

Terry L. Baker, *President*  
Jeffrey A. Cline, *Vice President*



John F. Barr  
Wayne K. Keefer  
LeRoy E. Myers, Jr.

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

## BOARD OF COUNTY COMMISSIONERS

March 13, 2018

### Agenda

- 10:00 A.M. INVOCATION AND PLEDGE OF ALLEGIANCE  
CALL TO ORDER, *President Terry L. Baker*  
APPROVAL OF MINUTES – FEBRUARY 27, 2018 AND MARCH 6, 2018
- 10:05 A.M. COMMISSIONERS' REPORTS AND COMMENTS
- 10:15 A.M. REPORTS FROM COUNTY STAFF
- 10:20 A.M. CITIZENS PARTICIPATION
- 10:25 A.M. PRESENTATION OF THE FY'19 SHERIFF'S BUDGET REQUESTS – *Sheriff Douglas Mullendore, Washington County Sheriff's Department*
- 10:35 A.M. CONTRACT AWARD (PUR-1268) ANTIETAM WASTEWATER TREATMENT PLANT UPGRADE – *Rick Curry, Director of Purchasing and Mark Bradshaw, Deputy Director, Division of Environmental Management*
- 10:50 A.M. PRESENTATION OF THE FY'19 PERSONNEL REQUESTS – *Stephanie Stone, Director of Health and Human Resources and Sara Greaves, Chief Financial Officer*
- 11:00 A.M. REZONING APPLICATION SCHEDULE – *Stephen Goodrich, Director of Planning and Zoning*
- 11:10 a.m. 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; or to consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State.*)
- 11:30 A.M. RECESS

**EVENING MEETING WITH THE TOWN OF BOONSBORO**

*Location: Charles F. Kauffman Meeting Chambers, 21 N. Main Street, Boonsboro*

- 07:00 P.M. INVOCATION AND PLEDGE OF ALLEGIANCE  
CALL TO ORDER, *President Terry L. Baker*
- 07:05 P.M. MAYOR AND COUNCIL'S REPORTS AND COMMENTS
- 07:10 P.M. COMMISSIONERS' REPORTS AND COMMENTS  
CITIZENS AWARD – *Vickie Messner*
- 07:15 P.M. REPORTS FROM COUNTY STAFF
- 07:20 P.M. CITIZENS PARTICIPATION
- 07:25 P.M. ADJOURNMENT



Open Session Item

**SUBJECT:** Presentation of the FY19 Sheriff's Budget Requests

**PRESENTATION DATE:** March 13, 2018

**PRESENTATION BY:** Sheriff Douglas Mullendore

**RECOMMENDED MOTION:** The presentation is for informational purpose.

**REPORT-IN-BRIEF:** The Sheriff will discuss his budget request for Fiscal Year 19.

**DISCUSSION:** The Sherriff will give an overview of each of the department's budgets he oversees. This includes the following departments: Judicial, Process Servers, Patrol, Central Booking, Detention Center, Day Reporting Center, and Narcotics Task Force.

**FISCAL IMPACT:** The Sheriff's requests for FY19 total \$32,068,850, which is an increase of \$2,720,310 or 9.27% over FY18. Please note fees of \$840,000 related to the speed cameras have been added to the Patrol's budget this year.

**CONCURRENCES:** Not applicable

**ALTERNATIVES:** Not applicable

**ATTACHMENTS:** Public Safety – Law Enforcement Summary

**AUDIO/VISUAL NEEDS:** Not applicable

**Washington County, Maryland  
Requested  
Public Safety - Law Enforcement  
Detailed Summary  
Fiscal Year 2019**

Page	Category	Requested FY 2019	\$ Change	% Change	Original Budget FY 2018
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**Sheriff Operations:**

7-3	Judicial	2,768,290	231,320	9.12%	2,536,970
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1. Wages and benefits are increasing a total of \$247,580 and 10.40%. There are personnel requests totaling \$48,670 for overtime. The remainder of the increase is related to the proposed COLA and related benefits.
2. Operating expenses requests are increasing by \$3,170 or 2.3%. The increase is related to the increase in insurance and price per gallon for gasoline.
3. \$2,430 is being requested to replace 5 shotguns.

7-9	Process Servers	155,810	11,920	8.28%	143,890
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1. Wages and benefits are increasing a total of \$11,530 and 8.34%. In addition to the proposed COLA and related benefits, the department is requesting to increase the hourly rate of process servers.
2. Operating expenses requested increased by \$390 due to the increase in gasoline cost per gallon.  
Note - the revenue generated by this department exceeds the expenses.

7-13	Patrol	12,245,280	1,992,030	19.43%	10,253,250
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1. Wages and benefits are increasing by \$945,910 or 10.34%. \$406,940 is being requested for three cadets, to hire replacement Deputies one year in advance of retirements, and to increase overtime wages related to monitoring speed cameras. The remainder of the increase is related to the proposed COLA and related benefits.
2. Operating expenses requested increased by \$919,310 or 83.05%. The majority of the increase is related to the speed camera fees of \$840,000. The requested amount for uniforms increased by \$27,690 due to anticipated new uniforms and to be more in line with what it costs to outfit deputies. Other material increases include gasoline due to rising per gallon and ammunition due to using more expensive and less lethal rounds and the increase in the number of deputies.
3. The budget contains a \$58,510 request for controllable assets such as bullet proof vests, tasers, radar units, and a laser unit. There is also a request of \$46,310 for a new vehicle and \$22,000 for replacing the roof on a 7 bay garage.

7-36	Central Booking	942,740	2,380	0.25%	940,360
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1. Wages and benefits are decreasing by \$26,920. Turnover in 4 out of 10 positions resulted in a savings in wages and related benefits. Health insurance decreased by \$44,640.
2. Operating expenses requested increased by \$3,100 or 21.12%. The majority of the increase is related to installing flush valves in cells to prevent unruly inmates from flooding the cells.
3. \$26,200 is being requested for a palm and finger print live scan system. The current machine reached its five year life expectancy on June 30, 2017.

**Washington County, Maryland  
Requested  
Public Safety - Law Enforcement  
Detailed Summary  
Fiscal Year 2019**

Page	Category	Requested FY 2019	\$ Change	% Change	Original Budget FY 2018
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7-45	Detention Center	14,596,780	421,690	2.97%	14,175,090
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1. Wages and benefits are increasing by \$359,020 due to the proposed increase COLA.
2. Operating expenses requested increased by \$62,400 or 2.01%. The majority of the increase is related to medical costs and food costs which is based on estimates of cost increases per contracts.
3. No capital outlay is being requested.

7-60	Day Reporting Center	552,760	5,730	1.05%	547,030
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1. Wages and benefits are increasing by \$7,000 or 5.05% as a result of the mid-year adjustment and proposed COLA.
2. Operating expenses requested decreased by \$27,760 or 8.04%. This is due to less expensive contract costs for therapists, clinicians, and support staff. The testing budget was also decreased due to historical use.
3. Capital requests were \$0 in FY18. In FY19 \$20,950 is being requested for a keyless access system for security doors.

7-75	Narcotics Task Force	807,190	55,240	7.35%	751,950
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1. Wages and benefits are increasing by \$17,850 or 4.00% due to the mid-year adjustment and proposed COLA. There was change in the State's Attorney assigned that resulted in a small savings in wages.
2. The operating expenses requested increased \$26,660 or 9.47%. The majority of the increase is related to a request of \$15,000 of \$7,500 to lease another vehicle, \$5,280 for 11 air cards for Surface Pros, and \$5,440 for the increase in lab services.
3. Requesting \$10,219 for 11 Surface Pros and \$24,600 for night vision monoculars.

	<b>32,068,850</b>	<b>2,720,310</b>	<b>9.27%</b>	<b>29,348,540</b>
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## Agenda Report Form

### Open Session Item

**SUBJECT:** Contract Award (PUR-1268) Antietam Wastewater Treatment Plant Upgrade

**PRESENTATION DATE:** March 13, 2018

**PRESENTATION BY:** Rick Curry, CPPO, Director of Purchasing and Mark Bradshaw, P. E., Deputy Director – Division of Environmental Management, Department of Water Quality

**RECOMMENDED MOTION:** Move to award the contract for the Antietam Wastewater Treatment Plant Upgrade project to the responsible, responsive bidder, **Johnston Construction Company**, of Dover, PA who submitted the lowest total sum bid in the amount of **\$581,836.00** for (Item Nos. 1 through 22 and Plus Contingent Items C1 through C3) and to approve a Budget Transfer Request of \$150,000.00 from 32-42010-LIN041 to 32-42010-TRP017.

**REPORT-IN-BRIEF:** The work to be performed by the Contractor under this project generally includes but is not limited to: furnish all labor, materials, services, raze existing headwork building & construct new headwork building on existing slab, renovations to the existing pre-aeration tank, construction of a new UV channel, installation of a new UV system, electrical and all miscellaneous and associated work as shown on contract plans. The project is to be substantially completed within one hundred eighty (180) consecutive calendar days of the Notice to Proceed. The County can assess liquidated damages in the sum of five thousand (\$500.00) dollars for each consecutive day that the project is not completed.

The bid was advertised in the local newspaper, listed on the State of Maryland's "*eMaryland Marketplace*" website and on the County's web site. Twenty-seven (27) companies purchased a set of the plans. Three (3) bids were submitted as indicated on the attached bid tabulation matrix.

**DISCUSSION:** N/A

**FISCAL IMPACT:** Funds in the amount of \$470,532.47 is available in the department's Capital Improvement Project (CIP) account 32-42010-TRP017.

**CONCURRENCES:** Deputy Director of Division of Environmental Management

**ALTERNATIVES:** N/A

**ATTACHMENTS:** Bid Tabulation Matrix

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

**PUR-1268**  
**Antietam Wastewater Treatment Plant Upgrades**

Item No.	Item Description	Unit	Approx. Qty.	Johnston Construction Co. Dover, PA		Callas Contractors, LLC Hagerstown, Maryland		Alvarez Contractors, Inc. Frederick, Maryland	
				Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1	Mobilization	LS	1	\$36,443.00	\$36,443.00	\$14,300.00	\$14,300.00	\$40,000.00	\$40,000.00
2	Clearing and Grubbing	LS	1	\$5,226.00	\$5,226.00	\$3,200.00	\$3,200.00	\$3,000.00	\$3,000.00
3	Construction Survey and Stakeout	LS	1	\$4,614.00	\$4,614.00	\$550.00	\$550.00	\$8,000.00	\$8,000.00
4	Raze Existing Headwork Building	LS	1	\$11,418.00	\$11,418.00	\$3,500.00	\$3,500.00	\$13,000.00	\$13,000.00
5	Construct New Headwork Building	LS	1	\$49,970.00	\$49,970.00	\$38,350.00	\$38,350.00	\$91,600.00	\$91,600.00
6	Concrete Repair	LS	1	\$5,891.00	\$5,891.00	\$57,600.00	\$57,600.00	\$14,000.00	\$14,000.00
7	Furnish & Install Aeration Equipment	LS	1	\$33,275.00	\$33,275.00	\$47,850.00	\$47,850.00	\$48,000.00	\$48,000.00
8	Construct New UV Channel	LS	1	\$21,588.00	\$21,588.00	\$35,750.00	\$35,750.00	\$48,000.00	\$48,000.00
9	Furnish & Install UV System	LS	1	\$10,040.00	\$10,040.00 *	\$86,400.00	\$86,400.00	\$64,500.00	\$64,500.00
10	Digester Blower Covers	LS	1	\$9,469.00	\$9,469.00	\$4,700.00	\$4,700.00	\$7,000.00	\$7,000.00
11	By-pass Pumping	LS	1	\$27,089.00	\$27,089.00	\$25,600.00	\$25,600.00	\$5,000.00	\$5,000.00
12	Remove Existing UV System	LS	1	\$9,048.00	\$9,048.00	\$5,300.00	\$5,300.00	\$12,000.00	\$12,000.00
13	Electrical Work	LS	1	\$36,910.00	\$36,910.00	\$40,050.00	\$40,050.00	\$41,000.00	\$41,000.00
14	Screening Trees	EA	7	\$959.00	\$6,713.00	\$300.00	\$2,100.00	\$700.00	\$4,900.00
15	Remove Existing Plant Utility Water System	LS	1	\$500.00	\$500.00	\$1,100.00	\$1,100.00	\$2,000.00	\$2,000.00
16	Oxidation Ditch Shaft Replacement	EA	2	\$60,691.50	\$121,383.00	\$47,300.00	\$94,600.00	\$50,000.00	\$100,000.00
17	Oxidation Ditch Aerator Shaft Drive Units	EA	2	\$8,728.00	\$17,456.00	\$13,200.00	\$26,400.00	\$15,000.00	\$30,000.00
18	Removal of Existing Underground Fuel Storage Tank	LS	1	\$6,791.00	\$6,791.00	\$14,200.00	\$14,200.00	\$5,000.00	\$5,000.00

**PUR-1268**  
**Antietam Wastewater Treatment Plant Upgrades**

				<b>Johnston Construction Co. Dover, PA</b>		<b>Callas Contractors, LLC Hagerstown, Maryland</b>		<b>Alvarez Contractors, Inc. Frederick, Maryland</b>	
<b>Item No.</b>	<b>Item Description</b>	<b>Unit</b>	<b>Approx. Qty.</b>	<b>Unit Price</b>	<b>Total Price</b>	<b>Unit Price</b>	<b>Total Price</b>	<b>Unit Price</b>	<b>Total Price</b>
19	Furnish & Install Above Ground Fuel Storage Tank	LS	1	\$36,186.00	\$36,186.00	\$44,350.00	\$44,350.00	\$26,000.00	\$26,000.00
20	Non-paved Area Restoration	LS	1	\$1,069.00	\$1,069.00	\$5,300.00	\$5,300.00	\$6,000.00	\$6,000.00
21	Furnish & Install Samples	EA	2	\$6,669.00	\$13,338.00	\$11,950.00	\$23,900.00	\$8,000.00	\$16,000.00
22	Pavement Repair	LS	1	\$8,669.00	\$8,669.00	\$6,150.00	\$6,150.00	\$4,000.00	\$4,000.00
<b>Total Base Bid (Item Nos. 1 through 22)</b>				<b>\$473,086.00</b>		<b>\$581,250.00</b>		<b>\$589,000.00</b>	
C-1	Contingent Select Backfill	CY	25	\$40.00	\$1,000.00	\$50.00	\$1,250.00	\$40.00	\$1,000.00
C-2	Contingent Unclassified Excavation	CY	25	\$60.00	\$1,500.00	\$150.00	\$3,750.00	\$24.00	\$600.00
C-3	Contingent Removal of Contaminated Soil	CY	25	\$250.00	\$6,250.00	\$100.00	\$2,500.00	\$100.00	\$2,500.00
<b>Total Contingent bid (C-1 through C-3)</b>				<b>\$8,750.00</b>		<b>\$7,500.00</b>		<b>\$4,100.00</b>	
<b>Grand Total Bid for Base Bid Item Nos. 1 through 22 Plus Contingent Items C-1 through C-3</b>				<b>\$481,836.00</b>		<b>\$588,750.00</b>		<b>\$593,100.00</b>	

\* Corrected calculations based on individual unit pricing





# Washington County, Maryland Budget Adjustment Form

Print Form

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

Transaction/Post -Finance

Deputy Director - Finance

Preparer, if applicable  Digitally signed by Mark D Bradshaw  
Date: 2018.02.16 15:07:12 -05'00'

Department Head Authorization  Digitally signed by Mark D Bradshaw  
Date: 2018.02.16 15:23:49 -05'00'

Division Director / Elected Official Authorization  Digitally signed by Daniel F DiVito  
Date: 2018.02.22 08:57:46 -05'00'

Budget & Finance Director Approval

County Administrator Approval

County Commissioners Approval

Required approval with date

If applicable with date

Required approval with date

Required approval with date

Required > \$ 25,000 with date

Expenditure / Account Number	Fund Number	Department Number	Project Number	Grant Number	Activity Code	Department and Account Description	Increase (Decrease) + / -
	32	42010	LIN 041			Sewer Transfer	-150,000
XXXXX	32	42010	LIN041			WQ - PO 1 Pump Station Expansion	-150,000
	32	42010	TRP017			Sewer Transfer	150,000
XXXXX	32	42010	TRP017			WQ - Antietam WWTP Improvements	150,000

Explain Budget Adjustment

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



Open Session Item

**SUBJECT:** Presentation of the FY19 Personnel Requests

**PRESENTATION DATE:** March 13, 2018

**PRESENTATION BY:** Stephanie Stone, Director of Health and Human Services; and Sara Greaves, Chief Financial Officer

**RECOMMENDED MOTION:** The BOCC may offer input as to changes in the recommendations. The recommended personnel requests will be in the operating budgets approved to take to public hearing.

**REPORT-IN-BRIEF:** The Director of Health and Human Services will introduce each personnel request, give a brief overview, and discuss the staff recommendation.

**DISCUSSION:** Each position request will be explained in detail and department heads will be in attendance to answer questions on personnel requests.

**FISCAL IMPACT:** Approximately \$1 million in personnel requests were included in the FY19 budget submissions. The committee is recommending funding approximately \$591,602 of the requests. These requests are in the operating budgets of the General Fund, Highway Fund, Solid Waste Fund, Water Quality Fund, and Airport Fund.

**CONCURRENCES:** Not applicable

**ALTERNATIVES:** Change recommendations for personnel requests.

**ATTACHMENTS:** Personnel Requests for FY19

**AUDIO/VISUAL NEEDS:** Not applicable

**Washington County, Maryland  
Summary of Personnel Requests  
Fiscal Year 2019**

Fund	Total FTEs *		Request	Recommended	Variance
	Positions Requested	Positions Recommended			
Elected/Appointed/Other Offices:					
County Administrator	0.0	0.0	\$ -	\$ -	\$ -
County Clerk	0.0	0.0	\$ -	\$ -	\$ -
Election Board	0.0	0.0	\$ -	\$ -	\$ -
County Treasurer	0.0	0.0	\$ -	\$ -	\$ -
Chief Financial Officer	1.0	0.0	\$ 56,241	\$ -	\$ (56,241)
Circuit Court	0.0	0.0	\$ -	\$ -	\$ -
Orphans Court	0.0	0.0	\$ -	\$ -	\$ -
State's Attorney	0.0	0.0	\$ -	\$ -	\$ -
	1.0	0.0	\$ 56,241	\$ -	\$ (56,241)
Public Safety:					
Elected Sheriff	3.0	1.0	\$ 463,850	\$ 305,728	\$ (158,122)
Emergency Services	6.0	2.5	\$ 343,610	\$ 121,064	\$ (222,546)
	9.0	3.5	\$ 807,460	\$ 426,792	\$ (380,668)
Other: Services & Programs					
	0.0	0.0	\$ 16,610	\$ 16,610	\$ -
General Fund	10.0	3.5	\$ 863,701	\$ 426,792	\$ (436,909)
Highway	3.0	3.0	\$ 7,800	\$ 7,800	\$ -
Solid Waste	2.0	1.0	\$ 129,926	\$ 69,238	\$ (60,688)
Water Quality	2.0	2.0	\$ 49,008	\$ 49,008	\$ -
Transit	0.0	0.0	\$ -	\$ -	\$ -
Airport	0.5	0.5	\$ 22,154	\$ 22,154	\$ -
Golf Course	0.0	0.0	\$ -	\$ -	\$ -
Other	0.0	0.0	\$ -	\$ -	\$ -
<b>Grand Total</b>	<b>17.5</b>	<b>10.0</b>	<b>\$ 1,089,199</b>	<b>\$ 591,602</b>	<b>\$ (497,597)</b>

\* FTEs - full-time counted as 1; part-time counted as .5.

**Washington County, Maryland**  
**Detail Personnel Requests FY 2019**

Function or Area	Request	Page	Proposed Position (# of positions stated as FTEs) Department Description	Requested				Change to Budget		Offset	Total change to Budget
				# of positions	Full or Part time	Grade	Step	Wages	Benefits		
CFO	New Position	6-5	Mail Processor	1.0	FT	7	1	31,741	24,500	0	56,241
			<p>This position was eliminated in the last budget cycle and duties were shifted to the Purchasing department. Purchasing personnel now spend 20 hours per week performing this work and it has proven to be very disruptive and not as efficient as previously thought. Other departments also face the cost of time. For example, Budget and Finance personnel now run their own jobs, sometimes at 4 hours per job. In the interest of customer service and functionality, we recommend to reinstate the positions.</p>								
<b>Recommended:</b>				<b>0.0</b>				<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>Elected/ Appointed</b>	<b>Requested</b>			<b>1.0</b>	-	-	-	<b>\$ 31,741</b>	<b>\$ 24,500</b>	<b>\$ -</b>	<b>\$ 56,241</b>
	<b>Recommended</b>			<b>0.0</b>	-	-	-	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
Sheriff: Judicial	Increase OT	6-10		0.0				44,000	4,670	0	48,670
			<p>For several reasons it is absolutely necessary to increase overtime. At the half way point of FY18 the overtime budget is already 98.37% expended. Much of this is attributed to the increased number of judges holding court well into evening hours. Major criminal cases such as a murder trial may take as much as a week. There has also been an increase in the number of evening meetings at the Court House and the County Administration building that require our services.</p>								
<b>Recommended:</b>				<b>0.0</b>				<b>\$ 44,000</b>	<b>\$ 4,670</b>	<b>\$ -</b>	<b>\$ 48,670</b>
Sheriff: Process Servers	Increase PT hourly rate for servers	6-11		0.0				7,450	790		8,240
			<p>Requesting an increase in the hourly rate for our 2 part time Civil process servers that work 28 hours per week. (from \$17.37 to \$20.00) Their workload has become increasing complex and dangerous over the past few years. The environment they work in is often unpleasant and many of the tenants have to be forcibly removed and have criminal records. This position requires a thorough know of landlord/tenant and other civil laws.</p>								
<b>Recommended:</b>				<b>0.0</b>				<b>\$ 7,450</b>	<b>\$ 790</b>	<b>\$ -</b>	<b>\$ 8,240</b>
Sheriff: Patrol	New Position	6-13	Cadet	3.0	FT			75,000	70,500		145,500
			<p>3 Cadet deputy positions are being requested. Our goal is to work closely with the Board of Education and the Hagerstown Community College who already have students enrolled and graduating in the Criminal Justice curriculum. We will solicit and then select from their "best and brightest" who are interested in becoming "sworn" Deputy Sheriff with our agency when they become 21 years old. A number of vacancies are anticipated and our main goal is to prepare for imminent retirements of our Patrol personnel and also those who are leaving for employment with other agencies or in the private sector.</p>								
<b>Recommended:</b>				<b>1.0</b>				<b>\$ 25,000</b>	<b>\$ 23,500</b>	<b>\$ -</b>	<b>\$ 48,500</b>
Sheriff: Patrol	Increase in FT wages for DROP	6-19		0.0				150,710	93,780		244,490
			<p>Program to hire replacement deputies one year in advance for those leaving on the drop program. While I realize there would be a significantly higher initial savings by not hiring the replacement deputy in advance, this program would basically be cost neutral to the County. The benefits are that we have the ability to put a replacement deputy in the police academy and get them through their field training program so they can be ready for solo patrol by the time the person they are replacing leaves through the DROP program. As it stands now, it takes us about one year or longer to replace deputies who leave through the DROP program. The loss of these positions greatly affects our ability to provide law enforcement services to the citizens of the county.</p>								
<b>Recommended: Start date of 9 months in advance</b>				<b>0.0</b>				<b>\$ 113,033</b>	<b>\$ 70,335</b>	<b>\$ -</b>	<b>\$ 183,368</b>

**Washington County, Maryland  
Detail Personnel Requests FY 2019**

Function or Area	Request	Page	Proposed Position (# of positions stated as FTEs) Department Description	Requested				Change to Budget		Offset	Total change to Budget
				# of positions	Full or Part time	Grade	Step	Wages	Benefits		
Sheriff: Patrol	OT	6-19		0.0				15,320	1,630		16,950
			<p>In order to monitor/approve the speed camera citations in a timely manner, the program coordinators must access the system at times other than their duty hours. It is estimated the two personnel will average 6 hours of overtime a week. Their average overtime rate is \$49.11 per hour.</p>								
<b>Recommended:</b>				<b>0.0</b>				<b>\$ 15,320</b>	<b>\$ 1,630</b>	<b>\$ -</b>	<b>\$ 16,950</b>
<b>Elected Sheriff:</b>	<b>Requested</b>			<b>3.0</b>	-	-	-	<b>\$ 292,480</b>	<b>\$ 171,370</b>	<b>\$ -</b>	<b>\$ 463,850</b>
	<b>Recommended</b>			<b>1.0</b>	-	-	-	<b>\$ 204,803</b>	<b>\$ 100,925</b>	<b>\$ -</b>	<b>\$ 305,728</b>
911	New Positions	6-22	Call Takers	4.0	FT	8	1	137,112	100,680		237,792
			<p>The positions are needed to help address increases in call volume and associated radio traffic in the ECC. The positions will allow timely 30 minute meal breaks for ECC staff and 1-2 additional 10 minute breaks through out the shift. Without the new positions, management of a 30 minute meal break would span 5-6 hours for the 10-12 ECC staff. The positions will aid in replacing or covering FT staff who are out on extended illness or leave.</p>								
<b>Recommended:</b>				<b>2.0</b>				<b>\$ 68,556</b>	<b>\$ 50,340</b>	<b>\$ -</b>	<b>\$ 118,896</b>
EMS Operations	New Position	6-23	EMS Quality Assurance Officer	1.0	FT	14	1	54,392	30,370	0	84,762
			<p>This position provides support to the Asst. Director and would oversee the jurisdictional quality assurance program. It would assist the A/D in the oversight of the EMS operational program and be able to fill in if the A/D was absent.</p>								
<b>Recommended:</b>				<b>0.0</b>				<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
EMS Operations	New Position	6-23	EMS Medical Director	0.5	PT	13	1	25,178	1,990	(25,000)	2,168
			<p>Requesting to move the current EMS Medical Director position from a contractual position to a part time position. This removes the need for advertising a RFP. It also allows the Medical Director to stay for multiple years without having to re apply when the terms of the contract expire. The salary is based on a 20 hour work week. The \$25,000 offset is the amount in contracted services.</p>								
<b>Recommended:</b>				<b>0.5</b>				<b>\$ 25,178</b>	<b>\$ 1,990</b>	<b>\$ (25,000)</b>	<b>\$ 2,168</b>
Emergency Mgmt.	New Position	6-35	Emergency Management Support	0.5	PT	12	1	17,488	1,400	0	18,888
			<p>The Division would like to hire a part-time employee to assist with Emergency Management duties. This employee would work on average 15 hours per week.</p>								
<b>Recommended:</b>				<b>0.0</b>				<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Emergency Services:</b>	<b>Requested</b>			<b>6.0</b>	-	-	-	<b>\$ 234,170</b>	<b>\$ 134,440</b>	<b>\$ (25,000)</b>	<b>\$ 343,610</b>
	<b>Recommended</b>			<b>2.5</b>	-	-	-	<b>\$ 93,734</b>	<b>\$ 52,330</b>	<b>\$ (25,000)</b>	<b>\$ 121,064</b>
Parks and Facilities	PT	6-36		0.0	PT			15,000	1,610	0	16,610
			<p>The increase of travel athletics has prompted the Parks Department to schedule County athletic fields late March through October (7 months). Additional seasonal staff hours are required for daily and weekend maintenance. The County has acquired several properties for right-of-ways and road improvements. These properties are maintained by the Parks &amp; Facilities Department, requiring additional seasonal staff hours.</p>								
<b>Recommended:</b>				<b>0.0</b>				<b>\$ 15,000</b>	<b>\$ 1,610</b>	<b>\$ -</b>	<b>\$ 16,610</b>
<b>Other Services:</b>	<b>Requested</b>			<b>0.0</b>	-	-	-	<b>\$ 15,000</b>	<b>\$ 1,610</b>	<b>\$ -</b>	<b>\$ 16,610</b>
	<b>Recommended</b>			<b>0.0</b>	-	-	-	<b>\$ 15,000</b>	<b>\$ 1,610</b>	<b>\$ -</b>	<b>\$ 16,610</b>

**Washington County, Maryland  
Detail Personnel Requests FY 2019**

Function or Area	Request	Page	Proposed Position (# of positions stated as FTEs) Department Description	Requested				Change to Budget		Offset	Total change to Budget
				# of positions	Full or Part time	Grade	Step	Wages	Benefits		
Highway	New Positions	6-37	MEO III	2.0	FT	9	1	74,006	56,580	(130,586)	0
<p>Additional personnel needed for Storm Water Management. (Clean initiative) <b>This is a mandated expense and will be paid for through project DNG039 Stormwater Retrofits in CIP.</b></p>											
<b>Recommended:</b>				<b>2.0</b>				<b>\$ 74,006</b>	<b>\$ 56,580</b>	<b>(130,586)</b>	<b>\$ -</b>
Highway	New Positions	6-38	Inmate Guards	1.0	PT	4	5	28,892	2,311	(23,403)	7,800
<p>Additional crew is needed to supply services to the municipalities. Two part-time inmate guards are needed for the additional crew. <b>Approximately 75% of this cost will be billed to the municipalities.</b></p>											
<b>Recommended:</b>				<b>1.0</b>				<b>\$ 28,892</b>	<b>\$ 2,311</b>	<b>\$ (23,403)</b>	<b>\$ 7,800</b>
Solid Waste	New Position	6-39	Solid Waste Equipment Operator	1.0	FT	10	1	39,978	29,260		69,238
<p>An additional Solid Waste Equipment Operator is needed to keep up with daily operations. <b>With this position we expect to achieve increased tracking and efficiency/waste to energy to be determined.</b></p>											
<b>Recommended:</b>				<b>1.0</b>				<b>\$ 39,978</b>	<b>\$ 29,260</b>	<b>\$ -</b>	<b>\$ 69,238</b>
Solid Waste	New Position	6-39	Weigh Clerk	1.0	FT	8	1	34,278	26,410		60,688
<p>An additional Weigh Clerk is needed to maintain consistent scale house operations.</p>											
<b>Recommended:</b>				<b>0.0</b>				<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Utility Admin	New Position	6-40	Internships	1.0	PT	1	2	7,171	574		7,745
<p>In order to comply with the County's NPDES permit requirements, the County is required to map the County's drainage system infrastructure. We would like to utilize internship positions to aid County staff in completing the required mapping. In order to attract interest for an internship with Washington County we would like to offer paid internship positions. For FY19 we are proposing 2 paid internship positions for 120 hours for 3 school semesters.</p>											
<b>Recommended:</b>				<b>1.0</b>				<b>\$ 7,171</b>	<b>\$ 574</b>	<b>\$ -</b>	<b>\$ 7,745</b>
Water Quality	New Position	6-41	Apprentice Plant Operator	1.0	FT	7	1	31,741	9,522		41,263
<p>In FY19 in conjunction with Maryland Department of Labor and Licensing, the Water Quality Department would like to start an apprentice program for Water and Wastewater operators.</p>											
<b>Recommended:</b>				<b>1.0</b>				<b>\$ 31,741</b>	<b>\$ 9,522</b>	<b>\$ -</b>	<b>\$ 41,263</b>
Airport	New Position	6-51	Airfield Mtc Worker/Firefighter	0.5	PT	7	1	19,044	3,110		22,154
<p>There are currently 4 full-time airfield maintenance staff and over the years their workload has increased to the point that they cannot keep up with the demands. In 2011 the Fire Chief's position was eliminated when he was appointed Airport Director. We are now using one of the full-time airfield maintenance staff member to administer our Aircraft Rescue Firefighting Programs. This responsibility continue to grow. With the increased demand for his services, we would like to keep him in the fire station two days per week. This continues to weaken our ability to maintain the airfield and facilities. This part-time staff member could also fill for vacancies that exist in the terminal maintenance department from time to time.</p> <p><b>Airport to be reviewed at a later date for efficiencies. This position will contribute as appropriate.</b></p>											
<b>Recommended:</b>				<b>0.5</b>				<b>\$ 19,044</b>	<b>\$ 3,110</b>	<b>\$ -</b>	<b>\$ 22,154</b>
<b>Requested</b>				<b>7.5</b>	-	-	-	<b>\$ 235,110</b>	<b>\$ 127,767</b>	<b>\$ (153,989)</b>	<b>\$ 208,888</b>
<b>Recommended</b>				<b>6.5</b>	-	-	-	<b>\$ 200,832</b>	<b>\$ 101,357</b>	<b>\$ (153,989)</b>	<b>\$ 148,200</b>
<b>Grand</b>	<b>Requested</b>			<b>17.5</b>				<b>\$ 808,501</b>	<b>\$ 459,687</b>	<b>\$ (178,989)</b>	<b>\$ 1,089,199</b>
<b>Total:</b>	<b>Recommended</b>			<b>10.0</b>				<b>\$ 514,369</b>	<b>\$ 256,222</b>	<b>\$ (178,989)</b>	<b>\$ 591,602</b>



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Open Session Item

**SUBJECT:** Rezoning application schedule

**PRESENTATION DATE:** March 13, 2018

**PRESENTATION BY:** Stephen T. Goodrich, Director, Department of Planning and Zoning

**RECOMMENDED MOTION:** No motion at this time. For discussion purposes. Staff is seeking direction to affirm a proposed change to current procedures or revise according to discussion results.

**REPORT-IN-BRIEF:** In order to provide a more customer service oriented rezoning application procedure, staff is presenting a proposal to accept and process rezoning applications on an *as needed* basis. The current practice has a defined schedule and accepts rezoning applications only twice per year (January and July). Commissioners' participation in this discussion is important because the Boards' meeting schedule must accommodate the required public hearing and at least one additional meeting to act on the application. The Commissioners adopted policies in 2008 which led to the current two "cycle" schedule. Staff will present the benefits of a revised procedure, and the history of the current practice if needed, for discussion.

**DISCUSSION:** The County Administrator, Chief Operating Officer, County Attorney, Deputy County Attorney and Director of Planning & Zoning reviewed current and past practices as well as policies in Allegany, Frederick and Carroll counties. An *as needed* application schedule is clearly the most customer friendly and responsive to applicant needs. Applicants will be able to submit applications at any time and the review process can begin immediately. An internal schedule for meeting milestones in the public review process is still needed and that schedule will be augmented with specific time frames for scheduling Commissioner hearings and returning the application within 3 weeks for consensus discussions and decisions. These additional deadlines may also shorten the process. Depending on the complexity of a case, the Planning Commissions public information meeting may be combined with regular meeting dates which may also shorten review time.

There are other factors that should be considered in a discussion of a change to an *as needed* procedure. Advertising costs will increase because each application will have to be advertised separately rather than with all others received during a cycle. This could be addressed through billing applicants for all advertising costs or budget adjustments for the department. Staff will have to adjust priorities and tasks to respond to an application submission rather than planning for submissions on a pre-determined date.

The current practice of two rezoning “cycles” per year is the result of a 2008 change in policy that eliminated the joint public hearing (Planning Commission and County Commissioners) in favor of a separate public information meeting before the Planning Commission made its recommendation and a public hearing before the County Commissioners made the rezoning decision. Prior to that change there were 4 application “cycles” per year and joint public hearings. In both cyclical procedures there were application deadlines, a predetermined schedule for milestones in the internal review process and predetermined hearing dates. Cyclical application policies may offer reduced advertising costs because multiple applications can be advertised at one time. There may be efficiency in staff preparation of reports, agency reviews, public notices and site visits.

Rezoning applications require the attention of at least 4 Planning department staff members, the Planning Commission, the County Attorney’s office, the Commissioners and the general public.

An example of the internal review schedule is provided. It is based on past schedules used in the current cyclical process and includes added dates for scheduling County Commissioner hearings, consensus discussions and formal votes.

For a complete discussion, Commissioners may want to consider other options:

- A. Retain the current 2 cycles per year
- B. Retain the current 2 cycles per year with waiver criteria for special or urgent circumstances
- C. Add one or two additional cycles for a total of 3 or 4 per year

**FISCAL IMPACT:** There will be additional costs for advertising if an *as needed* process or additional cycles are added.

**CONCURRENCES:** The County Administrator, Chief Operating Officer, County Attorney, Deputy County Attorney and Planning & Zoning Director conclude that an *as needed* procedure is most responsive to customer needs. The Planning Commission has stated that it is open to the concept of creating an additional application cycle in the interest of customer service but it is of the opinion that the current volume of cases does not warrant it now.

**ALTERNATIVES:** Retain the current practice

**ATTACHMENTS:** sample of an internal calendar

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



<b>SAMPLE INTERNAL CALENDAR – AS NEEDED APPLICATIONS</b>		
<b>MILESTONE</b>	<b>DATE</b> (Samples only)	<b>COMMENTS</b>
1 Application filed	1/12/17 (±2 weeks)	Sample only. Can be any day applicant choses. All subsequent dates measured from this point
2 Review for complete, file entry and agency routing	1/25/17 (±3 weeks)	
3 Agency reviews complete	2/16/17 (± 2 weeks)	
4 Staff Report complete	3/2/17	
5 Post signs	3/3/17	
6 Mail notices	3/3/17	
7 Notice to newspaper	3/1/17	
8 Publish notice #1	3/6/17	
9 Publish notice #2	3/13/17	
10 Copies to Planning Commission	Dependent upon meeting date. 2 weeks prior to meeting date	Regular meeting or separate
11 Planning Commission public information meeting	4/ 2/17 or 4/16/17	may be regular meeting date or separate
12 Planning Commission recommendation	5/7/17	During next regular meeting
13 Paperwork to County Admin office (includes proposed BCC hearing date)	5/21/17	Includes preparation of draft PC minutes and selecting BCC hearing date
14 BCC hearing	6/25/17 (± 5 weeks)	Period between #13 & #14 include date selection and time to advertise and mail notices
15 Return to BCC agenda for consensus discussion	7/16/17	3 weeks from hearing date to accommodate agenda prep deadlines. Repeats if consensus not determined
16 Return to BCC agenda for formal vote/decision	8/6/17	3 weeks to accommodate agenda prep deadlines. Repeats if decision not made
17 Formal notice to applicant of decision	8/15/17	