



100 West Washington Street, Suite 1101 | Hagerstown, MD 21740-4735 | P: 240.313.2200 | F: 240.313.2201
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BOARD OF COUNTY COMMISSIONERS

March 28, 2023

OPEN SESSION AGENDA

- 9:30 AM INVOCATION AND PLEDGE OF ALLEGIANCE
CALL TO ORDER, *President John F. Barr*
APPROVAL OF MINUTES: *March 21, 2023*
- 9:35 AM COMMISSIONERS' REPORTS AND COMMENTS
- 9:45 AM STAFF COMMENTS
- 9:55 AM CITIZEN PARTICIPATION
- 10:05 AM FY2023 RENTAL FEE SCHEDULES FOR PARKS AND RECREATION AND THE
WASHINGTON COUNTY AGRICULTURAL EDUCATION CENTER –
PROPOSED
*Michelle Gordon, Chief Financial Officer, Budget and Finance; Kim Edlund, Director,
Budget and Finance*
- 10:15 AM FY24 AIRPORT BUDGET
*Neil Doran, Director, Hagerstown Regional Airport; Andrew Eshleman, Director,
Public Works*
- 10:30 AM MAINTENANCE AND OPERATIONS AGREEMENT FOR THE WASHINGTON
COUNTY SENIOR CENTER
*Andrew Eshleman, Director, Public Works; Todd Moser, Real Property Administrator,
Engineering*
- 10:40 AM SEX OFFENDER COMPLIANCE AND ENFORCEMENT MARYLAND GRANT –
APPROVAL TO SUBMIT APPLICATION AND ACCEPT AWARDED FUNDING
*Cody Miller, Quartermaster/Grants Manager, Washington County Sheriff's Office;
Rachel Souders, Senior Grant Manager, Grant Management*
- 10:45 AM POLICE ACCOUNTABILITY, COMMUNITY, AND TRANSPARENCY GRANT
PROGRAM – APPROVAL TO SUBMIT APPLICATION AND ACCEPT
AWARDED FUNDING
*Cody Miller, Quartermaster/Grants Manager, Washington County Sheriff's Office;
Rachel Souders, Senior Grant Manager, Grant Management*

- 10:50 AM DAY REPORTING CENTER GRANT APPLICATION TO THE OPIOID OPERATIONAL COMMAND CENTER – APPROVAL TO SUBMIT APPLICATION AND ACCEPT FUNDING AS AWARDED
Rachel Souders, Senior Grant Manager, Grant Management; Meaghan Willis, Program Director, Day Reporting Center
- 10:55 AM AMERICAN RESCUE PLAN ACT (ARPA) BUSINESS AND ENTREPRENEURIAL FUNDING
Linda Spence, Business Specialist, Business Development; Allison Hartshorn, ARPA Grant Manager, Grant Management
- 11:05 AM BID AWARD (PUR-1596) LABORATORY SERVICES FOR WATER/WASTEWATER TESTING FOR THE DEPARTMENT OF WATER QUALITY
Brandi Naugle, Buyer, Purchasing; Davina Yutzy, Deputy Director, Environmental Management
- INTERGOVERNMENTAL COOPERATIVE PURCHASE (INTG-23-0116) – PLAYGROUND EQUIPMENT
Brandi Naugle, Buyer, Purchasing; Andrew Eshleman, Director, Public Works
- 11:10 AM REIMBURSING MARYLAND DEPARTMENT OF TRANSPORTATION MARYLAND TRANSIT ADMINISTRATION (MDOT/MTA) FOR THE PURCHASE OF TWO (2) TRANSIT BUSES (INTG-23-0117)
Rick Curry, Director, Purchasing; Kevin Cerrone, Deputy Director, County Transit
- 11:15 AM RECESS
- 11:45 A.M. DEPART FOR WASHINGTON COUNTY MUSEUM OF FINE ARTS, 401 MUSEUM DRIVE, HAGERSTOWN, MARYLAND 21740
- 12:00 P.M. WASHINGTON COUNTY MUSEUM OF FINE ARTS – UPDATE ANNUAL SUPPORT REQUEST
Sarah J. Hall, Director; Dr. George Manger, President; Ted Reeder, Treasurer; Daniel Fulco, PhD Agnita M. Stine Schreiber Curator; Kellie Mele, Director of Education, Washington County Museum of Fine Arts
- 1:30 P.M. RETURN TO 100 WEST WASHINGTON STREET, SUITE 1113, HAGERSTOWN, MARYLAND
- 1:30 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; and To discuss public security, if the public body determines that public discussion would constitute a risk to the public or to public security, including: (i) the development of fire and police services and staff; and (ii) the development and implementation of emergency plans.)*

3:30 PM RECONVENE IN OPEN SESSION

ADJOURNMENT



Agenda Report Form

Open Session Item

SUBJECT: FY2024 Rental Fee Schedules for Parks & Recreation and the Washington County Agricultural Education Center – Proposed

PRESENTATION DATE: March 28, 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 includes recommended rental fee increases for various buildings and facilities at various Parks and Recreation locations and at the Washington County Agricultural Education Center.

DISCUSSION: Fee increases are recommended based on increased operating costs for facilities, wages and benefits. The Parks & Recreation Board recommends increases of 18-52% increase in pavilion fees for various park locations. The Washington County Agricultural Education Center Board recommends an increase of 50% for facility fees to For Profit organizations and reducing the discount rate for Non-profit organizations from 50% to 25% of the established For Profit facility fee. Facility fees for the Ag Center have not been increased in more than 9 years. Although a 50% increase in Facility Fees is recommended for the Ag Center and in certain situations for pavilions at Parks, Budget & Finance Staff are recommending a maximum increase of around 25% with additional increases of 5-10% to be phased in annually over the next 5 years. Additionally, Budget & Finance Staff recommend that the discount rate for Non-profit organizations at the Ag Center be adjusted to approximately 25% of the For Profit rate.

FISCAL IMPACT: \$20,000

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: FY2024 Proposed New or Increase Fee Form-Parks & Recreation; FY2024 Proposed New or Increase Fee Form-Agricultural Education Center-Rental Area; Washington County Agricultural Education Center Rental Fees Schedule.

AUDIO/VISUAL NEEDS: N/A

Washington County, Maryland
Proposed New or Increase Fee Form
FY 2024

Account Number: 404010

Department Name: Parks & Recreation

Account Description: Rental Fees

Fee Category	Brief Description of Fee or Service	Fee FY2022	Fee FY2023	Proposed Fee FY2024	B&F Staff Proposed Fee FY2024	Change	Total Projected Change in Revenue	Justification
Rental Fees	Park Pavilion Rental Fees Standard Pavilion for County Resident	60	60	75	75	15	3,000	Increased costs for cleaning and restroom supplies. Increased wages for Park Attendants.
Rental Fees	Park Pavilion Rental Fees Standard Pavilion for Non-County Resident	80	80	95	95	15	1,000	Increased costs for cleaning and restroom supplies. Increased wages for Park Attendants.
Rental Fees	Park Pavilion Rental Fees - Arts Pavilion at Doub's Woods Park for County Resident	80	80	100	100	20	60	Increased costs for cleaning and restroom supplies. Increased wages for Park Attendants.
Rental Fees	Park Pavilion Rental Fees - Arts Pavilion at Doub's Woods Park for Non-County Resident	100	100	120	120	20	40	Increased costs for cleaning and restroom supplies. Increased wages for Park Attendants.
Rental Fees	Park Pavilion Rental Fees - Dance Pavilion at Pen Mar Park for County Resident	135	135	200	170	65	650	Increased costs for cleaning and restroom supplies. Increased wages for Park Attendants.
Rental Fees	Park Pavilion Rental Fees - Dance Pavilion at Pen Mar Park for Non-County Resident	165	165	250	200	85	250	Increased costs for cleaning and restroom supplies. Increased wages for Park Attendants.
						0		

Total **\$5,000**

Washington County, Maryland
Proposed New or Increase Fee Form
FY 2024

Account Number: 404200

Department Name: Agricultural Education Center- Rental Area

Account Description: RENTAL FEES

Fee Category	Brief Description of Fee or Service	Fee FY2022	Fee FY2023	Proposed Fee FY2024	Change	Total Projected Change in Revenue	Justification
	Facility Rental Fees	Standard rates with 50% discount for nonprofit	Standard rates with 50% discount for nonprofit	50% increase in rental fees with a 25% discount for nonprofit	Changes vary as fee structure varies- Fee sheet attached	Will be dependent upon rentals and usage starting 1/1/24. Contracts have not been confirmed for 2024.	A fee increase will be implemented 1/1/2024 to increase revenue and to help offset cost of operations at the facility. Fees have not been increased for approximately 9 years. Fee sheet attached with new rates
					0		
					0		
					0		

Total \$0

Washington County Agricultural Education Center Rental Fees

Multi-Purpose Building (Per Section)	Previous Rates	2024 Rates (50%)	2024 Rates (25%)
Non Profit County Organization	\$160 per day (per section)	\$360	\$300
Non Profit Non County Organization	\$240 per day (per section)	\$540	\$450
For Profit County Organization	\$320 per day (per section)	\$480	\$400
For Profit Non County Organization	\$480 per day (per section)	\$720	\$600
Non Profit per hour no setup class	\$40 per hour (per section)	\$60	\$50

Multi-Purpose Building Commercial Kitchen	Rate		
Kitchen Fee	\$250.00 per day	\$375	\$315

Mason Dixon Kennel Club Building	Included in entire facility only		
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Pole Barns (3 Barns)	Rate		
Non Profit Organization	\$250 per day	\$375	\$315
For Profit Organization	\$450 per day	\$675	\$565

AC&T Arena (Show Barn)	Rate		
Non Profit Organization	\$150 per day	\$280	\$235
For Profit Organization	\$250 per day	\$375	\$315

Horse Ring	Rate		
Non Profit Organization	\$100 per day	\$225	\$185
For Profit Organization	\$200 per day	\$300	\$250

Entire Facility	Rate		
Non Profit County Organization	\$1,000 per day	\$2,250	\$1,875
Non Profit Non County Organization	\$1,500 per day	\$2,800	\$2,345
For Profit County Organization	\$2,000 per day	\$3,000	\$2,500
For Profit Non County Organization	\$2,500 per day	\$3,750	\$3,125

Additional Items	Rate		
Tables Fee	\$1.00 per table	\$1.00	\$1.00
Chairs Fee	.50 cents per chair	\$0.50	\$0.50
Sound System Fee	\$50 per event	\$50	\$50
Picnic Table Fee- non entire facility event		\$5.00 per table	\$5.00 per table

Set- Up Fee- Prior to day of Event	Rate		
Multi-Purpose Building/Kennel Building	\$50.00 per day	\$75	\$75
Entire Facility Rental	\$200.00 per day	\$300	\$250

Alcohol Application	Rate		
Private Event	\$50.00	\$50	\$50
Public Event	\$200.00	\$200	\$200



updated 5/6/19

Washington County Agricultural Education Center
7313 Sharpsburg Pike, Boonsboro, MD 21713
240-313-2839 washco-agcenter.net



Agenda Report Form

Open Session Item

SUBJECT: FY24 Airport Budget

PRESENTATION DATE: March 28, 2023

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

RECOMMENDED MOTION(S): For informational purposes

REPORT-IN-BRIEF: Hagerstown Regional Airport (HGR) contributes to the economic base of Washington County by providing and supporting the air transportation needs of the Quad-State area in accordance with Federal Aviation Administration (FAA) regulations, State, and County laws.

DISCUSSION: The Airport budget increased over FY23 by \$914,210 or 41.92%. The increase is mainly the result of the mid-year increase of 9.5% for employees, a 2.5% step and 1% COLA for FY24 as well as for supplies, material, equipment and building maintenance throughout the Airport's various departments.

The Airport fund is self-supported and does not require a general fund subsidy for FY24.

FISCAL IMPACT: \$3,095,120

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: FY24 Airport Budget

AUDIO/VISUAL TO BE USED: N/A

**Washington County, Maryland
Airport Fund Operating Budget
Detailed Summary
Fiscal Year 2024**

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

Administrative Revenues:

21-3	Fund Balance Reserve	826,750		826,750	759,170	1	1123.36%	67,580
21-3	Operating Transfer - Hotel Rental	50,000		50,000	0		0.00%	50,000
21-3	Reimbursed Expense - Other	15,000		15,000	(50,000)	2	(76.92)%	65,000
21-3	Miscellaneous	50,000		50,000	50,000		100.00%	0
21-3	Operating Transfer-General Fund	0		0	0		0.00%	0
21-3	Operating Grants	6,900		6,900	0		0.00%	6,900
21-3	Operating - Federal Grants	15,600		15,600	0		0.00%	15,600
21-3	Operating - State Grants	0		0	0		0.00%	0
21-3	Fuel	100		100	0		0.00%	100
		964,350	0	964,350	759,170		370.00%	205,180

1 Fund Balance Reserve

- Increase is for local matching for Capital Grants.

2 Reimbursed Expense - Other

- Decrease is due to reallocation of \$50,000 for Ground operations and customer service agent charges to 490000-Miscellaneous for proper account coding.

Airfield Operations Revenues:

21-3	Landing Fees	43,080		43,080	20,770	3	93.10%	22,310
21-3	Aircraft Parking Fees	2,500		2,500	2,500		100.00%	0
21-3	Rent Corporate Hangars	981,200		981,200	47,870	4	5.13%	933,330
		1,026,780	0	1,026,780	71,140		7.44%	955,640

3 Landing Fees

- Increase is based on past years increase in the number of landings and a proposed increase of Airport Landing Fee rates.

4 Rent Corporate Hangars

- Increase is attributed to the corporate rental rates as established by leases which have yearly built-in escalator clauses.

Terminal Revenues:

21-3	Light Box Advertising	0		0	0		0.00%	0
21-3	Concession Fees	148,200		148,200	54,700	5	58.50%	93,500
	Snack Sales	32,930	0	32,930	8,430		34.41%	24,500
21-3	Rent - Terminals	33,690	0	33,690	390		1.17%	33,300
		214,820	0	214,820	63,520		41.98%	151,300

5 Concession Fees

- Increase is based on past fees collected to estimate what will be received in Fiscal Year 2024.

T-Hangar Revenues:

21-3	Rent - T-Hangars	547,100	0	547,100	14,470	6	2.72%	532,630
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6 Rent - T-Hangars

- Anticipated 3% increase in T-Hangar Rental rates.

		547,100	0	547,100	14,470		2.72%	532,630
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**Washington County, Maryland
Airport Fund Operating Budget
Detailed Summary
Fiscal Year 2024**

Page	Category by Function	FY 2024 Requested Budget	Adjustment	FY 2024 Proposed Budget	\$ Change	Note	% Change	Original Budget FY 2023
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Fuel Farm Revenues:

21-3	Fuel Flow Fees - Fuel Farm	69,040		69,040	570		0.83%	68,470
21-3	Maintenance Fees - Fuel Farm	65,250		65,250	5,340	7	8.91%	59,910
		134,290	0	134,290	5,910		4.60%	128,380

7 Maintenance Fees - Fuel Farm

- The increase is based on past years actuals and future expectations.

FAA Rental Property Revenue:

21-3	Rental - Other	191,280		191,280	0		0.00%	191,280
		191,280	0	191,280	0		0.00%	191,280

Airport and Rescue FF Services Revenue:

21-3	Contract Operations	16,500		16,500	0		0.00%	16,500
		16,500	0	16,500	0		0.00%	16,500

Total Revenues	3,095,120	0	3,095,120	914,210	41.92%	2,180,910
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Expenses:

21-8	General Operations	1,587,310	0	1,587,310	988,660		165.15%	598,650
21-17	Airfield Operations	464,710	0	464,710	(44,530)		(8.74)%	509,240
21-25	Business Parks	135,810	0	135,810	(52,100)		(27.73)%	187,910
21-30	Terminals	213,310	0	213,310	2,370		1.12%	210,940
21-34	T-Hangar	57,190	0	57,190	(23,540)		(29.16)%	80,730
21-36	Fuel Farm Operations	12,010	0	12,010	230		1.95%	11,780
21-38	Rental Properties	28,500	0	28,500	(14,590)		(33.86)%	43,090
21-41	Airport and Rescue Firefighter Ser	184,810	0	184,810	34,000		22.54%	150,810
21-46	Airline Services	411,470	0	411,470	23,710		6.11%	387,760

Total Expenses	3,095,120	0	3,095,120	914,210	10	41.92%	2,180,910
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10 General Operations

- Salaries and Benefits increased or decreased due to allocation of wages that is based on a three year rolling average and a mid year increase of 9.5% with a 3.5% in FY24. Operating budget increase due to CIP appropriations.

11 Category Summary:

Salaries and Benefits	1,207,830	0	1,207,830	142,080		13.33%	1,065,750
Operating	1,887,290	0	1,887,290	772,130		69.24%	1,115,160
Capital Outlay			0	0		0.00%	0
	3,095,120	0	3,095,120	914,210		41.92%	2,180,910

**Washington County, Maryland
Airport Fund Revenues
FY24**

	2024 Operating Budget Requested	Adjustment	2024 Operating Budget Proposed	\$ Change	% Change	2023 Operating Budget Approved	2022 Actuals Final	2021 Actuals Final
404415 - Interest Leases	0	0	0	0	0.00%	0	49	0
404420 - Interest, Penalties & Fees	0	0	0	0	0.00%	0	1,422	1,892
404511 - Lease Income	0	0	0	0	0.00%	0	7,483	0
404520 - Rental - Other	191,280	0	191,280	0	0.00%	191,280	333,242	326,616
445020 - Landing Fees	43,080	0	43,080	20,770	93.10%	22,310	19,744	14,421
445040 - Aircraft Parking Fees	2,500	0	2,500	2,500	100.00%	0	2,016	2,016
445050 - Rent Corporate Hangars	981,200	0	981,200	47,870	5.13%	933,330	1,563,665	1,499,681
445120 - Concession Fees	148,200	0	148,200	54,700	58.50%	93,500	149,304	106,016
445130 - Snack Sales	32,930	0	32,930	8,430	34.41%	24,500	12,727	3,463
445150 - Rent - Terminals	33,690	0	33,690	390	1.17%	33,300	34,458	32,784
445210 - Rent - T Hangars	547,100	0	547,100	14,470	2.72%	532,630	502,427	492,982
445240 - Fuel Flow Fees - Fuel Farm	69,040	0	69,040	570	0.83%	68,470	68,403	60,431
445250 - Maintenance Fees - Fuel Farm	65,250	0	65,250	5,340	8.91%	59,910	64,531	59,817
486045 - Reimbursed Exp - Other	15,000	0	15,000	(50,000)	(76.92)%	65,000	71,850	30,528
486999 - Reimbursed Exp - Billable	0	0	0	0	0.00%	0	0	402
490000 - Miscellaneous	50,000	0	50,000	50,000	100.00%	0	1,782	18,517
490010 - Gain or Loss on Sale of Asset	0	0	0	0	0.00%	0	0	311,609
490045 - Oper Transfer - General Fund	0	0	0	0	0.00%	0	8,000	0
490080 - Bad Check Fees	0	0	0	0	0.00%	0	75	0
490090 - Fund Balance Reserve	826,750	0	826,750	759,170	1,123.36%	67,580	0	0
491732 - Oper Transfer - Hotel Rental	50,000	0	50,000	0	0.00%	50,000	48,049	24,747
495000 - Operating Grants	6,900	0	6,900	0	0.00%	6,900	0	0
495100 - Operating - Federal Grants	15,600	0	15,600	0	0.00%	15,600	1,413,687	1,295,273
498400 - Capital Grant - Federal	0	0	0	0	0.00%	0	233,151	9,875,034
498410 - Capital Grant - State	0	0	0	0	0.00%	0	43,732	279,365
498600 - Donations	0	0	0	0	0.00%	0	5,000	0
498640 - Transfer Tax	0	0	0	0	0.00%	0	0	111,000
498710 - Capital Transfer - General	0	0	0	0	0.00%	0	176,000	28,000
499420 - Fuel	100	0	100	0	0.00%	100	338	254
499500 - Contract Operations	16,500	0	16,500	0	0.00%	16,500	4,913	3,150
Revenues	3,095,120	0	3,095,120	914,210	41.92%	2,180,910	4,766,048	13,954,780

Washington County, Maryland
Airport Fund
Department 00000 - Default Department
FY24 Revenues

	2024 Operating Budget Requested	2024 Operating Budget Proposed	2024 Variance Comments Requested	2024 Variance Comments Proposed
404520 - Rental - Other	191,280	191,280		
445020 - Landing Fees	43,080	43,080	Increase is based on past years increase in the number of landings and a proposed increase of Airport Landing Fee rates. This account also includes the parking fee for aircraft that temporarily land at the airport as well as three new fees for temporary parking for different classes of aircraft that temporarily land at the airport.	
445040 - Aircraft Parking Fees	2,500	2,500	New budget to accommodate monthly Aircraft parking on ramps.	
445050 - Rent Corporate Hangars	981,200	981,200	The increase is attributed to rental rates established by leases which have built in escalators.	
445120 - Concession Fees	148,200	148,200	Increase is based on past fees collected to estimate what will be received in Fiscal Year 2024.	
445130 - Snack Sales	32,930	32,930	Increase is based on an average of the only six full months the snack bar has been open.	
445150 - Rent - Terminals	33,690	33,690	The increase is attributed to rental rates established by leases which have built in escalators.	
445210 - Rent - T Hangars	547,100	547,100	The increase is attributed to a proposed 3% increase in the Airport T-Hangar rates.	
445240 - Fuel Flow Fees - Fuel Farm	69,040	69,040	The increase is based on past years actuals and future expectations.	

Washington County, Maryland
Airport Fund
Department 00000 - Default Department
FY24 Revenues

	2024 Operating Budget Requested	2024 Operating Budget Proposed	2024 Variance Comments Requested	2024 Variance Comments Proposed
445250 - Maintenance Fees - Fuel Farm	65,250	65,250	The increase is based on past years actuals and future expectations.	
486045 - Reimbursed Exp - Other	15,000	15,000	Decrease is due to reallocation of \$50,000 for Ground operations and customer service agent charges to 490000-Miscellaneous for proper account coding.	
490000 - Miscellaneous	50,000	50,000	Increase is due to reallocation of \$50,000 for ground operations and customer service agent charges from 486045-Reimbursed Expense for proper account coding	
490090 - Fund Balance Reserve	826,750	826,750	Increased to cover CIP appropriation.	
491732 - Oper Transfer - Hotel Rental	50,000	50,000		
495000 - Operating Grants	6,900	6,900		
495100 - Operating - Federal Grants	15,600	15,600		
495110 - Operating - State Grants	0	0		
499420 - Fuel	100	100		
499500 - Contract Operations	16,500	16,500		

Washington County, Maryland
Proposed New or Increase Fee Form
FY 2024

Account Number: 45

Department Name: Hagerstown Regional Airport

Account Description: Landing Fees #445020 (Transients Only)

Fee Category	Brief Description of Fee or Service	Fee FY2022	Fee FY2023	Proposed Fee FY2024	Change	Total Projected Change in Revenue	Justification
1	Fee for transient aircraft weighing 6,500-10,999 LBS	13	13.5	15	2	252	Increase proposed for all Airport landing fees. This increase is requested due to Hagerstown Regional Airport fees are currently below the average rates of other Regional Airports.
2	Fee for transient aircraft weighing 11,000-15,999 LBS	18	19	30	11	1,727	Increase proposed for all Airport landing fees. This increase is requested due to Hagerstown Regional Airport fees are currently below the average rates of other Regional Airports.
3	Fee for transient aircraft weighing 16,000-33,999 LBS	25	26	50	24	6,432	Increase proposed for all Airport landing fees. This increase is requested due to Hagerstown Regional Airport fees are currently below the average rates of other Regional Airports.
4	Fee for transient aircraft weighing 34,000-65,999 LBS	36	37	100	63	3,465	Increase proposed for all Airport landing fees. This increase is requested due to Hagerstown Regional Airport fees are currently below the average rates of other Regional Airports.
5	Fee for transient aircraft weighing 66,000-99,999 LBS	59	61	150	89	2,047	Increase proposed for all Airport landing fees. This increase is requested due to Hagerstown Regional Airport fees are currently below the average rates of other Regional Airports.
6	Fee for transient aircraft weighing 100,000-up LBS	N/A	N/A	200	200	200	New Fee proposed for Heavy Aircraft.

Total **\$14,123**

Washington County, Maryland
Proposed New or Increase Fee Form
FY 2024

New Fee or Increase Fee

Account Number: 45

Department Name: Hagerstown Regional Airport

Account Description: 445040-Rent for Aircraft Parking (Transients only)

Fee Category	Brief Description of Fee or Service	Fee FY2022	Fee FY2023	Proposed Fee FY2024	Change	Total Projected Change in Revenue	Justification
Monthly Tie-down and Grass Parking Fee	Fee for parking (Tie-down) on available grass space, monthly	54	66	69	3	3	Rate increase proposed for all Monthly Tie-down and ramp fees. Current fees are below the average rates of similar regional airports.
Monthly Tie-down and Ramp Parking Fee: Single Engine	Fee for parking on available ramp space, monthly: Single Engine Piston Aircraft.	78	95	99	4	4	Rate increase proposed for all Monthly Tie-down and ramp fees. Current fees are below the average rates of similar regional airports.
Monthly Tie-down and Ramp Parking Fee: Twin Engine	Fee for parking on available ramp space, monthly: Twin Engine Piston Aircraft.	120	141	145	4	4	Rate increase proposed for all Monthly Tie-down and ramp fees. Current fees are below the average rates of similar regional airports.
Monthly Tie-down and Ramp Parking Fee: Turboprop	Fee for parking on available ramp space, monthly: Turboprop Engine Aircraft.	216	235	Negotiable	0	1,000	Due to their rarity, varying circumstances and the possibility of combination with additional ground handling charges for large aircraft, the Airport Director proposes to negotiate fees on a case-by-case basis.
Monthly Tie-down and Ramp Parking Fee: Jet Aircraft	Fee for parking on available ramp space, monthly: Jet Aircraft (Class 1,2,3,4,5,6).	270	290	Negotiable	0	1,500	Due to their rarity, varying circumstances and the possibility of combination with additional ground handling charges for large aircraft, the Airport Director proposes to negotiate fees on a case-by-case basis.

Total \$2,511

Washington County, Maryland
Proposed New or Increase Fee Form
FY 2024

New Fee or Increase Fee

Account Number: 45

Department Name: Hagerstown Regional Airport

Account Description: 445040-Rent for Aircraft Parking

Fee Category	Brief Description of Fee or Service	Fee FY2022	Fee FY2023	Proposed Fee FY2024	Change	Total Projected Change in Revenue	Justification
Daytime and overnight Ramp Parking Fee: Single Engine	Fee for parking on available ramp space, daytime and overnight: Single Engine Piston Aircraft.	12	14	15	1	1	Combined rate proposed for Airport Daytime and Overnight Ramp Parking fees for Single Engine Aircraft. The proposed rate change is proportionate to similar Regional Airports.
Daytime and overnight Ramp Parking Fee: Twin Engine	Fee for parking on available ramp space, daytime and overnight: Twin Engine Piston Aircraft.	17	19	20	1	1	Combined rate proposed for Airport Daytime and Overnight Ramp Parking fees for Twin Engine Aircraft. The proposed rate change is proportionate to similar Regional Airports.
Daytime and overnight Ramp Parking Fee: Turboprop	Fee for parking on available ramp space, daytime and overnight: Turboprop Engine Aircraft.	22	24	100	76	76	Combined rate proposed for Airport Daytime and Overnight Ramp Parking fees for Turboprop Engine Aircraft. The proposed rate change is proportionate to similar Regional Airports.
Daytime and overnight Ramp Parking Fee: Small Jet	Fee for parking on available ramp space, daytime and overnight: Small Jet Aircraft (Class 1 or 2).	28	30	200	170	170	Combined rate proposed for Airport Daytime and Overnight Ramp Parking fees for Small Jet Aircraft. The proposed rate change is proportionate to similar Regional Airports.
Daytime and overnight Ramp Parking Fee: Mid-Sized Jet	Fee for parking on available ramp space, daytime and overnight: Mid-Sized Jet Aircraft (Class 3 or 4).	33	35	300	265	265	Combined rate proposed for Airport Daytime and Overnight Ramp Parking fees for Mid-Sized Jet Aircraft. The proposed rate change is proportionate to similar Regional Airports.
Daytime and overnight Ramp Parking Fee: Large Jet (class 5)	Fee for parking on available ramp space, daytime and overnight: Large Jet Aircraft (Class 5).	108	111	400	289	289	Combined rate proposed for Airport Daytime and Overnight Ramp Parking fees for Large Jet Aircraft. The proposed rate change is proportionate to similar Regional Airports.
NEW Daytime and overnight Ramp Parking Fee: Large Jet(class 6)	Fee for parking on available ramp space, daytime and overnight: Large Jet Aircraft (Class 6).	N/A	N/A	450	450	450	NEW FEE proposed for Airport Daytime and Overnight Ramp Parking fees for Twin Engine Aircraft. The proposed rate change is proportionate to similar Regional Airports.
NEW Parking Fee for a small helicopter (less than 20,000 LBS)	Fee for parking on available ramp space, daytime and overnight: Small Helicopter (less than 20,000LBS MGTOW).	N/A	N/A	24	24	24	NEW FEE is proposed for Daytime and Overnight Helicopter parking. The proposed new fee is proportionate to similar Regional Airports.
NEW Parking Fee for a large helicopter (20,000 LBS and over)	Fee for parking on available ramp space, daytime and overnight: Large Helicopter (20,000LBS MGTOW and over).	N/A	N/A	100	100	100	NEW FEE is proposed for Daytime and Overnight Helicopter parking. The proposed new fee is proportionate to similar Regional Airports.

Total \$1,376

Washington County, Maryland
Proposed New or Increase Fee Form
FY 2024

Account Number: 45

Department Name: Hagerstown Regional Airport

Account Description: Rent - T-Hangars

Fee Category	Brief Description of Fee or Service	Fee FY2022	Fee FY2023	Proposed Fee FY2024	Change	Projected Change in Monthly Revenue	Annualized Projected Change in Revenue	Justification
LME-OFC	Monthly rent for 3 Combination T-Hangar and Office leases excluding Corporate Hangars that have built in escalators.	1,915	1,972	2031	59	59	708	3% rent increase requested to cover increased mainenance and utility costs
LME	Monthly rent for T-Hangars excluding Corporate Hangars that have built in escalators.	328	338	348	10	30	360	3% rent increase requested to cover increased mainenance and utility costs
LME	Monthly rent for T-Hangars excluding Corporate Hangars that have built in escalators.	344	354	365	11	143	1,716	3% rent increase requested to cover increased mainenance and utility costs
LME	Monthly rent for 8 T-Hangars with multiple rental rates due to conditions in their lease.	4,828	4972	5121	149	149	1,788	3% rent increase requested to cover increased mainenance and utility costs
OFC	Monthly rent for T-Hangar Offices excluding Corporate Hangars that have built in escalators.	129	133	137	4	20	240	3% rent increase requested to cover increased mainenance and utility costs
OFC	Monthly rent for 9 T-Hangar Offices with multiple rental rates due to conditions in their lease.	2,275	2343	2413	70	70	840	3% rent increase requested to cover increased mainenance and utility costs
SSE	Monthly rent for T-Hangars excluding Corporate Hangars that have built in escalators.	164	169	174	5	110	1,320	3% rent increase requested to cover increased mainenance and utility costs
SSE	Monthly rent for T-Hangars excluding Corporate Hangars that have built in escalators.	181	186	192	6	78	936	3% rent increase requested to cover increased mainenance and utility costs
SSE	Monthly rent for T-Hangars excluding Corporate Hangars that have built in escalators.	260	268	276	8	112	1,344	3% rent increase requested to cover increased mainenance and utility costs
SSE	Monthly rent for T-Hangars excluding Corporate Hangars that have built in escalators.	275	283	291	8	472	5,664	3% rent increase requested to cover increased mainenance and utility costs
UTIL	Monthly Utility charge for T-Hangars excluding Corporate Hangars that have built in escalators.	31	32	33	1	1	12	3% rent increase requested to cover increased mainenance and utility costs
Total						<i>Monthly</i> \$1,244	\$14,928	

Washington County, Maryland
Airport Fund
Department 45010 - General 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	294,930	0	294,930	30,530	11.55%	264,400	277,091	255,850
500005 - Wages - Part Time	3,950	0	3,950	430	12.22%	3,520	4,300	1,072
500010 - Wages - Overtime	7,570	0	7,570	(1,510)	(16.63)%	9,080	6,143	10,607
500040 - Other Wages	1,660	0	1,660	130	8.50%	1,530	777	563
500100 - FICA - Employer	23,570	0	23,570	2,260	10.61%	21,310	20,898	20,082
500120 - Health Insurance	78,470	0	78,470	8,580	12.28%	69,890	61,111	74,019
500125 - Other Insurance	1,020	0	1,020	(680)	(40.00)%	1,700	1,592	1,469
500130 - Pension	76,680	0	76,680	8,210	11.99%	68,470	73,246	63,296
500140 - Workers Compensation	10,350	0	10,350	660	6.81%	9,690	4,864	3,768
500155 - Personnel Requests	15,870	0	15,870	15,870	100.00%	0	0	0
500160 - Other Post Employment Benefits	4,600	0	4,600	1,020	28.49%	3,580	0	0
500161 - Wage Reserve	(11,900)	0	(11,900)	(11,900)	100.00%	0	0	0
500170 - Personal Development	1,200	0	1,200	0	0.00%	1,200	0	0
500171 - Employee Recognition	900	0	900	0	0.00%	900	0	0
500172 - Team Building	250	0	250	0	0.00%	250	0	0
Wages and Benefits	509,120	0	509,120	53,600	11.77%	455,520	450,022	430,726
501080 - Debt Lease Interest	0	0	0	0	0.00%	0	11	0
502000 - Appropriations	951,000	0	951,000	916,000	2,617.14%	35,000	(31,000)	0
505010 - Advertising	1,500	0	1,500	0	0.00%	1,500	0	280
505050 - Dues & Subscriptions	3,700	0	3,700	0	0.00%	3,700	2,970	4,314
505070 - Food and Supplies	200	0	200	0	0.00%	200	103	50
505120 - Licenses & Certifications	100	0	100	0	0.00%	100	254	10
505130 - Small Office Equipment	500	0	500	0	0.00%	500	209	1,182
505140 - Office Supplies	3,350	0	3,350	1,350	67.50%	2,000	2,183	2,047
505150 - Other - Miscellaneous	0	0	0	0	0.00%	0	588	442
505160 - Personal Mileage	500	0	500	0	0.00%	500	316	0
505170 - Postage	800	0	800	0	0.00%	800	151	827
505191 - Property Acquisition	500	0	500	0	0.00%	500	0	0
505220 - Security	500	0	500	0	0.00%	500	42,752	31,373

Washington County, Maryland
Airport Fund
Department 45010 - General Operations
FY24 Expenses

	2024 Operating Budget Requested	Adjustment	2024 Operating Budget Proposed	\$ Change	% Change	2023 Operating Budget Approved	2022 Actuals Final	2021 Actuals Final
505230 - Travel Expenses	8,970	0	8,970	3,830	74.51%	5,140	553	12
505240 - Entertainment/Business Exp	300	0	300	0	0.00%	300	0	0
505960 - Uncollectible Accounts	0	0	0	0	0.00%	0	(601)	178
510010 - Fleet Insurance	15,660	0	15,660	1,080	7.41%	14,580	10,642	11,167
510020 - Property & Casualty Insurance	44,480	0	44,480	14,210	46.94%	30,270	27,269	20,491
510030 - Public & Gen Liability Insurance	22,870	0	22,870	(3,800)	(14.25)%	26,670	23,677	22,567
515000 - Contracted/Purchased Service	1,500	0	1,500	(4,550)	(75.21)%	6,050	510	0
515130 - Consulting Services	6,500	0	6,500	0	0.00%	6,500	1,750	0
515180 - Software	2,700	0	2,700	2,700	100.00%	0	1,435	1,435
520030 - Food Comp	150	0	150	0	0.00%	150	0	176
520040 - Seminars/Conventions	4,750	0	4,750	1,380	40.95%	3,370	495	(390)
526000 - Supplies/Material-Maintenance	0	0	0	0	0.00%	0	34	21
526040 - Equipment Maintenance	0	0	0	0	0.00%	0	0	84
527090 - Auto Repairs	0	0	0	0	0.00%	0	0	1,000
535010 - Copy Machine Rental	0	0	0	(3,300)	(100.00)%	3,300	0	2,051
535055 - Lease Payments	3,360	0	3,360	3,360	100.00%	0	0	0
535057 - Non-Lease Components	0	0	0	0	0.00%	0	270	0
535058 Lease-Variable Payments	0	0	0	0	0.00%	0	903	0
540010 - Wireless Communication	1,000	0	1,000	0	0.00%	1,000	952	1,757
540020 - Telephone Expenses	0	0	0	0	0.00%	0	0	2,956
592040 - Promotional Expenses	3,300	0	3,300	2,800	560.00%	500	0	570
Operating Expenses	1,078,190	0	1,078,190	935,060	653.29%	143,130	86,426	104,598
599999 - Controllable Assets	0	0	0	0	0.00%	0	5,079	17,057
Capital Outlay	0	0	0	0	0.00%	0	5,079	17,057
Total	1,587,310	0	1,587,310	988,660	165.15%	598,650	541,527	552,382

Washington County, Maryland
Airport Fund
Department 45010 - General Operations
FY24 Expenses

	2024 Operating Budget Requested	2024 Operating Budget Proposed	2024 Variance Comments Requested	2024 Variance Comments Proposed
500000 - Wages - Full Time	294,930	294,930	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	3,950	3,950	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	7,570	7,570	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
Airport Fund
Department 45010 - General Operations
FY24 Expenses

	2024 Operating Budget Requested	2024 Operating Budget Proposed	2024 Variance Comments Requested	2024 Variance Comments Proposed
500040 - Other Wages	1,660	1,660	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	23,570	23,570	Budget is based on total wages times 7.65%.	
500120 - Health Insurance	78,470	78,470	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
Airport Fund
Department 45010 - General Operations
FY24 Expenses

	2024 Operating Budget Requested	2024 Operating Budget Proposed	2024 Variance Comments Requested	2024 Variance Comments Proposed
500125 - Other Insurance	1,020	1,020	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	76,680	76,680	The budgeted amount for employer pension is based on full-time wages times 26%.	
500140 - Workers Compensation	10,350	10,350	Workers Compensation is based on projected employee wages times their assigned classification rates.	
500155 - Personnel Requests	15,870	15,870	Increase due to revised salary scale.	
500160 - Other Post Employment Benefits	4,600	4,600	Increased contribution to help offset reduced interest earnings due to market fluctuations.	
500161 - Wage Reserve	11,900	11,900	To budget for vacancy savings.	
500170 - Personal Development	1,200	1,200		
500171 - Employee Recognition	900	900		
500172 - Team Building	250	250		
502000 - Appropriations	951,000	951,000	The budget is based on the amount requested in the CIP plan. Budgets from other departments are being condensed in the general operations department.	

Washington County, Maryland
Airport Fund
Department 45010 - General Operations
FY24 Expenses

	2024 Operating Budget Requested	2024 Operating Budget Proposed	2024 Variance Comments Requested	2024 Variance Comments Proposed
505010 - Advertising	1,500	1,500		
505050 - Dues & Subscriptions	3,700	3,700		
505070 - Food and Supplies	200	200		
505120 - Licenses & Certifications	100	100		
505130 - Small Office Equipment	500	500		
505140 - Office Supplies	3,350	3,350	Increase due to Reallocation from other departments: \$200 from 45020-Airfield Operations; \$550 from 45040-Terminal; \$300 from 45080-Airport Rescue and Firefighters; \$300 from 45090-Airline Services.	
505160 - Personal Mileage	500	500		
505170 - Postage	800	800		
505191 - Property Acquisition	500	500		
505220 - Security	500	500		
505230 - Travel Expenses	8,970	8,970	Increase due to Reallocation from other departments: \$1,930 from 45020-Airfield Operations; \$1,410 from 45080-Airport Rescue and Firefighters. Also an additional 5.5% was added for increased costs associated to inflation.	
505240 - Entertainment/Business Exp	300	300		

Washington County, Maryland
Airport Fund
Department 45010 - General Operations
FY24 Expenses

**2024
Variance
Comments
Proposed**

**2024
Variance
Comments
Requested**

**2024
Operating
Budget
Requested**

**2024
Operating
Budget
Proposed**

510010 - Fleet Insurance	15,660	15,660	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.
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510020 - Property & Casualty Insurance	44,480	44,480	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.
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Washington County, Maryland
Airport Fund
Department 45010 - General Operations
FY24 Expenses

	2024 Operating Budget Requested	2024 Operating Budget Proposed	2024 Variance Comments Requested	2024 Variance Comments Proposed
510030 - Public & Gen Liability Insurance	22,870	22,870		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. 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	1,500	1,500		Decrease is based on current expense and past years actuals.
515130 - Consulting Services	6,500	6,500		
515180 - Software	2,700	2,700		Increase is due to Internet Social Media Data that is collected and used by the Public Relations Department to determine the best use of promotional and advertising funds(\$1500). Also the Airport uses a software subscription for Flight data from MVIX (\$1200).
520030 - Food Comp	150	150		
520040 - Seminars/Conventions	4,750	4,750		Increase is due to Reallocation from other departments: \$990 from 45020-Airfield Operations; \$820 from 45080 Airport Rescue and Firefighters.

Washington County, Maryland
Airport Fund
Department 45010 - General Operations
FY24 Expenses

	2024 Operating Budget Requested	2024 Operating Budget Proposed	2024 Variance Comments Requested	2024 Variance Comments Proposed
535010 - Copy Machine Rental	0	0	Moved to accounting code 535055-Lease Payments due to required accounting procedures.	
535055 - Lease Payments	3,360	3,360	Amount was moved from 535010-Copy Machine Rental due to required accounting procedures. Additional \$60 was added due to an increase in the yearly lease charges.	
540010 - Wireless Communication	1,000	1,000		
592040 - Promotional Expenses	3,300	3,300	Increase is due to Promotional Expenses moved from other departments:45020-\$2,00045030-\$50045040-\$20045080-\$100.	

Washington County, Maryland
Travel Request
FY 2024

Department Number: 45010 Department Name: Hagerstown Regional Airport

Account Number: 505230-Travel Expenses

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		
ARFF Captain at Hagerstown Regional Airport	TBD	TBD	1,490		Annual ARFF Leadership Conference assist with conducting day-to-day operations, management relations, FAA inspection process, tactics and strategies.
Airfield Maintenance Staff (2)	TBD	TBD	2,040		2-Annual Snow Symposium (w/scholarship)
Operations/Security Manager	TBD	TBD	950		Annual AAAE/TSA/DHS Aviation Security Summit.
Operations/Security Manager	TBD	TBD	850		AAAE Certified Employee Courses.
Airport Director	TBD	TBD	1,320		NEC/AAAE Annual Conference (scholarship) "purpose of this conference is to provide airport professionals with the latest information & newest developments in the industry, so they have the knowledge they need to make airports safer, more efficient & ultimately, more successful."
Airport Director	TBD	TBD	1,260		Air Service Development Conference to meet with multiple airlines face to face to discuss potential air service development and what they would need to fly into HGR.
Airport Director	TBD	TBD	530		AAAE/USCTA FAA Contract: Tower Annual Workshop-Topics include procedures and plans for FAA contract towers; federal budget challenges; tower operating agreements; program perspectives of Congress & U.S. DOT Inspector General; update on how ATC companies operate; future contract tower issues & trends; etc.
Airport Director	TBC	TBD	530		Maryland Regional Aviation (Annual) Conference to meet with State Officials and network with industry leaders and other Maryland Airport Managers.

Total **\$8,970**

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

Department Number: 45010 Department Name: Hagerstown Regional Airport

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			
MVIX	0	1,200		N	Y	Software used for providing up to date flight status information to our 4 FIDS Monitors in the Airport Terminal.
Archive Social	0	1,435		N	Y	Social Media data collected by the Public Relations department to determine the best use of promotional and advertising funds.

Total \$0 \$2,635

● 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: 45010

Department Name: Airport 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	1,750	N/A		Copy Machine Rental - \$145.29 per month
E Ricoh Copypak	1	N/A	N/A	N/A	270	N/A		CopyPak includes 5,000 black and white copies for \$22.50 per month.
Ricoh Copier B&W overage	1	N/A	N/A	N/A	840	N/A		Copy Machine B&W overage. 150,000 copies x \$.0056 per copy.
E Ricoh Copier Color overage	1	N/A	N/A	N/A	500	N/A		Copy Machine B&W overage. 110,000 copies x \$.04 per copy.
Total						\$3,360		

Agree to Budget

N New Installment Purchase
E Existing Installment Purchase

Washington County, Maryland
Airport Fund
Department 45020 - Airfield 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	139,040	0	139,040	22,670	19.48%	116,370	100,409	121,827
500005 - Wages - Part Time	7,220	0	7,220	(660)	(8.38)%	7,880	10,004	6,374
500010 - Wages - Overtime	7,500	0	7,500	220	3.02%	7,280	6,246	11,782
500040 - Other Wages	230	0	230	230	100.00%	0	761	731
500100 - FICA - Employer	11,780	0	11,780	1,720	17.10%	10,060	8,519	10,559
500120 - Health Insurance	36,990	0	36,990	6,230	20.25%	30,760	33,142	43,917
500125 - Other Insurance	470	0	470	(270)	(36.49)%	740	598	777
500130 - Pension	36,150	0	36,150	5,890	19.46%	30,260	27,113	32,996
500140 - Workers Compensation	5,310	0	5,310	570	12.03%	4,740	6,072	7,167
Wages and Benefits	244,690	0	244,690	36,600	17.59%	208,090	192,864	236,130
502000 - Appropriations	0	0	0	(89,000)	(100.00)%	89,000	16,000	0
505120 - Licenses & Certifications	250	0	250	0	0.00%	250	118	240
505140 - Office Supplies	0	0	0	(200)	(100.00)%	200	226	124
505210 - Safety Supplies	1,000	0	1,000	200	25.00%	800	393	55
505230 - Travel Expenses	0	0	0	(1,930)	(100.00)%	1,930	0	32
515000 - Contracted/Purchased Service	1,520	0	1,520	0	0.00%	1,520	227	9,733
515180 - Software	9,480	0	9,480	0	0.00%	9,480	9,187	0
515202 - Inspection Services	1,030	0	1,030	0	0.00%	1,030	702	912
515270 - Maintenance Contract Services	1,300	0	1,300	500	62.50%	800	1,000	1,391
520000 - Training	1,500	0	1,500	0	0.00%	1,500	225	2,074
520020 - In-House Training	0	0	0	0	0.00%	0	44	0
520030 - Food Comp	500	0	500	0	0.00%	500	65	435
520040 - Seminars/Conventions	0	0	0	(990)	(100.00)%	990	640	0
525020 - Janitorial Supplies	0	0	0	(200)	(100.00)%	200	0	271
525030 - Medical Supplies	100	0	100	0	0.00%	100	0	0
525040 - Small Tools & Equipment	3,640	0	3,640	0	0.00%	3,640	1,254	3,568
526000 - Supplies/Material-Maintenance	8,000	0	8,000	0	0.00%	8,000	8,402	19,839
526010 - Asphalt Repair	7,000	0	7,000	2,000	40.00%	5,000	0	0
526020 - Building Maintenance	5,000	0	5,000	0	0.00%	5,000	512	2,464

Washington County, Maryland
Airport Fund
Department 45020 - Airfield Operations
FY24 Expenses

	2024 Operating Budget Requested	Adjustment	2024 Operating Budget Proposed	\$ Change	% Change	2023 Operating Budget Approved	2022 Actuals Final	2021 Actuals Final
526040 - Equipment Maintenance	10,000	0	10,000	0	0.00%	10,000	11,177	18,968
526090 - Painting Supplies	9,590	0	9,590	(5,410)	(36.07)%	15,000	15,145	10,616
527020 - Auto Batteries	2,000	0	2,000	1,000	100.00%	1,000	0	0
527030 - Diesel Fuel	13,500	0	13,500	2,500	22.73%	11,000	10,963	7,903
527040 - Diesel Fuel Tax	350	0	350	350	100.00%	0	392	806
527060 - Auto Gasoline	9,000	0	9,000	2,000	28.57%	7,000	9,352	7,401
527080 - Auto Motor Oil	1,500	0	1,500	500	50.00%	1,000	799	643
527090 - Auto Repairs	1,000	0	1,000	0	0.00%	1,000	0	494
527100 - Auto Tires	4,000	0	4,000	0	0.00%	4,000	2,601	1,628
528000 - Supplies - Chemicals	35,000	0	35,000	3,000	9.38%	32,000	6,929	24,417
528030 - Herbicide	5,000	0	5,000	1,000	25.00%	4,000	3,488	1,837
535000 - Rentals	100	0	100	0	0.00%	100	0	0
535020 - Equipment Rental	1,000	0	1,000	800	400.00%	200	0	0
535060 - Uniforms	1,000	0	1,000	0	0.00%	1,000	688	892
540022 - Cable TV & Internet Services	1,000	0	1,000	0	0.00%	1,000	1,170	1,085
545010 - Electric	72,000	0	72,000	5,250	7.87%	66,750	70,708	66,721
545020 - Natural Gas	9,500	0	9,500	(500)	(5.00)%	10,000	6740	9,299
545040 - Sewer	1,570	0	1,570	1,570	100.00%	0	0	0
545050 - Waste/Trash Disposal	1,020	0	1,020	0	0.00%	1,020	1,020	1,020
545060 - Water	770	0	770	(1,570)	(67.09)%	2,340	1680	2,297
586030 - Anti-skid Supplies	800	0	800	0	0.00%	800	0	0
592040 - Promotional Expenses	0	0	0	(2,000)	(100.00)%	2,000	0	0
Operating Expenses	220,020	0	220,020	(81,130)	(26.94)%	301,150	181,847	197,165
599999 - Controllable Assets	0	0	0	0	0.00%	0	8,412	125,696
Capital Outlay	0	0	0	0	0.00%	0	8,412	125,696
Total	464,710	0	464,710	(44,530)	(8.74)%	509,240	383,123	558,991

Washington County, Maryland
Airport Fund
Department 45020 - Airfield Operations
FY24 Expenses

	2024 Operating Budget Requested	2024 Operating Budget Proposed	2024 Variance Comments Requested	2024 Variance Comments Proposed
500000 - Wages - Full Time	139,040	139,040		
500005 - Wages - Part Time	7,220	7,220		
500010 - Wages - Overtime	7,500	7,500		
500040 - Other Wages	230	230		
500100 - FICA - Employer	11,780	11,780		
500120 - Health Insurance	36,990	36,990		
500125 - Other Insurance	470	470		
500130 - Pension	36,150	36,150		
500140 - Workers Compensation	5,310	5,310		
502000 - Appropriations	-	-	Appropriations to CIP have been moved to the general operations department.	
505120 - Licenses & Certifications	250	250		
505140 - Office Supplies	0	0	Reallocation of the amount to 45010-General Operations department.	
505210 - Safety Supplies	1,000	1,000	This increase is due to the need to replace aging safety equipment and the increase in cost of the equipment.	
505230 - Travel Expenses	0	0	Reallocation of the amount to 45010-General Operations department.	
515000 - Contracted/Purchased Service	1,520	1,520		

Washington County, Maryland
Airport Fund
Department 45020 - Airfield Operations
FY24 Expenses

	2024 Operating Budget Requested	2024 Operating Budget Proposed	2024 Variance Comments Requested	2024 Variance Comments Proposed
515180 - Software	9,480	9,480	Software used for maintaining records of FAA required runway checks. The system generates work orders for maintenance and upkeep of all Airport Facilities.	
515202 - Inspection Services	1,030	1,030		
515270 - Maintenance Contract Services	1,300	1,300	Increase based on current and prior years expenditures.	
520000 - Training	1,500	1,500		
520030 - Food Comp	500	500		
520040 - Seminars/Conventions	0	0	Reallocation of the amount to 45010 General Operations department.	
525020 - Janitorial Supplies	0	0	Reallocation of the amount to 45040- Terminal department.	
525030 - Medical Supplies	100	100		
525040 - Small Tools & Equipment	3,640	3,640		
526000 - Supplies/Material-Maintenance	8,000	8,000		
526010 - Asphalt Repair	7,000	7,000	This increase is due to aging asphalt on the Airport property that is not eligible for Federal funding.	
526020 - Building Maintenance	5,000	5,000		
526040 - Equipment Maintenance	10,000	10,000		
526090 - Painting Supplies	9,590	9,590	This decrease is based on past year's actuals and future year's expectations.	

Washington County, Maryland
Airport Fund
Department 45020 - Airfield Operations
FY24 Expenses

	2024 Operating Budget Requested	2024 Operating Budget Proposed	2024 Variance Comments Requested	2024 Variance Comments Proposed
527020 - Auto Batteries	2,000	2,000	This increase is due to the increased cost of batteries, and the increased number of vehicles requiring batteries.	
527030 - Diesel Fuel	13,500	13,500	Estimated budget is 3,600 gallons x \$3.75= \$13,500 (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 prices.	
527040 - Diesel Fuel Tax	350	350	Increase is based on current expense and past years actuals.	
527060 - Auto Gasoline	9,000	9,000	Projected budget is 3,000 gallons x \$3.00 = \$9,000 (includes state gas tax), which is based on bids and short-term energy outlook forecasts. Rate per gallon is discounted with bid price as compared to retail prices.	
527080 - Auto Motor Oil	1,500	1,500	This increase is due to the expected increase in vehicles and the increased cost of motor oil.	
527090 - Auto Repairs	1,000	1,000		
527100 - Auto Tires	4,000	4,000		
528000 - Supplies - Chemicals	35,000	35,000	This increase is due to the increase in the cost from the suppliers.	
528030 - Herbicide	5,000	5,000	This increase is due to the increase in cost from the suppliers.	
535000 - Rentals	100	100		

Washington County, Maryland
Airport Fund
Department 45020 - Airfield Operations
FY24 Expenses

	2024 Operating Budget Requested	2024 Operating Budget Proposed	2024 Variance Comments Requested	2024 Variance Comments Proposed
535020 - Equipment Rental	1,000	1,000	This increase is due to rentals of crowd control equipment needed for VIP visits to the Airport.	
535060 - Uniforms	1,000	1,000		
540022 - Cable TV & Internet Services	1,000	1,000		
545010 - Electric	72,000	72,000	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	9,500	9,500	The natural gas budgets were based on four prior years actual and forecasted rate changes.	
545040 - Sewer	1,570	1,570	Reallocation from a portion of the Water account 545060. The new Sewer accounting line was created to differentiate sewer charges from water charges for consistency throughout all County departments.	
545050 - Waste/Trash Disposal	1,020	1,020		
545060 - Water	770	770	Reduction is due to a Reallocation of a portion of the Water account 545060. The new Sewer accounting line was created to differentiate sewer charges from water charges for consistency throughout all County departments.	
586030 - Anti-skid Supplies	800	800		

Washington County, Maryland				
Airport Fund				
Department 45020 - Airfield Operations				
FY24 Expenses				
	2024 Operating Budget Requested	2024 Operating Budget Proposed	2024 Variance Comments Requested	2024 Variance Comments Proposed
592040 - Promotional Expenses	0	0	Reallocation of funds to 45010-General Operations Department.	

Department Number: 45020 Department Name: Hagerstown Regional Airport

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			
VEOCI	9,187	9,480		N	Y	Software used for maintaining records of FAA required runway checks. The system generates work orders for maintenance and upkeep of all Airport Facilities.

Total \$9,187 \$9,480

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

Washington County, Maryland
Airport Fund
Department 45030 - Business Parks
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	3,810	0	3,810	1,370	56.15%	2,440	2,404	2,706
500005 - Wages - Part Time	1,150	0	1,150	(730)	(38.83)%	1,880	1,308	1,294
500100 - FICA - Employer	380	0	380	50	15.15%	330	273	301
500120 - Health Insurance	1,010	0	1,010	370	57.81%	640	743	1,044
500125 - Other Insurance	10	0	10	(10)	(50.00)%	20	15	15
500130 - Pension	990	0	990	360	57.14%	630	660	746
500140 - Workers Compensation	210	0	210	(10)	(4.55)%	220	195	309
Wages and Benefits	7,560	0	7,560	1,400	22.73%	6,160	5,598	6,416
501000 - Debt - Bond Principal	113,330	0	113,330	0	0.00%	113,330	106,330	100,000
501001 - Contra - Bond Principal	0	0	0	0	0.00%	0	(106,330)	(100,000)
501050 - Debt - Bond Interest	6,770	0	6,770	0	0.00%	6,770	4,633	7,654
502000 - Appropriations	0	0	0	(45,000)	(100.00)%	45,000	15,000	0
505210 - Safety Supplies	0	0	0	0	0.00%	0	91	0
515000 - Contracted/Purchased Service	0	0	0	(8,000)	(100.00)%	8,000	0	596
515270 - Maintenance Contract Services	250	0	250	0	0.00%	250	215	215
526000 - Supplies/Material-Maintenance	2,000	0	2,000	0	0.00%	2,000	1,948	0
526020 - Building Maintenance	3,000	0	3,000	0	0.00%	3,000	14,357	2,728
526090 - Painting Supplies	200	0	200	0	0.00%	200	1,351	0
545010 - Electric	1,000	0	1,000	0	0.00%	1,000	338	319
545040 - Sewer	1,140	0	1,140	1,140	100.00%	0	0	0
545060 - Water	560	0	560	(1,140)	(67.06)%	1,700	2,612	1,693
592040 - Promotional Expenses	0	0	0	(500)	(100.00)%	500	0	0
Operating Expenses	128,250	0	128,250	(53,500)	(29.44)%	181,750	40,545	13,205
599999 - Controllable Assets	0	0	0	0	0.00%	0	11,998	0
Capital Outlay	0	0	0	0	0.00%	0	11,998	0
Total	135,810	0	135,810	(52,100)	(27.73)%	187,910	58,141	19,621

Washington County, Maryland
Airport Fund
Department 45030 - Business Parks
FY24 Expenses

	2024 Operating Budget Requested	2024 Operating Budget Proposed	2024 Variance Comments Requested	2024 Variance Comments Proposed
500000 - Wages - Full Time	3,810	3,810		
500005 - Wages - Part Time	1,150	1,150		
500100 - FICA - Employer	380	380		
500120 - Health Insurance	1,010	1,010		
500125 - Other Insurance	10	10		
500130 - Pension	990	990		
500140 - Workers Compensation	210	210		
501000 - Debt - Bond Principal	113,330	113,330	FY24 is the payoff year for this financed debt.	
501050 - Debt - Bond Interest	6,770	6,770	FY24 is the payoff year for this financed debt.	
502000 - Appropriations	-	-	Appropriations to CIP have been moved to the general operations department.	
515000 - Contracted/Purchased Service	0	0	Decrease is based on this account not being utilized. Over past years expenses were charged to other accounts.	
515270 - Maintenance Contract Services	250	250		
526000 - Supplies/Material-Maintenance	2,000	2,000		
526020 - Building Maintenance	3,000	3,000		
526090 - Painting Supplies	200	200		

Washington County, Maryland
Airport Fund
Department 45030 - Business Parks
FY24 Expenses

	2024 Operating Budget Requested	2024 Operating Budget Proposed	2024 Variance Comments Requested	2024 Variance Comments Proposed
545010 - Electric	1,000	1,000	The electric budget is based on four prior year actuals, forecasted rate changes, and other known circumstances. The projection also takes into account current year actuals with annualized estimations.	
545040 - Sewer	1,140	1,140	Reallocation from a portion of the Water account 545060. The new Sewer accounting line was created to differentiate sewer charges from water charges for consistency throughout all County departments.	
545060 - Water	560	560	Reduction is due to a Reallocation of a portion of the Water account 545060. The new Sewer accounting line was created to differentiate sewer charges from water charges for consistency throughout all County departments.	
592040 - Promotional Expenses	0	0	Reallocation of funds to 45010-General Operations Department.	

Washington County, Maryland
Airport Fund
Department 45040 - Terminals
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	21,040	0	21,040	(2,270)	(9.74)%	23,310	20,241	18,180
500005 - Wages - Part Time	53,700	0	53,700	9,790	22.30%	43,910	53,773	38,205
500010 - Wages - Overtime	2,600	0	2,600	(250)	(8.77)%	2,850	2,489	3,258
500100 - FICA - Employer	5,920	0	5,920	560	10.45%	5,360	5,722	4,493
500120 - Health Insurance	5,600	0	5,600	(560)	(9.09)%	6,160	7,381	7,636
500125 - Other Insurance	70	0	70	(80)	(53.33)%	150	127	123
500130 - Pension	5,470	0	5,470	(590)	(9.74)%	6,060	5,729	5,093
500140 - Workers Compensation	4,670	0	4,670	670	16.75%	4,000	4,582	3,924
Wages and Benefits	99,070	0	99,070	7,270	7.92%	91,800	100,044	80,912
505140 - Office Supplies	0	0	0	(550)	(100.00)%	550	459	733
505210 - Safety Supplies	300	0	300	0	0.00%	300	288	224
515000 - Contracted/Purchased Service	2,610	0	2,610	(4,270)	(62.06)%	6,880	2,270	4,605
515270 - Maintenance Contract Services	5,810	0	5,810	0	0.00%	5,810	3,402	962
520030 - Food Comp	100	0	100	0	0.00%	100	0	0
525000 - Supplies/Material - Operating	5,700	0	5,700	0	0.00%	5,700	2,700	1,469
525020 - Janitorial Supplies	1,950	0	1,950	320	19.63%	1,630	2,612	4,309
525030 - Medical Supplies	100	0	100	0	0.00%	100	68	0
525040 - Small Tools & Equipment	300	0	300	0	0.00%	300	186	680
526000 - Supplies/Material-Maintenance	4,000	0	4,000	0	0.00%	4,000	1,943	5,303
526020 - Building Maintenance	3,000	0	3,000	0	0.00%	3,000	2,743	4,343
526040 - Equipment Maintenance	1,000	0	1,000	0	0.00%	1,000	1,386	488
526070 - Landscaping Supplies	1,000	0	1,000	0	0.00%	1,000	0	0
526090 - Painting Supplies	100	0	100	0	0.00%	100	100	0
526110 - Snow Removal Materials	800	0	800	0	0.00%	800	(241)	0
535060 - Uniforms	500	0	500	0	0.00%	500	523	198
540022 - Cable TV & Internet Services	150	0	150	0	0.00%	150	64	76
545010 - Electric	49,000	0	49,000	0	0.00%	49,000	47,960	45,258
545020 - Natural Gas	16,800	0	16,800	(200)	(1.18)%	17,000	14,820	15,368
545040 - Sewer	13,400	0	13,400	13,400	100.00%	0	0	0

Washington County, Maryland
Airport Fund
Department 45040 - Terminals
FY24 Expenses

	2024 Operating Budget Requested	Adjustment	2024 Operating Budget Proposed	\$ Change	% Change	2023 Operating Budget Approved	2022 Actuals Final	2021 Actuals Final
545050 - Waste/Trash Disposal	1,020	0	1,020	0	0.00%	1,020	1,020	1,020
545060 - Water	6,600	0	6,600	(13,400)	(67.00)%	20,000	18,464	21,797
592040 - Promotional Expenses	0	0	0	(200)	(100.00)%	200	0	180
Operating Expenses	114,240	0	114,240	(4,900)	(4.11)%	119,140	100,767	107,014
599999 - Controllable Assets	0	0	0	0	0.00%	0	0	32,301
Capital Outlay	0	0	0	0	0.00%	0	0	32,301
Total	213,310	0	213,310	2,370	1.12%	210,940	200,811	220,227

Washington County, Maryland
Airport Fund
Department 45040 - Terminals
FY24 Expenses

	2024 Operating Budget Requested	2024 Operating Budget Proposed	2024 Variance Comments Requested	2024 Variance Comments Proposed
500000 - Wages - Full Time	21,040	21,040		
500005 - Wages - Part Time	53,700	53,700		
500010 - Wages - Overtime	2,600	2,600		
500100 - FICA - Employer	5,920	5,920		
500120 - Health Insurance	5,600	5,600		
500125 - Other Insurance	70	70		
500130 - Pension	5,470	5,470		
500140 - Workers Compensation	4,670	4,670		
505140 - Office Supplies	0	0	Reallocation of the amount to 45010-General Operations department.	
505210 - Safety Supplies	300	300		
515000 - Contracted/Purchased Service	2,610	2,610	Decrease is based on this account not being fully utilized. Over past years \$4,270 of expenses were charged to other accounts.	
515270 - Maintenance Contract Services	5,810	5,810		
520030 - Food Comp	100	100		
525000 - Supplies/Material - Operating	5,700	5,700		
525020 - Janitorial Supplies	1,950	1,950	Increase is due to reallocated funds from other departments: \$200 from 45020-Airfield Operations and \$120 from Airport Rescue and Firefighters (ARFF).	

Washington County, Maryland
Airport Fund
Department 45040 - Terminals
FY24 Expenses

	2024 Operating Budget Requested	2024 Operating Budget Proposed	2024 Variance Comments Requested	2024 Variance Comments Proposed
525030 - Medical Supplies	100	100		
525040 - Small Tools & Equipment	300	300		
526000 - Supplies/Material-Maintenance	4,000	4,000		
526020 - Building Maintenance	3,000	3,000		
526040 - Equipment Maintenance	1,000	1,000		
526070 - Landscaping Supplies	1,000	1,000		
526090 - Painting Supplies	100	100		
526110 - Snow Removal Materials	800	800		
535060 - Uniforms	500	500		
540022 - Cable TV & Internet Services	150	150		
545010 - Electric	49,000	49,000		
545020 - Natural Gas	16,800	16,800		The natural gas budgets were based on four prior years actual and forecasted rate changes.
545040 - Sewer	13,400	13,400		Reallocation from a portion of the Water account 545060. The new Sewer accounting line was created to differentiate sewer charges from water charges for consistency throughout all County departments.
545050 - Waste/Trash Disposal	1,020	1,020		

Washington County, Maryland
Airport Fund
Department 45040 - Terminals
FY24 Expenses

	2024 Operating Budget Requested	2024 Operating Budget Proposed	2024 Variance Comments Requested	2024 Variance Comments Proposed
545060 - Water	6,600	6,600	Reduction is due to a Reallocation of a portion of the Water account 545060. The new Sewer accounting line was created to differentiate sewer charges from water charges for consistency throughout all County departments.	
592040 - Promotional Expenses	0	0	Reallocation of the amount to 45010-General Operations department.	

Washington County, Maryland
Airport Fund
Department 45050 - T-Hangar
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	5,040	0	5,040	(540)	(9.68)%	5,580	3,617	4,814
500005 - Wages - Part Time	430	0	430	(680)	(61.26)%	1,110	662	1,036
500010 - Wages - Overtime	190	0	190	190	100.00%	0	397	0
500040 - Other Wages	10	0	10	10	100.00%	0	43	0
500100 - FICA - Employer	430	0	430	(80)	(15.69)%	510	344	441
500120 - Health Insurance	1,340	0	1,340	(130)	(8.84)%	1,470	1,223	1,635
500125 - Other Insurance	20	0	20	(20)	(50.00)%	40	24	29
500130 - Pension	1,310	0	1,310	(140)	(9.66)%	1,450	1,084	1,278
500140 - Workers Compensation	200	0	200	(80)	(28.57)%	280	252	381
Wages and Benefits	8,970	0	8,970	(1,470)	(14.08)%	10,440	7,646	9,614
502000 - Appropriations	0	0	0	(28,000)	(100.00)%	28,000	0	0
505210 - Safety Supplies	0	0	0	0	0.00%	0	91	0
515000 - Contracted/Purchased Service	0	0	0	(500)	(100.00)%	500	0	53
526000 - Supplies/Material-Maintenance	2,500	0	2,500	0	0.00%	2,500	183	356
526010 - Asphalt Repair	10,000	0	10,000	5,000	100.00%	5,000	0	0
526020 - Building Maintenance	1,500	0	1,500	0	0.00%	1,500	356	277
526040 - Equipment Maintenance	500	0	500	0	0.00%	500	0	270
526090 - Painting Supplies	1,000	0	1,000	0	0.00%	1,000	1,050	0
545010 - Electric	27,000	0	27,000	0	0.00%	27,000	22,785	26,908
545040 - Sewer	1,710	0	1,710	1,710	100.00%	0	0	0
545050 - Waste/Trash Disposal	3,170	0	3,170	1,430	82.18%	1,740	1,740	1,740
545060 - Water	840	0	840	(1,710)	(67.06)%	2,550	3,062	2,394
Operating Expenses	48,220	0	48,220	(22,070)	(31.40)%	70,290	29,267	31,998
599999 - Controllable Assets	0	0	0	0	0.00%	0	0	9,988
Capital Outlay	0	0	0	0	0.00%	0	0	9,988
Total	57,190	0	57,190	(23,540)	(29.16)%	80,730	36,913	51,600

Washington County, Maryland
Airport Fund
Department 45050 - T-Hangar
FY24 Expenses

	2024 Operating Budget Requested	2024 Operating Budget Proposed	2024 Variance Comments Requested	2024 Variance Comments Proposed
500000 - Wages - Full Time	5,040	5,040		
500005 - Wages - Part Time	430	430		
500010 - Wages - Overtime	190	190		
500040 - Other Wages	10	10		
500100 - FICA - Employer	430	430		
500120 - Health Insurance	1,340	1,340		
500125 - Other Insurance	20	20		
500130 - Pension	1,310	1,310		
500140 - Workers Compensation	200	200		
502000 - Appropriations	-	-	Appropriations to CIP have been moved to the general operations department.	
515000 - Contracted/Purchased Service	0	0	Decrease is based on this account not being utilized. Over past years expenses were charged to other accounts.	
526000 - Supplies/Material-Maintenance	2,500	2,500		
526010 - Asphalt Repair	10,000	10,000	This increase is due to aging and degrading asphalt in the T-Hangar area. Making hazardous conditions for aircraft taxing.	
526020 - Building Maintenance	1,500	1,500		
526040 - Equipment Maintenance	500	500		

Washington County, Maryland
Airport Fund
Department 45050 - T-Hangar
FY24 Expenses

	2024 Operating Budget Requested	2024 Operating Budget Proposed	2024 Variance Comments Requested	2024 Variance Comments Proposed
526090 - Painting Supplies	1,000	1,000		
545010 - Electric	27,000	27,000		
545040 - Sewer	1,710	1,710	Reallocation from a portion of the Water account 545060. The new Sewer accounting line was created to differentiate sewer charges from water charges for consistency throughout all County departments.	
545050 - Waste/Trash Disposal	3,170	3,170	Based on projected rate model revenue requirements for County customers. Rate contingent on budget submission for utility costs. Projected actual x 3.5% rate increase.	
545060 - Water	840	840	Reduction is due to a Reallocation of a portion of the Water account 545060. The new Sewer accounting line was created to differentiate sewer charges from water charges for consistency throughout all County departments.	

Washington County, Maryland
Airport Fund
Department 45060 - Fuel Farm 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	90	0	90	40	80.00%	50	0	121
500005 - Wages - Part Time	230	0	230	140	155.56%	90	362	0
500100 - FICA - Employer	20	0	20	10	100.00%	10	28	9
500120 - Health Insurance	20	0	20	10	100.00%	10	0	38
500125 - Other Insurance	0	0	0	0	0.00%	0	0	1
500130 - Pension	30	0	30	10	50.00%	20	0	31
500140 - Workers Compensation	20	0	20	20	100.00%	0	11	5
Wages and Benefits	410	0	410	230	127.78%	180	401	204
505210 - Safety Supplies	800	0	800	0	0.00%	800	97	0
515000 - Contracted/Purchased Service	0	0	0	(6,000)	(100.00)%	6,000	0	8,992
515320 - Testing Services	2,500	0	2,500	0	0.00%	2,500	1,863	2,266
526000 - Supplies/Material-Maintenance	1,000	0	1,000	0	0.00%	1,000	280	476
526040 - Equipment Maintenance	7,000	0	7,000	6,000	600.00%	1,000	5,140	14,343
545010 - Electric	300	0	300	0	0.00%	300	285	288
Operating Expenses	11,600	0	11,600	0	0.00%	11,600	7,665	26,364
599999 - Controllable Assets	0	0	0	0	0.00%	0	0	269
Capital Outlay	0	0	0	0	0.00%	0	0	269
Total	12,010	0	12,010	230	1.95%	11,780	8,066	26,838

Washington County, Maryland
Airport Fund
Department 45060 - Fuel Farm Operations
FY24 Expenses

	2024 Operating Budget Requested	2024 Operating Budget Proposed	2024 Variance Comments Requested	2024 Variance Comments Proposed
500000 - Wages - Full Time	90	90		
500005 - Wages - Part Time	230	230		
500100 - FICA - Employer	20	20		
500120 - Health Insurance	20	20		
500130 - Pension	30	30		
500140 - Workers Compensation	20	20		
505210 - Safety Supplies	800	800		
515000 - Contracted/Purchased Service	0	0	Reallocated to 526040-Equipment Maintenance in this same department.	
515320 - Testing Services	2,500	2,500		
526000 - Supplies/Material-Maintenance	1,000	1,000		
526040 - Equipment Maintenance	7,000	7,000	Increase is due to funds reallocated from 515000-Contracted Purchased Service in this same department.	
545010 - Electric	300	300		

Washington County, Maryland
Airport Fund
Department 45070 - Rental Properties - FAA
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	9,300	0	9,300	(6,350)	(40.58)%	15,650	8,204	13,545
500005 - Wages - Part Time	540	0	540	(1,680)	(75.68)%	2,220	833	2,689
500010 - Wages - Overtime	120	0	120	(190)	(61.29)%	310	357	0
500100 - FICA - Employer	760	0	760	(630)	(45.32)%	1,390	680	1,224
500120 - Health Insurance	2,470	0	2,470	(1,670)	(40.34)%	4,140	2,845	4,579
500125 - Other Insurance	30	0	30	(70)	(70.00)%	100	52	81
500130 - Pension	2,420	0	2,420	(1,650)	(40.54)%	4,070	2,355	3,380
500140 - Workers Compensation	360	0	360	(350)	(49.30)%	710	529	1,098
Wages and Benefits	16,000	0	16,000	(12,590)	(44.04)%	28,590	15,855	26,596
505192 - Property Tax Expense	0	0	0	0	0.00%	0	2,608	0
515000 - Contracted/Purchased Service	0	0	0	(2,000)	(100.00)%	2,000	0	0
515202 - Inspection Services	500	0	500	0	0.00%	500	250	0
526000 - Supplies/Material-Maintenance	5,000	0	5,000	0	0.00%	5,000	2,132	4,793
526020 - Building Maintenance	4,000	0	4,000	0	0.00%	4,000	2,082	7,560
526090 - Painting Supplies	500	0	500	0	0.00%	500	310	2,841
545010 - Electric	500	0	500	0	0.00%	500	33	129
545015 - Heating Oil	300	0	300	0	0.00%	300	0	264
545020 - Natural Gas	300	0	300	0	0.00%	300	91	1,313
545030 - Propane Gas	300	0	300	0	0.00%	300	0	0
545040 - Sewer	670	0	670	670	100.00%	0	0	0
545050 - Waste/Trash Disposal	100	0	100	0	0.00%	100	0	0
545060 - Water	330	0	330	(670)	(67.00)%	1,000	277	808
Operating Expenses	12,500	0	12,500	(2,000)	(13.79)%	14,500	7,783	17,708
599999 - Controllable Assets	0	0	0	0	0.00%	0	0	9,988
600200 - Building & Improvements	0	0	0	0	0.00%	0	14,260	8,970
Capital Outlay	0	0	0	0	0.00%	0	14,260	22,859
Total	28,500	0	28,500	(14,590)	(33.86)%	43,090	37,898	67,163

Washington County, Maryland
Airport Fund
Department 45070 - Rental Properties - FAA
FY24 Expenses

	2024 Operating Budget Requested	2024 Operating Budget Proposed	2024 Variance Comments Requested	2024 Variance Comments Proposed
500000 - Wages - Full Time	9,300	9,300		
500005 - Wages - Part Time	540	540		
500010 - Wages - Overtime	120	120		
500100 - FICA - Employer	760	760		
500120 - Health Insurance	2,470	2,470		
500125 - Other Insurance	30	30		
500130 - Pension	2,420	2,420		
500140 - Workers Compensation	360	360		
515000 - Contracted/Purchased Service	0	0		Decrease is based on this account not being utilized. Over past years expenses were charged to other accounts.
515202 - Inspection Services	500	500		
526000 - Supplies/Material-Maintenance	5,000	5,000		
526020 - Building Maintenance	4,000	4,000		
526090 - Painting Supplies	500	500		
545010 - Electric	500	500		
545015 - Heating Oil	300	300		
545020 - Natural Gas	300	300		
545030 - Propane Gas	300	300		

Washington County, Maryland
Airport Fund
Department 45070 - Rental Properties - FAA
FY24 Expenses

	2024 Operating Budget Requested	2024 Operating Budget Proposed	2024 Variance Comments Requested	2024 Variance Comments Proposed
545040 - Sewer	670	670	Reallocation from a portion of the Water account 545060. The new Sewer accounting line was created to differentiate sewer charges from water charges for consistency throughout all County departments.	
545050 - Waste/Trash Disposal	100	100		
545060 - Water	330	330	Reduction is due to a Reallocation of a portion of the Water account 545060. The new Sewer accounting line was created to differentiate sewer charges from water charges for consistency throughout all County departments.	

Washington County, Maryland
Airport Fund
Department 45080 - Airport and Rescue Firefighters Services
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	40,500	0	40,500	10,190	33.62%	30,310	27,611	24,348
500005 - Wages - Part Time	21,410	0	21,410	6,960	48.17%	14,450	16,955	15,146
500010 - Wages - Overtime	7,510	0	7,510	4,530	152.01%	2,980	5,649	4,458
500040 - Other Wages	10	0	10	0	0.00%	10	0	966
500100 - FICA - Employer	5,310	0	5,310	1,660	45.48%	3,650	3,676	3,366
500120 - Health Insurance	10,790	0	10,790	2,760	34.37%	8,030	10,977	10,302
500125 - Other Insurance	140	0	140	(50)	(26.32)%	190	170	160
500130 - Pension	10,530	0	10,530	2,650	33.63%	7,880	7,670	6,722
500140 - Workers Compensation	3,000	0	3,000	870	40.85%	2,130	4,113	3,742
Wages and Benefits	99,200	0	99,200	29,570	42.47%	69,630	76,821	69,209
502000 - Appropriations	0	0	0	(2,000)	(100.00)%	2,000	0	0
505050 - Dues & Subscriptions	150	0	150	0	0.00%	150	0	0
505130 - Small Office Equipment	50	0	50	0	0.00%	50	0	0
505140 - Office Supplies	0	0	0	(300)	(100.00)%	300	249	254
505170 - Postage	0	0	0	0	0.00%	0	57	0
505200 - Safety Equipment	6,000	0	6,000	1,200	25.00%	4,800	2,539	1,018
505210 - Safety Supplies	0	0	0	0	0.00%	0	523	171
505230 - Travel Expenses	0	0	0	(1,410)	(100.00)%	1,410	0	245
515000 - Contracted/Purchased Service	1,000	0	1,000	0	0.00%	1,000	352	641
515202 - Inspection Services	4,060	0	4,060	0	0.00%	4,060	1,009	931
515270 - Maintenance Contract Services	1,500	0	1,500	0	0.00%	1,500	651	712
520000 - Training	12,100	0	12,100	0	0.00%	12,100	0	9,990
520040 - Seminars/Conventions	0	0	0	(820)	(100.00)%	820	0	0
525000 - Supplies/Material - Operating	0	0	0	0	0.00%	0	0	45
525020 - Janitorial Supplies	0	0	0	(120)	(100.00)%	120	387	173
525030 - Medical Supplies	600	0	600	280	87.50%	320	55	144
525040 - Small Tools & Equipment	200	0	200	0	0.00%	200	114	5,143
526000 - Supplies/Material-Maintenance	5,000	0	5,000	0	0.00%	5,000	1,408	587
526020 - Building Maintenance	1,000	0	1,000	500	100.00%	500	1,061	9,816

Washington County, Maryland
Airport Fund
Department 45080 - Airport and Rescue Firefighters Services
FY24 Expenses

	2024 Operating Budget Requested	Adjustment	2024 Operating Budget Proposed	\$ Change	% Change	2023 Operating Budget Approved	2022 Actuals Final	2021 Actuals Final
526040 - Equipment Maintenance	7,000	0	7,000	1,000	16.67%	6,000	9,181	11,273
526090 - Painting Supplies	250	0	250	0	0.00%	250	116	0
527030 - Diesel Fuel	800	0	800	0	0.00%	800	780	0
527100 - Auto Tires	26,000	0	26,000	4,000	18.18%	22,000	0	0
528000 - Supplies - Chemicals	6,000	0	6,000	1,000	20.00%	5,000	8,505	0
535020 - Equipment Rental	0	0	0	0	0.00%	0	0	735
535060 - Uniforms	900	0	900	0	0.00%	900	200	82
540020 - Telephone Expenses	0	0	0	0	0.00%	0	0	1,338
545010 - Electric	8,000	0	8,000	0	0.00%	8,000	5,921	7,482
545020 - Natural Gas	5,000	0	5,000	1,200	31.58%	3,800	4,580	3,641
592020 - Cost of Sales	0	0	0	0	0.00%	0	0	30
592040 - Promotional Expenses	0	0	0	(100)	(100.00)%	100	0	0
Operating Expenses	85,610	0	85,610	4,430	5.46%	81,180	37,688	54,450
599999 - Controllable Assets	0	0	0	0	0.00%	0	1,463	4,424
Capital Outlay	0	0	0	0	0.00%	0	1,463	4,424
Total	184,810	0	184,810	34,000	22.54%	150,810	115,972	128,083

Washington County, Maryland
Airport Fund
Department 45080 - Airport and Rescue Firefighters Services
FY24 Expenses

	2024 Operating Budget Requested	2024 Operating Budget Proposed	2024 Variance Comments Requested	2024 Variance Comments Proposed
500000 - Wages - Full Time	40,500	40,500		
500005 - Wages - Part Time	21,410	21,410		
500010 - Wages - Overtime	7,510	7,510		
500040 - Other Wages	10	10		
500100 - FICA - Employer	5,310	5,310		
500120 - Health Insurance	10,790	10,790		
500125 - Other Insurance	140	140		
500130 - Pension	10,530	10,530		
500140 - Workers Compensation	3,000	3,000		
502000 - Appropriations	-	-	Appropriations to CIP have been moved to the general operations department.	
505050 - Dues & Subscriptions	150	150		
505130 - Small Office Equipment	50	50		
505140 - Office Supplies	0	0	Reallocation of the amount to 45010-General Operations department.	
505200 - Safety Equipment	6,000	6,000	This increase is due to the required replacement of aging Safety equipment.	
505230 - Travel Expenses	0	0	Reallocation of the amount to 45010-General Operations department.	
515000 - Contracted/Purchased Service	1,000	1,000		
515202 - Inspection Services	4,060	4,060		

Washington County, Maryland
Airport Fund
Department 45080 - Airport and Rescue Firefighters Services
FY24 Expenses

	2024 Operating Budget Requested	2024 Operating Budget Proposed	2024 Variance Comments Requested	2024 Variance Comments Proposed
515270 - Maintenance Contract Services	1,500	1,500		
520000 - Training	12,100	12,100		
520040 - Seminars/Conventions	0	0	Amount Reallocated to 45010-General Operations Department.	
525020 - Janitorial Supplies	0	0	Reallocation of the amount to 45040 Terminal department.	
525030 - Medical Supplies	600	600	This increase is due to the required replacement of the medical supplies on the Fire and Rescue vehicles.	
525040 - Small Tools & Equipment	200	200		
526000 - Supplies/Material-Maintenance	5,000	5,000		
526020 - Building Maintenance	1,000	1,000	Increase is based on current years expenses and past years actuals.	
526040 - Equipment Maintenance	7,000	7,000	This increase is due to the increased cost in maintaining the aging Fire and Rescue Vehicles.	
526090 - Painting Supplies	250	250		
527030 - Diesel Fuel	800	800		
527100 - Auto Tires	26,000	26,000	This increase is due to the increased cost of the tires that will need replaced on the Fire and Rescue Vehicles.	
528000 - Supplies - Chemicals	6,000	6,000	This increase is due to the new green foam that is required to replace the current Firefighting Foam.	
535060 - Uniforms	900	900		

Washington County, Maryland
Airport Fund
Department 45080 - Airport and Rescue Firefighters Services
FY24 Expenses

	2024 Operating Budget Requested	2024 Operating Budget Proposed	2024 Variance Comments Requested	2024 Variance Comments Proposed
545010 - Electric	8,000	8,000		
545020 - Natural Gas	5,000	5,000	The natural gas budgets were based on four prior years actual and forecasted rate changes.	
592040 - Promotional Expenses	0	0	Reallocation of the amount to 45010-General Operations department.	

Washington County, Maryland
Airport Fund
Department 45090 - Airline Services
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	73,980	0	73,980	7,500	11.28%	66,480	68,550	62,934
500005 - Wages - Part Time	71,370	0	71,370	14,880	26.34%	56,490	70,199	41,310
500010 - Wages - Overtime	14,510	0	14,510	(2,990)	(17.09)%	17,500	12,445	16,770
500040 - Other Wages	3,430	0	3,430	590	20.77%	2,840	5,116	3,137
500100 - FICA - Employer	12,490	0	12,490	1,490	13.55%	11,000	11,857	9,327
500120 - Health Insurance	19,680	0	19,680	2,110	12.01%	17,570	20,818	22,307
500125 - Other Insurance	260	0	260	(170)	(39.53)%	430	465	455
500130 - Pension	19,230	0	19,230	1,950	11.28%	17,280	20,883	18,899
500140 - Workers Compensation	7,860	0	7,860	2,110	36.70%	5,750	4,211	3,408
Wages and Benefits	222,810	0	222,810	27,470	14.06%	195,340	214,544	178,546
505010 - Advertising	50,000	0	50,000	0	0.00%	50,000	48,049	24,747
505050 - Dues & Subscriptions	0	0	0	0	0.00%	0	100	0
505120 - Licenses & Certifications	0	0	0	0	0.00%	0	0	255
505140 - Office Supplies	0	0	0	(300)	(100.00)%	300	271	304
505210 - Safety Supplies	500	0	500	0	0.00%	500	405	337
505220 - Security	50,700	0	50,700	0	0.00%	50,700	0	0
505230 - Travel Expenses	7,750	0	7,750	190	2.51%	7,560	2,752	47
515000 - Contracted/Purchased Service	46,000	0	46,000	0	0.00%	46,000	16,500	14,025
515130 - Consulting Services	13,090	0	13,090	(4,570)	(25.88)%	17,660	6,500	0
515202 - Inspection Services	0	0	0	0	0.00%	0	0	440
520040 - Seminars/Conventions	1,000	0	1,000	300	42.86%	700	705	0
525000 - Supplies/Material - Operating	500	0	500	0	0.00%	500	197	165
525020 - Janitorial Supplies	0	0	0	0	0.00%	0	0	33
525040 - Small Tools & Equipment	0	0	0	0	0.00%	0	0	16
526000 - Supplies/Material-Maintenance	300	0	300	0	0.00%	300	225	1,071
526040 - Equipment Maintenance	1,500	0	1,500	0	0.00%	1,500	1,965	7,939
535060 - Uniforms	1,500	0	1,500	0	0.00%	1,500	1,371	914
592020 - Cost of Sales	10,620	0	10,620	(380)	(3.45)%	11,000	6,763	1,843
592040 - Promotional Expenses	4,000	0	4,000	1,000	33.33%	3,000	312	391

Washington County, Maryland
Airport Fund
Department 45090 - Airline Services
FY24 Expenses

	2024 Operating Budget Requested	Adjustment	2024 Operating Budget Proposed	\$ Change	% Change	2023 Operating Budget Approved	2022 Actuals Final	2021 Actuals Final
592060 - Service Charges	1,200	0	1,200	0	0.00%	1,200	1,585	338
Operating Expenses	188,660	0	188,660	(3,760)	(1.95)%	192,420	87,700	52,865
599999 - Controllable Assets	0	0	0	0	0.00%	0	0	4,365
Capital Outlay	0	0	0	0	0.00%	0	0	4,365
Total	411,470	0	411,470	23,710	6.11%	387,760	302,244	235,777

Washington County, Maryland
Airport Fund
Department 45090 - Airline Services
FY24 Expenses

	2024 Operating Budget Requested	2024 Operating Budget Proposed	2024 Variance Comments Requested	2024 Variance Comments Proposed
500000 - Wages - Full Time	73,980	73,980		
500005 - Wages - Part Time	71,370	71,370		
500010 - Wages - Overtime	14,510	14,510		
500040 - Other Wages	3,430	3,430		
500100 - FICA - Employer	12,490	12,490		
500120 - Health Insurance	19,680	19,680		
500125 - Other Insurance	260	260		
500130 - Pension	19,230	19,230		
500140 - Workers Compensation	7,860	7,860		
505010 - Advertising	50,000	50,000		
505140 - Office Supplies	0	0	Reallocation of the amount to 45010-General Operations department.	
505210 - Safety Supplies	500	500		
505220 - Security	50,700	50,700		
505230 - Travel Expenses	7,750	7,750	Increase is due to an inflationary increase in travel expenses.	
515000 - Contracted/Purchased Service	46,000	46,000		
515130 - Consulting Services	13,090	13,090	Increase is due to the expected increase use of consulting services for air service development.	
520040 - Seminars/Conventions	1,000	1,000	Increase is due to an increase in registration fees for Airline conferences.	

Washington County, Maryland
Airport Fund
Department 45090 - Airline Services
FY24 Expenses

	2024 Operating Budget Requested	2024 Operating Budget Proposed	2024 Variance Comments Requested	2024 Variance Comments Proposed
525000 - Supplies/Material - Operating	500	500		
526000 - Supplies/Material-Maintenance	300	300		
526040 - Equipment Maintenance	1,500	1,500		
535060 - Uniforms	1,500	1,500		
592020 - Cost of Sales	10,620	10,620	Decrease is based on average cost of sales from the previous 6 months.	
592040 - Promotional Expenses	4,000	4,000	Increase is due to an increase in costs of promotional items and the expected promotional plans for fiscal year 2024.	
592060 - Service Charges	1,200	1,200		

Washington County, Maryland
Travel Request
FY 2024

Department Number: 45090 Department Name: Airline 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	
Airline Station Leader	Las Vegas, Nevada	TBD	1,430		Allegiant 2023 Routes Conference - Allegiant invites airport partners to the conference for company updates and discussions about past performance/future opportunities of each market served and to solicit another destination.
Airline Station Leader	Las Vegas, Nevada	TBD	1,980		Allegiant Leadership Conference is for Allegiant Station Leaders to meet for updates, training and introduction to other team members to learn to continue to provide customer service effectively, professionally and safely for all concerned. The travel and lodging is provided for one.
Airport Director AAC Representative	Las Vegas, Nevada	TBD	3,350		Allegiant 2023 Routes Conference - Allegiant invites airport partners to the conference for company updates and discussions about past performance/future opportunities of each market served and to solicit another destination.
Airline Service Staff	TBD	TBD	990		Allegiant Ground Security Coordinator Procedures Training - Allegiant provides training for an airline staff member to become a certified Ground Security Coordinator to observe security procedures during flight operations.

Total \$7,750

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



Board of County Commissioners of Washington County, Maryland
Agenda Report Form

Open Session Item

SUBJECT: Maintenance and Operations Agreement for the Washington County Senior Center

PRESENTATION DATE: March 28, 2023

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

RECOMMENDED MOTION: Move to approve the Maintenance and Operations Agreement for the Washington County Senior Center.

REPORT-IN-BRIEF: The proposed maintenance and operations agreement is for a 5-year term with an annual renewal option.

DISCUSSION: The County constructed a facility at 535 East Franklin Street that serves as the Washington County Senior Center and is operated by the Commission on Aging. The original lease was for a five (5) year term but did not include provisions for renewal. The Commission on Aging and County have agreed to certain responsibilities relating to the maintenance and operation of the Senior Center for a new five (5) year term that also includes a yearly renewal option upon the agreement of both parties. The agreement covers the division of operation and maintenance responsibilities and incorporates provisions included in a 2019 amendment for the AARP Sponsored Outdoor Fitness Lot ("Fit-lot").

FISCAL IMPACT: County Maintenance Expense Account 10985 – Senior Center Building \$11,000

CONCURRENCES: Commission on Aging & County Attorney

ALTERNATIVES: N/A

ATTACHMENTS: Maintenance & Operations Agreement for The Washington County Senior Center.

AUDIO/VISUAL NEEDS: N/A

MAINTENANCE & OPERATIONS AGREEMENT FOR THE WASHINGTON COUNTY SENIOR CENTER

This Maintenance & Operations Agreement for the Washington County Senior Center (*Agreement*) is made this ____ day of _____, 2023, by and between the Board of County Commissioners of Washington County, Maryland, a body corporate and politic and a political subdivision of the State of Maryland (*County*), and the Washington County Commission on Aging, Inc., a Maryland corporation (*Commission on Aging*).

Recitals

The County constructed a facility located at 535 East Franklin Street, Hagerstown, Maryland, that serves as the Washington County Senior Center (*Senior Center*) and is operated by the Commission on Aging, said facility, land, and other improvements thereon sometimes referred to herein as the “Property.”

The Commission on Aging and the County have agreed to certain responsibilities relating to the maintenance and operation of the Senior Center as indicated herein.

NOW, THEREFORE, in consideration of the covenants, conditions, and agreements hereinafter expressed, the parties agree as follows:

1. Term

The Initial Term (*Initial Term*) of this Agreement shall be for five (5) years beginning August 1, 2022, and ending July 31, 2027. Thereafter, this Agreement may be renewed on a yearly basis upon agreement of both parties.

2. Building Maintenance

- A. The County shall be responsible for maintenance of the structural components of the buildings situated on the Property, including, but not limited to, exterior walls, interior walls, doors, ceiling tiles, sewer system (excluding interior clogged drains), water system, sprinklers, and fire alarm including testing, generator maintenance and inspection, roofing, gutters and downspouts, and windows.
- B. The Commission on Aging shall be responsible for the full operation and maintenance of all heating, cooling, plumbing, electrical, lighting (including bulb and ballast changes), janitorial, office furniture and equipment as well as any needed exercise equipment, security alarm systems in the buildings situated on the Property, as well as generator fuel and trash removal. The Commission on Aging’s responsibilities shall also include all inspections and necessary testing of equipment as required or ordered pursuant to State and federal regulations/requirements.
- C. The County agrees to allow the Commission on Aging to include the buildings on the Property under all appropriate County maintenance contracts if it so desires. However, the parties agree and acknowledge that the Commission on Aging shall

be fully responsible for all costs relating to said agreements and for ensuring that valid, appropriate, and sufficient maintenance contracts are in place at all times during the term of this Agreement.

3. Mowing

The Commission on Aging shall provide and pay for all mowing of the grass portions of the Property on a regular schedule such that the grass remains cut in an aesthetically pleasing manner at a length to promote growth given weather conditions.

4. Landscape and Outdoor Maintenance and Equipment

- A. The County agrees to provide or allow the Commission on Aging to provide such landscape maintenance and improvements on the Property as may be deemed appropriate by the Commission on Aging, to include, but not be limited to, an AARP Sponsored Outdoor Fitness Lot (*FitLot*), an Intergenerational Garden to be constructed in the future, shrubbery, tree trimming, planting, and mulching, provided, however, that such landscape maintenance and improvements are undertaken at no direct expense to the County, are approved and acceptable to the County Buildings, Grounds and Facilities Department, and do not interfere with mowing and snow removal responsibilities of the Commission on Aging.
- B. The County acknowledges that funding for the FitLot is through a grant provided by AARP and that such funding will be directed through the County's accounts for the benefit of the Commission on Aging. Future funding for the Intergenerational Garden may be directed through the County's accounts.
- C. The County agrees to hire, supervise, and manage such trainers for the FitLot on or after the date of this Agreement up through September 30, 2023, and confirm the certifications and qualifications of such trainers. The County will schedule the trainers; but as to trainers paid for by said grants, the Commission on Aging's requests to the County for trainers shall take precedence over requests by other agencies, County departments, or any other entity or persons. After September 30, 2023, the County may retain said trainers, in its sole discretion and subject to the availability of grant funding to cover the County's costs and expenses, but shall be under no obligation to retain the trainers or seek grant funding.
- D. The County agrees to provide playground inspections for the FitLot to comply with applicable standards of the American Society for the Testing of Materials and the U.S. Consumer Product Safety Commission's Handbook for Public Playground Safety. The inspections will be performed by a Certified Playground Safety Inspector who shall prepare a safety report and provide a copy of said report to the Commission on Aging. The County agrees to perform such service repairs as are needed to meet safety compliance standards.
- E. At such time that the FitLot is beyond its service life, the County agrees to consider replacement or rehabilitation of the FitLot based on demand for the FitLot, its

physical condition, and availability of local and grant funds. The County makes no guarantee, express or implied, for the future replacement or rehabilitation of the FitLot. If the FitLot is not replaced, the County agrees to remove all above-ground portions of the FitLot from the Property in a timely manner at the County's cost and effort.

- F. The Commission on Aging shall be responsible for the purchase and maintenance of all minor equipment, amenities, and hardware associated with its use of the FitLot. The Commission on Aging shall be responsible for repair or replacement of equipment that does not meet the safety compliance standards for the FitLot. The Commission on Aging is also responsible for repair or replacement of equipment due to damage or destruction caused by an employee, member, or other invitee of the Senior Center or the Commission on Aging.
- G. The FitLot shall be available for both Commission on Aging activities as well as general public use subject to the terms hereof; however, the Commission on Aging retains the first right to reserve and schedule activities. The Commission on Aging shall not be responsible for furnishing any supplemental equipment or accessories for the general public's use.
- H. The FitLot shall not be open to public use during the normal hours of operation of the Commission on Aging or the Senior Center. The County, at its cost and effort, will provide for signage, and installation thereof, alerting the public that the FitLot is not open for public use during the normal hours of operation of the Commission on Aging or the Senior Center. The Commission on Aging is authorized, at its option and initiative, to remove or seek the removal of any person(s) from the FitLot during the normal hours of operation of the Commission on Aging or the Senior Center.

5. Snow Removal

The Commission on Aging shall provide and pay for timely snow and ice removal for all paved surfaces and sidewalk portions of the Property, including all interior roads, parking lots, and sidewalks, including sidewalks along city streets.

6. Pavement Maintenance

Except as provided in Paragraph 5, the County shall maintain the road and parking lot portions of the Property, including, but not limited to, the repair of damage to paving, line painting, pavement markings, signage, and general maintenance of paving. The parties agree and acknowledge that the County shall not be responsible for trash removal/cleanup or snow and ice removal on said paved portions of the Property.

7. Sidewalk Maintenance

Except as provided in Paragraph 5, the County shall maintain the sidewalk portions of the Property, including, but not limited to, the repair of damage to said sidewalks. The

parties agree and acknowledge that the County shall not be responsible for snow and ice removal upon any sidewalk on the Property.

8. Lights

The County shall maintain the parking lot pole lights, including bulb and ballast changes, and shall repair any damages thereto.

9. Right of Entry

The County hereby grants to the Commission on Aging and its invitees, agents, and contractors, the right of entry upon the Property, at reasonable times and in a reasonable manner, for the purpose of access and provision of services to seniors, those with disabilities, caregivers, and family members, and for the purpose of furthering the Commission on Aging's compliance with the obligations, terms, and conditions of this Agreement.

10. Insurance

- A. For the current and each policy renewal period, the Commission on Aging shall provide to the County certificates of insurance naming the "Board of County Commissioners of Washington County, Maryland," as an additional insured under any insurance policies with respect to obligations of the Commission on Aging herein.
- B. The Commission on Aging shall require and ensure that, during each policy period, any contractor providing maintenance or services upon the Property on behalf of the Commission on Aging pursuant to the terms of the Agreement shall provide to the County certificates of insurance naming the "Board of County Commissioners of Washington County, Maryland," as an additional insured under any insurance policies insuring the contractor against liability of the contractor and/or its agents and employees.
- C. With regard to any fitness park which the Commission on Aging may install or maintain on the Property, in addition to any other insurance required by this Agreement, the Commission on Aging shall maintain and keep in force a policy of insurance of General Liability coverage with a minimum of \$1,000,000 combined single limit for Bodily Injury, Death, and Property Damage, and an aggregate limit of \$2,000,000. Such insurance shall protect the County, its agents, elected and appointed officials, board and commission members, and employees. The Commission on Aging shall name the "Board of County Commissioners of Washington County, Maryland," on the policy as an additional insured against liability, loss, or expense due to damaged property (including loss of use), injury to or death of any person or persons, and for care and loss of services arising in any way, out of, or in connection with or resulting from the Commission on Aging's use of the Property. A separate policy shall not be required if the Commission on

Aging's current comprehensive liability policy covers the Fitness Park or can be amended to provide such coverage.

- D. In addition to the foregoing, the Commission on Aging shall provide, at its sole expense, adequate insurance to cover the cost of any loss, damage, destruction, theft, or any other casualty to any and all equipment, apparatus, devices, or other personal property which the Commission on Aging may store, operate, install, or maintain within the Property. A separate policy shall not be required if the Commission on Aging's current insurance policies cover the requirements indicated herein. Said policy of insurance shall be secondary to the County's insurance for covered losses resulting from destruction or theft of exterior equipment or personal property caused by a member of the public at-large.
- E. The Commission on Aging shall provide certificates of insurance requiring a thirty (30) day notice of cancellation to the County's Risk Coordinator prior to commencement of this Agreement.

11. Hold Harmless/Indemnification

- A. The Commission on Aging will indemnify and hold harmless the County from and against any and all fines, claims, suits, demands, actions, causes of action, liability, and actual damages of any kind or nature, including, but not limited to, personal injury, death, or property damage arising in connection with the FitLot, the contemplated Intergenerational Garden, or any part of the interior or exterior of the Property, in cases in which the injury or damage occurred to a person who is an employee, member, or other invitee of the Senior Center or the Commission on Aging, or in cases in which the injury or damage was proximately caused by a breach of the Commission on Aging of its obligations pursuant to this Agreement (including reasonable attorneys' fees, litigation expenses, and court costs incurred by the County in defending against any such claim or in the enforcement of this Agreement). The Commission on Aging's agreement herein does not extend to any claims, actions, demands, damages, or otherwise which are proximately caused by or which arise out of the County's acts, omissions, or failures to provide safety inspections or safety repairs. The Commission on Aging's agreement herein does not extend to any claims, actions, demands, damages, or otherwise for which the County is immune from liability.
- B. The County will indemnify and hold harmless the Commission on Aging from and against any and all fines, claims, suits, demands, actions, causes of action, liability, and actual damages of any kind or nature, including, but not limited to, personal injury, death, or property damage arising in connection with the FitLot, Intergenerational Garden, or any part of the exterior of the Property, in cases in which the injury or damage occurred during time periods that the Commission on Aging is closed for business to its members (which includes weekends, holidays, closure days due to weather or other causes, and any time on a week day that the

Commission on Aging is closed), or in cases in which the injury to damage is to a person(s) who is not a member, employee, agent, or other invitee of the Senior Center or the Commission on Aging, so long as said injury or damage is not the result of the Commission on Aging's acts, errors, omissions or negligence, or in cases in which the injury or damage was proximately caused by the County's breach of its obligations pursuant to this Agreement (including reasonable attorneys' fees, litigation expenses, and court costs incurred by the County in defending against any such claim or in the enforcement of this Agreement).

- C. Except as indicated herein, the County assumes no responsibility or liability whatsoever for the Commission on Aging's use of the Property by its members or employees, or for any loss, damage, or injury of whatsoever kind to personal property of the Commission on Aging's members or employees.

12. Notice

All notices and correspondence under or regarding this Agreement or any provisions hereof shall be in writing and shall be hand-delivered or sent postage prepaid by either (i) United States mail, certified, return receipt requested, or (ii) for delivery the next business day with a nationally recognized express courier:

To the Commission on Aging: 535 East Franklin Street
Hagerstown, Maryland 21740

To the County: Board of County Commissioners of
Washington County, Maryland
100 West Washington Street, Suite 1101
Hagerstown, Maryland 21740

and

County Attorney's Office
100 West Washington Street, Suite 1101
Hagerstown, Maryland 21740

13. Laws of Maryland

This Agreement was made and entered into in the State of Maryland and is to be governed by and construed under the laws of the State of Maryland.

14. Recitals

The Recitals are hereby incorporated into this Agreement as substantive provisions.

15. Entire Agreement Modification

This Agreement constitutes the entire agreement and understanding of the parties. There are no other promises or other agreements, oral or written, express or implied, between the parties other than as set forth in this Agreement. No change or modification of, or waiver under, this Agreement shall be valid unless it is in writing and signed by authorized representatives of the County and the Commission on Aging.

16. Severability

If any provision of this Agreement shall be determined to be invalid or unenforceable, the remaining provisions of this Agreement shall not be affected thereby; and every provision of this Agreement shall remain in full force and effect and enforceable to the fullest extent permitted by law.

17. Waiver

Neither party's waiver of the other's breach of any term, covenant, or condition contained in this Agreement shall be deemed to be a waiver of any subsequent breach of the same or any other term, covenant, or condition in this Agreement.

18. Survival

The covenants contained herein or liabilities accrued under this Agreement which, by their terms, require their performance after the expiration or termination of this Agreement, shall be enforced notwithstanding the expiration or other termination of this Agreement.

19. Counterparts/Execution

This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. A facsimile or photocopy of a signature of a party shall constitute an original signature, fully binding that party for all purposes.

20. Assignment

This Agreement may not be assigned by either party without the express written consent of the other party.

21. Successors Bound

This Agreement shall be binding on and shall inure to the benefit of the successors, permitted assigns, and legal representatives of the parties hereto.

22. Termination

This Agreement may be terminated by either party during the Initial Term or any additional term as provided for herein, for any reason, by providing six (6) months' written notice to the other party of the terminating party's intention to terminate.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year first above written.

ATTEST:

WASHINGTON COUNTY COMMISSION
ON AGING, INC.

By: _____ (Seal)
Amy Olack, Chief Executive Officer

ATTEST:

BOARD OF COUNTY COMMISSIONERS OF
WASHINGTON COUNTY, MARYLAND

By: _____
John F. Barr, President

Approved:

Andrew Eshleman, Director
Washington County Division
of Public Works

Approved as to legal sufficiency for
execution by the County:

Kirk C. Downey
County Attorney



Agenda Report Form

Open Session Item

SUBJECT: Sex Offender Compliance and Enforcement Maryland Grant – Approval to Submit Application and Accept Awarded Funding

PRESENTATION DATE: March 28, 2023

PRESENTATION BY: Cody Miller, Quartermaster/Grants Manager, Washington County Sheriff's Office and Rachel Souders, Sr. Grant Manager, Office of Grant Management

RECOMMENDED MOTION: Move to approve the submission of the grant application for the FY24 Sex Offender Compliance and Enforcement Maryland Grant to the Governor's Office of Crime Prevention, Youth, and Victim Services in the amount of \$29,366 and accept funding as awarded.

REPORT-IN-BRIEF: The Washington County Sheriff's Office plans to utilize the funding provided to fund the salaries of two part-time civilian employees, who assist the Sex Offender Registrar with the registration/re-registration of sex offenders, while also conducting compliance checks of employment and home addresses.

DISCUSSION: The Office of Grant Management has reviewed the grant funding guidelines. Matching funds or in-kind support is not required for this program. This grant is annually recurring and there are no unusual conditions or requirements attached to the acceptance of the grant.

FISCAL IMPACT: If awarded, the grant reduces costs associated with the Sex Offender Registration Program by \$29,366. If funding was lost, the Sheriff's Office would work on a budget proposal for the Board of County Commissioners to either hire one additional full-time employee or to try to maintain the two part-time positions. Deputies may possibly be used to verify address checks while the Registrar continued with the registrations and re-registrations.

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: Police Accountability, Community, and Transparency Grant Program – Approval to Submit Application and Accept Awarded Funding

PRESENTATION DATE: March 28, 2023

PRESENTATION BY: Cody Miller, Quartermaster/Grants Manager, Washington County Sheriff's Office and Rachel Souders, Sr. Grant Manager, Office of Grant Management

RECOMMENDED MOTION: Move to approve the submission of the grant application for the FY24 Police Accountability, Community, and Transparency Grant Program to the Governor's Office of Crime Prevention, Youth, and Victim Services in the amount of \$28,600 and accept funding as awarded.

REPORT-IN-BRIEF: The Washington County Sheriff's Office is requesting \$28,600 in funding from the FY24 Police Accountability, Community, and Transparency grant program for the purchase of IA Pro and Blue Team software that will allow for real-time personnel management of police action reports from front-line supervision through to the command level.

DISCUSSION: The software will transition the Sheriff's Office to an electronic format for agency members to file law enforcement action reports, including Use of Force, Firearm Discharge, Pursuit, and Departmental Accident reports; Internal/External Complaints against Personnel; and act as an Early Warning System designed to identify officers whose behavior is problematic and provide a form of intervention to correct that performance. The Office of Grant Management has reviewed the grant funding guidelines. There is no cash match required.

FISCAL IMPACT: Funding is being requested to cover the first two years of the program, after which an annual maintenance cost of \$5,000 will be required. The Sheriff's Office will include the maintenance cost in its yearly budget proposals.

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: Day Reporting Center Grant Application to the Opioid Operational Command Center – Approval to Submit Application and Accept Funding as Awarded

PRESENTATION DATE: March 28, 2023

PRESENTATION BY: Rachel Souders, Senior Grant Manager, Office of Grant Management, and Meaghan Willis, Program Director, Day Reporting Center

RECOMMENDED MOTION: Move to approve submission of grant application and accept funding as awarded for the Washington County Sheriff's Office Day Reporting Center.

REPORT-IN-BRIEF: The Day Reporting Center is seeking approval to submit a grant application to the Opioid Operational Command Center requesting \$99,677 in funding and to accept funding if awarded.

DISCUSSION: The main function of the Day Reporting Center (DRC) program is to provide community supervision, intensive treatment for substance use disorders, and intensive case management to offenders in order to reduce recidivism, jail population, and corrections-related costs. Funding under this project will be used for training DRC staff, travel costs, webcams to use for virtual trainings, Vivitrol for inmates preparing to be transferred to the DRC, food for a graduation celebration from the program, repairing and replacing the flooring in the building, and items to help participants be more successful in the program and upon release or transfer.

The Office of Grant Management has reviewed the grant application. This grant has a one-year performance period, to begin on July 1, 2023 and end on June 30, 2024.

FISCAL IMPACT: Will provide \$99,677 towards DRC program costs.

CONCURRENCES: Susan Buchanan, Director, Office of Grant Management

ALTERNATIVES: Deny approval for application.

ATTACHMENTS: N/A

AUDIO/VISUAL NEEDS: N/A



Agenda Report Form

Open Session Item

SUBJECT: American Rescue Plan Act (ARPA) Business and Entrepreneurial Funding

PRESENTATION DATE: March 28, 2023

PRESENTATION BY: Linda Spence, Business Specialist, Department of Business Development and Allison Hartshorn, ARPA Grant Manager, Office of Grant Management

RECOMMENDED MOTION: Motion to approve entering into a subrecipient agreement with Hagerstown Community College to subgrant a portion of the County's ARPA funds to the college to implement workforce and entrepreneurial support activities.

REPORT-IN-BRIEF: Washington County received \$29.4 million of American Rescue Plan (ARPA) Funds from the US Treasury. On January 25, 2022, the Board of County Commissioners approved the recommendations for the allocation of this funding. Of the \$29.4 million, \$175,000 was set aside to the Department of Business Development for business and entrepreneurial support. The Washington County Department of Business Development is seeking to partner and enter a subrecipient agreement with Hagerstown Community College to provide technical support, counseling, and other services to assist with business planning needs to support job training.

DISCUSSION: The Washington County Department of Business Development is seeking approval to enter a subrecipient agreement with Hagerstown Community College to implement workforce and entrepreneurial support activities funded through the County's ARPA allocation. As a sub-recipient, HCC would host two major career expos; provide workforce training scholarships aid to individuals needing to acquire or upgrade skills as part of their employment with Washington County based organizations and provide entrepreneurial training, business development resources and mentorship development opportunities. These APRA funds will be fully expended by August 1, 2024.

FISCAL IMPACT: Sub-grant \$175,000 of ARPA funding for Business and Entrepreneurial Services to Hagerstown Community College.

CONCURRENCES: Jonathan Horowitz, Director, Department Business Development and Susan Buchanan, Director, Office of Grant Management

ALTERNATIVES: Deny agreement with Hagerstown Community College.

ATTACHMENTS: HCC Proposal and Budget

AUDIO/VISUAL NEEDS: N/A

Hagerstown Community College (HCC) Proposed Use of American Rescue Plan Act (ARPA) Funds to be Granted by The Washington County Department of Business Development (DBD) in the Amount of \$175,000 to be Fully Spent by August 1, 2024.

Goal of the Proposed Use of ARPA Funds

Understanding that grant requirements are to provide technical support, counseling, and other services to assist with business planning needs and to support job training, HCC proposes to use the ARPA funds in partnership with DBD to fulfill the stated use by hosting two major job/career expos; by providing workforce training scholarship aid to individuals needing to acquire or upgrade skills as part of their employment with Washington County based organizations; and by providing entrepreneurial training, business development resources, and mentorship development opportunities with Founders, business owners, and community leaders to inspire entrepreneurial innovation and collaboration to help business leaders build momentum and gain resources for their endeavors.

Timeline

The ARPA funds are to be fully spent by August 1, 2024. Receipts for expenses will be maintained by HCC and submitted to DBD for record-keeping purposes.

Proposed Plans for the ARPA Funds

Two Career Expos

Building on the County's theme of "Live, Work, Play," two tradeshow style events will be held with the multi-purpose of (1) offering local employers the opportunity to showcase their organization and to share job and career pathway information; (2) offering job seekers the opportunity to apply and interview for local jobs, offering a highly efficient way to connect future employees with potential employers; (3) offering local higher education institutions the opportunity to share information about credit programs and workforce training opportunities to promote pathways to careers and upgrade in-demand job skills; and (4) offering break-out training sessions for job seekers and employers. Training sessions for job seekers could include Writing Resumes/Cover Letters, Resume Critiques, Using the Internet/Social Media to Find Employment, or Techniques to Prepare for Successful Job Interviews. Workshop sessions for employers could include sessions such as Using the Internet/Social Media to Find Potential Workforce, Apprenticeship Programs, Using a Second Chance Workforce, or Workforce Inclusion.

The events are planned for Wednesday, November 15, 2023 and Wednesday, April 17, 2024 at the HCC Athletic Recreation and Community Center (AARC). The goal will be to host at least 75 – 100 local employers at each event. The target audience for each event will be recent/soon-to-be college and high school graduates seeking entry-level jobs and the general public that will include experienced workers seeking to change careers or seeking to re-enter the workforce. An estimate of at least 200 job-seekers and 100 HCC and WCPS students and recent/soon-to-be graduates are anticipated to attend each event. Free roundtrip bus transportation will be available between downtown Hagerstown and HCC to assist attendees that may have transportation challenges, with pick-up and drop-off on a 30-minutes schedule throughout the duration of each event.

Jobs Connected, a job fair software platform, will be utilized to manage employer and attendee registrations, manage communications before and after each event, and offers platform engagement that will enable employers and job-seekers to connect on the platform before, during, and after the events. Employers can create a company profile, upload promotional marketing materials post job opportunities, review submitted resumes, and schedule interviews with applicants. Job Seekers will be able to upload their resume, review participating employers and their job opportunities, and engage in communication with employers.

Grant funding will be used to provide a campaign of print, digital, and video promotion targeting the immediate area to attract individuals seeking employment or career changes. HCC will work with local vendors to implement the campaign, which will use a 30-mile geofencing radius for most digital content. Two vendors have been identified that can provide a four-week lead time for the events through both static and digital billboards. The college will work with a cable production company for advertisements on standard channels as well as on streaming content. Newspaper and radio advertising will occur closer to the event as a last push to encourage participation.

HCC marketing team has extensive experience with production of video content and has worked with area companies to implement in the past. In addition, the team will provide social media promotions through various channels. The team will utilize our Constant Contact base of credit and non-credit participants to further spread promotion. The team will also create an event landing page where traffic can be directed for details, as well as a list of employer participants.

In addition, selected marketing will be used to reach the growing Hispanic market in the area. Our marketing team will work with an agency to convert select digital ads to include content in Spanish and will provide on-site interpreters for the event.

Community Agency Partners

Washington County Business Development

Washington County Chamber of Commerce

Washington County Spanish Chamber of Commerce

Washington County Black Chamber of Commerce

Washington County Public Schools

Washington County Free Library

Western Maryland Consortium /American Job Center

Horizon Goodwill Industries

ARC of Washington County

Community Business Partners

A cross-section of business representatives will be invited to participate in planning efforts to share their ideas before engaging area businesses at large.

The proposed budget for two Career Expos is \$90,000.

Workforce Training Education

A portion of the ARPA funds would be used to provide workforce training scholarship aid to individuals needing to acquire or upgrade skills as part of their employment with Washington County based organizations. A core component of those individuals would be Washington County Government or City of Hagerstown employees who are impacted by new federal regulations requiring Entry Level Driver Training before they can obtain their commercial license. This would include EMS, fire fighters, and highway staff that provide essential services for their employers as well as the surrounding communities. The scholarships would not only help to ensure continuity of services but would help area agencies impacted with unplanned costs due to the federal regulation changes in 2022. Funds could also be used for other training related to supervisory or communication skills needed for successful operation within an agency.

The workforce training scholarships would be promoted and managed through the Workforce Solutions and Continuing Education Department of HCC. Website information would be created and an online application form would be available for individuals applying for the funding. WSCE staff would ensure that individuals were employed by Washington County entities to bring the greatest benefit to the area through the scholarships.

The budget for Workforce Training Education is \$45,000.

Entrepreneurial Training Education

A portion of the ARPA funds would be used to support entrepreneurial business leaders and foster a thriving entrepreneurial ecosystem in Washington County by providing entrepreneurial educational training, business development resources, and mentorship development opportunities with Founders, business owners, and community leaders to build a culture of innovation and collaboration. The HAGERSTOWN STARTUP WEEK offers a great opportunity for the APRA funds to support entrepreneurship in Washington County.

HAGERSTOWN STARTUP WEEK is a free, public, five-day conference on May 22 – 26, 2023. The event is designed to draw in people to celebrate Western Maryland's thriving entrepreneurial ecosystem. Attendees will learn from the best and brightest and build a culture of innovation and collaboration. Hagerstown Startup Week highlights local businesses and offers educational workshops, a resource fair, Idea Pitch Challenge, Business Music Stroll and Startup Showcase. Over 200 attendees are expected to participate in the 30+ engagement opportunities that will take place over the 5-day hybrid (in-person and virtual) event.

The budget for Entrepreneurial Training Education is \$25,000.

	Item Cost	Frequency	# Items	Item Cost for Two Events	
<u>Venue</u>					\$ 23,500
Facility Rental	\$ 2,000	per day	\$ 2	\$ 4,000	
Set up & Take Down (includes floor covering)	\$ 400	per event	\$ 2	\$ 800	
Tables *	\$ 10	each	\$ 150	\$ 1,500	
Chairs *	\$ 2	each	\$ 300	\$ 600	
Custodial	\$ 100	per day	\$ 2	\$ 200	
Security	\$ 50	per hour	\$ 16	\$ 800	
Pipe & Drape	\$ 7,800	per event	\$ 2	\$ 15,600	
<u>Marketing</u>					\$ 33,500
<u>Social Media</u>					
Facebook Advertising	\$ 500		\$ 2	\$ 1,000	
<u>Email Marketing</u>					
Chamber Email Blast (4 per event)	\$ 150	per email	\$ 8	\$ 1,200	
<u>Cable</u>					
Antietam Cable Digital Package	\$ 5,100	3 weeks	\$ 2	\$ 10,200	
<u>Herald Mail</u>					
Herald Mail Back Page Ad (4 per event)	\$ 150	Sunday	\$ 8	\$ 1,200	
<u>Radio</u>					
Radio - Various (assuming 2 stations)	\$ 1,000	one week	\$ 4	\$ 4,000	
<u>Physical Signage</u>					
Kegerreis Static Billboard (2 per event)	\$ 1,200	4 weeks	\$ 4	\$ 4,800	
Static board printing and setup	\$ 450	each	\$ 4	\$ 1,800	
Yard Signs (printed by DPDS)	\$ 4	Each	\$ 25	\$ 100	
<u>Digital Signage</u>					
Kegerreis Digital Billboard - PA Ave.	\$ 1,800	4 weeks	\$ 2	\$ 3,600	
Kegerreis Digital Billboard - Rt. 40	\$ 1,000	4 weeks	\$ 2	\$ 2,000	
Lamar Advertising Digital Billboard (Mall)	\$ 1,800	4 weeks	\$ 2	\$ 3,600	
<u>Catering / Hospitality</u>					\$ 5,900
Continental Items *	\$ 10	per person	\$ 200	\$ 1,900	
Box Lunches - Employers and Volunteers *	\$ 15	per person	\$ 200	\$ 3,000	
Refreshments for Attendees	\$ 5	per person	\$ 200	\$ 1,000	
<u>Entertainment</u>					\$ -
Background music to be provided - no cost				\$ -	
<u>Décor</u>					\$ 1,400
Balloons (1 archway, 4 freestanding, set up & delivery)	\$ 700	per event	\$ 2	\$ 1,400	
<u>Event Items</u>					\$ 19,700
Jobs Connected - Event Registration/Mgmt/Engagement	\$ 5,000	annual fee	\$ 1	\$ 5,000	
Spanish Interpreter Services	\$ 450	per event	\$ 2	\$ 900	
Guest Speakers/Presenters	\$ 3,250	per event	\$ 2	\$ 6,500	
Bus Transportation - 1/2 hour pick-up/return HCC - Downtown	\$ 500	per event	\$ 2	\$ 1,000	
Promotional Items for Attendees	\$ 1,000	per event	\$ 2	\$ 2,000	
Employer Participation Appreciation *	\$ 5	each	\$ 300	\$ 1,500	
Student Food Vouchers **	\$ 10	each	\$ 200	\$ 2,000	
Programs (Colored)	\$ 0	each	\$ 1,000	\$ 400	
Event Staff/Volunteer Shirts (4 Polos \$30 ea, 10 T-Shirts \$15 ea)				\$ 400	
<u>Administrative Support</u>					\$ 16,000
Program Manager, Trades, Transportation and IT (.05FTE)				\$ 3,950	
Business-Certification & Licensure Program Manager (.05FTE)				\$ 3,000	
Administrative Office Associate (.25FTE)				\$ 9,050	
TWO CAREER EXPOS					\$ 100,000
WORKFORCE TRAINING					\$ 45,000
ENTREPRENEURIAL TRAINING					\$ 25,000
CAREER EXPO CONTINGENCY					\$ 5,000

TOTAL PROPOSED BUDGET FOR ARPA FUNDING

\$ 175,000

\$ 175,000

\$ -

PROPOSED ARPA FUNDING FOR HAGERSTOWN STARTUP WEEK 2023

\$25,000

	<u>Amount</u>	<u>Frequency</u>	<u># Items</u>	<u>Subtotal</u>	<u>Total Cost</u>
<u>Mobile Application</u>					8100
On-Site Registration Device Rental	1200		1	1200	
vFairs Mobile App	6000		1	6000	
Branded Badges and Lanyards	2		450	900	
<u>Live Streaming</u>					98
Application, StreamYard	49 monthly		2	98	
<u>Event Workshops</u>					2400
Keynote Speaker Honorarium	1200		1	1200	
Entrepreneurial Leap Book	12		100	1200	
<u>Marketing</u>					2250
<u>Social Media</u>					
Facebook + Instagram Ads	50 daily		45	2250	
<u>Website</u>					960
Hosting	80 monthly		12	960	
<u>Mail</u>					1734
Community Mailers	1		250	300	
USPS EDDM	120		12	1434	
<u>On-Site Event Signage</u>					4949
Directional Flags	200		12	2400	
Pipe & Draping	656		1	656	
Tablecloths	9		65	585	
Directional Signage	12		24	288	
Balloon Decoration	900		1	900	
Volunteer Safety Vests	8		15	120	
<u>Promotional Items for Attendees</u>					2134
Branded Journal	2		450	900	
Branded Pen	1		450	360	
Branded Bag	2		450	874	
<u>Meal for Attendees</u>					2375
Catered Boxed Lunch	10 once		250	2375	
TOTAL PROPOSED BUDGET FOR HAGERSTOWN STARTUP WEEK - ARPA FUNDING:					\$25,000

\$25,000

\$ -



Agenda Report Form

Open Session Item

SUBJECT: Bid Award (PUR-1596) Laboratory Services for Water/Wastewater Testing for the Department of Water Quality

PRESENTATION DATE: March 28, 2023

PRESENTATION BY: Brandi Naugle, CPPB, Buyer - Purchasing Department, Davina Yutzy, Deputy Director of Water Quality Operations

RECOMMENDED MOTION: Move to award the bid for the Laboratory Services for Water/Wastewater Testing for the Department of Water Quality to the responsible, responsive bidder ALS Group USA, dba ALS Environmental, of Middletown, PA who submitted the lowest (annual) Total Bid Sum in the amount of \$82,142.

REPORT-IN-BRIEF: The scope of services to be provided by the contractor includes pick-up, preserve and transport of samples (which could be water, wastewater and/or solids) from the Department of Water Quality's Laboratory twice per week. All analyses are to be completed and reported within fourteen (14) consecutive calendar days after the contractor receives the sample. This contract is for a period of one (1) year, with an option by the County to renew for up to two (2) additional consecutive one (1) year periods tentatively to commence May 1, 2023. The quantities stated in the bid document are estimated annual quantities. This is a requirements contract, utilized on an as-needed basis with no guarantee of minimum or maximum number of units of services.

The bid was advertised on the State's "eMaryland Marketplace Advantage" website and the County's website and published in the local newspaper. Twenty-six (26) persons/companies registered/downloaded the bid document on-line, and one (1) firm were represented at the pre-bid conference / teleconference. Two (2) bids was received on Wednesday, March 8, 2023 as indicated on the attached bid tabulation matrix.

DISCUSSION: N/A

FISCAL IMPACT: Funding for these services is available in the Department of Water Quality's operating budget 515000-40-40030.

CONCURRENCES: Division Director of Environmental Management

ALTERNATIVES: N/A

ATTACHMENTS: Bid Tabulation Matrix

AUDIO/VISUAL NEEDS: N/A

PUR-1596
Laboratory Services for Water/WasteWater Testing

				ALS Group USA, Corp. DBA ALS Environmental Middletown, PA		Fredericktowne Labs, Inc. Myersville, MD	
Item No.	Item Description	Unit	Qty	Unit Price	Total Price	Unit Price	Total Price
Indicate the percentage premium your firm will add to each of the test costs below in the event of an accelerated test result requirement:				20%		0%	
1	TKN	EA	100	\$24.00	\$2,400.00	\$30.00	\$3,000.00
2	Ammonia (NH3-N)	EA	100	\$20.00	\$2,000.00	\$20.00	\$2,000.00
3	Cyanide (Total Cyanide)	EA	100	\$26.00	\$2,600.00	\$60.00	\$6,000.00
4	VOCs (Test Method 524, 524.2)	EA	30	\$56.00	\$1,680.00	\$80.00	\$2,400.00
5	VOCs (Test Method 624)	EA	50	\$54.00	\$2,700.00	\$80.00	\$4,000.00
6	Semi-volatiles (Test Method 525)	EA	25	\$110.00	\$2,750.00	\$215.00	\$5,375.00
7	Semi-volatiles (Test Method 625)	EA	25	\$110.00	\$2,750.00	\$180.00	\$4,500.00
8	Pesticides & PCB's (Test Method 508)	EA	30	\$84.00	\$2,520.00	\$125.00	\$3,750.00
9	Pesticides & PCBs (Test Method 608)	EA	40	\$84.00	\$3,360.00	\$160.00	\$6,400.00
10	Pesticides & PCB's (Test Method 505)	EA	10	\$84.00	\$840.00	\$125.00	\$1,250.00
11	BTEX, MTBE & TPH (Total TPH concentration is needed by test method EPA 602 or by any other EPA approved test method.)	EA	5	\$46.00	\$230.00	\$90.00	\$450.00
12	BTEX (Test Method 602) or by any other EPA approved test method	EA	5	\$35.00	\$175.00	\$80.00	\$400.00
13	MTBE (Test Method 602) or by any other EPA approved test method	EA	5	\$35.00	\$175.00	\$80.00	\$400.00
14	TPH (any EPA approved test method.)	EA	20	\$37.00	\$740.00	\$40.00	\$800.00

PUR-1596
Laboratory Services for Water/WasteWater Testing

				ALS Group USA, Corp. DBA ALS Environmental Middletown, PA		Fredericktowne Labs, Inc. Myersville, MD	
Item No.	Item Descriptions	Unit	Qty	Unit Price	Total Price	Unit Price	Total Price
15	Herbicides - a) 2, 4-D; b) 2, 4, 5 - TP Silvex; Test Method 615, 8151A or by any other EPA approved test method	EA	20	\$115.00	\$2,300.00	\$210.00	\$4,200.00
16	TCLP Metals (Arsenic, Barium, Cadmium Chromium, Lead, Mecury, Selenium and Silver)	EA	10	\$65.00	\$650.00	\$125.00	\$1,250.00
17	TCLP Organic: VOCs + Semi volatiles + Herbicides + Pesticides / PCBs	EA	10	\$363.00	\$3,630.00	\$750.00	\$7,500.00
18	Flash Point	EA	40	\$20.00	\$800.00	\$75.00	\$3,000.00
19	Mercury	EA	40	\$16.00	\$640.00	\$30.00	\$1,200.00
20	Total Phosphorus	EA	75	\$21.00	\$1,575.00	\$20.00	\$1,500.00
21	Individual Metal Analyses (Arsenic, Antimony, Barium, Cadmium, Chromium, Cobalt, Copper, Lead, Selenium, Silicon, Silver, Aluminum, Iron, Magnesium, Mantganese, Molybdenum, Nickel, Potassium, Sodium, Tin, Titanium, Vanadium and Zinc) for DW or W. Water	EA	200	\$5.00	\$1,000.00	\$12.00	\$2,400.00 *
22	Color	EA	20	\$15.00	\$300.00	\$10.00	\$200.00
23	Phenol	EA	10	\$26.00	\$260.00	\$60.00	\$600.00
24	Surfactants	EA	10	\$42.00	\$420.00	\$70.00	\$700.00
25	Odor	EA	10	\$65.00	\$650.00	\$20.00	\$200.00

PUR-1596
Laboratory Services for Water/WasteWater Testing

				ALS Group USA, Corp. DBA ALS Environmental Middletown, PA		Fredericktowne Labs, Inc. Myersville, MD	
Item No.	Item Descriptions	Unit	Qty	Unit Price	Total Price	Unit Price	Total Price
26	TOC's (Total Organic Carbon)	EA	80	\$20.00	\$1,600.00	\$60.00	\$4,800.00
27	Hexavalent Chromium	EA	20	\$25.00	\$500.00	\$60.00	\$1,200.00
28	Nitrate / Nitrite	EA	100	\$20.00	\$2,000.00	\$20.00	\$2,000.00
29	Atrazine (drinking water)	EA	10	\$85.00	\$850.00	\$215.00	\$2,150.00
30	Oil & Grease	EA	30	\$40.00	\$1,200.00	\$40.00	\$1,200.00
31	Formaldehyde	EA	10	\$165.00	\$1,650.00	\$250.00	\$2,500.00
32	Trihalomethanes TTHM (Test Method 524.2)	EA	150	\$40.00	\$6,000.00	\$75.00	\$11,250.00
33	Sludge Analyses including: Total Phosphorus, Total Potassium, TKN, NH4, NO3, Cd, Cu, Ni, Pb, Zn, Hg, As, Mo, Se, PCB's and Calcium Carbonate Equivalent and present solids	EA	20	\$206.00	\$4,120.00	\$300.00	\$6,000.00
34	Dioxin	EA	5	\$425.00	\$2,125.00	\$685.00	\$3,425.00
35	Asbestos	EA	5	\$175.00	\$875.00	\$225.00	\$1,125.00
36	Haloacetic Acids (HAA5) by EPA 552.2	EA	75	\$85.00	\$6,375.00	\$165.00	\$12,375.00
37	Calcium Carbonate Equivalent (CaCo3) for Sludge samples	EA	20	\$12.00	\$240.00	\$25.00	\$500.00
38	PCB's for Sludge sample (Test Method 8082)	EA	20	\$45.00	\$900.00	\$80.00	\$1,600.00
39	GRO	EA	4	\$36.00	\$144.00	\$45.00	\$180.00

PUR-1596
Laboratory Services for Water/WasteWater Testing

				ALS Group USA, Corp. DBA ALS Environmental Middletown, PA		Fredericktowne Labs, Inc. Myersville, MD	
Item No.	Item Descriptions	Unit	Qty	Unit Price	Total Price	Unit Price	Total Price
40	DRO	EA	4	\$42.00	\$168.00	\$45.00	\$180.00
41	Percent Solids	EA	20	\$8.00	\$160.00	\$0.00	\$0.00
42	Heterotrophic Plate Count (SM9215)	EA	10	\$30.00	\$300.00	\$20.00	\$200.00
43	Sulfate	EA	15	\$15.00	\$225.00	\$17.50	\$262.50
44	COD	EA	25	\$23.00	\$575.00	\$20.00	\$500.00
45	Sulfide	EA	10	\$25.00	\$250.00	\$50.00	\$500.00
46	Sulfite	EA	10	\$23.00	\$230.00	\$20.00	\$200.00
47	EPA 8260	EA	10	\$56.00	\$560.00	\$80.00	\$800.00
48	Chloride	EA	15	\$15.00	\$225.00	\$17.50	\$262.50
49	Ortho-Phosporous	EA	75	\$22.00	\$1,650.00	\$20.00	\$1,500.00
50	Bromide	EA	30	\$15.00	\$450.00	\$17.50	\$525.00
51	Cryptosporidium	EA	5	\$800.00	\$4,000.00	\$300.00	\$1,500.00
52	Giardia	EA	5	\$800.00	\$4,000.00	\$85.00	\$425.00
53	Fluoride	EA	5	\$15.00	\$75.00	\$17.50	\$87.50
54	Test Method 547	EA	5	\$120.00	\$600.00	\$100.00	\$500.00
55	Test Method 548	EA	5	\$160.00	\$800.00	\$125.00	\$625.00
56	Test Method 531.1	EA	5	\$110.00	\$550.00	\$250.00	\$1,250.00
57	Test Method 504.1	EA	5	\$95.00	\$475.00	\$70.00	\$350.00
58	Test Method 549	EA	5	\$105.00	\$525.00	\$125.00	\$625.00

PUR-1596
Laboratory Services for Water/WasteWater Testing

				ALS Group USA, Corp. DBA ALS Environmental Middletown, PA		Fredericktowne Labs, Inc. Myersville, MD	
Item No.	Item Descriptions	Unit	Qty	Unit Price	Total Price	Unit Price	Total Price
59	Test Method 515.3	EA	5	\$120.00	\$600.00	\$150.00	\$750.00
TOTAL BID SUM ITEMS 1 THROUGH 59				\$82,142.00		\$124,822.50 *	

*Corrected Calculations based on Unit Pricing

Remarks / Exceptions: None



Agenda Report Form

Open Session Item

SUBJECT: Intergovernmental Cooperative Purchase (INTG-23-0116) – Playground Equipment

PRESENTATION DATE: March 28, 2023

PRESENTATION BY: Brandi Naugle, CPPB, Buyer, Purchasing Department; Andrew Eshleman, P.E., Division Director, Public Works

RECOMMENDED MOTION: Move to authorize by Resolution, for the Parks and Recreation Department to purchase and have installed playground equipment at Washington County Regional Park from Kompan, Inc. of Austin, TX for the total sum amount of \$147,551 based on the Omnia Partners contract #2017001135 awarded by the City of Charlotte, North Carolina.

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

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

DISCUSSION: N/A

FISCAL IMPACT: Funds are budgeted in the department's CIP account 11900-30-LDI046 Hardcourt Playing Surfaces.

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: Kompan's Quote No. SP121667-1, dated March 9, 2023

Sales Proposal

Washington County Parks and Recreation
David Brooks
100 West Washington Street
Rm 3200
Hagerstown, MD 21740

Quote No. SP121667-1
Customer No. C0004190
Document Date 03/09/2023
Expiration Date 05/08/2023

Sales Representative Teresa Paddy
E-Mail TerPad@Kompan.com
Phone No. 443-960-0331 / 800-426-9788

Project Name US277108 Washington County Regional Park Multi Sport

No.	Description	Qty	Unit	Unit Price	Discount %	Net Price
<u>FRE601001-CUSTOM</u>	MUGA 16X31	1	Pieces	67,580.00	10.00	60,822.00
	20211796					



INSTALL SPECIAL	Project Installation (Special Offer) Off Load and Install Kompan Multi Goal Equipment 1) Footers Drilled through asphalt 2) Footers filled to top of asphalt with concrete 3) Deduct \$1000 if spoils can be left on site. 4) Excludes pressure washing asphalt upon completion	1	Pieces	86,000.00	5.00	81,700.00
FREIGHT	Freight	1	Pieces	5,029.00		5,029.00

Description	Qty	Retail Price	Discount	Net Price
No. of Products	1			
Subtotal - Products		67,580.00	6,758.00	60,822.00
Subtotal - Installation		86,000.00	4,300.00	81,700.00
Subtotal - Freight		5,029.00		5,029.00
Total USD				147,551.00

Business Agreement OMNIA Partners Contract
Payment Terms Net 30 days

Installation Site Address

Washington County Regional Park
20025 Mt. Aetna Road

Omnia Partners Cooperative Contract City of Charlotte, NC
Contract Number: 2017001135
July 1, 2017 through June 30, 2022
Option to renew for two (2) additional two-year periods through June 30, 2026
RENEWED THROUGH June 30, 2024
<https://www.omniapartners.com/publicsector/suppliers/kompan-inc/overview>



Sales Proposal

Hagerstown, MD 21742

Washington County Parks and Recreation
David Brooks
100 West Washington Street
Rm 3200
Hagerstown, MD 21740

Quote No.	SP121667-1
Customer No.	C0004190
Document Date	03/09/2023
Expiration Date	05/08/2023

Sales Representative	Teresa Paddy
E-Mail	TerPad@Kompan.com
Phone No.	443-960-0331 / 800-426-9788

Project Name US277108 Washington County Regional Park Multi Sport

Note that the color and texture of products and surfacing made with recycled content are subjected by the differences from the used recycled raw materials. Therefore, minor differences in the appearance and texture can occur.

Applicable sales tax will be added unless a valid tax exemption certificate is provided. This amount is only an estimate of your tax liability.

Your acceptance of this proposal constitutes a valid order request and includes acceptance of terms and conditions contained within the Master Agreement, which is hereby acknowledged.

Acceptance of this proposal from KOMPAN is acknowledged by issuance of an order confirmation by an authorized KOMPAN representative.

Prices in this quotation are good until expiration date, shown in the top of this document. After that date, this proposal may be withdrawn.

KOMPAN Products are "Buy American" qualified, and compliant with the Buy American Act of 1933 and the "Buy American" provision of ARRA of 2009.

Prevailing Wage and Payment & Performance Bonds are not included unless stated in body of Sales Proposal. If Payment & Performance Bonds are needed, add 2.2% of the entire sales proposal.

KOMPAN Authorized Signature:

Accepted By (signature): _____

Accepted By (please print): _____

Date: _____

RESOLUTION NO. RS-2023-

(Intergovernmental Cooperative Purchase [INTG-23-0116] Playground Equipment)

RECITALS

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

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

The Parks and Recreation Department is requesting to purchase, and have installed at Washington County Regional Park, playground equipment from Kompan, Inc. of Austin, Texas, and to utilize the Omnia Partners contract #2017001135 for the total sum of \$147,551.

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

NOW, THEREFORE, BE IT RESOLVED by the Board, pursuant to §1-106.3 of the Public Local Laws, that the Parks and Recreation Department is authorized to purchase, and have installed at Washington County Regional Park, playground equipment from Kompan, Inc of Austin, Texas, and to utilize the Omnia Partners contract #2017001135 for the total sum of \$147,551.00.

Adopted and effective this ____ day of April, 2023.

ATTEST:

BOARD OF COUNTY COMMISSIONERS
OF WASHINGTON COUNTY, MARYLAND

Kirk C. Downey, County Attorney

BY: _____
John F. Barr, President

Approved as to form
and legal sufficiency:

Kirk C. Downey
County Attorney

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



Agenda Report Form

Open Session Item

SUBJECT: Reimbursing Maryland Department of Transportation /Maryland Transit Administration (MDOT/MTA) for the Purchase of Two (2) Transit Buses (INTG-23-0117)

PRESENTATION DATE: March 28, 2023

PRESENTATION BY: Rick F. Curry, CPPO, Director of Purchasing; Kevin Cerrone, Deputy Director, County Transit

RECOMMENDATION: Motion to authorize reimbursing Maryland Department of Transportation /Maryland Transit Administration (MDOT/MTA) \$118,565 for the county's match portion for two (2) 2022 Eldorado National EZ Rider II buses that MDOT/MTA procured on behalf of the Washington County Transit Department.

REPORT-IN-BRIEF: MDOT/MTA procured the buses through its procurement process. The normal process is that the county procures the buses by utilizing MDOT/MTA's awarded contract and applying the funding formula 80% (federal), 10% (state), and 20% (local) match. This year MDOT/MTA took a different approach as to where MDOT/MTA purchased the buses from the manufacturer; however, the funding formula was changed to 80% (federal), 0% (state), and 20% (local) match. The county needs to reimburse MDOT/MTA for the county's 20% local match.

DISCUSSION: N/A

FISCAL IMPACT: Funding is available in the department's CIP (Capital Improvement Plan) account 34-44010VEH003.

CONCURRENCES: Division Director

ALTERNATIVES: N/A

ATTACHMENTS: N/A



Wes Moore
Governor
Aruna Miller
Lieutenant Governor
Paul J. Wiedefeld
Acting Secretary
Holly Arnold
Administrator

February 8, 2023

Mr. Kevin Cerone, Director
Washington County Transit
1000 W. Washington Street
Hagerstown MD 21740-5212

Dear Mr. Cerone:

The Maryland Department of Transportation Maryland Transit Administration (MDOT MTA) has purchased the vehicle(s) awarded to your organization and has received written receipt of delivery to your designated address. Per your executed grant agreement, please consider this letter a formal invoice and request for payment of the Local percentage of the cost of the vehicle(s). When applicable, you are also responsible for any amount over the grant award due to the options chosen by your agency, or due to the fact the grant award was less than the base cost of the bus.

MDOT MTA has inspected the vehicle(s) and paid the vendor, American Bus, directly for your vehicle(s) in full. The total cost of your vehicle(s) is \$408,983.12. Your share (sub-grantee amount) must be sent to MDOT MTA in order for the State to recoup expenditures made to American Bus on your behalf. The breakdown of costs is as follows:

Grant Number	Grant Award	Bus Cost	MTA Responsibility		Agency Responsibility		Total Agency
			Federal Share	State Share	Local Share	Options / Overage	
WA125339C2020	\$415,223.12	\$415,223.12	\$321,072.00	\$54,017.12	\$40,134.00	\$0.00	\$40,134.00
				TOTAL INVOICE AMOUNT			\$40,134.00

The check due date and the sub-grantee amount due is as follows:

Check Due Date: 03/10/23 **Sub-Grantee Amount Due: \$40,134.00**

Your share may be paid with your organization's check made payable to:

Maryland Transit Administration (or MTA)

Mr. Kevin Cerone
Page Two

Please mail your check under cover letter to:

Rosarie Perez-Codilla
Office of Finance, Accounts Receivable
Maryland Transit Administration
6 St. Paul Street, 8th Floor
Baltimore MD 21202

Please indicate the following, exactly as it is below, in your cover letter:

Bus Purchase
Program: 3907
Project: 1455-0740
AOBJ: 1290

If you have any questions concerning your invoice amount please call Jason Kepple, Program Manager, at 410-767-7330. This letter also serves as closeout documentation for the above-mentioned grant awards. If available, any remaining funds will be reverted into the overall State budget for future disbursement.

Sincerely,



This document has been signed electronically.
Travis Johnston, Director
Office of Local Transit Support

cc: Ms. Kisha Joyner, Assistant Manager, MDOT MTA
Mr. Jason Kepple, Regional Planner, MDOT MTA
Ms. Rosarie Perez-Codilla, Accounts Receivable, MDOT MTA
Ms. Jennifer Vickery, Program Manager, MDOT MTA
Mr. Kirby Wilhelm, Regional Planner, MDOT MTA



Wes Moore
Governor
Aruna Miller
Lieutenant Governor
Paul J. Wiedefeld
Acting Secretary
Holly Arnold
Administrator

February 8, 2023

Mr. Kevin Cerone, Director
Washington County Transit
1000 W. Washington Street
Hagerstown MD 21740-5212

Dear Mr. Cerone:

The Maryland Department of Transportation Maryland Transit Administration (MDOT MTA) has purchased the vehicle(s) awarded to your organization and has received written receipt of delivery to your designated address. Per your executed grant agreement, please consider this letter a formal invoice and request for payment of the Local percentage of the cost of the vehicle(s). When applicable, you are also responsible for any amount over the grant award due to the options chosen by your agency, or due to the fact the grant award was less than the base cost of the bus.

MDOT MTA has inspected the vehicle(s) and paid the vendor, American Bus, directly for your vehicle(s) in full. The total cost of your vehicle(s) is \$408,983.12. Your share (sub-grantee amount) must be sent to MDOT MTA in order for the State to recoup expenditures made to American Bus on your behalf. The breakdown of costs is as follows:

Grant Number	Grant Award	Bus Cost	MTA Responsibility		Agency Responsibility		Total Agency
			Federal Share	State Share	Local Share	Options / Overage	
WA125339C2021	\$408,983.12	\$408,983.12	\$313,724.00	\$16,828.12	\$78,431.00	\$0.00	\$78,431.00
				TOTAL INVOICE AMOUNT			\$78,431.00

The check due date and the sub-grantee amount due is as follows:

Check Due Date: 03/10/23

Sub-Grantee Amount Due: \$78,431.00

Your share may be paid with your organization's check made payable to:

Maryland Transit Administration (or MTA)

Mr. Kevin Cerone
Page Two

Please mail your check under cover letter to:

Rosarie Perez-Codilla
Office of Finance, Accounts Receivable
Maryland Transit Administration
6 St. Paul Street, 8th Floor
Baltimore MD 21202

Please indicate the following, exactly as it is below, in your cover letter:

Bus Purchase
Program: 3907
Project: 1589-0450
AOBJ: 1290

If you have any questions concerning your invoice amount please call Jason Kepple, Program Manager, at 410-767-7330. This letter also serves as closeout documentation for the above-mentioned grant awards. If available, any remaining funds will be reverted into the overall State budget for future disbursement.

Sincerely,



This document has been signed electronically.

Travis Johnston, Director
Office of Local Transit Support

cc: Ms. Kisha Joyner, Assistant Manager, MDOT MTA
Mr. Jason Kepple, Regional Planner, MDOT MTA
Ms. Rosarie Perez-Codilla, Accounts Receivable, MDOT MTA
Ms. Jennifer Vickery, Program Manager, MDOT MTA
Mr. Kirby Wilhelm, Regional Planner, MDOT MTA

Open Session Item**SUBJECT:** Washington County Museum of Fine Arts – Update Annual Support Request**PRESENTATION DATE:** March 28, 2023**PRESENTATION BY:**

- Sarah J. Hall, Director sjhall@wcmfa.org
- Dr. George Manger, President gem42@hotmail.com
- Ted Reeder, Treasurer tedr@tigerseyebenefits.com
- Daniel Fulco, PhD Agnita M. Stine Schreiber Curator curator@wcmfa.org
- Kellie Mele, Director of Education educator@wcmfa.org

RECOMMENDED MOTION: Informational purposes**REPORT-IN-BRIEF:**

We'll review the successes and challenges of fy22 (and the first half of fy23), while also looking forward to fy24. Some time will be spent reviewing the museum's Master Plan, and there will be an opportunity to tour the Key Street property. All of these museum activities are in support of our mission to provide a vibrant place for the presentation and exploration of art of lasting quality for the benefit of a diverse public. A snapshot of FY22 financials will be included in the presentation, and there will be an opportunity to hear from our content specialists in curatorial and education.

The Museum's unabridged mission is:

The Mission of the Washington County Museum of Fine Arts is to provide a vibrant place for the presentation and exploration of art of lasting quality for the benefit of a diverse public through intentional art collecting, lively interpretation, diligent preservation and care, active educational programs, and opportunities for social interaction.

This is implemented through

- Intentional art collecting in the focus areas of American Art and World Cultures
- Barrier free public access and free admission to art collections of national importance
- Vigilant preservation and stewardship of art
- Appealing exhibitions and programs developed to reach diverse audiences including aspiring and practicing artists; students, educators and scholars; art collectors and patrons; as well as non-artists and people with varied interests
- Lively and interactive interpretation of collections and loaned works of art, including both on-site and off-site/online educational means and materials/tools/platforms, public events, lectures, concerts, art instruction and other programs designed to connect people to art
- Opportunities to participate in artistic interest groups through the museum
- Opportunities for individuals and groups with special needs to participate and enjoy the museum's resources

DISCUSSION: The Washington County Museum of Fine Arts' operating budget request for FY22 is \$140,000, which represents a \$17,600 increase over FY23. It should be noted that the county had funded 140,000 in FY 2018.

FISCAL IMPACT: \$140,000

CONCURRENCES: N/A

ALTERNATIVES: N/S

ATTACHMENTS:

AUDIO/VISUAL NEEDS:

Washington County, Maryland
General Fund
Department 93300 - Museum of Fine Arts
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	140,000	(3,380)	136,620	12,420	10.00%	124,200	120,000	120,000
Operating Expenses	140,000	(3,380)	136,620	12,420	10.00%	124,200	120,000	120,000
Total	140,000	(3,380)	136,620	12,420	10.00%	124,200	120,000	120,000

Washington County, Maryland
General Fund
Department 93300 Fine Arts Museum
FY24 Expenses

	2024 Operating Budget Requested	2024 Operating Budget Proposed	2024 Variance Comments Requested	2024 Variance Comments Proposed
502000 - Appropriations	140,000	136,620	An increase is requested due to a decrease in funding from the State of Maryland, the City of Hagerstown and a reduction of income from the art school.	Due to budgetary constraints, reduced budget to allow for a 10% increase over prior year budget.



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	<u>Washington County Museum of Fine Arts</u>	Contact Person:	<u>Sarah J. Hall</u>
Address:	<u>401 Museum Drive</u>	Telephone:	<u>301-739-5727</u>
City	<u>Hagerstown</u>	State	<u>MD</u> Zip Code <u>21740</u>
E-mail:	<u>info@wcmfa.org</u>	Fax:	<u>301-745-3741</u>

Summary of Funding Request

Program Name	Total Budget					County Funding Request			
	Prior	Current	Proposed	%		Prior	Current	Proposed	%
FY 24 Maintenance and Operational S	\$ 1,424,623	\$ 1,519,884	\$ 1,526,850	0.5%	Form 2	\$ 120,000	\$ 124,200	\$ 140,000	12.7%
	\$ -	\$ -	\$ -	0%	Form 3	\$ -	\$ -	\$ -	0%
	\$ -	\$ -	\$ -	0%	Form 4	\$ -	\$ -	\$ -	0%
	\$ -	\$ -	\$ -	0%	Form 5	\$ -	\$ -	\$ -	0%
	\$ -	\$ -	\$ -	0%	Form 6	\$ -	\$ -	\$ -	0%
	\$ -	\$ -	\$ -	0%	Form 7	\$ -	\$ -	\$ -	0%
Total	\$ 1,424,623	\$ 1,519,884	\$ 1,526,850	0.5%		\$ 120,000	\$ 124,200	\$ 140,000	12.7%

Certification Statement and Other Documents

☐ Attach Year End Financial Statement (audited if available), if not already provided.

☐ Attach Form 990, the most recent year filed and completed, if applicable.

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

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

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

Applicant's Signature _____ Date _____

Washington County, Maryland
Outside Agency Funding Request

Program Budget

Organization Name: Washington County Museum of Fine Arts Funding Request: \$ 140,000

Program Name: FY 24 Maintenance and Operational Support # Clients Served: FY22- 31,608

Program Description: The Washington County Museum of fine Arts requests annual operational support in keeping with the founding agreements and funding relationship established between the City of Hagerstown, Washington County Government, The State of Maryland and the Museum's Founders.

Expenditures	Total Program Cost			Budget Justification (Explain and justify each proposed budget line item for which an increase or decrease appears.)
	Prior Year Actual	Current Year Budget	Requested Year Budget (round nearest \$10)	
Personnel Costs:				
Wages	617,162	675,980	689,500	General increase
Fringe Benefits	121,146	152,500	155,550	General increase
Payroll Taxes	48,576	55,000	56,100	General increase
Total	\$ 786,884	\$ 883,480	\$ 901,150	
Operating Costs:				
Audit	11,000	12,000	13,000	New contract
Building Maintenance	30,971	80,000	50,000	Align with actual
Contract Services	15,983			
Consultants				
Equipment Maintenance	8,720	40,000	30,000	Align with actual
Equipment/Lease	8,520	8,520	9,000	New lease for equipment
Fuel/Oil				
Hardware/Software	3,321	5,000	10,000	To update technology
Insurance	40,363	68,300	69,000	General increase
Interest Cost				
Office Supplies	7,219	7,480	7,900	General increase
Phone	3,350	4,800	4,800	
Rent Expense				
Utilities	49,949	49,000	49,000	
Vehicle Maintenance	3,359	2,500	5,000	Older van-will need repairs
Other (detail below):				
1. Program expenses	155,435	254,754	255,000	New exhibitions and programs
2. Marketing & Development	40,739	48,650	49,000	General increase
3. Fundraising expenses	50,471	36,400	55,000	General increase
4. Depreciation	205,587			
5. Miscellaneous	2,752	19,000	19,000	
Total	\$ 637,739	\$ 636,404	\$ 625,700	
Capital				
Equipment Purchases				
Hardware Purchases				
Other Capital Purchases				
Total	\$ -	\$ -	\$ -	
Grand Total	\$ 1,424,623	\$ 1,519,884	\$ 1,526,850	

Washington County, Maryland
Outside Agency Funding Request

Program Revenue

Organization Name: Washington County Museum of Fine Arts Funding Request: \$ 140,000

Program Name: FY 24 Maintenance and Operational Support # Clients Served: FY22- 31,608

Program Description: The Washington County Museum of fine Arts requests annual operational support in keeping with the founding agreements and funding relationship established between the City of Hagerstown, Washington County Government, The State of Maryland and the Museum's Founders.

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	120,000	124,200	140,000	Increase county support for operations
County - Gaming	1,420			
County - Community Funding				
County - other (list):				
1.				
2.				
3.				
Federal	30,703			
State	3,629,527	147,000	114,660	Decrease due to change in state funding model
Contributions and bequests	271,419	184,800	184,800	
Municipal - other (detail):				
1. City of Hagerstown	39,600	40,500	39,600	Decrease in funding
2.				
3.				
Total	\$ 4,092,669	\$ 496,500	\$ 479,060	
Operating Income:				
Fundraising	123,871	140,000	140,000	
Fees				
Art school	18,220	70,000	50,000	Decrease in art school income
Other:				
1. Gift Shop	26,256	23,525	27,000	Increase in gift shop sales
2. Membership & Benefactors	115,779	140,000	140,000	
3. Other	139,642	43,500	45,000	General increase
4.				
5.				
Total	\$ 423,768	\$ 417,025	\$ 402,000	
Other:				
Sale of Equipment				
Investment Income	(2,228,777)	606,359	645,790	Estimate using 5% draw on 12 trailing quarters.
Loan Proceeds				
Total	\$ (2,228,777)	\$ 606,359	\$ 645,790	
Grand Total	\$ 2,287,660	\$ 1,519,884	\$ 1,526,850	