John F. Barr, *President*
Jeffrey A. Cline, *Vice President*

Derek Harvey
Wayne K. Keefer
Randall E. Wagner

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BOARD OF COUNTY COMMISSIONERS
February 28, 2023
OPEN SESSION AGENDA

9:00 AM	INVOCATION AND PLEDGE OF ALLEGIANCE CALL TO ORDER, *President John F. Barr* APPROVAL OF MINUTES: *January 31, 2023* *February 7, 2023* *February 14, 2023*
9:05 AM	COMMISSIONERS' REPORTS AND COMMENTS
9:15 AM	STAFF COMMENTS
9:20 AM	CITIZEN PARTICIPATION
9:30 AM	PUBLIC HEARING – ACQUISTION OF THE SIDELING HILL HIGHWAY MAINTENANCE FACILITY AT 2801 NATIONAL PIKE *Todd Moser, Real Property Administrator, Engineering; Andrew Eshleman, Director, Public Works*
9:40 AM	FY2024 GENERAL FUND BUDGET – PROPOSED *Michelle Gordon, Chief Financial Officer, Budget and Finance; Kim Edlund, Director, Budget and Finance*
10:10 AM	FY2024 GENERAL FUND BUDGET – PUBLIC SAFETY (LAW ENFORCEMENT AND EMERGENCY SERVICES) *Sheriff Brian Albert, Washington County Sheriff's Office; David Hays, Director Emergency Services*
11:10 AM	INTERGOVERNMENTAL COOPERATIVE PURCHASE (INTG-23-0111) – SUBSCRIBER RADIO EQUIPMENT FOR THE WASHINGTON COUNTY SHERIFF'S OFFICE *Rick Curry, Director, Purchasing; Tom Weber, Deputy Director, Wireless Communications; Sergeant Alan Matheny, Washington County Sheriff's Office* INTERGOVERNMENTAL COOPERATIVE PURCHASE (INTG-23-0112) – ONE NEW VACUUM TRUCK FOR THE DEPARTMENT OF WATER QUALITY *Rick Curry, Director, Purchasing; Mark Bradshaw, Director, Environmental Management*

11:15 AM SOLE SOURCE PROCUREMENT (PUR-1603) – MAINTENANCE AGREEMENT FOR LIFEPAK MONITORS/DEFIBRILLATOR DEVICES, AUTOMATED EXTERNAL DEFIBRILLATORS (AED) AND LUCAS CPR DEVICES
Brandi Naugle, Buyer, Purchasing; David Chisholm, Deputy Director, Emergency Services

INTERGOVERNMENTAL COOPERATIVE PURCHASE (INT-23-0113) – INMATE PHONE SERVICES, INMATE TABLET, INMATE VISITATION AND INMATE MAIL PROCESSING SERVICES
Brandi Naugle, Buyer, Purchasing; Major Craig Rowe, CJM, Warden, Washington County Sheriff's Office

11:30 AM AGRICULTURE – FACES OF FARMING
Leslie Hart, Business Development Specialist – Agriculture, Hospitality, and Tourism, Business Development

11:45 A.M. DEPART FOR THE WASHINGTON COUNTY FREE LIBRARY, ALICE VIRGINIA AND DAVID W. FLETCHER BRANCH, COMMUNITY ROOM, 100 SOUTH POTOMAC STREET, HAGERSTOWN, MARYLAND

12:00 P.M. WASHINGTON COUNTY FREE LIBRARY BUDGET PRESENTATION
Jenny Backos, Executive Director, Washington County Free Library

1:30 P.M. RETURN TO 100 WEST WASHINGTON STREET, SUITE 1113, HAGERSTOWN, MARYLAND

1:35 AM CLOSED SESSION - *(To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals; To consider the acquisition of real property for a public purpose and matters directly related thereto; To consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State; To consult with counsel to obtain legal advice on a legal matter; To discuss public security, if the public body determines that public discussion would constitute a risk to the public or to public security, including: (i) the development of fire and police services and staff; and (ii) the development and implementation of emergency plans; and To comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter.)*

3:20 PM RECONVENE IN OPEN SESSION

ADJOURNMENT

Washington County MARYLAND

Board of County Commissioners of Washington County, Maryland

Agenda Report Form

Open Session Item

SUBJECT: PUBLIC HEARING - Acquisition of the Sideling Hill Highway Maintenance Facility at 2801 National Pike.

PRESENTATION DATE: February 28, 2023

PRESENTATION BY: Todd Moser, Real Property Administrator, Andrew Eshleman, Director of Public Works

RECOMMENDED MOTION: Move to approve for full-take, fee-simple property acquisition the property listed below and to approve ordinances approving said purchase for $14,029.98 and to authorize the execution of the necessary documentation to finalize the acquisitions.

REPORT-IN-BRIEF: This is a public hearing to hear testimony regarding the purchase of the 2.26-acre Sideling Hill Highway Maintenance Facility property, including the salt dome, located at 2801 National Pike.

Property	Fee Simple Acquisition	Easement Acquisition	Acquisition Cost
2801 National Pike	2.26 Acres	N/A	$14,029.98

DISCUSSION: The Sideling Hill/National Pike maintenance facility is critical to County Highway Operations. The facility provides covered salt storage, equipment and material storage and staging, and a satellite trailer for employees working in the far western reaches of the County. The western highway maintenance section extends from St. Paul Road west of Hagerstown to Allegany County. The primary maintenance facility is located in Big Pool, and the Sideling Hill facility shortens what would otherwise be up to a 40-mile, hour-long round-trip journey – or longer in inclement weather – for material resupply in the Hancock/Sideling Hill area. There is value in having fee-simple ownership and management of the property to allow the County to use and develop the property as it sees fit.

The County attempted to acquire the property for $1; however, that purchase price has been rejected. The Maryland Department of Transportation (MDOT) Secretary's Office has suggested that it would accept an offer of $14,029.98 to include acquisition, plus interest and administrative costs. A fair market property value has been determined by MDOT to be $98,550.00.

The notice of public hearing and intent to acquire the property was duly advertised on February 7, February 14, and February 21, 2023.

FISCAL IMPACT: Highway Department's operating budget for Land & Improvements.

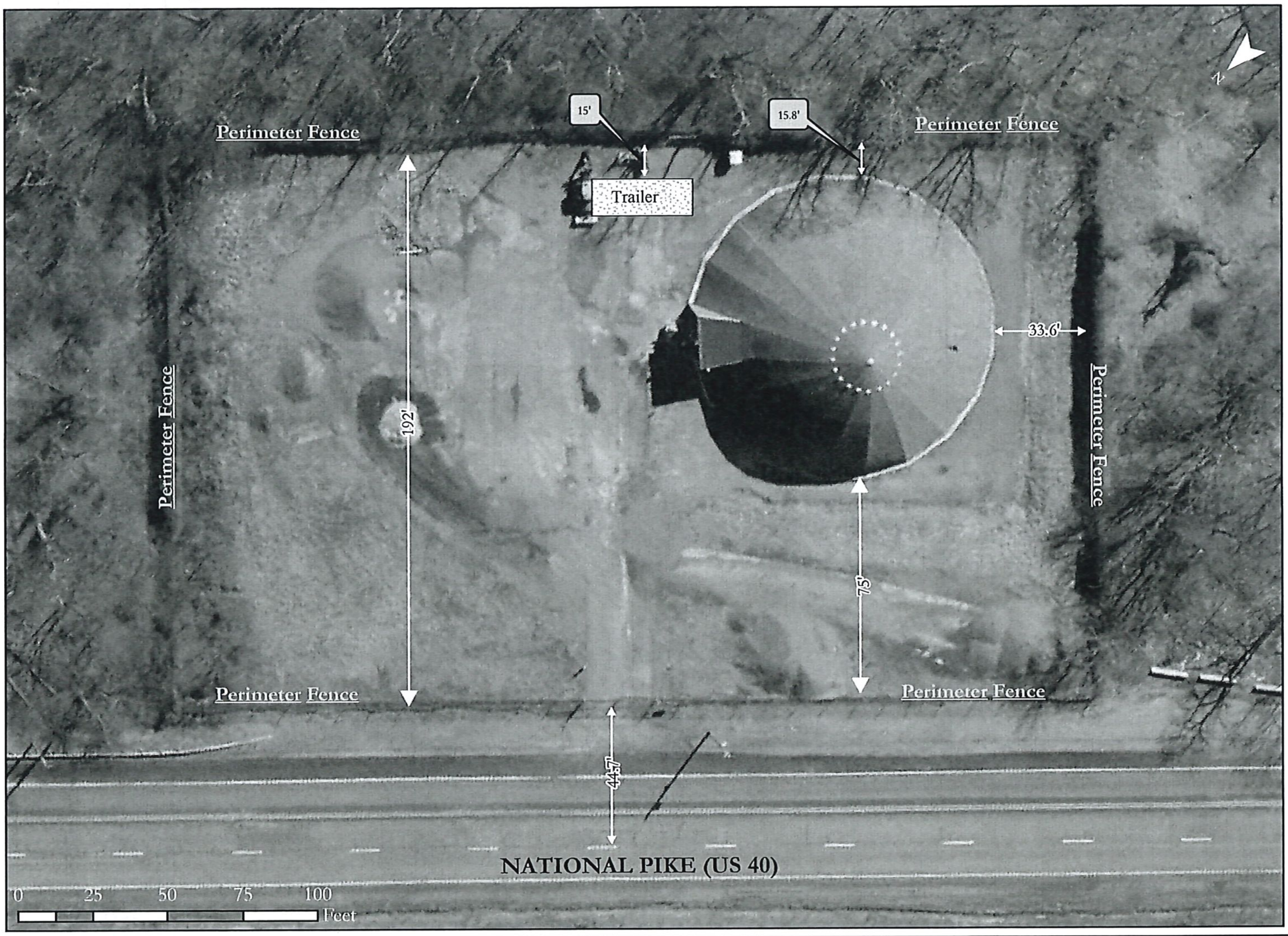
CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: Aerial Map, Ordinance

AUDIO/VISUAL NEEDS: Aerial Map

Washington County Department of Public Works Highway Department: Scenic 40 Salt Dome



ORDINANCE NO. ORD-2023-

AN ORDINANCE TO APPROVE THE PURCHASE OF REAL PROPERTY

(2801 National Pike, Hagerstown, Washington County, Maryland)

RECITALS

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

2. Notice of a public hearing concerning the County's intent to purchase the Property was advertised in *The Herald-Mail*, a daily newspaper of general circulation, on February 7, 13, and 20, 2023.

3. A public hearing was held on February 28, 2023, as advertised, concerning the County's intent to purchase the Property for a purchase price of Fourteen Thousand Twenty-Nine Dollars and Ninety-Eight Cents ($14,029.98), all or a portion of which may be expended from the General Fund.

4. The purchase of the Property is needed for a public purpose.

THEREFORE, BE IT ORDAINED by the Board of County Commissioners of Washington County, Maryland that the purchase of the Property 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, all such documents for and on behalf of the County relating to the purchase of the Property.

ADOPTED this 28th day of February, 2023.

ATTEST:

BOARD OF COUNTY COMMISSIONERS
OF WASHINGTON COUNTY, MARYLAND

____
Kirk C. Downey, County Attorney

BY: ___________________________________
John F. Barr, President

Approved as to legal sufficiency:

____
Zachary Kieffer
Assistant County Attorney

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

SCHEDULE A--DESCRIPTION OF PROPERTY

All that parcel of land, together with improvements, located at 2801 National Pike in Hancock, Maryland, as shown on State Highway Administration's Plat 45840, and recorded among the Land Records of Washington County, Maryland at Liber 650, folio 492, and more particularly described as follows:

BEING a part of the same property conveyed by Hamilton Moore to Frances M. Suffecool by Deed dated October 16, 1948, and recorded on November 5, 1948, in Liber no. 249, folio 487 among the Land Records of Washington County, Maryland.

BEING a part of the same property conveyed by Hamilton Moore to Frances M. Suffecool by Deed dated May 5, 1947, and recorded on May 6, 1947, in Liber no. 241, folio 262 among the Land Records of Washington County, Maryland.

Board of County Commissioners of Washington County, Maryland

Agenda Report Form

Open Session Item

SUBJECT: FY2024 General Fund Budget – Proposed

PRESENTATION DATE: February 28, 2023

PRESENTATION BY: Michelle Gordon, Chief Financial Officer; Kim Edlund, Director Budget & Finance

RECOMMENDED MOTION: For informational purposes only.

REPORT-IN-BRIEF: This budget version, "Proposed", represents the first round of adjustments to what was requested from departments and outside agencies in an effort to provide a balanced budget.

DISCUSSION: Consideration of future obligations has been a primary factor in balancing the FY24 budget.

FISCAL IMPACT: $281,012,330

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: Proposed General Fund Revenue Summary, Proposed General Fund Expense Summary, Five-year budget document – Proposed

AUDIO/VISUAL NEEDS: N/A

Washington County, Maryland
General Fund Revenues - Proposed
FY 2024

Page Ref	Account Number	Funding Source	FY2024 Proposed Budget	$ Change	% Change	FY2023 Original Budget
		General Revenues				
		Property Tax				
4-1	400000	Real Estate Tax	129,946,870	7,818,100	6.40%	122,128,770
4-1	400120	Corporate Personal Property - Current	15,477,230	873,660	5.98%	14,603,570
4-1	400140	State Administration Fees	(550,000)	0	0.00%	(550,000)
4-1	400200	Interest on Property Tax	345,000	(35,000)	(9.21)%	380,000
4-1	400210	Interest - Prior Year	50,000	35,000	233.33%	15,000
4-1	400220	County Payment In Lieu of Tax	285,000	0	0.00%	285,000
4-1	400230	Enterprise Zone Tax Reimbursement	902,650	205,210	29.42%	697,440
4-1	400250	Service Charge Semi-Annual Tax	0	0	0.00%	0
4-1	400260	Property Tax Sales	60,000	0	0.00%	60,000
4-1	400300	Enterprise Zone Tax Credit	(1,805,300)	(410,420)	29.42%	(1,394,880)
4-1	400320	County Homeowners Tax Credit	(165,000)	15,000	(8.33)%	(180,000)
4-1	400330	Agricultural Tax Credit	(450,000)	0	0.00%	(450,000)
4-1	400345	Other Tax Credits	(20,000)	65,000	(76.47)%	(85,000)
4-1	400355	Disabled Veteran's Credit	(360,000)	(40,000)	12.50%	(320,000)
4-1	400400	Discount Allowed on Property Tax	(365,000)	(15,000)	4.29%	(350,000)
4-1	496020	Federal Payment in Lieu of Taxes	25,700	2,470	10.63%	23,230
			143,377,150	**8,514,020**	**6.31%**	**134,863,130**
		Local Tax				
4-5	400500	Income Tax	116,354,790	6,987,280	6.39%	109,367,510
4-5	400510	Admissions & Amusements Tax	0	(175,000)	(100.00)%	175,000
4-5	400520	Recordation Tax	8,452,000	1,452,000	20.74%	7,000,000
4-5	400530	Trailer Tax	200,000	(50,000)	(20.00)%	250,000
			125,006,790	**8,214,280**	**7.03%**	**116,792,510**
		Interest				
4-7	404400	Interest - Investments	1,500,000	1,000,000	200.00%	500,000
4-7	404410	Interest - Municipal Investment	400,000	300,000	300.00%	100,000
			1,900,000	**1,300,000**	**216.67%**	**600,000**
		Total General Revenues	**270,283,940**	**18,028,300**	**7.15%**	**252,255,640**
		Program Revenues				
		Charges for Services - Other				
		Circuit Court				
4-9	486070	Reimbursed Expenses - Circuit Court	8,280	0	0.00%	8,280
4-9	486075	Circuit Court - Jurors	127,800	52,800	70.40%	75,000
			136,080	**52,800**	**63.40%**	**83,280**
		State's Attorney				
	486000	Reimbursed Expenses - State's Attorney	**60,000**	**10,000**	**20.00%**	**50,000**
		Weed Control				
4-9	403120	Weed Control Fees	**317,550**	**40**	**0.01%**	**317,510**

Washington County, Maryland
General Fund Revenues - Proposed
FY 2024

Page Ref	Account Number	Funding Source	FY2024 Proposed Budget	$ Change	% Change	FY2023 Original Budget
		General				
4-9	403020	Election Filing Fees	0	(100)	(100.00)%	100
4-9	403135	Sheriff Auxiliary	50,000	0	0.00%	50,000
4-9	404510	Rental - Building	0	(70,000)	(100.00)%	70,000
	404,511	Lease Income	70,000	70,000	100.00%	0
4-9	485000	Reimburse Administrative	6,500	0	0.00%	6,500
4-9	490000	Miscellaneous	200,000	50,000	33.33%	150,000
4-9	490010	Gain or Loss on Sale of Asset	50,000	0	0.00%	50,000
4-9	490080	Bad Check Fee	750	0	0.00%	750
4-9	490200	Registration Fees	3,000	0	0.00%	3,000
4-9	490210	Sponsorships	24,000	0	0.00%	24,000
			404,250	**49,900**	**14.08%**	**354,350**
		Engineering				
4-12	403045	Review Fees	100,000	0	0.00%	100,000
4-12	440110	Drawings/Blue Line Prints	2,000	0	0.00%	2,000
			102,000	**0**	**0.00%**	**102,000**
		Permits & Inspections				
4-13	401070	Building Permits - Residential	135,000	(13,500)	(9.09)%	148,500
4-13	401080	Building Permits - Commercial	200,000	25,000	14.29%	175,000
4-13	401085	Municipal Fees	10,000	(2,000)	(16.67)%	12,000
4-13	401090	Electrical Licenses Fees	70,000	0	0.00%	70,000
4-13	401100	Electrical Permit - Residential	160,000	(20,000)	(11.11)%	180,000
4-13	401110	Electrical Permit - Commercial	117,000	0	0.00%	117,000
4-13	401115	HVAC Registration Fees	12,000	7,000	140.00%	5,000
4-13	401120	HVAC Permit - Residential	75,000	(10,500)	(12.28)%	85,500
4-13	401130	HVAC Permit - Commercial	42,300	0	0.00%	42,300
4-13	401140	Other Permit Fees	30,000	(7,500)	(20.00)%	37,500
4-13	401145	Temporary Occupancy Fee - Commercial	1,250	350	38.89%	900
4-13	401160	Plumbing Licenses Fees	20,000	13,500	207.69%	6,500
4-13	401170	Plumbing Permits - Residential	80,000	(19,000)	(19.19)%	99,000
4-13	401180	Plumbing Permits - Commercial	37,800	0	0.00%	37,800
4-13	403035	Technology Fees	60,000	0	0.00%	60,000
4-13	403045	Review Fees	5,000	(2,000)	(28.57)%	7,000
4-13	440110	Drawings/Blue Line Prints	100	0	0.00%	100
			1,055,450	**(28,650)**	**(2.64)%**	**1,084,100**
		Planning and Zoning				
4-15	401040	Miscellaneous Licenses	700	0	0.00%	700
4-15	401140	Other Permit Fees	3,000	3,000	100.00%	0
4-15	402020	Fines and Forfeitures	1,000	0	0.00%	1,000
4-15	403030	Zoning Appeals	14,000	2,000	16.67%	12,000
4-15	403035	Technology Fees	6,000	0	0.00%	6,000
4-15	403040	Rezoning	7,000	0	0.00%	7,000
4-15	403045	Review Fees	45,000	(15,000)	(25.00)%	60,000
4-15	403050	Development Fees	20,000	20,000	100.00%	0
4-15	403055	Other Planning Fees	400	0	0.00%	400
4-15	485000	Reimburse Administrative	100	100	100.00%	0
4-15	486045	Reimbursed Expense - Other	5,000	(5,000)	(50.00)%	10,000
			102,200	**5,100**	**5.25%**	**97,100**

Washington County, Maryland
General Fund Revenues - Proposed
FY 2024

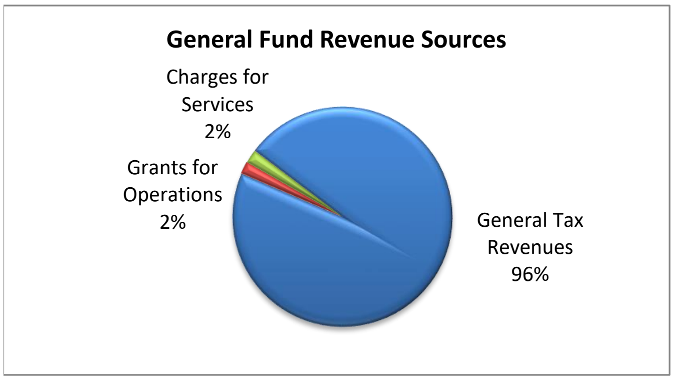
Page Ref	Account Number	Funding Source	FY2024 Proposed Budget	$ Change	% Change	FY2023 Original Budget
		Sheriff - Judicial				
4-17	402010	Peace Order Service	3,000	0	0.00%	3,000
4-17	403010	Sheriff Fees - Judicial	40,000	0	0.00%	40,000
			43,000	**0**	**0.00%**	**43,000**
		Sheriff - Process Servers				
4-17	402010	Peace Order Service	**115,000**	**0**	**0.00%**	**115,000**
		Sheriff - Patrol				
4-17	402000	Parking Violations	3,500	(500)	(12.50)%	4,000
4-17	402040	School Bus Camera Fines	12,000	(3,000)	(20.00)%	15,000
4-17	403000	Speed Cameras	1,097,780	(183,520)	(14.32)%	1,281,300
4-17	486020	Reimbursed Expenses - Patrol	54,300	(12,700)	(18.96)%	67,000
4-17	490020	Sale of Publications	6,500	0	0.00%	6,500
			1,174,080	**(199,720)**	**(14.54)%**	**1,373,800**
		Sheriff - Central Booking				
4-17	404510	Rental Income	**15,720**	**0**	**0.00%**	**15,720**
		Sheriff - Detention Center				
4-17	403080	Housing Federal Prisoners	450	0	0.00%	450
4-17	403090	Housing State Prisoners	175,000	0	0.00%	175,000
4-17	403100	Home Detention Fees	1,500	(1,500)	(50.00)%	3,000
4-17	403110	Prisoners Release Program Fees	0	0	0.00%	0
4-17	486050	Reimbursed Expenses - Detention	500	0	0.00%	500
4-17	486055	Alien Inmate Reimbursement	25,000	25,000	100.00%	0
4-17	486060	Social Security Income Reimbursement	10,000	0	0.00%	10,000
			212,450	**23,500**	**12.44%**	**188,950**
		Sheriff - Day Reporting Center				
4-17	403075	Day Reporting Fees	**7,500**	**0**	**0.00%**	**7,500**
		Sheriff - Narcotics Task Force				
4-17	486030	Reimbursed Expenses - NTF	**408,450**	**(4,070)**	**(0.99)%**	**412,520**
		Sheriff - Police Academy				
4-17	403,015	Academy Fees	**59,840**	**0**	**0.00%**	**59,840**
		Emergency Services				
4-18	403060	Alarm Termination Fee (False Alarm Fine)	20,000	0	0.00%	20,000
4-18	486040	Reimbursed Expenses - Emergency Management	405,630	0	0.00%	405,630
4-18	403070	EMCS Salary Reimbursement	15,600	0	0.00%	15,600
			441,230	**0**	**0.00%**	**441,230**
		Wireless Communications				
4-18	404511	Lease Income	48,000	48,000	100.00%	0
4-18	404520	Rental - Other	0	(46,000)	(100.00)%	46,000
			48,000	**2,000**	**4.35%**	**46,000**

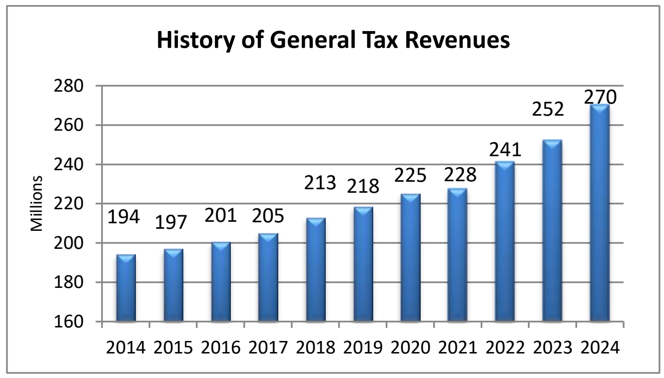
Washington County, Maryland
General Fund Revenues - Proposed
FY 2024

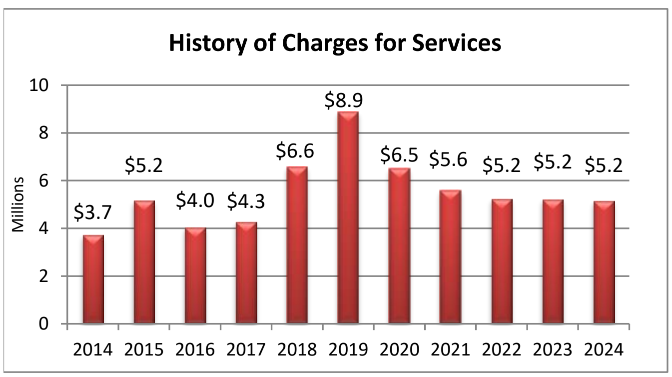
Page Ref	Account Number	Funding Source	FY2024 Proposed Budget	$ Change	% Change	FY2023 Original Budget
		Parks				
		Buildings, Grounds & Facilities				
4-21	499420	Fuel	**2,000**	**0**	**0.00%**	**2,000**
		Martin L. Snook Pool				
4-21	404100	Swimming Pool Fees	35,000	(22,000)	(38.60)%	57,000
4-21	404110	Swimming Pool - Concession Fee	12,000	(3,000)	(20.00)%	15,000
			47,000	**(25,000)**	**(34.72)%**	**72,000**
		Parks and Recreation				
4-21	404000	Sale of Wood	900	(7,100)	(88.75)%	8,000
4-21	404010	Rental Fees	40,000	5,000	14.29%	35,000
4-21	404020	Ballfield Fees	8,000	0	0.00%	8,000
4-21	404030	Ballfield Lighting Fees	1,000	0	0.00%	1,000
4-21	404040	Concession Fees	2,500	(2,500)	(50.00)%	5,000
4-21	404300	Program Fees	350,000	50,000	16.67%	300,000
4-21	490060	Park Contributions from Residents	1,000	0	0.00%	1,000
			403,400	**45,400**	**12.68%**	**358,000**
		Total Charges for Services	**5,155,200**	**(68,700)**	**(1.32)%**	**5,223,900**
		Grants				
4-23	495000	Operating Grant - Law Enforcement	640,000	350,000	120.69%	290,000
4-23	496110	State Aid - Police Protection	1,140,000	419,000	58.11%	721,000
4-23	496115	SAFER	2,020,190	(673,400)	(25.00)%	2,693,590
4-23	496120	911 Fees	1,350,000	93,000	7.40%	1,257,000
4-23	401190	Marriage Licenses	50,000	0	0.00%	50,000
4-23	401210	Trader's License	200,000	0	0.00%	200,000
4-23	402020	Fines & Forfeitures	20,000	0	0.00%	20,000
4-23	403130	Marriage Ceremony Fees	3,000	0	0.00%	3,000
4-23	496130	State Park Fees	150,000	50,000	50.00%	100,000
		Total Grants for Operations	**5,573,190**	**238,600**	**4.47%**	**5,334,590**
		Total Program Revenues	**10,728,390**	**169,900**	**1.61%**	**10,558,490**
		Total General Fund Proposed Revenue	**281,012,330**	**18,198,200**	**6.92%**	**262,814,130**

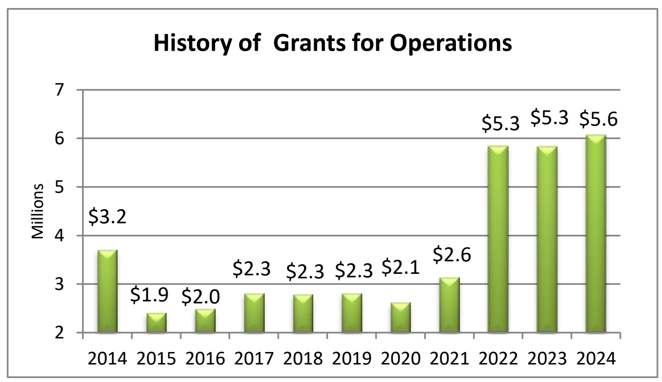
Washington County, Maryland
Proposed General Fund Revenue
FY 2024
Summary of General Fund Revenue Categories

Cost Center	Ref	2022 Prior Year	2023 Prior Year	2024 Proposed	2024 $ Change	2024 % Change
General Tax Revenues	1	241,353,910	252,255,640	270,283,940	18,028,300	7.15%
Charges for Services	2	5,240,160	5,223,900	5,155,200	(68,700)	(1.32)%
Grants for Operations	3	5,341,030	5,334,590	5,573,190	238,600	4.47%
General Revenues		**251,935,100**	**262,814,130**	**281,012,330**	**18,198,200**	**6.92%**





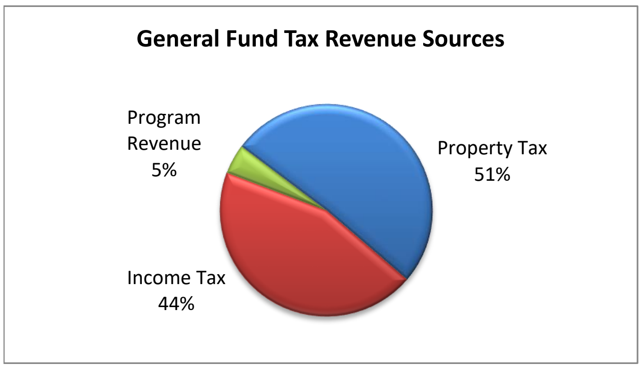


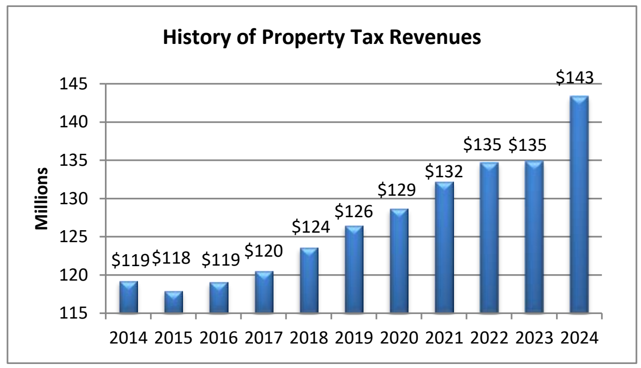


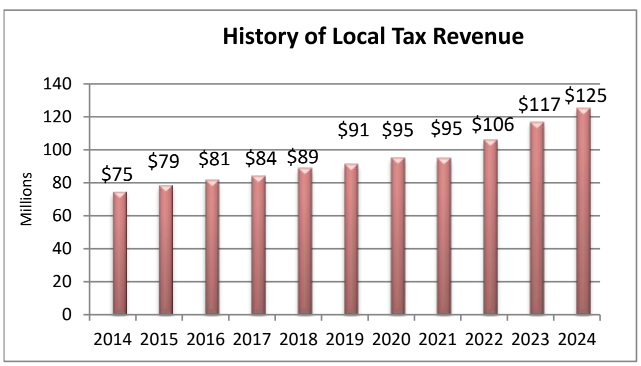
General Revenues	1	The property tax budget is based on assessments received from the State Department of Assessments and Taxation and increased based on an increase int the assessable based. The income tax budget is based on current and prior year revenues, and adjusted for a reduction in the income tax rate from 3.0% to 2.95%, effective 1/1/23. The budget includes an assumed disparity grant of $2.65 million.	$	18,028,300
Charges for Services	2	The speed camera revenue is decreasing based on modified driver behavior. This is partially offset by some minor changes in revenue estimates.	$	(68,700)
Grants for Operations	3	The State Police protection grant increased as did the State Park fees budgets. The SAFER grant is lower due to the grant ending in March.	$	238,600
		Total	$	18,198,200

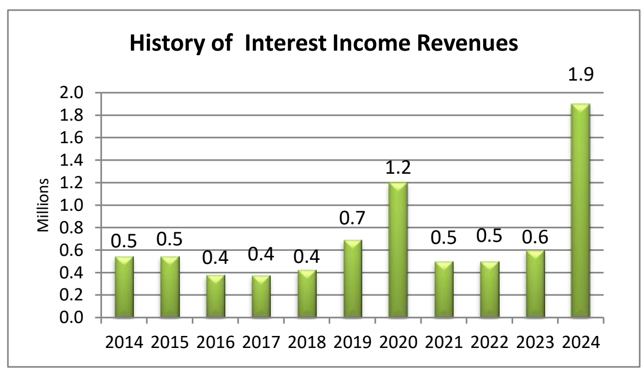
Washington County, Maryland
Proposed General Fund Revenue
FY 2024
General Tax Revenues

Cost Center	Ref	2022 Prior Year	2023 Prior Year	2024 Proposed	2024 $ Change	2024 % Change
Net Property Tax	1	134,671,240	134,863,130	143,377,150	8,514,020	6.31%
Income Tax	2	99,282,670	109,367,510	116,354,790	6,987,280	6.39%
Admissions & Amusements Tax	3	150,000	175,000	0	(175,000)	(100.00)%
Recordation Tax	3	6,500,000	7,000,000	8,452,000	1,452,000	20.74%
Trailer Tax	3	250,000	250,000	200,000	(50,000)	(20.00)%
Interest - Investments	3	450,000	500,000	1,500,000	1,000,000	200.00%
Interest - Municipal Investment	3	50,000	100,000	400,000	300,000	300.00%
Interest, Penalties & Fees	3	0	0	0	0	0.00%
General Tax Revenues		**241,353,910**	**252,255,640**	**270,283,940**	**18,028,300**	**7.15%**





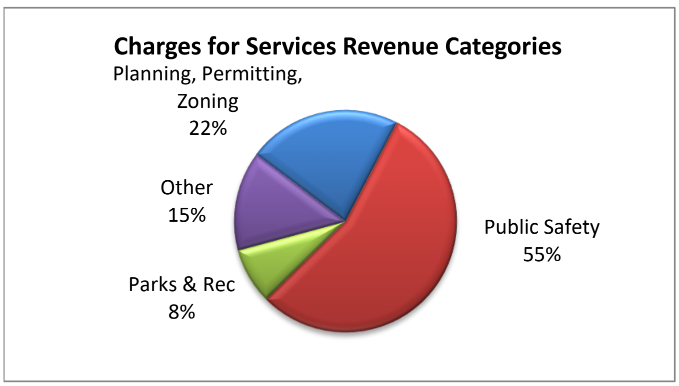


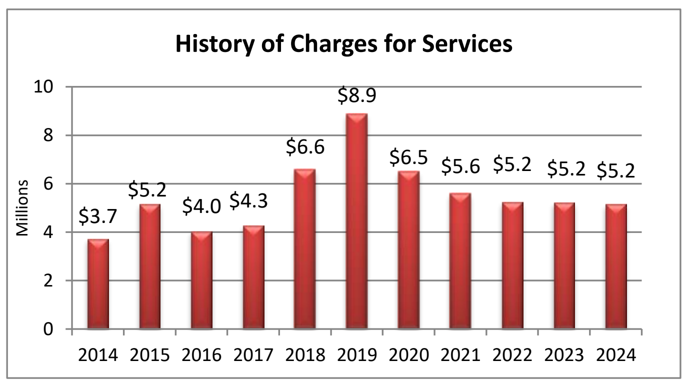


Cost Center	Ref	Summary Comments	Change
Net Property Tax	1	The real estate tax estimate is based on property assessments from the State of Maryland which include an increase in the assessable base. Corporate personal property was also increased based on assessment information received from the State.	$ 8,514,020
Income Tax	2	The income tax budget is based on current and prior year revenues, and adjusted for a reduction in the income tax rate from 3.0% to 2.95%, effective 1/1/23. The budget includes an assumed disparity grant of $2.65 million.	$ 6,987,280
Other	3	The budget for Recordation Tax income increased based on historical and current year trends. The interest income budget was also significantly increased due to rising interest rates.	$ 2,527,000
		Total	$ 18,028,300

Washington County, Maryland
Proposed General Fund Revenue
FY 2024
Charges for Services

Cost Center	Ref	2022 Prior Year	2023 Prior Year	2024 Proposed	2024 $ Change	2024 % Change
Circuit Court	1	83,420	83,280	136,080	52,800	63.40%
Engineering	3	0	102,000	102,000	0	0.00%
Permits & Inspections	3	8,650	1,084,100	1,055,450	(28,650)	(2.64)%
Weed Control	2	321,180	317,510	317,550	40	0.01%
General	2	344,250	354,350	404,250	49,900	14.08%
Plan Review and Permitting	3	1,141,700	0	0	0	0.00%
Planning and Zoning	3	29,400	97,100	102,200	5,100	5.25%
Sheriff - Judicial	1	55,000	43,000	43,000	0	0.00%
Sheriff - Process Servers	1	214,000	115,000	115,000	0	0.00%
Sheriff - Patrol	1	1,403,160	1,373,800	1,174,080	(199,720)	(14.54)%
Sheriff - Central Booking	1	15,720	15,720	15,720	0	0.00%
Sheriff - Detention Center	1	219,950	188,950	212,450	23,500	12.44%
Sheriff - Day Reporting	1	10,000	7,500	7,500	0	0.00%
Sheriff - Police Academy	1	59,840	59,840	59,840	0	0.00%
Sheriff - Narcotics Task Force	1	404,660	412,520	408,450	(4,070)	(0.99)%
Emergency Services	1	451,230	441,230	441,230	0	0.00%
Wireless Communications	1	46,000	46,000	48,000	2,000	(100.00)%
Parks	2	0	0	0	0	0.00%
Buildings, Grounds & Facilities	2	2,000	2,000	2,000	0	0.00%
Martin L. Snook Pool	2	72,000	72,000	47,000	(25,000)	(34.72)%
Parks and Recreation	2	358,000	358,000	403,400	45,400	12.68%
Charges for Services		5,240,160	5,223,900	5,155,200	(68,700)	(1.32)%

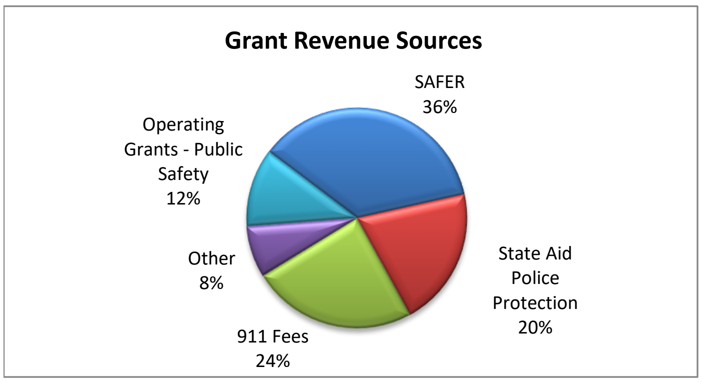


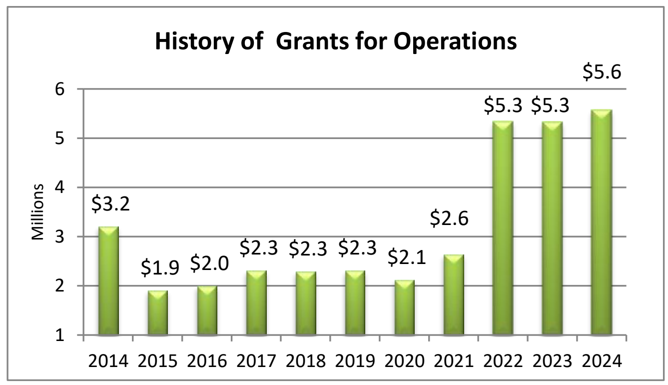


Cost Center	Ref	Summary Comments	Change
Public Safety	1	Speed camera revenue has been decreasing due to modified behavior.	$ (115,490)
General	2	Some minor changes were made to revenue estimates based on history and year to date actuals. The parks and recreation department is proposing fee increases which will yield additional revenue.	$ 70,340
Permitting, Construction, Engineering	3	Budgeted revenues were adjusted based on history and current trends.	$ (23,550)
		Total	$ (68,700)

Washington County, Maryland
Proposed General Fund Revenue
FY 2024
Grants for Operations

Cost Center	Ref	2022 Prior Year	2023 Prior Year	2024 Proposed	2024 $ Change	2024 % Change
Operating Grant - Public Safety	1	300,000	290,000	640,000	350,000	120.69%
State Aid - Police Protection	1	717,440	721,000	1,140,000	419,000	58.11%
SAFER	1	2,693,590	2,693,590	2,020,190	(673,400)	(25.00)%
911 Fees	1	1,257,000	1,257,000	1,350,000	93,000	7.40%
Marriage Licenses	2	50,000	50,000	50,000	0	0.00%
Trader's License	2	200,000	200,000	200,000	0	0.00%
Fines & Forfeitures	3	20,000	20,000	20,000	0	0.00%
Marriage Ceremony Fees	3	3,000	3,000	3,000	0	0.00%
State Park Fees	3	100,000	100,000	150,000	50,000	50.00%
Other Grants	3	0	0	0	0	0.00%
Grants for Operations		5,341,030	5,334,590	5,573,190	238,600	4.47%





Cost Center	Ref	Summary Comments	Change
Public Safety	1	State Aide for police protection increased due to the State of Maryland's Re-Fund the Police Initiative. The SAFER grant ends on March 9, 2024 which is resulted in less revenue for the County.	$ 188,600
Licenses	2	No changes	$ -
Other	3	Increasing State park fees based on history.	$ 50,000
		Totals	$ 238,600

Washington County, Maryland
General Fund Expenditures - Proposed
FY 2024

Page	Cost Center	Department/Agency	FY 2024 Requested Budget	Adjustment	FY 2024 Proposed Budget	$ Change	% Change	FY 2023 Original Budget
		Education:						
		Direct Primary:						
5-1	90000	Board of Education	117,024,550	(7,954,190)	109,070,360	0	0.00%	109,070,360
			117,024,550	**(7,954,190)**	**109,070,360**	**0**	**0.00%**	**109,070,360**
		Secondary:						
5-3	90040	Hagerstown Community College	**10,236,290**	**0**	**10,236,290**	**201,000**	**2.00%**	**10,035,290**
		Other:						
5-5	93400	Free Library	3,560,710	(90,000)	3,470,710	95,000	2.81%	3,375,710
5-7	10990	Clear Spring Library Building	12,270	0	12,270	1,270	11.55%	11,000
5-9	10991	Smithsburg Library Building	11,000	0	11,000	0	0.00%	11,000
5-11	10992	Boonsboro Library Building	11,500	0	11,500	500	4.55%	11,000
5-13	10993	Hancock Library Building	11,000	0	11,000	0	0.00%	11,000
			3,606,480	**(90,000)**	**3,516,480**	**96,770**	**2.83%**	**3,419,710**
		Total Education	**130,867,320**	**(8,044,190)**	**122,823,130**	**297,770**	**0.24%**	**122,525,360**
		Law Enforcement:						
5-15	11300	Sheriff - Judicial	4,014,070	(16,540)	3,997,530	500,710	14.32%	3,496,820
5-26	11305	Sheriff - Process Servers	154,020	0	154,020	16,140	11.71%	137,880
5-29	11310	Sheriff - Patrol	16,112,190	(67,930)	16,044,260	1,466,720	10.06%	14,577,540
5-44	11311	Sheriff Auxiliary	50,000	0	50,000	0	0.00%	50,000
5-46	11315	Sheriff - Central Booking	1,515,380	(20,660)	1,494,720	151,830	11.31%	1,342,890
5-53	11320	Sheriff - Detention Center	21,388,860	(179,920)	21,208,940	2,502,640	13.38%	18,706,300
5-69	11321	Sheriff - Day Reporting Center	509,070	(2,670)	506,400	14,120	2.87%	492,280
5-76	11330	Sheriff - Narcotics Task Force	1,032,610	0	1,032,610	(18,700)	-1.78%	1,051,310
5-86	11335	Sheriff - Police Academy	59,840	0	59,840	0	0.00%	59,840
			44,836,040	**(287,720)**	**44,548,320**	**4,633,460**	**11.61%**	**39,914,860**
		Emergency Services:						
5-92	11420	Air Unit	113,480	(39,510)	73,970	41,620	128.66%	32,350
5-99	11430	Special Operations	515,530	(301,420)	214,110	(19,760)	-8.45%	233,870
5-112	11440	911 - Communications	6,610,090	0	6,610,090	334,460	5.33%	6,275,630
5-122	11520	EMS Operations	3,953,140	(184,170)	3,768,970	1,045,170	38.37%	2,723,800
5-140	11525	Fire Operations	7,852,960	(1,419,140)	6,433,820	1,141,790	21.58%	5,292,030
5-160	11535	Public Safety Training Center	927,910	0	927,910	177,770	23.70%	750,140
5-173	93110	Civil Air Patrol	4,000	0	4,000	0	0.00%	4,000
5-175	93130	Fire & Rescue Volunteer Services	10,785,500	(148,030)	10,637,470	247,780	2.38%	10,389,690
			30,762,610	**(2,092,270)**	**28,670,340**	**2,968,830**	**11.55%**	**25,701,510**
		Other:						
5-192	11530	Emergency Management	274,070	0	274,070	44,420	19.34%	229,650
5-198	93100	Animal Control Services - Humane Society	1,531,530	0	1,531,530	44,610	3.00%	1,486,920
			1,805,600	**0**	**1,805,600**	**89,030**	**5.19%**	**1,716,570**
		Total Public Safety	**77,404,250**	**(2,379,990)**	**75,024,260**	**7,691,320**	**11.42%**	**67,332,940**

Washington County, Maryland
General Fund Expenditures - Proposed
FY 2024

Page	Cost Center	Department/Agency	FY 2024 Requested Budget	Adjustment	FY 2024 Proposed Budget	$ Change	% Change	FY 2023 Original Budget
		Operating/Capital Transfer						
		Operating:						
5-200	91020	Highway	10,096,340	0	10,096,340	810,990	8.73%	9,285,350
5-202	91021	Solid Waste	450,000	0	450,000	0	0.00%	450,000
5-204	91023	Agricultural Education Center	238,200	0	238,200	21,430	9.89%	216,770
5-206	91024	Grant Management	387,640	0	387,640	74,250	23.69%	313,390
5-208	91028	Land Preservation	53,530	0	53,530	12,150	29.36%	41,380
5-210	91029	HEPMPO	5,130	0	5,130	(570)	-10.00%	5,700
5-212	91040	Utility Administration	702,970	0	702,970	185,860	35.94%	517,110
5-214	91041	Water	821,580	0	821,580	591,540	257.15%	230,040
5-216	91044	Transit	1,052,540	0	1,052,540	0	0.00%	1,052,540
5-218	91046	Golf Course	433,690	0	433,690	113,980	35.65%	319,710
5-220	92010	Municipality in Lieu of Bank Shares	38,550	0	38,550	0	0.00%	38,550
			14,280,170	**0**	**14,280,170**	**1,809,630**	**14.51%**	**12,470,540**
		Capital:						
5-222	91230	Capital Improvement Fund	6,250,000	0	6,250,000	1,322,000	26.83%	4,928,000
5-224	12700	Debt Service	15,779,240	0	15,779,240	499,250	3.27%	15,279,990
			22,029,240	**0**	**22,029,240**	**1,821,250**	**9.01%**	**20,207,990**
		Total Operating/Capital Transfers	**36,309,410**	**0**	**36,309,410**	**3,630,880**	**11.11%**	**32,678,530**
		Other Government Programs:						
		Courts:						
5-226	10200	Circuit Court	2,367,630	(16,490)	2,351,140	210,490	9.83%	2,140,650
5-235	10210	Orphans Court	36,150	0	36,150	(380)	-1.04%	36,530
5-237	10220	State's Attorney	4,893,790	0	4,893,790	669,260	15.84%	4,224,530
			7,297,570	**(16,490)**	**7,281,080**	**879,370**	**13.74%**	**6,401,710**
		State:						
5-248	10400	Election Board	2,372,070	(105,980)	2,266,090	(118,170)	-4.96%	2,384,260
5-262	12300	Soil Conservation	374,410	(10,400)	364,010	8,920	2.51%	355,090
5-264	12400	Weed Control	317,550	0	317,550	40	0.01%	317,510
5-269	12410	Environmental Pest Management	45,500	0	45,500	0	0.00%	45,500
5-271	94000	Health Department	2,339,270	0	2,339,270	0	0.00%	2,339,270
5-273	94010	Social Services	561,640	(55,310)	506,330	0	0.00%	506,330
5-275	94020	University of MD Extension	279,040	0	279,040	14,860	5.62%	264,180
5-277	94030	County Cooperative Extension	38,730	0	38,730	0	0.00%	38,730
			6,328,210	**(171,690)**	**6,156,520**	**(94,350)**	**-1.51%**	**6,250,870**
		Community Funding:						
5-279	93000	Community Funding	**1,000,000**	**0**	**1,000,000**	**226,000**	**29.20%**	**774,000**

Washington County, Maryland
General Fund Expenditures - Proposed
FY 2024

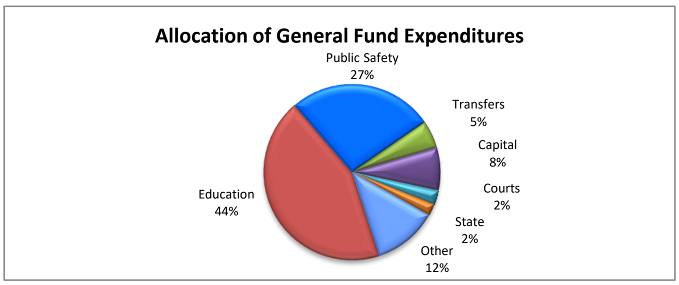
Page	Cost Center	Department/Agency	FY 2024 Requested Budget	Adjustment	FY 2024 Proposed Budget	$ Change	% Change	FY 2023 Original Budget
		General Operations:						
5-281	10300	County Administrator	426,220	0	426,220	38,200	9.84%	388,020
5-288	10310	Public Relations & Marketing	550,070	0	550,070	45,480	9.01%	504,590
5-294	12500	Business Development	972,230	(136,140)	836,090	86,330	11.51%	749,760
5-305	10100	County Commissioners	356,140	0	356,140	(20,780)	-5.51%	376,920
5-309	10110	County Clerk	166,260	0	166,260	18,300	12.37%	147,960
5-313	10530	Treasurer	599,110	(76,790)	522,320	(38,580)	-6.88%	560,900
5-321	10600	County Attorney	912,770	0	912,770	108,560	13.50%	804,210
5-327	10700	Human Resources	1,373,760	0	1,373,760	203,660	17.41%	1,170,100
5-335	11200	General Operations	471,700	3,614,100	4,085,800	2,668,710	188.32%	1,417,090
5-337	10500	Budget & Finance	1,954,410	7,000	1,961,410	205,530	11.71%	1,755,880
5-345	10510	Independent Accounting & Auditing	80,000	0	80,000	10,000	14.29%	70,000
5-347	10520	Purchasing	636,970	0	636,970	75,450	13.44%	561,520
5-354	11000	Information Technology	4,570,700	(481,880)	4,088,820	678,650	19.90%	3,410,170
5-370	11540	Wireless Communications	1,616,730	0	1,616,730	150,710	10.28%	1,466,020
			14,687,070	**2,926,290**	**17,613,360**	**4,230,220**	**31.61%**	**13,383,140**
		Other:						
5-377	11100	Women's Commission	2,000	0	2,000	0	0.00%	2,000
5-379	11140	Diversity and Inclusion Committee	2,000	0	2,000	0	0.00%	2,000
5-381	11550	Forensic Investigator	30,000	0	30,000	0	0.00%	30,000
5-383	93230	Commission on Aging	1,800,060	(735,530)	1,064,530	96,770	10.00%	967,760
5-385	93300	Museum of Fine Arts	140,000	(3,380)	136,620	12,420	10.00%	124,200
			1,974,060	**(738,910)**	**1,235,150**	**109,190**	**9.70%**	**1,125,960**
		Public Works:						
5-425	11600	Public Works	337,720	0	337,720	73,730	27.93%	263,990
5-432	11910	Buildings Grounds and Facilities	2,441,810	(99,800)	2,342,010	54,160	2.37%	2,287,850
			2,779,530	**(99,800)**	**2,679,730**	**127,890**	**5.01%**	**2,551,840**
		Engineering & Permits & Inspections:						
5-444	11620	Engineering	2,963,070	0	2,963,070	306,810	11.55%	2,656,260
5-452	11630	Permits & Inspections	3,127,770	(64,600)	3,063,170	351,130	12.95%	2,712,040
			6,090,840	**(64,600)**	**6,026,240**	**657,940**	**12.26%**	**5,368,300**
		Planning and Zoning:						
5-463	10800	Planning and Zoning	1,456,910	0	1,456,910	155,990	11.99%	1,300,920
5-470	10810	Board of Zoning Appeals	59,290	0	59,290	3,550	6.37%	55,740
			1,516,200	**0**	**1,516,200**	**159,540**	**11.76%**	**1,356,660**

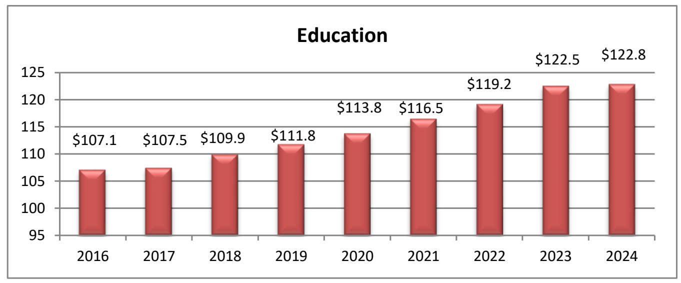
Washington County, Maryland
General Fund Expenditures - Proposed
FY 2024

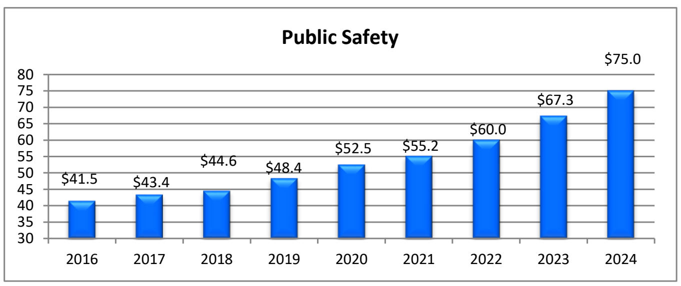
Page	Cost Center	Department/Agency	FY 2024 Requested Budget	Adjustment	FY 2024 Proposed Budget	$ Change	% Change	FY 2023 Original Budget
		Parks and Recreation:						
5-413	12000	Martin L. Snook Pool	166,370	(1,000)	165,370	6,060	3.80%	159,310
5-418	12200	Parks and Recreation	1,713,120	(27,500)	1,685,620	164,410	10.81%	1,521,210
			1,879,490	**(28,500)**	**1,850,990**	**170,470**	**10.14%**	**1,680,520**
		Facilities:						
5-387	10900	Martin Luther King Building	129,880	(5,000)	124,880	21,600	20.91%	103,280
5-389	10910	Administration Building	330,410	0	330,410	11,330	3.55%	319,080
5-393	10930	Court House	302,240	0	302,240	10,790	3.70%	291,450
5-395	10940	County Office Building	236,330	0	236,330	5,820	2.52%	230,510
5-398	10950	Administration Annex	124,630	0	124,630	49,130	65.07%	75,500
5-400	10960	Dwyer Center	32,310	0	32,310	30	0.09%	32,280
5-402	10965	Election Board Facility	106,350	0	106,350	7,770	7.88%	98,580
5-404	10970	Central Services	131,230	0	131,230	10	0.01%	131,220
5-407	10980	Rental Properties	6,020	0	6,020	0	0.00%	6,020
5-409	10985	Senior Center Building	12,050	0	12,050	1,050	9.55%	11,000
	11325	Public Facilities Annex	89,810	0	89,810	4,430	5.19%	85,380
			1,501,260	**(5,000)**	**1,496,260**	**111,960**	**8.09%**	**1,384,300**
		Total Other Government Programs	**45,054,230**	**1,801,300**	**46,855,530**	**6,578,230**	**16.33%**	**40,277,300**
		Total Proposed Expenditures	**289,635,210**	**(8,622,880)**	**281,012,330**	**18,198,200**	**6.92%**	**262,814,130**

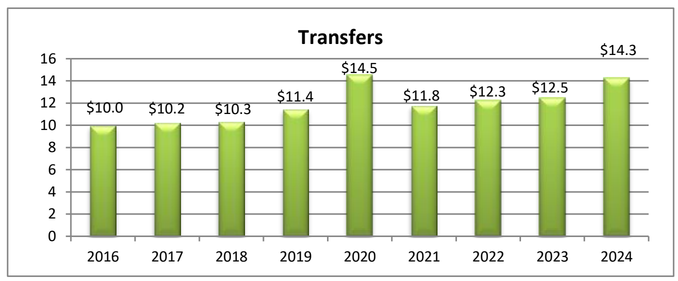
Washington County, Maryland
Proposed General Fund Expenditures
FY 2024
Summary Overview of General Fund Expenditures

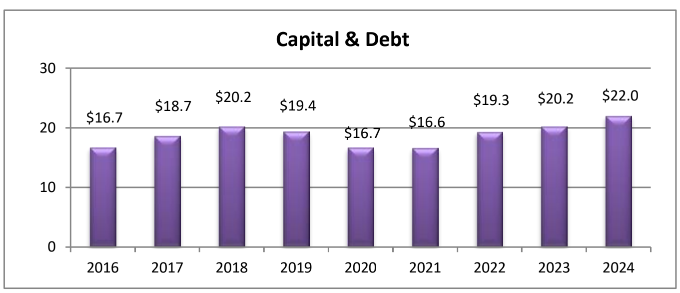
Cost Center	ref	Current Budget	Requested			Proposed		
			Request	$ Change	% Change	Proposed	$ Change	% Change
Education	1	122,525,360	130,867,320	8,341,960	6.81%	122,823,130	297,770	0.24%
Law Enforcement	2	41,401,780	46,367,570	4,965,790	11.99%	46,079,850	4,678,070	11.30%
Emergency Services	3	25,931,160	31,036,680	5,105,520	19.69%	28,944,410	3,013,250	11.62%
Operating Transfers	4	12,470,540	14,280,170	1,809,630	14.51%	14,280,170	1,809,630	14.51%
Capital	5	20,207,990	22,029,240	1,821,250	9.01%	22,029,240	1,821,250	9.01%
Courts	6	6,401,710	7,297,570	895,860	13.99%	7,281,080	879,370	13.74%
State Operations	7	6,250,870	6,328,210	77,340	1.24%	6,156,520	(94,350)	-1.51%
Other	8	27,624,720	31,428,450	3,803,730	13.77%	33,417,930	5,793,210	20.97%
		262,814,130	289,635,210	26,821,080	10.21%	281,012,330	18,198,200	6.92%

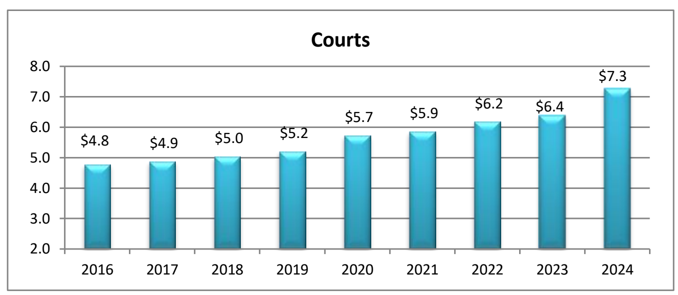


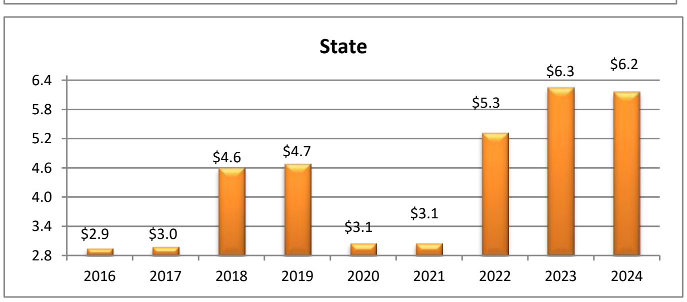


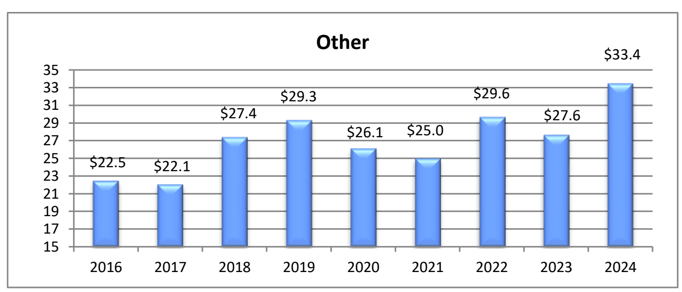












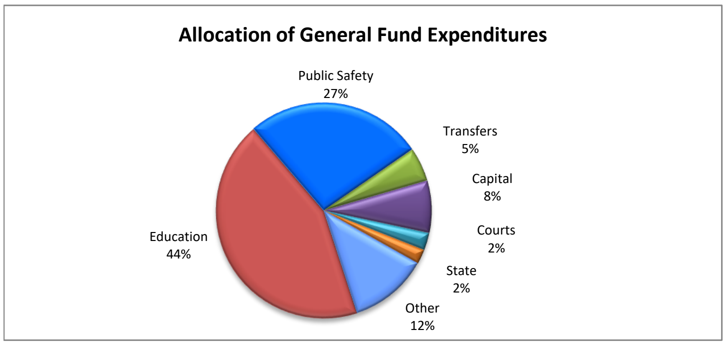
Washington County, Maryland
Proposed General Fund Expenditures
FY 2024
Summary Overview of General Fund Expenditures

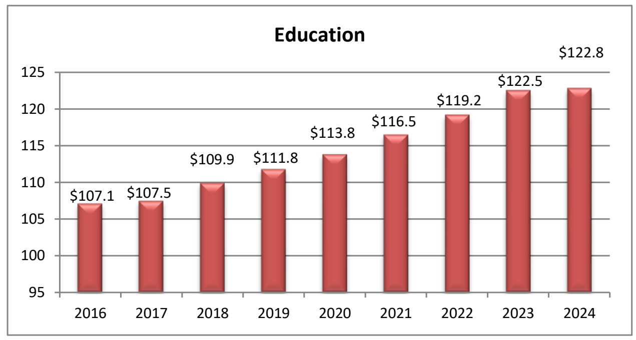
Cost Center	ref	Current Budget	Requested			Proposed		
			Request	$ Change	% Change	Proposed	$ Change	% Change
Education	1	122,525,360	130,867,320	8,341,960	6.81%	122,823,130	297,770	0.24%
Law Enforcement	2	41,401,780	46,367,570	4,965,790	11.99%	46,079,850	4,678,070	11.30%
Emergency Services	3	25,931,160	31,036,680	5,105,520	19.69%	28,944,410	3,013,250	11.62%
Operating Transfers	4	12,470,540	14,280,170	1,809,630	14.51%	14,280,170	1,809,630	14.51%
Capital	5	20,207,990	22,029,240	1,821,250	9.01%	22,029,240	1,821,250	9.01%
Courts	6	6,401,710	7,297,570	895,860	13.99%	7,281,080	879,370	13.74%
State Operations	7	6,250,870	6,328,210	77,340	1.24%	6,156,520	(94,350)	-1.51%
Other	8	27,624,720	31,428,450	3,803,730	13.77%	33,417,930	5,793,210	20.97%
		262,814,130	289,635,210	26,821,080	10.21%	281,012,330	18,198,200	6.92%

COST CENTER		SUMMARY EXPLANATIONS	CHANGE
Education	1	Provides an increase to HCC and the library.	$ 297,770
Law Enforcement	2	Wages and benefits increased due to the mid-year COLA, proposed step and COLA. Increases in operations are a result of increased costs for food and medical expenses, gasoline, utility costs, auto repairs and expenses related to the canine program.	$ 4,678,070
Emergency Services	3	The largest increases are due to the mid-year COLA, proposed step and COLA, a one million dollar placeholder for continued implementation of the Fire and Rescue plan, and an increase in allocations to the volunteer companies.	$ 3,013,250
Transfers	4	The increase relates to support needed for County functions mainly as a result of Stormwater Management, Highway, Golf Course, and the Water fund.	$ 1,809,630
Capital	5	Capital appropriation increased to provide for capital needs. Debt expenses increased due to an increase in required payments.	$ 1,821,250
Courts	6	The increases are mainly related to increases in wages and benefits and $243,000 being requested by the State's Attorney's Office for new software.	$ 879,370
State	7	There is a decrease in the budget for the election board due to only one election being held in FY24.	$ (94,350)
Other	8	The majority of the increases in these departments are due to the mid-year COLA, proposed step and COLA. The budget also includes a proposed change to the salary scale with a cost to the general fund of approximately $409,000 and an increase in the general operations budget for pension of $3.1 million. The budget also increased due to inflation.	$ 5,793,210
Totals			$ 18,198,200

Washington County, Maryland
Proposed General Fund Expenditures
FY 2024
Educational Expenses

Education	ref	Current Budget	Requested Request	Requested $ Change	Requested % Change	Proposed Proposed	Proposed $ Change	Proposed % Change
Board of Education	1	109,070,360	117,024,550	7,954,190	7.29%	109,070,360	0	0.00%
Hagerstown Community College	2	10,035,290	10,236,290	201,000	2.00%	10,236,290	201,000	2.00%
Free Library	3	3,375,710	3,560,710	185,000	5.48%	3,470,710	95,000	2.81%
Clear Spring Library Building	4	11,000	12,270	1,270	11.55%	12,270	1,270	11.55%
Smithsburg Library Building	5	11,000	11,000	0	0.00%	11,000	0	0.00%
Boonsboro Library Building	6	11,000	11,500	500	4.55%	11,500	500	4.55%
Hancock Library Building	7	11,000	11,000	0	0.00%	11,000	0	0.00%
		122,525,360	130,867,320	8,341,960	6.81%	122,823,130	297,770	0.24%

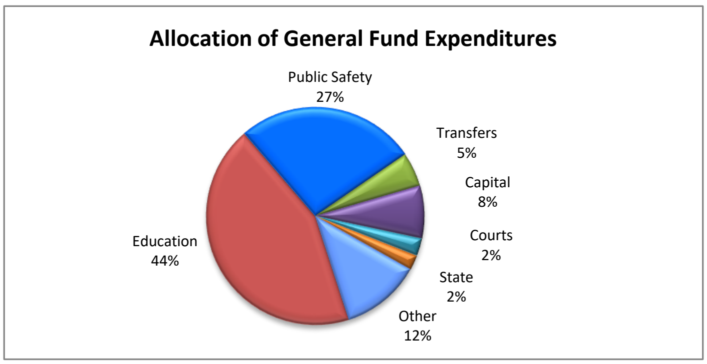


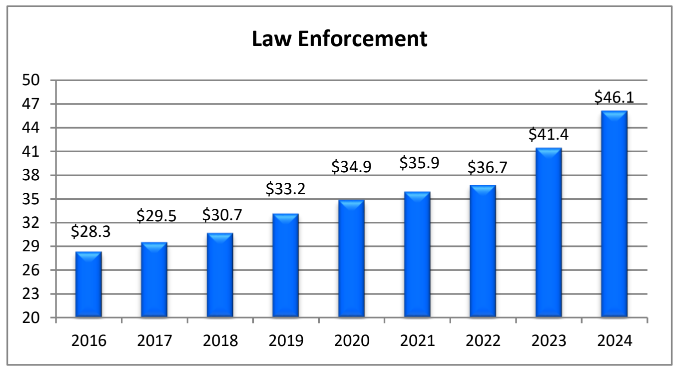


COST CENTER		SUMMARY EXPLANATIONS	CIP	CHANGE
Board of Education	1	Holds harmless as Maintenance of Effort decreased due to a decrease in student enrollment.	$ -	$ -
HCC	2	Funding a 2% increase.	$ -	$ 201,000
Library	3	Funding partial request.	$ -	$ 95,000
Clear Spring Library	4	Increased based on historical expenditures with an increase for inflation.	$ -	$ 1,270
Smithsburg Library	5	Flat funding based on historical spending.	$ -	$ -
Boonsboro Library	6	Increased based on historical expenditures with an increase for inflation.	$ -	$ 500
Hancock Library	7	Flat funding based on historical spending.	$ -	$ -
Totals			$ -	$ 297,770

Washington County, Maryland
Proposed General Fund Expenditures
FY 2024
Law Enforcement

Law Enforcement	ref	Current Budget	Requested			Proposed		
			Request	$ Change	% Change	Proposed	$ Change	% Change
Sheriff - Judicial	1	3,496,820	4,014,070	517,250	14.79%	3,997,530	500,710	14.32%
Sheriff - Process Servers	2	137,880	154,020	16,140	11.71%	154,020	16,140	11.71%
Sheriff - Patrol	3	14,577,540	16,112,190	1,534,650	10.53%	16,044,260	1,466,720	10.06%
Sheriff - Central Booking	4	1,342,890	1,515,380	172,490	12.84%	1,494,720	151,830	11.31%
Sheriff - Detention Center	5	18,706,300	21,388,860	2,682,560	14.34%	21,208,940	2,502,640	13.38%
Sheriff -Day Reporting	6	492,280	509,070	16,790	3.41%	506,400	14,120	2.87%
Sheriff - NTF	7	1,051,310	1,032,610	(18,700)	-1.78%	1,032,610	(18,700)	-1.78%
Sheriff - Police Academy	8	59,840	59,840	0	0.00%	59,840	0	0.00%
Animal Control	9	1,486,920	1,531,530	44,610	3.00%	1,531,530	44,610	3.00%
Sheriff - Auxiliary	10	50,000	50,000	0	100.00%	50,000	0	0.00%
		41,401,780	46,367,570	4,965,790	11.99%	46,079,850	4,678,070	11.30%





COST CENTER		SUMMARY EXPLANATIONS	CIP	CHANGE
Judicial	1	Wages and benefits increased due to the mid-year COLA, and the proposed step of 2.5% and COLA of 1%. Operating expenses increased by $11,860 primarily due to increasing insurance costs. $24,840 is requested for tasers and computer equipment for vehicles.	$ -	$ 500,710
Process Servers	2	Wages and benefits increased by $14,160 and operations increased by $1,980 due to rising gasoline prices and inflation.	$ -	$ 16,140
Patrol	3	Wages and benefits increased due to the mid-year COLA and the proposed step of 2.5% and 1% COLA. Operating costs increased by $48,380 mainly due to increases in auto repairs, canine expenses and software. One time requests increased by $86,660 for body armor, a vehicle alignment machine, rifles, and computer equipment.	$ -	$ 1,466,720
Central Booking	4	In addition to the increase in wages and benefits, operation costs are increasing $710 and $20,860 is being requested for a fingerprint machine.	$ -	$ 151,830
Detention Center	5	Wages and benefits increased by $2.4 million due to the mid-year COLA, proposed 2.5% step and 1% COLA. There are additional personnel requests for an additional IT Specialist and 2 deputies. Operating expenses increased due to inmate food, medical costs and utilities. $12,940 is being requested to replace 10 vests.	$ -	$ 2,502,640
Day Reporting	6	The wage and benefit increase of $18,320 was partially offset by a decrease in operating expenses due to a decreased need for the testing services budget.	$ -	$ 14,120

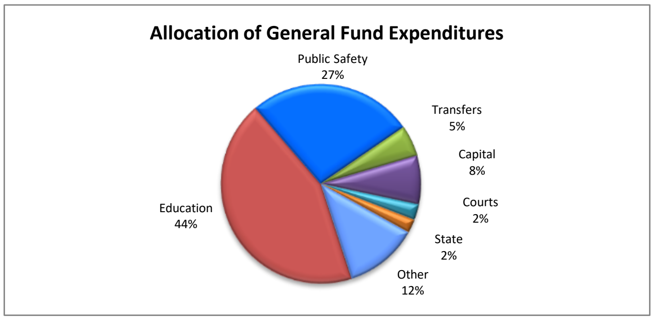
Washington County, Maryland
Proposed General Fund Expenditures
FY 2024
Law Enforcement

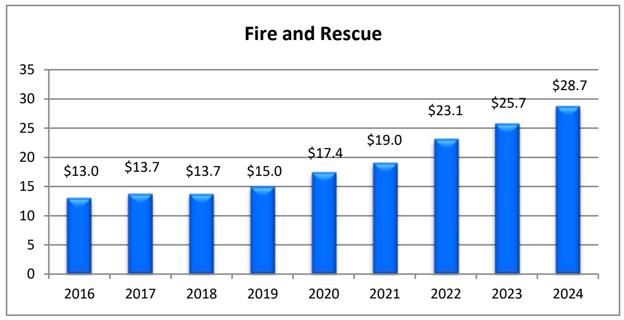
Law Enforcement	ref	Current Budget	Requested			Proposed		
			Request	$ Change	% Change	Proposed	$ Change	% Change
Sheriff - Judicial	1	3,496,820	4,014,070	517,250	14.79%	3,997,530	500,710	14.32%
Sheriff - Process Servers	2	137,880	154,020	16,140	11.71%	154,020	16,140	11.71%
Sheriff - Patrol	3	14,577,540	16,112,190	1,534,650	10.53%	16,044,260	1,466,720	10.06%
Sheriff - Central Booking	4	1,342,890	1,515,380	172,490	12.84%	1,494,720	151,830	11.31%
Sheriff - Detention Center	5	18,706,300	21,388,860	2,682,560	14.34%	21,208,940	2,502,640	13.38%
Sheriff -Day Reporting	6	492,280	509,070	16,790	3.41%	506,400	14,120	2.87%
Sheriff - NTF	7	1,051,310	1,032,610	(18,700)	-1.78%	1,032,610	(18,700)	-1.78%
Sheriff - Police Academy	8	59,840	59,840	0	0.00%	59,840	0	0.00%
Animal Control	9	1,486,920	1,531,530	44,610	3.00%	1,531,530	44,610	3.00%
Sheriff - Auxiliary	10	50,000	50,000	0	100.00%	50,000	0	0.00%
		41,401,780	46,367,570	4,965,790	11.99%	46,079,850	4,678,070	11.30%

NTF	7	The $44,280 increase in wages and benefits is being offset by the decrease in operating expenses because of the decrease in software costs and lab fees. The budget also includes a request to replace protective vests and helmets.	$ -	$ (18,700)
Police Academy	8	The Academy has no changes in total.	$ -	0
Animal Control	9	Increase of 3% has been provided.	$ -	$ 44,610
Sheriff Auxiliary	10	No change to Sheriff Auxiliary.	$ -	$ -
Totals			$ -	$ 4,678,070

Washington County, Maryland
Proposed General Fund Expenditures
FY 2024
Emergency Services

Emergency Services	ref	Current Budget	Requested: Request	Requested: $ Change	Requested: % Change	Proposed: Proposed	Proposed: $ Change	Proposed: % Change
Civil Air Patrol	1	4,000	4,000	0	0.00%	4,000	0	0.00%
Air Unit	2	32,350	113,480	81,130	250.79%	73,970	41,620	128.66%
Special Operations	3	233,870	515,530	281,660	120.43%	214,110	(19,760)	-8.45%
F&R Volunteer Services	4	10,389,690	10,785,500	395,810	3.81%	10,637,470	247,780	2.38%
911 - Communications	5	6,275,630	6,610,090	334,460	5.33%	6,610,090	334,460	5.33%
EMS Operations	6	2,723,800	3,953,140	1,229,340	45.13%	3,768,970	1,045,170	38.37%
Fire Operations	7	5,292,030	7,852,960	2,560,930	48.39%	6,433,820	1,141,790	21.58%
Emergency Management	8	229,650	274,070	44,420	19.34%	274,070	44,420	19.34%
Public Safety Training Center	9	750,140	927,910	177,770	23.70%	927,910	177,770	23.70%
		25,931,160	31,036,680	5,105,520	19.69%	28,944,410	3,013,250	11.62%

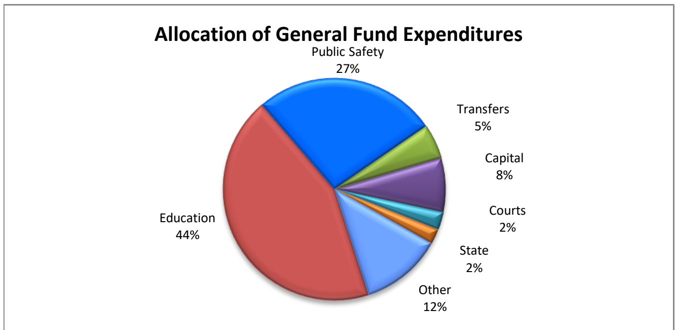




COST CENTER	ref	SUMMARY EXPLANATIONS	CIP	CHANGE
Civil Air Patrol	1	No change	$ -	$ -
Air Unit	2	Requesting $38,640 for replacing 12 fill cylinders for three remote fill stations.	$ -	$ 41,620
Special Operations	3	Decrease is a result of proposing to fund fewer capital outlay items than the previous year.	$ -	$ (19,760)
F&R Volunteer	4	The majority of the increase is related to the increase in the appropriations to the fire and rescue companies.	$ -	$ 247,780
911	5	There is wage and benefit increase of $413,770. Operating expenses decreased mainly due to not having to budget for a $50,540 one-time expense for an upgrade to the Keyston fire mobile licenses. Capital outlay decreased by $41,390. None were requested in FY24.	$ -	$ 334,460
EMS Operations	6	Wages and benefits decreased by $94,460 due to reclassifying 3 positions to the Fire Operations budget. There is a $1 million placeholder for continuing the implementation of the Fire and Rescue plan.	$ -	$ 1,045,170
Fire Operations	7	$949,210 of the increase is in wages and benefits due to the mid-year COLA, proposed step and COLA, and the reclassifying of 3 positions to this department. Capital outlay increased by $137,210.	$ -	$ 1,141,790
Emergency Management	8	Increases are related to wages and benefits.	$ -	$ 44,420
Public Safety Training Center	9	Wages and benefits increased by $137,480 due to the mid-year COLA, proposed step and COLA, and the request for an additional position of Fire/Rescue training officer. The operational increase is related to a lot of adjustments to the budget since the center is now fully operational.	$ -	$ 177,770
Totals			$ -	$ 3,013,250

Washington County, Maryland
Proposed General Fund Expenditures
FY 2024
Operating Transfers

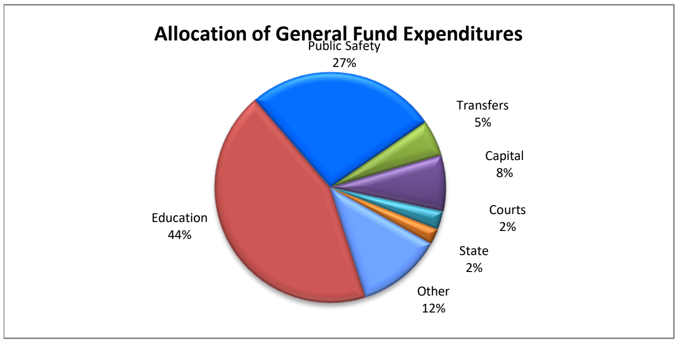
Operating Transfers	ref	Current Budget	Requested			Proposed		
			Request	$ Change	% Change	Proposed	$ Change	% Change
Highway	1	9,285,350	10,096,340	810,990	8.73%	10,096,340	810,990	8.73%
Solid Waste	2	450,000	450,000	0	0.00%	450,000	0	0.00%
Cascade Town Centre	3	0	0	0	100.00%	0	0	0.00%
Ag Center	4	216,770	238,200	21,430	9.89%	238,200	21,430	9.89%
Grant Management	5	313,390	387,640	74,250	23.69%	387,640	74,250	23.69%
Land Preservation	6	41,380	53,530	12,150	29.36%	53,530	12,150	29.36%
HEPMPO	7	5,700	5,130	(570)	-10.00%	5,130	(570)	-10.00%
Utility Administration	8	517,110	702,970	185,860	35.94%	702,970	185,860	35.94%
Water	9	230,040	821,580	591,540	100.00%	821,580	591,540	257.15%
Transit	11	1,052,540	1,052,540	0	0.00%	1,052,540	0	0.00%
Golf Course	13	319,710	433,690	113,980	35.65%	433,690	113,980	35.65%
Muni Shares		38,550	38,550	0	0.00%	38,550	0	0.00%
		12,470,540	14,280,170	1,809,630	14.51%	14,280,170	1,809,630	14.51%

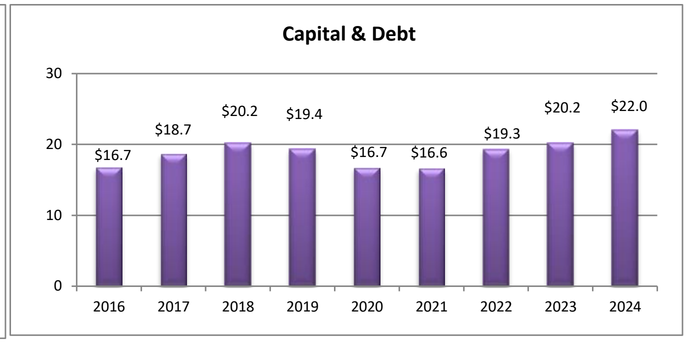


COST CENTER		SUMMARY EXPLANATIONS	CIP	CHANGE
Highway	1	Increase is due to increase in wages and expenses.	$ -	$ 810,990
Solid Waste	2	No change	$ -	$ -
Cascade Town Centre	3	No change	$ -	$ -
Ag Center	4	Increase will cover the wage increase as well as increases in building maintenance.	$ -	$ 21,430
Grant Management	5	Increase is due to increase in wages and benefits.	$ -	$ 74,250
Land Preservation	6	Increase is due to increase in wages and benefits.	$ -	$ 12,150
HEPMPO	7	The grant funding is decreasing which is resulting in a decrease in local match.	$ -	$ (570)
Utility Admin	8	Increase due to increase in wages and benefits and costs to follow Stormwater Management best management practices.	$ -	$ 185,860
Water	9	Notable increases include the increase in wages and benefits, a larger contribution to the CIP fund, and dramatic increases in material prices.	$ -	$ 591,540
Transit	11	No change	$ -	$ -
Golf Course	13	Increase in wages as well as increases in maintenance expenses.	$ -	$ 113,980
Totals			$ -	$ 1,809,630

Washington County, Maryland
Proposed General Fund Expenditures
FY 2024
Capital Related

Capital Related	ref	Current Budget	Requested: Request	Requested: $ Change	Requested: % Change	Proposed: Proposed	Proposed: $ Change	Proposed: % Change
Capital Improvement Fund	1	4,928,000	6,250,000	1,322,000	26.83%	6,250,000	1,322,000	26.83%
Debt Service	2	15,279,990	15,779,240	499,250	3.27%	15,779,240	499,250	3.27%
		20,207,990	22,029,240	1,821,250	9.01%	22,029,240	1,821,250	9.01%

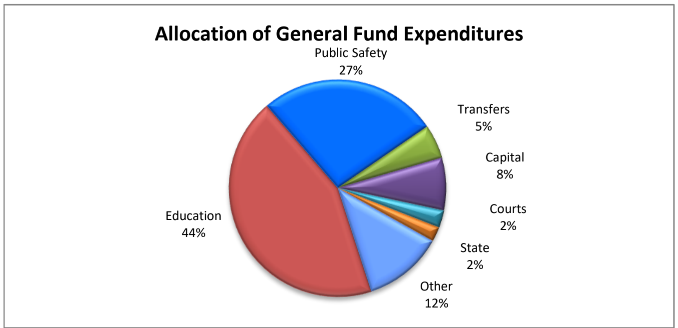


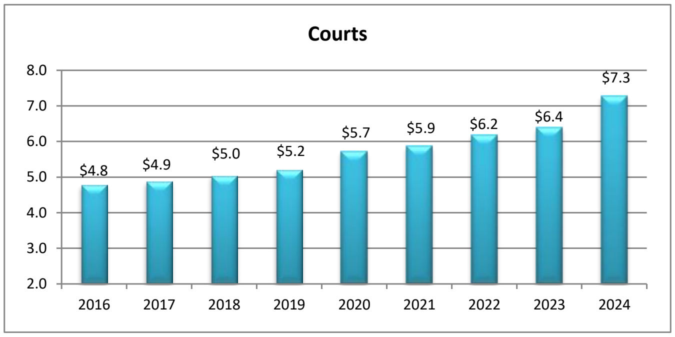


COST CENTER	SUMMARY EXPLANATIONS	CIP	CHANGE
Capital Improvement Fund	1 Increased funding to support capital projects.	$ -	$ 1,322,000
Debt Service	2 Based on amortization schedules.	$ -	$ 499,250
Totals		$ -	$ 1,821,250

Washington County, Maryland
Proposed General Fund Expenditures
FY 2024
Courts

Courts	ref	Current Budget	Requested: Request	Requested: $ Change	Requested: % Change	Proposed: Proposed	Proposed: $ Change	Proposed: % Change
Circuit Court	1	2,140,650	2,367,630	226,980	10.60%	2,351,140	210,490	9.83%
Orphans Court	2	36,530	36,150	(380)	-1.04%	36,150	(380)	-1.04%
State's Attorney	3	4,224,530	4,893,790	669,260	15.84%	4,893,790	669,260	15.84%
		6,401,710	7,297,570	895,860	13.99%	7,281,080	879,370	13.74%

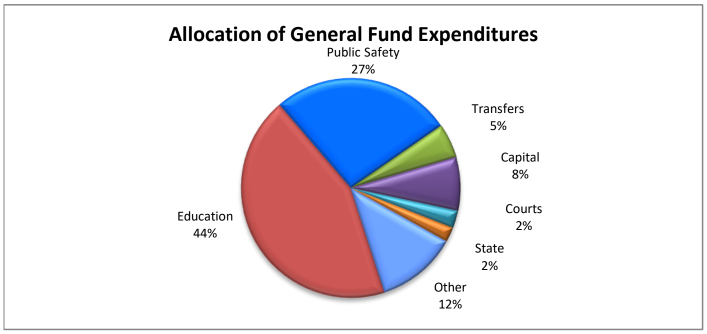


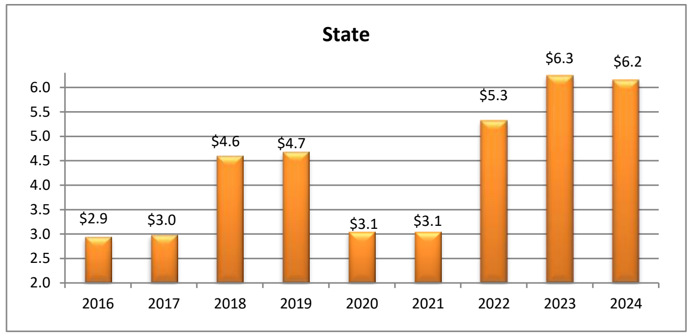


COST CENTER		SUMMARY EXPLANATIONS	CIP	CHANGE
Circuit Court	1	The majority of the increase is related to the mid year COLA and proposed COLA and step. Operating expenses increased by $55,200 with $53,100 of that attributable to the increase in juror pay from $15 per day to $30 per day. Also, the County will now be paying for parking because it will no longer be provided by the	$ -	$ 210,490
Orphans Court	2	Immaterial change in wages in benefits.	$ -	$ (380)
State's Attorney	3	Wage and benefit increases accounts for $422,280 of the increase and $243,000 is being requested for a new software program.	$ -	$ 669,260
Totals			$ -	$ 879,370

Washington County, Maryland
Proposed General Fund Expenditures
FY 2024
State Operations

State Operations	ref	Current Budget	Requested Request	Requested $ Change	Requested % Change	Proposed	Proposed $ Change	Proposed % Change
Health Department	1	2,339,270	2,339,270	0	0.00%	2,339,270	0	0.00%
Social Services	2	506,330	561,640	55,310	10.92%	506,330	0	0.00%
University of MD Extension	3	264,180	279,040	14,860	5.62%	279,040	14,860	5.62%
Cooperative Extension	4	38,730	38,730	0	0.00%	38,730	0	0.00%
Election Board	5	2,384,260	2,372,070	(12,190)	-0.51%	2,266,090	(118,170)	-4.96%
Soil Conservation	6	355,090	374,410	19,320	5.44%	364,010	8,920	2.51%
Weed Control	7	317,510	317,550	40	0.01%	317,550	40	0.01%
Environmental Pest Management	8	45,500	45,500	0	0.00%	45,500	0	0.00%
		6,250,870	6,328,210	77,340	1.24%	6,156,520	(94,350)	-1.51%

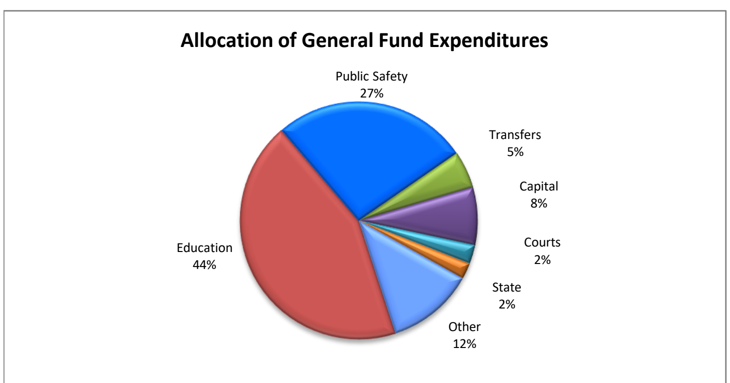


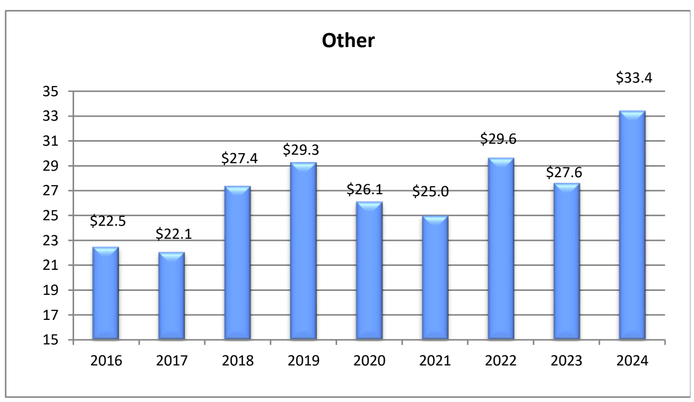


COST CENTER		SUMMARY EXPLANATIONS	CIP	CHANGE
Health Department	1	No change.	$ -	$ -
Social Services	2	No change.	$ -	$ -
University of MD Extension	3	Increase in budget is due to the wages being increased by the State of MD.	$ -	$ 14,860
Cooperative Extension	4	No change.	$ -	$ -
Election Board	5	The primary election was moved from 6/28/22 to 7/19/2023 resulting in 2 elections in FY23. The budget for FY24 only contains costs for 1 election..	$ -	$ (118,170)
Soil Conservation	6	Increase reflects a pay increase.	$ -	$ 8,920
Weed Control	7	Wages and benefits increased slightly to reflect proposed wage increases while operating expenses decreased slightly to align to prior year actual expenditures.	$ -	$ 40
Environmental Pest Management	8	No change.	$ -	$ -
Totals			$ -	$ (94,350)

Washington County, Maryland
Proposed General Fund Expenditures
FY 2024
Other

Other	Current Budget	Requested			Proposed		
		Request	$ Change	% Change	Proposed	$ Change	% Change
Community Funding	774,000	1,000,000	226,000	29.20%	1,000,000	226,000	29.20%
Commission on Aging	967,760	1,800,060	832,300	86.00%	1,064,530	96,770	10.00%
Museum of Fine Arts	124,200	140,000	15,800	12.72%	136,620	12,420	10.00%
County Administrator	388,020	426,220	38,200	9.84%	426,220	38,200	9.84%
Public Relations & Marketing	504,590	550,070	45,480	9.01%	550,070	45,480	9.01%
Business Development	749,760	972,230	222,470	29.67%	836,090	86,330	11.51%
County Commissioners	376,920	356,140	(20,780)	-5.51%	356,140	(20,780)	-5.51%
County Clerk	147,960	166,260	18,300	12.37%	166,260	18,300	12.37%
Treasurer	560,900	599,110	38,210	6.81%	522,320	(38,580)	-6.88%
County Attorney	804,210	912,770	108,560	13.50%	912,770	108,560	13.50%
Human Resources	1,170,100	1,373,760	203,660	17.41%	1,373,760	203,660	17.41%
General Operations	1,417,090	471,700	(945,390)	-66.71%	4,085,800	2,668,710	188.32%
Budget and Finance	1,755,880	1,954,410	198,530	11.31%	1,961,410	205,530	11.71%
Auditing & Accounting	70,000	80,000	10,000	14.29%	80,000	10,000	14.29%
Purchasing	561,520	636,970	75,450	13.44%	636,970	75,450	13.44%
Information Technology	3,410,170	4,570,700	1,160,530	34.03%	4,088,820	678,650	19.90%
Wireless Communications	1,466,020	1,616,730	150,710	10.28%	1,616,730	150,710	10.28%
Women's Commission	2,000	2,000	0	0.00%	2,000	0	0.00%
Diversity & Inclusion	2,000	2,000	0	0.00%	2,000	0	0.00%
Forensic Investigator	30,000	30,000	0	0.00%	30,000	0	0.00%
Public Works	263,990	337,720	73,730	27.93%	337,720	73,730	27.93%
Buildings Grounds & Facilities	2,287,850	2,441,810	153,960	6.73%	2,342,010	54,160	2.37%
Engineering	2,656,260	2,963,070	306,810	11.55%	2,963,070	306,810	11.55%
Permits & Inspections	2,712,040	3,127,770	415,730	15.33%	3,063,170	351,130	12.95%
Planning & Zoning	1,300,920	1,456,910	155,990	11.99%	1,456,910	155,990	11.99%
Zoning Appeals	55,740	59,290	3,550	6.37%	59,290	3,550	6.37%
Martin L. Snook Pool	159,310	166,370	7,060	4.43%	165,370	6,060	3.80%
Parks & Recreation	1,521,210	1,713,120	191,910	12.62%	1,685,620	164,410	10.81%
Martin Luther King Building	103,280	129,880	26,600	25.76%	124,880	21,600	20.91%
Administration Building	319,080	330,410	11,330	3.55%	330,410	11,330	3.55%
Court House	291,450	302,240	10,790	3.70%	302,240	10,790	3.70%
County Administration Building	230,510	236,330	5,820	2.52%	236,330	5,820	2.52%
Administration Annex	75,500	124,630	49,130	65.07%	124,630	49,130	65.07%
Dwyer Center	32,280	32,310	30	0.09%	32,310	30	0.09%
Election Board Facility	98,580	106,350	7,770	7.88%	106,350	7,770	7.88%
Central Services	131,220	131,230	10	0.01%	131,230	10	0.01%
Rental Properties	6,020	6,020	0	0.00%	6,020	0	0.00%
Senior Center Building	11,000	12,050	1,050	9.55%	12,050	1,050	9.55%
Public Facilities Annex	85,380	89,810	4,430	5.19%	89,810	4,430	5.19%
	27,624,720	31,428,450	3,803,730	13.77%	33,417,930	5,793,210	20.97%





Washington County, Maryland
Proposed General Fund Expenditures
FY 2024
Other

OVERALL	SUMMARY EXPLANATIONS (41 department areas)		CIP	CHANGE
Wages and Benefits	Increase related to mid-year COLA, and proposed step of 2.5% and 1% COLA. The budget also includes $409,000 for a proposed scale change and $3.1 million in additional pension funding.		$ -	$ 4,598,190
Operating	The majority of the increase can be attributed to an increase of $503,800 in the IT software budget, and general cost increases in utilities, gas, and related to inflation.			$ 1,310,770
Capital Outlay	In FY23 the capital outlay budget for the buildings and grounds department was $110,000 and in FY24 the proposed budget is $6,000.			$ (115,750)
Totals		$ -	$ -	$ 5,793,210

Cost Center	Department/Agency	FY 2023 Approved Budget	FY 2022 Approved Budget	FY 2021 Approved Budget	FY 2020 Approved Budget	FY 2019 Original Budget	FY 2018 Original Budget	FY 2017 Original Budget
	General Fund							
90000	Board of Education	109,070,360	105,841,710	103,208,100	100,515,610	98,530,760	97,053,410	94,844,030
90040	Hagerstown Community College	10,035,290	10,035,290	10,035,290	10,035,290	10,035,290	9,743,000	9,543,050
93400	Free Library	3,375,710	3,261,560	3,182,010	3,182,010	3,182,010	3,089,330	3,029,330
10990	Clear Spring Library Building	11,000	11,000	11,000	11,000	12,000	12,000	12,000
10991	Smithsburg Library Building	11,000	11,000	11,000	11,000	12,000	12,000	12,000
10992	Boonsboro Library Building	11,000	11,000	11,000	11,000	12,000	12,000	12,000
10993	Hancock Library Building	11,000	11,000	11,000	11,000	0	0	0
11300	Sheriff - Judicial	3,496,820	3,084,340	2,978,600	2,937,020	2,765,860	2,536,970	2,503,030
11305	Sheriff - Process Servers	137,880	170,700	167,660	165,070	155,810	143,890	140,440
11310	Sheriff - Patrol	14,577,540	13,155,720	12,696,080	12,345,880	11,970,150	10,253,250	9,789,120
11311	Sheriff - Auxiliary	50,000	40,000	0	0	0	0	0
11315	Sheriff - Central Booking	1,342,890	1,084,260	1,055,130	1,005,640	913,750	940,360	903,080
11320	Sheriff - Detention Center	18,706,300	16,237,630	16,072,200	15,548,930	14,586,280	14,175,090	13,530,730
11321	Sheriff - Day Reporting Center	492,280	471,240	479,460	492,120	550,760	547,030	627,060
11330	Sheriff - Narcotics Task Force	1,051,310	989,760	956,850	857,830	807,190	751,950	712,340
11335	Sheriff - Police Academy	59,840	59,840	99,000	99,000	0	0	0
11420	Air Unit	32,350	28,060	28,720	30,250	38,430	28,220	36,190
11430	Special Operations	233,870	194,540	118,840	83,370	78,920	474,530	479,270
11440	911 - Communications	6,275,630	6,276,090	5,896,870	5,484,300	4,843,110	4,668,570	4,426,830
11520	EMS Operations	2,723,800	2,584,350	2,785,900	2,587,230	1,466,970	1,416,980	1,495,950
11525	Fire Operations	5,292,030	4,823,100	2,608,540	1,940,400	1,364,180	233,050	0
11535	Public Safety Training Center	750,140	167,740	0	0	0	0	0
93110	Civil Air Patrol	4,000	3,600	3,600	3,600	3,600	3,600	3,600
93130	Fire & Rescue Volunteer Services	10,389,690	9,012,160	7,576,420	7,268,750	7,156,680	6,886,580	7,306,500
11530	Emergency Management	229,650	215,490	226,860	241,890	258,810	182,990	168,870
93100	Humane Society	1,486,920	1,436,640	1,401,600	1,401,600	1,401,600	1,341,600	1,290,000
91020	Highway	9,285,350	9,138,300	9,326,620	9,038,250	8,872,180	8,151,110	8,190,000
91021	Solid Waste	450,000	450,000	496,080	598,340	961,700	473,630	491,400
91022	Cascade Town Centre	0	0	0	203,880	0	0	0
91023	Agricultural Education Center	216,770	231,340	199,610	184,900	197,720	183,940	173,740
91024	Grant Management	313,390	349,010	273,080	284,690	245,060	316,220	266,160
91028	Land Preservation	41,380	28,930	30,880	18,170	113,180	136,550	142,730
91029	HEPMPO	5,700	10,030	9,750	8,580	8,090	7,950	6,730
91040	Utility Administration	517,110	425,470	232,070	228,140	201,950	201,950	182,770
91041	Water	230,040	187,280	107,370				
91042	Sewer	0	0	0	3,000,000	0		
91044	Transit	1,052,540	1,046,100	699,760	594,090	484,470	484,470	484,470
91045	Airport	0	0	0	0	14,500	14,500	14,500
91046	Golf Course	319,710	349,820	337,840	347,640	309,970	319,020	246,950
92010	Municipality in Lieu of Bank Shares	38,550	38,550	38,550	38,550	38,550	38,550	38,550
91230	Capital Improvement Fund	4,928,000	4,030,000	800,000	1,500,000	5,041,000	5,000,000	3,215,000
12700	Debt Service	15,279,990	15,272,790	15,807,270	15,185,870	14,315,980	15,204,570	15,475,000
10200	Circuit Court	2,140,650	2,011,540	1,870,730	1,815,530	1,620,960	1,559,700	1,517,330
10210	Orphans Court	36,530	36,150	36,370	37,660	30,920	30,920	30,920
10220	State's Attorney	4,224,530	4,139,010	3,963,170	3,879,990	3,560,920	3,451,790	3,339,420
10400	Election Board	2,384,260	1,667,570	1,393,740	1,473,450	1,185,480	1,145,990	1,052,900
12300	Soil Conservation	355,090	223,680	218,180	218,180	218,180	206,040	202,000
12400	Weed Control	317,510	320,980	318,200	258,390	215,960	200,040	194,710
12410	Environmental Pest Management	45,500	45,500	45,500	8,000	10,000	10,000	10,000
94000	Health Department	2,339,270	2,339,270	2,339,270	2,339,270	2,339,270	2,339,270	2,339,270
94010	Social Services	506,330	446,010	435,560	435,560	435,560	424,390	373,390
94020	University of MD Extension	264,180	244,930	240,820	240,820	240,820	237,030	232,400
94030	County Cooperative Extension	38,730	38,730	38,730	38,730	38,730	38,730	38,730
93000	Community Funding	774,000	774,000	774,000	774,000	1,700,000	1,726,100	1,700,000
10300	County Administrator	388,020	383,220	356,470	564,980	479,410	474,500	440,510
10310	Public Relations and Marketing	504,590	485,340	467,100	484,870	460,990	422,630	414,170
12500	Business Development	749,760	715,840	694,220	719,450	711,180	743,680	567,500
10100	County Commissioners	376,920	371,210	339,730	339,000	325,340	284,430	292,070
10110	County Clerk	147,960	129,070	190,100	121,090	117,040	104,370	101,480
10530	Treasurer	560,900	546,760	551,740	530,660	483,770	460,820	442,820
10600	County Attorney	804,210	767,920	738,650	767,070	789,800	721,420	694,180
10700	Human Resources	1,170,100	1,127,220	1,064,010	934,860	842,920	759,040	778,320
11200	General Operations	1,417,090	4,135,200	643,180	1,399,990	5,821,700	4,808,100	1,194,660
10500	Budget & Finance	1,755,880	1,670,840	1,566,430	1,563,780	1,457,170	1,435,300	1,411,430
10510	Independent Accounting & Auditing	70,000	70,000	70,000	70,000	70,000	70,000	70,000

Cost Center	Department/Agency	FY 2023 Approved Budget	FY 2022 Approved Budget	FY 2021 Approved Budget	FY 2020 Approved Budget	FY 2019 Original Budget	FY 2018 Original Budget	FY 2017 Original Budget
10520	Purchasing	561,520	519,640	502,630	519,430	509,810	534,080	537,800
11000	Information Technology	3,410,170	3,194,470	2,670,900	2,595,320	2,496,080	2,403,870	2,192,030
11540	Wireless Communications	1,466,020	1,376,980	1,329,300	1,282,720	1,358,160	1,221,600	1,250,260
11100	Women's Commission	2,000	2,000	2,000	2,000	2,000	2,000	2,000
11140	Diversity and Inclusion Committee	2,000	2,000	2,000	2,000	2,000	0	
11550	Forensic Investigator	30,000	30,000	25,000	20,000	20,000	20,000	20,000
93230	Commission on Aging	967,760	841,530	821,000	821,000	0		
93300	Museum of Fine Arts	124,200	120,000	120,000	120,000	0		
10900	Martin Luther King Building	103,280	99,420	99,100	99,100	81,810	80,400	80,300
10910	Administration Building	319,080	319,710	316,600	192,120	185,920	183,600	183,600
10915	Administration Building II	0	0	0	129,660	124,680	105,350	103,850
10930	Court House	291,450	291,030	578,090	697,750	644,200	603,250	587,230
10940	County Office Building	230,510	226,050	213,230	208,520	194,680	195,310	195,310
10950	Administration Annex	75,500	55,450	55,110	55,220	53,600	53,970	56,300
10960	Dwyer Center	32,280	33,450	33,590	33,260	30,310	29,700	29,700
10965	Election Board Facility	98,580	100,740	60,170				
10970	Central Services	131,220	130,850	128,300	129,200	138,230	151,900	204,200
10980	Rental Properties	6,020	6,020	6,000	5,500	6,000	2,000	2,000
10985	Senior Center Building	11,000	11,000	11,000	11,000	0	0	0
11325	Public Facilities Annex	85,380	81,840	77,600	69,540	66,920	53,200	55,700
11900	Parks	0	0	2,205,190	2,071,120	1,910,610	1,808,600	1,706,720
12000	Martin L. Snook Pool	159,310	155,830	149,000	150,840	148,290	133,100	128,370
12200	Parks and Recreation	1,521,210	1,314,640	1,035,260	987,900	971,250	907,950	874,440
11600	Public Works	263,990	256,950	246,120	243,230	250,390	240,970	232,390
11910	Buildings Grounds & Facilities	2,287,850	2,344,710	0	0	0	0	0
11610	Plan Review & Permitting	0	1,543,690	1,520,230	1,558,240	1,479,900	1,484,980	931,740
11620	Engineering	2,656,260	2,307,280	2,344,110	2,287,980	2,148,380	2,138,610	1,613,930
11630	Division of Permits and Inspections	2,712,040	2,218,570	2,147,450	2,097,230	1,887,360	1,878,200	1,764,870
11500	Permitting	0	0	0	0	0	0	1,031,510
10800	Planning and Zoning	1,300,920	830,080	805,250	817,650	763,660	725,830	688,330
10810	Board of Zoning Appeals	55,740	55,740	55,840	58,440	58,440	53,440	53,440
	Total	**262,814,130**	**251,935,100**	**235,896,580**	**233,782,190**	**229,639,310**	**221,705,060**	**211,757,650**
	Highway Fund							
20010	General Operations	1,287,020	1,361,030	1,347,550	1,632,430	1,944,520	1,858,770	1,854,510
20020	Road Maintenance	5,866,470	5,962,710	5,852,230	5,790,500	5,300,120	5,099,410	5,001,880
20030	Snow Removal	1,329,420	1,195,350	1,293,210	917,610	969,290	867,740	733,750
20040	Storm Damage	15,100	20,900	20,730	24,880	66,600	103,700	156,650
20050	Traffic Control	662,740	677,300	640,590	627,550	582,220	556,770	541,300
20060	Fleet Management	2,608,720	2,659,510	2,582,040	2,497,390	2,293,930	2,081,220	2,077,800
	Total	**11,769,470**	**11,876,800**	**11,736,350**	**11,490,360**	**11,156,680**	**10,567,610**	**10,365,890**
	Solid Waste							
21010	General Operations	2,620,240	2,517,610	2,452,870	3,131,910	3,659,040	3,167,120	2,578,230
21020	Forty West Landfill	4,361,270	3,842,900	3,724,770	2,866,580	2,929,050	2,345,360	2,291,640
21025	Composting	202,430	183,940	171,890	166,390	150,370	143,320	136,340
21030	Resh Landfill	162,530	160,480	156,680	175,880	205,150	200,300	222,140
21040	Rubble Landfill	113,560	111,990	114,590	101,310	117,064	119,060	135,620
21050	Old City/County Landfill	349,700	344,950	362,820	250,860	220,366	200,070	254,780
21060	Hancock	5,550	5,300	5,300	5,300	5,700	8,600	8,600
21100	Transfer Station	886,230	841,050	823,090	640,830	563,260	539,850	515,060
21200	Recycling Operations	354,650	364,050	339,100	309,970	271,710	251,150	255,150
	Total	**9,056,160**	**8,372,270**	**8,151,110**	**7,649,030**	**8,121,710**	**6,974,830**	**6,397,560**
	Utility Administration							
40010	Utility Administration	1,531,810	1,534,340	1,469,080	1,636,370	1,584,860	1,635,130	1,460,890
40020	Engineering	622,570	676,400	632,320	623,400	551,590	639,320	542,740
40030	Laboratory	688,590	716,610	687,390	731,370	657,350	604,660	576,380
40040	Maintenance	1,244,540	1,315,640	1,248,080	1,235,580	1,123,940	1,088,050	1,068,050
40050	Stormwater	517,110	425,470	232,070	228,140	201,950	190,490	182,770
40060	Clean County	224,890	207,540	193,240	171,550	0	0	0
40998	Billable - Inspection Projects	37,370	30,180	28,840	36,660	30,000	46,010	15,110
40999	Billable - Contract Operations	262,070	274,200	281,480	326,030	291,570	259,900	226,370
	Total	**5,128,950**	**5,180,380**	**4,772,500**	**4,989,100**	**4,441,260**	**4,463,560**	**4,072,310**

Cost Center	Department/Agency	FY 2023 Approved Budget	FY 2022 Approved Budget	FY 2021 Approved Budget	FY 2020 Approved Budget	FY 2019 Original Budget	FY 2018 Original Budget	FY 2017 Original Budget
	Water Fund							
41010	General Operations	455,120	458,530	435,490	704,060	703,690	679,120	718,510
41020	Maintenance Treatment Plants	45,260	52,370	62,840	108,890	116,670	79,190	63,990
41100	Elk Ridge Treatment Plant	10,920	10,340	10,780	17,320	20,060	20,990	20,600
41120	Highfield Treatment Plant	56,570	62,620	63,420	58,020	55,870	53,340	56,650
41140	Mt. Aetna Treatment Plant	34,790	42,470	42,480	41,650	37,150	34,200	34,360
41160	Sandy Hook Treatment Plant	17,360	19,410	25,120	33,730	35,050	32,690	31,780
41180	Sharpsburg Treatment Plant	324,000	301,810	252,570	299,390	303,250	314,950	280,740
41700	Distribution Lines Operations	143,160	124,620	113,040	112,930	105,430	92,930	79,370
41710	Distribution Lines Maintenance	122,240	106,950	97,600	87,890	75,180	63,250	51,520
	Total	**1,209,420**	**1,179,120**	**1,103,340**	**1,463,880**	**1,452,350**	**1,370,660**	**1,337,520**
	Sewer Fund							
42010	General Operations	6,833,810	6,636,690	6,584,160	8,109,060	7,545,090	7,652,500	7,265,300
42020	Maintenance Treatment Plants	202,410	233,300	296,010	369,380	378,990	326,690	316,010
42100	Antietam Treatment Plant	332,500	307,590	264,700	243,130	220,070	197,800	188,120
42120	Conococheague Treatment Plant	1,804,790	1,866,990	1,849,620	1,775,070	1,758,960	1,606,940	1,602,980
42160	Sandy Hook Treatment Plant	42,030	47,310	60,950	79,070	78,750	73,610	69,560
42180	Smithsburg Treatment Plant	434,340	383,160	343,050	348,190	348,720	312,920	269,540
42200	Winebrenner Treatment Plant	457,210	405,160	381,750	356,240	341,000	350,680	338,950
42700	Collection Lines Operations	1,356,630	1,425,360	1,438,740	1,431,220	1,319,060	1,214,310	1,234,680
42710	Collection Lines Maintenance	628,960	631,740	640,190	691,790	665,040	613,990	592,280
	Total	**12,092,680**	**11,937,300**	**11,859,170**	**13,403,150**	**12,655,680**	**12,349,440**	**11,877,420**
	Pretreatment Fund							
43010	General Operations	472,860	484,700	471,480	866,190	872,890	874,440	876,150
	Total	**472,860**	**484,700**	**471,480**	**866,190**	**872,890**	**874,440**	**876,150**
	Transit Fund							
44020	Fixed Route Service	2,659,420	2,552,280	2,449,880	2,468,770	2,322,650	2,325,670	2,237,310
44030	Ride Assistance Program	225,890	225,890	216,170	228,170	240,750	234,300	228,270
44040	Paratransit Program	0	0	0	0	0	0	0
44050	Social Services Program	0	0	0	0	0	0	0
	Total	**2,885,310**	**2,778,170**	**2,666,050**	**2,696,940**	**2,563,400**	**2,559,970**	**2,465,580**
	Airport Fund							
45010	General Operations	598,650	621,050	609,490	624,480	541,210	607,020	563,580
45020	Airfield Operations	509,240	439,260	440,800	474,300	497,410	466,990	467,570
45030	Business Parks	187,910	184,180	181,050	217,720	284,410	261,610	214,090
45040	Terminals	210,940	218,200	249,040	214,460	194,530	191,130	253,950
45050	T-Hangar	80,730	86,550	89,510	81,630	94,700	110,040	119,080
45060	Fuel Farm Operations	11,780	10,550	8,290	10,660	10,670	12,490	13,930
45070	Rental Properties - FAA	43,090	36,300	58,590	62,480	57,300	113,450	51,800
45080	Airport and Rescue Firefighters Service	150,810	140,080	120,400	81,320	112,460	110,560	69,660
45090	Airline Service	387,760	284,750	222,460	232,020	195,030	203,550	186,430
	Total	**2,180,910**	**2,020,920**	**1,979,630**	**1,999,070**	**1,987,720**	**2,076,840**	**1,940,090**
	Golf Fund							
46010	General Operations	46,650	52,370	48,950	82,860	81,930	112,080	75,080
46020	Club House Operation	304,210	270,630	266,390	265,570	283,810	286,910	278,990
46030	Course Maintenance	763,480	749,500	731,140	687,490	688,010	683,000	715,510
46040	Restaurant Operations	71,780	99,970	103,200	127,030	149,600	152,480	149,620
	Total	**1,186,120**	**1,172,470**	**1,149,680**	**1,162,950**	**1,203,350**	**1,234,470**	**1,219,200**
	Hotel Rental Tax Fund							
27010	General Operations	640,000	588,240	588,240	671,370	671,370	671,370	1,094,370
27020	CVB	1,000,000	920,000	920,000	1,050,000	1,050,000	1,050,000	1,050,000
27030	Municipality	360,000	331,760	331,760	378,630	378,630	378,630	378,630
	Total	**2,000,000**	**1,840,000**	**1,840,000**	**2,100,000**	**2,100,000**	**2,100,000**	**2,523,000**
	Cascade Town Centre Fund							
22020	General Operations	157,650	184,150	183,650	996,680	1,036,950	1,097,050	0
	Total	**157,650**	**184,150**	**183,650**	**996,680**	**1,036,950**	**1,097,050**	**0**

Cost Center	Department/Agency	FY 2023 Approved Budget	FY 2022 Approved Budget	FY 2021 Approved Budget	FY 2020 Approved Budget	FY 2019 Original Budget	FY 2018 Original Budget	FY 2017 Original Budget
	Agricultural Education Center Fund							
23010	Museum and Administration	106,570	105,540	100,700	99,210	93,100	91,100	86,770
23030	Rental Area	48,500	50,900	47,330	48,260	58,270	51,740	47,720
23040	Museum	23,550	34,550	36,200	28,180	28,670	28,550	20,050
23050	Extension Office	69,650	73,050	73,050	66,170	58,880	53,750	60,400
	Total	**248,270**	**264,040**	**257,280**	**241,820**	**238,920**	**225,140**	**214,940**
	Grant Management Fund							
24010	General Operations	193,390	229,010	160,680	164,690	125,060	196,220	146,160
24011	School Based Mental Health	120,000	120,000	120,000	120,000	120,000	120,000	120,000
24015	Dept. of Housing & Community Dev. Grants	0	5,000	25,000	2,450	4,350	1,450	5,390
24020	Governor's Office of Children Grants	121,400	109,260	121,400	121,400	121,400	100,570	100,570
24040	MD State Department of Education Grants	16,630	16,630	16,630	16,970	16,970	16,970	16,970
	Total	**451,420**	**479,900**	**443,710**	**425,510**	**387,780**	**435,210**	**389,090**
	Inmate Welfare Fund							
25010	General Operations	547,320	530,000	497,500	645,920	454,000	429,130	371,530
	Total	**547,320**	**530,000**	**497,500**	**645,920**	**454,000**	**429,130**	**371,530**
	Gaming Fund							
26010	General Operations	191,000	192,000	195,810	187,810	189,190	207,760	196,420
26020	Gaming Distribution	2,300,000	1,976,960	1,759,680	1,976,960	1,976,960	1,930,120	1,964,920
	Total	**2,491,000**	**2,168,960**	**1,955,490**	**2,164,770**	**2,166,150**	**2,137,880**	**2,161,340**
	Land Preservation Fund							
28010	General Operations	41,380	28,930	21,060	17,330	106,020	122,660	104,960
28020	State Agricultural Transer Tax	45,000	45,000	45,000	45,000	45,000	30,000	31,250
28040	Installment Purchase Program	400,000	400,000	400,000	400,000	400,000	400,000	400,000
28050	Rural Legacy Program	1,478,850	1,666,950	1,478,640	3,320,350	1,975,090	1,877,210	1,008,590
28060	Conservation Res Enhancement Program	493,020	246,450	206,980	641,590	693,660	495,640	507,850
28070	Ag Conservation Easement Program	0	0	0	0	541,620	1,000,000	1,000,000
	Total	**2,458,250**	**2,387,330**	**2,151,680**	**4,424,270**	**3,761,390**	**3,925,510**	**3,052,650**
	HEPMPO Fund							
29010	HEPMPO	584,570	606,200	590,980	563,240	550,080	543,820	503,620
	Total	**584,570**	**606,200**	**590,980**	**563,240**	**550,080**	**543,820**	**503,620**
	Contraband Fund							
51010	General Operations	5,070	5,070	0	5,910	4,650	8,930	0
	Total	**5,070**	**5,070**	**0**	**5,910**	**4,650**	**8,930**	**0**

Washington County, Maryland
Long Range Financial Projections

Draft 2-Proposed FY24 Long Term Plan

	Two Prior Year Actuals				Current Fiscal Year						Five Year Projection							
	2021		2022		2023				2024		2025		2026		2027		2028	
Source	Actual	Growth %	Actual	Growth %	Approved Budget	Estimated Actual	$ Var	$ Variance	Proposed	% Chg Est Act	Projected	Growth %	Projected	Growth %	Projected	Growth %	Projected	Growth %
											SAFER Grant Removed		Potential Tax Rate Increase					
General Revenue																		
Real Estate/Property Tax	133,818,993	3.1%	136,078,213	1.7%	134,863,130	140,763,130	4.4%	5,900,000	143,377,150	1.9%	148,395,350	3.5%	152,847,211	3.0%	154,375,683	1.0%	155,919,440	1.0%
RE Tax Rate/$100 As. Value	$0.948 / $0.823		$0.948 / $0.823		$0.928 / $0.803	$0.928 / $0.803			$0.928 / $0.803		$0.928 / $0.803		$0.928 / $0.803		$0.928 / $0.803		$0.928 / $0.803	
Income Tax																		
Current FY Withholdings	94,207,144	21.3%	98,129,910	4.2%	90,048,052	94,548,052	5.0%	4,500,000	97,194,957	2.8%	101,082,800	4.0%	102,093,600	1.0%	103,114,500	1.0%	105,692,400	2.5%
CY Income	*2,943,973,243*	*14.8%*	*3,157,516,984*	*7.3%*	*3,024,421,680*	*3,201,759,861*	*5.9%*	*177,338,181*	*3,294,744,308*	*2.9%*	*3,426,534,100*	*4.0%*	*3,460,799,400*	*1.0%*	*3,495,407,400*	*1.0%*	*3,582,792,600*	*2.5%*
Income Tax Rate	*3.20%*		*7/1-3.2% 1/1-3.0%*		*7/1-3.0% 1/1-2.95%*				*2.95%*		*2.95%*		*2.95%*		*2.95%*		*2.95%*	
PY Witholdings	17,266,293	38.7%	16,433,028	-4.8%	15,485,457	17,217,664	11.2%	1,732,207	16,507,833	-4.1%	16,672,900	1.0%	16,839,600	1.0%	16,502,800	-2.0%	16,172,700	-2.0%
Disparity	7,781,375	277.7%	8,360,846	7.4%	3,834,000	3,834,284	0.0%	284	2,652,000	-30.8%	2,731,600	3.0%	2,813,500	3.0%	2,897,900	3.0%	2,984,800	3.0%
Subtotal Income Tax	119,254,812		122,923,784		109,367,509	115,600,000	5.7%	6,232,491	116,354,790	0.7%	120,487,300	3.6%	121,746,700	1.0%	122,515,200	0.6%	124,849,900	1.9%
Admission and Amusement Tax	79,508	-69.8%	319,188	301.5%	175,000	375,000	114.3%	200,000	-	-100.0%	-	0.0%	-	0.0%	-	0.0%	-	0.0%
Recordation Tax	11,001,009	48.3%	17,203,855	56.4%	7,000,000	10,500,000	50.0%	3,500,000	8,452,000	-19.5%	8,452,000	0.0%	7,500,000	-11.3%	7,000,000	-6.7%	7,000,000	0.0%
Trailer	253,943	-56.7%	208,567	-17.9%	250,000	250,000	0.0%	-	200,000	-20.0%	220,000	10.0%	220,000	0.0%	220,000	0.0%	220,000	0.0%
Interest	524,407	-77.2%	351,987	-32.9%	600,000	1,000,000	66.7%	400,000	1,900,000	90.0%	1,900,000	0.0%	1,140,000	-40.0%	1,105,800	-3.0%	995,220	-10.0%
Total General Revenue	264,932,672	13.9%	277,085,594	4.6%	252,255,639	268,488,130	6.4%	16,232,491	270,283,940	0.7%	279,454,650	3.4%	283,453,911	1.4%	285,216,683	0.6%	288,984,560	1.3%
Program Revenues:																		
Charges for Services	7,152,094	-3.8%	10,537,351	47.3%	5,223,901	5,380,618	3.0%	156,717	5,155,200	-4.2%	5,160,355	0.1%	5,165,516	0.1%	5,170,681	0.1%	5,175,852	0.1%
Operating Grants	21,911,534	176.5%	13,387,413	-38.9%	5,334,590	12,500,000	134.3%	7,165,410	5,573,190	-55.4%	2,885,173	0.1%	2,888,058	0.1%	2,890,946	0.1%	2,893,837	0.1%
Total Program Revenues	29,063,628	89.3%	23,924,764	-17.7%	10,558,491	17,880,618	69.3%	7,322,127	10,728,390	-40.0%	8,045,528	-25.0%	8,053,574	0.1%	8,061,627	0.1%	8,069,689	0.1%
Total Revenues	**293,996,300**	18.6%	**301,010,358**	2.4%	**262,814,130**	**286,368,748**	9.0%	**23,554,618**	**281,012,330**	-1.9%	**287,500,179**	2.3%	**291,507,485**	1.4%	**293,278,310**	0.6%	**297,054,249**	1.3%
Wages:																		
Full Time Wages	32,050,138	-1.3%	37,883,758	18.2%	40,619,480	43,588,764	7.3%	2,969,284	45,684,760	4.8%	47,283,727	3.5%	48,938,657	3.5%	50,651,510	3.5%	52,424,313	3.5%
Part Time Wages	1,496,838	-10.0%	1,654,700	10.5%	2,224,850	2,387,487	7.3%	162,637	2,484,420	4.1%	2,571,375	3.5%	2,661,373	3.5%	2,754,521	3.5%	2,850,929	3.5%
Overtime Wages	1,712,715	-1.2%	2,851,771	66.5%	1,430,530	1,535,102	7.3%	104,572	1,621,460	5.6%	1,678,211	3.5%	1,736,948	3.5%	1,797,742	3.5%	1,860,663	3.5%
Other Wages	820,736	-7.8%	4,456,428	443.0%	1,484,920	1,593,468	7.3%	108,548	1,517,575	-4.8%	1,570,690	3.5%	1,625,664	3.5%	1,682,563	3.5%	1,741,452	3.5%
Personnel Requests	-	0.0%	-	0.0%	-	-	100.0%	-	1,122,260	100.0%	1,000,000	3.5%	1,035,000	3.5%	1,071,225	3.5%	1,108,718	3.5%
Turnover Credit		0.0%		0.0%	(900,000)	(900,000)	0.0%	-	(948,140)	5.3%	(995,547)	5.0%	(1,045,324)	5.0%	(1,097,591)	5.0%	(1,152,470)	5.0%
Total Wages	36,080,427	-1.9%	46,846,657	29.8%	44,859,780	48,204,820	7.5%	3,345,040	51,482,335	6.8%	53,108,456	3.2%	54,952,318	3.5%	56,859,970	3.5%	58,833,605	3.5%
Fringe Costs:																		
Fica	2,663,729	-1.2%	3,469,857	30.3%	3,481,020	3,735,483	7.3%	254,463	3,925,495	5.1%	4,062,887	3.5%	4,205,088	3.5%	4,352,266	3.5%	4,504,596	3.5%
Health	7,150,291	20.8%	7,638,997	6.8%	9,974,320	9,774,834	-2.0%	(199,486)	9,427,940	-3.5%	9,710,778	3.0%	10,002,102	3.0%	10,302,165	3.0%	10,611,230	3.0%
Pension	16,404,901	80.8%	14,602,205	-11.0%	11,421,360	12,256,261	7.3%	834,901	15,791,330	28.8%	16,186,113	2.5%	16,590,766	2.5%	16,485,535	2.5%	16,897,674	2.5%
OPEB	-	0.0%	-	0.0%	225,370	220,863	-2.0%	(4,507)	293,210	32.8%	293,503	0.1%	293,797	0.1%	294,091	0.1%	294,385	0.1%
Workers Comp	886,466	2.6%	1,658,295	87.1%	1,553,860	1,522,783	-2.0%	(31,077)	1,777,230	16.7%	1,839,433	3.5%	1,903,813	3.5%	1,970,447	3.5%	2,039,412	3.5%
Other	300,324	-11.5%	326,788	8.8%	572,980	561,520	-2.0%	(11,460)	496,640	-11.6%	514,022	3.5%	532,013	3.5%	550,634	3.5%	569,906	3.5%
Total Fringe	27,405,711	45.1%	27,696,142	1.1%	27,228,910	28,071,743	3.1%	842,833	31,711,845	13.0%	32,606,737	2.8%	33,527,579	2.8%	33,955,137	1.3%	34,917,202	2.8%
Total Wages & Benefits	63,486,138	14.1%	74,542,799	17.4%	72,088,690	76,276,563	5.8%	4,187,873	83,194,180	9.1%	85,715,193	3.0%	88,479,897	3.2%	90,815,107	2.6%	93,750,806	3.2%
Operations:																		
Education	116,425,400	2.4%	119,138,560	2.3%	122,525,360	122,525,360	0.0%	-	122,823,130	0.2%	125,525,239	2.2%	128,286,794	2.2%	131,109,104	2.2%	133,993,504	2.2%
Public Safety	16,244,400	-9.2%	19,338,638	19.0%	20,239,800	19,835,004	-2.0%	(404,796)	22,192,390	11.9%	23,302,010	5.0%	23,884,560	2.5%	24,481,674	2.5%	25,093,716	2.5%
Operating Transfers	11,908,447	-18.5%	12,139,889	1.9%	12,470,540	19,470,540	56.1%	7,000,000	14,280,170	-26.7%	14,422,972	1.0%	14,567,201	1.0%	14,712,873	1.0%	14,860,002	1.0%
Capital Transfers	32,109,994	636.4%	32,976,090	2.7%	4,928,000	4,928,000	0.0%	-	6,250,000	26.8%	6,500,000	4.0%	6,500,000	0.0%	6,750,000	3.8%	6,750,000	0.0%
Courts	258,726	-47.9%	511,586	97.7%	389,160	385,268	-1.0%	(3,892)	448,340	16.4%	470,757	5.0%	482,526	2.5%	494,589	2.5%	506,954	2.5%
State	4,618,142	5.8%	4,508,525	-2.4%	5,682,920	5,626,091	-1.0%	(56,829)	5,368,730	-4.6%	5,502,948	2.5%	5,640,522	2.5%	5,781,535	2.5%	5,926,073	2.5%
Other External Approp	1,714,499	-0.2%	2,384,278	39.1%	1,899,960	1,899,960	0.0%	-	2,079,440	9.4%	2,131,426	2.5%	2,184,712	2.5%	2,239,329	2.5%	2,295,313	2.5%
Debt Service	29,408,918	97.7%	14,905,563	-49.3%	15,279,990	15,279,990	0.0%	-	15,779,240	3.3%	16,331,513	3.5%	16,903,116	3.5%	17,494,725	3.5%	18,107,041	3.5%
Internal Operations	12,631,936	42.2%	7,770,251	-38.5%	6,395,110	6,395,110	0.0%	-	7,526,400	17.7%	7,902,720	5.0%	8,100,288	2.5%	8,302,795	2.5%	8,510,365	2.5%
	225,320,462	24.5%	213,673,380	-5.2%	189,810,840	196,345,323	3.4%	6,534,483	196,747,840	0.2%	202,089,585	2.7%	206,549,719	2.2%	211,366,625	2.3%	216,042,967	2.2%
Controllable Assets/Capital Outlay:																		
Education	-	0.0%	-	0.0%	-	-	100.0%	-	-	100.0%	-	0.0%	-	0.0%	-	0.0%	-	0.0%
Public Safety	413,112	-10.8%	1,059,454	156.5%	725,370	710,863	-2.0%	(14,507)	785,840	10.5%	825,132	5.0%	849,886	3.0%	875,383	3.0%	901,644	3.0%
Courts	11,964	-84.9%	100,323	738.5%	35,200	35,024	-0.5%	(176)	265,170	657.1%	278,429	5.0%	286,781	3.0%	295,385	3.0%	304,246	3.0%
State	10,385	-87.6%	40,758	292.5%	18,980	18,885	-0.5%	(95)	-	-100.0%	-	0.5%	-	0.5%	-	0.5%	-	0.5%
Internal Operations	116,699	-45.8%	320,578	174.7%	135,050	134,375	-0.5%	(675)	19,300	-85.6%	20,265	5.0%	100,000	393.5%	103,000	3.0%	106,090	3.0%
	552,160	-34.4%	1,521,113	175.5%	914,600	899,146	-1.7%	(15,454)	1,070,310	19.0%	1,123,826	5.0%	1,236,667	10.0%	1,273,767	3.0%	1,311,980	3.0%
Total Expenditures	**289,358,760**	21.9%	**289,737,292**	0.1%	**262,814,130**	**273,521,033**	4.1%	**10,706,903**	**281,012,330**	2.7%	**288,928,603**	2.8%	**296,266,284**	2.5%	**303,455,499**	2.4%	**311,105,754**	**2.5%**
Excess Revenue (Expenditures)	**4,637,540**		**11,273,066**		**-**	**12,847,715**		**12,847,715**	**-**		**(1,428,425)**		**(4,758,799)**		**(10,177,189)**		**(14,051,505)**	

Budget & Finance

FY2024 General Fund Budget-Proposed (Draft 2)

Washington County
MARYLAND

Washington County
MARYLAND

General Fund - Proposed

Increase from FY23 to FY24

	FY23 Approved	FY24 Proposed	$ Change	% Change
Total	$262,814,130	$281,012,330	$18,198,200	6.92%

FY24 Proposed Balancing Adjustments

	FY24 Requested	FY24 Proposed	$ Change	% Change
Revenues	281,037,330	281,012,330	(25,000)	-0.01%
Expenses	289,635,210	281,012,330	(8,622,880)	-2.98%

Washington County
MARYLAND

Expenditure Adjustments

Expenditure Category	$ Millions	Justification
Wages & Benefits	$(2.1)	Salary Committee Recommendations
Pension Contribution	3.6	Retiree COLA, Improve Funding Status
Board of Education	(8.0)	Hold Harmless, 1M More Than MOE
Operating & Agency	(1.2)	Based on Historical Trends
Controllable Assets	(0.9)	Based on Historical Trends or Moved to CIP Plan
Total Balancing	$(8.6)	

Washington County
MARYLAND

Expenditures Compared to FY23

Description	FY23	FY24	% Chg
Board of Education	109.1	109.1	0.0%
Wages and Benefits	72.1	83.2	15.4%
County Operations	22.4	23.5	4.8%
Public Safety Operations	20.2	22.2	9.6%
Outside Agencies	1.9	2.1	9.4%
Capital Outlay	0.9	1.1	17.0%
Capital Transfers	4.9	6.3	26.8%
Transfers to Other Funds	12.5	14.3	14.5%
Debt Service	15.3	15.8	3.3%
Additonal Pension	3.5	3.6	2.6%
Total	262.8	281.0	6.9%

Highlights - $18.2M Increase

- BOE-Hold Harmless at 109.1M (MOE is 108.1M)
- Wages & Benefits Increase $11.1M
  - 1% COLA and 1 step (2.5%) -$2.2M
  - $860k Salary Scale Realignment (Gr 1-12)
  - $712k New Positions, OT and PT Wages
  - Full Year FY23, 9.5% COLA $5.4M
- Operating $1.1M Increase - 5.5% Inflation
- Public Safety Operations $2M Increase
  - VFD Allocation $10.6M ($115k each Direct)
- Capital Transfers $6.25M, $1.4M Increase
- Additional Pension $3.6M Includes
  - 1% Retiree COLA $520k FY24 (Paid Over 3 Years)
  - $520K - 1% Approved in FY23 (2nd Installment)
  - Additional Pension Contribution $2.6M

Washington County MARYLAND

Five Year Projections-Draft 2

($ in millions)

Description	FY23 Est Actual	FY24 Proposed	FY25 Projected	FY26 Projected	FY27 Projected	FY28 Projected
Revenue	$ 286.4	$ 281.0	$ 287.5	$ 291.5	$ 293.3	$ 297.1
Expenditures	273.5	281.0	288.9	296.3	303.5	311.1
Surplus (Deficit)	$ 12.8	$ -	$ (1.4)	$ (4.8)	$ (10.2)	$ (14.1)

Assumptions

Revenues

- Projections used FY23 Estimated Actual as base
- Economic indicators for revenue downturns
  - Real Estate/ Property Tax FY27
  - Income Tax FY26
- A&A Tax $0 in FY24-FY28
- No SAFER Grant in FY25

Expenditures

- Employee Step (2.5%) and COLA (1%)
- Regular COLA Increases Retirees (0.25%-1.0%)
- The need for Position Growth
- Inflation of 5% in FY24 & FY25
- Capital Transfers based on CIP Plan
- 1-2% Inflation for Operating Transfers and External Appropriations

Washington County MARYLAND

Household Impact

	Base	Rate		Tax	$ Change	% Change
Average Home Sale Price	$308,610	$ 0.928	/$100	$ 2,863.90		
	$308,610	$ 0.938	/$100	$ 2,894.76	$ 30.86	1.1%
Average Net Taxable Income	$ 66,023	2.95%		$ 1,947.68		
	$ 66,023	3.00%		$ 1,980.69	$ 33.01	1.7%

Revenue	FY25	FY26	FY27
Real/Property Tax	1,616,000	1,682,000	1,750,000
Income Tax Increase	750,000	1,672,000	2,572,000
Disparity Grant	-	1,180,000	5,708,000
Income Tax Increase	750,000	2,852,000	8,280,000

Washington County
MARYLAND

Thank you

Michelle Gordon, CFO
Kimberly Edlund, Director
Department of Budget & Finance

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Board of County Commissioners of Washington County, Maryland

Agenda Report Form

Open Session Item

SUBJECT: FY2024 General Fund Budget – Public Safety (Law Enforcement and Emergency Services)

PRESENTATION DATE: February 28, 2023

PRESENTATION BY: Brian Albert, Sheriff; Dave Hays, Director of Emergency Services

RECOMMENDED MOTION: For informational purposes only

REPORT-IN-BRIEF: Requested budgets will be presented for Board consideration.

DISCUSSION:

Law Enforcement request is $44,836,040, an increase of $4,921,180 over FY23.

Emergency Services request is $30,758,610 an increase of $5,061,100 over FY23.

Any adjustments needed for balancing of the FY2024 budget are not included in the request and will be discussed if applicable at a later date.

FISCAL IMPACT: FY24 budget is not yet balanced

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: Law enforcement budget documents; Emergency services budget documents

AUDIO/VISUAL NEEDS: N/A

Washington County, Maryland
Requested
Public Safety - Law Enforcement
Detailed Summary
Fiscal Year 2024

Page	Category	Requested FY 2024			$ Change	% Change	Original Budget FY 2023
	Sheriff Operations:						
7-3	**Judicial**	4,014,070			517,250	14.79%	3,496,820

1. Wages and benefits are increasing a total of $426,100 or 12.76%. The increase is due to the mid-year COLA, and the proposed step of 2.5% and COLA of 1%.
2. Operating expenses requests are increasing by $11,860 or 7.51%. The majority of the increase is due to increasing insurance costs. The Risk Management Administrator worked with the Fleet Manager to get the assignment of vehicles corrected.
3. Requesting $24,840 for tasers and computer equipment for vehicles; requesting $54,450 for two police cruisers which will be partially grant funded.

Page	Category	Requested FY 2024			$ Change	% Change	Original Budget FY 2023
7-12	**Process Servers**	154,020			16,140	11.71%	137,880

1. Wages and benefits are increasing a total of $14,160 or 10.60%. The increase is related to the mid-year COLA and the proposed step and COLA.
2. Operating expenses are increasing by $1,980 or 46.05% due to the increase in gasoline prices and inflation.

Page	Category	Requested FY 2024			$ Change	% Change	Original Budget FY 2023
7-15	**Patrol**	16,112,190			1,534,650	10.53%	14,577,540

1. Wages and benefits are increasing by $775,500 or 11.65%. The increase is due to the step and COLAs.
   In FY23 there was a reduction in wages budgeted for vacancy savings.
   Personnel requests totaling $317,150 were made for retaining 2 employees that will no longer be funded by Meritus.
2. Operating expenses requested increased by $48,380 or 2.16%. The majority of this increase is due to the increase in the auto repairs, software costs, and canine expenses. Speed camera costs decreased due to the reduction of installed cameras.
3. The budget contains a $86,660 request for controllable assets such as body armor, computers, monitors, a vehicle alignment machine, and rifles.

Page	Category	Requested FY 2024			$ Change	% Change	Original Budget FY 2023
7-34	**Central Booking**	1,515,380			172,490	12.84%	1,342,890

1. Wages and benefits are increasing by $151,123 or 11.51%. This increase is due to the step and COLAs.
2. Operating expenses requested increased by $710 or 2.37%.
3. $20,660 is being requested for a fingerprint machine.

Page	Category	Requested FY 2024			$ Change	% Change	Original Budget FY 2023
7-40	**Detention Center**	21,388,860			2,682,560	14.34%	18,706,300

1. Wages and benefits are increasing by $2,349,700 or 16.28% due to the step and COLAs. Also, in FY23 there was a budgeted reduction in wages for vacancy savings and this year it is being budgeted in the general operations department. There are $267,930 in personnel requests for 2 detention deputies due to HB116 and an additional IT Specialist.
2. Operating expenses requested increased by $319,920 or 7.48%. The majority of the increase is related to food, medical costs, and utilities.
3. $12,940 is being requested to replace 10 vests.

Washington County, Maryland
Requested
Public Safety - Law Enforcement
Detailed Summary
Fiscal Year 2024

Page	Category	Requested FY 2024			$ Change	% Change	Original Budget FY 2023
7-54	**Day Reporting Center**	509,070			16,790	3.41%	492,280

1. Wages and benefits are increasing by $18,320 and 7.44% due to the step and COLA increases.
2. Operating expenses requested decreased by $1.530 or 0.62% mainly due to a decrease in testing services.

Page	Category	Requested FY 2024			$ Change	% Change	Original Budget FY 2023
7-60	**Narcotics Task Force**	1,032,610			(18,700)	-1.78%	1,051,310

1. Wages and benefits are increasing by $44,280 and 7.85% due to the step and COLA increases, partially offset by changes in staffing.
2. The operating expenses requested decreased $56,300 or 12.26% because of the decrease in software costs and lab services.
3. Requesting $21,000 to replace protective vests and helmets.

Page	Category	Requested FY 2024			$ Change	% Change	Original Budget FY 2023
7-70	**Washington County Police Academy**	59,840			0	0.00%	59,840

1. The academy has no changes in total.

Page	Category	Requested FY 2024			$ Change	% Change	Original Budget FY 2023
7-75	**Sheriff Auxiliary**	50,000			0	0.00%	50,000

1. No changes.

Page	Category	Requested FY 2024			$ Change	% Change	Original Budget FY 2023
		44,836,040			**4,921,180**	**12.33%**	**39,914,860**

Washington County, Maryland
General Fund
Department 11300 - Judicial
FY24 Expenses

	2024 Operating Budget Requested	Adjustment	2024 Operating Budget Requested	$ Change	% Change	2023 Operating Budget Approved	2022 Actuals Final	2021 Actuals Final
500000 - Wages - Full Time	2,284,400	0	2,284,400	238,970	11.68%	2,045,430	1,900,404	1,604,078
500005 - Wages - Part Time	117,000	0	117,000	55,800	91.18%	61,200	90,614	61,013
500010 - Wages - Overtime	28,000	0	28,000	3,000	12.00%	25,000	20,057	10,304
500020 - Shift Differential - 2nd shift	100	0	100	(270)	(72.97)%	370	51	0
500030 - Shift Differential - 3rd shift	100	0	100	(30)	(23.08)%	130	4	(433)
500040 - Other Wages	15,000	0	15,000	0	0.00%	15,000	8,161	10,019
500100 - FICA - Employer	187,000	0	187,000	22,740	13.84%	164,260	149,953	124,118
500120 - Health Insurance	454,750	0	454,750	40,200	9.70%	414,550	365,716	400,860
500125 - Other Insurance	8,500	0	8,500	(5,420)	(38.94)%	13,920	10,575	9,932
500130 - Pension	593,950	0	593,950	60,830	11.41%	533,120	464,391	452,340
500140 - Workers Compensation	69,780	0	69,780	9,980	16.69%	59,800	57,791	44,756
500170 - Personal Development	3,360	0	3,360	240	7.69%	3,120	225	115
500171 - Employee Recognition	2,450	0	2,450	10	0.41%	2,440	0	0
500172 - Team Building	700	0	700	50	7.69%	650	389	776
Wages and Benefits	**3,765,090**	**0**	**3,765,090**	**426,100**	**12.76%**	**3,338,990**	**3,068,331**	**2,717,878**
505050 - Dues & Subscription	0	0	0	0	0.00%	0	40	0
505120 - Licenses & Certifications	250	0	250	0	0.00%	250	241	237
505130 - Small Office Equipment	150	0	150	0	0.00%	150	80	0
505140 - Office Supplies	2,110	0	2,110	110	5.50%	2,000	2,390	1,544
505160 - Personal Mileage	0		0	0	0.00%	0	237	0
505170 - Postage	60	0	60	10	20.00%	50	50	72
505230 - Travel Expenses	3,000	0	3,000	0	0.00%	3,000	2,055	488
510010 - Fleet Insurance	25,060	0	25,060	2,140	9.34%	22,920	8,707	7,444
510030 - Public & Gen Liability Insurance	40,980	0	40,980	5,010	13.93%	35,970	31,498	32,097
515000 - Contracted/Purchased Service	14,000	0	14,000	2,000	16.67%	12,000	13,965	13,782
515270 - Maintenance Contract Services	500	0	500	0	0.00%	500	7,531	0
515320 - Testing Services	3,900	0	3,900	0	0.00%	3,900	1,676	0
515330 - Towing Services	0	0	0	(100)	(100.00)%	100	0	0
520000 - Training	1,750	0	1,750	0	0.00%	1,750	70	0

Washington County, Maryland
General Fund
Department 11300 - Judicial
FY24 Expenses

	2024 Operating Budget Requested	Adjustment	2024 Operating Budget Requested	$ Change	% Change	2023 Operating Budget Approved	2022 Actuals Final	2021 Actuals Final
520040 - Seminars/Conventions	250	0	250	0	0.00%	250	0	0
525020 - Janitorial Supplies	530	0	530	230	76.67%	300	453	130
525040 - Small Tools & Equipment	0	0	0	0	0.00%	0	238	286
526040 - Equipment Maintenance	500	0	500	0	0.00%	500	281	240
527060 - Auto Gasoline	51,000	0	51,000	0	0.00%	51,000	53,000	35,596
535010 - Copy Machine Rental	0	0	0	(1,580)	(100.00)%	1,580	1,645	1,290
535020 - Equipment Rental	710	0	710	0	0.00%	710	623	616
535055 - Lease Payments	2,120	0	2,120	2,120	100.00%	0	0	0
535060 - Uniforms	7,800	0	7,800	0	0.00%	7,800	6,574	5,239
540010 - Wireless Communication	12,420	0	12,420	1,920	18.29%	10,500	8,453	9,625
540020 - Telephone Expenses	0	0	0	0	0.00%	0	0	1,325
582010 - Ammunition	2,000	0	2,000	0	0.00%	2,000	0	0
582080 - Photographic/Fingerprint	100	0	100	0	0.00%	100	719	656
582110 - Restraints	500	0	500	0	0.00%	500	357	3,665
Operating Expenses	**169,690**	**0**	**169,690**	**11,860**	**7.51%**	**157,830**	**140,883**	**114,332**
599999 - Controllable Assets	24,840	0	24,840	24,840	100.00%	0	1,358	18,241
600300 - Vehicles	54,450	0	54,450	54,450	100.00%	0	0	0
Capital Outlay	**79,290**	**0**	**79,290**	**79,290**	**100.00%**	**0**	**1,358**	**18,241**
Total	**4,014,070**	**0**	**4,014,070**	**517,250**	**14.79%**	**3,496,820**	**3,210,572**	**2,850,451**

Washington County, Maryland
General Fund
Department 11300 - Judicial
FY24 Expenses

	2024 Operating Budget Requested	2024 Variance Comments Requested
500000 - Wages - Full Time	2,284,400	The budget is based on a proposed step of 2.5% and a 1% COLA for FY24. The change from FY23 to FY24 includes the increase related to the mid-year COLA of 9.5%. Increase is slightly less than expected percentage of 13.33% due to turnover in four positions.
500005 - Wages - Part Time	117,000	Budget was incorrectly reduced in FY23 budget. Position that was cut in FY22 budget was never filled and not budgeted for so budget should not have been cut.
500010 - Wages - Overtime	28,000	
500020 - Shift Differential - 2nd shift	100	Decreasing based on actual shift differential paid in FY22 and none paid in FY23 to date.
500030 - Shift Differential - 3rd shift	100	Decreasing based on actual shift differential paid in FY22 and non paid in FY23 to date.
500040 - Other Wages	15,000	Based on history and year to date actuals, the current budget appears to be adequate to cover the increase in wages.
500100 - FICA - Employer	187,000	Budget is based on total wages times 7.65%.
500120 - Health Insurance	454,750	Increase is due to changes in insurance coverage.
500125 - Other Insurance	8,500	
500130 - Pension	593,950	The budgeted amount for employer pension is based on full-time wages times 26%.
500140 - Workers Compensation	69,780	Workers Compensation is based on projected employee wages times their assigned classification rates.
500170 - Personal Development	3,360	Budget is based on number of employees times $120 per employee for the program. Increase is related to increasing approved positions by two.
500171 - Employee Recognition	2,450	$77,000 is the total budget for this program and it is allocated based on the number of employees in each department.
500172 - Team Building	700	Budget is based on number of employees times $25 per employee for the program. Increase is due to increase in number of employees in the department.

Washington County, Maryland
General Fund
Department 11300 - Judicial
FY24 Expenses

	2024 Operating Budget Requested	2024 Variance Comments Requested
505120 - Licenses & Certifications	250	
505130 - Small Office Equipment	150	Leaving budget flat to allow for inflation.
505140 - Office Supplies	2,110	Increased 5.5% to allow for inflation
505170 - Postage	60	Increased 5.5% to allow for inflation
505230 - Travel Expenses	3,000	
510010 - Fleet Insurance	25,060	There is an overall percentage increase of 3.21% 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	40,980	
515000 - Contracted/Purchased Service	14,000	Account is used for attorney and $2,000 for fingerprint machine maintenance.
515270 - Maintenance Contract Services	500	Leaving budget flat to allow for inflation.
515320 - Testing Services	3,900	
515330 - Towing Services	0	Reduced budget based on budget not being used for three prior years.
520000 - Training	1,750	
520040 - Seminars/Conventions	250	
525020 - Janitorial Supplies	530	Increased budget by $200.00 and 5.5% due to historical use and inflation.
526040 - Equipment Maintenance	500	

Washington County, Maryland
General Fund
Department 11300 - Judicial
FY24 Expenses

	2024 Operating Budget Requested	2024 Variance Comments Requested
527060 - Auto Gasoline	51,000	Projected budget is 17,000 gallons x $3.00 = $51,000 (includes state gas tax), which is based on bids and short term energy forecasts. Rate per gallon is discounted with bid price as compared to retail prices.
535010 - Copy Machine Rental	0	Copy machine rental now being paid under 535055 - Lease Payments.
535020 - Equipment Rental	710	
535055 - Lease Payments	2,120	Copy machine rental now being paid under 515180 -Lease payment. Increase based on purchase order entered for FY23.
535060 - Uniforms	7,800	
540010 - Wireless Communication	12,420	Adding $1,920.00 for four Air Cards to be used with the Mobile Display Terminals in four of the Judicial Vehicles. The Air Cards allows the computers in the vehicle to work on a cellular network. This is new to the Judicial division. The Patrol Division has been using the Air Cards with their Mobile Display Terminals for years. Air cards are billed at $39.99 per month. $39.99 x 12 months = $479.88 x four air cards = $1,919.52.
582010 - Ammunition	2,000	
582080 - Photographic/Fingerprint	100	
582110 - Restraints	500	
599999 - Controllable Assets	24,840	Purchase seven new tasers ($1,220.00 per taser) with holsters ($77.35 per holster), batteries ($ 87.23 per battery) and two 25 ft cartridges per taser ($75.20 for the pair) totaling $10,220 for all seven tasers and required equipment. Install four Mobile Display Terminals (MDT's) into four Judicial marked police vehicles. Computer, docking station and laptop screen stiffener four x $3,063.93 = $12,255.72. In vehicle computer mount four x $589 = $2,356. Total cost for MDT's is $14,611.72.
600300 - Vehicles	54,450	Request is for two police cruisers that will be partially grant funded. Total request is the County match requirement if grant is approved. See support form for more detail.

Washington County, Maryland
Travel Request
FY 2024

Department Number: 11300 | **Department Name: Judicial**

Account Number: 505230

Account Description: Travel Expenses

Position Title Only (do not use individual names)	Destination	Date(s) of Travel	Total Cost Dept. Request	Description and/or Reason for Travel Request
Warrant Task Force	TBD	TBD	3,000	Each year deputies are required to travel outside the boundaries of Washington County for extraditions. We are anticipating we will spend at least this amount this year.
		Total	**$3,000**	

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

Washington County, Maryland
Summary of Installment and/or Lease Purchases
FY 2024

Department Number: 11300

Department Name:Judicial

Account Description: Lease and Installment Payments

	Item	Qty	Straight Purchase Price	Number of Years Financed	Final Year of Lease	Annual Payment Due Starting in Proposed Budget Year	Total Financed Price (total of all lease payments)	Implied Interest Rate	Explanation
E	Toshiba Copier	1	N/A	5	2024	690	N/A		Copy machine rental.
E	Toshiba Copier Monthly Maintenance	1	N/A	5	2024	180	N/A		Maintenance contract for copy machine.
E	Toshiba Copier B&W overage	36,000 copies x $.005 per copy	N/A	5	2024	180	N/A		Toshiba Copier B&W overage
E	Kyocera Copier	1	N'A	5	2024	850	N/A		Copy machine rental.
E	Kyocera Copier B&W overage	36,000 copies x $.0061 per copy	N/A	5	2024	220	N/A		Kyocera copier B&W overage .

Total **$2,120**

Agree to Budget

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

Washington County, Maryland
Other Capital Outlay (≥$1 and <$10,000)
FY 2024

Department Number: **11300**

Department Name: **Judicial**

Account Number: 599999

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

Priority Number *	Descriptions	Qty	Unit Cost	Total Cost Dept. Request	N or R	Explain Reason for Request
1	Tasers	7	1,460	10,220		New tasers are needed to replace the existing tasers due to exceeding the manufacturers warranty. Price includes tasers, holsters, batteries and cartridges.
2	Computer, Docking Station and Vehicle Computer Mount	4	3,655	14,620		Installing Mobile Display Terminal Computers into police vehicles will allow Deputies operating the vehicle to see on the monitor where other deputies are as well as locations of calls for service. Having this ability in the vehicle can increase officer safety as deputies can see on a map where they are in relation to another deputy who may need assistance. The computers will also save time as the deputy will have access to look individuals up on the computer instead of returning to their office or the court house to utilize a computer. Having these computers will also save the Emergency Communications Center dispatcher time because the dispatcher will no longer have to look up information allowing them to attend to other calls/responsibilities.
				0		
				0		
				0		
				0		

Total **$24,840**

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

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

Washington County, Maryland
Capital Outlay Request
FY 2024

Department Number: 11300

Department Name: Judicial

Account Number: 600300

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

Priority Number *	Description	Qty	Unit Cost	Total Cost	Replacement		N or R	Explain Reason for New Vehicle or Replacement Vehicle Request. If replacement, what disposition will be made of old vehicle.
				Dept. Request	Current Age	Current Miles		
	Police Cruiser	2	27,225	54,450	N/A	N/A	N	Judicial will be applying for a grant of which the County will need to provide a 33% match. The full estimated cost of two outfitted police cruisers is estimated to be at $165,000 which is based on what was paid for a cruiser in 2023 and a 10-20% anticipated increase in vehicle costs for FY24. The requested amount is 33% of that cost estimate.
				0				
				0				
				0				
				0				

Total **$54,450**

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

- Vehicles that are capable of being licensed through the Maryland Department of Motor Vehicles and are intended for over-the-road transportation use should be capitalized if they meet the capitalization threshold of $10,000 or greater and has a useful life in excess of 5 years. This includes trailers that are not self-propelled.
- Vehicles costs include the total purchase price after any purchase discounts plus any trade-in allowances, transportation charges, and any other costs required to prepare the vehicles for its intended use such as lights, striping, plows, spreaders.

Washington County, Maryland
General Fund
Department 11305 - Process Server
FY24 Expenses

	2024 Operating Budget Requested	Adjustment	2024 Operating Budget Requested	$ Change	% Change	2023 Operating Budget Approved	2022 Actuals Final	2021 Actuals Final
500000 - Wages - Full Time	56,040	0	56,040	6,590	13.33%	49,450	48,003	45,913
500005 - Wages - Part Time	41,570	0	41,570	4,890	13.33%	36,680	30,130	31,185
500100 - FICA - Employer	7,470	0	7,470	850	12.84%	6,620	5,625	5,562
500120 - Health Insurance	25,380	0	25,380	0	0.00%	25,380	25,377	25,377
500125 - Other Insurance	270	0	270	(60)	(18.18)%	330	311	299
500130 - Pension	14,570	0	14,570	1,710	13.30%	12,860	12,134	12,962
500140 - Workers Compensation	2,200	0	2,200	180	8.91%	2,020	991	1,030
500170 - Personal Development	120	0	120	0	0.00%	120	0	120
500171 - Employee Recognition	90	0	90	0	0.00%	90	0	0
500172 - Team Building	30	0	30	0	0.00%	30	0	0
Wages and Benefits	**147,740**	**0**	**147,740**	**14,160**	**10.60%**	**133,580**	**122,571**	**122,448**
505140 - Office Supplies	1,420	0	1,420	620	77.50%	800	1,520	1,008
505170 - Postage	540	0	540	540	100.00%	0	0	0
525020 - Janitorial Supplies	0	0	0	0	0.00%	0	32	0
527060 - Auto Gasoline	2,820	0	2,820	820	41.00%	2,000	1,835	1,325
527090 - Auto Repairs	800	0	800	0	0.00%	800	0	0
535060 - Uniforms	200	0	200	0	0.00%	200	80	60
540010 - Wireless Communication	500	0	500	0	0.00%	500	323	354
Operating Expenses	**6,280**	**0**	**6,280**	**1,980**	**46.05%**	**4,300**	**3,790**	**2,747**
Total	**154,020**	**0**	**154,020**	**16,140**	**11.71%**	**137,880**	**126,361**	**125,195**

Washington County, Maryland
General Fund
Department 11305 - Process Server
FY24 Expenses

	2024 Operating Budget Requested	2024 Variance Comments Requested
500000 - Wages - Full Time	56,040	
500005 - Wages - Part Time	41,570	
500100 - FICA - Employer	7,470	
500120 - Health Insurance	25,380	
500125 - Other Insurance	270	
500130 - Pension	14,570	
500140 - Workers Compensation	2,200	
500170 - Personal Development	120	
500171 - Employee Recognition	90	
500172 - Team Building	30	
505140 - Office Supplies	1,420	Increase of $620. During the 2021 Legislative Session, the General Assembly enacted Chapter 746, which established the access to counsel in Evictions Program. The purpose of the program is to provide all covered individuals in the State with access to legal representation. The Maryland Legal Services Corporation was required to complete a pamphlet to be handed out and mailed first class by a Sheriff to persons involved in a failure to pay rent. Due to having to mail copies of the pamphlet the budget has increased to allow the purchase of envelopes.
505170 - Postage	540	Increase of $440.00. This increase is for purchasing postage to mail the envelopes as listed in 505140 - Office Supplies.
527060 - Auto Gasoline	2,820	Projected budget is 937.75 gallons x $3.00 = $2,813.25 (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	800	

Washington County, Maryland
General Fund
Department 11305 - Process Server
FY24 Expenses

	2024 Operating Budget Requested	2024 Variance Comments Requested
535060 - Uniforms	200	
540010 - Wireless Communication	500	

Washington County, Maryland
General Fund
Department 11310 - Patrol
FY24 Expenses

	2024 Operating Budget Requested	Adjustment	2024 Operating Budget Requested	$ Change	% Change	2023 Operating Budget Approved	2022 Actuals Final	2021 Actuals Final
500000 - Wages - Full Time	7,980,500	0	7,980,500	775,500	10.76%	7,205,000	6,499,633	5,857,038
500005 - Wages - Part Time	5,000	0	5,000	5,000	100.00%	0	818	0
500010 - Wages - Overtime	390,000	0	390,000	46,000	13.37%	344,000	277,712	193,485
500020 - Shift Differential - 2nd shift	40,000	0	40,000	3,460	9.47%	36,540	26,402	26,737
500030 - Shift Differential - 3rd shift	45,000	0	45,000	4,820	12.00%	40,180	35,799	29,131
500040 - Other Wages	350,000	0	350,000	(56,140)	(13.82)%	406,140	303,006	244,982
500100 - FICA - Employer	674,000	0	674,000	59,560	9.69%	614,440	530,059	475,044
500120 - Health Insurance	1,578,200	0	1,578,200	(225,980)	(12.53)%	1,804,180	1,493,705	1,581,508
500125 - Other Insurance	30,000	0	30,000	(14,650)	(32.81)%	44,650	34,982	34,602
500130 - Pension	2,075,000	0	2,075,000	201,700	10.77%	1,873,300	1,482,473	1,534,019
500140 - Workers Compensation	230,000	0	230,000	17,250	8.11%	212,750	204,099	169,521
500155 - Personnel Requests	317,150	0	317,150	317,150	100.00%	0	0	0
500161 - Wage Reserve	0	0	0	300,000	(100.00)%	(300,000)	0	0
500170 - Personal Development	12,480	0	12,480	(120)	(0.95)%	12,600	120	268
500171 - Employee Recognition	9,110	0	9,110	(310)	(3.29)%	9,420	7,917	5,568
500172 - Team Building	2,600	0	2,600	(30)	(1.14)%	2,630	1,351	2,531
Wages and Benefits	**13,739,040**	**0**	**13,739,040**	**1,433,210**	**11.65%**	**12,305,830**	**10,898,076**	**10,154,434**
505010 - Advertising	8,000	0	8,000	0	0.00%	8,000	6,090	2,058
505020 - Community Service Awards	500	0	500	0	0.00%	500	375	397
505040 - Books	2,780	0	2,780	(3,250)	(53.90)%	6,030	0	190
505050 - Dues & Subscriptions	4,200	0	4,200	200	5.00%	4,000	7,950	4,477
505070 - Food and Supplies	1,000	0	1,000	0	0.00%	1,000	823	772
505080 - Freight & Cartage	300	0	300	0	0.00%	300	315	301
505130 - Small Office Equipment	500	0	500	0	0.00%	500	146	406
505140 - Office Supplies	42,200	0	42,200	2,200	5.50%	40,000	42,595	35,964
505170 - Postage	1,200	0	1,200	0	0.00%	1,200	555	792
505190 - Professional Fees	350	0	350	0	0.00%	350	305	0
505210 - Safety Supplies	2,000	0	2,000	0	0.00%	2,000	10,794	6,083
505230 - Travel Expenses	18,000	0	18,000	3,000	20.00%	15,000	14,358	4,052

Washington County, Maryland
General Fund
Department 11310 - Patrol
FY24 Expenses

	2024 Operating Budget Requested	Adjustment	2024 Operating Budget Requested	$ Change	% Change	2023 Operating Budget Approved	2022 Actuals Final	2021 Actuals Final
505240 - Entertainment/Business Exp	300	0	300	0	0.00%	300	0	0
510010 - Fleet Insurance	145,130	0	145,130	(11,110)	(7.11)%	156,240	142,210	139,612
510020 - Property & Casualty Insurance	4,640	0	4,640	740	18.97%	3,900	3,502	2,721
510030 - Public & Gen Liability Insurance	155,450	0	155,450	3,280	2.16%	152,170	134,472	123,963
515000 - Contracted/Purchased Service	1,620	0	1,620	0	0.00%	1,620	4,805	1,620
515135 - Accreditation Process	5,500	0	5,500	0	0.00%	5,500	4,296	1,213
515180 - Software	283,400	0	283,400	20,580	7.83%	262,820	251,328	223,668
515202 - Inspection Services	500	0	500	0	0.00%	500	1,099	2,417
515220 - Landfill Fees	100	0	100	0	0.00%	100	227	944
515270 - Maintenance Contract Services	45,280	0	45,280	0	0.00%	45,280	39,143	7,306
515320 - Testing Services	14,620	0	14,620	0	0.00%	14,620	9,287	3,771
515330 - Towing Services	1,500	0	1,500	0	0.00%	1,500	1,161	875
515350 - Accident Repairs	0	0	0	0	0.00%	0	50,484	26,742
515400 - Transportation Expense	500	0	500	0	0.00%	500	200	275
520000 - Training	17,000	0	17,000	0	0.00%	17,000	21,141	19,136
520010 - Certification Classes	9,000	0	9,000	0	0.00%	9,000	(4,500)	3,310
520040 - Seminars/Conventions	750	0	750	0	0.00%	750	1,510	355
520050 - Tuition Assistance	1,000	0	1,000	0	0.00%	1,000	0	2,500
525000 - Supplies/Material - Operating	0	0	0	0	0.00%	0	137	218
525020 - Janitorial Supplies	4,000	0	4,000	200	5.26%	3,800	5,546	1,251
525030 - Medical Supplies	3,110	0	3,110	0	0.00%	3,110	2,105	362
525040 - Small Tools & Equipment	4,000	0	4,000	0	0.00%	4,000	4,343	3,289
526020 - Building Maintenance	10,550	0	10,550	550	5.50%	10,000	28,262	16,186
526040 - Equipment Maintenance	6,900	0	6,900	400	6.15%	6,500	7,762	10,272
526070 - Landscaping Supplies	0	0	0	0	0.00%	0	0	593
527035 - Off Road Diesel	100	0	100	0	0.00%	100	177	135
527060 - Auto Gasoline	305,390	0	305,390	(14,390)	(4.50)%	319,780	318,521	214,887
527080 - Auto Motor Oil	13,850	0	13,850	4,850	53.89%	9,000	13,330	14,612
527090 - Auto Repairs	85,000	0	85,000	32,100	60.68%	52,900	93,784	85,828
527100 - Auto Tires	29,450	0	29,450	11,450	63.61%	18,000	34,612	26,913

Washington County, Maryland
General Fund
Department 11310 - Patrol
FY24 Expenses

	2024 Operating Budget Requested	Adjustment	2024 Operating Budget Requested	$ Change	% Change	2023 Operating Budget Approved	2022 Actuals Final	2021 Actuals Final
535010 - Copy Machine Rental	0	0	0	(10,000)	(100.00)%	10,000	8,029	8,222
535020 - Equipment Rental	5,500	0	5,500	0	0.00%	5,500	5,579	6,656
535055 - Lease Payments	10,000	0	10,000	10,000	100.00%	0	0	0
535060 - Uniforms	99,190	0	99,190	0	0.00%	99,190	84,091	74,855
540010 - Wireless Communication	57,400	0	57,400	3,000	5.51%	54,400	59,105	63,407
540020 - Telephone Expenses	0	0	0	0	0.00%	0	0	6,556
540022 - Cable TV & Internet Services	2,900	0	2,900	140	5.07%	2,760	2,839	1,799
545010 - Electric	47,000	0	47,000	0	0.00%	47,000	42,694	45,926
545050 - Waste/Trash Disposal	1,620	0	1,620	0	0.00%	1,620	1,620	1,485
582010 - Ammunition	72,200	0	72,200	0	0.00%	72,200	74,938	88,947
582030 - Canine - Public Safety	27,000	0	27,000	13,500	100.00%	13,500	19,813	10,148
582040 - Crime Prevention	3,500	0	3,500	0	0.00%	3,500	1,549	1,509
582060 - Fire Extinguishers/Refills	500	0	500	0	0.00%	500	393	467
582080 - Photographic/Fingerprint	5,500	0	5,500	0	0.00%	5,500	5,473	3,324
582090 - Tear Gas	600	0	600	0	0.00%	600	670	1,314
582100 - Traffic Cones/Flares	1,550	0	1,550	0	0.00%	1,550	1,783	1,720
582110 - Restraints	2,700	0	2,700	200	8.00%	2,500	3,895	6,765
592060 - Service Charges	12,000	0	12,000	0	0.00%	12,000	6,865	17,030
592065 - Speed Camera Fees	707,660	0	707,660	(19,260)	(2.65)%	726,920	707,653	740,800
Operating Expenses	**2,286,490**	**0**	**2,286,490**	**48,380**	**2.16%**	**2,238,110**	**2,280,239**	**2,071,396**
599999 - Controllable Assets	86,660	0	86,660	53,060	157.92%	33,600	80,896	34,605
600600 - Computer/Software Equipment	0	0	0	0	0.00%	0	0	473
Capital Outlay	**86,660**	**0**	**86,660**	**53,060**	**157.92%**	**33,600**	**80,896**	**35,078**
Total	**16,112,190**	**0**	**16,112,190**	**1,534,650**	**10.53%**	**14,577,540**	**13,259,211**	**12,260,908**

Washington County, Maryland
General Fund
Department 11310 - Patrol
FY24 Expenses

	2024 Operating Budget Requested	2024 Variance Comments Requested
500000 - Wages - Full Time	7,980,500	
500005 - Wages - Part Time	5,000	Adding a budget amount for programs that are typically funded by grants and special revenue sources but sometimes need to be covered by the County.
500010 - Wages - Overtime	390,000	
500020 - Shift Differential - 2nd shift	40,000	
500030 - Shift Differential - 3rd shift	45,000	
500040 - Other Wages	350,000	Based on historical use and year to date actuals, lowering budget to $350,000.
500100 - FICA - Employer	674,000	
500120 - Health Insurance	1,578,200	
500125 - Other Insurance	30,000	
500130 - Pension	2,075,000	
500140 - Workers Compensation	230,000	
500155 - Personnel Requests	317,150	Requesting two deputy positions for officers previously stationed at Meritus Medical Center remain employed with the County although they will no longer be stationed at Meritus due to Meritus no longer wishing to pay for the positions.
500161 - Wage Reserve	0	Vacancy savings now being budgeted in General Fund General Operations department.
500170 - Personal Development	12,480	
500171 - Employee Recognition	9,110	
500172 - Team Building	2,600	
505010 - Advertising	8,000	

Washington County, Maryland
General Fund
Department 11310 - Patrol
FY24 Expenses

	2024 Operating Budget Requested	2024 Variance Comments Requested
505020 - Community Service Awards	500	
505040 - Books	2,780	Decrease in this account is a result of adding Law Based Material Software.
505050 - Dues & Subscriptions	4,200	Increase of 5.5% to account for inflation as projected by Budget and Finance.
505070 - Food and Supplies	1,000	
505080 - Freight & Cartage	300	
505130 - Small Office Equipment	500	
505140 - Office Supplies	42,200	Increase of 5.5% to account for inflation as projected by Budget and Finance.
505170 - Postage	1,200	
505190 - Professional Fees	350	
505210 - Safety Supplies	2,000	
505230 - Travel Expenses	18,000	The anticipated cost of this year's includes the Maryland Sheriff's Association Professional Seminar which is attended by the Sheriff, Colonel, Major and Captain. Our Information Technology (IT) personnel will attend the Keystone Conference which is an in-depth training and discussion on the workings/settings of Keystone Client, Web Client, and Police Mobile software. Each year Deputies are required to travel outside the boundaries of Washington County for investigations and other business-related travel.
505240 - Entertainment/Business Exp	300	

Washington County, Maryland
General Fund
Department 11310 - Patrol
FY24 Expenses

	2024 Operating Budget Requested	2024 Variance Comments Requested
510010 - Fleet Insurance	145,130	This is an overall percentage increase of 3.21% for all funds combined over the 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 provided.
510020 - Property & Casualty Insurance	4,640	
510030 - Public & Gen Liability Insurance	155,450	
515000 - Contracted/Purchased Service	1,620	
515135 - Accreditation Process	5,500	
515180 - Software	283,400	Schedule Anywhere software used for scheduling personnel has been added due to the previous software no longer being supported. This software is web-based and allows us options we did not have with the older version. RTS Fleet software is a cloud-based software and includes hosting and onsite training for the first year. Westlaw software provides access to Maryland, Federal, and other states case law, court rules, statues etc. This software is new to the sheriff's office and the license was previously held by the County Attorney's Office.
515202 - Inspection Services	500	
515220 - Landfill Fees	100	
515270 - Maintenance Contract Services	45,280	
515320 - Testing Services	14,620	Per HB670, certified police officers in the State of Maryland must have a mental health screening semiannually.
515330 - Towing Services	1,500	
515400 - Transportation Expense	500	

Washington County, Maryland
General Fund
Department 11310 - Patrol
FY24 Expenses

	2024 Operating Budget Requested	2024 Variance Comments Requested
520000 - Training	17,000	
520010 - Certification Classes	9,000	
520040 - Seminars/Conventions	750	
520050 - Tuition Assistance	1,000	
525020 - Janitorial Supplies	4,000	Increase of 5.5% to account for inflation as projected by Budget and Finance.
525030 - Medical Supplies	3,110	
525040 - Small Tools & Equipment	4,000	
526020 - Building Maintenance	10,550	Increase of 5.5% to account for inflation as projected by Budget and Finance.
526040 - Equipment Maintenance	6,900	Increase of 5.5% to account for inflation as projected by Budget and Finance.
527035 - Off Road Diesel	100	
527060 - Auto Gasoline	305,390	Projected budget is 101,795.18 gallons X $3.00 = $305,386.20
527080 - Auto Motor Oil	13,850	The increase is an average of the FY21 and the FY22 budgets. This line item has not been increased for at least two years.
527090 - Auto Repairs	85,000	The Increase is an average of FY21 and FY22. The cost of auto repairs and parts have increased drastically. This line has not been increased in at least seven years.
527100 - Auto Tires	29,450	The Increase is an average of FY21 and FY22. The cost of tires for the fleet due to inflation and the line has not been increased in at least two years.
535010 - Copy Machine Rental	0	Line item moved to 535010- Lease Payments
535020 - Equipment Rental	5,500	
535055 - Lease Payments	10,000	Line Item moved from 535010- Copy Machine Rental to 535055- Lease Payments.

Washington County, Maryland
General Fund
Department 11310 - Patrol
FY24 Expenses

	2024 Operating Budget Requested	2024 Variance Comments Requested
535060 - Uniforms	99,190	
540010 - Wireless Communication	57,400	Increase of 5.5% to account for inflation as projected by Budget and Finance.
540022 - Cable TV & Internet Services	2,900	Increase of 5.5% to account for inflation as projected by Budget and Finance.
545010 - Electric	47,000	The electric budget is based on four prior year actuals, forecasted rate changes, and other known circumstances. The projection also takes into account current year actuals with annualized estimations.
545050 - Waste/Trash Disposal	1,620	
582010 - Ammunition	72,200	
582030 - Canine - Public Safety	27,000	Due to the increase in dog food, veterinary visits and to replace equipment. We are required by SB156 to provide continued care for the three retired canines of the sheriff's office. Additional costs are for equipment related to the purchase of two new dogs that are to replace dogs that were used for locating marijuana but are no longer needed due to the change in marijuana laws.
582040 - Crime Prevention	3,500	
582060 - Fire Extinguishers/Refills	500	
582080 - Photographic/Fingerprint	5,500	
582090 - Tear Gas	600	
582100 - Traffic Cones/Flares	1,550	
582110 - Restraints	2,700	Increase of 5.5% to account for inflation as projected by Budget and Finance.
592060 - Service Charges	12,000	
592065 - Speed Camera Fees	707,660	

Washington County, Maryland
General Fund
Department 11310 - Patrol
FY24 Expenses

	2024 Operating Budget Requested	2024 Variance Comments Requested
599999 - Controllable Assets	86,660	For the purchase of body armor with carriers, computers and monitors, a Vehicle Alignment Imaging Diagnostic Machine and 35 patrol rifles. See support form for me detail.

Washington County, Maryland
New/Elimination Position Request Form
FY 2024

Department Number:11310 | **Department Name: Sheriff- Patrol**

Account : 500155

Full-Time Position

Position Title	Grade	Step *	Regular or Temp.	Annual Salary	Health Insurance Benefits	Variable Benefits	Offset	Net Cost	Explanation of Request (A memo may be attached if detail support is needed. Please summarize in this area.)
Master Deputy	PAT5	13	Regular	101,837	16,000	40,735		158,572	This position will be absorbed by patrol that was originally paid for by Meritus Medical Center.
Master Deputy	PAT5	13	Regular	101,837	16,000	40,735		158,572	This position will be absorbed by patrol that was originally paid for by Meritus Medical Center.

Part-Time Position

Position Title	Grade	Step *	Regular or Temp.	Annual Salary		Total Benefits	Offset	Net Cost	Explanation of Request (A memo may be attached if detail support is needed. Please summarize in this area.)
			Totals:	**$203,674**	**$32,000**	**$81,470**	**$0**	**$317,150**	

* General policy for hiring a new position starts at Step 1.

● Formulas have been put into place for calculating benefits for full time and part-time positions.

Washington County, Maryland
Travel Request
FY 2024

Department Number: 11310 **Department Name: Sheriff- Patrol**

Account Number: 505230

Account Description: Travel Expenses

Position Title Only (do not use individual names)	Destination	Date(s) of Travel	Total Cost Dept. Request	Description and/or Reason for Travel Request
Sheriff, Colonel, Major, Captain	Ocean City, Md	09/10-12/2023	3,800	Anticipated cost for the Command Staff to attend the Maryland Sheriff's Association Professional Seminar.
Patrol Staff	Various Locations	TBD	11,200	Each year, deputies are required to travel outside the boundaries of Washington County for investigations and other business related travel.
Information Technology	TBD	TBD	3,000	In depth training and discussion on the workings/settings of Keystone Client, Webclient and Police Mobile software.
		Total	**$18,000**	

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

Washington County, Maryland
Account 515180
Software
FY 2024

Department Number: 11310

Department Name: Sheriff - Patrol

Account Number: 515180

Account Description: Software

Sheet 1 of 4

Descriptions	FY23 Board Approval	Total Cost FY24 Dept. Request	New Cost Y/N	Existing Agreement Y/N	Description and/or Reason for Request
Keystone Universe License (49 users)	5,390	5,880	N	Y	Annual software maintenance and support.
Keyston Police Mobile FRW Interface	9,290	9,760	N	Y	Annual software maintenance and support.
Keystone Dynamic Imaging PictureLink	9,300	9,760	N	Y	Annual software maintenance and support.
Keystone ACRES/ETIX Interface	2,150	2,260	N	Y	Annual software maintenance and support.
Keystone Police Mobile Client (123 Users)	43,600	48,760	N	Y	Annual software maintenance and support.
Keystone Police Mobile Server	31,530	33,110	N	Y	Annual software maintenance and support.
Police Mobile Forms/NCIC	11,320	11,890	N	Y	Annual software maintenance and support.
Keystone CAD (2 users)	3,460	3,640	N	Y	Annual software maintenance and support.
Keystone Google Maps Interface	560	590	N	Y	Annual software maintenance and support.
Keystone KEYMAP AVL Interface	1,250	1,320	N	Y	Annual software maintenance and support.
Keystone Keymap Mobile (99 users)	6,450	6,780	N	Y	Annual software maintenance and support.
Keystone AVL Administration	820	860	N	Y	Annual software maintenance and support.
Keystone Keymap	270	280	N	Y	Annual software maintenance and support.
Keystone Keymap Server	2,510	2,640	N	Y	Annual software maintenance and support.
Total	**$127,900**	**$137,530**			

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

Washington County, Maryland
Account 515180
Software
FY 2024

Department Number: 11310

Department Name: Sheriff - Patrol

Account Number: 515180

Account Description: Software

Sheet 2 of 4

Descriptions	FY23 Board Approval	Total Cost FY24 Dept. Request	New Cost Y/N	Existing Agreement Y/N	Description and/or Reason for Request
Keystone Client (25 users)	1,670	1,760	N	Y	Annual software maintenance and support.
Keystone LINX Interface	1,750	1,850	N	Y	Annual software maintenance and support.
Keystone MAP/AVL Server	2,640	2,770	N	Y	Annual software maintenance and support.
Keystone OS Support (49 users)	1,720	1,760	N	Y	Annual software maintenance and support.
Keystone PictureLINK Interface	1,760	1,850	N	Y	Annual software maintenance and support.
Keystone PIRS (14 users)	10,300	10,820	N	Y	Annual software maintenance and support.
Keystone Statute File Updates	1,750	1,850	N	Y	Annual software maintenance and support.
Keystone Ticket Violation File Updates	1,750	1,850	N	Y	Annual software maintenance and support.
Keystone Web Client Mobile (79 users)	5,920	6,220	N	Y	Annual software maintenance and support.
Keystone Police Mobile Desktop (19 users)	2,840	0	N	Y	Merged with Keystone Mobile Client.
Keystone Police Mobile CAD Interface	3,350	3,520	N	Y	Annual software maintenance and support.
Keystone Civil Process (4 users)	3,330	3,500	N	Y	Annual software maintenance and support.
PowerDMS (274 users)	2,000	1860	N	Y	Annual software maintenance and support.
Crash Data	1,250	1,500	N	Y	Annual software maintenance and support.
Total	**$42,030**	**$41,110**			

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

Washington County, Maryland
Account 515180
Software
FY 2024

Department Number: 11310

Department Name: Sheriff - Patrol

Account Number: 515180

Account Description: Software

Sheet 3 of 4

Descriptions	FY23 Board Approval	Total Cost FY24 Dept. Request	New Cost Y/N	Existing Agreement Y/N	Description and/or Reason for Request
IBM I2 Analysts Notebook & Designer	2,920	0			Annual software and maintenance. Reduced to one user in FY23.
Forensic Explorer	500	0			A computer forensic tool utilized for live boot of dead systems.
X-Ways Forensics	840	0			Annual software maintenance and support.
PDFfiller Professional	125	0			Annual software subscription.
CovertTrack Group Inc	0	1,200	Y	N	Annual software maintenance and support for two tracking devices and mapping product.
Cellbrite	9,100	3,700	N	Y	Annual software maintenance and support.
Whooster LE SMS Basic	1,300	1,300	N	Y	Reverse phone number look up tool. Added additional features.
Ron Turley Associates, Inc. (RTA) Fleet	1,350	10,410	N	Y	Increase: RTA Initial cloud hosting and on site training for the first year.
Blue Peak Logic Skills Manager (50/50 split with WCDC)	670	1,370	N	Y	Annual software maintenance and support.
Thomson Reuters CLEAR	3,180	3,560	N	N	Comprehensive data source used to identify records. Also a search tool which utilizes facial recognition.
Total	**$19,985**	**$21,540**			

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

Washington County, Maryland
Account 515180
Software
FY 2024

Department Number: 11310

Department Name: Sheriff - Patrol

Account Number: 515180

Account Description: Software

Sheet 4 of 4

Descriptions	FY23 Board Approval	Total Cost FY24 Dept. Request	New Cost Y/N	Existing Agreement Y/N	Description and/or Reason for Request
Tracker Fluid One Hosted Subscription (2 users)	8,100	8,510	N	Y	Annual software subscription.
Schedule Anywhere (125 Users) Personnel Scheduling	0	5,630	Y	Y	Annual software subscription. 125 users X $3.75 X 12 months for the personnel scheduling program. The program used prior was not supported anymore by the company and a web based program was available which gives us a better platform to work from.
Axon Enterprise Inc. Microsoft Azure Cloud enabled software	58,950	58,950	N	Y	Body Worn Camera cost. Approved amount for forth year of our contract.
National Capital Region Law Enforcement Information Exchange (LinX-NCR)	2,000	2,000	N	Y	Information sharing system and analytical data warehouse containing information from participating law enforcement agencies.
LEFTA-FTO Software	1,575	1,680	N	Y	Software that is used to track our Field Training Recruits.
Twilio	0	100	N	Y	Annual software subscription. Twilio performs Multifactor Authentication to our servers.
Archive Social	0	1,440	N	Y	Needed to maintain social media archives for legal purposes.
Westlaw Edge National Primary Law	0	4,220	Y	N	Westlaw provides access to Maryland, Federal, and other states case law, court rules, statutes etc.
3SI Security Systems Inc.	2,280	690	N	Y	We currently have 3 GPS tracking devices and 2 vehicle mounting tracking devices. These units are used to track suspect movements.
Total	**$72,905**	**$83,220**			
Total Requests	**$262,820**	**$283,400**			

● 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 2024

Department Number: 11310

Department Name: Sheriff-Patrol

Account Description: Lease and Installment Payments

	Item	Qty	Straight Purchase Price	Number of Years Financed	Final Year of Lease	Annual Payment Due Starting in Proposed Budget Year	Total Financed Price (total of all lease payments)	Implied Interest Rate	Explanation
E	Toshiba Copier	1	N/A	5	2024	1,836	N/A		Copy Machine Rental - $153 per month
E	Toshiba Copier Monthly Maintenance	1	N/A	5	2024	600	N/A		Copy Machine Monthly Maintenance - $50 per month.
E	Toshiba Copier B&W overage	1	N/A	5	2024	215	N/A		Toshiba Copy Machine B&W overage. 43,000 copies x $.005 per copy.
E	Toshiba Copier Color overage	1	N/A	5	2024	2,475	N/A		Toshiba Copy Machine Color overage. 55,000 copies x $.045 per copy.
E	Toshiba Copier	1	N/A	5	2024	1,776	N/A		Copy Machine Rental - $148 per month.
E	Toshibia Copier Monthly Maintenance	1	N/A	5	2024	600	N/A		Copy Machine Monthly Maintenance - $50 per month.
E	Toshiba Copier B&W overage	1	N/A	5	2024	250	N/A		Copy machine B&W overage. 50,000 copies x $.005 per copy.
E	Tosibia Copier Color overage	1	N/A	5	2024	2,250	N/A		Copy Machine Color overage. 50,000 copies x $.045 per copy.
	Total					**$10,000**			

Agree to Budget

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

Washington County, Maryland
Other Capital Outlay (≥$1 and <$10,000)
FY 2024

Department Number: 11310 **Department Name:** Patrol

Account Number: 599999

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

Priority Number *	Descriptions	Qty	Unit Cost	Total Cost Dept. Request	N or R	Explain Reason for Request
1	Body Armor with Carriers	20	1,830	33,540	R	Body Armor has a life expectancy of five years by manufacturing guidelines. We need to replace 20 units with carriers based on expiration dates. We project $3,000 to come from the Governor's Office of Crime Prevention for FY24.
2	Computers	10	1,262	12,621	R	All equipment in use is currently obsolete and at the end of its lifespan.
2	Monitors	20	186	3,712	R	All equipment in use is currently obsolete and at the end of its lifespan.
3	Vehicle Alignment Machine	1	19,681	19,681	N	Sheriff's Office fleet consists of 171 vehicles. Using the cheapest alignment cost our yearly total cost would be $14, 535.00 using an outside vendor. Projection is for the county to recover the total cost of this project in three years. First part of the project was an alignment lift, purchased in FY23. This will extend the life of the tires on fleet vehicles.
4	Patrol Rifles	10	1,710	17,100	R	Current Vietnam era military rifles (35 total) would start to be replaced with these newer modern rifles to be carried by patrol deputies. These rifles and accessories are currently on the Maryland Statewide Firearm contract # 001B0600482.
				0		
				0		
	Total			**$86,660**		

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

Office of the Sheriff:
Washington County
500 Western Maryland Parkway
Hagerstown, MD 21740-5199

Sheriff Douglas W. Mullendore

FROM THE DESK OF:
Sergeant A. L. Matheny
FLEET LOGISTICS CENTER
OFF: 240-313-2878 Ext 6134
FAX: 240-313-2197

12-2-2022

Budget Request: by Fleet Services Division

1. Vehicle Alignment Machine $19,680.56

Last year we requested and were approved the first part of this project, an alignment lift. This year we are requesting the final component of the project an alignment machine, which will allow us to do complete vehicle alignments in house saving thousands. As tire prices are increasing, we are attempting to extend the life of our tires by a better tire rotation schedule and more frequent wheel alignments. These alignments range in cost from $85.00 to $140.00 depending on the vehicle. Vehicle and tire manufactures recommend a vehicle receive an alignment yearly.

Our fleet consists of 171 vehicles, using the cheapest alignment cost our yearly total would be $14,535.00. I anticipate the county to recover the total cost of this project in three years, sooner if we can do other county departments as time allows.

Major Lazich,

The following is a proposal regarding the purchase of Ten (10) new patrol rifles for the fiscal year 2023-2024.

The Patrol Division is in need of more modern patrol rifles to provide seasoned and new deputies with an up-to-date weapon system. In order to keep up with new deputies as well as supply current deputies with modern rifles, more need to be acquired so the antiquated M16A1 rifles can be taken out of rotation.

The following list is taken from the Maryland State Bid award and would not require a bid process through the county purchasing department. The rifles are manufactured by Colt Manufacturing, which is the only company that has the official military patent to build AR15 rifles to military specifications. The optic is an Aimpoint PRO (Patrol Rifle Optic), and the weapon light is the Streamlight Protac Railmount 2, which comes with a pressure switch. These items are currently being used by the agency on the other modern patrol rifles. The items and photos are listed below. The grand total per rifle would be estimated at $1,635.37 per rifle.

It should be noted these prices are subject to change between 3 to 5 percent due to inflation issues and updated pricing for Atlantic Tactical's fiscal year adjustments.

Colt Enhanced Patrol Rifle: ***$1,077.12***

Rifle comes with adjustable stock, back-up iron sights, free-float hand M-Lock hand rail

Washington County, Maryland
General Fund
Department 11315 - Central Booking
FY24 Expenses

	2024 Operating Budget Requested	Adjustment	2024 Operating Budget Requested	$ Change	% Change	2023 Operating Budget Approved	2022 Actuals Final	2021 Actuals Final
500000 - Wages - Full Time	893,570	0	893,570	112,650	14.43%	780,920	748,423	532,759
500010 - Wages - Overtime	20,500	0	20,500	2,370	13.07%	18,130	52,421	27,078
500020 - Shift Differential - 2nd shift	5,240	0	5,240	620	13.42%	4,620	4,332	3,430
500030 - Shift Differential - 3rd shift	9,200	0	9,200	1,080	13.30%	8,120	8,295	5,472
500040 - Other Wages	42,500	0	42,500	5,000	13.33%	37,500	38,305	21,145
500100 - FICA - Employer	74,290	0	74,290	9,320	14.35%	64,970	63,461	43,760
500120 - Health Insurance	154,420	0	154,420	(8,410)	(5.16)%	162,830	140,562	107,615
500125 - Other Insurance	3,330	0	3,330	(1,580)	(32.18)%	4,910	3,926	3,081
500130 - Pension	229,730	0	229,730	26,690	13.15%	203,040	175,274	139,713
500140 - Workers Compensation	28,880	0	28,880	3,400	13.34%	25,480	27,411	17,233
500170 - Personal Development	1,200	0	1,200	0	0.00%	1,200	0	0
500171 - Employee Recognition	880	0	880	(20)	(2.22)%	900	0	0
500172 - Team Building	250	0	250	0	0.00%	250	0	0
Wages and Benefits	**1,463,990**	**0**	**1,463,990**	**151,120**	**11.51%**	**1,312,870**	**1,262,410**	**901,286**
505130 - Small Office Equipment	0	0	0	(250)	(100.00)%	250	0	0
505140 - Office Supplies	2,660	0	2,660	250	10.37%	2,410	2,691	2,772
505210 - Safety Supplies	500	0	500	0	0.00%	500	1,235	0
510030 - Public & Gen Liability Insurance	14,120	0	14,120	280	2.02%	13,840	10,903	11,068
515270 - Maintenance Contract Services	1,130	0	1,130	0	0.00%	1,130	1,290	2,135
525000 - Supplies/Material - Operating	0	0	0	0	0.00%	0	8	0
525020 - Janitorial Supplies	1,000	0	1,000	0	0.00%	1,000	74	205
525040 - Small Tools & Equipment	500	0	500	0	0.00%	500	378	38
526020 - Building Maintenance	2,500	0	2,500	0	0.00%	2,500	1,486	5,378
526040 - Equipment Maintenance	750	0	750	0	0.00%	750	0	662
527035 - Off Road Diesel	390	0	390	390	100.00%	0	381	1,001
535010 - Copy Machine Rental	0	0	0	(2,530)	(100.00)%	2,530	2,517	2,639
535055 - Lease Payments	2,570	0	2,570	2,570	100.00%	0	0	0
535060 - Uniforms	4,090	0	4,090	0	0.00%	4,090	2,892	1,606
540010 - Wireless Communication	520	0	520	0	0.00%	520	507	502

Washington County, Maryland
General Fund
Department 11315 - Central Booking
FY24 Expenses

	2024 Operating Budget Requested	Adjustment	2024 Operating Budget Requested	$ Change	% Change	2023 Operating Budget Approved	2022 Actuals Final	2021 Actuals Final
540020 - Telephone Expenses	0	0	0	0	0.00%	0	0	1,042
Operating Expenses	**30,730**	**0**	**30,730**	**710**	**2.37%**	**30,020**	**24,362**	**29,048**
599999 - Controllable Assets	0	0	0	0	0.00%	0	189	0
600600 - Computer/Software Equipment	20,660	0	20,660	20,660	100.00%	0	0	0
Capital Outlay	**20,660**	**0**	**20,660**	**20,660**	**100.00%**	**0**	**189**	**0**
Total	**1,515,380**	**0**	**1,515,380**	**172,490**	**12.84%**	**1,342,890**	**1,286,961**	**930,334**

Washington County, Maryland
General Fund
Department 11315 - Central Booking
FY24 Expenses

	2024 Operating Budget Requested	2024 Variance Comments Requested
500000 - Wages - Full Time	893,570	
500010 - Wages - Overtime	20,500	
500020 - Shift Differential - 2nd shift	5,240	
500030 - Shift Differential - 3rd shift	9,200	
500040 - Other Wages	42,500	
500100 - FICA - Employer	74,290	
500120 - Health Insurance	154,420	Decrease related to change in personnel and changes in coverages.
500125 - Other Insurance	3,330	
500130 - Pension	229,730	
500140 - Workers Compensation	28,880	
500170 - Personal Development	1,200	
500171 - Employee Recognition	880	
500172 - Team Building	250	
505130 - Small Office Equipment	0	Reallocated to 505140 - Office Supplies based on historical use and year to date actuals.
505140 - Office Supplies	2,660	Increase due to reallocation of $250 from 505130 - Small Office Equipment based on historical use and year to date actuals.
505210 - Safety Supplies	500	

Washington County, Maryland
General Fund
Department 11315 - Central Booking
FY24 Expenses

	2024 Operating Budget Requested	2024 Variance Comments Requested
510030 - Public & Gen Liability Insurance	14,120	There is an overall percentage increase of 3.21% 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.
515270 - Maintenance Contract Services	1,130	
525020 - Janitorial Supplies	1,000	
525040 - Small Tools & Equipment	500	
526020 - Building Maintenance	2,500	
526040 - Equipment Maintenance	750	
527035 - Off Road Diesel	390	Diesel is used for the emergency generator during power outages. Estimated budget is 104 gallons x $3.75 = $390 (excludes tax) which is based on bids and short-term energy outlook forecasts. Rate is discounted with new bid price including delivery as compared to retail price.
535010 - Copy Machine Rental	0	Per Budget and Finance, this line item moved to 535055 - Leases.
535055 - Lease Payments	2,570	Marco copier rental and black and white overages. Per Budget and Finance this was reallocated from 535010 - Copy Machine Rental.
535060 - Uniforms	4,090	
540010 - Wireless Communication	520	
600600 - Computer/Software Equipment	20,660	Criminal Procedure Article §10-215 and Code of Maryland Regulations (COMAR) require the detention center to fingerprint all detainees for each reportable event and submit electronically using a Live Scan machine that is approved by the State of Maryland. The current machine reaches the five years of life expectancy in 2023 and will no longer be supported for use. This machine must be replaced in order for the detention center to remain compliant with Maryland law.

Washington County, Maryland
Summary of Installment and/or Lease Purchases
FY 2024

Department Number: 11315 | **Department Name: Central Booking**

Account Description: Lease and Installment Payments

	Item	Qty	Straight Purchase Price	Number of Years Financed	Final Year of Lease	Annual Payment Due Starting in Proposed Budget Year	Total Financed Price (total of all lease payments)	Implied Interest Rate	Explanation
N	Marco Copier	1	N/A	N/A		2,517	N/A	N/A	Marco copier rental.
N	Black and White copy overages	10,000 copies @ $.0050	N/A	N/A		50	N/A	N/A	Black and White copy overages not included in the cost of copy machine rental.
N									
N									
	Total	**1**	**$0**			**$2,570**	**$0**		

Agree to Budget

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

Washington County, Maryland
Capital Outlay Request
FY 2024

Department Number: 11315 **Department Name: Central Booking**

Account Number: 600600

Account Description: Computer/Software Equipment (≥ $10,000 per

Priority Number *	Full Description	Qty	Unit Cost	Total Cost Dept. Request	1	2	3	N or R	Explain Why Software or Hardware Is Required for Your Operation
1	Live Scan Fingerprint Machine and Supporting Components	1	20,660	20,660	Y	N	Y	R	Criminal Procedure Article 10-215 and COMAR require fingerprints be submitted electronically using a Live Scan machine approved by the State of Maryland. Current machine reaches the five year life expectancy in 2023 and will no longer be supported. The Live Scan must be replaced to remain compliant with Maryland law.
				0					
				0					
				0					
				0					
				0					
				0					
	Total			**$20,660**					

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

- For purchase of computer software and equipment that are $10,000 or greater and have a useful life in excess of 5 years.
- Costs associated with the preliminary stage should be expensed as incurred, such as conceptual formulation of alternatives, evaluation of alternatives, the determination of existence of needed technology, and the final selection of alternatives. Likewise training costs and data conversion costs should be expensed as incurred.
- Capitalizable costs include external direct costs of materials and services used in developing or obtaining software. Upgrades and enhancements should be capitalized only to the extent that they increase the functionality of the product.

Functional Questions - Address questions in accordance with approved Informational Technology Management Policy (ALL ITEMS MUST BE ANSWERED - AS YES; NO; N/A)

1. Is the item compatible with your current system or County standard?
2. Are other peripherals or components required?
3. Was the unit price verified?

Washington County, Maryland
General Fund
Department 11320 - Detention Center
FY24 Expenses

	2024 Operating Budget Requested	Adjustment	2024 Operating Budget Requested	$ Change	% Change	2023 Operating Budget Approved	2022 Actuals Final	2021 Actuals Final
500000 - Wages - Full Time	9,694,610	0	9,694,610	1,160,690	13.60%	8,533,920	7,795,663	6,270,723
500010 - Wages - Overtime	375,000	0	375,000	45,000	13.64%	330,000	1,053,786	935,444
500020 - Shift Differential - 2nd shift	60,000	0	60,000	7,000	13.21%	53,000	40,815	32,394
500030 - Shift Differential - 3rd shift	97,500	0	97,500	11,500	13.37%	86,000	69,354	51,762
500040 - Other Wages	550,000	0	550,000	70,000	14.58%	480,000	351,808	253,225
500100 - FICA - Employer	824,450	0	824,450	98,990	13.65%	725,460	687,178	555,062
500120 - Health Insurance	1,986,890	0	1,986,890	(83,800)	(4.05)%	2,070,690	1,880,426	1,819,508
500125 - Other Insurance	40,550	0	40,550	(16,600)	(29.05)%	57,150	43,567	38,875
500130 - Pension	2,520,600	0	2,520,600	300,190	13.52%	2,220,410	1,931,245	1,749,735
500140 - Workers Compensation	335,120	0	335,120	39,420	13.33%	295,700	286,401	213,610
500155 - Personnel Requests	267,390	0	267,390	267,390	100.00%	0	0	0
500161 - Wage Reserve	0	0	0	450,000	(100.00)%	(450,000)	0	0
500170 - Personal Development	15,120	0	15,120	120	0.80%	15,000	480	240
500171 - Employee Recognition	11,040	0	11,040	(220)	(1.95)%	11,260	0	0
500172 - Team Building	3,150	0	3,150	20	0.64%	3,130	0	237
Wages and Benefits	**16,781,420**	**0**	**16,781,420**	**2,349,700**	**16.28%**	**14,431,720**	**14,140,723**	**11,920,815**
505010 - Advertising	2,500	0	2,500	0	0.00%	2,500	0	1,750
505050 - Dues & Subscriptions	1,120	0	1,120	0	0.00%	1,120	661	699
505070 - Food and Supplies	808,090	0	808,090	97,960	13.79%	710,130	606,001	572,275
505080 - Freight & Cartage	0	0	0	0	0.00%	0	85	431
505130 - Small Office Equipment	1,590	0	1,590	90	6.00%	1,500	0	279
505140 - Office Supplies	28,970	0	28,970	5,370	22.75%	23,600	26,734	22,959
505160 - Personal Mileage	0	0	0	0	0.00%	0	375	0
505170 - Postage	250	0	250	0	0.00%	250	249	210
505200 - Safety Equipment	2,500	0	2,500	0	0.00%	2,500	4,758	1,677
505210 - Safety Supplies	0	0	0	0	0.00%	0	0	221
505230 - Travel Expenses	6,000	0	6,000	1,000	20.00%	5,000	4,695	930
510010 - Fleet Insurance	16,700	0	16,700	(1,010)	(5.70)%	17,710	3,870	4,653
510020 - Property & Casualty Insurance	26,020	0	26,020	4,170	19.08%	21,850	19,688	15,274

Washington County, Maryland
General Fund
Department 11320 - Detention Center
FY24 Expenses

	2024 Operating Budget Requested	Adjustment	2024 Operating Budget Requested	$ Change	% Change	2023 Operating Budget Approved	2022 Actuals Final	2021 Actuals Final
510030 - Public & Gen Liability Insurance	178,040	0	178,040	6,510	3.80%	171,530	151,434	141,674
515180 - Software	63,490	0	63,490	2,040	3.32%	61,450	45,546	44,601
515202 - Inspection Services	11,750	0	11,750	0	0.00%	11,750	7,891	8,753
515270 - Maintenance Contract Services	31,130	0	31,130	0	0.00%	31,130	29,599	22,818
515280 - Medical Fees	8,760	0	8,760	1,060	13.77%	7,700	8,230	1,885
515285 - Inmate Medical Services	2,415,080	0	2,415,080	127,960	5.59%	2,287,120	2,100,919	1,949,499
515320 - Testing Services	800	0	800	300	60.00%	500	603	477
520000 - Training	12,420	0	12,420	650	5.52%	11,770	12,614	3,235
520040 - Seminars/Conventions	600	0	600	0	0.00%	600	0	0
525000 - Supplies/Material - Operating	15,000	0	15,000	0	0.00%	15,000	1,864	209
525020 - Janitorial Supplies	45,000	0	45,000	(8,000)	(15.09)%	53,000	37,751	68,290
525040 - Small Tools & Equipment	6,270	0	6,270	0	0.00%	6,270	9,003	8,625
525050 - Welding Material/Supplies	2,500	0	2,500	0	0.00%	2,500	3,650	2,770
526000 - Supplies/Material-Maintenance	26,000	0	26,000	6,000	30.00%	20,000	1,160	697
526010 - Asphalt Repair	0	0	0	0	0.00%	0	0	885
526020 - Building Maintenance	34,000	0	34,000	14,000	70.00%	20,000	43,648	62,270
526040 - Equipment Maintenance	25,000	0	25,000	10,000	66.67%	15,000	41,300	44,066
526070 - Landscaping Supplies	0	0	0	0	0.00%	0	0	593
526090 - Painting Supplies	0	0	0	0	0.00%	0	91	0
526110 - Snow Removal Materials	500	0	500	0	0.00%	500	0	600
527035 - Off Road Diesel	2,180	0	2,180	730	50.34%	1,450	60	592
527060 - Auto Gasoline	13,500	0	13,500	(1,500)	(10.00)%	15,000	13,332	6,844
527090 - Auto Repairs	0	0	0	0	0.00%	0	0	80
528030 - Herbicide	0	0	0	0	0.00%	0	164	128
528040 - Insecticide	0	0	0	0	0.00%	0	0	12
535010 - Copy Machine Rental	0	0	0	(7,090)	(100.00)%	7,090	7,047	6,812
535055 - Lease Payments	13,120	0	13,120	8,320	173.33%	4,800	930	6,336
535060 - Uniforms	40,480	0	40,480	0	0.00%	40,480	40,060	37,290
540010 - Wireless Communication	7,570	0	7,570	0	0.00%	7,570	5,425	5,866
540020 - Telephone Expenses	0	0	0	0	0.00%	0	319	4,058

Washington County, Maryland
General Fund
Department 11320 - Detention Center
FY24 Expenses

	2024 Operating Budget Requested	Adjustment	2024 Operating Budget Requested	$ Change	% Change	2023 Operating Budget Approved	2022 Actuals Final	2021 Actuals Final
545010 - Electric	330,000	0	330,000	30,000	10.00%	300,000	318,292	297,743
545015 - Heating Oil	0	0	0	0	0.00%	0	615	0
545020 - Natural Gas	110,000	0	110,000	15,000	15.79%	95,000	102,063	91,658
545030 - Propane Gas	0	0	0	0	0.00%	0	0	10
545040 - Sewer	200,900	0	200,900	200,900	100.00%	0	0	0
545050 - Waste/Trash Disposal	13,090	0	13,090	4,160	46.58%	8,930	8,945	7,613
545060 - Water	80,600	0	80,600	(198,300)	(71.10)%	278,900	268,093	254,396
582010 - Ammunition	5,280	0	5,280	280	5.60%	5,000	4,927	934
582060 - Fire Extinguishers/Refills	980	0	980	(920)	(48.42)%	1,900	918	721
582080 - Photographic/Fingerprint	600	0	600	0	0.00%	600	375	31
582110 - Restraints	1,500	0	1,500	0	0.00%	1,500	2,210	88
582120 - Special Response Team	4,620	0	4,620	240	5.48%	4,380	3,376	4,129
Operating Expenses	**4,594,500**	**0**	**4,594,500**	**319,920**	**7.48%**	**4,274,580**	**3,939,570**	**3,708,646**
599999 - Controllable Assets	12,940	0	12,940	12,940	100.00%	0	26,392	11,752
600600 - Computer/Software Equipment	0	0	0	0	0.00%	0	0	12,664
Capital Outlay	**12,940**	**0**	**12,940**	**12,940**	**100.00%**	**0**	**26,392**	**24,416**
Total	**21,388,860**	**0**	**21,388,860**	**2,682,560**	**14.34%**	**18,706,300**	**18,106,685**	**15,653,877**

Washington County, Maryland
General Fund
Department 11320 - Detention Center
FY24 Expenses

	2024 Operating Budget Requested	2024 Variance Comments Requested
500000 - Wages - Full Time	9,694,610	
500010 - Wages - Overtime	375,000	
500020 - Shift Differential - 2nd shift	60,000	
500030 - Shift Differential - 3rd shift	97,500	
500040 - Other Wages	550,000	
500100 - FICA - Employer	824,450	
500120 - Health Insurance	1,986,890	
500125 - Other Insurance	40,550	
500130 - Pension	2,520,600	
500140 - Workers Compensation	335,120	
500155 - Personnel Requests	267,390	In FY22 there were detention deputy positions removed from the personnel allotment. Since that time HB116 has made it necessary to increase the number of posts by one for each shift in order to provide security and compliance. We are also requesting an IT Specialist. See support form for details.
500161 - Wage Reserve	0	Vacancy savings now being budgeted in General Fund General Operations department.
500170 - Personal Development	15,120	
500171 - Employee Recognition	11,040	
500172 - Team Building	3,150	
505010 - Advertising	2,500	

Washington County, Maryland
General Fund
Department 11320 - Detention Center
FY24 Expenses

	2024 Operating Budget Requested	2024 Variance Comments Requested
505050 - Dues & Subscriptions	1,120	
505070 - Food and Supplies	808,090	The Producer Price Index (PPI) for Food Mfg. (PCU311) contract for food services calls for an increase of 13.87%. The cost for an inmate meal will increase to $1.98. The cost of a staff meal will increase to $2.31. The FY 24 request is to enough to cover an average daily inmate population of 350 or 383,250 meals at cost of $758,835 and 21,320 staff meals at $49,250.
505130 - Small Office Equipment	1,590	Increase of 5.5% for inflation.
505140 - Office Supplies	28,970	Tulpehocken Bottled Water 800 bottles x $4.82 = $3,856, Cooler rental 4 coolers x 12 months x $2.19per month = $105.12, prior year budget plus 5.5% added for inflation is $25,000 for total of $28,961.12.
505170 - Postage	250	
505200 - Safety Equipment	2,500	
505230 - Travel Expenses	6,000	For travel to Maryland Correctional Administrators Annual Conference to include lodging and meals for three people. Additional daily costs for staff members who transport inmates to various Courts and Medical Facilities throughout the State.
510010 - Fleet Insurance	16,700	There is an overall percentage increase of 3.21% 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	26,020	
510030 - Public & Gen Liability Insurance	178,040	
515180 - Software	63,490	Various software items needed - see support form for details.
515202 - Inspection Services	11,750	

Washington County, Maryland
General Fund
Department 11320 - Detention Center
FY24 Expenses

	2024 Operating Budget Requested	2024 Variance Comments Requested
515270 - Maintenance Contract Services	31,130	
515280 - Medical Fees	8,760	These services are required by COMAR for new hires. Health at Work pre-employment physicals 20 x $105 = $2,100; Frederick Psychology pre-employment exams 20 x $310 = $6,200 for a total of $8,300. Added 5.5% for inflation.
515285 - Inmate Medical Services	2,415,080	The Comprehensive Health Care Services for Inmates contract annual price increases or decreases to cover contract years two through five are based upon the United States Daily Average Medical Cost Consumer Price Index. The most recent previous twelve-month CPI for Medical Care Service is an increase of 4.11%. In FY23 the amount was $2,133,338.34. In FY24, by adding the 4.11% the total is $2,221,018.50. In addition, the State of Maryland requires by law that we provide Medication Assisted Treatment to the inmate population. In order to comply an additional $105,740 for the additional medical staff required and $88,320 for the medications and drug screening.
515320 - Testing Services	800	Increase based upon previous two years expenditures and current year to date expenditures.
520000 - Training	12,420	The Maryland Correctional Training Commission requires a minimum of 18 hours of approved annual training. The cost of Corrections One online academy training is $59.74 per trainee for $6,272.70. The Corrections One Academy is approved by the Maryland Correctional Training Commission and allows flexibility and efficiency in meeting the training requirements in COMAR. There are currently twelve deputies needing to attend entry level academy at $400 each for $4,800 in addition to other training needs to comply with standards. Additional increase of 5.5% for inflation.
520040 - Seminars/Conventions	600	
525000 - Supplies/Material - Operating	15,000	
525020 - Janitorial Supplies	45,000	Line item reduced to $45,000 based upon FY22 and FY23 year-to-date actuals.

Washington County, Maryland
General Fund
Department 11320 - Detention Center
FY24 Expenses

	2024 Operating Budget Requested	2024 Variance Comments Requested
525040 - Small Tools & Equipment	6,270	
525050 - Welding Material/Supplies	2,500	
526000 - Supplies/Material-Maintenance	26,000	Increase based on current year to date actuals.
526020 - Building Maintenance	34,000	Increase based on current year to date and historical actuals.
526040 - Equipment Maintenance	25,000	Increase based on current year to date and historical actuals.
526110 - Snow Removal Materials	500	
527035 - Off Road Diesel	2,180	Estimated budget is 580 gallons x $3.75 = $2,175 (excludes tax) which is based on bids and short-term energy outlook forecasts. Rate is discounted with new bid price including delivery as compared to retail price.
527060 - Auto Gasoline	13,500	Projected budget is 4,500 gallons x $3.00 per gallon = $13,500 (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.
535010 - Copy Machine Rental	0	Copy Machine Rental is now being charged to 535055 - Lease Payments per Budget and Finance.
535055 - Lease Payments	13,120	For the use of Beacon and GPS Unit. The lease charges are only incurred when units are in use. The DRC has reduced the use of Home Detention but we are working on having pretrial supervision in the community as an alternative to incarceration so slight increase is expected if this program begins. Increase also due to charging Copy Machine rental to this account per Budget and Finance directive.
535060 - Uniforms	40,480	
540010 - Wireless Communication	7,570	

Washington County, Maryland
General Fund
Department 11320 - Detention Center
FY24 Expenses

	2024 Operating Budget Requested	2024 Variance Comments Requested
545010 - Electric	330,000	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	110,000	The natural gas budgets were based on four prior year actual forecasted rate changes.
545040 - Sewer	200,900	Sewer was previously included in 545060 - Water account. To more accurately identify costs, moved wastewater charges to 545040 - Sewer. Total wastewater cost based on consumption for previous 12 months is $196,955.04. There is a 2% projected rate increase for a total projected budget of $200,894.14.
545050 - Waste/Trash Disposal	13,090	Valley Protein Grease removal kitchen $240; Western Maryland Hospital Medical Waste $533; Trash removal $1,026 per month/$12,312 annually.
545060 - Water	80,600	Projected actual x rate increase. Sewer was previously included in this account. In order to more accurately identify costs, wastewater charges have been broken out to 545040 - Sewer. The cost for water consumption for previous twelve months was $78,251.83. There is a 3% projected rate increase for a total projected budget of $80,599.38.
582010 - Ammunition	5,280	Includes 5.5% inflation adjustment. FY23 cost was $5,217.68 when ordered.
582060 - Fire Extinguishers/Refills	980	The required Fire-X annual maintenance of portable fire extinguishers and semi-annual Suppression System Inspection for a total of $980. These figures do not include any maintenance or repair issues found during the inspections. Reflects actuals from FY22 and FY23.
582080 - Photographic/Fingerprint	600	
582110 - Restraints	1,500	

Washington County, Maryland
General Fund
Department 11320 - Detention Center
FY24 Expenses

	2024 Operating Budget Requested	2024 Variance Comments Requested
582120 - Special Response Team	4,620	(200) 12-gauge drag stabilized marker @$3.99 each = 798.00 . (20) Sting ball grenades @ $33.53 each = $670.60. (100) 40mm eXact iMpact Sponge rounds @ $19.74 each = $1,974. (20) CS grenades @ $24.10 each = $482. Three Oleorosin Capsicum foggers with wand @ $50 each = $150. (50) 37mm wooden baton style projectile @$6 each = $300. Total munitions cost $4,374.60. These items are necessary to control rioting inmates in the detention center which is becoming more frequent than in the past years. Adjusted 5.5% for inflation.
599999 - Controllable Assets	12,940	Ten ballistic vest replacements at $1,293.90 each for total of $12,939.

Washington County, Maryland
New/Elimination Position Request Form
FY 2024

Department Number: 11320
Account : 500155

Department Name: Detention Center

Full-Time Position

Position Title	Grade	Step *	Regular or Temp.	Annual Salary	Health Insurance Benefits	Variable Benefits	Offset	Net Cost	Explanation of Request (A memo may be attached if detail support is needed. Please summarize in this area.)
Detention Deputy	1	1	Regular	51,376	16,000	20,550		87,926	In FY22 there were detention deputy positions removed from the personnel allotment. Since that time HB116 has made it necessary to increase the number of posts by one for each shift in order to provide security and compliance.
Detention Deputy	1	1	Regular	51,376	16,000	20,550		87,926	Same as above.
Public Safety IT Specialist 1	12	1	Regular	53,955	16,000	21,582		91,537	The Sheriff's Office currently has two Public Safety Information Technicians to handle all IT related matters within all our departments. Their duties include handling all issues that arise with the Police Mobile Terminals installed in our cruisers; Police Mobile related issues that occur with our allied Police Agencies within the county; and dealing with issues that arise from our VOIP Teams phones. This third person will be primarily responsible for IT matters within the Detention Center, however, will work with our IT team and be knowledgeable in all areas of the Agency. The Detention Center also has Video Visitation, Inmate Calling Solutions for Phone Monitoring, and two Livescan machines, all which require trouble shooting and updates. Our IT personnel are also responsible for issues that arise with the Video Surveillance System within the entire detention center. The Sheriff has discussed this additional employee with the IT Director who understands the need and supports adding the position.

Part-Time Position

Position Title	Grade	Step *	Regular or Temp.	Annual Salary		Total Benefits	Offset	Net Cost	Explanation of Request (A memo may be attached if detail support is needed. Please summarize in this area.)
						0		0	
						0		0	
			Totals:	**$101,754**		**$62,683**	**$0**	**$267,390**	

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

Washington County, Maryland
Travel Request
FY 2024

Department Number: 11320

Department Name: Detention Center

Account Number: 505230

Account Description: Travel Expenses

Position Title Only (do not use individual names)	Destination	Date(s) of Travel	Total Cost Dept. Request	Description and/or Reason for Travel Request
Major	Ocean City, MD	6/02/23 - 06/06/23	1,000	Maryland Correctional Administrator's Association annual training conference cost for lodging and meals that are not included in conference fee.
Captain	Ocean City, MD	6/02/23 - 06/06/23	1,000	Maryland Correctional Administrator's Association annual training conference cost for lodging and meals that are not included in conference fee.
Captain	Ocean City, MD	6/02/23 - 06/06/23	1,000	Maryland Correctional Administrator's Association annual training conference cost for lodging and meals that are not included in conference fee.
Transporters	Various Courts and Medical facilities throughout the State	All year	3,000	Meal Expenditures for deputies on out of county transports that occur throughout the year on a regular basis.
		Total	$6,000	

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

Washington County, Maryland
Account 515180
Software
FY 2024

Department Number: 11320

Department Name: Detention Center

Account Number: 515180

Account Description: Software

Descriptions	FY23 Board Approval	Total Cost FY24 Dept. Request	New Cost Y/N	Existing Agreement Y/N	Description and/or Reason for Request
Keystone JAILS Client (25 users)	1,670	1,754	N	Y	Annual software maintenance and support.
Keystone JAILS	31,320	32,888	N	Y	Annual software maintenance and support.
Keystone VINES Interface	1,756	1,843	N	Y	Annual software maintenance and support.
Keystone Universe License (25 users)	2,750	3,000	N	Y	Annual software maintenance and support.
Keystone Police Mobile Client (1 user) - Day Reporting Center	206	216	N	Y	Annual software maintenance and support.
Keystone Dynamic Imaging PictureLink - Central Booking	9,294	9,758	N	Y	Annual software maintenance and support.
Keystone Dynamic Imaging PictureLink - Jail Booking	6,079	6,382	N	Y	Annual software maintenance and support.
Keystone COREMR Interface	406	426	N	Y	Annual software maintenance and support.
Keystone Dashboard Interface	891	935	N	Y	Annual software maintenance and support.
Keystone Status Board	930	1,000	N	Y	Annual software maintenance and support.
DPSCS CJIS Subscription (19 users)	1,800	2,350	N	Y	28 users at $7 per month for $196 per month or $2,352 annually.
CrossMatch Livescan Fingerprint - WCDC	400	0	N	Y	Annual software maintenance and support.
HID Global Livescan Fingerprint - Central Booking	1,960	1,840	N	Y	Annual software maintenance and support.
Carousel Industries Video Bail Review System Maintenance	380	400	N	Y	Annual software maintenance and support.
Lathem Facial Recognition - Day Reporting Center	910	0	N	Y	Annual software maintenance and support.
Blue Peak Logic Skills Manager	698	690	N	Y	Annual software maintenance and support.
Total	**$61,450**	**$63,490**			

● 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 2024

Department Number: 11320

Department Name: Detention Center

Account Description: Lease and Installment Payments

	Item	Qty	Straight Purchase Price	Number of Years Financed	Final Year of Lease	Annual Payment Due Starting in Proposed Budget Year	Total Financed Price (total of all lease payments)	Implied Interest Rate	Explanation
N	LOC8 units SL2 and SL3 units	3	N/A	N/A	2027	6,000	N/A	N/A	Under the contract with BI, Inc. the annual cost of lease for Loc8 units (Beacon and GPS Unit) is $2.80 per unit per day, the cost of lease for SL2 and SL3 units (alcohol monitoring) is $3.95 per unit per day.
N	Copy Machine Administration	1	N/A	N/A		2,579	N/A	N/A	Copy machines rental - $214.90 per month.
N	Copy Machine Female Housing Area	1	N/A	N/A		1,244	N/A	N/A	Copy machine rental - $103.68 per month.
	Copy Machine Booking	1	N/A	N/A		2,727	N/A	N/A	Copy machine rental - $227.29 per month.
N	Copy Machine Black and White Overages	125,000 copies	N/A	N/A		563	N/A	N/A	For black and white copies made over the amount included in the rental agreement. $.0045 per copy.

Total **$13,120**

Agree to Budget

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

Washington County, Maryland
Other Capital Outlay (≥$1 and <$10,000)
FY 2024

Department Number: **11320**

Department Name: **Detention**

Account Number: 599999

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

Priority Number *	Descriptions	Qty	Unit Cost	Total Cost Dept. Request	N or R	Explain Reason for Request
1	Ballistic Vests for CERT and Transport	10	1,294	12,939	R	Replacement of expiring ballistic vests for Correctional Emergency Response Team (CERT) members and transporter.
				0		
				0		
				0		
				0		
				0		
	Total			**$12,940**		

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

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

Washington County, Maryland
General Fund
Department 11321 - Day Reporting Center
FY24 Expenses

	2024 Operating Budget Requested	Adjustment	2024 Operating Budget Requested	$ Change	% Change	2023 Operating Budget Approved	2022 Actuals Final	2021 Actuals Final
500000 - Wages - Full Time	169,350	0	169,350	14,100	9.08%	155,250	167,632	100,384
500010 - Wages - Overtime	2,250	0	2,250	250	12.50%	2,000	2,975	249
500040 - Other Wages	3,000	0	3,000	(1,000)	(25.00)%	4,000	2,132	1,212
500100 - FICA - Employer	13,360	0	13,360	1,020	8.27%	12,340	13,005	7,583
500120 - Health Insurance	25,150	0	25,150	0	0.00%	25,150	24,721	8,864
500125 - Other Insurance	640	0	640	(460)	(41.82)%	1,100	926	609
500130 - Pension	44,030	0	44,030	3,670	9.09%	40,360	40,623	30,073
500140 - Workers Compensation	6,270	0	6,270	740	13.38%	5,530	6,237	3,648
500170 - Personal Development	240	0	240	0	0.00%	240	0	0
500171 - Employee Recognition	180	0	180	0	0.00%	180	149	0
500172 - Team Building	50	0	50	0	0.00%	50	50	0
Wages and Benefits	**264,520**	**0**	**264,520**	**18,320**	**7.44%**	**246,200**	**258,450**	**152,622**
502300 - Reimburseable Expenses	0	0	0	0	0.00%	0	2,200	0
505010 - Advertising	0	0	0	0	0.00%	0	0	417
505040 - Books	400	0	400	400	100.00%	0	160	2,609
505070 - Food and Supplies	0	0	0	0	0.00%	0	654	313
505080 - Freight & Cartage	0	0	0	0	0.00%	0	831	0
505120 - Licenses & Certifications	300	0	300	0	0.00%	300	200	730
505130 - Small Office Equipment	0	0	0	0	0.00%	0	0	125
505140 - Office Supplies	4,780	0	4,780	2,780	139.00%	2,000	1,396	2,707
505150 - Other - Miscellaneous	0	0	0	0	0.00%	0	0	35
505160 - Personal Mileage	300	0	300	0	0.00%	300	0	0
505200 - Safety Equipment	0	0	0	0	0.00%	0	225	0
510010 - Fleet Insurance	1,040	0	1,040	(10)	(0.95)%	1,050	967	931
510020 - Property & Casualty Insurance	7,910	0	7,910	960	13.81%	6,950	6,260	0
510030 - Public & Gen Liability Insurance	2,820	0	2,820	60	2.17%	2,760	2,422	2,213
515000 - Contracted/Purchased Service	186,420	0	186,420	0	0.00%	186,420	169,543	150,000
515180 - Software	0	0	0	0	0.00%	0	0	30
515202 - Inspection Services	400	0	400	0	0.00%	400	700	700

Washington County, Maryland
General Fund
Department 11321 - Day Reporting Center
FY24 Expenses

	2024 Operating Budget Requested	Adjustment	2024 Operating Budget Requested	$ Change	% Change	2023 Operating Budget Approved	2022 Actuals Final	2021 Actuals Final
515270 - Maintenance Contract Services	2,530	0	2,530	(1,560)	(38.14)%	4,090	1,817	3,189
515320 - Testing Services	5,000	0	5,000	(6,000)	(54.55)%	11,000	3,093	10,505
520000 - Training	1,200	0	1,200	1,200	100.00%	0	0	1,035
520040 - Seminars/Conventions	0	0	0	0	0.00%	0	0	198
525000 - Supplies/Material - Operating	0	0	0	0	0.00%	0	175	162
525020 - Janitorial Supplies	1,000	0	1,000	0	0.00%	1,000	893	2,190
525040 - Small Tools & Equipment	0	0	0	0	0.00%	0	0	393
526020 - Building Maintenance	1,200	0	1,200	600	100.00%	600	1,123	656
526040 - Equipment Maintenance	0	0	0	0	0.00%	0	2,929	0
526070 - Landscaping Supplies	0	0	0	0	0.00%	0	167	721
527035 - Off Road Diesel	0	0	0	0	0.00%	0	0	43
527060 - Auto Gasoline	1,430	0	1,430	0	0.00%	1,430	1,366	981
528030 - Herbicide	0	0	0	0	0.00%	0	0	40
535010 - Copy Machine Rental	0	0	0	(2,430)	(100.00)%	2,430	1,764	768
535055 - Lease Payments	22,470	0	22,470	2,470	12.35%	20,000	9,497	7,219
535060 - Uniforms	630	0	630	0	0.00%	630	519	21
540010 - Wireless Communication	2,980	0	2,980	0	0.00%	2,980	2,449	2,112
540020 - Telephone Expenses	0	0	0	0	0.00%	0	0	1,272
545015 - Heating Oil	0	0	0	0	0.00%	0	50	0
545050 - Waste/Trash Disposal	1,740	0	1,740	0	0.00%	1,740	1,595	725
Operating Expenses	**244,550**	**0**	**244,550**	**(1,530)**	**(0.62)%**	**246,080**	**212,995**	**193,040**
599999 - Controllable Assets	0	0	0	0	0.00%	0	3,282	2,726
Capital Outlay	**0**	**0**	**0**	**0**	**0.00%**	**0**	**3,282**	**2,726**
Total	**509,070**	**0**	**509,070**	**16,790**	**3.41%**	**492,280**	**474,727**	**348,388**

Washington County, Maryland
General Fund
Department 11321 - Day Reporting Center
FY24 Expenses

	2024 Operating Budget Requested	2024 Variance Comments Requested
500000 - Wages - Full Time	169,350	
500010 - Wages - Overtime	2,250	
500040 - Other Wages	3,000	Decreased based on historical usage and year to date actuals.
500100 - FICA - Employer	13,360	
500120 - Health Insurance	25,150	
500125 - Other Insurance	640	
500130 - Pension	44,030	
500140 - Workers Compensation	6,270	
500170 - Personal Development	240	
500171 - Employee Recognition	180	
500172 - Team Building	50	
505040 - Books	400	Based on historical use and year-to-date actuals. Books for Moral Reconation Therapy (MRT) that are used in classes for the participants. MRT is a type of behavioral therapy aimed at decreasing the likelihood that someone will return to substance or alcohol abuse.
505120 - Licenses & Certifications	300	
505140 - Office Supplies	4,780	Office supplies used in the operation of the Day Reporting Center including water cooler rental and water purchase. Based on historical spending, budget can absorb any increases due to inflation.
505160 - Personal Mileage	300	

Washington County, Maryland
General Fund
Department 11321 - Day Reporting Center
FY24 Expenses

	2024 Operating Budget Requested	2024 Variance Comments Requested
510010 - Fleet Insurance	1,040	There is an overall percentage increase of 3.21% 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. The projection comes directly from the FY24 Operating Budget Guide - Appendix A – Insurance Projections.
510020 - Property & Casualty Insurance	7,910	
510030 - Public & Gen Liability Insurance	2,820	
515000 - Contracted/Purchased Service	186,420	
515202 - Inspection Services	400	
515270 - Maintenance Contract Services	2,530	Includes: Home Paramount Pest Control which is approximately $200 annually; Mick’s Heating and Air Conditioning Filter & Belt $1,000; Noel’s Fire Protection $450; Tele-plus Audio Video $880. Budget decrease is due to the elimination of Teleplus Audio Video since it is no longer in use and a reduction in the amount expected to be spent on Mick's based on historical spending.
515320 - Testing Services	5,000	Frequent, and often daily, drug and alcohol testing is required of the DRC clients. Beacon, who is contracted to manage Maryland Medical Assistance funds for behavioral health services, has limited drug testing reimbursement to four tests a month per participant. This is counterproductive to the needs of the DRC and therefore requires an increase to maintain the multiple drug tests per client. $4,000 for FACT, LLC drug testing supplies and $1,000 for Dominion Diagnostic for testing.
520000 - Training	1,200	Training for assigned Director and Deputy.
525020 - Janitorial Supplies	1,000	
526020 - Building Maintenance	1,200	The Day Reporting Center will continue to have maintenance costs to keep it operational.

Washington County, Maryland
General Fund
Department 11321 - Day Reporting Center
FY24 Expenses

	2024 Operating Budget Requested	2024 Variance Comments Requested
527060 - Auto Gasoline	1,430	Projected budget is 475 gallons x $3.00 per gallon = $1,425 (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.
535010 - Copy Machine Rental	0	Copy Machine rental expense reallocated to 535055 - Lease Payments per Budget and Finance.
535055 - Lease Payments	22,470	The day reporting center will need GPS units to monitor offenders through the initial stages of the program. Using historical trends and program projections the total lease costs for GPS are $20,000. Rental cost for copier and overages for the DRC estimated to total $2,471.
535060 - Uniforms	630	
540010 - Wireless Communication	2,980	
545050 - Waste/Trash Disposal	1,740	

Washington County, Maryland
Summary of Installment and/or Lease Purchases
FY 2024

Department Number: 11321 **Department Name: Day Reporting**

Account Description: Lease and Installment Payments

	Item	Qty	Straight Purchase Price	Number of Years Financed	Final Year of Lease	Annual Payment Due Starting in Proposed Budget Year	Total Financed Price (total of all lease payments)	Implied Interest Rate	Explanation
N	LOC8 GPS Units SL2 and SL3 Alcohol Monitoring Units	20	N/A	N/A	2027	20,000	N/A	N/A	Under the contract with BI, Inc. the annual cost of lease for Loc8 units (Beacon and GPS Unit) is $2.80 per unit per day, the cost of lease for SL2 and SL3 units (alcohol monitoring) is $3.95 per unit per day.
E	Copy Machine Rental	1	N/A	N/A	2027	2,252	N/A	N/A	Rental cost for copiers and overages for the DRC. $187.67 per month x 12 for a total of $2,252.04.
E	Color Copy Overages	5,000	N/A	N/A	2027	165	N/A	N/A	Color copy overages at $.033 per copy.
E	Black and White Copy Overages	1,000	N/A	n	2027	54	N/A	N/A	Black and white overages at $.054 per copy.
	Total					**$22,470**	**$0**		

Agree to Budget

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

Washington County, Maryland
General Fund
Department 11330 - Narcotics Task Force
FY24 Expenses

	2024 Operating Budget Requested	Adjustment	2024 Operating Budget Requested	$ Change	% Change	2023 Operating Budget Approved	2022 Actuals Final	2021 Actuals Final
500000 - Wages - Full Time	407,990	0	407,990	34,740	9.31%	373,250	353,135	345,120
500040 - Other Wages	250	0	250	150	150.00%	100	0	45
500100 - FICA - Employer	31,230	0	31,230	2,670	9.35%	28,560	26,262	25,638
500120 - Health Insurance	59,210	0	59,210	(1,490)	(2.45)%	60,700	60,696	60,703
500125 - Other Insurance	1,550	0	1,550	(910)	(36.99)%	2,460	2,125	2,164
500130 - Pension	106,080	0	106,080	9,040	9.32%	97,040	86,516	97,952
500140 - Workers Compensation	900	0	900	90	11.11%	810	776	758
500170 - Personal Development	720	0	720	0	0.00%	720	0	0
500171 - Employee Recognition	530	0	530	(10)	(1.85)%	540	0	0
500172 - Team Building	150	0	150	0	0.00%	150	0	0
Wages and Benefits	**608,610**	**0**	**608,610**	**44,280**	**7.85%**	**564,330**	**529,510**	**532,380**
505050 - Dues & Subscriptions	600	0	600	0	0.00%	600	1,068	1,232
505140 - Office Supplies	7,000	0	7,000	0	0.00%	7,000	4,281	5,590
505150 - Other - Miscellaneous	100	0	100	0	0.00%	100	65	0
505160 - Personal Mileage	200	0	200	0	0.00%	200	191	187
505170 - Postage	50	0	50	0	0.00%	50	2	131
505230 - Travel Expenses	3,000	0	3,000	0	0.00%	3,000	904	1,386
515180 - Software	58,240	0	58,240	(10,540)	(15.32)%	68,780	39,679	40,627
515210 - Laboratory Services	194,710	0	194,710	(34,860)	(15.18)%	229,570	134,938	147,526
515270 - Maintenance Contract Services	0	0	0	(700)	(100.00)%	700	1,232	600
515320 - Testing Services	0	0	0	0	0.00%	0	22	0
520000 - Training	0	0	0	0	0.00%	0	0	289
520040 - Seminars/Conventions	3,500	0	3,500	0	0.00%	3,500	0	0
525030 - Medical Supplies	300	0	300	0	0.00%	300	187	207
526000 - Supplies/Material-Maintenance	500	0	500	0	0.00%	500	169	51
526040 - Equipment Maintenance	2,700	0	2,700	0	0.00%	2,700	1,884	1,895
527060 - Auto Gasoline	33,000	0	33,000	(3,000)	(8.33)%	36,000	23,296	20,910
527090 - Auto Repairs	9,000	0	9,000	0	0.00%	9,000	8,311	7,270
535000 - Rentals	200	0	200	0	0.00%	200	118	0

Washington County, Maryland
General Fund
Department 11330 - Narcotics Task Force
FY24 Expenses

	2024 Operating Budget Requested	Adjustment	2024 Operating Budget Requested	$ Change	% Change	2023 Operating Budget Approved	2022 Actuals Final	2021 Actuals Final
535010 - Copy Machine Rental	0	0	0	(3,500)	(100.00)%	3,500	3,005	2,690
535055 - Lease Payments	23,900	0	23,900	1,400	6.22%	22,500	19,313	22,500
540010 - Wireless Communication	18,000	0	18,000	0	0.00%	18,000	16,318	14,034
540020 - Telephone Expenses	0	0	0	0	0.00%	0	0	1,229
540022 - Cable TV & Internet Services	0	0	0	0	0.00%	0	220	0
580050 - Legal Transcripts	0	0	0	(100)	(100.00)%	100	0	0
582010 - Ammunition	0	0	0	0	0.00%	0	(3,302)	0
582040 - Crime Prevention	20,000	0	20,000	(5,000)	(20.00)%	25,000	10,000	25,000
582050 - Evidence Package Supplies	3,000	0	3,000	0	0.00%	3,000	4,183	1,651
582120 - Special Response Team	25,000	0	25,000	0	0.00%	25,000	22,765	21,675
Operating Expenses	**403,000**	**0**	**403,000**	**(56,300)**	**(12.26)%**	**459,300**	**288,849**	**316,680**
599999 - Controllable Assets	21,000	0	21,000	(6,680)	(24.13)%	27,680	29,669	27,406
Capital Outlay	**21,000**	**0**	**21,000**	**(6,680)**	**(24.13)%**	**27,680**	**29,669**	**27,406**
Total	**1,032,610**	**0**	**1,032,610**	**(18,700)**	**(1.78)%**	**1,051,310**	**848,028**	**876,466**

Washington County, Maryland
General Fund
Department 11330 - Narcotics Task Force
FY24 Expenses

	2024 Operating Budget Requested	2024 Variance Comments Requested
500000 - Wages - Full Time	407,990	Increase in wages lower than expected 13.33% due to turnover in four positions.
500040 - Other Wages	250	
500100 - FICA - Employer	31,230	
500120 - Health Insurance	59,210	Budget changed due to change in personnel and their coverage levels.
500125 - Other Insurance	1,550	
500130 - Pension	106,080	
500140 - Workers Compensation	900	
500170 - Personal Development	720	
500171 - Employee Recognition	530	
500172 - Team Building	150	
505050 - Dues & Subscriptions	600	
505140 - Office Supplies	7,000	Based on historical use, current budget is sufficient to cover inflation costs.
505150 - Other - Miscellaneous	100	
505160 - Personal Mileage	200	
505170 - Postage	50	
505230 - Travel Expenses	3,000	

Washington County, Maryland
General Fund
Department 11330 - Narcotics Task Force
FY24 Expenses

	2024 Operating Budget Requested	2024 Variance Comments Requested
515180 - Software	58,240	Increase includes items from annual software maintenance agreements that are expiring and are to be renewed in FY24; reallocated Wave Science expense from 515270 - Maintenance Contract Services to 515180 - Software. Covert Track and Whooster were also added. The overall reduction is mainly attributed to the change in contract for annual license terms changing from an unlimited account to a lower license level based on actual usage of device from FY22 and FY23.
515210 - Laboratory Services	194,710	This covers the Sheriff's office portion of the salaries for the lab staff. Decrease is based on estimates from the City of Hagerstown.
515270 - Maintenance Contract Services	0	Line item moved to 515180 - Software for Wave Science.
520040 - Seminars/Conventions	3,500	Cost related to annual Hostage Negotiator Conference.
525030 - Medical Supplies	300	
526000 - Supplies/Material-Maintenance	500	
526040 - Equipment Maintenance	2,700	
527060 - Auto Gasoline	33,000	NTF averages approximately 11,000 gallons per year for gasoline. 11, 000 gallons X $3.00 per gallon = $33,000 (Includes State gas tax), which is based on bids and short-term energy outlook forecast. Rate per gallon is discounted with bid price as compared to retail price.
527090 - Auto Repairs	9,000	
535000 - Rentals	200	
535010 - Copy Machine Rental	0	This line item is being moved to 535055 - Lease Payment per Budget and Finance instructions.

Washington County, Maryland
General Fund
Department 11330 - Narcotics Task Force
FY24 Expenses

	2024 Operating Budget Requested	2024 Variance Comments Requested
535055 - Lease Payments	23,900	Due to increase in the cost per vehicle from lease company, NTF would like to decrease from three leased vehicles to two leased vehicle. Reallocated $3,500 from 535010 - Copy Machine Rental per Budget and Finance.
540010 - Wireless Communication	18,000	
580050 - Legal Transcripts	0	Eliminated budget based on historical use and year to date actuals.
582040 - Crime Prevention	20,000	Reduction due to year-to-date expenditures and current trends in investigations requiring less to be spent.
582050 - Evidence Package Supplies	3,000	
582120 - Special Response Team	25,000	
599999 - Controllable Assets	21,000	For replacement of ballistic protection vests and helmets. Vests cost $435/each x eleven = $4,785. Helmets cost $1,400/each x eleven = $15,400. Total $4,785 + $15,400 = $20,185. Remaining amount is to allow for inflation.

Washington County, Maryland
Travel Request
FY 2024

Department Number: 11330 | **Department Name: Narcotics Task Force**

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	
WCNTF	Various	7/2023 to 6/2024	3,000	Agents are required to travel for court appearances and training throughout FY24.
		Total	**$3,000**	

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

Washington County, Maryland
Account 515180
Software
FY 2024

Department Number: 11330

Department Name: Narcotics Task Force

Account Number: 515180

Account Description: Software

Descriptions	FY23 Board Approval	Total Cost FY24 Dept. Request	New Cost Y/N	Existing Agreement Y/N	Description and/or Reason for Request
Police Trak System - Drug Trak 5 (10 users)	650	650	N	Y	Annual software maintenance and support. Drug Trak is database that tracks tips and suspect information for criminal investigations.
Faro Laser Scanning System (2 units)	12,170	13,770	N	Y	Price is for one year maintenance and warranty. Annual software maintenance and support.
Confidential	4,300	4,300	N	Y	Annual license.
Confidential	46,070	30,800	N	Y	Annual software maintenance and support.
Police Mobile	595	600	N	Y	Annual maintenance and support. Allows HPD officers assigned to NTF to access police mobile system to enter arrest and report information.
Whooster	0	120	N	Y	Annual software maintenance and support. Whooster is a search service allowing Agents to locate subscriber and address information for suspects in criminal investigations.
Wave Science	0	600	N	Y	Annual Software maintenance and support. Previously funded from 515270. Moved to 515180 for FY24.
Covert Track	0	2,400	N	Y	Annual software maintenance and support. Covert Track is software used to document GPS tracking devices for covert surveillance.
Confidential	4,995	5,000	N	Y	Annual maintenance and support.
Total	**$68,780**	**$58,240**			

● 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 2024

Department Number:11330 **Department Name:Narcotics Task Force**

Account Description: Lease and Installment Payments

	Item	Qty	Straight Purchase Price	Number of Years Financed	Final Year of Lease	Annual Payment Due Starting in Proposed Budget Year	Total Financed Price (total of all lease payments)	Implied Interest Rate	Explanation
E	Vehicles to Supplement Fleet	2	See Explanation	1	2025	10,200	20,400	N/A	NTF began leasing vehicles after suspects started to recognize vehicles owned by NTF. This adds to the danger to agents and the citizens working with us. NTF has the option of the type of vehicle leased and can lease trucks, SUVs, or sedans at the same price. NTF can rotate vehicles up to three times per year so local drug dealers will not become familiar with NTF vehicles. Monthly lease per vehicle will be $850 X 12 months =$10,200. The lease previously was $625 per month but that price will increase in February 2023.
N	Copy Machine Rental	1	N/A	N/A	2025	101.46 per month	1,220	N/A	Annual rental cost for Ricoh copy machine.
N	Service for Copier	1	N/A	N/A	2025	31.50 per month	380	N/A	Service agreement for Ricoh copier.
	Black and White Copies	100,000	N/A	N/A	2025	.0045 per copy	450	N/A	Black and White copies in excess of what is included in copy machine rental agreement.
N	Color Copies	36,250	N/A	N/A	2025	.04 per copy	1,450	N/A	Color copies in excess of what is include in copy machine rental agreement.
	Total						**$23,900**		

Agree to Budget

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

Washington County, Maryland
Other Capital Outlay (≥$1 and <$10,000)
FY 2024

Department Number: **11330**

Department Name: **Narcotics Task Force**

Account Number: 599999

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

Priority Number *	Descriptions	Qty	Unit Cost	Total Cost Dept. Request	N or R	Explain Reason for Request
1	Tomahawk Ballistic inserts level IIIA	11	435	4,785		Washington County Special Response Team (WCSRT) requests replacement of ballistic protection vests. Current vests are between five and seven years old and are past the manufacturers recommended replacement.
1	Team Wendy ballistic helmet	11	1,400	15,400		WCSRT requests replacement of ballistic protection helmets. Current helmets are between five and seven years old and are past the manufacturers recommended replacement.
1	Inflation Costs			815		The SRT accounted for 3.8% inflation on top of the cost of the vest and helmets.
				0		
				0		
				0		

Total **$21,000**

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

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

CITY OF HAGERSTOWN
MARYLAND
21740 - 4696

DEPARTMENT OF POLICE
50 N. Burhans Blvd.

Non-Emergency 301-790-3700
Emergency 240-313-4345
Fax 301-733-5513

To: Washington County Budget & Finance

From: Lieutenant John Lehman
Washington County SRT Commander

Date: December 15, 2022

Ref: FY 2023-2024 Controllable Assets Request (599999) – Replacement of SRT Ballistic Inserts & Helmets

I am requesting consideration for **$21,000.00** from controllable assets to begin replacing ballistic protection for members of the Washington County Special Response Team; specifically: Level IIIA ballistic inserts (for plate carriers) and Level IIIA ballistic helmets. The ballistic inserts and helmets currently in use by members of the team are between five to seven years old and recommended for replacement by National Institute of Justice (NIJ) standards as it pertains to ballistic protection.

With regards to the cost of ballistic inserts, Tomahawk Strategic Solutions - the distributor that supplied ballistic inserts for the Washington County's Special Response Team in the past - provided a quote for ballistic insert sets (front and rear panels) with each set costing $435.00. Purchasing eleven sets brings the total to $4,785.00.

Although I do not have a quote for ballistic helmets, a distributor for ballistic helmets (Team Wendy) advertises the cost of their helmets to be $1,326.60. Rounding up the cost per helmet to $1,400.00 and purchasing eleven helmets brings the cost to $15,400.00.

Please know this expense exceeds the team's yearly operating budget that is used to purchase uniforms, ammunition, training, etc. Additionally, the $21,000.00 requested includes a 3.8% projected increase in product cost due to inflation.

Your consideration in this matter is truly appreciated.

Respectfully,

Lieutenant John Lehman
Washington County SRT Commander
Hagerstown Police Department

Washington County, Maryland
General Fund
Department 11335 - Washington County Police Academy
FY24 Expenses

	2024 Operating Budget Requested	Adjustment	2024 Operating Budget Requested	$ Change	% Change	2023 Operating Budget Approved	2022 Actuals Final	2021 Actuals Final
505020 - Community Service Awards	3,000	0	3,000	0	0.00%	3,000	2,723	1,034
505050 - Dues & Subscriptions	500	0	500	0	0.00%	500	0	0
505130 - Small Office Equipment	500	0	500	0	0.00%	500	294	0
505140 - Office Supplies	2,000	0	2,000	0	0.00%	2,000	2,117	1,502
505170 - Postage	100	0	100	0	0.00%	100	0	19
505210 - Safety Supplies	100	0	100	0	0.00%	100	1,154	42
505230 - Travel Expenses	300	0	300	0	0.00%	300	331	130
505240 - Entertainment/Business Exp	1,200	0	1,200	0	0.00%	1,200	878	0
520000 - Training	4,500	0	4,500	0	0.00%	4,500	8,691	7,082
525000 - Supplies/Material - Operating	5,500	0	5,500	0	0.00%	5,500	1,669	6,028
525020 - Janitorial Supplies	490	0	490	(510)	(51.00)%	1,000	373	0
525030 - Medical Supplies	170	0	170	0	0.00%	170	115	0
525040 - Small Tools & Equipment	620	0	620	0	0.00%	620	3,336	332
526040 - Equipment Maintenance	0	0	0	(500)	(100.00)%	500	0	0
527060 - Auto Gasoline	2,500	0	2,500	2,500	100.00%	0	1,078	0
535000 - Rentals	120	0	120	0	0.00%	120	60	30
535010 - Copy Machine Rental	0	0	0	(4,300)	(100.00)%	4,300	3,727	4,028
535050 - Rental Payments	0	0	0	(500)	(100.00)%	500	500	250
535055 - Lease Payments	4,300	0	4,300	4,300	100.00%	0	0	0
535060 - Uniforms	18,000	0	18,000	0	0.00%	18,000	18,353	16,313
540010 - Wireless Communication	2,280	0	2,280	0	0.00%	2,280	1,394	1,027
545030 - Propane Gas	160	0	160	10	6.67%	150	110	90
582010 - Ammunition	12,000	0	12,000	0	0.00%	12,000	0	2,498
582050 - Evidence Package Supplies	200	0	200	0	0.00%	200	0	158
582080 - Photographic/Fingerprint	300	0	300	0	0.00%	300	0	242
582090 - Tear Gas	500	0	500	0	0.00%	500	0	0
582110 - Restraints	500	0	500	(1,000)	(66.67)%	1,500	0	0
Operating Expenses	**59,840**	**0**	**59,840**	**0**	**0.00%**	**59,840**	**46,903**	**40,805**
599999 - Controllable Assets	0	0	0	0	0.00%	0	10,415	1,357
Capital Outlay	**0**	**0**	**0**	**0**	**0.00%**	**0**	**10,415**	**1,357**
Total	**59,840**	**0**	**59,840**	**0**	**0.00%**	**59,840**	**57,318**	**42,162**

Washington County, Maryland
General Fund
Department 11335 - Washington County Police Academy
FY24 Expenses

	2024 Operating Budget Requested	2024 Variance Comments Requested
505020 - Community Service Awards	3,000	
505050 - Dues & Subscriptions	500	
505130 - Small Office Equipment	500	
505140 - Office Supplies	2,000	
505170 - Postage	100	
505210 - Safety Supplies	100	
505230 - Travel Expenses	300	
505240 - Entertainment/Business Exp	1,200	
520000 - Training	4,500	
525000 - Supplies/Material - Operating	5,500	
525020 - Janitorial Supplies	490	Janitorial expense reduction is requested based on historical use and due to current Auto Gasoline needs.
525030 - Medical Supplies	170	
525040 - Small Tools & Equipment	620	
526040 - Equipment Maintenance	0	Equipment Maintenance is not needed as an expense during this period.
527060 - Auto Gasoline	2,500	Auto Gasoline is now a specific charge for vehicles used during Emergency Vehicle Training. Projected budget is 834 gallons x $3.00 (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.
535000 - Rentals	120	
535010 - Copy Machine Rental	0	Per Budget and Finance, Copy Machine rentals are now being coded as 535055 - Lease Payments.

Washington County, Maryland
General Fund
Department 11335 - Washington County Police Academy
FY24 Expenses

	2024 Operating Budget Requested	2024 Variance Comments Requested
535050 - Rental Payments	0	Rental Payments are not needed as an expense during this period.
535055 - Lease Payments	4,300	Per Budget and Finance, expense reallocated from 535010 - Copy Machine Rental.
535060 - Uniforms	18,000	
540010 - Wireless Communication	2,280	
545030 - Propane Gas	160	The propane budgets were based on four prior year actuals and forecasted rate changes.
582010 - Ammunition	12,000	
582050 - Evidence Package Supplies	200	
582080 - Photographic/Fingerprint	300	
582090 - Tear Gas	500	
582110 - Restraints	500	A reduction in restraints is requested based on historical use and due to current Auto Gasoline needs.

Washington County, Maryland
Travel Request
FY 2024

Department Number: 11335 | **Department Name: WC Police Academy**

Account Number: 505230

Account Description: Travel Expenses

Position Title Only (do not use individual names)	Destination	Date(s) of Travel	Total Cost Dept. Request	Description and/or Reason for Travel Request
Academy Staff/Instructors	TBD	TBD	300	Travel anticipated for academy courses and Maryland Police Correctional Training Commissions meetings.

Total **$300**

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

Washington County, Maryland
Summary of Installment and/or Lease Purchases
FY 2024

Department Number: 11335 | **Department Name: Police Academy**

Account Description: Lease and Installment Payments

	Item	Qty	Straight Purchase Price	Number of Years Financed	Final Year of Lease	Annual Payment Due Starting in Proposed Budget Year	Total Financed Price (total of all lease payments)	Implied Interest Rate	Explanation
E	Toshiba Copier	1	N/A	N/A	N/A	1,836	N/A		Copy machine rental.
E	Toshiba Copier Monthly Maintenance	1	N/A	N/A	N/A	600	N/A		Maintenance contract for copy machine.
E	Toshiba Copier B&W overage	10,000 copies x $.005 per copy	N/A	N/A	N/A	50	N/A		Toshiba Copier B&W overage
	Toshiba Copier Color Overages	15,000 copies x $.045 per copy	N/A	N/A	N/A	675	N/A		Toshiba Copier Color Overages
E	Second Toshiba Copier	1	N'A	N/A	N/A	720	N/A		Copy machine rental.
	Second Toshiba Copier Monthly Maintenance	1	N/A	N/A	N/A	60	N/A		Maintenance contract for copy machine.
	Second Toshiba Copier B&W overage	10,000 copies x $.005 per copy	N/A	N/A	N/A	50	N/A		Toshiba Copier B&W overage
E	Second Toshiba Copier Color overage	7,000 copies x $.045 per copy	N/A	N/A	N/A	315	N/A		Toshiba Copier Color Overages
	Total					**$4,300**			

Agree to Budget

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

Washington County, Maryland
General Fund
Department 11311 - Sheriff Auxiliary
FY24 Expenses

	2024 Operating Budget Requested	Adjustment	2024 Operating Budget Requested	$ Change	% Change	2023 Operating Budget Approved	2022 Actuals Final	2021 Actuals Final
505030 - Bank Fees	0	0	0	0	0.00%	0	0	104
505070 - Food and Supplies	1,000	0	1,000	0	0.00%	1,000	1,040	98
505140 - Office Supplies	0	0	0	0	0.00%	0	0	411
505150 - Other - Miscellaneous	40,000	0	40,000	0	0.00%	40,000	82,041	49,853
515330 - Towing Services	6,000	0	6,000	0	0.00%	6,000	5,066	5,705
535060 - Uniforms	3,000	0	3,000	0	0.00%	3,000	1,198	0
Operating Expenses	**50,000**	**0**	**50,000**	**0**	**0.00%**	**50,000**	**89,345**	**56,171**
599999 - Controllable Assets	0	0	0	0	0.00%	0	809	0
Capital Outlay	**0**	**0**	**0**	**0**	**0.00%**	**0**	**809**	**0**
Total	**50,000**	**0**	**50,000**	**0**	**0.00%**	**50,000**	**90,154**	**56,171**

Washington County, Maryland
General Fund
Department 11311 - Sheriff Auxiliary
FY24 Expenses

	2024 Operating Budget Requested	2024 Variance Comments Requested
505070 - Food and Supplies	1,000	
505150 - Other - Miscellaneous	40,000	
515330 - Towing Services	6,000	
535060 - Uniforms	3,000	

Washington County, Maryland
Requested
Public Safety - Emergency Services
Detailed Summary
Fiscal Year 2024

Page	Category	Requested FY 2024			$ Change	% Change	Original Budget FY 2023
8-3	**Air Unit**	113,480			81,130	250.79%	32,350

1. Operating expenses requested are increasing by $5,680 or 19.16% mainly due to a requested increase for auto repairs and building maintenance.
2. Capital outlay requests total $78,150 for the following: $53,150 for replacing 12 cascade fill cylinders for 3 remote stations, sealing the parking lot, pagers, surface pros, and $25,000 in electrical upgrades to the building.

Page	Category	Requested FY 2024			$ Change	% Change	Original Budget FY 2023
8-9	**Special Operations**	515,530			281,660	120.43%	233,870

1. Operating expenses are increasing by $132,910 or 126.76%. $44,480 is requested for travel and $84,000 is requested in training to send 20 positions to Texas for a class in structural collapses.
2. Capital outlay requests total $277,770. $25,700 is requested for a detector for chemical weapons and explosives; $49,900 is for water rescue personal protective equipment, and the remainder is for various other equipment.

Page	Category	Requested FY 2024			$ Change	% Change	Original Budget FY 2023
8-21	**911 Communications**	6,610,090			334,460	5.33%	6,275,630

1. Wages and benefits are increasing by $413,770 or 7.55%. Due to the new schedule, part time and shift differential is being decreased.
2. Operating expenses requested decreased by $37,920 or 5.05%. The majority of the decrease is in software because in FY23 there was a one-time license upgrade that cost $50,540.

Page	Category	Requested FY 2024			$ Change	% Change	Original Budget FY 2023
8-32	**EMS Operations**	3,953,140			1,229,340	45.13%	2,723,800

1. Wages and benefits are increasing by $28,210 or 1.28%. The increase is lower than expected due to transferring 2 positions to the Fire Operations department. There is a request for a new part-time position of assistant medical director and an increase in overtime of $100,000.
2. Operating expenses requested increased by $1,175,550 or 265.75%. The budget request contains $1,000,000 placeholder to fund the FY24 net cost of implementing the Fire and Rescue Plan. The remaining increase is in software, maintenance contract services, and medical supplies.
3. Capital outlay of $95,150 is being requested for 8 defibrillators, 47 pediatric bags, replacement of 3 Lucas CPR devices, and security systems for narcotics.

Washington County, Maryland
Requested
Public Safety - Emergency Services
Detailed Summary
Fiscal Year 2024

Page	Category	Requested FY 2024			$ Change	% Change	Original Budget FY 2023
8-48	**Fire Operations**	7,852,960			2,560,930	48.39%	5,292,030

1. Wages and benefits are increasing by $2,153,650 or 44.82%. Personnel requests include 8 additional firefighters and 4 battalion chief positions. (**There is a possible option to renew the SAFER grant. Deadline is March 17, 2023**).
2. Operating expenses requested increased by $81,700 or 36.39%. The majority of that increase is in maintenance contract services and uniforms.
3. Capital outlay of $587,440 is being requested for personal protective clothing and equipment for our reserve fleet.

Page	Category	Requested FY 2024			$ Change	% Change	Original Budget FY 2023
8-65	**Public Safety Training Center**	927,910			177,770	23.70%	750,140

1. Wages and benefits are increasing by $137,480 or 28.67%. This includes a request for a Fire/Rescue training officer.
2. Operating expenses requested increased by $35,960 or 13.29%. The majority of that increase is the book budget request which increased by $13,000.
3. Capital outlay of $4,330 is being requested for personal protective equipment for the new position requested.

Page	Category	Requested FY 2024			$ Change	% Change	Original Budget FY 2023
8-77	**Volunteer Fire and Rescue**	10,785,500			395,810	3.81%	10,389,690

1. Wages and benefits are decreasing by $32,300 or 3.80% .
2. The operating expenses requested increased $416,660 or 4.44%. The appropriations to Fire and Rescue companies increased by $222,410. There is a detail of the appropriations in the packet. Also increasing the fundraising incentive by $159,030 because increasing the match from 15% to 25% and the cap is increasing from $30,000 to $40,000.
3. Capital outlay of $171,000 is being requested for a pick up truck and 2 fire police cars.

		30,758,610			**5,061,100**	**19.69%**	**25,697,510**

Washington County, Maryland
General Fund
Department 11420 - Air Unit
FY24 Expenses

	2024 Operating Budget Requested	Adjustment	2024 Operating Budget Requested	$ Change	% Change	2023 Operating Budget Approved	2022 Actuals Final	2021 Actuals Final
505130 - Small Office Equipment	300	0	300	(100)	(25.00)%	400	0	390
505140 - Office Supplies	300	0	300	0	0.00%	300	195	177
505200 - Safety Equipment	750	0	750	0	0.00%	750	2,500	650
510010 - Fleet Insurance	3,130	0	3,130	(1,040)	(24.94)%	4,170	3,870	3,722
510020 - Property & Casualty Insurance	520	0	520	80	18.18%	440	388	301
515270 - Maintenance Contract Services	290	0	290	0	0.00%	290	120	131
525000 - Supplies/Material - Operating	530	0	530	30	6.00%	500	325	463
525020 - Janitorial Supplies	150	0	150	0	0.00%	150	147	0
525040 - Small Tools & Equipment	200	0	200	0	0.00%	200	225	228
526020 - Building Maintenance	3,000	0	3,000	2,000	200.00%	1,000	2,370	2,575
526040 - Equipment Maintenance	2,000	0	2,000	0	0.00%	2,000	866	977
527000 - Supplies - Automotive	0	0	0	0	0.00%	0	465	0
527030 - Diesel Fuel	3,820	0	3,820	1,270	49.80%	2,550	2,773	1,822
527040 - Diesel Fuel Tax	450	0	450	70	18.42%	380	344	384
527060 - Auto Gasoline	390	0	390	0	0.00%	390	462	320
527090 - Auto Repairs	9,500	0	9,500	2,500	35.71%	7,000	7,536	11,427
535010 - Copy Machine Rental	0	0	0	(410)	(100.00)%	410	335	335
535055 - Lease Payments	340	0	340	340	100.00%	0	0	0
545010 - Electric	7,500	0	7,500	0	0.00%	7,500	7,092	7,450
545040 - Sewer	770	0	770	200	35.09%	570	736	548
545050 - Waste/Trash Disposal	690	0	690	430	165.38%	260	240	240
545060 - Water	300	0	300	110	57.89%	190	288	181
582060 - Fire Extinguishers/Refills	400	0	400	200	100.00%	200	0	186
Operating Expenses	**35,330**	**0**	**35,330**	**5,680**	**19.16%**	**29,650**	**31,277**	**32,507**
599999 - Controllable Assets	53,150	0	53,150	50,450	1,868.52%	2,700	0	6,278
600200 - Building & Improvements	25,000	0	25,000	25,000	100.00%	0	0	0
Capital Outlay	**78,150**	**0**	**78,150**	**75,450**	**2,794.44%**	**2,700**	**0**	**6,278**
Total	**113,480**	**0**	**113,480**	**81,130**	**250.79%**	**32,350**	**31,277**	**38,785**

Washington County, Maryland
General Fund
Department 11420 - Air Unit
FY24 Expenses

	2024 Operating Budget Requested	2024 Variance Comments Requested
505130 - Small Office Equipment	300	Decreasing $100 based on historical use.
505140 - Office Supplies	300	
505200 - Safety Equipment	750	
510010 - Fleet Insurance	3,130	There is an overall percentage increase of 3.21% 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	520	
515270 - Maintenance Contract Services	290	
525000 - Supplies/Material - Operating	530	Increase reflects 5.5% for inflation.
525020 - Janitorial Supplies	150	
525040 - Small Tools & Equipment	200	
526020 - Building Maintenance	3,000	Increased based on history, 5.5% inflation ($130 on prior year actuals), and carpet/floor cleaning ($500).
526040 - Equipment Maintenance	2,000	
527030 - Diesel Fuel	3,820	Estimated budget is 1,017 gallons x $3.75 = $3,813.75 (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	450	1,017 gallons x $0.4345 = $441.89

Washington County, Maryland
General Fund
Department 11420 - Air Unit
FY24 Expenses

	2024 Operating Budget Requested	2024 Variance Comments Requested
527060 - Auto Gasoline	390	Projected budget is 130 gallons x $3.00 = $390 (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	9,500	Increased based on historical use and actuals.
535010 - Copy Machine Rental	0	Leasing of copy machine will no longer be budgeted in account 535010. The budget is now in 535055 - Leases.
535055 - Lease Payments	340	Leasing of copy machine going forward is now budgeted in 535055 and no longer in 535010 - Copy Machine Rental. Reduced based on lease price and historical actuals.
545010 - Electric	7,500	The electric budget is based on four prior year actuals, forecasted rate changes, and other known circumstances. The projection also takes into account current year actuals with annualized estimations.
545040 - Sewer	770	Based on projected rate model revenue requirements for County customers. Rate contingent on budget submission for utility costs. Projected actual $736 x 3.5% rate increase = $762.
545050 - Waste/Trash Disposal	690	New vendor for waste pickup and rates have increased. The projected budget is $57.41 x 12 = $689.
545060 - Water	300	Projected actual $288 x 3% rate increase = $297.
582060 - Fire Extinguishers/Refills	400	Per fire code, fire extinguishers are to be tested/refilled every year. Budget increase based on FY23 actuals.
599999 - Controllable Assets	53,150	See support form - replace 12 cascade fill cylinders needed for three remote fill stations throughout the County; fix and seal blacktop parking lot; pagers and chargers; and Surface Pro 9s.
600200 - Building & Improvements	25,000	See support form - electrical upgrades for building.

Washington County, Maryland
Summary of Installment and/or Lease Purchases
FY 2024

Department Number: 11420 | **Department Name: Air Unit**

Account Description: Lease and Installment Payments

	Item	Qty	Straight Purchase Price	Number of Years Financed	Final Year of Lease	Annual Payment Due Starting in Proposed Budget Year	Total Financed Price (total of all lease payments)	Implied Interest Rate	Explanation
E	Canon Image Runner 1435IF - 60 month lease	1	N/A	5	2024	335	1,673	N/A	Canon Image Runner 1435IF - 60 month lease for the Air Unit.
	Total	**1**	**$0**			**$340**	**$1,673**		

Agree to Budget

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

Washington County, Maryland
Other Capital Outlay (≥$1 and <$10,000)
FY 2024

Department Number: **11420** **Department Name:** **Air Unit**

Account Number: 599999

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

Priority Number *	Descriptions	Qty	Unit Cost	Total Cost Dept. Request	N or R	Explain Reason for Request
1	Custom Breathing Air	3	12,879	38,637	R	Replacing 12 cascade fill cylinders needed for three remote fill stations through the County.
2	Fix and seal blacktop parking lot	1	2,280	2,280	R	It's been more than 10 years since the parking lot was last sealed.
3	Unication G5, P25 Phase II Paging and Chargers	12	830	9,960	N	Dual band paging plus amplified charger. Pagers are needed to send alerts for call responses.
4	Microsoft Surface Pro 9 with 5G 13" Touch Screen 8 GB Memory	2	1,136	2,272	N	Surface Pros are needed for Air Units 25-1 and 25-2 to install Fire Mobile software licenses.
				0		
	Total			**$53,150**		

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

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

Washington County, Maryland
Capital Outlay Request
FY 2024

11420

Department Name: Air Unit

Account Number: 600200

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

Priority Number *	Descriptions	Qty	Cost	Total Cost Dept. Request	N or R	Why is Building or Building Improvement Needed
5	Electrical Upgrades to Building	1	25,000	25,000		The original building was not designed to house and power multiple cold storage appliances and office/IT equipment. No substantial upgrades have been provided within the facility for 10-15 years. Upgrades necessary to handle the increased need from refrigeration, change out of office and break room areas to better allow for meetings and secured office areas.
				0		
				0		
				0		
				0		
				0		

Total **$25,000**

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

● For any single purchase of buildings or building improvements that are $10,000 or greater and have a useful life in excess of 5 years. This account is not for routine maintenance and repairs. Examples of building improvements include: roofing, flooring, renovations.

Washington County, Maryland
General Fund
Department 11430 - Special Operations
FY24 Expenses

	2024 Operating Budget Requested	Adjustment	2024 Operating Budget Requested	$ Change	% Change	2023 Operating Budget Approved	2022 Actuals Final	2021 Actuals Final
505040 - Books	0	0	0	(600)	(100.00)%	600	0	0
505140 - Office Supplies	0	0	0	0	0.00%	0	0	111
505200 - Safety Equipment	11,000	0	11,000	0	0.00%	11,000	5,512	13,255
505230 - Travel Expenses	44,800	0	44,800	44,800	100.00%	0	0	0
510010 - Fleet Insurance	11,490	0	11,490	1,070	10.27%	10,420	10,642	10,236
510020 - Property & Casualty Insurance	4,160	0	4,160	660	18.86%	3,500	3,150	2,443
515170 - Gas Monitoring	13,000	0	13,000	0	0.00%	13,000	11,507	13,211
515270 - Maintenance Contract Services	480	0	480	0	0.00%	480	105	444
515400 - Transportation Expense	0	0	0	0	0.00%	0	0	113
520000 - Training	84,000	0	84,000	84,000	100.00%	0	0	175
525000 - Supplies/Material - Operating	9,970	0	9,970	1,470	17.29%	8,500	10,749	6,831
525040 - Small Tools & Equipment	600	0	600	100	20.00%	500	937	572
526020 - Building Maintenance	2,640	0	2,640	140	5.60%	2,500	4,172	1,247
526040 - Equipment Maintenance	9,000	0	9,000	(1,000)	(10.00)%	10,000	5,263	7,555
527000 - Supplies - Automotive	1,500	0	1,500	750	100.00%	750	1,717	510
527030 - Diesel Fuel	4,540	0	4,540	1,790	65.09%	2,750	5,902	4,457
527035 - Off-Road Diesel	0	0	0	0	0.00%	0	157	0
527040 - Diesel Fuel Tax	530	0	530	120	29.27%	410	730	1,020
527060 - Auto Gasoline	1,630	0	1,630	500	44.25%	1,130	1,366	678
527090 - Auto Repairs	22,500	0	22,500	0	0.00%	22,500	21,863	20,752
527100 - Auto Tires	1,000	0	1,000	0	0.00%	1,000	140	3,178
535010 - Copy Machine Rental	0	0	0	(650)	(100.00)%	650	615	738
535055 - Lease Payments	740		740	740	100.00%	0	0	0
540010 - Wireless Communication	0	0	0	0	0.00%	0	0	1,836
540020 - Telephone Expenses	0	0	0	0	0.00%	0	0	1,128
540022 - Cable TV & Internet Services	1,520	0	1,520	0	0.00%	1,520	1,383	1,830
545010 - Electric	5,500	0	5,500	(500)	(8.33)%	6,000	2,672	4,685
545020 - Natural Gas	5,600	0	5,600	0	0.00%	5,600	3,862	5,511
545040 - Sewer	190	0	190	190	100.00%	0	0	0
545050 - Waste/Trash Disposal	430	0	430	(590)	(57.84)%	1,020	519	1,020

Washington County, Maryland
General Fund
Department 11430 - Special Operations
FY24 Expenses

	2024 Operating Budget Requested	Adjustment	2024 Operating Budget Requested	$ Change	% Change	2023 Operating Budget Approved	2022 Actuals Final	2021 Actuals Final
545060 - Water	50	0	50	(170)	(77.27)%	220	223	710
545070 - Stormwater Fee	720	0	720	40	5.88%	680	0	0
582060 - Fire Extinguishers/Refills	170	0	170	50	41.67%	120	163	111
Operating Expenses	**237,760**	**0**	**237,760**	**132,910**	**126.76%**	**104,850**	**93,349**	**104,357**
599999 - Controllable Assets	79,060	0	79,060	48,340	157.36%	30,720	31,245	24,118
600300 - Vehicles	0	0	0	0	0.00%	0	54,532	46,131
600400 - Machinery & Equipment	198,710	0	198,710	100,410	102.15%	98,300	0	0
Capital Outlay	**277,770**	**0**	**277,770**	**148,750**	**115.29%**	**129,020**	**85,777**	**70,249**
Total	**515,530**	**0**	**515,530**	**281,660**	**120.43%**	**233,870**	**179,126**	**174,606**

Washington County, Maryland
General Fund
Department 11430 - Special Operations
FY24 Expenses

	2024 Operating Budget Requested	2024 Variance Comments Requested
505040 - Books	0	Reduced budget based on historical use and year to date actuals.
505200 - Safety Equipment	11,000	
505230 - Travel Expenses	44,800	A total of 20 positions will be sent to College Station, Texas, to attend Structural Collapse Specialist Training. See training account for detailed description. The training will be divided among the 20 on four different trips. Hotel - $211 per night (nine nights). Two people per room. A total of 10 rooms x 9 nights = $19,000. Flight - $400 roundtrip x 20 = $8,000. Rental car - $700 x four trips = $2,800. Per diem - 10 days x $75 = $750 x 20 = $15,000. Total = $44,800.
510010 - Fleet Insurance	11,490	There is an overall percentage increase of 3.21% 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	4,160	
515170 - Gas Monitoring	13,000	
515270 - Maintenance Contract Services	480	
520000 - Training	84,000	Twenty positions will attend a specialized training at Texas A&M, College Station, Texas. The training is Structural Collapse Specialist and is an eight day-80 hour total course. The course will give our captains, lieutenants and firefighters the skills and abilities to perform rescues at structural collapse scenes due to natural disasters. This course is particularly important with the increase of construction of warehouses in the area. There are four different dates with groups of 4-5 positions attending at a time. 20 positions x $3,500 training rate = $70,000. The requested training is necessary to provide structural collapse training to our special operations responders, more specifically to deal with rescue operations in large commercial warehouses with tilt/slab construction. Also, requesting $7,000 for 10 positions to attend swift water rescue class and $7,000 for 10 positions to attend ice rescue class. Total $70,000 + $7,000 + $7,000 = $84,000.

Washington County, Maryland
General Fund
Department 11430 - Special Operations
FY24 Expenses

	2024 Operating Budget Requested	2024 Variance Comments Requested
525000 - Supplies/Material - Operating	9,970	Increased for 5.5% inflation ($470) plus additional increase due to replacing chemical detection papers; bio check powder screening kits; update and replace decon pools and tool drop tubs; and soda ash to neutralize acid spills.
525040 - Small Tools & Equipment	600	Increased $100 based on actuals.
526020 - Building Maintenance	2,640	Increased for 5.5% inflation.
526040 - Equipment Maintenance	9,000	Decreased based on historical use and actuals.
527000 - Supplies - Automotive	1,500	Increased based on historical use and actuals.
527030 - Diesel Fuel	4,540	Estimated budget is 1,210 gallons x $3.75 = $4,537.50 (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. Increased the number of gallons based on history actuals.
527040 - Diesel Fuel Tax	530	1,210 gallons x $0.4345 = $525.75. Based on the increased number of gallons.
527060 - Auto Gasoline	1,630	Projected budget is 360 gallons. Ethanol free gasoline is purchased for the Special Operations boats. The gasoline is only available at certain gas stations in Washington County. We have an account with AC&T, which started in June 2021. Currently, the average price is $4.516 per gallon plus federal and state taxes.
527090 - Auto Repairs	22,500	
527100 - Auto Tires	1,000	
535010 - Copy Machine Rental	0	Leasing of copy machine will no longer be budgeted in account 535010. The budget is now in 535055 - Leases.
535055 - Lease Payments	740	Leasing of copy machine going forward is now budgeted in 535055 and no longer in 535010 - Copy Machine Rental.
540022 - Cable TV & Internet Services	1,520	
545010 - Electric	5,500	The electric budget is based on four prior year actuals, forecasted rate changes, and other known circumstances. The projection also takes into account current year actuals with annualized estimations.

Washington County, Maryland
General Fund
Department 11430 - Special Operations
FY24 Expenses

	2024 Operating Budget Requested	2024 Variance Comments Requested
545020 - Natural Gas	5,600	The natural gas budgets were based on four prior year actual and forecasted rate changes.
545040 - Sewer	190	Projected actual $183 times 2% increase is $186.66. Increase is due to separating sewer charges out of the water account to more accurately code expense.
545050 - Waste/Trash Disposal	430	Waste pickup is $35.16 x 12 = $421.92.
545060 - Water	50	Projected actual $40 times 3% increase is $41.20. Decrease is due to separating sewer charges to more accurately code expense.
545070 - Stormwater Fee	720	Increase based on year-to-date actuals.
582060 - Fire Extinguishers/Refills	170	Per fire code, fire extinguishers are to be tested/refilled every year. Budget based on FY22 actuals.
599999 - Controllable Assets	79,060	See support form for explanations.
600400 - Machinery & Equipment	198,710	See support form for explanations.

Washington County, Maryland
Travel Request
FY 2024

Department Number: 11430

Department Name: Special Operations

Account Number: 505230

Account Description: Travel Expenses

Position Title Only (do not use individual names)	Destination	Date(s) of Travel	Total Cost Dept. Request	Description and/or Reason for Travel Request
Captains, Lieutenants, Firefighter/FAOs Total of 20 positions	College Station, Texas	9/11/23-9/20/23 12/4/23 - 12/13/23 10 days in January 2024 10 days in May 2024		A total of 20 positions will be sent to College Station, Texas, to attend Structural Collapse Specialist Training. See training account for detailed description. The training will be divided among the 20 on four different trips. Breakdown below.
Captains, Lieutenants, Firefighter/FAOs Total of 20 positions	College Station, Texas	9/11/23-9/20/23 12/4/23 - 12/13/23 10 days in January 2024 10 days in May 2024	19,000	Hotel - $211 per night (nine nights). Two people per room. A total of 10 rooms x 9 nights = $19,000.
Captains, Lieutenants, Firefighter/FAOs Total of 20 positions	College Station, Texas	9/11/23-9/20/23 12/4/23 - 12/13/23 10 days in January 2024 10 days in May 2024	8,000	Flight - $400 roundtrip x 20 = $8,000.
Captains, Lieutenants, Firefighter/FAOs Total of 20 positions	College Station, Texas	9/11/23-9/20/23 12/4/23 - 12/13/23 10 days in January 2024 10 days in May 2024	2,800	Rental car - $700 x four trips = $2,800.
Captains, Lieutenants, Firefighter/FAOs Total of 20 positions	College Station, Texas	9/11/23-9/20/23 12/4/23 - 12/13/23 10 days in January 2024 10 days in May 2024	15,000	Per diem - 10 days x $75 = $750 x 20 = $15,000.
		Total	**$44,800**	

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

Washington County, Maryland
Summary of Installment and/or Lease Purchases
FY 2024

Department Number: 11430 | **Department Name: Special Operations**

Account Description: Lease and Installment Payments

	Item	Qty	Straight Purchase Price	Number of Years Financed	Final Year of Lease	Annual Payment Due Starting in Proposed Budget Year	Total Financed Price (total of all lease payments)	Implied Interest Rate	Explanation
E	Toshiba e-STUDIO2518 Copier	1	n/a	5	2024	738	3,690	na	Toshiba e-STUDIO2518 Copier - 60 Month Lease for Special Operations.
	Total	**1**	**$0**			**$740**	**$3,690**		

Agree to Budget

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

Washington County, Maryland
Other Capital Outlay (≥$1 and <$10,000)
FY 2024

Department Number: 11430 **Department Name:** Special Operations

Account Number: 599999

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

Priority Number *	Descriptions	Qty	Unit Cost	Total Cost Dept. Request	N or R	Explain Reason for Request
1	Water Rescue Personal Protective Equipment	30	1,663	49,904	R	Replace 20 year old equipment for 30 water rescue technicians. Includes 30 of each: helmets ($8,073); Force 6 RescueOPS personal floatation devices ($6,723); extreme SAR dry suits ($26,850); sets of workboot wetshoes ($2,294); sets of reactor rescue gloves ($1,565); Force 6 Rescue OPS radio pouches ($810); Princeton Aqua Strobe LEDs ($945); Fox40 Epic whistles ($299); Neko Blunt Tip knives ($1,079); Force6 Universal Back Pocket ($5,940) and Force6 Custom Name Plate ($674). This equipment is used to protect boat crews as they perform water rescues.
2	3M Peltor SV Swat-Tac VI NIB Neckband Headset	4	1,054	4,217	N	Communications equipment for hazmat, technical, and water rescues. These headsets allow for clear communications between crews and incident command in the extremely noisy environment associated with active incidents.
2	3M Peltor Radio Adapter - Motorola APX, SRX, XPR	4	265	1,059	N	Communications equipment for hazmat, technical, and water rescues. These headsets allow for clear communications between crews and incident command in the extremely noisy environment associated with active incidents.
3	Industrial Scientific Ventis MX4 Sensor	1	1,261	1,261	R	Replace existing MX4 sensor. The MX4 has oxygen; pentane; carbon monoxide; and hydrogen sulfide sensors installed. Includes sampling pump; Li-Ion ER Battery; and desktop charger.
3	Industrial Scientific iBrid MX6 Sensor	1	4,916	4,916	R	Replace existing MX6 sensor. The MX6 includes sensors for oxygen; pentane; combined carbon monoxide and hydrogen sulfide; and HCN. Includes extended runtime Li-Ion battery; SP6 sampling pump; and desktop charger.
	Sub Total			**$61,356**		

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

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

Washington County, Maryland
Other Capital Outlay (≥$1 and <$10,000)
FY 2024

Department Number: **11430** **Department Name:** **Special Operations**

Account Number: 599999

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

Priority Number *	Descriptions	Qty	Unit Cost	Total Cost Dept. Request	N or R	Explain Reason for Request
4	Interceptor Plus, Level A, Rear Entry Hazmat Suits	2	796	1,592	R	Budget request is to replace two existing hazmat Level A suits.
5	Hazmat Propane Flare Kit 1-inch - The Dragon Slayer	1	3,189	3,189	N	A folding 1-inch propane flare that lets hazmat responders move large volumes of propane.
6	Car Fire Blanket Pro-X - Reusable	4	3,230	12,920	N	Blankets provide rapid and safe extinguishment of vehicle fires.
	Sub Total			**$17,701**		
	Total			**$79,060**		

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Washington County, Maryland
Capital Outlay Request
FY 2024

Department Number: 11430 **Department Name: DES - Special Operations**

Account Number: 600400

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

Priority Number *	Descriptions	Qty	Unit Cost	Total Cost Dept. Request	N or R	Explain Reason For Equipment Need and Disposition of Old, if Any. Number of hours, etc.
1	Hydraulic Tools for Vehicle Extraction	1	85,862	85,862	R	Replace the following vehicle extraction tools due to their age and being out of date: 2 E3 Cutters ($20,640); 2 E3 Spreaders ($21,066); 2 E3 Rams ($15,328); 2 E3 Rams with Extensions ($13,388); 16 9 Ah batteries ($11,600); and 8 Chargers 110-240v ($3,840).
2	Paratech Double Absolute Raker	1	61,717	61,717	R	These will replace older shoring struts that are used on structural collapse incidents, trench rescues and the stabilization of other extrication scenarios. With the addition of multiple large commercial warehouses in Washington County, the current inventory is at its end of life. We are limited in the number of air shores in our current inventory and the current equipment is not designed for this type of structural load.
2	Paratech Inside Mech Thrust Block	4	508	2,031	R	Part of Double Absolute Raker Package.
2	Paratech Outside Mech Thrust Block	2	740	1,480	R	Part of Double Absolute Raker Package.
2	Paratech Hydrafusion Strut 16 kit	2	4,552	9,104	R	Part of Double Absolute Raker Package.

Subtotal **$160,194**

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Machinery and equipment are physical assets, which:

- Are not attached permanently to land, buildings, or land improvements, have unique serial numbers, are capable of being moved, and can be acquired under a capital lease.

- Costs of machinery and equipment include the purchase price, net of purchase discounts, plus trade-in allowance, transportation charges, installation costs, taxes, and any other costs required to prepare the asset for its intended use. Machinery and equipment assets should be reported as acquisitions when the County receives the asset, not at the time when it pays the vendor for the acquisition. Examples are mowers, construction equipment.

Washington County, Maryland
Capital Outlay Request
FY 2024

Department Number: 11430

Department Name: DES - Special Operations

Account Number: 600400

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

Priority Number *	Descriptions	Qty	Unit Cost	Total Cost Dept. Request	N or R	Explain Reason For Equipment Need and Disposition of Old, if Any. Number of hours, etc.
2	Paratech Hydrafusion Strut 04	2	2,411	4,822	R	Part of Double Absolute Raker Package.
2	Paratech Hydrafusion Strut 10	2	2,836	5,672	R	Part of Double Absolute Raker Package.
2	Paratech Hydrafusion Strut Longshore Screw Adapter	2	281	563	R	Part of Double Absolute Raker Package.
2	Paratech Hydrafusion Strut Acmethread Screw Adapter	2	281	563	R	Part of Double Absolute Raker Package.
			Subtotal	**$11,619**		

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Washington County, Maryland
Capital Outlay Request
FY 2024

Department Number: 11430 | **Department Name: DES - Special Operations**

Account Number: 600400

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

Priority Number *	Descriptions	Qty	Unit Cost	Total Cost Dept. Request	N or R	Explain Reason For Equipment Need and Disposition of Old, if Any. Number of hours, etc.
2	Paratech Strut Converter	2	224	449	R	Part of Double Absolute Raker Package.
2	Paratech 10ft(3m) Hfs Hose Extension	2	371	743	R	Part of Double Absolute Raker Package.
3	Sabre 5000-Industrial Chem/Trace Explosive Detector	1	25,699	25,699	N	Adds capabilities for chemical weapons, narcotics, and explosives detection.
			Subtotal	**$26,891**		
			Total	**$198,710**		

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Washington County, Maryland
General Fund
Department 11440 - 911 Communications
FY24 Expenses

	2024 Operating Budget Requested	Adjustment	2024 Operating Budget Requested	$ Change	% Change	2023 Operating Budget Approved	2022 Actuals Final	2021 Actuals Final
500000 - Wages - Full Time	3,391,950	0	3,391,950	374,080	12.40%	3,017,870	2,759,665	2,770,504
500005 - Wages - Part Time	50,000	0	50,000	(53,500)	(51.69)%	103,500	93,943	137,910
500010 - Wages - Overtime	434,000	0	434,000	51,050	13.33%	382,950	428,997	360,416
500020 - Shift Differential - 2nd shift	2,500	0	2,500	(25,190)	(90.97)%	27,690	17,642	23,865
500040 - Other Wages	30,000	0	30,000	(10,000)	(25.00)%	40,000	23,715	31,969
500100 - FICA - Employer	299,000	0	299,000	25,740	9.42%	273,260	245,456	244,918
500120 - Health Insurance	764,830	0	764,830	(67,070)	(8.06)%	831,900	718,320	784,324
500125 - Other Insurance	17,500	0	17,500	(2,460)	(12.32)%	19,960	17,634	17,565
500130 - Pension	881,900	0	881,900	97,850	12.48%	784,050	709,900	794,745
500140 - Workers Compensation	13,000	0	13,000	(1,500)	(10.34)%	14,500	11,602	11,290
500161 - Wage Reserve	0		0	25,000	(100.00)%	(25,000)	0	0
500170 - Personal Development	6,720	0	6,720	0	0.00%	6,720	600	3,720
500171 - Employee Recognition	4,900	0	4,900	(230)	(4.48)%	5,130	5,792	5,368
500172 - Team Building	1,400	0	1,400	0	0.00%	1,400	0	20
Wages and Benefits	**5,897,700**	**0**	**5,897,700**	**413,770**	**7.55%**	**5,483,930**	**5,033,266**	**5,186,614**
505010 - Advertising	250	0	250	0	0.00%	250	0	0
505040 - Books	300	0	300	0	0.00%	300	382	280
505050 - Dues & Subscriptions	1,330	0	1,330	0	0.00%	1,330	942	850
505070 - Food and Supplies	200	0	200	0	0.00%	200	155	171
505080 - Freight & Cartage	130	0	130	0	0.00%	130	32	0
505120 - Licenses & Certifications	3,900	0	3,900	0	0.00%	3,900	3,585	3,962
505130 - Small Office Equipment	1,200	0	1,200	0	0.00%	1,200	1,675	1,126
505140 - Office Supplies	7,500	0	7,500	0	0.00%	7,500	6,615	8,799
505150 - Other - Miscellaneous	0	0	0	0	0.00%	0	50	0
505160 - Personal Mileage	560	0	560	60	12.00%	500	1,396	249
505170 - Postage	100	0	100	0	0.00%	100	118	110
505180 - Printing Expenses	1,000	0	1,000	1,000	100.00%	0	950	0
505230 - Travel Expenses	7,500	0	7,500	200	2.74%	7,300	10,292	0
510010 - Fleet Insurance	6,270	0	6,270	3,140	100.32%	3,130	1,935	1,861

Washington County, Maryland
General Fund
Department 11440 - 911 Communications
FY24 Expenses

	2024 Operating Budget Requested	Adjustment	2024 Operating Budget Requested	$ Change	% Change	2023 Operating Budget Approved	2022 Actuals Final	2021 Actuals Final
510020 - Property & Casualty Insurance	10	0	10	0	0.00%	10	9	0
510030 - Public & Gen Liability Insurance	27,760	0	27,760	1,360	5.15%	26,400	21,028	22,661
515000 - Contracted/Purchased Service	4,000	0	4,000	0	0.00%	4,000	3,250	5,875
515180 - Software	346,900	0	346,900	(50,540)	(12.72)%	397,440	300,174	270,005
515270 - Maintenance Contract Services	29,700	0	29,700	1,700	6.07%	28,000	21,620	24,566
520000 - Training	2,830	0	2,830	0	0.00%	2,830	3,830	6,569
520040 - Seminars/Conventions	1,000	0	1,000	(340)	(25.37)%	1,340	203	2,319
520050 - Tuition Assistance	0	0	0	0	0.00%	0	821	798
525000 - Supplies/Material - Operating	2,720	0	2,720	0	0.00%	2,720	1,456	2,733
525020 - Janitorial Supplies	1,300	0	1,300	300	30.00%	1,000	1,523	467
525030 - Medical Supplies	350	0	350	100	40.00%	250	342	298
525040 - Small Tools & Equipment	0	0	0	0	0.00%	0	339	0
526020 - Building Maintenance	10,000	0	10,000	2,000	25.00%	8,000	20,952	10,296
526040 - Equipment Maintenance	750	0	750	0	0.00%	750	450	180
526090 - Painting Supplies	0	0	0	0	0.00%	0	59	0
527000 - Supplies - Automotive	100	0	100	0	0.00%	100	85	420
527030 - Diesel Fuel	1,130	0	1,130	710	169.05%	420	1,683	365
527040 - Diesel Fuel Tax	130	0	130	60	85.71%	70	271	47
527060 - Auto Gasoline	3,600	0	3,600	740	25.87%	2,860	4,581	2,134
527090 - Auto Repairs	5,500	0	5,500	0	0.00%	5,500	11,897	5,616
535010 - Copy Machine Rental	0	0	0	(4,950)	(100.00)%	4,950	3,598	3,286
535020 - Equipment Rental	0	0	0	0	0.00%	0	656	121
535055 - Lease Payments	4,950	0	4,950	4,950	100.00%	0	0	0
535060 - Uniforms	10,000	0	10,000	0	0.00%	10,000	7,556	7,315
540000 - Communications	1,850	0	1,850	80	4.52%	1,770	1,788	2,076
540010 - Wireless Communication	14,480	0	14,480	0	0.00%	14,480	16,740	14,709
540020 - Telephone Expenses	170,000	0	170,000	0	0.00%	170,000	170,463	155,589
540022 - Cable TV & Internet Services	3,510	0	3,510	170	5.09%	3,340	3,502	2,190
545010 - Electric	30,000	0	30,000	0	0.00%	30,000	30,342	30,546
545020 - Natural Gas	6,000	0	6,000	0	0.00%	6,000	5,182	4,878

Washington County, Maryland
General Fund
Department 11440 - 911 Communications
FY24 Expenses

	2024 Operating Budget Requested	Adjustment	2024 Operating Budget Requested	$ Change	% Change	2023 Operating Budget Approved	2022 Actuals Final	2021 Actuals Final
545050 - Waste/Trash Disposal	2,070	0	2,070	1,050	102.94%	1,020	1,030	1,085
545060 - Water	1,170	0	1,170	(50)	(4.10)%	1,220	1,130	1,179
582060 - Fire Extinguishers/Refills	340	0	340	340	100.00%	0	356	0
592040 - Promotional Expenses	0	0	0	0	0.00%	0	151	0
Operating Expenses	**712,390**	**0**	**712,390**	**(37,920)**	**(5.05)%**	**750,310**	**665,194**	**595,731**
599999 - Controllable Assets	0	0	0	(15,230)	(100.00)%	15,230	14,559	38,986
600200 - Building & Improvements	0	0	0	(26,160)	(100.00)%	26,160	43,672	0
Capital Outlay	**0**	**0**	**0**	**(41,390)**	**(100.00)%**	**41,390**	**58,231**	**38,986**
Total	**6,610,090**	**0**	**6,610,090**	**334,460**	**5.33%**	**6,275,630**	**5,756,691**	**5,821,331**

Washington County, Maryland
General Fund
Department 11440 - 911 Communications
FY24 Expenses

	2024 Operating Budget Requested	2024 Variance Comments Requested
500000 - Wages - Full Time	3,391,950	
500005 - Wages - Part Time	50,000	Based on the current use of part-time wages and with the consent of the Director, reducing the part-time wages budget.
500010 - Wages - Overtime	434,000	
500020 - Shift Differential - 2nd shift	2,500	Due to the new schedule, less shift differential is being paid and the budget can be reduced.
500040 - Other Wages	30,000	Due to the new schedule, less other wages are being paid and the budget can be reduced.
500100 - FICA - Employer	299,000	
500120 - Health Insurance	764,830	
500125 - Other Insurance	17,500	
500130 - Pension	881,900	
500140 - Workers Compensation	13,000	Based on FY22 actual expense and FY23 year to date, reducing the budget amount.
500161 - Wage Reserve	0	Vacancy savings now being budgeted in General Fund General Operations department.
500170 - Personal Development	6,720	
500171 - Employee Recognition	4,900	
500172 - Team Building	1,400	
505010 - Advertising	250	
505040 - Books	300	
505050 - Dues & Subscriptions	1,330	
505070 - Food and Supplies	200	

Washington County, Maryland
General Fund
Department 11440 - 911 Communications
FY24 Expenses

	2024 Operating Budget Requested	2024 Variance Comments Requested
505080 - Freight & Cartage	130	
505120 - Licenses & Certifications	3,900	
505130 - Small Office Equipment	1,200	
505140 - Office Supplies	7,500	
505160 - Personal Mileage	560	Increasing budget based on an increase in personal mileage rate - 854 miles x $.655 = $559.37.
505170 - Postage	100	
505180 - Printing Expenses	1,000	Expenses for printing of the Towing Handbook and Tow Inspection stickers that fall under the Washington County Tow Board.
505230 - Travel Expenses	7,500	Travel expenses to attend several conferences. See support form.
510010 - Fleet Insurance	6,270	There is an overall percentage increase of 3.21% 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	10	
510030 - Public & Gen Liability Insurance	27,760	
515000 - Contracted/Purchased Service	4,000	
515180 - Software	346,900	A budget decrease of $50,540 due a one-time license upgrade charge in FY23 for Keystone Fire Mobile licenses being removed. However; there are other additional costs due to the increase in product costs. See support form.

Washington County, Maryland
General Fund
Department 11440 - 911 Communications
FY24 Expenses

	2024 Operating Budget Requested	2024 Variance Comments Requested
515270 - Maintenance Contract Services	29,700	Increased budget $1,700 to reflect 5.5% inflation and year to date actuals.
520000 - Training	2,830	
520040 - Seminars/Conventions	1,000	Reduced based on historical actuals.
525000 - Supplies/Material - Operating	2,720	
525020 - Janitorial Supplies	1,300	Increased budget to $1,300 based on history and actuals.
525030 - Medical Supplies	350	Increased budget to $350 based on history and actuals.
526020 - Building Maintenance	10,000	Increased budget to $10,000 based on history and actuals. Increase also reflects maintenance for aging HVAC unit that is awaiting to be replaced. Due to supply and demand, the unit won't be replaced until mid FY24 .
526040 - Equipment Maintenance	750	
527000 - Supplies - Automotive	100	
527030 - Diesel Fuel	1,130	Estimated budget is 300 gallons x $3.75 = $1,125 (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. Gallons increased based on history and actuals.
527040 - Diesel Fuel Tax	130	300 gallons x $0.4345 = $130.35.
527060 - Auto Gasoline	3,600	Projected budget is 1,200 gallons x $3.00 = $3,600 (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. A second vehicle was added to the fleet.
527090 - Auto Repairs	5,500	
535010 - Copy Machine Rental	0	Leasing of copy machine will no longer be budgeted in account 535010. The budget is now in 535055 - Leases.

Washington County, Maryland
General Fund
Department 11440 - 911 Communications
FY24 Expenses

	2024 Operating Budget Requested	2024 Variance Comments Requested
535055 - Lease Payments	4,950	Leasing of copy machine going forward is now budgeted in 535055 and no longer in 535010 - Copy Machine Rental. Budget is lower than lease support form due not always going over in black and white copies and color copies.
535060 - Uniforms	10,000	
540000 - Communications	1,850	NI Government Services increased $6.34 a month x 12 = $76.08. Total charge is 153.79 x 12 = $1,845.48.
540010 - Wireless Communication	14,480	
540020 - Telephone Expenses	170,000	
540022 - Cable TV & Internet Services	3,510	DIRECTV for Mobile Command Center is 160.99 x 12 = $1,931.88. Antietam Cable for Emergency Communications Center is 131.31 x 12 = $1,575.72. Total of $3,507.60.
545010 - Electric	30,000	The electric budget is based on four prior year actuals, forecasted rate changes, and other known circumstances. The projection also takes into account current year actuals with annualized estimations.
545020 - Natural Gas	6,000	The natural gas budgets were based on four prior year actual and forecasted rate changes.
545050 - Waste/Trash Disposal	2,070	New vendor for waste pickup and rates increased. Waste pickup is $172.35 x 12 = $2,068.20.
545060 - Water	1,170	Projected actual $1,130 x 3% rate increase = $1,163.90.
582060 - Fire Extinguishers/Refills	340	Per fire code, fire extinguishers are to be tested/refilled every year. Budget based on actuals.

Washington County, Maryland
Travel Request
FY 2024

Department Number: 11440

Department Name: Emergency Communications - 911

Account Number: 505230

Account Description: Travel Expenses

Position	Destination	Date(s) of Travel	Total Cost Dept. Request	Description and/or Reason for Travel Request
CAD/IT Administrator	TBD	09/26/23 - 09/29/23	1,500	The Keystone CAD Conference is held annually. This conference allows personnel who are responsible for CAD/IT programming and functionality to participate in training and provide requests to the CAD company.
CAD/IT Specialist	TBD	09/26/23 - 09/29/23	1,500	The Keystone CAD Conference is held annually. This conference allows personnel who are responsible for CAD/IT programming and functionality to participate in training and provide requests to the CAD company.
Emergency Communication Specialist	TBD	4/1/2024	2,500	Navigator conference is held annually and provides the opportunity to attend certification and workshop classes. Topics have included CAD technology, Quality Assurance, Stress Management, Grant Funding and sustainability.
Emergency Communications Center Administration	Ocean City, MD	08/16/23 - 08/19/23	2,000	MACO conference also hosts state agency briefings, organization meetings, and regional county meetings as well as Maryland Association of Counties (MACo) committee meetings.
			$7,500	

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

Washington County, Maryland
Account 515180
Software
FY 2024

Department Number: 11440

Department Name: 911 Communications

Account Number: 515180

Account Description: Software

Descriptions	FY23 Board Approval	Total Cost FY24 Dept. Request	New Cost Y/N	Existing Agreement Y/N	Description and/or Reason for Request
Keystone CAD, Clients, Interfaces & Servers	151,430	163,463	N	Y	Annual software maintenance and support for primary PSAP. (price increase, new Twilio and CAD2CAD interfaces)
Keystone CAD, Clients, Interfaces & Servers for Back Up Server	17,179	18,274	N	Y	Annual software maintenance and support. For back-up PSAP.
Keystone Fire Mobile Licensing Upgrade	88,825	0	N	Y	Purchase of Licenses to extend mobile data services to remainder of volunteer fire/EMS fleet. (one time cost expended FY23).
Keystone CAD Upgrades	2,500	2,500	N	Y	Upgrades/enhancements.
Priority Dispatch Extended Service Plan for Emergency Medical, Fire, and Police Dispatch & Advanced Quality Assurance Software	42,352	42,352	N	Y	Annual software maintenance and support.
Cry Wolf Alarm	8,883	9,328	N	Y	Annual software maintenance and support.
Deccan - Box Area Runcard Builder (BARB)	15,095	15,850	N	Y	Annual software maintenance and support.
CritiCall Elite Service Plan (Pre-Employment Testing Software) aka Biddle Consulting.	970	970	N	Y	Annual software maintenance and support.
Nice Recorder & Archiving Units	30,100	57,600	N	Y	Annual software maintenance and support. (System being upgraded, new service agreement amount.)
Kronos Enterprise - Telestaff	17,472	9,930	N	Y	Annual cloud support. Software support services
Kronos Workforce Ready	11,560	16,530	N	N	Annual software usage fee for timekeeping and accruals for 210 licenses. Increasing licenses to 300 due to EMS staffing.
Kronos Aspect Calling Feature	1,134	1,134	N	N	Annual software maintenance and support.
ArchiveSocial Inc.	1,440	1,440	N	N	Archive social media records, risk management, & analytics.
ImageTrend	3,870	4,110	N	N	State bridge CAD integrations.
Hardware/Software Maintenance and Acquisition	2,000	2,000	N	Y	Updates to existing programs including for weather and emergency notification.
DropBox Pro	800	0	N	N	No longer using product.

Washington County, Maryland
Account 515180
Software
FY 2024

Department Number: 11440

Department Name: 911 Communications

Account Number: 515180

Account Description: Software

Descriptions	FY23 Board Approval	Total Cost FY24 Dept. Request	New Cost Y/N	Existing Agreement Y/N	Description and/or Reason for Request
Camtasia Studio	100	0	N	N	No longer using product.
Weather Corecast Service	100	0	N	N	No longer using product.
Lifenet Asset Web Tool	220	0	N	Y	No longer using product.
Go To Meeting	0	1,416	N	Y	An alternative virtual meeting room.
Software House Integration	1,410	0	N	N	No longer using product.
Total	**$397,440**	**$346,900**			

- 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 2024

Department Number: 11440

Department Name: 911 Communications

Account Description: Lease and Installment Payments

	Item	Qty	Straight Purchase Price	Number of Years Financed	Final Year of Lease	Annual Payment Due Starting in Proposed Budget Year	Total Financed Price (total of all lease payments)	Implied Interest Rate	Explanation
E	**Xerox Copier** (911 Backup Center)	1	N/A	5	2022	543	N/A		Copier Lease = $45.28 per month.
E	**Xerox Copier** (911 Backup Center)	1	N/A	5	2022	701	N/A		Price per copy - black & white and color: 8,000 x $0.0073 = $700.80
E	**Ricoh Copier** (911 upstairs)	1	N/A	5	2026	1,235	N/A		Copier Equipment - 60 month lease = $102.94 per month.
E	**Ricoh Copier** (911 upstairs)	1	N/A	5	2026	652	N/A		Black & white overage copies: 20,000 x $0.0054 = $108; Color copies : 16,500 x $0.033 = $544.50
E	**Ricoh Copier** (911 downstairs)	1	N/A	5	2023	1,215	N/A		Copier Equipment - 60 month lease = $101.23 per month.
E	**Ricoh Copier** (911 downstairs)	1	N/A	5	2023	611	N/A		Black & white overage copies: 2,500 x $0.0045 = $11.25; Color copies : 15,000 x $0.04 = $600.00
	Total					**$4,950**			

Agree to Budget

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

Washington County, Maryland
General Fund
Department 11520 - EMS Operations
FY24 Expenses

	2024 Operating Budget Requested	Adjustment	2024 Operating Budget Requested	$ Change	% Change	2023 Operating Budget Approved	2022 Actuals Final	2021 Actuals Final
500000 - Wages - Full Time	1,121,160	0	1,121,160	(65,710)	(5.54)%	1,186,870	1,160,000	821,211
500005 - Wages - Part Time	91,500	0	91,500	0	0.00%	91,500	25,920	26,655
500010 - Wages - Overtime	95,000	0	95,000	11,000	13.10%	84,000	184,077	80,424
500040 - Other Wages	56,930	0	56,930	0	0.00%	56,930	62,471	35,344
500100 - FICA - Employer	104,390	0	104,390	(4,180)	(3.85)%	108,570	106,134	71,093
500120 - Health Insurance	209,390	0	209,390	(41,890)	(16.67)%	251,280	225,009	169,816
500125 - Other Insurance	3,900	0	3,900	(4,100)	(51.25)%	8,000	6,436	4,476
500130 - Pension	291,500	0	291,500	(17,630)	(5.70)%	309,130	263,391	212,583
500140 - Workers Compensation	127,000	0	127,000	14,930	13.32%	112,070	115,148	78,108
500155 - Personnel Requests	136,050	0	136,050	136,050	100.00%	0	0	0
500170 - Personal Development	1,440	0	1,440	(360)	(20.00)%	1,800	240	129
500171 - Employee Recognition	1,530	0	1,530	180	13.33%	1,350	120	488
500172 - Team Building	300	0	300	(80)	(21.05)%	380	0	0
Wages and Benefits	**2,240,090**	**0**	**2,240,090**	**28,210**	**1.28%**	**2,211,880**	**2,148,946**	**1,500,327**
505050 - Dues & Subscriptions	150	0	150	0	0.00%	150	1,053	0
505070 - Food and Supplies	200	0	200	0	0.00%	200	-8	191
505080 - Freight & Cartage	0	0	0	0	0.00%	0	0	12
505120 - Licenses & Certifications	230	0	230	0	0.00%	230	146	202
505140 - Office Supplies	800	0	800	0	0.00%	800	100	373
505150 - Other - Miscellaneous	1,000,000	0	1,000,000	1,000,000	100.00%	0	0	790,953
505160 - Personal Mileage	0	0	0	0	0.00%	0	84	0
505170 - Postage	0	0	0	0	0.00%	0	1	0
505200 - Safety Equipment	2,000	0	2,000	0	0.00%	2,000	994	2,139
505210 - Safety Supplies	250	0	250	0	0.00%	250	84	132
505230 - Travel Expenses	1,880	0	1,880	880	88.00%	1,000	868	1,297
510010 - Fleet Insurance	14,170	0	14,170	2,890	25.62%	11,280	11,609	9,306
510030 - Public & Gen Liability Insurance	21,170	0	21,170	1,610	8.23%	19,560	15,948	13,079
515180 - Software	32,680	0	32,680	32,680	100.00%	0	1,200	0
515260 - Legal Services	0	0	0	0	0.00%	0	0	9,809

Washington County, Maryland
General Fund
Department 11520 - EMS Operations
FY24 Expenses

	2024 Operating Budget Requested	Adjustment	2024 Operating Budget Requested	$ Change	% Change	2023 Operating Budget Approved	2022 Actuals Final	2021 Actuals Final
515270 - Maintenance Contract Services	161,070	0	161,070	51,070	46.43%	110,000	101,614	85,689
520000 - Training	10,000	0	10,000	0	0.00%	10,000	12,363	10,785
520040 - Seminars/Conventions	1,000	0	1,000	0	0.00%	1,000	0	0
520050 - Tuition Assistance	0	0	0	0	0.00%	0	990	0
525000 - Supplies/Material - Operating	3,000	0	3,000	0	0.00%	3,000	2,013	2,755
525030 - Medical Supplies	310,450	0	310,450	69,450	28.82%	241,000	294,257	272,425
526040 - Equipment Maintenance	750	0	750	0	0.00%	750	0	691
527000 - Supplies - Automotive	500	0	500	0	0.00%	500	1,556	(476)
527030 - Diesel Fuel	4,620	0	4,620	4,370	1,748.00%	250	1,632	0
527040 - Diesel Fuel Tax	540	0	540	500	1,250.00%	40	133	0
527060 - Auto Gasoline	15,600	0	15,600	3,540	29.35%	12,060	17,135	11,393
527090 - Auto Repairs	11,500	0	11,500	0	0.00%	11,500	27,589	14,005
527100 - Auto Tires	1,000	0	1,000	0	0.00%	1,000	0	0
535010 - Copy Machine Rental	0	0	0	(1,580)	(100.00)%	1,580	1,675	1,633
535055 - Lease Payments	1,700	0	1,700	1,700	100.00%	0	0	0
535060 - Uniforms	12,440	0	12,440	8,440	211.00%	4,000	2,301	8,271
540010 - Wireless Communication	10,200	0	10,200	0	0.00%	10,200	8,804	9,644
Operating Expenses	**1,617,900**	**0**	**1,617,900**	**1,175,550**	**265.75%**	**442,350**	**504,141**	**1,244,308**
599999 - Controllable Assets	58,460	0	58,460	58,460	100.00%	0	34,358	45,427
600400 - Machinery & Equipment	36,690	0	36,690	(32,880)	(47.26)%	69,570	127	36,730
Capital Outlay	**95,150**	**0**	**95,150**	**25,580**	**36.77%**	**69,570**	**34,485**	**82,157**
Total	**3,953,140**	**0**	**3,953,140**	**1,229,340**	**45.13%**	**2,723,800**	**2,687,572**	**2,826,792**

Washington County, Maryland
General Fund
Department 11520 - EMS Operations
FY24 Expenses

	2024 Operating Budget Requested	2024 Variance Comments Requested
500000 - Wages - Full Time	1,121,160	Decrease is related to moving three positions (1680,1681,1682) to department 11525.
500005 - Wages - Part Time	91,500	Part-time wages have been under budget but the Director has requested not to reduce the budget until the County works through the transition of the EMS program.
500010 - Wages - Overtime	95,000	
500040 - Other Wages	56,930	
500100 - FICA - Employer	104,390	
500120 - Health Insurance	209,390	
500125 - Other Insurance	3,900	
500130 - Pension	291,500	
500140 - Workers Compensation	127,000	
500155 - Personnel Requests	136,050	Requesting a new part-time position for Assistant Medical Director ($36,055). The Assistant Medical Director (MD or DO) is needed to oversee the EMS educational/training program. The position will also serve as a backup to the Jurisdictional Medical Director when needed. Also, requesting an increase in overtime wages based on FY22 actuals and year to date actuals: 86,000 (wages) + FICA (6,579) + WC (7,413) = $99,992. Total request = $136,047.
500170 - Personal Development	1,440	
500171 - Employee Recognition	1,530	
500172 - Team Building	300	
505050 - Dues & Subscriptions	150	

Washington County, Maryland
General Fund
Department 11520 - EMS Operations
FY24 Expenses

	2024 Operating Budget Requested	2024 Variance Comments Requested
505070 - Food and Supplies	200	
505120 - Licenses & Certifications	230	
505140 - Office Supplies	800	
505150 - Miscellaneous	1,000,000	Budget request is a placeholder to fund the FY24 net cost of implementing the Fire and Rescue Plan.
505200 - Safety Equipment	2,000	
505210 - Safety Supplies	250	
505230 - Travel Expenses	1,880	See support form for explanation.
510010 - Fleet Insurance	14,170	There is an overall percentage increase of 3.21% 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	21,170	
515180 - Software	32,680	New software Vendnovation added ($1,200) - yearly reporting/monitoring/training/support for EMS dispenser at Meritus Medical Center EMS Room. Two new software items - Handtevy Pediatric Emergency Standards ($22,478) and PSTrax Narcotic Tracking Software ($9,000). Handtevy is the software portion of the budget request in 599999.
515270 - Maintenance Contract Services	161,070	Increase due to preventative maintenance needed for LifePaks, AED's, Lucas Devices, stretchers and powerloads.
520000 - Training	10,000	
520040 - Seminars/Conventions	1,000	QA/eMEDS Seminar (St. Paul, MN).

Washington County, Maryland
General Fund
Department 11520 - EMS Operations
FY24 Expenses

	2024 Operating Budget Requested	2024 Variance Comments Requested
525000 - Supplies/Material - Operating	3,000	
525030 - Medical Supplies	310,450	Budget increased based on historical actuals; 5.5% inflation ($16,184); and COVID supplies.
526040 - Equipment Maintenance	750	
527000 - Supplies - Automotive	500	
527030 - Diesel Fuel	4,620	Estimated budget is 1,230 gallons x $3.75 = $4,612.50 (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. Increased 1,130 gallons due to adding a diesel vehicle to the fleet.
527040 - Diesel Fuel Tax	540	1,230 gallons x $0.4345 = $534.44.
527060 - Auto Gasoline	15,600	Projected budget is 5,200 gallons x $3.00 = $15,600 (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. Increased based on EMS call volumes going up.
527090 - Auto Repairs	11,500	
527100 - Auto Tires	1,000	
535010 - Copy Machine Rental	0	Leasing of copy machine will no longer be budgeted in account 535010. The budget is now in 535055 - Leases.
535055 - Lease Payments	1,700	Leasing of copy machine going forward is now budgeted in 535055 and no longer in 535010 - Copy Machine Rental. Increasing budget based on historical actuals.

Washington County, Maryland
General Fund
Department 11520 - EMS Operations
FY24 Expenses

	2024 Operating Budget Requested	2024 Variance Comments Requested
535060 - Uniforms	12,440	Union Local 1605 contract was ratified on November 1, 2022. The contract requires that employees be issued a Class A uniform. The contract also states each employee be issued six pairs of work pants; eight polo style or t-shirts; one leather uniform belt; a three season uniform jacket; winter style hat; ball cap; one long sleeve button down dress shirt; one short sleeve button down dress shirt; two pairs of station boots; two job shirts or two hoodies; two pairs of shorts; two pairs of sweatpants; and two sweatshirts. The estimated cost per position for uniform maintenance of effort and Class A uniform is $1,011 plus additional badges for Class A uniforms ($75). $1,011 x 12 = $12,132. $75 x 4 badges (8 are available currently, 4 additional need to be purchased) = $300. Total of $12,432.
540010 - Wireless Communication	10,200	
599999 - Controllable Assets	58,460	See support form for explanations.
600400 - Machinery & Equipment	36,690	See support form for explanations.

Washington County, Maryland
New/Elimination Position Request Form
FY 2024

Department Number: 11520 | **Department Name: EMS Operations**

Account : 500155

Full-Time Position

Position Title	Grade	Step *	Regular or Temp.	Annual Salary	Health Insurance Benefits	Variable Benefits	Offset	Net Cost	Explanation of Request (A memo may be attached if detail support is needed. Please summarize in this area.)
						0		0	
						0		0	

Part-Time Position

Position Title	Grade	Step *	Regular or Temp.	Annual Salary		Total Benefits	Offset	Net Cost	Explanation of Request (A memo may be attached if detail support is needed. Please summarize in this area.)
Assistant Medical Director	12	1	Regular	33,384		2,671		36,055	Maryland licensed physician (MD or DO) to oversee the EMS educational/training program. Position will serve as a backup to the Jurisdictional Medical Director when needed. Based on 20 - 25 hours per week at $25.94 per hour.
						0		0	
			Totals:	**$33,384**		**$2,671**	**$0**	**$36,055**	

* General policy for hiring a new position starts at Step 1.

● Formulas have been put into place for calculating benefits for full time and part-time positions.

JOB TITLE:	Assistant Jurisdictional EMS Medical Director – Education – Part Time	**GRADE:**	12
DEPARTMENT:	Division of Emergency Services	**FLSA STATUS:**	Exempt
REPORTS TO:	Jurisdictional Medical Director		

OBJECTIVE:

Responsible for overseeing the EMS educational program for Washington County and assisting the Jurisdictional Medical Director in the oversight of all clinical care aspects rendered in the provision of 911 based pre-hospital emergency medical services in Washington County, Maryland as outlined in COMAR Title 30.

ORGANIZATIONAL RELATIONSHIPS:

1. Reports to the Jurisdictional Medical Director.
2. Oversees the EMS educational program within the Division of Emergency Services.
3. Works with MIEMSS and other accrediting agencies to ensure the delivery of educational programs is consistent with current local, state, and national guidelines.

GENERAL RESPONSIBILITIES

This is professional-level work that is responsible for the oversight of the EMS educational program within the Division of Emergency Services. The Assistant Jurisdictional EMS Medical Director – Education is responsible for reviewing curriculum, developing program policies and procedures in cooperation with education staff, delivering educational content in both lecture and lab format, and overseeing student performance in the clinical environment. The Assistant Jurisdictional Medical Director – Education may be required to assist the Jurisdictional Medical Director in the performance of their duties as requested.

ESSENTIAL TASKS

1. Monitor all aspects of the delivery of educational content presented by the EMS educational program.
2. Responsible for establishing, in cooperation with the Division of Emergency Services staff, the policies and procedures that govern the EMS educational programs offered by the Division.
3. Oversee the recruitment and selection of both full and part-time program faculty.
4. Serve as an advocate for the EMSOP when dealing with the medical community.
5. Interact and professionally and represent the EMSOP with the following:
   a) Partner public safety agencies and departments
   b) Partner government agencies and departments
   c) Local emergency departments and hospitals
6. Collaboratively develop training programs to address specific identified needs of the jurisdiction.
7. Conduct case reviews of significant incidents as a vital part of the Quality Assurance process.
8. As needed, respond to emergency incidents to observe the care being provided and as necessary, assist in the provision of pre-hospital care.
9. As necessary, ride along with EMS units to observe and gain familiarity with operations and personnel.
10. Attend and participate in the annual ALS skills verification practical sessions.

11. Conduct clinical training, curriculum review, and content approval for EMS related training and continuing education.
12. Conduct and report on research as it relates to patient care, EMS policies and innovative EMS techniques.
13. Analysis of national and state standards/legislation affecting local and/or regional EMS practice.
14. Attend/participate in the following meetings:
    a) DES Paramedic Program Advisory Committee
    b) WCVFRA EMS Committee monthly and special meetings (as requested)
    c) Washington County Emergency Services Advisory Council (as requested)
    d) MIEMSS Region II Council
    e) MIEMSS Medical Advisory Committee
    f) State Medical Director Symposium
    g) MIEMSS Jurisdictional Advisory Committee (as necessary)
    h) Washington County Medical Review Committee (as requested)
    i) Other meetings that have significant impact on EMS or EMS education
15. Other duties as required for the improvement and enhancement of public safety education.

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

KNOWLEDGE, SKILLS AND ABILITIES:

The Assistant Jurisdictional EMS Medical Director – Education shall:

1. Be fully licensed to practice medicine in the State of Maryland and be Board Certified or Board Eligible in Emergency Medicine. A subspecialty certification in Emergency Medical Services is preferred.
2. Familiarity with the design and administration of EMS educational programs.
3. Have an understanding of educational methodologies and practices. Prior teaching experience preferred.
4. Have a minimum of three (3) years' experience in and current knowledge of prehospital emergency care. Experience must include care for acutely ill and traumatic injury patients.
5. Shall complete, or have completed the Maryland Medical Director's Orientation Course, or have knowledge of the Maryland EMS System including:
    a) Applicable laws and regulations
    b) Maryland Medical Protocols for EMS providers
    c) Disaster and mass casualty planning
    d) EMD protocols and procedures
    e) Medical quality assurance (QA) and quality improvement (QI) processes.
6. Shall have basic awareness and operations-level training as it relates to hazardous materials incidents, the National Incident Management System (NIMS), and other applicable training as required by the occupational health and safety regulations of the State of Maryland.

EDUCATION AND EXPERIENCE:

1. Graduation from an accredited school of medicine with an M.D. or D.O. (Required)
2. Board certified in Emergency Medicine (Required)
3. Completion of an Emergency Medicine residency (Preferred)
4. Board Certified in EMS (Preferred)

EXPERIENCE:

Residency training completion with 5 years of Emergency Medicine/EMS Experience (must be within the previous 10 years).

PHYSICAL REQUIREMENTS:

Must have the use of sensory skills to effectively communicate and interact with other employees and the public; as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier and fax machine. Some standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching and handling, pushing, and pulling may be required for completion of duties.

ADDITIONAL INFORMATION:

To perform the duties and tasks related to the Assistant Jurisdictional EMS Medical Director – Education's scope of work outlined in this job description, Washington County will provide:

1. Workspace suitable for conducting specified work
2. Access to meeting and training space
3. Access to a computer and other IT related items
4. Office supplies related to scope of work
5. Portable radio
6. Personal Protective Equipment to a level commensurate with training
7. Access to a county motor vehicle as needed
8. Uniforms as requested by the Assistant Jurisdictional EMS Medical Director – Education

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

Revised:

Washington County, Maryland
Other Personnel Request Form
FY 2024

Department Number: 11520

Department Name: EMS Operations

Account: 500155

Description	Increase in Request	(Decrease) in Request	Increase in Benefits	Net Cost	Explanation of Request (A memo may be attached if detail support is needed. Please summarize in this area.)
Change in Part-Time Wages				0	
Change in Overtime Wages	86,000		13,992	99,992	Requesting to increase overtime wages based on FY22 actuals and year to date actuals. OT wages (86,000) + FICA (6,579) + WC (7,413) = $99,992.
Change in Shift Differential				0	
Totals:	$86,000	$0	$13,992	$99,992	

Washington County, Maryland
Travel Request
FY 2024

Department Number: 11520 | **Department Name: EMS Operations**

Account Number: 505230

Account Description: Travel Expenses

Position Title Only (do not use individual names)	Destination	Date(s) of Travel	Total Cost	Description and/or Reason for Travel Request
			Dept. Request	
Quality Assurance Officer	St. Paul, MN	July 17 - July 22, 2023	1,875	For travel to Image Trend Conference. Hotel $800 ($150.00 night), airfare $600 Round trip, per diem $375, $100 miscellaneous (airport parking, round-trip transport to and from venue).

Total **$1,880**

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

Washington County, Maryland
Account 515180
Software
FY 2024

Department Number: 11520

Department Name: EMS Operations

Account Number: 515180

Account Description: Software

Descriptions	FY23 Board Approval	Total Cost FY24 Dept. Request	New Cost Y/N	Existing Agreement Y/N	Description and/or Reason for Request
Handtevy Pediatric Emergency Standards	**0**	22,478	Y	N	A computer-based, field application for use in treating pediatric patients on the scene and during transport. Provides age or weight based medication dosages, equipment sizes, vital signs and treatment modalities for this patient population. Pediatric patient care is based on age or weight which makes this patient population very challenging to treat during life threatening emergencies. This product takes the guesswork out of medication calculations and equipment selection.
PSTrax Narcotic Tracking Software	**0**	9,000	Y	N	Software program to track the storage and use of narcotics on EMS units throughout the County. Current system is paper based and antiquated. This system allows for real time monitoring of the narcotics stored on field units in compliance with Federal regulations.
Vendnovation	**0**	1,200	Y	Y	Annual subscription for inventory control program associated with the U Cap It supply machine operated by the Division of Emergency Services at the Meritus Medical Center EMS Room.
Total	**$0**	**$32,680**			

● 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 2024

Department Number: 11520

Department Name: EMS Operations

Account Description: Lease and Installment Payments

	Item	Qty	Straight Purchase Price	Number of Years Financed	Final Year of Lease	Annual Payment Due Starting in Proposed Budget Year	Total Financed Price (total of all lease payments)	Implied Interest Rate	Explanation
E	**Ricoh Copier** (downstairs)	1	n/a	5	2023	1,215	N/A		Copier Equipment - 60 month lease = $101.23 per month.
E	**Ricoh Copier** (downstairs)	1	n/a	5	2023	491	N/A		Black & white overage copies: 2,500 x $0.0045 = $11.25; Color copies : 12,000 x $0.04 = $480.
E									
E									
E									
E									

Total **$1,700**

Agree to Budget

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

Washington County, Maryland
Other Capital Outlay (≥$1 and <$10,000)
FY 2024

Department Number: 11520 **Department Name:** EMS Operations

Account Number: 599999

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

Priority Number *	Descriptions	Qty	Unit Cost	Total Cost Dept. Request	N or R	Explain Reason for Request
1	Automated External Defibrillators	8	2,298	18,384	R	Replace aging AED's in staff vehicles within the Division. This purchase may qualify for a 50/50 matching grant through MIEMSS. Unit cost is total cost per unit.
3	Handtevy Pediatric Bag	47	490	23,030	N	Equipment bags specific to the Handtevy Pediatric Emergency Standards program.
4	Handtevy Length Based Tape	47	235	11,045	N	Length based tapes specific to the Handtevy Pediatric Emergency Standards program. Allows for use of the system when the online application is not available.
2	Knox Narcotics Security System	3	2,000	6,000	N	This upgrade will bring the storage and tracking of controlled substances by Division EMS assets to a higher level. This device is a secure, code access system that allows for remote monitoring and tracking of the controlled substances carried on EMS units. The system is cloud based and is the same as the current Knox Entry system in place on fire/rescue and EMS apparatus throughout the County. This system provides a vault for the storage of controlled substances that is accessed by an ALS clinician using an individualized code. All entries are tracked through cloud based program allowing oversight by the operational program medical director and leadership. This system replaces the antiquated key and lock system currently in use.
	Total			**$58,460**		

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

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

Washington County, Maryland
Capital Outlay Request
FY 2024

Department Number: 11520 **Department Name: EMS Operations**

Account Number: 600400

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

Priority Number *	Descriptions	Qty	Unit Cost	Total Cost Dept. Request	N or R	Explain Reason For Equipment Need and Disposition of Old, if Any. Number of hours, etc.
1	Lucas CPR Devices	3	12,228	36,684	R	Replace 3 aging Lucas devices currently on DES apparatus. The units are located on EMS 1811, Engine 10-1 and A 268.
				0		
				0		
			Total	**$36,690**		

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

Machinery and equipment are physical assets, which:

- Are not attached permanently to land, buildings, or land improvements, have unique serial numbers, are capable of being moved, and can be acquired under a capital lease.

- Costs of machinery and equipment include the purchase price, net of purchase discounts, plus trade-in allowance, transportation charges, installation costs, taxes, and any other costs required to prepare the asset for its intended use. Machinery and equipment assets should be reported as acquisitions when the County receives the asset, not at the time when it pays the vendor for the acquisition. Examples are mowers, construction equipment.

Washington County, Maryland
General Fund
Department 11525 - Fire Operations
FY24 Expenses

	2024 Operating Budget Requested	Adjustment	2024 Operating Budget Requested	$ Change	% Change	2023 Operating Budget Approved	2022 Actuals Final	2021 Actuals Final
500000 - Wages - Full Time	2,774,330	0	2,774,330	551,540	24.81%	2,222,790	1,919,286	973,816
500005 - Wages - Part Time	547,000	0	547,000	64,350	13.33%	482,650	305,560	329,743
500010 - Wages - Overtime	255,000	0	255,000	30,000	13.33%	225,000	408,676	87,503
500020 - Shift Differential - 2nd shift	0	0	0	0	0.00%	0	35	13
500040 - Other Wages	174,400	0	174,400	20,520	13.34%	153,880	109,625	29,459
500100 - FICA - Employer	286,930	0	286,930	63,760	28.57%	223,170	203,424	104,266
500120 - Health Insurance	646,100	0	646,100	(33,790)	(4.97)%	679,890	520,333	268,199
500125 - Other Insurance	15,000	0	15,000	0	0.00%	15,000	10,785	5,517
500130 - Pension	721,320	0	721,320	143,390	24.81%	577,930	426,881	247,476
500140 - Workers Compensation	324,000	0	324,000	109,000	50.70%	215,000	233,813	116,046
500155 - Personnel Requests	1,204,440	0	1,204,440	1,204,440	100.00%	0	0	0
500170 - Personal Development	5,640	0	5,640	360	6.82%	5,280	240	795
500171 - Employee Recognition	3,950	0	3,950	0	0.00%	3,950	181	795
500172 - Team Building	1,180	0	1,180	80	7.27%	1,100	0	0
Wages and Benefits	**6,959,290**	**0**	**6,959,290**	**2,153,650**	**44.82%**	**4,805,640**	**4,138,839**	**2,163,628**
505010 - Advertising	0	0	0	0	0.00%	0	0	85
505050 - Dues & Subscriptions	1,510	0	1,510	0	0.00%	1,510	1,495	1,924
505070 - Food and Supplies	500	0	500	0	0.00%	500	816	696
505080 - Freight & Cartage	0	0	0	0	0.00%	0	116	0
505130 - Small Office Equipment	0	0	0	0	0.00%	0	0	175
505140 - Office Supplies	800	0	800	0	0.00%	800	1,489	1,351
505160 - Personal Mileage	1,120	0	1,120	120	12.00%	1,000	751	291
505170 - Postage	50	0	50	0	0.00%	50	11	66
505200 - Safety Equipment	5,000	0	5,000	0	0.00%	5,000	3,452	4,107
505210 - Safety Supplies	500	0	500	0	0.00%	500	366	0
505230 - Travel Expenses	0	0	0	0	0.00%	0	0	272
510010 - Fleet Insurance	3,130	0	3,130	(1,040)	(24.94)%	4,170	2,902	1,861
510030 - Public & Gen Liability Insurance	21,810	0	21,810	1,440	7.07%	20,370	16,822	4,373
515000 - Contracted/Purchased Service	10,000	0	10,000	0	0.00%	10,000	32,650	32,500

Washington County, Maryland
General Fund
Department 11525 - Fire Operations
FY24 Expenses

	2024 Operating Budget Requested	Adjustment	2024 Operating Budget Requested	$ Change	% Change	2023 Operating Budget Approved	2022 Actuals Final	2021 Actuals Final
515180 - Software	0	0	0	0	0.00%	0	0	1,713
515220 - Landfill Fees	0	0	0	0	0.00%	0	10	0
515260 - Legal Services	3,000	0	3,000	0	0.00%	3,000	34,655	945
515270 - Maintenance Contract Services	122,700	0	122,700	19,850	19.30%	102,850	65,505	71,226
515320 - Testing Services	0	0	0	0	0.00%	0	0	240
515350 - Accident Repairs	0	0	0	0	0.00%	0	0	3,946
520000 - Training	36,000	0	36,000	0	0.00%	36,000	9,724	9,227
520050 - Tuition Assistance	0	0	0	0	0.00%	0	(1,250)	2,500
525000 - Supplies/Material - Operating	1,000	0	1,000	500	100.00%	500	4,220	680
525030 - Medical Supplies	0	0	0	0	0.00%	0	210	0
525040 - Small Tools & Equipment	0	0	0	0	0.00%	0	4,740	0
526040 - Equipment Maintenance	250	0	250	0	0.00%	250	654	0
527000 - Supplies - Automotive	500	0	500	0	0.00%	500	703	37
527030 - Diesel Fuel	3,640	0	3,640	3,640	100.00%	0	3,634	1,343
527040 - Diesel Fuel Tax	430	0	430	430	100.00%	0	521	295
527060 - Auto Gasoline	4,530	0	4,530	0	0.00%	4,530	5,914	3,314
527090 - Auto Repairs	5,500	0	5,500	(2,000)	(26.67)%	7,500	10,993	11,429
527100 - Auto Tires	1,500	0	1,500	0	0.00%	1,500	0	0
535060 - Uniforms	78,760	0	78,760	58,760	293.80%	20,000	24,579	45,872
540010 - Wireless Communication	4,000	0	4,000	0	0.00%	4,000	3,366	1,679
Operating Expenses	**306,230**	**0**	**306,230**	**81,700**	**36.39%**	**224,530**	**229,048**	**202,147**
599999 - Controllable Assets	363,790	0	363,790	101,930	38.93%	261,860	128,881	44,038
600300 - Vehicles	223,650	0	223,650	223,650	100.00%	0	0	49,153
Capital Outlay	**587,440**	**0**	**587,440**	**325,580**	**124.33%**	**261,860**	**128,881**	**93,191**
Total	**7,852,960**	**0**	**7,852,960**	**2,560,930**	**48.39%**	**5,292,030**	**4,496,768**	**2,458,966**

Washington County, Maryland
General Fund
Department 11525 - Fire Operations
FY24 Expenses

	2024 Operating Budget Requested	2024 Variance Comments Requested
500000 - Wages - Full Time	2,774,330	Increase is due to transferring three positions from EMS department. Also, added a budgeted amount for the additional five hours per pay period that is worked and paid and coded as full-time wages.
500005 - Wages - Part Time	547,000	
500010 - Wages - Overtime	255,000	
500040 - Other Wages	174,400	
500100 - FICA - Employer	286,930	
500120 - Health Insurance	646,100	
500125 - Other Insurance	15,000	
500130 - Pension	721,320	
500140 - Workers Compensation	324,000	
500155 - Personnel Requests	1,204,440	Requesting eight new firefighter/FAOs; four new battalion chiefs; and overtime wage increase. Firefighter/FAOs - with the SAFER grant firefighters accruing vacation, personal and sick leave and having the ability to use the same, relief coverage positions are needed to help ensure staffing without causing significant mandatory holdovers and overtime (five positions). As well, the DES has received requests for FT staffing from three fire stations that do not currently have FT DES staffing assigned (three positions). Battalion Chiefs - mid-level position responsible for day to day operations within their assigned geographical area. Responds to complex emergency incidents, oversees on-duty staff, and responsible for scheduling. The four positions will also operate as an Incident Safety Officer on incidents when needed (a dedicated Safety Officer was identified as a critical need in the Carter Lane Incident Report). Requesting an increase in overtime wages for coverage while employees attend training. See support forms for more detail.

Washington County, Maryland
General Fund
Department 11525 - Fire Operations
FY24 Expenses

	2024 Operating Budget Requested	2024 Variance Comments Requested
500170 - Personal Development	5,640	
500171 - Employee Recognition	3,950	
500172 - Team Building	1,180	
505050 - Dues & Subscriptions	1,510	
505070 - Food and Supplies	500	
505140 - Office Supplies	800	
505160 - Personal Mileage	1,120	Based on 1,710 miles times 65.5 cents = $1,120.
505170 - Postage	50	
505200 - Safety Equipment	5,000	
505210 - Safety Supplies	500	
510010 - Fleet Insurance	3,130	There is an overall percentage increase of 3.21% 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	21,810	
515000 - Contracted/Purchased Service	10,000	Account for contract services for background investigations for new hires.
515260 - Legal Services	3,000	

Washington County, Maryland
General Fund
Department 11525 - Fire Operations
FY24 Expenses

	2024 Operating Budget Requested	2024 Variance Comments Requested
515270 - Maintenance Contract Services	122,700	An $19,850 increase for Self Contained Breathing Apparatus (SCBA) annual flow testing for 190 new packs, which is a National Fire Protection Association requirement - 1852 Standard Selection, Care, and Maintenance of Open-Circuit SCBA. This increase is for both career and volunteer SCBA. This account also includes annual inspections of ladder, pumps and hoses of fire vehicles.
520000 - Training	36,000	
525000 - Supplies/Material - Operating	1,000	Increasing budget based on history and actuals.
526040 - Equipment Maintenance	250	
527000 - Supplies - Automotive	500	
527030 - Diesel Fuel	3,640	Estimated budget is 970 gallons x $3.75 = $3,637.50 (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. Diesel truck was added to the fleet in FY22.
527040 - Diesel Fuel Tax	430	970 gallons x $0.4345 = $421.47.
527060 - Auto Gasoline	4,530	Projected budget is 1,510 gallons x $3.00 = $4,530 (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	5,500	Reducing based on year to date actuals and a newer vehicle was added to the fleet.
527100 - Auto Tires	1,500	

Washington County, Maryland
General Fund
Department 11525 - Fire Operations
FY24 Expenses

	2024 Operating Budget Requested	2024 Variance Comments Requested
535060 - Uniforms	78,760	Union Local 1605 contract was ratified on November 1, 2022. The contract requires that employees be issued a Class A uniform. The contract also states each employee be issued six pairs of work pants; eight polo style or t-shirts; one leather uniform belt; a three season uniform jacket; winter style hat; ball cap; one long sleeve button down dress shirt; one short sleeve button down dress shirt; two pairs of station boots; two job shirts or two hoodies; two pairs of shorts; two pairs of sweatpants; and two sweatshirts. The estimated cost per current positions for uniform maintenance of effort and Class A uniform: $1,011. $1,011 x 47 = $47,517. Badges for Class A uniform for current positions: $75 x 47 = $3,525. Collar brass for Class A uniform for current positions:$8 x 47 = $376. Short sleeve dress button down shirts needed for 22 current positions: $46 x 22 = $1,012. Total for current positions = $52,430. To outfit the 12 requested new positions with union required uniform allocation and Class A uniform: $2,028 x 12 = $24,336. Badges for both Class A & B uniforms: $75 x 24 = $1,800; and Collar brass for both Class A & B uniforms: $16 x 12 = $192. Total for requested positions = $26,328. Total for current positions ($52,430) + 12 requested positions ($26,328) = $78,758.
540010 - Wireless Communication	4,000	
599999 - Controllable Assets	363,790	Budget request for 80 sets of turn-out gear for volunteer program and career turnout gear replacement. Also, turn-out gear and helmets for 12 requested new positions. See support form.
600300 - Vehicles	223,650	Equipment for reserve engines; outfit reserve ambulances; and professional mounting for reserve engines. Engines and ambulances were purchased with ARPA funding.

Washington County, Maryland
New/Elimination Position Request Form
FY 2024

Department Number: 11520 | **Department Name: EMS Operations**

Account : 500155

Full-Time Position

Position Title	Grade	Step *	Regular or Temp.	Annual Salary	Health Insurance Benefits	Variable Benefits	Offset	Net Cost	Explanation of Request (A memo may be attached if detail support is needed. Please summarize in this area.)
Firefighter/FAO (8 positions)	DES4	1	Regular	49,820	16,000	19,928		685,984	With the SAFER grant firefighters accruing vacation, personal and sick leave and having the ability to use the same, relief coverage positions are needed to help ensure staffing without causing significant mandatory holdovers and overtime (5 positions). As well, the DES has received requests for FT staffing from three fire stations that do not currently have FT DES staffing assigned (3 positions).
Battalion Chief (4 positions)	DES8	1	Regular	67,791	16,000	27,116		443,630	Mid-level position responsible for day to day operations within their assigned geographical area. Responds to complex emergency incidents, oversees on-duty staff, and responsible for scheduling. The four positions will also operate as an Incident Safety Officer on incidents when needed (a dedicated Safety Officer was identified as a critical need in the Carter Lane Incident Report).

Part-Time Position

Position Title	Grade	Step *	Regular or Temp.	Annual Salary		Total Benefits	Offset	Net Cost	Explanation of Request (A memo may be attached if detail support is needed. Please summarize in this area.)
						0		0	
		Totals:		**$117,611**		**$47,044**	**$0**	**$1,129,614**	

* General policy for hiring a new position starts at Step 1.

- Formulas have been put into place for calculating benefits for full time and part-time positions.

JOB INFORMATION
This position is being recruited through a Departmental Promotional Opportunity process. Only regular and probationary employees of the Washington County Division of Emergency Services are eligible for consideration.

exempt; full-time; 40/48 hours per week; full-benefits; varied days and hours

This supervisory, command level position performs administrative and management work in and for the Division of Emergency Service (DES). Supervision is given to personnel in an assigned Department and program area (e.g. fire suppression, advance life support, training, safety) and direction may be given to administrative support personnel; supervision is received from the assigned DES Operations Manager and/or the DES Deputy Director. Other duties, responsibilities and functions may be assigned by the DES Director as needed.

ESSENTIAL DUTIES AND JOB RESPONSIBILITIES

- **Incident Response and Management** - Respond to fire alarms, emergency medical service (EMS) alarms and other calls for emergency and non-emergency services; implement Incident Command System (ICS) at emergency sites and assume command until incident is resolved or until relieved by a senior officer; assess, coordinate and oversee strategies and tactics for incident mitigation; communicate coordinating command among all on-scene units including specialty units, other jurisdictions and other agencies; assume other ICS roles as appropriate; conduct building inspections and prepare reporting
- **EMS** – Perform and/or supervise patient assessments (general impression, initial, secondary, on-going, etc.); implement mass casualty, START/Jump START Triage procedures or other treatment intervention as needed; transport patients to appropriate facilities as needed
- **Department/Shift Management** – Oversee and coordinate duty assignment of fire/rescue personnel based on work priorities and staff coverage; provide work direction and supervision to staff; assess and resolve personnel matters (including appropriate documentation) and refer more complex cases or issues to senior officers for action; inspect, evaluate and oversee the maintenance, availability and utilization of all facilities, apparatus, equipment and gear; interact with assigned personnel including off-going/on-coming shift personnel and volunteer personnel to coordinate the exchange of information; in the absence of senior officers assume duties of those positions as appropriate; track personnel attendance and assure that work hours are properly documented
- **Administration** – Write, complete and/or review forms, reports and narrative documents (operational, fire prevention, emergency medical, training, personnel, etc.) and refer to senior

officers as appropriate; participate in review and recommendation of DES operating procedures; oversee and coordinate budget preparation and administration, expenditures and fiscal actions in assigned areas; participate in preparation and follow-up of grant requests; serve as liaison between DES and local volunteer fire and rescue departments, other jurisdictions' departments, and government, public and private agencies to assure effective emergency response and information exchange; Assess and recommend upgrade/revision/replacement/acquisition of facilities, apparatus, equipment and/or supplies as appropriate

- **Personnel Training and Development** – Recommend, develop and/or present DES personnel trainings to assure proficiency in job skills, timely renewal of all required licenses/certifications, and preparedness for advancement opportunities; observe, monitor and evaluate subordinates' performance in all job areas; coach, counsel, motivate and provide individual instruction and guidance to subordinates as needed; evaluate performance of personnel in training and the effectiveness of field training programs; coordinate with field training staff to implement approved probationary training objectives; maintain personal knowledge of current and emerging technologies, trainings and practices in fire and rescue services and demonstrate professional accountability by acquiring all required certifications as needed and timely renewals/re-certifications
- **Community and Public Relations** – Participate in developing and assessing codes, regulations and laws affecting fire and rescue services and contribute professional expertise as needed to facilitate informed discussions and decisions; in emergency and non-emergency situations, interact with the public (officials, private citizens, etc.) as a DES representative and/or Public Information Officer; respond to citizen concerns and inquiries as appropriate; plan, direct and coordinate fire prevention and educational programs for the public
- **Other** - Complete special projects and committee assignments as directed; perform other related duties as required

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Any single position may not be assigned all duties listed above, nor do the examples cover all duties that may be assigned.

QUALIFICATIONS AND REQUIREMENTS

The qualifications / requirements, knowledge/skills/abilities and physical demands or working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Meet training and education requirements for Captain
- Minimum of last 3 consecutive years as a uniformed DFRS Lieutenant, Captain, or combination of the two
- Current Maryland certification as EMT-B, EMT-I or EMT-P
- Current CPR for Professional Rescuer certification
- Successful completion of the most recent DES annual Compliance Training
- Possession of a valid class B driver's license (or an equivalent license) - licensure must be maintained
- Current certification as NFPA 1021 – Fire Officer III (MFSPQB or NFSPQB)
- Successful completion of National Incident Management System (NIMS) ICS 400
- Current satisfactory performance evaluation
- Successful completion of the most current Washington County DES Battalion Chief promotional process.

KNOWLEDGE / SKILLS / ABILITIES:

- Demonstrated ability to effectively perform at command level responding quickly, decisively, calmly and appropriately in standard duty and emergency situations; applying comprehensive knowledge of modern pre-hospital emergency medical care, firefighting equipment and apparatus, rescue and fire-fighting tactics and techniques, building construction, fire and injury prevention methodology, disaster management and other areas pertinent to DES and WCVFRA operations; this includes ability to determine and obtain appropriate resources, personnel, equipment and apparatus for the situation, and ability to effectively implement the National Incident Management System
- Demonstrated ability to effectively apply knowledge of organizational and personnel management as well as DES policies, including the ability to effectively implement positive and negative discipline in a direct and timely manner in enforcing DES policies, procedures and regulations; ability to effectively advise, counsel and mentor subordinates regarding personal and professional development; and ability to effectively supervise, direct and evaluate the work of professional and support staff within the established structure of DES and the Washington

County Personnel Rules; this includes accountability for the actions of self and subordinates and the consequences of those actions

- Demonstrated ability to plan, coordinate and delegate the work of self and others to ensure timely completion of duties, tasks and activities; this includes ability to strategically plan for the future when making decisions; this also includes ability to conduct risk/benefit analyses to assist with evaluating and prioritizing alternative courses of action
- Considerable knowledge of fire/rescue training, credentials and certifications, with ability to effectively analyze, develop and recommend regulations, policies and procedures as well as related trainings
- Ability to effectively administer and prepare budgets and compile and analyze detailed fiscal and statistical information
- Ability to develop and maintain effective working relationships with the Washington County Volunteer Fire and Rescue Association and its member companies, other associations/organizations of the fire/rescue service community, advisory groups, elected officials, media representatives, DES personnel at all levels in the chain of command, other Washington County personnel and the general public, while maintaining professional attitude, appearance and manner of performance, and while demonstrating an appropriate blend of sensitivity to others' concerns/priorities and discernment in assessing factors to guide matters to a best-case outcome
- Strong and effective spoken and written (English) communication skills including the ability to effectively prepare clear and concise reports; the ability to effectively interpret and communicate procedures and policies; and strong public speaking skills including the ability to effectively format and present information for varied audiences
- Ability to effectively utilize computerized systems and equipment including word processing, spreadsheets and e-mail software, and willingness to become proficient in the use of new software and technologies as applicable
- Effective stress tolerance, including stability of performance during times of pressure and opposition; this also includes ability to respond to sudden changes in situation and/or conditions with appropriate modification of strategies/tactics for optimum safety and outcome

PHYSICAL REQUIREMENTS / WORKING CONDITIONS:

- While working in this position the employee is constantly sitting, walking, reaching and performing repetitive motions; frequently climbing, stooping/kneeling/crouching, crawling; lifting up to 50 pounds, pushing and pulling up to 40 pounds, and driving; and occasionally lifting over 50 pounds, pushing and pulling over 40 pounds
- While working in this position the employee is frequently working indoors and outdoors, walking on uneven terrain, working in hot temperatures (above 100 degrees) and cold temperatures (below 32 degrees), in a dirty and dusty environment, at heights, in a noisy environment, near machinery, chemicals and fumes; with potential exposure to infectious diseases and are required to wear protective equipment; and occasionally work in confined spaces and below ground level
- Physical requirements also necessitate that facial hair is maintained to properly wear SCBA full- and half-piece air purifying respirators and other job-specific safety equipment, and pass SCBA fit test throughout employment

ADDITIONAL INFORMATION / EXAMINATION PROCESS

- Available for assignment to different work site as needed, 12/24-hour shift work, irregular days and hours, weekend and holiday hours, and on-call as needed
- Stated driver's license, EMS certifications, etc. must be maintained current or superseded by inclusive higher certification/license as approved by DES throughout employment
- This position is subject to random drug testing
- The probationary period for this position is 3 months from date of promotional placement
- When considered under the Washington County Employees Retirement Plan, this position is designated as "uniformed"

<u>BATTALION CHIEF – ADVANCE LIFE SUPPORT</u>

ADDITIONAL examples of work SPECIFIC TO THIS POSITION:

- Review reports completed by DES Paramedics for quality assurance; ensure that patient treatment interventions are in line with Maryland Medical Protocols; serve as a mediator (liaison) between Paramedics, nurses, physicians, and other citizens in the community; act as DES liaison to coordinate EMS presence and/or response for special events and mass gatherings;

conduct research to identify and recommend the use of new EMS equipment; coordinate the purchase and maintenance of capital equipment or durable equipment through vendors

ADDITIONAL CERTIFICATION requirements:

- Current Maryland certification as an EMT-P with a minimum of 3 years DES work experience from date of DES contracted Medical Director's release
- Current certification in Advanced Cardiac Life Support (ACLS) and Pediatric Advanced Life Support (PALS) thru American Heart Association or a Maryland National Capital affiliate
- Current certification in Basic Trauma Life Support (BTLS)- Advanced thru Alabama ACEP (American College of Emergency Physicians), or current certification in BTLS-International or Pre-Hospital Trauma Life Support thru the National Association of Emergency Medical Technicians

BATTALION CHIEF – TRAINING & SAFETY

ADDITIONAL examples of work SPECIFIC TO THIS POSITION:

- Oversee numerous projects simultaneously
- Develop training programs based on the analysis of trends and data
- Identify training needs within the Division, making appropriate recommendations, and utilizing available resources
- Develop, coordinate and implement programs and projects within the Division on time and within budget
- Track and monitor effectiveness of training and follow up on all projects until successfully completed. Maintain records of personnel exposures and update the exposure control plan on an annual basis; perform or participate in investigation of injuries, incidents, and accidents; develop and implement DFRS health and safety training programs, wellness and fitness programs, and risk management policies and procedures; inspect personal protective equipment and DES facilities to ensure compliance with applicable laws and standards; coordinate with DES, Human Resources and Risk Management to complete Worker's Compensation paperwork and attend hearings; identify hazards on incident scenes and present appropriate course of action to the Incident Commander to eliminate those hazards

ADDITIONAL CERTIFICATION REQUIREMENTS:

The following are additional certifications that must be obtained within 12 months of an employee's promotion to this specialty field:

- Certification as a NFPA 1041 – Instructor II (MFSPQB/NFSPQB

PREFERENCE MAY BE GIVEN TO CANDIDATES WHO POSSESS:

- Certification as a NFPA 1041 Instructor II (MFSPQB/NFSPQB)
- Instructor certification through the Maryland Instructors Certification Review Board (MICRB)
- Bachelor's degree in Fire Science, Business, Business Administration, or a related field
- Demonstrated ability to oversee numerous projects simultaneously
- Experience in developing training programs based on the analysis of trends and data

Washington County, Maryland
Other Personnel Request Form
FY 2024

Department Number: 11525

Department Name: Fire Operations

Account: 500155

Description	Increase in Request	(Decrease) in Request	Increase in Benefits	Net Cost	Explanation of Request (A memo may be attached if detail support is needed. Please summarize in this area.)
Change in Overtime Wages	67,500		7,321	74,821	Requesting an increase in overtime wages for coverage while employees attend training. 1) Coverage will be needed for 20 employees throughout the year to attend an 8 day course plus travel time in Texas at various times: overtime wages ($52,500) + FICA ($2,677.50) + Worker's Compensation ($3,017) = $58,194.50. 2) Coverage will be needed for two local training events for a total of 20 employees: overtime wages ($15,000) + FICA ($765) + Worker's Compensation ($862) = $16,627.
Change in Overtime Wages				0	
Change in Shift Differential				0	
Totals:	$67,500	$0	$7,321	$74,821	

Washington County, Maryland
Other Capital Outlay (≥$1 and <$10,000)
FY 2024

Department Number: **11525** **Department Name:** **Fire Operations**

Account Number: 599999

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

Priority Number *	Descriptions	Qty	Unit Cost	Total Cost Dept. Request	N or R	Explain Reason for Request
1	Personal Protective Clothing	75	3,899	292,389	R	Volunteer Turnout Gear Program - ongoing replacement (10 year life).
1	Personal Protective Clothing	5	3,899	19,493	R	Career Turnout Gear Replacement -replacement (10 year life).
1	Personal Protective Clothing	12	3,899	46,782	N	Turnout gear for 12 requested new positions.
1	Fire helmets with passports	12	427	5,124	N	Fire helmets with passports for 12 requested new positions.
				0		
				0		
	Total			**$363,790**		

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

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

Washington County, Maryland
Capital Outlay Request
FY 2024

Department Number: 11525

Department Name: Fire Operations

Account Number: 600300

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

Priority Number *	Description	Qty	Unit Cost	Total Cost	Replacement		N or R	Explain Reason for New Vehicle or Replacement Vehicle Request. If replacement, what disposition will be made of old vehicle.
				Dept. Request	Current Age	Current Miles		
1	Equipment for reserve engines	3	38,669	116,006			N	Miscellaneous equipment to outfit ARPA purchased engines to meet County standards.
1	Outfit reserve ambulances	3	27,880	83,640			N	Power load cots to outfit ARPA purchased ambulances to meet County standards.
1	Professional mounting for reserve engines	3	8,000	24,000			N	Professional mounting for reserve engines - standardization of equipment.
				0				
				0				

Total **$223,650**

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

- Vehicles that are capable of being licensed through the Maryland Department of Motor Vehicles and are intended for over-the-road transportation use should be capitalized if they meet the capitalization threshold of $10,000 or greater and has a useful life in excess of 5 years. This includes trailers that are not self-propelled.
- Vehicles costs include the total purchase price after any purchase discounts plus any trade-in allowances, transportation charges, and any other costs required to prepare the vehicles for its intended use such as lights, striping, plows, spreaders.

Washington County, Maryland
General Fund
Department 11535 - Public Safety Training Center
FY24 Expenses

	2024 Operating Budget Requested	Adjustment	2024 Operating Budget Requested	$ Change	% Change	2023 Operating Budget Approved	2022 Actuals Final	2021 Actuals Final
500000 - Wages - Full Time	356,590	0	356,590	54,320	17.97%	302,270	17,780	0
500040 - Other Wages	500	0	500	0	0.00%	500	0	0
500100 - FICA - Employer	27,320	0	27,320	4,160	17.96%	23,160	956	0
500120 - Health Insurance	33,690	0	33,690	(30,310)	(47.36)%	64,000	3,841	0
500125 - Other Insurance	1,680	0	1,680	(600)	(26.32)%	2,280	72	0
500130 - Pension	92,720	0	92,720	14,130	17.98%	78,590	3,359	0
500140 - Workers Compensation	11,800	0	11,800	3,980	50.90%	7,820	446	0
500155 - Personnel Requests	91,540	0	91,540	91,540	100.00%	0	0	0
500170 - Personal Development	600	0	600	0	0.00%	600	0	0
500171 - Employee Recognition	440	0	440	260	144.44%	180	0	0
500172 - Team Building	130	0	130	0	0.00%	130	0	0
Wages and Benefits	**617,010**	**0**	**617,010**	**137,480**	**28.67%**	**479,530**	**26,454**	**0**
505040 - Books	15,000	0	15,000	13,000	650.00%	2,000	0	0
505050 - Dues & Subscriptions	770	0	770	0	0.00%	770	2,135	0
505130 - Small Office Equipment	0	0	0	0	0.00%	0	321	0
505140 - Office Supplies	7,000	0	7,000	4,060	138.10%	2,940	2,899	0
505150 - Other - Miscellaneous	400	0	400	0	0.00%	400	190	0
505180 - Printing Expenses	500	0	500	(500)	(50.00)%	1,000	0	0
505200 - Safety Equipment	1,000	0	1,000	(670)	(40.12)%	1,670	0	0
505230 - Travel Expenses	0	0	0	(900)	(100.00)%	900	122	0
510010 - Fleet Insurance	2,090	0	2,090	1,120	115.46%	970	0	0
510020 - Property & Casualty Insurance	9,100	0	9,100	(420)	(4.41)%	9,520	908	0
510030 - Public & Gen Liability Insurance	6,860	0	6,860	6,570	2,265.52%	290	675	0
515000 - Contracted/Purchased Service	60,500	0	60,500	(12,500)	(17.12)%	73,000	0	0
515180 - Software	3,000	0	3,000	0	0.00%	3,000	0	0
515270 - Maintenance Contract Services	43,340	0	43,340	0	0.00%	43,340	924	0
520000 - Training	5,000	0	5,000	0	0.00%	5,000	2,212	0
525000 - Supplies/Material - Operating	6,000	0	6,000	6,000	100.00%	0	4,791	0
525020 - Janitorial Supplies	8,000	0	8,000	1,320	19.76%	6,680	2,239	0

Washington County, Maryland
General Fund
Department 11535 - Public Safety Training Center
FY24 Expenses

	2024 Operating Budget Requested	Adjustment	2024 Operating Budget Requested	$ Change	% Change	2023 Operating Budget Approved	2022 Actuals Final	2021 Actuals Final
525030 - Medical Supplies	1,500	0	1,500	(1,180)	(44.03)%	2,680	0	0
525040 - Small Tools & Equipment	2,000	0	2,000	2,000	100.00%	0	0	0
526000 - Supplies/Material-Maintenance	6,680	0	6,680	(6,680)	(50.00)%	13,360	1,645	0
526020 - Building Maintenance	9,000	0	9,000	2,320	34.73%	6,680	380	0
526040 - Equipment Maintenance	1,500	0	1,500	(5,180)	(77.54)%	6,680	0	0
526110 - Snow Removal Materials	680	0	680	0	0.00%	680	0	0
527030 - Diesel Fuel	2,440	0	2,440	2,440	100.00%	0	0	0
527035 - Off Road Diesel	0	0	0	0	0.00%	0	3,851	0
527040 - Diesel Fuel Tax	290	0	290	290	100.00%	0	0	0
527060 - Auto Gasoline	4,650	0	4,650	1,950	72.22%	2,700	425	0
527090 - Auto Repairs	3,500	0	3,500	0	0.00%	3,500	77	0
535000 - Rentals	0	0	0	0	0.00%	0	1,180	0
535010 - Copy Machine Rental	0	0	0	(5,000)	(100.00)%	5,000	0	0
535055 - Lease Payments	3,630	0	3,630	3,630	100.00%	0	0	0
535060 - Uniforms	5,680	0	5,680	2,880	102.86%	2,800	2,012	0
540010 - Wireless Communication	4,200	0	4,200	2,100	100.00%	2,100	1,348	0
540022 - Cable TV & Internet Services	12,000	0	12,000	10,500	700.00%	1,500	0	0
545010 - Electric	46,250	0	46,250	0	0.00%	46,250	6,832	0
545030 - Propane Gas	20,710	0	20,710	1,390	7.19%	19,320	9,932	0
545040 - Sewer	2,710	0	2,710	1,670	160.58%	1,040	0	0
545050 - Waste/Trash Disposal	6,140	0	6,140	5,120	501.96%	1,020	922	0
545060 - Water	3,610	0	3,610	630	21.14%	2,980	1,412	0
582060 - Fire Extinguishers/Refills	840	0	840	0	0.00%	840	0	0
Operating Expenses	**306,570**	**0**	**306,570**	**35,960**	**13.29%**	**270,610**	**47,432**	**0**
599999 - Controllable Assets	4,330	0	4,330	4,330	100.00%	0	12,368	0
600400 - Machinery & Equipment	0	0	0	0	0.00%	0	11,779	0
Capital Outlay	**4,330**	**0**	**4,330**	**4,330**	**100.00%**	**0**	**24,147**	**0**
Total	**927,910**	**0**	**927,910**	**177,770**	**23.70%**	**750,140**	**98,033**	**0**

Washington County, Maryland
General Fund
Department 11535 - Public Safety Training Center
FY24 Expenses

	2024 Operating Budget Requested	2024 Variance Comments Requested
500000 - Wages - Full Time	356,590	
500040 - Other Wages	500	
500100 - FICA - Employer	27,320	
500120 - Health Insurance	33,690	Last year during the budget process there were several vacancies and health insurance was estimated. The positions have been filled and the budget is based on actual cost of coverage.
500125 - Other Insurance	1,680	
500130 - Pension	92,720	
500140 - Workers Compensation	11,800	Increase more than 13.33% primarily due to the classification of the Lead Instruction being higher than estimated in FY23 and two positions wages higher than estimated in FY23.
500155 - Personnel Requests	91,540	New position request for a Fire/Rescue Training Officer that will be responsible for the training of newly hired firefighters and the ongoing training of existing employees to meet industry standards and local, state, and federal regulations.
500170 - Personal Development	600	
500171 - Employee Recognition	440	
500172 - Team Building	130	
505040 - Books	15,000	Books for the Paramedic Class at a full year.
505050 - Dues & Subscriptions	770	
505140 - Office Supplies	7,000	Increasing budget based on the center being fully operational and fully staffed; and year to date actuals.
505150 - Other - Miscellaneous	400	

Washington County, Maryland
General Fund
Department 11535 - Public Safety Training Center
FY24 Expenses

	2024 Operating Budget Requested	2024 Variance Comments Requested
505180 - Printing Expenses	500	Reducing based on year to date actuals.
505200 - Safety Equipment	1,000	Reducing based on year to date actuals.
505230 - Travel	0	There are no plans for travel in FY24.
510010 - Fleet Insurance	2,090	There is an overall percentage increase of 3.21% 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	9,100	
510030 - Public & Gen Liability Insurance	6,860	
515000 - Contracted/Purchased Service	60,500	Budget represents the following: Paramedic Program - lab assistants/adjunct faculty 350 hours of support instruction at $25/hr. = $8,750. EMT Course - 204 hours primary instruction at $25/hr. = $5,100; 63 hours support instruction based upon four support instructors per session = 252 support hours at $25/hr. = $6,300; Firefighter One - 123 hours primary instruction at $25/hr. = $3,075; 69 hours support instruction based upon four support instructors per session = 276 support hours at $25/hr. = $6,900; EVOC Course - 36 hours at $25/hr. = $900. Firefighter II Course - 399 hours at $25/hr. = $9,975. HazMat Course - 60 hours at $25/hr. = $1,500. HazMat Tech Course - 80 hours at $25/hr. = $2,000. Site Ops Course - 140 hours at $25/hr. = $3,500. Other course that will be provided through outside contractors is Rescue 3 at $12,500.
515180 - Software	3,000	Budget for virtual training fire simulation software.
515270 - Maintenance Contract Services	43,340	Contract services for facility cleaning, HVAC, plumbing and heating. Based on year to date actuals and encumbered.
520000 - Training	5,000	

Washington County, Maryland
General Fund
Department 11535 - Public Safety Training Center
FY24 Expenses

	2024 Operating Budget Requested	2024 Variance Comments Requested
525000 - Supplies/Material - Operating	6,000	Adding account based on FY22 and year to date actuals.
525020 - Janitorial Supplies	8,000	Increasing based on year to date actuals.
525030 - Medical Supplies	1,500	Reducing based on year to date actuals.
525040 - Small Tools & Equipment	2,000	Adding account based on year to date actuals.
526000 - Supplies/Material-Maintenance	6,680	Reducing based on year to date actuals.
526020 - Building Maintenance	9,000	Increasing budget based on year to date actuals.
526040 - Equipment Maintenance	1,500	Reducing based on year to date actuals.
526110 - Snow Removal Materials	680	
527030 - Diesel Fuel	2,440	Estimated budget is 650 gallons x $3.75 = $2,437.50 (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. Adding a diesel vehicle to the fleet.
527040 - Diesel Fuel Tax	290	650 gallons x $0.4345 = $282.43.
527060 - Auto Gasoline	4,650	Projected budget is 1,550 gallons x $3.00 = $4,650 (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. Increased due to adding another gasoline vehicle added to the fleet.
527090 - Auto Repairs	3,500	Keeping account at $3,500 due to bringing two older vehicles to the department.
535010 - Copy Machine Rental	0	Leasing of copy machine will no longer be budgeted in account 535010. The budget is now in 535055 - Lease Payments.
535055 - Lease Payments	3,630	Leasing of copy machine going forward is now budgeted in 535055 and no longer in 535010 - Copy Machine Rental.

Washington County, Maryland
General Fund
Department 11535 - Public Safety Training Center
FY24 Expenses

	2024 Operating Budget Requested	2024 Variance Comments Requested
535060 - Uniforms	5,680	Based on four staff at $500 per person ($2,000); $2,160 for the Paramedic Program; and $1,511 for requested new position.
540010 - Wireless Communication	4,200	Budget increased because the number of accounts went from two to five - $349.89 x 5 = $4,198.68. Wireless communications also includes iPads and hotspots for vehicles.
540022 - Cable TV & Internet Services	12,000	Budget hasn't been used in FY23 as of January 2023; however, budget needs to increase based on the recommendations from the director of IT to create a redundant service for the training center.
545010 - Electric	46,250	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.
545030 - Propane Gas	20,710	The propane budgets were based on four prior year actual and forecasted rate changes
545040 - Sewer	2,710	First invoice in FY23 was the first sewer bill since the center opened which included hydrant flushing and sprinkler testing. Actuals are based on the gallons from the water invoice July to October with 65,400 gallons. 6,000 gallons rate = $137.98. Gallons over 6,000 is 59,400 x $0.00869 = $516.19. Total $654.17 x 4 quarters = $2,616.68 x 3.5% = $2,708.26.
545050 - Waste/Trash Disposal	6,140	Based on $511.33 monthly x 12 = $6,135.96.
545060 - Water	3,610	Actuals are based on the gallons from the water invoice July to October with 65,400 gallons. 65,400 @ 4.40/1,000 gallons rate = $287.76. Fixed fee outside city = $587.50. Total $875.26 x 4 quarters = $3,501.4 x 3% = $3,606.44.
582060 - Fire Extinguishers/Refills	840	Per fire code, fire extinguishers are tested annually.
599999 - Controllable Assets	4,330	See support form. Requesting personal protective clothing for requested new position.

Washington County, Maryland
New/Elimination Position Request Form
FY 2024

Department Number: 11535 | **Department Name: Public Safety Training Center**

Account : 500155

Full-Time Position

Position Title	Grade	Step *	Regular or Temp.	Annual Salary	Health Insurance Benefits	Variable Benefits	Offset	Net Cost	Explanation of Request (A memo may be attached if detail support is needed. Please summarize in this area.)
Fire/Rescue Training Officer	12	1	Regular	53,955	16,000	21,582		91,537	Responsible for the training of newly hired firefighters and the ongoing training of existing employees to meet industry standards and local, state, federal regulations.
						0		0	

Part-Time Position

Position Title	Grade	Step *	Regular or Temp.	Annual Salary		Total Benefits	Offset	Net Cost	Explanation of Request (A memo may be attached if detail support is needed. Please summarize in this area.)
						0		0	
						0		0	
			Totals:	**$53,955**	**$16,000**	**$21,582**	**$0**	**$91,540**	

* General policy for hiring a new position starts at Step 1.

● Formulas have been put into place for calculating benefits for full time and part-time positions.

JOB TITLE:	**Fire/Rescue Training Officer**	**GRADE**	**12**
DEPARTMENT:	**Division of Emergency Services**	**FLSA STATUS:**	**Non-Exempt**
REPORTS TO:	**Educational Programs Administrator**		

GENERAL RESPONSIBILITIES

Responsible for the safe, economical, and efficient operations and management of the Division of Emergency Services Emergency Services fire/rescue/technical operations training programs.

ESSENTIAL TASKS

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

1. Perform training related programs as assigned to include program planning, development, and instruction.
2. Develop, administer, and instruct fire/rescue/technical operations training programs and other DES training programs to ensure proficiency in job skills; provide instruction and guidance to DES personnel and County/volunteer fire/rescue personnel.
3. Develop methods of instruction, testing, and evaluation of students ensuring trainings follow State of Maryland and/or national standards.
4. Work in cooperation with the Deputy Director – Fire/EMS Operations and other staff members to identify training topics.
5. Develop, conduct, and/or participate in drills, training exercises, and practical evolutions.
6. Complete and maintain files, forms, reports, and documents.
7. Maintain familiarity with Pro Board and IFSAC Standards and Guidelines.
8. Complete and maintain electronic and /or manual documentation to include files, forms, reports, and documents, ensuring compliance with regulating policies and procedures.
9. Interact with the public as a representative of DES; perform various public education activities.
10. Complete special projects and serve on various committees as assigned.
11. Notify field personnel of certification maintenance requirements and training opportunities.
12. Ensure that the facility, equipment, apparatus, and gear are properly maintained and functional.
13. Interact with assigned personnel, volunteers, and other jurisdictions or agencies to coordinate the exchange of information and enhance training opportunities.
14. As needed, assist in the development of training for Firefighter Recruits and other DES personnel to ensure proficiency in job skills and/or new equipment.
15. Respond and assist at emergency incidents as directed.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to effectively deliver educational content utilizing in-person, on-line, practical, and remote learning environments.
2. Ability to effectively coordinate the activities of administrators and support staff members.
3. Excellent communications skills.
4. Ability to develop and maintain excellent working relationships with government officials, co-workers, contractors, media representatives and the public.
5. Knowledge of local, state, and national laws and standards as they apply to the field of public safety training.
6. Knowledge of Washington County geography and surrounding areas.
7. Ability to establish and maintain effective working relationships with advisory groups, volunteers, commissions elected officials, media, the general-public and organized labor groups.

8. Knowledge of fire, rescue, and EMS systems; principles, protocols, apparatus, and equipment.

EDUCATION AND EXPERIENCE:

1. Associate degree from an accredited college or university in Health Services, Fire Science Administration, Business Administration, or related field. Comparable education, training, and experience in public safety emergency management, with at least five (5) years of experience at the supervisory level may be substituted for the minimum requirements.
2. Minimum of three years of administrative experience in one or more areas of fire, EMS and/or emergency management.
3. Certifications in Maryland Emergency Medical Technician (minimum), Firefighter II, Fire Officer II, Fire/Emergency Services Instructor – Level II, and NIMS – ICS 100, 200, 300, 400, 700, and 800. Other training and certifications may be considered.
4. MICRB Level II instructor certification in one of the following disciplines (fire, rescue, management, hazmat) with the ability to obtain the remainder of the disciplines within 2 years of employment.
5. Ability to maintain confidential personnel and medical information in accordance with the applicable laws and regulations.
6. Comprehensive knowledge of fire suppression, rescue and EMS systems, principles, protocols, apparatus, and equipment.
7. Knowledge of administrative, supervisory, and managerial practices and techniques.
8. Knowledge of NFPA Guidelines, DES and the WCVFRA policies and procedures, standard operating procedures for Washington County personnel rules and regulations; knowledge of budgetary processes and procedures.
9. Ability to effectively organize work, determines priorities, make decisions and complete assigned duties in a timely manner with minimal supervision.
10. Ability to effectively manage, supervise and direct the work of others, evaluate performance, counsel subordinates, and apply discipline fairly and effectively while being discrete and conscientious.
11. Ability to maintain effective working relationship with career and volunteer personnel, co-workers, government officials, and the public.
12. Strong and effective spoken and written (English) communication skills, including the ability to prepare clear, concise reports and documentation of events and incidents, as well as public speaking skills with ability to present information to varied audiences.

PHYSICAL REQUIREMENTS:

Must have the use of sensory skills to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle, or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. Some standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling in observing field activity in all areas. Ability to perform various functions under emergency conditions including operating in environments immediately dangerous to life and health (IDLH) with appropriate personal protective equipment (PPE), including self-contained breathing apparatus and encapsulated hazardous material PPE. Ability to perform emergency operations in confined spaces, in near-zero visibility conditions, and at extreme heights.

SPECIAL REQUIREMENTS:

1. Possession of a valid Maryland Driver's License or other states equivalent.
2. Required to work varied hours including evenings and weekends as needed and required to be available for on-call emergencies.
3. This position is subject to random drug testing.
4. The probationary period for this position is 12 months.

01/2023

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

Washington County, Maryland
Account 515180
Software
FY 2024

Department Number: 11535

Department: **Public Safety Training Center**

Account Number: 515180

Account Description: Software

Descriptions	FY23 Board Approval	Total Cost FY24 Dept. Request	New Cost Y/N	Existing Agreement Y/N	Description and/or Reason for Request
Fire Simulation Software	3,000	3,000	N	Y	Virtual fire simulation training software.
Total	**$3,000**	**$3,000**			

- 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 2024

Department Number: 11535

Department Name: Public Safety Training Center

Account Description: Lease and Installment Payments

	Item	Qty	Straight Purchase Price	Number of Years Financed	Final Year of Lease	Annual Payment Due Starting in Proposed Budget Year	Total Financed Price (total of all lease payments)	Implied Interest Rate	Explanation
N	Ricoh Copier	1	N/A	5	2027	1,565	N/A	N/A	Copier Equipment - 60 month lease = $130.41 per month.
N	Black & White Copy Overages	20,000 copies	N/A	5	2027	112	N/A	N/A	Black & white overage copies: $0.0056 per copy
N	Color Copy Overages	50,000 copies	N/A	5	2,027	1,950	N/A	N/A	Color copy overages - $.039 per copy
N									

Total **$3,630**

Agree to Budget

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

Washington County, Maryland
Other Capital Outlay (≥$1 and <$10,000)
FY 2024

Department Number: 11535 | **Department Name: Public Safety Training Center**

Account Number: 599999

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

Priority Number *	Descriptions	Qty	Unit Cost	Total Cost Dept. Request	N or R	Explain Reason for Request
1	Personal Protective Clothing	1	3,899	3,899	N	Turnout gear for requested new position.
1	Fire helmet with passport	1	427	427	N	Fire helmet with passport for requested new position.
				0		
				0		
				0		
				0		
	Total			**$4,330**		

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

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

Washington County, Maryland
General Fund
Department 93130 - Fire and Rescue Volunteer Services
FY24 Expenses

	2024 Operating Budget Requested	Adjustment	2024 Operating Budget Requested	$ Change	% Change	2023 Operating Budget Approved	2022 Actuals Final	2021 Actuals Final
500000 - Wages - Full Time	75,010	0	75,010	8,850	13.38%	66,160	64,289	57,694
500040 - Other Wages	450	0	450	180	66.67%	270	270	270
500100 - FICA - Employer	5,780	0	5,780	700	13.78%	5,080	4,916	4,361
500125 - Other Insurance	33,960	0	33,960	(1,100)	(3.14)%	35,060	31,606	31,564
500130 - Pension	309,500	0	309,500	(33,700)	(9.82)%	343,200	393,902	579,295
500140 - Workers Compensation	392,920	0	392,920	(7,230)	(1.81)%	400,150	348,803	451,419
500170 - Personal Development	120	0	120	0	0.00%	120	0	0
500171 - Employee Recognition	90	0	90	0	0.00%	90	8	0
500172 - Team Building	30	0	30	0	0.00%	30	0	0
Wages and Benefits	**817,860**	**0**	**817,860**	**(32,300)**	**(3.80)%**	**850,160**	**843,794**	**1,124,603**
502000 - Appropriations	8,194,300	0	8,194,300	222,410	2.79%	7,971,890	6,569,527	5,187,385
502300 - Reimbursable Expenses	147,000	0	147,000	5,500	3.89%	141,500	110,438	93,041
505080 - Freight & Cartage	0	0	0	0	0.00%	0	187	0
505130 - Small Office Equipment	0	0	0	0	0.00%	0	286	0
505150 - Other - Miscellaneous	0	0	0	(513,000)	(100.00)%	513,000	537,150	140,213
510010 - Fleet Insurance	212,250	0	212,250	14,090	7.11%	198,160	190,742	193,930
510020 - Property & Casualty Insurance	93,940	0	93,940	80	0.09%	93,860	86,377	92,739
510030 - Public & Gen Liability Insurance	93,180	0	93,180	(14,750)	(13.67)%	107,930	87,923	102,830
515000 - Contracted/Purchased Service	100,000	0	100,000	0	0.00%	100,000	66,825	88,600
515180 - Software	96,520	0	96,520	31,520	48.49%	65,000	39,924	86,879
515280 - Medical Fees	115,000	0	115,000	(2,460)	(2.09)%	117,460	39,053	51,220
520000 - Training	0	0	0	0	0.00%	0	27	0
525040 - Small Tools & Equipment	0	0	0	0	0.00%	0	0	32
527030 - Diesel Fuel	0	0	0	(3,600)	(100.00)%	3,600	2,100	335
527040 - Diesel Fuel Tax	0	0	0	(540)	(100.00)%	540	203	51
427060 - Auto Gasoline	4,320	0	4,320	4,320	100.00%	0	304	0
527090 - Auto Repairs	500	0	500	0	0.00%	500	503	0
527100 - Auto Tires	0	0	0	0	0.00%	0	817	0
535060 - Uniforms	1,100	0	1,100	600	120.00%	500	664	475

Washington County, Maryland
General Fund
Department 93130 - Fire and Rescue Volunteer Services
FY24 Expenses

	2024 Operating Budget Requested	Adjustment	2024 Operating Budget Requested	$ Change	% Change	2023 Operating Budget Approved	2022 Actuals Final	2021 Actuals Final
540010 - Wireless Communication	1,500	0	1,500	460	44.23%	1,040	1,034	3,574
584040 - Program Costs	65,000	0	65,000	0	0.00%	65,000	41,256	63,013
584041 - Volunteer Incentive	210,000	0	210,000	210,000	100.00%	0	0	0
584042 - Company Incentive	190,000	0	190,000	190,000	100.00%	0	0	0
584043 - Fundraising Incentive	272,030	0	272,030	272,030	100.00%	0	0	0
Operating Expenses	**9,796,640**	**0**	**9,796,640**	**416,660**	**4.44%**	**9,379,980**	**7,775,340**	**6,104,317**
599999 - Controllable Assets	1,000	0	1,000	(24,500)	(96.08)%	25,500	58,089	12,427
600300 - Vehicles	170,000	0	170,000	35,950	26.82%	134,050	0	0
Capital Outlay	**171,000**	**0**	**171,000**	**11,450**	**7.18%**	**159,550**	**58,089**	**12,427**
Total	**10,785,500**	**0**	**10,785,500**	**395,810**	**3.81%**	**10,389,690**	**8,677,223**	**7,241,347**

Washington County, Maryland
General Fund
Department 93130 - Fire and Rescue Volunteer Services
FY24 Expenses

	2024 Operating Budget Requested	2024 Variance Comments Requested
500000 - Wages - Full Time	75,010	
500040 - Other Wages	450	
500100 - FICA - Employer	5,780	
500125 - Other Insurance	33,960	The volunteers accident and health insurance is budgeted at $33,700 along with $260 for the one employee in this department.
500130 - Pension	309,500	$290,000 is budgeted for contribution to LOSAP and the remainder is budgeted for the full-time position of Coordinator of Volunteer Services.
500140 - Workers Compensation	392,920	The volunteers workers comp insurance is budgeted at $392,750 along with $170 for the one employee in this department.
500170 - Personal Development	120	
500171 - Employee Recognition	90	
500172 - Team Building	30	
502000 - Appropriations	8,194,300	Based on conversations and BOCC meetings, increase is related to $5,000 per company increase (total $115,000), a 3% increase in both fuel and utilities, and the additional request by Boonsboro Volunteer Ambulance Company for a staffing subsidy.
502300 - Reimbursable Expenses	147,000	Salary for WCVFRA Volunteer Recruitment-Retention Coordinator and recruitment expenses.
505150 - Other - Miscellaneous	0	Reallocated to 584041 ($210,000); 584042 ($190,000); and 584043 ($113,000).
510010 - Fleet Insurance	212,250	There is an overall percentage increase of 3.21% 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
General Fund
Department 93130 - Fire and Rescue Volunteer Services
FY24 Expenses

	2024 Operating Budget Requested	2024 Variance Comments Requested
510020 - Property & Casualty Insurance	93,940	
510030 - Public & Gen Liability Insurance	93,180	
515000 - Contracted/Purchased Service	100,000	Budget is for third party services related to Independent Fire and EMS Reimbursement in accordance with the Emergency Services fiscal policy.
515180 - Software	96,520	Due to a credit that was applied to the FY23 purchase of ESO, the FY24 request reflects the full price of the software. Annual KnoxConnect Cloud software license for 21+ devices. Software is for newly purchased Knox KeySecure - 5 boxes.
515280 - Medical Fees	115,000	Decreased based on data reviewed of upcoming FY24 physicals for volunteers.
527030 - Diesel Fuel	0	Decreased to zero because the vehicle for the Coordinator-Volunteer Services position is now gasoline.
527040 - Diesel Fuel Tax	0	Decreased to zero because the vehicle for the Coordinator-Volunteer Services position is now gasoline.
527060 - Auto Gasoline	4,320	Estimated budget is 1,440 gallons x $3.00 = $4,320 (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. Auto gasoline is for the Coordinator-Volunteer Services position.
527090 - Auto Repairs	500	This account is for the Coordinator-Volunteer Services' vehicle.
535060 - Uniforms	1,100	This account is for the Coordinator-Volunteer Services position. Increase budget represents the purchase of Class A uniform ($600).
540010 - Wireless Communication	1,500	Increasing based on a new monthly Wi-Fi charge is $38.24 a month = 458.88. Wireless Communication is for the Coordinator-Volunteer Services position.
584040 - Program Costs	65,000	
584041 - Volunteer Incentive	210,000	Moved $210,000 from account 505150 to better represent volunteer pay-per-call. Pay-Per-Call

Washington County, Maryland
General Fund
Department 93130 - Fire and Rescue Volunteer Services
FY24 Expenses

	2024 Operating Budget Requested	2024 Variance Comments Requested
584042 - Company Incentive	190,000	Moved $190,000 from account 505150 to better represent volunteer standby; training incentives; and death benefits.
584043 - Fundraising Incentive	272,030	Moved $113,000 from account 505150. Additional increase due to increasing the company fundraising incentive from 15% to 25%. Also, increasing the fundraising incentive cap from $30,000 to $40,000. FY22 actuals for the fundraising incentive was $175,213. There were two fire companies that reached the cap in FY22.
599999 - Controllable Assets	1,000	Commercial freezer to replace on Unit 25-5 Rehab. The current freezer is showing age and needs replaced soon.
600300 - Vehicles	170,000	Requesting a large pick-up truck equivalent to a F350 to pull safety trailer that was purchased in FY23. Also, two replacement fire police vehicles.

Washington County, Maryland
Account 515180
Software
FY 2024

Department Number: 93130

Department Name: WCVFRA

Account Number: 515180

Account Description: Software

Descriptions	FY23 Board Approval	Total Cost FY24 Dept. Request	New Cost Y/N	Existing Agreement Y/N	Description and/or Reason for Request
ESO	65,000	95,480	N	Y	Due to a credit that was applied to the FY23 purchase of ESO, the FY24 request reflects the full price of the software.
KnoxConnect Cloud License	0	1,038	N	Y	Annual KnoxConnect Cloud software license for 21+ devices. Software is for newly purchased Knox KeySecure 5 boxes.
Total	**$65,000**	**$96,520**			

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

Washington County, Maryland
Other Capital Outlay (≥$1 and <$10,000)
FY 2024

Department Number: **93130**

Department Name: **Washington County Volunteer Fire Rescue Association**

Account Number: 599999

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

Priority Number *	Descriptions	Qty	Unit Cost	Total Cost Dept. Request	N or R	Explain Reason for Request
1	Commercial freezer replacement	1	1,000	1,000	R	Commercial freezer to replace on Unit 25-5 Rehab. The current freezer is showing age and needs replaced soon.
				0		
				0		
				0		
				0		
				0		
	Total			**$1,000**		

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

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

Washington County, Maryland
Capital Outlay Request
FY 2024

Department Number: 93130

Department Name: Washington County Volunteer Fire Rescue Association

Account Number: 600300

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

Priority Number *	Description	Qty	Unit Cost	Total Cost	Replacement		N or R	Explain Reason for New Vehicle or Replacement Vehicle Request. If replacement, what disposition will be made of old vehicle.
				Dept. Request	Current Age	Current Miles		
1	Pick up truck	1	80,000	80,000			N	Requesting a large pick-up truck equivalent to a F350 to pull safety trailer that was purchased in FY23.
2	Fire Police vehicles	2	45,000	90,000			R	Replacement of two fire police vehicles.
				0				
				0				
				0				

Total **$170,000**

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

- Vehicles that are capable of being licensed through the Maryland Department of Motor Vehicles and are intended for over-the-road transportation use should be capitalized if they meet the capitalization threshold of $10,000 or greater and has a useful life in excess of 5 years. This includes trailers that are not self-propelled.
- Vehicles costs include the total purchase price after any purchase discounts plus any trade-in allowances, transportation charges, and any other costs required to prepare the vehicles for its intended use such as lights, striping, plows, spreaders.

Form 1

Washington County, Maryland
Outside Agency Funding Request
FY2024

The Office of Budget and Finance
100 West Washington Street, Room 3100
Hagerstown, Maryland 21740
Phone: 240-313-2300
Fax: 240-313-2301

General Information

Organization	Washington Couty Volunteer Fire and Rescue Assn	Contact Person:	G. Dale Fishack
Address:	1501 Pennsylvania Avenue	Telephone:	301-714-0812
City	Hagerstown	State MD	Zip Code 21742
E-mail:	wcvfrapres@verizon.net	Fax:	301-714-0832

Summary of Funding Request

Program Name	Total Budget					County Funding Request			
	Prior	Current	Proposed	%		Prior	Current	Proposed	%
Operating Budget	$ 346,120	$ 282,000	$ 299,000	6.0%	Form 2	$ -	$ -	$ -	0%
Recruitment and Retention Coordinator	$ 110,998	$ 141,500	$ 147,000	3.9%	Form 3	$ 110,998	$ 141,500	$ 147,000	3.9%
Stipend Program and additional Voluntee	$ 100,621	$ 190,000	$ 190,000	0.0%	Form 4	$ 100,621	$ 190,000	$ 190,000	0.0%
ESO Firehouse Software	$ 38,979	$ 65,000	$ 95,480	46.9%	Form 5	$ 38,979	$ 65,000	$ 95,480	46.9%
Physicals	$ 39,053	$ 116,725	$ 115,000	-1.5%	Form 6	$ 39,053	$ 116,725	$ 115,000	-1.5%
Fire Police and ESS Equipment Request Sa	$ 125,163	$ 425,000	$ 171,000	-59.8%	Form 7	$ 125,163	$ 425,000	$ 171,000	-59.8%
Total	$ 760,934	$ 1,220,225	$ 1,017,480	-16.6%		$ 414,814	$ 938,225	$ 718,480	-23.4%

Certification Statement and Other Documents

[x] Attach Year End Financial Statement (audited if available), if not already provided.

[x] Attach Form 990, the most recent year filed and completed, if applicable.

I certify that all information in this application as well as all supplied supporting data of this application are true and complete to the best of my knowledge and belief. I understand that material omission or false information contained in the application could constitute grounds for disqualification from funding. I further understand that by submitting an application, I am accepting the terms and conditions as approved by the County Commissioners of Washington County, MD for the programs specified. Expenditures are also subject to County audit.

I also represent and warrant that the organization does not discriminate on the basis of race, creed, sex, age, color, national origin, physical or mental disabilities for employment, or the achievement of the mission or goal of the organization.

I understand that any and all applications submitted may be considered public documents. As such, all applications may be viewable and obtained by the public under provisions of the Public Information Act, MD Code Ann., State Government Article 10-613.

Applicant's Signature G. Dale Fishack Date 1/5/2023

Form 2a

Washington County, Maryland
Outside Agency Funding Request

Program Budget

Organization Name: Washington Couty Volunteer Fire and Rescue Assn

Funding Request: $ -

Program Name: Operating Budget

Clients Served: 150,000

Program Description: 2024 Association Budget request approved at the December 2022 Washington County Volunteer fire and Rescue Association Meeting

Expenditures	Total Program Cost: Prior Year Actual	Total Program Cost: Current Year Budget	Total Program Cost: Requested Year Budget (round nearest $10)	Budget Justification (Explain and justify each proposed budget line item for which an increase or decrease appears.)
Personnel Costs:				
Wages	92,183	28,000	43,500	Cadet Program - DES Recruit Class included covid
Fringe Benefits				
Payroll Taxes	14,809	3,200	3,800	
Total	$ 106,992	$ 31,200	$ 47,300	
Operating Costs:				
Audit	8,309	9000	9,000	
Building Maintenance	2,723	13600	13,100	
Contract Services	15,902	9000	10,000	Active 911 increase with additional agency's
Vehicle Replacement	-	0	-	
Equipment Maintenance	11,800	11000	11,000	
Equipment/Lease	8,093	6000	7,000	Zoom and new copier lease
Fuel/Oil	13,053	16500	17,200	
Hardware/Software	10,475	10000	11,000	
Insurance	6,261	15500	15,500	
Fire Police	4,096	13000	13,000	
Office Supplies	11,480	11700	11,700	
Phone	14,810	14000	10,000	Switched plans to 1st Net fY2023
Safety Officers Program	4,380	5000	5,000	
Utilities	2,049	3500	3,500	
Vehicle Maintenance	32,691	15500	17,200	Repair fire engine for cadet program
Other (detail below):				
1. Career Studies Program	30,544	30500	30,500	
2. Fire Prevention	12,560	13000	13,000	
3. Rehab Unit	9,482	12000	12,000	
4. Training	29,420	30000	30,000	
5. Recruitment/Retention	11,000	12000	12,000	see form 3
Total	$ 239,128	$ 250,800	$ 251,700	
Capital				
Equipment Purchases				
Hardware Purchases				
Other Capital Purchases	-			
Total	$ -	$ -	$ -	
Grand Total	**$ 346,120**	**$ 282,000**	**$ 299,000**	

Form 2b

Washington County, Maryland
Outside Agency Funding Request

Program Revenue

Organization Name: Washington Couty Volunteer Fire and Rescue Assn

Funding Request: $ -

Program Name: Operating Budget

Clients Served: 150000

Program Description: 2024 Association Budget request approved at the December 2022 Washington County Volunteer fire and Rescue Association Meeting

Program Revenue	Total Program Revenue: Prior Year Actual	Current Year Budget	Requested Year Budget (round nearest $10)	Budget Justification (Explain and justify each proposed budget line item for which an increase or decrease appears.)
Grants:				
County - general operating				
County - Gaming	264,756	205,000	223,000	
County - Community Funding				
County - other (list):				
1. refund fuel & Maint	43,198	16,000	39,000	Fuel and maint - fire engine repair
2. des salaries	26,365			training hours and covid payments
3.				
Federal				
State				
Contributions and bequests				
Municipal - other (detail):				
1.				
2.				
3.				
Total	$ 334,319	$ 221,000	$ 262,000	
Operating Income:				
Fundraising	1,743	6,000	5,000	
interest	500	500	500	
donations	1,063	14,350	6,000	
refunds	189			
Other:				
Wash Co Board of Education	7,500	7,500	7,500	
Fire Police	806	13,000	13,000	
State Farm Grant			5,000	
Total	$ 11,801	$ 41,350	$ 37,000	
Other:				
Sale of Equipment				
Investment Income				
Loan Proceeds				
Total	$ -	$ -	$ -	
Grand Total	$ 346,120	$ 262,350	$ 299,000	

Form 3a

Washington County, Maryland
Outside Agency Funding Request

Program Budget

	Washington Couty Volunteer Fire and Rescue Assn	Funding Request:	$ 147,000
Program Name:	Recruitment and Retention Coordinator	# Clients Served:	150,000
Program Description:	Employee salary and program expenses for both new recruitment for Volunteer Companies and retention of existing volunteers.		

Expenditures	Total Program Cost			Budget Justification (Explain and justify each proposed budget line item for which an increase or decrease appears.)
	Prior Year Actual	Current Year Budget	Requested Year Budget (round nearest $10)	
Personnel Costs:				
Wages	44,717	47,000	48,000	Coordinator increase
Fringe Benefits		16,000	16,000	
Payroll Taxes	3,704	3,500	3,500	
Total	$ 48,421	$ 66,500	$ 67,500	
Operating Costs:				
Audit				
Building Maintenance				
Contract Services	39,626	38,500	40,000	Marketing and Media Expenses for Recruitment
Consultants				Additional marketing campaigns
Equipment Maintenance				
Equipment/Lease				
Fuel/Oil	1,000	2,000	2,000	Travel Allowance for coordinator for training
Hardware/Software				
Insurance				
Interest Cost				
Office Supplies	5,575	6,000	6,000	Printed Materials for Recruitment & Retention
Phone	2,500	1,500	1,500	Cell phone and tablet
Rent Expense				
Utilities				
Vehicle Maintenance				
Other (detail below):				Increase retention for Company 25
1.	13,876	12,000	15,000	Retention Awards and internal incentives
2.		15,000	15,000	New program for background checks and
3.				fingerprinting for all new applicants
4.				
5.				
Total	$ 62,577	$ 75,000	$ 79,500	
Capital				
Equipment Purchases				
Hardware Purchases				
Other Capital Purchases				
Total	$ -	$ -	$ -	
Grand Total	$ 110,998	$ 141,500	$ 147,000	

Form 3b

Washington County, Maryland
Outside Agency Funding Request

Program Revenue

Organization Name: Washington Couty Volunteer Fire and Rescue Assn

Funding Request: $ 147,000

Program Name: Recruitment and Retention Coordinator

Clients Served: 150000

Program Description: Employee salary and program expenses for both new recruitment for Volunteer Companies and retention of existing volunteers.

Program Revenue	Total Program Revenue			Budget Justification (Explain and justify each proposed budget line item for which an increase or decrease appear.)
	Prior Year Actual	Current Year Budget	Requested Year Budget (round nearest $10)	
Grants:				
County - general operating	110,998	141,500	147,000	
County - Gaming				
County - Community Funding				
County - other (list):				
1.				
2.				
3.				
Federal				
State				
Contributions and bequests				
Municipal - other (detail):				
1.				
2.				
3.				
Total	$ 110,998	$ 141,500	$ 147,000	
Operating Income:				
Fundraising				
Fees				
Other:				
1.				
2.				
3.				
4.				
5.				
Total	$ -	$ -	$ -	
Other:				
Sale of Equipment				
Investment Income				
Loan Proceeds				
Total	$ -	$ -	$ -	
Grand Total	$ 110,998	$ 141,500	$ 147,000	

Form 4a

Washington County, Maryland
Outside Agency Funding Request

Program Budget

Organization Name:	Washington Couty Volunteer Fire and Rescue Assn	Funding Request:	$ 190,000
Program Name:	Stipend Program and additional Volunteer Awards	# Clients Served:	1,255
Program Description:	Stipend Program and other volunteer incentives as well as additional non-cash items for retention of volunteers.		

Expenditures	Total Program Cost			Budget Justification (Explain and justify each proposed budget line item for which an increase or decrease appears.)
	Prior Year Actual	Current Year Budget	Requested Year Budget (round nearest $10)	
Personnel Costs:				
Wages				
Fringe Benefits				
Payroll Taxes				
Total	$ -	$ -	$ -	
Operating Costs:				
Audit				
Building Maintenance				
Contract Services				
Consultants				
Equipment Maintenance				
Equipment/Lease				
Fuel/Oil				
Hardware/Software				
Insurance				
Interest Cost				
Office Supplies				
Phone				
Rent Expense				
Utilities				
Vehicle Maintenance				
Other (detail below):				
1. Death Benefit volunteers	20,000	50,000	50,000	Self funded see des budget
2. Volunteer Incentives	60,725	120,000	120,000	Additional Benefits such as gas reimbursement
3. Stipend Program	19,896	20,000	20,000	Food during training or other standby events
4. Pay per call				See DES Budget
5.				
Total	$ 100,621	$ 190,000	$ 190,000	
Capital				
Equipment Purchases				
Hardware Purchases				
Other Capital Purchases				
Total	$ -	$ -	$ -	
Grand Total	$ 100,621	$ 190,000	$ 190,000	

Form 4b

Washington County, Maryland
Outside Agency Funding Request

Program Revenue

Organization Name: Washington Couty Volunteer Fire and Rescue Assn

Funding Request: $ 190,000

Program Name: Stipend Program and additional Volunteer Awards

Clients Served: 1255

Program Description: Stipend Program and other volunteer incentives as well as additional non-cash items for retention of volunteers.

Program Revenue	Total Program Revenue			Budget Justification (Explain and justify each proposed budget line item for which an increase or decrease appears.)
	Prior Year Actual	Current Year Budget	Requested Year Budget (round nearest $10)	
Grants:				
County - general operating	100,621	190,000	190,000	Incentives increased in FY23
County - Gaming				
County - Community Funding				
County - other (list):				
1.				
2.				
3.				
Federal				
State				
Contributions and bequests				
Municipal - other (detail):				
1.				
2.				
3.				
Total	$ 100,621	$ 190,000	$ 190,000	
Operating Income:				
Fund Raising				
Fees				
Other:				
1.				
2.				
3.				
4.				
5.				
Total	$ -	$ -	$ -	
Other:				
Sale of Equipment				
Investment Income				
Loan Proceeds				
Total	$ -	$ -	$ -	
Grand Total	$ 100,621	$ 190,000	$ 190,000	

Form 5a

Washington County, Maryland
Outside Agency Funding Request

Program Budget

Organization Name:	Washington Couty Volunteer Fire and Rescue Assn	Funding Request:	$ 95,480
Program Name:	ESO Firehouse Software	# Clients Served:	150,000
Program Description:	Firehouse software is required for the reporting of NFIRS incident data to the Fire Marshal's office to secure state Senator Amos 508 funds. After 17 years of operating in station in 2015 the software was upgraded to be cloud hosted by Firehouse for security and ease of verification of standards and to insure reporting.		

Expenditures	Total Program Cost			Budget Justification (Explain and justify each proposed budget line item for which an increase or decrease appears.)
	Prior Year Actual	Current Year Budget	Requested Year Budget (round nearest $10)	
Personnel Costs:				
Wages				
Fringe Benefits				
Payroll Taxes				
Total	$ -	$ -	$ -	
Operating Costs:				
Audit	38,979	65,000	95,480	All fire alarms and runs are imported through
Building Maintenance				the 911 cad program which are completed and
Contract Services				reported to the Fire Marshal each month
Consultants				per state law. Though this Software in part
Equipment Maintenance				qualifies for State 508 money, there are
Equipment/Lease				additional modules of scheduling, training
Fuel/Oil				coordination plus asset management.
Hardware/Software				
Insurance				
Interest Cost				
Office Supplies				
Phone				
Rent Expense				
Utilities				
Vehicle Maintenance				
Other (detail below):				
1.				
2.				
3.				
4.				
5.				
Total	$ 38,979	$ 65,000	$ 95,480	
Capital				
Equipment Purchases				
Hardware Purchases				
Other Capital Purchases				
Total	$ -	$ -	$ -	
Grand Total	$ 38,979	$ 65,000	$ 95,480	

Form 5b

Washington County, Maryland
Outside Agency Funding Request

Program Revenue

Organization Name: Washington Couty Volunteer Fire and Rescue Assn

Funding Request: $ 95,480

Program Name: ESO Firehouse Software

Clients Served: 150000

Program Description: Firehouse software is required for the reporting of NFIRS incident data to the Fire Marshal's office to secure state Senator Amos 508 funds. After 17 years of operating in station in 2015 the software was upgraded to be cloud hosted by Firehouse for security and ease of verification of standards and to insure reporting.

Program Revenue	Total Program Revenue			Budget Justification (Explain and justify each proposed budget line item for which an increase or decrease appears.)
	Prior Year Actual	Current Year Budget	Requested Year Budget (round nearest $10)	
Grants:				
County - general operating	38,979	65,000	95,480	
County - Gaming				
County - Community Funding				
County - other (list):				
1.				
2.				
3.				
Federal				
State				
Contributions and bequests				
Municipal - other (detail):				
1.				
2.				
3.				
Total	$ 38,979	$ 65,000	$ 95,480	
Operating Income:				
Fund Raising				
Fees				
Other:				
1.				
2.				
3.				
4.				
5.				
Total	$ -	$ -	$ -	
Other:				
Sale of Equipment				
Investment Income				
Loan Proceeds				
Total	$ -	$ -	$ -	
Grand Total	$ 38,979	$ 65,000	$ 95,480	

Form 6a

Washington County, Maryland
Outside Agency Funding Request

Program Budget

Organization Name: Washington Couty Volunteer Fire and Rescue Assn

Funding Request: $ 115,000

Program Name: Physicals

Clients Served: 400

Program Description: These are Physicals required for Volunteer Fire and EMS responding personnel to comply with responding requirements. Additional vaccinations for Tetanus and Pertussis. This is for new Recruits and career studies students.

Expenditures	Total Program Cost			Budget Justification (Explain and justify each proposed budget line item for which an increase or decrease appears.)
	Prior Year Actual	Current Year Budget	Requested Year Budget (round nearest $10)	
Personnel Costs:				
Wages				
Fringe Benefits				
Payroll Taxes				
Total	$ -	$ -	$ -	
Operating Costs:				
Audit				
Building Maintenance				
Contract Services	39,053	116,725	115,000	Mandated physicals
Consultants				
Equipment Maintenance				
Equipment/Lease				
Fuel/Oil				
Hardware/Software				
Insurance				
Interest Cost				
Office Supplies				
Phone				
Rent Expense				
Utilities				
Vehicle Maintenance				
Other (detail below):				
1.				
2.				
3.				
4.				
5.				
Total	$ 39,053	$ 116,725	$ 115,000	
Capital				
Equipment Purchases				
Hardware Purchases				
Other Capital Purchases				
Total	$ -	$ -	$ -	
Grand Total	$ 39,053	$ 116,725	$ 115,000	

Form 6b

Washington County, Maryland
Outside Agency Funding Request

Program Revenue

Organization Name:	Washington Couty Volunteer Fire and Rescue Assn	Funding Request:	$ 115,000
Program Name:	Physicals	# Clients Served:	350
Program Description:	These are Physicals required for Volunteer Fire and EMS responding personnel to comply with responding requirements. Additional vaccinations for Tetanus and Pertussis. This is for new Recruits and career studies students.		

Program Revenue	Total Program Revenue			Budget Justification (Explain and justify each proposed budget line item for which an increase or decrease appears.)
	Prior Year Actual	Current Year Budget	Requested Year Budget (round nearest $10)	
Grants:				
County - general operating	39,053	116,725	115,000	
County - Gaming				
County - Community Funding				
County - other (list):				
1.				
2.				
3.				
Federal				
State				
Contributions and bequests				
Municipal - other (detail):				
1.				
2.				
3.				
Total	$ 39,053	$ 116,725	$ 115,000	
Operating Income:				
Fund Raising				
Fees				
Other:				
1.				
2.				
3.				
4.				
5.				
Total	$ -	$ -	$ -	
Other:				
Sale of Equipment				
Investment Income				
Loan Proceeds				
Total	$ -	$ -	$ -	
Grand Total	$ 39,053	$ 116,725	$ 115,000	

Form 7a

Washington County, Maryland
Outside Agency Funding Request

Program Budget

Organization Name: Washington Couty Volunteer Fire and Rescue Assn

Funding Request: $ 171,000

Program Name: Fire Police and ESS Equipment Request Safety Trailer

Clients Served: 150,000

Program Description: Emergency Support Services Company 25 radio equipment; truck to pull Safety Trailer; fire police cars; safety equipment for Fire Police

Expenditures	Total Program Cost			Budget Justification (Explain and justify each proposed budget line item for which an increase or decrease appears.)
	Prior Year Actual	Current Year Budget	Requested Year Budget (round nearest $10)	
Personnel Costs:				
Wages				
Fringe Benefits				
Payroll Taxes				
Total	$ -	$ -	$ -	
Operating Costs:				
Audit				
Building Maintenance				
Contract Services				
Consultants				
Equipment Maintenance				
Equipment/Lease				
Fuel/Oil				
Hardware/Software				
Insurance				
Interest Cost				
Office Supplies				
Phone				
Rent Expense				
Utilities				
Vehicle Maintenance				
Other (detail below):				
1.				
2.				
3.				
4.				
5.				
Total	$ -	$ -	$ -	
Capital				
Equipment Purchases	-	15,000	1,000	255 unit freezer
Hardware Purchases				Safety equipment for fire Police
Other Capital Purchases	125,163	410,000	170,000	Truck to pull safety trailer 80,000 per dealer information, 2 fire police cars 30,000 each, building for safety trailer storage 30,000 see quote.
Total	$ 125,163	$ 425,000	$ 171,000	
Grand Total	$ 125,163	$ 425,000	$ 171,000	

Form 7b

Washington County, Maryland
Outside Agency Funding Request

Program Revenue

Organization Name	Washington Couty Volunteer Fire and Rescue Assn	Funding Request	$ 171,000
Program Name:	Fire Police and ESS Equipment Request Safety Trailer	# Clients Served	150000
Program Description:	Emergency Support Services Company 25 radio equipment; truck to pull Safety Trailer; fire police cars; safety equipment for Fire Police		

Program Revenue	Total Program Revenue			Budget Justification (Explain and justify each proposed budget line item for which an increase or decrease appears.)
	Prior Year Actual	Current Year Budget	Requested Year Budget (round nearest $10)	
Grants:				
County - general operating	125,163	425,000	171,000	truck to pull safety trailer purchased
County - Gaming				Building to house safety trailer - 2 fire police cars
County - Community Funding				
County - other (list):				
1. cip			-	
2.				
3.				
Federal				
State				
Contributions and bequests				
Municipal - other (detail):				
1.				
2.				
3.				
Total	$ 125,163	$ 425,000	$ 171,000	
Operating Income:				
Fund Raising				
Fees				
Other:				
1.				
2.				
3.				
4.				
5.				
Total	$ -	$ -	$ -	
Other:				
Sale of Equipment				
Investment Income				
Loan Proceeds				
Total	$ -	$ -	$ -	
Grand Total	$ 125,163	$ 425,000	$ 171,000	

Washington County, Maryland - Fire & EMS Allocations
Fiscal Year 2024

C	Company	Combined Allocation		Ems Allocation		Fire Allocation			Health Insurance	Total
		General	Utility	Response Assistance	Fuel & Maintenance	Response Assistance	Operating Subsidy	Fuel & Maintenance		
Fire Companies :										
	Co. 1 Sharpsburg Volunteer Fire Company	105,000	0	0	0	26,660	0	0		131,660
	Co. 2 Williamsport Volunteer Fire Company	210,000	0	129,210	0	26,660	0	0		365,870
	Co. 4 Clear Spring Volunteer Fire Company	105,000	0	0	0	26,660	0	0		131,660
	Co. 5 Hancock Volunteer Fire Company	105,000	0	0	0	26,660	0	0		131,660
	Co. 6&8 Boonsboro Volunteer Fire Company	210,000	0	0	0	53,319	0	0		263,319
	Co. 7 Smithsburg Volunteer Fire Company	105,000	0	0	0	26,660	0	0		131,660
	Co. 9 Leitersburg Volunteer Fire Company	105,000	0	0	0	26,660	0	0		131,660
	Co. 10 Funkstown Volunteer Fire Company	105,000	0	0	0	26,660	0	0		131,660
	Co. 11 Potomac Valley Fire Company	105,000	0	0	0	26,660	0	0		131,660
	Co. 12 Fairplay Volunteer Fire Company	105,000	0	0	0	26,660	0	0		131,660
	Co. 13 Maugansville Volunteer Fire Company	105,000	0	0	0	26,660	0	0		131,660
	Co. 16 Mt. Aetna Volunteer Fire Company	105,000	0	0	0	26,660	0	0		131,660
	Co. 26 Halfway Volunteer Fire Company	210,000	0	230,986	0	26,660	0	0		467,645
	Co. 27 Longmeadow Volunteer Fire Company	105,000	0	0	0	26,660	0	0		131,660
	E-1 First Hagerstown Hose	105,000	0	0	0	0	0	0		105,000
	E-2 Antietam Fire	105,000	0	0	0	0	0	0		105,000
	E-3 Independent Junior Fire	105,000	0	0	0	0	0	0		105,000
	E-4 Western Enterprise	105,000	0	0	0	0	0	0		105,000
	E- 5 South Hagerstown Fire	105,000	0	0	0	0	0	0		105,000
	Truck 1/11 Pioneer Hook and Ladder	105,000	0	0	0	0	0	0		105,000
	Blue Ridge Summit Fire Co	1,628	0	0	0	0	0	0		1,628
	Brunswick Volunteer Fire Co	1,628	0	0	0	0	0	0		1,628
	Co. 14 Rehab Unit & Safety Officers (WCVFRA)	0	0	0	0	0	0	0		0
		2,418,255	0	360,196	0	399,894	0	0		3,178,345
EMS Companies :										
	Co. 19 Sharpsburg Area Rescue Service	105,000	0	336,025	0	0	0	0		441,025
	Co. 49 Clear Spring Volunteer Ambulance Service	105,000	0	311,789	0	0	0	0		416,789
	Co. 59 Hancock Volunteer Ambulance Service	105,000	0	132,151	0	26,659	0	0		263,810
	Co. 69 Boonsboro Volunteer Ambulance Service	105,000	0	128,302	0	26,659	0	0		259,961
	Co. 75 Community Rescue Service	315,000	0	485,362	0	0	0	0		800,362
	Co. 75 Community Rescue Service - Duty Officer	0	0	26,920	0	0	0	0		26,920
	Co. 79 Smithsburg Emergency Medical Service	105,000	0	226,927	0	0	0	0		331,927
	Blue Ridge Summit Ambulance Service	1,628	0	0	0	0	0	0		1,628
	Brunswick Ambulance Service	1,628	0	0	0	0	0	0		1,628
		843,255	0	1,647,476	0	53,318	0	0		2,544,049
Total Fire & Rescue Funding		**3,261,510**	**494,399**	**2,007,672**	**532,524**	**453,213**	**0**	**543,215**	**901,765**	**8,194,298**
Total Appropriations Budget		**3,261,510**	**494,399**	**2,007,672**	**532,524**	**453,213**		**543,215**	**901,765**	**8,194,298**

Open Session Item

SUBJECT: Intergovernmental Cooperative Purchase (INTG-23-0111) – Subscriber Radio Equipment for the Washington County Sheriff's Office

PRESENTATION DATE: February 28, 2023

PRESENTATION BY: Rick F. Curry, CPPO, Director, Purchasing Department; Tom Weber Deputy Director, Wireless Communication; Sergeant Alan Matheny

RECOMMENDED MOTION: Move to authorize by Resolution, the approval of the purchase of Subscriber Radio Equipment (and accessories) from Motorola Solutions, Inc. of Linthicum Heights, MD at contracted unit prices totaling $65,161.20 based on the contract (MWCOG 21-069) awarded by the Metropolitan Washington Council of Governments.

REPORT-IN-BRIEF: The Sheriff's Office is requesting to purchase ten (10) new dual band mobile radios. The radios are for expanding patrol vehicle fleet, older radios are obsolete and replacement parts are an issue. The Code of Public Laws of Washington County, Maryland (the Public Local Laws) Section 1-106.3 provides that the Board of County Commissioners may procure goods and services through a contract entered into by another governmental entity, in accordance with the terms of the contract, regardless of whether the County was a part to the original contract. If the Board of County Commissioners determines that participation by Washington County would result in cost benefits or administrative efficiencies, it could approve the procurement of the equipment in accordance with the Public Local Laws referenced above that participation would result in cost benefits or in administrative efficiencies.

The County will benefit with the direct cost savings in the purchase of this equipment because of economies of scale this contract has leveraged. Additionally, the County will realize savings through administrative efficiencies as a result of not preparing, soliciting and evaluating a bid. Acquisition of these radios by utilizing the MWCOG contract and eliminating our county's bid process would result in an administrative and cost savings for the Sheriff's Office and Purchasing Department in preparing specifications. The Metropolitan Washington Council of Governments awarded a contract to Motorola Solutions, Inc. on October 2, 2020.

FISCAL IMPACT: Funds are budgeted in Capital Improvement Project account EQP060 for the radio equipment.

CONCURRENCES: Sheriff
ALTERNATIVES: N/A
ATTACHMENTS: Motorola's quote dated February 2, 2023.
AUDIO/VISUAL NEEDS: N/A

MOTOROLA SOLUTIONS

Quote Number: QUOTE-2032852

Billing Address:
WASHINGTON COUNTY WIRELESS COMMUNICATIONS
35 W WASHINGTON ST STE 104
HAGERSTOWN MD, 21740

Quote Name: Sheriff Mobile
Quote Date: 2023-02-01
Expiration Date: 2023-05-02
Contract Name: 36331 - MWCOG

Quote Created By:
Nicholas Leazer

Nicholas.Leazer@motorolasolutions.com

Customer: WASHINGTON COUNTY WIRELESS COMMUNICATIONS

Currency: USD

Terms and Conditions: none

Line #	Item Number	Description	Quantity	Unit List Price	Ext. List Price	Discount %	Discount $	Unit Sale Price	Ext. Sale Price	APC
	APX™ 8500									
1	M37TSS9PW1AN	APX8500 ALL BAND MP MOBILE.	10	$5,667.00	$56,670.00	40.00%	$2,266.80	$3,400.20	$34,002.00	0681
1a	G851AG	ADD: AES/DES-XL/DES-OFB ENCRYP APX AND ADP.	10	$879.00	$8,790.00	40.00%	$351.60	$527.40	$5,274.00	0681
1b	GA00580AA	ADD: TDMA OPERATION.	10	$495.00	$4,950.00	40.00%	$198.00	$297.00	$2,970.00	0681
1c	G51AT	ENH:SMARTZONE.	10	$1,650.00	$16,500.00	40.00%	$660.00	$990.00	$9,900.00	0681
1d	G78AT	ENH: 3 YEAR ESSENTIAL SVC.	10	$288.00	$2,880.00	0.00%	$0.00	$288.00	$2,880.00	0185
1e	B18CR	ADD: AUXILIARY SPKR 7.5 WATT APX.	10	$66.00	$660.00	40.00%	$26.40	$39.60	$396.00	0681
1f	G89AC	ADD: NO RF ANTENNA NEEDED.	10	$0.00	$0.00	0.00%	$0.00	$0.00	$0.00	0681
1g	G444AH	ADD: APX CONTROL HEAD SOFTWARE.	10	$0.00	$0.00	0.00%	$0.00	$0.00	$0.00	0681
1h	G67EH	ADD: REMOTE MOUNT E5 MP.	10	$327.00	$3,270.00	40.00%	$130.80	$196.20	$1,962.00	0681
1i	GA01517AA	DEL: NO J600 ADAPTER CABLE NEEDED.	10	$0.00	$0.00	0.00%	$0.00	$0.00	$0.00	0681
1j	G806BL	ENH: ASTRO DIGITAL CAI OP APX.	10	$567.00	$5,670.00	40.00%	$226.80	$340.20	$3,402.00	0681
1k	GA01670AA	ADD: APX E5 CONTROL HEAD.	10	$717.00	$7,170.00	40.00%	$286.80	$430.20	$4,302.00	0681
1l	W22BA	ADD: STD PALM MICROPHONE APX.	10	$79.00	$790.00	40.00%	$31.60	$47.40	$474.00	0681
1m	W969BG	ADD: MULTIKEY OPERATION.	10	$363.00	$3,630.00	40.00%	$145.20	$217.80	$2,178.00	0681
1n	G361AH	ENH: P25 TRUNKING SOFTWARE APX.	10	$330.00	$3,300.00	40.00%	$132.00	$198.00	$1,980.00	0681
1o	GA05508AA	DEL: DELETE VHF BAND.	10	-$800.00	-$8,000.00	40.00%	-$320.00	-$480.00	-$4,800.00	0681
1p	GA01606AA	ADD: NO GPS/WI-FI ANTENNA NEEDED.	10	$0.00	$0.00	0.00%	$0.00	$0.00	$0.00	0681
	Standalone Items									
2	HKN4191C	CABLE, ASSEMBLY, MM,MOBILE PWR CABLE 10 FT, 12 AWG, 20A.	10	$31.32	$313.20	22.99%	$7.20	$24.12	$241.20	0706

Net Total	**$65,161.20**
Estimated Tax	**$0.00**
Estimated Freight	**$0.00**
Grand Total	**$65,161.20**

RESOLUTION NO. RS-2023-

(Intergovernmental Cooperative Purchase [INTG-23-0111] Subscriber Radio Equipment for the Washington County Sheriff's Department)

RECITALS

The Code of Public Local Laws of Washington County, Maryland (the "Public Local Laws"), §1-106.3, provides that the Board of County Commissioners of Washington County, Maryland (the "Board"), "may procure goods and services through a contract entered into by another governmental entity in accordance with the terms of the contract, regardless of whether the county was a party to the original contract."

Subsection (c) of §1-106.3 provides that "A determination to allow or participate in an intergovernmental cooperative purchasing arrangement under subsection (b) of this section shall be by resolution and shall either indicate that the participation will provide cost benefits to the county or result in administrative efficiencies and savings or provide other justifications for the arrangement."

The Washington County Sheriff's Office is requesting to purchase Subscriber Radio Equipment, including accessories, from Motorola Solutions, Inc., of Linthicum Heights, Maryland, at contracted unit prices totaling $65,161.20 based on contract MWCOG 21-069 awarded by the Metropolitan Washington Council of Governments.

Utilizing the Metropolitan Washington Council of Governments contract and eliminating the County's bid process result in administrative and cost savings for the Washington County Sheriff's Office. The County will benefit with direct cost savings because of the economy of scale the aforementioned contract has leveraged. Additionally, the County will realize administrative efficiencies and savings as a result of not preparing, soliciting, and evaluating bids.

NOW, THEREFORE, BE IT RESOLVED by the Board, pursuant to §1-106.3 of the Public Local Laws, that the Department of Water Quality is authorized to purchase Subscriber Radio Equipment, including accessories, from Motorola Solutions, Inc., of Linthicum Heights, Maryland, at contracted unit prices totaling $65,161.20 based on contract MWCOG 21-069 awarded by the Metropolitan Washington Council of Governments.

Adopted and effective this ____ day of February, 2023.

ATTEST:

BOARD OF COUNTY COMMISSIONERS
OF WASHINGTON COUNTY, MARYLAND

____
Kirk C. Downey, County Attorney

BY: ______________________________________
John F. Barr, President

Approved as to form
and legal sufficiency:

____
Kirk C. Downey
County Attorney

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

Open Session Item

SUBJECT: Intergovernmental Cooperative Purchase (INTG-23-0112) – One New Vacuum Truck for the Department of Water Quality

PRESENTATION DATE: February 28, 2023

PRESENTATION BY: Rick F. Curry, CPPO, Director, Purchasing Department; Mark Bradshaw, P.E., Director, Environmental Management

RECOMMENDED MOTION: Move to authorize by Resolution, the approval of the purchase for one (1) new Pikrite (model PR2100V) vacuum body mounted on a Mack chassis/cab from Atlantic Machinery, Inc., of Silver Spring, MD at contracted unit prices totaling $199,584 based on the contract awarded by the Virginia Sheriff's Association (contract# 23-01-0713) and to approve a Budget Transfer Request of $15,000 from account 37-40010ADM003 and $15,000 from account 32-42010ADM008 to account 32-42010VEH010.

REPORT-IN-BRIEF: The new vacuum tank truck will replace an existing 2009 Sterling Acterra that has 195,000 miles. The existing tanker has a deteriorating sewage tank that has developed leaks that had to be repaired. When the new tanker arrives, the old tanker will be auctioned on GovDeals. The Code of Public Laws of Washington County, Maryland (the Public Local Laws) 1-106.3 provides that the Board of County Commissioners may procure goods and services through a contract entered into by another governmental entity, in accordance with the terms of the contract, regardless of whether the County was a part to the original contract. If the Board of County Commissioners determines that participation by Washington County would result in cost benefits or administrative efficiencies, it could approve the procurement of the vehicles in accordance with the Public Local Laws referenced above that participation would result in cost benefits or in administrative efficiencies.

The County will benefit with the direct cost savings in the purchase of the truck because of economies of scale this contract has leveraged. Additionally, the County will realize savings through administrative efficiencies as a result of not preparing, soliciting and evaluating a bid. Acquisition of the vehicle by utilizing the Virginia Sheriff's Association's contract and eliminating our county's bid process would result in an administrative and cost savings for the Department of Water Quality and Purchasing Department in preparing specifications.

FISCAL IMPACT: Funds are budgeted in Capital Improvement Project account VEH010.

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: Atlantic Machinery's Inc. quote dated February 8, 2023 and Budget Transfer Request form.

AUDIO/VISUAL NEEDS: N/A

ATLANTIC MACHINERY INC.
Sewer and Street Equipment Specialists

February 8, 2023

Washington County
162232 Elliot Parkway
Hagerstown, MD 21740

Attn: Bill Martin & Davina Yutzy

Re: **Pikrite Pumper Truck, VA SHERIFFS BID 23-04-0713**

Good morning,
Per our recent discussions, Atlantic Machinery Inc., is pleased to provide a quotation from the VA Sheriff's Bid. Our quotation is as follows:

<u>ONE (1) PIKRITE MODEL PR2100V ON A MACK CHASSIS</u>

1	2100 Gal, Steel, 66", Painted: Base Tanks Include: • ¼" Baffles & Mounting Angles (As Required) • ¼" Wrap Sheets & Heads (Welded Inside & Out, When Accessible) • Full Length Tank Skids (Welded Continuous, Full Length) • Sandblast, Primer, Urethane "PR Standard White" Finish Coat	**$77,704.00**
1	Vacuum Pump, Massport, Hydra Plug & Play, CCW, Integrated Oil Tank, 407 CFM	
1	Hot Shift PTO w/ Installation	
1	Set Truck Parameters to Recommended PTO Speed- Cummins Engine	
1	Drive Shaft, Power Transmission	
1	20" Top Manway	
1	Ladder to Manway w/ Safety Grip Tread	
1	12" Low Profile Primary Shut-Off, 3" Internal	
1	3" Dia. Hose Assy, Horiz. Traps	
1	20" Rear Clean-Out MW, 4" Vlv & Cmlks	
1	3" Intake Standpipe, Lever Valve & Camlocks	
1	Hose Hooks, Per Pair	
2	Mud Flaps , Per Pair	
1	2" x 6" Tubular Rear Bumper	
1	L.E.D. Running Light Kit with Fully Molded Wire Harness	
1	Backup Camera System, 7" Color LCD, Heated Camera, Installed 2.5 LED Work Lights, High-Output (Per Pair) LED Safety Beacon, Quad Flash Strobe, Clear w/ Yellow Flash (Rear Tank Sides).	**$2,450.00**
1	LED Bullet Strobe Lights, Amber, 2 Pair Two strobes placed in the front grille of the chassis, and one placed in each rear light box. All strobes will be placed on one rocker switch. One standard.	**$1,727.00**
1	Amber LED Strobe Light Bar w/ 8 Super LED Moduels (Front Tank)	**$798.00**
1	LED Work Lights, High-Output (Per Pair):	
1	Pair at Upper ID Lights , 1 light on each front corner of the tank & 1 light at the vac. Pump.	**$882.00**

ATLANTIC MACHINERY INC.
Sewer and Street Equipment Specialists

1	SeeLevel Annihilator, Model 806B, Installed Display- LH Side of Drivers Seat (open door & read)	**$4,411.25**
3	5" Sight Eye (1/2,3/4,Full)	
1	Polished Aluminum Hose Trays, Short/Med.	
1	Mount Kit w/ Rubber Sills (Single Axle)	
1	Mounting, Hook-Up & Wiring (Single Axle)	
1	Super Liner, (Sides 20", Inside Hose Hooks)	
1	Super Liner, (Hose Trays, Over Rail)	
1	Painted Steel - P3354-HN Blue	
1	3" Heated Jacket, Includes Truck Fittings, Installed	**$1,862.50**
1	4" Heated Jacket, Includes Truck Fittings, Installed	**$2,253.75**
1	Hose Reel, Hannay Spring Return	
1	Wash Down System, 6 gpm x 160 psi, 12 vdc, 50' Hose & Nozzle	
1	100 Gal.Alum. Water Tank w/ Mounts (PS)	**$16,335.00**
1	Tool Box Installation, Each	
1	Toolbox, Polished Alum, LH, Side Hinge, 24x24x24	
1	Toolbox, Polished Alum, RH, Side Hinge, 24x24x24	
2	Chassis Modification Up Charge(s)	
	• Move Battery Box / Air Tank / Air Dryer / DEF Tank -	
2	3" Fill Hose, 20' w/ Male & Female Fittings Band Clamps	
1	Mack chassis per attached specs and painted customer silver.	**$108,811.00**

Total Per Contract:	**$217,234.50**
Total Additional Discount:	**$ 17,650.50**
DISCOUNTED NET: Delivered	**$199,584.00 ***

TERMS: Signed quotation, purchase order, NET at time of delivery.
DELIVERY: 210-240 days ARO or less.

NOTATION
THE ABOVE PRICING DOES NOT INCLUDE ANY APPLICABLE FEDERAL, STATE, LOCAL TAXES OR TITLE/REGISTRATION FEES. Pricing subject to change due to the volatility in the market.

I hope you will find that this PIKRITE will meet your requirements. The above pricing reflects a large discount. We want your business and look forward to your favorable response to this quotation. If you should have any questions or concerns, please do not hesitate to contact me.

Sincerely,
ATLANTIC MACHINERY, INC.

Trevor "T" Gardner, III.
Vice President

Washington County, Maryland
Budget Adjustment Form

Print Form

- ○ Budget Amendment - Increases or decrease the total spending authority of an accounting fund or department
- ◉ Budget Transfer - Moves revenues or expenditures from one account to another or between budgets or funds.

Transaction/Post -Finance

Deputy Director - Finance

Preparer, if applicable

Department Head Authorization		Required approval with date
Division Director / Elected Official Authorization		If applicable with date
Budget & Finance Director Approval		Required approval with date
County Administrator Approval		Required approval with date
County Commissioners Approval		Required > $ 25,000 with date

Expenditure / Account Number	Fund Number	Department Number	Project Number	Grant Number	Activity Code	Department and Account Description	Increase (Decrease) + / -
498740	32	42010	VEH010		0000	Capital Transfer - Utility Admin	15,000
498742	32	42010	VEH010		0000	Capital Transfer - Sewer	15,000
599999	32	42010	VEH010		VHCL	Heavy Sewer Equipment and Vehicle Replacement	30,000
498740	37	40010	ADM003		0000	Capital Transfer - Utility Admin	-15,000
599999	37	40010	ADM003		CONT	Contingency - Utility Admin	-15,000
498742	32	42010	ADM008		0000	Capital Transfer - Sewer	-15,000
599999	32	42010	ADM008		CONT	Contingency - Sewer	-15,000

Explain Budget Adjustment

Required Action by County Commissioners ○ No Approval Required ◉ Approval Required Approval Date if Known

RESOLUTION NO. RS-2023-

(Intergovernmental Cooperative Purchase [INTG-23-0112] One New Vacuum Truck for the Department of Water Quality)

RECITALS

The Code of Public Local Laws of Washington County, Maryland (the "Public Local Laws"), §1-106.3, provides that the Board of County Commissioners of Washington County, Maryland (the "Board"), "may procure goods and services through a contract entered into by another governmental entity in accordance with the terms of the contract, regardless of whether the county was a party to the original contract."

Subsection (c) of §1-106.3 provides that "A determination to allow or participate in an intergovernmental cooperative purchasing arrangement under subsection (b) of this section shall be by resolution and shall either indicate that the participation will provide cost benefits to the county or result in administrative efficiencies and savings or provide other justifications for the arrangement."

The Department of Water Quality is requesting to purchase one (1) new Pikrite (model PR2100V) vacuum body mounted on a Mack chassis/cab from Atlantic Machinery, Inc., of Silver Spring, Maryland, at contracted unit prices totaling $199,584 based on the contract awarded by the Virginia Sheriff's Association (contract 23-01-0713), and to approve a Budget Transfer Request in the amount of $15,000 from account 37-40010ADM003 and $15,000 from account 32-42010ADM008 to account 32-42010VEH010.

Utilizing the Virginia Sheriff's Association contract and eliminating the County's bid process result in administrative and cost savings for the Department of Water Quality. The County will benefit with direct cost savings because of the economy of scale the aforementioned contract has leveraged. Additionally, the County will realize administrative efficiencies and savings as a result of not preparing, soliciting, and evaluating bids.

NOW, THEREFORE, BE IT RESOLVED by the Board, pursuant to §1-106.3 of the Public Local Laws, that the Department of Water Quality is authorized to purchase one (1) new Pikrite (model PR2100V) vacuum body mounted on a Mack chassis/cab from Atlantic Machinery, Inc., of Silver Spring, Maryland, at contracted unit prices totaling $199,584 based on the contract awarded by the Virginia Sheriff's Association (contract 23-01-0713).

Adopted and effective this ____ day of February, 2023.

ATTEST:

____
Kirk C. Downey, County Attorney

BOARD OF COUNTY COMMISSIONERS
OF WASHINGTON COUNTY, MARYLAND

BY: ______________________________________
John F. Barr, President

Approved as to form
and legal sufficiency:

____
Kirk C. Downey
County Attorney

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

Open Session Item

SUBJECT: Sole Source Procurement (PUR-1603) – Maintenance Agreement for LifePak Monitors/Defibrillator Devices, Automated External Defibrillators (AED), and Lucas CPR devices.

PRESENTATION DATE: February 28, 2023

PRESENTATION BY: Brandi Naugle, CPPB, Buyer, Purchasing Department; David Chisholm, Deputy Director, Division of Emergency Services (DES)

RECOMMENDED MOTION: Move to authorize a Sole Source procurement for the preventive maintenance, inspection, repair, parts, labor and travel with battery coverage for the Division of Emergency Service's LifePak Monitors/Defibrillator Devices, AED's and Lucas CPR devices in the amount of $79,179.54 from Stryker Medical (formally Physio Control, Inc.) of Chicago, IL.

REPORT-IN-BRIEF: This is a maintenance agreement to ensure that nine (9) LifePak 1000 AED's, thirty (30) LP 15 monitor defibrillators and twenty (20) Lucas automated CPR devices are biomedically certified on an annual basis. Additionally, the agreement also covers repairs and software upgrades for these devices as well as reduced pricing on disposables. These services are for a contract period that commenced January 25, 2023 and end January 24, 2024.

The Purchasing Department received a request for the preventive maintenance of the LifePak Monitors/Defibrillators, AED's and Lucas CPR devices on February 9, 2023. DES wishes to apply Sections 1-106.2(a)(1) & (2) of the Code of Local Public Laws of Washington County, Maryland, to the procurement requested. These sections state that a sole source procurement is authorized and permissible when: (1) Only one source exists that meets the County's requirements and (2) The compatibility of equipment, accessories, or replacement parts is the paramount consideration.

This request requires the approval of four of the five Commissioners in order to proceed with a sole source procurement. If approved, the following remaining steps of the process will occur as outlined by the law: 1) Not more than ten (10) days after the execution and approval of a contract under this section, the procurement agency shall publish notice of the award in a newspaper of general circulation in the County and 2) An appropriate record of the sole source procurement shall be maintained as required.

DISCUSSION: N/A

FISCAL IMPACT: Funds are available in account 515270-10-11520.

CONCURRENCES: Division Director

ALTERNATIVES: N/A

ATTACHMENTS: Stryker Sales Corporation's Quote dated January 31, 2023

AUDIO/VISUAL NEEDS: N/A

V-24142
C-938
Ent-
RQ-
PO# -

stryker

Washington County ProCare 2023

Quote Number: 10641975

Version: 1

Prepared For: WASHINGTON COUNTY DIV OF EMER SVCS

Attn:

Quote Date: 01/31/2023

Expiration Date: 05/01/2023

Remit to: **Stryker Medical**
P.O. Box 93308
Chicago, IL 60673-3308

Rep: Samantha Merlie

Email: samantha.merlie@stryker.com

Phone Number:

Acct # 515270-10-11520
Copy RQ 19774
On Going ~~Contract~~

Delivery Address		End User - Shipping - Billing		Bill To Account	
Name:	WASHINGTON COUNTY DIV OF EMER SVCS	Name:	WASHINGTON COUNTY DIV OF EMER SVCS	Name:	WASHINGTON COUNTY DIV OF EMER SVCS
Account #:	1329461	Account #:	1329461	Account #:	1329461
Address:	16232 ELLIOTT PKWY	Address:	16232 ELLIOTT PKWY	Address:	16232 ELLIOTT PKWY
	WILLIAMSPORT		WILLIAMSPORT		WILLIAMSPORT
	Maryland 21795-4083		Maryland 21795-4083		Maryland 21795-4083

ProCare Products:

#	Product	Description	Qty	Start Date	End Date	Sell Price	Total
1.0	78000025	ProCare LIFEPAK 1000 Prevent Service: Annual onsite preventive maintenance inspection, Unlimited ship in repairs including parts, labor and travel with battery coverage	9	01/25/2023	01/24/2024	$583.10	$5,247.90
2.0	78000008	ProCare LIFEPAK 15 Prevent Service: Annual onsite preventive maintenance inspection and unlimited repairs including parts, labor and travel with battery coverage	10	01/25/2023	01/24/2024	$1,784.15	$17,841.50
3.0	78000008	ProCare LIFEPAK 15 Prevent Service: Annual onsite preventive maintenance inspection and unlimited repairs including parts, labor and travel with battery coverage	1	04/06/2023	01/24/2024	$1,486.79	$1,486.79
4.0	78000008	ProCare LIFEPAK 15 Prevent Service: Annual onsite preventive maintenance inspection and unlimited repairs including parts, labor and travel with battery coverage	17	02/10/2023	01/24/2024	$1,635.47	$27,802.99
5.0	78000008	ProCare LIFEPAK 15 Prevent Service: Annual onsite preventive maintenance inspection and unlimited repairs including parts, labor and travel with battery coverage	2	11/21/2023	01/24/2024	$279.36	$594.72

stryker

Washington County ProCare 2023

Quote Number:	10641975		Remit to:	**Stryker Medical**
				P.O. Box 93308
Version:	1			Chicago, IL 60673-3308
Prepared For:	WASHINGTON COUNTY DIV OF EMER SVCS		Rep:	Samantha Merlie
	Attn:		Email:	samantha.merlie@stryker.com
			Phone Number:	

Quote Date: 01/31/2023

Expiration Date: 05/01/2023

#	Product	Description	Qty	Start Date	End Date	Sell Price	Total
6.0	78000020	ProCare LUCAS Prevent Service: Annual onsite preventive maintenance inspection and unlimited repairs including parts, labor and travel with battery coverage	18	01/25/2023	01/24/2024	$1,391.45	$25,046.10
7.0	78000020	ProCare LUCAS Prevent Service: Annual onsite preventive maintenance inspection and unlimited repairs including parts, labor and travel with battery coverage	2	08/29/2023	01/24/2024	$579.77	$1,159.54
					ProCare Total:		$79,179.54

Price Totals:

Estimated Sales Tax (0.000%):	$0.00
Freight/Shipping:	$0.00
Grand Total:	$79,179.54

Comments: Serial Numbers Attached

Prices: In effect for 30 days

Terms: Net 30 Days

Contact your local Sales Representative for more information about our flexible payment options.

stryker

Washington County ProCare 2023

Quote Number:	10641975	Remit to:	**Stryker Medical**
			P.O. Box 93308
Version:	1		Chicago, IL 60673-3308
Prepared For:	WASHINGTON COUNTY DIV OF EMER SVCS	Rep:	Samantha Merlie
	Attn:	Email:	samantha.merlie@stryker.com
		Phone Number:	

Quote Date: 01/31/2023

Expiration Date: 05/01/2023

AUTHORIZED CUSTOMER SIGNATURE

Purchase Order Form

stryker

Account Manager	Tom Delore
Cell Phone	

Purchase Order Date	
Expected Delivery Date	
Stryker Quote Number	10641951

BILL TO	CUSTOMER # 1329461
Company Name	WASHINGTON COUNTY DIV OF EMER SVCS
Contact or Department	
Street Address	16232 ELLIOTT PKWY
Addt'l Address Line	WILLIAMSPORT
City, ST ZIP	MD 21795-4083
Phone	

Authorized Customer Initials ____________

SHIP TO	CUSTOMER # 1329461
Company Name	WASHINGTON COUNTY DIV OF EMER SVCS
Contact or Department	16232 ELLIOTT PKWY
Street Address	WILLIAMSPORT
Addt'l Address Line	MD 21795-4083
City, ST ZIP	
Phone	

Authorized Customer Initials ____________

DESCRIPTION	QTY	TOTAL
Reference Quote: 10641951	1	$79,179.54
	TOTAL*	$79,179.54 -

Accounts Payable Contact Information

Name: ____________

Email: ____________

Phone: ____________

Authorized Customer Signature

Printed Name: ____________

Title: ____________

Signature: ____________

Date: ____________

Attachment: **Stryker Quote Number** 10641951

Stryker Terms and Conditions
www.strykeremergencycare.com/terms

*** Sales or use taxes on domestic (USA) deliveries will be invoiced in addition to the price of the goods and services on the Stryker Quote**

Division of Emergency Services
Washington County, Maryland

16232 Elliott Parkway Williamsport, MD 21795
240-313-4360 Fax: 240-313-4361

Date: January 31, 2023

To: Purchasing

From: David E. Chisholm

Re: Sole Source Purchase – Maintenance Agreement (LP 15, AED's and Lucas Devices)

I am writing to request a sole source purchase of a maintenance agreement totaling $79,179.54 for our LP 15 monitor/defibrillators, AED's and Lucas CPR devices. These devices are place strategically throughout the county on emergency response vehicles.

The annual maintenance agreement is a requirement to maintain the bio-medical certification of the devices. In addition, it also provides a discount on disposable items and any parts and labor for repairs during the contract period.

Stryker is the only agency that can service these devices and still maintain the warranty in the event of recalls.

Funding for this purchase is budgeted for in account number 515270-10-11520

Please let me know if you have any questions.

Open Session Item

SUBJECT: Intergovernmental Cooperative Purchase (INTG-23-0113) – Inmate Phone Services, Inmate Tablet, Inmate Visitation and Inmate Mail Processing Services

PRESENTATION DATE: February 28, 2023

PRESENTATION BY: Brandi Naugle, CPPB, Buyer, Purchasing Department; Major Craig Rowe, CJM, Warden, Sheriff's Office

RECOMMENDED MOTION: Move to authorize by Resolution, for the Washington County Detention Center to utilize the Prince William County, VA contract for Inmate phone, tablet, visitation and mail processing services with Global Tel*Link Corporation dba Viapath of Falls Church, VA; based on the pricing structure awarded by the Prince William County contract (5026188).

REPORT-IN-BRIEF: The Washington County Detention Center is requesting to move forward with combining the Inmate Phone Services, the Inmate Tablets, Inmate Visitation and Inmate Mail Processing into one contract with Viapath (formerly GTL). The current Inmate Phone contract with IC Solutions originated in 2010 for one year with up to four periods of renewal under the same terms. The contract was then amended annually to continue for subsequent one-year periods that will end on June 30, 2023. The terms of the contract were set so that the County received forty percent (40%) of revenues generated that went to the Inmate Welfare Fund. During the most recent twelve-month period there were 2,551,376 minutes of inmate calls which produced $124,739.42 of revenue at the 40% contracted terms.

The current Tablet and Inmate Visitation Contract with Viapath (formerly GTL) began July 1, 2019, for a term of four years that will end June 30, 2023. Under the terms of this contract, the County did not receive any revenue from the Inmate Tablets or Inmate Visitation in exchange for the County not having to pay the $230,000 onetime cost of the equipment. The County then paid an annual maintenance fee of $14,500 from the Inmate Welfare Account for the Video Visitation equipment. During the most recent twelve-month period there were 417,822 messages and 11,225 photos transmitted via the Inmate Tablets. There were 9,637 visits for 243,124 minutes of Remote Video Visitation.

The new proposal for combining all services with Viapath provides the County with sixty-eight percent (68%) of revenues generated from the inmate telephones and twenty-five percent (25%) of revenues generated from the Inmate Tablets and Inmate Remote Video Visitation. Utilizing the most recent twelve months of use, the County would have received $208,192.29 of revenue from the inmate phone calls which equates to an additional $83,452.87 than we received under the current ICS contract.

The most important portion of this proposal is the Inmate Mail Scanning Solution. Jails across the Country have struggled with contraband coming in via the mail for years and it has only become worse and more dangerous for correctional employees. Suboxone strips are being melted down to a liquid form and then paper is soaked in the liquid and dried leaving the paper as a drug that can be difficult to detect visually. The Detention Center currently has criminal cases pending in the Courts for this very thing having intercepted the CDS.

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

The County will benefit with the direct cost savings in the purchase of this equipment because of economies of scale this contract has leveraged. Additionally, the County will realize savings through administrative efficiencies as a result of not preparing, soliciting and evaluating a bid. Acquisition of the services by the use of the Prince William County contract and eliminating our County's bid process would result in an administrative and cost savings for the Washington County Detention Center and Purchasing Department in preparing specifications.

DISCUSSION: N/A

FISCAL IMPACT: This is a revenue generating service, these services have no cost to the County.

CONCURRENCES: Sheriff

ALTERNATIVES: N/A

ATTACHMENTS: Global Tel*Link Corporation dba Viapath Quote dated February 7, 2023

AUDIO/VISUAL NEEDS: N/A

Connect with Purpose

WASHINGTON COUNTY, MD

Washington County MD - Inmate Communications

Presented to:
Washington County Sheriff's Office
Washington County Detention Center
Washington County, MD
500 Western Maryland Parkway
Hagerstown, MD, 21740
240-313-2133

Presented by:
Douglas Farmer
Account Executive
Telephone: 540-935-6605
Email: douglas.farmer@viapath.com
or RFP@viapath.com

viapath TECHNOLOGIES

| Table of Contents

1.| ViaPath Overview

Washington County, MD

TECHNOLOGIES

ViaPath Overview

Global Tel*Link Corporation d/b/a ViaPath Technologies ("ViaPath") is an all-in-one Corrections Technology vendor with a three-decade track record of successful partnerships. ViaPath as GTL was established in 1989. ViaPath was incorporated in Delaware in 1992, as Global Tel*Link, and redomesticated in Idaho in 2015. Since our incorporation, we have operated solely under the name Global Tel Link Corporation, commonly abbreviated GTL, until 2022 when we adopted the name ViaPath Technologies.

ViaPath has provided inmate calling since 1989 and video visitation solutions since 2003 to cities, counties, and state departments of corrections (DOCs) across the country. Today, ViaPath holds contracts for 32 state DOC agencies, 69 of the 100 largest city/county facilities and five federal customers. ViaPath has forged lasting partnerships in nearly 2,000 correctional facilities across the nation. Today, ViaPath has approximately 1,300 team members and provides an expansive portfolio of sophisticated correctional and rehabilitation technologies for every size correctional facility and in all 50 states.

First, we focus us on our customers. We are driven to identify your present and future needs. Our solutions provide true value by advancing the technology behind affordable inmate communication and effective prison management. We have earned trust because we stand by our customers well beyond installation. We are dedicated to expert and timely maintenance, support, and customer service.

Our customers have made us industry leaders. They know they can rely on ViaPath to deliver innovative, integrated, flexible products and services that answer their unique demands. With ViaPath, Washington County gains cutting-edge solutions in:

- Communications
- Enterprise Management
- Inmate Services
- Investigation & Intelligence
- Payments & Deposits

Time in a correctional facility is difficult. For the inmates who reside there and the staff who work there, every day can be a challenge. At ViaPath, we believe technology should help all people in corrections overcome the obstacles they face by connecting them to the people and resources they need. We lead the industry with phones and tablets that connect inmates to their families, education, and multimedia content — what they need to better themselves and improve their days. Our payment and facility management systems provide financial and administrative connections, and all ViaPath systems connect staff to information and intelligence for efficient and secure facility operations. ViaPath is committed to building partnerships and creating an intuitive user experience with our technology and products. The connections we provide empower everyone involved and strengthen their ability to succeed.

Integrity, Accountability, Teamwork, Innovation, and Commitment to Excellence. Our promise to you is to continue to raise the bar and set the standard for the entire corrections services industry.

2. | Inmate Telephone System

Washington County, MD

ViaPath ITS System Overview

ViaPath is pleased to propose our feature-rich Inmate Telephone System (ITS), which is currently meeting the telephony needs of County, State, and Federal corrections facilities throughout the United States. The ITS demonstrable past performance in meeting or exceeding the functionality, security requirements, call controls, and monitoring unique to the correctional environment makes it an ideal ITS solution for Washington County facilities.

Our ITS is a Web-based, centralized, turnkey system that comes complete with all equipment, hardware, and software—including the telephone network, circuits, recording system, call-control system, telephones, workstations, printers, and associated software.

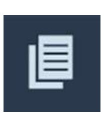
We will provide a seamless combination of hardware and software, service and training to efficiently meet Washington County's needs. Because ViaPath is the developer *and* manufacturer of our proposed system, the team that supports Washington County throughout the term of the contract will include the same experts that design and build the system and maintain and upgrade the software.

ViaPath's ITS solution is characterized by:

- Open architecture for easy interfacing with Washington County's jail management and/or commissary/inmate trust systems
- Specialized and highly configurable call-processing and recording system designed and built for use in the corrections industry
- Extensive reporting capabilities for administrators and investigators
- Flexible payment options for inmates and their families and friends
- Easy-to-use Graphical User Interface (GUI) and password-protected access
- Dedicated network securely links your facility to ViaPath's off-site data centers and makes all ITS features available to authorized users from anywhere there is an Internet connection

Navigation Menu Bar

To make the system as easy to navigate as possible, we group common functions under **one convenient menu** option. The following table describes the functions available from the interactive menu.

	Access the **Call Detail Report** or Advanced Reporting menu. Use the Standard Call Detail Report to search for calls, listen or analyze calls, or add calls to CD/DVD. Click Summary Reports to view the Standard Summary Report, the Free Call Summary Report, the Rate Summary Report, or the Frequently Used (PIN or Dialed Number) Summary Report. Use the **Advanced Reports** menu to access Call Statistics, Report Builder, Debit System Information Reports, Inmate Information Reports, Diagnostic Reports, Auditing Reports, and Auto Enrollment IVR Reports (selected facilities only).

	Live Monitoring allows authorized users to Listen to live calls in progress, forward live calls, terminate live calls, or use the scanning feature.
	CD/DVD will launch the system **Audio/Data/Email Utility**. Use this utility to burn calls to Data CD/DVD, audio CD, download to a folder or external drive, email recordings, or email a link to recordings.
	PIN (Personal Identification Number or Inmate ID), and **PAN** (Personal Allowed Number List) allows you to apply customized restrictions to an individual inmate's calling privileges, set alerts, view activity history, and check the status and activity history of debit accounts (if any).
	Number Management allows you to search existing numbers in the facility phone list, block numbers, add free or private numbers, or perform a reverse look-up.
	From the **User Management** screen, make changes to any ITS user's access, add new users, create or alter user roles, add restricted users/roles, or create system messages to display to users upon login.
	Add email, text, or phone **alerts** to notify authorized staff when a specific PIN, bill-to number, or inmate telephone has calling activity.
	Use **System Control** to override global call restrictions by customizing settings for a phone or group of phones. System Control displays facility-wide settings imposed on groups of phones, like the length of calls allowed and whether phones will automatically record all non-private calls. Authorized users can also turn phones on or off by groups or by individual phones.
	The **Home** page allows the user to customize and organize the shortcuts available on the opening screen.
	Our system provides real-time, on-line notification of new software feature releases using the **What's New** function.
	The help module icon opens the **Help** Page, which provides a description of each of the features and functions for system settings.

The ViaPath ITS graphical user interface (GUI) is friendly and straightforward. The **simple design** requires minimal training and allows facility staff to use the **powerful investigative tools and administrative features**.

ViaPath ITS Feature Summary

System	Administrative	Investigative
• Secure private network • Redundant system components • Password protected multi-level security • Anytime anywhere access • Secure data storage • Collect, debit, and prepaid options • All call types • Automated Operator with Multi-Lingual Prompts • Toll Free Numbers • Call Branding and Prerecorded Names	• Comprehensive administrative tools • Simple web-based user interface • Call Scheduling • Call Duration Limit • PIN/PAN controls for inmate level restrictions • Full System Shut Down • Unlimited Number Blocking • Selected Telephone Shut Down • Protected Privileged Numbers	• CD, DVD, and USB Device Transfer • Extensive reporting capabilities • Powerful investigative tools • Voice biometric verification • Three-Way Call Detection • Call Monitoring • Call Lock • Call Recording • Call Analyzer • Remote Call Disconnect

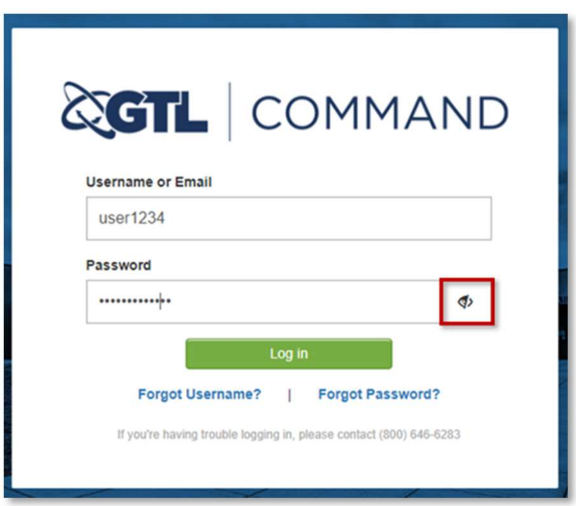
ITS Reports

The ITS includes a full array of system reports authorized personnel can access with a few mouse clicks. These reports are fully customizable to suit Washington County's needs. Standard facility reports may be generated and saved for later use. Simply change the date parameter to generate the next report. The following list is just a sample of reports Washington County can create.

- Financial Reports
- Inmate Reports
- Administrative and Investigative Reports

Anytime, Anywhere Access

ViaPath's hosted Inmate Telephone System (ITS) solution has a Web-based interface that is accessible to authorized individuals via connection to ViaPath's private ITS website.



The ViaPath ITS provides ***Anywhere Anytime Access*** to its powerful, technologically advanced features. Properly authorized users may access the system from an onsite system workstation, Washington County's on-site PCs, or any off-site PC (desktop or laptop). Compatible smart phones with Internet connection can also access certain ITS features.

After connecting to the private ITS website, a person must log into Washington County's system with a valid user-name and password (user has option to allow password digits to be displayed during entry). **Each user's password is linked to an assigned Role defined by Washington County** which dictates exactly which features and functionality will be available to that person after log-in.

All system users are subject to security level assignment. **All data are accessed on a "need to know" basis.** For example, the ITS database management tools would be available only to those granted permission by Washington County to perform system administrative functions.

Remote access to the system is through a Transport Layer Security (TLS) 1.1 exchange, the same security system that is successfully used by many major financial institutions to obtain confidential user information, such as credit card numbers, over the web without compromising security.

Administrative Tools

The ITS provides comprehensive, easy-to-use tools for system administration, including, but not limited to, setting user privileges and inmate call restrictions, and the documentation of system usage, inmate calls, and call revenue for auditing purposes. Saving valuable time for end users is the primary focus of our ITS user interface. Settings can easily be configured for user preferences and any page can be made into a home landing page for tasks that are used daily by individuals. ViaPath's system also provides standard reports as well as advanced reports to save countless hours sifting through calls. Report queries can be saved for ease of use in running reports. Some select features are described below in further detail.

Investigative Tools

The ITS provides powerful tools for investigators, including, but not limited to live call monitoring, hot number alerts, reverse number lookup, special call search features, investigative notes, easy recording retrieval and replay, and recording location markers. ViaPath provides certified trainers to teach investigators how to gather and correlate intelligence from ITS databases to help solve cases and prevent additional crimes. Some select features are described below.

Unlimited Reverse Number Lookup

ViaPath's Reverse Number Lookup feature is <u>included</u> standard and is fully integrated with our ITS software. ViaPath offers this investigative tool as a standard part of our calling system <u>*at no additional cost*</u>. Reverse Number Lookup searches a large industry database for the billing name and address (BNA) of a specified dialed number and displays the name and address, along with a street map or satellite image.

Phone IQ

With ViaPath's Phone IQ, an indicator reveals the device type used to receive the call in the ITS user interface. The device receiving the call displays in the Dialed Number fields when viewing the Call Monitoring and Call Detail Records screens. The indicator on each screen shows the device as a cell phone, land line, or unknown device type.

Integrated Voice Biometrics

Totally language- and accent-independent, the ViaPath voice biometric feature provides a secure, efficient, and extremely convenient method to initially verify an inmate's identity. Our voice biometric solution is fully integrated and easy to deploy within Washington County facilities. Designed exclusively to meet strict facility security standards, ViaPath's voice biometric solution has successfully passed independent security audits. Our state-of-the-art voice biometric accuracy is used to secure access to the hosted ITS phones, effectively combating identity fraud and enhancing the customer experience. ViaPath's voice biometric solution has been selected as the inmate identification solution of choice throughout the corrections industry.

Features

- Language- and accent-independent
- State-of-the-art accuracy
- Fully Integrated with hosted inmate telephone system
- Straightforward deployment
- Integrated security
- Convenient and non-intrusive (no personal information required)
- Secure multi-factor authentication

Three-Way Call Prevention

ViaPath's ITS is designed with patented technology to isolate any attempt by the called party to bridge a call in-progress to a third party, commonly referred to as "three-way calling" or "conferencing." Although ViaPath recommends all calls be allowed to continue when a detection occurs to capture the most actionable intelligence possible and to avoid any false positives, the system can be configured to do one of the following upon detection of call forwarding or three-way calling:

- Disconnect the call immediately.
- Disconnect the call after providing an explanatory message that a prohibited remote call forwarding/3-way call attempt has been detected (during which the parties cannot communicate).
- Play a message that a prohibited call-forwarding/3-way call attempt has been detected.

ViaPath understands the importance to facility security of preventing inmates communicating with non-approved parties (including other inmates), and we have over 20 U.S. patents specifically related to the detection of thee-way call attempts. ViaPath's call three-way call-detection method is multi-layered and does not rely solely on audible clicks or other sounds but uses a variety of factors to detect 3-way call attempts.

The system constantly analyzes the audio stream, looking for audio events with enough amplitude and duration to indicate that a three-way call may be occurring. When triggered, the three-way-call-analysis software breaks the audio stream into 10ms slices before and after the event for detailed analysis to determine if it is a three-way call.

Triggers include detection of a tone or noise (such as call-progress tones) in the middle of a conversation with a specific degree of amplitude and duration that indicates the tone is not part of the conversation.

This three-way call detection method does not listen for frequencies that can be problematic, but rather audio events or aberrations of significant amplitude and duration that are not part of normal conversation.

The call will be flagged in the call detail record and made available for review in a report designed for this specific purpose ("*Three-Way/Energy Detect*").

Called Party IQ - Inmate-to-Inmate Bridged Call Detection

ViaPath's **Called Party IQ®** leverages validation through our Centralized Universal Call Validation Software to add an additional layer of detection of three-way calling involving multiple inmates bridged by an outside party. Inmate calls at a ViaPath-serviced facility are required to validate through our Centralized Universal Call Validation Software. This validation step affords ViaPath's clients the ability to identify, in near *real-time*, any call being dialed by an inmate in the facility to a number in which another call from a different inmate is already in progress. This positively identifies a potential attempt for inmate-to-inmate communication and collusion through the called party. When this event is detected, the validation environment sends a token so that the Call Detail Record of the 2nd call attempt to the number is flagged with a Called Party IQ event.

ViaPath ITS Call Playback and Analyzer

The Call Detail Report displays two options for replaying the recorded conversation associated with each call record: Call Playback and Call Analyzer.

Call Playback is the most routinely used method to listen to recordings. Audio playback begins immediately while the recording is streaming.

- Call Analyzer is used to download and closely study recordings of investigative significance.
- The recording is downloaded to the investigator's PC before replay and analysis begin.

Call Analyzer Features

Separately Analyze the Two Sides of a Conversation: As shown in the previous screenshot, ViaPath's ITS Call Analyzer separates the inmate's and the called-party's sides of the conversation. It displays their waveforms on different channels for separate analysis. Clicking and dragging the mouse across any segment on one or both channels will isolate the segment for replay.

Three-Way Call and Called Party IQ Detection: Investigators can easily see the time stamp during the recording where a three-way call or inmate-to-inmate call has occurred. A colored bar displays in the CDR information and visually in the recording chart.

Add Notes, Case ID, or Investigator ID: While playing back the recording, investigators can add notes to a recording along with a Case ID or Investigator ID and include a time stamp of the note to mark a significant point of the recording.

Remove Silence during Playback: To allow investigators to hear only the playback of usable conversation, the Call Analyzer can remove silence from recordings with our Skip Silence control. The Skip Silence control allows users to remove silence in call recording playback from both channels, the inmate side only, called party side only, or disable the control.

Investigators can set the rate which the Call Analyzer skips ahead when silence is detected. In addition, users can adjust the level of Silence Sensitivity to detect the level of volume and filter out noise in the audio that might be detected as voice audio.

Clarify Speech and Sounds: To help clarify words spoken by the inmate or called party, or to better hear background voices or sounds, the ***tempo***, ***speed***, and ***pitch*** of either side of the conversation can be varied to reveal additional intelligence.

Screen-Out or Enhance Background Voices or Sounds:

The **EQ** (Equalizer) button on Call Analyzer opens controls that allow you to turn up or down each segment of either waveform.

By playing back any part of either side of a recording and turning up and/or down different audio bands, you can identify background speech and noises and screen them to make a conversation clearer or focus on the background speech and noises.

Voice Biometrics

ViaPath can offer Washington County our unique voice biometric solution, Voice IQ. ViaPath's Voice IQ is a biometric speaker verification system that enables the initial verification and identification of Washington County inmates *in real time*, using a simple, spoken passphrase and will continue to verify that speaker optionally throughout the call.

Two levels of voice biometric identification are available on ViaPath's ITS:

- **Voice IQ® Initial Voice Biometric Verification**—Verifies the voice of the inmate matches the voice print associated with the entered PIN at the beginning of the call. Will flag any failure of matching and can be configured to deny the call if there is a match failure.
    - **Voice IQ® Continuous Voice Biometric Inmate Verification**—Continuously analyzes the inmate voice throughout the call to ensure the inmate does not hand-off" the call to a different speaker.

Totally language and accent independent, the Voice IQ voice biometric identification feature provides a secure, efficient, and extremely convenient method to initially verify an inmate's identity and (if Voice IQ Continuous is deployed) continuously ensure that the inmate does not hand over the call to another inmate during the call. The voice biometric solution is easy to deploy within Washington County facility, as it is fully integrated with our inmate telephone system – we can enable it in your facility by essentially "a flip of a switch." Designed exclusively to meet strict facility security standards, ViaPath's voice biometric solution has successfully passed independent security audits.

Additional Investigative Tools

Call IQ Word Search and Transcription

Call IQ Keyword Search uses cutting-edge technology to find these words and alert you when, where, and by whom they were spoken.

Call IQ Keyword Search is fully integrated with our Inmate Telephone System (ITS) and listens for specific phonemes, the building blocks of speech. Muddled words, accents and other factors have no effect. Easy-to-understand charts, graphs, and diagrams help you find connections and identify patterns and hotspots.

Additionally, Washington County investigators can save significant amounts of time by using Call IQ's capability to **transcribe calls** and to **categorize and rank calls** in order of importance, highlighting those having key phrases or words that fall into categories requiring Washington County's immediate attention.

From the word cloud, investigators can drag and drop selected words and phrases to the toolbar to perform any of the following actions:

- View the number of calls the word or phrase is found in (count)
- View how many times the word or phrase appears in the results set and duration in the call the phrase appears (offsets)

- View the number of calls in which the phrase appears during a selected date range (trends)
- View the sentiment distribution (positive or negative) for the word or phrase compared to the entire results set or other frequently spoken words/phrases

Transcription

Investigators will be able to transcribe call recordings of specific inmate conversations of interest using the speech-to-text transcription capabilities of our Call IQ. Our fully integrated speech-to-text transcription technology automatically transcribes calls using our industry leading solution allowing investigators to analyze the call quickly and efficiently.

Authorized users can also access transcription directly from the Detail Report. The transcription window gives investigators the ability to add text notes to the transcript record. The transcript viewer also gives the option to also include automated prompts played by the system (the default is to not include these prompts in the transcript).

The system takes you directly to the point in a conversation where a certain topic was discussed without having to listen to the entire phone call. Additional indicators are marked throughout the waveform, showing the user where to find other instances of search phrases.

ViaPath Data IQ (DEX)

Transforming raw data into actionable intelligence has become a critical cornerstone for modern day law enforcement and correctional agencies; applying intelligence-led principles and concepts to solve and prevent crimes. The successful implementation of these strategies require the right combination of data, technology, and trained personnel. With ViaPath Data IQ™ (DEX), agencies are equipping their personnel with critical data and technology designed to efficiently and effectively allow investigation and analysis in a modern big-data world.

Big Data Architecture

ViaPath provides a portfolio of solutions readily available to be digested within Data IQ (DEX), providing Washington County with the latest safety and security intelligence solution. Data IQ (DEX) contains all the power of integrating with the ViaPath data sources provided to Washington County. Additionally, ***unlike other solutions in the market, Data IQ (DEX) can ingest ANY data point (commissary and JMS systems, trust accounting, public information) without software development. For Washington County, this means that when new data sources are identified or added, ViaPath Data IQ (DEX) is ready to ingest them with only a simple adjustment to the data model. Examples of data that can be ingested include:***

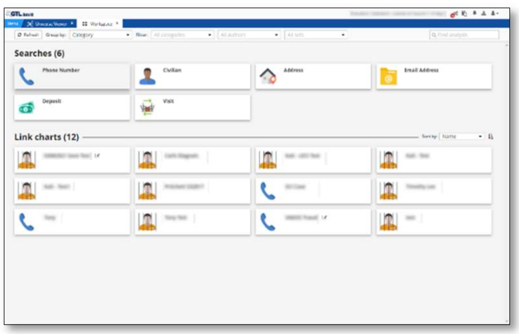
- Inmate telephones
- Messaging
- Commissary
- Trust Accounting
- Video Visitation
- Employee Data
- Visitation data
- Public Information
- Wireless Tablets
- Lobby/Intake Kiosk
- Payment Services
- Case Management

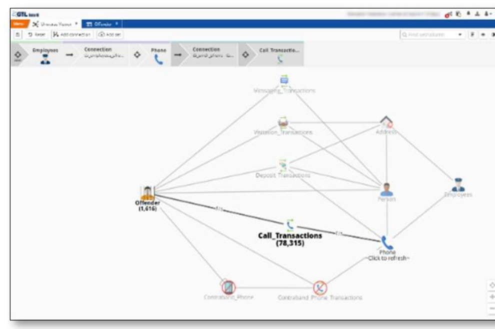
Investigative Data Sources		
Information Source	**GTL Data IQ**	**Others**
Inmate Phone Calls	✓	✓
Billing Name and Address	✓	✓
Visitation Data	✓	✗
Financial Transaction Data	✓	✓
Jail Management System	✓	✗
Kiosk Data	✓	✗
Security Threat Groups	✓	✗
Incident Reports	✓	✗
Cell Phone Forensic Data	✓	✓
Public Information Data	✓	✗
Data Sources Unique to Facility	✓	✗

ViaPath's Data IQ™ (DEX) is the industry leading solution designed to provide an intuitive user experience and faster delivery of actionable intelligence. Currently there are over 20 state Department of Corrections agencies who rely on ViaPath Data IQ (DEX) to process and analyze over 1 billion records spread across 14 otherwise disparate data sources.

User Experience

Each individual user's workspace within Data IQ (DEX) can be configured to show a variety of views including a customized user page which consists of simple object buttons and saved queries or the ever-efficient "Universe Viewer" that allows the user to immediately start datamining from the home screen.





Object Searching and Associations

Users can perform reactive searches (i.e. the user has a known starting point) using a variety of methods which include the Search pane, Workspace, the Universe Viewer, or folder. This flexibility allows users to customize their experience to what is most comfortable for them.

Leveraging the capability of first- and second-degree associations, users can analyze individual transactional data. For example, users can analyze individual timelines plotted on a time series or stay high level and simply associate two objects without the underlying transactional objects. This flexibility in design enables users to easily interpret the link diagram allowing the discovery of patterns and associations.

Social Network Analysis (SNA)

Analyzing data in today's digital age not only focuses on "who is connected to whom and how", but also focuses on the strength of those connections. Social Network Analysis (SNA) automatically changes the sizes of displayed objects depending on their connectivity in the network. Social network algorithms include:

- **Degree** – node resizing depending on how many connections an object has
- **Betweenness** – identify nodes that may bridge between networks
- **Closeness** – find the closest nodes to the other nodes in a network
- **Page Rank** – identify important nodes by assigning each a score based upon its number of incoming links
- **Eigenvector** – measure of influence that considers the number of links each person has and the number of links their connections have

Data Exchange (DEX) Network

ViaPath's Data IQ (DEX) software analyzes data and provides critical connections across other allied data exchange agencies. Data IQ (DEX) allows users to output results and diagrams to users both via standard formats and through the application itself. This allows users to interact dynamically with shared diagrams rather than having a static picture.

ViaPath Data IQ (DEX) allows users to search for objects that exist across multiple facilities. For example, a user may have an object set from their own data and choose to search it against a second set of data or model. Once again, the power of Data IQ includes the ability to query any data source or object type, not being limited to particular objects such as phones and/or phone numbers.

3. | ViaPath Tablet Technology

Washington County, MD

viapath TECHNOLOGIES

Inmate Calling

We provide our ViaPath ***Inmate Calling App*** through our wireless inmate **tablet.** This app allows inmates to call friends and family using touchscreen inputs. The calling app connects directly to ViaPath's ITS via the secure wireless network, which is fully integrated with our system. The transition to the wireless tablet calling platform will be seamless for those inmates who are accustomed to ViaPath's traditional inmate phones. Additional investigative opportunities are created—with more calls available to analyze—with inmates speaking to associates from their living quarters. All security features of our traditional inmate telephones are available as part of ViaPath's solution. Tablets are simply a gateway for inmates to access our proprietary inmate phone platform.

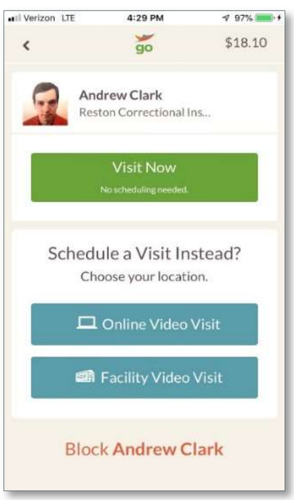
The tablets connect securely to our ITS and use the same call parameters and functions, including live monitoring. All investigative and analytical tools are the same for calls placed on tablets or standard inmate phones.

ViaPath is the industry leader in providing inmate phone calling using tablet devices!

Calls made using the app on the wireless tablet create the same CDR within the ITS. Reporting can be done on all the same criteria as calls placed from a standard inmate phone. The Location ID of the calling phone is the ID of the tablet used.

Tablet Video Visitation

ViaPath's Video Visitation System (VVS) runs on an independent network on our unique platform and uses the full features and functionality of the platform. Our VVS allows users to schedule visits, respond to/reject requests, suggest visit times, and more without directly communicating with the inmate.



The VVS will automatically record and store all recorded video visitations online, just as we do with inmate phone calls. Our VVS includes detail of video control option capabilities, and investigators can easily retrieve audio and video recordings of video visitation conversations online from the video records search screen via the VVS user interface. Authorized users can locate a visit by inmate name, visitor name, and date/time of visit. The system can run reports easily based on these criteria.

ViaPath's inmate tablets use technology developed specifically to prevent inmates from panning their environment with the tablet's built-in camera. The camera only functions when the tablet is in its charging station. This allows inmates to hold and use the tablet for all purposes except filming.

Assigned Tablet

ViaPath can implement an assigned (loaned) tablet model that involves minimal staff involvement and therefore allow more staff time toward the safety and security of the facility. With this loaned assignment model, inmates do not own the tablet or any media and therefore does not incur complicated property exchange when an inmate is released from custody. Authorized staff can still disable/enable any individual tablet—or all tablets—from within ViaPath Command. Inmates can be suspended from tablet use until a date specified by staff.

ViaPath uses an inmate "self-assign" model that requires no staff involvement. An inmate can assign a tablet to themselves under these conditions:

- The facility has enabled assignment of tablets.
- The tablet is not already assigned to another PIN
- The PIN (i.e., inmate) does not already have another tablet assigned.

During the login process on a tablet, if the tablet is available for assignment, the inmate can choose the "ASSIGN TABLET" option on the lower left of the screen.

This will open the "Get Started" page; two PIN entry boxes are displayed. The first box has "*Enter PIN*" until the inmate starts entering PIN digits, after which each PIN digit is represented with an asterisk as with the usual PIN login. The second box then displays "*Confirm PIN*", likewise until the PIN digits start being entered. If both PINs match a green checkmark is displayed. The system will check that the PIN is not already assigned to another tablet, and if so, will display the LOGIN button. Once the inmate has logged in, they are taken to the Terms of Use page. After reading the Terms of Use, the inmate is required to finalize the tablet assignment process by providing a photo "signature" (face is detected in the box and a photo is taken). Pressing "I ACCEPT" completes the assignment. Once accepted, the inmate will be given a confirmation page. The inmate logs out to complete the process and then logs in to their now assigned tablet.

Once the tablet is assigned to the inmate, the inmate's name and the picture is displayed on the tablet login screen. This makes it easy for an inmate to find their tablet from the charging station(s) in their housing unit. No staff involvement is required for inmates to be able to retrieve their assigned tablet from the charging cabinets as they can see their name on the assigned tablet.

The tablet will remain assigned to the inmate when he/she moves to a new location within the facility (as informed by JMS). The inmate will only see content authorized for the housing in which they are currently assigned.

Unlike other models that are rental, or fee-based to be assigned or have color conversions that signify a premium service, our system does not. We believe that all inmates should have equal access to all services, including premium services. ViaPath believes tablet security can be accomplished in a manner that does not have a negative effect on inmate morale on those not able to afford access to premium content or adds an additional financial burden.

A Brief Overview of Tablet Content

The ViaPath Inspire tablet solution can deliver facility-approved applications such as:

	Inmate Calling – Inmates place calls directly through ViaPath's ITS with the same security, monitoring, and restrictions used on traditional phone calls.		**Video Visitation** – Conduct video visitation sessions with all standard security protocols in place, scheduled or on demand with Visit Now.
	Messaging – Inmates send/receive approved email messages, helping reduce the chance of contraband entering the facility, while still allowing the inmates an avenue of communication.		**Photo Gallery** – Inmates' friends and family can send photos in a secure environment, with all photos monitored by facility staff.

	Inmate Request – Inmates electronically submit requests, automating tasks to save paper and staff time.		**Inmate Grievance** – Inmates electronically submit grievances, reducing the risk of lost or delayed paperwork while maintaining a digital paper trail.
	Commissary Ordering – Inmates electronically submit commissary orders to reduce staff involvement.		**Inmate Account Information** – Inmates monitor their own finances with access to their trust information, current transactions, and fund balances.
	Documents – Distribute facility communications to inmates without printing costs or hand delivery.		**Law Library Access** – Inmates access law libraries from Washington County's preferred vendor such as LexisNexis, Legal Research Associates, Fastcase, Westlaw, and Casemaker.
	Multi-Media – Access a wide variety of approved **movies**, **TV**, **Audio Books**, **Podcasts**, and other select video content.		**Streaming Music Service** – inmates can access a digital radio-streaming service.
	Game Center – Inmates access an arcade-style service filled with approved games.		**News and Sports**– With no access to the outside web, inmates read approved content about news, sports, and other current events.
	Crime Tip/PREA Reporting – Inmates anonymously submit crime tips, so Washington County can act quickly and appropriately.		Other tools such as **ViaPath Help**, **Dictionary**, **Calculator**, or **Weather**.
	Calm – A leading app for meditation and sleep.		**PTSD Coach -** Provides veteran inmates with education about PTSD and information about professional care.

Employment and Educational Apps

	E-Books –Inmates select facility-approved books without the expense of maintaining a physical library or having the books delivered to the inmates. A digital library also allows for a continually refreshed selection of reading material.
	ViaPathways Education – Foundation Package – included as a standard offering to our customers and consists of both a Content Management System (CMS) and Learning Management System (LMS). Includes a wide range of educational and reentry-focused content with thousands or learning resources.

	Content Management System (CMS) and CORE Content - ViaPath provides a full suite of educational and rehabilitative programs including 500+ courses and over 20,000 learning resources. Various levels of content are tailored to beginner, intermediate, and advanced comprehension. Text- and video-based courses include financial literacy, reading comprehension, health and well-being—all relevant to the unique environment of corrections. The platform includes a Course Editor for staff to create coursework. • Careers & Job Skills (60+ courses) • Mental Health & Meditation (15+ courses) • GED Math & Finance (15+ courses) • GED Language Arts (100+ courses) • GED Science & Social Science (15+ courses) • Religion & Spirituality (175+ courses) • Spanish Content (55+ courses) • Medicine & Health (15+ courses) • Family & Personal Growth (30 courses) • Personal Growth (20+ courses) • Resources (10+ courses)
viapath EXCLUSIVE	**Cypherworx Learning Management System (LMS)** – ViaPath offers eLearning through our partnership with Cypherworx. Offering more than 2,000 eLearning courses in a variety of categories and the latest online content with our leading technology to make training easy and accessible to all. The LMS is the primary provider for GED prep, professional development, and vocational/professional certifications. The LMS offers over 170 professional certifications in a wide variety of fields including project management, IT helpdesk, and computer networking.
viapath EXCLUSIVE	**Dr. Christian Conte** – Dr. Conte is one of the country's most accomplished mental health specialists in the field of anger and emotional management. He is one of only a handful of people who holds a level V anger management certification – the highest level possible – and he is the creator of Yield Theory. Yield Theory is a way to connect with others, and to understand others; but it is also a way for us to all understand ourselves. Dr. Conte's content addresses many difficult topics including anger management, domestic violence, parenting from behind bars, co-parenting, and more. Several short courses are included in the Foundations Package. Additional in-depth courses are available as Premier offerings.
	Honest Jobs - this is the leading national job market place for people affected by the criminal justice system. Roughly 9% of the US workforce has a felony criminal record with an additional 626,000 people coming home from jail and prison every year. Honest Jobs provides resources on the Inspire tablet for returning citizens and second chance hiring, including a searchable job board and job placement services. Post-release, users can create an account on the Honest Jobs website and gain access to a national "Digital Resource Center" which connects them with helpful resources such as food, transportation, housing and more.
	US Dept of Labor CareerOneStop – Tools to help inmates identify the types of roles and jobs that are best suited to their skills and interests, as well as any work restrictions they may have related to their conviction. USDOL provides job descriptions, videos, training information, wage information, education information, and more to help them to fully determine whether a specific job is right for them. The job tools also provide resume writing help and interview tips for discussing a criminal record.
viapath EXCLUSIVE	**Steve Coplan – Right Thinking Foundation** – The Right Thinking Financial Literacy course in the ViaPath Foundations Package delivers an overall understanding of how money works and provides tools to assist in making solid financial decisions. Steve Coplan has developed a comprehensive set of online coursework, videos, podcasts, and support materials to give returning citizens a better chance of success post-release by changing the way they think about their finances. Providing encouragement, hope and motivation, this course addresses cash flow budgeting, establishing and maintaining credit, starting a small business, and planning for your future.

viapath EXCLUSIVE	**EDWINS Leadership & Restaurant Institute** – Edwins Leadership & Restaurant Institute gives formerly incarcerated adults a foundation in the culinary and hospitality industry providing a support network necessary for their long-term success. Engaging incarcerated individuals in active learning and providing realistic hope upon release, Edwins equips students with highly-sought-after job skills and training. The Foundations Package includes access to the Edwins culinary arts online course work on the ViaPath tablets. These courses provide the incarcerated learners with the basic culinary education they need to advance into the in-person program. Upon release, individuals who have completed the Edwins tablet curricula are invited to apply to take part in the in-person training at the Edwins Leadership and Restaurant Institute in Cleveland Ohio. Enrolling in the full Edwins program, provides returning citizens with not only vocational training but also free housing programs at their 30,000 sq. ft. Cleveland campus, legal services, basic medical care, job coaching, literacy programs, and other necessary support. Edwins Leadership and Restaurant Institute graduates nearly 100 students a year with a 95% employment rate and less than 1% recidivism rate.
	Brian Hamilton Foundation - The Brian Hamilton Foundation's Starter U: How to Start and Grow a Business is a free, self-paced online course teaching everything you need to know to start, run, and grow a business. The StarterU content includes coursework, videos and offline work and self-reflection. ViaPath has exclusive access to seasons one and two of the Free Enterprise television show, which follows returning citizens and other entrepreneurs on their business journey, and these episodes are included in the Foundations Package at no additional cost.
	Prison Fellowship Academy - Located in select prisons across the country, the Prison Fellowship Academy® is an intensive, biblically based program that takes incarcerated men and women through a holistic life transformation process. Participants are guided by Prison Fellowship staff and volunteers to lead lives of purpose and productivity inside and outside of prison.
	Re-Integration Partner: Amachi - ViaPath has made a commitment to the reintegration process to help the recently incarcerated return to society. Amachi of Pittsburgh seeks to empower, protect, and nurture the most vulnerable population to the criminal justice system. By providing a volunteer based mentoring system Amachi aims to break the incarceration cycle. They support a family oriented holistic approach, challenging Pittsburgh's youth to excel academically while learning to foster successful, meaningful relationships. Providing them with the confidence needed to overcome challenges.
	The Peace Education Program - The Peace Education Program (PEP) is a curriculum of 10 multimedia workshops based on themes designed to explore the inmate's inner resources. These customized workshops are non-religious and non-sectarian. The program was developed by The Prem Rawat Foundation (TPRF), and the content of each theme is based on excerpts from the international talks of the TPRF founder Prem Rawat. The themes are Peace, Appreciation, Inner Strength, Self-Awareness, Clarity, Understanding, Dignity, Choice, Hope, and Contentment.

4. | Additional Services

Washington County, MD

viapath
TECHNOLOGIES

Virtual Receptionist

ViaPath provides an interactive voice response (IVR) system to answer inmate-specific and general facility questions from the public without staff member involvement. This IVR, ViaPath's **Virtual Receptionist**, is a fully hosted and automated phone attendant system and is an integral component of our ITS.

Washington County's community members can easily access facility information, inmate status and more using a toll-free number with prompts available in English and Spanish. Inmates can access the information from their standard ITS phone using their PIN. From collecting and tracking inmate funds to having "one-stop" access to inmate data. Facilities across the country rely on ViaPath's hardened and tested technology.

Public Access to Information

The Virtual Receptionist is available for the public utilizing a toll-free number from any calling source such as standard land line or cellular phone.

ViaPath can extract a variety of information from Washington County systems, including the Jail Management System, such as:

- General Facility Information w/ Hours, Address, Directions & Policies
- Facility Visitation Eligibility & Policies
- Inmate Information
- Inmate Charges
- Bond Amounts and Types
- Court Dates/Times/Location
- Release Dates

Our Virtual Receptionist facility automated attendant prompts are available in English and Spanish. The system is completely configurable for days and times of operation, including being available to the general public 24 hours a day, 365 days a year.

Inmate Access to Information

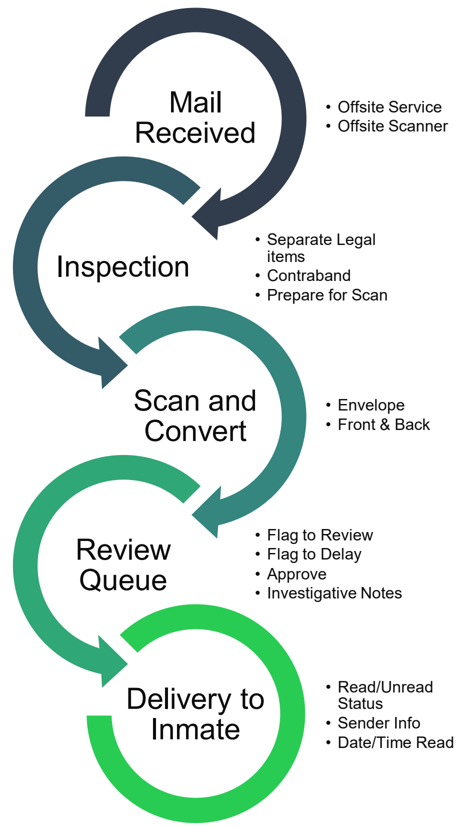
ViaPath can configure our Virtual Receptionist to allow inmates to access both personal and facility information via the standard inmate telephones. The automated information system is accessible through a one or two-digit speed dial number programmed through the ViaPath Inmate Telephone System. Information available could include:

- Inmate Court Dates/Times/Locations
- Inmate Charges
- Bond Amounts and Types
- Release Dates
- Visitation Eligibility

Inmates attempting to access the ViaPath Virtual Receptionist automated inmate information attendant will be required to enter their PIN and state their name for voice identification just as they would to place an outside call.

Off-site Mail Scanning Solution

ViaPath offers Washington County a mail scanning and digitation solution that carefully scans and converts postal mail into digital image files. Our dedicated centers follow detailed guidelines for handling inmate postal mail.

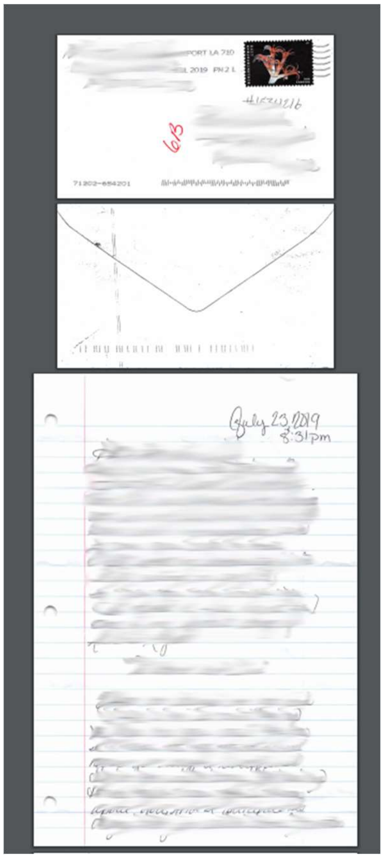


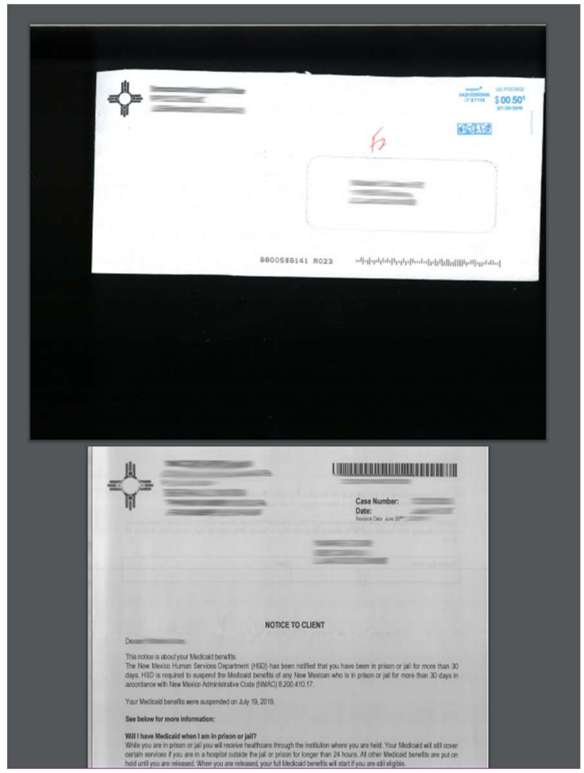
We will provide an offsite processing center to receive items mailed to facility inmates. Washington County is no longer responsible for the daily tasks and risks associated with scanning First Class mail.

ViaPath will work together with Washington County in the introduction and maintenance of this process. This includes information that can be placed on your applicable facility-operated websites to announce the program and give vital information such as the mailing address for regular mail, how legal mail should be handled after this program is introduced, and disposition of the postal mail that is mailed. We can also provide wall posters that can be posted in the facility with information that inmates can relay to their family and friends.

The ViaPath Mail Scanning solution begins with the offsite scanning facility where mail is first opened and then inspected for contents. The physical mail for Washington County inmates is processed by the Mail Scanner System which converts the mail, including the envelope, to a single electronic image file that is part of a special class of ViaPath E-Message for distribution to inmates on the wireless tablet, as is done with pure E-Messages. As with pure E-Messages, each electronically scanned piece of mail can be reviewed by authorized staff and, if approved, sent to the inmate message queue to view.

For non-approved attachments, the reason can be identified and maintained in the system. In ViaPath Command, staff can view all scanned mail by status – pending, approved, or denied. Authorized staff can review the front and back of each piece of mail as a high- resolution PDF image file.





Should the facility wish, mail can also be automatically passed to the inmate without review. **ViaPath will process all documents within one business day of receipt of the physical item**.

In the case where contraband material is either suspected or discovered, the material will immediately be flagged and sequestered to a secure area of the scanning facility and establish a chain of custody. Mail scanning staff will immediately notify a designated Fayette County official to assist in the evaluation and potential retrieval of suspected contraband material.

Within ViaPath Command authorized staff select Mail Scan Review to view scanned mail that has been sent to the facility. The PDF image file of the scanned mail can be viewed and if acceptable, can be approved. Once the mail is approved the inmate receives a facility message stating he/she has received mail and they can read their scanned mail on a tablet using the Facility Messages application.

<u>No legal postal mail will be scanned by this process</u>.

ViaPath will assist you in notifying friends and family and the public about the mail service. You should notify any attorney or other legal organization to mail legal mail directly to the recipient's facility. Each unopened piece of mail will first be triaged to ensure that no privileged material is mistakenly routed to the scanning facility. If privileged mail or packages are received, they will be sequestered and immediately sent to Fayette County facility using priority delivery.

Retention of physical mail is 30 days, or as agreed upon by ViaPath and Washington County, after which the mail is destroyed. If inmates must be able to retrieve electronic copies of their processed mail upon release, we can provide a digital delivery solution if the inmate provides ViaPath an external email address. **Legal mail items are never scanned and never destroyed** – the packages are forwarded to the facility.

Other features of our mail scanning and digitation solution for Washington County include:

- All documents we process are digitally encrypted at rest and in transit.
- HIPAA-certified personnel are required to pass a background screening and sign confidentiality agreements to manage records.
- Documents are destroyed in accordance with HIPAA.
- All paper is securely destroyed with our shredding feature and is fully recyclable.

5. | Pricing

Washington County, MD

Pricing/Cost

Overview

The ViaPath team is pleased to present its financial offer to Washington County for Inmate Communication Services. ViaPath is committed to help the County meet its objectives in providing a solution that will enable inmates to communicate with family, friends, and others in the community, while ensuring the safety and security of staff, inmates, and the public by providing the security features needed to control inmate telephone usage and limiting illicit activity.

At ViaPath, our mission is to create impactful connections, supplement rehabilitative services, increase security, and provide industry-leading service, all at an affordable price for facilities, friends and families, and inmates. We give your inmates the ability to stay engaged with their support networks by making meaningful connections through our products and services and increase the inmate's participation in, and completion of, educational and rehabilitative programming.

As the leader in corrections technology, ViaPath delivers best in class inmate communications and operational solutions that exceed industry standards. We also understand the recent challenges which have created some stress upon staff and our offer provides remedies with what it takes to deliver cutting-edge technology and services for you while maintaining your needs at the forefront of every decision we make.

Our tablet program is intended to mitigate staff involvement while increasing savings to inmates and the public. County inmates are not required to use any of the premium content. ViaPath only asks that this content be available for the inmates to choose from.

- *ViaPath understands the importance of keeping inmates connected to their support system and is dedicated to reducing recidivism through communication. Therefore, ViaPath's offer includes* ***one free five-minute call per week to every inmate.*** *This is a company-wide policy that we offer at all customer sites*
- • *Provide County staff with enhanced security and investigative capabilities*
- *Move Washington County facility towards a* ***true paperless*** *and* ***automated environment***
- *Entertainment applications built for the corrections industry with filtering security capabilities - providing added security functionality for County staff. Some vendors utilize free apps with limited selections and security (whitelisting) capabilities providing a security risk to the County*

Unlike other vendor models that require a rental style program to access premium applications, our solution is usage based and does not require a rental or monthly subscription. With ViaPath, inmates have the flexibility of only using the free programs and, if desired, using as little as one minute of other premium apps or content.

Following is a full summary of the offers being proposed to Washington County.

		Offer
»	**ViaPath Commission Offer**	ITS Rates $0.12
	- Inmate Telephone	68%
	- Tablet Inmate Content Usage	25%
	- Video Visitation	25%
»	**ViaPath Rate Offers**	
»	**Inmate Payphone Call Rates**	
	- Call Rate Per Minute – Local – Per Minute	$0.12
	- Call Rate Per Minute – Instate – Per Minute	$0.12
	- Call Rate Per Minute – Interstate – Per Minute	$0.12
	- Call Rate Per Minute – International – Per Minute[1]	$0.12*
	- One free 5-minute Call per Inmate per Week	$0.00
»	**Tablet Rates**	
	- Inmate Content Access - Inmate Per Minute	$0.05
	- Friends & Family Messaging – Friends & Family Per Message	$0.25
	- Remote Visitation On-Demand	$0.25
	Communications Solutions	
»	Inmate Telephone Service (ITS) - Upgrade	Included
	- Secure Private Network – 99.9% Up-time	Included
	- Secure System Access	Included
	- Web-Based Anytime, Anywhere Access for Properly Authorized Users	Included

[1] Plus the applicable call termination rate for the destination country as published on ViaPath's website, which may be updated every 3 months in accordance with the FCC Order.

		Offer
	- Comprehensive, Easy-to-use Administrative Tools	Included
	- Redundancy of all Critical Operational Components	Included
	- Call Monitoring & Recording	Included
	- Privileged Calls (non-monitored)	Included
	- JMS Interface for Inmate Information/PIN Transfer	Included
	- Commissary Order by Phone	Included
	- Maintenance	Included
	Investigative Solutions	
»	Unlimited BNA – Reverse Number Lookup	Included
»	Voice IQ - Voice Biometrics – Initial Voice Biometrics	Included
»	Voice IQ – Voice Biometrics - Continuous Voice	Included
»	Call IQ Basic - Keyword Search/Word Recognition	Included
»	Call IQ Advanced – Intelligent Word Recognition & Transcription	Included
»	Phone IQ – Phone Type Identification	Included
»	Called Party IQ - Inmate to Inmate Call Detection	Included
»	ViaPath Data IQ Advanced Investigative Data Analysis – 3rd Party	Included
	Inmate Services	
»	Tablets	Included
	- Inmate Calling via Tablet	Same Rate as Inmate Payphone Rates
	- Secure Messaging	See Rates Above
	- Visit Visitation –Visit Now Visitation On-Demand	See Rates Above
	- PDF Documents (Inmate handbooks, announcements, etc.)	Included

		Offer
	- Video Relay Services	Included
	- Automated Inmate Requests	Included
	- Automated Inmate Grievances	Included
	- Law Library Access	Included
	- PREA/Crime Tips	Included
	- Commissary Ordering	Included
	- Religious Programs	Included
	- Education with LMS	Included
	- E-Books	Included
	- Mail Scanning	Included
	- Streaming Music	See Rates Above
	- Games	See Rates Above
	- Movies	See Rates Above
	ViaPath Payment Services Offers	
»	Friends & Family Web and IVR Services	Included
»	Android / IOS Smartphone Application	Included

Taxes and Fees on Inmate Phone Calls

ViaPath will charge the calling rates approved by the County. Federal, state and local taxes apply to all telecommunications services. Taxes on collect calls are assessed by the local exchange carrier or billing agent that bills the call recipient for the collect call. Taxes on prepaid calls such as, Advance Pay, PIN Debit or Prepaid Cards, are assessed and collected by ViaPath and remitted to the taxing authority. Tax calculations are based upon the mandated tax rate in effect at the time of call and vary by call origination and destination. Tax collections are rendered to the appropriate taxing entity and are never retained in whole or in part by ViaPath.

Other FCC Approved Fees

	FCC Approved Deposit/Billing Fees	Fee
	Certified Check Mailed to ViaPath	$0.00

	FCC Approved Deposit/Billing Fees	Fee
	Money Order Mailed to ViaPath	$0.00
	IVR/Web/Auto Reload/Kiosk	$3.00
	Live Operator	$5.95
	Third Party Financial Transaction Fees[2]	Exact Fee Charged by Third Party (varies by third party)
	Federal & State Assessed Fees	**Fee**
	Federal Universal Service Fund (FUSF)[3]	Per FCC
	State Universal Service Fund (SUSF)[4]	Per SUSF

[2] *Charged by third parties including, but not limited to, MoneyGram, Western Union, credit card processing, and transfers from commissary accounts. Fees do not include any markup by ViaPath. Third party financial transaction fees may be in addition to other fees as applicable to the transaction choice.*

[3] *Federal Universal Service Fund percentages change as prescribed by the FCC. ViaPath passes-through FUSF fees based on the prescribed percentage of interstate calling. The fee is applied to each interstate call made by the Customer and remits the amount to the applicable government agency.*

[4] *State Universal Service Fund percentages change as prescribed by each state authority. ViaPath passes-through SUSF fees based on the prescribed percentage and intrastate calling. The is applied to each intrastate call made by the Customer and remits the amount to the applicable government agency.*

CONTRACT MODIFICATION

COUNTY CONTRACT NAME **PWMRADC Inmate Telephone System**	MODIFICATION DATE: October 13, 2022
COUNTY CONTRACT NUMBER: 5026188	MODIFICATION NUMBER: Five (5) through Ten (10)

The Contract is modified as follows, in accordance with General Provisions Section II.2 Modifications or Changes to the Contract:

1. The Contract is extended for a period of five (5) years beginning January 1, 2023 and ending on December 31, 2027.
2. The contract is amended to allow the option for Premise Provider to utilize Company's US Mail Scanning solution at a negotiable cost if desired by Premise Provider at any point during this contract. The exact details and responsibilities of the Parties will be determined at that time.

Except as noted herein, all other provisions and pricing remain unchanged.

PRINCE WILLIAM COUNTY REQUESTING DEPARTMENT: Prince William-Manassas Regional Adult Detention Center Ms. Ronda Wiggins RW RW (Dec 5, 2022 10:03 EST) (initial)	CONTRACTOR'S BUSINESS NAME AND ADDRESS: (print) **Global Tel*Link Corporation (GTL)** 3120 Fairview Park Drive, Suite 300 Falls Church, VA 22042 Telephone: **703-955-3910** Email: **Jim.Bradley@viapath.com**
DEPARTMENT'S AUTHORIZED SIGNATURE AND DATE: *Peter A. Meletis* Peter A. Meletis (Dec 5, 2022 15:16 EST) 12/05/2022 Pete Meletis, Superintendent	CONTRACTOR'S AUTHORIZED SIGNATURE AND DATE: [signature] 12/05/2022
PROCUREMENT SERVICES' SIGNATURE AND DATE: *Tranice Allen* 12/06/2022 Tranice Allen, Procurement Analyst	CONTRACTOR'S NAME AND TITLE: (print)

AMENDMENT # 02 TO PWMRADC INMATE TELEPHONE SYSTEM

This Amendment # 02 ("Amendment") takes effect as of the date signed by all parties listed in this preamble ("Effective Date"), and amends and revises that certain PWMRADC Inmate Telephone System dated December 12, 2017, as amended from time to time (the "Agreement"), by and between Global Tel*Link Corporation with an address of 3120 Fairview Park Drive, Suite 300, Falls Church, Virginia 22042 (the "Company"), and Prince William Manassas Regional Adult Detention Center with an address of 9320 Lee Avenue, Manassas, Virginia 20110 (the "Premises Provider") (Company and Premises Provider collectively, the "Parties" and each a "Party"). All capitalized terms not defined herein shall have the definitions set forth in the Agreement.

WHEREAS, the Parties have agreed to amend the Agreement as further described below; and

NOW, THEREFORE, in consideration of the promises and covenants set forth in this Amendment, and for good and valuable consideration, the sufficiency of which is acknowledged by the Parties' signatures, the Parties agree as follows:

1. The Parties agree to execute a one year option period, extending the Term of the Agreement through December 31, 2023.

2. The contract is amended to allow the option for Premise Provider to utilize Company's US Mail Scanning solution at a negotiable cost if desired by Premise Provider at any point during this contract. Exact details and responsibilities of the Parties will be determined at that time.

In the event of any inconsistencies between the terms and conditions contained in the Agreement and the terms and conditions contained herein, the terms and conditions contained herein shall control. Except as set forth in this Amendment, the Agreement remains in full force and effect, without modification or amendment, and is hereby ratified and confirmed. This Amendment may be executed in multiple counterparts, each of which shall be an original, and all of which shall be one and the same contract. Original signatures transmitted by facsimile or electronic mail shall be effective to create such counterparts. Each person whose signature appears below warrants and represents that they have the requisite authority to execute this Amendment on behalf of the entity for which they are signing.

IN WITNESS WHEREOF, the foregoing Amendment has been executed by the Parties as of the latest date listed below.

Company **Global Tel*Link Corporation**	**Premises Provider** **Prince William Manassas Regional Adult Detention Center (PWMRADC)**
By:	By:
Name: Maribeth Kuzmia	Name: PETER MELETIS
Title: Contracts Manager	Title: SUPERINTENDENT
Date: 06-OCT-2022	Date: OCTOBER 6, 2022

CONFIDENTIAL

RESOLUTION NO. RS-2023-

(Intergovernmental Cooperative Purchase [INTG-22-0113] Inmate Phone Services, Inmate Tablet, Inmate Visitation and Inmate Mail Processing Services)

RECITALS

The Code of Public Local Laws of Washington County, Maryland (the "Public Local Laws"), §1-106.3, provides that the Board of County Commissioners of Washington County, Maryland (the "Board"), "may procure goods and services through a contract entered into by another governmental entity in accordance with the terms of the contract, regardless of whether the county was a party to the original contract."

Subsection (c) of §1-106.3 provides that "A determination to allow or participate in an intergovernmental cooperative purchasing arrangement under subsection (b) of this section shall be by resolution and shall either indicate that the participation will provide cost benefits to the county or result in administrative efficiencies and savings or provide other justifications for the arrangement."

The Washington County Detention Center is requesting to utilize the Prince William County, Virginia, contract for inmate phone, tablet, visitation, and mail processing services with Global Tel*Link Corporation dba Viapath of Falls Church, Virginia, based on the pricing structure awarded by the Prince William County contract (5026188).

Utilizing the Prince William County, Virginia, contract and eliminating the County's bid process result in administrative and cost savings for the Washington County Detention Center. The County will benefit with direct cost savings because of the economy of scale the aforementioned contract has leveraged. Additionally, the County will realize administrative efficiencies and savings as a result of not preparing, soliciting, and evaluating bids.

NOW, THEREFORE, BE IT RESOLVED by the Board, pursuant to §1-106.3 of the Public Local Laws, that the Department of Water Quality is authorized to utilize the Prince William County, Virginia, contract for inmate phone, tablet, visitation, and mail processing services with Global Tel*Link Corporation dba Viapath of Falls Church, Virginia, based on the pricing structure awarded by the Prince William County contract (5026188).

Adopted and effective this ____ day of February, 2023.

ATTEST:

BOARD OF COUNTY COMMISSIONERS
OF WASHINGTON COUNTY, MARYLAND

____
Kirk C. Downey, County Attorney

BY: ______________________________________
John F. Barr, President

Approved as to form
and legal sufficiency:

____
Kirk C. Downey
County Attorney

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

Washington County MARYLAND

Board of County Commissioners of Washington County, Maryland

Agenda Report Form

Open Session Item

SUBJECT: Agriculture – Faces of Farming Presentation

PRESENTATION DATE: Tuesday, February 28, 2023

PRESENTATION BY: Leslie Hart, Business Development Specialist, Agriculture, Hospitality and Tourism, Department of Business Development

RECOMMENDED MOTION: N/A

REPORT-IN-BRIEF: "Faces of Farming" is an agricultural-focused video marketing campaign that premiers 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 aims 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 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: Elmwood Farm Bed and Breakfast of Williamsport and The Market Hub of Hagerstown, Maryland.

Board of County Commissioners of Washington County, Maryland

Agenda Report Form

Open Session Item

SUBJECT: Washington County Free Library Budget Presentation

PRESENTATION DATE: February 28, 2023

PRESENTATION BY: Jenny L. Bakos, Library Executive Director

RECOMMENDED MOTION: None

REPORT-IN-BRIEF: The Washington County Free Library is presenting the annual state of the Library and Budget Request.

DISCUSSION: Discussion concerning the budget and Library activities.

FISCAL IMPACT: The Library is requesting an increase in support of $185,000.

CONCURRENCES: None

ALTERNATIVES: None

ATTACHMENTS: 2023/2024 Library Budget

AUDIO/VISUAL NEEDS: None

Washington County, Maryland
General Fund
Department 93400 - Free Library
FY24 Expenses

	2024 Operating Budget Requested	Adjustment	2024 Operating Budget Requested	$ Change	% Change	2023 Operating Budget Approved	2022 Actuals Final	2021 Actuals Final
502000 - Appropriations	3,560,710	0	3,560,710	185,000	5.48%	3,375,710	3,261,560	3,182,010
Operating Expenses	**3,560,710**	**0**	**3,560,710**	**185,000**	**5.48%**	**3,375,710**	**3,261,560**	**3,182,010**
Total	**3,560,710**	**0**	**3,560,710**	**185,000**	**5.48%**	**3,375,710**	**3,261,560**	**3,182,010**

Washington County, Maryland
General Fund
Department 93400 - Free Library
FY24 Expenses

	2024 Operating Budget Requested	2024 Variance Comments Requested
502000 - Appropriations	3,560,710	Increase mainly related to building maintenance that needs to be completed at the Fletcher building. Also requesting a 4% COLA in July 2023 and a second 4% increase in January 2024. Beginning in FY20 through June 30,2023, library personnel will have received wage growth in the form of COLA increased equating to 10%.

Form 1

Washington County, Maryland
Outside Agency Funding Request
FY2024

The Office of Budget and Finance
100 West Washington Street, Room 3100
Hagerstown, Maryland 21740
Phone: 240-313-2300
Fax: 240-313-2301

General Information

Organization	Washington County Free Library	Contact Person:	Sara McCall
Address:	100 S Potomac St	Telephone:	301-241-9377
City	Hagerstown	State	MD
		Zip Code	21740
E-mail:	smccall@washcolibrary.org	Fax:	

Summary of Funding Request

Program Name	Total Budget					County Funding Request			
	Prior	Current	Proposed	%		Prior	Current	Proposed	%
0	$ 4,809,572	$ 5,365,431	$ 5,868,640	9.4%	Form 2	$ 3,261,560	$ 3,375,710	$ 3,560,710	5.5%
	$ -	$ -	$ -	0%	Form 3	$ -	$ -	$ -	0%
	$ -	$ -	$ -	0%	Form 4	$ -	$ -	$ -	0%
	$ -	$ -	$ -	0%	Form 5	$ -	$ -	$ -	0%
	$ -	$ -	$ -	0%	Form 6	$ -	$ -	$ -	0%
	$ -	$ -	$ -	0%	Form 7	$ -	$ -	$ -	0%
Total	$ 4,809,572	$ 5,365,431	$ 5,868,640	9.4%		$ 3,261,560	$ 3,375,710	$ 3,560,710	5.5%

Certification Statement and Other Documents

☐ Attach Year End Financial Statement (audited if available), if not already provided.

☐ Attach Form 990, the most recent year filed and completed, if applicable.

I certify that all information in this application as well as all supplied supporting data of this application are true and complete to the best of my knowledge and belief. I understand that material omission or false information contained in the application could constitute grounds for disqualification from funding. I further understand that by submitting an application, I am accepting the terms and conditions as approved by the County Commissioners of Washington County, MD for the programs specified. Expenditures are also subject to County audit.

I also represent and warrant that the organization does not discriminate on the basis of race, creed, sex, age, color, national origin, physical or mental disabilities for employment, or the achievement of the mission or goal of the organization.

I understand that any and all applications submitted may be considered public documents. As such, all applications may be viewable and obtained by the public under provisions of the Public Information Act, MD Code Ann., State Government Article 10-613.

Applicant's Signature ______________________ Date ______________________

Form 2a

Washington County, Maryland
Outside Agency Funding Request

Program Budget

Organization Name: Washington County Free Library

Funding Request: $ 3,560,710

Program Name:

Clients Served: 83,447 Card Holders

Program Description:

Expenditures	Total Program Cost: Prior Year Actual	Total Program Cost: Current Year Budget	Total Program Cost: Requested Year Budget (round nearest $10)	Budget Justification (Explain and justify each proposed budget line item for which an increase or decrease appears.)
Personnel Costs:				
Wages	2,720,460	3,185,000	3,365,000	We are requesting a COLA for a 4% increase in July of 2023 and a second 4% increase in January of 2024, as well as the ability to meet minimum wage requirements. We have separated maintenance, security and all other library staff in our budget.
Fringe Benefits	581,509	788,700	792,500	To cover increases associated with a two phase COLA adjustment for all staff and a step increase for staff to align with the Maryland minimum wage requirements. WCFL is now responsible for the administrative fees for maintenance staff in the State Retirement System.
Payroll Taxes				
Total	$ 3,301,969	$ 3,973,700	$ 4,157,500	
Operating Costs:				
Audit	55,693	70,000	75,000	Annual increase in audit and accounting fees.
Building Maintenance	180,710	89,000	354,000	The Fletcher is in need of repairs. These are estimated costs of essential repairs from a recent facilities study.
Contract Services	239,154	230,000	250,000	Increase in service contract fees.
Consultants				
Equipment Maintenance	11,108	11,800	12,000	
Equipment/Lease	5,225	3,500	2,500	
Fuel/Oil	40,954	43,600	43,600	
Hardware/Software	7,752	9,500	10,000	
Insurance	19,201	22,000	24,000	
Interest Cost	-			
Office Supplies	45,386	47,000	47,500	
Phone	42,433	39,518	39,520	
Rent Expense	-	-	-	
Utilities	158,251	154,750	161,250	
Vehicle Maintenance	8,716	10,000	14,000	We added a van to service the Northpoint lockers and Outreach services.
Other (detail below):				
1. Postage	9,985	14,500	17,000	
2. Blue Ridge Summit	1,500	1,500	1,500	
3. Bookmobile	9,935	10,000	15,000	For FY 24, the new Bookmobile will be in service.
4. Training & Dues	19,358	20,000	35,000	State mandates require more continuing education of staff.
5. Books & Materials & Programs	481,918	543,300	546,270	
6 Passport	708	-	-	
Total	$ 1,337,987	$ 1,319,968	$ 1,648,140	
Capital				
Equipment Purchases	159,009	71,763	63,000	
Hardware Purchases				
Other Capital Purchases	10,607			Copier Lease - GASB requirement - Acquisition right of Use asset.
Total	$ 169,616	$ 71,763	$ 63,000	
Grand Total	**$ 4,809,572**	**$ 5,365,431**	**$ 5,868,640**	

Form 2b

Washington County, Maryland
Outside Agency Funding Request

Program Revenue

Organization Name:	Washington County Free Library	Funding Request:	$ 3,560,710
Program Name:	0	# Clients Served:	83,447 Card Holders
Program Description:			

Program Revenue	Total Program Revenue			Budget Justification
	Prior Year Actual	Current Year Budget	Requested Year Budget (round nearest $10)	(Explain and justify each proposed budget line item for which an increase or decrease appears.)
Grants:				
County - general operating	3,261,560	3,375,710	3,560,710	We are requesting a COLA for a 4% increase in July of 2023 and a second 4% increase in January of 2024, as well as the ability to meet minimum wage requirements.
County - Gaming				
County - Community Funding				
County - other (list):				
1. Hancock Reimbursement	525,488	-	-	
2.				
3.				
Federal	-			
State	1,503,336	1,604,156	1,604,160	
Contributions and bequests	57,832	-	-	
Municipal - other (detail):				
1. City of Hagerstown	29,600	30,500	32,500	
2.				
3.				
Total	$ 5,377,816	$ 5,010,366	$ 5,197,370	
Operating Income:				
Fundraising	-			
Fees	22,879	22,000	33,900	
Other:				
1. Fines	44,127	48,005	39,510	WCFL experiences a constant downturn in fine revenues.
2. WMPL Service Fees	19,060	19,060	19,060	
3. Capital Endowment & Operating	112,374	262,000	566,800	
4. Passport Services	33,068	4,000	13,000	
5.				
Total	$ 231,508	$ 355,065	$ 672,270	
Other:				
Sale of Equipment				
Investment Income				
Loan Proceeds				
Total	$ -	$ -	$ -	
Grand Total	$ 5,609,324	$ 5,365,431	$ 5,869,640	

WASHINGTON COUNTY
FREE LIBRARY
Where People & Possibilities Meet

January 6, 2023

Washington County
Attn. Ms. Melissa Gordon
100 West Washington St
Suite 3100
Hagerstown MD 21740

Dear Ms. Gordon,

Please accept our formal request for funding of the Washington County Free Library in FY24. In summary, the request is a 5.5% increase from FY23, or $185,000.

Per Washington County's own calculations, the cumulative Consumer Price Index (CPI) increase from FY20 to FY23 is 15.4%. Beginning in FY20 and through June 30, 2023, Washington County Free Library personnel will have received wage growth in the form of COLA increases equating to 10%.

Despite the best efforts of our library, we are continuing to see attrition due to more competitive rates in similar markets, as well as employees moving to more flexible working environments (such as remote) that cannot be supported in public service. The ever changing needs of our community are requiring staff to become more specialized in their skillset, which makes their retention that much more difficult.

The rising costs of maintaining the Fletcher Branch library in Hagerstown are also contributing to our need. The central location is coming up on being open for 10 years, meaning major systems (such as HVAC) have increasing maintenance costs. We are anticipating approximately $300,000 in repairs being needed for this building's internal upkeep in FY24, on top of regular maintenance concerns, such as snow removal and landscaping.

The library is prepared to share the burden of rising costs by freezing approximately 5 positions, as well as increasing the our regular allocation from investments.

I welcome any questions or concerns you may have regarding our request, and look forward to another great year of working together.

Respectfully,

Jenny L. Bakos

Jenny L. Bakos
Executive Director
Washington County Free Library

www.washcolibrary.org
301.739.3250 • 100 S. Potomac Street • Hagerstown, MD 21740

WASHINGTON COUNTY FREE LIBRARY
Balance Sheet – Governmental Funds
June 30, 2022

	Washington County Free Library	Western Maryland Regional Library	Eliminations	Total
ASSETS				
Current Assets				
Unrestricted cash and cash equivalents	$ 1,538,525	$ 1,660,454	$ -	$ 3,198,979
Restricted cash and cash equivalents	1,167,397	29,076	-	1,196,473
Unrestricted investments	9,137,243	-	-	9,137,243
Restricted investments	502,624	-	-	502,624
Accounts receivable	7,400	-	-	7,400
Due from State of Maryland	-	2,005	-	2,005
Due from Western Maryland Regional Library Fund	412,011	-	(412,011)	-
Accrued interest receivable	21,030	-	-	21,030
Prepaid expenses and deposits	199,605	249,463	-	449,068
TOTAL ASSETS	$ 12,985,835	$ 1,940,998	$ (412,011)	$ 14,514,822
LIABILITIES AND FUND BALANCES				
Liabilities				
Due to Washington County Free Library Fund	$ -	$ 412,011	$ (412,011)	$ -
Accounts payable and accrued expenses	75,022	10,836	-	85,858
Accrued compensated absences due within one year	186,228	52,425	-	238,653
Unearned revenue	649	-	-	649
Total Liabilities	261,899	475,272	(412,011)	325,160
Fund Balances				
Nonspendable	199,605	249,463	-	449,068
Restricted	1,670,021	29,076	-	1,699,097
Assigned	2,951,026	137,462	-	3,088,488
Unassigned	7,903,284	1,049,725	-	8,953,009
Total Fund Balances	12,723,936	1,465,726	-	14,189,662
TOTAL LIABILITIES AND FUND BALANCES	$ 12,985,835	$ 1,940,998	$ (412,011)	$ 14,514,822

WASHINGTON COUNTY FREE LIBRARY
Statement of Revenues, Expenditures and Changes in Fund Balance – Governmental Funds
Year Ended June 30, 2022

	Washington County Free Library	Western Maryland Regional Library	Eliminations	Total
REVENUES				
Government operating grants	$ 4,981,352	$ 2,269,677	$ (130,695)	$ 7,120,334
Government capital grants	525,488	-	-	525,488
On-behalf payments	418,741	81,069	-	499,810
Contributions and bequests	167,820	-	-	167,820
In-kind rent	1,610,496	-	-	1,610,496
Fees for services	12,659	-	-	12,659
Fines	44,127	-	-	44,127
Passport processing	4,475	-	-	4,475
Photocopying	6,715	74	-	6,789
Interest and dividends	127,562	4,735	-	132,297
Realized gain on sale of investments	235,453	-	-	235,453
Unrealized (loss) on investments	(759,988)	-	-	(759,988)
Miscellaneous	26,441	-	(19,060)	7,381
Total Revenues	7,401,341	2,355,555	(149,755)	9,607,141
EXPENDITURES				
Administrative	308,409	612,930	(149,755)	771,584
Salaries and benefits	3,736,721	852,080	-	4,588,801
General property	2,269,923	-	-	2,269,923
Circulation	541,950	781,083	-	1,323,033
Property acquisitions	257,560	3,735	-	261,295
Management and consulting fees	64,134	-	-	64,134
Total Expenditures	7,178,697	2,249,828	(149,755)	9,278,770
Excess of Support and Revenues Over Expenditures	222,644	105,727	-	328,371
OTHER FINANCING SOURCES				
Proceeds from lease financing	10,607	-	-	10,607
Net Change in Fund Balance	233,251	105,727	-	338,978
FUND BALANCES - BEGINNING	12,490,685	1,359,999	-	13,850,684
FUND BALANCES - ENDING	$ 12,723,936	$ 1,465,726	$ -	$ 14,189,662