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Washington County
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BOARD OF COUNTY COMMISSIONERS
March 23, 2021
OPEN SESSION AGENDA

The meeting of the Board of County Commissioners of Washington County will be held at 100 West Washington Street, Suite 1113, Hagerstown. Due to Governor Hogan's Executive Order and gathering restrictions, Board members will be practicing social distancing. County buildings remain closed to public access except by appointment. Therefore, there will be no public attendance in the meeting chambers. The meeting will be live streamed on the County's YouTube and Facebook sites.

10:00 AM **MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE**
CALL TO ORDER, *President Jeffrey A. Cline*
APPROVAL OF MINUTES: *March 16, 2021*

10:05 AM **COMMISSIONERS' REPORTS AND COMMENTS**

10:10 AM **STAFF COMMENTS**

10:15 AM **REQUEST FOR REALLOCATION OF CAPITAL IMPROVEMENT PROJECT FUNDING** – *Jeffrey Proulx, Chief Operating Officer, WCPS*

10:25 AM **ADEQUATE PUBLIC FACILITIES ORDINANCE (APFO) SCHOOL MITIGATION PROPOSAL – CLAGGETT'S MILL. SECTION 2** – *Jill Baker, Director, Planning & Zoning; Jason Divelbiss, Esquire*

10:35 AM **EXPRESS APPROVAL – TOWN OF SMITHSBURG ANNEXATION AT 12214 & 12205 CLOVERLY FARM LANE** – *Jill Baker, Director, Planning & Zoning*

10:40 AM **APPLICATION FOR ZONING MAP AMENDMENT RZ-21-002, FRANK & KATHERINE MURRAY** – *Jill Baker, Director, Planning & Zoning*

10:45AM **GOVERNOR'S OFFICE OF CRIME PREVENTION, YOUTH AND VICTIM SERVICES FISCAL YEAR 2022 COMMUNITY PARTNERSHIP AGREEMENT PROPOSAL** – *Allison Hartshorn, Grant Manager, Office of Grant Management*

10:50 AM **BLACK ROCK GOLF COURSE GRILL COOK/SERVER POSITION CHANGE** – *Andrew Eshleman, Director, Public Works; Dave Brooks, Parks Supervisor*

11:00 AM **HIGHWAY AND WATER QUALITY DEPARTMENTS' HIRING PROCESS** – *Andrew Eshleman, Director, Public Works; Mark Bradshaw, Director, Environmental Management; Carroll Braun, Staff Representation, AFSCME Council 67*

11:10 AM **FISCAL YEAR 2022 WATER QUALITY BUDGET** – *Mark Bradshaw, Director, Environmental Management; Sara Greaves, CFO*

11:20 AM **FISCAL YEAR 2022 HAGERSTOWN REGIONAL AIRPORT BUDGET** - *Garrison Plessinger, Director, Hagerstown Regional Airport*

11:30 AM **WASHINGTON COUNTY FREE LIBRARY BUDGET –** *Jenny Bakos, Executive Director*

11:40 AM CLOSED SESSION (*To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals)*

12:15 PM ADJOURNMENT

Open Session Item

SUBJECT: Request for Reallocation of Capital Improvement Project Funding

PRESENTATION DATE: March 23, 2021

PRESENTATION BY: Mr. Jeffrey Proulx, Chief Operating Officer - WCPS

RECOMMENDED MOTION: To approve the transfer of Capital Improvement Project funding, in the amount of $3,771,851, the balance of the Sharpsburg Elementary School project and the balance of the Urban Improvement Project to Capital Maintenance to support planned maintenance projects needed within Washington County Public Schools.

REPORT-IN-BRIEF: Through sound design practices, value engineering and diligent project management, the total cost to construct and furnish the new Urban Improvement Project and the new Sharpsburg Elementary School are under budget by $3,771,851. Washington County Public Schools (WCPS) is requesting that the remaining local funds from these projects are transferred to Capital Maintenance to support various other projects. Past practice between the Board of County Commissioners and the Board of Education has allowed the transfer of remaining funds from capital building replacement projects to be reallocated to capital maintenance projects.

Urban Improvement Project – Academic Center for Barbara Ingram School for the Arts
In 2017, the Board of Education, the Board of County Commissioners and others agreed to a Memorandum of Understanding related to the Hagerstown Urban Revitalization Project. Under that agreement, the county and the school system each agreed to provide $4M towards the design and construction of the Urban Educational Component, the academic addition to the Barbara Ingram School for the Arts.

During the design phase, it was agreed to by the planning committee that WCPS would approach the Interagency Commission on School Construction (IAC) for additional state funding for the project. This funding allowed the parties to re-allocate portions of the Governor's bond bill to other members of the coalition in order to provide additional state funds to the Maryland Theater Project and the remaining bond bill proceeds to the plaza project led by the City of Hagerstown. The total cost to construct and furnish the new academic center is under budget by $2,549,262, to be equally divided between the county and the school system allowing $1,274,631 to be re-allocated by each entity.

New Sharpsburg Elementary School
In FY2021, the Board of County Commissioners approved $4M in support to WCPS projects. The vast majority of that allocation was identified for the completion of the Sharpsburg project to meet the budget, leaving several other State approved and supported capital maintenance projects unfunded.

FISCAL IMPACT: This request is simply a re-allocation of funding from Board of Education capital replacement projects to support systemic capital maintenance projects. This request requires no additional financial support on the part of the Board of County Commissioners.

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: N/A

AUDIO/VISUAL NEEDS: N/A

Washington County, Maryland
Budget Adjustment Form

Print Form

○ Budget Amendment - Increases or decrease the total spending authority of an accounting fund or department

◉ Budget Transfer - Moves revenues or expenditures from one account to another or between budgets or funds.

Transaction/Post -Finance	
Deputy Director - Finance	Kelcee Mace Digitally signed by Kelcee Mace Date: 2021.03.10 13:40:10 -05'00'
Preparer, if applicable	

Department Head Authorization		Required approval with date	
Division Director / Elected Official Authorization	Sara Greaves Digitally signed by Sara Greaves Date: 2021.03.10 22:32:36 -05'00'	If applicable with date	
Budget & Finance Director Approval		Required approval with date	
County Administrator Approval		Required approval with date	
County Commissioners Approval		Required > $ 25,000 with date	

Expenditure / Account Number	Fund Number	Department Number	Project Number	Grant Number	Activity Code	Department and Account Description	Increase (Decrease) + / -
498017	30	90000	SCH033		0000	Bond Fund 2021	-1,873,841
498630	30	90000	SCH033		0000	Excise Tax - Schools	-623,379
599999	30	90000	SCH033		CNST	Sharpsburg Elementary Replacement	-2,497,220
498017	30	90000	SCH006		0000	Bond Fund 2021	1,873,841
498630	30	90000	SCH006		0000	Excise Tax - Schools	623,379
498710	30	90000	SCH006		0000	Capital Transfer - General	1,274,631
599999	30	90000	SCH006		CNST	Capital Maintenance - BOE	3,771,851
498710	30	11620	BLD094		0000	Capital Transfer - General	-1,274,631
599999	30	11620	BLD094		CNST	Urban Improvement Project	-1,274,631

Explain Budget Adjustment: Sharpsburg Elementary and BISFA have come in under budget and WCPS is requesting reallocating budgeted funds to capital maintenance needs. Bonds would be restricted to qualifying projects.

Required Action by County Commissioners: ○ No Approval Required ◉ Approval Required

Approval Date if Known:

Expenditure / Account Number	Fund Number	Department Number	Project Number	Grant Number	Activity Code	Account Description	Increase (Decrease) + / -

Board of County Commissioners of Washington County, Maryland

Agenda Report Form

Open Session Item

SUBJECT: Adequate Public Facilities Ordinance (APFO) School Mitigation Proposal – Claggett's Mill Section 2

PRESENTATION DATE: March 23, 2021

PRESENTATION BY: Jill Baker, Director, Department of Planning and Zoning; Jason Divelbiss Esq., counsel for Claggett's Mill

RECOMMENDED MOTION: Motion to accept/deny the developer offer for mitigation of school capacity for the Claggett's Mill Section 2 development.

REPORT-IN-BRIEF: The County adopted APFO acts as the regulatory instrument to ensure that public facilities and services needed to support new development are available concurrently with the impacts of such new development. School capacity is one of the infrastructure impacts evaluated as part of new development plans. Available capacity is measured by adding together current enrollment figures, background enrollment, pipeline enrollment, and pupils generated from the proposed development. If a development exceeds the Local Rated Capacity (LRC) of any school district serving the development, then school capacity is considered inadequate and development may not move forward with a form of mitigation. The County APFO defines LRC as 90% of the State Rated Capacity (SRC) at the elementary school level and 100% of the State Rated Capacity at the middle and high school levels.

DISCUSSION: Based upon the latest available data used to compute current school adequacies, Claggett's Mill Section 2 surpasses the LRC at all three school districts serving the development. Typically, developments that exceed the LRC may still move forward with their project by using the Alternate Mitigation Contribution (AMC) to mitigate their impacts. However, the APFO does not allow the use of the AMC to mitigate for schools that exceed 120% of the SRC of any district. In this case, the school seats required to serve the new development would exceed 120% of the SRC. Therefore, the developer has submitted a proffer of mitigation in the amount of $334,530 to the Commissioners to abate the needed mitigation.

FISCAL IMPACT: Funds collected from all AMC projects are deposited into a designated account for school construction costs. Failure to collect the needed funding could result in higher ratios of funding required from general tax revenue to mitigate rising school enrollment.

CONCURRENCES:

ALTERNATIVES:

JD Law Co., Inc.
Jason M. Divelbiss - Attorney & Consultant

January 29, 2021

Washington County Planning Commission
c/o Jill Baker, Planning Director
100 West Washington Street, Suite 2600
Hagerstown, MD 21740

Re: APFO MITIGATION PROPOSAL – "Claggetts Mill" – Section 2 consisting of ONE HUNDRED (100) single-family homes (the "Project").

Dear Jill:

On behalf of LGI Homes – Maryland, LLC (the "**Developer**"), I submit the within "Mitigation Proposal" pursuant to § 9.1 of the Washington County Adequate Public Facilities Ordinance (the "**APFO**").

As communicated to the Developer by Comprehensive Planner Travis Allen on January 8, 2021, when accounting for the aggregate affect of Current Enrollment, Pipeline Enrollment, Background Enrollment and the students to be generated from the Project, each of the impacted school facilities, Rockland Woods Elementary School, E. Russell Hicks Middle School and South Hagerstown High School, will exceed State Rated Capacity (SRC).

Of greater consequence, it is anticipated that South Hagerstown High School will reach 120.5% SRC (later revised on January 20, 2021 to be 120.7% SRC). See attached "Adequacy Determination" worksheets dated January 8, 2021 and January 20, 2021.

According to Section 5.6(a) of the APFO: "A developer may not choose to make an Alternative Mitigation Contribution (AMC) if the existing enrollment in any school affected by the new development exceeds 120%."

Nonetheless, Sections 9.1 and 9.3 of the APFO specifically authorize the Board of County Commissioners (BOCC) to reach an agreement as to a mitigation program with the Developer for the purpose of advancing the adequacy of the public school facilities.

The Developer hereby requests that the BOCC exercise its discretion and authority to approve a mitigation program providing for the payment of THREE HUNDRED THIRTY FOUR THOUSAND FIVE HUNDRED THIRTY AND 00/100 DOLLARS ($334,530.00) as a condition to affixation of your signature on the Final Plats for the Project.

<u>**Project History**</u>

The original Preliminary Plat for Claggetts Mill, consisting of two hundred thirty-eight (238) single-family homes on the north and south side of Poffenberger Road (collectively, the "**Original**

Preliminary Plat"), was unanimously approved by the Planning Commission in September 2004 and later re-approved in 2013 with the lot yield increased to two hundred sixty-four (264) lots (the "**Revised Preliminary Plat**").

By APFO Schools Mitigation Agreement dated April 25, 2007, Claggetts Mill project was subjected to a $22,000 per lot "School Contribution" consisting of the then applicable County Excise Tax of $13,000 per lot plus an additional $9,000 "Mitigation Amount."

In October 2019, a new Preliminary Plat was approved for Claggetts Mill reducing the lot yield to one hundred forty-eight (148) single family lots to be constructed only on the south side of Poffenberger Road (the "**New Preliminary Plat**"). Forty-eight (48) lots from the Original Preliminary Plat had previously received Final Plat approval and been recorded. Thus leaving only the one-hundred (100) single family lots which are the subject of the within request.

Also in October 2019, the BOCC agreed to the dissolution of the prior APFO Schools Mitigation Agreement for Claggetts Mill with the expectation that the remaining one-hundred lots (100) would be eligible to mitigate any school inadequacies through the AMC process provided by the APFO.

Based upon the preliminary Adequacy Determination conducted August 1, 2019, this expectation seemed reasonable.

As per the attached, Rockland Woods Elementary School was projected to remain well below SRC and both E. Russell Hicks Middle School and South Hagerstown High School would be well below the 120% SRC threshold for utilizing the AMC.

However, due to a dramatic increase in the "Pipeline Enrollment" for South High from 59.42 to 124.66 students, apparently attributable to the approval of over five hundred (500) new dwelling units between August 1, 2019 and January 8, 2021 primarily in the Westfields and Rosewood Village developments, those projections were not reliable.

Of note, as pointed out in the Washington County Public Schools Facilities Master Plan (2020), South High is the only one (1) of the seven (7) traditional high schools with enrollment in excess of SRC (Chapter 2, p. 4-5). Moreover, the high schools serving the adjacent Smithsburg (81%), Boonsboro (79%), and Williamsport (83%) districts are all well below SRC according to the most recent December 2020 Official Enrollment figures. Additionally, the Barbara Ingram School for the Ars (59%) and Washington County Technical School (87%) also remain well below SRC.

Between the August 2019 preliminary Adequacy Determination and the Adequacy Determinations in January 2021, the Developer has expended over $5,000,000 on hard and soft costs related to the Project including the near completion of grading work, installation of water and sewer infrastructure and other development related work. In sum, they are essentially ready to start building and selling homes immediately.

Upon completion of the development work and approval of the Final Plats for the Project, the Developer intends to market homes in the low to mid-$300,000 price range meaning an additional $30,000,000+ in tax base for the County once they are constructed.

Conclusion

The Claggetts Mill project has been in the anticipated Washington County development pipeline since at least 2004 when the Original Preliminary Plat was approved by the Planning Commission.

Since then the project has been reduced from 264 lots to 148 lots; the Developer has nearly completed the development work in reliance upon the preliminary Adequacy Determination in August 2019; and the Developer is prepared to remit payment in the amount of $334,530 to obtain Final Plat approvals for the remaining 100 lots.

These funds, combined with the additional payments presumably received from the other approved projects causing South High to exceed SRC, should be sufficient to afford the County and WCPS a viable route to achieving the much needed additional facility capacity that seems to be disproportionately impacting this district.

As always, thank you for your diligent and considerate attention to this matter. I look forward to meeting with you at the earliest opportunity to discuss the particulars of the Developer's proposal and what, if any, questions or concerns you may have.

Very truly yours,
JD LAW COMPANY, INC.

Jason M. Divelbiss
Attorney at Law

Email: jdivelbiss@divelbisslaw.com

cc. Will Lee
Steve Cvijanovich
Kirk Downey

Developer:	LGI of Maryland
Subdivision:	Claggetts Mill
Reference #:	Courtesy Test
Date of Test:	August 1, 2019

Proposed Development Type	
Single Family	100
Townhouse	0
Multi-Family	0

Pupil Generation Rates			
Type	Elem	Mid	High
Single Family	0.43	0.18	0.21
Townhouse	0.33	0.1	0.11
Multi-Family	0.33	0.13	0.14

	Name	LRC	Current Enrollment	Pipeline Enrollment	Background Enrollment	Pupils Generated from this Development	Total Adjusted Enrollment	School Impact	SRC	% of SRC
Elementary	Rockland Woods	676	590	60.63	-13.4	43.0	680.2	-4.2	751.0	90.6%
Middle	E Russell Hicks	841	816	41.68	-1.3	18.0	874.4	-33.4	841.0	104.0%
High	South Hagerstown	1240	1236	59.42	11.4	21.0	1327.8	-87.8	1240.0	107.1%

Current Elementary School Enrollment from BOE (Jun 2019)		State Rated Capacity	Local Rated Capacity (90%)
Bester	604	628	565
Boonsboro	581	499	449
Cascade	160	278	250
Clear Spring	419	385	347
Eastern	442	572	515
Emma K. Doub	338	297	267
Fountaindale	378	352	317
Fountain Rock	261	271	244
Greenbrier	214	274	247
Hancock	237	295	266
Hickory	309	235	212
Jonathan Hager	382	471	424
Lincolnshire	550	555	500
Maugansville	705	755	680
Old Forge	380	366	329
Pangborn	764	745	671
Paramount	430	408	367
Pleasant Valley	241	225	203
Potomac Heights	303	294	265
Rockland Woods	590	751	676
Ruth Ann Monroe	579	692	623
Salem Avenue	727	725	653
Sharpsburg	243	249	224
Smithsburg	371	431	388
Williamsport	587	568	511
Eastern/Ruth Ann Monroe*	1021	1264	1138

*For the purposes of this analysis Ruth Ann Monroe Primary School and Eastern Elementary School share the same school district therefore their enrollment, SRC, and LRC shall be combined into one school district.

Current Middle School Enrollment from BOE (Jun 2019)		State Rated Capacity	Local Rated Capacity (100%)
Boonsboro	745	870	870
Clear Spring	350	605	605
E. Russell Hicks	816	841	841
Northern	726	913	913
Smithsburg	642	839	839
Springfield	843	1096	1096
Western Heights	949	998	998

Current High School Enrollment from BOE (Jun 2019)		State Rated Capacity	Local Rated Capacity (100%)
Boonsboro	942	1098	1098
Clear Spring	451	656	656
Hancock Middle/High	251	591	591
North Hagerstown	1334	1423	1423
Smithsburg	751	897	897
South Hagerstown	1236	1240	1240
Williamsport	894	1094	1094

Developer: LGI Homes - Maryland, LLC.
Subdivision: Claggetts Mill Section 2
Reference #: S-21-001
Date of Test: 01/20/2020

Proposed Development Type	
Single Family	100
Townhouse	
Multi-Family	

Pupil Generation Rates			
Type	Elem	Mid	High
Single Family	0.43	0.22	0.22
Townhouse	0.32	0.11	0.14
Multi-Family	0.31	0.12	0.16

	Name	LRC	Current Enrollment	Pipeline Enrollment	Background Enrollment	Pupils Generated from this Development	Total Adjusted Enrollment	School Impact	SRC	% of SRC
Elementary	Rockland Woods	676	658	115.24	25.58	43.0	841.8	-165.8	751	112.1%
Middle	E. Russell Hicks	841	854	95.4	-4.33	22.0	967.1	-126.1	841	115.0%
High	South Hagerstown	1240	1329	127.74	18.00	22.0	1496.7	-256.7	1240	120.7%

Current Elementary School Enrollment from BOE (June 2020)		State Rated Capacity	Local Rated Capacity (90%)
Bester	553	628	565
Boonsboro	616	499	449
Cascade	153	278	250
Clear Spring	410	386	347
Eastern	429	572	515
Emma K. Doub	362	297	267
Fountaindale	391	365	329
Fountain Rock	278	271	244
Greenbrier	223	274	247
Hancock	229	295	266
Hickory	308	268	241
Jonathan Hager	401	471	424
Lincolnshire	536	545	491
Maugansville	748	755	680
Old Forge	347	366	329
Pangborn	732	745	671
Paramount	422	408	367
Pleasant Valley	261	225	203
Potomac Heights	323	294	265
Rockland Woods	658	751	676
Ruth Ann Monroe	619	692	623
Salem Avenue	753	722	650
Sharpsburg	249	249	224
Smithsburg	383	431	388
Williamsport	574	568	511
Eastern/Ruth Ann Monroe*	1048	1264	1138

*For the purposes of this analysis Ruth Ann Monroe Primary School and Eastern Elementary School share the same school district therefore their enrollment, SRC, and LRC shall be combined into one school district.

Current Middle School Enrollment from BOE (June 2020)		State Rated Capacity	Local Rated Capacity (100%)
Boonsboro	699	870	870
Clear Spring	356	605	605
E. Russell Hicks	854	841	841
Northern	794	913	913
Smithsburg	596	839	839
Springfield	872	1096	1096
Western Heights	981	998	998

Current High School Enrollment from BOE (Jun 2020)		State Rated Capacity	Local Rated Capacity (100%)
Boonsboro	900	1098	1098
Clear Spring	470	656	656
Hancock Middle/High	292	591	591
North Hagerstown	1306	1423	1423
Smithsburg	741	897	897
South Hagerstown	1329	1240	1240
Williamsport	895	1094	1094

ALTERNATE MITIGATION CONTRIBUTION worksheet for:

Pupil Gen. rate updated to figures app'd by BCC October 2019

complete shaded areas with development information
use line appropriate for type of unit
use TOTAL at bottom of page if there is more than 1 type of unit and sum AMC column

Pupil Generation Rates				Average Pupil Gen Rate
Type	Elem	Mid	High	
Single Family	0.43	0.22	0.22	0.29
Townhouse	0.32	0.11	0.14	0.19
Multi-Family	0.31	0.12	0.16	0.20

(A/B x C) x D x E = Alternate Mitigation Contribution

$41,198.55	A = average cost of a school seat
50	B = life expectancy (50 years)
	C = average pupil generation rate for type of development
14	D = total # of years typical student spends in all schools (6 in elementary, 3 in middle and 4 in high school = 14)
	E = # of units in development

AMC APARTMENTS

	A	/	B	=		x	C	=		x	D	=			E	=	AMC
	$41,198.55	/	50	=	$ 823.97	x	0.20	=	$ 164.79	x	14	=	$ 2,307.12	x		=	$ -

AMC TOWN HOMES

	A	/	B	=		x	C	=		x	D	=		x	E	=	AMC
	$41,198.55	/	50	=	$ 823.97	x	0.19	=	$ 156.55	x	14	=	$ 2,191.76	x		=	$ -

AMC SINGLE FAMILY

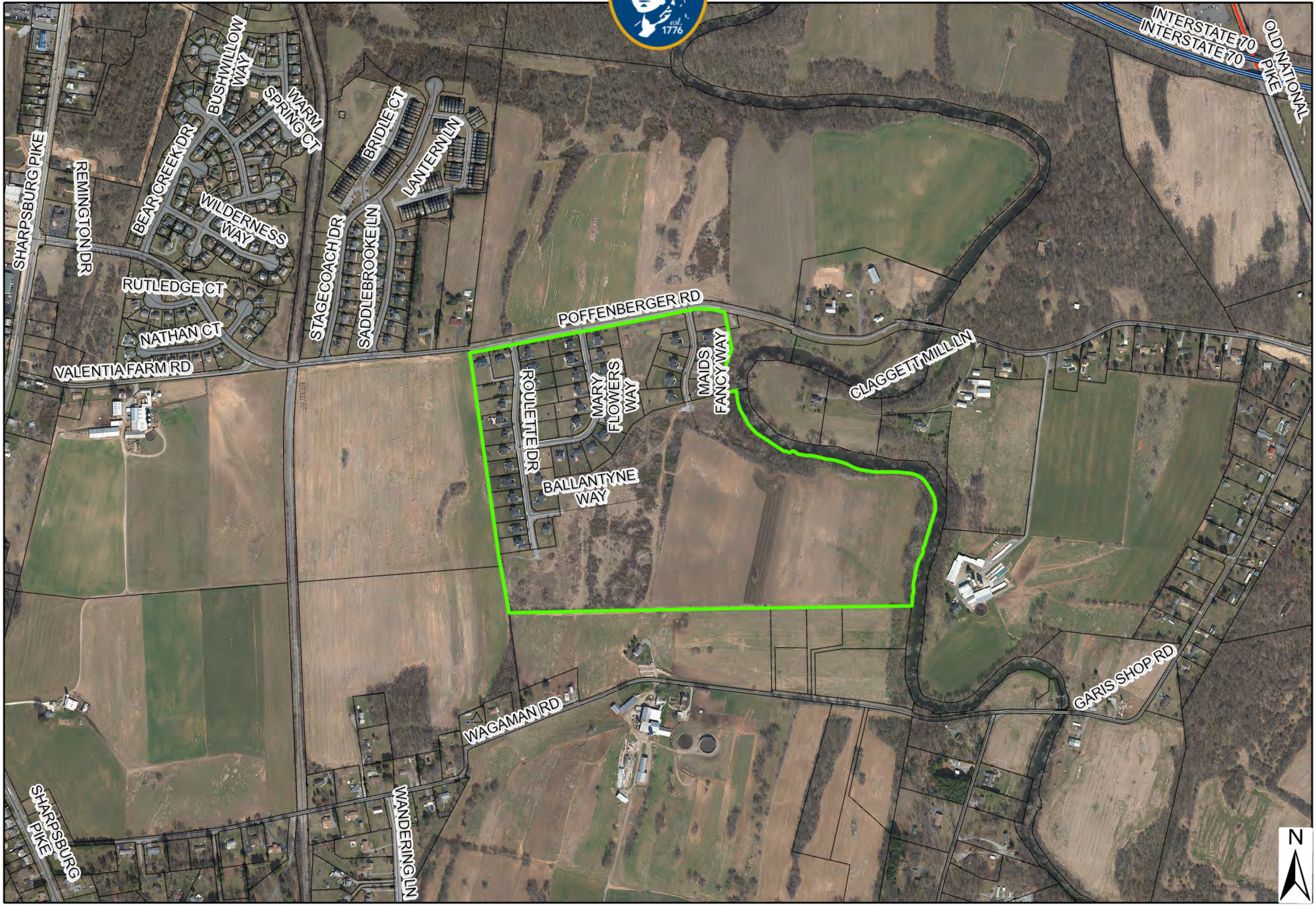
	A		B				C				D				E		AMC
	$41,198.55	/	50	=	$ 823.97	x	0.29	=	$ 238.95	x	14	=	$ 3,345.30	x	100	=	$ 334,530.00

TOTAL= $ 334,530.00

Version 2 shows the change in pupil yield and # of years in school per BoCC approval (10/29/19)

Washington County

Maryland



Agenda Report Form

Open Session Item

SUBJECT: Express Approval – Town of Smithsburg Annexation at 12214 & 12205 Cloverly Farm Lane

PRESENTATION DATE: March 23, 2021

PRESENTATION BY: Jill Baker, Director, Department of Planning and Zoning

RECOMMENDED MOTION: Move to grant/deny express approval to the Town of Smithsburg.

REPORT-IN-BRIEF: The basis for seeking Washington County Commissioners express approval of this annexation comes from the Local Government Article of Maryland's Annotated Code §4-416(b) which states:

"Without the express approval of the county commissioners or county council of the county in which the municipality is located, for 5 years after an annexation by a municipality, the municipality may not allow development of the annexed land for land uses substantially different than the authorized use, or at a substantially higher density, not exceeding 50%, than could be granted for the proposed development, in accordance with the zoning classification of the county applicable at the time of the annexation."

DISCUSSION: Zoning regulations adopted by each jurisdiction are compared to determine whether a substantial difference in land use exists between the current authorized uses under County zoning and proposed authorized uses under Town Zoning.

In this case both properties contain 1.57 acres and are currently zoned Residential, Transition (RT) under County regulations. The Town is proposing to apply General Commercial (GC) zoning on the properties upon annexation.

The County RT zoning is primarily a residential zoning that allows for residential uses, schools, and childcare centers. The Town GC zoning regulations permit a variety of commercial land uses including business and professional office uses, retail sales and services, social and cultural uses, and public administration services. The zoning applied through the annexation process is acknowledged as being substantially different by the County, Town, and petitioner. However, the petitioner is seeking approval from the County Commissioners to allow for the commercial development immediately rather than waiting 5 years per State law.

While the two zoning districts are divergent from one another, it is practical to look at this annexation in the context of previous annexations and development plans in the immediate vicinity. The areas immediately surrounding these parcels have been previously annexed by the Town as part of the proposed Cloverly development. The developer, Daniel Cross, has been able to purchase these additional lots on an ad hoc basis as they become available on the open market. It is the intention of the developer to incorporate these two parcels into the comprehensive development plan for the project.

It is Staff's recommendation that the express approval be granted for this annexation based on the comprehensive development plan that these parcels will be associated with and the support of the Town for advancement of this project.

FISCAL IMPACT: n/a
CONCURRENCES: Mayor and Council of the Town of Smithsburg
ALTERNATIVES: n/a
ATTACHMENTS: Town Annexation Plan; Petitioners Application

Annexation Plan
Town of Smithsburg, Maryland
Annexation No.: A2020-01

Property Owner:	Cloverly Hill LLC
Location:	N/E Corner of Smithsburg Pike (MD 64) and Wolfsville Road (MD 77)
Zoning Map/Parcel:	Map 40; Parcels 89,148,121, 305 and P.2 (SRC Plat 60616)
Acres:	1.57 acres (approx.)
Existing Zoning:	Residential Transition (RT)
Proposed Zoning:	General Commercial (GC)

Pursuant article, section 4-415 of the Local Government Article of the Annotate Code of Maryland, herewith is a proposed outline for the extension of services and public facilities into the areas proposed to be annexed.

It is also noted that any future amendments to the Annexation Plan may not be construed in any way as an amendment to the resolution, nor may serve in a manner to cause a re-initiation of the annexation procedure then in process.

Land Use Patterns of the Areas to be Annexed

The resolution submitted to the Town of Smithsburg consists of 5 parcels of land that total approximately 1.57 acres located in the vicinity of the northeast corner of Smithsburg Pike (MD Route 64) and Wolfsville Road (MD Route 77) along the east and west side of Cloverly Farm Lane.

The applicant has requested that the properties be zoned GC-General Commercial.

The proposed annexation area is located within the designated Growth Area boundary in both Washington County and the Town of Smithsburg Comprehensive Plans. The area is located within a designated annexation area established in the Municipal Growth Element of the Town of Smithsburg Comprehensive Plan as well as being located within a designated Priority Funding Area (comment area). Application being made by Washington County to remove comment area designation.

Consistency with the County Zoning

The purpose of the General Commercial District is to “provide for commercial uses mainly for retail sales and services and related activities”.

The General Commercial zoning district would not be considered constant with the existing Residential Transition zoning District of the County and would therefore require a request to the Board of County Commissioners of Washington County to grant “express approval “in order to allow the development of the property based on GC zoning without delay.

<u>Schedule and Method of Financing the Extension of Each Municipal Service Currently Performed within the Town of Smithsburg into the Area Proposed to be Annexed</u>

Wastewater Services: The proposed annexation area currently has no existing wastewater service. According to the amended 2009 Water and Sewerage Plan, the property is located within an S-3; Programed Service area per 2019 Administrative Amendment WS-19-001.

At such time new development occurs it would be the responsibility of the developer to extend the necessary infrastructure to provide adequate service. The infrastructure will be turned over to the Town of Smithsburg. Treatment of wastewater from this area would be handled by the Smithsburg Wastewater Treatment Facility owned and maintained by Washington County. While there is currently capacity available at the treatment plant, allocation is provided on a first come, first served basis and is not guaranteed. Should allocation not be available at the time of development, growth will not occur until such time upgrades have been made at the treatment facility.

Water Services: The proposed annexation area has existing water service provided by the Town of Smithsburg and is classified as W-1 (Existing Service) in the Water and Sewerage Plan per 2019 Administrative Amendment WS-19-001.There is an existing water line along Cloverly Farm Lane which serves the existing dwellings on the subject properties as well as some other dwellings in the area.

At such time new development occurs it would be the responsibility of the developer to improve and/or extend the necessary infrastructure to provide adequate service. The infrastructure will be turned over to the Town of Smithsburg. The Town purchases its water from the City of Hagerstown. As growth occurs, the Town has an agreement with the City to increase its allocation as needed; therefore, there will be adequate capacity available for this property. The proposed annexation area is included in the Town of Smithsburg Municipal Growth Element and is also included within the City of Hagerstown Water Resources Element.

Schools: The proposed annexation area is located within the Smithsburg Elementary, Middle, and High School attendance areas set by the Washington County Board of Education. The Town of Smithsburg has an adopted Adequate Public Facilities Ordinance (APFO) that mimics that of the County. A change of zoning from RT-Residential Transitional, a residential zoning district, to GC-General Commercial, a commercial zoning district, would have no negative impact on school capacity.

Roads: The areas proposed for annexation front and accesses Cloverly Farm Lane an existing private road that ultimately accesses Wolfsville Road (MD route 77). New development will need to include internal roads constructed by the developer for access to the proposed annexation areas in accordance with standards set by the Town of Smithsburg and, if required, be taken over by the Town for the purpose of ownership and maintenance following the construction and performance periods.

Emergency Services and Police Protection: Fire and Rescue services are currently and would continue to be provided to the proposed annexation areas by Smithsburg Emergency Medical Services Inc. and the Volunteer Fire Company of Smithsburg. Police service would be provided by the Town of Smithsburg Police Department. No significant impacts are expected on these services by the proposed annexation area.

Parks and Recreation: There are currently two parks located within the Town of Smithsburg; Veterans Park and Lions Club Community Park. It is not anticipated that park and recreation facilities will need to be expanded to accommodate the proposed annexation.

All current and future persons within the area proposed to be annexed shall obtain or be entitled to existing benefits of the Town of Smithsburg. They shall also be required to pay for all applicable utility charges, assessments, taxes, and other costs and expenses which are required of the residents of the Town of Smithsburg, unless alternative arrangements are provided for in the Annexation Resolution.

Availability of Land Needed for Public Facilities

As described in the previous section, many of the facilities are existing with expansion needs to be handled by the developer. The proposed commercial zoning of the 1.57 ac annexation area will have no negative impact on school capacity. Water and wastewater treatment facilities are already in existence and seem to be adequate for the annexation. Emergency Service facilities are existing and appear to be adequate for the annexation area as well. While the facilities are currently adequate, the Smithsburg Emergency Medical Services organization is seeking to expand. As part of a previous annexation by the developer, he has offered to provide an area for said relocation. This is not a condition of the subject annexation because it is not necessary, but is a favorable asset to the proposed annexation area.

PETITION FOR ANNEXATION

PURSUANT to and in accordance with the provisions of Maryland Code, Local Government, §4-404, the undersigned, CLOVERLY HILL, LLC, a Maryland limited liability company (the "Petitioner") does hereby petition and request, subject to the terms and conditions stated herein, the Town of Smithsburg, Maryland (the "Town") through its governing body, the Mayor and Town Council, to enlarge the corporate boundaries of the Town by annexing +/- 1.57148 acres of real property located generally in the northeast quadrant of the intersection of Md. Rte. 64 and Md. Rte. 77 as more particularly shown as "AREA TO BE ANNEXED" on the graphics attached hereto and incorporated herein as Exhibit #1 and Exhibit #2 (collectively, the "Property").

Said Property being contiguous and adjoining to the existing corporate limits of the Town and located in unincorporated Washington County, Maryland, and more specifically described as:

Exhibit #1 of the Property consists of the parcel with street address 12214 Cloverly Farm Lane (Tax Map 40, Parcel 305), purchased by Cloverly Hill, LLC in 2019, and a smaller abutting parcel to the west (fronting on Maryland Route 64) that was Maryland State Highway Administration Surplus Right-of-Way sold to Cloverly Hill, LLC by action of the Board of Public Works in 2018, and is now part of Tax Map 40 parcel 262. The Property shown in Exhibit #1 directly abuts land owned by Cloverly Hill, LLC to the south that is zoned General Commercial (GC) in the Town of Smithsburg and abuts Maryland Route 64 and the parcel to the west of 64 zoned "Business Local" in Washington County (see Exhibit #3). The Property Shown in Exhibit #1 is intended to become part of the proposed Cloverly Commercial Lot #1, in keeping with Exhibit #4.

Exhibit #2 of the Property consists of the parcel with street address 12205 Cloverly Farm Lane (Tax Map 40, Parcels 148/121/89), purchased by Cloverly Hill, LLC in 2019. The Property shown in Exhibit #2 directly abuts land belonging to Cloverly Hill, LLC to the west, south, and east that is zoned General Commercial in the Town of Smithsburg. The Property Shown in Exhibit #2 is intended to become part of the proposed Cloverly Commercial Lot #2, in keeping with Exhibit #4.

This annexation will not create any unincorporated area which is bounded on all sides by real property presently within the corporate limits of the Town, real property proposed to be within the corporate limits of the Town as a result of the proposed annexation, or any combination of such properties.

In in compliance with Md. Code, Local Government, §4-404 and §4-413, Petitioner is the owner of 100% of the assessed valuation of the real property located in the area to be annexed, which contains fewer than twenty (20) residents. Thus, no additional signatures or consents are required in connection with the Petitioner's filing of this Petition.

The Property is currently zoned RT (Residential Transition) by the Zoning Ordinance for Washington County, Maryland, as shown on the Existing Zoning Map attached hereto and incorporated herein as Exhibit #3. The Petitioner requests that the Property be zoned GC (General Commercial) when annexed into the Town of Smithsburg, as generally shown on the Preliminary Zoning Exhibit attached hereto and incorporated herein as Exhibit #5. The Town of Smithsburg Comprehensive Plan – 2011 recommends Commercial use for the Property as shown on the Future Land Use map attached hereto and incorporated herein as Exhibit #6.

Pursuant to Md. Code, Local Government, §4-416, express approval by the Washington County Board of County Commissioners of the requested zoning classification for the Property is required because the requested GC (General Commercial) zoning classification permits development of the Property for land uses substantially different than the use authorized, or at a substantially higher density (greater than 50%) than could be granted in accordance with the RT (Residential Transition) zoning classification of Washington County. Petitioner shall directly request "express approval" of the requested zoning classification from the Washington County Board of County Commissioners and request the direct support of the Town in this request.

Upon verifying that the requirements of Md. Code, Local Government, §4-404 have been complied with, the presiding officer of the Town's legislative body shall promptly cause to be introduced a resolution proposing to enlarge the Town of Smithsburg's corporate boundaries and to establish the zoning classification of the Property pursuant to the terms and conditions of this Petition. Petitioner agrees that neither the receipt of this Petition nor the presentment of a Resolution to the Mayor and Council is to be considered a waiver of any provisions of the Annotated Code of Maryland, or the common law thereof. Petitioner further agrees that the final determination as to whether or not the Town of Smithsburg shall enlarge its corporate boundaries as requested herein lies exclusively within the discretion of the legislative body.

The Property and any persons residing on the Property shall be generally subject to all acts, ordinances, resolutions and policies of the Town, except as otherwise provided herein, the Annexation Agreement or in the Annexation Resolution.

The specific conditions upon which this Petition is submitted are as follows:

1. Town ad valorem real property taxes ("Town Taxes") shall not be imposed on the Property until the first to occur of the following (i) title to the Property being conveyed from its current owner, Cloverly Hill, LLC, to a subsequent owner; (ii) the Property is redeveloped from its current use to a different use that results in an increase in the assessed value of the respective Property; or (iii) Ten (10) years from the effective date of annexation; and,

2. The Property subject to this Annexation will be governed by the existing Memorandum of Understanding entered into by Petitioner and the Town on December 5, 2017.

Petitioner reserves the right to withdraw this Petition and to terminate any agreement contained herein, without liability if the conditions of annexation specified in the Annexation Resolution are materially changed from those set forth in this Petition, as determined in the sole and absolute discretion of Petitioner.

Should Petitioner elect to withdraw this Petition and terminate any agreement contained herein, this may be done by Petitioner any time prior to the Town Council's final vote on and the Mayor's execution of the Annexation Resolution.

WITNESS the hand and seal of the Petitioner on the 17th day of September, 2020.

WITNESS

"PETITIONER"

CLOVERLY HILL, LLC, a
Maryland limited liability company

____

By:_______________________(SEAL)
Daniel Carroll Cross, Managing Member

STATE OF MAINE, COUNTY OF KNOX, to-wit:

I HEREBY CERTIFY, that on this 17TH day of September, 2020, before me, a Notary Public in and for the State and County aforesaid, personally appeared Daniel Carroll Cross, who acknowledged himself to be the Managing Member of Cloverly Hill, LLC and that he, as such officer, being authorized to do so, executed the foregoing instrument for the purposes therein contained.

Witness MY HAND and Official Notarial Seal.

____
Notary Public

My Commission expires:

3-25-2027

LISA M. WIGHT
NOTARY PUBLIC
State of Maine
My Commission Expires Mar. 25, 2027

In addition to Petitioner, there are three (3) persons (tenants of Petitioner) who currently reside on the portion of the Property shown on Exhibit 1 who are registered as voters in Washington County in the election district in which the Property is located. These persons consent to the Petition and are as follows:

Jill Miller	12214 Cloverly Farm Lane, Smithsburg, MD
Devin Weant	12214 Cloverly Farm Lane, Smithsburg, MD
Herbert Gingell.	12214 Cloverly Farm Lane, Smithsburg, MD

WITNESS:

____________________ ____________________
Jill Miller

STATE OF Maryland to wit:
COUNTY OF Washington

I hereby certify that on October 7, 2020, before me, the Subscriber, a Notary Public in and for the aforesaid jurisdiction, personally appeared Jill Miller, and he/she did acknowledge the aforegoing instrument to be his/her act and deed for the purposes therein contained.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

____
Notary Public

My commission expires: 19 October 2023

Devin Weant
Devin Weant

STATE OF Maryland to wit:
COUNTY OF Washington

I hereby certify that on October 7, 2020, before me, the Subscriber, a Notary Public in and for the aforesaid jurisdiction, personally appeared Devin Weant, and he/she did acknowledge the aforegoing instrument to be his/her act and deed for the purposes therein contained.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

Notary Public

My commission expires: 19 October 2023

Herbert Gingell

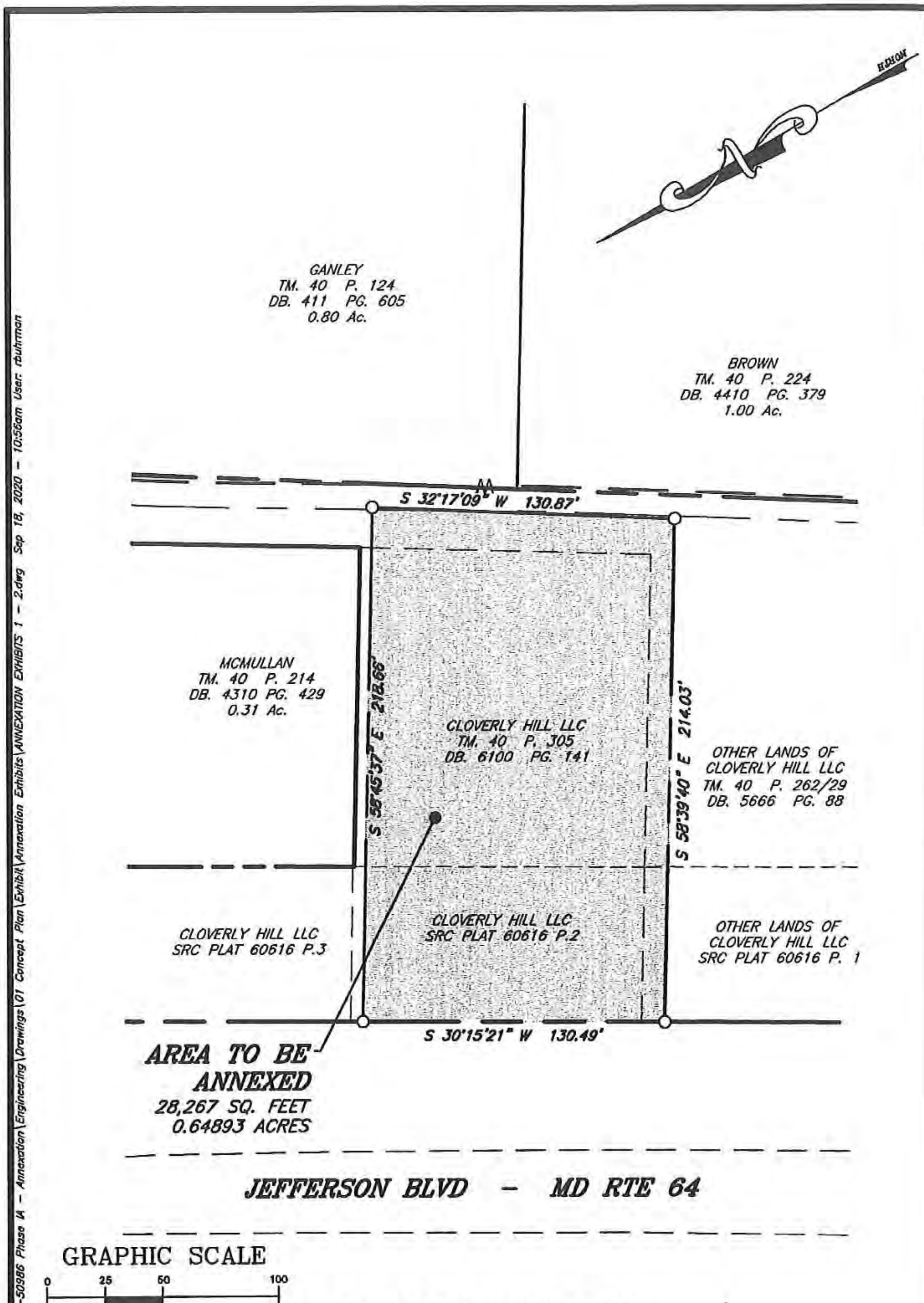
STATE OF Maryland to wit:
COUNTY OF Washington

I hereby certify that on October 7, 2020, before me, the Subscriber, a Notary Public in and for the aforesaid jurisdiction, personally appeared Herbert Gingell, and he/she did acknowledge the aforegoing instrument to be his/her act and deed for the purposes therein contained.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

Notary Public

My commission expires: 19 October 2023



H:\OTHER\Cloverly Hill LLC\19-50986 Phase 1A - Annexation\Engineering\Drawings\01 Concept Plan\Exhibit\Annexation Exhibits\ANNEXATION EXHIBITS 1 - 2.dwg Sep 18, 2020 - 10:56am User: rbuhrman

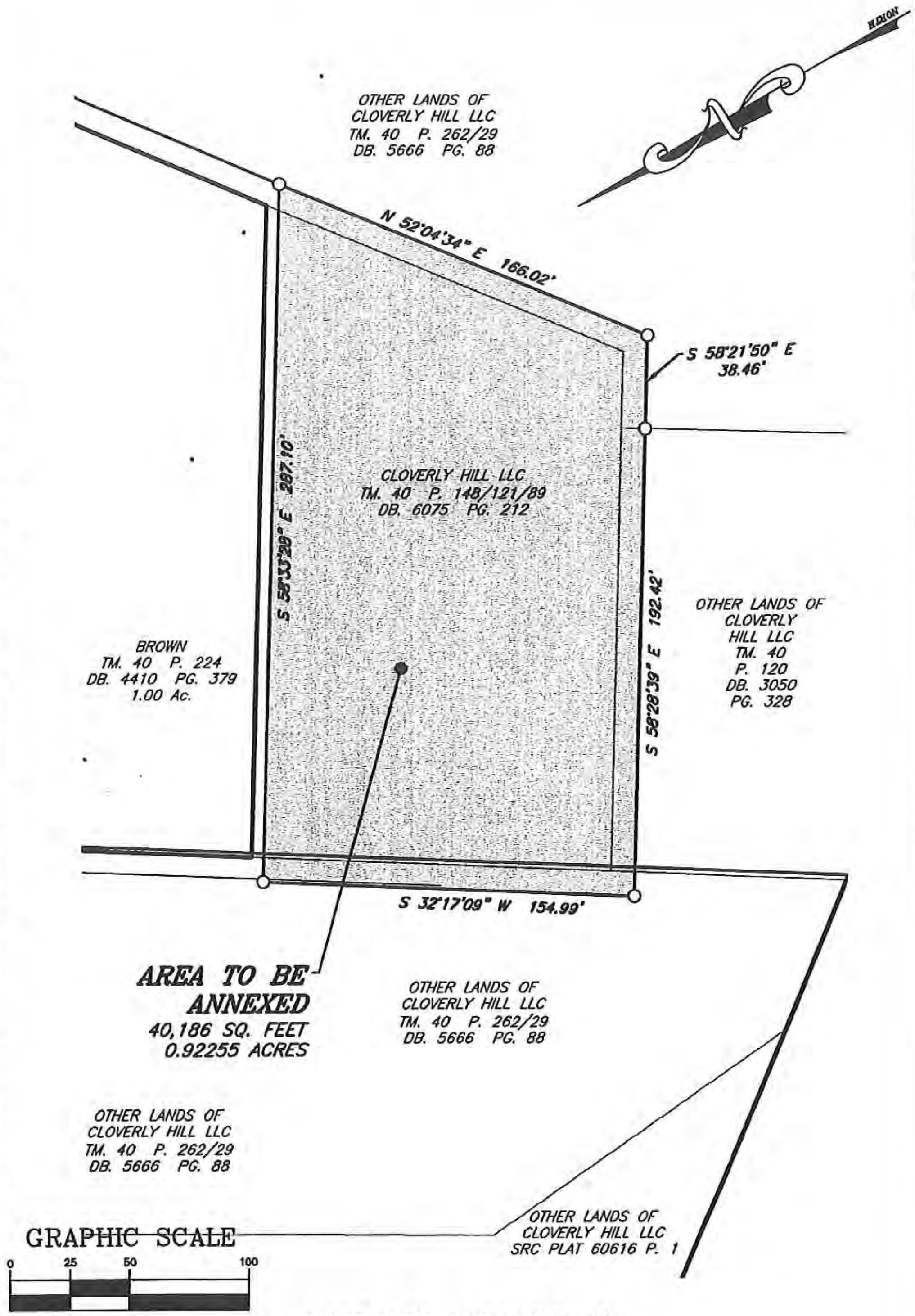
ANNEXATION EXHIBIT #1
(FORMER WALLING PARCEL)

TO BE ADDED to CLOVERLY COMMERCIAL LOT 1
DB 6100 P 141 & SRC PLAT 60616 P. 2

TOWN OF SMITHSBURG
WASHINGTON COUNTY, MD

SHEET No. 1 OF 1

DRAWN BY: RLB	DATE: 8/19/2020	FOX & ASSOCIATES, INC.	DISTRICT 07
CHECKED BY: GEN	DATE: 8/19/2020	ENGINEERS • SURVEYORS • PLANNERS	TAX MAP No. 40
SCALE: 1" = 50'		981 MT. AETNA ROAD, HAGERSTOWN, MD. 21740 PHONE: (301)733-8503 email:foxassoc@foxassociatesinc.com	DWG. No. A-23369



ANNEXATION EXHIBIT #2
(FORMER HARNE PARCEL)

TO BE ADDED TO CLOVERLY COMMERCIAL LOT 2

DB 6075 P 212

TOWN OF SMITHSBURG
WASHINGTON COUNTY, MD

SHEET No. 1 OF 1

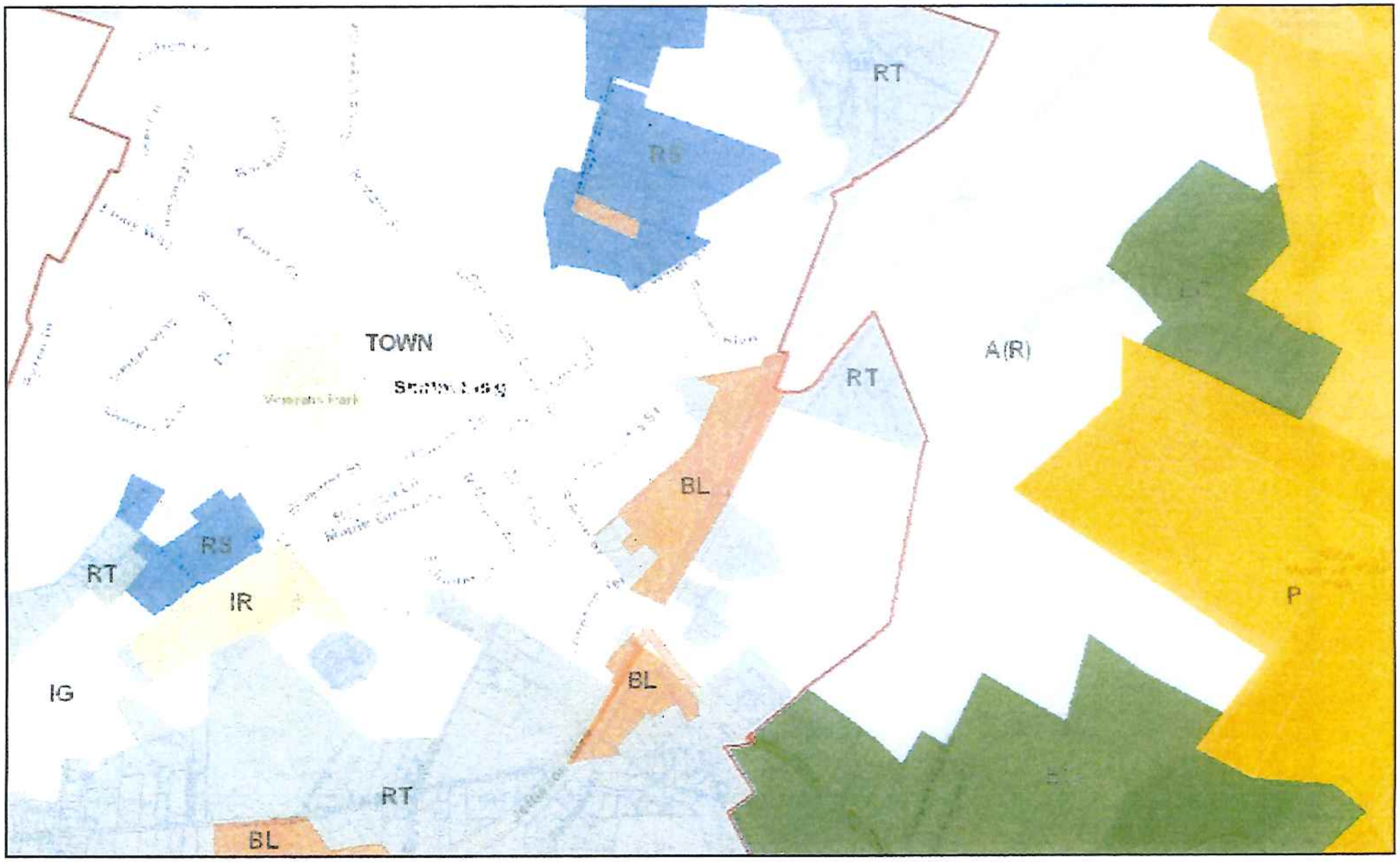
DRAWN BY: RLB	DATE: 8/19/2020	**FOX & ASSOCIATES, INC.**	DISTRICT 07
CHECKED BY: GEN	DATE: 8/19/2020	ENGINEERS • SURVEYORS • PLANNERS 981 MT. AETNA ROAD, HAGERSTOWN, MD. 21740 PHONE: (301)733-8503 email:foxassoc@foxassociatesinc.com	TAX MAP No. 40
SCALE:	1" = 50'		DWG. No. A-23370

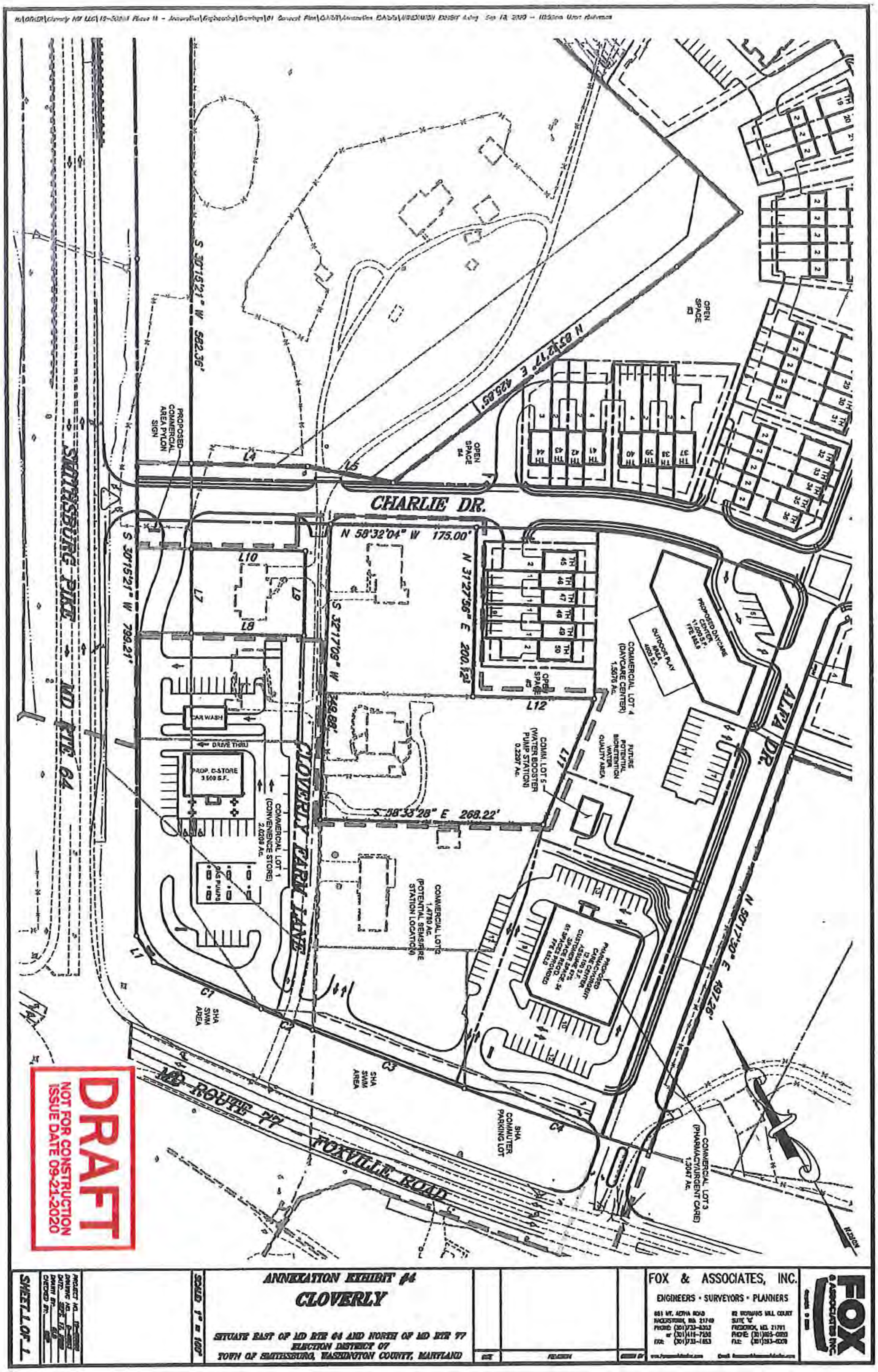
H:\OTHER\Cloverly Hill LLC\19-50986 Phase IA - Annexation\Engineering\Drawings\01 Concept Plan\Exhibit\Annexation Exhibits\ANNEXATION EXHIBITS 1 - 2.dwg Sep 18, 2020 - 10:57am User: rbuhrman

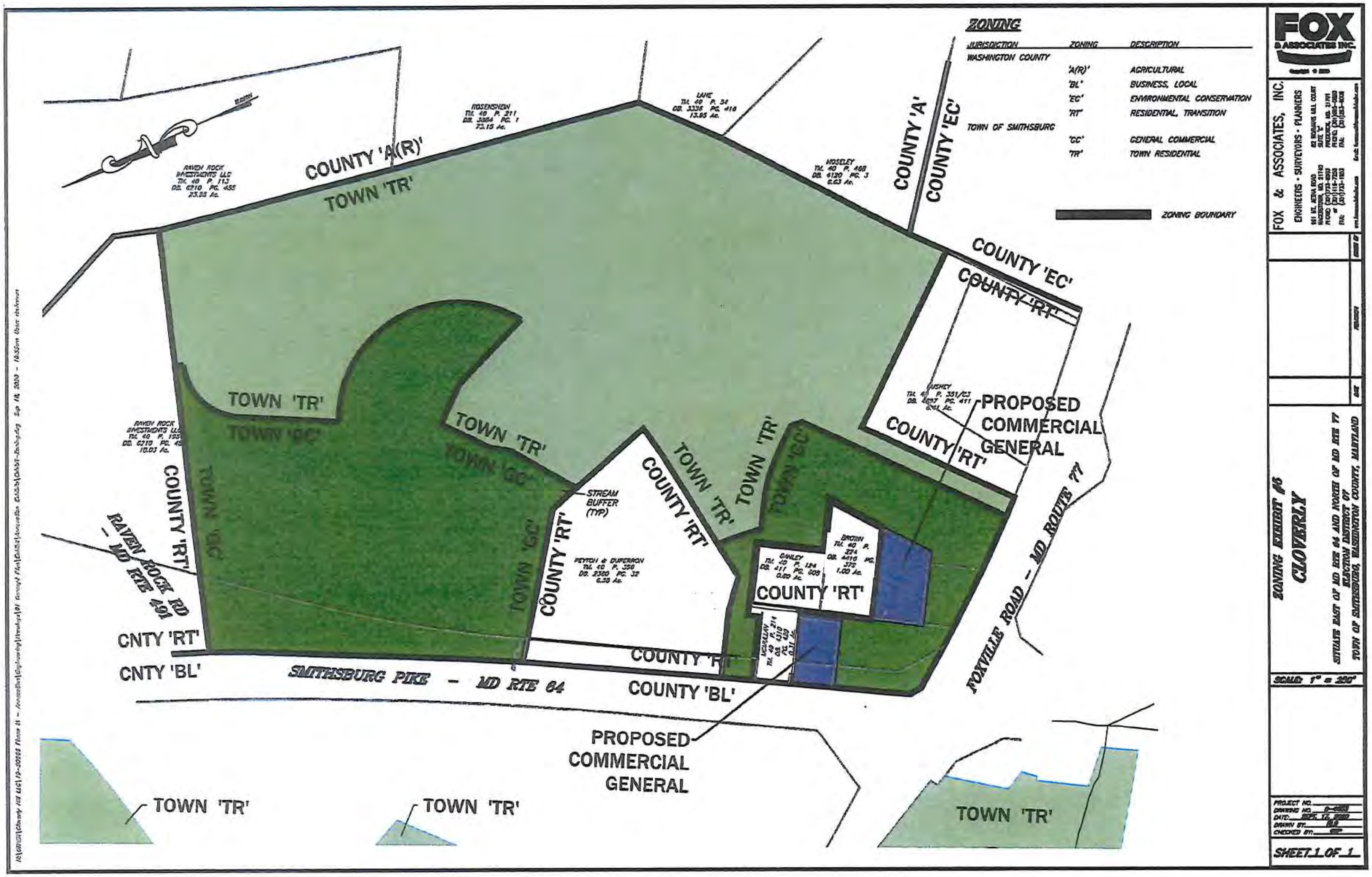
EXISTING ZONING MAP – EXHIBIT 3

Washington County, Maryland

Washington County, MD

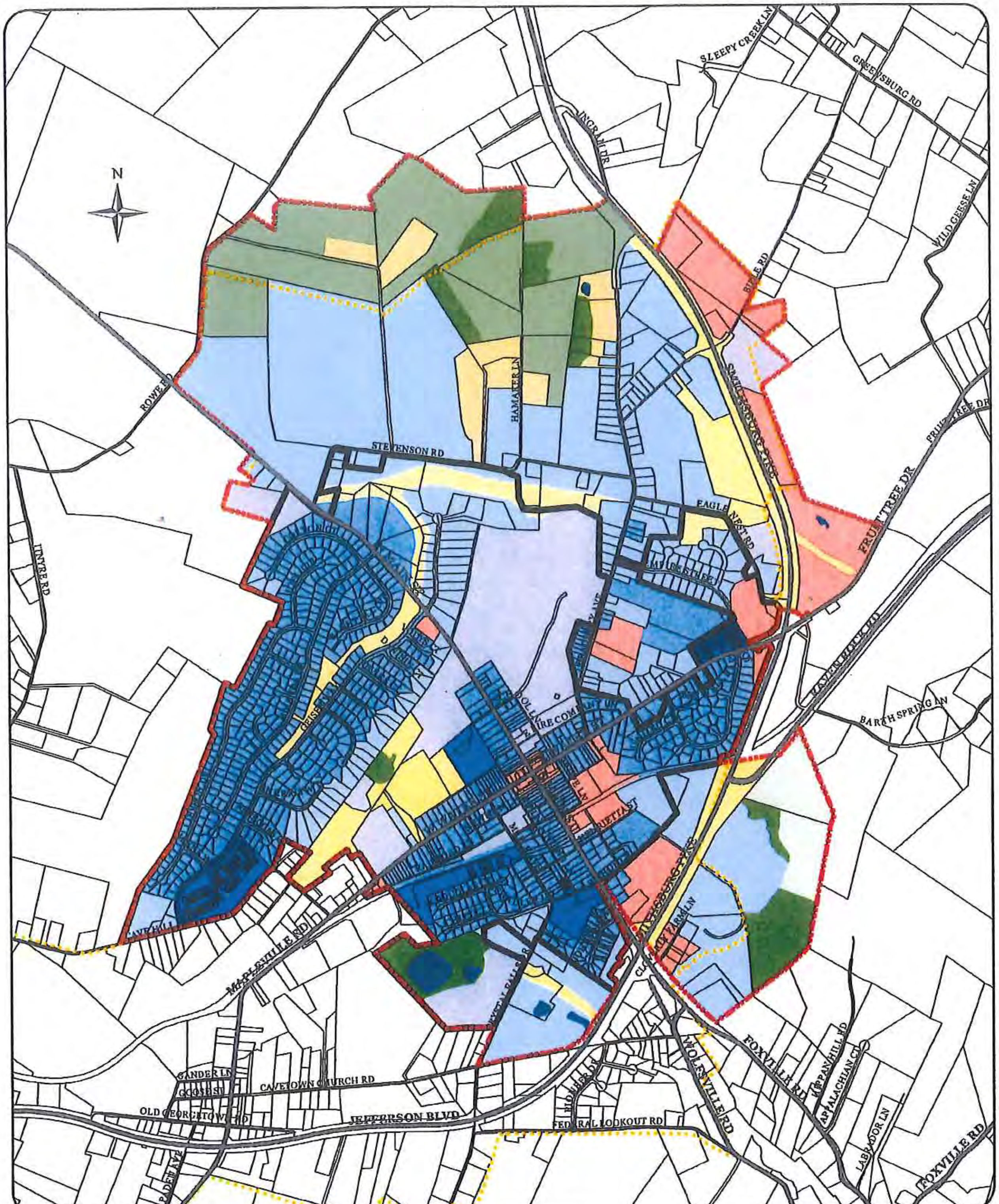



DRAFT
NOT FOR CONSTRUCTION
ISSUE DATE 09-21-2020
SMITHSBURG PIKE
MD RTE 64
MD ROUTE 77
FOXVILLE ROAD
CHARLIE DR.
CLOVERLY FARM LANE
ALPHA DR.
S 30°15'21" W 582.36'
S 30°15'21" W 790.21'
N 58°32'04" W 175.00'
N 31°27'56" E 200.12'
S 32°17'09" W 349.88'
S 58°33'28" E 268.22'
N 50°17'30" E 497.26'
N 65°12'17" E 125.85'
PROPOSED COMMERCIAL AREA PYLON SIGN
OPEN SPACE #3
OPEN SPACE #4
OPEN SPACE #5
COMMERCIAL LOT 1 (CONVENIENCE STORE) 2.0208 AC.
PROP. C-STORE 3,500 S.F.
CAR WASH
DRIVE THRU
GAS PUMPS
COMMERCIAL LOT 2 1.4780 AC. (POTENTIAL SEMS/FIRE STATION LOCATION)
COMMERCIAL LOT 3 (PHARMACY/URGENT CARE) 1.2047 AC.
COMMERCIAL LOT 4 (DAYCARE CENTER) 1.5075 AC.
COMM. LOT 5 (WATER BOOSTER PUMP STATION) 0.2207 AC.
PROPOSED DAYCARE CENTER
OUTDOOR PLAY AREA
FUTURE POTENTIAL BIORETENTION WATER QUALITY AREA
SHA SWM AREA
SHA SWM AREA
SHA COMMUTER PARKING LOT
L1
L4
L5
L7
L8
L9
L10
L11
L12
C1
C3
C4
ANNEXATION EXHIBIT #4
CLOVERLY
SCALE 1" = 100'
SITUATE EAST OF MD RTE 64 AND NORTH OF MD RTE 77
ELECTION DISTRICT 07
TOWN OF SMITHSBURG, WASHINGTON COUNTY, MARYLAND
SHEET 1 OF 1
FOX & ASSOCIATES, INC.
ENGINEERS • SURVEYORS • PLANNERS


ZONING
JURISDICTION ZONING DESCRIPTION
WASHINGTON COUNTY
'A(R)' AGRICULTURAL
'BL' BUSINESS, LOCAL
'EC' ENVIRONMENTAL CONSERVATION
'RT' RESIDENTIAL, TRANSITION
TOWN OF SMITHSBURG
'GC' GENERAL COMMERCIAL
'TR' TOWN RESIDENTIAL
ZONING BOUNDARY
COUNTY 'A(R)'
TOWN 'TR'
COUNTY 'A'
COUNTY 'EC'
COUNTY 'RT'
TOWN 'GC'
CNTY 'RT'
CNTY 'BL'
RAVEN ROCK RD - MD RTE 491
SMITHSBURG PIKE - MD RTE 64
COUNTY 'BL'
FOXVILLE ROAD - MD ROUTE 77
STREAM BUFFER (TYP)
PROPOSED COMMERCIAL GENERAL
RAVEN ROCK INVESTMENTS LLC
ROSENSHEIN
LANE
MOSELEY
PEYTON & DUPERRON
CANLEY
BROWN
MCMULLAN
FOX & ASSOCIATES, INC.
ENGINEERS · SURVEYORS · PLANNERS
ZONING EXHIBIT #6
CLOVERLY
SITUATE EAST OF MD RTE 64 AND NORTH OF MD RTE 77
ELECTION DISTRICT 07
TOWN OF SMITHSBURG, WASHINGTON COUNTY, MARYLAND
SCALE: 1" = 200'
SHEET 1 OF 1

Future Land Use

EXHIBIT 6



Created By: Washington County, MD Planning Dept. GIS
Date: February 2011

WARNING! : This map was created by the Washington County Planning Department and is intended for the recipients use only. It is not for general distribution to the public, and should not be scaled or copied. Any modifications or changes to this map are prohibited without the express prior written approval of the Planning Department GIS. Sources of the data contained hereon are from various public agencies which may have use restrictions or disclaimers.

NOTICE!: The parcel lines shown on this map are derived from a variety of sources which have their own accuracy standards. The parcel lines are approximate and for informational purposes ONLY. They are not guaranteed by Washington County Maryland or the Maryland Department of Assessments and Taxations for any errors including errors of omission, commission, positional accuracy or any attributes associated with real property. They are currently in DRAFT format and shall not be copied, reproduced or scaled in any way without the express prior written approval of Washington County Maryland Planning and Zoning Department. This data DOES NOT replace an accurate survey by a licensed professional and information should be verified using the relevant deeds, plats and other recorded legal documents.

Path: T:\Policy\Develop\Smithsburg\v1omaps\smithsburg_FUTURElanduse.mxd

0 0.1 0.2 0.3 0.4
Miles

Legend

- Roads
- Smithsburg Town Growth Area
- County Growth Area
- Town Boundary

Land Use

- Agriculture
- Commercial
- Institutional
- High Density Residential
- Medium Density Residential
- Low Density Residential
- Rural Residential
- Mixed Forest
- Open Spaces/Parks/FP
- Orchard
- Water

EXHIBIT B
CERTIFICATES OF VERIFICATION

I, Lowell Jack Kesselring, Mayor of the Town of Smithsburg, Maryland, hereby CERTIFY that in accordance with §4-404 of the Local Government Article of the Annotated Code of Maryland I have caused to be verified the signatures contained on the Petition for Annexation and Consent thereto, dated the 1st of December 2020 and attached hereto for the property described and shown in said Petition for Annexation, and I do hereby certify, pursuant to §4-404 of the Local Government Article of the Annotated Code of Maryland, that the Petition, in fact, is signed by not less than twenty-five percent (25%) of the persons who reside in the area requested to be annexed and who are registered voters in the Election District requested to be annexed in Washington County, Maryland, and that said Petition has been signed by the owners of not less than twenty-five percent (25%) of the assessed valuation of the real property located in the area to be annexed.

There are three voters residing within the area to be annexed.

The assessed valuation of the real property referred to herein, as of this date is three hundred sixty one thousand eight hundred dollars ($361,800).

WITNESS my hand and Seal of the Town of Smithsburg, Maryland, this 1st day of December, 2020.

Lowell Jack Kesselring, Mayor

(SEAL)

Justine Keadle, Town Clerk

Commission Expires: 11/02/23

HERALD-MAIL MEDIA
PUBLISHING • DIGITAL • TELEVISION

-Public Notice Ad Proof-

This is the proof of your ad scheduled to run on the dates indicated below. Please proof read carefully if changes are needed, please contact us prior to deadline at (301) 073-3513 or email at tsundergill@herald-mail.com.

Date: 01/11/21

Account #: 132983
Company Name: TOWN OF SMITHSBURG

Address: 21 W WATER ST
P O BOX 237
SMITHSBURG

Telephone: (301) 824-7234
Fax:

Ad ID: 927205
Copy LIne: Town of Smithsburg Virtual Pub

PO Number:
Start: 01/12/21
Stop: 01/18/21
Total Cost: $198.86
# of Lines: 53
Total Depth: 6.708
# of Inserts: 4
Ad Class: 7350

Publications:
Herald Mail
HM Online

Ad Proof

Town of Smithsburg
Virtual Public Hearing
Proposed Annexation
Tuesday, February 2, 2021,
7:00 PM
Town Hall,
21 West Water Street
Smithsburg, Maryland

Resolution No. 2020-05 (Town of Smithsburg): Approximately 1.57 acres of property, containing: 12214 Cloverly Farm Lane (Map 40, Parcel 305) and 12205 Cloverly Farm Lane (Map 40, Parcels 148/121/89). The proposed annexation area consists of residential structures. The area is currently assigned Residential Transition (RT) in the County and would be assigned to the General Commercial (GC) Zoning District in the Town.

Resolution to approve the proposed annexation was introduced by the Mayor and Town Council on December 1, 2020. The annexation and proposed zoning changes would become effective 45 days following approval unless a proper petition for referendum is filed as permitted by law.

Details of the Proposed Zoning, Tax Maps, and referenced documents are available for review and inspection at www.townofsmithsburg.org/newslettersandnotices. Due to restrictions on public gatherings because of the COVID-19 virus, details on how to participate in the hearing will be released prior to the hearing date and will be made available at www.townofsmithsburg.org at least 24 hours prior to the hearing. Persons requiring special accommodations for the Public Hearing may contact the Town Manager at (301)824-7234.

LAW OFFICES OF
SALVATORE & MORTON, LLC
82 WEST WASHINGTON STREET
HAGERSTOWN, MARYLAND 21740

(301) 739-3600
(301) 797-6065 FAX
www.salvatoremorton.com

John R. Salvatore
Jason Morton
Jennifer M. Keefer

January 15, 2021

Mr. and Mrs. Edward D. Ganley
12219 Cloverly Farm Lane
Smithsburg, MD 21783

Re: Proposed Annexation

Dear Mr. and Mrs. Ganley:

Pursuant to the Code of the Town of Smithsburg §405-77, please see the attached notice and be advised that a virtual hearing is scheduled to be held on Tuesday, February 2, 2021 at 7:00 p.m.

Very truly yours,

Jennifer M. Keefer
Town Attorney

JMK/pjd

Enclosure as stated

LAW OFFICES OF
SALVATORE & MORTON, LLC
82 WEST WASHINGTON STREET
HAGERSTOWN, MARYLAND 21740

(301) 739-3600
(301) 797-6065 FAX
www.salvatoremorton.com

John R. Salvatore
Jason Morton
Jennifer M. Keefer

January 15, 2021

Mr. Franklin C. McMullan
12216 Cloverly Farm Lane
Smithsburg, MD 21783

Re: Proposed Annexation

Dear Mr. McMullan:

Pursuant to the Code of the Town of Smithsburg §405-77, please see the attached notice and be advised that a virtual hearing is scheduled to be held on Tuesday, February 2, 2021 at 7:00 p.m.

Very truly yours,

Jennifer M. Keefer
Town Attorney

JMK/pjd

Enclosure as stated

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SALVATORE & MORTON, LLC
82 WEST WASHINGTON STREET
HAGERSTOWN, MARYLAND 21740

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(301) 797-6065 FAX
www.salvatoremorton.com

John R. Salvatore
Jason Morton
Jennifer M. Keefer

January 15, 2021

Mr. and Mrs. Lester Edwin Oswald, Trustees
P.O. Box 250
Smithsburg, MD 21783

Re: Proposed Annexation

Dear Mr. and Mrs. Oswald:

Pursuant to the Code of the Town of Smithsburg §405-77, please see the attached notice and be advised that a virtual hearing is scheduled to be held on Tuesday, February 2, 2021 at 7:00 p.m.

Very truly yours,

Jennifer M. Keefer
Town Attorney

JMK/pjd

Enclosure as stated

LAW OFFICES OF
SALVATORE & MORTON, LLC
82 WEST WASHINGTON STREET
HAGERSTOWN, MARYLAND 21740

(301) 739-3600
(301) 797-6065 FAX
www.salvatoremorton.com

John R. Salvatore
Jason Morton
Jennifer M. Keefer

January 15, 2021

Mr. Daniel C. Cross
Managing Member
Cloverly Hill, LLC
5301 Buckeystown Pike, Suite 304
Frederick, MD 21704

Re: Proposed Annexation

Dear Mr. Cross:

Pursuant to the Code of the Town of Smithsburg §405-77, please see the attached notice and be advised that a virtual hearing is scheduled to be held on Tuesday, February 2, 2021 at 7:00 p.m.

Very truly yours,

Jennifer M. Keefer
Town Attorney

JMK/pjd

Enclosure as stated

LAW OFFICES OF
SALVATORE & MORTON, LLC
82 WEST WASHINGTON STREET
HAGERSTOWN, MARYLAND 21740

(301) 739-3600
(301) 797-6065 FAX
www.salvatoremorton.com

John R. Salvatore
Jason Morton
Jennifer M. Keefer

January 15, 2021

Mr. and Mrs. Eddie Brown
12213 Cloverly Farm Lane
Smithsburg, MD 21783

Re: Proposed Annexation

Dear Mr. and Mrs. Brown:

Pursuant to the Code of the Town of Smithsburg §405-77, please see the attached notice and be advised that a virtual hearing is scheduled to be held on Tuesday, February 2, 2021 at 7:00 p.m.

Very truly yours,

Jennifer M. Keefer
Town Attorney

JMK/pjd

Enclosure as stated

Open Session Item

SUBJECT: Application for Zoning Map Amendment RZ-21-002, Frank & Katherine Murray

PRESENTATION DATE: March 23, 2021

PRESENTATION BY: Jill Baker, Director, Planning and Zoning

RECOMMENDED MOTION: Approve the full termination of the Rural Business Floating Zone on 1.5 acres of land located at 14025 Greencastle Pike.

REPORT-IN-BRIEF: The applicant is requesting a full termination of the Rural Business Floating Zone on property located at 14025 Greencastle Pike. With the removal of the floating zone from the 1.5 acres, the underlying zoning of Rural Village would be re-activated as the governing zoning district.

DISCUSSION: Regulations regarding the application and removal of floating zone districts are different than those that must be followed in the change of the more familiar Euclidean zoning districts. Amendments to Euclidean zoned properties require the applicant to prove that there has been a change in the character of the neighborhood since the last comprehensive rezoning or that there was a mistake in the zoning of the property during the last comprehensive rezoning. Properties that are assigned floating zone districts are not required to meet the test of the "change or mistake rule". Instead, specific regulations are established for those districts that applicants must follow to either apply or remove the floating district. In this specific case the Rural Business floating zone removal is governed by Article 5E of the Zoning Ordinance. The guidelines state that the floating zone may be removed completely or partially by the County Commissioners after Planning Commission review and recommendation. A public hearing is not required.

This request was reviewed and recommended for approval by the Washington County Planning Commission at the regular meeting on March 2, 2021.

FISCAL IMPACT: N/A

CONCURRENCES: Washington County Planning Commission

ALTERNATIVES: N/A

ATTACHMENTS: Applicant's Letter; Location Exhibit; Planning Commission Recommendation;Staff Report

AUDIO/VISUAL NEEDS: Location Exhibit

Frank, Sr & Katherine Murray
5354 Red Mulberry Way
Frederick, MD 21703
ph# 240-409-0266
flmurray61@gmail.com

February 6, 2021

Planning Commission
100 West Washington Street
Suite 2600
Hagerstown, MD

Good-day,

My wife & I own the property;
14025 Greencastle Pike, Hagerstown, MD 21740.
It is located at the intersection of Greencastle Pike & Cearfoss Pike

According to my inquiries with Director Jill Baker, this property is currently listed as a 'Residential Property with a Commercial Floating Overlay'.

We would like to remove the 'Commercial Floating Overlay' & list the property as a 'Two Family Residential'.

Thank you for your consideration in this matter.

Best regards,
Katherine Murray 2/6/2021
Katherine M Murray
Frank L Murray, Sr.
& Frank L Murray, Sr

14025 Greencastle Pike

Applicant
Katherine Murray
Location
14025 Greencastle Pike
Present Zoning
Rural Business
Acreage
1.50 acres
Map/Parcel
Map 23, Parcel 67

0 5 10 15 20 25
County Location Scale (Miles)

0 0.1 0.2 0.3 0.4 0.5
Current Zoning Scale (Miles)

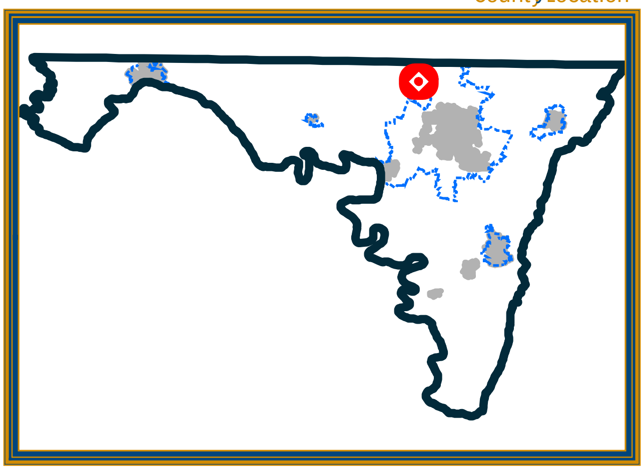
0 190 380 570 760
Aerial Scale (feet)

N

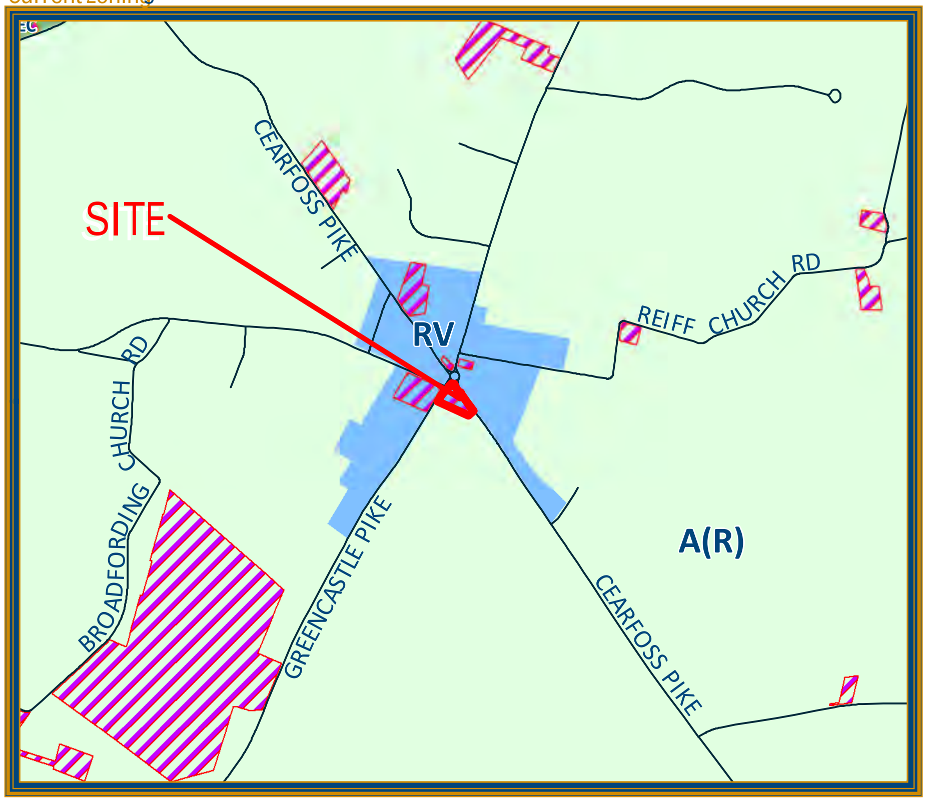
Legend

Roads | Growth Areas | A(R) | RT | County Boundary
Rezoning Site | Rural Business | EC | RV

County Location



Current Zoning



Aerial (2015 NAIP/USDA)

Document Path: S:\Policy\Zone\Rezone\14025GreencastlePikeexhibit.mxd

March 10, 2021 RZ-21-002

APPLICATION FOR MAP AMENDMENT
PLANNING COMMISSION RECOMMENDATION

Property Owner(s)	:	Frank and Katherine Murray
Applicant(s)	:	Same
Location	:	14025 Greencastle Pike
Election District	:	#13 - Maugansville
Comprehensive Plan Designation	:	Rural Village
Zoning Map	:	23
Parcel(s)	:	67
Acreage	:	1.50 acres
Existing Zoning	:	Rural Village (RV) with Rural Business (RB) floating zone
Requested Zoning	:	Rural Village
Date of Meeting	:	March 1, 2021

RECOMMENDATION

The Washington County Planning Commission took action at its regular meeting held on Monday, March 1, 2021 to recommend approval of Map Amendment RZ-21-002 to the Board of County Commissioners. The Commission considered the applicant's request to fully terminate the Rural Business floating zone because they no longer wish to pursue commercial activities on the property. The applicant would like to convert the structure into a two-family residential dwelling. The Commission also considered the applicant's supporting documentation and the Staff Report and Analysis.

Copies of the application packet, justification letter, Staff Report and Analysis, and unapproved minutes of the March 1, 2021 Planning Commission are attached.

Respectfully submitted,

Jill L. Baker

Jill L. Baker, Director
Washington County Department of
Planning & Zoning

JLB/dse
Attachments
cc: Kirk Downey
Frank & Katherine Murray

February 17, 2021 Case #: RZ-21-002

Application for Map Amendment
Staff Report and Analysis

Property Owner(s)	:	Frank & Katherine Murray
Applicant(s)	:	same
Location	:	14025 Greencastle Pike
Election District	:	#13 – Maugansville
Comprehensive Plan Designation	:	Rural Village
Zoning Map	:	23
Parcel(s)	:	67
Acreage	:	1.50 acres
Existing Zoning	:	Rural Village (RV) with a Rural Business (RB) Floating Zone
Requested Zoning	:	Rural Village
Date of Meeting	:	March 1, 2021

Background and Findings Analysis:

Location and Description of Subject Properties

The subject parcel is located in the Southeast quadrant of intersection of Greencastle-Williamsport Pike (MD 63) and Cearfoss Pike (MD 58). The property is currently improved with a large structure that includes a residence and former commercial area. It has an irregular rectangular shape consisting of 1.5 acres. The property is relatively flat and has no defined sensitive areas, delineated historic resources or significant forest area.

The property is located outside of the designated Urban Growth Area and within the Rural Village of Cearfoss.

Staff Analysis:

The applicant is requesting a full termination of the Rural Business Floating Zone on property located at 14025 Greencastle Pike. With the removal of the floating zone from the 1.50 acre parcel, the underlying zoning of Rural Village would be re-activated as the governing zoning district. The owners are seeking the removal of the RB floating zone because they are no longer interested in pursuing commercial activities on the site. They would like to convert the structure to be fully residential and divided into a two-family dwelling.

Regulations regarding the application and removal of floating zone districts are different than those that must be followed in the change of the more familiar Euclidean zoning districts. Amendments to Euclidean zoned properties require the applicant to prove that there has been a change in the character of the neighborhood since the last comprehensive rezoning or that there was a mistake in the zoning of the property during the last comprehensive rezoning. Properties that are assigned floating zone districts are not required to meet the test of the "change or mistake rule". Instead, specific regulations are established for those districts that applicants must follow to either apply or remove the floating district. In this specific case the Rural Business floating zone removal is governed by Section 5E.8 of the Zoning Ordinance. There are no specific criteria to evaluate for the proposed removal of the RB floating zone. The guidelines simply state that the floating zone may be removed completely or partially by the County Commissioners after Planning Commission review and recommendation. A public hearing is not required.

Recommendation:

This request does conform to the policies of the Comprehensive Plan which delineates this parcel in the rural village land use policy area. With the underlying zoning of Rural Village reinstated, the use proposed by the applicant is consistent with the policies of the land use plan and the County zoning ordinance. Staff recommends approval of the application.

Respectfully Submitted,

Jill L Baker

Jill Baker
Director

Washington County MARYLAND

Board of County Commissioners of Washington County, Maryland

Agenda Report Form

Open Session Item

SUBJECT: Governor's Office of Crime Prevention, Youth and Victim Services FY22 Community Partnership Agreement Proposal

PRESENTATION DATE: March 23, 2021

PRESENTATION BY: Allison Hartshorn, Grant Manager, Office of Grant Management

RECOMMENDED MOTION: Move to approve the submission of the FY22 Community Partnership Agreement proposal to the Governor's Office of Crime Prevention, Youth and Victim Services requesting $661,103 and accept funding as awarded.

REPORT-IN-BRIEF: The Washington County Office of Grant Management, on behalf of and at the direction of the Local Management Board, requests approval to submit a Community Partnership Agreement Proposal to the Governor's Office of Crime Prevention, Youth and Victim Services for fiscal year 2022 in response to their Notice of Funding Availability. The proposal requests funding for six (6) programs impacting the well-being of children, youth and families in Washington County as well as support for County administrative expenses.

DISCUSSION: The funding requested by the Local Management Board includes the following programmatic strategies and their respective vendors –

- Family Centered Support Services (Department of Social Services) - $70,940
- School Based Mental Health Services (Brook Lane Health Services, Inc.) - $203,925
- Disconnected Youth Program Enhancements (Western Maryland Consortium) - $60,938
- Family Strong Program (Potomac Case Management Services, Inc.) - $81,020
- True Opportunities Program – (Potomac Case Management Services, Inc.) $81,020
- Local Care Team Coordinator (Praxis Axis, LLC) $54,000
- Office of Grant Management Administration expenses - $109,260

FISCAL IMPACT: The grant will provide up to $109,260 to the Office of Grant Management for the administrative costs of the Local Management Board.

CONCURRENCES: The Local Management Board approved the submission of the proposal and recommends the acceptance of this award.

ALTERNATIVES: Deny approval of application submission and award of funds

ATTACHMENTS: N/A

AUDIO/VISUAL NEEDS: N/A

Open Session Item

SUBJECT: Black Rock Golf Course Grill Cook/Server Position Change

PRESENTATION DATE: March 23, 2021

PRESENTATION BY: Andrew Eshleman, Director of Public Works and Dave Brooks, Parks Supervisor

RECOMMENDED MOTION: To combine the current Grill Cook grade 4 positions and Restaurant Server grade 1 positions into combined Grill Cook/Server grade 1 positions.

REPORT-IN-BRIEF: The Grill Cook is a position located at the Black Rock Golf Course and primary job responsibilities include preparing and food. The server position deliver food and drink in the restaurant and on the course, but have not been utilized for years. The current 3 PT grill cooks and 4 PT restaurant server positions will be combined into 7 PT grill cook/server positions to create a flexible pool of employees able to cover operating hours. The job responsibilities and grade have been reviewed with respect to similar jobs and an adjustment is proposed.

DISCUSSION: Since April 2020 due to COVID restrictions the Black Rock kitchen has been scaled down and there are no currently employed grill cooks or restaurant servers who are affected by the proposed change. In the past year premade food and drink has been sold by Grade 1 Pro Shop Workers and the Golf Course Manager. Grill Cooks have been doubling as servers and receive tips. When factoring in their Grade 4 base pay and tips, the equivalent hourly rate is significantly higher than the job responsibilities and comparable positions at Black Rock and Marty Snook Pool. It is also preferred that newly hired Grill Cooks/Servers focus on providing good customer service and receiving tips factored in as part of their compensation.

Due to compression issues in the wage scale, once the minimum wage rises to $15/hr the Grill Cook position base hourly rate is anticipated to increase proportionally more than the Grade 1 Pro Shop Workers creating more disparity. The time to adjust the position grade is before the County advertises and hires employees for the positions.

FISCAL IMPACT: Approximately $2-$3/hr savings when adjusted for wage compression in the scale between Grades 1-4, Estimated $5,000+ in wage savings on an annual basis.

CONCURRENCES: HR, County Administrator

ALTERNATIVES: Leave as is

ATTACHMENTS: None

AUDIO/VISUAL NEEDS: None

JOB TITLE:	**Café Grill Cook/ Server**	**GRADE 1**
DEPARTMENT:	**Black Rock Golf Course**	
REPORTS TO:	**Golf Course Manager**	

GENERAL DEFINITION OF WORK:

Performs responsible semiskilled work assisting with food preparation and service and maintaining the kitchen at the municipal golf course. Direction is provided by the Golf Course Manager.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

1. Assists with preparation of all food pertaining to the day's play including tournaments, outings, social events and general play.
2. Assists with ordering all foods and beverages necessary to complete the above assigned duty.
3. Helps to maintain, along with the remaining restaurant staff, a clean and safe working environment i.e. cleaning of all equipment, floors and appliances related to the preparation and serving of all foods and beverages within the standards of the Washington County Health Board.
4. Rotates and restocks all freezers, refrigerators and the beverage dispensers as needed for the operation.
5. Inventories merchandise used in the restaurant operation.
6. Receives supply orders and pays vendors for deliveries.
7. Performs related tasks as required.

- Greet customers and explain daily specials to customers.
- Answer questions related to the menu and offer item suggestions.
- Take food and beverage orders from customers.
- Prepare drinks and food

KNOWLEDGE, SKILLS AND ABILITIES:

Some knowledge of materials and methods used in preparing meats, breads and other foods on a large scale and of the use and care of utensils and equipment; some knowledge of food values and nutrition; skill in cutting and carving meat; ability to establish and maintain effective working relationships with associates and customers.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school and some experience in cooking foods in large quantities.

PHYSICAL REQUIREMENTS:

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires balancing, stooping, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arms' length, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside environmental conditions, extreme heat, hazards, atmospheric conditions, and oils.

SPECIAL REQUIREMENTS:

Possession of or ability to acquire appropriate food handling certifications.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

- Must be willing to Successfully complete and maintain the TAM Certification Class

Open Session Item

SUBJECT: Highway and Water Quality Departments' Hiring Process

PRESENTATION DATE: March 23, 2021

PRESENTATION BY: Andrew Eshleman, Director of Public Works, Mark Bradshaw, Deputy Director Water Quality, and Carroll Braun, Staff Representation AFSCME Council 67

RECOMMENDED MOTION: To approve the execution of an amendment to the Memorandum of Understanding (MOU) between the Board of County Commissioners and the Maryland Public Employees Council 67, AFSCME, AFL-CIO and its Local 2677, AFL-CIO to Article 22 Posting of Jobs Internally for the affected Departments.

REPORT-IN-BRIEF: The current MOU states that "job openings within the bargaining unit only shall be posted or advertised internally within County government for a period of five (5) business days prior to being advertised outside of County Government. Such job openings will be advertised externally only if no qualified internal candidate applies during the referenced five (5) day period and is thereafter selected for the job opening." This in combination with transfer requests results in hiring delays and duplication of advertisements for entry level positions. The County has come to an agreement with the AFSCME to streamline the hiring and transfer process that still maintains the internal hiring preference for higher grade positions.

DISCUSSION: The attached memo outlines the recommended changes and was a joint effort between County staff and AFSCME representation.

FISCAL IMPACT: None

CONCURRENCES: HR & County Administrator

ALTERNATIVES: Leave process as described

ATTACHMENTS: Hiring Process Memo

AUDIO/VISUAL NEEDS: None

To: Deborah Condo/Andrew Eshleman/Mark Bradshaw

From: Carroll Braun

Ref.: Highway and Water Quality Departments' Hiring Process

Date: March 10, 2021

Per our discussions regarding the hiring process and the transfers at the Washington County Highway and Water Quality Departments. I have identified four separate scenarios with regards to hiring. I will address each one individually. Please feel free to suggest any changes.

<u>1) Mechanical Equipment Operator (MEO II) position/opening.</u>

The County authorizes filling an open position(s).

1) Advertise the position(s) internally and externally at the same time.

a) The external posting should be for the Washington County Highway Department and not specific to a maintenance section.

b) Internal postings should list the particular maintenance section(s) that have open positions and invite MEO II employees interested in a transfer to any section to update or add their name to a confidential transfer request list kept on file in the Washington County Human Resource office. MEO II employees may add their name to the list at any time during their employment and shall have up to the advertisement deadline to add their name to the list.

c) Internal candidates are not applying for a job, they are applying for a transfer to an open position in the maintenance section. Internal candidates requesting a transfer will not go through the application and/or interview process. The most senior employee as defined in the Collective Bargaining Agreement (CBA) requesting and accepting said transfer will be transferred.

d) If an internal transfer occurs, subsequent MEO II vacant positions will be filled based on the transfer list without readvertisment. Once all requested internal transfers have been completed, non MEO II internal and external candidates will be considered. All internal candidates who are not an MEO II must complete and submit an application.

e) When hired, all non MEO II internal and external candidates will be placed in the open maintenance section position at the discretion of the County.

f) The County may select candidates from an internal/external applicant pool for vacant positions for up to one-hundred eighty (180) days from a prior MEO II position advertisement without readvertisement.

<u>2) Opening for a Mechanical Equipment Operator (MEO III).</u>

1) Advertise the position internally as outlined in the CBA

a) This will allow for current MEO IIIs to request a transfer.

b) This will allow for County government employees to apply for the position.

c) Any current employee(s), meeting the qualifications may be interviewed.

d) If no internal candidate is awarded the position, advertise externally.

e) If an internal candidate (MEO II) is awarded the position, advertise internally/externally to fill the MEO II position as outlined in section 1.

3) Water Quality Collection Operator Trainee position opening.

The County authorized filling an open position(s)

1. Advertise the position(s) internally and externally at the same time.
    a. The County may select candidates from an internal/external application pool for vacant positions for up to one-hundred eighty (180) days for a prior Collection Operator Trainee position advertisement without readvertisement.

4) Positions not covered by the CBA

1) Advertisement shall follow the County hiring process and positions are intended to be advertised internally and externally at the same time.

Open Session Item

SUBJECT: FY22 Water Quality Budget

PRESENTATION DATE: March 23, 2021

PRESENTATION BY: Mark Bradshaw, Acting Director of Environmental Management; Sara Greaves, Chief Financial Officer

RECOMMENDED MOTION(S): For informational purposes

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

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

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

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

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

Utility Fund $5,173,500

Water Fund $1,179,120

Sewer Fund $11,937,300

Pretreatment Fund $484,700

FISCAL IMPACT: Rate increase Recommendations: Water 3.5% providing $26,000 in revenue; Sewer 3.5 providing $419,931 in revenue

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: FY22 Water Quality Budget; Rates FY22

AUDIO/VISUAL TO BE USED: N/A

Washington County, Maryland
Proposed Utility Administration Fund Operating Budget
Detailed Summary
Fiscal Year 2022

Page	Category	FY 2022 Requested Budget	Adjustment	FY 2022 Proposed Budget	$ Change	Note	% Change	Original Budget FY 2021
	General Revenues:							
15-3	Development Fees	1,500	(500)	1,000	0		0.00%	1,000
15-3	Other Planning Fees	65,000	(25,000)	40,000	0		0.00%	40,000
15-3	Drawings/Blue Line Prints	11,000	(4,000)	7,000	0		0.00%	7,000
15-3	Contract Operations	274,200	0	274,200	(7,280)	1	-2.59%	281,480
15-3	Inspection Projects	30,180	0	30,180	1,340	1	4.65%	28,840
		381,880	**(29,500)**	**352,380**	**(5,940)**		**-1.66%**	**358,320**

1 **Contract Operations / Inspection Projects:**
- Adjusted to agree with total billable contract operations expense and inspection projects expense.

Page	Category	FY 2022 Requested Budget	Adjustment	FY 2022 Proposed Budget	$ Change	Note	% Change	Original Budget FY 2021
	Miscellaneous Revenues:							
15-3	Interest, Penalties & Fees	200	0	200	0		0.00%	200
15-3	Utility Admin Charge	4,045,290	49,500	4,094,790	226,120	2	5.84%	3,868,670
15-3	General Fund Appropriation	414,870	7,650	422,520	190,450	3	82.07%	232,070
15-3	CIP Transfer	203,610	0	203,610	10,370	4	5.37%	193,240
		4,663,970	**57,150**	**4,721,120**	**426,940**		**9.94%**	**4,294,180**

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

3 **General Fund Appropriation:**
- Increased to reflect expenses associated with watershed and stormwater services provided.

4 **CIP Transfer:**
- Increase to reflect expenses associated with the Clean County department.

Page	Category	FY 2022 Requested Budget	Adjustment	FY 2022 Proposed Budget	$ Change	Note	% Change	Original Budget FY 2021
15-3	**Lab Revenues:**	**120,000**	**0**	**100,000**	**(20,000)**	**5**	**-16.67%**	**120,000**

5 **Lab Revenues:**
- Decrease is due to Maryland Environmental Services no longer bringing samples to the County lab.

Page	Category	FY 2022 Requested Budget	Adjustment	FY 2022 Proposed Budget	$ Change	Note	% Change	Original Budget FY 2021
	Total Revenues	**5,165,850**	**27,650**	**5,173,500**	**401,000**		**8.40%**	**4,772,500**

Washington County, Maryland
Proposed Utility Administration Fund Operating Budget
Detailed Summary
Fiscal Year 2022

Page	Category	FY 2022 Requested Budget	Adjustment	FY 2022 Proposed Budget	$ Change	Note	% Change	Original Budget FY 2021
15-6	Utility Administration	1,534,340	0	1,534,340	65,260	**6**	4.44%	1,469,080
15-16	Engineering	676,400	0	676,400	44,080	**7**	6.97%	632,320
15-21	Laboratory	716,610	0	716,610	29,220	**8**	4.25%	687,390
15-25	Maintenance	1,315,640	0	1,315,640	67,560	**9**	5.41%	1,248,080
15-32	Stormwater & Watershed	414,870	7,650	422,520	190,450	**10**	82.07%	232,070
15-41	Clean County	203,610	0	203,610	10,370	**11**	5.37%	193,240
15-45	Inspection Projects-Billable	30,180	0	30,180	1,340	**12**	4.65%	28,840
15-47	Contract Operations-Billable	274,200	0	274,200	(7,280)	**13**	-2.59%	281,480
	Total Expenses	**5,165,850**	**7,650**	**5,173,500**	**401,000**	**14**	**8.40%**	**4,772,500**

6 **Utility Administration:**
- Salaries and Benefits increased $62,410 due to wage and benefit changes.
- Appropriations-CIP decreased $25,000 to agree with funding for CIP projects.
- Fleet, Property, and Public & Gen Liability insurances increased $22,600 based on projections.
- Telephone Expenses decreased $10,000 due to consolidating the budgets county wide into the IT department.
- Electric increased $9,630 based on projections.

7 **Engineering:**
- Salaries and Benefits increased $44,080 due to wage and benefit changes.

8 **Laboratory:**
- Salaries and Benefits increased $17,400 due to wage and benefit changes.
- Electric increased $10,770 based on projections.

9 **Maintenance:**
- Salaries and Benefits increased $56,770 due to wage and benefit changes.
- Software increased $6,950 due to additional support for software and hardware at the waste water treatment plants.
- Lease Payments increased $13,780 due to proposed leasing of a mini excavator.

10 **Stormwater and Watershed Services:**
- Salaries and Benefits increased $19,850 due to wage and benefit changes.
- Other budget items increased a combined $170,130 due to the two new positions being recommended.

11 **Clean County:**
- Salaries and Benefits increased $6,690 due to wage and benefit changes.
- Equipment Maintenance decreased $6,210 due to the purchase of a new dump truck.
- Waste/Trash Disposal increased $6,820 due to greater volume.

12 **Inspection Projects-Billable:**
- Salaries and Benefits decreased $1,340 due to allocation based on prior years actuals.

13 **Contract Operations-Billable:**
- Salaries and Benefits decreased $7,200 due to allocation based on prior years actuals.

14 **Category Summary:**

Salaries and Benefits	3,789,060	7,650	3,796,710	365,560	10.65%	3,431,150
Operating	1,214,030	0	1,214,030	52,680	4.54%	1,161,350
Capital Outlay	162,760	0	162,760	(17,240)	-9.58%	180,000
	5,165,850	7,650	5,173,500	401,000	8.40%	4,772,500

Washington County, Maryland
Utility Administration Fund Revenues
FY22

	2022 Operating Budget Requested	Adjustment	2022 Operating Budget Proposed	$ Change	% Change	2021 Operating Budget Approved	2020 Actuals Final	2019 Actuals Final
403050 - Development Fees	1,500	(500)	1,000	0	0.00%	1,000	800	16,350
403055 - Other Planning Fees	65,000	(25,000)	40,000	0	0.00%	40,000	42,800	10,800
404420 - Interest, Penalties & Fees	200	0	200	0	0.00%	200	72	422
420100 - Recycling Revenues	0	0	0	0	0.00%	0	75	0
440110 - Drawings/Blue Line Prints	11,000	(4,000)	7,000	0	0.00%	7,000	4,675	4,910
440200 - Lab Testing	120,000	(20,000)	100,000	(20,000)	(16.67)%	120,000	106,610	159,486
441200 - Utility Admin Charge	4,045,290	49,500	4,094,790	226,120	5.84%	3,868,670	4,042,720	3,744,240
485000 - Reimburse Administrative	0	0	0	0	0.00%	0	0	45
486045 - Reimbursed Exp - Other	0	0	0	0	0.00%	0	305	6,725
490000 - Miscellaneous	0	0	0	0	0.00%	0	1,509	36,828
490005 - Insurance Recovery	0	0	0	0	0.00%	0	7,949	448
490010 - Gain or Loss on Sale of Asset	0	0	0	0	0.00%	0	0	0
490045 - Oper Transfer - General Fund	414,870	7,650	422,520	190,450	82.07%	232,070	228,140	201,950
491735 - Capital Transfer - CIP	203,610	0	203,610	10,370	5.37%	193,240	179,313	0
495000 - Operating Grants	0	0	0	0	0.00%	0	0	2,025
498600 - Donations	0	0	0	0	0.00%	0	1,457	0
498800 - Other - CIP Revenue	0	0	0	0	0.00%	0	0	82,240
499500 - Contract Operations	274,200	0	274,200	(7,280)	(2.59)%	281,480	191,557	262,262
499510 - Inspection Projects	30,180	0	30,180	1,340	4.65%	28,840	57,625	25,573
Revenues	**5,165,850**	**7,650**	**5,173,500**	**401,000**	**8.40%**	**4,772,500**	**4,865,607**	**4,554,304**

Washington County, Maryland
Utility Administration Fund
Department 00000 - Default Department
FY22 Revenues

	2022 Operating Budget Proposed	2022 Variance Comments Proposed
403050 - Development Fees	1,000	
403055 - Other Planning Fees	40,000	
404420 - Interest, Penalties & Fees	200	
440110 - Drawings/Blue Line Prints	7,000	
440200 - Lab Testing	100,000	The County was notified that Maryland Environmental Services (MES) will no longer be bringing samples to the lab. Budget reduced by approximate amount MES pays annually.
441200 - Utility Admin Charge	4,094,790	
490045 - Oper Transfer - General Fund	422,520	Represents operational support for service or program provided. Adjusted to reflect expenses associated with watershed and storm water services in department 40050. Increase due to increase in wages and benefits and personnel requests.
491735 - Capital Transfer - CIP	203,610	Funding for Clean County operations comes from the CIP project Stormwater Retrofits. Increase due to increase in wages and benefits, as well as operating expense.
499500 - Contract Operations	274,200	Adjusted to total billable contract operations expenses.
499510 - Inspection Projects	30,180	Adjusted to total billable inspection project expenses.

Washington County, Maryland
Utility Administration Fund Expenditures - Proposed
FY22

	2022 Operating Budget Requested	Adjustment	2022 Operating Budget Proposed	$ Change	% Change	2021 Operating Budget Approved
40010 - Utility Administration	1,534,340	0	1,534,340	65,260	4.44%	1,469,080
40020 - Engineering	676,400	0	676,400	44,080	6.97%	632,320
40030 - Laboratory	716,610	0	716,610	29,220	4.25%	687,390
40040 - Maintenance	1,315,640	0	1,315,640	67,560	5.41%	1,248,080
40050 - Stormwater	414,870	7,650	422,520	190,450	82.07%	232,070
40060 - Clean County	203,610	0	203,610	10,370	5.37%	193,240
40998 - Billable - Inspection Projects	30,180	0	30,180	1,340	4.65%	28,840
40999 - Billable - Contract Operations	274,200	0	274,200	(7,280)	(2.59)%	281,480
Utility Administration Fund	**5,165,850**	**7,650**	**5,173,500**	**401,000**	**8.40%**	**4,772,500**
Total Expenditures	**5,165,850**	**7,650**	**5,173,500**	**401,000**	**8.40%**	**4,772,500**

Washington County, Maryland
Utility Administration Fund
Department 40010 - Utility Administration
FY22 Expenses

	2022 Operating Budget Requested	Adjustment	2022 Operating Budget Proposed	$ Change	% Change	2021 Operating Budget Approved	2020 Actuals Final	2019 Actuals Final
500000 - Wages - Full Time	529,010	0	529,010	53,040	11.14%	475,970	547,689	447,194
500010 - Wages - Overtime	190	0	190	(90)	(32.14)%	280	178	46
500040 - Other Wages	1,650	0	1,650	150	10.00%	1,500	1,530	0
500100 - FICA - Employer	40,610	0	40,610	4,060	11.11%	36,550	39,843	33,510
500120 - Health Insurance	160,270	0	160,270	(2,170)	(1.34)%	162,440	131,428	106,610
500125 - Other Insurance	3,310	0	3,310	(220)	(6.23)%	3,530	3,152	2,630
500130 - Pension	137,540	0	137,540	6,790	5.19%	130,750	270,797	77,213
500140 - Workers Compensation	17,940	0	17,940	1,200	7.17%	16,740	8,027	5,560
500150 - Unemployment Compensation	0	0	0	0	0.00%	0	829	501
500170 - Personal Development	5,400	0	5,400	(120)	(2.17)%	5,520	120	0
500171 - Employee Recognition	4,040	0	4,040	(210)	(4.94)%	4,250	0	2,192
500172 - Team Building	1,130	0	1,130	(20)	(1.74)%	1,150	1,245	142
Wages and Benefits	**901,090**	**0**	**901,090**	**62,410**	**7.44%**	**838,680**	**1,004,838**	**675,598**
501000 - Debt - Bond Principal	58,890	0	58,890	2,480	4.40%	56,410	64,674	49,064
501001 - Contra - Bond Principal	0	0	0	0	0.00%	0	-64,674	-49,064
501050 - Debt - Bond Interest	25,120	0	25,120	(2,400)	(8.72)%	27,520	28,939	30,640
501070 - Debt - Other Interest	0	0	0	0	0.00%	0	1,105	1,654
501090 - Debt - Administrative Fees	30	0	30	0	0.00%	30	28	769
501095 - Bond Issue Cost Expense	0	0	0	0	0.00%	0	0	1,066
502000 - Appropriations	155,000	0	155,000	(25,000)	(13.89)%	180,000	6,000	0
505010 - Advertising	200	0	200	0	0.00%	200	193	664
505040 - Books	0	0	0	0	0.00%	0	279	225
505050 - Dues & Subscriptions	14,500	0	14,500	0	0.00%	14,500	1,703	8,017
505080 - Freight & Cartage	5,400	0	5,400	0	0.00%	5,400	920	3,220
505130 - Small Office Equipment	1,200	0	1,200	0	0.00%	1,200	110	0
505140 - Office Supplies	18,530	0	18,530	0	0.00%	18,530	8,537	7,204
505150 - Other - Miscellaneous	500	0	500	0	0.00%	500	555	1,702
505160 - Personal Mileage	1,000	0	1,000	0	0.00%	1,000	0	451
505170 - Postage	2,680	0	2,680	680	34.00%	2,000	1,893	1,603

Washington County, Maryland
Utility Administration Fund
Department 40010 - Utility Administration
FY22 Expenses

	2022 Operating Budget Requested	Adjustment	2022 Operating Budget Proposed	$ Change	% Change	2021 Operating Budget Approved	2020 Actuals Final	2019 Actuals Final
505200 - Safety Equipment	20,000	0	20,000	0	0.00%	20,000	12,032	11,227
505230 - Travel Expenses	5,000	0	5,000	0	0.00%	5,000	53	1,965
505960 - Uncollectible Accounts	0	0	0	0	0.00%	0	0	-71
510010 - Fleet Insurance	87,690	0	87,690	17,920	25.68%	69,770	63,930	63,477
510020 - Property & Casualty Insurance	47,680	0	47,680	4,470	10.34%	43,210	45,781	45,369
510030 - Public & Gen Liability Insurance	37,310	0	37,310	210	0.57%	37,100	31,131	32,842
515000 - Contracted/Purchased Service	9,500	0	9,500	(500)	(5.00)%	10,000	6,449	8,001
515140 - Court Costs	0	0	0	0	0.00%	0	74	0
515180 - Software	500	0	500	0	0.00%	500	460	230
515260 - Legal Services	1,000	0	1,000	0	0.00%	1,000	619	0
520000 - Training	13,500	0	13,500	0	0.00%	13,500	5,396	5,508
520030 - Food Comp	200	0	200	200	100.00%	0	83	93
520040 - Seminars/Conventions	3,500	0	3,500	0	0.00%	3,500	75	0
520050 - Tuition Assistance	1,500	0	1,500	(2,000)	(57.14)%	3,500	3,837	0
525000 - Supplies/Material - Operating	1,000	0	1,000	0	0.00%	1,000	905	3,222
525020 - Janitorial Supplies	1,500	0	1,500	0	0.00%	1,500	78	0
525040 - Small Tools & Equipment	1,000	0	1,000	0	0.00%	1,000	0	0
526020 - Building Maintenance	0	0	0	0	0.00%	0	782	4,924
526040 - Equipment Maintenance	0	0	0	0	0.00%	0	635	12
526050 - Groundskeeping Maintenance	0	0	0	0	0.00%	0	420	330
535000 - Rentals	0	0	0	0	0.00%	0	0	159
535010 - Copy Machine Rental	5,240	0	5,240	0	0.00%	5,240	2,466	0
535020 - Equipment Rental	0	0	0	0	0.00%	0	1,993	2,213
535056 - Contra - Cap Lease Payments	0	0	0	0	0.00%	0	-18,325	0
535060 - Uniforms	0	0	0	0	0.00%	0	-23	22,991
540010 - Wireless Communication	32,360	0	32,360	0	0.00%	32,360	18,302	25,541
540020 - Telephone Expenses	0	0	0	(10,000)	(100.00)%	10,000	9,536	9,507
540022 - Cable TV & Internet Services	0	0	0	(1,350)	(100.00)%	1,350	0	0
545000 - Utilities	0	0	0	0	0.00%	0	0	2,878

Washington County, Maryland
Utility Administration Fund
Department 40010 - Utility Administration
FY22 Expenses

	2022 Operating Budget Requested	Adjustment	2022 Operating Budget Proposed	$ Change	% Change	2021 Operating Budget Approved	2020 Actuals Final	2019 Actuals Final
545010 - Electric	25,000	0	25,000	9,630	62.65%	15,370	32,537	35,046
545013 - Electric - Building	0	0	0	0	0.00%	0	183	0
545020 - Natural Gas	6,500	0	6,500	(330)	(4.83)%	6,830	4,755	4,073
545050 - Waste/Trash Disposal	6,500	0	6,500	6,500	100.00%	0	0	0
545060 - Water	1,320	0	1,320	(60)	(4.35)%	1,380	1,078	1,255
592060 - Service Charges	40,000	0	40,000	0	0.00%	40,000	45,112	42,084
Operating Expenses	**630,850**	**0**	**630,850**	**450**	**0.07%**	**630,400**	**320,616**	**380,091**
599999 - Controllable Assets	2,400	0	2,400	2,400	100.00%	0	1,952	999
Capital Outlay	**2,400**	**0**	**2,400**	**2,400**	**100.00%**	**0**	**1,952**	**999**
Total	**1,534,340**	**0**	**1,534,340**	**65,260**	**4.44%**	**1,469,080**	**1,327,406**	**1,056,688**

Washington County, Maryland
Utility Administration Fund
Department 40010 - Utility Administration
FY22 Expenses

	2022 Operating Budget Proposed	2022 Variance Comments Proposed
500000 - Wages - Full Time	529,010	The budget is based on a proposed step of 2.5% and a 1% COLA for FY22. Due to the mid-year increase in FY21, the increase from FY21 original budget to the FY22 proposed budget is approximately 7.12%. Wages are then allocated based on a three year rolling average and adjusted for any known changes in trends.
500010 - Wages - Overtime	190	The budget is based on a proposed step of 2.5% and a 1% COLA for FY22. Due to the mid-year increase in FY21, the increase from FY21 original budget to the FY22 proposed budget is approximately 7.12%.Wages are allocated based on a three year rolling average and adjusted for any known changes in trends.
500040 - Other Wages	1,650	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 7.12% wage increase for FY22 and FY21.
500100 - FICA - Employer	40,610	Budget is based on total wage times 7.65%.
500120 - Health Insurance	160,270	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 trends and the anticipated reserve balance.

Washington County, Maryland
Utility Administration Fund
Department 40010 - Utility Administration
FY22 Expenses

	2022 Operating Budget Proposed	2022 Variance Comments Proposed
500125 - Other Insurance	3,310	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 increase by approximately 7.12%.
500130 - Pension	137,540	The budgeted amount for employer pension is based on full-time wages times 26%.
500140 - Workers Compensation	17,940	Workers Compensation is based on projected FY22 employee wages times their assigned classification rates. Classification rates have not changed.
500160 - Other Post Employment Benefits	0	Based on actuarial estimates and funding levels of the OPEB trust, the County will not be making a contribution to OPEB for FY22.
500170 - Personal Development	5,400	The personal development incentive budget is $120 per full-time employee.
500171 - Employee Recognition	4,040	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	1,130	The team building incentive budget is $25 per full-time employee per year. This allows a department head or division director to offer the occasional celebration or recognize employee achievements in the office setting.
501000 - Debt - Bond Principal	58,890	Debt cost is based on fixed agreed upon payments with bondholders and State agencies. Payments are in accordance with amortization schedules.

Washington County, Maryland
Utility Administration Fund
Department 40010 - Utility Administration
FY22 Expenses

	2022 Operating Budget Proposed	2022 Variance Comments Proposed
501050 - Debt - Bond Interest	25,120	Debt cost is based on fixed agreed upon payments with bondholders and State agencies. Payments are in accordance with amortization schedules.
501090 - Debt - Administrative Fees	30	Debt cost is based on fixed agreed upon payments with bondholders and State agencies. Payments are in accordance with amortization schedules.
502000 - Appropriations	155,000	Based on the FY22 CIP Plan.
505010 - Advertising	200	
505050 - Dues & Subscriptions	14,500	
505080 - Freight & Cartage	5,400	
505130 - Small Office Equipment	1,200	
505140 - Office Supplies	18,530	
505150 - Other - Miscellaneous	500	
505160 - Personal Mileage	1,000	
505170 - Postage	2,680	Consolidated 505170-41-41010 & 505170-40-40010 to prevent mis-coding.
505200 - Safety Equipment	20,000	
505230 - Travel Expenses	5,000	
510010 - Fleet Insurance	87,690	There is an overall percentage increase of 20.4% 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 base don industry trends and discussions with industry experts and current service providers.

Washington County, Maryland
Utility Administration Fund
Department 40010 - Utility Administration
FY22 Expenses

	2022 Operating Budget Proposed	2022 Variance Comments Proposed
510020 - Property & Casualty Insurance	47,680	There is an overall percentage increase of 20.4% 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 base don industry trends and discussions with industry experts and current service providers.
510030 - Public & Gen Liability Insurance	37,310	There is an overall percentage increase of 20.4% 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 base don industry trends and discussions with industry experts and current service providers.
515000 - Contracted/Purchased Service	9,500	$500 moved to 545050-40-40010 for trash/recycling services that were not billed correctly FY21.
515180 - Software	500	
515260 - Legal Services	1,000	
520000 - Training	13,500	
520030 - Food Comp	200	Administrative meal reimbursement for call-out and after hour work requirements.
520040 - Seminars/Conventions	3,500	
520050 - Tuition Assistance	1,500	Reduced due to lack of college courses being taken at this time.
525000 - Supplies/Material - Operating	1,000	
525020 - Janitorial Supplies	1,500	

Washington County, Maryland
Utility Administration Fund
Department 40010 - Utility Administration
FY22 Expenses

	2022 Operating Budget Proposed	2022 Variance Comments Proposed
525040 - Small Tools & Equipment	1,000	
535010 - Copy Machine Rental	5,240	
540010 - Wireless Communication	32,360	
540020 - Telephone Expenses	0	
540022 - Cable TV & Internet Services	0	Services cancelled.
545010 - Electric	25,000	The electric budget is based on four prior year actuals, forecasted rate changes, and other known circumstances. The projection also takes into account current year actuals with annualized estimations.
545020 - Natural Gas	6,500	The natural gas budgets were based on four prior year actual and forecasted rate changes.
545050 - Waste/Trash Disposal	6,500	Reallocated $6,000 from 515000-42-42010, and $500 from 515000-40-40010 for trash services incorrectly budgeted in purchased/contracted services in FY21.
545060 - Water	1,320	Projected actual x 3% increase.
592060 - Service Charges	40,000	
599999 - Controllable Assets	2,400	Purchase two laptops to replace outdated computers for use for online classes for operators, etc.

Washington County, Maryland
Travel Request
FY 2022

Department Number: 40010

Department Name: Utility / Administration

Account Number: 505230

Account Description: Travel Expenses

Position Title Only (do not use individual names)	Destination	Date(s) of Travel	Total Cost		Description and/or Reason for Travel Request
			Dept. Request	Board Approval	
Director	Ocean City, MD	21-Sep	1,000		Attend Tri-Con convention. The Tri-Con conference has technical presentation on the latest wastewater technology. In addition the the presentation vendors will have various technology on display.
Deputy Director	Ocean City, MD	21-Sep	1,000		Attend Tri-Con convention. The Tri-Con conference has technical presentation on the latest wastewater technology. In addition the the presentation vendors will have various technology on display.
Superintendent	Ocean City, MD	21-Sep	1,000		Attend Tri-Con convention. The Tri-Con conference has technical presentation on the latest wastewater technology. In addition the the presentation vendors will have various technology on display.
Collection / Operator	Various location	All year	2,000		Our collection and operation staff are required to take continuing education credits in order to renew their license. These classes are offered at various locations throughout the year.
			$5,000	**$0**	

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

Washington County, Maryland
Account 515180
Software
FY 2022

Department Number: 40010

Department Name: Utility Administration

Account Number: 515180

Account Description: Software

Descriptions	FY21 Board Approval	Total Cost		New Cost Y/N	Existing Agreement Y/N	Description and/or Reason for Request
		FY22 Dept. Request	Board Approval			
Online ARC GIS	500	500		N	N	Will allow field personnel to access our sewer GIS database in the field.
Total	**$500**	**$500**	**$0**			

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

Washington County, Maryland
Utility Administration Fund
Department 40020 - Engineering
FY22 Expenses

	2022 Operating Budget Requested	Adjustment	2022 Operating Budget Proposed	$ Change	% Change	2021 Operating Budget Approved	2020 Actuals Final	2019 Actuals Final
500000 - Wages - Full Time	394,170	0	394,170	40,670	11.50%	353,500	336,991	365,827
500010 - Wages - Overtime	880	0	880	(4,130)	(82.44)%	5,010	697	656
500040 - Other Wages	500	0	500	(190)	(27.54)%	690	686	300
500100 - FICA - Employer	30,260	0	30,260	2,780	10.12%	27,480	24,437	27,419
500120 - Health Insurance	119,420	0	119,420	(1,220)	(1.01)%	120,640	78,596	83,906
500125 - Other Insurance	2,470	0	2,470	(150)	(5.73)%	2,620	1,953	2,260
500130 - Pension	102,480	0	102,480	5,380	5.54%	97,100	93,749	66,714
500140 - Workers Compensation	13,370	0	13,370	940	7.56%	12,430	6,860	7,564
Wages and Benefits	**663,550**	**0**	**663,550**	**44,080**	**7.12%**	**619,470**	**543,969**	**554,646**
505040 - Books	0	0	0	0	0.00%	0	30	0
505130 - Small Office Equipment	1,000	0	1,000	0	0.00%	1,000	275	588
505140 - Office Supplies	0	0	0	0	0.00%	0	830	1,138
505180 - Printing Expenses	0	0	0	0	0.00%	0	36	0
505230 - Travel Expenses	500	0	500	0	0.00%	500	0	1,153
515180 - Software	3,650	0	3,650	0	0.00%	3,650	3,194	3,137
515350 - Accident Repairs	0	0	0	0	0.00%	0	0	1,242
520010 - Certification Classes	1,500	0	1,500	0	0.00%	1,500	0	575
520030 - Food Comp	0	0	0	0	0.00%	0	0	46
520040 - Seminars/Conventions	0	0	0	0	0.00%	0	126	50
525040 - Small Tools & Equipment	500	0	500	0	0.00%	500	0	251
535055 - Lease Payments	2,700	0	2,700	0	0.00%	2,700	1,015	1,354
540010 - Wireless Communication	3,000	0	3,000	0	0.00%	3,000	2,300	2,750
545010 - Electric	0	0	0	0	0.00%	0	55	0
Operating Expenses	**12,850**	**0**	**12,850**	**0**	**0.00%**	**12,850**	**7,861**	**12,284**
Total	**676,400**	**0**	**676,400**	**44,080**	**6.97%**	**632,320**	**551,830**	**566,930**

Washington County, Maryland
Utility Administration Fund
Department 40020 - Engineering
FY22 Expenses

	2022 Operating Budget Proposed	2022 Variance Comments Proposed
500000 - Wages - Full Time	394,170	
500010 - Wages - Overtime	880	
500040 - Other Wages	500	
500100 - FICA - Employer	30,260	
500120 - Health Insurance	119,420	
500125 - Other Insurance	2,470	
500130 - Pension	102,480	
500140 - Workers Compensation	13,370	
505130 - Small Office Equipment	1,000	
505230 - Travel Expenses	500	
515180 - Software	3,650	
520010 - Certification Classes	1,500	
525040 - Small Tools & Equipment	500	
535055 - Lease Payments	2,700	
540010 - Wireless Communication	3,000	

Washington County, Maryland
Travel Request
FY 2022

Department Number: 40020 | **Department Name: Engineering**

Account Number: 505230

Account Description: Travel Expenses

Position Title Only (do not use individual names)	Destination	Date(s) of Travel	Total Cost: Dept. Request	Total Cost: Board Approval	Description and/or Reason for Travel Request
Deputy Director	Ocean City, MD	Sep-21	500		To attend the Maryland Engineering conference to obtain required certification hours required for the P.E. license.
			$500	**$0**	

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

Washington County, Maryland
Account 515180
Software
FY 2022

Department Number: 40020

Department Name: Engineering Services

Account Number: 515180

Account Description: Software

Descriptions	FY21 Board Approval	Total Cost		New Cost Y/N	Existing Agreement Y/N	Description and/or Reason for Request
		FY22 Dept. Request	Board Approval			
Subscription to Auto CAD along with telephone support	2,550	2,550		N	Y	By having the subscription, we receive all the new Auto CAD releases automatically, allowing us to utilize the latest version of AutoCAD. If we experience a technical issue with Auto CAD, the telephone technical support allows us to call and obtain technical advice on resolving the issue.
Subscription to Auto CAD lite along with telephone support	1100	1,100		N	Y	By having the subscription, we receive all the new Auto CAD releases automatically, thus allowing us to utilize the latest version of AutoCAD. If we experience a technical issue with Auto CAD, the telephone technical support allows us to call and obtain technical advice on resolving the issue.
Total	**$3,650**	**$3,650**	**$0**			

- 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 2022

Department Number: 40020

Department Name: Engineering Services

Account Description: Lease and Installment Payments

	Item	Qty	Straight Purchase Price	Number of Years Financed	Final Year of Lease	Annual Payment Due Starting in Proposed Budget Year	Total Financed Price (total of all lease payments)	Implied Interest Rate	Explanation
N	Large format printer/scanner/copier	1	10,205	5	2,025	2,629	13,147		Replace the existing large format printer/scanner/copier that is five years old and showing signs of failing.
	Total	**1**	**$10,205**			**$2,629**	**$13,147**		

Agree to Budget

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

Washington County, Maryland
Utility Administration Fund
Department 40030 - Laboratory
FY22 Expenses

	2022 Operating Budget Requested	Adjustment	2022 Operating Budget Proposed	$ Change	% Change	2021 Operating Budget Approved	2020 Actuals Final	2019 Actuals Final
500000 - Wages - Full Time	320,420	0	320,420	20,800	6.94%	299,620	281,705	301,235
500005 - Wages - Part Time	0	0	0	0	0.00%	0	0	2,464
500010 - Wages - Overtime	3,940	0	3,940	710	21.98%	3,230	3,700	5,197
500040 - Other Wages	3,790	0	3,790	(1,590)	(29.55)%	5,380	5,065	3,992
500100 - FICA - Employer	25,100	0	25,100	1,520	6.45%	23,580	20,868	23,295
500120 - Health Insurance	97,080	0	97,080	(5,170)	(5.06)%	102,250	94,340	71,404
500125 - Other Insurance	2,010	0	2,010	(210)	(9.46)%	2,220	1,640	1,875
500130 - Pension	83,310	0	83,310	1,000	1.21%	82,310	75,149	53,831
500140 - Workers Compensation	10,870	0	10,870	340	3.23%	10,530	10,837	11,081
Wages and Benefits	**546,520**	**0**	**546,520**	**17,400**	**3.29%**	**529,120**	**493,304**	**474,374**
505050 - Dues & Subscriptions	0	0	0	0	0.00%	0	25	180
505080 - Freight & Cartage	0	0	0	0	0.00%	0	516	1,528
505140 - Office Supplies	0	0	0	0	0.00%	0	1,307	1,110
505150 - Other - Miscellaneous	300	0	300	0	0.00%	300	0	145
505160 - Personal Mileage	0	0	0	0	0.00%	0	72	0
515000 - Contracted/Purchased Service	60,000	0	60,000	0	0.00%	60,000	65,801	57,265
515180 - Software	9,200	0	9,200	200	2.22%	9,000	0	8,740
520040 - Seminars/Conventions	0	0	0	0	0.00%	0	15	25
525000 - Supplies/Material - Operating	35,000	0	35,000	(500)	(1.41)%	35,500	36,707	27,041
525020 - Janitorial Supplies	200	0	200	0	0.00%	200	214	173
526000 - Supplies/Material-Maintenance	0	0	0	0	0.00%	0	0	66
526020 - Building Maintenance	0	0	0	0	0.00%	0	0	1,025
528000 - Supplies - Chemicals	35,500	0	35,500	500	1.43%	35,000	23,641	31,658
535010 - Copy Machine Rental	3,100	0	3,100	0	0.00%	3,100	751	659
535060 - Uniforms	1,750	0	1,750	1,000	133.33%	750	490	243
545010 - Electric	20,000	0	20,000	10,770	116.68%	9,230	26,635	7,265
545020 - Natural Gas	3,000	0	3,000	(150)	(4.76)%	3,150	2,138	1,832

Washington County, Maryland
Utility Administration Fund
Department 40030 - Laboratory
FY22 Expenses

	2022 Operating Budget Requested	Adjustment	2022 Operating Budget Proposed	$ Change	% Change	2021 Operating Budget Approved	2020 Actuals Final	2019 Actuals Final
545060 - Water	2,040	0	2,040	0	0.00%	2,040	1,616	1,883
Operating Expenses	**170,090**	**0**	**170,090**	**11,820**	**7.47%**	**158,270**	**159,928**	**140,838**
599999 - Controllable Assets	0	0	0	0	0.00%	0	1,524	0
Capital Outlay	**0**	**0**	**0**	**0**	**0.00%**	**0**	**1,524**	**0**
Total	**716,610**	**0**	**716,610**	**29,220**	**4.25%**	**687,390**	**654,756**	**615,212**

Washington County, Maryland
Utility Administration Fund
Department 40030 - Laboratory
FY22 Expenses

	2022 Operating Budget Proposed	2022 Variance Comments Proposed
500000 - Wages - Full Time	320,420	
500005 - Wages - Part Time	0	
500010 - Wages - Overtime	3,940	
500040 - Other Wages	3,790	
500100 - FICA - Employer	25,100	
500120 - Health Insurance	97,080	
500125 - Other Insurance	2,010	
500130 - Pension	83,310	
500140 - Workers Compensation	10,870	
505150 - Other - Miscellaneous	300	
515000 - Contracted/Purchased Service	60,000	
515180 - Software	9,200	Increased cost for LIMS for upcoming year.
525000 - Supplies/Material - Operating	35,000	Reallocated $500 to 528000-40-40030 due to anticipated increase in chemical costs.
525020 - Janitorial Supplies	200	
528000 - Supplies - Chemicals	35,500	Reallocated $500 from 525000-40-40030 due to anticipated increase in chemical costs.
535010 - Copy Machine Rental	3,100	
535060 - Uniforms	1,750	Increased use of uniforms by employees.
545010 - Electric	20,000	
545020 - Natural Gas	3,000	
545060 - Water	2,040	

Washington County, Maryland
Account 515180
Software
FY 2022

Department Number: 40030

Department Name: Water Quality Laboratory

Account Number: 515180

Account Description: Software

Descriptions	FY21 Board Approval	Total Cost		New Cost Y/N	Existing Agreement Y/N	Description and/or Reason for Request
		FY22 Dept. Request	Board Approval			
Laboratory Information Management System (LIMS) /Premium-Element Subscription for 7/1/2019 to 6/30/2020	**9,000**	9,200		N	Y	Annual Service Contract for LIMS/Premium-Element Software system. Necessary to have.
Total	**$9,000**	**$9,200**	**$0**			

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

Washington County, Maryland
Utility Administration Fund
Department 40040 - Maintenance
FY22 Expenses

	2022 Operating Budget Requested	Adjustment	2022 Operating Budget Proposed	$ Change	% Change	2021 Operating Budget Approved	2020 Actuals Final	2019 Actuals Final
500000 - Wages - Full Time	502,890	0	502,890	47,670	10.47%	455,220	466,205	472,455
500005 - Wages - Part Time	35,030	0	35,030	2,290	6.99%	32,740	10,945	32,908
500010 - Wages - Overtime	2,920	0	2,920	660	29.20%	2,260	2,788	2,642
500040 - Other Wages	600	0	600	(1,160)	(65.91)%	1,760	231	0
500100 - FICA - Employer	41,420	0	41,420	3,780	10.04%	37,640	34,198	37,761
500120 - Health Insurance	152,360	0	152,360	(3,000)	(1.93)%	155,360	136,603	135,440
500125 - Other Insurance	3,150	0	3,150	(220)	(6.53)%	3,370	2,596	3,000
500130 - Pension	130,750	0	130,750	5,700	4.56%	125,050	119,953	88,775
500140 - Workers Compensation	17,060	0	17,060	1,050	6.56%	16,010	23,052	19,997
500170 - Personal Development	0	0	0	0	0.00%	0	0	120
Wages and Benefits	**886,180**	**0**	**886,180**	**56,770**	**6.84%**	**829,410**	**796,571**	**793,099**
505010 - Advertising	0	0	0	0	0.00%	0	0	44
505040 - Books	0	0	0	0	0.00%	0	-64	0
505050 - Dues & Subscriptions	0	0	0	0	0.00%	0	1,779	1,664
505080 - Freight & Cartage	0	0	0	0	0.00%	0	0	408
505140 - Office Supplies	0	0	0	0	0.00%	0	592	1,551
505170 - Postage	0	0	0	0	0.00%	0	0	220
505200 - Safety Equipment	0	0	0	0	0.00%	0	20	0
515000 - Contracted/Purchased Service	0	0	0	0	0.00%	0	8,179	2,903
515180 - Software	9,200	0	9,200	6,950	308.89%	2,250	115	3,130
515270 - Maintenance Contract Services	6,630	0	6,630	0	0.00%	6,630	0	0
515320 - Testing Services	400	0	400	0	0.00%	400	113	182
515330 - Towing Services	500	0	500	0	0.00%	500	596	275
515350 - Accident Repairs	0	0	0	0	0.00%	0	1,000	113
520000 - Training	0	0	0	0	0.00%	0	0	25
520010 - Certification Classes	1,000	0	1,000	0	0.00%	1,000	0	0
520030 - Food Comp	100	0	100	0	0.00%	100	268	0
525000 - Supplies/Material - Operating	0	0	0	0	0.00%	0	40,070	40,167

Washington County, Maryland
Utility Administration Fund
Department 40040 - Maintenance
FY22 Expenses

	2022		2022			2021	2020	2019
	Operating Budget Requested	Adjustment	Operating Budget Proposed	$ Change	% Change	Operating Budget Approved	Actuals Final	Actuals Final
525020 - Janitorial Supplies	500	0	500	0	0.00%	500	97	0
525040 - Small Tools & Equipment	15,000	0	15,000	0	0.00%	15,000	6,690	6,496
525050 - Welding Material/Supplies	1,500	0	1,500	0	0.00%	1,500	1,704	1,290
526000 - Supplies/Material-Maintenance	48,000	0	48,000	0	0.00%	48,000	75	777
526020 - Building Maintenance	15,200	0	15,200	0	0.00%	15,200	5,567	8,035
526040 - Equipment Maintenance	17,000	0	17,000	0	0.00%	17,000	16,852	24,694
526050 - Groundskeeping Maintenance	3,000	0	3,000	0	0.00%	3,000	1,685	1,300
526090 - Painting Supplies	0	0	0	0	0.00%	0	0	233
526110 - Snow Removal Materials	0	0	0	0	0.00%	0	0	1,270
527000 - Supplies - Automotive	0	0	0	0	0.00%	0	7,349	23,134
527010 - Anti-Freeze	600	0	600	0	0.00%	600	418	414
527020 - Auto Batteries	2,800	0	2,800	0	0.00%	2,800	3,263	2,906
527030 - Diesel Fuel	50,000	0	50,000	0	0.00%	50,000	30,001	43,239
527035 - Off Road Diesel	0	0	0	0	0.00%	0	3,162	0
527040 - Diesel Fuel Tax	7,210	0	7,210	0	0.00%	7,210	5,684	6,957
527060 - Auto Gasoline	85,250	0	85,250	0	0.00%	85,250	62,957	74,991
527080 - Auto Motor Oil	4,500	0	4,500	0	0.00%	4,500	2,742	4,381
527090 - Auto Repairs	62,000	0	62,000	0	0.00%	62,000	56,187	37,762
527100 - Auto Tires	11,000	0	11,000	0	0.00%	11,000	16,203	15,468
535010 - Copy Machine Rental	0	0	0	0	0.00%	0	1,710	1,895
535020 - Equipment Rental	2,500	0	2,500	0	0.00%	2,500	11,422	3,213
535050 - Rental Payments	0	0	0	0	0.00%	0	50	0
535055 - Lease Payments	32,200	0	32,200	13,870	75.67%	18,330	18,325	18,325
535056 - Contra - Cap Lease Payments	0	0	0	0	0.00%	0	0	-18,325
535060 - Uniforms	7,300	0	7,300	0	0.00%	7,300	5,163	0
540010 - Wireless Communication	3,500	0	3,500	0	0.00%	3,500	1,289	3,492
545000 - Utilities	0	0	0	0	0.00%	0	17	0
545010 - Electric	25,000	0	25,000	(9,850)	(28.26)%	34,850	16,975	24,021
545015 - Heating Oil	5,000	0	5,000	0	0.00%	5,000	4,167	11,631
545020 - Natural Gas	5,500	0	5,500	(280)	(4.84)%	5,780	3,548	3,054

Washington County, Maryland
Utility Administration Fund
Department 40040 - Maintenance
FY22 Expenses

	2022		2022			2021	2020	2019
	Operating Budget Requested	Adjustment	Operating Budget Proposed	$ Change	% Change	Operating Budget Approved	Actuals Final	Actuals Final
545030 - Propane Gas	2,600	0	2,600	100	4.00%	2,500	2,395	3,820
545040 - Sewer	0	0	0	0	0.00%	0	0	169
545050 - Waste/Trash Disposal	1,100	0	1,100	0	0.00%	1,100	0	0
545060 - Water	3,370	0	3,370	0	0.00%	3,370	2,694	3,138
Operating Expenses	**429,460**	**0**	**429,460**	**10,790**	**2.58%**	**418,670**	**341,059**	**358,462**
599999 - Controllable Assets	0	0	0	0	0.00%	0	40,394	8,832
Capital Outlay	**0**	**0**	**0**	**0**	**0.00%**	**0**	**40,394**	**8,832**
Total	**1,315,640**	**0**	**1,315,640**	**67,560**	**5.41%**	**1,248,080**	**1,178,024**	**1,160,393**

Washington County, Maryland
Utility Administration Fund
Department 40040 - Maintenance
FY22 Expenses

	2022 Operating Budget Proposed	2022 Variance Comments Proposed
500000 - Wages - Full Time	502,890	
500005 - Wages - Part Time	35,030	
500010 - Wages - Overtime	2,920	
500040 - Other Wages	600	
500100 - FICA - Employer	41,420	
500120 - Health Insurance	152,360	
500125 - Other Insurance	3,150	
500130 - Pension	130,750	
500140 - Workers Compensation	17,060	
515180 - Software	9,200	The additional $6,950 is needed due to technical support for software and hardware at the waste water treatment plants.
515270 - Maintenance Contract Services	6,630	
515320 - Testing Services	400	
515330 - Towing Services	500	
520010 - Certification Classes	1,000	
520030 - Food Comp	100	
525020 - Janitorial Supplies	500	
525040 - Small Tools & Equipment	15,000	
525050 - Welding Material/Supplies	1,500	
526000 - Supplies/Material-Maintenance	48,000	
526020 - Building Maintenance	15,200	
526040 - Equipment Maintenance	17,000	
526050 - Groundskeeping Maintenance	3,000	
527010 - Anti-Freeze	600	
527020 - Auto Batteries	2,800	

Washington County, Maryland
Utility Administration Fund
Department 40040 - Maintenance
FY22 Expenses

	2022 Operating Budget Proposed	2022 Variance Comments Proposed
527030 - Diesel Fuel	50,000	
527040 - Diesel Fuel Tax	7,210	
527060 - Auto Gasoline	85,250	
527080 - Auto Motor Oil	4,500	
527090 - Auto Repairs	62,000	
527100 - Auto Tires	11,000	
535020 - Equipment Rental	2,500	
535055 - Lease Payments	32,200	For the first six months of this year, we spent $10,000 on the rental of mini excavators. We are projecting $20,000 by year's end. If we were to lease one for $13,883 per year, there would be a cost saving of $6,117.
535060 - Uniforms	7,300	
540010 - Wireless Communication	3,500	
545010 - Electric	25,000	
545015 - Heating Oil	5,000	
545020 - Natural Gas	5,500	
545030 - Propane Gas	2,600	
545050 - Waste/Trash Disposal	1,100	
545060 - Water	3,370	

Washington County, Maryland
Account 515180
Software
FY 2022

Department Number: 40040

Department Name: Department of Water Quality

Account Number: 515180

Account Description: Software

Descriptions	FY21 Board Approval	Total Cost: FY22 Dept. Request	Total Cost: Board Approval	New Cost Y/N	Existing Agreement Y/N	Description and/or Reason for Request
MP2	**750**	0				Technical support for fleet maintenance, annual service software and upgrades.
Alldata	**1500**	1,500		N	Y	Updates For Scan Equipment used for definition of code retrievals for most makes and models vehicle service and technical manuals.
MP2		2,320		Y	Y	Technical Support for software that is used to track work orders, repairs, and inventory; Annual Service Software and upgrades.
Fluid Secure		1,403		Y	Y	Operating System, Technical Support for the Fuel Pumps; Annual Service Software and upgrades.
Allen Bradley Application Software, Product Support		477		Y	Y	Annual Service for technical support and software upgrades.
Allen Bradley Automation Contror Hardware, Product Support		1,590		Y	Y	Annual Service for technical support and software upgrades.
HMI Software, Product Support		478		Y	Y	Annual Service for technical support and software upgrades.
Legacy Hardware, Product Support		1,350		Y	Y	Annual Service for technical support and software upgrades.
Total	**$2,250**	**$9,118**	**$0**			

- 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 2022

Department Number: 40040 **Department Name: Water Quality**

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	2017 John Deere Backhoe	1		5	2022	18,330	91,650	3.25	
N	2021 Caterpillar Mini Hydraulic Excavator	1	65,000	5	2027	13,883	69,415		For the first 6 months of this year we spent $10,000 on the rental of mini excavators. We are projecting $20,000 by years end. If we were to lease one for $13,883 per year, there would be a cost saving of $6,117.
	Total	**2**	**$65,000**			**$32,213**	**$161,065**		
						Agree to Budget			

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

Washington County, Maryland
Utility Administration Fund
Department 40050 - Stormwater
FY22 Expenses

	2022 Operating Budget Requested	Adjustment	2022 Operating Budget Proposed	$ Change	% Change	2021 Operating Budget Approved	2020 Actuals Final	2019 Actuals Final
500000 - Wages - Full Time	143,950	0	143,950	9,620	7.16%	134,330	138,900	131,538
500005 - Wages - Part Time	9,240	0	9,240	1,030	12.55%	8,210	5,503	5,494
500040 - Other Wages	450	0	450	0	0.00%	450	450	0
500100 - FICA - Employer	11,750	0	11,750	810	7.40%	10,940	10,352	10,126
500120 - Health Insurance	33,700	0	33,700	7,020	26.31%	26,680	25,663	23,596
500125 - Other Insurance	830	0	830	(10)	(1.19)%	840	836	816
500130 - Pension	37,430	0	37,430	1,280	3.54%	36,150	38,908	23,508
500140 - Workers Compensation	2,920	0	2,920	100	3.55%	2,820	2,892	2,570
500155 - Personnel Requests	156,570	7,650	164,220	164,220	100.00%	0	0	0
500170 - Personal Development	0	0	0	0	0.00%	0	120	120
Wages and Benefits	**396,840**	**7,650**	**404,490**	**184,070**	**83.51%**	**220,420**	**223,625**	**197,768**
505050 - Dues & Subscriptions	2,500	0	2,500	0	0.00%	2,500	2,050	1,695
505140 - Office Supplies	250	0	250	0	0.00%	250	106	242
505150 - Other - Miscellaneous	0	0	0	0	0.00%	0	1,528	0
505160 - Personal Mileage	340	0	340	120	54.55%	220	0	0
505170 - Postage	0	0	0	0	0.00%	0	26	0
505200 - Safety Equipment	400	0	400	300	300.00%	100	0	130
505230 - Travel Expenses	250	0	250	0	0.00%	250	0	57
515180 - Software	1,500	0	1,500	250	20.00%	1,250	0	0
520000 - Training	3,400	0	3,400	0	0.00%	3,400	0	210
520040 - Seminars/Conventions	700	0	700	0	0.00%	700	40	15
525000 - Supplies/Material - Operating	0	0	0	0	0.00%	0	511	0
525040 - Small Tools & Equipment	250	0	250	50	25.00%	200	230	353
535060 - Uniforms	300	0	300	300	100.00%	0	116	0
540010 - Wireless Communication	1,280	0	1,280	0	0.00%	1,280	866	1,272
592040 - Promotional Expenses	1,500	0	1,500	0	0.00%	1,500	1,148	1,263
Operating Expenses	**12,670**	**0**	**12,670**	**1,020**	**8.76%**	**11,650**	**6,620**	**5,237**

Washington County, Maryland
Utility Administration Fund
Department 40050 - Stormwater
FY22 Expenses

	2022		2022			2021	2020	2019
	Operating Budget Requested	Adjustment	Operating Budget Proposed	$ Change	% Change	Operating Budget Approved	Actuals Final	Actuals Final
599999 - Controllable Assets	5,360		5,360	5,360	100.00%	0	0	2,377
Capital Outlay	**5,360**	**0**	**5,360**	**5,360**	**100.00%**	**0**	**0**	**2,377**
Total	**414,870**	**7,650**	**422,520**	**190,450**	**82.07%**	**232,070**	**230,245**	**205,382**

Washington County, Maryland
Utility Administration Fund
Department 40050 - Stormwater
FY22 Expenses

	2022 Operating Budget Proposed	2022 Variance Comments Proposed
500000 - Wages - Full Time	143,950	
500005 - Wages - Part Time	9,240	In order to comply with the County's NPDES permit requirements, the County is required to map the County's drainage system infrastructure. We would like to utilize internship positions to aid County staff in completing the required mapping. In order to attract interest for an internship with Washington County, we would like to offer paid internship positions. For FY 2022 we are proposing two paid internship positions at 120 hours, at a current minimum wage rate for three working sessions. (120 hours x two positions x $12.84/hour x three sessions = $9,240).
500040 - Other Wages	450	
500100 - FICA - Employer	11,750	
500120 - Health Insurance	33,700	
500125 - Other Insurance	830	
500130 - Pension	37,430	
500140 - Workers Compensation	2,920	
500155 - Personnel Requests	164,220	See New/Elimination Position Request Form FY2022
505050 - Dues & Subscriptions	2,500	
505140 - Office Supplies	250	

Washington County, Maryland
Utility Administration Fund
Department 40050 - Stormwater
FY22 Expenses

	2022 Operating Budget Proposed	2022 Variance Comments Proposed
505160 - Personal Mileage	340	Additional funds requested for reimbursement to interns utilizing POV for travel to and from project area from DEM office. Estimated 20 miles per day for 10 days @ .56 cents/mile for three semesters.
505200 - Safety Equipment	400	Staff is in need of updated PPE gear and high visibility gear. Department is also proposing additional staff that will need to be equipped with PPE and high visibility gear.
505230 - Travel Expenses	250	
515180 - Software	1,500	ARCGIS Online Licenses for proposed positions. See attachment.
520000 - Training	3,400	Necessary training to enhance the County's ability to comply with the NPDES/MS4 Permit and the Watershed Implementation Plan requirements. Coursework taught at National Conservation Training Center, Shepherdstown, WV and the Maritime Institute, Linthicum, MD.
520040 - Seminars/Conventions	700	Provides for attendance to both the CWEA Spring & Fall Seminar, and the Chesapeake Bay Forum Fall Conference for both SWM Coordinator and the Watershed Specialist.
525040 - Small Tools & Equipment	250	Due to increased costs of goods.
535060 - Uniforms	300	Shirts with County logo for Stormwater Coordinator, Watershed Specialist, and proposed new positions when attending events or performing public outreach.
540010 - Wireless Communication	1,280	

Washington County, Maryland
Utility Administration Fund
Department 40050 - Stormwater
FY22 Expenses

	2022 Operating Budget Proposed	2022 Variance Comments Proposed
592040 - Promotional Expenses	1,500	
599999 - Controllable Assets	5,360	Laptop computers for 2 proposed positions. See Controllable Assets Form and Personnel Request Form.

Washington County, Maryland
New/Elimination Position Request Form
FY 2022

Department Number: 40050
Account : 500155

Department Name: Stormwater and Watershed Services

Full-Time Position

Position Title	Grade	Step *	Regular or Temp.	Annual Salary	Health Insurance Benefits	Variable Benefits	Revenue Offset	Net Cost	Explanation of Request (A memo may be attached if detail support is needed. Please summarize in this area.)
Stormwater Technician	12	1	Regular	96,600	28,980	38,640	0	164,220	Two positions are being requested. Additional personnel is required to assist current staff to meet the Federal and State mandates for the MS4 Permit and WIP goals.
Inspector	11	1	Regular	44,700	$ 13,410.00	17,880	0	75,990	This position can either be created or transferred from Division of Construction. Inspectors are needed for Stormwater Management Infrastructure and for annual inspection of Stormwater/Watershed Programs as required by the MS4 Permit.

Part-Time Position

Position Title	Grade	Step *	Regular or Temp.	Annual Salary		Total Benefits	Revenue Offset	Net Cost	Explanation of Request (A memo may be attached if detail support is needed. Please summarize in this area.)
						0		0	
						0		0	
				$141,300		$56,520	$0	$240,210	

* General policy for hiring a new position starts at Step 1.
- Formulas have been put into place for calculating benefits for full time and part-time positions.

Washington County, Maryland
Travel Request
FY 2022

Department Number: 40050 | **Department Name: Utility Administration**

Account Number: 505230

Account Description: Travel Expenses

Position	Destination	Date(s) of Travel	Total Cost		Description and/or Reason for Travel Request
			Dept. Request	Board Approval	
Staff	Various destinations	TBD	250	250	This item makes funds available if staff travels beyond the region for meetings, conferences, etc.
			$250	**$250**	

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

Washington County, Maryland
Account 515180
Software
FY 2022

Department Number: 40050

Department Name: Stormwater Management and Watershed Services

Account Number: 515180

Account Description: Software

Descriptions	FY21 Board Approval	Total Cost		New Cost Y/N	Existing Agreement Y/N	Description and/or Reason for Request
		FY22 Dept. Request	Board Approval			
ArcGIS Licenses for 3 proposed new personnel postions	**1250**	1,500		Y		ARCGIS Online Licenses for the 3 proposed personnel requests. ($500 per license)
Total	**$1,250**	**$1,500**	**$0**			

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

Washington County, Maryland
Other Capital Outlay (≥$1 and <$10,000)
FY 2022

Department Number: 40050

Department Name: Stormwater Management and Watershed Services

Account Number: 599999

Account Description: Controllable Assets **(≥$1 and <$10,000 per item)**

Priority Number *	Descriptions	Qty	Unit Cost	Total Cost Dept. Request	N or R	Explain Reason for Request
1	Computers for GIS mapping and MS4 permit requirements.	2	2,681	5,361	N	For proposed Stormwater Management Technician positions needed for MS4 implementation. See descriptions on Personnel Request Form. Quote based on IT Quote No. 3000076216524 from David Elliott.
				0		
				0		
				0		
				0		
				0		
				0		
	Total			$5,361		

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

- The County maintains assets that are considered capital assets in nature but are classified as controllable assets, due to the fact that they fall under the capitalization limits, i.e., **the cost of each item** is ≥$1 and <$10,000 (Transit or Golf Course <$5,000). Examples of controllable items are, but not limited to, chairs, desks, printers, equipment, machinery, weapons, computers. Controllable assets purchases are not a recurring expenditure and are to be purchased in accordance with the approved items by the County Commissioners. Emergency purchases may be supplanted if warranted.

Washington County, Maryland
Utility Administration Fund
Department 40060 - Clean County
FY22 Expenses

	2022 Operating Budget Requested	Adjustment	2022 Operating Budget Proposed	$ Change	% Change	2021 Operating Budget Approved	2020 Actuals Final	2019 Actuals Final
500000 - Wages - Full Time	82,540	0	82,540	5,540	7.19%	77,000	78,499	0
500040 - Other Wages	0	0	0	(100)	(100.00)%	100	68	0
500100 - FICA - Employer	6,310	0	6,310	410	6.95%	5,900	5,711	0
500120 - Health Insurance	17,480	0	17,480	(110)	(0.63)%	17,590	16,113	0
500125 - Other Insurance	520	0	520	20	4.00%	500	510	0
500130 - Pension	21,460	0	21,460	740	3.57%	20,720	22,160	0
500140 - Workers Compensation	5,570	0	5,570	190	3.53%	5,380	5,146	0
Wages and Benefits	**133,880**	**0**	**133,880**	**6,690**	**(100.00)%**	**127,190**	**128,206**	**0**
505200 - Safety Equipment	300	0	300	100	50.00%	200	340	0
505230 - Travel Expenses	2,100	0	2,100	2,100	100.00%	0	0	0
515330 - Towing Services	500	0	500	0	0.00%	500	710	0
520000 - Training	500	0	500	0	0.00%	500	0	0
525040 - Small Tools & Equipment	300	0	300	0	0.00%	300	417	0
526020 - Building Maintenance	0	0	0	0	0.00%	0	120	0
526040 - Equipment Maintenance	10,090	0	10,090	(6,210)	(38.10)%	16,300	17,362	0
527030 - Diesel Fuel	13,500	0	13,500	1,350	11.11%	12,150	7,421	0
527040 - Diesel Fuel Tax	2,000	0	2,000	180	9.89%	1,820	1,409	0
527050 - Auto Fluids	730	0	730	0	0.00%	730	559	0
527060 - Auto Gasoline	2,640	0	2,640	(660)	(20.00)%	3,300	993	0
535060 - Uniforms	1,400	0	1,400	0	0.00%	1,400	446	0
540010 - Wireless Communication	480	0	480	0	0.00%	480	387	0
545050 - Waste/Trash Disposal	33,700	0	33,700	6,820	25.37%	26,880	30,764	0
545060 - Water	1,490	0	1,490	0	0.00%	1,490	0	0
Operating Expenses	**69,730**	**0**	**69,730**	**3,680**	**5.57%**	**66,050**	**60,928**	**0**
Total	**203,610**	**0**	**203,610**	**10,370**	**5.37%**	**193,240**	**189,134**	**0**

Washington County, Maryland
Utility Administration Fund
Department 40060 - Clean County
FY22 Expenses

	2022 Operating Budget Proposed	2022 Variance Comments Proposed
500000 - Wages - Full Time	82,540	
500100 - FICA - Employer	6,310	
500120 - Health Insurance	17,480	
500125 - Other Insurance	520	
500130 - Pension	21,460	
500140 - Workers Compensation	5,570	
505200 - Safety Equipment	300	For update of PPE and high visibility gear for safety of sweeper crew. High visibility jackets approximately $130 each. Safety glasses approximately $20 each.
505230 - Travel Expenses	2,100	Travel expenses (meals, lodging, airfare, rental car) for sweeper training in Huntsville, AL in Oct. or Nov. 2021
515330 - Towing Services	500	
520000 - Training	500	
525040 - Small Tools & Equipment	300	
526040 - Equipment Maintenance	10,090	Sweeper maintenance based on 700 hours. New dump truck to arrive in February 2021 with five year warranty. Reducing maintenance cost.

Washington County, Maryland
Utility Administration Fund
Department 40060 - Clean County
FY22 Expenses

	2022 Operating Budget Proposed	2022 Variance Comments Proposed
527030 - Diesel Fuel	13,500	Based on average use of 450 gallons/month x 12 months = 5,400 gallons at $2.20 per gallon total of $13,500.
527040 - Diesel Fuel Tax	2,000	Diesel tax calculated at $.3705/gallon x 5,400 gallons = $2,000.
527050 - Auto Fluids	730	
527060 - Auto Gasoline	2,640	Based on 80 gallons/month x 12 months x $2.75/gallon = $2,640.
535060 - Uniforms	1,400	
540010 - Wireless Communication	480	
545050 - Waste/Trash Disposal	33,700	Based on average of 54 tons/month x 12 months x $52/ton = $33,696.
545060 - Water	1,490	

Washington County, Maryland
Travel Request
FY 2022

Department Number: 40060 **Department Name: Clean County**

Account Number: 505230

Account Description: Travel Expenses

Position Title Only (do not use individual names)	Destination	Date(s) of Travel	Total Cost: Dept. Request	Total Cost: Board Approval	Description and/or Reason for Travel Request
Clean County Technician	Schwarze Manufacturing Company, Huntsville, AL	Oct 12-15, 2021 or Nov 16-19, 2021	1,050		Factory training on the A-8 Twister Street Sweeper. To teach the Technician to troubleshoot and perform maintenance on the County street sweeper and to learn to be more proficient while operating the street sweeper.
Clean County Technician	Schwarze Manufacturing Company, Huntsville, AL	Oct 12-15, 2021 or Nov 16-19, 2021	1,050		Factory training on the A-8 Twister Street Sweeper. To teach the Technician to troubleshoot and perform maintenance on the County street sweeper and to learn to be more proficient while operating the street sweeper.
			$2,100	**$0**	

- 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
Utility Administration Fund
Department 40998 - Billable - Inspection Projects
FY22 Expenses

	2022 Operating Budget Requested	Adjustment	2022 Operating Budget Proposed	$ Change	% Change	2021 Operating Budget Approved	2020 Actuals Final	2019 Actuals Final
500000 - Wages - Full Time	8,210	0	8,210	1,320	19.16%	6,890	1,118	-30
500010 - Wages - Overtime	130	0	130	(470)	(78.33)%	600	0	0
500100 - FICA - Employer	640	0	640	70	12.28%	570	64	0
500120 - Health Insurance	2,490	0	2,490	140	5.96%	2,350	170	0
500125 - Other Insurance	50	0	50	0	0.00%	50	6	0
500130 - Pension	2,130	0	2,130	240	12.70%	1,890	251	0
500140 - Workers Compensation	280	0	280	40	16.67%	240	49	0
Wages and Benefits	**13,930**	**0**	**13,930**	**1,340**	**10.64%**	**12,590**	**1,658**	**-30**
515000 - Contracted/Purchased Service	16,250	0	16,250	0	0.00%	16,250	0	0
Operating Expenses	**16,250**	**0**	**16,250**	**0**	**0.00%**	**16,250**	**0**	**0**
Total	**30,180**	**0**	**30,180**	**1,340**	**(100.00)%**	**28,840**	**1,658**	**-30**

Washington County, Maryland
Utility Administration Fund
Department 40998 - Billable - Inspection Projects
FY22 Expenses

	2022 Operating Budget Proposed	2022 Variance Comments Proposed
500000 - Wages - Full Time	8,210	
500010 - Wages - Overtime	130	
500100 - FICA - Employer	640	
500120 - Health Insurance	2,490	
500125 - Other Insurance	50	
500130 - Pension	2,130	
500140 - Workers Compensation	280	
515000 - Contracted/Purchased Service	16,250	

Washington County, Maryland
Utility Administration Fund
Department 40999 - Billable - Contract Operations
FY22 Expenses

	2022 Operating Budget Requested	Adjustment	2022 Operating Budget Proposed	$ Change	% Change	2021 Operating Budget Approved	2020 Actuals Final	2019 Actuals Final
500000 - Wages - Full Time	137,590	0	137,590	(10)	(0.01)%	137,600	20,207	23,758
500010 - Wages - Overtime	11,960	0	11,960	(1,010)	(7.79)%	12,970	430	861
500040 - Other Wages	2,870	0	2,870	1,420	97.93%	1,450	1,012	186
500100 - FICA - Employer	11,660	0	11,660	30	0.26%	11,630	1,359	1,880
500120 - Health Insurance	41,690	0	41,690	(5,270)	(11.22)%	46,960	5,819	5,370
500125 - Other Insurance	860	0	860	(160)	(15.69)%	1,020	112	142
500130 - Pension	35,770	0	35,770	(2,030)	(5.37)%	37,800	4,940	3,982
500140 - Workers Compensation	4,670	0	4,670	(170)	(3.51)%	4,840	462	223
Wages and Benefits	**247,070**	**0**	**247,070**	**(7,200)**	**(2.83)%**	**254,270**	**34,341**	**36,401**
515000 - Contracted/Purchased Service	2,000	0	2,000	0	0.00%	2,000	0	0
525000 - Supplies/Material - Operating	10,000	0	10,000	0	0.00%	10,000	0	0
526000 - Supplies/Material-Maintenance	5,000	0	5,000	0	0.00%	5,000	0	0
528000 - Supplies - Chemicals	2,700	0	2,700	0	0.00%	2,700	0	0
545020 - Natural Gas	3,700	0	3,700	(80)	(2.12)%	3,780	0	0
545060 - Water	3,730	0	3,730	0	0.00%	3,730	0	0
Operating Expenses	**27,130**	**0**	**27,130**	**-80**	**(0.29)%**	**27,210**	**0**	**0**
Total	**274,200**	**0**	**274,200**	**(7,280)**	**(2.59)%**	**281,480**	**34,341**	**36,401**
Utility Administration Fund Total	**5,165,850**	**7,650**	**5,173,500**	**401,000**	**8.40%**	**4,772,500**	**4,167,394**	**3,640,976**

Washington County, Maryland
Utility Administration Fund
Department 40999 - Billable - Contract Operations
FY22 Expenses

	2022 Operating Budget Requested	2022 Variance Comments Requested
500000 - Wages - Full Time	137,590	
500010 - Wages - Overtime	11,960	
500040 - Other Wages	2,870	
500100 - FICA - Employer	11,660	
500120 - Health Insurance	41,690	
500125 - Other Insurance	860	
500130 - Pension	35,770	
500140 - Workers Compensation	4,670	
515000 - Contracted/Purchased Service	2,000	
525000 - Supplies/Material - Operating	10,000	
526000 - Supplies/Material-Maintenance	5,000	
528000 - Supplies - Chemicals	2,700	
545020 - Natural Gas	3,700	
545060 - Water	3,730	

Washington County, Maryland
Proposed Water Fund Operating Budget
Detailed Summary
Fiscal Year 2022

Page	Category	FY 2022 Requested Budget	Adjustment	FY 2022 Proposed Budget	$ Change	Note	% Change	Original Budget FY 2021
	General Revenues:							
16-4	Rental - Other	114,140	(1,200)	112,940	(1,200)	1	-1.05%	114,140
16-4	Connection Fees	2,830	170	3,000	170	2	6.01%	2,830
		116,970	**(1,030)**	**115,940**	**(1,030)**		**-0.88%**	**116,970**
1	**Rental - Other:** - Reduced based on Rental Fee Schedule.							
2	**Connection Fees:** - Adjusted based on rate model projections							
	Utility Revenues:							
16-4	Residential	759,400	9,900	769,300	9,900	3	1.30%	759,400
16-4	Comm/Industrial I	36,200	(400)	35,800	(400)	3	-1.10%	36,200
16-4	Comm/Industrial II	51,800	(12,600)	39,200	(12,600)	3	-24.32%	51,800
16-4	Vol/Public Service	1,600	0	1,600	0		0.00%	1,600
		849,000	**(3,100)**	**845,900**	**(3,100)**		**-0.37%**	**849,000**
3	**Utility Revenues:** - Adjusted based on rate model projections.							
	Miscellaneous Revenues:							
16-4	Interest, Penalties, & Fees	30,000	0	30,000	0		0.00%	30,000
16-4	Fund Balance Reserve	0	0	0	0		0.00%	0
16-4	General Fund Appropriation	107,370	79,910	187,280	79,910	4	74.42%	107,370
		137,370	**79,910**	**217,280**	**79,910**		**58.17%**	**137,370**
4	**Gen. Fund Appropriation:** - Revenues from proposed rates are insufficient to cover expenditures. Fund requires a General Fund subsidy.							
	Total Revenues	**1,103,340**	**75,780**	**1,179,120**	**75,780**		**6.87%**	**1,103,340**

Washington County, Maryland
Proposed Water Fund Operating Budget
Detailed Summary
Fiscal Year 2022

Page	Category	FY 2022 Requested Budget	Adjustment	FY 2022 Proposed Budget	$ Change	Note	% Change	Original Budget FY 2021
16-8	General Operations	453,580	4,950	458,530	23,040	**5**	5.29%	435,490
16-11	Maintenance Treatment Plants	52,370	0	52,370	(10,470)	**6**	-16.66%	62,840
16-14	Elk Ridge Treatment Plant	10,340	0	10,340	(440)	**7**	-4.08%	10,780
16-16	Highfield Treatment Plant	62,620	0	62,620	(800)	**7**	-1.26%	63,420
16-18	Mt. Aetna Treatment Plant	42,470	0	42,470	(10)	**7**	-0.02%	42,480
16-20	Sandy Hook Treatment Plant	19,410	0	19,410	(5,710)	**7**	-22.73%	25,120
16-22	Sharpsburg Treatment Plant	301,810	0	301,810	49,240	**7**	19.50%	252,570
16-24	Distribution Lines Operations	124,620	0	124,620	11,580	**8**	10.24%	113,040
16-27	Distribution Lines Maintenance	106,950	0	106,950	9,350	**9**	9.58%	97,600
	Total Expenses	**1,174,170**	**4,950**	**1,179,120**	**75,780**	**10**	**6.87%**	**1,103,340**

5 **General Operations:**
- Utility Admin Charge increased $22,610 based on amount needed to fund Utility Admin for services provided.

6 **Maintenance Treatment Plants:**
- Salaries and Benefits decreased $8,820 due to allocation based on three years of actuals.

7 **Treatment Plants:**
- Salaries and Benefits increased $46,560 due to wage and benefit changes.

8 **Distribution Lines Operations:**
- Salaries and Benefits increased $8,470 due to wage and benefit changes.

9 **Distribution Lines Maintenance:**
- Salaries and Benefits increased $1,850 due to wage and benefit changes.
- Supplies/Material Maintenance increased $7,500 due to the addition of the Fort Ritchie/Cascade system.

10 **Category Summary:**

Salaries and Benefits	509,290	0	509,290	48,050	10.42%	461,240
Operating	649,880	4,950	654,830	27,730	4.42%	627,100
Capital Outlay	15,000	0	15,000	0	0.00%	15,000
	1,174,170	4,950	1,179,120	75,780	6.87%	1,103,340

Washington County, Maryland
Department of Water Quality
Proposed Rates for FY 2022

3.5% Revenue Increase

Water Rates

Retail Classes	Current Quarterly Rates	Proposed Quarterly Rates	Increase %	Increase $
Base for 6,000 gal				
Res Full Service	104.76	107.15	2.3%	2.39
Comm I Full Service	104.76	108.43	3.5%	3.67
Comm II Full Service	129.40	133.93	3.5%	4.53
Volunteer Service	104.78	107.15	2.3%	2.37
Volume per 1,000 gal				
Res Full Service	11.78	12.40	5.3%	0.62
Comm I Full Service	12.05	12.47	3.5%	0.42
Comm II Full Service	9.30	9.63	3.5%	0.33
Volunteer Service	11.82	12.40	4.9%	0.58
Non-metered Accounts	175.44	181.55	3.5%	6.11

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

	Current	Proposed	Increase %	Increase $
Base Charge (6,000 gal)	104.76	107.15	2.3%	2.39
Vol Charge (6,000 gal)	70.68	74.40	5.3%	3.72
Total bill	**175.44**	**181.55**	**3.5%**	**6.11**

Washington County, Maryland
Water Fund Revenues
FY22

	2022 Operating Budget Requested	Adjustment	2022 Operating Budget Proposed	$ Change	% Change	2021 Operating Budget Approved	2020 Actuals Final	2019 Actuals Final
404420 - Interest, Penalties & Fees	30,000	0	30,000	0	0.00%	30,000	29,951	51,797
404520 - Rental - Other	114,140	(1,200)	112,940	(1,200)	(1.05)%	114,140	108,364	104,793
441000 - Residential	759,400	9,900	769,300	9,900	1.30%	759,400	749,767	774,216
441010 - Comm/Industrial I	36,200	(400)	35,800	(400)	(1.10)%	36,200	46,902	45,611
441020 - Comm/Industrial II	51,800	(12,600)	39,200	(12,600)	(24.32)%	51,800	41,146	42,160
441030 - Vol/Public Service	1,600	0	1,600	0	0.00%	1,600	2,261	1,944
441100 - Connection Fees	2,830	170	3,000	170	6.01%	2,830	7,690	2,500
490000 - Miscellaneous	0	0	0	0	0.00%	0	0	6,754
490010 - Gain or Loss on Sale of Asset	0	0	0	0	0.00%	0	0	60
490045 - Oper Transfer - General Fund	107,370	79,910	187,280	79,910	74.42%	107,370	0	0
498722 - Capital Transfer - Cascade	0	0	0	0	0.00%	0	0	13,000
Revenues	**1,103,340**	**75,780**	**1,179,120**	**75,780**	**6.87%**	**1,103,340**	**986,081**	**1,029,207**

Washington County, Maryland
Water Fund
FY22 Revenues

	2022 Operating Budget Proposed	2022 Variance Comments Proposed
404420 - Interest, Penalties & Fees	30,000	
404520 - Rental - Other	112,940	Reduced based on actual revenue collected in prior years.
441000 - Residential	769,300	Adjusted based on rate model projections.
441010 - Comm/Industrial I	35,800	Adjusted based on rate model projections.
441020 - Comm/Industrial II	39,200	Adjusted based on rate model projections.
441030 - Vol/Public Service	1,600	
441100 - Connection Fees	3,000	Adjusted based on rate model projections.
490045 - Oper Transfer - General Fund	187,280	Revenues from proposed rates are insufficient to cover expenditures. Fund requires a General Fund subsidy.

Washington County, Maryland
Proposed New or Increase Fee Form
FY 2022

Account Number: Various

Department Name: Water Quality - Water Rates

Account Description:

Fee Category	Brief Description of Fee or Service	Qtrly Fee FY 2020		Qtrly Fee FY 2021		Proposed Qtrly Fee FY 2022		Change in Base	Change in Per 1,000 Gal	Total Change in Revenue	Justification
		Base for 6,000 Gallons	Each Additional 1,000 Gallons	Base for 6,000 Gallons	Each Additional 1,000 Gallons	Base for 6,000 Gallons	Each Additional 1,000 Gallons				
441000	Residential	104.76	11.78	104.76	11.78	107.15	12.40	2.39	0.62	23,400	Based on projected cost of service as calculated in Rate Model.
441010	Comm/Industrial I	104.76	12.05	104.76	12.05	108.43	12.47	3.67	0.42	1,200	Based on projected cost of service as calculated in Rate Model.
441020	Comm/Industrial II	129.40	9.30	129.40	9.30	133.92	9.63	4.52	0.33	1,400	Based on projected cost of service as calculated in Rate Model.
441030	Vol/Public Service	104.76	11.82	104.78	11.82	107.15	12.40	2.37	0.58	0	Based on projected cost of service as calculated in Rate Model.

$26,000

Fee Category	Brief Description of Fee or Service	Fee FY20	Fee FY 2021	Proposed\ Fee FY 2022	Change in Base		Total Change in Revenue	Justification
441100	Connection Fee	2,500.00	2,500.00	2,700.00	200.00		200	Based on projected cost of service as calculated in Rate Model.

$200

$26,200

Washington County, Maryland
Water Fund Expenditures - Proposed
FY22

	2022 Operating Budget Requested	Adjustment	2022 Operating Budget Proposed	$ Change	% Change	2021 Operating Budget Approved
41010 - General Operations	453,580	4,950	458,530	23,040	5.29%	435,490
41020 - Maintenance Treatment Plants	52,370	0	52,370	(10,470)	(16.66)%	62,840
41100 - Elk Ridge Treatment Plant	10,340	0	10,340	(440)	(4.08)%	10,780
41120 - Highfield Treatment Plant	62,620	0	62,620	(800)	(1.26)%	63,420
41140 - Mt. Aetna Treatement Plant	42,470	0	42,470	(10)	(0.02)%	42,480
41160 - Sandy Hook Treatment Plant	19,410	0	19,410	(5,710)	(22.73)%	25,120
41180 - Sharpsburg Treatment Plant	301,810	0	301,810	49,240	19.50%	252,570
41700 - Distribution Lines Operations	124,620	0	124,620	11,580	10.24%	113,040
41710 - Distribution Lines Maintenance	106,950	0	106,950	9,350	9.58%	97,600
Water Fund	**1,174,170**	**4,950**	**1,179,120**	**75,780**	**6.87%**	**1,103,340**
Total Expenditures	**1,174,170**	**4,950**	**1,179,120**	**75,780**	**6.87%**	**1,103,340**

Washington County, Maryland
Water Fund
Department 41010 - General Operations
FY22 Expenses

	2022 Operating Budget Requested	Adjustment	2022 Operating Budget Proposed	$ Change	% Change	2021 Operating Budget Approved	2020 Actuals Final	2019 Actuals Final
500000 - Wages - Full Time	0	0	0	0	0.00%	0	0	0
500130 - Pension	0	0	0	0	0.00%	0	9,190	0
500170 - Personal Development	600	0	600	0	0.00%	600	0	0
500171 - Employee Recognition	450	0	450	(10)	(2.17)%	460	0	0
500172 - Team Building	130	0	130	0	0.00%	130	0	0
Wages and Benefits	**1,180**	**0**	**1,180**	**(10)**	**(0.84)%**	**1,190**	**9,190**	**0**
501000 - Debt - Bond Principal	14,720	0	14,720	660	0	14,060	71,160	68,270
501001 - Contra - Bond Principal	0	0	0	0	0.00%	0	-71,160	-68,270
501050 - Debt - Bond Interest	13,780	0	13,780	(520)	(3.64)%	14,300	19,860	30,659
501090 - Debt - Administrative Fees	0	0	0	0	0.00%	0	16	10
501095 - Bond Issue Cost Expense	480	0	480	480	100.00%	0	0	746
502000 - Appropriations	15,000	0	15,000	0	0.00%	15,000	0	0
505010 - Advertising	500	0	500	500	100.00%	0	0	0
505050 - Dues & Subscriptions	0	0	0	0	0.00%	0	275	1,166
505170 - Postage	0	0	0	(680)	(100.00)%	680	0	8
505960 - Uncollectible Accounts	0	0	0	0	0.00%	0	-6	-248
515000 - Contracted/Purchased Service	0	0	0	0	0.00%	0	923	5,442
525000 - Supplies/Material - Operating	400	0	400	0	0.00%	400	0	841
525010 - Billing Supplies	1,200	0	1,200	0	0.00%	1,200	955	848
525040 - Small Tools & Equipment	700	0	700	0	0.00%	700	46	0
527035 - Off Road Diesel	1,090	0	1,090	0	0.00%	1,090	0	0
545010 - Electric	0	0	0	0	0.00%	0	128	0
590040 - Utility Administration Charge	404,530	4,950	409,480	22,610	5.84%	386,870	404,270	374,430
Operating Expenses	**452,400**	**4,950**	**457,350**	**23,050**	**5.31%**	**434,300**	**426,468**	**413,902**
599999 - Controllable Assets	0	0	0	0	0.00%	0	0	7,500
Capital Outlay	**0**	**0**	**0**	**0**	**0.00%**	**0**	**0**	**7,500**
Total	**453,580**	**4,950**	**458,530**	**23,040**	**5.29%**	**435,490**	**435,658**	**421,402**

Washington County, Maryland
Water Fund
Department 41010 - General Operations
FY22 Expenses

	2022 Operating Budget Proposed	2022 Variance Comments Proposed
500170 - Personal Development	600	The personal development incentive budget is $120 per full-time employee per year. Employees are afforded the opportunity to request annual training of some kind. Training may include physical training and exercise.
500171 - Employee Recognition	450	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 maybe used for additional training; attendance to industry events; and related travel.
500172 - Team Building	130	The team building incentive budget is $25 per full-time employee per year. This allows a department head or division director to offer the occasional celebration or recognize employee achievements in the office setting.
501000 - Debt - Bond Principal	14,720	Debt cost is based on fixed agreed upon payments with bondholders and State agencies. Payments are in accordance with amortization schedules.
501050 - Debt - Bond Interest	13,780	Debt cost is based on fixed agreed upon payments with bondholders and State agencies. Payments are in accordance with amortization schedules.
501095 - Bond Issue Cost Expense	480	Debt cost is based on fixed agreed upon payments with bondholders and State agencies. Payments are in accordance with amortization schedules.
502000 - Appropriations	15,000	
505010 - Advertising	500	Budget added for hydrant flushing notices.
505170 - Postage	0	Reallocated to 505170-40-40010 to consolidate funding
525000 - Supplies/Material - Operating	400	
525010 - Billing Supplies	1,200	
525040 - Small Tools & Equipment	700	

Washington County, Maryland
Water Fund
Department 41010 - General Operations
FY22 Expenses

	2022 Operating Budget Proposed	2022 Variance Comments Proposed
527035 - Off Road Diesel	1,090	Estimated budget is 396 gallons x $2.75 = $1,089, which is based on bids and short-term energy outlook forecasts. Rate is discounted with new bid price including delivery as compared to retail prices.
590040 - Utility Administration Charge	404,530	Adjusted to be 10% of the Utility Administration Fund deficit.

Washington County, Maryland
Water Fund
Department 41020 - Maintenance Treatment Plants
FY22 Expenses

	2022 Operating Budget Requested	Adjustment	2022 Operating Budget Proposed	$ Change	% Change	2021 Operating Budget Approved	2020 Actuals Final	2019 Actuals Final
500000 - Wages - Full Time	18,490	0	18,490	(4,450)	(19.40)%	22,940	12,743	12,185
500010 - Wages - Overtime	1,210	0	1,210	(80)	(6.20)%	1,290	1,182	565
500100 - FICA - Employer	1,510	0	1,510	(340)	(18.38)%	1,850	1,045	966
500120 - Health Insurance	5,600	0	5,600	(2,230)	(28.48)%	7,830	5,068	2,618
500125 - Other Insurance	120	0	120	(50)	(29.41)%	170	88	79
500130 - Pension	4,810	0	4,810	(1,490)	(23.65)%	6,300	3,773	2,213
500140 - Workers Compensation	630	0	630	(180)	(22.22)%	810	812	607
Wages and Benefits	**32,370**	**0**	**32,370**	**(8,820)**	**(21.41)%**	**41,190**	**24,712**	**19,234**
515000 - Contracted/Purchased Service	0	0	0	0	0.00%	0	23,311	0
515270 - Maintenance Contract Services	3,000	0	3,000	(3,650)	(54.89)%	6,650	440	0
525000 - Supplies/Material - Operating	0	0	0	0	0.00%	0	0	137
526000 - Supplies/Material-Maintenance	17,000	0	17,000	2,000	13.33%	15,000	4,266	2,190
Operating Expenses	**20,000**	**0**	**20,000**	**(1,650)**	**(7.62)%**	**21,650**	**28,017**	**2,327**
Total	**52,370**	**0**	**52,370**	**(10,470)**	**(16.66)%**	**62,840**	**52,729**	**21,561**

Washington County, Maryland
Water Fund
Department 41020 - Maintenance Treatment Plants
FY22 Expenses

	2022 Operating Budget Proposed	2022 Variance Comments Proposed
500000 - Wages - Full Time	18,490	The budget is based on a proposed step of 2.5% and a 1% COLA for FY22. Due to the mid-year increase in FY21, the increase from the FY21 original budget to the FY22 proposed budget is approximately 7.12%. Wages are then allocated based on a three year rolling average and adjusted for any known changes in trends.
500010 - Wages - Overtime	1,210	The budget is based on a proposed step of 2.5% and a 1% COLA for FY22. Due to the mid-year increase in FY21, the increase from the FY21 original budget to the FY22 proposed budget is approximately 7.12%. Wages are then allocated based on a three year rolling average and adjusted for any known changes in trends.
500100 - FICA - Employer	1,510	Budget is based on total wages times 7.65%.
500120 - Health Insurance	5,600	The Health Insurance budget was not increased. This is based on the projected trend analysis in the market, discussions with the Count's health insurance administrators, an analysis of the County's self-insured reserve trends and the anticipated reserve balance.
500125 - Other Insurance	120	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 7.12%.
500130 - Pension	4,810	The budgeted amount for employer pension is based on full-time wages times 26%.

Washington County, Maryland
Water Fund
Department 41020 - Maintenance Treatment Plants
FY22 Expenses

	2022 Operating Budget Proposed	2022 Variance Comments Proposed
500140 - Workers Compensation	630	Workers Compensation is based on projected FY22 employee wages times their assigned classification rates. Classification rates have not changed.
515270 - Maintenance Contract Services	3,000	Reallocating $2,000 to 526000-41-41020 and reducing remaining budget by $1,650 based on past expenditures.
526000 - Supplies/Material-Maintenance	17,000	Reallocating $2,000 from 515270-41-41020. Due to the aging of the treatment plant, more funds will be needed.

Washington County, Maryland
Water Fund
Department 41100 - Elk Ridge Treatment Plant
FY22 Expenses

	2022 Operating Budget Requested	Adjustment	2022 Operating Budget Proposed	$ Change	% Change	2021 Operating Budget Approved	2020 Actuals Final	2019 Actuals Final
500000 - Wages - Full Time	4,330	0	4,330	(50)	(1.14)%	4,380	7,117	631
500010 - Wages - Overtime	50	0	50	40	400.00%	10	107	0
500100 - FICA - Employer	340	0	340	0	0.00%	340	564	46
500120 - Health Insurance	1,310	0	1,310	(180)	(12.08)%	1,490	16	238
500125 - Other Insurance	30	0	30	0	0.00%	30	43	4
500130 - Pension	1,130	0	1,130	(70)	(5.83)%	1,200	1,933	114
500140 - Workers Compensation	150	0	150	0	0.00%	150	192	0
Wages and Benefits	**7,340**	**0**	**7,340**	**(260)**	**(3.42)%**	**7,600**	**9,973**	**1,033**
525000 - Supplies/Material - Operating	700	0	700	500	250.00%	200	845	0
525040 - Small Tools & Equipment	200	0	200	(500)	(71.43)%	700	284	0
526000 - Supplies/Material-Maintenance	0	0	0	0	0.00%	0	405	0
528000 - Supplies - Chemicals	600	0	600	0	0.00%	600	253	69
545010 - Electric	1,500	0	1,500	(180)	(10.71)%	1,680	995	1,160
Operating Expenses	**3,000**	**0**	**3,000**	**(180)**	**(5.66)%**	**3,180**	**2,782**	**1,229**
Total	**10,340**	**0**	**10,340**	**(440)**	**(4.08)%**	**10,780**	**12,755**	**2,262**

Washington County, Maryland
Water Fund
Department 41100 - Elk Ridge Treatment Plant
FY22 Expenses

	2022 Operating Budget Proposed	2022 Variance Comments Proposed
500000 - Wages - Full Time	4,330	
500010 - Wages - Overtime	50	
500100 - FICA - Employer	340	
500120 - Health Insurance	1,310	
500125 - Other Insurance	30	
500130 - Pension	1,130	
500140 - Workers Compensation	150	
525000 - Supplies/Material - Operating	700	Reallocated funds from 525040-41-41100 to improve purchasing process.
525040 - Small Tools & Equipment	200	Reallocated funds to 525000-41-41100 to improve purchasing process.
528000 - Supplies - Chemicals	600	
545010 - Electric	1,500	

Washington County, Maryland
Water Fund
Department 41120 - Highfield Treatment Plant
FY22 Expenses

	2022 Operating Budget Requested	Adjustment	2022 Operating Budget Proposed	$ Change	% Change	2021 Operating Budget Approved	2020 Actuals Final	2019 Actuals Final
500000 - Wages - Full Time	13,710	0	13,710	280	2.08%	13,430	10,358	15,002
500010 - Wages - Overtime	100	0	100	10	11.11%	90	38	258
500100 - FICA - Employer	1,060	0	1,060	30	2.91%	1,030	785	1,113
500120 - Health Insurance	4,150	0	4,150	(430)	(9.39)%	4,580	3,806	6,060
500125 - Other Insurance	90	0	90	(10)	(10.00)%	100	61	87
500130 - Pension	3,560	0	3,560	(130)	(3.52)%	3,690	2,696	2,499
500140 - Workers Compensation	470	0	470	0	0.00%	470	267	265
Wages and Benefits	**23,140**	**0**	**23,140**	**(250)**	**(1.07)%**	**23,390**	**18,010**	**25,285**
505050 - Dues & Subscriptions	0	0	0	0	0.00%	0	0	188
505140 - Office Supplies	0	0	0	0	0.00%	0	140	0
515000 - Contracted/Purchased Service	1,200	0	1,200	0	0.00%	1,200	0	-512
525000 - Supplies/Material - Operating	4,500	0	4,500	1,000	28.57%	3,500	3,150	1,932
525040 - Small Tools & Equipment	280	0	280	(1,000)	(78.13)%	1,280	358	105
526000 - Supplies/Material-Maintenance	0	0	0	0	0.00%	0	0	520
528000 - Supplies - Chemicals	11,500	0	11,500	0	0.00%	11,500	6,765	8,762
545010 - Electric	22,000	0	22,000	(550)	(2.44)%	22,550	14,073	22,704
Operating Expenses	**39,480**	**0**	**39,480**	**(550)**	**(1.37)%**	**40,030**	**24,486**	**33,700**
599999 - Controllable Assets	0	0	0	0	0.00%	0	0	566
Capital Outlay	**0**	**0**	**0**	**0**	**0.00%**	**0**	**0**	**566**
Total	**62,620**	**0**	**62,620**	**(800)**	**(1.26)%**	**63,420**	**42,496**	**59,551**

Washington County, Maryland
Water Fund
Department 41120 - Highfield Treatment Plant
FY22 Expenses

	2022 Operating Budget Proposed	2022 Variance Comments Proposed
500000 - Wages - Full Time	13,710	
500010 - Wages - Overtime	100	
500100 - FICA - Employer	1,060	
500120 - Health Insurance	4,150	
500125 - Other Insurance	90	
500130 - Pension	3,560	
500140 - Workers Compensation	470	
515000 - Contracted/Purchased Service	1,200	
525000 - Supplies/Material - Operating	4,500	Reallocated funds from 525040-41-41120 to improve purchasing process.
525040 - Small Tools & Equipment	280	Reallocated funds to 525000-41-41120 to improve purchasing process.
528000 - Supplies - Chemicals	11,500	
545010 - Electric	22,000	

Washington County, Maryland
Water Fund
Department 41140 - Mt. Aetna Treatement Plant
FY22 Expenses

	2022 Operating Budget Requested	Adjustment	2022 Operating Budget Proposed	$ Change	% Change	2021 Operating Budget Approved	2020 Actuals Final	2019 Actuals Final
500000 - Wages - Full Time	19,160	0	19,160	1,020	5.62%	18,140	14,270	19,736
500010 - Wages - Overtime	600	0	600	120	25.00%	480	912	524
500040 - Other Wages	0	0	0	0	0.00%	0	68	63
500100 - FICA - Employer	1,510	0	1,510	90	6.34%	1,420	1,151	1,514
500120 - Health Insurance	5,800	0	5,800	(390)	(6.30)%	6,190	4,958	3,640
500125 - Other Insurance	120	0	120	(10)	(7.69)%	130	96	124
500130 - Pension	4,980	0	4,980	0	0.00%	4,980	4,037	3,476
500140 - Workers Compensation	650	0	650	10	1.56%	640	391	320
Wages and Benefits	**32,820**	**0**	**32,820**	**840**	**2.63%**	**31,980**	**25,883**	**29,396**
505220 - Security	0	0	0	0	0.00%	0	0	24
515000 - Contracted/Purchased Service	1,000	0	1,000	0	0.00%	1,000	0	0
525000 - Supplies/Material - Operating	1,400	0	1,400	500	55.56%	900	1,264	767
525040 - Small Tools & Equipment	250	0	250	(500)	(66.67)%	750	216	0
526000 - Supplies/Material-Maintenance	0	0	0	0	0.00%	0	0	24
528000 - Supplies - Chemicals	3,000	0	3,000	0	0.00%	3,000	2,637	2,504
545010 - Electric	4,000	0	4,000	(850)	(17.53)%	4,850	2,552	3,989
Operating Expenses	**9,650**	**0**	**9,650**	**(850)**	**(8.10)%**	**10,500**	**6,668**	**7,307**
Total	**42,470**	**0**	**42,470**	**(10)**	**(0.02)%**	**42,480**	**32,551**	**36,704**

Washington County, Maryland
Water Fund
Department 41140 - Mt. Aetna Treatment Plant
FY22 Expenses

	2022 Operating Budget Proposed	2022 Variance Comments Proposed
500000 - Wages - Full Time	19,160	
500010 - Wages - Overtime	600	
500100 - FICA - Employer	1,510	
500120 - Health Insurance	5,800	
500125 - Other Insurance	120	
500130 - Pension	4,980	
500140 - Workers Compensation	650	
515000 - Contracted/Purchased Service	1,000	
525000 - Supplies/Material - Operating	1,400	Reallocated funds from 525040-41-41140 to improve purchasing process.
525040 - Small Tools & Equipment	250	Reallocated funds to 525000-41-41140 to improve purchasing process.
528000 - Supplies - Chemicals	3,000	
545010 - Electric	4,000	

Washington County, Maryland
Water Fund
Department 41160 - Sandy Hook Treatment Plant
FY22 Expenses

	2022		2022			2021	2020	2019
	Operating Budget Requested	Adjustment	Operating Budget Proposed	$ Change	% Change	Operating Budget Approved	Actuals Final	Actuals Final
500000 - Wages - Full Time	8,100	0	8,100	(2,840)	(25.96)%	10,940	5,889	3,994
500010 - Wages - Overtime	60	0	60	0	0.00%	60	0	40
500100 - FICA - Employer	620	0	620	(220)	(26.19)%	840	454	297
500120 - Health Insurance	2,450	0	2,450	(1,280)	(34.32)%	3,730	56	1,261
500125 - Other Insurance	50	0	50	(30)	(37.50)%	80	36	23
500130 - Pension	2,110	0	2,110	(900)	(29.90)%	3,010	1,613	682
500140 - Workers Compensation	270	0	270	(110)	(28.95)%	380	154	4
Wages and Benefits	**13,660**	**0**	**13,660**	**(5,380)**	**(28.26)%**	**19,040**	**8,202**	**6,303**
525000 - Supplies/Material - Operating	1,000	0	1,000	0	0.00%	1,000	988	783
525040 - Small Tools & Equipment	150	0	150	(600)	(80.00)%	750	130	586
526000 - Supplies/Material-Maintenance	0	0	0	0	0.00%	0	50	0
528000 - Supplies - Chemicals	1,600	0	1,600	500	45.45%	1,100	0	882
545010 - Electric	3,000	0	3,000	(230)	(7.12)%	3,230	2,404	2,781
Operating Expenses	**5,750**	**0**	**5,750**	**(330)**	**(5.43)%**	**6,080**	**3,572**	**5,032**
Total	**19,410**	**0**	**19,410**	**(5,710)**	**(22.73)%**	**25,120**	**11,774**	**11,334**

Washington County, Maryland
Water Fund
Department 41160 - Sandy Hook Treatment Plant
FY22 Expenses

	2022 Operating Budget Proposed	2022 Variance Comments Proposed
500000 - Wages - Full Time	8,100	
500010 - Wages - Overtime	60	
500100 - FICA - Employer	620	
500120 - Health Insurance	2,450	
500125 - Other Insurance	50	
500130 - Pension	2,110	
500140 - Workers Compensation	270	
525000 - Supplies/Material - Operating	1,000	
525040 - Small Tools & Equipment	150	Reallocated funds to 528000-41-41160.
528000 - Supplies - Chemicals	1,600	Reallocated funds from 525040-41-41160.
545010 - Electric	3,000	

Washington County, Maryland
Water Fund
Department 41180 - Sharpsburg Treatment Plant
FY22 Expenses

	2022 Operating Budget Requested	Adjustment	2022 Operating Budget Proposed	$ Change	% Change	2021 Operating Budget Approved	2020 Actuals Final	2019 Actuals Final
500000 - Wages - Full Time	138,210	0	138,210	43,300	45.62%	94,910	149,293	126,978
500010 - Wages - Overtime	12,570	0	12,570	1,660	15.22%	10,910	17,160	9,920
500040 - Other Wages	200	0	200	(2,800)	(93.33)%	3,000	3,633	3,614
500100 - FICA - Employer	11,550	0	11,550	1,700	17.26%	9,850	13,110	10,778
500120 - Health Insurance	41,870	0	41,870	2,690	6.87%	39,180	2,473	241
500125 - Other Insurance	870	0	870	20	2.35%	850	964	829
500130 - Pension	35,930	0	35,930	4,390	13.92%	31,540	41,978	23,031
500140 - Workers Compensation	4,690	0	4,690	650	16.09%	4,040	4,321	2,321
Wages and Benefits	**245,890**	**0**	**245,890**	**51,610**	**(100.00)%**	**194,280**	**232,932**	**177,712**
505050 - Dues & Subscriptions	0	0	0	0	0.00%	0	125	0
505140 - Office Supplies	0	0	0	0	0.00%	0	176	132
515000 - Contracted/Purchased Service	7,610	0	7,610	0	0.00%	7,610	729	1,022
515270 - Maintenance Contract Services	0	0	0	0	0.00%	0	5,367	8,620
525000 - Supplies/Material - Operating	5,500	0	5,500	3,000	120.00%	2,500	2,520	5,224
525040 - Small Tools & Equipment	1,300	0	1,300	0	0.00%	1,300	101	192
526000 - Supplies/Material-Maintenance	0	0	0	0	0.00%	0	1,755	120
528000 - Supplies - Chemicals	30,910	0	30,910	0	0.00%	30,910	27,306	27,985
535060 - Uniforms	600	0	600	0	0.00%	600	537	0
545010 - Electric	10,000	0	10,000	(5,370)	(34.94)%	15,370	3,216	11,397
545015 - Heating Oil	0	0	0	0	0.00%	0	0	281
Operating Expenses	**55,920**	**0**	**55,920**	**(2,370)**	**(4.07)%**	**58,290**	**41,831**	**54,974**
599999 - Controllable Assets	0	0	0	0	0.00%	0	270	0
Capital Outlay	**0**	**0**	**0**	**0**	**0.00%**	**0**	**270**	**0**
Total	**301,810**	**0**	**301,810**	**49,240**	**19.50%**	**252,570**	**275,033**	**232,687**

Washington County, Maryland
Water Fund
Department 41180 - Sharpsburg Treatment Plant
FY22 Expenses

	2022 Operating Budget Proposed	2022 Variance Comments Proposed
500000 - Wages - Full Time	138,210	
500010 - Wages - Overtime	12,570	
500040 - Other Wages	200	
500100 - FICA - Employer	11,550	
500120 - Health Insurance	41,870	
500125 - Other Insurance	870	
500130 - Pension	35,930	
500140 - Workers Compensation	4,690	
515000 - Contracted/Purchased Service	7,610	
525000 - Supplies/Material - Operating	5,500	One time purchase to replace outdated equipment.
525040 - Small Tools & Equipment	1,300	
528000 - Supplies - Chemicals	30,910	
535060 - Uniforms	600	
545010 - Electric	10,000	

Washington County, Maryland
Water Fund
Department 41700 - Distribution Lines Operations
FY22 Expenses

	2022 Operating Budget Requested	Adjustment	2022 Operating Budget Proposed	$ Change	% Change	2021 Operating Budget Approved	2020 Actuals Final	2019 Actuals Final
500000 - Wages - Full Time	57,800	0	57,800	6,180	11.97%	51,620	53,831	55,216
500010 - Wages - Overtime	8,660	0	8,660	800	10.18%	7,860	7,223	10,721
500040 - Other Wages	450	0	450	90	25.00%	360	1,024	0
500100 - FICA - Employer	5,120	0	5,120	540	11.79%	4,580	4,618	4,924
500120 - Health Insurance	17,510	0	17,510	(110)	(0.62)%	17,620	23,198	14,163
500125 - Other Insurance	360	0	360	(20)	(5.26)%	380	348	344
500130 - Pension	15,030	0	15,030	850	5.99%	14,180	15,200	9,834
500140 - Workers Compensation	1,960	0	1,960	140	7.69%	1,820	1,578	1,137
Wages and Benefits	**106,890**	**0**	**106,890**	**8,470**	**8.61%**	**98,420**	**107,020**	**96,340**
505050 - Dues & Subscriptions	0	0	0	0	0.00%	0	198	192
505140 - Office Supplies	0	0	0	0	0.00%	0	0	311
515000 - Contracted/Purchased Service	5,200	0	5,200	330	6.78%	4,870	5,010	8,175
515180 - Software	2,600	0	2,600	1,000	62.50%	1,600	1,290	0
520030 - Food Comp	0	0	0	0	0.00%	0	0	74
525000 - Supplies/Material - Operating	7,250	0	7,250	1,450	25.00%	5,800	4,475	3,814
525040 - Small Tools & Equipment	1,000	0	1,000	0	0.00%	1,000	745	874
526000 - Supplies/Material-Maintenance	0	0	0	0	0.00%	0	210	0
528000 - Supplies - Chemicals	1,680	0	1,680	330	24.44%	1,350	1,113	1,372
Operating Expenses	**17,730**	**0**	**17,730**	**3,110**	**21.27%**	**14,620**	**13,041**	**14,811**
Total	**124,620**	**0**	**124,620**	**11,580**	**10.24%**	**113,040**	**120,060**	**111,151**

Washington County, Maryland
Water Fund
Department 41700 - Distribution Lines Operations
FY22 Expenses

	2022 Operating Budget Proposed	2022 Variance Comments Proposed
500000 - Wages - Full Time	57,800	
500010 - Wages - Overtime	8,660	
500040 - Other Wages	450	
500100 - FICA - Employer	5,120	
500120 - Health Insurance	17,510	
500125 - Other Insurance	360	
500130 - Pension	15,030	
500140 - Workers Compensation	1,960	
515000 - Contracted/Purchased Service	5,200	Increase due to increases in hardware cost.
515180 - Software	2,600	Increase is for continuing support for meter reading software.
525000 - Supplies/Material - Operating	7,250	Increase is due to the addition of the Fort Ritchie/Cascade system.
525040 - Small Tools & Equipment	1,000	
528000 - Supplies - Chemicals	1,680	Increase is due to the addition of the Fort Ritchie/Cascade system.

Washington County, Maryland
Account 515180
Software
FY 2022

Department Number: 41700

Department Name: Sewer - General Operations

Account Number: 515180

Account Description: Software

Descriptions	FY21 Board Approval	Total Cost		New Cost Y/N	Existing Agreement Y/N	Description and/or Reason for Request
		FY22 Dept. Request	Board Approval			
Meter Reading Software	1,600	2,600		N	Y	Software upgrade and support.
Total	**$1,600**	**$2,600**	**$0**			

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

Washington County, Maryland
Water Fund
Department 41710 - Distribution Lines Maintenance
FY22 Expenses

	2022 Operating Budget Requested	Adjustment	2022 Operating Budget Proposed	$ Change	% Change	2021 Operating Budget Approved	2020 Actuals Final	2019 Actuals Final
500000 - Wages - Full Time	24,610	0	24,610	1,560	6.77%	23,050	27,355	17,211
500010 - Wages - Overtime	4,340	0	4,340	480	12.44%	3,860	3,778	4,051
500100 - FICA - Employer	2,210	0	2,210	150	7.28%	2,060	2,356	1,584
500120 - Health Insurance	7,460	0	7,460	(410)	(5.21)%	7,870	8,722	5,414
500125 - Other Insurance	150	0	150	(20)	(11.76)%	170	185	128
500130 - Pension	6,400	0	6,400	70	1.11%	6,330	8,200	3,562
500140 - Workers Compensation	830	0	830	20	2.47%	810	2,014	810
Wages and Benefits	**46,000**	**0**	**46,000**	**1,850**	**4.19%**	**44,150**	**52,610**	**32,760**
515270 - Maintenance Contract Services	23,350	0	23,350	0	0.00%	23,350	0	0
520030 - Food Comp	100	0	100	0	0.00%	100	0	130
525000 - Supplies/Material - Operating	0	0	0	0	0.00%	0	0	710
526000 - Supplies/Material-Maintenance	37,500	0	37,500	7,500	25.00%	30,000	33,424	28,609
Operating Expenses	**60,950**	**0**	**60,950**	**7,500**	**14.03%**	**53,450**	**33,424**	**29,448**
599999 - Controllable Assets	0	0	0	0	0.00%	0	0	1,601
Capital Outlay	**0**	**0**	**0**	**0**	**0.00%**	**0**	**0**	**1,601**
Total	**106,950**	**0**	**106,950**	**9,350**	**9.58%**	**97,600**	**86,034**	**63,809**
Water Fund Total	**1,174,170**	**4,950**	**1,179,120**	**75,780**	**6.87%**	**1,103,340**	**1,069,090**	**960,461**

Washington County, Maryland
Water Fund
Department 41710 - Distribution Lines Maintenance
FY22 Expenses

	2022 Operating Budget Proposed	2022 Variance Comments Proposed
500000 - Wages - Full Time	24,610	
500010 - Wages - Overtime	4,340	
500100 - FICA - Employer	2,210	
500120 - Health Insurance	7,460	
500125 - Other Insurance	150	
500130 - Pension	6,400	
500140 - Workers Compensation	830	
515270 - Maintenance Contract Services	23,350	
520030 - Food Comp	100	
526000 - Supplies/Material-Maintenance	37,500	Increase is due to the addition of the Fort Ritchie/Cascade system.

Washington County, Maryland
Proposed Sewer Fund Operating Budget
Detailed Summary
Fiscal Year 2022

Page	Category	FY 2022 Requested Budget	Adjustment	FY 2022 Proposed Budget	$ Change	Note	% Change	Original Budget FY 2021
	Allocation Revenues:							
17-4	Connection Fees	700,000	0	700,000	200,000	1	40.00%	500,000
17-4	Grinder Pump Fees	6,500	0	6,500	0		0.00%	6,500
		706,500	0	**706,500**	**200,000**		**39.49%**	**506,500**
1	**Allocation Revenues:** - Connection Fees increased based on prior year and current year to date actuals.							
	Utility Revenues:							
17-4	Residential	5,055,900	219,400	5,275,300	219,400	2	4.34%	5,055,900
17-4	Comm/Industrial I	159,400	9,900	169,300	9,900	2	6.21%	159,400
17-4	Comm/Industrial II	1,645,400	90,200	1,735,600	90,200	2	5.48%	1,645,400
17-4	Vol/Public Service	4,400	200	4,600	200	2	4.55%	4,400
17-4	Dist/Coll Service	1,249,600	43,740	1,293,340	43,740	2	3.50%	1,249,600
		8,114,700	**363,440**	**8,478,140**	**363,440**		**4.48%**	**8,114,700**
2	**Utility Revenues:** - Adjusted based on rate model projections.							
	Other Service Revenues:							
17-4	Sludge	20,000	0	20,000	(16,000)	3	-44.44%	36,000
17-4	Pretreatment Permit Fees	15,000	0	15,000	(10,000)	3	-40.00%	25,000
		35,000	**0**	**35,000**	**(26,000)**		**-42.62%**	**61,000**
17-4	**Wholesale Revenues:**	**1,851,790**	**(13,590)**	**1,838,200**	**(13,590)**	4	**-0.73%**	**1,851,790**
	Miscellaneous Revenues:							
17-4	Interest, Penalties & Fees	100,000	0	100,000	0		0.00%	100,000
17-4	Reimburse Administrative	3,000	0	3,000	0		0.00%	3,000
17-4	Operating Grants	150,000	0	150,000	0		0.00%	150,000
17-4	Fund Balance Reserve	0	626,460	626,460	(445,720)	5	-41.57%	1,072,180
		253,000	**626,460**	**879,460**	**(445,720)**		**-33.63%**	**1,325,180**
3	**Other Service Revenues:** - Adjusted based on prior year and current year to date actuals.							
4	**Wholesale Revenues:** - Adjusted based on rate model projections.							
5	**Fund Balance Reserve:** - Utility revenues are insufficient to cover all existing expenditures. Based on projections for FY21, fund balance is expected to be sufficient to cover deficit for FY22.							
	Total Revenues	**10,960,990**	**976,310**	**11,937,300**	**78,130**		**0.66%**	**11,859,170**

Washington County, Maryland
Proposed Sewer Fund Operating Budget
Detailed Summary
Fiscal Year 2022

Page	Category	FY 2022 Requested Budget	Adjustment	FY 2022 Proposed Budget	$ Change	Note	% Change	Original Budget FY 2021
17-8	General Operations	6,592,140	44,550	6,636,690	52,530	6	0.80%	6,584,160
17-14	Maintenance Treatment Plants	233,300	0	233,300	(62,710)	7	-21.19%	296,010
17-16	Antietam Treatment Plant	307,590	0	307,590	42,890	8	16.20%	264,700
17-18	Conococheague Treatment Plt	1,866,990	0	1,866,990	17,370	9	0.94%	1,849,620
17-21	Sandy Hook Treatment Plant	47,310	0	47,310	(13,640)	10	-22.38%	60,950
17-23	Smithsburg Treatment Plant	383,160	0	383,160	40,110	11	11.69%	343,050
17-25	Winebrenner Treatment Plant	405,160	0	405,160	23,410	12	6.13%	381,750
17-27	Collection Lines Operations	1,425,360	0	1,425,360	(13,380)	13	-0.93%	1,438,740
17-31	Collection Lines Maintenance	631,740	0	631,740	(8,450)	14	-1.32%	640,190
	Total Expenses	**11,892,750**	**44,550**	**11,937,300**	**78,130**	**15**	**0.66%**	**11,859,170**

6 **General Operations:**
- Salaries and Benefits increased $12,200 due to wage and benefit changes.
- Debt costs decreased $96,460 based on fixed upon payments with bondholders and state agencies.
- Appropriation-CIP increased $136,000 to agree with funding for CIP projects.
- Utility Admin Charge increased $203,510 based on amount needed to fund Utility Admin for services provided.

7 **Maintenance Treatment Plants:**
- Salaries and Benefits decreased $72,710 due to wage and benefit changes.
- Supplies/Material-Maintenance increased $10,000 due to increased costs from plant upgrades.

8 **Antietam Treatment Plant:**
- Salaries and Benefits increased $42,890 due to wage and benefit changes.

9 **Conococheague Treatment Plant:**
- Salaries and Benefits increased $74,520 due to wage and benefit changes.
- Sludge Dewatering decreased $36,500 due to reallocating to Smithsburg Treatment Plant budget for sludge hauling.
- Electric decreased $20,000 based on prior year actuals.

10 **Sandy Hook Treatment Plant:**
- Salaries and Benefits decreased $13,650 due to wage and benefit changes.

11 **Smithsburg Treatment Plant:**
- Salaries and Benefits increased $3,610 due to wage and benefit changes.
- Contracted/Purchased Service increased $36,500 for sludge hauling.

12 **Winebrenner Treatment Plant:**
- Salaries and Benefits increased $21,690 due to wage and benefit changes.
- Electric increased $2,020 based on prior year actuals.

13 **Collection Lines Operations:**
- Salaries and Benefits decreased $14,580 due to wage and benefit changes.
- Wireless Communication increased $1,500 due to additional use of SCADA.

14 **Collection Lines Maintenance:**
- Salaries and Benefits decreased $8,450 due to wage and benefit changes.

15 **Category Summary:**

Salaries and Benefits	3,329,030	0	3,329,030	45,520	1.39%	3,283,510
Operating	8,226,520	44,550	8,271,070	(110,590)	-1.32%	8,381,660
Capital Outlay	337,200	0	337,200	143,200	73.81%	194,000
	11,892,750	44,550	11,937,300	78,130	0.66%	11,859,170

Washington County, Maryland
Department of Water Quality
Proposed Rates for FY 2022

3.5% Revenue Increase

Sewer Rates

Retail Classes	Current Quarterly Rates	Proposed Quarterly Rates	Increase %	Increase $
Base for 6,000 gal				
Res Full Service	130.31	132.92	2.0%	2.61
Comm I Full Service	133.31	137.98	3.5%	4.67
Comm II Full Service	136.00	140.76	3.5%	4.76
Comm III Full Service	136.00	140.76	3.5%	4.76
Volunteer Service	131.23	132.92	1.3%	1.69
Res/Comm Coll Ser	60.03	62.13	3.5%	2.10
Volume per 1,000 gal				
Res Full Service	7.54	8.14	8.0%	0.60
Comm I Full Service	8.40	8.69	3.5%	0.29
Comm II Full Service	9.55	9.88	3.5%	0.33
Comm III Full Service	6.56	6.79	3.5%	0.23
Volunteer Service	7.50	8.14	8.5%	0.64
Res/Comm Coll Ser	n/a	n/a	n/a	n/a
Non-metered Accounts	175.57	181.71	3.5%	6.14

Wholesale Class	Current Per 1,000 Gal Rates	Proposed Per 1,000 Gal Rates	Increase %	Increase $
All Wholesale Customers	7.75	8.02	3.5%	0.27

Miscellaneous	Deduct Meter Fee - $25.00 per quarter

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

	Current	Proposed	Increase %	Increase $
Base Charge (6,000 gal)	130.31	132.92	2.0%	2.61
Vol Charge (6,000 gal)	45.24	48.84	8.0%	3.60
Total bill	**175.55**	**181.76**	**3.5%**	**6.21**

Washington County, Maryland
Sewer Fund Revenues
FY22

	2022 Operating Budget Requested	Adjustment	2022 Operating Budget Proposed	$ Change	% Change	2021 Operating Budget Approved	2020 Actuals Final	2019 Actuals Final
404420 - Interest, Penalties & Fees	100,000	0	100,000	0	0.00%	100,000	92,591	128,817
441000 - Residential	5,055,900	219,400	5,275,300	219,400	4.34%	5,055,900	4,911,619	4,793,978
441010 - Comm/Industrial I	159,400	9,900	169,300	9,900	6.21%	159,400	170,753	157,677
441020 - Comm/Industrial II	1,645,400	90,200	1,735,600	90,200	5.48%	1,645,400	1,640,576	1,537,088
441030 - Vol/Public Service	4,400	200	4,600	200	4.55%	4,400	5,426	4,070
441040 - Dist/Coll Service	1,249,600	43,740	1,293,340	43,740	3.50%	1,249,600	1,194,234	1,150,222
441050 - Residential Treatment	0	0	0	0	0.00%	0	0	0
441060 - Commercial Treatment	0	0	0	0	0.00%	0	0	0
441100 - Connection Fees	700,000	0	700,000	200,000	40.00%	500,000	905,400	254,120
441110 - Grinder Pump Fees	6,500	0	6,500	0	0.00%	6,500	6,201	9,432
442300 - Wholesale	1,851,790	(13,590)	1,838,200	(13,590)	(0.73)%	1,851,790	1,859,332	2,843,625
442310 - Sludge	20,000	0	20,000	(16,000)	(44.44)%	36,000	25,898	43,563
443220 - Leachate	0	0	0	0	0.00%	0	0	4,937
443240 - Pretreatment Permit Fees	15,000	0	15,000	(10,000)	(40.00)%	25,000	25,649	13,477
485000 - Reimburse Administrative	3,000	0	3,000	0	0.00%	3,000	4,167	11,336
490000 - Miscellaneous	0	0	0	0	0.00%	0	621	3,493
490005 - Insurance Recovery	0	0	0	0	0.00%	0	4,050	1,870
490045 - Oper Transfer - General Fund	0	0	0	0	0.00%	0	3,000,000	60,820
490080 - Bad Check Fees	0	0	0	0	0.00%	0	0	25
490090 - Fund Balance Reserve	0	626,460	626,460	(445,720)	(41.57)%	1,072,180	0	0
491730 - Operating Transfer - CIP	0	0	0	0	0.00%	0	0	161,030
491800 - Contributed Capital	0	0	0	0	0.00%	0	1,542,125	151,525
495110 - Operating - State Grants	150,000	0	150,000	0	0.00%	150,000	307,500	30,000
498410 - Capital Grant - State	0	0	0	0	0.00%	0	174,406	379,156
498740 - Capital Transfer - Utility	0	0	0	0	0.00%	0	6,000	0
498742 - Capital Transfer - Sewer	0	0	0	0	0.00%	0	0	327,148
Revenues	**10,960,990**	**976,310**	**11,937,300**	**78,130**	**0.66%**	**11,859,170**	**15,876,548**	**12,060,422**

Washington County, Maryland
Sewer Fund
FY22 Revenues

	2022 Operating Budget Proposed	2022 Variance Comments Proposed
404420 - Interest, Penalties & Fees	100,000	
441000 - Residential	5,275,300	Adjusted based on rate model projections.
441010 - Comm/Industrial I	169,300	Adjusted based on rate model projections.
441020 - Comm/Industrial II	1,735,600	Adjusted based on rate model projections.
441030 - Vol/Public Service	4,600	Adjusted based on rate model projections.
441040 - Dist./Coll Service	1,293,340	Adjusted based on rate model projections.
441100 - Connection Fees	700,000	Adjusted based on prior year and current year actuals.
441110 - Grinder Pump Fees	6,500	
442300 - Wholesale	1,838,200	Adjusted based on rate model projections.
442310 - Sludge	20,000	Adjusted based on prior year and current year actuals.
443240 - Pretreatment Permit Fees	15,000	Adjusted based on prior year and current year actuals.
485000 - Reimburse Administrative	3,000	
490090 - Fund Balance Reserve	626,460	Utility revenues are insufficient to cover all existing expenditures. Based on projections for FY21, fund balance is expected to be sufficient to cover deficit for FY22.
495110 - Operating - State Grants	150,000	

Washington County, Maryland
Proposed New or Increase Fee Form
FY 2022

Account Number: Various

Department Name: Water Quality - Sewer Rates

Account Description:

Fee Category	Brief Description of Fee or Service	Qtrly Fee FY 2020		Qtrly Fee FY 2021		Proposed Qtrly Fee FY 2022		Change in Base	Change in Per 1,000 Gal	Total Change In Revenue	Justification
		Base for 6,000 Gallons	Each Additional 1,000 Gallons	Base for 6,000 Gallons	Each Additional 1,000 Gallons	Base for 6,000 Gallons	Each Additional 1,000 Gallons				
441000	Residential	125.90	7.29	130.31	7.54	132.92	8.14	2.61	0.60	187,454	Based on projected cost of service as calculated in Rate Model.
441010	Comm/Industrial I	128.80	8.12	133.31	8.40	137.98	8.69	4.67	0.29	5,731	Based on projected cost of service as calculated in Rate Model.
441020	Comm/Industrial II	131.39	9.23	136.00	9.55	140.76	9.88	4.76	0.33	58,007	Based on projected cost of service as calculated in Rate Model.
441020	Comm/Industrial III	131.39	6.34	136.00	6.56	140.76	6.79	4.76	0.23	-	Based on projected cost of service as calculated in Rate Model.
441030	Vol/Public Service	126.80	7.25	131.23	7.50	132.92	8.14	1.69	0.64	220	Based on projected cost of service as calculated in Rate Model.
441040	Dist/Coll Service	58.00	n/a	58.00	n/a	62.13	n/a	4.13	n/a	18,299	Based on projected cost of service as calculated in Rate Model.
442300	Wholesale	n/a	7.49 per 1,000 gallons	n/a	7.75 per 1,000 gallons	n/a	8.02 per 1,000 gallons	n/a	0.26	61,900	Based on projected cost of service as calculated in Rate Model.
										$331,611	

Fee Category	Brief Description of Fee or Service	Fee FY20	Fee FY 2021	Proposed Fee FY 2022	Change in Base		Total Change in Revenue	Justification
441100	Connection Fee	6,900.00	6,900.00	7,200.00	300.00		300	Based on projected cost of service as calculated in Rate Model.
							300	
							$331,911	

Washington County, Maryland
Sewer Fund Expenditures - Proposed
FY22

	2022 Operating Budget Requested	Adjustment	2022 Operating Budget Proposed	$ Change	% Change	2021 Operating Budget Approved
42010 - General Operations	6,592,140	44,550	6,636,690	52,530	0.80%	6,584,160
42020 - Maintenance Treatment Plants	233,300	0	233,300	(62,710)	(21.19)%	296,010
42100 - Antietam Treatment Plant	307,590	0	307,590	42,890	16.20%	264,700
42120 - Conococheague Treatment Plant	1,866,990	0	1,866,990	17,370	0.94%	1,849,620
42160 - Sandy Hook Treatment Plant	47,310	0	47,310	(13,640)	(22.38)%	60,950
42180 - Smithsburg Treatment Plant	383,160	0	383,160	40,110	11.69%	343,050
42200 - Winebrenner Treatment Plant	405,160	0	405,160	23,410	6.13%	381,750
42700 - Collection Lines Operations	1,425,360	0	1,425,360	(13,380)	(0.93)%	1,438,740
42710 - Collection Lines Maintenance	631,740	0	631,740	(8,450)	(1.32)%	640,190
Sewer Fund	**11,892,750**	**44,550**	**11,937,300**	**78,130**	**0.66%**	**11,859,170**
Total Expenditures	**11,892,750**	**44,550**	**11,937,300**	**78,130**	**0.66%**	**11,859,170**

Washington County, Maryland
Sewer Fund
Department 42010 - General Operations
FY22 Expenses

	2022 Operating Budget Requested	Adjustment	2022 Operating Budget Proposed	$ Change	% Change	2021 Operating Budget Approved	2020 Actuals Final	2019 Actuals Final
500000 - Wages - Full Time	92,220	0	92,220	10,300	12.57%	81,920	89,261	85,330
500100 - FICA - Employer	7,050	0	7,050	780	12.44%	6,270	6,542	6,402
500120 - Health Insurance	27,940	0	27,940	(20)	(0.07)%	27,960	24,091	22,862
500125 - Other Insurance	580	0	580	(30)	(4.92)%	610	540	530
500130 - Pension	23,980	0	23,980	1,480	6.58%	22,500	133,661	15,448
500140 - Workers Compensation	3,130	0	3,130	250	8.68%	2,880	2,209	1,422
500170 - Personal Development	3,840	0	3,840	(240)	(5.88)%	4,080	0	0
500171 - Employee Recognition	2,870	0	2,870	(270)	(8.60)%	3,140	0	0
500172 - Team Building	800	0	800	(50)	(5.88)%	850	0	0
Wages and Benefits	**162,410**	**0**	**162,410**	**12,200**	**8.12%**	**150,210**	**256,304**	**131,994**
501000 - Debt - Bond Principal	1,274,230	0	1,274,230	143,820	12.72%	1,130,410	1,323,876	1,371,521
501001 - Contra - Bond Principal	0	0	0	0	0.00%	0	-1,323,876	-1,371,521
501010 - Debt - State Loan Principal	218,490	0	218,490	(207,510)	(48.71)%	426,000	420,794	415,656
501011 - Contra - State Principal	0	0	0	0	0.00%	0	-420,794	-415,656
501050 - Debt - Bond Interest	777,840	0	777,840	(21,510)	(2.69)%	799,350	599,876	749,023
501060 - Debt - State Loan Interest	25,760	0	25,760	(5,280)	(17.01)%	31,040	34,079	41,686
501070 - Debt - Other Interest	0	0	0	0	0.00%	0	0	337
501090 - Debt - Administrative Fees	11,340	0	11,340	(10,570)	(48.24)%	21,910	21,847	21,960
501095 - Bond Issue Cost Expense	44,850	0	44,850	4,590	11.40%	40,260	0	5,687
502000 - Appropriations	330,000	0	330,000	136,000	70.10%	194,000	0	0
505050 - Dues & Subscriptions	0	0	0	0	0.00%	0	1,400	1,578
505110 - Laboratory Testing	6,000	0	6,000	0	0.00%	6,000	4,426	4,269
505140 - Office Supplies	0	0	0	0	0.00%	0	666	1,073
505170 - Postage	0	0	0	0	0.00%	0	0	27
505906 - Operating Reserves	0	0	0	(196,760)	(100.00)%	196,760	0	0
505960 - Uncollectible Accounts	0	0	0	0	0.00%	0	-61	-891
515000 - Contracted/Purchased Service	16,000	0	16,000	(6,000)	(27.27)%	22,000	7,516	8,625
515180 - Software	1,460	0	1,460	40	2.82%	1,420	1,420	1,380
520000 - Training	0	0	0	0	0.00%	0	0	530
525000 - Supplies/Material - Operating	2,000	0	2,000	0	0.00%	2,000	490	230

Washington County, Maryland
Sewer Fund
Department 42010 - General Operations
FY22 Expenses

	2022 Operating Budget Requested	Adjustment	2022 Operating Budget Proposed	$ Change	% Change	2021 Operating Budget Approved	2020 Actuals Final	2019 Actuals Final
525010 - Billing Supplies	75,000	0	75,000	0	0.00%	75,000	78,627	78,131
527035 - Off Road Diesel	6,000	0	6,000	0	0.00%	6,000	0	0
545010 - Electric	0	0	0	0	0.00%	0	0	2,424
590040 - Utility Administration Charge	3,640,760	44,550	3,685,310	203,510	5.84%	3,481,800	3,638,450	3,369,810
Operating Expenses	**6,429,730**	**44,550**	**6,474,280**	**40,330**	**0.63%**	**6,433,950**	**4,388,735**	**4,285,879**
599999 - Controllable Assets	0	0	0	0	0.00%	0	0	23,113
Capital Outlay	**0**	**0**	**0**	**0**	**0.00%**	**0**	**0**	**23,113**
Total	**6,592,140**	**44,550**	**6,636,690**	**52,530**	**0.80%**	**6,584,160**	**4,645,039**	**4,440,986**

Washington County, Maryland
Sewer Fund
Department 42010 - General Operations
FY22 Expenses

	2022 Operating Budget Proposed	2022 Variance Comments Proposed
500000 - Wages - Full Time	92,220	The budget is based on a proposed step of 2.5% and a 1% COLA for FY22. Due to the mid-year increase in FY21, the increase from the FY21 original budget to the FY22 proposed budget is approximately 7.12%. Wages are then allocated based on a three year rolling average and adjusted for any known changes in trends.
500100 - FICA - Employer	7,050	Budget is based on total wages times 7.65%.
500120 - Health Insurance	27,940	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	580	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 7.12%.
500130 - Pension	23,980	The budgeted amount for employer pension is based on full-time wages times 26%.
500140 - Workers Compensation	3,130	Workers Compensation is based on projected FY22 employee wage times their assigned classification rates. Classification rates have not changed.
500170 - Personal Development	3,840	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.

Washington County, Maryland
Sewer Fund
Department 42010 - General Operations
FY22 Expenses

	2022 Operating Budget Proposed	2022 Variance Comments Proposed
500171 - Employee Recognition	2,870	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	800	The team building incentive budget is $25 per full-time per year. This allows a department head or division director to offer the occasional celebration or recognize employee achievements in the office setting.
501000 - Debt - Bond Principal	1,274,230	Debt cost is based on fixed agreed upon payments with bondholders and State agencies. Payments are in accordance with amortization schedules.
501010 - Debt - State Loan Principal	218,490	Debt cost is based on fixed agreed upon payments with bondholders and State agencies. Payments are in accordance with amortization schedules.
501050 - Debt - Bond Interest	777,840	Debt cost is based on fixed agreed upon payments with bondholders and State agencies. Payments are in accordance with amortization schedules.
501060 - Debt - State Loan Interest	25,760	Debt cost is based on fixed agreed upon payments with bondholders and State agencies. Payments are in accordance with amortization schedules.
501090 - Debt - Administrative Fees	11,340	Debt cost is based on fixed agreed upon payments with bondholders and State agencies. Payments are in accordance with amortization schedules.
501095 - Bond Issue Cost Expense	44,850	Debt cost is based on fixed agreed upon payments with bondholders and State agencies. Payments are in accordance with amortization schedules.
502000 - Appropriations	330,000	Based on the FY22 CIP Plan.
505110 - Laboratory Testing	6,000	
515000 - Contracted/Purchased Service	16,000	Reallocating $6,000 to 545050-40-40010 for dumpster services coded incorrectly in 2021.

Washington County, Maryland
Sewer Fund
Department 42010 - General Operations
FY22 Expenses

	2022 Operating Budget Proposed	2022 Variance Comments Proposed
515180 - Software	1,460	Increase due to price increase of existing software agreement.
525000 - Supplies/Material - Operating	2,000	
525010 - Billing Supplies	75,000	
527035 - Off Road Diesel	6,000	
590040 - Utility Administration Charge	3,685,310	Adjusted to be 90% of the Utility Administration Fund deficit.

Washington County, Maryland
Account 515180
Software
FY 2022

Department Number: 42010

Department Name: Sewer - General Operations

Account Number: 515180

Account Description: Software

Descriptions	FY21 Board Approval	Total Cost: FY22 Dept. Request	Total Cost: Board Approval	New Cost Y/N	Existing Agreement Y/N	Description and/or Reason for Request
Linko Pre-Treatment Software	1,420	1,460		N	Y	Required Pre-Treatment software for State reporting.
Total	**$1,420**	**$1,460**	**$0**			

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

Washington County, Maryland
Sewer Fund
Department 42020 - Maintenance Treatment Plants
FY22 Expenses

	2022 Operating Budget Requested	Adjustment	2022 Operating Budget Proposed	$ Change	% Change	2021 Operating Budget Approved	2020 Actuals Final	2019 Actuals Final
500000 - Wages - Full Time	93,740	0	93,740	(38,570)	(29.15)%	132,310	65,327	84,525
500005 - Wages - Part Time	0	0	0	0	0.00%	0	6,422	0
500010 - Wages - Overtime	740	0	740	(550)	(42.64)%	1,290	502	981
500100 - FICA - Employer	7,230	0	7,230	(2,990)	(29.26)%	10,220	5,274	6,413
500120 - Health Insurance	28,400	0	28,400	(16,760)	(37.11)%	45,160	22,024	23,922
500125 - Other Insurance	590	0	590	(390)	(39.80)%	980	409	541
500130 - Pension	24,370	0	24,370	(11,980)	(32.96)%	36,350	19,164	15,136
500140 - Workers Compensation	3,180	0	3,180	(1,470)	(31.61)%	4,650	3,510	3,623
Wages and Benefits	**158,250**	**0**	**158,250**	**(72,710)**	**(31.48)%**	**230,960**	**122,632**	**135,142**
505140 - Office Supplies	0	0	0	0	0.00%	0	0	570
505200 - Safety Equipment	0	0	0	0	0.00%	0	0	860
515000 - Contracted/Purchased Service	0	0	0	0	0.00%	0	7,435	11,674
515270 - Maintenance Contract Services	15,000	0	15,000	0	0.00%	15,000	6,051	3,645
525000 - Supplies/Material - Operating	0	0	0	0	0.00%	0	0	30
525040 - Small Tools & Equipment	0	0	0	0	0.00%	0	0	32
526000 - Supplies/Material-Maintenance	59,500	0	59,500	10,000	20.20%	49,500	68,354	54,037
526020 - Building Maintenance	0	0	0	0	0.00%	0	0	1,196
526040 - Equipment Maintenance	0	0	0	0	0.00%	0	0	112
526110 - Snow Removal Materials	0	0	0	0	0.00%	0	550	0
527020 - Auto Batteries	0	0	0	0	0.00%	0	0	536
527080 - Auto Motor Oil	0	0	0	0	0.00%	0	0	1,038
545010 - Electric	0	0	0	0	0.00%	0	0	43,210
586025 - Salt - Supplies	550	0	550	0	0.00%	550	0	0
Operating Expenses	**75,050**	**0**	**75,050**	**10,000**	**15.37%**	**65,050**	**82,389**	**116,940**
599999 - Controllable Assets	0	0	0	0	0.00%	0	1,149	0
Capital Outlay	**0**	**0**	**0**	**0**	**0.00%**	**0**	**1,149**	**0**
Total	**233,300**	**0**	**233,300**	**(62,710)**	**(21.19)%**	**296,010**	**206,170**	**252,082**

Washington County, Maryland
Sewer Fund
Department 42020 - Maintenance Treatment Plants
FY22 Expenses

	2022 Operating Budget Proposed	2022 Variance Comments Proposed
500000 - Wages - Full Time	93,740	
500010 - Wages - Overtime	740	
500100 - FICA - Employer	7,230	
500120 - Health Insurance	28,400	
500125 - Other Insurance	590	
500130 - Pension	24,370	
500140 - Workers Compensation	3,180	
515270 - Maintenance Contract Services	15,000	
526000 - Supplies/Material-Maintenance	59,500	An increase is needed due to the additional machinery that came with plant upgrades.
586025 - Salt - Supplies	550	

Washington County, Maryland
Sewer Fund
Department 42100 - Antietam Treatment Plant
FY22 Expenses

	2022 Operating Budget Requested	Adjustment	2022 Operating Budget Proposed	$ Change	% Change	2021 Operating Budget Approved	2020 Actuals Final	2019 Actuals Final
500000 - Wages - Full Time	152,370	0	152,370	28,570	23.08%	123,800	153,046	153,868
500010 - Wages - Overtime	1,220	0	1,220	70	6.09%	1,150	752	1,220
500040 - Other Wages	6,100	0	6,100	1,570	34.66%	4,530	6,099	4,464
500100 - FICA - Employer	12,220	0	12,220	2,310	23.31%	9,910	11,716	11,892
500120 - Health Insurance	46,160	0	46,160	3,910	9.25%	42,250	17,461	41,197
500125 - Other Insurance	950	0	950	30	3.26%	920	953	983
500130 - Pension	39,620	0	39,620	5,610	16.50%	34,010	45,112	27,693
500140 - Workers Compensation	5,170	0	5,170	820	18.85%	4,350	3,930	2,762
Wages and Benefits	**263,810**	**0**	**263,810**	**42,890**	**19.41%**	**220,920**	**239,071**	**244,078**
505140 - Office Supplies	0	0	0	0	0.00%	0	160	151
515000 - Contracted/Purchased Service	700	0	700	0	0.00%	700	495	517
525000 - Supplies/Material - Operating	4,680	0	4,680	0	0.00%	4,680	3,300	3,766
525040 - Small Tools & Equipment	500	0	500	0	0.00%	500	0	500
528000 - Supplies - Chemicals	4,500	0	4,500	0	0.00%	4,500	2,284	1,379
535060 - Uniforms	600	0	600	0	0.00%	600	0	0
545010 - Electric	32,800	0	32,800	0	0.00%	32,800	27,724	32,044
545015 - Heating Oil	0	0	0	0	0.00%	0	0	1,590
Operating Expenses	**43,780**	**0**	**43,780**	**0**	**0.00%**	**43,780**	**33,963**	**39,948**
599999 - Controllable Assets	0	0	0	0	0.00%	0	180	0
Capital Outlay	**0**	**0**	**0**	**0**	**0.00%**	**0**	**180**	**0**
Total	**307,590**	**0**	**307,590**	**42,890**	**16.20%**	**264,700**	**273,213**	**284,026**

Washington County, Maryland
Sewer Fund
Department 42100 - Antietam Treatment Plant
FY22 Expenses

	2022 Operating Budget Proposed	2022 Variance Comments Proposed
500000 - Wages - Full Time	152,370	
500010 - Wages - Overtime	1,220	
500040 - Other Wages	6,100	
500100 - FICA - Employer	12,220	
500120 - Health Insurance	46,160	
500125 - Other Insurance	950	
500130 - Pension	39,620	
500140 - Workers Compensation	5,170	
515000 - Contracted/Purchased Service	700	
525000 - Supplies/Material - Operating	4,680	
525040 - Small Tools & Equipment	500	
528000 - Supplies - Chemicals	4,500	
535060 - Uniforms	600	
545010 - Electric	32,800	

Washington County, Maryland
Sewer Fund
Department 42120 - Conococheague Treatment Plant
FY22 Expenses

	2022 Operating Budget Requested	Adjustment	2022 Operating Budget Proposed	$ Change	% Change	2021 Operating Budget Approved	2020 Actuals Final	2019 Actuals Final
500000 - Wages - Full Time	496,720	0	496,720	58,590	13.37%	438,130	437,661	506,313
500010 - Wages - Overtime	5,350	0	5,350	(920)	(14.67)%	6,270	2,859	7,142
500020 - Shift Differential - 2nd shift	0	0	0	0	0.00%	0	172	0
500040 - Other Wages	10,300	0	10,300	1,260	13.94%	9,040	9,042	8,080
500100 - FICA - Employer	39,200	0	39,200	4,510	13.00%	34,690	32,797	38,833
500120 - Health Insurance	150,490	0	150,490	970	0.65%	149,520	111,523	127,919
500125 - Other Insurance	3,110	0	3,110	(140)	(4.31)%	3,250	2,740	3,240
500130 - Pension	129,150	0	129,150	8,800	7.31%	120,350	129,606	91,191
500140 - Workers Compensation	16,850	0	16,850	1,450	9.42%	15,400	14,203	14,256
Wages and Benefits	**851,170**	**0**	**851,170**	**74,520**	**9.60%**	**776,650**	**740,605**	**796,972**
505050 - Dues & Subscriptions	0	0	0	0	0.00%	0	0	150
505080 - Freight & Cartage	0	0	0	0	0.00%	0	56	993
505140 - Office Supplies	0	0	0	0	0.00%	0	136	233
515000 - Contracted/Purchased Service	77,000	0	77,000	0	0.00%	77,000	7,805	7,225
515180 - Software	0	0	0	0	0.00%	0	1,109	0
520030 - Food Comp	0	0	0	0	0.00%	0	9	0
525000 - Supplies/Material - Operating	15,500	0	15,500	0	0.00%	15,500	21,859	12,699
525040 - Small Tools & Equipment	1,100	0	1,100	0	0.00%	1,100	1,484	293
526000 - Supplies/Material-Maintenance	0	0	0	0	0.00%	0	2,587	1,654
528000 - Supplies - Chemicals	197,000	0	197,000	0	0.00%	197,000	152,005	160,273
535010 - Copy Machine Rental	0	0	0	0	0.00%	0	917	817
535060 - Uniforms	3,500	0	3,500	0	0.00%	3,500	4,296	0
545010 - Electric	390,000	0	390,000	(20,000)	(4.88)%	410,000	313,522	311,671
545020 - Natural Gas	13,000	0	13,000	(650)	(4.76)%	13,650	8,575	7,331
545060 - Water	5,220	0	5,220	0	0.00%	5,220	4,310	5,020
590030 - Sludge Dewatering	313,500	0	313,500	(36,500)	(10.43)%	350,000	308,551	326,251
Operating Expenses	**1,015,820**	**0**	**1,015,820**	**(57,150)**	**(5.33)%**	**1,072,970**	**827,221**	**834,611**

Washington County, Maryland
Sewer Fund
Department 42120 - Conococheague Treatment Plant
FY22 Expenses

	2022 Operating Budget Requested	Adjustment	2022 Operating Budget Proposed	$ Change	% Change	2021 Operating Budget Approved	2020 Actuals Final	2019 Actuals Final
599999 - Controllable Assets	0	0	0	0	0.00%	0	965	0
Capital Outlay	**0**	**0**	**0**	**0**	**0.00%**	**0**	**965**	**0**
Total	**1,866,990**	**0**	**1,866,990**	**17,370**	**0.94%**	**1,849,620**	**1,568,790**	**1,631,583**

Washington County, Maryland
Sewer Fund
Department 42120 - Conococheague Treatment Plant
FY22 Expenses

	2022 Operating Budget Proposed	2022 Variance Comments Proposed
500000 - Wages - Full Time	496,720	
500010 - Wages - Overtime	5,350	
500040 - Other Wages	10,300	
500100 - FICA - Employer	39,200	
500120 - Health Insurance	150,490	
500125 - Other Insurance	3,110	
500130 - Pension	129,150	
500140 - Workers Compensation	16,850	
515000 - Contracted/Purchased Service	77,000	
525000 - Supplies/Material - Operating	15,500	
525040 - Small Tools & Equipment	1,100	
528000 - Supplies - Chemicals	197,000	
535060 - Uniforms	3,500	
545010 - Electric	390,000	
545020 - Natural Gas	13,000	
545060 - Water	5,220	
590030 - Sludge Dewatering	313,500	Reallocating $36,500 to 515000-42-42180 for sludge hauling.

Washington County, Maryland
Sewer Fund
Department 42160 - Sandy Hook Treatment Plant
FY22 Expenses

	2022 Operating Budget Requested	Adjustment	2022 Operating Budget Proposed	$ Change	% Change	2021 Operating Budget Approved	2020 Actuals Final	2019 Actuals Final
500000 - Wages - Full Time	15,130	0	15,130	(7,350)	(32.70)%	22,480	8,856	7,706
500010 - Wages - Overtime	200	0	200	(30)	(13.04)%	230	0	80
500100 - FICA - Employer	1,170	0	1,170	(570)	(32.76)%	1,740	658	583
500120 - Health Insurance	4,580	0	4,580	(3,090)	(40.29)%	7,670	112	2,467
500125 - Other Insurance	90	0	90	(80)	(47.06)%	170	55	48
500130 - Pension	3,930	0	3,930	(2,250)	(36.41)%	6,180	2,569	1,336
500140 - Workers Compensation	510	0	510	(280)	(35.44)%	790	222	17
Wages and Benefits	**25,610**	**0**	**25,610**	**(13,650)**	**(34.77)%**	**39,260**	**12,473**	**12,237**
515000 - Contracted/Purchased Service	0	0	0	0	0.00%	0	0	50
525000 - Supplies/Material - Operating	2,200	0	2,200	0	0.00%	2,200	1,242	1,016
525040 - Small Tools & Equipment	0	0	0	(200)	(100.00)%	200	0	0
526000 - Supplies/Material-Maintenance	0	0	0	0	0.00%	0	0	117
528000 - Supplies - Chemicals	7,500	0	7,500	0	0.00%	7,500	6,510	7,026
545010 - Electric	12,000	0	12,000	210	1.78%	11,790	12,733	10,701
Operating Expenses	**21,700**	**0**	**21,700**	**10**	**0.05%**	**21,690**	**20,485**	**18,910**
Total	**47,310**	**0**	**47,310**	**(13,640)**	**(22.38)%**	**60,950**	**32,957**	**31,147**

Washington County, Maryland
Sewer Fund
Department 42160 - Sandy Hook Treatment Plant
FY22 Expenses

	2022 Operating Budget Proposed	2022 Variance Comments Proposed
500000 - Wages - Full Time	15,130	
500010 - Wages - Overtime	200	
500100 - FICA - Employer	1,170	
500120 - Health Insurance	4,580	
500125 - Other Insurance	90	
500130 - Pension	3,930	
500140 - Workers Compensation	510	
525000 - Supplies/Material - Operating	2,200	
525040 - Small Tools & Equipment	0	Tools are shared with the Antietam Wastewater Treatment Plant, therefore this budget is no longer needed.
528000 - Supplies - Chemicals	7,500	
545010 - Electric	12,000	

Washington County, Maryland
Sewer Fund
Department 42180 - Smithsburg Treatment Plant
FY22 Expenses

	2022 Operating Budget Requested	Adjustment	2022 Operating Budget Proposed	$ Change	% Change	2021 Operating Budget Approved	2020 Actuals Final	2019 Actuals Final
500000 - Wages - Full Time	110,790	0	110,790	5,530	5.25%	105,260	107,165	107,428
500005 - Wages - Part Time	0	0	0	0	0.00%	0	485	4,121
500010 - Wages - Overtime	4,290	0	4,290	430	11.14%	3,860	5,737	5,456
500040 - Other Wages	730	0	730	(300)	(29.13)%	1,030	1,263	995
500100 - FICA - Employer	8,860	0	8,860	430	5.10%	8,430	8,273	8,723
500120 - Health Insurance	33,570	0	33,570	(2,350)	(6.54)%	35,920	33,115	29,828
500125 - Other Insurance	690	0	690	(90)	(11.54)%	780	665	677
500130 - Pension	28,810	0	28,810	(100)	(0.35)%	28,910	31,221	18,690
500140 - Workers Compensation	3,760	0	3,760	60	1.62%	3,700	2,821	2,099
Wages and Benefits	**191,500**	**0**	**191,500**	**3,610**	**1.92%**	**187,890**	**190,745**	**178,018**
505050 - Dues & Subscriptions	0	0	0	0	0.00%	0	100	0
505140 - Office Supplies	0	0	0	0	0.00%	0	137	339
515000 - Contracted/Purchased Service	40,500	0	40,500	36,500	912.50%	4,000	829	2,184
515270 - Maintenance Contract Services	0	0	0	0	0.00%	0	0	90
525000 - Supplies/Material - Operating	16,000	0	16,000	0	0.00%	16,000	13,812	8,888
525040 - Small Tools & Equipment	1,500	0	1,500	0	0.00%	1,500	0	0
526000 - Supplies/Material-Maintenance	0	0	0	0	0.00%	0	38	0
528000 - Supplies - Chemicals	31,130	0	31,130	0	0.00%	31,130	10,537	8,380
535060 - Uniforms	2,080	0	2,080	0	0.00%	2,080	945	0
545010 - Electric	100,450	0	100,450	0	0.00%	100,450	100,991	97,424
545015 - Heating Oil	0	0	0	0	0.00%	0	0	612
Operating Expenses	**191,660**	**0**	**191,660**	**36,500**	**23.52%**	**155,160**	**127,389**	**117,917**
599999 - Controllable Assets	0	0	0	0	0.00%	0	0	8,042
Capital Outlay	**0**	**0**	**0**	**0**	**0.00%**	**0**	**0**	**8,042**
Total	**383,160**	**0**	**383,160**	**40,110**	**11.69%**	**343,050**	**318,135**	**303,977**

Washington County, Maryland
Sewer Fund
Department 42180 - Smithsburg Treatment Plant
FY22 Expenses

	2022 Operating Budget Proposed	2022 Variance Comments Proposed
500000 - Wages - Full Time	110,790	
500010 - Wages - Overtime	4,290	
500040 - Other Wages	730	
500100 - FICA - Employer	8,860	
500120 - Health Insurance	33,570	
500125 - Other Insurance	690	
500130 - Pension	28,810	
500140 - Workers Compensation	3,760	
515000 - Contracted/Purchased Service	40,500	Reallocating $36,500 from 590030-42-42120 for sludge hauling.
525000 - Supplies/Material - Operating	16,000	
525040 - Small Tools & Equipment	1,500	
528000 - Supplies - Chemicals	31,130	
535060 - Uniforms	2,080	
545010 - Electric	100,450	

Washington County, Maryland
Sewer Fund
Department 42200 - Winebrenner Treatment Plant
FY22 Expenses

	2022 Operating Budget Requested	Adjustment	2022 Operating Budget Proposed	$ Change	% Change	2021 Operating Budget Approved	2020 Actuals Final	2019 Actuals Final
500000 - Wages - Full Time	128,140	0	128,140	15,610	13.87%	112,530	121,576	125,563
500010 - Wages - Overtime	7,100	0	7,100	260	3.80%	6,840	6,239	10,152
500040 - Other Wages	3,500	0	3,500	1,320	60.55%	2,180	3,763	3,459
500100 - FICA - Employer	10,610	0	10,610	1,310	14.09%	9,300	9,535	10,243
500120 - Health Insurance	38,820	0	38,820	420	1.09%	38,400	47,527	52,021
500125 - Other Insurance	800	0	800	(30)	(3.61)%	830	752	809
500130 - Pension	33,320	0	33,320	2,410	7.80%	30,910	34,765	22,243
500140 - Workers Compensation	4,350	0	4,350	390	9.85%	3,960	3,252	2,362
Wages and Benefits	**226,640**	**0**	**226,640**	**21,690**	**10.58%**	**204,950**	**227,407**	**226,852**
505050 - Dues & Subscriptions	0	0	0	0	0.00%	0	0	20
505140 - Office Supplies	0	0	0	0	0.00%	0	173	137
505200 - Safety Equipment	0	0	0	0	0.00%	0	0	29
515000 - Contracted/Purchased Service	5,100	0	5,100	0	0.00%	5,100	2,339	4,322
525000 - Supplies/Material - Operating	9,100	0	9,100	0	0.00%	9,100	8,447	10,889
525040 - Small Tools & Equipment	1,000	0	1,000	0	0.00%	1,000	394	2,788
526000 - Supplies/Material-Maintenance	0	0	0	0	0.00%	0	597	3,015
527070 - Auto Grease	0	0	0	0	0.00%	0	0	124
528000 - Supplies - Chemicals	76,630	0	76,630	0	0.00%	76,630	59,128	67,762
535060 - Uniforms	1,890	0	1,890	0	0.00%	1,890	1,972	0
545010 - Electric	83,000	0	83,000	2,020	2.49%	80,980	102,368	76,049
545015 - Heating Oil	1,800	0	1,800	(300)	(14.29)%	2,100	211	1,689
Operating Expenses	**178,520**	**0**	**178,520**	**1,720**	**0.97%**	**176,800**	**175,630**	**166,825**
599999 - Controllable Assets	0	0	0	0	0.00%	0	0	2,350
600700 - Treatment Plant	0	0	0	0	0.00%	0	0	10,914
Capital Outlay	**0**	**0**	**0**	**0**	**0.00%**	**0**	**0**	**13,264**
Total	**405,160**	**0**	**405,160**	**23,410**	**6.13%**	**381,750**	**403,037**	**406,940**

Washington County, Maryland
Sewer Fund
Department 42200 - Winebrenner Treatment Plant
FY22 Expenses

	2022 Operating Budget Proposed	2022 Variance Comments Proposed
500000 - Wages - Full Time	128,140	
500010 - Wages - Overtime	7,100	
500040 - Other Wages	3,500	
500100 - FICA - Employer	10,610	
500120 - Health Insurance	38,820	
500125 - Other Insurance	800	
500130 - Pension	33,320	
500140 - Workers Compensation	4,350	
515000 - Contracted/Purchased Service	5,100	
525000 - Supplies/Material - Operating	9,100	
525040 - Small Tools & Equipment	1,000	
528000 - Supplies - Chemicals	76,630	
535060 - Uniforms	1,890	
545010 - Electric	83,000	
545015 - Heating Oil	1,800	

Washington County, Maryland
Sewer Fund
Department 42700 - Collection Lines Operations
FY22 Expenses

	2022 Operating Budget Requested	Adjustment	2022 Operating Budget Proposed	$ Change	% Change	2021 Operating Budget Approved	2020 Actuals Final	2019 Actuals Final
500000 - Wages - Full Time	568,280	0	568,280	11,680	2.10%	556,600	456,877	555,119
500010 - Wages - Overtime	66,240	0	66,240	(3,430)	(4.92)%	69,670	60,885	76,179
500020 - Shift Differential - 2nd shift	2,980	0	2,980	0	0.00%	2,980	3,382	4,725
500040 - Other Wages	300	0	300	300	100.00%	0	96	0
500100 - FICA - Employer	48,790	0	48,790	650	1.35%	48,140	37,786	47,096
500120 - Health Insurance	172,170	0	172,170	(17,780)	(9.36)%	189,950	146,874	195,124
500125 - Other Insurance	3,560	0	3,560	(560)	(13.59)%	4,120	2,887	3,612
500130 - Pension	147,750	0	147,750	(5,150)	(3.37)%	152,900	135,763	100,439
500140 - Workers Compensation	19,280	0	19,280	(290)	(1.48)%	19,570	12,505	10,138
Wages and Benefits	**1,029,350**	**0**	**1,029,350**	**(14,580)**	**(1.40)%**	**1,043,930**	**857,055**	**992,432**
505050 - Dues & Subscriptions	0	0	0	0	0.00%	0	950	810
505140 - Office Supplies	0	0	0	0	0.00%	0	28	93
505192 - Property Tax Expense	1,760	0	1,760	0	0.00%	1,760	125	1,216
510000 - Insurance	0	0	0	0	0.00%	0	0	500
515000 - Contracted/Purchased Service	18,000	0	18,000	0	0.00%	18,000	13,765	45,253
515180 - Software	0	0	0	0	0.00%	0	2,000	0
520030 - Food Comp	1,500	0	1,500	0	0.00%	1,500	1,082	1,933
525000 - Supplies/Material - Operating	6,600	0	6,600	0	0.00%	6,600	1,072	1,514
525040 - Small Tools & Equipment	5,500	0	5,500	0	0.00%	5,500	1,917	2,355
526000 - Supplies/Material-Maintenance	0	0	0	0	0.00%	0	67	2,294
528000 - Supplies - Chemicals	38,000	0	38,000	0	0.00%	38,000	16,664	29,639
535010 - Copy Machine Rental	0	0	0	0	0.00%	0	0	499
535055 - Lease Payments	0	0	0	0	0.00%	0	0	14,250
535056 - Contra - Cap Lease Payments	0	0	0	0	0.00%	0	0	-14,250
535060 - Uniforms	6,000	0	6,000	0	0.00%	6,000	3,640	0
540010 - Wireless Communication	3,000	0	3,000	1,500	100.00%	1,500	-425	1,500
545010 - Electric	228,570	0	228,570	0	0.00%	228,570	209,139	222,942
545015 - Heating Oil	0	0	0	0	0.00%	0	0	44
545020 - Natural Gas	790	0	790	0	0.00%	790	744	704
545030 - Propane Gas	0	0	0	(300)	(100.00)%	300	156	0
545060 - Water	2,090	0	2,090	0	0.00%	2,090	2,182	1,830

Washington County, Maryland
Sewer Fund
Department 42700 - Collection Lines Operations
FY22 Expenses

	2022 Operating Budget Requested	Adjustment	2022 Operating Budget Proposed	$ Change	% Change	2021 Operating Budget Approved	2020 Actuals Final	2019 Actuals Final
590020 - Sewage Collection	77,000	0	77,000	0	0.00%	77,000	79,156	84,150
Operating Expenses	**388,810**	**0**	**388,810**	**1,200**	**0.31%**	**387,610**	**332,263**	**397,276**
599999 - Controllable Assets	7,200	0	7,200	0	0.00%	7,200	549	32,963
Capital Outlay	**7,200**	**0**	**7,200**	**0**	**0.00%**	**7,200**	**549**	**32,963**
Total	**1,425,360**	**0**	**1,425,360**	**(13,380)**	**(0.93)%**	**1,438,740**	**1,189,866**	**1,422,671**

Washington County, Maryland
Sewer Fund
Department 42700 - Collection Lines Operations
FY22 Expenses

	2022 Operating Budget Proposed	2022 Variance Comments Proposed
500000 - Wages - Full Time	568,280	
500010 - Wages - Overtime	66,240	
500020 - Shift Differential - 2nd shift	2,980	
500040 - Other Wages	300	
500100 - FICA - Employer	48,790	
500120 - Health Insurance	172,170	
500125 - Other Insurance	3,560	
500130 - Pension	147,750	
500140 - Workers Compensation	19,280	
505192 - Property Tax Expense	1,760	
515000 - Contracted/Purchased Service	18,000	
520030 - Food Comp	1,500	
525000 - Supplies/Material - Operating	6,600	
525040 - Small Tools & Equipment	5,500	
528000 - Supplies - Chemicals	38,000	
535060 - Uniforms	6,000	
540010 - Wireless Communication	3,000	Increase of $1,500 is needed due to increasing number of pump stations that use wireless communications (SCADA).
545010 - Electric	228,570	
545020 - Natural Gas	790	
545030 - Propane Gas	0	The propane budgets were based on four prior year actual and forecasted rate changes.
545060 - Water	2,090	
590020 - Sewage Collection	77,000	
599999 - Controllable Assets	7,200	To continue replacing aging air release valves throughout the system.

Washington County, Maryland
Other Capital Outlay (≥$1 and <$10,000)
FY 2022

Department Number: 42700

Department Name: Department of Water Quality

Account Number: 599999

Account Description: Controllable Assets **(≥$1 and <$10,000 per item)**

Priority Number *	Descriptions	Qty	Unit Cost	Total Cost Dept. Request	N or R	Explain Reason for Request
2	Air Release Valves	4	1,800	7,200	N	Contintue Replacing Aging / Failing ARV's throughout the system
				0		
				0		
				0		
				0		
				0		
				0		
	Total			**$7,200**		

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

- The County maintains assets that are considered capital assets in nature but are classified as controllable assets, due to the fact that they fall under the capitalization limits, i.e., **the cost of each item** is ≥$1 and <$10,000 (Transit or Golf Course <$5,000). Examples of controllable items are, but not limited to, chairs, desks, printers, equipment, machinery, weapons, computers. Controllable assets purchases are not a recurring expenditure and are to be purchased in accordance with the approved items by the County Commissioners. Emergency purchases may be supplanted if warranted.

Washington County, Maryland
Sewer Fund
Department 42710 - Collection Lines Maintenance
FY22 Expenses

	2022 Operating Budget Requested	Adjustment	2022 Operating Budget Proposed	$ Change	% Change	2021 Operating Budget Approved	2020 Actuals Final	2019 Actuals Final
500000 - Wages - Full Time	243,080	0	243,080	3,650	1.52%	239,430	202,514	224,206
500005 - Wages - Part Time	0	0	0	0	0.00%	0	8,531	0
500010 - Wages - Overtime	11,150	0	11,150	(1,230)	(9.94)%	12,380	8,100	9,177
500100 - FICA - Employer	19,450	0	19,450	190	0.99%	19,260	16,008	17,441
500120 - Health Insurance	73,640	0	73,640	(8,070)	(9.88)%	81,710	65,405	66,070
500125 - Other Insurance	1,520	0	1,520	(250)	(14.12)%	1,770	1,294	1,473
500130 - Pension	63,200	0	63,200	(2,570)	(3.91)%	65,770	60,673	41,019
500140 - Workers Compensation	8,250	0	8,250	(170)	(2.02)%	8,420	11,750	10,265
Wages and Benefits	**420,290**	**0**	**420,290**	**(8,450)**	**(1.97)%**	**428,740**	**374,275**	**369,651**
515000 - Contracted/Purchased Service	0	0	0	0	0.00%	0	16,855	957
515270 - Maintenance Contract Services	4,000	0	4,000	0	0.00%	4,000	0	0
520030 - Food Comp	100	0	100	0	0.00%	100	0	93
525000 - Supplies/Material - Operating	0	0	0	0	0.00%	0	4,381	120
526000 - Supplies/Material-Maintenance	206,500	0	206,500	0	0.00%	206,500	162,043	225,568
526110 - Snow Removal Materials	0	0	0	0	0.00%	0	562	0
527080 - Auto Motor Oil	0	0	0	0	0.00%	0	0	700
535020 - Equipment Rental	0	0	0	0	0.00%	0	0	466
545030 - Propane Gas	300	0	300	0	0.00%	300	0	264
586025 - Salt - Supplies	550	0	550	0	0.00%	550	0	0
Operating Expenses	**211,450**	**0**	**211,450**	**0**	**0.00%**	**211,450**	**183,842**	**228,167**
599999 - Controllable Assets	0	0	0	0	0.00%	0	5,340	771
Capital Outlay	**0**	**0**	**0**	**0**	**0.00%**	**0**	**5,340**	**771**
Total	**631,740**	**0**	**631,740**	**(8,450)**	**(1.32)%**	**640,190**	**563,457**	**598,589**
Sewer Fund Total	**11,892,750**	**44,550**	**11,937,300**	**78,130**	**0.66%**	**11,859,170**	**9,200,664**	**9,372,001**

Washington County, Maryland
Sewer Fund
Department 42710 - Collection Lines Maintenance
FY22 Expenses

	2022 Operating Budget Proposed	2022 Variance Comments Proposed
500000 - Wages - Full Time	243,080	
500010 - Wages - Overtime	11,150	
500100 - FICA - Employer	19,450	
500120 - Health Insurance	73,640	
500125 - Other Insurance	1,520	
500130 - Pension	63,200	
500140 - Workers Compensation	8,250	
515270 - Maintenance Contract Services	4,000	
520030 - Food Comp	100	
526000 - Supplies/Material-Maintenance	206,500	
545030 - Propane Gas	300	
586025 - Salt - Supplies	550	

Washington County, Maryland
Proposed Pretreatment Fund Operating Budget
Detailed Summary
Fiscal Year 2022

Page	Category	FY 2022 Requested Budget	Adjustment	FY 2022 Proposed Budget	$ Change	Note	% Change	Original Budget FY 2021
18-2	Pretreatment Revenues	345,600	0	345,600	0		0.00%	345,600
18-2	Miscellaneous Revenues	139,100	0	139,100	13,220	1	10.50%	125,880
	Total Revenues	**484,700**	**0**	**484,700**	**13,220**		**2.80%**	**471,480**
18-4	General Operations	484,700	0	484,700	13,220	2	2.80%	471,480
	Total Expenses	**484,700**	**0**	**484,700**	**13,220**		**2.80%**	**471,480**

1 **Miscellaneous Revenues:**
- Increased Fund Balance Reserve based on funds needed to pay debt service.

2 **General Operations:**
- Increased based on debt service schedules.

Washington County, Maryland
Pretreatment Fund Revenues
FY22

	2022 Operating Budget Requested	Adjustment	2022 Operating Budget Proposed	$ Change	% Change	2021 Operating Budget Approved	2020 Actuals Final	2019 Actuals Final
404511 - Lease Income	345,600	0	345,600	0	0.00%	345,600	345,600	345,600
490000 - Miscellaneous	0	0	0	0	0.00%	0	1	0
490090 - Fund Balance Reserve	139,100	0	139,100	13,220	10.50%	125,880	0	0
Revenues	**484,700**	**0**	**484,700**	**13,220**	**2.80%**	**471,480**	**345,601**	**345,600**

Washington County, Maryland
Pretreatment Fund
FY22 Revenues

	2022 Operating Budget Proposed	2022 Variance Comments Proposed
404511 - Lease Income	345,600	
490090 - Fund Balance Reserve	139,100	Additional Fund Balance Reserve is required due to change in debt service.

Washington County, Maryland
Pretreatment Fund
Department 43010 - General Operations
FY22 Expenses

	2022 Operating Budget Requested	Adjustment	2022 Operating Budget Proposed	$ Change	% Change	2021 Operating Budget Approved	2020 Actuals Final	2019 Actuals Final
501000 - Debt - Bond Principal	0	0	0	0	0.00%	0	105,148	111,500
501001 - Contra - Bond Principal	0	0	0	0	0.00%	0	-105,148	-111,500
501010 - Debt - State Loan Principal	460,000	0	460,000	15,000	3.37%	445,000	425,000	425,000
501011 - Contra - State Principal	0	0	0	0	0.00%	0	-425,000	-425,000
501050 - Debt - Bond Interest	0	0	0	0	0.00%	0	12,198	35,421
501060 - Debt - State Loan Interest	3,680	0	3,680	(1,780)	(32.60)%	5,460	37,369	45,008
501090 - Debt - Administrative Fees	21,020	0	21,020	0	0.00%	21,020	21,019	21,019
Operating Expenses	**484,700**	**0**	**484,700**	**13,220**	**2.80%**	**471,480**	**70,586**	**101,448**
Total	**484,700**	**0**	**484,700**	**13,220**	**2.80%**	**471,480**	**70,586**	**101,448**

Washington County, Maryland
Pretreatment Fund
Department 43010 - General Operations
FY22 Expenses

	2022 Operating Budget Proposed	2022 Variance Comments Proposed
501010 - Debt - State Loan Principal	460,000	Debt cost is based on fixed agreed upon payments with bondholders and State agencies. Payments are in accordance with amortization schedules.
501060 - Debt - State Loan Interest	3,680	
501090 - Debt - Administrative Fees	21,020	

Washington County, Maryland
Department of Water Quality
Proposed Rates for FY 2022

3.5% Revenue Increase

Sewer Rates

Retail Classes	Current Quarterly Rates	Proposed Quarterly Rates	Increase %	Increase $
Base for 6,000 gal				
Res Full Service	130.31	132.92	2.0%	2.61
Comm I Full Service	133.31	137.98	3.5%	4.67
Comm II Full Service	136.00	140.76	3.5%	4.76
Comm III Full Service	136.00	140.76	3.5%	4.76
Volunteer Service	131.23	132.92	1.3%	1.69
Res/Comm Coll Ser	60.03	62.13	3.5%	2.10
Volume per 1,000 gal				
Res Full Service	7.54	8.14	8.0%	0.60
Comm I Full Service	8.40	8.69	3.5%	0.29
Comm II Full Service	9.55	9.88	3.5%	0.33
Comm III Full Service	6.56	6.79	3.5%	0.23
Volunteer Service	7.50	8.14	8.5%	0.64
Res/Comm Coll Ser	n/a	n/a	n/a	n/a
Non-metered Accounts	175.57	181.71	3.5%	6.14

Wholesale Class	Current Per 1,000 Gal Rates	Proposed Per 1,000 Gal Rates	Increase %	Increase $
All Wholesale Customers	7.75	8.02	3.5%	0.27

Miscellaneous	Deduct Meter Fee - $25.00 per quarter

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

	Current	Proposed	Increase %	Increase $
Base Charge (6,000 gal)	130.31	132.92	2.0%	2.61
Vol Charge (6,000 gal)	45.24	48.84	8.0%	3.60
Total bill	**175.55**	**181.76**	**3.5%**	**6.21**

3.5% Revenue Increase

Water Rates

Retail Classes	Current Quarterly Rates	Proposed Quarterly Rates	Increase %	Increase $
Base for 6,000 gal				
Res Full Service	104.76	107.15	2.3%	2.39
Comm I Full Service	104.76	108.43	3.5%	3.67
Comm II Full Service	129.40	133.93	3.5%	4.53
Volunteer Service	104.78	107.15	2.3%	2.37
Volume per 1,000 gal				
Res Full Service	11.78	12.40	5.3%	0.62
Comm I Full Service	12.05	12.47	3.5%	0.42
Comm II Full Service	9.30	9.63	3.5%	0.33
Volunteer Service	11.82	12.40	4.9%	0.58
Non-metered Accounts	175.44	181.55	3.5%	6.11

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

	Current	Proposed	Increase %	Increase $
Base Charge (6,000 gal)	104.76	107.15	2.3%	2.39
Vol Charge (6,000 gal)	70.68	74.40	5.3%	3.72
Total bill	**175.44**	**181.55**	**3.5%**	**6.11**

Board of Country Commissioners of Washington County, Maryland

Agenda Report Form

Open Session Item

SUBJECT: FY22 Airport Budget

PRESENTATION DATE: March 23, 2021

PRESENTATION BY: Garrison Plessinger, Airport Director

RECOMMENDED MOTION(S): For informational purposes

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

DISCUSSION: The Airport budget increased over FY22 by $41,290 and 2.09%. The increase is mainly the result of the 2.5% step and 1% COLA.

The Airport fund is self-supported and does not require a general fund subsidy for FY22.

FISCAL IMPACT: $2,020,920

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: FY22 Airport Budget

AUDIO/VISUAL TO BE USED: N/A

Washington County, Maryland
Airport Fund Operating Budget
Detailed Summary
Fiscal Year 2022

Page	Category by Function	FY 2022 Requested Budget	Adjustment	FY 2022 Proposed Budget	$ Change	Note	% Change	Original Budget FY 2021
	Revenues:							
	Administrative Revenues:							
21-3	Operating Transfer - Hotel Rental	50,000		50,000	0		0.00%	50,000
21-3	Reimbursed Expense - Other	28,050		28,050	0		0.00%	28,050
21-3	Miscellaneous	0		0	0		0.00%	0
21-3	Operating Transfer-General Fund	0		0	0		0.00%	0
21-3	Operating Grants	6,900		6,900	0	1	0.00%	6,900
21-3	Operating - Federal Grants	11,220		11,220	0	2	0.00%	11,220
21-3	Operating - State Grants	0		0	0		0.00%	0
21-3	Fuel	100		100	0		0.00%	100
		96,270	**0**	**96,270**	**0**		**0.00%**	**96,270**

1 **Operating Grants**
- Anticipate receiving monies from AAAE scholarship program to offset the cost of attending AAAE conferences and training events.

2 **Operating - Federal Grants**
- Reimbursement is for TSA Security and is based on the anticipated number of flights at HGR.

Page	Category by Function	FY 2022 Requested Budget	Adjustment	FY 2022 Proposed Budget	$ Change	Note	% Change	Original Budget FY 2021
	Airfield Operations Revenues:							
21-3	Landing Fees	16,780	0	16,780	0		0.00%	16,780
21-3	Rent Corporate Hangars	915,210		915,210	61,120	3	7.16%	854,090
		931,990	**0**	**931,990**	**61,120**		**7.02%**	**870,870**

3 **Rent Corporate Hangars**
- Increase is attributed to the corporate rental rates as established by leases which have yearly built-in escalator clauses.

Page	Category by Function	FY 2022 Requested Budget	Adjustment	FY 2022 Proposed Budget	$ Change	Note	% Change	Original Budget FY 2021
	Terminal Revenues:							
21-3	Light Box Advertising	0		0	(12,700)	4	-100.00%	12,700
21-3	Concession Fees	86,500		86,500	0		0.00%	86,500
	Snack Sales	24,500	0	24,500	24,500	5	100.00%	0
21-3	Rent - Terminals	33,000	0	33,000	220		0.67%	32,780
		144,000	**0**	**144,000**	**12,020**		**9.11%**	**131,980**

4 **Light Box Advertising**
- Advertising revenue has been very low. Staff will work with Public Relations on a strategy to increase exposure.

5 **Snack Sales**
- The Airport is establishing a snack bar in the holding room for airline passengers.

Page	Category by Function	FY 2022 Requested Budget	Adjustment	FY 2022 Proposed Budget	$ Change	Note	% Change	Original Budget FY 2021
	T-Hangar Revenues:							
21-3	Rent - T-Hangars	517,950	0	517,950	0		0.00%	517,950
		517,950	**0**	**517,950**	**0**		**0.00%**	**517,950**

Washington County, Maryland
Airport Fund Operating Budget
Detailed Summary
Fiscal Year 2022

Page	Category by Function	FY 2022 Requested Budget	Adjustment	FY 2022 Proposed Budget	$ Change	Note	% Change	Original Budget FY 2021
	Fuel Farm Revenues:							
21-3	Fuel Farm Property Rental Fee	0		0	0		0.00%	0
21-3	Fuel Flow Fees - Fuel Farm	68,450		68,450	(5,000)		-6.81%	73,450
21-3	Maintenance Fees - Fuel Farm	67,500		67,500	(5,000)		-6.90%	72,500
		135,950	**0**	**135,950**	**(10,000)**		**-6.85%**	**145,950**
	FAA Rental Property Revenue:							
21-3	Rental - Other	178,260		178,260	1,650		0.93%	176,610
		178,260	**0**	**178,260**	**1,650**		**0.93%**	**176,610**
	Airport and Rescue FF Services Revenue:							
21-3	Contract Operations	16,500		16,500	(23,500)	6	-58.75%	40,000
		16,500	**0**	**16,500**	**(23,500)**		**-58.75%**	**40,000**

6 **Contract Operations**
- Decrease is based on current Department of Defense activity on the airfield. This revenue source is for billable ARFF standby man hours and is dependent on DOD contracts.

Page	Category by Function	FY 2022 Requested Budget	Adjustment	FY 2022 Proposed Budget	$ Change	Note	% Change	Original Budget FY 2021
	Total Revenues	**2,020,920**	**0**	**2,020,920**	**41,290**		**2.09%**	**1,979,630**
	Expenses:							
21-8	General Operations	621,050	0	621,050	11,560		1.90%	609,490
21-17	Airfield Operations	439,260	0	439,260	(1,540)		-0.35%	440,800
21-25	Business Parks	184,180	0	184,180	3,130		1.73%	181,050
21-30	Terminals	218,200	0	218,200	(30,840)		-12.38%	249,040
21-34	T-Hangar	86,550	0	86,550	(2,960)		-3.31%	89,510
21-36	Fuel Farm Operations	10,550	0	10,550	2,260		27.26%	8,290
21-38	Rental Properties	36,300	0	36,300	(22,290)		-38.04%	58,590
21-41	Airport and Rescue Firefighter Ser	140,080	0	140,080	19,680		16.35%	120,400
21-46	Airline Services	284,750	0	284,750	62,290		28.00%	222,460
	Total Expenses	**2,020,920**	**0**	**2,020,920**	**41,290**	8	**2.09%**	**1,979,630**

8 **General Operations**
- Salaries and Benefits increased or decreased due to allocation of wages that is based on a three year rolling average and adjusted for any known changes in trends.

9 **Category Summary:**

	FY 2022 Requested Budget	Adjustment	FY 2022 Proposed Budget	$ Change	% Change	Original Budget FY 2021
Salaries and Benefits	1,092,080	0	1,092,080	74,010	7.27%	1,018,070
Operating	896,340	0	896,340	(10,220)	-1.13%	906,560
Capital Outlay	32,500		32,500	(22,500)	-40.91%	55,000
	2,020,920	**0**	**2,020,920**	**41,290**	**2.09%**	**1,979,630**

Washington County, Maryland
Airport Fund Revenues
FY22

	2022 Operating Budget Requested	Adjustment	2022 Operating Budget Proposed	$ Change	% Change	2021 Operating Budget Approved	2020 Actuals Final	2019 Actuals Final
404420 - Interest, Penalties & Fees	0	0	0	0	0.00%	0	1,738	2,213
404520 - Rental - Other	178,260	0	178,260	1,650	0.93%	176,610	312,506	481,606
445020 - Landing Fees	16,780	0	16,780	0	0.00%	16,780	20,403	31,687
445040 - Aircraft Parking Fees	0	0	0	0	0.00%	0	3,198	5,526
445050 - Rent Corporate Hangars	915,210	0	915,210	61,120	7.16%	854,090	1,437,240	1,288,071
445110 - Light Box Advertising	0	0	0	(12,700)	(100.00)%	12,700	0	0
445120 - Concession Fees	86,500	0	86,500	0	0.00%	86,500	86,634	88,969
445130 - Snack Sales	24,500	0	24,500	24,500	100.00%	0	0	0
445150 - Rent - Terminals	33,000	0	33,000	220	0.67%	32,780	33,415	38,639
445210 - Rent - T Hangars	517,950	0	517,950	0	0.00%	517,950	501,153	490,114
445240 - Fuel Flow Fees - Fuel Farm	68,450	0	68,450	(5,000)	(6.81)%	73,450	54,334	68,510
445250 - Maintenance Fees - Fuel Farm	67,500	0	67,500	(5,000)	(6.90)%	72,500	52,722	68,420
485000 - Reimburse Administrative	0	0	0	0	0.00%	0	90	0
486045 - Reimbursed Exp - Other	28,050	0	28,050	0	0.00%	28,050	38,201	47,328
486999 - Reimbursed Billable	0	0	0	0	0.00%	0	316	0
490000 - Miscellaneous	0	0	0	0	0.00%	0	201	27,020
490005 - Insurance Recovery	0	0	0	0	0.00%	0	4,834	7,625
490010 - Gain or Loss on Sale of Asset	0	0	0	0	0.00%	0	0	3,817
490045 - Oper Transfer - General Fund	0	0	0	0	0.00%	0	0	24,550
490080 - Bad Check Fees	0	0	0	0	0.00%	0	0	125
491730 - Operating Transfer - CIP	0	0	0	0	0.00%	0	0	30,000
491732 - Oper Transfer - Hotel Rental	50,000	0	50,000	0	0.00%	50,000	11,640	50,000
491800 - Contributed Capital	0	0	0	0	0.00%	0	0	25,000
495000 - Operating Grants	6,900	0	6,900	0	0.00%	6,900	0	0
495100 - Operating - Federal Grants	11,220	0	11,220	0	0.00%	11,220	451,772	8,540
495110 - Operating - State Grants	0	0	0	0	0.00%	0	0	0
498400 - Capital Grant - Federal	0	0	0	0	0.00%	0	3,631,191	1,881,439
498410 - Capital Grant - State	0	0	0	0	0.00%	0	199,184	202,024
498710 - Capital Transfer - General	0	0	0	0	0.00%	0	607,000	4,000
499420 - Fuel	100	0	100	0	0.00%	100	386	341
499500 - Contract Operations	16,500	(200)	16,700	(23,500)	(58.75)%	40,000	8,679	6,553
Revenues	**2,020,920**	**0**	**2,021,120**	**41,290**	**2.09%**	**1,979,630**	**7,456,837**	**4,882,117**

Washington County, Maryland
Airport Fund
Department 00000 - Default Department
FY22 Revenues

	2022 Operating Budget Requested	2022 Variance Comments Requested
404520 - Rental - Other	178,260	The increase is attributed to the rental rates established by leases which have yearly built-in escalators.
445020 - Landing Fees	16,780	
445050 - Rent Corporate Hangars	915,210	The increase is attributed to the corporate rental rates established by leases which have yearly built-in escalators.
445110 - Light Box Advertising	0	This revenue has been eliminated since there have been no advertising space sold in past years.
445120 - Concession Fees	86,500	
445130 - Snack Sales	24,500	Establishing Snack Bar in Hold Room to provide snacks and drinks to Airline Passengers. Estimated at 125 per flight at 196 flights for the year.
445150 - Rent - Terminals	33,000	This amount is dictated by terminal rental rates as established by leases which include a built-in escalator clause for the airline counter and car rental agency.
445210 - Rent - T Hangars	517,950	
445240 - Fuel Flow Fees - Fuel Farm	68,450	The decrease is based on past years actuals and current revenue receipts.
445250 - Maintenance Fees - Fuel Farm	67,500	The decrease is based on past years actuals and current revenue receipts.

Washington County, Maryland
Airport Fund
Department 00000 - Default Department
FY22 Revenues

	2022 Operating Budget Requested	2022 Variance Comments Requested
486045 - Reimbursed Exp - Other	28,050	This line is for the Ground Operations Crew (CSA/GOA) fees collected from Allegiant for three destinations. With the added flights, it is anticipated there will be 187 flights x $150=$28,050.
490000 - Miscellaneous	0	With the Terminal expansion project, the 2020 Wings & Wheels Expo will more than likely moved to another location and there will be less involvement by airport staff and need to seek sponsorship to offset the cost incurred to acquire static displays.
491732 - Oper Transfer - Hotel Rental	50000	
495000 - Operating Grants	6,900	HGR staff is anticipating being a recipient of American Association of Airport Executives' scholarship program to offset the cost of attending AAAE conferences and training events planned for FY2022. This includes an AAAE/NE Conference-$1,750; AAAE Snow Symposium-$2,920 and; AAAE/NEC ARFF Conference-$2,225.

Washington County, Maryland
Airport Fund
Department 00000 - Default Department
FY22 Revenues

	2022 Operating Budget Requested	2022 Variance Comments Requested
495100 - Operating - Federal Grants	11,220	The Operating Federal Grants anticipated for FY2022 is for security provided by the Washington County Sheriff's Department as needed for the Allegiant flights. This amount is estimated for 187 flights needing LEO on site with a 3-hour window per flight= 561 hours @ $20= $11,220. The TSA (Transportation Security Administration) determines the amount that will be considered for reimbursement through a TSA reimbursable agreement for security at HGR which currently is $20 of the $58.50 charged by the WC Sheriff's Department.
495110 - Operating - State Grants	0	
499420 - Fuel	100	
499500 - Contract Operations	16,500	The decrease is based on current Department of Defense activity on the airfield at this time. This revenue source is for billable ARFF standby manpower hours and is dependent on DOD contracts with airfield businesses.

Washington County, Maryland
Airport Fund Expenditures
FY22

	2022 Operating Budget Requested	$ Change	% Change	2021 Operating Budget Approved
45010 - General Operations	621,050	11,560	1.90%	609,490
45020 - Airfield Operations	439,260	(1,540)	(0.35)%	440,800
45030 - Business Parks	184,180	3,130	1.73%	181,050
45040 - Terminals	218,200	(30,840)	(12.38)%	249,040
45050 - T-Hangar	86,550	(2,960)	(3.31)%	89,510
45060 - Fuel Farm Operations	10,550	2,260	27.26%	8,290
45070 - Rental Properties - FAA	36,300	(22,290)	(38.04)%	58,590
45080 - Airport and Rescue Firefighters Services	140,080	19,680	16.35%	120,400
45090 - Airline Services	284,750	62,290	28.00%	222,460
Airport Fund	**2,020,920**	**41,290**	**2.07%**	**1,999,070**
Total Expenditures	**2,020,920**	**41,290**	**2.07%**	**1,999,070**

Washington County, Maryland
Airport Fund
Department 45010 - General Operations
FY22 Expenses

	2022 Operating Budget Requested	Adjustment	2022 Operating Budget Proposed	$ Change	% Change	2021 Operating Budget Approved	2020 Actuals Final	2019 Actuals Final
500000 - Wages - Full Time	270,520	0	270,520	37,980	16.33%	232,540	268,124	262,930
500005 - Wages - Part Time	1,910	0	1,910	260	15.76%	1,650	2,492	2,688
500010 - Wages - Overtime	9,650	0	9,650	3,840	66.09%	5,810	11,377	6,204
500040 - Other Wages	1,830	0	1,830	(1,510)	(45.21)%	3,340	1,151	258
500100 - FICA - Employer	21,720	0	21,720	3,130	16.84%	18,590	20,592	21,011
500120 - Health Insurance	87,350	0	87,350	11,760	15.56%	75,590	66,867	53,325
500125 - Other Insurance	1,740	0	1,740	(170)	(8.90)%	1,910	1,602	1,542
500130 - Pension	70,340	0	70,340	8,910	14.50%	61,430	99,730	44,636
500140 - Workers Compensation	9,380	0	9,380	4,030	75.33%	5,350	4,332	5,825
500155 - Personnel Requests	0	0	0	0	0.00%	0	0	0
500160 - Other Post Employment Benefits	0	0	0	0	0.00%	0	0	0
500170 - Personal Development	1,200	0	1,200	0	0.00%	1,200	0	0
500171 - Employee Recognition	920	0	920	0	0.00%	920	395	15
500172 - Team Building	250	0	250	0	0.00%	250	0	0
Wages and Benefits	**476,810**	**0**	**476,810**	**68,230**	**16.70%**	**408,580**	**476,664**	**398,434**
502000 - Appropriations	15,000	0	15,000	14,000	1,400.00%	1,000	(96,100)	(59,000)
505010 - Advertising	0	0	0	0	0.00%	0	17,482	14,253
505050 - Dues & Subscriptions	3,700	0	3,700	0	0.00%	3,700	3,663	5,351
505070 - Food and Supplies	200	0	200	0	0.00%	200	155	250
505120 - Licenses & Certifications	100	0	100	0	0.00%	100	160	100
505130 - Small Office Equipment	500	0	500	0	0.00%	500	0	0
505140 - Office Supplies	2,000	0	2,000	0	0.00%	2,000	1,180	1,726
505150 - Other - Miscellaneous	0	0	0	0	0.00%	0	3	70
505160 - Personal Mileage	500	0	500	0	0.00%	500	99	411
505170 - Postage	1,300	0	1,300	0	0.00%	1,300	1,668	1,588
505190 - Professional Fees	0	0	0	0	0.00%	0	94,360	0
505191 - Property Acquisition	500	0	500	0	0.00%	500	0	0
505210 - Safety Supplies	0	0	0	0	0.00%	0	0	0
505220 - Security	35,320	0	35,320	0	0.00%	35,320	28,176	27,381
505230 - Travel Expenses	5,140	0	5,140	0	0.00%	5,140	1,532	4,379

Washington County, Maryland
Airport Fund
Department 45010 - General Operations
FY22 Expenses

	2022 Operating Budget Requested	Adjustment	2022 Operating Budget Proposed	$ Change	% Change	2021 Operating Budget Approved	2020 Actuals Final	2019 Actuals Final
505240 - Entertainment/Business Exp	300	0	300	0	0.00%	300	0	125
505906 - Operating Reserves	0	0	0	(77,070)	(100.00)%	77,070	0	0
505960 - Uncollectible Accounts	0	0	0	0	0.00%	0	(21,243)	(2,017)
510010 - Fleet Insurance	11,620	0	11,620	1,410	13.81%	10,210	8,791	9,595
510020 - Property & Casualty Insurance	23,310	0	23,310	4,380	23.14%	18,930	21,539	21,329
510030 - Public & Gen Liability Insurance	24,900	0	24,900	5,610	29.08%	19,290	18,202	17,952
515000 - Contracted/Purchased Service	6,050	0	6,050	0	0.00%	6,050	298	313,895
515130 - Consulting Services	5,000	0	5,000	0	0.00%	5,000	0	5,500
515180 - Software	0	0	0	0	0.00%	0	1,435	0
515260 - Legal Services	30	0	30	0	0.00%	30	0	0
515350 - Accident Repairs	0	0	0	0	0.00%	0	5,334	3,851
520030 - Food Comp	150	0	150	0	0.00%	150	46	93
520040 - Seminars/Conventions	3,370	0	3,370	0	0.00%	3,370	1,855	3,690
526000 - Supplies/Material-Maintenance	0	0	0	0	0.00%	0	0	27
535010 - Copy Machine Rental	3,300	0	3,300	0	0.00%	3,300	2,238	2,469
540010 - Wireless Communication	1,450	0	1,450	0	0.00%	1,450	903	2,155
540020 - Telephone Expenses	0	0	0	(5,000)	(100.00)%	5,000	3,130	4,409
545010 - Electric	0	0	0	0	0.00%	0	0	42
592040 - Promotional Expenses	500	0	500	0	0.00%	500	0	4,547
Operating Expenses	**144,240**	**0**	**144,240**	**(56,670)**	**(28.21)%**	**200,910**	**94,907**	**384,171**
599999 - Controllable Assets	0	0	0	0	0.00%	0	0	11,125
Capital Outlay	**0**	**0**	**0**	**0**	**0.00%**	**0**	**0**	**11,125**
Total	**621,050**	**0**	**621,050**	**11,560**	**1.90%**	**609,490**	**571,571**	**793,730**

Washington County, Maryland
Airport Fund
Department 45010 - General Operations
FY22

	2022 Operating Budget Requested	2022 Variance Comments Requested
500000 - Wages - Full Time	270,520	The budget is based on a proposed step of 2.5% and a 1% COLA for FY22. Due to the mid-year increase in FY21, the increase from the FY21 original budget to the FY22 proposed budget is approximately 7.12%. Wages are then allocated based on a three year rolling average and adjusted for any known changes in trends.
500005 - Wages - Part Time	1,910	The budget is based on a 3.5% increase for FY22. Due to the mid-year increase in FY21, the increase from the FY21 original budget to the FY22 proposed budget is approximately 7.12%. Wages are allocated based on a three year rolling average and adjusted for any known changes in trends.
500010 - Wages - Overtime	9,650	The budget is based on a 3.5% increase in wages for FY22. Due to the mid-year increase in FY21, the increase from the FY21 original budget to the FY22 proposed budget is approximately 7.12%. Wages are allocated based on a three year rolling average and adjusted for any known changes in trends.
500040 - Other Wages	1,830	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 7.12% wage increases for FY22 and FY21.
500100 - FICA - Employer	21,720	Budget is based on total wages times 7.65%.

Airport Fund
Department 45010 - General Operations
FY22

	2022 Operating Budget Requested	2022 Variance Comments Requested
500120 - Health Insurance	87,350	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	1,740	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 7.12%.
500130 - Pension	70,340	The budgeted amount for employer pension is based on full-time wages times 26%.
500140 - Workers Compensation	9,380	Workers Compensation is based on projected FY22 employee wages times their assigned classification rates. Classification rates have not changed.
500155 - Personnel Requests	0	
500160 - Other Post Employment Benefits	0	
500170 - Personal Development	1,200	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.

Airport Fund
Department 45010 - General Operations
FY22

	2022 Operating Budget Requested	2022 Variance Comments Requested
500171 - Employee Recognition	920	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	250	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	15,000	Based on Capital Airport Security Enhancement Plan.
505010 - Advertising	0	
505050 - Dues & Subscriptions	3,700	
505070 - Food and Supplies	200	
505120 - Licenses & Certifications	100	
505130 - Small Office Equipment	500	
505140 - Office Supplies	2,000	
505160 - Personal Mileage	500	
505170 - Postage	1,300	
505191 - Property Acquisition	500	
505220 - Security	35,320	
505230 - Travel Expenses	5,140	Based on conferences and workshops planned in FY2021(cancelled due to COVID-19) carried over to FY2022. Applicable scholarships will be sought for the AAAE conferences.
505240 - Entertainment/Business Exp	300	
505906 - Operating Reserves	0	No reserves needed

Airport Fund
Department 45010 - General Operations
FY22

	2022 Operating Budget Requested	2022 Variance Comments Requested
510010 - Fleet Insurance	11,620	There is an overall percentage increase of 20.4% for all funds combined over prior year budget. The percentage decrease/increase varies by department or fund. Changes related to volume and/or claims experience paid in various departments. Human Resources insurance analyst projected cost of premiums based on industry trends and discussions with industry experts and current service providers.
510020 - Property & Casualty Insurance	23,310	There is an overall percentage increase of 20.4% 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	24,900	There is an overall percentage increase of 20.4% 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	6,050	
515130 - Consulting Services	5,000	
515260 - Legal Services	30	

Airport Fund
Department 45010 - General Operations
FY22

	2022 Operating Budget Requested	2022 Variance Comments Requested
520030 - Food Comp	150	
520040 - Seminars/Conventions	3,370	Based on conferences and workshops planned in FY2021(cancelled due to COVID-19) carried over to FY2022. Applicable scholarships will be sought for the AAAE conferences.
535010 - Copy Machine Rental	3,300	
540010 - Wireless Communication	1,450	
540020 - Telephone Expenses	0	Budget moved to Information Technology's budget. Telephone expenses are an enterprise wide cost and will be budgeted in department 11000.
592040 - Promotional Expenses	500	

Washington County, Maryland
Travel Request
FY 2022

Department Number: 45-45010

Department Name: Hagerstown Regional Airport

Account Number: 505230-Travel & 520040-Conference Fee

Account Description: Travel Expenses

Position	Destination	Date(s) of Travel	Total Cost		Description and/or Reason for Travel Request
			Dept. Request	Board Approval	
Operations / Security Manager	Crystal City, Virginia	Dec-21	900		19th Annual AAAE/TSA/DHS Aviation Security Summit. COST: Travel-$900 (505230) & Conference Fee-$575 (520040)
Operations/Security Manager	Online / Alexandria, Virgina	TBD	800		AAAE Certified Employee Courses. COST: Travel-$800 (505230) & Conference Fee-$490500 (520040)
			$1,700	**$0**	

• 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
Travel Request
FY 2022

Department Number: 45-45010 **Department Name:** **Hagerstown Regional Airport**

Account Number: 505230-Travel & 520040-Conference Fee

Account Description: Travel Expenses

Position	Destination	Date(s) of Travel	Total Cost: Dept. Request	Total Cost: Board Approval	Description and/or Reason for Travel Request
Airport Director	Burlington, Vermont	Aug-21	1,250		NEC/AAAE Annual Conference (scholarship) "purpose of this conference is to provides airport professionals with the latest information & newest developments in the industry so they have the knowledge they need to make airports safer, more efficient & ultimately, more successful." COST: Travel-$1,250 (505230) & Conference Fee-$500 (520040)
Airport Director	To Be Determined	April-2022	1,190		Volaire Air Service Development Conference to meet with multiple airlines face to face to discuss potential air service development and what they would need to fly into HGR.COST: Travel-$1,190 (505230) & Conference Fee-$1,250 (520040)
Airport Director	Washington D.C.	May-2022	500		AAAE/USCTA FAA Contract Tower Annual Workshop-Topics include procedures and plans for FAA contract towers; federal budget challenges; tower operating agreements; program perspectives of Congress & U.S. DOT Inspector General; update on how ATC companies operate; future contract tower issues & trends; etc. COST: Travel-$500 (505230) & Conference Fee-$450 (520040)
Airport Director	To Be Determined	June-2022	500		Maryland Regional Aviation (Annual) Conference to meet with State Officials and network with industry leaders and other Maryland Airport Managers.COST: Travel-$500 (505230) & Conference Fee-$100 (520040)
					FAA-Federal Aviation Administration NEC/AAAE-Northeast Chapter/American Association of Airport Executives USCTA-U.S. Contract Tower Associaton
			$3,440	**$0**	

• 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
Airport Fund
Department 45020 - Airfield Operations
FY22 Expenses

	2022 Operating Budget Requested	Adjustment	2022 Operating Budget Proposed	$ Change	% Change	2021 Operating Budget Approved	2020 Actuals Final	2019 Actuals Final
500000 - Wages - Full Time	121,350	0	121,350	(12,170)	(9.11)%	133,520	116,644	118,656
500005 - Wages - Part Time	7,640	0	7,640	(10)	(0.13)%	7,650	9,947	9,000
500010 - Wages - Overtime	6,710	0	6,710	(2,920)	(30.32)%	9,630	5,549	11,163
500040 - Other Wages	0	0	0	(270)	(100.00)%	270	0	0
500100 - FICA - Employer	10,380	0	10,380	(1,160)	(10.05)%	11,540	9,619	10,285
500120 - Health Insurance	39,180	0	39,180	(5,680)	(12.66)%	44,860	42,274	36,974
500125 - Other Insurance	780	0	780	(110)	(12.36)%	890	707	759
500130 - Pension	31,550	0	31,550	(4,380)	(12.19)%	35,930	28,687	21,400
500140 - Workers Compensation	4,690	0	4,690	(100)	(2.09)%	4,790	7,672	7,443
Wages and Benefits	**222,280**	**0**	**222,280**	**(26,800)**	**(10.76)%**	**249,080**	**221,099**	**215,680**
502000 - Appropriations	16,000	0	16,000	16,000	100.00%	0	29,100	0
505010 - Advertising	0	0	0	0	0.00%	0	150	0
505120 - Licenses & Certifications	250	0	250	150	150.00%	100	129	0
505140 - Office Supplies	200	0	200	50	33.33%	150	21	214
505200 - Safety Equipment	0	0	0	0	0.00%	0	0	0
505210 - Safety Supplies	800	0	800	0	0.00%	800	455	1,112
505230 - Travel Expenses	1,930	0	1,930	0	0.00%	1,930	0	0
505240 - Entertainment/Business Exp	0	0	0	0	0.00%	0	0	0
515000 - Contracted/Purchased Service	10,710	0	10,710	(1,790)	(14.32)%	12,500	13,005	23,488
515202 - Inspection Services	1,030	0	1,030	30	3.00%	1,000	1,033	492
515270 - Maintenance Contract Services	0	0	0	0	0.00%	0	293	0
520000 - Training	700	0	700	(150)	(17.65)%	850	644	695
520030 - Food Comp	500	0	500	0	0.00%	500	83	592
520040 - Seminars/Conventions	990	0	990	0	0.00%	990	0	0
526000 - Supplies/Material - Operating	0	0	0	0	0.00%	0	146	0

Washington County, Maryland
Airport Fund
Department 45020 - Airfield Operations
FY22 Expenses

	2022 Operating Budget Requested	Adjustment	2022 Operating Budget Proposed	$ Change	% Change	2021 Operating Budget Approved	2020 Actuals Final	2019 Actuals Final
525020 - Janitorial Supplies	200	0	200	0	0.00%	200	105	0
525030 - Medical Supplies	100	0	100	0	0.00%	100	0	0
525040 - Small Tools & Equipment	3,640	0	3,640	0	0.00%	3,640	1,425	2,295
526000 - Supplies/Material-Maintenance	8,000	0	8,000	(4,790)	(37.45)%	12,790	4,257	12,304
526010 - Asphalt Repair	500	0	500	0	0.00%	500	0	396
526020 - Building Maintenance	5,000	0	5,000	4,500	900.00%	500	870	0
526040 - Equipment Maintenance	10,000	0	10,000	(3,000)	(23.08)%	13,000	17,173	13,376
526090 - Painting Supplies	12,270	0	12,270	0	0.00%	12,270	1,451	5,657
527000 - Supplies - Automotive	0	0	0	0	0.00%	0	0	38
527020 - Auto Batteries	200	0	200	0	0.00%	200	0	0
527030 - Diesel Fuel	8,880	0	8,880	880	11.00%	8,000	4,858	7,506
527040 - Diesel Fuel Tax	1,320	0	1,320	720	120.00%	600	455	477
527050 - Auto Fluids	0	0	0	0	0.00%	0	0	9
527060 - Auto Gasoline	11,000	0	11,000	980	9.78%	10,020	5,228	9,879
527080 - Auto Motor Oil	1,000	0	1,000	0	0.00%	1,000	672	582
527090 - Auto Repairs	1,500	0	1,500	0	0.00%	1,500	4,338	1,066
527100 - Auto Tires	4,000	0	4,000	0	0.00%	4,000	2,847	4,354
528000 - Supplies - Chemicals	25,000	0	25,000	0	0.00%	25,000	14,691	23,911
528030 - Herbicide	3,500	0	3,500	0	0.00%	3,500	5,346	3,236
528040 - Insecticide	0	0	0	0	0.00%	0	0	(11,940)
535000 - Rentals	100	0	100	0	0.00%	100	0	0
535020 - Equipment Rental	200	0	200	0	0.00%	200	0	0
535055 - Lease Payments	0	0	0	0	0.00%	0	0	0
535060 - Uniforms	1,000	0	1,000	0	0.00%	1,000	198	809
540022 - Cable TV & Internet Services	800	0	800	0	0.00%	800	989	524
545010 - Electric	64,000	0	64,000	3,530	5.84%	60,470	55,259	56,146

Washington County, Maryland
Airport Fund
Department 45020 - Airfield Operations
FY22 Expenses

	2022 Operating Budget Requested	Adjustment	2022 Operating Budget Proposed	$ Change	% Change	2021 Operating Budget Approved	2020 Actuals Final	2019 Actuals Final
545020 - Natural Gas	8,000	0	8,000	650	8.84%	7,350	6,113	6,686
545050 - Waste/Trash Disposal	1,020	0	1,020	0	0.00%	1,020	1,020	1,020
545060 - Water	2,340	0	2,340	0	0.00%	2,340	1,835	2,222
586030 - Anti-skid Supplies	800	0	800	0	0.00%	800	708	412
592040 - Promotional Expenses	2,000	0	2,000	0	0.00%	2,000	1,873	1,751
Operating Expenses	**209,480**	**0**	**209,480**	**17,760**	**9.26%**	**191,720**	**176,773**	**169,309**
599999 - Controllable Assets	0	0	0	0	0.00%	0	120	0
600100 - Land & Improvements	7,500	0	7,500	7,500	100.00%	0	0	0
Capital Outlay	**7,500**	**0**	**7,500**	**7,500**	**100.00%**	**0**	**120**	**0**
Total	**439,260**	**0**	**439,260**	**(1,540)**	**(0.35)%**	**440,800**	**397,991**	**384,989**

Washington County, Maryland
Airport Fund
Department 45020 - Airfield Operations
FY22

	2022 Operating Budget Requested	2022 Variance Comments Requested
500000 - Wages - Full Time	121,350	
500005 - Wages - Part Time	7,640	
500010 - Wages - Overtime	6,710	
500040 - Other Wages	0	
500100 - FICA - Employer	10,380	
500120 - Health Insurance	39,180	
500125 - Other Insurance	780	
500130 - Pension	31,550	
500140 - Workers Compensation	4,690	
502000 - Appropriations	16,000	Based on FY2022 Capital Equipment Plan.
505120 - Licenses & Certifications	250	Increased based on current expense and past years actuals
505140 - Office Supplies	200	Increased based on current expense and past years actuals
505210 - Safety Supplies	800	
505230 - Travel Expenses	1,930	Based on conferences and workshops planned in FY2021(cancelled due to COVID-19) carried over to FY2022. Applicable scholarships will be sought for the AAAE conferences.
515000 - Contracted/Purchased Service	10,710	Decrease attributed to actual costs of services required: 1) pest control for 2 maintenance buildings-$132; 2) maintenance building fire alarm testing-$65; 3) shop towels-$156; 4) fire extinguishers annual inspection & maintenance-$300; 5) generator maintenance-$630; 6) maintenance building annual sprinkler system inspection-$240; and 7) airfield management system annual maintenance fee-$9,187.
515202 - Inspection Services	1,030	Increased based on current expense and past years actuals
520000 - Training	700	Decrease based on current expense and past years actuals.

Washington County, Maryland
Airport Fund
Department 45020 - Airfield Operations
FY22

	2022 Operating Budget Requested	2022 Variance Comments Requested
520030 - Food Comp	500	
520040 - Seminars/Conventions	990	
525020 - Janitorial Supplies	200	
525030 - Medical Supplies	100	
525040 - Small Tools & Equipment	3,640	
526000 - Supplies/Material-Maintenance	8,000	Decrease based on current expenses and past year actuals average.
526010 - Asphalt Repair	500	
526020 - Building Maintenance	4,500	Increase attributed to including mechanical systems maintenance in this budget line.
526040 - Equipment Maintenance	10,000	Aging and deteriorating Flail Mower scheduled for replacement
526090 - Painting Supplies	12,270	
527020 - Auto Batteries	200	
527030 - Diesel Fuel	8,880	Projected budget is 3,550 gallons x 2.50 per gallon which is based on bids and short-term energy outlook forecasts. Rate per gallon is discounted with bid price as compared to retail prices.
527040 - Diesel Fuel Tax	1,320	Projected budget is 3,550 gallons x .3705 per gallon for fuel tax which is based on bids and short-term energy outlook forecasts. Rate per gallon is discounted with bid price as compared to retail prices.
527050 - Auto Fluids	0	
527060 - Auto Gasoline	11,000	Projected budget is 4000 gallons x 2.75 = 11,000 (includes state gas tax, which is based on bids and short-term energy outlook forecasts. Rate per gallon is discounted with bid price as compared to retail prices.
527080 - Auto Motor Oil	1,000	
527090 - Auto Repairs	1,500	

Washington County, Maryland
Airport Fund
Department 45020 - Airfield Operations
FY22

	2022 Operating Budget Requested	2022 Variance Comments Requested
527100 - Auto Tires	4,000	
528000 - Supplies - Chemicals	25,000	
528030 - Herbicide	3,500	
535000 - Rentals	100	
535020 - Equipment Rental	200	
535055 - Lease Payments	0	
535060 - Uniforms	1,000	
540022 - Cable TV & Internet Services	800	
545010 - Electric	64,000	The electric budget is based on four prior years annuals, forecasted rate changes, and other know circumstances. The projection also takes into account year actuals with annualized estimations.
545020 - Natural Gas	8,000	The natural gas budgets were based on four prior year actual and forecasted rate changes.
545050 - Waste/Trash Disposal	1,020	
545060 - Water	2,340	
586030 - Anti-skid Supplies	800	
592040 - Promotional Expenses	2,000	
600100 - Land & Improvements	7,500	T-Hangar Gate Rehabilitation

Washington County, Maryland
Travel Request
FY 2022

Department Number: 45-45020

Department Name: Hagerstown Regional Airport

Account Number: 505230-Travel & 520040-Conference Fee

Account Description: Travel Expenses

Position	Destination	Date(s) of Travel	Total Cost		Description and/or Reason for Travel Request
			Dept. Request	Board Approval	
Airfield Maintenance Staff (2)	Buffalo, New York	April-2022	1,930		2-Annual Snow Symposium (w/scholarship) COST: Travel-$1,930 (505230) & Conference Fee-$990 (520040)
			$1,930	**$0**	

- 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
Capital Outlay Request
FY 2022

Department Number: 45-45020 Airfield

Department Name: Hagerstown Regional Airport

Account Number: 600100

Account Description: Land and Improvements *(≥ $10,000)*

Priority Number *	Description	Qty	Cost	Total Cost Dept. Request	N or R	Required Need of Land or Improvement to Land
1	Hangar Entrance Gate Rehabilitation	1	7,500	7,500	R	Widen the T-Hangar gate in order to allow the equipment to pass through easier.
				0		
				0		
				0		
				0		
				0		
	Total			**$7,500**		

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

- For any single purchase of land or/for land improvements that are $10,000 or greater and has a useful life in excess of 5 years. Examples of land improvements include sidewalks, fencing, landscaping, parking lots, pre-fabricated structures that can be moved and do not require a foundation.

Washington County, Maryland
Airport Fund
Department 45030 - Business Parks
FY22 Expenses

	2022 Operating Budget Requested	Adjustment	2022 Operating Budget Proposed	$ Change	% Change	2021 Operating Budget Approved	2020 Actuals Final	2019 Actuals Final
500000 - Wages - Full Time	3,750	0	3,750	(6,690)	(64.08)%	10,440	1,409	5,478
500005 - Wages - Part Time	1,560	0	1,560	(190)	(10.86)%	1,750	1,335	2,609
500010 - Wages - Overtime	0	0	0	0	0.00%	0	0	0
500040 - Other Wages	0	0	0	0	0.00%	0	0	0
500100 - FICA - Employer	410	0	410	(520)	(55.91)%	930	202	613
500120 - Health Insurance	1,210	0	1,210	(2,300)	(65.53)%	3,510	594	1,052
500125 - Other Insurance	20	0	20	(50)	(71.43)%	70	8	31
500130 - Pension	980	0	980	(1,830)	(65.12)%	2,810	336	890
500140 - Workers Compensation	240	0	240	(220)	(47.83)%	460	221	354
Wages and Benefits	**8,170**	**0**	**8,170**	**(11,800)**	**(59.09)%**	**19,970**	**4,105**	**11,027**
501000 - Debt - Bond Principal	106,330	0	106,330	6,330	6.33%	100,000	97,330	90,330
501001 - Contra - Bond Principal	0	0	0	0	0.00%	0	(97,330)	(90,330)
501050 - Debt - Bond Interest	11,030	0	11,030	(4,000)	(26.61)%	15,030	10,511	13,466
502000 - Appropriations	15,000	0	15,000	15,000	100.00%	0	52,000	28,000
505070 - Food and Supplies	0	0	0	0	0.00%	0	0	0
515000 - Contracted/Purchased Service	8,000	0	8,000	0	0.00%	8,000	1,072	10,473
515130 - Consulting Services	0	0	0	0	0.00%	0	0	0
515270 - Maintenance Contract Services	250	0	250	0	0.00%	250	215	215
525030 - Medical Supplies	0	0	0	0	0.00%	0	0	48
526000 - Supplies/Material-Maintenance	2,000	0	2,000	0	0.00%	2,000	4	81
526020 - Building Maintenance	3,000	0	3,000	0	0.00%	3,000	1,893	4,599
526070 - Landscaping Supplies	0	0	0	0	0.00%	0	0	0
526090 - Painting Supplies	200	0	200	0	0.00%	200	0	134
535020 - Equipment Rental	0	0	0	0	0.00%	0	0	0
545010 - Electric	3,000	0	3,000	(1,200)	(28.57)%	4,200	349	3,957
545060 - Water	1,700	0	1,700	(1,200)	(41.38)%	2,900	1,624	1,716
592040 - Promotional Expenses	500	0	500	0	0.00%	500	0	0
Operating Expenses	**151,010**	**0**	**151,010**	**14,930**	**10.97%**	**136,080**	**67,668**	**62,690**

Washington County, Maryland
Airport Fund
Department 45030 - Business Parks
FY22 Expenses

	2022 Operating Budget Requested	Adjustment	2022 Operating Budget Proposed	$ Change	% Change	2021 Operating Budget Approved	2020 Actuals Final	2019 Actuals Final
599999 - Controllable Assets	0	0	0	0	0.00%	0	5,000	14,989
600100 - Land & Improvements	25,000	0	25,000	0	0.00%	25,000	0	0
600200 - Building & Improvements	0	0	0	0	0.00%	0	0	0
Capital Outlay	**25,000**	**0**	**25,000**	**0**	**0.00%**	**25,000**	**5,000**	**14,989**
Total	**184,180**	**0**	**184,180**	**3,130**	**1.73%**	**181,050**	**76,773**	**88,705**

Washington County, Maryland
Airport Fund
Department 45030 - Business Parks
FY22

	2022 Operating Budget Requested	2022 Variance Comments Requested
500000 - Wages - Full Time	3,750	
500005 - Wages - Part Time	1,560	
500100 - FICA - Employer	410	
500120 - Health Insurance	1,210	
500125 - Other Insurance	20	
500130 - Pension	980	
500140 - Workers Compensation	240	
501000 - Debt - Bond Principal	106,330	Debt cost based on fixed agreed upon payments with bondholders and State agencies. Payments are in accordance with amortization schedules.
501050 - Debt - Bond Interest	11,030	Debt cost based on fixed agreed upon payments with bondholders and State agencies. Payments are in accordance with amortization schedules.
502000 - Appropriations	15,000	CIP Appropriations. See Capital budget.
515000 - Contracted/Purchased Service	8,000	
515270 - Maintenance Contract Services	250	
526000 - Supplies/Material-Maintenance	2,000	
526020 - Building Maintenance	3,000	
526070 - Landscaping Supplies	0	
526090 - Painting Supplies	200	
545010 - Electric	3,000	The electric budget is based on four prior years annuals forecasted rate changes and other know circumstances. The projection also takes into account year actuals with annualized estimations.
545060 - Water	1,700	Based on projected rate model revenue requirements for County customers. Rate contingent on budget submission for utility costs.

Washington County, Maryland
Airport Fund
Department 45030 - Business Parks
FY22

	2022 Operating Budget Requested	2022 Variance Comments Requested
592040 - Promotional Expenses	500	
600100 - Land & Improvements	25,000	Asphalt Repairs

Washington County, Maryland
Capital Outlay Request
FY 2022

Department Number: 45030-Business Parks

Department Name: Hagerstown Regional Airport

Account Number: 600100

Account Description: Land and Improvements ***(≥ $10,000)***

Priority Number *	Description	Qty	Cost	Total Cost Dept. Request	N or R	Required Need of Land or Improvement to Land
1	Asphalt Repairs to Parking Lot	1	25,000	25,000	R	The asphalt around Building 15 and 16 parking lot (Jarkey Drive) are in need of repairs including mill paving notches, tack coat and overlay, to prevent further deterioration that could become hazardous to SNC vehicles and employees. This project will need to be contracted out and is not eligible for FAA or MAA funding.
				0		
				0		
				0		
				0		
				0		
	Total			**$25,000**		

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

- For any single purchase of land or/for land improvements that are $10,000 or greater and has a useful life in excess of 5 years. Examples of land improvements include sidewalks, fencing, landscaping, parking lots, pre-fabricated structures that can be moved and do not require a foundation.

Washington County, Maryland
Airport Fund
Department 45040 - Terminals
FY22 Expenses

	2022 Operating Budget Requested	Adjustment	2022 Operating Budget Proposed	$ Change	% Change	2021 Operating Budget Approved	2020 Actuals Final	2019 Actuals Final
500000 - Wages - Full Time	27,290	0	27,290	(3,040)	(10.02)%	30,330	28,608	32,096
500005 - Wages - Part Time	39,860	0	39,860	(1,610)	(3.88)%	41,470	39,231	45,086
500010 - Wages - Overtime	2,520	0	2,520	(220)	(8.03)%	2,740	2,754	3,517
500100 - FICA - Employer	5,330	0	5,330	(280)	(4.99)%	5,610	5,327	6,120
500120 - Health Insurance	8,810	0	8,810	(1,380)	(13.54)%	10,190	6,376	6,356
500125 - Other Insurance	180	0	180	(20)	(10.00)%	200	182	205
500130 - Pension	7,100	0	7,100	(1,060)	(12.99)%	8,160	7,363	5,772
500140 - Workers Compensation	3,650	0	3,650	(430)	(10.54)%	4,080	4,926	5,843
Wages and Benefits	**94,740**	**0**	**94,740**	**(8,040)**	**(7.82)%**	**102,780**	**94,767**	**104,995**
505070 - Food and Supplies	150	0	150	0	0.00%	150	0	41
505140 - Office Supplies	520	0	520	40	8.33%	480	516	413
505210 - Safety Supplies	300	0	300	0	0.00%	300	385	16
515000 - Contracted/Purchased Service	6,880	0	6,880	580	9.21%	6,300	3,923	7,832
515270 - Maintenance Contract Services	5,810	0	5,810	0	0.00%	5,810	1,311	5,560
520030 - Food Comp	100	0	100	0	0.00%	100	0	0
525000 - Supplies/Material - Operating	1,630	0	1,630	1,580	3,160.00%	50	238	146
525020 - Janitorial Supplies	5,700	0	5,700	0	0.00%	5,700	5,387	6,168
525030 - Medical Supplies	100	0	100	0	0.00%	100	50	0
525040 - Small Tools & Equipment	300	0	300	200	200.00%	100	315	29
526000 - Supplies/Material-Maintenance	4,000	0	4,000	0	0.00%	4,000	3,981	3,852
526020 - Building Maintenance	3,000	0	3,000	0	0.00%	3,000	2,629	2,739
526040 - Equipment Maintenance	500	0	500	0	0.00%	500	7,193	640
526070 - Landscaping Supplies	1,000	0	1,000	0	0.00%	1,000	367	1,005
526090 - Painting Supplies	100	0	100	0	0.00%	100	0	110
526110 - Snow Removal Materials	200	0	200	0	0.00%	200	0	339
527090 - Auto Repairs	0	0	0	0	0.00%	0	1,620	63
528000 - Supplies - Chemicals	0	0	0	0	0.00%	0	0	63
535020 - Equipment Rental	0	0	0	0	0.00%	0	45	355
535060 - Uniforms	300	0	300	0	0.00%	300	227	355

Washington County, Maryland
Airport Fund
Department 45040 - Terminals
FY22 Expenses

	2022 Operating Budget Requested	Adjustment	2022 Operating Budget Proposed	$ Change	% Change	2021 Operating Budget Approved	2020 Actuals Final	2019 Actuals Final
540022 - Cable TV & Internet Services	150	0	150	0	0.00%	150	120	333
545010 - Electric	49,000	0	49,000	0	0.00%	49,000	45,117	45,972
545020 - Natural Gas	22,500	0	22,500	1,500	7.14%	21,000	15,518	16,535
545050 - Waste/Trash Disposal	1,020	0	1,020	0	0.00%	1,020	1,020	1,020
545060 - Water	20,000	0	20,000	3,300	19.76%	16,700	16,459	16,046
592040 - Promotional Expenses	200	0	200	0	0.00%	200	446	45
Operating Expenses	**123,460**	**0**	**123,460**	**7,200**	**6.19%**	**116,260**	**106,867**	**109,677**
599999 - Controllable Assets	0	0	0	(30,000)	(100.00)%	30,000	0	0
Capital Outlay	**0**	**0**	**0**	**(30,000)**	**(100.00)%**	**30,000**	**0**	**0**
Total	**218,200**	**0**	**218,200**	**(30,840)**	**(12.38)%**	**249,040**	**201,634**	**214,672**

Washington County, Maryland
Airport Fund
Department 45040 - Terminals
FY22

	2022 Operating Budget Requested	2022 Variance Comments Requested
500000 - Wages - Full Time	27,290	
500005 - Wages - Part Time	39,860	
500010 - Wages - Overtime	2,520	
500100 - FICA - Employer	5,330	
500120 - Health Insurance	8,810	
500125 - Other Insurance	180	
500130 - Pension	7,100	
500140 - Workers Compensation	3,650	
505070 - Food and Supplies	150	
505140 - Office Supplies	520	Increased based on current year expenses and past year actuals
505210 - Safety Supplies	300	
515000 - Contracted/Purchased Service	6,880	Increase based on anticipated increase of services needed due to the Terminal renovations being completed.
515270 - Maintenance Contract Services	5,810	
520030 - Food Comp	100	
525000 - Supplies/Material - Operating	1,630	Increase based on realigning expenditures to proper coding in FY2021 and current expenses.
525020 - Janitorial Supplies	5,700	
525030 - Medical Supplies	100	
525040 - Small Tools & Equipment	300	Increase based on current year expenses and past year actuals.
526000 - Supplies/Material-Maintenance	4,000	
526020 - Building Maintenance	3,000	
526040 - Equipment Maintenance	500	

Washington County, Maryland
Airport Fund
Department 45040 - Terminals
FY22

	2022 Operating Budget Requested	2022 Variance Comments Requested
526070 - Landscaping Supplies	1,000	
526090 - Painting Supplies	100	
526110 - Snow Removal Materials	200	
535060 - Uniforms	300	
540022 - Cable TV & Internet Services	150	
545010 - Electric	49,000	The electric budget is based on four prior years annuals forecasted rate changes and other know circumstances. The projection also takes into account year actuals with annualized estimations.
545020 - Natural Gas	22,500	The natural gas budgets were based on four prior year actual and forecasted rate changes.
545050 - Waste/Trash Disposal	1,020	
545060 - Water	20,000	Based on projected rate model revenue requirements for County customers. Rate contingent on budget submission for utility costs. Anticipated water usage due to additional bathroom stalls and Cafe' in hold room and increase in restoration of passenger service post COVID.
592040 - Promotional Expenses	200	
599999 - Controllable Assets	0	Furniture purchased in FY2021

Washington County, Maryland
Airport Fund
Department 45050 - T-Hangar
FY22 Expenses

	2022 Operating Budget Requested	Adjustment	2022 Operating Budget Proposed	$ Change	% Change	2021 Operating Budget Approved	2020 Actuals Final	2019 Actuals Final
500000 - Wages - Full Time	7,440	0	7,440	(1,600)	(17.70)%	9,040	5,654	6,099
500005 - Wages - Part Time	1,900	0	1,900	(10)	(0.52)%	1,910	1,763	2,474
500010 - Wages - Overtime	80	0	80	(330)	(80.49)%	410	0	281
500040 - Other Wages	0	0	0	(40)	(100.00)%	40	0	0
500100 - FICA - Employer	720	0	720	(150)	(17.24)%	870	544	664
500120 - Health Insurance	2,400	0	2,400	(640)	(21.05)%	3,040	1,866	1,720
500125 - Other Insurance	50	0	50	(10)	(16.67)%	60	32	38
500130 - Pension	1,940	0	1,940	(490)	(20.16)%	2,430	1,276	1,064
500140 - Workers Compensation	380	0	380	(40)	(9.52)%	420	445	386
Wages and Benefits	**14,910**	**0**	**14,910**	**(3,310)**	**(18.17)%**	**18,220**	**11,579**	**12,726**
502000 - Appropriations	33,000	0	33,000	0	0.00%	33,000	0	31,000
515000 - Contracted/Purchased Service	500	0	500	350	233.33%	150	883	363
515260 - Legal Services	0	0	0	0	0.00%	0	0	0
525040 - Small Tools & Equipment	50	0	50	0	0.00%	50	0	0
526000 - Supplies/Material-Maintenance	2,500	0	2,500	0	0.00%	2,500	2,298	2,258
526020 - Building Maintenance	1,500	0	1,500	0	0.00%	1,500	1,943	1,977
526040 - Equipment Maintenance	100	0	100	0	0.00%	100	0	1,463
526090 - Painting Supplies	1,000	0	1,000	0	0.00%	1,000	0	903
545010 - Electric	28,700	0	28,700	0	0.00%	28,700	24,349	26,761
545050 - Waste/Trash Disposal	1,740	0	1,740	0	0.00%	1,740	1,740	1,740
545060 - Water	2,550	0	2,550	0	0.00%	2,550	2,592	2,543
592040 - Promotional Expenses	0	0	0	0	0.00%	0	0	225
Operating Expenses	**71,640**	**0**	**71,640**	**350**	**0.49%**	**71,290**	**33,805**	**69,234**
599999 - Controllable Assets	0	0	0	0	0.00%	0	59,004	3,081
600100 - Land & Improvements	0	0	0	0	0.00%	0	23,751	0
Capital Outlay	**0**	**0**	**0**	**0**	**0.00%**	**0**	**82,756**	**3,081**
Total	**86,550**	**0**	**86,550**	**(2,960)**	**(3.31)%**	**89,510**	**128,140**	**85,041**

Washington County, Maryland
Airport Fund
Department 45050 - T-Hangar
FY22

	2022 Operating Budget Requested	2022 Variance Comments requested
500000 - Wages - Full Time	7,440	
500005 - Wages - Part Time	1,900	
500010 - Wages - Overtime	80	
500040 - Other Wages	0	
500100 - FICA - Employer	720	
500120 - Health Insurance	2,400	
500125 - Other Insurance	50	
500130 - Pension	1,940	
500140 - Workers Compensation	380	
502000 - Appropriations	33,000	CIP Appropriations. See Capital budget.
515000 - Contracted/Purchased Service	500	Increased based on current year expenses and past year actuals.
525040 - Small Tools & Equipment	50	
526000 - Supplies/Material-Maintenance	2,500	
526020 - Building Maintenance	1,500	
526040 - Equipment Maintenance	100	
526090 - Painting Supplies	1,000	
545010 - Electric	28,700	The electric budget is based on four prior years annuals forecasted rate changes and other know circumstances. The projection also takes into account year actuals with annualized estimations.
545050 - Waste/Trash Disposal	1,740	
545060 - Water	2,550	Based on projected rate model revenue requirements for County customers. Rate contingent on budget submission for utility costs
592040 - Promotional Expenses	0	
600100 - Land & Improvements	0	

Washington County, Maryland
Airport Fund
Department 45060 - Fuel Farm Operations
FY22 Expenses

	2022 Operating Budget Requested	Adjustment	2022 Operating Budget Proposed	$ Change	% Change	2021 Operating Budget Approved	2020 Actuals Final	2019 Actuals Final
500000 - Wages - Full Time	210	0	210	(80)	(27.59)%	290	15	504
500005 - Wages - Part Time	80	0	80	(140)	(63.64)%	220	251	0
500010 - Wages - Overtime	0	0	0	(20)	(100.00)%	20	0	0
500100 - FICA - Employer	20	0	20	(20)	(50.00)%	40	20	38
500120 - Health Insurance	70	0	70	(30)	(30.00)%	100	0	78
500125 - Other Insurance	0	0	0	0	0.00%	0	0	3
500130 - Pension	60	0	60	(20)	(25.00)%	80	4	86
500140 - Workers Compensation	10	0	10	(20)	(66.67)%	30	22	35
Wages and Benefits	**450**	**0**	**450**	**(330)**	**(42.31)%**	**780**	**312**	**744**
505210 - Safety Supplies	100	0	100	0	0.00%	100	0	0
515000 - Contracted/Purchased Service	6,000	0	6,000	1,000	20.00%	5,000	5,020	7,775
515320 - Testing Services	2,500	0	2,500	1,600	177.78%	900	0	800
526000 - Supplies/Material-Maintenance	1,000	0	1,000	0	0.00%	1,000	176	1,139
526020 - Building Maintenance	0	0	0	0	0.00%	0	0	0
545010 - Electric	500	0	500	(10)	(1.96)%	510	286	276
545020 - Natural Gas	0	0	0	0	0.00%	0	806	0
Operating Expenses	**10,100**	**0**	**10,100**	**2,590**	**34.49%**	**7,510**	**6,287**	**9,990**
Total	**10,550**	**0**	**10,550**	**2,260**	**27.26%**	**8,290**	**6,599**	**10,734**

Washington County, Maryland
Airport Fund
Department 45060 - Fuel Farm Operations
FY22

	2022 Operating Budget Requested	2022 Variance Comments Requested
500000 - Wages - Full Time	210	
500005 - Wages - Part Time	80	
500010 - Wages - Overtime	0	
500100 - FICA - Employer	20	
500120 - Health Insurance	70	
500130 - Pension	0	
500140 - Workers Compensation	60	
505210 - Safety Supplies	100	
515000 - Contracted/Purchased Service	6,000	Increase is based on prior years and current expenses and anticipated addition repairs needed on underground storage tanks.
515320 - Testing Services	2,500	Increase based on price increase for yearly inspection services for the underground storage tanks required by the Maryland Department of Environment.
526000 - Supplies/Material-Maintenance	1,000	
526020 - Building Maintenance	0	
545010 - Electric	500	The electric budget is based on four prior years annuals forecasted rate changes and other know circumstances. The projection also takes into account year actuals with annualized estimations.

Washington County, Maryland
Airport Fund
Department 45070 - Rental Properties - FAA
FY22 Expenses

	2022 Operating Budget Requested	Adjustment	2022 Operating Budget Proposed	$ Change	% Change	2021 Operating Budget Approved	2020 Actuals Final	2019 Actuals Final
500000 - Wages - Full Time	7,380	0	7,380	(4,300)	(36.82)%	11,680	13,587	6,176
500005 - Wages - Part Time	1,100	0	1,100	200	22.22%	900	1,686	1,345
500010 - Wages - Overtime	130	0	130	20	18.18%	110	0	382
500100 - FICA - Employer	660	0	660	(310)	(31.96)%	970	1,108	591
500120 - Health Insurance	2,380	0	2,380	(1,540)	(39.29)%	3,920	4,994	1,976
500125 - Other Insurance	50	0	50	(30)	(37.50)%	80	81	40
500130 - Pension	1,920	0	1,920	(1,220)	(38.85)%	3,140	3,252	1,134
500140 - Workers Compensation	330	0	330	(90)	(21.43)%	420	1,113	547
Wages and Benefits	**13,950**	**0**	**13,950**	**(7,270)**	**(34.26)%**	**21,220**	**25,820**	**12,191**
502000 - Appropriations	0	0	0	(15,000)	(100.00)%	15,000	15,000	0
505010 - Advertising	0	0	0	0	0.00%	0	0	17
515000 - Contracted/Purchased Service	5,500	0	5,500	0	0.00%	5,500	1,639	4,734
515202 - Inspection Services	500	0	500	0	0.00%	500	1,340	850
525040 - Small Tools & Equipment	0	0	0	0	0.00%	0	33	0
526000 - Supplies/Material-Maintenance	7,000	0	7,000	0	0.00%	7,000	4,050	2,197
526020 - Building Maintenance	6,000	0	6,000	0	0.00%	6,000	3,533	2,156
526040 - Equipment Maintenance	50	0	50	0	0.00%	50	93	0
526070 - Landscaping Supplies	0	0	0	0	0.00%	0	0	0
526090 - Painting Supplies	500	0	500	0	0.00%	500	307	290
535020 - Equipment Rental	0	0	0	0	0.00%	0	358	0
545010 - Electric	800	0	800	80	11.11%	720	1,046	584
545015 - Heating Oil	500	0	500	0	0.00%	500	852	0
545030 - Propane Gas	400	0	400	(100)	(20.00)%	500	0	0
545050 - Waste/Trash Disposal	100	0	100	0	0.00%	100	0	0
545060 - Water	1,000	0	1,000	0	0.00%	1,000	1,263	157
Operating Expenses	**22,350**	**0**	**22,350**	**(15,020)**	**(40.19)%**	**37,370**	**29,514**	**10,985**

Washington County, Maryland
Airport Fund
Department 45070 - Rental Properties - FAA
FY22 Expenses

	2022 Operating Budget Requested	Adjustment	2022 Operating Budget Proposed	$ Change	% Change	2021 Operating Budget Approved	2020 Actuals Final	2019 Actuals Final
599999 - Controllable Assets	0	0	0	0	0.00%	0	664	16,613
Capital Outlay	**0**	**0**	**0**	**0**	**0.00%**	**0**	**664**	**16,613**
Total	**36,300**	**0**	**36,300**	**(22,290)**	**(38.04)%**	**58,590**	**55,998**	**39,789**

Washington County, Maryland
Airport Fund
Department 45070 - Rental Properties - FAA
FY22

	2022 Operating Budget Requested	2022 Variance Comments Requested
500000 - Wages - Full Time	7,380	
500005 - Wages - Part Time	1,100	
500010 - Wages - Overtime	130	
500100 - FICA - Employer	660	
500120 - Health Insurance	2,380	
500125 - Other Insurance	50	
500130 - Pension	1,920	
500140 - Workers Compensation	330	
502000 - Appropriations	0	All scheduled roof repairs in this cost center have been completed.
505010 - Advertising	0	
515000 - Contracted/Purchased Service	5,500	
515202 - Inspection Services	500	
526000 - Supplies/Material-Maintenance	7,000	
526020 - Building Maintenance	6,000	
526040 - Equipment Maintenance	50	
526070 - Landscaping Supplies	0	
526090 - Painting Supplies	500	
545010 - Electric	800	The electric budget is based on four prior years annuals forecasted rate changes and other know circumstances. The projection also takes into account year actuals with annualized estimations.
545015 - Heating Oil	500	
545030 - Propane Gas	400	The propane budgets were based on four prior year actual and forecasted rate changes.
545050 - Waste/Trash Disposal	100	
545060 - Water	1,000	

Washington County, Maryland
Airport Fund
Department 45080 - Airport and Rescue Firefighters Services
FY22 Expenses

	2022 Operating Budget Requested	Adjustment	2022 Operating Budget Proposed	$ Change	% Change	2021 Operating Budget Approved	2020 Actuals Final	2019 Actuals Final
500000 - Wages - Full Time	39,030	0	39,030	11,930	44.02%	27,100	44,763	29,233
500005 - Wages - Part Time	15,370	0	15,370	4,930	47.22%	10,440	16,321	10,317
500010 - Wages - Overtime	4,120	0	4,120	1,730	72.38%	2,390	2,443	3,198
500040 - Other Wages	10	0	10	(170)	(94.44)%	180	0	0
500100 - FICA - Employer	4,480	0	4,480	1,430	46.89%	3,050	4,694	3,174
500120 - Health Insurance	12,600	0	12,600	3,490	38.31%	9,110	15,699	10,279
500125 - Other Insurance	250	0	250	70	38.89%	180	270	181
500130 - Pension	10,150	0	10,150	2,860	39.23%	7,290	10,908	5,065
500140 - Workers Compensation	2,400	0	2,400	770	47.24%	1,630	5,320	3,477
Wages and Benefits	**88,410**	**0**	**88,410**	**27,040**	**44.06%**	**61,370**	**100,417**	**64,924**
502000 - Appropriations	0	0	0	(8,000)	(100.00)%	8,000	0	0
505010 - Advertising	0	0	0	0	0.00%	0	106	0
505050 - Dues & Subscriptions	150	0	150	0	0.00%	150	0	0
505070 - Food and Supplies	150	0	150	0	0.00%	150	0	0
505130 - Small Office Equipment	50	0	50	0	0.00%	50	0	0
505140 - Office Supplies	200	0	200	0	0.00%	200	37	272
505200 - Safety Equipment	3,000	0	3,000	0	0.00%	3,000	887	11,767
505230 - Travel Expenses	1,410	0	1,410	0	0.00%	1,410	243	1,917
515000 - Contracted/Purchased Service	1,940	0	1,940	0	0.00%	1,940	2,176	951
515202 - Inspection Services	4,060	0	4,060	1,010	33.11%	3,050	3,187	456
515270 - Maintenance Contract Services	1,750	0	1,750	350	25.00%	1,400	744	1,195
520000 - Training	12,100	0	12,100	0	0.00%	12,100	7,385	20,889
520040 - Seminars/Conventions	820	0	820	0	0.00%	820	0	645
525020 - Janitorial Supplies	120	0	120	0	0.00%	120	75	78
525030 - Medical Supplies	320	0	320	0	0.00%	320	98	150
525040 - Small Tools & Equipment	200	0	200	0	0.00%	200	187	19

Washington County, Maryland
Airport Fund
Department 45080 - Airport and Rescue Firefighters Services
FY22 Expenses

	2022 Operating Budget Requested	Adjustment	2022 Operating Budget Proposed	$ Change	% Change	2021 Operating Budget Approved	2020 Actuals Final	2019 Actuals Final
526000 - Supplies/Material-Maintenance	1,000	0	1,000	0	0.00%	1,000	393	1,025
526020 - Building Maintenance	500	0	500	0	0.00%	500	1,192	0
526040 - Equipment Maintenance	4,000	0	4,000	1,000	33.33%	3,000	3,221	2,779
527030 - Diesel Fuel	800	0	800	0	0.00%	800	0	386
527050 - Auto Fluids	0	0	0	0	0.00%	0	21	0
527090 - Auto Repairs	0	0	0	0	0.00%	0	557	0
527100 - Auto Tires	1,000	0	1,000	0	0.00%	1,000	3,463	0
528000 - Supplies - Chemicals	4,000	0	4,000	0	0.00%	4,000	(9,951)	(281)
535060 - Uniforms	900	0	900	0	0.00%	900	230	956
540020 - Telephone Expenses	0	0	0	(1,200)	(100.00)%	1,200	1,411	1,206
545010 - Electric	9,000	0	9,000	(230)	(2.49)%	9,230	7,158	8,292
545020 - Natural Gas	4,100	0	4,100	(290)	(6.61)%	4,390	3,561	2,970
545040 - Sewer	0	0	0	0	0.00%	0	0	0
592040 - Promotional Expenses	100	0	100	0	0.00%	100	83	244
Operating Expenses	**51,670**	**0**	**51,670**	**(7,360)**	**(12.47)%**	**59,030**	**26,463**	**55,916**
599999 - Controllable Assets	0	0	0	0	0.00%	0	2,300	3,812
Capital Outlay	**0**	**0**	**0**	**0**	**0.00%**	**0**	**2,300**	**3,812**
Total	**140,080**	**0**	**140,080**	**19,680**	**16.35%**	**120,400**	**129,181**	**124,652**

Washington County, Maryland
Airport Fund
Department 45080 - Airport and Rescue Firefighters Services
FY22

	2022 Operating Budget Requested	2022 Variance Comments Requested
500000 - Wages - Full Time	39,030	
500005 - Wages - Part Time	15,370	
500010 - Wages - Overtime	4,120	
500040 - Other Wages	10	
500100 - FICA - Employer	4,480	
500120 - Health Insurance	12,600	
500125 - Other Insurance	250	
500130 - Pension	10,150	
500140 - Workers Compensation	2,400	
502000 - Appropriations	0	CIP Appropriation. See Capital budget.
505050 - Dues & Subscriptions	150	
505070 - Food and Supplies	150	
505130 - Small Office Equipment	50	
505140 - Office Supplies	200	
505200 - Safety Equipment	3,000	
505230 - Travel Expenses	1,410	Based on conferences and workshops planned in FY2021(cancelled due to COVID-19) carried over to FY2022. Applicable scholarships will be sought for the AAAE conferences.
515000 - Contracted/Purchased Service	1,940	
515202 - Inspection Services	4,060	Increase based on current expenses and last year’s actuals.
515270 - Maintenance Contract Services	1,750	Increase based on current expenses and anticipated HVAC maintenance contract services.
520000 - Training	12,100	
520040 - Seminars/Conventions	820	

Washington County, Maryland
Airport Fund
Department 45080 - Airport and Rescue Firefighters Services
FY22

	2022 Operating Budget Requested	2022 Variance Comments Requested
525020 - Janitorial Supplies	120	
525030 - Medical Supplies	320	
525040 - Small Tools & Equipment	200	
526000 - Supplies/Material-Maintenance	1,000	
526020 - Building Maintenance	500	
526040 - Equipment Maintenance	4,000	Increase based on current expenses and last year's actuals.
527030 - Diesel Fuel	800	
527100 - Auto Tires	1,000	Decrease based on not anticipating replacing any equipment tires in FY2021.
528000 - Supplies - Chemicals	4,000	
535060 - Uniforms	900	
540020 - Telephone Expenses	0	Budget moved to Information Technology's budget. Telephone expenses are an enterprise wide cost and will be budgeted in department 11000.
545010 - Electric	9,000	The electric budget is based on four prior years annuals forecasted rate changes and other know circumstances. The projection also takes into account year actuals with annualized estimations.
545020 - Natural Gas	4,100	The natural gas budgets were based on four prior year actual and forecasted rate changes.
592040 - Promotional Expenses	100	

Washington County, Maryland
Travel Request
FY 2022

Department Number: 45080-ARFF

Department Name: Hagerstown Regional Airport

Account Number: 505230-Travel & 520040-Conference Fees

Account Description: Travel Expenses

Position	Destination	Date(s) of Travel	Total Cost		Description and/or Reason for Travel Request
			Dept. Request	Board Approval	
DES Captain at Hagerstown Regional Airport	Las Vegas, Nevada	Feb-22	1,410		15th Annual ARFF Leadership Conference assist with conducting day-to-day operations, management relations, FAA inspections process, tactics and strategies. COST: Travel-$1,410 (505230) & Conference Fee-$820 (520040)
			$1,410	**$0**	

• 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
Airport Fund
Department 45090 - Airline Services
FY22 Expenses

	2022 Operating Budget Requested	Adjustment	2022 Operating Budget Proposed	$ Change	% Change	2021 Operating Budget Approved	2020 Actuals Final	2019 Actuals Final
500000 - Wages - Full Time	56,550	0	56,550	15,040	36.23%	41,510	53,805	43,742
500005 - Wages - Part Time	48,310	0	48,310	4,590	10.50%	43,720	47,547	45,287
500010 - Wages - Overtime	16,800	0	16,800	4,910	41.30%	11,890	22,175	9,026
500040 - Other Wages	2,540	0	2,540	1,100	76.39%	1,440	1,420	151
500100 - FICA - Employer	9,500	0	9,500	2,060	27.69%	7,440	9,291	7,426
500120 - Health Insurance	18,260	0	18,260	4,310	30.90%	13,950	18,655	10,017
500125 - Other Insurance	360	0	360	90	33.33%	270	412	307
500130 - Pension	14,700	0	14,700	3,530	31.60%	11,170	16,595	8,508
500140 - Workers Compensation	5,340	0	5,340	660	14.10%	4,680	3,635	2,208
Wages and Benefits	**172,360**	**0**	**172,360**	**36,290**	**26.67%**	**136,070**	**173,536**	**126,672**
505010 - Advertising	50,000	0	50,000	0	0.00%	50,000	11,640	0
505070 - Food and Supplies	50	0	50	0	0.00%	50	0	0
505120 - Licenses & Certifications	0	0	0	0	0.00%	0	0	90
505140 - Office Supplies	100	0	100	0	0.00%	100	289	338
505160 - Personal Mileage	0	0	0	0	0.00%	0	0	150
505170 - Postage	0	0	0	0	0.00%	0	0	12
505210 - Safety Supplies	500	0	500	300	150.00%	200	0	973
505230 - Travel Expenses	6,860	0	6,860	0	0.00%	6,860	2,168	2,704
515000 - Contracted/Purchased Service	13,580	0	13,580	0	0.00%	13,580	12,425	11,975
515130 - Consulting Services	10,000	0	10,000	0	0.00%	10,000	3,750	2,750
520040 - Seminars/Conventions	700	0	700	0	0.00%	700	470	705
525000 - Supplies/Material - Operating	500	0	500	0	0.00%	500	599	435
525040 - Small Tools & Equipment	100	0	100	0	0.00%	100	0	0
526000 - Supplies/Material-Maintenance	300	0	300	0	0.00%	300	901	0
526040 - Equipment Maintenance	1,500	0	1,500	0	0.00%	1,500	1,013	8,720
528000 - Supplies - Chemicals	0	0	0	0	0.00%	0	0	9,980
535020 - Equipment Rental	0	0	0	0	0.00%	0	11	0
535060 - Uniforms	1,500	0	1,500	0	0.00%	1,500	729	84
592020 - Cost of Sales	22,500	0	22,500	22,500	100.00%	0	0	0

Washington County, Maryland
Airport Fund
Department 45090 - Airline Services
FY22 Expenses

592040 - Promotional Expenses	3,000	0	3,000	2,000	200.00%	1,000	2,546	369
592060 - Service Charge Expenses	1,200	0	1,200	1,200	100.00%	0	0	0
Operating Expenses	**112,390**	**0**	**112,390**	**26,000**	**30.10%**	**86,390**	**36,543**	**39,285**
Total	**284,750**	**0**	**284,750**	**62,290**	**28.00%**	**222,460**	**210,078**	**165,957**

Washington County, Maryland
Airport Fund
Department 45090 - Airline Services
FY22

	2022 Operating Budget Requested	2022 Variance Comments Requested
500000 - Wages - Full Time	56,550	
500005 - Wages - Part Time	48,310	
500010 - Wages - Overtime	16,800	
500040 - Other Wages	2,540	
500100 - FICA - Employer	9,500	
500120 - Health Insurance	18,260	
500125 - Other Insurance	360	
500130 - Pension	14,700	
500140 - Workers Compensation	5,340	
505010 - Advertising	50,000	
505070 - Food and Supplies	50	
505140 - Office Supplies	100	
505210 - Safety Supplies	500	Increase based on current expenses and past year’s actuals.
505230 - Travel Expenses	6,860	Based on conferences and workshops planned in FY2021(cancelled due to COVID-19) carried over to FY2022.
515000 - Contracted/Purchased Service	13,580	
515130 - Consulting Services	10,000	
520040 - Seminars/Conventions	700	
525000 - Supplies/Material - Operating	500	
525040 - Small Tools & Equipment	100	
526000 - Supplies/Material-Maintenance	300	
526040 - Equipment Maintenance	1,500	
535060 - Uniforms	1,500	
592020 - Cost of Sales	22,500	Establishing Snack Bar in Hold Room to provide snacks and drinks to Airline Passengers.
592040 - Promotional Expenses	3,000	Based on past years expenses and promotion of anticipated increased passenger services.

Washington County, Maryland
Airport Fund
Department 45090 - Airline Services
FY22

	2022 Operating Budget Requested	2022 Variance Comments Requested
592060 - Service Charge Expenses	1,200	Establishing Snack Bar in Hold Room to provide snacks and drinks to Airline Passengers.

Open Session Item

SUBJECT: Washington County Free Library

PRESENTATION DATE: March 23, 2021

PRESENTATION BY: Jenny Bakos, Executive Director

RECOMMENDED MOTION: For informational purposes only

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

DISCUSSION: The Washington County Free Library's operating budget request for FY22 is $3,323,510, which represents a $141,500 or 4.45% increase over FY21.

FISCAL IMPACT: $3,323,510

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: PowerPoint

AUDIO/VISUAL NEEDS: PowerPoint

FY 2019 - 2020

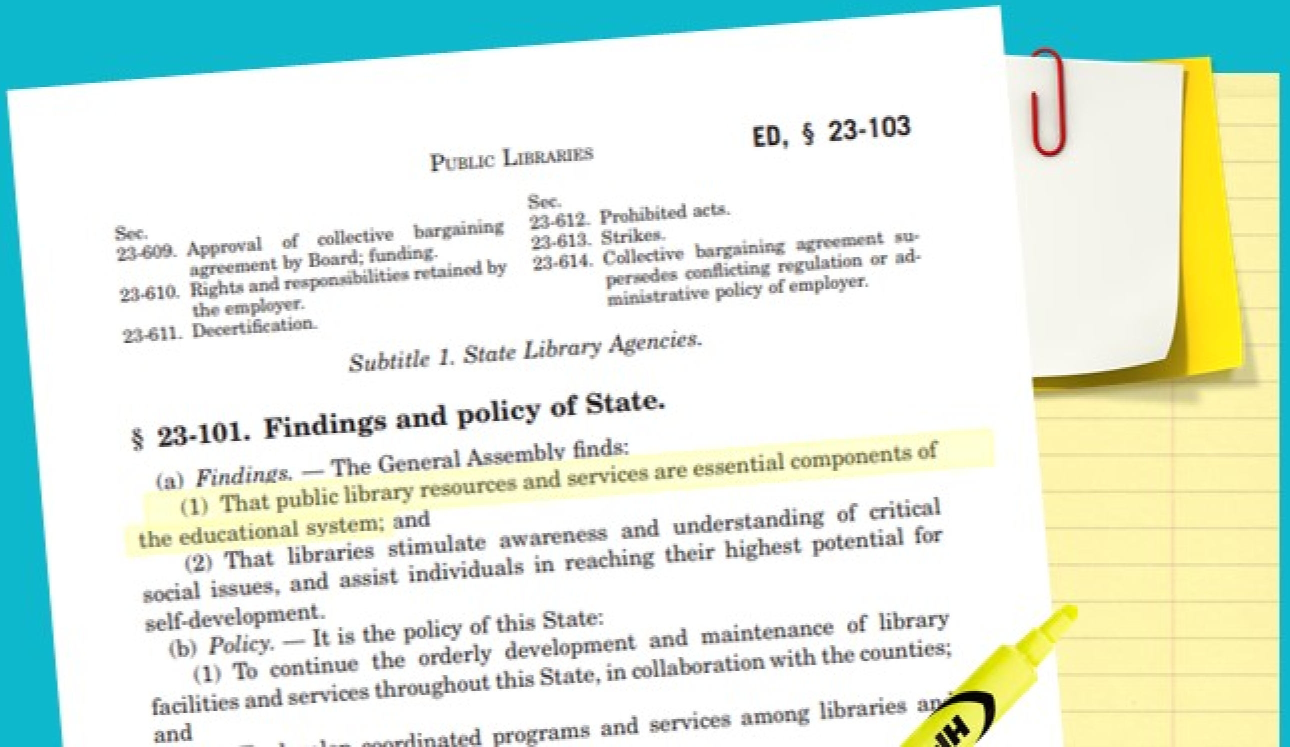
Washington County Free Library

Hello!

Jenny Bakos,
Executive Director

Your Essential Library:

An Essential Component in Education



PUBLIC LIBRARIES ED, § 23-103

Sec.
23-609. Approval of collective bargaining agreement by Board; funding.
23-610. Rights and responsibilities retained by the employer.
23-611. Decertification.

Sec.
23-612. Prohibited acts.
23-613. Strikes.
23-614. Collective bargaining agreement supersedes conflicting regulation or administrative policy of employer.

Subtitle 1. State Library Agencies.

§ 23-101. Findings and policy of State.

(a) *Findings.* — The General Assembly finds:

(1) That public library resources and services are essential components of the educational system; and

(2) That libraries stimulate awareness and understanding of critical social issues, and assist individuals in reaching their highest potential for self-development.

(b) *Policy.* — It is the policy of this State:

(1) To continue the orderly development and maintenance of library facilities and services throughout this State, in collaboration with the counties; and

(2) To develop coordinated programs and services among libraries and

2020 Maryland Survey Results

PUBLIC LIBRARIES RECEIVED AN A IN THE GRADING OF LOCAL GOVERNMENT SERVICES.

LIBRARIES ARE SEEN AS A GOOD INVESTMENT OF TAX DOLLARS BY 77% OF PEOPLE SURVEYED.

57% believe more should be invested in public libraries.

62% CONSIDER THE LIBRARY AN ESSENTIAL SERVICE

27% consider the library a cultural amenity.

75% WOULD FEEL AN IMPACT ON THEIR HOUSEHOLD AS A RESULT OF A LIBRARY CLOSURE.

85% WOULD FEEL AN IMPACT ON THEIR COMMUNITY AS A RESULT OF A LIBRARY CLOSURE.

July 2019-February 2020

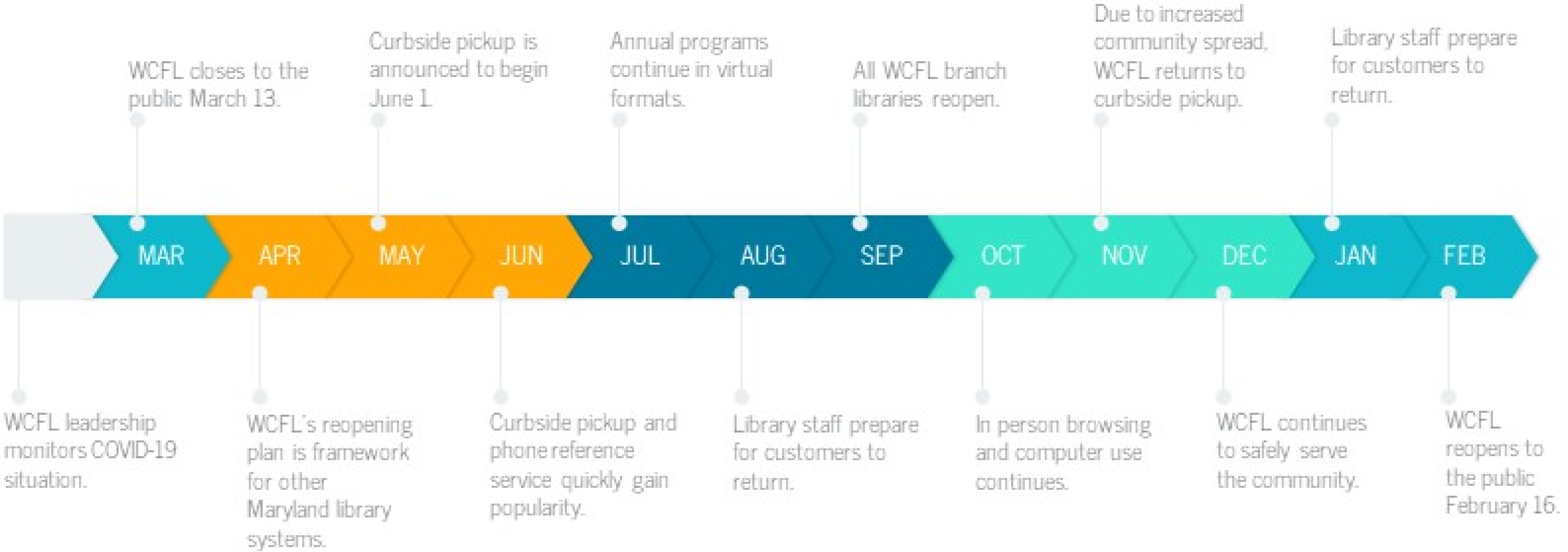
July 2019-February 2020

In 2020...


BRAD TAYLOR
HUNTER KILLER
Need a book?
Ask a librarian for help.
Please DO NOT TOUCH
THE BIG LIE
JONATHAN KELLERMAN


WASHINGTON COUNTY
FREE LIBRARY

2020-21 Service Timeline



Resources & Services

Curbside Pickup

Customers could access physical library materials throughout the lockdown.

Phone Reference

Customers know they can reach out to library staff for assistance.

Printing

Curbside printing services ensured customers could still access copies of homework, applications, and more.

Resources & Services

Bookmobile

Bookmobile staff made deliveries directly to the doorsteps of those who couldn't use curbside pickup services.

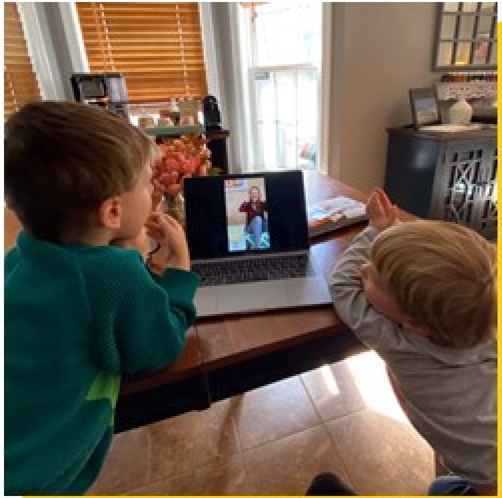
Resources & Services

E-Cards and RAIL Cards

Over 735 community members registered for new library accounts online during the building closures. WCPS student continued to utilize their RAIL cards.

Wi-Fi Availability

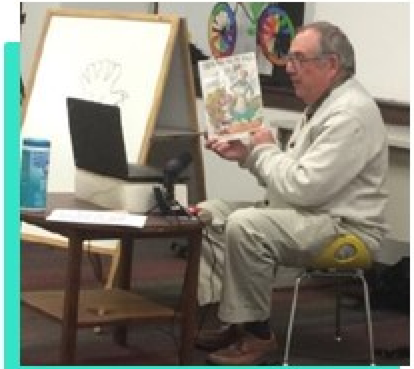
Community members used branch library connections from outside of the buildings throughout duration of the lockdown.



Resources & Services

Virtual Programs

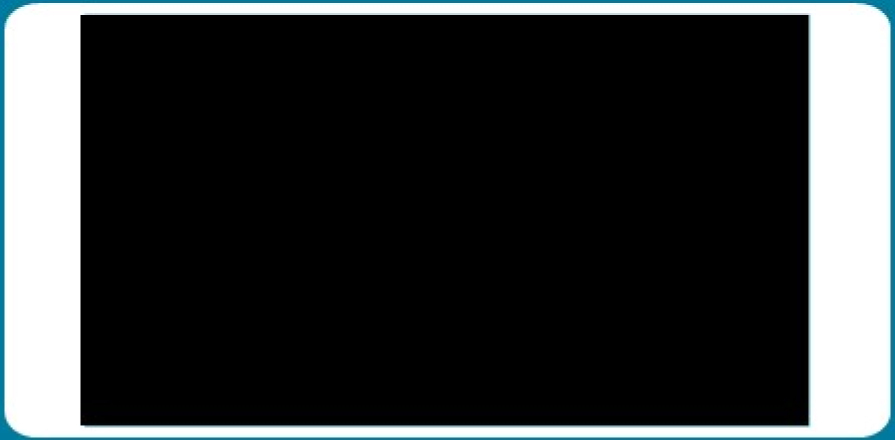
These have become a staple for local families, students, and adults as we all engage and learn together while socially distanced.



Distancing Together

Summer Reading Club

Teens Have Talent

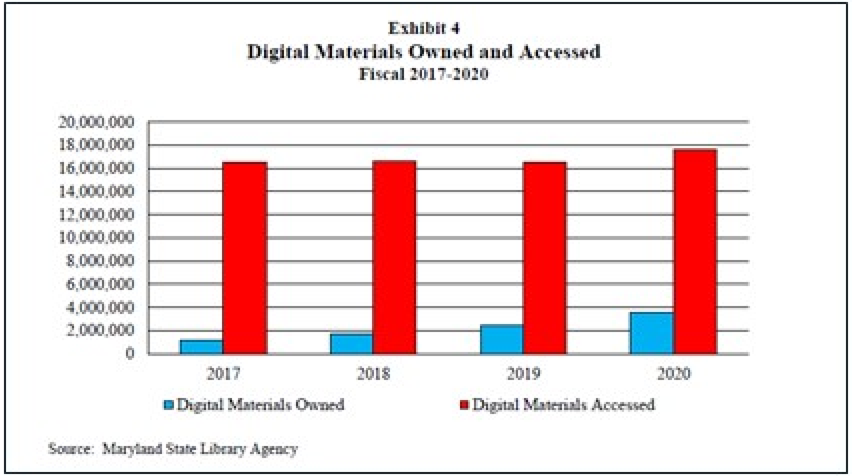


Customer Response

Sandy shares the impact the library has on her children's education and lives.

Increased eLibrary & Database Use

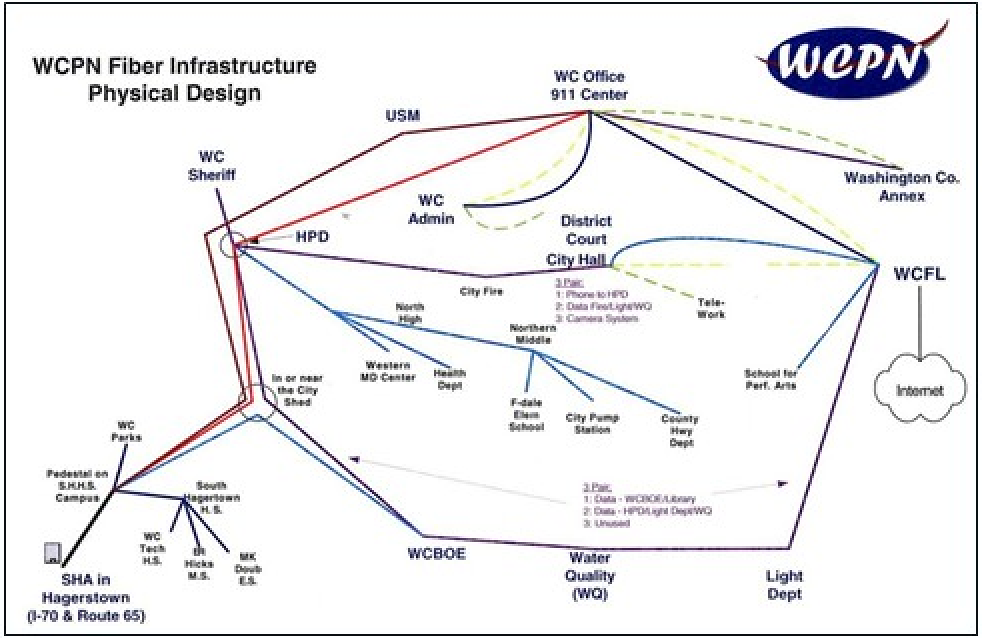
The total number of digital materials owned by Maryland libraries increased by over 1 million items in fiscal 2020 to 3.6 million items. The number of digital materials accessed at Maryland libraries also grew in fiscal 2020, to 17.6 million items.



In Washington County, use of eLibrary resources and online databases increased significantly from FY19 to FY20. Use of Hoopla increased by **50%** and use of Brainfuse increased by **632.5%**. New patron sign ons to Libby increased by **135%** from FY20 to FY21.

Connectivity

The COVID-19 crisis has highlighted how essential internet connectivity is to our community. WCFL provides internet service for the county and city governments, public schools, and 911 centers.



Partners & Sponsors

Through strategic partnerships with other community stakeholders, your library continues to support Washington County through rapid changes with the goal of shared success.


Your Library
by the Numbers:
Head to Toe
Look Up!
SHHH!

79,816 active borrowers

53% of county residents are library users!

744,432 borrowed items

That’s a lot of books and movies!

28,415 program attendees

That's a lot of classes and events, too!

133,688 questions answered

That's 366 questions answered per day!

Customer Response

The Kolby Family share how much they appreciated activities from the Hancock Memorial Library during COVID.

What We Did with What You Gave Us:

Estimated Value of Services

Quantity	Service	Retail Value	Value
16,724	Interlibrary Loan	$25.00	$418,100.00
744,432	Materials Borrowed	$22.00	$16,377,504.00
133,688	Customer Queries Answered	$7.00	$935,816.00
1,009	Public & Staff Training Sessions	$100.00	$100,900.00
28,415	Classes & Cultural Program Attendance	$15.00	$426,225.00
86,656	Database Searches	$19.95	$1,728,787.20
305,402	Internet Service Hours (includes Wi-Fi)	$12.00	$3,664,824.00
1,602	Study Room Usage	$50.00	$80,100.00
1,366	Hosting Community Meetings	$220.00	$300,520.00
			Total: $24,032,776.20

Return on Investment: For every **$1** spent on library services, the community receives approximately **$4.84** worth in services!

Looking Ahead

- Usage was up prior to the shut-down.
- We have to consider the impact of recent state bills on the library's budget.
- We look forward to a continued tradition of modern, beautiful library spaces for the community.
- We will continue to serve community members and stakeholders in a variety of ways.

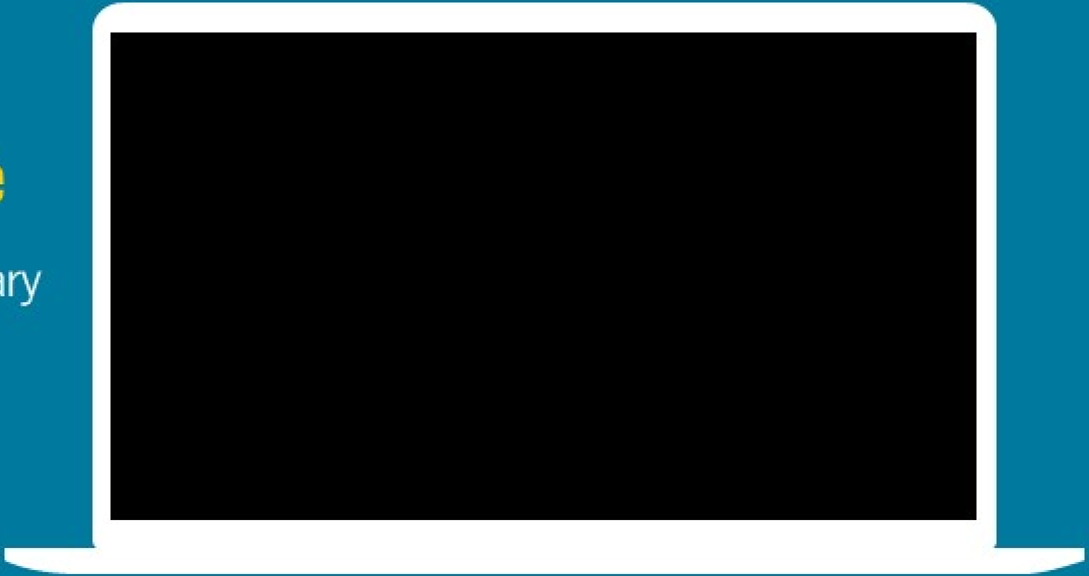
What we're asking for…

We are asking for an additional $3,182,010.00:

- To provide a 2% cost of living increase for staff
- To support a one-time IT infrastructure upgrade

Customer Response

Tim shares how the library helped his research projects.



Thank you!

Any questions?

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