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BOARD OF COUNTY COMMISSIONERS
March 26, 2019
OPEN SESSION AGENDA

- 08:00 A.M. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE
CALL TO ORDER, *President Jeffrey A. Cline*
APPROVAL OF MINUTES – March 19, 2019
- 08:05 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; to consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State)
- 10:00 A.M. RECONVENE IN OPEN SESSION
- 10:05 A.M. COMMISSIONERS' REPORTS AND COMMENTS
- 10:15 A.M. REPORTS FROM COUNTY STAFF
- 10:25 A.M. CITIZENS PARTICIPATION
- 10:35 A.M. PRESENTATION OF PROCLAMATION RECOGNIZING MARCH 2019 AS "SOCIAL WORK MONTH" – *Board of County Commissioners*
- 10:40 A.M. PRESENTATION OF PROCLAMATION RECOGNIZING MARCH 2019 AS "MARYLAND WINE MONTH" – *Board of County Commissioners*
- 10:45 A.M. YOUTH MERITORIOUS AWARD – *Allison Hartshorn, Grant Manager, Office of Grant Management*
- 10:50 A.M. OFFICE OF PROBLEM-SOLVING COURTS DISCRETIONARY GRANT – APPROVAL TO SUBMIT APPLICATION AND ACCEPT AWARD FUNDING – *Allison Hartshorn, Grant Manager, Office of Grant Management, and Eunice Plank, Court Administrator, Circuit Court for Washington County*
- 10:55 A.M. ASSET LIMITED, INCOME CONSTRAINED, EMPLOYED (ALICE) – *Guinn Rogers, President and CEO, United Way of Washington County*
- 11:10 A.M. CONTRACT AWARDS (PUR-1404) – GROUP HEALTH INSURANCE – MEDICAL PRESCRIPTION, CARE MANAGEMENT / WELLNESS, DENTAL, VISION

COVERAGE – *Rick Curry, Director, Purchasing Department; Beckie Lewis, Account Executive, CBIZ Benefits & Insurance Services, Inc., Steve Dillman, Account Executive, CBIZ Benefits & Insurance Services, Inc, and Liz Logsdon, Account Executive, CBIZ Benefits & Insurance Services, Inc*

- 11:20 A.M. CONTRACT AWARD (PUR-1413) – INVESTMENT SERVICES FOR THE “DEFINED BENEFITS RETIREMENT PLAN FOR THE EMPLOYEES OF WASHINGTON COUNTY” AND THE “LENGTH OF SERVICE AWARDS PROGRAM (LOSAP)” FOR THE WASHINGTON COUNTY EMERGENCY SERVICES VOLUNTEERS - *Rick Curry, CPPO, Director, Purchasing Department, and Alton Fryer, County’s Contracted Provider for Record-Keeping/Actuarial Services, Committee Facilitator*
- 11:30 A.M. DEPART FOR THE WASHINGTON COUNTY FREE LIBRARY, ALICE VIRGINIA AND DAVID W. FLETCHER BRANCH
Location: 100 South Potomac Street, Hagerstown - Community Room #308, Hagerstown
- 12:00 P.M. ANNUAL WASHINGTON COUNTY FREE LIBRARY BUDGET PRESENTATION LUNCHEON – *Mary C. Baykan, Library Executive Director*
- 01:30 P.M. DEPART FOR 100 WEST WASHINGTON STREET, HAGERSTOWN, SUITE 1113,
- 02:00 P.M. RECONVENE IN OPEN SESSION
- 02:05 P.M. APPROVAL OF REVISED BY-LAWS FOR THE EMERGENCY SERVICES ADVISORY COUNCIL – *R. David Hays, Director, Division of Emergency Services*
- 02:10 P.M. HOTEL RENTAL TAX FUNDING REQUEST, HAGERSTOWN – WASHINGTON COUNTY CONVENTION VISITORS BUREAU – *Susan Buchanan, Director, Office of Grant Management, and Daniel Spedden, President, Hagerstown/Washington County CVB*
- 02:20 P.M. ADOPTION OF HEALTH ADVISORY COMMISSION BY-LAWS – *Susan Small, Director, Department of Business Development*
- 02:30 P.M. HIGHWAY DEPARTMENT ORGANIZATION PLAN – *Andrew Eshleman, Director, Public Works*
- 02:50 P.M. RESOLUTION CHANGING RESIDENT AGENT – *Kirk C. Downey, County Attorney*
- 03:00 P.M. ENTERPRISE FUND – LONG TERM PROJECTIONS – *Sara Greaves, Chief Financial Officer*
- 03:25 P.M. FY2020 ENTERPRISE FUND BUDGET AND RATE DISCUSSION - *Sara Greaves, Chief Financial Officer, Dan DiVito, Director, Division of Environmental Management; Dave Mason, Deputy Director of Solid Waste; and Garrison Plessinger, Director, Hagerstown Airport*
- 04:00 P.M. RECESS

EVENING MEETING AT THE TOWN OF CLEAR SPRING

Location: Town Hall, 146 Cumberland Street, Clear Spring, MD

- 06:00 P.M. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE
CALL TO ORDER, *President Jeffrey A. Cline*
- 06:05 P.M. TOWN OF CLEAR SPRING LEADERS' REPORTS AND COMMENTS
- 06:10 P.M. COMMISSIONERS' REPORTS AND COMMENTS
- 06:15 P.M. CITIZENS AWARD RECIPIENT – *Greg Ernst, Owner of Ernst Market*
- 06:25 P.M. REPORTS FROM COUNTY STAFF
- 06:35 P.M. CITIZENS PARTICIPATION
- 06:40 P.M. ADJOURNMENT



Agenda Report Form

Open Session Item

SUBJECT: Presentation of Proclamation Recognizing March 2019 as “Social Work Month”

PRESENTATION DATE: March 26, 2019

PRESENTATION BY: Board of County Commissioners

RECOMMENDED MOTION: None

REPORT-IN-BRIEF: Proclamation Presentation

WHEREAS, The White House officially recognized March as National Professional Social Work Month in 1984, and;

WHEREAS, this year’s Social Work Month theme, “Elevate Social Work” embodies the need to recognize the extraordinary contributions of the profession to our society, and;

WHEREAS, the Social Work Profession is dedicated to enhancing well-being and helping meet the basic needs of all people, especially those who are vulnerable, oppressed and living in poverty, and;

WHEREAS, the Social Work Profession is deeply weaved into our society with social workers active in government, schools, universities, social service agencies, communities, corporations, the military and in health care and mental health care settings, and;

WHEREAS, Social Workers celebrate the courage, strength, and determination of the human spirit, and work to empower others to hope, dream and believe in their own potential.

NOW THEREFORE, in recognition of the numerous contributions made by Social Workers, we the Board of County Commissioners of Washington County, Maryland, do hereby recognize March 2019 as National Social Work Month.



Agenda Report Form

Open Session Item

SUBJECT: Presentation of Proclamation Recognizing March 2019 as “Maryland Wine Month”

PRESENTATION DATE: March 26, 2019

PRESENTATION BY: Board of County Commissioners

RECOMMENDED MOTION: None

REPORT-IN-BRIEF: Proclamation Presentation

WHEREAS, In celebration of Maryland’s thriving wine industry, Governor Larry Hogan and Comptroller Peter Franchot declared March as “Maryland Wine Month”, and;

WHEREAS, Washington County’s vineyards and wineries are a key component of our local tourism and agricultural industries, and;

WHEREAS, Washington County’s reputation and award-winning wines are proof of the high-quality grapes and wines being produced, and;

WHEREAS, Washington County’s vineyards produce a wide range of grapes allowing local wineries to produce a diverse quality of wines including reds, whites and blushes and many new varieties to come, and;

NOW THEREFORE, We the Board of County Commissioners of Washington County, Maryland, do hereby recognize March 2019 as “Maryland Wine Month” and encourage its citizens to visit and taste the local wineries and support agriculture tourism.



Agenda Report Form

Open Session Item

SUBJECT: Youth Meritorious Award Presentation

PRESENTATION DATE: March 26, 2019

PRESENTATION BY: Allison Hartshorn & Board of County Commissioners

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

REPORT-IN-BRIEF: The following individual has been selected for the Youth Meritorious Award. He was selected based on his scholastic achievement, leadership qualities, community service performed or other positive contributions to their school or community. This exceptional youth has consistently worked and distinguished himself as an exemplary student and member of our County.

Trenten Spencer-Boonsboro Elementary
Parent(s) – Jeff and Andrea Spencer
Hometown – Boonsboro, MD
Nominated by Andrea Spencer

DISCUSSION: N/A

FISCAL IMPACT: N/A

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: Student Summary

AUDIO/VISUAL NEEDS: N/A

Youth Meritorious Award Summary for:

Trenten Spencer
Boonsboro Elementary
Nominated by Andrea Spencer

Parent(s) – Jeff and Andrea Spencer

Andrea Spencer endorsed the following:

Trenten has been in the magnet program at Boonsboro Elementary School since 2nd grade. He has been selected for "Trustworthiness," "Respect," and "Fairness" for character counts. He tied for 5th place in his school's Geography Bee this year. Trenten will be attending the Junior Youth National Leadership Conference in Washington, D.C. this coming summer. He was nominated by his Spanish teacher who recognized him for his academic excellence and his strong leadership potential. In addition he has helped to clean up and decorate Shafer Park in Boonsboro for the 4th of July celebration. Trenten also participates in All-County Band, bowling, basketball, cross country events, Good News Club, and many church-related activities.



Open Session Item

SUBJECT: Office of Problem Solving Courts Discretionary Grant – Approval to Submit Application and Accept Awarded Funding

PRESENTATION DATE: March 26, 2019

PRESENTATION BY: Allison Hartshorn, Grant Manager, Office of Grant Management and Eunice Plank, Court Administrator, Circuit Court for Washington County

RECOMMENDED MOTION: Move to approve the submission of the grant application for the FY20 Office of Problem Solving Courts Discretionary Grant in the amount of \$303,829.20 and accept funding as awarded.

REPORT-IN-BRIEF: The Office of Problem-Solving Courts Discretionary Grant assists with the operational expenses and ancillary services of the Drug Court Programs. These grant funds will be used to implement an Adult Drug Court Program which is currently in the planning phase with an anticipated operation start date of April 2019. The Adult Drug Court will provide supervision and access to services that will reduce substance using and criminal behavior while increasing positive community involvement and overall individual and family functioning. These grant funds will allow better access to justice and treatment services by assisting with transportation, providing frequent drug and alcohol monitoring, case management support services, educational and vocational access, and numerous other services.

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

FISCAL IMPACT: Provides \$303,829.20 for the Drug Court Program

CONCURRENCES: Susan Buchanan, Director, Office of Grant Management

ALTERNATIVES: Deny approval for submission of this request

ATTACHMENTS: N/A

AUDIO/VISUAL NEEDS: N/A



Agenda Report Form

Open Session Item

SUBJECT: Asset Limited, Income Constrained, Employed (ALICE)

PRESENTATION DATE: March 26, 2019

PRESENTATION BY: Guinn Rogers, President and CEO, United Way of Washington County

RECOMMENDED MOTION: N/A

REPORT-IN-BRIEF: For Informational Purposes

DISCUSSION: ALICE is a United Way acronym which stands for Asset Limited, Income Constrained, Employed. It represents the growing number of individuals and families who are working but are unable to afford the basic necessities of housing, food, child care, health care, and transportation. The United Way ALICE Project provides a framework, language, and tools to measure and understand the struggles of the growing number of ALICE households in our communities.

This research initiative partners with State and Local United Ways such as those in Maryland, to deliver research-based reports that can stimulate meaningful discussion, attract new partners, and ultimately inform strategies that effect positive change.

FISCAL IMPACT: N/A

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: PowerPoint Presentation

AUDIO/VISUAL: PowerPoint Presentation

ALICE

**Asset
Limited,
Income
Constrained,
Employed**

Meet ALICE

A new way of defining and understanding the struggles of households that earn above the Federal Poverty Level, but not enough to afford a bare-bones household budget.

For far too many families, the cost of living outpaces what they earn. These households struggle to manage even their most basic needs - housing, food, transportation, child care, health care, and necessary technology.

Who is ALICE?

Despite the critical nature of many jobs to keep our local economies running – educating our youngest children, keeping us ailing parent safe – these workers often struggle to keep their own households from financial ruin.

ALICE is your child care worker, the cashier at your supermarket, the gas attendant, the salesperson at your big box store, your waitress, a home health aide, an office clerk. ALICE cannot always pay the bills, has little or nothing in savings, and is forced to make tough choices such as deciding between quality child care or paying the rent. One unexpected car repair or medical bill can push these financially strapped families over the edge.



The future success of our communities is directly tied to the financial stability of these fragile ALICE households.

ALICE in Washington County

Total Households

55,824

Households in Poverty

7,142

ALICE Households

15,854

What does it cost to afford the basic necessities?

The Household Survival Budget gives the cost of housing, child care, food, transportation, and health care at a bare-minimum “survival” level. It does not include any savings, leaving households without a cushion for unexpected expenses and unable to invest in the future. Yet even this minimal budget was much higher than the adjusted Federal Poverty Level of \$11,880 for a single adult and \$24,300 for a family of four in 2016.

	Single Adult	2 Adults, 1 Infant, 1 Preschooler
Housing	\$554	\$898
Child Care	\$0	\$1,047
Food	\$182	\$603
Transportation	\$361	\$722
Health Care	\$229	\$860
Technology	\$55	\$75
Miscellaneous	\$165	\$478
Taxes	\$270	\$572
Monthly Total	\$1,816	\$5,255
ANNUAL TOTAL	\$21,792	\$63,060
Hourly Wage	\$10.90	\$31.53

Source: U.S. Department of Housing and Urban Development; U.S. Department of Agriculture; Bureau of Labor Statistics; Internal Revenue Service; Tax Foundation; and Maryland Family Network, 2016.

WASHINGTON COUNTY, MD, 2016

ALICE HOUSEHOLD SURVIVAL BUDGET

	Single Adult	Married Couple	1 Adult, 1 School-Age Child	1 Adult, 1 Infant	2 Adult, 2 School-Age Children	2 Adults, 1 Infant, 1 Preschooler
Housing	\$554	\$678	\$678	\$678	\$898	\$898
Child Care	\$-	\$-	\$300	\$560	\$601	\$1,047
Food	\$182	\$414	\$344	\$287	\$691	\$603
Transportation	\$361	\$488	\$488	\$488	\$722	\$722
Health Care	\$229	\$459	\$579	\$463	\$860	\$860
Miscellaneous	\$165	\$251	\$278	\$306	\$429	\$478
Technology	\$55	\$75	\$55	\$55	\$75	\$75
Taxes	\$270	\$401	\$341	\$414	\$442	\$572
Monthly Total	\$1,816	\$2,766	\$3,063	\$3,251	\$4,718	\$5,255
Annual Total	\$21,792	\$33,192	\$36,756	\$39,012	\$56,616	\$63,060
Hourly Wage	\$10.90	\$16.60	\$18.38	\$19.51	\$28.31	\$31.53

Note: The budgets reflect different costs based on the age of children in the household; full-day care for infants and preschoolers (4-year-old) and after school care for school-age children. To create budgets for additional family types: For an additional infant, increase the total budget by 13 percent; for an additional 4-year-old, by 12 percent; and for a school-age child, by 8 percent.

Source: U.S. Department of Housing and Urban Development; U.S. Department of Agriculture; Bureau of Labor Statistics; Internal Revenue Service; Tax Foundation; and Maryland Family Network, 2018.



United Way
of Washington County, MD

ALICE HOUSEHOLD STABILITY BUDGET

	Single Adult	Married Couple	1 Adult, 1 School-Age Child	1 Adult, 1 Infant	2 Adult, 2 School-Age Children	2 Adults, 1 Infant, 1 Preschooler
Housing	\$848	\$1,123	\$1,123	\$1,123	\$1,217	\$1,217
Child Care	\$-	\$-	\$291	\$903	\$582	\$1,467
Food	\$360	\$775	\$679	\$513	\$1,366	\$1,182
Transportation	\$473	\$946	\$946	\$946	\$1,401	\$1,401
Health Care	\$304	\$728	\$1,057	\$1,057	\$1,280	\$1,280
Miscellaneous	\$209	\$370	\$420	\$465	\$597	\$668
Savings	\$209	\$370	\$420	\$465	\$597	\$668
Technology	\$109	\$129	\$109	\$109	\$129	\$129
Taxes	\$595	\$997	\$935	\$1,040	\$1,425	\$1,874
Monthly Total	\$3,107	\$5,438	\$5,980	\$6,621	\$8,594	\$9,886
Annual Total	\$37,284	\$65,256	\$71,760	\$79,452	\$103,128	\$118,632
<i>Hourly Wage</i>	<i>\$18.64</i>	<i>\$32.63</i>	<i>\$35.88</i>	<i>\$39.73</i>	<i>\$51.56</i>	<i>\$59.32</i>

Note: The budgets reflect different costs based on the age of children in the household; full-day care for infants and preschoolers (4-year-old) and after school care for school-age children. To create budgets for additional family types: For an additional infant, increase the total budget by 13 percent; for an additional 4-year-old, by 9 percent; and for a school-age child, by 5 percent.

Source: U.S. Department of Housing and Urban Development; U.S. Department of Agriculture; Bureau of Labor Statistics; Internal Revenue Service; Tax Foundation; and Maryland Family Net 2018.



United Way
of Washington County, MD



Agenda Report Form

Open Session Item

SUBJECT: Contract Awards (PUR-1404) – Group Health Insurance – Medical, Prescription, Care Management/Wellness, Dental, Vision Coverage

PRESENTATION DATE: March 26, 2019

PRESENTATION BY: Rick Curry, Director, Purchasing Department; Beckie Lewis, Account Executive, CBIZ Benefits & Insurance Services, Inc., Steve Dillman, Account Executive, CBIZ Benefits & Insurance Services, Inc, and Liz Logsdon, Account Executive, CBIZ Benefits & Insurance Services, Inc

RECOMMENDED MOTION: Move to award County employee health insurance coverage contracts to the responsive, responsible proposers per the proposal of each in response to RFP No. PUR-1404 as unanimously recommended by the Coordinating Committee.

REPORT-IN-BRIEF: The Request for Proposal (RFP) was advertised on the State's "eMaryland Marketplace" web site, on the County's web site, and in the local newspaper. Thirteen (13) firms executed a *Limited Data Set Date Use Agreement* in accordance with HIPPA requirements to electronically access the RFP document. Six (6) firms were represented at the pre-proposal conference.

Proposals were received on December 13, 2019 from twelve (12) companies to provide one or more of the various coverages outlined herein. The Coordinating Committee met on January 14, 2019 to review each firm's Qualifications & Experience/Technical Proposal. Price Proposals of the companies determined to be responsive were opened. The Committee then met on February 4 to review Price Proposals. The Committee also met on February 27 for providers' presentations/interviews and further evaluation/clarifications of finalists' proposals. Subsequently, a teleconference was held on March 13 between the Committee and the consultant to finalize its recommendations.

The Coordinating Committee was comprised of the County Administrator (Chairman), Director of Purchasing, Director of Health and Human Services, County Benefits Coordinator and Assistant County Attorney. Consultants for the procurement are Steve Dillman, Beckie Lewis, and Liz Logsdon, from CBIZ Benefits & Insurance Services, Inc.

DISCUSSION: N/A

FISCAL IMPACT: The preliminary projected amount budgeted in FY 2020 \$15,740,280

CONCURRENCES: As recommended by the unanimous decision of the Coordinating Committee

ALTERNATIVES: N/A

ATTACHMENTS: The attached Summary will be reviewed and discussed in detail by the County's consultant at the meeting.

AUDIO/VISUAL NEEDS: Power Point Presentation by CBIZ representatives



Board of County Commissioners of Washington County Request for Proposal Analysis and Recommendations

March 26, 2019

**Presented by:
CBIZ Employee Services Organization**





PUR-1404

Request For Proposal

A Request for Proposal (RFP) was issued for Group Health Benefits including medical, care management, prescription drug, dental, and vision. The RFP was advertised:

- On the State's "eMaryland Marketplace" website,
- On the County's website,
- In the local newspaper, and
- To carriers that responded to bid in 2016.



PUR-1404

Process (Continued)

Request for Proposal (RFP) asked for:

- Duplication of BCC's existing plans and services
- Web-based employee tools and education
- Performance guarantees
- Excellent network access and discounts
- Competitive self-funded fixed costs (medical, Rx, dental)
- Competitive fully insured rates (vision)
- Comprehensive care management and wellness resources



PUR-1404 Process (continued)

The RFP Response was to be submitted in two parts:

Technical Proposal (Qualifications & Experience)

- Coverage Response Form
- Procurement Forms and Affidavits
- Response to Questionnaire
- Proposed Benefits Outline
- Deviations from Current Plans
- Geo Access/Network
- Provider Disruption Results
- Pharmacy Benefit Management Capabilities
- Exhibits/Marketing Material

Price Proposal

- Administration Fees
- Fully Insured Rates
- Dental Discount
- Performance Guarantees
- Pharmacy Benefit Pricing / Terms



RFP Respondents

Carrier	Medical	Rx	Care Mgmt.	Dental	Vision
Cigna	X	X	X		X
UMR	X	X	X	X	
Delta Dental (incumbent)				X	
Express Scripts (incumbent)		X			
United HealthCare (incumbent for vision)					X
Aetna (incumbent)	X	X	X	X	X
Employers Health/CVS Caremark		X			
Keenan		X			
NVA					X
United Concordia (UCCI)				X	
MetLife				X	X
EyeMed					X
12	3	6	3	5	6



Evaluation Criteria

General

History/Stability of organization
Plan Design

Managed Care Network

Geographic Access
History/Stability of Network
Disruption
Key Physician Practices

Administration

Claims Administration
Cost Containment Features

Compliance with Specifications

Requested Plan Design
Bidding Instructions
Form Submission

Data Reporting Capabilities

Types of Reports Available
Frequency of Claims Reports
Online Access to Reporting
Enrollment Reports

Client References

Cost

Administration Fees
Fully Insured Rates
Provider/Pharmacy Discounts
Performance Guarantees



Coordinating Committee

Robert Slocum, County Administrator (Chairman)

Rick Curry, Director of Purchasing

Debbie Peyton, Director of Health and Human Services

Deborah Condo, Deputy Director of Health & Human Services

Brittany Hyatt, Benefits Coordinator

Kendall McPeak, Deputy County Attorney

Sara Greaves, Chief Financial Officer (non-voting)

Janie Thompson, Procurement Technician/Secretary (non-voting)

Brandi Naugle, Buyer (non-voting)

Non-Voting CBIZ Consultants

Beckie Lewis, Steve Dillman and Liz Logsdon



Vendors Advanced to Pricing Portion

VENDOR

Aetna*

UMR

Cigna

Express Scripts (ESI)*

Employers Health/CVS Caremark

UCCI

Delta Dental*

NVA

EyeMed

United HealthCare*

PRODUCT

Medical/Care Mgmt., Prescription, Vision

Medical/Care Management, Prescription Drug

Medical/Care Management, Prescription Drug

Prescription Drug

Prescription Drug

Dental

Dental

Vision

Vision

Vision

* Incumbent Carriers



Analysis

STAGES:

- Qualification/Technical Analysis Review
- Pricing Analysis Review, Finalists Selected
- Best and Final Requested
- Finalist Meetings
 - Aetna** - medical/care management
 - UMR** - medical/care management,
 - Express Scripts** - prescription drug
 - Employers Health/CVS Caremark** - prescription drug
 - UHC** - vision
- Coordinating Committee determined the final recommendations based on revised pricing analysis and finalist meetings



Final Recommendation for Medical and Care Management Aetna (incumbent)

Rationale:

- ✓ Pricing (fixed costs and provider discounts)
- ✓ Care management program
- ✓ Continuity of benefits
- ✓ Compatible network / minimal disruption
- ✓ Performance guarantees
- ✓ Wellness support and credits
- ✓ Web/mobile tools



Final Recommendation for Rx

Employers Health/CVS Caremark

Rationale:

- ✓ Overall Pricing (discounts, rebates, fees)
- ✓ Implementation credit
- ✓ Market check each year
- ✓ Claims audit included
- ✓ Minimal disruption



Final Recommendation for Medical/Rx

Medical / Pharmacy Pricing - Finalists

Projected Costs for July 1, 2019 - June 30, 2020				
	Current Projected	Projected Cost	Aetna medical	Aetna medical Employers Health CVS Caremark Pharmacy
	Jul 2018 - Jun 2019	With No Bid	ESI pharmacy	
Total Costs	\$14,608,237	\$15,560,462	\$15,159,397	\$14,702,398

Total costs for the self-funded medical and pharmacy plan include projected claims, administrative fess and other fixed cost, stop loss premium (estimate) pharmacy rebates.



Final Recommendation for Dental

Delta Dental (incumbent)

Rationale:

- ✓ Pricing
- ✓ Offers a 3-year rate guarantee
- ✓ Satisfaction with network and service
- ✓ Large network/no disruption
- ✓ Continuity of benefits



Final Recommendation for Dental

Dental Pricing - Finalist

	Projected Costs for July 1, 2019 - June 30, 2020		
	Current Projected Jul 2018 - Jun 2019	Projected Cost RFP Submission	Delta Dental Best and Final
Total Costs	\$457,118	\$459,184	\$459,095



Final Recommendation for Vision

UHC Vision (incumbent)

Rationale:

- ✓ Pricing
- ✓ Offers a 2-year rate guarantee
- ✓ Large network/no disruption
- ✓ Continuity of benefits
- ✓ Performance guarantee



Final Recommendation for Vision

Vision Pricing - Finalist

Fully Insured Costs for July 1, 2019 - June 30, 2020			
	Current Fully Insured Rates Jul 2018 - Jun 2019	UHC Vision RFP Submission	UHC Vision Best and Final
Total Costs	\$117,108	\$117,108	\$114,151



Summary of Recommendations

Medical/Care Management: Aetna

Prescription Drug: Employers Health/CVS Caremark

Dental: Delta Dental

Vision: UHC Vision



Questions?



Open Session Item

SUBJECT: Contract Award (PUR-1413) – Investment Services for the "Defined Benefits Retirement Plan for the Employees of Washington County" and the "Length of Service Awards Program (LOSAP)" for the Washington County Emergency Services Volunteers

PRESENTATION DATE: March 26, 2019

PRESENTATION BY: Rick Curry, CPPO, Purchasing Department, and Alton Fryer, County's Contracted Provider for Record-Keeping/Actuarial Services, Committee Facilitator

RECOMMENDED MOTION: Move to award the contract to the responsive, responsible proposer, with the lowest fee schedule as indicated in its proposal.

REPORT-IN-BRIEF: Washington County requires the services of a firm to provide investment services for the "Defined Benefits Retirement Plan for the Employees of Washington County", for the "Length of Service Awards Program (LOSAP)" for the Washington County emergency services volunteers, and for the Other Post-Employee Benefits Plan (OPEB). The contract is for a one (1) year period, with an option by the County to renew for up to four (4) additional consecutive one (1) year periods.

The RFP was advertised in the local newspaper, on the State's *eMaryland Marketplace* web site, as well as on the County's web site. One hundred (100) persons/firms downloaded the RFP document. The Committee was comprised of the following members: County Administrator (Chairman), County Chief Financial Officer, County Purchasing Director, County Health & Services Director, Human Resources Manager for City of Hagerstown, and the Western Maryland Consortium Executive Director. Representatives from Bolton Investment consulting Group Benefits and Insurance Services served as the Facilitators for the Committee.

The Committee not only considered the firm's fee proposal, but also their qualifications and experience, investment philosophy, past performance, and responsiveness to the RFP. Twelve (12) proposals were received for the Committee's evaluation in response to the RFP. Eight (8) Qualifications & Experience Proposal submittals were considered responsive and the Committee evaluated the Technical Proposals of the eight (8) firms. The Committee considered five (5) firms to be responsive and evaluated their Price Proposals as indicated on the attached Price Proposal Information sheet. Two (2) firm's Qualification & Experience Proposal were considered non-responsive for not providing the required client information or their references did not respond to the reference check call.

The fee schedule of Marquette Associates, Inc. covers all client expenses and charges; that is, there are no additional fees or expenses outside of the scope of the RFP. In the unusual circumstance where there would be a request for services outside the scope of the RFP, additional fees, if any, would be negotiable. During the previous contract, there were no additional fees. The City of Hagerstown and the Western Maryland Consortium began utilizing this service contract in 2003 and are interested in

continuing to contract with the selected investment services provider for investing the pension funds of their entities.

DISCUSSION: N/A

FISCAL IMPACT: Fees are supported by the Fund's return on investment.

CONCURRENCES: As recommended by the Coordinating Committee

ALTERNATIVES: N/A

ATTACHMENTS: None

AUDIO/VISUAL NEEDS: N/A



Open Session Item

SUBJECT: Washington County Free Library Budget Presentation

PRESENTATION DATE: March 26, 2019 at 12 noon at the Central Library

PRESENTATION BY: Mary C. Baykan, Library Executive Director

RECOMMENDED MOTION: None

REPORT-IN-BRIEF: The Washington County Free Library is presenting the annual state of the Library and Budget Request at the Commissioner's Luncheon, 100 S Potomac St, Rooms 308/309

DISCUSSION: Discussion concerning the budget and Library activities.

FISCAL IMPACT: The Library is requesting an increase in support of \$118,770

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: 2019/2020 Library Budget

AUDIO/VISUAL NEEDS: None

BUDGET WORKSHEET

	2018-2019	2019-2020	INCREASE OR DECREASE
ESTIMATED INCOME			
6001.1 Fines - Fletcher	76,000	80,000	4,000
6001.3 Fines - Boonsboro	9,000	9,000	0
6001.4 Fines - Clear Spring	3,000	3,000	0
6001.5 Fines - Hancock	2,500	2,500	0
6001.6 Fines - Keedysville	200	200	0
6001.7 Fines - Sharpsburg	790	790	0
6001.8 Fines - Smithsburg	7,000	7,000	0
6001.9 Fines - Williamsport	5,000	5,000	0
6003.1 City of Hagerstown	31,500	31,500	0
6005.1 State of Maryland	1,361,120	1,404,120	43,000
6007.1 Washington County	3,180,510	3,299,280	118,770
6008.1 Washington County for Blue Ridge Summit	1,500	1,500	0
6009.1 Photocopying	10,500	11,000	500
6015.1 Capital and Endowment Income	106,000	106,000	0
6023.1 Interest/Dividend Income	2,500	2,500	0
6025.1 Out-of-State Card Fees	3,600	3,600	0
6027.1 Book Buddies	3,000	3,000	0
6028.1 LSTA Continuing Ed. Grant	0	0	0
6029.1 Miscellaneous Income	4,500	4,500	0
6033.1 WMPL Service Fees	19,060	19,060	0
6037.1 Operating Income Transfer	70,000	70,000	0
6050.1 Debit Card Income	10,000	10,000	0
6021.1 Unrealized gain on Investments	0	0	0

TOTAL	4,907,280	5,073,550	166,270
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ADMINISTRATIVE EXPENSES

7002.1 Printing	11,000	11,000	0
7003.1 Programs & Promotions	21,593	29,625	8,032
7004.1 Classified Advertisement	3,000	3,975	975
7005.1 Automotive Expense	10,000	10,000	0
7007.1 Financial Expense	50,400	50,400	0
7011.1 Legal Fees	350	350	0
7013.1 Postage	18,000	19,000	1,000
7019.1 Office Supplies	2,500	2,500	0
7021.1 Photocopier Expenses	5,000	5,000	0
7023.1 Public Access Micro Expenses	0	0	0
7025.1 Telephone - Fletcher	21,100	19,000	(2,100)
7025.3 Communications - Boonsboro	4,000	4,000	0
7025.4 Communications - Clear Spring	2,800	3,250	450
7025.5 Communications - Hancock	2,500	3,250	750
7025.6 Communications - Keedysville	950	1,100	150
7025.7 Communications - Sharpsburg	2,268	2,268	0
7025.8 Communications - Smithsburg	2,900	2,900	0

7025.9 Communications - Willismsport	1,500	1,500	0
7027.1 Training & Dues	20,000	20,000	0
7028.1 Employee Dev. Grant	0	0	0
7029.1 Reserves	0	0	0
7031.1 Contingency/Bd. Support	4,000	4,000	0
7034.1 Blue Ridge Summit	1,500	1,500	0
GENERAL PROPERTY	185,361	194,618	9,257
7053.1 Maintenance Supplies	20,000	22,000	2,000
7055.1 Repair Equipment - Building	5,140	5,140	0
7056.1 Repair Equipment - Office Equip.	5,300	7,000	1,700
7057.1 Building Repairs	4,878	4,878	0
7059.1 Exterior Maintenance	4,300	7,000	2,700
7063.1 Insurance	22,000	22,000	0
7065.1 Electricity - Fletcher	94,853	96,000	1,147
7065.3 Electricity - Boonsboro	6,400	6,400	0
7065.4 Electricity - Clear Spring	15,500	16,000	500
7065.5 Electricitiy - Hancock	9,000	16,000	7,000
7065.8 Electricity - Smithsburg	9,000	9,000	0
7065.9 Electricity - Williamsport	4,000	4,000	0
7067.1 Heat - Fletcher	14,100	14,100	0
7067.3 Heat - Boonsboro	5,000	5,000	0
7067.4 Heat - Clear Spring	7,500	7,500	0
7067.5 Heat - Hancock	6,000	8,000	2,000
7067.8 Heat - Smithsburg	6,000	6,000	0
7067.9 Heat - Williamsport	4,000	4,000	0
7069.1 Water and Sewer - Fletcher	7,600	7,600	0
7069.3 Water and Sewer - Boonsboro	800	800	0
7069.4 Water and Sewer - Clear Spring	1,350	1,350	0
7069.5 Water and Sewer - Hancock	1,200	1,800	600
7069.8 Water and Sewer - Smithsburg	1,400	900	(500)
7069.9 Water and Sewer - Williamsport	1,200	1,200	0
7069.8 New Equipment & Furnishings	45,079	45,079	0
7069.9 Service Contracts	215,000	215,000	0
7074.1 Branch Rental Fees	0	0	0
7077.1 Contingency	1,500	2,000	500
CIRCULA	TOTAL	518,100	535,747
7093.1 Books/Library Materials	491,572	491,572	0
8028.1 Software/Software Licenses	0	24,378	24,378
8041.1 Audiovisual Materials	42,947	42,947	0
8071.1 Mobile Unit Operating & Maint	9,142	9,142	0
8075.1 Binding	500	500	0
8077.1 Periodicals	38,000	38,000	0
8085.1 OCLC	7,560	7,938	378
8093.1 Supplies - General	42,500	42,500	0
8095.1 Supplies - Audiovisual	10,000	13,000	3,000
8097.1 Contingency	800	800	0

	643,021	670,777	27,756
SALARIES AND BENEFITS			
7009.1 Insurance	421,000	421,000	0
7010.1 STD / LtD Insurance	17,000	17,000	0
7012.1 HR Hiring Support	300	300	0
7015.1 Retirement and Social Security	237,058	241,000	3,942
7017.1 Unemployment Benefits	2,000	2,000	0
7075.1 Maintenance Salaries	125,000	177,500	52,500
8079.1 Salaries	2,758,440	2,813,608	55,168
	3,560,798	3,672,408	111,610
TOTAL EXPENSES	4,907,280	5,073,550	166,270
TOTAL INCOME MINUS EXPENSES	0	0	



Agenda Report Form

Open Session Item

SUBJECT: Approval of Revised By-Laws for the Emergency Services Advisory Council

PRESENTATION DATE: March 26, 2019

PRESENTATION BY: R. David Hays, Director, Division of Emergency Services

RECOMMENDED MOTION: To approve the bylaws of the Emergency Services Advisory Council (ESAC) as presented.

REPORT-IN-BRIEF: The purpose of the ESAC is to advise the Board of County Commissioners (Board) and County staff on recommendations regarding the provision of emergency services in Washington County, in writing. When requested, the ESAC may also serve in an advisory capacity to the municipalities of Washington County, the Washington County Fire and Rescue Association (WCFRA), and any volunteer or career fire or emergency medical services company authorized to operate in Washington County.

The ESAC is to be comprised of nine (9) individual voting members as follows:

- Five (5) members selected by the Board, each Commissioner having one (1) appointment; and,
- One (1) member selected by the City of Hagerstown Mayor and Council; and,
- Three (3) members selected by the WCFRA.

The Director of the Division of Emergency Services and the President of the Volunteer Fire and Rescue Association will each serve as ex-officio members. Each member shall have staggered terms, such that one member is replaced each year for both the three (3) members of the WCFRA, and the six (6) Commissioner and City members.

The County Commissioners may appoint others to serve as non-voting, ex-officio members of the Committee for various terms of office and for varying purposes. Member terms shall be for three (3) years with the initial terms being staggered. No member may serve more than two consecutive terms, unless waiver is given by the Board.

DISCUSSION: The By-Laws were reviewed by the ESAC Board and it was agreed that each Commissioner shall have an appointment to the ESAC. Additionally, language was added so that a member may serve more than two (2) consecutive terms should an exception be made by the Board. In the previously approved by-laws, it reads that no member may serve more than two consecutive terms unless a year of absence from the Board is achieved by that particular member. Additionally, language was added regarding stating that the ESAC shall conduct work sessions every other month, beginning in February of each year.

FISCAL IMPACT: None

CONCURRENCES: Kirk Downey, County Attorney, Krista Hart, County Clerk, Dave Hays, Director, Division of Emergency Services

ALTERNATIVES: Do not revise by-laws

ATTACHMENTS: Proposed by-laws for the ESAC (with revisions), 2016 By-Laws

**WASHINGTON COUNTY, MARYLAND
EMERGENCY SERVICES ADVISORY COUNCIL BY-LAWS**

Article I – Authority

1. The Emergency Services Advisory Council (ESAC) has been established by the Board of County Commissioners (Board) to provide recommendations regarding the provision of emergency services in Washington County. Any recommendations developed by the ESAC shall be presented in writing to the Board.
2. The ESAC shall serve in an advisory capacity only and shall have no decision-making authority except as herein provided for organizational affairs and functioning.

Article II – Responsibility

1. The ESAC shall provide recommendations on various emergency services issues as requested by the Board. When requested, the ESAC may also serve in an advisory capacity to the municipalities of Washington County, the Washington County Volunteer Fire and Rescue Association (Association), and any volunteer or career fire or emergency medical services company authorized to operate in Washington County.
2. ESAC must coordinate and cooperate with other advisory councils or boards duly appointed by the Board.

Article III – Chairperson

1. A designated member of the ESAC shall be elected to serve as the Chairperson and preside over the proceedings.
2. The Chairperson shall have the authority to appoint a co-chairperson to serve in that capacity when so required.

Article IV – Secretary

1. The Division of Emergency Services will provide a person to serve as recording secretary for the ESAC.
2. Accurate minutes of each meeting shall be recorded and distributed within thirty (30) days following the meeting.

Article V – Membership

1. The ESAC shall consist of the following individuals:
 - A. Nine (9) members shall be appointed by the Board of County Commissioners, including:
 1. Five (5) members selected by the Board of County Commissioners (with each Commissioner having one (1) appointment):
 2. One (1) member selected by the City of Hagerstown Mayor and Council; and
 3. Three (3) members selected by the Washington County Volunteer Fire and Rescue Association.
 - B. The Director of the Division of Emergency Services (ex-officio member); and
 - C. The President of the Volunteer Fire and Rescue Association (ex-officio member).
2. The Board shall temporarily appoint such other agency representatives as deemed necessary to offer expertise or convey policies adopted by the Board. Temporary appointments shall terminate at the end of a specifically assigned project or study.
3. The members shall serve without compensation.
4. County Commissioners, mayors, members of city and town councils, and other elected officials are ineligible for membership because ESAC recommendations may come before their respective governing bodies final decisions. Members of the ESAC are selected for their expertise, their ability to commit personal time, their ability to objectively evaluate issues brought before the ESAC on matters of public safety, and their desire to direct services to the citizenry of Washington County. Decisions must be made without bias toward their respective agencies, organizations, vocations, or professions.
5. Members of the ESAC shall serve three-year terms.
 - A. The three (3) members representing the Association shall have staggered terms, such that one member is replaced each year.

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Commissioner¶

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B. The six (6) Commissioner and City members shall have staggered terms, such that two members are replaced each year.

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C. No member may serve more than two consecutive terms, unless an exception is made by the Board.

D. A member may be reappointed to the ESAC after a one-year absence, unless an exception is made by the Board.

E. To establish the staggered terms, the initial appointees shall serve the following terms:

1. The three (3) members representing the Association shall serve initial terms as follows: one (1) person serving one year, one (1) person serving two years, and one (1) person serving three years, they will be eligible for reappointment for a three-year term after which they must observe a one-year absence.

Hart, Krista
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Hart, Krista
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Downey, Kirk
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2. The three (6) Commissioner and City members shall serve initial terms as follows: two (2) person serving one year, two (2) person serving two years, and two (2) person serving three years. They will be eligible for reappointment for a three-year term after which they must observe a one-year absence.

Downey, Kirk
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Hart, Krista
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Article VI – Meetings

1. Meetings shall be held monthly on the first Thursday of each month unless otherwise agreed to by the membership. All meetings and work sessions of the Emergency Services Advisory Council shall be open to the public and are governed by the Maryland Open Meeting Laws.

Hart, Krista
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2. The ESAC shall conduct agenda driven meetings for reports and general business functions every other month, beginning in January of each year.

3. The ESAC shall conduct work sessions every other month, beginning in February of each year.

4. The Chairperson shall have the authority to call additional meetings as deemed necessary.

5. The Council shall have the authority to invite any person or persons to meetings for the purpose of discussing issues or providing information relating to items on the agenda for that meeting.
6. A simple majority shall constitute a quorum.

Article VII – Independent Action by the Chairperson

1. The Chairperson shall have the authority to take independent action on ESAC matters considered to be minor or routine in nature. When time permits, the Chairperson shall make every effort to contact the ESAC members to obtain a consensus decision.
2. In the event the Chairperson has acted on any such ESAC matter prior to a meeting, a full report of such action shall be given to the members at the next duly constituted meeting and the members shall be asked to ratify such action.

Article VIII – Channelization Procedures on Various ESAC Matters

The channelization procedures shall be in accordance with the following:

- A. Public comments received by the Board may be forwarded to the ESAC for review and recommendation.
- B. The Association may bring an issue before the ESAC for review and recommendations.
- C. A Chief Officer, President, and/or designee of a member company of the Association may bring an issue to the ESAC for review and recommendation.
- D. The Director or his/her designee(s) of the Division may bring an issue before the ESAC for review and recommendation.
- E. All recommendations requiring a final decision or direction from the Board shall be presented by the Director of Emergency Services in accordance with county policies and procedures. The Director may be accompanied by other parties during his/her presentation.

Article IX – Authorization

Amended, restated, and approved by the Board of County Commissioners on March _____, 2019.

Attest:

Board of County Commissioners of
Washington County, Maryland

Krista L. Hart, County Clerk

BY: _____
Jeffrey A. Cline, President

**Washington County, Maryland
Emergency Services Advisory Council
By-Laws**

Article I – Authority:

1. The Emergency Services Advisory Council (ESAC) has been established by the Board of County Commissioners (Board) to provide recommendations regarding the provision of emergency services in Washington County. Any recommendations developed by the ESAC shall be presented in writing.
2. The ESAC shall serve in an advisory capacity only and shall have no decision-making authority except as herein provided for organizational affairs and functioning.

Article II – Responsibility:

1. The ESAC shall provide recommendations on various emergency services issues as requested by the Board. When requested, the ESAC may also serve in an advisory capacity to the municipalities of Washington County, the Washington County Volunteer Fire and Rescue Association (Association), and any volunteer or career fire or emergency medical services company authorized to operate in Washington County.
2. ESAC must coordinate and cooperate with other advisory councils or boards duly appointed by the Board.

Article III – Chairperson:

1. A designated member of the ESAC shall be elected to serve as the Chairperson and preside over the proceedings.
2. The Chairperson shall have the authority to appoint a co-chairperson to serve in that capacity when so required.
3. The Chairperson shall have the authority to appoint subcommittees for the purpose of conducting special studies, investigations, or other ESAC business.

Article IV – Secretary:

1. The Division of Emergency Services will provide a person to serve as recording secretary for the ESAC.
2. Accurate minutes of each meeting shall be recorded and distributed within thirty (30) days following the meeting.

Article V – Membership:

1. The ESAC shall consist of the following individuals:
 - A. Three (3) members from the Association;
 - B. Six (6) members from the public at large;
 - C. The Director of the Division of Emergency Services (ex-officio member); and
 - D. The President of the Volunteer Fire and Rescue Association (ex-officio member).
2. The Board shall temporarily appoint such other agency representatives as deemed necessary to offer expertise or convey policies adopted by the Board. Temporary appointments shall terminate at the end of a specifically assigned project or study.
3. The members shall serve without compensation.
4. Commissioners, mayors, members of city and town councils and other elected officials shall not be entitled to membership for the reason that these governing bodies are responsible for the final decision-making on ESAC recommendations.
5. Members of the ESAC are selected for their expertise, their ability to commit personal time, objectively evaluate issues brought before the ESAC on matters of public safety, and direct services to the citizenry of Washington County. Decisions must be made without bias toward their respective agencies, organizations, vocations, or professions.
6. Members of the ESAC shall serve three-year terms.
 - A. The three (3) members representing the Association shall have staggered terms, such that one member is replaced each year.
 - B. The six (6) members representing the public at large shall have staggered terms, such that two members are replaced each year.
 - C. No member may serve more than two consecutive terms.
 - D. A member may be reappointed to the ESAC after a one-year absence.
 - E. To establish the staggered terms, the initial appointees shall serve the following terms:
 1. The three (3) members representing the Association shall serve initial terms as follows: one (1) person serving one year, one (1) person serving two years, and one (1) person serving three years. They will be eligible for reappointment for a three-year term after which they must observe a one-year absence.

2. The three (6) members representing the public at large shall serve initial terms as follows: two (2) person serving one year, two (2) person serving two years, and two (2) person serving three years. They will be eligible for reappointment for a three-year term after which they must observe a one-year absence.

Article VI – Meetings:

1. Meetings shall be held monthly on the first Thursday of each month unless otherwise agreed to by the membership. All meetings of the Emergency Services Advisory Council shall be open to the public, and are governed by the Maryland Open Meeting Laws.
2. The Chairperson shall have the authority to call additional meetings as deemed necessary.
3. The Council shall have the authority to invite any person or persons to meetings for the purpose of discussing issues or providing information relating to items on the agenda for that meeting.
4. A simple majority shall constitute a quorum.

Article VII – Independent Action by the Chairperson:

1. The Chairperson shall have the authority to take independent action on ESAC matters considered to be minor or routine in nature. When time permits, the Chairperson shall make every effort to contact the ESAC members to obtain a consensus decision.
2. In the event the Chairperson has taken action on any such ESAC matter prior to a meeting, a full report of such action shall be given to the members at the next duly constituted meeting and the members shall be asked to ratify such action.

Article VIII – Channelization Procedures on Various ESAC Matters:

1. The channelization procedures shall be in accordance with the following:
 - A. Public comments received by the Board may be forwarded to the ESAC for review and recommendation.
 - B. The Association may bring an issue before the ESAC for review and recommendations.
 - C. A Chief Officer, President, and or designee of a member company of the Association may bring an issue to the ESAC for review and recommendation.
 - D. The Director or his/her designee(s) of the Division may bring an issue before the ESAC for review and recommendation.


E. All recommendations requiring a final decision or direction from the Board shall be presented by the Director of Emergency Services in accordance with county policies and procedures. The Director may be accompanied by other parties during his/her presentation.

Article IX - Authorization:

Amended, restated, and approved by the Board of County Commissioners on October 11, 2016.

Attest:

Board of County Commissioners
Washington County, Maryland



Vicki Lumm, County Clerk

BY: 

Terry L. Baker, President



Agenda Report Form

Open Session Item

SUBJECT: Hotel Rental Tax Funding Request, Hagerstown-Washington County Convention Visitors Bureau

PRESENTATION DATE: March 26, 2019

PRESENTATION BY: Susan Buchanan, Director, Office of Grant Management, Daniel Spedden, President, Hagerstown/Washington County CVB

RECOMMENDED MOTION: Move to approve the request for Hotel Rental Tax funding from the Hagerstown/Washington County Convention Visitors Bureau in the amount of \$_____, for direct expenses associated with the USA Cycling Amateur Road National Championships to be held on June 20-23, 2019.

REPORT-IN-BRIEF: The Hagerstown/Washington County Convention Visitors Bureau (CVB) has submitted a request for Hotel Rental Tax funding to support the USA Cycling Amateur Road National Championships to be held on June 20-23, 2019. The amount of funding requested for this event by the CVB is \$65,000.

DISCUSSION: This is the second year that Washington County has hosted the USA Cycling Amateur Road National Championship, a nationally recognized event that is expected to bring economic benefits to our region. As a host community of the USAC Championships the region can anticipate increased visitor spending on lodging, food & beverage, gas, and amusements. The USAC Championships will also generate labor income in the hospitality, transportation, government, health, waste, insurance, emergency services, construction and utilities sectors. This national event will elevate the profile of our community and present it as a preferred destination among cyclists.

In July 2018, the USA Cycling Amateur Road National Championships event reported 672 individual athletes and 1,507 unique race registrants, and the event is predicted to attract 1,000 unique participants in 2019. On average two spectators accompany each athlete. Additionally, over 30 staff members and officials will be in the region for this event. A minimum of 140 room nights will be generated from this event from staff and officials. It is anticipated that athletes and spectators will generate an additional 2,500 - 3,500 room nights during the event. Visit Hagerstown expects to see a \$1.5 million impact in Hagerstown and Washington County in 2019.

The total event budget for 2019 is set at \$180,040. The CVB is providing \$76,290 for the event and has secured funding from the Maryland Sports Commission and local & national sponsors for this event totaling \$38,750.

This year's budget is based upon actual costs of the 2018 race and has increased significantly, primarily due to much higher than expected traffic control costs associated with the event. The CVB has increased this year's Hotel Rental Tax funds request from \$25,000 to \$65,000 to assist with these costs. The project budget for County Hotel Rental Tax funding includes \$51,414 for traffic control costs and detour signage, \$13,586 towards the costs of law enforcement and EMS services for the event.

This event meets all 7 of the Board of County Commissioner's goals and criteria for the use of Hotel Rental Tax Funds. There are no issues of outstanding obligations to the County that would prevent the CVB from receiving funding. It is the recommendation of the Washington County Office of Grant Management that this application be approved in an amount determined to be appropriate by the Board of County Commissioners.

FISCAL IMPACT: The Hotel Rental Tax Fund will be reduced by the amount of this award.

CONCURRENCES: N/A

ALTERNATIVES: Deny the request for Hotel Rental Tax Funding.

ATTACHMENTS: Hotel Rental Tax Funding Application

AUDIO/VISUAL NEEDS: N/A

Washington County, Maryland
Hotel Rental Tax Funding
Grant Application

100 West Washington Street
Room 2200
Hagerstown, Maryland 21740
240-313-2040

Organization/Agency:	Hagerstown/Washington County CVB	E-mail Address:	dan@visithagerstown.com
Address:	16 Public Square Hagerstown, Maryland 21740		
Contact Person:	Dan Spedden	Title:	President
Phone Number:	(301) 745-5770	Fax Number:	(301) 791-2601
Tax ID/Federal ID#:	152-1866211	<input type="radio"/> Capital Request	<input checked="" type="radio"/> Operating Request
Project Classification:	<input checked="" type="radio"/> Tourism/Attraction	<input checked="" type="radio"/> Economic Development	<input type="radio"/> Cultural <input checked="" type="radio"/> Recreation
Project Name:	USA Cycling Amateur Road National Championships 2019		
Project Start Date:	June 20, 2019	Project End Date:	June 23, 2019

Project Justification and Economic Benefit/Impact to the Visitor Industry, if Applicable

The USA Cycling Amateur Road National Championship is a nationally recognized event that is certain to bring economic benefits to our region again in 2019. As a host community of the USAC Championships the region can anticipate increased visitor spending on lodging, food & beverage, retails, gas, and amusements. The USAC Championships will also generate labor income in the hospitality, transportation, government, health, waste, insurance, emergency services, and utilities sectors. This national event will elevate the profile of our community and present it as a preferred destination among cyclists.

Anticipated Visitor Attendance and Impact on Hotel Rental Occupancy, if Applicable

In 2018 the USA Cycling Amateur Road National Championships event in Washington County reported 672 individual athletes and 1,507 unique race registrants, the event has the potential to attract 1,000 unique participants in 2019. On average two spectators accompany each athlete. Additionally, 30 + staff members and officials will be in the region for this event. A minimum of 140 room nights will be generated from this event from staff and officials. It is anticipated that athletes and spectators will generate an additional 2,500 -3,500 room nights during the course of the event.

Narrative Description of Project: Include purpose of project, outline of project procedures, intended results of project or any additional comments that support the need for project and/or merit as an event or activity designed to promote Washington County, Maryland.

Recognized by the United States Olympic Committee and the Union Cycliste Internationale, USA Cycling is the official governing body for all disciplines of competitive cycling in the United States, including BMX, cyclocross, mountain bike, road and track. As a membership-based organization, USA Cycling comprises 60,000+ annual members; 2,500+ clubs and teams; and 34 local associations. The national governing body sanctions over 3,000 competitive and non-competitive events throughout the U.S. each year and is responsible for the identification, development, and support of American cyclists.

The mission of USA Cycling is to develop the sport of cycling in the United States at all levels and to achieve sustained international racing success while fostering a shared commitment to safety, integrity, and the joy of cycling.

The vision of USA Cycling is that the sport of cycling in the United States is safe, fun, and locally accessible for a vibrant community of racers, enthusiasts, supporters and event directors, and is represented by highly successful athletes competing with integrity on the world stage.

The purpose of this event is to generate tourism and fulfill our mission to improve the economy of our destination. In partnership with , USAC, Visit Hagerstown aims to provide event participants with a memorable experience that encompasses our regions historic significance, culture and scenic road ways. As the host destination for the USAC Amateur Road National Championship businesses will be able to benefit from a visitor segment known for their lengthy overnight hotel stays as well as increased spending. To maximize our impact of the visitors during the event, the CVB plans to provide an on-site expo demonstrating opportunities for local businesses.

By leveraging an event with such national prestige, we intend to elevate the status of the community in the tourism sports market.

Total Project Budget

A. Amount of Hotel Rental Tax Grant Funding Requested	\$65,000.00
B. List Other Funding Sources and Their Respective Amounts	
Source: MD Sports Commission	\$25,000.00
Source: National and Local Sponsors	\$13,750.00
Source: Hagerstown/Washington County CVB	\$76,290.00
C. Total Project/Event Funding (A + B)	\$180,040.00

Itemize your total project budget into the appropriate classifications:

A. Tourism Attraction (Be specific in expense break down):	
See the attached detailed report of the 2018 event.	
Actual spending from the 2018 event will serve as a budget for 2019	
B. Economic Development Enhancement (Be specific in expense breakdown):	
See Attached	
C. Cultural Projects (Be specific in expense breakdown):	
See Attached	
D. Recreational Projects (Be specific in expense breakdown):	
See attached	
Total Project Budget	\$180,040.00

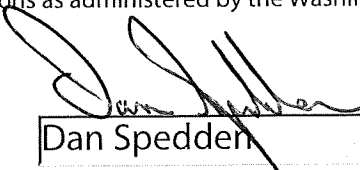
Certification:

We certify the information contained in this application is complete, accurate and fully discloses the scope and intent of our request for funding from the Hotel Rental Tax Fund. We agree to comply with the County's requests for information regarding the use of awarded funds and to provide access to accounting records related to these funds.

We acknowledge that if expenditures of funds is approved, such approval will be for line-item-by-line-item expenditures, which must be adhered to within the maximum 10% line item deviation.

We further acknowledge that any deviations beyond 10% allowable amount will require us to submit a program amendment which will have to be approved by the Office of Community Grant Management prior to any further expenditures.

By signing this application, I/we accept and agree to be bound by the terms and conditions of Hotel Rental Tax Regulations as administered by the Washington County Commissioners in compliance with current State laws.

Signature:  Dan Spedden Digitally signed by Dan Spedden
Date: 2017.07.06 15:02:37 -04'00' Date: 9/27/2018

Applicant/Organization: Hagerstown/Washington County Convention and Visitors Bureau

Recommended by: Date: Approve
 Denied
Director, Office of Community Grant Management

Comments:

Approved By: Date: Approved
 Denied
County Administrator

Comments:

For Requests over \$25,000

Approved By: Date: Approved
 Denied
President, Board of County Commissioners

Return Application To:
Washington County Office of Community Grant Management
100 West Washington Street Room 2200
Hagerstown, Maryland 21740
240-313-2040

Washington County, Maryland Hotel Rental Tax Grant Report

Post-Event Report

USA Cycling Amateur Road National Championship • July 26 -29, 2018

Accommodations & Total Room Nights

Five host hotels were utilized for the event, though all hotels in the region were asked to report any rooms that actualized because of the event. From speaking with spectators, we know visitors also stayed at Hagerstown area campgrounds or temporary Airbnb/short term rental lodging properties in the surrounding tri-state region.

A total of 585 room nights actualized according to direct reports from Hagerstown area Hotels. According to the pick-up reports the average length of stay was 3.5 nights. This reporting is believed to be lower than what actualized, as we know for a fact that several properties reported no nights associated with the event did have participates stay at their property. To better streamline our hotel reporting for 2019, we will be requiring all hotels to provide a rate code to track room nights associated with the event.

Total Participates & Estimated Number of Spectators

- 672 Athletes were registered for the National Championship
- 1,507 Race starts occurred: meaning on average athletes participated in two or more cycling races at the National Championship
- Based on hotel occupancy and directly speaking with attendees, we estimate that on average each athlete was accompanied by 3 spectators, totaling participation at 2,688

Event Summary

The USA Cycling Amateur Road National Championship occurred over four days and encompasses three styles of racing: Time Trial, Road Race and, Criterium. In total 672 athletes accompanied by their cycling coaches and family members traveled to the region to participate in the event.

In 2017 the Amateur Road National Championship was held in Louisville, KY and drew approximately 100 more riders. The registration was slightly down, due to the lack of category 1 level riders, who have been competing in the Pro-Road National Championships. On average athletes participated in two types of road racing or more. A substantial number of athletes arrived days prior to the first race to practice and get a feel for the courses in Boonsboro, Clear Spring and Hagerstown, MD. This is important for those riders who hailed from much dryer destinations as they had to acclimate the humidity and the terrain.

The event was deemed successful by both athletes and the national sanctioning body, USA Cycling. Several factors that contributed to the success of the event were the commitment of the USA Cycling Staff, USAC Officials, USAC third-party contractors, auxiliary personnel paid for by Visit Hagerstown and the robust volunteer program. In total, Visit Hagerstown and USA Cycling invested \$260,506.59 to organize the event.

The athletes and their supporters were impressed by the quality of the courses and the challenges they presented, certainly worthy of a National Championship. Many athletes commented on not only the quality of the courses but also the scenic beauty of the region. The athletes were impressed with the welcoming spirit of the community and are looking forward to returning to the area next year.

USA Cycling Amateur Road National Championships will return to Hagerstown, Maryland June 20 – 23, 2019. The goal of the local organizing committee in 2019 are to: improve logistics, medical and safety planning, streamlining communications amongst agencies on site, provide more discounted lodging options for athletes and focus on driving more regional spectators to the National Championships.

In addition to the support of MD Sports Commission, the 2018 USA Cycling Amateur Road National Championships was made possible by the partnerships Visit Hagerstown forged with Maryland Sports, Washington County Government and the various departments within; the City of Hagerstown and the various departments within; Main Street Hagerstown; the Town of Boonsboro and the Boonsboro Economic Development Commissions; Maryland State Highways, Antietam Velo Club, the Cumberland Valley Cycling Club, CVB Members and the Community.

Grant Funds Usage

- Hosting Expenses
 - Most of the grant funds were utilized to offset the cost for housing the USA Cycling Staff and Officials.
 - The average length of stay (4.5 Days) for staff and officials was slightly more than that of the athletes
 - Two of the five host hotels were utilized for hosting.
- Digital Marketing with Herald Mail Media

Marketing & Media Report

Website Traffic:

- July traffic experienced an overall traffic increased 50% over the previous month of June primarily during the July 20-30 timeframe
-

- Organic traffic rose 41% over the previous month
- Our 2017 to 2018 traffic comparison
 - 29% in overall traffic
 - Organic traffic improving 18%
 - Social Media traffic to the site increased by 256%, primarily via Facebook, due to paid posts
- The Amateur Road page (created specifically for cyclists) was the #1 visited landing page
- Google rankings increased 18 ranks with an overall ranking increase of 35,704 positions
- Bing rankings increased 52 ranks in July and an overall ranking increase of 30,201 ranks
- We received a Google Anomaly alert that showed that on the day of July 28 (the Saturday of the race week) our website usage spiked in Page Views by 45%.
 - Amateur Road (the Cyclist's page) showed an increase of 361%
 - The Amateur Road Spectators Page showed an increase of 307%

ARTICLES: Print and Online (See attached list of links)

- A search on the Herald Mail's website for USA Cycling produces nearly 50 event related articles and photo galleries pages (pre and post event)
- WDVM aired 7 reports on air and online

Additional Publications:

Sports Destinations	Recreation News
BicycleRetailer.com	BikingPress.com
CyclingNews.com	CXMagazine.com
Shreveport Times	Business Insider
The Eagle (Bryan, TX)	Bicycling.com
Duarngo Herald (Durango, CO)	Wilton Bulletin (Norwalk CT)
SoCalCycling.com	Washington Post (slight negative)
Daily Interlake (Kallispell, MT)	

ADVERTISING (Paid and In-Kind):

Paid Media:

- 9 Boosted Posts, geared to Cyclists, Volunteers, and Resident Specific info via Facebook for the month of July which ran from March-July
- Digital ads on Herald Mail Media page – 35,000 impressions
- Digital ads on websites across the internet via Manning media
- Herald Mail Insert

-
- In-Kind - Sponsored Media:
 - Print: Herald Mail Sponsored Ads for March-July
 - A Total of 30 COLOR Back Page ads, and several Full Page ads in What's NXT
 - 70,000 digital ads on their page in June – July

Radio: Manning Media Sponsored on-air radio ads – daily for March-July

- WWEG, 106.9 The Eagle: 1,000 commercials
- 102.1MoreFM: 1,185 commercials
- WARK 98.9FM: 1,500 commercials
- Total: 3,685 commercials

SOCIAL MEDIA ANALYTICS: (Organic)

FACEBOOK:

- In July 47 Posts were made about the event by Visit Hagerstown
 - 33,008 times posts entered the users screen, all unique users
 - 47,147 times posts entered any screen, all users
 - 2,030 Post engagements (likes, shares, etc), unique users
 - 27,208 impressions to people who like our page, unique users
 - 822 Video Views of 95% of video, unique users

INSTAGRAM/TWITTER:

- A search of the #amateurroadnats and other related hashtags yielded close to 1,000 posts on each platform. (hashtags included team names, cyclist names, cycle venue, race names)
- Total reach on each platform of 1,000 posts averages about 350 likes, shares, and impressions (according to our insights and metrics)
- Conclude that about 35,000 were reach on each platform

VIDEO:

- The official video was created by Scott Cantner, and other videos made during the event can be found here: <https://www.facebook.com/HagerstownWashingtonCountyCVB/videos/10160656913415440/>
- For pre-event excitement, volunteer recruitment, etc. we created a YouTube Playlist on our channel, called USA Cycling which contains 3 videos Link here to view: https://www.youtube.com/playlist?list=PLY35y8Sp8bGRT2_k4ilaUZf8UBDa1-3Ld

PHOTOGRAPHY:

- Youngblood Studios was our official event photographer, and will provide individual high-res, non-watermarked photos at no cost, on an as-requested basis; the link to them is here: https://www.facebook.com/youngblood.seniors/photos_all
- Ed Crawford, local photographer, also took some great photos of the Crit and they can be found and downloaded here: <https://app.box.com/folder/53832517668>

SAMPLE OF NUMEROUS QUOTES/TESTIMONIALS:

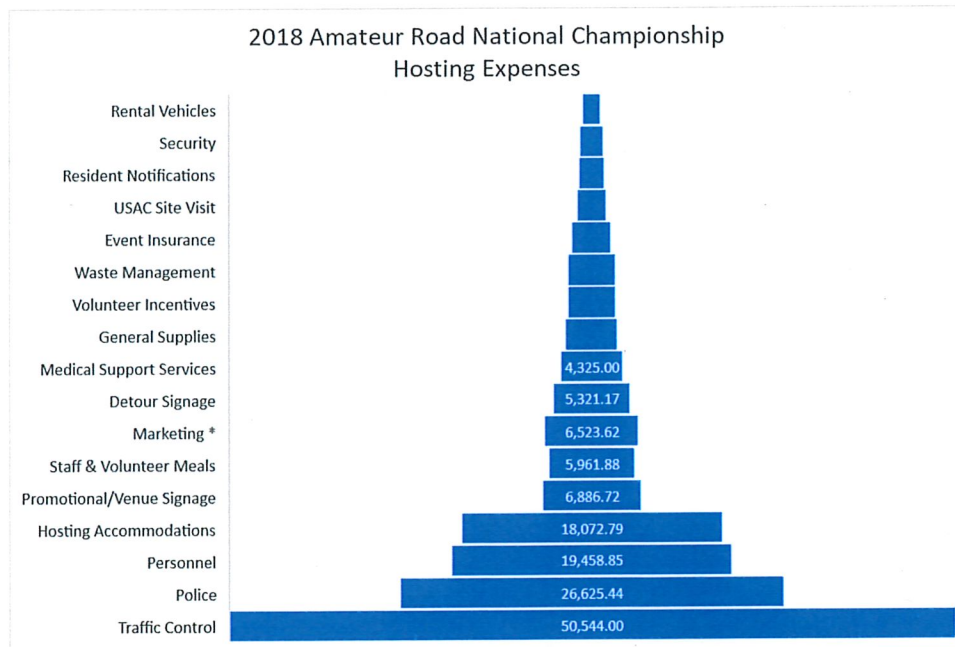
- Local resident Tim Hamilton said he and his wife, Robbin, are not really cycling fans, "but we love this." The couple live downtown and walked over to catch a midmorning race. "The excitement. The young kids. It's just unreal," he said. The couple were
-

planning to spend the day watching the cycling and hanging out at a nearby block party. (source: Herald Mail Media, Sun. July 29, 2018)

- From a cyclist: "I'm telling you, everybody is so friendly," Katy May said. The Mays made the nine-hour drive a week ago because Elizabeth's team reviewed the course Tuesday..."We've been eating fresh corn and blueberries and peaches," she said. Georgia has all of that, but "It's not, like, right down the street." (source: Herald Mail Media, Sun. July 29, 2018)

Event Budget

- Total Direct Spend by Event Organizers was \$260,507
- Visit Hagerstown expenses were \$168,506.59
- * \$20,000 was received In-Kind Marketing Support from Herald Mail Media and Manning Media for Digital, Radio and Print Marketing.
- Additional \$8,500 of In-Kind goods or services were also awarded to the CVB by area businesses and restaurants to assist with the Volunteer Program, Staff Meals and Operations.



Event Impact

- The event drew Athletes from 42 of the 50 states to Maryland.
- The top five represented states by visitors where: Pennsylvania, California, Colorado, Maryland and Texas.
- In July 2018, the month of the USA Cycling Amateur National Road Championship, more than \$3,686,633 was spent on lodging on Washington County Maryland.
- According to STR, Average Daily Rate reached a record high of \$101.44 for during a peak night of the event.

- Average hotel occupancy during the event was 85.84% with several hotels reporting sells out or near sell out at their properties.
- “The USA Cycling Amateur National Road Championship generated an unprecedented volume of marketing forever elevating Washington County’s profile as a destination.” – Daniel P. Spedden, Visit Hagerstown
- This event help Visit Hagerstown absorb a loss that had been created by the decline in meetings and convention business and further strengthen our stake in the Sports Market.

Category	Assumption
<i>Attendance Characteristics</i>	
Number of Events	1
Total Participants	672
Average Household Travel Party Size	3.0
Total Attendees (Spectators & Participants)	2,016
<i>Number of Room Nights</i>	
Total Attendees (Spectators & Participants)	2,688
Percentage Staying Overnight in a Hotel/Motel	75%
Overnight Attendees	2,016
Average Length of Stay	4.0
Total Overnight Attendee Days	8,064
People Per Room	4.0
Total Room Nights	2,016
<i>Attendee Spending Outside the Venue</i>	
Total Overnight Attendee Days	8,064
Average Spending Per Person Per Day	\$150
Total Direct Spending - Overnight Attendees	\$1,210,000
Daytripper Attendee Days	672
Average Spending Per Person Per Day	\$40
Total Direct Spending - Daytripper Attendees	\$27,000
Total Direct Spending - All Attendees	\$1,237,000
Weighted Average - Direct Spending Per Attendee	\$142
<i>Event Organizer/Producer Spending in the State</i>	
Number of Events	1
Average Spending Per Organization Per Event	\$129,932
Total Direct Spending - Event Organizer/Producer	\$260,507
Grand Total - Direct Spending	\$1,497,507



Open Session Item

SUBJECT: Adoption of Health Advisory Commission By-laws

PRESENTATION DATE: March 26, 2019

PRESENTATION BY: Susan Small, Director, Department of Business Development

RECOMMENDED MOTION: Move to adopt the proposed Board of Health Advisory Commission Bylaws as presented.

REPORT-IN-BRIEF: On September 20, 2018 the Economic Development Commission (EDC) was charged with reinstating the dormant Health Advisory Committee, who has not met as a group over the last 8-10 years. The goal was to reinstate the Health Advisory Committee based upon the existing bylaws and then make suggestions and revisions as needed. To do so, the EDC formed a small work group of diverse community representation to discuss, review and gather recommendations for reestablishing the Health Advisory Committee.

DISCUSSION: The work group met on October 4th, 19th, and 29th, 2018 and presented their report to the EDC in November. A summary/update of the discussions was presented to the BOCC in October 2018 and again in early January 2019. The report included suggestions for minor revisions to the existing by-laws and restructuring of the membership. The Department of Business Development (DBD) met and coordinated with the work group, as well as the County Attorney, to finalize the proposed Health Advisory Commission by-laws and is ready to move forward with reinstating the organization under the Board of County Commissioner's purview.

FISCAL IMPACT: N/A

CONCURRENCES: Kirk Downey, County Attorney and Robert Slocum, County Administrator

ALTERNATIVES: N/A

ATTACHMENTS: Health Advisory Commission proposed Bylaws

AUDIO/VISUAL NEEDS: N/A

ADVISORY COMMISSION TO THE WASHINGTON COUNTY BOARD OF HEALTH

BYLAWS

BYLAW ONE

NAME

The name of the Commission shall be "COMMUNITY HEALTH ADVISORY COMMISSION" (the "Commission" herein).

BYLAW TWO

PRINCIPAL OFFICE

The principal office of the Commission shall be c/o the Board of County Commissioners of Washington County, Maryland (the "Board" herein), 100 West Washington Street, Room 1101, Hagerstown, Maryland 21740.

BYLAW THREE

PURPOSE

- A. To provide County Leadership with accurate information and expert insight regarding a variety of population health topics through a diverse group of actively engaged professionals within our community.
- B. To function as a collaborative group of professionals that, through synergistic processes, serves as a relatively comprehensive population health resource to County Leadership.
- C. To be available on short notice at County Leadership's request whenever situations arise that impact the health and well-being of the population within our community and that require the awareness or involvement of County Leadership.
- D. To complement, not replace, the knowledge and resources available through the Washington County Health Department, the Maryland Department of Health and Mental Hygiene, and the Maryland Department of the Environment.

BYLAW FOUR

MEMBERSHIP

- A. The Commission shall consist of thirteen (13) voting members who shall be appointed by the Board. In addition to the thirteen (13) voting members, the Board may appoint various department heads from County government to serve as non-voting, ex officio members of the Commission for various terms of office and for various differing purposes as determined at the sole discretion of the Board.

- B. The original term of three (3) of the members shall be for one (1) year; the original term of five (5) of the members shall be for two (2) years; and the original term of five (5) of the members shall be for three (3) years. The Board shall determine the length of term of each appointed member at the time of each member's appointment to serve the original term. Members of the Commission shall be eligible for reappointment for one (1) additional term only. Each term of reappointment shall be for three (3) years regardless of the length of the original term. A member who has served the original term and one term of reappointment shall be eligible for reappointment only following an intervening three (3) year period.
- C. Members of the Commission may receive compensation and reimbursement for expenses in amounts as may be set forth from time to time by the Board.
- D. Vacancies occurring in the Commission for any reason shall be filled for the unexpired term by the Board. The Board shall have the authority to remove any member of the Commission when the Board, in its sole discretion, determines that the best interests of the community shall be served thereby. If a member fails to attend three (3) consecutive meetings, such failure of attendance shall result in the member's automatic removal from the Commission and shall result in a vacancy subject to fill by the Board pursuant to these Bylaws.
- E. The members of the Commission shall elect from among the Commission's members a Chair and a Vice-Chair and shall also elect a Secretary, who may or may not be a member of said Commission. No two of such offices may be held by one member. The officers shall have the duties and powers usually attendant upon such officers, and such other duties and powers not inconsistent herewith as may be provided by the Commission.
- F. Each active member shall be entitled to one (1) vote in the affairs of the Commission except for ex officio members who shall be non-voting members.
- G. Membership in the Commission may terminate by voluntary withdrawal as provided in these Bylaws. All rights, privileges, and interests of a member in or to the Commission shall cease on termination of membership. Memberships shall be nontransferable. Any member may, by giving written notice of such intention, withdraw from membership. Withdrawals shall be effective on fulfillment of all obligations to the date of withdrawal.

BYLAW FIVE

MEETINGS

- A. **Annual Meeting.** There shall be an annual meeting of the Commission during the month of October each year, unless otherwise ordered by the Commission, for election of officers, receiving reports, and the transaction of other business. Meetings shall be subject to the Open Meetings Act and members of the public shall be entitled to attend all meetings of the Commission. Reasonable advance notice of such meetings shall be made publicly and posted by the Secretary at least one (1) week prior thereto, utilizing notice methods likely to reach the Commission's constituency, and including, at a minimum, the time, date, and place of the meeting, and an alert as to whether the Commission expects to close part of the meeting to the public. Notice of such meetings to Commission members shall be issued by the Secretary to the last recorded address of each Commission member at least one (1) week before the time appointed for the meeting. Commission members are responsible for giving written notice to the Secretary of address changes so that Commission records are kept current at all times.
- B. **Monthly Meetings.** Regularly scheduled monthly meetings of the Commission may be established if determined as necessary by the Commission or the Board. Notice of any such regularly scheduled monthly meetings shall be given in the same manner as notice is required to be given for annual meetings in these Bylaws.
- C. **Quorum.** A majority of the active members of the Commission, when present at any meeting, shall

constitute a quorum; and in case there are less than this number, the presiding officer may adjourn from time to time until a quorum is present.

D. **Order of Business.** The order of business at the annual meeting shall be as follows:

- (1) Call to order.
- (2) Reading of the minutes of previous meeting.
- (3) Receiving communications.
- (4) Reports of officers.
- (5) Reports of committee heads.
- (6) Unfinished business.
- (7) New business.
- (8) Election of officers.
- (9) Adjournment.

The order of business may be altered or suspended at any meeting by a majority vote of the members present. The usual parliamentary rules as set forth in the latest edition of Robert's Rules of Order shall govern, when not in conflict with these Bylaws.

E. **Special Meetings.** A special meeting of the Commission may be called by the Chair at any time and must be called at any time by the Chair, or by the Vice-Chair or the Secretary in the Chair's absence, upon the written request of five (5) members of the Commission or at the request of the Board. Reasonable advance notice shall be given by the Secretary in the same manner as public notice required to be given of annual meetings as set forth in these Bylaws. The Secretary shall give Commission members notice one (1) week prior to any special meeting and in the same manner as notice required to be given to Commission members of annual meetings, except that the notice shall also state the purpose of the meeting.

BYLAW SIX

REPRESENTATION

The Commission membership shall be comprised of the following representatives who shall be voting members unless otherwise designated as non-voting, ex officio members:

- | | |
|---|--|
| 1. Medical Community | Population Health/Family Medicine |
| 2. Dental Community | Washington County Dental Society |
| 3. Veterinary Community | Washington County Veterinary Society |
| 4. Board of Education | School Health Council & Board of Education |
| 5. Behavioral Health Community | Healthy Wash. County & Core Serv. Agency |
| 6. Business Community | Economic Development Coalition (EDC) |
| 7. Builder/Developer Community | Suggest medium-sized local builder |
| 8. Civil Engineering Firm | Frederick Siebert, etc. |
| 9. County Health Officer - <i>County department leader (ex-officio)</i> | |
| 10. Division of Environmental Management - <i>County department leader (ex-officio)</i> | |
| 11. Division of Plan Review and Permitting – <i>County department leader (ex-officio)</i> | |

12. Division of Construction – Code Official or representative (ex-officio)
13. EMS/Law Enforcement *County (ex-officio) – Dir. Of Emergency Services*

BYLAW SEVEN

OFFICERS

- A. **Elective Officers.** The elective officers of the Commission shall be a Chair, Vice Chair, and Secretary. Other offices and officers may be established and appointed by the members of the Commission at the annual meeting.
- B. **Terms.** The Chair, the Vice-Chair, and the Secretary shall take office immediately upon election to office and shall serve for a term of one (1) year, subject to the termination provisions of these Bylaws. Officers are eligible for re-election at the next annual meeting, if serving an original one (1) year term or a three (3) year term of reappointment. Vacancies in any office must be filled for the balance of the term of such office by the Commission at a special meeting.
- C. **Chairman.** The Chair shall be the chief officer of the organization and shall be present at meetings of the Commission. The Chair shall be a member ex officio of all committees. The Chair shall communicate to the Commission such matters and make such suggestions that may, in the Chair's opinion, tend to promote the welfare and increase the usefulness of the Commission, and shall perform such other duties as are necessarily incidental to the office.
- D. **Vice-Chair.** The Vice-Chair shall perform all duties of the Chair during the absence of the Chair. The Vice-Chair shall be a member ex officio of all committees.
- E. **Secretary.** The administration and management of the Commission shall be vested in the Secretary. The Secretary shall direct the activities of the Commission and perform such other duties as may be defined by the Commission. The Secretary's duties shall be as follows:
- (1) To give notice of and attend all meetings of the Commission and all committees and to make provision for the keeping of a record of proceedings and ensuring that meeting minutes are kept for a minimum of five (5) years;
 - (2) To conduct correspondence and to execute all orders, votes, resolutions not otherwise committed;
 - (3) To keep a current list of the members of the Commission, including address, phone, and electronic contact information.

BYLAW EIGHT

ELECTIONS

The election of the Commission officers shall take place annually at the time and place of the annual meeting. Candidates who receive a majority of votes so cast shall be elected.

BYLAW NINE

AMENDMENTS

These Bylaws may be amended, repealed, or altered, in whole or in part, by a majority vote at any duly organized meeting of the Commission, subject to the approval of the Board.

BYLAW TEN

LIABILITIES

Nothing in these Bylaws shall constitute members of the Commission as partners for any purpose. No member or officer, and agent or employee of any member or officer, shall be liable for the act or failure to act of any other member or officer, and agent or employee of any member or officer. No member or officer, or agent or employee of any member or officer, shall be liable for his or her act or failure to act under these Bylaws, except only for acts or omissions arising out of willful misfeasance.

ATTEST:

Krista L. Hart, County Clerk

APPROVED BY:

BOARD OF COUNTY COMMISSIONERS
OF WASHINGTON COUNTY, MARYLAND

Jeffrey A. Cline, President

DRAFT



Open Session Item

SUBJECT: Highway Department Organization Plan

PRESENTATION DATE: March 26, 2019

PRESENTATION BY: Andrew Eshleman, Director, Public Works

RECOMMENDED MOTION: Request the Board of Washington County Commissioners approve organizational adjustments within the Highway Department.

REPORT-IN-BRIEF: The County has advertised the Deputy Director of Public Works, Highway Department position and is currently accepting applications. A proposed plan will support the new Highway Director and elevate a minimum of two and up to three existing Highway personnel to promote operational efficiencies within the Department.

DISCUSSION: The Highway Director position is currently advertised and seeking a candidate with strong technical, leadership, interpersonal, and organizational skills. The Highway Department Director manages an \$11.1 million operations and \$1+ million capital budget, 87 full time employees that maintain County roads, stormwater facilities, sidewalks, signs and pavement markings, provide fleet services, manage inmate crews, and responds to emergency road conditions on a 24 hour/ 7 day week basis. Currently, there is no other overtime exempt assistant director or supervisor of operations position to assist with managing the Department and no one from an organizational perspective who is assigned responsibility for highway operations in the absence of the Director. The next most senior operations supervisors are Grade 13 highway section or work crew managers. The management of the Highway Department operations and budget requires centralized asset management coordination to identify and realize efficiencies.

A proposed phased plan will hire a new Highway Director from an internal/external applicant pool and then elevate a Grade 13 work crew supervisor from an internal Highway Department applicant pool to a Grade 16 Supervisor of Operations position. Another current Highway Department employee would be elevated through an internal application process to fill the Grade 13 position. Following completion of the personnel adjustments, internal position transfers will be investigated and staffing flexed as needed to ensure all essential crew roles are filled. Following the adjustments, the total number of full time Highway Department employees will remain the present 88.

The overall personnel adjustments are intended to capitalize on operational efficiencies across the Department. In addition to seeking operational efficiencies and savings, the adjustments are anticipated to produce varied wage savings relative to current budgets depending on the qualifications and experience of the individuals hired for the Highway Director and Supervisor of Operations positions. Wage savings will be realized due to hiring personnel at a lower step than current employees in the same position.

Table: Net Wage Savings Scenarios for New Highway Director and Supervisor of Operations at various wage steps Compared to Current Wages

		New Highway Director Grade 18		
		Step 1	Step 4	Step 8
New Supervisor of Operations Grade 16	Step 1	\$ 32,851.00	\$ 24,515.00	\$ 12,425.00
	Step 4	\$ 32,892.20	\$ 24,556.20	\$ 12,466.20
	Step 8	\$ 27,526.80	\$ 19,190.80	\$ 7,100.80

The elevation of an existing Highway Department employee to fill the Grade 13 position is anticipated to be \$5,000 in additional wages and would be deducted from any savings amount shown in the table.

In total, a minimum of two and up to three existing Highway Department personnel will have the opportunity for advancement. The one position left vacant due to promotion may be subject to be refilled when budget allows.

FISCAL IMPACT: Varied, potential savings.

CONCURRENCES: None

ALTERNATIVES: Keep organizational structure as is

ATTACHMENTS: Sample Highway Department Operation: Winter 2018-2019 Snow Removal Expense; Current & Proposed Organization Charts

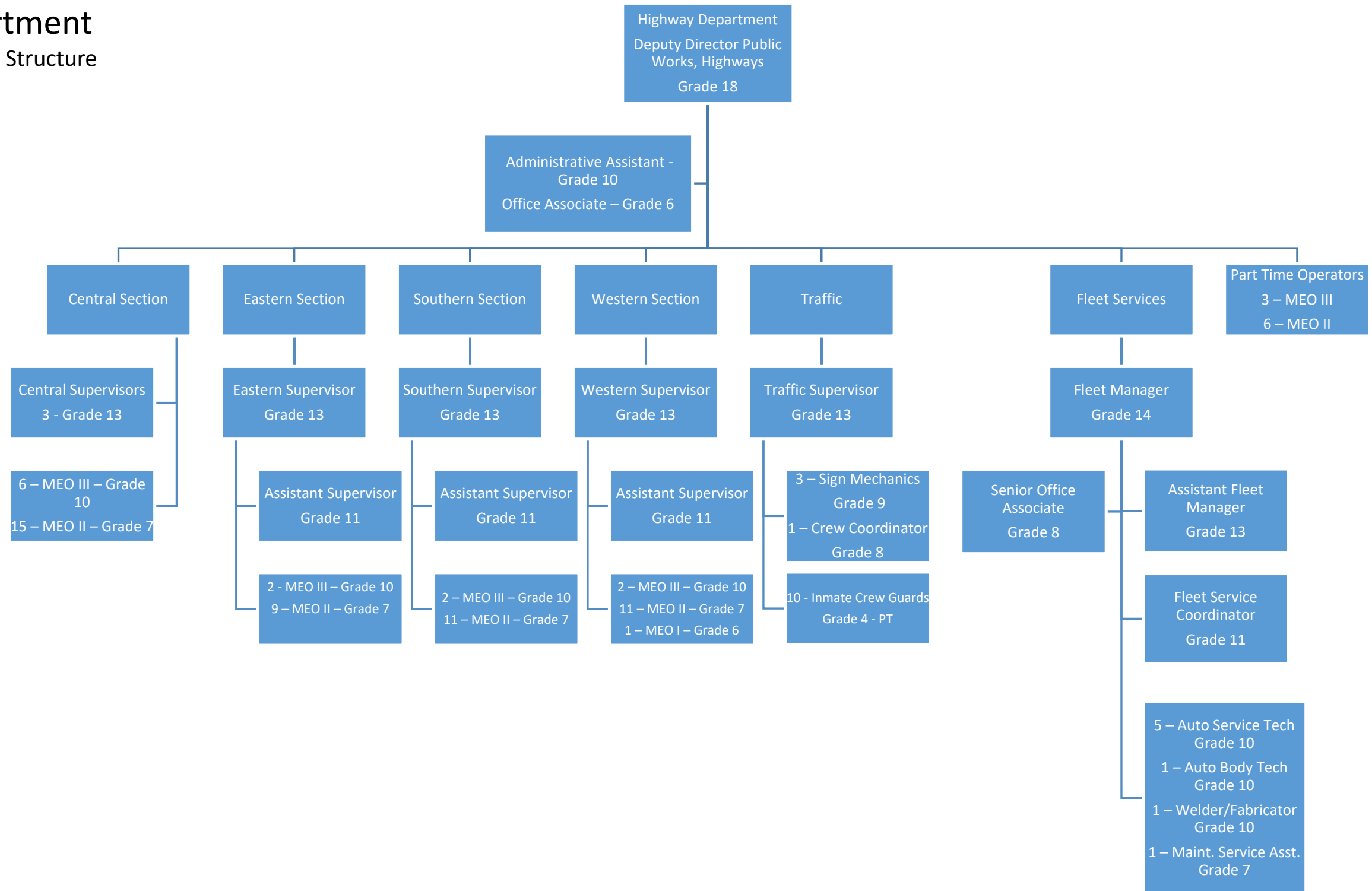
AUDIO/VISUAL NEEDS: USB of Attachments

**Sample of Highway Department Operations: Snow Removal
Winter 2018-2019
Highway Department Storm Expense Summary**

Storm Event	Contractors	Salt	Fuel	Labor - Central	Labor - Eastern	Labor - Southern	Labor - Western	Labor - Supervisors	Labor - Fleet Services	Total Materials	Total Labor	Total Storm Cost (contractor, mat, labor)	Notes
November 15-16 Thur-Fri	\$ 45,491.25	\$ 125,758.50	\$ 6,153.50	\$ 11,078.46	\$ 6,614.37	\$ 4,584.66	\$ 10,189.09	\$ 12,469.26	\$ 3,661.59	\$ 131,912.00	\$ 48,597.43	\$ 226,000.68	5.7" snow in Hagerstown. Warming temperatures on 16th
January 12-14 Sat-Mon	\$ 40,520.00	\$ 210,630.00	\$ 6,580.75	\$ 24,582.35	\$ 7,822.14	\$ 11,162.19	\$ 11,763.86	\$ 20,937.21	\$ 7,375.54	\$ 217,210.75	\$ 83,643.29	\$ 341,374.04	5.8" snow in Hagerstown over two day period
January 17-21 Thur-Mon (MLK)	\$ 23,208.75	\$ 154,875.00	\$ 7,361.73	\$ 4,332.07	\$ 1,533.14	\$ 1,587.55	\$ 3,868.03	\$ 9,291.47	\$ 1,591.32	\$ 162,236.73	\$ 22,203.58	\$ 207,649.06	3" snow followed by freezing temps for 3 days
Jan 29-Feb 2 Mon-Sat	\$ 41,462.50	\$ 175,008.75	\$ 6,091.37	\$ 20,885.69	\$ 5,633.43	\$ 7,844.06	\$ 9,588.76	\$ 17,683.88	\$ 6,897.74	\$ 181,100.12	\$ 68,533.56	\$ 291,096.18	2" snow on 29th followed by freezing temps for 3 days and 3.5" snow on 2/1
Feb 10-12 Sun-Tue	\$ 2,990.00	\$ 106,863.75	\$ 5,467.88	\$ 11,744.57	\$ 5,296.92	\$ 6,131.00	\$ 9,999.13	\$ 11,768.08	\$ 4,135.78	\$ 112,331.63	\$ 49,075.48	\$ 164,397.11	3" snow over three day period
Feb 20-21 Wed-Thur	\$ 34,980.00	\$ 88,898.25	\$ 4,678.06	\$ 8,045.53	\$ 3,434.65	\$ 3,671.40	\$ 5,601.01	\$ 8,137.00	\$ 3,168.00	\$ 93,576.31	\$ 32,057.59	\$ 160,613.90	5.8" snow in Hagerstown. Warming temperatures on 21
March 1-4 Fri-Mon	\$ 52,192.50	\$ 94,164.00	\$ 8,299.69	\$ 20,360.35	\$ 10,884.18	\$ 9,653.18	\$ 11,054.84	\$ 19,317.63	\$ 8,916.74	\$ 102,463.69	\$ 80,186.92	\$ 234,843.11	9.2" snow fell in Hagerstown in two storms over a three day period.
Totals	\$ 240,845.00	\$ 956,198.25	\$ 44,632.98	\$ 101,029.02	\$ 41,218.83	\$ 44,634.04	\$ 62,064.72	\$ 99,604.53	\$ 35,746.71	\$ 1,000,831.23	\$ 384,297.85	\$ 1,625,974.08	

Highway Department

Current Organizational Structure



Employee Breakdown

Director: 1

Office Admin: 2

Central Section: 24

Eastern Section: 13

Southern Section: 15

Western Section: 16

Traffic: 5 FT & 10 PT

Fleet Services: 12

Part Time Operators: 9

Total: 88 FT & 19 PT

Highway Department

Proposed Organizational Structure

Employee Breakdown

Director: 1

Office Admin: 2

Supervisor of Highway Operations: 1

Central Section: 24

Eastern Section: 13

Southern Section: 15

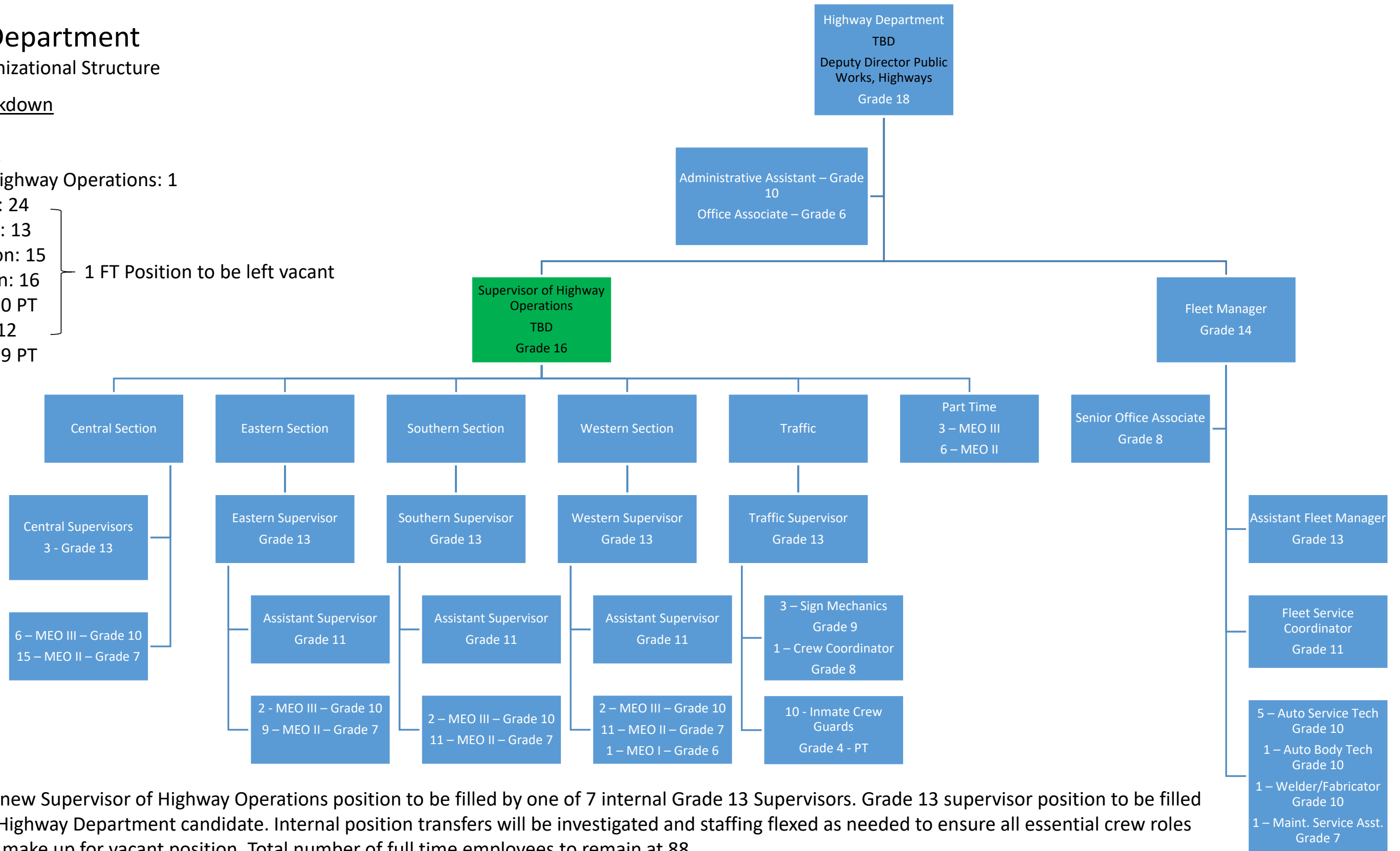
Western Section: 16

Traffic: 5 FT & 10 PT

Fleet Services: 12

Total: 88 FT & 19 PT

1 FT Position to be left vacant



Notes:

1. Creation of new Supervisor of Highway Operations position to be filled by one of 7 internal Grade 13 Supervisors. Grade 13 supervisor position to be filled by internal Highway Department candidate. Internal position transfers will be investigated and staffing flexed as needed to ensure all essential crew roles are filled to make up for vacant position. Total number of full time employees to remain at 88.



Agenda Report Form

Open Session Item

SUBJECT: Resolution changing Resident Agent

PRESENTATION DATE: March 26, 2019

PRESENTATION BY: Kirk C. Downey, County Attorney

RECOMMENDED MOTION: Approve Resolution.

REPORT-IN-BRIEF: Md. Code, Local Government Article, Section 1-1301, requires certain units of the State government and political subdivisions and other local entities to file designations of persons as resident agents on whom process notice may be served under certain circumstances with the State Department of Assessments and Taxation (the “Department”).

This is comparable to the long-standing requirement for corporations and other private legal entities to maintain resident agents in the State for service of legal process such as lawsuits.

The designee must be a natural person who is a resident of the State, a Maryland corporation, or an officer of the governmental entity. The designee may not be the name of a position. Further changes in the designation can be made by notice to the Department.

DISCUSSION: This resolution designates Kirk C. Downey, County Attorney, as resident agent. This comports with long-standing practice well known to the bar that the County Attorney will accept service on behalf of the County Commissioners or any County agency or employee sued. It also lessens the likelihood of delay in responding to a lawsuit.

FISCAL IMPACT: N/A

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: Resolution

AUDIO/VISUAL NEEDS: None.

RESOLUTION NO. RS-2019-

(Designation of Resident Agent)

RECITALS

Md. Code, Local Government Article, Section 1-1301, requires each county, among other governmental entities, to file a designation of a person who is a citizen and resident of the State as resident agent with the State Department of Assessments and Taxation, on whom process notice may be served under certain circumstances.

By Resolution No. RS-06-023 adopted on June 20, 2006, the Board of County Commissioners of Washington County, Maryland (the "Board") designated John M. Martirano, County Attorney, as its resident agent for service of process.

The Board now desires to change its resident agent.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Washington County, Maryland, that:

1. Kirk C. Downey, County Attorney, who is a citizen and resident of the State of Maryland, is hereby designated as its resident agent for service of process.
2. The County Clerk is hereby directed to file the necessary forms with a certified copy of this resolution with the State Department of Assessments and Taxation as evidence of such designation as resident agent.

Adopted and effective this ____ day of _____, 2019.

ATTEST:

BOARD OF COUNTY COMMISSIONERS
OF WASHINGTON COUNTY, MARYLAND

Krista L. Hart, Clerk

Jeffrey A. Cline, President

Approved as to form and
and legal sufficiency:

Kirk C. Downey
County Attorney

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

\\washco-md.net\CountyAttorney\Documents\GenMisc\Resident agent for service of process\RES\Resolution - designating KCD.doc

Open Session Item

SUBJECT: Enterprise Fund - Long Term Projections

PRESENTATION DATE: March 26, 2019

PRESENTATION BY: Sara Greaves, Chief Financial Officer

RECOMMENDATION: For informational purposes

REPORT-IN-BRIEF: To discuss a ten-year projection for Enterprise funds.

DISCUSSION: Enterprise funds are used to account for a government's ongoing organizations and activities that are similar to businesses found in the private sector. These funds are considered self-supporting in that the services rendered by them are generally financed through user charges or on a cost reimbursement basis. They are used to account for any activity for which a fee is charged to external users for goods or services. The County uses enterprise funds to account for the following funds:

- Airport
- Transit
- Public Golf Course
- Solid Waste
- Water
- Sewer

The Airport, Transit and Golf Course funds receive a contribution from the General Fund to provide for annual operating costs. The Airport receives a minimal annual appropriation from the General Fund of \$15K which represents 1% of their total budget. Public Transit is funded primarily through grants, however receive a general fund contribution of approximately \$485k representing 21% of their budget. Lastly, the golf course receives \$320K, or approximately 26% of their budget from the General Fund. A ten-year projection and outlook for these funds will be provided and discussed.

Solid Waste, Water, and Sewer are also enterprise funds. These funds are different in nature than the others because they are self-supported enterprise funds. An appropriation from the General fund is less likely for Water, Sewer, or Solid Waste due to their self-supported nature. These funds have issued debt to fund capital projects to support their operations and to comply with increasing regulation. It is expected that user fees be enough to provide for the fund's operational costs, including debt service.

In the event that the general fund would contribute to these funds, there would be certain ramifications to consider. Having self-supported water and sewer funds is something that the County has worked towards maintaining over the last 20 years and a status that has come to be expected from the rating agencies. The importance of this approach is to have the users of the

system pay for the systems cost. If the fund cannot support itself, it may lose its self-supported status which may affect the way rating agencies view and rate our County. If these funds are not self-supported, their debt burden could be included in the County's financial ratios used by the rating agencies. Rating agencies give support and acknowledgement to our County for properly managing resources and maintaining self-supported enterprise funds. The County desires to keep our rating to continue to finance with the lowest possible cost, savings hundreds of thousands of taxpayer dollars. In addition, the rating is an important tool for economic development and shows the County's financial stability.

What is the solution?

The 10-year projections that have been presented show the potential burden on the General Fund. Some have a very low or no burden, while others experience a greater increase in need of general fund subsidy as the years progress. The County should be aware of this need and prepared to provide for the appropriation or make adjustments to the fund to reduce expenditures or increase revenues elsewhere.

The County's sewer fund will experience negative cash flow in FY2019. There are several options to remedy this.

- 1) Raise rates sufficient to cover the negative cash position
- 2) Raise rates incrementally and adopt a plan over several years to correct the problem, including accepting a loan from the General Fund
- 3) Provide for the deficiency with a General Fund appropriation for 3-4 years

The County's cash reserve policy states that the County will maintain a cash reserve of 25% of the current years' budget appropriation for operation and maintenance, which amounts to approximately 90 days of working capital. In the event that the reserves fall below the stated minimum, the County will budget the replenishment of the reserve over a period not to exceed three years. If the results of the reserve draw down and if replenishments cause an extreme burden on the users of the service, then the replenishment may, by County Commissioner approval, extend beyond the three years to a maximum of five years.

In the event the Commissioners determine an extended period of replenishment is warranted a financial plan and supporting rationale must be submitted and updated to accompany each year's operating budget. In all cases, reserves can be replenished from available excess reserves in other funds.

FISCAL IMPACT: For Information only

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: 10-year enterprise fund projections

AUDIO/VISUAL NEEDS: None

Long Range Financial Projections - Effect on General Fund

Source	Projected										
	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
	Budget	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected
Airport											
Revenues	1,987,720	1,999,070	2,038,990	2,092,013	2,146,508	2,202,516	2,260,081	2,319,246	2,380,057	2,442,561	2,506,806
Expenditures	1,987,720	1,999,070	2,041,804	2,090,822	2,135,624	2,187,043	2,234,032	2,287,971	2,337,256	2,393,842	2,445,536
Excess Over/(Under)	-	-	(2,814)	1,192	10,884	15,473	26,049	31,275	42,801	48,719	61,270
Effect on General Fund	14,500	-	-	-	-	-	-	-	-	-	-
Expenditure Growth		1%	2%	2%	2%	2%	2%	2%	2%	2%	2%
Transit											
Revenues	2,563,400	2,686,260	2,714,310	2,704,309	2,724,507	2,719,908	2,715,512	2,736,322	2,757,341	2,778,570	2,800,011
Expenditures	2,563,400	2,686,260	2,747,670	2,819,085	2,883,635	2,958,697	3,026,548	3,105,446	3,176,769	3,259,700	3,334,675
Excess Over/(Under)	-	-	(33,360)	(114,776)	(159,128)	(238,789)	(311,036)	(369,123)	(419,428)	(481,130)	(534,664)
Effect on General Fund	484,470	634,470	667,830	749,246	793,598	873,259	945,506	1,003,593	1,053,898	1,115,600	1,169,134
Expenditure Growth		5%	2%	3%	2%	3%	2%	3%	2%	3%	2%
Solid Waste											
Revenues	8,121,710	7,704,400	7,766,413	7,829,046	7,955,565	8,020,090	8,150,429	8,216,903	8,351,179	8,419,660	8,557,991
Expenditures	8,121,710	7,704,400	7,015,241	7,789,986	8,027,109	7,462,496	7,639,825	7,792,268	8,064,845	8,212,865	8,181,530
Excess Over/(Under)	-	-	751,172	39,060	(71,544)	557,594	510,604	424,635	286,334	206,794	376,461
Effect on General Fund	961,700	427,550	427,550	427,550	427,550	427,550	427,550	427,550	427,550	427,550	427,550
Expenditure Growth		-5%	-9%	11%	3%	-7%	2%	2%	3%	2%	0%
Golf											
Revenues	1,203,350	1,153,230	1,153,230	1,153,230	1,153,230	1,153,230	1,153,230	1,153,230	1,153,230	1,153,230	1,153,230
Expenditures	1,203,350	1,153,230	1,177,439	1,206,490	1,233,124	1,263,614	1,291,564	1,323,565	1,352,896	1,386,484	1,417,267
Excess Over/(Under)	-	-	(24,209)	(53,260)	(79,894)	(110,384)	(138,334)	(170,335)	(199,666)	(233,254)	(264,037)
Effect on General Fund	309,970	325,390	368,181	398,443	424,473	455,927	483,241	516,255	544,919	579,571	609,653
Expenditure Growth		-4%	2%	2%	2%	2%	2%	2%	2%	2%	2%
Water											
Revenues	1,012,400	1,046,300	1,096,200	1,178,900	1,234,800	1,326,100	1,389,900	1,491,900	1,564,200	1,678,700	1,761,600
Expenditures	1,440,600	1,477,000	1,269,100	1,307,900	1,351,800	1,459,200	1,505,100	1,587,400	1,657,600	1,707,900	1,740,400
Excess Over/(Under)	(428,200)	(430,700)	(172,900)	(129,000)	(117,000)	(133,100)	(115,200)	(95,500)	(93,400)	(29,200)	21,200
Effect on General Fund			172,900	129,000	117,000	133,100	115,200	95,500	93,400	29,200	(21,200)
Expenditure Growth		3%	-14%	3%	3%	8%	3%	5%	4%	3%	2%
Sewer											
Revenues	10,130,600	10,762,000	11,356,600	12,276,400	13,956,800	14,443,900	14,949,600	15,476,100	16,024,100	16,595,100	17,184,700
Expenditures	12,877,600	13,465,000	12,701,600	13,134,800	13,394,900	13,593,700	13,862,300	14,184,000	14,523,500	14,814,000	15,042,100
Excess Over/(Under)	(2,747,000)	(2,703,000)	(1,345,000)	(858,400)	561,900	850,200	1,087,300	1,292,100	1,500,600	1,781,100	2,142,600
Effect on General Fund	2,747,000	2,703,000	1,345,000	858,400							
Expenditure Growth		5%	-6%	3%	2%	1%	2%	2%	2%	2%	2%
Total General Fund	4,517,640	4,090,410	2,981,461	2,562,640	1,762,620	1,889,836	1,971,498	2,042,899	2,119,767	2,151,922	2,185,137



Open Session Item

SUBJECT: FY2020 Enterprise Fund Budget and Rate Discussion

PRESENTATION DATE: March 26, 2019

PRESENTATION BY: Sara Greaves, Chief Financial Officer, Dan DiVito, Director, Division of Department of Environmental Management; Dave Mason, Deputy Director of Solid Waste; Garrison Plessinger, Director, Hagerstown Airport

RECOMMENDED MOTION: Move to adopt any combination of proposed fees and rates to the budgets as presented.

REPORT-IN-BRIEF: Enterprise fund budget and rate presentation for FY2020.

DISCUSSION: Enterprise funds operate much like a private-sector business. They are primarily self-supported through user fees which cover the cost of service provided. The discussion will include a history of fee increases, budgets and components thereof, fund balance, and cash reserves. Any fee increases presented for consideration are one facet of the overall budget proposal to help address the balancing of the projected FY 2020 budgets.

Budgets presented include:

- Solid Waste
- Water Quality
- Airport

FISCAL IMPACT: Total Budget FY2020

- Solid Waste \$7,704,400
- Utility \$4,996,870
- Water \$1,467,060
- Sewer \$13,229,660
- Pretreatment \$866,190
- Airport \$1,999,070

CONCURRENCES: N/A

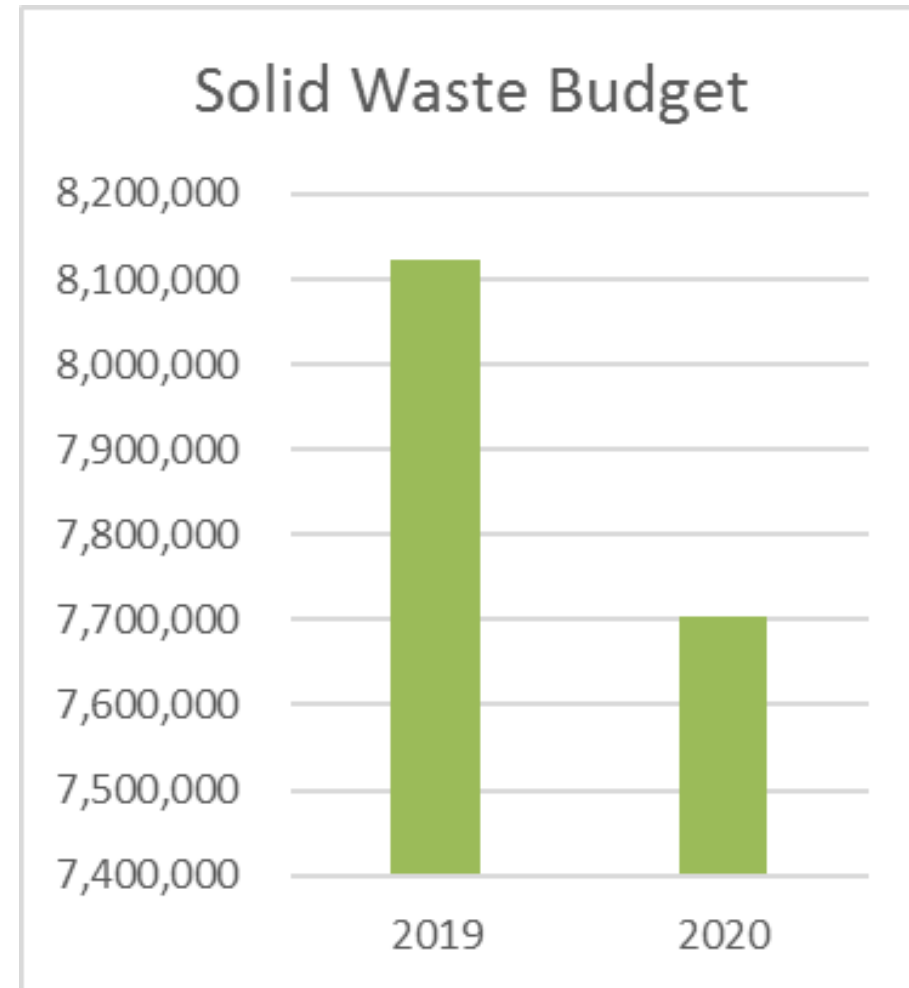
ALTERNATIVES: N/A

ATTACHMENTS: PowerPoint

AUDIO/VISUAL NEEDS: N/A

Solid Waste Fund

- ▶ FY2019 Budget - \$8,121,710
- ▶ FY2020 Budget - \$7,704,400
- ▶ Reduction (\$417,310)



Major Budget Changes - Revenues

- ▶ General Fund reduction (\$534K) - Reduced due to reduction in debt service
- ▶ Fund Balance (\$464) - Reduced due to available reserves
- ▶ Tipping Fees \$664K - Projected Increase based on current trends and increase in rates

Major Budget Changes - Expenses

- ▶ Debt Service (\$559K) - Based on schedule
- ▶ Pension \$109K - 28% of wages
- ▶ Contract Services \$110K - contractual obligations
- ▶ Reserve \$46K - Effort to increase reserves
- ▶ Closure/Post Closure (\$59K) - Based on FY18 cost

Link belt excavator - 25K

Dump Truck 440E - 9K

Cat D6 - 45K

Cat excavator 345 - 33K

Track Loader - \$18K

Compactor 826G - 16K

Compactor 826H - 34K

Loader 544K - 10K

Dozer 850K - 4K

Dozer Rental - 12K

Recent Equipment Costs = >200K

PLUS - BOCC approved January 8, 2019 \$800,000
transfer from reserve for repair of compactors

Looking Ahead

- Build cash reserves

- Implement lease program for equipment

What are we
doing to
reduce costs?

- Elimination of a vacant
position

- Controlled management of
Capital costs

- Researching Waste to Energy or
other options for best use of the
facility

Fee Increases

*Last increase for fees
being proposed 2011

Align cost of service and rates

- Minimum fee
- Tires
- Matresses

Build reserves

- Permit pricing

Brief Description of Fee or Service	Fee FY2018	Fee FY2019	Proposed Fee FY2020	Change	Total Projected Change in Revenue	Justification
Tires, Individual (per Each)	\$ 3.00	\$ 3.00	\$ 5.00	\$ 2.00	\$ 4,000.00	The bid in FY16 for removal of scrap tires from the site was \$55/ton, the rate increased to \$100/ton when the contract was renewed in at the start of FY18. The contract was bid in FY18 with the low bid of \$200/ton. The increase in fees is to cover the cost of the scrap tire program with the current bid prices.
Tires, Small (per ton)	\$ 162.00	\$ 162.00	\$ 200.00	\$ 38.00	\$ 1,760.00	The bid in FY16 for removal of scrap tires from the site was \$55/ton, the rate increased to \$100/ton when the contract was renewed in at the start of FY18. The contract was bid in FY18 with the low bid of \$200/ton. The increase in fees is to cover the cost of the scrap tire program with the current bid prices.
Mattresses (per each)	\$ -	\$ -	\$ 10.00	\$ 10.00	\$ 35,000.00	Create a fee for individual mattresses and box springs at \$10 each.
Minimum Fee	\$ 10.00	\$ 10.00	\$ 15.00	\$ 5.00	\$ 139,000.00	Increase the minimum Scale Fee from

\$ 179,760.00

Proposed Rate Increases

Brief Description of Fee or Service	Fee FY2018	Fee FY2019	Proposed Fee FY2020	Change	Total Projected Change in Revenue	Justification
Regular Residential Permit	130	130	140	\$ 10.00	\$ 28,000.00	Increase will be used to improve the Operating Reserves
Regular Residential Permit, Second Permit Same Residence	65	65	70	\$ 5.00	\$ 250.00	Increase will be used to improve the Operating Reserves
Regular Residential Permit, Half Price	65	65	70	\$ 5.00	\$ 650.00	Increase will be used to improve the Operating Reserves
Yard Waste, Stand Alone	15	25	50	\$ 25.00	\$ 17,500.00	Increase will be used to improve the Operating Reserves

\$46,400

Water Quality Funds

Utility Admin

Water

Sewer

Pretreatment

	FY2019	FY2020	Variance
Wages and benefits	5,193,540	5,232,580	39,040
Pension	762,070	1,191,640	429,570
Health Insurance	1,159,850	1,371,030	211,180
Debt	5,027,220	5,032,180	4,960
CIP Appropriations	212,000	285,000	73,000
Other	3,323,260	3,392,370	69,110
Total	15,677,940	16,504,800	826,860

Water Quality Funds in Total

*Excludes Pretreatment

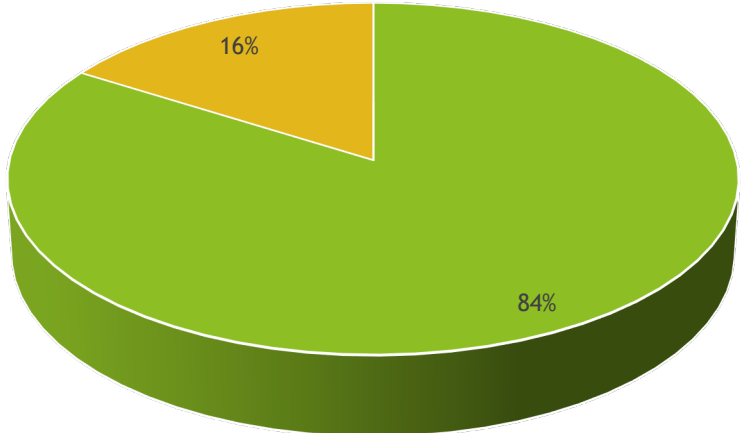
*Wages and Benefits are allocated among funds based on a 3 year average of actual experience

Utility Budget and Highlights FY2020

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

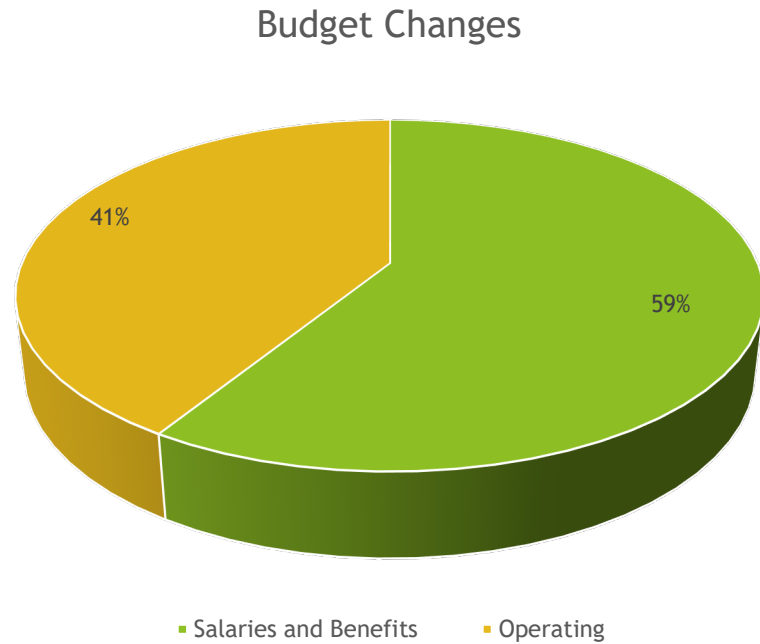
FY2019 - \$4,441,260
FY2020 - \$4,996,870
Difference - \$555,610

Budget Changes



■ Salaries and Benefits ■ Operating

Water Budget and Highlights



FY2019 - \$1,452,350

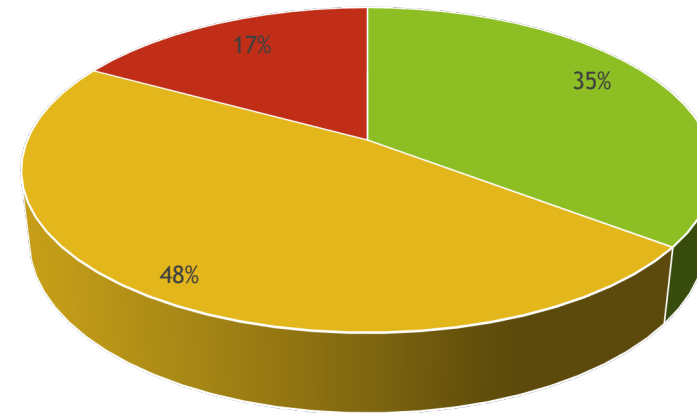
FY2020 - \$1,467,060

Difference - \$14,710

Sewer Fund

- ▶ FY2019 - \$12,655,680
- ▶ FY2020 - \$13,229,660
- ▶ Difference - \$573,980

Budget Changes



■ Wages and Benefits ■ Operating ■ Capital Outlay

Pretreatment Fund

Pretreatment Operations was privatized in 2006 through a long-term lease to a private corporation. Privatization was accomplished through a long-term process and was supported by the Washington County Board of County Commissioners. This privatization has allowed Washington County to maintain compliance with EPA regulations at a substantial savings.

FY2019 - \$872,890

FY2020 - \$866,190

Difference - (\$6,700)

What are we doing to help manage costs that we CAN control?

Reorganization

Inventory control

Reclassify properties

- misclassified for years - Apartments should be classified as commercial

Identify and correct

- Grinder pumps - Any NEW installation would be the property owners responsibility, not that of Water Quality
- All maintenance on existing grinder pumps should be limited to a certain number of calls, ie. 2 service calls per year then after that we charge a fee for service. Last year we responded to over 600 grinder pump calls.



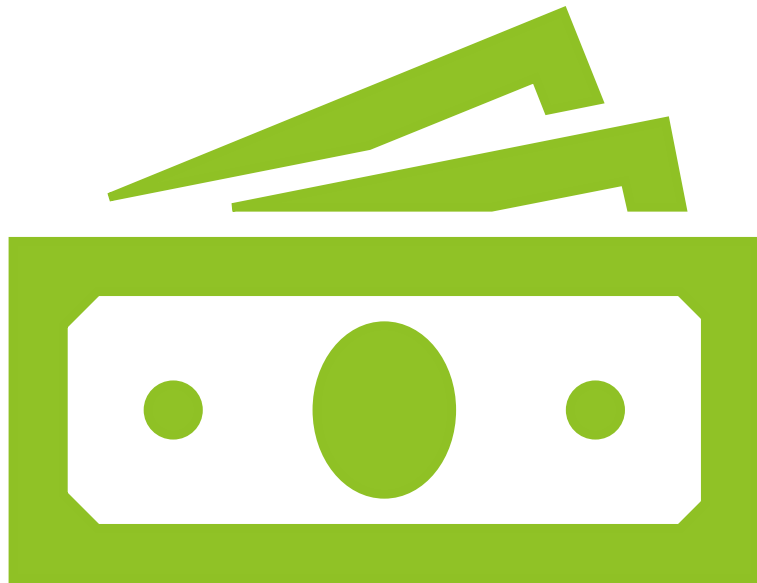
WQ Inventory Stock Room Clean out
generated 40K

New Operating Grants!!

Received operating grant in FY2018 for 30K for efficiencies at the Winebrenner Wastewater Treatment Plant

Will apply for Grant for both Conococheague and Winebrenner in 2019 totaling \$150K!

- Operating grants specifically attributed to operating the plant below 3mg/L of nitrogen.



Why is it so expensive?

Utility costs - \$990,140

Chemicals and Treatment - \$831,160

Debt Service - \$5,027,220 - DUE
LARGELY TO STATE MANDATES

Wages and Benefits - \$7,115,460

Capital project needs - 212,000

What is the Rate Model?

Budget Tool

```
graph TD; A[Budget Tool] --> B[Estimate future revenues and expenses]; B --> C[Generates a Cash flow output]; C --> D[Helps to identify the cost of providing service];
```

Estimate future revenues and expenses

Generates a Cash flow output

Helps to identify the cost of providing service

Water Rate Increases

- Minimal base charge increase
- Align costs with cost of service model
- 40% customers are base charge only
- 80% use under 12K gallons
- Customer density is an issue

Department of Water Quality Proposed Rates for FY 2020				
Water Rates				
Retail Classes	Current Quarterly Rates	Proposed Quarterly Rates	Increase	
			%	\$
Base for 6,000 gal				
Res Full Service	104.76	105.50	0.7%	0.74
Comm I Full Service	104.76	105.50	0.7%	0.74
Comm II Full Service	129.40	146.70	13.4%	17.30
Volunteer Service	104.78	105.50	0.7%	0.72
Volume per 1,000 gal				
Res Full Service	11.78	13.63	15.7%	1.85
Comm I Full Service	12.05	12.76	5.9%	0.71
Comm II Full Service	9.30	9.44	1.5%	0.14
Volunteer Service	11.82	13.63	15.3%	1.81
Non-metered Accounts	175.44	187.28	6.7%	11.84
Charge for 12,000 gal Per Quarter - Average Residential Customer				
	Current	Proposed	Increase	
			%	\$
Base Charge (6,000 gal)	104.76	105.50	0.7%	0.74
Vol Charge (6,000 gal)	70.68	81.78	15.7%	11.10
Total bill	175.44	187.28	6.7%	11.84

Year	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Increase	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%
Annual Surplus or (deficiency)	(430,700)	(172,900)	(129,000)	(117,000)	(133,100)	(115,200)	(95,500)	(93,400)	(29,200)	21,200
Year	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Increase	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%
Annual Surplus or (deficiency)	(439,200)	(190,700)	(157,800)	(157,100)	(186,900)	(182,700)	(180,100)	(195,100)	(152,100)	(121,400)
Year	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Increase	25.00%	4.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%
Annual Surplus or (deficiency)	(261,200)	(5,400)	29,600	26,200	(2,900)	(3,900)	(2,400)	(23,700)	16,400	38,500

Water Revenue increase Scenarios

*Revenue increases do not always translate as a 1:1 for the rate increase

Sewer Rate Increases

- ▶ Increased rates across all service lines by 5%
- ▶ Move towards cost of service model projections

Washington County, Maryland Department of Water Quality Proposed Rates for FY 2020				
Sewer Rates				
Retail Classes	Current	Proposed	Increase	
	Quarterly Rates	Quarterly Rates	%	\$
Base for 6,000 gal				
Res Full Service	122.20	128.31	5.0%	6.11
Comm I Full Service	125.00	131.25	5.0%	6.25
Comm II Full Service	127.59	133.97	5.0%	6.38
Comm III Full Service	127.59	133.97	5.0%	6.38
Volunteer Service	123.05	129.20	5.0%	6.15
Res/Comm Coll Ser	56.30	59.11	5.0%	2.81
Volume per 1,000 gal				
Res Full Service	7.08	7.44	5.0%	0.36
Comm I Full Service	7.88	8.28	5.0%	0.40
Comm II Full Service	8.96	9.41	5.0%	0.45
Comm III Full Service	6.15	6.46	5.0%	0.31
Volunteer Service	7.04	7.39	5.0%	0.35
Res/Comm Coll Ser	n/a	n/a	n/a	n/a
Non-metered Accounts	164.68	172.92	5.0%	8.24
Wholesale Class	Current Per 1,000 Gal Rates	Proposed Per 1,000 Gal Rates	Increase	
			%	\$
All Wholesale Customers	7.27	7.63	5.0%	0.36
Miscellaneous	Deduct Meter Fee - \$25.00 per quarter			
Charge for 12,000 gal Per Quarter - Average Residential Customer				
	Current	Proposed	Increase	
			%	\$
Base Charge (6,000 gal)	122.20	128.31	5.0%	6.11
Vol Charge (6,000 gal)	42.48	44.61	5.0%	2.13
Total bill	164.68	172.92	5.0%	8.24

Year	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Increase	5.00%	5.00%	5.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%
Annual Surplus or (deficiency)	(2,703,000)	(1,345,000)	(858,400)	561,900	850,200	1,087,300	1,292,100	1,500,600	1,781,100	2,142,600
Year	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Increase	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%
Annual Surplus or (deficiency)	(2,842,900)	(1,638,900)	(1,334,100)	75,200	408,000	694,100	952,000	1,218,800	1,562,700	1,993,400
Year	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Increase	20.00%	3.50%	3.50%	3.50%	2.00%	2.00%	1.50%	1.50%	1.00%	2.00%
Annual Surplus or (deficiency)	(1,304,300)	(33,600)	385,100	2,060,600	2,260,000	2,400,700	2,424,900	2,440,400	2,435,400	2,657,900

Sewer Revenue Increase Scenarios

*Revenue increases do not always translate as a 1:1 for the rate increase

Airport Fund

FY2019 Budget - \$1,987,720

FY2020 Budget - \$1,999,070

Difference \$11,350

Only a 0.57% increase over
last year!

Major budget changes

Wages and
Benefits (\$46,920)

Operating \$64,030

- Reserves - \$29,770
- Lease - \$28,690 John Deere Utility Tractor

General Fund Contribution Reduced to ZERO For FY2020 Airport Budget

FY2019 - \$14,500

FY2020 - \$0

Summer Schedule for Allegiant - 2-6 flights per week!

- (2) SFB - Orlando/Sanford
- (2) PIE - St. Pete/Clearwater
- (2) MYR - Myrtle Beach



Terminal Hold Room Expansion Project expected to be bid out in next few weeks - Expansion from 150 to around 350 passengers

Airport Highlights

Washington County, Maryland
Proposed New or Increase Fee Form
FY 2020

Account Number: 445210

Department Name: HAGERSTOWN REGIONAL AIRPORT

Account Description: RENT - T-HANGARS

Fee Category	Brief Description of Fee or Service	Fee FY2018	Fee FY2019	Monthly Proposed Fee FY2020	Change	Total Projected Change in Revenue	Justification
CHC	Monthly rent for T-hangars excluding corporate hangars that have built-in escalators	1,592	1,592	1,656	64	768	Aproximately a 4% increase in cost to maintain aging facilities and operations (electricity, water)
LME	Monthly rent for T-hangars excluding corporate hangars that have built-in escalators	Fee Range 315-991	Fee Range 315-991	Fee Range 328-1,031	13-40	6,072	Aproximately a 4% increase in cost to maintain aging facilities and operations (electricity, water)
OFC	Monthly rent for T-hangars excluding corporate hangars that have built-in escalators	Fee Range 124-506	Fee Range 124-506	Fee Range 129-526	5-20	1,584	Aproximately a 4% increase in cost to maintain aging facilities and operations (electricity, water)
SSE	Monthly rent for T-hangars excluding corporate hangars that have built-in escalators	Fee Range 148-264	Fee Range 148-264	Fee Range 154-275	6-10	12,144	Aproximately a 4% increase in cost to maintain aging facilities and operations (electricity, water)
UTIL	Monthly rent for T-hangars excluding corporate hangars that have built-in escalators	30	30	31	1	12	Aproximately a 4% increase in cost to maintain aging facilities and operations (electricity, water)

\$20,580

T - Hanger Increases relate to current lease agreements