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BOARD OF COUNTY COMMISSIONERS

March 26, 2024

OPEN SESSION AGENDA

- 9:00 AM INVOCATION AND PLEDGE OF ALLEGIANCE
CALL TO ORDER, *President John F. Barr*
APPROVAL OF MINUTES: *March 12, 2024*
- 9:05 AM COMMISSIONERS' REPORTS AND COMMENTS
- 9:15 AM STAFF COMMENTS
- 9:20 AM CITIZEN PARTICIPATION
- 9:30 AM PUBLIC HEARING – ETHICS ORDINANCE REVISION
Zachary J. Kieffer, Interim County Attorney
- 9:45 AM PUBLIC HEARING – MODIFICATION OF 911 FEE
Zachary J. Kieffer, Interim County Attorney; Kelcee Mace, Chief Financial Officer
- 10:00 AM YOUTH MERITORIOUS AWARD PRESENTATIONS (4)
Richard Lesh, Grant Manager, Grant Management; Board of County Commissioners
- 10:20 AM FY25 HIGHWAY BUDGET
Andrew Eshleman, Director, Public Works; Zane Rowe, Deputy Director, Highway Department;
- 10:35 AM FY2025 GENERAL FUND BUDGET - PROPOSED
Kelcee Mace, Chief Financial Officer; Kim Edlund, Director, Budget and Finance
- 10:50 AM CONTRACT AWARD (PUR-1646) – EMERGENCY MEDICAL BILLING SERVICES
Rick Curry, Director, Purchasing; Kelcee Mace, Chief Financial Officer
- 10:55 AM CONAIR, LLC
Linda Spence, Business Specialist, Business and Economic Development; Jonathan Horowitz, Director, Business and Economic Development
- 11:00 AM SANDY HOOK WWTP FEASIBILITY STUDY
Joseph W. Moss, Deputy Director – Engineering, Environmental Management

- 11:05 AM CONOCOCHEAGUE WWTP CENTRIFUGE MAINTENANCE SERVICES
Joseph W. Moss, Deputy Director – Engineering, Environmental Management
- 11:10 AM FISCAL YEAR 2025 ANNUAL TRANSIT PLAN (ATP) APPLICATION –
APPROVAL TO SUBMIT APPLICATION AND ACCEPT AWARDED FUNDING
Kevin Cerrone, Director, Transit; Richard Lesh, Grant Manager, Grant Management
- 11:15 AM ARENA INSTALLMENT PAYMENT PROGRAM (IPP) STREAM RESTORATION
EASEMENT
Chris Boggs, Rural Preservation Administrator, Planning and Zoning
- 11:20 AM PROPERTY ACQUISITION FOR HOPEWELL ROAD
Todd Moser, Real Property Administrator, Engineering
- 11:25 AM CONSTRUCTION BID AWARD – PAVEMENT MAINTENANCE PROGRAM
FY’24 HOT MIX ASPHALT APPLICATIONS, CONTRACT NO. MS-PMP-310-28
Scott Hobbs, Director, Engineering
- 11:30 AM CLOSED SESSION - *To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals; To consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State; and To consult with counsel to obtain legal advice on a legal matter*
- 2:00 PM RECONVENE IN OPEN SESSION

RECESS

EVENING MEETING AT THE TOWN OF WILLIAMSPORT

Location: 2 NORTH CONOCOCHEAGUE STREET, WILLIAMSPORT, MARYLAND

- 6:00 PM INVOCATION AND PLEDGE OF ALLEGIANCE
CALL TO ORDER, *President John F. Barr*
- 6:05 PM TOWN OF WILLIAMSPORT LEADERS’ REPORTS AND COMMENTS
- 6:20 PM COMMISSIONERS’ REPORTS AND COMMENTS
- 6:30 PM CITIZENS PARTICIPATION
- 7:00 PM ADJOURNMENT



Agenda Report Form

Open Session Item

PUBLIC HEARING

SUBJECT: Public Hearing - Ethics Ordinance Revisions

PRESENTATION DATE: March 26, 2024

PRESENTATION BY: Zachary J. Kieffer, County Attorney

RECOMMENDED ACTION: Establish consensus to approve updates and revisions to the Washington County, Maryland Ethics Ordinance.

REPORT-IN-BRIEF: Attached draft revisions to Ethics Ordinance include items mandated by the Maryland State Ethics Commission. Periodically, the State Ethics Commission issues updates and revisions to the Model Ethics Ordinance and directs the County to update and revise the County Ethics Ordinance, accordingly. Attached is the County Ethics Ordinance, with the directed revisions in redline.

DISCUSSION:

FISCAL IMPACT: N/A

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: Ethics Ordinance

AUDIO/VISUAL NEEDS: None

WASHINGTON COUNTY, MARYLAND

ETHICS ORDINANCE

Adopted and Effective: ~~September 27, 2011~~_____

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Section 1. Short title.

This Ordinance may be cited as the Washington County, Maryland Ethics Ordinance.

Section 2. Applicability and Definitions.

(a) The provisions of this ordinance apply to all Washington County elected officials, employees, and appointees to boards and commissions of Washington County.

(b) "Designated second home" means:

(1) If an individual owns one second home, the individual's second home; or

(2) If an individual owns more than one second home, any one second home the individual identifies to the Commission as the individual's designated second home.

(c) "Home address" means the address of an individual's:

(1) Principal home; and

(2) Designated second home, if any.

(d) "Principal home" means the sole residential property that an individual occupies as the individual's primary residence, whether owned or rented by the individual.

(e) "Quasi-governmental entity" means an entity that is created by state statute, that performs a public function, and that is supported in whole or in part by the state but is managed privately.

(f) "Second home" means a residential property that:

(1) An individual occupies for some portion of the filing year; and

(2) Is not a rental property or a time share.

Section 3. Ethics Commission.

- (a) There is a Washington County Ethics Commission that consists of 5 members appointed by the Board of County Commissioners.
- (b) The Commission shall:
 - (1) Devise, receive, and maintain all forms required by this ordinance;
 - (2) Develop procedures and policies for advisory opinion requests and provide published advisory opinions to persons subject to this ordinance regarding the applicability of the provisions of this ordinance to them;
 - (3) Develop procedures and policies for the processing of complaints to make appropriate determinations regarding complaints filed by any person alleging violations of this ordinance; and
 - (4) Conduct a public information program regarding the purposes and application of this ordinance.
- (c) The County Attorney shall advise the Commission.
- (d) The Commission shall certify to the State Ethics Commission on or before October 1 of each year that the County is in compliance with the requirements of State Government Article, Title 15, Subtitle 8, Annotated Code of Maryland, for elected local officials.
- (e) The Commission shall determine if changes to this ordinance are required to be in compliance with the requirements of State Government Article, Title 15, Subtitle 8, Annotated Code of Maryland, and shall forward any recommended changes and amendments to the Board of County Commissioners for enactment.
- (f) The Commission may adopt other policies and procedures to assist in the implementation of the Commission's programs established in this ordinance.

Section 4. Conflicts of interest.

- (a) In this section, “qualified relative” means a spouse, parent, child, or sibling.
- (b) All County elected officials, officials appointed to County boards and commissions subject to this ordinance, and employees are subject to this section.
- (c) Participation prohibitions. Except as permitted by Commission regulation or opinion, an official or employee may not participate in:
 - (1) Except in the exercise of an administrative or ministerial duty that does not affect the disposition or decision of the matter, any matter in which, to the knowledge of the official or employee, the official or employee, or a qualified relative of the official or employee has an interest.
 - (2) Except in the exercise of an administrative or ministerial duty that does not affect the disposition or decision with respect to the matter, any matter in which any of the following is a party:
 - (i) A business entity in which the official or employee has a direct financial interest of which the official or employee may reasonably be expected to know;
 - (ii) A business entity for which the official, employee, or a qualified relative of the official or employee is an officer, director, trustee, partner, or employee;
 - (iii) A business entity with which the official or employee or, to the knowledge of the official or employee, a qualified relative is negotiating employment or has any arrangement concerning prospective employment;
 - (iv) If the contract reasonably could be expected to result in a conflict between the private interests of the official or employee and the official duties of the official or employee, a business entity that is a party to an existing contract with the official or employee, or which, to the knowledge of the official or employee, is a party to a contract with a qualified relative;

- (v) An entity, doing business with the County, in which a direct financial interest is owned by another entity in which the official or employee has a direct financial interest, if the official or employee may be reasonably expected to know of both direct financial interests; or
- (vi) A business entity that:
 - (A) The official or employee knows is a creditor or obligee of the official or employee or a qualified relative of the official or employee with respect to a thing of economic value; and
 - (B) As a creditor or obligee, is in a position to directly and substantially affect the interest of the official or employee or a qualified relative of the official or employee.
- (3) A person who is disqualified from participating under paragraphs (1) or (2) of this subsection shall disclose the nature and circumstances of the conflict and may participate or act if:
 - (i) The disqualification leaves a body with less than a quorum capable of acting;
 - (ii) The disqualified official or employee is required by law to act; or
 - (iii) The disqualified official or employee is the only person authorized to act.
- (4) The prohibitions of paragraph 1 and 2 of this subsection do not apply if participation is allowed by regulation or opinion of the Commission.

(d) Employment and financial interest restrictions.

- (1) Except as permitted by regulation of the Commission when the interest is disclosed or when the employment does not create a conflict of interest or appearance of conflict, an official or employee may not:
 - (i) Be employed by or have a financial interest in any entity:

- (A) Subject to the authority of the official or employee or the County agency, board, commission with which the official or employee is affiliated; or
 - (B) That is negotiating or has entered a contract with the agency, board, or commission with which the official or employee is affiliated; or
 - (ii) Hold any other employment relationship that would impair the impartiality or independence of judgment of the official or employee.
- (2) This prohibition does not apply to:
- (i) An official or employee who is appointed to a regulatory or licensing authority pursuant to a statutory requirement that persons subject to the jurisdiction of the authority be represented in appointments to the authority;
 - (ii) Subject to other provisions of law, a member of a board or commission in regard to a financial interest or employment held at the time of appointment, provided the financial interest or employment is publicly disclosed to the appointing authority and the Commission;
 - (iii) An official or employee whose duties are ministerial, if the private employment or financial interest does not create a conflict of interest or the appearance of a conflict of interest, as permitted by and in accordance with regulations adopted by the Commission; or
 - (iv) Employment or financial interests allowed by regulation of the Commission if the employment does not create a conflict of interest or the appearance of a conflict of interest or the financial interest is disclosed.

(e) Post-employment limitations and restrictions.

- (1) A former official or employee may not assist or represent any party other than the County for compensation in a case, contract, or other specific matter involving the County if that

matter is one in which the former official or employee significantly participated as an official or employee.

- (2) ~~Until the conclusion of the next regular session that begins after the elected official leaves~~For one calendar year after the date of leaving office, a former member of the Board of County Commissioners may not assist or represent another party for compensation in a matter that is the subject of legislative action.

(f) Contingent compensation. Except in a judicial or quasi-judicial proceeding, an official or employee may not assist or represent a party for contingent compensation in any matter before or involving the County.

(g) Use of prestige of office.

(1) An official or employee may not intentionally use the prestige of office or public position:

(i) for that official's or employee's private gain or that of another; or

(ii) to influence, except as part of the official duties of the official or employee or as a usual and customary constituent service without additional compensation, the award of a State or local contract to a specific person.

(2) An official may not directly or indirectly initiate a solicitation for a person to retain the compensated services of a particular regulated lobbyist or lobbying firm.

(3) An official or employee may not use public resources or the title of the public official or employee to solicit a political contribution that is regulated in accordance with the Election Law Article.

~~(4) An official or employee may not intentionally use the prestige of office or public position for the private gain of that official or employee or the private gain of another.~~

~~(2) This subsection does not prohibit the performance of usual and customary constituent services by an elected local official without additional compensation.~~

(h) Solicitation and acceptance of gifts.

- (1) An official or employee may not solicit any gift.
- (2) An official or employee may not directly solicit or facilitate the solicitation of a gift, on behalf of another person, from an individual regulated lobbyist.
- (3) An official or employee may not knowingly accept a gift, directly or indirectly, from a person that the official or employee knows or has the reason to know:
 - (i) Is doing business with or seeking to do business with the County office, agency, board, or commission with which the official or employee is affiliated;
 - (ii) Has financial interests that may be substantially and materially affected, in a manner distinguishable from the public generally, by the performance or nonperformance of the official duties of the official or employee;
 - (iii) Is engaged in an activity regulated or controlled by the official's or employee's governmental unit; or
 - (iv) Is a lobbyist with respect to matters within the jurisdiction of the official or employee.
 - (v) Is an association, or any entity acting on behalf of an association that is engaged only in representing counties or municipal corporations.

(4) Paragraph (5) of this subsection does not apply to a gift:

- (i) That would tend to impair the impartiality and the independence of judgment of the official or employee receiving the gift;
- (ii) Of significant value that would give the appearance of impairing the impartiality and independence of judgment of the official or employee; or

- (iii) Of significant value that the recipient official or employee believes or has reason to believe is designed to impair the impartiality and independence of judgment of the official or employee.
- (5) Notwithstanding paragraph (3) of this subsection, an official or employee may accept the following:
- (i) Meals and beverages consumed in the presence of the donor or sponsoring entity;
 - (ii) Ceremonial gifts or awards that have insignificant monetary value;
 - (iii) Unsolicited gifts of nominal value that do not exceed \$20 in cost or trivial items of informational value;
 - (iv) Reasonable expenses for food, travel, lodging, and scheduled entertainment of the official or the employee at a meeting which is given in return for the participation of the official or employee in a panel or speaking engagement at the meeting;
 - (v) Gifts of tickets or free admission extended to an elected local official to attend a charitable, cultural, or political event, if the purpose of this gift or admission is a courtesy or ceremony extended to the elected official's office;
 - (vi) A specific gift or class of gifts that the Commission exempts from the operation of this subsection upon a finding, in writing, that acceptance of the gift or class of gifts would not be detrimental to the impartial conduct of the business of the County and that the gift is purely personal and private in nature;
 - (vii) Gifts from a person related to the official or employee by blood or marriage, or any other individual who is a member of the household of the official or employee; or
 - (viii) Honoraria for speaking to or participating in a meeting, provided that the offering of the honorarium is in not

related in any way to the official's or employee's official position.

- (i) Disclosure of confidential information. Other than in the discharge of official duties, an official or employee or former official or employee may not disclose or use confidential information, that the official or employee acquired by reason of the individual's public position or former public position and that is not available to the public, for the economic benefit of the official or employee or that of another person.~~official's or employee's public position and that is not available to the public, for the economic benefit of the official or employee or that of another person.~~
- (j) ~~Participation in procurement.~~
 - ~~(1) An individual or a person that employs an individual who assists a County agency in the drafting of specifications, an invitation for bids, or a request for proposals for a procurement may not submit a bid or proposal for that procurement or assist or represent another person, directly or indirectly, who is submitting a bid or proposal for the procurement.~~
 - ~~(2) The Commission may establish exemptions from the requirements of this section for providing descriptive literature, sole source procurements, and written comments solicited by the procuring agency.~~An official or employee may not retaliate against an individual for reporting or participating in an investigation of a potential violation of the local ethics law or ordinance.

Section 5. Financial disclosure -local elected officials and candidates to be local elected officials.

- (a)(1) This section applies to all local elected officials and candidates to be local elected officials.
- (2) Except as provided in subsection (b) of this section, a local elected official or a candidate to be a local elected official shall file the financial disclosure statement required under this section:

- (i) On a form provided by the Commission;
- (ii) Under oath or affirmation; and
- (iii) With the Commission.

(3) Deadlines for filing statements.

- (i) An incumbent local elected official shall file a financial disclosure statement annually no later than April 30 of each year for the preceding calendar year.
- (ii) An individual who is appointed to fill a vacancy in an office for which a financial disclosure statement is required and who has not already filed a financial disclosure statement shall file a statement for the preceding calendar year within 30 days after appointment.
- (iii) (A) An individual who, other than by reason of death, leaves an office for which a statement is required shall file a statement within 60 days after leaving the office.

(B) The statement shall cover:

- 1. The calendar year immediately preceding the year in which the individual left office, unless a statement covering that year has already been filed by the individual; and
- 2. The portion of the current calendar year during which the individual held the office.

(b) Candidates to be local elected officials.

- (1) Except for an official who has filed a financial disclosure statement under another provision of this section for the reporting period, a candidate to be an elected local official shall file under a financial disclosure statement each year beginning with the year in which the certificate of candidacy is filed through the year of the election.
- (2) A candidate to be an elected local official shall file a statement required under this section:

- (i) In the year the certificate of candidacy is filed, no later than the filing of the certificate of candidacy;
- (ii) In the year of the election, on or before the earlier of April 30 or the last day for the withdrawal of candidacy; and
- (iii) In all other years for which a statement is required, on or before April 30.

(3) A candidate to be an elected official:

- (i) May file the statement required under § 5(b)(2)(i) of this ordinance with the County Clerk or Board of Elections with the certificate of candidacy or with the Commission prior to filing the certificate of candidacy; and
- (ii) Shall file the statements required under § 5(b)(2)(ii) and (iii) with the Commission.

(4) If a candidate fails to file a statement required by this section after written notice is provided by the County Clerk or Board of Elections at least 20 days before the last day for the withdrawal of candidacy, the candidate is deemed to have withdrawn the candidacy.

(5) The County Clerk or Board of Election may not accept any certificate of candidacy unless a statement has been filed in proper form.

(6) Within 30 days of the receipt of a statement required under this section, the County Clerk or Board of Elections shall forward the statement to the Commission or the office designated by the Commission.

(c) Public record.

(1) The Commission or office designated by the Commission shall maintain all financial disclosure statements filed under this section.

(2) Financial disclosure statements shall be made available during normal office hours for examination and copying by the public subject to reasonable fees and administrative procedures established by the Commission. [If the Commission has the](#)

logistical ability to record the information required by paragraph (3) of this subsection through an online registration program, the Commission shall make the financial disclosure statements available on the Internet. Provided however, that the Commission may not provide any public access to a portion of a statement that includes an individual's home address that the individual has identified as the individual's home address.

- (3) If an individual examines or copies a financial disclosure statement, the Commission or the office designated by the Commission shall record:
 - (i) The name and home address of the individual reviewing or copying the statement; and
 - (ii) The name of the person whose financial disclosure statement was examined or copied.
- (4) Upon request by the official or employee whose financial disclosure statement was examined or copied, the Commission or the office designated by the Commission shall provide the official with a copy of the name and home address of the person who reviewed the official's financial disclosure statement.
- (5) For statements filed after January 1, 2019, the Commission or the office designated by the Commission may not provide public access to an individual's home address that the individual has designated as the individual's home address.
- (6) The Commission or office designated by the Commission shall not provide public access to information related to consideration received from:
 - (i) The University of Maryland Medical System;
 - (ii) A governmental entity of the State or a local government in the State; or
 - (iii) A quasi-governmental entity of the State or local government in the State.

(d) Retention requirements. The Commission or the office designated by the Commission shall retain financial disclosure statements for four years from the date of receipt.

(e) An individual who is required to disclose the name of a business under this section shall disclose any other names that the business is trading as or doing business as.

(~~f~~e) Contents of statement.

(1) Interests in real property.

- (i) A statement filed under this section shall include a schedule of all interests in real property wherever located.
- (ii) For each interest in real property, the schedule shall include:
 - (A) The nature of the property and the location by street address, mailing address, or legal description of the property;
 - (B) The nature and extent of the interest held, including any conditions and encumbrances on the interest;
 - (C) The date when, the manner in which, and the identity of the person from whom the interest was acquired;
 - (D) The nature and amount of the consideration given in exchange for the interest or, if acquired other than by purchase, the fair market value of the interest at the time acquired;
 - (E) If any interest was transferred, in whole or in part, at any time during the reporting period, a description of the interest transferred, the nature and amount of the consideration received for the interest, and the identity of the person to whom the interest was transferred; and
 - (F) The identity of any other person with an interest in the property.

(2) Interests in corporations and partnerships.

- (i) A statement filed under this section shall include a schedule of all interests in any corporation, partnership, limited liability partnership, or limited liability corporation, regardless of whether the corporation or partnership does business with the County. Provided however, that for purposes of this subsection, "interest" shall not include a mutual fund or exchange-traded fund that is publicly traded on a national scale unless the mutual fund or exchange-traded fund is composed primarily of holdings of stocks and interests in a specific sector or area that is regulated by Washington County government.
- (ii) For each interest reported under this paragraph, the schedule shall include:
 - (A) The name and address of the principal office of the corporation, partnership, limited liability partnership, or limited liability corporation;
 - (B) The nature and amount of the interest held, including any conditions and encumbrances on the interest;
 - (C) With respect to any interest transferred, in whole or in part, at any time during the reporting period, a description of the interest transferred, the nature and amount of the consideration received for the interest, and, if known, the identity of the person to whom the interest was transferred; and
 - (D) With respect to any interest acquired during the reporting period:
 - 1. The date when, the manner in which, and the identity of the person from whom the interest was acquired; and
 - 2. The nature and the amount of the consideration given in exchange for the interest or, if acquired

other than by purchase, the fair market value of the interest at the time acquired.

- (iii) An individual may satisfy the requirement to report the amount of the interest held under item (B)(2) of this paragraph by reporting, instead of a dollar amount:

- (A) For an equity interest in a corporation, the number of shares held and, unless the corporation's stock is publicly traded, the percentage of equity interest held; or

- (B) For an equity interest in a partnership, the percentage of equity interest held.

(3) Interests in business entities doing business with County.

- (i) A statement filed under this section shall include a schedule of all interests in any business entity that does business with the County, other than interests reported under paragraph (2) of this subsection.

- (ii) For each interest reported under this paragraph, the schedule shall include:

- (A) The name and address of the principal office of the business entity;

- (B) The nature and amount of the interest held, including any conditions to and encumbrances in the interest;

- (C) With respect to any interest transferred, in whole or in part, at any time during the reporting period, a description of the interest transferred, the nature and amount of the consideration received in exchange for the interest, and, if known, the identity of the person to whom the interest was transferred; and

- (D) With respect to any interest acquired during the reporting period:

- 1. The date when, the manner in which, and the identity of the person from whom the interest was acquired; and

2. The nature and the amount of the consideration given in exchange for the interest or, if acquired other than by purchase, the fair market value of the interest at the time acquired.

(4) Gifts.

- (i) A statement filed under this section shall include a schedule of each gift in excess of \$20 in value or a series of gifts totaling \$100 or more received during the reporting period from or on behalf of, directly or indirectly, any one person who does business with or is regulated by the County, or from an association, or any entity acting on behalf of an association that is engaged only in representing counties or municipal corporations.-
- (ii) For each gift reported, the schedule shall include:
 - (A) A description of the nature and value of the gift; and
 - (B) The identity of the person from whom, or on behalf of whom, directly or indirectly, the gift was received.

(5) Employment with or interests in entities doing business with County.

- (i) A statement filed under this section shall include a schedule of all offices, directorships, and salaried employment by the individual or member of the immediate family of the individual held at any time during the reporting period with entities doing business with the County.
- (ii) For each position reported under this paragraph, the schedule shall include:
 - (A) The name and address of the principal office of the business entity;
 - (B) The title and nature of the office, directorship, or salaried employment held and the date it commenced; and

- (C) The name of each County agency with which the entity is involved.
- (6) Indebtedness to entities doing business with the County.
 - (i) A statement filed under this section shall include a schedule of all liabilities, excluding retail credit accounts, to persons doing business with the County owed at any time during the reporting period:
 - (A) By the individual; or
 - (B) By a member of the immediate family of the individual if the individual was involved in the transaction giving rise to the liability.
 - (ii) For each liability reported under this paragraph, the schedule shall include:
 - (A) The identity of the person to whom the liability was owed and the date the liability was incurred;
 - (B) The amount of the liability owed as of the end of the reporting period;
 - (C) The terms of payment of the liability and the extent to which the principal amount of the liability was increased or reduced during the year; and
 - (D) The security given, if any, for the liability.
- (7) A statement filed under this section shall include a schedule of the immediate family members of the individual employed by the County in any capacity at any time during the reporting period.
- (8) Sources of earned income.
 - (i) A statement filed under this section shall include a schedule of the name and address of each place of employment and of each business entity of which the individual or a member of the individual's immediate family was a sole or partial owner and from which the individual or member of the individual's immediate

family received earned income, at any time during the reporting period.

- (ii) A minor child's employment or business ownership need not be disclosed if the agency that employs the individual does not regulate, exercise authority over, or contract with the place of employment or business entity of the minor child.

(iii) For a statement filed on or after January 1, 2019, if the individual's spouse is a lobbyist regulated by the County, the individual shall disclose the entity that has engaged the spouse for lobbying purposes.

(9) ~~Whether the individual's spouse is a regulated lobbyist, and if so, the name and address of each entity that has engaged the spouse for lobbying purposes~~Relationship with University of Maryland Medical System, State or Local Government, or Quasi-Governmental Entity.

(i) An individual shall disclose the information specified in General Provisions Article §5-607(k)(l), Annotated Code of Maryland, for any financial or contractual relationship with:

(A)The University of Maryland Medical System;

(B) A governmental entity of the State or a local government in the State; or

(C) A quasi-governmental entity of the State or local government in the State.

(ii) For each financial or contractual relationship reported, the schedule shall include:

(A)A description of the relationship;

(B) The subject matter of the relationship; and

(C) The consideration.

(910) A statement filed under this section may also include a schedule of additional interests or information that the individual making the statement wishes to disclose.

(g~~f~~) For the purposes of § 5(~~f~~e)(1), (2), and (3) of this ordinance, the following interests are considered to be the interests of the individual making the statement:

(1) An interest held by a member of the individual's immediate family, if the interest was, at any time during the reporting period, directly or indirectly controlled by the individual.

(2) An interest held, at any time during the applicable period, by:
~~by a business entity in which the individual held a 30% or greater interest at any time during the reporting period.~~

(i) A business entity in which the individual held a (10)% or greater interest;

(ii) A business entity described in item (i) of this subsection in which the business entity held a 25% or greater interest;

(iii) A business entity described in item (ii) of this subsection in which the business entity held a 50% or greater interest; and

(iv) A business entity in which the individual directly or indirectly, through an interest in one or a combination of other business entities, holds a 10% or greater interest.

(3) An interest held by a trust or an estate in which, at any time during the reporting period:

(i) The individual held a reversionary interest or was a beneficiary; or

(ii) If a revocable trust, the individual was a settlor.

(g)(1) The Commission shall review the financial disclosure statements submitted under this section for compliance with the provisions of this section and shall notify an individual submitting the statement of any omissions or deficiencies.

(2) The County Ethics Commission may take appropriate enforcement action to ensure compliance with this section.

Section 6. Financial disclosure -employees and appointed officials.

- (a) This section only applies to the following appointed officials and employees:
- (1) County Administrator;
 - (2) County Clerk;
 - (3) Director of Budget and Finance;
 - (4) County Attorney;
 - (5) All division directors and departmental heads;
 - (6) Members of all boards, commissions, and committees appointed by the Board of County Commissioners; and
 - (7) Members of all boards, commissions, and committees appointed by the Governor of the State of Maryland where such boards, commissions, and committees are declared by the State Ethics Commission not to be executive agencies of the state government.
- (b) A statement filed under this section shall be filed with the Commission under oath or affirmation.
- (c) On or before April 30 of each year during which an official or employee holds office, an official or employee shall file a statement disclosing gifts received during the preceding calendar year from any person that contracts with or is regulated by County, including the name of the donor of the gift and the approximate retail value at the time of receipt.
- (d) An official or employee shall disclose employment and interests that raise conflicts of interest or potential conflicts of interest in connection with a specific proposed action by the employee or official sufficiently in advance of the action to provide adequate disclosure to the public.
- (e) The Commission shall maintain all disclosure statements filed under this section as public records available for public inspection and copying as provided in § 5(c) and (d) of this ordinance.

Section 7. Lobbying.

- (a) A person shall file a lobbying registration statement with the Commission if the person:
 - (1) Personally appears before a County official or employee with the intent to influence that person in performance of the official duties of the official or employee; and
 - (2) In connection with the intent to influence, expends or reasonably expects to expend in a given calendar year in excess of \$100 on food, entertainment, or other gifts for officials or employees of County.
- (b) A person shall file a registration statement required under this section on or before the later of January 15 of the calendar year or within 5 days after first performing an act that requires registration in the calendar year.
- (c)(1) The registration statement shall identify:
 - (i) The registrant;
 - (ii) Any other person on whose behalf the registrant acts; and
 - (iii) The subject matter on which the registrant proposes to make appearances specified in subsection (a) of this section.
- (2) The registration statement shall cover a defined registration period not to exceed one calendar year.
- (d) Within 30 days after the end of any calendar year during which a person was registered under this section, the person shall file a report with the Commission disclosing:
 - (1) The value, date, and nature of any food, entertainment, or other gift provided to a County official or employee; and
 - (2) If a gift or series of gifts to a single official or employee exceeds \$25 in value, the identity of the official or employee.

(e) The Commission shall maintain the registrations and reports filed under this section as public records available for public inspection and copying for four years after receipt by the Commission.

(f) A former regulated lobbyist who is or becomes subject to regulation under this Ordinance as a public official or employee may not participate in a case, contract, or other specific matter as a public official or employee for one calendar year after the termination of the registration of the former regulated lobbyist if the former regulated lobbyist previously assisted or represented another party for compensation in the matter. Provided however, that this subsection does not apply to an individual who is a public official only as a member of a board and who receives no compensation or annual compensation that is less than 25% of the lowest annual compensation of Maryland State employees at grade level 16.

(g) In the event a regulated lobbyist is appointed to serve on a board or commission, or in the event that a board or commission member becomes subject to the lobbying regulations, the regulated lobbyist shall, within five (5) calendar days of the dual status, file a report under penalty of perjury with the Commission, with a copy sent to the appointing authority, providing the following information:

(1) For any current representation of a person for compensation before County government, except in a judicial or quasi-judicial proceeding:

i. The name of the regulated lobbyist;

ii. The person or entity represented for compensation;

iii. The name of the State agency;

iv. The services performed; and

v. The monetary consideration;

(2) For any current representation of a State agency for compensation, any contractual relationship with State government, or any transaction with State government for monetary consideration:

i. The name of the regulated lobbyist;

ii. The name of the agency or governmental unit with which the regulated lobbyist has a financial relationship; and

iii. The services performed or details of any contractual relationship or the transaction entered into;

(3) For any current interest held by the regulated lobbyist, the regulated lobbyist's spouse or dependent children, together or separately having either 10 percent or more of the capital stock, or stock worth \$35,000 or more, in a corporation subject to regulation by or doing business with the County, or any interest in a partnership, limited liability partnership, or limited liability company subject to regulation by or doing business with the County;

i. The name of the regulated lobbyist;

ii. The name of the immediate family member and relationship for any interest held together or separately;

iii. The name of the corporation, partnership, limited liability partnership, or limited liability company; and

iv. The nature of the interest held;

(4) The primary employer of the spouse of the regulated lobbyist; and

(5) The name of any business entity from which the regulated lobbyist or the spouse of the regulated lobbyist receives earned income as a result of an ownership interest in the business.

(h) The regulated lobbyist shall update the information required by subsection (g) of this regulation as required to reflect the regulated lobbyist's current registrations throughout each reporting period.

(i) Whenever an issue arises within the board or commission related to the information disclosed in accordance with subsection (g) of this Section, the regulated lobbyist member shall submit a statement of recusal from discussion of, voting on, or any other action required by the circumstances concerning the issue:

(1) On a form provided by the Commission;

(2) To the board or commission for inclusion in the minutes of the meeting;

(3) Under oath or affirmation;

(4) Which includes:

i. The name of the regulated lobbyist;

ii. The subject area of the conflict; and

iii. The reason for the recusal.

Section 8. Exemptions and modifications.

The Commission may grant exemptions and modifications to the provisions of Sections 4 and 6 of this ordinance to employees and to appointed members of County Boards and Commissions, when the Commission finds that an exemption or modification would not be contrary to the purposes of this ordinance, and the application of this ordinance would:

- (a) Constitute an unreasonable invasion of privacy; and
- (b) Significantly reduce the availability of qualified persons for public service.

Section 9. Enforcement.

- (a) The Commission may:
 - (1) Assess a late fee of \$2 per day up to a maximum of \$250 for a failure to timely file a financial disclosure statement required under §§ 5 or 6 of this ordinance;
 - (2) Assess a late fee of \$10 per day up to a maximum of \$250 for a failure to file a timely lobbyist registration or lobbyist report required under § 7 of this ordinance; and
 - (3) Issue a cease and desist order against any person found to be in violation of this ordinance.

(b)(1) Upon a finding of a violation of any provision of this ordinance, the Commission may:

- (i) Issue an order of compliance directing the respondent to cease and desist from the violation;
- (ii) Issue a reprimand; or
- (iii) Recommend to the appropriate authority other appropriate discipline of the respondent, including censure or removal if that discipline is authorized by law.

(2) If the Commission finds that a respondent has violated § 7 of this ordinance, the Commission may:

- (i) Require a respondent who is a registered lobbyist to file any additional reports or information that reasonably related to the information that is required under § 7 of this ordinance;
- (ii) Impose a fine not exceeding \$5,000 for each violation; and
- (iii) Suspend the registration of an individual registered lobbyist if the Commission finds that the lobbyist has knowingly and willfully violated § 7 of this ordinance or has been convicted of a criminal offense arising from lobbying activities.

(c)(1) Upon request of by the Commission, the County Attorney may file a petition for injunctive or other relief in the Circuit Court of Washington County, or in any other court having proper venue for the purpose of requiring compliance with the provisions of this ordinance.

(2)(i) The court may:

- (A) Issue an order to cease and desist from the violation;
- (B) Except as provided in subparagraph (ii) of this paragraph, void an official action taken by an official or employee with a conflict of interest prohibited by this ordinance when the action arises from or concerns the subject matter of the conflict and if the legal action is brought within 90 days of the

occurrence of the official action, if the court deems voiding the action to be in the best interest of the public; or

(C) Impose a fine of up to \$5,000 for any willful violation of the provisions of this ordinance, with each day upon which the violation occurs constituting a separate offense.

(ii) A court may not void any official action appropriating public funds, levying taxes, or providing for the issuance of bonds, notes, or other evidences of public obligations.

(d) In addition to any other enforcement provisions in this ordinance, a person who the Commission or a court finds has violated this ordinance:

(1) Is subject to termination or other disciplinary action; and

(2) May be suspended from receiving payment of salary or other compensation pending full compliance with the terms of an order of the Commission or a court.

(e) A County official or employee found to have violated this ordinance is subject to disciplinary or other appropriate personnel action, including removal from office, disciplinary action, suspension of salary, or other sanction.

(f) Violation of § 7 of this ordinance shall be a misdemeanor subject to a fine of up to \$10,000 or imprisonment of up to one year.

(g) A finding of a violation of this ordinance by the Commission is public information.



Agenda Report Form

Open Session Item

SUBJECT: PUBLIC HEARING – Modification of 9-1-1 Fee

PRESENTATION DATE: March 26, 2024

PRESENTATION BY: Zachary Kieffer, County Attorney; Kelcee Mace, Chief Financial Officer

RECOMMENDED MOTION: *[Note: The Commissioners may move to adopt the proposed fee schedule for FY2025, as presented or as modified, at any point after the closure of the public hearing.]*

REPORT-IN-BRIEF: The Board of County Commissioners will conduct a public hearing to permit any member of the public to appear and testify concerning the proposed modification of the 9-1-1 Fee.

DISCUSSION: Per Md. Code, Public Safety Article, § 1-311(c)(1), a county may impose a 9-1-1 fee of up to \$0.75 to be added to all current bills rendered for switched local exchange access service or CMRS or other 9-1-1 accessible service in the county. If revenues attributable to the county's 9-1-1 fee do not provide the revenues necessary to cover a county's operations costs for the 9-1-1 system, § 1-311(c)(2) allows a county to impose a 9-1-1 fee higher than \$0.75 to cover the county's projected operations costs for the 9-1-1 system. The proposed modification is to increase the fee from \$0.75 per month per bill to \$1.25 per month per bill. This fee was last increased in October 2003.

For FY23, 9-1-1 fees received totaled \$1.4M, while operational cost of the 9-1-1 system was \$5.7M, leaving a shortfall of \$4.3M. For FY24, the budgeted 9-1-1 fees are \$1.4M, while budgeted costs are \$6.7M. In the proposed FY25 budget, 9-1-1 fees, including the fee increase, are \$2.2M, while proposed costs are \$6.7M.

FISCAL IMPACT: Proposed fee change will generate approximately \$900,000 in additional revenue.

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: N/A

AUDIO/VISUAL NEEDS: N/A



Agenda Report Form

Open Session Item

SUBJECT: Youth Meritorious Award Presentation

PRESENTATION DATE: March 26, 2024

PRESENTATION BY: Richard Lesh, Grant Manager, Grant Management; Board of County Commissioners

RECOMMENDED MOTION: No motion or action is requested or recommended.

REPORT-IN-BRIEF:

Throughout the school year the Board of County Commissioners present “Youth Meritorious Awards” to students attending both public and private schools or those being home schooled in Washington County. The following individuals have been selected based on their scholastic achievement, leadership qualities, community service performed or other positive contributions to their school and community.

These exceptional youths have consistently worked and distinguished themselves as model students and members of our County.

It is my pleasure to present the following youth for recognition today:

Ashton Redman- Smithsburg High School

Parent(s) – Pamala Stotler

Nominated by Rick Gerlach

Isabel Jackson- Boyd J. Michael, III Technical High School

Parent(s) – Paul Jackson

Nominated by Bradley Stotemyer

Camryn Eichelberger- Smithsburg High School

Parent(s) – Larry Eichelberger

Nominated by Rick Gerlach

Cheyenne Jordan- Smithsburg High School

Parent(s) – Christina Lidie

Nominated by Warren Ruark

DISCUSSION: N/A

FISCAL IMPACT: N/A

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: Student Summaries

AUDIO/VISUAL NEEDS: N/A

Ashton Redman

Ashton is an exemplary student for lower classmen to look up to. He takes AP and Dual Credit courses and is Captain on the Smithsburg High School football team, serving as a leader among student athletes. Ashton regularly participates in community service, takes initiative, and advocates for a better future.

Isabel Jackson

Isabel is an exemplary student, athlete, and citizen. Among her numerous achievements, Isabel has a 4.19 GPA, plays club volleyball, serves in the Student Government Association, and volunteers with the Department of Veterans Affairs as a writer. She has excelled in the Homeland Security program curriculum and is expected to earn her Emergency Telecommunicator Certification and her FAA Part 107 Commercial sUAS Certificate. Isabel serves as an example to her classmates of the dedication, hard work, and tenacity which is required for success.

Camryn Eichelberger

Camryn is an outstanding, well-rounded student who is very active both inside and outside of the classroom. She is a member of both the National Honor Society and the Spanish Honor Society, a member of Ruriteen and Link, and she is Manager and Photographer for the Boys Basketball team. In addition, Camryn has volunteered extensively with connections students, being both a mentor and friend to them.

Cheyenne Jordan

Cheyenne has been a very active FFA member and has held multiple offices over the years. She does community service with several organizations, including Youth United and the Humane Society of Washington County. She has earned the MD Seal of Biliteracy in English and Spanish. Cheyenne has natural leadership abilities, an open mind, a mindset of continuous improvement, and is often the voice of reason in the room. She sets an excellent example for others to follow.



Agenda Report Form

Open Session Item

SUBJECT: FY25 Highway Budget

PRESENTATION DATE: March 26, 2024

PRESENTATION BY: Andrew Eshleman, Director of Public Works; Zane Rowe, Deputy Director of Highway

RECOMMENDED MOTION(S): For informational purposes

REPORT-IN-BRIEF: 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, keeping ditch lines clear of debris, mowing along County right of ways, 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.

DISCUSSION: The Highway budget increased over FY24 by \$871,960 or 6.69%. The increase is mainly the result of the 2.5% step and 1% COLA, the proposed salary scale adjustment. Additional increase is due to road maintenance.

The General Fund contribution to Highway has increased by \$309,250 to account for the wage increase.

FISCAL IMPACT: \$ 13,914,110

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: FY25 Highway Budget

AUDIO/VISUAL TO BE USED: N/A

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

| Page | Category by Function | FY 2025 Requested Budget | Adjustment | FY 2025 Proposed Budget | \$ Change | Note | % Change | FY 2024 Original Budget |
|------|----------------------|--------------------------------|------------|-------------------------------|-----------|------|----------|----------------------------|
|------|----------------------|--------------------------------|------------|-------------------------------|-----------|------|----------|----------------------------|

Revenues:

| | | | | | | | | |
|------|-----------------------|-----------|---|-----------|---------|---|--------|-----------|
| 12-2 | Highway User Revenues | 3,030,040 | 0 | 3,030,040 | 502,230 | 1 | 19.87% | 2,527,810 |
|------|-----------------------|-----------|---|-----------|---------|---|--------|-----------|

1 **Highway User Revenues:**
- Estimate by the State.

Reimbursed Expenses:

| | | | | | | | | |
|------|-----------------|----------------|----------|----------------|---------------|---|---------------|----------------|
| 12-2 | Projects | 30,000 | 0 | 30,000 | 0 | | 0.00% | 30,000 |
| 12-2 | Street Lighting | 37,000 | 0 | 37,000 | 0 | | 0.00% | 37,000 |
| 12-2 | Fuel | 324,480 | 0 | 324,480 | 75,480 | 2 | 30.31% | 249,000 |
| 12-2 | Guardrails | 5,000 | 0 | 5,000 | 0 | | 0.00% | 5,000 |
| 12-2 | Auto Repair | 30,000 | 0 | 30,000 | 0 | | 0.00% | 30,000 |
| | | 426,480 | 0 | 426,480 | 75,480 | | 21.50% | 351,000 |

2 **Reimbursed Expenses:**
- Increase in Fuel cost from prior year.

Other Revenues:

| | | | | | | | | |
|------|-------------------------------|------------------|----------------|-------------------|----------------|---|--------------|-------------------|
| 12-2 | Recycling Revenues | 4,000 | 0 | 4,000 | 0 | | 0.00% | 4,000 |
| 12-2 | Miscellaneous | 10,000 | 0 | 10,000 | (20,000) | | (66.67%) | 30,000 |
| 12-2 | Gain or Loss on Sale of Asset | 38,000 | 0 | 38,000 | 5,000 | | 15.15% | 33,000 |
| 12-2 | General Fund Appropriation | 9,879,590 | 526,000 | 10,405,590 | 309,250 | 3 | 3.06% | 10,096,340 |
| | | 9,931,590 | 526,000 | 10,457,590 | 294,250 | | 2.90% | 10,163,340 |

3 **General Fund Appropriation:**
- Increased due to salary COLA's and step increase and proposed salary scale adjustment.

| | | | | | | | | |
|-----------------------|--------------------|-------------------|------------------|-------------------|----------------|----------|--------------|-------------------|
| Total Revenues | | 13,388,110 | 526,000 | 13,914,110 | 871,960 | | 6.69% | 13,042,150 |
| 12-5 | General Operations | 2,176,660 | (35,920) | 2,140,740 | 860,560 | | 67.22% | 1,280,180 |
| 12-17 | Road Maintenance | 6,910,000 | (61,270) | 6,848,730 | 6,769,550 | | 100.00% | 6,769,550 |
| 12-19 | Snow Removal | 1,292,180 | (1,020) | 1,291,160 | (8,070) | | (0.62%) | 1,299,230 |
| 12-22 | Storm Damage | 14,640 | (20) | 14,620 | 1,190 | | 8.86% | 13,430 |
| 12-24 | Traffic Control | 757,050 | (4,360) | 752,690 | 25,590 | | 3.52% | 727,100 |
| 12-26 | Fleet Management | 2,879,170 | (13,000) | 2,866,170 | (86,490) | | (2.93%) | 2,952,660 |
| Total Expenses | | 14,029,700 | (115,590) | 13,914,110 | 871,960 | 4 | 6.69% | 13,042,150 |

4 **Total Expenses:**
- Increased due to Salary COLA's, step and proposed salary scale adjustment. Increase in costs for road maintenance.

Category Summary:

| | | | | | | |
|-----------------------|-------------------|------------------|-------------------|------------------|---------------|-------------------|
| Salaries and Benefits | 9,645,580 | (115,590) | 9,529,990 | 1,738,090 | 22.31% | 7,791,900 |
| Operating | 4,367,120 | 0 | 4,367,120 | 389,550 | 9.79% | 3,977,570 |
| Capital Outlay | 17,000 | 0 | 17,000 | 17,000 | 100.00% | 0 |
| | 14,029,700 | (115,590) | 13,914,110 | 2,144,640 | 18.22% | 11,769,470 |

Washington County, Maryland
Highway Fund Revenues
FY25

| | 2025 Operating Budget Requested | Adjustment | 2025 Operating Budget Proposed | \$ Change | % Change | 2024 Operating Budget Approved | 2023 Actuals Final | 2022 Actuals Final |
|--|--|------------|---|----------------|--------------|---|--------------------------|--------------------------|
| 404420 - Interest, Penalties & Fees | 0 | 0 | 0 | 0 | 0.00% | 0 | 119 | 94 |
| 420100 - Recycling Revenues | 4,000 | 0 | 4,000 | 0 | 0.00% | 4,000 | 1,955 | 3,043 |
| 485000 - Reimburse Administrative | 0 | 0 | 0 | 0 | 0.00% | 0 | 60 | 0 |
| 490000 - Miscellaneous | 10,000 | 0 | 10,000 | (20,000) | (66.67)% | 30,000 | 0 | 506 |
| 490005 - Insurance Recovery | 0 | 0 | 0 | 0 | 0.00% | 0 | 15,871 | 2,110 |
| 490010 - Gain or Loss on Sale of Asset | 38,000 | 0 | 38,000 | 5,000 | 15.15% | 33,000 | 33,832 | 83,182 |
| 490045 - Oper Transfer - General Fund | 9,879,590 | 526,000 | 10,405,590 | 309,250 | 3.06% | 10,096,340 | 9,285,350 | 9,138,300 |
| 490080 - Bad Check Fees | 0 | 0 | 0 | 0 | 0.00% | 0 | 25 | 0 |
| 491810 - Lease Inception | 0 | 0 | 0 | 0 | 0.00% | 0 | 1,330,745 | 0 |
| 496200 - Highway User Revenues | 3,030,040 | 0 | 3,030,040 | 502,230 | 19.87% | 2,527,810 | 2,151,524 | 2,110,173 |
| 499400 - Projects | 30,000 | 0 | 30,000 | 0 | 0.00% | 30,000 | 8,147 | 21,859 |
| 499410 - Street Lighting | 37,000 | 0 | 37,000 | 0 | 0.00% | 37,000 | 28,836 | 29,142 |
| 499420 - Fuel | 324,480 | 0 | 324,480 | 75,480 | 30.31% | 249,000 | 320,498 | 264,118 |
| 499430 - Guardrails | 5,000 | 0 | 5,000 | 0 | 0.00% | 5,000 | 0 | 0 |
| 499470 - Auto Repair | 30,000 | 0 | 30,000 | 0 | 0.00% | 30,000 | 27,074 | 22,245 |
| Revenues | 13,388,110 | 0 | 13,914,110 | 871,960 | 6.69% | 13,042,150 | 13,204,036 | 11,674,772 |

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

| | 2025 Operating Budget Requested | 2025 Operating Budget Proposed | 2025 Variance Comments Requested | 2025 Variance Comments Proposed |
|--|--|---|---|--|
| 420100 - Recycling Revenues | 4,000 | 4,000 | | |
| 490000 - Miscellaneous | 10,000 | 10,000 | Decreased based on prior year history. | |
| 490010 - Gain or Loss on Sale of Asset | 38,000 | 38,000 | Sale of one bucket truck, two dump trucks, four trailers and two vans. | |
| 490045 - Oper Transfer - General Fund | 9,879,590 | 10,405,590 | Represents general fund support for road maintenance costs. Suppliants lost Highway User Revenues cut by State of Maryland. | Increase is related to possible salary scale realignment causing an increase in wages. |
| 496200 - Highway User Revenues | 3,030,040 | 3,030,040 | Based on estimates from the State of Maryland. | |
| 499400 - Projects | 30,000 | 30,000 | | |
| 499410 - Street Lighting | 37,000 | 37,000 | | |
| 499420 - Fuel | 324,480 | 324,480 | 67,036 gallons gas @ \$3.50/gallon = \$234,626. 22,463 gallons diesel @ \$4/gallon = \$89,852. | |
| 499430 - Guardrails | 5,000 | 5,000 | | |
| 499470 - Auto Repair | 30,000 | 30,000 | | |
| Totals | 13,388,110 | 13,914,110 | | |

Washington County, Maryland
Highway Fund Expenditures - Proposed
FY25

| | 2025 Operating Budget Requested | Adjustment | 2025 Operating Budget Proposed | \$ Change | % Change | 2024 Operating Budget Approved | 2023 Actuals Final | 2022 Actuals Final |
|----------------------------|--|------------------|---|----------------|--------------|---|--------------------------|--------------------------|
| 20010 - General Operations | 2,176,660 | (35,920) | 2,140,740 | 860,560 | 67.22% | 1,280,180 | 1,711,090 | 1,304,252 |
| 20020 - Road Maintenance | 6,910,000 | (61,270) | 6,848,730 | 79,180 | 1.17% | 6,769,550 | 5,665,758 | 5,698,648 |
| 20030 - Snow Removal | 1,292,180 | (1,020) | 1,291,160 | (8,070) | (0.62)% | 1,299,230 | 349,205 | 761,509 |
| 20040 - Storm Damage | 14,640 | (20) | 14,620 | 1,190 | 8.86% | 13,430 | 0 | 7,793 |
| 20050 - Traffic Control | 757,050 | (4,360) | 752,690 | 25,590 | 3.52% | 727,100 | 665,170 | 621,729 |
| 20060 - Fleet Management | 2,879,170 | (13,000) | 2,866,170 | (86,490) | (2.93)% | 2,952,660 | 3,608,244 | 2,160,820 |
| Total Expenditures | 14,029,700 | (115,590) | 13,914,110 | 871,960 | 6.69% | 13,042,150 | 11,999,467 | 10,554,751 |

Washington County, Maryland
Highway Fund
Department 20010 - General Operations
FY25 Expenses

| | 2025 Operating Budget Requested | Adjustment | 2025 Operating Budget Proposed | \$ Change | % Change | 2024 Operating Budget Approved | 2023 Actuals Final | 2022 Actuals Final |
|---|--|-----------------|---|----------------|----------------|---|--------------------------|--------------------------|
| 500000 - Wages - Full Time | 307,740 | 0 | 307,740 | 20,550 | 7.16% | 287,190 | 259,119 | 238,300 |
| 500010 - Wages - Overtime | 300 | 0 | 300 | 70 | 30.43% | 230 | 228 | 172 |
| 500040 - Other Wages | 1,620 | 0 | 1,620 | 270 | 20.00% | 1,350 | 1,350 | 1,515 |
| 500100 - FICA - Employer | 23,690 | 0 | 23,690 | 1,590 | 7.19% | 22,100 | 19,289 | 17,775 |
| 500120 - Health Insurance | 77,030 | 0 | 77,030 | (3,660) | (4.54)% | 80,690 | 51,741 | 51,768 |
| 500125 - Other Insurance | 2,060 | 0 | 2,060 | 270 | 15.08% | 1,790 | 996 | 1,476 |
| 500130 - Pension | 86,170 | (5,170) | 81,000 | 6,330 | 8.48% | 74,670 | 72,458 | 65,526 |
| 500140 - Workers Compensation | 670 | 0 | 670 | 30 | 4.69% | 640 | 571 | 528 |
| 500145 - Time to Care | 0 | 22,940 | 22,940 | 22,940 | 100.00% | 0 | 0 | 0 |
| 500150 - Unemployment Compensation | 0 | 0 | 0 | 0 | 0.00% | 0 | 0 | 6,600 |
| 500155 - Personnel Requests | 748,970 | (53,690) | 695,280 | 695,280 | 100.00% | 0 | 0 | 0 |
| 500160 - Other Post Employment Benefits | 40,510 | 0 | 40,510 | 0 | 0.00% | 40,510 | 31,480 | 0 |
| 500161 - Wage Reserve | (110,940) | 0 | (110,940) | 102,720 | (48.08)% | (213,660) | 0 | 0 |
| 500170 - Personal Development | 10,560 | 0 | 10,560 | (120) | (1.12)% | 10,680 | 0 | 0 |
| 500171 - Employee Recognition | 7,650 | 0 | 7,650 | (330) | (4.14)% | 7,980 | 3,494 | 3,467 |
| 500172 - Team Building | 2,200 | 0 | 2,200 | (30) | (1.35)% | 2,230 | 0 | 0 |
| Wages and Benefits | 1,198,230 | (35,920) | 1,162,310 | 845,910 | 267.35% | 316,400 | 440,726 | 387,127 |
| 501030 - Debt Lease Principal | 0 | 0 | 0 | 0 | 0.00% | 0 | 317,883 | 0 |
| 501080 - Debt Lease Interest | 0 | 0 | 0 | 0 | 0.00% | 0 | 39 | 0 |
| 502000 - Appropriations | 500,000 | 0 | 500,000 | 0 | 0.00% | 500,000 | 500,000 | 500,000 |
| 505010 - Advertising | 500 | 0 | 500 | 0 | 0.00% | 500 | 154 | 312 |
| 505050 - Dues & Subscriptions | 1,500 | 0 | 1,500 | 0 | 0.00% | 1,500 | 2,398 | 1,292 |
| 505080 - Freight & Cartage | 8,000 | 0 | 8,000 | 0 | 0.00% | 8,000 | 7,850 | 6,593 |
| 505120 - Licenses & Certifications | 30,600 | 0 | 30,600 | 0 | 0.00% | 30,600 | 1,571 | 2,850 |
| 505140 - Office Supplies | 6,800 | 0 | 6,800 | 0 | 0.00% | 6,800 | 9,236 | 7,980 |
| 505150 - Other - Miscellaneous | 400 | 0 | 400 | 0 | 0.00% | 400 | 107 | 316 |
| 505160 - Personal Mileage | 0 | 0 | 0 | (1,000) | (100.00)% | 1,000 | 0 | 0 |
| 505230 - Travel Expenses | 5,100 | 0 | 5,100 | 1,320 | 34.92% | 3,780 | 2,750 | 2,086 |
| 510010 - Fleet Insurance | 117,740 | 0 | 117,740 | 3,930 | 3.45% | 113,810 | 102,987 | 118,992 |
| 510020 - Property & Casualty Insurance | 16,280 | 0 | 16,280 | 580 | 3.69% | 15,700 | 15,167 | 11,678 |
| 510030 - Public & Gen Liability Insurance | 44,190 | 0 | 44,190 | 560 | 1.28% | 43,630 | 40,764 | 34,028 |

Washington County, Maryland
Highway Fund
Department 20010 - General Operations
FY25 Expenses

| | 2025 Operating Budget Requested | Adjustment | 2025 Operating Budget Proposed | \$ Change | % Change | 2024 Operating Budget Approved | 2023 Actuals Final | 2022 Actuals Final |
|--|--|-----------------|---|----------------|---------------|---|--------------------------|--------------------------|
| 515000 - Contracted/Purchased Service | 98,300 | 0 | 98,300 | 98,300 | 100.00% | 0 | 0 | 22 |
| 515020 - Bldg Labor - Central | 0 | 0 | 0 | 0 | 0.00% | 0 | 0 | 1,128 |
| 515030 - Bldg Matl - Central | 16,300 | 0 | 16,300 | 0 | 0.00% | 16,300 | 11,301 | 15,758 |
| 515270 - Maintenance Contract Services | 0 | 0 | 0 | (98,300) | (100.00)% | 98,300 | 95,146 | 85,349 |
| 515280 - Medical Fees | 400 | 0 | 400 | 0 | 0.00% | 400 | 0 | 0 |
| 520000 - Training | 0 | 0 | 0 | 0 | 0.00% | 0 | 0 | 680 |
| 520010 - Certification Classes | 1,100 | 0 | 1,100 | 0 | 0.00% | 1,100 | 1,701 | 1,206 |
| 520040 - Seminars/Conventions | 3,500 | 0 | 3,500 | 0 | 0.00% | 3,500 | 2,819 | 1,825 |
| 520050 - Tuition Assistance | 0 | 0 | 0 | (2,500) | (100.00)% | 2,500 | 981 | 867 |
| 525000 - Supplies/Material - Operating | 31,600 | 0 | 31,600 | 0 | 0.00% | 31,600 | 27,092 | 30,303 |
| 526020 - Building Maintenance | 0 | 0 | 0 | 0 | 0.00% | 0 | 0 | 4,870 |
| 535010 - Copy Machine Rental | 0 | 0 | 0 | 0 | 0.00% | 0 | 0 | 4,054 |
| 535020 - Equipment Rental | 0 | 0 | 0 | 0 | 0.00% | 0 | 29 | 0 |
| 535050 - Rental Payments | 2,500 | 0 | 2,500 | 0 | 0.00% | 2,500 | 1,797 | 1,637 |
| 535055 - Lease Payments | 5,000 | 0 | 5,000 | 0 | 0.00% | 5,000 | 621 | 1,521 |
| 535057 - Non-Lease Components | 0 | 0 | 0 | 0 | 0.00% | 0 | 600 | 0 |
| 535058 - Lease-Variable Payments | 0 | 0 | 0 | 0 | 0.00% | 0 | 1,357 | 0 |
| 540010 - Wireless Communication | 14,500 | 0 | 14,500 | 0 | 0.00% | 14,500 | 12,474 | 11,512 |
| 545010 - Electric | 29,830 | 0 | 29,830 | 5,830 | 24.29% | 24,000 | 20,843 | 23,220 |
| 545015 - Heating Oil | 17,000 | 0 | 17,000 | 6,000 | 54.55% | 11,000 | 15,215 | 6,367 |
| 545020 - Natural Gas | 17,000 | 0 | 17,000 | (500) | (2.86)% | 17,500 | 14,841 | 15,343 |
| 545040 - Sewer | 2,590 | 0 | 2,590 | 0 | 0.00% | 2,590 | 10,687 | 9,555 |
| 545070 - Stormwater Fee | 7,700 | 0 | 7,700 | 430 | 5.91% | 7,270 | 0 | 0 |
| Operating Expenses | 978,430 | 0 | 978,430 | 14,650 | 1.52% | 963,780 | 1,218,410 | 901,344 |
| 599999 - Controllable Assets | 0 | 0 | 0 | 0 | 0.00% | 0 | 4,424 | 15,782 |
| 600100 - Land & Improvements | 0 | 0 | 0 | 0 | 0.00% | 0 | 14,030 | 0 |
| 600200 - Building & Improvements | 0 | 0 | 0 | 0 | 0.00% | 0 | 33,500 | 0 |
| Capital Outlay | 0 | 0 | 0 | 0 | 0.00% | 0 | 51,954 | 15,782 |
| Total | 2,176,660 | (35,920) | 2,140,740 | 860,560 | 67.22% | 1,280,180 | 1,711,090 | 1,304,253 |

Washington County, Maryland
Highway Fund
Department 20010 - General Operations
FY25 Expenses

| | 2025 Operating Budget Requested | 2025 Operating Budget Proposed | 2025 Variance Comments Requested | 2025 Variance Comments Proposed |
|----------------------------|--|---|---|--|
| 500000 - Wages - Full Time | 307,740 | 307,740 | The budget is based on a proposed step of 2.5% and a 1% COLA for FY25. Wages are then allocated based on a three-year rolling average and adjusted for any known changes in trends. | |
| 500010 - Wages - Overtime | 300 | 300 | The budget is based on a proposed step of 2.5% and a 1% COLA for FY25. Wages are then allocated based on a three-year rolling average and adjusted for any known changes in trends. | |
| 500040 - Other Wages | 1,620 | 1,620 | The Other Wages category includes amounts for sick pay bonus and holidays worked for operations that require coverage on holidays. The sick pay bonus is based on prior year actuals with a small increase for employees receiving additional pay for accumulating more consecutive years without using sick time. The holiday worked was increased for the 3.5% wage increases for FY25. | |
| 500100 - FICA - Employer | 23,690 | 23,690 | Budget is based on total wages times 7.65%. | |

Washington County, Maryland
Highway Fund
Department 20010 - General Operations
FY25 Expenses

| | 2025 Operating Budget Requested | 2025 Operating Budget Proposed | 2025 Variance Comments Requested | 2025 Variance Comments Proposed |
|-------------------------------|--|---|--|---|
| 500120 - Health Insurance | 77,030 | 77,030 | The Health Insurance budget was not increased. This is based on the projected trend analysis in the market, discussions with the County's health insurance administrators, an analysis of the County's self-insured reserve trends and the anticipated reserve balance. | |
| 500125 - Other Insurance | 2,060 | 2,060 | This category includes County paid premiums for employee life insurance, dependent life insurance, and long-term disability. The majority of these premiums are based on wages. Due to the wage increase the other insurance increased by approximately 3.5%. The change from FY23 to FY24 includes the increase related to the mid-year COLA of 9.5%. | |
| 500130 - Pension | 86,170 | 81,000 | The budgeted amount for employer pension is based on full-time wages times 28%. | Reduced pension contribution from 28% to 26% based on Actuarial defined contribution. |
| 500140 - Workers Compensation | 670 | 670 | Workers Compensation is based on projected employee wages times their assigned classification rates. | |
| 500145 - Time to Care | 0 | 22,940 | | Expense added in anticipation of Time to Care Act implementation. |
| 500155 - Personnel Requests | 748,970 | 695,280 | \$107,380 is for setting new stipend rate, from .20 cents to .50 cents. Rate has not changed since its inception approximately 24 years ago. \$641,590 is for a possible salary scale adjustment. | Salary committee is proposing a 15 cent increase per stipend rather than the proposed 30 cent increase. Requested budget decreased by \$53,690. |

Washington County, Maryland
Highway Fund
Department 20010 - General Operations
FY25 Expenses

| | 2025 Operating Budget Requested | 2025 Operating Budget Proposed | 2025 Variance Comments Requested | 2025 Variance Comments Proposed |
|---|--|---|--|--|
| 500160 - Other Post Employment Benefits | 40,510 | 40,510 | | |
| 500161 - Wage Reserve | (110,940) | (110,940) | To budget for vacancy savings. | |
| 500170 - Personal Development | 10,560 | 10,560 | The personal development incentive budget is \$120 per full-time employee per year. Employees are afforded the opportunity to request annual training of some kind. Training may include physical training and exercise. | |
| 500171 - Employee Recognition | 7,650 | 7,650 | The employee recognition incentive for a total of \$77,000 is to be distributed equitably by department size. Department heads and division directors may recognize full-time employees who strive to overachieve. Funds may be used for additional training; attendance to industry events; and related travel. | |
| 500172 - Team Building | 2,200 | 2,200 | The team building incentive budget is \$25 per full-time employee per year. This allows a department head or division director to offer the occasional celebration or recognize employee achievements in the office setting. | |
| 502000 - Appropriations | 500,000 | 500,000 | | |
| 505010 - Advertising | 500 | 500 | | |
| 505050 - Dues & Subscriptions | 1,500 | 1,500 | | |

Washington County, Maryland
Highway Fund
Department 20010 - General Operations
FY25 Expenses

| | 2025 Operating Budget Requested | 2025 Operating Budget Proposed | 2025 Variance Comments Requested | 2025 Variance Comments Proposed |
|------------------------------------|--|---|---|--|
| 505080 - Freight & Cartage | 8,000 | 8,000 | | |
| 505120 - Licenses & Certifications | 30,600 | 30,600 | | |
| 505140 - Office Supplies | 6,800 | 6,800 | | |
| 505150 - Other - Miscellaneous | 400 | 400 | | |
| 505160 - Personal Mileage | 0 | 0 | Not needed for FY25. | |
| 505230 - Travel Expenses | 5,100 | 5,100 | | |
| 510010 - Fleet Insurance | 117,740 | 117,740 | There is an overall percentage increase of 5.93% for all funds combined over prior year budget. The percentage decrease/increase varies by department or fund. Changes related to volume and/or claims experience paid in various departments. Human Resources insurance analyst projected cost of premiums based on industry trends and discussions with industry experts and current service providers. | |

Washington County, Maryland
Highway Fund
Department 20010 - General Operations
FY25 Expenses

| | 2025 Operating Budget Requested | 2025 Operating Budget Proposed | 2025 Variance Comments Requested | 2025 Variance Comments Proposed |
|---|--|---|---|--|
| 510020 - Property & Casualty Insurance | 16,280 | 16,280 | There is an overall percentage increase of 5.93% for all funds combined over prior year budget. The percentage decrease/increase varies by department or fund. Changes related to volume and/or claims experience paid in various departments. Human Resources insurance analyst projected cost of premiums based on industry trends and discussions with industry experts and current service providers. | |
| 510030 - Public & Gen Liability Insurance | 44,190 | 44,190 | There is an overall percentage increase of 5.93% for all funds combined over prior year budget. The percentage decrease/increase varies by department or fund. Changes related to volume and/or claims experience paid in various departments. Human Resources insurance analyst projected cost of premiums based on industry trends and discussions with industry experts and current service providers. | |
| 515000 - Contracted/Purchased Service | 98,300 | 98,300 | Reallocated from 515270 - Maintenance Contract Services per Budget and Finance. | |
| 515030 - Bldg. Matl - Central | 16,300 | 16,300 | | |
| 515270 - Maintenance Contract Services | 0 | 0 | Reallocated to 515000 - Contracted/Purchased Services per Budget and Finance. | |

Washington County, Maryland
Highway Fund
Department 20010 - General Operations
FY25 Expenses

| | 2025 Operating Budget Requested | 2025 Operating Budget Proposed | 2025 Variance Comments Requested | 2025 Variance Comments Proposed |
|--|--|---|--|--|
| 515280 - Medical Fees | 400 | 400 | | |
| 520010 - Certification Classes | 1,100 | 1,100 | | |
| 520040 - Seminars/Conventions | 3,500 | 3,500 | | |
| 520050 - Tuition Assistance | 0 | 0 | Not needed for FY25. | |
| 525000 - Supplies/Material - Operating | 31,600 | 31,600 | | |
| 535050 - Rental Payments | 2,500 | 2,500 | | |
| 535055 - Lease Payments | 5,000 | 5,000 | | |
| 540010 - Wireless Communication | 14,500 | 14,500 | | |
| 545010 - Electric | 29,830 | 29,830 | The electric budget is based on four prior year actuals, forecasted rate changes, and other known circumstances. The projection also takes into account current year actuals with annualized estimations | |
| 545015 - Heating Oil | 17,000 | 17,000 | The Heating Oil budget is based on four prior year actuals, forecasted rate changes, and other known circumstances | |
| 545020 - Natural Gas | 17,000 | 17,000 | The natural gas budgets were based on four prior years actuals and forecasted rate changes | |
| 545040 - Sewer | 2,590 | 2,590 | | |
| 545070 - Stormwater Fee | 7,700 | 7,700 | Fee that is billed by the City of Hagerstown. | |
| Total | 2,176,660 | 2,140,740 | | |

Washington County, Maryland
Other Personnel Request Form
FY 2025

Department Number: 20010 Department Name: Highway General Operations

Account Number: 500155

Account Description: Personnel Requests

| Description | Increase in Request | (Decrease) in Request | Increase in Benefits | Net Cost | Explanation of Request (A memo may be attached if detail support is needed. Please summarize in this area.) |
|----------------------------|---------------------|-----------------------|----------------------|----------|--|
| Full-Time Position Upgrade | \$96,510 | | \$10,870 | 107,380 | In the year 2000 (approximately), the County implemented a stipend program for the Auto Service Technicians, Welder and Auto Body Technician. It was implemented in an attempt to help attract and retain qualified personnel. The standard was set using the Automotive Service Excellence (ASE) standards, which is a credential for automotive technicians that highlights their repair and maintenance skills. Technicians can earn their certifications by gaining relevant experience and passing exams. The certifications are valid for five years and then the technician has to retest to ensure certified professionals are current in this rapidly changing industry. Since the inception of the program, the rate per each certification has been 20 cents. Current stipends being paid to technicians are 68 out of a total of 120 that they are eligible for. The 120 total is for all positions combined. At the current rate the cost to the County is \$28,288.00 out of a possible total of \$49,920.00. This does not reflect overtime which is hard to quantify due to unknown weather conditions. At a proposed rate of 50 cents per certification and certifications held, cost would be \$70,720. If all certifications were achieved, the cost would be \$124,800.00. For the increase in budget the current payment for stipends is \$28,288. The total stipend that could be achieved would be \$124,800. The difference is the increase in the budget which would be \$96,510 . This is an attempt to realize the current economy and retain and attract qualified technicians. This system helps to motivate employees as a way to control their own financial path of employment and the County be competitive with the private sector. Upon employment of new hires, technicians are required to achieve 5 ASE certifications within first year of employment. |
| Change in Part-Time Wages | | | | 0 | |

Totals: \$96,510 \$0 \$10,870 \$107,380

Washington County, Maryland
Travel Request
FY 2025

Department Number:

20010

Account Number:

505230

Department Name:

Highway

Account Description: Travel Expenses

| Position Title Only (do not use individual names) | Destination | Date(s) of Travel | Total Cost | | Description and/or Reason for Travel Request |
|---|---------------------|-------------------|---------------|--|--|
| | | | Dept. Request | | |
| Deputy Director Public Works Highways | Perryville & OC, MD | May & June 2024 | 1,700 | | CEAM Spring & Fall Conference, includes Conference Fee & Lodging |
| Supervisor of Operations | Perryville & OC, MD | May & June 2024 | 1,700 | | CEAM Spring & Fall Conference, includes Conference Fee & Lodging |
| Traffic Control/Safety Supervisor | Perryville & OC, MD | May & June 2024 | 1,700 | | CEAM Spring & Fall Conference, includes Conference Fee & Lodging |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Total \$5,100

- Approval of this budget does not replace approval of travel as outlined in the Business Expense Policy. All travel must still receive appropriate approvals.

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

Department Number: 20010

Department Name: Highway

Account Description: Lease and Installment Payments

| Item | Qty | Straight Purchase Price | Number of Years Financed | Final Year of Lease | Annual Payment Due Starting in Proposed Budget Year | Total Financed Price (total of all lease payments) | Implied Interest Rate | Explanation |
|------------------------------|-----|-------------------------|--------------------------|---------------------|---|--|-----------------------|---|
| E Pitney Bowes Postage Meter | 1 | N/A | 5 | 2025 | 798 | 3,988 | N/A | Postage Meter is billed quarterly at \$199.41 for a total annual payment of \$797.64. |
| N | | | | | | | | |
| N | | | | | | | | |
| N | | | | | | | | |

| | | | | | | | | |
|-------|---|-----|--|--|-------|---------|--|--|
| Total | 1 | \$0 | | | \$798 | \$3,988 | | |
|-------|---|-----|--|--|-------|---------|--|--|

Agree to Budget

N New Installment Purchase
E Existing Installment Purchase

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

Department Number: 20010 Department Name: Highway

Account Description: Lease and Installment Payments

| Item | Machine Rental | CopyPak (monthly maintenance) | Black & White Overage | Color Overage | Total | Explanation |
|------------------|----------------|-------------------------------------|-----------------------------|---------------|-------|--|
| Ricoh Copier (2) | 2,040 | 600 | 10 | 1,350 | 4,000 | Copy Machine Rental = \$85.00 x2 per month CopyPak = \$25.00 x2 per month Black & White Overages - 2,000 copies/ \$.005 per copy Color Overages - 30,000 copies/\$.045 per copy |
| | | | | | | |
| | | | | | | |
| | | | | | | |

Total \$4,000

Agree to Budget

Washington County, Maryland
Highway Fund
Department 20020 - Road Maintenance
FY25 Expenses

| | 2025 Operating Budget Requested | Adjustment | 2025 Operating Budget Proposed | \$ Change | % Change | 2024 Operating Budget Approved | 2023 Actuals Final | 2022 Actuals Final |
|--|--|-----------------|---|---------------|--------------|---|--------------------------|--------------------------|
| 500000 - Wages - Full Time | 3,651,570 | 0 | 3,651,570 | 66,310 | 1.85% | 3,585,260 | 2,905,867 | 2,931,620 |
| 500005 - Wages - Part Time | 142,400 | 0 | 142,400 | 4,820 | 3.50% | 137,580 | 132,407 | 107,271 |
| 500010 - Wages - Overtime | 117,690 | 0 | 117,690 | 13,050 | 12.47% | 104,640 | 44,416 | 74,959 |
| 500040 - Other Wages | 2,250 | 0 | 2,250 | (1,350) | (37.50)% | 3,600 | 1,791 | 6,225 |
| 500100 - FICA - Employer | 299,420 | 0 | 299,420 | 6,340 | 2.16% | 293,080 | 225,803 | 228,687 |
| 500120 - Health Insurance | 913,940 | 0 | 913,940 | (93,410) | (9.27)% | 1,007,350 | 901,789 | 931,154 |
| 500125 - Other Insurance | 24,380 | 0 | 24,380 | 2,060 | 9.23% | 22,320 | 11,993 | 18,504 |
| 500130 - Pension | 1,022,440 | (61,270) | 961,170 | 29,000 | 3.11% | 932,170 | 824,630 | 805,416 |
| 500140 - Workers Compensation | 241,510 | 0 | 241,510 | 8,140 | 3.49% | 233,370 | 189,202 | 193,242 |
| Wages and Benefits | 6,415,600 | (61,270) | 6,354,330 | 34,960 | 0.55% | 6,319,370 | 5,237,898 | 5,297,078 |
| 515000 - Contracted/Purchased Service | 100,000 | 0 | 100,000 | 25,000 | 33.33% | 75,000 | 83,118 | 84,818 |
| 515350 - Accident Repairs | 0 | 0 | 0 | 0 | 0.00% | 0 | 0 | 958 |
| 520030 - Food Comp | 1,200 | 0 | 1,200 | 1,200 | 100.00% | 0 | 176 | 1,147 |
| 525000 - Supplies/Material - Operating | 350,000 | 0 | 350,000 | 18,000 | 5.42% | 332,000 | 312,637 | 272,086 |
| 525040 - Small Tools & Equipment | 0 | 0 | 0 | 0 | 0.00% | 0 | 0 | 372 |
| 535020 - Equipment Rental | 5,000 | 0 | 5,000 | 0 | 0.00% | 5,000 | 436 | 2,598 |
| 545030 - Propane Gas | 1,200 | 0 | 1,200 | 20 | 1.69% | 1,180 | 696 | 1,056 |
| 545050 - Waste/Trash Disposal | 37,000 | 0 | 37,000 | 0 | 0.00% | 37,000 | 30,797 | 37,470 |
| Operating Expenses | 494,400 | 0 | 494,400 | 44,220 | 9.82% | 450,180 | 427,860 | 400,505 |
| 599999 - Controllable Assets | 0 | 0 | 0 | 0 | 0.00% | 0 | 0 | 1,065 |
| Capital Outlay | 0 | 0 | 0 | 0 | 0.00% | 0 | 0 | 1,065 |
| Total | 6,910,000 | (61,270) | 6,848,730 | 79,180 | 1.17% | 6,769,550 | 5,665,758 | 5,698,648 |

Washington County, Maryland
Highway Fund
Department 20020 - Road Maintenance
FY25 Expenses

| | 2025 Operating Budget Requested | 2025 Operating Budget Proposed | 2025 Variance Comments Requested | 2025 Variance Comments Proposed |
|--|--|---|--|---|
| 500000 - Wages - Full Time | 3,651,570 | 3,651,570 | | |
| 500005 - Wages - Part Time | 142,400 | 142,400 | | |
| 500010 - Wages - Overtime | 117,690 | 117,690 | | |
| 500040 - Other Wages | 2,250 | 2,250 | | |
| 500100 - FICA - Employer | 299,420 | 299,420 | | |
| 500120 - Health Insurance | 913,940 | 913,940 | | |
| 500125 - Other Insurance | 24,380 | 24,380 | | |
| 500130 - Pension | 1,022,440 | 961,170 | | Reduced pension contribution from 28% to 26% based on Actuarial defined contribution. |
| 500140 - Workers Compensation | 241,510 | 241,510 | | |
| 515000 - Contracted/Purchased Service | 100,000 | 100,000 | Additional request due to the use of contracting services for more tree removal that poses an immediate danger to the public and personal property. Also utilizing a guardrail contractor that is on State contract to make various repairs. | |
| 520030 - Food Comp | 1,200 | 1,200 | Added budget to cover food compensation if needed for road maintenance. | |
| 525000 - Supplies/Material - Operating | 350,000 | 350,000 | Added 5.5% for inflation of materials including concrete, blacktop, stone, lumber, metal/plastic drain pipe, etc. | |
| 535020 - Equipment Rental | 5,000 | 5,000 | | |
| 545030 - Propane Gas | 1,200 | 1,200 | | |
| 545050 - Waste/Trash Disposal | 37,000 | 37,000 | | |
| Total | 6,910,000 | 6,848,730 | | |

Washington County, Maryland
Highway Fund
Department 20030 - Snow Removal
FY25 Expenses

| | 2025 Operating Budget Requested | Adjustment | 2025 Operating Budget Proposed | \$ Change | % Change | 2024 Operating Budget Approved | 2023 Actuals Final | 2022 Actuals Final |
|--|--|----------------|---|-----------------|----------------|---|--------------------------|--------------------------|
| 500000 - Wages - Full Time | 60,500 | 0 | 60,500 | (2,610) | (4.14)% | 63,110 | 12,162 | 17,137 |
| 500005 - Wages - Part Time | 0 | 0 | 0 | 0 | 0.00% | 0 | 0 | 322 |
| 500010 - Wages - Overtime | 173,610 | 0 | 173,610 | (6,890) | (3.82)% | 180,500 | 13,978 | 73,359 |
| 500040 - Other Wages | 0 | 0 | 0 | 0 | 0.00% | 0 | 5,893 | 5,979 |
| 500100 - FICA - Employer | 17,910 | 0 | 17,910 | (730) | (3.92)% | 18,640 | 2,373 | 7,189 |
| 500120 - Health Insurance | 15,140 | 0 | 15,140 | (2,590) | (14.61)% | 17,730 | 8,206 | 21,987 |
| 500125 - Other Insurance | 400 | 0 | 400 | 10 | 2.56% | 390 | 98 | 423 |
| 500130 - Pension | 16,940 | (1,020) | 15,920 | (490) | (2.99)% | 16,410 | 6,918 | 18,569 |
| 500140 - Workers Compensation | 6,580 | 0 | 6,580 | 230 | 3.62% | 6,350 | 1,706 | 5,254 |
| Wages and Benefits | 291,080 | (1,020) | 290,060 | (13,070) | (4.31)% | 303,130 | 51,334 | 150,219 |
| 515000 - Contracted/Purchased Service | 158,000 | 0 | 158,000 | 0 | 0.00% | 158,000 | 26,975 | 127,223 |
| 515180 - Software | 2,600 | 0 | 2,600 | 0 | 0.00% | 2,600 | 2,577 | 0 |
| 520030 - Food Comp | 15,000 | 0 | 15,000 | 5,000 | 50.00% | 10,000 | 4,634 | 9,102 |
| 525000 - Supplies/Material - Operating | 32,000 | 0 | 32,000 | 0 | 0.00% | 32,000 | 10,590 | 47,934 |
| 586025 - Salt - Supplies | 791,000 | 0 | 791,000 | 0 | 0.00% | 791,000 | 252,282 | 425,089 |
| 586030 - Anti-skid Supplies | 2,500 | 0 | 2,500 | 0 | 0.00% | 2,500 | 813 | 1,942 |
| Operating Expenses | 1,001,100 | 0 | 1,001,100 | 5,000 | 0.50% | 996,100 | 297,871 | 611,290 |
| Total | 1,292,180 | (1,020) | 1,291,160 | (8,070) | (0.62)% | 1,299,230 | 349,205 | 761,509 |

**Washington County, Maryland
Highway Fund
Department 20030 - Snow Removal
FY25 Expenses**

| | 2025 Operating Budget Requested | 2025 Operating Budget Proposed | 2025 Variance Comments Requested | 2025 Variance Comments Proposed |
|--|--|---|--|---|
| 500000 - Wages - Full Time | 60,500 | 60,500 | | |
| 500010 - Wages - Overtime | 173,610 | 173,610 | | |
| 500100 - FICA - Employer | 17,910 | 17,910 | | |
| 500120 - Health Insurance | 15,140 | 15,140 | | |
| 500125 - Other Insurance | 400 | 400 | | |
| 500130 - Pension | 16,940 | 15,920 | | Reduced pension contribution from 28% to 26% based on Actuarial defined contribution. |
| 500140 - Workers Compensation | 6,580 | 6,580 | | |
| 515000 - Contracted/Purchased Service | 158,000 | 158,000 | | |
| 515180 - Software | 2,600 | 2,600 | | |
| 520030 - Food Comp | 15,000 | 15,000 | Additional amount requested due to food comp allowance increase. | |
| 525000 - Supplies/Material - Operating | 32,000 | 32,000 | | |
| 586025 - Salt - Supplies | 791,000 | 791,000 | | |
| 586030 - Anti-skid Supplies | 2,500 | 2,500 | | |
| Total | 1,292,180 | 1,291,160 | | |

Department Number: 20030

Account Number: 515180

Account Description: Software

Department Name: Highway Snow Removal

| Vendor Name | FY24 Board Approval | Total Cost | | New Cost Y/N | Existing Agreement Y/N | Product Description and/or Reason for Request |
|---------------------------------|---------------------|--------------------|--|--------------|------------------------|--|
| | | FY25 Dept. Request | | | | |
| AccuWeather Professional IT1863 | 2,600 | 2,600 | | N | Y | 12 month maintenance agreement & software updates. |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

Total

\$2,600

\$2,600

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

Washington County, Maryland
Highway Fund
Department 20040 - Storm Damage
FY25 Expenses

| | 2025 Operating Budget Requested | Adjustment | 2025 Operating Budget Proposed | \$ Change | % Change | 2024 Operating Budget Approved | 2023 Actuals Final | 2022 Actuals Final |
|--|--|-------------|---|--------------|---------------|---|--------------------------|--------------------------|
| 500000 - Wages - Full Time | 920 | 0 | 920 | 20 | 2.22% | 900 | 0 | 2,141 |
| 500010 - Wages - Overtime | 3,360 | 0 | 3,360 | 150 | 4.67% | 3,210 | 0 | 2,078 |
| 500100 - FICA - Employer | 330 | 0 | 330 | 10 | 3.13% | 320 | 0 | 312 |
| 500120 - Health Insurance | 230 | 0 | 230 | (20) | (8.00)% | 250 | 0 | 1,276 |
| 500125 - Other Insurance | 10 | 0 | 10 | 0 | 0.00% | 10 | 0 | 24 |
| 500130 - Pension | 260 | (20) | 240 | 10 | 4.35% | 230 | 0 | 1,041 |
| 500140 - Workers Compensation | 310 | 0 | 310 | 20 | 6.90% | 290 | 0 | 236 |
| Wages and Benefits | 5,420 | (20) | 5,400 | 190 | 3.65% | 5,210 | 0 | 7,108 |
| 515000 - Contracted/Purchased Service | 6,000 | 0 | 6,000 | 0 | 0.00% | 6,000 | 0 | 0 |
| 520030 - Food Comp | 1,000 | 0 | 1,000 | 1,000 | 100.00% | 0 | 0 | 685 |
| 525000 - Supplies/Material - Operating | 2,220 | 0 | 2,220 | 0 | 0.00% | 2,220 | 0 | 0 |
| Operating Expenses | 9,220 | 0 | 9,220 | 1,000 | 12.17% | 8,220 | 0 | 685 |
| Total | 14,640 | (20) | 14,620 | 1,190 | 8.86% | 13,430 | 0 | 7,793 |

**Washington County, Maryland
Highway Fund
Department 20040 - Storm Damage
FY25 Expenses**

| | 2025 Operating Budget Requested | 2025 Operating Budget Proposed | 2025 Variance Comments Requested | 2025 Variance Comments Proposed |
|--|--|---|--|--|
| 500000 - Wages - Full Time | 920 | 920 | | |
| 500010 - Wages - Overtime | 3,360 | 3,360 | | |
| 500100 - FICA - Employer | 330 | 330 | | |
| 500120 - Health Insurance | 230 | 230 | | |
| 500125 - Other Insurance | 10 | 10 | | |
| 500130 - Pension | 260 | 240 | | Reduced from 28% to 26% based on Actuarial Defined Contribution. |
| 500140 - Workers Compensation | 310 | 310 | | |
| 515000 - Contracted/Purchased Service | 6,000 | 6,000 | | |
| 520030 - Food Comp | 1,000 | 1,000 | Added to account for food comp if needed for storm damage. | |
| 525000 - Supplies/Material - Operating | 2,220 | 2,220 | | |
| Total | 14,640 | 14,620 | | |

Washington County, Maryland
Highway Fund
Department 20050 - Traffic Control
FY25 Expenses

| | 2025 Operating Budget Requested | Adjustment | 2025 Operating Budget Proposed | \$ Change | % Change | 2024 Operating Budget Approved | 2023 Actuals Final | 2022 Actuals Final |
|--|--|----------------|---|---------------|--------------|---|--------------------------|--------------------------|
| 500000 - Wages - Full Time | 259,960 | 0 | 259,960 | 7,090 | 2.80% | 252,870 | 224,096 | 197,035 |
| 500010 - Wages - Overtime | 18,250 | 0 | 18,250 | 2,130 | 13.21% | 16,120 | 8,515 | 10,586 |
| 500040 - Other Wages | 270 | 0 | 270 | 270 | 100.00% | 0 | 0 | 560 |
| 500100 - FICA - Employer | 21,310 | 0 | 21,310 | 730 | 3.55% | 20,580 | 16,957 | 15,123 |
| 500120 - Health Insurance | 65,070 | 0 | 65,070 | (5,980) | (8.42)% | 71,050 | 75,906 | 72,507 |
| 500125 - Other Insurance | 1,740 | 0 | 1,740 | 170 | 10.83% | 1,570 | 911 | 1,240 |
| 500130 - Pension | 72,790 | (4,360) | 68,430 | 2,680 | 4.08% | 65,750 | 62,643 | 53,913 |
| 500140 - Workers Compensation | 17,350 | 0 | 17,350 | 590 | 3.52% | 16,760 | 15,657 | 13,873 |
| Wages and Benefits | 456,740 | (4,360) | 452,380 | 7,680 | 1.73% | 444,700 | 404,685 | 364,837 |
| 505120 - Licenses & Certifications | 0 | 0 | 0 | 0 | 0.00% | 0 | 0 | 64 |
| 515000 - Contracted/Purchased Service | 169,000 | 0 | 169,000 | 0 | 0.00% | 169,000 | 153,403 | 146,107 |
| 520030 - Food Comp | 0 | 0 | 0 | (400) | (100.00)% | 400 | 46 | 19 |
| 525000 - Supplies/Material - Operating | 45,000 | 0 | 45,000 | 0 | 0.00% | 45,000 | 46,727 | 43,799 |
| 545010 - Electric | 86,310 | 0 | 86,310 | 18,310 | 26.93% | 68,000 | 60,309 | 66,891 |
| 545030 - Propane Gas | 0 | 0 | 0 | 0 | 0.00% | 0 | 0 | 12 |
| Operating Expenses | 300,310 | 0 | 300,310 | 17,910 | 6.34% | 282,400 | 260,485 | 256,892 |
| Total | 757,050 | (4,360) | 752,690 | 25,590 | 3.52% | 727,100 | 665,170 | 621,729 |

Washington County, Maryland
Highway Fund
Department 20050 - Traffic Control
FY25 Expenses

| | 2025 Operating Budget Requested | 2025 Operating Budget Proposed | 2025 Variance Comments Requested | 2025 Variance Comments Proposed |
|--|--|---|---|--|
| 500000 - Wages - Full Time | 259,960 | 259,960 | | |
| 500010 - Wages - Overtime | 18,250 | 18,250 | | |
| 500040 - Other Wages | 270 | 270 | | |
| 500100 - FICA - Employer | 21,310 | 21,310 | | |
| 500120 - Health Insurance | 65,070 | 65,070 | | |
| 500125 - Other Insurance | 1,740 | 1,740 | | |
| 500130 - Pension | 72,790 | 68,430 | | Reduced from 28% to 26% based on Actuarial Defined Contribution. |
| 500140 - Workers Compensation | 17,350 | 17,350 | | |
| 515000 - Contracted/Purchased Service | 169,000 | 169,000 | | |
| 520030 - Food Comp | 0 | 0 | Not needed in this department. | |
| 525000 - Supplies/Material - Operating | 45,000 | 45,000 | | |
| 545010 - Electric | 86,310 | 86,310 | The electric budget is based on four prior year actuals, forecasted rate changes, and other known circumstances. The projection also takes into account current year actuals with annualized estimations. | |
| Total | 757,050 | 752,690 | | |

Washington County, Maryland
Highway Fund
Department 20060 - Fleet Management
FY25 Expenses

| | 2025 Operating Budget Requested | Adjustment | 2025 Operating Budget Proposed | \$ Change | % Change | 2024 Operating Budget Approved | 2023 Actuals Final | 2022 Actuals Final |
|--|--|-----------------|---|-----------------|----------------|---|--------------------------|--------------------------|
| 500000 - Wages - Full Time | 774,870 | 0 | 774,870 | 4,400 | 0.57% | 770,470 | 636,712 | 610,424 |
| 500010 - Wages - Overtime | 13,250 | 0 | 13,250 | 2,530 | 23.60% | 10,720 | 3,243 | 7,956 |
| 500040 - Other Wages | 1,440 | 0 | 1,440 | 270 | 23.08% | 1,170 | 1,350 | 1,543 |
| 500100 - FICA - Employer | 60,410 | 0 | 60,410 | 550 | 0.92% | 59,860 | 47,402 | 45,806 |
| 500120 - Health Insurance | 193,940 | 0 | 193,940 | (22,540) | (10.41)% | 216,480 | 179,705 | 170,854 |
| 500125 - Other Insurance | 5,170 | 0 | 5,170 | 370 | 7.71% | 4,800 | 2,432 | 3,640 |
| 500130 - Pension | 216,960 | (13,000) | 203,960 | 3,640 | 1.82% | 200,320 | 166,461 | 160,365 |
| 500140 - Workers Compensation | 12,470 | 0 | 12,470 | 430 | 3.57% | 12,040 | 10,261 | 9,962 |
| Wages and Benefits | 1,278,510 | (13,000) | 1,265,510 | (10,350) | (0.81)% | 1,275,860 | 1,047,566 | 1,010,550 |
| 501080 - Debt Lease Interest | 0 | 0 | 0 | 0 | 0.00% | 0 | 20,013 | 0 |
| 505080 - Freight & Cartage | 0 | 0 | 0 | 0 | 0.00% | 0 | 0 | 428 |
| 505150 - Other - Miscellaneous | 20,000 | 0 | 20,000 | 0 | 0.00% | 20,000 | 23,086 | 21,961 |
| 515000 - Contracted/Purchased Service | 53,300 | 0 | 53,300 | 53,300 | 100.00% | 0 | 0 | 0 |
| 515180 - Software | 19,970 | 0 | 19,970 | 2,170 | 12.19% | 17,800 | 18,187 | 17,448 |
| 515270 - Maintenance Contract Services | 0 | 0 | 0 | (53,300) | (100.00)% | 53,300 | 40,166 | 56,389 |
| 520030 - Food Comp | 0 | 0 | 0 | (1,000) | (100.00)% | 1,000 | 19 | 0 |
| 525000 - Supplies/Material - Operating | 0 | 0 | 0 | 0 | 0.00% | 0 | 0 | 2,900 |
| 525040 - Small Tools & Equipment | 11,000 | 0 | 11,000 | 0 | 0.00% | 11,000 | 13,222 | 8,747 |
| 526000 - Supplies/Material - Maintenance | 0 | 0 | 0 | 0 | 0.00% | 0 | 0 | 1,175 |
| 527010 - Anti-Freeze | 5,000 | 0 | 5,000 | 0 | 0.00% | 5,000 | 1,662 | 1,005 |
| 527020 - Auto Batteries | 10,000 | 0 | 10,000 | 0 | 0.00% | 10,000 | 7,246 | 5,078 |
| 527030 - Diesel Fuel | 328,000 | 0 | 328,000 | (47,000) | (12.53)% | 375,000 | 338,851 | 242,990 |
| 527040 - Diesel Fuel Tax | 21,390 | 0 | 21,390 | (16,610) | (43.71)% | 38,000 | 19,466 | 18,501 |
| 527050 - Auto Fluids | 0 | 0 | 0 | 0 | 0.00% | 0 | 0 | 729 |
| 527060 - Auto Gasoline | 301,000 | 0 | 301,000 | 28,600 | 10.50% | 272,400 | 307,801 | 258,846 |
| 527070 - Auto Grease | 3,000 | 0 | 3,000 | 0 | 0.00% | 3,000 | 776 | 1,339 |
| 527080 - Auto Motor Oil | 25,000 | 0 | 25,000 | 0 | 0.00% | 25,000 | 20,045 | 20,979 |
| 527090 - Auto Repairs | 316,500 | 0 | 316,500 | 0 | 0.00% | 316,500 | 300,013 | 279,901 |
| 527100 - Auto Tires | 68,600 | 0 | 68,600 | 0 | 0.00% | 68,600 | 60,772 | 56,384 |
| 535055 - Lease Payments | 336,000 | 0 | 336,000 | 0 | 0.00% | 336,000 | 0 | 98,234 |
| 535060 - Uniforms | 45,000 | 0 | 45,000 | 10,000 | 28.57% | 35,000 | 35,917 | 29,313 |
| 586010 - Body Shop Material | 8,400 | 0 | 8,400 | 0 | 0.00% | 8,400 | 8,583 | 8,114 |

Washington County, Maryland
Highway Fund
Department 20060 - Fleet Management
FY25 Expenses

| | 2025 Operating Budget Requested | Adjustment | 2025 Operating Budget Proposed | \$ Change | % Change | 2024 Operating Budget Approved | 2023 Actuals Final | 2022 Actuals Final |
|----------------------------------|--|-----------------|---|-----------------|-----------------|---|--------------------------|--------------------------|
| 586040 - Welding Shop Material | 11,500 | 0 | 11,500 | 0 | 0.00% | 11,500 | 14,108 | 12,087 |
| Operating Expenses | 1,583,660 | 0 | 1,583,660 | (23,840) | (1.48)% | 1,607,500 | 1,229,933 | 1,142,548 |
| 599999 - Controllable Assets | 0 | 0 | 0 | 0 | 0.00% | 0 | 0 | 7,722 |
| 600400 - Machinery & Equipment | 17,000 | 0 | 17,000 | (52,300) | (75.47)% | 69,300 | 0 | 0 |
| 600900 - Leases - Capital Outlay | 0 | 0 | 0 | 0 | 0.00% | 0 | 1,330,745 | 0 |
| Capital Outlay | 17,000 | 0 | 17,000 | (52,300) | (75.47)% | 69,300 | 1,330,745 | 7,722 |
| Total | 2,879,170 | (13,000) | 2,866,170 | (86,490) | (2.93)% | 2,952,660 | 3,608,244 | 2,160,820 |

Washington County, Maryland
Highway Fund
Department 20060 - Fleet Management
FY25 Expenses

| | 2025 Operating Budget Requested | 2025 Operating Budget Proposed | 2025 Variance Comments Requested | 2025 Variance Comments Proposed |
|--|--|---|---|---|
| 500000 - Wages - Full Time | 774,870 | 774,870 | | |
| 500010 - Wages - Overtime | 13,250 | 13,250 | | |
| 500040 - Other Wages | 1,440 | 1,440 | | |
| 500100 - FICA - Employer | 60,410 | 60,410 | | |
| 500120 - Health Insurance | 193,940 | 193,940 | | |
| 500125 - Other Insurance | 5,170 | 5,170 | | |
| 500130 - Pension | 216,960 | 203,960 | | Pension contribution decreased from 28% to 26% based on Actuarial Defined Contribution. |
| 500140 - Workers Compensation | 12,470 | 12,470 | | |
| 505150 - Other - Miscellaneous | 20,000 | 20,000 | | |
| 515000 - Contracted/Purchased Service | 53,300 | 53,300 | Reallocated from 515270 - Maintenance Contract Services per Budget and Finance. | |
| 515180 - Software | 19,970 | 19,970 | | |
| 515270 - Maintenance Contract Services | 0 | 0 | Reallocated to 515000 - Contracted Purchased Service per Budget and Finance. | |
| 520030 - Food Comp | 0 | 0 | Budget not needed in this department. | |
| 525040 - Small Tools & Equipment | 11,000 | 11,000 | | |
| 527010 - Anti-Freeze | 5,000 | 5,000 | | |
| 527020 - Auto Batteries | 10,000 | 10,000 | | |

Washington County, Maryland
Highway Fund
Department 20060 - Fleet Management
FY25 Expenses

| | 2025 Operating Budget Requested | 2025 Operating Budget Proposed | 2025 Variance Comments Requested | 2025 Variance Comments Proposed |
|--------------------------------|--|---|--|--|
| 527030 - Diesel Fuel | 328,000 | 328,000 | Estimated budget is 82,000 gallons X \$4.00 = \$328,000 (excludes taxes), which is based on bids and short-term energy outlook forecasts. Rate is discounted with new bid price including delivery as compared to retail prices. | |
| 527040 - Diesel Fuel Tax | 21,390 | 21,390 | Diesel tax Highway at 0.4775 per gallon | |
| 527060 - Auto Gasoline | 301,000 | 301,000 | Projected budget is 86,000 X \$3.50 = \$301,000 (includes state gas tax), which is based on bids and short-term energy outlook forecasts. Rate per gallon is discounted with bid price as compare to retail prices. | |
| 527070 - Auto Grease | 3,000 | 3,000 | | |
| 527080 - Auto Motor Oil | 25,000 | 25,000 | | |
| 527090 - Auto Repairs | 316,500 | 316,500 | | |
| 527100 - Auto Tires | 68,600 | 68,600 | | |
| 535055 - Lease Payments | 336,000 | 336,000 | Lease payment schedule. | |
| 535060 - Uniforms | 45,000 | 45,000 | Additional amount requested due to new boot allowance of \$125.00 per union employee per fiscal year. | |
| 586010 - Body Shop Material | 8,400 | 8,400 | | |
| 586040 - Welding Shop Material | 11,500 | 11,500 | | |

Washington County, Maryland
Highway Fund
Department 20060 - Fleet Management
FY25 Expenses

| | 2025 Operating Budget Requested | 2025 Operating Budget Proposed | 2025 Variance Comments Requested | 2025 Variance Comments Proposed |
|--|--|---|---|--|
|--|--|---|---|--|

| | | | | |
|--------------------------------|--------|--------|--|--|
| 600400 - Machinery & Equipment | 17,000 | 17,000 | Replace three 1998 Clipper C119 14-inch concrete saws and two 2000 Clipper C1313GA 16-inch concrete saws with four 2024 Edco KL-18 inch walk behind concrete saws. Added 5.5% for inflation. Purchase tool cabinet to keep scan and diagnostic tools as well as shop electronics used for working on the counties fleet of vehicles. This will allow for safe and clean environment for storage. | |
|--------------------------------|--------|--------|--|--|

| | | | | |
|--------------|------------------|------------------|--|--|
| Total | 2,879,170 | 2,866,170 | | |
|--------------|------------------|------------------|--|--|

Department Number: 20060

Department Name: Highway Fleet Management

Account Number: 515180

Account Description: Software

| Vendor Name | FY24 Board Approval | Total Cost | | New Cost Y/N | Existing Agreement Y/N | Product Description and/or Reason for Request |
|---------------------------------------|---------------------|--------------------|--|--------------|------------------------|---|
| | | FY25 Dept. Request | | | | |
| Ron Turley Associated Inc. IT1864 | 9,210 | 10,120 | | N | Y | 12 month maintenance agreement and software updates. |
| Solera Vehicle Repair | 1,430 | 1,428 | | N | Y | 12 month contract and two hotline vehicles per month Identifx IT2006. |
| Mitchell1 | 1,770 | 1,904 | | N | Y | 12 month subscription for ShopKey Automobile IT1859 for light truck and auto repair data. |
| GE Software, Inc | 850 | 850 | | N | Y | 12 month maintenance agreement and software updates for Gasboy IT2163 EKOS. |
| Mack Volvo Fleet | 700 | 700 | | N | Y | 12 month maintenance agreement and software updates. |
| Gasboy Tech Support (four sites) | 3,840 | 3,840 | | N | Y | 12 month maintenance agreement and software updates. |
| Mac Tech Tool, eg., fleet diagnostics | 0 | 230 | | Y | N | 12 month maintenance agreement and software updates. |
| Ford ID Package/VCM2 Softwre | 0 | 898 | | Y | N | 12 month maintenance agreement and software updates. |

Total \$17,800 \$19,970

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

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

Department Number: 20060

Department Name: Highway Fleet Management

Account Description: Lease and Installment Payments

| Item | Qty | Straight Purchase Price | Number of Years Financed | Final Year of Lease | Annual Payment Due Starting in Proposed Budget Year | Total Financed Price (total of all lease payments) | Implied Interest Rate | Explanation |
|--|-----|----------------------------|--------------------------------|------------------------|--|---|-----------------------------|-------------|
| E Telescopic Aerial Device ie. Bucket Truck | 3 | \$100,622 | 6 | 2027 | \$57,100 | \$342,516 | 4.375 | |
| E Backhoe | 6 | \$438,013 | 5 | 2028 | \$91,100 | \$455,424 | 1.97 | |
| E Rubber Tire Wheel Loader | 6 | \$550,182 | 6 | 2028 | \$114,500 | \$572,052 | 1.97 | |
| E Mini Hydraulic Excavator | 2 | \$344,770 | 5 | 2026 | \$73,300 | \$356,663 | 2.99 | |

Total 17 \$1,433,587 \$336,000 \$1,726,655

Agree to Budget

N New Installment Purchase
E Existing Installment Purchase

Washington County, Maryland
Capital Outlay Request
FY 2025

Department Number: 20060 Department Name: Fleet Management

Account Number: 600400

Account Description: Machinery and Equipment (*>= \$10,000 per item*)

| Priority Number * | Descriptions | Qty | Unit Cost | Total Cost | | Explain Reason For Equipment Need and Disposition of Old, if Any. Number of hours, etc. |
|-------------------|---------------------------------|-----|-----------|---------------|--------|---|
| | | | | Dept. Request | N or R | |
| 1 | Icon Storage Tool Box | 1 | 6,415 | 6,415 | N | Store electronic scan tools in a dry, clean environment. These tools are used in the maintenance of all Washington County fleet vehicles. |
| 2 | Edco KL-18 Walk-Behind Road Saw | 4 | 2,455 | 9,820 | R | Replace three model year 2000 walk-behind road saws and two model year 2001 walk-behind saws with four 2024 Edco KL-18 walk-behind road saws. |
| | | | | 0 | | |
| | | | | 0 | | |

Total \$16,235

* Requests in accounts 599999 - 600800 need to be prioritized in order of need (highest to lowest) as a whole, with 1 being the highest priority. If there are requests in two or more accounts, there can only be a priority 1, priority 2, priority 3, etc. among all the accounts combined. A priority number can not be repeated throughout the accounts.

Machinery and equipment are physical assets, which:

- Are not attached permanently to land, buildings, or land improvements, have unique serial numbers, are capable of being moved, and can be acquired under a capital lease.
- Costs of machinery and equipment include the purchase price, net of purchase discounts, plus trade-in allowance, transportation charges, installation costs, taxes, and any other costs required to prepare the asset for its intended use. Machinery and equipment assets should be reported as acquisitions when the County receives the asset, not at the time when it pays the vendor for the acquisition. Examples are mowers, construction equipment.



Agenda Report Form

Open Session Item

SUBJECT: FY2025 General Fund Budget – Proposed

PRESENTATION DATE: March 26, 2024

PRESENTATION BY: Kelcee Mace, Chief Financial Officer; Kim Edlund, Director Budget & Finance

RECOMMENDED MOTION: For informational purposes only.

REPORT-IN-BRIEF: The FY25 Proposed General Fund budget is balanced at \$300,648,730.

DISCUSSION: Major changes from the last proposed version include:

- Decrease to Cannabis Revenue based on restriction on revenue to be used for Community Reinvestment and Repair Fund.
- Added back in a personnel request in the Engineering Department that was proposed by the salary committee but left out of the previous budget version.
- Decrease to Highway Operating transfer due to less support needed from General Fund after Highway fund was balanced.

Consideration of future obligations has been a primary factor in balancing the FY25 budget.

Staff is also coming back in front of you to receive further comment and/or direction for the FY25 General Fund budget.

FISCAL IMPACT: \$300,648,730

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: Proposed General Fund Revenue Summary, Proposed General Fund Expense Summary, Updated Expense Detail for In-Kind Impacted Departments, PowerPoint Presentation

AUDIO/VISUAL NEEDS: PowerPoint

Washington County, Maryland
General Fund Revenues - Proposed
FY 2025

| Page Ref | Account Number | Funding Source | FY2025 Proposed Budget | \$ Change | % Change | FY2024 Original Budget |
|----------|----------------|----------------|------------------------|-----------|----------|------------------------|
|----------|----------------|----------------|------------------------|-----------|----------|------------------------|

General Revenues

Property Tax

| | | | | | | |
|-----|--------|---------------------------------------|--------------------|------------------|--------------|--------------------|
| 2-1 | 400000 | Real Estate Tax | 138,750,570 | 8,803,700 | 6.77% | 129,946,870 |
| 2-1 | 400120 | Corporate Personal Property - Current | 16,154,320 | 677,090 | 4.37% | 15,477,230 |
| 2-1 | 400140 | State Administration Fees | (575,000) | (25,000) | 4.55% | (550,000) |
| 2-1 | 400200 | Interest on Property Tax | 345,000 | 0 | 0.00% | 345,000 |
| 2-1 | 400210 | Interest - Prior Year | 50,000 | 0 | 0.00% | 50,000 |
| 2-1 | 400220 | County Payment In Lieu of Tax | 285,000 | 0 | 0.00% | 285,000 |
| 2-1 | 400230 | Enterprise Zone Tax Reimbursement | 593,970 | (308,680) | (34.20%) | 902,650 |
| 2-1 | 400260 | Property Tax Sales | 75,000 | 15,000 | 25.00% | 60,000 |
| 2-1 | 400300 | Enterprise Zone Tax Credit | (1,187,930) | 617,370 | (34.20%) | (1,805,300) |
| 2-1 | 400320 | County Homeowners Tax Credit | (155,000) | 10,000 | (6.06%) | (165,000) |
| 2-1 | 400330 | Agricultural Tax Credit | (460,000) | (10,000) | 2.22% | (450,000) |
| 2-1 | 400345 | Other Tax Credits | (650,000) | (630,000) | 3150.00% | (20,000) |
| 2-1 | 400355 | Disabled Veteran's Credit | (450,000) | (90,000) | 25.00% | (360,000) |
| 2-1 | 400400 | Discount Allowed on Property Tax | (385,000) | (20,000) | 5.48% | (365,000) |
| 2-1 | 496020 | Federal Payment in Lieu of Taxes | 29,190 | 3,490 | 13.58% | 25,700 |
| | | | 152,420,120 | 9,042,970 | 6.31% | 143,377,150 |

Local Tax

| | | | | | | |
|-----|--------|-----------------------------|--------------------|------------------|--------------|--------------------|
| 2-5 | 400500 | Income Tax | 121,388,350 | 4,695,540 | 4.02% | 116,692,810 |
| 2-5 | 400510 | Admissions & Amusements Tax | 475,000 | 475,000 | 100.00% | 0 |
| 2-5 | 400520 | Recordation Tax | 7,606,800 | (845,200) | (10.00%) | 8,452,000 |
| 2-5 | 400530 | Trailer Tax | 200,000 | 0 | 0.00% | 200,000 |
| | | | 129,670,150 | 4,325,340 | 3.45% | 125,344,810 |

Interest

| | | | | | | |
|-----|--------|---------------------------------|------------------|------------------|----------------|------------------|
| 2-7 | 404400 | Interest - Investments | 4,000,000 | 2,500,000 | 166.67% | 1,500,000 |
| 2-7 | 404410 | Interest - Municipal Investment | 750,000 | 350,000 | 87.50% | 400,000 |
| 2-7 | 404420 | Interest, Penalties & Fees | 7,000 | 7,000 | 100.00% | 0 |
| | | | 4,757,000 | 2,857,000 | 150.37% | 1,900,000 |

Total General Revenues

| | | | |
|--------------------|-------------------|--------------|--------------------|
| 286,847,270 | 16,225,310 | 6.00% | 270,621,960 |
|--------------------|-------------------|--------------|--------------------|

Program Revenues

Charges for Services - Other

Circuit Court

| | | | | | | |
|-----|--------|-------------------------------------|----------------|---------------|---------------|----------------|
| 2-9 | 486070 | Reimbursed Expenses - Circuit Court | 8,280 | 0 | 0.00% | 8,280 |
| 2-9 | 486075 | Circuit Court - Jurors | 150,000 | 22,200 | 17.37% | 127,800 |
| | | | 158,280 | 22,200 | 16.31% | 136,080 |

State's Attorney

| | | | | | | |
|-----|--------|--|---------------|--------------|--------------|---------------|
| 2-9 | 486000 | Reimbursed Expenses - State's Attorney | 64,400 | 4,400 | 7.33% | 60,000 |
|-----|--------|--|---------------|--------------|--------------|---------------|

Weed Control

| | | | | | | |
|-----|--------|-------------------|----------------|---------------|---------------|----------------|
| 2-9 | 403120 | Weed Control Fees | 353,000 | 35,450 | 11.16% | 317,550 |
|-----|--------|-------------------|----------------|---------------|---------------|----------------|

Washington County, Maryland
General Fund Revenues - Proposed
FY 2025

| Page Ref | Account Number | Funding Source | FY2025 Proposed Budget | \$ Change | % Change | FY2024 Original Budget |
|----------|----------------|---|------------------------|------------------|-----------------|------------------------|
| | | <u>General</u> | | | | |
| 2-9 | 403135 | Sheriff Auxiliary | 90,200 | 40,200 | 80.40% | 50,000 |
| 2-9 | 404,511 | Lease Income | 70,000 | 0 | 0.00% | 70,000 |
| 2-9 | 485000 | Reimburse Administrative | 1,000 | (5,500) | (84.62%) | 6,500 |
| 2-9 | 490000 | Miscellaneous | 200,000 | 0 | 0.00% | 200,000 |
| 2-9 | 490010 | Gain or Loss on Sale of Asset | 50,000 | 0 | 0.00% | 50,000 |
| 2-9 | 490080 | Bad Check Fee | 1,000 | 250 | 33.33% | 750 |
| 2-9 | 490200 | Registration Fees | 3,000 | 0 | 0.00% | 3,000 |
| 2-9 | 490210 | Sponsorships | 5,000 | (19,000) | (79.17%) | 24,000 |
| 2-9 | 491900 | In-Kind Sponsorships | 4,280,100 | 4,280,100 | 100.00% | 0 |
| | | | 4,700,300 | 4,296,050 | 1062.72% | 404,250 |
| | | <u>Engineering</u> | | | | |
| 2-12 | 403045 | Review Fees | 125,000 | 25,000 | 25.00% | 100,000 |
| 2-12 | 440110 | Drawings/Blue Line Prints | 100 | (1,900) | (95.00%) | 2,000 |
| | | | 125,100 | 23,100 | 22.65% | 102,000 |
| | | <u>Permits & Inspections</u> | | | | |
| 2-13 | 401070 | Building Permits - Residential | 135,000 | 0 | 0.00% | 135,000 |
| 2-13 | 401080 | Building Permits - Commercial | 200,000 | 0 | 0.00% | 200,000 |
| 2-13 | 401085 | Municipal Fees | 20,000 | 10,000 | 100.00% | 10,000 |
| 2-13 | 401090 | Electrical Licenses Fees | 10,000 | (60,000) | (85.71%) | 70,000 |
| 2-13 | 401100 | Electrical Permit - Residential | 160,000 | 0 | 0.00% | 160,000 |
| 2-13 | 401110 | Electrical Permit - Commercial | 117,000 | 0 | 0.00% | 117,000 |
| 2-13 | 401115 | HVAC Registration Fees | 4,500 | (7,500) | (62.50%) | 12,000 |
| 2-13 | 401120 | HVAC Permit - Residential | 75,000 | 0 | 0.00% | 75,000 |
| 2-13 | 401130 | HVAC Permit - Commercial | 35,000 | (7,300) | (17.26%) | 42,300 |
| 2-13 | 401140 | Other Permit Fees | 30,000 | 0 | 0.00% | 30,000 |
| 2-13 | 401145 | Temporary Occupancy Fee - Commercial | 1,250 | 0 | 0.00% | 1,250 |
| 2-13 | 401160 | Plumbing Licenses Fees | 6,500 | (13,500) | (67.50%) | 20,000 |
| 2-13 | 401170 | Plumbing Permits - Residential | 80,000 | 0 | 0.00% | 80,000 |
| 2-13 | 401180 | Plumbing Permits - Commercial | 37,800 | 0 | 0.00% | 37,800 |
| 2-13 | 402020 | Fines & Forfeitures | 10,000 | 10,000 | 100.00% | 0 |
| 2-13 | 403035 | Technology Fees | 60,000 | 0 | 0.00% | 60,000 |
| 2-13 | 403045 | Review Fees | 6,000 | 1,000 | 20.00% | 5,000 |
| 2-13 | 440110 | Drawings/Blue Line Prints | 200 | 100 | 100.00% | 100 |
| | | | 988,250 | (67,200) | (6.37%) | 1,055,450 |
| | | <u>Planning and Zoning</u> | | | | |
| 2-16 | 401040 | Miscellaneous Licenses | 700 | 0 | 0.00% | 700 |
| 2-16 | 401140 | Other Permit Fees | 3,000 | 0 | 0.00% | 3,000 |
| 2-16 | 402020 | Fines and Forfeitures | 1,000 | 0 | 0.00% | 1,000 |
| 2-16 | 403030 | Zoning Appeals | 18,000 | 4,000 | 28.57% | 14,000 |
| 2-16 | 403035 | Technology Fees | 7,000 | 1,000 | 16.67% | 6,000 |
| 2-16 | 403040 | Rezoning | 7,000 | 0 | 0.00% | 7,000 |
| 2-16 | 403045 | Review Fees | 90,000 | 45,000 | 100.00% | 45,000 |
| 2-16 | 403050 | Development Fees | 30,000 | 10,000 | 50.00% | 20,000 |
| 2-16 | 403055 | Other Planning Fees | 400 | 0 | 0.00% | 400 |
| 2-16 | 485000 | Reimburse Administrative | 100 | 0 | 0.00% | 100 |
| 2-16 | 486045 | Reimbursed Expense - Other | 5,000 | 0 | 0.00% | 5,000 |
| | | | 162,200 | 60,000 | 58.71% | 102,200 |

**Washington County, Maryland
General Fund Revenues - Proposed
FY 2025**

| Page Ref | Account Number | Funding Source | FY2025 Proposed Budget | \$ Change | % Change | FY2024 Original Budget |
|---------------------|---------------------------|--|---------------------------------------|------------------|-----------------|---------------------------------------|
| | | <u>Sheriff - Judicial</u> | | | | |
| 2-18 | 402010 | Peace Order Service | 5,000 | 2,000 | 66.67% | 3,000 |
| 2-18 | 403010 | Sheriff Fees - Judicial | 40,000 | 0 | 0.00% | 40,000 |
| | | | 45,000 | 2,000 | 4.65% | 43,000 |
| | | <u>Sheriff - Process Servers</u> | | | | |
| 2-18 | 402010 | Peace Order Service | 140,000 | 25,000 | 21.74% | 115,000 |
| | | <u>Sheriff - Patrol</u> | | | | |
| 2-18 | 402000 | Parking Violations | 2,500 | (1,000) | (28.57%) | 3,500 |
| 2-18 | 402040 | School Bus Camera Fines | 0 | (12,000) | (100.00%) | 12,000 |
| 2-18 | 403000 | Speed Cameras | 1,064,960 | (32,820) | (2.99%) | 1,097,780 |
| 2-18 | 486020 | Reimbursed Expenses - Patrol | 60,000 | 5,700 | 10.50% | 54,300 |
| 2-18 | 490020 | Sale of Publications | 6,500 | 0 | 0.00% | 6,500 |
| | | | 1,133,960 | (40,120) | (3.42%) | 1,174,080 |
| | | <u>Sheriff - Central Booking</u> | | | | |
| 2-18 | 404510 | Rental - Building | 0 | (15,720) | (100.00%) | 15,720 |
| 2-18 | 404511 | Lease Income | 15,720 | 15,720 | 100.00% | 0 |
| | | | 15,720 | 0 | 0.00% | 15,720 |
| | | <u>Sheriff - Detention Center</u> | | | | |
| 2-18 | 403080 | Housing Federal Prisoners | 1,000 | 550 | 122.22% | 450 |
| 2-18 | 403090 | Housing State Prisoners | 175,000 | 0 | 0.00% | 175,000 |
| 2-18 | 403100 | Home Detention Fees | 500 | (1,000) | (66.67%) | 1,500 |
| 2-18 | 486050 | Reimbursed Expenses - Detention | 500 | 0 | 0.00% | 500 |
| 2-18 | 486055 | Alien Inmate Reimbursement | 25,000 | 0 | 0.00% | 25,000 |
| 2-18 | 486060 | Social Security Income Reimbursement | 10,000 | 0 | 0.00% | 10,000 |
| | | | 212,000 | (450) | (0.21%) | 212,450 |
| | | <u>Sheriff - Day Reporting Center</u> | | | | |
| 2-18 | 403075 | Day Reporting Fees | 5,000 | (2,500) | (33.33%) | 7,500 |
| | | <u>Sheriff - Narcotics Task Force</u> | | | | |
| 2-18 | 486030 | Reimbursed Expenses - NTF | 215,000 | (193,450) | (47.36%) | 408,450 |
| | | <u>Sheriff - Police Academy</u> | | | | |
| 2-18 | 403,015 | Academy Fees | 59,830 | (10) | (0.02%) | 59,840 |
| | | <u>Emergency Services</u> | | | | |
| 2-19 | 403060 | Alarm Termination Fee (False Alarm Fine) | 20,000 | 0 | 0.00% | 20,000 |
| 2-19 | 486040 | Reimbursed Expenses - Emergency Management | 203,000 | (202,630) | (49.95%) | 405,630 |
| | | | 223,000 | (202,630) | (47.61%) | 425,630 |
| | | <u>Wireless Communications</u> | | | | |
| 2-19 | 404511 | Lease Income | 50,800 | 2,800 | 5.83% | 48,000 |
| 2-19 | 403070 | EMCS Salary Reimbursement | 15,600 | 0 | 0.00% | 15,600 |
| | | | 66,400 | 2,800 | 4.40% | 63,600 |

Washington County, Maryland
General Fund Revenues - Proposed
FY 2025

| Page Ref | Account Number | Funding Source | FY2025 Proposed Budget | \$ Change | % Change | FY2024 Original Budget |
|---|----------------|-----------------------------------|------------------------|-------------------|-----------------|------------------------|
| <u>Parks</u> | | | | | | |
| <u>Buildings, Grounds & Facilities</u> | | | | | | |
| 2-22 | 499420 | Fuel | 2,000 | 0 | 0.00% | 2,000 |
| <u>Martin L. Snook Pool</u> | | | | | | |
| 2-22 | 404100 | Swimming Pool Fees | 35,000 | 0 | 0.00% | 35,000 |
| 2-22 | 404110 | Swimming Pool - Concession Fee | 12,000 | 0 | 0.00% | 12,000 |
| | | | 47,000 | 0 | 0.00% | 47,000 |
| <u>Parks and Recreation</u> | | | | | | |
| 2-22 | 404000 | Sale of Wood | 900 | 0 | 0.00% | 900 |
| 2-22 | 404010 | Rental Fees | 40,000 | 0 | 0.00% | 40,000 |
| 2-22 | 404020 | Ballfield Fees | 8,000 | 0 | 0.00% | 8,000 |
| 2-22 | 404030 | Ballfield Lighting Fees | 1,000 | 0 | 0.00% | 1,000 |
| 2-22 | 404040 | Concession Fees | 2,500 | 0 | 0.00% | 2,500 |
| 2-22 | 404300 | Program Fees | 350,000 | 0 | 0.00% | 350,000 |
| 2-22 | 490060 | Park Contributions from Residents | 1,000 | 0 | 0.00% | 1,000 |
| | | | 403,400 | 0 | 0.00% | 403,400 |
| Total Charges for Services | | | 9,119,840 | 3,964,640 | 76.91% | 5,155,200 |
| <u>Grants</u> | | | | | | |
| 2-24 | 495000 | Operating Grant - Law Enforcement | 300,000 | (50,000) | (14.29)% | 350,000 |
| 2-24 | 496110 | State Aid - Police Protection | 1,150,560 | 10,560 | 0.93% | 1,140,000 |
| 2-24 | 496115 | SAFER | 0 | (2,020,190) | (100.00)% | 2,020,190 |
| 2-24 | 496120 | 911 Fees | 2,250,000 | 900,000 | 66.67% | 1,350,000 |
| 2-24 | 403115 | Miscellaneous Fees | 476,880 | 476,880 | 100.00% | 0 |
| 2-24 | 400700 | Cannabis State Sales Tax | 106,180 | 106,180 | 100.00% | 0 |
| 2-24 | 401190 | Marriage Licenses | 50,000 | 0 | 0.00% | 50,000 |
| 2-24 | 401210 | Trader's License | 190,000 | (10,000) | (5.00)% | 200,000 |
| 2-24 | 402020 | Fines & Forfeitures | 5,000 | (15,000) | (75.00)% | 20,000 |
| 2-24 | 403130 | Marriage Ceremony Fees | 3,000 | 0 | 0.00% | 3,000 |
| 2-24 | 496130 | State Park Fees | 150,000 | 0 | 0.00% | 150,000 |
| Total Grants for Operations | | | 4,681,620 | (601,570) | (11.39)% | 5,283,190 |
| Total Program Revenues | | | 13,801,460 | 3,363,070 | 32.22% | 10,438,390 |
| Total General Fund Proposed Revenue | | | 300,648,730 | 19,588,380 | 6.97% | 281,060,350 |
| Increase without In-Kind Revenue | | | 296,368,630 | 15,308,280 | 5.45% | 281,060,350 |

Washington County, Maryland
General Fund Expenditures - Proposed
FY 2025

| Page | Cost Center | Department/Agency | FY 2025 Requested Budget | Adjustment | FY 2025 Proposed Budget | \$ Change | % Change | FY 2024 Original Budget |
|------|-------------|-------------------|--------------------------|------------|-------------------------|-----------|----------|-------------------------|
|------|-------------|-------------------|--------------------------|------------|-------------------------|-----------|----------|-------------------------|

Education:

Direct Primary:

| | | | | | | | | |
|-----|-------|--------------------|--------------------|--------------------|--------------------|------------------|--------------|--------------------|
| 3-1 | 90000 | Board of Education | 118,737,360 | (8,564,520) | 110,172,840 | 1,102,480 | 1.01% | 109,070,360 |
| | | | 118,737,360 | (8,564,520) | 110,172,840 | 1,102,480 | 1.01% | 109,070,360 |

Secondary:

| | | | | | | | | |
|-----|-------|------------------------------|-------------------|----------|-------------------|----------|--------------|-------------------|
| 3-3 | 90040 | Hagerstown Community College | 10,236,290 | 0 | 10,236,290 | 0 | 0.00% | 10,236,290 |
|-----|-------|------------------------------|-------------------|----------|-------------------|----------|--------------|-------------------|

Other:

| | | | | | | | | |
|------|-------|-------------------------------|------------------|------------------|------------------|------------------|---------------|------------------|
| 3-5 | 93400 | Free Library | 4,959,250 | (104,090) | 4,855,160 | 1,384,450 | 39.89% | 3,470,710 |
| 3-7 | 10990 | Clear Spring Library Building | 143,000 | 0 | 143,000 | 130,730 | 1065.44% | 12,270 |
| 3-9 | 10991 | Smithsburg Library Building | 150,750 | 0 | 150,750 | 139,750 | 1270.45% | 11,000 |
| 3-11 | 10992 | Boonsboro Library Building | 171,810 | 0 | 171,810 | 160,310 | 1394.00% | 11,500 |
| 3-13 | 10993 | Hancock Library Building | 141,700 | 0 | 141,700 | 130,700 | 1188.18% | 11,000 |
| | | | 5,566,510 | (104,090) | 5,462,420 | 1,945,940 | 55.34% | 3,516,480 |

| | | | | | | | | |
|------------------------|--|--|--------------------|--------------------|--------------------|------------------|--------------|--------------------|
| Total Education | | | 134,540,160 | (8,668,610) | 125,871,550 | 3,048,420 | 2.48% | 122,823,130 |
|------------------------|--|--|--------------------|--------------------|--------------------|------------------|--------------|--------------------|

Law Enforcement:

| | | | | | | | | |
|-------|-------|--------------------------------|-------------------|------------------|-------------------|------------------|--------------|-------------------|
| 3-15 | 11300 | Sheriff - Judicial | 4,221,310 | (58,080) | 4,163,230 | 150,670 | 3.75% | 4,012,560 |
| 3-25 | 11305 | Sheriff - Process Servers | 168,260 | (1,580) | 166,680 | 8,320 | 5.25% | 158,360 |
| 3-30 | 11310 | Sheriff - Patrol | 17,118,940 | (326,190) | 16,792,750 | 723,310 | 4.50% | 16,069,440 |
| 3-51 | 11311 | Sheriff Auxiliary | 90,200 | 0 | 90,200 | 40,200 | 80.40% | 50,000 |
| 3-53 | 11315 | Sheriff - Central Booking | 1,492,120 | (20,520) | 1,471,600 | (23,120) | (1.55%) | 1,494,720 |
| 3-61 | 11320 | Sheriff - Detention Center | 23,509,380 | (332,130) | 23,177,250 | 1,925,160 | 9.06% | 21,252,090 |
| 3-81 | 11321 | Sheriff - Day Reporting Center | 538,530 | (4,480) | 534,050 | 27,650 | 5.46% | 506,400 |
| 3-89 | 11330 | Sheriff - Narcotics Task Force | 647,500 | (25,390) | 622,110 | (418,170) | (40.20%) | 1,040,280 |
| 3-100 | 11335 | Sheriff - Police Academy | 59,830 | 0 | 59,830 | (10) | (0.02%) | 59,840 |
| | | | 47,846,070 | (768,370) | 47,077,700 | 2,434,010 | 5.45% | 44,643,690 |

Emergency Services:

| | | | | | | | | |
|-------|-------|----------------------------------|-------------------|--------------------|-------------------|------------------|---------------|-------------------|
| 3-106 | 11420 | Air Unit | 95,890 | 0 | 95,890 | 21,920 | 29.63% | 73,970 |
| 3-115 | 11430 | Special Operations | 311,290 | (126,970) | 184,320 | (29,790) | (13.91%) | 214,110 |
| 3-126 | 11440 | 911 - Communications | 6,747,820 | (171,470) | 6,576,350 | (109,600) | (1.64%) | 6,685,950 |
| 3-141 | 11520 | EMS Operations | 6,344,250 | (283,920) | 6,060,330 | 2,291,360 | 60.80% | 3,768,970 |
| 3-158 | 11525 | Fire Operations | 8,435,110 | (1,553,830) | 6,881,280 | 310,990 | 4.73% | 6,570,290 |
| 3-175 | 11535 | Public Safety Training Center | 1,366,210 | (203,400) | 1,162,810 | 202,460 | 21.08% | 960,350 |
| 3-193 | 93110 | Civil Air Patrol | 4,000 | 0 | 4,000 | 0 | 0.00% | 4,000 |
| 3-195 | 93130 | Fire & Rescue Volunteer Services | 12,059,880 | (195,080) | 11,864,800 | 1,227,330 | 11.54% | 10,637,470 |
| | | | 35,364,450 | (2,534,670) | 32,829,780 | 3,914,670 | 13.54% | 28,915,110 |

Other:

| | | | | | | | | |
|-------|-------|--|------------------|------------------|------------------|----------------|---------------|------------------|
| 3-214 | 11530 | Emergency Management | 378,930 | (121,250) | 257,680 | (18,860) | (6.82%) | 276,540 |
| 3-223 | 93100 | Animal Control Services - Humane Society | 2,350,000 | 0 | 2,350,000 | 818,470 | 53.44% | 1,531,530 |
| | | | 2,728,930 | (121,250) | 2,607,680 | 799,610 | 44.22% | 1,808,070 |

| | | | | | | | | |
|----------------------------|--|--|-------------------|--------------------|-------------------|------------------|--------------|-------------------|
| Total Public Safety | | | 85,939,450 | (3,424,290) | 82,515,160 | 7,148,290 | 9.48% | 75,366,870 |
|----------------------------|--|--|-------------------|--------------------|-------------------|------------------|--------------|-------------------|

Washington County, Maryland
General Fund Expenditures - Proposed
FY 2025

| Page | Cost Center | Department/Agency | FY 2025 Requested Budget | Adjustment | FY 2025 Proposed Budget | \$ Change | % Change | FY 2024 Original Budget |
|------|-------------|-------------------|--------------------------|------------|-------------------------|-----------|----------|-------------------------|
|------|-------------|-------------------|--------------------------|------------|-------------------------|-----------|----------|-------------------------|

Operating/Capital Transfer

Operating:

| | | | | | | | | |
|-------|-------|-------------------------------------|-------------------|--------------------|-------------------|------------------|----------------|-------------------|
| 3-225 | 91020 | Highway | 10,521,180 | (115,590) | 10,405,590 | 309,250 | 3.06% | 10,096,340 |
| 3-227 | 91021 | Solid Waste | 651,180 | (164,010) | 487,170 | 37,170 | 8.26% | 450,000 |
| 3-229 | 91023 | Agricultural Education Center | 255,760 | 0 | 255,760 | 17,560 | 7.37% | 238,200 |
| 3-231 | 91024 | Grant Management | 537,170 | (14,660) | 522,510 | 134,870 | 34.79% | 387,640 |
| 3-233 | 91028 | Land Preservation | 31,920 | (8,820) | 23,100 | (30,430) | (56.85%) | 53,530 |
| 3-235 | 91029 | HEPMPO | 5,130 | 1,640 | 6,770 | 1,640 | 31.97% | 5,130 |
| 3-237 | 91040 | Utility Administration | 799,210 | (13,390) | 785,820 | 82,850 | 11.79% | 702,970 |
| 3-239 | 91041 | Water | 490,590 | (314,110) | 176,480 | (574,090) | (76.49%) | 750,570 |
| 3-241 | 91044 | Transit | 1,213,230 | (311,920) | 901,310 | (151,230) | (14.37%) | 1,052,540 |
| 3-243 | 91046 | Golf Course | 267,150 | (154,220) | 112,930 | (320,760) | (73.96%) | 433,690 |
| 3-245 | 92010 | Municipality in Lieu of Bank Shares | 38,550 | 0 | 38,550 | 0 | 0.00% | 38,550 |
| | | | 14,811,070 | (1,095,080) | 13,715,990 | (493,170) | (3.47%) | 14,209,160 |

Capital:

| | | | | | | | | |
|-------|-------|--------------------------|-------------------|------------------|-------------------|------------------|---------------|-------------------|
| 3-247 | 91230 | Capital Improvement Fund | 7,750,000 | 1,001,230 | 8,751,230 | 2,501,230 | 40.02% | 6,250,000 |
| 3-249 | 12700 | Debt Service | 16,210,080 | 0 | 16,210,080 | 430,840 | 2.73% | 15,779,240 |
| | | | 23,960,080 | 1,001,230 | 24,961,310 | 2,932,070 | 13.31% | 22,029,240 |

| | | | | | | | | |
|--|--|--|-------------------|-----------------|-------------------|------------------|--------------|-------------------|
| Total Operating/Capital Transfers | | | 38,771,150 | (93,850) | 38,677,300 | 2,438,900 | 6.73% | 36,238,400 |
|--|--|--|-------------------|-----------------|-------------------|------------------|--------------|-------------------|

Other Government Programs:

Courts:

| | | | | | | | | |
|-------|-------|------------------|------------------|------------------|------------------|----------------|--------------|------------------|
| 3-251 | 10200 | Circuit Court | 2,720,970 | (144,800) | 2,576,170 | 189,330 | 7.93% | 2,386,840 |
| 3-261 | 10210 | Orphans Court | 34,250 | 0 | 34,250 | (1,900) | (5.26%) | 36,150 |
| 3-264 | 10220 | State's Attorney | 5,282,090 | (85,000) | 5,197,090 | 247,390 | 5.00% | 4,949,700 |
| | | | 8,037,310 | (229,800) | 7,807,510 | 434,820 | 5.90% | 7,372,690 |

State:

| | | | | | | | | |
|-------|-------|-------------------------------|------------------|------------------|------------------|------------------|---------------|------------------|
| 3-275 | 10400 | Election Board | 2,941,480 | (300,490) | 2,640,990 | 374,900 | 16.54% | 2,266,090 |
| 3-287 | 12300 | Soil Conservation | 369,510 | 0 | 369,510 | 5,500 | 1.51% | 364,010 |
| 3-289 | 12400 | Weed Control | 353,000 | 0 | 353,000 | 35,450 | 11.16% | 317,550 |
| 3-295 | 12410 | Environmental Pest Management | 50,500 | (5,000) | 45,500 | 0 | 0.00% | 45,500 |
| 3-297 | 94000 | Health Department | 3,183,620 | 0 | 3,183,620 | 844,350 | 36.09% | 2,339,270 |
| 3-299 | 94010 | Social Services | 506,330 | 0 | 506,330 | 0 | 0.00% | 506,330 |
| 3-301 | 94020 | University of MD Extension | 290,120 | 0 | 290,120 | 11,080 | 3.97% | 279,040 |
| 3-303 | 94030 | County Cooperative Extension | 38,730 | 0 | 38,730 | 0 | 0.00% | 38,730 |
| | | | 7,733,290 | (305,490) | 7,427,800 | 1,271,280 | 20.65% | 6,156,520 |

Community Funding:

| | | | | | | | | |
|-------|-------|-------------------|-----------|---|-----------|---------|--------|-----------|
| 3-305 | 93000 | Community Funding | 1,200,000 | 0 | 1,200,000 | 200,000 | 20.00% | 1,000,000 |
|-------|-------|-------------------|-----------|---|-----------|---------|--------|-----------|

Washington County, Maryland
General Fund Expenditures - Proposed
FY 2025

| Page | Cost Center | Department/Agency | FY 2025 Requested Budget | Adjustment | FY 2025 Proposed Budget | \$ Change | % Change | FY 2024 Original Budget |
|------|-------------|-------------------|--------------------------|------------|-------------------------|-----------|----------|-------------------------|
|------|-------------|-------------------|--------------------------|------------|-------------------------|-----------|----------|-------------------------|

General Operations:

| | | | | | | | | |
|-------|-------|-----------------------------------|-------------------|------------------|-------------------|------------------|---------------|-------------------|
| 3-307 | 10300 | County Administrator | 458,030 | (6,920) | 451,110 | 24,140 | 5.65% | 426,970 |
| 3-313 | 10310 | Public Relations & Marketing | 687,530 | (54,360) | 633,170 | 83,100 | 15.11% | 550,070 |
| 3-322 | 12500 | Business Development | 1,023,760 | (14,070) | 1,009,690 | 172,130 | 20.55% | 837,560 |
| 3-332 | 10100 | County Commissioners | 357,550 | (4,670) | 352,880 | (3,260) | (0.92%) | 356,140 |
| 3-336 | 10110 | County Clerk | 162,460 | (2,010) | 160,450 | (5,810) | (3.49%) | 166,260 |
| 3-342 | 10530 | Treasurer | 532,600 | (17,500) | 515,100 | (11,020) | (2.09%) | 526,120 |
| 3-349 | 10600 | County Attorney | 1,299,950 | (51,690) | 1,248,260 | 331,690 | 36.19% | 916,570 |
| 3-357 | 10700 | Human Resources | 1,742,920 | (232,910) | 1,510,010 | 132,420 | 9.61% | 1,377,590 |
| 3-366 | 11200 | General Operations | 5,851,230 | 265,150 | 6,116,380 | 2,513,540 | 69.77% | 3,602,840 |
| 3-370 | 10500 | Budget & Finance | 3,065,030 | (584,710) | 2,480,320 | 506,160 | 25.64% | 1,974,160 |
| 3-380 | 10510 | Independent Accounting & Auditing | 75,000 | 0 | 75,000 | (5,000) | (6.25%) | 80,000 |
| 3-382 | 10520 | Purchasing | 683,190 | (9,640) | 673,550 | 25,220 | 3.89% | 648,330 |
| 3-389 | 11000 | Information Technology | 4,364,640 | (23,160) | 4,341,480 | 246,850 | 6.03% | 4,094,630 |
| 3-400 | 11540 | Wireless Communications | 1,755,300 | (83,800) | 1,671,500 | 51,550 | 3.18% | 1,619,950 |
| | | | 22,059,190 | (820,290) | 21,238,900 | 4,061,710 | 23.65% | 17,177,190 |

Other:

| | | | | | | | | |
|-------|-------|-----------------------------------|------------------|------------------|------------------|----------------|---------------|------------------|
| 3-408 | 11100 | Women's Commission | 2,000 | 0 | 2,000 | 0 | 0.00% | 2,000 |
| 3-410 | 11120 | Veteran's Advisory Committee | 2,000 | 0 | 2,000 | 2,000 | 100.00% | 0 |
| 3-412 | 11140 | Diversity and Inclusion Committee | 2,000 | 0 | 2,000 | 0 | 0.00% | 2,000 |
| 3-414 | 11150 | Animal Control Board | 7,200 | 0 | 7,200 | 7,200 | 100.00% | 0 |
| 3-416 | 11550 | Forensic Investigator | 30,000 | 0 | 30,000 | 0 | 0.00% | 30,000 |
| 3-418 | 93230 | Commission on Aging | 2,223,920 | (619,340) | 1,604,580 | 540,050 | 50.73% | 1,064,530 |
| 3-420 | 93300 | Museum of Fine Arts | 140,000 | 0 | 140,000 | 3,380 | 2.47% | 136,620 |
| | | | 2,407,120 | (619,340) | 1,787,780 | 552,630 | 44.74% | 1,235,150 |

Public Works:

| | | | | | | | | |
|-------|-------|----------------------------------|------------------|------------------|------------------|----------------|--------------|------------------|
| 3-422 | 11600 | Public Works | 354,530 | (5,400) | 349,130 | 9,770 | 2.88% | 339,360 |
| 3-429 | 11910 | Buildings Grounds and Facilities | 2,625,210 | (136,690) | 2,488,520 | 96,570 | 4.04% | 2,391,950 |
| | | | 2,979,740 | (142,090) | 2,837,650 | 106,340 | 3.89% | 2,731,310 |

Engineering & Permits & Inspections:

| | | | | | | | | |
|-------|-------|-----------------------|------------------|------------------|------------------|----------------|--------------|------------------|
| 3-440 | 11620 | Engineering | 3,108,700 | (54,980) | 3,053,720 | 81,100 | 2.73% | 2,972,620 |
| 3-452 | 11630 | Permits & Inspections | 3,266,170 | (102,010) | 3,164,160 | 80,490 | 2.61% | 3,083,670 |
| | | | 6,374,870 | (156,990) | 6,217,880 | 161,590 | 2.67% | 6,056,290 |

Planning and Zoning:

| | | | | | | | | |
|-------|-------|-------------------------|------------------|-----------------|------------------|----------------|----------------|------------------|
| 3-462 | 10800 | Planning and Zoning | 1,476,150 | (21,820) | 1,454,330 | (12,250) | (0.84%) | 1,466,580 |
| 3-470 | 10810 | Board of Zoning Appeals | 67,240 | 0 | 67,240 | 7,950 | 13.41% | 59,290 |
| | | | 1,543,390 | (21,820) | 1,521,570 | (4,300) | (0.28%) | 1,525,870 |

Washington County, Maryland
General Fund Expenditures - Proposed
FY 2025

| Page | Cost Center | Department/Agency | FY 2025 Requested Budget | Adjustment | FY 2025 Proposed Budget | \$ Change | % Change | FY 2024 Original Budget |
|------|-------------|-------------------|--------------------------|------------|-------------------------|-----------|----------|-------------------------|
|------|-------------|-------------------|--------------------------|------------|-------------------------|-----------|----------|-------------------------|

Parks and Recreation:

| | | | | | | | | |
|-------|-------|----------------------|------------------|------------------|------------------|---------------|--------------|------------------|
| 3-472 | 12000 | Martin L. Snook Pool | 173,700 | 0 | 173,700 | 5,100 | 3.02% | 168,600 |
| 3-475 | 12200 | Parks and Recreation | 1,854,130 | (110,720) | 1,743,410 | 31,340 | 1.83% | 1,712,070 |
| | | | 2,027,830 | (110,720) | 1,917,110 | 36,440 | 1.94% | 1,880,670 |

Facilities:

| | | | | | | | | |
|-------|-------|-----------------------------|------------------|----------------|------------------|----------------|--------------|------------------|
| 3-483 | 10900 | Martin Luther King Building | 126,480 | 0 | 126,480 | 1,600 | 1.28% | 124,880 |
| 3-486 | 10910 | Administration Building | 343,880 | 0 | 343,880 | 13,470 | 4.08% | 330,410 |
| 3-489 | 10930 | Court House | 343,880 | 0 | 343,880 | 41,640 | 13.78% | 302,240 |
| 3-492 | 10940 | County Office Building | 257,800 | 0 | 257,800 | 21,470 | 9.08% | 236,330 |
| 3-495 | 10950 | Administration Annex | 150,600 | 0 | 150,600 | 25,970 | 20.84% | 124,630 |
| 3-497 | 10960 | Dwyer Center | 34,390 | 0 | 34,390 | 2,080 | 6.44% | 32,310 |
| 3-499 | 10965 | Election Board Facility | 123,040 | (5,000) | 118,040 | 11,690 | 10.99% | 106,350 |
| 3-502 | 10970 | Central Services | 135,400 | 0 | 135,400 | 4,170 | 3.18% | 131,230 |
| 3-506 | 10980 | Rental Properties | 1,730 | 0 | 1,730 | (4,290) | (71.26%) | 6,020 |
| 3-508 | 10985 | Senior Center Building | 12,210 | 0 | 12,210 | 160 | 1.33% | 12,050 |
| 3-510 | 11325 | Public Facilities Annex | 104,110 | 0 | 104,110 | 14,300 | 15.92% | 89,810 |
| | | | 1,633,520 | (5,000) | 1,628,520 | 132,260 | 8.84% | 1,496,260 |

| | | | | | | |
|--|--------------------|---------------------|--------------------|-------------------|---------------|--------------------|
| Total Other Government Programs | 55,996,260 | (2,411,540) | 53,584,720 | 6,952,770 | 14.91% | 46,631,950 |
| Total Proposed Expenditures | 315,247,020 | (14,598,290) | 300,648,730 | 19,588,380 | 6.97% | 281,060,350 |
| Increase without In-Kind Expenses | 310,966,920 | (14,598,290) | 296,368,630 | 15,308,280 | 5.45% | 281,060,350 |

Washington County, Maryland
General Fund
Department 10990 - Clear Spring Library Building
FY25 Expenses

| | 2025 Operating Budget Requested | Adjustment | 2025 Operating Budget Proposed | \$ Change | % Change | 2024 Operating Budget Approved | 2023 Actuals Final | 2022 Actuals Final |
|--|--|-------------------|---|------------------|------------------|---|-----------------------------------|-----------------------------------|
| 502400 - In-Kind Expense | 130,110 | 0 | 130,110 | 130,110 | 100.00% | 0 | 130,112 | 0 |
| 515000 - Contracted/Purchased Service | 9,450 | 0 | 9,450 | 9,450 | 100.00% | 0 | 0 | 0 |
| 515270 - Maintenance Contract Services | 0 | 0 | 0 | (9,000) | (100.00)% | 9,000 | 6,893 | 9,211 |
| 526020 - Building Maintenance | 2,390 | 0 | 2,390 | 120 | 5.29% | 2,270 | 1,380 | 1,674 |
| 526040 - Equipment Maintenance | 1,050 | 0 | 1,050 | 50 | 5.00% | 1,000 | 0 | 155 |
| Operating Expenses | 143,000 | 0 | 143,000 | 130,730 | 1,065.44% | 12,270 | 138,385 | 11,040 |
| Total | 143,000 | 0 | 143,000 | 130,730 | 1,065.44% | 12,270 | 138,385 | 11,040 |
| Total without In-Kind Expense | 12,890 | 0 | 12,890 | 620 | 5.05% | 12,270 | 8,273 | 11,040 |

Note: In-Kind were first recorded in FY23 per GASB and GAAP requirements. In-Kind were not included in the Original FY24 Approved budget, but will be included in the Final Adjusted FY24 budget. No adjustments will be made for FY22. In-Kind transactions are non-cash.

Washington County, Maryland
General Fund
Department 10991 - Smithsburg Library Building
FY25 Expenses

| | 2025 Operating Budget Requested | Adjustment | 2025 Operating Budget Proposed | \$ Change | % Change | 2024 Operating Budget Approved | 2023 Actuals Final | 2022 Actuals Final |
|--|--|-------------------|---|------------------|------------------|---|-----------------------------------|-----------------------------------|
| 502400 - In-Kind Expense | 139,200 | 0 | 139,200 | 139,200 | 100.00% | 0 | 139,200 | 0 |
| 515000 - Contracted/Purchased Service | 9,450 | 0 | 9,450 | 9,450 | 100.00% | 0 | 0 | 0 |
| 515270 - Maintenance Contract Services | 0 | 0 | 0 | (9,000) | (100.00)% | 9,000 | 8,392 | 5,596 |
| 526020 - Building Maintenance | 1,050 | 0 | 1,050 | 50 | 5.00% | 1,000 | 296 | 717 |
| 526040 - Equipment Maintenance | 1,050 | 0 | 1,050 | 50 | 5.00% | 1,000 | 90 | 351 |
| Operating Expenses | 150,750 | 0 | 150,750 | 139,750 | 1,270.45% | 11,000 | 147,978 | 6,664 |
| Total | 150,750 | 0 | 150,750 | 139,750 | 1,270.45% | 11,000 | 147,978 | 6,664 |
| Total without In-Kind Expense | 11,550 | 0 | 11,550 | 550 | 5.00% | 11,000 | 8,778 | 6,664 |

Note: In-Kind were first recorded in FY23 per GASB and GAAP requirements. In-Kind were not included in the Original FY24 Approved budget, but will be included in the Final Adjusted FY24 budget. No adjustments will be made for FY22. In-Kind transactions are non-cash.

Washington County, Maryland
General Fund
Department 10992 - Boonsboro Library Building
FY25 Expenses

| | 2025 Operating Budget Requested | Adjustment | 2025 Operating Budget Proposed | \$ Change | % Change | 2024 Operating Budget Approved | 2023 Actuals Final | 2022 Actuals Final |
|--|--|-------------------|---|------------------|------------------|---|-----------------------------------|-----------------------------------|
| 502400 - In-Kind Expense | 159,730 | 0 | 159,730 | 159,730 | 100.00% | 0 | 159,728 | 0 |
| 515000 - Contracted/Purchased Service | 9,980 | 0 | 9,980 | 9,980 | 100.00% | 0 | 0 | 0 |
| 515270 - Maintenance Contract Services | 0 | 0 | 0 | (9,500) | (100.00)% | 9,500 | 6,384 | 6,039 |
| 526020 - Building Maintenance | 1,050 | 0 | 1,050 | 50 | 5.00% | 1,000 | 0 | 351 |
| 526040 - Equipment Maintenance | 1,050 | 0 | 1,050 | 50 | 5.00% | 1,000 | 159 | 1,323 |
| Operating Expenses | 171,810 | 0 | 171,810 | 160,310 | 1,394.00% | 11,500 | 166,271 | 7,713 |
| Total | 171,810 | 0 | 171,810 | 160,310 | 1,394.00% | 11,500 | 166,271 | 7,713 |
| Total without In-Kind Expense | 12,080 | 0 | 12,080 | 580 | 5.04% | 11,500 | 6,543 | 7,713 |

Note: In-Kind were first recorded in FY23 per GASB and GAAP requirements. In-Kind were not included in the Original FY24 Approved budget, but will be included in the Final Adjusted FY24 budget. No adjustments will be made for FY22. In-Kind transactions are non-cash.

Washington County, Maryland
General Fund
Department 10993 - Hancock Library Building
FY25 Expenses

| | 2025 Operating Budget Requested | Adjustment | 2025 Operating Budget Proposed | \$ Change | % Change | 2024 Operating Budget Approved | 2023 Actuals Final | 2022 Actuals Final |
|--|--|-------------------|---|------------------|------------------|---|-----------------------------------|-----------------------------------|
| 502400 - In-Kind Expense | 130,150 | 0 | 130,150 | 130,150 | 100.00% | 0 | 130,144 | 0 |
| 515000 - Contracted/Purchased Service | 9,450 | 0 | 9,450 | 9,450 | 100.00% | 0 | 0 | 0 |
| 515270 - Maintenance Contract Services | 0 | 0 | 0 | (9,000) | (100.00)% | 9,000 | 8,728 | 4,852 |
| 526020 - Building Maintenance | 1,050 | 0 | 1,050 | 50 | 5.00% | 1,000 | 35 | 322 |
| 526040 - Equipment Maintenance | 1,050 | 0 | 1,050 | 50 | 5.00% | 1,000 | 45 | 320 |
| Operating Expenses | 141,700 | 0 | 141,700 | 130,700 | 1,188.18% | 11,000 | 138,952 | 5,494 |
| Total | 141,700 | 0 | 141,700 | 130,700 | 1,188.18% | 11,000 | 138,952 | 5,494 |
| Total without In-Kind Expense | 11,550 | 0 | 11,550 | 550 | 5.00% | 11,000 | 8,808 | 5,494 |

Note: In-Kind were first recorded in FY23 per GASB and GAAP requirements. In-Kind were not included in the Original FY24 Approved budget, but will be included in the Final Adjusted FY24 budget. No adjustments will be made for FY22. In-Kind transactions are non-cash.

Washington County, Maryland
General Fund
Department 11200 - General Operations
FY25 Expenses

| | 2025 Operating Budget Requested | Adjustment | 2025 Operating Budget Proposed | \$ Change | % Change | 2024 Operating Budget Approved | 2023 Actuals Final | 2022 Actuals Final |
|---|--|-------------------|---|------------------|-----------------|---|-----------------------------------|-----------------------------------|
| 500120 - Health Insurance | 0 | 0 | 0 | 0 | 0.00% | 0 | (1,644,713) | (1,372,009) |
| 500130 - Pension | 1,550,000 | 0 | 1,550,000 | (1,991,000) | (56.23)% | 3,541,000 | 0 | 5,000,000 |
| 500140 - Workers Compensation | 0 | 0 | 0 | 0 | 0.00% | 0 | 245,139 | 148,284 |
| 500145 - Time to Care | 0 | 265,150 | 265,150 | 265,150 | 100.00% | 0 | 0 | 0 |
| 500150 - Unemployment Compensation | 100,000 | 0 | 100,000 | (25,000) | (20.00)% | 125,000 | 83,145 | 52,929 |
| 500155 - Personnel Requests | 3,034,440 | 0 | 3,034,440 | 3,034,440 | 100.00% | 0 | 0 | 0 |
| 500160 - Other Post Employment Benefits | 293,210 | 0 | 293,210 | 0 | 0.00% | 293,210 | 237,370 | 0 |
| 500161 - Wage Reserve | (951,320) | 0 | (951,320) | (3,180) | 0.34% | (948,140) | 0 | 0 |
| Wages and Benefits | 4,026,330 | 265,150 | 4,291,480 | 1,280,410 | 42.52% | 3,011,070 | (1,079,059) | 3,829,204 |
| 502000 - Appropriations | 0 | 0 | 0 | 0 | 0.00% | 0 | 0 | 57,220 |
| 502100 - Grants | 25,000 | 0 | 25,000 | 0 | 0.00% | 25,000 | 0 | 0 |
| 502400 - In-Kind Expense | 1,214,310 | 0 | 1,214,310 | 1,214,310 | 100.00% | 0 | 1,214,304 | 0 |
| 505150 - Other - Miscellaneous | 100,000 | 0 | 100,000 | 0 | 0.00% | 100,000 | 44,156 | 128,787 |
| 505960 - Uncollectible Accounts | 0 | 0 | 0 | 0 | 0.00% | 0 | 922,716 | 432,284 |
| 510000 - Insurance | 0 | 0 | 0 | 0 | 0.00% | 0 | 3,073 | 0 |
| 510010 - Fleet Insurance | 123,090 | 0 | 123,090 | 1,740 | 1.43% | 121,350 | 101,185 | 121,931 |
| 510020 - Property & Casualty Insurance | 127,310 | 0 | 127,310 | (11,490) | (8.28)% | 138,800 | 132,391 | 114,101 |
| 510030 - Public & Gen Liability Insurance | 135,190 | 0 | 135,190 | 3,570 | 2.71% | 131,620 | 146,240 | 129,688 |
| 592060 - Service Charges | 100,000 | 0 | 100,000 | 25,000 | 33.33% | 75,000 | 81,414 | 75,274 |
| Operating Expenses | 1,824,900 | 0 | 1,824,900 | 1,233,130 | 208.38% | 591,770 | 2,645,479 | 1,059,285 |
| Total | 5,851,230 | 265,150 | 6,116,380 | 2,513,540 | 69.77% | 3,602,840 | 1,566,420 | 4,888,489 |
| Total without In-Kind Expense | 4,636,920 | 265,150 | 4,902,070 | 1,299,230 | 36.06% | 3,602,840 | 352,116 | 4,888,489 |

Note: In-Kind were first recorded in FY23 per GASB and GAAP requirements. In-Kind were not included in the Original FY24 Approved budget, but will be included in the Final Adjusted FY24 budget. No adjustments will be made for FY22. In-Kind transactions are non-cash.

Washington County, Maryland
General Fund
Department 93230 - Commission on Aging
FY25 Expenses

| | 2025 Operating Budget Requested | Adjustment | 2025 Operating Budget Proposed | \$ Change | % Change | 2024 Operating Budget Approved | 2023 Actuals Final | 2022 Actuals Final |
|--------------------------------------|--|-------------------|---|----------------------|-----------------|---|-----------------------------------|-----------------------------------|
| 502000 - Appropriations | 1,790,320 | (619,340) | 1,170,980 | 106,450 | 10.00% | 1,064,530 | 1,486,313 | 963,557 |
| 502400 - In-Kind Expenses | 433,600 | 0 | 433,600 | 433,600 | 100.00% | 0 | 433,600 | 0 |
| Operating Expenses | 2,223,920 | (619,340) | 1,604,580 | 540,050 | 50.73% | 1,064,530 | 1,919,913 | 963,557 |
| Total | 2,223,920 | (619,340) | 1,604,580 | 540,050 | 50.73% | 1,064,530 | 1,919,913 | 963,557 |
| Total without In-Kind Expense | 1,790,320 | (619,340) | 1,170,980 | 106,450 | 10.00% | 1,064,530 | 1,486,313 | 963,557 |

Note: In-Kind were first recorded in FY23 per GASB and GAAP requirements. In-Kind were not included in the Original FY24 Approved budget, but will be included in the Final Adjusted FY24 budget. No adjustments will be made for FY22. In-Kind transactions are non-cash.

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

| | 2025 Operating Budget Requested | Adjustment | 2025 Operating Budget Proposed | \$ Change | % Change | 2024 Operating Budget Approved | 2023 Actuals Final | 2022 Actuals Final |
|--------------------------------------|--|-------------------|---|----------------------|-----------------|---|-----------------------------------|-----------------------------------|
| 502000 - Appropriations | 3,574,800 | (104,090) | 3,470,710 | 0 | 0.00% | 3,470,710 | 3,375,710 | 3,261,560 |
| 502400 - In-Kind Expense | 1,384,450 | 0 | 1,384,450 | 1,384,450 | 100.00% | 0 | 1,384,448 | 0 |
| Operating Expenses | 4,959,250 | (104,090) | 4,855,160 | 1,384,450 | 39.89% | 3,470,710 | 4,760,158 | 3,261,560 |
| Total | 4,959,250 | (104,090) | 4,855,160 | 1,384,450 | 39.89% | 3,470,710 | 4,760,158 | 3,261,560 |
| Total without In-Kind Expense | 3,574,800 | (104,090) | 3,470,710 | 0 | 0.00% | 3,470,710 | 3,375,710 | 3,261,560 |

Note: In-Kind were first recorded in FY23 per GASB and GAAP requirements. In-Kind were not included in the Original FY24 Approved budget, but will be included in the Final Adjusted FY24 budget. No adjustments will be made for FY22. In-Kind transactions are non-cash.

**Washington County, Maryland
General Fund
Department 94000 - Health Department
FY25 Expenses**

| | 2025 Operating Budget Requested | Adjustment | 2025 Operating Budget Proposed | \$ Change | % Change | 2024 Operating Budget Approved | 2023 Actuals Final | 2022 Actuals Final |
|---------------------------------------|--|-------------------|---|----------------------|-----------------|---|-----------------------------------|-----------------------------------|
| 502000 - Appropriations | 2,487,570 | 0 | 2,487,570 | 155,800 | 6.68% | 2,331,770 | 2,331,770 | 2,331,770 |
| 502400 - In-Kind Expense | 688,550 | 0 | 688,550 | 688,550 | 100.00% | 0 | 688,544 | 0 |
| 515000 - Contracted/Purchased Service | 7,500 | 0 | 7,500 | 0 | 0.00% | 7,500 | 7,500 | 7,500 |
| Operating Expenses | 3,183,620 | 0 | 3,183,620 | 844,350 | 36.09% | 2,339,270 | 3,027,814 | 2,339,270 |
| Total | 3,183,620 | 0 | 3,183,620 | 844,350 | 36.09% | 2,339,270 | 3,027,814 | 2,339,270 |
| Total without In-Kind Expense | 2,495,070 | 0 | 2,495,070 | 155,800 | 6.66% | 2,339,270 | 2,339,270 | 2,339,270 |

Note: In-Kind were first recorded in FY23 per GASB and GAAP requirements. In-Kind were not included in the Original FY24 Approved budget, but will be included in the Final Adjusted FY24 budget. No adjustments will be made for FY22. In-Kind transactions are non-cash.

Budget & Finance **FY2025 General Fund Budget- Proposed**



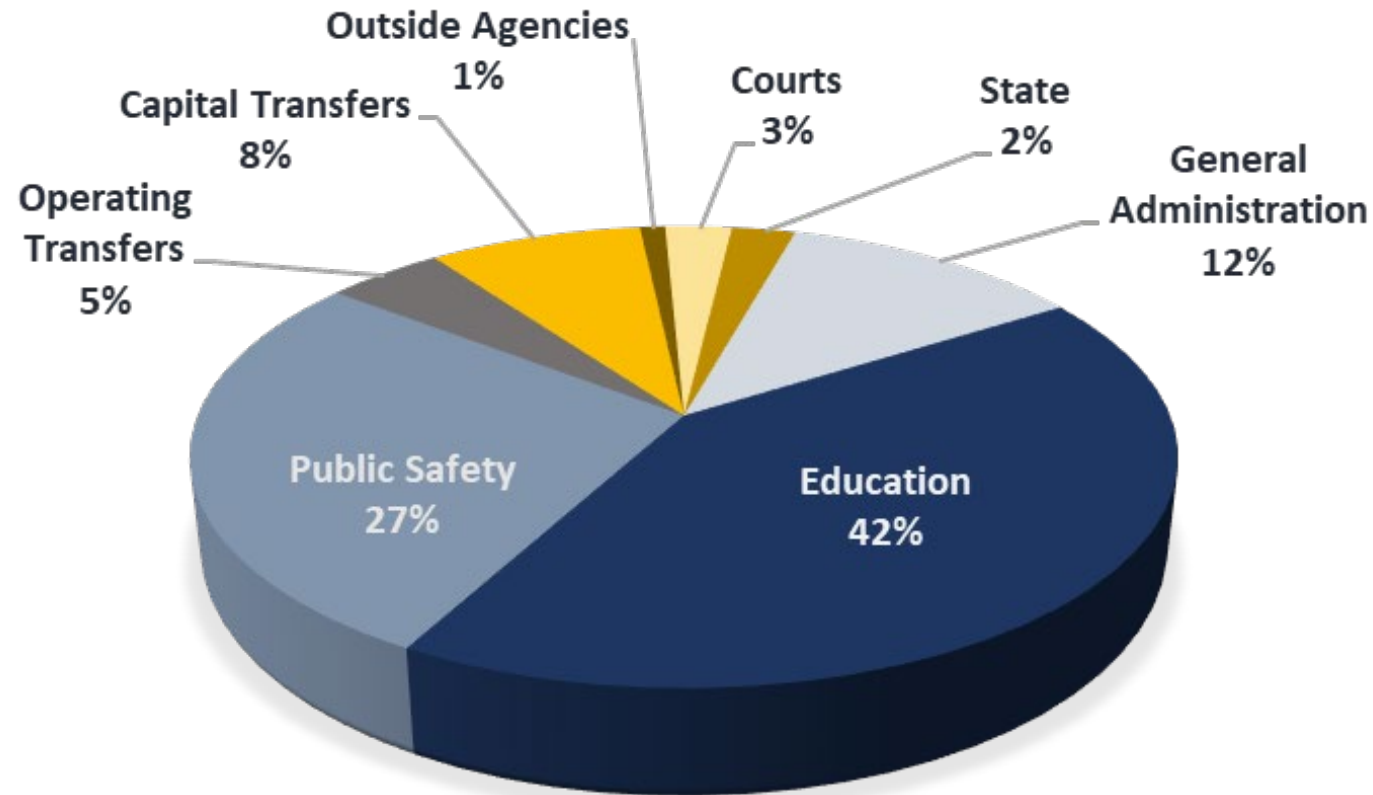
Washington County

M A R Y L A N D

General Fund - Proposed

FY25 Proposed Budget by Category

| Category | FY25 Budget |
|------------------------|-----------------------|
| Education | 125,871,550 |
| Public Safety | 82,515,160 |
| Operating Transfers | 13,715,990 |
| Capital Transfers | 24,961,310 |
| Outside Agencies | 2,950,580 |
| Courts | 7,807,510 |
| State | 7,427,800 |
| General Administration | 35,398,830 |
| Total | \$ 300,648,730 |



Revenue Adjustments

| | FY25 Proposed Budget | | | |
|-------------------------|----------------------|---------------|-----------|----------|
| | Prior Draft | Current Draft | \$ Change | % Change |
| Property Tax | 152,420,120 | 152,420,120 | 0 | 0.00% |
| Income Tax | 121,355,140 | 121,388,350 | 33,210 | 0.03% |
| Other Local Taxes | 8,281,800 | 8,281,800 | 0 | 0.00% |
| Interest | 4,757,000 | 4,757,000 | 0 | 0.00% |
| Charges for Services | 9,596,720 | 9,596,720 | 0 | 0.00% |
| Grants and Other Income | 4,498,560 | 4,204,740 | (293,820) | (6.53%) |
| | 300,909,340 | 300,648,730 | (260,610) | (0.09%) |

Expenditure Adjustments

| | FY25 Proposed Budget | | | |
|--------------------------|----------------------|---------------|-----------|----------|
| | Prior Draft | Current Draft | \$ Change | % Change |
| Board of Education | 110,172,840 | 110,172,840 | 0 | 0.00% |
| Debt Service | 16,210,080 | 16,210,080 | 0 | 0.00% |
| Wages and Benefits | 88,391,660 | 88,423,640 | 31,980 | 0.04% |
| County Operations | 32,447,080 | 32,448,690 | 1,610 | 0.00% |
| Public Safety Operations | 25,428,220 | 25,428,220 | 0 | 0.00% |
| Outside Agencies | 2,950,580 | 2,950,580 | 0 | 0.00% |
| Capital Transfers | 8,991,740 | 8,751,230 | (240,510) | (2.67%) |
| Transfers to Other Funds | 13,769,680 | 13,715,990 | (53,690) | (0.39%) |
| Capital Outlay | 997,460 | 997,460 | 0 | 0.00% |
| Additional Pension | 1,550,000 | 1,550,000 | 0 | 0.00% |
| | 300,909,340 | 300,648,730 | (260,610) | (0.09%) |



Washington County

M A R Y L A N D

Thank you

Kelcee Mace, CFO
Kimberly Edlund, Director
Department of Budget & Finance

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Agenda Report Form

Open Session Item

PUBLIC

SUBJECT: Contract Award (PUR-1646) – Emergency Medical Billing Services

PRESENTATION DATE: March 26, 2024

PRESENTATION BY: Rick F. Curry, CPPO, Director of Purchasing Department; Kelcee Mace, Chief Financial Officer.

RECOMMENDED MOTION: Move to award the contract for the emergency medical billing service to the responsible, responsive bidder. This award is also contingent upon the final approval of the contract documents by the County Attorney's Office.

REPORT-IN-BRIEF: On January 8, 2024, the County issued a Request for Proposal (RFP) for Emergency Medical Billing Services for Smithsburg, MD EMS and Williamsport, MD EMS. The county was soliciting qualified firms to provide EMS billing services. This includes complete management of the billing process from patient transport to collection of delinquent accounts. The Contractor shall collect the patient's demographic, insurance, medical treatment and charge information and enter such information into Contractor's computerized billing. The contractor shall prepare and submit invoices for payment of all medical services rendered by EMS and submit invoices to appropriate third-party payers, including but not limited to Medicare, Medicaid, Blue Shield, commercial insurers, Workers Compensation insurers, automobile insurers and managed care companies, as well as to patients who are responsible for payment, in whole or in part, for services rendered by EMS. The contract is for a one (1) year period, tentatively beginning June 30, 2024 ending June 2025, with the option by the County to renew for up two (2) additional consecutive one (1) year periods. It shall be the Contractor's responsibility to initiate a request for a renewal of the contract at least one hundred twenty (120) calendar days prior to the contract expiration date. If the contract is renewed, all terms and conditions of the original contract shall apply and continue to be a binding agreement between the County and Contractor.

The Coordinating Committee was comprised of the Director of Emergency Services, Budget & Finance Director, Chief Financial Officer (Chairman Designee), County Attorney, and the County's Director of Purchasing. The Request for Proposal was published in the local newspaper, on the County web site, and on the State of Maryland's eMMA "*eMaryland Marketplace Advantage*" web site. Forty-eight (48) persons/companies registered/downloaded the RFP documents on-line. Ten (10) firms were represented at the pre-proposal conference/teleconference. On February 7, 2024, three (3) proposals were received. The Qualifications & Experience/Technical Proposal of one (1) of the three (3) firms was considered responsive by the Coordinating Committee and the Price Proposal of that firm was opened.

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DISCUSSION: N/A

FISCAL IMPACT: The County will receive revenues from these services.

CONCURRENCES: As recommended by the Coordinating Committee.

ALTERNATIVES: To not award the contract.

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

AUDIO/VISUAL NEEDS: N/A

SCOPE OF CONTRACT:

- A. Contractor shall collect the patient demographic, insurance, medical treatment and charge information and enter such information into Contractor's computerized billing. Within five (5) business days of Contractor's receipt of necessary patient demographic, insurance, and medical treatment information, Contractor shall prepare and submit invoices for payment of all medical services rendered by EMS. The contractor shall prepare invoices in accordance with the billing procedures and formats required by each of the third-party payers to which the invoices shall be submitted. Contractor shall submit invoices to appropriate third-party payers, including but not limited to Medicare, Medicaid, Blue Shield, commercial insurers, Workers Compensation insurers, automobile insurers and managed care companies, as well as to patients who are responsible for payment, in whole or in part, for services rendered by EMS. Invoicing will be in accordance with rates established by the County.
- B. Prior to submitting an invoice for payment, Contractor shall verify that the invoice accurately and completely reflects the demographic, insurance and clinical information provided by EMS and the fee associated with the provision of services included on the invoice. The contractor will conduct any follow-up required to obtain necessary insurance information for payment processing.
- C. The contractor shall maintain a separate accounting record for each patient for whom services have been rendered. Each patient account shall include information concerning the dates of services rendered, fees charged, invoices issued, payments received, transporting EMS company, and other pertinent information, such as "ambulance club" memberships. Contractor shall use professionally trained and fully compliant coders to manually review and code all ePCR indicated services.
- D. The contractor shall receive and electronically deposit payments on behalf of the County and all patient billing must include an identification of the transporting EMS company/unit. Identification of the EMS transporting company/unit must be in a format that appropriately tracks billing invoices/revenues throughout the entire billing process. On a daily basis, Contractor shall document in the appropriate patient accounts all payments received, and all receipts shall be deposited into a bank account designated by Washington County. When necessary, the Contractor shall prepare and execute patient refunds and provide appropriate record keeping and reporting to the County.
- E. The contractor shall establish a system through which it identifies overdue patient accounts and issues appropriate statements notifying patients and third-party payers of the balances due and requesting payment of unpaid balances. The contractor shall issue second statement of account thirty (30) days after the original billing statement was mailed. The third notice (final notice) shall be sent to the patient or responsible party thirty (30) days after the second notice has been mailed. Contractor shall reference "ambulance company"

listing received for membership and waive any co-pay or total claim for any said member. Contractor shall review all invoices that are returned to the Contractor by the Postal Service as undeliverable and shall make reasonably good-faith efforts to determine valid addressed and resubmit all returned invoices, billing statements and correspondence to the appropriate addresses. The Contractor shall complete all billing operations for patient care reports within one hundred and twenty (120) calendar days of the transport.

- F. The contractor shall communicate with the County, patients and third-party payers to assist in resolution of problems related to invoices and payments. The contractor shall respond to all written correspondence and telephone inquiries pertaining to invoices submitted. The contractor shall forward to the County all matters involving billing, reimbursement and payment for such services.
- G. The contractor shall appeal denied claims on the County's behalf to any denying authority. The contractor shall not be responsible for or initiate any litigation on behalf of or in the name of the County.
- H. The contractor shall comply with all applicable Federal and Maryland State laws and regulations pertaining to professional billing services and debt collection. The Contractor is expected to be knowledgeable in HIPAA regulations. Compliance with HIPAA requirements are mandatory.
- I. The contractor shall prepare and deliver to the County monthly financial statements and reports covering the prior month and the fiscal year to date. Financial statements shall be prepared in accordance with generally accepted accounting principles. The financial statements and reports to be prepared by the Contractor include:
 - a. Month-to-date and year-to-date patient transports, patient transports billed, and logs of all inquiries for patient accounts.
 - b. Month-to-date and year-to-date payment summaries by each EMS company.
 - c. Month-to-date and year-to-date payments received with deposit confirmations attached for each EMS company.
 - d. Status of all accounts for the current month and the total in the Contractor's system to include:
 - i. Aging reports
 - ii. Month End reports
 - iii. Monthly write-off reports
 - iv. Overpayment/Refund requests
 - v. Non-sufficient funds check reports
 - vi. Uncollectable(s) report(s) listing reason for un-collectability (not-deliverable, unable to locate etc.)
 - e. Any other reports reasonably requested by the County. The contractor shall have an in-house programmer capable of creating reports as requested. Such reports shall be provided to the County at no additional charge to Washington County.
 - f. Access shall be provided to certain employees of the County so they can run additional reports, audit records, etc.

- J. Assist the County with any audits related to EMS billing or collections activity and provide support for any Supplemental Payment Programs.
- K. The contractor shall complete and submit on behalf of the County, all provider enrollment forms required by third party payers to permit the County to receive compensation for services provided by EMS personnel. The contractor shall also be responsible for renewing all Medicare and/or Medicaid licensing.
- L. Contractor will pay for all postage, computer equipment, telephone lines, billing software, computer supplies, envelopes, address labels, letterhead, insurance claim forms, Privacy Notices, and all other supplies required for collections. The contractor shall include the inserting of any County provided marketing and/or informational materials into each billing statement as necessary.
- M. Contractor will appoint a manager of patient billing and collection services. This will be the contact person responsible for interacting with the County and the public. The manager will oversee the day-to-day operations of the billing system and have the authority to intervene in problems or special situations as directed by the County. Contractor will provide human contact during the County's operating hours, Monday – Friday 7:30 am – 4:30 pm. The contractor will provide multiple methods of contact including a toll-free telephone number, electronic mail address, facsimile number, and a 24-hour voicemail system for patients, insurance companies and other payers at no additional cost to the County.
- N. At the Contractor's expense there shall be a process in place for performing background checks on all employees who will have access and/or perform services under this RFP. The background checks, at a minimum, must include a criminal history check and checks against the List of Excluded Individuals/Entities (LEIE) maintained by the U.S. Department of Health and Human Services (DHHS) Office of the Inspector General (OIG). Contractor must ensure that no individual will perform services who have a criminal conviction (other than traffic violations) or have been placed on the LEIE. If an individual performing services under this contract has been convicted of a crime or appears on the LEIE, the Contractor must immediately notify the County in writing.
- O. The contractor will maintain all records for the duration of this and subsequent contracts. At the termination of the contract (by either party), the Contractor will turn over all records to the County for permanent storage.
- P. The Contractor shall provide regular updates and on-going training to all contractor billing staff and the County on any changes to the billing requirements based on industry standards or requirements of applicable health care laws and regulations.
- Q. The contractor shall maintain, throughout the term of the contract, Errors and Omissions insurance coverage. A copy of the insurance policy providing such coverage must be attached to this agreement. Contractor shall provide evidence of continued coverage to the County upon reasonable request.

- R. Contractor must have a documented Disaster and Recovery Plan. A copy of the plan shall be included in the proposal. The plan must include specific and detailed information regarding encryption of electronic data or otherwise securing data during transmission.



Agenda Report Form

Open Session Item

SUBJECT: Conair, LLC

PRESENTATION DATE: March 26, 2024

PRESENTATION BY: Linda Spence, Business Specialist, Department of Business and Economic Development; Jonathan Horowitz, Director, Department of Business and Economic Development

RECOMMENDED MOTION: Approve the Resolution for endorsement of the State of Maryland's \$2,000,000 Maryland Economic Assistance Authority Fund (MEDAAF), also referred to as the Advantage Maryland loan and to provide a County \$200,000 conditional loan.

REPORT-IN-BRIEF: The State of Maryland Department of Commerce (Department), under the Maryland Economic Development Assistance Authority Fund, has agreed to conditionally loan Conair, LLC, or an entity acceptable to the Department (the "Company") to the amount of \$2,000,000 from the Maryland Economic Development Assistance Authority Fund (MEDAAF) (the "MEDAAF Loan").

The MEDAAF Loan proceeds will be used by the Company will lease an approximate 2,143,680 square foot "under construction" facility at the Mid-Atlantic Crossroads site located at 10440 Downsville Pike, Hagerstown, Washington County, Maryland (the "Project Site") where the Company will operate a distribution center. Total costs associated with the Project are estimated to be at least \$75,000,000 for construction of the facility, tenant improvements, and machinery and equipment (the "Project Costs"). We further understand the Company will create approximately 700 new permanent full-time "Direct" and/or "Outsourced" employees at the Project Site by December 31, 2033.

In accordance with MD Code, Economic Development Article, Section 5-319(d), the County is required to endorse the making of the MEDAAF Loan for the Project and approve the required local match.

DISCUSSION: To complement the State of Maryland's offer of assistance, the County will contribute \$200,000 toward the Project in the form of a conditional loan.

FISCAL IMPACT: Any incentive will have an impact on the Hotel/Motel Tax Fund Revenue balance.

CONCURRENCES: n/a

ALTERNATIVES: Deny the use of Hotel/Motel Rental Tax.

ATTACHMENTS: Resolution

AUDIO/VISUAL NEEDS: n/a

RESOLUTION NO. RS-2024-

(Endorsement of MEDAAF Loan and Local Incentives)

RECITALS

The **DEPARTMENT OF BUSINESS AND ECONOMIC DEVELOPMENT** of the State of Maryland (the “Department”) under the **MARYLAND ECONOMIC DEVELOPMENT ASSISTANCE AUTHORITY AND FUND** (“MEDAAF”) has agreed to conditionally loan **CONAIR, LLC**, up to \$200,000 from the **MARYLAND ECONOMIC DEVELOPMENT ASSISTANCE AUTHORITY AND FUND** (the “MEDAAF Loan”).

The MEDAAF Loan proceeds will be used by Conair, LLC, for eligible project costs related to the building of a new manufacturing operation in Washington County, including the purchase of land, construction, machinery and equipment (the “Project”).

In accordance with Sections 5-301 through 5-349 of the Economic Development Article of the Annotated Code of Maryland, the Board of County Commissioners of Washington County, Maryland (the “County”), is required to endorse the making of the MEDAAF Loan for the Project.

To complement the State of Maryland’s offer of assistance, the County will contribute up to \$200,000 toward the Project in the form of a conditional loan on essentially the same terms and conditions of the MEDAAF Loan (the “County Loan”).

The County has determined and expressly finds that it is in the best interest of the citizens of Washington County to endorse the making of the MEDAAF Loan for the Project.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Washington County, Maryland, that:

1. The County hereby fully endorses the making of the MEDAAF Loan of \$2,000,000 for the Project.
2. The County hereby approves the County Loan of \$200,000 for the Project.

3. This Resolution shall be effective upon its adoption in accordance with applicable law.

Adopted and effective this ____ day of _____, 2024.

ATTEST:

BOARD OF COUNTY COMMISSIONERS OF
WASHINGTON COUNTY, MARYLAND

Dawn L. Marcus, Clerk

John F. Barr, President

Approved as to form
and legal sufficiency:

Rosalinda Pascual
Assistant County Attorney

Mail to:

Office of the County Attorney
100 West Washington Street
Room 1101
Hagerstown, MD 21740



Agenda Report Form

OPEN SESSION ITEM

SUBJECT: Sandy Hook WWTP Feasibility Study

PRESENTATION DATE: March 26, 2024

PRESENTATION BY: Joseph W. Moss, P.E. – Deputy Director of Engineering for DEM

RECOMMENDED MOTION: Move to approve the proposal from Buchart Horn, Inc. under PUR–1547, On-call Engineering Services, in the amount of \$62,490.00 to complete the Sandy Hook WWTP Feasibility Study.

REPORT-IN-BRIEF: The Buchart Horn, Inc. Proposal was the lowest bid solicited for these services out of the 5 firms selected under PUR–1547, On-call Engineering Services. While a request for proposal was sent to all 5 firms on the list, only 3 Proposals were received. Here is a summary of the bid solicitation:

| | |
|----------------|-------------|
| Buchart Horn | \$62,490.00 |
| EA Engineering | \$71,258.00 |
| CPJ Associates | \$94,500.00 |
| AECOM | No Response |
| EADS Group | No Response |

DISCUSSION: The current Discharge Permit for the Sandy Hook WWTP was issued March 1, 2024, and contains new limits for Ammonia prompting DWQ to evaluate alternatives to ensure permit compliance. WCDWQ has elected to accept the 36-month compliance schedule offered by Maryland Department of the Environment (MDE) to meet the new discharge limits. This feasibility study will evaluate the current facility and determine the best scenario for moving forward. The compliance schedule commenced when the new permit went into effect March 1, 2024.

The Sandy Hook facility is an activated sludge treatment plant with a design capacity of 0.021 MGD consisting of domestic strength wastewater. This Study will evaluate 3 options to address new ammonia limits based on new criteria, 1) upgrade the treatment facility, 2) relocate the outfall, or 3) justify that the receiving stream does not have freshwater mussels (per MDE guidelines). If option 2 or 3 is chosen, the discharge permit will be modified before the 36-month deadline to incorporate less stringent effluent ammonia limits. All upgrades and /or modifications recommended by this study will need to be completed and on-line within the 36-month compliance period.

FISCAL IMPACT: There are adequate funds in TRP021 to cover this study.

CONCURRENCES: DEM Director

ATTACHMENTS: Buchart Horn Proposal to complete the Sandy Hook Feasibility Study.



Proposal for:
**Sandy Hook Wastewater Treatment
Plant Feasibility Study**

Submitted to:
Washington County, MD

February 16, 2024

BH BUCHART HORN
ENGINEERS • ARCHITECTS • PLANNERS

February 16, 2024

Mr. Joseph W. Moss, PE
Deputy Director, Engineering Services
Division of Environmental Management
Department of Water Quality
16232 Elliott Parkway
Williamsport, MD, 21795

RE: On-Call Engineering Services PUR-1547 - Sandy Hook Wastewater Treatment Plant Feasibility Study

Dear Mr. Moss,

On behalf of Buchart Horn, Inc. (BH), we are pleased to present our proposal for the Sandy Hook Wastewater Treatment Plant Feasibility Study to Washington County, MD for your consideration. BH has a reputation of more than 78 years of providing quality environmental services for wastewater projects to numerous governments and authorities from twelve locations throughout the Eastern United States and Germany. BH employs a skilled team of more than 170 multi discipline specialists and support personnel that are readily accessible for your project needs. BH has served Washington County on a number of projects, and we assure you of our continued commitment to providing you with high-quality services. Our relevant experience has provided our firm with the knowledge and expertise to provide prompt responses, and innovative, effective solutions to meet your needs. Based on our multi-discipline wastewater expertise, close-proximity offices in York, PA and Baltimore, MD, and similar project experience, we have a proven record to meet the goals of Washington County.

Our team will be led by Project Manager **David E. Highfield, PE**. Mr. Highfield has more than 32 years of experience as an environmental professional. His background includes 24 years in the design, permitting, and construction of public wastewater infrastructure. He is very familiar with Washington County and is currently managing the construction phase services for upgrades to the Smithsburg WWTP. Mr. Highfield works diligently to ensure that client goals and objectives are satisfied. Under his leadership, the BH team will be productive from your first notice-to-proceed.

We are confident that our highly qualified team brings the expertise, familiarity, responsiveness, and cost-effective perspective needed to deliver superior results for this project. We trust that our qualifications, experience, and excellent ongoing professional relationship with Washington County will allow the BH team to serve you on this contract. If you have any questions regarding this proposal, please contact me at (814)-574-4518 / scott russell@bucharthorn.com, or Mr. Highfield at (814)-669-3025 / dhighfield@bucharthorn.com.

Sincerely,
Buchart Horn, Inc.



Scott E. Russell, PE
Senior Vice President – Water Resources



3700 Koppers Street, Suite 540
Baltimore, MD 21227
(410) 247-3501
www.bucharthorn.com



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STATEMENT OF QUALIFICATIONS

Statement of Qualifications

Buchart Horn, Inc. possesses the qualifications and ability, both in experience and available manpower, to meet the requirements contained within the RFP.

Introduction to the Team

Founded in 1945, **Buchart Horn, Inc. (BH)** is a full-service international engineering and architectural firm. Headquartered in York, PA, BH was one of the first professional consulting companies to combine engineering and architecture under one roof. That innovation was fueled by a simple premise: it was better for clients if engineers and architects would cooperate rather than compete on projects. Simple ideas are often the most powerful; today the firm's professional and support personnel serve local, state, and federal government clients around the world.

BH is a progressive, multi-disciplinary organization providing many distinct, yet closely related, engineering and architectural services to a variety of clients. Since its inception, the firm has grown in size and expertise. By designing and shaping infrastructure for the future, BH protects the environment, safeguards drinking water, promotes safe travel, enhances local commerce and recreation, and creates attractive surroundings, thereby strengthening the communities we serve.

Today we are ranked among the top **200** environmental engineering/architectural firms in the United States. We have provided professional engineering services in Maryland for more than **45** years from our Baltimore, MD and York, PA offices, which we will use to staff this contract. BH has broad expertise in water resources, environmental engineering, land development, surveying and environmental science that may be required for the contract with Washington County.

We have a staff of nearly **175** individuals, including certified and registered engineers, surveyors, planners, landscape architects, architects, and support personnel. These professionals provide us with the expertise required to develop professional and complete engineering reports and construction documents.

Qualifications and Experience of Key Staff

BH has assembled a highly qualified, interdisciplinary team and is prepared to meet the manpower and experience requirements set forth in Washington County's solicitation. As you review the proposal, you will notice deep subject matter expertise and relevant project experience in the areas of wastewater engineering, environmental engineering, land development engineering, and environmental sciences. Each of the professional staff members selected for this project has the depth of experience required and is committed to delivering successful projects for the duration of the contract.

Having supported Washington County for more than **25** years, BH's water resource engineering staff has demonstrated their abilities through several wastewater treatment plant ENR upgrade projects, reflecting our strong commitment to helping the County achieve nutrient discharge goals for local tributaries like Antietam Creek and ultimately, the Chesapeake Bay. The team we have assembled provides depth and responsive support to locations throughout Washington County. These teammates are very familiar with the unique engineering and science requirements of the federal government, Maryland, and Washington County alike. Our project team strength will allow BH to commit with confidence our



Burnside Bridge, Antietam Creek, Washington County



ability to accomplish the work within schedule and cost limitations. Our current workload is flexible and can accommodate all tasks associated with this contract.

Our use of experienced senior staff to manage this project will produce the results that Washington County expects and deserves. We have selected our most talented staff to lead this wastewater assignment. **David Highfield, PE**, a highly experienced project manager and design engineer with over **32** years of experience, will serve as Project Manager, providing a single point of contact for Washington County. For more information on our team, we invite you to review our full Statement of Qualifications previously submitted to Washington County in May of 2022 for the **Q & E PUR-1547** contract which includes team members' resumes, along with each of their assigned roles.

The freshwater mussel survey requires specific qualifications and expertise, therefore BH has partnered with **Normandeau Associates, Inc.**, to complete these associated tasks. The Normandeau team has conducted numerous mussel surveys in the Potomac River drainage and is familiar with all of the species from this basin. The mussel survey effort will be managed and led by Joseph Snavelly. He is an MDNR and USFWS approved mussel surveyor in the State of Maryland with many years of experience conducting mussel surveys throughout the state. The following proposal from Normandeau outlines in more detail the specific tasks they will complete, as well as their Qualifications to perform this work.





February 13, 2024

David Highfield, C.E.
Buchart Horn, Inc.
2009 North Atherton Street, Suite 200
State College, PA 16803

VIA EMAIL: dhhighfield@bucharthorn.com

Re: Sandy Hook Wastewater Treatment Plant NPDES Monitoring Freshwater Mussel Survey in
Martins Creek
Knoxville, Washington County, Maryland.
Normandeau Associates, Inc. Opportunity No. 2024-08-007

Dear Mr. Highfield:

Normandeau Associates, Inc. ("Normandeau") is pleased to provide this proposal in response to Buchart Horn, Inc. ("Client" or "Buchart Horn") request to provide professional environmental services for the Sandy Hook Wastewater Treatment Plant (WWTP) located on Martin's Run, a tributary to the Potomac River in Washington County, Maryland. Normandeau understands that Buchart Horn is providing a proposal to Sandy Hook WWTP for this contract. This scope of work has been developed following coordination with Mr. David Highfield and information provided via email on February 7, 2024. Normandeau understands that the required mussel survey work will likely occur in 2024. Costs for mussel relocation planning and monitoring services are not provided at this time since it is not certain that a mussel relocation will be required for this project.

SCOPE OF SERVICES: Summary of professional services to be performed by Normandeau are as follows:

- Project and Agency Coordination
- Prepare and submit a Freshwater Mussel Survey Plan – Martin's Run
- Conduct the Freshwater Mussel Survey – Martin's Run
- Prepare and Submit a Freshwater Mussel Survey Report

The following services will be provided:

- Task 1. – Project Management and Coordination on the Martin's Run Mussel Survey project including all project and health and safety coordination. Includes the development of a survey plan to submit to state agencies for prior approval and collection permit renewal.
- Task 2. – Mussel Survey field work – Includes Normandeau's three-person crew on the Martin's Run, including all equipment, meals, travel, and direct expenses costs.
- Task 3. – Mussel Survey Reporting

This scope of services was prepared in response to Buchart Horn's request for freshwater mussel services regarding the WWTP discharge project on Martin's Run, a tributary to the Potomac River in Sandy Hook, Washington County, MD (see attached Figure 1). Based on the email that Normandeau received on February 7, 2024, and subsequent correspondence with the Buchart Horn team, it is Normandeau's understanding that mussel surveys for listed mussel species are required by the Maryland Department of Natural Resources (MDNR).

Mussel Survey Services

Normandeau will consult with Buchart Horn and Washington County to obtain additional information on the nature of the WWTP discharge project and use this information in negotiation with MDNR for mussel survey plan (Survey Plan) coordination. Both Buchart Horn and the Sandy Hook WWTP will participate in any discussions necessary to coordinate with Normandeau and the MDNR.

A mussel survey is required for the WWTP project to determine the presence or absence of mussels downstream of the plants outfall to complete all tasks associated with the Maryland Department of Environment (MDE) Procedures for Applying the Mussel-Absent Ammonia Criteria to Maryland Surface Waters. The MDNR will require the mussel survey within Martins Creek, extending from just below the outfall to the confluence of Martin's Creek and the Potomac River and encompassing the entire wetted width of the tributary (Figure 2). Normandeau understands that mussel surveys are not requested for the Potomac River. Therefore, costs associated with surveys in the Potomac River are not included in this scope,

It is anticipated that negotiation with MDNR can be accomplished by telephone with no face-to-face meetings necessary. Following the telephone negotiation, Normandeau will prepare the Survey Plan according to the guidelines in PFBC's recommended mussel survey protocols (Smith et al., 2001) and the West Virginia Mussel Survey Protocol, and then submit it to MDNR for approval.

Normandeau understands that Buchart Horn would like the mussel survey completed during the 2024 field season. Additional surveys may be completed under a supplement to this scope. However, as discussed, the need for relocation services is not known at this time and therefore is not included in this scope. Normandeau will be prepared to initiate the Survey Plan as soon as notice to proceed is provided and any additional information requests are fulfilled.

After Survey Plan approval, Normandeau will conduct the mussel survey with a three-person crew experienced in mussel survey and identification. It is anticipated that water depth in the survey areas will not exceed three feet in most of the area and can be accomplished using viewing scopes and snorkeling. If deeper pools are present within the survey area, diving will be conducted to assess these areas for mussels. In any case, the crew will survey mussels using semi-quantitative survey methodology to facilitate detection of the target species. All live mussels observed will be collected using visual and tactile search methods and brought to the shoreline for identification and processing and will be returned to the river bottom in the same condition that they were found. The river bottom substrate will be visually characterized (Wentworth Scale) and photographed using an underwater camera.

Normandeau will prepare a draft report and subsequent to receipt of one round of draft review comments, final reports describing the results of the survey. The report will include a description of methodology, the survey conditions, substrate characteristics and the data associated with the observed mussels. The following data will be collected and summarized in the survey report:

- Representative photographs of the project area.
- A minimum of two representative photographs of each mussel species encountered will be taken for verification purposes (lateral and dorsal views).
- Time for each mussel search effort.
- Substrate composition at each survey cell/lane (visual percentage based on Wentworth scale).
- Water depth (meters).

- Mussel species (classified as fresh dead, weathered dead, or relic shell).
- GPS locations of the habitat assessment limits; and
- Other notable features.

If Federal or state-listed species are detected during a portion of the habitat assessment effort, Normandeau will stop services and notify the Buchart Horn team immediately. Although unlikely at this time, should Federal listed species be observed, additional agency coordination will be required via formal or informal Section 7 Consultation under the Endangered Species Act as a supplement to this scope.

ASSUMPTIONS

- If significant changes are made to the proposed design direct impact areas, outfall locations, or required buffers, fees and scope herein will be modified.
- Sandy Hook WWTP and Buchart Horn will provide Normandeau with details about the WWTP discharge project, including the locations of in-river work, distance of required survey, etc. This information will be necessary for use in a project discussion with MDNR.
- Survey requests are limited to Martins Creek and no diving will be required at this time.
- The MDNR will be available to discuss the mussel survey plan via telephone call and to review the draft Mussel Survey Plan in a timely fashion.
- Normandeau assumes amending its Scientific Collecting Permit for this location and identifications, methods, and reporting requirements will be made under the authority of the permit.
- The fieldwork schedule anticipates a maximum of one day (no overnights) including mobilization time to cover the designated areas for the initial survey by 30 September 2024.
- No quadrats or excavations are included in this scope of work, if MDNR should require quadrats, a supplement to this proposal will be necessary.
- Mussel relocation costs are not included in this scope and will be provided when requested.
- Up to 640 square meters of Martin's creek is covered under this scope, any additional survey area will require additional coordination.
- Up to 500 individual mussels will be handled and processed per location.
- Proposed Federal and State listed endangered and threatened species are known to occur in the vicinity of Martins Run or in the Potomac River at this time. Should any Federal or state-listed species be detected or listing statuses change, additional coordination with U.S. Fish and Wildlife Service ("USFWS") and MDNR may be required beyond this scope of services.
- Fees associated with one mobilization required for mussel surveys are not included in this scope. On-site standby time (e.g., due to adverse weather or river conditions) are not presented in this scope of services.
- Project delays due to access permission difficulties may result in an increased cost and are the responsibility of the Sandy Hook WWTP and Buchart Horn.
- Freshwater Mussel Survey areas will be planned based off protocols described in MDE Procedures for Applying the Mussel-Absent Ammonia Criteria to Maryland Surface Waters.
- Safety meetings /obtaining work permits (if required) and closing work permits will take an hour or less for Normandeau staff daily.
- Should the schedule be changed, or the project be put on hold by WWTP, Buchart Horn, or its contractors, resulting in additional and unplanned mobilization/demobilization, all costs incurred by Normandeau up to the notification of change of schedule or hold status will be billed to Buchart Horn. Additional fees that Normandeau may incur after the project has resumed will also be billed in addition to the below quoted fee.
- This proposal and the accompanying pricing are contingent upon Normandeau and Buchart Horn negotiating mutually agreeable contract terms and conditions.

SCHEDULE

Normandeau is prepared to initiate work on the tasks proposed under each contract on the following schedule:

- Task 1 – Project Management and Coordination: Within ten business days after contractual paperwork is in place.
- Task 2 –Mussel Survey: Surveys are contingent on weather and stream conditions but will be scheduled to take place in the spring/summer of 2024. Should these surveys not be feasible due to river conditions during this time of the survey season, Normandeau will look and be prepared for the earliest potential opportunity to conduct this survey.
- Task 3 – Mussel Survey Reporting: Normandeau will submit the draft report to Buchart Horn within 30 days of survey completion for review and comment. Normandeau will submit the final report within one week after receipt of one round of comments on the draft reports. Normandeau will respond to one round of questions/comments on the reports from MDNR within ten business days after receipt of the questions/comments.
- Expected Timeline: Normandeau’s expected timeline to provide services will be between February 2024 until December 2024. The expected time frame may be subject to change due to client requirements, postponement of services or unforeseen circumstances.
- Normandeau is prepared to begin work on a survey plan within 10 days of receiving written Notice to Proceed and a signed contract.
- Field work will be conducted in the Spring/Summer 2024 (river conditions permitting).
- A draft report will be submitted to the Client for internal review within 30 days of the completion of the mussel survey field work. A final draft will be provided within two weeks of receiving comments.

PERSONNEL AND QUALIFICATIONS

The Normandeau team has conducted numerous mussel surveys in the Potomac River drainage and is familiar with all of the species from this basin. The mussel survey effort will be managed and led by Joseph Snavelly. He is a MDNR and USFWS approved mussel surveyor in the State of Maryland with many years’ experience conducting mussel surveys throughout the state. Normandeau will amend its existing collection permits for this location should mussel survey be required. He will be assisted by Normandeau staff biologists and GIS specialists as required.

Project Location: Knoxville, Maryland

COMPENSATION: The estimated total price for the mussel survey and reporting is \$13,608.40. Normandeau will invoice a lump sum upon completion of each task. Any out-of-scope charges necessary to complete the project will be charged at standard Normandeau rates at the time of the services. No charges over the estimated total price will be expended without prior written approval.

The cost for each task is summarized below.

| Tasks | Estimated Fees |
|--|--------------------|
| Task 1 - Project Management and Coordination | \$4,231.00 |
| Task 2 – Mobilization | \$5,875.40 |
| Task 3 – Reporting | \$3,502.00 |
| Total Estimated Fees | \$13,608.40 |

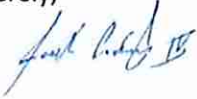
Payment shall be made to us within thirty (30) days of receipt of Normandeau's invoice. If a credit card is used for payment, then Normandeau's price will increase by the amount of the credit card surcharge. Late payments shall incur interest at the rate of 1.5% per month over thirty (30) days.

POINT OF CONTACT: Your point of contact at Normandeau is Joseph Snavelly, 400 Old Reading Pike, Suite 101, Stowe, PA 19464 (267) 644-8928; jsnavelly@normandeau.com.

Normandeau is prepared to begin work upon Client's authorization to proceed in the form of a Subcontractor Agreement or signature of mutually agreeable contract terms and conditions. If an Agreement is not executed within 60 days from date of this letter, it may be subject to renegotiation.

Normandeau is pleased to have the opportunity to be of service.

Sincerely,



Joseph C. Snavelly
Project Manager



Curtis L. Thalken
Chief Executive Officer

Attachments:

- A. Figure 1 & 2
- B. Project Descriptions
- C. Resume

ATTACHMENT A: FIGURE 1 & 2



*Assumed 5 m wide channel - maximum
survey area of 640 square meters

Figure 2.
Proposed Survey Area

Washington County, MD

 **NORMANDEAU ASSOCIATES**
ENVIRONMENTAL CONSULTANTS

Date:
1/31/2024



SCOPE OF WORK

Scope of Work

Buchart Horn (BH) understands that the Washington County Division of Environmental Management, Department of Water Quality (WCDWQ) is soliciting proposals for technical engineering services to perform a feasibility study for the Sandy Hook WWTP located at 18954 Sandy Hook Road in accordance with the Engineering Services Requirements Contract PUR-1547. The study will evaluate options to determine the most practical and economic alternative for meeting the new NPDES limits, which primarily includes lower ammonia limits, being issued by Maryland Department of the Environment (MDE) for the Sandy Hook Wastewater Treatment Plant (WWTP).

The Sandy Hook facility currently is an activated sludge treatment plant with a design capacity of 0.021 MGD consisting of domestic strength wastewater. This study will evaluate three options to address the new NPDES ammonia limits. Option 1 is to upgrade the treatment facility, Option 2 is to relocate the outfall to the Potomac River, and Option 3 is to justify that the existing receiving stream, Martins Creek, does not have freshwater mussels per MDE guidelines.

WCDWQ has elected to accept the 36-month compliance schedule offered by MDE to meet the new discharge limits of the NPDES permit. The compliance schedule will commence in approximately 3 months (March '24) when the new permit goes into effect. BH understands that all upgrades and/or modifications recommended by this study for Options 1, 2, or modifications to the new NPDES permit to incorporate less stringent effluent ammonia limits for Option 3, will need to be completed and on-line within the 36-month compliance period.

BH proposes the following scope of work:

1. **Project Kickoff Meeting** to be held at the Sandy Hook WWTP to allow the BH team to review the existing facility and discuss in more detail the desires of the project stakeholders for this feasibility study. With respect to our proposed schedule, we have assumed this kickoff meeting will take place on April 15, 2024.
2. **Evaluate Option 3.** We understand Option 3 is WCDWQ's highest priority and favored option. This option will be evaluated and completed within the first 30 days following the last stream flow measurements taken in September in accordance with the schedule outlined in Addendum No.1. Because the freshwater mussel survey requires specific qualifications and expertise, BH has asked **Normandeau Associates, Inc.**, to assist our team as a subconsultant to complete these associated tasks. The Normandeau team has conducted numerous mussel surveys in the Potomac River drainage and is familiar with all of the species from this basin. The mussel survey effort will be managed and led by Joseph Snively. He is a MDNR and USFWS approved mussel surveyor in the State of Maryland with many years of experience conducting mussel surveys throughout the state. The specific tasks to be completed include:
 - a. Develop survey plan and obtain state agencies prior approval.
 - b. Perform mussel survey field work on Martin's Run during the 2024 field season in accordance with the MDE Procedures for Applying the Mussels-Absent Ammonia Criteria to Maryland Surface Waters. Surveys are contingent on weather and stream conditions but will be scheduled to take place in the spring/summer of 2024 at the earliest potential opportunity. We understand that mussel surveys are not required for the Potomac River for this project, therefore costs associated with surveys in the Potomac River are not included in this scope.
 - c. Complete mussel survey documentation and report pertaining to the presence of freshwater mussels in Martins Creek.
3. **Evaluate Option 2.** This task shall be completed concurrently with Option within the first 30 days following the last stream flow measurements taken in September in accordance with the schedule outlined in Addendum No.1. The specific tasks to be completed include:
 - a. Obtain and review available information pertaining to the condition and relocation of the existing outfall to the Potomac River.
 - b. Perform a site visit to evaluate potential routes and outfall locations. BH will evaluate up to two potential routes/outfall locations.
 - c. Determine feasibility of outfall relocation, including the time frame, and identify any physical or administrative complications potentially associated with this alternative.
 - d. Prepare estimate of probable cost of outfall relocation.



-
4. **Determine Existing Facilities Condition, Performance and Available Treatment.** The specific tasks to be completed include:
 - a. Obtain and review available information.
 - b. Document existing condition of treatment processes and equipment during site visit, interview with operations staff, and through review of available documentation. It is our assumption that the condition assessment is related to process performance of the mechanical equipment and does not include the condition of structures.
 - c. Based on evaluation of monitoring data provided by WCDWQ, document current performance and compliance record.
 - d. Review plans and specifications provided by WCDWQ to document current theoretical treatment capacity. Compare this with current performance data to determine theoretical treatment available.
 5. **Evaluate Option 1.** The specific tasks to be completed include:
 - a. Identify potential upgrades to increase ammonia treatment capacity. BH will evaluate up to two potential upgrades.
 - b. Prepare estimate of probable cost to implement potential upgrades identified.
 - c. Prepare estimate of probable time to implement upgrades.
 6. **Compare alternatives cost, feasibility, and time to complete Options 1 -3.**
 - a. Compare identified alternatives with respect to cost, feasibility, and time to complete.
 - b. Make a recommendation supported by the feasibility study.
 - c. Prepare a report to document the feasibility study and recommendations.
 - d. Meet with WCDWQ to present the feasibility study.



PROPOSED SCHEDULE

Washington County
Sandy Hook WWTW Feasibility Study

| Project Schedule | |
|------------------|--|
|------------------|--|

| | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 |
|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|

[illegible]



COST PROPOSAL

Fee Proposal
Washington County
Sandy Hook WWTP Feasibility Study

| Task No. | Billing Rate Breakdown | | | | | | | | | | | | | Total Hours | Labor | Direct Cost | Total | |
|----------|--|-----------|-----------|-----------|-----------|-----------|-----------|----------|-----------|----------|-----------|-----------|----------|-------------|-----------|-------------|-----------|--|
| | Hourly Billable Rate | \$ 165.00 | \$ 150.00 | \$ 125.00 | \$ 165.00 | \$ 135.00 | \$ 100.00 | \$ 90.00 | \$ 115.00 | \$ 75.00 | \$ 140.00 | \$ 105.00 | \$ 40.00 | | | | | |
| | Description | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | |
| 1 | Project Management | | | | | | | | | | | | | | | | | |
| | Project Management (5 months) | 40 | | | | | | | | | | | | 40 | \$ 6,600 | | \$ 6,600 | |
| | Kickoff Meeting | 8 | 8 | | | | | | | | 8 | | | 24 | \$ 3,640 | \$ 350 | \$ 3,990 | |
| | | | | | | | | | | | | | | | | | | |
| | Subtotal | 48 | 8 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 8 | 0 | 0 | 64 | \$ 10,240 | \$ 350 | \$ 10,590 | |
| 2 | Determine Presence or not of Freshwater Mussels in Current Receiving Stream | | | | | | | | | | | | | | | | | |
| | Obtain and Review Available Info | | | | | | 2 | | | | 4 | | | 6 | \$ 760 | \$ - | \$ 760 | |
| | Perform Evaluation | | | | | | 0 | | | | 0 | | | 0 | \$ - | \$ - | \$ - | |
| | Freshwater Mussel Survey | | | | | | | | | | | | | 0 | \$ - | \$ 13,700 | \$ 13,700 | |
| | | | | | | | | | | | | | | 0 | \$ - | | \$ - | |
| | Subtotal | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 4 | 0 | 0 | 6 | \$ 760 | \$ 13,700 | \$ 14,460 | |
| 3 | Evaluate Relocation of Existing Discharge to Potomac River | | | | | | | | | | | | | | | | | |
| | Site Visit | | 8 | | | | 8 | | | | | | | 16 | \$ 2,000 | \$ 350 | \$ 2,350 | |
| | Obtain and Review Available Info | | 4 | | | | 8 | | | | | | | 12 | \$ 1,400 | | \$ 1,400 | |
| | Determine Feasibility | | 4 | | | | 8 | | | 16 | | | | 28 | \$ 2,600 | | \$ 2,600 | |
| | Estimate Cost | | 4 | | | | 8 | | | | 12 | | | 24 | \$ 3,080 | | \$ 3,080 | |
| | | | | | | | | | | | | | | 0 | \$ - | | \$ - | |
| | Subtotal | 0 | 20 | 0 | 0 | 0 | 32 | 0 | 0 | 16 | 12 | 0 | 0 | 0 | \$ 9,080 | \$ 350 | \$ 9,430 | |
| 4 | Determine Existing Facilities Condition, Performance and Available Treatment | | | | | | | | | | | | | | | | | |
| | Obtain and Review Available Info | | 4 | | | | 8 | | | | | | | | \$ 1,400 | | \$ 1,400 | |
| | Document Existing Facilities Condition | | 4 | | | | 8 | | | | | | | | \$ 1,400 | | \$ 1,400 | |
| | Document Performance and Compliance Record | | 4 | | | | 8 | | | | | | | | \$ 1,400 | | \$ 1,400 | |
| | Determine Available Level of Treatment | | 8 | | | | 16 | | | | | | | | \$ 2,800 | | \$ 2,800 | |
| | | | | | | | | | | | | | | 0 | \$ - | | \$ - | |
| | Subtotal | 0 | 20 | 0 | 0 | 0 | 40 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | \$ 7,000 | \$ - | \$ 7,000 | |
| 5 | Identify Potential Upgrades to Existing Facilities | | | | | | | | | | | | | | | | | |
| | Identify Potintial Upgrades | | 4 | | | | 12 | | | | | | | | \$ 1,800 | | \$ 1,800 | |
| | Estimate Upgrade Costs | | 4 | | | | 8 | | | | 24 | | | 36 | \$ 4,760 | | \$ 4,760 | |
| | Estimate Time to Implement Upgrades | | 4 | | | | 12 | | | | | | | 16 | \$ 1,800 | | \$ 1,800 | |
| | | | | | | | | | | | | | | 0 | \$ - | | \$ - | |
| | Subtotal | 0 | 12 | 0 | 0 | 0 | 32 | 0 | 0 | 0 | 24 | 0 | 0 | 52 | \$ 8,360 | \$ - | \$ 8,360 | |
| 6 | Compare Alternatives Cost, Feasibility, and Time to Complete | | | | | | | | | | | | | | | | | |
| | Compare Alternatives Cost | | 4 | | | | 4 | | | | 24 | | | 32 | \$ 4,360 | | \$ 4,360 | |
| | Compare Alternatives Feasibility | | 4 | | | | 4 | | | | | | | 8 | \$ 1,000 | | \$ 1,000 | |
| | Compare Alternatives Time to Complete | | 4 | | | | 4 | | | | | | | 8 | \$ 1,000 | | \$ 1,000 | |
| | Make Recommendations | | 4 | | | | 4 | | | | | | | 8 | \$ 1,000 | | \$ 1,000 | |
| | Prepare Report | | 4 | | | | 4 | | | 4 | | | 8 | 20 | \$ 1,620 | | \$ 1,620 | |
| | Meeting to Present Study | 8 | 8 | | | | 8 | | | | | | | 24 | \$ 3,320 | \$ 350 | \$ 3,670 | |
| | | | | | | | | | | | | | | 0 | \$ - | | \$ - | |
| | Subtotal | 8 | 28 | 0 | 0 | 0 | 28 | 0 | 0 | 4 | 24 | 0 | 8 | 100 | \$ 12,300 | \$ 350 | \$ 12,650 | |
| | TOTALS | | | | | | | | | | | | | | | | | |
| | | 56 | 68 | 0 | 0 | 0 | 94 | 0 | 0 | 20 | 72 | 0 | 8 | 222 | \$ 47,740 | \$ 14,750 | \$ 62,490 | |



ADDENDA



MEMORANDUM

TO: EA Engineering, Science and Technology, Inc.
AECOM Technical Services, Inc.
Buchart Horn, Inc.
Charles P. Johnson & Associates, Inc.
The EADS Group, Inc.

RE: On-Call Engineering Services PUR-1547
SANDY HOOK WWTP FEASIBILITY STUDY, Addendum No. 1

DATE: February 1, 2024

Please find a revised Scope of Work attached with changes highlighted in yellow. This Memorandum must be signed and submitted as part of your proposal by February 16, 2024 to acknowledge receipt.

Thank you for your continued interest in The Washington County Department of Water Quality.



Joseph W. Moss, P.E.
Division of Environmental Management
Department of Water Quality
Deputy Director, Engineering Services
16232 Elliott Parkway
Williamsport, MD, 21795
P: (240) 313-2618 | C: (301) 992-7029
www.washco-md.net

Signature

Scott E. Russell, PE

Name in printed form

2/16/24

Date



MEMORANDUM

TO: EA Engineering, Science and Technology, Inc.
AECOM Technical Services, Inc.
Buchart Horn, Inc.
Charles P. Johnson & Associates, Inc.
The EADS Group, Inc.

RE: On-Call Engineering Services PUR-1547
SANDY HOOK WWTP FEASIBILITY STUDY, Addendum No. 2

DATE: February 7, 2024

The following is a list of questions and associated responses submitted in reference to PUR-1547.
This Memorandum must be signed and submitted as part of your proposal by February 16, 2024 to
acknowledge receipt.

1. ITEM NO. 1:

Q: Will surveys be required in the Potomac River or will surveys be limited to the small
tributary?

A: *Surveys would be limited to the small tributary.*

2. ITEM NO. 2:

Q: Mussels are known from this reach of the Potomac River. We have conducted numerous
surveys for the National Park Service. If surveys are required in the Potomac has anyone
discussed the survey parameters with MD DNR?

A: *Surveys in the Potomac River are not required.*

3. ITEM NO. 3:

Q: Are we permitted to reach out to MDDNR to discuss the survey needs if necessary?

A: *Surveys in the Potomac River are not required.*

4. ITEM NO. 4:

Q: What is the expected distance downstream of the discharge that dilution is expected? Has this been run as part of the NPDES permit?

A: *No downstream distance has been determined for dilution. The dilution distance has not been run as part of the NPDES permit.*

5. ITEM NO. 5:

Q: It looks like these surveys would be required as early as May of this year, is that correct? – I note 60 days from the first period.

A: *Surveys in the Potomac River are not required.*

Thank you for your continued interest in The Washington County Department of Water Quality.



A handwritten signature in blue ink, appearing to read "Joseph W. Moss".

Joseph W. Moss, P.E.
Division of Environmental Management
Department of Water Quality
Deputy Director, Engineering Services
16232 Elliott Parkway
Williamsport, MD, 21795
P: (240) 313-2618 | C: (301) 992-7029
www.washco-md.net

A handwritten signature in blue ink, appearing to read "Scott E. Russell".

Signature

Scott E. Russell, PE

Name in printed form

2/14/24

Date



Agenda Report Form

OPEN SESSION ITEM

SUBJECT: Conococheague WWTP Centrifuge Maintenance Services

PRESENTATION DATE: March 26, 2024

PRESENTATION BY: Joseph W. Moss, P.E. – Deputy Director of Engineering for DEM

RECOMMENDED MOTION: Move to approve the proposals from GEA Mechanical Equipment US, Inc. in the amounts of \$57,775.77 and \$10,683.56 for a major service and a minor service.

REPORT-IN-BRIEF: The Conococheague WWTP has 2 sludge dewatering centrifuges that are due for service. One is due for a major service while the other is due for a minor service. These services are sole source to the Original Equipment Manufacturer, GEA, due to the exclusive equipment and specialized training needed to properly perform maintenance on this equipment.

DISCUSSION: These 2 centrifuges are used daily to perform the critical task of reducing the water content of the waste sludge generated from all County operated Wastewater Treatment Plants. Keeping them in service is a high priority as they reduce the amount of water we pay for in the dewatered sludge sent to the landfill.

FISCAL IMPACT: There are adequate funds in the operating budget account 590030-42-42120 to cover these services.

CONCURRENCES: DEM Director

ATTACHMENTS: Quotations from GEA Mechanical Equipment US, Inc.:

Minor Service - Offer No. 8700.504.918 - \$10,683.56.

Major Service - Offer No. 8700.504.916 - \$57,775.77.

Total charges for both services: \$68,459.33

GEA Mechanical Equipment US, inc.GEA Westfalia Separator Division - 100 Fairway Court - N

Washington County Dept Water Quality
Monte Triggs
Conococheague WWTP ENR
16232 Elliott Parkway
Williamsport MD 21795

Period of validity
03/06/2024 to 04/03/2024
Offer No. **Date**
8700.504.916 03/11/2024
Enquiry No. customer

from 03/07/2024
Customer No.
14247886
Co-ordinator
Jim LeMaire
Tel.:
Jim.LeMaire@gea.com

Quotation

Terms of delivery
Incoterms 2020
EXW Ex Works Romeoville, IL

Terms of payment **currency: USD**
30 days

Trading conditions

This is an estimate of the approximate costs. Final charges will be totaled at the completion of the service and may differ from the quotation. Any parts to be returned after service is completed must be sent back within two weeks of the service date otherwise you will be charged a restocking fee of 18%. A PURCHASE ORDER IS REQUIRED BEFORE WORK CAN BE SCHEDULED OR PARTS SHIPPED." ESTIMATE OF COST FOR: One (1) technician to perform a Major service on machine. Customer to supply assistance MACHINE MODEL: UCF556-00-35 S/N 8010-530 **PRICES VALID FOR 30 DAYS FROM DATE OF QUOTE **LABOR & TRAVEL TIMES ARE ESTIMATED AND SUBJECT TO CHANGE **EXPENSES WILL BE INVOICED AT ACTUAL COST ## PLEASE INCLUDE QUOTE NUMBER ON PURCHASE ORDER.

GEA Mechanical Equipment US, Inc.
GEA Westfalia Separator Division
100 Fairway Court, Northvale, NJ, 07647 USA
Tel: +1 201 767 3900
www.gea.com

Goods and services provided in accordance with GEA Mechanical Equipment US, Inc. Standard Terms and Conditions of Sale.

Washington County Dept Water Quality
Monte Triggs
Conococheague WWTP ENR
16232 Elliott Parkway
Williamsport MD 21795

Offer No.
8700.504.916
Date
03/11/2024
Enquiry No. customer
from 03/07/2024

Equipment

429928 Washington Co. WRF, Williamsport, Md, US 0014247886
20076826 8010-530 /UCF 556-00-35

| Item | Material Designation | Qty | UQ | Net (USD) | Price (USD) |
|--------|--|-------|----|-----------|-------------|
| 000003 | 9300-0002-900 ESTIMATED SERVICE - WORKING HOURS | 16.00 | PC | 210.00 | 3,360.00 |
| 000006 | 9300-0002-241 ESTIMATED LABOR OT MON.-FRI. | 4.00 | PC | 277.00 | 1,108.00 |
| 000009 | 9300-0002-120 ESTIMATED TRAVEL MON.-FRI. | 8.00 | PC | 210.00 | 1,680.00 |
| 000012 | 9300-0002-306 ESTIMATED EXPENSES | 1.00 | PC | 2,000.00 | 2,000.00 |
| 000015 | 0015-0038-000 LUBRICATING OIL | 2.00 | PC | 442.12 | 884.24 |
| 000018 | 0015-0036-000 LUBRICATING OIL | 2.00 | PC | 404.02 | 808.04 |
| 000021 | 0015-0129-010 ROLLING BEARING GREASE | 2.00 | PC | 135.09 | 270.18 |
| 000024 | 0015-0104-080 LUBRICATING GREASE - TSCA COMPLIANT | 1.00 | PC | 408.17 | 408.17 |
| 000027 | 0007-2505-830 GASKET | 2.00 | PC | 23.79 | 47.58 |
| 000030 | 0011-6230-870 GROOVED BALL BEARING | 1.00 | PC | 3,018.88 | 3,018.88 |
| 000033 | 0011-1030-880 CYLINDRICAL ROLLER BEARING | 1.00 | PC | 2,505.73 | 2,505.73 |
| 000036 | 0004-3378-830 BELLOWS | 2.00 | PC | 355.35 | 710.70 |
| 000039 | 0004-3318-850 SHAFT SEALING RING | 4.00 | PC | 2,429.52 | 9,718.08 |
| 000042 | 0007-2732-830 | 1.00 | PC | 240.56 | 240.56 |

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| Item | Material Designation | Qty | UQ | Net (USD) | Price (USD) |
|--------|-------------------------------------|------|----|-----------|-------------|
| 000045 | GASKET 0007-2097-750 | 2.00 | PC | 89.85 | 179.70 |
| 000048 | GASKET 0007-2200-750 | 1.00 | PC | 215.84 | 215.84 |
| 000051 | GASKET 0007-2200-750 | 1.00 | PC | 215.84 | 215.84 |
| 000054 | GASKET 0007-2941-830 | 2.00 | PC | 124.50 | 249.00 |
| 000057 | GASKET 0007-3733-830 | 1.00 | PC | 189.32 | 189.32 |
| 000060 | GASKET 0007-2508-830 | 2.00 | PC | 17.91 | 35.82 |
| 000063 | GASKET 0004-1576-328 | 4.00 | M | 269.18 | 1,076.72 |
| 000066 | PACKING CORD 8418-1265-260 | 2.00 | PC | 242.30 | 484.60 |
| 000069 | GASKET 8655-3415-030 | 1.00 | PC | 12,041.63 | 12,041.63 |
| 000072 | SHAFT, COMPL. 0004-3317-830 | 1.00 | PC | 812.45 | 812.45 |
| 000075 | SHAFT SEALING RING 0007-2168-830 | 1.00 | PC | 82.48 | 82.48 |
| 000078 | GASKET 0007-2924-830 | 2.00 | PC | 29.51 | 59.02 |
| 000081 | GASKET 0011-6222-950 | 1.00 | PC | 1,362.63 | 1,362.63 |
| | GROOVED BALL BEARING | | | | |

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20076826 8010-530 /UCF 556-00-35

| Item | Material Designation | Qty | UQ | Net (USD) | Price (USD) |
|--------|---|------|----|-----------|-------------|
| 000084 | 0011-7224-970 ANGULAR CONTACT BALL BEARING | 2.00 | PC | 2,498.19 | 4,996.38 |
| 000087 | 0004-2123-300 NILOS GASKET | 2.00 | PC | 234.36 | 468.72 |
| 000090 | 0007-3244-750 GASKET | 2.00 | PC | 26.15 | 52.30 |
| 000093 | 0004-3319-850 SHAFT SEALING RING | 2.00 | PC | 1,213.55 | 2,427.10 |
| 000096 | 0007-3733-750 GASKET | 1.00 | PC | 106.23 | 106.23 |
| 000099 | 0007-3733-750 GASKET | 1.00 | PC | 106.23 | 106.23 |
| 000102 | 0007-2020-750 GASKET | 1.00 | PC | 36.54 | 36.54 |
| 000105 | 0007-2941-750 GASKET | 2.00 | PC | 65.63 | 131.26 |
| 000108 | 0007-2649-750 GASKET | 2.00 | PC | 41.37 | 82.74 |
| 000111 | 0004-3206-850 SHAFT SEALING RING | 2.00 | PC | 1,230.90 | 2,461.80 |
| 000114 | 0007-2980-750 GASKET | 2.00 | PC | 43.56 | 87.12 |
| 000117 | 0004-3122-300 NILOS GASKET | 2.00 | PC | 295.37 | 590.74 |
| 000120 | 0021-3969-810 SET OF NARROW V-BELTS | 1.00 | PC | 1,052.49 | 1,052.49 |
| 000123 | 8655-3396-010 | 2.00 | PC | 422.58 | 845.16 |

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20076826 8010-530 /UCF 556-00-35

| Item | Material Designation | Qty | UQ | Net (USD) | Price (USD) |
|------------------|--------------------------------|------|----|------------------|----------------|
| 000126 | COUPLING RING 0018-6203-848 | 9.00 | M | 38.72 | 348.48 |
| 000129 | PIPE 0004-2231-780 | 1.00 | PC | 33.27 | 33.27 |
| 000132 | GASKET 9300-0002-270 | 1.00 | PC | 184.00 | 184.00 |
| | STANDARD SHIPPING | | | | |
| Net value: | | | | 57,775.77 | USD |
| Tax | | | | 0.00 | USD |
| Sum total | | | | 57,775.77 | USD |

We thank you for your inquiry and look forward to receiving your firm order.

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from 03/07/2024
Customer No.
14247886
Co-ordinator
Jim LeMaire
Tel.:
Jim.LeMaire@gea.com

Quotation

Terms of delivery
Incoterms 2020
EXW Ex Works Romeoville, IL

Terms of payment currency: USD
30 days

Trading conditions

This is an estimate of the approximate costs. Final charges will be totaled at the completion of the service and may differ from the quotation. Any parts to be returned after service is completed must be sent back within two weeks of the service date otherwise you will be charged a restocking fee of 18%. A PURCHASE ORDER IS REQUIRED BEFORE WORK CAN BE SCHEDULED OR PARTS SHIPPED." ESTIMATE OF COST FOR: One (1) technician to perform a Minor service on machine. Customer to supply assistance MACHINE MODEL: UCFG556-00-35 S/N 801-531 **PRICES VALID FOR 30 DAYS FROM DATE OF QUOTE **LABOR & TRAVEL TIMES ARE ESTIMATED AND SUBJECT TO CHANGE **EXPENSES WILL BE INVOICED AT ACTUAL COST ## PLEASE INCLUDE QUOTE NUMBER ON PURCHASE ORDER.

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20076827 8010-531 /UCF 556-00-35

| Item | Material Designation | Qty | UQ | Net (USD) | Price (USD) |
|--------|--|-------|----|-----------|-------------|
| 000003 | 9300-0002-900 ESTIMATED SERVICE - WORKING HOURS | 12.00 | PC | 210.00 | 2,520.00 |
| 000006 | 9300-0002-241 ESTIMATED LABOR OT MON.-FRI. | 2.00 | PC | 277.00 | 554.00 |
| 000009 | 9300-0002-120 ESTIMATED TRAVEL MON.-FRI. | 8.00 | PC | 210.00 | 1,680.00 |
| 000012 | 9300-0002-306 ESTIMATED EXPENSES | 1.00 | PC | 2,000.00 | 2,000.00 |
| 000015 | 0015-0038-000 LUBRICATING OIL | 2.00 | PC | 442.12 | 884.24 |
| 000018 | 0015-0036-000 LUBRICATING OIL | 2.00 | PC | 404.02 | 808.04 |
| 000021 | 0015-0129-010 ROLLING BEARING GREASE | 2.00 | PC | 135.09 | 270.18 |
| 000024 | 0015-0104-080 LUBRICATING GREASE - TSCA COMPLIANT | 1.00 | PC | 408.17 | 408.17 |
| 000027 | 0007-2505-830 GASKET | 2.00 | PC | 23.79 | 47.58 |
| 000030 | 0007-2200-750 GASKET | 1.00 | PC | 215.84 | 215.84 |
| 000033 | 0007-2924-830 GASKET | 2.00 | PC | 29.51 | 59.02 |
| 000036 | 0021-3969-810 SET OF NARROW V-BELTS | 1.00 | PC | 1,052.49 | 1,052.49 |
| 000039 | 9300-0002-270 STANDARD SHIPPING | 1.00 | PC | 184.00 | 184.00 |

GEA Mechanical Equipment US, Inc.
GEA Westfalia Separator Division
100 Fairway Court, Northvale, NJ, 07647 USA
Tel: +1 201 767 3900
www.gea.com

Goods and services provided in accordance with GEA Mechanical Equipment US, Inc. Standard Terms and Conditions of Sale.

Washington County Dept Water Quality
Monte Triggs
Conococheague WWTP ENR
16232 Elliott Parkway
Williamsport MD 21795

Offer No.
8700.504.918
Date
03/11/2024
Enquiry No. customer
from 03/07/2024

Equipment

429928 Washington Co. WRF, Williamsport, Md, US 0014247886
20076827 8010-531 /UCF 556-00-35

| | | |
|------------------|------------------|------------|
| Net value: | 10,683.56 | USD |
| Tax | 0.00 | USD |
| Sum total | 10,683.56 | USD |

We thank you for your inquiry and look forward to receiving your firm order.

GEA Mechanical Equipment US, Inc.
GEA Westfalia Separator Division
100 Fairway Court, Northvale, NJ, 07647 USA
Tel: +1 201 767 3900
www.gea.com

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Agenda Report Form

Open Session Item

SUBJECT: Fiscal Year 2025 Annual Transit Plan (ATP) Application – Approval to Submit Application and Accept Awarded Funding

PRESENTATION DATE: March 26, 2024

PRESENTATION BY: Kevin Cerrone, Director, Washington County Transit, and Richard Lesh, Grant Manager, Office of Grant Management

RECOMMENDED MOTION: Move to approve the resolution authorizing the filing of the application as a sub-grantee for funding under the Federal Transit Act and approve the execution of the agreement upon receipt, subject to review and approval by the County Attorney's Office.

REPORT-IN-BRIEF: Washington County Transit (WCT) annually applies to the Maryland Department of Transportation / Maryland Transit Administration (MDOT/MTA) for Federal and State operational and capital funding through the Annual Transportation Plan (ATP). The awarded funds are used to operate authorized public transportation programs within Washington County, which includes the Section 5307 Fixed-Route program, the American Disability Act (ADA) Complementary Paratransit Program, the Job Opportunity Shuttle (JOBS), the Statewide Specialized Transportation Assistance Program (SSTAP) – aka: Ride Assist Voucher Program, and the Capital Assistance Program (CAP).

The fiscal year 2025 application requests \$1,442,115 in Federal and State funds from the Federal Transit Administration (FTA) and MDOT/MTA to subsidize the transit system.

DISCUSSION: The Office of Grant Management has reviewed the application. There are no unusual conditions or requirements attached to the acceptance of the grant.

FISCAL IMPACT: Local match is required to secure the Federal and State grant funds. The local match requirement associated with the fiscal year 2025 application is as follows:

| | |
|--------------------------------------|---------------------|
| 5307 Operating Grant (General Funds) | \$681,684.00 |
| 5307 Capital Grant (General Funds) | \$ 12,200.00 |
| SSTAP Grant: | <u>\$ 48,972.00</u> |
| Total: | \$742,856.00 |

CONCURRENCES: Rachel Souders, Director, Office of Grant Management

ALTERNATIVES: If a decision is made not to submit application for the funds and/or provide the local match requirements, the County would become ineligible for the Federal and State subsidy of funds in fiscal year 2025.

ATTACHMENTS: County Attorney will receive grant application for review.

AUDIO/VISUAL NEEDS: N/A



Agenda Report Form

Open Session Item

SUBJECT: Arena Installment Payment Program (IPP) Stream Restoration Easement

PRESENTATION DATE: March 26, 2024

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

RECOMMENDED MOTION: Move to approve the Anthony P. Arena stream restoration easement and sign the associated letter of approval.

REPORT-IN-BRIEF: Currently, Mr. Arena is pursuing a stream restoration project on his property at 14847 Fairview Road in Clear Spring. This project will not only serve to improve the stream and its existing stream buffer on the property but will also entail adding a 15.7-acre conservation easement over the buffer area. The project is being managed by Keystone Streams, “a company that plans, develops and plants vegetative stream buffers in order to protect and improve aquatic resources, water quality, and to address excessive erosion and soil loss.” The consensus of staff and the Agricultural Land Preservation Advisory Board (Ag Board) is that the project is worthwhile and of merit, as it will improve the quality of the stream and does not take much, if any, agricultural land out of production.

DISCUSSION: In 2006, Anthony P. Arena sold an Installment Purchase Program (IPP) Agricultural Preservation easement to the Board of County Commissioners of Washington County, Maryland in the amount of \$334,522.02. The Deed of Easement states that “no rights-of-way, easements, oil, gas, or mineral leases, or other similar servitude may be conveyed from, or permitted to be established in, the property without Grantee’s express permission.” Therefore, prior to starting this project, the Board of County Commissioners must approve of the project and sign the accompanying letter permitting Keystone Streams to commence the operation.

FISCAL IMPACT: There is the potential that, at a point after the completion of the project, Keystone Streams may wish to convey the Deed of Easement to another entity. Washington County is a potential entity that could purchase this easement. If the County were to move to purchase the easement, the funding would come from a dedicated source for the purchase of TMDL credits and be administered through the Division of Environmental Management. However, the County is not, and has not, committed to this purchase as of yet, and would not be compelled to make such a purchase unless deemed a worthwhile pursuit at the time the option arises.

CONCURRENCES: The Washington County Agricultural Land Preservation Advisory Board approves of the project; County Attorney’s Office and Div. of Environmental Management have been consulted.

ALTERNATIVES: Deny the proposal.

ATTACHMENTS: Letter and exhibit map

AUDIO/VISUAL NEEDS: N/A



KEYSTONE STREAMS

Board of County Commissioners of Washington County
100 West Washington Street
Room 1101
Hagerstown, MD 21740

Re: Letter of Permission pursuant to the Deed of Easement recorded in Book 3066 at
page 152

Dear Board of County Commissioners:

Mr. Anthony Arena is the owner of 14847 Fairview Road, Clear Springs, MD 21722 consisting of approximately 130.2 acres (the "Property"). Mr. Arena and the Board of County Commissioners entered into that Deed of Easement, dated July 26, 2006, and recorded among the Land Records of Washington County in Book 3066 at page 152 ("Deed of Easement"). The Deed of Easement is an agricultural preservation easement which restricts the future development of the property pursuant to the Installment Purchase Program Ordinance.

Keystone Streams is a company that plans, develops and plants vegetative stream buffers in order to protect and improve aquatic resources, water quality, and to address excessive erosion and soil loss. Mr. Arena and Keystone Streams have agreed to utilize designated portions of the Property for a stream buffer project, such proposed portions are depicted on **Figure 1** attached hereto and will consist of approximately 15.7 acres. Pursuant to Section (A)(1)(k) of the Deed of Easement, "no rights-of-way, easements, oil, gas, or mineral leases, or other similar servitude may be conveyed from, or permitted to be established in, the property without Grantee's express permission." Section (A)(1)(l) of the Deed of Easement states that "unless writer approval is first obtained from the Grantee, no easement or other restriction may be granted...in land subject to this deed of easement." Keystone Streams, LLC, respectfully requests permission and approval of the stream buffer project including the proposed planting and conservation easement.

Upon execution of this letter, the Board of County Commissioners agree that upon review of the proposed activities, the proposed stream buffer project does not affect the agricultural integrity of the Property, minimizes the use of productive agricultural land, and fulfills the purpose and intent of the Deed of Easement. The Board of County Commissioners agrees that the activities proposed by Keystone Streams are consistent and compatible with the purposes and intent of the Deed of Easement. With this letter, the Board of County Commissioners consents to and authorizes Keystone Streams' proposed activities.

We sincerely appreciate your consideration. If you have any questions, please contact Mr. Arena at _____ or Aaron McCrady (Keystone) at _____. Thank you for your attention to this matter.

Sincerely,

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

Aaron McCrady

Managing Member, Keystone Streams, LLC

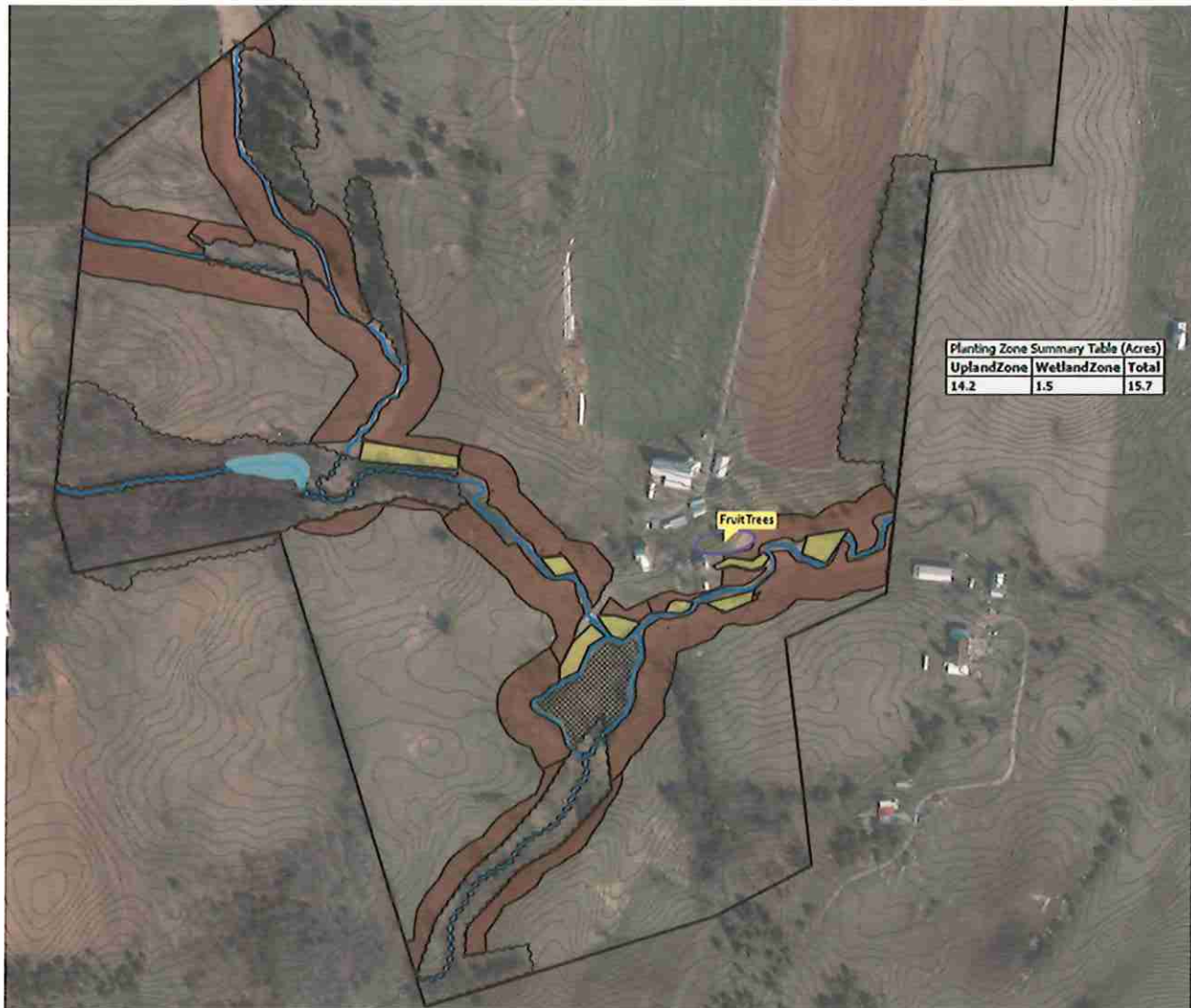
Signature: _____

Name: _____

Title: _____

Date: _____

Figure 1:





Agenda Report Form

Open Session Item

SUBJECT: Property Acquisition for Hopewell Road

PRESENTATION DATE: March 26, 2024

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

RECOMMENDED MOTION: Move to approve the option agreement for partial property acquisition including easement for 11019 Hopewell Road and to approve an ordinance approving said purchase and to authorize the execution of the necessary documentation to finalize the acquisition.

REPORT-IN-BRIEF: An option agreement has been executed for the above stated property.

| Property Location | Easement Acquisition | Acquisition Cost |
|---------------------|-------------------------------|------------------|
| 11019 Hopewell Road | 9,172 SF – Temporary Easement | \$8,500.00 |

DISCUSSION: The Hopewell Road realignment and culvert work in this area are part of the Wright Road Appalachian Regional Commission (ARC) project.

FISCAL IMPACT: \$8,500; CIP Budgeted Project

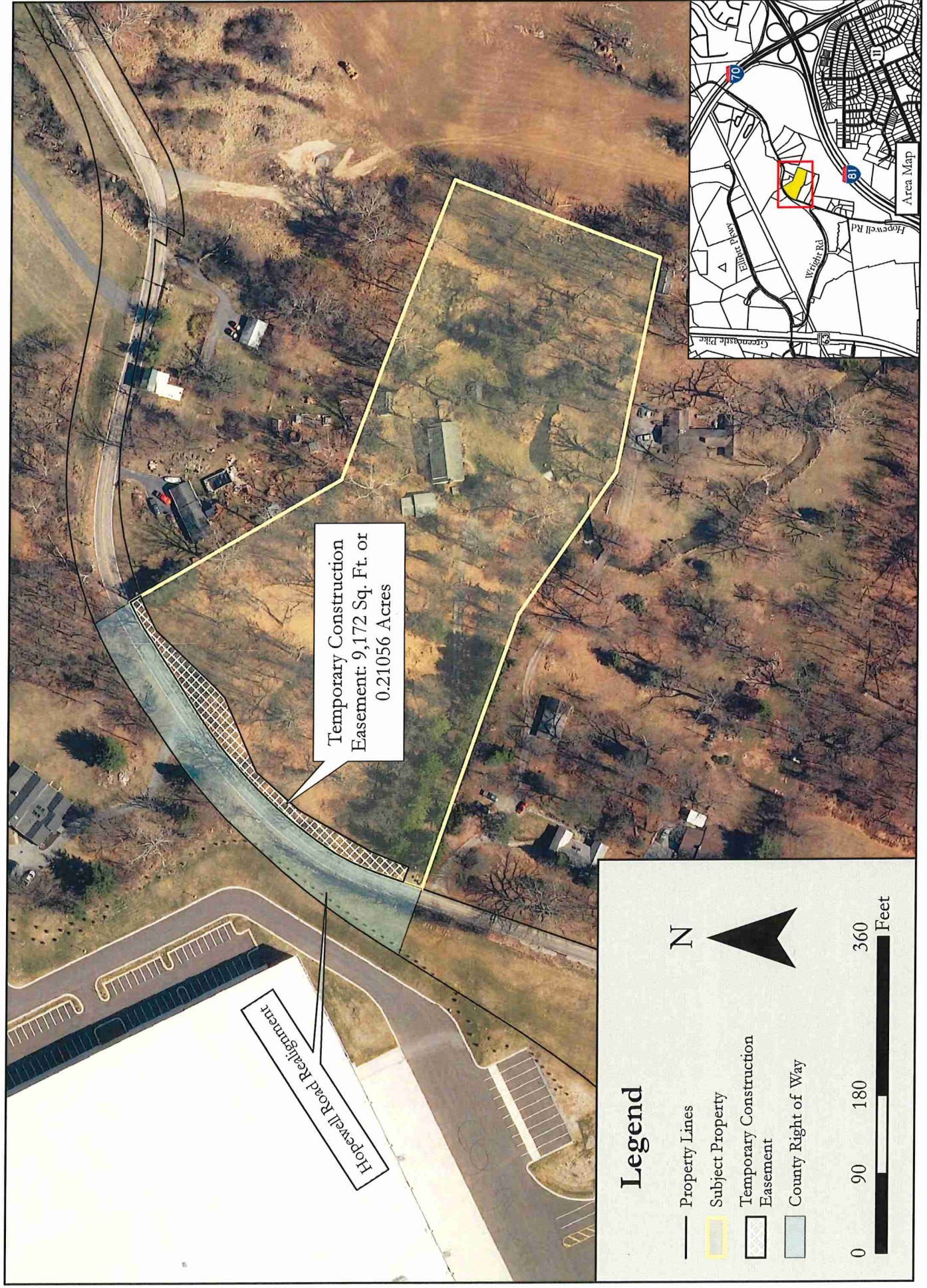
CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: Aerial Map, Ordinance

AUDIO/VISUAL NEEDS: Aerial Map

11019 Hopewell Road



ORDINANCE NO. ORD-2024-

**AN ORDINANCE TO APPROVE THE PURCHASE OF AN EASEMENT INTEREST
IN REAL PROPERTY**

(Hopewell Road Realignment Project – Velasquez Property)

RECITALS

1. The Board of County Commissioners of Washington County, Maryland (the “County”), believes that it is in the best interest of the citizens of Washington County to purchase a temporary construction easement interest in certain real property identified on the attached Schedule A (the “Easement Property”) to be used for public purposes.

2. The County approved the purchase of the Easement Property on March 26, 2024.

3. A public hearing was not required by Section 1-301, Code of the Public Local Laws of Washington County, Maryland, as the funds utilized to purchase the temporary easement are not to be expended from the General Fund of the County.

4. The purchase of the Temporary Construction Easement is necessary for the Hopewell Road Realignment Project.

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

ADOPTED this 26th day of March, 2024.

ATTEST:

BOARD OF COUNTY COMMISSIONERS
OF WASHINGTON COUNTY, MARYLAND

Dawn L. Marcus, County Clerk

BY: _____
John F. Barr, President

Approved as to legal sufficiency:

Zachary J. Kieffer
County Attorney

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

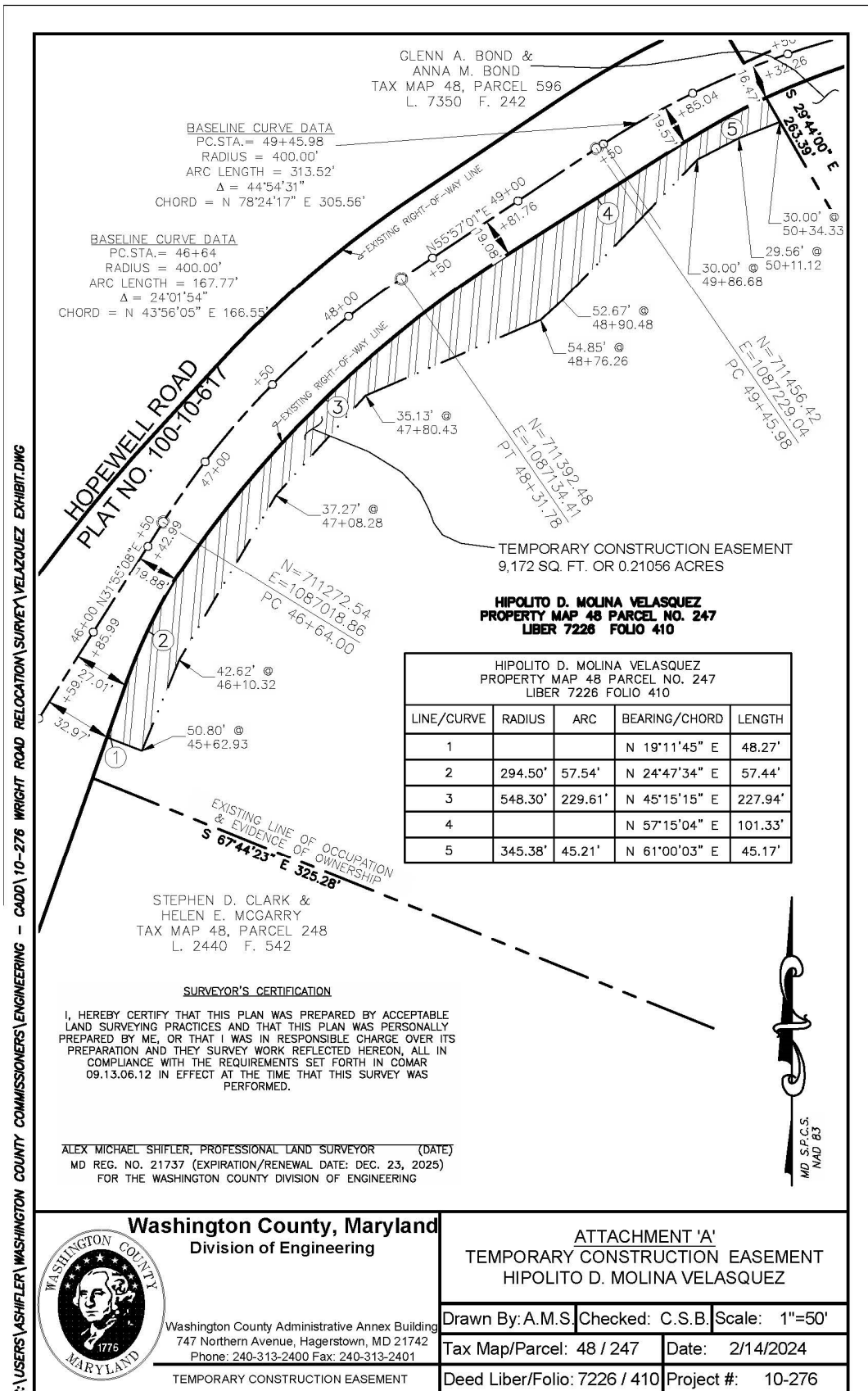
SCHEDULE A---DESCRIPTION OF EASEMENT PROPERTY

All that portion of land as shown or indicated on a plat prepared by the Division of Engineering for Washington County, Maryland, entitled, "ATTACHMENT 'A' TEMPORARY CONSTRUCTION EASEMENT HIPOLITO D. MOLINA VELASQUEZ", and intending to be recorded among the Land Records of Washington County, Maryland, in the County Road Plat Book as Right-of-Way Plat No. 100-10-617, all of which plat is made a part hereof, so far as the property and/or rights may be affected by the proposed improvements, and the appurtenances thereto belonging, or in anywise appertaining, situate along the Southeasterly side of Hopewell road approximately 600 feet Northeast of its intersection with the realigned portion of Wright Road, in Election District No. 26 of Washington County, Maryland, and more particularly described as follows:

The area designated **TEMPORARY CONSTRUCTION EASEMENT**, encompassing 9,172 square feet or 0.21056 acre of land, more or less; the outline of which is graphically depicted on the said Temporary Construction Easement No. 100-10-617. The purpose of the Temporary Construction Easement shall be to provide working space for grading and access upon Grantor's property during the performance of the impending Washington County Division of Engineering Contract No. RD-WH-276-10. The Temporary Construction Easement shall revert to the Grantor by operation of law upon the completion and acceptance of the project by the County.

BEING a portion of the lands of Grantor herein as described in a deed dated April 12, 2023, and recorded among said Land Records in Liber 7226 at folio 410 as aforementioned. Further being shown on the Temporary Construction Easement Plat No. 100-10-617 as aforementioned, a reduced copy of which is attached hereto and made a part hereof as **ATTACHMENT 'A'**.

ATTACHMENT A





Agenda Report Form

Open Session Item

SUBJECT: Construction Bid Award - Pavement Maintenance Program FY'24
Hot Mix Asphalt Applications, Contract No. MS-PMP-310-28

PRESENTATION DATE: March 26, 2024

PRESENTATION BY: Scott Hobbs, Director, Division of Engineering

RECOMMENDED MOTION: Move to award the bid for the Pavement Maintenance Program FY'24 Hot Mix Asphalt Applications contract to the lowest responsive, responsible bidder, Craig Paving, Inc. of Hagerstown in the amount of \$3,504,532.38 which includes the option to extend the contract for a period of up to two, one-year extensions.

REPORT-IN-BRIEF: The project was advertised in the Herald Mail, on the County's website, and on the State of Maryland's website, "e-Maryland Marketplace Advantage (eMMA)." Two (2) bids were received and opened on Wednesday, March 13, 2024, as listed below and further detailed on the attached Bid Tabulation. The bids were evaluated, and the low bid is in order. The engineer's estimate for the work is \$3,750,000.

Contractor:
Craig Paving, Inc.
C. William Hetzer, Inc.

Total Bid:
\$3,504,532.38
\$3,639,642.34

DISCUSSION: The pavement maintenance program for hot mix asphalt applications involves providing hot mix asphalt overlays, patching, crack filling, and permanent pavement markings. The project includes approximately 10 miles of overlay, and 6 miles of patch and crack fill. This is a 185 consecutive calendar day contract with an anticipated notice to proceed in April 2024 and a substantial completion date in October 2024. The bid documents include liquidated damages in the amount of \$500.00 per calendar day for work beyond the completion date and an option to extend the contract additional years. Motorists may experience some minor delays as a result of lane closures but there are no major road closures associated with this work. The road listing is attached and posted on the County's website for reference.

FISCAL IMPACT: This is a budgeted Capital Improvement Plan project (RDI024). Total expenses for the hot mix asphalt applications contract are estimated at \$3,929,532; including \$3,504,532.38 for proposed bid award, \$250,000 for inspection/testing and \$175,000 for 5% construction contingency.

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: Bid Tabulation, Road Listing, Aerial Maps

AUDIO/VISUAL TO BE USED: Aerial Maps

WASHINGTON COUNTY, MARYLAND - DIVISION OF ENGINEERING
PAVEMENT MAINTENANCE AND REHABILITATION PROGRAM FY-'24 - HOT MIX ASPHALT (HMA) APPLICATIONS
CONTRACT NO. MS-PMP-310-28

BID TABULATION
BID OPENING: March 13, 2024 AT 10:00 AM



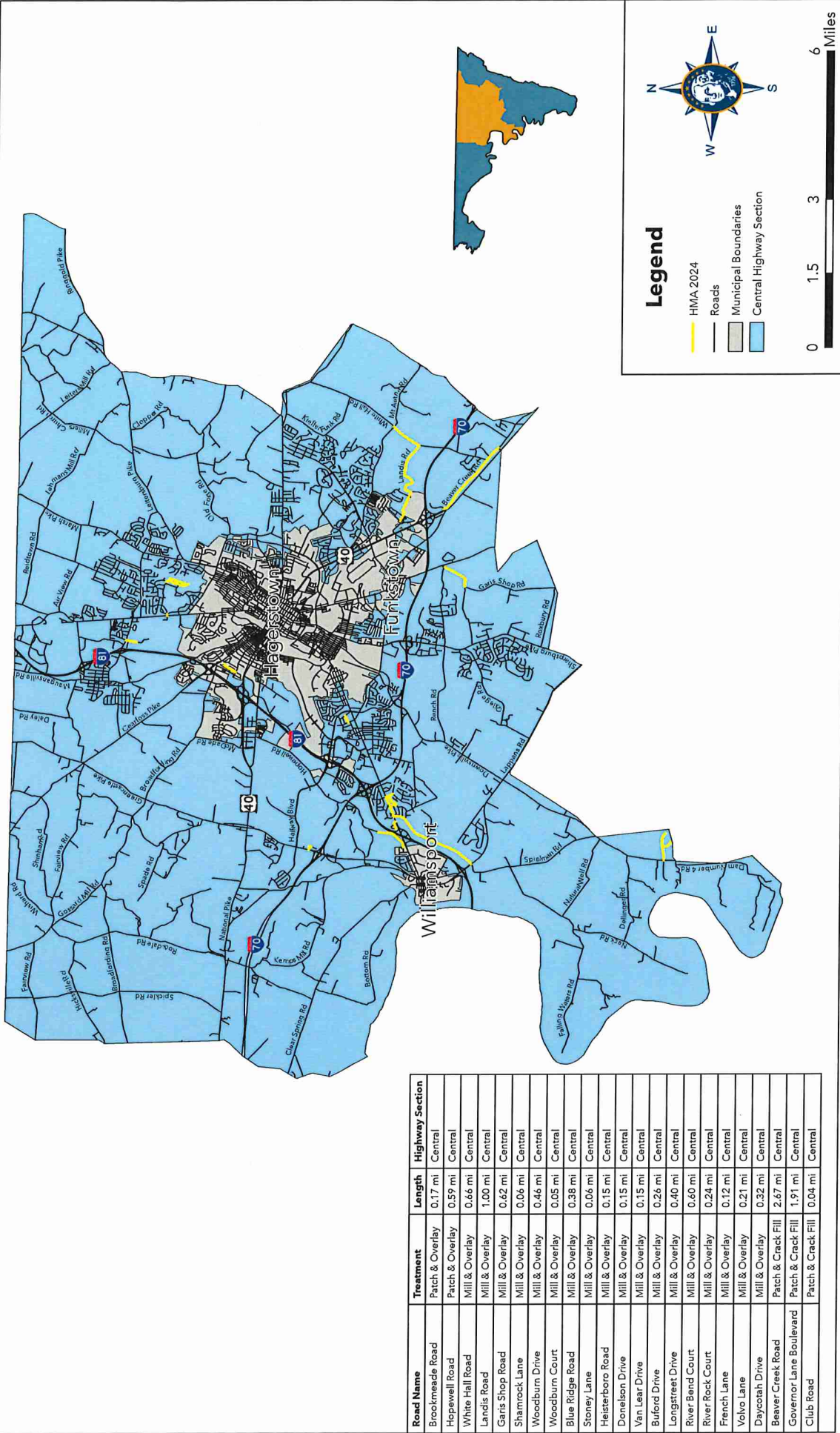
| DESCRIPTION | ITEM NO. | QTY. | UNIT | Craig Paving, Inc. Hagerstown, MD | | C. William Hetzer, Inc. Hagerstown, MD | |
|--|----------|---------|------|--------------------------------------|------------------------|---|------------------------|
| | | | | UNIT PRICE | ITEM TOTAL | UNIT PRICE | ITEM TOTAL |
| Maintenance Of Traffic | 101 | 1 | LS | \$ 142,300.00 | \$ 142,300.00 | \$ 158,800.00 | \$ 158,800.00 |
| Temporary Traffic Signs | 102 | 384 | SF | \$ 1.00 | \$ 384.00 | \$ 25.00 | \$ 9,600.00 |
| Contingent - Portable Variable Message Sign (PVMS) | 103 | 8 | DAY | \$ 70.00 | \$ 560.00 | \$ 95.00 | \$ 760.00 |
| Contingent - Removal of Pavement | 201 | 10 | CY | \$ 20.00 | \$ 200.00 | \$ 78.00 | \$ 780.00 |
| Contingent - Removal of Curb | 202 | 100 | LF | \$ 5.00 | \$ 500.00 | \$ 13.75 | \$ 1,375.00 |
| Contingent - Stabilization, Type - 1 | 501 | 10 | CY | \$ 10.00 | \$ 100.00 | \$ 185.00 | \$ 1,850.00 |
| Contingent - Stabilization, Type - 2 | 502 | 20 | CY | \$ 10.00 | \$ 200.00 | \$ 185.00 | \$ 3,700.00 |
| Contingent - 4" Graded Aggregate Base | 503 | 100 | TON | \$ 30.00 | \$ 3,000.00 | \$ 31.00 | \$ 3,100.00 |
| Contingent - Hot Mix Asphalt Superpave 4.75 mm (PG64S-22) | 504 | 733 | TON | \$ 99.40 | \$ 72,860.20 | \$ 115.00 | \$ 84,295.00 |
| Hot Mix Asphalt Superpave 9.5 mm (PG64S-22) | 505 | 11,241 | TON | \$ 88.70 | \$ 997,076.70 | \$ 87.00 | \$ 977,967.00 |
| Hot Mix Asphalt Superpave 12.5 mm (PG64E-22) | 506 | 3,518 | TON | \$ 89.20 | \$ 313,805.60 | \$ 90.00 | \$ 316,620.00 |
| Hot Mix Asphalt Superpave 19.0 mm (PG64S-22) | 507 | 100 | TON | \$ 50.00 | \$ 5,000.00 | \$ 84.00 | \$ 8,400.00 |
| Contingent - Hot Mix Asphalt Superpave 25.0 mm (PG64S-22) | 508 | 728 | TON | \$ 75.90 | \$ 55,255.20 | \$ 66.00 | \$ 48,048.00 |
| Full Depth Reclamation | 509 | 16,474 | SY | \$ 6.40 | \$ 105,433.60 | \$ 6.80 | \$ 112,023.20 |
| Portland Cement | 510 | 325 | TON | \$ 238.50 | \$ 77,512.50 | \$ 185.00 | \$ 60,125.00 |
| Contingent - Hot Mix Asphalt Superpave 9.5 mm (PG64S-22) for Driveway Tie-in Handwork and HMA Berms | 511 | 461 | TON | \$ 127.80 | \$ 58,915.80 | \$ 190.00 | \$ 87,590.00 |
| Hot Mix Asphalt Superpave 9.5 mm (PG64S-22) for Wedge & Leveling | 512 | 542 | TON | \$ 90.00 | \$ 48,780.00 | \$ 115.00 | \$ 62,330.00 |
| Hot Mix Asphalt Superpave 9.5 mm (PG64S-22) for Level Course | 513 | 2,774 | TON | \$ 110.75 | \$ 307,220.50 | \$ 125.00 | \$ 346,750.00 |
| Hot Mix Asphalt Superpave 19.0 mm (PG64S-22) for Wedge & Leveling | 514 | 50 | TON | \$ 65.00 | \$ 3,250.00 | \$ 86.00 | \$ 4,300.00 |
| Paving Fabric for Joint Repair | 515 | 500 | LF | \$ 6.50 | \$ 3,250.00 | \$ 4.20 | \$ 2,100.00 |
| Paving Fabric | 516 | 47,883 | SY | \$ 3.80 | \$ 181,955.40 | \$ 3.40 | \$ 162,802.20 |
| Contingent: Paving Geogrid | 517 | 1,500 | SY | \$ 6.55 | \$ 9,825.00 | \$ 5.30 | \$ 7,950.00 |
| Hot Mix Asphalt Patches (Base Mix) | 518 | 3,448 | TON | \$ 100.90 | \$ 347,903.20 | \$ 110.00 | \$ 379,280.00 |
| Contingent - Hot Mix Asphalt Patches (Surface Mix) | 519 | 1,327 | TON | \$ 122.30 | \$ 162,292.10 | \$ 125.00 | \$ 165,875.00 |
| Contingent - Saw Cut Hot Mix Asphalt Patches (Base Mix) | 520 | 25 | TON | \$ 10.00 | \$ 250.00 | \$ 115.00 | \$ 2,875.00 |
| Contingent - Saw Cut Hot Mix Asphalt Patches (Surface Mix) | 521 | 10 | TON | \$ 10.00 | \$ 100.00 | \$ 125.00 | \$ 1,250.00 |
| Milling Hot Mix Asphalt Pavement 0"-2" Depth | 522 | 125,230 | SY | \$ 1.90 | \$ 237,937.00 | \$ 2.20 | \$ 275,506.00 |
| Milling Hot Mix Asphalt Pavement 0"-6" Depth | 523 | 3,696 | SY | \$ 4.15 | \$ 15,338.40 | \$ 2.45 | \$ 9,055.20 |
| Crack Filling | 524 | 23,000 | LB | \$ 2.95 | \$ 67,850.00 | \$ 2.90 | \$ 66,700.00 |
| Adjust Existing Manhole | 525 | 33 | EACH | \$ 325.00 | \$ 10,725.00 | \$ 230.00 | \$ 7,590.00 |
| Pavement Marking Paint - 5" Wide Lines | 526 | 196,694 | LF | \$ 0.22 | \$ 43,272.68 | \$ 0.21 | \$ 41,305.74 |
| Lead Free Reflective Thermoplastic Pavement Markings, 5" Wide Lines | 527 | 41,800 | LF | \$ 1.00 | \$ 41,800.00 | \$ 1.00 | \$ 41,800.00 |
| Lead Free Reflective Thermoplastic Pavement Markings, 10" Wide Lines | 528 | 200 | LF | \$ 2.10 | \$ 420.00 | \$ 2.00 | \$ 400.00 |
| No Preheat Heat Applied Permanent Preformed Thermoplastic Pavement Markings - Lines, 24" Wide Stop Bars | 529 | 1,228 | SF | \$ 11.10 | \$ 13,630.80 | \$ 11.00 | \$ 13,508.00 |
| No Preheat Heat Applied Permanent Preformed Thermoplastic Pavement Markings - Lines, 12" Wide Crosswalks | 530 | 92 | SF | \$ 11.10 | \$ 1,021.20 | \$ 11.00 | \$ 1,012.00 |
| No Preheat Heat Applied Permanent Preformed Thermoplastic Pavement Markings - Symbols, Arrows | 531 | 400 | SF | \$ 27.50 | \$ 11,000.00 | \$ 26.50 | \$ 10,600.00 |
| No Preheat Heat Applied Permanent Preformed Thermoplastic Pavement Markings - Legends, Letters | 532 | 125 | SF | \$ 32.00 | \$ 4,000.00 | \$ 31.50 | \$ 3,937.50 |
| No Preheat Heat Applied Permanent Preformed Thermoplastic Pavement Markings - Symbols, Railroad Crossing | 533 | 65 | SF | \$ 27.50 | \$ 1,787.50 | \$ 26.50 | \$ 1,722.50 |
| Contingent: Temporary Pavement Markings | 534 | 18,500 | LF | \$ 0.22 | \$ 4,070.00 | \$ 0.21 | \$ 3,885.00 |
| Price Adjustment for Asphalt Binder | 535 | 75,000 | EACH | \$ 1.00 | \$ 75,000.00 | \$ 1.00 | \$ 75,000.00 |
| Price Adjustment for Diesel Fuel | 536 | 30,000 | EACH | \$ 1.00 | \$ 30,000.00 | \$ 1.00 | \$ 30,000.00 |
| Contingent: 6 Inch Driveway Mix No. 6 | 601 | 10 | SY | \$ 20.00 | \$ 200.00 | \$ 190.00 | \$ 1,900.00 |
| Contingent - Concrete Mountable Curb Replacement | 602 | 50 | LF | \$ 30.00 | \$ 1,500.00 | \$ 37.00 | \$ 1,850.00 |
| Contingent - Concrete Curb Replacement | 603 | 50 | LF | \$ 30.00 | \$ 1,500.00 | \$ 37.00 | \$ 1,850.00 |
| Contingent - Concrete Curb Opening | 604 | 2 | EACH | \$ 400.00 | \$ 800.00 | \$ 1,240.00 | \$ 2,480.00 |
| Contingent: 5 Inch Concrete Sidewalk and Ramps | 605 | 50 | SF | \$ 15.00 | \$ 750.00 | \$ 16.00 | \$ 800.00 |
| Contingent: Detectable Warning Surface | 606 | 20 | SF | \$ 50.00 | \$ 1,000.00 | \$ 31.50 | \$ 630.00 |
| Contingent - Shoulder Edge Drop Off Grading Adjustment | 607 | 100 | TON | \$ 25.00 | \$ 2,500.00 | \$ 42.50 | \$ 4,250.00 |
| Contingent - Placing Furnished Topsoil, 4" Depth | 701 | 2,000 | SY | \$ 6.00 | \$ 12,000.00 | \$ 3.30 | \$ 6,600.00 |
| Contingent - Seeding Disturbed Areas, Type II | 702 | 2,000 | SY | \$ 1.75 | \$ 3,500.00 | \$ 1.05 | \$ 2,100.00 |
| Contingent - Type A Soil Stabilization Matting | 703 | 250 | SY | \$ 4.00 | \$ 1,000.00 | \$ 2.70 | \$ 675.00 |
| Contingent - Traffic Signal Loop Detector | 801 | 6 | EACH | \$ 4,000.00 | \$ 24,000.00 | \$ 3,990.00 | \$ 23,940.00 |
| TOTAL | | | | | \$ 3,504,532.38 | | \$ 3,639,642.34 |

PROPOSED FY'24 HMA ROAD LIST

PROJECT NO. 28-310

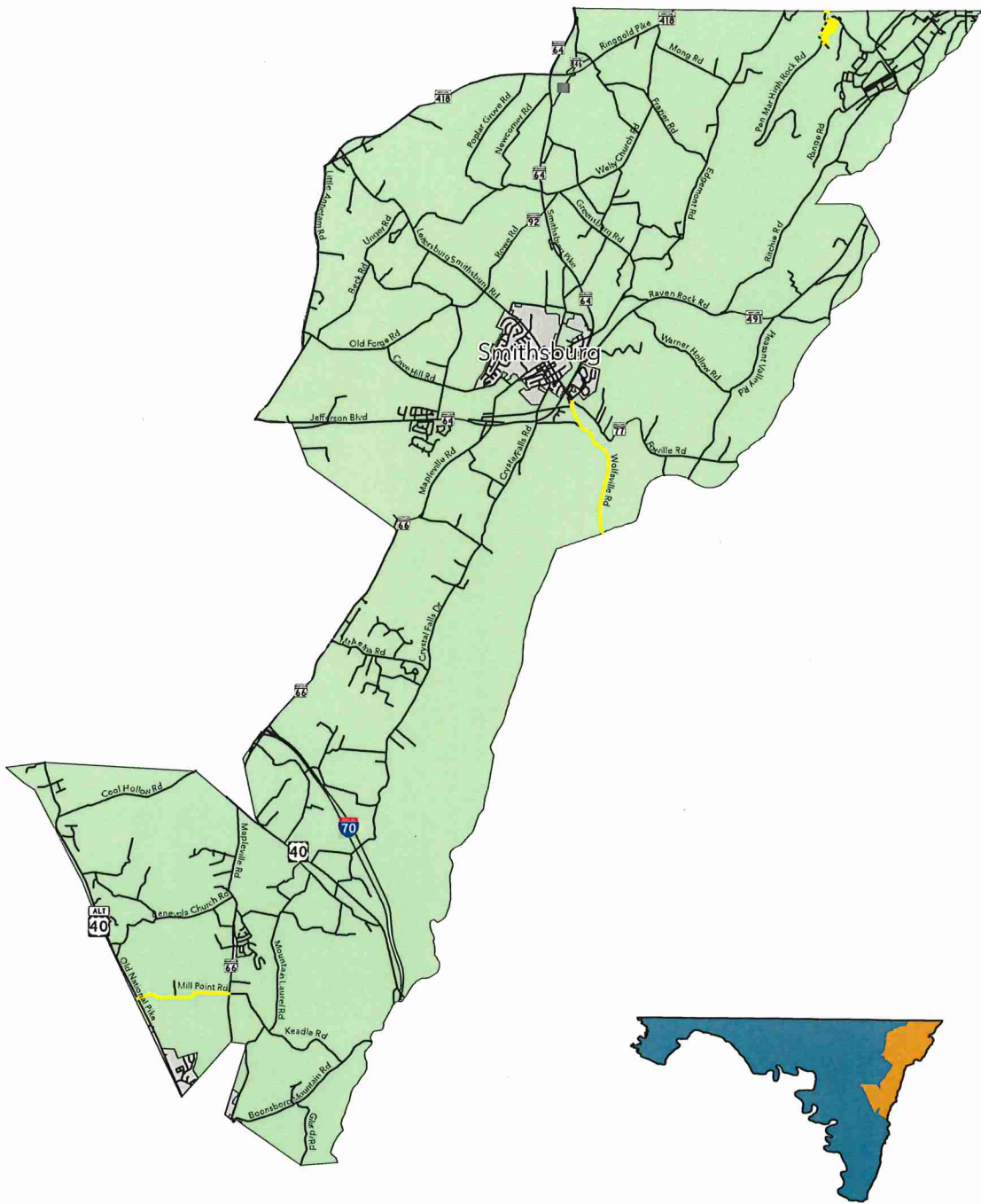
| ROAD NAME | FROM | TO | LENGTH <i>MILE</i> |
|-------------------------------|-----------------------------|-------------------------|-----------------------|
| PATCH & OVERLAY | | | |
| Brookmead Road | Virginia Avenue - MD 11 | Dead End | 0.17 |
| Hopewell Road - Shoulders | Shawnee Terrace | One Lane Bridge | 0.59 |
| Pennsylvania Avenue | Pavement Transition | Pennsylvania State Line | 0.26 |
| Maple Avenue | Pen Mar/High Rock Road | Rock Oak Drive | 0.15 |
| Walnut Avenue | Pen Mar/High Rock Road | Dead End | 0.12 |
| Chestnut Avenue | Pen Mar/High Rock Road | Maryland Avenue | 0.10 |
| Oaks Avenue | Pen Mar/High Rock Road | Dead End | 0.08 |
| Roosevelt Avenue | Walnut Avenue | Pen Mar/High Rock Road | 0.22 |
| Rock Oak Drive | Maple Avenue | Dead End | 0.07 |
| Maryland Avenue | Walnut Avenue | Dead End | 0.29 |
| Linden Avenue | Pen Mar/High Rock Road | Dead End | 0.13 |
| Waldheim Road | Pen Mar/High Rock Road | Dead End | 0.10 |
| | | Sub Total | 2.28 |
| MILL & OVERLAY | | | |
| Halfway Boulevard | Massey Boulevard | Hopewell Road | 0.75 |
| White Hall Road | Landis Road | Mount Aetna Road | 0.66 |
| Landis Road | Abbey Lane | White Hall Road | 1.00 |
| Garis Shop Road | Poffenberger Road | Wagaman Road | 0.62 |
| Shamrock Lane | Woodburn Lane | Blue Ridge Drive | 0.06 |
| Woodburn Drive | Blue Ridge Drive | Cul de sac | 0.46 |
| Woodburn Court | Woodburn Drive | Cul de sac | 0.05 |
| Blue Ridge Road | Shamrock Lane | Dead End | 0.38 |
| Stoney Lane | Woodburn Lane | Blue Ridge Road | 0.06 |
| Heisterboro Road | Marbern Road | Piper Lane | 0.15 |
| Donelson Drive | Virginia Avenue - MD 11 | Hershey Drive | 0.15 |
| Van Lear Drive | Virginia Avenue - MD 11 | Buford Drive | 0.15 |
| Buford Drive | Donelson Drive | Van Lear Drive | 0.26 |
| Longstreet Drive | Donelson Drive | Ewell Drive | 0.40 |
| River Bend Court | Dam #4 Road | Cul de sac | 0.60 |
| River Rock Court | River Bend Court | Cul de sac | 0.24 |
| French Lane | Greencastle Pike - MD 63 | Cul de sac | 0.12 |
| Volvo Lane | Maugans Avenue | Pavement Transition | 0.21 |
| Millpoint Road | Old National Pike - Alt. 40 | Mapleville Road - MD 66 | 1.00 |
| Daycotah Drive | Key Avenue | West Church Street | 0.32 |
| | | Sub Total | 7.64 |
| PATCH & CRACK FILL | | | |
| Beaver Creek Road | Auto Place | Cool Hollow Road | 2.67 |
| Governors Lane Boulevard | Lappans Road - MD 68 | Virginia Avenue - MD 11 | 1.91 |
| Wolfsville Road | Foxville Road - MD 77 | Frederick County Line | 1.38 |
| Club Road | Pennsylvania Avenue | Preston Road | 0.04 |
| | | Sub Total | 6.00 |
| | | Total Miles | 15.92 |

Proposed FY2024 PMP HMA: Central Section



| Road Name | Treatment | Length | Highway Section |
|-------------------------|--------------------|---------|-----------------|
| Brookmeade Road | Patch & Overlay | 0.17 mi | Central |
| Hopewell Road | Patch & Overlay | 0.59 mi | Central |
| White Hall Road | Mill & Overlay | 0.66 mi | Central |
| Landis Road | Mill & Overlay | 1.00 mi | Central |
| Garis Shop Road | Mill & Overlay | 0.42 mi | Central |
| Shamrock Lane | Mill & Overlay | 0.06 mi | Central |
| Woodburn Drive | Mill & Overlay | 0.46 mi | Central |
| Woodburn Court | Mill & Overlay | 0.05 mi | Central |
| Blue Ridge Road | Mill & Overlay | 0.38 mi | Central |
| Stoney Lane | Mill & Overlay | 0.06 mi | Central |
| Heisterboro Road | Mill & Overlay | 0.15 mi | Central |
| Donelson Drive | Mill & Overlay | 0.15 mi | Central |
| Van Lear Drive | Mill & Overlay | 0.15 mi | Central |
| Buford Drive | Mill & Overlay | 0.26 mi | Central |
| Longstreet Drive | Mill & Overlay | 0.40 mi | Central |
| River Bend Court | Mill & Overlay | 0.60 mi | Central |
| River Rock Court | Mill & Overlay | 0.24 mi | Central |
| French Lane | Mill & Overlay | 0.12 mi | Central |
| Volvo Lane | Mill & Overlay | 0.21 mi | Central |
| Daycoteah Drive | Mill & Overlay | 0.32 mi | Central |
| Beaver Creek Road | Patch & Crack Fill | 2.67 mi | Central |
| Governor Lane Boulevard | Patch & Crack Fill | 1.91 mi | Central |
| Club Road | Patch & Crack Fill | 0.04 mi | Central |

Proposed FY2024 PMP HMA: Eastern Section



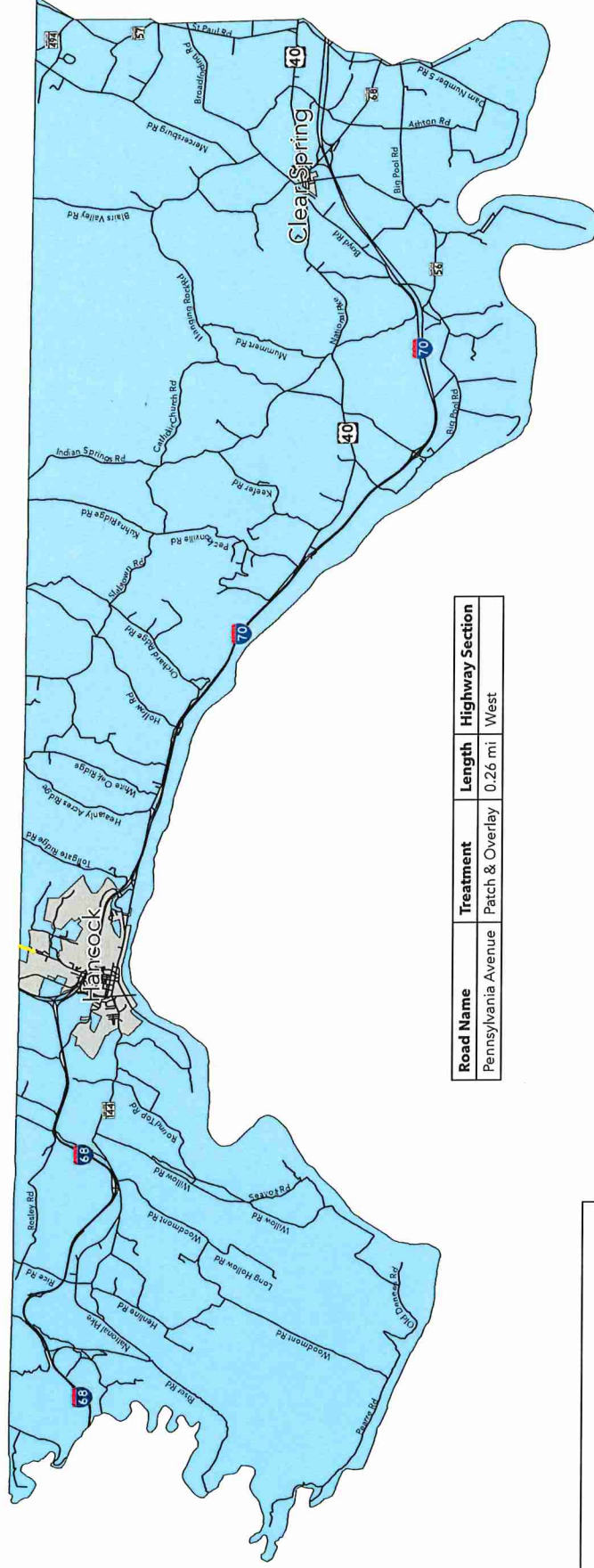
Legend

- HMA 2024
- Roads
- Municipal Boundaries
- East Highway Section

0 1 2 4 Miles

| Road Name | Treatment | Length | Highway Section |
|------------------|--------------------|---------|-----------------|
| Oak Avenue | Patch & Overlay | 0.08 mi | East |
| Wolfsville Road | Patch & Crack Fill | 1.38 mi | East |
| Rock Oak Avenue | Patch & Overlay | 0.07 mi | East |
| Chestnut Avenue | Patch & Overlay | 0.10 mi | East |
| Mill Point Road | Mill & Overlay | 1.00 mi | East |
| Waldheim Road | Patch & Overlay | 0.10 mi | East |
| Roosevelt Avenue | Patch & Overlay | 0.22 mi | East |
| Maple Avenue | Patch & Overlay | 0.15 mi | East |
| Maryland Avenue | Patch & Overlay | 0.29 mi | East |
| Walnut Avenue | Patch & Overlay | 0.12 mi | East |
| Linden Avenue | Patch & Overlay | 0.13 mi | East |

Proposed FY2024 PMP HMA: Western Section



| Road Name | Treatment | Length | Highway Section |
|---------------------|-----------------|---------|-----------------|
| Pennsylvania Avenue | Patch & Overlay | 0.26 mi | West |

Legend

HMA 2024

Roads

Municipal Boundaries

West HMA Section

