



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

BOARD OF COUNTY COMMISSIONERS

March 21, 2023

OPEN SESSION AGENDA

- 9:00 AM INVOCATION AND PLEDGE OF ALLEGIANCE
CALL TO ORDER, *President John F. Barr*
APPROVAL OF MINUTES: *February 28, 2023*
March 7, 2023
- 9:05 AM COMMISSIONERS' REPORTS AND COMMENTS
- 9:15 AM STAFF COMMENTS
- 9:20 AM CITIZEN'S PARTICIPATION
- 9:30 AM YOUTH MERITORIOUS AWARD PRESENTATION
Nicole Phillips, Grant Manager, Grant Management; Board of County Commissioners of Washington County
- 9:40 AM REPORT ON WASHINGTON COUNTY DISABILITIES ADVISORY COMMITTEE
David Barnhart, Washington County Disabilities Advisory Committee
- 9:50 AM FY24 SOLID WASTE BUDGET
David Mason, Deputy Director, Solid Waste; Michelle Gordon, Chief Financial Officer, Budget and Finance
- 10:05 AM FY24 WATER QUALITY BUDGET
Mark Bradshaw, Director, Environmental Management; Michelle Gordon, Chief Financial Officer, Budget and Finance
- 10:20 AM FY2024 GENERAL FUND BUDGET – PROPOSED
Michelle Gordon, Chief Financial Officer, Budget and Finance; Kim Edlund, Director, Budget and Finance
- 10:35 AM EMS STAFFING TRANSITION
R. David Hays, Director, Emergency Services; David Chisholm, Deputy Director, Emergency Services; Dale Fishack, President, WCVFRA
- 11:15 AM PROCLAMATION FOR PURCHASING MONTH
Board of County Commissioners of Washington County to the Washington County Purchasing Department

- 11:25 AM RECESS
- 11:30 A.M. DEPART FOR HAGERSTOWN COMMUNITY COLLEGE, 11400 ROBINWOOD DRIVE, CAREER PROGRAMS BUILDING, ROOMS 211/213, HAGERSTOWN, MARYLAND
- 12:00 P.M. ANNUAL PRESENTATION BY HAGERSTOWN COMMUNITY COLLEGE PRESIDENT AND BOARD OF TRUSTEES TO THE WASHINGTON COUNTY COMMISSIONERS AND STAFF
Dr. James, Klauber, President, Hagerstown Community College
- 1:30 P.M. RETURN TO 100 WEST WASHINGTON STREET, HAGERSTOWN, MARYLAND
- 1:35 PM CONTRACT AWARD UNDER PUR-1450 – AIRPORT CAPITAL IMPROVEMENT PROJECT DESIGN/BIDDING PROPOSALS
Neil Doran, Director, Hagerstown Regional Airport; Andrew Eshleman, Director, Public Works
- 1:40 PM BID AWARD (PUR-1594) – LIQUID ROOF COATING SYSTEM AT THE HAGERSTOWN REGIONAL AIRPORT
Brandi Naugle, Buyer, Purchasing; Neil Doran, Director, Hagerstown Regional Airport
- CONTRACT AWARD (PUR-1598) – INDEPENDENT AUDITING SERVICES
Brandi Naugle, Buyer, Purchasing; Kim Edlund, Deputy Director, Budget and Finance
- 1:45 PM FISCAL YEAR 2024 ANNUAL TRANSIT PLAN (ATP) APPLICATION – APPROVAL TO SUBMIT APPLICATION AND ACCEPT AWARDED FUNDING
Kevin Cerrone, Director, Transit; Rachel Souders, Senior Grant Manager, Grant Management
- 1:50 PM FY24 SCHOOL BASED HEALTH CENTER GRANT – APPROVAL TO SUBMIT APPLICATION AND ACCEPT AWARDED FUNDING
Nicole Phillips, Grant Manager, Grant Management
- 1:55 PM OFFICE OF PROBLEM SOLVING COURTS DISCRETIONARY GRANT APPLICATION SUBMITTAL
Kristin Grossnickle, Court Administrator, Circuit Court for Washington County; Nicole Phillips, Grant Manager, Grant Management
- 2:00 PM COUNTY SURPLUS NONPROFIT GRANT AWARD RECOMMENDATIONS
Susan Buchanan, Office of Grant Management

2:15 PM COUNTY EMERGENCY REMOTE WORK POLICY UPDATE
 Tom Brown, Jr., Director, Emergency Management

2:35 PM CLOSED SESSION - *(To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals; To consult with counsel to obtain legal advice on a legal matter; To consider the acquisition of real property for a public purpose and matters directly related thereto; and To discuss cybersecurity, if the public body determines that public discussion would constitute a risk to: (i) security assessments or deployments relating to information resources technology; (ii) network security information; or (iii) deployments or implementation of security personnel, critical infrastructure, or security devices.)*

4:00 PM RECONVENE IN OPEN SESSION

ADJOURNMENT



Board of County Commissioners of Washington County,
Maryland

Agenda Report Form

Open Session Item

SUBJECT: Youth Meritorious Award Presentation

PRESENTATION DATE: March 21, 2023

PRESENTATION BY: Nicole Phillips & Board of County Commissioners

RECOMMENDED MOTION: No motion or action is requested or recommended.

REPORT-IN-BRIEF: The following individuals have been selected for the Youth Meritorious Award. They were selected based on their scholastic achievements, leadership qualities, community service performed or other positive contributions to their school or community.

Elena Althouse- North Hagerstown High School
Parent(s) – Michele Althouse
Nominated by Michele Althouse

Reed Althouse- North Hagerstown High School
Parent(s) – Michele Althouse
Nominated by Michele Althouse

DISCUSSION: N/A

FISCAL IMPACT: N/A

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: Student Summary

AUDIO/VISUAL NEEDS: N/A

Youth Meritorious Award Summary for:
Elena Althouse

North Hagerstown High School
Nominated by Michele Althouse

Parent(s) – Michele Althouse

Michele Althouse endorsed the following:

Elena is a Distinguished Honor Roll Student at North Hagerstown High School. She is a junior and has a 4.3 GPA. Elena is in National Honor Society and Tri-M Music Honor Society. Elena plays the Bass Clarinet, Tenor Saxophone, Piano, Marimba and Electric Guitar. At North High, she is a member of the Wind Ensemble, Marching Band, Jazz Band and then Indoor Percussion Ensemble. She has made All-County Orchestra and Band in Washington County. She has been asked to participate in a Side-By-Side Concert with the Maryland Symphony Orchestra. Elena also is on the Varsity Girls Lacrosse team at North. Elena is also active outside of school too. She swims on the Northwood Swim Team every summer and is a Lifeguard for the pool. Elena participates in many activities at her church, First Christian Church. She plays in the Handbell Choir, Chancel Choir and Clarinet Choir.

Youth Meritorious Award Summary for:
Reed Althouse

North Hagerstown High School
Nominated by Michele Althouse

Parent(s) – Michele Althouse

Michele Althouse endorsed the following:

Reed is a Distinguished Honor Roll Student at North Hagerstown High School. He is a junior and has a 4.3 GPA. Reed is in National Honor Society and Tri-M Music Honor Society. Reed plays the French Horn, Mellophone, Piano and Vibraphone. At North High, he is a member of the Wind Ensemble, Marching Band, Brass Ensemble, Jazz Band and the Indoor Percussion Ensemble. He has made All-County Orchestra and Band as first chair horn in Washington County. He has been asked to participate in a Side-By-Side Concert with the Maryland Symphony Orchestra. Reed is also a member of the Calculus Club, Robotics Club and a member of the Outdoor Track team at North. Reed is also active outside of school too. He helps with the HCC College for Kids summer program as a volunteer. Reed participates in many activities at his church, First Christian Church. He plays in the Handbell Choir and the Brass Ensemble.



Agenda Report Form

Open Session Item

SUBJECT: Report on Washington County Disabilities Advisory Committee

PRESENTATION DATE: March 21, 2023

PRESENTATION BY: Dave Barnhart

RECOMMENDED MOTION: N/A

REPORT-IN-BRIEF: To provide an update on the activities of the Washington County Disabilities Advisory Committee. This report will share with the Commissioners the efforts taken by the committee to improve disabilities awareness in the community. The committee seeks feedback from the Commissioners regarding current direction and any additional ideas or suggestions they may have.

DISCUSSION:

FISCAL IMPACT: N/A

CONCURRENCES: N/A

ATTACHMENTS: Artwork and Draft Program Plan



Members

Kristin Aleshire	Liaison for the Hagerstown Mayor and Council, and by extension the City of Hagerstown.
Angie Auldridge	Parent. Manager of Retention and Registration at HCC
David Barnhart	I am a parent of 3 sons, 2 who have developmental disabilities. Michael, 32, has Down Syndrome and Adam had muscle dystrophy and was on the autism spectrum
Lauren Feingold	I am a parent and have 2 sons with disabilities who present differently. My oldest is on the autism spectrum, and youngest has cerebral palsy with autism. I am also a special education teacher/case manager for high school students at FCPS. I am presently seeking a 2 nd Master's in Education Leadership at McDaniel College.
Linda Kline	Not only am I considered to be disabled due to my Dyslexia, Epileptic Seizure Disorder, Learning Disabled, Hypersensitive Hearing, OCD, and many more DXs. First and foremost, I am the advocate, mother, and Self-Directed Staff for my Autistic Son along with being a Special Olympics Mentor, Coach, Volunteer and I assist in running a 501(c)3 Challenger Bowling League as the Vice President, Founder, and Coach.
Linda Murray	My role on the DAC is advisory only and the liaison between DAC and the BOE
Troy Van Scoyoc	Executive Director, The Arc of Washington County
Diane Lewis	Sr Dir of Residential Services, The Arc of Washington County
Meg Jancuk	Sr Dir Quality Services, The Arc of Washington County
April Crochare	

Accomplishments

1. Launched and regularly maintain the Disability Resource Directory hosted on the county's website. <https://www.washco-md.net/disability-resource-guide/>
 - Has links to services and fun things for disabled in the county
 - Can update as we find new things to add
2. Development of the DAC logo. (see above)
3. Creation of the DAC Facebook group: <https://www.facebook.com/groups/170927615111601/>
4. Providing greater awareness of disability-related issues in the county.
 - Gained greater involvement from elected officials.

- Broader outreach to healthcare, and educational professionals
 - And outreach to staff who provide recreational activities.
5. Help get the word out that each county has a Disability Commission or Committee for the public to attend or become part of.
 6. Linking individuals with disabilities to the organizations which advocate for and/or provide services to meet their needs directly.
 7. The DAC is a conduit for ensuring an environment of awareness and inclusiveness for all private and public partners in the community.
 8. Recruited additional DAC members

Goals

1. Provide a regular report to the commissioners concerning disability-related issues for county citizens.
2. Creation of a brochure/print marketing material:
 - To be distributed at in-person events
 - To let the community know about the committee and its purpose
3. Continue to add resources including
 - Employment
 - Leisure
4. Volunteer opportunities:
 - Creating a resource link for those with disabilities who desire to volunteer at non-profit organizations
 - Making organizations aware the volunteers with disabilities are available and capable
5. Need to have a greater outreach to the differently abled community in total so they know where to go for those resource guides.
6. Continue to spread word about the Disability Commission or Committees
7. Continue to secure and enact grants that assist the disabled.
8. Advocate to improve access within Washington County for disabled residents/visitors.
9. Promote inclusion and awareness within the county.
10. Increase funding for recreation and inclusive programs/community resources awareness and events.
11. Quality assurance should be an area that this committee works on for solution to improve quality and care of the disabled in group home settings.
12. Work with the Washington County Sheriff Offices/Hagerstown City Police on education about Autism and I/DD behaviors. This will help when an individual with autism appears to be typically developed but is criminally charged for behavioral incidents that they cognitively don't understand.
13. To support for all individuals within the community to be afforded equitable opportunity to be engaged in every facet of our collective daily activities.



Washington County
Disabilities Awareness Committee



Washington County
Disabilities Awareness Committee



Agenda Report Form

Open Session Item

SUBJECT: FY24 Solid Waste Budget

PRESENTATION DATE: March 21, 2023

PRESENTATION BY: Dave Mason, Deputy Director, Solid Waste

RECOMMENDED MOTION(S): For informational purposes

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

DISCUSSION: The Solid Waste budget increased over FY23 by \$818,470 or 9.04%. The increase is the result of the proposed step and COLA and increases in several contracts awarded in FY23 including leachate treatment, environmental monitoring, recycling services and dumpster hauling. There will be no increase in fees for FY24 due to a significant decrease in the debt service for FY24.

The General Fund contribution to Solid Waste remains the same as FY23.

FISCAL IMPACT: \$9,874,630

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: FY24 Solid Waste Budget

AUDIO/VISUAL TO BE USED: N/A

Washington County, Maryland
Solid Waste Fund Operating Budget
Detailed Summary
Fiscal Year 2024

Page	Category by Function	FY 2024 Requested Budget	Adjustment	FY 2024 Proposed Budget	\$ Change	Note	% Change	Budget FY 2023
------	----------------------	--------------------------------	------------	-------------------------------	-----------	------	----------	----------------

Landfill Fees:

Permit Fees	884,090	0	884,090	4,750			0.54%	879,340
Licensing Fee - Comm Haulers	1,100	0	1,100	0			0.00%	1,100
Tipping Fees - 40 West	8,357,140	0	8,357,140	808,020			10.70%	7,549,120
Mulch/Compost Taxable	30,000	0	30,000	6,000			25.00%	24,000
Mulch/Compost Non Taxable	300	0	300	(300)			-50.00%	600
	9,272,630	0	9,272,630	818,470	1		9.68%	8,454,160

1 Landfill Fees:

- Projected increase in waste stream based on current trends.

Other Revenues:

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

2 GF Appropriation:

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

Total Revenues	9,874,630	0	9,874,630	818,470			9.04%	9,056,160
General Operations	2,240,180	0	2,240,180	(380,060)			-14.50%	2,620,240
Forty West Landfill	5,375,600	0	5,375,600	1,014,330			23.26%	4,361,270
Composting	209,590	0	209,590	7,160			3.54%	202,430
Resh Landfill	206,540	0	206,540	44,010			27.08%	162,530
Rubble Landfill	176,850	0	176,850	63,290			55.73%	113,560
Old City/County Landfill	401,850	0	401,850	52,150			14.91%	349,700
Hancock	9,900	0	9,900	4,350			78.38%	5,550
Transfer Stations	608,460	0	608,460	(277,770)			-31.34%	886,230
Recycling Operations	645,660	0	645,660	291,010			82.06%	354,650
Total Expenses	9,874,630	0	9,874,630	818,470	3		9.04%	9,056,160

3 Landfill Expenses:

- Increase due to COLA and Step; leachate treatment; maintenance.

Category Summary:

Salaries and Benefits	2,846,560	0	2,846,560	217,360			8.27%	2,629,200
Operating	7,028,070	0	7,028,070	635,190			9.94%	6,392,880
Capital Outlay	0	0	0	(34,080)			-100.00%	34,080
	9,874,630	0	9,874,630	818,470			9.04%	9,056,160

Washington County, Maryland
Solid Waste Fund Revenues
FY24

	2024	2024	2024	2023	2022	2021
	Operating Budget Requested	Adjustment	Operating Budget Proposed	Operating Budget Approved	Actuals Final	Actuals Final
				% Change		
400270 - Cash Drawer over/under	0	0	0	0.00%	(4)	321
404420 - Interest, Penalties & Fees	2,000	0	2,000	0.00%	2,698	4,087
421000 - Permit Fees	884,090	0	884,090	0.54%	910,513	888,877
421010 - Licensing Fee - Comm Haulers	1,100	0	1,100	0.00%	1,841	1,390
421035 - Tipping Fees - 40 West	8,357,140	0	8,357,140	10.70%	8,157,041	7,048,483
421040 - Mulch/Compost Taxable	30,000	0	30,000	25.00%	28,443	22,251
421050 - Mulch/Compost Non Taxable	300	0	300	(50.00)%	230	21
490000 - Miscellaneous	100,000	0	100,000	0.00%	116,393	127,915
490005 - Insurance Recovery	0	0	0	0.00%	1,450	18,787
490010 - Gain or Loss on Sale of Asset	0	0	0	0.00%	1,746	7,179
490045 - Oper Transfer - General Fund	450,000	0	450,000	0.00%	450,000	496,080
490080 - Bad Check Fees	0	0	0	0.00%	325	225
490100 - Recycling Fees	50,000	0	50,000	0.00%	66,068	54,528
498800 - Other - CIP Revenue	0	0	0	0.00%	260	0
499420 - Fuel	0	0	0	0.00%	34	12
Revenues	9,874,630	0	9,874,630	9.04%	9,737,038	8,669,514

Washington County, Maryland
Solid Waste Fund
Department 00000 - Default Department
FY24 Revenues

	2024 Operating Budget Requested	2024 Operating Budget Proposed	2024 Variance Comments Requested	2024 Variance Comments Proposed
404420 - Interest, Penalties & Fees	2,000	2,000		
421000 - Permit Fees	884,090	884,090		The budget is based on 2,700 residential permits x \$130 = \$351,000, 4,000 senior permits x \$95 = \$380,000, 100 veteran permits x \$95 = \$9,500, 60 2nd permit x \$65 = \$3,900, 160 Regular half price x \$65 = \$10,400, 80 senior half price x \$47.50 = \$3,800, 5 veteran half price x \$47.50 = \$237.50, 770 yard waste permits x \$25 = \$19,250, 1,700 yard waste Add-on permits x \$20 = \$34,000 and 2,000 recycling permits x \$36 = \$72,000.
421010 - Licensing Fee - Comm Haulers	1,100	1,100		
421035 - Tipping Fees - 40 West	8,357,140	8,357,140		Budget is based on volume projections of 72,000 ton of refuse x \$55/ton = \$3,960,000, 10,000 ton of Refuse from Large Haulers with discount rate x \$45/ton = \$450,000, 12,000 ton of Refuse from Large Haulers with discount rate x \$40/ton = \$480,000, 8,500 tons of sludge x \$60/ton = \$510,000, 10 tons of white goods x \$52/ton = \$520, 2,200 tons of yard waste x \$63/ton = \$138,600, 30 tons of E-waste x \$2/ton = \$1,560, 28,000 tons of rubble x \$75/ton = \$2,100,000, 11,000 tons of MD paper sludge x \$52/ton = \$572,000, 50 tons of industrial waste x \$52/ton = \$2,600, 100 tons of high volume/low weight x \$120/ton = \$12,000, 55 tons of small tires x \$162/ton = \$8,910, 20 tons of large tires x \$250/ton = \$5,000, 2,000 ton of individual tires x \$3/each = \$6,000, 100 tons of dirt x \$20 = \$2,000, 5 tons of Recycling x \$30 = \$150, 40 tons of animal carcasses x \$100 = \$4,000, and 1,000 Freon Appliances x \$5/unit = \$5,000, Mattresses \$5/each (10,000) or \$120/ton (125) = \$65,000, Clean county 650 tons x \$53/ton = \$33,800.
421040 - Mulch/Compost Taxable	30,000	30,000		Budget is based on volumes of mulch and compost sold from previous year actuals. 300 tons of mulch x \$30 = \$9,000, 700 x \$30 of compost = \$21,000.
421050 - Mulch/Compost Non Taxable	300	300		
490000 - Miscellaneous	100,000	100,000		

Washington County, Maryland
Solid Waste Fund
Department 00000 - Default Department
FY24 Revenues

	2024 Operating Budget Requested	2024 Operating Budget Proposed	2024 Variance Comments Requested	2024 Variance Comments Proposed
--	--	---	---	--

490045 - Oper Transfer - General Fund

450,000

490100 - Recycling Fees

50,000

Washington County, Maryland
Solid Waste Fund Expenditures - Proposed
FY24

	2024	Adjustment	2024		2023
	Operating Budget Requested		Operating Budget Proposed	\$ Change	Operating Budget Approved
21010 - General Operations	2,240,180	0	2,240,180	(380,060)	2,620,240
21020 - Forty West Landfill	5,375,600	0	5,375,600	1,014,330	4,361,270
21025 - Composting	209,590	0	209,590	7,160	202,430
21030 - Resh Landfill	206,540	0	206,540	44,010	162,530
21040 - Rubble Landfill	176,850	0	176,850	63,290	113,560
21050 - Old City/County Landfill	401,850	0	401,850	52,150	349,700
21060 - Hancock	9,900	0	9,900	4,350	5,550
21100 - Transfer Station	608,460	0	608,460	(277,770)	886,230
21200 - Recycling Operations	645,660	0	645,660	291,010	354,650
Solid Waste Fund	9,874,630	0	9,874,630	818,470	9,056,160
Total Expenditures	9,874,630	0	9,874,630	818,470	9,056,160

Washington County, Maryland
Solid Waste Fund
Department 21010 - General Operations
FY24 Expenses

	2024	2024	2024	2023	2022	2021
	Operating Budget Requested	Adjustment	Operating Budget Proposed	Operating Budget Approved	Actuals Final	Actuals Final
				% Change		
		\$ Change				
500000 - Wages - Full Time	362,660	0	362,660	19.92%	358,258	310,986
500005 - Wages - Part Time	42,160	0	42,160	24.00%	43,696	38,233
500010 - Wages - Overtime	14,000	0	14,000	12.00%	19,532	10,173
500040 - Other Wages	0	0	0	(100.00)%	405	270
500100 - FICA - Employer	32,040	0	32,040	19.87%	31,019	26,579
500120 - Health Insurance	104,890	0	104,890	14.88%	85,953	83,600
500125 - Other Insurance	2,460	0	2,460	17.70%	2,131	1,865
500130 - Pension	94,290	0	94,290	19.92%	90,072	84,192
500140 - Workers Compensation	10,600	0	10,600	59.16%	9,353	6,431
500150 - Unemployment Compensation	0	0	0	0.00%	(430)	430
500155 - Personnel Requests	59,610	0	59,610	100.00%	0	0
500160 - Other Post Employment Benefits	10,130	0	10,130	28.72%	0	0
500161 - Wage Reserve	(8,210)	0	(8,210)	100.00%	0	0
500170 - Personal Development	2,520	0	2,520	0.00%	0	0
500171 - Employee Recognition	1,940	0	1,940	0.00%	0	0
500172 - Team Building	530	0	530	0.00%	0	99
Wages and Benefits	729,620	0	729,620	28.54%	639,989	562,858
501000 - Debt - Bond Principal	746,540	0	746,540	18.38%	691,341	1,116,773
501001 - Contra - Bond Principal	0	0	0	0.00%	(691,341)	(1,116,773)
501010 - Debt - State Loan Principal	146,160	0	146,160	(83.87)%	806,494	156,108
501011 - Contra - State Principal	0	0	0	0.00%	(806,494)	(156,108)
501050 - Debt - Bond Interest	255,580	0	255,580	(6.09)%	180,257	232,665
501060 - Debt - State Loan Interest	2,670	0	2,670	(77.51)%	16,632	21,073
501070 - Debt - Other Interest	0	0	0	0.00%	0	21,279
501080 - Debt Lease Interest	0	0	0	0.00%	(1,242)	0
501090 - Debt - Administrative Fees	7,960	0	7,960	(65.44)%	22,717	22,469

Washington County, Maryland
Solid Waste Fund
Department 21010 - General Operations
FY24 Expenses

	2024	2024	2024	2023	2022	2021
	Operating Budget Requested	Adjustment	Operating Budget Proposed	Operating Budget Approved	Actuals Final	Actuals Final
				% Change	\$ Change	
501095 - Bond Issue Cost Expense	3,400	0	3,400	286.36%	2,520	0
502000 - Appropriations	214,000	0	214,000	55.07%	76,000	0
505140 - Office Supplies	0	0	0	0.00%	0	446
505150 - Other - Miscellaneous	0	0	0	0.00%	0	1
505160 - Personal Mileage	660	0	660	24.53%	130	0
505170 - Postage	500	0	500	0.00%	0	178
505230 - Travel Expenses	1,950	0	1,950	(70.68)%	(4,700)	582
505906 - Operating Reserves	71,220	0	71,220	656.05%	61,800	0
505960 - Uncollectible Accounts	2,000	0	2,000	0.00%	0	9,602
510010 - Fleet Insurance	17,750	0	17,750	(5.33)%	(1,000)	16,446
510020 - Property & Casualty Insurance	9,070	0	9,070	19.66%	1,490	6,897
510030 - Public & Gen Liability Insurance	10,910	0	10,910	7.17%	730	8,411
515000 - Contracted/Purchased Service	0	0	0	0.00%	0	87,551
515010 - Auditing Services	1,090	0	1,090	0.00%	0	820
515350 - Accident Repairs	0	0	0	0.00%	0	1,450
520000 - Training	6,000	0	6,000	100.00%	6,000	0
520030 - Food Comp	600	0	600	200.00%	400	462
525000 - Supplies/Material - Operating	0	0	0	(100.00)%	(500)	0
535010 - Copy Machine Rental	2,200	(2,200)	0	(100.00)%	(2,200)	0
535055 - Lease Payments	0	2,200	2,200	100.00%	2,200	0
535057 - Non-Lease Components	0	0	0	0.00%	0	216
535058 Lease-Variable Payments	0	0	0	0.00%	0	266
540010 - Wireless Communication	2,800	0	2,800	0.00%	0	2,520
540020 - Telephone Expenses	5,000	0	5,000	0.00%	0	0
545010 - Electric	2,500	0	2,500	0.00%	0	1,917
Operating Expenses	1,510,560	0	1,510,560	(26.41)%	(542,050)	357,529
Total	2,240,180	0	2,240,180	(14.50)%	(380,060)	997,518
						1,192,532

Washington County, Maryland
Solid Waste Fund
Department 21010 - General Operations
FY24

	2024 Operating Budget Requested	2024 Operating Budget Proposed	2024 Variance Comments Requested	2024 Variance Comments Proposed
500000 - Wages - Full Time	362,660	362,660	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%. Wages are then allocated based on a three-year rolling average and adjusted for any known changes in trends.	
500005 - Wages - Part Time	42,160	42,160	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%. Wages are then allocated based on a three-year rolling average and adjusted for any known changes in trends.	
500010 - Wages - Overtime	14,000	14,000	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%. Wages are then allocated based on a three-year rolling average and adjusted for any known changes in trends.	

Washington County, Maryland
Solid Waste Fund
Department 21010 - General Operations
FY24

	2024 Operating Budget Requested	2024 Operating Budget Proposed	2024 Variance Comments Requested	2024 Variance Comments Proposed
500040 - Other Wages	0	0	The Other Wages category includes amounts for sick pay bonus and holidays worked for operations that require coverage on holidays. The sick pay bonus is based on prior year actuals with a small increase for employees receiving additional pay for accumulating more consecutive years without using sick time. The holiday worked was increased for the 3.5% wage increases for FY24. The change from FY23 to FY24 includes the increase related to the mid-year COLA of 9.5%.	
500100 - FICA - Employer	32,040	32,040	Budget is based on total wages times 7.65%.	
500120 - Health Insurance	104,890	104,890	The Health Insurance budget was not increased. This is based on the projected trend analysis in the market, discussions with the County's health insurance administrators, an analysis of the County's self-insured reserve trends and the anticipated reserve balance.	

Washington County, Maryland
Solid Waste Fund
Department 21010 - General Operations
FY24

	2024 Operating Budget Requested	2024 Operating Budget Proposed	2024 Variance Comments Requested	2024 Variance Comments Proposed
500125 - Other Insurance	2,460	2,460	This category includes County paid premiums for employee life insurance, dependent life insurance, and long-term disability. The majority of these premiums are based on wages. Due to the wage increase the other insurance increased by approximately 3.5%. The change from FY23 to FY24 includes the increase related to the mid-year COLA of 9.5%.	
500130 - Pension	94,290	94,290	The budgeted amount for employer pension is based on full-time wages times 26%. Solid waste pension is based on a 48 hour work week.	
500140 - Workers Compensation	10,600	10,600	Workers Compensation is based on projected employee wages times their assigned classification rates.	
500155 - Personnel Requests	59,610	59,610	Increase due to revised salary scale.	
500160 - Other Post Employment Benefits	10,130	10,130	Increased contribution to help offset reduced interest earnings due to market fluctuations.	
500161 - Wage Reserve	(8,210)	(8,210)	To budget for vacancy savings.	
500170 - Personal Development	2,520	2,520		
500171 - Employee Recognition	1,940	1,940		

Washington County, Maryland
Solid Waste Fund
Department 21010 - General Operations
FY24

	2024 Operating Budget Requested	2024 Operating Budget Proposed	2024 Variance Comments Requested	2024 Variance Comments Proposed
500172 - Team Building	530	530		
501000 - Debt - Bond Principal	746,540	746,540	Debt cost is based on fixed agreed upon payments with bondholders and State agencies. Payments are in accordance with amortization schedules.	
501010 - Debt - State Loan Principal	146,160	146,160	Debt cost is based on fixed agreed upon payments with bondholders and State agencies. Payments are in accordance with amortization schedules.	
501050 - Debt - Bond Interest	255,580	255,580	Debt cost is based on fixed agreed upon payments with bondholders and State agencies. Payments are in accordance with amortization schedules.	
501060 - Debt - State Loan Interest	2,670	2,670	Debt cost is based on fixed agreed upon payments with bondholders and State agencies. Payments are in accordance with amortization schedules.	
501090 - Debt - Administrative Fees	7,960	7,960	Debt cost is based on fixed agreed upon payments with bondholders and State agencies. Payments are in accordance with amortization schedules.	
501095 - Bond Issue Cost Expense	3,400	3,400	Debt cost is based on fixed agreed upon payments with bondholders and State agencies. Payments are in accordance with amortization schedules.	
502000 - Appropriations	214,000	214,000		

Washington County, Maryland
Solid Waste Fund
Department 21010 - General Operations
FY24

	2024 Operating Budget Requested	2024 Operating Budget Proposed	2024 Variance Comments Requested	2024 Variance Comments Proposed
505160 - Personal Mileage	660	660	Change reflects the change in the mileage rate.	
505170 - Postage	500	500		
505230 - Travel Expenses	1,950	1,950	The cost is based on CEAM Fall Conference = \$650, CEAM Spring Conference = \$650, Other conferences = \$650.	
505906 - Operating Reserves	71,220	71,220		
505960 - Uncollectible Accounts	2,000	2,000		
510010 - Fleet Insurance	17,750	17,750	There is an overall percentage decrease 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
Solid Waste Fund
Department 21010 - General Operations
FY24

	2024 Operating Budget Requested	2024 Operating Budget Proposed	2024 Variance Comments Requested	2024 Variance Comments Proposed
510020 - Property & Casualty Insurance	9,070	9,070	There is an overall percentage decrease 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	10,910	10,910	There is an overall percentage decrease 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.	
515010 - Auditing Services	1,090	1,090		
520000 - Training	6,000	6,000	Increase is based on one MOLO (Manager of Landfill Operations) Course and one CDL Class.	
520030 - Food Comp	600	600	Increased based on prior year trends.	

Washington County, Maryland
Solid Waste Fund
Department 21010 - General Operations
FY24

	2024 Operating Budget Requested	2024 Operating Budget Proposed	2024 Variance Comments Requested	2024 Variance Comments Proposed
535010 - Copy Machine Rental	2,200	0		Reallocated to 535055 - Lease payments per Budget and Finance.
535055 - Lease Payments	0	2,200		Reallocated from 535010 - Copy Machine Rental per Budget and Finance.
540010 - Wireless Communication	2,800	2,800		
540020 - Telephone Expenses	5,000	5,000		
545010 - Electric	2,500	2,500		
The electric budget is based on four prior year actuals, forecasted rate changes, and other known circumstances. The projection takes into account current year actuals with annualized estimations.				

Washington County, Maryland
Travel Request
FY 2024

Department Number: 21010 Department Name: Solid Waste

Account Number: 505230

Account Description: Travel Expenses

Position Title Only (do not use individual names)	Destination	Date(s) of Travel	Total Cost		Description and/or Reason for Travel Request
			Dept.	Request	
Deputy Director	CEAM Conference	Sep-23	650		County Engineers Association of Maryland Fall Conference, Continuing Education Credit toward License and Networking with other Counties.
Deputy Director	CEAM Conference	Apr-24	650		County Engineers Association of Maryland Spring Conference, Continuing Education Credit toward License and Networking with other Counties.
Staff	TBD	TBD	650		Other conference or training as needed by any Solid Waste Staff

Total \$1,950

- 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: 21010

Department Name: Solid Waste General 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	1	N/A	N/A	N/A	1,253	N/A		Copy Machine Rental - \$104.43 per month
E Ricoh Copypak	1	N/A	N/A	N/A	216	N/A		CopyPak includes a set amount of black and white copies for \$18.00 per month.
E Ricoh Copier B&W overage	1	N/A	N/A	N/A	135	N/A		Copy Machine B&W overage. 30,000 copies x \$.0045 per copy.
E Ricoh Copier Color overage	1	N/A	N/A	N/A	600	N/A		Copy Machine Color overage. 15,000 copies x \$.04 per copy.
Total						\$2,200		

Agree to Budget

N New Installment Purchase
E Existing Installment Purchase

Washington County, Maryland
Solid Waste Fund
Department 21020 - Forty West Landfill
FY24 Expenses

	2024 Operating Budget Requested	Adjustment	2024 Operating Budget Proposed	\$ Change	% Change	2023 Operating Budget Approved	2022 Actuals Final	2021 Actuals Final
500000 - Wages - Full Time	592,470	0	592,470	(18,260)	(2.99)%	610,730	495,395	476,226
500005 - Wages - Part Time	9,860	0	9,860	(2,250)	(18.58)%	12,110	4,442	8,078
500010 - Wages - Overtime	313,500	0	313,500	31,700	11.25%	281,800	178,765	188,669
500040 - Other Wages	270	0	270	0	0.00%	270	217	33
500100 - FICA - Employer	70,090	0	70,090	860	1.24%	69,230	49,239	48,928
500120 - Health Insurance	171,350	0	171,350	(18,330)	(9.66)%	189,680	190,044	195,739
500125 - Other Insurance	4,030	0	4,030	(540)	(11.82)%	4,570	3,875	3,867
500130 - Pension	187,320	0	187,320	1,790	0.96%	185,530	147,453	158,995
500140 - Workers Compensation	36,460	0	36,460	1,040	2.94%	35,420	32,172	33,025
Wages and Benefits	1,385,350	0	1,385,350	(3,990)	(0.29)%	1,389,340	1,101,602	1,113,560
501020 - Debt - Other Principal	185,060	0	185,060	185,060	100.00%	0	0	0
501070 - Debt - Other Interest	15,230	0	15,230	15,230	100.00%	0	0	0
501080 - Debt Lease Interest	0	0	0	0	0.00%	0	42,228	0
501600 - Closure/Postclosure Care Costs	550,000	0	550,000	50,000	10.00%	500,000	540,030	449,353
505010 - Advertising	1,500	0	1,500	0	0.00%	1,500	747	562
505050 - Dues & Subscriptions	800	0	800	800	100.00%	0	795	318
505080 - Freight & Cartage	10,000	0	10,000	5,000	100.00%	5,000	11,643	4,656
505140 - Office Supplies	5,000	0	5,000	500	11.11%	4,500	5,704	3,514
505170 - Postage	0	0	0	0	0.00%	0	0	296
515000 - Contracted/Purchased Service	33,800	0	33,800	30,000	789.47%	3,800	8,859	94
515160 - Engineering Services	46,000	0	46,000	10,000	27.78%	36,000	37,851	8,233
515170 - Gas Monitoring	1,000	0	1,000	450	81.82%	550	514	602
515180 - Software	8,850	0	8,850	600	7.27%	8,250	6,543	6,854
515190 - Hauling Services	432,600	0	432,600	432,600	100.00%	0	0	0
515210 - Laboratory Services	31,000	0	31,000	9,000	40.91%	22,000	21,460	21,874
515220 - Landfill Fees	6,500	0	6,500	0	0.00%	6,500	0	0
515230 - Leachate Hauling	300,800	0	300,800	96,180	47.00%	204,620	149,360	161,885
515240 - Leachate Testing	2,500	0	2,500	0	0.00%	2,500	0	0
515250 - Leachate Treatment	928,000	0	928,000	265,000	39.97%	663,000	484,844	547,153

Washington County, Maryland
Solid Waste Fund
Department 21020 - Forty West Landfill
FY24 Expenses

	2024 Operating Budget Requested	Adjustment	2024 Operating Budget Proposed	\$ Change	% Change	2023 Operating Budget Approved	2022 Actuals Final	2021 Actuals Final
515270 - Maintenance Contract Services	150,000	0	150,000	0	0.00%	150,000	137,841	105,182
520000 - Training	0	0	0	(3,000)	(100.00)%	3,000	0	0
520030 - Food Comp	0	0	0	0	0.00%	0	0	278
520040 - Seminars/Conventions	0	0	0	0	0.00%	0	70	0
525000 - Supplies/Material - Operating	150,000	0	150,000	0	0.00%	150,000	103,117	91,222
525020 - Janitorial Supplies	5,000	0	5,000	2,500	100.00%	2,500	5,240	3,838
525040 - Small Tools & Equipment	5,000	0	5,000	0	0.00%	5,000	5,661	2,026
526000 - Supplies/Material-Maintenance	0	0	0	0	0.00%	0	0	294
526110 - Snow Removal Materials	3,500	0	3,500	2,800	400.00%	700	3,055	1,179
527020 - Auto Batteries	1,250	0	1,250	0	0.00%	1,250	0	0
527030 - Diesel Fuel	225,000	0	225,000	75,000	50.00%	150,000	156,431	77,948
527040 - Diesel Fuel Tax	4,350	0	4,350	640	17.25%	3,710	2,186	939
527060 - Auto Gasoline	18,900	0	18,900	9,900	110.00%	9,000	20,572	9,703
527070 - Auto Grease	1,200	0	1,200	0	0.00%	1,200	0	0
527080 - Auto Motor Oil	7,500	0	7,500	0	0.00%	7,500	5,310	5,455
527090 - Auto Repairs	150,000	0	150,000	0	0.00%	150,000	130,265	154,471
527100 - Auto Tires	50,000	0	50,000	20,000	66.67%	30,000	20,517	20,474
535020 - Equipment Rental	0	0	0	0	0.00%	0	990	0
535055 - Lease Payments	604,610	0	604,610	(149,610)	(19.84)%	754,220	0	356,182
535056 - Contra - Cap Lease Payments	0	0	0	0	0.00%	0	0	(356,182)
535058 - Lease Variable Payments	0	0	0	0	0.00%	0	125	0
535060 - Uniforms	10,000	0	10,000	0	0.00%	10,000	7,375	0
540010 - Wireless Communication	0	0	0	0	0.00%	0	0	231
545000 - Utilities	0	0	0	0	0.00%	0	0	68
545010 - Electric	45,000	0	45,000	(6,250)	(12.20)%	51,250	36,318	30,853
545030 - Propane Gas	300	0	300	0	0.00%	300	0	0
Operating Expenses	3,990,250	0	3,990,250	1,052,400	35.82%	2,937,850	1,945,651	1,709,555
599999 - Controllable Assets	0	0	0	(34,080)	(100.00)%	34,080	45,696	12,558
Capital Outlay	0	0	0	(34,080)	(100.00)%	34,080	45,696	12,558
Total	5,375,600	0	5,375,600	1,014,330	23.26%	4,361,270	3,092,949	2,835,673

Washington County, Maryland
Solid Waste Fund
Department 21020 - Forty West Landfill
FY24

	2024 Operating Budget Requested	2024 Operating Budget Proposed	2024 Variance Comments Requested	2024 Variance Comments Proposed
500000 - Wages - Full Time	592,470	592,470		
500005 - Wages - Part Time	9,860	9,860		
500010 - Wages - Overtime	313,500	313,500		
500040 - Other Wages	270	270		
500100 - FICA - Employer	70,090	70,090		
500120 - Health Insurance	171,350	171,350		
500125 - Other Insurance	4,030	4,030		
500130 - Pension	187,320	187,320		
500140 - Workers Compensation	36,460	36,460		
501020 - Debt - Other Principal	185,060	185,060		Debt cost is based on fixed agreed upon payments for the reimbursement to the General Fund of the purchase of the Compactor for the Department of Solid Waste. Payments are in accordance with amortization schedules.
501070 - Debt - Other Interest	15,230	15,230		Debt cost is based on fixed agreed upon payments for the reimbursement to the General Fund of the purchase of the Compactor for the Department of Solid Waste. Payments are in accordance with amortization schedules.

Washington County, Maryland
Solid Waste Fund
Department 21020 - Forty West Landfill
FY24

	2024 Operating Budget Requested	2024 Operating Budget Proposed	2024 Variance Comments Requested	2024 Variance Comments Proposed
501600 - Closure/Postclosure Care Costs	550,000	550,000	Amount set aside for future requirements of capping and closure costs. This is a State and Accounting (GASB18) requirement. Amount based on current estimated cubic yards used.	
505010 - Advertising	1,500	1,500		
505050 - Dues & Subscriptions	800	800	Increase is based on historical trend of actual spending	
505080 - Freight & Cartage	10,000	10,000	Increase is based on historical trend of actual spending.	
505140 - Office Supplies	5,000	5,000	Increase is based on historical trend of actual spending.	
515000 - Contracted/Purchased Service	33,800	33,800	Increased with the anticipation of needing to replace equipment in a few older buildings.	
515160 - Engineering Services	46,000	46,000	Price is budgeted for Title V Monitoring and Reporting (\$15,000), annual aerial mapping (\$5,000), operational survey and site initiatives (\$6,000), Tier II Evaluation (\$10,000), and unforeseen projects (\$10,000) = \$46,000.	
515170 - Gas Monitoring	1,000	1,000	Cost is based on current contract prices for Gas Monitoring Services.	
515180 - Software	8,850	8,850	Cost is based on AutoCAD subscription and Technical Support = \$1,200; Scale Software Subscription = \$3,500; Fluid Secure Subscription and support = \$1,400, CAT Software = \$2,750.	

Washington County, Maryland
Solid Waste Fund
Department 21020 - Forty West Landfill
FY24

	2024 Operating Budget Requested	2024 Operating Budget Proposed	2024 Variance Comments Requested	2024 Variance Comments Proposed
515190 - Hauling Services	432,600	432,600	Hauling of Dumpsters from 40 West Scaled Loads: 4,200 pulls x \$103 = \$432,600. This cost was moved from 21100.	
515210 - Laboratory Services	31,000	31,000	Line Item is based on current contract prices for Monitoring Services and other laboratory fees for testing water as required by MDE.	
515220 - Landfill Fees	6,500	6,500		
515230 - Leachate Hauling	300,800	300,800	Cost is based on the five year average of leachate generated at the site for a total of 16 million gallons @ \$0.0188/gal.	
515240 - Leachate Testing	2,500	2,500		
515250 - Leachate Treatment	928,000	928,000	Cost is based on the five year average of leachate generated at the site for a total of 16 million gallons @ \$0.058/gal.	
515270 - Maintenance Contract Services	150,000	150,000		
520000 - Training	0	0	Moved to 21010.	
525000 - Supplies/Material - Operating	150,000	150,000		
525020 - Janitorial Supplies	5,000	5,000	Increase is based on historical trend of actual spending.	
525040 - Small Tools & Equipment	5,000	5,000		
526110 - Snow Removal Materials	3,500	3,500	Increase is based on historical trend of actual spending.	
527020 - Auto Batteries	1,250	1,250		

Washington County, Maryland
Solid Waste Fund
Department 21020 - Forty West Landfill
FY24

	2024 Operating Budget Requested	2024 Operating Budget Proposed	2024 Variance Comments Requested	2024 Variance Comments Proposed
527030 - Diesel Fuel	225,000	225,000	Estimated budget is 60,000 gallons x \$3.75 = \$225,000 (excludes taxes), which is based on bids and short-term energy outlook forecasts. Rate is discounted with new bid price including delivery as compared to retail price.	
527040 - Diesel Fuel Tax	4,350	4,350	Estimated budget is based on 10,000 gallons x \$ 0.4345 = \$4,350.00	
527060 - Auto Gasoline	18,900	18,900	Projected Budget is 6,300 gallons x \$3.00 = \$18,900 (includes state gas tax), which is based on bids and short-term energy outlook forecast. Rate per gallon is discounted with bid price as compared to retail prices.	
527070 - Auto Grease	1,200	1,200		
527080 - Auto Motor Oil	7,500	7,500		
527090 - Auto Repairs	150,000	150,000		
527100 - Auto Tires	50,000	50,000	Increased based on the increase in tire prices 40% to 60%.	
535055 - Lease Payments	604,610	604,610	Line item includes the existing Lease Payments for the Bull Dozer, Excavator, Articulated Dump Truck, Skid Steer, Tarp Machine, and Grinder (\$521,214.65). Increase is for a Wheeled Loader.	
535060 - Uniforms	10,000	10,000		
545010 - Electric	45,000	45,000		
545030 - Propane Gas	300	300		

Washington County, Maryland
 Account 515180
 Software
 FY 2024

Department Number: 21020
 Department Name: Solid Waste - Forty West Landfill

Account Number: 515180

Account Description: Software

Descriptions	FY23 Board Approval	Total Cost		New Cost Y/N	Existing Agreement Y/N	Description and/or Reason for Request
		FY24 Request	Dept. Request			
AutoCAD Subscription with Telephone Technical Support	1,200	1,200		N	Y	Automatic updates for AutoCAD and supporting program allowing the department to have the latest version. Telephone technical support allows us to call to obtain advice on resolving an issue.
Paradigm Scale Software	3,500	3,500		N	Y	Includes automatic updates and supporting program allowing the department to have the latest version. Telephone technical support allows us to call to obtain advice on resolving an issue.
Fluid Secure	1,400	1,400		N	Y	Includes automatic updates and supporting program allowing the department to have the latest version. Telephone technical support allows us to call to obtain advice on resolving an issue.
Caterpillar	2,750	2,750		N	Y	This software will allow the mechanics to perform diagnostics on CAT equipment. Currently most diagnostics require a CAT technician.
Total		\$8,850	\$8,850			

• 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: 21020

Department Name: Solid Waste

Account Description: Lease and Installment Payments

Item	Qty	Straight Purchase Price	Number of Years Financed	Final Year of Lease	Annual Payment Due Starting in Proposed Budget Year	Total Financed Price (total of all lease payments)	Implied Interest Rate	Explanation
N CAT 938 Wheeled loader	1	\$ 382,264.00	5	2028	\$ 83,386.45	\$ 416,932.25	2.99%	This loader will replace the 1996 John Deere 744E.
N Vermeer TG5000 Tub Grinder	1	\$ 625,282.00	5	2027	\$ 119,620.08	\$ 598,100.40		This will be replacing both the 1993 Tub Grinder and 1998 Horizontal Grinder.
N CAT D8 Bulldozer	1	\$ 800,000.00	5	2025	\$ 170,820.66	\$ 854,103.30		Lease approved FY21
E CAT 336 Excavator	1	\$ 394,228.00	5	2025	\$ 84,125.19	\$ 420,625.95		Lease approved FY21
E CAT 735 Articulated Dump Truck	1	\$ 447,134.00	5	2025	\$ 101,924.00	\$ 509,620.00		Lease approved FY21
E 40' Automatic Tarping Machine	1	\$ 82,337.00	4	2025	\$ 28,342.80	\$ 113,371.20	5%	Lease approved FY22
E Bobcat Skid Steer	1	\$ 73,988.71	5	2026	\$ 16,381.92	\$ 81,909.60		Lease approved FY22
Total		6	\$2,422,970		\$ 604,601.10	\$ 2,577,730.45		

N E Agree to Budget

New Installment Purchase
Existing Installment Purchase

Washington County, Maryland
Solid Waste Fund
Department 21025 - Composting
FY24 Expenses

	2024 Operating Budget Requested	Adjustment	2024 Operating Budget Proposed	\$ Change	% Change	2023 Operating Budget Approved	2022 Actuals Final	2021 Actuals Final
500000 - Wages - Full Time	88,200	0	88,200	9,590	12.20%	78,610	77,618	71,492
500010 - Wages - Overtime	22,800	0	22,800	(13,500)	(37.19)%	36,300	27,762	28,257
500100 - FICA - Employer	8,500	0	8,500	(300)	(3.41)%	8,800	7,725	7,400
500120 - Health Insurance	25,510	0	25,510	1,780	7.50%	23,730	17,638	17,638
500125 - Other Insurance	600	0	600	60	11.11%	540	532	507
500130 - Pension	25,400	0	25,400	1,030	4.23%	24,370	22,208	22,731
500140 - Workers Compensation	7,960	0	7,960	980	14.04%	6,980	7,020	6,734
Wages and Benefits	178,970	0	178,970	(360)	(0.20)%	179,330	160,503	154,759
505080 - Freight & Cartage	0	0	0	0	0.00%	0	500	0
515210 - Laboratory Services	1,000	0	1,000	0	0.00%	1,000	2,181	727
515220 - Landfill Fees	120	0	120	20	20.00%	100	0	0
520030 - Food Comp	0	0	0	0	0.00%	0	0	74
525000 - Supplies/Material - Operating	0	0	0	0	0.00%	0	0	15
527030 - Diesel Fuel	22,500	0	22,500	7,500	50.00%	15,000	35,171	15,000
527040 - Diesel Fuel Tax	0	0	0	0	0.00%	0	0	34
527090 - Auto Repairs	7,000	0	7,000	0	0.00%	7,000	9,660	0
Operating Expenses	30,620	0	30,620	7,520	32.55%	23,100	47,512	15,850
Total	209,590	0	209,590	7,160	3.54%	202,430	208,015	170,609

Washington County, Maryland
Solid Waste Fund
Department 21025 - Composting
FY24

	2024 Operating Budget Requested	2024 Operating Budget Proposed	2024 Variance Comments Requested	2024 Variance Comments Proposed
500000 - Wages - Full Time	88,200	88,200		
500010 - Wages - Overtime	22,800	22,800		
500100 - FICA - Employer	8,500	8,500		
500120 - Health Insurance	25,510	25,510		
500125 - Other Insurance	600	600		
500130 - Pension	25,400	25,400		
500140 - Workers Compensation	7,960	7,960		
515210 - Laboratory Services	1,000	1,000		
515220 - Landfill Fees	120	120	The Maryland Department of Agriculture requires permitted composting facilities to pay a Composting Fee. The Fee is \$15 + \$0.25/ton sold.	
527030 - Diesel Fuel	22,500	22,500	Estimated budget is 6,000 gallons x \$3.75 = \$22,500 (excludes taxes), which is based on bids and short-term energy outlook forecasts. Rate is discounted with new bid price including delivery as compared to retail price.	
527090 - Auto Repairs	7,000	7,000		

Washington County, Maryland
Solid Waste Fund
Department 21030 - Resh Landfill
FY24 Expenses

	2024 Operating Budget Requested	Adjustment	2024 Operating Budget Proposed	\$ Change	% Change	2023 Operating Budget Approved	2022 Actuals Final	2021 Actuals Final
500000 - Wages - Full Time	0	0	0	0	0.00%	0	119	130
500100 - FICA - Employer	0	0	0	0	0.00%	0	9	10
500120 - Health Insurance	0	0	0	0	0.00%	0	8	48
500125 - Other Insurance	0	0	0	0	0.00%	0	1	1
500130 - Pension	0	0	0	0	0.00%	0	28	35
500140 - Workers Compensation	0	0	0	0	0.00%	0	7	7
Wages and Benefits	0	0	0	0	0.00%	0	172	231
515170 - Gas Monitoring	900	0	900	350	63.64%	550	0	0
515210 - Laboratory Services	19,000	0	19,000	4,500	31.03%	14,500	0	0
515230 - Leachate Hauling	43,240	0	43,240	11,760	37.36%	31,480	0	0
515240 - Leachate Testing	2,500	0	2,500	0	0.00%	2,500	0	0
515250 - Leachate Treatment	133,400	0	133,400	31,400	30.78%	102,000	0	0
515270 - Maintenance Contract Services	2,000	0	2,000	0	0.00%	2,000	0	0
525000 - Supplies/Material - Operating	2,000	0	2,000	0	0.00%	2,000	0	0
545010 - Electric	3,500	0	3,500	(4,000)	(53.33)%	7,500	0	0
Operating Expenses	206,540	0	206,540	44,010	27.08%	162,530	0	0
Total	206,540	0	206,540	44,010	27.08%	162,530	172	231

**Washington County, Maryland
Solid Waste Fund
Department 21030 - Resh Landfill
FY24**

	2024 Operating Budget Requested	2024 Operating Budget Proposed	2024 Variance Comments Requested	2024 Variance Comments Proposed
515170 - Gas Monitoring	900	900	Cost is based on current contract prices for Gas Monitoring Services.	
515210 - Laboratory Services	19,000	19,000	Line item is based on current contract prices for Monitoring Services and other laboratory fees for testing water as required by MDE.	
515230 - Leachate Hauling	43,240	43,240	Cost is based on the five year average of leachate generated at the site for a total of 2.3 million gallons @ \$.0188/gal.	
515240 - Leachate Testing	2,500	2,500		
515250 - Leachate Treatment	133,400	133,400	Cost is based on the five year average of leachate generated at the site for a total of 2.3 million gallons @ \$.058/gal.	
515270 - Maintenance Contract Services	2,000	2,000		
525000 - Supplies/Material - Operating	2,000	2,000		
545010 - Electric	3,500	3,500	Decreased based on prior year actuals. The only electric being used at Resh is the pump stations.	

Washington County, Maryland
Solid Waste Fund
Department 21040 - Rubble Landfill
FY24 Expenses

	2024 Operating Budget Requested	Adjustment	2024 Operating Budget Proposed	\$ Change	% Change	2023 Operating Budget Approved	2022 Actuals Final	2021 Actuals Final
515170 - Gas Monitoring	250	0	250	140	127.27%	110	100	94
515210 - Laboratory Services	18,500	0	18,500	3,000	19.35%	15,500	14,627	13,251
515230 - Leachate Hauling	37,600	0	37,600	15,550	70.52%	22,050	24,833	29,301
515240 - Leachate Testing	1,500	0	1,500	0	0.00%	1,500	0	0
515250 - Leachate Treatment	116,000	0	116,000	44,600	62.46%	71,400	80,367	100,283
515270 - Maintenance Contract Services	2,000	0	2,000	0	0.00%	2,000	0	0
525000 - Supplies/Material - Operating	1,000	0	1,000	0	0.00%	1,000	1,573	0
Operating Expenses	176,850	0	176,850	63,290	55.73%	113,560	121,500	142,930
Total	176,850	0	176,850	63,290	55.73%	113,560	121,500	142,930

Washington County, Maryland
Solid Waste Fund
Department 21040 - Rubble Landfill
FY24

	2024 Operating Budget Requested	2024 Operating Budget Proposed	2024 Variance Comments Requested	2024 Variance Comments Proposed
515170 - Gas Monitoring	250	250	Change is based on current contract prices for Gas Monitoring Services.	
515210 - Laboratory Services	18,500	18,500	Change is based on current contract prices for Monitoring Services and other laboratory fees for testing water as required by MDE.	
515230 - Leachate Hauling	37,600	37,600	Cost is based on the five year average of leachate generated at the site for a total of 2.0 million gallons @ \$0.0188/gal.	
515240 - Leachate Testing	1,500	1,500		
515250 - Leachate Treatment	116,000	116,000	Cost is based on the five year average of leachate generated at the site for a total of 2.0 million gallons @ \$0.058/gal.	
515270 - Maintenance Contract Services	2,000	2,000		
525000 - Supplies/Material - Operating	1,000	1,000		

Washington County, Maryland
Solid Waste Fund
Department 21050 - Old City/County Landfill
FY24 Expenses

	2024 Operating Budget Requested	Adjustment	2024 Operating Budget Proposed	\$ Change	% Change	2023 Operating Budget Approved	2022 Actuals Final	2021 Actuals Final
505080 - Freight & Cartage	0	0	0	0	0.00%	0	1,300	0
515170 - Gas Monitoring	850	0	850	350	70.00%	500	514	602
515210 - Laboratory Services	5,500	0	5,500	1,500	37.50%	4,000	7,355	3,468
515230 - Leachate Hauling	94,000	0	94,000	15,300	19.44%	78,700	39,402	0
515240 - Leachate Testing	2,500	0	2,500	0	0.00%	2,500	0	0
515250 - Leachate Treatment	290,000	0	290,000	35,000	13.73%	255,000	127,991	0
525000 - Supplies/Material - Operating	3,000	0	3,000	0	0.00%	3,000	29,192	0
545010 - Electric	6,000	0	6,000	0	0.00%	6,000	5,542	6,036
Operating Expenses	401,850	0	401,850	52,150	14.91%	349,700	211,296	10,107
Total	401,850	0	401,850	52,150	14.91%	349,700	211,296	10,107

Washington County, Maryland
Solid Waste Fund
Department 21050 - Old City/County Landfill
FY24

	2024 Operating Budget Requested	2024 Operating Budget Proposed	2024 Variance Comments Requested	2024 Variance Comments Proposed
515170 - Gas Monitoring	850	850	Change is based on current contract prices for Gas Monitoring Services.	
515210 - Laboratory Services	5,500	5,500	Change is based on current contract prices for Monitoring Services and other laboratory fees for testing and water as required by MDE.	
515230 - Leachate Hauling	94,000	94,000	Cost is based on the five year average of leachate generated at the site for a total of 5.0 million gallons @ \$0.0188/gal.	
515240 - Leachate Testing	2,500	2,500		
515250 - Leachate Treatment	290,000	290,000	Cost is based on the five year average of leachate generated at the site for a total of 5.0 million gallons @ \$0.058/gal.	
525000 - Supplies/Material - Operating	3,000	3,000		
545010 - Electric	6,000	6,000		

Washington County, Maryland
Solid Waste Fund
Department 21060 - Hancock
FY24 Expenses

	2024 Operating Budget Requested	Adjustment	2024 Operating Budget Proposed	\$ Change	% Change	2023 Operating Budget Approved	2022 Operating Budget Actuals	2021 Operating Budget Actuals
515170 - Gas Monitoring	900	0	900	350	63.64%	550	0	0
515210 - Laboratory Services	9,000	0	9,000	4,000	80.00%	5,000	0	0
Operating Expenses	9,900	0	9,900	4,350	78.38%	5,550	0	0
Total	9,900	0	9,900	4,350	78.38%	5,550	0	0

Washington County, Maryland
Solid Waste Fund
Department 21060 - Hancock
FY24

	2024 Operating Budget Requested	2024 Operating Budget Proposed	2024 Variance Comments Requested	2024 Variance Comments Proposed
--	--	---	---	--

515170 - Gas Monitoring	900	900	Change is based on current contract prices for Gas Monitoring Services.	
-------------------------	-----	-----	---	--

515210 - Laboratory Services	9,000	9,000	Change is based on current contract prices for Monitoring Services and other laboratory fees for testing water as required by MDE.	
------------------------------	-------	-------	--	--

Washington County, Maryland
Solid Waste Fund
Department 21100 - Transfer Station
FY24 Expenses

	2024 Operating Budget Requested	Adjustment	2024 Operating Budget Proposed	\$ Change	% Change	2023 Operating Budget Approved	2022 Actuals Final	2021 Actuals Final
500000 - Wages - Full Time	166,470	0	166,470	13,870	9.09%	152,600	151,054	124,424
500005 - Wages - Part Time	114,510	0	114,510	12,730	12.51%	101,780	96,628	107,405
500010 - Wages - Overtime	0	0	0	0	0.00%	0	6,142	5,439
500040 - Other Wages	270	0	270	(540)	(66.67)%	810	728	248
500100 - FICA - Employer	21,520	0	21,520	1,990	10.19%	19,530	18,568	17,603
500120 - Health Insurance	48,150	0	48,150	2,080	4.51%	46,070	52,164	34,798
500125 - Other Insurance	1,130	0	1,130	80	7.62%	1,050	974	815
500130 - Pension	43,280	0	43,280	3,600	9.07%	39,680	37,347	33,661
500140 - Workers Compensation	10,970	0	10,970	1,670	17.96%	9,300	9,675	8,983
Wages and Benefits	406,300	0	406,300	35,480	9.57%	370,820	373,280	333,376
505140 - Office Supplies	4,200	0	4,200	0	0.00%	4,200	0	0
505160 - Personal Mileage	500	0	500	0	0.00%	500	0	0
515000 - Contracted/Purchased Service	0	0	0	0	0.00%	0	0	45
515170 - Gas Monitoring	650	0	650	150	30.00%	500	220	208
515190 - Hauling Services	183,600	0	183,600	(315,300)	(63.20)%	498,900	464,696	435,725
515210 - Laboratory Services	3,500	0	3,500	1,900	118.75%	1,600	984	927
515270 - Maintenance Contract Services	0	0	0	0	0.00%	0	1,595	1,079
525000 - Supplies/Material - Operating	5,500	0	5,500	0	0.00%	5,500	20,823	9,492
526000 - Supplies/Material-Maintenance	0	0	0	0	0.00%	0	0	44
526020 - Building Maintenance	1,750	0	1,750	0	0.00%	1,750	0	0
545000 - Utilities	0	0	0	0	0.00%	0	0	276
545010 - Electric	2,460	0	2,460	0	0.00%	2,460	1,702	1,629
Operating Expenses	202,160	0	202,160	(313,250)	(60.78)%	515,410	490,020	449,425
599999 - Controllable Assets	0	0	0	0	0.00%	0	0	380
Capital Outlay	0	0	0	0	0.00%	0	0	380
Total	608,460	0	608,460	(277,770)	(31.34)%	886,230	863,300	783,181

Washington County, Maryland
Solid Waste Fund
Department 21100 - Transfer Station
FY24

**2024
Variance
Comments
Proposed**

**2024
Variance
Comments
Requested**

**2024
Operating
Budget
Requested**

**2024
Operating
Budget
Proposed**

500000 - Wages - Full Time 166,470 166,470

500005 - Wages - Part Time 114,510 114,510

500040 - Other Wages 270 270

500100 - FICA - Employer 21,520 21,520

500120 - Health Insurance 48,150 48,150

500125 - Other Insurance 1,130 1,130

500130 - Pension 43,280 43,280

500140 - Workers Compensation 10,970 10,970

505140 - Office Supplies 4,200 4,200

505160 - Personal Mileage 500 500

515170 - Gas Monitoring 650 650

515190 - Hauling Services 183,600 183,600

Change is based on current contract prices for Gas Monitoring Services.

Hauling of waste containers from the various transfer stations to landfill working face. Cost based on current Contract Prices. Scales transactions based on prior years actuals. The cost per site are as follows: Hancock - 180 x \$133.90 = \$24,102, Greensburg - 650 x \$128.50 = \$83,687.00, Kactzel - 300 x \$133.90 = \$40,170.00, Dargan - 180 x \$128.75 = \$23,175.00, 40 West Cardboard - 110 x \$113.30 = 12,463.00. This decreased because the 40west part of the hauling services was moved to 21020.

Washington County, Maryland
Solid Waste Fund
Department 21100 - Transfer Station
FY24

**2024
Variance
Comments
Proposed**

**2024
Variance
Comments
Requested**

**2024
Operating
Budget
Proposed**

**2024
Operating
Budget
Requested**

Change is based on current contract prices for
Monitoring Services and other laboratory fees for
testing water as required by MDE.

515210 - Laboratory Services

525000 - Supplies/Material - Operating
526020 - Building Maintenance
545010 - Electric

3,500

5,500
1,750
2,460

3,500

5,500
1,750
2,460

Washington County, Maryland
Solid Waste Fund
Department 21200 - Recycling Operations
FY24 Expenses

	2024 Operating Budget Requested	Adjustment	2024 Operating Budget Proposed	\$ Change	% Change	2023 Operating Budget Approved	2022 Actuals Final	2021 Actuals Final
500000 - Wages - Full Time	79,830	0	79,830	6,280	8.54%	73,550	68,922	63,481
500010 - Wages - Overtime	14,400	0	14,400	1,900	15.20%	12,500	10,978	11,109
500040 - Other Wages	270	0	270	0	0.00%	270	187	0
500100 - FICA - Employer	7,230	0	7,230	620	9.38%	6,610	5,602	5,268
500120 - Health Insurance	23,090	0	23,090	880	3.96%	22,210	25,151	25,151
500125 - Other Insurance	540	0	540	30	5.88%	510	413	394
500130 - Pension	20,760	0	20,760	1,640	8.58%	19,120	16,533	16,926
500140 - Workers Compensation	200	0	200	30	17.65%	170	173	164
Wages and Benefits	146,320	0	146,320	11,380	8.43%	134,940	127,959	122,493
505010 - Advertising	2,000	0	2,000	0	0.00%	2,000	8	872
505230 - Travel Expenses	250	0	250	0	0.00%	250	0	0
515150 - Drop-Off	202,060	0	202,060	50,000	32.88%	152,060	107,720	111,941
515190 - Hauling Services	0	0	0	0	0.00%	0	0	0
520000 - Training	400	0	400	0	0.00%	400	0	0
525000 - Supplies/Material - Operating	1,000	0	1,000	0	0.00%	1,000	1,586	908
588030 - Recycle - Tires	32,500	0	32,500	8,500	35.42%	24,000	24,930	21,315
588040 - Recycle - Other	261,130	0	261,130	221,130	552.83%	40,000	26,206	15,038
Operating Expenses	499,340	0	499,340	279,630	127.27%	219,710	160,450	150,074
Total	645,660	0	645,660	291,010	82.06%	354,650	288,409	272,567

Washington County, Maryland
Solid Waste Fund
Department 21200 - Recycling Operations
FY24

	2024 Operating Budget Requested	2024 Operating Budget Proposed	2024 Variance Comments Requested	2024 Variance Comments Proposed
500000 - Wages - Full Time	79,830	79,830		
500010 - Wages - Overtime	14,400	14,400		
500040 - Other Wages	270	270		
500100 - FICA - Employer	7,230	7,230		
500120 - Health Insurance	23,090	23,090		
500125 - Other Insurance	540	540		
500130 - Pension	20,760	20,760		
500140 - Workers Compensation	200	200		
505010 - Advertising	2,000	2,000		
505230 - Travel Expenses	250	250		
515150 - Drop-Off	202,060	202,060		The cost of this line item is based on 416 Cardboard Drop Off Containers at \$105.00 = \$43,680.00; Recycling Drop-off Containers: Greensburg 115 @ \$242.61 = \$27,899.71, Kaetzel 52 @ \$317.68 = \$16,519.51, Dargan 20 @ \$351.21 = \$7,024.19, Hancock 40 @ \$336.82 = \$13,472.13, 40 West 250 @ \$170.52 = \$42,629.13; processing of Recyclables 520 tons @ \$97.75 = \$50,830.00.
520000 - Training	400	400		
525000 - Supplies/Material - Operating	1,000	1,000		

Washington County, Maryland
Solid Waste Fund
Department 21200 - Recycling Operations
FY24

	2024 Operating Budget Requested	2024 Operating Budget Proposed	2024 Variance Comments Requested	2024 Variance Comments Proposed
588030 - Recycle - Tires	32,500	32,500	Reflects the contract prices for scrap tire recycling and the projected tonnage for the year. 130 tons x \$250/ton = \$32,500.00.	
588040 - Recycle - Other	261,130	261,130	Electronic recycling increased with the new contract. CRT-\$.40/pound, Non CRT- \$.20/pound; \$500/trip transportation costs = \$53,000. Mattress recycling program increased to \$832.50/ton estimated 250 tons = \$208,132.50.	

Washington County, Maryland
Travel Request
FY 2024

Department Number: 21200 Department Name: Solid Waste- Recycling

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		
Recycling Coordinator	Unknown	Unknown	250		Various conferences including Maryland Recycling Network.

Total \$250

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



Agenda Report Form

Open Session Item

SUBJECT: FY24 Water Quality Budget

PRESENTATION DATE: March 21, 2023

PRESENTATION BY: Mark Bradshaw, Director of Environmental Management; Michelle Gordon, Chief Financial Officer

RECOMMENDED MOTION(S): For informational purposes

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

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

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

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

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

Utility Fund -	\$5,937,750
Water Fund -	\$1,755,960
Sewer Fund -	\$13,863,400
Pretreatment Fund -	\$345,600

FISCAL IMPACT: Rate increase Recommendations:

Water - 4.7% increase providing \$26,400 in revenue

No Sewer Rate increase being proposed at this time

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: FY24 Water Quality Budget

AUDIO/VISUAL TO BE USED: N/A

Washington County, Maryland
Utility Administration Fund Operating Budget
Detailed Summary
Fiscal Year 2024

Page	Category	FY 2024 Requested Budget	Adjustment	FY 2024 Proposed Budget	\$ Change	Note	% Change	Original Budget FY 2023
------	----------	--------------------------------	------------	-------------------------------	-----------	------	----------	----------------------------

General Revenues:

Development Fees	750	0	750	0			0.00%	750
Other Planning Fees	55,000	0	55,000	5,000	1		10.00%	50,000
Drawings/Blue Line Prints	6,500	0	6,500	0			0.00%	6,500
Contract Operations	318,260	0	318,260	56,190	2		21.44%	262,070
Inspection Projects	42,810	0	42,810	5,440	2		14.56%	37,370
	423,320	0	423,320	66,630			18.68%	356,690

1 Other Planning Fees:

- Adjusted based on prior year actuals.

2 Contract Operations / Inspection Projects:

- Increased to agree with total billable contract operations expense and inspection projects expense.

Miscellaneous Revenues:

Interest, Penalties & Fees	100	0	100	0			0.00%	100
Utility Admin Charge	4,458,250	0	4,458,250	518,090	3		13.15%	3,940,160
General Fund Appropriation	702,970	0	702,970	185,860	4		35.94%	517,110
CIP Transfer	271,110	0	271,110	46,220	5		20.55%	224,890
	5,432,430	0	5,432,430	750,170			16.02%	4,682,260

3 Utility Admin Charge:

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

4 General Fund Appropriation:

- Increased to reflect expenses associated with watershed and stormwater services provided.

5 CIP Transfer:

- Funding for clean county department.

Lab Revenues:	82,000	0	82,000	(8,000)	6		-8.89%	90,000
----------------------	---------------	----------	---------------	----------------	----------	--	---------------	---------------

6 Lab Revenues:

- Adjusted to reflect decreased services due to a reduction in customers.

Total Revenues	5,937,750	0	5,937,750	808,800			15.77%	5,128,950
-----------------------	------------------	----------	------------------	----------------	--	--	---------------	------------------

Washington County, Maryland
Utility Administration Fund Operating Budget
Detailed Summary
Fiscal Year 2024

Page	Category	FY 2024 Requested Budget	Adjustment	FY 2024 Proposed Budget	\$ Change	Note	% Change	Original Budget FY 2023
------	----------	--------------------------------	------------	-------------------------------	-----------	------	----------	----------------------------

Expenses

Utility Administration	1,875,630	0	1,875,630	343,820	7	22.45%	1,531,810
Engineering	614,080	0	614,080	(8,490)	8	-1.36%	622,570
Laboratory	726,200	0	726,200	37,610	9	5.46%	688,590
Maintenance	1,386,890	0	1,386,890	142,350	10	11.44%	1,244,540
Stormwater & Watershed	702,970	0	702,970	185,860	11	35.94%	517,110
Clean County	271,110	0	271,110	46,220	12	20.55%	224,890
Inspection Projects-Billable	42,810	0	42,810	5,440	13	14.56%	37,370
Contract Operations-Billable	318,060	0	318,060	55,990	14	21.36%	262,070

Total Expenses	5,937,750	0	5,937,750	808,800	15	15.77%	5,128,950
-----------------------	------------------	----------	------------------	----------------	-----------	---------------	------------------

- 7 Utility Administration:**
- Wages and Benefits increased \$70,000 due to salary and benefit changes and an increase in the OPEB contribution. This was offset by a request to eliminate one position due to reorganization of admin staff.
 - Property/Casualty/Public/Gen Liability insurances increased \$16,410.
 - Service charges for accepting credit cards increased \$15,000 for a total of \$60,000.
 - The appropriation to CIP increased \$255,000.
- 8 Engineering:**
- Wages and Benefits decreased \$7,300 mostly due to benefit changes.
 - Operating Expenses were reduced \$1,190 based on prior year actuals.
- 9 Laboratory:**
- Wages and Benefits increased \$30,710 mostly due to an increase in wages.
 - Operating expenses increased mostly for software, supplies/materials, and electric based on inflation and usage.
- 10 Maintenance:**
- Wages and Benefits increased \$110,250 due to an increase in wages and a request for additional personnel.
 - Operating expenses increased \$24,600 mainly for supplies/materials and heating oil based on inflation and usage.
 - The purchase of an HDPE Electrofusion machine and fittings in the amount of \$7,500 was requested.
- 11 Stormwater and Watershed Services:**
- Wages and Benefits increased \$77,300 due to wage increases.
 - Operating expenses increased \$109,630 mostly in contracted/purchased services for a mowing contract.
- 12 Clean County:**
- Wages and Benefits increased \$11,710 due to an increase in wages.
 - Diesel fuel increased \$7,500 based on the current trend of usage.
 - Tires for Unit 198 and the sweeper/dump truck are needed and estimated to cost \$3,700; gutter brooms need purchased in the amount of \$2,500; equipment maintenance was increased \$2,510 for Unit 194 and 205.
 - A request to purchase a storage shed and pressure cleaning system was submitted in the amount of \$17,330.
- 13 Inspection Projects-Billable:**
- Wages and Benefits increased \$13,440 based on increased wages offset by a reduction in contracted/purchased services of \$8,000 due to a slowdown in developmental growth.

Washington County, Maryland
Utility Administration Fund Operating Budget
Detailed Summary
Fiscal Year 2024

Page	Category	FY 2024 Requested Budget	Adjustment	FY 2024 Proposed Budget	\$ Change	Note	% Change	Original Budget FY 2023
------	----------	--------------------------------	------------	-------------------------------	-----------	------	----------	----------------------------

- 14 Contract Operations-Billable:**
- Wages and Benefits increased \$53,290 due to wage increases. Supplies/materials, chemicals and natural gas were increased \$2,800 based on inflation and usage.

15 Category Summary:

Salaries and Benefits	4,067,190	0	4,067,190	359,400	9.69%	3,707,790
Operating	1,844,230	0	1,844,230	428,420	30.26%	1,415,810
Capital Outlay	26,330	0	26,330	20,980	392.15%	5,350
	5,937,750	0	5,937,750	808,800	15.77%	5,128,950

Washington County, Maryland
Utility Administration Fund Revenues
FY24

	2024 Operating Budget Requested	Adjustment	2024 Operating Budget Proposed	\$ Change	% Change	2023 Operating Budget Approved	2022 Actuals Final	2021 Actuals Final
403050 - Development Fees	750	0	750	0	0.00%	750	0	0
403055 - Other Planning Fees	55,000	0	55,000	5,000	10.00%	50,000	63,200	67,600
404420 - Interest, Penalties & Fees	100	0	100	0	0.00%	100	24	62
440110 - Drawings/Blue Line Prints	6,500	0	6,500	0	0.00%	6,500	9,232	5,775
440200 - Lab Testing	82,000	0	82,000	(8,000)	(8.89)%	90,000	92,310	106,814
441200 - Utility Admin Charge	4,458,250	0	4,458,250	518,090	13.15%	3,940,160	4,094,790	3,868,670
485000 - Reimbursed Exp - Admin	0	0	0	0	0.00%	0	130	0
490000 - Miscellaneous	0	0	0	0	0.00%	0	12,135	2,071
490005 - Insurance Recovery	0	0	0	0	0.00%	0	5,043	0
490010 - Gain or Loss on Sale of Asset	0	0	0	0	0.00%	0	44,267	12,100
490045 - Oper Transfer - General Fund	702,970	0	702,970	185,860	35.94%	517,110	389,867	234,355
491735 - Capital Transfer - CIP	271,110	0	271,110	46,220	20.55%	224,890	190,537	191,878
498800 - Other - CIP Revenue	0	0	0	0	0.00%	0	19,775	8,033
499500 - Contract Operations	318,260	0	318,260	56,190	21.44%	262,070	292,953	198,873
499510 - Inspection Projects	42,810	0	42,810	5,440	14.56%	37,370	46,014	56,607
Revenues	5,937,750	0	5,937,750	808,800	15.77%	5,128,950	5,260,277	4,752,838

Washington County, Maryland
Utility Administration Fund
Department 00000 - Default Department
FY24 Revenues

	2024 Operating Budget Requested	2024 Operating Budget Proposed	2024 Variance Comments Requested	2024 Variance Comments Proposed
403050 - Development Fees	750	750		
403055 - Other Planning Fees	55,000	55,000	Based upon year to date and prior year actuals the budget has been increased.	
404420 - Interest, Penalties & Fees	100	100		
440110 - Drawings/Blue Line Prints	6,500	6,500		
440200 - Lab Testing	82,000	82,000	We are no longer providing services to one of our customers.	
441200 - Utility Admin Charge	4,458,250	4,458,250	Increased to meet the operating requirements of the Utility Admin Fund which supports all Water Quality departments.	
490045 - Oper Transfer - General Fund	702,970	702,970	Represents operational support for department 40050, Watershed and Stormwater Services. An increase is requested for mowing services to practice Stormwater Management Best Management Practices (BMP) within subdivisions for county owned areas. Also, wages and benefits increased due to the FY23 mid-year COLA as well as the requested step and COLA for FY24.	

Washington County, Maryland
Utility Administration Fund
Department 00000 - Default Department
FY24 Revenues

	2024 Operating Budget Requested	2024 Operating Budget Proposed	2024 Variance Comments Requested	2024 Variance Comments Proposed
491735 - Capital Transfer - CIP	271,110	271,110	Funding for Clean County operations comes from the CIP project DNG039 Stormwater Retrofits. An increase is requested to purchase a storage shed and pressure cleaning system. In addition, wages and benefits have increased due to the FY23 mid-year COLA and the requested step and COLA for FY24.	
499500 - Contract Operations	318,260	318,260	Adjusted to match the total expenses for billable contract operations. Increased costs are due to wages and benefits.	
499510 - Inspection Projects	42,810	42,810	Adjusted to match the total expenses for billable inspection projects. Increased costs are due to wages and benefits.	

Washington County, Maryland
Utility Administration Fund Expenditures - Proposed
FY24

	2024	Adjustment	2024	% Change	2023	2022	2021
	Operating Budget Requested		Operating Budget Proposed	\$ Change	Operating Budget Approved	Actuals Final	Actuals Final
40010 - Utility Administration	1,875,630	0	1,875,630	343,820	1,531,810	1,290,339	1,146,478
40020 - Engineering	614,080	0	614,080	(8,490)	622,570	423,511	521,669
40030 - Laboratory	726,200	0	726,200	37,610	688,590	577,590	623,626
40040 - Maintenance	1,386,890	0	1,386,890	142,350	1,244,540	1,135,129	1,098,194
40050 - Stormwater	702,970	0	702,970	185,860	517,110	389,867	234,355
40060 - Clean County	271,110	0	271,110	46,220	224,890	190,537	191,878
40998 - Billable - Inspection Projects	42,810	0	42,810	5,440	37,370	41,238	67
40999 - Billable - Contract Operations	318,060	0	318,060	55,990	262,070	318,361	77,775
Total Expenditures	5,937,750	0	5,937,750	808,800	5,128,950	4,366,572	3,894,042

Washington County, Maryland
Utility Administration Fund
Department 40010 - Utility Administration
FY24 Expenses

	2024 Operating Budget Requested	Adjustment	2024 Operating Budget Proposed	\$ Change	% Change	2023 Operating Budget Approved	2022 Actuals Final	2021 Actuals Final
500000 - Wages - Full Time	644,580	0	644,580	118,160	22.45%	526,420	540,205	484,829
500010 - Wages - Overtime	80	0	80	0	0.00%	80	0	0
500040 - Other Wages	1,670	0	1,670	(330)	(16.50)%	2,000	1,727	1,890
500100 - FICA - Employer	49,440	0	49,440	9,010	22.29%	40,430	39,579	35,822
500120 - Health Insurance	157,270	0	157,270	11,670	8.02%	145,600	126,967	142,853
500125 - Other Insurance	3,110	0	3,110	(280)	(8.26)%	3,390	3,136	2,932
500130 - Pension	167,590	0	167,590	30,720	22.44%	136,870	160,721	142,280
500140 - Workers Compensation	20,350	0	20,350	3,170	18.45%	17,180	8,268	7,702
500150 - Unemployment Compensation	750	0	750	0	0.00%	750	(215)	2,333
500155 - Personnel Requests	(35,320)	0	(35,320)	(35,320)	(100.00)%	0	0	0
500160 - Other Post Employment Benefits	36,820	0	36,820	8,580	30.38%	28,240	0	0
500161 - Wage Reserve	(75,280)	0	(75,280)	(75,280)	(100.00)%	0	0	0
500170 - Personal Development	4,200	0	4,200	0	0.00%	4,200	0	0
500171 - Employee Recognition	3,240	0	3,240	(100)	(2.99)%	3,340	0	0
500172 - Team Building	880	0	880	0	0.00%	880	0	0
Wages and Benefits	979,380	0	979,380	70,000	7.70%	909,380	880,388	820,641
501000 - Debt - Bond Principal	65,460	0	65,460	3,840	6.23%	61,620	58,892	56,405
501001 - Contra - Bond Principal	0	0	0	0	0.00%	0	(58,892)	(56,405)
501050 - Debt - Bond Interest	22,570	0	22,570	(1,040)	(4.40)%	23,610	22,379	25,143
501080 - Debt - Lease Interest	100	0	100	100	100.00%	0	628	0
501090 - Debt - Administrative Fees	30	0	30	0	0.00%	30	28	28
501095 - Bond Issue Cost Expense	2,300	0	2,300	2,150	1,433.33%	150	177	0
502000 - Appropriations	360,000	0	360,000	255,000	242.86%	105,000	47,000	0
505010 - Advertising	750	0	750	250	50.00%	500	1,144	1,563
505040 - Books	0	0	0	0	0.00%	0	130	0
505050 - Dues & Subscriptions	5,000	0	5,000	(9,500)	(65.52)%	14,500	3,943	13,830
505080 - Freight & Cartage	4,500	0	4,500	(900)	(16.67)%	5,400	1,554	1,209
505120 - Licenses & Certifications	9,500	0	9,500	9,500	100.00%	0	76	0
505130 - Small Office Equipment	1,000	0	1,000	0	0.00%	1,000	1,085	190

Washington County, Maryland
Utility Administration Fund
Department 40010 - Utility Administration
FY24 Expenses

	2024 Operating Budget Requested	Adjustment	2024 Operating Budget Proposed	\$ Change	% Change	2023 Operating Budget Approved	2022 Actuals Final	2021 Actuals Final
505140 - Office Supplies	13,000	0	13,000	(4,000)	(23.53)%	17,000	9,891	9,534
505150 - Other - Miscellaneous	750	0	750	0	0.00%	750	317	1,459
505160 - Personal Mileage	750	0	750	(250)	(25.00)%	1,000	43	0
505170 - Postage	2,680	0	2,680	0	0.00%	2,680	1,173	2,374
505200 - Safety Equipment	19,000	0	19,000	0	0.00%	19,000	24,985	14,575
505230 - Travel Expenses	5,000	0	5,000	0	0.00%	5,000	297	84
510010 - Fleet Insurance	72,040	0	72,040	1,200	1.69%	70,840	80,296	76,304
510020 - Property & Casualty Insurance	74,870	0	74,870	12,640	20.31%	62,230	56,067	43,540
510030 - Public & Gen Liability Insurance	36,180	0	36,180	3,770	11.63%	32,410	32,499	36,179
515000 - Contracted/Purchased Service	6,500	0	6,500	(3,000)	(31.58)%	9,500	3,016	2,947
515180 - Software	700	0	700	200	40.00%	500	0	0
515260 - Legal Services	1,000	0	1,000	0	0.00%	1,000	0	458
520000 - Training	15,000	0	15,000	(6,000)	(28.57)%	21,000	8,223	3,389
520010 - Certification Classes	0	0	0	0	0.00%	0	25	0
520030 - Food Comp	200	0	200	0	0.00%	200	93	115
520040 - Seminars/Conventions	2,000	0	2,000	(1,000)	(33.33)%	3,000	200	0
520050 - Tuition Assistance	1,500	0	1,500	0	0.00%	1,500	0	639
525000 - Supplies/Material - Operating	2,110	0	2,110	610	40.67%	1,500	1,975	1,780
525020 - Janitorial Supplies	1,060	0	1,060	60	6.00%	1,000	991	422
525040 - Small Tools & Equipment	250	0	250	0	0.00%	250	139	112
525050 - Welding Material/Supplies	200	0	200	200	100.00%	0	0	214
527090 - Auto Repairs	0	0	0	0	0.00%	0	411	0
535010 - Copy Machine Rental	0	0	0	(3,000)	(100.00)%	3,000	482	2,194
535020 - Equipment Rental	1,000	0	1,000	0	0.00%	1,000	552	717
535055 - Lease Payments	1,590	0	1,590	1,590	100.00%	0	0	0
535056 - Contra - Cap Lease Payments	0	0	0	0	0.00%	0	0	(18,325)
535057 - Non-Lease Components	260	0	260	260	100.00%	0	194	0
535058 - Lease - Variable Payments	400	0	400	400	100.00%	0	365	0
535060 - Uniforms	0	0	0	0	0.00%	0	0	2,040
540010 - Wireless Communication	13,000	0	13,000	(5,360)	(29.19)%	18,360	9,353	11,055

Washington County, Maryland
Utility Administration Fund
Department 40010 - Utility Administration
FY24 Expenses

	2024 Operating Budget Requested	Adjustment	2024 Operating Budget Proposed	\$ Change	% Change	2023 Operating Budget Approved	2022 Actuals Final	2021 Actuals Final
540020 - Telephone Expenses	300	0	300	300	100.00%	0	271	9,155
545010 - Electric	25,000	0	25,000	0	0.00%	25,000	20,228	20,364
545020 - Natural Gas	5,800	0	5,800	800	16.00%	5,000	5,341	4,871
545050 - Waste/Trash Disposal	60,100	0	60,100	0	0.00%	60,100	4,665	510
545060 - Water	1,300	0	1,300	0	0.00%	1,300	1,130	1,179
592060 - Service Charges	60,000	0	60,000	15,000	33.33%	45,000	66,298	53,680
Operating Expenses	894,750	0	894,750	273,820	44.10%	620,930	407,664	323,528
599999 - Controllable Assets	1,500	0	1,500	0	0.00%	1,500	2,287	2,308
Capital Outlay	1,500	0	1,500	0	0.00%	1,500	2,287	2,308
Total	1,875,630	0	1,875,630	343,820	22.45%	1,531,810	1,290,339	1,146,477

Washington County, Maryland
Utility Administration Fund
Department 40010 - Utility Administration
FY24 Expenses

	2024 Operating Budget Requested	2024 Operating Budget Proposed	2024 Variance Comments Requested	2024 Variance Comments Proposed
500000 - Wages - Full Time	644,580	644,580	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%. Wages are then allocated based on a three-year rolling average and adjusted for any known changes in trends.	
500010 - Wages - Overtime	80	80	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%. Wages are then allocated based on a three-year rolling average and adjusted for any known changes in trends.	
500040 - Other Wages	1,670	1,670	The Other Wages category includes amounts for sick pay bonus and holidays worked for operations that require coverage on holidays. The sick pay bonus is based on prior year actuals with a small increase for employees receiving additional pay for accumulating more consecutive years without using sick time. Conversely, if additional days were used the amount of the bonus is reduced. The holiday worked was increased for the 3.5% wage increase for FY24. The change from FY23 to FY24 includes the increase related to the mid-year COLA of 9.5%.	
500100 - FICA - Employer	49,440	49,440	Budget is based on total wages times 7.65%.	

Washington County, Maryland
Utility Administration Fund
Department 40010 - Utility Administration
FY24 Expenses

	2024 Operating Budget Requested	2024 Operating Budget Proposed	2024 Variance Comments Requested	2024 Variance Comments Proposed
500120 - Health Insurance	157,270	157,270	Health Insurance premiums were not increased based on the projected trend analysis in the market, discussions with the County's health insurance administrators, an analysis of the County's self insured reserve trends and the anticipated reserve balance. Since premiums are based on employee's current elections and allocated based on a three-year rolling average some departments will see an increase for health insurance while others will see a decrease.	
500125 - Other Insurance	3,110	3,110	This category includes County paid premiums for employee life insurance, dependent life insurance, and long-term disability. The majority of these premiums are based on wages. Due to the wage increase the other insurance increased by approximately 3.5%. Since premiums are based on wages and allocated based on a three-year rolling average some departments will see an increase while others will see a decrease. The change from FY23 to FY24 includes the increase related to the mid-year COLA of 9.5%.	
500130 - Pension	167,590	167,590	The budgeted amount for employer pension is based on full-time wages times 26%.	
500140 - Workers Compensation	20,350	20,350	Worker's Compensation is based on projected employee wages times their assigned classification rates.	

Washington County, Maryland
Utility Administration Fund
Department 40010 - Utility Administration
FY24 Expenses

	2024 Operating Budget Requested	2024 Operating Budget Proposed	2024 Variance Comments Requested	2024 Variance Comments Proposed
500150 - Unemployment Compensation	750	750		
500155 - Personnel Requests	(35,320)	(35,320)	Eliminate existing budgeted position due to reorganization of administrative staff and replace with a System Mechanic I due to an increase in plant equipment requiring maintenance (-\$75,900); increase of \$40,580 due to revised salary study. Net decrease is \$35,320.	
500160 - Other Post Employment Benefits	36,820	36,820	Increased contribution to help offset reduced interest earnings due to market fluctuations.	
500161 - Wage Reserve	(75,280)	(75,280)	To budget for vacancy savings.	
500170 - Personal Development	4,200	4,200	The personal development incentive budget is \$120 per full-time employee per year. Employees are afforded the opportunity to request annual training of some kind. Training may include physical training and exercise.	
500171 - Employee Recognition	3,240	3,240	The employee recognition incentive, for a total of \$77,000, is to be distributed equitably by department size. Department heads and division directors may recognize full-time employees who strive to overachieve. Funds may be used for additional training; attendance to industry events; and related travel.	

Washington County, Maryland
Utility Administration Fund
Department 40010 - Utility Administration
FY24 Expenses

	2024 Operating Budget Requested	2024 Operating Budget Proposed	2024 Variance Comments Requested	2024 Variance Comments Proposed
500172 - Team Building	880	880	The team building incentive budget is \$25 per full-time employee per year. This allows a department head or division director to offer the occasional celebration or recognize employee achievements in the office setting.	
501000 - Debt - Bond Principal	65,460	65,460	Debt cost is based on fixed agreed upon payments with bondholders and State agencies. Payments are in accordance with amortization schedules.	
501050 - Debt - Bond Interest	22,570	22,570	Debt cost is based on fixed agreed upon payments with bondholders and State agencies. Payments are in accordance with amortization schedules.	
501080 - Debt Lease Interest	100	100	Based upon lease schedule.	
501090 - Debt - Administrative Fees	30	30		
501095 - Bond Issue Cost Expense	2,300	2,300	This estimate is based on the projected bond issue of \$300,000 for FY24.	
502000 - Appropriations	360,000	360,000	Contribution to CIP for projects related to lab equipment, vehicle and supervisory control and data acquisition (SCADA) replacements.	
505010 - Advertising	750	750	Increased based on prior year actuals.	
505050 - Dues & Subscriptions	5,000	5,000	A partial amount (\$9,500) was moved to 505120 to better track expenses.	
505080 - Freight & Cartage	4,500	4,500	Reduced based on prior year actuals.	

Washington County, Maryland
Utility Administration Fund
Department 40010 - Utility Administration
FY24 Expenses

	2024 Operating Budget Requested	2024 Operating Budget Proposed	2024 Variance Comments Requested	2024 Variance Comments Proposed
505120 - Licenses & Certifications	9,500	9,500	Budget transferred from 505050 to better track expenses.	
505130 - Small Office Equipment	1,000	1,000		
505140 - Office Supplies	13,000	13,000	Reduced based on prior year actuals.	
505150 - Other - Miscellaneous	750	750		
505160 - Personal Mileage	750	750	1,145 gallons x \$.655/gal = \$749.98	
505170 - Postage	2,680	2,680		
505200 - Safety Equipment	19,000	19,000		
505230 - Travel Expenses	5,000	5,000		
510010 - Fleet Insurance	72,040	72,040	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 based on changes related to volume and/or claims experience paid in various departments. Human Resources insurance analyst projected cost of premiums based on industry trends and discussions with industry experts and current service providers.	

Washington County, Maryland
Utility Administration Fund
Department 40010 - Utility Administration
FY24 Expenses

	2024 Operating Budget Requested	2024 Operating Budget Proposed	2024 Variance Comments Requested	2024 Variance Comments Proposed
510020 - Property & Casualty Insurance	74,870	74,870	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 based on 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	36,180	36,180	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 based on changes related to volume and/or claims experience paid in various departments. Human Resources insurance analyst projected cost of premiums based on industry trends and discussions with industry experts and current service providers.	
515000 - Contracted/Purchased Service	6,500	6,500	Reduced based on prior year actuals.	
515180 - Software	700	700		
515260 - Legal Services	1,000	1,000		
520000 - Training	15,000	15,000	Reduced based on prior year actuals.	
520030 - Food Comp	200	200		

Washington County, Maryland
Utility Administration Fund
Department 40010 - Utility Administration
FY24 Expenses

	2024 Operating Budget Requested	2024 Operating Budget Proposed	2024 Variance Comments Requested	2024 Variance Comments Proposed
520040 - Seminars/Conventions	2,000	2,000	Reduced based on prior year actuals.	
520050 - Tuition Assistance	1,500	1,500		
525000 - Supplies/Material - Operating	2,110	2,110	Increased based on prior year actuals then adjusted for 5.5% inflation.	
525020 - Janitorial Supplies	1,060	1,060	Adjusted for 5.5% inflation.	
525040 - Small Tools & Equipment	250	250		
525050 - Welding Material/Supplies	200	200	Added a budget based on prior year actuals.	
535010 - Copy Machine Rental	0	0	Due to new guidance from the Governmental Accounting Standards Board the total cost of renting a copier is now broken out into separate accounts to include principal; interest; the cost of the maintenance agreement; and the cost of copies that exceed the allotted amount.	
535020 - Equipment Rental	1,000	1,000		
535055 - Lease Payments	1,590	1,590	A postage machine and copier are leased.	
535057 - Non-Lease Components	260	260	Service agreement for the copier - \$21.60/month x 12 months = \$259.20.	
535058 Lease-Variable Payments	400	400	The copier lease includes an allotted number of copies per month. If that number is exceeded a per sheet cost is charged.	
540010 - Wireless Communication	13,000	13,000	Reduced based on prior year actuals.	
540020 - Telephone Expenses	300	300	Added a small budget based on prior year actuals.	

Washington County, Maryland
Utility Administration Fund
Department 40010 - Utility Administration
FY24 Expenses

	2024 Operating Budget Requested	2024 Operating Budget Proposed	2024 Variance Comments Requested	2024 Variance Comments Proposed
545010 - Electric	25,000	25,000		
545020 - Natural Gas	5,800	5,800	The natural gas budgets were based on four prior years actual and forecasted rate changes.	
545050 - Waste/Trash Disposal	60,100	60,100		
545060 - Water	1,300	1,300		
592060 - Service Charges	60,000	60,000	Increased based on prior year actuals.	
599999 - Controllable Assets	1,500	1,500	Replacement of outdated laptop computers for office staff.	

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

New/Elimination Position

Department Number: 40010 Department Name: Utility Administration
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.)
Administrative Assistant #913	9	1	Regular	(42,786)	(16,000)	(17,114)	75,900	(0)	Eliminate existing budgeted position due to reorganization of administrative staff and replace with a System Mechanic I (40040) due to an increase in the number of plant equipment that requires maintenance.
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:				(\$42,786)	(\$16,000)	(\$17,114)	\$75,900	(\$0)	

* 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: 40010 Department Name: Utility Administration

Account Number: 505230

Account Description: Travel Expenses

Position Title Only (do not use individual names)	Destination	Date(s) of Travel	Total Cost		Description and/or Reason for Travel Request
				Dept. Request	
Various Staff	TBD	TBD	5,000		To attend training / conferences

Total \$5,000

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

Department Name: Utility Administration

Department Number: 40010

Account Number: 515180

Account Description: Software

Descriptions	FY23 Board Approval	Total Cost		New Cost Y/N	Existing Agreement Y/N	Description and/or Reason for Request
		FY24 Dept. Request				
Adobe Pro	500	700		N	Y	To purchase Adobe Pro for office staff.

Total \$500 \$700

● 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: 40010

Department Name: Utility Administration

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
Ricoh Printer	1		5	FY27	966	4,830	1.272	For printing; copying; scanning; faxing; etc billed monthly at \$102.41, including interest.
Postage Machine	1		5	FY28	627	3,135	2.366	Postage machine lease, billed quarterly at \$170.73, including interest.

Total 2 \$0 \$1,593 \$7,964

Agree to Budget

N New Installment Purchase
E Existing Installment Purchase

Department Number: 40010

Account Number: 599999

Department Name: Utility Administration

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

Priority Number *	Descriptions	Qty	Unit Cost	Total Cost		Explain Reason for Request
				Dept. Request	N or R	
2	To replace aging computers and support equipment	1	1,500	1,500	R	Laptop computers for Superintendents are approaching life expectancy. Need replacement computers, purchasing 1 /year.
				0		
				0		
				0		
				0		
				0		

Total \$1,500

- * Requests in accounts 599999 - 600800 need to be prioritized in order of need (highest to lowest) as a whole, with 1 being the highest priority. If there are requests in two or more accounts, there can only be a priority 1, priority 2, priority 3, etc. among all the accounts combined. A priority number can not be repeated throughout the accounts.
- The County maintains assets that are considered capital assets in nature but are classified as controllable assets, due to the fact that they fall under the capitalization limits, i.e., the cost of each item is ≥\$1 and <\$10,000 (Transit or Golf Course <\$5,000). Examples of controllable items are, but not limited to, chairs, desks, printers, equipment, machinery, weapons, computers. Controllable assets purchases are not a recurring expenditure and are to be purchased in accordance with the approved items by the County Commissioners. Emergency purchases may be supplanted if warranted.

Washington County, Maryland
Utility Administration Fund
Department 40020 - Engineering
FY24 Expenses

	2024 Operating Budget Requested	Adjustment	2024 Operating Budget Proposed	\$ Change	% Change	2023 Operating Budget Approved	2022 Actuals Final	2021 Actuals Final
500000 - Wages - Full Time	373,170	0	373,170	3,530	0.95%	369,640	252,562	313,602
500010 - Wages - Overtime	540	0	540	(150)	(21.74)%	690	135	65
500040 - Other Wages	1,440	0	1,440	180	14.29%	1,260	990	478
500100 - FICA - Employer	28,700	0	28,700	270	0.95%	28,430	18,321	23,107
500120 - Health Insurance	91,050	0	91,050	(11,190)	(10.94)%	102,240	58,877	76,072
500125 - Other Insurance	1,800	0	1,800	(580)	(24.37)%	2,380	1,526	1,872
500130 - Pension	97,020	0	97,020	910	0.95%	96,110	75,264	93,839
500140 - Workers Compensation	11,790	0	11,790	(270)	(2.24)%	12,060	7,183	7,102
Wages and Benefits	605,510	0	605,510	(7,300)	(1.19)%	612,810	414,858	516,137
501080 - Debt - Lease Interest	50	0	50	50	100.00%	0	90	0
505130 - Small Office Equipment	500	0	500	(200)	(28.57)%	700	0	0
505140 - Office Supplies	0	0	0	0	0.00%	0	0	468
505230 - Travel Expenses	500	0	500	0	0.00%	500	121	73
515180 - Software	3,650	0	3,650	0	0.00%	3,650	3,622	2,843
520010 - Certification Classes	0	0	0	(1,500)	(100.00)%	1,500	0	0
525040 - Small Tools & Equipment	250	0	250	0	0.00%	250	0	0
535055 - Lease Payments	2,020	0	2,020	(40)	(1.94)%	2,060	0	394
540010 - Wireless Communication	1,600	0	1,600	500	45.45%	1,100	1,594	1,755
Operating Expenses	8,570	0	8,570	(1,190)	(12.19)%	9,760	5,427	5,533
599999 - Controllable Assets	0	0	0	0	0.00%	0	3,225	0
Capital Outlay	0	0	0	0	0.00%	0	3,225	0
Total	614,080	0	614,080	(8,490)	(1.36)%	622,570	423,510	521,670

**Washington County, Maryland
Utility Administration Fund
Department 40020 - Engineering
FY24 Expenses**

	2024 Operating Budget Requested	2024 Operating Budget Proposed	2024 Variance Comments Requested	2024 Variance Comments Proposed
500000 - Wages - Full Time	373,170	373,170		
500010 - Wages - Overtime	540	540		
500040 - Other Wages	1,440	1,440		
500100 - FICA - Employer	28,700	28,700		
500120 - Health Insurance	91,050	91,050		
500125 - Other Insurance	1,800	1,800		
500130 - Pension	97,020	97,020		
500140 - Workers Compensation	11,790	11,790		
501080 - Debt Lease Interest	50	50	Based upon lease schedule.	
505130 - Small Office Equipment	500	500	Reduced based on prior year actuals.	
505230 - Travel Expenses	500	500		
515180 - Software	3,650	3,650		
520010 - Certification Classes	0	0	Reduced based on prior year actuals.	
525040 - Small Tools & Equipment	250	250		
535055 - Lease Payments	2,020	2,020	A plotter is leased.	
540010 - Wireless Communication	1,600	1,600	Increased based on prior year actuals.	

Washington County, Maryland
Travel Request
FY 2024

Department Number: 40020 Department Name: Water Quality Engineering

Account Number: 505230

Account Description: Travel Expenses

Position Title Only (do not use individual names)	Destination	Date(s) of Travel	Total Cost		Description and/or Reason for Travel Request
			Dept.	Request	
Deputy Director	Ocean City	TBD	500		To attend conference

Total \$500

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

Washington County, Maryland
Account 515180
Software
FY 2024

Department Name: Water Quality Engineering

Department Number: 40020

Account Number: 515180

Account Description: Software

Descriptions	FY23 Board Approval	Total Cost		New Cost Y/N	Existing Agreement Y/N	Description and/or Reason for Request
		FY24 Dept. Request				
AutoCAD	2,550	2,550		N	Y	Subscription maintenance which provides automatic updates allowing the department to utilize the latest version. Telephone technical support is included which allows the department to call and obtain technical advise on resolving an issue.
AutoCAD Lite	1,100	1,100		N	Y	Subscription maintenance which provides automatic updates allowing the department to utilize the latest version. Telephone technical support is included which allows the department to call and obtain technical advise on resolving an issue.

Total \$3,650 \$3,650

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

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

Department Number: 40020

Department Name: Water Quality - Engineering

Account Description: Lease and Installment Payments

Item	Qty	Straight Purchase Price	Number of Years Financed	Final Year of Lease	Annual Payment Due Starting in Proposed Budget Year	Total Financed Price (total of all lease payments)	Implied Interest Rate	Explanation
Wide Format Printer	1		5	FY26	2,015	10,075	1.059	Plotter lease - billed monthly at \$172.00, including interest.
N								
Z								
N								
N								

Total	1	\$0			\$2,015	\$10,075
-------	---	-----	--	--	---------	----------

Agree to Budget

N New Installment Purchase
E Existing Installment Purchase

Washington County, Maryland
Utility Administration Fund
Department 40030 - Laboratory
FY24 Expenses

	2024 Operating Budget Requested	Adjustment	2024 Operating Budget Proposed	\$ Change	% Change	2023 Operating Budget Approved	2022 Actuals Final	2021 Actuals Final
500000 - Wages - Full Time	308,830	0	308,830	14,280	4.85%	294,550	226,827	245,006
500005 - Wages - Part Time	18,360	0	18,360	18,360	100.00%	0	226,827	0
500010 - Wages - Overtime	3,700	0	3,700	(580)	(13.55)%	4,280	2,469	2,548
500040 - Other Wages	2,630	0	2,630	(1,060)	(28.73)%	3,690	2,338	3,223
500100 - FICA - Employer	25,510	0	25,510	2,370	10.24%	23,140	16,651	18,183
500120 - Health Insurance	75,350	0	75,350	(6,120)	(7.51)%	81,470	76,702	97,657
500125 - Other Insurance	1,490	0	1,490	(410)	(21.58)%	1,900	1,418	1,567
500130 - Pension	80,300	0	80,300	3,720	4.86%	76,580	67,654	73,927
500140 - Workers Compensation	9,760	0	9,760	150	1.56%	9,610	8,712	9,460
500170 - Personal Development	0	0	0	0	0.00%	0	120	0
Wages and Benefits	525,930	0	525,930	30,710	6.20%	495,220	629,718	451,571
501080 - Debt - Lease Interest	30	0	30	30	100.00%	0	37	0
505050 - Dues & Subscriptions	0	0	0	0	0.00%	0	0	500
505080 - Freight & Cartage	0	0	0	0	0.00%	0	0	29
505140 - Office Supplies	0	0	0	0	0.00%	0	142	297
505150 - Other - Miscellaneous	0	0	0	0	0.00%	0	14	0
515000 - Contracted/Purchased Service	60,000	0	60,000	0	0.00%	60,000	42,043	47,056
515180 - Software	11,000	0	11,000	1,040	10.44%	9,960	9,560	9,200
525000 - Supplies/Material - Operating	36,930	0	36,930	1,930	5.51%	35,000	37,234	31,661
525020 - Janitorial Supplies	200	0	200	0	0.00%	200	0	0
528000 - Supplies - Chemicals	35,500	0	35,500	0	0.00%	35,500	25,638	32,432
535010 - Copy Machine Rental	0	0	0	(2,000)	(100.00)%	2,000	458	1,766
535055 - Lease Payments	940	0	940	940	100.00%	0	0	0
535057 - Non-Lease Components	160	0	160	160	100.00%	0	122	0
535058 - Lease - Variable Payments	50	0	50	50	100.00%	0	32	0
535060 - Uniforms	1,000	0	1,000	(250)	(20.00)%	1,250	626	846
545000 - Utilities	0	0	0	0	0.00%	0	0	647
545010 - Electric	50,000	0	50,000	5,000	11.11%	45,000	54,735	43,498
545020 - Natural Gas	2,500	0	2,500	0	0.00%	2,500	2,332	2,194

Washington County, Maryland
Utility Administration Fund
Department 40030 - Laboratory
FY24 Expenses

	2024 Operating Budget Requested	Adjustment	2024 Operating Budget Proposed	\$ Change	% Change	2023 Operating Budget Approved	2022 Actuals Final	2021 Actuals Final
545060 - Water	1,960	0	1,960	0	0.00%	1,960	1,726	1,768
Operating Expenses	200,270	0	200,270	6,900	3.57%	193,370	174,699	171,894
599999 - Controllable Assets	0	0	0	0	0.00%	0	0	159
Capital Outlay	0	0	0	0	0.00%	0	0	159
Total	726,200	0	726,200	37,610	5.46%	688,590	804,417	623,624

**Washington County, Maryland
Utility Administration Fund
Department 40030 - Laboratory
FY24 Expenses**

	2024 Operating Budget Requested	2024 Operating Budget Proposed	2024 Variance Comments Requested	2024 Variance Comments Proposed
500000 - Wages - Full Time	308,830	308,830		
500005 - Wages - Part Time	18,360	18,360		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%. Wages are then allocated based on a three-year rolling average and adjusted for any known changes in trends.
500010 - Wages - Overtime	3,700	3,700		
500040 - Other Wages	2,630	2,630		
500100 - FICA - Employer	25,510	25,510		
500120 - Health Insurance	75,350	75,350		
500125 - Other Insurance	1,490	1,490		
500130 - Pension	80,300	80,300		
500140 - Workers Compensation	9,760	9,760		
501080 - Debt Lease Interest	30	30		Based upon lease schedule.
515000 - Contracted/Purchased Service	60,000	60,000		
515180 - Software	11,000	11,000		An increase in cost is presumed.
525000 - Supplies/Material - Operating	36,930	36,930		Adjusted for 5.5% inflation.
525020 - Janitorial Supplies	200	200		
528000 - Supplies - Chemicals	35,500	35,500		

**Washington County, Maryland
Utility Administration Fund
Department 40030 - Laboratory
FY24 Expenses**

	2024 Operating Budget Requested	2024 Operating Budget Proposed	2024 Variance Comments Requested	2024 Variance Comments Proposed
535010 - Copy Machine Rental	0	0	Due to new guidance from the Governmental Accounting Standards Board the total cost of renting a copier is now broken out into separate accounts to include principal; interest; the cost of the maintenance agreement; and the cost of copies that exceed the allotted amount.	
535055 - Lease Payments	940	940	A copier is leased.	
535057 - Non-Lease Components	160	160	Service agreement for the copier - \$13.50/month x 12 months = \$162.00	
535058 Lease-Variable Payments	50	50	The copier lease includes an allotted number of copies per month. If that number is exceeded a per sheet cost is charged.	
535060 - Uniforms	1,000	1,000	Reduced based on prior year actuals.	
545010 - Electric	50,000	50,000	The electric budget is based on four prior year actuals, forecasted rate changes, and other known circumstances. The projection also takes into account current year actuals with annualized estimations.	
545020 - Natural Gas	2,500	2,500	The natural gas budgets were based on four prior years actual and forecasted rate changes.	
545060 - Water	1,960	1,960		

Department Number: 40030

Department Name: Water Quality Laboratory

Account Number: 515180

Account Description: Software

Descriptions	FY23 Board Approval	Total Cost		New Cost Y/N	Existing Agreement Y/N	Description and/or Reason for Request
		FY24 Dept. Request				
Laboratory Information Management System	9,960	11,000		N	Y	Annual support / renewal of Laboratory Information Management System

Total\$9,960\$11,000

● 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: 40030

Department Name: Water Quality - Laboratory

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
Ricoh Copier	1		5	FY27	942	4,710	1.272	For printing; copying; scanning; faxing; etc billed monthly at \$81.34, including interest.
N								
N								
N								
N								

Total 1 \$0 \$942 \$4,710

Agree to Budget

N New Installment Purchase
E Existing Installment Purchase

Washington County, Maryland
Utility Administration Fund
Department 40040 - Maintenance
FY24 Expenses

	2024 Operating Budget Requested	Adjustment	2024 Operating Budget Proposed	\$ Change	% Change	2023 Operating Budget Approved	2022 Actuals Final	2021 Actuals Final
500000 - Wages - Full Time	508,970	0	508,970	39,290	8.37%	469,680	394,098	381,563
500005 - Wages - Part Time	20,600	0	20,600	(11,410)	(35.65)%	32,010	23,913	24,672
500010 - Wages - Overtime	3,600	0	3,600	600	20.00%	3,000	3,084	2,605
500040 - Other Wages	380	0	380	(910)	(70.54)%	1,290	540	599
500100 - FICA - Employer	40,820	0	40,820	2,110	5.45%	38,710	30,516	29,528
500120 - Health Insurance	124,180	0	124,180	(5,720)	(4.40)%	129,900	137,497	136,210
500125 - Other Insurance	2,460	0	2,460	(570)	(18.81)%	3,030	2,622	2,387
500130 - Pension	132,330	0	132,330	10,210	8.36%	122,120	133,834	114,542
500140 - Workers Compensation	16,080	0	16,080	750	4.89%	15,330	20,129	19,923
500155 - Personnel Requests	75,900	0	75,900	75,900	100.00%	0	0	0
Wages and Benefits	925,320	0	925,320	110,250	13.53%	815,070	746,233	712,029
501080 - Debt Lease Interest	2,440	0	2,440	2,440	100.00%	0	0	0
505140 - Office Supplies	0	0	0	0	0.00%	0	0	155
505200 - Safety Equipment	0	0	0	0	0.00%	0	0	220
515000 - Contracted/Purchased Service	0	0	0	0	0.00%	0	0	686
515180 - Software	10,190	0	10,190	990	10.76%	9,200	9,256	7,713
515270 - Maintenance Contract Services	7,000	0	7,000	370	5.58%	6,630	6,952	6,744
515320 - Testing Services	300	0	300	0	0.00%	300	140	196
515330 - Towing Services	1,000	0	1,000	0	0.00%	1,000	1,419	1,097
515350 - Accident Repairs	0	0	0	0	0.00%	0	1,000	0
520010 - Certification Classes	0	0	0	0	0.00%	0	1,198	0
520030 - Food Comp	100	0	100	0	0.00%	100	0	268
525000 - Supplies/Material - Operating	0	0	0	0	0.00%	0	941	196
525020 - Janitorial Supplies	750	0	750	250	50.00%	500	1,450	953
525040 - Small Tools & Equipment	14,000	0	14,000	0	0.00%	14,000	6,500	12,077
525050 - Welding Material/Supplies	2,620	0	2,620	920	54.12%	1,700	3,519	2,219
526000 - Supplies/Material-Maintenance	60,750	0	60,750	7,950	15.06%	52,800	47,458	64,762
526020 - Building Maintenance	10,990	0	10,990	570	5.47%	10,420	10,709	6,164
526040 - Equipment Maintenance	19,450	0	19,450	450	2.37%	19,000	17,755	20,694

Washington County, Maryland
Utility Administration Fund
Department 40040 - Maintenance
FY24 Expenses

	2024 Operating Budget Requested	Adjustment	2024 Operating Budget Proposed	\$ Change	% Change	2023 Operating Budget Approved	2022 Actuals Final	2021 Actuals Final
526050 - Groundskeeping Maintenance	3,170	0	3,170	170	5.67%	3,000	12,405	2,795
526090 - Painting Supplies	0	0	0	0	0.00%	0	51	0
526110 - Snow Removal Materials	500	0	500	0	0.00%	500	0	766
527000 - Supplies - Automotive	0	0	0	0	0.00%	0	0	288
527010 - Anti-Freeze	1,200	0	1,200	600	100.00%	600	1,233	1,136
527020 - Auto Batteries	3,340	0	3,340	340	11.33%	3,000	2,729	3,516
527030 - Diesel Fuel	41,000	0	41,000	1,000	2.50%	40,000	34,273	27,378
527040 - Diesel Fuel Tax	4,740	0	4,740	(1,190)	(20.07)%	5,930	3,840	5,791
527060 - Auto Gasoline	105,000	0	105,000	0	0.00%	105,000	108,936	72,155
527080 - Auto Motor Oil	5,000	0	5,000	500	11.11%	4,500	5,312	5,218
527090 - Auto Repairs	62,000	0	62,000	0	0.00%	62,000	49,524	53,608
527100 - Auto Tires	14,000	0	14,000	0	0.00%	14,000	7,938	13,882
528000 - Supplies - Chemicals	0	0	0	0	0.00%	0	0	-10
535020 - Equipment Rental	5,000	0	5,000	2,000	66.67%	3,000	7,185	21,872
535055 - Lease Payments	28,120	0	28,120	(2,440)	(7.98)%	30,560	0	18,325
535060 - Uniforms	6,500	0	6,500	0	0.00%	6,500	5,254	4,567
540010 - Wireless Communication	10,500	0	10,500	0	0.00%	10,500	9,043	6,929
545010 - Electric	10,000	0	10,000	0	0.00%	10,000	7,343	8,154
545015 - Heating Oil	14,000	0	14,000	9,000	180.00%	5,000	13,832	4,987
545020 - Natural Gas	4,500	0	4,500	500	12.50%	4,000	3,951	3,658
545030 - Propane Gas	2,680	0	2,680	180	7.20%	2,500	1,689	1,793
545060 - Water	3,230	0	3,230	0	0.00%	3,230	2,919	2,947
Operating Expenses	454,070	0	454,070	24,600	5.73%	429,470	385,754	383,899
599999 - Controllable Assets	7,500	0	7,500	7,500	100.00%	0	3,141	2,267
Capital Outlay	7,500	0	7,500	7,500	100.00%	0	3,141	2,267
Total	1,386,890	0	1,386,890	142,350	11.44%	1,244,540	1,135,128	1,098,195

Washington County, Maryland
Utility Administration Fund
Department 40040 - Maintenance
FY24 Expenses

	2024 Operating Budget Requested	2024 Operating Budget Proposed	2024 Variance Comments Requested	2024 Variance Comments Proposed
500000 - Wages - Full Time	508,970	508,970		
500005 - Wages - Part Time	20,600	20,600		
500010 - Wages - Overtime	3,600	3,600		
500040 - Other Wages	380	380		
500100 - FICA - Employer	40,820	40,820		
500120 - Health Insurance	124,180	124,180		
500125 - Other Insurance	2,460	2,460		
500130 - Pension	132,330	132,330		
500140 - Workers Compensation	16,080	16,080		
500155 - Personnel Requests	75,900	75,900	Eliminate budgeted position of Admin Assistant in department 40010 due to reorganization of administrative staff and replace with a System Mechanic I due to an increase in plant equipment requiring maintenance.	
501080 - Debt Lease Interest	2,440	2,440	Based upon lease schedule.	
515180 - Software	10,190	10,190	Increased FY23 actual expenses by 5.5% for inflation.	
515270 - Maintenance Contract Services	7,000	7,000	Increased 5.5% for inflation.	
515320 - Testing Services	300	300		
515330 - Towing Services	1,000	1,000		

Washington County, Maryland
Utility Administration Fund
Department 40040 - Maintenance
FY24 Expenses

	2024 Operating Budget Requested	2024 Operating Budget Proposed	2024 Variance Comments Requested	2024 Variance Comments Proposed
520030 - Food Comp	100	100		
525020 - Janitorial Supplies	750	750	Increased based on prior year actuals.	
525040 - Small Tools & Equipment	14,000	14,000		
525050 - Welding Material/Supplies	2,620	2,620	Increased based on prior year actuals and adjusted for 5.5% inflation.	
526000 - Supplies/Material-Maintenance	60,750	60,750	Increased by 15% for inflation and supply chain issues requiring larger inventory of crucial supplies.	
526020 - Building Maintenance	10,990	10,990	Increased 5.5% for inflation.	
526040 - Equipment Maintenance	19,450	19,450	Increased based on prior year actuals and adjusted for 5.5% inflation.	
526050 - Groundskeeping Maintenance	3,170	3,170	Increased 5.5% for inflation.	
526110 - Snow Removal Materials	500	500		
527010 - Anti-Freeze	1,200	1,200	Increased based on prior year actuals.	
527020 - Auto Batteries	3,340	3,340	Increased based on prior year and year to date actuals then adjusted for 5.5% inflation.	
527030 - Diesel Fuel	41,000	41,000	Estimated budget is 10,900 gallons x \$3.75 = \$40,875 (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.	

Washington County, Maryland
Utility Administration Fund
Department 40040 - Maintenance
FY24 Expenses

	2024 Operating Budget Requested	2024 Operating Budget Proposed	2024 Variance Comments Requested	2024 Variance Comments Proposed
527040 - Diesel Fuel Tax	4,740	4,740	10,900 gallons x .4345 per gallon = \$4,736.05.	
527060 - Auto Gasoline	105,000	105,000	Projected budget is 35,000 gallons x \$3.00/gal = \$105,000 (includes state gas tax), which is based on bids and short-term energy outlook forecasts. Rate per gallon is discounted with bid price as compared to retail prices.	
527080 - Auto Motor Oil	5,000	5,000	Increased based on prior year actuals.	
527090 - Auto Repairs	62,000	62,000		
527100 - Auto Tires	14,000	14,000		
535020 - Equipment Rental	5,000	5,000	Increased based on prior year actuals.	
535055 - Lease Payments	28,120	28,120	A CAT Mini Hydraulic Excavator and a John Deere backhoe/front end loader are leased.	
535060 - Uniforms	6,500	6,500		
540010 - Wireless Communication	10,500	10,500		
545010 - Electric	10,000	10,000	The electric budget is based on four prior year actuals, forecasted rate changes, and other known circumstances. The projection also takes into account current year actuals with annualized estimations.	

Washington County, Maryland
Utility Administration Fund
Department 40040 - Maintenance
FY24 Expenses

	2024 Operating Budget Requested	2024 Operating Budget Proposed	2024 Variance Comments Requested	2024 Variance Comments Proposed
545015 - Heating Oil	14,000	14,000	The heating oil budget is based on four prior year actuals, forecasted rate changes, and other known circumstances.	
545020 - Natural Gas	4,500	4,500	The natural gas budgets were based on four prior years actual and forecasted rate changes.	
545030 - Propane Gas	2,680	2,680	The propane budgets were based on four prior years actual and forecasted rate changes.	
545060 - Water	3,230	3,230		
599999 - Controllable Assets	7,500	7,500	To purchase HDPE Electrofusion machine and fittings. We have adopted HDPE for standard material and will need to be able to fuse pipe and connections.	

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

New/Elimination Position

Department Number: 40040

Department Name: Water Quality Maintenance

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.)
System Mechanic I	9	1	Regular	42,786	16,000	17,114	(75,900)	0	Due to aging infrastructure and an increase in plant equipment after upgrades additional pump shop staff is required. Example: Conococheague WWTP after upgrade added an additional 120 pieces of equipment that requires maintenance. This position will replace the Admin Assistant position 40010 (same grade & step).
						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: \$42,786 \$16,000 \$17,114 (\$75,900) \$0

* 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.

Department Number: 40040
Account Number: 515180
Account Description: Software
Department Name: Water Quality Maintenance

Descriptions	FY23 Board Approval	Total Cost		New Cost Y/N	Existing Agreement Y/N	Description and/or Reason for Request
		FY24 Dept. Request				
MP2	2,320	2,450		N	Y	Technical support for software that is used to track work orders, repairs, and inventory. Includes annual service software and upgrades.
ALLDATA	1,500	1,580		N	Y	Updates to scan equipment used for definition of code retrievals for most makes and models vehicle service and technical manuals.
Fluid Secure	1,440	1,520		N	Y	Operating system and technical support for fuel pumps. Includes annual service software and upgrades.
Allen Bradley Application Software and Product Support	500	540		N	Y	Annual service for technical support and software upgrades.
Allen Bradley Automation Control Hardware and Product Support	1,590	1,850		N	Y	Annual service for technical support and software upgrades.
HMI Software	500	610		N	Y	Annual service for technical support and software upgrades.
Legacy Hardware	1,350	1,640		N	Y	Annual service for technical support and software upgrades.

Total \$9,200 \$10,190

- 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: 40040

Department Name: Washington County Maintenance

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
Diesel Engine Backhoe/Front End Loader	1	133,962	5	FY27	14,418	72,091	1.97	Serial Number 1T0310SLKPF433325; \$15,588.15 per year including interest.
CAT Mini Hydraulic Excavator	1		5	FY26	13,704	68,520	2.99	Serial Number AN400301; \$14,969.97 per year including interest.

Total	2	\$133,962	\$28,122	\$140,611
-------	---	-----------	----------	-----------

Agree to Budget

N New Installment Purchase
E Existing Installment Purchase

Department Number: 40040

Account Number: 599999

Department Name: Utility Administration - Maintenance

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

Priority Number *	Descriptions	Qty	Unit Cost	Total Cost		Explain Reason for Request
				Dept. Request	N or R	
1	To purchase HDPE Fusion machine for new installs and repairs.	1	7,500	7,500	N	Plumbing codes are changing and we are requiring new installs to utilize HDPE and we must be able to fuse the pipe / connections.
				0		
				0		
				0		
				0		
				0		

Total\$7,500

- * Requests in accounts 599999 - 600800 need to be prioritized in order of need (highest to lowest) as a whole, with 1 being the highest priority. If there are requests in two or more accounts, there can only be a priority 1, priority 2, priority 3, etc. among all the accounts combined. A priority number can not be repeated throughout the accounts.
- The County maintains assets that are considered capital assets in nature but are classified as controllable assets, due to the fact that they fall under the capitalization limits, i.e., the cost of each item is ≥\$1 and <\$10,000 (Transit or Golf Course <\$5,000). Examples of controllable items are, but not limited to, chairs, desks, printers, equipment, machinery, weapons, computers. Controllable assets purchases are not a recurring expenditure and are to be purchased in accordance with the approved items by the County Commissioners. Emergency purchases may be supplanted if warranted.

Washington County, Maryland
Utility Administration Fund
Department 40050 - Stormwater
FY24 Expenses

	2024 Operating Budget Requested	Adjustment	2024 Operating Budget Proposed	\$ Change	% Change	2023 Operating Budget Approved	2022 Actuals Final	2021 Actuals Final
500000 - Wages - Full Time	349,370	0	349,370	55,170	18.75%	294,200	222,369	138,062
500005 - Wages - Part Time	6,540	0	6,540	3,290	101.23%	3,250	7,162	0
500040 - Other Wages	650	0	650	(340)	(34.34)%	990	450	450
500100 - FICA - Employer	27,030	0	27,030	4,200	18.40%	22,830	16,598	10,036
500120 - Health Insurance	67,430	0	67,430	(90)	(0.13)%	67,520	46,374	33,698
500125 - Other Insurance	1,700	0	1,700	(470)	(21.66)%	2,170	1,330	851
500130 - Pension	90,840	0	90,840	13,660	17.70%	77,180	66,182	41,831
500140 - Workers Compensation	10,440	0	10,440	1,650	18.77%	8,790	5,886	2,781
500150 - Unemployment Compensation	0	0	0	0	0.00%	0	0	75
500170 - Personal Development	600	0	600	120	25.00%	480	0	0
500171 - Employee Recognition	440	0	440	80	22.22%	360	0	0
500172 - Team Building	130	0	130	30	30.00%	100	0	0
Wages and Benefits	555,170	0	555,170	77,300	16.18%	477,870	366,351	227,784
505050 - Dues & Subscriptions	5,900	0	5,900	1,400	31.11%	4,500	4,500	3,000
505140 - Office Supplies	500	0	500	150	42.86%	350	457	13
505160 - Personal Mileage	340	0	340	0	0.00%	340	254	0
505200 - Safety Equipment	500	0	500	200	66.67%	300	48	0
505230 - Travel Expenses	1,400	0	1,400	900	180.00%	500	392	0
510010 - Fleet Insurance	4,180	0	4,180	10	0.24%	4,170	0	0
510030 - Public & Gen Liability Insurance	2,480	0	2,480	630	34.05%	1,850	0	0
515000 - Contracted/Purchased Service	113,230	0	113,230	113,230	100.00%	0	0	0
515180 - Software	0	0	0	(500)	(100.00)%	500	1,000	0
515350 - Accident Repairs	0	0	0	0	0.00%	0	5,444	0
520000 - Training	4,500	0	4,500	1,100	32.35%	3,400	707	977
520040 - Seminars/Conventions	1,350	0	1,350	650	92.86%	700	260	0
520050 - Tuition Assistance	0	0	0	(10,000)	(100.00)%	10,000	0	0
525000 - Supplies/Material - Operating	400	0	400	200	100.00%	200	0	0
525040 - Small Tools & Equipment	500	0	500	100	25.00%	400	705	0
527060 - Auto Gasoline	4,140	0	4,140	(360)	(8.00)%	4,500	1,731	0

Washington County, Maryland
Utility Administration Fund
Department 40050 - Stormwater
FY24 Expenses

	2024 Operating Budget Requested	Adjustment	2024 Operating Budget Proposed	\$ Change	% Change	2023 Operating Budget Approved	2022 Actuals Final	2021 Actuals Final
527090 - Auto Repairs	2,000	0	2,000	0	0.00%	2,000	0	0
527100 - Auto Tires	1,200	0	1,200	1,200	100.00%	0	0	0
535010 - Copy Machine Rental	0	0	0	(220)	(100.00)%	220	0	0
535055 - Lease Payments	220	0	220	220	100.00%	0	0	0
535060 - Uniforms	900	0	900	500	125.00%	400	406	0
540010 - Wireless Communication	2,760	0	2,760	220	8.66%	2,540	1,876	1,081
592040 - Promotional Expenses	1,300	0	1,300	0	0.00%	1,300	826	407
Operating Expenses	147,800	0	147,800	109,630	287.22%	38,170	18,606	5,478
599999 - Controllable Assets	0	0	0	(1,070)	(100.00)%	1,070	4,910	1,094
Capital Outlay	0	0	0	(1,070)	(100.00)%	1,070	4,910	1,094
Total	702,970	0	702,970	185,860	35.94%	517,110	389,867	234,356

**Washington County, Maryland
Utility Administration Fund
Department 40050 - Stormwater
FY24 Expenses**

	2024 Operating Budget Requested	2024 Operating Budget Proposed	2024 Variance Comments Requested	2024 Variance Comments Proposed
500000 - Wages - Full Time	349,370	349,370		
500005 - Wages - Part Time	6,540	6,540		
500040 - Other Wages	650	650		
500100 - FICA - Employer	27,030	27,030		
500120 - Health Insurance	67,430	67,430		
500125 - Other Insurance	1,700	1,700		
500130 - Pension	90,840	90,840		
500140 - Workers Compensation	10,440	10,440		
500170 - Personal Development	600	600		
500171 - Employee Recognition	440	440		
500172 - Team Building	130	130		
505050 - Dues & Subscriptions	5,900	5,900	MAMSA Dues increase to \$5300 for FY24. Center for Watershed Protections Dues \$600.	
505140 - Office Supplies	500	500	Increase to account for new staff.	
505160 - Personal Mileage	340	340		
505200 - Safety Equipment	500	500	Increase to account for new staff. Safety vests, PPE, etc...	

**Washington County, Maryland
Utility Administration Fund
Department 40050 - Stormwater
FY24 Expenses**

	2024 Operating Budget Requested	2024 Operating Budget Proposed	2024 Variance Comments Requested	2024 Variance Comments Proposed
505230 - Travel Expenses	1,400	1,400	2024 PAGIS Conference 2 days, 2 staff members lodging @ \$200 ea.day, Meals \$75 each day. 2023 TUGIS Conference 2 days, 2 staff members meals \$75 each per day.	
510010 - Fleet Insurance	4,180	4,180	There is an overall percentage increase of 3.21% for all funds combined over prior year budget. The percentage decrease/increase varies by department of fund. Changes related to volume and/or claims experience paid in various departments. Human Resource insurance analyst projected cost of premiums based on industry trends and discussions with industry experts and current service providers.	
510030 - Public & Gen Liability Insurance	2,480	2,480	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
Utility Administration Fund
Department 40050 - Stormwater
FY24 Expenses

	2024 Operating Budget Requested	2024 Operating Budget Proposed	2024 Variance Comments Requested	2024 Variance Comments Proposed
515000 - Contracted/Purchased Service	113,230	113,230	Estimated costs for contract mowing of county owned Stormwater Management Best Management Practices within subdivisions. Contract to be managed by Stormwater Watershed Services.	
515180 - Software	0	0	No software needed this year.	
520000 - Training	4,500	4,500	Stormwater Technicians: Field Data Collection and Management using ArcGIS \$1800. Creating Maps and Visualizations with GIS \$2700	
520040 - Seminars/Conventions	1,350	1,350	2023 Chesapeake Forum Nov. 2023, 5 staff at \$130 ea.. 2024 PAGIS Conference, 2 staff members @ \$200 ea., 2023 TUGIS Conference 2 staff members @ \$150	
520050 - Tuition Assistance	0	0	No staff interested at this time.	
525000 - Supplies/Material - Operating	400	400	Testing Kit supplies for IDDE test kit. Need new temperature probe.	
525040 - Small Tools & Equipment	500	500	Needed tools for 5 staff members for MS4 compliance inspections and watershed restoration plan.	
527060 - Auto Gasoline	4,140	4,140	With new staff, usage is estimated at 115 gallons / month for 12 months @\$3.00 = 4140	
527090 - Auto Repairs	2,000	2,000	Age of Unit 112 and Unit 180 requiring more maintenance. Routine Maintenance for Units - 206,210,213.	

Washington County, Maryland
Utility Administration Fund
Department 40050 - Stormwater
FY24 Expenses

	2024 Operating Budget Requested	2024 Operating Budget Proposed	2024 Variance Comments Requested	2024 Variance Comments Proposed
527100 - Auto Tires	1,200	1,200	Unit 112 will need tires.	
535010 - Copy Machine Rental	-	-	Due to new guidance from the Governmental Accounting Standards Board the total cost of renting a copier is now broken out into separate accounts to include principal; interest; the cost of the maintenance agreement; and the cost of copies that exceed the allotted amount.	
535055 - Lease Payments	220	220	Budget transferred from 535010. Stormwater Watershed Services portion of rental.	
535060 - Uniforms	900	900	Outerware clothing for staff. Polo shirts for staff of 5 for public outreach presentations, public school presentations and meetings.	
540010 - Wireless Communication	2,760	2,760	SW Coord - \$47.86, WaterShed - \$47.91, SWInspector - \$47.89, SW Tech \$38.24, SW Tech \$47.89 @ 12months = \$2757.48	
592040 - Promotional Expenses	1,300	1,300	MS4 Public Education and Outreach. MS4 permit requirement. Doggy Bags, Green Fest, Public Schools.	
599999 - Controllable Assets	-	-	No expected purchases that meet the criteria for this account.	

Washington County, Maryland
Travel Request
FY 2024

Department Number: 40050 Department Name: Stormwater & Watershed Services

Account Number: 505230

Account Description: Travel Expenses

Position Title Only (do not use individual names)	Destination	Date(s) of Travel	Total Cost		Description and/or Reason for Travel Request
			Dept. Request		
Stormwater Technician(1)	State College, PA	Apr-24	550		PGIS Conference
Stormwater Technician(2)	State College, PA	Apr-24	550		PGIS Conference
Stormwater Technician(1)	Towson,MD	August 2-3, 2023	150		TUGIS Conference
Stormwater Technician(2)	Towson,MD	August 2-3, 2023	150		TUGIS Conference

Total \$1,400

- 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: 40050

Department Name: Stormwater Watershed Services

Account Description: Lease and Installment Payments

Item	Qty	Straight Purchase Price	Number of Years Financed	Final Year of Lease	Annual Payment Due Starting in Proposed Budget Year	Total Financed Price (total of all lease payments)	Implied Interest Rate	Explanation
Ricoh Printer	1		5	FY27	220	1,100	1.272	Water Quality bills the 40050 budget for printing; copying; scanning; faxing; etc.

Total	1	\$0			\$220	\$1,100
-------	---	-----	--	--	-------	---------

N New Installment Purchase
E Existing Installment Purchase

Washington County, Maryland
Utility Administration Fund
Department 40060 - Clean County
FY24 Expenses

	2024 Operating Budget Requested	Adjustment	2024 Operating Budget Proposed	\$ Change	% Change	2023 Operating Budget Approved	2022 Actuals Final	2021 Actuals Final
500000 - Wages - Full Time	99,290	0	99,290	13,910	16.29%	85,380	79,081	76,724
500100 - FICA - Employer	7,600	0	7,600	1,070	16.39%	6,530	5,764	5,675
500120 - Health Insurance	17,480	0	17,480	(7,670)	(30.50)%	25,150	23,216	18,956
500125 - Other Insurance	400	0	400	(160)	(28.57)%	560	531	523
500130 - Pension	25,820	0	25,820	3,620	16.31%	22,200	24,249	23,980
500140 - Workers Compensation	6,700	0	6,700	940	16.32%	5,760	5,225	5,142
500170 - Personal Development	240	0	240	0	0.00%	240	0	120
500171 - Employee Recognition	180	0	180	0	0.00%	180	0	0
500172 - Team Building	50	0	50	0	0.00%	50	0	0
Wages and Benefits	157,760	0	157,760	11,710	8.02%	146,050	138,066	131,120
505140 - Office Supplies	100	0	100	100	100.00%	0	125	0
505200 - Safety Equipment	300	0	300	0	0.00%	300	147	0
505230 - Travel Expenses	0	0	0	(250)	(100.00)%	250	0	0
510010 - Fleet Insurance	4,180	0	4,180	1,060	33.97%	3,120	0	0
510030 - Public & Gen Liability Insurance	990	0	990	60	6.45%	930	0	0
515000 - Contracted/Purchased Service	1,420	0	1,420	1,420	100.00%	0	0	0
515330 - Towing Services	500	0	500	0	0.00%	500	0	0
515350 - Accident Repairs	0	0	0	0	0.00%	0	0	9,378
520000 - Training	500	0	500	0	0.00%	500	150	50
520050 - Tuition Assistance	0	0	0	(2,500)	(100.00)%	2,500	0	0
525000 - Supplies/Material - Operating	3,150	0	3,150	3,150	100.00%	0	63	0
525040 - Small Tools & Equipment	1,260	0	1,260	960	320.00%	300	771	646
526000 - Supplies/Material-Maintenance	410	0	410	410	100.00%	0	44	79
526040 - Equipment Maintenance	12,600	0	12,600	2,510	24.88%	10,090	10,553	4,383
527030 - Diesel Fuel	22,500	0	22,500	7,500	50.00%	15,000	12,237	7,859
527040 - Diesel Fuel Tax	2,610	0	2,610	390	17.57%	2,220	1,412	1,638
527050 - Auto Fluids	730	0	730	0	0.00%	730	0	179
527060 - Auto Gasoline	2,700	0	2,700	300	12.50%	2,400	3,523	1,795
527090 - Auto Repairs	1,000	0	1,000	1,000	100.00%	0	229	0

Washington County, Maryland
Utility Administration Fund
Department 40060 - Clean County
FY24 Expenses

	2024 Operating Budget Requested	Adjustment	2024 Operating Budget Proposed	\$ Change	% Change	2023 Operating Budget Approved	2022 Actuals Final	2021 Actuals Final
527100 - Auto Tires	3,700	0	3,700	3,700	100.00%	0	0	1,527
535060 - Uniforms	1,000	0	1,000	0	0.00%	1,000	248	731
540010 - Wireless Communication	1,080	0	1,080	50	4.85%	1,030	827	459
545050 - Waste/Trash Disposal	33,800	0	33,800	100	0.30%	33,700	21,831	32,035
545060 - Water	1,490	0	1,490	0	0.00%	1,490	311	0
Operating Expenses	96,020	0	96,020	19,960	26.24%	76,060	52,471	60,759
599999 - Controllable Assets	17,330	0	17,330	14,550	523.38%	2,780	0	0
Capital Outlay	17,330	0	17,330	14,550	523.38%	2,780	0	0
Total	271,110	0	271,110	46,220	20.55%	224,890	190,537	191,879

Washington County, Maryland
Utility Administration Fund
Department 40060 - Clean County
FY24 Expenses

	2024 Operating Budget Requested	2024 Operating Budget Proposed	2024 Variance Comments Requested	2024 Variance Comments Proposed
500000 - Wages - Full Time	99,290	99,290		
500100 - FICA - Employer	7,600	7,600		
500120 - Health Insurance	17,480	17,480		
500125 - Other Insurance	400	400		
500130 - Pension	25,820	25,820		
500140 - Workers Compensation	6,700	6,700		
500170 - Personal Development	240	240		
500171 - Employee Recognition	180	180		
500172 - Team Building	50	50		
505140 - Office Supplies	100	100		Paper, pens, etc. previously paid for from 40050 budget.
505200 - Safety Equipment	300	300		
505230 - Travel Expenses	-	-		No travel is planned.

Washington County, Maryland
Utility Administration Fund
Department 40060 - Clean County
FY24 Expenses

	2024 Operating Budget Requested	2024 Operating Budget Proposed	2024 Variance Comments Requested	2024 Variance Comments Proposed
510010 - Fleet Insurance	4,180	4,180	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	990	990	There is an overall percentage increase of 3.21% for all funds combined over prior year budget. The percentage increase/decrease varies by department or fund. Changes related to volume and/or claims experience paid in various departments. Human Resources insurance analyst projected cost of premiums based on industry trends and discussions with industry experts and current service providers.	
515000 - Contracted/Purchased Service	1,420	1,420	Electric for Storage Shed 125 outdoor load center \$125; 100 amp indoor breaker box 10 space \$90; wiring \$1,000; outdoor receptacles with gang box 4 @ \$32 = \$128 for total of \$1350 x inflation rate of 5.5% = \$1,420.	

Washington County, Maryland
Utility Administration Fund
Department 40060 - Clean County
FY24 Expenses

	2024 Operating Budget Requested	2024 Operating Budget Proposed	2024 Variance Comments Requested	2024 Variance Comments Proposed
515330 - Towing Services	500	500		
520000 - Training	500	500	CPR Training, Flagger Training, etc.	
520050 - Tuition Assistance	0	0	Not needed this year.	
525000 - Supplies/Material - Operating	3,150	3,150	Flap set \$650, Gutter Brooms \$2500	
525040 - Small Tools & Equipment	1,260	1,260	Creepers \$134, Impact Wrench \$319, Shop Vac \$199, Tool Box \$419, Utility cart \$119, Work Seat \$63 for total of \$1,253.	
526000 - Supplies/Material-Maintenance	410	410	Stone for Storage Shed 182 cuft. (100/cuft = 9 tons)@ \$22.50 ton = \$405.	
526040 - Equipment Maintenance	12,600	12,600	Unit 194 Sweeper and Unit 205 Dump Truck Maintenance per Standard Operating Expense for 1000 hrs.	
527030 - Diesel Fuel	22,500	22,500	6000 gallons at \$3.75/gal = \$22,500.	
527040 - Diesel Fuel Tax	2,610	2,610	6000 gallons at \$.4345 tax = \$2,607.	
527050 - Auto Fluids	730	730	Diesel emissions fluid.	
527060 - Auto Gasoline	2,700	2,700	75 gallons/month at \$3.00/gal x 12 months = \$2,700.	
527090 - Auto Repairs	1,000	1,000	Unit 198 Routine Service and Maintenance.	
527100 - Auto Tires	3,700	3,700	Unit 198 will need 4 tires estimated \$1200. Sweeper/Dump Truck 2 tires estimated \$2500.	
535060 - Uniforms	1,000	1,000		

Washington County, Maryland
Utility Administration Fund
Department 40060 - Clean County
FY24 Expenses

	2024 Operating Budget Requested	2024 Operating Budget Proposed	2024 Variance Comments Requested	2024 Variance Comments Proposed
540010 - Wireless Communication	1,080	1,080	\$90 per month for 12 months = \$1080.	
545050 - Waste/Trash Disposal	33,800	33,800	Based on estimated 650 tons of sweeping debris @ \$52 per ton. 650 x \$52 = \$33,800.	
545060 - Water	1,490	1,490		
599999 - Controllable Assets	17,330	17,330	Storage Building for Clean County 12x24 @ \$8895 + Infl.rate 5.5% =\$9385. Pressure Washer with hose reel and 100' pressure hose \$7525 + Infl. Rate of 5.5% = \$7940	

Department Number: 40060 Department Name: Clean County

Account Number: 599999

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

Priority Number *	Descriptions	Qty	Unit Cost	Total Cost		Explain Reason for Request
				Dept. Request	N or R	
1	Storage Shed for Clean County	1	9,390	9,390	N	Currently need a place to store gutter brooms, spare parts, small tools, and other accessories for Clean County crew. Shed will also house the new pressure washer that is being proposed.
2	Pressure Cleaning System with hose reel and 100' hose.	1	7,940	7,940	N	To enable proper cleaning and maintenance of Clean County Sweeper and Dump Truck. Currently using garden hose which is inadequate. Equipment needs to be cleaned everyday to ensure proper operation and extend life of equipment.
				0		
				0		
				0		
				0		
Total				\$17,330		

* 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
Utility Administration Fund
Department 40998 - Billable - Inspection Projects
FY24 Expenses

	2024 Operating Budget Requested	Adjustment	2024 Operating Budget Proposed	\$ Change	% Change	2023 Operating Budget Approved	2022 Actuals Final	2021 Actuals Final
500000 - Wages - Full Time	16,930	0	16,930	8,380	98.01%	8,550	17,233	67
500010 - Wages - Overtime	410	0	410	190	86.36%	220	372	0
500100 - FICA - Employer	1,330	0	1,330	660	98.51%	670	1,288	0
500120 - Health Insurance	4,130	0	4,130	1,760	74.26%	2,370	3,103	0
500125 - Other Insurance	80	0	80	20	33.33%	60	107	0
500130 - Pension	4,400	0	4,400	2,180	98.20%	2,220	4,373	0
500140 - Workers Compensation	530	0	530	250	89.29%	280	949	0
Wages and Benefits	27,810	0	27,810	13,440	93.53%	14,370	27,425	67
515000 - Contracted/Purchased Service	15,000	0	15,000	(8,000)	(34.78)%	23,000	13,813	0
Operating Expenses	15,000	0	15,000	(8,000)	(34.78)%	23,000	13,813	0
Total	42,810	0	42,810	5,440	14.56%	37,370	41,238	67

Washington County, Maryland
Utility Administration Fund
Department 40998 - Billable - Inspection Projects
FY24 Expenses

	2024 Operating Budget Requested	2024 Operating Budget Proposed	2024 Variance Comments Requested	2024 Variance Comments Proposed
500000 - Wages - Full Time	16,930	16,930		
500010 - Wages - Overtime	410	410		
500100 - FICA - Employer	1,330	1,330		
500120 - Health Insurance	4,130	4,130		
500125 - Other Insurance	80	80		
500130 - Pension	4,400	4,400		
500140 - Workers Compensation	530	530		
515000 - Contracted/Purchased Service	15,000	15,000	Developmental growth rate has slowed.	

Washington County, Maryland
Utility Administration Fund
Department 40999 - Billable - Contract Operations
FY24 Expenses

	2024 Operating Budget Requested	Adjustment	2024 Operating Budget Proposed	\$ Change	% Change	2023 Operating Budget Approved	2022 Actuals Final	2021 Actuals Final
500000 - Wages - Full Time	167,770	0	167,770	35,170	26.52%	132,600	160,020	43,955
500010 - Wages - Overtime	13,700	0	13,700	490	3.71%	13,210	13,824	1,036
500020 - Shift Differential - 2nd shift	10	0	10	0	0.00%	10	0	0
500040 - Other Wages	3,980	0	3,980	530	15.36%	3,450	6,157	1,915
500100 - FICA - Employer	14,190	0	14,190	2,770	24.26%	11,420	13,140	3,306
500120 - Health Insurance	40,930	0	40,930	4,260	11.62%	36,670	42,630	13,344
500125 - Other Insurance	810	0	810	(40)	(4.71)%	850	1,023	268
500130 - Pension	43,620	0	43,620	9,140	26.51%	34,480	42,849	12,813
500140 - Workers Compensation	5,300	0	5,300	970	22.40%	4,330	4,708	1,138
Wages and Benefits	290,310	0	290,310	53,290	22.48%	237,020	284,351	77,775
515000 - Contracted/Purchased Service	750	0	750	(250)	(25.00)%	1,000	100	0
525000 - Supplies/Material - Operating	10,000	0	10,000	0	0.00%	10,000	7,318	0
526000 - Supplies/Material-Maintenance	8,000	0	8,000	1,000	14.29%	7,000	16,319	0
528000 - Supplies - Chemicals	1,300	0	1,300	800	160.00%	500	2,157	0
545000 - Utilities	0	0	0	0	0.00%	0	372	0
545020 - Natural Gas	4,000	0	4,000	1,000	33.33%	3,000	4,254	0
545060 - Water	3,700	0	3,700	150	4.23%	3,550	3,490	0
Operating Expenses	27,750	0	27,750	2,700	10.78%	25,050	34,010	0
Total	318,060	0	318,060	55,990	21.36%	262,070	318,361	77,775

Washington County, Maryland
Utility Administration Fund
Department 40999 - Billable - Contract Operations
FY24 Expenses

	2024 Operating Budget Requested	2024 Operating Budget Proposed	2024 Variance Comments Requested	2024 Variance Comments Proposed
500000 - Wages - Full Time	167,770	167,770		
500010 - Wages - Overtime	13,700	13,700		
500020 - Shift Differential - 2nd shift	10	10		
500040 - Other Wages	3,980	3,980		
500100 - FICA - Employer	14,190	14,190		
500120 - Health Insurance	40,930	40,930		
500125 - Other Insurance	810	810		
500130 - Pension	43,620	43,620		
500140 - Workers Compensation	5,300	5,300		
515000 - Contracted/Purchased Service	750	750	Reduced based on prior year actuals.	
525000 - Supplies/Material - Operating	10,000	10,000		
526000 - Supplies/Material-Maintenance	8,000	8,000	Increased based on prior year actuals.	
528000 - Supplies - Chemicals	1,300	1,300	Increased based on prior year actuals.	
545020 - Natural Gas	4,000	4,000	The natural gas budgets were based on four prior years actual and forecasted rate changes.	
545060 - Water	3,700	3,700	Increased based on prior year actuals x 3% increase.	

Table 6-1
Wastewater Utility
Operating Fund Cash Flow Analysis

Line No.	Description	2023 \$	2024 \$	2025 \$	2026 \$	2027 \$	2028 \$	2029 \$	2030 \$	2031 \$	2032 \$	2033 \$
1	Beginning Fund Balance	6,276,600	6,397,500	7,880,069	9,444,369	10,887,969	12,113,769	12,717,669	13,105,769	13,321,369	12,834,569	11,792,569
	Revenues											
2	Revenue from Existing Service Rates	10,762,300	13,755,700	14,515,100	14,801,400	14,931,100	14,598,300	14,730,200	14,863,100	14,999,700	15,134,500	15,273,000
3	Additional Service Revenue Required	0	0	0	0	0	0	0	0	0	0	0
4	Total Wastewater Service Rate Revenue	10,762,300	13,755,700	14,515,100	14,801,400	14,931,100	14,598,300	14,730,200	14,863,100	14,999,700	15,134,500	15,273,000
5	Uncollectible/Bad Debt Allowance	(16,100)	(20,600)	(21,800)	(22,200)	(22,400)	(21,900)	(22,100)	(22,300)	(22,500)	(22,700)	(22,900)
6	Miscellaneous Revenue	1,423,900	1,100,400	946,800	951,400	951,400	960,500	961,400	965,900	965,900	975,000	975,000
7	Investment Income	0	0	0	0	0	0	0	0	0	0	0
8	Total Revenues	12,170,100	14,835,500	15,440,100	15,730,600	15,860,100	15,536,900	15,669,500	15,806,700	15,943,100	16,086,800	16,225,100
	Revenue Requirements											
9	Operation & Maintenance Expense	9,035,700	9,825,065	10,408,700	10,752,600	11,108,100	11,475,500	11,854,900	12,246,800	12,651,900	13,070,600	13,503,200
	Debt Service											
10	Existing	2,658,100	2,853,100	2,853,300	2,854,300	2,859,700	2,834,400	2,744,100	2,477,000	2,475,900	2,351,600	2,189,900
11	Proposed	16,900	766	166,600	257,000	333,900	394,600	444,400	546,400	980,300	1,384,800	1,730,800
12	Total Debt Service	2,675,000	2,853,866	3,019,900	3,111,300	3,193,600	3,229,000	3,188,500	3,023,400	3,456,200	3,736,400	3,920,700
	Transfers											
13	To (From) Capital Improvement Fund	338,500	674,000	447,200	423,100	332,600	228,500	238,000	320,900	321,800	321,800	322,700
14	To (From) Debt Service Reserve Fund	0	0	0	0	0	0	0	0	0	0	0
15	To (From) County Commissioners	0	0	0	0	0	0	0	0	0	0	0
16	Net Transfers	338,500	674,000	447,200	423,100	332,600	228,500	238,000	320,900	321,800	321,800	322,700
17	Total Revenue Requirements	12,049,200	13,352,931	13,875,800	14,287,000	14,634,300	14,933,000	15,281,400	15,591,100	16,429,900	17,128,800	17,746,600
18	Annual Surplus (Deficiency)	120,900	1,482,569	1,564,300	1,443,600	1,225,800	603,900	388,100	215,600	(486,800)	(1,042,000)	(1,521,500)
19	Ending Balance	6,397,500	7,880,069	9,444,369	10,887,969	12,113,769	12,717,669	13,105,769	13,321,369	12,834,569	11,792,569	10,271,069
	Target Ending Balance											
20	Working Capital Reserve (25% of Line9)	2,228,000	2,422,600	2,566,500	2,651,300	2,739,000	2,829,600	2,923,100	3,019,800	3,119,600	3,222,900	3,329,600
21	P&I Reserve Requirement	0	0	0	0	0	0	0	0	0	0	0
22	Total Target Balance	2,228,000	2,422,600	2,566,500	2,651,300	2,739,000	2,829,600	2,923,100	3,019,800	3,119,600	3,222,900	3,329,600
23	Ending Balance Excess (Shortfall)	4,169,500	5,457,469	6,877,869	8,236,669	9,374,769	9,888,069	10,182,669	10,301,569	9,714,969	8,569,669	6,941,469
24	Simple Debt Service Coverage (a)	117.17%	175.57%	166.61%	160.00%	148.80%	125.78%	119.64%	117.74%	95.23%	80.72%	69.42%
	Required Wastewater Service Rate Increases											
25	Overall Annual Increase	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
26	Cumulative Increase	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

(a) Total revenue less O&M expense, divided by total debt service.

Table 2-1
Water Utility
Operating Fund Cash Flow Analysis

<u>Description</u>	<u>2023</u> \$	<u>2024</u> \$	<u>2025</u> \$	<u>2026</u> \$	<u>2027</u> \$	<u>2028</u> \$	<u>2029</u> \$	<u>2030</u> \$	<u>2031</u> \$	<u>2032</u> \$	<u>2033</u> \$
Beginning Fund Balance	608,000	688,300	675,100	122,200	(455,200)	(1,082,500)	(1,739,300)	(2,408,300)	(3,103,800)	(3,883,900)	(4,726,100)
Revenues											
Revenue from Existing Water Service Rates	885,500	821,100	821,500	821,900	822,800	823,200	823,600	824,500	824,900	825,800	826,200
Additional Water Service Revenue Required	0	38,600	68,700	99,900	132,400	165,800	200,500	236,800	274,000	312,700	352,700
Total Water Service Rate Revenue	885,500	859,700	890,200	921,800	955,200	989,000	1,024,100	1,061,300	1,098,900	1,138,500	1,178,900
Uncollectible/Bad Debt Allowance	(1,300)	(1,300)	(1,300)	(1,400)	(1,400)	(1,500)	(1,500)	(1,600)	(1,600)	(1,700)	(1,800)
Miscellaneous Revenue	199,800	167,400	169,600	175,400	179,400	184,600	189,100	194,300	200,400	206,300	211,400
Investment Income	0	0	0	0	0	0	0	0	0	0	0
Total Revenues	1,084,000	1,025,800	1,058,500	1,095,800	1,133,200	1,172,100	1,211,700	1,254,000	1,297,700	1,343,100	1,388,500
Revenue Requirements											
Operation & Maintenance Expense	1,149,900	1,344,500	1,420,200	1,467,600	1,516,400	1,566,800	1,619,000	1,673,000	1,728,700	1,786,400	1,845,900
Debt Service											
Existing	42,900	43,100	43,200	43,300	43,300	43,300	38,000	37,000	37,000	37,000	37,200
Proposed	15,400	97,000	122,200	136,400	174,400	192,300	196,700	209,400	281,900	331,700	362,200
Total Debt Service	58,300	140,100	165,400	179,700	217,700	235,600	234,700	246,400	318,900	368,700	399,400
Transfers											
To (From) Capital Improvement Fund	25,500	376,000	25,800	25,900	26,400	26,500	27,000	30,100	30,200	30,200	30,300
To (From) Debt Service Reserve Fund	0	0	0	0	0	0	0	0	0	0	0
To (From) County Commissioners	(230,000)	(821,600)	0	0	0	0	0	0	0	0	0
Net Transfers	(204,500)	(445,600)	25,800	25,900	26,400	26,500	27,000	30,100	30,200	30,200	30,300
Total Revenue Requirements	1,003,700	1,039,000	1,611,400	1,673,200	1,760,500	1,828,900	1,880,700	1,949,500	2,077,800	2,185,300	2,275,600
Annual Surplus (Deficiency)	80,300	(13,200)	(552,900)	(577,400)	(627,300)	(656,800)	(669,000)	(695,500)	(780,100)	(842,200)	(887,100)
Ending Balance	688,300	675,100	122,200	(455,200)	(1,082,500)	(1,739,300)	(2,408,300)	(3,103,800)	(3,883,900)	(4,726,100)	(5,613,200)
Target Ending Balance											
Working Capital Reserve (25% of Line9)	283,500	331,500	350,200	361,900	373,900	386,300	399,200	412,500	426,300	440,500	455,200
P&I Reserve Requirement	0	0	0	0	0	0	0	0	0	0	0
Total Target Balance	283,500	331,500	350,200	361,900	373,900	386,300	399,200	412,500	426,300	440,500	455,200
Ending Balance Excess (Shortfall)	404,800	343,600	(228,000)	(817,100)	(1,456,400)	(2,125,600)	(2,807,500)	(3,516,300)	(4,310,200)	(5,166,600)	(6,068,400)
Simple Debt Service Coverage (a)	-113.04%	-227.48%	-218.68%	-206.90%	-176.02%	-167.53%	-173.54%	-170.05%	-135.15%	-120.23%	-114.52%
Required Water Service Rate Increases											
Overall Annual Increase	0.00%	4.70%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%
Cumulative Increase	0.00%	4.70%	8.36%	12.16%	16.08%	20.15%	24.35%	28.70%	33.21%	37.87%	42.70%

(a) Total revenue less O&M expense, divided by total debt service.

Table 2-1
Water Utility
Operating Fund Cash Flow Analysis

<u>Description</u>	<u>2023</u> \$	<u>2024</u> \$	<u>2025</u> \$	<u>2026</u> \$	<u>2027</u> \$	<u>2028</u> \$	<u>2029</u> \$	<u>2030</u> \$	<u>2031</u> \$	<u>2032</u> \$	<u>2033</u> \$
Beginning Fund Balance	608,000	688,300	800,500	539,900	353,900	230,500	190,400	264,200	364,800	418,500	430,600
Revenues											
Revenue from Existing Water Service Rates	885,500	821,100	821,500	821,900	822,800	823,200	823,600	824,500	824,900	825,800	826,200
Additional Water Service Revenue Required	0	164,200	361,500	491,900	637,100	783,400	944,500	1,034,100	1,109,100	1,168,300	1,228,800
Total Water Service Rate Revenue	885,500	985,300	1,183,000	1,313,800	1,459,900	1,606,600	1,768,100	1,858,600	1,934,000	1,994,100	2,055,000
Uncollectible/Bad Debt Allowance	(1,300)	(1,500)	(1,800)	(2,000)	(2,200)	(2,400)	(2,700)	(2,800)	(2,900)	(3,000)	(3,100)
Miscellaneous Revenue	199,800	167,400	169,600	175,400	179,400	184,600	189,100	194,300	200,400	206,300	211,400
Investment Income	0	0	0	0	0	0	0	0	0	0	0
Total Revenues	1,084,000	1,151,200	1,350,800	1,487,200	1,637,100	1,788,800	1,954,500	2,050,100	2,131,500	2,197,400	2,263,300
Revenue Requirements											
Operation & Maintenance Expense	1,149,900	1,344,500	1,420,200	1,467,600	1,516,400	1,566,800	1,619,000	1,673,000	1,728,700	1,786,400	1,845,900
Debt Service											
Existing	42,900	43,100	43,200	43,300	43,300	43,300	38,000	37,000	37,000	37,000	37,200
Proposed	15,400	97,000	122,200	136,400	174,400	192,300	196,700	209,400	281,900	331,700	362,200
Total Debt Service	58,300	140,100	165,400	179,700	217,700	235,600	234,700	246,400	318,900	368,700	399,400
Transfers											
To (From) Capital Improvement Fund	25,500	376,000	25,800	25,900	26,400	26,500	27,000	30,100	30,200	30,200	30,300
To (From) Debt Service Reserve Fund	0	0	0	0	0	0	0	0	0	0	0
To (From) County Commissioners	(230,000)	(821,600)	0	0	0	0	0	0	0	0	0
Net Transfers	(204,500)	(445,600)	25,800	25,900	26,400	26,500	27,000	30,100	30,200	30,200	30,300
Total Revenue Requirements	1,003,700	1,039,000	1,611,400	1,673,200	1,760,500	1,828,900	1,880,700	1,949,500	2,077,800	2,185,300	2,275,600
Annual Surplus (Deficiency)	80,300	112,200	(260,600)	(186,000)	(123,400)	(40,100)	73,800	100,600	53,700	12,100	(12,300)
Ending Balance	688,300	800,500	539,900	353,900	230,500	190,400	264,200	364,800	418,500	430,600	418,300
Target Ending Balance											
Working Capital Reserve (25% of Line9)	283,500	331,500	350,200	361,900	373,900	386,300	399,200	412,500	426,300	440,500	455,200
P&I Reserve Requirement	0	0	0	0	0	0	0	0	0	0	0
Total Target Balance	283,500	331,500	350,200	361,900	373,900	386,300	399,200	412,500	426,300	440,500	455,200
Ending Balance Excess (Shortfall)	404,800	469,000	189,700	(8,000)	(143,400)	(195,900)	(135,000)	(47,700)	(7,800)	(9,900)	(36,900)
Simple Debt Service Coverage (a)	-113.04%	-137.97%	-41.96%	10.91%	55.44%	94.23%	142.95%	153.04%	126.31%	111.47%	104.51%
Required Water Service Rate Increases											
Overall Annual Increase	0.00%	20.00%	20.00%	11.00%	11.00%	10.00%	10.00%	5.00%	4.00%	3.00%	3.00%
Cumulative Increase	0.00%	20.00%	44.00%	59.84%	77.42%	95.16%	114.68%	125.42%	134.43%	141.46%	148.71%

(a) Total revenue less O&M expense, divided by total debt service.



Agenda Report Form

Open Session Item

SUBJECT: FY2024 General Fund Budget – Proposed

PRESENTATION DATE: March 21, 2023

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

RECOMMENDED MOTION: For informational purposes only.

REPORT-IN-BRIEF: The FY24 Proposed General Fund budget is balanced at 281,060,350.

DISCUSSION: Major changes from the last proposed version include:

- Increases to the disparity grant amount of \$338,020 based on new guidance regarding the Governor's revised budget;
- Reductions to operating grants of (\$290,000) based on updated grant applications;
- Increases to Fire Operations for the volunteer fire and rescue turn-out gear replacement program of \$136,470;
- Increases to contractual services of \$25,000 at the Public Safety Training Center to provide structural collapse training.

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

Staff is also coming back in front of you to receive further comment and/or direction for the FY24 General Fund budget.

FISCAL IMPACT: \$281,060,350

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: Proposed General Fund Revenue Summary, Proposed General Fund
Expense Summary, Five-year budget document – Draft 3

AUDIO/VISUAL NEEDS: N/A

Washington County, Maryland
Long Range Financial Projections

Draft 3-Proposed FY24 Long Term Plan																		
Source	Two Prior Year Actuals				Current Fiscal Year				Five Year Projection									
	2021		2022		2023				2024		2025		2026		2027		2028	
	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 Withholdings	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	2,990,020	-22.0%	3,079,700	3.0%	3,172,100	3.0%	3,267,300	3.0%	3,365,300	3.0%
Subtotal Income Tax	119,254,812		122,923,784		109,367,509	115,600,000	5.7%	6,232,491	116,692,810	0.9%	120,835,400	3.5%	122,105,300	1.1%	122,884,600	0.6%	125,230,400	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	270,621,960	0.8%	279,802,750	3.4%	283,812,511	1.4%	285,586,083	0.6%	289,365,060	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	5,283,190	-57.7%	2,594,883	0.1%	2,597,478	0.1%	2,600,076	0.1%	2,602,676	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	10,438,390	-41.6%	7,755,238	-25.7%	7,762,994	0.1%	7,770,757	0.1%	7,778,527	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	281,060,350	-1.9%	287,557,989	2.3%	291,575,504	1.4%	293,356,839	0.6%	297,143,587	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	15,748,890	28.5%	16,142,612	2.5%	16,546,178	2.5%	16,439,832	2.5%	16,850,828	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	31,669,405	12.8%	32,563,236	2.8%	33,482,991	2.8%	33,909,434	1.3%	34,870,356	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	83,151,740	9.0%	85,671,692	3.0%	88,435,309	3.2%	90,769,403	2.6%	93,703,960	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)	22,353,860	12.7%	23,471,553	5.0%	24,058,342	2.5%	24,659,800	2.5%	25,276,295	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	14,209,160	-27.0%	14,351,252	1.0%	14,494,764	1.0%	14,639,712	1.0%	14,786,109	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	196,838,300	0.3%	202,187,408	2.7%	206,651,064	2.2%	211,471,590	2.3%	216,151,654	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	281,060,350	2.8%	288,982,926	2.8%	296,323,040	2.5%	303,514,761	2.4%	311,167,595	2.5%
Excess Revenue (Expenditures)																		
	4,637,540		11,273,066		-	12,847,715	12,847,715		-		(1,424,937)		(4,747,536)		(10,157,921)		(14,024,008)	

Washington County, Maryland
General Fund Revenues - Proposed Draft 3
FY 2024

Page	Account Number	Funding Source	FY 2024 Requested Budget	FY 2024 Proposed Budget	\$ Change	% Change	FY 2023 Operating Budget Approved
------	----------------	----------------	--------------------------	-------------------------	-----------	----------	-----------------------------------

General Revenues

Property Tax

4-1	400000	Real Estate Tax - Current	129,971,870	129,946,870	7,818,100	6.40%	122,128,770
4-1	400120	Corp Personal Prop - Current	15,477,230	15,477,230	873,660	5.98%	14,603,570
4-1	400140	State Administration Fees	(550,000)	(550,000)	0	0.00%	(550,000)
4-1	400200	Interest - Current Year	345,000	345,000	(35,000)	(9.21)%	380,000
4-1	400210	Interest - Prior Year	50,000	50,000	35,000	233.33%	15,000
4-1	400220	County Payment In Lieu of Tax	285,000	285,000	0	0.00%	285,000
4-1	400230	Enterprise Zone Tax Reimburse	902,650	902,650	205,210	29.42%	697,440
4-1	400260	Property Tax Sales	60,000	60,000	0	0.00%	60,000
4-1	400300	Enterprise Zone Tax Credit	(1,805,300)	(1,805,300)	(410,420)	29.42%	(1,394,880)
4-1	400320	County Homeowners Tax Credit	(165,000)	(165,000)	15,000	(8.33)%	(180,000)
4-1	400330	Agricultural Tax Credit	(450,000)	(450,000)	0	0.00%	(450,000)
4-1	400345	Other Tax Credits	(20,000)	(20,000)	65,000	(76.47)%	(85,000)
4-1	400355	Veteran's Disabled Tax Credit	(360,000)	(360,000)	(40,000)	12.50%	(320,000)
4-1	400400	Disc Allowed on Property Tax	(365,000)	(365,000)	(15,000)	4.29%	(350,000)
4-1	496020	Federal Pay in Lieu of Taxes	25,700	25,700	2,470	10.63%	23,230
			143,402,150	143,377,150	8,514,020	6.31%	134,863,130

Local Tax

4-5	400500	Income Tax	116,354,790	116,692,810	7,325,300	6.70%	109,367,510
4-5	400510	Admissions & Amusements Tax	0	0	(175,000)	(100.00)%	175,000
4-5	400520	Recordation Tax	8,452,000	8,452,000	1,452,000	20.74%	7,000,000
4-5	400530	Trailer Tax	200,000	200,000	(50,000)	(20.00)%	250,000
			125,006,790	125,344,810	8,552,300	7.32%	116,792,510

Interest

4-7	404400	Interest - Investments	1,500,000	1,500,000	1,000,000	200.00%	500,000
4-7	404410	Interest - Municipal Investment	400,000	400,000	300,000	300.00%	100,000
			1,900,000	1,900,000	1,300,000	216.67%	600,000

Total General Revenues			270,308,940	270,621,960	18,366,320	7.28%	252,255,640
-------------------------------	--	--	--------------------	--------------------	-------------------	--------------	--------------------

Program Revenues

Circuit Court

4-9	486070	Reimbursed Exp - Circuit Court	8,280	8,280	0	0.00%	8,280
4-9	486075	Circuit Court - Jurors	127,800	127,800	52,800	70.40%	75,000
			136,080	136,080	52,800	63.40%	83,280

State's Attorney

4-9	486000	Reimbursed Exp - State's Atty	60,000	60,000	10,000	20.00%	50,000
			60,000	60,000	10,000	20.00%	50,000

Washington County, Maryland
General Fund Revenues - Proposed Draft 3
FY 2024

Page	Account Number	Funding Source	FY 2024 Requested Budget	FY 2024 Proposed Budget	\$ Change	% Change	FY 2023 Operating Budget Approved
<u>Weed Control</u>							
4-9	403120	Weed Control Fees	317,550	317,550	40	0.01%	317,510
			317,550	317,550	40	0.01%	317,510
<u>General</u>							
4-9	403020	Election Filing Fees	0	0	(100)	(100.00)%	100
4-9	403135	Sheriff Auxiliary	50,000	50,000	0	0.00%	50,000
4-9	404510	Rental - Building	0	0	(70,000)	(100.00)%	70,000
4-9	404511	Lease Income	70,000	70,000	70,000	100.00%	0
4-9	485000	Reimburse Administrative	6,500	6,500	0	0.00%	6,500
4-9	490000	Miscellaneous	200,000	200,000	50,000	33.33%	150,000
4-9	490010	Gain or Loss on Sale of Asset	50,000	50,000	0	0.00%	50,000
4-9	490080	Bad Check Fees	750	750	0	0.00%	750
4-9	490200	Registration Fees	3,000	3,000	0	0.00%	3,000
4-9	490210	Sponsorships	24,000	24,000	0	0.00%	24,000
			404,250	404,250	49,900	14.08%	354,350
<u>Engineering</u>							
4-12	440110	Review Fees	100,000	100,000	0	0.00%	100,000
4-12	440110	Drawings/Blue Line Prints	2,000	2,000	0	0.00%	2,000
			102,000	102,000	0	0.00%	102,000
<u>Permits & Inspections</u>							
4-13	401070	Building Permits - Residential	135,000	135,000	(13,500)	(9.09)%	148,500
4-13	401080	Building Permits - Commercial	200,000	200,000	25,000	14.29%	175,000
4-13	401085	Municipal Fees	10,000	10,000	(2,000)	(16.67)%	12,000
4-13	401090	Electrical License Fees	70,000	70,000	0	0.00%	70,000
4-13	401100	Electrical Permit - Residential	160,000	160,000	(20,000)	100.00%	180,000
4-13	401110	Electrical Permit - Commercial	117,000	117,000	0	0.00%	117,000
4-13	401115	HVAC Registration Fees	12,000	12,000	7,000	140.00%	5,000
4-13	401120	HVAC Permit - Residential	75,000	75,000	(10,500)	(12.28)%	85,500
4-13	401130	HVAC Permit - Commercial	42,300	42,300	0	0.00%	42,300
4-13	401140	Other Permit Fees	30,000	30,000	(7,500)	(20.00)%	37,500
4-13	401145	Temp. Occupancy Fee - Comm.	1,250	1,250	350	38.89%	900
4-13	401160	Plumbing Licenses Fees	20,000	20,000	13,500	207.69%	6,500
4-13	401170	Plumbing Permits - Residential	80,000	80,000	(19,000)	(19.19)%	99,000
4-13	401180	Plumbing Permits - Commercial	37,800	37,800	0	0.00%	37,800
4-13	403035	Technology Fees	60,000	60,000	0	0.00%	60,000
4-13	403045	Review Fees	5,000	5,000	(2,000)	(28.57)%	7,000
4-13	440110	Drawings/Blue Line Prints	100	100	0	0.00%	100
			1,055,450	1,055,450	(28,650)	(2.64)%	1,084,100

Washington County, Maryland
General Fund Revenues - Proposed Draft 3
FY 2024

Page	Account Number	Funding Source	FY 2024 Requested Budget	FY 2024 Proposed Budget	\$ Change	% Change	FY 2023 Operating Budget Approved
<u>Planning and Zoning</u>							
4-15	401040	Miscellaneous Licenses	700	700	0	0.00%	700
4-15	401140	Other Permit Fees	3,000	3,000	3,000	100.00%	0
4-15	402020	Fines and Forfeitures	1,000	1,000	0	0.00%	1,000
4-15	403030	Zoning Appeals	14,000	14,000	2,000	16.67%	12,000
4-15	403035	Technology fees	6,000	6,000	0	0.00%	6,000
4-15	403040	Rezoning	7,000	7,000	0	0.00%	7,000
4-15	403045	Review Fees	45,000	45,000	(15,000)	(25.00)%	60,000
4-15	403050	Development Fees	20,000	20,000	20,000	100.00%	0
4-15	403055	Other Planning Fees	400	400	0	0.00%	400
4-15	485000	Reimbursed Administrative	100	100	100	100.00%	0
4-15	486045	Reimbursed Exp - Other	5,000	5,000	(5,000)	(50.00)%	10,000
			102,200	102,200	5,100	5.25%	97,100
<u>Sheriff - Judicial</u>							
4-17	402010	Peace Order Service	3,000	3,000	0	0.00%	3,000
4-17	403010	Sheriff Fees - Judicial	40,000	40,000	0	0.00%	40,000
			43,000	43,000	0	0.00%	43,000
<u>Sheriff - Process Servers</u>							
4-17	402010	Peace Order Service	115,000	115,000	0	0.00%	115,000
			115,000	115,000	0	0.00%	115,000
<u>Sheriff - Patrol</u>							
4-17	402000	Parking Violations	3,500	3,500	(500)	(12.50)%	4,000
4-17	402040	School Bus Camera Fines	12,000	12,000	(3,000)	(20.00)%	15,000
4-17	403000	Speed Cameras	1,097,780	1,097,780	(183,520)	(14.32)%	1,281,300
4-17	486020	Reimbursed Exp - Patrol	54,300	54,300	(12,700)	(18.96)%	67,000
4-17	490020	Sale of Publications	6,500	6,500	0	0.00%	6,500
			1,174,080	1,174,080	(199,720)	(14.54)%	1,373,800
<u>Sheriff - Central Booking</u>							
4-17	404510	Rental - Building	15,720	15,720	0	0.00%	15,720
			15,720	15,720	0	0.00%	15,720
<u>Sheriff - Detention Center</u>							
4-17	403080	Housing Federal Prisoners	450	450	0	0.00%	450
4-17	403090	Housing State Prisoners	175,000	175,000	0	0.00%	175,000
4-17	403100	Home Detention Fees	1,500	1,500	(1,500)	(50.00)%	3,000
4-17	486050	Reimbursed Exp - Detention	500	500	0	0.00%	500
4-17	486055	Alien Inmate Reimbursement	25,000	25,000	25,000	100.00%	0
4-17	486060	Soc Sec Inc Reimbursement	10,000	10,000	0	0.00%	10,000
			212,450	212,450	23,500	12.44%	188,950

Washington County, Maryland
General Fund Revenues - Proposed Draft 3
FY 2024

Page	Account Number	Funding Source	FY 2024 Requested Budget	FY 2024 Proposed Budget	\$ Change	% Change	FY 2023 Operating Budget Approved
		<u>Sheriff - Day Reporting Center</u>					
4-17	403075	Day Reporting Fees	7,500	7,500	0	0.00%	7,500
			7,500	7,500	0	0.00%	7,500
		<u>Sheriff - Narcotics Task Force</u>					
4-17	486030	Reimbursed Exp - NTF	408,450	408,450	(4,070)	(0.99)%	412,520
			408,450	408,450	(4,070)	(0.99)%	412,520
		<u>Sheriff - Washington County Police Academy</u>					
4-17	403015	Academy Fees	59,840	59,840	0	0.00%	59,840
			59,840	59,840	0	0.00%	59,840
		<u>Emergency Services</u>					
4-18	403060	Alarm Termination Fee	20,000	20,000	0	0.00%	20,000
4-18	486040	Reimbursed Exp - Emer Mgmnt	405,630	405,630	0	0.00%	405,630
4-18	403070	EMCS Salary Reimbursement	15,600	15,600	0	0.00%	15,600
			441,230	441,230	0	0.00%	441,230
		<u>Wireless Communications</u>					
4-18	404511	Lease Income	48,000	48,000	48,000	100.00%	0
4-18	404520	Rental - Other	0	0	(46,000)	(100.00)%	46,000
			48,000	48,000	2,000	4.35%	46,000
		<u>Parks</u>					
		<u>Buildings, Grounds, & Facilities</u>					
4-21	499420	Fuel	2,000	2,000	0	0.00%	2,000
			2,000	2,000	0	0.00%	2,000
		<u>Martin L. Snook Pool</u>					
4-21	404100	Swimming Pool Fees	35,000	35,000	(22,000)	(38.60)%	57,000
4-21	40411	Swimming Pool - Concession Fee	12,000	12,000	(3,000)	(20.00)%	15,000
			47,000	47,000	(25,000)	(34.72)%	72,000
		<u>Parks and Recreation</u>					
4-21	404000	Sale of Wood	900	900	(7,100)	(88.75)%	8,000
4-21	404010	Rental Fees	40,000	40,000	5,000	14.29%	35,000
4-21	404020	Ballfield Fees	8,000	8,000	0	0.00%	8,000
4-21	404030	Ballfield Lighting Fees	1,000	1,000	0	0.00%	1,000
4-21	404040	Concession Fees	2,500	2,500	(2,500)	(50.00)%	5,000
4-21	404300	Program Fees	350,000	350,000	50,000	16.67%	300,000
4-21	490060	Park Contrib from Residents	1,000	1,000	0	0.00%	1,000
			403,400	403,400	45,400	12.68%	358,000
Total Charges for Services			5,155,200	5,155,200	(68,700)	(1.32)%	5,223,900

Washington County, Maryland
General Fund Revenues - Proposed Draft 3
FY 2024

Page	Account Number	Funding Source	FY 2024 Requested Budget	FY 2024 Proposed Budget	\$ Change	% Change	FY 2023 Operating Budget Approved
<u>Grants</u>							
4-23	495000	Operating Grants	640,000	350,000	60,000	20.69%	290,000
4-23	496110	State Aid - Police Protection	1,140,000	1,140,000	419,000	58.11%	721,000
4-23	496115	SAFER	2,020,190	2,020,190	(673,400)	(25.00)%	2,693,590
4-23	496120	911 Fees	1,350,000	1,350,000	93,000	7.40%	1,257,000
4-23	401190	Marriage Licenses	50,000	50,000	0	0.00%	50,000
4-23	401210	Trader's License	200,000	200,000	0	0.00%	200,000
4-23	402020	Fines & Forfeitures	20,000	20,000	0	0.00%	20,000
4-23	403130	Marriage Ceremony Fees	3,000	3,000	0	0.00%	3,000
4-23	496130	State Park Fees	150,000	150,000	50,000	50.00%	100,000
Total Grants for Operations			5,573,190	5,283,190	(51,400)	(0.96)%	5,334,590
Total Program Revenues			10,728,390	10,438,390	(120,100)	(1.14)%	10,558,490
Total General Fund Proposed Revenue			281,037,330	281,060,350	18,246,220	6.94%	262,814,130

Washington County, Maryland
General Fund Expenditures - Proposed Draft 3
FY2024

Page	Cost Center	Department/Agency	FY 2024 Requested Budget	Adjustment	FY 2024 Proposed Budget	\$ Change	% Change	FY 2023 Operating Budget Approved
<u>Education</u>								
<u>Direct Primary</u>								
5-1	90000	Board of Education	117,024,550	(7,954,190)	109,070,360	0	0.00%	109,070,360
			117,024,550	0	109,070,360	0	0.00%	109,070,360
<u>Secondary</u>								
5-3	90040	Hagerstown Community College	10,236,290	0	10,236,290	201,000	2.00%	10,035,290
			10,236,290	0	10,236,290	201,000	2.00%	10,035,290
<u>Other Education</u>								
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
<u>Public Safety</u>								
<u>Sheriff</u>								
5-15	11300	Judicial	4,014,070	(16,540)	3,997,530	500,710	14.32%	3,496,820
5-26	11305	Process Server	154,020	0	154,020	16,140	11.71%	137,880
5-29	11310	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	Central Booking	1,515,380	(20,660)	1,494,720	151,830	11.31%	1,342,890
5-53	11320	Detention Center	21,388,860	(179,920)	21,208,940	2,502,640	13.38%	18,706,300
5-69	11321	Day Reporting Center	509,070	(2,670)	506,400	14,120	2.87%	492,280
5-76	11330	Narcotics Task Force	1,032,610	0	1,032,610	(18,700)	(1.78)%	1,051,310
5-86	11335	WC 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
<u>Emergency Services</u>								
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	(1,282,670)	6,570,290	1,278,260	24.15%	5,292,030
5-160	11535	Public Safety Training Center	927,910	25,000	952,910	202,770	27.03%	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	(1,930,800)	28,831,810	3,130,300	12.18%	25,701,510
<u>Other Public Safety</u>								
5-192	11530	Emergency Management	274,070	0	274,070	44,420	19.34%	229,650
5-198	93100	Humane Society of WC	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	(2,218,520)	75,185,730	7,852,790	11.66%	67,332,940

Washington County, Maryland
General Fund Expenditures - Proposed Draft 3
FY2024

Page	Cost Center	Department/Agency	FY 2024 Requested Budget	Adjustment	FY 2024 Proposed Budget	\$ Change	% Change	FY 2023 Operating Budget Approved
------	-------------	-------------------	--------------------------	------------	-------------------------	-----------	----------	-----------------------------------

Operating and Capital Transfers

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	(71,010)	750,570	520,530	226.28%	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	Muni. in Lieu of Bank Shares	38,550	0	38,550	0	0.00%	38,550
			14,280,170	(71,010)	14,209,160	1,738,620	13.94%	12,470,540
		<u>Capital</u>						
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	(71,010)	36,238,400	3,559,870	10.89%	32,678,530
--	--	--	-------------------	-----------------	-------------------	------------------	---------------	-------------------

General Government

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
			1,000,000	0	1,000,000	226,000	29.20%	774,000

County Administrator

5-281	10300	County Administrator	426,220	0	426,220	38,200	9.84%	388,020
5-288	10310	Public Relations and 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
			1,948,520	(136,140)	1,812,380	170,010	10.35%	1,642,370

General Operations

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

Washington County, Maryland
General Fund Expenditures - Proposed Draft 3
FY2024

Page	Cost Center	Department/Agency	FY 2024 Requested Budget	Adjustment	FY 2024 Proposed Budget	\$ Change	% Change	FY 2023 Operating Budget Approved
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	3,571,660	4,043,360	2,626,270	185.33%	1,417,090
			3,879,740	3,494,870	7,374,610	2,897,430	64.72%	4,477,180
		<u>Budget and Finance Division</u>						
5-337	10500	Budget and Finance	1,954,410	7,000	1,961,410	205,530	11.71%	1,755,880
5-345	10510	Ind. 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
			2,671,380	7,000	2,678,380	290,980	12.19%	2,387,400
		<u>Information Technology</u>						
5-354	11000	Information Technology	4,570,700	(481,880)	4,088,820	678,650	19.90%	3,410,170
5-370	11540	Wireless Communication	1,616,730	0	1,616,730	150,710	10.28%	1,466,020
			6,187,430	(481,880)	5,705,550	829,360	17.01%	4,876,190
		<u>Other</u>						
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
		<u>Buildings</u>						
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
5-411	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
		<u>Parks</u>						
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
		<u>Public Works</u>						
5-425	11600	Public Works	337,720	0	337,720	73,730	27.93%	263,990
5-432	11910	Buildings, Grounds & 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
		<u>Plan Review & Permitting, Engineering, Permits and Inspections</u>						
5-444	11620	Engineering	2,963,070	0	2,963,070	306,810	11.55%	2,656,260
5-452	11630	Div. of 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

Washington County, Maryland
General Fund Expenditures - Proposed Draft 3
FY2024

Page	Cost Center	Department/Agency	FY 2024 Requested Budget	Adjustment	FY 2024 Proposed Budget	\$ Change	% Change	FY 2023 Operating Budget Approved
<u>Planning and Zoning</u>								
5-463	10800	Planning and Zoning	1,456,910	0	1,456,910	155,990	11.99%	1,300,920
5-470	10810	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
Total Other Government Programs			45,054,230	1,758,860	46,813,090	6,535,790	16.23%	40,277,300
Total Expenditures			289,635,210	(8,574,860)	281,060,350	18,246,220	6.94%	262,814,130

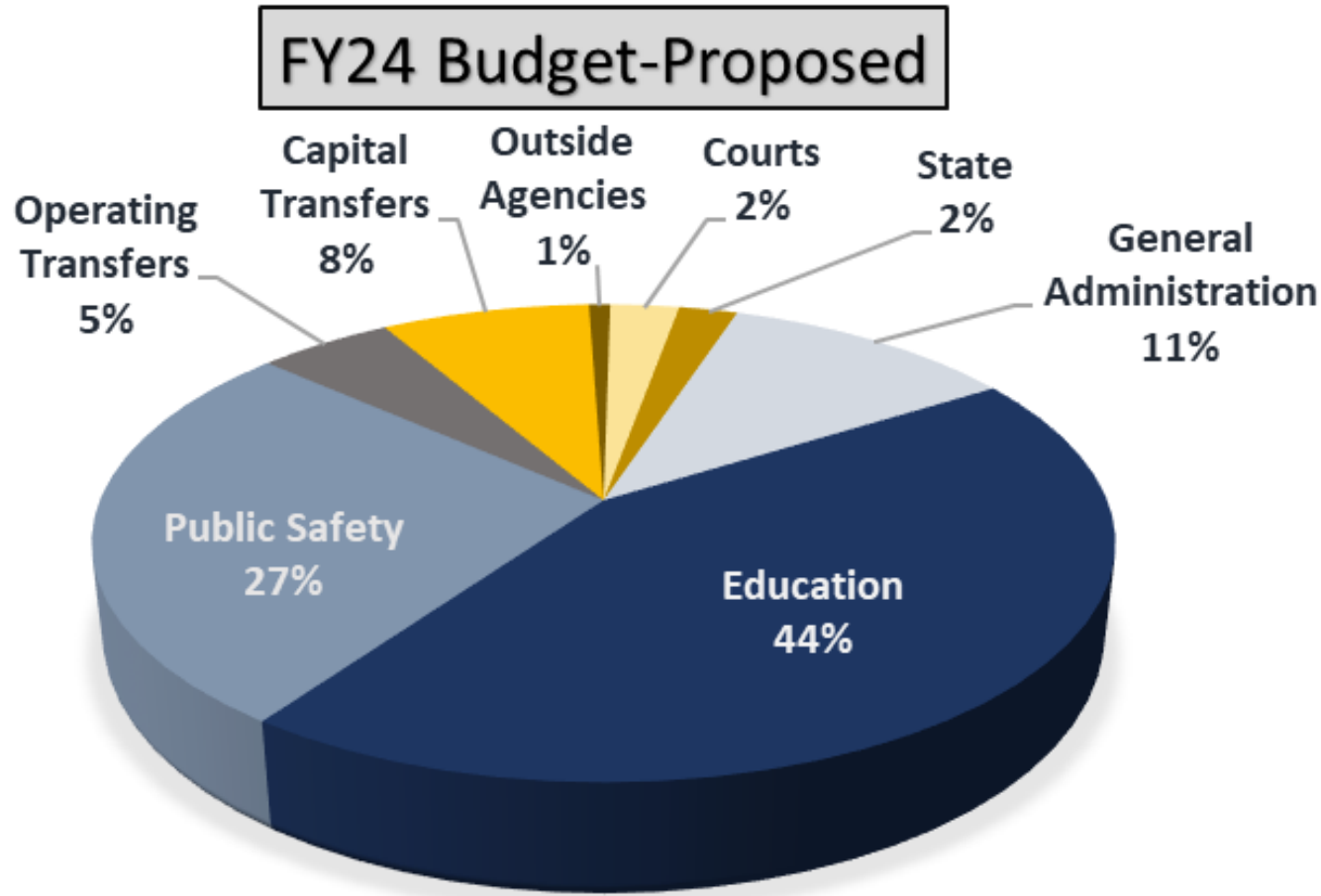
Budget & Finance Budget Adjustments for FY2024



Washington County

M A R Y L A N D

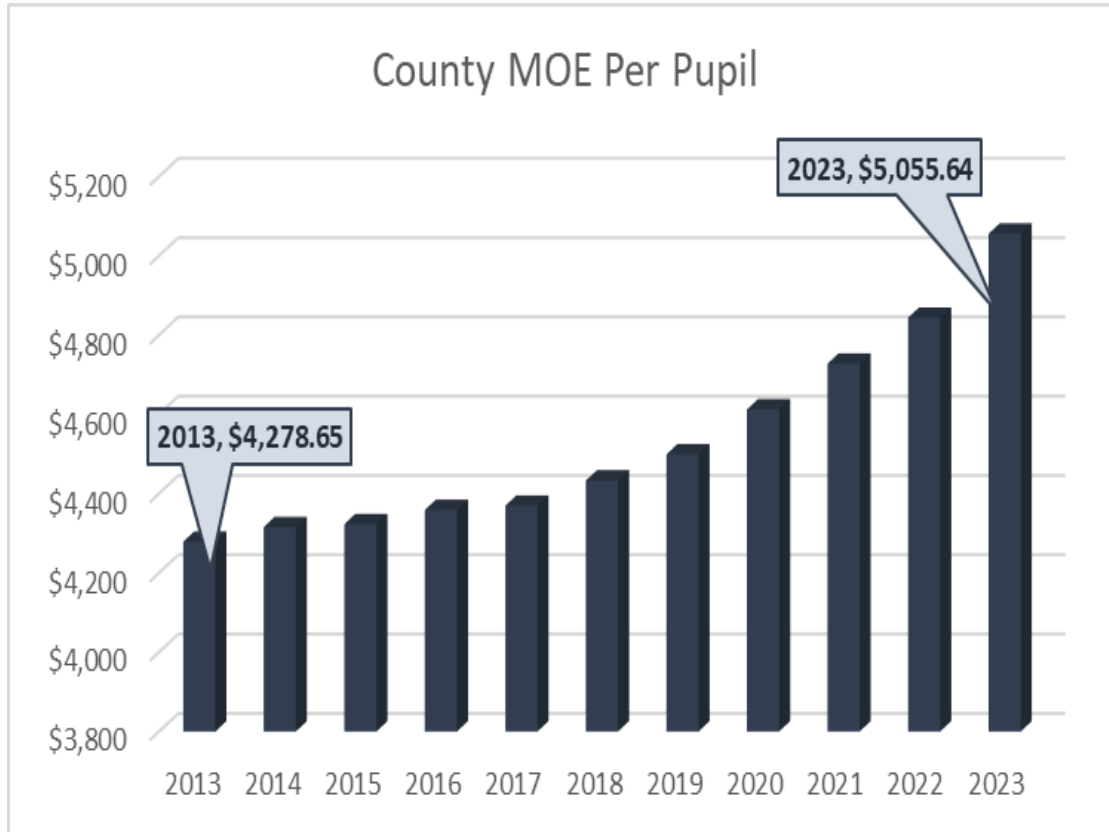
Budget by Category



Category	FY24 Budget	%
Education	122,823,130	44%
Public Safety	75,185,730	27%
Operating Transfers	14,209,160	5%
Capital Transfers	22,029,240	8%
Outside Agencies	2,235,150	1%
Courts	7,281,080	3%
State	6,156,520	2%
General Administration	31,140,340	11%
Total	281,060,350	



Funding for Education



County MOE Per Pupil

✓ 18% 10 Year Increase

✓ 2024 \$5,102.81 or 1%

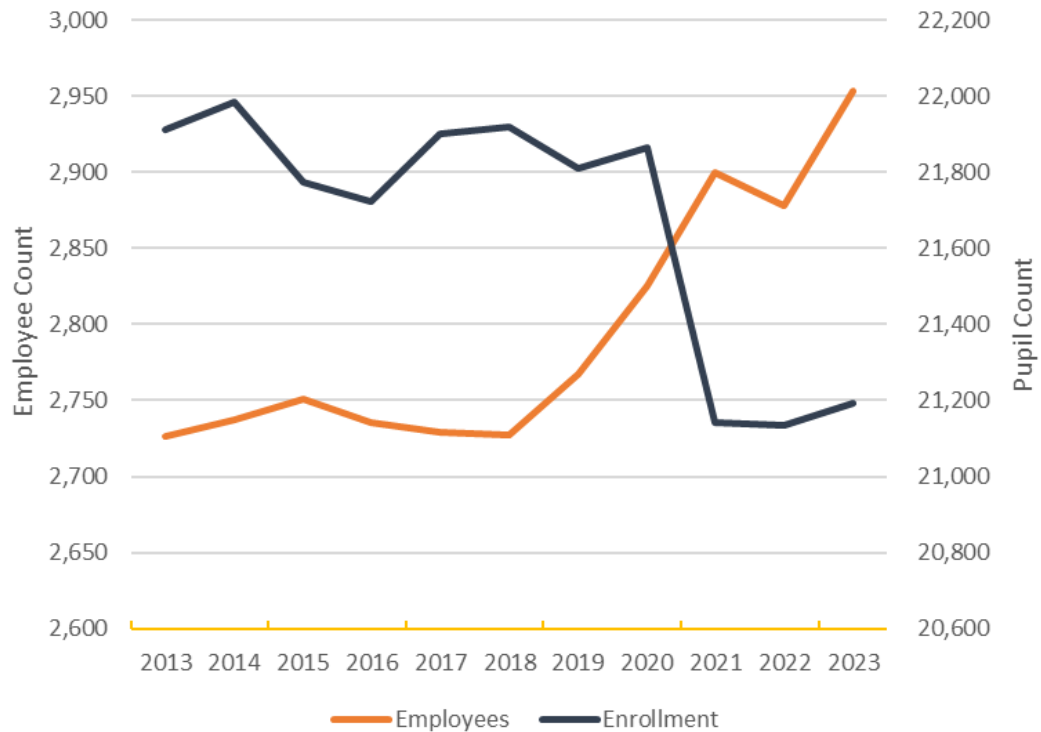
FY2023 Budget

County	% of GF Budget	Rank
Prince George's	66.1%	1
Howard	58.9%	2
Montgomery	55.5%	3
Harford	55.3%	4
Worcester	52.4%	5
Frederick	50.8%	6
Carroll	49.6%	7
Talbot	48.0%	8
Cecil	49.0%	9
Washington	46.6%	10
Charles	46.2%	11
Baltimore	44.8%	12
Calvert	43.4%	13
Queen Anne's	42.5%	14
Anne Arundel	42.2%	15
Alleghany	40.4%	16
St. Mary's	40.0%	17
Wicomico	38.1%	18
Garrett	34.7%	19
Kent	33.9%	20
Dorchester	32.3%	21
Caroline	33.1%	22
Somerset	27.6%	23
Baltimore City	18.1%	24

10

Enrollment Impact

Employee vs Pupil Count



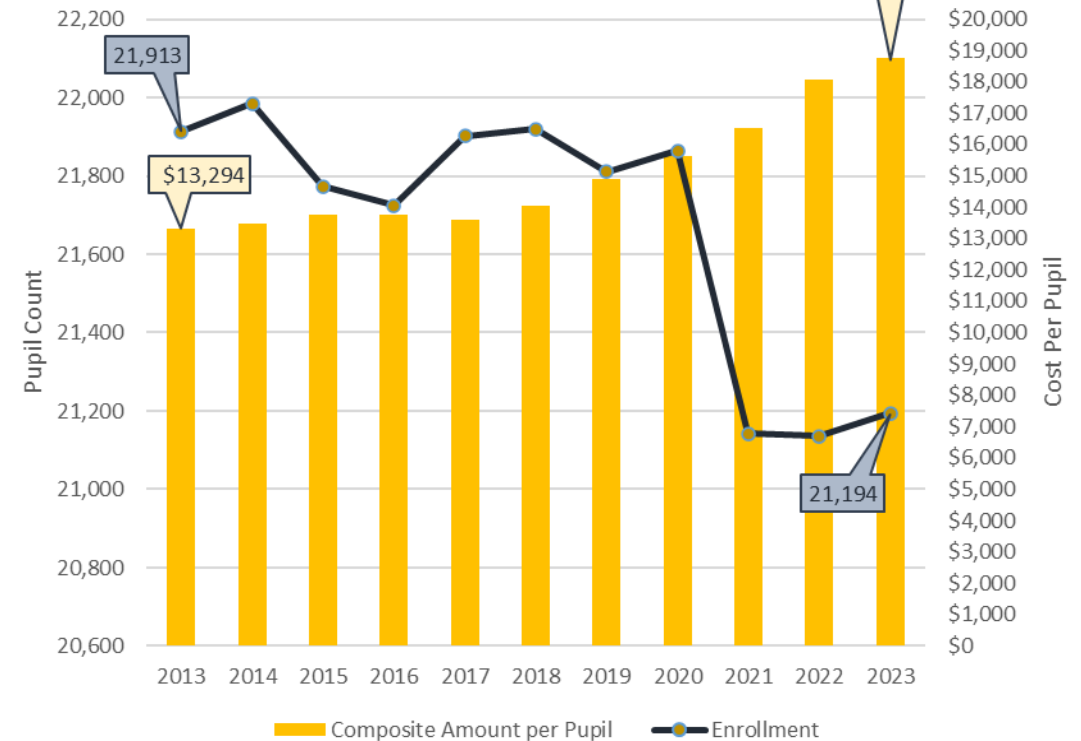
FY24 Enrollment

3Yr Avg – 21,374

FY24 Position Increases

124.60

Enrollment vs Amount Per Pupil



FY23 State per Pupil

\$9,788.30

FY24 State per Pupil

\$11,027.11

FY24 Budget-Draft 3

Revenues-Proposed	281,012,330
Operating Grants	(290,000)
Income Tax-Disparity Grant	338,020
Total Revenues-Draft 3	<u>281,060,350</u>
Expenditures-Proposed	281,012,330
Fire Operations	136,470
Public Safety Training Center	25,000
Transfer to Water Fund	(71,010)
Pension Contribution	(42,440)
Total Expenditures-Draft 3	<u>281,060,350</u>

Draft 3 – Adjustments \$48,020

Revenue Adjustments

- Disparity Grant-Governor's Supplemental Budget #1
 - Increase from \$2.65M to \$2.99M
- Operating Grants \$290k-Updated Grant Information

Expenditure Adjustments

- Fire Operations \$136k for VFD Turn-Out Gear Replacement Program
- PSTC \$25k – Structural Collapse Training
- Transfers to Water Fund (\$71k) Based on 4.7% Proposed Rate Increase
- Pension Contribution (\$42k) - Balancing



Washington County

M A R Y L A N D

Thank you

Michelle Gordon, MBA
Chief Financial Officer
Washington County, MD
(240) 313-2303

Connect with us



www.washco-md.net



Agenda Report Form

Open Session

SUBJECT: EMS Staffing Transition

PRESENTATION DATE: March 21, 2023

PRESENTATION BY: R. David Hays - Director, Division of Emergency Services; David Chisholm, Deputy Director, Division of Emergency Services; Dale Fishack, President, WCVFRA

RECOMMENDATION:

1. Move to authorize the Division of Emergency Services to begin the transition of the volunteer EMS corporations into County employment, beginning with the Williamsport Fire and EMS and Smithsburg Emergency Medical Services.
2. Move to authorize the Division of Emergency Services and the Office of Budget and Finance to establish a County-wide EMS Billing Program, and as such, move the EMS billing services to the County only at such time as an individual EMS company transitions its career employees into County employment and to hire one (1) EMS Billing Specialist (included in the EMS transition staff) and one (1) HR Technician.

REPORT-IN-BRIEF: County staff held informal discussions with each of the eight (8) volunteer EMS companies, in reference to their interest and consideration of voluntary transitioning their current EMS employees into County employment. As of today, five of the eight EMS companies have expressed an interest in being considered for such a transition.

DISCUSSION: Staff has developed a transition process that would begin the transition of the current volunteer corporation career staff into County employment. Staff's recommendation includes transitioning the volunteer EMS corporation field and operations administrative career staff to County employment; all of whom would be needed to manage the transition and ongoing needs relative to personnel management and EMS billing.

It is recommended that Williamsport Volunteer Fire and EMS and Smithsburg Emergency Medical Services, both of which have formally agreed to the proposed transition plan, be the first two companies to transition staff to County employment. Employees of those Companies who agree to move forward in the transfer would do so subject to the following requirements/conditions: complete a County application for employment, complete a background check, pass a psychological evaluation and an EMS based physical abilities test. These standards are similar to the standards that the current DES field staff have completed prior to being hired by the County.

The anticipated cost for the transition is based on the actual current salaries of the employees of the eight volunteer EMS companies. It is Staff's recommendation that the County bring the corporations' EMS career staff into County employment at close to their current "hourly rate". This rate will be determined by using the hourly rate at their primary EMS employer. The volunteer corporation employees would enter the County retirement/pension system, receive vacation accruals and will be eligible to participate in all other County benefit packages as a new County employee (first year).

Any past or current liabilities or obligations between the volunteer corporation and the volunteer corporation employee shall remain the sole responsibility of the volunteer corporation. As the transition of a volunteer EMS company's career staff occurs, the County will no longer provide that company with an EMS staffing subsidy or a health insurance reimbursement, and the County shall be entitled to 80% of net EMS billing revenue of that company.

The County will also begin preparations to transition EMS billing into an EMS billing program within County Government. As the volunteer EMS corporations' career EMS staff transition to County employment, the County and the transitioning EMS Company will also begin the process of transitioning their EMS billing into the County's EMS billing program.

A specific MOU for use of the facility, apparatus and equipment that is owned by each of the volunteer corporations will be finalized and executed between the County and the individual volunteer corporation prior to the transition of any staff into County employment.

FISCAL IMPACT: \$717,960.68 (first two companies, 1 HR Technician, 1 EMS Billing Specialist)

CONCURRENCES: Director of Emergency Services, Chief Financial Officer, County Administrator, WCVFRA President, Dale Fishack

ALTERNATIVES: N/A

ATTACHMENTS: None



Agenda Report Form

Open Session Item

SUBJECT: Proclamation for Purchasing Month

PRESENTATION DATE: March 21, 2023

PRESENTATION BY: Board of County Commissioner of Washington County to Washington County Purchasing Department

RECOMMENDED MOTION: N/A

REPORT-IN-BRIEF: Proclamation Presentation

WHEREAS, the purchasing and materials management profession has a significant role in the quality, efficiency, and profitability of business and government throughout Washington County and the State of Maryland; and

WHEREAS, in addition to the purchasing of goods and services, the purchasing and materials management professionals engage in, or have direct responsibility for functions such as executing, implementing, and administering contracts, developing forecast and procurement strategies, supervising and/or monitoring the flow and storage of materials, and developing working relationships with suppliers and other departments within organizations; and

WHEREAS, purchasing professionals make important contributions to assure the efficient use of taxpayer dollars by providing cost-effective service while maintaining the highest standards.

NOW THEREFORE, we, the Board of County Commissioners of Washington County, Maryland, hereby proclaim the month of March, 2023 as “Purchasing Month”. We ask the citizens of Washington County to join us in this time to celebrate the role of the public procurement profession and to acknowledge an elite group of professionals that have made a difference in governmental efficiency and effectiveness.



Agenda Report Form

Open Session Item

SUBJECT: Annual Presentation by Hagerstown Community College President and Board of Trustees to the Washington County Commissioners and Staff

PRESENTATION DATE: March 21, 2023

PRESENTATION BY: Dr. James Klauber, President, Hagerstown Community College

RECOMMENDED MOTION: None at this time

REPORT-IN-BRIEF: State of HCC and budget presentation

DISCUSSION: Dr. Klauber and the HCC Board of Trustees will brief the Commissioners and staff on the changes at HCC over the year, along with a budget and tuition forecast.

FISCAL IMPACT: Capital increases of \$1.86M to ten-year bonding plan. Operational increase of 2% for FY24 or \$201,000.

CONCURRENCES: None

ALTERNATIVES: None

ATTACHMENTS: None

AUDIO/VISUAL NEEDS: Dr. Klauber will present with a Powerpoint.

Washington County, Maryland
General Fund
Department 90040 - Hagerstown Community College
FY24 Expenses

	2024 Operating Budget Requested	Adjustment	2024 Operating Budget Proposed	\$ Change	% Change	2023 Operating Budget Approved	2022 Actuals Final	2021 Actuals Final
502000 - Appropriations	10,236,290	0	10,236,290	201,000	2.00%	10,035,290	10,035,290	10,035,290
Operating Expenses	10,236,290	0	10,236,290	201,000	2.00%	10,035,290	10,035,290	10,035,290
Total	10,236,290	0	10,236,290	201,000	2.00%	10,035,290	10,035,290	10,035,290

Washington County, Maryland
General Fund
Department 90040 - Hagerstown Community College
FY24 Expenses

**2024
Variance
Comments
Proposed**

**2024
Variance
Comments
Requested**

**2024
Operating
Budget
Proposed**

**2024
Operating
Budget
Requested**

502000 - Appropriations

10,236,290

10,236,290

Increase primarily due to increases in pay for staff and tuition discounts/scholarships.



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 Hagerstown Community College (HCC) Contact Person: Heike Soeffker-Culicerto

Address: 11400 Robinwood Drive Telephone: (240) 500-2235

City Hagerstown State MD Zip Code 21742

E-mail: hiseoffker-culicerto@hagerstowncc.edu Fax: (301) 733-7852

Summary of Funding Request

Program Name	Total Budget					County Funding Request			
	Prior	Current	Proposed	%		Prior	Current	Proposed	%
General Fund Operating Budget	\$ 34,963,772	\$ 36,021,177	\$ 37,837,321	5.0%	Form 2	\$ 10,035,290	\$ 10,035,290	\$ 10,236,290	2.0%
	\$ -	\$ -	\$ -	0%	Form 3	\$ -	\$ -	\$ -	0%
	\$ -	\$ -	\$ -	0%	Form 4	\$ -	\$ -	\$ -	0%
	\$ -	\$ -	\$ -	0%	Form 5	\$ -	\$ -	\$ -	0%
	\$ -	\$ -	\$ -	0%	Form 6	\$ -	\$ -	\$ -	0%
	\$ -	\$ -	\$ -	0%	Form 7	\$ -	\$ -	\$ -	0%
Total	\$ 34,963,772	\$ 36,021,177	\$ 37,837,321	5.0%		\$ 10,035,290	\$ 10,035,290	\$ 10,236,290	2.0%

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.

Dr. Heike Soeffker-Culicerto

Applicant's Signature

Date

1/6/2023

Washington County, Maryland
Outside Agency Funding Request

Program Budget

Organization Name: Hagerstown Community College (HCC) Funding Request: \$ 10,236,290

Program Name: General Fund Operating Budget # Clients Served: 30,128

Program Description: HCC ensures equitable access to affordable, high-quality educational programs, while fostering workforce development and cultural vitality in the region.

Expenditures	Total Program Cost			Budget Justification (Explain and justify each proposed budget line item for which an increase or decrease appears.)
	Prior Year Actual (FY2022)	Current Year Budget (FY2023)	Requested Year Budget (round nearest \$10)	
Personnel Costs:				
Wages	18,474,363	19,900,000	20,696,000	Increase for faculty and staff
Fringe Benefits	4,121,049	4,500,000	4,750,000	
Payroll Taxes	1,367,670	1,522,350	1,583,244	Employer's share of social security and Medicare
Total	\$ 23,963,082	\$ 25,922,350	\$ 27,029,244	
Operating Costs:				
Audit & Legal Fees				Note: moved to contract services
Minor Construction	116,733	300,000	300,000	
Contract Services	3,398,796	5,028,527	5,028,527	
Consultants				Note: moved to contract services
Equipment Maintenance				
Equipment/Lease				
Fuel/Oil				
Hardware/Software				
Insurance	453,595	550,000	550,000	
Interest Cost				
Supplies & Materials	1,296,471	1,675,614	1,675,614	
Phone	211,085	305,000	305,000	
Rent Expense				
Utilities	895,132	850,000	850,000	
Vehicle Maintenance				
Other (detail below):				
1. Contingency - General	3,549,616	465,936	465,936	
2. Tuition Disc/Scholarships	431,729	423,750	800,000	
3. PD & Memberships	210,768	300,000	300,000	
4. Advertising	331,473	-	333,000	
5.		-		
Total	\$ 10,895,398	\$ 9,898,827	\$ 10,608,077	
Capital				
Equipment Purchases	105,292	200,000	200,000	
Hardware Purchases				
Other Capital Purchases				
Total	\$ 105,292	\$ 200,000	\$ 200,000	
Grand Total \$ 34,963,772 \$ 36,021,177 \$ 37,837,321				

Washington County, Maryland
Outside Agency Funding Request

Program Revenue

Organization Name: Hagerstown Community College (HCC) Funding Request: \$ 10,236,290

Program Name: General Fund Operating Budget # Clients Served: 30128

Program Description: HCC ensures equitable access to affordable, high-quality educational programs, while fostering workforce development and cultural vitality in the region.

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	10,035,290	10,035,290	\$ 10,236,290	Requested
County - Gaming				
County - Community Funding				
County - other (list):				
1.				
2.				
3.				
Federal				
State	11,357,531	13,959,737	13,959,737	
Contributions and bequests				
Municipal - other (detail):				
1.				
2.				
3.				
Total	\$ 21,392,821	\$ 23,995,027	\$ 24,196,027	
Operating Income:				
Fundraising				
Fees				
Other:				
1. Student Tuition and Fees	13,933,125	11,865,200	13,091,294	
2. Miscellaneous	3,774,379	140,950	300,000	Prior Year Actual \$1,699,970 for HEERF Lost Revenue Recovery and
3.				
4.				
5.				
Total	\$ 17,707,504	\$ 12,006,150	\$ 13,391,294	
Other:				
Sale of Equipment				
Investment Income	26,919	20,000	250,000	
Loan Proceeds				
Total	\$ 26,919	\$ 20,000	\$ 250,000	
Grand Total	\$ 39,127,244	\$ 36,021,177	\$ 37,837,321	



Agenda Report Form

Open Session Item

SUBJECT: Contract Award under PUR-1450 - Airport Capital Improvement Project Design/Bidding Proposals

PRESENTATION DATE: March 21, 2023

PRESENTATION BY: Neil Doran, Airport Director, Andrew Eshleman, Director of Public Works

RECOMMENDED MOTION(S): Move to award the contracts for design/bid services of the Runway 09-27 lighting project totaling \$107,180 and the Taxiway C Object Free Area totaling \$58,560 with Airport Design Consultants, Inc (ADCI).

REPORT-IN-BRIEF: The Airport and its engineers/consultants at ADCI have identified two needed airfield projects. In order to successfully compete for the available grant funding, airports need to mature the projects using their own money through the design and bid stage. With “bids in hand” HGR can then apply for FAA funding that will allow for reimbursement of these design costs along with the construction phase. Payment of purchase orders will involve the use of airport fund monies “fronted” for later anticipated reimbursement under one or more future Federal Aviation Administration (FAA) grant agreements. The projects have been initially identified by FAA for funding under the Bipartisan Infrastructure Law (BIL) fund and the money is available, however, the airport desires to proceed with advancing the project to “shovel ready” now to make a discretionary grant request that could allow the airport to save its BIL funds for other upcoming projects.

DISCUSSION: The projects are identified in the County’s Capital Improvement Plan. TWY C OFA project was described in the Capital Improvement Plan – Airport Infrastructure Grant RUN020, while Runway 09-27 was identified as a project for future funding. The FY24 budget proposes moving the Runway 09-27 project funding to the current year at which time expenses from the Airport Infrastructure Grant RUN020 account for the project will be transferred for accounting purposes. The airport is in the second of a five year period to use the BIL funds and time is of the essence for the Airport to proceed with advancing capital projects in a manner that allows for making discretionary grant requests beyond the traditional entitlement Airport Improvement and BIL funding programs.

In a letter dated 12/15/2022 from Kyle Allison of the FAA’s Washington Airports District Office, the FAA expresses an “optimism” in our ability to compete favorably for AIP funding for an identified list of projects that included both the TWY C OFA and RWY 09-27 Lighting.

FISCAL IMPACT:

- \$ 58,560 for design/bidding services for TWY C OFA.
- \$107,180 for design/bidding services for RWY 09-27 Lighting & Signage Project.

CONCURRENCES: Budget and Finance

ALTERNATIVES: N/A

ATTACHMENTS: ADCI proposal for Airfield Lighting, ADCI proposal for TWY C OFA, Letter from FAA – Mr. Allison.

AUDIO/VISUAL TO BE USED: N/A



U. S. Department
of Transportation
Federal Aviation
Administration

WASHINGTON AIRPORTS DISTRICT OFFICE
13873 Park Center Road, Suite 490S
Herndon, Virginia 20171
Telephone: 703/487-3980
Fax: 703/487-3982

December 15, 2022

Email Only

Mr. Neil Doran
Airport Director
Hagerstown Regional Airport
18434 Showalter Road
Hagerstown, MD 21742

Re: Hagerstown Regional Airport
Capital Improvement Program (CIP)
Fiscal Years (FY) 2023-2028

Dear Mr. Doran:

At the start of each FY, the Federal Aviation Administration (FAA) begins the process of updating its Airports Capital Improvement Program (ACIP). Our new Fiscal Year began October 1, 2022, we will begin working with you to update your proposed CIP for FY 2024 through FY 2028.

Based on the information you submitted last year, we have attached a list of projects that we are optimistic could compete favorably for AIP funding. AIP funds are subject to annual Congressional appropriation and the attached list is not an FAA commitment of funding for the identified projects. The list is intended to provide you with information for planning purposes so that you can be prepared should funds be available.

In order to ensure your CIP reflects realistic development requests for your airport, we ask that you review the attached and provide updates as follows.

Federal Fiscal Year 2023 Projects (current year)

- The FAA expects extremely limited to no changes to projects proposed in the current fiscal year.
- Airport sponsors should be taking steps to get these projects under grant in FY 2023 in accordance with the attached schedule.
- For projects competing for AIP funding above the available sponsor entitlements, changes will be limited to project deletions or reasonable updates to project cost estimates.
- For projects planned for sponsor entitlement funds only, in addition to deletions and cost updates, project changes/substitutions may be accepted provided all federal application requirements can be met, i.e. environmental, airspace, airport layout plan (ALP) updates, application requirements, etc.
- If any projects are planned for FY 2023 using airport allocated funds (AIG) from the Bipartisan Infrastructure Law (BIL), please notify the ADO as soon as possible.

- Please be mindful of any Planning, NEPA and/or Section 163 analysis that may be required, which will add to the AIP grant processing time so please plan accordingly.
- Based on anticipated entitlements and funds carried over from past years, your airport will have approximately the following available amounts:
 - \$2,702,000 in AIP entitlements available in FY 2023.
 - \$2,037,520 in BIL AIG available in FY 2023.
- Sponsors must indicate intent to use entitlements by mid-February 2023 and submit applications for entitlements based on bids or negotiated agreements by mid-April 2023 (Date subject to change).

Federal Fiscal Year 2024 through 2028 Projects (future years)

- Please review the draft CIP along with your Airport Master Plan, state and local funding plans, and your overall development plans.
- Provide any necessary comments, revisions or changes to the projects shown for FY 2024 through FY 2028.
- Be sure to include proposed use of BIL AIG funds in your CIP.
- Any new projects added, should be accompanied by the following information:
 - CIP data sheet for each project including:
 - Description
 - Justification
 - Cost Estimate
 - A sketch of the project referencing the ALP
 - Updates to ALP (if necessary)
 - Airspace Status/Requests (if necessary)
- For any revisions or updates, you must submit revised documents as necessary so that we have the most current information on file.
- Attached, you will find a list of dates to help guide the process and to ensure we receive the information in a timely manner.
- Include any projects you anticipate submitting for under the annual Notice of Funding Opportunity (NOFO) for BIL Airport Terminal Program (ATP) funding. Keep in mind this is not the application for funding consideration and you will still need to comply with any NOFO and its specific requirements. Adding to your CIP will give the ADO the opportunity to provide feedback regarding project formulation requirements and other considerations.

Additional comments specific to your airport:

- Please continue to coordinate your intentions for use of your BIL AIG funds in FY 2023. You will need to finalize coordination of planning, environmental, scope of work, and professional services agreement to move forward with federal grants.
- Please continue to coordinate the land acquisition with the ADO to maintain eligibility for future federal reimbursement. You will need settlement agreements or signed purchase options prior to the processing of a federal reimbursement grant.

If you have any questions or wish to meet with us to discuss your CIP, please call me at 703-487-3975.

Sincerely,

**KYLE F
ALLISON**

Digitally signed by KYLE

F ALLISON

Date: 2022.12.15

09:17:48 -05'00'

Kyle F. Allison, P.E.

Washington Airports District Office

Enclosures: Draft CIP (not for reproduction or distribution)
CIP Development Deadlines

cc: MAA w/copy of CIP (via email)

CIP – HGR

Note: The following list of projects are competing for AIP funding at the identified level. AIP funds are subject to annual Congressional appropriation and the attached list is not an FAA commitment of funding for the identified projects. The list is intended to provide you with information for planning purposes so that you can be prepared should funds be available.

2023

Rehabilitate Taxiway F – Construction	NPR = 74, Phase 2 of 2 \$5,344,506
Rehabilitate Taxiway F Lighting – Construction Medium Intensity Edge Lights	NPR = 74, Phase 2 of 2 \$448,000
Rehabilitate Taxiway P – Design/Construction BIL AIG	NPR = 74 \$1,244,400
Reconstruct Runway 9/27 Lighting Design/Construction – BIL AIG	NPR = 74 \$746,000

2024

Acquire Land for Development – RVZ and ROFA (Parcel F8, 3.5 Acres)	NPR = 60 \$2,700,000
Rehabilitate Taxiway C OFA Design/Construction (Phase 1) – BIL AIG	NPR = 74, Phase 1 of 2 \$265,000
Rehabilitate Taxiway C OFA Design/Construction (Phase 2) – BIL AIG	NPR = 74, Phase 2 of 2 \$249,000
Rehabilitate Runway 2/20 - Design BIL AIG	NPR = 79, Phase 1 of 2 \$324,000

2025

Rehabilitate Runway 2/20 - Construction	NPR = 79, Phase 2 of 2 \$3,150,000
Rehabilitate Terminal Apron Design/Construction – BIL AIG	NPR = 67 \$424,500
Rehabilitate Taxiway A - Design BIL AIG	NPR = 74, Phase 1 of 2 \$337,500
Rehabilitate Taxiway H - Design BIL AIG	NPR = 74, Phase 1 of 2 \$69,400

**Taxiway C OFA Rehabilitation
Hagerstown Regional Airport – Richard A. Henson Field
Design and Bid Phase Services**

Multipliers	
Overhead:	148.54%
Profit:	12.00%

Firm Name: **Airport Design Consultants, Inc.**
Date Prepared: February 22, 2023
Total Budget Amount: \$58,560

Work Classification:	Senior Project Manager	Senior Engineer	Project Engineer	Design Engineer	Senior Inspector	CAD Designer	Total Hours by Task	Total Labor Cost	Total Direct Expenses
Direct labor cost:	\$ 95.00	\$ 85.00	\$ 50.00	\$ 35.00	\$ 60.00	\$ 35.00			
Project Management									
Proposal Preparation	1						1	\$ 95	
Environmental Coordination (Documented CATX)	1			3			4	\$ 200	
Prepare and Submit 7460s for Temporary Construction Objects to FAA for Review and Determination (2)				1		2	3	\$ 105	
Project Administration	2						2	\$ 190	
FAA/State Pay Requests (6)	3						3	\$ 285	
Prepare Grant Application (1)	1						1	\$ 95	
Requests for Reimbursements (3)	2						2	\$ 190	
QA/QC Review of Submittals (3)	6						6	\$ 570	
Preliminary Design									
Project Kick-off Meeting (1)	1			4			5	\$ 235	
Record Document Collection and Review				4			4	\$ 140	
Coordinate Field Topographic Surveys and Geotech Work				1			1	\$ 35	
Obtain Survey and Set Up CAD Base Files				4		6	10	\$ 350	
Pavement Design				2			2	\$ 70	
Design Review Meeting (1)	1			3			4	\$ 200	
30% Submittal									
TITLE SHEET				1		1	2	\$ 70	
GENERAL PROJECT LAYOUT				1		2	3	\$ 105	
GENERAL CONSTRUCTION AND SAFETY NOTES				4		4	8	\$ 280	
CONSTRUCTION SAFETY AND PHASING PLANS (2)				8		16	24	\$ 840	
CONSTRUCTION PHASING DETAILS AND NOTES (2)				5		10	15	\$ 525	
DEMOLITION PLANS (2)				8		16	24	\$ 840	
PAVING AND GEOMETRY PLANS (2)				8		16	24	\$ 840	
TYPICAL SECTIONS AND PAVING DETAILS (1)				4		8	12	\$ 420	
TAXIWAY PROFILES (2)				8		16	24	\$ 840	
GRADING AND DRAINAGE PLANS (2)				8		20	28	\$ 980	
PAVEMENT MARKING PLAN				2		4	6	\$ 210	
PAVEMENT MARKING DETAILS				4		4	8	\$ 280	
BORING LOCATION PLAN AND LOGS				4		2	6	\$ 210	
Design Report (including construction schedule)	2			8		4	14	\$ 610	
Preliminary Engineer's Opinion of Probable Cost (EOPC)	1			4			5	\$ 235	
Submit 30% Documents - 5 Sets (Electronic Only)				4		4	8	\$ 280	

**Taxiway C OFA Rehabilitation
Hagerstown Regional Airport – Richard A. Henson Field
Design and Bid Phase Services**

Multipliers	
Overhead:	148.54%
Profit:	12.00%

Firm Name: **Airport Design Consultants, Inc.**

Date Prepared: February 22, 2023

Total Budget Amount: \$58,560

	Senior Project Manager	Senior Engineer	Project Engineer	Design Engineer	Senior Inspector	CAD Designer	Total Hours by Task	Total Labor Cost	Total Direct Expenses
Work Classification:									
Direct labor cost:	\$ 95.00	\$ 85.00	\$ 50.00	\$ 35.00	\$ 60.00	\$ 35.00			
Final Design - 90% Submittal									
TITLE SHEET						2	2	\$ 70	
GENERAL PROJECT LAYOUT				1		2	3	\$ 105	
SURVEY CONTROL PLAN				1		2	3	\$ 105	
GENERAL CONSTRUCTION AND SAFETY NOTES				1		1	2	\$ 70	
CONSTRUCTION SAFETY AND PHASING PLANS (2)				4		10	14	\$ 490	
CONSTRUCTION PHASING DETAILS AND NOTES (2)				2		4	6	\$ 210	
DEMOLITION PLANS (2)				4		5	9	\$ 315	
PAVING AND GEOMETRY PLANS (2)				4		10	14	\$ 490	
TYPICAL SECTIONS AND PAVING DETAILS (2)				4		10	14	\$ 490	
TAXIWAY PROFILES (2)				2		4	6	\$ 210	
GRADING AND DRAINAGE PLANS (2)				4		10	14	\$ 490	
PAVEMENT MARKING PLAN				2		1	3	\$ 105	
PAVEMENT MARKING DETAILS				1		1	2	\$ 70	
Technical Specifications		2					2	\$ 190	
Final Engineer's Opinion of Probable Cost (EOPC)		1		2			3	\$ 165	
Design Report		1		2		2	5	\$ 235	
Design Review Meeting (1)		1		2			3	\$ 165	
Submit 90% Documents - 5 Sets (Electronic Only)				2		5	7	\$ 245	

**Taxiway C OFA Rehabilitation
Hagerstown Regional Airport – Richard A. Henson Field
Design and Bid Phase Services**

Multipliers	
Overhead:	148.54%
Profit:	12.00%

Firm Name: **Airport Design Consultants, Inc.**
Date Prepared: February 22, 2023
Total Budget Amount: \$58,560

Work Classification:	Senior Project Manager	Senior Engineer	Project Engineer	Design Engineer	Senior Inspector	CAD Designer	Total Hours by Task	Total Labor Cost	Total Direct Expenses
Direct labor cost:	\$ 95.00	\$ 85.00	\$ 50.00	\$ 35.00	\$ 60.00	\$ 35.00			
Final Design - 100% Submittal/Bid Documents									
100% Drawings									
Incorporate County, HGR, MAA and FAA - WADO Comments and Update Drawings				4		4	8	\$ 280	
Design Review Meeting (1)	3						3	\$ 285	
Submit 100%/Bid Documents - 5 Sets						4	4	\$ 140	\$ 500
Bid Phase Services									
Bid Document Distribution				1		3	4	\$ 140	
Pre-Bid Meeting (1)	1			2			3	\$ 165	
Bid Addendum(s) (1)	1			2		2	5	\$ 235	
Attend the Bid Opening (1), Prepare Bid Tabulation and Recommend Award				2			2	\$ 70	
Prepare bid tabulation and analyze bids	1			2			3	\$ 165	
Prepare recommendation for contract award	1						1	\$ 95	
Prepare conformed drawings - 3 Sets				1		4	5	\$ 175	\$ 300
Subcontracted Services									
Triad Engineering, Inc. – Field Topographic Survey								\$ 4,500	
Triad Engineering, Inc. - Geotechnical Investigations								\$ 7,900	
Total - Subcontracted Services:								\$12,400	
							Total Labor:	\$ 16,295	
							Overhead Cost (148.54%):	\$ 24,205	
							Subtotal:	\$ 40,500	
							Fixed Fee (12%):	\$ 4,860	
							Total with Overhead and Fixed Fee:	\$ 45,360	
							Total Direct Expenses:	\$ 800	
							Total - Subcontracted Services:	\$ 12,400	
							Grand Total (Lump Sum (LS)):	\$ 58,560	

Runway 9-27 Lighting and Signage Replacement
Hagerstown Regional Airport
Design and Bid Phase Services

Multipliers	
Overhead:	148.54%
Profit:	12.00%

Firm Name: **Airport Design Consultants, Inc.**
Date Prepared: January 16, 2023
Total Budget Amount: \$107,180

Work Classification:	Project Manager	Senior Engineer	Project Engineer	Design Engineer	CAD Designer	Total Hours by Task	Total Loaded Labor Cost	Total Direct Expenses
Direct labor cost:	\$ 95.00	\$ 85.00	\$ 45.00	\$ 40.00	\$ 35.00			

Project Management

Proposal Preparation		2				2	\$	170
Design Review Meetings (3)		3	3			6	\$	390
QA/QC Review of Submittals (3)		6				6	\$	510

Preliminary Design

Project Initiation and Coordination with HGR, ATCT, MAA and FAA	2	2	4			8	\$	540
Project Kick-off Meeting		2	2	2		6	\$	340
Conduct Site Visit		4	8	16	16	44	\$	1,900
Record Document Collection and Review				4	4	8	\$	300

30% Submittal

Title Sheet				2	2	4	\$	150
General Project Layout		2	2	2	4	10	\$	480
Construction Safety and Phasing Plans	2	4	10	20	20	56	\$	2,480
Electrical Demolition Plans	2	8	8	10	20	48	\$	2,330
Electrical New Work Plans	2	10	10	20	40	82	\$	3,690
Ductbank Plan		4	8	10	12	34	\$	1,520
Airfield Signage Plans	2	8	10	20	40	80	\$	3,520
Sign Schedule		2	2	8	8	20	\$	860
Electrical Details (4)	2	8	8	20	40	78	\$	3,430
Specifications	2	8	20	10		40	\$	2,170
Design Report (including construction schedule)	2	4	4	8	8	26	\$	1,310
Construction Cost Estimate	2	2	2			6	\$	450

90% Submittal

Incorporate HGR, ATCT, MAA and FAA Comments	4	12	20	40	40	116	\$	5,300
Prepare and Submit Construction Safety and Phasing Plans (CSPP) to FAA	2	4	4			10	\$	710

Runway 9-27 Lighting and Signage Replacement
Hagerstown Regional Airport
Design and Bid Phase Services

Multipliers	
Overhead:	148.54%
Profit:	12.00%

Firm Name: **Airport Design Consultants, Inc.**
Date Prepared: January 16, 2023
Total Budget Amount: \$107,180

Work Classification:	Project Manager	Senior Engineer	Project Engineer	Design Engineer	CAD Designer	Total Hours by Task	Total Loaded Labor Cost	Total Direct Expenses
Direct labor cost:	\$ 95.00	\$ 85.00	\$ 45.00	\$ 40.00	\$ 35.00			
100% Submittal								
Incorporate HGR, ATCT, MAA and FAA Comments	4	10	10	20	10	54	\$ 2,830	
Submit 100%/Bid Documents (6 Sets)		2	2		4	8	\$ 400	\$ 600
Bid Phase Services								
Prepare for, Conduct, and Prepare Minutes from the Pre-bid Meeting		2	2			4	\$ 260	
Prepare Response to Bidders Questions and Addenda as Appropriate	2	2	2			6	\$ 450	
Attend the Bid Opening		2				2	\$ 170	
Prepare Bid Tabulation and Analyze Bids	1	1	2			4	\$ 270	
Prepare Recommendation for Contract Award	1	1				2	\$ 180	
Prepare Conformed Drawings and Provide (3) Sets			2	2	4	8	\$ 310	\$ 300
Grant Administration								
Prepare Grant Application	4					4	\$ 380	
Requests for Reimbursements	4					4	\$ 380	
	40	115	145	214	272	786		
						Total Labor:	\$ 38,180	
						Overhead Cost (148.54%):	\$ 56,713	
						Subtotal:	\$ 94,893	
						Fixed Fee (12%):	\$ 11,387	
						Total with Overhead and Fixed Fee:	\$ 106,280	
						Total Direct Expenses:	\$ 900	
						Grand Total (Cost-Plus-A-Fixed-Fee (Not-To-Exceed (NTE)):	\$ 107,180	



Agenda Report Form

Open Session Item

SUBJECT: Bid Award (PUR-1594) – Liquid Roof Coating System at the Hagerstown Regional Airport.

PRESENTATION DATE: March 21, 2023

PRESENTATION BY: Brandi Naugle, CPPB, Buyer, Purchasing Department and Neil Doran, Director of Hagerstown Regional Airport.

RECOMMENDED MOTION: Move to award the contract for the Liquid Roof Coating System at the Hagerstown Regional Airport to the responsive, responsible bidder, Nexxus Coatings Inc., of Fredericksburg, VA for the total sum price of \$60,291.60 and contingent upon the approval of the Budget Transfer Request of \$36,600 from the Airport operating fund balance, account 502000-45-45010 to the Airport CIP project account 59999-35-45010-BLD088. This award is also contingent upon the vendor registering with Maryland Department of Assessments and Taxation.

REPORT-IN-BRIEF: On January 18, 2023, the County issued an Invitation to Bid (ITB) for the subject services. The bid was advertised in the local newspaper, listed on the State's *Maryland Marketplace* website and on the County's website. Thirty-Four (34) persons/companies registered and downloaded the bid document on-line. Six (6) bids were received as indicated on the bid tabulation matrix; two of which were deemed non-responsive.

These services will provide the application of a liquid roof coating system on an existing 135' x 130' metal roof over an aircraft maintenance hangar facility (Hangar No. 21) located at 18335 Air Park Road, Hagerstown, MD.

DISCUSSION: N/A

FISCAL IMPACT: Funding in the amount of \$79,390 will be available in the department's Capital Improvement Plan (CIP) account 59999-35-45010-BLD088 to cover the cost of the project.

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: Bid Tabulation Matrix

AUDIO/VISUAL NEEDS: N/A

PUR-1594

**LIQUID ROOF COATING SYSTEM
AT HAGERSTOWN REGIONAL AIRPORT
(Hanger No. 21)**

	Bonded Applicators Inc. Waynesboro, PA	Jake's Roof Restorations DBA Jakulie LLC Greencastle, PA	Nexus Coatings Inc. Fredericksburg, VA
TOTAL SUM: Liquid Roof Coating System	\$96,509	\$58,795.22	\$57,975
Manufacturer's Fifteen (15) Year Labor and Material Warranty	\$4,250	\$69,718.40*	\$2,316.60

	Ruff Roofing and Sheet Metal Inc. Baltimore, MD	Tecta America East LLC Jessup, MD	Vertex Roofing Contractors Inc. Manassas, VA
TOTAL SUM: Liquid Roof Coating System	\$181,850	\$53,054	\$180,456
Manufacturer's Fifteen (15) Year Labor and Material Warranty	\$3,980	\$65,517*	\$1,820

Remarks/Exceptions:

Jake's Roof Restorations DBA Jakulie LLC

*The Manufacturer's Fifteen (15) Year Labor and Material Warranty includes the Total Sum for Liquid Roof Coating System.

Nexus Coatings Inc.

Nexus Coatings is a VA-Class A contractor, building, commercial, residential, coatings designations whose primary business is commercial fluid applied roof coatings. The proposed product is Sherwin Williams/Uniflex Acrylic Coating System utilizing Uniflex One Flash Mastic on all seams & penetrations.

Tecta America East LLC

Manufacturer's warranty extends from 10 years to 15 years with additional product installed (1.5 Gallon/SQ = 10-year warranty, 2.0 Gallon/SQ = 15 year warranty).

*The Manufacturer's Fifteen (15) Year Labor and Material Warranty includes the Total Sum for Liquid Roof Coating System.



Agenda Report Form

Public Packet

Open Session Item

SUBJECT: Contract Award (PUR-1598) Independent Auditing Services

PRESENTATION DATE: March 28, 2023

PRESENTATION BY: Brandi Naugle, CPPB, Buyer, Purchasing Department; Kim Edlund, Deputy Director of Budget & Finance, Operations and Budget

RECOMMENDED MOTION: Move to award the contract for Independent Auditing Services to the responsive, responsible proposer, with the lowest total lump sum for Fiscal Years 2023 thru 2027.

REPORT-IN-BRIEF: These services are required by the State of Maryland's audit requirements enumerated in Article 19, Section 19, Section 40 of the Maryland Annotated Code. The Request for Proposal (RFP) was also advertised on the Washington County web site, the State's "*eMaryland Marketplace Advantage*" web site, and in the local newspaper. There were thirteen (13) on-line registrations of the RFP document from the County's web site. Proposals were received from two (2) firms consisting of Qualifications and Experience/Technical Proposals (Q&E) and Price Proposals. The Q&Es of both firms were evaluated, and both were considered to be qualified, experienced, and responsive. Excellent results were obtained from reference checks on the recommended firm. Each of the firms considered provided a lump sum contract price for each Fiscal Year Audit as indicated on the attached cost proposal sheet.

The Coordinating Committee was comprised of the following members: County Buyer, Director of Budget & Finance (Committee Chairperson), Deputy Director of Budget & Finance, Chief Financial Officer and County Administrator. The contract term is for a one (1) year period with an option by the County to renew for up to four (4) additional consecutive one (1) year periods. The County reserves the right to accept or reject any request for renewal.

DISCUSSION: N/A

FISCAL IMPACT: The FY24 budget includes \$83,914.00 for audit fees as follows: \$80,000.00 - General Fund Independent Auditing and County Department; \$2,800.00 - Inmate Welfare Fund; \$564.00 - Black Rock Golf Course Fund; and \$550.00 - Agricultural Educational Center Fund.

CONCURRENCES: As recommended by the Coordinating Committee named above.

ALTERNATIVES: N/A

ATTACHMENTS: N/A



Agenda Report Form

Open Session Item

SUBJECT: Fiscal Year 2024 Annual Transit Plan (ATP) Application – Approval to Submit Application and Accept Awarded Funding

PRESENTATION DATE: March 21, 2023

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

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

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

The fiscal year 2024 application requests \$1,671,287 in Federal and State funds from the Federal Transit Administration (FTA) and MDOT/MTA to subsidize the transit system.

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

FISCAL IMPACT: Local match is required to secure the Federal and State grant funds. The local match requirement associated with the fiscal year 2024 application is as follows:

5307 Operating Grant (General Funds)	\$681,684.00
5307 Capital Grant (General Funds)	\$ 34,000.00
SSTAP Grant:	<u>\$ 48,972.00</u>
Total:	\$764,656.00

CONCURRENCES: Susan Buchanan Director, Office of Grant Management

ALTERNATIVES: If a decision is made not to submit application for the funds and/or provide the local match requirements, the County would become ineligible for the Federal and State subsidy of funds in fiscal year 2024.

ATTACHMENTS: County Attorney has grant application in his possession.

AUDIO/VISUAL NEEDS: N/A



Agenda Report Form

Open Session Item

SUBJECT: FY24 School Based Health Center Grant – Approval to Submit Application and Accept Awarded Funding

PRESENTATION DATE: March 21, 2023

PRESENTATION BY: Nicole Phillips, Grant Manager, Office of Grant Management

RECOMMENDED MOTION: Move to approve the submission of the grant application for the FY24 School Based Health Center Grant Program to the Maryland State Department of Health in the amount of \$254,194 and accept awarded funding.

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

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

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

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

ALTERNATIVES: Deny approval for submission of this request

ATTACHMENTS: N/A

AUDIO/VISUAL NEEDS: N/A



Agenda Report Form

Open Session Item

SUBJECT: Office of Problem Solving Courts Discretionary Grant Application Submittal

PRESENTATION DATE: March 21, 2023

PRESENTATION BY: Kristin Grossnickle, Court Administrator, Circuit Court for Washington County and Nicole Phillips, Grant Manager, Office of Grant Management

RECOMMENDED MOTION: Move to approve the submittal of the FY24 Office of Problem Solving Court's Discretionary grant application requesting \$346,080.93 and accept funding as awarded.

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

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

FISCAL IMPACT: Provides \$346,080.93 for the Drug Court Program

CONCURRENCES: Susan Buchanan, Director, Office of Grant Management

ALTERNATIVES: Deny approval for submission of this request

ATTACHMENTS: N/A

AUDIO/VISUAL NEEDS: N/A



Agenda Report Form

Open Session Item

SUBJECT: County Surplus Nonprofit Grant Award Recommendations

PRESENTATION DATE: March 21, 2023

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

RECOMMENDED MOTION(S): Motion to approve the FY23 County Surplus Nonprofit Grant award recommendations and move forward with the disbursement of funds to awarded nonprofits.

REPORT-IN-BRIEF: The County Surplus Funding Committee is comprised of 5 members, individually appointed by each County Commissioner serving at the time of its formation on October 25, 2022. The Committee was charged with reviewing and evaluating County Surplus Funding Nonprofit Grant 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.

DISCUSSION: In January, the Committee received funding requests from 103 separate eligible 501c3 nonprofit organizations. The total amount of funding requested was \$6,740,987.59. The amount of funds available for distribution is \$1,831,447. 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. Factors considered by the Committee included community need, geographic and programmatic diversity, organizational performance and capacity, number of persons impacted, and sustainability. The recommendations presented today were made in accordance with guidelines established by the Board.

FISCAL IMPACT: An expenditure of \$1,831,447 from surplus funds set aside to assist nonprofits.

CONCURRENCES: Community Organization Funding Committee

ALTERNATIVES: The recommendations are subject to acceptance or adjustment by the Board of County Commissioners.

ATTACHMENTS: FY23 County Surplus Funding Nonprofit Funding Recommendations

AUDIO/VISUAL TO BE USED: N/A

FY23 County Surplus Funding Nonprofit Grant Committee Recommendations

Funds Available			Funds Remaining	Funding Recommended	
\$1,831,447.00			\$0.00	\$1,831,447.00	
RANK	SPA	ORGANIZATION	PROJECT NAME	REQUEST	RECOMMENDED
1	A/C	Potomac Playmakers	Addition of Metal Siding to Performing Arts Center	\$ 24,525.00	\$ 24,525.00
2	A/C	Hagerstown Aviation Museum	Museum Exhibit Planning & Design	\$ 100,000.00	\$ 42,115.00
3	A/C	Discovery Station	Update/Replace/Expand Aging Exhibits, Programming	\$ 87,784.00	\$ 35,000.00
4	A/C	Maryland Theatre Association, Inc.	Furniture and Curtain Project	\$ 11,501.00	\$ 5,000.00
5	A/C	Maryland Symphony Orchestra	Musician and Guest Artist Salaries	\$ 100,000.00	\$ 15,000.00
6	A/C	Save Historic Antietam Foundation	War Wounds House	\$ 100,000.00	\$ 20,000.00
7	A/C	Thomas Kennedy Center	TKC Interpretive Center	\$ 9,000.00	\$ -
8	A/C	Washington County Museum of Fine Arts	Security Improvements	\$ 11,424.00	\$ 5,000.00
9	A/C	Douglas G. Bast Museum of History & Preservation	Structural Repair of the Boonsboro Museum of History Annex	\$ 100,000.00	\$ 15,000.00
10	A/C	Camp Ritchie Museum	Camp Ritchie Rear Parking Lot	\$ 50,000.00	\$ 10,000.00
11	A/C	Washington County Arts Council	Salary for Part-Time Gallery Manager and Laptop	\$ 17,905.24	\$ 1,500.00
12	A/C	Forest Glen Commonwealth	Memorial Day: A Civil War Legacy Project	\$ 12,750.00	\$ -
13	A/C	Washington County Historical Society	Washington County at War	\$ 77,559.00	\$ -
14	A/C	National Road Heritage Foundation	National Road Museum/Boonsboro Welcome Center	\$ 89,511.00	\$ -
15	A/C	Doleman Black Heritage Museum	Project Administrator	\$ 260,475.00	\$ -
16	A/C	Building Confident Women Ministry	Group, Dance, Arts Project	\$ 77,000.00	\$ -
		Arts & Culture Total		\$ 1,129,434.24	\$ 173,140.00
1	DV	CASA, Inc.	Mulberry House HVAC & Water Heater	\$ 86,645.00	\$ 20,000.00
		Domestic Violence Program Total		\$ 86,645.00	\$ 20,000.00
1	F/C	Reach of Washington County	Capital & Operating Expenses for Client Assistance, Case	\$ 100,000.00	\$ 75,000.00
2	F/C	Boys and Girls Club of Washington County	Afterschool Support, Remediation, and Enrichment	\$ 50,000.00	\$ 50,000.00
3	F/C	Star Community	Keyless Entry and Fleet Management	\$ 70,308.40	\$ 46,624.00
4	F/C	The Women's Club Foundation	Auditorium Rebuild	\$ 100,000.00	\$ 50,000.00
5	F/C	Habitat for Humanity	Homeownership Program - Construction Costs	\$ 75,000.00	\$ 60,000.00
6	F/C	Cedar Ridge Children's Home and School	Wastewater Plant Replacement	\$ 100,000.00	\$ 75,000.00
7	F/C	Brooke's House	Counseling Center	\$ 79,200.00	\$ 20,000.00
8	F/C	Girls Inc. of Washington County	Upgrade Phone Lines, Replace Flooring, Tree Stump Removal,	\$ 100,000.00	\$ 21,400.00
9	F/C	The Mental Health Center of Western Maryland	Electronic Health Record (EHR) Migration	\$ 88,089.50	\$ -
10	F/C	United Way of Washington County, MD	Live United @ Work	\$ 100,000.00	\$ 25,000.00
11	F/C	Mount Hope Inc.	Van for Pantry and Furniture Warehouse	\$ 41,375.00	\$ 25,000.00
12	F/C	Washington County Community Action Council	County Medical Transportation Services	\$ 100,000.00	\$ 35,000.00
13	F/C	America's Hauling for Hope	Hope Food Box Delivery Truck	\$ 20,000.00	\$ 20,000.00
14	F/C	Four States Christian Missions dba The Hope Center	Hope Center Projects	\$ 100,000.00	\$ 15,000.00
15	F/C	Hagerstown Children's School Association	Scholarship and Expansion	\$ 100,000.00	\$ 20,000.00
16	F/C	The Arc Of Washington County	Hamaker Lane Bathroom Renovation	\$ 33,695.58	\$ 10,000.00
17	F/C	The Interfaith Service Coalition of Hancock, MD	Enhance Programming at Martha's House	\$ 24,550.00	\$ 24,550.00
18	F/C	Wells House, Inc.	Food Program Box Truck	\$ 39,900.00	\$ 25,000.00
19	F/C	Potomac Case Management Services	Behavioral Health Therapy Services	\$ 100,000.00	\$ 10,000.00

FY23 County Surplus Funding Nonprofit Grant Committee Recommendations

<u>Funds Available</u> \$1,831,447.00				<u>Funds Remaining</u> \$0.00	<u>Funding Recommended</u> \$1,831,447.00
RANK	SPA	ORGANIZATION	PROJECT NAME	REQUEST	RECOMMENDED
20	F/C	Hagerstown Goodwill Industries	Pathways to Health Careers	\$ 100,000.00	\$ 10,000.00
21	F/C	Ladders to Leaders	Moving Forward	\$ 46,900.00	\$ 5,000.00
22	F/C	APPLES for Children	Program & System Enhancements	\$ 87,924.00	\$ 10,000.00
23	F/C	Children In Need, Inc.	Client Monthly Visits / Extended Services	\$ 40,000.00	\$ 20,000.00
24	F/C	Brook Lane Health Services	Window Insert Installation	\$ 100,000.00	\$ 5,000.00
25	F/C	Hagerstown Neighborhood Development Partnership	Hagerstown Home Store	\$ 25,000.00	\$ 10,000.00
26	F/C	Children's Village	HVAC System Replacement	\$ 27,000.00	\$ 10,000.00
27	F/C	BEACON House, Inc.	530 North Locust Street Acquisition and Expansion	\$ 100,000.00	\$ -
28	F/C	Aspiring to Serve	Continued Renovation of 5th Floor of 140 W. Washington St.	\$ 100,000.00	\$ 5,000.00
29	F/C	San Mar Family & Community Services	Renovations for Outpatient Mental Health Services Building	\$ 100,000.00	\$ 10,000.00
30	F/C	Washington County Leadership Development Program	Hardware, Software, and Technology Upgrades	\$ 10,100.00	\$ -
31	F/C	Education Foundation of WCPS	Growing the Capacity of the Education Foundation of WCPS	\$ 100,000.00	\$ 10,000.00
32	F/C	OPTIMUS, Inc.	OPTIMUS Sober Living for Women	\$ 47,130.00	\$ -
33	F/C	Big Brothers Big Sisters of Washington County	Information, Referral, and Linkage Human Services	\$ 37,000.00	\$ -
34	F/C	Mental Health Assoc. of Frederick County (Child Care	Professional Development Institute for Family Childcare	\$ 12,100.00	\$ -
35	F/C	Brothers United Who Dare to Care	Speak Up Community Improvement Plan	\$ 71,500.00	\$ -
36	F/C	Jonathan Street Community Outreach Center	Project Administration	\$ 100,000.00	\$ -
Families/Children Total				\$ 2,526,772.48	\$ 702,574.00
1	R	Leitersburg Ruritan Community Center	Paving Project	\$ 85,000.00	\$ 50,000.00
2	R	C&O Canal Trust	Capacity Building - Software and Technology Improvements	\$ 75,000.00	\$ 25,000.00
3	R	Robert W. Johnson Community Center	Pool Renovation	\$ 100,000.00	\$ 75,000.00
4	R	Washington County Junior Football League	Football Equipment and Field Maintenance	\$ 30,000.00	\$ 10,000.00
5	R	Williamsport Band Boosters	Staffing, Judging, and Transportation for Students	\$ 29,500.00	\$ 5,000.00
6	R	Fort Ritchie Community Center	Fitness Equipment Upgrade	\$ 25,000.00	\$ 20,000.00
7	R	Hagerstown Youth Hockey Association	2023-2024 Season Start-up Costs	\$ 36,500.00	\$ 10,000.00
8	R	Halfway Little League	Marty Snook Park Facility Improvements	\$ 50,000.00	\$ 10,000.00
9	R	Williamsport High School Choral & Drama Boosters	Annual Spring Musical	\$ 12,740.00	\$ 5,000.00
10	R	Clear Spring Little League	New Fence	\$ 15,685.00	\$ 10,000.00
11	R	Alsatia Club Foundation	96th Annual Mummers Parade	\$ 10,000.00	\$ 10,000.00
12	R	Fierce Cheer	Spring Floor, Tumble Track, Landing Mat, & Security Deposit	\$ 34,495.00	\$ 10,000.00
13	R	Boonsboro Senior High School Band Boosters	Boonsboro South High Winter Percussion Ensemble	\$ 5,131.00	\$ 5,000.00
14	R	Band Boosters of Smithsburg Area Schools	SMS Band Hershey Festival Performance	\$ 5,100.00	\$ 5,000.00
15	R	Federal Little League of Hagerstown	Lights	\$ 5,000.00	\$ 5,000.00
16	R	Shepherd's Spring	Local to Global Experiential Learning Program	\$ 100,000.00	\$ -
17	R	Maugansville Little League	Pavilion	\$ 100,000.00	\$ 10,000.00
18	R	Williamsport Wrestling Club	New Mat and Uniforms	\$ 12,000.00	\$ 10,000.00
19	R	Southeastern Washington County Health and	Revitalization and Self-Sufficiency	\$ 39,000.00	\$ -
20	R	BSA - Mason Dixon Council	Investment in Filling Executive Positions	\$ 100,000.00	\$ -
21	R	YMCA of Hagerstown	Entryway Door Replacement	\$ 22,125.00	\$ -

FY23 County Surplus Funding Nonprofit Grant Committee Recommendations

<u>Funds Available</u> \$1,831,447.00				<u>Funds Remaining</u> \$0.00	<u>Funding Recommended</u> \$1,831,447.00
RANK	SPA	ORGANIZATION	PROJECT NAME	REQUEST	RECOMMENDED
			Recreation Total	\$ 892,276.00	\$ 275,000.00
1	S	Fahrney Keedy Memorial Home	Resident Enrichment Effort	\$ 100,000.00	\$ 15,800.00
2	S	Easterseals DC-MD-VA	Adult Medical Day Services in Hagerstown	\$ 100,000.00	\$ 10,000.00
3	S	Hospice of Washington County	Supplemental Staff and Staff Certification	\$ 96,500.00	\$ 10,000.00
4	S	Partners in Care Maryland	Services to Seniors for Aging in Place	\$ 100,000.00	\$ 10,000.00
5	S	Betty's Wish	Betty's House	\$ 100,000.00	\$ -
6	S	Homewood at Williamsport	Pines Park Pavilion	\$ 100,000.00	\$ -
			Senior Program Total	\$ 596,500.00	\$ 45,800.00
1	0	Clear Spring Volunteer Fire Company	Rescue Squad Equipment	\$ 100,000.00	\$ 50,000.00
2	0	Sharpsburg Volunteer Fire Company	Installation of Fire Station Roofing and Gutter	\$ 96,000.00	\$ 50,000.00
3	0	Mt. Aetna Volunteer Fire Department	UTV Emergency Response Vehicle	\$ 33,500.00	\$ 33,500.00
4	0	Hancock Rescue Squad	Equipment Upgrades	\$ 53,319.07	\$ 50,000.00
5	0	Potomac Valley Fire Company	Utility Terrain Vehicle, Trailer, Vehicle for Hauling	\$ 100,000.00	\$ 50,000.00
6	0	Boonsboro Ambulance and Rescue Services	Emergency Lighting & Scene Lighting for Heavy Rescue	\$ 39,734.18	\$ 39,734.00
7	0	Community Mediation Maryland: Mediation First	Community, Schools and Reentry Mediation	\$ 100,000.00	\$ -
8	0	TriState Astronomers	eVscope2	\$ 5,199.00	\$ 5,199.00
9	0	Community Rescue Service	New Ambulance	\$ 100,000.00	\$ 40,000.00
10	0	Smithsburg Tractor Society	Operating Expenses and Equipment	\$ 17,540.00	\$ -
11	0	Western Enterprise Fire Company No. 4	Roof Replacement	\$ 54,000.00	\$ 50,000.00
12	0	Community Volunteer Fire Company of District 12	Epoxy Flooring System	\$ 65,086.00	\$ 50,000.00
13	0	Hancock Fire Company	Roof Replacement	\$ 71,200.00	\$ 50,000.00
14	0	Friends of KC	Lost Dog Recovery and Reunite	\$ 6,569.48	\$ 6,500.00
15	0	Washington County 4-H (Maryland 4-H Foundation)	4-H Livestock Project	\$ 59,850.00	\$ 40,000.00
16	0	Breast Cancer Awareness Cumberland Valley	Operating Expenses	\$ 100,000.00	\$ -
17	0	Smithsburg Community Volunteer Fire Company	Construction of New Pavilion	\$ 100,000.00	\$ 50,000.00
18	0	Gatekeepers Corporation	Business of Living Program	\$ 100,000.00	\$ -
19	0	TruNorth	Post-Pandemic Costs to Reopen	\$ 100,000.00	\$ -
20	0	Literacy Council of Washington County	We're Growing!	\$ 7,500.00	\$ -
21	0	Collegium sanctorum angelorum dba The Collegium	Operating Funds for 2022-2023	\$ 29,233.00	\$ -
22	0	Women of Valor Ministries dba Valor Ministries	Valor Excel	\$ 85,629.14	\$ -
23	0	Maugansville-Goodwill Volunteer Fire Company	Roof Replacement	\$ 85,000.00	\$ 50,000.00
			Other Total	\$ 1,509,359.87	\$ 614,933.00
			Combined Totals	\$ 6,740,987.59	\$ 1,831,447.00



Open Session Item

SUBJECT: County Emergency Remote Work Policy Update

PRESENTATION DATE: March 21, 2023

PRESENTATION BY: Tom Brown, Jr., Director of Emergency Management

RECOMMENDED MOTION: Move to approve the March 2023 update to the County Emergency Remote Work policy.

REPORT-IN-BRIEF: In 2022 the State of Maryland required all local jurisdictions to create and approve an Emergency Remote Work policy. This Emergency policy was to allow the local jurisdiction to be better prepared for situations which required employees to work remotely such as COVID-19. The goal of the Emergency Remote Work policy requirement was to ensure an orderly and efficient transition for each jurisdiction from in office to remote work.

DISCUSSION: In 2021 the County Commissioners approved an Emergency Remote Work policy to meet State requirements. In 2022 the County Commissioners approved a general employee Remote Work policy which superseded the emergency policy. In March 2023 the County discontinued the general employee Remote Work practice therefore requiring an update of the Emergency policy. This Emergency policy provides the County Administrator the authority to allow remote work for certain employees or groups of employees in the event of an emergency on a case-by-case basis. Many of the requirements within the general employee Remote Work policy are incorporated into the update of the Emergency plan such as ensuring the employee has adequate internet and phone capabilities from the remote location, a set schedule of work hours, and accounting of employee time worked.

FISCAL IMPACT: None

CONCURRENCES: John Martirano, County Administrator

ALTERNATIVES: Create a new Emergency policy to meet State requirements

ATTACHMENTS: Proposed Updated Policy

AUDIO/VISUAL NEEDS: N/A



Washington County Government Employee Emergency Remote Work Policy

1. STATEMENT OF POLICY

This document is meant to provide guidance to employees, supervisors, and division/department directors to promote an efficient and effective Emergency remote work process. Remote work allows selected employees to work at home or at an alternate location for all or part of their workweek. Remote work is not an entitlement and will be implemented to meet the essential needs of Washington County Government (hereafter referred to as "the County"). It is within the sole discretion of the County to determine which employees are in positions suitable for remote work and if an employee is eligible based on the employee's work performance. Through approval of the Board of County Commissioners, determination of an Emergency situation is made solely by the County Administrator.

Emergency remote work arrangements are made by the County Administrator on a case-by-case basis after being notified of the need by the employee's Director with a primary focus on the essential needs of the County. These arrangements are approved on an as-needed basis only with no expectation of ongoing continuance. Remote work for each employee may be required or terminated at any time by the County to meet the needs of the County to include integration into the County Continuity of Operations Plans.

2. DEFINITIONS

2.1 Eligible Employee – An employee within a position identified by the employee's supervisor as being suitable for remote work.

2.2 County Work Site – Any building, facility or location managed or leased by the County for the purposes of allowing employees to work.

2.3 Remote Work Site – An employee work location that is not a County Work Site. The remote workplace may include the employee's home or alternative work location.

2.4 Remote worker – An employee who works from a Remote Work Site.

3. ELIGIBILITY

3.1 The Emergency remote work policy applies to all eligible employees as defined in section 2.1. To maintain flexibility of operations, however, the availability of remote work may be expanded to additional job classifications at the discretion of the direct supervisor. Before any Director requests consideration for an employee to be approved to utilize the Emergency Remote Work Policy, the Director with the employee should ensure adequate internet and phone connectivity from the proposed remote work site.



4. WORK SCHEDULE

Prior to a Director making a request for an employee to utilize the Emergency Remote Work policy, the Director will determine the employee's work schedule to be consistent with the needs of the County. The supervisor may require the employee to work certain "business hours" and be accessible by telephone and/or e-mail during those hours.

The Supervisor and employee should agree on the days and times that the employee will work in each setting of the main office and remote work site location. The schedule can parallel those in the main office or be specific to the job responsibilities. The process of establishing work schedules should be sufficiently flexible to permit periodic adjustments, if required, to achieve an optimal schedule suiting the County's needs.

Employees will be expected to use available leave time when appropriate. Leave time requests and usage will continue to follow current policies of Washington County Government.

5. TIME WORKED

Unless specified in a Continuity of Operations Plan, work hours are not expected to change while working remote unless approval for such changes are received from the County Administrator. Employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using the County's time-keeping system. Hours worked in excess of those scheduled per day and per work week require the advance approval of the employee's supervisor. Failure to comply with this requirement may result in the immediate termination of the remote work approval.

Supervisors must confirm the employee's time and attendance to ensure that the employee is paid only for work performed and that there is an accounting of absences from scheduled hours. The County must provide reasonable assurance that the employee is working when scheduled. The determining reasonableness of work output for the time spent will be determined by the supervisor.

6. JOB RESPONSIBILITIES

The employee and supervisor will discuss the job responsibilities and determine if the position is appropriate for a remote work site arrangement to include equipment needs, workspace design considerations, and scheduling issues. The employee and supervisor will review the physical workspace needs and the appropriate location for remote work.



7. EXPECTATIONS AND PERFORMANCE

An appropriate level of communication between the employee and supervisor will be agreed to as part of the discussion process prior to remote work approval. The supervisor will have sole discretion to implement communication and main office scheduling requirements.

Evaluation of employee performance will include regular interaction by telephone, video conference, and/or e-mail between the employee and supervisor with main office meetings to discuss work progress and problems to be determined by the supervisor. The County may end an employee's participation in the remote work program if the employee's performance declines or is detrimental to the County's needs.

Salary, job responsibilities, and benefits will not change because of remote work, except as they might have changed had an employee remained at the main office.

All County policies and procedures apply to those personnel who are working remote.

8. GUIDANCE FOR MANAGING EMPLOYEES WHO ARE WORKING REMOTE

Supervisors shall establish clear communication expectations for calls, virtual meetings, and emails. A review of staff work activities shall be completed on a frequent basis. Clearly communicated responsibilities and deadlines for tasks and projects are required to avoid confusion. Supervisors shall be responsive to staff needs to include checking in with staff to discuss what is working well remotely and what issues may need to be addressed to assist them in performing remote work assignments. Supervisors shall utilize accountability tools provided by the County to track employee progress and as an indication of when additional support or direction is required.

Even while employees are permitted to work remotely, supervisors remain responsible for setting remote work expectations, holding staff accountable for work product and deadlines, and supporting them within this alternative work environment. State and Federal guidelines relative to working remotely provide the following recommendations for supervisors:

- a. Plan the work. In any work situation, planning work is the first step to managing performance. Supervisors and employees should clearly define what the employee is to accomplish remotely. Planning for successful results requires supervisors to first determine work goals and objectives, and then determine, with their employees, assignments and expected work product and accomplishments.
- b. Set expectations. Not only do employees need to know what they are supposed to do remotely, they need to know how well they are supposed to do it. Supervisors must communicate performance standards clearly. If employees know what they are supposed to do, and how well they are supposed to do it, the supervisor has set the stage for successful performance.
- c. Monitor performance. In a remote work situation, measuring employee results rather than their activities is more efficient and effective. Quantity, quality, and timeliness are general measures for supervisors to review. Good communication between supervisors



and employees is essential for successfully completing work and is especially necessary in a remote workplace environment.

- d. Recognize performance. Particularly in situations where employees work off-site most of the time, supervisors need to make additional efforts, so these employees still feel they are connected to the County. Maintaining good communication is one important way to do this. Another way is to ensure that supervisors recognize the good performance of the employees. Supervisors should not let employees feel as if their performance doesn't matter or that no one ever notices their achievements.

9. CHILD/DEPENDENT CARE

Remote work is not meant to be a substitute for child/dependent care. Employees may not work remote with the intent of or for the sole purpose of meeting their child/dependent care responsibilities while performing official duties. While performing official duties, employees are expected to arrange for child/dependent care just as they would if they were working at the main office.

10. EQUIPMENT

Based upon information supplied by the employee and the supervisor, the County will determine on a case-by-case basis the appropriate equipment needs (including hardware, software, phone, and other office equipment) for each remote work arrangement. The Human Resources and Information Technology Departments will serve as resources in this matter.

Equipment supplied by the County will be maintained by the County. Equipment supplied by the employee, if deemed appropriate by the County, will be maintained by the employee. The County accepts no responsibility for damage or repairs to employee-owned equipment and will not reimburse for any unapproved purchases of remote work supplies including, but not limited to, costs associated with the setup of the employee's home office such as remodeling, furnishings or lighting, and repairs or modifications to the home office space.

The County reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the County is to be used for County business only. It is the responsibility of the employee to notify IT of any repairs required to County-owned equipment and to transport said equipment to the IT office at a time agreeable to both the employee and IT. Upon termination of employment or if remote work is no longer approved, all County property will be returned to the County.

The County will supply the employee with appropriate office supplies (pens, files, etc.) as deemed necessary. The employee will establish an appropriate work environment within his or her home or alternative location for work purposes.



11. SECURITY

Consistent with the County's expectations of information security for employees working at the main office, employees will be expected to ensure the protection of County, customer, and employee information accessible from their home office. Confidentiality will continue to be expected just as in the main office setting. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment to protect information.

12. SAFETY

Employees are expected to maintain their home or alternative workplace in a safe manner free from safety hazards. Injuries sustained by the employee in a home or alternative office location and in conjunctions with the employee's job responsibilities are normally covered by the County's workers' compensation policy. Employees are responsible for notifying the employer of such injuries as soon as practicable but no later than 24 hours after the injury occurred. The employee is liable for any injuries sustained by visitors to his or her home or alternative workplace.

13. WORKER'S COMPENSATION

The employer will be responsible for any work-related injuries under Maryland Workers Compensation laws, but this liability is limited to injuries resulting directly from work and only if the injury occurs in the designated work area. Any claims will be handled according to the normal procedure for Worker's Compensation claims. The employee or someone acting on the employee's behalf shall immediately notify the employee's supervisor of any accident or injury that occurs at the remote workplace. The supervisor will follow the County's policies regarding the reporting of injuries for employees injured while at work.

14. LIABILITY FOR INJURIES

The employee understands that they remain liable for injuries to third persons and/or members of the employee's family on the employee's premises. The employee agrees to defend, indemnify and hold harmless the County, its affiliates, employees, contractors and agents from and against any and all claims, demands, or liability (including any related losses, costs, expenses, and attorney fees resulting from, or arising in connection with, any injury to persons (including death) or damage to property caused, either directly or indirectly, by the services provided herein by the employee or the employee's willful misconduct, negligent acts, or omissions in the performance of the employee's duties and obligations under this agreement, except where such claims, demands, or liability arise solely from the gross negligence or willful misconduct of the County.



15. EXPENSES

The employee is responsible for the maintenance, repair and operation of personal equipment that has not been provided by the employer. Expenses for supplies available at the main office will not be reimbursed unless pre-purchase approval has been granted by the employee's supervisor. The employee is responsible for paying for remote work site utilities and internet. Remote worker shall not be paid for time or mileage involved in travel between the Remote Work Site and the employee's assigned County Work Site.

16. PROHIBITED ACTIONS

16.1 Except for participating in on-line meetings and calls, remote workers may not hold work related meetings in the employee's home.

16.2 Remote workers may not:

- a. work under the inappropriate influence of prescription drugs or over the counter drugs;
- b. work under the influence of a controlled dangerous substance; or
- c. work under the influence of alcohol.