



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**

**April 5, 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 22, 2022*  
*March 8, 2022 (Revised)*
- 10:05 AM      COMMISSIONERS' REPORTS AND COMMENTS
- 10:10 AM      STAFF COMMENTS
- 10:15 AM      CITIZEN PARTICIPATION
- 10:20 AM      AGRICULTURE - FACES OF FARMING  
*Susan Grimes, Director, Business Development; Leslie Hart, Business Development Specialist, Business Development*
- 10:25 AM      RESOLUTION HITACHI RAIL USA  
*Susan Grimes, Director, Business Development*
- 10:30 AM      PUBLIC HEARING – PROPOSED ANIMAL CONTROL ORDINANCE  
REVISION  
*Crystal Mowery, Field Service Director, Humane Society*
- 10:40 AM      SENATOR AMOSS FUNDING ALLOCATION  
*R. David Hays, Director, Emergency Services*
- 10:45 AM      EMS STAFFING UPDATE  
*R. David Hays, Director, Emergency Services; Dale Fishack, President, WCVFRA*
- 10:50 AM      MEMORANDUM OF AGREEMENT  
*Mark D. Bradshaw, Director, Environmental Management*
- 10:55 AM      FOREIGN TRADE ZONE #255 – ZONE SCHEDULE CHANGES INCLUDING  
FEES  
*Linda Spence, Business Specialist and Foreign Trade Zone #255 Administrator, Business Development*

- 11:00 AM 2022 EMERGENCY MANAGEMENT PERFORMANCE GRANT – APPROVAL TO SUBMIT GRANT APPLICATION AND ACCEPT AWARDED FUNDING  
*Cody Swope, Emergency Management Specialist, Emergency Management; Rachel Souders, Senior Grant Manager, Grant Management*
- 11:05 AM STATE HOMELAND SECURITY GRANT PROGRAM – APPROVAL TO SUBMIT GRANT APPLICATION AND ACCEPT AWARDED FUNDING  
*Cody Swope, Emergency Management Specialist, Emergency Management; Rachel Souders, Senior Grant Manager, Grant Management*
- 11:10 AM INTENT TO QUIT CLAIM HOOD STREET TO THE MARYLAND STADIUM AUTHORITY  
*Todd Moser, Real Property Administrator, Engineering*
- 11:15 AM FY23 BUDGET PRESENTATION (Highway Department)  
*Andrew Eshleman, Director, Public Works; Zane Rowe, Deputy Director, Highway Department*
- 11:25 AM FY23 BUDGET PRESENTATION (Golf Course)  
*Ryan Crabtree, Golf Course Manager; Andrew Eshleman, Director, Public Works*
- 11:35 AM FY23 BUDGET PRESENTATION (Transit)  
*Kevin Cerrone, Director, Transit; Andrew Eshleman, Director, Public Works*
- 11:45 AM FY23 BUDGET PRESENTATION (Capital Budget – Draft 2)  
*Kelcee Mace, Interim Chief Financial Officer, Budget and Finance; Andrew Eshleman, Director, Public Works; Scott Hobbs, Director, Engineering*
- 12:00 PM FY23 GENERAL FUND DISCUSSION (Proposed - Draft 3)  
*Kelcee Mace, Interim Chief Financial Officer, Budget and Finance; Kim Edlund, Director, Budget and Finance*
- 12:15 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.)*
- 1:00 PM RECONVENE IN OPEN SESSION

#### ADJOURNMENT



## Agenda Report Form

---

### Open Session Item

**SUBJECT:** Agriculture – Faces of Farming Presentation

**PRESENTATION DATE:** Tuesday, April 5, 2022

**PRESENTATION BY:** Susan Grimes, Director, Department of Business Development and Leslie Hart, Business Development Specialist

**RECOMMENDED MOTION:** N/A

**REPORT-IN-BRIEF:** “Faces of Farming” is an agricultural-focused video marketing campaign that will showcase two local Washington County farms every month, for one year. The “Faces of Farming” marketing videos will be showcased on the County’s website, as well as Facebook and other social media platforms, and will target a new industry and highlight a local farmer from that specific agricultural industry.

**DISCUSSION:** Washington County’s agricultural business represents the backbone of the County’s landscape. With over 900 operating family farms and \$153,725,000 in market value of products sold, agriculture is the largest economic driver in Washington County. The “Faces of Farming” marketing campaign will aim to educate residents in Washington County, along with the surrounding States and Counties, about the economic impact of the Ag industry. Additionally, these videos will be used for agricultural education to numerous streams around Washington County, such as, 4-H and FFA (Future Farmers of America) meetings, Ag Expo and Fair, and they will be available on the Washington County Ag App and website.

**FISCAL IMPACT:** N/A

**CONCURRENCES:** N/A

**ALTERNATIVES:** N/A

**ATTACHMENTS:** N/A

**AUDIO/VISUAL NEEDS:** Yes - Faces of Farming Videos: Upper Stem of Hagerstown and Pathfinder Farm Distillery of Keedysville.



## Agenda Report Form

---

### Open Session Item

**SUBJECT:** Resolution Hitachi Rail USA

**PRESENTATION DATE:** April 5, 2022

**PRESENTATION BY:** Susan Grimes, Director of Business Development

**RECOMMENDED MOTION:** Move to approve the Resolution for endorsement of the State of Maryland's \$1,600,000 Maryland Economic Development Assistance Authority Fund (MEDAAF) loan and to provide a matching County conditional loan in the amount of \$1,200,000.

**REPORT-IN-BRIEF:** The State of Maryland Department of Commerce, under the Maryland Economic Development Assistance Authority, has agreed to conditionally loan Hitachi Rail USA the amount of \$1,600,000 from the MEDAAF.

The MEDAAF loan proceeds will be used by Hitachi Rail USA to establish its new facility as a central hub for its American business. The factory will develop a skilled new workforce, create a broad local supply chain, and bring extensive economic value to the region.

Hitachi Rail USA announced that the Washington County location will be its state-of-the-art \$70 million manufactory that will build the new fleet of 8000-series railcars for the Washington Metropolitan Area Transit Authority (Metro). The facility will employ up to 460 people locally, sustaining 1,300 jobs in the region and see 80% of construction value spent in our quad-state region, and including the District of Columbia.

**DISCUSSION:** In accordance with Md. Code, Economic Development Article, Section 5-319(d), the County is required to endorse the making of the MEDAAF Loan for the Project and approve a required local match. To complement the State of Maryland's offer of assistance, we are asking the County to contribute \$1,200,000 toward the Project in the form of a conditional loan, as the required local match.

**FISCAL IMPACT:** Any incentive will have an impact on the Hotel Tax Fund revenue balance.

**CONCURRENCES:** County Administrator, County Attorney

**ALTERNATIVES:** Provide a lesser amount toward the Project.

**ATTACHMENTS:** Resolution

**AUDIO/VISUAL NEEDS:** None



**RESOLUTION NO. RS-2022-**

**(Endorsement of MEDAAF Loan and Local Incentives)**

**RECITALS**

The **DEPARTMENT OF BUSINESS AND ECONOMIC DEVELOPMENT** of the State of Maryland (the "Department") under the **MARYLAND ECONOMIC DEVELOPMENT ASSISTANCE AUTHORITY AND FUND** ("MEDAAF") has agreed to conditionally loan **HITACHI RAIL USA**, up to \$1,600,000 from the **MARYLAND ECONOMIC DEVELOPMENT ASSISTANCE AUTHORITY AND FUND** (the "MEDAAF Loan").

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

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

To complement the State of Maryland's offer of assistance, the County will contribute up to \$1,200,000 toward the Project in the form of a conditional loan on essentially the same terms and conditions of the MEDAAF Loan (the "County Loan").

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

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

1. The County hereby fully endorses the making of the MEDAAF Loan of \$1,600,000 for the Project.
2. The County hereby approves the County Loan of \$1,200,000 for the Project.
3. This Resolution shall be effective upon its adoption in accordance with applicable law.

Adopted and effective this \_\_\_\_ day of \_\_\_\_\_, 2022.

ATTEST:

BOARD OF COUNTY COMMISSIONERS OF  
WASHINGTON COUNTY, MARYLAND

---

Krista Hart, Clerk

---

Jeffrey A. Cline, President

Approved as to form  
and legal sufficiency:

---

Kendall A. Desaulniers  
Deputy County Attorney

Mail to:

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



## Agenda Report Form

---

### Open Session Item

**SUBJECT:** PUBLIC HEARING – Proposed Animal Control Ordinance Revision

**PRESENTATION DATE:** Tuesday, April 5, 2022; 10:30 a.m.

**PRESENTATION BY:** Crystal Mowery, Field Service Director, Humane Society

**RECOMMENDED MOTION:** The Board may discuss, take action, and/or move to adopt or reject Revision 6 of the Animal Control Ordinance after the public hearing is closed.

**REPORT-IN-BRIEF:** Certain revisions to the Animal Control Ordinance are requested.

**DISCUSSION:** The revision alters the impoundment period for cats to align with similar provisions in State law and defines “Cat”.

**FISCAL IMPACT:** N/A

**CONCURRENCES:** N/A

**ALTERNATIVES:** N/A

**ATTACHMENTS:** Draft, Revision 6, Animal Control Ordinance

**AUDIO/VISUAL NEEDS:** None.

**ANIMAL CONTROL ORDINANCE  
FOR WASHINGTON COUNTY, MARYLAND**

Adopted May 15, 1990

Effective May 15, 1990

Revision 1 – Adopted February 19, 1991

Revision 2 – Adopted December 10, 1991

Revision 3 – Adopted January 30, 2001

Revision 4 – Adopted October 19, 2010 (Effective January 1, 2011)

Revision 5 – Adopted October 23, 2012 (Effective January 1, 2013)

Revision 6 – Adopted April \_\_\_\_, 2022

## **TABLE OF CONTENTS**

ARTICLE I. DEFINITIONS .....	1
SECTION 1. DEFINITIONS. ....	1
ARTICLE II. ANIMAL CONTROL AUTHORITY .....	5
SECTION 2. ANIMAL CONTROL AUTHORITY – CREATION; DUTIES, POWERS. ....	5
SECTION 3. ANIMAL CONTROL AUTHORITY – COMPOSITION; TERM OF OFFICE. ....	5
SECTION 4. ANIMAL CONTROL AUTHORITY – DUTIES OF CHAIR. ....	6
SECTION 5. ANIMAL CONTROL AUTHORITY – QUORUM. ....	6
SECTION 6. ANIMAL CONTROL AUTHORITY – HEARINGS; PROCEDURES; AND ORDERS ...	6
SECTION 7. ANIMAL CONTROL AUTHORITY – APPEALS FROM AUTHORITY ORDERS.....	9
SECTION 8. ANIMAL CONTROL AUTHORITY – COMPENSATION; EXPENSES. ....	10
SECTION 9. ANIMAL CONTROL AUTHORITY – REMOVAL FROM OFFICE. ....	10
ARTICLE III. LICENSING .....	10
SECTION 10. LICENSES GENERALLY .....	10
SECTION 11. LICENSES GENERALLY – RULES AND REGULATIONS. ....	10
SECTION 12. LICENSES GENERALLY – REFUSAL TO ISSUE LICENSE. ....	10
SECTION 13. LICENSES GENERALLY – FRAUDULENT USE OF LICENSE OR TAG. ....	10
SECTION 14. LICENSES GENERALLY; LAND USE LAWS. ....	11
SECTION 15. DOG LICENSES GENERALLY. ....	11
SECTION 16. DOG LICENSES – LICENSE REQUIRED; EXCEPTION.....	12
SECTION 17. DOG LICENSES – SERVICE ANIMALS AND POLICE DOGS. ....	12
SECTION 18. DOG LICENSES – FEES. ....	12
SECTION 19. DOG LICENSES – LICENSE TAG AND CERTIFICATE.....	12
SECTION 20. DOG LICENSES – WEARING OF LICENSE TAGS. ....	13
SECTION 21. KENNEL LICENSES GENERALLY. ....	13
SECTION 22. KENNEL LICENSES – INDIVIDUAL TAGS.....	14
SECTION 23. KENNEL LICENSES – POSTING. ....	14
SECTION 24. KENNEL LICENSES – REFUSAL, SUSPENSION AND REVOCATION.....	14
SECTION 25. PET SHOP LICENSE. ....	15
ARTICLE IV. KENNEL STANDARDS .....	15
SECTION 26. KENNEL STANDARDS; INSPECTIONS.....	15

ARTICLE V. REQUIREMENTS OF OWNERS .....	16
SECTION 27. ANIMAL AT LARGE – PROHIBITED.....	16
SECTION 28. ANIMAL WASTE. ....	17
SECTION 29. DEAD ANIMALS.....	17
SECTION 30. CONFINEMENT OF FEMALE DOGS IN HEAT. ....	17
SECTION 31. OWNER RELEASE.....	18
SECTION 32. PUBLIC NUISANCE ANIMALS. ....	18
SECTION 33. ANIMALS AS PRIZES OR INDUCEMENTS; COLORING.....	19
SECTION 34. EXOTIC ANIMALS OR WILD ANIMALS. ....	19
SECTION 35. POTENTIALLY VICIOUS AND DANGEROUS DOGS. ....	19
SECTION 36. VICIOUS AND DANGEROUS DOG. ....	20
SECTION 37. POTENTIALLY VICIOUS AND DANGEROUS, VICIOUS AND DANGEROUS – EXCEPTIONS .....	22
ARTICLE VI. ENFORCEMENT .....	23
SECTION 38. ANIMAL CONTROL OFFICERS/INSPECTORS; POWERS OF ENFORCEMENT...	23
SECTION 39. IMPOUNDMENT – GENERALLY.....	23
SECTION 40. IMPOUNDMENT – NOTIFICATION OF OWNER.....	25
SECTION 41. IMPOUNDMENT – SICK OR INJURED ANIMALS.....	25
SECTION 42. IMPOUNDMENT – REDEMPTION OF IMPOUNDED ANIMALS.....	25
SECTION 43. DISPOSITION OF ANIMALS. ....	26
SECTION 44. PROHIBITED ACTS. ....	26
ARTICLE VII. PENALTIES .....	27
SECTION 45. CIVIL PENALTIES. ....	27
SECTION 46. CRIMINAL PENALTIES.....	32
ARTICLE VIII. CONTROL OF RABIES.....	32
SECTION 47. RABIES – IMMUNIZATIONS OF DOGS; CATS; AND FERRETS. ....	32
SECTION 48. RABIES – CONFINEMENT OF BITING ANIMALS. ....	33
ARTICLE IX. MISCELLANEOUS .....	34
SECTION 49. ADOPTIONS.....	34
SECTION 50. FEES.....	34
SECTION 51. OWNER’S LIABILITY. ....	34
SECTION 52. PUBLIC EDUCATION. ....	34
SECTION 53. STERILIZATION.....	35

SECTION 54. VOLUNTEERS.....	35
SECTION 55. EXEMPTION OF FARM ANIMALS.....	35
SECTION 56. PRIOR ACTS.....	35
SECTION 57. SEVERABILITY.....	35

## ARTICLE I. DEFINITIONS

### **Section 1. Definitions.<sup>†</sup>**

The following words and phrases as used in this Ordinance (the “Ordinance”) and any regulations adopted pursuant hereto, unless a different meaning is plainly required by the context, shall have the following meanings:

**Agency.** The animal control agency that is responsible for the enforcement of this Ordinance. The Agency may be a department of Washington County government or an outside agency under contract with the County.

**Animal.** Any living, nonhuman, vertebrate creature.

**At Large.** An animal, off the premises of its Owner, and not under the immediate control, charge, or possession of the Owner or other responsible person capable of physically restraining the animal.

**Animal Control Officer.** That Individual designated as such by the Agency to perform animal control duties described by this Ordinance.

**Animal Control Shelter.** Any facility owned or operated by or under contract with the County, for the care, confinement, adoption, detention, or euthanasia of animals pursuant to the authority of this Ordinance or state law.

**Attack.** Aggressive, violent, terrorizing, or unreasonably threatening conduct by an animal towards a human or a Domesticated Animal, but not towards wildlife. “Attack” does not include any actions by an Animal in defense of itself or its Owner or keeper against aggression by a person or an Animal.

**Authority.** The duly appointed Animal Control Authority.

**Board.** The Board of County Commissioners of Washington County, Maryland.

**Cat.** Any member of the animal species *Felis catus*; a domestic cat.

**Citation.** A written charge filed by an Animal Control Officer with either the Authority or the District Court of Maryland for Washington County, charging a Person

---

<sup>†</sup> Terms defined in this section are capitalized elsewhere in the Ordinance (except for the term “Animal” which, given the frequency of its use throughout, would be unwieldy).



with a violation of the Ordinance. A Citation may be served by personal delivery; via certified mail, return receipt requested, with a copy by first-class mail; or by posting of the property.

**Complaint.** A writing filed by a Person with the Authority under penalties of perjury, charging another Person with a violation of the Ordinance. A Complaint may but need not be entered on a form approved by the County. The Authority may ask for additional information concerning the charge in a Complaint.

**County.** Washington County, Maryland.

**Department.** The department or agency of the County government designated by resolution by the Board to provide administrative support to the Authority.

**Dog.** Any member of the animal species *canis familiaris* or any animal which is a crossbreed of any animal that is a member of the *canis familiaris/Canis lupus familiaris* species, including, but not limited to, wolf-dog crossbreeds and wolf hybrids.

**Domesticated Animal.** Any such animal that is accustomed to live in or about the habitation of humans, including but not limited to cats, Dogs, cows, fowl, horses or swine, but not to include any Wild Animal or Farm Animal.

**Excessive Noise.** Barking, howling, braying, quacking, crowing, or other animal noise which, due to its nature, volume, frequency, duration, time, and location, unreasonably disturbs or interferes, for more than twenty (20) minutes in any one (1) hour period of any day, with the quiet enjoyment of two or more Individuals who are residents of separate households.

**Exotic Animal.** Any animal of any species that is not indigenous to the State and is not bred or reared as a Domesticated Animal. Exotic Animal includes any hybrid animal that is part exotic. This definition shall not include Farm Animals.

**Farm Animal.** Any animal maintained or used for the production of food or fiber or for other agricultural purposes; livestock.

**Health Officer.** The Health Officer of the County and duly authorized designees.

**Impoundment.** The placement of an animal in the custody of the Agency or an Animal Control Shelter.

**Individual.** A human being; a natural living Person. See definition of "Person" below.

**Kennel.** Any building, structure or land used, designed, or arranged for housing, boarding, breeding, or care of more than five Dogs over the age of four (4) months, but not including Farm Animals.

**Minor injury.** An injury in which the victim suffers physical pain as a result of an attack by an animal but which does not result in the victim sustaining any broken bone, debilitating injury, excessive bleeding, or death.

**Owner.** Any Person that (i) has a property right in an animal, (ii) keeps or harbors an animal, (iii) has an animal in his or her care or acts as a custodian of an animal for thirty (30) or more consecutive days when the true owner of the animal is unknown to such person, or (iv) by agreement with or with permission of the true owner of the animal, has an animal in his or her care or acts as a caretaker or custodian of an animal. "Owner" does not include the County, the Agency, an Animal Control Shelter, or any 501(c)(3) non-profit animal welfare agency that operates an animal-sheltering facility.

**Person.** Any Individual, corporation, business trust, general or limited partnership, limited liability company, limited liability partnership, firm, joint stock company, unincorporated association, trust, estate, or other legal entity. See definition of "Individual" above.

**Pet Shop.** A commercial establishment that offers to sell live animals as pets, without outside areas or runways. A pet shop license is required.

**Potentially Vicious and Dangerous Dog.** Any Dog that, within the preceding 18 months, has (i) attempted to Attack or has Attacked a person or Domesticated Animal or Farm Animal; (ii) engaged in any behavior that reasonably would have required a person to take defensive action to prevent bodily injury; or (iii) bitten a person or a Domesticated Animal or Farm Animal causing a minor injury.

**Proof of ownership.** Documentation in support of a property right in an Animal that includes, but is not limited to, veterinary records, rabies vaccination certificates, licenses, photographs, bills of sale, breed registries, written transfers of ownership, a microchip, and verbal or written third-party verifications.

**Public Nuisance Animal.** An animal found to be or have been in one or more of the conditions set forth in Section 32

**Secure enclosure.** A place in which a Dog is securely confined indoors or in a securely enclosed and locked pen or structure suitable to prevent the entry of children under the age of twelve and designed to prevent the Dog from escaping. Such enclosure

shall have secure sides and a secure top to prevent the Dog from escaping and shall also provide protection for the Dog from the elements. The enclosure shall be of suitable size for the Dog.

**Service Animal.** Any animal individually trained to provide assistance to an individual with a disability as defined by the Americans with Disabilities Act, as amended from time to time.

**Severe Injury.** Any injury in which the victim suffers physical pain as a result of an attack by an animal which results in the victim sustaining any broken bone, debilitating injury, excessive bleeding, or death.

**State.** The State of Maryland.

**Veterinarian.** A veterinarian licensed and registered to practice in the State.

**Veterinary Hospital.** Any establishment maintained or operated by a Veterinarian for immunization, hospitalization, surgery, diagnosis, prevention, and treatment of diseases and injuries of animals.

**Vicious and Dangerous Dog.** Any Dog that has (i) attempted to Attack or has Attacked a person or Domesticated Animal or Farm Animal on two or more occasions within the preceding 18 months; (ii) engaged in any behavior that reasonably would have required a person to take defensive action to prevent bodily injury on two or more occasions within the preceding 18 months; (iii) bitten a person or a Domesticated Animal or Farm Animal causing a severe injury; (iv) previously been declared a Potentially Vicious and Dangerous Dog or Vicious and Dangerous Dog but has not been kept in compliance with any restrictions placed upon the Owner of such Dog; or (v) been owned, possessed, kept, used or trained in violation of Md. Code, Criminal Law Article, Section 10-605 "Attending Dogfights or cockfights" or Md. Code, Criminal Law Article, Section 10-607 "Certain Acts relating to Dogfights prohibited."

**Wild Animal.** Any animal of a species that in its natural life is wild, dangerous or ferocious and, though it may be trained and domesticated by the owner, will remain dangerous to the public At Large. This definition shall not include Farm Animals.

## **ARTICLE II. ANIMAL CONTROL AUTHORITY**

### **Section 2. Animal Control Authority – Creation; duties, powers.**

(a) There is an Animal Control Authority for the County. The Authority shall be vested with and shall possess all of the powers and duties specified in this Ordinance and all powers necessary to properly carry out fully the provisions of this Ordinance. The jurisdiction and powers created under this Ordinance shall extend to any and all Persons owning, leasing, harboring, sheltering, or controlling any animal within the County, whether resident or nonresident.

(b) The Authority shall meet as necessary to conduct hearings, as set forth in Section 6 of this Ordinance.

(c) The Authority may adopt a set of rules to govern its own hearings and procedures, and shall make them readily available to the public.

(d) The Authority shall submit an annual report to the Board and the Agency concerning the performance of its responsibilities hereunder.

### **Section 3. Animal Control Authority – Composition; term of office.**

(a) The Authority shall consist of five (5) members appointed by the Board. All but one of the members must be residents of Washington County.

(b) The Board shall make reasonable efforts to provide the following representation on the Authority, but lack of such representation does not invalidate or in any way compromise the validity of the Authority: one member who is a Veterinarian or veterinary technician; one member of the agricultural community; one member of the legal profession; one sworn officer from the Sheriff's Department; and one member from the general public. The Authority may also have two (2) or more alternate members.

(c) The members of the Authority shall be appointed by the Board for staggered terms of up to three (3) years or to fill the unexpired term of a member who has vacated a position before the end of his or her term. No member shall serve more than two (2) consecutive terms unless otherwise approved by the Board.

(d) The members of the Authority shall elect a chair that shall serve for a term of one (1) year or until the expiration of his or her own term as a regular member of the Authority, whichever period is shorter.

(e) The Department shall provide the Authority with a recording secretary.

#### **Section 4. Animal Control Authority – Duties of chair.**

(a) The chair may call special hearings at any time. Each member shall be notified of such special hearing and shall be given the opportunity to attend. Any meeting may be canceled upon consent of a simple majority of all members.

(b) The chair shall appoint from the membership a vice-chair to serve in his or her absence.

(c) The chair or, in his or her absence, the vice-chair, shall preside at all hearings of the Authority.

#### **Section 5. Animal Control Authority – Quorum.**

The presence of three (3) Authority members shall constitute a quorum. Any decision, resolution, or finding shall be construed as the act of the Authority if passed by a majority of those members constituting the quorum.

#### **Section 6. Animal Control Authority – hearings; procedures; and orders**

(a) The Authority may conduct a hearing when:

(1) A Citation is filed with the Authority by an Animal Control Officer, alleging that a Person has violated or permitted an animal to violate the provisions of this Ordinance;

(2) A Complaint is filed with the Authority by an Individual other than an Animal Control Officer, alleging that a Person has violated or permitted an animal to violate the provisions of this Ordinance;

(3) A Citation is filed with the Authority by an Animal Control Officer or a Complaint is filed with the Authority by an Individual, alleging that a Person has failed to comply with an outstanding order of the Authority;

(4) An Owner timely appeals an impoundment pursuant to the provisions of this Ordinance; or

(5) It is necessary for the Authority to resolve any other controversy over which it has responsibility under this Ordinance.

(b) The Authority shall hear and decide cases referred by the Agency concerning the enforcement of this Ordinance, including the abatement of a nuisance caused by one or more Public Nuisance Animals.

(c) The Authority shall conduct a hearing when a person has been served with a Complaint or when a Person who has been served with a Citation charging a violation of the provisions of this Ordinance files a written request for a hearing before the Authority within fifteen (15) business days after receipt of a Citation. Instructions for requesting a hearing before the Authority shall be printed on all form Citations.

(d) The Authority shall not have the power to hear or decide any cases that involve matters arising strictly under any applicable zoning ordinance.

(e) The Authority shall give notice in writing by regular mail to the complainant and the Person charged with or appealing a Citation or Complaint of the time and place of the hearing, providing all parties with a minimum of ten (10) days notice of the hearing. The Authority shall also send notice by personal delivery or by certified mail, return receipt requested, to the Person charged. If the notice sent by regular mail is not returned and if the personal delivery or certified mail receipt indicates that the Person charged is at the address given, it shall be presumed that the Person has received notice of the hearing.

(f) Any hearing held pursuant to this Ordinance shall be conducted in public. Strict rules of evidence shall not apply. The Authority may hear any evidence that is relevant and probative of the matters set forth in the Citation or Complaint, but shall not be required to hear irrelevant or merely cumulative evidence. Hearsay evidence is admissible if credible and of sufficient probative force to be considered, in the judgment of the Authority.

(g) The charging Animal Control Officer, the complainant, and the Person charged by the Citation or Complaint may appear in person or, if not an Individual, by agent or by attorney. Failure of the complainant to appear shall result in the dismissal of the case by the Authority, unless a postponement is granted by the Authority for good cause shown. Upon request by the Person charged by the Citation or Complaint, the Agency shall disclose all documents in its file relating to the Citation or Complaint and provide a copy of same to the Person within five (5) business days of the request (except that the identity of a complainant who has been assured confidentiality may be redacted). Strict rules of evidence shall not apply to a hearing before the Authority, and hearsay testimony may be accepted if the Authority deems it to be sufficiently credible and probative. The Agency may present its case without the presence of the charging

Animal Control Officer if the charging Animal Control Officer has left the employ of the Agency or is unavailable due to serious illness or injury.

(h) If, after notice is given, the Person charged in a Citation by an Animal Control Officer or in a Complaint filed by an Individual other than an Animal Control Officer:

(1) does not appear, nevertheless, the Authority may hear and determine the matter; or

(2) does not request a hearing, the Authority may deem that the matter has been heard and may impose a civil penalty.

(i) The Authority is authorized and empowered to issue subpoenas upon forms approved by it compelling the attendance of witnesses to testify and to produce evidence at hearings of the Authority. A subpoena may be issued by the recording secretary or designee with the consent of the chair. Service of a subpoena may be effected by personal delivery or by registered or certified mail. Proof of service shall be filed with the Authority. Upon the failure of an Individual subpoenaed to appear, the Authority may apply to the Circuit Court for an order compelling compliance with the subpoena. Failure to comply with the court's order shall constitute contempt of court and shall be punishable in accordance with Maryland law.

(j) The Authority may administer oaths at hearings held under this section. All hearings shall be recorded.

(k) At the close of all the evidence, the Authority shall deliberate and shall issue written findings of fact, conclusions, and an appropriate order by regular mail to all relevant parties within thirty (30) days after completion of the hearing. If the Authority fails to find that a violation was committed by clear and convincing evidence, it shall dismiss the Citation or Complaint. If the Authority finds that a violation has been committed, or that an Animal is a Public Nuisance Animal, or that a public nuisance condition exists as provided in Section 32, it may impose civil penalties pursuant to Section 45. In lieu of or in addition to imposing civil penalties, it may require appropriate affirmative action, including but not limited to the following:

(1) The mandatory restriction or confinement of the Animal, under such conditions as may be appropriate.

(2) The mandatory destruction or other disposition of the animal if the evidence shows that such action is necessitated by the need for the protection of public health and safety, pursuant to Section 43.

(3) The correction of conditions or methods of animal care, keeping, maintenance, housing or veterinary treatment as the Authority may require in its discretion.

(4) Suspension or revocation of the Kennel license, if any.

(l) The Agency may request the Authority to convene immediately for the purpose of investigating situations of acute emergency. In such case, good faith efforts shall be made to serve notice of this expedited hearing upon the Person charged. The Authority may make such findings and orders as are appropriate to deal with the emergency situation. Such an order shall have effect for a period not to exceed fifteen (15) days, and the Authority shall schedule and hold a hearing in the ordinary course to consider further action as necessary.

(m) The determination of the Authority is a final decision for the purpose of judicial review of an administrative decision.

(n) The Authority shall accept oral or written testimony from an agent of the Cooperative Extension Service on the issue of what are customary and normal animal husbandry practices without the formal requirement of qualification as to expertise.

## **Section 7. Animal Control Authority – Appeals from Authority orders.**

(a) Any party, including the Agency, aggrieved by a final order of the Authority in a contested case, whether such a decision is affirmative or negative in form, is entitled to file a petition for judicial review of that order to the Circuit Court for Washington County within thirty (30) days of the date of the order. Such appeal shall be governed by the provisions of the Maryland Rules pertaining to judicial review of administrative decisions. See Maryland Rules, Section 7-201, *et seq.*

(b) Judicial review of disputed issues of fact shall be confined to the record of the hearing before the Authority. No cases appealed under this Ordinance shall be heard *de novo*.

(c) If the testimony has been recorded but not transcribed before the filing of the petition for judicial review, the first petitioner, unless otherwise ordered by the court, shall pay the expense of transcription in advance, which may be taxed as costs and may be apportioned by the court as provided in Maryland Rule 7-203. The Authority may require the first petitioner to pay for the cost of transcription in advance. The party preparing the transcript shall prepare a certification of costs and the Authority shall include the certification in the record.



## **Section 8. Animal Control Authority – Compensation; expenses.**

The members of the Authority shall be reimbursed for such actual expenses as may be incurred by them and for special costs as may be approved by the Board, subject to budget limitations. The members of the Authority may, but need not be, compensated by the Board.

## **Section 9. Animal Control Authority – Removal from office.**

The Authority may recommend to the Board by majority vote that any member be removed for inefficiency, neglect of duty, or malfeasance. The Board shall consider such recommendation and may take whatever action is deemed proper in its discretion.

# **ARTICLE III. LICENSING**

## **Section 10. Licenses generally**

All Dogs, Kennels and Pet Shops shall be licensed.

## **Section 11. Licenses generally – Rules and regulations.**

The Board may promulgate rules and regulations for the issuance of Dog, Kennel and Pet Shop licenses as deemed desirable for public health and welfare and for the protection of animals. Such rules and regulations may include requirements for humane care of all animals and for compliance with the provisions of this Ordinance and other applicable laws.

## **Section 12. Licenses generally – Refusal to issue license.**

Any license provided for in this Article shall be refused where the applicant is or would be in violation of this Ordinance, land use, or other state or local laws.

## **Section 13. Licenses generally – Fraudulent use of license or tag.**

It shall be unlawful for any Person to use any Dog license, Kennel license, Pet Shop license, or license tag issued to another Person.

#### **Section 14. Licenses generally; Land use laws.**

No provision of this Ordinance shall supersede or modify land use laws and regulations.

#### **Section 15. Dog licenses generally.**

(a) Any Person owning, keeping, harboring, or having custody of any Dog, four (4) months of age or older within the County, must obtain a license as herein provided.

(b) Application for a Dog license may be made as follows:

(1) within thirty (30) days of obtaining a Dog over the age of four (4) months;

(2) within thirty (30) days of a Dog reaching four (4) months of age; or

(3) within thirty (30) days of moving to the County and owning a Dog over the age of four (4) months.

(c) Written application for a Dog license shall be made to the Agency on forms provided by the Agency and shall state the name, address, telephone number of the Owner, the name, breed, color, age, sex of the Dog, whether the Dog has been spayed or neutered, and the current rabies inoculation tag number.

(d) A valid certificate of rabies inoculation issued by a Veterinarian or anti-rabies clinic recognized by the Health Officer, stating the inoculation date, expiration date and the type of vaccine used, shall accompany the application for a Dog license, except when, in the written opinion of a Veterinarian, it is not advisable due to the impaired physical condition of the Dog. If the animal has been exempted from the requirement of a rabies inoculation due to physical impairment, a license will be issued without proof of a rabies inoculation and a copy of the written exemption from a Veterinarian will be submitted to the Agency. If the animal was brought into the County from outside the State, an unexpired rabies inoculation certificate or tag issued by a veterinarian or anti-rabies clinic licensed in the state in which the animal was inoculated shall be acceptable. See Md. Code, Health-General Article, §18-318.

(e) The Owner of any Dog having received or having been subject to protection training shall be required to include such information in the application in addition to those matters required in subsection (c) of this section.

(f) An Owner shall notify the Agency of any change of address within ten (10) days of such change.

(g) A Dog license may be valid for a year or more or for the life of the Dog, irrespective of its length. A Dog license may run concurrently with the Dog's rabies vaccination period.

#### **Section 16. Dog licenses – License required; exception.**

The licensing requirements of this section shall not apply to any Dog belonging to a nonresident of the County and kept within the boundaries of the County for not more than thirty (30) days, either consecutive or nonconsecutive, within any twelve-month period; provided that all such Dogs shall, at the time of entry into the County, have been properly vaccinated against rabies. While any such animal is kept within the County, the Owner shall comply with all other requirements of this Ordinance.

#### **Section 17. Dog licenses – Service Animals and police dogs.**

(a) If the license application discloses that a Dog for which a license is sought will be used as a Service Animal, the license will be issued without payment of any fee.

(b) All publicly-owned police dogs shall be licensed only as provided by Public Safety Article, Section 2-313 of the Annotated Code of Maryland, and are exempted from the licensing provisions of this Ordinance. Dogs so licensed shall be exempt from any charge at County-sponsored anti-rabies clinics.

(c) All license-exempt Dogs shall be vaccinated against rabies as mandated by the health laws in the Annotated Code of Maryland. See Health-General Article, Section 18-318.

#### **Section 18. Dog licenses – Fees.**

(a) A license for Dogs that are required to be licensed may be issued after payment of a fee that shall be set by the Board by resolution.

(b) If a Dog is claimed on the application to have been spayed or neutered, it shall be the duty of the Owner to present a certificate from a Veterinarian that shall include the description, name, breed, color, age, and sex of the Dog, unless such a certificate from a Veterinarian has already been supplied.

#### **Section 19. Dog licenses – License tag and certificate.**

(a) Upon licensing a Dog, an identification tag shall be issued by the Agency or designee. The identification tag so issued and the certificate stub retained by the

Agency shall be accepted as *prima facie* evidence of ownership. It shall be unlawful for any Person to take out a license for a Dog in any name other than that of its Owner.

(b) A substitute metal license to replace a lost tag shall be issued to the Dog's Owner upon surrender of the original certificate and upon payment of a replacement fee set by the Agency.

(c) No Person may use a license for any animal other than the animal for which it was issued.

#### **Section 20. Dog licenses – Wearing of license tags.**

(a) A license tag on a Dog shall be securely affixed to a collar, harness, or other device and shall be worn at all times by such Dog except while such Dog remains indoors or while attending training classes, Dog shows, competitions, obedience or field trials, or hunting while accompanied by the Owner.

(b) Any Dog declared to be a Potentially Vicious and Dangerous Animal shall wear a distinctive license tag at all times that visually identifies the Dog as a Potentially Vicious and Dangerous Animal.

(c) Any Dog declared to be a Vicious and Dangerous Dog shall wear a distinctive license tag at all times that visually identifies the Dog as a Vicious and Dangerous Dog.

#### **Section 21. Kennel licenses generally.**

(a) Any Person owning or operating a Kennel shall obtain a license in compliance with this section.

(b) If not revoked, the Kennel license shall be valid for one year and shall begin each fiscal year on July 1. Application for a Kennel license may be made as follows:

(1) thirty (30) days prior to the beginning of each fiscal year,

(2) within thirty (30) days of obtaining more than five (5) Dogs over the age of four (4) months, or

(3) prior to opening a Kennel in Washington County.

(c) An application for a Kennel license shall be filed with the Agency and shall include the following:

(1) a written application on a form provided by the Agency and containing the name, address and telephone number of the Owner or operator, the actual location of the Kennel, and the number and type of animals housed normally in the Kennel;

(2) proof of a satisfactory inspection under the standards provided in Section 26;

(3) a certification from the zoning administrator that the location of the Kennel for which the license is sought is properly zoned for that use;

(4) if required for that district, an opinion of the board of appeals granting a special exception and a variance to meet the dimensional requirements of the applicable zoning ordinance;

(5) a current rabies vaccination certificate for all Dogs over four (4) months of age and for cats and ferrets, if cats and ferrets are also boarded at the Kennel; and

(6) an application fee for an annual Kennel license as set by the Board by resolution.

## **Section 22. Kennel licenses – Individual tags.**

The Kennel tag for each Dog shall be securely affixed to a collar, harness, or other device and shall be worn at all times by such animal except while such Dog remains indoors or while attending training classes, Dog shows, competitions, obedience or field trials, or hunting while accompanied by the Owner. A Dog license tag shall not be required for any Dog wearing a valid Kennel tag.

## **Section 23. Kennel licenses – Posting.**

Every Person having a Kennel license shall keep such license posted and exhibited while in force in some conspicuous public area of such establishment.

## **Section 24. Kennel licenses – Refusal, suspension and revocation.**

(a) If a Kennel is being maintained in an unsanitary or inhumane manner or in violation of any specific provision of this Ordinance, the Agency may refuse to issue, suspend, or revoke a license for said Kennel. The decision to refuse to issue, suspend, or revoke a license on these grounds may be appealed to the Authority. The Agency shall notify the applicant or licensee in writing of the proposed refusal, suspension or

revocation, the applicant's or licensee's right to a hearing before the Authority, and the procedure for appeal.

(b) If the applicant or licensee does not submit a written request for a hearing before the Authority within fifteen (15) days after receipt of the notice of the refusal, suspension or revocation, the application shall be refused or the license shall be suspended or revoked, as the case may be.

(c) An applicant shall have the burden of proving by clear and convincing evidence the applicant is eligible for and entitled to a license.

#### **Section 25. Pet Shop license.**

Pet Shops shall be licensed. All of the requirements for Kennels shall apply to Pet Shops, with the addition of specific regulations for Pet Shops to be adopted by the Board. Fees for licenses shall be set by the Board by resolution.

### **ARTICLE IV. KENNEL STANDARDS**

#### **Section 26. Kennel standards; Inspections.**

(a) In addition to the other requirements of this Ordinance, Kennels shall comply with the standards set forth in this section. The Agency shall inspect all Kennels annually. Furthermore, the Agency may inspect any Kennel and any records thereof, required to be kept by federal, state, or county law, at any reasonable time during normal business hours. Failure to meet these standards may be cause for refusal, suspension, or revocation of a Kennel license by the Agency. The standards are as follows:

(1) All animals must be supplied daily (or at some other veterinarian-approved interval) with sufficient nutritious food and potable water. All food and water containers shall be clean and placed so that the animals cannot readily tip them over.

(2) All animals and animal quarters shall be routinely cleaned and kept in a clean and sanitary condition. Floors of buildings, interior runs, and walls shall be of such material as to permit proper cleaning and disinfecting and shall be impervious to moisture. Adequate ventilation and light shall be provided and appropriate temperatures shall be maintained for the health and comfort of the animals.

(3) Animals housed in Kennels must be maintained in quarters so constructed as to prevent their escape. All reasonable precautions shall be taken to protect the public from the animals and the animals from the public.

(4) Quarters shall have a solid floor and shall be of sufficient size that an animal will have room to stand, turn, and stretch to its full length.

(5) All animals housed in Kennels must be properly exercised in accordance with the age and species of the animal and pursuant to standard veterinary practice.

(6) Any animal housed in a Kennel that demonstrates signs of illness or disease shall be isolated in such manner as to prevent the spread of such illness or disease to other animals. The owner or lessee of such Kennel shall provide or cause to be provided appropriate veterinary care for such sick, diseased, or injured animals.

(7) The interior and exterior of cages shall be adequately cleaned between the occupancy of different animals.

(b) The standards set forth in subsection (a) shall be in conformity with the requirements of individual species and common veterinary practice.

(c) Any refusal, suspension, or revocation of a Kennel license resulting from a failure to adhere to the standards in this section may be appealed to the Authority.

## **ARTICLE V. REQUIREMENTS OF OWNERS**

### **Section 27. Animal At Large – Prohibited.**

(a) No Owner shall allow an animal to be At Large, as defined in Section 1.

(b) Except as set forth in subsection (c) below, every Dog must, when off the property of its Owner, be restrained by a leash.

(c) The provisions of paragraphs (a) and (b) shall not apply to:

(1) Animals on the premises of another property with the permission of the property owner or lessee;

(2) Dogs being used for training, hunting, obedience training, search and rescue, or law enforcement purposes;

(3) Dogs accompanied by the Owner or agent of the Owner on horseback; or

(4) Farmers driving herds to and from pasture, different farms, or parts of farms. See Md. Code, Agriculture Article, §3-504.

(d) An Animal Control Officer encountering a Farm Animal At Large shall:

(1) check the immediate neighborhood for the Owner;

(2) ask a farmer in the area to hold the livestock until the owner is found;

(3) hold the livestock in the Animal Control Shelter, other adequate facility, or, if necessary due to the size or quantity of animals, hold the livestock in a stockyard or other adequate facility.

#### **Section 28. Animal waste.**

(a) It shall be unlawful for any Owner or custodian to allow his or her animal or any animal under his or her care to urinate or defecate on the property of another without the property owner's consent.

(b) It shall be unlawful for any Owner or custodian to allow his or her animal or any animal under his or her care to defecate on public property unless the Owner or custodian of the animal immediately thereafter removes and disposes of any waste in a sanitary manner.

(c) An Owner or custodian handling animal waste in accordance with an approved nutrient management plan shall be exempt from the provisions of this section.

#### **Section 29. Dead animals.**

It shall be the duty of every Owner of any animal and every property owner to dispose of any dead animal at the Owner's expense. No Person shall, nor cause to, place or leave the carcass of any dead animal in any street, alley, or on public property or allow the same to remain on his or her property. Farm Animals are exempt from the provisions of this section.

#### **Section 30. Confinement of female Dogs in heat.**

The Owner, agent, or custodian of any female Dog in estrus ("heat") must so guard and protect such Dog that she will not be out of doors except on the Owner's



property for the purpose of regular exercise under control of the Owner, for the purpose of natural relief, or during the process of conveying the Dog to a place suitable for the purpose of medical treatment, boarding, or breeding, and under the direct control of such Person.

### **Section 31. Owner release.**

An animal turned in by an Owner to the Agency shall not be euthanized until the Owner provides a written statement to the effect that the animal has not bitten a human within the previous ten (10) days, unless a report of the circumstances of a bite from the police or the Health Department is presented by the Owner. Those Individuals responsible for euthanization of the animal shall not be held liable for damages for actions taken in accordance with applicable standards of practice.

### **Section 32. Public Nuisance Animals.**

(a) No Person shall keep or maintain any animal in such a manner as to cause or permit such animal to be a Public Nuisance Animal. An animal may be deemed a public nuisance upon the existence of one or more of the following conditions:

(1) when an animal is found by the Agency to have been At Large two or more times in a six (6) month period;

(2) when an animal damages, soils, defiles, or defecates on any private property, other than that of the Owner, or when an animal does so on common grounds or jointly owned property, and the Owner fails to immediately thereafter remove the waste;

(3) when an animal or animals cause unsanitary, dangerous, or offensive conditions due to the size or number of animals maintained at a single location, the inadequacy of the facilities, or the maintenance of the premises by the Owner;

(4) when an animal makes or causes Excessive Noise; or

(5) when an animal molests, intimidates, or acts in an aggressive manner towards an Individual or a vehicle when such Individual or vehicle is using any public street, highway, or public space.

(b) Farm Animals are exempt from the provisions of this section.

### **Section 33. Animals as prizes or inducements; coloring.**

(a) No Person shall offer or give away any Dog, cat, rabbit, baby chick, duckling, or other fowl or animal as a prize for or as an inducement to enter any contest, lottery, drawing, or auction. No animal may be used as an inducement to enter a place of amusement or as an incentive to enter into any business agreement whereby the offer was for the purpose of attracting trade. This subsection does not apply if the Person has received approval of the Maryland Secretary of Agriculture to give away a live animal.<sup>‡</sup>

(b) No Person shall dye, color, or stain any animal to change the natural color of said animal.

(c) No Person shall offer for sale any animal that has been dyed, colored, or stained so as to change the natural color of the animal.

(d) Farm Animals are exempt from the provisions of this section.

### **Section 34. Exotic Animals or Wild Animals.**

(a) No Person may own, sell, exhibit, barter, possess, or harbor any Exotic Animal or Wild Animal in the County without first obtaining permits required by state or federal law.

(b) The Agency may, without prior notice to any Owner, impound from public or private property an animal not permitted in the County pursuant to this section.

(c) The Agency shall make a prompt and reasonable effort to notify the Owner that the animal has been impounded, the reason for the impoundment, and the conditions for the release of the animal. The animal shall be held for up to ten (10) days to give the Owner an opportunity to arrange for the prompt, legal, and permanent removal of the animal from the County and to give assurance of such removal. If the Owner has not arranged for removal of the animal from the County within ten (10) days, the animal may be disposed of according to Section 43Section 43.

### **Section 35. Potentially Vicious and Dangerous Dogs.**

(a) A Dog may be declared a Potentially Vicious and Dangerous Dog by the chief administrator of the Agency or his or her designee. An Owner may appeal any declaration that a Dog is a Potentially Vicious and Dangerous Dog to the Authority

---

<sup>‡</sup> See Md. Code Ann., Crim'l Law Art., § 10-610.

within ten (10) days of being served with the notification. A list of Dogs so declared will be maintained by the Agency.

(b) If there are no additional instances of behavior that would qualify a Dog as a Potentially Vicious and Dangerous Dog within 18 months of the date of designation, the Dog shall be automatically removed from the list. A Dog may be removed from the list earlier if its Owner, upon petition, demonstrates to the Authority that changes in circumstances have materially mitigated the risk to the public health, safety, and welfare.

(c) Every Owner or custodian of a Potentially Vicious and Dangerous Dog and the Dog must attend and successfully complete an Authority-approved course, where available, that teaches the Owner or custodian how to control and manage the Dog.

(d) If directed by the Authority, every Owner or custodian of a Potentially Vicious and Dangerous Dog and the Dog must attend and successfully complete a "Canine Good Citizenship" course and test, where available, within a time specified by the Authority.

(e) The Authority may proscribe other requirements of Potentially Vicious and Dangerous Dogs or their Owners or custodians to facilitate the rehabilitation of the Dog and to further the public health, safety, and welfare.

### **Section 36. Vicious and Dangerous Dog.**

(a) A Dog may be declared a Vicious and Dangerous Dog by the chief administrator of the Agency or his or her designee. An Owner may appeal any declaration that an animal is a Vicious and Dangerous Dog to the Authority within ten (10) days of being served with the notification. Said declaration shall be permanent, and the Agency shall photograph and maintain a list of each Dog so declared.

(b) Every Owner or custodian of a Vicious and Dangerous Dog shall keep such Dog confined in a building or other secure enclosure in a manner as to prevent direct contact between the animal and human beings or other animals. So as to prevent the further development of an aggressive nature, Vicious and Dangerous Dog must not be chained, tethered, or otherwise tied to any inanimate object inside or outside of its enclosure.

(c) No Vicious and Dangerous Dog may be removed from the secure enclosure unless such Dog is first securely muzzled, leashed, and under the control of an

Individual over the age of sixteen (16) years who is physically capable of restraining the Dog.

(d) An Animal Control Officer may impound a Vicious and Dangerous Dog whose Owner is found in violation of this section.

(1) An Owner may appeal the impoundment to the Authority within five (5) days of receiving notice of the impoundment.

(2) Should an Owner fail to appeal, the Dog may be disposed of pursuant to Section 43. A Vicious and Dangerous Dog may not be placed for adoption by the Agency.

(e) An Owner of a Vicious and Dangerous Dog shall provide at least five (5) days prior written notice to the Agency of the selling or giving away of the animal away to another Person. The written notice to the Agency shall state the name and address of the new Owner of the animal, that the new Owner has been notified of the declaration that the animal is a Vicious and Dangerous Dog, and the details of the animal's vicious and dangerous behavior.

(f) Any Vicious and Dangerous Dog shall be spayed or neutered at the Owner's expense.

(g) The Owner or custodian of a Vicious and Dangerous Dog must:

(i) allow inspection of the Dog and its secure enclosure by the Agency;

(ii) immediately notify the Agency if the Dog escapes and make every reasonable effort to recapture the escaped Dog to prevent injury or death to humans or Domesticated Animals;

(iii) implant the Dog with a microchip for identification purposes as directed by the Agency;

(iv) notify the Agency of any change of address;

(v) notify the Agency of the death of the Dog; and

(vi) comply with any and all conditions as imposed by the Authority.

(h) The Authority may order the destruction of any Vicious and Dangerous Dog.

(i) Any Dog designated by any other jurisdiction to exhibit or to have exhibited those same characteristics or behaviors that would result in a Dog being classified as Vicious and Dangerous under the terms of this Section if the Dog had been, at the time so designated, in Washington County shall be considered a Vicious and Dangerous Dog under this Ordinance, and all requirements imposed herein shall apply to the Dog so designated by the foreign jurisdiction as if the animal were deemed Vicious and Dangerous pursuant to this Ordinance. The Owner of any such Dog shall notify the Agency of the animal's residency in Washington County at the time of its commencement.

(j) The declaration of any Dog as a Vicious and Dangerous Dog by the chief administrator of the Agency or his or her designee may, after a hearing, be modified by the Authority to a declaration of Potentially Vicious and Dangerous.

### **Section 37. Potentially Vicious and Dangerous, Vicious and Dangerous – Exceptions**

(a) No Dog may be declared Potentially Vicious and Dangerous or Vicious and Dangerous as a result of injury or damage if, at the time the injury or damage, the victim of the injury or damage:

(i) was committing a willful trespass or other tort upon premises occupied by the Owner or keeper of the Dog;

(ii) was teasing, tormenting, goading, abusing, or assaulting the Dog; or

(iii) was committing or attempting to commit a crime.

(b) No Dog may be declared Potentially Vicious and Dangerous or Vicious and Dangerous if the Dog was protecting or defending a person or animal within the immediate vicinity of the Dog from an unjustified attack.

(c) No Dog may be declared Potentially Vicious and Dangerous or Vicious and Dangerous if an injury or damage was sustained by a Domesticated Animal that, at the time of the injury or damage, was teasing, tormenting, goading, abusing, or assaulting the Dog.

(d) No Dog may be declared Potentially Vicious and Dangerous or Vicious and Dangerous if injury or damage to a Domesticated Animal was sustained while the Dog was working as a hunting Dog, herding Dog, or predator control Dog on the property of, or under the control of, its Owner or keeper, and the damage or injury was appropriate to the work of the Dog.

(e) No Dog may be declared Potentially Vicious and Dangerous or Vicious and Dangerous if it was acting in response to pain or injury.

## **ARTICLE VI. ENFORCEMENT**

### **Section 38. Animal Control Officers/inspectors; Powers of enforcement.**

(a) Any Animal Control Officer shall have the right to enter upon any property where the officer has probable cause to believe that such entry is necessary for the purpose of discharging the duties imposed by this Ordinance, including but not limited to impoundment under Section 39. However, nothing in this section shall be construed as permitting the entry into a private building or other structure except in accordance with Maryland law.

(b) An Animal Control Officer is authorized to apply to a District Court or Circuit Court judge for a search and seizure warrant permitting entry into any private building or other structure. A warrant shall be issued upon written, described probable cause, supported by oath or affirmation, and particularly describing in writing the place to be searched, and the animal or other things to be seized, in accordance with Maryland law.

(c) It shall be unlawful for any Person to interfere or attempt to interfere with an Animal Control Officer or any Individual acting under the authority of this Ordinance, in the performance of the duties of the Officer or other authorized person, nor shall any Person without authority release or attempt to release any animal impounded pursuant to this Ordinance or State law.

### **Section 39. Impoundment – generally.**

(a) Any animal found At Large may be impounded by the Agency or any Animal Control Officer and taken to the Animal Control Shelter. The animal (with the exception of a Cat) shall be confined there in a humane manner for a period of not less than five (5) business days, unless sooner claimed and redeemed by its Owner. A Cat shall be confined there in a humane manner for a period of not less than three (3) business days, unless sooner claimed and redeemed by its Owner.

(b) An exception to the five (5) day impoundment period will be made for (1) litters of puppies and kittens over the age of eight (8) weeks which may be made

immediately available for adoption and (2) unweaned animals. For the purposes of this Ordinance, a litter shall consist of three or more animals.

(c) An exception to the five (5) day impoundment period will be made for any captured animal of unknown ownership determined to be a Vicious and Dangerous Dog, after 48 hours, which constitutes a personal threat to the staff of the Agency and the public.

(d) Where the Agency is unable with reasonable efforts to safely seize and impound a Vicious and Dangerous Dog, a Wild Animal, or an animal suspected to have rabies, local police agencies may use weapons as may be necessary to kill or subdue the animal, and shall do so in the most humane manner possible.

(e) An Animal Control Officer may seize an animal from any place if the officer determines that emergency conditions make it necessary to do so in order to protect its health and safety and the health and safety of the public or other animals.

(1) An Owner may appeal the removal of an animal under this subsection to the Authority within five (5) days of receiving actual or written notice of the impoundment.

(2) Should an Owner fail to appeal a removal to the Authority within five (5) business days of notice, the animal may be disposed of pursuant to Section 43.

(f) Any Animal Control Officer may impound any Potentially Vicious and Dangerous or Vicious and Dangerous Dog if the Animal Control Officer has reasonable cause to believe that any of the mandatory restrictions upon such animal are not being followed if the failure to follow such restrictions would likely result in a threat to public safety. The Owner or custodian of a Potentially Vicious and Dangerous or Vicious and Dangerous Dog shall surrender such an animal to any Animal Control Officer or law enforcement officer upon demand. In the event such an animal is impounded, the Animal Control Officer shall serve a Citation upon the Owner of such animal for violation of the provisions of this Ordinance.

(g) If an animal has been impounded pursuant to this section, the Agency may permit the animal to be confined at the Owner's expense in a veterinary facility pending a hearing pursuant to this Ordinance, provided that such confinement will ensure the public safety.

(h) No animal that has been designated as a Potentially Vicious and Dangerous or Vicious and Dangerous Dog may be released by the Agency or a veterinarian until the Owner has paid all veterinary costs and all other fees and costs of the Agency that

are normally charged to an Owner prior to redemption of the animal. If the Owner fails to pay such fees and costs and take possession of the animal within ten (10) days of the Owner's receipt of notice of the designation of the Dog as a Potentially Vicious and Dangerous or Vicious and Dangerous Dog, the animal shall be deemed to have been abandoned and may be disposed of by the Agency. Euthanasia or surrender to the Agency of such an animal does not free the Owner of responsibility for all costs incurred up to and including the date of euthanasia or surrender.

#### **Section 40. Impoundment – Notification of Owner.**

Upon impounding any animal, the Agency shall make all reasonable efforts to locate and notify the animal's Owner of the impoundment. Any notice of impoundment shall include certification by the Animal Control Officer of the means by which the Owner was notified of the impoundment.

#### **Section 41. Impoundment – Sick or injured animals.**

(a) Any impounded animal At Large, the Owner of which is not known, and which is sick or injured, may be disposed of at the discretion and direction of a Veterinarian. A Veterinarian shall not be liable to the Owner for such direction made in good faith and at the request of the Agency.

(b) Any animal found in a critical, mortally wounded condition from wounds, injuries, or diseases may, at the discretion of a Veterinarian or an Animal Control Officer, be humanely destroyed. The Owner shall be notified as soon as possible thereafter, and shall immediately provide for expenses and burial or cremation of the animal if he or she knows of the death of the animal and the location of the carcass.

(c) The Agency is authorized to enter into agreements with Veterinarians for the care of sick or injured animals which are licensed or which give the appearance of having been given good care. If the Owner cannot be located within a reasonable time, the Agency shall pay for the expenses incurred. If the Owner is located, he or she shall promptly pay for the Veterinarian's services and other expenses incurred for the care of the animal.

#### **Section 42. Impoundment – Redemption of impounded animals.**

The Owner of an impounded animal shall be entitled to redeem such animal upon proof of ownership, compliance with the license provisions of this Ordinance, the



payment of any fees imposed by the Agency, and compliance with any measures required by the Agency.

#### **Section 43. Disposition of animals.**

At the end of the minimum time period specified in this Article, unclaimed animals shall be deemed abandoned and become the property of the Agency, and shall be disposed of only by euthanasia or by adoption or, in the case of a Wild Animal, released in a suitable habitat where permitted. Any Owner of any animal deemed abandoned which has not been disposed of by euthanasia or adoption may reclaim said animal by paying the requisite fees to the Agency. A Vicious and Dangerous Dog may not be placed for adoption by the Agency.

#### **Section 44. Prohibited acts.**

(a) No person shall beat, torment, overload, overwork, cause unnecessary suffering to or otherwise abuse any animal or cause, instigate or permit any dogfight, cockfight, bullfight, or other combat between animals or between animals and humans. Customary and normal veterinary and animal husbandry practices including, but not limited to, dehorning, castration, docking, and limit feeding, shall not be construed as being included in the provisions of this section. The Authority shall accept oral or written testimony from an agent of the Cooperative Extension Service on the issue of what are customary and normal animal husbandry practices, or from a Veterinarian on the issue of what are customary and normal veterinary practices, without the formal requirement of the presence of the agent or Veterinarian or qualification as to expertise.

(b) No Person shall fail to provide adequate food, water, or shelter to any animal he or she owns, possesses, or harbors. The Authority shall accept oral or written testimony from a veterinarian on whether an animal's food, water, or shelter is adequate.

(c) No Person shall abandon any animal on public or private property.

(d) No Person shall entice an animal off the property of its Owner with the intent to allow said animal to become an Animal At Large.

(e) It shall be unlawful for any Person to conceal any animal or to falsely deny ownership of any animal owned or harbored by him from any Animal Control Officer or other person authorized to act by the provisions of this Ordinance.

(f) If an animal is impounded under this section and is not redeemed within ten (10) days of notice to the Owner, the animal may be disposed of pursuant to Section 43. The Owner remains responsible for any impoundment fees and veterinary expenses accrued.

## **ARTICLE VII. PENALTIES**

### **Section 45. Civil penalties.**

(a) An Animal Control Officer may issue a notice to comply or a warning to any Person found to have committed a violation of this Ordinance.

(b) An Animal Control Officer may serve a Citation upon any Person found to have committed a violation of this Ordinance. The Citation shall impose upon such violator a civil penalty in an amount established by the Board by resolution. Civil penalties charged under this ordinance may be changed by the Board by resolution. All civil penalties shall be collected by the Agency within twenty (20) days in full satisfaction of the assessed penalty. An Animal Control Officer is also empowered to issue a warning in lieu of a Citation in an appropriate case.

(c) A Citation to impose a civil penalty may be filed with the Authority in accordance with Section 6

(d) In the alternative, a Citation to impose a civil penalty may be filed with the District Court pursuant to Md. Code, Courts and Judicial Proceedings, §4-401(10)(ix).

(e) Should collection proceedings be required for collection of a civil penalty, an attorney's fee of one hundred seventy-five dollars (\$175.00) and court costs may be imposed on the Person who has failed to pay the civil penalty to cover the costs of collection.

(f) In addition to other authority, the District Court of Maryland shall have the power to grant equitable relief and may take the actions set forth in Section 6(k)(1-4) of this Ordinance, pursuant to Md. Code, Courts and Judicial Proceedings, §4-401(8). This power is in addition to all other powers pertaining to enforcement of this Ordinance.

(g) Civil penalties collected under this Ordinance shall be credited to the general fund of the County in which the violation occurred.

(h) The Authority and the District Court shall have the authority to reduce or modify, but not increase, a civil penalty assessed under this Ordinance.

(i) Procedure for civil ordinance violations in the District Court of Maryland.

(1) For purposes of this section, a violation of this Ordinance is a civil offense.

(2) The civil penalty shall be paid to the County by the Person charged in the Citation within 20 calendar days of service of the Citation.

(3) (i) Animal Control Officers may serve a Citation on any Person:

1. Whom they believe is committing or has committed a violation of this Ordinance; or

2. On the basis of an affidavit submitted to an appropriate official of the County, to be named by the County, citing the facts of the alleged violation of this Ordinance.

(ii) The Citation shall be served on the defendant:

1. In accordance with Maryland Rule 3–121; or

2. For real property-related violations, if proof is made by affidavit that good faith efforts to serve the defendant under Maryland Rule 3–121(a) have not succeeded, by:

A. Regular mail to the defendant's last known address; and

B. Posting of the Citation at the property where the ordinance violation has occurred or is occurring, and, if located within the County in which the ordinance violation has occurred or is occurring, at the residence or place of business of the defendant.

(iii) The Citation shall contain:

1. the Animal Control Officer's certification:

A. attesting to the truth of the matter set forth in the Citation; or

B. that the Citation is based on an affidavit;

2. the name and address of the Person charged;

3. the nature of the ordinance violation;
4. the location and time that the ordinance violation occurred;
5. the amount of the civil penalty assessed;
6. the manner, location, and time in which the civil penalty may be paid to the County;
7. the Person's right to elect to stand trial for the Ordinance violation; and
8. the effect of failing to pay the assessed civil penalty or demand a trial within the prescribed time.

(iv) The Animal Control Officer shall retain a copy of the Citation.

(4) (i) If a Citation is served without a summons as provided in paragraph (6) of this subsection, the Person charged in the Citation may elect to stand trial for the Ordinance violation by notifying the County in writing of the Person's intent to stand trial. The written notice shall be given at least five (5) days prior to the date of payment as set forth in the Citation.

(ii) Upon receipt of the written notice of the intent to stand trial, the County shall forward to the District Court having venue a copy of the Citation and the written notice.

(iii) Upon receipt of the Citation and the written notice, the District Court shall schedule the case for trial and notify the defendant of the trial date.

(5) (i) If a Person charged in a Citation fails to pay the civil penalty by the date of payment set forth on the Citation and fails to deliver to the County the written notice of intent to stand trial, the Person is liable for the assessed civil penalty.

(ii) The County may double the civil penalty to an amount not to exceed \$1,000 and request adjudication of the case through the District Court, including the filing of a demand for judgment on affidavit.

(iii) The District Court shall promptly schedule the case for trial and issue a summons for the defendant to appear.

(iv) The defendant's failure to respond to such summons shall result in the entry of judgment against the defendant in favor of the County in the amount then due if a proper demand for judgment on affidavit has been made.

(6) (i) 1. An Animal Control Officer may also serve a summons with a Citation that requires the Person to appear in District Court on a specified date and time.

2. The summons shall specify that the Person is not required to appear in District Court if the civil penalty is paid as provided in the Citation.

3. If approved by the Chief Judge of the Maryland District Court, the Citation form may contain the summons.

4. The Animal Control Officer shall coordinate the selection of court dates with the appropriate District Court officials.

(ii) If the defendant fails to pay the civil penalty as provided in the Citation and fails to appear in District Court as provided in the summons:

1. the County may double the civil penalty to an amount not to exceed \$1,000; and

2. the Court may enter judgment against the defendant in the amount then due if the proper demand for judgment on affidavit has been made.

(7) If any Person shall be found by the District Court to have committed an Ordinance violation:

(i) 1. the District Court shall order the Person to pay the civil penalty, including any doubling of the civil penalty, not to exceed the limits under paragraph (2) of this subsection;

2. the civil penalties imposed shall constitute a judgment in favor of the County; and

3. if the civil penalty remains unpaid for 30 days following the date of its entry, the judgment shall be enforceable in the same manner and to the same extent as other civil judgments for money unless the Court has suspended or deferred the payment of the civil penalty as provided under subparagraph (ii) of this paragraph;

(ii) the District Court may suspend or defer the payment of any civil penalty under conditions that the Court sets;

(iii) the Person shall be liable for the costs of the proceedings in the District Court; and

(iv) the Court may order the Person to abate the ordinance violation or enter an order permitting a County to abate any such Ordinance violation at the Person's expense.

(8) (i) If a County abates an Ordinance violation pursuant to an order of the District Court, the County shall present the defendant with a bill for the cost of abatement by:

1. regular mail to the defendant's last known address; or

2. any other means that are reasonably calculated to bring the bill to the defendant's attention.

(ii) If the defendant does not pay the bill within 30 days after presentment, upon a motion of the County, the District Court shall enter a judgment against the defendant for the cost of the abatement.

(9) All civil penalties or forfeitures collected by the District Court for an Ordinance violation shall be remitted to the County in which the ordinance violation occurred.

(10) If a defendant fails to pay any civil penalty or cost imposed by the District Court without good cause, the District Court may punish the failure as contempt of court.

(11) Adjudication of an Ordinance violation, as defined in paragraph (1) of this subsection, is not a criminal conviction for any purpose, nor does it impose any of the civil disabilities ordinarily imposed by a criminal conviction.

(12) In any proceeding for an Ordinance violation:

(i) it shall be the burden of the County to prove that the defendant has committed the Ordinance violation by clear and convincing evidence, and in any such proceeding, the District Court shall apply the evidentiary standards as prescribed by law or rule for the trial of civil causes;

(ii) the District Court shall ensure that the defendant has received a copy of the charges against the defendant and that the defendant understands those charges;

(iii) the defendant shall be entitled to cross-examine all witnesses who appear against the defendant, to produce evidence or witnesses in the defendant's own behalf, or to testify in the defendant's own behalf, if the defendant elects to do so;

(iv) the defendant shall be entitled to be represented by counsel of the defendant's own selection and at the defendant's own expense; and

(v) the defendant may enter a plea of guilty or not guilty of the Ordinance violation as charged, and the verdict of the District Court shall be guilty of an Ordinance violation or not guilty of an Ordinance violation, or the District Court may, before rendering judgment, place the defendant on probation.

(13) The court costs in an ordinance violation proceeding in which costs are imposed are five (\$5.00) dollars. A defendant may not be liable for payment to the Criminal Injuries Compensation Fund.

#### **Section 46. Criminal Penalties.**

(a) An Animal Control Officer may serve a Criminal Citation upon any Person believed to be committing or to have committed a violation of any condition imposed pursuant to Section 36 this Ordinance. When issuing a Criminal Citation to a Person, an Animal Control Officer may also issue a summons requiring the person to appear in court on a specified date.

(b) Any violation of this Section is a misdemeanor punishable by imprisonment of up to thirty (30) days, a fine of One Thousand Dollars (\$1,000.00), or both. This penalty is in addition to all other penalties imposed under this Ordinance.

### **ARTICLE VIII. CONTROL OF RABIES**

#### **Section 47. Rabies – Immunizations of Dogs; cats; and ferrets.**

All Dogs, cats, and ferrets of the age of four (4) months or older in the County shall be currently immunized against rabies by a Veterinarian or by an anti-rabies clinic authorized by the Health Department and the State Public Health Veterinarian.

Immunity against rabies shall be maintained at a level approved by the State Community and Public Health Administration. If the animal was brought into the County from outside the State, an unexpired rabies inoculation certificate or tag issued by a veterinarian or anti-rabies clinic licensed in the state in which the animal was inoculated shall be acceptable.

#### **Section 48. Rabies – Confinement of biting animals.**

(a) The Agency shall confine or provide for the confinement of any Domesticated Animal that has bitten any Individual, for clinical observation for a period of not less than ten (10) consecutive calendar days. The confinement may occur on the premises of the animal Owner, provided that the Owner signs a written agreement to provide for properly supervised confinement. In the alternative, the animal may be confined in the Animal Control Shelter or a veterinary hospital at the Owner's option and expense. No Person shall knowingly allow such confined animal to escape or sell, give away or otherwise dispose of such animal before the expiration of the ten (10) day confinement and observation period.

(b) The Health Officer shall be empowered to order an examination of any such animal, if not inoculated, to determine whether it may have rabies.

(c) If the Owner of any biting animal decides to euthanize the animal before the end of the ten (10) day confinement and observation period, the Owner shall notify the Agency and the animal shall be humanely euthanized and examined for rabies pursuant to this section.

(d) If an animal biting an Individual is injured or sick and its condition warrants euthanasia, that animal shall be humanely euthanized and examined for rabies pursuant to this section.

(e) The Agency shall be notified when any Individual or Domesticated Animal is bitten by any Wild Animal, and such Wild Animal shall be euthanized and examined for rabies pursuant to this section.

(f) An animal to be examined for rabies pursuant to this section shall have its head removed and sent immediately to a laboratory approved by the State Department of Health and Mental Hygiene for the examination at the Owner's expense.



## **ARTICLE IX. MISCELLANEOUS**

### **Section 49. Adoptions.**

(a) The Agency may provide for the adoption of impounded animals by a responsible Person after payment of the requisite fees.

(b) A Dog or cat put up for adoption shall be no less than eight (8) weeks of age, free from known disease or injury unless notification has been given to the adopter, not vicious and released only after definite provisions have been made for sterilization, inoculation and licensing of such animal.

(c) The Agency may establish fees to be paid by any Person adopting an animal.

### **Section 50. Fees.**

The Board shall, from time to time, review all fees that the Agency is empowered to set by this Ordinance and to set those fees that the Board is empowered to set pursuant to the Annotated Code of Maryland and this Ordinance. All fees provided for in this Ordinance shall be set or changed by the Board by resolution.

### **Section 51. Owner's liability.**

If any animal shall do any damage to the body, clothing or other property of any Individual, the Owner or keeper or, if the Owner or keeper be a minor, the parents or guardian of such minor shall be liable for such damages, unless such damages shall have been occasioned to the body or clothing of an individual who, at that time such damages were sustained, was committing a trespass or other tort or crime, or was teasing, tormenting or abusing such animal. An Individual is lawfully upon the private property of such Owner within the meaning of this Ordinance when the Individual is on such property in the performance of any duty imposed by the laws of the State, County, or by the postal regulations of the United States, or when on such property upon the express or implied invitation of the Owner thereof.

### **Section 52. Public education.**

The Board may cause to be instituted a permanent public education program in cooperation with the Agency to inform pet owners of the responsibilities of animal ownership, the proper care of animals, and the provisions of this Ordinance. As a part of this program, a brochure shall be created which contains a summary of the chief provisions of the Ordinance, to be distributed to Veterinarians, Pet Shops, the Agency,

the Department, and all authorized outlets for the issuance of licenses, with the intention that each applicant for a license under this Ordinance shall receive a copy of the brochure. The Board and the Agency may also cooperate with the Board of Education in taking the public education program into the school system.

#### **Section 53. Sterilization.**

The Board may cause to be established a program for the sterilization of Dogs and cats owned by County citizens.

#### **Section 54. Volunteers.**

The Agency is hereby authorized to permit, in its sole discretion, individuals who volunteer their services to assist the Agency in carrying out the non-coercive provisions of this Ordinance.

#### **Section 55. Exemption of Farm Animals.**

(a) Farm Animals shall be exempt from all provisions of this Ordinance, except for the following: (1) Prohibited Acts under Section 44; (2) Licensing requirements under Section 15 or Section 21; and (3) Animal At Large provisions under Section 27.

(b) This Section 55 shall not be interpreted by the Authority to preclude a declaration of a Dog as Potentially Vicious and Dangerous or Vicious and Dangerous solely because the object of the Dog's aggressive conduct was a Farm Animal.

#### **Section 56. Prior Acts.**

Any Dog declared Vicious and Dangerous or Potentially Vicious and Dangerous and any decision made and condition imposed by the Authority under any prior version of this Ordinance shall be given full force and effect, notwithstanding any subsequent amendment of the Ordinance. This Section 56 is expressly intended to be given retroactive force and effect.

#### **Section 57. Severability.**

If any provision of this Ordinance or the application thereof to any Person is held invalid by a court of competent jurisdiction, the remainder of this Ordinance and the application of such provisions to Persons or circumstances other than those as to which it is held invalid shall not be affected thereby. The powers conferred by this Ordinance shall be in addition and supplemental to the powers conferred by any other law.

I:\Documents\Ordinances\Animal Control Ordinance - Revision 5\ORD\Ordinance - Adopted Version.DOC

ORDINANCE NO. ORD-2022-

AN ORDINANCE TO REPEAL THE WASHINGTON COUNTY, MARYLAND ANIMAL CONTROL  
ORDINANCE AND TO REENACT, WITH AMENDMENTS, THE WASHINGTON COUNTY,  
MARYLAND ANIMAL CONTROL ORDINANCE (REVISION 6)

**Recitals**

Washington County, Maryland (the *County*) has the authority to adopt an animal control ordinance pursuant to Md. Code Ann., Art. 25, § 236A.

The Animal Control Ordinance for Washington County, Maryland (the *ACO*) was adopted on May 15, 1990, and has been amended subsequently. The current version, Revision 5, was adopted on October 23, 2012.

Certain difficulties have arisen from the historical administration of the ACO, and suggested improvements to its text have been identified and considered.

A public hearing was held on April 5, 2022, following due notice and advertisement of a fair summary of the text of the Ordinance, and copies were made available to the public upon request.

The Board believes it to be in the best interests of the citizens of the County for the Board to adopt the attached revised and amended ACO.

The ACO, Revision 6, attached hereto is necessary to provide for the safety of the public, the humane care and treatment of animals, and the promotion of responsible pet ownership.

**NOW, THEREFORE, BE IT ORDAINED** by the Board of County Commissioners of Washington County, Maryland, that all prior versions of the Animal Control Ordinance for Washington County, Maryland are hereby repealed; and the attached ordinance entitled “Animal Control Ordinance for Washington County, Maryland,” being Revision 6 of the Ordinance, is hereby adopted.

Adopted this \_\_\_\_ day of April, 2022.

Effective \_\_\_\_\_, \_\_\_\_\_.

ATTEST:

BOARD OF COUNTY COMMISSIONERS  
OF WASHINGTON COUNTY, MARYLAND

\_\_\_\_\_  
Kirk C. Downey, County Attorney

\_\_\_\_\_  
Jeffrey A. Cline, President

Approved as to form  
and legal sufficiency:

\_\_\_\_\_  
Kirk C. Downey  
County Attorney

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



## Agenda Report Form

### Open Session Item

**SUBJECT:** Senator Amoss Funding Allocation

**PRESENTATION DATE:** 04/05/2022

**PRESENTATION BY:** R. David Hays, Director of Emergency Services

**RECOMMENDED MOTION:** Move to accept the recommendations of the Director of Emergency Services, authorizing the Division of Emergency Services to make notification of the grant award from the FY 2022 Senator William H. Amoss Fire, Rescue, and Ambulance Fund subsidy as outlined in the attached document. The total fiscal year 2022 funding received by the County is \$334,904.00

**REPORT-IN-BRIEF:** The State of Maryland distributes an annual payment to each County for support of local fire and rescue operations. The County in turn makes notification of the funding to the eligible vol. fire and rescue corporations. Financial accountability and reporting are handled within the Division of Emergency Services and the Division of Budget and Finance, with the County filing a financial report with the State on an annual basis.

**DISCUSSION:** The Senator William H. Amoss Fire, Rescue and Ambulance Fund is authorized within the Public Safety Article of the Annotated Code of Maryland. The Maryland Emergency Management Agency is responsible for the program.

**FISCAL IMPACT:** Loss of funding would result in the reduction of capital equipment funding and expenditures that are available to the independent fire and EMS companies.

**CONCURRENCES:** Director, Division of Emergency Services

Director, Office of Budget and Finance

**ALTERNATIVES:** None

**ATTACHMENTS:** Fiscal Year 2020 Distribution Matrix

**AUDIO/VISUAL TO BE USED:** None

**Washington County, Maryland**  
**Allocation of 508 State Grant Funds**

**Fiscal Year 2022**

<u><b>Fire</b></u>		<b>Total Distributions</b>	<b>Amount</b>
Hagerstown Fire Department	1468	6	77,289.00
First Hose Company of Boonsboro	920	1	12,880.75
Clear Spring Volunteer Fire Company	396	1	12,880.75
Williamsport Volunteer Fire and EMS	2651	1	12,880.75
Community Volunteer Fire Company	699	1	12,880.75
Funkstown Volunteer Fire Company	1377	1	12,880.75
Volunteer Fire Company of Halfway	1498	1	12,880.75
Leitersburg Volunteer Fire Company	1688	1	12,880.75
Maugansville Goodwill Volunteer Fire Company	1813	1	12,880.75
Smithsburg Community Volunteer Fire Company	2310	1	12,880.75
Sharpsburg Volunteer Fire Company	2224	1	12,880.75
Potomac Valley Volunteer Fire Company	2068	1	12,880.75
Hancock Volunteer Fire Company	1510	1	12,880.75
Longmeadow Volunteer Fire Company	1698	1	12,880.75
Mt. Aetna Volunteer Fire Company	1908	1	12,880.75
<b>Total Distribution - Fire</b>		<b>20</b>	<b>257,619.50</b>
 <u><b>EMS</b></u>			
Sharpsburg Area Emergency Medical Service	6013	1	12,880.75
Hancock Rescue Squad	1502	1	12,880.75
Boonsboro Area Emergency Medical Service	281	1	12,880.75
Clear Spring Volunteer Ambulance Club	393	1	12,880.75
Smithsburg Area Emergency Medical Service	2309	1	12,880.75
Community Rescue Service, Inc.	1035	1	12,880.75
<b>Total Distribution - EMS</b>		<b>6</b>	<b>77,284.50</b>
 <b>Grand Total</b>		<b>26</b>	<b>334,904.00</b>



Board of County Commissioners of Washington County, Maryland

## Agenda Report Form

### Open Session

**SUBJECT:** EMS Staffing Update

**PRESENTATION DATE:** April 5, 2022

**PRESENTATION BY:** R. David Hays - Director, Division of Emergency Services (DES)  
Dale Fishack, President, WCVFRA

**RECOMMENDATION:** Briefing Only

**REPORT-IN-BRIEF:** In 2009, a staffing model was endorsed by the Commissioners that provided a preset EMS staffing subsidy that was dispersed annually to each volunteer EMS Company in Washington County. In doing so, the intent was to help the EMS companies create equality in EMS provider salaries, benefits, and retirement plans among all 8 of the EMS companies. The amount of the current EMS subsidy is set at \$2,026,520.00. The breakdown of the EMS Staffing Subsidy was drawn from the difference in “net” EMS billing, balanced against the formulated cost of providing 24-hour EMS staffing coverage for each ambulance. The formula also took into consideration the number of ALS transport units a company was required to have in service and multiplied the subsidy accordingly. The original basis and formula has not been adjusted since the 2009 implementation.

**DISCUSSION:** Additional efforts were undertaken in the FY21 budget to help the volunteer EMS companies recruit and/or retain staff under the current system. The FY 2, the BOCC allocated an additional \$1,000,000.00 to cover cost of the health care insurance for the volunteer corporation employees. This increased the direct cash contribution for EMS staffing to just over \$3,000,000.00. With the additional \$1,000,000.00, the EMS companies increased wages and standardized health insurance coverages and cost. In doing so, this allowed the EMS companies to place a stronger emphasis on standardizing wages. EMS staff continue to leave one county volunteer employer and accept positions at another county volunteer employer, even with the attempt at standardized wages. Unfortunately, vol. corporation EMS staff continue to leave the volunteer corporation employers; searching for additional opportunities in career advancement/promotions. Many of these departures involve city or county employment opportunities to the east of our County, where EMS providers are employed by a government agency.

Throughout the past 13 years, the 8 vol. EMS companies and County Government have taken multiple steps to maintain adequate EMS staffing under the vol. corporation staffing model. In conversations and meetings, the vol. EMS companies are realizing that recruiting and retaining EMS



staffing (most specifically paramedics) has almost become untenable and unsustainable under the current systems design. Without responsible changes related to staffing strategies, the possibility of significant collapse of the EMS system is a real possibility; in some instances, this has already occurred where paramedic level staffing is concerned.

Under the current EMS deployment model, significant challenges remain for those employees who desire promotional opportunity, changes in career direction (EMS vs fire), or finding a slower pace with call volumes. For volunteer corporation employees to accomplish this under the current system model, he/she must basically start over at another volunteer company; losing years of service, seniority, increases in earned vacation leave and 401K retirements. It is difficult for volunteer corporation employees to establish solid retirement planning options; given consideration of the challenges above. Essentially, the volunteer corporation employee must choose retirement planning, career advancement, or in some cases accept discord or job dissatisfaction as he/she must over as a new employee somewhere else to address most of these issues.

The Division of Emergency Services (DES) works collaboratively with each of the volunteer EMS companies in effort to fill the voids in EMS staffing, where or when possible. Each time DES covers a shortage in an EMS station, there is a secondary impact to the DES firefighter staffing within the vol. fire stations. DES staff are dual role providers and are utilized as such to the extent possible; this is not always a viable option due to other system impacts associated with relocating a DES dual role provider to an EMS station.

Whatever the action that is taken moving forward, the decision must produce measurable change/improvement to the status and sustainability of the EMS system in Washington County.

**FISCAL IMPACT:** TBD

**CONCURRENCES:** N/A

**ALTERNATIVES:** N/A

**ATTACHMENTS:** EMS Staffing Brief

# Division of Emergency Services



Emergency Medical Services

## EMS Staffing Brief



# **You Should know that;**

**All 8 EMS Companies and DES are (and have been) doing everything possible to keep the EMS system alive and functioning.**

**This presentation does not represent a failure of effort on the part of any EMS company; it is truly a representation of the failures directly related to the limitations of the current EMS delivery systems design.**

# Breakdown of EMS in Washington County

There are 8 independent volunteer EMS companies that provide EMS transport services and the required number of staffed ambulances for each company

Definitions: EMT is a basic level (BLS) of care provider  
Paramedic is an advanced level of care provider (ALS)

- Boonsboro EMS 1 (24 hr.) ambulance staffed with 1 EMT and 1 paramedic
- Clearspring EMS 1 (24 hr.) ambulance staffed with 1 EMT and 1 paramedic
- Community Rescue Service 5 (24 hr.) ambulances, each staffed with 1 EMT and 1 paramedic, one (12 hr.) ambulance staffed with 1 EMT and 1 paramedic and 1 (24 hr.) Paramedic/EMS Supervisor
- Halfway Fire/EMS 1 (24 hr.) ambulance staffed with 1 EMT and 1 paramedic, 1 (12 hr.) ambulance staffed with 1 EMT and 1 paramedic
- Hancock EMS 1 (24 hr.) ambulance staffed with 1 EMT and 1 paramedic
- Sharpsburg EMS 1 (24 hr.) ambulance staffed with 1 EMT and 1 paramedic
- Smithsburg EMS 1 (24 hr.) ambulance staffed with 1 EMT and 1 paramedic
- Williamsport Fire/EMS 1 (24 hr.) ambulance staffed with 1 EMT and 1 paramedic

The Division of Emergency Services provides general oversight and deploys 1 ALS chase vehicle and 4 EMS/Fire Supervisors who are also certified as advanced life support providers (Paramedics).

- Sharpsburg Fire (FF/Paramedic, EMS & Fire Supervisor)
- Leitersburg Fire (FF/Paramedic, EMS & Fire Supervisor)
- Clearspring Fire (FF/Paramedic, EMS & Fire Supervisor)
- Hancock Fire (FF/Paramedic, EMS & Fire Supervisor)
- Rohrsersville Fire (FF/Paramedic , ALS First Responder & Chase Unit)

# EMS Staffing Shortages

- December 2021

	time w/o staffing (hh:mm)			
▪ Williamsport Fire/EMS	35:40	BLS Only	no paramedic	(2 occurrences)
▪ Halfway Fire/EMS	32:30	BLS Only	no paramedic	(9 occurrences)
▪ Halfway Fire/EMS	:22	Unstaffed	no staffing at all	(1 occurrence)
▪ Clearspring EMS	5:00	Unstaffed	no staffing at all	(1 occurrences)
▪ Clearspring EMS	24:00	BLS Only	no paramedic	(5 occurrence)
▪ Clearspring EMS	52:00	BLS - Driver Only	driver, no addl. staffing avail.	(4 occurrence)
▪ Clearspring EMS	84:00	ALS Driver Only	Paramedic only, no driver	(unknown)
▪ Hancock EMS	59:43	BLS Only	no paramedic	(5 occurrences)
▪ Boonsboro EMS	47:28	BLS Only	no paramedic	(3 occurrences)
▪ Community Rescue (Eastern Blvd)	0:00			
▪ Community Rescue (Potomac Ave)	7:18	BLS Only	short 1 paramedic	(1 occurrence)
▪ Community Rescue (Maugansville)	:18	Unstaffed	no staffing at all (COVID)	(1 occurrence)
▪ Community Rescue (Summit Ave)	0:00			
▪ Smithsburg EMS	227:53	BLS Only	no paramedic	(12 occurrences)
▪ Sharpsburg EMS	0:00			

# EMS Staffing Shortages

- January 2022

	time w/o staffing (hh:mm)			
▪ Williamsport Fire/EMS	49:23	BLS Only	no paramedic	(3 occurrences)
▪ Halfway Fire/EMS	32:20	BLS Only	no paramedic	(2 occurrences)
▪ Clearspring EMS	12:00	Unstaffed	no staffing at all	(2 occurrences)
▪ Clearspring EMS	6:00	BLS Only	no paramedic	(1 occurrence)
▪ Clearspring EMS	10:00	BLS - Driver Only	driver, no addl. Staffing avail.	(1 occurrence)
▪ Clearspring EMS	31:00	ALS - Driver Only	paramedic on duty, no driver	(2 occurrences)
▪ Hancock EMS	33:39	BLS Only	no paramedic avail.	(5 occurrences)
▪ Hancock EMS	6:26	ALS - Driver Only	paramedic on duty, no driver	(1 occurrence)
▪ Boonsboro EMS	35:22	BLS Only	no paramedic	(2 occurrences)
▪ Community Rescue (Eastern Blvd)	0:00			
▪ Community Rescue (Potomac Ave)	0:00			
▪ Community Rescue (Maugansville)	0:00			
▪ Community Rescue (Summit Ave)	0:00			
▪ Smithsburg EMS	240:43	BLS Only	no paramedic	(13 occurrences)
▪ Smithsburg EMS	:21	BLS – Driver only	driver, no paramedic	(1 occurrence)
▪ Sharpsburg EMS	0:00			

# EMS Staffing Shortages

- February 2022

		time w/o staffing (hh:mm)			
▪	Williamsport Fire/EMS	22:41	BLS Only	no paramedic	(2 occurrences)
▪	Halfway Fire/EMS	1:01	BLS Only	no paramedic	(1 occurrence)
▪	Clearspring EMS	48:00	BLS Only	no paramedic	(3 occurrences)
▪	Clearspring EMS	26:00	BLS-Driver Only	no paramedic	(unknown)
▪	Hancock EMS	96:25	BLS Only	no paramedic	(5 occurrences)
▪	Boonsboro EMS	39:55	BLS Only	no paramedic	(2 occurrences)
▪	Community Rescue (Eastern Blvd)	0:00			
▪	Community Rescue (Potomac Ave)	34:52	BLS Only	short 1 paramedic	(3 occurrences)
▪	Community Rescue (Maugansville)	0:00			
▪	Community Rescue (Summit Ave)	0:00			
▪	Smithsburg EMS	189:05	BLS Only	no paramedic	(11 occurrences)
▪	Sharpsburg EMS	0:00			

# DES ALS Staffing Shortages

December 2021

	time w/o staffing (hh:mm)	
▪ EMS 1812 - Sharpsburg Fire	24:00	no paramedic
▪ EMS 1814 – Leitersburg Fire	00:00	
▪ EMS 1811 - Clearspring Fire	00:00	
▪ Hancock Fire	120:00	no paramedic
▪ Rohrsersville Fire	288:00	no paramedic



# DES ALS Staffing Shortages

January 2022

	time w/o staffing (hh:mm)	
▪ EMS 1812 - Sharpsburg Fire	00:00	
▪ EMS 1814 – Leitersburg Fire	52:00	no paramedic
▪ EMS 1811 - Clearspring Fire	09:00	no paramedic
▪ Hancock Fire	96:00	no paramedic
▪ Rohrsersville Fire	288:00	no paramedic

# DES ALS Staffing Shortages

February 2022

	time w/o staffing (hh:mm)	
▪ EMS 1812 - Sharpsburg Fire	48:00	no paramedic
▪ EMS 1814 – Leitersburg Fire	00:00	
▪ EMS 1811 - Clearspring Fire	00:00	
▪ Hancock Fire	72:00	no paramedic
▪ Rohrsersville Fire	144:00	no paramedic

# Weaknesses of current EMS deployment model

1. 8 independent EMS companies which each being an independent employer.
2. Very limited ability to move EMT's or paramedics from 1 station to other stations for strategic coverage when staffing shortages occur.
3. With 8 employers, the ability to recall voluntary or mandatory shift coverage is limited.
4. No consistency among the vol. corporations in mandatory or holdover policies for employees.
5. Recruitment and retention challenges due to limited career path growth.
6. EMS companies are typically hiring employees that are already working in the county, creating internal competition within the county itself for cleared providers.
7. Inconsistent salary and compensation between the vol. companies themselves, and county paramedics which creates an inequity among employees who are performing the same jobs, but different employers.
  - This alone is likely the most single point of failure in the current delivery model and vol. corporation employees.
  - Labor laws do not allow the county to set standard wage compensation among the 8 independent corporations.
8. The initial cost to transfer employees is already challenging, however the cost to sustain the current deployment model will exponentially increase in the future due to the vol. companies paying paramedics at the firefighter paramedic wage, but not benefiting from the firefighter exemption for overtime.
9. In the FY21 budget cycle, \$1M dollars was budgeted to pay the cost of health care coverage for the vol. corporation employees.
  - While the desired impact to health care coverage was achieved for the vol. corporation employees, there has been little evidence that the ability to recruit, retain and stabilize the current EMS delivery model at the vol. corporation level.
  - Some of the vol. EMS companies remain in a positive status, however several are at the critical juncture and are looking for county staffing assistance.
10. Vol. EMS corporations are covering additional cost that are in excess of billing revenues and are not funded through the BOCC.
11. Volunteer EMS staffing is not able to provide a regular or predictable impact to the daily service capabilities of the EMS companies.
  - There just aren't enough of them with enough time to volunteer on calls.

**What Can We Do?**

# Options

1. Establish viability/sustainability of the current vol. corporation employee deployment system to evaluate if additional \$\$ could be provided to the 8 independent EMS companies.
  - A. What are the core issues that would be addressed with additional \$\$'s to the corporations?
    1. How will this help with sustainability, recruitment, retention of providers?
    2. How many additional \$\$'s are needed?
  - B. Do current or potential career providers believe that the current employment by vol. corporations can meet their career goals?
    1. Professional growth/Career Advancement?
    2. Retirement/Wages?
  - C. Can corporation and county budgets continue to handle the escalating cost associated with all providers being EMS only?
    1. EMS only roles at the vol. corporations exclude the use of the DLLR 7K firefighter exemption for overtime.
      - a. This exclusion creates an immediate \$4,053.96 increase in the vol. corp.'s annual salary cost; per employee (paramedic).
      - b. The system needs 47 paramedics, equating to an additional annual cost of \$198,644.04 in paramedic salaries.
        - EMT salaries who fall under EMS only roles would add an additional \$2,475.84 per employee, or an additional \$108,936.96 annually.
      - a. To some degree, the above scenario would likely still exist for the who are EMS only employees, even if they were employed by the county.
        - It is believed that there are a number of vol. corp. employees who would qualify for the dual firefighter/EMS role, and therefore the DLLR 7K exemption would apply to those specific employees.
        - The 7K firefighter exemption cannot be applied to any vol. corp. employee, as they must be employees of a municipal, county, or state government.
          - It is difficult to quantify how many of EMS only providers are in the current system. It is likely that there are vol. corp. providers who are currently being compensated at the dual role provider paygrades; thus making them eligible for the 7K overtime rule.
    2. There is little cross staffing utilization for fire suppression between the 8 employers.
      - a. In order to safely and effectively utilize any EMS staff who are cross trained in fire suppression, there must be enforcement of the OSHA mandates for facial hair and structured annual training in the performance of fire suppression duties.

# Options (continued)

2. Establish viability of a gradual transition of the current corporation career staff into County employment.
  - A. A planned move of the vol. EMS corporation staff over to county employment has been identified and recommended as an option in two separate studies of the counties EMS system that have been completed in the last 7-8 years.
  - B. Which EMS companies would support a merger of corporation staff into County employment?
    1. How would we decide which companies should come first vs. last?
    2. How many staff would be included in an initial merger?
    3. What are the additional cost to complete a merger of corporation staff?
    4. What needs to be addressed (wages) with the current county staff who may want to switch back over to a primary EMS transport unit role that came from the vol. corporation staffing less than 12 months ago?
      - I. It would not be fair to penalize this group for leaving the corporations for county employment if they were wanted to return to primary assignment on EMS transport units.
  - C. How many EMT's and Paramedics would be needed?
    1. In the first year, second year, third year, etc..
  - D. How would we address the current disparity in wages for corporation employees, both among the corporations and the county employee wage scale?
  - E. How would County benefits be applied or handled?
    1. Retirement?
    2. Seniority?
    3. Vacation?

## What the BOCC has provided with attempts to improve sustainability and stability within the current EMS system?

1. BOCC has provided up to \$1,000,000.00 (FY21) for standardized health insurance coverage for corporation employees. Standardized EMS billing rates.
2. BOCC has provided over \$2,000,000.00 in subsidized wages (FY10) for corporation employees.
3. BOCC provides \$500,000.00 in fuel and maintenance reimbursements for EMS transport units (FY17).
4. The EMS companies have collaborated on wage scales in an effort to eliminate hiring providers from each other (FY21)
  - A. This occurs frequently as providers search for additional wages or become disenchanted with their current employer.
5. DES utilizes firefighters to the best of ability to assist in upstaffing EMS calls. (FY22)
6. DES utilizes its full-time paramedic/firefighters where possible to upgrade or staff EMS transport units. (FY22)
7. BOCC provides PPE, SCBA, EMS supplies, vehicle/property/casualty insurance. (FY17-FY22)





# Two Critical Points to Remember;

As we stated at the beginning of this presentation; all 8 EMS Companies and DES are (and have been) doing everything possible to keep the EMS system alive and functioning. We are at a point of a decision and direction.

There has been no real opportunity to have dialog about any plans details with the providers who would be most affected by any decision to move to county employment or otherwise. Subsequently, they do not know what they do not know.





Agenda Report Form

Open Session Item

**SUBJECT:** Memorandum of Agreement

**PRESENTATION DATE:** April 5, 2022

**PRESENTATION BY:** Mark D Bradshaw, PE – DEM Director

**RECOMMENDED MOTION:** Approve the Memorandum of Agreement (MOA) between The Maryland Department of Human Services and the County.

**REPORT-IN-BRIEF:** In order for the County to participate in Maryland's Low Income Household Water Assistance Program (LIHWAP) the attached Memorandum of Agreement needs to be approved and executed.

**DISCUSSION:** The LIHWAP program is a new, Federally funded program, providing benefits for water and wastewater costs for low-income households. LIHWAP will assist Maryland families who are behind on their drinking water and wastewater bills focusing on accounts that are 30 days or more past due. The State of Maryland is making payments on behalf of customers who are past due, so they don't have water services cut off or to have their water services restored.

**FISCAL IMPACT:** None

**CONCURRENCES:** Deputy County Attorney (MOA legal sufficiency only)

**ALTERNATIVES:** NA

**ATTACHMENTS:** Memorandum of Agreement

**AUDIO/VISUAL NEEDS:** None

**MEMORANDUM OF AGREEMENT**  
**BETWEEN**  
**THE MARYLAND DEPARTMENT OF HUMAN SERVICES**  
**AND**

---

**A COMPANY PROVIDING WATER AND/OR WASTEWATER UNDER THE  
AMERICAN RESCUE PLAN ACT OF 2021 AND THE CONSOLIDATED  
APPROPRIATIONS ACT, 2021 (PUBLIC LAW NO: 116-260)**

**THIS MEMORANDUM OF AGREEMENT** ("Agreement") is entered into and effective this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ by the State of Maryland, by and through the Maryland Department of Human Services, Office of Home Energy Programs (the "DEPARTMENT"), located at 311 W. Saratoga Street, Baltimore, Maryland 21201, and \_\_\_\_\_ ("UTILITY" and, collectively with the DEPARTMENT, the "PARTIES"), whose principal address is \_\_\_\_\_.

The UTILITY's Federal Tax Identification Number is \_\_\_\_\_.

**WHEREAS**, the DEPARTMENT is seeking to enter into agreements with water and/or wastewater utilities for the purpose of supplying eligible households with rate reduction or arrearage assistance funding to assist eligible households with their home water and wastewater bills; and

**WHEREAS**, the DEPARTMENT agrees to provide to the UTILITY, and the UTILITY agrees to apply to customers' accounts, assistance funding for water and/or wastewater bills of eligible households under the terms and conditions set forth below. The LOCAL OFFICE, as a representative of the DEPARTMENT, will process the applications of eligible households, authorize the payment of such assistance funding to the utility, and provide notices of assistance funding to eligible households.

**NOW THEREFORE**, the Parties mutually agree as follows:

**I. DEFINITIONS**

For purposes of this Agreement, the following terms have the meaning indicated:

*Assistance funding* means the maximum payment amount authorized by the OHEP for reduction of arrearages or rates charged to such Households.

A. *DEPARTMENT* means the Maryland Department of Human Services, an agency

within the State of Maryland.

B. ***Eligible Household*** means “low-income households, particularly those with the lowest incomes, that pay a high proportion of household income for drinking water and wastewater services” as defined under Section 533 Title V of Division H of the Consolidated Appropriations Act, 2021, Public Law No: 116-260.

C. ***Federal Statute*** means the American Rescue Plan Act of 2021 and the Consolidated Appropriations Act, 2021 (Public Law No: 116-260).

D. ***Local Office(s)*** means the local Department of Social Services managing the customer application process and authorizing assistance funding in each jurisdiction.

E. ***Low Income Household Water Assistance Program (“LIHWAP”)*** means benefit assistance program that is being federally funded and distributed through the Consolidated Appropriations Act of 2021 and American Rescue Plan. This benefit will supply eligible households with rate reduction or arrearage assistance funding with their home water and/or wastewater bills.

F. ***Network*** means any secure computer system hosted by the Department.

G. ***Office of Home Energy Program (“OHEP”)*** means the unit within the Department responsible for implementing the Low Income Household Water Assistance Program.

H. ***Program year*** means the State of Maryland’s fiscal year.

I. ***UTILITY*** means owners or operators of public water systems or treatment works

J. ***Water Delivery Statement (“WDS”)*** means a list of program eligible households containing necessary customer and benefit information and serves as the authorization to deliver.

## II. PAYMENT PROCESS

During the term of this Agreement, the DEPARTMENT will make assistance funding payments to the UTILITY for water and or/wastewater billed to eligible households as set forth on the WDS. The UTILITY shall reduce the amount of water and/or wastewater charged to the household by the payment made by the DEPARTMENT.

At least once per month, the DEPARTMENT will provide the UTILITY a WDS that shows the dollar value of each eligible household’s assistance funding. The WDS represents the DEPARTMENT’s authorization to deliver water and/or wastewater services with a value up to the full amount of the eligible household’s assistance funding. The Comptroller of Maryland will issue checks to the Utility for each payment of assistance funding made by the Utility on an eligible household's account; the checks may contain reimbursement for multiple payments made on the same eligible household's account and/or multiple household’s accounts. The Comptroller will not issue checks containing reimbursement for assistance funding payments made on multiple eligible household accounts.

### **III. NO DIRECT PAYMENT OF GRANT TO HOUSEHOLDS**

The UTILITY is prohibited from making direct cash payments of assistance funding to any eligible household. Direct payments of assistance funding by UTILITY to any eligible household are contrary to this Agreement.

### **IV. PRICE**

An eligible household's receipt of assistance funding shall not affect the price charged to the household by the UTILITY.

### **V. AVAILABILITY OF FUNDS**

Payments of all assistance funding are contingent upon the DEPARTMENT receiving funds to pay for the cost of water and/or wastewater assistance from the United States Department of Health and Human Services and the State of Maryland and as disbursed by the State of Maryland. In the event the DEPARTMENT receives such funds in an insufficient amount to satisfy its total obligations for the projected number of eligible households, the DEPARTMENT shall have the sole discretion as to the disbursement of funds according to the provisions of the American Rescue Plan Act of 2021 and the Consolidated Appropriations Act, 2021 (Public Law No: 116-260) and any other applicable laws.

### **VI. NOTIFICATION OF BENEFIT TO ELIGIBLE HOUSEHOLD**

The DEPARTMENT will provide a notice of assistance funding to the eligible household identifying the dollar amount of assistance paid on the household's behalf, the type of water and/or wastewater services to be delivered and the name of the participating UTILITY chosen by the household at the time of application.

### **VII. TIMELY DELIVERY AFTER WDS AND BILLING PROCESS**

After receiving notification by a WDS that assistance funding will be sufficient in amount to continue or restore water and/or wastewater services, the UTILITY shall provide or continue to provide water and/or wastewater services, except in the case of an eligible household's request that deliveries be delayed. In cases where an eligible household's service is disconnected at the time of WDS delivery, the service shall be restored within 24 hours of the UTILITY's receipt of the WDS.

### **VIII. DATA EXCHANGE**

The DEPARTMENT will provide the eligible household data to the UTILITY by means of the WDS sent through the DEPARTMENT'S File Transfer Protocol (FTP) server or

other electronic means established by the DEPARTMENT.

THE UTILITY will provide to the LOCAL OFFICE individual bill information necessary for the processing of water and/or wastewater service assistance applications within three (3) business days of a request.

#### **IX. TECHNOLOGY COST**

The UTILITY is responsible for the cost to provide, install, and maintain all mutually agreeable necessary computer hardware, software, and communications technologies that are needed in its business operations with the DEPARTMENT.

#### **X. NON-DISCRIMINATION IN PROGRAM**

The UTILITY shall not discriminate against any eligible household covered by this Agreement in its terms and conditions of sale, credit, delivery or price, including service charges, reconnection charges and payment plan arrangements, or in any other services provided, except as permitted by law or regulation. No household receiving assistance pursuant to this Agreement shall be treated adversely from any other household because of such assistance.

#### **XI. RETURN OF BENEFIT FUNDS TO THE DEPARTMENT**

When a LIHWAP assistance funding customer has died, moved from the UTILITY's service area, or is otherwise unavailable to receive the assistance funding, and there are no other eligible household members, the UTILITY's obligation to the household under the Agreement ends. Any undelivered funding assistance balance that cannot be applied to a household account shall be returned to the LOCAL OFFICE within 60 days from the date the payment is received or the date the account is no longer eligible for assistance funds, whichever date is later, along with a report of applicant refunds.

When returning assistance funds to the LOCAL OFFICE, the UTILITY must provide the following information to the LOCAL OFFICE: account holder name, account number, service delivery address, program year of refunded benefit, original assistance funding amount, dollar amount returned and the reason for the return of assistance funds.

#### **XII. TERMINATION OF SERVICE**

The UTILITY agrees that in the event it terminates service to an eligible household which has received assistance funding for home water and/or wastewater service under this Agreement, it will do so in accordance with all applicable regulations governing termination. Assistance funding not credited to the account is to be returned to the LOCAL OFFICE.

### **XIII. FISCAL RECORDS AND AUDIT REVIEW**

The UTILITY shall establish such fiscal control and fund accounting procedures as is necessary to assure the proper invoicing, disbursement of and accounting for assistance funds paid under this Agreement. The UTILITY shall maintain an accounting system and supporting fiscal records adequate to allow the DEPARTMENT to verify the amount of home water and/or wastewater service delivered to eligible households covered by this Agreement and the amount of the assistance funding payments made for home water and/or wastewater service on behalf of eligible households. The UTILITY's records, for the period of this Agreement, shall be maintained for three years after the program year or upon conclusion of any internal and external audits, whichever is later, and shall be made available for inspection and copying by DEPARTMENT representatives upon reasonable notice to the UTILITY. Upon request from the DEPARTMENT, the UTILITY agrees to submit to the DEPARTMENT information related to units delivered, dates of delivery, and costs per unit of home water and/or wastewater service.

The UTILITY recognizes that legislative regulations may require an independent accounting firm to audit the grant transactions. The UTILITY shall cooperate with the auditors performing the review.

The UTILITY shall cooperate with any reasonable requests for information relating to the performance of this Agreement

### **XIV. FEDERAL AND STATE COMPLIANCE**

The UTILITY shall comply with all applicable federal, state, and local government regulations, statutes, standards, licensing and permit laws and ordinances, and such other requirements as are necessary for the lawful provision of the services required for the UTILITY under the terms of this Agreement

### **XV. CONFIDENTIALITY OF INFORMATION**

The DEPARTMENT and the UTILITY agree to expressly abide by all applicable Federal, State and local laws and regulations regarding confidential information. The use or disclosure by any PARTY of any information concerning a recipient of these services or assistance funding for any purpose inconsistent with the responsibilities and/or official duties of the DEPARTMENT or UTILITY under this Agreement or applicable provision of law is prohibited, except on written consent of the other PARTY and the recipient, or, if he or she be under a disability, the responsible parent, guardian or legal representative of the recipient. In addition, in carrying out their respective responsibilities, each PARTY shall respect and abide by the confidentiality policies and legal requirements of the other PARTY and enter into data sharing agreements as appropriate, to protect the

confidentiality and security of shared data and to comply with governing law. Each PARTY to the Agreement must ensure that the collection and use of any information, systems, or records that contain personally identifiable information will be limited to purposes that support the programs and activities described in this Agreement.

#### **XVI. NON-DISCRIMINATION**

The UTILITY will not, on the grounds of race, color, national origin, disability, age, sex (gender), religion, physical or mental disability, exclude any person from participation in, deny any person the benefits of, or subject any person to discrimination under, the benefit program funded under this Agreement.

#### **XVII. NON-HIRING OF EMPLOYEES**

No employee of the State of Maryland, or any department, commission, agency, or branch thereof, whose duties as such employee include matters related to or affecting the subject matter of this Agreement shall, while in such employment, become or be an employee of the UTILITY.

#### **XVIII. AMENDMENTS AND MODIFICATIONS**

This Agreement may be amended to the extent that the DEPARTMENT and UTILITY mutually agree in writing. Except for the specific provision(s) thereby amended, the Agreement shall remain in full force and effect after such amendment subject to the same laws, obligation, conditions, rules, provisions, and regulations as it was prior to said amendment.

#### **XIX. MARYLAND LAWS**

The laws of the State of Maryland shall govern the terms and enforcement of this Agreement.

#### **XX. TERM OF AGREEMENT**

(a) This Agreement is effective as per the date first written above and shall remain in effect for a period of five (5) years. The PARTIES, however, may mutually agree in writing to an earlier termination.

(b) Termination for Default. If either of the PARTIES fails to fulfill its obligations under this Agreement properly and on time, or otherwise violates any provision of this Agreement, the other PARTY may terminate the Agreement. Prior to termination this Agreement, the terminating PARTY shall give the defaulting PARTY thirty (30) days prior written notice of such default and if the defaulting PARTY has not cured such default within the thirty (30) day period, the terminating PARTY may, by written notice, within five (5) days after expiration of this period,

terminate the Agreement. The thirty (30) day default notice shall specify the act or omissions relied on as cause for termination. The defaulting PARTY shall remain liable after termination for any damages caused by the defaulting PARTY's breach.

(c) The rights of eligible households which have received water and/or wastewater service under this Agreement shall not be prejudiced in the event of early termination of this Agreement, provided however that, upon termination of this Agreement, the UTILITY shall have no obligation to make any further benefits available to any otherwise eligible households.

## **XXI. INDEMNIFICATION AND CLAIMS**

(a) The UTILITY shall indemnify the DEPARTMENT against liability for any suits, actions, or claims of any character arising from or relating to the negligent performance of the UTILITY under this Agreement.

(b) The DEPARTMENT has no obligation to provide legal counsel or defense to the UTILITY if a suit, claim or action of any character is brought by any person not a party to this Agreement.

(c) The DEPARTMENT has no obligation for the payment of any judgments or the settlement or any claims against the UTILITY as a result of or relating to the UTILITY's obligations under this Agreement.

(d) The UTILITY shall immediately notify the Department of any claim or suit made or filed against the UTILITY regarding any matter resulting from or relating to the UTILITY's obligations under this Agreement, and will cooperate, assist and consult with the DEPARTMENT in the defense or investigation of any claim, suit or action made or filed against the DEPARTMENT as a result of or relating to the UTILITY's performance under this Agreement.

## **XXII. SEVERABILITY**

If any part of this Agreement is found to be null and void or is otherwise stricken, the rest of the Agreement shall remain in force.

## **XXIII. MISCELLANEOUS TERMS AND CONDITIONS**

The UTILITY shall submit a Water and/or Wastewater Supplier Data Form to the DEPARTMENT with the signed Agreement. Periodically, as requested by the DEPARTMENT, an updated Water and/or Wastewater Supplier Data Form may be requested.

The UTILITY shall notify the DEPARTMENT within thirty (30) days of any change in



address or business operation which affects the payment of grants to the UTILITY.

The UTILITY shall notify the DEPARTMENT of mergers and/or acquisitions as these may affect the UTILITY'S policies and service areas.

The rights and obligations of the UTILITY under this Agreement may not be assigned or delegated, by operation of law or otherwise, without prior written consent of notification to the DEPARTMENT.

The DEPARTMENT will notify the UTILITY where Agreements are not renewed for failure to supply requested information or where monitoring reviews reveal lack of compliance with Agreement requirements.

IN WITNESS WHEREOF, THE PARTIES have executed this Agreement on the date(s) written below.

ATTEST:

FOR THE UTILITY:

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Print Name of Utility Representative

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date Signed

ATTEST:

FOR THE DEPARTMENT:

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
LA SHERRA AYALA  
Executive Director  
Family Investment Administration  
Department of Human Services

\_\_\_\_\_  
Date Signed

APPROVED FOR FORM AND LEGAL SUFFICIENCY BY THE OFFICE OF THE  
ATTORNEY GENERAL



## Agenda Report Form

---

### Open Session Item

**SUBJECT:** Foreign Trade Zone #255 - Zone Schedule Changes Including Fees

**PRESENTATION DATE:** Tuesday, April 5, 2022

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

**RECOMMENDED MOTION:** Motion to approve proposed changes to the Zone Schedule, including the additional of administrative fees for handling activities inside Foreign Trade Zone #255.

**REPORT-IN-BRIEF:** Requesting the authority to include administrative costs of handling applications, activation, and administration oversight for Foreign Trade Zone #255.

**DISCUSSION:** When FTZ #255 was established in 2002, the Board of County Commissioners of Washington County, MD, the Grantee, chose not to collect fees for activity inside the Foreign Trade Zone, subzones, or its sites. Nearly two thirds (2/3) of the State of Maryland's Foreign Trade Zone Grantees collect administrative fees, with a majority of those being municipal grantees. The Foreign Trade Zone is a tool designed to help our businesses realize significant profits in doing business inside its boundaries. With it comes a tremendous amount of administrative support, such as document processing, monitoring activities within its boundaries, and maintaining a working knowledge of the policies and procedures with the U.S. Department of Commerce and U.S. Customs and Border Patrol. Fees charged to Foreign Trade Zone #255 operators and users would help recoup taxpayer dollars spent on Foreign Trade Zone #255's application processing, subzone/site activation, and on-going annual administrative reports, etc. After some research, it was determined a fair and equitable rate is as follows: Application Fee - \$500; Activation of a Subzone or Site - \$4,000; Deactivation of a Subzone or Site - \$3,000; Annual Reporting and Monitoring fees assessed at \$.07 (seven cents) per square foot; and Outside storage - \$175 per acre.

**FISCAL IMPACT:** N/A

**CONCURRENCES:** John Martirano, County Administrator; Susan Grimes, Director of Business Development

**ALTERNATIVES:** Deny Foreign Trade Zone – Zone Schedule modification.

**ATTACHMENTS:** Current Foreign Trade Zone #255, proposed Zone Schedule

**AUDIO/VISUAL NEEDS:** n/a

# **ZONE SCHEDULE**

**CHARGES, RATES, RULES AND REGULATIONS**

**APPLICABLE AT  
FOREIGN-TRADE ZONE #255  
Washington County, MD**

**UNDER GRANT OF AUTHORITY OF THE  
UNITED STATES FOREIGN-TRADE ZONES BOARD**



**GRANTEE:**

**Board of County Commissioners of Washington County, MD**

100 West Washington Street  
Hagerstown, MD 21740

**Issue Date: October 22, 2014**

**DISCLAIMER:** The information and appendices included in this Zone Schedule are for informational purposes only. They reflect laws and regulations in effect at the time of submission of this schedule. Each Operator and/or User is responsible for awareness of and compliance with the laws and regulations currently in effect.

## TABLE OF CONTENTS

SECTION I – POINTS OF CONTACT & REFERENCE INFORMATION.....	3
SECTION II – OVERVIEW.....	4
SECTION III – RULES, REGULATIONS & POLICIES .....	5
SECTION IV – FEE SCHEDULE.....	12
APPENDIX – DEFINITIONS OF TERMS.....	14

**SECTION I – POINTS OF CONTACT & REFERENCE INFORMATION**

**Grantee** Board of County Commissioners of Washington County, Maryland  
100 West Washington Street  
Hagerstown, MD 21740  
[www.washco-md.net](http://www.washco-md.net)

**Information Regarding  
Operators Having an  
Agreement with the  
Grantee to Offer  
Services to the Public** None

**U.S. Customs  
& Border Protection  
(Customs or CBP)** Baltimore Service Port  
40 South Gay Street  
Baltimore, MD 21202  
(410) 962-2666  
Port Code: 1303

**FTZ #255  
Sites** For a description of currently designated general-purpose zone  
sites and subzones go to:

[www.trade.gov/ftz](http://www.trade.gov/ftz)  
Click on "OFIS"  
Click "Zone & Site Information"  
Select FTZ #255

## **SECTION II – OVERVIEW**

Foreign-Trade Zones (FTZs or zones) are restricted-access sites in or near U.S. Customs and Border Protection (Customs or CBP) ports of entry. The zones are licensed by the Foreign-Trade Zones Board (FTZB) and operated under the supervision of CBP. Specifically, zones are physical areas into which foreign and domestic merchandise may be moved for operations involving storage, exhibition, assembly, manufacture or other processing not otherwise prohibited by law. Zone areas "activated" by CBP are considered outside of the U.S. customs territory for purposes of CBP entry procedures. Therefore, the usual formal CBP entry procedure and payment of duties is not required on the foreign merchandise in FTZs unless and until it enters U.S. customs territory for domestic consumption. U.S. duties can be avoided on foreign merchandise re-exported from a FTZ, including after incorporation into a downstream product through activity in the FTZ. Zones have as their public policy objective the creation and maintenance of employment through the encouragement of operations in the United States which, for customs reasons, might otherwise have been carried on abroad. The FTZB can deny or limit the use of zone procedures in specific cases on public interest grounds.

### **FTZ #255**

FTZ #255 was granted by the FTZB to the Board of County Commissioners of Washington County, MD on July 3, 2002 (Board Order #1232). FTZ #255 is organized under the Traditional Site Framework (TSF).

In accordance with the FTZB Regulations at 15 CFR Part 400.44, this zone schedule sets forth the rules and policies for the FTZ project, including a statement of the rates and charges (fees) applicable to FTZ operations. A copy of this zone schedule is available for public inspection at the offices of the Board of County Commissioners of Washington County, MD and any operator offering FTZ services to the user community.

Uniform fees charged by the Board of County Commissioners of Washington County, MD to operators in order to recover the costs of maintaining the FTZ grant of authority are set forth in Section IV. All other charges and costs associated with the operation of a specific FTZ operation are the responsibility of the operator, user and/or property owner.



## SECTION III – RULES, REGULATIONS & POLICIES

### **GENERAL**

#### **Principle Governing Laws & Regulations**

Foreign-Trade Zones Act (FTZ Act or Act): FTZ #255 is governed by the Foreign-Trade Zones Act, 19 United States Code 81a-81u as amended. A copy of the Act can be accessed on the FTZB's website: [www.trade.gov/ftz](http://www.trade.gov/ftz)

Foreign-Trade Zones Board Regulations (FTZB Regulations): FTZ #255 is regulated by the Foreign-Trade Zones Board under U.S. Code of Federal Regulations, Title 15, Part 400, as amended. Copies of these regulations shall be maintained, referred to and complied with by all operators and users. A copy of the regulations can be accessed on the FTZB's website: [www.trade.gov/ftz](http://www.trade.gov/ftz)

U.S. Customs and Border Protection Regulations (CBP or Customs Regulations): FTZ #255 is regulated by U.S. Customs and Border Protection under U.S. Code of Federal Regulations, Title 19, Part 146. Copies of these regulations shall be maintained, referred to and complied with by all operators. A copy of the regulations can be accessed on the Government Printing Office's website:  
[www.gpo.gov/fdsys/browse/collectionCfr.action?collectionCode=CFR](http://www.gpo.gov/fdsys/browse/collectionCfr.action?collectionCode=CFR)

Foreign-Trade Zones Manual (FTZ Manual): U.S. Customs and Border Protection publish a Foreign-Trade Zones Manual to assist operators with conforming to the Customs Regulations. All operators are required to maintain a current copy of the Foreign-Trade Zones Manual in addition to the Customs Regulations governing FTZs. A copy of the manual can be accessed on CBP's website:  
[www.cbp.gov/xp/cgov/trade/cargo\\_security/cargo\\_control/ftz/](http://www.cbp.gov/xp/cgov/trade/cargo_security/cargo_control/ftz/)

#### **Roles of Grantee, Operator, and User:**

Grantee: The corporate recipient of a grant of authority for a zone project; the public or private corporation to which the privilege of establishing, operating, or maintaining a foreign-trade zone has been given. Board of County Commissioners of Washington County, MD is the grantee of FTZ #255.

Operator: A person that operates within a zone or subzone under the terms of an agreement with the Board of County Commissioners of Washington County, MD and with the concurrence of CBP. The Board of County Commissioners of Washington County, MD explicitly delegates the responsibility for operation of zone sites to operators who will assume responsibility for compliance with all regulations of CBP, the FTZB, and other relevant government agencies.

User: A party using a zone under agreement with an operator. A party using a zone for



storage, handling, or manufacturing/production of merchandise in FTZ status. The operator and user can be the same party. If a user is not the operator and is delegated any of the operator's responsibilities as contained in this zone schedule or the Customs Regulations, a written operator agreement and procedures manual are required.

**Availability of Zone:** All rates and charges for all services and privileges within the FTZ shall be fair and reasonable, and the Board of County Commissioners of Washington County, MD shall afford to all who may apply to make use of or participate in the zone uniform treatment under like conditions, subject to such treaties or commercial conventions as are now in force or may hereafter be made from time to time by the United States with foreign governments. Users are subject to specific rules, rates, and charges of operators.

**Grantee Liability:** A grant of authority shall not be construed to make the Board of County Commissioners of Washington County, MD liable for violations by zone participants. The Board of County Commissioners of Washington County, MD's role under the Act and the FTZB Regulations is to provide general management of the zone to ensure that the reasonable needs of the business community are served. The Board of County Commissioners of Washington County, MD will not be liable and cannot assume any responsibility for any loss or damage to freight, cargo or merchandise, or other property within the FTZ, or for any loss or damage arising from acts of commission or omission of operators.

**Retail Trade:** Retail trade is prohibited in activated areas of zones except sales or commercial activity involving domestic, duty-paid and duty-free goods, which may be conducted in activated areas of a zone under permit issued by the Board of County Commissioners of Washington County, MD and approved by the FTZB. No permits are necessary for sales involving domestic, duty-paid or duty-free food and non-alcoholic beverage products sold within the zone for consumption on premises by individuals working in the zone.

**Fines & Penalties:** The FTZB may issue fines for violations of the Act or FTZB Regulations. Each violation is subject to a fine of not more than \$1,000, with each day during which a violation continues constituting a separate offense subject to imposition of the fine. Each day during which an operator fails to submit to the Board of County Commissioners of Washington County, MD the information required for the Board of County Commissioners of Washington County, MD's timely submission of a complete and accurate annual report to the FTZB shall constitute a separate offense subject to a fine of not more than \$1,000. The FTZB also can instruct CBP to suspend activated status of all or portion of a zone or subzone.

**Residents within Zone:** No person will be allowed to reside within an FTZ except federal, state, or municipal officers or agents, whose resident presence is deemed necessary by the FTZB.

**Insurance:** All operators within FTZ #255 shall keep in full force the necessary insurance as required by the Board of County Commissioners of Washington County, MD at the expense of the operator. Merchandise stored, manipulated, or transferred within the zone is not insured by the Board of County Commissioners of Washington County, MD. A copy of the policy or certificate of insurance shall be delivered to the Board of County Commissioners of Washington County, MD upon request.

**Access to Zone Sites:** Operators and users shall permit federal government officials acting in an official capacity and the grantee to have access to the zone and records during normal business hours and under other reasonable circumstances or as provided by law and regulations.

**Zone Schedule:** All corporations, partnerships, and persons operating within activated zone space are subject to this zone schedule. The zone schedule shall contain a section listing rates and charges for zone participants with information sufficient for the FTZB or the Executive Secretary to determine whether the rates or charges are reasonable based on other operations in the port of entry area and whether there is uniform treatment under like circumstances among operators and users. Copies of the zone schedule are available from the Board of County Commissioners of Washington County, MD. Any updates to this zone schedule will be provided to the FTZB and each operator.

**Operator Agreement:** Every individual, corporation or entity seeking to operate in FTZ #255 must enter into an operator agreement with the Board of County Commissioners of Washington County, MD. A copy of the standard operator agreement is available, upon request, from the Board of County Commissioners of Washington County, MD. If any conflict with this zone schedule and any operator agreement arise, the operator agreement will prevail. Users may become operators upon proper execution of an agreement with the Board of County Commissioners of Washington County, MD. Operators must execute an operator agreement with the Board of County Commissioners of Washington County, MD prior to the Board of County Commissioners of Washington County, MD issuing an activation concurrence letter.

**Property Owner Agreement:** All property owners of FTZ #255 must enter into a property owner agreement with the Board of County Commissioners of Washington County, MD. A copy of the standard property owner agreement is available, upon request, from the Board of County Commissioners of Washington County, MD. If any conflict with this zone schedule and any property owner agreement arises, the property owner agreement will prevail.

## **ZONE OPERATIONS**

**Merchandise Permitted in Zone:** Foreign and domestic merchandise of every description, except such as is specifically prohibited by law, may, without being subject to the Customs laws of the United States except as otherwise provided in the Act and the regulations made thereunder, be brought into a zone.

Merchandise which is specifically prohibited by law shall not be admitted into a zone. Any merchandise so prohibited by law which is found within a zone shall be disposed of in the manner provided for in laws and regulations applicable to such merchandise.

**Activities Permitted in Zone:** Merchandise lawfully brought into a zone may, in accordance with the FTZB and Customs Regulations and the Act, be stored, sold, exhibited, broken up, repacked, assembled, distributed, sorted, graded, cleaned, mixed with foreign and domestic merchandise, or otherwise manipulated, or be manufactured into new articles of commerce. Production activity may be performed in a zone only if approved by the FTZB prior to



commencement of the activity.

**Responsibility for Duty and Taxes:** Operators and users are responsible and liable for payment of any and all charges, fees, duties or penalties due any agency of the federal, state, or local government arising from use of the zone, including liabilities on merchandise which is not accounted for to the satisfaction of CBP.

**Security and Safety Requirements in the Zone:** All zone sites, in order to be approved for activation by CBP, must meet certain security and safety requirements. All zone sites are subject to security inspections by CBP and/or the Board of County Commissioners of Washington County, MD. Procedures manuals shall include current information on the method of physical as well as cargo security at the zone site. Each zone site will be evaluated separately by CBP who will determine the security measures that are required to protect the revenue of the United States based on the specific conditions of each zone site, e.g., description and value of merchandise activities, overall risk assessment, etc.

After a zone site has been activated, all security and safety measures required to achieve the initial activation must be maintained at all times. Spot checks may be conducted by CBP and the Board of County Commissioners of Washington County, MD and liquidated damages or notices may be assessed if these requirements are found to be insufficiently met in any way.

No operation or process of treatment will be permitted in the zone that, in the judgment of the FTZB, CBP, or the Board of County Commissioners of Washington County, MD, is detrimental to the public interest, health, and safety. Cost of special security devices and other requirements will be the responsibility of the operator.

**Inventory Control & Recordkeeping System:** Operators will establish and maintain inventory control and recordkeeping systems in accordance with the Customs Regulations at 19 CFR § 146.

**Record Retention:** Operators are required to retain all records pertaining to zone merchandise for five (5) years after the merchandise is removed from the zone. Records must be readily available for Customs review at the zone. Records must be made available to the Board of County Commissioners of Washington County, MD upon request and as outlined in the operator agreement.

**Proprietary Information:** Operators are required under the Customs Regulations to protect proprietary information in their custody from unauthorized disclosure.

**Use of Zone Facilities:** Zone facilities will be used for the purposes of receipt, storage, handling, exhibition, manipulation, manufacturing/production, and shipment of foreign and domestic merchandise as considered necessary for the conduct of each operator's normal business. Operators will not use or permit the FTZ to be used for any other purpose without the prior written consent of the Board of County Commissioners of Washington County, MD. Operators will not do or permit anything to be done in or about the FTZ that will in any way obstruct or interfere with the rights of other operators of the zone.

**FTZ Operator's Bond:** Operators must maintain, for Customs purposes, an FTZ operator's bond in the amount required by Customs. This bond is to assure compliance with Customs Regulations. The bond is submitted on Customs & Border Protection Form (CF) 301. The bond conditions are set forth at 19 CFR § 113.73, Customs Regulations. A failure to comply with the regulations may be deemed a "default" by Customs and result in the assessment of liquidated damages under the bond. The FTZ operator's bond (04) is a separate bond type from an importer's bond (01).

**Permits:** Prior to activation, operators must obtain all necessary permits from federal, state and local authorities and comply with the requirements of those authorities.

**Procedures Manuals:** Operators shall draft and maintain a procedures manual in accordance with the Customs Regulations as a condition of activation. The manual shall describe the inventory control and recordkeeping system(s) that will be used in the zone in compliance with the Customs Regulations.

## **FTZ APPLICATIONS**

### **New Zone Sites**

If a company is interested in taking advantage of the benefits of FTZ #255 at a location other than the currently approved sites, the company may request that an application for minor boundary modification, expansion, or subzone be filed by the Board of County Commissioners of Washington County, MD.

### **Production Authority**

Production in a zone site is any activity involving the substantial transformation of a foreign article resulting in a new and different article having a different name, character, and use, or activity involving a change in the condition of the article which results in a change in the customs classification of the article or in its eligibility for entry for consumption. Production activity must be approved in advance by the FTZB before the activity may commence using zone procedures. The company undertaking the activity must prepare a production notification to be submitted to the FTZB by the Board of County Commissioners of Washington County, MD or the company may submit the production notification to the FTZB directly with copy to the Board of County Commissioners of Washington County, MD and CBP.

### **Types of Applications to the Foreign-Trade Zones Board**

There are several types of FTZ applications:

- Minor Boundary Modification
- Expansion
- Subzone

Production notifications to the FTZB requesting production authority can be made as part of an



application for a new zone site or can be filed separately for an existing zone site. If the FTZB determines that further review of a production notification is necessary, the zone participant will be notified and a production application will be required.

Additional information on the requirements for each type of application may be found on the FTZB website at:

[www.trade.gov/ftz](http://www.trade.gov/ftz)

### **Procedures for Filing Applications to the Foreign-Trade Zones Board**

The Board of County Commissioners of Washington County, MD will assist prospective operators/users with determining the type of application(s) that is appropriate to accommodate the company's needs.

All applications, except production notifications, must be submitted to the Board of County Commissioners of Washington County, MD for review and approval prior to submission to the FTZB. The Board of County Commissioners of Washington County, MD will issue required transmittal/concurrence letters as appropriate.

### **FTZ ACTIVATION & DEACTIVATION & ALTERATION**

#### **Activation**

When an operator desires to apply for activation with CBP, the operator will complete the steps outlined in 19 CFR § 146.6.

An operator agreement between the operator and the Board of County Commissioners of Washington County, MD will be executed prior to the Board of County Commissioners of Washington County, MD issuing a grantee activation concurrence letter.

Prior to submitting an activation request to CBP, the operator will provide the Board of County Commissioners of Washington County, MD with a copy of the activation application, procedures manual and blueprint of the area to be activated for review by the Board of County Commissioners of Washington County, MD. Once the Board of County Commissioners of Washington County, MD reviews the activation application and if an operator agreement has been executed, the Board of County Commissioners of Washington County, MD will issue a grantee activation concurrence letter.

If the operator conducts production activity at the zone site as defined by the FTZB, a copy of the FTZB production authority will be provided to the Board of County Commissioners of Washington County, MD or the user's plan for obtaining production authority will be described prior to the Board of County Commissioners of Washington County, MD issuing a grantee activation concurrence letter.

As a condition of activation, all operators must agree to satisfy the requirements of CBP

automated systems.

### **Deactivation/Reactivation**

An operator may deactivate or reactivate its zone site. The operator must notify and obtain written approval from the Board of County Commissioners of Washington County, MD prior to requesting deactivation or reactivation with CBP.

### **Alteration**

An operator may increase or decrease the amount of activated space within an authorized zone site, activate a separate site of an already activated zone with the same operator at the same port, or relocate an already activated site with the same operator. The operator must notify and obtain written approval from the Board of County Commissioners of Washington County, MD prior to requesting alteration with CBP. The operator shall provide a copy of the alteration request and CBP approval to the Board of County Commissioners of Washington County, MD including an updated blueprint of the activated area(s).

### **FOREIGN-TRADE ZONES BOARD ANNUAL REPORT**

The Board of County Commissioners of Washington County, MD is responsible for preparing and submitting to the FTZB an annual report summarizing all zone activity from January 1 - December 31 of each year. The report will be submitted by the Board of County Commissioners of Washington County, MD to the FTZB by March 31 of the following year pursuant to the current requirements of the FTZB, which can be found at [www.trade.gov/ftz](http://www.trade.gov/ftz).

In order for the Board of County Commissioners of Washington County, MD to meet its responsibility in this regard, each operator will complete a report so that sufficient data is available to the Board of County Commissioners of Washington County, MD to complete the FTZB Annual Report. The operator will complete the report based on the FTZB requirements and guidelines, and submit it to the Board of County Commissioners of Washington County, MD by **February 15** of each year.

## SECTION IV – FEE SCHEDULE

### Grantee Fees

The Board of County Commissioners of Washington County, MD does not currently charge fees to zone participants. The Board of County Commissioners of Washington County, MD reserves the right at its discretion to amend the zone schedule to impose fair and reasonable fees (application, activation, annual, etc.) on zone participants in order to recover its costs of administering the FTZ project. Zone participants will be provided reasonable notice prior to the implementation of fees by the Grantee.

### Operator Fees

FTZ #255 does not currently have activated operators offering FTZ services to users.

### U.S. Customs and Border Protection Fees

At the time of issue of this zone schedule, no fees are charged by CBP for normal zone services. Should any fees or charges be imposed in the future, all such fees and charges shall be payable by the operator of the affected zone site including any charges for overtime and other special services provided at the request of an operator. Under no circumstances will the Board of County Commissioners of Washington County, MD be liable or responsible for any such CBP fees or charges.

### Foreign-Trade Zones Board Fees

Any fees or charges imposed by the FTZB shall be payable by the operator/user of the affected zone site, or as apportioned by the Board of County Commissioners of Washington County, MD among the zone sites when appropriate. Under no circumstances will the Board of County Commissioners of Washington County, MD be liable or responsible for any FTZB fees or charges incurred on behalf of companies seeking to operate or use the zone.

Presently the following FTZB fees apply for certain types of applications. Applications combining requests for more than one type of approval are subject to the fee for each category.

- |   |                |
|---|----------------|
| (1) Additional General-Purpose Zones in a Customs Port of Entry | <b>\$3,200</b> |
| (2) Special-Purpose Subzones:                                   |                |
| (i) non-manufacturing/processing or less than three products    | <b>\$4,000</b> |
| (ii) manufacturing/processing three or more products            | <b>\$6,500</b> |
| (3) Expansions  | <b>\$1,600</b> |

### Harbor Maintenance Fees (HMF)

The Water Resources Development Act of 1986 provides for a Harbor Maintenance Fee to be



imposed for commercial use of Ports in the United States. This fee is provided for in title XIV (Revenue Provisions) of the Act and is cited as the Harbor Maintenance Revenue Act of 1986. The purpose of the fee is to provide the Army Corps of Engineers with a dedicated source of revenue for funding Corps Port Project. CBP has been mandated to act as the collection agency for this fee. Date of implementation of the fee was April 1, 1987. The fee is assessed on water-borne cargo. Merchandise received into the zone will be assessed this fee upon entry when applicable. Payment is due by the importer of record on a quarterly basis on admitted merchandise. The current rate of the Harbor Maintenance Fee is .125% of the value of the commercial cargo.

### **Merchandise Processing Fees (MPF)**

Merchandise that is formally entered or released is subject to the payment to Customs of an ad valorem fee of .21%. The fee shall be due and payable to Customs by the importer of record of the merchandise at the time of presentation of the entry summary and shall be based on the value of the merchandise as determined under 19 U.S.C. 1401a. The fee charged shall not exceed \$485 and shall not be less than \$25.

On October 21, 2011, Public Law No: 112-40 was adopted. The law temporarily increases the merchandise processing fee from .21% to .3464% from October 1, 2011 - November 30, 2015. The MPF rate reverts to .21% from December 1, 2015 - September 30, 2016. The law temporarily decreases the merchandise processing fee from .21% to .1740% from October 1, 2016 - September 30, 2019. The MPF rate reverts to .21% after September 30, 2019. The cap of \$485 per entry remains unchanged.

### **Other Government Agency Fees**

Charges for services of other government agencies should be arranged for and paid by the operator who requires the use of such services. Under no circumstances will the Board of County Commissioners of Washington County, MD be liable or responsible for any other government agencies' fees or charges.

### **Fines, Penalties and Liquidated Damages**

The Board of County Commissioners of Washington County, MD will not be involved in the day-to-day operations of the zone project. CBP fines, penalties, or liquidated damage claims affecting zone merchandise or zone activities will be paid by the operator of the affected zone site. The same is true of any other fines, penalties, or liquidated damage claims by other government agencies concerning operations at the zone site. Under no circumstances will the Board of County Commissioners of Washington County, MD be liable or responsible for any fines, penalties, forfeiture, or liquidated damage claims.



## APPENDIX – DEFINITIONS OF TERMS

**Act:** The Foreign-Trade Zones Act of June 18, 1934 (19 USC 81a-81u), as amended.

**Activation:** Written approval by the grantee and Customs Port Director for FTZ operations to commence and for the admission and handling of merchandise in FTZ status. Activation can only take place in approved areas under the grant of authority by the FTZB. Prior to activation, an operator must enter into a written agreement with the grantee.

**Adjacency:** According to Section 400.11(b) of the Foreign-Trade Zones Board Regulations, general-purpose zone sites must be within 60 statute miles or 90 minutes driving time from the outer limits of a U.S. Customs Port of Entry boundary. Subzones are not subject to the same distance standard but must be able to have proper Customs oversight accomplished by physical and electronic means and merchandise must be presented for examination at a Customs site selected by Customs.

**Administrator:** The position of the Business Development Special within the Washington County Department of Business Development designated by the grantee to serve as a point of contact for information on the zone project and to provide oversight, marketing and management support.

**Admission/Admit:** Physical arrival of goods into the Foreign-Trade Zone under FTZ status with the approval of Customs. The word "admission" is to be used instead of "entry" of goods in an FTZ to avoid confusion with Customs entry processes under Parts 141-144 of the U. S. Customs Regulations.

**Alteration:** A change in the boundaries of an activated zone site; activation of a separate site of an already activated zone with the same operator at the same port; or the relocation of an already activated site with the same operator.

**Alternative Site Framework (ASF):** An optional approach to designation and management of zone sites allowing Grantees greater flexibility and responsiveness to serve single-operator/user locations.

**Annual Reconciliation:** A report required of activated operators by Customs within 90 days after the end of the zone year unless the Port Director authorizes an extension for reasonable cause. See 19 CFR Section 146.25 for more information.

**Annual Report:** A report required by the FTZB from each grantee due March 31st of each year. Each operator must provide information to the grantee as requested and by the grantee's established deadline in order for the grantee to aggregate the information and file the federal report on time each year.

**Annual Systems Review:** A review by the operator required by Customs to identify system deficiencies to ensure that the inventory control and recordkeeping system(s) meets the requirements of Customs. See 19 CFR Section 146.26 for more information.

**Antidumping/Countervailing Duties:** As a matter of FTZB policy, zone procedures shall not be used to circumvent antidumping and countervailing duties. As such, merchandise subject to AD/CVD must be placed in privileged foreign status upon admission to an FTZ.

**Applicant:** A corporation, entity or individual applying for the right to operate an FTZ site under the jurisdiction of FTZ #255.

**Audit-Inspection Procedures:** These procedures provide the framework for Customs to reduce on-site supervision of FTZs and for operators to maintain efficiency of operations through the audit-inspection method of supervision. The systems may be manual, computerized, or a combination of both. These procedures are designed to meet the requirements of the U.S. Customs Regulations (T.D. 86-16) for Audit-Inspection Procedures in FTZs. Under the regulations, the operator maintains the inventory records. Customs is relieved of the obligation of actually keeping the records, but maintains assurance of the system's accuracy by selective examinations of merchandise, spot checks and audits of FTZ operations.

**Authorized Inventory Method:** A Customs authorized inventory method other than a lot system (specific identification of merchandise); e.g., First-In-First-Out (FIFO). No lot file is required but the operator shall maintain a file of all CBPF 214s in sequential order. [19 CFR § 146.37(2)]

**Bond:** A surety bond is a contract whereby one party, the surety, guarantees the performance of a second party, the principal, for the benefit of a third party, the obligee (the Federal government, in the case of Customs bonds). Should the principal fail to perform his agreement with the obligee, the surety will be required to pay liquidated damages, and will have the right to obtain reimbursement from the defaulting principal. "Customs bonds" - all bonds required to be given under Customs laws or regulations shall be known as Customs bonds. [19 CFR § 113.4(a)]

**Boundary Modifications:** A change of the area of a federally designated zone made by proper application to the U.S. Foreign-Trade Zones Board. [FTZ Manual, Section 4.4] Boundary modifications may be minor or major; zone expansions may be considered major boundary modifications [15 CFR § 400.24].

**Co-Administrator:** position of the Business Support Specialist within the Washington County Department of Business Development designated by the grantee to serve as a point of contact for information on the zone project and to provide oversight, marketing and

**Commingling:** Physically combined or mixed. [19 CFR § 102.1(b)] Regarding fungible goods from different countries, which are commingled, the country or countries of origin may be determined on the basis of an inventory management method of the Customs regulations. [19 CFR § 102.12(b)]

**Conditionally Admissible Merchandise:** Merchandise that may be imported into the U.S. under certain conditions. Merchandise that is subject to permits or licenses, or that must be reconditioned to bring it into compliance with the laws administered by various Federal agencies, is an example of Conditionally Admissible Merchandise [19 CFR § 146.1(b)].



**Constructive Transfer:** A legal fiction that permits acceptance of a Customs entry for merchandise in a zone before its physical transfer to the Customs territory [19 CFR §146.1(b)]. If the entry is thereafter rejected or canceled, the merchandise will be considered at that time to be constructively transferred back into the zone in its previous zone status [19 CFR § 146.61].

**Country of Origin:** The country of manufacture, production or growth of any article of foreign origin entering the United States. Further work or material added to an article in another country must effect a substantial transformation in order to render such other country the "country of origin". For a good of a NAFTA country, the NAFTA Marking Rules will determine the country of origin [19 CFR § 134.1(b)].

**Country of Origin Marking:** Unless excepted by law, every article of foreign origin (or its container), imported into the United States shall be marked in a conspicuous place as legibly, indelibly, and permanently as the nature of the article (or container) will permit in such manner as to indicate to an ultimate purchaser in the United States the English name of the country of origin of the article [19 CFR §134.11]. Goods leaving a zone for entry into the United States must be properly marked with the applicable country of origin unless excepted under Customs Regulations. If an imported article undergoes a substantial transformation while in the foreign-trade zone, that is, such processing that the resultant product is one having a name, character or use differing from that of the article that was admitted into the foreign-trade zone, the final product may no longer be considered to be of foreign origin. Authorization of the use of the legend "Made in USA" is beyond the scope of Customs; it is within the jurisdiction of the Federal Trade Commission. If no transformation occurs, the requirements of Section 304 of the Tariff Act must be met upon entry of the merchandise into the Customs territory.

**Customs-Trade Partnership Against Terrorism (C-TPAT):** A voluntary government-business initiative to build cooperative relationships that strengthen and improve overall international supply chain and U.S. border security.

**Customs & Border Protection:** On March 1, 2003, the border inspection functions of the U.S. Customs Service, the Immigration and Naturalization Service, and the Agriculture and Plant Health Inspection Service, along with the U.S. Border Patrol, were transferred to U.S. Customs & Border Protection. Customs is an official agency of the Department of Homeland Security. Customs & Border Protection is responsible for carrying out the Tariff Act and various other laws and regulations in respect to foreign-trade zones.

**Customs Broker:** A person who is licensed to transact customs business on behalf of others [19 CFR §111.1]. A firm, representative, or individual who acts on behalf of the operator and/or the importer of record under an authorized power of attorney.

**Customs Modernization Act:** A 1993 law that expanded statutory recordkeeping requirements for importers and their agents. The law fundamentally changed the U.S. Customs & Border Protection enforcement methodology from a transaction-by-transaction approach to a post entry audit approach. The new method of enforcement is similar to the Internal Revenue Service (IRS) and places the burden for valuation and classification on the importer.

**Customs Territory of the United States:** The territory of the U.S. in which the general tariff laws of the U.S. apply. "Customs territory of the United States" includes only the States, the District of Columbia, and Puerto Rico [General Note 2, Harmonized Tariff Schedule of the United States (19 USC 1202)], [19 CFR § 146.1(b)]. Zone status merchandise in a FTZ is considered to be outside of the Customs territory of the United States.

**Deactivation:** Voluntary discontinuation of the activation of an entire zone or subzone by the grantee or operator. Discontinuance of the activated status of only a part of a zone site is an alteration [19 CFR § 146.1(b)].

**Default:** An act or omission that will result in a claim for duties, taxes, charges, or liquidated damages under the FTZ Operator's Bond.

**Destruction:** Destruction means the complete destruction of articles or merchandise to the extent that they have no commercial value. Any residue from destruction within a zone, which is determined to be without commercial value, may be removed to Customs territory for disposal [19 CFR § 146.52(e)]. Destruction in a zone may be performed only under approved permit from the Port Director of U.S. Customs & Border Protection.

**Direct Delivery:** A procedure for delivery of merchandise to an FTZ without prior application and approval on CBPF 214; designed for shipments where ordering and timing are under the control of the operator. Approval to utilize direct delivery must be obtained from the Port Director (19 CFR §146.39).

**Domestic Status Merchandise (DOM):** Merchandise that has been (i) grown, produced or manufactured in the U.S. and not exported therefrom, (ii) previously entered into the commerce of the United States as duty and tax free or (iii) previously imported into Customs territory and properly released from Customs custody. This means imported merchandise on which all necessary duties and taxes, if applicable, have been paid, and if upon which no drawback has been claimed, is considered Domestic status merchandise when admitted to a foreign-trade zone [19 CFR § 146.43].

**Dutiable Value:** For material imported from a foreign country, the price actually paid or payable for the foreign sourced material in the transaction that caused the material to be admitted into the zone, less, if included, international shipment and insurance costs and U.S. inland freight costs. The dutiable value is used to calculate duty payments [19 CFR § 146.65(b)(2)].

**Duty:** A tax on imports. In a foreign-trade zone, duties are not payable until the merchandise exits the zone and is entered into the commerce of the United States.

**Entry:** To bring merchandise into the Customs territory of the United States. Documentation required by 19 CFR § 142.3 to be filed with the appropriate Customs officer to secure the release of imported merchandise from Customs custody, or the act of filing that documentation [19 CFR § 141.0a(a)].

**Estimated Weekly Entry:** An estimated entry, made on CBPF 3461 and officially accepted, estimating the removals of merchandise during a 7 day period [19 CFR § 146.63(c)(1)].



**Estimated Weekly Removals (Application for Weekly Zone Permit):** An estimate of weekly in-bond removals may be made on CBPF 7512 and officially accepted, estimating the in-bond removal of during a 7 day period [19 CFR § 146.68(a)]. This procedure may be used for exports or zone-to-zone transfers from a zone and requires a weekly reconciliation report. Alternatively, electronic in-bonds using QP/WP procedures may be used.

**Expansion:** Expand the physical dimensions of an approved zone area as it relates to the scope of operations envisioned in the original plan [15 CFR § 400.24].

**Export:** The transportation of merchandise out of the U.S. for the purpose of being entered into the commerce of a foreign country. [19 CFR § 192.1]

**First In-First Out (FIFO):** The FIFO is the method by which fungible merchandise is identified by recordkeeping on the basis of the first merchandise received into the inventory. Under this method, withdrawals are from the oldest (first-in) merchandise in inventory at the time of withdrawal.

**Foreign-First (FOFI):** An accounting method based on the assumption that foreign status merchandise is decremented first.

**Foreign Merchandise:** Imported merchandise of every description (except articles specifically and absolutely prohibited by statute) that has not been released from U.S. Customs custody into the U.S. Customs territory. Imported merchandise upon which duty and taxes, if applicable, have not been paid. [19 CFR § 146.1(b)]

**Foreign-Trade Zone (FTZ):** A foreign-trade zone is one or more restricted-access sites, including subzones, in or adjacent to a Customs port of entry, operated as a public utility under the sponsorship of a zone grantee authorized by the Foreign-Trade Zones Board, with zone operations under the supervision of Customs & Border Protection [15 CFR § 400.2].

**Foreign-Trade Zones Act:** The Foreign-Trade Zones Act of June 18, 1934 (19 USC 81a-81u), as amended, that established the Foreign-Trade Zones Board and the Foreign-Trade Zones Board Regulations. This statute is administered through 15 CFR § 400 (Foreign-Trade Zones Board Regulations) and throughout 19 CFR (Customs Regulations).

**Foreign-Trade Zones Board (FTZB):** The Board that was established to carry out the provisions of the Foreign-Trade Zones Act of 1934, codified in Title 19, Sections 81a through 81u. The Board consists of the Secretary of Commerce, who is chairman and executive officer of the Board, and the Secretary of the Treasury, or their designated alternatives [19 USC § 81a; 15 CFR § 400.2]. The Board staff is responsible for administering the FTZ program on behalf of the Board. The Executive Secretary of the Board staff represents the Board in administrative, regulatory, operational, and public affairs matters. The Executive Secretary serves as the director of the staff.

**Foreign-Trade Zone Number:** A number assigned by the Foreign-Trade Zones Board upon establishment of a foreign-trade zone.

**Foreign-Trade Zone Forms/Reports:** Forms/reports used in the operation of foreign-trade zones are designated by Customs. These forms/reports may be completed by either the operator/user as the Importer of Record, its duly assigned Customhouse broker, or the operator. In addition to forms/reports used generally for bonded movements, imports and exports, the main FTZ forms/reports required by Customs include:

Customs Form 214 (CBPF 214) Application for FTZ Admission and/or Status Designation  
Customs Form 216 (CBPF 216) Application for FTZ Activity Permit

**Fungible Merchandise:** Merchandise that for commercial purposes is identical and interchangeable in all situations. [19 CFR § 191.2(b)] In an FTZ, fungible merchandise may be identified by an inventory method authorized by Customs, which is consistently applied, such as First-In-First-Out (FIFO) and using a unique identifier. [19 CFR § 146.23(2)]

**Grant of Authority:** A document issued by the Foreign-Trade Zones Board that authorizes a zone grantee to establish, operate and maintain a zone, subject to limitations and conditions specified in 15 CFR Part 400 and 19 CFR Part 146. The authority to establish a zone includes the responsibility to manage it.

**Grantee:** A Grantee is the corporate recipient of a grant of authority for a zone project [15 CFR § 400.2]. A Grantee is a public or private corporation to which the privilege of establishing, operating, or maintaining a foreign-trade zone has been given [FTZ Manual, Section 3.10].

**Harbor Maintenance Fee (HMF):** A port use fee of 0.125 percent of a cargo's value may be payable by commercial vessels unloading cargo at a port that is authorized to charge HMF [19 CFR § 24.24]. The applicant for admission of cargo unloaded in a foreign-trade zone must pay the HMF due on a quarterly basis [19 CFR § 24.24(e)(2)(iii)]. HMF payment must be received no later than 31 days after the close of the quarter being paid. Quarterly periods end on the last day of March, June, September and December.

**Imports:** Foreign merchandise of every description (except articles specifically and absolutely prohibited by statute) entered into Customs territory to become a part of the domestic supply for the purpose of domestic commerce or consumption, and particularly that which is entered into Customs territory through the zone and foreign merchandise which, under the laws and regulations of various other federal agencies having jurisdiction within the zone, is said to be "imported" into foreign-trade zones, Customs bonded warehouses, or Customs custody. This latter merchandise, in relation to operations in the zone, is considered to be foreign merchandise until its entry into the commerce of the United States.

**In-Bond Merchandise:** Any merchandise, other than explosives and merchandise the importation of which is prohibited, arriving at a port of entry in the United States may be entered, under such rules and regulations as the Secretary of the Treasury may prescribe, for transportation in-bond without appraisement to any other port of entry designated by the consignee, or his agent, and by such bonded carrier as he designates, there to be entered in accordance with the provisions of this chapter. Pursuant to Public Resolution 108, of June 19, 1936, (19 USC 1551, 1551a) and subject to compliance with all other applicable provisions, the



Port Director, upon the request of the party in interest, may permit merchandise entered and examined for Customs purposes to be transported in-bond between ports by bonded cartmen or lightermen duly qualified if the Port Director is satisfied that the transportation of such merchandise in this manner will not endanger the revenue [19 CFR § 18.1(b)]. Foreign status merchandise that is moved to or from another port other than the port in which the zone is located must be moved in-bond.

**Lapse Provision:** Authority for a zone or a subzone shall lapse unless the zone (in the case of subzones, the subzone facility) is activated, pursuant to 19 CFR Part 146, and in operation not later than five years from the authorization of the zone or subzone, subject to the provisions of Board Order 849.

**Magnet Site:** A site intended to serve or attract multiple operators under the Foreign-Trade Zones Board's Alternative Site Framework (ASF).

**Manipulation:** Activity described as manipulation is generally considered to include cleaning, sorting and/or repacking or otherwise changing condition but not manufacture/production.

**Merchandise:** Merchandise includes goods, wares, and chattels of every description except prohibited merchandise. (Building materials, production equipment and supplies for use in operation of a zone are not considered "merchandise".)

**Mixed Status Merchandise:** Foreign merchandise which has been combined with domestic merchandise in the FTZ is sometimes referred to as mixed status merchandise.

**Merchandise Processing Fee (MPF):** Generally, merchandise that is formally entered or released is subject to the payment to Customs of an ad valorem fee of 0.21 percent. The fee shall be due and payable to Customs by the importer of record of the merchandise at the time of presentation of the entry summary and shall be based on the value of the merchandise. Per entry, the ad valorem fee (MPF) shall not exceed \$485 and shall not be less than \$25. This fee is assessed differently for formal and for informal entries or releases. An ad valorem fee and other charges are applicable according to the provisions of 19 CFR § 24.23. On October 21, 2011, Public Law No: 112-40 was adopted. The law temporarily increases the merchandise processing fee from .21% to .3464% from October 1, 2011 - November 30, 2015. The MPF rate reverts to .21% from December 1, 2015 - September 30, 2016. The law temporarily decreases the merchandise processing fee from .21% to .1740% from October 1, 2016 - September 30, 2019. The MPF rate reverts to .21% after September 30, 2019. The cap of \$485 per entry remains unchanged.

**Nonprivileged Foreign Status (NPF):** Merchandise subject to tariff classification according to its character, condition and quantity as constructively transferred to Customs territory at the time the entry or entry summary is filed with Customs. In other words, a status of merchandise for tariff purposes that provides for classification and appraisement in accordance with the condition of merchandise when constructively transferred to the Customs territory of the United States [19 CFR § 146.42 & § 146.65(a)(2)]. In a zone, NPF merchandise may be changed to Privileged Foreign (PF) or Zone Restricted (ZR) status before any processing/manufacturing has occurred, at the option of the zone user and with approval by Customs [FTZ Manual, Section 5.6]. Waste

recovered from any manipulation or manufacture of PF or NPF merchandise in a zone has NPF status. NPF status is selected when the duty rate of the finished product is lower than the duty rate of the imported foreign components in a manufacturing environment.

**Operator:** An operator is a person that operates within a zone or subzone under the terms of an agreement with the grantee (or third party on behalf of the grantee), with the concurrence of Customs [15 CFR § 400.2].

**Operator Agreement:** Prior to activation, an agreement between the operator and grantee will be executed. Activation cannot occur without execution of an operator agreement and issuance of an activation concurrence letter by the grantee.

**Operator's Bond:** All operators must submit to Customs a bond to assure compliance with Customs regulations. The bond is submitted on Customs Form (CF) 301. The bond provisions are set forth at 19 C.F.R. 113.73, Customs Regulations. A failure to comply with the regulations may be deemed a "default" by Customs and result in the assessment of liquidated damages under the bond.

**Penalties/Fines:** Merchandise introduced into the United States contrary to law may subject the responsible parties to penalty actions. If merchandise is entered, introduced, or attempted to be entered or introduced by a false document, oral or written statement, or act or omission which is the result of fraud, gross negligence or negligence, the person(s) responsible may be liable for a civil monetary penalty as provided in 19 USC 1592. Upon violation of the FTZ Act, or any regulation issued under the Act, the person responsible shall be subject to a fine of not more than \$1,000. Each day during which a violation continues may constitute a separate offense. Liquidated damages, where applicable, will be imposed in addition to the fine.

**Permit to Transfer (PTT):** The request and Customs authorization procedures for within port movements of cargo. Bonded cargo destined for a foreign-trade zone can be moved on a Customs-authorized PTT that is transmitted to Customs electronically through the electronic CBPF 214 process or using a manual CBPF 214 or CBPF 6043.

**Port Director:** The principal Customs official of a designated port of entry (except for the Headquarters Port). Under certain contexts, refers to whomever the Port Director delegates to act in his or her authority and thus may refer to any Customs officer [FTZ Manual, Section 1.5].

**Port of Entry:** A port of entry in the United States, as defined by part 101 of the regulations of Customs (19 CFR Part 101), or a user fee airport authorized under 19 USC 58b and listed in part 122 of the regulations of Customs (19 CFR Part 122) [15 CFR § 400.2].

**Privileged Foreign Status (PF):** Merchandise subject to tariff classification according to its character, condition and quantity at the rate of duty and tax in force on the date of filing the CBPF 214. In other words, a status that, upon proper application and approval anytime preceding manufacture or manipulation within a zone, is granted to an imported input, allowing the zone user the privilege of treating the input, for tariff purposes, as remaining in its original condition at the time of admission to the zone [19 CFR § 146.41; 146.65(a)(1); FTZ Manual, Section 5.5]. Once established, Privileged Foreign status cannot be changed except in the case



of recoverable waste (see 19 CFR § 146.42). PF merchandise may be exported or withdrawn for supplies, equipment, or repair material of vessels or aircraft without the payment of taxes and duties in accordance with CFR § 146.67 and 146.69.

**Production:** As defined by the Foreign-Trade Zones Board Regulations means activity involving the substantial transformation of a foreign article resulting in a new and different article having a different name, character, and use, or activity involving a change in the condition of the article which results in a change in the customs classification of the article or in its eligibility for entry for consumption [15 CFR § 400.2]. The Foreign-Trade Zones Board requires that specific prior authorization be obtained for production operations in the activated zone.

**Prohibited Merchandise/Operations:** Merchandise that is prohibited by law to be imported on grounds of public policy or morals, or any merchandise that is excluded from a zone by order of the Board. Books urging treason or insurrection against the U.S., obscene pictures, and lottery tickets are examples of Prohibited Merchandise [19 CFR § 146.1(b)]. Prohibited operations include, but are not limited to, manufacturing of alcohol products, tobacco products and firearms. Any activities determined by federal, state, or local authorities to be detrimental to the public health and safety, and retail trade are not permitted in a zone.

**Property Owner Agreement:** Prior to FTZ designation of any site, an agreement between the property owner of the proposed site and the grantee will be executed.

**Quota Control:** Foreign merchandise subject to U.S. Government import quota controls may be placed in the FTZ pending approval for transfer to Customs territory, re-export to a foreign destination, manipulation, or other authorized purposes.

**Restricted Merchandise/Operations:** Merchandise that may not be authorized for delivery from Customs' custody without a special permit, or a waiver thereof, by an agency of the U.S. Government. Also, the Foreign-Trade Zones Board and U.S. Customs & Border Protection have restricted certain operations in a zone involving the following products: steel, textiles, sugar, petroleum products, explosives, firearms, meat processing, pigments & printers ink, tires, chain saws, golf carts, television tubes, and pistachios/nuts. The restrictions may vary on a case-by-case basis. See FTZ Manual 11.6 for more information.

**Reactivation:** A resumption of the activated status of an entire area that was previously deactivated without any change in the operator or the area boundaries. If the boundaries are different, the action is an alteration. If the operator is different, it is a new activation.

**Service Area:** The jurisdiction(s) within which a grantee proposes to be able to designate sites via minor boundary modifications under the ASF.

**Specific Identification:** Method for physical inventory control in an FTZ as opposed to record identity; controlled by exact unit of merchandise, by model and number.

**Subzone:** A site (or group of sites) established for a specific purpose. The term "zone" also applies to a subzone, unless specified otherwise [19 CFR § 146.1(b); 15 CFR § 400.2].

**Sunset Limits:** FTZ designation self-removes if there is no FTZ activity at the site before the sunset date. For magnet sites, the default sunset period is 5 years (with variation possible based on circumstances, including possible permanent designation for one magnet site). Usage-driven sites have a three-year sunset period. FTZ activity at a site during the sunset period resets the sunset date for an additional 5 years (magnet) or additional 3 years (usage-driven).

**Time of Admission:** Generally, merchandise is admitted to a zone upon the Port Director's signature of an application for admission, i.e., the filing of the CBPF 214 or through concurrence of the e214. [FTZ Manual, Section 6.4]

**Time of Entry:** Generally, merchandise is entered into the Customs territory of the United States when the appropriate Customs officer authorizes the release of the merchandise or any part of the merchandise covered by the entry documentation. [19 CFR § 141.68(a)]

**Total Zone Value:** The total zone value shall be that price actually paid or payable to the zone seller in the transaction that caused the merchandise to be transferred from the zone. Where there is no price paid or payable, the total zone value shall be the cost of all materials and zone processing costs related to the merchandise transferred from the zone. [19 CFR §146.65(b)(1)]

**Transfer:** To withdraw merchandise in zone status from an FTZ for consumption, transportation, exportation, warehousing, cartage or lighterage, vessel supplies and equipment, admission to another FTZ, and like purposes.

**Transferee:** A person or entity to which right is transferred. As applied to FTZ, it refers to a transfer of the right to make entry and remove merchandise from an FTZ.

**Unique Identifier Number (UIN):** A material UIN will be the product identification number for a specific material. "Unique identifier" means the numbers, letters, or combination of numbers and letters that identify merchandise admitted to a zone with zone status. [19 CFR § 146.1(b)(2)] The UIN will be used in the FTZ accounting system and for inventory purposes. The relief of merchandise from a UIN layer in the FTZ accounting system is what triggers duty payment for companies operating in an FTZ.

**United States:** The United States, District of Columbia and Puerto Rico. The term "United States" includes all territories and possessions of the United States, except the U.S. Virgin Islands, Guam, American Samoa, Wake Island, Midway Islands, and Johnston Atoll.

**Usage-Driven Site:** A site tied to a single operator or user under the Foreign-Trade Zones Board's Alternative Site Framework (ASF).

**User:** A party using a zone under agreement with the zone operator [15 CFR § 400.2]. An Operator may also be a User.

**Waste and Scrap:** That which must be measured (in addition to by-products) to account for the difference between input and output to and from a zone. Waste may be recoverable and attributed to non-privileged status under certain circumstances [FTZ Manual, Section 5.6(b)].



**Weekly Entry Summary:** The entry document, executed on CBPF 7501, of the actual entries into the Customs territory of the United States. The CBPF 7501 will identify the actual quantity, value, and HTS for the product entered. "Entry Summary" means any other documentation necessary to enable Customs to assess duties and collect statistics on imported merchandise, and determine whether other requirements of law or regulation are met [19 CFR § 141.0a(b); FTZ Manual, Section 9.8(c)].

**Zone:** A foreign-trade zone established under the provisions of the FTZ Act and regulations. The term also includes subzones, unless the context indicates otherwise [15 CFR § 400.2].

**Zone Inventory System(s) (ZIS):** Automated, non-automated, or combination inventory control and recordkeeping system(s) used for operation of a zone. ZIS is referred to by Customs as ICRS or inventory control and recordkeeping system(s).

**Zone Plan:** Includes all of the zone sites that a single grantee is authorized to establish [15 CFR § 400.2].

**Zone Restricted Status (ZR):** Merchandise taken into a zone for the sole purpose of exportation, destruction (except destruction of distilled spirits, wines, and fermented malt liquors), or storage will be given Zone Restricted status on proper application. ZR status can be requested at any time that the merchandise is located in the zone but cannot be abandoned once granted except by order of the Board. Merchandise in Zone Restricted status may not be removed to Customs territory for domestic consumption except where the Board determines the return to be in the public interest [19 CFR § 146.44(a)].

**Zone Site:** The physical location of a zone or subzone. A site is composed of one or more generally contiguous parcels of land organized and functioning as an integrated unit, such as all or part of an industrial park or airport facility.

**Zone Status:** The legal status of merchandise that has been admitted to an FTZ, thereby becoming subject to the provisions of the FTZ Act. Zone status distinguishes between merchandise which has already cleared Customs or is a product of the United States (domestic status) and merchandise which was imported and has not yet cleared Customs (nonprivileged and privileged foreign status), or is being held in a zone pending exportation or destruction (zone restricted status). The choice of which type of zone status is applicable to merchandise is, to a large extent, at the option of the applicant for admission or the owner of merchandise in the FTZ. However, in some cases, the type of status is dictated by law because of the definition of the status in the U.S. Customs regulations, the operation of other laws in conjunction with the FTZ Act, or special condition in the FTZ grant.

**Zone-to-Zone Transfer:** Merchandise transferred from one zone in a port to another zone in that same port or to a zone within a different port. Each type of transfer requires different reports and procedures as specified in 19 CFR § 146.66.

**Zone Week:** The user's business week for FTZ weekly entry reporting purposes.

**Zone Year:** The operator's business year for CBP annual reconciliation and systems review purposes.



## Agenda Report Form

### Open Session Item

**SUBJECT:** 2022 Emergency Management Performance Grant – Approval to Submit Grant Application and Accept Awarded Funding

**PRESENTATION DATE:** April 5, 2022

**PRESENTATION BY:** Cody Swope, Emergency Management Specialist, and Rachel Souders, Senior Grant Manager, Office of Grant Management

**RECOMMENDED MOTION:** Move to approve submission of the FY22 Emergency Management Performance Grant to the Maryland Department of Emergency Management in the amount of \$102,000 and accept funding as awarded.

**REPORT-IN-BRIEF:** The purpose of the Emergency Management Performance Grant (EMPG) Program is to provide federal funds to states to assist state, local, tribal, and territorial emergency management agencies to obtain the resources required to support the National Preparedness Goals associated with the areas and core capabilities. MEMA is expected to award the County \$102,000, which will be used to fund the salary of the Emergency Management Planner and provide needed personal protective equipment to Emergency Management personnel when conducting damage assessments in areas hit by disasters.

**DISCUSSION:** The Office of Grant Management has reviewed the grant guidelines. The performance period for this federal grant is October 1, 2022 through June 1, 2024. There is a 100% match required for this grant which will be accomplished by using the Emergency Manager's salary as in-kind services.

Wages & Benefits	\$66,000
Operational Expenses	<u>\$36,000</u>
Total	\$102,000

**FISCAL IMPACT:** Provides \$102,000 for Emergency Management-related expenses which may otherwise be charged to the Emergency Management budget.

**CONCURRENCES:** Susan Buchanan, Director, Office of Grant Management

**ALTERNATIVES:** Deny approval for submission of this request and place the EM Planner salary within the Emergency Management budget.

**ATTACHMENTS:** N/A

**AUDIO/VISUAL NEEDS:** N/A



## Agenda Report Form

### Open Session Item

**SUBJECT:** State Homeland Security Grant Program– Approval to Submit Grant Application and Accept Awarded Funding

**PRESENTATION DATE:** April 5, 2022

**PRESENTATION BY:** Cody Swope, Emergency Management Specialist, and Rachel Souders, Senior Grant Manager, Office of Grant Management

**RECOMMENDED MOTION:** Move to approve submission of the FY22 State Homeland Security Grant to the Maryland Department of Emergency Management in the amount of \$177,000 and accept funding as awarded.

**REPORT-IN-BRIEF:** The State Homeland Security Grant program is administered by the Federal Emergency Management Agency and passes through the Maryland Department of Emergency Management to be distributed to local jurisdictions. The program is intended to enhance and maintain current Homeland Security initiatives as they pertain to prevention, preparedness, response, recovery, and mitigation. The grant will pay partial salary for the Emergency Management Specialist, the cost of the Washington County Citizen Notification software annual fees, a part-time position within the Washington County Sheriff's Office for Incident Management Team coordination and projects and other costs which include training, equipment, public outreach and response capabilities.

**DISCUSSION:** The Office of Grant Management has reviewed the grant guidelines. The performance period for this federal grant is September 1, 2022 through August 31, 2025. There is no matching fund requirement associated with this grant; however, at least 25% of the grant funds must be spent on law enforcement related tasks or equipment.

Wages & Benefits	\$86,000
Operational Expenses	<u>\$91,000</u>
Total	\$177,000

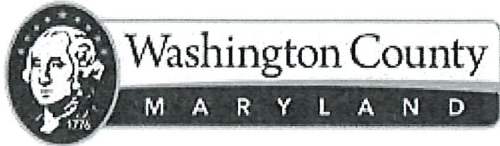
**FISCAL IMPACT:** Provides \$177,000 for Emergency Management related expenses which may otherwise be charged to the Emergency Management budget.

**CONCURRENCES:** Susan Buchanan, Director, Office of Grant Management

**ALTERNATIVES:** Deny approval for submission of this request and place the EM Specialist and IMT Coordinator salaries, and the Citizen Notification software fees within the EM budget.

**ATTACHMENTS:** N/A

**AUDIO/VISUAL NEEDS:** N/A



## Agenda Report Form

### Open Session Item

**SUBJECT:** Intent to Quit Claim Hood Street to the Maryland Stadium Authority

**PRESENTATION DATE:** April 5, 2022

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

**RECOMMENDED MOTION:** Move to adopt the ordinance declaring certain real property as surplus property (Hood Street) and approve the Quit Claim of the same and authorize the execution of the necessary documentation to finalize the conveyance.

**REPORT-IN-BRIEF:** The Maryland Stadium Authority and City of Hagerstown have requested that the County Quit Claim any interest it may have in Hood Street to the Stadium Authority for the Hagerstown Multi-Use Sports and Events Facility.

**DISCUSSION:** Hood Street is within City limits and has been maintained by the City of Hagerstown for over 50 years. Deed research however has indicated an easement was never recorded for Hood Street. The original ownership of Hood Street can be traced back to the owner of the former Grand Union market where the current County Administrative Annex is located. Out of an abundance of caution a Quit Claim will transfer any interest the County may have in Hood Street to the Maryland Stadium Authority.

The City of Hagerstown will also transfer all interest they have through a Quit Claim Deed.

**FISCAL IMPACT:** N/A

**CONCURRENCES:** County Attorney's Office (Ordinance)

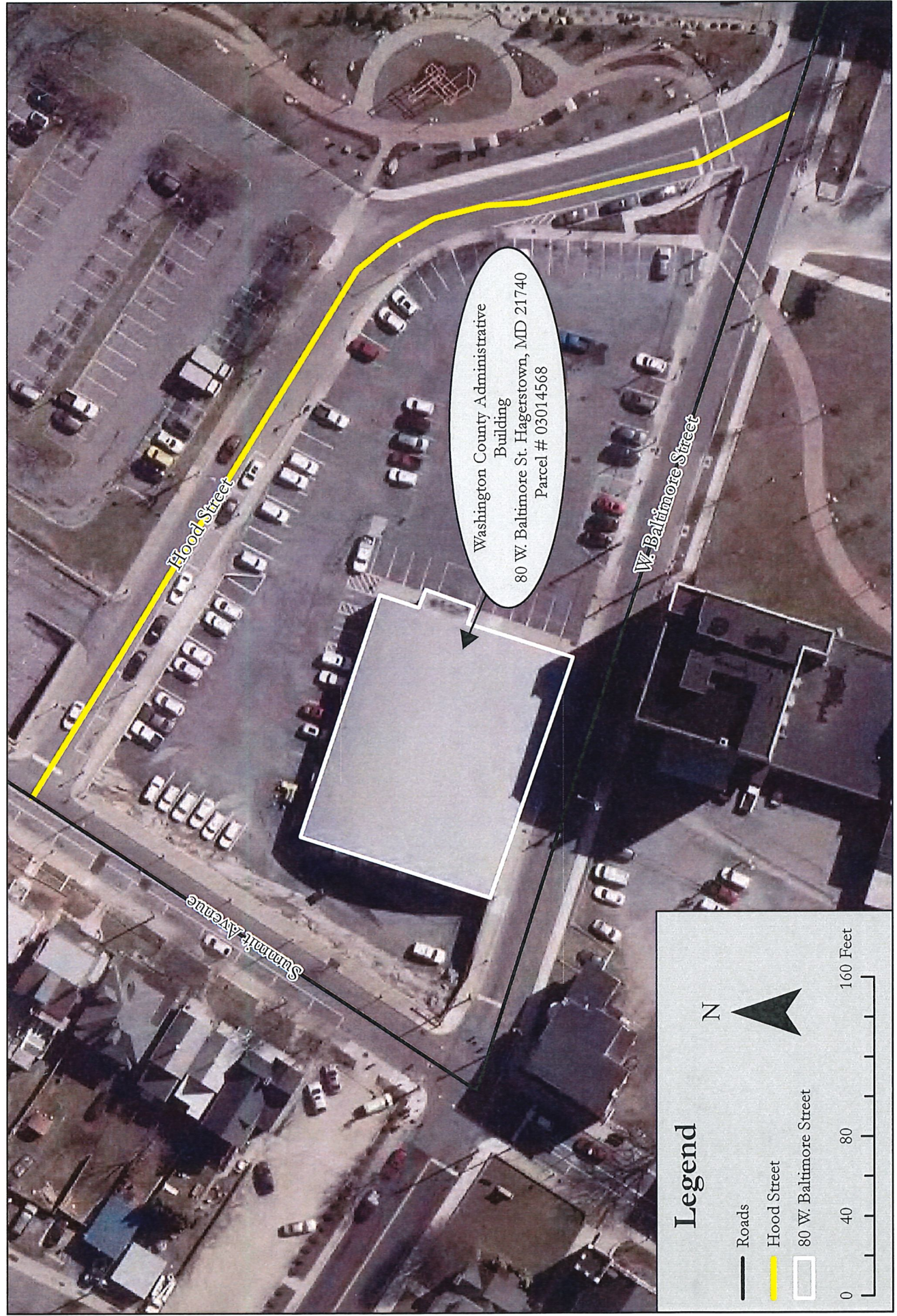
**ALTERNATIVES:** N/A

**ATTACHMENTS:** Aerial Map, Ordinance

**AUDIO/VISUAL NEEDS:** N/A



# Hood Street





ORDINANCE NO. ORD-2022-

**AN ORDINANCE TO DECLARE CERTAIN REAL PROPERTY  
AS SURPLUS PROPERTY AND TO APPROVE THE CONVEYANCE  
OF SAID REAL PROPERTY**

BE IT ORDAINED by the Board of County Commissioners of Washington County, Maryland (the "County"), as follows:

1. It is hereby established and declared that any interest that the County may have in the real property described on Exhibit A is no longer needed by the County for a public purpose or a public use (the "Property").

2. The County believes that it is in the best interest of the citizens of Washington County to dispose of any interest it may have in the Property by conveyance to the Maryland Stadium Authority. Notice of Intention of Washington County to Convey Real Property was not required to be advertised, pursuant to Section 1-301, Code of the Public Local Laws of Washington County, Maryland, because the Property is to be conveyed to a unit of State government.

THEREFORE, BE IT ORDAINED by the Board of County Commissioners of Washington County, Maryland, that the conveyance of any interest in the Property to the Maryland Stadium Authority be approved and that the President of the Board and the County Attorney be and are hereby authorized and directed to execute and attest, respectively, for and on behalf of the County, a quit claim deed conveying the Property to the Maryland Stadium Authority for no monetary consideration, and the Real Property Administrator is authorized to execute on behalf of the County and documents necessary to consummate the transaction.

ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2022.

ATTEST:

BOARD OF COUNTY COMMISSIONERS  
OF WASHINGTON COUNTY, MARYLAND

\_\_\_\_\_  
Kirk C. Downey, County Attorney

BY: \_\_\_\_\_  
Jeffrey A. Cline, President

Approved as to form  
and legal sufficiency:

---

Kirk C. Downey  
County Attorney

EXHIBIT A

The entirety of the property and right-of-way located in the City of Hagerstown known as Hood Street, a street lying east of Summit Avenue and connecting same with Baltimore Street.



## Agenda Report Form

### Open Session Item

**SUBJECT:** FY23 Highway Budget

**PRESENTATION DATE:** April 05, 2022

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

**RECOMMENDED MOTION(S):** For informational purposes

**REPORT-IN-BRIEF:** The Washington County Highway Department is responsible for the maintenance of the County's Road system; this includes but is not limited to patching, resurfacing, stabilization of dirt roads, keeping ditch lines clear of debris, mowing along County right of ways, mowing storm water management ponds, snow and ice removal, line striping, signal maintenance and signing of County Roads both regulatory and directional. Our fleet department also provides maintenance service for County owned vehicles.

**DISCUSSION:** The Highway budget increased over FY22 by \$361,190 or 3.15%. The increase is mainly the result of the 2.5% step and 1% COLA.

The General Fund contribution to Highway has increased by \$215,570 to account for the wage increase.

**FISCAL IMPACT:** \$ 11,837,990

**CONCURRENCES:** N/A

**ALTERNATIVES:** N/A

**ATTACHMENTS:** FY23 Highway Budget

**AUDIO/VISUAL TO BE USED:** N/A

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

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

**Revenues:**

18-2	Highway User Revenues	2,006,120	0	2,006,120	138,120	1	7.39%	1,868,000
------	-----------------------	-----------	---	-----------	---------	---	-------	-----------

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

**Reimbursed Expenses:**

	Reimburse Administrative	0		0	0		0.00%	0
18-2	Projects	30,000		30,000	0		0.00%	30,000
18-2	Street Lighting	37,000		37,000	0		0.00%	37,000
18-2	Fuel	262,000		262,000	0		0.00%	262,000
18-2	Guardrails	5,000		5,000	0		0.00%	5,000
18-2	Auto Repair	33,500		33,500	0		0.00%	33,500
		<b>367,500</b>	<b>0</b>	<b>367,500</b>	<b>0</b>	<b>2</b>	<b>0.00%</b>	<b>367,500</b>

**2 Reimbursed Expenses:**  
- Same as prior year

**Other Revenues:**

18-2	Recycling Revenues	4,000		4,000	0		0.00%	4,000
18-2	Miscellaneous	30,000		30,000	0		0.00%	30,000
18-2	Gain or Loss on Sale of Asset	76,500		76,500	7,500		10.87%	69,000
18-2	General Fund Appropriation	9,353,870		9,353,870	215,570	3	2.36%	9,138,300
		<b>9,464,370</b>	<b>0</b>	<b>9,464,370</b>	<b>223,070</b>		<b>2.41%</b>	<b>9,241,300</b>

**3 General Fund Appropriation:**  
- Increased due to salary COLA and step plus less vacant positions as previous year.

<b>Total Revenues</b>		<b>11,837,990</b>	<b>0</b>	<b>11,837,990</b>	<b>361,190</b>		<b>3.15%</b>	<b>11,476,800</b>
18-5	General Operations	1,355,540		1,355,540	(5,490)		-0.40%	1,361,030
18-13	Road Maintenance	5,866,470		5,866,470	303,760		5.46%	5,562,710
18-15	Snow Removal	1,329,420		1,329,420	134,070		11.22%	1,195,350
18-18	Storm Damage	15,100		15,100	(5,800)		-27.75%	20,900
18-20	Traffic Control	662,740		662,740	(14,560)		-2.15%	677,300
18-22	Fleet Management	2,608,720		2,608,720	(50,790)		-1.91%	2,659,510
<b>Total Expenses</b>		<b>11,837,990</b>	<b>0</b>	<b>11,837,990</b>	<b>361,190</b>	<b>4</b>	<b>3.15%</b>	<b>11,476,800</b>

**4 Total Expenses:**  
- Increased due to Salary COLA and step plus less vacancies than previous year.

**Category Summary:**

Salaries and Benefits	7,791,900	0	7,791,900	247,210		3.28%	7,544,690
Operating	4,046,090	0	4,046,090	113,980		2.90%	3,932,110
Capital Outlay	0	0	0	0		0.00%	0
	<b>11,837,990</b>	<b>0</b>	<b>11,837,990</b>	<b>361,190</b>		<b>3.15%</b>	<b>11,476,800</b>

**Washington County, Maryland  
Highway 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	196	148
420100 - Recycling Revenues	4,000	0	4,000	0	0.00%	4,000	2,197	2,287
490000 - Miscellaneous	30,000	0	30,000	0	0.00%	30,000	17,045	709
490005 - Insurance Recovery	0	0	0	0	0.00%	0	1,600	50,189
490010 - Gain or Loss on Sale of Asset	76,500	0	76,500	7,500	10.87%	69,000	40,805	10,802
490045 - Oper Transfer - General Fund	9,353,870	0	9,353,870	215,570	2.36%	9,138,300	9,326,620	9,038,250
496200 - Highway User Revenues	2,006,120	0	2,006,120	138,120	7.39%	1,868,000	1,956,097	1,788,131
499400 - Projects	30,000	0	30,000	0	0.00%	30,000	36,898	8,977
499410 - Street Lighting	37,000	0	37,000	0	0.00%	37,000	29,955	36,593
499420 - Fuel	262,000	0	262,000	0	0.00%	262,000	145,282	186,113
499430 - Guardrails	5,000	0	5,000	0	0.00%	5,000	0	0
499470 - Auto Repair	33,500	0	33,500	0	0.00%	33,500	22,537	18,270
<b>Revenues</b>	<b>11,837,990</b>	<b>0</b>	<b>11,837,990</b>	<b>361,190</b>	<b>3.15%</b>	<b>11,476,800</b>	<b>11,579,233</b>	<b>11,140,470</b>

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

	<b>2023 Operating Budget Requested</b>	<b>2023 Operating Budget Proposed</b>	<b>2023 Variance Comments Requested</b>	<b>2023 Variance Comments Proposed</b>
420100 - Recycling Revenues	4,000	4,000		
490000 - Miscellaneous	30,000	30,000		
490010 - Gain or Loss on Sale of Asset	76,500	76,500	Sale of (4) dump trucks (3) pickups and (2) road mowers. All equipment model years range between 16-21 years old.	
490045 - Oper Transfer - General Fund	9,353,870	9,353,870	Increased contribution to offset an increase in expenses plus an increase in wages due to less vacant positions.	
496200 - Highway User Revenues	2,006,120	2,006,120	Based on estimates from the State of Maryland.	
499400 - Projects	30,000	30,000		
499410 - Street Lighting	37,000	37,000		
499420 - Fuel	262,000	262,000		
499430 - Guardrails	5,000	5,000		
499470 - Auto Repair	33,500	33,500		

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

	2023 Operating Budget Requested	Adjustment	2023 Operating Budget Proposed	\$ Change	% Change	2022 Operating Budget Approved
20010 - General Operations	1,355,540	0	1,355,540	(5,490)	(0.40)%	1,361,030
20020 - Road Maintenance	5,866,470	0	5,866,470	303,760	5.46%	5,562,710
20030 - Snow Removal	1,329,420	0	1,329,420	134,070	11.22%	1,195,350
20040 - Storm Damage	15,100	0	15,100	(5,800)	(27.75)%	20,900
20050 - Traffic Control	662,740	0	662,740	(14,560)	(2.15)%	677,300
20060 - Fleet Management	2,608,720	0	2,608,720	(50,790)	(1.91)%	2,659,510
<b>Highway Fund</b>	<b>11,837,990</b>	<b>0</b>	<b>11,837,990</b>	<b>361,190</b>	<b>3.15%</b>	<b>11,476,800</b>
<b>Total Expenditures</b>	<b>11,837,990</b>	<b>0</b>	<b>11,837,990</b>	<b>361,190</b>	<b>3.15%</b>	<b>11,476,800</b>

**Washington County, Maryland**  
**Highway Fund**  
**Department 20010 - 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	251,370	0	251,370	10,540	4.38%	240,830	222,433	222,135
500010 - Wages - Overtime	270	0	270	(50)	(15.63)%	320	78	146
500040 - Other Wages	1,620	0	1,620	(180)	(10.00)%	1,800	1,620	1,530
500100 - FICA - Employer	19,380	0	19,380	790	4.25%	18,590	16,589	16,480
500120 - Health Insurance	74,380	0	74,380	(14,550)	(16.36)%	88,930	50,744	49,436
500125 - Other Insurance	1,510	0	1,510	(250)	(14.20)%	1,760	1,395	1,390
500130 - Pension	65,360	0	65,360	2,740	4.38%	62,620	66,577	377,672
500140 - Workers Compensation	520	0	520	(10)	(1.89)%	530	493	489
500150 - Unemployment Compensation	0	0	0	0	0.00%	0	6,210	8,390
500170 - Personal Development	10,680	0	10,680	0	0.00%	10,680	1,200	0
500171 - Employee Recognition	7,980	0	7,980	0	0.00%	7,980	3,529	2,470
500172 - Team Building	2,230	0	2,230	0	0.00%	2,230	1,337	2,335
<b>Wages and Benefits</b>	<b>435,300</b>	<b>0</b>	<b>435,300</b>	<b>(970)</b>	<b>(0.22)%</b>	<b>436,270</b>	<b>372,203</b>	<b>682,471</b>
502000 - Appropriations	500,000	0	500,000	0	0.00%	500,000	500,000	500,000
505010 - Advertising	1,500	0	1,500	0	0.00%	1,500	42	44
505050 - Dues & Subscriptions	1,500	0	1,500	0	0.00%	1,500	2,307	861
505070 - Food and Supplies	0	0	0	0	0.00%	0	0	10
505080 - Freight & Cartage	10,000	0	10,000	0	0.00%	10,000	7,130	7,232
505120 - Licenses & Certifications	2,500	0	2,500	0	0.00%	2,500	1,235	988
505140 - Office Supplies	5,000	0	5,000	0	0.00%	5,000	6,243	6,411
505150 - Other - Miscellaneous	400	0	400	0	0.00%	400	1,658	824
505160 - Personal Mileage	1,000	0	1,000	0	0.00%	1,000	0	0
505180 - Printing Expenses	0	0	0	0	0.00%	0	30	0
505230 - Travel Expenses	2,100	0	2,100	700	50.00%	1,400	37	1,218
510010 - Fleet Insurance	120,830	0	120,830	(9,120)	(7.02)%	129,950	112,594	95,896
510020 - Property & Casualty Insurance	12,970	0	12,970	2,540	24.35%	10,430	9,440	9,903
510030 - Public & Gen Liability Insurance	40,750	0	40,750	1,610	4.11%	39,140	36,179	35,338
515020 - Bldg Labor - Central	0	0	0	0	0.00%	0	1,350	1,128
515030 - Bldg Matl - Central	15,500	0	15,500	0	0.00%	15,500	16,686	10,784



**Washington County, Maryland**  
**Highway Fund**  
**Department 20010 - 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
515140 - Court Costs	0	0	0	0	0.00%	0	150	0
515270 - Maintenance Contract Services	93,200	0	93,200	0	0.00%	93,200	61,756	58,922
515280 - Medical Fees	400	0	400	0	0.00%	400	0	0
520010 - Certification Classes	1,000	0	1,000	0	0.00%	1,000	1,497	284
520030 - Food Comp	0	0	0	(1,000)	(100.00)%	1,000	0	0
520040 - Seminars/Conventions	6,000	0	6,000	0	0.00%	6,000	1,077	935
520050 - Tuition Assistance	2,500	0	2,500	2,500	100.00%	0	1,843	0
525000 - Supplies/Material - Operating	30,000	0	30,000	0	0.00%	30,000	28,882	30,998
525050 - Welding Material/Supplies	0	0	0	0	0.00%	0	0	260
527090 - Auto Repairs	0	0	0	0	0.00%	0	1,821	0
535000 - Rentals	0	0	0	0	0.00%	0	86	0
535010 - Copy Machine Rental	5,000	0	5,000	0	0.00%	5,000	3,948	4,607
535050 - Rental Payments	2,500	0	2,500	0	0.00%	2,500	1,722	3,175
535055 - Lease Payments	0	0	0	0	0.00%	0	1,321	1,138
540010 - Wireless Communication	14,500	0	14,500	0	0.00%	14,500	10,793	11,251
540020 - Telephone Expenses	0	0	0	0	0.00%	0	4,332	4,402
545010 - Electric	22,000	0	22,000	(2,000)	(8.33)%	24,000	21,645	21,143
545015 - Heating Oil	9,500	0	9,500	0	0.00%	9,500	10,992	6,759
545020 - Natural Gas	17,000	0	17,000	250	1.49%	16,750	16,583	15,095
545030 - Propane Gas	0	0	0	0	0.00%	0	71	70
545040 - Sewer	2,590	0	2,590	0	0.00%	2,590	4,461	2,053
<b>Operating Expenses</b>	<b>920,240</b>	<b>0</b>	<b>920,240</b>	<b>(4,520)</b>	<b>(0.49)%</b>	<b>924,760</b>	<b>867,909</b>	<b>831,731</b>
599999 - Controllable Assets	0	0	0	0	0.00%	0	23,219	1,588
600200 - Building & Improvements	0	0	0	0	0.00%	0	16,815	0
600600 - Computer/Software Equipment	0	0	0	0	0.00%	0	0	14,221
<b>Capital Outlay</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>40,034</b>	<b>15,809</b>
<b>Total</b>	<b>1,355,540</b>	<b>0</b>	<b>1,355,540</b>	<b>(5,490)</b>	<b>(0.40)%</b>	<b>1,361,030</b>	<b>1,280,145</b>	<b>1,530,011</b>

Washington County, Maryland Highway Fund Department 20010 - General Operations FY23 Expenses				
	2023 Operating Budget Requested	2023 Operating Budget Proposed	Variance Comments Requested	2023 Variance Comments Proposed
500000 - Wages - Full Time	251,370	251,370	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.	
500010 - Wages - Overtime	270	270	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	1,620	1,620	The Other Wages category includes amounts for sick pay bonus and holidays worked for operations that require coverage on holidays. The sick pay bonus is based on prior year actuals with a small increase for employees receiving additional pay for accumulating more consecutive years without using sick time. The holiday worked was increased for the 3.5% wage increases for FY23.	
500100 - FICA - Employer	19,380	19,380	Budget is based on total wages times 7.65%.	

**Washington County, Maryland**  
**Highway Fund**  
**Department 20010 - General Operations**  
**FY23 Expenses**

	2023 Operating Budget Requested	2023 Operating Budget Proposed	2023 Variance Comments Requested	2023 Variance Comments Proposed
500120 - Health Insurance	74,380	74,380	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	1,510	1,510	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	65,360	65,360	The budgeted amount for employer pension is based on full-time wages times 26%.	
500140 - Workers Compensation	520	520	Workers Compensation is based on projected employee wages times their assigned classification rates.	
500170 - Personal Development	10,680	10,680		
500171 - Employee Recognition	7,980	7,980		
500172 - Team Building	2,230	2,230		
502000 - Appropriations	500,000	500,000		
505010 - Advertising	1,500	1,500		

**Washington County, Maryland**  
**Highway Fund**  
**Department 20010 - General Operations**  
**FY23 Expenses**

	2023 Operating Budget Requested	2023 Operating Budget Proposed	2023 Variance Comments Requested	2023 Variance Comments Proposed
505050 - Dues & Subscriptions	1,500	1,500		
505080 - Freight & Cartage	10,000	10,000		
505120 - Licenses & Certifications	2,500	2,500		
505140 - Office Supplies	5,000	5,000		
505150 - Other - Miscellaneous	400	400		
505160 - Personal Mileage	1,000	1,000		
505230 - Travel Expenses	2,100	2,100	Added Traffic Control Supervisor to attend conference.	
510010 - Fleet Insurance	120,830	120,830	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**  
**Highway Fund**  
**Department 20010 - General Operations**  
**FY23 Expenses**

	2023 Operating Budget Requested	2023 Operating Budget Proposed	2023 Variance Comments Requested	2023 Variance Comments Proposed
510020 - Property & Casualty Insurance	12,970	12,970		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	40,750	40,750		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.
515030 - Bldg Matl - Central	15,500	15,500		
515270 - Maintenance Contract Services	93,200	93,200		
515280 - Medical Fees	400	400		
520010 - Certification Classes	1,000	1,000		

**Washington County, Maryland**  
**Highway Fund**  
**Department 20010 - General Operations**  
**FY23 Expenses**

	<b>2023 Operating Budget Requested</b>	<b>2023 Operating Budget Proposed</b>	<b>2023 Variance Comments Requested</b>	<b>2023 Variance Comments Proposed</b>
520030 - Food Comp	-	-	Do not need in General Operations. Reallocated to 515030 - Bldg Matl - Central.	
520040 - Seminars/Conventions	6,000	6,000		
520050 - Tuition Assistance	2,500	2,500	Have one employee enrolled in program.	
525000 - Supplies/Material - Operating	30,000	30,000		
535010 - Copy Machine Rental	5,000	5,000		
535050 - Rental Payments	2,500	2,500		
540010 - Wireless Communication	14,500	14,500		
545010 - Electric	22,000	22,000	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	9,500	9,500		
545020 - Natural Gas	17,000	17,000	The natural gas budgets were based on four prior year actual and forecasted rate changes.	
545040 - Sewer	2,590	2,590		

Washington County, Maryland  
Travel Request  
FY 2023

Department Number: 20010 Department Name: Highway

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 Public Works Highway	TBD	TBD	700		CEAM Conference
Supervisor of Operations	TBD	TBD	700		CEAM Conference
Traffic Control & Safety Supervisor	TBD	TBD	700		CEAM Conference

Total \$2,100

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

**Washington County, Maryland**  
**Highway Fund**  
**Department 20020 - Road 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	3,095,020	0	3,095,020	290,860	10.37%	2,804,160	2,703,964	2,889,174
500005 - Wages - Part Time	116,760	0	116,760	0	0.00%	116,760	76,760	99,696
500010 - Wages - Overtime	58,220	0	58,220	1,580	2.79%	56,640	71,984	33,415
500040 - Other Wages	4,950	0	4,950	2,340	89.66%	2,610	3,490	3,021
500100 - FICA - Employer	250,540	0	250,540	22,550	9.89%	227,990	208,721	220,723
500120 - Health Insurance	915,780	0	915,780	(38,050)	(3.99)%	953,830	878,318	933,767
500125 - Other Insurance	18,540	0	18,540	(3,550)	(16.07)%	22,090	16,714	18,151
500130 - Pension	804,710	0	804,710	20,510	2.62%	784,200	784,185	757,802
500140 - Workers Compensation	186,190	0	186,190	(2,980)	(1.58)%	189,170	178,892	186,721
<b>Wages and Benefits</b>	<b>5,450,710</b>	<b>0</b>	<b>5,450,710</b>	<b>293,260</b>	<b>5.69%</b>	<b>5,157,450</b>	<b>4,923,028</b>	<b>5,142,469</b>
515000 - Contracted/Purchased Service	50,000	0	50,000	10,500	26.58%	39,500	50,406	6,263
515030 - Bldg Matl - Central	0	0	0	0	0.00%	0	471	0
515350 - Accident Repairs	0	0	0	0	0.00%	0	141	39,222
520030 - Food Comp	0	0	0	0	0.00%	0	407	241
525000 - Supplies/Material - Operating	315,000	0	315,000	0	0.00%	315,000	277,130	274,060
525020 - Janitorial Supplies	0	0	0	0	0.00%	0	28	0
525030 - Medical Supplies	0	0	0	0	0.00%	0	24	0
525040 - Small Tools & Equipment	0	0	0	0	0.00%	0	582	0
535020 - Equipment Rental	15,000	0	15,000	0	0.00%	15,000	803	17,835
545030 - Propane Gas	760	0	760	0	0.00%	760	692	711
545050 - Waste/Trash Disposal	35,000	0	35,000	0	0.00%	35,000	31,050	23,043
<b>Operating Expenses</b>	<b>415,760</b>	<b>0</b>	<b>415,760</b>	<b>10,500</b>	<b>2.59%</b>	<b>405,260</b>	<b>361,734</b>	<b>361,375</b>
599999 - Controllable Assets	0	0	0	0	0.00%	0	166	7,519
<b>Capital Outlay</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>166</b>	<b>7,519</b>
<b>Total</b>	<b>5,866,470</b>	<b>0</b>	<b>5,866,470</b>	<b>303,760</b>	<b>5.46%</b>	<b>5,562,710</b>	<b>5,284,928</b>	<b>5,511,363</b>



**Washington County, Maryland**  
**Highway Fund**  
**Department 20020 - Road Maintenance**  
**FY23 Expenses**

	<b>2023 Operating Budget Requested</b>	<b>2023 Operating Budget Proposed</b>	<b>2023 Variance Comments Requested</b>	<b>2023 Variance Comments Proposed</b>
500000 - Wages - Full Time	3,095,020	3,095,020		
500005 - Wages - Part Time	116,760	116,760		
500010 - Wages - Overtime	58,220	58,220		
500040 - Other Wages	4,950	4,950		
500100 - FICA - Employer	250,540	250,540		
500120 - Health Insurance	915,780	915,780		
500125 - Other Insurance	18,540	18,540		
500130 - Pension	804,710	804,710		
500140 - Workers Compensation	186,190	186,190		
515000 - Contracted/Purchased Service	50,000	50,000	Additional request to cover inmate crews and pond mowing costs.	
525000 - Supplies/Material - Operating	315,000	315,000		
535020 - Equipment Rental	15,000	15,000		
545030 - Propane Gas	760	760	The propane budgets were based on four prior year actual and forecasted rate changes.	
545050 - Waste/Trash Disposal	35,000	35,000		

Washington County, Maryland  
Highway Fund  
Department 20030 - Snow Removal  
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	99,930	0	99,930	10,700	11.99%	89,230	112,216	20,711
500010 - Wages - Overtime	187,740	0	187,740	8,290	4.62%	179,450	194,880	42,753
500040 - Other Wages	0	0	0	0	0.00%	0	672	0
500100 - FICA - Employer	22,010	0	22,010	1,450	7.05%	20,560	22,975	4,684
500120 - Health Insurance	29,570	0	29,570	(3,380)	(10.26)%	32,950	60,470	17,711
500125 - Other Insurance	600	0	600	(50)	(7.69)%	650	1,132	351
500130 - Pension	25,980	0	25,980	2,780	11.98%	23,200	52,961	14,839
500140 - Workers Compensation	18,090	0	18,090	14,280	374.80%	3,810	17,379	3,532
<b>Wages and Benefits</b>	<b>383,920</b>	<b>0</b>	<b>383,920</b>	<b>34,070</b>	<b>9.74%</b>	<b>349,850</b>	<b>462,684</b>	<b>104,581</b>
505230 - Travel Expenses	0	0	0	0	0.00%	0	0	0
515000 - Contracted/Purchased Service	150,000	0	150,000	50,000	50.00%	100,000	302,944	0
515180 - Software	2,600	0	2,600	0	0.00%	2,600	0	0
520030 - Food Comp	10,000	0	10,000	0	0.00%	10,000	24,124	4,653
525000 - Supplies/Material - Operating	30,400	0	30,400	0	0.00%	30,400	28,154	11,963
535020 - Equipment Rental	0	0	0	0	0.00%	0	0	20,000
545000 - Utilities	0	0	0	0	0.00%	0	114	0
586025 - Salt - Supplies	750,000	0	750,000	50,000	7.14%	700,000	715,238	178,832
586030 - Anti-skid Supplies	2,500	0	2,500	0	0.00%	2,500	21,736	0
<b>Operating Expenses</b>	<b>945,500</b>	<b>0</b>	<b>945,500</b>	<b>100,000</b>	<b>11.83%</b>	<b>845,500</b>	<b>1,092,310</b>	<b>215,448</b>
<b>Total</b>	<b>1,329,420</b>	<b>0</b>	<b>1,329,420</b>	<b>134,070</b>	<b>11.22%</b>	<b>1,195,350</b>	<b>1,554,994</b>	<b>320,029</b>

**Washington County, Maryland  
Highway Fund  
Department 20030 - Snow Removal  
FY23 Expenses**

	<b>2023 Operating Budget Requested</b>	<b>2023 Operating Budget Proposed</b>	<b>2023 Variance Comments Requested</b>	<b>2023 Variance Comments Proposed</b>
500000 - Wages - Full Time	99,930	99,930		
500010 - Wages - Overtime	187,740	187,740		
500100 - FICA - Employer	22,010	22,010		
500120 - Health Insurance	29,570	29,570		
500125 - Other Insurance	600	600		
500130 - Pension	25,980	25,980		
500140 - Workers Compensation	18,090	18,090		
515000 - Contracted/Purchased Service	150,000	150,000	Added salt brine contractor and additional areas.	
515180 - Software	2,600	2,600	Accu-weather maintenance agreement and software updates.	
520030 - Food Comp	10,000	10,000		
525000 - Supplies/Material - Operating	30,400	30,400		
586025 - Salt - Supplies	750,000	750,000	Anticipating material cost increase which has been the trend.	
586030 - Anti-skid Supplies	2,500	2,500		

Department Number: 20030

Account Number: 515180

Account Description: Software

Department Name: Highway

Descriptions	FY22 Board Approval	Total Cost		New Cost Y/N	Existing Agreement Y/N	Description and/or Reason for Request
		FY23 Request	Dept.			
AccuWeather Professional IT1863	2,600	2,600		N	Y	12 month maintenance agreement & software updates
Total		\$2,600	\$2,600			

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

Washington County, Maryland  
Highway Fund  
Department 20040 - Storm Damage  
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	0	0	0	(2,040)	(100.00)%	2,040	0	0
500010 - Wages - Overtime	5,470	0	5,470	(2,330)	(29.87)%	7,800	3,381	60
500100 - FICA - Employer	420	0	420	(340)	(44.74)%	760	248	4
500120 - Health Insurance	0	0	0	(750)	(100.00)%	750	969	34
500125 - Other Insurance	0	0	0	(10)	(100.00)%	10	18	0
500130 - Pension	0	0	0	(530)	(100.00)%	530	867	16
500140 - Workers Compensation	210	0	210	200	2,000.00%	10	198	4
<b>Wages and Benefits</b>	<b>6,100</b>	<b>0</b>	<b>6,100</b>	<b>(5,800)</b>	<b>(48.74)%</b>	<b>11,900</b>	<b>5,682</b>	<b>118</b>
515000 - Contracted/Purchased Service	6,000	0	6,000	0	0.00%	6,000	0	0
520030 - Food Comp	0	0	0	0	0.00%	0	148	0
525000 - Supplies/Material - Operating	3,000	0	3,000	0	0.00%	3,000	1,706	0
527090 - Auto Repairs	0	0	0	0	0.00%	0	1,510	0
535020 - Equipment Rental	0	0	0	0	0.00%	0	26,790	0
<b>Operating Expenses</b>	<b>9,000</b>	<b>0</b>	<b>9,000</b>	<b>0</b>	<b>0.00%</b>	<b>9,000</b>	<b>30,155</b>	<b>0</b>
<b>Total</b>	<b>15,100</b>	<b>0</b>	<b>15,100</b>	<b>(5,800)</b>	<b>(27.75)%</b>	<b>20,900</b>	<b>35,837</b>	<b>118</b>

**Washington County, Maryland  
Highway Fund  
Department 20040 - Storm Damage  
FY23 Expenses**

	<b>2023 Operating Budget Requested</b>	<b>2023 Operating Budget Proposed</b>	<b>2023 Variance Comments Requested</b>	<b>2023 Variance Comments Proposed</b>
500010 - Wages - Overtime	5,470	5,470		
500100 - FICA - Employer	420	420		
500140 - Workers Compensation	210	210		
515000 - Contracted/Purchased Service	6,000	6,000		
525000 - Supplies/Material - Operating	3,000	3,000		

Washington County, Maryland  
Highway Fund  
Department 20050 - Traffic Control  
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	226,110	0	226,110	3,650	1.64%	222,460	186,955	217,259
500010 - Wages - Overtime	12,630	0	12,630	380	3.10%	12,250	10,554	6,622
500040 - Other Wages	270	0	270	(540)	(66.67)%	810	969	1,018
500100 - FICA - Employer	18,290	0	18,290	270	1.50%	18,020	14,562	16,270
500120 - Health Insurance	66,900	0	66,900	(15,250)	(18.56)%	82,150	78,552	87,636
500125 - Other Insurance	1,350	0	1,350	(280)	(17.18)%	1,630	1,170	1,347
500130 - Pension	58,790	0	58,790	950	1.64%	57,840	54,964	56,832
500140 - Workers Compensation	14,000	0	14,000	(1,940)	(12.17)%	15,940	13,442	14,808
<b>Wages and Benefits</b>	<b>398,340</b>	<b>0</b>	<b>398,340</b>	<b>(12,760)</b>	<b>(3.10)%</b>	<b>411,100</b>	<b>361,168</b>	<b>401,793</b>
505160 - Personal Mileage	0	0	0	(200)	(100.00)%	200	0	0
515000 - Contracted/Purchased Service	155,000	0	155,000	0	0.00%	155,000	101,961	115,486
520030 - Food Comp	400	0	400	0	0.00%	400	9	56
525000 - Supplies/Material - Operating	45,000	0	45,000	0	0.00%	45,000	46,023	50,892
525010 - Billing Supplies	0	0	0	0	0.00%	0	46	0
545010 - Electric	64,000	0	64,000	(1,600)	(2.44)%	65,600	60,870	62,918
545030 - Propane Gas	0	0	0	0	0.00%	0	0	25
<b>Operating Expenses</b>	<b>264,400</b>	<b>0</b>	<b>264,400</b>	<b>(1,800)</b>	<b>(0.68)%</b>	<b>266,200</b>	<b>208,910</b>	<b>229,377</b>
599999 - Controllable Assets	0	0	0	0	0.00%	0	0	9,268
<b>Capital Outlay</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0</b>	<b>9,268</b>
<b>Total</b>	<b>662,740</b>	<b>0</b>	<b>662,740</b>	<b>(14,560)</b>	<b>(2.15)%</b>	<b>677,300</b>	<b>570,077</b>	<b>640,438</b>



**Washington County, Maryland  
Highway Fund  
Department 20050 - Traffic Control  
FY23 Expenses**

	<b>2023 Operating Budget Requested</b>	<b>2023 Operating Budget Proposed</b>	<b>2023 Variance Comments Requested</b>	<b>2023 Variance Comments Proposed</b>
500000 - Wages - Full Time	226,110	226,110		
500010 - Wages - Overtime	12,630	12,630		
500040 - Other Wages	270	270		
500100 - FICA - Employer	18,290	18,290		
500120 - Health Insurance	66,900	66,900		
500125 - Other Insurance	1,350	1,350		
500130 - Pension	58,790	58,790		
500140 - Workers Compensation	14,000	14,000		
505160 - Personal Mileage	0	0	Personal Mileage not needed in this department, reallocated to 525000 - Supplies/Material - Operating.	
515000 - Contracted/Purchased Service	155,000	155,000		
520030 - Food Comp	400	400		
525000 - Supplies/Material - Operating	45,000	45,000		
545010 - Electric	64,000	64,000	The electric budget is based on four prior year actuals, forecasted rate changes, and other known circumstances. The projections also takes into account current year actuals with annualized estimations.	

**Washington County, Maryland**  
**Highway Fund**  
**Department 20060 - Fleet Management**  
**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	685,660	0	685,660	7,060	1.04%	678,600	565,385	656,163
500010 - Wages - Overtime	3,370	0	3,370	1,180	53.88%	2,190	10,331	178
500040 - Other Wages	1,620	0	1,620	0	0.00%	1,620	1,530	1,384
500100 - FICA - Employer	52,840	0	52,840	630	1.21%	52,210	42,656	48,393
500120 - Health Insurance	202,880	0	202,880	(47,720)	(19.04)%	250,600	156,457	171,320
500125 - Other Insurance	4,110	0	4,110	(860)	(17.30)%	4,970	3,295	3,872
500130 - Pension	178,270	0	178,270	1,830	1.04%	176,440	159,016	166,289
500140 - Workers Compensation	9,670	0	9,670	(1,820)	(15.84)%	11,490	9,284	10,672
<b>Wages and Benefits</b>	<b>1,138,420</b>	<b>0</b>	<b>1,138,420</b>	<b>(39,700)</b>	<b>(3.37)%</b>	<b>1,178,120</b>	<b>947,953</b>	<b>1,058,271</b>
505050 - Dues & Subscriptions	0	0	0	0	0.00%	0	430	0
505080 - Freight & Cartage	0	0	0	0	0.00%	0	25	0
505140 - Office Supplies	0	0	0	0	0.00%	0	11	0
505150 - Other - Miscellaneous	19,000	0	19,000	0	0.00%	19,000	23,163	20,559
515030 - Bldg Matl - Central	0	0	0	0	0.00%	0	240	0
515150 - Drop-Off	0	0	0	0	0.00%	0	246	0
515180 - Software	18,500	0	18,500	4,400	31.21%	14,100	12,793	12,853
515270 - Maintenance Contract Services	50,600	0	50,600	0	0.00%	50,600	93,715	63,821
520030 - Food Comp	1,000	0	1,000	0	0.00%	1,000	0	0
525000 - Supplies/Material - Operating	0	0	0	0	0.00%	0	271	24
525040 - Small Tools & Equipment	10,000	0	10,000	0	0.00%	10,000	12,631	9,399
525060 - Supplies - Home Detention	0	0	0	0	0.00%	0	150	0
526040 - Equipment Maintenance	0	0	0	0	0.00%	0	375	0
527000 - Supplies - Automotive	0	0	0	0	0.00%	0	97	0
527010 - Anti-Freeze	5,000	0	5,000	0	0.00%	5,000	3,130	2,217
527020 - Auto Batteries	10,000	0	10,000	0	0.00%	10,000	11,405	7,319
527030 - Diesel Fuel	295,000	0	295,000	0	0.00%	295,000	139,922	170,624
527040 - Diesel Fuel Tax	38,000	0	38,000	0	0.00%	38,000	23,512	17,809
527050 - Auto Fluids	0	0	0	0	0.00%	0	0	28
527060 - Auto Gasoline	242,000	0	242,000	0	0.00%	242,000	137,193	172,984

Washington County, Maryland  
Highway Fund  
Department 20060 - Fleet Management  
FY23 Expenses

	2023 Operating Budget Requested	Adjustment	2023 Operating Budget Proposed	\$ Change	% Change	2022 Operating Budget Approved	2021 Actuals Final	2020 Actuals Final
527070 - Auto Grease	2,500	0	2,500	0	0.00%	2,500	5,395	3,361
527080 - Auto Motor Oil	25,000	0	25,000	0	0.00%	25,000	15,945	19,406
527090 - Auto Repairs	300,000	0	300,000	0	0.00%	300,000	239,873	294,414
527100 - Auto Tires	65,000	0	65,000	0	0.00%	65,000	14,139	65,320
535055 - Lease Payments	335,700	0	335,700	(15,490)	(4.41)%	351,190	246,284	246,284
535060 - Uniforms	35,000	0	35,000	0	0.00%	35,000	30,671	28,126
586010 - Body Shop Material	8,000	0	8,000	0	0.00%	8,000	7,970	5,676
586040 - Welding Shop Material	10,000	0	10,000	0	0.00%	10,000	11,126	11,797
<b>Operating Expenses</b>	<b>1,470,300</b>	<b>0</b>	<b>1,470,300</b>	<b>(11,090)</b>	<b>(0.75)%</b>	<b>1,481,390</b>	<b>1,030,713</b>	<b>1,152,023</b>
599999 - Controllable Assets	0	0	0	0	0.00%	0	437	455
600400 - Machinery & Equipment	0	0	0	0	0.00%	0	18,032	31,345
<b>Capital Outlay</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>18,469</b>	<b>31,800</b>
<b>Total</b>	<b>2,608,720</b>	<b>0</b>	<b>2,608,720</b>	<b>(50,790)</b>	<b>(1.91)%</b>	<b>2,659,510</b>	<b>1,997,135</b>	<b>2,242,093</b>

**Washington County, Maryland  
Highway Fund  
Department 20060 - Fleet Management  
FY23 Expenses**

	<b>2023 Operating Budget Requested</b>	<b>2023 Operating Budget Proposed</b>	<b>2023 Variance Comments Requested</b>	<b>2023 Variance Comments Proposed</b>
500000 - Wages - Full Time	685,660	685,660		
500010 - Wages - Overtime	3,370	3,370		
500040 - Other Wages	1,620	1,620		
500100 - FICA - Employer	52,840	52,840		
500120 - Health Insurance	202,880	202,880		
500125 - Other Insurance	4,110	4,110		
500130 - Pension	178,270	178,270		
500140 - Workers Compensation	9,670	9,670		
505150 - Other - Miscellaneous	19,000	19,000		
515180 - Software	18,500	18,500	Upgrade to Gasboy plus additional tech support.	
515270 - Maintenance Contract Services	50,600	50,600		
520030 - Food Comp	1,000	1,000		
525040 - Small Tools & Equipment	10,000	10,000		
527010 - Anti-Freeze	5,000	5,000		
527020 - Auto Batteries	10,000	10,000		

**Washington County, Maryland**  
**Highway Fund**  
**Department 20060 - Fleet Management**  
**FY23 Expenses**

	2023 Operating Budget Requested	2023 Operating Budget Proposed	2023 Variance Comments Requested	2023 Variance Comments Proposed
527030 - Diesel Fuel	295,000	295,000	Estimated budget is 118,000 gallons x \$2.50=\$295,000 (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	38,000	38,000		
527060 - Auto Gasoline	242,000	242,000	Projected budget is 80,666 gallons x \$3.00=\$241,998 (includes 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.	
527070 - Auto Grease	2,500	2,500		
527080 - Auto Motor Oil	25,000	25,000		
527090 - Auto Repairs	300,000	300,000		
527100 - Auto Tires	65,000	65,000		
535055 - Lease Payments	335,700	335,700		
535060 - Uniforms	35,000	35,000		
586010 - Body Shop Material	8,000	8,000		
586040 - Welding Shop Material	10,000	10,000		

Department Number: 20060

Department Name: Highway Fleet Management

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			
Ron Turley Associated Inc. IT1864	8,340	8,340		N	Y	12 month maintenance agreement and software updates.
Identifix IT2006	1,430	1,430		N	Y	12 month contract and two hotline vehicles per month.
Shopkey Automobile IT1859	1,730	1,730		N	Y	12 month subscription for light truck and auto repair data.
Gasboy IT2163 EKOS	2,600	3,840		Y	N	12 month maintenance agreement and software updates.
Mack Volvo Fleet	0	200		Y	N	12 month maintenance agreement and software updates.
Gasboy Tech Support (4 sites)	0	2,960		N	Y	12 month maintenance agreement and software updates.
<b>Total</b>		<b>\$14,100</b>	<b>\$18,500</b>			

● 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: 20060

Department Name: Highway Fleet Management

Account Description: Lease and Installment Payments

Item	Qty	Straight Purchase Price	Number of Years Financed	Final Year of Lease	Annual Payment Due Starting in Proposed Budget Year	Total Financed Price (total of all lease payments)	Implied Interest Rate	Explanation
Telescopic Aerial Device, e.g., bucket truck	3	100,622	6	2027	57,086	342,516	4.375	30 foot mounted on Class Five truck cab chassis.
Backhoe/Front End Loader	6	438,013	5	2026	91,085	455,424	1.97	Machine costs per actual JESCO FY2017 bid PUR-1327. Guaranteed buyback per machine of \$62,000. Deere 310SL.
Rubber Tired Wheel Loader	6	550,182	5	2026	114,410	572,052	1.97	Machine costs per actual JESCO FY2017 bid PUR-1327. Guaranteed buyback per machine of \$105,000. Deere 544L.
Mini-Hydraulic Excavator	2	344,770	5	2026	73,133	365,663	2.99	CAT 309CR.

Total 17 \$1,433,587 \$335,714 \$1,735,655

Agree to Budget

N New Installment Purchase  
E Existing Installment Purchase





## Agenda Report Form

### Open Session Item

**SUBJECT:** FY23 Golf Course Budget

**PRESENTATION DATE:** April 05, 2022

**PRESENTATION BY:** Ryan Crabtree, Golf Course Manager; Andrew Eshleman, Director of Public Works

**RECOMMENDED MOTION(S):** For informational purposes

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

**DISCUSSION:** The Golf Course budget increased over FY22 by \$11,500 or 0.98%. The increase is mainly the result of the proposed step and COLA as well as increased utilities and service charges associated with the Club House Operations.

The General Fund contribution to the Golf Course decreased by \$32,260 due to a reduction in part-time wages at the restaurant as well as strong sales in FY21 and FY22 to date.

**FISCAL IMPACT:** \$1,183,970

**CONCURRENCES:** N/A

**ALTERNATIVES:** N/A

**ATTACHMENTS:** FY23 Golf Course Budget

**AUDIO/VISUAL TO BE USED:** N/A

**Washington County, Maryland  
Golf Course 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
------	----------	--------------------------------	------------	-------------------------------	-----------	------	----------	----------------------------

**Golfing Revenues:**

21-3	Golfing Fees	731,290		731,290	57,260	1	8.50%	674,030
------	--------------	---------	--	---------	--------	---	-------	---------

**1 Golfing Revenues:**

- The golfing fee revenue budget is determined by expected number of rounds times the fees. Based on prior year and year to date trends the number of budgeted rounds has been increased with the exception of 9 hole rounds. A detail of the revenue is included in the budget packet.

**Pro-Shop Revenues:**

21-3	Pro-Shop Sales	55,000		55,000	9,000	2	19.57%	46,000
------	----------------	--------	--	--------	-------	---	--------	--------

**2 Pro-Shop Revenues:**

- The Pro-Shop revenue budget is based on current and prior year actuals.

**Restaurant Revenues:**

21-3	Food Sales	7,000		7,000	(13,000)		-65.00%	20,000
21-3	Soft Drink Sales	8,000		8,000	(7,000)		-46.67%	15,000
21-3	Beer & Wine Sales	45,000		45,000	0		0.00%	45,000
21-3	Misc. Restaurant Sales	2,500		2,500	(2,500)		-50.00%	5,000
		<b>62,500</b>	<b>0</b>	<b>62,500</b>	<b>(22,500)</b>	<b>3</b>	<b>-26.47%</b>	<b>85,000</b>

**3 Restaurant Revenues:**

- The budget has been reduced based on current and prior year actuals. The possibility of leasing the restaurant space out is being explored.

**Miscellaneous Revenues:**

21-3	General Fund Appropriation	317,560		317,560	(32,260)		-9.22%	349,820
21-3	Fuel	1,700		1,700	0		0.00%	1,700
21-3	Other	15,920		15,920	0		0.00%	15,920
		<b>335,180</b>	<b>0</b>	<b>335,180</b>	<b>(32,260)</b>	<b>4</b>	<b>-8.78%</b>	<b>367,440</b>

**4 General Fund Appropriation:**

- The request from the General Fund has slightly decreased due to a strong FY21 and FY22 to date.

	<b>Total Revenues</b>	<b>1,183,970</b>	<b>0</b>	<b>1,183,970</b>	<b>11,500</b>		<b>0.98%</b>	<b>1,172,470</b>
--	-----------------------	------------------	----------	------------------	---------------	--	--------------	------------------

**Washington County, Maryland  
Golf Course 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
------	----------	--------------------------------	------------	-------------------------------	-----------	------	----------	----------------------------

**Golfing Expenses:**

21-11	General Operations	44,500		44,500	(7,870)	5	-15.03%	52,370
21-15	Club House Operations	304,210		304,210	33,580	6	12.41%	270,630
21-19	Course Maintenance	763,480		763,480	13,980	7	1.87%	749,500
21-25	Restaurant Operations	71,780		71,780	(28,190)	8	-28.20%	99,970

<b>Total Expenses</b>		<b>1,183,970</b>	<b>0</b>	<b>1,183,970</b>	<b>11,500</b>	<b>9</b>	<b>0.98%</b>	<b>1,172,470</b>
-----------------------	--	------------------	----------	------------------	---------------	----------	--------------	------------------

**5 General Operations:**

- A budget for unemployment compensation has been removed along with adjustments to insurance and electric reductions based on prior year actuals.

**6 Club House Operations:**

- Increased operating expenses associated with utilities and service charges as well as a projected increase in wages and benefits.

**7 Course Maintenance:**

- The increase is due to increases in wages and benefit costs as well as utilities.

**8 Restaurant Operations:**

- The decrease is mostly due to a reduction in part time restaurant staff and cost of sales.

**9 Category Summary:**

Salaries and Benefits	760,830		760,830	9,140	1.22%	751,690
Operating	423,140		423,140	2,360	0.56%	420,780
	<b>1,183,970</b>	<b>0</b>	<b>1,183,970</b>	<b>11,500</b>	<b>0.98%</b>	<b>1,172,470</b>

**Washington County, Maryland**  
**Black Rock Golf Course Fund Revenues**  
**FY23 - Proposed**

	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	0	46
404200 - Pavilion Fee	0	0	0	0	0.00%	0	750	450
404500 - Rental - Land	4,620	0	4,620	0	0.00%	4,620	5,600	5,600
404510 - Rental - Building	10,800	0	10,800	0	0.00%	10,800	12,150	9,000
446000 - Green Fees - 18 Holes	285,130	0	285,130	8,390	3.03%	276,740	309,813	228,629
446010 - Green Fees - 9 Holes	31,020	0	31,020	(5,570)	(15.22)%	36,590	37,626	37,422
446020 - Green Holes - Twilight	39,300	0	39,300	3,900	11.02%	35,400	44,509	31,378
446030 - Cart Rentals - 18 Holes	288,000	0	288,000	41,400	16.79%	246,600	329,208	226,430
446040 - Cart Rentals - 9 Holes	31,000	0	31,000	9,000	40.91%	22,000	36,659	25,169
446050 - Cart Rentals - Twilight	13,500	0	13,500	0	0.00%	13,500	16,755	12,551
446060 - Cart - Golf Card	30,200	0	30,200	0	0.00%	30,200	44,950	35,184
446070 - Driving Range	10,000	0	10,000	0	0.00%	10,000	12,080	8,879
446080 - Golf Simulator	3,140	0	3,140	140	4.67%	3,000	3,147	0
446100 - Pro-Shop Sales	55,000	0	55,000	9,000	19.57%	46,000	67,810	46,316
446200 - Food Sales	7,000	0	7,000	(13,000)	(65.00)%	20,000	603	12,578
446210 - Soft Drink Sales	8,000	0	8,000	(7,000)	(46.67)%	15,000	17,510	13,285
446220 - Beer & Wine Sales	45,000	0	45,000	0	0.00%	45,000	38,511	35,472
446230 - Misc Restaurant Sales	2,500	0	2,500	(2,500)	(50.00)%	5,000	5,235	3,935
446300 - Advertising - Hole Markers	500	0	500	0	0.00%	500	0	500
490000 - Miscellaneous	0	0	0	0	0.00%	0	4,386	1,799
490010 - Gain or Loss on Sale of Asset	0	0	0	0	0.00%	0	8,005	0
490015 - Discounts Earned	0	0	0	0	0.00%	0	0	60
490045 - Oper Transfer - General Fund	317,560	0	317,560	(32,260)	(9.22)%	349,820	337,840	347,640
490080 - Bad Check Fees	0	0	0	0	0.00%	0	25	0
498410 - Capital Grant - State	0	0	0	0	0.00%	0	17,957	4,132
498710 - Capital Transfer - General	0	0	0	0	0.00%	0	66,000	0
499420 - Fuel	1,700	0	1,700	0	0.00%	1,700	1,766	1,857
<b>Revenues</b>	<b>1,183,970</b>	<b>0</b>	<b>1,183,970</b>	<b>11,500</b>	<b>0.98%</b>	<b>1,172,470</b>	<b>1,402,886</b>	<b>1,088,100</b>

**Black Rock Golf Course  
Revenue Budgets for FY23**

**18 Hole Green Fees  
Account 446000**

	FY21 Actual Rounds	Budgeted Rounds	FY22 Proposed Rate	Budgeted Revenue	Budgeted Rounds	FY23 Proposed Rate	Budgeted Revenue
Weekday	864	350	27	9,450	600	28	16,500
Senior/Winter Walking	158	175	20	3,500	150	20	3,000
Weekend	1,561	1,500	33	49,500	1,500	33	49,500
Tournament	1,474	2,100	15	30,471	1,600	15	23,216
Senior/Winter w/ Cart	4,520	4,600	11	50,600	4,500	11	49,500
Weekday Discount	6	0	23	0	0	23	0
Weekend Discount	119	100	27	2,700	0	27	0
Weekend Winter Rate	406	550	21	11,550	520	21	10,920
Weekend Winter Rate Walk	10	0	27	0	0	27	0
Aerification Special	299	100	25	2,500	300	25	7,500
High School Tournament	23	100	15	1,500	200	15	3,000
Military Weekday	1,611	800	30	24,000	800	11	8,800
Military Weekend	207	400	40	16,000	500	21	10,500
Frequent Player	4,479	3,900	3	11,700	4,400	4	17,600
Frequent Player	1,816	1,850	15	28,287	2,100	12	25,326
Specials	2,558	1,200	20	23,604	2,900	17	48,401
Specials	2,613	2,275	5	11,375	2,700	4	11,367
		Average	21		Average	18	
Employee comp	3,560						
<b>Total</b>	<b>26,284</b>	<b>20,000</b>		<b>276,740</b>	<b>22,770</b>		<b>285,130</b>
<b>Budgeted (rounded)</b>	<b>310,160</b>			276,740			285,130
<b>Actual</b>	<b>309,813</b>						

## Black Rock Golf Course Revenue Budgets for FY23

### 9 Hole Green Fees Account 446010

	FY21 Actual Rounds	Budgeted Rounds	FY22 Proposed Rate	Budgeted Revenue	Budgeted Rounds	FY23 Proposed Rate	Budgeted Revenue
Regular	71	0	19	0	150	19	2,850
Jr/Sr	3	0	12	0	0	12	0
Winter/Sr	1,213	1,250	10	12,150	600	9	5,664
Winter/Sr Walking	328	250	12	3,000	300	12	3,600
League/Winter WEnd w/ Cart	955	1,200	16	18,600	1,000	16	15,500
Frequent Player	7	0	13	0	0	13	0
Frequent Player - Sr	1,879	1,500	2	2,835	1,800	2	3,402
Tournament	0	0	5	0	0	5	0
<b>Total</b>	<b>4,456</b>	<b>4,200</b>		<b>36,590</b>	<b>3,850</b>		<b>31,020</b>
Budgeted (rounded)	39,900			36,590			31,020
Actual	37,626						

### Twilight Account 446020

	FY21 Actual Rounds	Budgeted Rounds	FY22 Proposed Rate	Budgeted Revenue	Budgeted Rounds	FY23 Proposed Rate	Budgeted Revenue
Regular	2,128	1,500	23	34,500	1,100	23	25,300
Regular		0	10	0	0	10	0
Frequent Player	105	50	18	900	1,400	10	14,000
<b>Total</b>	<b>2,233</b>	<b>1,550</b>		<b>35,400</b>	<b>2,500</b>		<b>39,300</b>
Budgeted (rounded)	36,520			35,400			39,300
Actual	44,509						

### Cart Rentals - 18 hole Account 446030

	FY21 Actual Rounds		Budgeted Rounds	FY22 Proposed Rate	Budgeted Revenue	Budgeted Rounds	FY23 Proposed Rate	Budgeted Revenue
<b>Total</b>	<b>18,363</b>	70%	<b>13,700</b>	<b>18</b>	<b>246,600</b>	<b>16,000</b>	<b>18</b>	<b>288,000</b>
						70%		
Budgeted (rounded)	216,000				246,600			288,000
Actual	329,208							

## Black Rock Golf Course Revenue Budgets for FY23

### 9 Hole Cart Account 446040

	FY21 Actual Rounds		Budgeted Rounds	FY22 Proposed Rate	Budgeted Revenue	Budgeted Rounds	FY23 Proposed Rate	Budgeted Revenue
Regular	3,713		2,000	9	18,000	3,000	9	27,000
League	813		1,000	4	4,000	1,000	4	4,000
Total	4,526	102%	3,000		22,000	4,000		31,000
Budgeted (rounded)	16,500				22,000			31,000
Actual	36,659							

### Twilight Cart Account 446050

	FY21 Actual Rounds		Budgeted Rounds	FY22 Proposed Rate	Budgeted Revenue	Budgeted Rounds	FY23 Proposed Rate	Budgeted Revenue
Total	1,755	79%	1,500	9	13,500	1,500	9	13,500
Budgeted (rounded)	13,500				13,500			13,500
Actual	16,755							

### Frequent Player Card Account 446060

	FY21 Actual Rounds		Budgeted Rounds	FY22 Proposed Rate	Budgeted Revenue	Budgeted Rounds	FY23 Proposed Rate	Budgeted Revenue
Frequent Player Card Reduced	8		10	50	500	10	50	500
Frequent Player Card	449		300	99	29,700	300	99	29,700
Total	457		310		30,200	310		30,200
Budgeted (rounded)	13,360				30,200			30,200
Actual	44,950							

### Driving Range Account 446070

	FY21 Actual Rounds		Budgeted Rounds	FY22 Proposed Rate	Budgeted Revenue	Budgeted Rounds	FY23 Proposed Rate	Budgeted Revenue
Total	2,385		2,000	5	10,000	2,000	5	10,000
Budgeted (rounded)	10,000				10,000			10,000
Actual	12,080							



**Black Rock Golf Course  
Revenue Budgets for FY23**

Simulator  
Account 446080

	FY21 Actual Rounds	Budgeted Rounds	FY22 Proposed Rate	Budgeted Revenue	Budgeted Rounds	FY23 Proposed Rate	Budgeted Revenue
Weekday/FPC Weekend	35				40	30	1,200
Weekend	16				30	40	1,200
FPC Weekday	61				30	22	660
Range Session/FPC Range Session	15				10	8	75
Total	127			3,000	110		3,140
Budgeted (rounded)	-			3,000			3,140
Actual	3,147						
Total revenue budget	655,940			674,030			731,290

**Washington County, Maryland  
Black Rock Golf Course Fund  
Department 00000 - Default Department  
FY23 Expenses**

	<b>2023 Operating Budget Requested</b>	<b>2023 Operating Budget Proposed</b>	<b>2023 Variance Comments Requested</b>	<b>2023 Variance Comments Proposed</b>
404500 - Rental - Land	4,620	4,620		
404510 - Rental - Building	10,800	10,800		
446000 - Green Fees - 18 Holes	285,130	285,130	The number of projected rounds increased by 2,700, however, the cost per round has decreased for players who have opted to purchase a Frequent Player Card (FPC). This has resulted in a shift of revenue from the account to the Golf Card account, 446060.	
446010 - Green Fees - 9 Holes	31,020	31,020	The number of projected rounds decreased by 350 based on the current FY22 trend. Also, the FPC promotion has shifted some revenues to account 446060.	
446020 - Green Holes - Twilight	39,300	39,300	The number of projected rounds increased by 950 based on actual history.	
446030 - Cart Rentals - 18 Holes	288,000	288,000	The budget was increased based on the projected number of 18 hole rounds.	
446040 - Cart Rentals - 9 Holes	31,000	31,000	The budget was increased based on the projected number of 9 hole rounds.	
446050 - Cart Rentals - Twilight	13,500	13,500		
446060 - Cart - Golf Card	30,200	30,200		
446070 - Driving Range	10,000	10,000		
446080 - Golf Simulator	3,140	3,140	The simulator opened in December 2020. The budget is based on 2021 actual revenue.	

**Washington County, Maryland**  
**Black Rock Golf Course Fund**  
**Department 00000 - Default Department**  
**FY23 Expenses**

	<b>2023 Operating Budget Requested</b>	<b>2023 Operating Budget Proposed</b>	<b>2023 Variance Comments Requested</b>	<b>2023 Variance Comments Proposed</b>
446100 - Pro-Shop Sales	55,000	55,000	The budget was increased based on prior year actual sales.	
446200 - Food Sales	7,000	7,000	Restaurant food sales budget is being reduced significantly, and the possibility of leasing the space out is being explored.	
446210 - Soft Drink Sales	8,000	8,000	Restaurant budget is being reduced and the possibility of the leasing the space is being explored.	
446220 - Beer & Wine Sales	45,000	45,000	Alcohol sales will remain provided by Black Rock, therefore they have not been reduced.	
446230 - Misc Restaurant Sales	2,500	2,500	Restaurant budget is being reduced and the possibility of leasing the space is being explored.	
446300 - Advertising - Hole Markers	500	500		
490045 - Oper Transfer - General Fund	317,560	317,560	Represents operational support for service or program provided. This represents a 9.22% decrease in operations funds from FY22.	
499420 - Fuel	1,700	1,700		

**Washington County, Maryland**  
**Black Rock Golf Course Fund Expenditures - Proposed**  
**FY23**

	2023 Operating Budget Requested	Adjustment	2023 Operating Budget Proposed	\$ Change	% Change	2022 Operating Budget Approved
46010 - General Operations	44,500	0	44,500	(7,870)	(15.03)%	52,370
46020 - Club House Operations	304,210	0	304,210	33,580	12.41%	270,630
46030 - Course Maintenance	763,481	0	763,481	13,981	1.87%	749,500
46040 - Restaurant Operations	71,780	0	71,780	(28,190)	(28.20)%	99,970
<b>Black Rock Golf Course Fund</b>	<b>1,183,971</b>	<b>0</b>	<b>1,183,971</b>	<b>11,501</b>	<b>0.98%</b>	<b>1,172,470</b>
<b>Total Expenditures</b>	<b>1,183,971</b>	<b>0</b>	<b>1,183,971</b>	<b>11,501</b>	<b>0.98%</b>	<b>1,172,470</b>

**Washington County, Maryland**  
**Black Rock Golf Course Fund**  
**Department 46010 - 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	30,619
500150 - Unemployment Compensation	0	0	0	(3,890)	(100.00)%	3,890	676	4,069
500170 - Personal Development	840	0	840	0	0.00%	840	0	0
500171 - Employee Recognition	630	0	630	0	0.00%	630	422	742
500172 - Team Building	180	0	180	0	0.00%	180	0	0
<b>Wages and Benefits</b>	<b>1,650</b>	<b>0</b>	<b>1,650</b>	<b>(3,890)</b>	<b>(70.22)%</b>	<b>5,540</b>	<b>1,098</b>	<b>35,431</b>
505010 - Advertising	5,800	0	5,800	0	0.00%	5,800	2,825	5,271
505050 - Dues & Subscriptions	750	0	750	0	0.00%	750	1,900	556
505140 - Office Supplies	550	0	550	0	0.00%	550	397	462
505150 - Other - Miscellaneous	1,800	0	1,800	0	0.00%	1,800	515	1,155
505180 - Printing Expenses	300	0	300	0	0.00%	300	239	374
510010 - Fleet Insurance	3,130	0	3,130	(2,150)	(40.72)%	5,280	4,653	3,996
510020 - Property & Casualty Insurance	2,580	0	2,580	470	22.27%	2,110	1,898	1,991
510030 - Public & Gen Liability Insurance	2,780	0	2,780	(300)	(9.74)%	3,080	2,783	2,944
515010 - Auditing Services	560	0	560	0	0.00%	560	530	515
515270 - Maintenance Contract Services	300	0	300	0	0.00%	300	201	450
525000 - Supplies/Material - Operating	500	0	500	0	0.00%	500	316	71
525020 - Janitorial Supplies	1,000	0	1,000	0	0.00%	1,000	864	872
526020 - Building Maintenance	3,500	0	3,500	0	0.00%	3,500	695	1,440
526040 - Equipment Maintenance	300	0	300	0	0.00%	300	1,530	91
540020 - Telephone Expenses	0	0	0	0	0.00%	0	1,520	1,643
545010 - Electric	19,000	0	19,000	(2,000)	(9.52)%	21,000	17,847	18,804
592020 - Cost of Sales	0	0	0	0	0.00%	0	75	0
592060 - Service Charges	0	0	0	0	0.00%	0	1,355	0
<b>Operating Expenses</b>	<b>42,850</b>	<b>0</b>	<b>42,850</b>	<b>(3,980)</b>	<b>(8.50)%</b>	<b>46,830</b>	<b>40,144</b>	<b>40,635</b>
599999 - Controllable Assets	0	0	0	0	0.00%	0	79	1,235
600600 - Computer/Software Equipment	0	0	0	0	0.00%	0	113	0
<b>Capital Outlay</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>192</b>	<b>1,235</b>
<b>Total</b>	<b>44,500</b>	<b>0</b>	<b>44,500</b>	<b>(7,870)</b>	<b>(15.03)%</b>	<b>52,370</b>	<b>41,433</b>	<b>77,301</b>

**Washington County, Maryland**  
**Black Rock Golf Course Fund**  
**Department 46010 - General Operations**  
**FY23 Expenses**

	<b>2023 Operating Budget Requested</b>	<b>2023 Operating Budget Proposed</b>	<b>2023 Variance Comments Requested</b>	<b>2023 Variance Comments Proposed</b>
500150 - Unemployment Compensation	0	0	Unemployment compensation has been removed based on FY21 and FY22 actuals.	
500170 - Personal Development	840	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.	
500171 - Employee Recognition	630	630	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	180	180	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.	
505010 - Advertising	5,800	5,800		
505050 - Dues & Subscriptions	750	750		
505140 - Office Supplies	550	550		

**Washington County, Maryland**  
**Black Rock Golf Course Fund**  
**Department 46010 - General Operations**  
**FY23 Expenses**

	<b>2023 Operating Budget Requested</b>	<b>2023 Operating Budget Proposed</b>	<b>2023 Variance Comments Requested</b>	<b>2023 Variance Comments Proposed</b>
505150 - Other - Miscellaneous	1,800	1,800		
505180 - Printing Expenses	300	300		
510010 - Fleet Insurance	3,130	3,130	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.	
510020 - Property & Casualty Insurance	2,580	2,580	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**  
**Black Rock Golf Course Fund**  
**Department 46010 - General Operations**  
**FY23 Expenses**

	<b>2023 Operating Budget Requested</b>	<b>2023 Operating Budget Proposed</b>	<b>2023 Variance Comments Requested</b>	<b>2023 Variance Comments Proposed</b>
510030 - Public & Gen Liability Insurance	2,780	2,780		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.
515010 - Auditing Services	560	560		
515270 - Maintenance Contract Services	300	300		
525000 - Supplies/Material - Operating	500	500		
525020 - Janitorial Supplies	1,000	1,000		
526020 - Building Maintenance	3,500	3,500		
526040 - Equipment Maintenance	300	300		
545010 - Electric	19,000	19,000		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**  
**Black Rock Golf Course Fund**  
**Department 46020 - Club House 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	61,250	0	61,250	2,070	3.50%	59,180	57,264	41,521
500005 - Wages - Part Time	60,360	0	60,360	7,280	13.72%	53,080	49,880	47,090
500010 - Wages - Overtime	560	0	560	20	3.70%	540	304	464
500040 - Other Wages	270	0	270	0	0.00%	270	270	0
500100 - FICA - Employer	9,580	0	9,580	580	6.44%	9,000	7,917	6,207
500120 - Health Insurance	8,920	0	8,920	8,920	100.00%	0	0	0
500125 - Other Insurance	380	0	380	10	2.70%	370	354	241
500130 - Pension	16,640	0	16,640	60	0.36%	16,580	16,558	10,532
500140 - Workers Compensation	1,650	0	1,650	0	0.00%	1,650	1,312	1,202
<b>Wages and Benefits</b>	<b>159,610</b>	<b>0</b>	<b>159,610</b>	<b>18,940</b>	<b>13.46%</b>	<b>140,670</b>	<b>133,857</b>	<b>107,257</b>
505140 - Office Supplies	100	0	100	0	0.00%	100	105	67
505150 - Other - Miscellaneous	300	0	300	0	0.00%	300	100	379
515270 - Maintenance Contract Services	200	0	200	0	0.00%	200	803	180
525000 - Supplies/Material - Operating	50	0	50	0	0.00%	50	190	0
526000 - Supplies/Material-Maintenance	320	0	320	0	0.00%	320	0	136
526020 - Building Maintenance	1,760	0	1,760	0	0.00%	1,760	2,392	3,955
527060 - Auto Gasoline	12,600	0	12,600	2,290	22.21%	10,310	10,976	7,640
535010 - Copy Machine Rental	1,490	0	1,490	0	0.00%	1,490	1,253	1,488
535030 - Golf Carts Rental	59,780	0	59,780	0	0.00%	59,780	67,572	52,300
545050 - Waste/Trash Disposal	3,000	0	3,000	0	0.00%	3,000	3,000	3,250
592010 - Commission - Pro Shop Sales	2,750	0	2,750	(1,850)	(40.22)%	4,600	3,743	5,330
592020 - Cost of Sales	44,000	0	44,000	7,200	19.57%	36,800	60,325	35,656
592030 - Oper Exp - Golf Carts	250	0	250	0	0.00%	250	161	151
592060 - Service Charges	18,000	0	18,000	7,000	63.64%	11,000	19,093	10,107
<b>Operating Expenses</b>	<b>144,600</b>	<b>0</b>	<b>144,600</b>	<b>14,640</b>	<b>11.27%</b>	<b>129,960</b>	<b>169,712</b>	<b>120,640</b>
599999 - Controllable Assets	0	0	0	0	0.00%	0	0	270
<b>Capital Outlay</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0</b>	<b>270</b>
<b>Total</b>	<b>304,210</b>	<b>0</b>	<b>304,210</b>	<b>33,580</b>	<b>12.41%</b>	<b>270,630</b>	<b>303,569</b>	<b>228,166</b>

**Washington County, Maryland**  
**Black Rock Golf Course Fund**  
**Department 46020 - Club House Operations**  
**FY23 Expenses**

	<b>2023 Operating Budget Requested</b>	<b>2023 Operating Budget Proposed</b>	<b>2023 Variance Comments Requested</b>	<b>2023 Variance Comments Proposed</b>
500000 - Wages - Full Time	61,250	61,250	The budget is based on a proposed step of 2.5% and a 1% COLA for FY23.	
500005 - Wages - Part Time	60,360	60,360	The budget includes the mid-year FY22 differential pay increase resulting in a 13.72% increase for FY23. No other increase is budgeted for FY23.	
500010 - Wages - Overtime	560	560	The budget is based on a 3.5% increase in wages for FY23.	
500040 - Other Wages	270	270	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.	
500100 - FICA - Employer	9,580	9,580	Budget is based on total wages times 7.65%	
500120 - Health Insurance	8,920	8,920	Increase due to an employee enrolling in Health and Dental Insurance.	
500125 - Other Insurance	380	380	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%.	

**Washington County, Maryland**  
**Black Rock Golf Course Fund**  
**Department 46020 - Club House Operations**  
**FY23 Expenses**

	<b>2023 Operating Budget Requested</b>	<b>2023 Operating Budget Proposed</b>	<b>2023 Variance Comments Requested</b>	<b>2023 Variance Comments Proposed</b>
500130 - Pension	16,640	16,640		The budgeted amount for employer pension is based on full-time wages times 26%.
500140 - Workers Compensation	1,650	1,650		Workers Compensation is based on projected FY23 employee wages times their assigned classification rates. Classification rates have not changed. Budget was not changed based on prior year actuals.
505140 - Office Supplies	100	100		
505150 - Other - Miscellaneous	300	300		
515270 - Maintenance Contract Services	200	200		
525000 - Supplies/Material - Operating	50	50		
526000 - Supplies/Material-Maintenance	320	320		
526020 - Building Maintenance	1,760	1,760		
527060 - Auto Gasoline	12,600	12,600		Projected budget is 4,200 Gallons at \$3.00 per gallon = \$12,600.
535010 - Copy Machine Rental	1,490	1,490		
535030 - Golf Carts Rental	59,780	59,780		
545050 - Waste/Trash Disposal	3,000	3,000		
592010 - Commission - Pro Shop Sales	2,750	2,750		Commission equals 25% of profit. Projected Pro Shop sales less cost of sales budgeted is \$55,000 - \$44,000 = \$11,000 profit. 25% of \$11,000 is \$2,750.

**Washington County, Maryland**  
**Black Rock Golf Course Fund**  
**Department 46020 - Club House Operations**  
**FY23 Expenses**

	<b>2023 Operating Budget Requested</b>	<b>2023 Operating Budget Proposed</b>	<b>2023 Variance Comments Requested</b>	<b>2023 Variance Comments Proposed</b>
592020 - Cost of Sales	44,000	44,000	Cost of sales is estimated as a percentage of revenue. Projected sales of \$55,000 x 80% is \$44,000.	
592030 - Oper Exp - Golf Carts	250	250		
592060 - Service Charges	18,000	18,000	Based on actual processing fees for FY21 and FY22.	

**Washington County, Maryland**  
**Black Rock Golf Course Fund**  
**Department 46030 - Course 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	261,160	0	261,160	4,670	1.82%	256,490	221,038	223,017
500005 - Wages - Part Time	97,250	0	97,250	11,070	12.85%	86,180	63,828	69,161
500010 - Wages - Overtime	14,000	0	14,000	0	0.00%	14,000	9,410	10,247
500040 - Other Wages	3,400	0	3,400	1,070	45.92%	2,330	3,235	2,006
500100 - FICA - Employer	28,750	0	28,750	1,290	4.70%	27,460	21,850	22,048
500120 - Health Insurance	85,600	0	85,600	(7,080)	(7.64)%	92,680	79,083	76,090
500125 - Other Insurance	1,670	0	1,670	50	3.09%	1,620	1,389	1,434
500130 - Pension	67,900	0	67,900	1,210	1.81%	66,690	64,112	61,798
500140 - Workers Compensation	5,000	0	5,000	0	0.00%	5,000	4,841	4,699
<b>Wages and Benefits</b>	<b>564,730</b>	<b>0</b>	<b>564,730</b>	<b>12,280</b>	<b>2.22%</b>	<b>552,450</b>	<b>468,787</b>	<b>470,500</b>
505010 - Advertising	0	0	0	0	0.00%	0	0	56
505140 - Office Supplies	660	0	660	500	312.50%	160	794	1,274
505200 - Safety Equipment	2,000	0	2,000	(500)	(20.00)%	2,500	1,267	2,571
515000 - Contracted/Purchased Service	2,500	0	2,500	0	0.00%	2,500	2,620	3,850
515270 - Maintenance Contract Services	190	0	190	0	0.00%	190	164	153
520040 - Seminars/Conventions	300	0	300	0	0.00%	300	290	0
525000 - Supplies/Material - Operating	0	0	0	0	0.00%	0	0	237
525020 - Janitorial Supplies	0	0	0	0	0.00%	0	0	94
525040 - Small Tools & Equipment	1,500	0	1,500	0	0.00%	1,500	263	1,246
526000 - Supplies/Material-Maintenance	13,760	0	13,760	0	0.00%	13,760	5,982	5,265
526020 - Building Maintenance	5,500	0	5,500	0	0.00%	5,500	871	471
526040 - Equipment Maintenance	26,000	0	26,000	0	0.00%	26,000	27,887	21,962
526060 - Irrigation	10,760	0	10,760	0	0.00%	10,760	15,824	32,537
526070 - Landscaping Supplies	1,000	0	1,000	0	0.00%	1,000	894	2,202
526100 - Seed/Sod	8,000	0	8,000	0	0.00%	8,000	10,676	9,368
526120 - Top Dressing Materials	7,500	0	7,500	0	0.00%	7,500	6,752	3,801
527030 - Diesel Fuel	11,000	0	11,000	(230)	(2.05)%	11,230	7,207	7,264
527040 - Diesel Fuel Tax	30	0	30	0	0.00%	30	15	9
527060 - Auto Gasoline	5,000	0	5,000	(170)	(3.29)%	5,170	3,439	3,185

Washington County, Maryland  
Black Rock Golf Course Fund  
Department 46030 - Course Maintenance  
FY23 Expenses

	2023 Operating Budget Requested	Adjustment	2023 Operating Budget Proposed	\$ Change	% Change	2022 Operating Budget Approved	2021 Actuals Final	2020 Actuals Final
528010 - Fertilizer	12,500	0	12,500	0	0.00%	12,500	14,390	9,626
528020 - Fungicide	40,760	0	40,760	0	0.00%	40,760	35,967	50,693
528030 - Herbicide	16,500	0	16,500	0	0.00%	16,500	14,699	15,539
528040 - Insecticide	2,500	0	2,500	0	0.00%	2,500	1,158	6,602
535000 - Rentals	1,000	0	1,000	0	0.00%	1,000	0	1,133
540010 - Wireless Communication	2,300	0	2,300	0	0.00%	2,300	2,324	2,287
540020 - Telephone Expenses	0	0	0	0	0.00%	0	242	263
540022 - Cable TV & Internet Services	930	0	930	0	0.00%	930	854	1,007
545012 - Electric - Irrigation	11,000	0	11,000	2,000	22.22%	9,000	11,351	6,333
545013 - Electric - Building	7,000	0	7,000	0	0.00%	7,000	3,962	6,580
545015 - Heating Oil	2,700	0	2,700	0	0.00%	2,700	1,727	2,066
545060 - Water	5,860	0	5,860	100	1.74%	5,760	5,662	5,588
<b>Operating Expenses</b>	<b>198,750</b>	<b>0</b>	<b>198,750</b>	<b>1,700</b>	<b>0.86%</b>	<b>197,050</b>	<b>177,279</b>	<b>203,262</b>
599999 - Controllable Assets	0	0	0	0	0.00%	0	9,840	5,649
600100 - Land & Improvements	0	0	0	0	0.00%	0	33,485	0
<b>Capital Outlay</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>43,325</b>	<b>5,649</b>
<b>Total</b>	<b>763,480</b>	<b>0</b>	<b>763,480</b>	<b>13,980</b>	<b>1.87%</b>	<b>749,500</b>	<b>689,391</b>	<b>679,411</b>

**Washington County, Maryland**  
**Black Rock Golf Course Fund**  
**Department 46030 - Course Maintenance**  
**FY23 Expenses**

	<b>2023 Operating Budget Requested</b>	<b>2023 Operating Budget Proposed</b>	<b>2023 Variance Comments Requested</b>	<b>2023 Variance Comments Proposed</b>
500000 - Wages - Full Time	261,160	261,160	The increase over the prior year budget is 1.82% due to a vacant Golf Maintenance Worker position that is not eligible for a step increase, as well as the allowance for straight time over 40 hours which was eliminated based on actuals expenses.	
500005 - Wages - Part Time	97,250	97,250	The percent of change over the FY22 budget is 12.85%. These positions recently received a differential pay increase mid year FY22 so no additional pay increase has been scheduled for FY23. Scheduled State minimum wage increases during FY23 will not impact the current rates of these employees.	
500010 - Wages - Overtime	14,000	14,000		
500040 - Other Wages	3,400	3,400	The sick pay bonus is based on employee's usage of their sick time. The amount of payout fluctuates depending on time taken. This budget amount also includes holiday pay which was increased based on actual history.	
500100 - FICA - Employer	28,750	28,750		
500120 - Health Insurance	85,600	85,600	One employee enrolled in health insurance at a cost less than the budgeted vacancy for that position resulting in a decrease of 7.64% from the FY22 budget.	
500125 - Other Insurance	1,670	1,670		

**Washington County, Maryland  
Black Rock Golf Course Fund  
Department 46030 - Course Maintenance  
FY23 Expenses**

	<b>2023 Operating Budget Requested</b>	<b>2023 Operating Budget Proposed</b>	<b>2023 Variance Comments Requested</b>	<b>2023 Variance Comments Proposed</b>
500130 - Pension	67,900	67,900		
500140 - Workers Compensation	5,000	5,000		
505140 - Office Supplies	660	660		Increased \$500 based on previous annual usage. Reallocated from account 505200 - Safety Equipment.
505200 - Safety Equipment	2,000	2,000		Reduced based on previous years trends and current usage. Reallocated to 505140 - Office Supplies.
515000 - Contracted/Purchased Service	2,500	2,500		
515270 - Maintenance Contract Services	190	190		
520040 - Seminars/Conventions	300	300		
525040 - Small Tools & Equipment	1,500	1,500		
526000 - Supplies/Material-Maintenance	13,760	13,760		
526020 - Building Maintenance	5,500	5,500		
526040 - Equipment Maintenance	26,000	26,000		
526060 - Irrigation	10,760	10,760		
526070 - Landscaping Supplies	1,000	1,000		
526100 - Seed/Sod	8,000	8,000		
526120 - Top Dressing Materials	7,500	7,500		



**Washington County, Maryland**  
**Black Rock Golf Course Fund**  
**Department 46030 - Course Maintenance**  
**FY23 Expenses**

	<b>2023 Operating Budget Requested</b>	<b>2023 Operating Budget Proposed</b>	<b>2023 Variance Comments Requested</b>	<b>2023 Variance Comments Proposed</b>
527030 - Diesel Fuel	11,000	11,000	Estimated budget is 4,400 gallons x \$2.50 = \$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.	
527040 - Diesel Fuel Tax	30	30		
527060 - Auto Gasoline	5,000	5,000	Projected budget is 1,666 gallons x \$3.00 = \$5,000 (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.	
528010 - Fertilizer	12,500	12,500		
528020 - Fungicide	40,760	40,760		
528030 - Herbicide	16,500	16,500		
528040 - Insecticide	2,500	2,500		
535000 - Rentals	1,000	1,000		
540010 - Wireless Communication	2,300	2,300		
540022 - Cable TV & Internet Services	930	930		
545012 - Electric - Irrigation	11,000	11,000	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**  
**Black Rock Golf Course Fund**  
**Department 46030 - Course Maintenance**  
**FY23 Expenses**

	<b>2023 Operating Budget Requested</b>	<b>2023 Operating Budget Proposed</b>	<b>2023 Variance Comments Requested</b>	<b>2023 Variance Comments Proposed</b>
--	--	---	---	--

545013 - Electric - Building	7,000	7,000		
545015 - Heating Oil	2,700	2,700		
545060 - Water	5,860	5,860	Prior year actual expense \$5,662 x 3 % budgeted rate increase = \$5,832. No increase is necessary for FY23.	

Washington County, Maryland  
Black Rock Golf Course Fund  
Department 46040 - Restaurant 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	0	0	0	0	0.00%	0	0	25,524
500005 - Wages - Part Time	31,210	0	31,210	(16,880)	(35.10)%	48,090	0	8,645
500010 - Wages - Overtime	600	0	600	(100)	(14.29)%	700	0	0
500100 - FICA - Employer	2,430	0	2,430	(1,300)	(34.85)%	3,730	0	2,510
500120 - Health Insurance	0	0	0	0	0.00%	0	0	4,992
500125 - Other Insurance	0	0	0	0	0.00%	0	0	128
500130 - Pension	0	0	0	0	0.00%	0	0	5,291
500140 - Workers Compensation	600	0	600	0	0.00%	600	0	410
<b>Wages and Benefits</b>	<b>34,840</b>	<b>0</b>	<b>34,840</b>	<b>(18,280)</b>	<b>(34.41)%</b>	<b>53,120</b>	<b>0</b>	<b>47,499</b>
505120 - Licenses & Certifications	1,500	0	1,500	0	0.00%	1,500	2,500	0
505140 - Office Supplies	0	0	0	0	0.00%	0	0	80
525020 - Janitorial Supplies	1,000	0	1,000	0	0.00%	1,000	693	652
526040 - Equipment Maintenance	1,200	0	1,200	0	0.00%	1,200	520	3,284
545030 - Propane Gas	1,500	0	1,500	0	0.00%	1,500	0	905
592020 - Cost of Sales	31,740	0	31,740	(9,910)	(23.79)%	41,650	25,353	37,482
<b>Operating Expenses</b>	<b>36,940</b>	<b>0</b>	<b>36,940</b>	<b>(9,910)</b>	<b>(21.15)%</b>	<b>46,850</b>	<b>29,066</b>	<b>42,403</b>
<b>Total</b>	<b>71,780</b>	<b>0</b>	<b>71,780</b>	<b>(28,190)</b>	<b>(28.20)%</b>	<b>99,970</b>	<b>29,066</b>	<b>89,902</b>

**Washington County, Maryland**  
**Black Rock Golf Course Fund**  
**Department 46040 - Restaurant Operations**  
**FY23 Expenses**

	<b>2023 Operating Budget Requested</b>	<b>2023 Operating Budget Proposed</b>	<b>2023 Variance Comments Requested</b>	<b>2023 Variance Comments Proposed</b>
500005 - Wages - Part Time	31,210	31,210		Two restaurant positions have been removed from the budget for FY23. The differential pay increase approved mid-year FY22 is also included in this budget. The net affect is a 35% decrease compared to the FY22 budget.
500010 - Wages - Overtime	600	600		The decrease is based on prior year actual expenses.
500100 - FICA - Employer	2,430	2,430		
500140 - Workers Compensation	600	600		
505120 - Licenses & Certifications	1,500	1,500		
525020 - Janitorial Supplies	1,000	1,000		
526040 - Equipment Maintenance	1,200	1,200		
545030 - Propane Gas	1,500	1,500		The propane budgets were based on four prior year actual and forecasted rate changes.
592020 - Cost of Sales	31,740	31,740		Cost of Sales is estimated as a percentage of revenue. Projected sales of \$62,500 x 51% = \$31,740.

Washington County, Maryland  
Other Personnel Request Form  
FY 2023

Department Number: 46040

Department Name: Restaurant Operations

Account: 500155

Description	Increase in Request	(Decrease) in Request	Change in Benefits	Net Increase to Budget	Board Approval	Explanation of Request (A memo may be attached if detail support is needed. Please summarize in this area.)
Change in Part-Time Wages		(22,640)		(22,640)		Two Grill Cook/ Server positions are being eliminated at the golf course restaurant. Hourly rate for position is \$14.51 with position 1752 budgeted for 1,040 hours annually and position 1753 budgeted for 520 hours annually. 1,560 hours x \$14.51 = \$22,635.60
Change in Overtime Wages				0		
Change in Shift Differential				0		
<b>Totals:</b>	\$0	(\$22,640)	\$0	(\$22,640)	\$0	



## Agenda Report Form

### Open Session Item

**SUBJECT:** FY23 Transit Budget

**PRESENTATION DATE:** April 05, 2022

**PRESENTATION BY:** Kevin Cerrone, Director of Transit; Andrew Eshleman, Director of Public Works

**RECOMMENDED MOTION(S):** For informational purposes

**REPORT-IN-BRIEF:** The Transit Department provides safe, affordable, dependable, and accessible public transportation that enhances the mobility of our customers. Along with Fixed Route mass transit service the Transit System also provides the following services to the community: American Disability Act (ADA) Para Transit service, Statewide Special Transportation Assistance Program (SSTAP) Ride Assistance, and employment-based services known as Job Opportunity Bus Shuttle (JOBS), partially funded by the Department of Social Services (DSS).

**DISCUSSION:** The Transit budget increased over FY22 by \$100,700 or 3.62%. The increase is mainly the result of the proposed step and COLA as well as increased software costs.

The General Fund contribution to Transit did not increase this year mainly as a result of increased federal funding based on the use of CARES Act funds.

**FISCAL IMPACT:** \$2,878,870

**CONCURRENCES:** N/A

**ALTERNATIVES:** N/A

**ATTACHMENTS:** FY23 Transit Budget

**AUDIO/VISUAL TO BE USED:** N/A

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

Page	Category by Function	FY 2023 Requested Budget	Adjustment	FY 2023 Proposed Budget	\$ Change	Note	% Change	Original Budget FY 2022
------	----------------------	--------------------------------	------------	-------------------------------	-----------	------	----------	----------------------------

**Revenues:**

**Fixed Route Revenues:**

20-3	Fare Box Collections	200,000		200,000	0		0.00%	200,000
20-3	Advertising	10,000		10,000	0		0.00%	10,000
20-3	Americans with Disabilities Act Client Fees	20,000		20,000	0		0.00%	20,000
20-3	Dept of Social Services Program	109,000		109,000	0		0.00%	109,000
20-3	Reimbursed Expenses - STAP	30,750		30,750	0		0.00%	30,750
20-3	Operating Transfer - General Fund	997,130		997,130	0	1	0.00%	997,130
20-3	Fund Balance Reserves	0		0	0		0.00%	0
20-3	Operating Grant	0		0	0		0.00%	0
20-3	Operating Federal Grant	1,034,240		1,034,240	100,700	2	10.79%	933,540
20-3	Operating State Grant	251,860		251,860	0	3	0.00%	251,860
		<b>2,652,980</b>	<b>0</b>	<b>2,652,980</b>	<b>100,700</b>		<b>3.95%</b>	<b>2,552,280</b>

**1 Operating Transfer - General Fund**  
- Transfer required to maintain public services.

**2 Operating Federal Grant**  
- Increase based on use of CARES Act funds since the Federal grant is being capped.

**3 Operating State Grant**  
- Decrease based on State grant being capped.

**Ride Assistance Revenues:**

20-3	Statewide Transportation Assistance Program	146,920		146,920	0		0.00%	146,920
20-3	STAP Program Client Fees	30,000		30,000	0		0.00%	30,000
20-3	Reimbursed Expenses - STAP	0		0	0		0.00%	0
20-3	Oper Transfer - General Fund	48,970		48,970	0	4	0.00%	48,970
		<b>225,890</b>	<b>0</b>	<b>225,890</b>	<b>0</b>		<b>0.00%</b>	<b>225,890</b>

**4 Oper Transfer - General Fund**  
- This has been added to STAP due to required match from State of 25% for this program.

<b>Total Revenues</b>	<b>2,878,870</b>	<b>0</b>	<b>2,878,870</b>	<b>100,700</b>	<b>3.62%</b>	<b>2,778,170</b>
-----------------------	------------------	----------	------------------	----------------	--------------	------------------

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

Page	Category by Function	FY 2023 Requested Budget	Adjustment	FY 2023 Proposed Budget	\$ Change	Note	% Change	Original Budget FY 2022
------	----------------------	--------------------------------	------------	-------------------------------	-----------	------	----------	----------------------------

**Expenses:**

20-8	Fixed Route Service	2,652,980	0	2,652,980	100,700		3.95%	2,552,280
20-20	Ride Assistance Program	225,890	0	225,890	0		0.00%	225,890
<b>Total Expenses</b>		<b>2,878,870</b>	<b>0</b>	<b>2,878,870</b>	<b>100,700</b>	<b>5</b>	<b>3.62%</b>	<b>2,778,170</b>

**5 Total Expenses**

- Expenditures increased in wages and software.

**Category Summary:**

Salaries and Benefits	2,189,010	0	2,189,010	65,610		3.09%	2,123,400
Operating	689,860	0	689,860	35,090		5.36%	654,770
	<b>2,878,870</b>	<b>0</b>	<b>2,878,870</b>	<b>100,700</b>		<b>3.62%</b>	<b>2,778,170</b>



**Washington County, Maryland**  
**Public Transit Fund Revenues - Proposed**  
**FY23**

		2023		2022
		Operating Budget Proposed	\$ Change	Operating Budget Approved
			% Change	
44020 - Fixed Route Service	444030 - Fare Box Collections	200,000	0	200,000
	444040 - Advertising	10,000	0	10,000
	444110 - ADA Client Fees	20,000	0	20,000
	444300 - DSS Program	109,000	0	109,000
	486120 - Reimbursed Expenses - STAP	30,750	0	30,750
	490045 - Oper Transfer - General Fund	997,130	0	997,130
	495100 - Operating - Federal Grants	1,034,240	100,700	933,540
	495110 - Operating - State Grants	251,860	0	251,860
44030 - Ride Assistance Program	444200 - STAP Program	146,920	0	146,920
	444210 - STAP Client Fees	30,000	0	30,000
	490045 - Oper Transfer - General Fund	48,970	0	48,970
<b>Transit Fund Revenues</b>		<b>2,878,870</b>	<b>100,700</b>	<b>2,778,170</b>
<b>Public Transit Fund Revenues</b>		<b>2,878,870</b>	<b>100,700</b>	<b>2,778,170</b>

**Washington County, Maryland  
Public Transit 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	361	612
404420 - Interest, Penalties & Fees	0	0	0	0	0.00%	0	2	11
444030 - Fare Box Collections	200,000	0	200,000	0	0.00%	200,000	177,319	220,962
444040 - Advertising	10,000	0	10,000	0	0.00%	10,000	17,500	5,460
444110 - ADA Client Fees	20,000	0	20,000	0	0.00%	20,000	14,730	20,200
444200 - STAP Program	146,920	0	146,920	0	0.00%	146,920	106,468	114,686
444210 - STAP Client Fees	30,000	0	30,000	0	0.00%	30,000	17,938	23,167
444300 - DSS Program	109,000	0	109,000	0	0.00%	109,000	109,000	129,000
486120 - Reimbursed Expenses - STAP	30,750	0	30,750	0	0.00%	30,750	30,750	30,750
490000 - Miscellaneous	0	0	0	0	0.00%	0	196	1,296
490005 - Insurance Recovery	0	0	0	0	0.00%	0	2,061	11,088
490010 - Gain or Loss on Sale of Asset	0	0	0	0	0.00%	0	0	16,540
490045 - Oper Transfer - General Fund	1,046,100	0	1,046,100	0	0.00%	1,046,100	699,760	594,090
490080 - Bad Check Fees	0	0	0	0	0.00%	0	25	21
495100 - Operating - Federal Grants	933,540	0	933,540	0	0.00%	933,540	1,482,581	933,541
495110 - Operating - State Grants	251,860	0	251,860	0	0.00%	251,860	251,857	314,821
498400 - Capital Grant - Federal	0	0	0	0	0.00%	0	300,000	436,092
498410 - Capital Grant - State	0	0	0	0	0.00%	0	0	54,511
498710 - Capital Transfer - General	0	0	0	0	0.00%	0	54,000	135,000
<b>Revenues</b>	<b>2,778,170</b>	<b>0</b>	<b>2,778,170</b>	<b>0</b>	<b>0.00%</b>	<b>2,778,170</b>	<b>3,264,549</b>	<b>3,041,848</b>

**Washington County, Maryland**  
**Public Transit Fund**  
**Department 44020 - Fixed Route Service**  
**FY23 Expenses**

	<b>2023 Operating Budget Requested</b>	<b>2023 Operating Budget Proposed</b>	<b>2023 Variance Comments Requested</b>	<b>2023 Variance Comments Proposed</b>
444030 - Fare Box Collections	200,000	200,000		
444040 - Advertising	10,000	10,000		
444110 - ADA Client Fees	20,000	20,000		
444300 - DSS Program	109,000	109,000		
486120 - Reimbursed Expenses - STAP	30,750	30,750		
490045 - Oper Transfer - General Fund	997,130	997,130		
495100 - Operating - Federal Grants	1,034,240	1,034,240	Federal Funding request pending filing of FY22 Annual Transportation Plan (ATP) to the Maryland Department of Transportation/Maryland Transit Administration (MDOT/MTA). Also includes CARES Act operating funding of \$100,700.	
495110 - Operating - State Grants	251,860	251,860	State funding match request pending filing of FY22 Annual Transportation Plan (ATP) to the Maryland Department of Transportation/Maryland Transit Administration (MDOT/MTA).	

**Washington County, Maryland**  
**Public Transit Fund**  
**Department 44030 - Ride Assistance Program**  
**FY23 Expenses**

	2023 Operating Budget Requested	2023 Operating Budget Proposed	2023 Variance Comments Requested	2023 Variance Comments Proposed
444200 - STAP Program	146,920	146,920		
444210 - STAP Client Fees	30,000	30,000		
490045 - Oper Transfer - General Fund	48,970	48,970		

**Washington County, Maryland**  
**Public Transit Fund Expenditures - Proposed**  
**FY23**

	<b>2023 Operating Budget Requested</b>	<b>Adjustment</b>	<b>2023 Operating Budget Proposed</b>	<b>\$ Change</b>	<b>% Change</b>	<b>2022 Operating Budget Approved</b>
44020 - Fixed Route Service	2,652,980	0	2,652,980	100,700	3.95%	2,552,280
44030 - Ride Assistance Program	225,890	0	225,890	0	0.00%	225,890
<b>Transit Fund</b>	<b>2,878,870</b>	<b>0</b>	<b>2,878,870</b>	<b>100,700</b>	<b>3.62%</b>	<b>2,778,170</b>
<b>Total Expenditures</b>	<b>2,878,870</b>	<b>0</b>	<b>2,878,870</b>	<b>100,700</b>	<b>3.62%</b>	<b>2,778,170</b>

Washington County, Maryland  
Public Transit Fund  
Department 44020 - Fixed Route Service  
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	853,400	0	853,400	24,930	3.01%	828,470	840,950	842,331
500005 - Wages - Part Time	525,000	0	525,000	0	0.00%	525,000	503,109	512,656
500010 - Wages - Overtime	85,500	0	85,500	20,000	30.53%	65,500	80,880	50,481
500040 - Other Wages	14,220	0	14,220	120	0.85%	14,100	12,516	11,195
500100 - FICA - Employer	111,930	0	111,930	2,300	2.10%	109,630	106,582	104,982
500120 - Health Insurance	238,320	0	238,320	8,920	3.89%	229,400	235,714	224,856
500125 - Other Insurance	5,840	0	5,840	0	0.00%	5,840	5,216	5,292
500130 - Pension	221,890	0	221,890	6,490	3.01%	215,400	213,377	252,769
500140 - Workers Compensation	51,300	0	51,300	1,000	1.99%	50,300	51,530	50,586
500150 - Unemployment Compensation	0	0	0	0	0.00%	0	5,126	10,302
500170 - Personal Development	2,160	0	2,160	0	0.00%	2,160	0	0
500171 - Employee Recognition	1,620	0	1,620	0	0.00%	1,620	1,817	1,667
500172 - Team Building	450	0	450	0	0.00%	450	0	0
<b>Wages and Benefits</b>	<b>2,111,630</b>	<b>0</b>	<b>2,111,630</b>	<b>63,760</b>	<b>3.11%</b>	<b>2,047,870</b>	<b>2,056,817</b>	<b>2,067,118</b>
501070 - Debt - Other Interest	0	0	0	0	0.00%	0	1,633	3,163
502000 - Appropriations	21,530	0	21,530	2,910	15.63%	18,620	17,950	17,730
505010 - Advertising	2,000	0	2,000	0	0.00%	2,000	3,174	80
505050 - Dues & Subscriptions	1,000	0	1,000	0	0.00%	1,000	0	815
505080 - Freight & Cartage	1,000	0	1,000	0	0.00%	1,000	287	2,138
505090 - Hauling Expense	100	0	100	0	0.00%	100	0	0
505120 - Licenses & Certifications	250	0	250	0	0.00%	250	350	327
505140 - Office Supplies	3,000	0	3,000	0	0.00%	3,000	2,546	1,768
505150 - Other - Miscellaneous	0	0	0	0	0.00%	0	31	0
505160 - Personal Mileage	300	0	300	0	0.00%	300	0	0
505170 - Postage	100	0	100	0	0.00%	100	57	0
505210 - Safety Supplies	300	0	300	0	0.00%	300	583	115
505230 - Travel Expenses	0	0	0	0	0.00%	0	0	223
505960 - Uncollectible Accounts	0	0	0	0	0.00%	0	0	-499
510010 - Fleet Insurance	23,070	0	23,070	(1,990)	(7.94)%	25,060	22,334	19,979

**Washington County, Maryland**  
**Public Transit Fund**  
**Department 44020 - Fixed Route Service**  
**FY23 Expenses**

	2023 Operating Budget Requested	Adjustment	2023 Operating Budget Proposed	\$ Change	% Change	2022 Operating Budget Approved	2021 Actuals Final	2020 Actuals Final
510020 - Property & Casualty Insurance	2,920	0	2,920	690	30.94%	2,230	2,040	2,147
510030 - Public & Gen Liability Insurance	8,330	0	8,330	420	5.31%	7,910	7,157	7,572
515000 - Contracted/Purchased Service	10,000	0	10,000	0	0.00%	10,000	9,558	107,696
515180 - Software	69,000	0	69,000	38,000	122.58%	31,000	33,754	21,436
515270 - Maintenance Contract Services	7,000	0	7,000	0	0.00%	7,000	9,040	1,477
515330 - Towing Services	2,000	0	2,000	0	0.00%	2,000	4,424	3,535
515350 - Accident Repairs	1,000	0	1,000	0	0.00%	1,000	0	8,881
520000 - Training	1,000	0	1,000	0	0.00%	1,000	197	-175
520030 - Food Comp	4,000	0	4,000	0	0.00%	4,000	3,478	2,960
520040 - Seminars/Conventions	1,000	0	1,000	0	0.00%	1,000	1,630	137
525000 - Supplies/Material - Operating	25,000	0	25,000	0	0.00%	25,000	22,919	52,217
525030 - Medical Supplies	200	0	200	0	0.00%	200	0	0
525040 - Small Tools & Equipment	2,000	0	2,000	0	0.00%	2,000	7,785	2,352
526000 - Supplies/Material-Maintenance	30,000	0	30,000	0	0.00%	30,000	145,666	118,018
526020 - Building Maintenance	4,010	0	4,010	0	0.00%	4,010	39,941	10,032
526040 - Equipment Maintenance	1,600	0	1,600	0	0.00%	1,600	79,747	78,002
527030 - Diesel Fuel	177,800	0	177,800	(530)	(0.30)%	178,330	110,275	120,199
527040 - Diesel Fuel Tax	430	0	430	0	0.00%	430	454	669
527050 - Auto Fluids	9,800	0	9,800	0	0.00%	9,800	13,625	11,760
527060 - Auto Gasoline	27,000	0	27,000	(4,630)	(14.64)%	31,630	20,530	22,918
527090 - Auto Repairs	20,000	0	20,000	0	0.00%	20,000	39,289	38,739
527100 - Auto Tires	17,700	0	17,700	0	0.00%	17,700	29,734	16,443
535010 - Copy Machine Rental	2,720	0	2,720	0	0.00%	2,720	2,146	2,534
535055 - Lease Payments	30,000	0	30,000	0	0.00%	30,000	25,825	25,825
535056 - Contra - Cap Lease Payments	0	0	0	0	0.00%	0	-25,825	-25,825
535060 - Uniforms	3,620	0	3,620	0	0.00%	3,620	5,971	1,687
540010 - Wireless Communication	3,360	0	3,360	0	0.00%	3,360	4,260	3,928
540020 - Telephone Expenses	0	0	0	0	0.00%	0	1,378	1,463
545000 - Utilities	0	0	0	0	0.00%	0	276	0
545010 - Electric	10,000	0	10,000	(1,500)	(13.04)%	11,500	8,686	9,573

Washington County, Maryland  
Public Transit Fund  
Department 44020 - Fixed Route Service  
FY23 Expenses

	2023 Operating Budget Requested	Adjustment	2023 Operating Budget Proposed	\$ Change	% Change	2022 Operating Budget Approved	2021 Actuals Final	2020 Actuals Final
545020 - Natural Gas	10,000	0	10,000	1,500	17.65%	8,500	10,035	7,460
545040 - Sewer	3,110	0	3,110	2,070	199.04%	1,040	1,458	1,171
545050 - Waste/Trash Disposal	1,500	0	1,500	0	0.00%	1,500	1,260	1,343
582060 - Fire Extinguishers/Refills	500	0	500	0	0.00%	500	1,645	0
592060 - Service Charges	2,100	0	2,100	0	0.00%	2,100	2,357	1,934
<b>Operating Expenses</b>	<b>541,350</b>	<b>0</b>	<b>541,350</b>	<b>36,940</b>	<b>7.32%</b>	<b>504,410</b>	<b>669,662</b>	<b>703,944</b>
599999 - Controllable Assets	0	0	0	0	0.00%	0	1,810	304
<b>Capital Outlay</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>1,810</b>	<b>304</b>
<b>Total</b>	<b>2,652,980</b>	<b>0</b>	<b>2,652,980</b>	<b>100,700</b>	<b>3.95%</b>	<b>2,552,280</b>	<b>2,728,289</b>	<b>2,771,366</b>



**Washington County, Maryland**  
**Public Transit Fund**  
**Department 44020 - Fixed Route Service**  
**FY23 Expenses**

	<b>2023 Operating Budget Requested</b>	<b>2023 Operating Budget Proposed</b>	<b>Variance Comments Requested</b>	<b>2023 Variance Comments Proposed</b>
500000 - Wages - Full Time	853,400	853,400	The budget is based on a proposed step of 2.5% and a 1% COLA for FY23, also due to changes in staffing.	
500005 - Wages - Part Time	525,000	525,000	The budget is based on a 3.5% increase in wages for FY23, based on historical costs and available part-time employees. Also includes the positional differential for part-time employees	
500010 - Wages - Overtime	85,500	85,500	The budget is based on a 3.5% increase in wages for FY23, also based on historical cost and available staffing. overtime was increased.	
500040 - Other Wages	14,220	14,220	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	111,930	111,930	Budget is based on total wages times 7.65%.	

**Washington County, Maryland**  
**Public Transit Fund**  
**Department 44020 - Fixed Route Service**  
**FY23 Expenses**

	<b>2023 Operating Budget Requested</b>	<b>2023 Operating Budget Proposed</b>	<b>Variance Comments Requested</b>	<b>2023 Variance Comments Proposed</b>
500120 - Health Insurance	238,320	238,320	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	5,840	5,840	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	221,890	221,890	The budgeted amount for employer pension is based on full-time wages times 26%.	
500140 - Workers Compensation	51,300	51,300	Workers Compensation is based on projected employee wages times their assigned classification rates.	
500170 - Personal Development	2,160	2,160	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**  
**Public Transit Fund**  
**Department 44020 - Fixed Route Service**  
**FY23 Expenses**

	<b>2023 Operating Budget Requested</b>	<b>2023 Operating Budget Proposed</b>	<b>Variance Comments Requested</b>	<b>2023 Variance Comments Proposed</b>
500171 - Employee Recognition	1,620	1,620	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	450	450	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	21,530	21,530	Increase is due to an increase in wages and a decrease in hour from the planning department personnel for HEPMPO	
505010 - Advertising	2,000	2,000		
505050 - Dues & Subscriptions	1,000	1,000		
505080 - Freight & Cartage	1,000	1,000		
505090 - Hauling Expense	100	100		
505120 - Licenses & Certifications	250	250		
505140 - Office Supplies	3,000	3,000		
505160 - Personal Mileage	300	300		

**Washington County, Maryland**  
**Public Transit Fund**  
**Department 44020 - Fixed Route Service**  
**FY23 Expenses**

	2023 Operating Budget Requested	2023 Operating Budget Proposed	Variance Comments Requested	2023 Variance Comments Proposed
505170 - Postage	100	100		
505210 - Safety Supplies	300	300		
510010 - Fleet Insurance	23,070	23,070		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.
510020 - Property & Casualty Insurance	2,920	2,920		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**  
**Public Transit Fund**  
**Department 44020 - Fixed Route Service**  
**FY23 Expenses**

	<b>2023 Operating Budget Requested</b>	<b>2023 Operating Budget Proposed</b>	<b>2023 Variance Comments Requested</b>	<b>2023 Variance Comments Proposed</b>
510030 - Public & Gen Liability Insurance	8,330	8,330		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	10,000	10,000		
515180 - Software	69,000	69,000		The budget increase is due to annual software maintenance increases by RouteMatch for our scheduling software for Fixed-Route, Paratransit & JOBS, plus the addition of our RTA fleet management software.
515270 - Maintenance Contract Services	7,000	7,000		
515330 - Towing Services	2,000	2,000		
515350 - Accident Repairs	1,000	1,000		
520000 - Training	1,000	1,000		
520030 - Food Comp	4,000	4,000		
520040 - Seminars/Conventions	1,000	1,000		
525000 - Supplies/Material - Operating	25,000	25,000		

**Washington County, Maryland**  
**Public Transit Fund**  
**Department 44020 - Fixed Route Service**  
**FY23 Expenses**

	2023 Operating Budget Requested	2023 Operating Budget Proposed	2023 Variance Comments Requested	2023 Variance Comments Proposed
525030 - Medical Supplies	200	200		
525040 - Small Tools & Equipment	2,000	2,000		
526000 - Supplies/Material-Maintenance	30,000	30,000		
526020 - Building Maintenance	4,010	4,010		
526040 - Equipment Maintenance	1,600	1,600		
527030 - Diesel Fuel	177,800	177,800		Estimated budget is 71,120 gallons x \$2.50 = \$177,800 (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.
527040 - Diesel Fuel Tax	430	430		
527050 - Auto Fluids	9,800	9,800		
527060 - Auto Gasoline	27,000	27,000		Projected budget is 9,000 gallons x \$3.00 = \$27,000 (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.
527090 - Auto Repairs	20,000	20,000		
527100 - Auto Tires	17,700	17,700		
535010 - Copy Machine Rental	2,720	2,720		
535055 - Lease Payments	30,000	30,000		

**Washington County, Maryland**  
**Public Transit Fund**  
**Department 44020 - Fixed Route Service**  
**FY23 Expenses**

	<b>2023 Operating Budget Requested</b>	<b>2023 Operating Budget Proposed</b>	<b>Variance Comments Requested</b>	<b>2023 Variance Comments Proposed</b>
535060 - Uniforms	3,620	3,620		
540010 - Wireless Communication	3,360	3,360		
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.	
545020 - Natural Gas	10,000	10,000	The natural gas budgets were based on four prior year actual and forecasted rate changes.	
545040 - Sewer	3,110	3,110	The sewer budget is based on projected actual x rate increase. (1040 x 2% = \$20). 1040 + 20 = 1060 and a new fee for Storm water management from the City of Hagerstown.	
545050 - Waste/Trash Disposal	1,500	1,500		
582060 - Fire Extinguishers/Refills	500	500		
592060 - Service Charges	2,100	2,100		

Department Number: 44020 Department Name: Transit - Fixed Route Service

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			
RouteMatch Software	31,000	64,000		N	Y	Annual technical support and maintenance for RouteMatch scheduling software used by Fixed-Route, Paratransit & the JOBS program.
RTA - Fleet Management Software	0	5,000		N	Y	Management software for fleet and bus supplies & equipment.
Total		\$31,000	\$69,000			

- 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: 44020

Department Name: Transit

Account Description: Lease & 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
New JOBS vehicles	2	Unknown at this time	3	FY 26	30,000	90,000	Not known at this time	New bid process is currently under way. Once completed, straight purchase price, actual annual payment, total financed price and implied interest rate will be established. Vehicles being leased are to support Washington County Department of Social Services "JOBS" program. Funding received from WCDSS can only be used for operational expenses and not for capital procurement.
N								
N								
N								
N								
Total		2	\$0		\$30,000	\$90,000		

Agree to Budget

N New Installment Purchase  
E Existing Installment Purchase

Washington County, Maryland  
Public Transit Fund  
Department 44030 - Ride Assistance Program  
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	43,340	0	43,340	1,340	3.19%	42,000	40,417	39,542
500040 - Other Wages	1,490	0	1,490	50	3.47%	1,440	1,605	1,124
500100 - FICA - Employer	3,430	0	3,430	110	3.31%	3,320	3,022	2,934
500120 - Health Insurance	17,480	0	17,480	0	0.00%	17,480	17,481	16,744
500125 - Other Insurance	270	0	270	0	0.00%	270	260	255
500130 - Pension	11,270	0	11,270	350	3.21%	10,920	10,903	10,535
500140 - Workers Compensation	100	0	100	0	0.00%	100	91	88
<b>Wages and Benefits</b>	<b>77,380</b>	<b>0</b>	<b>77,380</b>	<b>1,850</b>	<b>2.45%</b>	<b>75,530</b>	<b>73,779</b>	<b>71,223</b>
505140 - Office Supplies	1,050	0	1,050	0	0.00%	1,050	0	826
515000 - Contracted/Purchased Service	114,210	0	114,210	(1,850)	(1.59)%	116,060	44,898	63,616
525000 - Supplies/Material - Operating	1,500	0	1,500	0	0.00%	1,500	5,072	1,409
535000 - Rentals	30,750	0	30,750	0	0.00%	30,750	30,750	30,750
535010 - Copy Machine Rental	1,000	0	1,000	0	0.00%	1,000	0	0
540020 - Telephone Expenses	0	0	0	0	0.00%	0	381	461
<b>Operating Expenses</b>	<b>148,510</b>	<b>0</b>	<b>148,510</b>	<b>(1,850)</b>	<b>(1.23)%</b>	<b>150,360</b>	<b>81,101</b>	<b>97,062</b>
599999 - Controllable Assets	0	0	0	0	0.00%	0	0	495
<b>Capital Outlay</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0</b>	<b>495</b>
<b>Total</b>	<b>225,890</b>	<b>0</b>	<b>225,890</b>	<b>0</b>	<b>0.00%</b>	<b>225,890</b>	<b>154,880</b>	<b>168,779</b>

**Washington County, Maryland**  
**Public Transit Fund**  
**Department 44030 - Ride Assistance Program**  
**FY23 Expenses**

	<b>2023 Operating Budget Requested</b>	<b>2023 Operating Budget Proposed</b>	<b>2023 Variance Comments Requested</b>	<b>2023 Variance Comments Proposed</b>
500000 - Wages - Full Time	43,340	43,340		
500040 - Other Wages	1,490	1,490		
500100 - FICA - Employer	3,430	3,430		
500120 - Health Insurance	17,480	17,480		
500125 - Other Insurance	270	270		
500130 - Pension	11,270	11,270		
500140 - Workers Compensation	100	100		
505140 - Office Supplies	1,050	1,050		
515000 - Contracted/Purchased Service	114,210	114,210		Contracted/Purchased Services in 44030 fluctuates according to user's demand. It is based on anticipated program administrative expenses and the anticipated amount of funding allocated for the program by the Maryland Department of Transportation / Maryland Transit Administration (MDOT/MTA). The amount shown is to cover the cost of voucher trips provided.
525000 - Supplies/Material - Operating	1,500	1,500		
535000 - Rentals	30,750	30,750		This expense is an in-kind from STAP to Transit for office space rental.
535010 - Copy Machine Rental	1,000	1,000		



## Agenda Report Form

---

### Open Session Item

**SUBJECT:** Presentation of the 2023-2032 Capital Budget – Draft 2

**PRESENTATION DATE:** April 5, 2022

**PRESENTATION BY:** Kelcee Mace, Interim Chief Financial Officer, Andrew Eshleman, Director of Public Works, Scott Hobbs, Director of Engineering

**RECOMMENDED MOTION:** For informational purposes

**REPORT-IN-BRIEF:** Discussion of Draft 2 of the FY2023-2032 Capital Budget.

**DISCUSSION:** A Ten-Year Capital Improvement Plan is developed each fiscal year and includes scheduling and financing of future community facilities such as public buildings, roads, bridges, parks, water and sewer projects, and educational facilities. The plan is flexible and covers ten years with the first year being the Capital Improvement Budget. Funds for each project are allocated from Federal, State, and local sources.

Draft 1 of the Capital Improvement Budget was presented on February 8, 2022. Only minor changes have been made. Those changes will be discussed.

**FISCAL IMPACT:** FY2023 Capital budget of \$65,402,000

**CONCURRENCES:** CIP Committee

**ALTERNATIVES:** N/A

**ATTACHMENTS:** Summary of Draft 1 Vs. Draft 2, Ten-year Detail Report

**AUDIO/VISUAL NEEDS:** N/A

**Washington County, Maryland**  
**Capital Improvement 10yr Detail - Airport Fund**  
**Fiscal Year 2023 - 2032**  
**Draft 2**

		Total	Prior Appr.	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
<b>Page</b>	<b>Project Costs</b>												
7-3	T-Hangar 1, 2, & 3 Replacement	502,000	145,000	28,000	34,000	35,000	35,000	36,000	37,000	37,000	38,000	38,000	39,000
		502,000	145,000	28,000	34,000	35,000	35,000	36,000	37,000	37,000	38,000	38,000	39,000
		0	0	0	0	0	0	0	0	0	0	0	0
7-4	Airport Roof Replacement Project	349,627	54,627	45,000	35,000	55,000	25,000	15,000	20,000	25,000	25,000	25,000	25,000
		349,627	54,627	45,000	35,000	55,000	25,000	15,000	20,000	25,000	25,000	25,000	25,000
		0	0	0	0	0	0	0	0	0	0	0	0
7-5	Capital Equipment - Airport	3,280,640	819,640	250,000	375,000	363,000	650,000	210,000	40,000	73,000	55,000	300,000	145,000
		3,280,640	819,640	250,000	375,000	363,000	650,000	210,000	40,000	73,000	55,000	300,000	145,000
		0	0	0	0	0	0	0	0	0	0	0	0
7-6	Land Acquisition-Airport	5,820,000	5,430,000	0	390,000	0	0	0	0	0	0	0	0
		5,820,000	5,430,000	0	390,000	0	0	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	0	0	0	0
7-7	Taxiway F Rehabilitation	6,300,000	300,000	0	6,000,000	0	0	0	0	0	0	0	0
		6,300,000	300,000	0	6,000,000	0	0	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	0	0	0	0
7-8	Airport Infrastructure Grant	5,500,000	0	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000	0	0	0	0	0
		5,500,000	0	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000	0	0	0	0	0
		0	0	0	0	0	0	0	0	0	0	0	0
7-9	Proposed Taxiway S	1,180,000	0	0	0	0	0	118,000	0	1,062,000	0	0	0
		1,180,000	0	0	0	0	0	118,000	0	1,062,000	0	0	0
		0	0	0	0	0	0	0	0	0	0	0	0
7-10	Runway 9 MALSR	1,580,000	0	0	0	0	0	0	0	244,000	0	1,336,000	0
		1,580,000	0	0	0	0	0	0	0	244,000	0	1,336,000	0
		0	0	0	0	0	0	0	0	0	0	0	0
7-11	Runway 2/20 Rehabilitation	3,872,000	0	0	0	372,000	0	3,500,000	0	0	0	0	0
		3,872,000	0	0	0	372,000	0	3,500,000	0	0	0	0	0
		0	0	0	0	0	0	0	0	0	0	0	0
7-12	Runway 9/27 Lighting and Signage Replacement	829,000	0	0	0	79,000	750,000	0	0	0	0	0	0
		829,000	0	0	0	79,000	750,000	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	0	0	0	0
7-13	Snow Removal Equipment Storage Building Expansion	3,514,000	0	0	0	0	0	0	300,000	0	3,214,000	0	0
		3,514,000	0	0	0	0	0	0	300,000	0	3,214,000	0	0
		0	0	0	0	0	0	0	0	0	0	0	0
7-14	Taxiway A Rehabilitation	3,875,000	0	0	375,000	0	3,500,000	0	0	0	0	0	0
		3,875,000	0	0	375,000	0	3,500,000	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	0	0	0	0
7-15	Taxiway G Rehabilitation	1,920,000	0	0	0	0	0	0	0	0	192,000	0	1,728,000
		1,920,000	0	0	0	0	0	0	0	0	192,000	0	1,728,000
		0	0	0	0	0	0	0	0	0	0	0	0
7-16	Taxiway H Rehabilitation	300,000	0	0	0	0	0	0	0	0	0	300,000	0
		300,000	0	0	0	0	0	0	0	0	0	300,000	0
		0	0	0	0	0	0	0	0	0	0	0	0
7-17	Taxiway T Construction	159,000	0	0	0	0	0	0	0	0	0	0	159,000
		159,000	0	0	0	0	0	0	0	0	0	0	159,000
		0	0	0	0	0	0	0	0	0	0	0	0
	<b>TOTAL</b>	<b>38,981,267</b>	<b>6,749,267</b>	<b>1,423,000</b>	<b>8,309,000</b>	<b>2,004,000</b>	<b>6,060,000</b>	<b>4,979,000</b>	<b>397,000</b>	<b>1,441,000</b>	<b>3,524,000</b>	<b>1,999,000</b>	<b>2,096,000</b>
		<b>38,981,267</b>	<b>6,749,267</b>	<b>1,423,000</b>	<b>8,309,000</b>	<b>2,004,000</b>	<b>6,060,000</b>	<b>4,979,000</b>	<b>397,000</b>	<b>1,441,000</b>	<b>3,524,000</b>	<b>1,999,000</b>	<b>2,096,000</b>
		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Washington County, Maryland**  
**Capital Improvement 10yr Detail - Airport Fund**  
**Fiscal Year 2023 - 2032**  
**Draft 2**

<b>Funding Sources</b>	<b>Total</b>	<b>Prior Appr.</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>2030</b>	<b>2031</b>	<b>2032</b>
General Fund	1,669,016	356,016	62,000	80,000	136,000	374,000	197,000	30,000	67,000	183,000	82,000	102,000
	1,607,016	356,016	0	80,000	136,000	374,000	197,000	30,000	67,000	183,000	82,000	102,000
1	(62,000)	0	(62,000)	0	0	0	0	0	0	0	0	0
Airport Fund	1,676,892	401,892	123,000	419,000	140,000	110,000	101,000	97,000	80,000	63,000	78,000	64,000
	1,738,892	401,892	185,000	419,000	140,000	110,000	101,000	97,000	80,000	63,000	78,000	64,000
1	62,000	0	62,000	0	0	0	0	0	0	0	0	0
Federal Grant	32,931,993	5,671,993	1,000,000	7,404,000	1,406,000	4,825,000	4,445,000	270,000	1,226,000	3,114,000	1,742,000	1,828,000
	32,931,993	5,671,993	1,000,000	7,404,000	1,406,000	4,825,000	4,445,000	270,000	1,226,000	3,114,000	1,742,000	1,828,000
	0	0	0	0	0	0	0	0	0	0	0	0
State Grant	2,703,366	319,366	238,000	406,000	322,000	751,000	236,000	0	68,000	164,000	97,000	102,000
	2,703,366	319,366	238,000	406,000	322,000	751,000	236,000	0	68,000	164,000	97,000	102,000
	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>38,981,267</b>	<b>6,749,267</b>	<b>1,423,000</b>	<b>8,309,000</b>	<b>2,004,000</b>	<b>6,060,000</b>	<b>4,979,000</b>	<b>397,000</b>	<b>1,441,000</b>	<b>3,524,000</b>	<b>1,999,000</b>	<b>2,096,000</b>
	<b>38,981,267</b>	<b>6,749,267</b>	<b>1,423,000</b>	<b>8,309,000</b>	<b>2,004,000</b>	<b>6,060,000</b>	<b>4,979,000</b>	<b>397,000</b>	<b>1,441,000</b>	<b>3,524,000</b>	<b>1,999,000</b>	<b>2,096,000</b>
	0	0	0	0	0	0	0	0	0	0	0	0
<b>10 yr Change</b>												
Total Project Cost 2023 Draft 1	32,232,000		1,423,000	8,309,000	2,004,000	6,060,000	4,979,000	397,000	1,441,000	3,524,000	1,999,000	2,096,000
Total Project Cost 2023 Draft 2	32,232,000		1,423,000	8,309,000	2,004,000	6,060,000	4,979,000	397,000	1,441,000	3,524,000	1,999,000	2,096,000
	0		0	0	0	0	0	0	0	0	0	0
Local Funding 2023 Draft 1	2,588,000		185,000	499,000	276,000	484,000	298,000	127,000	147,000	246,000	160,000	166,000
Local Funding 2023 Draft 2	2,588,000		185,000	499,000	276,000	484,000	298,000	127,000	147,000	246,000	160,000	166,000
	0		0	0	0	0	0	0	0	0	0	0
Other Funding 2023 Draft 1	29,644,000		1,238,000	7,810,000	1,728,000	5,576,000	4,681,000	270,000	1,294,000	3,278,000	1,839,000	1,930,000
Other Funding 2023 Draft 2	29,644,000		1,238,000	7,810,000	1,728,000	5,576,000	4,681,000	270,000	1,294,000	3,278,000	1,839,000	1,930,000
	0		0	0	0	0	0	0	0	0	0	0

**Adjustment Comments:**

1 The airport agreed that local matching funds can be supported by the airport operating fund due to surplus created by CARES funding.

**Washington County, Maryland**  
**Capital Improvement 10yr Detail - Bridges**  
**Fiscal Year 2023 - 2032**  
**Draft 2**

		Total	Prior Appr.	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
<b>Page</b>	<b>Project Costs</b>												
8-4	Bridge Inspection and Inventory	503,533	146,533	0	138,000	0	24,000	0	175,000	0	20,000	0	0
		503,533	146,533	0	138,000	0	24,000	0	175,000	0	20,000	0	0
		0	0	0	0	0	0	0	0	0	0	0	0
8-5	Crystal Falls Drive W3051 - BRG030	2,498,500	1,698,500	800,000	0	0	0	0	0	0	0	0	0
		2,498,500	1,698,500	800,000	0	0	0	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	0	0	0	0
8-6	Keedysville Road Bridge W5651 - BRG072	2,564,600	1,764,600	800,000	0	0	0	0	0	0	0	0	0
		2,564,600	1,764,600	800,000	0	0	0	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	0	0	0	0
8-7	Mousetown Road Culvert 06/02	526,300	376,300	150,000	0	0	0	0	0	0	0	0	0
		526,300	376,300	150,000	0	0	0	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	0	0	0	0
8-8	Cleaning and Painting of Steel Bridges	358,000	108,000	0	100,000	0	0	0	0	150,000	0	0	0
		358,000	108,000	0	100,000	0	0	0	0	150,000	0	0	0
		0	0	0	0	0	0	0	0	0	0	0	0
8-9	Halfway Boulevard Bridges W0912	4,489,000	2,889,000	1,600,000	0	0	0	0	0	0	0	0	0
		4,489,000	2,889,000	1,600,000	0	0	0	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	0	0	0	0
8-10	Appletown Road Bridge W2184	474,000	0	0	0	0	0	0	0	407,000	67,000	0	0
		474,000	0	0	0	0	0	0	0	407,000	67,000	0	0
		0	0	0	0	0	0	0	0	0	0	0	0
8-11	Ashton Road Culvert 04/06	399,000	0	0	0	0	0	0	0	0	30,000	369,000	0
		399,000	0	0	0	0	0	0	0	0	30,000	369,000	0
		0	0	0	0	0	0	0	0	0	0	0	0
8-12	Bowie Road Culvert	305,000	0	0	0	0	0	0	0	305,000	0	0	0
		305,000	0	0	0	0	0	0	0	305,000	0	0	0
		0	0	0	0	0	0	0	0	0	0	0	0
8-13	Burnside Bridge Road Culvert 01/03	329,000	0	0	0	114,000	215,000	0	0	0	0	0	0
		329,000	0	0	0	114,000	215,000	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	0	0	0	0
8-14	Country Store Lane Culvert 16/06	335,000	0	35,000	300,000	0	0	0	0	0	0	0	0
		335,000	0	35,000	300,000	0	0	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	0	0	0	0
8-15	Draper Road Culvert 04/07	428,000	0	0	0	0	0	0	0	37,000	391,000	0	0
		428,000	0	0	0	0	0	0	0	37,000	391,000	0	0
		0	0	0	0	0	0	0	0	0	0	0	0
8-16	Draper Road Culvert 04/08	379,000	0	0	0	0	0	0	0	0	0	36,000	343,000
		379,000	0	0	0	0	0	0	0	0	0	36,000	343,000
		0	0	0	0	0	0	0	0	0	0	0	0
8-17	Gardenhour Road Bridge W2431	1,945,000	0	500,000	25,000	0	1,420,000	0	0	0	0	0	0
		1,945,000	0	500,000	25,000	0	1,420,000	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	0	0	0	0
8-18	Greenbrier Road Culvert 16/14	268,000	0	0	0	0	0	0	0	0	0	268,000	0
		268,000	0	0	0	0	0	0	0	0	0	268,000	0
		0	0	0	0	0	0	0	0	0	0	0	0
8-19	Greenspring Furnace Road Culvert 15/15	406,000	0	40,000	179,000	187,000	0	0	0	0	0	0	0
		406,000	0	40,000	179,000	187,000	0	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	0	0	0	0
8-20	Gruber Road Bridge 04/10	288,000	0	0	0	0	0	0	0	0	10,000	278,000	0
		288,000	0	0	0	0	0	0	0	0	10,000	278,000	0
		0	0	0	0	0	0	0	0	0	0	0	0
8-21	Harpers Ferry Road Culvert 11/02	541,000	0	0	0	0	82,000	459,000	0	0	0	0	0
		541,000	0	0	0	0	82,000	459,000	0	0	0	0	0
		0	0	0	0	0	0	0	0	0	0	0	0

**Washington County, Maryland**  
**Capital Improvement 10yr Detail - Bridges**  
**Fiscal Year 2023 - 2032**  
**Draft 2**

		<b>Total</b>	<b>Prior Appr.</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>2030</b>	<b>2031</b>	<b>2032</b>
8-22	Henline Road Culvert 05/05	465,000	0	0	0	0	0	32,000	433,000	0	0	0	0
		465,000	0	0	0	0	0	32,000	433,000	0	0	0	0
		0	0	0	0	0	0	0	0	0	0	0	0
8-23	Hoffman's Inn Road Culvert 05/06	313,000	0	0	0	0	0	0	0	313,000	0	0	0
		313,000	0	0	0	0	0	0	0	313,000	0	0	0
		0	0	0	0	0	0	0	0	0	0	0	0
8-24	Kretsinger Road Culvert 14/01	316,000	0	137,000	179,000	0	0	0	0	0	0	0	0
		316,000	0	137,000	179,000	0	0	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	0	0	0	0
8-25	Lanes Road Culvert 15/12	317,000	0	0	32,000	285,000	0	0	0	0	0	0	0
		317,000	0	0	32,000	285,000	0	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	0	0	0	0
8-26	Long Hollow Road Culvert 05/07	316,000	0	0	0	0	66,000	250,000	0	0	0	0	0
		316,000	0	0	0	0	66,000	250,000	0	0	0	0	0
		0	0	0	0	0	0	0	0	0	0	0	0
8-27	Mercersburg Road Culvert 04/16	384,000	0	0	0	0	0	0	0	0	0	16,000	368,000
		384,000	0	0	0	0	0	0	0	0	0	16,000	368,000
		0	0	0	0	0	0	0	0	0	0	0	0
8-28	Mooreville Road Culvert 15/21	355,000	0	0	0	0	0	0	0	304,000	51,000	0	0
		355,000	0	0	0	0	0	0	0	304,000	51,000	0	0
		0	0	0	0	0	0	0	0	0	0	0	0
8-29	Poplar Grove Road Bridge W2432	1,581,000	0	0	0	0	0	0	0	0	0	100,000	1,481,000
		1,581,000	0	0	0	0	0	0	0	0	0	100,000	1,481,000
		0	0	0	0	0	0	0	0	0	0	0	0
8-30	Remsburg Road Culvert	287,000	0	0	0	119,000	168,000	0	0	0	0	0	0
		287,000	0	0	0	119,000	168,000	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	0	0	0	0
8-31	Rinehart Road Culvert 14/03	332,000	0	0	332,000	0	0	0	0	0	0	0	0
		332,000	0	0	332,000	0	0	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	0	0	0	0
8-32	Stone Masonry Bridge Repairs	270,000	0	0	0	0	0	0	270,000	0	0	0	0
		270,000	0	0	0	0	0	0	270,000	0	0	0	0
		0	0	0	0	0	0	0	0	0	0	0	0
8-33	Taylors Landing Road Bridge W7101	545,000	0	0	0	0	0	0	0	0	0	35,000	510,000
		545,000	0	0	0	0	0	0	0	0	0	35,000	510,000
		0	0	0	0	0	0	0	0	0	0	0	0
8-34	Willow Road Culvert 05/10	323,000	0	0	0	0	0	0	0	151,000	172,000	0	0
		323,000	0	0	0	0	0	0	0	151,000	172,000	0	0
		0	0	0	0	0	0	0	0	0	0	0	0
8-35	Yarrowsburg Road Bridge W6191	2,102,000	0	0	0	0	0	0	0	620,000	1,482,000	0	0
		2,102,000	0	0	0	0	0	0	0	620,000	1,482,000	0	0
		0	0	0	0	0	0	0	0	0	0	0	0
	<b>TOTAL</b>	<b>24,942,933</b>	<b>6,982,933</b>	<b>4,062,000</b>	<b>1,285,000</b>	<b>705,000</b>	<b>1,975,000</b>	<b>741,000</b>	<b>878,000</b>	<b>2,287,000</b>	<b>2,223,000</b>	<b>1,102,000</b>	<b>2,702,000</b>
		<b>24,942,933</b>	<b>6,982,933</b>	<b>4,062,000</b>	<b>1,285,000</b>	<b>705,000</b>	<b>1,975,000</b>	<b>741,000</b>	<b>878,000</b>	<b>2,287,000</b>	<b>2,223,000</b>	<b>1,102,000</b>	<b>2,702,000</b>
		0	0	0	0	0	0	0	0	0	0	0	0



**Washington County, Maryland**  
**Capital Improvement 10yr Detail - Bridges**  
**Fiscal Year 2023 - 2032**  
**Draft 2**

<b>Funding Sources</b>	<b>Total</b>	<b>Prior Appr.</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>2030</b>	<b>2031</b>	<b>2032</b>
General Fund	1,884,433	843,433	164,000	238,000	0	24,000	0	445,000	150,000	20,000	0	0
	1,884,433	843,433	164,000	238,000	0	24,000	0	445,000	150,000	20,000	0	0
	0	0	0	0	0	0	0	0	0	0	0	0
Tax-Supported Bond	11,076,717	1,366,717	582,000	1,047,000	705,000	831,000	741,000	433,000	1,641,000	1,067,000	1,102,000	1,561,000
	11,076,717	1,366,717	582,000	1,047,000	705,000	831,000	741,000	433,000	1,641,000	1,067,000	1,102,000	1,561,000
	0	0	0	0	0	0	0	0	0	0	0	0
Transfer Tax	423,983	67,983	356,000	0	0	0	0	0	0	0	0	0
	423,983	67,983	356,000	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0
Capital Reserve - General	0	0	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0
Federal Grant	11,557,800	4,704,800	2,960,000	0	0	1,120,000	0	0	496,000	1,136,000	0	1,141,000
	11,557,800	4,704,800	2,960,000	0	0	1,120,000	0	0	496,000	1,136,000	0	1,141,000
	0	0	0	0	0	0	0	0	0	0	0	0
Contributions	0	0	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>24,942,933</b>	<b>6,982,933</b>	<b>4,062,000</b>	<b>1,285,000</b>	<b>705,000</b>	<b>1,975,000</b>	<b>741,000</b>	<b>878,000</b>	<b>2,287,000</b>	<b>2,223,000</b>	<b>1,102,000</b>	<b>2,702,000</b>
	<b>24,942,933</b>	<b>6,982,933</b>	<b>4,062,000</b>	<b>1,285,000</b>	<b>705,000</b>	<b>1,975,000</b>	<b>741,000</b>	<b>878,000</b>	<b>2,287,000</b>	<b>2,223,000</b>	<b>1,102,000</b>	<b>2,702,000</b>
	0	0	0	0	0	0	0	0	0	0	0	0
<b>10 yr Change</b>												
Total Project Cost 2023 Draft 1	17,960,000		4,062,000	1,285,000	705,000	1,975,000	741,000	878,000	2,287,000	2,223,000	1,102,000	2,702,000
Total Project Cost 2023 Draft 2	17,960,000		4,062,000	1,285,000	705,000	1,975,000	741,000	878,000	2,287,000	2,223,000	1,102,000	2,702,000
	0		0	0	0	0	0	0	0	0	0	0
Local Funding 2023 Draft 1	11,107,000		1,102,000	1,285,000	705,000	855,000	741,000	878,000	1,791,000	1,087,000	1,102,000	1,561,000
Local Funding 2023 Draft 2	11,107,000		1,102,000	1,285,000	705,000	855,000	741,000	878,000	1,791,000	1,087,000	1,102,000	1,561,000
	0		0	0	0	0	0	0	0	0	0	0
Other Funding 2023 Draft 1	6,853,000		2,960,000	0	0	1,120,000	0	0	496,000	1,136,000	0	1,141,000
Other Funding 2023 Draft 2	6,853,000		2,960,000	0	0	1,120,000	0	0	496,000	1,136,000	0	1,141,000
	0		0	0	0	0	0	0	0	0	0	0

Adjustment Comments:

**Washington County, Maryland**  
**Capital Improvement 10yr Detail - Drainage**  
**Fiscal Year 2023 - 2032**  
**Draft 2**

		Total	Prior Appr.	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
<b>Page</b>	<b>Project Costs</b>												
9-3	Stream Restoration at Various Locations	1,906,782	1,056,782	0	250,000	0	0	250,000	0	0	350,000	0	0
		1,906,782	1,056,782	0	250,000	0	0	250,000	0	0	350,000	0	0
		0	0	0	0	0	0	0	0	0	0	0	0
9-4	Stormwater Retrofits	14,753,027	4,553,027	1,900,000	1,000,000	900,000	900,000	900,000	900,000	900,000	900,000	900,000	1,000,000
		14,753,027	4,553,027	1,900,000	1,000,000	900,000	900,000	900,000	900,000	900,000	900,000	900,000	1,000,000
		0	0	0	0	0	0	0	0	0	0	0	0
9-5	Drainage Improvements at Various Locations	775,000	225,000	75,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	75,000
		775,000	225,000	75,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	75,000
		0	0	0	0	0	0	0	0	0	0	0	0
9-6	Broadfording Church Road Culvert	231,000	0	0	57,000	174,000	0	0	0	0	0	0	0
		231,000	0	0	57,000	174,000	0	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	0	0	0	0
9-7	Draper Road Drainage Improvements	509,000	0	0	0	0	0	259,000	250,000	0	0	0	0
		509,000	0	0	0	0	0	259,000	250,000	0	0	0	0
		0	0	0	0	0	0	0	0	0	0	0	0
9-8	Harpers Ferry Road Drainage, 3600 Block	376,000	0	0	75,000	301,000	0	0	0	0	0	0	0
		376,000	0	0	75,000	301,000	0	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	0	0	0	0
9-9	Shank Road Drainage	153,000	0	0	0	153,000	0	0	0	0	0	0	0
		153,000	0	0	0	153,000	0	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	0	0	0	0
9-10	Trego Mountain Road Drainage	315,000	0	0	0	0	0	0	0	0	0	315,000	0
		315,000	0	0	0	0	0	0	0	0	0	315,000	0
		0	0	0	0	0	0	0	0	0	0	0	0
9-11	University Road Culvert	203,000	0	0	0	0	203,000	0	0	0	0	0	0
		203,000	0	0	0	0	203,000	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	0	0	0	0
	<b>TOTAL</b>	<b>19,221,809</b>	<b>5,834,809</b>	<b>1,975,000</b>	<b>1,432,000</b>	<b>1,578,000</b>	<b>1,153,000</b>	<b>1,459,000</b>	<b>1,200,000</b>	<b>950,000</b>	<b>1,300,000</b>	<b>1,265,000</b>	<b>1,075,000</b>
		<b>19,221,809</b>	<b>5,834,809</b>	<b>1,975,000</b>	<b>1,432,000</b>	<b>1,578,000</b>	<b>1,153,000</b>	<b>1,459,000</b>	<b>1,200,000</b>	<b>950,000</b>	<b>1,300,000</b>	<b>1,265,000</b>	<b>1,075,000</b>
		0	0	0	0	0	0	0	0	0	0	0	0

**Washington County, Maryland**  
**Capital Improvement 10yr Detail - Drainage**  
**Fiscal Year 2023 - 2032**  
**Draft 2**

<b>Funding Sources</b>	<b>Total</b>	<b>Prior Appr.</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>2030</b>	<b>2031</b>	<b>2032</b>
General Fund	8,424,864	3,024,864	375,000	700,000	450,000	450,000	700,000	450,000	450,000	800,000	450,000	575,000
	8,424,864	3,024,864	375,000	700,000	450,000	450,000	700,000	450,000	450,000	800,000	450,000	575,000
	0	0	0	0	0	0	0	0	0	0	0	0
Tax-Supported Bond	3,672,107	1,885,107	0	132,000	628,000	203,000	259,000	250,000	0	0	315,000	0
	3,672,107	1,885,107	0	132,000	628,000	203,000	259,000	250,000	0	0	315,000	0
	0	0	0	0	0	0	0	0	0	0	0	0
Transfer Tax	5,780,000	580,000	600,000	600,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000
	5,780,000	580,000	600,000	600,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000
	0	0	0	0	0	0	0	0	0	0	0	0
Capital Reserve - General	75,000	75,000	0	0	0	0	0	0	0	0	0	0
	75,000	75,000	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0
Federal Grant	1,000,000	0	1,000,000	0	0	0	0	0	0	0	0	0
	1,000,000	0	1,000,000	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0
State Grant	250,000	250,000	0	0	0	0	0	0	0	0	0	0
	250,000	250,000	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0
Contributions	19,838	19,838	0	0	0	0	0	0	0	0	0	0
	19,838	19,838	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>19,221,809</b>	<b>5,834,809</b>	<b>1,975,000</b>	<b>1,432,000</b>	<b>1,578,000</b>	<b>1,153,000</b>	<b>1,459,000</b>	<b>1,200,000</b>	<b>950,000</b>	<b>1,300,000</b>	<b>1,265,000</b>	<b>1,075,000</b>
	<b>19,221,809</b>	<b>5,834,809</b>	<b>1,975,000</b>	<b>1,432,000</b>	<b>1,578,000</b>	<b>1,153,000</b>	<b>1,459,000</b>	<b>1,200,000</b>	<b>950,000</b>	<b>1,300,000</b>	<b>1,265,000</b>	<b>1,075,000</b>
	0	0	0	0	0	0	0	0	0	0	0	0
<b>10 yr Change</b>												
Total Project Cost 2023 Draft 1	13,387,000		1,975,000	1,432,000	1,578,000	1,153,000	1,459,000	1,200,000	950,000	1,300,000	1,265,000	1,075,000
Total Project Cost 2023 Draft 2	13,387,000		1,975,000	1,432,000	1,578,000	1,153,000	1,459,000	1,200,000	950,000	1,300,000	1,265,000	1,075,000
	0		0	0	0	0	0	0	0	0	0	0
Local Funding 2023 Draft 1	12,387,000		975,000	1,432,000	1,578,000	1,153,000	1,459,000	1,200,000	950,000	1,300,000	1,265,000	1,075,000
Local Funding 2023 Draft 2	12,387,000		975,000	1,432,000	1,578,000	1,153,000	1,459,000	1,200,000	950,000	1,300,000	1,265,000	1,075,000
	0		0	0	0	0	0	0	0	0	0	0
Other Funding 2023 Draft 1	1,000,000		1,000,000	0	0	0	0	0	0	0	0	0
Other Funding 2023 Draft 2	1,000,000		1,000,000	0	0	0	0	0	0	0	0	0
	0		0	0	0	0	0	0	0	0	0	0

Adjustment Comments:

Washington County, Maryland  
Capital Improvement 10yr Detail - Board of Education  
Fiscal Year 2023 - 2032  
Draft 2

	Total	Prior Appr.	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
<b>Page</b> <u>Project Costs</u>												
10-3 Capital Maintenance - BOE	162,673,224	15,653,224	14,036,000	13,776,000	13,916,000	15,008,000	13,888,000	14,056,000	13,720,000	15,724,000	16,396,000	16,500,000
	162,673,224	15,653,224	14,036,000	13,776,000	13,916,000	15,008,000	13,888,000	14,056,000	13,720,000	15,724,000	16,396,000	16,500,000
	0	0	0	0	0	0	0	0	0	0	0	0
10-4 Replacement Elementary School	36,320,000	0	0	0	1,500,000	16,000,000	16,020,000	2,800,000	0	0	0	0
	36,320,000	0	0	0	1,500,000	16,000,000	16,020,000	2,800,000	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>198,993,224</b>	<b>15,653,224</b>	<b>14,036,000</b>	<b>13,776,000</b>	<b>15,416,000</b>	<b>31,008,000</b>	<b>29,908,000</b>	<b>16,856,000</b>	<b>13,720,000</b>	<b>15,724,000</b>	<b>16,396,000</b>	<b>16,500,000</b>
	198,993,224	15,653,224	14,036,000	13,776,000	15,416,000	31,008,000	29,908,000	16,856,000	13,720,000	15,724,000	16,396,000	16,500,000
	0	0	0	0	0	0	0	0	0	0	0	0
<b>Funding Sources</b>												
General Fund	1,389,383	1,389,383	0	0	0	0	0	0	0	0	0	0
	1,389,383	1,389,383	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0
Tax-Supported Bond	40,714,841	4,564,841	3,615,000	3,615,000	3,615,000	3,615,000	3,615,000	3,615,000	3,615,000	3,615,000	3,615,000	3,615,000
	40,714,841	4,564,841	3,615,000	3,615,000	3,615,000	3,615,000	3,615,000	3,615,000	3,615,000	3,615,000	3,615,000	3,615,000
	0	0	0	0	0	0	0	0	0	0	0	0
Excise Tax - Schools	4,235,000	385,000	385,000	385,000	385,000	385,000	385,000	385,000	385,000	385,000	385,000	385,000
	4,235,000	385,000	385,000	385,000	385,000	385,000	385,000	385,000	385,000	385,000	385,000	385,000
	0	0	0	0	0	0	0	0	0	0	0	0
Capital Reserve - Transfer Tax	500,000	500,000	0	0	0	0	0	0	0	0	0	0
	500,000	500,000	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0
Capital Reserve - Excise Tax - Schools	500,000	500,000	0	0	0	0	0	0	0	0	0	0
	500,000	500,000	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0
State Grant	132,099,000	8,314,000	9,850,000	9,717,000	9,817,000	20,586,000	20,302,000	12,715,000	9,678,000	10,033,000	10,507,000	10,580,000
	132,099,000	8,314,000	9,850,000	9,717,000	9,817,000	20,586,000	20,302,000	12,715,000	9,678,000	10,033,000	10,507,000	10,580,000
	0	0	0	0	0	0	0	0	0	0	0	0
Contributions	19,555,000	0	186,000	59,000	1,599,000	6,422,000	5,606,000	141,000	42,000	1,691,000	1,889,000	1,920,000
	19,555,000	0	186,000	59,000	1,599,000	6,422,000	5,606,000	141,000	42,000	1,691,000	1,889,000	1,920,000
	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>198,993,224</b>	<b>15,653,224</b>	<b>14,036,000</b>	<b>13,776,000</b>	<b>15,416,000</b>	<b>31,008,000</b>	<b>29,908,000</b>	<b>16,856,000</b>	<b>13,720,000</b>	<b>15,724,000</b>	<b>16,396,000</b>	<b>16,500,000</b>
	198,993,224	15,653,224	14,036,000	13,776,000	15,416,000	31,008,000	29,908,000	16,856,000	13,720,000	15,724,000	16,396,000	16,500,000
	0	0	0	0	0	0	0	0	0	0	0	0

**Washington County, Maryland**  
**Capital Improvement 10yr Detail - Board of Education**  
**Fiscal Year 2023 - 2032**  
**Draft 2**

	<b>Total</b>	<b>Prior Appr.</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>2030</b>	<b>2031</b>	<b>2032</b>
	<b>10 yr Change</b>											
Total Project Cost 2023 Draft 1	183,340,000		14,036,000	13,776,000	15,416,000	31,008,000	29,908,000	16,856,000	13,720,000	15,724,000	16,396,000	16,500,000
Total Project Cost 2023 Draft 2	183,340,000		14,036,000	13,776,000	15,416,000	31,008,000	29,908,000	16,856,000	13,720,000	15,724,000	16,396,000	16,500,000
	0		0	0	0	0	0	0	0	0	0	0
Local Funding 2023 Draft 1	40,000,000		4,000,000	4,000,000	4,000,000	4,000,000	4,000,000	4,000,000	4,000,000	4,000,000	4,000,000	4,000,000
Local Funding 2023 Draft 2	40,000,000		4,000,000	4,000,000	4,000,000	4,000,000	4,000,000	4,000,000	4,000,000	4,000,000	4,000,000	4,000,000
	0		0	0	0	0	0	0	0	0	0	0
Other Funding 2023 Draft 1	143,340,000		10,036,000	9,776,000	11,416,000	27,008,000	25,908,000	12,856,000	9,720,000	11,724,000	12,396,000	12,500,000
Other Funding 2023 Draft 2	143,340,000		10,036,000	9,776,000	11,416,000	27,008,000	25,908,000	12,856,000	9,720,000	11,724,000	12,396,000	12,500,000
	0		0	0	0	0	0	0	0	0	0	0

Adjustment Comments:

Washington County, Maryland  
Capital Improvement 10yr Detail - Hagerstown Community College  
Fiscal Year 2023 - 2032  
Draft 2

		Total	Prior Appr.	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Page	<u>Project Costs</u>												
11-3	ARCC Renovation	15,050,000	0	0	0	0	1,175,000	10,274,000	1,200,000	1,200,000	1,201,000	0	0
		12,210,000	0	0	0	0	0	0	0	1,336,000	9,674,000	600,000	600,000
	1	(2,840,000)	0	0	0	0	(1,175,000)	(10,274,000)	(1,200,000)	136,000	8,473,000	600,000	600,000
11-4	ASA Renovation	5,875,000	0	0	0	0	0	0	375,000	3,597,000	600,000	1,303,000	0
		0	0	0	0	0	0	0	0	0	0	0	0
	1	(5,875,000)	0	0	0	0	0	0	(375,000)	(3,597,000)	(600,000)	(1,303,000)	0
11-5	ATC Renovation	7,114,000	0	0	450,000	5,615,000	1,049,000	0	0	0	0	0	0
		7,114,000	0	0	0	894,000	5,015,000	600,000	605,000	0	0	0	0
	1	0	0	0	(450,000)	(4,721,000)	3,966,000	600,000	605,000	0	0	0	0
11-6	Campus Road & Parking Lot Overlays	1,000,000	0	0	0	0	0	0	0	500,000	0	500,000	0
		1,000,000	0	0	0	0	0	0	0	500,000	0	500,000	0
		0	0	0	0	0	0	0	0	0	0	0	0
11-7	Career Programs Roof Replacement	4,825,000	0	0	0	0	0	0	0	0	300,000	2,943,000	1,582,000
		0	0	0	0	0	0	0	0	0	0	0	0
	1	(4,825,000)	0	0	0	0	0	0	0	0	(300,000)	(2,943,000)	(1,582,000)
11-8	Multi-Roof Project	1,500,000	0	500,000	0	500,000	0	500,000	0	0	0	0	0
		1,500,000	0	500,000	0	500,000	0	500,000	0	0	0	0	0
		0	0	0	0	0	0	0	0	0	0	0	0
11-9	Second Entrance Drive Widening Project	6,979,000	0	5,939,000	1,040,000	0	0	0	0	0	0	0	0
		6,979,000	0	5,939,000	1,040,000	0	0	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	0	0	0	0
	<b>TOTAL</b>	<b>42,343,000</b>	<b>0</b>	<b>6,439,000</b>	<b>1,490,000</b>	<b>6,115,000</b>	<b>2,224,000</b>	<b>10,774,000</b>	<b>1,575,000</b>	<b>5,297,000</b>	<b>2,101,000</b>	<b>4,746,000</b>	<b>1,582,000</b>
		<b>28,803,000</b>	<b>0</b>	<b>6,439,000</b>	<b>1,040,000</b>	<b>1,394,000</b>	<b>5,015,000</b>	<b>1,100,000</b>	<b>605,000</b>	<b>1,836,000</b>	<b>9,674,000</b>	<b>1,100,000</b>	<b>600,000</b>
		<b>(13,540,000)</b>	<b>0</b>	<b>0</b>	<b>(450,000)</b>	<b>(4,721,000)</b>	<b>2,791,000</b>	<b>(9,674,000)</b>	<b>(970,000)</b>	<b>(3,461,000)</b>	<b>7,573,000</b>	<b>(3,646,000)</b>	<b>(982,000)</b>
	<u>Funding Sources</u>												
	General Fund	0	0	0	0	0	0	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	0	0	0	0
	Tax-Supported Bond	6,880,000	0	1,040,000	1,040,000	600,000	600,000	600,000	600,000	600,000	600,000	600,000	600,000
		6,880,000	0	1,040,000	1,040,000	600,000	600,000	600,000	600,000	600,000	600,000	600,000	600,000
		0	0	0	0	0	0	0	0	0	0	0	0
	State Grant	27,989,000	0	4,489,000	294,000	4,915,000	736,000	9,574,000	245,000	4,097,000	196,000	3,443,000	0
		21,008,000	0	4,489,000	0	794,000	4,415,000	500,000	0	1,236,000	9,074,000	500,000	0
	1	(6,981,000)	0	0	(294,000)	(4,121,000)	3,679,000	(9,074,000)	(245,000)	(2,861,000)	8,878,000	(2,943,000)	0
	Contributions	7,474,000	0	910,000	156,000	600,000	888,000	600,000	730,000	600,000	1,305,000	703,000	982,000
		915,000	0	910,000	0	0	0	0	5,000	0	0	0	0
	1	(6,559,000)	0	0	(156,000)	(600,000)	(888,000)	(600,000)	(725,000)	(600,000)	(1,305,000)	(703,000)	(982,000)
	<b>TOTAL</b>	<b>42,343,000</b>	<b>0</b>	<b>6,439,000</b>	<b>1,490,000</b>	<b>6,115,000</b>	<b>2,224,000</b>	<b>10,774,000</b>	<b>1,575,000</b>	<b>5,297,000</b>	<b>2,101,000</b>	<b>4,746,000</b>	<b>1,582,000</b>
		<b>28,803,000</b>	<b>0</b>	<b>6,439,000</b>	<b>1,040,000</b>	<b>1,394,000</b>	<b>5,015,000</b>	<b>1,100,000</b>	<b>605,000</b>	<b>1,836,000</b>	<b>9,674,000</b>	<b>1,100,000</b>	<b>600,000</b>
		<b>(13,540,000)</b>	<b>0</b>	<b>0</b>	<b>(450,000)</b>	<b>(4,721,000)</b>	<b>2,791,000</b>	<b>(9,674,000)</b>	<b>(970,000)</b>	<b>(3,461,000)</b>	<b>7,573,000</b>	<b>(3,646,000)</b>	<b>(982,000)</b>

**Washington County, Maryland**  
**Capital Improvement 10yr Detail - Hagerstown Community College**  
**Fiscal Year 2023 - 2032**  
**Draft 2**

	<b>Total</b>	<b>Prior Appr.</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>2030</b>	<b>2031</b>	<b>2032</b>
	<b>10 yr Change</b>											
Total Project Cost 2023 Draft 1	42,343,000		6,439,000	1,490,000	6,115,000	2,224,000	10,774,000	1,575,000	5,297,000	2,101,000	4,746,000	1,582,000
Total Project Cost 2023 Draft 2	28,803,000		6,439,000	1,040,000	1,394,000	5,015,000	1,100,000	605,000	1,836,000	9,674,000	1,100,000	600,000
	(13,540,000)		0	(450,000)	(4,721,000)	2,791,000	(9,674,000)	(970,000)	(3,461,000)	7,573,000	(3,646,000)	(982,000)
Local Funding 2023 Draft 1	6,880,000		1,040,000	1,040,000	600,000	600,000	600,000	600,000	600,000	600,000	600,000	600,000
Local Funding 2023 Draft 2	6,880,000		1,040,000	1,040,000	600,000	600,000	600,000	600,000	600,000	600,000	600,000	600,000
	0		0	0	0	0	0	0	0	0	0	0
Other Funding 2023 Draft 1	35,463,000		5,399,000	450,000	5,515,000	1,624,000	10,174,000	975,000	4,697,000	1,501,000	4,146,000	982,000
Other Funding 2023 Draft 2	21,923,000		5,399,000	0	794,000	4,415,000	500,000	5,000	1,236,000	9,074,000	500,000	0
	(13,540,000)		0	(450,000)	(4,721,000)	2,791,000	(9,674,000)	(970,000)	(3,461,000)	7,573,000	(3,646,000)	(982,000)

**Adjustment Comments:**

- 1 Project funding realigned to match County funding level and to minimize contributions from HCC.

Washington County, Maryland  
Capital Improvement 10yr Detail - Libraries  
Fiscal Year 2023 - 2032  
Draft 2

		Total	Prior Appr.	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Page	<b>Project Costs</b>												
12-2	Systemic Projects - Library	151,492	51,492	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
		151,492	51,492	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
		0	0	0	0	0	0	0	0	0	0	0	0
12-3	Williamsport Library Replacement	50,000	0	50,000	0	0	0	0	0	0	0	0	0
		50,000	0	50,000	0	0	0	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	0	0	0	0
	<b>TOTAL</b>	<b>201,492</b>	<b>51,492</b>	<b>60,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
		201,492	51,492	60,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
		0	0	0	0	0	0	0	0	0	0	0	0
	<b>Funding Sources</b>												
	General Fund	101,492	51,492	50,000	0	0	0	0	0	0	0	0	0
		101,492	51,492	50,000	0	0	0	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	0	0	0	0
	Excise Tax - Library	100,000	0	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
		100,000	0	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
		0	0	0	0	0	0	0	0	0	0	0	0
	Contributions	0	0	0	0	0	0	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	0	0	0	0
	<b>TOTAL</b>	<b>201,492</b>	<b>51,492</b>	<b>60,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
		201,492	51,492	60,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
		0	0	0	0	0	0	0	0	0	0	0	0
	<b>10 yr Change</b>												
	Total Project Cost 2023 Draft 1	150,000		60,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
	Total Project Cost 2023 Draft 2	150,000		60,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
		0		0	0	0	0	0	0	0	0	0	0
	Local Funding 2023 Draft 1	150,000		60,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
	Local Funding 2023 Draft 2	150,000		60,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
		0		0	0	0	0	0	0	0	0	0	0
	Other Funding 2023 Draft 1	0		0	0	0	0	0	0	0	0	0	0
	Other Funding 2023 Draft 2	0		0	0	0	0	0	0	0	0	0	0
		0		0	0	0	0	0	0	0	0	0	0

Adjustment Comments:



**Washington County, Maryland**  
**Capital Improvement 10yr Detail - General Government**  
**Fiscal Year 2023 - 2032**  
**Draft 2**

		Total	Prior Appr.	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
<b>Page</b>	<b><u>Project Costs</u></b>												
13-3	Cost of Bond Issuance	853,615	53,615	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000
		853,615	53,615	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000
		0	0	0	0	0	0	0	0	0	0	0	0
13-4	Systemic Improvements - Building	7,982,572	1,182,572	500,000	700,000	1,000,000	1,000,000	1,000,000	500,000	500,000	500,000	500,000	600,000
		7,982,572	1,182,572	500,000	700,000	1,000,000	1,000,000	1,000,000	500,000	500,000	500,000	500,000	600,000
		0	0	0	0	0	0	0	0	0	0	0	0
13-5	Facilities Roof Repairs	2,175,000	1,450,000	50,000	100,000	50,000	50,000	100,000	100,000	100,000	25,000	75,000	75,000
		2,175,000	1,450,000	50,000	100,000	50,000	50,000	100,000	100,000	100,000	25,000	75,000	75,000
		0	0	0	0	0	0	0	0	0	0	0	0
13-6	Information Systems Replacment Program	2,086,318	186,318	150,000	150,000	150,000	175,000	175,000	200,000	200,000	225,000	225,000	250,000
		2,036,318	186,318	100,000	150,000	150,000	175,000	175,000	200,000	200,000	225,000	225,000	250,000
	1	(50,000)	0	(50,000)	0	0	0	0	0	0	0	0	0
13-7	Financial System Management & Upgrades	260,029	94,029	31,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000
		260,029	94,029	31,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000
		0	0	0	0	0	0	0	0	0	0	0	0
13-8	County Wireless Infrastructure	72,122	12,122	20,000	20,000	20,000	0	0	0	0	0	0	0
		69,122	12,122	17,000	20,000	20,000	0	0	0	0	0	0	0
	1	(3,000)	0	(3,000)	0	0	0	0	0	0	0	0	0
13-9	General - Equipment and Vehicle Replacement Program	2,230,765	766,765	200,000	125,000	150,000	125,000	125,000	150,000	150,000	125,000	164,000	150,000
		2,230,765	766,765	200,000	125,000	150,000	125,000	125,000	150,000	150,000	125,000	164,000	150,000
		0	0	0	0	0	0	0	0	0	0	0	0
13-10	Courthouse Courtroom 1 Renovation	1,150,000	0	0	0	0	0	0	0	0	0	100,000	1,050,000
		1,150,000	0	0	0	0	0	0	0	0	0	100,000	1,050,000
		0	0	0	0	0	0	0	0	0	0	0	0
13-11	Equipment and Vehicle Wash Facility	325,000	0	75,000	250,000	0	0	0	0	0	0	0	0
		325,000	0	75,000	250,000	0	0	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	0	0	0	0
	<b>TOTAL</b>	<b>17,135,421</b>	<b>3,745,421</b>	<b>1,106,000</b>	<b>1,440,000</b>	<b>1,465,000</b>	<b>1,445,000</b>	<b>1,495,000</b>	<b>1,045,000</b>	<b>1,045,000</b>	<b>970,000</b>	<b>1,159,000</b>	<b>2,220,000</b>
		<b>17,082,421</b>	<b>3,745,421</b>	<b>1,053,000</b>	<b>1,440,000</b>	<b>1,465,000</b>	<b>1,445,000</b>	<b>1,495,000</b>	<b>1,045,000</b>	<b>1,045,000</b>	<b>970,000</b>	<b>1,159,000</b>	<b>2,220,000</b>
		(53,000)	0	(53,000)	0	0	0	0	0	0	0	0	0
<b><u>Funding Sources</u></b>													
	General Fund	15,190,769	3,488,769	1,106,000	1,085,000	1,465,000	1,445,000	1,312,000	1,045,000	1,045,000	970,000	1,059,000	1,170,000
		15,137,769	3,488,769	1,053,000	1,085,000	1,465,000	1,445,000	1,312,000	1,045,000	1,045,000	970,000	1,059,000	1,170,000
		(53,000)	0	(53,000)	0	0	0	0	0	0	0	0	0
	Tax-Supported Bond	1,250,000	100,000	0	0	0	0	0	0	0	0	100,000	1,050,000
		1,250,000	100,000	0	0	0	0	0	0	0	0	100,000	1,050,000
		0	0	0	0	0	0	0	0	0	0	0	0
	Transfer Tax	538,000	0	0	355,000	0	0	183,000	0	0	0	0	0
		538,000	0	0	355,000	0	0	183,000	0	0	0	0	0
		0	0	0	0	0	0	0	0	0	0	0	0
	Capital Reserve - General	156,652	156,652	0	0	0	0	0	0	0	0	0	0
		156,652	156,652	0	0	0	0	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	0	0	0	0
	<b>TOTAL</b>	<b>17,135,421</b>	<b>3,745,421</b>	<b>1,106,000</b>	<b>1,440,000</b>	<b>1,465,000</b>	<b>1,445,000</b>	<b>1,495,000</b>	<b>1,045,000</b>	<b>1,045,000</b>	<b>970,000</b>	<b>1,159,000</b>	<b>2,220,000</b>
		<b>17,082,421</b>	<b>3,745,421</b>	<b>1,053,000</b>	<b>1,440,000</b>	<b>1,465,000</b>	<b>1,445,000</b>	<b>1,495,000</b>	<b>1,045,000</b>	<b>1,045,000</b>	<b>970,000</b>	<b>1,159,000</b>	<b>2,220,000</b>
		(53,000)	0	(53,000)	0	0	0	0	0	0	0	0	0

	Total	Prior Appr.	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
	10 yr Change											
Total Project Cost 2023 Draft 1	13,390,000		1,106,000	1,440,000	1,465,000	1,445,000	1,495,000	1,045,000	1,045,000	970,000	1,159,000	2,220,000
Total Project Cost 2023 Draft 2	13,337,000		1,053,000	1,440,000	1,465,000	1,445,000	1,495,000	1,045,000	1,045,000	970,000	1,159,000	2,220,000
	(53,000)		(53,000)	0	0	0	0	0	0	0	0	0
Local Funding 2023 Draft 1	13,390,000		1,106,000	1,440,000	1,465,000	1,445,000	1,495,000	1,045,000	1,045,000	970,000	1,159,000	2,220,000
Local Funding 2023 Draft 2	13,337,000		1,053,000	1,440,000	1,465,000	1,445,000	1,495,000	1,045,000	1,045,000	970,000	1,159,000	2,220,000
	(53,000)		(53,000)	0	0	0	0	0	0	0	0	0
Other Funding 2023 Draft 1	0		0	0	0	0	0	0	0	0	0	0
Other Funding 2023 Draft 2	0		0	0	0	0	0	0	0	0	0	0
	0		0	0	0	0	0	0	0	0	0	0

Adjustment Comments:

1 Projects were reduced to provide funding for additional amount needed for Emergency Services Equipment & Vehicle Program.

**Washington County, Maryland**  
**Capital Improvement 10yr Detail - Parks and Recreation**  
**Fiscal Year 2023 - 2032**  
**Draft 2**

Page	Project Costs	Total	Prior Appr.	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
14-3	BR Capital Equipment Program	359,618	29,618	25,000	25,000	100,000	25,000	25,000	25,000	25,000	25,000	25,000	30,000
		359,618	29,618	25,000	25,000	100,000	25,000	25,000	25,000	25,000	25,000	25,000	30,000
		0	0	0	0	0	0	0	0	0	0	0	0
14-4	Hardcourt Playing Surfaces	342,890	105,890	126,000	0	15,000	15,000	6,000	15,000	15,000	15,000	15,000	15,000
		342,890	105,890	126,000	0	15,000	15,000	6,000	15,000	15,000	15,000	15,000	15,000
		0	0	0	0	0	0	0	0	0	0	0	0
14-5	Ag Center Land Development	198,000	98,000	100,000	0	0	0	0	0	0	0	0	0
		198,000	98,000	100,000	0	0	0	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	0	0	0	0
14-27	Park Land Acquisition	193,800	193,800	0	0	0	0	0	0	0	0	0	0
		593,800	193,800	400,000	0	0	0	0	0	0	0	0	0
	1	400,000	0	400,000	0	0	0	0	0	0	0	0	0
14-6	Park Equipment/Surfacing Replacement, Various Locatio	1,969,674	934,674	160,000	0	175,000	0	0	175,000	175,000	175,000	175,000	0
		1,969,674	934,674	160,000	0	175,000	0	0	175,000	175,000	175,000	175,000	0
		0	0	0	0	0	0	0	0	0	0	0	0
14-7	Parking Lot Repair/Overlay, Various Locations	475,896	75,896	0	0	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
		475,896	75,896	0	0	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
		0	0	0	0	0	0	0	0	0	0	0	0
14-8	Antietam Creek Water Trail	362,000	192,000	50,000	50,000	15,000	55,000	0	0	0	0	0	0
		362,000	192,000	50,000	50,000	15,000	55,000	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	0	0	0	0
14-9	County Parks - Bathroom/Drinking Fountain Upgrades	435,000	185,000	50,000	0	50,000	0	50,000	0	50,000	0	50,000	0
		435,000	185,000	50,000	0	50,000	0	50,000	0	50,000	0	50,000	0
		0	0	0	0	0	0	0	0	0	0	0	0
14-10	MLK Gymnasium Upgrade	1,700,000	200,000	1,500,000	0	0	0	0	0	0	0	0	0
		1,700,000	200,000	1,500,000	0	0	0	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	0	0	0	0
14-11	Roof Replacements Various Locations	362,500	187,500	25,000	0	25,000	0	0	25,000	25,000	25,000	25,000	25,000
		362,500	187,500	25,000	0	25,000	0	0	25,000	25,000	25,000	25,000	25,000
		0	0	0	0	0	0	0	0	0	0	0	0
14-12	Ag Center Show Arena Floor	50,000	0	0	50,000	0	0	0	0	0	0	0	0
		50,000	0	0	50,000	0	0	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	0	0	0	0
14-13	Agriculture Education Center Indoor Multipurpose Buildin	4,750,000	0	4,050,000	450,000	250,000	0	0	0	0	0	0	0
		4,750,000	0	4,050,000	450,000	250,000	0	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	0	0	0	0
14-14	Black Rock Bunker Rehabilitation	250,000	0	0	0	0	250,000	0	0	0	0	0	0
		250,000	0	0	0	0	250,000	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	0	0	0	0
14-15	Conococheague Creek Water Trail	310,000	0	0	0	0	10,000	180,000	120,000	0	0	0	0
		310,000	0	0	0	0	10,000	180,000	120,000	0	0	0	0
		0	0	0	0	0	0	0	0	0	0	0	0
14-16	Doubs Woods Disc Golf	50,000	0	0	0	0	0	0	0	0	0	50,000	0
		50,000	0	0	0	0	0	0	0	0	0	50,000	0
		0	0	0	0	0	0	0	0	0	0	0	0
14-17	Field Improvements at Marty Snook and Regional Parks	125,000	0	125,000	0	0	0	0	0	0	0	0	0
		125,000	0	125,000	0	0	0	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	0	0	0	0
14-18	Kemps Mill Park Trails	100,000	0	0	100,000	0	0	0	0	0	0	0	0
		100,000	0	0	100,000	0	0	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	0	0	0	0
14-19	Marty Snook Park Fitness Trail	300,000	0	0	0	0	300,000	0	0	0	0	0	0
		300,000	0	0	0	0	300,000	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	0	0	0	0
14-20	Marty Snook Park Pool Accessible Entrance	150,000	0	0	0	0	150,000	0	0	0	0	0	0
		150,000	0	0	0	0	150,000	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	0	0	0	0
14-21	Mt. Briar Wetland Preserve Trails and Conservation Area	100,000	0	0	100,000	0	0	0	0	0	0	0	0

	Total	Prior Appr.	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
	100,000	0	0	100,000	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0
14-22 North Central County Park	2,000,000	0	0	0	100,000	100,000	300,000	300,000	200,000	200,000	400,000	400,000
	2,000,000	0	0	0	100,000	100,000	300,000	300,000	200,000	200,000	400,000	400,000
	0	0	0	0	0	0	0	0	0	0	0	0
14-23 Park Entrances and Security Upgrades	200,000	0	0	0	0	100,000	100,000	0	0	0	0	0
	200,000	0	0	0	0	100,000	100,000	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0
14-24 Pen Mar-Fort Ritchie-Cascade Trail Connection	290,000	0	0	50,000	120,000	0	0	120,000	0	0	0	0
	290,000	0	0	50,000	120,000	0	0	120,000	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0
14-25 Recreational Field Bleachers	100,000	0	0	100,000	0	0	0	0	0	0	0	0
	100,000	0	0	100,000	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0
14-26 Regional Park Dog Park	75,000	0	0	75,000	0	0	0	0	0	0	0	0
	75,000	0	0	75,000	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>15,249,378</b>	<b>2,202,378</b>	<b>6,211,000</b>	<b>1,000,000</b>	<b>900,000</b>	<b>1,055,000</b>	<b>711,000</b>	<b>830,000</b>	<b>540,000</b>	<b>490,000</b>	<b>790,000</b>	<b>520,000</b>
	<b>15,649,378</b>	<b>2,202,378</b>	<b>6,611,000</b>	<b>1,000,000</b>	<b>900,000</b>	<b>1,055,000</b>	<b>711,000</b>	<b>830,000</b>	<b>540,000</b>	<b>490,000</b>	<b>790,000</b>	<b>520,000</b>
	<b>400,000</b>	<b>0</b>	<b>400,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

#### Funding Sources

General Fund	2,526,915	263,915	184,000	167,000	285,000	355,000	209,000	199,000	171,000	165,000	276,000	252,000
	2,526,915	263,915	184,000	167,000	285,000	355,000	209,000	199,000	171,000	165,000	276,000	252,000
	0	0	0	0	0	0	0	0	0	0	0	0
Capital Reserve - General	557,000	7,000	550,000	0	0	0	0	0	0	0	0	0
	557,000	7,000	550,000	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0
Federal Grant	5,556,000	74,000	5,000,000	80,000	96,000	150,000	0	156,000	0	0	0	0
	5,556,000	74,000	5,000,000	80,000	96,000	150,000	0	156,000	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0
State Grant	6,259,463	1,757,463	477,000	503,000	519,000	550,000	502,000	475,000	369,000	325,000	514,000	268,000
	6,659,463	1,757,463	877,000	503,000	519,000	550,000	502,000	475,000	369,000	325,000	514,000	268,000
	400,000	0	400,000	0	0	0	0	0	0	0	0	0
Contributions	350,000	100,000	0	250,000	0	0	0	0	0	0	0	0
	350,000	100,000	0	250,000	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>15,249,378</b>	<b>2,202,378</b>	<b>6,211,000</b>	<b>1,000,000</b>	<b>900,000</b>	<b>1,055,000</b>	<b>711,000</b>	<b>830,000</b>	<b>540,000</b>	<b>490,000</b>	<b>790,000</b>	<b>520,000</b>
	<b>15,649,378</b>	<b>2,202,378</b>	<b>6,611,000</b>	<b>1,000,000</b>	<b>900,000</b>	<b>1,055,000</b>	<b>711,000</b>	<b>830,000</b>	<b>540,000</b>	<b>490,000</b>	<b>790,000</b>	<b>520,000</b>
	<b>400,000</b>	<b>0</b>	<b>400,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

#### 10 yr Change

Total Project Cost 2023 Draft 1	13,047,000		6,211,000	1,000,000	900,000	1,055,000	711,000	830,000	540,000	490,000	790,000	520,000
Total Project Cost 2023 Draft 2	13,447,000		6,611,000	1,000,000	900,000	1,055,000	711,000	830,000	540,000	490,000	790,000	520,000
	400,000		400,000	0	0	0	0	0	0	0	0	0
Local Funding 2023 Draft 1	2,813,000		734,000	167,000	285,000	355,000	209,000	199,000	171,000	165,000	276,000	252,000
Local Funding 2023 Draft 2	2,813,000		734,000	167,000	285,000	355,000	209,000	199,000	171,000	165,000	276,000	252,000
	0		0	0	0	0	0	0	0	0	0	0
Other Funding 2023 Draft 1	10,234,000		5,477,000	833,000	615,000	700,000	502,000	631,000	369,000	325,000	514,000	268,000
Other Funding 2023 Draft 2	10,634,000		5,877,000	833,000	615,000	700,000	502,000	631,000	369,000	325,000	514,000	268,000
	400,000		400,000	0	0	0	0	0	0	0	0	0

#### Adjustment Comments:

- 1 Funding added to Park Land Acquisition for additional property identified for Doub's Woods Park. The acquisition would be reimbursed 100% with POS funds.

**Washington County, Maryland**  
**Capital Improvement 10yr Detail - Public Safety**  
**Fiscal Year 2023 - 2032**  
**Draft 2**

Page		Total	Prior Appr.	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
	<b>Project Costs</b>												
15-3	Detention Center - Systemic Projects	3,654,361	264,361	670,000	190,000	350,000	350,000	450,000	350,000	400,000	220,000	350,000	60,000
		3,654,361	264,361	670,000	190,000	350,000	350,000	450,000	350,000	400,000	220,000	350,000	60,000
		0	0	0	0	0	0	0	0	0	0	0	0
15-4	Burn Building - PSTC Training Center	1,500,000	500,000	1,000,000	0	0	0	0	0	0	0	0	0
		1,500,000	500,000	1,000,000	0	0	0	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	0	0	0	0
15-5	Communication Tower(s) Various	576,806	266,806	0	90,000	0	110,000	0	110,000	0	0	0	0
		576,806	266,806	0	90,000	0	110,000	0	110,000	0	0	0	0
		0	0	0	0	0	0	0	0	0	0	0	0
15-6	P25 UHF Public Safety Radio Communications System Upgra	10,200,000	8,200,000	875,000	1,125,000	0	0	0	0	0	0	0	0
		10,200,000	8,200,000	875,000	1,125,000	0	0	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	0	0	0	0
15-7	Portable Radio Replacement Program - Sheriff	1,410,062	218,062	112,000	114,000	116,000	118,000	120,000	120,000	122,000	122,000	124,000	124,000
		1,410,062	218,062	112,000	114,000	116,000	118,000	120,000	120,000	122,000	122,000	124,000	124,000
		0	0	0	0	0	0	0	0	0	0	0	0
15-8	Portable Radio Replacement Program - Emergency Services	4,235,000	2,139,000	296,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000
		4,235,000	2,139,000	296,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000
		0	0	0	0	0	0	0	0	0	0	0	0
15-9	Law Enforcement - Vehicle & Equipment Replacement Progra	11,643,027	1,069,027	872,000	955,000	984,000	1,014,000	1,044,000	1,075,000	1,107,000	1,140,000	1,174,000	1,209,000
		11,643,027	1,069,027	872,000	955,000	984,000	1,014,000	1,044,000	1,075,000	1,107,000	1,140,000	1,174,000	1,209,000
		0	0	0	0	0	0	0	0	0	0	0	0
15-10	Emergency Services Equipment & Vehicle Program	3,816,590	306,590	1,760,000	150,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000
		3,956,590	306,590	1,900,000	150,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000
		140,000	0	140,000	0	0	0	0	0	0	0	0	0
15-11	Canteen/Rehab Unit Replacement	450,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000	0
		450,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000	0
		0	0	0	0	0	0	0	0	0	0	0	0
15-12	Police Indoor Firing Range	3,500,000	0	0	0	0	500,000	500,000	500,000	500,000	500,000	500,000	500,000
		3,500,000	0	0	0	0	500,000	500,000	500,000	500,000	500,000	500,000	500,000
		0	0	0	0	0	0	0	0	0	0	0	0
15-13	PSTC Apparatus Operator / Defensive Driving Track	250,000	0	0	0	0	0	0	0	0	0	0	250,000
		250,000	0	0	0	0	0	0	0	0	0	0	250,000
		0	0	0	0	0	0	0	0	0	0	0	0
15-14	PSTC Tactical Village / Simulation Training Area	4,900,000	0	0	0	0	0	0	750,000	1,000,000	1,450,000	1,043,000	657,000
		4,900,000	0	0	0	0	0	0	750,000	1,000,000	1,450,000	1,043,000	657,000
		0	0	0	0	0	0	0	0	0	0	0	0
15-15	911 Center Building Expansion	1,800,000	0	0	0	528,000	1,272,000	0	0	0	0	0	0
		1,800,000	0	0	0	528,000	1,272,000	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	0	0	0	0
15-16	Patrol Services Relocation Renovation	4,500,000	0	500,000	2,000,000	2,000,000	0	0	0	0	0	0	0
		4,500,000	0	500,000	2,000,000	2,000,000	0	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	0	0	0	0
15-17	Safety Officer Vehicle Replacement	160,000	0	16,000	16,000	16,000	16,000	16,000	16,000	16,000	16,000	16,000	16,000
		160,000	0	16,000	16,000	16,000	16,000	16,000	16,000	16,000	16,000	16,000	16,000
		0	0	0	0	0	0	0	0	0	0	0	0
	<b>TOTAL</b>	<b>52,595,846</b>	<b>13,008,846</b>	<b>6,146,000</b>	<b>4,885,000</b>	<b>4,439,000</b>	<b>3,825,000</b>	<b>2,575,000</b>	<b>3,366,000</b>	<b>3,590,000</b>	<b>3,893,000</b>	<b>3,652,000</b>	<b>3,216,000</b>
		<b>52,735,846</b>	<b>13,008,846</b>	<b>6,286,000</b>	<b>4,885,000</b>	<b>4,439,000</b>	<b>3,825,000</b>	<b>2,575,000</b>	<b>3,366,000</b>	<b>3,590,000</b>	<b>3,893,000</b>	<b>3,652,000</b>	<b>3,216,000</b>
		<b>140,000</b>	<b>0</b>	<b>140,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

	Total	Prior Appr.	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
<b>Funding Sources</b>												
General Fund	33,931,719	10,364,719	2,696,000	2,705,000	1,731,000	2,373,000	2,395,000	2,436,000	2,410,000	2,263,000	2,429,000	2,129,000
	34,071,719	10,364,719	2,836,000	2,705,000	1,731,000	2,373,000	2,395,000	2,436,000	2,410,000	2,263,000	2,429,000	2,129,000
1	140,000	0	140,000	0	0	0	0	0	0	0	0	0
Tax-Supported Bond	11,600,000	0	1,000,000	2,000,000	2,528,000	922,000	0	750,000	1,000,000	1,450,000	1,043,000	907,000
	11,600,000	0	1,000,000	2,000,000	2,528,000	922,000	0	750,000	1,000,000	1,450,000	1,043,000	907,000
	0	0	0	0	0	0	0	0	0	0	0	0
Transfer Tax	996,127	326,127	670,000	0	0	0	0	0	0	0	0	0
	996,127	326,127	670,000	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0
Capital Reserve - General	183,000	183,000	0	0	0	0	0	0	0	0	0	0
	183,000	183,000	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0
Capital Reserve - Excise Tax - Non-Residential	335,000	335,000	0	0	0	0	0	0	0	0	0	0
	335,000	335,000	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0
Federal Grant	5,200,000	1,800,000	1,780,000	180,000	180,000	180,000	180,000	180,000	180,000	180,000	180,000	180,000
	5,200,000	1,800,000	1,780,000	180,000	180,000	180,000	180,000	180,000	180,000	180,000	180,000	180,000
	0	0	0	0	0	0	0	0	0	0	0	0
State Grant	350,000	0	0	0	0	350,000	0	0	0	0	0	0
	350,000	0	0	0	0	350,000	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>52,595,846</b>	<b>13,008,846</b>	<b>6,146,000</b>	<b>4,885,000</b>	<b>4,439,000</b>	<b>3,825,000</b>	<b>2,575,000</b>	<b>3,366,000</b>	<b>3,590,000</b>	<b>3,893,000</b>	<b>3,652,000</b>	<b>3,216,000</b>
	<b>52,735,846</b>	<b>13,008,846</b>	<b>6,286,000</b>	<b>4,885,000</b>	<b>4,439,000</b>	<b>3,825,000</b>	<b>2,575,000</b>	<b>3,366,000</b>	<b>3,590,000</b>	<b>3,893,000</b>	<b>3,652,000</b>	<b>3,216,000</b>
	140,000	0	140,000	0	0	0	0	0	0	0	0	0
<b>10 yr Change</b>												
Total Project Cost 2023 Draft 1	39,587,000		6,146,000	4,885,000	4,439,000	3,825,000	2,575,000	3,366,000	3,590,000	3,893,000	3,652,000	3,216,000
Total Project Cost 2023 Draft 2	39,727,000		6,286,000	4,885,000	4,439,000	3,825,000	2,575,000	3,366,000	3,590,000	3,893,000	3,652,000	3,216,000
	140,000		140,000	0	0	0	0	0	0	0	0	0
Local Funding 2023 Draft 1	35,837,000		4,366,000	4,705,000	4,259,000	3,295,000	2,395,000	3,186,000	3,410,000	3,713,000	3,472,000	3,036,000
Local Funding 2023 Draft 2	35,977,000		4,506,000	4,705,000	4,259,000	3,295,000	2,395,000	3,186,000	3,410,000	3,713,000	3,472,000	3,036,000
	140,000		140,000	0	0	0	0	0	0	0	0	0
Other Funding 2023 Draft 1	3,750,000		1,780,000	180,000	180,000	530,000	180,000	180,000	180,000	180,000	180,000	180,000
Other Funding 2023 Draft 2	3,750,000		1,780,000	180,000	180,000	530,000	180,000	180,000	180,000	180,000	180,000	180,000
	0		0	0	0	0	0	0	0	0	0	0

**Adjustment Comments:**

1 Added funding for additional equipment approved to be purchased using FY23 CIP funds during the August 10, 2021 meeting. This equipment was not included in the requested budget.

Washington County, Maryland  
Capital Improvement 10yr Detail - Railroad  
Fiscal Year 2023 - 2032  
Draft 2

	Total	Prior Appr.	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Page <b>Project Costs</b>												
16-2 Railroad Study & Improvements	1,686,450	936,450	0	0	0	0	200,000	0	250,000	0	300,000	0
	1,686,450	936,450	0	0	0	0	200,000	0	250,000	0	300,000	0
	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>1,686,450</b>	<b>936,450</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>200,000</b>	<b>0</b>	<b>250,000</b>	<b>0</b>	<b>300,000</b>	<b>0</b>
	1,686,450	936,450	0	0	0	0	200,000	0	250,000	0	300,000	0
	0	0	0	0	0	0	0	0	0	0	0	0
<b>Funding Sources</b>												
General Fund	1,686,450	936,450	0	0	0	0	200,000	0	250,000	0	300,000	0
	1,686,450	936,450	0	0	0	0	200,000	0	250,000	0	300,000	0
	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>1,686,450</b>	<b>936,450</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>200,000</b>	<b>0</b>	<b>250,000</b>	<b>0</b>	<b>300,000</b>	<b>0</b>
	1,686,450	936,450	0	0	0	0	200,000	0	250,000	0	300,000	0
	0	0	0	0	0	0	0	0	0	0	0	0
<b>10 yr Change</b>												
Total Project Cost 2023 Draft 1	750,000		0	0	0	0	200,000	0	250,000	0	300,000	0
Total Project Cost 2023 Draft 2	750,000		0	0	0	0	200,000	0	250,000	0	300,000	0
	0		0	0	0	0	0	0	0	0	0	0
Local Funding 2023 Draft 1	750,000		0	0	0	0	200,000	0	250,000	0	300,000	0
Local Funding 2023 Draft 2	750,000		0	0	0	0	200,000	0	250,000	0	300,000	0
	0		0	0	0	0	0	0	0	0	0	0
Other Funding 2023 Draft 1	0		0	0	0	0	0	0	0	0	0	0
Other Funding 2023 Draft 2	0		0	0	0	0	0	0	0	0	0	0
	0		0	0	0	0	0	0	0	0	0	0

Adjustment Comments:

**Washington County, Maryland**  
**Capital Improvement 10yr Detail - Road Improvement**  
**Fiscal Year 2023 - 2032**  
**Draft 2**

		Total	Prior Appr.	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Page	<u>Project Costs</u>												
17-4	Intersection & Signal Improvements	854,384	328,384	200,000	0	250,000	0	0	76,000	0	0	0	0
		854,384	328,384	200,000	0	250,000	0	0	76,000	0	0	0	0
		0	0	0	0	0	0	0	0	0	0	0	0
17-5	Transportation ADA	887,829	327,829	75,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	85,000
		862,829	327,829	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	85,000
	1	(25,000)	0	(25,000)	0	0	0	0	0	0	0	0	0
17-6	Pavement Maintenance and Rehab Program	60,921,474	10,721,474	4,250,000	4,450,000	4,500,000	5,000,000	5,000,000	5,000,000	5,500,000	5,500,000	5,500,000	5,500,000
		60,921,474	10,721,474	4,250,000	4,450,000	4,500,000	5,000,000	5,000,000	5,000,000	5,500,000	5,500,000	5,500,000	5,500,000
		0	0	0	0	0	0	0	0	0	0	0	0
17-7	Longmeadow Road	2,105,000	0	0	0	0	310,000	432,000	518,000	845,000	0	0	0
		2,105,000	0	0	0	0	310,000	432,000	518,000	845,000	0	0	0
		0	0	0	0	0	0	0	0	0	0	0	0
17-8	Eastern Boulevard Extended	7,603,000	0	0	0	0	359,000	1,970,000	2,700,000	1,324,000	1,250,000	0	0
		7,603,000	0	0	0	0	359,000	1,970,000	2,700,000	1,324,000	1,250,000	0	0
		0	0	0	0	0	0	0	0	0	0	0	0
17-9	Eastern Boulevard Widening Phase II	5,772,300	2,691,300	0	385,000	1,274,000	1,422,000	0	0	0	0	0	0
		5,772,300	2,691,300	0	385,000	1,274,000	1,422,000	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	0	0	0	0
17-10	Professional Boulevard Extended Phase II	7,859,200	4,859,200	3,000,000	0	0	0	0	0	0	0	0	0
		7,859,200	4,859,200	3,000,000	0	0	0	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	0	0	0	0
17-11	Professional Boulevard Extended Phase III	1,853,000	1,135,000	718,000	0	0	0	0	0	0	0	0	0
		1,853,000	1,135,000	718,000	0	0	0	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	0	0	0	0
17-12	Valley Mall Area Road Improvements Phase II	586,000	0	0	0	361,000	225,000	0	0	0	0	0	0
		586,000	0	0	0	361,000	225,000	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	0	0	0	0
17-13	Showalter Road Extended East	1,010,000	510,000	0	0	0	0	0	0	0	0	0	500,000
		1,010,000	510,000	0	0	0	0	0	0	0	0	0	500,000
		0	0	0	0	0	0	0	0	0	0	0	0
17-14	Halfway Boulevard Extended	6,854,000	5,473,000	1,000,000	381,000	0	0	0	0	0	0	0	0
		6,854,000	5,473,000	1,000,000	381,000	0	0	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	0	0	0	0
17-15	Wright Road	3,000,000	1,273,000	1,400,000	200,000	127,000	0	0	0	0	0	0	0
		3,000,000	1,273,000	1,400,000	200,000	127,000	0	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	0	0	0	0
17-16	Burnside Bridge Road Spot Improvements	544,000	0	0	0	0	0	544,000	0	0	0	0	0
		544,000	0	0	0	0	0	544,000	0	0	0	0	0
		0	0	0	0	0	0	0	0	0	0	0	0
17-17	E. Oak Ridge Drive/South Pointe Signal	461,000	0	0	0	0	350,000	111,000	0	0	0	0	0
		461,000	0	0	0	0	350,000	111,000	0	0	0	0	0
		0	0	0	0	0	0	0	0	0	0	0	0
17-18	Marsh Pike from MD60 to Longmeadow	1,497,000	0	0	0	0	0	0	0	0	0	500,000	997,000
		1,497,000	0	0	0	0	0	0	0	0	0	500,000	997,000
		0	0	0	0	0	0	0	0	0	0	0	0
17-19	Mt Aetna Road Spot Improvements	2,422,000	0	0	0	0	0	0	0	0	935,000	1,487,000	0
		2,422,000	0	0	0	0	0	0	0	0	935,000	1,487,000	0
		0	0	0	0	0	0	0	0	0	0	0	0
17-20	Robinwood Drive Sidewalk Extension	750,000	0	0	0	0	0	250,000	500,000	0	0	0	0
		750,000	0	0	0	0	0	250,000	500,000	0	0	0	0
		0	0	0	0	0	0	0	0	0	0	0	0
17-21	Rockdale Road and Independence Road Spot Improvements	1,025,000	0	0	0	0	0	0	0	0	0	450,000	575,000
		1,025,000	0	0	0	0	0	0	0	0	0	450,000	575,000
		0	0	0	0	0	0	0	0	0	0	0	0



**Washington County, Maryland**  
**Capital Improvement 10yr Detail - Road Improvement**  
**Fiscal Year 2023 - 2032**  
**Draft 2**

	<b>Total</b>	<b>Prior Appr.</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>2030</b>	<b>2031</b>	<b>2032</b>
17-22 Sandstone Drive Spot Improvements	500,000	0	0	0	0	0	0	0	0	500,000	0	0
	500,000	0	0	0	0	0	0	0	0	500,000	0	0
	0	0	0	0	0	0	0	0	0	0	0	0
17-23 Highway - Vehicle & Equipment Replacement Program	14,202,187	1,770,187	907,000	1,225,000	1,250,000	1,250,000	1,300,000	1,300,000	1,300,000	1,300,000	1,300,000	1,300,000
	14,202,187	1,770,187	907,000	1,225,000	1,250,000	1,250,000	1,300,000	1,300,000	1,300,000	1,300,000	1,300,000	1,300,000
	0	0	0	0	0	0	0	0	0	0	0	0
17-24 Highway Maintenance Shop - Western Section	374,000	0	374,000	0	0	0	0	0	0	0	0	0
	374,000	0	374,000	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0
17-25 Highway Western Section - Fuel Tank Replacement	847,000	666,000	181,000	0	0	0	0	0	0	0	0	0
	847,000	666,000	181,000	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>121,928,374</b>	<b>29,755,374</b>	<b>12,105,000</b>	<b>6,691,000</b>	<b>7,812,000</b>	<b>8,966,000</b>	<b>9,657,000</b>	<b>10,144,000</b>	<b>9,019,000</b>	<b>9,535,000</b>	<b>9,287,000</b>	<b>8,957,000</b>
	<b>121,903,374</b>	<b>29,755,374</b>	<b>12,080,000</b>	<b>6,691,000</b>	<b>7,812,000</b>	<b>8,966,000</b>	<b>9,657,000</b>	<b>10,144,000</b>	<b>9,019,000</b>	<b>9,535,000</b>	<b>9,287,000</b>	<b>8,957,000</b>
	(25,000)	0	(25,000)	0	0	0	0	0	0	0	0	0

**Funding Sources**

General Fund	21,295,482	6,531,482	863,000	775,000	1,683,000	932,000	850,000	1,587,000	1,670,000	2,062,000	1,857,000	2,485,000
	21,270,482	6,531,482	838,000	775,000	1,683,000	932,000	850,000	1,587,000	1,670,000	2,062,000	1,857,000	2,485,000
	(25,000)	0	(25,000)	0	0	0	0	0	0	0	0	0
Highway Fund	5,876,000	876,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000
	5,876,000	876,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000
	0	0	0	0	0	0	0	0	0	0	0	0
Tax-Supported Bond	63,921,759	11,198,759	5,763,000	4,166,000	3,924,000	5,829,000	6,785,000	6,352,000	5,144,000	5,268,000	5,225,000	4,267,000
	63,921,759	11,198,759	5,763,000	4,166,000	3,924,000	5,829,000	6,785,000	6,352,000	5,144,000	5,268,000	5,225,000	4,267,000
	0	0	0	0	0	0	0	0	0	0	0	0
Transfer Tax	15,269,962	2,033,962	374,000	1,045,000	1,500,000	1,500,000	1,317,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000
	15,269,962	2,033,962	374,000	1,045,000	1,500,000	1,500,000	1,317,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000
	0	0	0	0	0	0	0	0	0	0	0	0
Excise Tax - Roads	1,530,320	270,320	126,000	126,000	126,000	126,000	126,000	126,000	126,000	126,000	126,000	126,000
	1,530,320	270,320	126,000	126,000	126,000	126,000	126,000	126,000	126,000	126,000	126,000	126,000
	0	0	0	0	0	0	0	0	0	0	0	0
Excise Tax - Other	319,000	29,000	29,000	29,000	29,000	29,000	29,000	29,000	29,000	29,000	29,000	29,000
	319,000	29,000	29,000	29,000	29,000	29,000	29,000	29,000	29,000	29,000	29,000	29,000
	0	0	0	0	0	0	0	0	0	0	0	0
Excise Tax - Non-Residential	550,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
	550,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
	0	0	0	0	0	0	0	0	0	0	0	0

**Washington County, Maryland**  
**Capital Improvement 10yr Detail - Road Improvement**  
**Fiscal Year 2023 - 2032**  
**Draft 2**

	Total	Prior Appr.	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
APFO Fees - Roads	300,000	300,000	0	0	0	0	0	0	0	0	0	0
	300,000	300,000	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0
Capital Reserve - General	59,651	59,651	0	0	0	0	0	0	0	0	0	0
	59,651	59,651	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0
Capital Reserve - Transfer Tax	1,000,000	1,000,000	0	0	0	0	0	0	0	0	0	0
	1,000,000	1,000,000	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0
Federal Grant	6,155,680	6,155,680	0	0	0	0	0	0	0	0	0	0
	6,155,680	6,155,680	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0
State Grant	2,600,000	1,200,000	1,400,000	0	0	0	0	0	0	0	0	0
	2,600,000	1,200,000	1,400,000	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0
Contributions	3,050,520	50,520	3,000,000	0	0	0	0	0	0	0	0	0
	3,050,520	50,520	3,000,000	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>121,928,374</b>	<b>29,755,374</b>	<b>12,105,000</b>	<b>6,691,000</b>	<b>7,812,000</b>	<b>8,966,000</b>	<b>9,657,000</b>	<b>10,144,000</b>	<b>9,019,000</b>	<b>9,535,000</b>	<b>9,287,000</b>	<b>8,957,000</b>
	<b>121,903,374</b>	<b>29,755,374</b>	<b>12,080,000</b>	<b>6,691,000</b>	<b>7,812,000</b>	<b>8,966,000</b>	<b>9,657,000</b>	<b>10,144,000</b>	<b>9,019,000</b>	<b>9,535,000</b>	<b>9,287,000</b>	<b>8,957,000</b>
	(25,000)	0	(25,000)	0	0	0	0	0	0	0	0	0
<b>10 yr Change</b>												
Total Project Cost 2023 Draft 1	92,173,000		12,105,000	6,691,000	7,812,000	8,966,000	9,657,000	10,144,000	9,019,000	9,535,000	9,287,000	8,957,000
Total Project Cost 2023 Draft 2	92,148,000		12,080,000	6,691,000	7,812,000	8,966,000	9,657,000	10,144,000	9,019,000	9,535,000	9,287,000	8,957,000
	(25,000)		(25,000)	0	0	0	0	0	0	0	0	0
Local Funding 2023 Draft 1	87,773,000		7,705,000	6,691,000	7,812,000	8,966,000	9,657,000	10,144,000	9,019,000	9,535,000	9,287,000	8,957,000
Local Funding 2023 Draft 2	87,748,000		7,680,000	6,691,000	7,812,000	8,966,000	9,657,000	10,144,000	9,019,000	9,535,000	9,287,000	8,957,000
	(25,000)		(25,000)	0	0	0	0	0	0	0	0	0
Other Funding 2023 Draft 1	4,400,000		4,400,000	0	0	0	0	0	0	0	0	0
Other Funding 2023 Draft 2	4,400,000		4,400,000	0	0	0	0	0	0	0	0	0
	0		0	0	0	0	0	0	0	0	0	0

**Adjustment Comments:**

1 Project was reduced to provide funding for additional amount needed for Emergency Services Equipment & Vehicle Program.

**Washington County, Maryland**  
**Capital Improvement 10yr Detail - Solid Waste Fund**  
**Fiscal Year 2023 - 2032**  
**Draft 2**

		Total	Prior Appr.	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Page	<b>Project Costs</b>												
18-2	Contingency - Solid Waste	587,000	83,000	30,000	30,000	35,000	35,000	60,000	60,000	62,000	63,000	64,000	65,000
		587,000	83,000	30,000	30,000	35,000	35,000	60,000	60,000	62,000	63,000	64,000	65,000
		0	0	0	0	0	0	0	0	0	0	0	0
18-3	SW Equip/Vehicle Replacement	520,417	169,417	33,000	34,000	34,000	35,000	35,000	35,000	35,000	35,000	35,000	40,000
		520,417	169,417	33,000	34,000	34,000	35,000	35,000	35,000	35,000	35,000	35,000	40,000
		0	0	0	0	0	0	0	0	0	0	0	0
18-4	40 West Fuel System Upgrades	75,000	0	75,000	0	0	0	0	0	0	0	0	0
		75,000	0	75,000	0	0	0	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	0	0	0	0
18-5	40 West Landfill - Cell 5 Construction	4,083,000	0	0	440,000	3,472,000	171,000	0	0	0	0	0	0
		4,083,000	0	0	440,000	3,472,000	171,000	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	0	0	0	0
18-6	40 West Storage Building Replacement	350,000	0	350,000	0	0	0	0	0	0	0	0	0
		350,000	0	350,000	0	0	0	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	0	0	0	0
18-7	Mechanics Crane Truck Replacement	150,000	0	0	150,000	0	0	0	0	0	0	0	0
		150,000	0	0	150,000	0	0	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	0	0	0	0
	<b>TOTAL</b>	<b>5,765,417</b>	<b>252,417</b>	<b>488,000</b>	<b>654,000</b>	<b>3,541,000</b>	<b>241,000</b>	<b>95,000</b>	<b>95,000</b>	<b>97,000</b>	<b>98,000</b>	<b>99,000</b>	<b>105,000</b>
		<b>5,765,417</b>	<b>252,417</b>	<b>488,000</b>	<b>654,000</b>	<b>3,541,000</b>	<b>241,000</b>	<b>95,000</b>	<b>95,000</b>	<b>97,000</b>	<b>98,000</b>	<b>99,000</b>	<b>105,000</b>
		0	0	0	0	0	0	0	0	0	0	0	0
<b>Funding Sources</b>													
	General Fund	34,000	34,000	0	0	0	0	0	0	0	0	0	0
		34,000	34,000	0	0	0	0	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	0	0	0	0
	Solid Waste Fund	1,298,417	218,417	138,000	214,000	69,000	70,000	95,000	95,000	97,000	98,000	99,000	105,000
		1,298,417	218,417	138,000	214,000	69,000	70,000	95,000	95,000	97,000	98,000	99,000	105,000
		0	0	0	0	0	0	0	0	0	0	0	0
	Self-Supported Bond	4,433,000	0	350,000	440,000	3,472,000	171,000	0	0	0	0	0	0
		4,433,000	0	350,000	440,000	3,472,000	171,000	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	0	0	0	0
	<b>TOTAL</b>	<b>5,765,417</b>	<b>252,417</b>	<b>488,000</b>	<b>654,000</b>	<b>3,541,000</b>	<b>241,000</b>	<b>95,000</b>	<b>95,000</b>	<b>97,000</b>	<b>98,000</b>	<b>99,000</b>	<b>105,000</b>
		<b>5,765,417</b>	<b>252,417</b>	<b>488,000</b>	<b>654,000</b>	<b>3,541,000</b>	<b>241,000</b>	<b>95,000</b>	<b>95,000</b>	<b>97,000</b>	<b>98,000</b>	<b>99,000</b>	<b>105,000</b>
		0	0	0	0	0	0	0	0	0	0	0	0
	<b>10 yr Change</b>												
	Total Project Cost 2023 Draft 1	5,513,000		488,000	654,000	3,541,000	241,000	95,000	95,000	97,000	98,000	99,000	105,000
	Total Project Cost 2023 Draft 2	5,513,000		488,000	654,000	3,541,000	241,000	95,000	95,000	97,000	98,000	99,000	105,000
		0		0	0	0	0	0	0	0	0	0	0
	Local Funding 2023 Draft 1	5,513,000		488,000	654,000	3,541,000	241,000	95,000	95,000	97,000	98,000	99,000	105,000
	Local Funding 2023 Draft 2	5,513,000		488,000	654,000	3,541,000	241,000	95,000	95,000	97,000	98,000	99,000	105,000
		0		0	0	0	0	0	0	0	0	0	0
	Other Funding 2023 Draft 1	0		0	0	0	0	0	0	0	0	0	0
	Other Funding 2023 Draft 2	0		0	0	0	0	0	0	0	0	0	0
		0		0	0	0	0	0	0	0	0	0	0

Adjustment Comments:

Washington County, Maryland  
Capital Improvement 10yr Detail - Transit Fund  
Fiscal Year 2023 - 2032  
Draft 2

	Total	Prior Appr.	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Page <b>Project Costs</b>												
19-2 Vehicle Preventive Maintenance	3,120,307	495,307	0	0	0	375,000	375,000	375,000	375,000	375,000	375,000	375,000
	3,120,307	495,307	0	0	0	375,000	375,000	375,000	375,000	375,000	375,000	375,000
	0	0	0	0	0	0	0	0	0	0	0	0
19-3 Fixed Route Bus Replacement Program	4,823,644	3,923,644	0	0	0	0	900,000	0	0	0	0	0
	4,823,644	3,923,644	0	0	0	0	900,000	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0
19-4 ADA Bus Replacement	509,508	89,508	0	0	0	105,000	0	210,000	0	0	105,000	0
	509,508	89,508	0	0	0	105,000	0	210,000	0	0	105,000	0
	0	0	0	0	0	0	0	0	0	0	0	0
19-5 Transportation Development Plan	100,000	0	0	0	0	0	100,000	0	0	0	0	0
	100,000	0	0	0	0	0	100,000	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>8,553,459</b>	<b>4,508,459</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>480,000</b>	<b>1,375,000</b>	<b>585,000</b>	<b>375,000</b>	<b>375,000</b>	<b>480,000</b>	<b>375,000</b>
	<b>8,553,459</b>	<b>4,508,459</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>480,000</b>	<b>1,375,000</b>	<b>585,000</b>	<b>375,000</b>	<b>375,000</b>	<b>480,000</b>	<b>375,000</b>
	0	0	0	0	0	0	0	0	0	0	0	0

**Funding Sources**

General Fund	846,075	446,075	0	0	0	47,000	137,000	58,000	37,000	37,000	47,000	37,000
	846,075	446,075	0	0	0	47,000	137,000	58,000	37,000	37,000	47,000	37,000
	0	0	0	0	0	0	0	0	0	0	0	0
Capital Reserve - General	9,000	9,000	0	0	0	0	0	0	0	0	0	0
	9,000	9,000	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0
Federal Grant	6,892,384	3,656,384	0	0	0	384,000	1,100,000	468,000	300,000	300,000	384,000	300,000
	6,892,384	3,656,384	0	0	0	384,000	1,100,000	468,000	300,000	300,000	384,000	300,000
	0	0	0	0	0	0	0	0	0	0	0	0
State Grant	806,000	397,000	0	0	0	49,000	138,000	59,000	38,000	38,000	49,000	38,000
	806,000	397,000	0	0	0	49,000	138,000	59,000	38,000	38,000	49,000	38,000
	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>8,553,459</b>	<b>4,508,459</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>480,000</b>	<b>1,375,000</b>	<b>585,000</b>	<b>375,000</b>	<b>375,000</b>	<b>480,000</b>	<b>375,000</b>
	<b>8,553,459</b>	<b>4,508,459</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>480,000</b>	<b>1,375,000</b>	<b>585,000</b>	<b>375,000</b>	<b>375,000</b>	<b>480,000</b>	<b>375,000</b>
	0	0	0	0	0	0	0	0	0	0	0	0

**10 yr Change**

Total Project Cost 2023 Draft 1	4,045,000		0	0	0	480,000	1,375,000	585,000	375,000	375,000	480,000	375,000
Total Project Cost 2023 Draft 2	4,045,000		0	0	0	480,000	1,375,000	585,000	375,000	375,000	480,000	375,000
	0		0	0	0	0	0	0	0	0	0	0
Local Funding 2023 Draft 1	400,000		0	0	0	47,000	137,000	58,000	37,000	37,000	47,000	37,000
Local Funding 2023 Draft 2	400,000		0	0	0	47,000	137,000	58,000	37,000	37,000	47,000	37,000
	0		0	0	0	0	0	0	0	0	0	0
Other Funding 2023 Draft 1	3,645,000		0	0	0	433,000	1,238,000	527,000	338,000	338,000	433,000	338,000
Other Funding 2023 Draft 2	3,645,000		0	0	0	433,000	1,238,000	527,000	338,000	338,000	433,000	338,000
	0		0	0	0	0	0	0	0	0	0	0

Adjustment Comments:

**Washington County, Maryland**  
**Capital Improvement 10yr Detail - Utility Fund**  
**Fiscal Year 2023 - 2032**  
**Draft 2**

		Total	Prior Appr.	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
<b>Page</b>	<b><u>Project Costs</u></b>												
20-6	Contingency - Utility Admin	190,677	95,677	0	0	0	0	0	0	0	31,000	32,000	32,000
		190,677	95,677	0	0	0	0	0	0	0	31,000	32,000	32,000
		0	0	0	0	0	0	0	0	0	0	0	0
20-7	General Building Improvements	964,000	30,000	40,000	300,000	594,000	0	0	0	0	0	0	0
		964,000	30,000	40,000	300,000	594,000	0	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	0	0	0	0
20-8	Lab Equipment Replacement	404,117	160,117	25,000	23,000	23,000	24,000	24,000	25,000	25,000	25,000	25,000	25,000
		404,117	160,117	25,000	23,000	23,000	24,000	24,000	25,000	25,000	25,000	25,000	25,000
		0	0	0	0	0	0	0	0	0	0	0	0
20-9	WQ Ekiup/Vehicle Replacement Program	1,168,816	278,816	80,000	80,000	85,000	85,000	90,000	90,000	95,000	95,000	95,000	95,000
		1,168,816	278,816	80,000	80,000	85,000	85,000	90,000	90,000	95,000	95,000	95,000	95,000
		0	0	0	0	0	0	0	0	0	0	0	0
	<b>TOTAL</b>	<b>2,727,610</b>	<b>564,610</b>	<b>145,000</b>	<b>403,000</b>	<b>702,000</b>	<b>109,000</b>	<b>114,000</b>	<b>115,000</b>	<b>120,000</b>	<b>151,000</b>	<b>152,000</b>	<b>152,000</b>
		<b>2,727,610</b>	<b>564,610</b>	<b>145,000</b>	<b>403,000</b>	<b>702,000</b>	<b>109,000</b>	<b>114,000</b>	<b>115,000</b>	<b>120,000</b>	<b>151,000</b>	<b>152,000</b>	<b>152,000</b>
		0	0	0	0	0	0	0	0	0	0	0	0
<b><u>Funding Sources</u></b>													
	General Fund	29,400	29,400	0	0	0	0	0	0	0	0	0	0
		29,400	29,400	0	0	0	0	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	0	0	0	0
	Utility Admin Fund	1,734,210	505,210	105,000	103,000	108,000	109,000	114,000	115,000	120,000	151,000	152,000	152,000
		1,734,210	505,210	105,000	103,000	108,000	109,000	114,000	115,000	120,000	151,000	152,000	152,000
		0	0	0	0	0	0	0	0	0	0	0	0
	Self-Supported Bond	964,000	30,000	40,000	300,000	594,000	0	0	0	0	0	0	0
		964,000	30,000	40,000	300,000	594,000	0	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	0	0	0	0
	<b>TOTAL</b>	<b>2,727,610</b>	<b>564,610</b>	<b>145,000</b>	<b>403,000</b>	<b>702,000</b>	<b>109,000</b>	<b>114,000</b>	<b>115,000</b>	<b>120,000</b>	<b>151,000</b>	<b>152,000</b>	<b>152,000</b>
		<b>2,727,610</b>	<b>564,610</b>	<b>145,000</b>	<b>403,000</b>	<b>702,000</b>	<b>109,000</b>	<b>114,000</b>	<b>115,000</b>	<b>120,000</b>	<b>151,000</b>	<b>152,000</b>	<b>152,000</b>
		0	0	0	0	0	0	0	0	0	0	0	0
	<b>10 yr Change</b>												
	Total Project Cost 2023 Draft 1	2,163,000		145,000	403,000	702,000	109,000	114,000	115,000	120,000	151,000	152,000	152,000
	Total Project Cost 2023 Draft 2	2,163,000		145,000	403,000	702,000	109,000	114,000	115,000	120,000	151,000	152,000	152,000
		0		0	0	0	0	0	0	0	0	0	0
	Local Funding 2023 Draft 1	2,163,000		145,000	403,000	702,000	109,000	114,000	115,000	120,000	151,000	152,000	152,000
	Local Funding 2023 Draft 2	2,163,000		145,000	403,000	702,000	109,000	114,000	115,000	120,000	151,000	152,000	152,000
		0		0	0	0	0	0	0	0	0	0	0
	Other Funding 2023 Draft 1	0		0	0	0	0	0	0	0	0	0	0
	Other Funding 2023 Draft 2	0		0	0	0	0	0	0	0	0	0	0
		0		0	0	0	0	0	0	0	0	0	0

Adjustment Comments:

**Washington County, Maryland**  
**Capital Improvement 10yr Detail - Sewer Fund**  
**Fiscal Year 2023 - 2032**  
**Draft 2**

		Total	Prior Appr.	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
<b>Page</b>	<b><u>Project Costs</u></b>												
20-10	Contingency - Sewer	176,939	26,939	0	0	0	0	0	0	0	50,000	50,000	50,000
		176,939	26,939	0	0	0	0	0	0	0	50,000	50,000	50,000
		0	0	0	0	0	0	0	0	0	0	0	0
20-11	Replace Grinder Pumps	1,238,710	143,710	125,000	125,000	125,000	125,000	125,000	90,000	95,000	95,000	95,000	95,000
		1,238,710	143,710	125,000	125,000	125,000	125,000	125,000	90,000	95,000	95,000	95,000	95,000
		0	0	0	0	0	0	0	0	0	0	0	0
20-12	Pump Station Upgrades - Various Stations	5,396,447	1,908,447	153,000	0	200,000	885,000	0	750,000	0	750,000	0	750,000
		5,396,447	1,908,447	153,000	0	200,000	885,000	0	750,000	0	750,000	0	750,000
		0	0	0	0	0	0	0	0	0	0	0	0
20-13	Collection System Rehabilitation Project	3,228,398	158,398	0	0	670,000	0	900,000	0	750,000	0	750,000	0
		3,228,398	158,398	0	0	670,000	0	900,000	0	750,000	0	750,000	0
		0	0	0	0	0	0	0	0	0	0	0	0
20-14	Capacity Management Project	16,202,160	11,202,160	5,000,000	0	0	0	0	0	0	0	0	0
		16,202,160	11,202,160	5,000,000	0	0	0	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	0	0	0	0
20-15	Sandy Hook Collection System Upgrades	175,000	100,000	25,000	25,000	25,000	0	0	0	0	0	0	0
		175,000	100,000	25,000	25,000	25,000	0	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	0	0	0	0
20-16	Smithsburg WWTP ENR Upgrade	25,903,387	7,403,387	3,000,000	0	0	0	0	0	0	5,500,000	5,000,000	5,000,000
		25,903,387	7,403,387	3,000,000	0	0	0	0	0	0	5,500,000	5,000,000	5,000,000
		0	0	0	0	0	0	0	0	0	0	0	0
20-17	Heavy Sewer EQP and VEH Replacement	1,270,354	281,354	94,000	200,000	200,000	200,000	105,000	35,000	35,000	40,000	40,000	40,000
		1,270,354	281,354	94,000	200,000	200,000	200,000	105,000	35,000	35,000	40,000	40,000	40,000
		0	0	0	0	0	0	0	0	0	0	0	0
20-18	Potomac Edison Pump Station & Force Main	1,700,000	0	0	0	0	0	0	1,700,000	0	0	0	0
		1,700,000	0	0	0	0	0	0	1,700,000	0	0	0	0
		0	0	0	0	0	0	0	0	0	0	0	0
20-19	General WwTP Improvements	1,350,000	0	250,000	250,000	300,000	250,000	300,000	0	0	0	0	0
		1,350,000	0	250,000	250,000	300,000	250,000	300,000	0	0	0	0	0
		0	0	0	0	0	0	0	0	0	0	0	0
	<b>TOTAL</b>	<b>56,641,395</b>	<b>21,224,395</b>	<b>8,647,000</b>	<b>600,000</b>	<b>1,520,000</b>	<b>1,460,000</b>	<b>1,430,000</b>	<b>2,575,000</b>	<b>880,000</b>	<b>6,435,000</b>	<b>5,935,000</b>	<b>5,935,000</b>
		<b>56,641,395</b>	<b>21,224,395</b>	<b>8,647,000</b>	<b>600,000</b>	<b>1,520,000</b>	<b>1,460,000</b>	<b>1,430,000</b>	<b>2,575,000</b>	<b>880,000</b>	<b>6,435,000</b>	<b>5,935,000</b>	<b>5,935,000</b>
		0	0	0	0	0	0	0	0	0	0	0	0

**Funding Sources**

Sewer Fund	4,630,540	2,321,540	244,000	350,000	350,000	325,000	230,000	125,000	130,000	185,000	185,000	185,000
	4,630,540	2,321,540	244,000	350,000	350,000	325,000	230,000	125,000	130,000	185,000	185,000	185,000
	0	0	0	0	0	0	0	0	0	0	0	0
Self-Supported Bond	42,435,855	18,902,855	1,403,000	250,000	870,000	1,135,000	885,000	750,000	490,000	6,250,000	5,750,000	5,750,000
	42,435,855	18,902,855	1,403,000	250,000	870,000	1,135,000	885,000	750,000	490,000	6,250,000	5,750,000	5,750,000
	0	0	0	0	0	0	0	0	0	0	0	0
Federal Grant	7,000,000	0	7,000,000	0	0	0	0	0	0	0	0	0
	7,000,000	0	7,000,000	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0
State Grant	875,000	0	0	0	300,000	0	315,000	0	260,000	0	0	0
	875,000	0	0	0	300,000	0	315,000	0	260,000	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0
Contributions	1,700,000	0	0	0	0	0	0	1,700,000	0	0	0	0
	1,700,000	0	0	0	0	0	0	1,700,000	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	56,641,395	21,224,395	8,647,000	600,000	1,520,000	1,460,000	1,430,000	2,575,000	880,000	6,435,000	5,935,000	5,935,000
	56,641,395	21,224,395	8,647,000	600,000	1,520,000	1,460,000	1,430,000	2,575,000	880,000	6,435,000	5,935,000	5,935,000
	0	0	0	0	0	0	0	0	0	0	0	0

	Total	Prior Appr.	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
	<b>10 yr Change</b>											
Total Project Cost 2023 Draft 1	35,417,000		8,647,000	600,000	1,520,000	1,460,000	1,430,000	2,575,000	880,000	6,435,000	5,935,000	5,935,000
Total Project Cost 2023 Draft 2	35,417,000		8,647,000	600,000	1,520,000	1,460,000	1,430,000	2,575,000	880,000	6,435,000	5,935,000	5,935,000
	0		0	0	0	0	0	0	0	0	0	0
Local Funding 2023 Draft 1	25,842,000		1,647,000	600,000	1,220,000	1,460,000	1,115,000	875,000	620,000	6,435,000	5,935,000	5,935,000
Local Funding 2023 Draft 2	25,842,000		1,647,000	600,000	1,220,000	1,460,000	1,115,000	875,000	620,000	6,435,000	5,935,000	5,935,000
	0		0	0	0	0	0	0	0	0	0	0
Other Funding 2023 Draft 1	9,575,000		7,000,000	0	300,000	0	315,000	1,700,000	260,000	0	0	0
Other Funding 2023 Draft 2	9,575,000		7,000,000	0	300,000	0	315,000	1,700,000	260,000	0	0	0
	0		0	0	0	0	0	0	0	0	0	0

Adjustment Comments:

**Washington County, Maryland**  
**Capital Improvement 10yr Detail - Water Fund**  
**Fiscal Year 2023 - 2032**  
**Draft 2**

		Total	Prior Appr.	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
<b>Page</b>	<b><u>Project Costs</u></b>												
20-20	Sharpsburg Water Meter Cradle Replacement	1,000,000	625,000	375,000	0	0	0	0	0	0	0	0	0
		1,000,000	625,000	375,000	0	0	0	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	0	0	0	0
20-21	Water Meter Replacement	290,339	140,339	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000
		290,339	140,339	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000
		0	0	0	0	0	0	0	0	0	0	0	0
20-22	Mt Aetna Water System Improvements	729,000	130,000	599,000	0	0	0	0	0	0	0	0	0
		729,000	130,000	599,000	0	0	0	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	0	0	0	0
20-23	Sharpsburg Well	330,000	30,000	300,000	0	0	0	0	0	0	0	0	0
		330,000	30,000	300,000	0	0	0	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	0	0	0	0
20-24	Sharpsburg Water Treatment Plant	655,343	65,343	0	0	0	590,000	0	0	0	0	0	0
		655,343	65,343	0	0	0	590,000	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	0	0	0	0
20-25	General WTP Improvements	1,391,000	69,000	242,000	290,000	0	0	290,000	0	0	250,000	250,000	0
		1,391,000	69,000	242,000	290,000	0	0	290,000	0	0	250,000	250,000	0
		0	0	0	0	0	0	0	0	0	0	0	0
20-26	Highfield/Sharpsburg Water Storage Tank	336,000	0	0	0	0	0	0	0	0	336,000	0	0
		336,000	0	0	0	0	0	0	0	0	336,000	0	0
		0	0	0	0	0	0	0	0	0	0	0	0
20-27	WQ Main Replacement	2,366,000	0	566,000	100,000	100,000	0	0	100,000	0	500,000	500,000	500,000
		2,366,000	0	566,000	100,000	100,000	0	0	100,000	0	500,000	500,000	500,000
		0	0	0	0	0	0	0	0	0	0	0	0
	<b>TOTAL</b>	<b>7,097,682</b>	<b>1,059,682</b>	<b>2,097,000</b>	<b>405,000</b>	<b>115,000</b>	<b>605,000</b>	<b>305,000</b>	<b>115,000</b>	<b>15,000</b>	<b>1,101,000</b>	<b>765,000</b>	<b>515,000</b>
		<b>7,097,682</b>	<b>1,059,682</b>	<b>2,097,000</b>	<b>405,000</b>	<b>115,000</b>	<b>605,000</b>	<b>305,000</b>	<b>115,000</b>	<b>15,000</b>	<b>1,101,000</b>	<b>765,000</b>	<b>515,000</b>
		0	0	0	0	0	0	0	0	0	0	0	0
<b><u>Funding Sources</u></b>													
General Fund													
		205,000	205,000	0	0	0	0	0	0	0	0	0	0
		105,000	105,000	0	0	0	0	0	0	0	0	0	0
		(100,000)	(100,000)	0	0	0	0	0	0	0	0	0	0
Cascade Fund													
		13,000	13,000	0	0	0	0	0	0	0	0	0	0
		13,000	13,000	0	0	0	0	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	0	0	0	0
Water Fund													
		431,339	281,339	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000
		431,339	281,339	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000
		0	0	0	0	0	0	0	0	0	0	0	0
Self-Supported Bond													
		5,248,343	210,343	1,307,000	365,000	75,000	590,000	290,000	75,000	0	1,086,000	750,000	500,000
		5,248,343	210,343	1,307,000	365,000	75,000	590,000	290,000	75,000	0	1,086,000	750,000	500,000
		0	0	0	0	0	0	0	0	0	0	0	0
Federal Grant													
		675,000	0	675,000	0	0	0	0	0	0	0	0	0
		800,000	125,000	675,000	0	0	0	0	0	0	0	0	0
		125,000	125,000	0	0	0	0	0	0	0	0	0	0
State Grant													
		525,000	350,000	100,000	25,000	25,000	0	0	25,000	0	0	0	0
		500,000	325,000	100,000	25,000	25,000	0	0	25,000	0	0	0	0
		(25,000)	(25,000)	0	0	0	0	0	0	0	0	0	0
	<b>TOTAL</b>	<b>7,097,682</b>	<b>1,059,682</b>	<b>2,097,000</b>	<b>405,000</b>	<b>115,000</b>	<b>605,000</b>	<b>305,000</b>	<b>115,000</b>	<b>15,000</b>	<b>1,101,000</b>	<b>765,000</b>	<b>515,000</b>
		<b>7,097,682</b>	<b>1,059,682</b>	<b>2,097,000</b>	<b>405,000</b>	<b>115,000</b>	<b>605,000</b>	<b>305,000</b>	<b>115,000</b>	<b>15,000</b>	<b>1,101,000</b>	<b>765,000</b>	<b>515,000</b>
		0	0	0	0	0	0	0	0	0	0	0	0



	Total	Prior Appr.	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
	10 yr Change											
Total Project Cost 2023 Draft 1	6,038,000		2,097,000	405,000	115,000	605,000	305,000	115,000	15,000	1,101,000	765,000	515,000
Total Project Cost 2023 Draft 2	6,038,000		2,097,000	405,000	115,000	605,000	305,000	115,000	15,000	1,101,000	765,000	515,000
	0		0	0	0	0	0	0	0	0	0	0
Local Funding 2023 Draft 1	5,188,000		1,322,000	380,000	90,000	605,000	305,000	90,000	15,000	1,101,000	765,000	515,000
Local Funding 2023 Draft 2	5,188,000		1,322,000	380,000	90,000	605,000	305,000	90,000	15,000	1,101,000	765,000	515,000
	0		0	0	0	0	0	0	0	0	0	0
Other Funding 2023 Draft 1	850,000		775,000	25,000	25,000	0	0	25,000	0	0	0	0
Other Funding 2023 Draft 2	850,000		775,000	25,000	25,000	0	0	25,000	0	0	0	0
	0		0	0	0	0	0	0	0	0	0	0

Adjustment Comments:

**Washington County, Maryland**  
**Capital Improvement 10yr Detail**  
**Fiscal Year 2023 - 2032**  
**Draft 2**

	<b>Total</b>	<b>Prior Appr.</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>2030</b>	<b>2031</b>	<b>2032</b>
<b><u>Airport</u></b>												
T-Hangar 1, 2, & 3 Replacement	502,000	145,000	28,000	34,000	35,000	35,000	36,000	37,000	37,000	38,000	38,000	39,000
Airport Roof Replacement Project	349,627	54,627	45,000	35,000	55,000	25,000	15,000	20,000	25,000	25,000	25,000	25,000
Capital Equipment - Airport	3,280,640	819,640	250,000	375,000	363,000	650,000	210,000	40,000	73,000	55,000	300,000	145,000
Land Acquisition-Airport	5,820,000	5,430,000	0	390,000	0	0	0	0	0	0	0	0
Taxiway F Rehabilitation	6,300,000	300,000	0	6,000,000	0	0	0	0	0	0	0	0
Airport Infrastructure Grant	5,500,000	0	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000	0	0	0	0	0
Proposed Taxiway S	1,180,000	0	0	0	0	0	118,000	0	1,062,000	0	0	0
Runway 9 MALSR	1,580,000	0	0	0	0	0	0	0	244,000	0	1,336,000	0
Runway 2/20 Rehabilitation	3,872,000	0	0	0	372,000	0	3,500,000	0	0	0	0	0
Runway 9/27 Lighting and Signage Replacement	829,000	0	0	0	79,000	750,000	0	0	0	0	0	0
Snow Removal Equipment Storage Building Expansion	3,514,000	0	0	0	0	0	0	300,000	0	3,214,000	0	0
Taxiway A Rehabilitation	3,875,000	0	0	375,000	0	3,500,000	0	0	0	0	0	0
Taxiway G Rehabilitation	1,920,000	0	0	0	0	0	0	0	0	192,000	0	1,728,000
Taxiway H Rehabilitation	300,000	0	0	0	0	0	0	0	0	0	300,000	0
Taxiway T Construction	159,000	0	0	0	0	0	0	0	0	0	0	159,000
<b>Airport</b>	<b>38,981,267</b>	<b>6,749,267</b>	<b>1,423,000</b>	<b>8,309,000</b>	<b>2,004,000</b>	<b>6,060,000</b>	<b>4,979,000</b>	<b>397,000</b>	<b>1,441,000</b>	<b>3,524,000</b>	<b>1,999,000</b>	<b>2,096,000</b>
<b><u>Bridges</u></b>												
Bridge Inspection and Inventory	503,533	146,533	0	138,000	0	24,000	0	175,000	0	20,000	0	0
Crystal Falls Drive W3051	2,498,500	1,698,500	800,000	0	0	0	0	0	0	0	0	0
Keedysville Road Bridge W5651	2,564,600	1,764,600	800,000	0	0	0	0	0	0	0	0	0
Mousetown Road Culvert 06/02	526,300	376,300	150,000	0	0	0	0	0	0	0	0	0
Cleaning & Painting of Steel Bridges	358,000	108,000	0	100,000	0	0	0	0	150,000	0	0	0
Halfway Boulevard Bridges W0912	4,489,000	2,889,000	1,600,000	0	0	0	0	0	0	0	0	0
Appletown Road Bridge W2184	474,000	0	0	0	0	0	0	0	407,000	67,000	0	0
Ashton Road Culvert 04/06	399,000	0	0	0	0	0	0	0	0	30,000	369,000	0
Bowie Road Culvert	305,000	0	0	0	0	0	0	0	305,000	0	0	0
Burnside Bridge Road Culvert 01/03	329,000	0	0	0	114,000	215,000	0	0	0	0	0	0
Country Store Lane Culvert 16/06	335,000	0	35,000	300,000	0	0	0	0	0	0	0	0
Draper Road Culvert 04/07	428,000	0	0	0	0	0	0	0	37,000	391,000	0	0
Draper Road Culvert 04/08	379,000	0	0	0	0	0	0	0	0	0	36,000	343,000
Gardenhour Road Bridge W2431	1,945,000	0	500,000	25,000	0	1,420,000	0	0	0	0	0	0
Greenbrier Road Culvert 16/14	268,000	0	0	0	0	0	0	0	0	0	268,000	0
Greenspring Furnace Road Culvert 15/15	406,000	0	40,000	179,000	187,000	0	0	0	0	0	0	0
Gruber Road Bridge 04/10	288,000	0	0	0	0	0	0	0	0	10,000	278,000	0
Harpers Ferry Road Culvert 11/02	541,000	0	0	0	0	82,000	459,000	0	0	0	0	0
Henline Road Culvert 05/05	465,000	0	0	0	0	0	32,000	433,000	0	0	0	0
Hoffman's Inn Road Culvert 05/06	313,000	0	0	0	0	0	0	0	313,000	0	0	0
Kretsinger Road Culvert 14/01	316,000	0	137,000	179,000	0	0	0	0	0	0	0	0
Lanes Road Culvert 15/12	317,000	0	0	32,000	285,000	0	0	0	0	0	0	0
Long Hollow Road Culvert 05/07	316,000	0	0	0	0	66,000	250,000	0	0	0	0	0
Mercersburg Road Culvert 04/16	384,000	0	0	0	0	0	0	0	0	0	16,000	368,000
Mooreville Road Culvert 15/21	355,000	0	0	0	0	0	0	0	304,000	51,000	0	0
Poplar Grove Road Bridge W2432	1,581,000	0	0	0	0	0	0	0	0	0	100,000	1,481,000
Remsburg Road Culvert	287,000	0	0	0	119,000	168,000	0	0	0	0	0	0
Rinehart Road Culvert 14/03	332,000	0	0	332,000	0	0	0	0	0	0	0	0
Stone Masonry Bridge Repairs	270,000	0	0	0	0	0	0	270,000	0	0	0	0

**Washington County, Maryland**  
**Capital Improvement 10yr Detail**  
**Fiscal Year 2023 - 2032**  
**Draft 2**

	<b>Total</b>	<b>Prior Appr.</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>2030</b>	<b>2031</b>	<b>2032</b>
Taylors Landing Road Bridge W7101	545,000	0	0	0	0	0	0	0	0	0	35,000	510,000
Willow Road Culvert 05/10	323,000	0	0	0	0	0	0	0	151,000	172,000	0	0
Yarrowsburg Road Bridge W6191	2,102,000	0	0	0	0	0	0	0	620,000	1,482,000	0	0
<b>Bridges Total</b>	<b>24,942,933</b>	<b>6,982,933</b>	<b>4,062,000</b>	<b>1,285,000</b>	<b>705,000</b>	<b>1,975,000</b>	<b>741,000</b>	<b>878,000</b>	<b>2,287,000</b>	<b>2,223,000</b>	<b>1,102,000</b>	<b>2,702,000</b>
<b><u>Drainage</u></b>												
Stream Restoration at Various Locations	1,906,782	1,056,782	0	250,000	0	0	250,000	0	0	350,000	0	0
Stormwater Retrofits	14,753,027	4,553,027	1,900,000	1,000,000	900,000	900,000	900,000	900,000	900,000	900,000	900,000	1,000,000
Drainage Improvements at Various Locations	775,000	225,000	75,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	75,000
Broadfording Church Road Culvert	231,000	0	0	57,000	174,000	0	0	0	0	0	0	0
Draper Road Drainage Improvements	509,000	0	0	0	0	0	259,000	250,000	0	0	0	0
Harpers Ferry Road Drainage, 3600 Block	376,000	0	0	75,000	301,000	0	0	0	0	0	0	0
Shank Road Drainage	153,000	0	0	0	153,000	0	0	0	0	0	0	0
Trego Mountain Road Drainage	315,000	0	0	0	0	0	0	0	0	0	315,000	0
University Road Culvert	203,000	0	0	0	0	203,000	0	0	0	0	0	0
<b>Drainage Total</b>	<b>19,221,809</b>	<b>5,834,809</b>	<b>1,975,000</b>	<b>1,432,000</b>	<b>1,578,000</b>	<b>1,153,000</b>	<b>1,459,000</b>	<b>1,200,000</b>	<b>950,000</b>	<b>1,300,000</b>	<b>1,265,000</b>	<b>1,075,000</b>
<b><u>Education</u></b>												
<b>Board of Education</b>												
Capital Maintenance - BOE	162,673,224	15,653,224	14,036,000	13,776,000	13,916,000	15,008,000	13,888,000	14,056,000	13,720,000	15,724,000	16,396,000	16,500,000
Replacement Elementary School	36,320,000	0	0	0	1,500,000	16,000,000	16,020,000	2,800,000	0	0	0	0
<b>Board of Education</b>	<b>198,993,224</b>	<b>15,653,224</b>	<b>14,036,000</b>	<b>13,776,000</b>	<b>15,416,000</b>	<b>31,008,000</b>	<b>29,908,000</b>	<b>16,856,000</b>	<b>13,720,000</b>	<b>15,724,000</b>	<b>16,396,000</b>	<b>16,500,000</b>
<b>Hagerstown Community College</b>												
ARCC Renovation	12,210,000	0	0	0	0	0	0	0	1,336,000	9,674,000	600,000	600,000
ATC Renovation	7,114,000	0	0	0	894,000	5,015,000	600,000	605,000	0	0	0	0
Campus Road & Parking Lot Overlays	1,000,000	0	0	0	0	0	0	0	500,000	0	500,000	0
Multi-Roof Project	1,500,000	0	500,000	0	500,000	0	500,000	0	0	0	0	0
Second Entrance Drive Widening Project	6,979,000	0	5,939,000	1,040,000	0	0	0	0	0	0	0	0
<b>Hagerstown Community College</b>	<b>28,803,000</b>	<b>0</b>	<b>6,439,000</b>	<b>1,040,000</b>	<b>1,394,000</b>	<b>5,015,000</b>	<b>1,100,000</b>	<b>605,000</b>	<b>1,836,000</b>	<b>9,674,000</b>	<b>1,100,000</b>	<b>600,000</b>
<b>Public Libraries</b>												
Systemic Projects - Library	151,492	51,492	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Williamsport Library Replacement	50,000	0	50,000	0	0	0	0	0	0	0	0	0
<b>Public Libraries</b>	<b>201,492</b>	<b>51,492</b>	<b>60,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
<b>Education Total</b>	<b>227,997,716</b>	<b>15,704,716</b>	<b>20,535,000</b>	<b>14,826,000</b>	<b>16,820,000</b>	<b>36,033,000</b>	<b>31,018,000</b>	<b>17,471,000</b>	<b>15,566,000</b>	<b>25,408,000</b>	<b>17,506,000</b>	<b>17,110,000</b>
<b><u>General Government</u></b>												
Cost of Bond Issuance	853,615	53,615	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000
Systemic Improvements - Building	7,982,572	1,182,572	500,000	700,000	1,000,000	1,000,000	1,000,000	500,000	500,000	500,000	500,000	600,000
Facilities Roof Repairs	2,175,000	1,450,000	50,000	100,000	50,000	50,000	100,000	100,000	100,000	25,000	75,000	75,000
Information Systems Replacement Program	2,036,318	186,318	100,000	150,000	150,000	175,000	175,000	200,000	200,000	225,000	225,000	250,000
Financial System Management & Upgrades	260,029	94,029	31,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000
County Wireless Infrastructure	69,122	12,122	17,000	20,000	20,000	0	0	0	0	0	0	0
General - Equipment and Vehicle Replacement Program	2,230,765	766,765	200,000	125,000	150,000	125,000	125,000	150,000	150,000	125,000	164,000	150,000
Courthouse Courtroom 1 Renovation	1,150,000	0	0	0	0	0	0	0	0	0	100,000	1,050,000
Equipment and Vehicle Wash Facility	325,000	0	75,000	250,000	0	0	0	0	0	0	0	0
<b>General Government Total</b>	<b>17,082,421</b>	<b>3,745,421</b>	<b>1,053,000</b>	<b>1,440,000</b>	<b>1,465,000</b>	<b>1,445,000</b>	<b>1,495,000</b>	<b>1,045,000</b>	<b>1,045,000</b>	<b>970,000</b>	<b>1,159,000</b>	<b>2,220,000</b>

**Washington County, Maryland**  
**Capital Improvement 10yr Detail**  
**Fiscal Year 2023 - 2032**  
**Draft 2**

	Total	Prior Appr.	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
<b><u>Parks and Recreation</u></b>												
Black Rock Capital Equipment Program	359,618	29,618	25,000	25,000	100,000	25,000	25,000	25,000	25,000	25,000	25,000	30,000
Hardcourt Playing Surfaces	342,890	105,890	126,000	0	15,000	15,000	6,000	15,000	15,000	15,000	15,000	15,000
Ag Center Land Development	198,000	98,000	100,000	0	0	0	0	0	0	0	0	0
Park Land Acquisition - REC033	593,800	193,800	400,000	0	0	0	0	0	0	0	0	0
Park Equipment/Surfacing Replacement, Various Locations	1,969,674	934,674	160,000	0	175,000	0	0	175,000	175,000	175,000	175,000	0
Parking Lot Repair/Overlay, Various Locations	475,896	75,896	0	0	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Antietam Creek Water Trail	362,000	192,000	50,000	50,000	15,000	55,000	0	0	0	0	0	0
County Parks - Bathroom/Drinking Fountain Upgrades	435,000	185,000	50,000	0	50,000	0	50,000	0	50,000	0	50,000	0
MLK Gymnasium Upgrade	1,700,000	200,000	1,500,000	0	0	0	0	0	0	0	0	0
Roof Replacements Various Locations	362,500	187,500	25,000	0	25,000	0	0	25,000	25,000	25,000	25,000	25,000
Ag Center Show Area Floor	50,000	0	0	50,000	0	0	0	0	0	0	0	0
Agriculture Education Center Indoor Multipurpose Building	4,750,000	0	4,050,000	450,000	250,000	0	0	0	0	0	0	0
Black Rock Bunker Rehabilitation	250,000	0	0	0	0	250,000	0	0	0	0	0	0
Conococheague Creek Water Trail	310,000	0	0	0	0	10,000	180,000	120,000	0	0	0	0
Doubs Woods Disc Golf	50,000	0	0	0	0	0	0	0	0	0	50,000	0
Field Improvements at Marty Snook and Regional Parks	125,000	0	125,000	0	0	0	0	0	0	0	0	0
Kemps Mill Park Trails	100,000	0	0	100,000	0	0	0	0	0	0	0	0
Marty Snook Park Fitness Trail	300,000	0	0	0	0	300,000	0	0	0	0	0	0
Marty Snook Park Pool Accessible Entrance	150,000	0	0	0	0	150,000	0	0	0	0	0	0
Mt. Briar Wetland Preserve Trails and Conservation Area	100,000	0	0	100,000	0	0	0	0	0	0	0	0
North Central County Park	2,000,000	0	0	0	100,000	100,000	300,000	300,000	200,000	200,000	400,000	400,000
Park Entrances and Security Upgrades	200,000	0	0	0	0	100,000	100,000	0	0	0	0	0
Pen Mar-Fort Ritchie-Cascade Trail Connection	290,000	0	0	50,000	120,000	0	0	120,000	0	0	0	0
Recreational Field Bleachers	100,000	0	0	100,000	0	0	0	0	0	0	0	0
Regional Park Dog Park	75,000	0	0	75,000	0	0	0	0	0	0	0	0
<b>Parks and Recreation</b>	<b>15,649,378</b>	<b>2,202,378</b>	<b>6,611,000</b>	<b>1,000,000</b>	<b>900,000</b>	<b>1,055,000</b>	<b>711,000</b>	<b>830,000</b>	<b>540,000</b>	<b>490,000</b>	<b>790,000</b>	<b>520,000</b>
<b><u>Public Safety</u></b>												
Detention Center - Systemic Projects	3,654,361	264,361	670,000	190,000	350,000	350,000	450,000	350,000	400,000	220,000	350,000	60,000
Burn Building - PSTC Training Center	1,500,000	500,000	1,000,000	0	0	0	0	0	0	0	0	0
BLD109-EOC Upgrades ARPA	50,000	50,000	0	0	0	0	0	0	0	0	0	0
Communication Tower(s) Various	576,806	266,806	0	90,000	0	110,000	0	110,000	0	0	0	0
P25 UHF Public Safety Radio Communications System Upgrade	10,200,000	8,200,000	875,000	1,125,000	0	0	0	0	0	0	0	0
Portable Radio Replacement Program - Sheriff	1,410,062	218,062	112,000	114,000	116,000	118,000	120,000	120,000	122,000	122,000	124,000	124,000
Portable Radio Replacement Program - Emergency Services	4,235,000	2,139,000	296,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000
Law Enforcement - Vehicle & Equipment Replacement Program	11,643,027	1,069,027	872,000	955,000	984,000	1,014,000	1,044,000	1,075,000	1,107,000	1,140,000	1,174,000	1,209,000
Emergency Services Equipment & Vehicle Program	9,056,590	5,406,590	1,900,000	150,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000
Canteen/Rehab Unit Replacement	450,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000	0
Police Indoor Firing Range	3,500,000	0	0	0	0	500,000	500,000	500,000	500,000	500,000	500,000	500,000
PSTC Apparatus Operator / Defensive Driving Track	250,000	0	0	0	0	0	0	0	0	0	0	250,000
PSTC Tactical Village / Simulation Training Area	4,900,000	0	0	0	0	0	0	750,000	1,000,000	1,450,000	1,043,000	657,000
911 Center Building Expansion	1,800,000	0	0	0	528,000	1,272,000	0	0	0	0	0	0
Patrol Services Relocation Renovation	4,500,000	0	500,000	2,000,000	2,000,000	0	0	0	0	0	0	0
Incident Safety Officer Vehicle Replacement Program	160,000	0	16,000	16,000	16,000	16,000	16,000	16,000	16,000	16,000	16,000	16,000
<b>Public Safety</b>	<b>57,885,846</b>	<b>18,158,846</b>	<b>6,286,000</b>	<b>4,885,000</b>	<b>4,439,000</b>	<b>3,825,000</b>	<b>2,575,000</b>	<b>3,366,000</b>	<b>3,590,000</b>	<b>3,893,000</b>	<b>3,652,000</b>	<b>3,216,000</b>

**Washington County, Maryland**  
**Capital Improvement 10yr Detail**  
**Fiscal Year 2023 - 2032**  
**Draft 2**

	<b>Total</b>	<b>Prior Appr.</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>2030</b>	<b>2031</b>	<b>2032</b>
<b><u>Railroad</u></b>												
Railroad Crossing Improvements	1,686,450	936,450	0	0	0	0	200,000	0	250,000	0	300,000	0
<b>Railroad</b>	<b>1,686,450</b>	<b>936,450</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>200,000</b>	<b>0</b>	<b>250,000</b>	<b>0</b>	<b>300,000</b>	<b>0</b>
<b><u>Road Improvement</u></b>												
Intersection & Signal Improvements	854,384	328,384	200,000	0	250,000	0	0	76,000	0	0	0	0
Transportation ADA	862,829	327,829	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	85,000
Pavement Maintenance and Rehab Program	60,921,474	10,721,474	4,250,000	4,450,000	4,500,000	5,000,000	5,000,000	5,000,000	5,500,000	5,500,000	5,500,000	5,500,000
Longmeadow Road	2,105,000	0	0	0	0	310,000	432,000	518,000	845,000	0	0	0
Eastern Boulevard Extended	7,603,000	0	0	0	0	359,000	1,970,000	2,700,000	1,324,000	1,250,000	0	0
Eastern Boulevard Widening Phase II	5,772,300	2,691,300	0	385,000	1,274,000	1,422,000	0	0	0	0	0	0
Professional Boulevard Extended Phase II	7,859,200	4,859,200	3,000,000	0	0	0	0	0	0	0	0	0
Professional Boulevard Extended Phase III	1,853,000	1,135,000	718,000	0	0	0	0	0	0	0	0	0
Valley Mall Area Road Improvements Phase II	586,000	0	0	0	361,000	225,000	0	0	0	0	0	0
Showalter Road Extended East	1,010,000	510,000	0	0	0	0	0	0	0	0	0	500,000
Halfway Boulevard Extended	6,854,000	5,473,000	1,000,000	381,000	0	0	0	0	0	0	0	0
Wright Road	3,000,000	1,273,000	1,400,000	200,000	127,000	0	0	0	0	0	0	0
Robinwood Drive Sidewalk Extension	750,000	0	0	0	0	0	250,000	500,000	0	0	0	0
Burnside Bridge Road Spot Improvements	544,000	0	0	0	0	0	544,000	0	0	0	0	0
E. Oak Ridge Drive/South Pointe Signal	461,000	0	0	0	0	350,000	111,000	0	0	0	0	0
Marsh Pike from MD60 to Longmeadow	1,497,000	0	0	0	0	0	0	0	0	0	500,000	997,000
Mt Aetna Road Spot Improvements	2,422,000	0	0	0	0	0	0	0	0	935,000	1,487,000	0
Rockdale Road and Independence Road Spot Improvements	1,025,000	0	0	0	0	0	0	0	0	0	450,000	575,000
Sandstone Drive Spot Improvements	500,000	0	0	0	0	0	0	0	0	500,000	0	0
Highway - Vehicle & Equipment Replacement Program	14,202,187	1,770,187	907,000	1,225,000	1,250,000	1,250,000	1,300,000	1,300,000	1,300,000	1,300,000	1,300,000	1,300,000
Highway Maintenance Shop - Western Section	374,000	0	374,000	0	0	0	0	0	0	0	0	0
Highway Western Section - Fuel Tank Replacement	847,000	666,000	181,000	0	0	0	0	0	0	0	0	0
<b>Road Improvement</b>	<b>121,903,374</b>	<b>29,755,374</b>	<b>12,080,000</b>	<b>6,691,000</b>	<b>7,812,000</b>	<b>8,966,000</b>	<b>9,657,000</b>	<b>10,144,000</b>	<b>9,019,000</b>	<b>9,535,000</b>	<b>9,287,000</b>	<b>8,957,000</b>
<b><u>Solid Waste</u></b>												
Contingency - Solid Waste	587,000	83,000	30,000	30,000	35,000	35,000	60,000	60,000	62,000	63,000	64,000	65,000
SW Equipment & Vehicle Replacement	520,417	169,417	33,000	34,000	34,000	35,000	35,000	35,000	35,000	35,000	35,000	40,000
40 West Fuel System Upgrades	75,000	0	75,000	0	0	0	0	0	0	0	0	0
40 West Landfill - Cell 5 Construction	4,083,000	0	0	440,000	3,472,000	171,000	0	0	0	0	0	0
40 West Storage Building Replacement	350,000	0	350,000	0	0	0	0	0	0	0	0	0
Mechanics Crane Truck Replacement	150,000	0	0	150,000	0	0	0	0	0	0	0	0
<b>Solid Waste</b>	<b>5,765,417</b>	<b>252,417</b>	<b>488,000</b>	<b>654,000</b>	<b>3,541,000</b>	<b>241,000</b>	<b>95,000</b>	<b>95,000</b>	<b>97,000</b>	<b>98,000</b>	<b>99,000</b>	<b>105,000</b>
<b><u>Transit</u></b>												
Vehicle Preventive Maintenance	3,120,307	495,307	0	0	0	375,000	375,000	375,000	375,000	375,000	375,000	375,000
Fixed Route Bus Replacement Program	4,823,644	3,923,644	0	0	0	0	900,000	0	0	0	0	0
ADA Bus Replacement	509,508	89,508	0	0	0	105,000	0	210,000	0	0	105,000	0
Transportation Development Plan	100,000	0	0	0	0	0	100,000	0	0	0	0	0
<b>Transit</b>	<b>8,553,459</b>	<b>4,508,459</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>480,000</b>	<b>1,375,000</b>	<b>585,000</b>	<b>375,000</b>	<b>375,000</b>	<b>480,000</b>	<b>375,000</b>

**Washington County, Maryland**  
**Capital Improvement 10yr Detail**  
**Fiscal Year 2023 - 2032**  
**Draft 2**

	Total	Prior Appr.	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
<b><u>Water Quality</u></b>												
<b><u>Utility Administration</u></b>												
Contingency - Utility Admin	139,177	44,177	0	0	0	0	0	0	0	31,000	32,000	32,000
General Building Improvements	964,000	30,000	40,000	300,000	594,000	0	0	0	0	0	0	0
Lab Equipment Replacement	404,117	160,117	25,000	23,000	23,000	24,000	24,000	25,000	25,000	25,000	25,000	25,000
WQ Equip/Vehicle Replacement Program	1,173,150	283,150	80,000	80,000	85,000	85,000	90,000	90,000	95,000	95,000	95,000	95,000
<b>Utility Administration</b>	<b>2,680,444</b>	<b>517,444</b>	<b>145,000</b>	<b>403,000</b>	<b>702,000</b>	<b>109,000</b>	<b>114,000</b>	<b>115,000</b>	<b>120,000</b>	<b>151,000</b>	<b>152,000</b>	<b>152,000</b>
<b><u>Sewer</u></b>												
Contingency - Sewer	176,939	26,939	0	0	0	0	0	0	0	50,000	50,000	50,000
Replace Grinder Pumps	1,238,710	143,710	125,000	125,000	125,000	125,000	125,000	90,000	95,000	95,000	95,000	95,000
Pump Station Upgrades - Various Stations	5,443,447	1,955,447	153,000	0	200,000	885,000	0	750,000	0	750,000	0	750,000
Collection System Rehabilitation Project	3,228,398	158,398	0	0	670,000	0	900,000	0	750,000	0	750,000	0
Capacity Management Project	16,202,160	11,202,160	5,000,000	0	0	0	0	0	0	0	0	0
Sandy Hook Collection System Upgrades	175,000	100,000	25,000	25,000	25,000	0	0	0	0	0	0	0
LIN046 - Fort Ritchie Sewer Improvements	750,000	750,000	0	0	0	0	0	0	0	0	0	0
Smithsburg WWTP ENR Upgrade	25,903,387	7,403,387	3,000,000	0	0	0	0	0	0	5,500,000	5,000,000	5,000,000
Heavy Sewer EQP and VEH Replacement	1,270,354	281,354	94,000	200,000	200,000	200,000	105,000	35,000	35,000	40,000	40,000	40,000
Potomac Edison Pump Station & Force Main	1,700,000	0	0	0	0	0	0	1,700,000	0	0	0	0
General WwTP Improvements	1,350,000	0	250,000	250,000	300,000	250,000	300,000	0	0	0	0	0
<b>Sewer Fund</b>	<b>57,438,395</b>	<b>22,021,395</b>	<b>8,647,000</b>	<b>600,000</b>	<b>1,520,000</b>	<b>1,460,000</b>	<b>1,430,000</b>	<b>2,575,000</b>	<b>880,000</b>	<b>6,435,000</b>	<b>5,935,000</b>	<b>5,935,000</b>
<b><u>Water</u></b>												
Sharpsburg Water Meter Cradle Replacement	1,000,000	625,000	375,000	0	0	0	0	0	0	0	0	0
Water Meter Replacement	290,339	140,339	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000
Mt Aetna Water System Improvements	729,000	130,000	599,000	0	0	0	0	0	0	0	0	0
Sharpsburg Well	330,000	30,000	300,000	0	0	0	0	0	0	0	0	0
Sharpsburg Water Treatment Plant	655,343	65,343	0	0	0	590,000	0	0	0	0	0	0
General WTP Improvements	1,391,000	69,000	242,000	290,000	0	0	290,000	0	0	250,000	250,000	0
Highfield/Sharpsburg Water Storage Tank	336,000	0	0	0	0	0	0	0	0	336,000	0	0
WQ Main Replacement	2,366,000	0	566,000	100,000	100,000	0	0	100,000	0	500,000	500,000	500,000
<b>Water Fund</b>	<b>7,097,682</b>	<b>1,059,682</b>	<b>2,097,000</b>	<b>405,000</b>	<b>115,000</b>	<b>605,000</b>	<b>305,000</b>	<b>115,000</b>	<b>15,000</b>	<b>1,101,000</b>	<b>765,000</b>	<b>515,000</b>
<b>Water Quality</b>	<b>67,216,521</b>	<b>23,598,521</b>	<b>10,889,000</b>	<b>1,408,000</b>	<b>2,337,000</b>	<b>2,174,000</b>	<b>1,849,000</b>	<b>2,805,000</b>	<b>1,015,000</b>	<b>7,687,000</b>	<b>6,852,000</b>	<b>6,602,000</b>
<b>TOTAL</b>	<b>606,886,591</b>	<b>118,429,591</b>	<b>65,402,000</b>	<b>41,930,000</b>	<b>41,601,000</b>	<b>63,407,000</b>	<b>56,154,000</b>	<b>38,816,000</b>	<b>36,175,000</b>	<b>55,503,000</b>	<b>44,491,000</b>	<b>44,978,000</b>

**Washington County, Maryland**  
**Capital Improvement 10yr Detail**  
**Fiscal Year 2023 - 2032**  
**Draft 2**

	<b>Total</b>	<b>Prior Appr.</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>2030</b>	<b>2031</b>	<b>2032</b>
<b>Funding Sources</b>												
General Fund	89,114,998	27,864,998	5,500,000	5,750,000	5,750,000	6,000,000	6,000,000	6,250,000	6,250,000	6,500,000	6,500,000	6,750,000
Highway Fund	5,876,000	876,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000
Cascade Fund	13,000	13,000	0	0	0	0	0	0	0	0	0	0
Solid Waste Fund	1,298,417	218,417	138,000	214,000	69,000	70,000	95,000	95,000	97,000	98,000	99,000	105,000
Utility Admin Fund	1,734,210	505,210	105,000	103,000	108,000	109,000	114,000	115,000	120,000	151,000	152,000	152,000
Water Fund	431,339	281,339	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000
Sewer Fund	4,630,540	2,321,540	244,000	350,000	350,000	325,000	230,000	125,000	130,000	185,000	185,000	185,000
Airport Fund	1,738,892	401,892	185,000	419,000	140,000	110,000	101,000	97,000	80,000	63,000	78,000	64,000
Tax-Supported Bond	139,115,424	19,115,424	12,000,000	12,000,000	12,000,000	12,000,000	12,000,000	12,000,000	12,000,000	12,000,000	12,000,000	12,000,000
Self-Supported Bond	53,081,198	19,143,198	3,100,000	1,355,000	5,011,000	1,896,000	1,175,000	825,000	490,000	7,336,000	6,500,000	6,250,000
Transfer Tax	21,508,072	1,508,072	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000
Excise Tax - Schools	3,735,000	-115,000	385,000	385,000	385,000	385,000	385,000	385,000	385,000	385,000	385,000	385,000
Excise Tax - Roads	1,530,320	270,320	126,000	126,000	126,000	126,000	126,000	126,000	126,000	126,000	126,000	126,000
Excise Tax - Other	319,000	29,000	29,000	29,000	29,000	29,000	29,000	29,000	29,000	29,000	29,000	29,000
Excise Tax - Library	100,000	0	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Excise Tax - Non-Residential	215,000	-285,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
APFO Fees - Roads	300,000	300,000	0	0	0	0	0	0	0	0	0	0
Capital Reserve - General	1,040,303	490,303	550,000	0	0	0	0	0	0	0	0	0
Capital Reserve - Transfer Tax	1,500,000	1,500,000	0	0	0	0	0	0	0	0	0	0
Capital Reserve - Excise Tax - Schools	500,000	500,000	0	0	0	0	0	0	0	0	0	0
Capital Reserve - Excise Tax - Non-Residential	335,000	335,000	0	0	0	0	0	0	0	0	0	0
Federal Grant	77,093,857	22,187,857	19,415,000	7,664,000	1,682,000	6,659,000	5,725,000	1,074,000	2,202,000	4,730,000	2,306,000	3,449,000
State Grant	167,850,829	12,562,829	16,954,000	10,651,000	11,777,000	26,701,000	21,993,000	13,274,000	11,649,000	19,634,000	11,667,000	10,988,000
Contributions	25,590,358	170,358	4,096,000	309,000	1,599,000	6,422,000	5,606,000	1,846,000	42,000	1,691,000	1,889,000	1,920,000
<b>TOTAL</b>	<b>598,651,757</b>	<b>110,194,757</b>	<b>65,402,000</b>	<b>41,930,000</b>	<b>41,601,000</b>	<b>63,407,000</b>	<b>56,154,000</b>	<b>38,816,000</b>	<b>36,175,000</b>	<b>55,503,000</b>	<b>44,491,000</b>	<b>44,978,000</b>



## Agenda Report Form

---

### Open Session Item

**SUBJECT:** FY2023 General Fund Discussion – Proposed (Draft 3)

**PRESENTATION DATE:** April 5, 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 \$266,715,390.

**DISCUSSION:** The following changes have been made to the FY23 Proposed budget since it was last presented:

Adjustments due to recommended personnel requests \$96,780;

Full funding for Commission on Aging \$96,770;

Increases to Election Board based on July 19 Primary Election date \$455,080;

Reduction to appropriation to Grant Management Fund (\$12,140);

Reduction to additional pension contribution to balance (\$636,490).

**FISCAL IMPACT:** \$266,715,390

**CONCURRENCES:** N/A

**ALTERNATIVES:** N/A

**ATTACHMENTS:** Proposed General Fund Revenue Summary, Proposed General Fund Expense Summary

**AUDIO/VISUAL NEEDS:** N/A



**Washington County, Maryland  
General Fund Revenues - Proposed  
FY23**

	<b>2023 Operating Budget Requested</b>	<b>2023 Operating Budget Proposed</b>	<b>\$ Change</b>	<b>% Change</b>	<b>2022 Operating Budget Approved</b>
<b><u>General Revenues</u></b>					
<b><u>Property Tax</u></b>					
400000 - Real Estate Tax - Current	124,865,300	124,865,300	3,033,850	2.49%	121,831,450
400120 - Corp Personal Prop - Current	15,194,440	14,918,300	408,110	2.81%	14,510,190
400140 - State Administration Fees	(550,000)	(550,000)	(30,000)	5.77%	(520,000)
400200 - Interest - Current Year	380,000	380,000	0	0.00%	380,000
400210 - Interest - Prior Year	15,000	15,000	0	0.00%	15,000
400220 - County Payment In Lieu of Tax	285,000	285,000	0	0.00%	285,000
400230 - Enterprise Zone Tax Reimburse	697,440	697,440	148,800	27.12%	548,640
400250 - Service Chg - Semi-annual tax	0	0	(50,000)	(100.00)%	50,000
400260 - Property Tax Sales	60,000	60,000	0	0.00%	60,000
400300 - Enterprise Zone Tax Credit	(1,394,880)	(1,394,880)	(297,610)	27.12%	(1,097,270)
400320 - County Homeowners Tax Credit	(180,000)	(180,000)	40,000	(18.18)%	(220,000)
400330 - Agricultural Tax Credit	(450,000)	(450,000)	0	0.00%	(450,000)
400345 - Other Tax Credits	(85,000)	(85,000)	0	0.00%	(85,000)
400355 - Veteran's Disabled Tax Credit	(320,000)	(320,000)	0	0.00%	(320,000)
400400 - Disc Allowed on Property Tax	(350,000)	(350,000)	(10,000)	2.94%	(340,000)
496020 - Federal Pay in Lieu of Taxes	23,230	23,230	0	0.00%	23,230
	<b>138,190,530</b>	<b>137,914,390</b>	<b>3,243,150</b>	<b>2.41%</b>	<b>134,671,240</b>
<b><u>Local Tax</u></b>					
400500 - Income Tax	109,686,670	110,217,510	10,934,840	11.01%	99,282,670
400510 - Admissions & Amusements Tax	175,000	175,000	25,000	16.67%	150,000
400520 - Recordation Tax	7,000,000	7,000,000	500,000	7.69%	6,500,000
400530 - Trailer Tax	250,000	250,000	0	0.00%	250,000
	<b>117,111,670</b>	<b>117,642,510</b>	<b>11,459,840</b>	<b>10.79%</b>	<b>106,182,670</b>
<b><u>Interest</u></b>					
404400 - Interest - Investments	500,000	500,000	50,000	11.11%	450,000
404410 - Interest - Municipal Investment	100,000	100,000	50,000	100.00%	50,000
	<b>600,000</b>	<b>600,000</b>	<b>100,000</b>	<b>20.00%</b>	<b>500,000</b>
<b>Total General Revenues</b>	<b>255,902,200</b>	<b>256,156,900</b>	<b>14,802,990</b>	<b>6.13%</b>	<b>241,353,910</b>
<b><u>Program Revenues</u></b>					
<b><u>Circuit Court</u></b>					
486070 - Reimbursed Exp - Circuit Court	8,280	8,280	(140)	(1.66)%	8,420
486075 - Circuit Court - Jurors	75,000	75,000	0	0.00%	75,000
	<b>83,280</b>	<b>83,280</b>	<b>(140)</b>	<b>(0.17)%</b>	<b>83,420</b>
<b><u>State's Attorney</u></b>					
486000 - Reimbursed Exp - State's Atty	50,000	50,000	50,000	100.00%	0
	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>100.00%</b>	<b>0</b>
<b><u>Weed Control</u></b>					
403120 - Weed Control Fees	317,510	317,510	(3,670)	(1.14)%	321,180
	<b>317,510</b>	<b>317,510</b>	<b>(3,670)</b>	<b>(1.14)%</b>	<b>321,180</b>

**Washington County, Maryland  
General Fund Revenues - Proposed  
FY23**

	<b>2023 Operating Budget Requested</b>	<b>2023 Operating Budget Proposed</b>	<b>\$ Change</b>	<b>% Change</b>	<b>2022 Operating Budget Approved</b>
<b><u>General</u></b>					
403020 - Election Filing Fees	100	100	100	100.00%	0
403135 - Sheriff Auxiliary	50,000	50,000	10,000	25.00%	40,000
404510 - Rental - Building	70,000	70,000	0	0.00%	70,000
485000 - Reimburse Administrative	6,500	6,500	0	0.00%	6,500
490000 - Miscellaneous	150,000	150,000	0	0.00%	150,000
490010 - Gain or Loss on Sale of Asset	50,000	50,000	0	0.00%	50,000
490080 - Bad Check Fees	750	750	0	0.00%	750
490200 - Registration Fees	3,000	3,000	0	0.00%	3,000
490210 - Sponsorships	24,000	24,000	0	0.00%	24,000
	<b>354,350</b>	<b>354,350</b>	<b>10,100</b>	<b>2.93%</b>	<b>344,250</b>
<b><u>Plan Review &amp; Permitting</u></b>					
401040 - Miscellaneous Licenses	0	0	(700)	(100.00)%	700
401070 - Building Permits - Residential	0	0	(148,500)	(100.00)%	148,500
401080 - Building Permits - Commerical	0	0	(135,000)	(100.00)%	135,000
401085 - Municipal Fees	0	0	(10,000)	(100.00)%	10,000
401090 - Electrical Licenses Fees	0	0	(7,500)	(100.00)%	7,500
401100 - Electrical Permit - Residential	0	0	(180,000)	(100.00)%	180,000
401110 - Electrical Permit - Commercial	0	0	(117,000)	(100.00)%	117,000
401115 - HVAC Registration Fees	0	0	(10,000)	(100.00)%	10,000
401120 - HVAC Permit - Residential	0	0	(85,500)	(100.00)%	85,500
401130 - HVAC Permit - Commercial	0	0	(42,300)	(100.00)%	42,300
401140 - Other Permit Fees	0	0	(37,800)	(100.00)%	37,800
401160 - Plumbing Licenses Fees	0	0	(20,000)	(100.00)%	20,000
401170 - Plumbing Permits - Residential	0	0	(99,000)	(100.00)%	99,000
401180 - Plumbing Permits - Commercial	0	0	(37,800)	(100.00)%	37,800
403035 - Technology Fees	0	0	(60,000)	(100.00)%	60,000
403045 - Review Fees	0	0	(140,400)	(100.00)%	140,400
440110 - Drawings/Blue Line Prints	0	0	(200)	(100.00)%	200
486045 - Reimbursed Expense - Other	0	0	(10,000)	(100.00)%	10,000
	<b>0</b>	<b>0</b>	<b>(1,141,700)</b>	<b>(100.00)%</b>	<b>1,141,700</b>
<b><u>Engineering</u></b>					
403045 - Review Fees	100,000	100,000	100,000	100.00%	0
440110 - Drawings/Blue Line Prints	2,000	2,000	2,000	100.00%	0
	<b>102,000</b>	<b>102,000</b>	<b>102,000</b>	<b>100.00%</b>	<b>0</b>

**Washington County, Maryland  
General Fund Revenues - Proposed  
FY23**

	<b>2023 Operating Budget Requested</b>	<b>2023 Operating Budget Proposed</b>	<b>\$ Change</b>	<b>% Change</b>	<b>2022 Operating Budget Approved</b>
<b><u>Division of Permits and Inspections</u></b>					
401070 - Building Permits - Residential	148,500	148,500	148,500	100.00%	0
401080 - Building Permits - Commercial	175,000	175,000	175,000	100.00%	0
401085 - Municipal Fees	12,000	12,000	12,000	100.00%	0
401090 - Electrical Licenses Fees	70,000	70,000	70,000	100.00%	0
401100 - Electrical Permit - Residential	180,000	180,000	180,000	100.00%	0
401110 - Electrical Permit - Commercial	117,000	117,000	117,000	100.00%	0
401115 - HVAC Registration Fees	5,000	5,000	5,000	100.00%	0
401120 - HVAC Permit - Residential	85,500	85,500	85,500	100.00%	0
401130 - HVAC Permit - Commercial	42,300	42,300	42,300	100.00%	0
401140 - Other Permit Fees	37,500	37,500	37,000	7,400.00%	500
401145 - Temp. Occupancy Fee - Commercial	900	900	0	0.00%	900
401160 - Plumbing Licenses Fees	6,500	6,500	6,500	100.00%	0
401170 - Plumbing Permits - Residential	99,000	99,000	99,000	100.00%	0
401180 - Plumbing Permits - Commercial	37,800	37,800	37,800	100.00%	0
403035 - Technology Fees	60,000	60,000	59,750	23,900.00%	250
403045 - Review Fees	7,000	7,000	0	0.00%	7,000
440110 - Drawings/Blue Line Prints	100	100	100	100.00%	0
	<b>1,084,100</b>	<b>1,084,100</b>	<b>1,075,450</b>	<b>12,432.95%</b>	<b>8,650</b>
<b><u>Planning and Zoning</u></b>					
401040 - Miscellaneous Licenses	700	700	700	100.00%	0
402020 - Fines & Forfeitures	1,000	1,000	1,000	100.00%	0
403030 - Zoning Appeals	12,000	12,000	0	0.00%	12,000
403035 - Technology Fees	6,000	6,000	6,000	100.00%	0
403040 - Rezoning	7,000	7,000	0	0.00%	7,000
403045 - Review Fees	60,000	60,000	60,000	100.00%	0
403050 - Development Fees	0	0	(10,000)	(100.00)%	10,000
403055 - Other Planning Fees	400	400	0	0.00%	400
486045 - Reimbursed Exp - Other	10,000	10,000	10,000	100.00%	0
	<b>97,100</b>	<b>97,100</b>	<b>67,700</b>	<b>230.27%</b>	<b>29,400</b>
<b><u>Sheriff - Judicial</u></b>					
402010 - Peace Order Service	3,000	3,000	(2,000)	(40.00)%	5,000
403010 - Sheriff Fees - Judicial	40,000	40,000	(10,000)	(20.00)%	50,000
	<b>43,000</b>	<b>43,000</b>	<b>(12,000)</b>	<b>(21.82)%</b>	<b>55,000</b>
<b><u>Sheriff - Process Servers</u></b>					
402010 - Peace Order Service	115,000	115,000	(99,000)	(46.26)%	214,000
	<b>115,000</b>	<b>115,000</b>	<b>(99,000)</b>	<b>(46.26)%</b>	<b>214,000</b>
<b><u>Sheriff - Patrol</u></b>					
402000 - Parking Violations	4,000	4,000	0	0.00%	4,000
402040 - School Bus Camera Fines	15,000	15,000	(15,000)	(50.00)%	30,000
403000 - Speed Cameras	1,281,300	1,281,300	(18,700)	(1.44)%	1,300,000
486020 - Reimbursed Exp - Patrol	67,000	67,000	4,340	6.93%	62,660
490020 - Sale of Publications	6,500	6,500	0	0.00%	6,500
	<b>1,373,800</b>	<b>1,373,800</b>	<b>(29,360)</b>	<b>(2.09)%</b>	<b>1,403,160</b>

**Washington County, Maryland  
General Fund Revenues - Proposed  
FY23**

	<b>2023 Operating Budget Requested</b>	<b>2023 Operating Budget Proposed</b>	<b>\$ Change</b>	<b>% Change</b>	<b>2022 Operating Budget Approved</b>
<b><u>Sheriff - Central Booking</u></b>					
404510 - Rental - Building	15,720	15,720	0	0.00%	15,720
	<b>15,720</b>	<b>15,720</b>	<b>0</b>	<b>0.00%</b>	<b>15,720</b>
<b><u>Sheriff - Detention Center</u></b>					
403080 - Housing Federal Prisoners	450	450	0	0.00%	450
403090 - Housing State Prisoners	175,000	175,000	0	0.00%	175,000
403100 - Home Detention Fees	3,000	3,000	(15,000)	(83.33)%	18,000
486050 - Reimbursed Exp - Detention	500	500	(1,000)	(66.67)%	1,500
486055 - Alien Inmate Reimbursement	0	0	(15,000)	(100.00)%	15,000
486060 - Soc Sec Inc Reimbursement	10,000	10,000	0	0.00%	10,000
	<b>188,950</b>	<b>188,950</b>	<b>(31,000)</b>	<b>(14.09)%</b>	<b>219,950</b>
<b><u>Sheriff - Day Reporting Center</u></b>					
403075 - Day Reporting Fees	7,500	7,500	(2,500)	(25.00)%	10,000
	<b>7,500</b>	<b>7,500</b>	<b>(2,500)</b>	<b>(25.00)%</b>	<b>10,000</b>
<b><u>Sheriff - Narcotics Task Force</u></b>					
486030 - Reimbursed Exp - NTF	412,520	412,520	7,860	1.94%	404,660
	<b>412,520</b>	<b>412,520</b>	<b>7,860</b>	<b>1.94%</b>	<b>404,660</b>
<b><u>Sheriff - Washington County Police Academy</u></b>					
403015 - Academy Fees	59,840	59,840	0	0.00%	59,840
	<b>59,840</b>	<b>59,840</b>	<b>0</b>	<b>0.00%</b>	<b>59,840</b>
<b><u>Emergency Services</u></b>					
403060 - Alarm Termination Fee	20,000	20,000	(10,000)	(33.33)%	30,000
486040 - Reimbursed Exp - Emer Management	405,630	405,630	0	0.00%	405,630
403070 - EMCS Salary Reimbursement	15,600	15,600	0	0.00%	15,600
	<b>441,230</b>	<b>441,230</b>	<b>(10,000)</b>	<b>(2.22)%</b>	<b>451,230</b>
<b><u>Wireless Communications</u></b>					
404520 - Rental - Other	46,000	46,000	0	0.00%	46,000
	<b>46,000</b>	<b>46,000</b>	<b>0</b>	<b>0.00%</b>	<b>46,000</b>
<b><u>Parks</u></b>					
<b><u>Buildings, Grounds, &amp; Facilities</u></b>					
499420 - Fuel	2,000	2,000	0	0.00%	2,000
	<b>2,000</b>	<b>2,000</b>	<b>0</b>	<b>0.00%</b>	<b>2,000</b>
<b><u>Martin L. Snook Pool</u></b>					
404100 - Swimming Pool Fees	57,000	57,000	0	0.00%	57,000
404110 - Swimming Pool - Concession Fee	15,000	15,000	0	0.00%	15,000
	<b>72,000</b>	<b>72,000</b>	<b>0</b>	<b>0.00%</b>	<b>72,000</b>

**Washington County, Maryland  
General Fund Revenues - Proposed  
FY23**

	<b>2023 Operating Budget Requested</b>	<b>2023 Operating Budget Proposed</b>	<b>\$ Change</b>	<b>% Change</b>	<b>2022 Operating Budget Approved</b>
<b><u>Parks and Recreation</u></b>					
404000 - Sale of Wood	8,000	8,000	0	0.00%	8,000
404010 - Rental Fees	35,000	35,000	0	0.00%	35,000
404020 - Ballfield Fees	8,000	8,000	0	0.00%	8,000
404030 - Ballfield Lighting Fees	1,000	1,000	0	0.00%	1,000
404040 - Concession Fees	5,000	5,000	0	0.00%	5,000
404300 - Program Fees	300,000	300,000	0	0.00%	300,000
490060 - Park Contrib from Residents	1,000	1,000	0	0.00%	1,000
	<b>358,000</b>	<b>358,000</b>	<b>0</b>	<b>0.00%</b>	<b>358,000</b>
<b>Total Charges for Services</b>	<b>5,223,900</b>	<b>5,223,900</b>	<b>(16,260)</b>	<b>(0.31)%</b>	<b>5,240,160</b>
<b><u>Grants</u></b>					
495000 - Operating Grants	290,000	290,000	(10,000)	(3.33)%	300,000
496110 - State Aid - Police Protection	721,000	721,000	3,560	0.50%	717,440
496115 - SAFER	2,693,590	2,693,590	0	0.00%	2,693,590
496120 - 911 Fees	1,257,000	1,257,000	0	0.00%	1,257,000
401190 - Marriage Licenses	50,000	50,000	0	0.00%	50,000
401210 - Trader's License	200,000	200,000	0	0.00%	200,000
402020 - Fines & Forfeitures	20,000	20,000	0	0.00%	20,000
403130 - Marriage Ceremony Fees	3,000	3,000	0	0.00%	3,000
496130 - State Park Fees	100,000	100,000	0	0.00%	100,000
<b>Total Grants for Operations</b>	<b>5,334,590</b>	<b>5,334,590</b>	<b>(6,440)</b>	<b>(0.12)%</b>	<b>5,341,030</b>
<b>Total Program Revenues</b>	<b>10,558,490</b>	<b>10,558,490</b>	<b>(22,700)</b>	<b>(0.21)%</b>	<b>10,581,190</b>
<b>Total General Fund Proposed Revenue</b>	<b>266,460,690</b>	<b>266,715,390</b>	<b>14,780,290</b>	<b>5.87%</b>	<b>251,935,100</b>

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

	<b>2023 Operating Budget Requested</b>	<b>Adjustment</b>	<b>2023 Operating Budget Proposed</b>	<b>\$ Change</b>	<b>% Change</b>	<b>2022 Operating Budget Approved</b>
<b><u>Education</u></b>						
<b><u>Direct Primary</u></b>						
90000 - Board of Education	110,670,540	(1,600,180)	109,070,360	3,228,650	3.05%	105,841,710
	<b>110,670,540</b>	<b>(1,600,180)</b>	<b>109,070,360</b>	<b>3,228,650</b>	<b>3.05%</b>	<b>105,841,710</b>
<b><u>Secondary</u></b>						
90040 - Hagerstown Community College	10,035,290	0	10,035,290	0	0.00%	10,035,290
	<b>10,035,290</b>	<b>0</b>	<b>10,035,290</b>	<b>0</b>	<b>0.00%</b>	<b>10,035,290</b>
<b><u>Other Education</u></b>						
93400 - Free Library	3,433,060	(57,350)	3,375,710	114,150	3.50%	3,261,560
10990 - Clear Spring Library Building	11,050	(50)	11,000	0	0.00%	11,000
10991 - Smithsburg Library Building	11,050	(50)	11,000	0	0.00%	11,000
10992 - Boonsboro Library Building	11,050	(50)	11,000	0	0.00%	11,000
10993 - Hancock Library Building	11,050	(50)	11,000	0	0.00%	11,000
	<b>3,477,260</b>	<b>(57,550)</b>	<b>3,419,710</b>	<b>114,150</b>	<b>3.45%</b>	<b>3,305,560</b>
<b>Total Education</b>	<b>124,183,090</b>	<b>(1,657,730)</b>	<b>122,525,360</b>	<b>3,342,800</b>	<b>2.80%</b>	<b>119,182,560</b>
<b><u>Public Safety</u></b>						
<b><u>Sheriff</u></b>						
11300 - Judicial	3,518,830	(22,010)	3,496,820	412,480	13.37%	3,084,340
11305 - Process Server	138,380	(500)	137,880	(32,820)	(19.23)%	170,700
11310 - Patrol	14,926,720	(250)	14,926,470	1,770,750	13.46%	13,155,720
11311 - Sheriff Auxiliary	50,000	0	50,000	10,000	25.00%	40,000
11315 - Central Booking	1,342,890	0	1,342,890	258,630	23.85%	1,084,260
11320 - Detention Center	19,173,740	(17,440)	19,156,300	2,918,670	17.97%	16,237,630
11321 - Day Reporting Center	492,280	0	492,280	21,040	4.46%	471,240
11330 - Narcotics Task Force	1,052,410	(1,100)	1,051,310	61,550	6.22%	989,760
11335 - WC Police Academy	59,840	0	59,840	0	0.00%	59,840
	<b>40,755,090</b>	<b>(41,300)</b>	<b>40,713,790</b>	<b>5,420,300</b>	<b>15.36%</b>	<b>35,293,490</b>
<b><u>Emergency Services</u></b>						
11420 - Air Unit	42,880	(10,530)	32,350	4,290	15.29%	28,060
11430 - Special Operations	233,870	0	233,870	39,330	20.22%	194,540
11440 - 911 Communications	6,381,020	(80,390)	6,300,630	24,540	0.39%	6,276,090
11520 - EMS Operations	2,803,790	(64,990)	2,738,800	154,450	5.98%	2,584,350
11525 - Fire Operations	5,350,450	(58,420)	5,292,030	468,930	9.72%	4,823,100
11535 - Public Safety Training Center	992,950	0	992,950	825,210	491.96%	167,740
93110 - Civil Air Patrol	4,000	0	4,000	400	11.11%	3,600
93130 - Fire & Rescue Volunteer Svcs	9,915,640	474,050	10,389,690	1,377,530	15.29%	9,012,160
	<b>25,724,600</b>	<b>259,720</b>	<b>25,984,320</b>	<b>2,894,680</b>	<b>12.54%</b>	<b>23,089,640</b>
<b><u>Other Public Safety</u></b>						
11530 - Emergency Management	230,250	(600)	229,650	14,160	6.57%	215,490
93100 - Humane Society of WC	1,508,480	(21,560)	1,486,920	50,280	3.50%	1,436,640
	<b>1,738,730</b>	<b>(22,160)</b>	<b>1,716,570</b>	<b>64,440</b>	<b>3.90%</b>	<b>1,652,130</b>
<b>Total Public Safety</b>	<b>68,218,420</b>	<b>196,260</b>	<b>68,414,680</b>	<b>8,379,420</b>	<b>13.96%</b>	<b>60,035,260</b>

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

	<b>2023 Operating Budget Requested</b>	<b>Adjustment</b>	<b>2023 Operating Budget Proposed</b>	<b>\$ Change</b>	<b>% Change</b>	<b>2022 Operating Budget Approved</b>
<b><u>Operating and Capital Transfers</u></b>						
<b><u>Operating</u></b>						
91020 - Highway	9,353,870	0	9,353,870	215,570	2.36%	9,138,300
91021 - Solid Waste	450,000	0	450,000	0	0.00%	450,000
91023 - Agricultural Education Center	216,410	0	216,410	(14,930)	(6.45)%	231,340
91024 - Grant Management	324,100	(12,140)	311,960	(37,050)	(10.62)%	349,010
91028 - Land Preservation	41,020	0	41,020	12,090	41.79%	28,930
91029 - HEPMPO	5,700	0	5,700	(4,330)	(43.17)%	10,030
91040 - Utility Administration	543,610	(26,500)	517,110	91,640	21.54%	425,470
91041 - Water	198,040	6,000	204,040	16,760	8.95%	187,280
91044 - Transit	1,046,100	0	1,046,100	0	0.00%	1,046,100
91046 - Golf Course	317,560	0	317,560	(32,260)	(9.22)%	349,820
92010 - Muni in Lieu of Bank Shares	38,550	0	38,550	0	0.00%	38,550
	<b>12,534,960</b>	<b>(32,640)</b>	<b>12,502,320</b>	<b>247,490</b>	<b>2.02%</b>	<b>12,254,830</b>
<b><u>Capital</u></b>						
91230 - Capital Improvement Fund	5,500,000	0	5,500,000	1,470,000	36.48%	4,030,000
12700 - Debt Service	15,279,990	0	15,279,990	7,200	0.05%	15,272,790
	<b>20,779,990</b>	<b>0</b>	<b>20,779,990</b>	<b>1,477,200</b>	<b>7.65%</b>	<b>19,302,790</b>
<b>Total Operating/Capital Transfers</b>	<b>33,314,950</b>	<b>(32,640)</b>	<b>33,282,310</b>	<b>1,724,690</b>	<b>5.47%</b>	<b>31,557,620</b>
<b><u>General Government</u></b>						
<b><u>Courts</u></b>						
10200 - Circuit Court	2,142,650	(2,000)	2,140,650	129,110	6.42%	2,011,540
10210 - Orphans Court	36,530	0	36,530	380	1.05%	36,150
10220 - State's Attorney	4,224,530	0	4,224,530	85,520	2.07%	4,139,010
	<b>6,403,710</b>	<b>(2,000)</b>	<b>6,401,710</b>	<b>215,010</b>	<b>3.48%</b>	<b>6,186,700</b>
<b><u>State</u></b>						
10400 - Election Board	1,995,560	388,700	2,384,260	716,690	42.98%	1,667,570
12300 - Soil Conservation	355,090	0	355,090	131,410	58.75%	223,680
12400 - Weed Control	317,510	0	317,510	(3,470)	(1.08)%	320,980
12410 - Environmental Pest Mgmt.	45,500	0	45,500	0	0.00%	45,500
94000 - Health Department	2,339,270	0	2,339,270	0	0.00%	2,339,270
94010 - Social Services	479,310	(17,690)	461,620	15,610	3.50%	446,010
94020 - University of MD Extension	264,180	0	264,180	19,250	7.86%	244,930
94030 - County Cooperative Extension	38,730	0	38,730	0	0.00%	38,730
	<b>5,835,150</b>	<b>371,010</b>	<b>6,206,160</b>	<b>879,490</b>	<b>16.51%</b>	<b>5,326,670</b>
<b><u>Community Funding</u></b>						
93000 - Community Funding	774,000	0	774,000	(55,000)	(6.63)%	829,000
	<b>774,000</b>	<b>0</b>	<b>774,000</b>	<b>(55,000)</b>	<b>(6.63)%</b>	<b>829,000</b>
<b><u>County Administrator</u></b>						
10300 - County Administrator	391,620	(3,600)	388,020	4,800	1.25%	383,220
10310 - Public Relations and Marketing	505,090	(500)	504,590	19,250	3.97%	485,340
12500 - Business Development	754,760	(5,000)	749,760	33,920	4.74%	715,840
	<b>1,651,470</b>	<b>(9,100)</b>	<b>1,642,370</b>	<b>57,970</b>	<b>3.66%</b>	<b>1,584,400</b>
<b><u>General Operations</u></b>						
10100 - County Commissioners	376,920	0	376,920	5,710	1.54%	371,210
10110 - County Clerk	189,490	(41,530)	147,960	18,890	14.64%	129,070
10530 - Treasurer	561,900	(1,000)	560,900	14,140	2.59%	546,760
10600 - County Attorney	794,210	0	794,210	26,290	3.42%	767,920
10700 - Human Resources	1,170,700	(600)	1,170,100	42,880	3.80%	1,127,220
11200 - General Operations	1,191,720	2,365,260	3,556,980	(523,220)	(12.82)%	4,080,200
	<b>4,284,940</b>	<b>2,322,130</b>	<b>6,607,070</b>	<b>(415,310)</b>	<b>(5.91)%</b>	<b>7,022,380</b>

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

	<b>2023 Operating Budget Requested</b>	<b>Adjustment</b>	<b>2023 Operating Budget Proposed</b>	<b>\$ Change</b>	<b>% Change</b>	<b>2022 Operating Budget Approved</b>
<b><u>Budget and Finance Division</u></b>						
10500 - Budget and Finance	1,756,480	(1,540)	1,754,940	84,100	5.03%	1,670,840
10510 - Ind. Accounting & Auditing	70,000	0	70,000	0	0.00%	70,000
10520 - Purchasing	565,070	(3,550)	561,520	41,880	8.06%	519,640
	<b>2,391,550</b>	<b>(5,090)</b>	<b>2,386,460</b>	<b>125,980</b>	<b>5.57%</b>	<b>2,260,480</b>
<b><u>Information Technology</u></b>						
11000 - Information Technology	3,663,000	(252,830)	3,410,170	215,700	6.75%	3,194,470
11540 - Wireless Communication	1,521,020	(55,000)	1,466,020	89,040	6.47%	1,376,980
	<b>5,184,020</b>	<b>(307,830)</b>	<b>4,876,190</b>	<b>304,740</b>	<b>6.67%</b>	<b>4,571,450</b>
<b><u>Other</u></b>						
11100 - Women's Commission	2,000	0	2,000	0	0.00%	2,000
11140 - Diversity & Inclusion Committee	2,000	0	2,000	0	0.00%	2,000
11550 - Forensic Investigator	30,000	0	30,000	0	0.00%	30,000
93230 - Commission on Aging	967,760	0	967,760	126,230	15.00%	841,530
93300 - Museum of Fine Arts	150,000	(25,800)	124,200	4,200	3.50%	120,000
	<b>1,151,760</b>	<b>(25,800)</b>	<b>1,125,960</b>	<b>130,430</b>	<b>13.10%</b>	<b>995,530</b>
<b><u>Buildings</u></b>						
10900 - Martin Luther King Building	105,880	(2,600)	103,280	3,860	3.88%	99,420
10910 - Administration Building	321,280	(2,200)	319,080	(630)	(0.20)%	319,710
10930 - Court House	291,900	(450)	291,450	420	0.14%	291,030
10940 - County Office Building	230,960	(450)	230,510	4,460	1.97%	226,050
10950 - Administration Annex	75,500	0	75,500	20,050	36.16%	55,450
10960 - Dwyer Center	32,280	0	32,280	(1,170)	(3.50)%	33,450
10965 - Election Board Facility	103,790	(5,210)	98,580	(2,160)	(2.14)%	100,740
10970 - Central Services	132,220	(1,000)	131,220	370	0.28%	130,850
10980 - Rental Properties	6,020	0	6,020	0	0.00%	6,020
10985 - Senior Center Building	11,000	0	11,000	0	0.00%	11,000
11325 - Public Facilities Annex	86,380	(1,000)	85,380	3,540	4.33%	81,840
	<b>1,397,210</b>	<b>(12,910)</b>	<b>1,384,300</b>	<b>28,740</b>	<b>2.12%</b>	<b>1,355,560</b>
<b><u>Parks</u></b>						
12000 - Martin L. Snook Pool	160,460	(1,150)	159,310	3,480	2.23%	155,830
12200 - Parks and Recreation	1,524,160	(2,950)	1,521,210	206,570	15.71%	1,314,640
	<b>1,684,620</b>	<b>(4,100)</b>	<b>1,680,520</b>	<b>210,050</b>	<b>14.28%</b>	<b>1,470,470</b>
<b><u>Public Works</u></b>						
11600 - Public Works	264,170	(180)	263,990	7,040	2.74%	256,950
11910 - Buildings, Grounds & Facilities	2,402,840	(108,490)	2,294,350	(50,360)	(2.15)%	2,344,710
	<b>2,667,010</b>	<b>(108,670)</b>	<b>2,558,340</b>	<b>(43,320)</b>	<b>(1.67)%</b>	<b>2,601,660</b>
<b><u>Plan Review, Engineering, and Div. of Permits &amp; Inspections</u></b>						
11610 - Plan Review & Permitting	0	0	0	(1,543,690)	(100.00)%	1,543,690
11620 - Engineering	2,706,260	0	2,706,260	398,980	17.29%	2,307,280
11630 - Div. of Permits & Inspections	2,762,040	0	2,762,040	543,470	24.50%	2,218,570
	<b>5,468,300</b>	<b>0</b>	<b>5,468,300</b>	<b>(601,240)</b>	<b>(9.91)%</b>	<b>6,069,540</b>
<b><u>Planning and Zoning</u></b>						
10800 - Planning and Zoning	1,325,920	0	1,325,920	495,840	59.73%	830,080
10810 - Zoning Appeals	55,740	0	55,740	0	0.00%	55,740
	<b>1,381,660</b>	<b>0</b>	<b>1,381,660</b>	<b>495,840</b>	<b>55.98%</b>	<b>885,820</b>
<b>Total Other Government Programs</b>	<b>40,275,400</b>	<b>2,217,640</b>	<b>42,493,040</b>	<b>1,333,380</b>	<b>3.24%</b>	<b>41,159,660</b>
<b>Total Expenditures</b>	<b>265,991,860</b>	<b>723,530</b>	<b>266,715,390</b>	<b>14,780,290</b>	<b>5.87%</b>	<b>251,935,100</b>