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BOARD OF COUNTY COMMISSIONERS

March 7, 2023

OPEN SESSION AGENDA (*Revised*)

- 9:15 AM INVOCATION AND PLEDGE OF ALLEGIANCE
CALL TO ORDER, *President John F. Barr*
- 9:20 AM COMMISSIONERS' REPORTS AND COMMENTS
- 9:30 AM STAFF COMMENTS
- 9:40 AM CITIZEN PARTICIPATION
- 9:50 AM PROCLAMATION FOR AMERICAN RED CROSS MONTH
Board of County Commissioners of Washington County to Stacy McFarland, Executive Director, American Red Cross of the Greater Shenandoah Valley Chapter
- 10:00 AM PRESENTATION AND DISCUSSION OF THE BOARD OF EDUCATION'S DRAFT FY2024 GENERAL FUND BUDGET FOR THE WASHINGTON COUNTY PUBLIC SCHOOLS (WCPS)
Melissa Williams, President; Dr. David Sovine, Superintendent of Schools; Jeffrey Proulx, Chief Operating Officer; David Brandenburg, Executive Director of Finance, Eric Sisler, Finance and Budget Manager, Washington County Public Schools
- 10:30 AM FY24 COMMUNITY ORGANIZATION FUNDING RECOMMENDATIONS
Susan Buchanan, Director, Grant Management
- 10:45 AM FY24 PERSONNEL REQUESTS
Michelle Gordon, Chief Financial Officer, Budget and Finance; Kendall Desaulniers, Deputy County Attorney/ Interim Director of Human Resources
- 11:00 AM REINHART RURAL LEGACY PROGRAM (RLP) EASEMENT
Chris Boggs, Rural Preservation Administrator, Planning and Zoning
- 11:10 AM GOVERNOR'S OFFICE OF CRIME PREVENTION, YOUTH AND VICTIM SERVICES FY24 COMMUNITY PARTNERSHIP AGREEMENT PROPOSAL
Rachel Souders, Senior Grant Manager, Grant Management; Nicole Phillips, Grant Manager, Grant Management
- 11:20 AM FY24 PERFORMANCE INCENTIVE GRANT – APPROVAL TO SUBMIT APPLICATION AND ACCEPT FUNDING AS AWARDED
Rachel Souders, Senior Grant Manager, Grant Management

- 11:25 AM MARYLAND 9-1-1 BOARD – APPROVAL TO SUBMIT APPLICATION AND ACCEPT AWARDED FUNDING
Kevin Lewis, Deputy Director, Emergency Services; Nicole Phillips, Grant Manager, Grant Management
- 11:30 AM CONTRACT AWARD (PUR-1481 TASK ORDER 15) WASHINGTON COUNTY AGRICULTURE EDUCATION CENTER INDOOR MULTIPURPOSE BUILDING AND EVENT PARKING
Rick Curry, Director, Purchasing; Andrew Eshleman, Director, Public Works
- REJECTION OF BID (PUR – 1601) – ONE NEW 2022 OR LATEST PRODUCTION MODEL CHASSIS/CAB WITH UTILITY BODY
Rick Curry, Director, Purchasing; Mark Bradshaw, Director, Environmental Management
- 11:35 AM AGRICULTURE – FACES OF FARMING
Leslie Hart, Business Development Specialist – Agriculture, Hospitality, and Tourism, Business Development
- 11:45 A.M. DEPART FOR THE COMMISSION ON AGING LUNCHEON 535 EAST FRANKLIN STREET, HAGERSTOWN, MARYLAND
- 12:00 P.M. WASHINGTON COUNTY COMMISSION ON AGING FY24 BUDGET PRESENTATION
Amy Olack, CEO; Ed Lough, President, Tim Delbrugge, Vice President, Commission on Aging
- 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 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; and To comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter)*
- 2:30 PM RECONVENE IN OPEN SESSION
- 2:35 PM ADDITIONAL STAFF COMMENTS

2:40 PM GEORGE EDWARDS FUND – WASHINGTON COUNTY PROJECT RANKING
Jonathan Horowitz, Director, Business Development

ADJOURNMENT



Agenda Report Form

Open Session Item

SUBJECT: Proclamation for American Red Cross Month

PRESENTATION DATE: March 7, 2023

PRESENTATION BY: Board of County Commissioner of Washington County to Stacy McFarland, Executive Director, American Red Cross of the Greater Shenandoah Valley Chapter

RECOMMENDED MOTION: N/A

REPORT-IN-BRIEF: Proclamation Presentation

WHEREAS, during American Red Cross in March, we celebrate the humanitarian spirit of Washington County, Maryland and reaffirm our commitment to help ensure no one faces a crisis alone, and;

WHEREAS, caring for one another is at the heart of our community and exemplified by the people of Washington County, whose simple acts of kindness through the Red Cross provide help and hope in people's most difficult moments – continuing the lifesaving legacy of Clara Barton who founded the organization more than 140 years ago to prevent and alleviate human suffering, and;

WHEREAS, every day, these ordinary individuals lend a helping hand to make an extraordinary difference for neighbors in need. Their support, volunteerism and generous donations are critical to our community's resilience. We hereby recognize this month of March in honor of all those who fulfill Clara Barton's noble words, "You must never think of anything except the need and how to meet it" and ask everyone to join this commitment.

NOW THEREFORE, we the Board of County Commissioners of Washington County, Maryland, hereby recognize the month of March as American Red Cross Month. We encourage all citizens of Washington County to reach out and support its humanitarian mission.



Agenda Report Form

Open Session Item

SUBJECT: Presentation and Discussion of the Board of Education's Draft FY2024 General Fund Budget for the Washington County Public Schools (WCPS)

PRESENTATION DATE: March 7, 2023

PRESENTATION BY: Mrs. Melissa Williams, President
Dr. David T. Sovine, Superintendent of Schools
Mr. Jeffrey Proulx, Chief Operating Officer
Mr. David Brandenburg, Executive Director of Finance
Mr. Eric Sisler, Finance and Budget Manager

RECOMMENDED MOTION:

REPORT-IN-BRIEF: The Superintendent and staff will present the Washington County Board of Education's Draft FY2024 General Fund Budget request for discussion with the Commissioners.

FISCAL IMPACT: \$117,024,550 allocation from the Board of County Commissioners and \$347,140,532 total operating budget.

CONCURRENCES: The Superintendent's Recommended FY2024 General Fund Budget was adopted by the Board of Education on February 7, 2023, as the FY2024 Draft General Fund Budget. The Board of Education is currently scheduled to have a public hearing during their business meeting on March 7, 2023 and to adopt the draft budget as their final FY2024 General Fund Budget at their business meeting on March 21, 2023.

ALTERNATIVES: N/A

ATTACHMENTS:

AUDIO/VISUAL NEEDS: A PowerPoint presentation will be provided.

BOARD OF EDUCATION'S FY2024 DRAFT BUDGET

WASHINGTON COUNTY BOARD OF EDUCATION
BOARD OF COUNTY COMMISSIONERS BUSINESS MEETING

March 7, 2023



BUDGET PRIORITIES

- **COMBATING INFLATION**
- **SAFETY & SECURITY/MENTAL HEALTH/BEHAVIOR SUPPORTS**
- **SALARY/COMPENSATION TO ATTRACT & RETAIN**
- **MEETING THE REQUIREMENTS OF THE BLUEPRINT**



ANTICIPATED REVENUE — STATE

- **REDUCED AVERAGE ENROLLMENT**
 - 195.42 Students
- **SIGNIFICANT INCREASE IN COMPENSATORY EDUCATION FUNDS**

\$22.1M

ANTICIPATED REVENUE — LOCAL

- NO EDUCATION EFFORT ESCALATOR FOR FY2024
- TOTAL REQUEST IS
7.29% ABOVE FY23 LEVEL

\$7.95M

POSITION NEEDS IN FY23

- **ADDRESSING THE NEEDS OF STUDENTS**

- 3 Elementary Teachers
- 3.4 Special Education Teachers
- 1 Occupational Therapist
- 7.2 Special Education Paraprofessionals
- 2 Board Certified Behavioral Analysts

\$2.64M

POSITION NEEDS IN FY23

- **OTHER SYSTEM NEEDS**
 - 19 School Security Assistants
 - 1 Budget & Financial Reporting Analyst

\$2.64M

PREVIOUSLY FUNDED FROM GRANTS

- 1 Special Education Teacher
- 1 Special Education Behavior Support Teacher
- 4 Special Education Paraprofessionals
- 2 Special Education Behavior Support Paraprofessionals
- Classroom Instructional Software
- Data Processing Maintenance Contracts

\$634K

FY2024 INFLATIONARY INCREASES

INSTRUCTIONAL PROGRAMS

- Printing supplies, classroom software, textbooks, & instructional materials

TECHNOLOGY INCREASES

- Phone & fiber optic connections, maintenance contracts

FACILITY INCREASES

- Property insurance, supplies

TRANSPORTATION INCREASES

- Bus purchases & fuel

SAFETY AND SECURITY

- Salary increases for SROs

\$1.88M

BLUEPRINT COSTS

COLLEGE AND CAREER READY

- Exam Fees, tuition and books expenses

ENGLISH LEARNER

- Additional teaching and Welcome Center staff

SUPPLEMENTAL TEACHER POSITIONS

3 SECONDARY ADMIN INTERNS

WORKFORCE DEVELOPMENT BOARD

\$6.97M

COMPENSATION AND BENEFITS

- Minimum wage increase for Lunch Assistants
- Pension increase
- Health insurance premium increase
- Time to Care Act
- Salary resource pool

\$16.72M

FY2024 NEW POSITIONS

SUPPORTING THE NEEDS OF STUDENTS

- 3 Elementary Contingency Teachers
- 5 Behavior Support Teachers
- 3 Behavior Support Paraprofessionals
- 2 Drop Out Prevention Specialists
- 4 School Counselors
- 8 Special Education Teachers
- 5 Special Education Contingency Paraprofessionals
- 2 Board Certified Behavioral Analysts

\$3.42M

FY2024 NEW POSITIONS

COORDINATING THE NEEDS OF STUDENTS

- 2 Elementary Clerical Positions
- 1 School Psychologist
- 1 504 Program Coordinator
- 1 Special Education Supervisor
- 1 Safety & Security Coordinator
- 1 Lobbyist/Public Information Position
- 1 Payroll Specialist
- 1 Transportation Routing Specialist
- 1 Internal Investigator

\$3.42M

BUDGET ADJUSTMENTS BY PROGRAM

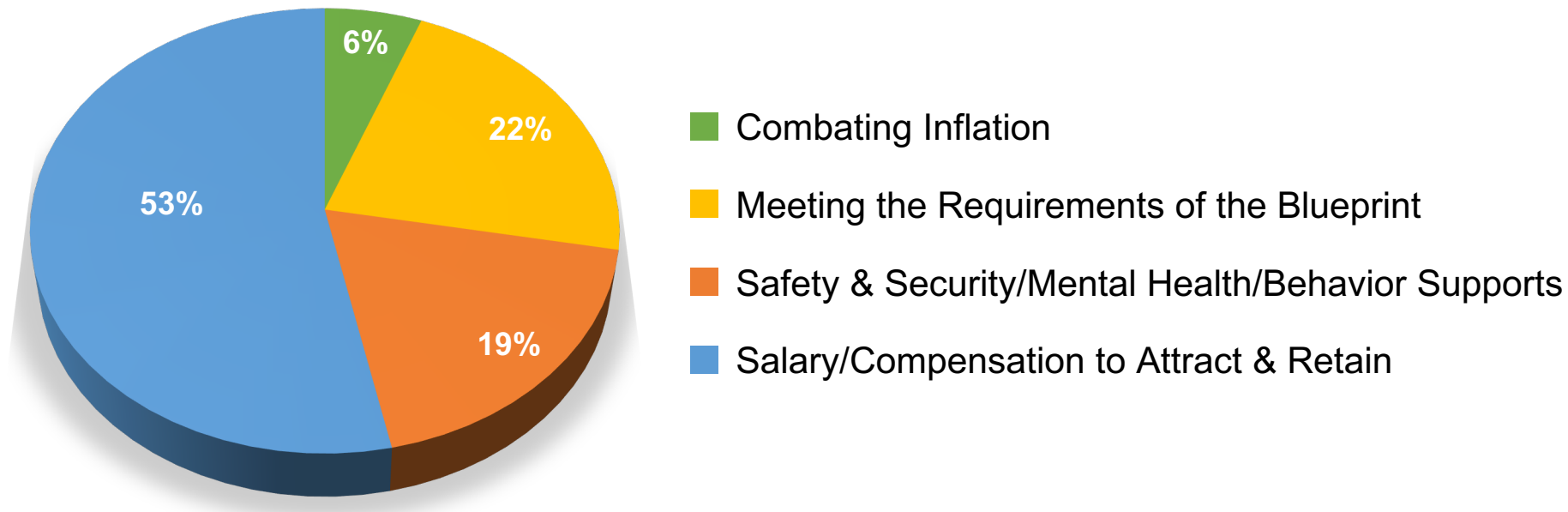
SECTION
III. A



Annual review of each line item

-\$2.24M

BUDGET PRIORITIES — % OF INCREASE



QUESTIONS?





Agenda Report Form

Open Session Item

SUBJECT: FY24 Community Organization Funding Recommendations

PRESENTATION DATE: March 7, 2023

PRESENTATION BY: Susan Buchanan, Director, Office of Grant Management

RECOMMENDED MOTION(S): No motion required.

REPORT-IN-BRIEF: The Community Organization Funding Committee is comprised of 5 members, individually appointed by each County Commissioner. The Committee is charged with reviewing and evaluating annual grant application requests submitted by community based local non-profit organizations. After this careful review, the Committee makes funding allocation recommendations to the Board of County Commissioners within the established annual funding priorities.

DISCUSSION: In December, the Committee received 42 funding applications from 41 separate organizations. The total amount of funding requested \$1,647,826. The amount of funds available is \$1,000,000. Each member of the Committee independently reviewed and scored the applications over a period of approximately six weeks. The Committee then met as a group and deliberated funding allocations for each application received. The recommendations presented today were made in accordance with parameters established by the Board.

FISCAL IMPACT: An expenditure of \$1,000,000 from the FY24 general fund budget.

CONCURRENCES: Community Organization Funding Committee

ALTERNATIVES: The recommendations are subject to acceptance or amendment by the Board of County Commissioners during the annual budget approval process.

ATTACHMENTS: FY24 Community Organization Funding Recommendations

AUDIO/VISUAL TO BE USED: N/A

Fiscal Year 2024 COF Committee Recommendations

ORGANIZATION	PROJECT NAME	REQUEST	RECOMMENDED
Maryland Symphony Orchestra, Inc.	Music Education Partnership with Washington County Public Schools	\$ 29,905.00	\$ 29,000.00
Washington County Arts Council, Inc.	Washington County Arts Council, Inc.	\$ 12,000.00	\$ 10,000.00
Maryland Theatre Association, Inc.	View Studio Flooring Replacement	\$ 17,380.00	\$ 5,000.00
Friends of Washington County Rural Heritage Museum	Hands on History	\$ 14,500.00	\$ 5,000.00
Doleman Black Heritage Museum, Inc.	Organizational Capacity Building & Equipment	\$ 65,259.00	\$ 18,759.00
Washington County Historical Society	Operational and Capital Improvement Funding	\$ 42,000.00	\$ 20,000.00
Camp Ritchie Museum, Inc.	Operational Funding	\$ 10,000.00	\$ 5,000.00
Arts & Culture Total		\$ 191,044.00	\$ 92,759.00
CASA Inc. (A)	Comprehensive Delivery of Domestic Violence	\$ 322,245.00	\$ 283,901.00
Domestic Violence Program Total		\$ 322,245.00	\$ 283,901.00
Washington County Community Action Council, Inc.	Food Insecurity Prevention Program	\$ 40,000.00	\$ 40,000.00
Community Free Clinic, Inc.	Core Clinical Programming	\$ 150,000.00	\$ 120,000.00
Girls Incorporated of Washington County	K.I.D.S. Kids, Integrating, Developing, Succeeding	\$ 24,200.00	\$ 24,200.00
Brook Lane Health Services, Inc.	School Based Mental Health Program	\$ 50,000.00	\$ 25,000.00
Fort Ritchie Community Center	Kids Club	\$ 12,836.00	\$ 12,836.00
Children In Need, Inc.	Client Monthly Visits	\$ 40,000.00	\$ 40,000.00
Boys & Girls Club of Washington County	Academic Success	\$ 30,000.00	\$ 30,000.00
Discovery Station at Hagerstown, Inc.	Discovery Station at Hagerstown, Inc.	\$ 24,500.00	\$ 24,500.00
Big Brothers Big Sisters of Washington County	Little Leadership Academy	\$ 6,359.00	\$ 6,359.00
R.E.A.C.H. of Washington County	Reach Crisis Intervention Program	\$ 50,000.00	\$ 22,800.00
Brooke's House	Job Coach Position	\$ 15,000.00	\$ 10,000.00
CASA Inc. (B)	Comprehensive Service Delivery for Sexual Assault	\$ 25,000.00	\$ 15,000.00
Hagerstown Neighborhood Development Partnership, Inc.	Hagerstown Home Store (HHS) - HUD Certified Housing Counseling Agency	\$ 30,000.00	\$ 10,000.00
United Way of Washington County Maryland, Inc.	Rent Support	\$ 16,121.00	\$ -
St. John's Family Shelter	Operating Costs	\$ 10,000.00	\$ 6,027.00
The Salvation Army	Hope Marches On for 2024	\$ 60,000.00	\$ 35,000.00
Women of Valor Ministries, Inc.	ValorExcel	\$ 10,316.00	\$ 2,500.00
The ARC of Washington County	Children's Residential Program	\$ 15,986.00	\$ 10,000.00
Smithsburg Community Volunteer Fire Company, Inc.	Volunteer Recruitment & Retention Program	\$ 20,000.00	\$ 5,400.00
YMCA of Hagerstown	Purchase of Van	\$ 25,000.00	\$ -
San Mar Family and Community Services	Mental Health Unreimbursed Care Costs	\$ 92,852.00	\$ -
Potomac Case Management Services, LLC	Targeted Case Management and Mental Health Care Coordination	\$ 40,250.00	\$ 10,000.00
BEACON House, Inc.	BEACON House, Inc. Childcare & MISST nonpublic school	\$ 30,000.00	\$ 10,000.00
Ladders To Leaders	Safe Place for Women	\$ 19,200.00	\$ 2,500.00
Maryland Food Bank, Inc.	Hunger Relief Operations in Washington County	\$ 15,000.00	\$ -
Hagerstown Goodwill Industries dba Horizon Goodwill Ind.	Hagerstown Fresh Food Initiative	\$ 100,000.00	\$ 25,000.00
		\$ 952,620.00	\$ 487,122.00
C & O Canal Trust	Canal Community Days - Washington County	\$ 5,000.00	\$ 5,000.00
Hagerstown Fairground Softball Association	Promoting Amateur Softball in Washington County MD	\$ 12,000.00	\$ 12,000.00
Alsatia Club Foundation, Inc.	96th Annual Mummers Parade	\$ 10,000.00	\$ 10,000.00
Recreation Total		\$ 27,000.00	\$ 27,000.00
Habitat for Humanity of Washington County	Home Preservation	\$ 15,000.00	\$ 10,000.00
Senior Living Alternatives, Inc./Holly Place	Contractual Nursing Staff	\$ 50,000.00	\$ 50,000.00
Easter Seals DC/MD/VA, Inc.	Medical Adult Day Services in Hagerstown	\$ 23,000.00	\$ 10,000.00
Washington County Commission on Aging	Senior Fit (Fun Invigorating Training)	\$ 56,699.00	\$ 29,000.00
Senior Program Total		\$ 144,699.00	\$ 99,000.00
Humane Society of Washington County	Field Services: Equipment	\$ 10,218.00	\$ 10,218.00
Other Total		\$ 10,218.00	\$ 10,218.00
Combined Totals		\$ 1,647,826.00	\$ 1,000,000.00



Agenda Report Form

Open Session Item

SUBJECT: FY24 Personnel Requests

PRESENTATION DATE: March 07, 2023

PRESENTATION BY: Michelle Gordon, Chief Financial Officer; Kendall Desaulniers, Deputy County Attorney/Interim Director of Human Resources

RECOMMENDED MOTION(S): For informational purposes

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

DISCUSSION: Total personnel adjustment requests total \$4,305,655 for FY24.

Fund	Personnel Requests	Salary Scale Grades 1-12	Retiree COLA 1% *	Totals
General Fund	2,925,620	409,860	520,000	3,855,480
Highway	-	197,644	-	197,644
Ag Center	-	1,453	-	1,453
Grant / Gaming	-	8,559	-	8,559
Transit	-	48,748	-	48,748
Water Quality	-	86,797	-	86,797
Solid Waste	-	59,604	-	59,604
Airport	-	15,868	-	15,868
Golf Course	-	31,502	-	31,502
Totals	2,925,620	860,035	520,000	4,305,655

* Retiree COLA is a 3 year commitment of \$520k (FY24, FY25 and FY26)

Recommendations from the committee total \$712,390 for Personnel Requests, \$860,035 for the Salary Scale realignment; and \$520,000 for a Retiree 1% COLA. Please see the attached summary for more information.

FISCAL IMPACT: \$2,092,425

CONCURRENCES: County Administrator

ALTERNATIVES: Any combination of changes to the recommendation.

ATTACHMENTS: FY24 Personnel Request Summary; FY24 Salary Scale; Retiree COLA History

AUDIO/VISUAL TO BE USED: N/A

**Washington County, Maryland
Summary of Personnel Requests
Fiscal Year 2024 Requested**

Fund	Total FTEs *		Requested	Proposed
	Positions Requested	Positions Proposed		
Elected/Appointed:				
Treasurer	1.0	0.0	\$ 71,840	\$ -
State's Attorney	0.0	0.0	\$ 98,950	\$ 98,950
	1.0	0.0	\$ 170,790	\$ 98,950
Public Safety:				
Elected Sheriff	6.0	3.0	\$ 584,540	\$ 408,690
Emergency Services	13.5	1.0	\$ 1,432,020	\$ 104,920
	19.5	4.0	\$ 2,016,560	\$ 513,610
Other General Fund:				
Election Board	1.0	1.0	\$ 210,050	\$ 89,930
Purchasing	0.0	0.0	\$ 9,900	\$ 9,900
Wireless Communications	0.0	0.0	\$ -	\$ -
Business Development	1.0	0.0	\$ 111,140	\$ -
Information Technology	4.0	0.0	\$ 407,180	\$ -
	5.0	1.0	\$ 738,270	\$ 99,830
Total General Fund:	25.5	5.0	\$ 2,925,620	\$ 712,390
Other Funds:				
Highway	0.0	0.0	\$ -	\$ -
Solid Waste	0.0	0.0	\$ -	\$ -
Water Quality	0.0	0.0	\$ -	\$ -
Transit	0.0	0.0	\$ -	\$ -
Airport	0.0	0.0	\$ -	\$ -
Golf Course	0.0	0.0	\$ -	\$ -
Ag Center	0.0	0.0	\$ -	\$ -
Grand Total	25.5	5.0	\$ 2,925,620	\$ 712,390
* FTEs - full-time counted as 1; part-time counted as .5.				

Washington County, Maryland
Detail Personnel Requests
FY2024 - Requested

Function or Area	Request	Proposed New Position or Change	Requested				Change to Budget			Total change to Budget
			# of new positions	Full or Part time	Grade	Step	Wages	Benefits	Offset	
Sheriff: Patrol	New Position	Master Deputy	2.0	FT	PAT5	13	203,680	113,470		317,150
		There a four deputies stations at Meritus Medical Center. The hospital has decided that they will only be keeping two positions so the remaining two will no longer be stationed there and we will not be reimbursed for them. We would like to absorb these two positions into patrol.								
	<i>Requested</i>		<i>2.0</i>				<i>\$ 203,680</i>	<i>\$ 113,470</i>	<i>\$ -</i>	<i>\$ 317,150</i>
	<i>Proposed</i>		<i>2.0</i>				<i>\$ 203,680</i>	<i>\$ 113,470</i>	<i>\$ -</i>	<i>\$ 317,150</i>
Sheriff: Detention	New Position	Detention Deputy	2.0	FT	DET1	1	102,752	73,100		175,850
		In FY22 there were two detention deputy positions removed to hire an Attorney specifically for the Sheriff's department. 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.								
	<i>Requested</i>		<i>2.0</i>				<i>\$ 102,752</i>	<i>\$ 73,100</i>	<i>\$ -</i>	<i>\$ 175,850</i>
	<i>Proposed</i>		<i>0.0</i>				<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>
Sheriff: Detention	New Position	Public Safety IT Specialist I	1.0	FT	12	1	53,955	37,582		91,540
		Add It Specialist to handle IT related matters primarily within the detention center but will work with the other IT staff and be knowledgeable in all areas of the Sheriff's department.								
	<i>Requested</i>		<i>1.0</i>				<i>\$ 53,955</i>	<i>\$ 37,582</i>	<i>\$ -</i>	<i>\$ 91,540</i>
	<i>Proposed</i>		<i>1.0</i>				<i>\$ 53,955</i>	<i>\$ 37,582</i>	<i>\$ -</i>	<i>\$ 91,540</i>
State's Attorney	Increase in PT-Wages	Increase in part-time wages	0.0				91,730	7,219		98,950
		Request is to add wages for two part-time positions that exist (one which is staffed) but had been removed from the budget.								
	<i>Requested</i>		<i>0.0</i>				<i>\$ 91,730</i>	<i>\$ 7,219</i>	<i>\$ -</i>	<i>\$ 98,950</i>
	<i>Proposed</i>		<i>0.0</i>				<i>\$ 91,730</i>	<i>\$ 7,219</i>	<i>\$ -</i>	<i>\$ 98,950</i>
Treasurer	New Position	Accounts Receivable Technician	1.0	FT	9	1	42,786	33,114		75,900
		Request for new position due to increased workload with no additional staff for more than twenty years.								
	<i>Requested</i>		<i>1.0</i>				<i>\$ 42,786</i>	<i>\$ 33,114</i>	<i>\$ -</i>	<i>\$ 75,900</i>
	<i>Proposed</i>		<i>0.0</i>				<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>
Treasurer	Eliminate PT Wages	Part-Time Wages	0.0	PT	0	0	(4,060)	0		(4,060)
		Request for new position due to increased workload with no additional staff for more than twenty years.								
	<i>Requested</i>		<i>0.0</i>				<i>\$ (4,060)</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ (4,060)</i>
	<i>Proposed</i>		<i>0.0</i>				<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>
Elected/ Appointed	Requested		6.0				\$ 490,843	\$ 264,485	\$ -	\$ 755,330
	Proposed		3.0				\$ 349,365	\$ 158,271	\$ -	\$ 507,640
Emerg. Svcs: EMS Operations	Increase in Over-Time	Increase in Over-Time Wages	0.0				86,000	13,992		99,990
		Requesting to increase overtime wages based on Fy22 actuals and year to date actuals.								
	<i>Requested</i>		<i>0.0</i>				<i>\$ 86,000</i>	<i>\$ 13,992</i>	<i>\$ -</i>	<i>\$ 99,990</i>
	<i>Proposed</i>		<i>0.0</i>				<i>\$ 11,510</i>	<i>\$ 1,873</i>	<i>\$ -</i>	<i>\$ 13,380</i>
Emerg. Svcs: EMS Operations	New Position	Assistant Medical Director	0.5	PT	12	1	33,384	2,671		36,060
		Maryland licensed physician to oversee the EMS educational/training program. Position will serve as a back-up to the Jurisdictional Medical Director when needed.								
	<i>Requested</i>		<i>0.5</i>				<i>\$ 33,384</i>	<i>\$ 2,671</i>	<i>\$ -</i>	<i>\$ 36,060</i>
	<i>Proposed</i>		<i>0.0</i>				<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>

Washington County, Maryland
Detail Personnel Requests
FY2024 - Requested

Function or Area	Request	Proposed New Position or Change	Requested				Change to Budget			Total change to Budget
			# of new positions	Full or Part time	Grade	Step	Wages	Benefits	Offset	
Emerg. Svcs: Fire Operations	New Position	Firefighter/FAO	8.0	FT	DES4	1	398,560	287,424		685,980
		Relief coverage positions are needed due to SAFER grant firefighters accruing sick/vacation time. DES has also received requests for FT staffing from three fire stations that do not currently have DES staffing assigned.								
	<i>Requested</i>		<i>8.0</i>				<i>\$ 398,560</i>	<i>\$ 287,424</i>	<i>\$ -</i>	<i>\$ 685,980</i>
	<i>Proposed</i>		<i>0.0</i>				<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>
Emerg. Svcs: Fire Operations	New Position	Battalion Chief	4.0	FT	DES8	1	271,164	172,464		443,630
		Mid-level position responsible for day to day operations within their assigned geographical area. Responds to complex emergency incidents and will also operate as an Incident Safety Officer on incidents when needed.								
	<i>Requested</i>		<i>4.0</i>				<i>\$ 271,164</i>	<i>\$ 172,464</i>	<i>\$ -</i>	<i>\$ 443,630</i>
	<i>Proposed</i>		<i>0.0</i>				<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>
Emerg. Svcs: Fire Operations	Increase in Over-Time	Increase in Over-Time Wages	0.0				67,500	7,321		74,820
		Requesting an increase in overtime wages for coverage while employees attend training.								
	<i>Requested</i>		<i>0.0</i>				<i>\$ 67,500</i>	<i>\$ 7,321</i>	<i>\$ -</i>	<i>\$ 74,820</i>
	<i>Proposed</i>		<i>0.0</i>				<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>
Emerg. Svcs: Public Safety Training Center	New Position	Fire/Rescue Training Officer	1.0				53,955	37,582		91,540
		Responsible for training of newly hired firefighters and the ongoing training of existing employees to meet industry standards and governmental regulations.								
	<i>Requested</i>		<i>1.0</i>				<i>\$ 53,955</i>	<i>\$ 37,582</i>	<i>\$ -</i>	<i>\$ 91,540</i>
	<i>Proposed</i>		<i>1.0</i>				<i>\$ 53,955</i>	<i>\$ 37,582</i>	<i>\$ -</i>	<i>\$ 91,540</i>
Emergency Services:	Requested		13.5	-	-	-	910,563.0	521,454.0	0.0	1,432,020
	Proposed		1.0	-	-	-	65,465.0	39,455.0	0.0	104,920.0
Election Board	New Position	Election Program Specialist I	1.0	FT	11	9	54,668	34,064	0	88,740
		Additional position needed to manage social media accounts, process election judge payroll, process mail-in ballot transactions etc.								
	<i>Requested</i>		<i>1.0</i>				<i>\$ 54,668</i>	<i>\$ 34,064</i>	<i>\$ -</i>	<i>\$ 88,740</i>
	<i>Proposed</i>		<i>1.0</i>				<i>\$ 54,668</i>	<i>\$ 34,064</i>	<i>\$ -</i>	<i>\$ 88,730</i>
Election Board	Part-Time Wages	Increase in Part-Time Wages	0.0				115,460	4,650		120,110
		Increase to Chief judge pay of \$50, increase to provisional judge pay of \$25 and increase in all other judges pay of \$50. Increase in training pay for election judges of \$25.00.								
	<i>Requested</i>		<i>0.0</i>				<i>\$ 115,460</i>	<i>\$ 4,650</i>	<i>\$ -</i>	<i>\$ 120,110</i>
	<i>Proposed</i>		<i>0.0</i>				<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>
Election Board	Over-Time Wages	Increase in Over-Time Wages	0.0				1,200			1,200
		Part-time warehouse worker is required to work more than 40 hours per week during the election cycle.								
	<i>Requested</i>		<i>0.0</i>				<i>\$ 1,200</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ 1,200</i>
	<i>Proposed</i>		<i>0.0</i>				<i>\$ 1,200</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ 1,200</i>
Purchasing	Increase FT Wages	Increase Full-Time Wages	0.0				7,405	2,492		9,900
		Request is to provide 3 positions with higher step to compensate for additional responsibilities taken on by managing the mailroom.								
	<i>Requested</i>		<i>0.0</i>				<i>\$ 7,405</i>	<i>\$ 2,492</i>	<i>\$ -</i>	<i>\$ 9,900</i>
	<i>Proposed</i>		<i>0.0</i>				<i>\$ 7,405</i>	<i>\$ 2,492</i>	<i>\$ -</i>	<i>\$ 9,900</i>
Business Development	New Position	Economic Development Specialist - Incentives & Workforce	1.0				67,954	43,182		111,140
		New position requested based on increased workload as a result of the pandemic and E-Commerce focus.								
	<i>Requested</i>		<i>1.0</i>				<i>\$ 67,954</i>	<i>\$ 43,182</i>	<i>\$ -</i>	<i>\$ 111,140</i>
	<i>Proposed</i>		<i>0.0</i>				<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>

Washington County, Maryland
Detail Personnel Requests
FY2024 - Requested

Function or Area	Request	Proposed New Position or Change	Requested				Change to Budget		Offset	Total change to Budget
			# of new positions	Full or Part time	Grade	Step	Wages	Benefits		
Information Technology	New Position	Azure Cloud Architect	1.0	FT	17	1	79,227	47,691		126,920
		This position will manage cloud security and integration with on premise systems.								
	<i>Requested</i>		<i>1.0</i>				<i>\$ 79,227</i>	<i>\$ 47,691</i>	<i>\$ -</i>	<i>\$ 126,920</i>
	<i>Proposed</i>		<i>0.0</i>				<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>
Information Technology	New Position	Help Desk Analyst	1.0	FT	10	1	46,259	34,504		80,760
		Request to add additional help desk for front-line staff.								
	<i>Requested</i>		<i>1.0</i>				<i>\$ 46,259</i>	<i>\$ 34,504</i>	<i>\$ -</i>	<i>\$ 80,760</i>
	<i>Proposed</i>		<i>0.0</i>				<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>
Information Technology	New Position	Network Engineer II	1.0	FT	16	1	73,382	45,353		118,740
		Position will be tasked with network security and infrastructure.								
	<i>Requested</i>		<i>1.0</i>				<i>\$ 73,382</i>	<i>\$ 45,353</i>	<i>\$ -</i>	<i>\$ 118,740</i>
	<i>Proposed</i>		<i>0.0</i>				<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>
Information Technology	New Position	Office Manager	1.0	FT	10	1	46,259	34,504		80,760
		New position to coordinate work flows and manage communication.								
	<i>Requested</i>		<i>1.0</i>				<i>\$ 46,259</i>	<i>\$ 34,504</i>	<i>\$ -</i>	<i>\$ 80,760</i>
	<i>Proposed</i>		<i>0.0</i>				<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>
Other General Fund	Requested		6.0				\$ 491,814	\$ 246,440	\$ -	\$ 738,270
	Proposed		1.0				\$ 63,273	\$ 36,556	\$ -	\$ 99,830
Water Quality Utility Administration	Eliminate Position	Administrative Assistant	(1.0)	FT	9	1	(42,786)	(33,114)	75,900	0
		Eliminate existing budgeted position due to reorganization of administrative staff and replace with a System Mechanic in Department 40040 - Maintenance.								
	<i>Requested</i>		<i>(1.0)</i>				<i>\$ (42,786)</i>	<i>\$ (33,114)</i>	<i>\$ 75,900</i>	<i>\$ -</i>
	<i>Proposed</i>		<i>(1.0)</i>				<i>\$ (42,786)</i>	<i>\$ (33,114)</i>	<i>\$ 75,900</i>	<i>\$ -</i>
Water Quality Maintenance	New Position	System Mechanic I	1.0	FT	9	1	42,786	33,114	(75,900)	0
		Due to aging infrastructure and an increase in plant equipment after upgrades, additional pump shop staff is required. No net cost								
	<i>Requested</i>		<i>1.0</i>				<i>\$ 42,786</i>	<i>\$ 33,114</i>	<i>\$ (75,900)</i>	<i>\$ -</i>
	<i>Proposed</i>		<i>1.0</i>				<i>\$ 42,786</i>	<i>\$ 33,114</i>	<i>\$ (75,900)</i>	<i>\$ -</i>
Other Fund:	Requested		0.0				\$ -	\$ -	\$ -	\$ -
	Proposed		0.0				\$ -	\$ -	\$ -	\$ -
Grand Total:	Requested		25.5				\$ 1,893,220	\$ 1,032,379	\$ -	\$ 2,925,620
	Proposed		5.0				\$ 478,103	\$ 234,282	\$ -	\$ 712,390

Washington County Government
FY 2024 Revised Salary Scale
7/1/2023

Full Time and Part Time Regular Employees																					
% Chg Bet Grds	GRADE	1.0%			STEP																
		Sal Scale Adjust			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
		Prior Base	Base	% Chg	Base	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%
8.03%	22	115,294	115,294		116,438	119,350	122,325	125,382	128,523	131,726	135,013	138,382	141,835	145,371	149,011	152,734	156,562	160,472	164,486	168,605	172,827
		55.43	55.43	0.00%	55.98	57.38	58.81	60.28	61.79	63.33	64.91	66.53	68.19	69.89	71.64	73.43	75.27	77.15	79.08	81.06	83.09
8.00%	21	106,725	106,725		107,786	110,490	113,256	116,085	118,997	121,971	125,029	128,149	131,352	134,638	138,008	141,461	144,997	148,616	152,339	156,146	160,056
		51.31	51.31	0.00%	51.82	53.12	54.45	55.81	57.21	58.64	60.11	61.61	63.15	64.73	66.35	68.01	69.71	71.45	73.24	75.07	76.95
7.98%	20	98,821	98,821		99,819	102,315	104,874	107,494	110,178	112,923	115,752	118,643	121,618	124,654	127,774	130,978	134,243	137,592	141,024	144,560	148,179
		47.51	47.51	0.00%	47.99	49.19	50.42	51.68	52.97	54.29	55.65	57.04	58.47	59.93	61.43	62.97	64.54	66.15	67.80	69.50	71.24
8.06%	19	91,520	91,520		92,435	94,744	97,115	99,549	102,045	104,603	107,224	109,907	112,653	115,461	118,352	121,306	124,342	127,442	130,624	133,890	137,238
		44.00	44.00	0.00%	44.44	45.55	46.69	47.86	49.06	50.29	51.55	52.84	54.16	55.51	56.90	58.32	59.78	61.27	62.80	64.37	65.98
7.98%	18	84,698	84,698		85,550	87,693	89,877	92,123	94,432	96,803	99,216	101,691	104,229	106,829	109,491	112,237	115,045	117,915	120,869	123,885	126,984
		40.72	40.72	0.00%	41.13	42.16	43.21	44.29	45.40	46.54	47.70	48.89	50.11	51.36	52.64	53.96	55.31	56.69	58.11	59.56	61.05
7.96%	17	78,437	78,437		79,227	81,203	83,242	85,322	87,464	89,648	91,894	94,182	96,533	98,946	101,421	103,958	106,558	109,221	111,946	114,754	117,624
		37.71	37.71	0.00%	38.09	39.04	40.02	41.02	42.05	43.10	44.18	45.28	46.41	47.57	48.76	49.98	51.23	52.51	53.82	55.17	56.55
7.98%	16	72,654	72,654		73,382	75,213	77,085	79,019	80,995	83,013	85,093	87,214	89,398	91,624	93,912	96,262	98,675	101,150	103,688	106,288	108,950
		34.93	34.93	0.00%	35.28	36.16	37.06	37.99	38.94	39.91	40.91	41.93	42.98	44.05	45.15	46.28	47.44	48.63	49.85	51.10	52.38
8.01%	15	67,288	67,288		67,954	69,659	71,406	73,195	75,026	76,898	78,811	80,787	82,805	84,885	87,006	89,190	91,416	93,704	96,054	98,446	100,901
		32.35	32.35	0.00%	32.67	33.49	34.33	35.19	36.07	36.97	37.89	38.84	39.81	40.81	41.83	42.88	43.95	45.05	46.18	47.33	48.51
8.01%	14	62,296	62,296		62,920	64,501	66,123	67,766	69,451	71,178	72,966	74,797	76,669	78,582	80,538	82,555	84,614	86,736	88,899	91,125	93,413
		29.95	29.95	0.00%	30.25	31.01	31.79	32.58	33.39	34.22	35.08	35.96	36.86	37.78	38.72	39.69	40.68	41.70	42.74	43.81	44.91
7.93%	13	57,678	57,678		58,261	59,717	61,214	62,754	64,314	65,915	67,558	69,243	70,970	72,738	74,547	76,419	78,333	80,288	82,306	84,365	86,466
		27.73	27.73	0.00%	28.01	28.71	29.43	30.17	30.92	31.69	32.48	33.29	34.12	34.97	35.84	36.74	37.66	38.60	39.57	40.56	41.57
7.00%	12	53,414	53,440		53,976	55,328	56,722	58,136	59,592	61,090	62,608	64,168	65,770	67,413	69,098	70,824	72,592	74,402	76,253	78,166	80,122
		25.68	25.69	0.05%	25.95	26.60	27.27	27.95	28.65	29.37	30.10	30.85	31.62	32.41	33.22	34.05	34.90	35.77	36.66	37.58	38.52
7.00%	11	49,421	49,944		50,440	51,709	52,998	54,330	55,682	57,075	58,510	59,966	61,464	63,003	64,584	66,206	67,870	69,576	71,323	73,112	74,942
		23.76	24.01	1.06%	24.25	24.86	25.48	26.12	26.77	27.44	28.13	28.83	29.55	30.29	31.05	31.83	32.63	33.45	34.29	35.15	36.03
6.00%	10	45,802	46,677		47,154	48,339	49,546	50,794	52,062	53,373	54,704	56,077	57,470	58,906	60,382	61,901	63,440	65,021	66,643	68,307	70,013
		22.02	22.44	1.91%	22.67	23.24	23.82	24.42	25.03	25.66	26.30	26.96	27.63	28.32	29.03	29.76	30.50	31.26	32.04	32.84	33.66
6.00%	9	42,370	44,035		44,470	45,573	46,717	47,882	49,088	50,315	51,563	52,853	54,184	55,536	56,930	58,344	59,800	61,298	62,837	64,418	66,019
		20.37	21.17	3.93%	21.38	21.91	22.46	23.02	23,60	24.19	24.79	25.41	26.05	26.70	27.37	28.05	28.75	29.47	30.21	30.97	31.74
6.00%	8	39,270	41,542		41,954	42,994	44,075	45,178	46,301	47,466	48,651	49,858	51,106	52,374	53,685	55,037	56,410	57,824	59,280	60,757	62,275
		18.88	19.97	5.78%	20.17	20.67	21.19	21.72	22.26	22.82	23.39	23.97	24.57	25.18	25.81	26.46	27.12	27.80	28.50	29.21	29.94
5.00%	7	36,358	39,191		39,582	40,581	41,600	42,640	43,701	44,803	45,926	47,070	48,256	49,462	50,690	51,958	53,248	54,579	55,952	57,346	58,781
		17.48	18.84	7.79%	19.03	19.51	20.00	20.50	21.01	21.54	22.08	22.63	23.20	23.78	24.37	24.98	25.60	26.24	26.90	27.57	28.26
5.00%	6	33,634	37,324		37,690	38,626	39,582	40,581	41,600	42,640	43,701	44,803	45,926	47,070	48,256	49,462	50,690	51,958	53,248	54,579	55,952
		16.17	17.94	10.97%	18.12	18.57	19.03	19.51	20.00	20.50	21.01	21.54	22.08	22.63	23.20	23.78	24.37	24.98	25.60	26.24	26.90
4.00%	5	31,158	35,547		35,901	36,795	37,710	38,646	39,603	40,602	41,621	42,661	43,722	44,824	45,947	47,091	48,277	49,483	50,710	51,979	53,269
		14.98	17.09	14.08%	17.26	17.69	18.13	18.58	19.04	19.52	20.01	20.51	21.02	21.55	22.09	22.64	23.21	23.79	24.38	24.99	25.61
4.00%	4	28,829	34,180		34,528	35,402	36,296	37,211	38,147	39,104	40,082	41,080	42,099	43,160	44,242	45,344	46,488	47,653	48,838	50,066	51,314
		13.86	16.43	18.56%	16.60	17.02	17.45	17.89	18.34	18.80	19.27	19.75	20.24	20.75	21.27	21.80	22.35	22.91	23.48	24.07	24.67
3.50%	3	26,749	32,865		33,197	34,029	34,882	35,755	36,650	37,565	38,501	39,458	40,435	41,454	42,494	43,555	44,637	45,760	46,904	48,069	49,275
		12.86	15.80	22.87%	15.96	16.36	16.77	17.19	17.62	18.06	18.51	18.97	19.44	19.93	20.43	20.94	21.46	22.00	22.55	23.11	23.69
3.50%	2	24,752	31,754		32,074	32,885	33,717	34,570	35,443	36,338	37,253	38,189	39,146	40,123	41,122	42,141	43,202	44,283	45,386	46,530	47,694
		11.90	15.27	28.29%	15.42	15.81	16.21	16.62	17.04	17.47	17.91	18.36	18.82	19.29	19.77	20.26	20.77	21.29	21.82	22.37	22.93
	1	22,922	30,680		30,992	31,762	32,552	33,363	34,195	35,048	35,922	36,816	37,731	38,667	39,624	40,622	41,642	42,682	43,742	44,845	45,968
		11.02	14.75	33.85%	14.90	15.27	15.65	16.04	16.44	16.85	17.27	17.70	18.14	18.59	19.05	19.53	20.02	20.52	21.03	21.56	22.10
Part Time Seasonal Employees																					
% Chg Bet Grds	GRADE	Act Min			Rec Min																
		Act Min			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
		Prior Base	Base	% Chg	Base	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%
5.00%	P6	39,354	38,893		39,291	40,269	41,267	42,307	43,368	44,450	45,552	46,696	47,861	49,067	50,294	51,542	52,832	54,163	55,515	56,909	58,323
		18.92	18.70	-1.17%	18.89	19.36	19.84	20.34	20.85	21.37	21.90	22.45	23.01	23.59	24.18	24.78	25.40	26.04	26.69	27.36	28.04
4.00%	P5	36,878	37,041		37,419	38,355	39,312	40,290	41,288	42,328	43,389	44,470	45,573	46,717	47,882	49,088	50,315	51,563	52,853	54,184	55,536
		17.73	17.81	0.44%	17.99	18.44	18.90	19.37	19.85	20.35	20.86	21.38	21.91	22.46	23.02	23.60	24.19	24.79	25.41	26.05	

Washington County Retiree Increases

Year	FY	Increase	SSA COLA	CPI
7/1/1987	FY1988	*16%	4.2%	4.1%
8/1/1993	FY 1994	4.0%	2.6%	2.6%
7/1/1994	FY1995	0.0%	2.8%	2.8%
7/1/1995	FY1996	0.0%	2.6%	2.9%
7/1/1996	FY1997	0.0%	2.9%	2.3%
7/1/1997	FY1998	0.0%	2.1%	1.6%
7/1/1998	FY1999	4.0%	1.3%	2.2%
7/1/1999	FY2000	0.0%	2.5%	3.4%
7/1/2000	FY2001	3.0%	3.5%	2.8%
7/1/2001	FY2002	0.0%	2.6%	1.6%
7/1/2002	FY2003	3.0%	1.4%	2.3%
7/1/2003	FY2004	0.0%	2.1%	2.7%
7/1/2004	FY2005	0.0%	2.7%	3.4%
7/1/2005	FY2006	2.0%	4.1%	3.2%
7/1/2006	FY2007	0.0%	3.3%	2.9%
7/1/2007	FY2008	2.0%	2.3%	3.8%
7/1/2008	FY2009	0.0%	5.8%	-0.4%
7/1/2009	FY2010	2.0%	0.0%	1.6%
7/1/2010	FY2011	0.0%	0.0%	3.5%
7/1/2011	FY2012	0.0%	3.6%	1.7%
7/1/2012	FY2013	2.0%	1.7%	1.7%
7/1/2013	FY2014	2.0%	1.5%	2.0%
7/1/2014	FY2015	0.0%	1.7%	0.2%
7/1/2015	FY2016	3.0%	0.0%	1.1%
7/1/2016	FY2017	3.0%	0.3%	1.6%
7/1/2017	FY2018	3.0%	2.0%	2.8%
7/2/2018	FY2019	0.0%	2.8%	1.7%
7/3/2019	FY2020	0.0%	1.6%	0.7%
7/4/2020	FY2021	0.0%	1.3%	5.3%
7/1/2021	FY2022	0.0%	5.9%	9.0%
7/1/2022	FY2023	1.0%	8.7%	5.0%
7/1/2023	FY2024	1.0%	2.0%	2.3%
10 Year Average		1.10%	2.63%	2.97%
20 year average		1.05%	2.57%	2.66%
10 year average through 2018		1.50%	1.66%	
20 year through 2018		1.45%	2.12%	



Agenda Report Form

Open Session Item

SUBJECT: Reinhart Rural Legacy Program (RLP) Easement

PRESENTATION DATE: March 7, 2023

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

RECOMMENDED MOTION: Move to approve the Estate of James Reinhart RLP Easement project, in the amount of \$1,000,000.00 for 267.138 easement acres, paid for 100% by the Maryland Department of Natural Resources, and to adopt an ordinance approving the easement purchase and to authorize the execution of the necessary documentation to finalize the easement purchase.

REPORT-IN-BRIEF: The Reinhart property is located at 17218 Shepherdstown Pike, Sharpsburg, and the easement will serve to permanently preserve a valuable agricultural, scenic, environmental and historic property in the County. The parcel contains both ag and woodland areas. It lies in a part of Washington County that was heavily trafficked during the Civil War and the Battle of Antietam. The property lies along historic Shepherdstown Pike and is contiguous to several sites on the Maryland Inventory of Historic Places. The Potomac River and C&O Canal run along the northwestern property boundary where there is also a Federal Scenic Easement.

The parcel adds on to a block of thousands of acres of contiguous preserved farmland around Antietam Battlefield. Twelve (12) development rights will be extinguished with this easement.

DISCUSSION: Since 1998, Washington County has been awarded more than \$27 million to purchase Rural Legacy easements on more than 8,400 acres near Antietam Battlefield in the Rural Legacy Area. RLP is a sister program to the Maryland Agricultural Land Preservation Program (MALPP) and includes the protection of environmental and historic features in addition to agricultural parameters. RLP uses an easement valuation system (points) to establish easement value rather than appraisals used by MALPP. For FY 2023, Washington County was awarded RLP grants totaling \$1,550,000. The Reinhart RLP Easement will use part those funds. Easement applicants were previously ranked based on four main categories: the number of development rights available, the quality of the land/land management (agricultural component), natural resources (environmental), and the historic value.

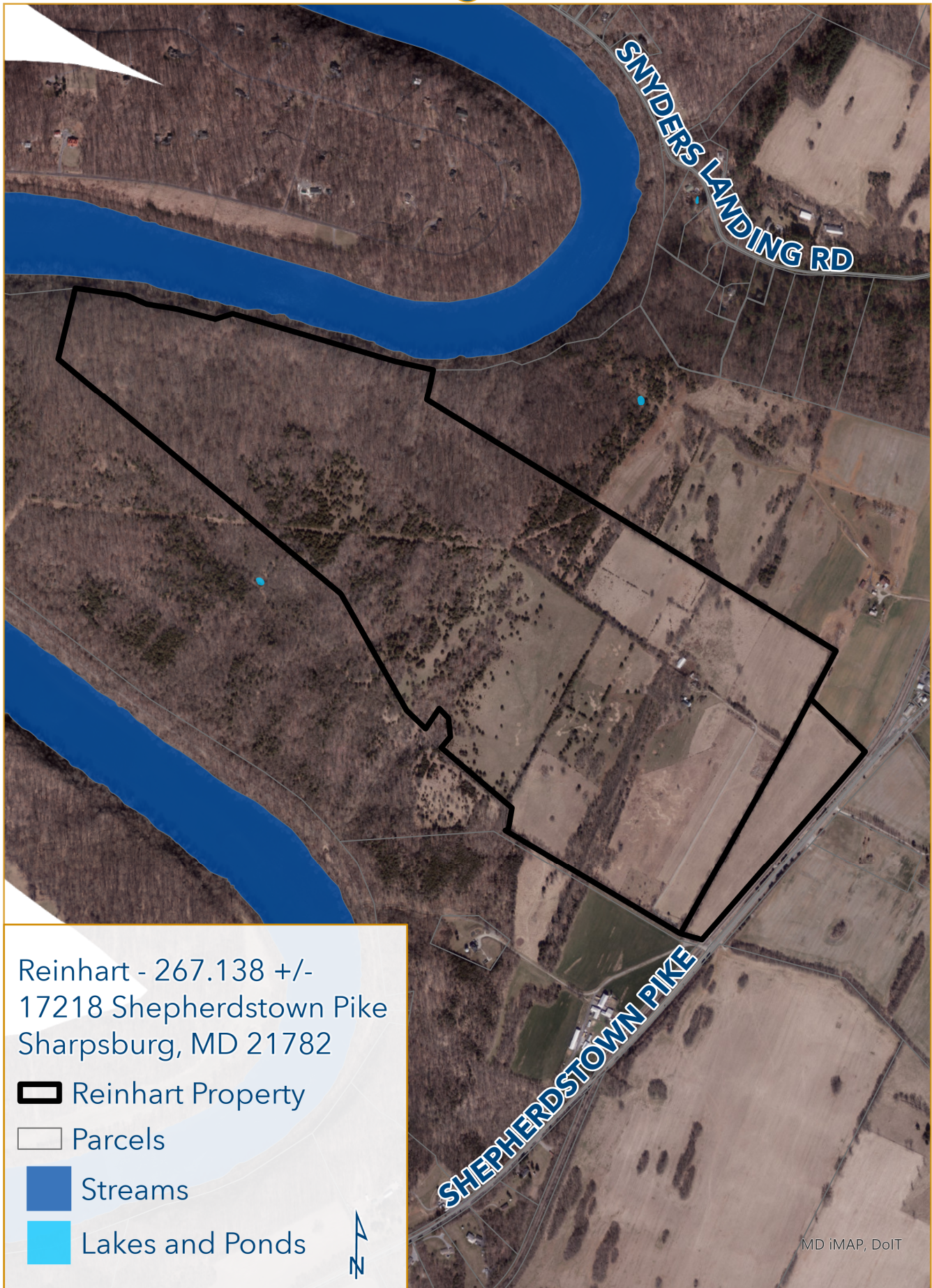
FISCAL IMPACT: RLP funds are 100% State dollars, mainly from DNR Open Space funds. In addition to the easement funds, we receive up to 3% of the easement value for administrative costs, a mandatory 1.5% for compliance/monitoring costs, and funds to cover all of our legal/settlement costs.

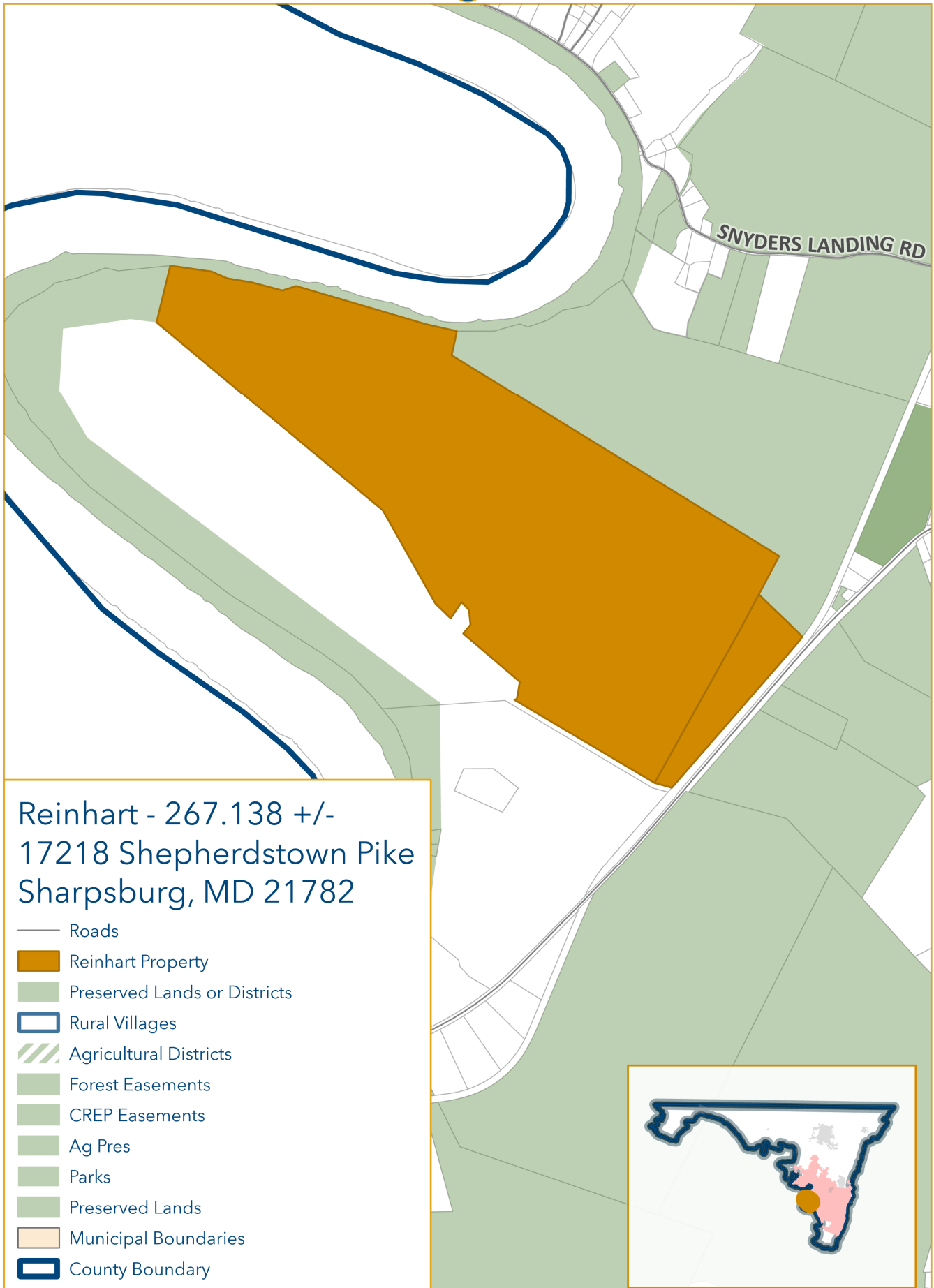
CONCURRENCES: Both the State RLP Board and the State Department of Natural Resources (DNR) staff have approved and support our program. A final money allocation will be approved by the State Board of Public Works.

ALTERNATIVES: If Washington County rejects State funds for RLP, the funds will be allocated to other counties in Maryland.

ATTACHMENTS: Aerial Map, Location Map, Ordinance

AUDIO/VISUAL NEEDS: N/A





ORDINANCE NO. ORD-2023-

**AN ORDINANCE TO APPROVE THE PURCHASE OF A CONSERVATION
EASEMENT UNDER THE MARYLAND RURAL LEGACY PROGRAM
(*Re: Reinhart RLP Conservation Easement*)**

RECITALS

1. The Maryland Rural Legacy Program ("RLP") provides the funding necessary to protect large, contiguous tracts of land and other strategic areas from sprawl development and to enhance natural resource, agricultural, forestry, and environmental protection through cooperative efforts among State and local governments.

2. Protection is provided through the acquisition of easements and fee estates from willing landowners and the supporting activities of Rural Legacy Sponsors and local governments.

3. For FY 2023, Washington County (the "County") was awarded a RLP grant totaling \$1,550,000.00 (the "RLP Funds").

4. The Estate of James Reinhart (the "Property Owner"), is the fee simple owner of real property consisting of 267.138 acres, more or less (the "Property"), in Washington County, Maryland. The Property is more particularly described on Exhibit A attached hereto.

5. The County has agreed to pay the sum of approximately ONE MILLION DOLLARS AND NO CENTS (\$1,000,000.00), which is a portion of the RLP Funds, to the Property Owner for a Deed of Conservation Easement on the Property (the "Reinhart RLP Conservation Easement").

THEREFORE, BE IT ORDAINED by the Board of County Commissioners of Washington County, Maryland, that the purchase of a conservation easement on 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 Reinhart RLP Conservation Easement.

ADOPTED this ____ day of _____, 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

EXHIBIT A - DESCRIPTION OF PROPERTY

All those tracts, lots or parcels of land, and all the rights, ways, privileges and appurtenances thereunto belonging or in anywise appertaining, situate in Election District No. 1, Washington County, Maryland, and being more particularly described in accordance with the description contained in the Deeds recorded in Liber 511, folio 529, and Liber 739, folio 92 among the Land Records of Washington County, Maryland, as follows:

TRACT NO. 1: Tax account nos. 01-010344, 17218 Shepherdstown Pike, Sharpsburg: ALL those parcels of land situate in Election District No. 1, Washington County, Maryland, being more particularly described as follows:

PARCEL NO. 1: BEGINNING for the outlines thereof at the beginning of a Deed from Samuel Price to Christian Beeler, and running with the 1st line of said Deed North 28 degrees East 45 perches to a stone; thence through the center of a lane North 55 degrees West 171 ½ perches to a stone; thence South 41 ½ degrees West 4 perches to a stone; thence North 61 ½ degrees West 100.5 perches to a stone; thence North 33 ½ degrees East 46.5 perches to the bank of the C & O Canal; thence North 77 degrees West 46 ¾ perches to the 5th line of Lot No. 2; thence reversing that line South 33 ½ degrees West 48.5 perches to a stone planted at the foot of a small marked Dogwood tree; thence South 54 degrees East 124 ¾ perches to a stone; thence by a straight line to the point of beginning; containing 76 ¼ acres of land, more or less.

PARCEL NO. 2: Being all that tract or parcel of land, situate in Election District No. 1, Washington County, Maryland, and BEGINNING for the outlines thereof at the end of 45 perches in the 1st line of the Deed from the said Price to Beeler, and running with the outlines of said Deed the six following lines: North 28 degrees East 47 perches to a marked Black Oak tree; [thence] North 60 degrees West 216 perches to a marked Hickory tree; [thence] North 80 degrees 19 perches to the bank of the Potomac River; then down along the bank of the said River North 86 degrees West 8 perches; [thence] North 71 degrees West 34 ½ perches; [thence] North 77 degrees West 4 perches; then leaving the outlines South 33 ½ degrees West 51 perches; [thence] South 61 ½ degrees East 100 ½ perches; [thence] North 41 1/1 degrees East 4 perches; thence by a straight line to the point of beginning; containing 75 acres of land, more or less.

PARCEL NO. 3: Being all that tract of land called "Fertile Grove," situate about 1 1/3 miles West of the Town of Sharpsburg in Election District No. 1, Washington County, Maryland, and near the C & O Canal, and also near the public road leading from said Sharpsburg to Shepherdstown, West Virginia, said Parcel No. 3 being contiguous to Parcels No. 1 and 2 above described, and containing 101 acres of land, more or less.

TRACT NO. 1 BEING all of the same property which was conveyed from Irma Idella Snyder Reinhart, Widow, to James P. Reinhart by Deed dated September 23, 1970, and recorded in Liber 511, folio 529 among the Land Records of Washington County, Maryland.

TRACT NO. 2: Tax account nos. 01-05982, 0 (no street number assigned) Shepherdstown Pike, Sharpsburg: ALL that lot or parcel of land situate on the West side of Maryland Route 34,

approximately 1 mile South of Sharpsburg, in Election District No. 1, Washington County, Maryland, being more particularly described as follows:

BEGINNING at an iron pipe now [or formerly] set in a lane, said iron pipe being set at the end of the 1st or North 77 degree West 77 ½ perch line of a Deed from Robert G. Marcum, Personal Representative of the Estate to HESSIE V. MARCUM, to Robert G. Marcum recorded in Liber 615, folio 368 among the Land Records of Washington County, Maryland, and running thence with the 2nd line of said Deed North 28 degrees 00 minutes 00 seconds East 1992.40 feet to an iron pipe set in an existing fence line; thence with part of the 3rd line of said Deed South 47 degrees 19 minutes 06 seconds East 552.72 feet to an iron pipe set in the Western right of way line of the Norfolk and Western Railroad; thence with said right of way line with a curve to the right having a radius of 1877.08 feet, central angle of 2 degrees 30 minutes 14 seconds, chord bearing and distance of South 38 degrees 25 minutes 13 seconds West 82.03 feet to an iron pipe set; thence continuing with said right of way line South 39 degrees 40 minutes 20 seconds West 1767.87 feet to an iron pipe set; thence leaving said right of way and running with portions of the 1st line of the aforementioned Deed North 75 degrees 57 minutes 38 seconds West 167.11 feet to the point of beginning; containing 15.465 acres of land, more or less.

TRACT NO. 2 BEING all of the same property which was conveyed from Agnes V. Marcum, Personal Representative of the Estate of Robert G. Marcum, deceased, to James P. Reinhart and Evelyn H. Reinhart, his wife, by Deed dated February 7, 1983, and recorded in Liber 739, folio 92 among the Land Records of Washington County, Maryland. Evelyn H. Reinhart died on December 10, 2020; title thereafter vested in James P. Reinhart as surviving tenant by the entirety.



Agenda Report Form

Open Session Item

SUBJECT: Governor's Office of Crime Prevention, Youth and Victim Services FY24
Community Partnership Agreement Proposal

PRESENTATION DATE: March 7, 2023

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

RECOMMENDED MOTION: Move to approve the submission of the FY24 Community Partnership Agreement proposal to the Governor's Office of Crime Prevention, Youth and Victim Services requesting \$810,266 and accept funding as awarded.

REPORT-IN-BRIEF: The Washington County Office of Grant Management, on behalf of and at the direction of the Local Management Board, requests approval to submit a Community Partnership Agreement Proposal to the Governor's Office of Crime Prevention, Youth and Victim Services for fiscal year 2024 in response to their Notice of Funding Availability. The proposal requests funding for six (6) programs impacting the well-being of children, youth and families in Washington County as well as support for County administrative expenses.

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

- Family Centered Support Services (Department of Social Services) - \$88,800
- School Based Mental Health Services (Brook Lane Health Services, Inc.) - \$285,060
- Disconnected Youth Program Enhancements (Western Maryland Consortium) - \$50,687
- Family Strong Program (Potomac Case Management Services, Inc.) - \$90,000
- Local Care Team Coordinator (vendor TBD) - \$54,000
- Juvenile Diversion Program (Potomac Case Management Services, Inc.) - \$120,319
- Office of Grant Management Administration expenses - \$121,400

FISCAL IMPACT: The grant will provide up to \$121,400 to the Office of Grant Management for the administrative costs of the Local Management Board.

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

ALTERNATIVES: Deny approval of application submission and award of funds.

ATTACHMENTS: N/A

AUDIO/VISUAL NEEDS: N/A



Agenda Report Form

Open Session Item

SUBJECT: FY24 Performance Incentive Grant – Approval to Submit Application and Accept Funding as Awarded

PRESENTATION DATE: March 7, 2023

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

RECOMMENDED MOTION: Move to approve submission of the application for the Performance Incentive Grant to the Governor’s Office of Crime Prevention, Youth, and Victim Services requesting a total of \$173,501.00 for FY24, and accept funding as awarded.

REPORT-IN-BRIEF: The Day Reporting Center is requesting approval to apply for the Performance Incentive Grant funding in the amount of \$173,501.00, and to accept funding as awarded. This grant funding will support the “Parenting, Behavioral Health, and Monitoring Services” program at the Day Reporting Center.

DISCUSSION: The Washington County Sheriff’s Office Day Reporting Center (DRC) is requesting approval to submit an application to the Governor’s Office of Crime Prevention, Youth, and Victim Services for Performance Incentive Grant funding in the amount of \$173,501.00, and to accept funding as awarded. The DRC intends to use this funding in the “Parenting, Behavioral Health, and Monitoring Services” program, which serves individuals sentenced to the DRC through appropriate diversion, deflection, service provision, and recidivism reduction resources.

The Office of Grant Management has reviewed the application and program guidelines. The funding period is for one year, starting July 1, 2023 and ending June 30, 2024. There is no match requirement associated with the agreement.

FISCAL IMPACT: Provides the Washington County Sheriff’s Office Day Reporting Center with \$173,501.00 to support the “Parenting, Behavioral Health, and Monitoring Services” program.

CONCURRENCES: Susan Buchanan, Director, Office of Grant Management

ALTERNATIVES: Deny acceptance of funding

ATTACHMENTS: N/A

AUDIO/VISUAL NEEDS: N/A



Agenda Report Form

Open Session Item

SUBJECT: Maryland 9-1-1 Board – Approval to Submit Application and Accept Awarded Funding

PRESENTATION DATE: March 7, 2023

PRESENTATION BY: Kevin Lewis, Deputy Director, Division of Emergency Services and Nicole Phillips, Grant Manager, Office of Grant Management

RECOMMENDED MOTION: Move to approve the submission of grant application to the Maryland 9-1-1 Board in the amount of \$286,876.69 and accept funding as awarded for Motorola Solutions Dual Network Connection Installation.

REPORT-IN-BRIEF: The Division of Emergency Services is requesting approval for the submission of grant application and to accept grant funds in the amount of \$286,876.69 from the Maryland 9-1-1 Board.

DISCUSSION: Washington County Emergency Services is requesting funding to establish a dual network connection to each of the Primary Safety Answering Points (PSAP) / Call Handling Systems and the alternate system locations through Motorola Solutions. This project will add another layer of redundancy to the call routing system and eliminate any single points of failure. Identical services are being initiated across the state of Maryland.

FISCAL IMPACT: Provides \$286,876.69 for the Division of Emergency Services.

CONCURRENCES: Susan Buchanan, Director, Office of Grant Management

ALTERNATIVES: Deny approval for submission of this request

ATTACHMENTS: N/A

AUDIO/VISUAL NEEDS: N/A



Agenda Report Form

Open Session Item

SUBJECT: Contract Award (PUR-1481 Task Order 15) – Washington County Agriculture Education Center Indoor Multipurpose Building and Event Parking

PRESENTATION DATE: March 7, 2023

PRESENTATION BY: Rick F. Curry, CPPO, Director, Purchasing Department; Andrew Eshleman, P.E., Director, Division of Public Works

RECOMMENDED MOTION: Move to award the contract for the Agriculture Education Center Indoor Multipurpose Building and Event Parking project to the lowest responsible, responsive bidder, L.S. Grim Consulting Engineers, LLC of Hagerstown, MD who submitted the total lump sum bid in the amount of \$991,954 for Task No. 1 and Task No. 2.

REPORT-IN-BRIEF: The work to be performed under this project includes but is not limited to professional design and construction administration services for a new approximately 45,000 square foot multipurpose building capable of hosting various special events, recreational activities, and serving as an emergency response staging and storage facility as needed. The work includes site development design to expand the onsite event parking, creation of a secondary egress onto Keedysville Road, stormwater management, forest conservation, onsite water and sewer facility design, permitting, and construction phase services.

The request for design services was solicited to the five consultant teams under the County's Contract PUR-1481 Facility Design Services. Five (5) bids were submitted as indicated on the attached bid tabulation matrix. The apparent low bidder was deemed non-responsive due to a calculation error and withdrew their bid.

DISCUSSION: The Agriculture Education Center hosts over 55 facility rentals per year totaling over 90,000 attendees, however indoor rental space is at premium with only one indoor non-sprinklered building that is limited to a 300-person common area gathering capacity. The building will allow more year-round use and future zoned facility rental that will more fully utilize the Center. There is also substantial demand for community recreational facilities and a shortage in Southern Washington County. The building can be used as an emergency response staging and storage facility and provide general County utility use as needed.

The project includes Task 1 to evaluate the site's water and sewer capacity which may control the building size or capacity, and Task 2 all remaining work. The project assumes State funding and therefore, will be designed to LEED Silver standards. As part of the LEED design and building systems' commissioning process a third-party representative directly contracted with the County will be proposed in addition to these design services.

The project design is to be completed within six hundred and ninety (690) consecutive calendar days of the Notice to Proceed.

FISCAL IMPACT: Funds are budgeted in the Division's Capital Improvement Project (CIP) account 30-11900-BLD112.

CONCURRENCES: Agriculture Education Center Advisory Board

ALTERNATIVES: N/A

ATTACHMENTS: Bid Matrix Tabulation

AUDIO/VISUAL NEEDS: N/A

PUR-1481 Facility Design Services

Agriculture Education Center Multipurpose Indoor Building and Event Parking

Vendor	Task 1 Onsite Water and Sewer Investigation	Task 2 All other Scope of Work for Building and Site	Total Lump Sum
Alban Engineering, LLC Hunt Valley, MD	\$ 19,350.00	\$ 849,891.00	\$ 869,241.00
L.S. Grim Engineering, LLC Hagerstown, MD	\$ 57,800.00	\$ 934,154.00	\$ 991,954.00
Delta Engineers, Architects, and Surveyors DPC Chevy Chase, MD	\$ 38,200.00	\$ 1,081,053.00	\$ 1,119,253.00
Burdette, Koehler, Murphy and Associates, Inc. Baltimore, MD	\$ 35,500.00	\$ 1,194,610.00	\$ 1,230,110.00
Kibart, a Bowman Company, LLC Towson, MD	\$ 86,140.00	\$ 1,239,375.00	\$ 1,325,515.00



Agenda Report Form

Open Session Item

SUBJECT: Rejection of Bid (PUR-1601) – One New 2022 or Latest Production Model Chassis/Cab with Utility Body

PRESENTATION DATE: March 7, 2023

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

RECOMMENDED MOTION: Move to take action in the best interest of the County and to request the bid for one new 2022 or latest production model chassis/cab with a utility body be rejected due to the vehicle is no longer available from the dealer. The recommendation is to reject the bid and request permission to solicit a replacement truck utilizing a cooperative contract.

REPORT-IN-BRIEF: On January 21, 2023, the Purchasing Department received a request for the purchase of one new vehicle for the Department of Water Quality. The Invitation to Bid (ITB) notice was published in the local newspaper, listed on the State of Maryland's website "*eMaryland Marketplace Advantage*", and on the County's website. Twelve (12) persons/companies registered/downloaded the bid document on-line. The new truck was to replace a 2003 truck that meet the County's replacement criteria; that has over 150,000 miles on it.

DISCUSSION: N/A

FISCAL IMPACT: N/A

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: Bid Tabulation Matrix

AUDIO/VISUAL NEEDS: N/A

PUR-1601

**ONE (1) New 2022 or Latest Production Model
Chassis/Cab with Utility Body**

Item No.	Description:	Hagerstown Ford Hagerstown, MD
1	Total Price for One (1) New 2023 or Latest Production Model Chassis/Cab with Utility Body	\$65,165.00

Remarks / Exceptions:

Delivery Date: 180 days after PO from County based on Ford Motor Company to build.

Technical Manual are now web base sites.

Fordparts.com

Motorcraftservice.com

Bids Due: February 22, 2023



Agenda Report Form

Open Session Item

SUBJECT: Agriculture – Faces of Farming Presentation

PRESENTATION DATE: Tuesday, March 7, 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 premieres 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.



Agenda Report Form

Open Session Item

SUBJECT: Washington County Commission on Aging FY 2024 Budget Presentation

PRESENTATION DATE: March 7, 2023

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

RECOMMENDED MOTION: N/A.

REPORT-IN-BRIEF: The Washington County Commission on Aging, Inc. (WCCOA) is requesting an 86% increase of its current line-item allocation to meet the demand for support programs and services for seniors, those with disabilities regardless of age, and caregivers in Washington County.

DISCUSSION: In accordance with the Older American's Act, the Washington County Commission on Aging (WCCOA) is the designated Area Agency on Aging for Washington County. The WCCOA provided programs and services to seniors, caregivers and those with disability regardless of age. For the WCCOA it is more than a requirement, it is a pleasure to partner with the County Commissioners in this valuable effort to serve and provide for those that need it most.

During fiscal year 23, your investment in the WCCOA resulted in a 55% return on investment, bringing 1.5 million dollars back into the local economy. Moreover, with the help of County funds, we were able to access and receive over 1 million dollars in additional funding from sources outside the county.

As you know, we are serving the fastest growing segment of our population, persons 60 and older. Currently, over 700 residents are on waiting lists for services. We are unable to meet the demand for necessary services. This demand is not forecasted to diminish for over a decade. Even with the 86% request for additional funds, we will need to utilize net assets (our savings account) to sustain the current programs and services. It is critical to develop a plan to respond to the need of our rapidly growing senior population and provide them with basic programs and services. Without your support, we will be making difficult decisions on where to decrease services and increase waitlists. Your continued support is essential for us to meet these demands and serve seniors, those with disabilities regardless of age, and caregivers.

FISCAL IMPACT: \$1,800,052

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: N/A

AUDIO/VISUAL NEEDS: Video Presentation.

Washington County, Maryland
General Fund
Department 93230 - Commission on Aging
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	1,800,060	0	1,800,060	832,300	86.00%	967,760	963,557	821,000
Operating Expenses	1,800,060	0	1,800,060	832,300	86.00%	967,760	963,557	821,000
Total	1,800,060	0	1,800,060	832,300	86.00%	967,760	963,557	821,000

Washington County, Maryland

General Fund

Department 93230 - Commission on Aging

FY24 Expenses

	2024 Operating Budget Requested	2024 Variance Comments Requested
502000 - Appropriations	1,800,060	Increase is being requested to continue to serve seniors - the fastest growing segment of Washington County's population. The increase will pay for two additional staff members to try to reduce the continually growing wait list of seniors in need of services. It will also reduce the agencies need to draw on net assets to balance the agency budget which could eventually lead to a reduction of services or insolvency.



Washington County, Maryland
Outside Agency Funding Request
FY2023

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	<u>Washington County Commission on Aging, Inc</u>	Contact Person:	<u>Amy Olack</u>
Address:	<u>535 East Franklin Street</u>	Telephone:	<u>301-790-0275</u>
City	<u>Hagerstown</u>	State	<u>MD</u> Zip Code <u>21740</u>
E-mail:	<u>aolack@wccoaging.org</u>	Fax:	<u>301-739-4957</u>

Summary of Funding Request

Program Name	Total Budget					County Funding Request			
	Prior	Current	Proposed	%		Prior	Current	Proposed	%
WC Commission on Aging, Inc.	\$ 3,582,698	\$ 5,051,191	\$ 5,286,736	4.7%	Form 2	\$ 841,530	\$ 967,760	\$ 1,800,052	86.0%
	\$ -	\$ -	\$ -	0%	Form 3	\$ -	\$ -	\$ -	0%
	\$ -	\$ -	\$ -	0%	Form 4	\$ -	\$ -	\$ -	0%
	\$ -	\$ -	\$ -	0%	Form 5	\$ -	\$ -	\$ -	0%
	\$ -	\$ -	\$ -	0%	Form 6	\$ -	\$ -	\$ -	0%
	\$ -	\$ -	\$ -	0%	Form 7	\$ -	\$ -	\$ -	0%
Total	\$ 3,582,698	\$ 5,051,191	\$ 5,286,736	4.7%		\$ 841,530	\$ 967,760	\$ 1,800,052	86.0%

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 _____

Washington County, Maryland
Outside Agency Funding Request

Program Budget

Organization Name: Washington County Commission on Aging, Inc Funding Request: \$ 1,800,052

Program Name: Washington County Commission on Aging, Inc. # Clients Served: 8000+

Program Description:

The Commission on Aging, Inc. serves Washington County residents aged 55 and older, those with disabilities regardless of age and caregivers to plan and coordinate services which help them to maintain their independence through a variety of programs and services. Programs support the Older Americans Act requirements which include but are not limited to the Senior Activities Center, Congregate Sites, Meals on Wheels, case management, etc.

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	1,487,937	2,242,343	2,408,647	There are over 700 seniors on the waiting lists for services. Two new staff are requested to meet the growing demands. 3% increase for all staff necessary for retention and to meet the minimum wage requirements.
Fringe Benefits	332,250	526,830	531,718	Corresponds with above salaries.
Payroll Taxes	148,794	185,783	240,865	Corresponds with above salaries.
Total	\$ 1,968,981	\$ 2,954,956	\$ 3,181,230	
Operating Costs:				
Audit	64,570	39,537	39,458	In line with actuals.
Contract Services	752,316	892,354	829,624	In line with actuals.
Equipment Maintenance	1,524	1,218	3,718	Café equipment and Congregate Site equipment repairs.
Equipment/Lease	17,200	17,200	17,200	In line with actuals.
Insurance	46,801	59,904	60,980	Senior Fit Opened
Office Supplies	34,577	53,383	48,153	ARP Funds Reprint Brochures
Rent Expense	285,060	427,353	461,881	Added Senior Fit & Real estate assessment
Utilities	61,744	76,858	76,783	In line with actuals.
Vehicle Maintenance	3,472	3,397	6,397	Increased use during pandemic of 3 vehicles and mobile service unit to meet service needs.
Other (detail below):				
1. Communications/Marketing	107,969	174,649	179,199	Increase anticipated for IT Managed Services and other software licensing.
2. Staff Travel	8,467	31,744	25,234	Anticipate staff travel to resume to pre-pandemic levels.
3. Volunteer Expenses	27,279	22,061	22,061	Based on grant actuals.
4. Other Operating Costs	130,143	274,803	232,365	Slight reduction from current budget due to anticipated funding shifts related to reduction of COVID funds.
Total	\$ 1,541,121	\$ 2,074,461	\$ 2,003,053	
Capital				
Equipment Purchases	72,596	21,774	47,000	Purchase of Cubicles for new staff, 2 steam tables at congregate sites, and lobby furniture that can be disinfected.
Hardware Purchases			55,453	IT equipment with licenses for new staff and replacements for existing staff and video conferencing equipment.
Total	\$ 72,596	\$ 21,774	\$ 102,453	
Grand Total	\$ 3,582,698	\$ 5,051,191	\$ 5,286,736	

Washington County, Maryland
Outside Agency Funding Request

Program Revenue

Organization Name: Washington County Commission on Aging, Inc Funding Request: \$ 1,800,052

Program Name: Washington County Commission on Aging, Inc. # Clients Served: 8000+

Program Description: The Commission on Aging, Inc. serves Washington County residents aged 55 and older, those with disabilities regardless of age and caregivers to plan and coordinate services which help them to maintain their independence through a variety of programs and services. Programs support the Older Americans Act requirements which include but are not limited to the Senior Activities Center, Congregate Sites, Meals on Wheels, case management, etc.

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:				
				86% increase is being requested. The organization has over 700 individuals on waiting lists for programs and services, including Meals on Wheels (which has been as high as 149+). Since the use of Net Assets over the years has deleted much of our reserves, this is not a sustainable model and continued use will result in the agency becoming insolvent. Failure to fund this request will undoubtedly reduce programs and services, increase waitlists and reduce the number of vulnerable seniors served. To be clear, even with the \$832,292 fully funded by the County, waitlists will continue to increase through demographic growth and service demands.
County - general operating	841,530	967,760	1,800,052	
County - Gaming	40,170	41,174	45,000	This is the minimum amount we intend to request.
County - Community Funding	20,000	14,610	25,000	This is the minimum amount we intend to request.
County - other (list):	-			
1. MOW Additional Funding		518,553		Current Funds see Restricted Carryover note.
2. ARP Match Senior Fit		11,201		Current year funds only.
3. ARP Match OOA Funds		110,826		Current Funds see Restricted Carryover note.
Federal	953,073	1,205,965	938,365	Anticipated reductions in Federal Funds to Pre-COVID levels and funding formulas based on 2020 census.
State	576,141	773,388	795,203	Anticipated State Increases in Older American Act Programs such as Senior Care and Senior Assisted Living Group Subsidy (which supports small senior group homes like Holly Place).
Contributions and bequests	344,151	422,411	518,458	In Kind space cost per sq. ft. increased based on real estate assessment and projected increase in contributions, per current trends.
Total	\$ 2,775,065	\$ 4,065,888	\$ 4,122,078	
Operating Income:				
Fundraising	95,596	76,040	63,707	Budgeting these consistent with current year run rate.
Fees				
Other:				
1. United Way	26,557	34,956	33,908	Budgeting these consistent with current year run rate.
2. Grants - Other	457,538	388,750	466,641	Budgeting these consistent with current year run rate.
3. Net Assets	224,110	485,557	12,000	The use of net assets have been significantly reduced in an effort to preserve the organization. The use of the organizations net assets to fund operations is not a sustainable financial model. The organization will be forced to reduce services moving forward if funding is not secured. With the 86% increase in our request, this will significantly reduce the organizations burden and create a model that sets up the County for long term success.
4. Restricted Funds			584,490	A portion of the following FY23 funding sources are being carried over into FY 24: Meals on Wheels funds, County American Rescue Program Match (ARP)funds, & Federal ARP funds. Please note that even with the \$584,490 in restricted carryover, the full \$832,292 is necessary to meet the community need. Please refer to Net Asset notation above. The restricted funds support current programs and services including salaries/benefits for six staff.
Total	\$ 803,801	\$ 985,303	\$ 1,160,746	
Other:				
Investment Income	3,832		3,912	Based on trends.
Total	\$ 3,832	\$ -	\$ 3,912	
Grand Total	\$ 3,582,698	\$ 5,051,191	\$ 5,286,736	



Agenda Report Form

Open Session Item

SUBJECT: George Edwards Fund – Washington County Project Ranking

PRESENTATION DATE: March 7, 2023

PRESENTATION BY: Jonathan Horowitz, Director of Business Development

RECOMMENDED MOTION: Approve the proposed Washington County project ranking priority list.

REPORT-IN-BRIEF: The Senator George Edwards Fund is opening the 1st round funding at its March 9, 2023, Board meeting. The BOCC is the final approver of the Washington County project ranking priority list.

DISCUSSION: The George Edwards Fund process:

1. Interested entities submit Letter of Intent to the Tri-County Council
2. TCC vets the organization for compliance with State, Local, and Federal requirements
3. TCC extends invitation to entity to submit full grant/loan/forgivable loan application
4. Full applications are routed back to their home County's Economic Development Organization
5. The local EDO ranks the projects based on job creation, tax base investment, and overall economic impact to the local community (with an eye toward shovel ready projects which are deemed impactful to the community)
6. The EDO rankings are to be vetted and edited by the governing political body as they see fit based on the above parameters or any other parameters, they feel important to the community they have been elected to represent
7. The final project ranking list is used as the guiding document during the George Edwards Fund Board funding meeting evaluations and subsequent funding decisions made by the group

FISCAL IMPACT: N/A

CONCURRENCES: N/A

ATTACHMENTS: N/A