



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

BOARD OF COUNTY COMMISSIONERS

March 22, 2022

OPEN SESSION AGENDA

- 10:00 AM MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE
CALL TO ORDER, *President Jeffrey A. Cline*
APPROVAL OF MINUTES: *March 8, 2022*
- 10:05 AM COMMISSIONERS' REPORTS AND COMMENTS
- 10:10 AM STAFF COMMENTS
- 10:15 AM CITIZEN PARTICIPATION
- 10:20 AM INTERGOVERNMENTAL COOPERATIVE PURCHASE (INTG-22-0083) –
IRRIGATION EQUIPMENT
*Brandi Naugle, Buyer, Purchasing; John Easterday, Golf Course Superintendent;
George Sweitzer, Assistant Golf Course Superintendent*
- 10:25 AM FY23 SCHOOL BASED HEALTH CENTER GRANT – APPROVAL TO SUBMIT
APPLICATION
Rachel Souders, Senior Grant Manager, Grant Management
- 10:30 AM FISCAL YEAR 2023 ANNUAL TRANSIT GRANT APPLICATION – APPROVAL
TO SUBMIT APPLICATION AND ACCEPT AWARDED FUNDING
*Kevin Cerrone, Director, Washington County Transit; Rachel Souders, Senior Grant
Manager, Grant Management*
- 10:35 AM OFFICE OF PROBLEM SOLVING COURTS DISCRETIONARY GRANT
APPLICATION SUBMITTAL
*Kristin Grossnickle, Court Administrator, Circuit Court for Washington County;
Rachel Souders, Senior Grant Manager, Grant Management*
- 10:40 AM ENHANCED NUTRIENT REMOVAL AT THE SMITHSBURG WASTEWATER
TREATMENT PLANT
Mark D. Bradshaw, Director, Environmental Management
- 10:45 AM CONSTRUCTION BID AWARD – SPRING 2022 TREE PLANTING CONTRACT
NO. SR-TP-299-28
Scott Hobbs, Director, Engineering

- 10:50 AM CONSTRUCTION BID AWARD – PAVEMENT MAINTENANCE AND REHABILITATION PROGRAM FY 22 HOT MIX ASPHALT APPLICATIONS, CONTRACT NO. MS-PMP-297-28
Scott Hobbs, Director, Engineering
- 10:55 AM CONTRACT AWARDS (PUR-1522) – GROUP HEALTH INSURANCE – MEDICAL, PRESCRIPTION, CARE MANAGEMENT/WELLNESS, DENTAL, VISION COVERAGE
Rick Curry, Director, Purchasing; Liz Logsdon, Account Executive, and Matt Wing, Business Unit President, CBIZ Benefits & Insurance Services, Inc.
- 11:15 AM BID AWARD (PUR-1534) – NETWORKING EQUIPMENT
Rick Curry, Director, Purchasing; Joshua O’Neal, Director, Information Systems
- 11:20 AM BID AWARD (PUR-1529) – PURE ARRAY STORAGE CAPACITY EXPANSION
Rick Curry, Director, Purchasing; Joshua O’Neal, Director, Information Systems
- 11:25 AM MINOR BOUNDARY MODIFICATION WITHIN THE FOREIGN TRADE ZONE #255
Linda Spence, Business Specialist and Foreign Trade Zone #255 Administrator, Business Development
- 11:30 AM CONSTRUCTION BID REJECTION – MARTIN LUTHER KING BUILDING ELECTRICAL SERVICE UPGRADE
Andrew Eshleman, Director, Public Works
- 11:35 AM FY22 BUDGET ADJUSTMENTS TO THE WASHINGTON COUNTY BOARD OF EDUCATION’S GENERAL FUND BUDGET
Jeffrey Proulx, Chief Operating Officer, WCPS; David Brandenburg, Executive Director of Finance, WCPS
- 11:40 AM FY23 BUDGET PRESENTATION (Hagerstown Community College)
James S. Klauber, President, Hagerstown Community College
- 11:50 AM FY23 BUDGET PRESENTATION (Airport)
Rick Johnson, Director, Hagerstown Regional Airport
- 12:00 PM FY23 BUDGET PRESENTATION (Water Quality)
Mark Bradshaw, Director, Environmental Management; Kelcee Mace, Interim Chief Financial Officer, Budget and Finance
- 12:10 PM FY23 BUDGET PRESENTATION (Solid Waste)
Dave Mason, Director, Solid Waste
- 12:20 PM FY23 BUDGET PRESENTATION (Commission on Aging)
Amy Olack, CEO; Ed Lough, President; Tim Delbrugge, Vice President, Commission on Aging

- 12:30 PM FY23 BUDGET PRESENTATION (Personnel Requests)
Deborah Condo, Interim Director, Human Resources; Kelcee Mace, Interim Chief Financial Officer, Budget and Finance
- 12:40 PM FY23 GENERAL FUND DISCUSSION – PROPOSED (Draft 1)
Kelcee Mace, Interim Chief Financial Officer, Budget and Finance; Kim Edlund Director, Budget and Finance
- 1:00 PM CLOSED SESSION (*To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals; To consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State; and To consult with counsel to obtain legal advice on a legal matter.*)
- 1:30 PM RECONVENE IN OPEN SESSION
- 1:30 PM PITTSBURGH INSTITUTE OF AERONAUTICS EXPANSION FUNDING REQUEST
Susan Grimes, Director, Business Development; Suzanne Markle, President/CEO of Pittsburgh Institute of Aeronautics; Bernard Adams, Campus Director, Hagerstown Campus Pittsburgh Institute of Aeronautics

ADJOURNMENT

Members of The Board of County Commissioners are scheduled to tour the Public Safety Training Center immediately following this meeting.



Open Session Item

SUBJECT: Intergovernmental Cooperative Purchase (INTG-22-0083) – Irrigation Equipment

PRESENTATION DATE: March 22, 2022

PRESENTATION BY: Brandi Naugle, CPPB, Buyer, Purchasing, John Easterday, Golf Course Superintendent and George Sweitzer, Assistance Golf Course Superintendent.

RECOMMENDATION: Move to authorize by Resolution, for the Black Rock Golf Course to purchase Irrigation Equipment for the total cost in the amount of \$52,530.55 and to utilize another jurisdiction's contract that was awarded by the State of Maryland Purchasing (Contract #001B600308) to Turf Equipment of Jessup, MD.

REPORT-IN-BRIEF: The control towers and RIU (Radio Interface Unit) send and receive the computer commands that operate the golf course irrigation heads. The upgrade will extend the life of the current irrigation system and provide more advanced and reliable control. The current satellites (1998 models) are outdated and in poor operational condition, currently inoperable and in need of repair in the spring.

The Code of Public Laws of Washington County, Maryland (the Public Local Laws) 1-106.3 provides that the Board of County Commissioners may procure goods and services through a contract entered into by another governmental entity, in accordance with the terms of the contract, regardless of whether the County was a part to the original contract. If the Board of County Commissioners determines that participation by Washington County would result in cost benefits or administrative efficiencies, it could approve the procurement of the equipment in accordance with the Public Local Laws referenced above that participation would result in cost benefits or in administrative efficiencies.

The County will benefit with the direct cost savings in the purchase of this equipment because of economies of scale this contract has leveraged. Additionally, the County will realize savings through administrative efficiencies as a result of not preparing, soliciting and evaluating a bid. Acquisition of these vehicles by utilizing the State of Maryland contract and eliminating our county's bid process would result in an administrative and cost savings for the Division of Emergency Services and Purchasing Department in preparing specifications.

DISCUSSION: N/A

FISCAL IMPACT: Funds are budgeted in the Black Rock Golf Course operating budget 600600-46-46030

CONCURRENCES: Andrew Eshelman, Director of Public Works

ALTERNATIVES: N/A

ATTACHMENTS: Turf Equipment quote dated February 25, 2022.



8015 Dorsey Run Road
 Jessup, MD 20794
 Phone: 800-827-3711
 Fax: 800-407-2533

QUOTE

Quote #: 1206854-00
Date: 02/25/22
Project/PO#: Osmac G3 Control Upgr
Terms: 1% 10 Net 30

Customer #: 79700

Ship Via: Quote Only

Bill To: BLACK ROCK GOLF COURSE
 ATTN: MR. JOHN EASTERDAY
 20317 MT. AETNA ROAD
 HAGERSTOWN, MD 21742

Ship To: BLACK ROCK GOLF COURSE
 20317 MT. AETNA ROAD
 WASHINGTON COUNTY
 HAGERSTOWN, MD 21742-9702

Line #	Product Number	Description	Quantity	U/M	Unit Price	Line Total
Complete System Renovation Discount - \$13,500						
* Shown in totals section at bottom						
* Discounts based on purchase of all quoted materials and subject to adjustment based on actual purchase						
* Free freight on initial shipment of project materials						
** Pricing and discounts quoted are based on State of Maryland Contract #1B0600308. **						
Control Equipment						
1	RIU-01	RADIO INTERFACE UNIT, SINGLE RADIO	1	each	12023.11	12023.11
To replace obsolete base station.						
2	G4-32P6R3	OSMAC G4, 32 Station, Green, Level 3 Surge	3	each	6971.90	20915.70
3	G4-48P6R3	OSMAC G4, 48 Station, Green, Level 3 Surge	2	each	8605.88	17211.76
4	G4-64P6R3	OSMAC G4, 64 Station, Green, Level 3 Surge	1	each	10222.20	10222.20
SUBTOTAL						60,372.77
Grounding Grids (Installation not included)						
5	182000IC6	5/8" x 8' Copper Clad Ground Rod w/ Welded Ins	6	each	68.58	411.48
6	182199IC	PLT ASY, Cu GRND 4"x8' w/ #6 AWG GRN/EL x 25'	6	each	195.72	1174.32
7	1820058	PowerSet Earth Contact Backfill 50# Bag	12	each	113.58	1362.96
8	TVB-7RND-BK	7" Round Valve Box, Black Lid, Black Body	6	each	14.32	85.92
For ground rod						
9	13	4" Round Grate-Green	6	EACH	3.85	23.10
On top of 4" drainage or PVC pipe centered over ground plate						
SUBTOTAL						3,057.78
Installation Labor						
10	GI Controller Config	Irrigation Controller Configuration Labor	1	each	2600.00	2600.00
Includes:						
- Removal of existing controllers and installation of new controllers on existing concrete pads.						
- Address controllers for use with Lynx.						
- Miscellaneous supplies.						
- Irrigation technician travel time.						

Continued





8015 Dorsey Run Road
 Jessup, MD 20794
 Phone: 800-827-3711
 Fax: 800-407-2533

QUOTE

Quote #: 1206854-00
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Project/PO#: Osmac G3 Control Upgr
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Bill To: BLACK ROCK GOLF COURSE
 ATTN: MR. JOHN EASTERDAY
 20317 MT. AETNA ROAD
 HAGERSTOWN, MD 21742

Ship To: BLACK ROCK GOLF COURSE
 20317 MT. AETNA ROAD
 WASHINGTON COUNTY
 HAGERSTOWN, MD 21742-9702

Line #	Product Number	Description	Quantity	U/M	Unit Price	Line Total
SUBTOTAL						2,600.00
11		Terms and Conditions	1	each	0.00	0.00
<p>Material on this quote is an estimate. Additional material will be supplied at prices in effect at time of next order. Buyer is responsible for material ordering.</p> <p>For full terms and conditions of sale, please visit: http://www.turf-equipment.com/terms-and-conditions</p> <p>Authorized signature below or purchase of quoted merchandise constitutes acceptance of terms and conditions.</p> <p>Accepted By _____</p> <p>Printed Name _____</p> <p>Date _____</p>						
11		Lines Total				
					Total	\$ 66,030.55
					Golf Program	\$ - 13,500.00
					Grand Total	\$ 52,530.55

Last Page

Thank you for this quote opportunity!



For changes, follow up or to place an order, please contact your sales representative.
 Commercial Equipment: Mike Huey - 443-896-7172 - mikehuey@turf-equipment.com
 Golf Irrigation or Landscape Products: Geoff Kazee - 443-955-1892 - geoffkazee@turf-equipment.com
 Quoted By: Nate Keeler - 800-827-3711 - natekeeler@turf-equipment.com



Open Session Item

SUBJECT: FY23 School Based Health Center Grant – Approval to Submit Application

PRESENTATION DATE: March 22, 2023

PRESENTATION BY: Rachel Souders, Senior Grant Manager, Office of Grant Management

RECOMMENDED MOTION: Move to approve the submission of the grant application for the FY23 School Based Health Center Grant Program to the Maryland State Department of Health in the amount of \$238,384 and accept awarded funding.

REPORT-IN-BRIEF: The Washington County Office of Grant Management, on behalf of and at the direction of the Local Management Board is seeking approval to submit an application to the Maryland State Department of Health requesting funding for School Based Health Centers in Washington County.

DISCUSSION: There are two School Based Health Centers in Washington County which are located at South Hagerstown High School and Western Heights Middle School. The Centers provide exams, prescriptions, nutritional assessments, orders lab work and assists in the management of chronic conditions such as asthma and diabetes. Meritus Health is the clinical provider contracted to provide these services. Funding in the amount of \$10,019 is included in the award for County administrative support.

FISCAL IMPACT: Provides \$10,019 for County administrative expenses.

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

ALTERNATIVES: Deny approval for submission of this request

ATTACHMENTS: N/A

AUDIO/VISUAL NEEDS: N/A



Agenda Report Form

Open Session Item

SUBJECT: Fiscal Year 2023 Annual Transit Grant Application – Approval to Submit Application and Accept Awarded Funding

PRESENTATION DATE: March 22, 2022

PRESENTATION BY: Kevin Cerrone, Director, Washington County Transit, and Rachel Souders, Senior Grant Manager, Office of Grant Management

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

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

The fiscal year 2023 application requests \$1,515,118 in State and Federal funds from MTA and the Federal Transit Administration (FTA) to subsidize the Transit system at current level of service.

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

FISCAL IMPACT: Local match is required to secure the Federal and State grant funds. The local match requirement associated with the fiscal year 2023 application is as follows:

5307 Operating Grant (General Funds)	\$681,684.00
5307 Capital Grant (General Funds)	\$ 13,630.00
SSTAP Grant:	<u>\$ 48,972.00</u>
Total:	\$744,286.00

CONCURRENCES: Susan Buchanan Director, Office of Grant Management

ALTERNATIVES: If a decision is made not to apply for the grant funds and/or provide the local match requirements, the County would become ineligible for the Federal and State transit grant funds in fiscal year 2023.

ATTACHMENTS: County Attorney has grant application in his possession.

AUDIO/VISUAL NEEDS: N/A



Agenda Report Form

Open Session Item

SUBJECT: Office of Problem Solving Courts Discretionary Grant Application Submittal

PRESENTATION DATE: March 22, 2022

PRESENTATION BY: Kristin Grossnickle, Court Administrator, Circuit Court for Washington County and Rachel Souders, Senior Grant Manager, Office of Grant Management

RECOMMENDED MOTION: Move to approve the submittal of the FY23 Office of Problem Solving Court's Discretionary grant application requesting \$309,351.57 and accept funding as awarded.

REPORT-IN-BRIEF: The Office of Problem-Solving Courts Discretionary Grant is to assist with the operational expenses and ancillary services of the Drug Court Program. These grant funds will be used to operate the Adult Drug Court Program which will provide supervision and access to services for court involved, substance dependent participants. The program will reduce substance using and criminal behavior while increasing positive community involvement and overall individual and family functioning. These grant funds will allow better access to justice and treatment services by assisting with transportation, providing frequent drug and alcohol monitoring, case management support services, educational and vocational access, and numerous other services.

DISCUSSION: The Office of Grant Management has reviewed the grant application. Matching funds are not required for this program. In the case that these anticipated grant funds are not awarded, the Circuit Court Drug Court would request that the Washington County Commissioners cover the cost for wages and benefits for the Coordinator's position. Other program services such as transportation assistance, trainings, would be eliminated unless other local or state grant funds could be secured. Drug testing would be limited to the number of tests allowed by individual participant's insurances.

FISCAL IMPACT: Provides \$309,351.57 for the Drug Court Program

CONCURRENCES: Susan Buchanan, Director, Office of Grant Management

ALTERNATIVES: Deny approval for submission of this request

ATTACHMENTS: N/A

AUDIO/VISUAL NEEDS: N/A



Open Session Item

SUBJECT: Enhanced Nutrient Removal @ Washington County's WwTP

PRESENTATION DATE: March 22, 2020

PRESENTATION BY: Mark D Bradshaw, Director, Environmental Management

RECOMMENDED MOTION: Approve Change Order for Buchart-Horn, Inc. in the amount of \$27,599.00.

REPORT-IN-BRIEF: During the design phase of the Smithsburg Wastewater Treatment Plant (WwTP) the County revised the scope of work to include the following: add HVAC to the BioMag building, Forest Conservation was done off-site instead of onsite, and Maryland Department of the environment (MDE) required the Preliminary Design Report (PER) be updated to qualify for Water Quality State Revolving Funds (WQSRF).

DISCUSSION: During the summer months, the temperature in the BioMag building reaches a point where the equipment will trip out on thermal overtemp. By adding HVAC to the building, we'll eliminate this problem from occurring in the future.

On previous projects, the County met our Forest Conservation requirement by creating Forest Conservation Easement on eligible on-site forest. For this project, The County met the Forest Conservation requirement by creating an easement on a parcel of land in the Highfield area. This option was selected in order to eliminate conflict with the proposed stream restoration project that is being designed. This required additional work when compared to on site retention.

The County applied for the WQSRF and was approved for \$3,972,170. One of MDE's requirements for these funds is the PER must be updated to reflect the proposed design capacity of 0.45 MGD. The previous PER was prepared in 2017 for upgrading the plant to 0.6 MGD.

FISCAL IMPACT: Funding is available in the current CIP.

CONCURRENCES:

ALTERNATIVES: NA.

ATTACHMENTS: Change Order #17 and Buchart-Horn's letters dated 2/21/22.

AUDIO/VISUAL NEEDS: N/A

**BOARD OF COUNTY COMMISSIONERS OF
WASHINGTON COUNTY MARYLAND
100 WEST WASHINGTON STREET, HAGERSTOWN, MARYLAND 21740-4735
CHANGE ORDER**

TO: Buchart Horn, Inc.
Consultant: PO Box 15040
Contractor: York, PA 17405-7040
Vendor:

Change Order No. Purchase Order No.

Contract No. Oracle Account No.

Project Title: Date:

The contract time will: increase decrease remain the same by: calendar days working days

Description of Change:

1. Revised HVAC Design Scope - Install AC in the BioMag building.
2. Forest Conservation Easement - Utilized off site property to comply with forest conservation requirements.
3. Update the Preliminary Engineering Report (PER).
4. Direct expense

Reason for Change:

1. The existing BioMag building currently doesn't have AC. During the hotter months of the year, the equipment will get so hot that it will trip the thermal safety switch and shut down. By adding AC, we will eliminate this problem. The cost associated with this design work is \$11,202.00. For a more detailed explanation of this work, please refer to Buchart Horn's letter dated February 21, 2022.
2. For the Conococheague and Winebrenner WwTP project, the forest conservation requirements were addressed on site. For the Smithsburg WwTP upgrade, the forest conservation requirements were addressed off site requiring additional survey work. The cost associated with this work is \$7,893.00. For a more detailed explanation of this work, please refer to Buchart Horn's letter dated February 21, 2022.
3. The PER was last updated in 2018 for a design capacity of 0.6 MGD. Maryland Department of the Environment is requiring the PER to be updated because the design capacity has been changed from 0.6 MGD to 0.45 MGD. The cost associated with this work is \$8,404.00. For a more detailed explanation of this work, please refer to Buchart Horn's letter dated February 21, 2022.
4. Direct Expense for tracking and printing of the PER. The direct expense is \$100.00.

The completion date, incorporating the changes included in this change order, is:	<input type="text" value="May 2, 2022"/>
The original contract sum was:	<input type="text" value="\$3,638,300.00"/>
Net changes by previous change orders:	<input type="text" value="\$1,231,578.63"/>
Contract sum prior to this change order:	<input type="text" value="\$4,869,878.63"/>
By this Change Order, the contract sum will be changed by:	<input type="text" value="\$27,599.00"/>
The new contract sum including this change order will be:	<input type="text" value="\$4,897,477.63"/>

The Consultant/Contractor/Vendor shall not commence with the work described hereon until this form is executed by all agents.

Consultant: Digitally signed by David E. Highfield
DN: cn=David E. Highfield, o=Buchart Horn, ou
Date: 2022.03.02 11:56:44 -0500

Finance:

Contractor/Vendor:

Purchasing:

Approving Agency: Digitally signed by Mark D
Bradshaw
Date: 2022.03.02 12:41:53 -0500

County Administrator:

February 21, 2022

Mr. Mark Bradshaw, PE
Deputy Director
Washington County Department of Water Quality
1632 Elliott Parkway
Williamsport, MD 34705

**RE: Washington County, MD
Proposal for Additional and Unanticipated as Part of the Smithsburg WWTP Expansion to 0.45 mgd
BH No: 76436-03**

Dear Mr. Bradshaw:

Buchart Horn and RK&K respectfully requests an increase in design fee to provide engineering services for additional and unanticipated work completed as part of the design for the upgrade and expansion of the Smithsburg WWTP to 0.45 mgd. The additional work is associated with three items not originally included in the scope: 1) providing HVAC design, specifically air conditioning, for the existing BioMag Building, 2) for additional design and survey services to address Washington County's Forest Conservation Ordinance requirements, and 3) for updating the PER prepared in November 2018 to include the current design alternative. The additional work items are as described below.

HVACDesignScope:

At the request of Washington County, RK&K designed a new air conditioning system to serve the BioMag building that was installed during the 2014 Nitrification Upgrades. The County requested design of an air conditioning system and exhaust fans to address heat build-up from the air compressor operation. RK&K developed a design for the improvements and provided mechanical and electrical design plan sheets for the BioMag Building.

ForestConservation Easement:

We expended unanticipated effort to obtain County site plan approval, specifically as it relates to Washington County's Forest Conservation Ordinance requirements. During the development of the original scope and fee, RK&K did not anticipate tree removal as part of the proposed project and we were not aware of the recently planted trees on the Smithsburg WWTP as part of the County's MS4 requirements. As part of meeting the permitting requirements for the project, RK&K incurred the following unanticipated services:

- Individual tree survey within the project limits of disturbance.
- Forest conservation mitigation coordination with DPZ regarding the forest conservation worksheet and applicable deductions.
- Expansion of an existing Forest Conservation Easement owned by Washington County, using an offsite forest mitigation bank. Two site visits were conducted at the offsite forest mitigation bank to conduct additional surveying. Two site visits were required as the survey monuments were not available during the first site visit.

Update the Nov 2018 PER:

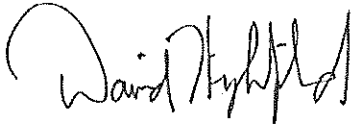
At the request of MDE, we will prepare an update to the November 2018 PER to include the current design basis of a new flow equalization tank/SBR modifications as the recommended alternative for implementation. The flow equalization/SBR modification design basis was selected as a cost-savings measure compared to the denitrification filter alternative during 2020 meetings with the County. The revised selection was not documented in the PER and MDE has requested a revised PER for funding considerations. We will update the process selection and provide the status of the project including an update on the permitting status. Permitting information will be attached as an Appendix. We do not plan to add additional sections to the PER and do not plan to provide an Environmental Assessment or Environmental Report, which are often companion reports to the PER, as permitting efforts are near complete.

A detailed breakdown of person-hours and fees are included as Attachment No 1. The requested increase in design fee to provide engineering services for additional and unanticipated work completed, as part of the design for the upgrade and expansion of the Smithsburg WWTP to 0.45 mgd, is Twenty Seven Thousand Five Hundred Ninety Nine dollars (\$27,599.00).

BH and RK&K appreciate the opportunity to be of service to the County on this project. If you should have any questions or require any additional information, please do not hesitate to call me at (814) 669-3025.

Sincerely,

BUCHART HORN, INC.



David E. Highfield, PE
Project Manager

APPROVED



Scott E. Russell, PE
Sr. Vice President



Attachment No. 1
 OWNER, Washington County
 ENGINEER, Buchart Horn, Inc.
 Date February 21, 2022
 Page 1 of 1

MANHOOR BREAKDOWNS

		Project Manager	Project Engineer	Engineer	Construction Inspector	Designer	Admin Assistant	TOTALS
HOURLY RATE		\$188	\$161	\$111	\$111	\$82	\$71	
1	HVAC Modifications	4	32	30		24		\$ 11,202.00
2	Forest Stand Delineation	4	0	37		37		\$ 7,893.00
3	PER Revision	8	8	48			4	\$ 8,404.00
TOTAL HOURS		16	40	115	0	61	4	
EXPENSES								\$ 100.00
TOTAL FEE								\$ 27,599.00

The Russell E. Horn Building • 445 West Philadelphia Street • PO Box 15040 • York, PA 17405-7040
 T: (717) 852-1400 • F: (717) 852-1401 • www.bucharthorn.com



Agenda Report Form

Open Session Item

SUBJECT: Construction Bid Award – Spring 2022 Tree Planting
Contract No. SR-TP-299-28

PRESENTATION DATE: March 22, 2022

PRESENTATION BY: Scott Hobbs, Director, Division of Engineering

RECOMMENDED MOTION: Move to award the bid for the Spring 2022 Tree Planting contract to the lowest responsive, responsible bidder, Conservation Services, Inc. of Waynesboro, Virginia in the amount of \$138,459.93.

REPORT-IN-BRIEF: The project was advertised in the Herald Mail, on the County’s website, and on the State of Maryland’s website, “e-Maryland Marketplace Advantage (eMMA).” One (1) bid was received and opened on Thursday, March 10, 2022, as listed below.

<u>Contractor:</u>	<u>Total Bid:</u>
Conservation Services, Inc	\$ 138,459.93

The bids were evaluated, and the low bid is in order. The engineer’s estimate for the work is \$140,000.

DISCUSSION: The project involves planting trees in various locations throughout Washington County on County owned property. This best management practice is a cost-effective measure to fulfill the Municipal Separate Storm Sewer System (MS4) permit requirements for water quality. The project is a 90 consecutive calendar day contract with an anticipated Notice to Proceed in April 2022 and a completion date in June 2022. The bid documents include Liquidated Damages in the amount of \$100.00 per calendar day for work beyond the completion date.

FISCAL IMPACT: The project will utilize available funds from the Stormwater Retrofits account (DNG039) in the Capital Improvement Plan (CIP).

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: Bid Tabulation, Aerial Maps

AUDIO/VISUAL TO BE USED: Aerial Maps



**WASHINGTON COUNTY DIVISION OF ENGINEERING
 BID TABULATION
 SPRING 2022 TREE PLANTING
 CONTRACT NO. SR-TP-299-28**

**BIDS RECEIVED: Thursday, March 10, 2022
 1:00 P.M. (EST)
 Length of Contract: 90 Calendar Days**

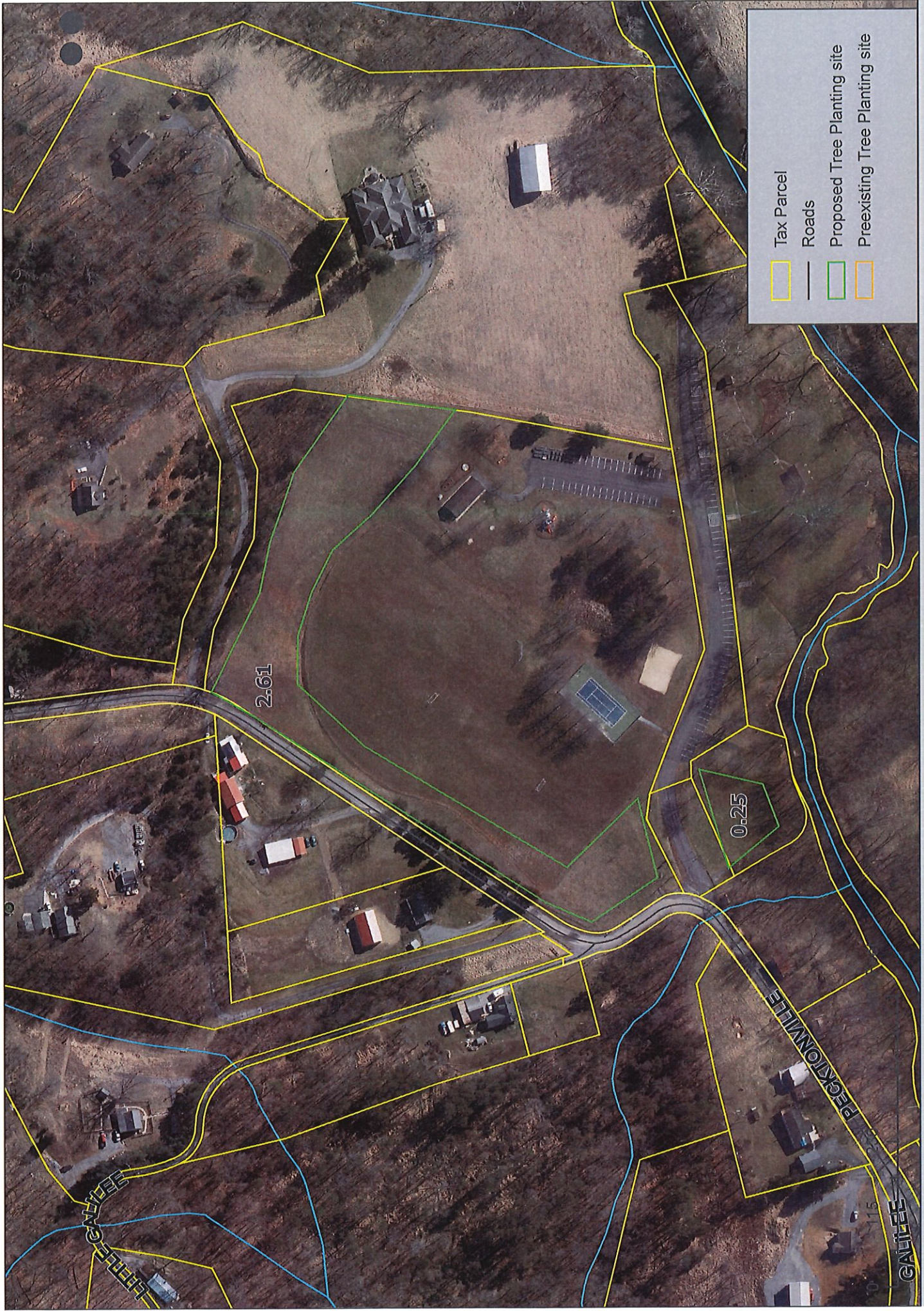
Conservation Services, Inc.
 1620 N. Delphine Ave
 Waynesboro, VA 22980

Item No.	Item Description	Quantity	Unit	Unit Price	Item Total Price	
701	Boonsboro Library Tree Seedling Planting (0.25 acres) Scalp Turf and Hand Plant Bare Root Tree Seedlings	0.25	Acres	\$ 1,116.16	\$ 279.04	
702	Camp Harding Park Planting (2.86 acres) Scalp Turf and Hand Plant Bare Root Tree Seedlings	2.86	Acres	\$ 1,116.16	\$ 3,192.22	
703	Central Highways Dept. (0.22 acres) Scalp Turf and Hand Plant Bare Root Tree Seedlings	0.22	Acres	\$ 1,116.16	\$ 245.56	
704	Chestnut Grove Park (0.88 acres) Scalp Turf and Hand Plant Bare Root Tree Seedlings	0.88	Acres	\$ 1,116.16	\$ 982.22	
705	Clear Spring Park (0.08 acres) Scalp Turf and Hand Plant Bare Root Tree Seedlings	0.08	Acres	\$ 1,116.16	\$ 89.29	
706	County Farm Riparian Buffer (1.21 acres) Scalp Turf and Hand Plant Bare Root Tree Seedlings	1.21	Acres	\$ 1,116.16	\$ 1,350.55	
707	York Road County Park (0.36 acres) Scalp Turf and Hand Plant Bare Root Tree Seedlings	0.36	Acres	\$ 1,116.16	\$ 401.82	
708	Eastern Section Highway Dept. (0.28 acres) Scalp Turf and Hand Plant Bare Root Tree Seedlings	0.28	Acres	\$ 1,116.16	\$ 312.52	
709	Washington County Election Board (0.28 acres) Scalp Turf and Hand Plant Bare Root Tree Seedlings	0.28	Acres	\$ 1,116.16	\$ 312.52	
710	Greensburg Road (0.44 acres) Scalp Turf and Hand Plant Bare Root Tree Seedlings	0.44	Acres	\$ 1,116.16	\$ 491.11	
711	Marty Snook Park (0.87 acres) Scalp Turf and Hand Plant Bare Root Tree Seedlings	0.87	Acres	\$ 1,116.16	\$ 971.06	
712	Orchard Meadows Dry Pond (0.21 acres) Scalp Turf and Hand Plant Bare Root Tree Seedlings	0.21	Acres	\$ 1,116.16	\$ 234.39	
713	Paradise Manor (0.25 acres) Scalp Turf and Hand Plant Bare Root Tree Seedlings	0.25	Acres	\$ 1,116.16	\$ 279.04	*
714	Poffenberger Road (0.45 acres) Scalp Turf and Hand Plant Bare Root Tree Seedlings	0.45	Acres	\$ 1,116.16	\$ 502.27	*
715	Sharpsburg Wastewater Treatment Plant (0.21 acres) Scalp Turf and Hand Plant Bare Root Tree Seedlings	0.21	Acres	\$ 1,116.16	\$ 234.39	*
716	Southern Boulevard (0.98 acres) Scalp Turf and Hand Plant Bare Root Tree Seedlings	0.98	Acres	\$ 1,116.16	\$ 1,093.84	
717	Sunset Creek Estates (0.26 acres) Scalp Turf and Hand Plant Bare Root Tree Seedlings	0.26	Acres	\$ 1,116.16	\$ 290.20	
718	Tammany Heights Dry Pond (0.11 acres) Scalp Turf and Hand Plant Bare Root Tree Seedlings	0.11	Acres	\$ 1,116.16	\$ 122.78	
719	Tammany Heights Park (0.28 acres) Scalp Turf and Hand Plant Bare Root Tree Seedlings	0.28	Acres	\$ 1,116.16	\$ 312.52	
720	Walnut Point (5.02 acres) Scalp Turf and Hand Plant Bare Root Tree Seedlings	5.02	Acres	\$ 1,116.16	\$ 5,603.12	
721	Washington County DEM (0.49 acres) Scalp Turf and Hand Plant Bare Root Tree Seedlings	0.49	Acres	\$ 1,116.16	\$ 546.92	
722	Washington County Technical HS (1.54 acres) Scalp Turf and Hand Plant Bare Root Tree Seedlings	1.54	Acres	\$ 1,116.16	\$ 1,718.89	
723	Western Section Highway Dept (0.67 acres) Scalp Turf and Hand Plant Bare Root Tree Seedlings	0.67	Acres	\$ 1,116.16	\$ 747.83	
724	Wilson Bridge Park (0.21 acres) Scalp Turf and Hand Plant Bare Root Tree Seedlings	0.21	Acres	\$ 1,116.16	\$ 234.39	
725	Winebrenner (0.15 acres) Scalp Turf and Hand Plant Bare Root Tree Seedlings	0.15	Acres	\$ 1,116.16	\$ 167.42	
726	Installation of 5' Shelter (with Stake, Ties, and Bird Netting)	6,475	EA.	\$ 9.64	\$ 62,419.00	*
727	Mowing of All Locations(prior to hand planting)	1	L.S.	\$ 6,205.00	\$ 6,205.00	
728	Mowing Maintenance of All Locations (4 total rounds)	4	EA.	\$ 6,205.00	\$ 24,820.00	
729	Spot Application of Herbicide (3 total treatments)	3	EA.	\$ 8,100.00	\$ 24,300.00	
Bid Total					\$ 138,459.93	

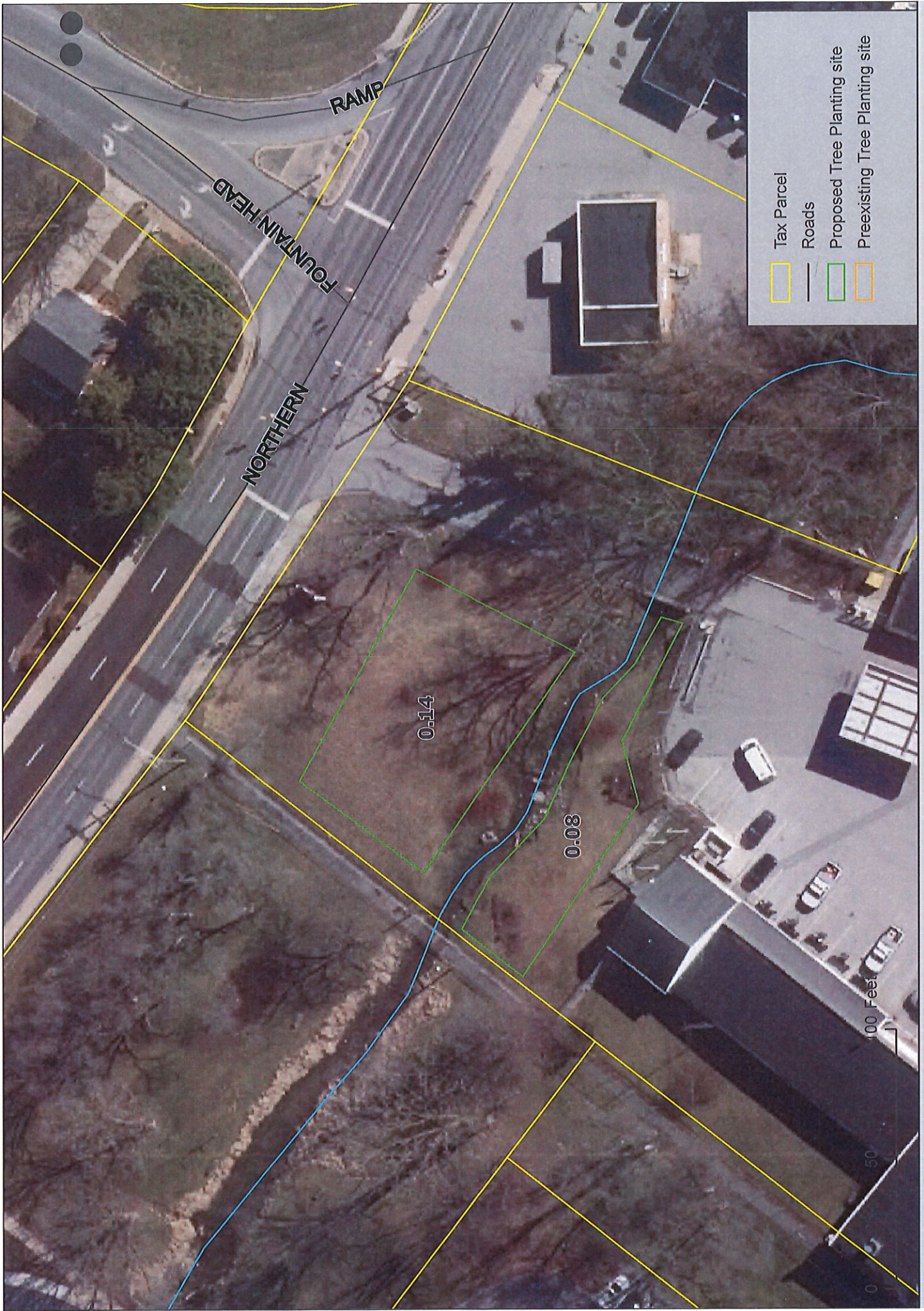
* Denotes Math Error



Boonsboro Library







Camp Harding Park

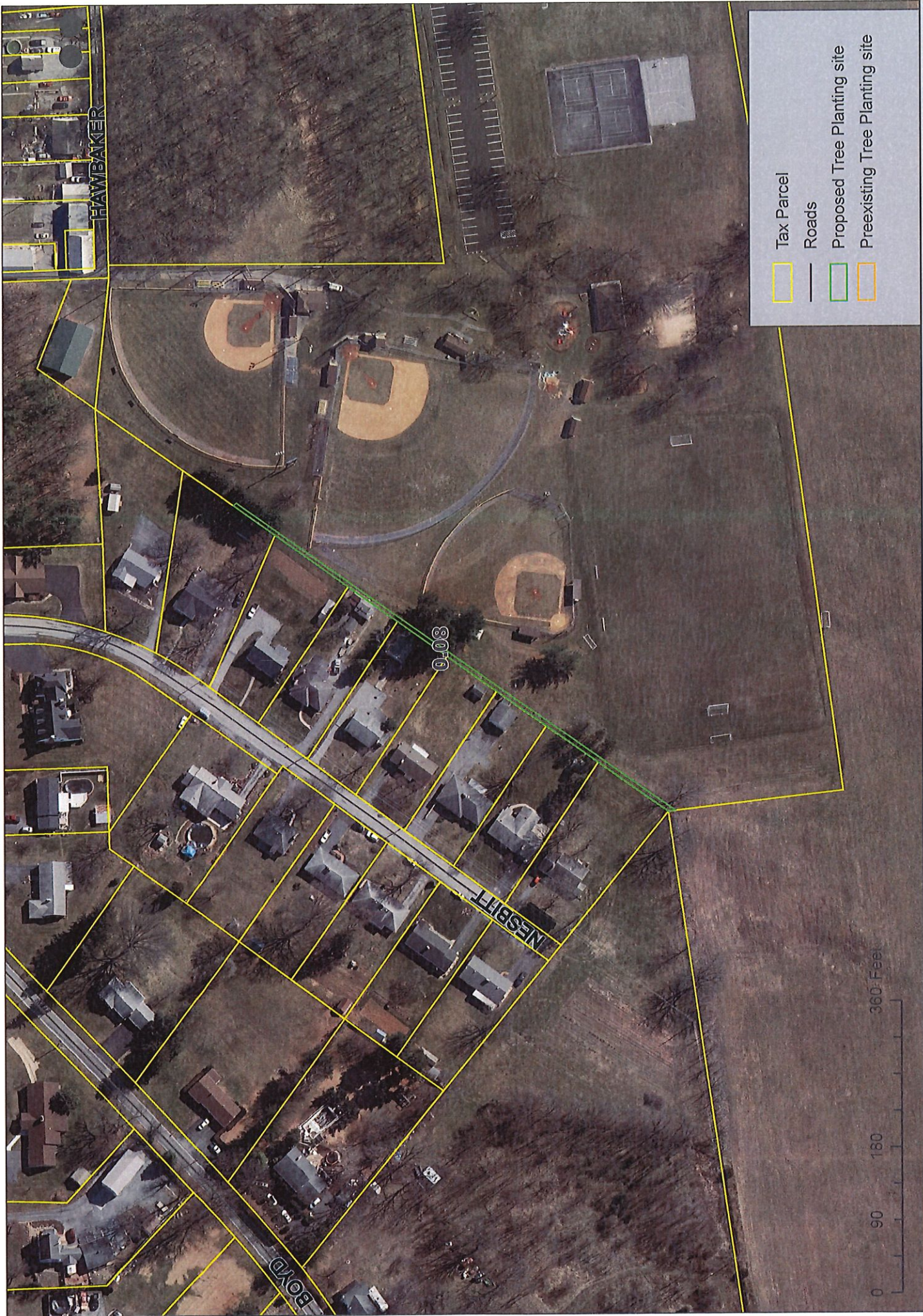


Central Highways Dept



	Tax Parcel
	Roads
	Proposed Tree Planting site
	Preexisting Tree Planting site

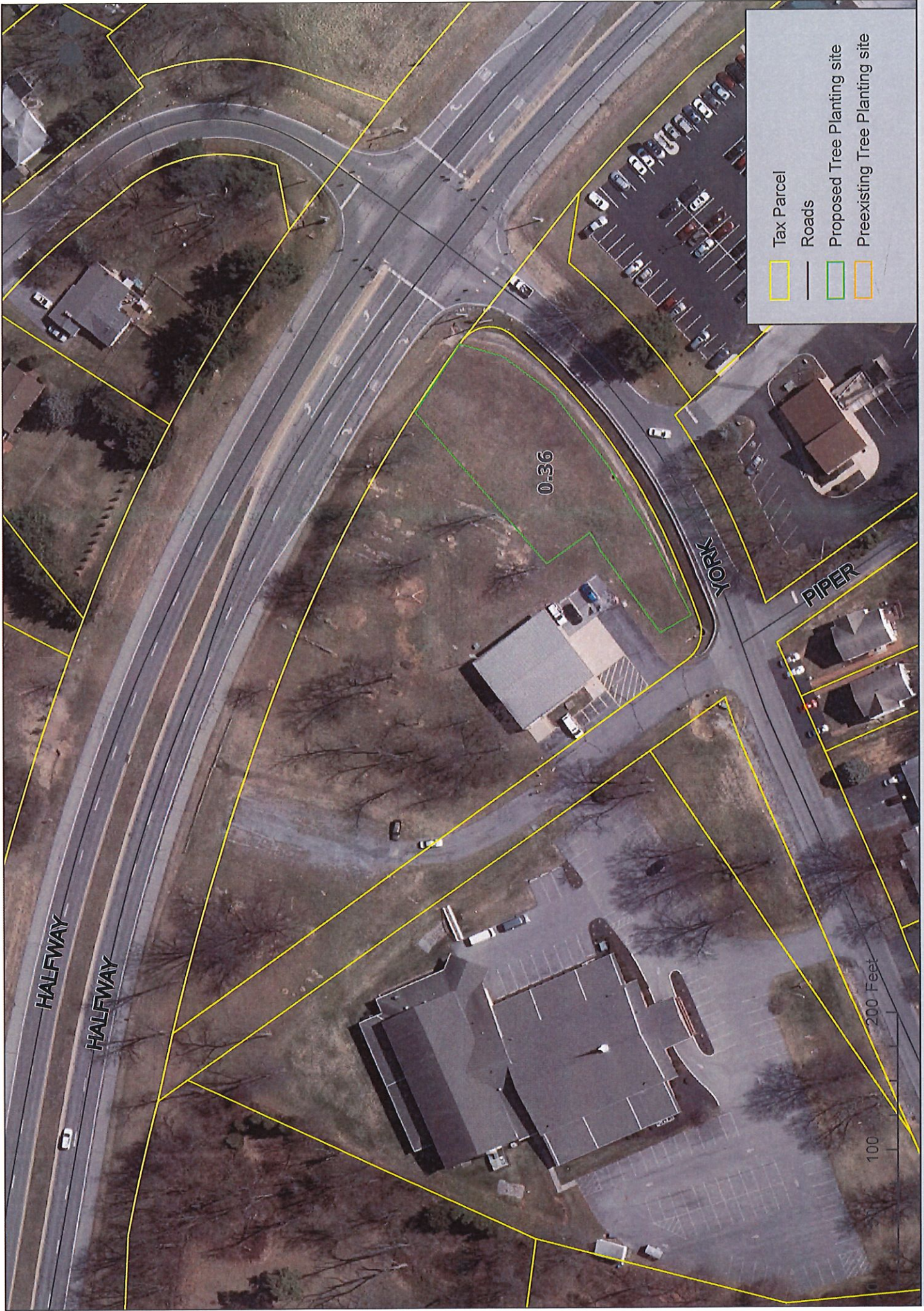
Chestnut Grove Park



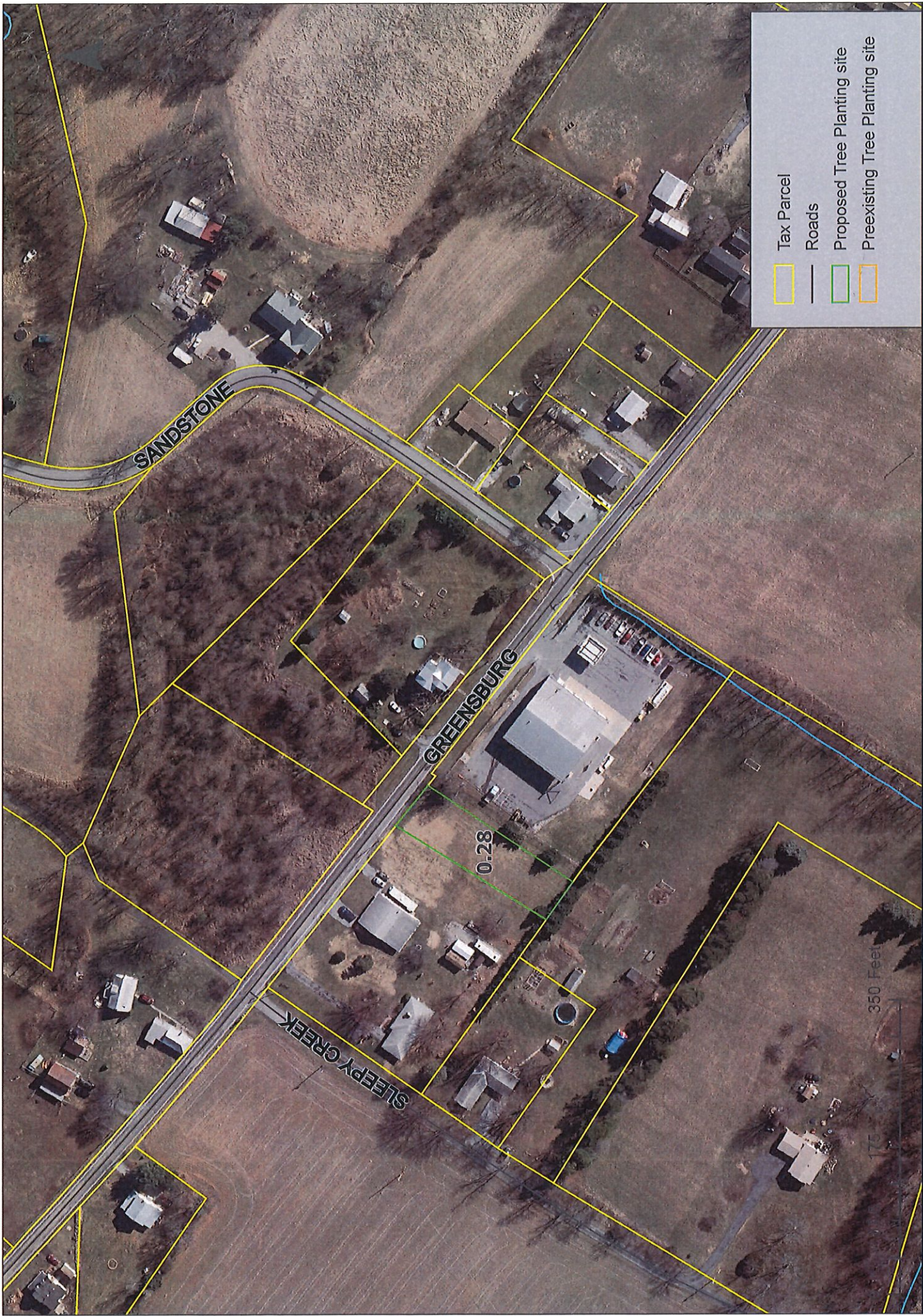
Clear Spring Park Single Row of Trees



County Farm Riparian Buffer



York Road County Park







Eastern Section Highway Dept

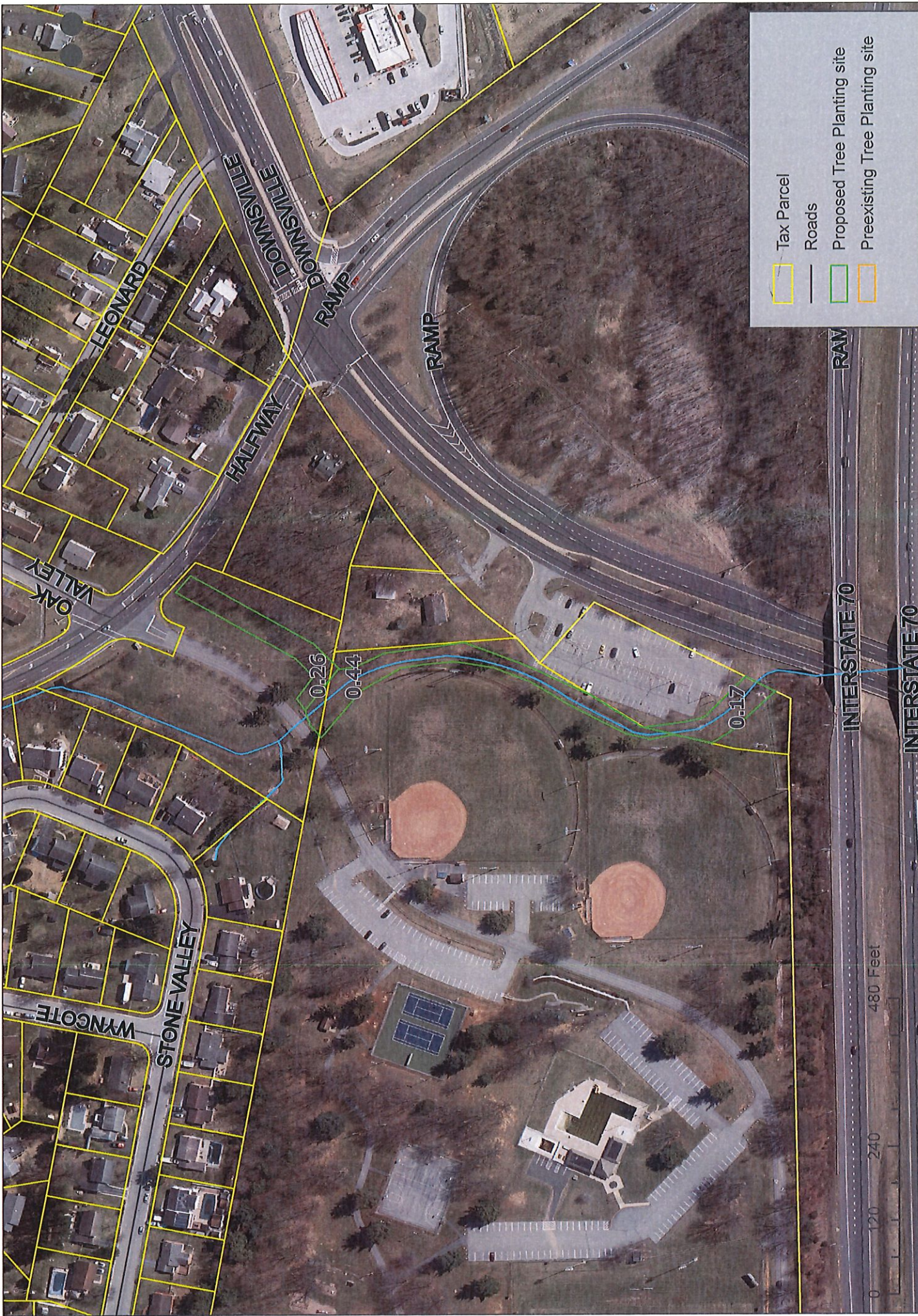






Washington County Election Board



	Tax Parcel
	Roads
	Proposed Tree Planting site
	Preexisting Tree Planting site

Greensburg Road Transfer Station







	Tax Parcel
	Roads
	Proposed Tree Planting site
	Preexisting Tree Planting site

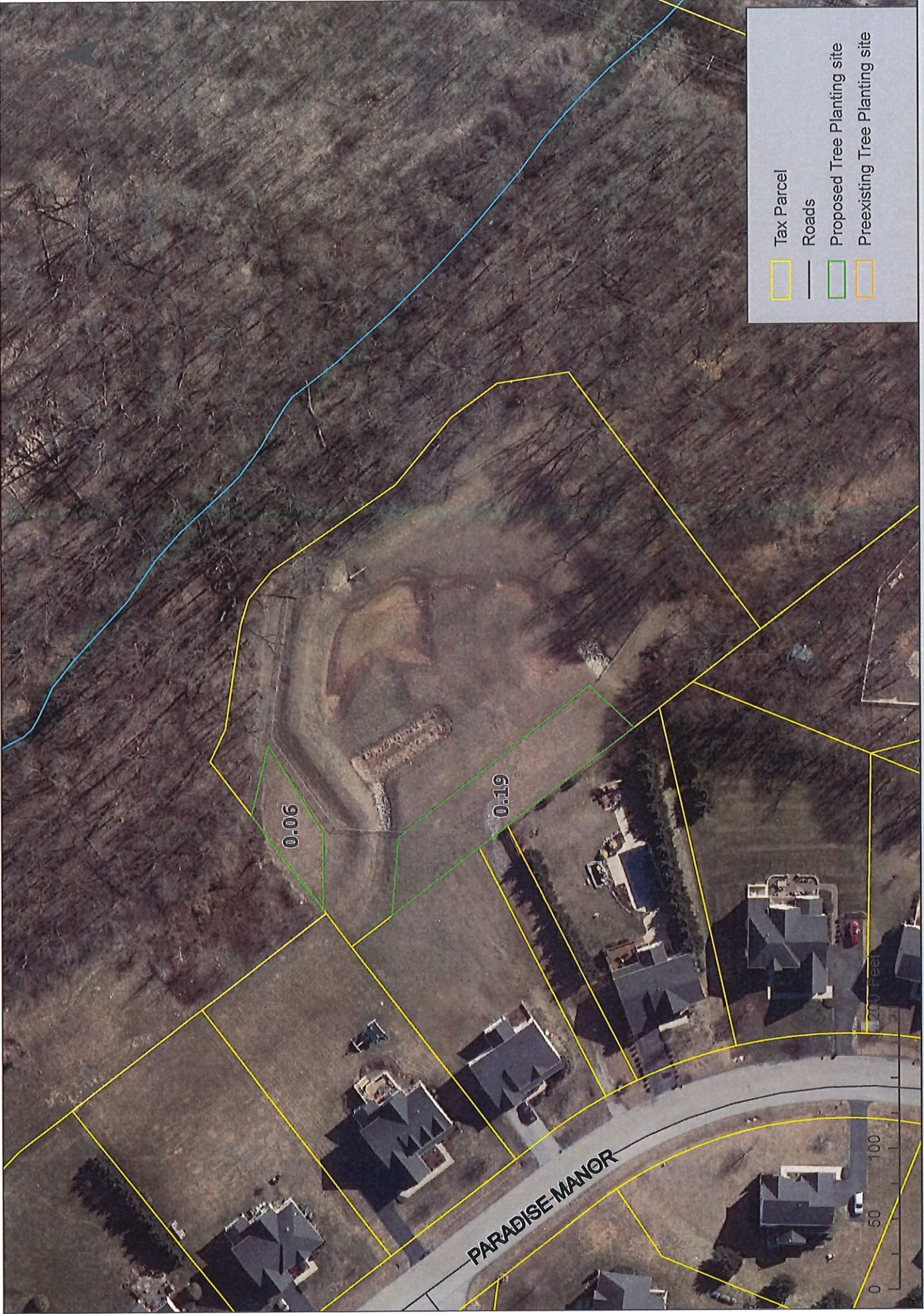


Marty Snook Park



	Tax Parcel
	Roads
	Proposed Tree Planting site
	Preexisting Tree Planting site

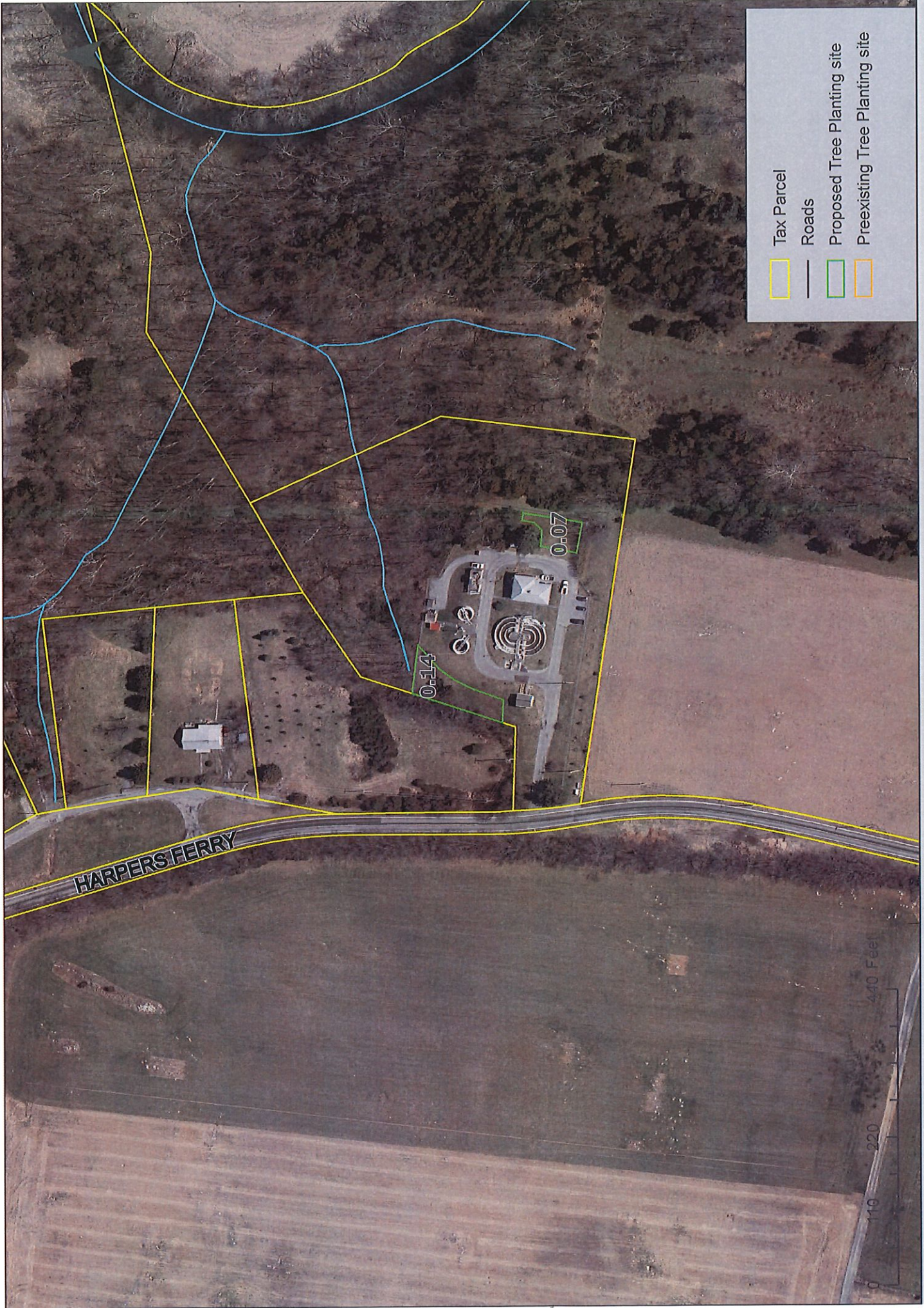
Orchard Meadows Dry Pond



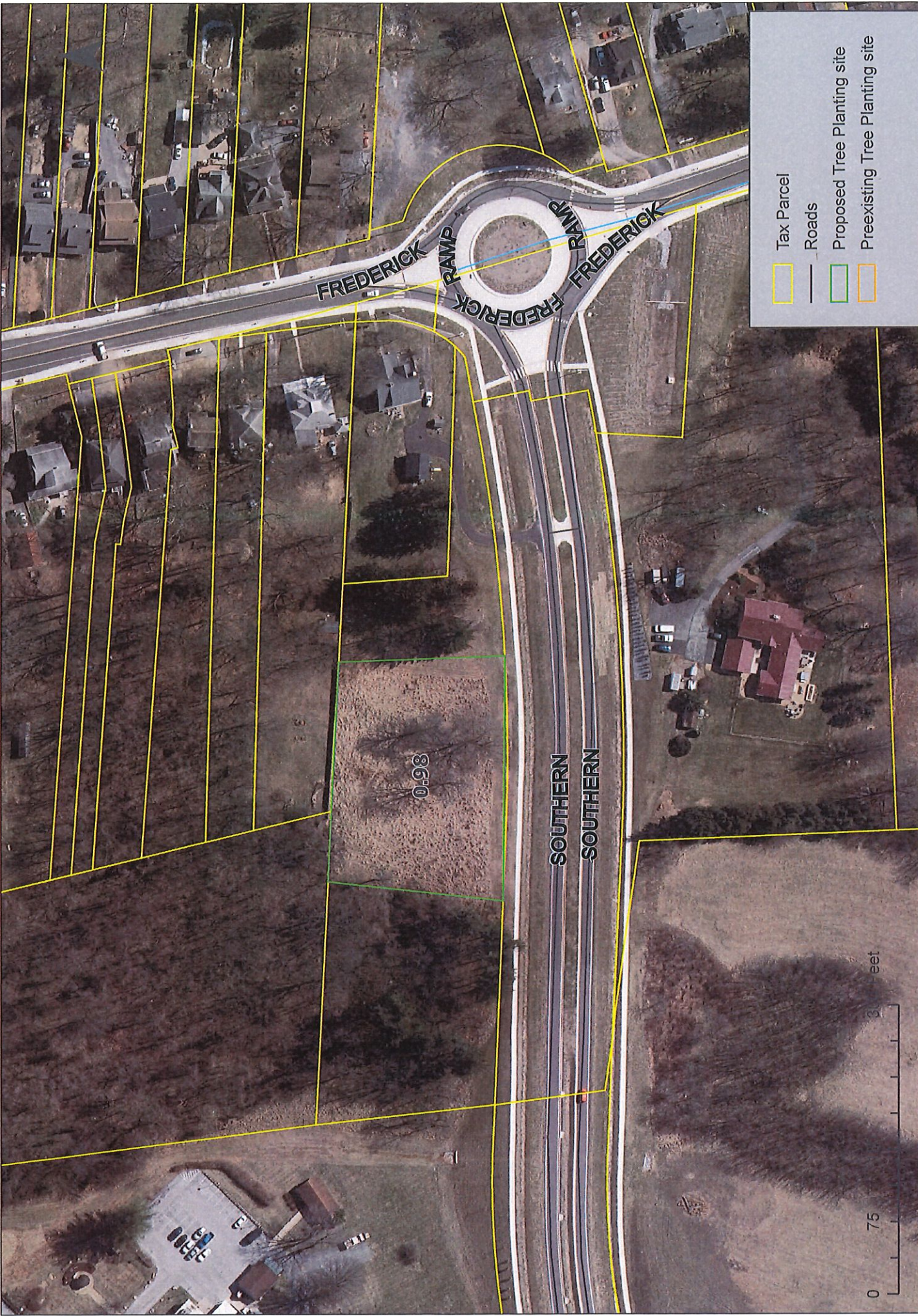
Paradise Manor



Poffenberger Rd



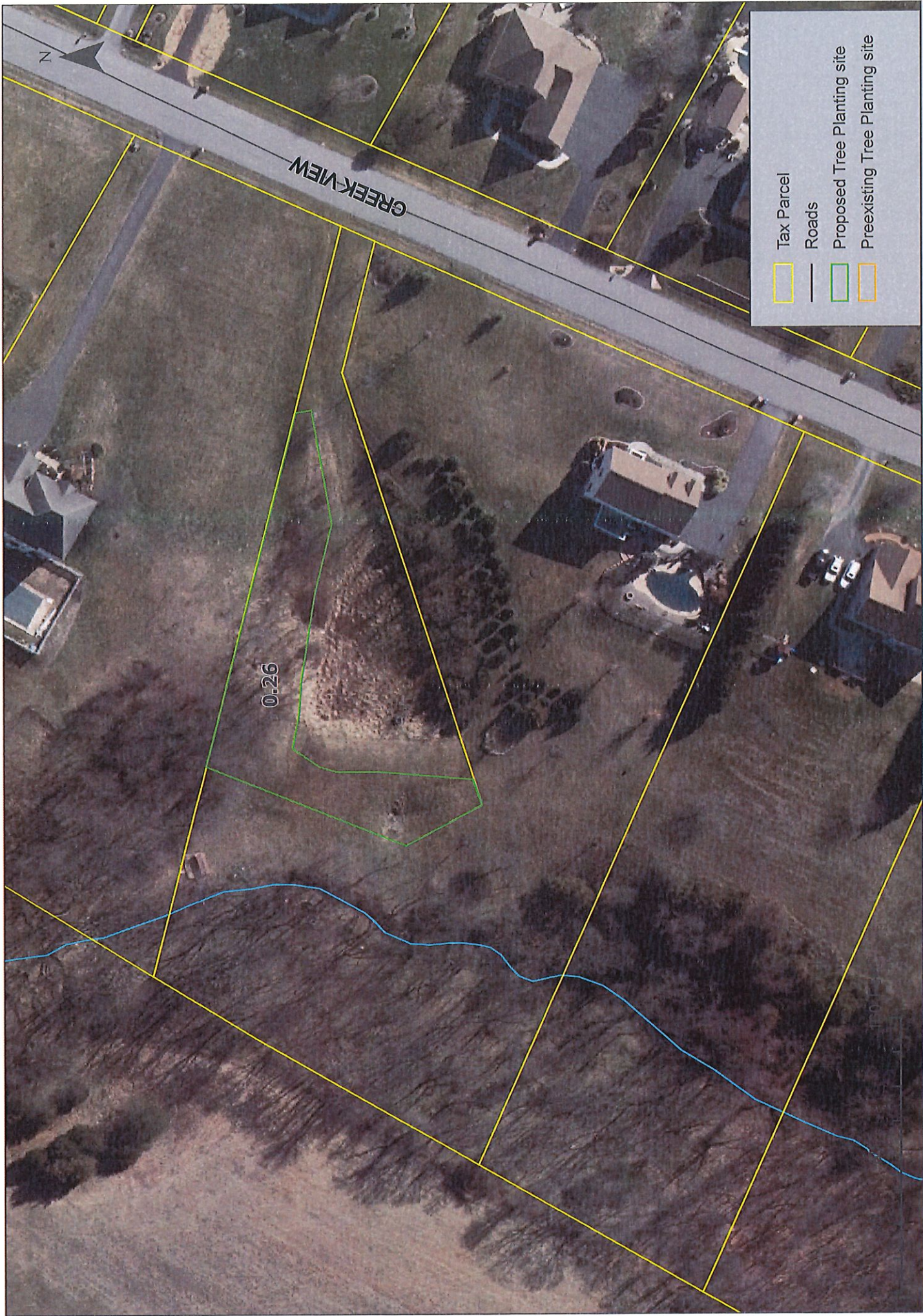
Sharpshurg Wastewater Treatment Plant



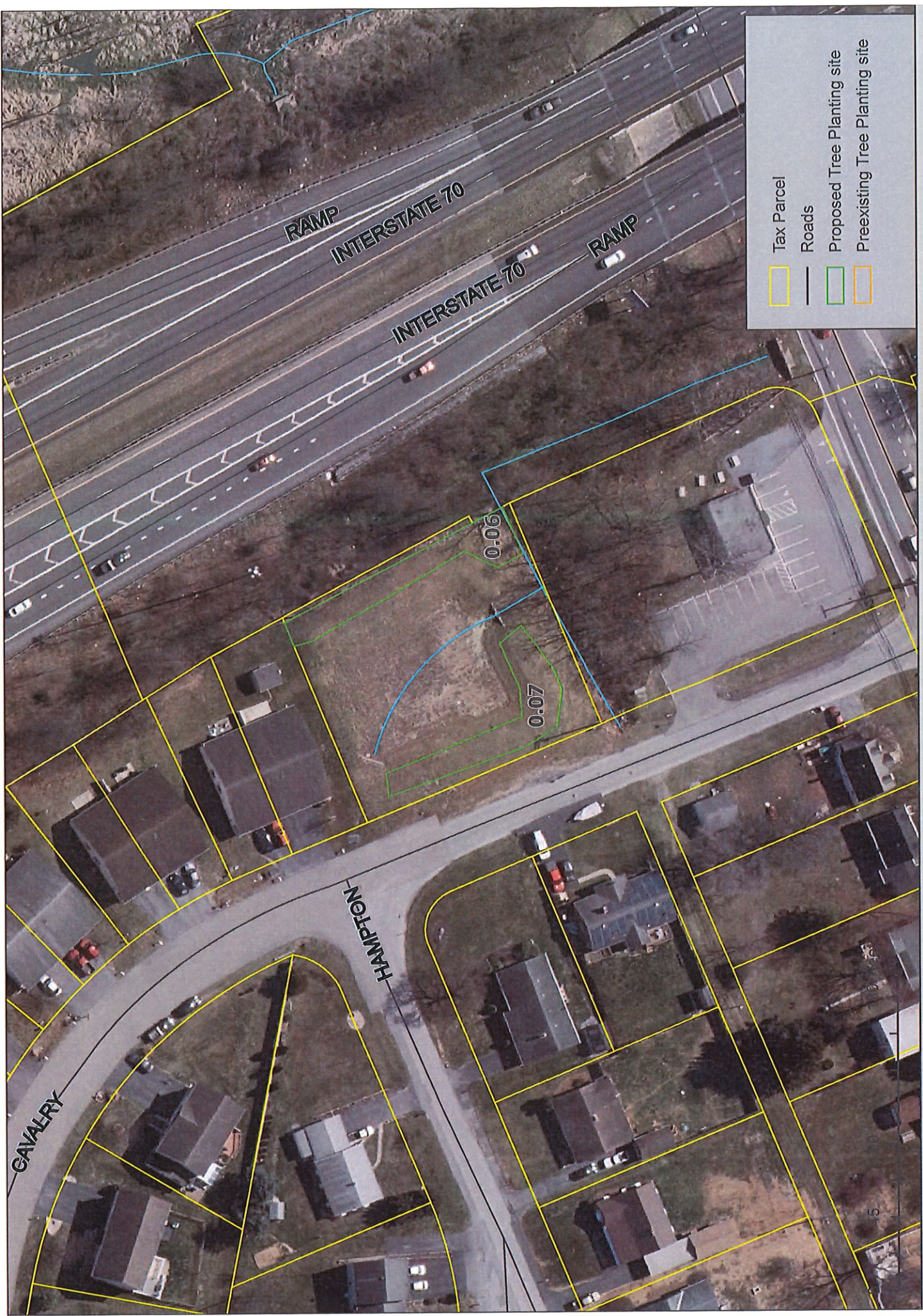
Tax Parcel
 Roads
 Proposed Tree Planting site
 Preexisting Tree Planting site



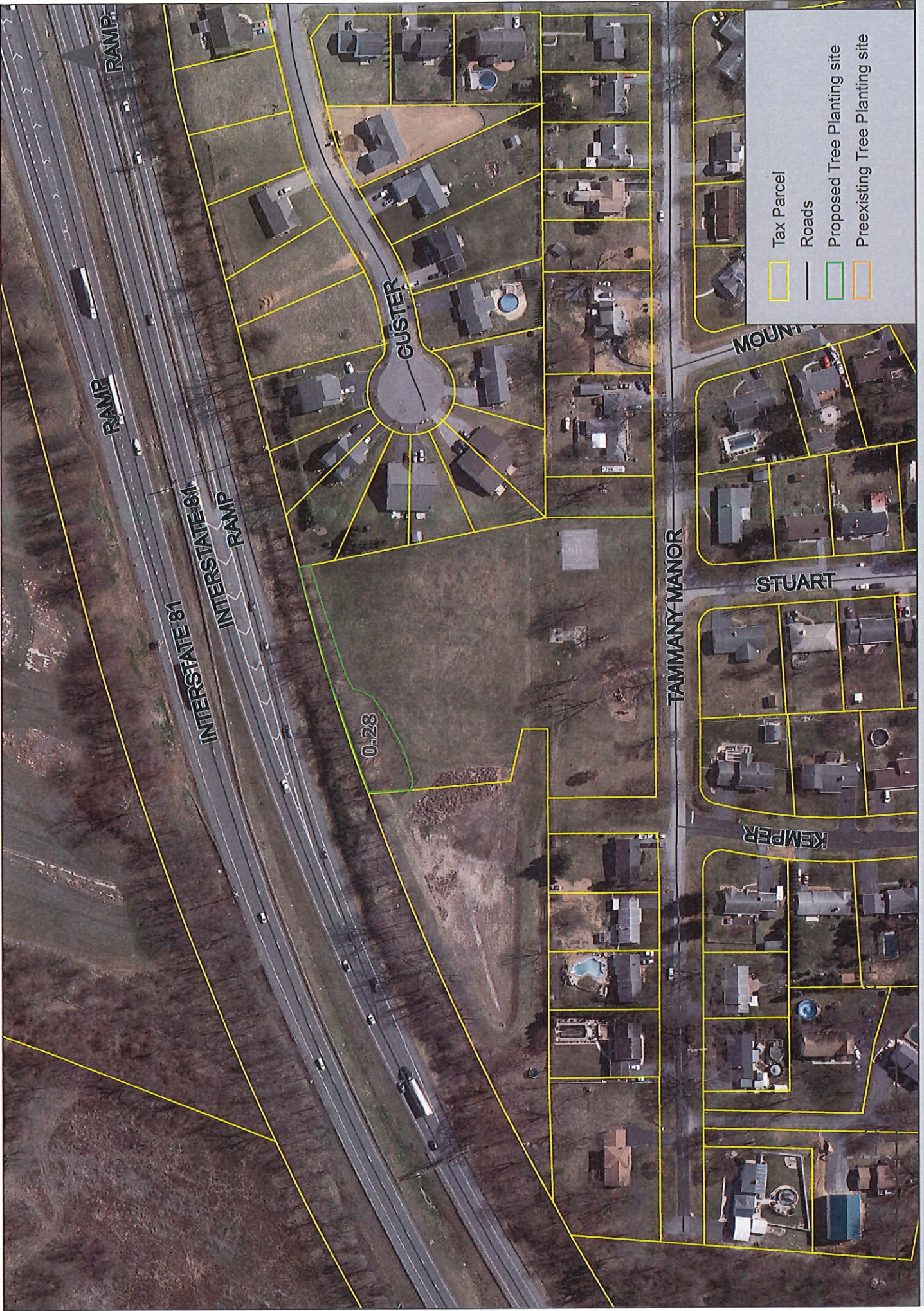
Southern Blvd



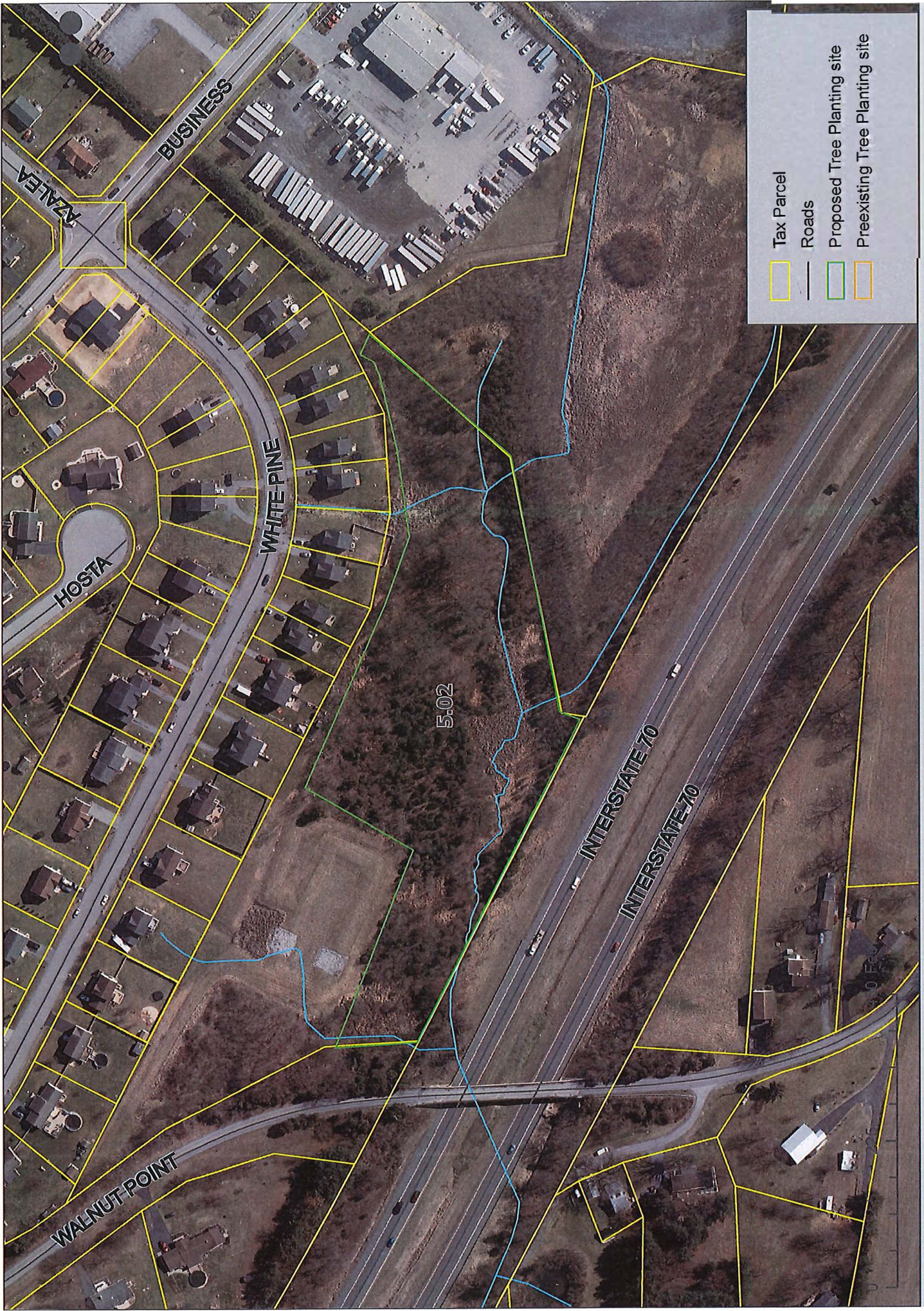
Sunset Creek Estates Dry Pond







Tammany Heights Dry Pond

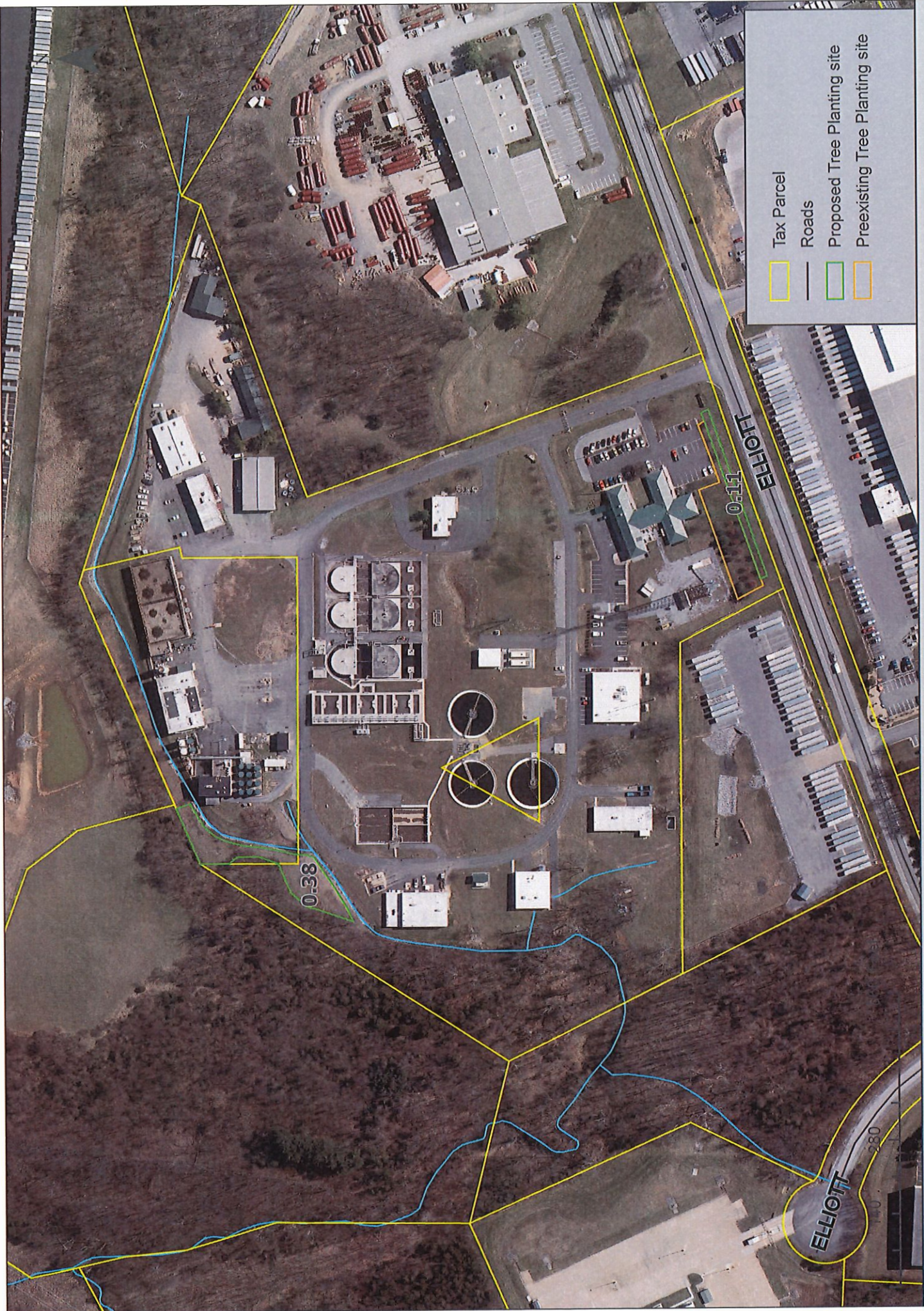






Tammany Heights Park



	Tax Parcel
	Roads
	Proposed Tree Planting site
	Preexisting Tree Planting site

Walnut Point



	Tax Parcel
	Roads
	Proposed Tree Planting site
	Preexisting Tree Planting site

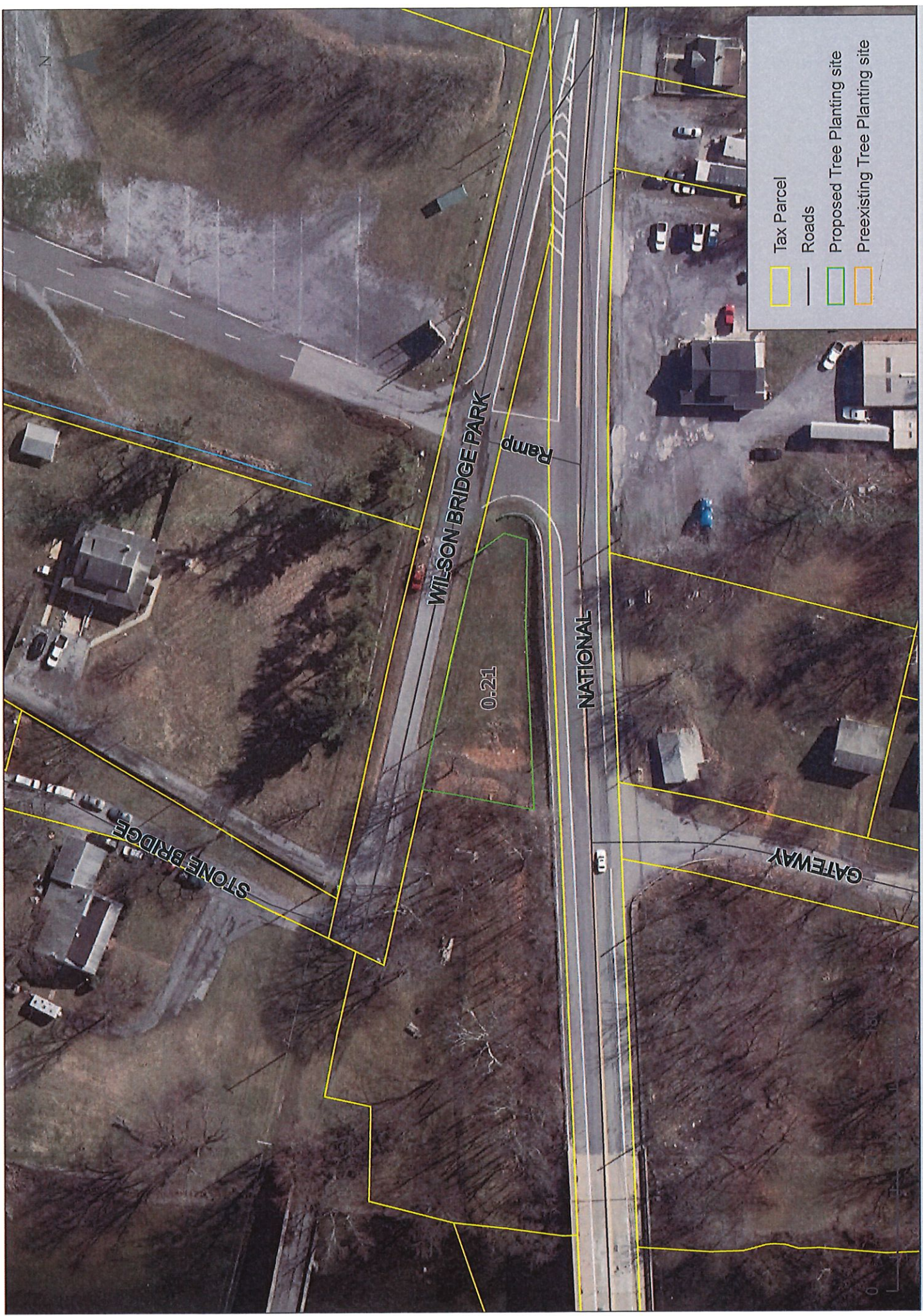
Washington County Division of Env Mgt



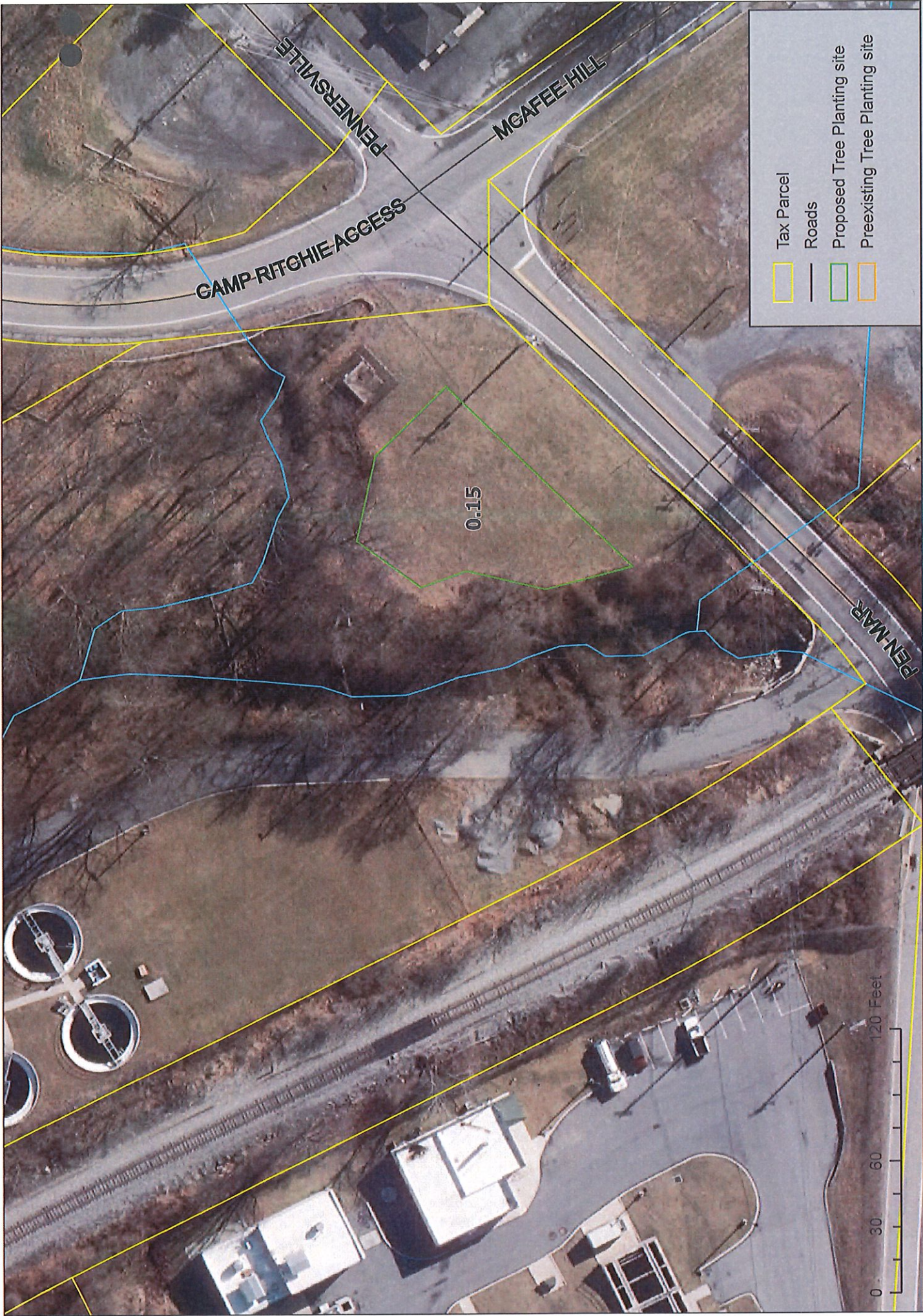
Washington County Technical High School



Western Section Highway Dept



Wilson Bridge Park



Winebrenner WWTP Property



Agenda Report Form

Open Session Item

SUBJECT: Construction Bid Award - Pavement Maintenance & Rehabilitation Program FY'22
Hot Mix Asphalt Applications, Contract No. MS-PMP-297-28

PRESENTATION DATE: March 22, 2022

PRESENTATION BY: Scott Hobbs, Director, Division of Engineering

RECOMMENDED MOTION: Move to award the bid for the Pavement Maintenance & Rehabilitation Program FY'22 Hot Mix Asphalt Applications contract to the lowest responsive, responsible bidder, Craig Paving, Inc. of Hagerstown in the amount of \$3,352,970.85 which includes the option to extend the contract for a period of up to two, one-year extensions.

REPORT-IN-BRIEF: The project was advertised in the Herald Mail, on the County's website, and on the State of Maryland's website, "e-Maryland Marketplace Advantage (eMMA)." Two (2) bids were received and opened on Wednesday, March 9, 2022, as listed below and further detailed on the attached Bid Tabulation.

<u>Contractor:</u>	<u>Total Bid:</u>
Craig Paving, Inc.	\$3,352,970.85
L.W. Wolfe Enterprises, Inc.	\$3,824,243.48

The bids were evaluated and the low bid is in order. The engineer's estimate for the work is \$3,438,787

DISCUSSION: The pavement maintenance & rehabilitation program for hot mix asphalt applications involves pavement preservation, repair, and rehabilitation. Applications include providing superpave hot mix asphalt overlays, patching, crack filling, and permanent pavement markings. The project includes approximately 12 miles of paving applications.

The contract follows standard State Highway Administration provisions for monthly liquid asphalt and diesel fuel price adjustments. The bid documents provide one hundred eighty-five (185) consecutive calendar days to complete the work. The Notice to Proceed is anticipated on or about April 4, 2022 with a final completion date of October 5, 2022. The bid documents include Liquidated Damages in the amount of \$500.00 per calendar day for work beyond the completion date and an option to extend the contract additional years.

Motorists may experience some minor delays as a result of lane closures but there are no major road closures associated with this work. Public notices will be made and road work signs posted prior to the start of work. The road listing is attached and will be posted on the County's website for reference.

FISCAL IMPACT: This is a budgeted Capital Improvement Plan (CIP) project (RDI024). Total expenses for the hot mix asphalt applications contract are estimated at \$3,761,970; including \$3,352,970.85 for proposed bid award, \$230,000 for inspection/testing and \$179,000 for 5% construction contingency.

CONCURRENCES: N/A

ALTERNATIVES: This is the most cost effective and practical alternative. Roads are substandard and need repairs to extend service life.

ATTACHMENTS: Bid Tabulation, Road Listing, Aerial Maps

AUDIO/VISUAL TO BE USED: Aerial Maps

WASHINGTON COUNTY, MARYLAND - DIVISION OF ENGINEERING
PAVEMENT MAINTENANCE AND REHABILITATION PROGRAM FY-'22 - HOT MIX ASPHALT (HMA) APPLICATIONS
CONTRACT NO. MS-PMP-297-28
BID TABULATION
BID OPENING: March 9, 2022 AT 10:00 AM



DESCRIPTION	ITEM NO.	QTY.	UNIT	Craig Paving, Inc. Hagerstown, MD		L.W. Wolfe Enterprises Myersville, MD	
				UNIT PRICE	ITEM TOTAL	UNIT PRICE	ITEM TOTAL
Maintenance Of Traffic	101	1	LS	\$ 144,000.00	\$ 144,000.00	\$ 177,000.00	\$ 177,000.00
Temporary Traffic Signs	102	240	SF	\$ 6.00	\$ 1,440.00	\$ 30.00	\$ 7,200.00
Contingent - Portable Variable Message Sign (PVMS)	103	12	DAY	\$ 90.00	\$ 1,080.00	\$ 150.00	\$ 1,800.00
Contingent - Removal of Pavement	201	20	CY	\$ 20.00	\$ 400.00	\$ 75.00	\$ 1,500.00
Contingent - Removal of Curb	202	50	LF	\$ 5.00	\$ 250.00	\$ 10.00	\$ 500.00
Contingent - Stabilization, Type - 1	501	50	CY	\$ 10.00	\$ 500.00	\$ 60.00	\$ 3,000.00
Contingent - Stabilization, Type - 2	502	50	CY	\$ 20.00	\$ 1,000.00	\$ 60.00	\$ 3,000.00
Contingent - 4" Graded Aggregate Base	503	100	TON	\$ 20.50	\$ 2,050.00	\$ 41.53	\$ 4,153.00
Contingent - Hot Mix Asphalt Superpave 4.75 mm (PG64S-22)	504	250	TON	\$ 89.40	\$ 22,350.00	\$ 107.77	\$ 26,942.50
Hot Mix Asphalt Superpave 9.5 mm (PG64S-22)	505	14,379	TON	\$ 77.90	\$ 1,120,124.10	\$ 93.12	\$ 1,338,972.48
Hot Mix Asphalt Superpave 12.5 mm (PG64H-22)	506	780	TON	\$ 77.90	\$ 60,762.00	\$ 89.87	\$ 70,098.60
Hot Mix Asphalt Superpave 19.0 mm (PG64S-22)	507	100	TON	\$ 70.00	\$ 7,000.00	\$ 94.96	\$ 9,496.00
Contingent - Hot Mix Asphalt Superpave 25.0 mm (PG64S-22)	508	100	TON	\$ 65.00	\$ 6,500.00	\$ 92.70	\$ 9,270.00
Ultra-Thin Bonded Wearing Course	509	30,036	SY	\$ 5.90	\$ 177,212.40	\$ 5.78	\$ 173,608.08
Contingent - Hot Mix Asphalt Superpave 9.5 mm (PG64S-22) for Driveway Tie-in Handwork and HMA Berms	510	861	TON	\$ 99.90	\$ 86,013.90	\$ 135.00	\$ 116,235.00
Hot Mix Asphalt Superpave 9.5 mm (PG64S-22) for Wedge & Leveling	511	1,455	TON	\$ 81.80	\$ 119,019.00	\$ 108.40	\$ 157,722.00
Hot Mix Asphalt Superpave 9.5 mm (PG64S-22) for Level Course	512	2,437	TON	\$ 91.65	\$ 223,351.05	\$ 108.40	\$ 264,170.80
Hot Mix Asphalt Superpave 19.0 mm (PG64S-22) for Wedge & Leveling	513	100	TON	\$ 71.40	\$ 7,140.00	\$ 87.68	\$ 8,768.00
Paving Fabric for Joint Repair	514	500	LF	\$ 1.75	\$ 875.00	\$ 3.78	\$ 1,890.00
Paving Fabric	515	42,403	SY	\$ 3.90	\$ 165,371.70	\$ 3.76	\$ 159,435.28
Contingent: Paving Mat	516	500	SY	\$ 4.30	\$ 2,150.00	\$ 4.46	\$ 2,230.00
Contingent: Paving Membrane	517	500	LF	\$ 3.90	\$ 1,950.00	\$ 4.05	\$ 2,025.00
Hot Mix Asphalt Patches (Base Mix)	518	6,230	TON	\$ 94.80	\$ 590,604.00	\$ 100.00	\$ 623,000.00
Contingent - Hot Mix Asphalt Patches (Surface Mix)	519	550	TON	\$ 99.80	\$ 54,890.00	\$ 103.00	\$ 56,650.00
Contingent - Saw Cut Hot Mix Asphalt Patches (Base Mix)	520	50	TON	\$ 54.00	\$ 2,700.00	\$ 125.00	\$ 6,250.00
Contingent - Saw Cut Hot Mix Asphalt Patches (Surface Mix)	521	25	TON	\$ 64.00	\$ 1,600.00	\$ 125.00	\$ 3,125.00
Milling Hot Mix Asphalt Pavement 0"-2" Depth	522	78,128	SY	\$ 1.30	\$ 101,566.40	\$ 1.50	\$ 117,192.00
Milling Hot Mix Asphalt Pavement 0"-6" Depth	523	1,000	SY	\$ 5.75	\$ 5,750.00	\$ 7.51	\$ 7,510.00
Crack Filling	524	4,000	LB	\$ 3.75	\$ 15,000.00	\$ 3.00	\$ 12,000.00
Adjust Existing Manhole	525	46	EACH	\$ 250.00	\$ 11,500.00	\$ 325.00	\$ 14,950.00
Pavement Marking Paint - 5" Wide Lines	526	45,900	LF	\$ 0.20	\$ 9,180.00	\$ 0.17	\$ 7,803.00
Lead Free Reflective Thermoplastic Pavement Markings, 5" Wide Lines	527	94,558	LF	\$ 1.05	\$ 99,285.90	\$ 0.88	\$ 83,211.04
Lead Free Reflective Thermoplastic Pavement Markings, 10" Wide Lines	528	274	LF	\$ 1.80	\$ 493.20	\$ 1.75	\$ 479.50
No Preheat Heat Applied Permanent Preformed Thermoplastic Pavement Markings - Lines, 24" Wide Stop Bars	529	1,464	SF	\$ 10.80	\$ 15,811.20	\$ 6.30	\$ 9,223.20
No Preheat Heat Applied Permanent Preformed Thermoplastic Pavement Markings - Lines, 12" Wide Crosswalks	530	120	SF	\$ 10.80	\$ 1,296.00	\$ 6.30	\$ 756.00
No Preheat Heat Applied Permanent Preformed Thermoplastic Pavement Markings - Symbols, Arrows	531	270	SF	\$ 22.00	\$ 5,940.00	\$ 21.00	\$ 5,670.00
No Preheat Heat Applied Permanent Preformed Thermoplastic Pavement Markings - Legends, Letters	532	45	SF	\$ 22.00	\$ 990.00	\$ 21.00	\$ 945.00
No Preheat Heat Applied Permanent Preformed Thermoplastic Pavement Markings - Symbols, Railroad Crossing	533	65	SF	\$ 22.00	\$ 1,430.00	\$ 21.00	\$ 1,365.00
Removal of Pavement Markings, Lines	534	45,000	LF	\$ 1.00	\$ 45,000.00	\$ 1.00	\$ 45,000.00
Contingent - Removal of Pavement Letters, Symbols, Arrows, and Numbers	535	4	EACH	\$ 130.00	\$ 520.00	\$ 63.00	\$ 252.00
Contingent: Temporary Pavement Markings	536	22,000	LF	\$ 0.20	\$ 4,400.00	\$ 1.65	\$ 36,300.00
Price Adjustment for Asphalt Binder	537	125,000	EACH	\$ 1.00	\$ 125,000.00	\$ 1.00	\$ 125,000.00
Price Adjustment for Diesel Fuel	538	75,000	EACH	\$ 1.00	\$ 75,000.00	\$ 1.00	\$ 75,000.00
Contingent: 6 Inch Driveway Mix No. 6	601	10	SY	\$ 90.00	\$ 900.00	\$ 100.00	\$ 1,000.00
Contingent - Concrete Mountable Curb Replacement	602	100	LF	\$ 38.00	\$ 3,800.00	\$ 50.00	\$ 5,000.00
Contingent - Concrete Curb Replacement	603	100	LF	\$ 38.00	\$ 3,800.00	\$ 55.00	\$ 5,500.00
Contingent - Concrete Curb Opening	604	2	EACH	\$ 500.00	\$ 1,000.00	\$ 750.00	\$ 1,500.00
Contingent: 5 Inch Concrete Sidewalk and Ramps	605	100	SF	\$ 12.00	\$ 1,200.00	\$ 35.00	\$ 3,500.00
Contingent: Detectable Warning Surface	606	20	SF	\$ 40.00	\$ 800.00	\$ 125.00	\$ 2,500.00
Contingent - Shoulder Edge Drop Off Grading Adjustment	607	100	TON	\$ 20.50	\$ 2,050.00	\$ 45.00	\$ 4,500.00
Contingent - Placing Furnished Topsoil, 4" Depth	701	2,000	SY	\$ 4.10	\$ 8,200.00	\$ 6.00	\$ 12,000.00
Contingent - Seeding Disturbed Areas, Type II	702	2,000	SY	\$ 1.05	\$ 2,100.00	\$ 2.00	\$ 4,000.00
Contingent - Turfgrass Sod Establishment	703	250	SY	\$ 3.50	\$ 875.00	\$ 7.50	\$ 1,875.00
Contingent - Type A Soil Stabilization Matting	704	1,000	SY	\$ 1.75	\$ 1,750.00	\$ 4.17	\$ 4,170.00
Contingent - Traffic Signal Loop Detector	801	2	EACH	\$ 4,000.00	\$ 8,000.00	\$ 4,000.00	\$ 8,000.00
BID TOTALS				\$	3,352,970.85	\$	3,824,243.48

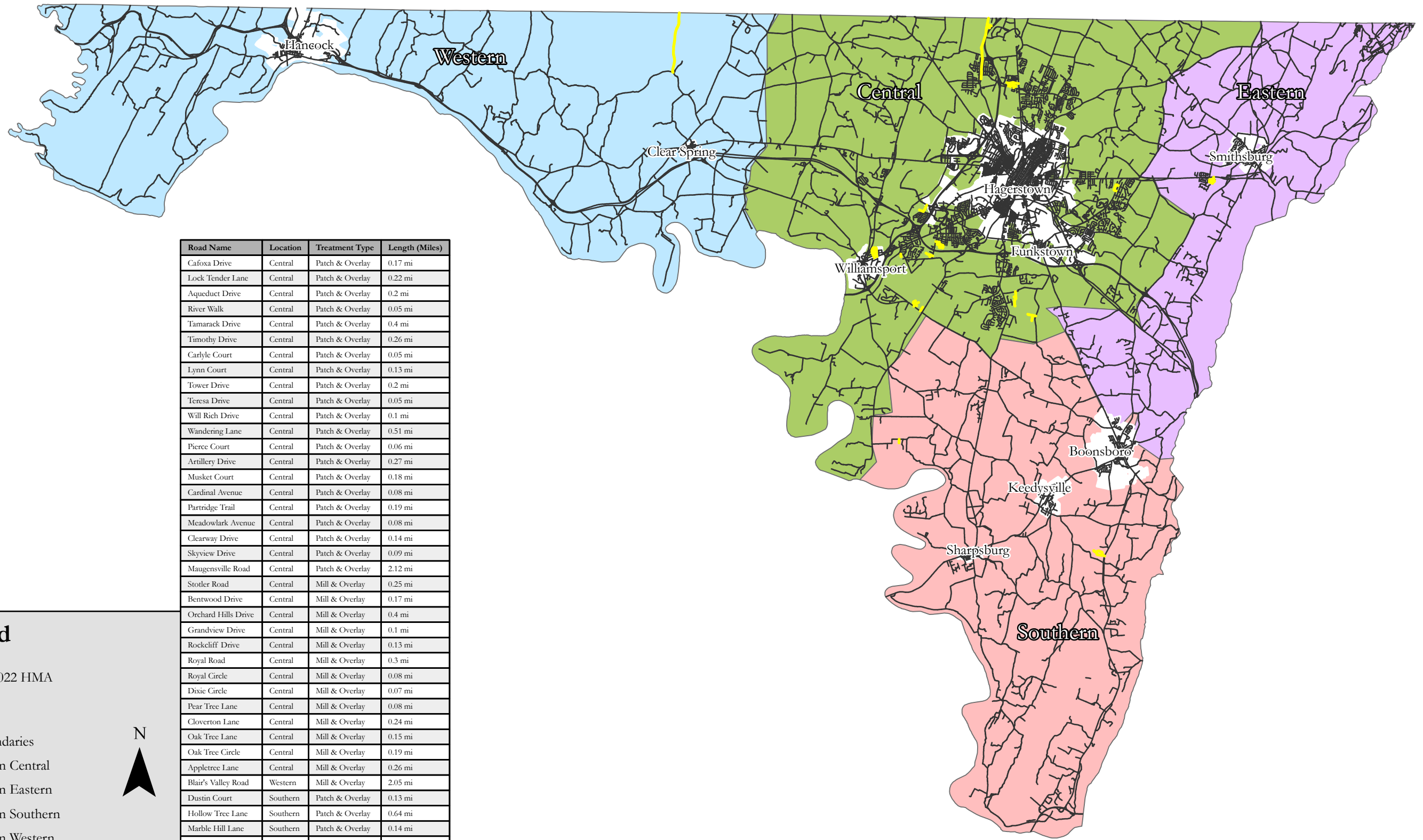
*Denotes mathematical error

PROPOSED FY'22 HMA ROAD LIST

PROJECT NO. 28-297

ROAD NAME	FROM	TO	LENGTH MILE	TREATMENT
PATCH & OVERLAY				
Cafoxa Drive	Lappans Road - MD 68	Cul-de-sac	0.17	P&O
Lock Tender Lane	Lappans Road - MD 68	Cul-de-sac	0.22	P&O
Aqueduct Drive	Lock Tender Lane	Cul-de-sac	0.20	P&O
River Walk	Lock Tender Lane	Cul-de-sac	0.05	P&O
Dustin Court	Woburn Road	Cul-de-sac	0.13	P&O
Tamarack Drive	Martin Street	Blair's Valley Road	0.40	P&O
Timothy Drive	Tamarack Drive	Cul-de-sac	0.26	P&O
Carlyle Court	Tamarack Drive	Cul-de-sac	0.05	P&O
Lynn Court	Cul-de-sac	Cul-de-sac	0.13	P&O
Tower Drive	Bower Avenue	Dead End	0.20	P&O
Teresa Drive	Tower Drive	Cul-de-sac	0.05	P&O
Will Rich Drive	Edward Doub Road	Cul-de-sac	0.10	P&O
Wandering Lane	Wagaman Road	Cul-de-sac	0.51	P&O
Pierce Court	Wandering Lane	Cul-de-sac	0.06	P&O
Artillery Drive	Garis Shop Road	Cul-de-sac	0.27	P&O
Musket Court	Artillery Drive	Cul-de-sac	0.18	P&O
Cardinal Avenue	Robinwood Drive	Partridge Trail	0.08	P&O
Partridge Trail	Cardinal Avenue	Meadowlark Avenue	0.19	P&O
Meadowlark Avenue	Robinwood Drive	Partridge Trail	0.08	P&O
Clearway Drive	Maugansville Road	Cul-de-sac	0.14	P&O
Skyview Drive	Maugansville Road	Cul-de-sac	0.09	P&O
Hollow Tree Lane	Rohersville Road - MD 67	Hollow Tree Lane	0.64	P&O
Marble Hill Lane	Hollow Tree Lane	Cul-de-sac	0.14	P&O
Maugansville Road	Railroad Crossing	State Line Road	2.12	UTBWC
		Sub Total	6.46	
MILL & OVERLAY				
Blair's Valley Road	Hanging Rock Road	PA State Line	2.05	M&O
Stotler Road	Halfway Boulevard	Bentwood Drive	0.25	M&O
Bentwood Drive	Stotler Road	End of Pavement	0.17	M&O
Haven Hill Drive	Jefferson Boulevard - MD 64	Rainbow Avenue	0.24	M&O
Rainbow Avenue	Have Hill Drive	Pikeside Drive	0.18	M&O
Beaverdale Road	Rainbow Avenue	Pikeside Drive	0.14	M&O
Pikeside Drive	Haven Hill Drive	End of Pavement	0.15	M&O
Pot O Gold Court	Rainbow Avenue	Cul de sac	0.03	M&O
Orchard Hills Parkway	Pennsylvania Avenue - MD 11	Woodland Heights Drive	0.40	M&O
Grandview Drive	Maugans Avenue	Orchard Hills Parkway	0.10	M&O
Rockcliff Drive	Maugans Avenue	Orchard Hills Parkway	0.13	M&O
Royal Road	Maugans Avenue	Orchard Hills Parkway	0.30	M&O
Royal Circle	Royal Road	Cul de sac	0.08	M&O
Dixie Circle	Dixie Drive	Cul de sac	0.07	M&O
Pear Tree Lane	Virginia Avenue - MD 11	Cloverton Lane	0.08	M&O
Cloverton Lane	Appletree Lane	Appletree Lane	0.24	M&O
Oak Tree Lane	Cloverton Lane	Appletree Lane	0.15	M&O
Oak Tree Circle	Oak Tree Lane	Cul de sac	0.19	M&O
Appletree Lane	E. Potomac Street	Cloverton Lane	0.26	M&O
		Sub Total	5.21	
		Total Miles	11.67	

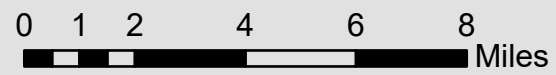
PROPOSED FY2022 PMP HMA: WASHINGTON COUNTY



Road Name	Location	Treatment Type	Length (Miles)
Cafoxa Drive	Central	Patch & Overlay	0.17 mi
Lock Tender Lane	Central	Patch & Overlay	0.22 mi
Aqueduct Drive	Central	Patch & Overlay	0.2 mi
River Walk	Central	Patch & Overlay	0.05 mi
Tamarack Drive	Central	Patch & Overlay	0.4 mi
Timothy Drive	Central	Patch & Overlay	0.26 mi
Carlyle Court	Central	Patch & Overlay	0.05 mi
Lynn Court	Central	Patch & Overlay	0.13 mi
Tower Drive	Central	Patch & Overlay	0.2 mi
Teresa Drive	Central	Patch & Overlay	0.05 mi
Will Rich Drive	Central	Patch & Overlay	0.1 mi
Wandering Lane	Central	Patch & Overlay	0.51 mi
Pierce Court	Central	Patch & Overlay	0.06 mi
Artillery Drive	Central	Patch & Overlay	0.27 mi
Musket Court	Central	Patch & Overlay	0.18 mi
Cardinal Avenue	Central	Patch & Overlay	0.08 mi
Partridge Trail	Central	Patch & Overlay	0.19 mi
Meadowlark Avenue	Central	Patch & Overlay	0.08 mi
Clearway Drive	Central	Patch & Overlay	0.14 mi
Skyview Drive	Central	Patch & Overlay	0.09 mi
Maugensville Road	Central	Patch & Overlay	2.12 mi
Stotler Road	Central	Mill & Overlay	0.25 mi
Bentwood Drive	Central	Mill & Overlay	0.17 mi
Orchard Hills Drive	Central	Mill & Overlay	0.4 mi
Grandview Drive	Central	Mill & Overlay	0.1 mi
Rockcliff Drive	Central	Mill & Overlay	0.13 mi
Royal Road	Central	Mill & Overlay	0.3 mi
Royal Circle	Central	Mill & Overlay	0.08 mi
Dixie Circle	Central	Mill & Overlay	0.07 mi
Pear Tree Lane	Central	Mill & Overlay	0.08 mi
Cloverton Lane	Central	Mill & Overlay	0.24 mi
Oak Tree Lane	Central	Mill & Overlay	0.15 mi
Oak Tree Circle	Central	Mill & Overlay	0.19 mi
Appletree Lane	Central	Mill & Overlay	0.26 mi
Blair's Valley Road	Western	Mill & Overlay	2.05 mi
Dustin Court	Southern	Patch & Overlay	0.13 mi
Hollow Tree Lane	Southern	Patch & Overlay	0.64 mi
Marble Hill Lane	Southern	Patch & Overlay	0.14 mi
Haven Hill Drive	Eastern	Mill & Overlay	0.24 mi
Rainbow Avenue	Eastern	Mill & Overlay	0.17 mi
Beaverdale Road	Eastern	Mill & Overlay	0.14 mi
Pikeside Drive	Eastern	Mill & Overlay	0.15 mi
Pot O Gold Court	Eastern	Mill & Overlay	0.03 mi

Legend

- Scheduled FY2022 HMA Overlay
- Roads
- Municipal Boundaries
- Highway Section Central
- Highway Section Eastern
- Highway Section Southern
- Highway Section Western



PROPOSED FY2022 PMP HMA: WESTERN SECTION



Legend

- PMP2022HMA selection
- Roads
- Municipal Boundaries
- HighwaySectionWestern

N

0 0.5 1 2 3 4 Miles




RoadName	TreatmentType	Length (Miles)
Blair's Valley Road	Mill & Overlay	2.05 mi

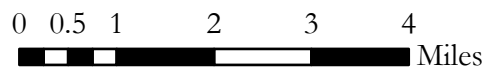
PROPOSED FY2022 PMP HMA: CENTRAL REGION



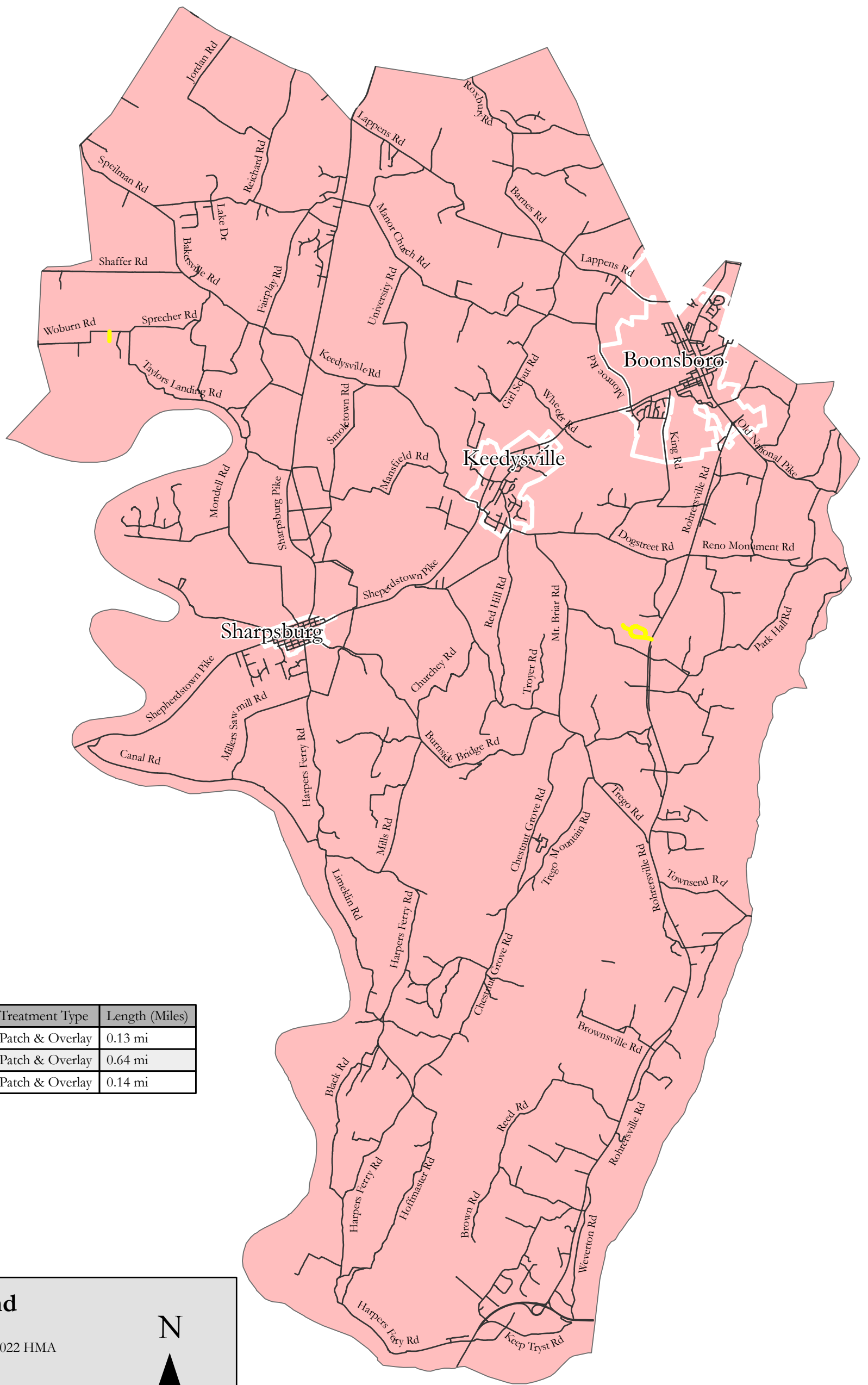
RoadName	TreatmentType	MilesLength
River Walk	Patch & Overlay	0.05 mi
Will Rich Drive	Patch & Overlay	0.1 mi
Skyview Drive	Patch & Overlay	0.09 mi
Maugensville Road	Patch & Overlay	2.12 mi
Pierce Court	Patch & Overlay	0.06 mi
Cafoxa Drive	Patch & Overlay	0.17 mi
Artillery Drive	Patch & Overlay	0.27 mi
Oak Tree Lane	Mill & Overlay	0.15 mi
Cloverton Lane	Mill & Overlay	0.24 mi
Tower Drive	Patch & Overlay	0.2 mi
Lock Tender Lane	Patch & Overlay	0.22 mi
Pear Tree Lane	Mill & Overlay	0.08 mi
Appletree Lane	Mill & Overlay	0.26 mi
Meadowlark Avenue	Patch & Overlay	0.08 mi
Teresa Drive	Patch & Overlay	0.05 mi
Carlyle Court	Patch & Overlay	0.05 mi
Cardinal Avenue	Patch & Overlay	0.08 mi
Bentwood Drive	Mill & Overlay	0.17 mi
Clearway Drive	Patch & Overlay	0.14 mi
Royal Road	Mill & Overlay	0.3 mi
Rockcliff Drive	Mill & Overlay	0.13 mi
Wandering Lane	Patch & Overlay	0.51 mi
Dixie Circle	Mill & Overlay	0.07 mi
Timothy Drive	Patch & Overlay	0.26 mi
Stotler Road	Mill & Overlay	0.25 mi
Oak Tree Circle	Mill & Overlay	0.19 mi
Orchard Hills Drive	Mill & Overlay	0.4 mi
Musket Court	Patch & Overlay	0.18 mi
Royal Circle	Mill & Overlay	0.08 mi
Partridge Trail	Patch & Overlay	0.19 mi
Grandview Drive	Mill & Overlay	0.1 mi
Tamarack Drive	Patch & Overlay	0.4 mi
Lynn Court	Patch & Overlay	0.13 mi
Aqueduct Drive	Patch & Overlay	0.2 mi

Legend

-  Scheduled FY2022 HMA Roads
-  Roads
-  Municipal Boundaries



PROPOSED FY2022 PMP HMA: SOUTHERN SECTION



Road Name	Treatment Type	Length (Miles)
Dustin Court	Patch & Overlay	0.13 mi
Hollow Tree Lane	Patch & Overlay	0.64 mi
Marble Hill Lane	Patch & Overlay	0.14 mi

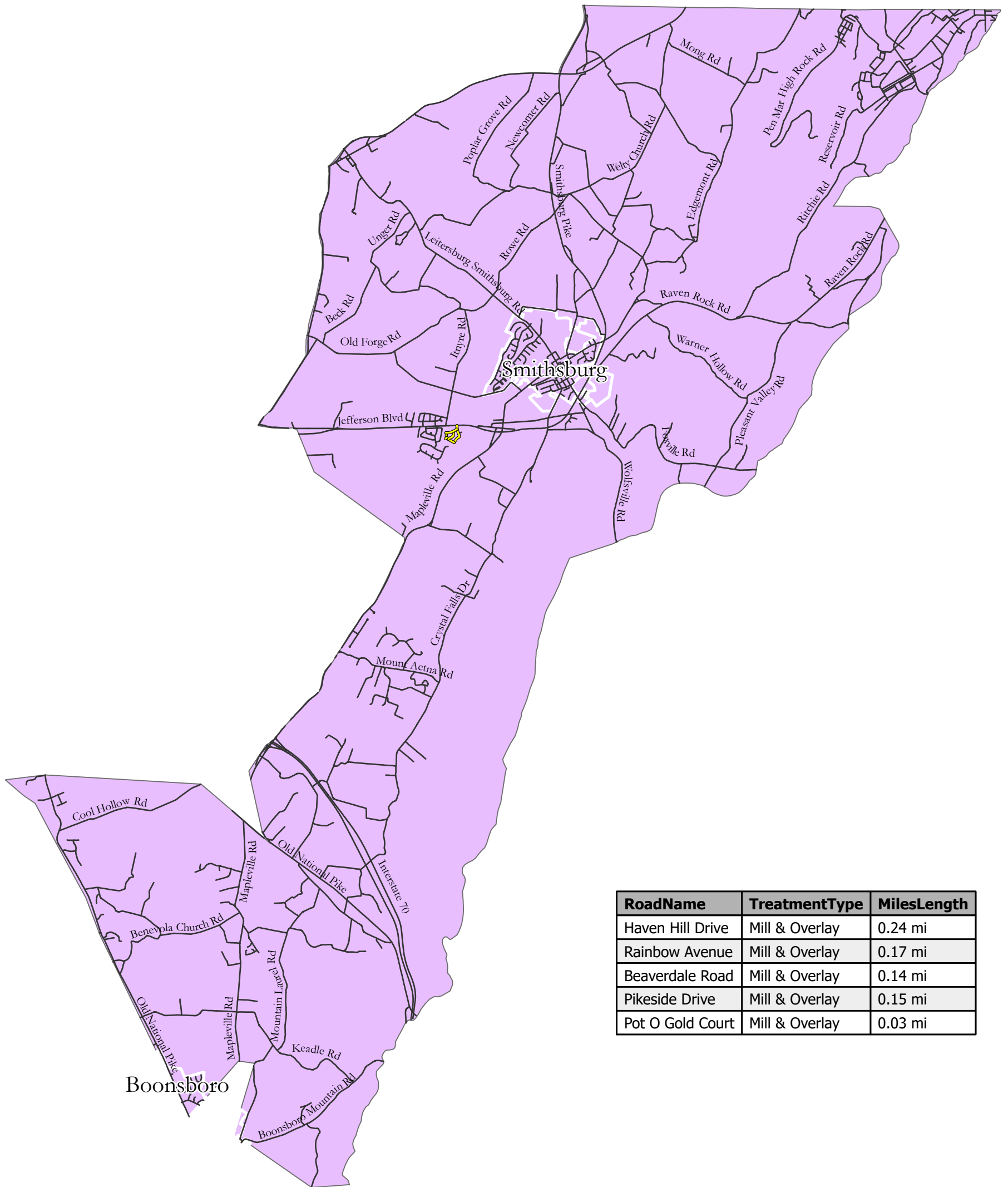
Legend

- Scheduled Fy2022 HMA Overlay
- Roads
- Municipal Boundaries
- HighwaySectionSouthern

N





0 0.5 1 2 3 4 Miles


PROPOSED FY2022 PMP HMA: EASTERN SECTION




RoadName	TreatmentType	MilesLength
Haven Hill Drive	Mill & Overlay	0.24 mi
Rainbow Avenue	Mill & Overlay	0.17 mi
Beaverdale Road	Mill & Overlay	0.14 mi
Pikeside Drive	Mill & Overlay	0.15 mi
Pot O Gold Court	Mill & Overlay	0.03 mi

Legend

-  Scheduled FY2022 HMA
-  Roads
-  Municipal Boundaries
-  HighwaySectionEastern

N


0 0.5 1 2 3 4
 Miles



Agenda Report Form

Open Session Item

Public's Packets – no attachments

SUBJECT: Contract Awards (PUR-1522) – Group Health Insurance – Medical, Prescription, Care Management/Wellness, Dental, Vision Coverage

PRESENTATION DATE: March 22, 2022

PRESENTATION BY: Rick F. Curry, Director of Purchasing; Liz Logsdon, Account Executive and Matt Wing, Business Unit President with the County's consultant, CBIZ Benefits & Insurance Services, Inc.

RECOMMENDED MOTION: Move to award County employee health insurance coverage contracts to the responsive, responsible proposers per the proposal of each in response to RFP No. PUR-1522 as unanimously recommended by the Coordinating Committee.

REPORT-IN-BRIEF: The Request for Proposal (RFP) was advertised on the State's "eMaryland Marketplace Advantage" web site, on the County's web site, and in the local newspaper. Sixteen (16) firms executed a *Limited Data Set Date Use Agreement* in accordance with HIPPA requirements to electronically access the RFP document. Twelve (12) firms were represented at the pre-proposal conference/teleconference.

Proposals were received on December 10, 2022 from nine (9) companies to provide one or more of the various coverages outlined herein. The Coordinating Committee met on February 11, 2022 to review each firm's Qualifications & Experience/Technical Proposal. Price Proposals of the companies determined to be responsive were opened. The Committee then met on February 4 to review Price Proposals. The Committee also met on February 24 and 28 and March 4 for providers' presentations/interviews and further evaluation/clarifications of finalists' proposals. Subsequently, a teleconference was held on March 10 between the Committee and the consultant to finalize its recommendations.

The Coordinating Committee was comprised of the County Administrator (Chairman), Director of Purchasing, Interim Director of Health and Human Services, County Benefits Coordinator (non-voting) Brandi Naugle (County Buyer, non-voting) and Assistant County Attorney. Consultants for the procurement are Steve Dillman, Beckie Lewis, and Liz Logsdon, from CBIZ Benefits & Insurance Services, Inc.

DISCUSSION: N/A

FISCAL IMPACT: The preliminary projected amount budgeted in FY' 2023 is \$16,450,060.

CONCURRENCES: As recommended by the unanimous decision of the Coordinating Committee.

ALTERNATIVES: N/A

ATTACHMENTS: The attached Summary will be reviewed and discussed in detail by the County's consultant at the meeting.

AUDIO/VISUAL NEEDS: Power Point Presentation by CBIZ representatives.



Agenda Report Form

Open Session Item

SUBJECT: Bid Award (PUR-1534) – Networking Equipment

PRESENTATION DATE: March 22, 2022

PRESENTATION BY: Rick F. Curry, CPPO, Director, Purchasing Department and Josh O’Neal, Division Director, Information Systems

RECOMMENDED MOTION: Move to authorize the approval of the purchase of networking equipment from Teltek Systems, Inc., of Westminster, MD who submitted the lowest total sum in the amount of \$231,239.72.

REPORT-IN-BRIEF: The county accepted bids on March 9, 2022. The Invitation to Bid (ITB) was advertised on the State of Maryland’s (eMMA) “*eMaryland Marketplace Advantage*” website and the County’s website, and in the local newspaper. Sixty (60) person/companies registered/downloaded the bid document on-line. Ten (10) bids were received, as indicated on the Bid Tabulation Matrix.

DISCUSSION: The equipment is necessary to provision computers, telephones, security systems and other connected technologies at the new Public Safety Training Center.

FISCAL IMPACT: Funding are available in the department’s construction project budget account BLD093.

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: Bid Tabulation Matrix

AUDIO/VISUAL NEEDS: N/A

**PUR-1534
Networking Equipment**

Item	Description	Unit of Measure	Qty	Biitech Solutions Germantown, MD		CoreHive Computing, LLC Clarksburg, MD		Document Solutions, Inc. Williamsport, MD		DISYS Solutions, Inc. Ashburn, VA	
				Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1	Meraki MS250-48FP-HW	Each	18	\$7,650.00	\$137,700.00	\$15,184.00	\$273,312.00 *	\$8,311.62	\$149,609.16	\$7,316.26	\$131,692.68
2	Meraki LIC-MS250-48FP-7YR	Each	18	\$950.50	\$17,109.00 *	\$2,975.00	\$53,550.00 *	\$1,628.56	\$29,314.08	\$1,433.52	\$25,803.36
3	Meraki MA-PWR-1025WAC	Each	18	\$1,260.05	\$22,680.90	\$2,356.00	\$42,408.00	\$1,364.02	\$24,552.36	\$1,263.69	\$22,746.42
4	Meraki MA-CBL-40G-50CM	Each	14	\$65.00	\$910.00	\$143.00	\$2,002.00	\$82.82	\$1,159.48	\$76.74	\$1,074.36
5	Meraki MA-CBL-40G-3M	Each	2	\$120.00	\$240.00	\$429.00	\$858.00	\$248.48	\$496.96	\$230.21	\$460.42
6	Meraki MS425-32-HW	Each	2	\$17,000.00	\$34,000.00	\$32,060.00	\$64,120.00 *	\$18,561.59	\$37,123.18	\$17,196.31	\$34,392.62
7	Meraki LIC-MS425-32-7YR	Each	2	\$800.00	\$1,600.00	\$6,723.00	\$13,446.00 *	\$3,892.58	\$7,785.16	\$3,606.26	\$7,212.52
8	Meraki MA-PWR-250WAC	Each	2	\$800.00	\$1,600.00	\$731.00	\$1,462.00	\$423.32	\$846.64	\$392.18	\$784.36
9	Meraki MA-CBL-40G-1M	Each	2	\$65.80	\$131.60	\$286.00	\$572.00	\$165.66	\$331.32	\$153.47	\$306.94
10	Meraki MR56-HW	Each	20	\$1,900.25	\$38,005.00	\$2,095.00	\$41,900.00 *	\$1,502.85	\$30,057.00	\$1,392.32	\$27,846.40
11	Meraki LIC-ENT-7YR	Each	20	\$300.50	\$6,010.00 *	\$818.00	\$16,360.00 *	\$413.57	\$8,271.40	\$394.38	\$7,887.60
12	Meraki MA-SFP-10GB-SR	Each	16	\$590.00 *	\$9,440.00 *	\$1,294.00	\$20,704.00 *	\$749.55	\$11,992.80	\$694.42	\$11,110.72
13	Meraki MA-SFP-10GB-LRM	Each	4	\$692.41	\$2,769.64	\$1,294.00	\$5,176.00	\$749.55	\$2,998.20	\$694.42	\$2,777.68
TOTAL LUMP SUM (Items 1 thru 13)				\$272,196.14	*	\$535,870.00	*	\$304,537.74		\$274,096.08	

*Corrected calculations based on unit pricing

Remarks/Exceptions

CoreHive Computing, LLC: Non-Responsive - incorrect Form of Proposal; Shipping costs TBD

DISYS Solutions, Inc.: Non-Responsive - incorrect Form of Proposal

**PUR-1534
Networking Equipment**

Item	Description	Unit of Measure	Qty	DVTeck Inc. Miami, FL		GHA Technologies, Inc. Scottsdale, AZ		Josh Global, LLC Baltimore, MD		Mvation Worldwide, Inc. Glen Cove, NY	
				Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1	Meraki MS250-48FP-HW	Each	18	\$7,680.70	\$138,252.60 *	\$7,079.10	\$127,423.80	\$90.00	\$1,620.00	\$7,019.00	\$126,342.00 *
2	Meraki LIC-MS250-48FP-7YR	Each	18	\$1,504.93	\$27,088.74 *	\$1,387.05	\$24,966.90	\$75.00	\$1,350.00	\$1,375.37	\$24,756.66
3	Meraki MA-PWR-1025WAC	Each	18	\$1,375.07	\$24,751.26 *	\$1,274.12	\$22,934.16	\$80.00	\$1,440.00	\$1,263.39	\$22,741.02
4	Meraki MA-CBL-40G-50CM	Each	14	\$83.50	\$1,169.00 *	\$77.36	\$1,083.04	\$70.00	\$980.00	\$76.71	\$1,073.94
5	Meraki MA-CBL-40G-3M	Each	2	\$250.50	\$501.00	\$232.10	\$464.20	\$85.00	\$170.00	\$230.15	\$460.30
6	Meraki MS425-32-HW	Each	2	\$18,711.91	\$37,423.82 *	\$17,338.30	\$34,676.60	\$95.00	\$190.00	\$17,192.23	\$34,384.46
7	Meraki LIC-MS425-32-7YR	Each	2	\$3,924.10	\$7,848.20 *	\$3,636.03	\$7,272.06	\$99.00	\$198.00	\$3,605.40	\$7,210.80
8	Meraki MA-PWR-250WAC	Each	2	\$426.75	\$853.50	\$395.41	\$790.82	\$85.00	\$170.00	\$392.08	\$784.16
9	Meraki MA-CBL-40G-1M	Each	2	\$166.99	\$333.98 *	\$154.73	\$309.46	\$75.00	\$150.00	\$153.43	\$306.86
10	Meraki MR56-HW	Each	20	\$1,505.03	\$30,100.60 *	\$1,403.81	\$28,076.20	\$80.00	\$1,600.00	\$1,391.99	\$27,839.80
11	Meraki LIC-ENT-7YR	Each	20	\$382.18	\$7,643.60 *	\$351.06	\$7,021.20	\$85.00	\$1,700.00	\$348.11	\$6,962.20
12	Meraki MA-SFP-10GB-SR	Each	16	\$755.62	\$12,089.92 *	\$700.15	\$11,202.40	\$100.00	\$1,600.00	\$694.26	\$11,108.16
13	Meraki MA-SFP-10GB-LRM	Each	4	\$755.62	\$3,022.48 *	\$700.15	\$2,800.60	\$105.00	\$420.00	\$694.26	\$2,777.04
TOTAL LUMP SUM (Items 1 thru 13)				\$291,078.70	*	\$269,021.44		\$11,588.00		\$266,747.40	*

*Corrected calculations based on unit pricing

Remarks/Exceptions

**PUR-1534
Networking Equipment**

Item	Description	Unit of Measure	Qty	Sunflower Lab, LLC Hilliard, OH		Teltek Systems, Inc. Westminster, MD	
				Unit Price	Total Price	Unit Price	Total Price
1	Meraki MS250-48FP-HW	Each	18	\$7,687.88	\$138,381.84 *	\$6,535.91	\$117,646.38
2	Meraki LIC-MS250-48FP-7YR	Each	18	\$1,506.34	\$27,114.12 *	\$1,047.18	\$18,849.24
3	Meraki MA-PWR-1025WAC	Each	18	\$1,371.04	\$24,678.72 *	\$1,032.06	\$18,577.08
4	Meraki MA-CBL-40G-50CM	Each	14	\$83.25	\$1,165.50 *	\$62.66	\$877.24
5	Meraki MA-CBL-40G-3M	Each	2	\$249.77	\$499.54 *	\$188.00	\$376.00
6	Meraki MS425-32-HW	Each	2	\$18,657.12	\$37,314.24	\$13,677.76	\$27,355.52
7	Meraki LIC-MS425-32-7YR	Each	2	\$3,912.60	\$7,825.20 *	\$2,945.21	\$5,890.42
8	Meraki MA-PWR-250WAC	Each	2	\$425.50	\$851.00 *	\$320.30	\$640.60
9	Meraki MA-CBL-40G-1M	Each	2	\$166.50	\$333.00 *	\$123.16	\$246.32
10	Meraki MR56-HW	Each	20	\$1,510.59	\$30,211.80 *	\$1,117.32	\$22,346.40
11	Meraki LIC-ENT-7YR	Each	20	\$383.46	\$7,669.20 *	\$358.55	\$7,171.00
12	Meraki MA-SFP-10GB-SR	Each	16	\$753.41	\$12,054.56 *	\$567.12	\$9,073.92
13	Meraki MA-SFP-10GB-LRM	Each	4	\$753.41	\$3,013.64 *	\$547.40	\$2,189.60
TOTAL LUMP SUM (Items 1 thru 13)				\$291,112.36	*	\$231,239.72	

*Corrected calculations based on unit pricing

Remarks/Exceptions

Sunflower Lab, LLC: Non-Responsive - document modified.

- 1) This is only for supply of products. 2) Quote is valid till 03/13/2022 3) No on-site services are included in the above price. 4) Shipping charges are \$2.00 5) Taxes are not included in the above prices. 6) Installation and configuration are not included. 7) The warranty support will be provided directly by OEM according to their terms and conditions. 8) Payment terms NET 30 Days



Open Session Item

SUBJECT: Bid Award (PUR-1529) Pure Array Storage Capacity Expansion

PRESENTATION DATE: March 22, 2022

PRESENTATION BY: Rick Curry, CPPO, Director of Purchasing and Josh O'Neal, Director of Information Systems

RECOMMENDED MOTION: Move to award the procurement of Pure Array Storage Capacity to the responsible, responsive Bidder, GHA Technologies, Inc. of Scottsdale, AZ, who submitted lowest total sum in the amount of \$150,122.32.

REPORT-IN-BRIEF: Notice of the Invitation to Bid (ITB) was published in the local newspaper, listed on the State of Maryland's "*eMaryland Marketplace Advantage*" (eMMA) website and on the County's website. Four hundred, forty-five (445) persons/companies registered/downloaded the bid document on-line and two (2) bids were received, which one (1) was deemed non-responsive due to modifications to the bid forms and not submit on the proper forms for the purchase of the Pure Storage Capacity Expansion project.

The scope of the project is to purchase storage arrays to handle the influx of digital information being handled by the County due to the transition of many business practices to online only during the pandemic. This addition will cover the immediate demand and provide expansion for anticipated additional online citizen services departments plan to provide going forward. The procurement is to increase the array's capacity that will provide the ability to support teleworkers by increasing the number of virtual machines that can be created.

DISCUSSION: N/A

FISCAL IMPACT: N/A

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: Bid Tabulation Matrix

AUDIO/VISUAL NEEDS: N/A

**PUR-1529
Pure Storage Array**

Item	Description	Unit of Measure	Qty	CoverageOne, Inc. Bloomington, MN		GHA Technologies, Inc. Scottsdale, AZ	
				Unit Price	Total Price	Unit Price	Total Price
1	Pure Storage Flash Array FA-X20R3-FC-44TB-22/22-EMZZ	Each	1	\$129,447.10	\$129,447.10	\$90,071.20	\$90,071.20
2	Pure Storage Gold Evergreen Sub FA-X20R3-44TB-1MOPRMGOLD	Each	36	\$1,890.91	\$68,072.76 *	\$1,558.73	\$56,114.28
3	Pure Storage Installation Flash Array //X//C Install Service	Each	1	\$7,096.77	\$7,096.77	\$3,936.84	\$3,936.84
TOTAL LUMP SUM (Items 1 thru 3)				\$204,616.63	*	\$150,122.32	

**Corrected calculations based on unit pricing*

Remarks/Exceptions

CoverageOne, Inc.

GENERAL CONDITIONS AND INSTRUCTIONS TO BIDDERS / General Conditions of Bidding / Item No. 10. General Guaranty: a., b. c.

CoverageOne, Inc. cannot agree to provide the guarantees (warranties) referenced in Section 10, subparagraphs a., b. and c. We will agree to indemnify the County as outlined below should a claim arise related to subparagraphs a. and c. However, as a reseller of third party products, ConvergeOne does not offer any warranties relating to latent defects of manufacturers products. The manufacturer's product warranty for the applicable product would control in that regard.

INDEMNIFICATION OBLIGATIONS.

(a) **General Indemnification.** Each Party, at its own expense, agrees to defend, indemnify, and hold harmless the other Party, and their respective officers, directors, employees, and agents (individually and collectively, an "Indemnified Party") from and against all liabilities, damages, costs, fees, and expenses (including, but not limited to, reasonable attorneys' fees) arising from suits, claims, actions, or proceedings brought by (or on behalf of) any person or entity on account of injury or damage proximately caused by the other Party in the course of performing its obligations under this Agreement (or in breach thereof). This obligation is conditioned on the Indemnified Party promptly notifying the other Party of any such suit, claim, action, or proceeding. the Indemnified Party acknowledges that the other Party shall have the right to control the defense and all negotiations for its settlement or compromise; provided, however, that the other party shall not enter into any settlement that binds the Indemnified Party in any way without the prior written consent of the Indemnified Party, which consent shall not be unreasonably withheld, delayed, and/or conditioned.

(b) **Intellectual Property Infringement Indemnification.** With respect to each Product that ConvergeOne provides to the County hereunder, ConvergeOne will provide to the County an intellectual property infringement indemnity to the extent, and only to the extent, that ConvergeOne receives an intellectual property infringement indemnity from the respective manufacturer for such product. The terms and provisions of each intellectual property infringement indemnity that apply to the respective Products that ConvergeOne provides to the County hereunder are available at <https://www.convergeone.com/support/intellectual-property-infringement>. Because ConvergeOne is not the manufacturer of any of the Products, ConvergeOne provides no indemnity with respect to any claim that arises from a combination of (i) a Product manufactured by one (1) manufacturer with a Product manufactured by a different manufacturer; or (ii) a Product that ConvergeOne provides to the County with any product that ConvergeOne has not provided to the County. Notwithstanding the preceding sentence, however, with respect to each individual Product involved in the aforementioned combinations, ConvergeOne will still provide the County the intellectual property infringement indemnity to the extent, and only to the extent, that ConvergeOne receives an intellectual property infringement indemnity from the respective manufacturer for each Product.

GENERAL CONDITIONS AND INSTRUCTIONS TO BIDDERS / Contract Provisions / Item No. 4. Guarantee: ConvergeOne takes exception to the terms of Section 4. Products are warranted to end users as stated in the applicable manufacturer's product warranty, and the duration of each product warranty may vary by manufacturer and by product. The provision of ConvergeOne's professional services are warranted for thirty (30) days following project completion and acceptance by County. ConvergeOne warrants that its services will be performed in a good and workmanlike manner by qualified personnel and will substantially conform to the terms and provisions of the applicable statement of work at the time of performance.

GENERAL CONDITIONS AND INSTRUCTIONS TO BIDDERS / Delivery Provisions / Item 2. Delivery Failures: ConvergeOne takes exception to the requirements of Section 2. Product delivery will be determined when an order is placed based upon the availability of such Products by the manufacturer. With the recent shortage in the availability of microchips worldwide, it is possible that anticipated delivery dates may be delayed. ConvergeOne works with its partners (manufacturers) to establish expected delivery dates and notifies the County accordingly. However, ConvergeOne will not agree that the County's Director of Purchasing can unilaterally determine that a delivery is late and allow the County to make an open market purchase on their own, and pass all such incurred costs and expenses back to ConvergeOne. ConvergeOne will not agree to such a cost of cover requirement.

SUPPLEMENTAL TERMS AND CONDITIONS / Item 15. Liquidated Damages: Exception with Clarification. While ConvergeOne believes that it can comply with the requirement to complete the project within 45 calendar days of award, the current chip shortage that is affecting product availability precludes it from agreeing to this liquidated damages requirement at this time.

SUPPLEMENTAL TERMS AND CONDITIONS / Item 21. Bidder's Qualifications: Exception with Clarification. ConvergeOne has many references for similar deployment types and sizes; however, given the nature of delivering customized solutions, many clients do not permit us to share confidential data in RFP responses. In many instances, we are bound by contractual obligations to not share client information. We understand your need for reference information, and we are willing to provide additional detail when we have been selected to present our solution to the County.

SUPPLEMENTAL TERMS AND CONDITIONS / Item 27. Warranty: Exception with Clarification. Warranty start dates are determined by the product manufacturer. Pure Storage warranties start on the date of shipment from Pure. Please see Section 5, Warranty and Disclaimer, of Attachment B, Pure Storage End User Agreement, for additional information.



Agenda Report Form

Open Session Item

SUBJECT: Minor Boundary Modification within the Foreign Trade Zone #255

PRESENTATION DATE: March 22, 2022

PRESENTATION BY: Linda Spence, Business Specialist and Foreign Trade Zone #255 Administrator, Department of Business Development.

RECOMMENDED MOTION: Approve and sign a letter, as the Foreign Trade Zone #255 Grantee, requesting a Minor Boundary Modification at the Lakeside Corporate Center's Subzone.

REPORT-IN-BRIEF: A request to make a minor modification to the Lakeside Corporate Center's Foreign Trade Zone's subzone has been received.

DISCUSSION: In 2002, the Lakeside Corporate Center, along with 4 other subzones in Washington County make up Foreign Trade Zone #255. This program allows materials to be exported into a zone that allows for the deferral, reduction, or elimination of certain duties and fees, thereby, proving to be of significant cost savings to companies locating in them. The subzone at Lakeside Corporate Center is located at 200 Castle Drive, Cascade. The site's proposed acreage will remain at 276+/- acres. A modification is being requested for the boundary of Foreign Trade Zone #255, Site #1 for the Lakeside Corporate Center site to remove 80+/- acres that are not needed for the Foreign Trade Zone use and to add an adjacent 80 +/- acre parcel that was recently purchased. The modification to the site is needed to accommodate additional warehouse space that is located on the recently purchased adjacent property. The site is used by tenants of Lakeside Corporate Center. Planned activities at the site include warehousing, distribution, and manufacturing. Currently, Harshman Automotive and Metals is leasing space in the proposed modified area and intends to utilize the Foreign Trade Zone program. Harshman's planned activities include warehousing, manufacturing and distribution of high-end automotive parts and many smaller parts for HVAC unit assemblies.

FISCAL IMPACT: n/a

CONCURRENCES: Kendall Desaulniers, Deputy County Attorney

ALTERNATIVES: Deny modification.

ATTACHMENTS: Grantee Letter to Customs and Border Patrol requesting the Minor Boundary Modification, and Traditional Site Framework for the Request for Minor Boundary Modification

AUDIO/VISUAL NEEDS: n/a

Request for Minor Boundary Modification Under Traditional Site Framework

Lakeside Corporate Center

Submitted by

Board of County Commissioners of Washington County

Grantee of

FTZ No. 255

Date

March 15, 2022

Traditional Site Framework

REQUEST FOR MINOR BOUNDARY MODIFICATION

QUESTIONS

Proposed FTZ Space:

1. List the site's address, including the jurisdiction in which the site falls (town, city, county).

This is a request for a minor boundary modification (MBM) of an existing site. The address for the proposed FTZ space will remain the same as the current site address located at 200 Castle Drive, Cascade, Maryland within Washington County.

2. State the proposed acreage of the site.

The site's proposed acreage will remain 276 +/- acres. The current site is 276 +/- acres, 80 +/- acres will be removed from a portion of the site and 80 +/- adjacent acres will be added to a different section the site.

Reason for MBM:

3. Explain the primary reason for the proposed modification, including the name(s) of the company(ies) that will operate in the proposed new space and a summary of the company(ies)'s planned activities.

A modification is being requested for the boundary of FTZ # 255, Site #1 for the Lakeside Corporate Center site to remove 80 +/- acres that are not needed for FTZ use and to add an adjacent 80 +/- acre parcel that was recently purchased. The modification to the site is needed to accommodate additional warehouse space that is located on the recently purchased adjacent property. The site is used by tenants of Lakeside Corporate Center. Planned activities at the site include warehousing, distribution and manufacturing.

Harshman Automotive and Metals is currently leasing space in the proposed modified area and intends to utilize the FTZ program. Planned activities include warehousing, manufacturing and distribution of high-end auto parts and many smaller parts for HVAC unit assemblies.

4. Explain why there is an **immediate need** for the proposed change.

An adjacent property was recently purchased next to the existing Lakeside Corporate Center site. The new adjacent property includes existing warehouse space that Harshman Automotive and Metals has indicated is the most suitable facility near the Lakeside Corporate Center for FTZ activity. The roads, topography, and existing infrastructure of the new proposed FTZ area are better suited for distribution and manufacturing activities than the area that is being removed. With the recent purchase of the new property that was formerly a part of Fort Ritchie, which encompasses this FTZ site, significant investment and planning is underway to turn this site into a vibrant community full of commercial opportunities. Harshman Automotive and Metals would like to begin FTZ operations as quickly as possible as they have already leased space within the proposed site.

Nature of Proposed MBM:

5. Explain how the FTZ space for which there is an immediate need will accommodate multiple companies' use (in other words, why "subzone" designation is not appropriate).

The Lakeside Corporate Center is a general-purpose site that can accommodate multiple companies' use. The site landscape is a mix of older historical structures and recently constructed buildings, many which present good opportunities for activities related to overseas commerce.

Existing FTZ Space to Be Removed (as a "Swap" for the New Space):

6. Describe the existing FTZ space (building(s)/parcel(s)) for which you propose to remove FTZ designation in exchange for designation of new space.

80 +/- acres of land that is not suitable for zone operations is being proposed for removal from FTZ designation as geographic obstacles make it challenging to further develop this portion of the site. The acreage to be removed consists of mountain ground that will be preserved for recreation and wildlife.

Other MBMs Since Your Zone's Most Recent FTZ Board Order:

7. In the table below, list each of the sites or parcels of your FTZ approved by MBM since the last general-purpose Board Order for your FTZ (add rows to the table as needed):

Table 1 Approved FTZ Sites or Parcels

Site Number	Site Name and Address	Size of Site (in Acres)	Month/Year of MBM Approving Site

No sites or parcels have been approved via MBM since the last general-purpose Board Order (Order 1232) for FTZ # 255.

Other Site Qualifications:

8. Indicate the closest CBP port of entry. State whether the site is within – or within 60 miles from the boundaries of – the CBP port of entry. If the site is beyond 60 miles from the port of entry boundaries, state the driving time from the outer limits of the port of entry to the site.

FTZ # 255, Site # 1 is located approximately 46 miles from the outer limits of the Baltimore, Maryland CBP port of entry.

9. Indicate the current zoning and existing and planned buildings (including square footage) for the site. (Note: Sites (or areas within a site) with inappropriate zoning – such as agricultural, retail, or residential – are not eligible for FTZ status and should not be proposed in any MBM request.)

The property to be added to the Lakeside Corporate Center site as part of this MBM request consists of two warehouses with over 75,000 square feet of space located on an adjacent 80 +/- acres of land. The property is zoned as a special economic zone.

10. Confirm that FTZ designation or the use of FTZ procedures is not a requirement or a precondition for future activity or construction at the site.

FTZ designation or the use of FTZ procedures is not a requirement or a precondition for future activity or construction at the site.

11. List the owner(s). (If the site is not owned by the grantee or the company(ies) planning to use the site – as named in response to Question 3 above – then provide a "Right to Use" attachment with documentation demonstrating the right to use the site. Such evidence could be a signed letter from the proposed operator on its letterhead attesting to its right to use the property or a letter of concurrence from the owner of the new site.)

The property that is being added to the site as part of this MBM request is owned by Cascade Properties, LLC. A property owner concurrence letter is attached.

REQUIRED ATTACHMENTS

Attach the documents listed below (items 12 through 14, plus 16 if applicable) directly behind the text of your request.

12. Provide one or more maps showing the new site in relation to your existing FTZ sites (specifically identify the site where acreage is being removed). All documents must be legible and letter-sized (8 ½" x 11").

A map showing the site in relation to the existing FTZ sites is included as an attachment to this document.

13. For the new site proposed for FTZ designation, attach a clear and detailed site map showing existing and planned structures. The site boundaries must be outlined clearly in red. Note that if streets or similar landmarks are not legible on the site plan, you will also need to provide a detailed street map with the proposed site's boundaries in red. Any site map should be no larger than letter-sized (8 ½" x 11") and clearly labeled, with legends provided for any markings.

A site map showing the space to be added is included as an attachment to this document.

14. For the parcel/building proposed for removal from the FTZ (as a "swap" for the new site), you will only need to provide a map if the parcel/building constitutes just a portion of an existing site, in which case provide a letter-sized (8 ½" x 11") detailed site plan showing both:
 - the overall boundaries clearly outlined in red of the entire area of the site which would continue to have FTZ designation after approval of the MBM request; and,
 - the boundaries of the area to be removed clearly outlined in blue.

Note: If the overall site map you provide for the site from which a portion is being removed does not clearly show the precise boundaries of the removed portion (for example, if the overall site is large and the portion removed is only a small portion), you will also need to provide a separate detailed map clearly showing the boundaries of the portion being removed (again, with the removed portion's boundaries outlined in blue).

A site map showing the space to be removed is included as an attachment to this document.

15. Comments from U.S. Customs and Border Protection (CBP): The grantee generally should provide comments from CBP with the submitted request. Alternatively, the grantee may provide a copy of the request to CBP at the time the request is submitted to the FTZ Board, in which case the grantee should also communicate with CBP regarding the 20-day timeframe in the FTZ Board's regulations for CBP to provide comments to the FTZ Board.

Comments from the Port Director will be requested by the Grantee and sent to the FTZ Board separately.

16. If your state (such as TX, KY, AZ) has one or more taxes for which collections will be affected by the proposed FTZ designation of the new site(s), please attach all of the following:
- A. An explanation of the specific local taxes that will be affected;
 - B. A stand-alone letter that:
 - Lists all of the affected parties;
 - Includes a statement below the list certifying that this is a complete list of all parties that would be affected by this particular request; and,
 - Is signed by an official of the grantee organization.
 - C. Correspondence from all of the affected parties (such as a local school board) indicating their concurrence (or non-objection) regarding the proposed FTZ designation.

N/A



Cascade Properties, LLC
25009 Lake Wastler Drive, P.O. Box 1072
Cascade, MD 21719

2/3/2022

Mr. Andrew McGilvray
Executive Secretary
Foreign-Trade Zones Board
U.S. Department of Commerce
1401 Constitution Ave., NW
Room 21013
Washington, DC 20230

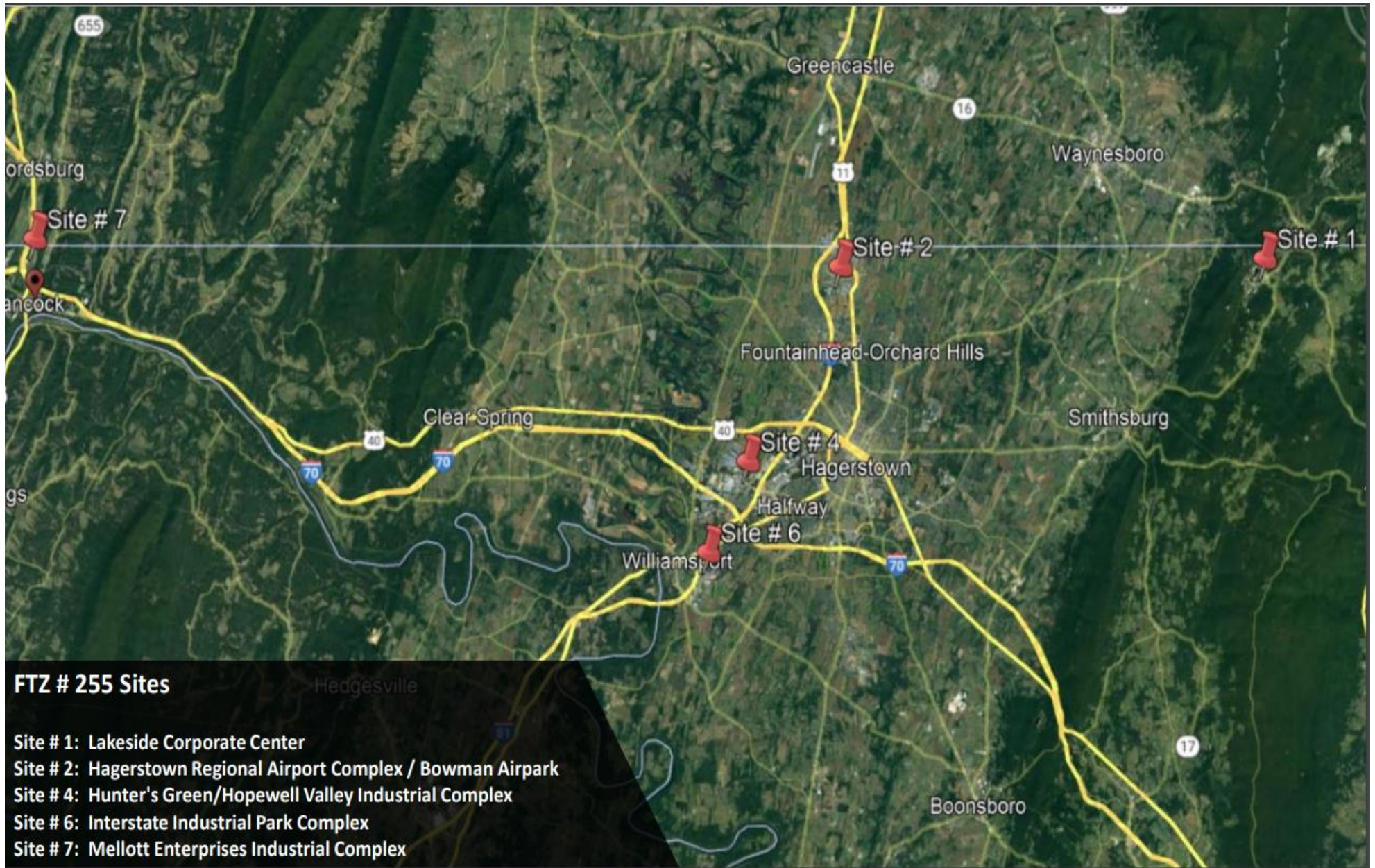
RE: Property Owner Concurrence for FTZ Designation

Dear Mr. McGilvray,

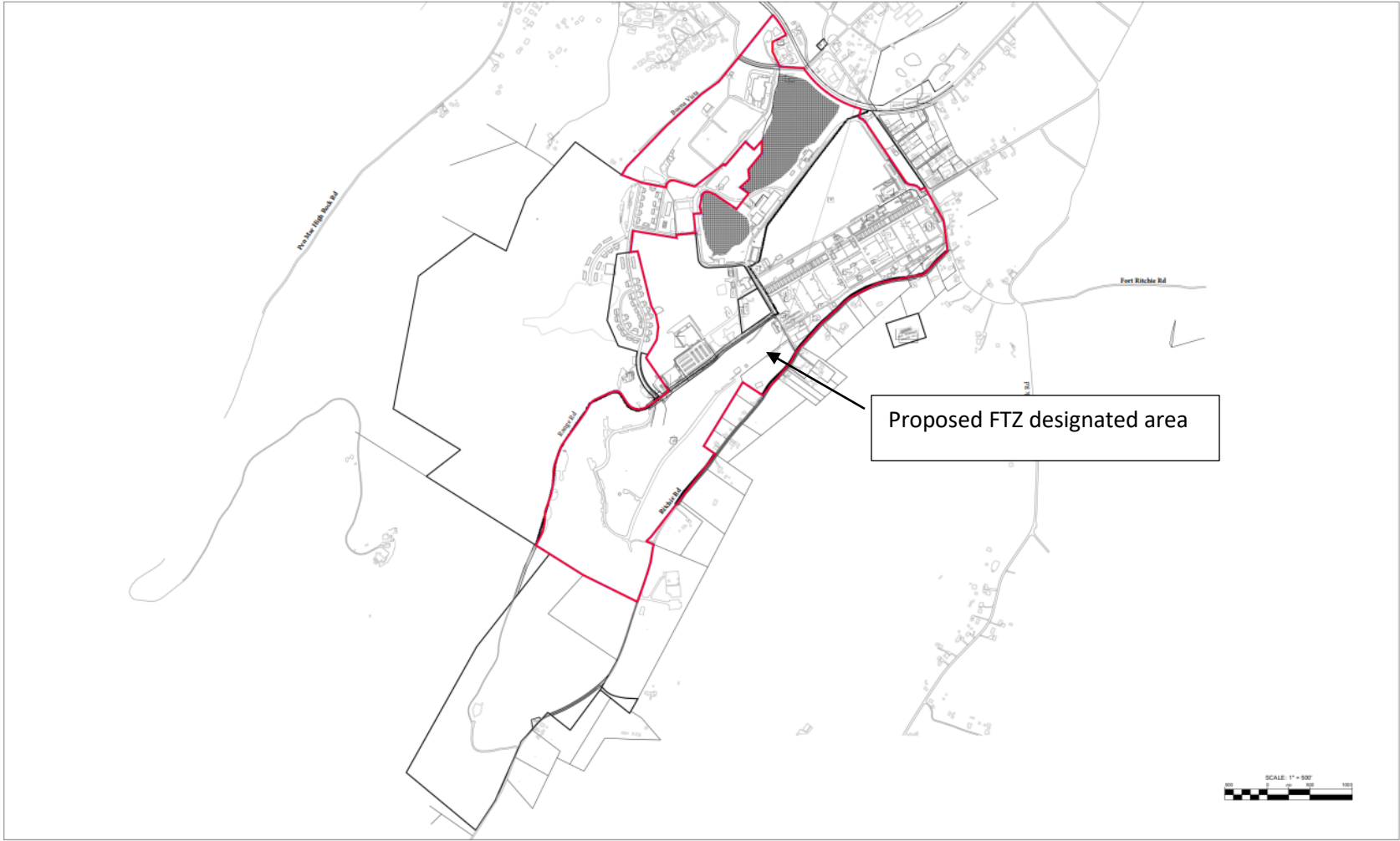
Cascade Properties, LLC, owner of the property adjacent to the Lakeside Corporate Center general-purpose FTZ site located at 200 Castle Drive, Cascade, Maryland hereby attests to the right to use the property for FTZ purposes. We have no objection to this property receiving FTZ designation and being incorporated into the Lakeside Corporate Center's general-purpose FTZ site.

Sincerely,

Name JOHN KRUMPHOLTZ
Title OWNER



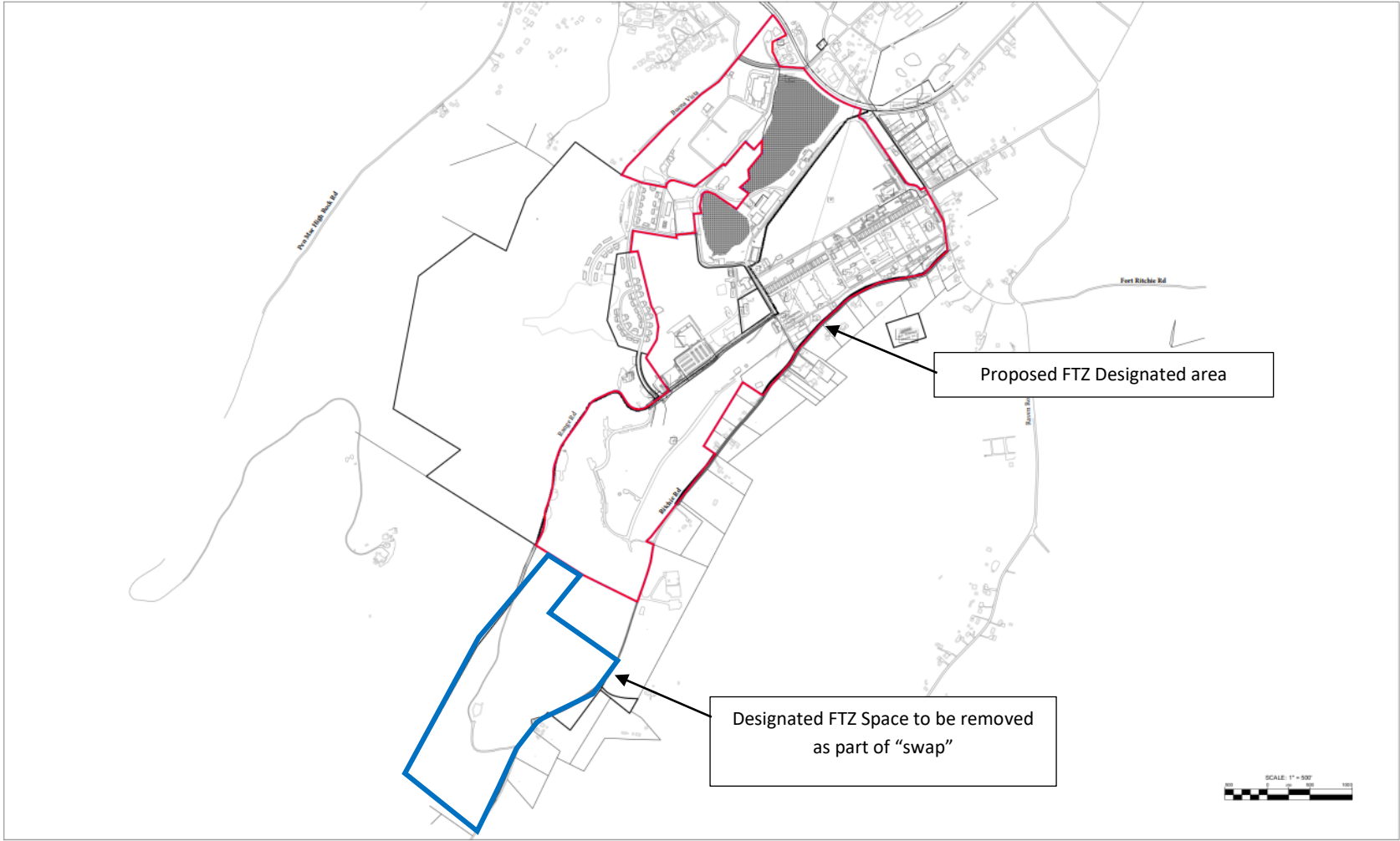
FTZ # 255, Site #1



Lakeside Corporate Center

1.31.2022

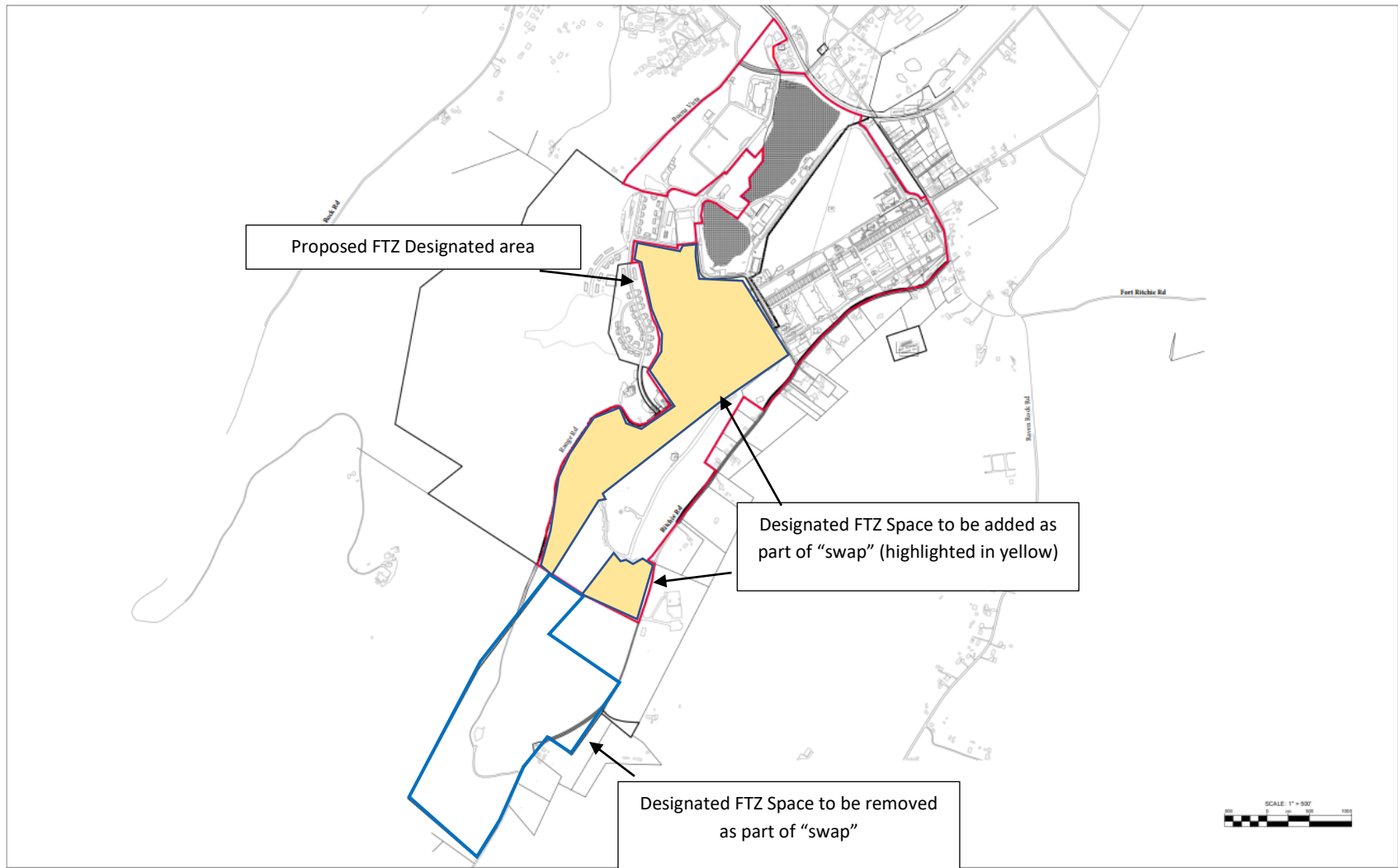
FTZ # 255, Site #1



Lakeside Corporate Center

1.31.2022

FTZ # 255, Site #1



Lakeside Corporate Center

1.31.2022

Jeffrey A. Cline, *President*
Terry L. Baker, *Vice President*
Krista L. Hart, *Clerk*



Wayne K. Keefer
Randall A. Wagner
Charles A. Burkett

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

March 22, 2022

Mr. Andrew McGilvray
Executive Secretary
Foreign Trade Zones Board
U.S. Department of Commerce
1401 Constitution Avenue, NW, Room 211
Washington, DC 20230

Re: Minor Boundary Modification for Lakeside Corporate Center in FTZ #255

Dear Mr. McGilvray:

On behalf of Lakeside Corporate Center, the Board of County Commissioners of Washington County, MD, Grantee of Foreign Trade Zone #255, respectfully submits the enclosed request for Minor Boundary Modification under the Traditional Site Framework for their site located at 200 Castle Drive, Cascade, Washington County, MD.

This site is within FTZ #255 TSF service area. The application is submitted pursuant to the provisions established by the Foreign Trade Zones Act of 1934, as amended (19 U.S.C. 81a-8u), and in accordance with 15 CFR, Part 400.

If you have any questions regarding this application, please contact Foreign Trade Zone #255's Zone Administrator, Linda Spence at 240-313-2286 or by email at LSpence@WashCo-MD.net. We appreciate the support and assistance of you and your team and will be available during this process.

Sincerely,

BOARD OF COUNTY COMMISSIONERS OF
WASHINGTON COUNTY, MARYLAND

BY: _____
Jeffrey A. Cline, President

Cc: Linda Spence, Washington County Department of Business Development
Brandi Stoddard, Copper-Hill, Inc.
Eric Berry, Copper-Hill, Inc.
John Krumpotich, Lakeside Corporate Center



Open Session Item

SUBJECT: Construction Bid Rejection – Martin Luther King Building Electrical Service Upgrade

PRESENTATION DATE: March 22, 2022

PRESENTATION BY: Andrew Eshleman, Director, Public Works

RECOMMENDED MOTION: Move to reject the sole and low bid from Monacacy Valley Electric, Inc in the amount of \$215,000.00 for the Martin Luther King Building Electric Service Upgrade and to readvertise the project.

REPORT-IN-BRIEF: The project was advertised on the County’s website and on the State of Maryland’s website, e-Maryland Marketplace Advantage. Thirteen entities and contractors download the bid documents. One bid was received on March 9, 2022 from Monocacy Valley Electric in the amount of \$215,000.

The bid was evaluated and the bidder is considered to be responsive and responsible, however, the engineer’s estimate for the work is \$125,000.

DISCUSSION: The project involves the installation of new electrical service for the building at 131 West North Ave, Hagerstown and a new main distribution panel. The work includes a plan for continuity of service and selected demolition of the old service as well as electrical items associated with the new service room.

FISCAL IMPACT: N/A - rejection of bid

CONCURRENCES: N/A

ALTERNATIVES: Accept the bid as presented and award under BLD078 Systemic Building Improvements

ATTACHMENTS: N/A

AUDIO/VISUAL NEEDS: N/A



Open Session Item

SUBJECT: FY22 Budget Adjustments to the Washington County Board of Education's General Fund Budget

PRESENTATION DATE: March 22, 2022

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

RECOMMENDED MOTION: Move to approve the requested adjustments to the Board of Education's FY2022 General Fund Budget.

REPORT-IN-BRIEF: The Annotated Code of Maryland requires local school systems to periodically re-forecast their financial needs and make necessary changes to their budgets. To that end, the Washington County Board of Education approved the attached list of changes to its FY2022 General Fund Budget at its March 1, 2022, meeting.

DISCUSSION: The changes that the Board of Education approved on March 1, 2022, cross major categories. Therefore, these requested adjustments must also be approved by the Board of County Commissioners. The Board of Education has asked its Finance staff to review the requested budget changes with the Commissioners and answer any questions that they may have.

FISCAL IMPACT: None. These proposed modifications merely adjust various categories of the budget to reflect updated information on revenue and spending trends.

CONCURRENCES: The Board of Education's Finance Committee reviewed the proposed adjustments at their meeting on February 22, 2022, and recommended them for approval by the full Board. The Board of Education approved these changes at their March 1, 2022, meeting.

ALTERNATIVES: None

ATTACHMENTS:

- FY2022 general fund budget adjustments

AUDIO/VISUAL NEEDS: None

**Washington County Public Schools
Requested FY2022 Budget Adjustments**

Category	Value	The primary reason for variance is:
Revenue	\$65,000	Sale of used technology devices, partially offset by reduced technology fees, interest revenue, and rental of school facilities
Administration	239,970	Higher indirect cost recovery from federal grants, partially offset by higher advertising and technology contracted services
Special Education	577,675	Savings from vacancies and turnover credit
Student Personnel Services	110,335	Turnover credit
Student Health Services	620,315	Vacancies and some nursing services charged to federal and state grants
Food Services	30,000	No overnight outdoor school this year.
Fixed Charges	655,020	Savings in health insurance and other fringe benefits due to vacancies
Total Expense Reductions/Additional Revenue	<u>\$2,298,315</u>	
Mid-Level Administration	\$208,835	Higher communications costs
Instructional Salaries	675,938	Increase in substitute rate and hiring teachers on open contract to expand number of substitutes and provide coverage
Student Transportation Services	592,458	Higher fuel costs, overtime to cover vacancies
Operation of Plant	605,460	Higher materials costs, overtime to cover vacancies, additional security projects
Maintenance of Plant	215,624	Higher contracted services cost
Total Expense Increases/Reduced Revenue	<u>\$2,298,315</u>	
Net Effect on Fund Balance	\$0	



Open Session Item

SUBJECT: Hagerstown Community College Operating Budget for FY23

PRESENTATION DATE: March 22, 2022

PRESENTATION BY: James S. Klauber, PhD; President

RECOMMENDED MOTION: Informational purposes only.

REPORT-IN-BRIEF: Maintain current Operational Funding Level. Approve Capital Request

DISCUSSION: HCC requests that its County operational allocation be maintained at the present level (3 years in a row). We request that the Capital Appropriation be approved at the level suggested by County Staff.

FISCAL IMPACT: No new operational funding. Capital funding at recommended level.

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: PowerPoint presentation

AUDIO/VISUAL NEEDS: Screen, projector, and computer



HCC Presentation to Washington County Commissioners

March 22, 2022



Operating Fund Request

- Level Funding request for FY23 \$10,035,290 Four Years in a Row!
- No increase in Tuition for FY23
 - In County Rate is \$123 (rate has only gone up \$2 in my tenure)
 - General College Fee has gone up \$1 in four years
 - Least Expensive in the MACC

- I am not Merlin!



College Updates

- Medical Lab Technician Program Coming this Fall
- Expansion of the Middle College
- Looking at another new program
- Yes! The MSO is coming back for another year! July 2nd



Questions?



Open Session Item

SUBJECT: FY23 Airport Budget

PRESENTATION DATE: March 22, 2022

PRESENTATION BY: Rick Johnson, 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 \$156,410 or 7.74%. The increase is mainly the result of the 2.5% step and 1% COLA as well as for supplies, material, equipment and building maintenance throughout the Airport's various departments.

The Airport fund is self-supported and does not require a general fund subsidy for FY23.

FISCAL IMPACT: \$2,177,330

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: FY23 Airport Budget

AUDIO/VISUAL TO BE USED: N/A

**Washington County, Maryland
Airport Fund Operating Budget
Detailed Summary
Fiscal Year 2023**

Page	Category by Function	FY 2023 Requested Budget	\$ Change	Note	% Change	Original Budget FY 2022
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Revenues:

Administrative Revenues:

17-3	Fund Balance Reserve	64,000	64,000	1	100.00%	0
17-3	Operating Transfer - Hotel Rental	50,000	0		0.00%	50,000
17-3	Reimbursed Expense - Other	65,000	36,950	2	131.73%	28,050
17-3	Miscellaneous	0	0		0.00%	0
17-3	Operating Transfer-General Fund	0	0		0.00%	0
17-3	Operating Grants	6,900	0		0.00%	6,900
17-3	Operating - Federal Grants	15,600	4,380	3	39.04%	11,220
17-3	Operating - State Grants	0	0		0.00%	0
17-3	Fuel	100	0		0.00%	100
		201,600	105,330		109.41%	96,270

1 Fund Balance Reserve
- Approved new 1,000,000 infrastructure Grant for asphalt repairs and miscellaneous projects with a 5%.

2 Reimbursed Expense - Other
- Anticipate receiving monies from Alleiant for customer service and ground operation agents used during flights. Also an uplift fee reimbursement per flight.

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

Airfield Operations Revenues:

17-3	Landing Fees	22,310	5,530	4	32.96%	16,780
17-3	Rent Corporate Hangars	933,330	18,120	5	1.98%	915,210
		955,640	23,650		2.54%	931,990

4 Landing Fees
- Increase is attributed in the number of flights scheduled and projected by the Airline.

5 Rent Corporate Hangars
- Increase is attributed to the corporate rental rates as established by leases which have yearly built-in escalators.

Terminal Revenues:

17-3	Light Box Advertising	0	0		0.00%	0
17-3	Concession Fees	93,500	7,000	6	8.09%	86,500
17-3	Snack Sales	24,500	0		0.00%	24,500
17-3	Rent - Terminals	33,300	300		0.91%	33,000
		151,300	7,300		5.07%	144,000

6 Concession Fees
- An increase in revenue from Avis and Budget Car Rentals.

T-Hangar Revenues:

17-3	Rent - T-Hangars	532,630	14,680	7	2.83%	517,950
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7 Rent - T-Hangars
- Anticipated 3% increase in T-Hangar Rental rates.

532,630 14,680 2.83% 517,950

**Washington County, Maryland
Airport Fund Operating Budget
Detailed Summary
Fiscal Year 2023**

Page	Category by Function	FY 2023 Requested Budget	\$ Change	Note	% Change	Original Budget FY 2022
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Fuel Farm Revenues:

17-3	Fuel Farm Property Rental Fee	0	0		0.00%	0
17-3	Fuel Flow Fees - Fuel Farm	68,470	20		0.03%	68,450
17-3	Maintenance Fees - Fuel Farm	59,910	(7,590)	8	-11.24%	67,500
		128,380	(7,570)		-5.57%	135,950

8 Maintenance Fees - Fuel Farm

- Decrease is based on a 5 year average.

FAA Rental Property Revenue:

17-3	Rental - Other	191,280	13,020	9	7.30%	178,260
		191,280	13,020		7.30%	178,260

9 Rental - Other

- Increase is attributed to rental rates established by leases which have annual built-in escalators.

Airport and Rescue FF Services Revenue:

17-3	Contract Operations	16,500	0		0.00%	16,500
		16,500	0		0.00%	16,500

Total Revenues	2,177,330	156,410	7.74%	2,020,920
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Expenses:

17-9	General Operations	595,070	(25,980)		-4.18%	621,050
17-18	Airfield Operations	509,240	69,980		15.93%	439,260
17-26	Business Parks	187,910	3,730		2.03%	184,180
17-29	Terminals	210,940	(7,260)		-3.33%	218,200
17-34	T-Hangar	80,730	(5,820)		-6.72%	86,550
17-37	Fuel Farm Operations	11,780	1,230		11.66%	10,550
17-39	Rental Properties	43,090	6,790		18.71%	36,300
17-42	Airport and Rescue Firefighter Ser	150,810	10,730		7.66%	140,080
17-48	Airline Services	387,760	103,010		36.18%	284,750

Total Expenses	2,177,330	156,410	10	7.74%	2,020,920
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10 Category Summary:

Salaries and Benefits	1,062,170	(29,910)		-2.74%	1,092,080
Operating	1,115,160	218,820		24.41%	896,340
Capital Outlay		(32,500)		-100.00%	32,500
	2,177,330	156,410		7.74%	2,020,920

**Washington County, Maryland
Airport Fund Revenues
FY23**

	2023 Operating Budget Requested	Adjustment	2023 Operating Budget Proposed	\$ Change	% Change	2022 Operating Budget Approved	2021 Actuals Final	2020 Actuals Final
404420 - Interest, Penalties & Fees	0	0	0	0	0.00%	0	1,892	1,738
404520 - Rental - Other	191,280	0	191,280	13,020	7.30%	178,260	326,616	312,506
445020 - Landing Fees	22,310	0	22,310	5,530	32.96%	16,780	14,421	20,403
445040 - Aircraft Parking Fees	0	0	0	0	0.00%	0	2,016	3,198
445050 - Rent Corporate Hangars	933,330	0	933,330	18,120	1.98%	915,210	1,499,681	1,437,240
445120 - Concession Fees	93,500	0	93,500	7,000	8.09%	86,500	106,016	86,634
445130 - Snack Sales	24,500	0	24,500	0	0.00%	24,500	3,463	0
445150 - Rent - Terminals	33,300	0	33,300	300	0.91%	33,000	32,784	33,415
445210 - Rent - T Hangars	532,630	0	532,630	14,680	2.83%	517,950	492,982	501,153
445240 - Fuel Flow Fees - Fuel Farm	68,470	0	68,470	20	0.03%	68,450	60,431	54,334
445250 - Maintenance Fees - Fuel Farm	59,910	0	59,910	(7,590)	(11.24)%	67,500	59,817	52,722
485000 - Reimburse Administrative	0	0	0	0	0.00%	0	0	90
486045 - Reimbursed Exp - Other	65,000	0	65,000	36,950	131.73%	28,050	30,528	38,201
486999 - Reimbursed Exp - Billable	0	0	0	0	0.00%	0	402	316
490000 - Miscellaneous	0	0	0	0	0.00%	0	18,517	201
490005 - Insurance Recovery	0	0	0	0	0.00%	0	0	4,834
490010 - Gain or Loss on Sale of Asset	0	0	0	0	0.00%	0	311,609	0
490090 - Fund Balance Reserve	64,000	0	64,000	64,000	100.00%	0	0	0
491732 - Oper Transfer - Hotel Rental	50,000	0	50,000	0	0.00%	50,000	24,747	11,640
495000 - Operating Grants	6,900	0	6,900	0	0.00%	6,900	0	0
495100 - Operating - Federal Grants	15,600	0	15,600	4,380	39.04%	11,220	1,295,273	451,772
498400 - Capital Grant - Federal	0	0	0	0	0.00%	0	9,875,034	3,631,191
498410 - Capital Grant - State	0	0	0	0	0.00%	0	279,365	199,184
498640 - Transfer Tax	0	0	0	0	0.00%	0	111,000	0
498710 - Capital Transfer - General	0	0	0	0	0.00%	0	28,000	607,000
499420 - Fuel	100	0	100	0	0.00%	100	254	386
499500 - Contract Operations	16,500	0	16,500	0	0.00%	16,500	3,150	8,679
Revenues	2,177,330	0	2,177,330	156,410	7.74%	2,020,920	13,954,781	7,456,836

Washington County, Maryland
Airport Fund
Department 00000 - Default Department
FY23 Expenses

	2023	2023
	Operating Budget Requested	Variance Comments Requested
404520 - Rental - Other	191,280	The increase is attributed to rental rates established by leases which have built in escalators.
445020 - Landing Fees	22,310	The increase is attributed to an increase in the number of flights scheduled and projected by the Airline (\$15,600) as well as a projected amount based on a five year average from the fixed based operation (\$5,845).
445050 - Rent Corporate Hangars	933,330	The increase is attributed to rental rates established by leases which have built in escalators.
445120 - Concession Fees	93,500	The increase is attributed to an increase in revenue from AVIS and Budget Car Rental.
445130 - Snack Sales	24,500	
445150 - Rent - Terminals	33,300	The increase is attributed to rental rates established by leases which have built in escalators.
445210 - Rent - T Hangars	532,630	The increase is attributed to a 3% increase in the Airport T-Hangar rental rates.
445240 - Fuel Flow Fees - Fuel Farm	68,470	The increase is based on a five year average of fuel flow fees.
445250 - Maintenance Fees - Fuel Farm	59,910	The decrease is based on a five year average of maintenance fees.
486045 - Reimbursed Exp - Other	65,000	This reimbursement is \$150 for customer service and ground operation agents used during each Allegiant flight. There is also a \$100 uplift reimbursement fee per flight and the number of flights estimated for FY23 is 260.
490090 - Fund Balance Reserve	64,000	An approved new \$1,000,000 Infrastructure Grant for asphalt repairs and miscellaneous projects with a 5% match of \$50,000. This grant is also in CIP budget.
491732 - Oper Transfer - Hotel Rental	50,000	

**Washington County, Maryland
Airport Fund
Department 00000 - Default Department
FY23 Expenses**

	2023 Operating Budget Requested	2023 Variance Comments Requested
495000 - Operating Grants	6,900	HGR staff is anticipating being a recipient of the American Association of Airport Executives' scholarship program to offset the cost of attending AAEE conferences and training events planned for FY23. This includes an AAEE/NE Conference- \$1,750; AAEE Show Symposium-\$2,920 and; AAEE/NEC ARFF Conference-\$2,225.
495100 - Operating - Federal Grants	15,600	The Operating Federal Grants anticipated for FY23 is for security provided by the Washington County Sheriff's Department as needed for the Allegiant flights. This amount is estimated for 260 flights needing LEO on site with a 3-hour window per flight = 780 hours @ \$20 = \$15,600. 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 \$65.00 charged by the Washington County Sheriff's Department.
499420 - Fuel	100	
499500 - Contract Operations	16,500	

Washington County, Maryland
Proposed New or Increase Fee Form
FY 2023

Account Number: 45

Department Name: Hagerstown Regional Airport

Account Description: 445150-Rent for Aircraft Parking

Fee Category	Brief Description of Fee or Service	Fee FY2021	Fee FY2022	Proposed Fee FY2023	Change	Total Projected Change in Revenue	Justification
Parking Fee Overnight Tie-Down Fee	Fee for Aircraft overnight Tie-Down service: Single; Twin; Turbo; Jet; Heavy.	\$9-\$32 AVE=20	\$9-\$32 AVE=20	\$10-\$34 AVE=22	2	20	22%-6% increase proposed for all Airport OVERNIGHT tie-down fees(Estimating 10 per year). These Fees have not been increased since 2019.
Parking Fee Monthly Tie-Down Fee	Fee for Aircraft Monthly Tie-Down service: Single; Twin; Turbo; Jet; Heavy.	\$54-\$325 AVE=177	\$54-\$325 AVE=177	\$66-\$343 AVE=195	18	180	22%-6% increase proposed for all Airport MONTHLY tie-down fees(Estimating 10 per year). These Fees have not been increased since 2019.
Daytime Ramp Parking Fee Single Engine	Fee for parking on available ramp space, daytime only: Single Engine Aircraft.	12	12	14	2	20	17% increase proposed for Airport Daytime Ramp Parking fees for Single Engine Aircraft(Estimating 10 per year). These Fees have not been increased since 2019.
Daytime Ramp Parking Fee Twin Engine	Fee for parking on available ramp space, daytime only: Twin Engine Aircraft.	17	17	19	2	20	12% increase proposed for Airport Daytime Ramp Parking fees for Twin Engine Aircraft(Estimating 10 per year). These Fees have not been increased since 2019.
Daytime Ramp Parking Fee Turbo Engine	Fee for parking on available ramp space, daytime only: Turbo Engine Aircraft.	22	22	24	2	20	9% increase proposed for Airport Daytime Ramp Parking fees for Turbo Engine Aircraft(Estimating 10 per year). These Fees have not been increased since 2019.
Daytime Ramp Parking Fee Medium Aircraft	Fee for parking on available ramp space, daytime only: Medium Aircraft.	28	28	30	2	20	7% increase proposed for Airport Daytime Ramp Parking fees for Medium Aircraft(Estimating 10 per year). These Fees have not been increased since 2019.
Daytime Ramp Parking Fee Large Aircraft	Fee for parking on available ramp space, daytime only: Large Aircraft.	33	33	35	2	20	6% increase proposed for Airport Daytime Ramp Parking fees for Large Aircraft(Estimating 10 per year). These Fees have not been increased since 2019.
Daytime Ramp Parking Fee Heavy Aircraft	Fee for parking on available ramp space, daytime only: Heavy Aircraft.	108	108	111	3	30	3% increase proposed for Airport Daytime Ramp Parking fees for Heavy Aircraft(Estimating 10 per year). These Fees have not been increased since 2019.

Total \$330

Washington County, Maryland
 Proposed New or Increase Fee Form
 FY 2023

Account Number: 45 Department Name: Hagerstown Regional Airport

Account Description: Landing Fees #445020 (Transients Only)

Fee Category	Brief Description of Fee or Service	Fee FY2021	Fee FY2022	Proposed Fee FY2023	Change	Total Projected Change in Revenue	Justification
1	Fee for transient aircraft weighing 6,500-10,999 LBS	13	13	13.5	1	93	3% increase proposed for all Airport rental fees excluding leases with built in escalators.
2	Fee for transient aircraft weighing 11,000-15,999 LBS	18	18	19	1	127	3% increase proposed for all Airport rental fees excluding leases with built in escalators.
3	Fee for transient aircraft weighing 16,000-33,999 LBS	25	25	26	1	166	3% increase proposed for all Airport rental fees excluding leases with built in escalators.
4	Fee for transient aircraft weighing 34,000-65,000 LBS	36	36	37	1	39	3% increase proposed for all Airport rental fees excluding leases with built in escalators.
5	Fee for transient aircraft weighing 66,000-up LBS	59	59	61	2	16	3% increase proposed for all Airport rental fees excluding leases with built in escalators.

Total \$441

Washington County, Maryland
Proposed New or Increase Fee Form
FY 2023

New Fee or Increase Fee

Account Number: 45

Department Name: Hagerstown Regional Airport

Account Description: Rent - T-Hangars

Fee Category	Brief Description of Fee or Service	Fee FY2021	Fee FY2022	Proposed Fee FY2023	Change	Projected Change in Monthly Revenue	Annualized Projected Change in Revenue	Justification
LME-OFC	Monthly rent for 3 Combination T-Hangar and Office leases excluding Corporate Hangars that have built in escalators.	1,915	1,915	1972	57	57	684	3% rent increase requested to cover increased maintenance and utility costs
LME	Monthly rent for T-Hangars excluding Corporate Hangars that have built in escalators.	328	328	338	10	30	360	3% rent increase requested to cover increased maintenance and utility costs
LME	Monthly rent for T-Hangars excluding Corporate Hangars that have built in escalators.	344	344	354	10	130	1,560	3% rent increase requested to cover increased maintenance and utility costs
LME	Monthly rent for 8 T-Hangars with multiple rental rates due to conditions in their lease.	4,828	4,828	4972	144	144	1,728	3% rent increase to cover increased maintenance and utility costs
OFC	Monthly rent for T-Hangar Offices excluding Corporate Hangars that have built in escalators.	129	129	133	4	20	240	3% rent increase to cover increased maintenance and utility costs
OFC	Monthly rent for 9 T-Hangar Offices with multiple rental rates due to conditions in their lease.	2,275	2,275	2343	68	68	816	3% rent increase to cover increased maintenance and utility costs
SSE	Monthly rent for T-Hangars excluding Corporate Hangars that have built in escalators.	164	164	169	5	110	1,320	3% rent increase requested to cover increased maintenance and utility costs
SSE	Monthly rent for T-Hangars excluding Corporate Hangars that have built in escalators.	181	181	186	5	65	780	3% rent increase requested to cover increased maintenance and utility costs
SSE	Monthly rent for T-Hangars excluding Corporate Hangars that have built in escalators.	260	260	268	8	112	1,344	3% rent increase requested to cover increased maintenance and utility costs
SSE	Monthly rent for T-Hangars excluding Corporate Hangars that have built in escalators.	275	275	283	8	472	5,664	3% rent increase requested to cover increased maintenance and utility costs
UTIL	Monthly Utility charge for T-Hangars excluding Corporate Hangars that have built in escalators.	31	31	32	1	1	12	3% rent increase requested to cover increased maintenance costs.

Monthly

Total \$1,209 \$14,508

Washington County, Maryland
 Airport Fund
 Department 45010 - General Operations
 FY23 Expenses

	2023 Operating Budget Requested	Adjustment	2023 Operating Budget Proposed	\$ Change	% Change	2022 Operating Budget Approved	2021 Actuals Final	2020 Actuals Final
500000 - Wages - Full Time	264,400	0	264,400	(6,120)	(2.26)%	270,520	255,850	268,124
500005 - Wages - Part Time	3,520	0	3,520	1,610	84.29%	1,910	1,072	2,492
500010 - Wages - Overtime	9,080	0	9,080	(570)	(5.91)%	9,650	10,607	11,377
500040 - Other Wages	1,530	0	1,530	(300)	(16.39)%	1,830	563	1,151
500100 - FICA - Employer	21,310	0	21,310	(410)	(1.89)%	21,720	20,082	20,592
500120 - Health Insurance	69,890	0	69,890	(17,460)	(19.99)%	87,350	74,019	66,867
500125 - Other Insurance	1,700	0	1,700	(40)	(2.30)%	1,740	1,469	1,602
500130 - Pension	68,470	0	68,470	(1,870)	(2.66)%	70,340	63,296	99,730
500140 - Workers Compensation	9,690	0	9,690	310	3.30%	9,380	3,768	4,332
500170 - Personal Development	1,200	0	1,200	0	0.00%	1,200	0	0
500171 - Employee Recognition	900	0	900	(20)	(2.17)%	920	0	395
500172 - Team Building	250	0	250	0	0.00%	250	0	0
Wages and Benefits	451,940	0	451,940	(24,870)	(5.22)%	476,810	430,726	476,664
502000 - Appropriations	35,000	0	35,000	20,000	133.33%	15,000	0	-96,100
505010 - Advertising	1,500	0	1,500	1,500	100.00%	0	280	17,482
505050 - Dues & Subscriptions	3,700	0	3,700	0	0.00%	3,700	4,314	3,663
505070 - Food and Supplies	200	0	200	0	0.00%	200	50	155
505120 - Licenses & Certifications	100	0	100	0	0.00%	100	10	160
505130 - Small Office Equipment	500	0	500	0	0.00%	500	1,182	0
505140 - Office Supplies	2,000	0	2,000	0	0.00%	2,000	2,047	1,180
505150 - Other - Miscellaneous	0	0	0	0	0.00%	0	442	3
505160 - Personal Mileage	500	0	500	0	0.00%	500	0	99
505170 - Postage	800	0	800	(500)	(38.46)%	1,300	827	1,668
505190 - Professional Fees	0	0	0	0	0.00%	0	0	94,360
505191 - Property Acquisition	500	0	500	0	0.00%	500	0	0
505220 - Security	500	0	500	(34,820)	(98.58)%	35,320	31,373	28,176
505230 - Travel Expenses	5,140	0	5,140	0	0.00%	5,140	12	1,532
505240 - Entertainment/Business Exp	300	0	300	0	0.00%	300	0	0
505960 - Uncollectible Accounts	0	0	0	0	0.00%	0	178	-21,243

Washington County, Maryland
Airport Fund
Department 45010 - General Operations
FY23 Expenses

	2023 Operating Budget Requested	Adjustment	2023 Operating Budget Proposed	\$ Change	% Change	2022 Operating Budget Approved	2021 Actuals Final	2020 Actuals Final
510010 - Fleet Insurance	14,580	0	14,580	2,960	25.47%	11,620	11,167	8,791
510020 - Property & Casualty Insurance	30,270	0	30,270	6,960	29.86%	23,310	20,491	21,539
510030 - Public & Gen Liability Insurance	26,670	0	26,670	1,770	7.11%	24,900	22,567	18,202
515000 - Contracted/Purchased Service	6,050	0	6,050	0	0.00%	6,050	0	298
515130 - Consulting Services	6,500	0	6,500	1,500	30.00%	5,000	0	0
515180 - Software	0	0	0	0	0.00%	0	1,435	1,435
515260 - Legal Services	0	0	0	(30)	(100.00)%	30	0	0
515350 - Accident Repairs	0	0	0	0	0.00%	0	0	5,334
520030 - Food Comp	150	0	150	0	0.00%	150	176	46
520040 - Seminars/Conventions	3,370	0	3,370	0	0.00%	3,370	-390	1,855
526000 - Supplies/Material-Maintenance	0	0	0	0	0.00%	0	21	0
526040 - Equipment Maintenance	0	0	0	0	0.00%	0	84	0
527090 - Auto Repairs	0	0	0	0	0.00%	0	1,000	0
535010 - Copy Machine Rental	3,300	0	3,300	0	0.00%	3,300	2,051	2,238
540010 - Wireless Communication	1,000	0	1,000	(450)	(31.03)%	1,450	1,757	903
540020 - Telephone Expenses	0	0	0	0	0.00%	0	2,956	3,130
592040 - Promotional Expenses	500	0	500	0	0.00%	500	570	0
Operating Expenses	143,130	0	143,130	(1,110)	(0.77)%	144,240	104,598	94,907
599999 - Controllable Assets	0	0	0	0	0.00%	0	17,057	0
Capital Outlay	0	0	0	0	0.00%	0	17,057	0
Total	595,070	0	595,070	(25,980)	(4.18)%	621,050	552,382	571,571

**Washington County, Maryland
Airport Fund
Department 45010 - General Operations
FY23 Expenses**

	2023 Operating Budget Requested	2023 Operating Budget Proposed	2023 Variance Comments Requested	2023 Variance Comments Proposed
500000 - Wages - Full Time	264,400	264,400		
			The budget is based on a proposed step of 2.5% and a 1% COLA for FY23. Wages are then allocated based on a three-year rolling average and adjusted for any known changes in trends. This change is also reflecting changes in staff.	
500005 - Wages - Part Time	3,520	3,520		
			The budget is based on a 3.5% increase for FY23. Wages are allocated based on a three-year rolling average and adjusted for any known changes in trends.	
500010 - Wages - Overtime	9,080	9,080		
			The budget is based on a 3.5% increase in wages for FY23. Wages are allocated based on a three-year rolling average and adjusted for any known changes in trends.	
500040 - Other Wages	1,530	1,530		
			The Other Wages category includes amounts for sick pay bonus and holidays worked for operations that require coverage on holidays. The sick pay bonus is based on prior year actuals with a small increase for employees receiving additional pay for accumulating more consecutive years without using sick time. The holiday worked was increased for the 3.5% wage increases for FY23.	
500100 - FICA - Employer	21,310	21,310		
			Budget is based on total wages times 7.65%.	

**Washington County, Maryland
Airport Fund
Department 45010 - General Operations
FY23 Expenses**

	2023 Operating Budget Requested	2023 Operating Budget Proposed	2023 Variance Comments Requested	2023 Variance Comments Proposed
500120 - Health Insurance	69,890	69,890		
			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	1,700	1,700		
			This category includes County paid premiums for employee life insurance, dependent life insurance, and long-term disability. The majority of these premiums are based on wages. Due to the wage increase the other insurance increased by approximately 3.5%.	
500130 - Pension	68,470	68,470		
			The budgeted amount for employer pension is based on full-time wages times 26%.	
500140 - Workers Compensation	9,690	9,690		
			Workers Compensation is based on projected employee wages times their assigned classification rates.	
500170 - Personal Development	1,200	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.	

**Washington County, Maryland
Airport Fund
Department 45010 - General Operations
FY23 Expenses**

	2023 Operating Budget Requested	2023 Operating Budget Proposed	2023 Variance Comments Requested	2023 Variance Comments Proposed
500171 - Employee Recognition	900	900		
			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	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	35,000	35,000		
505010 - Advertising	1,500	1,500		
505050 - Dues & Subscriptions	3,700	3,700		
505070 - Food and Supplies	200	200		
505120 - Licenses & Certifications	100	100		
505130 - Small Office Equipment	500	500		
505140 - Office Supplies	2,000	2,000		
505160 - Personal Mileage	500	500		
505170 - Postage	800	800		
			Decrease based on utilizing other methods than having to pay for postage, i.e. email.	

**Washington County, Maryland
Airport Fund
Department 45010 - General Operations
FY23 Expenses**

	2023 Operating Budget Requested	2023 Operating Budget Proposed	2023 Variance Comments Requested	2023 Variance Comments Proposed
505191 - Property Acquisition	500	500		
505220 - Security	500	500	Reallocation of the Transportation Security Administration (TSA) requirement for a Law Enforcement Officer during every flight (\$34,820) to the Airline department 45090. The remaining \$500 is for Security background checks and Security Badge supplies.	
505230 - Travel Expenses	5,140	5,140	Based on conferences and workshops planned in FY2023.	
505240 - Entertainment/Business Exp	300	300		
510010 - Fleet Insurance	14,580	14,580	There is an overall percentage increase of 10.98% for all funds combined over prior year budget. The percentage decrease/increase varies by department or fund. Changes related to volume and/or claims experience paid in various departments. Human Resources insurance analyst projected cost of premiums based on industry trends and discussions with industry experts and current service providers.	

**Washington County, Maryland
Airport Fund
Department 45010 - General Operations
FY23 Expenses**

	2023 Operating Budget Requested	2023 Operating Budget Proposed	Variance Comments Requested	2023 Variance Comments Proposed
510020 - Property & Casualty Ins	30,270	30,270		
			There is an overall percentage increase of 10.98% 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	26,670	26,670		
			There is an overall percentage increase of 10.98% 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	6,050		
515130 - Consulting Services	6,500	6,500		
			ADCI providing professional services for updating the existing Storm Water Pollution Prevention Plan for a total cost of \$10,500.00. Contractual requirements set for in PUR-1450 Aviation Engineering Services.	
515260 - Legal Services	0	0		
			Decrease is due to the account not being used in the past 4 years.	

**Washington County, Maryland
Airport Fund
Department 45010 - General Operations
FY23 Expenses**

	2023 Operating Budget Requested	2023 Operating Budget Proposed	2023 Variance Comments Requested	2023 Variance Comments Proposed
520030 - Food Comp	150	150		
520040 - Seminars/Conventions	3,370	3,370		
535010 - Copy Machine Rental	3,300	3,300		
540010 - Wireless Communication	1,000	1,000	Decrease based on current expense and past years actuals	
592040 - Promotional Expenses	500	500		

Washington County, Maryland
 Travel Request
 FY 2023

Department Number: 45010

Department Name: Airport General Operations

Account Number: 505230

Account Description: Travel Expenses

Position Title Only (do not use individual names)	Destination	Date(s) of Travel	Total Cost		Description and/or Reason for Travel Request
			Dept. Request		
Director	TBD	TBD	1,250		NEC/AAAE Annual Conference (scholarship) - The purpose of this conference is to provide airport professionals with the latest information and newest developments in the industry so they have the knowledge they need to make airports safer, more efficient and ultimately, more successful.
Director	TBD	TBD	1,190		Voltaire 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.
Director	Washington, DC	TBD	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.
Director	Ocean City, MD	TBD	500		Maryland Regional Aviation (Annual) Conference to meet with State Officials and network with industry leaders and other Maryland Airport Managers.
Security Manager	TBD	TBD	900		20th Annual AAAE/TSA/DHS Aviation Security Summit.
Security Manager	Alexandria, VA	TBD	800		AAAE Certified Employee Courses.
Total				\$5,140	

- 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
 FY23 Expenses

	2023 Operating Budget Requested	Adjustment	2023 Operating Budget Proposed	\$ Change	% Change	2022 Operating Budget Approved	2021 Actuals Final	2020 Actuals Final
500000 - Wages - Full Time	116,370	0	116,370	(4,980)	(4.10)%	121,350	121,827	116,644
500005 - Wages - Part Time	7,880	0	7,880	240	3.14%	7,640	6,374	9,947
500010 - Wages - Overtime	7,280	0	7,280	570	8.49%	6,710	11,782	5,549
500040 - Other Wages	0	0	0	0	0.00%	0	731	0
500100 - FICA - Employer	10,060	0	10,060	(320)	(3.08)%	10,380	10,559	9,619
500120 - Health Insurance	30,760	0	30,760	(8,420)	(21.49)%	39,180	43,917	42,274
500125 - Other Insurance	740	0	740	(40)	(5.13)%	780	777	707
500130 - Pension	30,260	0	30,260	(1,290)	(4.09)%	31,550	32,996	28,687
500140 - Workers Compensation	4,740	0	4,740	50	1.07%	4,690	7,167	7,672
Wages and Benefits	208,090	0	208,090	(14,190)	(6.38)%	222,280	236,130	221,099
502000 - Appropriations	89,000	0	89,000	73,000	456.25%	16,000	0	29,100
505010 - Advertising	0	0	0	0	0.00%	0	0	150
505120 - Licenses & Certifications	250	0	250	0	0.00%	250	240	129
505140 - Office Supplies	200	0	200	0	0.00%	200	124	21
505210 - Safety Supplies	800	0	800	0	0.00%	800	55	455
505230 - Travel Expenses	1,930	0	1,930	0	0.00%	1,930	32	0
515000 - Contracted/Purchased Service	1,520	0	1,520	(9,190)	(85.81)%	10,710	9,733	13,005
515180 - Software	9,480	0	9,480	9,480	100.00%	0	0	0
515202 - Inspection Services	1,030	0	1,030	0	0.00%	1,030	912	1,033
515270 - Maintenance Contract Services	800	0	800	800	200.00%	0	1,391	293
520000 - Training	1,500	0	1,500	800	114.29%	700	2,074	644
520030 - Food Comp	500	0	500	0	0.00%	500	435	83
520040 - Seminars/Conventions	990	0	990	0	0.00%	990	0	0
525000 - Supplies/Material - Operating	0	0	0	0	0.00%	0	0	146
525020 - Janitorial Supplies	200	0	200	0	0.00%	200	271	105
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	3,568	1,425
526000 - Supplies/Material-Maintenance	8,000	0	8,000	0	0.00%	8,000	19,839	4,257
526010 - Asphalt Repair	5,000	0	5,000	4,500	900.00%	500	0	0

Washington County, Maryland
 Airport Fund
 Department 45020 - Airfield Operations
 FY23 Expenses

	2023 Operating Budget Requested	Adjustment	2023 Operating Budget Proposed	\$ Change	% Change	2022 Operating Budget Approved	2021 Actuals Final	2020 Actuals Final
526020 - Building Maintenance	5,000	0	5,000	0	0.00%	5,000	2,464	870
526040 - Equipment Maintenance	10,000	0	10,000	0	0.00%	10,000	18,968	17,173
526090 - Painting Supplies	15,000	0	15,000	2,730	22.25%	12,270	10,616	1,451
527020 - Auto Batteries	1,000	0	1,000	800	400.00%	200	0	0
527030 - Diesel Fuel	11,000	0	11,000	2,120	23.87%	8,880	7,903	4,858
527040 - Diesel Fuel Tax	0	0	0	(1,320)	(100.00)%	1,320	806	455
527060 - Auto Gasoline	7,000	0	7,000	(4,000)	(36.36)%	11,000	7,401	5,228
527080 - Auto Motor Oil	1,000	0	1,000	0	0.00%	1,000	643	672
527090 - Auto Repairs	1,000	0	1,000	(500)	(33.33)%	1,500	494	4,338
527100 - Auto Tires	4,000	0	4,000	0	0.00%	4,000	1,628	2,847
528000 - Supplies - Chemicals	32,000	0	32,000	7,000	28.00%	25,000	24,417	14,691
528030 - Herbicide	4,000	0	4,000	500	14.29%	3,500	1,837	5,346
535000 - Rentals	100	0	100	0	0.00%	100	0	0
535020 - Equipment Rental	200	0	200	0	0.00%	200	0	0
535060 - Uniforms	1,000	0	1,000	0	0.00%	1,000	892	198
540022 - Cable TV & Internet Services	1,000	0	1,000	200	25.00%	800	1,085	989
545010 - Electric	66,750	0	66,750	2,750	4.30%	64,000	66,721	55,259
545020 - Natural Gas	10,000	0	10,000	2,000	25.00%	8,000	9,299	6,113
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	2,297	1,835
586030 - Anti-skid Supplies	800	0	800	0	0.00%	800	0	708
592040 - Promotional Expenses	2,000	0	2,000	0	0.00%	2,000	0	1,873
Operating Expenses	287,150	0	287,150	77,670	37.08%	209,480	197,165	176,773
599999 - Controllable Assets	0	0	0	0	0.00%	0	125,696	120
600100 - Land & Improvements	0	0	0	(7,500)	(100.00)%	7,500	0	0
Capital Outlay	0	0	0	(7,500)	(100.00)%	7,500	125,696	120
Total	509,240	0	509,240	69,980	15.93%	439,260	558,991	397,991

Washington County, Maryland
Airport Fund
Department 45020 - Airfield Operations
FY23 Expenses

	2023	2023	2023	Variance Comments
	Operating	Operating	Operating	Proposed
	Budget	Budget	Budget	Requested
	Requested	Proposed	Proposed	Variance Comments
500000 - Wages - Full Time	116,370	116,370		
500005 - Wages - Part Time	7,880	7,880		
500010 - Wages - Overtime	7,280	7,280		
500100 - FICA - Employer	10,060	10,060		
500120 - Health Insurance	30,760	30,760		
500125 - Other Insurance	740	740		
500130 - Pension	30,260	30,260		
500140 - Workers Compensation	4,740	4,740		
502000 - Appropriations	89,000	89,000		Based on FY23 Capital Improvement Plan. \$50,000 is a 5% match for new FAA Infrastructure Grant. \$25,000 is a 25% match for a MAA Grant to purchase 2 mowers based on the Airport Equipment Replacement Program.
505120 - Licenses & Certifications	250	250		
505140 - Office Supplies	200	200		
505210 - Safety Supplies	800	800		
505230 - Travel Expenses	1,930	1,930		Based on conferences and workshops planned in FY2023.
515000 - Contracted/Purchased Service	1,520	1,520		Reallocating \$9,187 Airfield Management Software System Annual Maintenance Fee to 515180 Software for proper coding.

**Washington County, Maryland
Airport Fund
Department 45020 - Airfield Operations
FY23 Expenses**

	2023 Operating Budget Requested	2023 Operating Budget Proposed	2023 Variance Comments Requested	2023 Variance Comments Proposed
5115180 - Software	9,480	9,480	\$9,187 reallocated from 515000 Contracted/Purchased Service for proper coding and projected increase of \$290 for FY23.	
5115202 - Inspection Services	1,030	1,030		
5115270 - Maintenance Contract Services	800	800	Increase is due to required testing for additional backflow preventer devices.	
520000 - Training	1,500	1,500	Increase is due to increase in cost for Wildlife hazard assessment training.	
520030 - Food Comp	500	500		
520040 - Seminars/Conventions	990	990		
525020 - Janitorial Supplies	200	200		
525030 - Medical Supplies	100	100		
525040 - Small Tools & Equipment	3,640	3,640		
526000 - Supplies/Material-Maintenance	8,000	8,000		
526010 - Asphalt Repair	5,000	5,000	Increase based on Asphalt maintenance needed on the Airfield.	
526020 - Building Maintenance	5,000	5,000		
526040 - Equipment Maintenance	10,000	10,000		
526090 - Painting Supplies	15,000	15,000	Increase based on FAA requirements for additional markings needed on taxiways and runways.	
527020 - Auto Batteries	1,000	1,000	Increase based on anticipated vehicle battery maintenance.	

**Washington County, Maryland
Airport Fund
Department 45020 - Airfield Operations
FY23 Expenses**

	2023 Operating Budget Requested	2023 Operating Budget Proposed	2023 Variance Comments Requested	2023 Variance Comments Proposed
527030 - Diesel Fuel	11,000	11,000	Projected budget is 4,400 gallons x \$2.50 per gallon = \$11,000 (excludes taxes), which is based on bids and short-term energy outlook forecasts. Rate is discounted with new bid price including delivery as compared to retail prices. Increase based on additional equipment purchased that use diesel fuel.	
527040 - Diesel Fuel Tax	0	0	Decrease is due to Diesel fueled vehicles operate on Airfield only.	
527060 - Auto Gasoline	7,000	7,000	Projected budget is 2,333 gallons x \$3.00 = \$6,999 (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. Decrease due to gasoline fueled equipment replaced by diesel fueled equipment.	
527080 - Auto Motor Oil	1,000	1,000		
527090 - Auto Repairs	1,000	1,000	Decrease is based on current expense and past years actuals.	
527100 - Auto Tires	4,000	4,000		
528000 - Supplies - Chemicals	32,000	32,000	Increase based on current costs and demand for chemicals on hand.	
528030 - Herbicide	4,000	4,000	Increase based on current cost and amounts required to perform maintenance around the airfield.	
535000 - Rentals	100	100		
535020 - Equipment Rental	200	200		

**Washington County, Maryland
Airport Fund
Department 45020 - Airfield Operations
FY23 Expenses**

	2023 Operating Budget Requested	2023 Operating Budget Proposed	2023 Variance Comments Requested	2023 Variance Comments Proposed
535060 - Uniforms	1,000	1,000		
540022 - Cable TV & Internet Services	1,000	1,000	Increase is based on current expense and past years actuals.	
545010 - Electric	66,750	66,750	The electric budget is based on four prior year actuals, forecasted rate changes, and other known circumstances. The projection also takes into account current year actuals with annualized estimations.	
545020 - Natural Gas	10,000	10,000	The natural gas budgets were based on four prior year actual and forecasted rate changes.	
545050 - Waste/Trash Disposal	1,020	1,020		
545060 - Water	2,340	2,340	Based on projected rate model revenue requirements for County customers. Rate contingent on budget submission for utility costs.	
586030 - Anti-skid Supplies	800	800		
592040 - Promotional Expenses	2,000	2,000		

Washington County, Maryland
 Airport Fund
 Department 45030 - Business Parks
 FY23 Expenses

	2023 Operating Budget Requested	Adjustment	2023 Operating Budget Proposed	\$ Change	% Change	2022 Operating Budget Approved	2021 Actuals Final	2020 Actuals Final
500000 - Wages - Full Time	2,440	0	2,440	(1,310)	(34.93)%	3,750	2,706	1,409
500005 - Wages - Part Time	1,880	0	1,880	320	20.51%	1,560	1,294	1,335
500100 - FICA - Employer	330	0	330	(80)	(19.51)%	410	301	202
500120 - Health Insurance	640	0	640	(570)	(47.11)%	1,210	1,044	594
500125 - Other Insurance	20	0	20	0	0.00%	20	15	8
500130 - Pension	630	0	630	(350)	(35.71)%	980	746	336
500140 - Workers Compensation	220	0	220	(20)	(8.33)%	240	309	221
Wages and Benefits	6,160	0	6,160	(2,010)	(24.60)%	8,170	6,416	4,105
501000 - Debt - Bond Principal	113,330	0	113,330	7,000	6.58%	106,330	100,000	97,330
501001 - Contra - Bond Principal	0	0	0	0	0.00%	0	-100,000	-97,330
501050 - Debt - Bond Interest	6,770	0	6,770	(4,260)	(38.62)%	11,030	7,654	10,511
502000 - Appropriations	45,000	0	45,000	30,000	200.00%	15,000	0	52,000
515000 - Contracted/Purchased Service	8,000	0	8,000	0	0.00%	8,000	596	1,072
515270 - Maintenance Contract Services	250	0	250	0	0.00%	250	215	215
526000 - Supplies/Material-Maintenance	2,000	0	2,000	0	0.00%	2,000	0	4
526020 - Building Maintenance	3,000	0	3,000	0	0.00%	3,000	2,728	1,893
526090 - Painting Supplies	200	0	200	0	0.00%	200	0	0
545010 - Electric	1,000	0	1,000	(2,000)	(66.67)%	3,000	319	349
545060 - Water	1,700	0	1,700	0	0.00%	1,700	1,693	1,624
592040 - Promotional Expenses	500	0	500	0	0.00%	500	0	0
Operating Expenses	181,750	0	181,750	30,740	20.36%	151,010	13,205	67,668
599999 - Controllable Assets	0	0	0	0	0.00%	0	0	5,000
600100 - Land & Improvements	0	0	0	(25,000)	(100.00)%	25,000	0	0
Capital Outlay	0	0	0	(25,000)	(100.00)%	25,000	0	5,000
Total	187,910	0	187,910	3,730	2.03%	184,180	19,621	76,773

**Washington County, Maryland
Airport Fund
Department 45030 - Business Parks
FY23 Expenses**

	2023 Operating Budget Requested	2023 Operating Budget Proposed	2023 Variance Comments Requested	2023 Variance Comments Proposed
500000 - Wages - Full Time	2,440	2,440		
500005 - Wages - Part Time	1,880	1,880		
500100 - FICA - Employer	330	330		
500120 - Health Insurance	640	640		
500125 - Other Insurance	20	20		
500130 - Pension	630	630		
500140 - Workers Compensation	220	220		
501000 - Debt - Bond Principal	113,330	113,330	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	6,770	6,770	Debt cost is based on fixed agreed upon payments with bondholders and State agencies. Payments are in accordance with amortization schedules.	
502000 - Appropriations	45,000	45,000	CIP appropriations. Funds set aside for upcoming scheduled roof repairs.	
515000 - Contracted/Purchased Service	8,000	8,000		
515270 - Maintenance Contract Services	250	250		
526000 - Supplies/Material-Maintenance	2,000	2,000		
526020 - Building Maintenance	3,000	3,000		

**Washington County, Maryland
Airport Fund
Department 45030 - Business Parks
FY23 Expenses**

	2023 Operating Budget Requested	2023 Operating Budget Proposed	2023 Variance Comments Requested	2023 Variance Comments Proposed
526090 - Painting Supplies	200	200		
545010 - Electric	1,000	1,000	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.	
545060 - Water	1,700	1,700	Based on projected rate model revenue requirements for County customers. Rate contingent on budget submission for utility costs.	
592040 - Promotional Expenses	500	500		
600100 - Land & Improvements	-	-	Parking lot maintenance and repairs completed in FY2022.	

Washington County, Maryland
 Airport Fund
 Department 45040 - Terminals
 FY23 Expenses

	2023 Operating Budget Requested	Adjustment	2023 Operating Budget Proposed	\$ Change	% Change	2022 Operating Budget Approved	2021 Actuals Final	2020 Actuals Final
500000 - Wages - Full Time	23,310	0	23,310	(3,980)	(14.58)%	27,290	18,180	28,608
500005 - Wages - Part Time	43,910	0	43,910	4,050	10.16%	39,860	38,205	39,231
500010 - Wages - Overtime	2,850	0	2,850	330	13.10%	2,520	3,258	2,754
500100 - FICA - Employer	5,360	0	5,360	30	0.56%	5,330	4,493	5,327
500120 - Health Insurance	6,160	0	6,160	(2,650)	(30.08)%	8,810	7,636	6,376
500125 - Other Insurance	150	0	150	(30)	(16.67)%	180	123	182
500130 - Pension	6,060	0	6,060	(1,040)	(14.65)%	7,100	5,093	7,363
500140 - Workers Compensation	4,000	0	4,000	350	9.59%	3,650	3,924	4,926
Wages and Benefits	91,800	0	91,800	(2,940)	(3.10)%	94,740	80,912	94,767
505070 - Food and Supplies	0	0	0	(150)	(100.00)%	150	0	0
505140 - Office Supplies	550	0	550	30	5.77%	520	733	516
505210 - Safety Supplies	300	0	300	0	0.00%	300	224	385
515000 - Contracted/Purchased Service	6,880	0	6,880	0	0.00%	6,880	4,605	3,923
515270 - Maintenance Contract Services	5,810	0	5,810	0	0.00%	5,810	962	1,311
520030 - Food Comp	100	0	100	0	0.00%	100	0	0
525000 - Supplies/Material - Operating	5,700	0	5,700	4,070	249.69%	1,630	1,469	238
525020 - Janitorial Supplies	1,630	0	1,630	(4,070)	(71.40)%	5,700	4,309	5,387
525030 - Medical Supplies	100	0	100	0	0.00%	100	0	50
525040 - Small Tools & Equipment	300	0	300	0	0.00%	300	680	315
526000 - Supplies/Material-Maintenance	4,000	0	4,000	0	0.00%	4,000	5,303	3,981
526020 - Building Maintenance	3,000	0	3,000	0	0.00%	3,000	4,343	2,629
526040 - Equipment Maintenance	1,000	0	1,000	500	100.00%	500	488	7,193
526070 - Landscaping Supplies	1,000	0	1,000	0	0.00%	1,000	0	367
526090 - Painting Supplies	100	0	100	0	0.00%	100	0	0
526110 - Snow Removal Materials	800	0	800	600	300.00%	200	0	0
527090 - Auto Repairs	0	0	0	0	0.00%	0	0	1,620
535020 - Equipment Rental	0	0	0	0	0.00%	0	0	45
535060 - Uniforms	500	0	500	200	66.67%	300	198	227
540022 - Cable TV & Internet Services	150	0	150	0	0.00%	150	76	120

Washington County, Maryland
 Airport Fund
 Department 45040 - Terminals
 FY23 Expenses

	2023	Adjustment	2023	\$ Change	% Change	2022	2021	2020
	Operating Budget Requested		Operating Budget Proposed			Operating Budget Approved	Actuals Final	Actuals Final
545010 - Electric	49,000	0	49,000	0	0.00%	49,000	45,258	45,117
545020 - Natural Gas	17,000	0	17,000	(5,500)	(24.44)%	22,500	15,368	15,518
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	0	0.00%	20,000	21,797	16,459
592040 - Promotional Expenses	200	0	200	0	0.00%	200	180	446
Operating Expenses	119,140	0	119,140	(4,320)	(3.50)%	123,460	107,014	106,867
599999 - Controllable Assets	0	0	0	0	0.00%	0	32,301	0
Capital Outlay	0	0	0	0	0.00%	0	32,301	0
Total	210,940	0	210,940	(7,260)	(3.33)%	218,200	220,227	201,634

**Washington County, Maryland
Airport Fund
Department 45040 - Terminals
FY23 Expenses**

	2023 Operating Budget Requested	2023 Operating Budget Proposed	2023 Variance Comments Requested	2023 Variance Comments Proposed
500000 - Wages - Full Time	23,310	23,310		
500005 - Wages - Part Time	43,910	43,910		
500010 - Wages - Overtime	2,850	2,850		
500100 - FICA - Employer	5,360	5,360		
500120 - Health Insurance	6,160	6,160		
500125 - Other Insurance	150	150		
500130 - Pension	6,060	6,060		
500140 - Workers Compensation	4,000	4,000		
505070 - Food and Supplies	0	0	Decrease based on past years actuals.	
505140 - Office Supplies	550	550	Increase based on current expense and past years actuals.	
505210 - Safety Supplies	300	300		
515000 - Contracted/Purchased Service	6,880	6,880		
515270 - Maintenance Contract Services	5,810	5,810		
520030 - Food Comp	100	100		
525000 - Supplies/Material - Operating	5,700	5,700	Reallocation for proper coding \$4070 reallocated from 525020 to 525000 in this department.	
525020 - Janitorial Supplies	1,630	1,630	Reallocation for proper coding \$4,070 reallocated from 525020 to 525000 in this department.	

**Washington County, Maryland
Airport Fund
Department 45040 - Terminals
FY23 Expenses**

	2023 Operating Budget Requested	2023 Operating Budget Proposed	2023 Variance Comments Requested	2023 Variance Comments Proposed
525030 - Medical Supplies	100	100		
525040 - Small Tools & Equipment	300	300		
526000 - Supplies/Material-Maintenance	4,000	4,000		
526020 - Building Maintenance	3,000	3,000		
526040 - Equipment Maintenance	1,000	1,000		
526070 - Landscaping Supplies	1,000	1,000		
526090 - Painting Supplies	100	100		
526110 - Snow Removal Materials	800	800		
535060 - Uniforms	500	500		
540022 - Cable TV & Internet Services	150	150		
545010 - Electric	49,000	49,000		
545020 - Natural Gas	17,000	17,000		
545050 - Waste/Trash Disposal	1,020	1,020		

Washington County, Maryland
 Airport Fund
 Department 45040 - Terminals
 FY23 Expenses

	2023 Operating Budget Requested	2023 Operating Budget Proposed	2023 Variance Comments Requested	2023 Variance Comments Proposed
545060 - Water	20,000	20,000	Based on projected rate model revenue requirements for County customers. Rate contingent on budget submission for utility costs.	
592040 - Promotional Expenses	200	200		

Washington County, Maryland
Airport Fund
Department 45050 - T-Hangar
FY23 Expenses

	2023 Operating Budget Requested	Adjustment	2023 Operating Budget Proposed	\$ Change	% Change	2022 Operating Budget Approved	2021 Actuals Final	2020 Actuals Final
500000 - Wages - Full Time	5,580	0	5,580	(1,860)	(25.00)%	7,440	4,814	5,654
500005 - Wages - Part Time	1,110	0	1,110	(790)	(41.58)%	1,900	1,036	1,763
500010 - Wages - Overtime	0	0	0	(80)	(100.00)%	80	0	0
500100 - FICA - Employer	510	0	510	(210)	(29.17)%	720	441	544
500120 - Health Insurance	1,470	0	1,470	(930)	(38.75)%	2,400	1,635	1,866
500125 - Other Insurance	40	0	40	(10)	(20.00)%	50	29	32
500130 - Pension	1,450	0	1,450	(490)	(25.26)%	1,940	1,278	1,276
500140 - Workers Compensation	280	0	280	(100)	(26.32)%	380	381	445
Wages and Benefits	10,440	0	10,440	(4,470)	(29.98)%	14,910	9,614	11,579
502000 - Appropriations	28,000	0	28,000	(5,000)	(15.15)%	33,000	0	0
515000 - Contracted/Purchased Service	500	0	500	0	0.00%	500	53	883
525040 - Small Tools & Equipment	0	0	0	(50)	(100.00)%	50	0	0
526000 - Supplies/Material-Maintenance	2,500	0	2,500	0	0.00%	2,500	356	2,298
526010 - Asphalt Repair	5,000	0	5,000	5,000	100.00%	0	0	0
526020 - Building Maintenance	1,500	0	1,500	0	0.00%	1,500	277	1,943
526040 - Equipment Maintenance	500	0	500	400	400.00%	100	270	0
526090 - Painting Supplies	1,000	0	1,000	0	0.00%	1,000	0	0
545010 - Electric	27,000	0	27,000	(1,700)	(5.92)%	28,700	26,908	24,349
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	2,394	2,592
Operating Expenses	70,290	0	70,290	(1,350)	(1.88)%	71,640	31,998	33,805
599999 - Controllable Assets	0	0	0	0	0.00%	0	9,988	59,004
600100 - Land & Improvements	0	0	0	0	0.00%	0	0	23,751
Capital Outlay	0	0	0	0	0.00%	0	9,988	82,756
Total	80,730	0	80,730	(5,820)	(6.72)%	86,550	51,600	128,140

**Washington County, Maryland
Airport Fund
Department 45050 - T-Hangar
FY23 Expenses**

	2023 Operating Budget Requested	2023 Operating Budget Proposed	2023 Variance Comments Requested	2023 Variance Comments Proposed
500000 - Wages - Full Time	5,580	5,580		
500005 - Wages - Part Time	1,110	1,110		
500100 - FICA - Employer	510	510		
500120 - Health Insurance	1,470	1,470		
500125 - Other Insurance	40	40		
500130 - Pension	1,450	1,450		
500140 - Workers Compensation	280	280		
502000 - Appropriations	28,000	28,000		
515000 - Contracted/Purchased Service	500	500		
525040 - Small Tools & Equipment	0	0		
526000 - Supplies/Material-Maintenance	2,500	2,500		
526010 - Asphalt Repair	5,000	5,000		
526020 - Building Maintenance	1,500	1,500		
526040 - Equipment Maintenance	500	500		
526090 - Painting Supplies	1,000	1,000		
			CIP Appropriations. Funds allocated for T-Hangar replacement.	
			Decrease based on current expense and past years actuals.	
			Amount needed to repair deteriorating asphalt in the T-Hangar area.	
			Increase is due to anticipated forklift maintenance.	

Washington County, Maryland
Airport Fund
Department 45050 - T-Hangar
FY23 Expenses

	2023 Operating Budget Requested	2023 Operating Budget Proposed	2023 Variance Comments Requested	2023 Variance Comments Proposed
545010 - Electric	27,000	27,000		
			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.	
545050 - Waste/Trash Disposal	1,740	1,740		
545060 - Water	2,550	2,550		
			Based on projected rate model revenue requirements for County customers. Rate contingent on budget submission for utility costs.	

Washington County, Maryland
 Airport Fund
 Department 45060 - Fuel Farm Operations
 FY23 Expenses

	2023 Operating Budget Requested	Adjustment	2023 Operating Budget Proposed	\$ Change	% Change	2022 Operating Budget Approved	2021 Actuals Final	2020 Actuals Final
500000 - Wages - Full Time	50	0	50	(160)	(76.19)%	210	121	15
500005 - Wages - Part Time	90	0	90	10	12.50%	80	0	251
500100 - FICA - Employer	10	0	10	(10)	(50.00)%	20	9	20
500120 - Health Insurance	10	0	10	(60)	(85.71)%	70	38	0
500125 - Other Insurance	0	0	0	0	0.00%	0	1	0
500130 - Pension	20	0	20	(40)	(66.67)%	60	31	4
500140 - Workers Compensation	0	0	0	(10)	(100.00)%	10	5	22
Wages and Benefits	180	0	180	(270)	(60.00)%	450	204	312
505210 - Safety Supplies	800	0	800	700	700.00%	100	0	0
515000 - Contracted/Purchased Service	6,000	0	6,000	0	0.00%	6,000	8,992	5,020
515320 - Testing Services	2,500	0	2,500	0	0.00%	2,500	2,266	0
526000 - Supplies/Material-Maintenance	1,000	0	1,000	0	0.00%	1,000	476	176
526040 - Equipment Maintenance	1,000	0	1,000	1,000	0.00%	0	14,343	0
545010 - Electric	300	0	300	(200)	(40.00)%	500	288	286
545020 - Natural Gas	0	0	0	0	0.00%	0	0	806
Operating Expenses	11,600	0	11,600	1,500	14.85%	10,100	26,364	6,287
599999 - Controllable Assets	0	0	0	0	0.00%	0	269	0
Capital Outlay	0	0	0	0	0.00%	0	269	0
Total	11,780	0	11,780	1,230	11.66%	10,550	26,838	6,599

**Washington County, Maryland
Airport Fund
Department 45060 - Fuel Farm Operations
FY23 Expenses**

	2023 Operating Budget Requested	2023 Operating Budget Proposed	2023 Variance Comments Requested	2023 Variance Comments Proposed
500000 - Wages - Full Time	50	50		
500005 - Wages - Part Time	90	90		
500100 - FICA - Employer	10	10		
500120 - Health Insurance	10	10		
500130 - Pension	20	20		
505210 - Safety Supplies	800	800	Increase based on needed replacements for outdated safety spill kits per Storm Water Pollution Prevention Plan.	
515000 - Contracted/Purchased Service	6,000	6,000		
515320 - Testing Services	2,500	2,500		
526000 - Supplies/Material-Maintenance	1,000	1,000		
526040 - Equipment Maintenance	1,000	1,000	Increase due to aging equipment that will require additional maintenance.	
545010 - Electric	300	300	The electric budget is based on four prior year actuals forecasted rate changes and other known circumstances. The projection also takes into account current year actuals with annualized estimations.	

Washington County, Maryland
 Airport Fund
 Department 45070 - Rental Properties - FAA
 FY23 Expenses

	2023 Operating Budget Requested	Adjustment	2023 Operating Budget Proposed	\$ Change	% Change	2022 Operating Budget Approved	2021 Actuals Final	2020 Actuals Final
500000 - Wages - Full Time	15,650	0	15,650	8,270	112.06%	7,380	13,545	13,587
500005 - Wages - Part Time	2,220	0	2,220	1,120	101.82%	1,100	2,689	1,686
500010 - Wages - Overtime	310	0	310	180	138.46%	130	0	0
500100 - FICA - Employer	1,390	0	1,390	730	110.61%	660	1,224	1,108
500120 - Health Insurance	4,140	0	4,140	1,760	73.95%	2,380	4,579	4,994
500125 - Other Insurance	100	0	100	50	100.00%	50	81	81
500130 - Pension	4,070	0	4,070	2,150	111.98%	1,920	3,380	3,252
500140 - Workers Compensation	710	0	710	380	115.15%	330	1,098	1,113
Wages and Benefits	28,590	0	28,590	14,640	104.95%	13,950	26,596	25,820
502000 - Appropriations	0	0	0	0	0.00%	0	0	15,000
515000 - Contracted/Purchased Service	2,000	0	2,000	(3,500)	(63.64)%	5,500	0	1,639
515202 - Inspection Services	500	0	500	0	0.00%	500	0	1,340
525040 - Small Tools & Equipment	0	0	0	0	0.00%	0	0	33
526000 - Supplies/Material-Maintenance	5,000	0	5,000	(2,000)	(28.57)%	7,000	4,793	4,050
526020 - Building Maintenance	4,000	0	4,000	(2,000)	(33.33)%	6,000	7,560	3,533
526040 - Equipment Maintenance	0	0	0	(50)	(100.00)%	50	0	93
526090 - Painting Supplies	500	0	500	0	0.00%	500	2,841	307
535020 - Equipment Rental	0	0	0	0	0.00%	0	0	358
545010 - Electric	500	0	500	(300)	(37.50)%	800	129	1,046
545015 - Heating Oil	300	0	300	(200)	(40.00)%	500	264	852
545020 - Natural Gas	300	0	300	300	100.00%	0	1,313	0
545030 - Propane Gas	300	0	300	(100)	(25.00)%	400	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	808	1,263
Operating Expenses	14,500	0	14,500	(7,850)	(35.12)%	22,350	17,708	29,514
599999 - Controllable Assets	0	0	0	0	0.00%	0	13,889	664
600200 - Building & Improvements	0	0	0	0	0.00%	0	8,970	0
Capital Outlay	0	0	0	0	0.00%	0	22,859	664
Total	43,090	0	43,090	6,790	18.71%	36,300	67,163	55,998

Washington County, Maryland
Airport Fund
Department 45070 - Rental Properties - FAA
FY23 Expenses

	2023 Operating Budget Requested	2023 Operating Budget Proposed	2023 Variance Comments Requested	2023 Variance Comments Proposed
500000 - Wages - Full Time	15,650	15,650		
500005 - Wages - Part Time	2,220	2,220		
500010 - Wages - Overtime	310	310		
500100 - FICA - Employer	1,390	1,390		
500120 - Health Insurance	4,140	4,140		
500125 - Other Insurance	100	100		
500130 - Pension	4,070	4,070		
500140 - Workers Compensation	710	710		
515000 - Contracted/Purchased Service	2,000	2,000	Decrease based on current expenses and last years actuals.	
515202 - Inspection Services	500	500		
526000 - Supplies/Material-Maintenance	5,000	5,000	Decrease due to completed renovations on 14211 Basore Drive property.	
526020 - Building Maintenance	4,000	4,000	Decrease due to completed renovations on 14211 Basore Drive property.	
526040 - Equipment Maintenance	0	0	Decrease based on current expenses and past years actuals.	
526090 - Painting Supplies	500	500		
545010 - Electric	500	500	The electric budget is based on four prior year actuals forecasted rate changes and other known circumstances. The projection also takes into account current year actuals with annualized estimations.	

Washington County, Maryland
Airport Fund
Department 45070 - Rental Properties - FAA
FY23 Expenses

	2023 Operating Budget Requested	2023 Operating Budget Proposed	2023 Variance Comments Requested	2023 Variance Comments Proposed
545015 - Heating Oil	300	300	The heating oil budget is based on four prior year actuals, forecasted rate changes, and other known circumstances.	
545020 - Natural Gas	300	300	The natural gas budgets were based on four prior year actual and forecasted rate changes.	
545030 - Propane Gas	300	300	The propane budgets were based on four prior year actual and forecasted rate changes.	
545050 - Waste/Trash Disposal	100	100		
545060 - Water	1,000	1,000	Based on projected rate model revenue requirements for County customers. Rate contingent on budget submission for utility costs.	

Washington County, Maryland
 Airport Fund
 Department 45080 - Airport and Rescue Firefighters Services
 FY23 Expenses

	2023 Operating Budget Requested	Adjustment	2023 Operating Budget Proposed	\$ Change	% Change	2022 Operating Budget Approved	2021 Actuals Final	2020 Actuals Final
500000 - Wages - Full Time	30,310	0	30,310	(8,720)	(22.34)%	39,030	24,348	44,763
500005 - Wages - Part Time	14,450	0	14,450	(920)	(5.99)%	15,370	15,146	16,321
500010 - Wages - Overtime	2,980	0	2,980	(1,140)	(27.67)%	4,120	4,458	2,443
500040 - Other Wages	10	0	10	0	0.00%	10	966	0
500100 - FICA - Employer	3,650	0	3,650	(830)	(18.53)%	4,480	3,366	4,694
500120 - Health Insurance	8,030	0	8,030	(4,570)	(36.27)%	12,600	10,302	15,699
500125 - Other Insurance	190	0	190	(60)	(24.00)%	250	160	270
500130 - Pension	7,880	0	7,880	(2,270)	(22.36)%	10,150	6,722	10,908
500140 - Workers Compensation	2,130	0	2,130	(270)	(11.25)%	2,400	3,742	5,320
Wages and Benefits	69,630	0	69,630	(18,780)	(21.24)%	88,410	69,209	100,418
502000 - Appropriations	2,000	0	2,000	2,000	100.00%	0	0	0
505010 - Advertising	0	0	0	0	0.00%	0	0	106
505050 - Dues & Subscriptions	150	0	150	0	0.00%	150	0	0
505070 - Food and Supplies	0	0	0	(150)	(100.00)%	150	0	0
505130 - Small Office Equipment	50	0	50	0	0.00%	50	0	0
505140 - Office Supplies	300	0	300	100	50.00%	200	254	37
505200 - Safety Equipment	4,800	0	4,800	1,800	60.00%	3,000	1,018	887
505210 - Safety Supplies	0	0	0	0	0.00%	0	171	0
505230 - Travel Expenses	1,410	0	1,410	0	0.00%	1,410	245	243
515000 - Contracted/Purchased Service	1,000	0	1,000	(940)	(48.45)%	1,940	641	2,176
515202 - Inspection Services	4,060	0	4,060	0	0.00%	4,060	931	3,187
515270 - Maintenance Contract Services	1,500	0	1,500	(250)	(14.29)%	1,750	712	744
520000 - Training	12,100	0	12,100	0	0.00%	12,100	9,990	7,385
520040 - Seminars/Conventions	820	0	820	0	0.00%	820	0	0
525000 - Supplies/Material - Operating	0	0	0	0	0.00%	0	45	0
525020 - Janitorial Supplies	120	0	120	0	0.00%	120	173	75
525030 - Medical Supplies	320	0	320	0	0.00%	320	144	98
525040 - Small Tools & Equipment	200	0	200	0	0.00%	200	5,143	187
526000 - Supplies/Material-Maintenance	5,000	0	5,000	4,000	400.00%	1,000	587	393

Washington County, Maryland
 Airport Fund
 Department 45080 - Airport and Rescue Firefighters Services
 FY23 Expenses

	2023 Operating Budget Requested	Adjustment	2023 Operating Budget Proposed	\$ Change	% Change	2022 Operating Budget Approved	2021 Actuals Final	2020 Actuals Final
526020 - Building Maintenance	500	0	500	0	0.00%	500	9,816	1,192
526040 - Equipment Maintenance	6,000	0	6,000	2,000	50.00%	4,000	11,273	3,221
526090 - Painting Supplies	250	0	250	250	100.00%	0	0	0
527030 - Diesel Fuel	800	0	800	0	0.00%	800	0	0
527050 - Auto Fluids	0	0	0	0	0.00%	0	0	21
527090 - Auto Repairs	0	0	0	0	0.00%	0	0	557
527100 - Auto Tires	22,000	0	22,000	21,000	2,100.00%	1,000	0	3,463
528000 - Supplies - Chemicals	5,000	0	5,000	1,000	25.00%	4,000	0	-9,951
535020 - Equipment Rental	0	0	0	0	0.00%	0	735	0
535060 - Uniforms	900	0	900	0	0.00%	900	82	230
540020 - Telephone Expenses	0	0	0	0	0.00%	0	1,338	1,411
545010 - Electric	8,000	0	8,000	(1,000)	(11.11)%	9,000	7,482	7,158
545020 - Natural Gas	3,800	0	3,800	(300)	(7.32)%	4,100	3,641	3,561
592020 - Cost of Sales	0	0	0	0	0.00%	0	30	0
592040 - Promotional Expenses	100	0	100	0	0.00%	100	0	83
Operating Expenses	81,180	0	81,180	29,510	57.11%	51,670	54,450	26,463
599999 - Controllable Assets	0	0	0	0	0.00%	0	4,424	2,300
Capital Outlay	0	0	0	0	0.00%	0	4,424	2,300
Total	150,810	0	150,810	10,730	7.66%	140,080	128,083	129,181

Washington County, Maryland
Airport Fund
Department 45080 - Airport and Rescue Firefighters Services
FY23 Expenses

	2023	2023	2023	2023
	Operating	Operating	Variance Comments	Variance Comments
	Budget	Budget	Requested	Proposed
	Requested	Proposed		
500000 - Wages - Full Time	30,310	30,310		
500005 - Wages - Part Time	14,450	14,450		
500010 - Wages - Overtime	2,980	2,980		
500040 - Other Wages	10	10		
500100 - FICA - Employer	3,650	3,650		
500120 - Health Insurance	8,030	8,030		
500125 - Other Insurance	190	190		
500130 - Pension	7,880	7,880		
500140 - Workers Compensation	2,130	2,130		
502000 - Appropriations	2,000	2,000	Increase is based on the Airport Capital Improvement Program. \$2,000 is a 25% match for an MAA Grant to replace aging Fire Fighter safety equipment (Eight SCBA Bottles).	
505050 - Dues & Subscriptions	150	150		
505070 - Food and Supplies	0	0	Decrease is based on past years actuals. Food and supplies is not needed in this department.	
505130 - Small Office Equipment	50	50		
505140 - Office Supplies	300	300	Increase is based on current expense and past years actuals.	
505200 - Safety Equipment	4,800	4,800	Increase for replacement of aging ARFF Safety Gear Equipment.	

Washington County, Maryland
Airport Fund
Department 45080 - Airport and Rescue Firefighters Services
FY23 Expenses

	2023	2023	2023	2023
	Operating	Operating	Variance Comments	Variance Comments
	Budget	Budget	Requested	Proposed
	Requested	Proposed		
505230 - Travel Expenses	1,410	1,410		
515000 - Contracted/Purchased Service	1,000	1,000		Based on conferences and workshops planned in FY2023.
515202 - Inspection Services	4,060	4,060		Decrease is based on current expense and past years actuals.
515270 - Maintenance Contract Services	1,500	1,500		Decrease is based on current expense and past years actuals.
520000 - Training	12,100	12,100		
520040 - Seminars/Conventions	820	820		
525020 - Janitorial Supplies	120	120		
525030 - Medical Supplies	320	320		
525040 - Small Tools & Equipment	200	200		
526000 - Supplies/Material-Maintenance	5,000	5,000		Increase needed to replace fire hose and nozzle for fire truck.
526020 - Building Maintenance	500	500		
526040 - Equipment Maintenance	6,000	6,000		Increase needed to remove and replace leaking nitrogen line on the fire truck as needed.
526090 - Painting Supplies	250	250		Increase needed for re-painting the fire station inside bay walls.

Washington County, Maryland
Airport Fund
Department 45080 - Airport and Rescue Firefighters Services
FY23 Expenses

	2023	2023	2023	2023
	Operating	Operating	Variance Comments	Variance Comments
	Budget	Budget	Requested	Proposed
	Requested	Proposed		
527030 - Diesel Fuel	800	800	Estimated budget is 320 gallons x \$2.50 = \$800 (excludes taxes), which is based on bids and short-term energy outlook forecasts. Rate is discounted with new bid price including delivery as compared to retail prices.	
527100 - Auto Tires	22,000	22,000	Increase to replace six fire truck tires as preventative maintenance. Due to fire truck drivers training, the tire tread will be below safe margins.	
528000 - Supplies - Chemicals	5,000	5,000	Increase needed for purchasing Purple K chemical foam.	
535060 - Uniforms	900	900		
545010 - Electric	8,000	8,000	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	3,800	3,800	The natural gas budgets were based on four prior year actual and forecasted rate changes.	
592040 - Promotional Expenses	100	100		

Washington County, Maryland
Travel Request
FY 2023

Department Name: Airport General Operations

Department Number: 45080

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		
DES Captain at Hagerstown Regional Airport	TBD	TBD	1,410		15th Annual ARFF Leadership Conference to assist with conducting day-to-day operations, management relations, FAA inspection process, tactics and strategies.
Total			\$1,410		

● 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
FY23 Expenses

	2023 Operating Budget Requested	Adjustment	2023 Operating Budget Proposed	\$ Change	% Change	2022 Operating Budget Approved	2021 Actuals Final	2020 Actuals Final
500000 - Wages - Full Time	66,480	0	66,480	9,930	17.56%	56,550	62,934	53,805
500005 - Wages - Part Time	44,490	0	44,490	(3,820)	(7.91)%	48,310	41,310	47,547
500010 - Wages - Overtime	17,500	0	17,500	700	4.17%	16,800	16,770	22,175
500040 - Other Wages	2,840	0	2,840	300	11.81%	2,540	3,137	1,420
500100 - FICA - Employer	10,080	0	10,080	580	6.11%	9,500	9,327	9,291
500120 - Health Insurance	17,570	0	17,570	(690)	(3.78)%	18,260	22,307	18,655
500125 - Other Insurance	430	0	430	70	19.44%	360	455	412
500130 - Pension	17,280	0	17,280	2,580	17.55%	14,700	18,899	16,595
500140 - Workers Compensation	5,710	0	5,710	370	6.93%	5,340	3,408	3,635
500155 - Personnel Requests	12,960	0	12,960	12,960	100.00%	0	0	0
Wages and Benefits	195,340	0	195,340	22,980	13.33%	172,360	178,546	173,536
505010 - Advertising	50,000	0	50,000	0	0.00%	50,000	24,747	11,640
505070 - Food and Supplies	0	0	0	(50)	(100.00)%	50	0	0
505120 - Licenses & Certifications	0	0	0	0	0.00%	0	255	0
505140 - Office Supplies	300	0	300	200	200.00%	100	304	289
505210 - Safety Supplies	500	0	500	0	0.00%	500	337	0
505220 - Security	50,700	0	50,700	50,700	100.00%	0	0	0
505230 - Travel Expenses	7,560	0	7,560	700	10.20%	6,860	47	2,168
515000 - Contracted/Purchased Service	46,000	0	46,000	32,420	238.73%	13,580	14,025	12,425
515130 - Consulting Services	17,660	0	17,660	7,660	76.60%	10,000	0	3,750
515202 - Inspection Services	0	0	0	0	0.00%	0	440	0
520040 - Seminars/Conventions	700	0	700	0	0.00%	700	0	470
525000 - Supplies/Material - Operating	500	0	500	0	0.00%	500	165	599
525020 - Janitorial Supplies	0	0	0	0	0.00%	0	33	0
525040 - Small Tools & Equipment	0	0	0	(100)	(100.00)%	100	16	0
526000 - Supplies/Material-Maintenance	300	0	300	0	0.00%	300	1,071	901
526040 - Equipment Maintenance	1,500	0	1,500	0	0.00%	1,500	7,939	1,013
535020 - Equipment Rental	0	0	0	0	0.00%	0	0	11
535060 - Uniforms	1,500	0	1,500	0	0.00%	1,500	914	729

Washington County, Maryland
 Airport Fund
 Department 45090 - Airline Services
 FY23 Expenses

	2023 Operating Budget Requested	Adjustment	2023 Operating Budget Proposed	\$ Change	% Change	2022 Operating Budget Approved	2021 Actuals Final	2020 Actuals Final
592020 - Cost of Sales	11,000	0	11,000	(11,500)	(51.11)%	22,500	1,843	0
592040 - Promotional Expenses	3,000	0	3,000	0	0.00%	3,000	391	2,546
592060 - Service Charges	1,200	0	1,200	0	0.00%	1,200	338	0
Operating Expenses	192,420	0	192,420	80,030	71.21%	112,390	52,865	36,543
599999 - Controllable Assets	0	0	0	0	0.00%	0	4,365	0
Capital Outlay	0	0	0	0	0.00%	0	4,365	0
Total	387,760	0	387,760	103,010	36.18%	284,750	235,777	210,078

**Washington County, Maryland
Airport Fund
Department 45090 - Airline Services
FY23 Expenses**

	2023 Operating Budget Requested	2023 Operating Budget Proposed	2023 Variance Comments Requested	2023 Variance Comments Proposed
500000 - Wages - Full Time	66,480	66,480		
500005 - Wages - Part Time	44,490	44,490		
500010 - Wages - Overtime	17,500	17,500		
500040 - Other Wages	2,840	2,840		
500100 - FICA - Employer	10,080	10,080		
500120 - Health Insurance	17,570	17,570		
500125 - Other Insurance	430	430		
500130 - Pension	17,280	17,280		
500140 - Workers Compensation	5,710	5,710		
500155 - Personnel Requests	12,960	12,960		Position needed to operate the Snack Bar in the Hold Room for the benefit of the Airline passengers.
505010 - Advertising	50,000	50,000		
505070 - Food and Supplies	0	0		The decrease is based on past years actuals.
505140 - Office Supplies	300	300		Increase is based on past year actuals and current revenue receipts.
505210 - Safety Supplies	500	500		

**Washington County, Maryland
Airport Fund
Department 45090 - Airline Services
FY23 Expenses**

	2023 Operating Budget Requested	2023 Operating Budget Proposed	2023 Variance Comments Requested	2023 Variance Comments Proposed
505220 - Security	50,700	50,700		
			Reallocation of \$34,820 from department 45010 and an increase of \$15,880 based on the number of anticipated Allegiant flights (260) and TSA requirements for a Law Enforcement Officer during every flight billed at \$65 per hour by the WC Sheriff's Office. Total of 780 hours.	
505230 - Travel Expenses	7,560	7,560		
			Based on conferences and workshops planned in FY2023. Increased due to the increase in airfare and lodging rates.	
515000 - Contracted/Purchased Service	46,000	46,000		
			The increase is attributed to an increase in the number of flights scheduled and projected by the Airline	
515130 - Consulting Services	17,660	17,660		
			Increase for developing a strategic plan to increase current Airline service destinations and attract new Airline services.	
520040 - Seminars/Conventions	700	700		
525000 - Supplies/Material - Operating	500	500		
525040 - Small Tools & Equipment	0	0		
			The decrease is based on past years actuals and current revenue receipts.	
526000 - Supplies/Material-Maintenance	300	300		
526040 - Equipment Maintenance	1,500	1,500		
535060 - Uniforms	1,500	1,500		
592020 - Cost of Sales	11,000	11,000		
			The decrease is based on sales data collected during snack bar operations.	

Washington County, Maryland
Airport Fund
Department 45090 - Airline Services
FY23 Expenses

	2023 Operating Budget Requested	2023 Operating Budget Proposed	2023 Variance Comments Requested	2023 Variance Comments Proposed
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592040 - Promotional Expenses

3,000

592060 - Service Charges

1,200

Washington County, Maryland
New/Elimination Position Request Form
FY 2023

New/Elimination Position

Department Number: 45 Department Name: Hagerstown Regional Airport
Account: 500155

Full-Time Position									
Position Title	Grade	Step *	Regular or Temp.	Annual Salary	Health Insurance Benefits	Variable Benefits	Offset	Net Cost	Explanation of Request (A memo may be attached if detail support is needed. Please summarize in this area.)
						0		0	
						0		0	
Part-Time Position									
Position Title	Grade	Step *	Regular or Temp.	Annual Salary	Total Benefits	Offset	Net Cost	Explanation of Request (A memo may be attached if detail support is needed. Please summarize in this area.)	
Snack Bar Cashier/Concession Worker	3	3	Regular	12,000	960		12,960	Position is needed to operate the new Snack Bar in the Hold Room for the benefit of the Airline passengers.	
					0		0		
Totals:						\$960	\$0	\$12,960	

* 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 2023

Department Number: 45090

Department Name: Airport Airfield Operations

Account Number: 505230

Account Description: Travel Expenses

Position Title Only (do not use individual names)	Destination	Date(s) of Travel	Total Cost		Description and/or Reason for Travel Request
			Dept. Request		
Airport Director AAC Representative	Las Vegas, NV	TBD	3,170		Allegiant 2023 Routes Conference - Allegiant invites airport partners to the conference for company updates and discussions about past performance/future opportunities of each market served and to solicit another destination.
Airline Service Staff	TBD	TBD	935		Allegiant Ground Security Coordinator Procedures Training - Allegiant provides training for an airline staff member to become a certified Ground Security Coordinator to observe security procedures during flight operations.
Airline Station Leader	Las Vegas, NV	TBD	1,585		Allegiant 2023 Routes Conference - Allegiant invites airport partners to the conference for company updates and discussions about past performance/future opportunities of each market served and to solicit another destination.
Airline Station Leader	Las Vegas, NV	TBD	1,870		Allegiant Leadership Conference is for Allegiant Station Leaders to meet for updates, training and introduction to other team members to learn to continue to provide customer service effectively, professionally and safely for all concerned. The travel and lodging is provided for one.
Total				\$7,560	

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



Agenda Report Form

Open Session Item

SUBJECT: FY23 Water Quality Budget

PRESENTATION DATE: March 22, 2022

PRESENTATION BY: Mark Bradshaw, Director of Environmental Management; Kelcee Mace, Interim 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 has been the existing plan in place to work toward a self-supported status for these funds.

Utility Fund \$5,105,590
Water Fund \$1,209,420
Sewer Fund \$12,086,930
Pretreatment Fund \$472,860

FISCAL IMPACT: Rate increase Recommendations:

Water 3.5% providing \$26,000 in revenue

Sewer 3.5% providing \$374,432 in revenue

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: FY23 Water Quality Budget; Rates FY23

AUDIO/VISUAL TO BE USED: N/A

Washington County, Maryland
Proposed Utility Administration Fund Operating Budget
Detailed Summary
Fiscal Year 2023

Page	Category	FY 2023 Requested Budget	Adjustment	FY 2023 Proposed Budget	\$ Change	Note	% Change	Original Budget FY 2022
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General Revenues:

13-4	Development Fees	750	0	750	(250)	1	-25.00%	1,000
13-4	Other Planning Fees	50,000	0	50,000	10,000	2	25.00%	40,000
13-4	Drawings/Blue Line Prints	6,500	0	6,500	(500)	3	-7.14%	7,000
13-4	Contract Operations	262,070	0	262,070	(12,130)	4	-4.42%	274,200
13-4	Inspection Projects	37,370	0	37,370	7,190	4	23.82%	30,180
		356,690	0	356,690	4,310		1.22%	352,380

1 **Development Fees:**
- Adjusted based on prior year actuals.

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

3 **Drawings/Blue Line Prints:**
- Adjusted based on prior year actuals.

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

Miscellaneous Revenues:

13-4	Interest, Penalties & Fees	100	0	100	(100)	5	-50.00%	200
13-4	Utility Admin Charge	3,916,800	0	3,916,800	(177,990)	6	-4.35%	4,094,790
13-4	General Fund Appropriation	543,610	(26,500)	517,110	91,640	7	21.54%	425,470
13-4	CIP Transfer	225,140	(250)	224,890	17,350	8	8.36%	207,540
		4,685,650	(26,750)	4,658,900	(69,100)		-1.46%	4,728,000

5 **Interest, Penalties, & Fees:**
- Adjusted based on prior year actuals.

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

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

8 **CIP Transfer:**
- Increased to reflect expenses associated with the Clean County department.

Lab Revenues: 90,000 0 90,000 (10,000) 9 -10.00% 100,000

9 **Lab Revenues:**
- Decrease is due to a vendor that will no longer be utilizing our lab.

Total Revenues		5,132,340	(26,750)	5,105,590	(74,790)		-1.44%	5,180,380
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Washington County, Maryland
Proposed Utility Administration Fund Operating Budget
Detailed Summary
Fiscal Year 2023

Page	Category	FY 2023 Requested Budget	Adjustment	FY 2023 Proposed Budget	\$ Change	Note	% Change	Original Budget FY 2022
	13-7 Utility Administration	1,504,070	0	1,504,070	(30,270)	10	-1.97%	1,534,340
	13-21 Engineering	623,120	0	623,120	(53,280)	11	-7.88%	676,400
	13-26 Laboratory	688,840	0	688,840	(27,770)	12	-3.88%	716,610
	13-31 Maintenance	1,248,120	0	1,248,120	(67,520)	13	-5.13%	1,315,640
	13-39 Stormwater & Watershed	543,610	(26,500)	517,110	91,640	14	21.54%	425,470
	13-51 Clean County	225,140	(250)	224,890	17,350	15	8.36%	207,540
	13-59 Inspection Projects-Billable	37,370	0	37,370	7,190	16	23.82%	30,180
	13-61 Contract Operations-Billable	262,070	0	262,070	(12,130)	17	-4.42%	274,200
	Total Expenses	5,132,340	(26,750)	5,105,590	(74,790)	18	-1.44%	5,180,380

10 Utility Administration:

- Salaries and Benefits decreased \$19,950 based on personnel changes and employee attrition. In addition, the hiring of several positions has been placed on hold.
- Appropriations-CIP decreased \$50,000 to agree with funding for CIP projects.
- Fleet, Property, and Public & Gen Liability insurances decreased \$7,200 based on projections.
- Training increased \$7,500 due to new State CDL requirements and MDE required training for lab personnel.
- Wireless Communications and Waste/Trash Disposal had a net increase of \$39,600 because expenses were reallocated for more accurate accounting and to simplify coding.

11 Engineering:

- Salaries and Benefits decreased \$50,740 based on personnel changes and employee attrition. In addition, the hiring of several positions has been placed on hold.
- Other budget items decreased a combined \$2,540 based on past expenses.

12 Laboratory:

- Salaries and Benefits decreased \$51,300 based on personnel changes and employee attrition. In addition, the hiring of several positions has been placed on hold.
- Electric increased \$25,000 because a greater share of the solar expenses is being allocated to this department. based on usage.

13 Maintenance:

- Salaries and Benefits decreased \$71,110 based on personnel changes and employee attrition. In addition, the hiring of several positions has been placed on hold.
- Other budget items increased a combined \$3,590 based on past expenses.

14 Stormwater and Watershed Services:

- Salaries and Benefits increased \$73,380. A personnel request for a Stormwater Inspector is being proposed.
- Other budget items increased a combined \$22,550. The largest increases were for tuition assistance, auto gasoline, and fleet and public/general liability insurance.

15 Clean County:

- Salaries and Benefits increased \$12,170 due to wage and benefit changes.
- Other budget items increased a combined \$5,180. The largest increases were for tuition assistance and needed equipment for stormwater management requirements.

16 Inspection Projects-Billable:

- Salaries and Benefits increased \$440 due to wage and benefit changes.
- Contracted services was adjusted \$6,750 based on past expenses.

Washington County, Maryland
Proposed Utility Administration Fund Operating Budget
Detailed Summary
Fiscal Year 2023

Page	Category	FY 2023 Requested Budget	Adjustment	FY 2023 Proposed Budget	\$ Change	Note	% Change	Original Budget FY 2022
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17 Contract Operations-Billable:
- Salaries and Benefits decreased \$10,050 based on personnel changes and employee attrition. In addition, the hiring of several positions has been placed on hold.
- Other budget items decreased a combined \$2,080 based on past expenses.

18 Category Summary:

Salaries and Benefits	3,679,550	0	3,679,550	(117,160)	-3.09%	3,796,710
Operating	1,420,690	0	1,420,690	44,780	3.25%	1,375,910
Capital Outlay	32,100	(26,750)	5,350	(2,410)	-31.06%	7,760
	5,132,340	(26,750)	5,105,590	(74,790)	-1.44%	5,180,380

Washington County, Maryland
Utility Administration Fund Revenues
FY23

	2023	2023	2022	2021	2020
	Operating Budget Requested	Operating Budget Proposed	Operating Budget Approved	Actuals Final	Actuals Final
			% Change		
		\$ Change			
403050 - Development Fees	750	750	(25.00)%	0	800
403055 - Other Planning Fees	50,000	50,000	25.00%	67,600	42,800
404420 - Interest, Penalties & Fees	100	100	(50.00)%	62	72
420100 - Recycling Revenues	0	0	0.00%	0	75
440110 - Drawings/Blue Line Prints	6,500	6,500	(7.14)%	5,775	4,675
440200 - Lab Testing	90,000	90,000	(10.00)%	106,814	106,610
441200 - Utility Admin Charge	3,916,800	3,916,800	(4.35)%	3,868,670	4,042,720
486045 - Reimbursed Exp - Other	0	0	0.00%	0	305
490000 - Miscellaneous	0	0	0.00%	2,071	1,509
490005 - Insurance Recovery	0	0	0.00%	0	7,949
490010 - Gain or Loss on Sale of Asset	0	0	0.00%	12,100	0
490045 - Oper Transfer - General Fund	543,610	517,110	21.54%	234,355	228,140
491735 - Capital Transfer - CIP	225,140	224,890	8.36%	191,878	179,313
498600 - Donations	0	0	0.00%	0	1,457
498800 - Other - CIP Revenue	0	0	0.00%	8,033	0
499500 - Contract Operations	262,070	262,070	(4.42)%	198,873	191,557
499510 - Inspection Projects	37,370	37,370	23.82%	56,607	57,625
Revenues	5,132,340	5,105,590	(1.44)%	4,752,837	4,865,607

**Washington County, Maryland
Utility Administration Fund
Department 00000 - Default Department
FY23 Revenues**

	2023 Operating Budget Requested	2023 Operating Budget Proposed	2023 Variance Comments Requested	2023 Variance Comments Proposed
403050 - Development Fees	750	750	Reduced based on prior year actuals.	
403055 - Other Planning Fees	50,000	50,000	Increased based on prior year actuals.	
404420 - Interest, Penalties & Fees	100	100	Reduced based on prior year actuals.	
440110 - Drawings/Blue Line Prints	6,500	6,500	Reduced based on prior year actuals.	
440200 - Lab Testing	90,000	90,000	A vendor has notified us that they will no longer be utilizing our lab so a decrease in revenue is projected.	
441200 - Utility Admin Charge	3,916,800	3,916,800	Adjusted to meet the operating requirements of the Utility Admin Fund which supports all Water Quality departments.	
490045 - Oper Transfer - General Fund	543,610	517,110	Represents operational support for Department 40050, Watershed and Storm Water Services. An increase is necessary due to higher costs for wages and benefits. In addition, costs that were absorbed by Water Quality in the past are now being allocated to this department to better reflect the actual cost.	The vehicle requested in Department 40050 will be funded through CIP.
491735 - Capital Transfer - CIP	225,140	224,890	Funding for Clean County operations comes from the CIP project Stormwater Retrofits.	The department requested the removal of a leaf blower, which decreased the amount needed from this revenue source.
499500 - Contract Operations	262,070	262,070	Adjusted to total billable contract operations expenses.	
499510 - Inspection Projects	37,370	37,370	Adjusted to total billable inspection projects expenses.	

**Washington County, Maryland
Utility Administration Fund Expenditures - Proposed
FY23**

	2023 Operating Budget Requested	Adjustment	2023 Operating Budget Proposed	\$ Change	% Change	2022 Operating Budget Approved
40010 - Utility Administration	1,504,070	0	1,504,070	(30,270)	(1.97)%	1,534,340
40020 - Engineering	623,120	0	623,120	(53,280)	(7.88)%	676,400
40030 - Laboratory	688,840	0	688,840	(27,770)	(3.88)%	716,610
40040 - Maintenance	1,248,120	0	1,248,120	(67,520)	(5.13)%	1,315,640
40050 - Stormwater	543,610	(26,500)	517,110	91,640	21.54%	425,470
40060 - Clean County	225,140	(250)	224,890	17,350	8.36%	207,540
40998 - Billable - Inspection Projects	37,370	0	37,370	7,190	23.82%	30,180
40999 - Billable - Contract Operations	262,070	0	262,070	(12,130)	(4.42)%	274,200
Utility Administration Fund	5,132,340	(26,750)	5,105,590	(74,790)	(1.44)%	5,180,380
Total Expenditures	5,132,340	(26,750)	5,105,590	(74,790)	(1.44)%	5,180,380

**Washington County, Maryland
Utility Administration Fund
Department 40010 - Utility Administration
FY23 Expenses**

	2023 Operating Budget Requested	Adjustment	2023 Operating Budget Proposed	\$ Change	% Change	2022 Operating Budget Approved	2021 Actuals Final	2020 Actuals Final
500000 - Wages - Full Time	526,420	0	526,420	(2,590)	(0.49)%	529,010	484,829	547,689
500010 - Wages - Overtime	80	0	80	(110)	(57.89)%	190	0	178
500040 - Other Wages	2,000	0	2,000	350	21.21%	1,650	1,890	1,530
500100 - FICA - Employer	40,430	0	40,430	(180)	(0.44)%	40,610	35,822	39,843
500120 - Health Insurance	145,600	0	145,600	(14,670)	(9.15)%	160,270	142,853	131,428
500125 - Other Insurance	3,390	0	3,390	80	2.42%	3,310	2,932	3,152
500130 - Pension	136,870	0	136,870	(670)	(0.49)%	137,540	142,280	270,797
500140 - Workers Compensation	17,180	0	17,180	(760)	(4.24)%	17,940	7,702	8,027
500150 - Unemployment Compensation	750	0	750	750	0.00%	0	2,333	829
500170 - Personal Development	4,200	0	4,200	(1,200)	(22.22)%	5,400	0	120
500171 - Employee Recognition	3,340	0	3,340	(700)	(17.33)%	4,040	0	0
500172 - Team Building	880	0	880	(250)	(22.12)%	1,130	0	1,245
Wages and Benefits	881,140	0	881,140	(19,950)	(2.21)%	901,090	820,641	1,004,837
501000 - Debt - Bond Principal	61,620	0	61,620	2,730	4.64%	58,890	56,405	64,674
501001 - Contra - Bond Principal	0	0	0	0	0.00%	0	-56,405	-64,674
501050 - Debt - Bond Interest	23,610	0	23,610	(1,510)	(6.01)%	25,120	25,143	28,939
501070 - Debt - Other Interest	0	0	0	0	0.00%	0	0	1,105
501090 - Debt - Administrative Fees	30	0	30	0	0.00%	30	28	28
501095 - Bond Issue Cost Expense	150	0	150	150	0.00%	0	0	0
502000 - Appropriations	105,000	0	105,000	(50,000)	(32.26)%	155,000	0	6,000
505010 - Advertising	500	0	500	300	150.00%	200	1,563	193
505040 - Books	0	0	0	0	0.00%	0	0	279
505050 - Dues & Subscriptions	14,500	0	14,500	0	0.00%	14,500	13,830	1,703
505080 - Freight & Cartage	5,400	0	5,400	0	0.00%	5,400	1,209	920
505130 - Small Office Equipment	1,000	0	1,000	(200)	(16.67)%	1,200	190	110
505140 - Office Supplies	17,000	0	17,000	(1,530)	(8.26)%	18,530	9,534	8,537
505150 - Other - Miscellaneous	750	0	750	250	50.00%	500	1,459	555
505160 - Personal Mileage	1,000	0	1,000	0	0.00%	1,000	0	0
505170 - Postage	2,680	0	2,680	0	0.00%	2,680	2,374	1,893

**Washington County, Maryland
Utility Administration Fund
Department 40010 - Utility Administration
FY23 Expenses**

	2023 Operating Budget Requested	Adjustment	2023 Operating Budget Proposed	\$ Change	% Change	2022 Operating Budget Approved	2021 Actuals Final	2020 Actuals Final
505200 - Safety Equipment	19,000	0	19,000	(1,000)	(5.00)%	20,000	14,575	12,032
505230 - Travel Expenses	5,000	0	5,000	0	0.00%	5,000	84	53
510010 - Fleet Insurance	70,840	0	70,840	(16,850)	(19.22)%	87,690	76,304	63,930
510020 - Property & Casualty Insurance	62,230	0	62,230	14,550	30.52%	47,680	43,540	45,781
510030 - Public & Gen Liability Insurance	32,410	0	32,410	(4,900)	(13.13)%	37,310	36,179	31,131
515000 - Contracted/Purchased Service	9,500	0	9,500	0	0.00%	9,500	2,947	6,449
515140 - Court Costs	0	0	0	0	0.00%	0	0	74
515180 - Software	500	0	500	0	0.00%	500	0	460
515260 - Legal Services	1,000	0	1,000	0	0.00%	1,000	458	619
520000 - Training	21,000	0	21,000	7,500	55.56%	13,500	3,389	5,396
520030 - Food Comp	200	0	200	0	0.00%	200	115	83
520040 - Seminars/Conventions	3,000	0	3,000	(500)	(14.29)%	3,500	0	75
520050 - Tuition Assistance	1,500	0	1,500	0	0.00%	1,500	639	3,837
525000 - Supplies/Material - Operating	1,500	0	1,500	500	50.00%	1,000	1,780	905
525020 - Janitorial Supplies	1,000	0	1,000	(500)	(33.33)%	1,500	422	78
525040 - Small Tools & Equipment	750	0	750	(250)	(25.00)%	1,000	112	0
525050 - Welding Material/Supplies	0	0	0	0	0.00%	0	214	0
526020 - Building Maintenance	0	0	0	0	0.00%	0	0	782
526040 - Equipment Maintenance	0	0	0	0	0.00%	0	0	635
526050 - Groundskeeping Maintenance	0	0	0	0	0.00%	0	0	420
535010 - Copy Machine Rental	3,000	0	3,000	(2,240)	(42.75)%	5,240	2,194	2,466
535020 - Equipment Rental	1,000	0	1,000	1,000	0.00%	0	717	1,993
535056 - Contra - Cap Lease Payments	0	0	0	0	0.00%	0	-18,325	-18,325
535060 - Uniforms	0	0	0	0	0.00%	0	2,040	-23
540010 - Wireless Communication	18,360	0	18,360	(14,000)	(43.26)%	32,360	11,055	18,302
540020 - Telephone Expenses	0	0	0	0	0.00%	0	9,155	9,536
545010 - Electric	25,000	0	25,000	0	0.00%	25,000	20,364	32,537
545013 - Electric - Building	0	0	0	0	0.00%	0	0	183
545020 - Natural Gas	5,000	0	5,000	(1,500)	(23.08)%	6,500	4,871	4,755
545050 - Waste/Trash Disposal	60,100	0	60,100	53,600	824.62%	6,500	510	0

Washington County, Maryland
 Utility Administration Fund
 Department 40010 - Utility Administration
 FY23 Expenses

	2023 Operating Budget Requested	Adjustment	2023 Operating Budget Proposed	\$ Change	% Change	2022 Operating Budget Approved	2021 Actuals Final	2020 Actuals Final
545060 - Water	1,300	0	1,300	(20)	(1.52)%	1,320	1,179	1,078
592060 - Service Charges	45,000	0	45,000	5,000	12.50%	40,000	53,680	45,112
Operating Expenses	621,430	0	621,430	(9,420)	(1.49)%	630,850	323,529	320,614
599999 - Controllable Assets	1,500	0	1,500	(900)	(37.50)%	2,400	2,308	1,952
Capital Outlay	1,500	0	1,500	(900)	(37.50)%	2,400	2,308	1,952
Total	1,504,070	0	1,504,070	(30,270)	(1.97)%	1,534,340	1,146,478	1,327,403

**Washington County, Maryland
 Utility Administration Fund
 Department 40010 - Utility Administration
 FY23 Expenses**

	2023 Operating Budget Requested	2023 Operating Budget Proposed	2023 Variance Comments Requested	2023 Variance Comments Proposed
500000 - Wages - Full Time	526,420	526,420	The budget is based on a proposed step of 2.5% and a 1% COLA for FY23. Overall, Water Quality wages have been reduced based on personnel changes and employee attrition. In addition, the hiring of several positions has been placed on hold until the fund is in a better financial position. Wages are allocated based on a three-year rolling average and adjusted for any known changes in trend. As a result of this allocation, some departments will have increased budgets while others have decreased.	
500010 - Wages - Overtime	80	80	The budget is based on a 3.5% increase in wages in FY23. Also, due to staffing shortages as a result of COVID, overtime expenses have increased. Indications are this trend will continue in the foreseeable future. As a result, the Water Quality overtime budget was increased by 10%.	

**Washington County, Maryland
Utility Administration Fund
Department 40010 - Utility Administration
FY23 Expenses**

	2023 Operating Budget Requested	2023 Operating Budget Proposed	2023 Variance Comments Requested	2023 Variance Comments Proposed
500040 - Other Wages	2,000	2,000	The Other Wages category includes amounts for sick pay bonus and holidays worked for operations that require coverage on holidays. The sick pay bonus is based on prior year actuals with a small increase for employees receiving additional pay for accumulating more consecutive years without using sick time. The holiday worked was increased for the 3.5% wage increases for FY23. In addition, based on prior year actuals, the budget needed to be increased further.	
500100 - FICA - Employer	40,430	40,430	Budget is based on total wages times 7.65%.	
500120 - Health Insurance	145,600	145,600	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. Since the budget is allocated based on the sum of employee's current elections and the average worked in each department over the past three years some departments will see an increase for health insurance while others will see a decrease.	

**Washington County, Maryland
Utility Administration Fund
Department 40010 - Utility Administration
FY23 Expenses**

	2023 Operating Budget Requested	2023 Operating Budget Proposed	2023 Variance Comments Requested	2023 Variance Comments Proposed
500125 - Other Insurance	3,390	3,390	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 Other Insurance increased by approximately 3.5%. The budget is then allocated by the average worked in each department over the past three years. This results in some departments seeing an increase in budget while others will have a decrease.	
500130 - Pension	136,870	136,870	The budgeted amount for employer pension is based on full-time wages times 26%.	
500140 - Workers Compensation	17,180	17,180	Workers Compensation is based on projected employee wages times their assigned classification rates.	
500150 - Unemployment Compensation	750	750	Added a budget based on prior year actuals.	
500170 - Personal Development	4,200	4,200	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. Beginning in FY23 Departments 40050 and 40060 are broken out to better track expenses.	

**Washington County, Maryland
Utility Administration Fund
Department 40010 - Utility Administration
FY23 Expenses**

	2023 Operating Budget Requested	2023 Operating Budget Proposed	2023 Variance Comments Requested	2023 Variance Comments Proposed
500171 - Employee Recognition	3,340	3,340		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. Beginning in FY23 Departments 40050 and 40060 are broken out to better track expenses.
500172 - Team Building	880	880		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. Beginning in FY23 Departments 40050 and 40060 are broken out to better track expenses.
501000 - Debt - Bond Principal	61,620	61,620		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	23,610	23,610		Debt cost is based on fixed, agreed upon payments with bondholders and State agencies. Payments are in accordance with amortization schedules.
501090 - Debt - Administrative Fees	30	30		

**Washington County, Maryland
Utility Administration Fund
Department 40010 - Utility Administration
FY23 Expenses**

	2023 Operating Budget Requested	2023 Operating Budget Proposed	2023 Variance Comments Requested	2023 Variance Comments Proposed
501095 - Bond Issue Cost Expense	150	150	Debt cost is based on fixed, agreed upon payments with bondholders and State agencies. Payments are in accordance with amortization schedules.	
502000 - Appropriations	105,000	105,000	Contribution to CIP for projects related to lab equipment and vehicle replacements.	
505010 - Advertising	500	500	MDE required advertising for permit renewals and public notifications. Additional funds needed due to increased costs.	
505050 - Dues & Subscriptions	14,500	14,500		
505080 - Freight & Cartage	5,400	5,400		
505130 - Small Office Equipment	1,000	1,000	Reduced based on prior year actuals.	
505140 - Office Supplies	17,000	17,000	Reduced based on prior year actuals.	
505150 - Other - Miscellaneous	750	750	Increased based on prior year actuals.	
505160 - Personal Mileage	1,000	1,000		
505170 - Postage	2,680	2,680		
505200 - Safety Equipment	19,000	19,000	Reduced based on prior year actuals.	
505230 - Travel Expenses	5,000	5,000		

**Washington County, Maryland
Utility Administration Fund
Department 40010 - Utility Administration
FY23 Expenses**

	2023 Operating Budget Requested	2023 Operating Budget Proposed	2023 Variance Comments Requested	2023 Variance Comments Proposed
510010 - Fleet Insurance	70,840	70,840		
			There is an overall percentage increase of 10.98% 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. Beginning in FY23 Departments 40050 and 40060 have been broken out to better track expenses.	
510020 - Property & Casualty Insurance	62,230	62,230		
			There is an overall percentage increase of 10.98% for all funds combined over prior year budget. The percentage decrease/increase varies by department or fund. Changes related to volume and/or claims experience paid in various departments. Human Resources insurance analyst projected cost of premiums based on industry trends and discussions with industry experts and current service providers.	

**Washington County, Maryland
Utility Administration Fund
Department 40010 - Utility Administration
FY23 Expenses**

	2023 Operating Budget Requested	2023 Operating Budget Proposed	2023 Variance Comments Requested	2023 Variance Comments Proposed
510030 - Public & Gen Liability Insurance	32,410	32,410		There is an overall percentage increase of 10.98% 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. Beginning in FY23 Departments 40050 and 40060 have been broken out to better track expenses.
515000 - Contracted/Purchased Service	9,500	9,500		
515180 - Software	500	500		
515260 - Legal Services	1,000	1,000		
520000 - Training	21,000	21,000		Increase due to new State Commercial Drivers License requirements and MDE required training for laboratory personnel. Also, reallocated \$1,000 from 520010-40-40040 to better track training costs.
520030 - Food Comp	200	200		
520040 - Seminars/Conventions	3,000	3,000		Reduced based on prior year actuals.
520050 - Tuition Assistance	1,500	1,500		
525000 - Supplies/Material - Operating	1,500	1,500		Reallocating funds from 525020-40-40010 based on prior year actuals.

Washington County, Maryland
Utility Administration Fund
Department 40010 - Utility Administration
FY23 Expenses

	2023 Operating Budget Requested	2023 Operating Budget Proposed	2023 Variance Comments Requested	2023 Variance Comments Proposed
525020 - Janitorial Supplies	1,000	1,000	Reallocating funds to 525000-40-40010 based on prior year actuals.	
525040 - Small Tools & Equipment	750	750	Reduced based on prior year actuals.	
535010 - Copy Machine Rental	3,000	3,000	Reduced based on prior year actuals.	
535020 - Equipment Rental	1,000	1,000	Added budget for a postage machine rental based on prior year actuals.	
540010 - Wireless Communication	18,360	18,360	Reallocating funds to 540010-40-40040 and 540010-42-42710 for more accurate accounting.	
545010 - Electric	25,000	25,000		
545020 - Natural Gas	5,000	5,000	The natural gas budgets were based on four prior year actuals and forecasted rate changes.	
545050 - Waste/Trash Disposal	60,100	60,100	Transferred \$55,000 from 515000-42-42120 to simplify coding and better track expenses. Also, reduced remainder based on current year actuals.	
545060 - Water	1,300	1,300	Projected actuals of \$1,260 x rate increase of 3%.	
592060 - Service Charges	45,000	45,000	Increased based on prior year actuals.	
599999 - Controllable Assets	1,500	1,500	Additional lap top computer needed for virtual training for continuing education hours for staff.	

Washington County, Maryland
 Travel Request
 FY 2023

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		
Various Employees	TBD	2022-2023	5,000		Attend conferences, seminars, classes, and training.

Total \$5,000

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

Department Name: Utility Administration

Department Number: 40010

Account Number: 515180

Account Description: Software

Descriptions	FY22 Board Approval	Total Cost		New Cost Y/N	Existing Agreement Y/N	Description and/or Reason for Request
		FY23 Dept. Request				
Online ARC GIS	500	500		N	Y	Will allow field personnel to access our sewer GIS database in the field.
Total	\$500	\$500	\$500			

- 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 2023

Department Number: 40010 Department Name: Utility Administration

Account Number: 599999

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

Priority Number *	Descriptions	Qty	Unit Cost	Total Cost		Explain Reason for Request
				Dept. Request	N or R	
1	Laptop Computer	1	1,500	1,500	N	Additional laptop needed to be provided to employees that participate in online training and classes.
				0		
				0		
				0		
				0		
				0		
Total				\$1,500		

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

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

**Washington County, Maryland
Utility Administration Fund
Department 40020 - Engineering
FY23 Expenses**

	2023 Operating Budget Requested	Adjustment	2023 Operating Budget Proposed	\$ Change	% Change	2022 Operating Budget Approved	2021 Actuals Final	2020 Actuals Final
500000 - Wages - Full Time	369,640	0	369,640	(24,530)	(6.22)%	394,170	313,602	336,991
500010 - Wages - Overtime	690	0	690	(190)	(21.59)%	880	65	697
500040 - Other Wages	1,260	0	1,260	760	152.00%	500	478	686
500100 - FICA - Employer	28,430	0	28,430	(1,830)	(6.05)%	30,260	23,107	24,437
500120 - Health Insurance	102,240	0	102,240	(17,180)	(14.39)%	119,420	76,072	78,596
500125 - Other Insurance	2,380	0	2,380	(90)	(3.64)%	2,470	1,872	1,953
500130 - Pension	96,110	0	96,110	(6,370)	(6.22)%	102,480	93,839	93,749
500140 - Workers Compensation	12,060	0	12,060	(1,310)	(9.80)%	13,370	7,102	6,860
Wages and Benefits	612,810	0	612,810	(50,740)	(7.65)%	663,550	516,137	543,971
505040 - Books	0	0	0	0	0.00%	0	0	30
505130 - Small Office Equipment	1,000	0	1,000	0	0.00%	1,000	0	275
505140 - Office Supplies	0	0	0	0	0.00%	0	468	830
505180 - Printing Expenses	0	0	0	0	0.00%	0	0	36
505230 - Travel Expenses	500	0	500	0	0.00%	500	73	0
515180 - Software	3,650	0	3,650	0	0.00%	3,650	2,843	3,194
520010 - Certification Classes	1,500	0	1,500	0	0.00%	1,500	0	0
520040 - Seminars/Conventions	0	0	0	0	0.00%	0	0	126
525040 - Small Tools & Equipment	500	0	500	0	0.00%	500	0	0
535055 - Lease Payments	2,060	0	2,060	(640)	(23.70)%	2,700	394	1,015
540010 - Wireless Communication	1,100	0	1,100	(1,900)	(63.33)%	3,000	1,755	2,300
545010 - Electric	0	0	0	0	0.00%	0	0	55
Operating Expenses	10,310	0	10,310	(2,540)	(19.77)%	12,850	5,532	7,861
Total	623,120	0	623,120	(53,280)	(7.88)%	676,400	521,669	551,832

**Washington County, Maryland
Utility Administration Fund
Department 40020 - Engineering
FY23 Expenses**

	2023 Operating Budget Requested	2023 Operating Budget Proposed	2023 Variance Comments Requested	2023 Variance Comments Proposed
500000 - Wages - Full Time	369,640	369,640		
500010 - Wages - Overtime	690	690		
500040 - Other Wages	1,260	1,260		
500100 - FICA - Employer	28,430	28,430		
500120 - Health Insurance	102,240	102,240		
500125 - Other Insurance	2,380	2,380		
500130 - Pension	96,110	96,110		
500140 - Workers Compensation	12,060	12,060		
505130 - Small Office Equipment	1,000	1,000		
505230 - Travel Expenses	500	500		
515180 - Software	3,650	3,650		
520010 - Certification Classes	1,500	1,500		
525040 - Small Tools & Equipment	500	500		
535055 - Lease Payments	2,060	2,060	Reduced based on actuals	
540010 - Wireless Communication	1,100	1,100	Reduced based on current actuals.	

Washington County, Maryland
Travel Request
FY 2023

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		Description and/or Reason for Travel Request
			Dept. Request		
Deputy Director / Engineer	Ocean City	Sep-22	500		Annual convention that allows CEU hours for Engineers.

Total \$500

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

Department Number: 40020

Department Name: Engineering

Account Number: 515180

Account Description: Software

Descriptions	FY22 Board Approval	Total Cost		New Cost Y/N	Existing Agreement Y/N	Description and/or Reason for Request
		FY23 Dept. Request				
AutoCAD	2,550	2,550		N	Y	Subscription maintenance which provides automatic updates allowing the department to utilize the latest version. Telephone technical support is included which allows the department to call and obtain technical advise on resolving an issue.
AutoCAD Lite	1,100	1,100		N	Y	Subscription maintenance which provides automatic updates allowing the department to utilize the latest version. Telephone technical support is included which allows the department to call and obtain technical advise on resolving an issue.
		Total	\$3,650			\$3,650

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

Washington County, Maryland
 Summary of Installment and/or Lease Purchases
 FY 2023

Department Number: 40020

Department Name: Engineering

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 Plotter	1		5	2026	2,064	10,320		Plotter lease
N								
N								
N								

Total 1 \$0 \$2,064 \$10,320

Agree to Budget

N New Installment Purchase
 E Existing Installment Purchase

**Washington County, Maryland
Utility Administration Fund
Department 40030 - Laboratory
FY23 Expenses**

	2023 Operating Budget Requested	Adjustment	2023 Operating Budget Proposed	\$ Change	% Change	2022 Operating Budget Approved	2021 Actuals Final	2020 Actuals Final
500000 - Wages - Full Time	294,550	0	294,550	(25,870)	(8.07)%	320,420	245,006	281,705
500010 - Wages - Overtime	4,280	0	4,280	340	8.63%	3,940	2,548	3,700
500040 - Other Wages	3,690	0	3,690	(100)	(2.64)%	3,790	3,223	5,065
500100 - FICA - Employer	23,140	0	23,140	(1,960)	(7.81)%	25,100	18,183	20,868
500120 - Health Insurance	81,470	0	81,470	(15,610)	(16.08)%	97,080	97,657	94,340
500125 - Other Insurance	1,900	0	1,900	(110)	(5.47)%	2,010	1,567	1,640
500130 - Pension	76,580	0	76,580	(6,730)	(8.08)%	83,310	73,927	75,149
500140 - Workers Compensation	9,610	0	9,610	(1,260)	(11.59)%	10,870	9,460	10,837
Wages and Benefits	495,220	0	495,220	(51,300)	(9.39)%	546,520	451,572	493,305
505050 - Dues & Subscriptions	0	0	0	0	0.00%	0	500	25
505080 - Freight & Cartage	0	0	0	0	0.00%	0	29	516
505140 - Office Supplies	0	0	0	0	0.00%	0	297	1,307
505150 - Other - Miscellaneous	0	0	0	(300)	(100.00)%	300	0	0
505160 - Personal Mileage	0	0	0	0	0.00%	0	0	72
515000 - Contracted/Purchased Service	60,000	0	60,000	0	0.00%	60,000	47,056	65,801
515180 - Software	9,960	0	9,960	760	8.26%	9,200	9,200	0
520040 - Seminars/Conventions	0	0	0	0	0.00%	0	0	15
525000 - Supplies/Material - Operating	35,000	0	35,000	0	0.00%	35,000	31,661	36,707
525020 - Janitorial Supplies	200	0	200	0	0.00%	200	0	214
528000 - Supplies - Chemicals	35,500	0	35,500	0	0.00%	35,500	32,432	23,641
535010 - Copy Machine Rental	2,000	0	2,000	(1,100)	(35.48)%	3,100	1,766	751
535060 - Uniforms	1,500	0	1,500	(250)	(14.29)%	1,750	846	490
545000 - Utilities	0	0	0	0	0.00%	0	647	0
545010 - Electric	45,000	0	45,000	25,000	125.00%	20,000	43,498	26,635
545020 - Natural Gas	2,500	0	2,500	(500)	(16.67)%	3,000	2,194	2,138
545060 - Water	1,960	0	1,960	(80)	(3.92)%	2,040	1,768	1,616
Operating Expenses	193,620	0	193,620	23,530	13.83%	170,090	171,895	159,927
599999 - Controllable Assets	0	0	0	0	0.00%	0	159	1,524

Washington County, Maryland
 Utility Administration Fund
 Department 40030 - Laboratory
 FY23 Expenses

	2023 Operating Budget Requested	Adjustment	2023 Operating Budget Proposed	\$ Change	% Change	2022 Operating Budget Approved	2021 Actuals Final	2020 Actuals Final
Capital Outlay	0	0	0	0	0.00%	0	159	1,524
Total	688,840	0	688,840	(27,770)	(3.88)%	716,610	623,626	654,755

**Washington County, Maryland
Utility Administration Fund
Department 40030 - Laboratory
FY23 Expenses**

	2023 Operating Budget Requested	2023 Operating Budget Proposed	2023 Variance Comments Requested	2023 Variance Comments Proposed
500000 - Wages - Full Time	294,550	294,550		
500010 - Wages - Overtime	4,280	4,280		
500040 - Other Wages	3,690	3,690		
500100 - FICA - Employer	23,140	23,140		
500120 - Health Insurance	81,470	81,470		
500125 - Other Insurance	1,900	1,900		
500130 - Pension	76,580	76,580		
500140 - Workers Compensation	9,610	9,610		
505150 - Other - Miscellaneous	0	0		Removed based on prior year actuals.
515000 - Contracted/Purchased Service	60,000	60,000		
515180 - Software	9,960	9,960		From 2021 to 2022 there was a nearly \$400 increase. Extrapolating that same increase to 2023 would be \$9,960.
525000 - Supplies/Material - Operating	35,000	35,000		
525020 - Janitorial Supplies	200	200		
528000 - Supplies - Chemicals	35,500	35,500		
535010 - Copy Machine Rental	2,000	2,000		Reduced based on actuals.
535060 - Uniforms	1,500	1,500		Reduced based on actuals.

**Washington County, Maryland
Utility Administration Fund
Department 40030 - Laboratory
FY23 Expenses**

	2023 Operating Budget Requested	2023 Operating Budget Proposed	2023 Variance Comments Requested	2023 Variance Comments Proposed
545010 - Electric	45,000	45,000	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	2,500	2,500	The natural gas budgets were based on four prior year actual and forecasted rate changes.	
545060 - Water	1,960	1,960	Projected actuals of \$1,900 x rate increase of 3%.	

Washington County, Maryland
 Account 515180
 Software
 FY 2023

Non Capital Software and Maintenance Agreements

Department Number: 40030 Department Name: Washington County DEM Laboratory

Account Number: 515180
 Account Description: Software

Descriptions	FY22 Board Approval	Total Cost		New Cost Y/N	Existing Agreement Y/N	Description and/or Reason for Request
		FY23 Request	Dept. Request			
Laboratory Information System	9,200	9,960		N	Y	A price increase of nearly \$400 dollars took place from 2021 to 2022. Extrapolating another \$400 dollar increase for 2023 would bring the cost to \$9960.
Total						
					\$9,200	\$9,960

• 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
 FY23 Expenses

	2023	2023		% Change	2022	2021		2020	
	Operating Budget Requested	Adjustment	Operating Budget Proposed			\$ Change	Operating Budget Approved	Actuals Final	Actuals Final
500000 - Wages - Full Time	469,680	0	469,680	(6.60)%	502,890	381,563	466,205		
500005 - Wages - Part Time	32,010	0	32,010	(8.62)%	35,030	24,672	10,945		
500010 - Wages - Overtime	3,000	0	3,000	2.74%	2,920	2,605	2,788		
500040 - Other Wages	1,290	0	1,290	115.00%	600	599	231		
500100 - FICA - Employer	38,710	0	38,710	(6.54)%	41,420	29,528	34,198		
500120 - Health Insurance	129,900	0	129,900	(14.74)%	152,360	136,210	136,603		
500125 - Other Insurance	3,030	0	3,030	(3.81)%	3,150	2,387	2,596		
500130 - Pension	122,120	0	122,120	(6.60)%	130,750	114,542	119,953		
500140 - Workers Compensation	15,330	0	15,330	(10.14)%	17,060	19,923	23,052		
Wages and Benefits	815,070	0	815,070	(8.02)%	886,180	712,029	796,570		
505040 - Books	0	0	0	0.00%	0	0	-64		
505050 - Dues & Subscriptions	0	0	0	0.00%	0	0	1,779		
505140 - Office Supplies	0	0	0	0.00%	0	155	592		
505200 - Safety Equipment	0	0	0	0.00%	0	220	20		
515000 - Contracted/Purchased Service	0	0	0	0.00%	0	686	8,179		
515180 - Software	9,200	0	9,200	0.00%	9,200	7,713	115		
515270 - Maintenance Contract Services	6,630	0	6,630	0.00%	6,630	6,744	0		
515320 - Testing Services	300	0	300	(25.00)%	400	196	113		
515330 - Towing Services	1,000	0	1,000	100.00%	500	1,097	596		
515350 - Accident Repairs	0	0	0	0.00%	0	0	1,000		
520010 - Certification Classes	0	0	0	(100.00)%	1,000	0	0		
520030 - Food Comp	100	0	100	0.00%	100	268	268		
525000 - Supplies/Material - Operating	0	0	0	0.00%	0	196	40,070		
525020 - Janitorial Supplies	500	0	500	0.00%	500	953	97		
525040 - Small Tools & Equipment	14,000	0	14,000	(6.67)%	15,000	12,077	6,690		
525050 - Welding Material/Supplies	1,700	0	1,700	13.33%	1,500	2,219	1,704		
526000 - Supplies/Material-Maintenance	52,800	0	52,800	10.00%	48,000	64,762	75		
526020 - Building Maintenance	14,000	0	14,000	(7.89)%	15,200	6,164	5,567		
526040 - Equipment Maintenance	19,000	0	19,000	11.76%	17,000	20,694	16,852		

**Washington County, Maryland
Utility Administration Fund
Department 40040 - Maintenance
FY23 Expenses**

	2023 Operating Budget Requested	Adjustment	2023 Operating Budget Proposed	\$ Change	% Change	2022 Operating Budget Approved	2021 Actuals Final	2020 Actuals Final
526050 - Groundskeeping Maintenance	3,000	0	3,000	0	0.00%	3,000	2,795	1,685
526110 - Snow Removal Materials	500	0	500	500	0.00%	0	766	0
527000 - Supplies - Automotive	0	0	0	0	0.00%	0	288	7,349
527010 - Anti-Freeze	600	0	600	0	0.00%	600	1,136	418
527020 - Auto Batteries	3,000	0	3,000	200	7.14%	2,800	3,516	3,263
527030 - Diesel Fuel	40,000	0	40,000	(10,000)	(20.00)%	50,000	27,378	30,001
527035 - Off Road Diesel	0	0	0	0	0.00%	0	0	3,162
527040 - Diesel Fuel Tax	5,930	0	5,930	(1,280)	(17.75)%	7,210	5,791	5,684
527060 - Auto Gasoline	105,000	0	105,000	19,750	23.17%	85,250	72,155	62,957
527080 - Auto Motor Oil	4,500	0	4,500	0	0.00%	4,500	5,218	2,742
527090 - Auto Repairs	62,000	0	62,000	0	0.00%	62,000	53,608	56,187
527100 - Auto Tires	14,000	0	14,000	3,000	27.27%	11,000	13,882	16,203
528000 - Supplies - Chemicals	0	0	0	0	0.00%	0	-10	0
535010 - Copy Machine Rental	0	0	0	0	0.00%	0	0	1,710
535020 - Equipment Rental	3,000	0	3,000	500	20.00%	2,500	21,872	11,422
535050 - Rental Payments	0	0	0	0	0.00%	0	0	50
535055 - Lease Payments	30,560	0	30,560	(1,640)	(5.09)%	32,200	18,325	18,325
535060 - Uniforms	6,500	0	6,500	(800)	(10.96)%	7,300	4,567	5,163
540010 - Wireless Communication	10,500	0	10,500	7,000	200.00%	3,500	6,929	1,289
545000 - Utilities	0	0	0	0	0.00%	0	0	17
545010 - Electric	10,000	0	10,000	(15,000)	(60.00)%	25,000	8,154	16,975
545015 - Heating Oil	5,000	0	5,000	0	0.00%	5,000	4,987	4,167
545020 - Natural Gas	4,000	0	4,000	(1,500)	(27.27)%	5,500	3,658	3,548
545030 - Propane Gas	2,500	0	2,500	(100)	(3.85)%	2,600	1,793	2,395
545050 - Waste/Trash Disposal	0	0	0	(1,100)	(100.00)%	1,100	0	0
545060 - Water	3,230	0	3,230	(140)	(4.15)%	3,370	2,947	2,694
Operating Expenses	433,050	0	433,050	3,590	0.84%	429,460	383,899	341,060
599999 - Controllable Assets	0	0	0	0	0.00%	0	2,267	40,394
Capital Outlay	0	0	0	0	0.00%	0	2,267	40,394
Total	1,248,120	0	1,248,120	(67,520)	(5.13)%	1,315,640	1,098,194	1,178,024

**Washington County, Maryland
Utility Administration Fund
Department 40040 - Maintenance
FY23 Expenses**

	2023 Operating Budget Requested	2023 Operating Budget Proposed	2023 Variance Comments Requested	2023 Variance Comments Proposed
500000 - Wages - Full Time	469,680	469,680		
500005 - Wages - Part Time	32,010	32,010		
			The budget is based on two Inmate Guard positions. Currently only one position is filled and budgeted based on a 3.5% increase for FY23. Depending on the duration of COVID another guard will be needed.	
500010 - Wages - Overtime	3,000	3,000		
500040 - Other Wages	1,290	1,290		
500100 - FICA - Employer	38,710	38,710		
500120 - Health Insurance	129,900	129,900		
500125 - Other Insurance	3,030	3,030		
500130 - Pension	122,120	122,120		
500140 - Workers Compensation	15,330	15,330		
515180 - Software	9,200	9,200		
515270 - Maintenance Contract Services	6,630	6,630		
515320 - Testing Services	300	300		Reduced based on actuals.
515330 - Towing Services	1,000	1,000		Increase due to aging fleet and increased need for towing services.
520010 - Certification Classes	0	0		Moving funds to training budget 520000-40-40010 to better track training.
520030 - Food Comp	100	100		

**Washington County, Maryland
Utility Administration Fund
Department 40040 - Maintenance
FY23 Expenses**

	2023 Operating Budget Requested	2023 Operating Budget Proposed	2023 Variance Comments Requested	2023 Variance Comments Proposed
525020 - Janitorial Supplies	500	500		
525040 - Small Tools & Equipment	14,000	14,000	Reduced based on actuals.	
525050 - Welding Material/Supplies	1,700	1,700	Increased based on prior year actuals.	
526000 - Supplies/Material-Maintenance	52,800	52,800	Ten percent increase for increasing material costs / inflation.	
526020 - Building Maintenance	14,000	14,000	Reduced based on actuals.	
526040 - Equipment Maintenance	19,000	19,000	Increased based on prior year actuals.	
526050 - Groundskeeping Maintenance	3,000	3,000		
526110 - Snow Removal Materials	500	500	Added a budget based on prior year actuals.	
527010 - Anti-Freeze	600	600		
527020 - Auto Batteries	3,000	3,000	Increased based on prior year actuals.	
527030 - Diesel Fuel	40,000	40,000	Estimated budget is 16,000 gallons x \$2.50 = \$40,000 (excludes taxes), which is based on bids and short-term energy outlook forecasts. Rate is discounted with new bid price including delivery as compared to retail prices.	
527040 - Diesel Fuel Tax	5,930	5,930	Estimated budget is 16,000 gallons x \$0.3705 = \$5,930.	

**Washington County, Maryland
Utility Administration Fund
Department 40040 - Maintenance
FY23 Expenses**

	2023 Operating Budget Requested	2023 Operating Budget Proposed	2023 Variance Comments Requested	2023 Variance Comments Proposed
527060 - Auto Gasoline	105,000	105,000	Projected budget is 35,000 gallons x \$3.00 = \$105,000 (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	4,500	4,500		
527090 - Auto Repairs	62,000	62,000		
527100 - Auto Tires	14,000	14,000	Increased based on prior year actuals.	
535020 - Equipment Rental	3,000	3,000	Increased based on prior year actuals.	
535055 - Lease Payments	30,560	30,560	This lease is for one 2021 Caterpillar Excavator and a backhoe/front end loader.	
535060 - Uniforms	6,500	6,500	Reduced based on actuals.	
540010 - Wireless Communication	10,500	10,500	Funds reallocated from 540010-40-40010 to better account for actual spending	
545010 - Electric	10,000	10,000	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.	
545015 - Heating Oil	5,000	5,000		
545020 - Natural Gas	4,000	4,000	The natural gas budgets were based on four prior year actual and forecasted rate changes.	

**Washington County, Maryland
Utility Administration Fund
Department 40040 - Maintenance
FY23 Expenses**

	2023 Operating Budget Requested	2023 Operating Budget Proposed	2023 Variance Comments Requested	2023 Variance Comments Proposed
545030 - Propane Gas	2,500	2,500	The propane budgets were based on four prior year actual and forecasted rate changes.	
545050 - Waste/Trash Disposal	0	0	Removed budget based on prior year actuals.	
545060 - Water	3,230	3,230	Projected actuals of \$3,140 x rate increase of 3%.	

Department Number: 40040 Department Name: Maintenance

Account Number: 515180

Account Description: Software

Descriptions	FY22 Board Approval	Total Cost		New Cost Y/N	Existing Agreement Y/N	Description and/or Reason for Request
		FY23 Dept. Request				
MP2	2,320	2,320		N	Y	Technical support for software that is used to track work orders, repairs, and inventory. Includes annual service software and upgrades.
ALLDATA	1,500	1,500		N	Y	Updates to scan equipment used for definition of code retrievals for most makes and models vehicle service and technical manuals.
Fluid Secure	1,440	1,440		N	Y	Operating system and technical support for fuel pumps. Includes annual service software and upgrades.
Allen Bradley Application Software and Product Support	500	500		N	Y	Annual service for technical support and software upgrades.
Allen Bradley Automation Control Hardware and Product Support	1,590	1,590		N	Y	Annual service for technical support and software upgrades.
HMI Software	500	500		N	Y	Annual service for technical support and software upgrades.
Legacy Hardware	1,350	1,350		N	Y	Annual service for technical support and software upgrades.
Total		\$9,200	\$9,200			

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

Washington County, Maryland
 Summary of Installment and/or Lease Purchases
 FY 2023

Department Name: Maintenance

Department Number: 40040

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 Diesel Engine Backhoe / Front End Loader	1	132,962	5	2027	15,588	77,940	1.97	PUR-1514
N Mini Hauler Excavator	1	70,629	5	2027	14,970	74,850	2.99	Sourcewell quote 162992-01
N								
N								

Total 2 \$203,591 \$30,558 \$152,790

Agree to Budget

- N New Installment Purchase
- E Existing Installment Purchase

Washington County, Maryland
Utility Administration Fund
Department 40050 - Stormwater
FY23 Expenses

	2023 Operating Budget Requested	Adjustment	2023 Operating Budget Proposed	\$ Change	% Change	2022 Operating Budget Approved	2021 Actuals Final	2020 Actuals Final
500000 - Wages - Full Time	249,060	0	249,060	8,510	3.54%	240,550	138,062	138,900
500005 - Wages - Part Time	3,250	0	3,250	(5,990)	(64.83)%	9,240	0	5,503
500040 - Other Wages	990	0	990	540	120.00%	450	450	450
500100 - FICA - Employer	19,380	0	19,380	330	1.73%	19,050	10,036	10,352
500120 - Health Insurance	51,520	0	51,520	(14,180)	(21.58)%	65,700	33,698	25,663
500125 - Other Insurance	1,570	0	1,570	140	9.79%	1,430	851	836
500130 - Pension	64,760	0	64,760	2,910	4.70%	61,850	41,831	38,908
500140 - Workers Compensation	7,210	0	7,210	990	15.92%	6,220	2,781	2,892
500150 - Unemployment Compensation	0	0	0	0	0.00%	0	75	0
500155 - Personnel Requests	79,190	0	79,190	79,190	0.00%	0	0	0
500170 - Personal Development	480	0	480	480	0.00%	0	0	120
500171 - Employee Recognition	360	0	360	360	0.00%	0	0	0
500172 - Team Building	100	0	100	100	0.00%	0	0	0
Wages and Benefits	477,870	0	477,870	73,380	18.14%	404,490	227,783	223,625
505050 - Dues & Subscriptions	4,500	0	4,500	2,000	80.00%	2,500	3,000	2,050
505140 - Office Supplies	350	0	350	100	40.00%	250	13	106
505150 - Other - Miscellaneous	0	0	0	0	0.00%	0	0	1,528
505160 - Personal Mileage	340	0	340	0	0.00%	340	0	0
505170 - Postage	0	0	0	0	0.00%	0	0	26
505200 - Safety Equipment	300	0	300	(100)	(25.00)%	400	0	0
505230 - Travel Expenses	500	0	500	250	100.00%	250	0	0
510010 - Fleet Insurance	4,170	0	4,170	1,220	41.36%	2,950	0	0
510030 - Public & Gen Liability Insurance	1,850	0	1,850	1,850	0.00%	0	0	0
515180 - Software	500	0	500	(1,000)	(66.67)%	1,500	0	0
520000 - Training	3,400	0	3,400	0	0.00%	3,400	977	0
520040 - Seminars/Conventions	700	0	700	0	0.00%	700	0	40
520050 - Tuition Assistance	10,000	0	10,000	10,000	0.00%	0	0	0
525000 - Supplies/Material - Operating	200	0	200	200	0.00%	0	0	511
525040 - Small Tools & Equipment	400	0	400	150	60.00%	250	0	230

Washington County, Maryland
 Utility Administration Fund
 Department 40050 - Stormwater
 FY23 Expenses

	2023 Operating Budget Requested	Adjustment	2023 Operating Budget Proposed	\$ Change	% Change	2022 Operating Budget Approved	2021 Actuals Final	2020 Actuals Final
527060 - Auto Gasoline	4,500	0	4,500	4,500	0.00%	0	0	0
527090 - Auto Repairs	2,000	0	2,000	2,000	0.00%	0	0	0
535010 - Copy Machine Rental	220	0	220	220	0.00%	0	0	0
535060 - Uniforms	400	0	400	100	33.33%	300	0	116
540010 - Wireless Communication	2,540	0	2,540	1,260	98.44%	1,280	1,081	866
592040 - Promotional Expenses	1,300	0	1,300	(200)	(13.33)%	1,500	407	1,148
Operating Expenses	38,170	0	38,170	22,550	144.37%	15,620	5,478	6,620
599999 - Controllable Assets	1,070	0	1,070	(4,290)	(80.04)%	5,360	1,094	0
600300 - Vehicles	26,500	(26,500)	0	0	0.00%	0	0	0
Capital Outlay	27,570	(26,500)	1,070	(4,290)	(80.04)%	5,360	1,094	0
Total	543,610	(26,500)	517,110	91,640	21.54%	425,470	234,355	230,245

**Washington County, Maryland
Utility Administration Fund
Department 40050 - Stormwater
FY23 Expenses**

	2023 Operating Budget Requested	2023 Operating Budget Proposed	2023 Variance Comments Requested	2023 Variance Comments Proposed
500000 - Wages - Full Time	249,060	249,060		
500005 - Wages - Part Time	3,250	3,250	Three Stormwater/Watershed Interns. Each intern provides 120 hours of service over a three month period, June - August. This budget represents two of those months.	
500040 - Other Wages	990	990	Two personnel requests were filled in FY22 increasing the budget.	
500100 - FICA - Employer	19,380	19,380		
500120 - Health Insurance	51,520	51,520		
500125 - Other Insurance	1,570	1,570		
500130 - Pension	64,760	64,760		
500140 - Workers Compensation	7,210	7,210		
500155 - Personnel Requests	79,190	79,190	0	The EPA and MDE recommended during the 2020 audit the stormwater responsibilities should be consolidated into one department. The inspector position will move specific stormwater inspection duties from the Department of Permits and Inspection to Stormwater and Watershed Services.
500170 - Personal Development	480	480	Moving from department 40010 so expenses are reflected more accurately.	
500171 - Employee Recognition	360	360	Moving from department 40010 so expenses are reflected more accurately.	

**Washington County, Maryland
Utility Administration Fund
Department 40050 - Stormwater
FY23 Expenses**

	2023 Operating Budget Requested	2023 Operating Budget Proposed	2023 Variance Comments Requested	2023 Variance Comments Proposed
500172 - Team Building	100	100	Moving from department 40010 so expenses are reflected more accurately.	
505050 - Dues & Subscriptions	4,500	4,500	Increase of MAMSA annual dues. FY23 dues are increasing to \$3,900. CWP annual membership \$500, MIGIC GIS annual membership \$100 for total of \$4,500.	
505140 - Office Supplies	350	350	Necessary to support FY22 increase of staff.	
505160 - Personal Mileage	340	340	Needed in the event that a POV is used to conduct county business when County vehicles are not available.	
505200 - Safety Equipment	300	300	Reduced based on prior year actuals.	
505230 - Travel Expenses	500	500	Training events for two Stormwater Technicians, a Watershed Specialist, and a Stormwater Coordinator.	

**Washington County, Maryland
Utility Administration Fund
Department 40050 - Stormwater
FY23 Expenses**

	2023 Operating Budget Requested	2023 Operating Budget Proposed	2023 Variance Comments Requested	2023 Variance Comments Proposed
510010 - Fleet Insurance	4,170	4,170	Moving from department 40010 so expenses are reflected more accurately. There is an overall percentage increase of 10.98% 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 - \$1,041.64/ vehicle x four units = \$4,166.56.	
510030 - Public & Gen Liability Insurance	1,850	1,850	Moving from department 40010 so expenses are reflected more accurately. There is an overall percentage increase of 10.98% 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. Four FT Positions x \$463.01 = \$1,852.04.	

**Washington County, Maryland
Utility Administration Fund
Department 40050 - Stormwater
FY23 Expenses**

	2023 Operating Budget Requested	2023 Operating Budget Proposed	2023 Variance Comments Requested	2023 Variance Comments Proposed
515180 - Software	500	500	Need one additional license of GIS for proposed Stormwater Inspector. Maintenance of GIS software is provided by IT.	
520000 - Training	3,400	3,400	Some training previously paid for by WQ now added to better reflect cost to correct department. With the addition of two staff members in FY22, there are now four staff members that require training. Stormwater Certifying training is \$850 per staff member.	
520040 - Seminars/Conventions	700	700	Maritime Institute - two seminars annually for four staff members. GIS Annual Workshop.	
520050 - Tuition Assistance	10,000	10,000	Two employees are seeking tuition assistance per the County policy. Policy allows \$2,500 per calendar year. The FY23 budget will cover two calendar years (two semesters for each employee).	
525000 - Supplies/Material - Operating	200	200	Supplies for chemical test kit for IDDE compliance per the MS4 permit.	
525040 - Small Tools & Equipment	400	400	The number of staff increased in FY2022. An increase is necessary to support job responsibilities of the staff members.	

**Washington County, Maryland
Utility Administration Fund
Department 40050 - Stormwater
FY23 Expenses**

	2023 Operating Budget Requested	2023 Operating Budget Proposed	2023 Variance Comments Requested	2023 Variance Comments Proposed
527060 - Auto Gasoline	4,500	4,500	Previously gas was charged to WQ. This item has been added to better reflect cost to the correct department. Five vehicles @25 gallons per month for 12 months x \$3.00 per gallon=\$4,500.	
527090 - Auto Repairs	2,000	2,000	Previously maintenance was charged to WQ. This item has been added to better reflect cost to the correct department. Cost for maintenance of four vehicles.	
535010 - Copy Machine Rental	220	220	Stormwater & Watershed pay for 10% share of cost with WQ. \$2,200 x .10 = \$220.	
535060 - Uniforms	400	400	Increase needed to account for new staff added in FY22.	
540010 - Wireless Communication	2,540	2,540	Includes existing Cell phones for Storm Water Management Coordinator and Watershed Specialist, two iPad for the Stormwater Technician Positions and one cellphone with hotspot for proposed Stormwater Inspector. Total per month \$211 x 12 months = \$2,532.	
592040 - Promotional Expenses	1,300	1,300	For Public Outreach to meet requirements of the MS4 permit minimum control measures. Reduced based on prior year actuals.	
599999 - Controllable Assets	1,070	1,070	iPad required for Proposed Stormwater Inspector.	
600300 - Vehicles	26,500	0	Necessary for proposed Stormwater Inspector Position. Based on State of MD Vehicle Contract.	The vehicle will be funded through CIP.

Washington County, Maryland
New/Elimination Position Request Form
FY 2023

New/Elimination Position

Department Number: 40050

Department Name: Stormwater & Watershed Services

Account : 500155

Full-Time Position									
Position Title	Grade	Step *	Regular or Temp.	Annual Salary	Health Insurance Benefits	Variable Benefits	Offset	Net Cost	Explanation of Request (A memo may be attached if detail support is needed. Please summarize in this area.)
Stormwater Inspector	11	1	Regular	45,136	16,000	18,054		79,190	The EPA and MDE recommended during the 2020 audit the stormwater responsibilities should be consolidated into one department. The inspector position will move specific stormwater inspection duties from the Department of Permits and Inspection to Stormwater and Watershed Services.
						0		0	
Part-Time Position									
Position Title	Grade	Step *	Regular or Temp.	Annual Salary	Total Benefits	Offset	Net Cost	Explanation of Request (A memo may be attached if detail support is needed. Please summarize in this area.)	
					0		0		
					0		0		
Totals:				\$45,136	\$18,054	\$0	\$79,190		

* 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 2023

Department Number: 40050 Department Name: Stormwater & Watershed Services

Account Number: 505230

Account Description: Travel Expenses

Position Title Only (do not use individual names)	Destination	Date(s) of Travel	Total Cost		Description and/or Reason for Travel Request
			Dept. Request		
Stormwater Technician	TBD	TBD	125		Stormwater and ESRI Training Events.
Stormwater Technician	TBD	TBD	125		Stormwater and ESRI Training Events.
Watershed Specialist	TBD	TBD	125		Stormwater and ESRI Training Events.
Stormwater Coordinator	TBD	TBD	125		Stormwater and ESRI Training Events.

Total \$500

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

Washington County, Maryland
Other Capital Outlay (≥\$1 and <\$10,000)
FY 2023

Department Number: 40050 Department Name: Stormwater & Watershed Services

Account Number: 599999

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

Priority Number *	Descriptions	Qty	Unit Cost	Total Cost		Explain Reason for Request
				Dept. Request	N or R	
1	Ipad Pro 11" 256 GB/WiFi + Cell	1	1,070	1,070	N	Needed for Proposed Stormwater Inspector Position.
				0		
				0		
				0		
				0		
				0		
Total				\$1,070		

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

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

Washington County, Maryland
Capital Outlay Request
FY 2023

Department Number: 40050

Department Name: Stormwater & Watershed Services

Account Number: 600300

Account Description: Vehicles (**≥ \$10,000**)

Priority Number *	Description	Qty	Unit Cost	Total Cost		Replacement		N or R	Explain Reason for New Vehicle or Replacement Vehicle Request. If replacement, what disposition will be made of old vehicle.
				Dept. Request	Request	Current Age	Current Miles		
1	Four Wheel Drive or All Wheel Drive Mid-Size Utility Vehicle.	1	26,498	26,498	26,498			N	Necessary for new proposed stormwater inspector position. Cost based on State Vehicle Contract. [Fund through CIP]
				0	0				
				0	0				
				0	0				
				0	0				

Total \$26,498

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

• Vehicles that are capable of being licensed through the Maryland Department of Motor Vehicles and are intended for over-the-road transportation use should be capitalized if they meet the capitalization threshold of \$10,000 or greater and has a useful life in excess of 5 years. This includes trailers that are not self-propelled.

• Vehicles costs include the total purchase price after any purchase discounts plus any trade-in allowances, transportation charges, and any other costs required to prepare the vehicles for its intended use such as lights, striping, plows, spreaders.

**Washington County, Maryland
Utility Administration Fund
Department 40060 - Clean County
FY23 Expenses**

	2023 Operating Budget Requested	Adjustment	2023 Operating Budget Proposed	\$ Change	% Change	2022 Operating Budget Approved	2021 Actuals Final	2020 Actuals Final
500000 - Wages - Full Time	85,380	0	85,380	2,840	3.44%	82,540	76,724	78,499
500040 - Other Wages	0	0	0	0	0.00%	0	0	68
500100 - FICA - Employer	6,530	0	6,530	220	3.49%	6,310	5,675	5,711
500120 - Health Insurance	25,150	0	25,150	7,670	43.88%	17,480	18,956	16,113
500125 - Other Insurance	560	0	560	40	7.69%	520	523	510
500130 - Pension	22,200	0	22,200	740	3.45%	21,460	23,980	22,160
500140 - Workers Compensation	5,760	0	5,760	190	3.41%	5,570	5,142	5,146
500170 - Personal Development	240	0	240	240	100.00%	0	120	0
500171 - Employee Recognition	180	0	180	180	100.00%	0	0	0
500172 - Team Building	50	0	50	50	100.00%	0	0	0
Wages and Benefits	146,050	0	146,050	12,170	9.09%	133,880	131,120	128,206
505200 - Safety Equipment	300	0	300	0	0.00%	300	0	340
505230 - Travel Expenses	250	0	250	(1,850)	(88.10)%	2,100	0	0
510010 - Fleet Insurance	3,120	0	3,120	(810)	(20.61)%	3,930	0	0
510030 - Public & Gen Liability Insurance	930	0	930	930	100.00%	0	0	0
515330 - Towing Services	500	0	500	0	0.00%	500	0	710
515350 - Accident Repairs	0	0	0	0	0.00%	0	9,378	0
520000 - Training	500	0	500	0	0.00%	500	50	0
520050 - Tuition Assistance	2,500	0	2,500	2,500	100.00%	0	0	0
525040 - Small Tools & Equipment	300	0	300	0	0.00%	300	646	417
526000 - Supplies/Material-Maintenance	0	0	0	0	0.00%	0	79	0
526020 - Building Maintenance	0	0	0	0	0.00%	0	0	120
526040 - Equipment Maintenance	10,090	0	10,090	0	0.00%	10,090	4,383	17,362
527030 - Diesel Fuel	15,000	0	15,000	1,500	11.11%	13,500	7,859	7,421
527040 - Diesel Fuel Tax	2,220	0	2,220	220	11.00%	2,000	1,638	1,409
527050 - Auto Fluids	730	0	730	0	0.00%	730	179	559
527060 - Auto Gasoline	2,400	0	2,400	(240)	(9.09)%	2,640	1,795	993
527100 - Auto Tires	0	0	0	0	0.00%	0	1,527	0
535060 - Uniforms	1,000	0	1,000	(400)	(28.57)%	1,400	731	446

Washington County, Maryland
 Utility Administration Fund
 Department 40060 - Clean County
 FY23 Expenses

	2023 Operating Budget Requested	Adjustment	2023 Operating Budget Proposed	\$ Change	% Change	2022 Operating Budget Approved	2021 Actuals Final	2020 Actuals Final
540010 - Wireless Communication	1,030	0	1,030	550	114.58%	480	459	387
545050 - Waste/Trash Disposal	33,700	0	33,700	0	0.00%	33,700	32,035	30,764
545060 - Water	1,490	0	1,490	0	0.00%	1,490	0	0
Operating Expenses	76,060	0	76,060	2,400	3.26%	73,660	60,758	60,928
599999 - Controllable Assets	3,030	(250)	2,780	2,780	100.00%	0	0	0
Capital Outlay	3,030	(250)	2,780	2,780	100.00%	0	0	0
Total	225,140	(250)	224,890	17,350	8.36%	207,540	191,878	189,134

**Washington County, Maryland
Utility Administration Fund
Department 40060 - Clean County
FY23 Expenses**

	2023 Operating Budget Requested	2023 Operating Budget Proposed	2023 Variance Comments Requested	2023 Variance Comments Proposed
500000 - Wages - Full Time	85,380	85,380		
500100 - FICA - Employer	6,530	6,530		
500120 - Health Insurance	25,150	25,150		
500125 - Other Insurance	560	560		
500130 - Pension	22,200	22,200		
500140 - Workers Compensation	5,760	5,760		
500170 - Personal Development	240	240	Moving from department 40010 so expenses are reflected more accurately.	
500171 - Employee Recognition	180	180	Moving from department 40010 so expenses are reflected more accurately.	
500172 - Team Building	50	50	Moving from department 40010 so expenses are reflected more accurately.	
505200 - Safety Equipment	300	300		
505230 - Travel Expenses	250	250	This years training will be completed locally, therefore travel expenses will decrease.	

**Washington County, Maryland
Utility Administration Fund
Department 40060 - Clean County
FY23 Expenses**

	2023 Operating Budget Requested	2023 Operating Budget Proposed	2023 Variance Comments Requested	2023 Variance Comments Proposed
510010 - Fleet Insurance	3,120	3,120	Moving from department 40010 so expenses are reflected more accurately. There is an overall percentage increase of 10.98% 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 - three vehicles at \$1,041.64/unit = \$3,124.89.	
510030 - Public & Gen Liability Insurance	930	930	Moving from department 40010 so expenses are reflected more accurately. There is an overall percentage increase of 10.98% 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.	
515330 - Towing Services	500	500		

**Washington County, Maryland
Utility Administration Fund
Department 40060 - Clean County
FY23 Expenses**

	2023 Operating Budget Requested	2023 Operating Budget Proposed	2023 Variance Comments Requested	2023 Variance Comments Proposed
520000 - Training	500	500		
520050 - Tuition Assistance	2,500	2,500	One employee has requested tuition reimbursement as per the County assistance policy. Two semesters (four classes at three credits each. 12 credits x \$123/credit + \$14/credit gen. fee, + \$30/semester reg. fee + \$200 lab/book fees per course = (12 x \$123) + (\$14 x 12) + (\$60 + \$800) = \$2,504.	
525040 - Small Tools & Equipment	300	300		
526040 - Equipment Maintenance	10,090	10,090		
527030 - Diesel Fuel	15,000	15,000	6,000 gallons estimated from prior year usage at \$2.50/gallon = \$15,000.	
527040 - Diesel Fuel Tax	2,220	2,220	6,000 gallons at \$.3705 per gallon = \$2,223.	
527050 - Auto Fluids	730	730		
527060 - Auto Gasoline	2,400	2,400	800 gallons estimated from prior year usage at \$3.00 per gallon = \$2,400.	
535060 - Uniforms	1,000	1,000	Reduced based on prior year actuals.	
540010 - Wireless Communication	1,030	1,030	Adjustment needed due to addition of cell phone for dump truck in 2021.	
545050 - Waste/Trash Disposal	33,700	33,700		
545060 - Water	1,490	1,490		

**Washington County, Maryland
Utility Administration Fund
Department 40060 - Clean County
FY23 Expenses**

	2023 Operating Budget Requested	2023 Operating Budget Proposed	2023 Variance Comments Requested	2023 Variance Comments Proposed
599999 - Controllable Assets	3,030	2,780	Necessary for the cleaning of County owned pervious sidewalks to maintain in proper working order for stormwater management requirements; leaf blower to supplement Clean County crew.	A leaf blower was removed per department request.

Washington County, Maryland
Travel Request
FY 2023

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		Description and/or Reason for Travel Request
			Dept. Request		
Clean County Technician	TBD	TBD	125		Street Sweeper Training
Clean County Technician	TBD	TBD	125		Street Sweeper Training

Total \$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
Other Capital Outlay (≥\$1 and <\$10,000)
FY 2023

Controllable Assets

Department Number: 40060 Department Name: Clean County

Account Number: 599999

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

Priority Number *	Descriptions	Qty	Unit Cost	Total Cost		N or R	Explain Reason for Request
				Dept. Request			
1	BILLY GOAT MV650SPH Walk behind Vacuum	1	2,400	2,400		N	Necessary for the cleaning of County owned pervious sidewalks to maintain in proper working order for stormwater management requirements. \$2,100 + \$300 (Possible price increase) = \$2,400
2	Stihl BR 350 backpack blower	1	380	380		N	Needed for Clean County Crew for street sweeping, pervious sidewalk maintenance, and inlet cleaning.
				0			
				0			
				0			
				0			
Total							
							\$2,780

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

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

Washington County, Maryland
Utility Administration Fund
Department 40998 - Billable - Inspection Projects
FY23 Expenses

	2023 Operating Budget Requested	Adjustment	2023 Operating Budget Proposed	\$ Change	% Change	2022 Operating Budget Approved	2021 Actuals Final	2020 Actuals Final
500000 - Wages - Full Time	8,550	0	8,550	340	4.14%	8,210	67	1,118
500010 - Wages - Overtime	220	0	220	90	69.23%	130	0	0
500100 - FICA - Employer	670	0	670	30	4.69%	640	0	64
500120 - Health Insurance	2,370	0	2,370	(120)	(4.82)%	2,490	0	170
500125 - Other Insurance	60	0	60	10	20.00%	50	0	6
500130 - Pension	2,220	0	2,220	90	4.23%	2,130	0	251
500140 - Workers Compensation	280	0	280	0	0.00%	280	0	49
Wages and Benefits	14,370	0	14,370	440	3.16%	13,930	67	1,658
515000 - Contracted/Purchased Service	23,000	0	23,000	6,750	41.54%	16,250	0	0
Operating Expenses	23,000	0	23,000	6,750	41.54%	16,250	0	0
Total	37,370	0	37,370	7,190	23.82%	30,180	67	1,658

Washington County, Maryland
Utility Administration Fund
Department 40998 - Billable - Inspection Projects
FY23 Expenses

	2023 Operating Budget Requested	2023 Operating Budget Proposed	2023 Variance Comments Requested	2023 Variance Comments Proposed
500000 - Wages - Full Time	8,550	8,550		
500010 - Wages - Overtime	220	220		
500100 - FICA - Employer	670	670		
500120 - Health Insurance	2,370	2,370		
500125 - Other Insurance	60	60		
500130 - Pension	2,220	2,220		
500140 - Workers Compensation	280	280		
515000 - Contracted/Purchased Service	23,000	23,000	Increased based on prior year actuals.	

Washington County, Maryland
Utility Administration Fund
Department 40999 - Billable - Contract Operations
FY23 Expenses

	2023 Operating Budget Requested	Adjustment	2023 Operating Budget Proposed	\$ Change	% Change	2022 Operating Budget Approved	2021 Actuals Final	2020 Actuals Final
500000 - Wages - Full Time	132,600	0	132,600	(4,990)	(3.63)%	137,590	43,955	20,207
500010 - Wages - Overtime	13,210	0	13,210	1,250	10.45%	11,960	1,036	430
500020 - Shift Differential - 2nd shift	10	0	10	10	100.00%	0	0	0
500040 - Other Wages	3,450	0	3,450	580	20.21%	2,870	1,915	1,012
500100 - FICA - Employer	11,420	0	11,420	(240)	(2.06)%	11,660	3,306	1,359
500120 - Health Insurance	36,670	0	36,670	(5,020)	(12.04)%	41,690	13,344	5,819
500125 - Other Insurance	850	0	850	(10)	(1.16)%	860	268	112
500130 - Pension	34,480	0	34,480	(1,290)	(3.61)%	35,770	12,813	4,940
500140 - Workers Compensation	4,330	0	4,330	(340)	(7.28)%	4,670	1,138	462
Wages and Benefits	237,020	0	237,020	(10,050)	(4.07)%	247,070	77,775	34,341
515000 - Contracted/Purchased Service	1,000	0	1,000	(1,000)	(50.00)%	2,000	0	0
525000 - Supplies/Material - Operating	10,000	0	10,000	0	0.00%	10,000	0	0
526000 - Supplies/Material-Maintenance	7,000	0	7,000	2,000	40.00%	5,000	0	0
528000 - Supplies - Chemicals	500	0	500	(2,200)	(81.48)%	2,700	0	0
545020 - Natural Gas	3,000	0	3,000	(700)	(18.92)%	3,700	0	0
545060 - Water	3,550	0	3,550	(180)	(4.83)%	3,730	0	0
Operating Expenses	25,050	0	25,050	(2,080)	(7.67)%	27,130	0	0
Total	262,070	0	262,070	(12,130)	(4.42)%	274,200	77,775	34,341

**Washington County, Maryland
Utility Administration Fund
Department 40999 - Billable - Contract Operations
FY23 Expenses**

	2023 Operating Budget Requested	2023 Operating Budget Proposed	2023 Variance Comments Requested	2023 Variance Comments Proposed
500000 - Wages - Full Time	132,600	132,600		
500010 - Wages - Overtime	13,210	13,210		
500020 - Shift Differential - 2nd shift	10	10		Employees working second shift receive hourly rate plus 3%. A budget was added based on prior year actuals.
500040 - Other Wages	3,450	3,450		
500100 - FICA - Employer	11,420	11,420		
500120 - Health Insurance	36,670	36,670		
500125 - Other Insurance	850	850		
500130 - Pension	34,480	34,480		
500140 - Workers Compensation	4,330	4,330		
515000 - Contracted/Purchased Service	1,000	1,000		Reduced based on prior year actuals.
525000 - Supplies/Material - Operating	10,000	10,000		
526000 - Supplies/Material-Maintenance	7,000	7,000		Increased based on prior year actuals.
528000 - Supplies - Chemicals	500	500		Reduced based on prior year actuals.
545020 - Natural Gas	3,000	3,000		The natural gas budgets were based on four prior year actual and forecasted rate changes.
545060 - Water	3,550	3,550		Projected actuals of \$3,450 x rate increase of 3%.

Washington County, Maryland
Proposed Water Fund Operating Budget
Detailed Summary
Fiscal Year 2023

Page	Category	FY 2023 Requested Budget	Adjustment	FY 2023 Proposed Budget	\$ Change	Note	% Change	Original Budget FY 2022
<u>General Revenues:</u>								
	14-4 Rental - Other	120,280	0	120,280	7,340	1	6.50%	112,940
	14-4 Connection Fees	3,000	0	3,000	0		0.00%	3,000
		123,280	0	123,280	7,340		6.33%	115,940
1	Rental - Other: - Increased based on Rental Fee Schedule.							
<u>Utility Revenues:</u>								
	14-4 Residential	767,600	0	767,600	(1,700)	2	-0.22%	769,300
	14-4 Comm/Industrial I	42,900	0	42,900	7,100	2	19.83%	35,800
	14-4 Comm/Industrial II	39,900	0	39,900	700	2	1.79%	39,200
	14-4 Vol/Public Service	1,700	0	1,700	100	2	6.25%	1,600
		852,100	0	852,100	6,200		0.73%	845,900
2	Utility Revenues: - Adjusted based on rate model projections.							
<u>Miscellaneous Revenues:</u>								
	14-4 Interest, Penalties, & Fees	30,000	0	30,000	0		0.00%	30,000
	14-4 Fund Balance Reserve	0	0	0	0		0.00%	0
	14-4 General Fund Appropriation	198,040	6,000	204,040	16,760	3	8.95%	187,280
		228,040	6,000	234,040	16,760		7.71%	217,280
3	Gen. Fund Appropriation: - Revenues from proposed rates are insufficient to cover expenditures. Fund requires a General Fund subsidy.							
Total Revenues		1,203,420	6,000	1,209,420	30,300		2.57%	1,179,120

Washington County, Maryland
Proposed Water Fund Operating Budget
Detailed Summary
Fiscal Year 2023

Page	Category	FY 2023 Requested Budget	Adjustment	FY 2023 Proposed Budget	\$ Change	Note	% Change	Original Budget FY 2022
	14-8 General Operations	453,430	0	453,430	(5,100)	4	-1.11%	458,530
	14-12 Maintenance Treatment Plants	45,950	0	45,950	(6,420)	5	-12.26%	52,370
	14-16 Elk Ridge Treatment Plant	10,920	0	10,920	580	6	5.61%	10,340
	14-18 Highfield Treatment Plant	56,570	0	56,570	(6,050)	6	-9.66%	62,620
	14-20 Mt. Aetna Treatment Plant	35,790	0	35,790	(6,680)	6	-15.73%	42,470
	14-22 Sandy Hook Treatment Plant	17,360	0	17,360	(2,050)	6	-10.56%	19,410
	14-24 Sharpsburg Treatment Plant	324,000	0	324,000	22,190	6	7.35%	301,810
	14-27 Distribution Lines Operations	143,160	0	143,160	18,540	7	14.88%	124,620
	14-31 Distribution Lines Maintenance	116,240	6,000	122,240	15,290	8	14.30%	106,950
	Total Expenses	1,203,420	6,000	1,209,420	30,300	9	2.57%	1,179,120

4 General Operations:
- Debt service was increased by \$5,900.
- Utility Admin Charge decreased \$17,800 based on amount needed to fund services provided. Some of this was offset by one time upgrades of pH meters.

5 Maintenance Treatment Plants:
- Salaries and Benefits decreased \$7,120 due to allocation based on three years of actuals.

6 Treatment Plants:
- Salaries and Benefits increased \$6,640 due to wage and benefit changes.

7 Distribution Lines Operations:
- Salaries and Benefits increased \$8,840 due to wage and benefit changes.

8 Distribution Lines Maintenance:
- Salaries and Benefits increased \$2,540 due to wage and benefit changes.
- Maintenance Contract Services increased \$12,650 due to inspection, cleaning, and repair of the Mt. Aetna water tank.

9 Category Summary:

Salaries and Benefits	520,190	0	520,190	10,900	2.14%	509,290
Operating	667,630	6,000	673,630	3,800	0.57%	669,830
Capital Outlay	15,600	0	15,600	15,600	100.00%	0
	1,203,420	6,000	1,209,420	30,300	2.57%	1,179,120

**Washington County, Maryland
Department of Water Quality
Proposed Rates for FY 2023**

3.5% Revenue Increase

Water Rates

Retail Classes	Current Quarterly Rates	Proposed Quarterly Rates	Increase	
			%	\$
<u>Base for 6,000 gal</u>				
Res Full Service	107.15	109.70	2.4%	2.55
Comm I Full Service	108.43	112.23	3.5%	3.80
Comm II Full Service	133.93	138.62	3.5%	4.69
Volunteer Service	107.15	109.70	2.4%	2.55
 <u>Volume per 1,000 gal</u>				
Res Full Service	12.40	13.03	5.1%	0.63
Comm I Full Service	12.47	12.91	3.5%	0.44
Comm II Full Service	9.63	9.97	3.5%	0.34
Volunteer Service	12.40	13.03	5.1%	0.63
 <u>Non-metered Accounts</u>				
	181.55	187.88	3.5%	6.33

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

	<u>Current</u>	<u>Proposed</u>	Increase	
			<u>%</u>	<u>\$</u>
Base Charge (6,000 gal)	107.15	109.70	2.4%	2.55
Vol Charge (6,000 gal)	74.40	78.18	5.1%	3.78
Total bill	181.55	187.88	3.5%	6.33

**Washington County, Maryland
Water Fund Revenues
FY23**

	2023 Operating Budget Requested	2023 Operating Budget Proposed	\$ Change	% Change	2022 Operating Budget Approved	2021 Actuals Final	2020 Actuals Final
404420 - Interest, Penalties & Fees	30,000	30,000	0	0.00%	30,000	28,821	29,951
404520 - Rental - Other	120,280	120,280	7,340	6.50%	112,940	112,931	108,364
441000 - Residential	767,600	767,600	(1,700)	(0.22)%	769,300	805,084	749,767
441010 - Comm/Industrial I	42,900	42,900	7,100	19.83%	35,800	34,563	46,902
441020 - Comm/Industrial II	39,900	39,900	700	1.79%	39,200	35,808	41,146
441030 - Vol/Public Service	1,700	1,700	100	6.25%	1,600	2,737	2,261
441100 - Connection Fees	3,000	3,000	0	0.00%	3,000	8,745	7,690
490000 - Miscellaneous	0	0	0	0.00%	0	991	0
490045 - Oper Transfer - General Fund	198,040	204,040	16,760	8.95%	187,280	107,370	0
498710 - Capital Transfer - General	0	0	0	0.00%	0	50,000	0
Revenues	1,203,420	1,209,420	30,300	2.57%	1,179,120	1,187,049	986,081

**Washington County, Maryland
Water Fund
Department 00000 - Default Department
FY23 Revenues**

	2023 Operating Budget Requested	2023 Operating Budget Proposed	Variance Comments Requested	2023 Variance Comments Proposed
404420 - Interest, Penalties & Fees	30,000	30,000		
404520 - Rental - Other	120,280	120,280	Increase based upon various lease agreements.	
441000 - Residential	767,600	767,600	Adjusted based on rate model projections.	
441010 - Comm/Industrial I	42,900	42,900	Adjusted based on rate model projections.	
441020 - Comm/Industrial II	39,900	39,900	Adjusted based on rate model projections.	
441030 - Vol/Public Service	1,700	1,700	Adjusted based on rate model projections.	
441100 - Connection Fees	3,000	3,000		
490045 - Oper Transfer - General Fund	198,040	204,040	Revenues from proposed rates are insufficient to cover expenditures. Fund requires a General Fund subsidy.	Annual inspection of two of our water waters and minor repairs, as needed; tank restoration for Mt Aetna to include tanker and water.

Washington County, Maryland
Proposed New or Increase Fee Form
FY 2023

Account Number: Various Department Name: Water Quality - Water Rates

Account Description: _____

Fee Category	Brief Description of Fee or Service	Qtrly Fee FY 2021		Qtrly Fee FY 2022		Proposed Qtrly Fee FY 2023		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	107.15	12.40	109.70	13.03	2.55	0.63	23,100	Based on projected cost of service as calculated in Rate Model.
441010	Comm/Industrial I	104.76	12.05	108.43	12.47	112.23	12.91	3.80	0.44	1,400	Based on projected cost of service as calculated in Rate Model.
441020	Comm/Industrial II	129.40	9.30	133.93	9.63	138.62	9.97	4.69	0.34	1,400	Based on projected cost of service as calculated in Rate Model.
441030	Vol/Public Service	104.78	11.82	107.15	12.40	109.70	13.03	2.55	0.63	100	Based on projected cost of service as calculated in Rate Model.

\$26,000

Washington County, Maryland
Water Fund Expenditures - Proposed
FY23

	2023	Adjustment	2023	\$ Change	% Change	2022
	Operating		Operating			Operating
	Budget		Budget			Budget
	Requested		Proposed			Approved
41010 - General Operations	453,430	0	453,430	(5,100)	(1.11)%	458,530
41020 - Maintenance Treatment Plants	45,950	0	45,950	(6,420)	(12.26)%	52,370
41100 - Elk Ridge Treatment Plant	10,920	0	10,920	580	5.61%	10,340
41120 - Highfield Treatment Plant	56,570	0	56,570	(6,050)	(9.66)%	62,620
41140 - Mt. Aetna Treatment Plant	35,790	0	35,790	(6,680)	(15.73)%	42,470
41160 - Sandy Hook Treatment Plant	17,360	0	17,360	(2,050)	(10.56)%	19,410
41180 - Sharpsburg Treatment Plant	324,000	0	324,000	22,190	7.35%	301,810
41700 - Distribution Lines Operations	143,160	0	143,160	18,540	14.88%	124,620
41710 - Distribution Lines Maintenance	116,240	6,000	122,240	15,290	14.30%	106,950
Water Fund	1,203,420	6,000	1,209,420	30,300	2.57%	1,179,120
Total Expenditures	1,203,420	6,000	1,209,420	30,300	2.57%	1,179,120

Washington County, Maryland
Water Fund
Department 41010 - General Operations
FY23 Expenses

	2023 Operating Budget Requested	Adjustment	2023 Operating Budget Proposed	\$ Change	% Change	2022 Operating Budget Approved	2021 Actuals Final	2020 Actuals Final
500130 - Pension	0	0	0	0	0.00%	0	0	9,190
500170 - Personal Development	600	0	600	0	0.00%	600	0	0
500171 - Employee Recognition	450	0	450	0	0.00%	450	0	0
500172 - Team Building	130	0	130	0	0.00%	130	0	0
Wages and Benefits	1,180	0	1,180	0	0.00%	1,180	0	9,190
501000 - Debt - Bond Principal	18,580	0	18,580	3,860	26.22%	14,720	14,059	71,160
501001 - Contra - Bond Principal	0	0	0	0	0.00%	0	-14,059	-71,160
501050 - Debt - Bond Interest	15,820	0	15,820	2,040	14.80%	13,780	12,560	19,860
501090 - Debt - Administrative Fees	20	0	20	20	0.00%	0	16	16
501095 - Bond Issue Cost Expense	0	0	0	(480)	(100.00)%	480	829	0
502000 - Appropriations	15,000	0	15,000	0	0.00%	15,000	0	0
505010 - Advertising	500	0	500	0	0.00%	500	0	0
505050 - Dues & Subscriptions	0	0	0	0	0.00%	0	0	275
505150 - Other - Miscellaneous	0	0	0	0	0.00%	0	0	0
505960 - Uncollectible Accounts	0	0	0	0	0.00%	0	-67	-6
515000 - Contracted/Purchased Service	0	0	0	0	0.00%	0	6,829	923
525000 - Supplies/Material - Operating	400	0	400	0	0.00%	400	9,400	0
525010 - Billing Supplies	1,200	0	1,200	0	0.00%	1,200	981	955
525040 - Small Tools & Equipment	700	0	700	0	0.00%	700	0	46
527035 - Off Road Diesel	1,750	0	1,750	660	60.55%	1,090	1,149	0
545010 - Electric	0	0	0	0	0.00%	0	0	128
590040 - Utility Administration Charge	391,680	0	391,680	(17,800)	(4.35)%	409,480	386,870	404,270
Operating Expenses	445,650	0	445,650	(11,700)	(2.56)%	457,350	418,566	426,468
599999 - Controllable Assets	6,600	0	6,600	6,600	0.00%	0	0	0
Capital Outlay	6,600	0	6,600	6,600	0.00%	0	0	0
Total	453,430	0	453,430	(5,100)	(1.11)%	458,530	418,566	435,658

**Washington County, Maryland
Water Fund**

**Department 41010 - General Operations
FY23 Expenses**

	2023 Operating Budget Requested	2023 Operating Budget Proposed	2023 Variance Comments Requested	2023 Variance Comments Proposed
500170 - Personal Development	600	600		The personal development incentive budget is \$120 per full-time employee per year. Employees are afforded the opportunity to request annual training of some kind. Training may include physical training and exercise.
500171 - Employee Recognition	450	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 may be used for additional training; attendance to industry events; and related travel.
500172 - Team Building	130	130		The team building incentive budget is \$25 per full-time employee per year. This allows a department head or division director to offer the occasional celebration or recognize employee achievements in the office setting.
501000 - Debt - Bond Principal	18,580	18,580		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	15,820	15,820		Debt cost is based on fixed, agreed upon payments with bondholders and State agencies. Payments are in accordance with amortization schedules.

**Washington County, Maryland
Water Fund
Department 41010 - General Operations
FY23 Expenses**

	2023 Operating Budget Requested	2023 Operating Budget Proposed	2023 Variance Comments Requested	2023 Variance Comments Proposed
501090 - Debt - Administrative Fees	20	20		
501095 - Debt - Bond Issue Cost Expense	0	0	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	15,000		
505010 - Advertising	500	500		
525000 - Supplies/Material - Operating	400	400		
525010 - Billing Supplies	1,200	1,200		
525040 - Small Tools & Equipment	700	700		
527035 - Off Road Diesel	1,750	1,750	Estimated budget is 700 gallons x \$2.50 = \$1,750.	
590040 - Utility Administration Charge	391,680	391,680	Adjusted to be 10% of the Utility Admin Fund deficit which is consistent with prior years.	
599999 - Controllable Assets	6,600	6,600	One time upgrade of pH meters that are ten years old.	

Washington County, Maryland
Other Capital Outlay (≥\$1 and <\$10,000)
FY 2023

Department Number: 41010 Department Name: General Operations

Account Number: 599999

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

Priority Number *	Descriptions	Qty	Unit Cost	Total Cost		Explain Reason for Request
				Dept. Request	N or R	
1	One time purchase of pH meters for all water treatment plants.	6	1,100	6,600		pH is a permit required parameter that must be accurately monitored. Current pH meters are @10 years old and failing.
				0		
				0		
				0		
				0		
				0		
Total				\$6,600		

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

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

Washington County, Maryland
Water Fund
Department 41020 - Maintenance Treatment Plants
FY23 Expenses

	2023 Operating Budget Requested	Adjustment	2023 Operating Budget Proposed	\$ Change	% Change	2022 Operating Budget Approved	2021 Actuals Final	2020 Actuals Final
500000 - Wages - Full Time	14,680	0	14,680	(3,810)	(20.61)%	18,490	16,344	12,743
500010 - Wages - Overtime	930	0	930	(280)	(23.14)%	1,210	746	1,182
500100 - FICA - Employer	1,190	0	1,190	(320)	(21.19)%	1,510	1,196	1,045
500120 - Health Insurance	4,060	0	4,060	(1,540)	(27.50)%	5,600	6,274	5,068
500125 - Other Insurance	90	0	90	(30)	(25.00)%	120	104	88
500130 - Pension	3,820	0	3,820	(990)	(20.58)%	4,810	4,059	3,773
500140 - Workers Compensation	480	0	480	(150)	(23.81)%	630	930	812
Wages and Benefits	25,250	0	25,250	(7,120)	(22.00)%	32,370	29,653	24,712
515000 - Contracted/Purchased Service	0	0	0	0	0.00%	0	0	23,311
515270 - Maintenance Contract Services	2,000	0	2,000	(1,000)	(33.33)%	3,000	0	440
526000 - Supplies/Material-Maintenance	18,700	0	18,700	1,700	10.00%	17,000	21,073	4,266
Operating Expenses	20,700	0	20,700	700	3.50%	20,000	21,073	28,017
Total	45,950	0	45,950	(6,420)	(12.26)%	52,370	50,725	52,729

**Washington County, Maryland
Water Fund
Department 41020 - Maintenance Treatment Plants
FY23 Expenses**

	2023 Operating Budget Requested	2023 Operating Budget Proposed	2023 Variance Comments Requested	2023 Variance Comments Proposed
500000 - Wages - Full Time	14,680	14,680	The budget is based on a proposed step of 2.5% and a 1% COLA for FY23. Overall, Water Quality wages have been reduced based on personnel changes and employee attrition. In addition, hiring of several positions has been placed on hold until the fund is in a better financial position. Wages are allocated based on a three-year rolling average and adjusted for any known changes in trend. As a result of this allocation, some departments will have increased budgets while others have decreased.	
500010 - Wages - Overtime	930	930	The budget is based on a 3.5% increase in wages for FY23. Also, due to staffing shortages as a result of Covid, overtime expenses have increased. Indications are this trend will continue in the foreseeable future. The Water Quality Overtime budget was increased by 10%.	
500100 - FICA - Employer	1,190	1,190	Budget is based on total wages times 7.65%.	

**Washington County, Maryland
Water Fund
Department 41020 - Maintenance Treatment Plants
FY23 Expenses**

	2023 Operating Budget Requested	2023 Operating Budget Proposed	2023 Variance Comments Requested	2023 Variance Comments Proposed
500120 - Health Insurance	4,060	4,060		
			<p>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. Since the budget is allocated based on the sum of employee's current elections and the average worked in each department over the past three years some departments will see an increase for health insurance while others will see a decrease.</p>	
500125 - Other Insurance	90	90		
			<p>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 Other Insurance increased by approximately 3.5%. The budget is then allocated by the average worked in each department over the past three years. This results in some departments seeing an increase in budget while others will have a decrease.</p>	
500130 - Pension	3,820	3,820		
			<p>The budgeted amount for employer pension is based on full-time wages times 26%.</p>	

**Washington County, Maryland
Water Fund
Department 41020 - Maintenance Treatment Plants
FY23 Expenses**

	2023 Operating Budget Requested	2023 Operating Budget Proposed	2023 Variance Comments Requested	2023 Variance Comments Proposed
500140 - Workers Compensation	480	480	Workers Compensation is based on projected employee wages times their assigned classification rates.	
515270 - Maintenance Contract Services	2,000	2,000	Reduced based on prior year actuals.	
526000 - Supplies/Material-Maintenance	18,700	18,700	10% increase for increase in cost / inflation.	

Washington County, Maryland
Water Fund
Department 41100 - Elk Ridge Treatment Plant
FY23 Expenses

	2023	2023	2023	2022	2021	2020
	Operating Budget Requested	Adjustment	Operating Budget Proposed	Operating Budget Approved	Actuals Final	Actuals Final
			\$ Change	% Change		
500000 - Wages - Full Time	5,070	0	5,070	4,330	6,493	7,117
500010 - Wages - Overtime	40	0	40	50	0	107
500100 - FICA - Employer	390	0	390	340	465	564
500120 - Health Insurance	1,400	0	1,400	1,310	1,270	16
500125 - Other Insurance	30	0	30	30	36	43
500130 - Pension	1,320	0	1,320	1,130	1,496	1,933
500140 - Workers Compensation	170	0	170	150	156	192
Wages and Benefits	8,420	0	8,420	7,340	9,916	9,973
525000 - Supplies/Material - Operating	700	0	700	700	114	845
525010 - Billing Supplies	0	0	0	0	75	0
525040 - Small Tools & Equipment	200	0	200	200	151	284
526000 - Supplies/Material-Maintenance	0	0	0	0	0	405
528000 - Supplies - Chemicals	600	0	600	600	622	253
545010 - Electric	1,000	0	1,000	1,500	630	995
Operating Expenses	2,500	0	2,500	3,000	1,592	2,782
Total	10,920	0	10,920	10,340	11,508	12,755

**Washington County, Maryland
Water Fund
Department 41100 - Elk Ridge Treatment Plant
FY23 Expenses**

	2023 Operating Budget Requested	2023 Operating Budget Proposed	2023 Variance Comments Requested	2023 Variance Comments Proposed
500000 - Wages - Full Time	5,070	5,070		
500010 - Wages - Overtime	40	40		
500100 - FICA - Employer	390	390		
500120 - Health Insurance	1,400	1,400		
500125 - Other Insurance	30	30		
500130 - Pension	1,320	1,320		
500140 - Workers Compensation	170	170		
525000 - Supplies/Material - Operating	700	700		
525040 - Small Tools & Equipment	200	200		
528000 - Supplies - Chemicals	600	600		
545010 - Electric	1,000	1,000		

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.

Washington County, Maryland
Water Fund
Department 41120 - Highfield Treatment Plant
FY23 Expenses

	2023	2023	2023	2022	2021	2020	
	Operating Budget Requested	Adjustment	Operating Budget Proposed	\$ Change	% Change	Operating Budget Approved	
						Actuals Final	
						Actuals Final	
500000 - Wages - Full Time	13,380	0	13,380	(330)	(2.41)%	13,710	10,358
500010 - Wages - Overtime	210	0	210	110	110.00%	100	38
500040 - Other Wages	0	0	0	0	0.00%	0	0
500100 - FICA - Employer	1,040	0	1,040	(20)	(1.89)%	1,060	785
500120 - Health Insurance	3,700	0	3,700	(450)	(10.84)%	4,150	3,806
500125 - Other Insurance	90	0	90	0	0.00%	90	61
500130 - Pension	3,480	0	3,480	(80)	(2.25)%	3,560	2,696
500140 - Workers Compensation	440	0	440	(30)	(6.38)%	470	267
Wages and Benefits	22,340	0	22,340	(800)	(3.46)%	23,140	18,010
505140 - Office Supplies	0	0	0	0	0.00%	0	140
515000 - Contracted/Purchased Service	600	0	600	(600)	(50.00)%	1,200	0
525000 - Supplies/Material - Operating	5,700	0	5,700	1,200	26.67%	4,500	3,150
525040 - Small Tools & Equipment	280	0	280	0	0.00%	280	358
528000 - Supplies - Chemicals	12,650	0	12,650	1,150	10.00%	11,500	6,765
545010 - Electric	15,000	0	15,000	(7,000)	(31.82)%	22,000	14,073
Operating Expenses	34,230	0	34,230	(5,250)	(13.30)%	39,480	24,486
Total	56,570	0	56,570	(6,050)	(9.66)%	62,620	42,496

Washington County, Maryland
Water Fund
Department 41120 - Highfield Treatment Plant
FY23 Expenses

	2023 Operating Budget Requested	2023 Operating Budget Proposed	2023 Variance Comments Requested	2023 Variance Comments Proposed
500000 - Wages - Full Time	13,380	13,380		
500010 - Wages - Overtime	210	210		
500100 - FICA - Employer	1,040	1,040		
500120 - Health Insurance	3,700	3,700		
500125 - Other Insurance	90	90		
500130 - Pension	3,480	3,480		
500140 - Workers Compensation	440	440		
515000 - Contracted/Purchased Service	600	600	Moved \$600 from 515000 to 525000.	
525000 - Supplies/Material - Operating	5,700	5,700	Moved \$600 from 515000 to 525000.	
525040 - Small Tools & Equipment	280	280		
528000 - Supplies - Chemicals	12,650	12,650	Increase by ten percent for inflation.	
545010 - Electric	15,000	15,000	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.	

Washington County, Maryland
Water Fund
Department 41140 - Mt. Aetna Treatment Plant
FY23 Expenses

	2023	2023	2023	2022	2021	2020
	Operating Budget Requested	Adjustment	Operating Budget Proposed	\$ Change	% Change	Operating Budget Approved
						Actuals Final
500000 - Wages - Full Time	15,740	0	15,740	(3,420)	(17.85)%	10,230
500010 - Wages - Overtime	790	0	790	190	31.67%	682
500040 - Other Wages	0	0	0	0	0.00%	470
500100 - FICA - Employer	1,260	0	1,260	(250)	(16.56)%	808
500120 - Health Insurance	4,350	0	4,350	(1,450)	(25.00)%	3,254
500125 - Other Insurance	100	0	100	(20)	(16.67)%	67
500130 - Pension	4,090	0	4,090	(890)	(17.87)%	2,704
500140 - Workers Compensation	510	0	510	(140)	(21.54)%	274
Wages and Benefits	26,840	0	26,840	(5,980)	(18.22)%	18,488
515000 - Contracted/Purchased Service	1,000	0	1,000	0	0.00%	0
525000 - Supplies/Material - Operating	1,400	0	1,400	0	0.00%	1,310
525040 - Small Tools & Equipment	250	0	250	0	0.00%	1,178
528000 - Supplies - Chemicals	3,300	0	3,300	300	10.00%	2,385
545010 - Electric	3,000	0	3,000	(1,000)	(25.00)%	1,661
Operating Expenses	8,950	0	8,950	(700)	(7.25)%	6,534
Total	35,790	0	35,790	(6,680)	(15.73)%	25,023
						32,551

**Washington County, Maryland
Water Fund
Department 41140 - Mt. Aetna Treatment Plant
FY23 Expenses**

	2023 Operating Budget Requested	2023 Operating Budget Proposed	2023 Variance Comments Requested	2023 Variance Comments Proposed
500000 - Wages - Full Time	15,740	15,740		
500010 - Wages - Overtime	790	790		
500100 - FICA - Employer	1,260	1,260		
500120 - Health Insurance	4,350	4,350		
500125 - Other Insurance	100	100		
500130 - Pension	4,090	4,090		
500140 - Workers Compensation	510	510		
515000 - Contracted/Purchased Service	1,000	1,000		
525000 - Supplies/Material - Operating	1,400	1,400		
525040 - Small Tools & Equipment	250	250		
528000 - Supplies - Chemicals	3,300	3,300		Increase by ten percent for inflation.
545010 - Electric	3,000	3,000		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.

Washington County, Maryland
Water Fund
Department 41160 - Sandy Hook Treatment Plant
FY23 Expenses

	2023	2023	2023	2022	2021	2020	
	Operating Budget Requested	Adjustment	Operating Budget Proposed	\$ Change	% Change	Operating Budget Approved	
						Actuals Final	
						Actuals Final	
500000 - Wages - Full Time	5,990	0	5,990	(2,110)	(26.05)%	8,100	5,889
500010 - Wages - Overtime	640	0	640	580	966.67%	60	0
500100 - FICA - Employer	510	0	510	(110)	(17.74)%	620	454
500120 - Health Insurance	1,660	0	1,660	(790)	(32.24)%	2,450	56
500125 - Other Insurance	40	0	40	(10)	(20.00)%	50	36
500130 - Pension	1,560	0	1,560	(550)	(26.07)%	2,110	1,613
500140 - Workers Compensation	200	0	200	(70)	(25.93)%	270	154
Wages and Benefits	10,600	0	10,600	(3,060)	(22.40)%	13,660	8,202
515000 - Contracted/Purchased Service	0	0	0	0	0.00%	0	0
525000 - Supplies/Material - Operating	1,000	0	1,000	0	0.00%	1,000	988
525040 - Small Tools & Equipment	500	0	500	350	233.33%	150	130
526000 - Supplies/Material-Maintenance	0	0	0	0	0.00%	0	50
528000 - Supplies - Chemicals	1,760	0	1,760	160	10.00%	1,600	0
545010 - Electric	3,500	0	3,500	500	16.67%	3,000	2,404
Operating Expenses	6,760	0	6,760	1,010	17.57%	5,750	3,572
Total	17,360	0	17,360	(2,050)	(10.56)%	19,410	11,774

**Washington County, Maryland
Water Fund
Department 41160 - Sandy Hook Treatment Plant
FY23 Expenses**

	2023 Operating Budget Requested	2023 Operating Budget Proposed	2023 Variance Comments Requested	2023 Variance Comments Proposed
500000 - Wages - Full Time	5,990	5,990		
500010 - Wages - Overtime	640	640		
500100 - FICA - Employer	510	510		
500120 - Health Insurance	1,660	1,660		
500125 - Other Insurance	40	40		
500130 - Pension	1,560	1,560		
500140 - Workers Compensation	200	200		
525000 - Supplies/Material - Operating	1,000	1,000		
525040 - Small Tools & Equipment	500	500		Increased based on prior year actuals.
528000 - Supplies - Chemicals	1,760	1,760		Increase by ten percent for inflation.
545010 - Electric	3,500	3,500		The electric budget is based on four prior year actuals, forecasted rate changes, and other known circumstances. The projection also takes into account current year actuals with annualized estimations.

Washington County, Maryland
Water Fund
Department 41180 - Sharpsburg Treatment Plant
FY23 Expenses

	2023	2023	2022	2021	2020
	Operating Budget Requested	Adjustment	Operating Budget Proposed	\$ Change	% Change
500000 - Wages - Full Time	146,430	0	146,430	8,220	5.95%
500010 - Wages - Overtime	13,970	0	13,970	1,400	11.14%
500040 - Other Wages	4,020	0	4,020	3,820	1,910.00%
500100 - FICA - Employer	12,580	0	12,580	1,030	8.92%
500120 - Health Insurance	40,500	0	40,500	(1,370)	(3.27)%
500125 - Other Insurance	940	0	940	70	8.05%
500130 - Pension	38,070	0	38,070	2,140	5.96%
500140 - Workers Compensation	4,780	0	4,780	90	1.92%
Wages and Benefits	261,290	0	261,290	15,400	6.26%
505050 - Dues & Subscriptions	0	0	0	0	0.00%
505140 - Office Supplies	0	0	0	0	0.00%
515000 - Contracted/Purchased Service	7,610	0	7,610	0	0.00%
515270 - Maintenance Contract Services	0	0	0	0	0.00%
525000 - Supplies/Material - Operating	7,500	0	7,500	2,000	36.36%
525040 - Small Tools & Equipment	1,000	0	1,000	(300)	(23.08)%
526000 - Supplies/Material-Maintenance	0	0	0	0	0.00%
528000 - Supplies - Chemicals	34,000	0	34,000	3,090	10.00%
535060 - Uniforms	600	0	600	0	0.00%
545010 - Electric	12,000	0	12,000	2,000	20.00%
Operating Expenses	62,710	0	62,710	6,790	12.14%
599999 - Controllable Assets	0	0	0	0	0.00%
Capital Outlay	0	0	0	0	0.00%
Total	324,000	0	324,000	22,190	7.35%
			Operating Budget Approved	Actuals Final	Actuals Final
			138,210	135,342	149,293
			12,570	10,287	17,160
			200	3,837	3,633
			11,550	10,833	13,110
			41,870	20,929	2,473
			870	827	964
			35,930	33,274	41,978
			4,690	3,607	4,321
			245,890	218,936	232,932
			0	0	125
			0	0	176
			7,610	4,446	729
			0	0	5,367
			5,500	4,703	2,520
			1,300	973	101
			0	366	1,755
			30,910	13,029	27,306
			600	0	537
			10,000	3,452	3,216
			55,920	26,969	41,831
			0	480	270
			0	480	270
			301,810	246,385	275,033

Washington County, Maryland
Water Fund
Department 41180 - Sharpsburg Treatment Plant
FY23 Expenses

	2023 Operating Budget Requested	2023 Operating Budget Proposed	2023 Variance Comments Requested	2023 Variance Comments Proposed
500000 - Wages - Full Time	146,430	146,430		
500010 - Wages - Overtime	13,970	13,970		
500040 - Other Wages	4,020	4,020		
			The Other Wages category includes amounts for sick pay bonus and holidays worked for operations that require coverage on holidays. The sick pay bonus is based on prior year actuals with a small increase for employees receiving additional pay for accumulating more consecutive years without using sick time. The holiday worked was increased for the 3.5% wage increases for FY23. In addition, based on prior year actuals, the budget needed to be increased further.	
500100 - FICA - Employer	12,580	12,580		
500120 - Health Insurance	40,500	40,500		
500125 - Other Insurance	940	940		
500130 - Pension	38,070	38,070		
500140 - Workers Compensation	4,780	4,780		
515000 - Contracted/Purchased Service	7,610	7,610		
525000 - Supplies/Material - Operating	7,500	7,500		Pump and meter supplies to upgrade outdated material is needed.
525040 - Small Tools & Equipment	1,000	1,000		Reduced based on actuals.

Washington County, Maryland
Water Fund
Department 41180 - Sharpsburg Treatment Plant
FY23 Expenses

	2023 Operating Budget Requested	2023 Operating Budget Proposed	2023 Variance Comments Requested	2023 Variance Comments Proposed
528000 - Supplies - Chemicals	34,000	34,000	Increased by ten percent for inflation.	
535060 - Uniforms	600	600		
545010 - Electric	12,000	12,000	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.	

Washington County, Maryland
Water Fund
Department 41700 - Distribution Lines Operations
FY23 Expenses

	2023	2023	2023	2022	2021	2020
	Operating Budget Requested	Adjustment	Operating Budget Proposed	Operating Budget Approved	Actuals Final	Actuals Final
			\$ Change	% Change		
500000 - Wages - Full Time	63,870	0	63,870	57,800	70,486	53,831
500010 - Wages - Overtime	8,400	0	8,400	8,660	4,522	7,223
500040 - Other Wages	1,080	0	1,080	450	793	1,024
500100 - FICA - Employer	5,610	0	5,610	5,120	5,261	4,618
500120 - Health Insurance	17,670	0	17,670	17,510	26,635	23,198
500125 - Other Insurance	410	0	410	360	414	348
500130 - Pension	16,610	0	16,610	15,030	17,105	15,200
500140 - Workers Compensation	2,080	0	2,080	1,960	1,804	1,578
Wages and Benefits	115,730	0	115,730	106,890	127,019	107,020
505050 - Dues & Subscriptions	0	0	0	0	0	198
515000 - Contracted/Purchased Service	5,500	0	5,500	5,200	3,900	5,010
515180 - Software	3,000	0	3,000	2,600	1,590	1,290
525000 - Supplies/Material - Operating	7,250	0	7,250	7,250	6,049	4,475
525040 - Small Tools & Equipment	1,000	0	1,000	1,000	959	745
526000 - Supplies/Material-Maintenance	0	0	0	0	0	210
528000 - Supplies - Chemicals	1,680	0	1,680	1,680	1,353	1,113
Operating Expenses	18,430	0	18,430	17,730	13,851	13,041
599999 - Controllable Assets	9,000	0	9,000	0	2,935	0
Capital Outlay	9,000	0	9,000	0	2,935	0
Total	143,160	0	143,160	124,620	143,805	120,060

**Washington County, Maryland
Water Fund
Department 41700 - Distribution Lines Operations
FY23 Expenses**

	2023 Operating Budget Requested	2023 Operating Budget Proposed	2023 Variance Comments Requested	2023 Variance Comments Proposed
500000 - Wages - Full Time	63,870	63,870		
500010 - Wages - Overtime	8,400	8,400		
500040 - Other Wages	1,080	1,080		Based on prior year actuals the budget was increased greater than the 3.5% wage increase.
500100 - FICA - Employer	5,610	5,610		
500120 - Health Insurance	17,670	17,670		
500125 - Other Insurance	410	410		
500130 - Pension	16,610	16,610		
500140 - Workers Compensation	2,080	2,080		
515000 - Contracted/Purchased Service	5,500	5,500		Increase in maintenance contract.
515180 - Software	3,000	3,000		Increase in software expense.
525000 - Supplies/Material - Operating	7,250	7,250		
525040 - Small Tools & Equipment	1,000	1,000		
528000 - Supplies - Chemicals	1,680	1,680		
599999 - Controllable Assets	9,000	9,000		One time purchase to upgrade outdated meter reading equipment.

Washington County, Maryland
 Other Capital Outlay (≥\$1 and <\$10,000)
 FY 2023

Controllable Assets

Department Number: 41700 Department Name: Distribution Lines Operations

Account Number: 599999

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

Priority Number *	Descriptions	Qty	Unit Cost	Total Cost		Explain Reason for Request
				Dept. Request	N or R	
1	Meter reading equipment	1	9,000	9,000	R	One time purchase to upgrade outdated meter reading equipment.
				0		
				0		
				0		
				0		
				0		
Total				\$9,000		

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

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

Washington County, Maryland
Water Fund
Department 41710 - Distribution Lines Maintenance
FY23 Expenses

	2023	2023	2022	2021	2020
	Operating Budget Requested	Adjustment	Operating Budget Proposed	Operating Budget Approved	Actuals Final
			\$ Change	% Change	Actuals Final
500000 - Wages - Full Time	26,710	0	2,100	8.53%	27,355
500010 - Wages - Overtime	4,100	0	(240)	(5.53)%	3,778
500100 - FICA - Employer	2,360	0	150	6.79%	2,356
500120 - Health Insurance	7,390	0	(70)	(0.94)%	8,722
500125 - Other Insurance	170	0	20	13.33%	185
500130 - Pension	6,940	0	540	8.44%	8,200
500140 - Workers Compensation	870	0	40	4.82%	2,014
Wages and Benefits	48,540	0	2,540	5.52%	59,643
515270 - Maintenance Contract Services	30,000	6,000	12,650	54.18%	0
520030 - Food Comp	200	0	100	100.00%	0
526000 - Supplies/Material-Maintenance	37,500	0	0	0.00%	33,424
Operating Expenses	67,700	6,000	12,750	20.92%	62,713
599999 - Controllable Assets	0	0	0	0.00%	0
Capital Outlay	0	0	0	0.00%	0
Total	116,240	6,000	122,240	14.30%	124,749
			106,950		86,034

**Washington County, Maryland
Water Fund
Department 41710 - Distribution Lines Maintenance
FY23 Expenses**

	2023 Operating Budget Requested	2023 Operating Budget Proposed	2023 Variance Comments Requested	2023 Variance Comments Proposed
500000 - Wages - Full Time	26,710	26,710		
500010 - Wages - Overtime	4,100	4,100		
500100 - FICA - Employer	2,360	2,360		
500120 - Health Insurance	7,390	7,390		
500125 - Other Insurance	170	170		
500130 - Pension	6,940	6,940		
500140 - Workers Compensation	870	870		
515270 - Maintenance Contract Services	30,000	36,000	For Mt. Aetna water tank inspection, cleaning, and repair.	Annual inspection of two of our water towers and minor repairs, as needed; tank restoration for Mt Aetna to include tanker and water.
520030 - Food Comp	200	200	Increased due to the addition of a second staff member.	
526000 - Supplies/Material-Maintenance	37,500	37,500		

Washington County, Maryland
Proposed Sewer Fund Operating Budget
Detailed Summary
Fiscal Year 2023

Page	Category	FY 2023 Requested Budget	Adjustment	FY 2023 Proposed Budget	\$ Change	Note	% Change	Original Budget FY 2022
<u>Allocation Revenues:</u>								
15-5	Connection Fees	700,000	0	700,000	0		0.00%	700,000
15-5	Grinder Pump Fees	6,500	0	6,500	0		0.00%	6,500
		706,500	0	706,500	0		0.00%	706,500
<u>Utility Revenues:</u>								
15-5	Residential	5,506,200	0	5,506,200	230,900	1	4.38%	5,275,300
15-5	Comm/Industrial I	185,400	0	185,400	16,100	1	9.51%	169,300
15-5	Comm/Industrial II	1,838,000	0	1,838,000	102,400	1	5.90%	1,735,600
15-5	Vol/Public Service	4,800	0	4,800	200	1	4.35%	4,600
15-5	Dist/Coll Service	1,338,607	0	1,338,607	45,267	1	3.50%	1,293,340
		8,873,007	0	8,873,007	394,867		4.66%	8,478,140
1	Utility Revenues: - Adjusted based on rate model projections.							
<u>Other Service Revenues:</u>								
15-5	Sludge	20,000	0	20,000	0		0.00%	20,000
15-5	Pretreatment Permit Fees	15,000	0	15,000	0		0.00%	15,000
		35,000	0	35,000	0		0.00%	35,000
	<u>Wholesale Revenues:</u>	2,002,800	0	2,002,800	164,600	2	8.95%	1,838,200
<u>Miscellaneous Revenues:</u>								
15-5	Interest, Penalties & Fees	110,000	0	110,000	10,000	3	10.00%	100,000
15-5	Reimburse Administrative	3,000	0	3,000	0		0.00%	3,000
15-5	Operating Grants	150,000	0	150,000	0		0.00%	150,000
15-5	Fund Balance Reserve	206,623	0	206,623	(419,837)	4	-67.02%	626,460
		469,623	0	469,623	(409,837)		-46.60%	879,460
2	Wholesale Revenues: - Adjusted based on rate model projections.							
3	Miscellaneous Revenues: - Interest, Penalties & Fees adjusted based on prior year actuals.							
4	Fund Balance Reserve: - Utility revenues are insufficient to cover all existing expenditures. Based on projections for FY22, fund balance is expected to be sufficient to cover deficit for FY23.							
Total Revenues		12,086,930	0	12,086,930	149,630		1.25%	11,937,300

Washington County, Maryland
Proposed Sewer Fund Operating Budget
Detailed Summary
Fiscal Year 2023

Page	Category	FY 2023 Requested Budget	Adjustment	FY 2023 Proposed Budget	\$ Change	Note	% Change	Original Budget FY 2022
15-9	General Operations	6,815,290	0	6,815,290	178,600	5	2.69%	6,636,690
15-17	Maintenance Treatment Plants	207,660	0	207,660	(25,640)	6	-10.99%	233,300
15-19	Antietam Treatment Plant	332,500	0	332,500	24,910	7	8.10%	307,590
15-22	Conococheague Treatment Plt	1,804,790	0	1,804,790	(62,200)	8	-3.33%	1,866,990
15-28	Sandy Hook Treatment Plant	42,030	0	42,030	(5,280)	9	-11.16%	47,310
15-30	Smithsburg Treatment Plant	434,840	0	434,840	51,680	10	13.49%	383,160
15-32	Winebrenner Treatment Plant	458,410	0	458,410	53,250	11	13.14%	405,160
15-34	Collection Lines Operations	1,360,080	0	1,360,080	(65,280)	12	-4.58%	1,425,360
15-40	Collection Lines Maintenance	631,330	0	631,330	(410)	13	-0.06%	631,740
Total Expenses		12,086,930	0	12,086,930	149,630	14	1.25%	11,937,300

5 General Operations:

- Salaries and Benefits decreased \$70 based on personnel changes and employee attrition. In addition, the hiring of several positions has been placed on hold.
- Debt costs increased \$414,930 based on fixed upon payments with bondholders and state agencies.
- Appropriation-CIP decreased \$86,000 to agree with funding for CIP projects.
- Utility Admin Charge decreased \$160,190 based on amount needed to fund Utility Admin for services provided.
- Replacement of necessary equipment to monitor pH levels per permit requirements totaled \$6,600.

6 Maintenance Treatment Plants:

- Salaries and Benefits decreased \$28,320 based on personnel changes and employee attrition. In addition, the hiring of several positions has been placed on hold.
- Supplies/Material-Maintenance increased \$5,950 due to expected cost increases. This was partially offset by a reduction in Maintenance Contract Services.

7 Antietam Treatment Plant:

- Salaries and Benefits increased \$27,260 due to wage and benefit changes.
- Electric decreased \$2,800 based on prior year actuals.

8 Conococheague Treatment Plant:

- Salaries and Benefits decreased \$87,920 based on personnel changes and employee attrition. In addition, the hiring of several positions has been placed on hold.
- A capital outlay purchase for \$25,000 is proposed to purchase a replacement Ross Shear Mill.

9 Sandy Hook Treatment Plant:

- Salaries and Benefits decreased \$8,030 based on personnel changes and employee attrition. In addition, the hiring of several positions has been placed on hold.
- Electric increased \$2,000 based on prior year actuals.
- Supplies/Material-Maintenance increased \$750 due to expected cost increases.

10 Smithsburg Treatment Plant:

- Salaries and Benefits increased \$34,880 due to wage and benefit changes.
- Contracted/Purchased Service increased \$9,500 for sludge hauling.
- Electric increased \$7,550 based on prior year actuals.

11 Winebrenner Treatment Plant:

- Salaries and Benefits decreased \$920 based on personnel changes and employee attrition. In addition, the hiring of several positions has been placed on hold.
- A net increase of \$54,170 in operating expenses was the result of increased costs for Supplies - Chemicals and an increase in Electric based on prior year actuals.

12 Collection Lines Operations:

- Salaries and Benefits decreased \$77,790 based on personnel changes and employee attrition. In addition, the hiring of several positions has been placed on hold.
- A net increase of \$12,510 in operating expenses was the result of increased costs for Supplies - Chemicals; the addition of \$2,500 in Software expenses for a vehicle camera; reallocating the expense for Wireless Communications for more accurate accounting.

**Washington County, Maryland
Proposed Sewer Fund Operating Budget
Detailed Summary
Fiscal Year 2023**

Page	Category	FY 2023 Requested Budget	Adjustment	FY 2023 Proposed Budget	\$ Change	Note	% Change	Original Budget FY 2022
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13 **Collection Lines Maintenance:**
 - Salaries and Benefits decreased \$20,860 based on personnel changes and employee attrition. In addition, the hiring of several positions has been placed on hold.
 - Supplies/Material - Maintenance increased \$20,650 based on expected cost increases.

15 **Category Summary:**

Salaries and Benefits	3,167,260	0	3,167,260	(161,770)	-4.86%	3,329,030
Operating	8,880,870	0	8,880,870	279,800	3.25%	8,601,070
Capital Outlay	38,800	0	38,800	31,600	438.89%	7,200
	12,086,930	0	12,086,930	149,630	1.25%	11,937,300

**Washington County, Maryland
Department of Water Quality
Proposed Rates for FY 2023**

3.5% Revenue Increase

Sewer Rates

Retail Classes	Current Quarterly Rates	Proposed Quarterly Rates	Increase	
			%	\$
<u>Base for 6,000 gal</u>				
Res Full Service	132.92	135.55	2.0%	2.63
Comm I Full Service	137.98	142.81	3.5%	4.83
Comm II Full Service	140.76	145.69	3.5%	4.93
Comm III Full Service	140.76	145.69	3.5%	4.93
Volunteer Service	132.92	135.55	2.0%	2.63
Res/Comm Coll Ser	62.13	64.30	3.5%	2.17
 <u>Volume per 1,000 gal</u>				
Res Full Service	8.14	8.75	7.5%	0.61
Comm I Full Service	8.69	8.99	3.5%	0.30
Comm II Full Service	9.88	10.23	3.5%	0.35
Comm III Full Service	6.79	7.03	3.5%	0.24
Volunteer Service	8.14	8.75	7.5%	0.61
Res/Comm Coll Ser	n/a	n/a	n/a	n/a
<u>Non-metered Accounts</u>	181.71	188.07	3.5%	6.36
Wholesale Class	Current Per 1,000 Gal Rates	Proposed Per 1,000 Gal Rates	Increase	
			%	\$
All Wholesale Customers	8.02	8.30	3.5%	0.28
Miscellaneous	Deduct Meter Fee - \$25.00 per quarter			

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

	<u>Current</u>	<u>Proposed</u>	Increase	
			<u>%</u>	<u>\$</u>
Base Charge (6,000 gal)	132.92	135.55	2.0%	2.63
Vol Charge (6,000 gal)	48.84	52.50	7.5%	3.66
Total bill	181.76	188.05	3.5%	6.29

**Washington County, Maryland
Sewer Fund Revenues
FY23**

	2023 Operating Budget Requested	Adjustment	2023 Operating Budget Proposed	\$ Change	% Change	2022 Operating Budget Approved	2021 Actuals Final	2020 Actuals Final
404420 - Interest, Penalties & Fees	110,000	0	110,000	10,000	10.00%	100,000	123,762	92,591
441000 - Residential	5,506,200	0	5,506,200	230,900	4.38%	5,275,300	5,321,263	4,911,619
441010 - Comm/Industrial I	185,400	0	185,400	16,100	9.51%	169,300	179,410	170,753
441020 - Comm/Industrial II	1,838,000	0	1,838,000	102,400	5.90%	1,735,600	1,616,056	1,640,576
441030 - Vol/Public Service	4,800	0	4,800	200	4.35%	4,600	4,314	5,426
441040 - Dist/Coll Service	1,338,607	0	1,338,607	45,267	3.50%	1,293,340	1,253,080	1,194,234
441100 - Connection Fees	700,000	0	700,000	0	0.00%	700,000	1,943,500	905,400
441110 - Grinder Pump Fees	6,500	0	6,500	0	0.00%	6,500	23,580	6,201
442300 - Wholesale	2,002,800	0	2,002,800	164,600	8.95%	1,838,200	1,802,010	1,859,332
442310 - Sludge	20,000	0	20,000	0	0.00%	20,000	63,227	25,898
443240 - Pretreatment Permit Fees	15,000	0	15,000	0	0.00%	15,000	9,387	25,649
485000 - Reimburse Administrative	3,000	0	3,000	0	0.00%	3,000	3,736	4,167
490000 - Miscellaneous	0	0	0	0	0.00%	0	196	621
490005 - Insurance Recovery	0	0	0	0	0.00%	0	0	4,050
490010 - Gain or Loss on Sale of Asset	0	0	0	0	0.00%	0	25,633	0
490045 - Oper Transfer - General Fund	0	0	0	0	0.00%	0	0	3,000,000
490090 - Fund Balance Reserve	206,623	0	206,623	(419,837)	(67.02)%	626,460	0	0
491800 - Contributed Capital	0	0	0	0	0.00%	0	1,366,955	1,542,125
495110 - Operating - State Grants	150,000	0	150,000	0	0.00%	150,000	235,572	307,500
498410 - Capital Grant - State	0	0	0	0	0.00%	0	0	174,406
498740 - Capital Transfer - Utility	0	0	0	0	0.00%	0	0	6,000
Revenues	12,086,930	0	12,086,930	149,630	1.25%	11,937,300	13,920,415	15,876,548

**Washington County, Maryland
Sewer Fund
Department 00000 - Default Department
FY23 Revenues**

	2023 Operating Budget Requested	2023 Operating Budget Proposed	2023 Variance Comments Requested	2023 Variance Comments Proposed
404420 - Interest, Penalties & Fees	110,000	110,000	Increased based on prior year actuals.	
441000 - Residential	5,506,200	5,506,200		
441010 - Comm/Industrial I	185,400	185,400		Adjusted based on rate model projections.
441020 - Comm/Industrial II	1,838,000	1,838,000		Adjusted based on rate model projections.
441030 - Vol/Public Service	4,800	4,800		Adjusted based on rate model projections.
441040 - Dist/Coll Service	1,338,607	1,338,607		Adjusted based on rate model projections.
441100 - Connection Fees	700,000	700,000		
441110 - Grinder Pump Fees	6,500	6,500		
442300 - Wholesale	2,002,800	2,002,800		Adjusted based on rate model projections.
442310 - Sludge	20,000	20,000		
443240 - Pretreatment Permit Fees	15,000	15,000		
485000 - Reimburse Administrative	3,000	3,000		
490090 - Fund Balance Reserve	206,623	206,623		Utility revenues are insufficient to cover all existing expenditures. Based on projections for FY22, fund balance is expected to be sufficient to cover deficit for FY23.
495110 - Operating - State Grants	150,000	150,000		

Washington County, Maryland
Proposed New or Increase Fee Form
FY 2023

Account Number: Various Department Name: Water Quality - Sewer Rates

Account Description: _____

Fee Category	Brief Description of Fee or Service	Quarterly Fee FY 2021		Quarterly Fee FY 2022		Proposed Quarterly Fee FY 2023		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	130.31	7.54	132.92	8.14	135.55	8.75	2.63	0.61	190,800	Based on projected cost of service as calculated in Rate Model.
441010	Comm/Industrial I	133.31	8.40	137.98	8.69	142.81	8.99	4.83	0.30	6,200	Based on projected cost of service as calculated in Rate Model.
441020	Comm/Industrial II	136.00	9.55	140.76	9.88	145.69	10.23	4.93	0.35	62,900	Based on projected cost of service as calculated in Rate Model.
441020	Comm/Industrial III	136.00	6.56	140.76	6.79	145.69	7.03	4.93	0.24	-	Based on projected cost of service as calculated in Rate Model.
441030	Vol/Public Service	131.23	7.50	132.92	8.14	135.55	8.75	2.63	0.61	200	Based on projected cost of service as calculated in Rate Model.
441040	Dist/Coil Service	60.03	n/a	62.13	n/a	64.30	n/a	2.17	n/a	46,768	Based on projected cost of service as calculated in Rate Model.
442300	Wholesale	n/a	7.75 per 1,000 gallons	n/a	8.02 per 1,000 gallons	n/a	8.30 per 1,000 gallons	n/a	0.28	67,564	Based on projected cost of service as calculated in Rate Model.

\$374,432

**Washington County, Maryland
Sewer Fund Expenditures - Proposed
FY23**

	2023 Budget Requested	Adjustment	2023 Budget Proposed	\$ Change	% Change	2022 Budget Approved
42010 - General Operations	6,815,290	0	6,815,290	178,600	2.69%	6,636,690
42020 - Maintenance Treatment Plants	207,660	0	207,660	(25,640)	(10.99)%	233,300
42100 - Antietam Treatment Plant	332,500	0	332,500	24,910	8.10%	307,590
42120 - Conococheague Treatment Plant	1,804,790	0	1,804,790	(62,200)	(3.33)%	1,866,990
42160 - Sandy Hook Treatment Plant	42,030	0	42,030	(5,280)	(11.16)%	47,310
42180 - Smithsburg Treatment Plant	434,840	0	434,840	51,680	13.49%	383,160
42200 - Winebrenner Treatment Plant	458,410	0	458,410	53,250	13.14%	405,160
42700 - Collection Lines Operations	1,360,080	0	1,360,080	(65,280)	(4.58)%	1,425,360
42710 - Collection Lines Maintenance	631,330	0	631,330	(410)	(0.06)%	631,740
Sewer Fund	12,086,930	0	12,086,930	149,630	1.25%	11,937,300
Total Expenditures	12,086,930	0	12,086,930	149,630	1.25%	11,937,300

Washington County, Maryland
Sewer Fund
Department 42010 - General Operations
FY23 Expenses

	2023 Operating Budget Requested	Adjustment	2023 Operating Budget Proposed	\$ Change	% Change	2022 Operating Budget Approved	2021 Actuals Final	2020 Actuals Final
500000 - Wages - Full Time	93,770	0	93,770	1,550	1.68%	92,220	88,981	89,261
500100 - FICA - Employer	7,170	0	7,170	120	1.70%	7,050	6,762	6,542
500120 - Health Insurance	25,930	0	25,930	(2,010)	(7.19)%	27,940	17,481	24,091
500125 - Other Insurance	600	0	600	20	3.45%	580	551	540
500130 - Pension	24,380	0	24,380	400	1.67%	23,980	26,709	133,661
500140 - Workers Compensation	3,060	0	3,060	(70)	(2.24)%	3,130	2,264	2,209
500150 - Unemployment Compensation	0	0	0	0	0.00%	0	718	0
500170 - Personal Development	3,840	0	3,840	0	0.00%	3,840	0	0
500171 - Employee Recognition	2,790	0	2,790	(80)	(2.79)%	2,870	0	0
500172 - Team Building	800	0	800	0	0.00%	800	0	0
Wages and Benefits	162,340	0	162,340	(70)	(0.04)%	162,410	143,466	256,304
501000 - Debt - Bond Principal	1,454,240	0	1,454,240	180,010	14.13%	1,274,230	1,130,405	1,323,876
501001 - Contra - Bond Principal	0	0	0	0	0.00%	0	-1,130,405	-1,323,876
501010 - Debt - State Loan Principal	220,230	0	220,230	1,740	0.80%	218,490	426,004	420,794
501011 - Contra - State Principal	0	0	0	0	0.00%	0	-426,004	-420,794
501050 - Debt - Bond Interest	1,006,820	0	1,006,820	228,980	29.44%	777,840	585,664	599,876
501060 - Debt - State Loan Interest	24,020	0	24,020	(1,740)	(6.75)%	25,760	28,838	34,079
501090 - Debt - Administrative Fees	12,170	0	12,170	830	7.32%	11,340	22,211	21,847
501095 - Bond Issue Cost Expense	49,960	0	49,960	5,110	11.39%	44,850	0	0
502000 - Appropriations	244,000	0	244,000	(86,000)	(26.06)%	330,000	0	0
505050 - Dues & Subscriptions	0	0	0	0	0.00%	0	0	1,400
505110 - Laboratory Testing	6,000	0	6,000	0	0.00%	6,000	4,356	4,426
505140 - Office Supplies	0	0	0	0	0.00%	0	27	666
505150 - Other - Miscellaneous	0	0	0	0	0.00%	0	0	0
505960 - Uncollectible Accounts	0	0	0	0	0.00%	0	-1,174	-61
515000 - Contracted/Purchased Service	16,000	0	16,000	0	0.00%	16,000	8,025	7,516
515180 - Software	1,540	0	1,540	80	5.48%	1,460	1,460	1,420
525000 - Supplies/Material - Operating	2,000	0	2,000	0	0.00%	2,000	0	490
525010 - Billing Supplies	80,000	0	80,000	5,000	6.67%	75,000	80,174	78,627

Washington County, Maryland
Sewer Fund
Department 42010 - General Operations
FY23 Expenses

	2023 Operating Budget Requested	Adjustment	2023 Operating Budget Proposed	\$ Change	% Change	2022 Operating Budget Approved	2021 Actuals Final	2020 Actuals Final
527035 - Off Road Diesel	4,250	0	4,250	(1,750)	(29.17)%	6,000	3,005	0
545050 - Waste/Trash Disposal	0	0	0	0	0.00%	0	5,088	0
590040 - Utility Administration Charge	3,525,120	0	3,525,120	(160,190)	(4.35)%	3,685,310	3,481,800	3,638,450
Operating Expenses	6,646,350	0	6,646,350	172,070	2.66%	6,474,280	4,219,475	4,388,735
599999 - Controllable Assets	6,600	0	6,600	6,600	100.00%	0	0	0
600300 - Vehicles	0	0	0	0	0.00%	0	350	0
Capital Outlay	6,600	0	6,600	6,600	100.00%	0	350	0
Total	6,815,290	0	6,815,290	178,600	2.69%	6,636,690	4,363,291	4,645,039

Washington County, Maryland
Sewer Fund
Department 42010 - General Operations
FY23 Expenses

	2023 Operating Budget Requested	2023 Operating Budget Proposed	2023 Variance Comments Requested	2023 Variance Comments Proposed
500000 - Wages - Full Time	93,770	93,770		
			<p>The budget is based on a proposed step of 2.5% and a 1% COLA for FY23. Overall, Water Quality wages have been reduced based on personnel changes and employee attrition. In addition, the hiring of several positions has been placed on hold until the fund is in a better financial position. Wages are allocated based on a three-year rolling average and adjusted for any known changes in trend. As a result of this allocation, some departments will have increased budgets while others have decreased.</p>	
500100 - FICA - Employer	7,170	7,170		
500120 - Health Insurance	25,930	25,930		
			<p>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. Since the budget is allocated based on the sum of employee's current elections and the average worked in each department over the past three years some departments will see an increase for health insurance while others will see a decrease.</p>	

**Washington County, Maryland
Sewer Fund
Department 42010 - General Operations
FY23 Expenses**

	2023 Operating Budget Requested	2023 Operating Budget Proposed	2023 Variance Comments Requested	2023 Variance Comments Proposed
500125 - Other Insurance	600	600		
			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 Other Insurance increased by approximately 3.5%. The budget is then allocated by the average worked in each department over the past three years. This results in some departments seeing an increase in budget while others will have a decrease.	
500130 - Pension	24,380	24,380		
			The budgeted amount for employer pension is based on full-time wages times 26%.	
500140 - Workers Compensation	3,060	3,060		
			Workers Compensation is based on projected employee wages times their assigned classification rates.	
500170 - Personal Development	3,840	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
FY23 Expenses**

	2023 Operating Budget Requested	2023 Operating Budget Proposed	2023 Variance Comments Requested	2023 Variance Comments Proposed
500171 - Employee Recognition	2,790	2,790		The employee recognition incentive for a total of \$7,000 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	800		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	1,454,240	1,454,240		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	220,230	220,230		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	1,006,820	1,006,820		Debt cost is based on fixed agreed upon payments with bondholders and State agencies. Payments are in accordance with amortization schedules.

**Washington County, Maryland
Sewer Fund
Department 42010 - General Operations
FY23 Expenses**

	2023 Operating Budget Requested	2023 Operating Budget Proposed	2023 Variance Comments Requested	2023 Variance Comments Proposed
501060 - Debt - State Loan Interest	24,020	24,020		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	12,170	12,170		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	49,960	49,960		Debt cost is based on fixed agreed upon payments with bondholders and State agencies. Payments are in accordance with amortization schedules.
502000 - Appropriations	244,000	244,000		CIP appropriation for FY23 based on capital budget.
505110 - Laboratory Testing	6,000	6,000		
515000 - Contracted/Purchased Service	16,000	16,000		
515180 - Software	1,540	1,540		Increase due to price increase of existing software agreement.
525000 - Supplies/Material - Operating	2,000	2,000		
525010 - Billing Supplies	80,000	80,000		Increase due to prior year actuals.
527035 - Off Road Diesel	4,250	4,250		Estimated budget is 1,700 gallons x \$2.50 = \$4,250.
590040 - Utility Administration Charge	3,525,120	3,525,120		Adjusted to be 90% of the Utility Administration Fund deficit.
599999 - Controllable Assets	6,600	6,600		One time purchase to replace ten year old pH meters.

Washington County, Maryland
Other Capital Outlay (≥\$1 and <\$10,000)
FY 2023

Department Number: 42010 Department Name: General Operations

Account Number: 599999

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

Priority Number *	Descriptions	Qty	Unit Cost	Total Cost		Explain Reason for Request
				Dept. Request	N or R	
1	One time purchase of pH meters for all wastewater treatment plants.	6	1,100	6,600		pH is a permit required parameter that must be accurately monitored. Current pH meters are ten years old and failing.
				0		
				0		
				0		
				0		
				0		
Total				\$6,600		

* 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 42020 - Maintenance Treatment Plants
FY23 Expenses

	2023 Operating Budget Requested	Adjustment	2023 Operating Budget Proposed	\$ Change	% Change	2022 Operating Budget Approved	2021 Actuals Final	2020 Actuals Final
500000 - Wages - Full Time	78,080	0	78,080	(15,660)	(16.71)%	93,740	69,613	65,327
500005 - Wages - Part Time	0	0	0	0	0.00%	0	504	6,422
500010 - Wages - Overtime	870	0	870	130	17.57%	740	842	502
500100 - FICA - Employer	6,040	0	6,040	(1,190)	(16.46)%	7,230	5,268	5,274
500120 - Health Insurance	21,590	0	21,590	(6,810)	(23.98)%	28,400	27,011	22,024
500125 - Other Insurance	500	0	500	(90)	(15.25)%	590	450	409
500130 - Pension	20,300	0	20,300	(4,070)	(16.70)%	24,370	20,672	19,164
500140 - Workers Compensation	2,550	0	2,550	(630)	(19.81)%	3,180	3,690	3,510
Wages and Benefits	129,930	0	129,930	(28,320)	(17.90)%	158,250	128,050	122,632
515000 - Contracted/Purchased Service	0	0	0	0	0.00%	0	275	7,435
515270 - Maintenance Contract Services	12,000	0	12,000	(3,000)	(20.00)%	15,000	4,022	6,051
526000 - Supplies/Material-Maintenance	65,450	0	65,450	5,950	10.00%	59,500	44,568	68,354
526020 - Building Maintenance	0	0	0	0	0.00%	0	21	0
526110 - Snow Removal Materials	0	0	0	0	0.00%	0	0	550
586025 - Salt - Supplies	280	0	280	(270)	(49.09)%	550	0	0
Operating Expenses	77,730	0	77,730	2,680	3.57%	75,050	48,886	82,389
599999 - Controllable Assets	0	0	0	0	0.00%	0	7,103	1,149
Capital Outlay	0	0	0	0	0.00%	0	7,103	1,149
Total	207,660	0	207,660	(25,640)	(10.99)%	233,300	184,039	206,170

**Washington County, Maryland
Sewer Fund
Department 42020 - Maintenance Treatment Plants
FY23 Expenses**

	2023 Operating Budget Requested	2023 Operating Budget Proposed	2023 Variance Comments Requested	2023 Variance Comments Proposed
500000 - Wages - Full Time	78,080	78,080		
500010 - Wages - Overtime	870	870	The budget is based on a 3.5% increase in wages for FY23. Also, due to staffing shortages as a result of Covid, overtime expenses have increased. Indications are this trend will continue in the foreseeable future. As a result, the Water Quality overtime budget was increased by 10%.	
500100 - FICA - Employer	6,040	6,040		
500120 - Health Insurance	21,590	21,590		
500125 - Other Insurance	500	500		
500130 - Pension	20,300	20,300		
500140 - Workers Compensation	2,550	2,550		
515270 - Maintenance Contract Services	12,000	12,000	Reduced based on prior year actuals.	
526000 - Supplies/Material-Maintenance	65,450	65,450	10% increase due to increase in material cost due to inflation.	
586025 - Salt - Supplies	280	280	Reduced based on prior year actuals.	

Washington County, Maryland
Sewer Fund
Department 42100 - Antietam Treatment Plant
FY23 Expenses

	2023 Operating Budget Requested	Adjustment	2023 Operating Budget Proposed	\$ Change	% Change	2022 Operating Budget Approved	2021 Actuals Final	2020 Actuals Final
500000 - Wages - Full Time	170,620	0	170,620	18,250	11.98%	152,370	172,698	153,046
500010 - Wages - Overtime	1,350	0	1,350	130	10.66%	1,220	1,641	752
500040 - Other Wages	7,180	0	7,180	1,080	17.70%	6,100	6,444	6,099
500100 - FICA - Employer	13,700	0	13,700	1,480	12.11%	12,220	13,609	11,716
500120 - Health Insurance	47,190	0	47,190	1,030	2.23%	46,160	17,440	17,461
500125 - Other Insurance	1,100	0	1,100	150	15.79%	950	1,093	953
500130 - Pension	44,360	0	44,360	4,740	11.96%	39,620	51,505	45,112
500140 - Workers Compensation	5,570	0	5,570	400	7.74%	5,170	4,547	3,930
Wages and Benefits	291,070	0	291,070	27,260	10.33%	263,810	268,977	239,071
505140 - Office Supplies	0	0	0	0	0.00%	0	0	160
515000 - Contracted/Purchased Service	700	0	700	0	0.00%	700	112	495
525000 - Supplies/Material - Operating	4,680	0	4,680	0	0.00%	4,680	3,570	3,300
525040 - Small Tools & Equipment	500	0	500	0	0.00%	500	0	0
528000 - Supplies - Chemicals	4,950	0	4,950	450	10.00%	4,500	1,335	2,284
535060 - Uniforms	600	0	600	0	0.00%	600	0	0
545010 - Electric	30,000	0	30,000	(2,800)	(8.54)%	32,800	26,821	27,724
Operating Expenses	41,430	0	41,430	(2,350)	(5.37)%	43,780	31,837	33,963
599999 - Controllable Assets	0	0	0	0	0.00%	0	0	180
Capital Outlay	0	0	0	0	0.00%	0	0	180
Total	332,500	0	332,500	24,910	8.10%	307,590	300,814	273,213

**Washington County, Maryland
Sewer Fund
Department 42100 - Antietam Treatment Plant
FY23 Expenses**

	2023 Operating Budget Requested	2023 Operating Budget Proposed	2023 Variance Comments Requested	2023 Variance Comments Proposed
500000 - Wages - Full Time	170,620	170,620		
500010 - Wages - Overtime	1,350	1,350		
500040 - Other Wages	7,180	7,180		The Other Wages category includes amounts for sick pay bonus and holidays worked for operations that require coverage on holidays. The sick pay bonus is based on prior year actuals with a small increase for employees receiving additional pay for accumulating more consecutive years without using sick time. The holiday worked was increased for the 3.5% wage increases for FY23. In addition, based on prior year actuals, the budget needed to be increased further.
500100 - FICA - Employer	13,700	13,700		
500120 - Health Insurance	47,190	47,190		
500125 - Other Insurance	1,100	1,100		
500130 - Pension	44,360	44,360		
500140 - Workers Compensation	5,570	5,570		
515000 - Contracted/Purchased Service	700	700		
525000 - Supplies/Material - Operating	4,680	4,680		
525040 - Small Tools & Equipment	500	500		
528000 - Supplies - Chemicals	4,950	4,950		Increase ten percent for inflation.

Washington County, Maryland
Sewer Fund
Department 42100 - Antietam Treatment Plant
FY23 Expenses

2023 Operating Budget Requested	2023 Operating Budget Proposed	2023 Variance Comments Requested	2023 Variance Comments Proposed
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535060 - Uniforms

600

600

545010 - Electric

30,000

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.

Washington County, Maryland
Sewer Fund

Department 42120 - Conococheague Treatment Plant
FY23 Expenses

	2023 Operating Budget Requested	Adjustment	2023 Operating Budget Proposed	\$ Change	% Change	2022 Operating Budget Approved	2021 Actuals Final	2020 Actuals Final
500000 - Wages - Full Time	453,330	0	453,330	(43,390)	(8.74)%	496,720	330,292	437,661
500010 - Wages - Overtime	5,480	0	5,480	130	2.43%	5,350	4,669	2,859
500020 - Shift Differential - 2nd shift	290	0	290	290	100.00%	0	289	172
500040 - Other Wages	7,490	0	7,490	(2,810)	(27.28)%	10,300	5,961	9,042
500100 - FICA - Employer	35,690	0	35,690	(3,510)	(8.95)%	39,200	25,731	32,797
500120 - Health Insurance	125,380	0	125,380	(25,110)	(16.69)%	150,490	74,024	111,523
500125 - Other Insurance	2,920	0	2,920	(190)	(6.11)%	3,110	2,111	2,740
500130 - Pension	117,870	0	117,870	(11,280)	(8.73)%	129,150	99,389	129,606
500140 - Workers Compensation	14,800	0	14,800	(2,050)	(12.17)%	16,850	11,342	14,203
Wages and Benefits	763,250	0	763,250	(87,920)	(10.33)%	851,170	553,808	740,605
505080 - Freight & Cartage	0	0	0	0	0.00%	0	0	56
505140 - Office Supplies	0	0	0	0	0.00%	0	0	136
515000 - Contracted/Purchased Service	30,000	0	30,000	(47,000)	(61.04)%	77,000	54,489	7,805
515180 - Software	1,220	0	1,220	1,220	100.00%	0	1,160	1,109
520030 - Food Comp	0	0	0	0	0.00%	0	83	9
525000 - Supplies/Material - Operating	15,500	0	15,500	0	0.00%	15,500	15,544	21,859
525040 - Small Tools & Equipment	1,100	0	1,100	0	0.00%	1,100	0	1,484
526000 - Supplies/Material-Maintenance	0	0	0	0	0.00%	0	1,036	2,587
528000 - Supplies - Chemicals	260,000	0	260,000	63,000	31.98%	197,000	184,406	152,005
535010 - Copy Machine Rental	0	0	0	0	0.00%	0	0	917
535060 - Uniforms	3,500	0	3,500	0	0.00%	3,500	2,498	4,296
545010 - Electric	360,000	0	360,000	(30,000)	(7.69)%	390,000	351,936	313,522
545020 - Natural Gas	10,000	0	10,000	(3,000)	(23.08)%	13,000	8,780	8,575
545060 - Water	5,220	0	5,220	0	0.00%	5,220	4,715	4,310
590030 - Sludge Dewatering	330,000	0	330,000	16,500	5.26%	313,500	356,506	308,551
Operating Expenses	1,016,540	0	1,016,540	720	0.07%	1,015,820	981,154	827,221
599999 - Controllable Assets	0	0	0	0	0.00%	0	0	965
600400 - Machinery & Equipment	25,000	0	25,000	25,000	100.00%	0	0	0

Washington County, Maryland
Sewer Fund

Department 42120 - Conococheague Treatment Plant
FY23 Expenses

	2023 Operating Budget Requested	Adjustment	2023 Operating Budget Proposed	\$ Change	% Change	2022 Operating Budget Approved	2021 Actuals Final	2020 Actuals Final
Capital Outlay	25,000	0	25,000	25,000	100.00%	0	0	965
Total	1,804,790	0	1,804,790	(62,200)	(3.33)%	1,866,990	1,534,962	1,568,790

**Washington County, Maryland
Sewer Fund
Department 42120 - Conococheague Treatment Plant
FY23 Expenses**

	2023 Operating Budget Requested	2023 Operating Budget Proposed	2023 Variance Comments Requested	2023 Variance Comments Proposed
500000 - Wages - Full Time	453,330	453,330		
500010 - Wages - Overtime	5,480	5,480		
500020 - Shift Differential - 2nd shift	290	290		Employees working second shift receive their hourly rate plus 3%. The FY23 budget increased by approximately 3.5% due to the FY23 wage increases. Also, based on prior year actuals, the budget was increased further.
500040 - Other Wages	7,490	7,490		
500100 - FICA - Employer	35,690	35,690		
500120 - Health Insurance	125,380	125,380		
500125 - Other Insurance	2,920	2,920		
500130 - Pension	117,870	117,870		
500140 - Workers Compensation	14,800	14,800		
515000 - Contracted/Purchased Service	30,000	30,000		\$55,000 was transferred to 545050-40-40010 for dumpster hauling to reduce miscoding and better track expenses. Also, based on prior year actuals, the budget was increased.
515180 - Software	1,220	1,220		A budget was added based on prior year actuals.
525000 - Supplies/Material - Operating	15,500	15,500		
525040 - Small Tools & Equipment	1,100	1,100		

**Washington County, Maryland
Sewer Fund
Department 42120 - Conococheague Treatment Plant
FY23 Expenses**

	2023 Operating Budget Requested	2023 Operating Budget Proposed	2023 Variance Comments Requested	2023 Variance Comments Proposed
528000 - Supplies - Chemicals	260,000	260,000	To purchase magnetite for the system, and offset the cost of inflation.	
535060 - Uniforms	3,500	3,500		
545010 - Electric	360,000	360,000	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	10,000	10,000	The natural gas budgets were based on four prior year actual and forecasted rate changes.	
545060 - Water	5,220	5,220		
590030 - Sludge Dewatering	330,000	330,000	Increased based on prior year actuals.	
600400 - Machinery & Equipment	25,000	25,000	One time purchase of a Ross Shear Mill to replace non-functional one.	

Washington County, Maryland
Capital Outlay Request
FY 2023

Department Number: 42120 Department Name: Conococheague Treatment Plant

Account Number: 600400

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

Priority Number *	Descriptions	Qty	Unit Cost	Total Cost		N or R	Explain Reason For Equipment Need and Disposition of Old, if Any. Number of hours, etc.
				Dept. Request			
1	Ross Shear Mill	1	25,000	25,000		R	One time purchase of a Ross Shear Mill to replace none functional one.
				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.

Machinery and equipment are physical assets, which:

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

Washington County, Maryland
Sewer Fund
Department 42160 - Sandy Hook Treatment Plant
FY23 Expenses

	2023 Operating Budget Requested	Adjustment	2023 Operating Budget Proposed	\$ Change	% Change	2022 Operating Budget Approved	2021 Actuals Final	2020 Actuals Final
500000 - Wages - Full Time	10,530	0	10,530	(4,600)	(30.40)%	15,130	13,028	8,856
500010 - Wages - Overtime	170	0	170	(30)	(15.00)%	200	373	0
500100 - FICA - Employer	820	0	820	(350)	(29.91)%	1,170	1,024	658
500120 - Health Insurance	2,910	0	2,910	(1,670)	(36.46)%	4,580	0	112
500125 - Other Insurance	70	0	70	(20)	(22.22)%	90	77	55
500130 - Pension	2,740	0	2,740	(1,190)	(30.28)%	3,930	3,714	2,569
500140 - Workers Compensation	340	0	340	(170)	(33.33)%	510	341	222
Wages and Benefits	17,580	0	17,580	(8,030)	(31.35)%	25,610	18,557	12,473
525000 - Supplies/Material - Operating	2,200	0	2,200	0	0.00%	2,200	2,120	1,242
525040 - Small Tools & Equipment	0	0	0	0	0.00%	0	179	0
528000 - Supplies - Chemicals	8,250	0	8,250	750	10.00%	7,500	5,473	6,510
545010 - Electric	14,000	0	14,000	2,000	16.67%	12,000	13,939	12,733
Operating Expenses	24,450	0	24,450	2,750	12.67%	21,700	21,711	20,485
Total	42,030	0	42,030	(5,280)	(11.16)%	47,310	40,268	32,957

**Washington County, Maryland
Sewer Fund
Department 42160 - Sandy Hook Treatment Plant
FY23 Expenses**

	2023 Operating Budget Requested	2023 Operating Budget Proposed	2023 Variance Comments Requested	2023 Variance Comments Proposed
500000 - Wages - Full Time	10,530	10,530		
500010 - Wages - Overtime	170	170		
500100 - FICA - Employer	820	820		
500120 - Health Insurance	2,910	2,910		
500125 - Other Insurance	70	70		
500130 - Pension	2,740	2,740		
500140 - Workers Compensation	340	340		
525000 - Supplies/Material - Operating	2,200	2,200		
528000 - Supplies - Chemicals	8,250	8,250	Increase ten percent for inflation.	
545010 - Electric	14,000	14,000	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.	

Washington County, Maryland
Sewer Fund
Department 42180 - Smithsburg Treatment Plant
FY23 Expenses

	2023 Operating Budget Requested	Adjustment	2023 Operating Budget Proposed	\$ Change	% Change	2022 Operating Budget Approved	2021 Actuals Final	2020 Actuals Final
500000 - Wages - Full Time	130,460	0	130,460	19,670	17.75%	110,790	152,120	107,165
500005 - Wages - Part Time	0	0	0	0	0.00%	0	0	485
500010 - Wages - Overtime	5,160	0	5,160	870	20.28%	4,290	2,609	5,737
500040 - Other Wages	4,910	0	4,910	4,180	572.60%	730	2,465	1,263
500100 - FICA - Employer	10,750	0	10,750	1,890	21.33%	8,860	11,630	8,273
500120 - Health Insurance	36,080	0	36,080	2,510	7.48%	33,570	43,009	33,115
500125 - Other Insurance	840	0	840	150	21.74%	690	975	665
500130 - Pension	33,920	0	33,920	5,110	17.74%	28,810	46,149	31,221
500140 - Workers Compensation	4,260	0	4,260	500	13.30%	3,760	3,942	2,821
Wages and Benefits	226,380	0	226,380	34,880	18.21%	191,500	262,898	190,745
505050 - Dues & Subscriptions	0	0	0	0	0.00%	0	0	100
505140 - Office Supplies	0	0	0	0	0.00%	0	0	137
515000 - Contracted/Purchased Service	50,000	0	50,000	9,500	23.46%	40,500	175	829
525000 - Supplies/Material - Operating	16,000	0	16,000	0	0.00%	16,000	45,056	13,812
525040 - Small Tools & Equipment	1,250	0	1,250	(250)	(16.67)%	1,500	281	0
526000 - Supplies/Material-Maintenance	0	0	0	0	0.00%	0	0	38
528000 - Supplies - Chemicals	31,130	0	31,130	0	0.00%	31,130	11,052	10,537
535060 - Uniforms	2,080	0	2,080	0	0.00%	2,080	1,179	945
545010 - Electric	108,000	0	108,000	7,550	7.52%	100,450	108,320	100,991
Operating Expenses	208,460	0	208,460	16,800	8.77%	191,660	166,063	127,389
Total	434,840	0	434,840	51,680	13.49%	383,160	428,961	318,135

Washington County, Maryland
Sewer Fund
Department 42180 - Smithsburg Treatment Plant
FY23 Expenses

	2023 Operating Budget Requested	2023 Operating Budget Proposed	2023 Variance Comments Requested	2023 Variance Comments Proposed
500000 - Wages - Full Time	130,460	130,460		
500010 - Wages - Overtime	5,160	5,160		
500040 - Other Wages	4,910	4,910		
500100 - FICA - Employer	10,750	10,750		
500120 - Health Insurance	36,080	36,080		
500125 - Other Insurance	840	840		
500130 - Pension	33,920	33,920		
500140 - Workers Compensation	4,260	4,260		
515000 - Contracted/Purchased Service	50,000	50,000		Due to the increase in hauling needs of sludge.
525000 - Supplies/Material - Operating	16,000	16,000		
525040 - Small Tools & Equipment	1,250	1,250		Reduced based on prior year actuals.
528000 - Supplies - Chemicals	31,130	31,130		
535060 - Uniforms	2,080	2,080		
545010 - Electric	108,000	108,000		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.

Washington County, Maryland
Sewer Fund
Department 42200 - Winebrenner Treatment Plant
FY23 Expenses

	2023 Operating Budget Requested	Adjustment	2023 Operating Budget Proposed	\$ Change	% Change	2022 Operating Budget Approved	2021 Actuals Final	2020 Actuals Final
500000 - Wages - Full Time	129,020	0	129,020	880	0.69%	128,140	115,534	121,576
500010 - Wages - Overtime	9,370	0	9,370	2,270	31.97%	7,100	8,677	6,239
500040 - Other Wages	2,290	0	2,290	(1,210)	(34.57)%	3,500	2,124	3,763
500100 - FICA - Employer	10,760	0	10,760	150	1.41%	10,610	9,353	9,535
500120 - Health Insurance	35,690	0	35,690	(3,130)	(8.06)%	38,820	41,080	47,527
500125 - Other Insurance	830	0	830	30	3.75%	800	751	752
500130 - Pension	33,550	0	33,550	230	0.69%	33,320	34,408	34,765
500140 - Workers Compensation	4,210	0	4,210	(140)	(3.22)%	4,350	3,211	3,252
Wages and Benefits	225,720	0	225,720	(920)	(0.41)%	226,640	215,139	227,407
505140 - Office Supplies	0	0	0	0	0.00%	0	0	173
515000 - Contracted/Purchased Service	5,100	0	5,100	0	0.00%	5,100	457	2,339
525000 - Supplies/Material - Operating	9,100	0	9,100	0	0.00%	9,100	8,931	8,447
525040 - Small Tools & Equipment	1,000	0	1,000	0	0.00%	1,000	118	394
526000 - Supplies/Material-Maintenance	0	0	0	0	0.00%	0	0	597
528000 - Supplies - Chemicals	100,000	0	100,000	23,370	30.50%	76,630	67,090	59,128
535060 - Uniforms	1,890	0	1,890	0	0.00%	1,890	1,478	1,972
545010 - Electric	115,000	0	115,000	32,000	38.55%	83,000	117,595	102,368
545015 - Heating Oil	600	0	600	(1,200)	(66.67)%	1,800	492	211
Operating Expenses	232,690	0	232,690	54,170	30.34%	178,520	196,161	175,630
Total	458,410	0	458,410	53,250	13.14%	405,160	411,300	403,037

**Washington County, Maryland
Sewer Fund
Department 42200 - Winebrenner Treatment Plant
FY23 Expenses**

	2023 Operating Budget Requested	2023 Operating Budget Proposed	2023 Variance Comments Requested	2023 Variance Comments Proposed
500000 - Wages - Full Time	129,020	129,020		
500010 - Wages - Overtime	9,370	9,370		
500040 - Other Wages	2,290	2,290		
500100 - FICA - Employer	10,760	10,760		
500120 - Health Insurance	35,690	35,690		
500125 - Other Insurance	830	830		
500130 - Pension	33,550	33,550		
500140 - Workers Compensation	4,210	4,210		
515000 - Contracted/Purchased Service	5,100	5,100		
525000 - Supplies/Material - Operating	9,100	9,100		
525040 - Small Tools & Equipment	1,000	1,000		
528000 - Supplies - Chemicals	100,000	100,000		To purchase magnetite for the system and offset the cost of inflation.
535060 - Uniforms	1,890	1,890		
545010 - Electric	115,000	115,000		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.
545015 - Heating Oil	600	600		The heating oil budget is based on four prior year actuals, forecasted rate changes, and other known circumstances.

Washington County, Maryland
Sewer Fund
Department 42700 - Collection Lines Operations
FY23 Expenses

	2023 Operating Budget Requested	Adjustment	2023 Operating Budget Proposed	\$ Change	% Change	2022 Operating Budget Approved	2021 Actuals Final	2020 Actuals Final
500000 - Wages - Full Time	519,780	0	519,780	(48,500)	(8.53)%	568,280	448,340	456,877
500010 - Wages - Overtime	75,540	0	75,540	9,300	14.04%	66,240	65,013	60,885
500020 - Shift Differential - 2nd shift	3,780	0	3,780	800	26.85%	2,980	3,777	3,382
500040 - Other Wages	6,890	0	6,890	6,590	2,196.67%	300	583	96
500100 - FICA - Employer	46,360	0	46,360	(2,430)	(4.98)%	48,790	38,406	37,786
500120 - Health Insurance	143,760	0	143,760	(28,410)	(16.50)%	172,170	133,745	146,874
500125 - Other Insurance	3,350	0	3,350	(210)	(5.90)%	3,560	2,951	2,887
500130 - Pension	135,140	0	135,140	(12,610)	(8.53)%	147,750	143,416	135,763
500140 - Workers Compensation	16,960	0	16,960	(2,320)	(12.03)%	19,280	13,036	12,505
Wages and Benefits	951,560	0	951,560	(77,790)	(7.56)%	1,029,350	849,267	857,055
505050 - Dues & Subscriptions	0	0	0	0	0.00%	0	150	950
505120 - Licenses & Certifications	0	0	0	0	0.00%	0	50	0
505140 - Office Supplies	0	0	0	0	0.00%	0	0	28
505192 - Property Tax Expense	1,000	0	1,000	(760)	(43.18)%	1,760	150	125
515000 - Contracted/Purchased Service	18,000	0	18,000	0	0.00%	18,000	14,384	13,765
515060 - Bldg Labor - Southern	0	0	0	0	0.00%	0	23	0
515180 - Software	2,500	0	2,500	2,500	100.00%	0	2,000	2,000
520030 - Food Comp	1,500	0	1,500	0	0.00%	1,500	1,082	1,082
525000 - Supplies/Material - Operating	5,500	0	5,500	(1,100)	(16.67)%	6,600	552	1,072
525040 - Small Tools & Equipment	5,000	0	5,000	(500)	(9.09)%	5,500	1,233	1,917
526000 - Supplies/Material-Maintenance	0	0	0	0	0.00%	0	130	67
528000 - Supplies - Chemicals	41,800	0	41,800	3,800	10.00%	38,000	11,275	16,664
535060 - Uniforms	6,000	0	6,000	0	0.00%	6,000	3,993	3,640
540010 - Wireless Communication	10,000	0	10,000	7,000	233.33%	3,000	5,788	-425
545010 - Electric	228,570	0	228,570	0	0.00%	228,570	220,984	209,139
545020 - Natural Gas	790	0	790	0	0.00%	790	774	744
545030 - Propane Gas	300	0	300	300	100.00%	0	300	156
545050 - Waste/Trash Disposal	0	0	0	0	0.00%	0	23	0
545060 - Water	2,360	0	2,360	270	12.92%	2,090	2,291	2,182

Washington County, Maryland
Sewer Fund
Department 42700 - Collection Lines Operations
FY23 Expenses

	2023 Operating Budget Requested	Adjustment	2023 Operating Budget Proposed	\$ Change	% Change	2022 Operating Budget Approved	2021 Actuals Final	2020 Actuals Final
590020 - Sewage Collection	78,000	0	78,000	1,000	1.30%	77,000	75,999	79,156
Operating Expenses	401,320	0	401,320	12,510	3.22%	388,810	341,183	332,263
599999 - Controllable Assets	7,200	0	7,200	0	0.00%	7,200	4,372	549
Capital Outlay	7,200	0	7,200	0	0.00%	7,200	4,372	549
Total	1,360,080	0	1,360,080	(65,280)	(4.58)%	1,425,360	1,194,821	1,189,866

**Washington County, Maryland
Sewer Fund
Department 42700 - Collection Lines Operations
FY23 Expenses**

	2023 Operating Budget Requested	2023 Operating Budget Proposed	2023 Variance Comments Requested	2023 Variance Comments Proposed
500000 - Wages - Full Time	519,780	519,780		
500010 - Wages - Overtime	75,540	75,540		
500020 - Shift Differential - 2nd shift	3,780	3,780		
500040 - Other Wages	6,890	6,890		
500100 - FICA - Employer	46,360	46,360		
500120 - Health Insurance	143,760	143,760		
500125 - Other Insurance	3,350	3,350		
500130 - Pension	135,140	135,140		
500140 - Workers Compensation	16,960	16,960		
505192 - Property Tax Expense	1,000	1,000		Reduced based on prior year actuals.
515000 - Contracted/Purchased Service	18,000	18,000		
515180 - Software	2,500	2,500		POSM software contract (Camera Vehicle).
520030 - Food Comp	1,500	1,500		
525000 - Supplies/Material - Operating	5,500	5,500		Reduced based on prior year actuals.
525040 - Small Tools & Equipment	5,000	5,000		Reduced based on prior year actuals.
528000 - Supplies - Chemicals	41,800	41,800		10% increase due to rising costs and inflation.
535060 - Uniforms	6,000	6,000		
540010 - Wireless Communication	10,000	10,000		Reallocated from 545010-40-40010 to reflect actual spending.

**Washington County, Maryland
Sewer Fund
Department 42700 - Collection Lines Operations
FY23 Expenses**

	2023 Operating Budget Requested	2023 Operating Budget Proposed	2023 Variance Comments Requested	2023 Variance Comments Proposed
545010 - Electric	228,570	228,570		
545020 - Natural Gas	790	790		
545030 - Propane Gas	300	300	Budget transferred from 545030-42-42710.	
545060 - Water	2,360	2,360	Projected actual x 3% increase.	
590020 - Sewage Collection	78,000	78,000	Increased based on prior year actuals.	
599999 - Controllable Assets	7,200	7,200	Continue replacing aging/failing air release valves throughout the system.	

Washington County, Maryland
Other Capital Outlay (≥\$1 and <\$10,000)
FY 2023

Department Number: 42700 Department Name: Collection Lines Operations

Account Number: 599999

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

Priority Number *	Descriptions	Qty	Unit Cost	Total Cost		Explain Reason for Request
				Dept. Request	N or R	
2	Air Release Valves (ARV's)	4	1,800	7,200	R	Continue 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
FY23 Expenses

	2023 Operating Budget Requested	Adjustment	2023 Operating Budget Proposed	\$ Change	% Change	2022 Operating Budget Approved	2021 Actuals Final	2020 Actuals Final
500000 - Wages - Full Time	235,380	0	235,380	(7,700)	(3.17)%	243,080	234,914	202,514
500005 - Wages - Part Time	0	0	0	0	0.00%	0	504	8,531
500010 - Wages - Overtime	9,790	0	9,790	(1,360)	(12.20)%	11,150	8,916	8,100
500100 - FICA - Employer	18,760	0	18,760	(690)	(3.55)%	19,450	18,207	16,008
500120 - Health Insurance	65,100	0	65,100	(8,540)	(11.60)%	73,640	88,826	65,405
500125 - Other Insurance	1,520	0	1,520	0	0.00%	1,520	1,562	1,294
500130 - Pension	61,200	0	61,200	(2,000)	(3.16)%	63,200	71,918	60,673
500140 - Workers Compensation	7,680	0	7,680	(570)	(6.91)%	8,250	13,763	11,750
Wages and Benefits	399,430	0	399,430	(20,860)	(4.96)%	420,290	438,610	374,275
515000 - Contracted/Purchased Service	0	0	0	0	0.00%	0	0	16,855
515270 - Maintenance Contract Services	4,000	0	4,000	0	0.00%	4,000	1,623	0
520030 - Food Comp	100	0	100	0	0.00%	100	0	0
525000 - Supplies/Material - Operating	0	0	0	0	0.00%	0	65	4,381
526000 - Supplies/Material-Maintenance	227,150	0	227,150	20,650	10.00%	206,500	224,407	162,043
526110 - Snow Removal Materials	0	0	0	0	0.00%	0	0	562
545030 - Propane Gas	0	0	0	(300)	(100.00)%	300	0	0
586025 - Salt - Supplies	650	0	650	100	18.18%	550	1,441	0
Operating Expenses	231,900	0	231,900	20,450	9.67%	211,450	227,535	183,842
599999 - Controllable Assets	0	0	0	0	0.00%	0	80,049	5,340
600800 - Facilities	0	0	0	0	0.00%	0	19,977	0
Capital Outlay	0	0	0	0	0.00%	0	100,026	5,340
Total	631,330	0	631,330	(410)	(0.06)%	631,740	766,171	563,457

**Washington County, Maryland
Sewer Fund
Department 42710 - Collection Lines Maintenance
FY23 Expenses**

	2023 Operating Budget Requested	2023 Operating Budget Proposed	2023 Variance Comments Requested	2023 Variance Comments Proposed
500000 - Wages - Full Time	235,380	235,380		
500010 - Wages - Overtime	9,790	9,790		
500100 - FICA - Employer	18,760	18,760		
500120 - Health Insurance	65,100	65,100		
500125 - Other Insurance	1,520	1,520		
500130 - Pension	61,200	61,200		
500140 - Workers Compensation	7,680	7,680		
515270 - Maintenance Contract Services	4,000	4,000		
520030 - Food Comp	100	100		
526000 - Supplies/Material-Maintenance	227,150	227,150		10% increase due to rising material costs and inflation.
545030 - Propane Gas	0	0		Budget transferred to 545030-42-42700.
586025 - Salt - Supplies	650	650		Increased based on prior and current year actuals.

Washington County, Maryland
Proposed Pretreatment Fund Operating Budget
Detailed Summary
Fiscal Year 2023

Page	Category	FY 2023 Requested Budget	Adjustment	FY 2022 Proposed Budget	\$ Change	Note	% Change	Original Budget FY 2022
16-2	Pretreatment Revenues	345,600	0	345,600	0		0.00%	345,600
16-2	Miscellaneous Revenues	127,260	0	127,260	(11,840)	1	-8.51%	139,100
	Total Revenues	472,860	0	472,860	(11,840)		-2.44%	484,700
16-4	General Operations	472,860	0	472,860	(11,840)	2	-2.44%	484,700
	Total Expenses	472,860	0	472,860	(11,840)		-2.44%	484,700
1	Miscellaneous Revenues:							
	- Reduced Fund Balance Reserve based on amount needed to pay debt service.							
2	General Operations:							
	- Reduced based on debt service schedules.							

**Washington County, Maryland
Pretreatment Fund Revenues
FY23**

	2023 Operating Budget Requested	Adjustment	2023 Operating Budget Proposed	\$ Change	% Change	2022 Operating Budget Approved	2021 Actuals Final	2020 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	0	1
490090 - Fund Balance Reserve	127,260	0	127,260	(11,840)	(8.51)%	139,100	0	0
Revenues	472,860	0	472,860	(11,840)	(2.44)%	484,700	345,600	345,601

Washington County, Maryland
Pretreatment Fund
Department 00000 - Default Department
FY23 Revenues

	2023 Operating Budget Requested	2023 Operating Budget Proposed	2023 Variance Comments Requested	2023 Variance Comments Proposed
404511 - Lease Income	345,600	345,600		
490090 - Fund Balance Reserve	127,260	127,260	Due to a reduction in debt service less money is needed from Fund Balance Reserve.	

Washington County, Maryland
 Pretreatment Fund
 Department 43010 - General Operations
 FY23 Expenses

	2023 Operating Budget Requested	Adjustment	2023 Operating Budget Proposed	\$ Change	% Change	2022 Operating Budget Approved	2021 Actuals Final	2020 Actuals Final
501000 - Debt - Bond Principal	0	0	0	0	0.00%	0	0	105,148
501001 - Contra - Bond Principal	0	0	0	0	0.00%	0	0	-105,148
501010 - Debt - State Loan Principal	450,000	0	450,000	(10,000)	(2.17)%	460,000	445,000	425,000
501011 - Contra - State Principal	0	0	0	0	0.00%	0	-445,000	-425,000
501050 - Debt - Bond Interest	0	0	0	0	0.00%	0	0	12,198
501060 - Debt - State Loan Interest	1,840	0	1,840	(1,840)	(50.00)%	3,680	29,761	37,369
501090 - Debt - Administrative Fees	21,020	0	21,020	0	0.00%	21,020	21,019	21,019
Operating Expenses	472,860	0	472,860	(11,840)	(2.44)%	484,700	50,780	70,586
Total	472,860	0	472,860	(11,840)	(2.44)%	484,700	50,780	70,586

**Washington County, Maryland
Pretreatment Fund
Department 43010 - General Operations
FY23 Expenses**

	2023 Operating Budget Requested	2023 Operating Budget Proposed	2023 Variance Comments Requested	2023 Variance Comments Proposed
501010 - Debt - State Loan Principal	450,000	450,000		
			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	1,840	1,840		
			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	21,020	21,020		



Agenda Report Form

Open Session Item

SUBJECT: FY23 Solid Waste Budget

PRESENTATION DATE: March 22, 2022

PRESENTATION BY: Dave Mason, Director of Solid Waste

RECOMMENDED MOTION(S): For informational purposes

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

DISCUSSION: The Solid Waste budget increased over FY22 by \$683,890 or 8.17%. The increase is mainly the result of the proposed step and COLA, a new position being requested, additional lease agreements, leachate treatment and maintenance.

The General Fund contribution to Solid Waste remains the same as FY22.

FISCAL IMPACT: \$9,056,160

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: FY23 Solid Waste Budget

AUDIO/VISUAL TO BE USED: N/A

Washington County, Maryland
Solid Waste Fund Operating Budget
Detailed Summary
Fiscal Year 2023

Page	Category by Function	FY 2023 Requested Budget	Adjustment	FY 2023 Proposed Budget	\$ Change	Note	% Change	Budget FY 2022
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Landfill Fees:

19-2	Permit Fees	879,340	0	879,340	5,710		0.65%	873,630
19-2	Licensing Fee - Comm Haulers	1,100	0	1,100	0		0.00%	1,100
19-2	Tipping Fees - 40 West	7,549,120	0	7,549,120	694,080		10.13%	6,855,040
19-2	Mulch/Compost Taxable	24,000	0	24,000	(16,000)		-40.00%	40,000
19-2	Mulch/Compost Non Taxable	600	0	600	100		20.00%	500
		8,454,160	0	8,454,160	683,890	1	8.80%	7,770,270

1 Landfill Fees:

- Projected increase in waste stream based on current trends.

Other Revenues:

19-2	Interest, Penalties & Fees	2,000	0	2,000	0		0.00%	2,000
19-2	Miscellaneous	100,000	0	100,000	0		0.00%	100,000
19-2	General Fund Appropriation	450,000	0	450,000	0	2	0.00%	450,000
19-2	Recycling Fees	50,000	0	50,000	0		0.00%	50,000
19-2	Fund Balance Reserve	0	0	0	0		0.00%	0
		602,000	0	602,000	0		0.00%	602,000

2 GF Appropriation:

- Used to fund closed sites that are not generating revenue.

Total Revenues		9,056,160	0	9,056,160	683,890		8.17%	8,372,270
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19-6	General Operations	2,620,240	0	2,620,240	102,630		4.08%	2,517,610
19-14	Forty West Landfill	4,361,270	0	4,361,270	518,370		13.49%	3,842,900
19-23	Composting	202,430	0	202,430	18,490		10.05%	183,940
19-25	Resh Landfill	162,530	0	162,530	2,050		1.28%	160,480
19-27	Rubble Landfill	113,560	0	113,560	1,570		1.40%	111,990
19-29	Old City/County Landfill	349,700	0	349,700	4,750		1.38%	344,950
19-31	Hancock	5,550	0	5,550	250		4.72%	5,300
19-33	Transfer Stations	886,230	0	886,230	45,180		5.37%	841,050
19-35	Recycling Operations	354,650	0	354,650	(9,400)		-2.58%	364,050

Total Expenses		9,056,160	0	9,056,160	683,890	3	8.17%	8,372,270
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3 Landfill Expenses:

- Increase due to COLA and Step; new position requested; additional lease agreements; leachate treatment; maintenance.

Category Summary:

Salaries and Benefits	2,629,200	0	2,629,200	279,040			11.87%	2,350,160
Operating	6,392,880	0	6,392,880	373,370			6.20%	6,019,510
Capital Outlay	34,080	0	34,080	31,480			1210.77%	2,600
	9,056,160	0	9,056,160	683,890			8.17%	8,372,270

**Washington County, Maryland
Solid Waste Fund Revenues
FY23**

	2023 Operating Budget Requested	Adjustment	2023 Operating Budget Proposed	\$ Change	% Change	2022 Operating Budget Approved	2021 Actuals Final	2020 Actuals Final
400270 - Cash Drawer over/under	0	0	0	0	0.00%	0	321	7
404420 - Interest, Penalties & Fees	2,000	0	2,000	0	0.00%	2,000	4,087	2,563
421000 - Permit Fees	879,340	0	879,340	5,710	0.65%	873,630	888,877	881,048
421010 - Licensing Fee - Comm Haulers	1,100	0	1,100	0	0.00%	1,100	1,390	1,080
421035 - Tipping Fees - 40 West	7,549,120	0	7,549,120	694,080	10.13%	6,855,040	7,048,483	6,807,625
421040 - Mulch/Compost Taxable	24,000	0	24,000	(16,000)	(40.00)%	40,000	22,251	24,496
421050 - Mulch/Compost Non Taxable	600	0	600	100	20.00%	500	21	36
490000 - Miscellaneous	100,000	0	100,000	0	0.00%	100,000	127,915	110,377
490005 - Insurance Recovery	0	0	0	0	0.00%	0	18,787	0
490010 - Gain or Loss on Sale of Asset	0	0	0	0	0.00%	0	7,179	0
490045 - Oper Transfer - General Fund	450,000	0	450,000	0	0.00%	450,000	496,080	598,340
490080 - Bad Check Fees	0	0	0	0	0.00%	0	225	175
490100 - Recycling Fees	50,000	0	50,000	0	0.00%	50,000	54,528	32,876
499420 - Fuel	0	0	0	0	0.00%	0	12	41
Revenues	9,056,160	0	9,056,160	683,890	8.17%	8,372,270	8,669,514	8,458,663

**Washington County, Maryland
Solid Waste Fund
Department 00000 - Default Department
FY23 Revenues**

	2023	2023
	Operating Budget Proposed	Variance Comments Proposed
404420 - Interest, Penalties & Fees	2,000	
421000 - Permit Fees	879,340	The budget is based on 2,700 residential permits x \$130 = \$351,000, 4,000 senior permits x \$95 = \$380,000, 100 veteran permits x \$95 = \$9,550, 60 2nd permit x \$65 = \$3,900, 150 Regular half price x \$65 = \$9,750, 70 senior half price x \$47.50 = \$3,800, 5 veteran half price x \$47.50 = \$237.50, 750 yard waste permits x \$25 = \$18,750, 1,700 yard waste Add-on permits x \$20 = \$34,000 and 1,900 recycling permits x \$36 = \$68,400.
421010 - Licensing Fee - Comm Haulers	1,100	
421035 - Tipping Fees - 40 West	7,549,120	Budget is based on volume projections of 63,000 ton of refuse x \$55/ton = \$3,465,000, 11,000 ton of Refuse from Large Haulers with discount rate x \$45/ton = \$495,000, 13,000 ton of Refuse from Large Haulers with discount rate x \$40/ton = \$520,000, 8,200 tons of sludge x \$60/ton = \$492,000, 10 tons of white goods x \$52/ton = \$520, 2,200 tons of yard waste x \$63/ton = \$138,600, 40 tons of E-waste x 52/ton = \$2,080, 24,000 tons of rubble x \$75/ton = \$1,800,000, 11,000 tons of MD paper sludge x \$52/ton = \$572,000, 50 tons of industrial waste x \$52/ton = \$2,080, 40 tons of high volume/low weight x \$120/ton = \$4,800, 60 tons of small tires x \$162/ton = \$9,720, 20 tons of large tires x \$250/ton = \$5,000, 2,000 ton of individual tires x \$3/each = \$6,000, 400 tons of dirt x \$20 = \$8,000, 10 tons of Recycling x \$30 = \$300, 50 tons of animal carcasses x \$100 = \$5,000, and 1,000 Freon Appliances x \$5/unit = \$5,000, 3,500 mattresses x \$5/each = \$17,500.
421040 - Mulch/Compost Taxable	24,000	Budget is based on volumes of mulch and compost sold from previous year actuals. 300 tons of mulch x \$30 = \$9,000, 500 x \$30 of compost = \$15,000.
421050 - Mulch/Compost Non Taxable	600	
490000 - Miscellaneous	100,000	
490045 - Oper Transfer - General Fund	450,000	
490100 - Recycling Fees	50,000	

Washington County, Maryland
Proposed New or Increase Fee Form
FY 2023

Account Number: 21010

Department Name: Solid Waste

Account Description: Solid Waste Revenues

Fee Category	Brief Description of Fee or Service	Fee FY2021	Fee FY2022	Proposed Fee FY2023	Change	Total Projected Change in Revenue	Justification
	Mattress Fee	N/A	N/A	5	5	17,500	Currently Mattresses and Box Spring are charged as High Volume/Low Weight (\$120/ton) The proposed fee will be charged for each mattress and box spring for up to 5 per customer. More than five will be charged at the 120/ton Rate.
	Compost	20	20	30	10	5,300	Creating compost is a two stage process, it is ground and then screened. The increase in cost is to aide in covering the cost of process.
					0		
					0		
					0		

Total \$22,800

**Washington County, Maryland
Solid Waste Fund Expenditures - Proposed
FY23**

	2023		2023		2022	
	Operating Budget Requested	Adjustment	Operating Budget Proposed	\$ Change	% Change	Operating Budget Approved
21010 - General Operations	2,620,240	0	2,620,240	102,630	4.08%	2,517,610
21020 - Forty West Landfill	4,361,270	0	4,361,270	518,370	13.49%	3,842,900
21025 - Composting	202,430	0	202,430	18,490	10.05%	183,940
21030 - Resh Landfill	162,530	0	162,530	2,050	1.28%	160,480
21040 - Rubble Landfill	113,560	0	113,560	1,570	1.40%	111,990
21050 - Old City/County Landfill	349,700	0	349,700	4,750	1.38%	344,950
21060 - Hancock	5,550	0	5,550	250	4.72%	5,300
21100 - Transfer Station	886,230	0	886,230	45,180	5.37%	841,050
21200 - Recycling Operations	354,650	0	354,650	(9,400)	(2.58)%	364,050
Solid Waste Fund	9,056,160	0	9,056,160	683,890	8.17%	8,372,270
Total Expenditures	9,056,160	0	9,056,160	683,890	8.17%	8,372,270

Washington County, Maryland
Solid Waste Fund
Department 21010 - General Operations
FY23 Expenses

	2023 Operating Budget Requested	Adjustment	2023 Operating Budget Proposed	\$ Change	% Change	2022 Operating Budget Approved	2021 Actuals Final	2020 Actuals Final
500000 - Wages - Full Time	302,410	0	302,410	39,370	14.97%	263,040	310,986	246,507
500005 - Wages - Part Time	34,000	0	34,000	2,420	7.66%	31,580	38,233	29,651
500010 - Wages - Overtime	12,500	0	12,500	500	4.17%	12,000	10,173	1,202
500040 - Other Wages	450	0	450	180	66.67%	270	270	270
500100 - FICA - Employer	26,730	0	26,730	3,250	13.84%	23,480	26,579	19,894
500120 - Health Insurance	91,300	0	91,300	14,270	18.53%	77,030	83,600	64,229
500125 - Other Insurance	2,090	0	2,090	120	6.09%	1,970	1,865	1,406
500130 - Pension	78,630	0	78,630	10,240	14.97%	68,390	84,192	131,753
500140 - Workers Compensation	6,660	0	6,660	4,390	193.39%	2,270	6,431	2,198
500150 - Unemployment Compensation	0	0	0	0	0.00%	0	430	0
500170 - Personal Development	2,520	0	2,520	0	0.00%	2,520	0	0
500171 - Employee Recognition	1,940	0	1,940	0	0.00%	1,940	0	0
500172 - Team Building	530	0	530	0	0.00%	530	99	150
Wages and Benefits	559,760	0	559,760	74,740	15.41%	485,020	562,858	497,260
501000 - Debt - Bond Principal	630,640	0	630,640	(60,700)	(8.78)%	691,340	1,116,773	1,014,867
501001 - Contra - Bond Principal	0	0	0	0	0.00%	0	-1,116,773	-1,014,867
501010 - Debt - State Loan Principal	906,130	0	906,130	99,640	12.35%	806,490	156,108	994,016
501011 - Contra - State Principal	0	0	0	0	0.00%	0	-156,108	-994,016
501050 - Debt - Bond Interest	272,160	0	272,160	(27,670)	(9.23)%	299,830	232,665	277,531
501060 - Debt - State Loan Interest	11,870	0	11,870	(8,210)	(40.89)%	20,080	21,073	27,663
501070 - Debt - Other Interest	0	0	0	0	0.00%	0	21,279	0
501090 - Debt - Administrative Fees	23,030	0	23,030	(500)	(2.12)%	23,530	22,469	22,611
501095 - Bond Issue Cost Expense	880	0	880	0	0.00%	880	0	0
502000 - Appropriations	138,000	0	138,000	50,000	56.82%	88,000	0	0
505010 - Advertising	0	0	0	0	0.00%	0	0	490
505140 - Office Supplies	0	0	0	0	0.00%	0	966	404
505150 - Other - Miscellaneous	0	0	0	0	0.00%	0	0	0
505160 - Personal Mileage	530	0	530	30	6.00%	500	0	0
505170 - Postage	500	0	500	0	0.00%	500	11	0

Washington County, Maryland
Solid Waste Fund
Department 21010 - General Operations
FY23 Expenses

	2023 Operating Budget Requested	Adjustment	2023 Operating Budget Proposed	\$ Change	% Change	2022 Operating Budget Approved	2021 Actuals Final	2020 Actuals Final
505230 - Travel Expenses	6,650	0	6,650	5,000	303.03%	1,650	0	0
505906 - Operating Reserves	17,290	0	17,290	(10,700)	(38.23)%	27,990	0	0
505960 - Uncollectible Accounts	2,000	0	2,000	0	0.00%	2,000	289,781	-63,146
510010 - Fleet Insurance	18,750	0	18,750	790	4.40%	17,960	15,819	13,585
510020 - Property & Casualty Insurance	7,580	0	7,580	1,190	18.62%	6,390	6,063	5,998
510030 - Public & Gen Liability Insurance	10,180	0	10,180	520	5.38%	9,660	8,747	8,414
515010 - Auditing Services	1,090	0	1,090	0	0.00%	1,090	796	772
520030 - Food Comp	200	0	200	0	0.00%	200	222	0
525000 - Supplies/Material - Operating	500	0	500	(21,500)	(97.73)%	22,000	61	105
535010 - Copy Machine Rental	2,200	0	2,200	0	0.00%	2,200	2,042	1,626
540010 - Wireless Communication	2,800	0	2,800	0	0.00%	2,800	2,287	2,886
540020 - Telephone Expenses	5,000	0	5,000	0	0.00%	5,000	4,896	5,287
545010 - Electric	2,500	0	2,500	0	0.00%	2,500	497	1,500
592060 - Service Charges	0	0	0	0	0.00%	0	0	0
Operating Expenses	2,060,480	0	2,060,480	27,890	1.37%	2,032,590	629,673	305,727
Total	2,620,240	0	2,620,240	102,630	4.08%	2,517,610	1,192,531	802,987

**Washington County, Maryland
Solid Waste Fund
Department 21010 - General Operations
FY23**

	2023 Operating Budget Requested	2023 Operating Budget Proposed	2023 Variance Comments Requested	2023 Variance Comments Proposed
500000 - Wages - Full Time	302,410	302,410	The budget is based on a proposed step of 2.5% and a 1% COLA for FY23. Wages are then allocated based on a three-year rolling average and adjusted for any known changes in trends.	
500005 - Wages - Part Time	34,000	34,000	The budget is based on a 3.5% increase for FY23. Wages are allocated based on a three-year rolling average and adjusted for any known changes in trends.	
500010 - Wages - Overtime	12,500	12,500	The budget is based on a 3.5% increase in wages for FY23. Wages are allocated based on a three-year rolling average and adjusted for any known changes in trends.	
500040 - Other Wages	450	450	The Other Wages category includes amounts for sick pay bonus and holidays worked for operations that require coverage on holidays. The sick pay bonus is based on prior year actuals with a small increase for employees receiving additional pay for accumulating more consecutive years without using sick time. The holiday worked was increased for the 3.5% wage increases for FY23.	
500100 - FICA - Employer	26,730	26,730	Budget is based on total wages times 7.65%.	

**Washington County, Maryland
Solid Waste Fund
Department 21010 - General Operations
FY23**

	2023 Operating Budget Requested	2023 Operating Budget Proposed	2023 Variance Comments Requested	2023 Variance Comments Proposed
500120 - Health Insurance	91,300	91,300	The Health Insurance budget was not increased. This is based on the projected trend analysis in the market, discussions with the County's health insurance administrators, an analysis of the County's self-insured reserve trends and the anticipated reserve balance.	
500125 - Other Insurance	2,090	2,090	This category includes County paid premiums for employee life insurance, dependent life insurance, and long-term disability. The majority of these premiums are based on wages. Due to the wage increase the other insurance increased by approximately 3.5%.	
500130 - Pension	78,630	78,630	The budgeted amount for employer pension is based on full-time wages times 26%. Pension is based on 48 hour work week for union employees.	
500140 - Workers Compensation	6,660	6,660	Workers Compensation is based on projected employee wages times their assigned classification rates.	
500170 - Personal Development	2,520	2,520		
500171 - Employee Recognition	1,940	1,940		
500172 - Team Building	530	530		
501000 - Debt - Bond Principal	630,640	630,640	Debt cost is based on fixed agreed upon payments with bondholders and State agencies. Payments are in accordance with amortization schedules.	

**Washington County, Maryland
Solid Waste Fund
Department 21010 - General Operations
FY23**

	2023 Operating Budget Requested	2023 Operating Budget Proposed	2023 Variance Comments Requested	2023 Variance Comments Proposed
501010 - Debt - State Loan Principal	906,130	906,130	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	272,160	272,160	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	11,870	11,870	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	23,030	23,030	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	880	880		
502000 - Appropriations	138,000	138,000		
505160 - Personal Mileage	530	530	Change reflects the change in the mileage rate.	
505170 - Postage	500	500		
505230 - Travel Expenses	6,650	6,650	The cost is based on CEAM Fall Conference = \$500, CEAM Spring Conference = \$500, CEAM Membership = \$50, Other conferences = \$600. RTA Conference = \$5,000	
505906 - Operating Reserves	17,290	17,290		
505960 - Uncollectible Accounts	2,000	2,000		

**Washington County, Maryland
Solid Waste Fund
Department 21010 - General Operations
FY23**

	2023 Operating Budget Requested	2023 Operating Budget Proposed	2023 Variance Comments Requested	2023 Variance Comments Proposed
510010 - Fleet Insurance	18,750	18,750	There is an overall percentage decrease of 10.98% 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	7,580	7,580	There is an overall percentage decrease of 10.98% for all funds combined over prior year budget. The percentage decrease/increase varies by department or fund. Changes related to volume and/or claims experience paid in various departments. Human Resources insurance analyst projected cost of premiums based on industry trends and discussions with industry experts and current service providers.	

**Washington County, Maryland
Solid Waste Fund
Department 21010 - General Operations
FY23**

	2023 Operating Budget Requested	2023 Operating Budget Proposed	2023 Variance Comments Requested	2023 Variance Comments Proposed
510030 - Public & Gen Liability Insurance	10,180	10,180		
<p>There is an overall percentage decrease of 10.98% 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.</p>				
515010 - Auditing Services	1,090	1,090		
520030 - Food Comp	200	200		
525000 - Supplies/Material - Operating	500	500		
535010 - Copy Machine Rental	2,200	2,200		
540010 - Wireless Communication	2,800	2,800		
540020 - Telephone Expenses	5,000	5,000		
545010 - Electric	2,500	2,500		
			Increased for FY22 due to one time project. Decreased back to normal.	

**Washington County, Maryland
Solid Waste Fund
Department 21020 - Forty West Landfill
FY23 Expenses**

	2023 Operating Budget Requested	Adjustment	2023 Operating Budget Proposed	\$ Change	% Change	2022 Operating Budget Approved	2021 Actuals Final	2020 Actuals Final
500000 - Wages - Full Time	575,220	0	575,220	26,400	4.81%	548,820	476,226	524,449
500005 - Wages - Part Time	12,110	0	12,110	(2,400)	(16.54)%	14,510	8,078	13,587
500010 - Wages - Overtime	281,800	0	281,800	32,800	13.17%	249,000	188,669	170,613
500040 - Other Wages	270	0	270	0	0.00%	270	33	141
500100 - FICA - Employer	66,510	0	66,510	4,340	6.98%	62,170	48,928	51,115
500120 - Health Insurance	173,680	0	173,680	12,970	8.07%	160,710	195,739	179,186
500125 - Other Insurance	3,970	0	3,970	(140)	(3.41)%	4,110	3,867	3,541
500130 - Pension	179,460	0	179,460	10,400	6.15%	169,060	158,995	156,456
500140 - Workers Compensation	34,180	0	34,180	1,180	3.58%	33,000	33,025	31,888
500155 - Personnel Requests	62,140	0	62,140	62,140	0.00%	0	0	0
500172 - Team Building	0	0	0	0	0.00%	0	0	192
Wages and Benefits	1,389,340	0	1,389,340	147,690	11.89%	1,241,650	1,113,561	1,131,166
501600 - Closure/Postclosure Care Costs	500,000	0	500,000	0	0.00%	500,000	449,353	488,087
505010 - Advertising	1,500	0	1,500	(3,500)	(70.00)%	5,000	562	270
505050 - Dues & Subscriptions	0	0	0	0	0.00%	0	318	50
505080 - Freight & Cartage	5,000	0	5,000	0	0.00%	5,000	4,656	2,851
505140 - Office Supplies	4,500	0	4,500	0	0.00%	4,500	3,514	3,315
505170 - Postage	0	0	0	0	0.00%	0	296	0
505210 - Safety Supplies	0	0	0	0	0.00%	0	0	600
515000 - Contracted/Purchased Service	3,800	0	3,800	0	0.00%	3,800	94	2,608
515160 - Engineering Services	36,000	0	36,000	(10,000)	(21.74)%	46,000	8,233	29,414
515170 - Gas Monitoring	550	0	550	0	0.00%	550	602	353
515180 - Software	8,250	0	8,250	2,750	50.00%	5,500	6,854	5,617
515210 - Laboratory Services	22,000	0	22,000	0	0.00%	22,000	21,874	21,294
515220 - Landfill Fees	6,500	0	6,500	0	0.00%	6,500	0	5,669
515230 - Leachate Hauling	204,620	0	204,620	9,750	5.00%	194,870	161,885	190,661
515240 - Leachate Testing	2,500	0	2,500	0	0.00%	2,500	0	0
515250 - Leachate Treatment	663,000	0	663,000	0	0.00%	663,000	547,153	614,368
515270 - Maintenance Contract Services	150,000	0	150,000	(50,000)	(25.00)%	200,000	105,182	142,490

**Washington County, Maryland
Solid Waste Fund
Department 21020 - Forty West Landfill
FY23 Expenses**

	2023 Operating Budget Requested	Adjustment	2023 Operating Budget Proposed	\$ Change	% Change	2022 Operating Budget Approved	2021 Actuals Final	2020 Actuals Final
520000 - Training	3,000	0	3,000	3,000	0.00%	0	0	0
520030 - Food Comp	0	0	0	0	0.00%	0	278	0
525000 - Supplies/Material - Operating	150,000	0	150,000	50,000	50.00%	100,000	91,222	86,643
525020 - Janitorial Supplies	2,500	0	2,500	0	0.00%	2,500	3,838	3,063
525040 - Small Tools & Equipment	5,000	0	5,000	3,250	185.71%	1,750	2,026	701
526000 - Supplies/Material-Maintenance	0	0	0	0	0.00%	0	294	0
526110 - Snow Removal Materials	700	0	700	0	0.00%	700	1,179	494
527020 - Auto Batteries	1,250	0	1,250	0	0.00%	1,250	0	849
527030 - Diesel Fuel	150,000	0	150,000	0	0.00%	150,000	77,948	86,095
527040 - Diesel Fuel Tax	3,710	0	3,710	(14,820)	(79.98)%	18,530	939	9,791
527060 - Auto Gasoline	9,000	0	9,000	750	9.09%	8,250	9,703	5,663
527070 - Auto Grease	1,200	0	1,200	0	0.00%	1,200	0	0
527080 - Auto Motor Oil	7,500	0	7,500	0	0.00%	7,500	5,455	3,012
527090 - Auto Repairs	150,000	0	150,000	0	0.00%	150,000	154,471	211,105
527100 - Auto Tires	30,000	0	30,000	0	0.00%	30,000	20,474	7,236
535055 - Lease Payments	754,220	0	754,220	348,220	85.77%	406,000	356,182	0
535056 - Contra - Cap Lease Payments	0	0	0	0	0.00%	0	-356,182	0
535060 - Uniforms	10,000	0	10,000	0	0.00%	10,000	0	0
540010 - Wireless Communication	0	0	0	0	0.00%	0	231	0
545000 - Utilities	0	0	0	0	0.00%	0	68	0
545010 - Electric	51,250	0	51,250	0	0.00%	51,250	30,853	38,817
545030 - Propane Gas	300	0	300	(200)	(40.00)%	500	0	0
Operating Expenses	2,937,850	0	2,937,850	339,200	13.05%	2,598,650	1,709,553	1,961,118
599999 - Controllable Assets	34,080	0	34,080	31,480	1,210.77%	2,600	12,558	225,078
Capital Outlay	34,080	0	34,080	31,480	1,210.77%	2,600	12,558	225,078
Total	4,361,270	0	4,361,270	518,370	13.49%	3,842,900	2,835,673	3,317,363

**Washington County, Maryland
Solid Waste Fund
Department 21020 - Forty West Landfill
FY23**

	2023 Operating Budget Requested	2023 Operating Budget Proposed	2023 Variance Comments Requested	2023 Variance Comments Requested
500000 - Wages - Full Time	575,220	575,220		
500005 - Wages - Part Time	12,110	12,110		
500010 - Wages - Overtime	281,800	281,800		
500040 - Other Wages	270	270		
500100 - FICA - Employer	66,510	66,510		
500120 - Health Insurance	173,680	173,680		
500125 - Other Insurance	3,970	3,970		
500130 - Pension	179,460	179,460		
500140 - Workers Compensation	34,180	34,180		
500155 - Personnel Requests	62,140	62,140		Requesting a Maintenance worker due to the steady increase in tonnage over the last few years.
501600 - Closure/Postclosure Care Costs	500,000	500,000		
505010 - Advertising	1,500	1,500		Decreased based on prior year actuals.
505080 - Freight & Cartage	5,000	5,000		
505140 - Office Supplies	4,500	4,500		
515000 - Contracted/Purchased Service	3,800	3,800		
515160 - Engineering Services	36,000	36,000		Title V monitoring and reporting - \$15,000; Annual aerial mapping - \$5,000; Operational survey and site initiatives - \$6,000; Tier II evaluation - \$10,000.
515170 - Gas Monitoring	550	550		

**Washington County, Maryland
Solid Waste Fund
Department 21020 - Forty West Landfill
FY23**

	2023 Operating Budget Requested	2023 Operating Budget Proposed	2023 Variance Comments Requested	2023 Variance Comments Requested
515180 - Software	8,250	8,250	Cost is based on AutoCAD subscription and Technical Support = \$1,200; Scale Software Subscription = \$2,900; Fluid Secure Subscription and support = \$1,400, CAT Software = \$2,750.	
515210 - Laboratory Services	22,000	22,000		
515220 - Landfill Fees	6,500	6,500		
515230 - Leachate Hauling	204,620	204,620	Cost is based on the five year average of leachate generated at the site for a total of 13.0 million gallons @ \$0.01574/gal.	
515240 - Leachate Testing	2,500	2,500		
515250 - Leachate Treatment	663,000	663,000	Cost is based on the five year average of leachate generated at the site for a total of 13.0 million gallons @ \$0.051/gal.	
515270 - Maintenance Contract Services	150,000	150,000	With newer equipment, less costs are anticipated with repairs.	
520000 - Training	3,000	3,000	New line item to cover cost of various training activities.	
525000 - Supplies/Material - Operating	150,000	150,000	Increase to include roof replacements.	
525020 - Janitorial Supplies	2,500	2,500		
525040 - Small Tools & Equipment	5,000	5,000	Increase is due to the need to replace older, broken tools.	
526110 - Snow Removal Materials	700	700		
527020 - Auto Batteries	1,250	1,250		

**Washington County, Maryland
Solid Waste Fund
Department 21020 - Forty West Landfill
FY23**

	2023 Operating Budget Requested	2023 Operating Budget Proposed	2023 Variance Comments Requested	2023 Variance Comments Requested
527030 - Diesel Fuel	150,000	150,000	Estimated budget is 60,000 gallons x \$2.50 = \$150,000 (excludes taxes), which is based on bids and short-term energy outlook forecasts. Rate is discounted with new bid price including delivery as compared to retail price.	
527040 - Diesel Fuel Tax	3,710	3,710	Estimated budget is based on 10,000 gallons x \$ 0.3705 = \$18,525.00	
527060 - Auto Gasoline	9,000	9,000	Projected Budget is 3,000 gallons x \$3.00 = \$9,000 (includes state gas tax), which is based on bids and short-term energy outlook forecast. Rate per gallon is discounted with bid price as compared to retail prices.	
527070 - Auto Grease	1,200	1,200		
527080 - Auto Motor Oil	7,500	7,500		
527090 - Auto Repairs	150,000	150,000		
527100 - Auto Tires	30,000	30,000		
535055 - Lease Payments	754,220	754,220	Line item includes the existing Lease Payments for the Bull Dozer, Excavator, Articulated Dump Truck, Skid steer and Tarp Machine (\$401,594.17). Increase is for a Compactor and Grinder.	
535060 - Uniforms	10,000	10,000		
545010 - Electric	51,250	51,250		
545030 - Propane Gas	300	300	The propane budgets were based on four year actual and forecasted rate changes.	
599999 - Controllable Assets	34,080	34,080	Upgrade Department Radios	

Washington County, Maryland
New/Elimination Position Request Form
FY 2023

New/Elimination Position

Department Number: 21020 Department Name: Solid Waste
Account: 500155

Full-Time Position									
Position Title	Grade	Step *	Regular or Temp.	Annual Salary	Health Insurance Benefits	Variable Benefits	Offset	Net Cost	Explanation of Request (A memo may be attached if detail support is needed. Please summarize in this area.)
Solid Waste Maintenance Worker	8	1	Regular or Temp.	35,506	12,427	14,202		62,136	Due to the steady increase in tonnage an additional Equipment Operator is needed in the Department of Solid Waste. In a effort to save costs, the Department is proposing to create a Maintenance Worker Position that will assume the duties currently done by an Equipment Operator (Grade 10) and allow the Operator to work as the position is intended.
						0		0	
Part-Time Position									
Position Title	Grade	Step *	Regular or Temp.	Annual Salary	Total Benefits	Offset	Net Cost	Explanation of Request (A memo may be attached if detail support is needed. Please summarize in this area.)	
					0		0		
					0		0		
Totals:				\$35,506	\$14,202	\$0	\$62,136		

* 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.

**Account 515180
Software
FY 2022**

Department Name: Solid Waste

Department Number: 21020
Account Number: 515180
Account Description: Software

Descriptions	FY22 Board Approval	Total Cost		New Cost Y/N	Existing Agreement Y/N	Description and/or Reason for Request
		FY23 Dept. Request	Board Approval			
Subscription to AutoCAD along with telephone technical support	1,200	1,200		N	Y	This cost includes the AutoCAD subscription and technical support for the software. The subscription includes automatic updates for AutoCAD and supporting programs allowing the department to have the latest version. If we experience a technical issue with AutoCAD, the telephone technical support allows us to call them to obtain technical advice on resolving the issue.
Paradigm Scale Software Annual Support	2,900	2,900		N	Y	This cost includes the PARADIGM subscription and technical support for the software. The subscription includes all updates for supporting programs allowing the department to have the latest version. Telephone technical support allows us to call them to obtain technical advice on resolving the issue.
Fluid Secure Annual Support	1,400	1,400		N	Y	This cost includes the Fluid Secure subscription and technical support for the software. The subscription includes all updates for supporting programs allowing the department to have the latest version. Telephone technical support allows us to call them to obtain technical advice on resolving the issue.
Catepillar Equipment	0	2,750		Y	N	This software will allow the mechanics to perform diagnostics on CAT equipment. Currently most diagnostics require CAT Technician. This will save a significant amount of money each year.
Total		\$5,500	\$8,250	\$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 2023

Department Number: 21020

Department Name: Solid Waste

Account Description: Lease and Installment Payments

Item	Qty	Straight Purchase Price	Number of Years Financed	Final Year of Lease	Annual Payment Due Starting in Proposed Budget	Total Financed Price (total of all lease payments)	Implied Interest Rate	Explanation
N CAT 826K Compactor	1	894,110.00	5	2027	189,510.71	947,553.55	3%	The existing compactors 2002 826G (Certified Rebuild in 2014) and 2006 826H (Certified Rebuild in 2019) need to be replaced.
N Perterson 4710D Tracked Horizontal Grinder	1	750,000.00	5	2027	163,800.00	819,000.00	3%	This will be replacing both the 1993 Tub Grinder and 1998 Horizontal Grinder.
E CAT D8 Bulldozer	1	800,000.00	5	2025	170,820.66	854,103.30		Lease approved FY21.
E CAT 336 Excavator	1	394,228.00	5	2025	84,125.19	420,625.95		Lease approved FY21.
E CAT 735 Articulated Dump Truck	1	447,134.00	5	2025	101,236.63	506,183.15		Lease approved FY21.
E 40' Automatic Tarping Machine	1	82,337.00	4	2025	28,342.00	113,371.20	5%	Lease approved FY22.
E Bobcat Skid Steer	1	73,988.71	5	2026	16,381.92	81,909.60		Lease approved FY22
Total	7	\$3,441,798			\$754,217	\$3,742,747		

Agree to Budget

N New Installment Purchase
 E Existing Installment Purchase

Washington County, Maryland
 Other Capital Outlay (≥\$1 and <\$10,000)
 FY 2023

Controllable Assets

Department Number: 21020 Department Name: Forty West Landfill

Account Number: 599999

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

Priority Number *	Descriptions	Qty	Unit Cost	Total Cost		N or R	Explain Reason for Request
				Dept. Request			
1	Radio Upgrades	13	2,622	34,080	N	In FY22, the County radios were being upgraded. Solid Waste uses the same radios for daily operations and they need to be upgraded. Ten department radios were upgraded in FY22, requesting that the remaining 13 be upgraded in FY23.	
				0			
				0			
				0			
				0			
				0			
Total				\$34,080			

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

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

Washington County, Maryland
Solid Waste Fund
Department 21025 - Composting
FY23 Expenses

	2023 Operating Budget Requested	Adjustment	2023 Operating Budget Proposed	\$ Change	% Change	2022 Operating Budget Approved	2021 Actuals Final	2020 Actuals Final
500000 - Wages - Full Time	78,610	0	78,610	9,200	13.25%	69,410	71,492	73,358
500010 - Wages - Overtime	36,300	0	36,300	1,200	3.42%	35,100	28,257	26,946
500100 - FICA - Employer	8,800	0	8,800	800	10.00%	8,000	7,400	7,280
500120 - Health Insurance	23,730	0	23,730	3,400	16.72%	20,330	17,638	16,962
500125 - Other Insurance	540	0	540	20	3.85%	520	507	491
500130 - Pension	24,370	0	24,370	2,530	11.58%	21,840	22,731	23,282
500140 - Workers Compensation	6,980	0	6,980	240	3.56%	6,740	6,734	6,508
Wages and Benefits	179,330	0	179,330	17,390	10.74%	161,940	154,757	154,827
515210 - Laboratory Services	1,000	0	1,000	1,000	0.00%	0	727	0
515220 - Landfill Fees	100	0	100	100	0.00%	0	0	0
520030 - Food Comp	0	0	0	0	0.00%	0	74	0
525000 - Supplies/Material - Operating	0	0	0	0	0.00%	0	15	0
527030 - Diesel Fuel	15,000	0	15,000	0	0.00%	15,000	15,000	12,867
527040 - Diesel Fuel Tax	0	0	0	0	0.00%	0	34	0
527090 - Auto Repairs	7,000	0	7,000	0	0.00%	7,000	0	1,726
Operating Expenses	23,100	0	23,100	1,100	5.00%	22,000	15,850	14,594

Total	202,430	0	202,430	18,490	10.05%	183,940	170,608	169,421
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**Washington County, Maryland
Solid Waste Fund
Department 21025 - Composting
FY23**

	2023 Operating Budget Requested	2023 Operating Budget Proposed	Variance Comments Requested	2023 Variance Comments Proposed
500000 - Wages - Full Time	78,610	78,610		
500010 - Wages - Overtime	36,300	36,300		
500100 - FICA - Employer	8,800	8,800		
500120 - Health Insurance	23,730	23,730		
500125 - Other Insurance	540	540		
500130 - Pension	24,370	24,370		
500140 - Workers Compensation	6,980	6,980		
515210 - Laboratory Services	1,000	1,000		The Maryland Department of Agriculture requires permitted composting facilities to have the compost tested yearly by a third party laboratory.
515220 - Landfill Fees	100	100		The Maryland Department of Agriculture requires permitted composting facilities to pay a Composting Fee. The Fee is \$15 + \$0.25/ton sold.
527030 - Diesel Fuel	15,000	15,000		Estimated budget is 6,000 gallons x \$2.50 = \$15,000 (excludes taxes), which is based on bids and short-term energy outlook forecasts. Rate is discounted with new bid price including delivery as compared to retail price.
527090 - Auto Repairs	7,000	7,000		

Washington County, Maryland
Solid Waste Fund
Department 21030 - Resh Landfill
FY23 Expenses

	2023	Adjustment	2023	\$ Change	% Change	2022	2021	2020
	Operating Budget Requested		Operating Budget Proposed			Operating Budget Approved	Actuals Final	Actuals Final
500000 - Wages - Full Time	0	0	0	0	0.00%	0	130	0
500100 - FICA - Employer	0	0	0	0	0.00%	0	10	0
500120 - Health Insurance	0	0	0	0	0.00%	0	48	0
500125 - Other Insurance	0	0	0	0	0.00%	0	1	0
500130 - Pension	0	0	0	0	0.00%	0	35	0
500140 - Workers Compensation	0	0	0	0	0.00%	0	7	0
Wages and Benefits	0	0	0	0	0.00%	0	231	0
515170 - Gas Monitoring	550	0	550	50	10.00%	500	0	0
515210 - Laboratory Services	14,500	0	14,500	500	3.57%	14,000	0	0
515230 - Leachate Hauling	31,480	0	31,480	1,500	5.00%	29,980	0	0
515240 - Leachate Testing	2,500	0	2,500	0	0.00%	2,500	0	0
515250 - Leachate Treatment	102,000	0	102,000	0	0.00%	102,000	0	0
515270 - Maintenance Contract Services	2,000	0	2,000	0	0.00%	2,000	0	0
525000 - Supplies/Material - Operating	2,000	0	2,000	0	0.00%	2,000	0	0
545010 - Electric	7,500	0	7,500	0	0.00%	7,500	0	0
Operating Expenses	162,530	0	162,530	2,050	1.28%	160,480	0	0

Total	162,530	0	162,530	2,050	1.28%	160,480	231	0
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**Washington County, Maryland
Solid Waste Fund
Department 21030 - Resh Landfill
FY23**

	2023 Operating Budget Requested	2023 Operating Budget Proposed	2023 Variance Comments Requested	2023 Variance Comments Proposed
515170 - Gas Monitoring	550	550		Cost is based on current contract prices for Gas Monitoring Services
515210 - Laboratory Services	14,500	14,500		Line Item is based on current contract prices for Monitoring Services and other laboratory fees for testing water as required by MDE.
515230 - Leachate Hauling	31,480	31,480		Cost is based on the five year average of leachate generated at the site for a total of 2.0 million gallons @ \$.01574/gal.
515240 - Leachate Testing	2,500	2,500		
515250 - Leachate Treatment	102,000	102,000		Cost is based on the five year average of leachate generated at the site for a total of 2.0 million gallons @ \$.051/gal.
515270 - Maintenance Contract Services	2,000	2,000		
525000 - Supplies/Material - Operating	2,000	2,000		
545010 - Electric	7,500	7,500		

Washington County, Maryland
Solid Waste Fund
Department 21040 - Rubble Landfill
FY23 Expenses

	2023 Operating Budget Requested	Adjustment	2023 Operating Budget Proposed	\$ Change	% Change	2022 Operating Budget Approved	2021 Actuals Final	2020 Actuals Final
515170 - Gas Monitoring	110	0	110	10	10.00%	100	94	92
515210 - Laboratory Services	15,500	0	15,500	500	3.33%	15,000	13,251	13,579
515230 - Leachate Hauling	22,050	0	22,050	1,060	5.05%	20,990	29,301	21,394
515240 - Leachate Testing	1,500	0	1,500	0	0.00%	1,500	0	0
515250 - Leachate Treatment	71,400	0	71,400	0	0.00%	71,400	100,283	68,625
515270 - Maintenance Contract Services	2,000	0	2,000	0	0.00%	2,000	0	737
525000 - Supplies/Material - Operating	1,000	0	1,000	0	0.00%	1,000	0	818
Operating Expenses	113,560	0	113,560	1,570	1.40%	111,990	142,930	105,245
Total	113,560	0	113,560	1,570	1.40%	111,990	142,930	105,245

**Washington County, Maryland
Solid Waste Fund
Department 21040 - Rubble Landfill
FY23**

	2023 Operating Budget Requested	2023 Operating Budget Requested	2023 Variance Comments Requested	2023 Variance Comments Requested
515170 - Gas Monitoring	110	110	Change is based on current contract prices for Gas Monitoring Services	
515210 - Laboratory Services	15,500	15,500	Change is based on current contract prices for Monitoring Services and other laboratory fees for testing water as required by MDE.	
515230 - Leachate Hauling	22,050	22,050	Cost is based on the five year average of leachate generated at the site for a total of 1.4 million gallons @ \$0.01574/gal.	
515240 - Leachate Testing	1,500	1,500		
515250 - Leachate Treatment	71,400	71,400	Cost is based on the five year average of leachate generated at the site for a total of 1.4 million gallons @ \$0.051/gal.	
515270 - Maintenance Contract Services	2,000	2,000		
525000 - Supplies/Material - Operating	1,000	1,000		

Washington County, Maryland
Solid Waste Fund
Department 21050 - Old City/County Landfill
FY23 Expenses

	2023 Operating Budget Requested	Adjustment	2023 Operating Budget Proposed	\$ Change	% Change	2022 Operating Budget Approved	2021 Actuals Final	2020 Actuals Final
515170 - Gas Monitoring	500	0	500	0	0.00%	500	602	353
515210 - Laboratory Services	4,000	0	4,000	0	0.00%	4,000	3,468	9,089
515230 - Leachate Hauling	78,700	0	78,700	3,750	5.00%	74,950	0	453
515240 - Leachate Testing	2,500	0	2,500	0	0.00%	2,500	0	0
515250 - Leachate Treatment	255,000	0	255,000	0	0.00%	255,000	0	202
525000 - Supplies/Material - Operating	3,000	0	3,000	0	0.00%	3,000	0	52
545010 - Electric	6,000	0	6,000	1,000	20.00%	5,000	6,036	2,454
Operating Expenses	349,700	0	349,700	4,750	1.38%	344,950	10,107	12,603
Total	349,700	0	349,700	4,750	1.38%	344,950	10,107	12,603

**Washington County, Maryland
Solid Waste Fund
Department 21050 - Old City/County Landfill
FY23**

	2023 Operating Budget	2023 Operating Budget	2023	2023
	Requested	Proposed	Variance	Comments
	Requested	Proposed	Requested	Proposed
515170 - Gas Monitoring	500	500		
515210 - Laboratory Services	4,000	4,000		
515230 - Leachate Hauling	78,700	78,700		Cost is based on the five year average of leachate generated at the site for a total of 5 million gallons @ \$0.01574/gal.
515240 - Leachate Testing	2,500	2,500		
515250 - Leachate Treatment	255,000	255,000		Cost is based on the five year average of leachate generated at the site for a total of 5 million gallons @ \$0.051/gal.
525000 - Supplies/Material - Operating	3,000	3,000		
545010 - Electric	6,000	6,000		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.

Washington County, Maryland
Solid Waste Fund
Department 21060 - Hancock
FY23 Expenses

	2023 Operating Budget Requested	Adjustment	2023 Operating Budget Proposed	\$ Change	% Change	2022 Operating Budget Approved	2021 Operating Budget Actuals	2020 Operating Budget Actuals
515170 - Gas Monitoring	550	0	550	50	10.00%	500	0	0
515210 - Laboratory Services	5,000	0	5,000	200	4.17%	4,800	0	0
Operating Expenses	5,550	0	5,550	250	4.72%	5,300	0	0
Total	5,550	0	5,550	250	4.72%	5,300	0	0

**Washington County, Maryland
Solid Waste Fund
Department 21060 - Hancock
FY23**

	2023 Operating Budget Requested	2023 Operating Budget Proposed	2023 Variance Comments Proposed	2023 Variance Comments Proposed
515170 - Gas Monitoring	550	550	Change is based on current contract prices for Gas Monitoring Services.	
515210 - Laboratory Services	5,000	5,000	Change is based on current contract prices for Monitoring Services and other laboratory fees for testing water as required by MDE.	

Washington County, Maryland
Solid Waste Fund
Department 21100 - Transfer Station
FY23 Expenses

	2023 Operating Budget Requested	Adjustment	2023 Operating Budget Proposed	\$ Change	% Change	2022 Operating Budget Approved	2021 Actuals Final	2020 Actuals Final
500000 - Wages - Full Time	152,600	0	152,600	9,500	6.64%	143,100	124,424	144,885
500005 - Wages - Part Time	101,780	0	101,780	12,950	14.58%	88,830	107,405	99,040
500010 - Wages - Overtime	0	0	0	0	0.00%	0	5,439	5,072
500040 - Other Wages	810	0	810	270	50.00%	540	248	711
500100 - FICA - Employer	19,530	0	19,530	1,740	9.78%	17,790	17,603	18,446
500120 - Health Insurance	46,070	0	46,070	4,160	9.93%	41,910	34,798	25,683
500125 - Other Insurance	1,050	0	1,050	(20)	(1.87)%	1,070	815	902
500130 - Pension	39,680	0	39,680	2,470	6.64%	37,210	33,661	39,301
500140 - Workers Compensation	9,300	0	9,300	(460)	(4.71)%	9,760	8,983	9,429
Wages and Benefits	370,820	0	370,820	30,610	9.00%	340,210	333,376	343,469
505140 - Office Supplies	4,200	0	4,200	0	0.00%	4,200	0	0
505160 - Personal Mileage	500	0	500	0	0.00%	500	0	55
515000 - Contracted/Purchased Service	0	0	0	0	0.00%	0	45	0
515170 - Gas Monitoring	500	0	500	0	0.00%	500	208	202
515190 - Hauling Services	498,900	0	498,900	14,570	3.01%	484,330	435,725	418,179
515210 - Laboratory Services	1,600	0	1,600	0	0.00%	1,600	927	900
515270 - Maintenance Contract Services	0	0	0	0	0.00%	0	1,079	0
525000 - Supplies/Material - Operating	5,500	0	5,500	0	0.00%	5,500	9,492	6,175
526000 - Supplies/Material-Maintenance	0	0	0	0	0.00%	0	44	0
526020 - Building Maintenance	1,750	0	1,750	0	0.00%	1,750	0	0
545000 - Utilities	0	0	0	0	0.00%	0	276	0
545010 - Electric	2,460	0	2,460	0	0.00%	2,460	1,629	1,730
Operating Expenses	515,410	0	515,410	14,570	2.91%	500,840	449,424	427,240
599999 - Controllable Assets	0	0	0	0	0.00%	0	380	0
Capital Outlay	0	0	0	0	0.00%	0	380	0
Total	886,230	0	886,230	45,180	5.37%	841,050	783,180	770,710

**Washington County, Maryland
Solid Waste Fund
Department 21100 - Transfer Station
FY23**

	2023 Operating Budget Requested	2023 Operating Budget Proposed	Variance Comments Proposed	2023 Variance Comments Proposed
500000 - Wages - Full Time	152,600	152,600		
500005 - Wages - Part Time	101,780	101,780		
500040 - Other Wages	810	810		
500100 - FICA - Employer	19,530	19,530		
500120 - Health Insurance	46,070	46,070		
500125 - Other Insurance	1,050	1,050		
500130 - Pension	39,680	39,680		
500140 - Workers Compensation	9,300	9,300		
505140 - Office Supplies	4,200	4,200		
505160 - Personal Mileage	500	500		
515170 - Gas Monitoring	500	500		
515190 - Hauling Services	498,900	498,900		
			Hauling of waste containers from the various transfer stations to landfill working face. Cost based on current Contract Prices. Scales transactions based on prior years actuals. The cost per site are as follows: Hancock - 180 x \$156.82 = \$28,227.15, Greensburg - 650 x \$161.14 = \$104,741.00, Kaetzel - 300 x \$164.39 = \$49,317.00, Dargan - 180 x \$162.23 = \$29,201.40, 40 West - 4,200 x \$67.00 = \$281,400.00, 40 West Cardboard - 80 x \$75.00 = 6,000.00 for a total of \$498,887.00	
515210 - Laboratory Services	1,600	1,600		
525000 - Supplies/Material - Operating	5,500	5,500		
526020 - Building Maintenance	1,750	1,750		
545010 - Electric	2,460	2,460		

Washington County, Maryland
Solid Waste Fund
Department 21200 - Recycling Operations
FY23 Expenses

	2023 Operating Budget Requested	Adjustment	2023 Operating Budget Proposed	\$ Change	% Change	2022 Operating Budget Approved	2021 Actuals Final	2020 Actuals Final
500000 - Wages - Full Time	73,550	0	73,550	7,620	11.56%	65,930	63,481	69,170
500010 - Wages - Overtime	12,500	0	12,500	200	1.63%	12,300	11,109	12,792
500040 - Other Wages	270	0	270	270	0.00%	0	0	0
500100 - FICA - Employer	6,610	0	6,610	620	10.35%	5,990	5,268	5,699
500120 - Health Insurance	22,210	0	22,210	2,900	15.02%	19,310	25,151	24,091
500125 - Other Insurance	510	0	510	20	4.08%	490	394	385
500130 - Pension	19,120	0	19,120	1,980	11.55%	17,140	16,926	17,548
500140 - Workers Compensation	170	0	170	(10)	(5.56)%	180	164	175
Wages and Benefits	134,940	0	134,940	13,600	11.21%	121,340	122,493	129,862
505010 - Advertising	2,000	0	2,000	0	0.00%	2,000	872	334
505230 - Travel Expenses	250	0	250	0	0.00%	250	0	0
515150 - Drop-Off	152,060	0	152,060	0	0.00%	152,060	111,941	99,672
515190 - Hauling Services	0	0	0	0	0.00%	0	0	0
520000 - Training	400	0	400	0	0.00%	400	0	0
525000 - Supplies/Material - Operating	1,000	0	1,000	0	0.00%	1,000	908	207
588030 - Recycle - Tires	24,000	0	24,000	0	0.00%	24,000	21,315	20,126
588040 - Recycle - Other	40,000	0	40,000	(23,000)	(36.51)%	63,000	15,038	15,418
Operating Expenses	219,710	0	219,710	(23,000)	(9.48)%	242,710	150,074	135,757
Total	354,650	0	354,650	(9,400)	(2.58)%	364,050	272,568	265,619

**Washington County, Maryland
Solid Waste Fund
Department 21200 - Recycling Operations
FY23**

	2023 Operating Budget Requested	2023 Operating Budget Proposed	2023 Variance Comments Proposed	2023 Variance Comments Proposed
500000 - Wages - Full Time	73,550	73,550		
500010 - Wages - Overtime	12,500	12,500		
500040 - Other Wages	270	270		
500100 - FICA - Employer	6,610	6,610		
500120 - Health Insurance	22,210	22,210		
500125 - Other Insurance	510	510		
500130 - Pension	19,120	19,120		
500140 - Workers Compensation	170	170		
505010 - Advertising	2,000	2,000		
505230 - Travel Expenses	250	250		
515150 - Drop-Off	152,060	152,060		
			The cost of this line item is based on 416 Cardboard Drop Off Containers at \$36.50 = \$15,184.00; Recycling Drop-off Containers: Greensburg 115 @ \$222.21 = \$25,554.15, Kaetzel 90 @ \$290.98 = \$26,188.20, Dargan 20 @ \$321.68 = \$6,433.60, Hancock 40 @ \$308.50 = \$12,340.00, 40 West 250 @ \$156.18 = \$39,045; processing of Recyclables 520 tons @ \$52.53 = \$27,315.60.	
520000 - Training	400	400		
525000 - Supplies/Material - Operating	1,000	1,000		
588030 - Recycle - Tires	24,000	24,000		
588040 - Recycle - Other	40,000	40,000		Decrease due to the reduced rate of electronics over the past few years.



Open Session Item

SUBJECT: Washington County Commission on Aging FY 2023 Budget Presentation

PRESENTATION DATE: March 22, 2022

PRESENTATION BY: Amy Olack, CEO, Ed Lough, President & Tim Delbrugge, Vice President

RECOMMENDED MOTION: Informational purposes only.

REPORT-IN-BRIEF: The Washington County Commission on Aging, Inc. (WCCOA) is requesting a 15% increase of its current line-item allocation to meet the demand for support programs and services for seniors, those with disabilities regardless of age, and caregivers in Washington County.

DISCUSSION: In accordance with the Older American's Act, the Washington County Commission on Aging (WCCOA) is the designated Area Agency on Aging for Washington County. As such, in 2021, the WCCOA provided programs and services to over 10,900 Washington County seniors, caregivers and those with disability regardless of age. It is a pleasure to partner with the County Commissioners in this valuable effort to serve and provide for those that need it most. Your support has enabled us to leverage over \$1M in additional funds.

Nonetheless, we are serving the fastest growing segment of our population, persons 55 and older. Currently, over 300 citizens are on waiting lists for services. We are unable to meet the demand for necessary services. This demand is not forecasted to diminish for over a decade. Even with the 15% request for additional funds, we will need to utilize almost \$500,000 in net assets to sustain the current programs and services. It is critical to develop a plan to respond to the need of our rapidly growing senior population in order to provide them with basic programs and services. Without this support, we will be making difficult decisions on where to decrease services and increase waitlists. Your continued support is essential for us to meet these demands and serve seniors, those with disabilities regardless of age, and caregivers.

FISCAL IMPACT: \$967,760

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: N/A

AUDIO/VISUAL NEEDS: Video Presentation.



Agenda Report Form

Open Session Item

SUBJECT: FY23 Personnel Requests

PRESENTATION DATE: March 22, 2022

PRESENTATION BY: Deborah Condo, Interim Director of Human Resources; Kelcee Mace, Interim Chief Financial Officer

RECOMMENDED MOTION(S): For informational purposes

REPORT-IN-BRIEF: Each year, personnel requests are submitted through the budget process. These requests are reviewed by the Director of Human Resources, Chief Financial Officer, and the County Administrator and a recommendation is provided to the Board of County Commissioners for consideration.

DISCUSSION: Personnel requests total \$1,395,860 for FY23.

General Fund -	\$1,264,210
Water Quality -	\$ 79,190
Solid Waste -	\$ 62,140
Airport -	\$ 12,960
Golf Course -	\$ (22,640)
Total	\$ 1,395,860

Recommendations from the committee total \$889,100. Please see the attached summary for more information.

FISCAL IMPACT: \$889,100

CONCURRENCES: County Administrator

ALTERNATIVES: Any combination of changes to the recommendation.

ATTACHMENTS: FY23 Personnel Request Summary

AUDIO/VISUAL TO BE USED: N/A

**Washington County, Maryland
Summary of Personnel Requests
Fiscal Year 2023 Proposed**

Fund	Total FTEs *		Request	Proposed
	Positions Requested	Positions Proposed		
Elected/Appointed:				
County Administrator	0.0	0.0	\$ -	\$ -
County Clerk	0.5	0.0	\$ 41,130	\$ -
Chief Financial Officer	0.0	0.0	\$ -	\$ -
Circuit Court	1.0	1.0	\$ 84,290	\$ 84,290
State's Attorney	0.0	0.0	\$ -	\$ -
	1.5	1.0	\$ 125,420	\$ 84,290
Public Safety:				
Elected Sheriff	4.0	4.0	\$ 297,740	\$ 297,740
Emergency Services	1.5	0.0	\$ 386,930	\$ 243,000
	5.5	4.0	\$ 684,670	\$ 540,740
Other General Fund:				
Election Board	1.0	0.0	\$ 76,370	\$ -
Human Resources	0.0	0.0	\$ -	\$ -
Wireless Communications	1.0	1.0	\$ 66,210	\$ 66,210
Information Technology	4.0	1.0	\$ 311,540	\$ 66,210
Weed Control	0.0	0.0	\$ -	\$ -
	6.0	2.0	\$ 454,120	\$ 132,420
Total General Fund:	13.0	7.0	\$ 1,264,210	\$ 757,450
Highway	0.0	0.0	\$ -	\$ -
Solid Waste	1.0	1.0	\$ 62,140	\$ 62,140
Water Quality	1.0	1.0	\$ 79,190	\$ 79,190
Transit	0.0	0.0	\$ -	\$ -
Airport	0.5	0.5	\$ 12,960	\$ 12,960
Golf Course	-1.0	-1.0	\$ (22,640)	\$ (22,640)
Other: Ag Center	0.0	0.0	\$ -	\$ -
Grand Total	14.5	8.5	\$ 1,395,860	\$ 889,100

* FTEs - full-time counted as 1; part-time counted as .5.

**Washington County, Maryland
Detail Personnel Requests
FY2023**

Function or Area	Request	Page	Proposed New Position or Change (# of positions stated as FTEs) Department Description	Requested				Change to Budget			Total change to Budget
				# of new positions	Full or Part time	Grade	Step	Wages	Benefits	Offset	
Sheriff: Judicial	New Position		Senior Office Associate	1.0	FT	8	1	35,859	30,344	0	66,210
				Request an additional Office Associate to help eliminate the backlog of warrants that need to be entered into our system and to maintain timely processing of warrants, peace orders, and protective orders.							
Proposed				1.0				\$ 35,859	\$ 30,344	\$ -	\$ 66,210
Sheriff: Judicial	New Position		Sworn Deputy	1.0	FT	3	1	52,520	37,008	0	89,530
				Request to eliminate part-time civilian deputy and part time process service to create a full-time sworn deputy.							
Proposed				1.0				\$ 52,520	\$ 37,008	\$ -	\$ 89,530
Sheriff: Judicial	Eliminate Position		Sworn Deputy	(0.5)	PT	3	1	(37,700)	(3,016)	0	(40,720)
				Request to eliminate part-time civilian deputy to create a full-time sworn deputy.							
Proposed				(0.5)				\$ (37,700)	\$ (3,016)	\$ -	\$ (40,720)
Sheriff: Process Server	Eliminate Position		Process Server/Constable	(0.5)	PT	6	1	(30,410)	(2,433)	0	(32,850)
				Request to eliminate process server to create full-time sworn deputy position.							
Proposed				(0.5)				\$ (30,410)	\$ (2,433)	\$ -	\$ (32,850)
Sheriff: Detention Center	New Position		Certified Addictions Counselor	1.0	FT	11	1	45,136	34,054	0	79,190
				Position originally approved as grant funded by BOCC 7/20/21 to meet the requirements of HB 116 Medication Assisted Treatment. This grant was only for one year but the position is required by law to be provided by the County.							
Proposed				1.0				\$ 45,136	\$ 34,054	\$ -	\$ 79,190
Sheriff: Detention Center	New Position		Peer Recovery Specialist	1.0	FT	9	1	38,688	31,475	0	70,170
				Position originally approved as grant funded by BOCC 7/20/21 to meet the requirements of HB 116 Medication Assisted Treatment. This grant was only for one year but the position is required by law to be provided by the County.							
Proposed				1.0				\$ 38,688	\$ 31,475	\$ -	\$ 70,170
Sheriff: Detention Center	New Position		Senior Office Associate	1.0	FT	8	1	35,859	30,344	0	66,210
				Detention Center, Day Reporting Center and Central Booking need a designated person for time-keeping, absence tracking and payroll entry. The workload is currently too cumbersome for the Office Manager. The position would also provide additional duties for Central Booking and the Day Reporting Center who currently do not have an Office Associate.							
Proposed				1.0				\$ 35,859	\$ 30,344	\$ -	\$ 66,210
County Clerk	Full-Time		Administrative Assistant	1.0	FT	9	1	38,688	31,475	0	70,170
				To incorporate the functions of the mailroom (removed from Purchasing Department) and to move the pay grade appropriately for the duties expected as discussed with the County Administrator.							
Not Proposed				0.0				\$ -	\$ -	\$ -	\$ -
County Clerk	Eliminate Position		Administrative Assistant	(0.5)	PT	6	1	(26,881)	(2,150)	0	(29,040)
				Eliminate part-time position to replace with full-time position due to additional mailroom functions removed from Purchasing Department and assigned to County Clerk. \$14.77 per hor x 35 hours - \$26,881.40							
Not Proposed				0.0				\$ -	\$ -	\$ -	\$ -

**Washington County, Maryland
Detail Personnel Requests
FY2023**

Function or Area	Request	Page	Proposed New Position or Change (# of positions stated as FTEs) Department Description	Requested				Change to Budget			Total change to Budget	
				# of new positions	Full or Part time	Grade	Step	Wages	Benefits	Offset		
Circuit Court	New Position		Assignment Commissioner	1.0	FT	12	1	48,776	35,510	0	84,290	
			An Assignment Commissioner is needed to supervise the Assignment Office, court calendars, scheduling, and case management as case load continues to increase.									
	Proposed			1.0				\$ 48,776	\$ 35,510	\$ -	\$ 84,290	
Elected/ Appointed				Requested	5.5	-	-	-	\$ 200,535	\$ 222,611	\$ -	\$ 423,160
				Proposed	5.0	-	-	-	\$ 188,728	\$ 193,286	\$ -	\$ 382,030
Emerg. Svcs: 911	New Position		Emergency Communications Training Assistant	1.0	FT	11	1	45,136	34,054	0	79,190	
			Position requested due to new laws passed by the Maryland legislature which includes added responsibilities for each 911 employee which require 36 hours of in-service training per year. Additionally, the 911 center has received more than 850 requests									
	Not Proposed			0.0				\$ -	\$ -	\$ -	\$ -	
Emerg. Svcs: EMS Operations	New Position		Assistant Jurisdictional Medical Dir.	0.5				33,180	2,458	0	35,640	
			Position will add coverage for times when the primary Medical Director is not available and will also provide medical direction for the new paramedic program at the Public Safety Training Center.									
	Not Proposed			0.0				\$ -	\$ -	\$ -	\$ -	
Emerg. Svcs: EMS Operations	Increase in part-time		Increase in part-time wages	0.0				68,000	11,070	0	79,070	
			The requested increase is due to the significant increase in Advanced Life Support shifts within the volunteer corporations. It is the direction of the Division of Emergency Services to help cover those vacancies.									
	Proposed			0.0				\$ 43,000	\$ 6,970	\$ -	\$ 49,970	
Emerg. Svcs: EMS Operations	Increase in over-time		Increase in over-time wages	0.0				16,000	2,610	0	18,610	
			With additional Captains hired, over-time is relative to training and holdovers which causes overtime to increase.									
	Proposed			0.0				\$ 16,000	\$ 2,610	\$ -	\$ 18,610	
Emerg. Svcs: Fire Operations	Increase in part-time		Increase in part-time wages	0.0				75,000	12,210	0	87,210	
			DES is seeing over 3,000 hours per month of volunteer station part-time staffing requests but they are currently only budgeted for 1,700 hours. DES is in the process of hiring additional part-time staff.									
	Proposed			0.0				\$ 75,000	\$ 12,210	\$ -	\$ 87,210	
Emerg. Svcs: Fire Operations	Increase in over-time		Increase in over-time wages	0.0				75,000	12,210	0	87,210	
			With additional firefighters, overtime is relative to training and holdovers. In FY22, the department is currently 146% of budget only halfway through the budget year.									
	Proposed			0.0				\$ 75,000	\$ 12,210	\$ -	\$ 87,210	
Emergency Services:				Requested	1.5	-	-	-	\$ 312,316	\$ 74,612	\$ -	\$ 386,930
				Proposed	0.0	-	-	-	\$ 209,000	\$ 34,000	\$ -	\$ 243,000

Washington County, Maryland
Detail Personnel Requests
FY2023

Function or Area	Request	Page	Proposed New Position or Change (# of positions stated as FTEs) Department Description	Requested				Change to Budget			Total change to Budget
				# of new positions	Full or Part time	Grade	Step	Wages	Benefits	Offset	
Election Board	New Position		Election Program Assistant I Request new position to be responsible for payroll tasks, paperwork for all election workers (including W-9 and I-9 paperwork), entering information into Oracle and tracking all hours.	1.0	FT	11	2	38,154	37,349	0	75,510
	<i>Not Proposed</i>				<i>0.0</i>				\$ -	\$ -	\$ -
Election Board	Part time and Contracted Services		Change in Part - Time Wages Increase requested to comply with the State of Maryland's minimum wage increase.	0.0				860	0	0	860
	<i>Not Proposed</i>				<i>0.0</i>				\$ -	\$ -	\$ -
Wireless Communication	New Position		Communications Technician I Recreate additional entry level technician position to perform simple radio core maintenance and installation duties.	1.0	FT	8	1	35,859	30,344	0	66,210
	<i>Proposed</i>				<i>1.0</i>				\$ 35,859	\$ 30,344	\$ -
Information Technology	New Position		Office Associate Request position to manage simple administrative tasks including transcribing support calls to help desk tickets, prepare monthly bills and invoices for payment, and organize communications between departments and divisions.	1.0	FT	6	1	30,722	28,289	0	59,020
	<i>Not Proposed</i>				<i>0.0</i>				\$ -	\$ -	\$ -
Information Technology	New Position		Technical Support Analyst I Recreate additional entry level technician to perform simple maintenance and installation duties.	1.0	FT	12	1	48,776	35,510	0	84,290
	<i>Not Proposed</i>				<i>0.0</i>				\$ -	\$ -	\$ -
Information Technology	New Position		Web Application Specialist I Create position to manage and maintain County web back-end applications.	1.0	FT	8	1	35,859	30,344	0	66,210
	<i>Proposed</i>				<i>1.0</i>				\$ 35,859	\$ 30,344	\$ -
Information Technology	New Position		Network Engineer III Create position for managing County network and server infrastructure.	1.0	FT	15	1	61,443	40,577	0	102,020
	<i>Not Proposed</i>				<i>0.0</i>				\$ -	\$ -	\$ -
Other General Fund:	Requested			6.0				\$ 251,673	\$ 202,413	\$ -	\$ 454,120
	Proposed			2.0				\$ 71,718	\$ 60,688	\$ -	\$ 132,420

**Washington County, Maryland
Detail Personnel Requests
FY2023**

Function or Area	Request	Page	Proposed New Position or Change (# of positions stated as FTEs) Department Description	Requested				Change to Budget			Total change to Budget
				# of new positions	Full or Part time	Grade	Step	Wages	Benefits	Offset	
Water Quality	New Position		Stormwater Inspector	1.0	FT	11	1	45,136	34,054	0	79,190
Utility Administration			The EPA and MDE recommended during the 2020 audit that the stormwater responsibilities should be consolidated into one								
	<i>Proposed</i>			<i>1.0</i>				<i>\$ 45,136</i>	<i>\$ 34,054</i>	<i>\$ -</i>	<i>\$ 79,190</i>
Airport	New Position		Snack Bar Cashier/Concession Worker	0.5	PT	3	3	12,000	960		12,960
			Position is needed to operate the new Snack Bar in the Hold Room for the benefit of the Airline passengers.								
	<i>Proposed</i>			<i>0.5</i>				<i>\$ 12,000</i>	<i>\$ 960</i>	<i>\$ -</i>	<i>\$ 12,960</i>
Solid Waste	New Position		Solid Waste Maintenance Worker	1.0	FT	8	1	35,506	26,630	0	62,140
			Due to the steady increase in tonnage, an additional Equipment Operator is needed in Solid Waste. In an effort to save costs, the								
	<i>Proposed</i>			<i>1.0</i>				<i>\$ 35,506</i>	<i>\$ 26,630</i>	<i>\$ -</i>	<i>\$ 62,140</i>
Golf Course	Eliminate Position		Grill Cook/Server	(1.0)	PT			(22,640)	0	0	(22,640)
	<i>Proposed</i>			<i>(1.0)</i>				<i>\$ (22,640)</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ (22,640)</i>
Other Fund:	Requested			1.5				\$ 70,002	\$ 61,644	\$ -	\$ 131,650
	Proposed			1.5				\$ 70,002	\$ 61,644	\$ -	\$ 131,650
Grand Total:	Requested			14.5				\$ 834,526	\$ 561,280	\$ -	\$ 1,395,860
	Proposed			8.5				\$ 539,448	\$ 349,618	\$ -	\$ 889,100



Open Session Item

SUBJECT: FY2023 General Fund Discussion – Proposed (Draft 1)

PRESENTATION DATE: March 22, 2022

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

RECOMMENDED MOTION: For informational purposes only.

REPORT-IN-BRIEF: The FY23 Proposed General Fund budget is balanced at \$266,715,390.

DISCUSSION: Staff is coming back in front of you to receive further comment and/or direction
for the FY23 General Fund budget.

FISCAL IMPACT: \$266,715,390

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: N/A

AUDIO/VISUAL NEEDS: N/A



Agenda Report Form

Open Session Item

SUBJECT: Pittsburgh Institute of Aeronautics Expansion Funding Request

PRESENTATION DATE: March 22, 2022

PRESENTATION BY: Susan Grimes, Director of Business Development; Suzanne Markle, President/CEO of Pittsburgh Institute of Aeronautics; Bernard Adams, Campus Director, Hagerstown Campus Pittsburgh Institute of Aeronautics

RECOMMENDED MOTION: Move to approve match funding share amount to Pittsburgh Institute of Aeronautics (PIA) in the amount determined, along with a letter of support for the purpose of the Hagerstown campus expansion.

REPORT-IN-BRIEF: Pittsburgh Institute of Aeronautics (PIA), located at 14516 Pennsylvania Ave., adjacent to the Hagerstown Regional Airport, is seeking support from the Economic Development Association's (EDA) American Rescue Plan Economic Adjustment Assistance program and the Board of County Commissioners, to expand its campus. This campus expansion project will allow PIA to increase in student enrollment with a focus on bringing equity to underserved populations and offer more flexibility for nontraditional students and underrepresented groups within its student body. This construction project will add necessary space to accommodate their growing program for Aviation Maintenance Technicians. An approximate 7,500 square foot expansion is proposed to the immediate north of the existing facility, which will allow for an enrollment increase of up to 20% of their current enrollment and allow PIA to offer night classes to accommodate more students seeking nontraditional training hours.

DISCUSSION: PIA is requesting \$1,694,144 through the EDA American Rescue Plan Economic Adjustment Assistance program. The EDA's Assistance program requires the applicant to provide a portion of matched funds in the amount of 20% of the total project cost. For this project, PIA will need to provide a match in the amount of \$423,536. The total cost of the expansion project has been estimated to be \$2,117,680. As part of the application match, PIA is requesting the County's assistance on their match amount. PIA has not specified a requested amount; they are simply looking for financial support of their application requirements.

FISCAL IMPACT: \$42,357 from Hotel Rental Tax Fund, which has a unencumbered balance of \$446,010.

CONCURRENCES: N/A

ALTERNATIVES: Provide a lesser amount toward the Project.

ATTACHMENTS: Project Narrative

AUDIO/VISUAL NEEDS: None

FY 2021 American Rescue Plan Act Economic Adjustment Assistance Grant Program,

Funding Opportunity EDA-2021-ARPAEAA

Pittsburgh Institute of Aeronautics – Hagerstown

Project Narrative

Pittsburgh Institute of Aeronautics (PIA) - Hagerstown is seeking support from the EDA's American Rescue Plan Economic Adjustment Assistance program in the amount of \$1,694,144 to expand its campus. This campus expansion project will allow PIA – Hagerstown to increase in student enrollment with a focus on bring equity to underserved populations and offer more flexibility for nontraditional students and underrepresented groups within its student body. This construction project will add necessary space to PIA-Hagerstown to accommodate their growing program for Aviation Maintenance Technicians. An approximate 7,500 square foot expansion to the existing PIA facility is proposed to the immediate north of the existing facility, which will allow for an enrollment increase of up to 20% of their current enrollment and allow PIA to offer night classes to accommodate more students seeking nontraditional training hours.

PIA is a 501(c)(3) Non-Profit Educational Institution, with a main campus located in West Mifflin, PA near Pittsburgh, PA, and three regional campuses located in Hagerstown, MD, Myrtle Beach, SC, and Youngstown, OH, committed to the pursuit of higher education that is both meaningful to the individual and valuable to society. Relying on its 91-year history of providing significant educational experiences to stimulate interest and encourage students throughout the nation to prepare to enter the career field of aviation maintenance, PIA is working hard to address the aviation industry gaps by focusing on pipelines, proficiency, and partnerships to ensure that talent is available to fill a growing need for skilled male and female professionals.

Addressing this crucial needed in the aviation industry will lead to a stronger regional economy in Hagerstown located in Washington County, Maryland, and beyond. More than one-half of all students enrolled in the PIA-Hagerstown are residents of Maryland and of those, more than half are from Washington County. Once this campus expansion project is completed, PIA-Hagerstown will be able to increase student enrollment by up to twenty percent per year. With that type of increase, within five years, PIA will have educated and trained one additional cohort of students – an additional 100 technicians - significantly increasing the pipeline of trained AMT in the region and industry.

Offering a more flexible onsite training schedule allows for students, who need to balance work and life responsibilities with their schooling, a great opportunity for success at PIA-Hagerstown. While greater numbers

of nontraditional students are enrolling in higher education, they are faced with various institutional, structural, financial, and cultural barriers. The United States needs a much stronger and inclusive workforce development system to effectively serve the full range of students and workers in need of skill enhancement, including youth and adults, who are employed, underemployed, and unemployed. The stereotypical full-time student who lives on campus is a small percentage of the entire postsecondary population. Due to the demands of an increasingly competitive world of work, nontraditional adult learners will continue to seek out postsecondary education, but unfortunately traditional school day hours are a significant barrier for both entry and success of adult learners.

Per the U.S. Bureau of Labor and Statistics, overall employment of aircraft and avionics equipment mechanics and technicians is projected to grow 5 percent from 2019 to 2029, faster than the average for all occupations (<https://www.bls.gov/ooh/installation-maintenance-and-repair/aircraft-and-avionics-equipment-mechanics-and-technicians.htm>). These job prospects and opportunities, with livable wages, are expected to be good because there will be a need to replace those workers leaving the occupation (September 2020). Boeing forecasts that over 700,000 new maintenance technicians will be needed to fly and maintain the global fleet over the next 20 years. Even as the COVID-19 pandemic adversely impacted commercial flights, maintenance technicians were still employed heavily in heavy maintenance, repair and overhaul operations, corporate aviation, military and government contracts, and cargo. Having a pool of FAA certificated Aviation maintenance graduates in our country remains critical to the support and expansion of our country's aviation infrastructure.

PIA graduates remain at the top of the hiring list for aviation employers, who are eager to employ qualified candidates, and PIA is committed to providing the highest quality aviation maintenance programs to addressing these labor pool gaps and provide the aviation maintenance workforce needed by the industry for years to come.

PIA – Hagerstown believes that it serves the dual functions of providing its learners with opportunities, while furnishing the community with its most valuable resources, skilled men and women who possess the willingness to learn and the propensity to mature as contributing members of society. To accomplish its objectives, PIA believes that its Aviation Maintenance Technology program must: (a) develop specific career-related skills, (b) broaden abilities in essential academic areas, and (c) form attitudinal traits compatible with career goals. To be effective, these studies must be dispensed through an appropriate collection of instructional techniques and with a curriculum tailored to the industry it serves.

Ranked by Forbes as the No. 1 Top Two-Year Trade School in 2018, PIA has produced **top notch aircraft mechanics and avionics technicians** to enter the workforce in aviation maintenance, electronics, and other related fields since 1929. PIA's graduates are in demand throughout the US, and PIA

offers employment assistance to help both students and alumni in their pursuit of employment in the field of aviation and related industries. With Federal support, PIA will increase the number of individuals pursuing employment in the aviation maintenance industry, and addressing a critical need