Rate if it is less than the actual current rate, to make clear the amount of a budget increase that is attributable to rising property values. In years when the assessed values of properties go up, the Constant Yield Rate is lower than the rate the Commissioners set. The current property tax rate is \$.948 and the Constant Yield Rate is \$.945. That rate is 3 thousandths of a cent lower than the current rate.

Q: Why does the County issue debt?

A: Paying for needed infrastructure on a “cash” basis avoids interest costs associated with financing over several years. However, many large Capital Improvement budgets are too expensive to be paid from a single year’s budget, making financing necessary. Additionally, a principle called “intergenerational equity” suggests having the costs of capital improvements benefiting the public over 15 or more years to be borne by future generations, and not entirely by the current taxpayer. This will be even more so with increasing growth pressure from development as it continues to increase.



Contact Information

For additional information, please contact:

County Commissioners	
Jeff Cline	240-313-2208
Terry Baker	240-313-2205
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Wayne Keefer	240-313-2209
Randall Wagner	240-313-2207
County Administrator	
John Martirano	240-313-2200
Chief Financial Officer	
Sara Greaves	240-313-2300

Additional documentation can be located:

Budget Documents	
2022 Budget Document	Available online @ https://www.washco-md.net/budget-finance/financial-documents/
10 Year Capital Improvement Program	Available online @ https://www.washco-md.net/budget-finance/financial-documents/
Audited Financial Statements	Available online @ https://www.washco-md.net/budget-finance/financial-documents/
Official Statement for Bond Issue	Available online @ https://www.washco-md.net/budget-finance/financial-documents/

All the above documents are available in hard copy upon request by calling 240-313-2300 or by mail:
 County Commissioners of Washington County
 Department of Budget and Finance
 100 West Washington Street
 Room 3100
 Hagerstown, MD 21740



Glossary of Terms

<u>Accrual Basis of Accounting:</u>	Method of accounting that recognizes the financial effect of transactions when they occur regardless of the timing of related cash flows.
<u>Appropriation:</u>	An authorization granted by the County Commissioners to make expenditures and to incur obligations for purposes specified in the appropriation resolution.
<u>Assessable Base:</u>	The total value of real and personal property in the County for the purposes of taxation. The State Department of Assessments and Taxation determines assessable base.
<u>Assessed Value:</u>	The valuation established for individual real estate or other property by the State for purposes of taxation. The assessment for real property is currently established at 100% of market value.
<u>Assessment:</u>	The process of making the official valuation of property for purposes of taxation.
<u>Assigned Fund Balance:</u>	A classification of fund balance in governmental-type funds to indicate net resources of the fund that the government intends for a specific purpose. Assigned resources differ from committed in that constraints imposed on assigned resources are more easily modified or removed. For governmental funds other than the General Fund, this is the category for all (positive) residual fund balances.
<u>Balanced Budget:</u>	A budget in which all expenditures are equaled by all revenues. By State Law, the County's budget must be balanced.
<u>Bond:</u>	A written promise to pay a specified sum of money (called the face value or principal amount) at a specified date or dates in the future (called the maturity date), together with periodic interest at a specific rate.

Glossary of Terms

Bond Rating:

An evaluation by investor advisory services indicating the probability of timely repayment of principal and interest on bonded indebtedness. These ratings significantly influence the interest rate that a borrowing government must pay on its bond issues. Washington County bonds are rated by three major advisory services: Moody's Investors Service, Standard and Poor's Corporation, and Fitch Investor Service.

Budget:

A complete plan of financial operations for a given period embodying an estimate of proposed expenditures and the proposed means of financing them. It is a means of allocating scarce resources.

Capital Budget:

The current fiscal year proposed budget for capital expenditures and the means of financing them.

Capital Improvement Plan (CIP):

A 10-year plan for the provision of the County's long-term facility and infrastructure needs (buildings, roads, parks, and other elements). The plan, which is updated annually, schedules by fiscal year the proposed capital construction phases and related expenditure and financing needs expected to occur during the 10-year period. It is integral to the County's financial plan and is the basis for bond issuance. The funding of projects in the five years beyond the Capital Budget Year is not appropriated and therefore is subject to change with each new budget year.

Capital Improvement Program:

A comprehensive program that provides a means for coordinating all departmental and agency project requests into one document. The program is used to forecast the future needs and priorities of the community and plans for the appropriate funding required. Multiple departments are involved in the program to assure all areas of interest and concern are reviewed.

Capital Outlay:

An appropriation and expenditure category for government assets with a value of \$10,000 or more and a useful life of five or more years.

Glossary of Terms

<u>Capital Project:</u>	Governmental effort involving expenditures and funding for the creation, expansion, renovation, or replacement of permanent facilities and other public assets having relatively long life. Expenditures within capital projects may include costs of planning, design, and construction management; land; site improvements; utilities; construction; and initial furnishings and equipment required to make a facility operational.
<u>Cash Basis of Accounting:</u>	A basis of accounting in which transactions are recognized only when cash is increased or decreased.
<u>Committed Fund Balance:</u>	A classification of fund balance reported in governmental-type funds to indicate net resources of the fund that the governing body has specified for particular use. To be classified as committed, the resources should have been designated through ordinance or resolution by the government's highest level of authority.
<u>Component Units:</u>	Legally separate organizations for which the elected officials of the primary government are financially accountable. In addition, the nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete. The Board of Education of Washington County is a component unit of Washington County Government.
<u>Constant Yield Tax Rate:</u>	A rate which, when applied to the coming year's assessable base, exclusive of the estimated assessed value of property appearing on the tax rolls for the first time (new construction), will produce tax revenue equal to that produced in the current tax year. State law prohibits local taxing authorities from levying a tax rate in excess of the Constant Yield Tax Rate unless they advertise and hold public hearings on their intent to levy a higher rate.
<u>Contingency Reserves:</u>	Monies budgeted for unanticipated expenses or emergencies, which arise during a fiscal year.
<u>Debt Service:</u>	The annual requirement to finance the County's outstanding indebtedness. It includes both the periodic payment of interest and the redemption of principal.
<u>Department:</u>	A primary organizational unit within the County government.

Glossary of Terms

<u>Depreciation:</u>	The expiration of the useful life of a fixed asset over a determined period of time attributable to wear and tear, deterioration, action of the physical elements, inadequacy, and obsolescence. Also, the portion of the cost of a fixed asset charged as an expense during a particular period.
<u>Division:</u>	A primary organizational unit within a government department or agency. Divisions are usually responsible for administering basic functions or major programs of a department.
<u>Encumbrances:</u>	Obligations in the form of purchase orders, contracts, or other commitments, which are chargeable to an appropriation and for which a part of the appropriation is reserved. They cease to be encumbrances when the obligations are paid or otherwise extinguished.
<u>Enterprise Fund:</u>	A fund used to record the fiscal transactions of government activities financed and operated in a manner similar to private enterprise, with the intent that the costs of providing goods and services, including financing, are wholly recovered through charges to consumers or users.
<u>Expenditure:</u>	A decrease in the net financial resources of the County generally due to the purchase of goods and services, the payment of salaries and benefits, and the payment of debt service.
<u>Fiscal Policy:</u>	The County Government's policies with respect to taxes, spending, and debt management as these relate to government services, programs, and capital investment. Fiscal policy provides for an agreed-upon set of principles for the planning and programming of government budgets and their funding.
<u>Fiscal Year:</u>	The 12-month period to which the annual operating and capital budgets and their appropriations apply. The Washington County fiscal year starts on July 1 and ends on June 30.
<u>Fixed Assets:</u>	Assets of a long-term character which are intended to continue to be held or used, such as land, buildings, machinery, furniture, and other equipment.

Glossary of Terms

<u>Fringe Benefits:</u>	Personnel cost (Social Security Taxes, life/disability insurance premiums, medical/dental insurance premiums, workers compensation, etc.) supplemental to employees' salary and wages which are paid wholly or in part by the County.
<u>Fund:</u>	A fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, that are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.
<u>Fund Balance:</u>	The difference between assets and liabilities reported in a governmental fund. The balance in this account is the cumulative result of actual revenues exceeding expenditures over time.
<u>Full-Time Equivalent:</u>	A method to measure or estimate the number of full-time employees. Employees working less than 2,080 hours a year are counted as .5.
<u>GAAP:</u>	Generally Accepted Accounting Principle. Uniform minimum standards for financial accounting and recording, encompassing the conventions, rules, and procedures that define accepted accounting principles.
<u>General Fund:</u>	The principal operating fund for the County Government. It is used to account for all financial resources except those required to be accounted for in another fund.
<u>General Obligation Bonds:</u>	Bonds that are secured by the full faith and credit of the issuing body and generally are considered to be payable from taxes and other general revenues.
<u>Governmental Funds:</u>	Funds generally used to account for tax-supported activities. There are five different types of governmental funds: the general fund, special revenue funds, debt service fund, capital projects fund, and permanent funds.
<u>Grant:</u>	A payment from one level of government to another or from a private organization to a government. Grants are made for specified purposes and must be spent only for that purpose.

Glossary of Terms

<u>Homestead Tax Credit:</u>	A State property tax credit program that limits the increase in residential taxable assessments each year to a fixed percentage. Each County is required to limit taxable assessment increases to 10% or less.
<u>Infrastructure:</u>	Road, bridges, curbs and gutters, buildings, streets, sidewalks, drainage systems, and lighting systems installed for the common good.
<u>Interfund Transfer:</u>	A transfer of resources from one fund to another as required by law or appropriation.
<u>Investments:</u>	Securities and real estate held for income in the form of interest, dividends, rentals, or lease payments.
<u>Mandated Program:</u>	A program required by State or Federal statutes.
<u>Major Fund:</u>	Governmental fund or enterprise fund reported as a separated column in the basic fund financial statements and subject to a separate opinion in the independent auditor's report.
<u>Modified Accrual:</u>	The basis of accounting under which revenues are recognized when they become susceptible to accrual, that is, when they become both measurable and available to finance expenditures of the fiscal period. Expenditures are generally recorded at the time liabilities are incurred.
<u>Operating Budget:</u>	The annual budget that supports day-to-day operations of the County agencies for a single fiscal year. It includes all services and programs planned, their expenditure requirements and revenue estimates to support the stated level of activity.
<u>Operating Expense:</u>	Those costs, other than expenditures for wages and benefits and capital outlay, that are necessary to support the operation of the department, such as charges for contractual services, telephones, printing, and office supplies.
<u>Pay-As-You-Go Basis:</u>	A term used to describe a financial policy by which capital projects are financed from current revenue in the operating budget rather than through borrowing.
<u>Positions:</u>	Identified jobs into which persons may be hired either on a full-time or part-time basis.

Glossary of Terms

<u>Public Hearings:</u>	Opportunities for citizens and constituent groups to voice opinions and concerns to public officials. Public hearings are advertised in the local papers. Speakers register to testify. If it is not possible to testify in person at the hearings, written testimony is acceptable and encouraged.
<u>Reserve:</u>	An account used either to set aside budgeted resources that are not required for expenditure in the current budget year or to earmark resources for a specific future purpose.
<u>Resources:</u>	Total amounts available for appropriation including estimated revenues, fund transfers, and beginning balances.
<u>Restricted Fund Balance:</u>	A classification of fund balance reported in governmental-type funds to indicate net resources of the fund that are subject to constraints imposed by external parties or law.
<u>Revenue:</u>	All funds the County receives, including tax payments, fees for specific services, receipts from other governments, fines, forfeitures, shared revenues, and interest income.
<u>Special Revenue Fund:</u>	A fund used to account for the proceeds of specific revenue sources that are legally restricted to expenditure for specified purposes.
<u>Tax Rate:</u>	The amount of tax levied for each one hundred dollars of assessed value.
<u>Tipping Fee:</u>	A fee charged for each ton of solid waste disposed of, or “tipped” at the Solid Waste Transfer Station or Landfill. Each year the County Administrator recommends, and the County Commissioners approves, a tipping fee based on the full cost accounting analysis and market conditions.
<u>Unassigned Fund Balance:</u>	A classification of fund balance reported in governmental-type funds. This is the residual fund balance category for the General Fund and is used to report negative fund balances in other governmental funds.



Acronyms

Acronyms are groups of initials used to avoid repetitive writing or speaking of frequently used titles or phrases. Some of the more common acronyms used in the budget document are as follows:

APFO	Adequate Public Facilities Ordinance
ARC	Appalachian Regional Commission
BOCC	Board of County Commissioners
BOE	Board of Education
CAFR	Comprehensive Annual Financial Report
CIP	Capital Improvement Program
COMAR	Code of Maryland Annotated Regulations
EMS	Emergency Medical Services
ENR	Enhanced Nutrient Removal
FAQ	Frequently Asked Questions
FEMA	Federal Emergency Management Agency
FMV	Fair Market Value
FTE	Full-Time Equivalent
FTZ	Foreign Trade Zone

Acronyms

FY	Fiscal Year
GAAP	Generally Accepted Accounting Principles
GASB	Government Accounting Standards Board
GFOA	Government Finance Officers Association
GIS	Geographic Information System
GO	General Obligation (Bonds)
HCC	Hagerstown Community College
HR	Human Resources
HVAC	Heating, Ventilation, and Air Conditioning Systems
IT	Information Technology
MaCo	Maryland Association of Counties
MCE	Maryland Cooperative Extension
MDA	Maryland Department of Agriculture
MDE	Maryland Department of the Environment
MOE	Maintenance of Effort
NIMS	National Incident Management System
PAYGO	“Pay As You Go” Financing
STEM	Science, Technology, Engineering and Math

Acronyms

WCHD	Washington County Health Department
WCPS	Washington County Public Schools

