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BOARD OF COUNTY COMMISSIONERS

March 20, 2018

Agenda

- 08:00 A.M. HAGERSTOWN COMMUNITY COLLEGE BOARD OF TRUSTEE'S FY'19 BUDGET PRESENTATION AND BREAKFAST
Location: Hag. Community College, 11400 Robinwood Drive, Room 211 & 213
- 09:30 A.M. DEPART FOR 100 WEST WASHINGTON STREET, SUITE 1113
- 10:00 A.M. INVOCATION AND PLEDGE OF ALLEGIANCE
CALL TO ORDER, *President Terry L. Baker*
APPROVAL OF MINUTES – MARCH 13, 2018
- 10:05 A.M. COMMISSIONERS' REPORTS AND COMMENTS
- 10:15 A.M. REPORTS FROM COUNTY STAFF
- 10:25 A.M. CITIZENS PARTICIPATION
- 10:30 A.M. EARLY CHILDHOOD ADVISORY COUNCIL PRESENTATION – *Terri Gwizdala, Council Coordinator and Dori Yorks, Together with Families*
- 10:45 A.M. OFFICE OF PROBLEM SOLVING COURTS DISCRETIONARY GRANT – APPROVAL TO SUBMIT APPLICATION AND ACCEPT AWARDED FUNDING
- *Stephanie Lapole, Grant Manager, Office of Grant Management and Eunice Plank, Court Administrator, Circuit Court for Washington County*
- 10:50 A.M. INTERGOVERNMENTAL COOPERATIVE PURCHASE (INGT-18-004) – FOUR (4) 2018 FORD ESCAPE AND ONE (1) 2018 DODGE RAM 1500 PICKUP FOR WASHINGTON COUNTY ENGINEERING AND CONSTRUCTION DEPARTMENTS – *Brandi Naugle, Buyer, Purchasing Department; Scott Hobbs, Director of Engineering and Rich Eichelberger, Director of Construction*
- 11:00 A.M. REJECTION OF REQUEST FOR PROPOSAL (PUR-1375) FOOD SERVICES AT THE WASHINGTON COUNTY DETENTION CENTER – *Rick Curry, Director of Purchasing and Major Craig Rowe, Washington County Detention Center*
- 11:05 A.M. FISCAL YEAR 2019 OPERATING BUDGET FOR GENERAL FUND – *Sara Greaves, Chief Financial Officer and Kim Edlund, Director of Budget and Finance*

- 11:30 A.M. DEPART FOR THE WASHINGTON COUNTY FREE LIBRARY, ALICE VIRGINIA AND DAVID W. FLETCHER BRANCH, 100 S. POTOMAC STREET, COMMUNITY ROOM #308/308
- 12:00 P.M. ANNUAL LUNCHEON WITH WASHINGTON COUNTY FREE LIBRARY – BUDGET PRESENTATION – *Mary C. Baykan, Library Director*
- 01:15 P.M. RETURN TO 100 WEST WASHINGTON STREET, SUITE 1113, HAGERSTOWN
- 01:45 P.M. WATER AND SEWER COLLECTION POLICY – *Jim Hovis, Chief Operating Officer and Sara Greaves, Chief Financial Officer*
- 01:55 P.M. FY2019 WATER QUALITY BUDGET DISCUSSION – INCLUDING PROPOSED RATES FOR FY19 – *Sara Greaves, Chief Financial Officer, Budget and Finance; Dan Divito, Deputy Director, Division of Water Quality and Mark Bradshaw, Deputy Director, Division of Water Quality*
- 02:10 P.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 consult with counsel to obtain legal advice on a legal matter; to consult with staff, consultants, or other individuals about pending or potential litigation; and to consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State.)
- 03:00 P.M. ADJOURNMENT



Agenda Report Form

Open Session Item

SUBJECT: Washington County Early Childhood Advisory Council

PRESENTATION DATE: March 20, 2018

PRESENTATION BY: Terri Gwizdala, Council Coordinator, Dori Yorks, Together with Families

RECOMMENDED MOTION:

REPORT-IN-BRIEF: Overview of mission/vision of the Council, as well as activities and collaborations to date.

DISCUSSION: Overview of Kindergarten Readiness Assessment results, presentation of ECAC initiatives and results to date, and a review of past funding and plans for sustainability.

FISCAL IMPACT:

CONCURRENCES:

ALTERNATIVES:

ATTACHMENTS:

AUDIO/VISUAL NEEDS: We will have a PowerPoint presentation, and can provide a laptop, if necessary. We will need projector/screen and internet access.



Agenda Report Form

Open Session Item

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

PRESENTATION DATE: March 20, 2018

PRESENTATION BY: Stephanie Lapole, 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 FY19 Office of Problem Solving Courts Discretionary Grant in the amount of \$187,225 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. Due to a continual low case load, the Juvenile Drug Court Program will be phased out after the remaining participants complete the program. A small portion of requested funds will go toward the support of the few remaining youths for transportation and drug testing services. The balance of the grant funds will be used to implement an Adult Drug Court Program which is currently in the planning phase. 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. The grant funds will allow better access to justice and treatment services by assisting with transportation, providing frequent drug and alcohol monitoring and case management 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 \$187,225 for the Drug Court Program

CONCURRENCES: Director, Office of Grant Management

ALTERNATIVES: Deny approval for submission of this request

ATTACHMENTS: N/A

AUDIO/VISUAL NEEDS: N/A



Open Session Item

SUBJECT: Intergovernmental Cooperative Purchase (INGT-18-004) – Four (4) 2018 Ford Escape and One (1) 2018 Dodge Ram 1500 Pickup for Washington County Engineering and Washington County Construction Departments.

PRESENTATION DATE: March 20, 2018

PRESENTATION BY: Brandi Naugle, CPPB, Buyer - Purchasing Department, Scott Hobbs, Director of Engineering and Rich Eichelberger, Director of Construction/Code Official.

RECOMMENDED MOTION: Move to authorize by Resolution, Washington County Engineering Dept. to purchase two (2) 2018 Ford Escape, 4 Wheel Drive Compact Utility Vehicles for **\$21,677.00** each and to authorize the Washington County Construction Dept. to purchase two (2) 2018 Ford Escape, 4 Wheel Drive Compact Utility Vehicles for **\$21,677.00** and One (1) 2018 Dodge Ram 1500, ½ Ton Pickup Truck for **\$24,599.00** from **Hertrich Fleet** of Milford, DE. The total amount for all five vehicles is **\$111,307.00** and to utilize another jurisdiction's contract (#001B8400168) and (#001B8400177) that was awarded by the State of Maryland Department of General Services Office of Procurement and Logistics.

REPORT-IN-BRIEF: The Code of Public Laws of Washington County, Maryland (the Public Local Laws) §1-106.3 provides that the Board of County Commissioners (BOCC) may procure goods and services through a contract entered into by another governmental entity, in accordance with the terms of the contract, regardless of whether the County was a party to the original contract. The State of Maryland Department of General Services Office of Procurement and Logistics took the lead in soliciting the resulting agreement. If the BOCC determines that participation by Washington County would result in cost benefits or administrative efficiencies, it could approve the purchase of this service in accordance with the Public Local Laws referenced above by resolving that participation would result in cost benefits or in administrative efficiencies.

The County will benefit with direct cost savings in the purchase of the vehicles because of the economies of scale this buying group leveraged. I am confident that any bid received as a result of an independent County solicitation would exceed the spend savings that the State of Maryland's bid provides through this agreement. Additionally, the County will realize savings through administrative efficiencies as a result of not preparing, soliciting and evaluating a bid. This savings/cost avoidance would, I believe, be significant.

DISCUSSION: N/A

FISCAL IMPACT: Funds are budgeted in the Washington County Engineering Dept. and the Washington County Construction Dept.'s Capital Improvement Plan account (VEH008) in the amount of \$98,300.00. Funds are budgeted in the Washington County Construction Dept. general fund in the amount of \$21, 677.00.

CONCURRENCES: N/A

ALTERNATIVES: 1. Process a formal bid and the County could possibly incur a higher cost for the purchase, or 2. Do not award the purchase of vehicles.

ATTACHMENTS: Hertrich Fleet Quotes

AUDIO/VISUAL NEEDS: N/A

MARYLAND STATEWIDE CONTRACT 2018 LIGHT DUTY TRUCKS- BPO# 001B8400168

TYPE 6-C - ½ TON PICKUP

2018 RAM 1500 REGULAR CAB 2WD w/8' BED: \$ 18,062.00

Code	Description	Amount
DS1L62	2018 RAM 1500 REGULAR CAB 2WD with 8' BED	\$ 18,062
XFU	TOWING PACKAGE	\$ 141
EZH	5.7L HEMI V-8 ENGINE	\$ 1317
DS1L41	EXTENDED CAB SHORT BED	\$ 806
AJH	POWER WINDOWS/LOCKS/MIRRORS FOR REGULAR CAB	\$ 680
DS6L62	4WD FOR REGULAR CAB	\$ 2072
KEY	TWO EXTRA KEYS	\$ 400
DS1L98	CREW CAB	\$ 2894
	4WD FOR QUAD/CREW CAB	\$ 3975
DSA	ANTI-SPIN REAR AXLE	\$ 435
MRU	BLACK TUBULAR SIDE STEPS	\$ 595
LPL	LED BED LIGHTING	\$ 145
GFD	REAR SLIDING WINDOW	\$ 195
RH1	SINGLE DISC REMOTE CD PLAYER	\$ 345
XAA	PARKSENSE REAR PARK ASSIST	\$ 250
SLB	SPRAYED IN BED LINER	\$ 495
AED	CHROME APPEARANCE GROUP -inc: Bright Rear Bumper, Bright Grille, Wheels: 17" x 7" Aluminum, Bright Front Bumper, GVWR: 6,900 lbs.	\$ 595
AJB	REMOTE START & SECURITY ALARM GROUP (MUST HAVE AJH)	\$ 395
NHK	ENGINE BLOCK HEATER	\$ 95
XHC	TRAILER BRAKE CONTROL	\$ 295
NFX	32 GALLON FUEL TANK	\$ 450
XJC	LOCKING LUG NUTS	\$ 60
GPG	POWER BLACK TRAILER TOW MIRRORS	\$ 180
LM1	LOW BEAM DAYTIME RUNNING HEADLAMPS	\$ 40
CKE	CARPET FLOOR COVERING	\$ 110
CS7	TRI-FOLD TONNEAU COVER	\$ 595
XAP	POWER ADJUSTABLE PEDALS	\$ 125
AJY	POPULAR EQUIPMENT GROUP - CARPET, MATS, XM RADIO	\$ 580
No Charge Colors	PCL - BLUE STREAK, PS2 - SILVER, PW7 - WHITE, PXR - BLACK, PRV - DELMONICO RED, PR4 - FLAME RED, PAU - GRANITE CRYSTAL, PUW - WALNUT BROWN PAR - MAXIMUM STEEL, PBU - TRUE BLUE PEARLCOAT	
Interior	HD VINYL SPLIT BENCH SEAT	STANDARD
	CLOTH SEAT AVAILABLE (MUST HAVE AJY)	\$ 50

Please Contact us with your questions or to place your order

Susan Hickey shickey@hertrichfleet.com

Or Chris Wilder cwilder@hertrichfleet.com

800-698-9825

\$24,458
w/10 tow

24,599
w/10 tow

HERTRICH FLEET SERVICES, INC

1427 Bay Road Milford, DE 19963

Ford - Chevrolet - Dodge - Jeep
Lincoln - Honda - Buick - GMC - Toyota - Nissan

(800) 698-9825

(302) 422-3300

Fax: (302) 839-0555

MARYLAND STATEWIDE CONTRACT 2018 VANS & SUVs – BPO# 001B8400177

TYPE 9 4WD COMPACT UTILITY

2018 FORD ESCAPE SE: \$21,287

WITH PACKAGE 200A 1.5L ECO-BOOST ENGINE, AUTO TRANSMISSION, POWER EQUIPMENT, BACKUP CAMERA, BLUETOOTH & FRONT TAG BRACKET

Code	Description	Amount
U9G	2018 Ford Escape 4WD SE, with 153	\$21,287
62H	SE SYNC® 3 Package - Enhanced Voice Recognition Communications and Entertainment System - 8" LCD Capacitive Touchscreen in Center Stack with Swipe Capability - Pinch-to-Zoom capability included when equipped with available Voice-Activated Touchscreen Navigation System - AppLink®, - 911 Assist®, - Apple CarPlay™ and Android Auto™ Compatibility - Smart-Charging USB Ports – two (2) • SYNC® Connect - Remotely start, lock and unlock vehicle (5 Yrs.) - Schedule specific times to remotely start vehicle (5 Yrs.) - Locate parked vehicle (5 Yrs.) - Check vehicle status (5 Yrs.) - Wi-Fi® hotspot connects up to 10 devices (3m/3gb)	\$904
65Q	SE Sport Appearance Package • 19" Premium Ebony Black-Painted Aluminum Wheels • Beltline Molding & Front Fender – Black • Headlamps – Halogen Projector with Black Bezels and LED Signature Lighting replaces the standard Configurable Daytime Running Lamps (DRL) • Leather-Wrapped & Steering Wheel • LED Tail lamps with Black Bezel • Mirrors, Sideview – Gloss Black-Painted Caps • Paddle Shifters • Partial Leather-Trimmed Sport Seat • Skid Plates – Front and Rear, Gloss Black-Painted • Upper Grille – Gloss Black-Painted Bars and Plinth	\$1,308
66T	Ford Safe and Smart™ Package • Adaptive Cruise Control & Forward Collision Warning with Brake Support • Auto-Dimming Rearview Mirror • Auto High-Beam Headlamps • BLIS® (Blind Spot Information System) with Cross-Traffic Alert • Lane-Keeping System with Lane-Keeping Alert, Lane-Keeping Aid and Driver Alert • Rain-Sensing Wipers (Front Only) • Windshield Wiper De-Icer	\$1,308
586	Voice-Activated Touchscreen Navigation System with Pinch-to-Zoom Capability, SiriusXM Traffic and Travel Link® Note: Requires SE SYNC® 3 Package (62H) Note: SiriusXM Traffic and Travel Link® includes a five-year prepaid subscription3	\$805
534	Class II Trailer Tow Package. Includes Class II Hitch Receiver. Max Towing 2,000 lbs.	\$499
85T	Interior Cargo Cover	\$144

HERTRICH FLEET SERVICES, INC

1427 Bay Road Milford, DE 19963

Ford - Chevrolet - Dodge - Jeep
Lincoln - Honda - Buick - GMC - Toyota - Nissan

(800) 698-9825

(302) 422-3300

Fax: (302) 839-0555

50C	All Weather Floor Mats, Front & Rear	\$132
50Q	Cargo Mat	\$95
43M	Panoramic Vista Roof® (Power Open/Close with Power Shade)	\$1,008
61X	Roof-Rail Crossbars – Black	\$152
41H	Engine Block Heater	\$35
63D	Remote Start	\$500
63S	Splash Guard	\$221
87D	Wheel Locking Nuts	\$79
60S	Reverse Sensing	\$258
Keys	2 Extra Keys	\$390
No Charge Colors	EC- Cinnamon Glaze, FT-Blue Metallic, G1-Shadow Black, GN-White Gold Metallic, J7-Magnetic Metallic, N6-Lighting Blue Metallic, UX- Ingot Silver Metallic, YZ-Oxford White	
Interior Colors	KB-Charcoal Black Cloth will be ordered unless, KL-Medium Light Stone Cloth is requested.	

Contact Chris Wilder with questions or to place your order

cwilder@hertrichfleet.com. 800-698-9825

\$21,677



Open Session Item

SUBJECT: Rejection of Request for Proposal (PUR-1375) Food Services at the Washington County Detention Center (WCDC)

PRESENTATION DATE: March 20, 2018

PRESENTATION BY: Rick Curry, CPPO - Director of Purchasing and Major, Craig Rowe – Washington County Detention Center

RECOMMENDED MOTION: Move to take action that is in the best interest of the County by requesting that all the proposals received for **PUR-1375 Food Services** be rejected and to extend the current contract with Aramark Correctional Services, Inc. until June 6, 2018 to allow the department time to revise the Request for Proposal (RFP) document and re-advertise to solicit new proposals. The proposals were determined by the Coordinating Committee to be non-responsive to the County's RFP for Qualifications/Experience & Technical Proposals because they did not meet the meals and staffing requirements.

REPORT-IN-BRIEF: The Request for Proposal (RFP) was advertised in the local newspaper, listed on the State of Maryland's "*eMaryland Marketplace*" website and on the County's web site. Forty-six (46) persons/companies accessed the RFP document on-line from the County's web site.

On April 2, 2013, the Board awarded a contract to Aramark Correctional Services, Inc. to furnish food services at the Washington County Detention Center (WCDC), to include inmate and staff meals seven (7) days/week and program support services for an approximate population of 425 inmates. The term of the contract was for one (1) year beginning May 1, 2013, with an option by the County to renew up to four (4) additional consecutive one-year periods

DISCUSSION: N/A

FISCAL IMPACT: As of February; funds in the amount of \$145,000.00 are remaining in account 505070-10-11320 for these services.

CONCURRENCES: Sheriff Doug Mullendore

ALTERNATIVES: N/A

ATTACHMENTS: N/A

AUDIO/VISUAL NEEDS: N/A

**Proposers that submitted proposal responses to the
Food Services at the Washington County Detention Center RFP (PUR-1375).**

Aramark Correctional Services
2300 Warrenville Road
Downers Grove, IL 60515

Summit Food Services, LLC
1751 West County Rd. B
Suite 300
Roseville, MN 55113

Trinity Services Group, Inc.
477 Commerce Blvd.
Oldsmar, FL 34677



Agenda Report Form

Open Session Item

SUBJECT: FY 2019 Operating Budget for General Fund

PRESENTATION DATE: March 20, 2018

PRESENTATION BY: Sara Greaves, Chief Financial Officer; Kim Edlund, Director of Budget & Finance

RECOMMENDED MOTION: N/A

REPORT-IN-BRIEF: The FY 2019 Proposed General Fund Budget is balanced at \$229,169,340 which is an increase of \$7,464,280 and 3.37% from the FY18 original budget.

DISCUSSION: Review of the major revenue sources and material changes in expense budgets.

FISCAL IMPACT: The proposed budget is balanced with no increase to tax rates.

CONCURRENCES: None at this time

ALTERNATIVES: N/A

ATTACHMENTS: FY19 Proposed General Fund Budget Revenues and Expenses Summary

AUDIO/VISUAL NEEDS: None

Washington County, Maryland
General Fund Expenditures - Draft #1
FY 2019

Cost Center	Department/Agency	FY 2019 Requested Budget	Adjustment	FY 2019 Proposed Budget	\$ Change	% Change	FY 2018 Original Budget
<u>Education:</u>							
<u>Direct Primary:</u>							
90000	Board of Education	99,353,010	(1,052,250)	98,300,760	1,247,350	1.29%	97,053,410
		99,353,010	(1,052,250)	98,300,760	1,247,350	1.29%	97,053,410
<u>Secondary:</u>							
90040	Hagerstown Community College	10,132,720	(97,430)	10,035,290	292,290	3.00%	9,743,000
<u>Other:</u>							
93400	Free Library	3,201,850	(19,840)	3,182,010	92,680	3.00%	3,089,330
10990	Clear Spring Library Building	12,000		12,000	0	0.00%	12,000
10991	Smithsburg Library Building	12,000		12,000	0	0.00%	12,000
10992	Boonsboro Library Building	12,000		12,000	0	0.00%	12,000
		3,237,850	(19,840)	3,218,010	92,680	2.97%	3,125,330
Total Education		112,723,580	(1,169,520)	111,554,060	1,632,320	1.48%	109,921,740
<u>Law Enforcement:</u>							
11300	Sheriff - Judicial	2,768,290	0	2,768,290	231,320	9.12%	2,536,970
11305	Sheriff - Process Servers	155,810	0	155,810	11,920	8.28%	143,890
11310	Sheriff - Patrol	12,245,280	(275,130)	11,970,150	1,716,900	16.74%	10,253,250
11315	Sheriff - Central Booking	942,740	(28,990)	913,750	(26,610)	-2.83%	940,360
11320	Sheriff - Detention Center	14,596,780	(10,500)	14,586,280	411,190	2.90%	14,175,090
11321	Sheriff - Day Reporting Center	552,760	(2,000)	550,760	3,730	0.68%	547,030
11330	Sheriff - Narcotics Task Force	807,190	0	807,190	55,240	7.35%	751,950
		32,068,850	(316,620)	31,752,230	2,403,690	8.19%	29,348,540
<u>Emergency Services:</u>							
93110	Civil Air Patrol	3,600		3,600	0	0.00%	3,600
11420	Air Unit	44,430	(6,000)	38,430	10,210	36.18%	28,220
11430	Special Operations	104,920	(26,000)	78,920	(395,610)	-83.37%	474,530
93130	Fire & Rescue Volunteer Services	7,176,870	(76,190)	7,100,680	214,100	3.11%	6,886,580
11440	911 - Communications	5,205,770	(362,660)	4,843,110	174,540	3.74%	4,668,570
11520	EMS Operations	1,751,930	(284,960)	1,466,970	49,990	3.53%	1,416,980
11525	Fire Operations	1,497,110	(132,930)	1,364,180	1,131,130	485.36%	233,050
11530	Emergency Management	317,380	(58,570)	258,810	75,820	41.43%	182,990
11540	Wireless Communications	1,390,660	(32,500)	1,358,160	136,560	11.18%	1,221,600
		17,492,670	(979,810)	16,512,860	1,396,740	9.24%	15,116,120
<u>Other:</u>							
93100	Animal Control Services - Humane Society	1,401,600		1,401,600	60,000	4.47%	1,341,600
Total Public Safety		50,963,120	(1,296,430)	49,666,690	3,860,430	8.43%	45,806,260

Washington County, Maryland
General Fund Expenditures - Draft #1
FY 2019

Cost Center	Department/Agency	FY 2019 Requested Budget	Adjustment	FY 2019 Proposed Budget	\$ Change	% Change	FY 2018 Original Budget
<u>Operating/Capital Transfer</u>							
<u>Operating:</u>							
91020	Highway	9,338,450	(466,270)	8,872,180	721,070	8.85%	8,151,110
91021	Solid Waste	1,745,710	(784,010)	961,700	488,070	103.05%	473,630
91023	Agricultural Education Center	197,720		197,720	13,780	7.49%	183,940
91024	Community Grant Management	245,060		245,060	(71,160)	-22.50%	316,220
91028	Land Preservation	113,180		113,180	(23,370)	-17.11%	136,550
91029	HEPMPO	7,710		7,710	(240)	-3.02%	7,950
91040	Utility Administration	201,950		201,950	0	0.00%	201,950
91044	Transit	484,470		484,470	0	0.00%	484,470
91045	Airport	14,500		14,500	0	0.00%	14,500
91046	Golf Course	309,970		309,970	(9,050)	-2.84%	319,020
92010	Municipality in Lieu of Bank Shares	38,550		38,550	0	0.00%	38,550
		12,697,270	(1,250,280)	11,446,990	1,119,100	10.84%	10,327,890
<u>Capital:</u>							
91230	Capital Improvement Fund	5,610,000	(610,000)	5,000,000	0	0.00%	5,000,000
12700	Debt Service	15,099,890	(784,800)	14,315,090	(889,480)	-5.85%	15,204,570
		20,709,890	(1,394,800)	19,315,090	(889,480)	-4.40%	20,204,570
Total Operating/Capital Transfers		33,407,160	(2,645,080)	30,762,080	229,620	0.75%	30,532,460
<u>Other Government Programs:</u>							
<u>Courts:</u>							
10200	Circuit Court	1,620,960		1,620,960	61,260	3.93%	1,559,700
10210	Orphans Court	30,920		30,920	0	0.00%	30,920
10220	State's Attorney	3,560,920		3,560,920	109,130	3.16%	3,451,790
		5,212,800	0	5,212,800	170,390	3.38%	5,042,410
<u>State:</u>							
94000	Health Department	2,339,270		2,339,270	0	0.00%	2,339,270
94010	Social Services	435,560		435,560	11,170	2.63%	424,390
94020	University of MD Extension	240,820		240,820	3,790	1.60%	237,030
94030	County Cooperative Extension	38,730		38,730	0	0.00%	38,730
10400	Election Board	1,272,770	(87,290)	1,185,480	39,490	3.45%	1,145,990
12300	Soil Conservation	218,180		218,180	12,140	5.89%	206,040
12400	Weed Control	215,960		215,960	15,920	7.96%	200,040
12410	Gypsy Moth Program	10,000		10,000	0	0.00%	10,000
		4,771,290	(87,290)	4,684,000	82,510	1.79%	4,601,490
<u>Community Funding:</u>							
93000	Community Funding	1,700,000		1,700,000	(26,100)	-1.51%	1,726,100

Washington County, Maryland
General Fund Expenditures - Draft #1
FY 2019

Cost Center	Department/Agency	FY 2019 Requested Budget	Adjustment	FY 2019 Proposed Budget	\$ Change	% Change	FY 2018 Original Budget
<u>General Operations:</u>							
10100	County Commissioners	325,340		325,340	40,910	14.38%	284,430
10110	County Clerk	117,040		117,040	12,670	12.14%	104,370
10300	County Administrator	479,410		479,410	4,910	1.03%	474,500
10310	Public Relations and Community Affairs	463,890	(2,900)	460,990	38,360	9.08%	422,630
10500	Budget & Finance	1,438,320	18,850	1,457,170	21,870	1.52%	1,435,300
10510	Independent Accounting & Auditing	70,000		70,000	0	0.00%	70,000
10520	Purchasing	512,020	(2,210)	509,810	(24,270)	-4.54%	534,080
10530	Treasurer	483,770		483,770	22,950	4.98%	460,820
10600	County Attorney	789,800		789,800	68,380	9.48%	721,420
10700	Human Resources	842,920		842,920	83,880	11.05%	759,040
10970	Central Services	210,340	(66,240)	144,100	(7,800)	-5.13%	151,900
11000	Information Technology	2,516,080	(20,000)	2,496,080	92,210	3.84%	2,403,870
11200	General Operations	4,260,300	1,411,400	5,671,700	863,600	17.96%	4,808,100
		12,509,230	1,338,900	13,848,130	1,217,670	9.64%	12,630,460
<u>Other:</u>							
11100	Women's Commission	2,000	0	2,000	0	0.00%	2,000
11140	Diversity	2,000		2,000	2,000	100.00%	0
		4,000	0	4,000	2,000	0	2,000
<u>Medical:</u>							
11550	Medical Examiner	20,000	0	20,000	0	0.00%	20,000
<u>Public Works:</u>							
11600	Public Works	252,940	(2,550)	250,390	9,420	3.91%	240,970
<u>Engineering and Construction:</u>							
11620	Engineering	2,148,380		2,148,380	9,770	0.46%	2,138,610
11630	Construction	1,946,670	(59,310)	1,887,360	9,160	0.49%	1,878,200
		4,095,050	(59,310)	4,035,740	18,930	0.47%	4,016,810
<u>Plan Review</u>							
11610	Plan Review	1,480,780	(880)	1,479,900	(5,080)	-0.34%	1,484,980
<u>Planning and Zoning:</u>							
10800	Planning and Zoning	763,660		763,660	37,830	5.21%	725,830
10810	Board of Zoning Appeals	58,440		58,440	5,000	9.36%	53,440
		822,100	0	822,100	42,830	5.50%	779,270

Washington County, Maryland
General Fund Expenditures - Draft #1
FY 2019

Cost Center	Department/Agency	FY 2019 Requested Budget	Adjustment	FY 2019 Proposed Budget	\$ Change	% Change	FY 2018 Original Budget
<u>Parks and Recreation:</u>							
11900	Parks	2,175,650	(265,040)	1,910,610	102,010	5.64%	1,808,600
12000	Martin L. Snook Pool	148,290		148,290	15,190	11.41%	133,100
12200	Fitness and Recreation	977,250	(6,000)	971,250	63,300	6.97%	907,950
		3,301,190	(271,040)	3,030,150	180,500	6.33%	2,849,650
<u>Facilities:</u>							
10900	Martin Luther King Building	112,710	(30,900)	81,810	1,410	1.75%	80,400
10910	Administration Building	185,920		185,920	2,320	1.26%	183,600
10915	Administration Building II	127,730	(3,050)	124,680	19,330	18.35%	105,350
10930	Court House	645,800	(1,600)	644,200	40,950	6.79%	603,250
10940	County Office Building	234,170	(39,490)	194,680	(630)	-0.32%	195,310
10950	Administration Annex	55,110	(1,510)	53,600	(370)	-0.69%	53,970
10960	Dwyer Center	48,310	(18,000)	30,310	610	2.05%	29,700
10980	Rental Properties	6,000		6,000	4,000	200.00%	2,000
11325	Public Facilities Annex	72,270	(5,350)	66,920	13,720	25.79%	53,200
		1,488,020	(99,900)	1,388,120	81,340	6.22%	1,306,780
<u>Business Development:</u>							
12500	Business Development	711,180		711,180	(32,500)	-4.37%	743,680
Total Other Government Programs		36,368,580	817,930	37,186,510	1,741,910	4.91%	35,444,600
Total Proposed Expenditures		233,462,440	(4,293,100)	229,169,340	7,464,280	3.37%	221,705,060

**Washington County, Maryland
General Fund Revenues - Draft #1
FY 2019**

Account Number	Funding Source	FY2019 Proposed Budget	\$ Change	% Change	FY2018 Original Budget
<u>General Revenues</u>					
<u>Property Tax</u>					
400000	Real Estate Tax	113,679,470	2,642,300	2.38%	111,037,170
400120	Corporate Personal Property - Current	14,057,110	299,570	2.18%	13,757,540
400140	State Administration Fees	(1,065,680)	(485,680)	83.74%	(580,000)
400200	Interest on Property Tax	370,000	(30,000)	-7.50%	400,000
400210	Interest - Prior Year	15,000	(15,000)	-50.00%	30,000
400220	County Payment In Lieu of Tax	288,210	(16,750)	-5.49%	304,960
400230	Enterprise Zone Tax Reimbursement	223,930	(49,560)	-18.12%	273,490
400250	Service Charge Semi-Annual Tax	30,000	0	0.00%	30,000
400260	Property Tax Sales	60,000	0	0.00%	60,000
400300	Enterprise Zone Tax Credit	(447,860)	99,110	-18.12%	(546,970)
400320	County Homeowners Tax Credit	(230,000)	20,000	-8.00%	(250,000)
400330	Agricultural Tax Credit	(390,000)	(10,000)	2.63%	(380,000)
400340	Historical Tax Credit	(1,000)	0	0.00%	(1,000)
400345	Other Tax Credits	(82,450)	(28,830)	53.77%	(53,620)
400355	Disabled Veteran's Credit	(240,000)	(60,000)	33.33%	(180,000)
400400	Discount Allowed on Property Tax	(325,000)	(5,000)	1.56%	(320,000)
496020	Federal Payment in Lieu of Taxes	20,840	0	0.00%	20,840
		125,962,570	2,360,160	1.91%	123,602,410
<u>Local Tax</u>					
400500	Income Tax	84,000,000	2,000,000	2.44%	82,000,000
400510	Admissions & Amusements Tax	255,000	(25,000)	-8.93%	280,000
400520	Recordation Tax	6,500,000	500,000	8.33%	6,000,000
400530	Trailer Tax	550,000	25,000	4.76%	525,000
		91,305,000	2,500,000	2.82%	88,805,000
<u>Interest</u>					
404400	Interest - Investments	650,000	250,000	62.50%	400,000
404410	Interest - Municipal Investment	30,000	5,000	20.00%	25,000
404420	Interest, Penalties & Fees	12,400	12,400	100.00%	0
		692,400	267,400	62.92%	425,000
Total General Revenues		217,959,970	5,127,560	2.41%	212,832,410

Program Revenues

Charges for Services - Other

Circuit Court

486070	Reimbursed Expenses - Circuit Court	8,420	0	0.00%	8,420
486075	Circuit Court - Jurors	75,000	0	0.00%	75,000
		83,420	0	0.00%	83,420

State's Attorney

486000	Reimbursed Expenses - State's Attorney	30,000	(25,000)	-45.45%	55,000
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Purchasing

490020	Sale of Publications	0	(1,500)	-100.00%	1,500
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Information Technology

403055	Other Planning Fees (GIS Plots)	100	0	0.00%	100
		100	0	0.00%	100

**Washington County, Maryland
General Fund Revenues - Draft #1
FY 2019**

Account Number	Funding Source	FY2019 Proposed Budget	\$ Change	% Change	FY2018 Original Budget
<u>Weed Control</u>					
403120	Weed Control Fees	215,960	9,970	4.84%	205,990
<u>General</u>					
403135	Sheriff Auxiliary	10,000	0	0.00%	10,000
404510	Rental - Building	98,120	14,870	17.86%	83,250
485000	Reimburse Administrative	6,500	(1,000)	-13.33%	7,500
490000	Miscellaneous	151,490	1,490	0.99%	150,000
490010	Gain or Loss on Sale of Asset	50,000	25,000	100.00%	25,000
490080	Bad Check Fee	500	0	0.00%	500
		316,610	40,360	14.61%	276,250
<u>Plan Review and Permitting</u>					
401040	Miscellaneous Licenses	700	0	0.00%	700
401070	Building Permits - Residential	165,000	10,000	6.45%	155,000
401080	Building Permits - Commercial	120,000	10,000	9.09%	110,000
401085	Municipal Fees	5,000	(11,000)	-68.75%	16,000
401090	Electrical Licenses Fees	11,000	(77,000)	-87.50%	88,000
401100	Electrical Permit - Residential	225,000	(25,000)	-10.00%	250,000
401110	Electrical Permit - Commercial	130,000	0	0.00%	130,000
401115	HVAC Registration Fees	3,000	(15,000)	-83.33%	18,000
401120	HVAC Permit - Residential	95,000	(10,000)	-9.52%	105,000
401130	HVAC Permit - Commercial	47,000	0	0.00%	47,000
401140	Other Permit Fees	42,000	0	0.00%	42,000
401160	Plumbing Licenses Fees	6,000	(20,000)	-76.92%	26,000
401170	Plumbing Permits - Residential	110,000	0	0.00%	110,000
401180	Plumbing Permits - Commercial	42,000	0	0.00%	42,000
402020	Fines and Fofeitures	300	0	0.00%	300
403035	Technology Fees	50,000	5,000	11.11%	45,000
403045	Review Fees	170,000	20,000	13.33%	150,000
440110	Drawings/Blue Line Prints	400	0	0.00%	400
486045	Reimbursed Expense - Other	20,000	0	0.00%	20,000
		1,242,400	(113,000)	-8.34%	1,355,400
<u>Engineering</u>					
440110	Drawings/Blue Line Prints	3,000	0	0.00%	3,000
486010	Reimbursed Expenses - Engineering	0	0	0.00%	0
		3,000	0	0.00%	3,000
<u>Construction</u>					
401140	Other Permit Fees	500	0	0.00%	500
402020	Fines & Forfeitures	500	0	0.00%	500
403045	Review Fees	7,000	0	0.00%	7,000
403055	Other Planning Fees	250	0	0.00%	250
		8,250	0	0.00%	8,250

**Washington County, Maryland
General Fund Revenues - Draft #1
FY 2019**

Account Number	Funding Source	FY2019 Proposed Budget	\$ Change	% Change	FY2018 Original Budget
<u>Planning and Zoning</u>					
403040	Rezoning	7,000	0	0.00%	7,000
403050	Development Fees	500	0	0.00%	500
403055	Other Planning Fees	400	0	0.00%	400
403030	Zoning Appeals	16,000	0	0.00%	16,000
		23,900	0	0.00%	23,900
<u>Sheriff - Judicial</u>					
402010	Peace Order Service	7,000	0	0.00%	7,000
403010	Sheriff Fees - Judicial	52,000	0	0.00%	52,000
		59,000	0	0.00%	59,000
<u>Sheriff - Process Servers</u>					
402010	Peace Order Service	214,000	0	0.00%	214,000
<u>Sheriff - Patrol</u>					
402000	Parking Violations	600	0	0.00%	600
402040	School Bus Camera Fines	20,000	0	0.00%	20,000
486020	Reimbursed Expenses - Patrol	185,000	45,000	32.14%	140,000
490020	Sale of Publications	6,500	0	0.00%	6,500
	Speed Cameras	4,840,000	2,440,000	101.67%	2,400,000
		5,052,100	2,485,000	96.80%	2,567,100
<u>Sheriff - Central Booking</u>					
404510	Rental Income	15,720	0	0.00%	15,720
<u>Sheriff - Detention Center</u>					
403080	Housing Federal Prisoners	240	0	0.00%	240
403090	Housing State Prisoners	246,060	21,060	9.36%	225,000
403100	Home Detention Fees	15,000	(30,960)	-67.36%	45,960
403110	Prisoners Release Program Fees	15,000	(14,000)	-48.28%	29,000
486050	Reimbursed Expenses - Detention	2,370	(4,630)	-66.14%	7,000
486055	Alien Inmate Reimbursement	15,000	0	0.00%	15,000
486060	Social Security Income Reimbursement	20,000	9,500	90.48%	10,500
		313,670	(19,030)	-5.72%	332,700
<u>Sheriff - Day Reporting Center</u>					
403075	Day Reporting Fees	20,160	(25,200)	-55.56%	45,360
<u>Narcotics Task Force</u>					
486030	Reimbursed Expenses - NTF	345,850	7,130	2.10%	338,720
<u>Emergency Services</u>					
403060	False Alarm Fines	25,000	(35,000)	-58.33%	60,000
486040	Reimbursed Expenses - Emergency Management	405,630	0	0.00%	405,630
403070	EMCS Salary Reimbursement	15,600	0	0.00%	15,600
		446,230	(35,000)	-7.27%	481,230
<u>Wireless Communications</u>					
404520	Rental - Other	42,400	18,170	74.99%	24,230

**Washington County, Maryland
General Fund Revenues - Draft #1
FY 2019**

Account Number	Funding Source	FY2019 Proposed Budget	\$ Change	% Change	FY2018 Original Budget
<u>Parks</u>					
404000	Sale of Wood	6,000	0	0.00%	6,000
404010	Rental Fees	40,000	(5,000)	-11.11%	45,000
404020	Ballfield Fees	10,800	0	0.00%	10,800
404030	Ballfield Lighting Fee	3,000	0	0.00%	3,000
404040	Concession Fee	5,000	500	11.11%	4,500
404300	Program Fees	9,000	0	0.00%	9,000
490060	Contribution from Residents	1,000	0	0.00%	1,000
499420	Fuel	1,500	0	0.00%	1,500
		76,300	(4,500)	-5.57%	80,800
<u>Martin L. Snook Pool</u>					
404100	Swimming Pool Fees	57,000	0	0.00%	57,000
404110	Swimming Pool - Concession Fee	15,000	0	0.00%	15,000
		72,000	0	0.00%	72,000
<u>Fitness and Recreation</u>					
404300	Program Fees	320,000	(16,750)	-4.97%	336,750
Total Charges for Services		8,901,070	2,320,650	35.27%	6,580,420
<u>Grants</u>					
495000	Operating Grant - Law Enforcement	455,000	15,000	3.41%	440,000
496110	State Aid - Police Protection	691,800	11,070	1.63%	680,730
496120	911 Fees	850,000	0	0.00%	850,000
401190	Marriage Licenses	55,000	0	0.00%	55,000
401200	Alcoholic Beverages License	5,000	0	0.00%	5,000
401210	Trader's License	210,000	10,000	5.00%	200,000
402020	Fines & Forfeitures	30,000	(20,000)	-40.00%	50,000
403130	Marriage Ceremony Fees	4,000	0	0.00%	4,000
495100	Operating - Federal Grants	7,500	0	0.00%	7,500
Total Grants for Operations		2,308,300	16,070	0.70%	2,292,230
Total Program Revenues		11,209,370	2,336,720	26.34%	8,872,650
Total General Fund Proposed Revenue		229,169,340	7,464,280	3.37%	221,705,060



Agenda Report Form

Open Session Item

SUBJECT: Washington County Free Library Budget Presentation

PRESENTATION DATE: March 20, 2018 at 12 noon at the Central Library

PRESENTATION BY: Mary C. Baykan, Library 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 \$112,520.00

CONCURRENCES: None

ALTERNATIVES: None

ATTACHMENTS: 2018/2019 Library Budget

AUDIO/VISUAL NEEDS: None, the luncheon will be held at the Central Library and the library staff will handle all the necessary A/V needs.

WASHINGTON COUNTY FREE LIBRARY
HAGERSTOWN, MARYLAND

FY 2018-2019 BUDGET

EXPENDITURES

ESTIMATED INCOME	2017-2018	2018-2019	INCREASE OR DECREASE
6001.1 Fines	73,000.00	76,000.00	3,000.00
6001.3 Fines - Boonsboro	12,000.00	12,000.00	-
6001.4 Fines - Clear Spring	3,000.00	3,000.00	-
6001.5 Fines - Hancock	2,500.00	2,500.00	-
6001.6 Fines - Keedysville	200.00	200.00	-
6001.7 Fines - Sharpsburg	790.00	790.00	-
6001.8 Fines - Smithsburg	7,000.00	7,000.00	-
6001.9 Fines - Williamsport	5,000.00	5,000.00	-
6003.1 City of Hagerstown	31,500.00	31,500.00	-
6005.1 State of Maryland	1,294,000.00	1,329,000.00	35,000.00
6007.1 Washington County	3,087,830.00	3,200,346.00	112,516.00
6008.1 Washington County for Blue Ridge Summit	1,500.00	1,500.00	-
6009.1 Photocopying	8,500.00	8,500.00	-
6015.1 Capital and Endowment Income	106,000.00	106,000.00	-
6023.1 Interest/Dividend Income	2,500.00	3,600.00	1,100.00
6025.1 Out-of-State Card Fees	3,600.00	3,600.00	-
6027.1 Book Buddies	3,000.00	3,000.00	-
6029.1 Miscellaneous Income	2,500.00	2,500.00	-
6033.1 WMPL Service Fees	19,060.00	19,060.00	-
6037.1 Operating Income Transfer	70,000.00	70,000.00	-
6039.1 Contingency Transfer	0.00	0.00	-
6050.1 Debit Card Income	8,000.00	10,000.00	2,000.00
6021.1 Unrealized gain on investments	0.00	0.00	-
TOTAL	4,741,480.00	4,895,096.00	153,616.00

WASHINGTON COUNTY FREE LIBRARY
HAGERSTOWN, MARYLAND

FY 2018-2019 BUDGET

EXPENDITURES

ADMINISTRATIVE EXPENSES	2017-2018	2018-2019	INCREASE OR DECREASE
7002.1 Printing	11,000.00	11,000.00	-
7003.1 Programs & Promotions	16,593.00	21,593.00	5,000.00
7004.1 Classified Advertisement	4,614.00	3,000.00	(1,614.00)
7005.1 Automotive Expense	14,407.00	10,000.00	(4,407.00)
7007.1 Financial Expense	50,000.00	50,400.00	400.00
7011.1 Legal Fees	350.00	350.00	-
7013.1 Postage	18,000.00	18,000.00	-
7019.1 Office Supplies	1,500.00	2,500.00	1,000.00
7021.1 Photocopier Expenses	5,000.00	5,000.00	-
7023.1 Public Access Micro Expenses	0.00	0.00	-
7025.1 Telephone - Fletcher	21,100.00	21,100.00	-
7025.3 Telephone/Internet - Boonsboro	3,100.00	4,000.00	900.00
7025.4 Telephone/Internet - Clear Spring	2,300.00	2,800.00	500.00
7025.5 Telephone/Internet - Hancock	2,000.00	2,500.00	500.00
7025.6 Telephone/Internet - Keedysville	950.00	950.00	-
7025.7 Telephone/Internet - Sharpsburg	2,068.00	2,268.00	200.00
7025.8 Telephone/Internet - Smithsburg	2,500.00	2,900.00	400.00
7025.9 Telephone/Internet - Williamsport	1,500.00	1,500.00	-
7027.1 Training & Dues	20,000.00	20,000.00	-
7029.1 Reserves	0.00	0.00	-
7031.1 Contingency/Bd. Support	4,000.00	4,000.00	-
7034.1 Blue Ridge Summit	1,500.00	1,500.00	-
TOTAL	182,482.00	185,361.00	2,879.00

WASHINGTON COUNTY FREE LIBRARY
HAGERSTOWN, MARYLAND

FY 2018-2019 BUDGET

EXPENDITURES

GENERAL PROPERTY EXPENSES	2017-2018	2018-2019	INCREASE OR DECREASE
7053.1 Maintenance Supplies	16,000.00	16,500.00	500.00
7055.1 Repair Equipment - Building	4,640.00	5,140.00	500.00
7056.1 Repair Equipment - Office Equip.	6,300.00	5,300.00	(1,000.00)
7057.1 Building Repairs	4,378.00	4,878.00	500.00
7059.1 Exterior Maintenance	8,300.00	4,300.00	(4,000.00)
7063.1 Insurance	22,500.00	22,000.00	(500.00)
7065.1 Electricity-Fletcher	94,853.00	93,853.00	(1,000.00)
7065.3 Electricity - Boonsboro	7,400.00	6,400.00	(1,000.00)
7065.4 Electricity - Clear Spring	15,500.00	15,500.00	-
7065.5 Electricity - Hancock		9,000.00	9,000.00
7065.8 Electricity - Smithsburg	9,000.00	9,000.00	-
7065.9 Electricity - Williamsport	5,000.00	5,000.00	-
7067.1 Heat - Fletcher	14,100.00	14,100.00	-
7067.3 Heat - Boonsboro	7,000.00	5,000.00	(2,000.00)
7067.4 Heat - Clear Spring	7,700.00	7,500.00	(200.00)
7067.5 Heat - Hancock	6,000.00	6,000.00	-
7067.8 Heat - Smithsburg		6,000.00	6,000.00
7067.9 Heat - Williamsport	4,000.00	4,000.00	-
7069.1 Water and Sewer - Fletcher	7,600.00	7,600.00	-
7069.3 Water and Sewer - Boonsboro	800.00	800.00	-
7069.4 Water and Sewer - Clear Spring	1,350.00	1,350.00	-
7069.5 Water and Sewer - Hancock		1,200.00	1,200.00
7069.8 Water and Sewer - Smithsburg	1,400.00	1,400.00	-
7069.9 Water and Sewer - Williamsport	1,200.00	1,200.00	-
7071.1 New Equipment & Furnishings	55,079.00	45,079.00	(10,000.00)
7073.1 Service Contracts	170,000.00	215,000.00	45,000.00
7074.1 Temporary Branch Rental Fees	0.00	0.00	-
7077.1 Contingency	1,000.00	1,500.00	500.00
TOTAL	471,100.00	514,600.00	43,500.00

WASHINGTON COUNTY FREE LIBRARY
HAGERSTOWN, MARYLAND

FY 2018-2019 BUDGET

EXPENDITURES

CIRCULATION EXPENSE	2017-2018	2018-2019	INCREASE OR DECREASE
7093.1 Books	481,572.00	441,544.00	(40,028.00)
8028.1 Software	0.00	40,028.00	40,028.00
8041.1 Audiovisual Materials	42,947.00	42,947.00	-
8071.1 Mobile Unit Operating & Maint.	11,142.00	9,142.00	(2,000.00)
8075.1 Binding	500.00	500.00	-
8077.1 Periodicals	38,000.00	38,000.00	-
8085.1 Capcon	6,500.00	7,560.00	1,060.00
8093.1 Supplies - General	35,000.00	42,500.00	7,500.00
8095.1 Supplies - Audiovisual	10,000.00	10,000.00	-
8097.1 Contingency	800.00	800.00	-
TOTAL	626,461.00	633,021.00	6,560.00

WASHINGTON COUNTY FREE LIBRARY
HAGERSTOWN, MARYLAND

FY 2018-2019 BUDGET

EXPENDITURES

SALARIES AND BENEFITS	2017-2018	2018-2019	INCREASE OR DECREASE
7009.1 Insurance	396,479.00	424,056.00	27,577.00
7010.1 STD / LTD Insurance	17,000.00	17,000.00	0.00
7012.1 HR Hiring Support	300.00	300.00	0.00
7015.1 Retirement and Social Security	230,058.00	237,058.00	7,000.00
7017.1 Unemployment Benefits	2,000.00	2,000.00	0.00
7075.1 Maintenance Salaries	120,000.00	125,000.00	5,000.00
8079.1 Salaries	2,695,600.00	2,755,600.00	60,000.00
TOTAL	3,461,437.00	3,561,014.00	99,577.00

GRAND TOTALS	2017-2018	2017-2018	INCREASE OR DECREASE
Total Administration	182,482.00	185,361.00	2,879.00
Total General Property	471,100.00	514,600.00	43,500.00
Total Circulation	626,461.00	633,021.00	6,560.00
Total Salaries and Benefits	3,461,437.00	3,561,014.00	99,577.00
GRAND TOTAL	4,741,480.00	4,893,996.00	152,516.00



Open Session Item

SUBJECT: Water & Sewer Collections Policy

PRESENTATION DATE: Tuesday, March 20, 2018

PRESENTATION BY: Jim Hovis, Chief Operating Officer and Sara Greaves, Chief Financial Officer

RECOMMENDED MOTION: Motion to Approve Policy

REPORT-IN-BRIEF: The policy was developed in order for timely and reasonable actions to be taken to collect past due amounts and to create a standard by which customers of water and sewer utilities will be encouraged to pay their bills on-time.

DISCUSSION: Subtitle 3 of the Code of Public Laws of Washington County granted the authority of the County to establish and collect allocation fees and charges for water/sewer service. In 2016 the Maryland General Assembly further clarified this authority by adding the authority to collect these fees and allocations in the same manner as ordinary property taxes. House Bill 831 outlining this authority was approved by the General Assembly and signed by the Governor on April 26, 2016 and included in the Acts of the General Assembly 2016, Chapter 279.

This policy addresses forward action to be taken regarding accounts that are currently over 365 days delinquent and sets in place specific action to be taken moving forward with regards to future delinquencies. The Policy was developed with the customer in mind, while striving to collect outstanding amounts in a timely manner.

FISCAL IMPACT: N/A

CONCURRENCES:

ALTERNATIVES: N/A

ATTACHMENTS: Water & Sewer Collections Policy

AUDIO/VISUAL NEEDS:



Washington County, Maryland Financial Policies

Section: Collections of Unpaid Water & Sewer Charges, including Interest and Penalties

Purpose: To take timely and reasonable actions to collect past due amounts and to create a standard by which customers of water and sewer utilities will be encouraged to pay their bills on-time.

Authority Subtitle 3 of the Code of Public Laws of Washington County granted the authority of the County to establish and collect allocation fees and charges for water/sewer service. In 2016 the Maryland General Assembly further clarified this authority by adding the authority to collect these fees and allocations in the same manner as ordinary property taxes. House Bill 831 outlining this authority was approved by the General Assembly and signed by the Governor on April 26, 2016 and included in the Acts of the General Assembly 2016, Chapter 279.

Therefore, effective with the approval of the Board of County Commissioners, the following policy will be implemented for the collections of all unpaid allocations, fees, and charges associated with services for water/sewer provided by the Washington County Department of Water Quality.

Delinquency The Washington County Department of Budget and Finance, Accounts Receivable (AR) shall consider and determine an account to be delinquent if an account remains unpaid for a total of thirty (30) calendar days after the end of the quarterly billing date and has a balance greater than \$25.00.

Notice of Delinquency:

Once determined delinquent, a Notification of Delinquency letter (Exhibit A) shall be generated by Budget & Finance and sent to the tenant/property manager and/or property owner notifying them of the delinquency and including a request for payment in full within thirty (30) days of the date of this notification. The Notification of Delinquency shall include:

1. The total number of days the account has been delinquent.
2. The total amount due, including interest and penalties.
3. The date the amount is due to avoid any further action.
4. Contact information for the Washington County Department of Budget & Finance.
5. Statement informing the customer of the option to contact Budget & Finance to make payment arrangements.
6. Information regarding any known resources for financial assistance, such as the website 211md.org.

7. Warning that if the account is not made current, it will result in the unpaid delinquent amount being transferred to the owner's property tax bill and/or be scheduled for disconnection.

This Notice of Delinquency will be sent each quarter where the account is found to be delinquent. Therefore, a minimum of two letters will be mailed to the property owner and tenant/management company prior to the next step in the collections process.

Lien Transfer to Tax:

Accounts that are 180 days past due and have a total amount due of \$500.00 or more as of March 31st, are considered critically delinquent. As such, the past due amount including penalties and interest shall be communicated to the owner in a Final Notice Lien Transfer to Tax (Exhibit B) to be mailed by April 15 each year. The letter shall clearly state that thirty (30) days from the date of the letter, the County will be adding the delinquent amount plus interest and penalties to the property owner's property tax bill on July 1st and it shall be subject to collection in the same manner as ordinary taxes as provided by law including tax sale. Any balances not paid in 30 days will be transferred to the property owner's tax bill.

Effective Date & Delinquent Accounts:

Accounts that are past due 365 days or more on the effective date of this policy shall be automatically deemed Critically Delinquent. The entirety of the amount due will be attached to the property owners tax bill thirty (30) days after a single Final Notice of Intent to Collect letter is sent to the owners' address. The letter shall again include information on payment arrangements and financial assistance programs provided by local organizations that may offer utility assistance.

Other

For further detail on this policy refer to the Accounting Procedural Manual, which is maintained separately from the Financial Policies Manual.

The Chief Financial Officer shall have the authority to make minor changes to the policy for administrative clarification or easier interpretation of the policy, providing policy intent is not affected by the change.

Exhibit A
Notice of Delinquency

Date
Mr XXXXX XXXXX
XXXXXXXXXX
Hagerstown, MD 21740

Account number:

Account Address:

Dear Mr. XXXX,

This notice is to inform you that the above referenced account is 30 days past due. The current balance, including the late fees, is \$ XX.XX. If you feel our records are incorrect, please notify this office immediately.

You must pay the outstanding balance or work out a mutually agreeable arrangement within ten (10) days of the date of this letter to avoid any further action by this department. Information on payment arrangements is available by contacting the Office of Budget & Finance at 240-313-XXXX. For information on financial assistance programs provided by local organizations please visit 211MD.org (Maryland 211).

Payments are accepted at the Washington County Department of Water Quality Administration Building at 16232 Elliott Parkway, Williamsport, Maryland or may be mailed to the Washington County Treasurer, 35 West Washington Street, Suite 102, Hagerstown Maryland, 21740-4868. Payments by credit card are accepted on our website (www.washco-md.net)

If payment is not received by the appropriate date, your water and/or sewer account will be charged a delinquent maintenance account fee of \$30.00. This department may be forced to take additional action. This action may include adding the outstanding balance, including penalties and interest, to your property tax bill and/or your water and sewer utilities may be scheduled for disconnection. Should your service be disconnected, you will be charged an additional turn-off fee and excavation fee may be required.

Please do not delay in acting on this notice. Your prompt attention will help avoid unnecessary expense and inconvenience.

Yours truly,

XXXXXXXXXXXXXXXXXX

Exhibit B

Final Notice Lien Transfer to Tax

Date
Mr XXXXX XXXXX
XXXXXXXXXX
Hagerstown, MD 21740

Account number:

Account Address:

Dear Mr. XXXX,

This letter shall serve as a final notice of the County’s intent to collect past due accounts. By receipt of this letter please understand that your account is critically past due and collection actions are imminent.

As of this date your account is more than 180 days past due. The current balance, including late fees, is \$ XX.XX. If you feel our records are incorrect, please notify this office immediately.

You must pay the outstanding balance within thirty (30) days of the date of this letter to avoid any further action by this department. For information on financial assistance programs provided by local organizations please visit 211MD.org (Maryland 211).

Payments are accepted at the Washington County Department of Water Quality Administration Building at 16232 Elliott Parkway, Williamsport, Maryland or may be mailed to the Washington County Treasurer, 35 West Washington Street, Suite 102, Hagerstown Maryland, 21740-4868. Payments by credit card are accepted on our website (www.washco-md.net)

If payment is not received by the appropriate date, this department intends to take additional action as necessary to collect this debt by attaching the past due amount to your County Property Tax bill which will be dated July 1st.

Please do not delay acting upon this notice. Your prompt attention will help avoid unnecessary expense and inconvenience.

Yours truly,

XXXXXXXXXXXXXXXX

Revisions

Type of Revision	Extent of Revision	Approval Date
Creation of Policy	New	March 6, 2018



Agenda Report Form

Open Session Item

SUBJECT: FY2019 Water Quality Budget Discussion – Including Proposed Rates for FY19

PRESENTATION DATE: Tuesday, March 20, 2018

PRESENTATION BY: Sara Greaves, Chief Financial Officer; Dan DiVito, Deputy Director, Division of Water Quality; Mark Bradshaw, Deputy Director, Division of Water Quality

RECOMMENDED MOTION: N/A

REPORT-IN-BRIEF: The FY2019 Water Quality budget will be presented which includes the following funds: Water, Sewer, Utility, and Pretreatment. Also discussed will be the FY19 proposed rate changes for Water and Sewer.

DISCUSSION: Major increases and decreases in the funds will be presented along with proposed rate increases for FY2019. Water and Sewer revenue requirements show that an increase in water and sewer revenue is necessary to facilitate the Department of Water Quality's long-range financial plans.

FISCAL IMPACT: The Water Quality budget increased by 1.9% or \$364,080. Proposed FY2019 rates reflect an increase over the prior year.

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: Budget summaries including Water, Sewer, Utility, & Pretreatment; Summary of Proposed Schedule of Utility Rates for FY2019

AUDIO/VISUAL NEEDS: N/A

Washington County, Maryland
Proposed Utility Fund Operating Budget
Detailed Summary
Fiscal Year 2019

	Category	Requested	Adjustment	FY 2019 Proposed Budget	\$ Change	Note	% Change	Original Budget FY 2018
<u>General Revenues:</u>								
	Development Fees	1,000	0	1,000	0		0.00%	1,000
	Other Planning Fees	14,800	0	14,800	0		0.00%	14,800
	Drawings/Blue Line Prints	7,500	0	7,500	0		0.00%	7,500
	Inspection Projects	30,000	0	30,000	(16,990)	1	-36.16%	46,990
	Contract Operations	291,570	0	291,570	17,950	1	6.56%	273,620
		344,870	0	344,870	960		0.28%	343,910
1	Contract Operations/Inspection Projects: - Adjusted to agree with total billable contract operations expense and inspection projects expense.							
<u>Miscellaneous Revenues:</u>								
	Interest, Penalties & Fees	200	0	200	0		0.00%	200
	Utility Admin Charge	3,744,240	0	3,744,240	(33,260)	2	-0.88%	3,777,500
	General Fund Appropriation	201,950	0	201,950	0	3	0.00%	201,950
		3,946,390	0	3,946,390	(33,260)		-0.84%	3,979,650
2	Utility Admin Charge: - Adjusted to meet the operating requirements of the Utility Admin Fund which supports all Water Quality Departments.							
3	General Fund Appropriation: -Expenses associated with watershed and stormwater services provided are expected to remain consistent.							
	<u>Lab Revenues:</u>	150,000	0	150,000	10,000	4	7.14%	140,000
4	Lab Revenues: - Increased Lab Testing revenue due to gradual increases over prior years that is expected to continue.							
	Total Revenues	4,441,260	0	4,441,260	(22,300)		-0.50%	4,463,560

Washington County, Maryland
Proposed Utility Fund Operating Budget
Detailed Summary
Fiscal Year 2019

	Category	Requested	Adjustment	FY 2019 Proposed Budget	\$ Change	Note	% Change	Original Budget FY 2018
	Utility Administration	1,584,860		1,584,860	(50,270)	5	-3.07%	1,635,130
	Engineering	551,590		551,590	(87,730)	6	-13.72%	639,320
	Laboratory	657,350		657,350	52,690	7	8.71%	604,660
	Maintenance	1,123,940		1,123,940	35,890	8	3.30%	1,088,050
	Stormwater & Watershed	201,950		201,950	11,460	9	6.02%	190,490
	Inspection Projects-Billable	30,000		30,000	(16,010)	10	-34.80%	46,010
	Contract Operations-Billable	291,570		291,570	31,670	11	12.19%	259,900
	Total Expenses	4,441,260	0	4,441,260	(22,300)	12	-0.50%	4,463,560

5 Utility Administration:

- Salaries and Benefits decreased \$159,900 due to a lower percentage of salaries being allocated to this department based on prior years actual expense.
- Appropriations-CIP increased \$101,000 to agree with funding for CIP projects.
- Fleet Insurance and Property and Casualty Insurance increased \$9,200 based on industry trends.

6 Engineering:

- Salaries and Benefits decreased \$85,500 due to a lower percentage of salaries being allocated to this department based on prior years actual expense.

7 Laboratory:

- Salaries and Benefits increased \$34,720 due to the proposed cost of living adjustment.
- Contracted/Purchased Services increased \$7,000 due to an anticipated increase in service contracts.
- Supplies/Material - Operating increased \$6,500 based on additional need for a microbiological sealer.
- Supplies-Chemicals increased \$3,000 due to new rules of MDE and EPA.

8 Maintenance:

- Salaries and Benefits increased \$16,310 due to the proposed cost of living adjustment.
- Gasoline increased \$8,500 based on a higher projected cost per gallon and number of gallons used.
- Electric increased \$4,380 due to prior years and anticipated usage.

9 Stormwater and Watershed Services:

- Salaries and Benefits increased \$5,700 due to a combination of a lower percentage of salaries being allocated to this department based on prior years and the request for paid internship positions.

10 Inspection Projects-Billable:

- Contracted/Purchased Services increased \$29,000 based on the increase in private development activity requiring inspections.

11 Contract Operations-Billable:

- Contracted/Purchased Services decreased \$13,750 based on the anticipation of a reduction in billable projects requiring outside services.

12 Category Summary:

Salaries and Benefits	3,233,600	0	3,233,600	(157,540)	-4.65%	3,391,140
Operating	1,205,260	0	1,205,260	135,340	12.65%	1,069,920
Capital Outlay	2,400	0	2,400	(100)	-4.00%	2,500
	4,441,260	0	4,441,260	(22,300)	-0.50%	4,463,560

Washington County, Maryland
Proposed Water Fund Operating Budget
Detailed Summary
Fiscal Year 2019

	Category	Requested	Adjustment	FY 2019 Proposed Budget	\$ Change	Note	% Change	Original Budget FY 2018
<u>General Revenues:</u>								
	Rental - Other	103,230	0	103,230	1,080	1	1.06%	102,150
	Connection Fees	2,830	0	2,830	0		0.00%	2,830
		106,060	0	106,060	1,080		1.03%	104,980
1	Rental - Other: - Increased to reflect rental revenue from agreements with cellular companies.							
<u>Utility Revenues:</u>								
	Residential	770,100	0	770,100	15,600	2	2.07%	754,500
	Comm/Industrial I	37,400	0	37,400	100	2	0.27%	37,300
	Comm/Industrial II	58,000	0	58,000	3,900	2	7.21%	54,100
	Vol/Public Service	1,600	0	1,600	100	2	6.67%	1,500
		867,100	0	867,100	19,700		2.32%	847,400
2	Utility Revenues: - Adjusted based on rate model projections.							
<u>Miscellaneous Revenues:</u>								
	Interest, Penalties, & Fees	30,000	0	30,000	0	3	0.00%	30,000
	Fund Balance Reserve	449,190	0	449,190	60,910	4	15.69%	388,280
		479,190	0	479,190	60,910		14.56%	418,280
3	Interest, Penalties & Fees: - Budgeted based on historical trend.							
4	Fund Balance Reserve: - Adjusted based on rate model projections.							
Total Revenues		1,452,350	0	1,452,350	81,690		5.96%	1,370,660

Washington County, Maryland
Proposed Water Fund Operating Budget
Detailed Summary
Fiscal Year 2019

Category	Requested	Adjustment	FY 2019 Proposed Budget	\$ Change	Note	% Change	Original Budget FY 2018
General Operations	703,690	0	703,690	24,570	5	3.62%	679,120
Maintenance Treatment Plants	116,670	0	116,670	37,480	6	47.33%	79,190
Elk Ridge Treatment Plant	20,060	0	20,060	(930)		-4.43%	20,990
Highfield Treatment Plant	55,870	0	55,870	2,530		4.74%	53,340
Mt. Aetna Treatment Plant	37,150	0	37,150	2,950		8.63%	34,200
Sandy Hook Treatment Plant	35,050	0	35,050	2,360		7.22%	32,690
Sharpsburg Treatment Plant	303,250	0	303,250	(11,700)	7	-3.71%	314,950
Distribution Lines Operations	105,430	0	105,430	12,500	8	13.45%	92,930
Distribution Lines Maintenance	75,180	0	75,180	11,930	9	18.86%	63,250
Total Expenses	1,452,350	0	1,452,350	81,690	10	5.96%	1,370,660

5 General Operations:

- Salaries and Benefits decreased \$29,600 due to the proposed cost of living adjustment as well as a lower percentage of salaries being allocated to this department based on prior years actual expense.
- Appropriations-CIP increased \$50,000 to agree with funding for CIP projects.
- Debt service increased by \$14,250 due to projected new bonds issued.
- Contracted/Purchased Services decreased by \$25,000 due to being budgeted in department 41020-Maintenance Treatment Plants.
- Utility Admin Charge increased \$14,910 based on amount needed to fund Utility Admin for services provided.

6 Maintenance Treatment Plants:

- Salaries and Benefits increased \$12,480 due to the proposed cost of living adjustment as well as a higher percentage of salaries being allocated to this department based on prior year's actual expense.
- Contracted/Purchased Services increased \$25,000. Expense was previously budgeted in department 41010 General Operations in FY18.

7 Sharpsburg Treatment Plant:

- Salaries and Benefits decreased \$8,530 due to a lower percentage of salaries being allocated to this department based on prior year's actual
- Electric decreased by \$3,000 due to lower usage in the prior years.

8 Distribution Lines Operations:

- Salaries and Benefits increased \$12,220 due to the proposed cost of living adjustment as well as a higher percentage of salaries being allocated to this department based on prior years actual expense.

9 Distribution Lines Maintenance:

- Salaries and Benefits increased \$6,930 due to the proposed cost of living adjustment as well as a higher percentage of salaries being allocated to
- Supplies/Material-Maintenance increased \$5,000 based on prior years' expenditures to maintain aging infrastructure.

10 Category Summary:

Salaries and Benefits	557,120	0	557,120	(3,440)		-0.61%	560,560
Operating	892,500	0	892,500	82,400		10.17%	810,100
Capital Outlay	2,730	0	2,730	2,730		100.00%	0
	1,452,350	0	1,452,350	81,690		5.96%	1,370,660

**Washington County, Maryland
Department of Water Quality
Proposed Rates for FY 2019**

Water Rates

Retail Classes	Current Quarterly Rates	Proposed Quarterly Rates	Increase	
			%	\$
<u>Base for 6,000 gal</u>				
Res Full Service	101.76	104.76	2.9%	3.00
Comm I Full Service	101.76	104.76	2.9%	3.00
Comm II Full Service	123.75	129.40	4.6%	5.65
Volunteer Service	101.76	104.78	3.0%	3.02
<u>Volume per 1,000 gal</u>				
Res Full Service	11.28	11.78	4.4%	0.50
Comm I Full Service	11.54	12.05	4.4%	0.51
Comm II Full Service	9.05	9.30	2.8%	0.25
Volunteer Service	11.28	11.82	4.8%	0.54
<u>Non-metered Accounts</u>	169.44	175.44	3.5%	6.00

Charge for 12,000 gal Per Quarter - Average Residential Customer

	<u>Current</u>	<u>Proposed</u>	Increase	
			<u>%</u>	<u>\$</u>
Base Charge (6,000 gal)	101.76	104.76	2.9%	3.00
Vol Charge (6,000 gal)	67.68	70.68	4.4%	3.00
Total bill	169.44	175.44	3.5%	6.00

Washington County, Maryland
Proposed Sewer Fund Operating Budget
Detailed Summary
Fiscal Year 2019

	Category	Requested	Adjustment	FY 2019 Proposed Budget	\$ Change	Note	% Change	Original Budget FY 2018
<u>Allocation Revenues:</u>								
	Connection Fees	500,000	0	500,000	(70,000)	1	-12.28%	570,000
	Grinder Pump Fees	6,500	0	6,500	0		0.00%	6,500
		506,500	0	506,500	(70,000)		-12.14%	576,500
<u>Utility Revenues:</u>								
	Residential	4,695,500	0	4,695,500	128,100	2	2.80%	4,567,400
	Comm/Industrial I	146,000	0	146,000	5,400	2	3.84%	140,600
	Comm/Industrial II	1,372,100	0	1,372,100	27,900	2	2.08%	1,344,200
	Vol/Public Service	3,400	0	3,400	(600)	2	-15.00%	4,000
	Dist/Coll Service	1,183,900	0	1,183,900	16,300	2	1.40%	1,167,600
		7,400,900	0	7,400,900	177,100		2.45%	7,223,800
1	Connection and Grinder Pump Fees: - Reduced based on prior years actuals and anticipated construction.							
2	Utility Revenues: - Adjusted based on rate model projections.							
<u>Other Service Revenues:</u>								
	Sludge	36,000	0	36,000	(19,000)	3	-34.55%	55,000
	Pretreatment Permit Fees	12,050	0	12,050	0		0.00%	12,050
		48,050	0	48,050	(19,000)		-28.34%	67,050
3	Sludge: - Reduced based on prior year actual revenue.							
	<u>Wholesale Revenues:</u>	1,856,000	0	1,856,000	97,900	4	5.57%	1,758,100
4	- Increased based on rate model projections.							
<u>Miscellaneous Revenues:</u>								
	Interest, Penalties & Fees	100,000	0	100,000	20,000	5	25.00%	80,000
	Reimburse Administrative	3,000	0	3,000	0		0.00%	3,000
	Fund Balance Reserve	2,741,230	0	2,741,230	100,240	6	3.80%	2,640,990
		2,844,230	0	2,844,230	120,240		4.41%	2,723,990
5	Interest, Penalties & Fees: - Increased based on historical trend.							
6	Fund Balance Reserve: - Adjusted based on rate model projections.							
	Total Revenues	12,655,680	0	12,655,680	306,240		2.48%	12,349,440

Washington County, Maryland
Proposed Sewer Fund Operating Budget
Detailed Summary
Fiscal Year 2019

	Category	Requested	Adjustment	FY 2019 Proposed Budget	\$ Change	Note	% Change	Original Budget FY 2018
	General Operations	7,545,090	0	7,545,090	(107,410)	7	-1.40%	7,652,500
	Maintenance Treatment Plants	378,990	0	378,990	52,300	8	16.01%	326,690
	Antietam Treatment Plant	220,070	0	220,070	22,270		11.26%	197,800
	Conococheague Treatment Plt	1,758,960	0	1,758,960	152,020	9	9.46%	1,606,940
	Sandy Hook Treatment Plant	78,750	0	78,750	5,140		6.98%	73,610
	Smithsburg Treatment Plant	348,720	0	348,720	35,800	10	11.44%	312,920
	Winebrenner Treatment Plant	341,000	0	341,000	(9,680)		-2.76%	350,680
	Collection Lines Operations	1,319,060	0	1,319,060	104,750	11	8.63%	1,214,310
	Collection Lines Maintenance	665,040	0	665,040	51,050	12	8.31%	613,990
	Total Expenses	12,655,680	0	12,655,680	306,240	13	2.48%	12,349,440

7 General Operations:

- Salaries and Benefits decreased \$194,780 due to a lower percentage of salaries being allocated to this department based on prior years actual expense.
- Debt costs increased \$74,050 primarily due to debt issued for Conococheague ENR upgrades required by MDE.
- Appropriation-CIP increased \$61,000 to agree with funding for CIP projects.
- Utility Admin Charge decreased \$48,180 based on amount needed to fund Utility Admin for services provided.

8 Maintenance Treatment Plants

- Salaries and Benefits increased \$51,000 due to the proposed cost of living adjustment as well as a higher percentage of salaries being allocated to this department based on prior years actual expense.

9 Conococheague Treatment Plant:

- Salaries and Benefits increased \$57,390 due to the proposed cost of living adjustment and a new position requested for an apprentice.
- Electric increased \$120,000 based on the anticipated increase in usage caused by the treatment plant upgrade.
- Sludge Dewatering decreased by \$30,000 in anticipation that the new centrifuges will be more efficient than the current belt presses used in this process.

10 Smithsburg Treatment Plant:

- Salaries and Benefits increased \$22,200 due to the proposed cost of living adjustment.
- Contracted/Purchaseds Service increased \$2,100 to allow for SBR cleaning.
- Electric increased by \$2,500 due to prior years and anticipated usage.
- Asset purchases increased \$9,000 to replace the 25 year old Polyblend System that has outlived its useful life and replacement parts are no longer available.

11 Collection Lines Operations

- Salaries and Benefits increased \$81,310 due to the proposed cost of living adjustment as well as a higher percentage of salaries being allocated to this department based on prior years actual expense.
- Electric increased by \$24,500 due to rising rates, prior year actuals, and anticipated usage.

12 Collection Lines Maintenance:

- Salaries and Benefits increased \$41,530 due to the proposed cost of living adjustment as well as a higher percentage of salaries being allocated to this department based on prior year's actual expense.
- Supplies/Materials-Maintenance increased \$9,520 due to force main and gravity breaks increasing based on aging infrastructure.

13 Category Summary:

Salaries and Benefits	3,324,740	0	3,324,740	63,310	1.94%	3,261,430
Operating	9,308,440	0	9,308,440	229,430	2.53%	9,079,010
Capital Outlay	22,500	0	22,500	13,500	150.00%	9,000
	12,655,680	0	12,655,680	306,240	2.48%	12,349,440

**Washington County, Maryland
Department of Water Quality
Proposed Rates for FY 2019**

Sewer Rates

Retail Classes	Current Quarterly Rates	Proposed Quarterly Rates	Increase	
			%	\$
<u>Base for 6,000 gal</u>				
Res Full Service	118.40	122.20	3.2%	3.80
Comm I Full Service	120.58	125.00	3.7%	4.42
Comm II Full Service	122.75	127.59	3.9%	4.84
Comm III Full Service	122.75	127.59	3.9%	4.84
Volunteer Service	118.40	123.05	3.9%	4.65
Res/Comm Coll Ser	55.40	56.30	1.6%	0.90
<u>Volume per 1,000 gal</u>				
Res Full Service	6.78	7.08	4.4%	0.30
Comm I Full Service	7.61	7.88	3.5%	0.27
Comm II Full Service	8.70	8.96	3.0%	0.26
Comm III Full Service	5.93	6.15	3.7%	0.22
Volunteer Service	6.78	7.04	3.8%	0.26
Res/Comm Coll Ser	n/a	n/a	n/a	n/a
<u>Non-metered Accounts</u>	159.08	164.68	3.5%	5.60
<u>Wholesale Class</u>				
	Current Per 1,000 Gal Rates	Proposed Per 1,000 Gal Rates	Increase	
			%	\$
All Wholesale Customers	6.93	7.27	4.9%	0.34
<u>Miscellaneous</u>				
	Deduct Meter Fee - \$25.00 per quarter			

Charge for 12,000 gal Per Quarter - Average Residential Customer

	<u>Current</u>	<u>Proposed</u>	Increase	
			<u>%</u>	<u>\$</u>
Base Charge (6,000 gal)	118.40	122.20	3.2%	3.80
Vol Charge (6,000 gal)	40.68	42.48	4.4%	1.80
Total bill	159.08	164.68	3.5%	5.60

Washington County, Maryland
Proposed Pretreatment Fund Operating Budget
Detailed Summary
Fiscal Year 2019

Category	Requested	Adjustment	FY 2019 Proposed Budget	\$ Change	Note	% Change	Original Budget FY 2018
Pretreatment Revenues	345,600	0	345,600	0		0.00%	345,600
Miscellaneous Revenues	527,290	0	527,290	(1,550)	1	-0.29%	528,840
Total Revenues	872,890	0	872,890	(1,550)		-0.18%	874,440
General Operations	872,890	0	872,890	(1,550)	2	-0.18%	874,440
Total Expenses	872,890	0	872,890	(1,550)		-0.18%	874,440

1 **Miscellaneous Revenues:**
- Decreased Fund Balance Reserve based on funds needed to pay debt service.

2 **General Operations:**
- Decreased based on debt service schedules.