



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

BOARD OF COUNTY COMMISSIONERS

February 25, 2025

OPEN SESSION AGENDA

- 9:00 AM INVOCATION AND PLEDGE OF ALLEGIANCE
CALL TO ORDER, *President John F. Barr*
APPROVAL OF MINUTES: *January 28, 2025*
- 9:05 AM COMMISSIONERS' REPORTS AND COMMENTS
- 9:20 AM STAFF COMMENTS
- 9:30 AM CITIZEN PARTICIPATION – (*Citizens' participation is scheduled for a total of 10 minutes and each citizens' comment will be limited to 3 minutes. This time limit will be strictly enforced by the President.*)
- 9:40 AM 1. DIVERSITY AND INCLUSION COMMITTEE REPORT
Terence Ngwa, Chair; Zsun-nee Matema, member; Fatima Sakarya, member; Eric Schwartz, member, Allenia Washington, member, and Angela Yamashita, member, Washington County Diversity and Inclusion Committee
- 9:50 AM 2. BLACK HISTORY MONTH PROCLAMATION
Washington County Board of County Commissioners to Terence Ngwa, Chair; Zsun-nee Matema, member; Fatima Sakarya, member; Eric Schwartz, member, Allenia Washington, member, and Angela Yamashita, member, Washington County Diversity and Inclusion Committee
- 9:55 AM 3. FY25 BUDGET ADJUSTMENTS TO THE WASHINGTON COUNTY BOARD OF EDUCATION'S GENERAL FUND BUDGET
Jeffrey Proulx, Chief Operating Officer; Eric Sisler, Executive Director of Finance, Washington County Public Schools
- 10:00 AM 4. PRESENTATION AND DISCUSSION OF THE BOARD OF EDUCATION'S DRAFT FY2026 GENERAL FUND BUDGET FOR WASHINGTON COUNTY PUBLIC SCHOOLS (WCPS)
Dr. April Zentmeyer, President; Dr. David Sovine, Superintendent of Schools; Jeffrey Proulx, Chief Operating Officer; Eric Sisler, Executive Director of Finance; Kameron Shives, Budget and Finance Reporting Analyst, Washington County Public Schools
- 10:20 AM 5. WASHINGTON COUNTY FREE LIBRARY BUDGET PRESENTATION
Jenny L. Bakos, Executive Director, Washington County Free Library

- 10:35 AM 6. FY26 GENERAL FUND BUDGET – PUBLIC SAFETY (LAW ENFORCEMENT AND EMERGENCY SERVICES)
Sheriff Brian Albert, Washington County Sheriff's Office; Davie Hays, Director, Emergency Services
- 11:05 AM RECESS
- 11:15 AM 7. FY2026 GENERAL FUND BUDGET- REQUESTED VERSION
Kelcee Mace, Chief Financial Officer; Kim Edlund, Director, Budget and Finance
- 11:30 AM 8. FY25 CIP BUDGET ADJUSTMENT
Kelcee Mace, Chief Financial Officer
- 11:35 AM 9. FY26 RURAL LEGACY PROGRAM GRANT – APPROVAL TO SUBMIT APPLICATION AND ACCEPT AWARDED FUNDING
Chris Boggs, Rural Preservation Administrator, Planning and Zoning
- 11:40 PM 10. INTERGOVERNMENTAL COOPERATIVE PURCHASE (INTG-25-0178) NEW 2024 CHEVROLET TAHOE SPECIAL SERVICE VEHICLE
Brandi Kentner, Director, Purchasing; R. David Hays, Director, Emergency Services
- 11:45 AM 11. BID AWARD (PUR-1724) – ROLL-UP DOOR REPLACEMENT AT CONOCOCHEAGUE WWTP
Brandi Kentner, Director, Purchasing; Joe Moss, Deputy Director- Engineering Services, Environmental Management
- 11:50 AM 12. WASHINGTON COUNTY DETENTION CENTER – MOOR GRANT
Meaghan Willis, Program Director, Washington County Sheriff's Office; Carsten Ahrens, Senior Grant Manager, Grant Management
- 11:55 AM 13. WASHINGTON COUNTY DETENTION CENTER – MOOR GRANT
Meaghan Willis, Program Director, Washington County Sheriff's Office; Carsten Ahrens, Senior Grant Manager, Grant Management
- 12:00 PM 14. PARK RULES REVISIONS AND SPECIAL EVENT POLICY
Jaime Dick, Deputy Director, Public Works; Daniel Hixon, Deputy Director – Buildings, Grounds, and Facilities, Public Works; Pamela Boyd, Parks Supervisor, Parks & Recreation
- 12:05 PM 15. NAMING OF TWO SOFTBALL FIELDS AT KEMPS MILL PARK IN HONOR OF STEVE DANFELT AND DWAYNE BOWLUS
Jaime Dick, Deputy Director, Public Works

12:10 PM 16. 2025 EMERGENCY MANAGEMENT BRIC GRANT – APPROVAL TO SUBMIT GRANT APPLICATION AND ACCEPT AWARDED FUNDING
Alan Matheny, Director, Emergency Management and Communications; Richard Lesh, Grant Manager, Grant Management

12:15 PM 17. AGRICULTURE - FACES OF FARMING PRESENTATION
Kelsey Keadle, Business Specialist – Agriculture, Business and Economic Development

12:20 PM CLOSED SESSION – *(To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials (1). Confidential personnel matters to be discussed.*

- *Discussion of EMS Staffing Transition*
- *Hiring Recommendations in DES, IT, and Transit Departments of County Government*
- *Appointments to fill vacancies on Airport Advisory Commission, Housing Authority of Washington County, and Board of Social Services.*
- *Discussion of personnel matter in Transit Department.*

To consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the County. (4) Discussion in open session would lead to disclosure of proprietary or confidential company information or business plans not yet finalized or available to the public.

- *Discussion of financial incentives and overview of proposed project for business looking to locate in Washington County.*

To consider the marketing of public securities. (6) Discussion of terms on which bonds may be issued, excepted by OMA 3-306(c)(4).

- *Discussion of terms on which to issue bonds.*

To consult with counsel to obtain legal advice on a legal matter. Discussion in open session would violate attorney-client privilege (7).

- *Update from County Attorney on effect of certain legislation and County involved litigation.)*

2:20 PM RECONVENE IN OPEN SESSION

ADJOURNMENT

Citizens' comments regarding the items on this Agenda or any other item of County business may be directed to the County Commissioners at contactcommissioners@washco-md.net.

You may also contact each Commissioner individually at:

John F. Barr, President: jbarr@washco-md.net or (240) 313-2205;

Jeffrey A. Cline, Vice President: jcline@washco-md.net or (240) 313-2208;

Derek Harvey, Commissioner: dharvey@washco-md.net or (240) 313-2206;

Randall E. Wagner, Commissioner: rwagner@washco-md.net or (240) 313-2207.

Additionally, you may contact Michelle Gordon, County Administrator at mgordon@washco-md.net or (240) 313-2202.



Open Session Item

SUBJECT: Diversity and Inclusion Committee Report

PRESENTATION DATE: February 25, 2025

PRESENTATION BY:

- Terence Ngwa, Chair
- Zsun-nee Matema, member
- Fatima Sakarya, member
- Eric Schwartz, member
- Allenia Washington, member
- Angela Yamashita, member

RECOMMENDED MOTION: For Informational Purposes Only

REPORT-IN-BRIEF: The Diversity and Inclusion Committee report details the committee's activities between January and December 2024. It includes among other issues, community outreach activities, partnerships, successes, challenges, and recommendations for the county commissions.

DISCUSSION: See Above

FISCAL IMPACT: None

CONCURRENCES: N/A

ATTACHMENTS: PowerPoint Presentation Attached

Diversity and
Inclusion Committee
**Washington
County
Annual Report
2024**



Mission Statement

- The Committee is an acknowledgment of the growing diversity of our county.
- The aim of the Committee is to advise the Washington County Commissioners (“Commissioners”) on public policy as it relates to county residents of diverse backgrounds – both in race and ethnicity, and also religious affiliation, physical/cognitive disabilities and sexual/gender orientation as well.
- The Committee aims to promote greater communication and encourage engagement of all residents, in business and community affairs and to advocate for services and programs which will enhance the quality of life for all residents of Washington County.
- In short, the Committee aims to be a bridge between the Commissioners and residents of the County who may have been unseen or unheard.

Changes in Demographics – 2010 → 2020

US Census DATA ----- 2010 -----2020 -----% change

RACE

White	85.1%	75.9%	↓ 9.2%
Black	9.6%	11.4%	↗ 1.8%
Hispanic	3.5%	6.7%	↗ 3.2%
Asian	1.4%	2.0%	↗ .6%

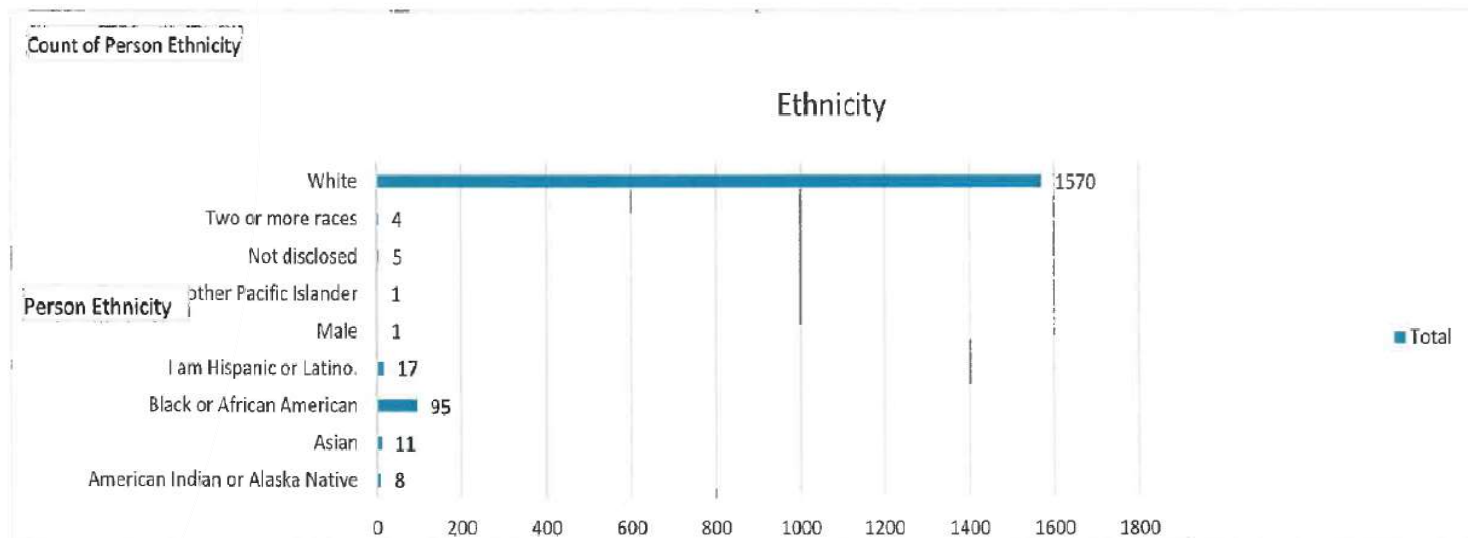
County Government Employees Gender Breakdown

Person Gender	Count of Person Gender
Female	736
Male	973
Nonbinary	2



County Government Employees Ethnicity Breakdown

Person Ethnicity	Count of Person Ethnicity
American Indian or Alaska Native	8
Asian	11
Black or African American	95
I am Hispanic or Latino.	17
Male	1
Native Hawaiian or other Pacific Islander	1
Not disclosed	5
Two or more races	4
White	1570





Accomplishments/
Progress

Committee Meetings
and Promotions

Community Outreach

Presence in the
Community



Challenges

Conflation of Progressive National Issues with the Committee's Mission

Irregular Attendance at Listening Tours

Variations in Public Opinion at Listening Tours

Recommendations

- Include “Equity” in the Committee’s Mission Statement
- Community Survey
- More Visibility and Presence in the Community
- Leverage the Cultural Diversity of all Cultural Groups in the County
- Competency Training
- Promotion of Ethnic Festivals

FY 2025 Projections

- Solicit More Community Input
- Work Toward Eliminating Hate and Hate Speech in our Communities
- Seek Common Ground Among All County Demographic Groups



*Beauty and richness is in
the difference.*

Science and Technology



- Located just an hour from Washington, DC's biotech corridor and 30 minutes from the national biodefense resource of Fort Detrick in Frederick, MD, Washington County is an affordable place to do business with nearby metropolitan areas.
- About 25% of Ft. Detrick's employees live in Washington County and the activities and related agencies at Ft. Detrick generate more than \$1.7 billion in economic activity in the region.

Science and Technology

- Roughly 11,000 life-science professionals living in Washington County enjoys its affordable quality of life. Some are seeking ways to start their own biotech research closer to home and find the biotech incubator setting a cost-effective option. Low-traffic and short commutes are a plus!
- Among the firms joining the list of entrepreneurs in the area are:
 - Mountainside Teleport – satellite communications
 - TransOva Genetics – genetic preservation and cloning
 - Innovative, Inc. – IT/computer services



Manufacturing



- Washington County has a long and distinguished history in developing and producing high quality brand name products, including Mack Trucks, Moller Organs and Statton Furniture.
- The County's diversified workforce includes more than 400,000 skilled and manufacturing-oriented employees.

Manufacturing



- Customized workforce and training development programs are offered through Hagerstown Community College, the Western Maryland Consortium, and Washington County Public Schools' Academy of Manufacturing & Engineering.
- Among the manufacturing firms operating in the county are:
 - Fives Landis Corp- precision grinding tools
 - Hitachi Rail – Trains for railways
 - Lehigh Phoenix – Custom designed book components
- Ring Container Technologies – Food-grade plastic containers
 - Volvo Truck Enterprises, Inc. – Truck engines and transmissions

Transportation & Logistics



- Washington County has become a well-established crossroads and hub location for distribution and logistics because of the intersection of I-70 and I-81.
- Distribution centers and motor freight trucking firms already located in the area to take advantage of the regional location and transportation infrastructure in the area include:
 - Amazon
 - D M Bowman Logistics
 - Federal Express
- GXO & Conair Distribution Center
 - Lennox Distribution Center
 - Strategies Distribution Center

Transportation & Logistics

- Washington County also has a rich history in the aircraft and aviation industry dating to 1930s establishment of Fairchild Aircraft Co., a leading manufacturer of WWII military aircraft.
- The area is also the birthplace of Piedmont Airlines, part of US Airways.
- Hagerstown Regional Airport today is Maryland's second largest public use airport in terms of runway length, served by two commercial airlines, Allegiant Air and Sun Air.
- It also hosts a number of aircraft and aviation technology/service firms.



Places of worship

- Christianity is the dominant religion in Washington County.
- However, Hagerstown Area Religious Council membership includes a synagogue, Islamic centers and a Buddhist temple in the county's more than 30 interfaith centers.
- Congregation B'nai Abraham



Islamic Center of Western Maryland.



LGBTQ lives here



Washington County has more than 40 agencies and organizations serving the LGBTQ community, including:

- New Light Metropolitan Community Church
- Serenity Wellness Counseling
- Washington County Health Department



Open Session Item

SUBJECT: Black History Month Proclamation

PRESENTATION DATE: February 25, 2025

PRESENTATION BY: Board of County Commissioners to Terence Ngwa, Chair; Zsun-nee Matema, member; Fatima Sakarya, member; Eric Schwartz, member, Allenia Washington, member, and Angela Yamashita, member, Washington County Diversity and Inclusion Committee

REPORT-IN-BRIEF: Proclamation Presentation

WHEREAS, President Gerald Ford established Black History Month in 1976. He stated that it was to celebrate the often-neglected accomplishments of African-Americans throughout the country's history, and;

WHEREAS, February was specifically chosen for various reasons, one being that Carter Godwin Woodson wanted to pay tribute to two great men - Abraham Lincoln and Frederick Douglass, both born in February, and;

WHEREAS, these men changed the fortune of blacks in America and brought about several reforms to give blacks equal status as their white counterparts, and;

WHEREAS, the story of the African-American experience in Maryland includes the life and accomplishments of Frederick Douglass, Harriet Tubman's Underground Railroad Byway, and Thurgood Marshall, one of this century's foremost leaders in the struggle for equal rights.

NOW THEREFORE, we, the Board of County Commissioners of Washington County, Maryland, hereby recognize the month of February as Black History Month. With this recognition, we celebrate the many achievements and contributions made by African- Americans to our economic, cultural, spiritual, and political development.



Open Session Item

SUBJECT: FY25 Budget Adjustments to the Washington County Board of Education's General Fund Budget

PRESENTATION DATE: February 25, 2025

PRESENTATION BY: Mr. Jeffrey Proulx, Chief Operating Officer, WCPS
Mr. Eric Sisler, Executive Director of Finance, WCPS

RECOMMENDED MOTION: Move to approve the requested adjustments to the Board of Education's FY2025 General Fund Budget.

REPORT-IN-BRIEF: The Annotated Code of Maryland requires local school systems to periodically re-forecast their financial needs and make necessary changes to their budgets. To that end, the Washington County Board of Education approved the attached list of changes to its FY2025 General Fund Budget at its February 18, 2025, meeting.

DISCUSSION: The changes that the Board of Education approved on February 18, 2025, cross major categories. Therefore, these requested adjustments must also be approved by the Board of County Commissioners. The Board of Education has asked its Finance staff to review the requested budget changes with the Commissioners and answer any questions that they may have.

FISCAL IMPACT: None. These proposed modifications merely adjust various categories of the budget to reflect updated information on revenue and spending trends.

CONCURRENCES: Washington County Public Schools Finance staff recommended the adjustments for approval by the full Board. The Board of Education approved these changes at their February 18, 2025, meeting.

ALTERNATIVES: None

ATTACHMENTS:

- FY2025 general fund budget adjustments

AUDIO/VISUAL NEEDS: None

**Washington County Public Schools
Requested FY2025 Budget Adjustments**

Category	Value	The primary reason for variance is:
Revenue	\$1,381,485	Interest income and additional state revenue for NBC teachers
Other Instructional Costs	\$173,263	Savings from transfers for HCC dual enrollment costs
Student Transportation Services	184,305	Savings on fuel
Maintenance of Plant	860,113	Reduce contracted maintenance
Fixed Charges	140,231	Savings in health insurance and other fringe benefits due to vacancies
Capital Outlay	26,538	Salary turnover savings
Total Expense Reductions/Additional Revenue	<u>\$2,765,935</u>	
Mid-Level Administration	\$502,783	New elementary AP's (4), few administrators on paid leave with another employee covering position, higher substitute and additional pay costs
Instructional Salaries	\$557,183	NBC teacher salary expense (we are receiving associated additional revenue) and higher substitute costs
Instructional Textbooks and Supplies	\$129,836	HCC Dual Enrollment textbook costs
Special Education	\$1,188,884	Higher contracted speech therapists and paraprofessionals to cover vacancies we were unable to fill and meet student needs
Student Services	\$19,418	Salary budget adjustments to account for current staff
Operation of Plant	367,831	New safety & security assistant positions and higher additional pay
Total Expense Increases/Reduced Revenue	<u>\$2,765,935</u>	
Net Effect on Fund Balance	\$0	



Open Session Item

SUBJECT: Presentation and discussion of the Board of Education's Draft FY2026 General Fund Budget for Washington County Public Schools (WCPS).

PRESENTATION DATE: February 25, 2025

PRESENTATION BY: Dr. April Zentmeyer, President
Dr. David T. Sovine, Superintendent of Schools
Mr. Jeffrey Proulx, Chief Operating Officer
Mr. Eric Sisler, Executive Director of Finance
Mr. Kameron Shives, Budget & Financial Reporting Analyst

RECOMMENDED MOTION: N/A

REPORT-IN-BRIEF: The Superintendent and staff will present the Board of Education's Draft FY2026 General Fund Budget request for discussion with the Commissioners.

FISCAL IMPACT: \$118,473,482 allocation from the Board of County Commissioners and \$365,190,798 total operating budget.

CONCURRENCES: The Board of Education adopted their Draft FY2026 General Fund Budget on February 18, 2025. The Board of Education is currently scheduled to have a public hearing during their business meeting on March 18, 2025 and to adopt the budget as their final FY2026 General Fund Budget at their business meeting on April 15, 2025.

ALTERNATIVES: N/A

ATTACHMENTS:

AUDIO/VISUAL NEEDS: A PowerPoint presentation will be provided.

BOARD OF EDUCATION'S FY2026 DRAFT BUDGET

DR. APRIL ZENTMEYER, *President of the Board of Education*

DR. DAVID SOVINE, *Superintendent of Schools*

JEFFREY PROULX, *Chief Operating Officer*

ERIC SISLER, *Executive Director of Finance*

KAMERON SHIVES, *Budget and Financial Reporting Analyst*

Washington County Board of County Commissioners

– February 25, 2025

ANTICIPATED REVENUE – STATE

- Enrollment Increase
 - 207 students
 - Increase in enrollment subgroups (FARM, ML, Special Ed.)
- Revenue increases in all aid categories
- Revenue decrease in Guaranteed Tax Base grant

\$8.49M

ANTICIPATED REVENUE – LOCAL

- Move from Maintenance of Effort (MOE)
→ to Local Share of Blueprint formula
- No request above the amount required by law

\$8.3M

ADDITIONAL REVENUE

- Interest income (exceeding budget in FY25)

\$251K

ANTICIPATED REVENUE – TOTAL

STATE: \$8,487,401

LOCAL: \$8,300,642

+ OTHER: \$251,485

TOTAL: \$17,039,528

UNKNOWN REVENUE FACTORS

- **BLUEPRINT PAUSE ON FOUNDATION**
 - Delays collaborative planning time implementation until 2030
 - Reduced revenue by \$163 per student OR \$3.64M State and \$2.13M Local
- **SHIFT OF PENSION COSTS TO LOCAL GOVERNMENT**
 - Would require additional allocations from county government to Board of Education (\$2.4M)

BLUEPRINT REQUIRED ITEMS

- Technology Initiatives: **\$1.46M**
- Prekindergarten: **\$500K**
- Multilingual Learners: **\$1.05M**
- Career Ladder NBC: **\$1.23M**

\$4.24M

CULTURE, SAFETY, AND WELLNESS

- 1 Athletic Director (Hancock High School)
- 17 Special Education Paraprofessionals (13 added in FY25)
- 1 Student Intervention Specialist
- 15 Safety & Security Assistants
- 4 Assistant Principals (added in FY25)
- National Board Certification salary increase
- Salary Resource Pool
- Health Insurance Premium (10%) and other Benefits premium increases
- Technology software and contractual increases

\$15.00M

STUDENT SUCCESS

- PreK Teacher (1)
- PreK Paraprofessionals (8)
- ML Teachers (7)
- ML Paraprofessionals (7)
- Supplemental Math Teachers (2)
- Contingency Teachers (3)
- Instructional Substitutes
- Instructional Materials

\$3.2M

ACCESS AND OPPORTUNITY

- School bus inflation
- Bus contractor contractual increases
- AP/IB student registration fees

\$383K

COMMUNITY ENGAGEMENT

- Principal & Administrative Assistant increased to 12-month at Cascade
- Additional postage

\$64K

REDUCTIONS FROM FY25 BUDGET

ELIMINATE

- Deputy Communications Officer
- Supervisor of Equity and Excellence
- Technology Integration Specialist (1 retiring)
- Social Worker (2 in Engage Program)
- Licensed Practical Nurse (1 vacant)
- Health Paraprofessional (1 vacant)

-\$724K

BUDGET ADJUSTMENTS BY PROGRAM

- Line-by-line review
- Turnover credit
- FY25 salary review

-\$889K

DISCUSSIONS/QUESTIONS

**FY2026 BOE Draft General Fund Budget
Summary of Changes from FY2025 Budgeted Revenues & Expenditures**

			Amount	Cumulative Amount	Page #	Item #
I.		ANTICIPATED INCREMENTAL REVENUE		\$17,039,528		
A.		- Total State Revenue (Based on Latest MSDE State Aid Document from 1/16/25 & Anticipated Legislative Changes)		\$8,487,401	1	
B.		- Total Local Revenue		\$8,300,642	1	
	1	- Local Revenue - Local Share of Blueprint Formula	\$8,300,642			
C.		- Other Revenue		\$251,485	1	
	1	- Other Revenue - Interest Income	\$251,485			
II.		ANTICIPATED INCREMENTAL EXPENSE		\$17,928,482		
A.		Culture, Safety & Wellness		\$15,004,874		
	1	- 4.0 Elementary Assistant Principals (Added in FY25)	\$420,000		3	6
	2	- Clerical Additional Employment / OT / Substitutes	\$142,500		3	19 & 22
	3	- Communications (Required Technology Spend)	\$126,000		4	32
	4	- 1.0 FTE Athletic Director (Hancock Middle Senior High - Added FY25)	\$83,000		7	6
	5	- 1.0 FTE Student Intervention Specialist	\$40,000		8	20
	6	- 13.0 FTE Special Education Paras (Added FY25)	\$403,000		17	9
	7	- 4.0 FTE Special Education Paras	\$124,000		17	9
	8	- Contracted Services (Care Solace - From Grant)	\$53,000		22	8
	9	- Operational Supplies (Inflation)	\$150,000		26	21
	10	- Insurance on Buildings (Inflation)	\$265,000		26	25
	11	- Additional Wages (Required Technology Spend)	\$25,000		27	5
	12	- Small Computer Equipment (Required Technology Spend)	\$230,000		27	10
	13	- Computer Software (Required Technology Spend)	\$125,000		27	11
	14	- 15 Safety & Security Assistants (Added in FY25)	\$639,000		28	3
	15	- Pension Increase from Rate Increases and Prior Years Salary Increases	\$165,000		32	1
	16	- Health Insurance Premium Increase (10.0%)	\$4,664,510		32	4
	17	- Life Insurance	\$120,000		32	6
	18	- Long-Term Disability	\$20,000		32	7
	19	- Resource Pool	\$4,734,334		32	20
	20	- Maintenance Contracts (Required Technology Spend)	\$347,750		41	2
	21	- Computer Software (Required Technology Spend)	\$2,500		41	4
	22	- Dues & Subscriptions (Required Technology Spend)	\$3,500		41	6
	23	- National Board Certification Teacher Expense (Required by Blueprint)	\$1,231,910			Throughout
	24	- Benefits Adjustment for positions	\$889,870			
B.		Student Success		\$3,200,974		
	1	- 1.0 PreK Teacher (Blueprint Required)	\$65,000		7	1
	2	- 3.0 Contingency Teachers	\$195,000		7	2
	3	- 2.0 Supplemental Math Teachers (Springfield Middle)	\$130,000		7	5
	4	- 8.0 PreK Paras (Blueprint Required)	\$256,680		8	17
	5	- Instructional Substitutes (Regular Instruction)	\$400,000		8	37
	6	- Small Computer Equipment (Required Technology Spend)	\$325,000		8	48
	7	- Computer Software (Required Technology Spend)	\$71,000		8	49
	8	- Instructional Materials (Elementary)	\$50,000		8	54
	9	- 1.0 ML Lead Teacher (Blueprint Required)	\$70,000		10	2
	10	- 6.0 ML Teachers (Blueprint Required)	\$390,000		10	4
	11	- 7.0 Multi-Lingual Liaison Paras (Blueprint Required)	\$199,500		10	7
	12	- Instructional Substitutes (Targeted Instruction - Required ML Spend)	\$95,000		10	9
	13	- Instructional Materials (Required ML Spend)	\$5,000		10	11
	14	- Travel (Required ML Spend)	\$2,500		10	12
	15	- Special Ed Instructional Materials (Inflation)	\$130,000		17	25
	16	- Tech - Repairs & Maintenance (Required Technology Spend)	\$200,000		27	7
	17	- Benefits Adjustment for positions	\$616,294			
C.		Access & Opportunity		\$382,500		
	1	- AP/IB Registration Fees	\$30,000		6	12
	2	- Contracted Drivers	\$105,000		24	21
	3	- Repairs & Maintenance Parts Increase (Inflation)	\$130,000		24	27
	4	- Buses (Inflation)	\$117,500		24	44
D.		Community Engagement		\$64,456		
	1	- Move Cascade Principal & Admin Asst to 12M	\$22,633		3	1 & 6
	2	- Postage	\$40,000		26	19
	3	- Benefits Adjustment for positions	\$1,823			

**FY2026 BOE Draft General Fund Budget
Summary of Changes from FY2025 Budgeted Revenues & Expenditures**

			Amount	Cumulative Amount	Page #	Item #
E.	Savings from Other Reductions			(\$724,322)		
	1	- 1.0 Supervisor of Equity & Excellence (Staffing Reduction)	(\$140,000)		5	1
	2	- 1.0 Technology Integration Specialist (Staffing Reduction)	(\$100,000)		5	4
	3	- 2.0 Social Workers (Staffing Reduction)	(\$130,000)		22	3
	4	- 1.0 Health Para (Staffing Reduction)	(\$30,000)		23	3
	5	- 1.0 LPN (Staffing Reduction)	(\$40,000)		23	4
	6	- 1.0 Deputy Communications Officer (Staffing Reduction)	(\$145,000)		33, 38	2, 1
	7	- Benefits Adjustment for positions	(\$139,322)		32	2-4
III. A.	BUDGET ADJUSTMENTS BY PROGRAM			(\$888,954)		
		- School Principals and School Staff		(\$56,000)		
	1	- School Principals - Admin Assistant I Moved from 0.5 FTE to 1.0 FTE	\$16,000		3	8
	2	- School Principals - Computer Software moved to Data and Information Services	(\$72,000)		4	27
		- Office of Instructional Supervision		\$0		
	3	- Instructional Supervision - Redeployed .3 FTE from Elementary Encore to Curriculum & Instructional Spec.	\$0		5	3
		- Classroom Instructional Programs		(\$396,604)		
	4	- Classroom Instruction - Redeployed .3 FTE from Elementary Encore to Curriculum & Instructional Spec.	\$0		7	3
	5	- Classroom Instruction - High School Summer School Salaries	(\$95,000)		8	36
	6	- Classroom Instruction - Athletic Trainers	\$31,000		8	42
	7	- Classroom Instruction - Textbooks - Secondary (Dual Credit)	\$100,000		8	52
	8	- Classroom Instruction - Transfers	(\$432,604)		9	80
		- Career Technical Programs		\$21,000		
	9	- Career Technical - Instructional Substitutes	\$21,000		11	6
		- School Library Programs		\$0		
	10	- School Library - Summer / Additional Employment	(\$24,000)		13	3
	11	- School Library - Instructional Substitutes	\$24,000		13	4
		- Professional Development		(\$41,250)		
	12	- Professional Development - Maintenance Contracts moved to Data Information Services	(\$41,250)		14	8
		- School Counseling Programs		\$32,000		
	13	- School Counseling - Conflict Resolution Materials	(\$2,000)		15	11
	14	- School Counseling - Travel	\$2,000		15	12
	15	- School Counseling - Instructional Substitutes	\$32,000		15	4
		- Special Education Programs in WCPS		\$75,500		
	16	- Special Ed - Additional Employment / Summer School	\$55,000			
	17	- Special Ed - Instructional Substitutes	\$197,000		17	14
	18	- Special Ed - Turnover Credit	(\$200,000)		17	15
	19	- Special Ed - Computer Software	\$3,500		17	24
	20	- Special Ed - Maryland LEAs (Tuition)	\$20,000		17	32
		- Special Education Staff Development Program		\$0		
	21	- Special Ed - Staff Development - Workshop Pay	(\$20,000)		19	1
	22	- Special Ed - Staff Development - Consultants	\$10,000		19	3
	23	- Special Ed - Staff Development - Travel	\$10,000		19	5
		- Supervision of Special Education Programs		\$10,000		
	24	- Special Ed Supervision - Travel	\$10,000		21	9
		- Student Services Programs		\$8,000		
	25	- Student Services - Office Supplies	\$4,000		22	9
	26	- Student Services - Travel	\$4,000		22	12
		- Student Health Programs		\$35,740		
	27	- Student Health - Nursing Services Contract (Currently Out to Bid)	\$85,740		23	11
	28	- Student Health - Medical Supplies	(\$50,000)			
		- Student Transportation Programs		\$41,000		
	29	- Student Transportation - Redeploy 1.0 Garage Employee to 1.0 Bus Router (Clerical)	\$0		24	2 & 5
	30	- Student Transportation - Redeployed 3.0 Bus Attendants to 2.0 Bus Drivers	\$0		24	6 & 7
	31	- Student Transportation - Additional Pay	\$150,000		24	9
	32	- Student Transportation - Summer School Transport	\$50,000		24	10
	33	- Student Transportation - Substitute Bus Attendants	\$40,000		24	13
	34	- Student Transportation - Turnover Credit	(\$150,000)		24	14
	35	- Student Transportation - Repairs - Private Garage	\$40,000		24	19

**FY2026 BOE Draft General Fund Budget
Summary of Changes from FY2025 Budgeted Revenues & Expenditures**

			Amount	Cumulative Amount	Page #	Item #
	36	- Student Transportation - Computer Software	\$20,000		24	25
	37	- Student Transportation - Tires, Repairs & Disposal Fees	(\$20,000)		24	26
	38	- Student Transportation - Bus Insurance	\$20,000		25	33
	39	- Student Transportation - Vehicle Fuel	(\$189,000)		25	34
	40	- Student Transportation - School System Activities	\$80,000		25	36
		- Facilities Operations Programs		(\$30,000)		
	41	- Facilities Operations - Redeploy 0.5 FTE Project Manager from Facilities Operations to Capital Outlay	\$0		26	1
	42	- Facilities Operations - Additional Wages	\$310,000		26	5
	43	- Facilities Operations - Turnover Credit	(\$150,000)		26	6
	44	- Facilities Operations - Vehicle Insurance	\$10,000		26	23
	45	- Facilities Operations - Vehicle Fuel	\$20,000		26	24
	46	- Facilities Operations - Heating Fuel	(\$70,000)		26	28
	47	- Facilities Operations - Natural Gas & Propane	(\$150,000)		26	30
		- Safety/Security and Risk Management Programs		\$2,500		
	48	- Safety/Security - SRO Liability Insurance	\$2,500		28	17
		- Facilities Maintenance Programs		\$10,000		
	49	- Facilities Maintenance - Redeploy 0.5 FTE Project Manager from Facilities Maintenance to Capital Outlay	\$0		29	1
	50	- Facilities Maintenance - Temporary Employment	\$20,000		29	4
	51	- Facilities Maintenance - Additional Pay	\$45,000		29	5
	52	- Facilities Maintenance - Professional Services	\$200,000		29	11
	53	- Facilities Maintenance - Mechanical Repair	\$200,000		29	13
	54	- Facilities Maintenance - Building Repairs	(\$321,000)		29	14
	55	- Facilities Maintenance - Regulatory Services	(\$75,000)		29	15
	56	- Facilities Maintenance - Plumbing, Mechanical, Electrical & Structural Supplies	(\$59,000)		29	16
		- Facilities Capital Outlay		\$4,000		
	57	- Facilities Capital Outlay - Redeploy 1.0 FTE Project Manager from Facilities Maintenance & Operations	\$0		30	1
	58	- Facilities Capital Outlay - Computer Software	\$4,000		30	7
		- Employee Benefit Program		(\$747,340)		
	59	- Adjustments Required to FY26 Budget to Reflect Actual FY25 Salary Cost	(\$977,087)		Throughout	
	60	- Employee Benefits - Benefits Adjustment (S.S., Workers Comp, & Medical Insurance) for other salary adjustments	\$229,747		32	2 & 3
		- Elected Board Member Services		\$10,750		
	61	- Elected Board - Scholarship Fund for Student Member	\$750		33	15
	62	- Elected Board - Auditing Services	\$10,000		33	5
	63	- Elected Board - Travel - Legal Staff	\$4,900		33	12
	64	- Elected Board - Dues & Subscriptions - Board	(\$4,900)		33	13
		- Executive Leadership Team		\$12,000		
	65	- Executive Leadership - Additional Wages	\$5,000		34	3
	66	- Executive Leadership - Office Supplies	(\$3,000)		34	4 - 6
	67	- Executive Leadership - Travel - Supt.	\$2,000		34	9
	68	- Executive Leadership - Travel Asst. Supt.	\$1,000		34	10
	69	- Executive Leadership - Dues & Subscriptions - Supt.	\$7,000		34	12
		- Financial Services		\$6,500		
	70	- Financial Services - Internal Audit Fees	\$4,000		35	5
	71	- Financial Services - Office Supplies	\$2,500		35	7
		- Printing Services		\$0		
	72	- Printing Services - Equipment Rental	(\$50,000)		37	6
	73	- Printing Services - Equipment	\$50,000		37	12
		- Community Relations and Public Engagement Services		\$0		
	74	- Community Relations - Video & Marketing	(\$10,000)		38	5
	75	- Community Relations - Systemwide Appreciation & Recognition	\$5,000		38	10
	76	- Community Relations - Travel & Professional Development	\$4,000		38	11
	77	- Community Relations - Dues & Subscriptions	\$1,000		38	12
		- Human Resource Services		(\$5,000)		
	78	- Human Resources - Maintenance Contracts moving to Data Information Services	(\$5,000)		39	10
	79	- Human Resources - ADA Compliance Materials	(\$9,000)		39	16
	80	- Human Resources - Recruitment & Retention	\$11,000		39	19
	81	- Human Resources - Recruitment Travel	(\$2,000)		39	23
		- Data and Information Processing Services		\$118,250		
	82	- Data Processing - Maintenance Contracts	\$118,250		41	2
		Anticipated Surplus / (Shortfall) Based on Projected Revenue & Expenditure Changes		\$0		

Revenue - Unrestricted

	Actual FY22	Actual FY23	Actual FY24	Budget FY25	Budget FY26	Inc./ (Decr.) Bud25 vs Bud26	% Inc. / (Decr.) Bud25 vs Bud26
Local Revenue							
County Appropriation	105,841,710	109,070,360	11,590,017	3,874,446	0	(3,874,446)	-100.00%
Foundation Program	0	0	52,481,105	56,207,497	62,247,921	6,040,424	10.75%
State Compensatory Aid	0	0	31,804,509	34,511,160	37,078,770	2,567,610	7.44%
English Language Learners	0	0	2,075,835	2,820,678	3,445,413	624,735	22.15%
Teacher Career Ladder	0	0	72,025	71,460	432,763	361,303	505.60%
Special Education - Formula	0	0	6,582,570	7,877,221	9,315,856	1,438,635	18.26%
College & Career Readiness	0	0	300,547	153,710	485,825	332,115	216.07%
Prekindergarten	0	0	3,289,249	4,086,999	4,990,817	903,818	22.11%
Transitional Supplemental Instruction	0	0	874,503	569,669	423,725	(145,944)	-25.62%
Blueprint Coordinator	0	0	0	0	52,392	52,392	100.00%
	105,841,710	109,070,360	109,070,360	110,172,840	118,473,482	8,300,642	7.53%
State Revenue							
Foundation Program	105,150,311	119,869,000	123,145,055	123,853,507	127,291,112	3,437,605	2.78%
State Compensatory Aid	44,942,463	45,109,344	60,754,381	63,105,766	64,113,270	1,007,504	1.60%
English Language Learners	2,958,644	3,630,990	5,001,963	6,467,062	7,284,043	816,981	12.63%
Teacher Career Ladder	33,000	159,205	221,974	208,540	1,079,147	870,607	417.48%
Special Education - Formula	8,992,164	12,264,185	14,678,404	16,920,629	18,765,509	1,844,880	10.90%
Special Education - Nonpublic	1,443,285	1,377,988	1,189,723	1,450,000	1,200,000	(250,000)	-17.24%
Student Transportation - Regular	7,550,869	8,159,192	8,846,034	9,006,754	9,360,342	353,588	3.93%
Student Transportation - Special Ed.	400,000	544,000	617,000	599,000	676,000	77,000	12.85%
Guaranteed Tax Base	7,501,367	8,570,703	9,092,960	7,823,646	6,076,759	(1,746,887)	-22.33%
College & Career Readiness	0	785,105	840,824	451,137	1,073,353	622,216	137.92%
Prekindergarten	3,739,801	6,963,041	5,313,499	6,549,455	8,013,388	1,463,933	22.35%
Blueprint Coordinator	0	0	0	107,634	97,608	(10,026)	-9.31%
Out-Of-County, Schools Near Co. Lines	6,893	6,279	4,243	19,320	19,320	0	0.00%
SB #1030 - The Blueprint for MD's Future	9,038,673	0	0	0	0	0	0.00%
	191,757,470	207,439,032	229,706,059	236,562,450	245,049,851	8,487,401	3.59%
Federal Revenue							
Impact Aid	0	11,431	0	0	0	0	0.00%
Other Federal Revenue	0	178,541	0	0	0	0	0.00%
	0	189,972	0	0	0	0	0.00%
Other Revenue							
Tuition - Non-Resident Students	98,551	137,231	171,662	95,000	95,000	0	0.00%
Tuition - Summer School	0	0	0	0	0	0	0.00%
Other Tuition	0	0	0	500	500	0	0.00%
Technology Fees	3,138	18,068	11,554	20,000	20,000	0	0.00%
Interest Income	77,292	779,736	2,325,108	748,515	1,000,000	251,485	33.60%
Rental - School Facilities	19,522	23,567	28,801	50,000	50,000	0	0.00%
Miscellaneous	147,313	58,961	867,288	56,965	56,965	0	0.00%
Recovery of Costs	299,183	197,663	272,554	165,000	165,000	0	0.00%
	645,000	1,215,225	3,676,967	1,135,980	1,387,465	251,485	22.14%
Other Resources							
Transfers In - Maryland LEAs	214,171	219,005	208,267	220,000	220,000	0	0.00%
Sale of Assets	197,471	298,821	139,558	60,000	60,000	0	0.00%
	411,643	517,826	347,825	280,000	280,000	0	0.00%
Total Revenue	298,655,822	318,432,416	342,801,212	348,151,270	365,190,798	17,039,528	4.89%

Summary of Unrestricted Expenditures

	<u>Actual</u> <u>FY22</u>	<u>Actual</u> <u>FY23</u>	<u>Actual</u> <u>FY24</u>	<u>Budget</u> <u>FY25</u>	<u>Budget</u> <u>FY26</u>	<u>Inc./</u> <u>(Decr.)</u> <u>Bud25 vs Bud26</u>	<u>% Inc. /</u> <u>(Decr.)</u> <u>Bud25 vs Bud26</u>
Instructional Programs							
School Principals & School Staff	14,405,637	14,905,508	16,027,613	16,672,914	17,107,832	434,918	2.61%
Office of Instructional Supervision	4,173,152	4,906,545	5,390,324	5,700,078	5,474,843	(225,235)	-3.95%
Testing & Accountability Programs	538,698	521,242	761,682	769,142	919,199	150,057	19.51%
Classroom Instructional Programs	96,258,001	103,431,625	109,504,199	114,169,756	115,650,372	1,480,616	1.30%
Targeted Instructional Programs	5,475,337	6,261,181	7,990,850	9,215,958	10,122,876	906,918	9.84%
Career Technology Programs	5,520,329	5,720,772	5,668,704	5,946,252	5,922,761	(23,491)	-0.40%
Gifted and Talented Programs	3,794,682	3,993,006	3,989,480	4,182,017	4,236,305	54,288	1.30%
School Library Media Programs	2,993,141	3,128,804	3,299,340	3,412,018	3,438,245	26,226	0.77%
Professional Development	1,290,131	1,404,527	1,487,803	1,543,795	1,508,236	(35,559)	-2.30%
School Counseling Programs	4,539,592	4,905,899	6,725,264	7,131,903	7,145,740	13,837	0.19%
Psychological Services Programs	788,913	990,938	1,145,760	867,181	866,840	(341)	-0.04%
Sp. Ed. Programs in WCPS	18,365,997	22,133,810	25,627,170	25,264,912	25,967,585	702,673	2.78%
Sp. Ed. Prog. In Private/Contr. Centers	4,219,638	4,453,851	3,993,145	4,800,000	4,800,000	0	0.00%
Sp. Ed. Staff Development Program	107,917	36,446	89,434	57,500	57,500	0	0.00%
Admin. & School Staff in Local Sp. Ed. Centers	245,027	259,501	275,905	260,122	260,143	21	0.01%
Supervision of Sp. Ed. Programs	970,622	1,092,393	1,258,139	1,332,973	1,339,917	6,944	0.52%
Total - Instructional Programs	163,686,815	178,146,049	193,234,811	201,326,520	204,818,393	3,491,872	1.73%
Student/Staff Support Programs							
Student Services Programs	2,291,693	2,728,282	3,077,624	3,290,303	3,223,822	(66,481)	-2.02%
Student Health Programs	3,013,712	3,506,304	3,700,568	4,226,692	4,187,786	(38,907)	-0.92%
Student Transportation Programs	13,228,643	13,964,705	14,598,816	15,004,838	15,382,047	377,209	2.51%
Facilities Operations Programs	15,699,091	16,381,404	17,816,980	18,616,068	18,962,309	346,241	1.86%
Technology Support & Maintenance	5,290,014	5,470,369	5,978,726	5,995,137	6,586,382	591,245	9.86%
Safety and Security Programs	1,668,648	1,961,681	2,799,141	3,583,782	4,204,533	620,751	17.32%
Facilities Maintenance Programs	8,498,574	11,061,597	10,723,198	10,334,773	10,337,945	3,171	0.03%
Facilities Capital Outlay	4,786,657	1,276,629	978,671	505,105	607,381	102,275	20.25%
Food Services Program	0	41,034	58,593	30,000	30,000	0	0.00%
Employee Benefit Program	69,160,142	72,819,322	76,233,942	76,929,178	88,231,990	11,302,813	14.69%
Total - Student/Staff Support Programs	123,637,175	129,211,327	135,966,259	138,515,877	151,754,194	13,238,317	9.56%
Administrative Services							
Elected Board Member Services	689,855	673,677	832,878	857,270	801,821	(55,448)	-6.47%
Executive Leadership Team	805,214	827,268	880,809	1,030,418	1,070,944	40,526	3.93%
Financial Services	(207,661)	51,537	306,290	915,043	929,701	14,658	1.60%
Purchasing Services	309,294	324,602	350,214	366,346	363,814	(2,532)	-0.69%
Printing Services	689,902	674,208	552,126	770,551	770,562	11	0.00%
Comm. Relations & Public Engagement Serv.	392,496	465,057	517,542	549,108	487,694	(61,414)	-11.18%
Human Resources Services	1,271,391	1,259,203	1,375,189	1,350,977	1,374,604	23,627	1.75%
Employee Benefits Administration	201,727	206,027	204,587	226,319	226,340	22	0.01%
Data & Information Processing Serv.	1,670,500	1,962,852	2,173,388	2,242,842	2,592,731	349,889	15.60%
Total - Administrative Services	5,822,719	6,444,431	7,193,023	8,308,873	8,618,211	309,338	3.72%
Total Expenditures	293,146,709	313,801,808	336,394,093	348,151,270	365,190,798	17,039,528	4.89%

School Principals and School Staff

MSDE Category: Mid-Level Administration

MSDE Subcategory: Office Of The Principal

Program Staffing Summary	Actual FY22	Actual FY23	Actual FY24	Budget FY25	Budget FY26	Inc./(Decr.) Bud25 vs Bud26	% Inc. / (Decr.) Bud25 vs Bud26
Principals							
Elementary	25.0	25.0	25.0	25.0	25.0	0.0	0.00%
Middle	7.0	7.0	7.0	7.0	7.0	0.0	0.00%
High	8.0	8.0	8.0	8.0	8.0	0.0	0.00%
Career & Technology Education	1.0	1.0	1.0	1.0	1.0	0.0	0.00%
Alternative/Evening High	1.0	1.0	1.0	1.0	1.0	0.0	0.00%
Assistant Principals							
Elementary	10.0	10.0	10.0	16.0	20.0	4.0	25.00%
Middle	14.6	14.6	14.6	15.0	15.0	0.0	0.00%
High	18.4	20.4	20.4	20.0	20.0	0.0	0.00%
Career & Technology Education	1.0	1.0	1.0	1.0	1.0	0.0	0.00%
Alternative/Evening High	1.0	1.0	1.0	1.0	1.0	0.0	0.00%
Administrative Interns	0.0	0.0	3.0	2.0	2.0	0.0	0.00%
STEM Coordinator - Outdoor School	1.0	1.0	1.0	1.0	1.0	0.0	0.00%
Clerical							
Elementary	33.0	33.0	36.0	36.0	36.0	0.0	0.00%
Middle	20.5	21.0	21.5	21.5	21.5	0.0	0.00%
High	34.4	34.4	33.9	34.2	34.7	0.5	1.46%
Career & Technology Education	2.7	2.7	2.7	2.7	2.7	0.0	0.00%
Alternative/Evening High	1.5	1.5	1.5	1.5	1.5	0.0	0.00%
Other School (Outdoor/Children's Village)	2.0	2.0	2.0	2.0	2.0	0.0	0.00%
Total FTE	182.1	184.6	190.6	195.9	200.4	4.5	2.30%

Program Budget	Actual FY22	Actual FY23	Actual FY24	Budget FY25	Budget FY26	Inc./(Decr.) Bud25 vs Bud26	% Inc. / (Decr.) Bud25 vs Bud26	Item #
Salaries and Wages								
Principals								
Elementary	2,814,395	2,996,659	3,090,711	3,096,464	3,021,695	(74,768)	-2.41%	1
Middle	795,078	805,064	837,798	860,198	863,300	3,102	0.36%	2
High	971,151	1,051,052	1,093,066	1,120,888	1,125,009	4,121	0.37%	3
Career & Technology Education	104,911	124,692	130,203	131,577	131,591	14	0.01%	4
Alternative	111,410	113,482	121,061	128,994	129,008	14	0.01%	5
Assistant Principals								
Elementary	809,152	839,540	1,011,354	1,460,015	1,851,500	391,485	26.81%	6
Middle	1,252,164	1,341,464	1,441,996	1,450,370	1,409,422	(40,948)	-2.82%	7
High	1,777,459	2,098,530	2,070,491	2,165,843	2,144,293	(21,549)	-0.99%	8
Career & Technology Education	94,970	102,636	108,090	111,333	111,349	16	0.01%	9
Alternative	79,286	85,695	105,076	108,618	108,633	15	0.01%	10
Administrative Interns	0	0	209,331	154,364	160,388	6,024	3.90%	11
STEM Coordinator - Outdoor School	81,252	86,199	89,238	91,915	91,925	10	0.01%	12
Clerical								
Elementary	1,560,416	1,629,084	1,795,891	1,921,727	1,888,629	(33,098)	-1.72%	13
Middle	801,206	804,800	847,328	898,622	887,027	(11,596)	-1.29%	14
High	1,346,667	1,357,187	1,431,629	1,505,681	1,521,245	15,563	1.03%	15
Career & Technology Education	132,473	134,836	144,974	151,225	151,235	10	0.01%	16
Alternative/Evening High	71,661	66,607	70,276	75,007	75,006	(1)	0.00%	17
Other School (Outdoor/Children's Village)	75,309	80,363	87,190	89,322	89,327	5	0.01%	18
Additional Employment - Clerical	39,602	47,766	116,530	50,000	120,000	70,000	140.00%	19
Additional Empl. - A&S	0	0	11,841	0	0	0	0.00%	20
Instructional Substitutes	0	121	0	0	0	0	0.00%	21
Substitutes - Clerical	110,633	105,855	118,117	47,500	120,000	72,500	152.63%	22
Turnover Credit	0	0	0	(100,000)	(100,000)	0	0.00%	23
Total	13,029,194	13,871,632	14,932,190	15,519,664	15,900,582	380,918	2.45%	

School Principals and School Staff (Continued)

Program Budget	Actual FY22	Actual FY23	Actual FY24	Budget FY25	Budget FY26	Inc./ (Decr.) Bud25 vs Bud26	% Inc. / (Decr.) Bud25 vs Bud26	Item #
Contracted Services								
Consultants	0	0	0	0	0	0	0.00%	24
Tech. - Service Contracts	0	0	0	0	0	0	0.00%	25
	0	0	0	0	0	0	0.00%	
Supplies and Materials								
Office Supplies	750	1,099	1,028	3,750	3,750	0	0.00%	26
Computer Software	63,913	66,470	69,128	72,000	0	(72,000)	-100.00%	27
Postage - Schools	56,637	50,826	45,139	60,500	60,500	0	0.00%	28
Diplomas	11,747	9,503	8,914	10,000	10,000	0	0.00%	29
Food/Meals	1,637	3,330	5,614	3,000	3,000	0	0.00%	30
	134,684	131,228	129,824	149,250	77,250	(72,000)	-48.24%	
Other Charges								
Travel/Mileage	30,320	39,044	61,879	55,000	55,000	0	0.00%	31
Communications - Schools	1,211,439	863,604	903,720	949,000	1,075,000	126,000	13.28%	32
	1,241,759	902,648	965,599	1,004,000	1,130,000	126,000	12.55%	
Property								
Equipment	0	0	0	0	0	0	0.00%	33
Program Total	14,405,637	14,905,508	16,027,613	16,672,914	17,107,832	434,918	2.61%	

Office of Instructional Supervision

MSDE Category: Mid-Level Administration

MSDE Subcategory: Instructional Administration and Supervision

<u>Program Staffing Summary</u>	<u>Actual</u> <u>FY22</u>	<u>Actual</u> <u>FY23</u>	<u>Actual</u> <u>FY24</u>	<u>Budget</u> <u>FY25</u>	<u>Budget</u> <u>FY26</u>	<u>Inc./(Decr.)</u> <u>Bud25 vs Bud26</u>	<u>% Inc. / (Decr.)</u> <u>Bud25 vs Bud26</u>
Professional							
Regular Programs	27.0	31.0	32.0	32.0	31.0	(1.0)	-3.13%
Career & Technology Programs	2.0	2.0	2.0	3.0	3.0	0.0	0.00%
Curriculum & Instr. Specialists	5.0	4.2	5.2	5.2	5.5	0.3	5.77%
Technology Integration Specialists	3.0	3.0	3.0	3.0	2.0	(1.0)	-33.33%
Clerical and Support							
Regular Programs	10.0	10.0	10.0	10.0	10.0	0.0	0.00%
Career & Technology Programs	1.0	1.0	1.0	1.0	1.0	0.0	0.00%
Total FTE	<u>48.0</u>	<u>51.2</u>	<u>53.2</u>	<u>54.2</u>	<u>52.5</u>	<u>(1.7)</u>	<u>-3.14%</u>

<u>Program Budget</u>	<u>Actual</u> <u>FY22</u>	<u>Actual</u> <u>FY23</u>	<u>Actual</u> <u>FY24</u>	<u>Budget</u> <u>FY25</u>	<u>Budget</u> <u>FY26</u>	<u>Inc./(Decr.)</u> <u>Bud25 vs Bud26</u>	<u>% Inc. / (Decr.)</u> <u>Bud25 vs Bud26</u>	<u>Item #</u>
Salaries and Wages								
Professional								
Regular Programs	2,758,680	3,452,124	3,716,478	3,999,901	3,852,100	(147,801)	-3.70%	1
Career & Technology Programs	201,169	205,914	299,825	287,343	287,373	30	0.01%	2
Curriculum & Instr. Specialists	384,514	338,195	426,584	422,775	462,588	39,813	9.42%	3
Technology Integration Specialists	244,057	260,207	266,084	279,428	165,252	(114,176)	-40.86%	4
Clerical and Support								
Regular Programs	457,347	482,368	516,642	533,035	529,914	(3,121)	-0.59%	5
Career & Technology Programs	35,947	42,330	46,607	57,095	57,116	21	0.04%	6
Temporary Employment	422	0	0	0	0	0	0.00%	7
Additional Pay	33,242	34,735	43,394	40,000	40,000	0	0.00%	8
	<u>4,115,378</u>	<u>4,815,874</u>	<u>5,315,614</u>	<u>5,619,578</u>	<u>5,394,343</u>	<u>(225,235)</u>	<u>-4.01%</u>	
Contracted Services								
Consultants	6,567	0	0	0	0	0	0.00%	9
	<u>6,567</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>	
Supplies and Materials								
Office Supplies	7,796	4,572	7,077	8,000	8,000	0	0.00%	10
Small Computer Equipment	0	0	0	0	0	0	0.00%	11
Food/Meals	0	57	351	500	500	0	0.00%	12
	<u>7,796</u>	<u>4,629</u>	<u>7,429</u>	<u>8,500</u>	<u>8,500</u>	<u>0</u>	<u>0.00%</u>	
Other Charges								
Travel/Prof. Development	34,663	80,921	61,684	60,000	60,000	0	0.00%	13
Dues & Subscriptions	8,748	5,121	5,598	12,000	12,000	0	0.00%	14
	<u>43,411</u>	<u>86,042</u>	<u>67,282</u>	<u>72,000</u>	<u>72,000</u>	<u>0</u>	<u>0.00%</u>	
Property								
Equipment	0	0	0	0	0	0	0.00%	15
Program Total	<u>4,173,152</u>	<u>4,906,545</u>	<u>5,390,324</u>	<u>5,700,078</u>	<u>5,474,843</u>	<u>(225,235)</u>	<u>-3.95%</u>	

Testing and Accountability Programs

MSDE Category: Administration

MSDE Subcategory: Planning, Research, Development, and Evaluation Services

<u>Program Staffing Summary</u>	<u>Actual</u> <u>FY22</u>	<u>Actual</u> <u>FY23</u>	<u>Actual</u> <u>FY24</u>	<u>Budget</u> <u>FY25</u>	<u>Budget</u> <u>FY26</u>	<u>Inc./ (Decr.)</u> <u>Bud25 vs Bud26</u>	<u>% Inc. / (Decr.)</u> <u>Bud25 vs Bud26</u>	
Professional	3.0	3.0	3.0	3.0	3.0	0.0	0.00%	
Clerical and Support	1.0	1.0	1.0	1.0	1.0	0.0	0.00%	
Total FTE	4.0	4.0	4.0	4.0	4.0	0.0	0.00%	
<hr/>								
<u>Program Budget</u>	<u>Actual</u> <u>FY22</u>	<u>Actual</u> <u>FY23</u>	<u>Actual</u> <u>FY24</u>	<u>Budget</u> <u>FY25</u>	<u>Budget</u> <u>FY26</u>	<u>Inc./ (Decr.)</u> <u>Bud25 vs Bud26</u>	<u>% Inc. / (Decr.)</u> <u>Bud25 vs Bud26</u>	<u>Item #</u>
Salaries and Wages								
Professional	291,213	267,355	290,266	301,923	301,954	31	0.01%	1
Clerical and Support	43,704	45,570	48,892	51,719	51,745	26	0.05%	2
Temporary Employment	0	0	0	0	0	0	0.00%	3
Additional Wages	5,990	645	0	1,000	1,000	0	0.00%	4
	340,908	313,570	339,158	354,642	354,699	57	0.02%	
<hr/>								
Contracted Services								
Research Consultants	0	0	0	0	0	0	0.00%	5
Contracted Services	0	0	0	0	0	0	0.00%	6
	0	0	0	0	0	0	0.00%	
<hr/>								
Supplies and Materials								
Software and Supplies	859	0	0	2,000	2,000	0	0.00%	7
Testing Materials	5,741	4,321	119,773	120,000	240,000	120,000	100.00%	8
G&T Screening Exams	33,600	78,750	39,999	40,000	40,000	0	0.00%	9
	40,200	83,071	159,772	162,000	282,000	120,000	74.07%	
<hr/>								
Other Charges								
Travel/Professional Dev.	808	465	1,345	2,000	2,000	0	0.00%	10
PSAT Fees	78,660	36,222	39,536	50,000	50,000	0	0.00%	11
AP/IB Registration Fees	78,025	87,758	221,782	200,000	230,000	30,000	15.00%	12
Dues & Subscriptions	97	156	89	500	500	0	0.00%	13
	157,590	124,601	262,752	252,500	282,500	30,000	11.88%	
<hr/>								
Property								
Equipment	0	0	0	0	0	0	0.00%	14
<hr/>								
Program Total	538,698	521,242	761,682	769,142	919,199	150,057	19.51%	

Classroom Instructional Programs

MSDE Categories: Instructional Salaries
Instructional Textbooks & Supplies
Other Instructional Costs

<u>Program Staffing Summary</u>	<u>Actual FY22</u>	<u>Actual FY23</u>	<u>Actual FY24</u>	<u>Budget FY25</u>	<u>Budget FY26</u>	<u>Inc./(Decr.) Bud25 vs Bud26</u>	<u>% Inc. / (Decr.) Bud25 vs Bud26</u>
Teachers							
Pre-Kindergarten	51.5	64.5	63.5	65.0	66.0	1.0	1.54%
Elementary							
Regular Classes, Gr. K-5	426.0	430.0	441.0	417.0	420.0	3.0	0.72%
Encore	87.3	87.4	87.4	87.4	87.1	(0.3)	-0.34%
Intervention	10.5	7.5	7.5	8.5	8.5	0.0	0.00%
Middle	296.5	296.5	299.5	309.0	311.0	2.0	100.00%
High School	331.4	331.4	329.4	330.4	331.4	1.0	0.30%
Behavior Modification	9.0	12.0	12.0	11.0	11.0	0.0	0.00%
InnovatED Learning Hub	19.0	19.0	19.0	30.0	30.0	0.0	0.00%
Outdoor School	3.0	3.0	3.0	3.0	3.0	0.0	0.00%
Family Life	2.0	2.0	2.0	2.0	2.0	0.0	0.00%
Instructional Assistants							
Instr. Assistants-Regular-Elem.	2.0	2.0	12.0	9.0	9.0	0.0	0.00%
Instr. Assistants-Regular-Second.	3.0	3.0	3.0	3.0	3.0	0.0	0.00%
Instructional Assistants-Pre-K	57.0	68.0	68.0	67.0	75.0	8.0	11.94%
Behavior Modification	26.0	30.0	30.0	30.0	30.0	0.0	0.00%
Middle Sch. Drop-out Prevention	6.0	6.0	6.0	6.0	6.0	0.0	0.00%
High School Drop-out Prevention	11.0	13.0	14.0	13.0	14.0	1.0	100.00%
Instr. Assistants-ISS-Secondary	13.0	13.0	13.0	13.0	13.0	0.0	0.00%
InnovatED Learning Hub	2.0	2.0	2.0	4.0	4.0	0.0	0.00%
IA - Teacher Interns	0.0	0.0	0.0	0.0	0.0	0.0	0.00%
Total FTE	1,356.2	1,390.3	1,412.3	1,408.3	1,424.0	15.7	1.11%

<u>Program Budget</u>	<u>Actual FY22</u>	<u>Actual FY23</u>	<u>Actual FY24</u>	<u>Budget FY25</u>	<u>Budget FY26</u>	<u>Inc./(Decr.) Bud25 vs Bud26</u>	<u>% Inc. / (Decr.) Bud25 vs Bud26</u>	<u>Item #</u>
Salaries and Wages								
Teachers								
Pre-Kindergarten	3,211,981	4,270,818	4,452,590	4,644,570	4,641,755	(2,815)	-0.06%	1
Elementary								
Regular Classes, Gr. K-5	27,000,591	28,528,384	29,630,825	29,713,765	29,577,151	(136,614)	-0.46%	2
Encore	5,747,778	6,020,620	6,246,852	6,451,599	6,315,716	(135,883)	-2.11%	3
Intervention	730,556	597,198	431,585	646,256	632,320	(13,936)	-2.16%	4
Middle	19,407,796	20,221,067	20,776,395	22,467,425	22,592,142	124,717	0.56%	5
High School	21,593,306	22,755,724	23,266,090	24,281,610	24,208,736	(72,874)	-0.30%	6
Behavior Modification	550,128	752,831	772,379	736,979	744,587	7,607	1.03%	7
InnovatED Learning Hub	1,318,602	1,375,186	1,427,585	2,262,212	2,315,407	53,196	2.35%	8
Outdoor School	247,782	263,930	256,095	262,417	262,444	26	0.01%	9
Family Life	156,824	166,636	173,443	177,714	177,738	24	0.01%	10
National Board Certified	0	125,996	172,886	172,000	1,100,000	928,000	539.53%	11
Home & Hospital	479,025	464,268	556,518	430,000	430,000	0	0.00%	12
Evening High School - Add'l Pay	558,820	615,294	426,266	475,000	475,000	0	0.00%	13

Classroom Instructional Programs (Continued)

Program Budget	Actual FY22	Actual FY23	Actual FY24	Budget FY25	Budget FY26	Inc./ (Decr.) Bud25 vs Bud26	% Inc. / (Decr.) Bud25 vs Bud26	Item #
Adult Correctional Facility Instr.	48,799	41,334	2,670	35,000	35,000	0	0.00%	14
Instructional Assistants								
Instr. Assistants-Regular-Elem.	61,994	67,965	194,542	254,457	265,609	11,152	4.38%	15
Instr. Assistants-Regular-Second.	82,401	90,116	93,622	96,784	96,785	1	0.00%	16
Instructional Assistants-Pre-K	1,302,704	1,752,253	1,932,392	2,043,999	2,288,096	244,098	11.94%	17
Behavior Modification	485,373	688,043	799,007	916,491	921,044	4,554	0.50%	18
Middle Sch. Drop-out Prevention	198,999	202,673	217,941	219,230	223,572	4,342	1.98%	19
High School Drop-out Prevention	433,404	524,246	558,760	572,112	612,162	40,050	7.00%	20
Instr. Assistants-ISS-Secondary	284,257	342,468	364,686	403,984	378,073	(25,911)	-6.41%	21
InnovatED Learning Hub	46,992	48,741	58,491	114,704	116,190	1,487	1.30%	22
Lunchtime Assistants	641,348	686,549	813,914	745,000	745,000	0	0.00%	23
Summer/Additional Empl.	224,395	100,194	73,409	150,000	150,000	0	0.00%	24
Add'l Pay-Elem Planning	608,294	593,138	469,245	740,000	740,000	0	0.00%	25
Add'l Pay-Elem Extended Learning	54,790	52,836	62,911	80,000	80,000	0	0.00%	26
Add'l Pay-Middle Sch. After School Activities	44,610	26,387	27,807	56,005	56,005	0	0.00%	27
Add'l Pay-SHS	86,055	121,774	168,747	100,000	100,000	0	0.00%	28
Add'l Pay-Middle Sat./Drop-out	97,262	77,920	88,527	115,000	115,000	0	0.00%	29
Add'l Pay-High Sat./Twilight	88,795	119,246	138,371	125,000	125,000	0	0.00%	30
Add'l Pay-D/O Intervent'n	14,371	23,742	32,406	30,000	30,000	0	0.00%	31
Add'l Pay-Upward Bound Tutoring	0	1,225	2,733	5,000	5,000	0	0.00%	32
SIT Planning Workshop	169,020	160,416	160,185	228,500	228,500	0	0.00%	33
Summer School-Elementary	0	0	0	0	0	0	0.00%	34
Summer School-Middle	0	0	0	0	0	0	0.00%	35
Summer School-High	0	0	180	395,000	300,000	(95,000)	-24.05%	36
Instructional Substitutes	2,570,517	3,208,951	3,366,246	2,900,000	3,300,000	400,000	13.79%	37
Extra-Curricular Compensation	729,948	804,899	808,821	900,000	900,000	0	0.00%	38
Turnover Credit	0	0	0	(2,400,000)	(2,400,000)	0	0.00%	39
	89,277,517	95,893,069	99,025,120	101,547,813	102,884,033	1,336,220	1.32%	
Contracted Services								
Equipment Rental	278,453	271,211	393,367	400,000	400,000	0	0.00%	40
Official Fees	176,100	176,100	176,100	176,100	176,100	0	0.00%	41
Athletic Trainer Services	238,310	153,072	393,717	429,000	460,000	31,000	7.23%	42
Music and Arts	78,572	81,529	86,452	85,000	85,000	0	0.00%	43
Interpreters	108,646	58,917	67,109	77,300	77,300	0	0.00%	44
Home and Hospital	21,613	15,985	15,818	30,900	30,900	0	0.00%	45
Contracted Services	369,022	349,906	232,085	51,100	51,100	0	0.00%	46
	1,270,716	1,106,718	1,364,648	1,249,400	1,280,400	31,000	2.48%	
Supplies and Materials								
Printing Supplies	112,993	79,436	76,590	150,000	150,000	0	0.00%	47
Small Computer Equipment	1,334,424	1,273,081	802,091	2,175,000	2,500,000	325,000	14.94%	48
Computer Software	461,895	449,892	860,743	714,000	785,000	71,000	9.94%	49
Textbooks-School Allocations	2,202	189	1,772	1,000	1,000	0	0.00%	50
Textbooks-Supv. - Elementary	255,902	25,138	19,977	216,000	216,000	0	0.00%	51
Textbooks-Supv. - Secondary	131,130	387,399	664,655	340,000	440,000	100,000	29.41%	52
Instructional Mat'ls-School Alloc.	1,075,849	968,962	951,260	1,099,000	1,099,000	0	0.00%	53
Instr. Mat's-Supv. - Elementary	815,342	745,130	1,104,947	959,000	1,009,000	50,000	5.21%	54
Instr. Mat's-Supv. - Secondary	574,128	1,034,887	899,465	1,112,000	1,112,000	0	0.00%	55
Instr. Mat's-504 Plans	0	4,756	0	0	0	0	0.00%	56
Instr. Mat's-Outdoor School	6,713		5,218	5,400	5,400	0	0.00%	57
Instructional Mat'ls-Classroom	94,236	161,330	146,466	192,000	192,000	0	0.00%	58
Summer School Materials-Elem.	2,781	13,330	258	0	0	0	0.00%	59
Summer School Materials-Second.	955	0	0	5,000	5,000	0	0.00%	60
Instr. Mat's-Planetarium	2,497	2,505	12,871	2,700	2,700	0	0.00%	61
Instr. Mat's-Drop-out Prevention	9,986	9,649	8,706	10,800	10,800	0	0.00%	62
Instr. Mat's-Family Life	17,999	17,960	18,906	19,400	19,400	0	0.00%	63
Instr. Mat's-Drop-out Prev.Incentives	3,281	1,172	1,415	3,200	3,200	0	0.00%	64
	4,902,312	5,174,816	5,575,340	7,004,500	7,550,500	546,000	7.79%	

Classroom Instructional Programs (Continued)

Program Budget	Actual FY22	Actual FY23	Actual FY24	Budget FY25	Budget FY26	Inc./ (Decr.) Bud25 vs Bud26	% Inc. / (Decr.) Bud25 vs Bud26	Item #
Other Charges								
Travel - Dropout Prevent	2,416	2,715	2,708	5,000	5,000	0	0.00%	65
Travel - Diversity Achieve. Coun.	0	0	0	1,000	1,000	0	0.00%	66
Traveling Teachers	8,205	14,977	8,246	10,000	10,000	0	0.00%	67
Mileage - Home Instruction	16,101	8,163	3,886	30,000	30,000	0	0.00%	68
SIT Grants	69,661	70,572	105,568	92,000	92,000	0	0.00%	69
School Enrichment Activities	70,184	78,167	92,401	125,500	125,500	0	0.00%	70
Middle School After School Activities	13,692	10,362	0	0	0	0	0.00%	71
Interscholastic Athletics	230,384	191,475	158,884	230,384	230,384	0	0.00%	72
Other - Contingency	382	384	2,748	10,000	10,000	0	0.00%	73
	<u>411,025</u>	<u>376,814</u>	<u>374,440</u>	<u>503,884</u>	<u>503,884</u>	<u>0</u>	<u>0.00%</u>	
Property								
Instr. Equip.-School Alloc.	0	8,679	0	0	0	0	0.00%	74
Instr. Equip.-Supv. - Elementary	79,999	58,789	79,924	60,000	60,000	0	0.00%	75
Instr. Equip.-Supv. - Secondary	80,828	19,260	141,864	65,000	65,000	0	0.00%	76
Instructional Technology	0	0	0	0	0	0	0.00%	77
	<u>160,828</u>	<u>86,728</u>	<u>221,788</u>	<u>125,000</u>	<u>125,000</u>	<u>0</u>	<u>0.00%</u>	
Transfers								
Tuition (to other Md. LEA's)	51,157	95,913	89,965	50,000	50,000	0	0.00%	78
State Institutions	34,899	76,023	65,672	150,000	150,000	0	0.00%	79
Transfers - Private/Other Institutions	149,547	621,545	2,787,227	3,539,159	3,106,555	(432,604)	-12.22%	80
	<u>235,603</u>	<u>793,480</u>	<u>2,942,863</u>	<u>3,739,159</u>	<u>3,306,555</u>	<u>(432,604)</u>	<u>-11.57%</u>	
Program Total	96,258,001	103,431,625	109,504,199	114,169,756	115,650,372	1,480,616	1.30%	

Targeted Instructional Programs

MSDE Categories: Instructional Salaries
Instructional Textbooks & Supplies
Other Instructional Costs

Program Staffing Summary	Actual FY22	Actual FY23	Actual FY24	Budget FY25	Budget FY26	Inc./(Decr.) Bud25 vs Bud26	% Inc. / (Decr.) Bud25 vs Bud26	
Lead Teachers-Elem.	22.5	23.5	23.5	23.5	23.5	0.0	0.00%	
Lead Teachers-Second.	23.0	22.0	22.0	23.0	24.0	1.0	4.35%	
Family Center	2.5	2.5	2.5	0.0	0.0	0.0	0.00%	
ML	28.0	33.0	55.0	72.0	78.0	6.0	8.33%	
Instructional Assistants								
Family Center	1.0	1.0	1.0	0.0	0.0	0.0	0.00%	
ML	0.0	0.0	1.0	1.0	8.0	7.0	700.00%	
Total FTE	<u>77.0</u>	<u>82.0</u>	<u>105.0</u>	<u>119.5</u>	<u>133.5</u>	<u>14.0</u>	<u>11.72%</u>	
Program Budget	Actual FY22	Actual FY23	Actual FY24	Budget FY25	Budget FY26	Inc./(Decr.) Bud25 vs Bud26	% Inc. / (Decr.) Bud25 vs Bud26	Item #
Salaries and Wages								
Teachers								
Lead Teachers-Elem.	1,656,818	1,807,207	1,882,752	1,942,792	1,941,961	(831)	-0.04%	1
Lead Teachers-Second.	1,672,535	1,778,536	1,825,314	1,933,443	2,032,117	98,674	5.10%	2
Family Center	161,295	168,912	173,027	0	0	0	0.00%	3
ML	1,844,128	2,287,043	3,855,783	5,099,539	5,543,621	444,082	8.71%	4
National Board Certified	0	10,000	17,000	17,000	80,000	63,000	370.59%	5
Instructional Assistants								
Family Center	24,269	26,434	20,705	0	0	0	0.00%	6
ML	0	0	29,716	30,184	229,677	199,493	660.92%	7
Summer/Additional Pay	866	4,832	1,780	10,500	10,500	0	0.00%	8
Instructional Substitutes	65,785	137,778	142,548	55,000	150,000	95,000	172.73%	9
	<u>5,425,695</u>	<u>6,220,742</u>	<u>7,948,625</u>	<u>9,088,458</u>	<u>9,987,876</u>	<u>899,418</u>	<u>9.90%</u>	
Contracted Services								
ML	32,198	22,222	0	60,000	60,000	0	0.00%	10
	<u>32,198</u>	<u>22,222</u>	<u>0</u>	<u>60,000</u>	<u>60,000</u>	<u>0</u>	<u>0.00%</u>	
Supplies and Materials								
Instructional Materials - ML	12,000	12,068	34,778	60,000	65,000	5,000	8.33%	11
	<u>12,000</u>	<u>12,068</u>	<u>34,778</u>	<u>60,000</u>	<u>65,000</u>	<u>5,000</u>	<u>8.33%</u>	
Other Charges								
Travel - ML	5,445	6,148	7,447	7,500	10,000	2,500	33.33%	12
	<u>5,445</u>	<u>6,148</u>	<u>7,447</u>	<u>7,500</u>	<u>10,000</u>	<u>2,500</u>	<u>33.33%</u>	
Property								
Equipment	0	0	0	0	0	0	0.00%	13
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>	
Program Total	5,475,337	6,261,181	7,990,850	9,215,958	10,122,876	906,918	9.84%	

Career Technical Programs

MSDE Categories: Instructional Salaries

Instructional Textbooks & Supplies

Other Instructional Costs

<u>Program Staffing Summary</u>	<u>Actual</u> <u>FY22</u>	<u>Actual</u> <u>FY23</u>	<u>Actual</u> <u>FY24</u>	<u>Budget</u> <u>FY25</u>	<u>Budget</u> <u>FY26</u>	<u>Inc./(Decr.)</u> <u>Bud25 vs Bud26</u>	<u>% Inc. / (Decr.)</u> <u>Bud25 vs Bud26</u>	
Teachers								
Middle School CTE Teachers	7.5	7.5	7.5	7.5	7.5	0.0	0.00%	
High School CTE Teachers	56.1	56.1	56.1	55.1	55.1	0.0	0.00%	
Instructional Assistants	4.0	4.0	4.0	4.0	4.0	0.0	0.00%	
Total FTE	<u>67.6</u>	<u>67.6</u>	<u>67.6</u>	<u>66.6</u>	<u>66.6</u>	<u>0.0</u>	<u>0.00%</u>	
<u>Program Budget</u>	<u>Actual</u> <u>FY22</u>	<u>Actual</u> <u>FY23</u>	<u>Actual</u> <u>FY24</u>	<u>Budget</u> <u>FY25</u>	<u>Budget</u> <u>FY26</u>	<u>Inc./(Decr.)</u> <u>Bud25 vs Bud26</u>	<u>% Inc. / (Decr.)</u> <u>Bud25 vs Bud26</u>	<u>Item #</u>
Salaries and Wages								
Teachers								
Middle School CTE Teachers	508,874	518,719	518,497	530,021	534,281	4,260	0.80%	1
High School CTE Teachers	3,836,228	3,977,190	4,059,432	4,169,349	4,064,598	(104,751)	-2.51%	2
National Board Certified	0	20,000	44,250	44,000	100,000	56,000	127.27%	3
Instructional Assistants	93,705	100,187	120,952	122,882	122,882	0	0.00%	4
Summer/Add. Employment	47,123	38,348	43,941	65,000	65,000	0	0.00%	5
Instructional Substitutes	87,571	144,488	100,642	79,000	100,000	21,000	26.58%	6
	<u>4,573,501</u>	<u>4,798,931</u>	<u>4,887,713</u>	<u>5,010,252</u>	<u>4,986,761</u>	<u>(23,491)</u>	<u>-0.47%</u>	
Contracted Services								
Contractor Trades Education	21,637	10,770	15,594	20,000	20,000	0	0.00%	7
	<u>21,637</u>	<u>10,770</u>	<u>15,594</u>	<u>20,000</u>	<u>20,000</u>	<u>0</u>	<u>0.00%</u>	
Supplies and Materials								
Small Computer Equipment	93,400	90,000	47,943	93,500	93,500	0	0.00%	8
Textbooks	140,119	30,000	28,687	31,000	31,000	0	0.00%	9
Instructional Materials - CTE	491,391	432,550	583,630	639,500	639,500	0	0.00%	10
	<u>724,910</u>	<u>552,550</u>	<u>660,261</u>	<u>764,000</u>	<u>764,000</u>	<u>0</u>	<u>0.00%</u>	
Other Charges								
Travel	52,201	43,964	37,025	40,000	40,000	0	0.00%	11
Dues & Subscriptions	10,565	12,224	11,583	12,000	12,000	0	0.00%	12
	<u>62,766</u>	<u>56,188</u>	<u>48,608</u>	<u>52,000</u>	<u>52,000</u>	<u>0</u>	<u>0.00%</u>	
Property								
Equipment	137,515	302,333	56,529	100,000	100,000	0	0.00%	13
Program Total	5,520,329	5,720,772	5,668,704	5,946,252	5,922,761	(23,491)	-0.40%	

Gifted and Talented Programs

MSDE Categories: Instructional Salaries

Instructional Textbooks & Supplies

Other Instructional Costs

Program Staffing Summary	Actual FY22	Actual FY23	Actual FY24	Budget FY25	Budget FY26	Inc./(Decr.) Bud25 vs Bud26	% Inc. / (Decr.) Bud25 vs Bud26	
Teachers								
Talented & Gifted-Enrichment	21.5	21.5	21.5	21.5	21.5	0.0	0.00%	
Talented & Gifted-Magnet	16.0	16.0	16.0	16.0	16.0	0.0	0.00%	
Other Enriched/Advanced Prog.	2.0	2.0	2.0	2.0	2.0	0.0	0.00%	
BISFA Arts Teachers	7.5	7.5	7.5	7.5	7.5	0.0	0.00%	
Total FTE	47.0	47.0	47.0	47.0	47.0	0.0	0.00%	
Program Budget								
	Actual FY22	Actual FY23	Actual FY24	Budget FY25	Budget FY26	Inc./(Decr.) Bud25 vs Bud26	% Inc. / (Decr.) Bud25 vs Bud26	Item #
Salaries and Wages								
Teachers								
Talented & Gifted-Enrichment	1,467,798	1,564,625	1,555,349	1,653,671	1,636,658	(17,013)	-1.03%	1
Talented & Gifted-Magnet	972,788	1,003,834	1,053,083	1,080,768	1,098,999	18,231	1.69%	2
Other Enriched/Advanced Prog.	170,327	163,374	170,020	174,198	174,201	3	0.00%	3
BISFA Arts Teachers	550,746	592,501	598,572	613,380	613,447	67	0.01%	4
National Board Certified	0	29,895	36,186	37,000	90,000	53,000	143.24%	5
Temporary Employment	211,001	233,178	182,589	200,000	200,000	0	0.00%	6
Summer/Additional Pay - G&T	27,783	35,362	34,312	35,000	35,000	0	0.00%	7
Summer/Additional Pay - BISFA	14,888	12,776	4,121	20,000	20,000	0	0.00%	8
Instructional Substitutes	74,987	63,808	62,594	73,000	73,000	0	0.00%	9
	3,490,318	3,699,354	3,696,827	3,887,017	3,941,305	54,288	1.40%	
Contracted Services								
Contracted Services - G&T	12,847	13,047	13,497	15,000	15,000	0	0.00%	10
	12,847	13,047	13,497	15,000	15,000	0	0.00%	
Supplies and Materials								
Small Computer Equipment	0	0	0	0	0	0	0.00%	11
Materials - G&T	74,400	49,988	58,883	50,000	50,000	0	0.00%	12
Materials - STEM	38,252	49,983	43,565	50,000	50,000	0	0.00%	13
Magnet Program-Materials-Elem.	19,889	19,965	21,600	20,000	20,000	0	0.00%	14
Magnet Program-Materials-Second.	7,261	19,934	15,825	20,000	20,000	0	0.00%	15
	139,801	139,870	139,873	140,000	140,000	0	0.00%	
Other Charges								
Travel - Prof. Development	94,035	102,041	110,838	105,000	105,000	0	0.00%	16
Dues & Subscriptions	57,681	38,694	28,445	35,000	35,000	0	0.00%	17
	151,716	140,735	139,283	140,000	140,000	0	0.00%	
Program Total	3,794,682	3,993,006	3,989,480	4,182,017	4,236,305	54,288	1.30%	

School Library Media Programs

MSDE Categories: Instructional Salaries
Instructional Textbooks & Supplies
Other Instructional Costs

<u>Program Staffing Summary</u>	<u>Actual FY22</u>	<u>Actual FY23</u>	<u>Actual FY24</u>	<u>Budget FY25</u>	<u>Budget FY26</u>	<u>Inc./(Decr.) Bud25 vs Bud26</u>	<u>% Inc. / (Decr.) Bud25 vs Bud26</u>	
Librarians	38.0	38.0	38.0	38.0	38.0	0.0	0.00%	
Total FTE	38.0	38.0	38.0	38.0	38.0	0.0	0.00%	
<u>Program Budget</u>	<u>Actual FY22</u>	<u>Actual FY23</u>	<u>Actual FY24</u>	<u>Budget FY25</u>	<u>Budget FY26</u>	<u>Inc./(Decr.) Bud25 vs Bud26</u>	<u>% Inc. / (Decr.) Bud25 vs Bud26</u>	<u>Item #</u>
Salaries and Wages								
Librarians	2,489,283	2,623,616	2,745,262	2,844,018	2,850,245	6,226	0.22%	1
National Board Certified	0	10,000	0	0	20,000	20,000	100.00%	2
Summer/Additional Employment	44,574	36,462	24,704	67,000	43,000	(24,000)	-35.82%	3
Instructional Substitutes	84,715	75,058	60,261	46,000	70,000	24,000	52.17%	4
	<u>2,618,572</u>	<u>2,745,136</u>	<u>2,830,227</u>	<u>2,957,018</u>	<u>2,983,245</u>	<u>26,226</u>	<u>0.89%</u>	
Supplies and Materials								
Library Materials	213,378	221,621	225,081	215,000	215,000	0	0.00%	5
	<u>213,378</u>	<u>221,621</u>	<u>225,081</u>	<u>215,000</u>	<u>215,000</u>	<u>0</u>	<u>0.00%</u>	
Other Charges								
Dues & Subscriptions	161,192	162,047	244,033	240,000	240,000	0	0.00%	6
Property								
Equipment	0	0	0	0	0	0	0.00%	7
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>	
Program Total	2,993,141	3,128,804	3,299,340	3,412,018	3,438,245	26,226	0.77%	

Professional Development

MSDE Categories: Instructional Salaries
Instructional Textbooks & Supplies
Other Instructional Costs

<u>Program Staffing Summary</u>	<u>Actual FY22</u>	<u>Actual FY23</u>	<u>Actual FY24</u>	<u>Budget FY25</u>	<u>Budget FY26</u>	<u>Inc./(Decr.) Bud25 vs Bud26</u>	<u>% Inc. / (Decr.) Bud25 vs Bud26</u>	
Mentor Resource Teachers	5.0	5.0	5.0	5.0	5.0	0.0	0.00%	
Total FTE	5.0	5.0	5.0	5.0	5.0	0.0	0.00%	
<u>Program Budget</u>								
<u>Program Budget</u>	<u>Actual FY22</u>	<u>Actual FY23</u>	<u>Actual FY24</u>	<u>Budget FY25</u>	<u>Budget FY26</u>	<u>Inc./(Decr.) Bud25 vs Bud26</u>	<u>% Inc. / (Decr.) Bud25 vs Bud26</u>	<u>Item #</u>
Salaries and Wages								
Mentor Resource Teachers	425,227	417,046	436,779	447,545	453,236	5,691	1.27%	1
Additional Pay - ESP	2,227	2,600	1,112	5,000	5,000	0	0.00%	2
Additional Pay - Teachers	7,447	3,586	6,983	20,000	20,000	0	0.00%	3
Workshops	490,141	594,744	688,465	700,000	700,000	0	0.00%	4
Workshops - G&T	104,299	87,938	82,065	85,000	85,000	0	0.00%	5
Substitutes - Prof. Growth	14,191	32,507	33,489	38,000	38,000	0	0.00%	6
	1,043,532	1,138,422	1,248,894	1,295,545	1,301,236	5,691	0.44%	
Contracted Services								
Consultants	104,295	110,266	86,603	80,000	80,000	0	0.00%	7
Maintenance Contracts	36,636	38,102	40,126	41,250	0	(41,250)	-100.00%	8
	140,932	148,367	126,729	121,250	80,000	(41,250)	-34.02%	
Supplies and Materials								
Office Supplies	0	0	0	0	0	0	0.00%	9
Workshop Supplies	47,378	36,844	30,905	40,000	40,000	0	0.00%	10
Food/Meals	2,973	5,073	2,162	5,000	5,000	0	0.00%	11
	50,351	41,917	33,068	45,000	45,000	0	0.00%	
Other Charges								
Travel/Professional Dev.	43,335	50,845	69,440	70,000	70,000	0	0.00%	12
Dues & Subscriptions	11,981	24,976	9,674	12,000	12,000	0	0.00%	13
	55,316	75,821	79,113	82,000	82,000	0	0.00%	
Property								
Equipment	0	0	0	0	0	0	0.00%	14
Program Total	1,290,131	1,404,527	1,487,803	1,543,795	1,508,236	(35,559)	-2.30%	

School Counseling Programs

MSDE Categories: Instructional Salaries
Instructional Textbooks & Supplies
Other Instructional Costs

<u>Program Staffing Summary</u>	<u>Actual FY22</u>	<u>Actual FY23</u>	<u>Actual FY24</u>	<u>Budget FY25</u>	<u>Budget FY26</u>	<u>Inc./ (Decr.) Bud25 vs Bud26</u>	<u>% Inc. / (Decr.) Bud25 vs Bud26</u>	
School Counselors	65.0	70.5	74.5	73.5	73.5	0.0	0.00%	
Instructional Assistants	2.0	1.0	1.0	1.0	1.0	0.0	0.00%	
Total FTE	67.0	71.5	75.5	74.5	74.5	0.0	0.00%	
Program Budget								
	<u>Actual FY22</u>	<u>Actual FY23</u>	<u>Actual FY24</u>	<u>Budget FY25</u>	<u>Budget FY26</u>	<u>Inc./ (Decr.) Bud25 vs Bud26</u>	<u>% Inc. / (Decr.) Bud25 vs Bud26</u>	<u>Item #</u>
Salaries and Wages								
School Counselors	4,079,096	4,418,925	4,889,459	5,216,932	5,198,773	(18,159)	-0.35%	1
Instructional Assistants	50,560	31,326	36,926	37,771	37,767	(4)	-0.01%	2
Additional Employment	227,822	232,659	226,016	255,000	255,000	0	0.00%	3
Instructional Substitutes	167	32,243	36,588	8,000	40,000	32,000	400.00%	4
	4,357,645	4,715,153	5,188,990	5,517,703	5,531,540	13,837	0.25%	
Contracted Services								
Contracted Services	0	0	0	0	0	0	0.00%	5
	0	0	0	0	0	0	0.00%	
Supplies and Materials								
Office Supplies	1,171	1,476	932	1,500	1,500	0	0.00%	6
Career Counseling - Reg. Prog.	43,840	45,967	61,854	53,000	53,000	0	0.00%	7
Computer Software	124,469	127,872	127,620	132,500	132,500	0	0.00%	8
Student Service Learning Materials	2,328	3,816	3,538	4,000	4,000	0	0.00%	9
PBIS Materials	630	805	144	10,000	10,000	0	0.00%	10
Conflict Resolution Materials	0	0	0	2,000	0	(2,000)	-100.00%	11
	172,438	179,936	194,088	203,000	201,000	(2,000)	-0.99%	
Other Charges								
Travel	314	1,059	6,990	1,000	3,000	2,000	200.00%	12
Dues & Subscriptions	9,196	9,752	9,724	10,200	10,200	0	0.00%	13
	9,509	10,810	16,714	11,200	13,200	2,000	17.86%	
Property								
Equipment	0	0	0	0	0	0	0.00%	14
Transfers								
Transfers - Private/Other Institutions	0	0	1,325,472	1,400,000	1,400,000	0	0.00%	15
Program Total	4,539,592	4,905,899	6,725,264	7,131,903	7,145,740	13,837	0.19%	

Psychological Services Programs

MSDE Categories: Instructional Salaries

Instructional Textbooks & Supplies

Other Instructional Costs

<u>Program Staffing Summary</u>	<u>Actual FY22</u>	<u>Actual FY23</u>	<u>Actual FY24</u>	<u>Budget FY25</u>	<u>Budget FY26</u>	<u>Inc./(Decr.) Bud25 vs Bud26</u>	<u>% Inc. / (Decr.) Bud25 vs Bud26</u>	
Professional	8.0	8.0	9.0	9.0	9.0	0.0	0.00%	
Total FTE	8.0	8.0	9.0	9.0	9.0	0.0	0.00%	
<hr/>								
<u>Program Budget</u>	<u>Actual FY22</u>	<u>Actual FY23</u>	<u>Actual FY24</u>	<u>Budget FY25</u>	<u>Budget FY26</u>	<u>Inc./(Decr.) Bud25 vs Bud26</u>	<u>% Inc. / (Decr.) Bud25 vs Bud26</u>	<u>Item #</u>
<hr/>								
Salaries and Wages								
Professional	590,406	751,241	686,174	822,681	822,340	(341)	-0.04%	1
Additional Pay	12,401	12,042	10,149	2,000	2,000	0	0.00%	2
	602,807	763,283	696,323	824,681	824,340	(341)	-0.04%	
<hr/>								
Contracted Services								
Psychologists	162,525	195,650	414,445	5,000	5,000	0	0.00%	3
	162,525	195,650	414,445	5,000	5,000	0	0.00%	
<hr/>								
Supplies and Materials								
Office Supplies	1,516	3,552	5,491	3,500	3,500	0	0.00%	4
Small Computer Equipment	0	0	0	1,000	1,000	0	0.00%	5
Computer Software	0	0	0	1,000	1,000	0	0.00%	6
Assessment Materials	21,050	26,952	25,586	25,000	25,000	0	0.00%	7
	22,566	30,504	31,077	30,500	30,500	0	0.00%	
<hr/>								
Other Charges								
Travel	1,015	1,502	3,915	7,000	7,000	0	0.00%	8
<hr/>								
Property								
Equipment	0	0	0	0	0	0	0.00%	9
<hr/>								
Program Total	788,913	990,938	1,145,760	867,181	866,840	(341)	-0.04%	

Special Education Programs in Washington County Public Schools

MSDE Category: Special Education

MSDE Subcategory: Public School Instruction Programs

<u>Program Staffing Summary</u>	<u>Actual</u> <u>FY22</u>	<u>Actual</u> <u>FY23</u>	<u>Actual</u> <u>FY24</u>	<u>Budget</u> <u>FY25</u>	<u>Budget</u> <u>FY26</u>	<u>Inc./(Decr.)</u> <u>Bud25 vs Bud26</u>	<u>% Inc. / (Decr.)</u> <u>Bud25 vs Bud26</u>
Professional Teachers	0.0	0.0	2.0	2.5	2.5	0.0	0.00%
Intervention	3.5	3.5	3.5	3.5	3.5	0.0	0.00%
Social Workers	8.0	8.0	8.0	9.0	9.0	0.0	0.00%
Special Education	148.3	151.4	161.4	163.4	163.4	0.0	0.00%
Lead Teachers - Special Education	7.0	7.0	7.0	7.0	7.0	0.0	0.00%
Occupational Therapists	5.6	6.6	6.6	6.6	6.6	0.0	0.00%
Speech, Language, Audiology	20.0	20.0	20.0	29.0	29.0	0.0	0.00%
Instructional Assistants	151.6	180.8	196.8	215.0	232.0	17.0	7.91%
Occup. Therapist Assistants	3.0	3.0	3.0	3.0	3.0	0.0	0.00%
Total FTE	347.0	380.3	408.3	439.0	456.0	17.0	3.87%

<u>Program Budget</u>	<u>Actual</u> <u>FY22</u>	<u>Actual</u> <u>FY23</u>	<u>Actual</u> <u>FY24</u>	<u>Budget</u> <u>FY25</u>	<u>Budget</u> <u>FY26</u>	<u>Inc./(Decr.)</u> <u>Bud25 vs Bud26</u>	<u>% Inc. / (Decr.)</u> <u>Bud25 vs Bud26</u>	<u>Item #</u>
Salaries and Wages								
Professional Teachers	0	0	146,043	250,554	221,883	(28,671)	-11.44%	1
Intervention	244,848	259,411	270,733	278,181	293,962	15,782	5.67%	2
Social Workers	510,271	546,989	583,823	675,177	656,321	(18,855)	-2.79%	3
Special Education	9,738,134	10,162,689	11,235,975	11,893,519	11,898,166	4,647	0.04%	4
Lead Teachers - Special Education	542,146	540,419	550,107	563,809	543,051	(20,758)	-3.68%	5
Occupational Therapists	406,381	453,990	551,042	556,557	553,547	(3,009)	-0.54%	6
Speech, Language, Audiology	1,055,708	1,169,102	1,812,682	2,369,945	2,320,479	(49,466)	-2.09%	7
National Board Certified	0	10,000	10,000	10,000	121,910	111,910	1119.10%	8
Instructional Assistants	3,670,606	4,230,813	5,816,169	6,809,849	7,295,394	485,545	7.13%	9
Occup. Therapist Assistants	127,191	137,428	163,507	166,821	166,870	49	0.03%	10
Adult Correctional Facility Instr.	0	0	0	5,000	5,000	0	0.00%	11
Additional Pay	113	649	440	1,000	1,000	0	0.00%	12
Additional Empl./Summer School	304,557	445,040	471,796	385,000	440,000	55,000	14.29%	13
Instructional Substitutes	441,392	603,325	754,270	543,000	740,000	197,000	36.28%	14
Turnover Credit	0	0	0	(300,000)	(500,000)	(200,000)	66.67%	15
	17,041,346	18,559,856	22,366,587	24,208,412	24,757,585	549,173	2.27%	
Contracted Services								
Legal Fees	69,218	6,188	67,242	80,000	80,000	0	0.00%	16
Consultants	56,265	26,555	0	90,000	90,000	0	0.00%	17
Speech/Language Therapists	0	468,601	1,426,023	0	0	0	0.00%	18
Assessments	0	541	37,217	0	0	0	0.00%	19
Interpreters	80,909	683,149	571,277	405,000	405,000	0	0.00%	20
Other Contr. Serv. / Behavior Initiatives	295,673	1,748,089	483,995	10,000	10,000	0	0.00%	21
	502,065	2,933,123	2,585,753	585,000	585,000	0	0.00%	
Supplies and Materials								
Office Supplies	1,561	5,506	3,076	5,000	5,000	0	0.00%	22
Small Computer Equipment	0	8,199	3,080	0	0	0	0.00%	23
Computer Software	49,500	51,152	40,231	51,500	55,000	3,500	6.80%	24
Instructional Materials	626,809	370,995	435,474	270,000	400,000	130,000	48.15%	25
Assessment Materials	56,937	66,119	60,680	54,000	54,000	0	0.00%	26
Library Materials	0	338	0	1,000	1,000	0	0.00%	27
Other Supplies	0	0	0	0	0	0	0.00%	28
	734,807	502,309	542,541	381,500	515,000	133,500	34.99%	
Other Charges								
Travel	51,075	62,715	85,853	60,000	60,000	0	0.00%	29
Student Admission Fees	0	0	0	0	0	0	0.00%	30
	51,075	62,715	85,853	60,000	60,000	0	0.00%	
Property								
Equipment	0	15,615	122	0	0	0	0.00%	31
Transfers								
Maryland LEAs (Tuition)	36,705	60,192	46,314	30,000	50,000	20,000	66.67%	32
Program Total	18,365,997	22,133,810	25,627,170	25,264,912	25,967,585	702,673	2.78%	

Special Education Programs in Private/Contracted Centers

MSDE Category: Special Education

MSDE Subcategory: Non-Public School Programs

<u>Program Budget</u>	<u>Actual FY22</u>	<u>Actual FY23</u>	<u>Actual FY24</u>	<u>Budget FY25</u>	<u>Budget FY26</u>	<u>Inc./(Decr.) Bud25 vs Bud26</u>	<u>% Inc. / (Decr.) Bud25 vs Bud26</u>	<u>Item #</u>
Transfers								
Special Placements - Residential	819,400	846,448	459,705	850,000	850,000	0	0.00%	1
Special Placements - Day	3,384,106	3,593,513	3,510,449	3,910,000	3,910,000	0	0.00%	2
State Institutions	16,132	13,890	22,991	40,000	40,000	0	0.00%	3
Program Total	4,219,638	4,453,851	3,993,145	4,800,000	4,800,000	0	0.00%	

Special Education Staff Development Program

MSDE Category: Special Education

MSDE Subcategory: Instructional Staff Development

<u>Program Budget</u>	<u>Actual</u> <u>FY22</u>	<u>Actual</u> <u>FY23</u>	<u>Actual</u> <u>FY24</u>	<u>Budget</u> <u>FY25</u>	<u>Budget</u> <u>FY26</u>	<u>Inc./ (Decr.)</u> <u>Bud25 vs Bud26</u>	<u>% Inc. / (Decr.)</u> <u>Bud25 vs Bud26</u>	<u>Item #</u>
Salaries and Wages								
Workshop Pay	26,013	5,308	15,019	35,000	15,000	(20,000)	-57.14%	1
Substitutes - Staff Develop.	0	0	0	0	0	0	0.00%	2
	<u>26,013</u>	<u>5,308</u>	<u>15,019</u>	<u>35,000</u>	<u>15,000</u>	<u>(20,000)</u>	<u>-57.14%</u>	
Contracted Services								
Consultants	0	4,078	15,534	0	10,000	10,000	100.00%	3
Supplies and Materials								
Workshop Materials	6,075	11,796	1,742	12,500	12,500	0	0.00%	4
Other Charges								
Travel	0	1,352	509	1,000	11,000	10,000	1000.00%	5
Professional Development	67,996	10,713	53,226	6,000	6,000	0	0.00%	6
Dues & Subscriptions	7,834	3,200	3,404	3,000	3,000	0	0.00%	7
	<u>75,830</u>	<u>15,264</u>	<u>57,139</u>	<u>10,000</u>	<u>20,000</u>	<u>10,000</u>	<u>100.00%</u>	
Program Total	107,917	36,446	89,434	57,500	57,500	0	0.00%	

Administrators and School Staff in Local Special Education Centers

MSDE Category: Special Education
MSDE Subcategory: Office of the Principal

<u>Program Staffing Summary</u>	<u>Actual FY22</u>	<u>Actual FY23</u>	<u>Actual FY24</u>	<u>Budget FY25</u>	<u>Budget FY26</u>	<u>Inc./ (Decr.) Bud25 vs Bud26</u>	<u>% Inc. / (Decr.) Bud25 vs Bud26</u>
Principals - Special Education	2.0	2.0	2.0	2.0	2.0	0.0	0.00%
Clerical and Support	1.0	1.0	1.0	1.0	1.0	0.0	0.00%
Total FTE	3.0	3.0	3.0	3.0	3.0	0.0	0.00%

<u>Program Budget</u>	<u>Actual FY22</u>	<u>Actual FY23</u>	<u>Actual FY24</u>	<u>Budget FY25</u>	<u>Budget FY26</u>	<u>Inc./ (Decr.) Bud25 vs Bud26</u>	<u>% Inc. / (Decr.) Bud25 vs Bud26</u>	<u>Item #</u>
Salaries and Wages								
Principals - Special Education	193,452	205,230	217,632	199,165	199,190	25	0.01%	1
Clerical and Support	51,158	53,281	56,810	60,457	60,453	(4)	-0.01%	2
Additional Employment	417	990	1,464	500	500	0	0.00%	3
	245,027	259,501	275,905	260,122	260,143	21	0.01%	
Other Charges								
Travel	0	0	0	0	0	0	0.00%	4
	0	0	0	0	0	0	0.00%	
Program Total	245,027	259,501	275,905	260,122	260,143	21	0.01%	

Supervision of Special Education Programs

MSDE Category: Special Education

MSDE Subcategory: Instructional Administration and Supervision

<u>Program Staffing Summary</u>	<u>Actual FY22</u>	<u>Actual FY23</u>	<u>Actual FY24</u>	<u>Budget FY25</u>	<u>Budget FY26</u>	<u>Inc./ (Decr.) Bud25 vs Bud26</u>	<u>% Inc. / (Decr.) Bud25 vs Bud26</u>	
Professional	5.0	5.0	6.0	6.0	6.0	0.0	0.00%	
Special Education Specialists	5.0	5.0	5.0	5.0	5.0	0.0	0.00%	
Clerical and Support	3.0	3.0	3.0	3.0	3.0	0.0	0.00%	
Total FTE	<u>13.0</u>	<u>13.0</u>	<u>14.0</u>	<u>14.0</u>	<u>14.0</u>	<u>0.0</u>	<u>0.00%</u>	
<u>Program Budget</u>	<u>Actual FY22</u>	<u>Actual FY23</u>	<u>Actual FY24</u>	<u>Budget FY25</u>	<u>Budget FY26</u>	<u>Inc./ (Decr.) Bud25 vs Bud26</u>	<u>% Inc. / (Decr.) Bud25 vs Bud26</u>	<u>Item #</u>
Salaries and Wages								
Professional	500,978	514,876	672,979	734,643	737,182	2,539	0.35%	1
Special Education Specialists	348,448	431,232	435,925	446,675	441,059	(5,616)	-1.26%	2
Clerical and Support	109,484	112,160	121,547	128,655	128,677	21	0.02%	3
Clerical / Additional Pay	0	11	26	4,000	4,000	0	0.00%	4
Summer / Additional Pay	0	1,422	110	1,500	1,500	0	0.00%	5
	<u>958,911</u>	<u>1,059,700</u>	<u>1,230,588</u>	<u>1,315,473</u>	<u>1,312,417</u>	<u>(3,056)</u>	<u>-0.23%</u>	
Contracted Services								
Consultants	0	0	0	0	0	0	0.00%	6
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>	
Supplies and Materials								
Office Supplies	1,321	840	1,892	2,000	2,000	0	0.00%	7
Small Computer Equipment	2,788	0	0	500	500	0	0.00%	8
	<u>4,109</u>	<u>840</u>	<u>1,892</u>	<u>2,500</u>	<u>2,500</u>	<u>0</u>	<u>0.00%</u>	
Other Charges								
Travel	7,191	30,504	21,054	10,000	20,000	10,000	100.00%	9
Dues & Subscriptions	411	1,349	4,606	5,000	5,000	0	0.00%	10
	<u>7,602</u>	<u>31,852</u>	<u>25,660</u>	<u>15,000</u>	<u>25,000</u>	<u>10,000</u>	<u>66.67%</u>	
Property								
Equipment	0	0	0	0	0	0	0.00%	11
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>	
Program Total	970,622	1,092,393	1,258,139	1,332,973	1,339,917	6,944	0.52%	

Student Services Programs

MSDE Category: Student Personnel Services

<u>Program Staffing Summary</u>	<u>Actual</u> <u>FY22</u>	<u>Actual</u> <u>FY23</u>	<u>Actual</u> <u>FY24</u>	<u>Budget</u> <u>FY25</u>	<u>Budget</u> <u>FY26</u>	<u>Inc./(Decr.)</u> <u>Bud25 vs Bud26</u>	<u>% Inc. / (Decr.)</u> <u>Bud25 vs Bud26</u>	
Professional	0.0	2.0	3.0	3.0	3.0	0.0	0.00%	
Pupil Personnel Workers	8.0	8.0	8.0	8.0	8.0	0.0	0.00%	
Social Workers	20.0	25.0	26.0	26.0	24.0	(2.0)	-7.69%	
Clerical and Support	2.0	2.0	2.0	2.0	2.0	0.0	0.00%	
Total FTE	<u>30.0</u>	<u>37.0</u>	<u>39.0</u>	<u>39.0</u>	<u>37.0</u>	<u>(2.0)</u>	<u>-5.13%</u>	
<u>Program Budget</u>	<u>Actual</u> <u>FY22</u>	<u>Actual</u> <u>FY23</u>	<u>Actual</u> <u>FY24</u>	<u>Budget</u> <u>FY25</u>	<u>Budget</u> <u>FY26</u>	<u>Inc./(Decr.)</u> <u>Bud25 vs Bud26</u>	<u>% Inc. / (Decr.)</u> <u>Bud25 vs Bud26</u>	<u>Item #</u>
Salaries and Wages								
Professional	0	56,079	263,591	316,518	320,120	3,602	1.14%	1
Pupil Personnel Workers	729,875	769,890	798,200	818,263	818,357	94	0.01%	2
Social Workers	1,337,923	1,674,232	1,762,083	1,920,319	1,789,126	(131,193)	-6.83%	3
Clerical and Support	110,819	113,459	120,950	126,203	126,219	16	0.01%	4
Additional Pay	20,569	22,513	33,936	22,500	22,500	0	0.00%	5
Instructional Substitutes	370	536	1,870	500	500	0	0.00%	6
	<u>2,199,554</u>	<u>2,636,708</u>	<u>2,980,630</u>	<u>3,204,303</u>	<u>3,076,822</u>	<u>(127,481)</u>	<u>-3.98%</u>	
Contracted Services								
School/Family Liaison/Alt. Prog.	75,000	75,000	75,000	75,000	75,000	0	0.00%	7
Other Contracted Services	634	0	0	0	53,000	53,000	100.00%	8
	<u>75,634</u>	<u>75,000</u>	<u>75,000</u>	<u>75,000</u>	<u>128,000</u>	<u>53,000</u>	<u>70.67%</u>	
Supplies and Materials								
Office Supplies	9,615	5,559	11,177	4,000	8,000	4,000	100.00%	9
Small Computer Equipment	887	2,056	764	1,000	1,000	0	0.00%	10
Attendance Incentive Materials	3,109	2,600	2,000	2,000	2,000	0	0.00%	11
	<u>13,611</u>	<u>10,215</u>	<u>13,941</u>	<u>7,000</u>	<u>11,000</u>	<u>4,000</u>	<u>57.14%</u>	
Other Charges								
Travel	2,894	6,359	8,053	4,000	8,000	4,000	100.00%	12
Property								
Equipment	0	0	0	0	0	0	0.00%	13
Program Total	2,291,693	2,728,282	3,077,624	3,290,303	3,223,822	(66,481)	-2.02%	

Student Health Programs

MSDE Category: Student Health Services

<u>Program Staffing Summary</u>	Actual FY22	Actual FY23	Actual FY24	Budget FY25	Budget FY26	Inc./ (Decr.) Bud25 vs Bud26	% Inc. / (Decr.) Bud25 vs Bud26	
Professional	1.0	2.0	2.0	3.0	3.0	0.0	0.00%	
Physical Therapist	3.0	3.0	3.0	3.0	3.0	0.0	0.00%	
Instructional Assistant - Health Services	6.0	6.0	6.0	6.0	5.0	(1.0)	-16.67%	
Nurses	11.0	11.0	11.0	11.0	10.0	(1.0)	-9.09%	
Clerical and Support	0.5	1.0	1.0	1.0	1.0	0.0	0.00%	
Total FTE	21.5	23.0	23.0	24.0	22.0	(2.0)	-8.33%	
<hr/>								
<u>Program Budget</u>	Actual FY22	Actual FY23	Actual FY24	Budget FY25	Budget FY26	Inc./ (Decr.) Bud25 vs Bud26	% Inc. / (Decr.) Bud25 vs Bud26	Item #
Salaries and Wages								
Professional	129,329	166,817	159,687	298,660	299,883	1,224	0.41%	1
Physical Therapist	269,509	285,920	298,057	304,877	304,914	37	0.01%	2
ParaPro - Health Services	85,792	123,210	124,003	188,527	153,262	(35,265)	-18.71%	3
Nurses	238,514	314,685	376,386	460,714	420,055	(40,660)	-8.83%	4
Clerical and Support	20,029	35,722	41,804	40,405	40,422	18	0.04%	5
Temporary Employment	2,705	0	0	0	0	0	0.00%	6
Additional Pay	4,358	1,446	4,498	8,000	8,000	0	0.00%	7
Instructional Substitutes	3,649	5,063	4,515	5,000	5,000	0	0.00%	8
Substitute - Nurses	18,678	29,019	18,105	25,000	25,000	0	0.00%	9
	772,563	961,880	1,027,055	1,331,182	1,256,536	(74,647)	-5.61%	
<hr/>								
Contracted Services								
Equipment Repair	26,675	30,585	0	31,000	31,000	0	0.00%	10
Nursing Services	2,005,993	2,137,159	2,527,447	2,554,260	2,640,000	85,740	3.36%	11
Physical/Occupational Therapists	0	0	0	0	0	0	0.00%	12
Other Contracted Services	82,846	256,306	35,960	115,000	115,000	0	0.00%	13
	2,115,515	2,424,050	2,563,407	2,700,260	2,786,000	85,740	3.18%	
<hr/>								
Supplies and Materials								
Office Supplies	26,120	10,179	11,580	10,000	10,000	0	0.00%	14
Computer Software	37,640	40,775	42,955	45,250	45,250	0	0.00%	15
Medical Supplies	57,924	65,546	45,559	135,000	85,000	(50,000)	-37.04%	16
	121,684	116,501	100,094	190,250	140,250	(50,000)	-26.28%	
<hr/>								
Other Charges								
Travel	3,949	3,874	3,311	5,000	5,000	0	0.00%	17
<hr/>								
Property								
Equipment	0	0	6,701	0	0	0	0.00%	18
<hr/>								
Program Total	3,013,712	3,506,304	3,700,568	4,226,692	4,187,786	(38,907)	-0.92%	

Student Transportation Programs

MSDE Category: Student Transportation Services

<u>Program Staffing Summary</u>	<u>Actual</u> <u>FY22</u>	<u>Actual</u> <u>FY23</u>	<u>Actual</u> <u>FY24</u>	<u>Budget</u> <u>FY25</u>	<u>Budget</u> <u>FY26</u>	<u>Inc./(Decr.)</u> <u>Bud25 vs Bud26</u>	<u>% Inc. / (Decr.)</u> <u>Bud25 vs Bud26</u>
Professional	4.9	4.9	4.9	4.9	4.9	0.0	0.00%
Clerical and Support	5.0	5.0	5.0	5.0	6.0	1.0	20.00%
Driver Trainer	1.0	1.0	1.0	1.0	1.0	0.0	0.00%
Shop Foreman	1.0	1.0	1.0	1.0	1.0	0.0	0.00%
Garage Employees	8.0	8.0	8.0	8.0	7.0	(1.0)	-12.50%
Bus Drivers	134.0	134.0	134.0	136.0	138.0	2.0	1.47%
Bus Attendants	50.0	50.0	50.0	46.0	43.0	(3.0)	-6.52%
Total Employees	203.9	203.9	203.9	201.9	200.9	(1.0)	-0.50%

<u>Program Budget</u>	<u>Actual</u> <u>FY22</u>	<u>Actual</u> <u>FY23</u>	<u>Actual</u> <u>FY24</u>	<u>Budget</u> <u>FY25</u>	<u>Budget</u> <u>FY26</u>	<u>Inc./(Decr.)</u> <u>Bud25 vs Bud26</u>	<u>% Inc. / (Decr.)</u> <u>Bud25 vs Bud26</u>	<u>Item #</u>
Salaries and Wages								
Professional	415,285	458,251	500,742	520,796	520,853	57	0.01%	1
Clerical and Support	261,856	273,882	245,589	283,923	342,099	58,176	20.49%	2
Driver Trainer	64,277	66,509	70,403	72,904	72,931	27	0.04%	3
Shop Foreman	80,709	79,523	96,987	101,464	101,474	10	0.01%	4
Garage Employees	482,593	398,253	486,625	569,112	516,252	(52,860)	-9.29%	5
Bus Drivers	3,707,250	4,173,461	4,191,802	4,387,620	4,444,674	57,054	1.30%	6
Bus Attendants	567,706	738,038	884,674	1,061,618	982,864	(78,754)	-7.42%	7
Temporary Employment	0	1,373	17,093	0	0	0	0.00%	8
Additional Pay	285,450	259,459	377,895	150,000	300,000	150,000	100.00%	9
Summer School Transp.	36,778	28,877	12,751	50,000	100,000	50,000	100.00%	10
In-service Training	17,894	27,095	25,669	27,000	27,000	0	0.00%	11
Substitute Bus Drivers	246,351	317,151	298,220	300,000	300,000	0	0.00%	12
Substitute Bus Attendants	238,255	242,458	241,316	200,000	240,000	40,000	20.00%	13
Turnover Credit	0	0	0	(150,000)	(300,000)	(150,000)	100.00%	14
	6,404,406	7,064,329	7,449,766	7,574,438	7,648,147	73,709	0.97%	

Contracted Services								
Consultants	2,088	2,193	2,259	2,500	2,500	0	0.00%	15
Physical Exams	22,702	23,450	18,696	25,000	25,000	0	0.00%	16
Drug Testing	12,102	10,682	9,262	10,000	10,000	0	0.00%	17
Contracted Training	25,398	7,717	8,222	12,000	12,000	0	0.00%	18
Repairs - Private Garages	143,923	53,350	80,997	50,000	90,000	40,000	80.00%	19
Other Contracted Services	20,725	(40,268)	9,192	0	0	0	0.00%	20
Contracted Drivers	3,016,264	2,678,806	2,838,872	2,932,000	3,037,000	105,000	3.58%	21
Public Carriers	31,732	53,595	59,470	50,000	50,000	0	0.00%	22
	3,274,933	2,789,525	3,026,969	3,081,500	3,226,500	145,000	4.71%	

Supplies and Materials								
Training Supplies	1,198	1,653	0	1,400	1,400	0	0.00%	23
Small Computer Equipment	0	0	0	0	0	0	0.00%	24
Computer Software	74,517	70,456	87,888	80,000	100,000	20,000	25.00%	25
Tires, Repairs & Disposal Fees	24,925	56,122	46,207	70,000	50,000	(20,000)	-28.57%	26
Repair & Maintenance Parts	295,956	401,717	416,158	290,000	420,000	130,000	44.83%	27
Title and Transfer Fees	400	1,700	2,800	2,000	2,000	0	0.00%	28
Uniforms	0	5,289	6,926	18,000	18,000	0	0.00%	29
Miscellaneous Supplies & Mat.	118,283	55,873	113,056	113,000	113,000	0	0.00%	30
	515,279	592,810	673,035	574,400	704,400	130,000	22.63%	

Student Transportation Programs (Continued)

Program Budget	Actual FY22	Actual FY23	Actual FY24	Budget FY25	Budget FY26	Inc./(Decr.) Bud25 vs Bud26	% Inc. / (Decr.) Bud25 vs Bud26	Item #
Other Charges								
Travel/Professional Dev.	2,885	3,376	2,603	4,500	4,500	0	0.00%	31
Dues & Subscriptions	155	265	257	1,500	1,500	0	0.00%	32
Insurance - Buses	99,497	96,940	120,097	140,000	160,000	20,000	14.29%	33
Vehicle Fuel, Oil, Etc.	1,260,948	1,245,174	1,133,116	1,489,000	1,300,000	(189,000)	-12.69%	34
Operations Credit	(296,404)	(290,348)	(340,630)	(400,000)	(400,000)	0	0.00%	35
School System Activities Transp.	179,421	172,566	279,118	130,000	210,000	80,000	61.54%	36
Arts Enrichment - Transp.	20,278	36,173	53,939	30,000	30,000	0	0.00%	37
Extended Learning - Transp.	8,888	30,753	10,672	25,000	25,000	0	0.00%	38
Co-Curricular Trips	41,652	59,740	63,883	80,000	80,000	0	0.00%	39
Student Transportation - CTE	16,105	27,532	33,915	25,000	25,000	0	0.00%	40
Student Transportation - Special Ed	0	0	0	2,000	2,000	0	0.00%	41
Upward Bound Tutoring Prog. Transp.	40,393	49,588	65,542	50,000	50,000	0	0.00%	42
	<u>1,373,818</u>	<u>1,431,760</u>	<u>1,422,513</u>	<u>1,577,000</u>	<u>1,488,000</u>	<u>(89,000)</u>	<u>-5.64%</u>	
Property								
Equipment Other than Buses	11,361	8,045	6,346	30,000	30,000	0	0.00%	43
Buses	1,624,026	1,988,732	1,894,827	2,122,500	2,240,000	117,500	5.54%	44
Board Staff Vehicles	24,820	89,505	125,360	45,000	45,000	0	0.00%	45
	<u>1,660,208</u>	<u>2,086,282</u>	<u>2,026,533</u>	<u>2,197,500</u>	<u>2,315,000</u>	<u>117,500</u>	<u>5.35%</u>	
Program Total	13,228,643	13,964,705	14,598,816	15,004,838	15,382,047	377,209	2.51%	

Facilities Operations Programs

MSDE Category: Operation of Plant

Program Staffing Summary	Actual FY22	Actual FY23	Actual FY24	Budget FY25	Budget FY26	Inc./ (Decr.) Bud25 vs Bud26	% Inc. / (Decr.) Bud25 vs Bud26
Professional	3.0	4.0	4.0	4.0	3.5	(0.5)	-12.50%
Custodial Personnel	192.4	192.4	192.4	192.4	192.4	0.0	0.00%
Warehousing & Distribution Person.	2.0	2.0	2.0	2.0	2.0	0.0	0.00%
Equipment Maintenance Personnel	0.0	0.0	0.0	2.0	2.0	0.0	0.00%
Total FTE	197.4	198.4	198.4	200.4	199.9	(0.5)	-0.25%

Program Budget	Actual FY22	Actual FY23	Actual FY24	Budget FY25	Budget FY26	Inc./ (Decr.) Bud25 vs Bud26	% Inc. / (Decr.) Bud25 vs Bud26	Item #
Salaries and Wages								
Professional	206,027	254,219	351,852	397,633	363,888	(33,745)	-8.49%	1
Custodial Personnel	6,897,307	7,033,226	7,621,078	8,153,847	8,108,783	(45,063)	-0.55%	2
Warehousing & Distribution Pers.	84,724	86,968	92,319	93,625	93,644	18	0.02%	3
Equipment Maintenance Personnel	0	0	0	131,713	131,744	31	0.02%	4
Additional Wages/Substitutes	668,356	843,656	1,069,381	490,000	800,000	310,000	63.27%	5
Turnover Credit	0	0	0	(150,000)	(300,000)	(150,000)	100.00%	6
	7,856,415	8,218,070	9,134,630	9,116,818	9,198,059	81,241	0.89%	
Contracted Services								
Facility Rental	87,254	83,294	98,164	100,000	100,000	0	0.00%	7
Equipment Rental	14,220	0	7,360	5,000	5,000	0	0.00%	8
Time Clocks, Fire Alarms	2,439	0	20,010	40,000	40,000	0	0.00%	9
Elevator Service Contracts	47,424	61,165	68,586	50,000	50,000	0	0.00%	10
Equipment Repair - Other	3,107	20,486	19,809	20,000	20,000	0	0.00%	11
Equipment Repair - CTE	28,233	19,570	9,753	15,000	15,000	0	0.00%	12
Equipment Repair - Science	10,965	1,065	2,495	10,000	10,000	0	0.00%	13
Equipment Repair - P.E./Arts	19,668	22,683	36,404	20,000	20,000	0	0.00%	14
Other Contracted Services	2,370	22,445	311	2,500	2,500	0	0.00%	15
Trash Removal	312,718	392,106	370,568	400,000	400,000	0	0.00%	16
Snow Removal	57,361	28,985	70,396	50,000	50,000	0	0.00%	17
Mowing Grass	0	0	0	0	0	0	0.00%	18
	585,758	651,800	703,856	712,500	712,500	0	0.00%	
Supplies and Materials								
Postage	52,862	104,419	119,312	85,000	125,000	40,000	47.06%	19
Uniform Maintenance	360	3,850	11,495	5,750	5,750	0	0.00%	20
Operational Supplies	995,337	1,109,837	1,034,682	950,000	1,100,000	150,000	15.79%	21
	1,048,559	1,218,106	1,165,489	1,040,750	1,230,750	190,000	18.26%	
Other Charges								
Recertification Training	3,706	1,315	247	3,000	3,000	0	0.00%	22
Vehicle Insurance	46,626	30,294	59,346	60,000	70,000	10,000	16.67%	23
Vehicle Fuel, Oil, Etc.	46,502	69,728	65,380	45,000	65,000	20,000	44.44%	24
Insurance on Buildings	430,005	451,879	589,715	635,000	900,000	265,000	41.73%	25
Insurance Deductible	19,166	7,725	1,726	8,000	8,000	0	0.00%	26
Water and Sewer	733,070	809,016	872,636	810,000	810,000	0	0.00%	27
Fuel - Heating	316,611	414,177	295,098	420,000	350,000	(70,000)	-16.67%	28
Electricity	3,794,420	3,717,200	4,023,227	4,665,000	4,665,000	0	0.00%	29
Natural Gas & Propane	709,001	763,930	799,274	1,000,000	850,000	(150,000)	-15.00%	30
	6,099,107	6,265,265	6,706,651	7,646,000	7,721,000	75,000	0.98%	
Property								
Equipment	109,253	28,163	106,355	100,000	100,000	0	0.00%	31
	109,253	28,163	106,355	100,000	100,000	0	0.00%	
Program Total	15,699,091	16,381,404	17,816,980	18,616,068	18,962,309	346,241	1.86%	

Technology Support & Maintenance

MSDE Category: Operation of Plant

Program Staffing Summary	Actual FY22	Actual FY23	Actual FY24	Budget FY25	Budget FY26	Inc./ (Decr.) Bud25 vs Bud26	% Inc. / (Decr.) Bud25 vs Bud26	
Technology - Professional	13.5	13.5	13.5	13.5	13.5	0.0	0.00%	
Clerical and Support	1.0	1.0	1.0	1.0	1.0	0.0	0.00%	
Tech. Electronics Technicians	12.0	12.0	12.0	12.0	12.0	0.0	0.00%	
Total FTE	26.5	26.5	26.5	26.5	26.5	0.0	0.00%	
<hr/>								
Program Budget	Actual FY22	Actual FY23	Actual FY24	Budget FY25	Budget FY26	Inc./ (Decr.) Bud25 vs Bud26	% Inc. / (Decr.) Bud25 vs Bud26	Item #
Salaries and Wages								
Professional	1,072,209	1,146,954	1,141,322	1,274,590	1,282,581	7,992	0.63%	1
Clerical and Support	53,259	41,607	44,343	47,232	47,221	(11)	-0.02%	2
Electronics Technicians	615,505	630,221	677,657	704,316	707,580	3,264	0.46%	3
Temporary Employment	12,510	20,733	18,987	30,000	30,000	0	0.00%	4
Additional Wages	35,945	29,499	44,120	20,000	45,000	25,000	125.00%	5
	1,789,428	1,869,015	1,926,431	2,076,137	2,112,382	36,245	1.75%	
<hr/>								
Contracted Services								
Tech. - Service Contracts	1,900,400	1,623,718	1,752,688	2,072,000	2,072,000	0	0.00%	6
Tech. - Repairs & Maintenance	249,025	245,222	484,491	250,000	450,000	200,000	80.00%	7
	2,149,425	1,868,939	2,237,180	2,322,000	2,522,000	200,000	8.61%	
<hr/>								
Supplies and Materials								
Office Supplies	1,792	806	6,028	2,000	2,000	0	0.00%	8
Tech. Support Supplies	263,579	296,498	868,438	385,000	385,000	0	0.00%	9
Small Computer Equipment	466,862	609,058	199,123	650,000	880,000	230,000	35.38%	10
Computer Software	477,271	453,064	545,666	300,000	425,000	125,000	41.67%	11
	1,209,504	1,359,427	1,619,254	1,337,000	1,692,000	355,000	26.55%	
<hr/>								
Other Charges								
Travel/Prof. Dev.	28,666	39,928	18,915	40,000	40,000	0	0.00%	12
Communications	112,992	117,277	109,867	120,000	120,000	0	0.00%	13
	141,657	157,204	128,781	160,000	160,000	0	0.00%	
<hr/>								
Property								
Equipment	0	215,784	67,080	100,000	100,000	0	0.00%	14
	0	215,784	67,080	100,000	100,000	0	0.00%	
<hr/>								
Program Total	5,290,014	5,470,369	5,978,726	5,995,137	6,586,382	591,245	9.86%	

Safety and Security Programs

MSDE Category: Operation of Plant

<u>Program Staffing Summary</u>	<u>Actual</u> <u>FY22</u>	<u>Actual</u> <u>FY23</u>	<u>Actual</u> <u>FY24</u>	<u>Budget</u> <u>FY25</u>	<u>Budget</u> <u>FY26</u>	<u>Inc./ (Decr.)</u> <u>Bud25 vs Bud26</u>	<u>% Inc. / (Decr.)</u> <u>Bud25 vs Bud26</u>
Professional	1.2	1.2	2.2	2.2	2.2	0.0	0.00%
School Lobby Receptionist	0.0	0.0	0.0	0.0	0.0	0.0	0.00%
School Safety & Security Assistants	0.0	0.0	19.0	19.0	34.0	15.0	78.95%
Crossing Guards	22.0	22.0	22.0	22.0	22.0	0.0	0.00%
Total FTE	23.2	23.2	43.2	43.2	58.2	15.0	34.76%

<u>Program Budget</u>	<u>Actual</u> <u>FY22</u>	<u>Actual</u> <u>FY23</u>	<u>Actual</u> <u>FY24</u>	<u>Budget</u> <u>FY25</u>	<u>Budget</u> <u>FY26</u>	<u>Inc./ (Decr.)</u> <u>Bud25 vs Bud26</u>	<u>% Inc. / (Decr.)</u> <u>Bud25 vs Bud26</u>	<u>Item #</u>
Salaries and Wages								
Professional	132,011	140,800	231,950	245,394	245,420	26	0.01%	1
School Lobby Receptionist	0	0	0	0	0	0	0.00%	2
School Safety & Security Assistants	0	282,830	731,213	831,761	1,464,844	633,083	76.11%	3
Crossing Guards	208,419	174,231	197,730	338,016	323,158	(14,858)	-4.40%	4
Additional Wages	0	28,951	83,171	45,000	45,000	0	0.00%	5
Substitute-Crossing Guards	4,300	13,740	7,301	15,000	15,000	0	0.00%	6
	344,730	640,551	1,251,364	1,475,171	2,093,422	618,251	41.91%	
Contracted Services								
Tech. - Service Contracts	95,586	70,234	72,267	140,000	140,000	0	0.00%	7
School Resource Officers	686,146	944,700	1,077,032	1,633,511	1,633,511	0	0.00%	8
Security	14,004	34,085	73,576	30,000	30,000	0	0.00%	9
	795,736	1,049,019	1,222,876	1,803,511	1,803,511	0	0.00%	
Supplies and Materials								
Office Supplies	0	393	1,547	500	500	0	0.00%	10
Small Computer Equipment	424,837	155,241	202,671	185,000	185,000	0	0.00%	11
Computer Software	58,377	50,274	65,926	70,000	70,000	0	0.00%	12
Crossing Guard Uniforms/Supplies	2,996	1,200	0	3,000	3,000	0	0.00%	13
Other - Miscellaneous	23,811	46,730	25,065	25,000	25,000	0	0.00%	14
	510,021	253,837	295,210	283,500	283,500	0	0.00%	
Other Charges								
Travel/Professional Dev.	11,842	13,806	13,973	14,000	14,000	0	0.00%	15
Dues & Subscriptions	0	0	0	100	100	0	0.00%	16
Liability Insurance - Resource Officers	6,320	4,468	15,718	7,500	10,000	2,500	33.33%	17
	18,161	18,273	29,691	21,600	24,100	2,500	11.57%	
Property								
Equipment	0	0	0	0	0	0	0.00%	18
	0	0	0	0	0	0	0.00%	
Program Total	1,668,648	1,961,681	2,799,141	3,583,782	4,204,533	620,751	17.32%	

Facilities Maintenance Programs

MSDE Category: Maintenance of Plant

Program Staffing Summary	Actual FY22	Actual FY23	Actual FY24	Budget FY25	Budget FY26	Inc./ (Decr.) Bud25 vs Bud26	% Inc. / (Decr.) Bud25 vs Bud26	
Professional	3.0	3.0	3.0	3.0	2.5	(0.5)	-16.67%	
Clerical and Support	2.0	2.0	2.0	2.0	2.0	0.0	0.00%	
Maintenance Personnel	34.0	33.0	33.0	31.0	31.0	0.0	0.00%	
Total FTE	39.0	38.0	38.0	36.0	35.5	(0.5)	-1.39%	
Program Budget								
Program Budget	Actual FY22	Actual FY23	Actual FY24	Budget FY25	Budget FY26	Inc./ (Decr.) Bud25 vs Bud26	% Inc. / (Decr.) Bud25 vs Bud26	Item #
Salaries and Wages								
Professional	252,707	291,374	281,266	300,142	262,867	(37,275)	-12.42%	1
Clerical and Support	91,444	85,168	86,023	90,689	90,128	(562)	-0.62%	2
Maintenance Personnel	1,462,003	1,322,768	1,614,445	1,810,442	1,841,450	31,008	1.71%	3
Temporary Employment	0	18,801	25,034	0	20,000	20,000	100.00%	4
Additional Pay	125,286	89,852	168,866	95,000	140,000	45,000	47.37%	5
	1,931,440	1,807,963	2,175,634	2,296,273	2,354,445	58,171	2.53%	
Contracted Services								
Equipment Rental	50,385	79,327	98,176	50,000	50,000	0	0.00%	9
Equipment Repairs	110,435	136,501	159,094	75,000	75,000	0	0.00%	10
Professional Services	443,133	613,003	953,194	500,000	700,000	200,000	40.00%	11
Building Renovations	2,140,989	3,321,844	3,090,131	2,600,000	2,600,000	0	0.00%	12
Mechanical Repairs	1,232,449	2,058,273	1,195,734	1,000,000	1,200,000	200,000	20.00%	13
Building Repairs	834,597	1,105,463	889,730	1,521,000	1,200,000	(321,000)	-21.10%	14
Regulatory Services	484,121	578,941	409,602	525,000	450,000	(75,000)	-14.29%	15
	5,296,111	7,893,353	6,795,662	6,271,000	6,275,000	4,000	0.06%	
Supplies and Materials								
Plumb., Mech., Elect., Struc. Sup.	894,913	1,078,519	1,175,094	1,309,000	1,250,000	(59,000)	-4.51%	16
Small Equipment & Furniture	111,748	42,800	72,908	125,000	125,000	0	0.00%	17
Uniform Maintenance	12,899	11,183	15,854	10,500	10,500	0	0.00%	18
	1,019,561	1,132,502	1,263,856	1,444,500	1,385,500	(59,000)	-4.08%	
Other Charges								
Travel	6,077	7,226	732	6,000	6,000	0	0.00%	19
Recertification Training	26,182	7,754	14,501	4,000	4,000	0	0.00%	20
Vehicle Fuel, Oil, Etc..	93,396	97,824	113,015	108,000	108,000	0	0.00%	21
	125,654	112,803	128,248	118,000	118,000	0	0.00%	
Property								
Equipment	125,808	114,975	359,798	205,000	205,000	0	0.00%	22
Program Total	8,498,574	11,061,597	10,723,198	10,334,773	10,337,945	3,171	0.03%	

Facilities Capital Outlay

MSDE Category: Capital Outlay

<u>Program Staffing Summary</u>	<u>Actual</u> <u>FY22</u>	<u>Actual</u> <u>FY23</u>	<u>Actual</u> <u>FY24</u>	<u>Budget</u> <u>FY25</u>	<u>Budget</u> <u>FY26</u>	<u>Inc./</u> <u>(Decr.)</u> <u>Bud25 vs Bud26</u>	<u>% Inc. /</u> <u>(Decr.)</u> <u>Bud25 vs Bud26</u>	
Professional	4.0	4.0	4.0	4.0	5.0	1.0	25.00%	
Clerical and Support	1.0	1.0	1.0	1.0	1.0	0.0	0.00%	
Total FTE	<u>5.0</u>	<u>5.0</u>	<u>5.0</u>	<u>5.0</u>	<u>6.0</u>	<u>1.0</u>	<u>20.00%</u>	
<u>Program Budget</u>	<u>Actual</u> <u>FY22</u>	<u>Actual</u> <u>FY23</u>	<u>Actual</u> <u>FY24</u>	<u>Budget</u> <u>FY25</u>	<u>Budget</u> <u>FY26</u>	<u>Inc./</u> <u>(Decr.)</u> <u>Bud25 vs Bud26</u>	<u>% Inc. /</u> <u>(Decr.)</u> <u>Bud25 vs Bud26</u>	<u>Item #</u>
Salaries and Wages								
Professional	388,334	414,240	436,926	421,388	512,220	90,832	21.56%	1
Clerical and Support	52,353	54,656	58,244	61,968	69,411	7,443	12.01%	2
Additional Pay	0	63	940	500	500	0	0.00%	3
	<u>440,687</u>	<u>468,959</u>	<u>496,110</u>	<u>483,855</u>	<u>582,131</u>	<u>98,275</u>	<u>20.31%</u>	
Contracted Services								
Other Contracted Services	2,457,680	791,444	(2,750)	3,000	3,000	0	0.00%	4
	<u>2,457,680</u>	<u>791,444</u>	<u>(2,750)</u>	<u>3,000</u>	<u>3,000</u>	<u>0</u>	<u>0.00%</u>	
Supplies and Materials								
Office Supplies	2,961	3,396	1,030	6,500	6,500	0	0.00%	5
Small Equipment & Furniture	659,994	1,748	0	0	0	0	0.00%	6
Computer Software	9,137	10,205	10,670	11,000	15,000	4,000	36.36%	7
	<u>672,093</u>	<u>15,349</u>	<u>11,700</u>	<u>17,500</u>	<u>21,500</u>	<u>4,000</u>	<u>22.86%</u>	
Other Charges								
Travel/Professional Dev.	0	0	2,761	500	500	0	0.00%	8
Dues & Subscriptions	0	0	0	250	250	0	0.00%	9
	<u>0</u>	<u>0</u>	<u>2,761</u>	<u>750</u>	<u>750</u>	<u>0</u>	<u>0.00%</u>	
Property								
Equipment	1,022,439	877	0	0	0	0	0.00%	10
Relocatable Buildings	193,759	0	0	0	0	0	0.00%	11
	<u>1,216,198</u>	<u>877</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>	
Transfers								
Transfer - Capital Projects	0	0	470,851	0	0	0	0.00%	12
Program Total	<u>4,786,657</u>	<u>1,276,629</u>	<u>978,671</u>	<u>505,105</u>	<u>607,381</u>	<u>102,275</u>	<u>20.25%</u>	

Food Services Program

MSDE Category: Food Services

<u>Program Budget</u>	<u>Actual</u> <u>FY22</u>	<u>Actual</u> <u>FY23</u>	<u>Actual</u> <u>FY24</u>	<u>Budget</u> <u>FY25</u>	<u>Budget</u> <u>FY26</u>	<u>Inc./(Decr.)</u> <u>Bud25 vs Bud26</u>	<u>% Inc. / (Decr.)</u> <u>Bud25 vs Bud26</u>	<u>Item #</u>
Salaries and Wages								
Additional Pay	0	0	0	0	0	0	0.00%	1
	0	0	0	0	0	0	0.00%	
Transfers								
Transfer to Food Services	0	41,034	58,593	30,000	30,000	0	0.00%	2
Program Total	0	41,034	58,593	30,000	30,000	0	0.00%	

Employee Benefit Program

MSDE Category: Fixed Charges

<u>Program Budget</u>	<u>Actual</u> <u>FY22</u>	<u>Actual</u> <u>FY23</u>	<u>Actual</u> <u>FY24</u>	<u>Budget</u> <u>FY25</u>	<u>Budget</u> <u>FY26</u>	<u>Inc./(Decr.)</u> <u>Bud25 vs Bud26</u>	<u>% Inc. / (Decr.)</u> <u>Bud25 vs Bud26</u>	<u>Item #</u>
Other Charges								
Retirement Plans	7,178,499	9,022,447	9,074,317	9,965,000	10,130,000	165,000	1.66%	1
Social Security	12,866,679	13,969,451	15,036,013	15,406,698	15,941,615	534,917	3.47%	2
Workmen's Compensation	1,295,298	1,619,485	1,456,077	1,795,361	1,832,427	37,066	2.06%	3
Medical Insurance	39,759,068	40,620,895	42,936,699	46,645,104	52,336,599	5,691,496	12.20%	4
OPEB Funding / GASB 45	5,000,000	5,000,000	5,000,000	159,515	159,515	0	0.00%	5
Life Insurance	178,293	373,725	405,530	280,000	400,000	120,000	42.86%	6
Long-Term Disability Insurance	28,032	31,285	57,247	40,000	60,000	20,000	50.00%	7
Family Leave	0	0	0	0	0	0	0.00%	8
Unemployment Compensation	15,605	3,514	64,123	75,000	75,000	0	0.00%	9
Perfect Attendance - Sick Leave	838,368	507,516	581,977	565,000	565,000	0	0.00%	10
Retirement - Sick Leave	793,849	437,830	282,963	582,500	582,500	0	0.00%	11
Retirement - Annual Leave	466,343	294,809	396,000	345,000	345,000	0	0.00%	12
A&S Tuition Reimbursement	49,011	43,369	57,420	60,000	60,000	0	0.00%	13
Teacher Tuition Reimbursement	519,868	625,000	625,000	625,000	625,000	0	0.00%	14
ESP Tuition Reimbursement	21,254	26,471	31,312	35,000	35,000	0	0.00%	15
NBCT Certification Reimbursement	0	72,168	0	110,000	110,000	0	0.00%	16
Student Accident Insurance	15,743	18,514	18,512	20,000	20,000	0	0.00%	17
General Comprehensive Liability	134,233	152,842	210,751	220,000	220,000	0	0.00%	18
Encumbrance Clearing	0	0	0	0	0	0	0.00%	19
Resource Pool	0	0	0	0	4,734,334	4,734,334	100.00%	20
Program Total	69,160,142	72,819,322	76,233,942	76,929,178	88,231,990	11,302,813	14.69%	

Elected Board Member Services

MSDE Category: Administration

MSDE Subcategory: Board of Education Services

<u>Program Staffing Summary</u>	<u>Actual</u> <u>FY22</u>	<u>Actual</u> <u>FY23</u>	<u>Actual</u> <u>FY24</u>	<u>Budget</u> <u>FY25</u>	<u>Budget</u> <u>FY26</u>	<u>Inc./ (Decr.)</u> <u>Bud25 vs Bud26</u>	<u>% Inc. / (Decr.)</u> <u>Bud25 vs Bud26</u>
Board Members	7.0	7.0	7.0	7.0	7.0	0.0	0.00%
Professional	3.0	3.0	3.5	3.5	3.0	(0.5)	-14.29%
Clerical and Support	1.0	1.0	1.0	1.0	1.0	0.0	0.00%
Total Board & Employees	11.0	11.0	11.5	11.5	11.0	(0.5)	-4.35%

<u>Program Budget</u>	<u>Actual</u> <u>FY22</u>	<u>Actual</u> <u>FY23</u>	<u>Actual</u> <u>FY24</u>	<u>Budget</u> <u>FY25</u>	<u>Budget</u> <u>FY26</u>	<u>Inc./ (Decr.)</u> <u>Bud25 vs Bud26</u>	<u>% Inc. / (Decr.)</u> <u>Bud25 vs Bud26</u>	<u>Item #</u>
Salaries and Wages								
Board Members	84,500	86,750	89,000	92,000	95,000	3,000	3.26%	1
Professional	338,257	392,884	435,756	473,337	404,132	(69,205)	-14.62%	2
Clerical and Support	51,701	53,520	56,839	58,533	58,539	6	0.01%	3
Additional Wages	819	648	1,949	1,000	1,000	0	0.00%	4
	475,277	533,802	583,545	624,870	558,671	(66,198)	-10.59%	

Contracted Services								
Audit & Accounting Fees	42,000	47,300	48,250	48,000	58,000	10,000	20.83%	5
Legal Fees	12,976	11,226	2,400	85,000	85,000	0	0.00%	6
Other Contracted Services	81,126	16,865	123,333	18,000	18,000	0	0.00%	7
	136,101	75,390	173,983	151,000	161,000	10,000	6.62%	

Supplies and Materials								
Office Supplies-Board	893	470	1,107	2,000	2,000	0	0.00%	8
Office Supplies-Legal Counsel	1,205	2,021	2,079	2,000	2,000	0	0.00%	9
Food/Meals - Board	8,172	6,445	6,391	5,500	5,500	0	0.00%	10
	10,270	8,936	9,576	9,500	9,500	0	0.00%	

Other Charges								
Travel-Board	4,440	5,411	5,739	9,500	9,500	0	0.00%	11
Travel-Legal Staff	368	395	5,376	500	5,400	4,900	980.00%	12
Dues & Subscriptions-Board	39,966	32,650	34,207	42,900	38,000	(4,900)	-11.42%	13
Dues & Subs.-Legal Counsel	7,798	9,532	10,065	9,000	9,000	0	0.00%	14
Scholarship - Student Member	0	0	0	0	750	750	100.00%	15
Other - Miscellaneous	15,634	7,562	10,387	10,000	10,000	0	0.00%	16
	68,207	55,549	65,775	71,900	72,650	750	1.04%	

Property								
Equipment	0	0	0	0	0	0	0.00%	17

Program Total	689,855	673,677	832,878	857,270	801,821	(55,448)	-6.47%	
----------------------	----------------	----------------	----------------	----------------	----------------	-----------------	---------------	--

Executive Leadership Team

MSDE Category: Administration

MSDE Subcategory: Executive Administration

<u>Program Staffing Summary</u>	Actual <u>FY22</u>	Actual <u>FY23</u>	Actual <u>FY24</u>	Budget <u>FY25</u>	Budget <u>FY26</u>	Inc./(Decr.) <u>Bud25 vs Bud26</u>	% Inc. / (Decr.) <u>Bud25 vs Bud26</u>	
Professional	3.0	3.0	3.0	4.0	4.0	0.0	0.00%	
Clerical and Support	3.0	3.0	3.0	3.0	3.0	0.0	0.00%	
Total FTE	6.0	6.0	6.0	7.0	7.0	0.0	0.00%	
<hr/>								
<u>Program Budget</u>	Actual <u>FY22</u>	Actual <u>FY23</u>	Actual <u>FY24</u>	Budget <u>FY25</u>	Budget <u>FY26</u>	Inc./(Decr.) <u>Bud25 vs Bud26</u>	% Inc. / (Decr.) <u>Bud25 vs Bud26</u>	<u>Item #</u>
Salaries and Wages								
Professional	584,758	582,615	618,335	762,913	773,886	10,973	1.44%	1
Clerical and Support	202,882	214,660	220,094	237,006	254,558	17,553	7.41%	2
Additional Wages	91	386	4,397	0	5,000	5,000	100.00%	3
	787,731	797,661	842,827	999,918	1,033,444	33,526	3.35%	
<hr/>								
Supplies and Materials								
Office Supplies-Superintendent	1,082	1,441	530	2,000	1,000	(1,000)	-50.00%	4
Office Supplies-Assoc. Supt.	1,079	730	590	2,000	1,000	(1,000)	-50.00%	5
Office Supplies-COO	2,533	1,307	728	2,000	1,000	(1,000)	-50.00%	6
Books and Magazines-Supt.	22	106	230	200	200	0	0.00%	7
Books and Magazines-Assoc. Supt.	820	0	0	100	100	0	0.00%	8
	5,535	3,585	2,079	6,300	3,300	(3,000)	-47.62%	
<hr/>								
Other Charges								
Travel-Superintendent	919	2,875	5,261	3,000	5,000	2,000	66.67%	9
Travel-Assoc. Supt.	0	3,438	7,798	1,500	2,500	1,000	66.67%	10
Travel-COO	25	255	2,251	1,000	1,000	0	0.00%	11
Dues & Subscriptions-Supt.	6,930	8,264	12,260	8,000	15,000	7,000	87.50%	12
Dues & Subscriptions-Assoc. Supt.	136	1	30	200	200	0	0.00%	13
Dues & Subscriptions-COO	52	44	43	500	500	0	0.00%	14
Other - Miscellaneous	3,888	11,145	8,261	10,000	10,000	0	0.00%	15
	11,949	26,022	35,903	24,200	34,200	10,000	41.32%	
<hr/>								
Property								
Equipment	0	0	0	0	0	0	0.00%	16
<hr/>								
Program Total	805,214	827,268	880,809	1,030,418	1,070,944	40,526	3.93%	

Financial Services

MSDE Category: Administration

MSDE Subcategory: Fiscal Services

<u>Program Staffing Summary</u>	<u>Actual</u> <u>FY22</u>	<u>Actual</u> <u>FY23</u>	<u>Actual</u> <u>FY24</u>	<u>Budget</u> <u>FY25</u>	<u>Budget</u> <u>FY26</u>	<u>Inc./(Decr.)</u> <u>Bud25 vs Bud26</u>	<u>% Inc. / (Decr.)</u> <u>Bud25 vs Bud26</u>	
Professional	4.0	6.0	6.0	6.0	6.0	0.0	0.00%	
Clerical and Support	8.0	8.0	9.0	9.0	9.0	0.0	0.00%	
Total FTE	12.0	14.0	15.0	15.0	15.0	0.0	0.00%	
<hr/>								
<u>Program Budget</u>	<u>Actual</u> <u>FY22</u>	<u>Actual</u> <u>FY23</u>	<u>Actual</u> <u>FY24</u>	<u>Budget</u> <u>FY25</u>	<u>Budget</u> <u>FY26</u>	<u>Inc./(Decr.)</u> <u>Bud25 vs Bud26</u>	<u>% Inc. / (Decr.)</u> <u>Bud25 vs Bud26</u>	<u>Item #</u>
Salaries and Wages								
Professional	413,009	543,310	659,422	680,151	687,094	6,943	1.02%	1
Clerical and Support	396,355	422,207	488,513	526,892	528,107	1,215	0.23%	2
Temporary Employment	0	6,775	13,744	0	0	0	0.00%	3
Additional Wages	19,324	22,296	57,812	10,000	10,000	0	0.00%	4
	828,688	994,588	1,219,491	1,217,043	1,225,201	8,158	0.67%	
<hr/>								
Contracted Services								
Internal Audit Fees	79,519	75,125	82,692	80,000	84,000	4,000	5.00%	5
Contracted / Temp Services	2,784	3,166	3,978	3,000	3,000	0	0.00%	6
	82,303	78,291	86,670	83,000	87,000	4,000	4.82%	
<hr/>								
Supplies and Materials								
Office Supplies	9,961	25,591	16,373	7,500	10,000	2,500	33.33%	7
<hr/>								
Other Charges								
Travel/Professional Dev.	1,504	8,011	3,671	4,000	4,000	0	0.00%	8
Dues & Subscriptions	1,452	1,855	1,911	2,000	2,000	0	0.00%	9
Other - Miscellaneous	1,130	1,142	(1,668)	1,500	1,500	0	0.00%	10
	4,086	11,007	3,914	7,500	7,500	0	0.00%	
<hr/>								
Property								
Equipment	0	0	0	0	0	0	0.00%	11
<hr/>								
Transfers								
Business Support Credit	(1,132,698)	(1,057,941)	(1,020,157)	(400,000)	(400,000)	0	0.00%	11
<hr/>								
Program Total	(207,661)	51,537	306,290	915,043	929,701	14,658	1.60%	

Purchasing Services

MSDE Category: Administration

MSDE Subcategory: Purchasing Services

<u>Program Staffing Summary</u>	<u>Actual</u> <u>FY22</u>	<u>Actual</u> <u>FY23</u>	<u>Actual</u> <u>FY24</u>	<u>Budget</u> <u>FY25</u>	<u>Budget</u> <u>FY26</u>	<u>Inc./ (Decr.)</u> <u>Bud25 vs Bud26</u>	<u>% Inc. / (Decr.)</u> <u>Bud25 vs Bud26</u>	
Professional	1.0	1.0	1.0	1.0	1.0	0.0	0.00%	
Clerical and Support	4.0	4.0	4.0	4.0	4.0	0.0	0.00%	
Total FTE	5.0	5.0	5.0	5.0	5.0	0.0	0.00%	
<u>Program Budget</u>	<u>Actual</u> <u>FY22</u>	<u>Actual</u> <u>FY23</u>	<u>Actual</u> <u>FY24</u>	<u>Budget</u> <u>FY25</u>	<u>Budget</u> <u>FY26</u>	<u>Inc./ (Decr.)</u> <u>Bud25 vs Bud26</u>	<u>% Inc. / (Decr.)</u> <u>Bud25 vs Bud26</u>	<u>Item #</u>
Salaries and Wages								
Professional	92,729	98,373	101,839	104,894	102,348	(2,546)	-2.43%	1
Clerical and Support	210,622	219,698	240,615	249,051	249,066	15	0.01%	2
Temporary Employment	0	0	0	0	0	0	0.00%	3
Additional Wages	0	124	617	500	500	0	0.00%	4
	303,351	318,194	343,070	354,446	351,914	(2,532)	-0.71%	
Contracted Services								
Contracted Services	1,620	1,620	1,592	2,400	2,400	0	0.00%	5
	1,620	1,620	1,592	2,400	2,400	0	0.00%	
Supplies and Materials								
Office Supplies	883	1,184	728	3,500	3,500	0	0.00%	6
Advertising	0	0	0	0	0	0	0.00%	7
	883	1,184	728	3,500	3,500	0	0.00%	
Other Charges								
Travel/Professional Dev.	21	1,237	1,979	2,000	2,000	0	0.00%	8
Dues & Subscriptions	3,419	2,366	2,845	4,000	4,000	0	0.00%	9
	3,440	3,604	4,823	6,000	6,000	0	0.00%	
Property								
Equipment	0	0	0	0	0	0	0.00%	10
Program Total	309,294	324,602	350,214	366,346	363,814	(2,532)	-0.69%	

Printing Services

MSDE Category: Administration

MSDE Subcategory: Printing, Publishing, and Duplicating Services

<u>Program Staffing Summary</u>	<u>Actual</u> <u>FY22</u>	<u>Actual</u> <u>FY23</u>	<u>Actual</u> <u>FY24</u>	<u>Budget</u> <u>FY25</u>	<u>Budget</u> <u>FY26</u>	<u>Inc./(Decr.)</u> <u>Bud25 vs Bud26</u>	<u>% Inc. / (Decr.)</u> <u>Bud25 vs Bud26</u>	
Clerical and Support	2.0	2.0	2.0	2.0	2.0	0.0	0.00%	
Technical	3.0	3.0	3.0	3.0	3.0	0.0	0.00%	
Total FTE	5.0	5.0	5.0	5.0	5.0	0.0	0.00%	
<hr/>								
<u>Program Budget</u>	<u>Actual</u> <u>FY22</u>	<u>Actual</u> <u>FY23</u>	<u>Actual</u> <u>FY24</u>	<u>Budget</u> <u>FY25</u>	<u>Budget</u> <u>FY26</u>	<u>Inc./(Decr.)</u> <u>Bud25 vs Bud26</u>	<u>% Inc. / (Decr.)</u> <u>Bud25 vs Bud26</u>	<u>Item #</u>
Salaries and Wages								
Clerical and Support	97,392	101,824	108,108	111,649	111,647	(1)	0.00%	1
Technical	119,929	125,535	133,080	136,902	136,914	13	0.01%	2
Temporary Employment	0	14,205	0	0	0	0	0.00%	3
Additional Wages	17,966	14,759	14,054	12,000	12,000	0	0.00%	4
	<u>235,287</u>	<u>256,323</u>	<u>255,243</u>	<u>260,551</u>	<u>260,562</u>	<u>11</u>	<u>0.00%</u>	
<hr/>								
Contracted Services								
Printing Services	3,529	5,229	0	10,000	10,000	0	0.00%	5
Equipment Rental	208,492	114,685	100,144	205,000	155,000	(50,000)	-24.39%	6
Service/Maint. Contracts	143,290	160,756	152,879	200,000	200,000	0	0.00%	7
Equipment Repair	2,235	3,648	675	2,000	2,000	0	0.00%	8
	<u>357,546</u>	<u>284,318</u>	<u>253,698</u>	<u>417,000</u>	<u>367,000</u>	<u>(50,000)</u>	<u>-11.99%</u>	
<hr/>								
Supplies and Materials								
Office Supplies	6,477	2,404	1,099	1,000	1,000	0	0.00%	9
Printing Supplies	88,278	110,483	39,881	80,000	80,000	0	0.00%	10
Graphics	2,314	0	2,205	2,000	2,000	0	0.00%	11
	<u>97,070</u>	<u>112,887</u>	<u>43,186</u>	<u>83,000</u>	<u>83,000</u>	<u>0</u>	<u>0.00%</u>	
<hr/>								
Property								
Equipment	0	20,679	0	10,000	60,000	50,000	500.00%	12
<hr/>								
Program Total	689,902	674,208	552,126	770,551	770,562	11	0.00%	

Community Relations and Public Engagement Services

MSDE Category: Administration

MSDE Subcategory: Information Services

<u>Program Staffing Summary</u>	<u>Actual</u> <u>FY22</u>	<u>Actual</u> <u>FY23</u>	<u>Actual</u> <u>FY24</u>	<u>Budget</u> <u>FY25</u>	<u>Budget</u> <u>FY26</u>	<u>Inc./ (Decr.)</u> <u>Bud25 vs Bud26</u>	<u>% Inc. / (Decr.)</u> <u>Bud25 vs Bud26</u>	
Professional	3.0	3.0	3.5	3.5	3.0	(0.5)	-14.29%	
Clerical and Support	0.0	0.0	0.0	0.0	0.0	0.0	0.00%	
Technical	0.0	0.0	0.0	0.0	0.0	0.0	0.00%	
Total FTE	3.0	3.0	3.5	3.5	3.0	(0.5)	-14.29%	
<hr/>								
<u>Program Budget</u>	<u>Actual</u> <u>FY22</u>	<u>Actual</u> <u>FY23</u>	<u>Actual</u> <u>FY24</u>	<u>Budget</u> <u>FY25</u>	<u>Budget</u> <u>FY26</u>	<u>Inc./ (Decr.)</u> <u>Bud25 vs Bud26</u>	<u>% Inc. / (Decr.)</u> <u>Bud25 vs Bud26</u>	<u>Item #</u>
Salaries and Wages								
Professional	235,747	254,426	360,458	387,058	325,644	(61,414)	-15.87%	1
Clerical and Support	19	0	0	0	0	0	0.00%	2
Technical	0	0	0	0	0	0	0.00%	3
Additional Pay	1,086	379	0	0	0	0	0.00%	4
	236,851	254,805	360,458	387,058	325,644	(61,414)	-15.87%	
<hr/>								
Contracted Services								
Video & Marketing	9,339	13,827	3,635	20,000	10,000	(10,000)	-50.00%	5
Printing	25,086	0	1,284	5,000	5,000	0	0.00%	6
Contracted Services	110,598	174,341	131,966	120,500	120,500	0	0.00%	7
	145,023	188,168	136,885	145,500	135,500	(10,000)	-6.87%	
<hr/>								
Supplies and Materials								
Public Information Supplies	(1,664)	5,126	3,160	4,000	4,000	0	0.00%	8
Celebration of Excel./Sp. Events	908	5,379	53	0	0	0	0.00%	9
Systemwide Apprec./Recog.	10,262	7,122	13,129	10,000	15,000	5,000	50.00%	10
	9,506	17,627	16,342	14,000	19,000	5,000	35.71%	
<hr/>								
Other Charges								
Travel/Professional Dev.	20	1,255	2,423	500	4,500	4,000	800.00%	11
Dues & Subscriptions	1,096	3,203	1,435	2,050	3,050	1,000	48.78%	12
	1,116	4,458	3,858	2,550	7,550	5,000	196.08%	
<hr/>								
Property								
Equipment	0	0	0	0	0	0	0.00%	13
<hr/>								
Program Total	392,496	465,057	517,542	549,108	487,694	(61,414)	-11.18%	

Human Resource Services

MSDE Category: Administration

MSDE Subcategory: Human Resource Services

<u>Program Staffing Summary</u>	<u>Actual</u> <u>FY22</u>	<u>Actual</u> <u>FY23</u>	<u>Actual</u> <u>FY24</u>	<u>Budget</u> <u>FY25</u>	<u>Budget</u> <u>FY26</u>	<u>Inc./(Decr.)</u> <u>Bud25 vs Bud26</u>	<u>% Inc. / (Decr.)</u> <u>Bud25 vs Bud26</u>	
Professional	5.0	5.0	5.0	5.0	5.0	0.0	0.00%	
Clerical and Support	9.0	9.0	9.0	9.0	9.0	0.0	0.00%	
Total FTE	14.0	14.0	14.0	14.0	14.0	0.0	0.00%	
<hr/>								
<u>Program Budget</u>	<u>Actual</u> <u>FY22</u>	<u>Actual</u> <u>FY23</u>	<u>Actual</u> <u>FY24</u>	<u>Budget</u> <u>FY25</u>	<u>Budget</u> <u>FY26</u>	<u>Inc./(Decr.)</u> <u>Bud25 vs Bud26</u>	<u>% Inc. / (Decr.)</u> <u>Bud25 vs Bud26</u>	<u>Item #</u>
Salaries and Wages								
Professional	511,649	542,950	573,111	589,466	597,103	7,637	1.30%	1
Clerical and Support	488,310	492,466	522,135	534,512	555,501	20,989	3.93%	2
Temporary Employment	110	0	0	0	0	0	0.00%	3
Additional Wages	26,423	15,531	18,731	22,000	22,000	0	0.00%	4
Professional Dev. Pay	601	0	0	0	0	0	0.00%	5
	1,027,094	1,050,947	1,113,977	1,145,977	1,174,604	28,627	2.50%	
<hr/>								
Contracted Services								
Consultants	3,376	4,596	54,141	5,000	5,000	0	0.00%	6
Physical Exams	3,463	6,835	5,857	4,000	4,000	0	0.00%	7
Heptavax Vaccine	0	0	0	500	500	0	0.00%	8
Criminal Investigation	15,095	22,265	24,092	25,000	25,000	0	0.00%	9
Service/Maint. Contracts	17,714	17,034	25,782	20,000	15,000	(5,000)	-25.00%	10
Interpreters	4,587	6,409	1,810	5,000	5,000	0	0.00%	11
Other Contracted Services	7	0	51	0	0	0	0.00%	12
	44,243	57,140	111,733	59,500	54,500	(5,000)	-8.40%	
<hr/>								
Supplies and Materials								
Office Supplies	10,332	5,412	14,900	13,000	13,000	0	0.00%	13
Employee ID Supplies	31,265	1,505	11,463	12,000	12,000	0	0.00%	14
Supplies/Mtrls - Staff Development	4,185	3,245	2,785	2,000	2,000	0	0.00%	15
ADA Compliance Materials	0	875	2,297	12,000	3,000	(9,000)	-75.00%	16
Small Computer Equipment	0	0	0	0	0	0	0.00%	17
Computer Software	140	272	(100)	0	0	0	0.00%	18
Recruitment & Retention	54,219	34,964	17,996	26,000	37,000	11,000	42.31%	19
Advertising	89,466	89,006	85,935	60,000	60,000	0	0.00%	20
Food/Meals Expense	1,775	1,853	1,167	1,000	1,000	0	0.00%	21
	191,381	137,131	136,443	126,000	128,000	2,000	1.59%	
<hr/>								
Other Charges								
Travel/Professional Dev.	4,002	3,660	4,501	7,500	7,500	0	0.00%	22
Recruitment Travel	1,338	2,059	1,362	5,000	3,000	(2,000)	-40.00%	23
Dues & Subscriptions	3,334	8,266	7,173	7,000	7,000	0	0.00%	24
	8,673	13,985	13,036	19,500	17,500	(2,000)	-10.26%	
<hr/>								
Property								
Equipment	0	0	0	0	0	0	0.00%	25
<hr/>								
Program Total	1,271,391	1,259,203	1,375,189	1,350,977	1,374,604	23,627	1.75%	

Employee Benefits Administration

MSDE Category: Administration

MSDE Subcategory: Human Resource Services

<u>Program Staffing Summary</u>	<u>Actual</u> <u>FY22</u>	<u>Actual</u> <u>FY23</u>	<u>Actual</u> <u>FY24</u>	<u>Budget</u> <u>FY25</u>	<u>Budget</u> <u>FY26</u>	<u>Inc./ (Decr.)</u> <u>Bud25 vs Bud26</u>	<u>% Inc. / (Decr.)</u> <u>Bud25 vs Bud26</u>	
Professional	1.0	1.0	1.0	1.0	1.0	0.0	0.00%	
Clerical and Support	1.7	1.7	1.7	1.7	1.7	0.0	0.00%	
Total FTE	<u>2.7</u>	<u>2.7</u>	<u>2.7</u>	<u>2.7</u>	<u>2.7</u>	<u>0.0</u>	<u>0.00%</u>	
<u>Program Budget</u>	<u>Actual</u> <u>FY22</u>	<u>Actual</u> <u>FY23</u>	<u>Actual</u> <u>FY24</u>	<u>Budget</u> <u>FY25</u>	<u>Budget</u> <u>FY26</u>	<u>Inc./ (Decr.)</u> <u>Bud25 vs Bud26</u>	<u>% Inc. / (Decr.)</u> <u>Bud25 vs Bud26</u>	<u>Item #</u>
Salaries and Wages								
Professional	99,859	105,937	94,068	107,517	107,530	13	0.01%	<i>1</i>
Clerical and Support	68,019	67,275	79,565	84,302	84,310	8	0.01%	<i>2</i>
Temporary Employment	0	0	0	0	0	0	0.00%	<i>3</i>
Additional Wages	35	0	444	500	500	0	0.00%	<i>4</i>
	<u>167,913</u>	<u>173,212</u>	<u>174,078</u>	<u>192,319</u>	<u>192,340</u>	<u>22</u>	<u>0.01%</u>	
Contracted Services								
Consultants	26,425	26,815	24,279	26,500	26,500	0	0.00%	<i>5</i>
	<u>26,425</u>	<u>26,815</u>	<u>24,279</u>	<u>26,500</u>	<u>26,500</u>	<u>0</u>	<u>0.00%</u>	
Supplies and Materials								
Office Supplies	4,174	3,717	4,791	5,000	5,000	0	0.00%	<i>6</i>
	<u>4,174</u>	<u>3,717</u>	<u>4,791</u>	<u>5,000</u>	<u>5,000</u>	<u>0</u>	<u>0.00%</u>	
Other Charges								
Travel/Professional Dev.	328	570	0	500	500	0	0.00%	<i>7</i>
Dues & Subscriptions	610	1,658	212	500	500	0	0.00%	<i>8</i>
Health and Wellness	2,277	55	1,227	1,500	1,500	0	0.00%	<i>9</i>
	<u>3,215</u>	<u>2,283</u>	<u>1,439</u>	<u>2,500</u>	<u>2,500</u>	<u>0</u>	<u>0.00%</u>	
Property								
Equipment	0	0	0	0	0	0	0.00%	<i>10</i>
Program Total	<u>201,727</u>	<u>206,027</u>	<u>204,587</u>	<u>226,319</u>	<u>226,340</u>	<u>22</u>	<u>0.01%</u>	

Data and Information Processing Services

MSDE Category: Administration
MSDE Subcategory: Data Processing Services

<u>Program Staffing Summary</u>	<u>Actual</u> <u>FY22</u>	<u>Actual</u> <u>FY23</u>	<u>Actual</u> <u>FY24</u>	<u>Budget</u> <u>FY25</u>	<u>Budget</u> <u>FY26</u>	<u>Inc./(Decr.)</u> <u>Bud25 vs Bud26</u>	<u>% Inc. / (Decr.)</u> <u>Bud25 vs Bud26</u>	
Professional	9.5	9.5	9.5	9.5	9.5	0.0	0.00%	
Technical	0.0	0.0	0.0	0.0	0.0	0.0	0.00%	
Total FTE	9.5	9.5	9.5	9.5	9.5	0.0	0.00%	
<hr/>								
<u>Program Budget</u>	<u>Actual</u> <u>FY22</u>	<u>Actual</u> <u>FY23</u>	<u>Actual</u> <u>FY24</u>	<u>Budget</u> <u>FY25</u>	<u>Budget</u> <u>FY26</u>	<u>Inc./(Decr.)</u> <u>Bud25 vs Bud26</u>	<u>% Inc. / (Decr.)</u> <u>Bud25 vs Bud26</u>	<u>Item #</u>
Salaries and Wages								
Professional	664,746	840,105	910,069	963,842	961,731	(2,111)	-0.22%	1
	664,746	840,105	910,069	963,842	961,731	(2,111)	-0.22%	
Contracted Services								
Maintenance Contracts	960,486	1,079,957	1,217,605	1,224,000	1,570,000	346,000	28.27%	2
	960,486	1,079,957	1,217,605	1,224,000	1,570,000	346,000	28.27%	
Supplies and Materials								
Computer Supplies	463	2,444	10,084	5,000	5,000	0	0.00%	3
Software	36,520	33,737	34,298	35,000	37,500	2,500	7.14%	4
	36,984	36,181	44,381	40,000	42,500	2,500	6.25%	
Other Charges								
Travel/Professional Dev.	3,284	1,344	614	5,000	5,000	0	0.00%	5
Dues & Subscriptions	5,000	5,265	718	10,000	13,500	3,500	35.00%	6
	8,284	6,609	1,332	15,000	18,500	3,500	23.33%	
Property								
Equipment	0	0	0	0	0	0	0.00%	7
	0	0	0	0	0	0	0.00%	
Program Total	1,670,500	1,962,852	2,173,388	2,242,842	2,592,731	349,889	15.60%	



Agenda Report Form

Open Session Item

SUBJECT: Washington County Free Library Budget Presentation

PRESENTATION DATE: February 25, 2025

PRESENTATION BY: Jenny L. Bakos, 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.

DISCUSSION: Discussion concerning the budget and Library activities.

FISCAL IMPACT: The Washington County Free Library is requesting an increase in support of \$69,380.

CONCURRENCES: None

ALTERNATIVES: None

ATTACHMENTS: 2025/2026 Library Budget

AUDIO/VISUAL NEEDS: PowerPoint Presentation



WASHINGTON COUNTY
FREE LIBRARY

Where People & Possibilities Meet

OUR LIBRARY

2025 State of the Library &
Budget Presentation





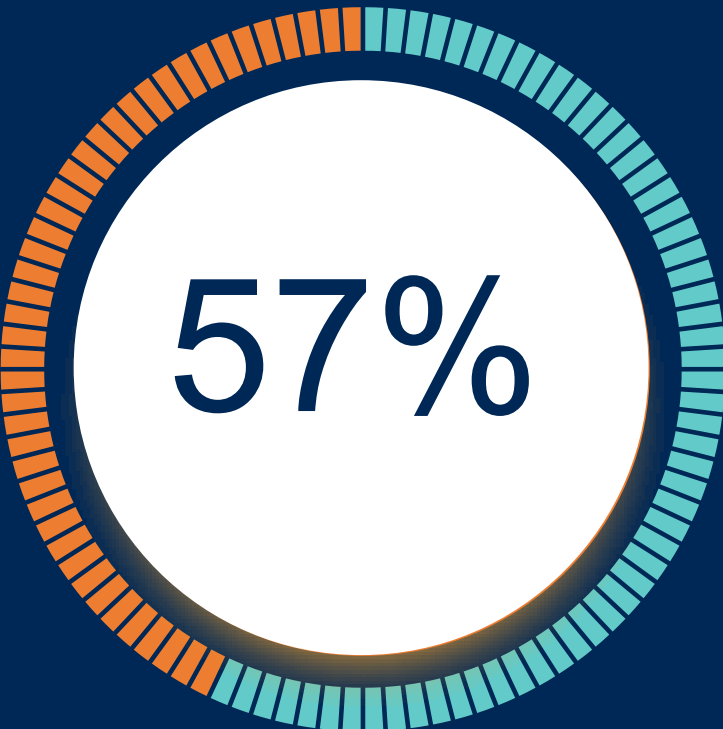
The Washington County Free Library

Committed to building a strong, interconnected, diverse community by bringing people, information and ideas together.

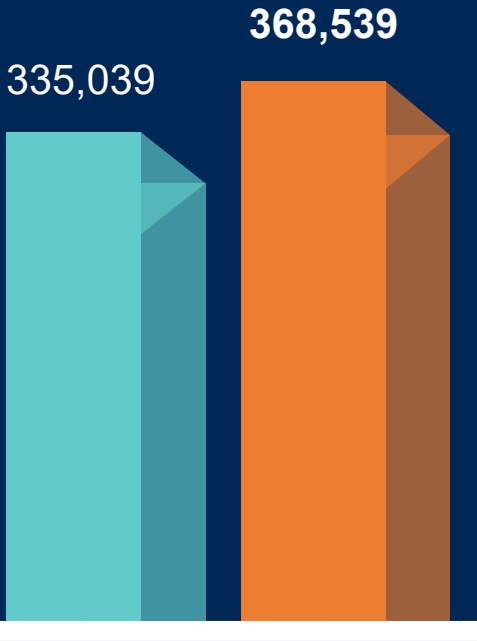
By the Numbers

Total Cardholders

89,497 of 155,813 county residents are library cardholders.

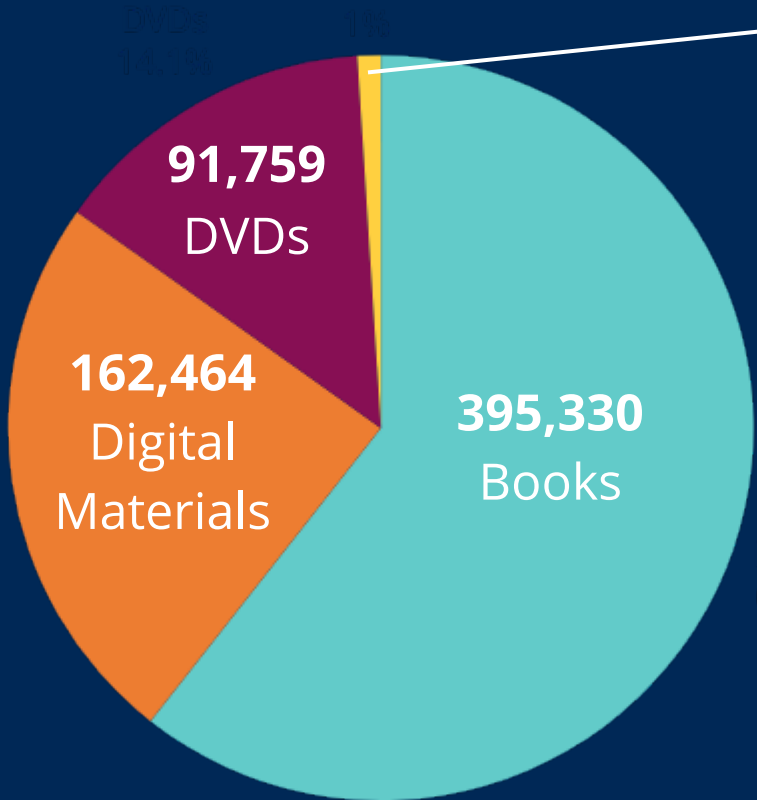


Library Visits



Visits increased by 10% between FY23 and FY24.

Circulation by Format



Print books still make up the majority of materials circulated system-wide.

Program Attendance



CHILDREN (60%)

TEENS (9%)

ADULTS (31%)

30,069 people attended 3,302 programs!

Programs for All





Accessible Services

- Passport Services Office
- Second, more accessible bookmobile
- Homeschool Enrichment Classes
- Telehealth pod for health-related appointments
- Community Meeting Spaces, Study Rooms



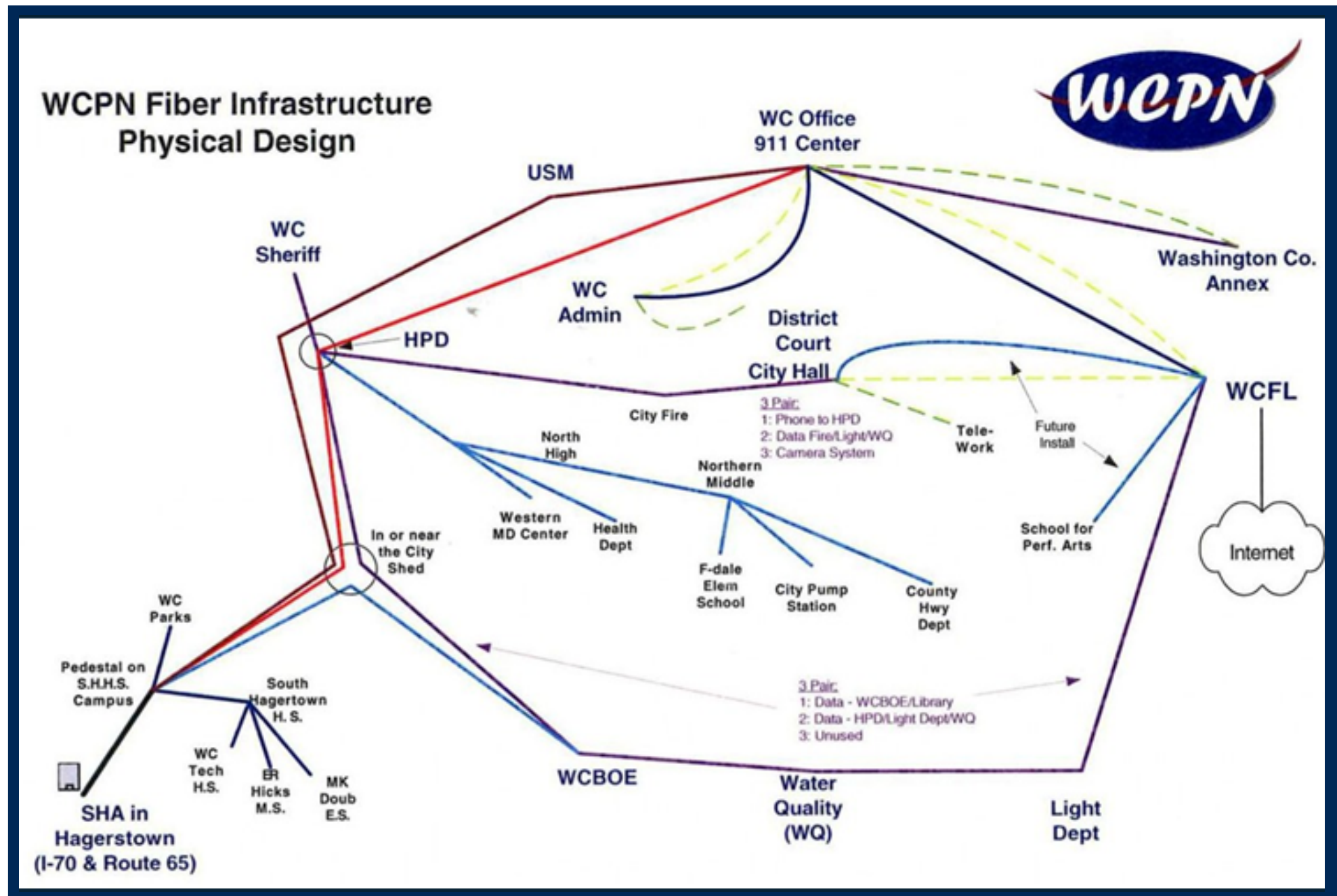
Expanded Resources



- Digital Library & Movie Streaming
- Premium Digital Resources
- Book Club Kits
- Art & Science Kits

Continued Connectivity

The last five years have highlighted how essential internet connectivity is to our everyday lives. WCFL provides internet service for the county and city governments, public schools, and 911 centers.



Closing the Digital Divide

To promote digital equity, support online education, empower job seekers, and connect communities to essential services, over **3,300 Chromebooks were distributed** across every jurisdiction in Washington County and events were hosted at every branch of the library system.

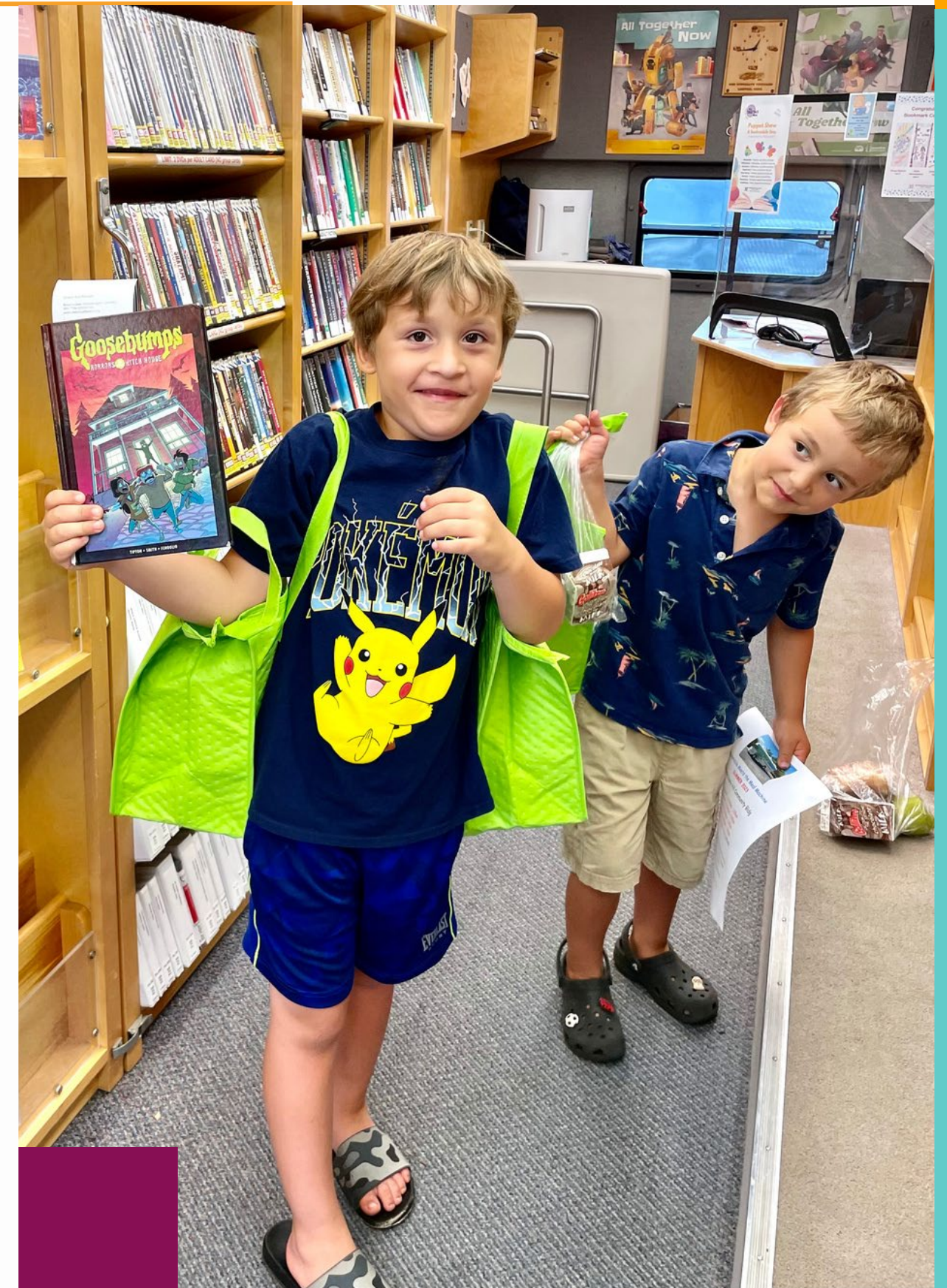


Washington County
MARYLAND



Prioritizing Partnerships

- 24,400 **WCPS** students have RAIL (Raising Access to Improve Literacy) library accounts they can use to check out materials or use library computers
- In conjunction with the CASH Campaign of Maryland, WCFL began offering preliminary tax preparation intakes for residents of Maryland, West Virginia, or Pennsylvania making less than \$64K for the 2023 tax year



Partnerships & Sponsors



Through strategic partnerships with other community stakeholders, your library continues to support Washington County through rapid changes with the goal of shared success.

What We Did

with What You Gave

Estimated Value of Library Services

Quantity	Service	Retail Value*	Value
8,787	Materials Borrowed via Interlibrary Loan	\$26.00	\$228,462.00
395,330	Books and Print Materials Borrowed	\$23.00	\$9,092,590.00
108,597	DVDs and Other Media Borrowed	\$21.00	\$2,280,537.00
41,857	eBook & Audiobooks Downloaded	\$28.00	\$1,171,996.00
42,360	One-on-One Research	\$21.00	\$889,560.00
81	Tech Assistance	\$40.00	\$3,240.00
20,747	Children and Teens Programs Attendees	\$16.00	\$331,952.00
3,023	Self-Serve Programs	\$10.00	\$30,230.00
9,321	Adult Programs Attendees	\$19.00	\$177,099.00
62,064	Premium Digital Resource Searches	\$15.00	\$930,960.00
59,742	Computer and Wi-Fi Hours	\$19.00	\$1,135,098.00
2,750	Study Room Use	\$51.00	\$140,250.00
338	Community Meeting Room Use	\$256.00	\$86,528.00

*Retail Value based on estimates.

Total: \$16,498,502.00

For every \$1
Washington County
spent on library services,
the community received
approximately \$4.75
worth in services.

Looking Ahead

- A new Williamsport branch
- The addition of a Library of Things
- Expanding our locker system with an addition at South Pointe Shopping Center
- Bilingual storytimes
- More opportunities to meet the community's information needs





What We're Asking For

We are asking for an additional \$69,380 as:

- Providing a 2% Annual Increase to staff in July 2025
- Many other areas of operation, including utilities and essential services (elevator maintenance, cleaning service) continue to see increases in cost

Thank You

 **Telephone**

301-739-3250

 **Website**

www.washcolibrary.org

 **Email**

jbakos@washcolibrary.org



**WASHINGTON COUNTY
FREE LIBRARY**

Where People & Possibilities Meet



Washington County, Maryland
 General Fund
 Department 93400 - Free Library
 FY26 Expenses

	2026 Operating Budget Requested	Adjustment	2026 Operating Budget Requested	\$ Change	% Change	2025 Operating Budget Approved	2024 Actuals Final	2023 Actuals Final
502000 - Appropriations	3,540,090	0	3,540,090	69,380	2.00%	3,470,710	3,470,710	3,375,710
502400 - In-Kind Expense	1,384,450	0	1,384,450	0	0.00%	1,384,450	1,384,448	1,384,448
Operating Expenses	4,924,540	0	4,924,540	69,380	1.43%	4,855,160	4,855,158	4,760,158
Total	4,924,540	0	4,924,540	69,380	1.43%	4,855,160	4,855,158	4,760,158

**Washington County, Maryland
General Fund
Department 93400 - Free Library
FY26 Expenses**

	2026 Operating Budget Requested	2026 Variance Comments Requested
502000 - Appropriations	3,540,090	Increase related to increased wages due to minimum wage increase and 2% COLA; increased fringe benefits; increased fees for audit and contracted services; and incremental increases to operating expenses.
502400 - In-Kind Expense	1,384,450	To record in-kind expense related to office/commercial space provided to outside agencies.
Total	4,924,540	



Washington County, Maryland
 Outside Agency Funding Request
 FY2026

The Office of Budget and Finance
 100 West Washington Street, Room 3100
 Hagerstown, Maryland 21740
 Phone: 240-313-2300
 Fax: 240-313-2301

General Information

Organization: Washington County Free Library Contact Person: Sara Baker
 Address: 100 S Potomac St Telephone: 301-241-9377
 City: Hagerstown State: MD Zip Code: 21740
 E-mail: sbaker@washcolibrary.org Fax: 301-739-9803

Summary of Funding Request

Program Name	Total Budget					County Funding Request			
	Prior	Current	Proposed	%		Prior	Current	Proposed	%
Operating Expenses	\$ 5,701,178	\$ 5,947,810	\$ 5,962,810	0.3%	Form 2	\$ 3,470,710	\$ 3,470,710	\$ 3,540,090	2.0%
	\$ -	\$ -	\$ -	0%	Form 3	\$ -	\$ -	\$ -	0%
	\$ -	\$ -	\$ -	0%	Form 4	\$ -	\$ -	\$ -	0%
	\$ -	\$ -	\$ -	0%	Form 5	\$ -	\$ -	\$ -	0%
	\$ -	\$ -	\$ -	0%	Form 6	\$ -	\$ -	\$ -	0%
	\$ -	\$ -	\$ -	0%	Form 7	\$ -	\$ -	\$ -	0%
Total	\$ 5,701,178	\$ 5,947,810	\$ 5,962,810	0.3%		\$ 3,470,710	\$ 3,470,710	\$ 3,540,090	2.0%

Certification Statement and Other Documents

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

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

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

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

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

Applicant's Signature JLB

Washington County, Maryland
Outside Agency Funding Request

Program Budget

Organization Name: Washington County Free Library Funding Request: \$ 3,540,090

Program Name: Operating Expenses # Clients Served: 89,497

Program Description: Operating accounts for the Washington County Free Library.

Expenditures	Total Program Cost			Budget Justification (Explain and justify each proposed budget line item for which an increase or decrease appears.)
	Prior Year Actual	Current Year Budget	Requested Year Budget (round nearest \$10)	
Personnel Costs:				
Wages	3,109,154	3,417,500	3,487,250	Minimum wage increase from \$16.50 to \$17.00, also including a 2% COLA.
Fringe Benefits	582,098	716,500	748,500	Allocating for increases to health insurance, social security, unemployment taxes.
Total	\$ 3,691,252	\$ 4,134,000	\$ 4,235,750	
Operating Costs:				
Audit	93,240	75,000	80,000	Incremental increase to audit services.
Building Maintenance	154,188	314,120	135,500	Large projects completed for Fletcher Library (HVAC).
Contract Services	267,275	312,000	321,500	Incremental increase to contract services (cleaning, security, building maintenance).
Equipment Maintenance	12,176	24,500	13,300	Lower maintenance costs due to newer equipment.
Equipment/Lease	3,319	2,200	3,000	
Fuel/Oil	42,653	61,500	56,200	Replacement of the heating system in Clear Spring has reduced reliance on oil.
Hardware/Software	4,640	65,000	70,000	Incremental increase to services (OCLC, MS Office, etc.).
Insurance	30,019	31,000	34,000	Incremental increases to vehicle insurance.
Office Supplies	57,232	44,000	48,000	Incremental increases to office supplies.
Phone	38,934	40,700	42,060	Increased bandwidth (internet) in many locations due to demand.
Utilities	156,700	164,950	171,100	Incremental increases to regular utilities.
Vehicle Maintenance	23,114	30,000	31,000	
Other (detail below):				
1. Postage	18,172	22,000	22,000	
2. Blue Ridge Summit	1,500	1,500	1,500	
3. Contingency & Board Support	16,506	12,000	12,000	
4. Training & Dues	21,188	30,000	30,000	
5. Books & Materials & Programs	574,961	523,340	568,900	Increasing material budgets to procure in-demand physical and digital content for patrons.
Total	\$ 1,515,817	\$ 1,753,810	\$ 1,640,060	
Capital				
Equipment Purchases	494,109	60,000	87,000	WCFL recently replaced much of our equipment (parking gates, heated sidewalk).
Total	\$ 494,109	\$ 60,000	\$ 87,000	
Grand Total	\$ 5,701,178	\$ 5,947,810	\$ 5,962,810	

Washington County, Maryland
Outside Agency Funding Request

Program Revenue

Organization Name: Washington County Free Library Funding Request: \$ 3,540,090

Program Name: Operating Expenses # Clients Served: 89497

Program Description: Operating accounts for the Washington County Free Library.

Program Revenue	Total Program Revenue			Budget Justification (Explain and justify each proposed budget line item for which an increase or decrease appears.)
	Prior Year Actual	Current Year Budget	Requested Year Budget (round nearest \$10)	
Grants:				
County - general operating	3,470,710	3,470,710	3,540,090	Increase to salaries line (\$17.00 min. wage from \$16.50, 2% COLA)
County - Gaming				
County - Community Funding				
County - other (list):				
1.				
2.				
Federal				
State	1,640,866	1,664,210	1,664,210	As of the date of this documents submission, no increase has been allocated to the public libraries from the State of Maryland.
Contributions and bequests	43,290	-	-	
Municipal - other (detail):				
1. City of Hagerstown	31,500	31,500	31,500	
2.				
Total	\$ 5,186,366	\$ 5,166,420	\$ 5,235,800	
Operating Income:				
Fundraising				
Fees	121,026	44,900	50,000	
Other:				
1. Fines	50,880	46,430	47,450	
2. WMPL Service Fees	19,060	19,060	19,060	
3. Capital & Endowment Operating	560,000	650,000	597,000	Operating transfer (\$250,000) and 4% of unrestricted endowment per WCFL investment policy. Small portion comes from restricted endowment for equipment replacement.
4. Passport Services	17,235	20,000	20,000	
Total	\$ 768,201	\$ 780,390	\$ 733,510	
Other:				
Sale of Equipment				
Investment Income	1,199,046			
Loan Proceeds				
Total	\$ 1,199,046	\$ -	\$ -	
Grand Total	\$ 7,153,613	\$ 5,946,810	\$ 5,969,310	



Open Session Item

SUBJECT: FY26 General Fund Budget – Public Safety (Law Enforcement and Emergency Services)

PRESENTATION DATE: February 25, 2025

PRESENTATION BY: Brian Albert, Sheriff; Dave Hays, Director of Emergency Services

RECOMMENDED MOTION: For informational purposes only

REPORT-IN-BRIEF: Requested budgets will be presented for Board consideration.

DISCUSSION:

Law Enforcement request is \$50,216,670, an increase of \$1,885,250 over FY25.

Emergency Services request is \$32,828,810 an increase of \$6,312,470 over FY25.

Any adjustments needed for balancing the FY2026 budget are not included in this request and will be discussed if applicable at a later date.

FISCAL IMPACT: FY26 budget is not yet balanced

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: Law enforcement budget documents; Emergency services budget documents

AUDIO/VISUAL NEEDS: N/A

**Washington County, Maryland
Public Safety - Law Enforcement
Detailed Summary
Fiscal Year 2026**

Page	Category by Function	FY 2026 Requested Budget	\$ Change	Note	% Change	FY 2025 Original Budget
------	----------------------	-----------------------------	-----------	------	----------	-------------------------------

Sheriff Operations:

6-3	<u>Judicial</u>	4,187,630	(8,890)	1,2,3	(0.21%)	4,196,520
-----	------------------------	-----------	---------	--------------	---------	-----------

- 1 Wages and Benefits**
- Wages and benefits are increasing a total of \$30,200 or .76%. The increase is due to the proposed step of 2.5% and COLA of 1% partially offset by savings from retirements and other turnover. Includes budget for possible promotions from Deputy First Class to Master Deputy.
- 2 Operating Expenses**
- Operating expenses are decreasing a total of \$12,250 or 6.68%. The majority of the decrease is due to budgeting gas at \$2.80 per gallon instead of \$3.50 that was used in FY25.
- 3 Capital Outlay**
- No requests in FY26. Prior year budget was \$26,840.

6-10	<u>Process Servers</u>	181,750	6,800	4,5	3.89%	174,950
------	-------------------------------	---------	-------	------------	-------	---------

- 4 Wages and Benefits**
- Wages and benefits are increasing \$7,460 or 4.41%. The increase is mainly due to the proposed step of 2.5% and COLA of 1%.
- 5 Operating Expenses**
- Operating expenses are decreasing by \$660 or 11.30%. The majority of the decrease is due to budgeting gas at \$2.80 per gallon instead of \$3.50 that was used in FY25.

6-12	<u>Patrol</u>	18,046,870	1,135,110	6,7,8	6.71%	16,911,760
------	----------------------	------------	-----------	--------------	-------	------------

- 6 Wages and Benefits**
- Wages and benefits are increasing by \$711,720 or 4.95%. This is due to the proposed step of 2.5% and COLA of 1% and the increase in health insurance.
- 7 Operating Expenses**
- Operating expenses are increasing \$333,490 or 13.95%. The majority of the increase is due to an increase in software contract prices, utilities, and cost of ammunition.
- 8 Capital Outlay**
-\$229,650 is being requested to replace body armor, replace 20 laptop computers that are used in patrol vehicles, scanners, printers, equipment for the eight new positions, and a tire balancing machine.

6-28	<u>Sheriff Auxiliary</u>	90,200	0		0.00%	90,200
------	---------------------------------	--------	---	--	-------	--------

**Washington County, Maryland
Public Safety - Law Enforcement
Detailed Summary
Fiscal Year 2026**

Page	Category by Function	FY 2026 Requested Budget	\$ Change	Note	% Change	FY 2025 Original Budget
6-30	<u>Central Booking</u>	1,522,050	50,450	9,10,11	3.43%	1,471,600
9	Wages and Benefits -Wages and benefits increased by \$70,790 or 4.99%. The increase is related the proposed step and COLA, a promotion and additional amounts for possible promotions.					
10	Operating Expenses -Operating expenses decreased 2,890 or 8.38% primarily due to the decrease in insurance and sufficient inventory of office supplies.					
11	Capital Outlay -No capital outlay requests for FY26. FY25 included \$17,450 in requests.					
6-35	<u>Detention Center</u>	24,870,210	623,270	12,13,14	2.57%	24,246,940
12	Wages and Benefits -Wages and benefits increased \$177,070 or 0.99%. Increase primarily due to the proposed step of 2.5% and COLA of 1% offset by savings from turnover.					
13	Operating Expenses -Operating expenses increased \$440,660 or 6.86%. This is due to an increase in food and supplies related to an increase in the per meal price, a substantial increase in inmate medical services costs which is due to the rising cost related to the personnel who provide the medical services and the rising cost of utilities.					
14	Capital Outlay -\$8,010 is requested for gas masks; tactical gloves and vests.					
6-50	<u>Day Reporting Center</u>	550,680	16,630	15,16	3.11%	534,050
15	Wages and Benefits -Wages and benefits increased by \$11,090 or 3.87% due to the proposed 2.5% step and 1% COLA.					
16	Operating Expenses -Operating expenses increased \$5,540 or 2.24% which is due to an increase in the contracted purchased services, and lease payments.					
6-57	<u>Narcotics Task Force</u>	707,450	61,880	17,18,19	9.59%	645,570
17	Wages and Benefits - Wages and benefits are increasing due to the proposed 2.5% step and 1% COLA, Also, health insurance increased based on current coverage levels and a 5% projected increase in premiums.					
18	Operating Expenses -Operating expenses are increasing \$19,120 or 4.53% which is primarily due to the estimated increase in salaries for the laboratory staff.					
19	Capital Outlay -Requesting \$51,250 for a vehicle.					
6-66	<u>Washington County Police Academy</u>	59,830	0		0.00%	59,830
	Total Law Enforcement	50,216,670	0		3.90%	48,331,420

Washington County, Maryland
General Fund
Department 11300 - Judicial
FY26 Expenses

	2026 Operating Budget Requested	Adjustment	2026 Operating Budget Requested	\$ Change	% Change	2025 Operating Budget Approved	2024 Actuals Final	2023 Actuals Final
500000 - Wages - Full Time	2,409,020	0	2,409,020	(16,350)	(0.67)%	2,425,370	2,259,025	2,077,639
500005 - Wages - Part Time	135,000	0	135,000	5,000	3.85%	130,000	131,229	124,315
500010 - Wages - Overtime	41,500	0	41,500	1,500	3.75%	40,000	53,783	21,091
500020 - Shift Differential - 2nd shift	1,500	0	1,500	1,000	200.00%	500	1,626	0
500030 - Shift Differential - 3rd shift	100	0	100	0	0.00%	100	130	0
500040 - Other Wages	10,000	0	10,000	0	0.00%	10,000	1,780	5,307
500100 - FICA - Employer	198,680	0	198,680	(670)	(0.34)%	199,350	181,597	165,134
500120 - Health Insurance	504,200	0	504,200	31,460	6.65%	472,740	450,394	434,904
500125 - Other Insurance	8,800	0	8,800	0	0.00%	8,800	8,155	8,027
500130 - Pension	626,350	0	626,350	5,820	0.94%	620,530	583,504	533,120
500140 - Workers Compensation	74,830	0	74,830	2,530	3.50%	72,300	64,299	59,238
500170 - Personal Development	3,360	0	3,360	0	0.00%	3,360	0	120
500171 - Employee Recognition	2,340	0	2,340	(90)	(3.70)%	2,430	0	0
500172 - Team Building	700	0	700	0	0.00%	700	0	806
Wages and Benefits	4,016,380	0	4,016,380	30,200	0.76%	3,986,180	3,735,522	3,429,701
501030 - Debt - Lease Principal	0	0	0	0	0.00%	0	1,233	1,450
501080 - Debt - Lease Interest	0	0	0	0	0.00%	0	15	27
505010 - Advertising	0	0	0	0	0.00%	0	0	26
505120 - Licenses & Certifications	250	0	250	0	0.00%	250	116	325
505130 - Small Office Equipment	150	0	150	0	0.00%	150	146	21
505140 - Office Supplies	3,000	0	3,000	890	42.18%	2,110	2,598	1,763
505170 - Postage	100	0	100	0	0.00%	100	47	83
505230 - Travel Expenses	2,500	0	2,500	(500)	(16.67)%	3,000	1,172	944
510010 - Fleet Insurance	30,440	0	30,440	4,750	18.49%	25,690	23,902	23,541
510030 - Public & Gen Liability Insurance	40,300	0	40,300	(6,120)	(13.18)%	46,420	42,933	35,693
515000 - Contracted/Purchased Service	14,500	0	14,500	0	0.00%	14,500	13,966	14,220
515270 - Maintenance Contract Services	0	0	0	0	0.00%	0	0	77
515320 - Testing Services	3,900	0	3,900	0	0.00%	3,900	1,498	980
520000 - Training	0	0	0	(1,750)	(100.00)%	1,750	58	0

Washington County, Maryland
General Fund
Department 11300 - Judicial
FY26 Expenses

	2026 Operating Budget Requested	Adjustment	2026 Operating Budget Requested	\$ Change	% Change	2025 Operating Budget Approved	2024 Actuals Final	2023 Actuals Final
520040 - Seminars/Conventions	250	0	250	0	0.00%	250	0	0
525020 - Janitorial Supplies	530	0	530	0	0.00%	530	251	255
526040 - Equipment Maintenance	500	0	500	0	0.00%	500	521	349
527060 - Auto Gasoline	50,400	0	50,400	(9,470)	(15.82)%	59,870	57,628	58,978
535010 - Copy Machine Rental	0	0	0	0	0.00%	0	0	58
535020 - Equipment Rental	1,010	0	1,010	300	42.25%	710	931	847
535055 - Lease Payments	2,120	0	2,120	0	0.00%	2,120	288	0
535057 - Non-Lease Components	0	0	0	0	0.00%	0	180	240
535058 - Lease - Variable Payments	0	0	0	0	0.00%	0	0	2
535060 - Uniforms	9,550	0	9,550	1,750	22.44%	7,800	3,204	12,572
540010 - Wireless Communication	10,500	0	10,500	0	0.00%	10,500	10,226	9,576
582010 - Ammunition	0	0	0	(2,100)	(100.00)%	2,100	2,083	2,082
582080 - Photographic/Fingerprint	750	0	750	0	0.00%	750	500	873
582110 - Restraints	500	0	500	0	0.00%	500	0	229
Operating Expenses	171,250	0	171,250	(12,250)	(6.68)%	183,500	163,494	165,211
599999 - Controllable Assets	0	0	0	(26,840)	(100.00)%	26,840	13,718	2,060
600300 - Vehicles	0	0	0	0	0.00%	0	37,115	0
Capital Outlay	0	0	0	(26,840)	(100.00)%	26,840	50,833	2,060
Total	4,187,630	0	4,187,630	(8,890)	(0.21)%	4,196,520	3,949,849	3,596,972

**Washington County, Maryland
General Fund
Department 11300 - Judicial
FY26 Expenses**

	2026 Operating Budget Requested	2026 Variance Comments Requested
500000 - Wages - Full Time	2,409,020	Decrease is a result of savings from turnover in department partially offset by proposed step and COLA.
500005 - Wages - Part Time	135,000	
500010 - Wages - Overtime	41,500	
500020 - Shift Differential - 2nd shift	1,500	Increase is based on history and current year to date.
500030 - Shift Differential - 3rd shift	100	
500040 - Other Wages	10,000	Current budget is adequate based on history and year to date usage.
500100 - FICA - Employer	198,680	Budget is based on total wages times 7.65%.
500120 - Health Insurance	504,200	
500125 - Other Insurance	8,800	
500130 - Pension	626,350	The budgeted amount for employer pension is based on full-time wages times 26%.
500140 - Workers Compensation	74,830	Workers Compensation is based on projected employee wages times their assigned classification rates.
500170 - Personal Development	3,360	Budget is based on number of employees times \$120 per employee for the program. Increase is related to increasing approved positions by two.
500171 - Employee Recognition	2,340	\$77,000 is the total budget for this program and it is allocated based on the number of employees in each department.
500172 - Team Building	700	Budget is based on number of employees times \$25 per employee for the program.
505120 - Licenses & Certifications	250	
505130 - Small Office Equipment	150	

**Washington County, Maryland
General Fund
Department 11300 - Judicial
FY26 Expenses**

	2026 Operating Budget Requested	2026 Variance Comments Requested
505140 - Office Supplies	3,000	Increase due to increase of cost for toner for printers
505170 - Postage	100	
505230 - Travel Expenses	2,500	Decrease based on historical usage.
510010 - Fleet Insurance	30,440	There is an overall percentage increase of 3.01% for all funds combined over prior year budget. The percentage decrease/increase varies by department or fund. Changes related to volume and/or claims experience paid in various departments. Human Resources insurance analyst projected cost of premiums based on industry trends and discussions with industry experts and current service providers.
510030 - Public & Gen Liability Insurance	40,300	There is an overall percentage increase of 3.01% for all funds combined over prior year budget. The percentage decrease/increase varies by department or fund. Changes related to volume and/or claims experience paid in various departments. Human Resources insurance analyst projected cost of premiums based on industry trends and discussions with industry experts and current service providers.
515000 - Contracted/Purchased Service	14,500	
515320 - Testing Services	3,900	
520000 - Training	0	Training opportunities for judicial services is limited. Reallocating funds to the uniform budget to assist with purchasing new uniforms and maintaining existing uniforms.
520040 - Seminars/Conventions	250	
525020 - Janitorial Supplies	530	
526040 - Equipment Maintenance	500	
527060 - Auto Gasoline	50,400	18,000 gallons x \$2.80 = \$50,400 (includes state gas tax), which is based on bids and short term energy forecasts. Rate per gallon is discounted with bid price as compared to retail prices. Increase based on historical usage.

**Washington County, Maryland
General Fund
Department 11300 - Judicial
FY26 Expenses**

	2026 Operating Budget Requested	2026 Variance Comments Requested
535020 - Equipment Rental	1,010	Payment for 12 Criminal Justice Information Systems (CJIS) accounts at \$7.00 per person totaling \$84.00 per month. Increase is due to one additional license for FY26.
535055 - Lease Payments	2,120	
535060 - Uniforms	9,550	Increase due to reallocating funds from training budget to uniform budget due to needing to purchase uniforms for new employees as well as maintaining existing uniforms.
540010 - Wireless Communication	10,500	
582010 - Ammunition	0	Due to new Axon contract, Taser cartridges are included. No longer need to purchase them separately.
582080 - Photographic/Fingerprint	750	
582110 - Restraints	500	
Total	4,187,630	

**Travel Request Cost Estimate Form
Fiscal Year 2026**

Department/Division Name	Judicial
Department Number	11300
Account Number	505230
Account Description	Travel Expenses

Position Title	Destination	Date(s) of Travel	Description/Reason for Travel Request	Cost Breakdown		Dept Request
Deputy	Varies	Varies	Each year deputies are required to travel outside the boundaries of Washington County for extraditions.	Transportation	County Vehicle	\$0.00
				Lodging	N/A	\$0.00
				Meals	\$75/person/day	\$2,500.00
				Other		\$0.00
				Other		\$0.00
Total Cost for Travel						\$2,500.00

Position Title	Destination	Date(s) of Travel	Description/Reason for Travel Request	Cost Breakdown		Dept Request
				Transportation	Car Rental	\$0.00
				Lodging	N/A	\$0.00
				Meals	\$75/person/day	\$0.00
				Other		\$0.00
				Other		\$0.00
Total Cost for Travel						\$0.00

Total Travel Request for Department	\$2,500.00
--	-------------------

**Complete one section for each conference/training being attended. If there is more than one person attending the same training, please include them all in the same section.*

**Lease Payment - Copy Machine Cost Estimate Form
Fiscal Year 2026**

Department/Division Name	Judicial
Department Number	11300
Account Number	535055
Account Description	Lease Payments

Item	Machine Rental	CopyPak (monthly maintenance)	Black & White Overage	Color Overage	Total	Explanation
Judicial Upstairs Copier	684	180	180	0	1,044	Copy Machine Rental = \$ 57.00 per month CopyPak = \$ 15.00 per month Black & White Overages - 36,000 copies/ \$.005 per copy
Kyocera downstairs copier	852	0	220	0	1,072	Copy Machine Rental = \$ 71.02 per month Black and White Overages - 36,000 copies/\$.0061 per copy

Total Copier Lease	\$2,120
---------------------------	----------------

Washington County, Maryland
General Fund
Department 11305 - Process Server
FY26 Expenses

	2026 Operating Budget Requested	Adjustment	2026 Operating Budget Requested	\$ Change	% Change	2025 Operating Budget Approved	2024 Actuals Final	2023 Actuals Final
500000 - Wages - Full Time	73,880	0	73,880	2,490	3.49%	71,390	61,982	52,521
500005 - Wages - Part Time	45,000	0	45,000	2,000	4.65%	43,000	41,040	32,847
500040 - Other Wages	270	0	270	270	100.00%	0	0	0
500100 - FICA - Employer	9,120	0	9,120	370	4.23%	8,750	7,520	6,141
500120 - Health Insurance	26,730	0	26,730	1,350	5.32%	25,380	25,377	25,377
500125 - Other Insurance	300	0	300	0	0.00%	300	235	218
500130 - Pension	19,210	0	19,210	930	5.09%	18,280	16,335	13,655
500140 - Workers Compensation	1,830	0	1,830	60	3.39%	1,770	1,343	1,079
500170 - Personal Development	120	0	120	0	0.00%	120	0	0
500171 - Employee Recognition	80	0	80	(10)	(11.11)%	90	0	0
500172 - Team Building	30	0	30	0	0.00%	30	0	0
Wages and Benefits	176,570	0	176,570	7,460	4.41%	169,110	153,831	131,838
505140 - Office Supplies	1,420	0	1,420	0	0.00%	1,420	1,215	1,348
505170 - Postage	0	0	0	(100)	(100.00)%	100	0	0
527060 - Auto Gasoline	2,260	0	2,260	(560)	(19.86)%	2,820	1,947	1,883
527090 - Auto Repairs	600	0	600	(200)	(25.00)%	800	0	0
535060 - Uniforms	200	0	200	0	0.00%	200	0	0
540010 - Wireless Communication	700	0	700	200	40.00%	500	176	160
Operating Expenses	5,180	0	5,180	(660)	(11.30)%	5,840	3,338	3,391
Total	181,750	0	181,750	6,800	3.89%	174,950	157,168	135,229

**Washington County, Maryland
General Fund
Department 11305 - Process Server
FY26 Expenses**

	2026 Operating Budget Requested	2026 Variance Comments Requested
500000 - Wages - Full Time	73,880	
500005 - Wages - Part Time	45,000	
500040 - Other Wages	270	Increased for sick pay bonus.
500100 - FICA - Employer	9,120	
500120 - Health Insurance	26,730	
500125 - Other Insurance	300	
500130 - Pension	19,210	
500140 - Workers Compensation	1,830	
500170 - Personal Development	120	
500171 - Employee Recognition	80	
500172 - Team Building	30	
505140 - Office Supplies	1,420	
505170 - Postage	0	Postage is budgeted through the Central Services budget.
527060 - Auto Gasoline	2,260	Projected budget is 805 gallons x \$2.80 = \$2,254 (includes state gas tax), which is based on bids and short-term energy outlook forecasts. Rate per gallon is discounted with bid price as compared to retail prices.
527090 - Auto Repairs	600	Reallocating \$200 to wireless communication.
535060 - Uniforms	200	
540010 - Wireless Communication	700	Reallocating \$200 from Auto Repairs due to adding a second cellular phone to the department.

Total	181,750
--------------	----------------

**Washington County, Maryland
General Fund
Department 11310 - Patrol
FY26 Expenses**

	2026 Operating Budget Requested	Adjustment	2026 Operating Budget Requested	\$ Change	% Change	2025 Operating Budget Approved	2024 Actuals Final	2023 Actuals Final
500000 - Wages - Full Time	9,055,030	0	9,055,030	329,900	3.78%	8,725,130	7,741,925	7,314,105
500005 - Wages - Part Time	15,000	0	15,000	10,000	200.00%	5,000	11,613	912
500010 - Wages - Overtime	400,000	0	400,000	0	0.00%	400,000	300,013	307,569
500020 - Shift Differential - 2nd shift	41,400	0	41,400	1,400	3.50%	40,000	34,158	33,299
500030 - Shift Differential - 3rd shift	46,580	0	46,580	1,580	3.51%	45,000	40,264	38,495
500040 - Other Wages	336,380	0	336,380	11,380	3.50%	325,000	293,459	311,760
500100 - FICA - Employer	756,920	0	756,920	27,100	3.71%	729,820	633,205	596,469
500120 - Health Insurance	1,765,920	0	1,765,920	200,880	12.84%	1,565,040	1,413,664	1,462,200
500125 - Other Insurance	32,000	0	32,000	0	0.00%	32,000	26,284	26,426
500130 - Pension	2,354,310	0	2,354,310	119,070	5.33%	2,235,240	2,015,655	1,906,650
500140 - Workers Compensation	263,830	0	263,830	8,920	3.50%	254,910	224,090	213,925
500170 - Personal Development	13,560	0	13,560	960	7.62%	12,600	339	451
500171 - Employee Recognition	9,460	0	9,460	330	3.61%	9,130	8,332	10,366
500172 - Team Building	2,830	0	2,830	200	7.60%	2,630	2,500	2,891
Wages and Benefits	15,093,220	0	15,093,220	711,720	4.95%	14,381,500	12,745,500	12,225,518
501030 - Debt - Lease Principal	0	0	0	0	0.00%	0	2,401	3,580
501040 - Debt - Subscription Principal	0	0	0	0	0.00%	0	7	36,098
501080 - Debt- Lease Interest	0	0	0	0	0.00%	0	0	32
501085 - Debt- Subscription Interest	0	0	0	0	0.00%	0	0	2,182
505010 - Advertising	8,000	0	8,000	0	0.00%	8,000	8,612	4,490
505020 - Community Service Awards	500	0	500	0	0.00%	500	543	1,730
505040 - Books	3,810	0	3,810	1,030	37.05%	2,780	3,105	2,704
505050 - Dues & Subscriptions	6,000	0	6,000	1,800	42.86%	4,200	6,764	5,480
505070 - Food and Supplies	1,000	0	1,000	0	0.00%	1,000	1,314	767
505080 - Freight & Cartage	300	0	300	0	0.00%	300	232	639
505120 - Licenses & Certifications	0	0	0	0	0.00%	0	0	22
505130 - Small Office Equipment	500	0	500	0	0.00%	500	0	125
505140 - Office Supplies	56,500	0	56,500	18,300	47.91%	38,200	52,951	52,191
505160 - Personal Mileage	0	0	0	0	0.00%	0	0	83

Washington County, Maryland
General Fund
Department 11310 - Patrol
FY26 Expenses

	2026 Operating Budget Requested	Adjustment	2026 Operating Budget Requested	\$ Change	% Change	2025 Operating Budget Approved	2024 Actuals Final	2023 Actuals Final
505170 - Postage	1,200	0	1,200	0	0.00%	1,200	1,175	1,132
505180 - Printing Expenses	0	0	0	(4,000)	(100.00)%	4,000	0	0
505190 - Professional Fees	350	0	350	0	0.00%	350	818	(305)
505210 - Safety Supplies	2,000	0	2,000	0	0.00%	2,000	4,928	2,817
505230 - Travel Expenses	19,480	0	19,480	4,480	29.87%	15,000	15,551	19,179
505240 - Entertainment/Business Exp	300	0	300	0	0.00%	300	0	0
510010 - Fleet Insurance	178,830	0	178,830	23,630	15.23%	155,200	138,430	132,417
510020 - Property & Casualty Insurance	5,440	0	5,440	1,210	28.61%	4,230	3,832	4,407
510030 - Public & Gen Liability Insurance	148,690	0	148,690	(27,420)	(15.57)%	176,110	162,847	145,414
515000 - Contracted/Purchased Service	58,780	0	58,780	11,880	25.33%	46,900	171,685	2,328
515135 - Accreditation Process	5,500	0	5,500	0	0.00%	5,500	4,296	4,321
515180 - Software	540,760	0	540,760	215,710	66.36%	325,050	309,037	190,880
515202 - Inspection Services	1,500	0	1,500	0	0.00%	1,500	989	1,915
515220 - Landfill Fees	500	0	500	0	0.00%	500	582	547
515260 - Legal Services	0	0	0	0	0.00%	0	380	984
515270 - Maintenance Contract Services	0	0	0	0	0.00%	0	13,007	38,807
515280 - Medical Fees	34,750	0	34,750	22,750	189.58%	12,000	0	0
515320 - Testing Services	3,500	0	3,500	880	33.59%	2,620	35,048	9,170
515330 - Towing Services	1,500	0	1,500	0	0.00%	1,500	1,379	590
515350 - Accident Repairs	0	0	0	0	0.00%	0	39,336	111,096
515400 - Transportation Expense	500	0	500	0	0.00%	500	0	32
520000 - Training	18,280	0	18,280	1,280	7.53%	17,000	14,852	27,247
520010 - Certification Classes	29,000	0	29,000	20,000	222.22%	9,000	24,095	13,500
520040 - Seminars/Conventions	2,750	0	2,750	2,000	266.67%	750	2,132	1,325
520050 - Tuition Assistance	1,000	0	1,000	0	0.00%	1,000	3,140	0
525010 - Billing Supplies	0	0	0	0	0.00%	0	450	0
525020 - Janitorial Supplies	4,000	0	4,000	0	0.00%	4,000	2,257	2,229
525030 - Medical Supplies	3,110	0	3,110	0	0.00%	3,110	4,568	634
525040 - Small Tools & Equipment	10,000	0	10,000	6,000	150.00%	4,000	16,394	7,765
526020 - Building Maintenance	30,000	0	30,000	2,500	9.09%	27,500	42,129	28,017

**Washington County, Maryland
General Fund
Department 11310 - Patrol
FY26 Expenses**

	2026 Operating Budget Requested	Adjustment	2026 Operating Budget Requested	\$ Change	% Change	2025 Operating Budget Approved	2024 Actuals Final	2023 Actuals Final
526040 - Equipment Maintenance	7,500	0	7,500	600	8.70%	6,900	11,404	8,114
526070 - Landscaping Supplies	1,000	0	1,000	1,000	100.00%	0	962	646
527010 - Anti-Freeze	0	0	0	0	0.00%	0	0	67
527035 - Off Road Diesel	100	0	100	0	0.00%	100	0	149
527060 - Auto Gasoline	307,970	0	307,970	(47,880)	(13.46)%	355,850	323,002	333,168
527080 - Auto Motor Oil	13,850	0	13,850	0	0.00%	13,850	13,020	10,273
527090 - Auto Repairs	75,000	0	75,000	19,200	34.41%	55,800	104,556	118,910
527100 - Auto Tires	30,000	0	30,000	11,010	57.98%	18,990	29,148	34,601
535020 - Equipment Rental	5,500	0	5,500	0	0.00%	5,500	6,461	5,845
535054 - Non-Subscription Components	0	0	0	0	0.00%	0	0	33,180
535055 - Lease Payments	6,190	0	6,190	(3,810)	(38.10)%	10,000	2,836	0
535057 - Non-Lease Components	0	0	0	0	0.00%	0	800	1,200
535058 - Lease - Variable Payments	0	0	0	0	0.00%	0	1,883	3,409
535060 - Uniforms	113,990	0	113,990	14,800	14.92%	99,190	149,086	119,465
540010 - Wireless Communication	75,300	0	75,300	17,900	31.18%	57,400	73,517	65,987
540020 - Telephone Expenses	0	0	0	0	0.00%	0	1,588	0
540022 - Cable TV & Internet Services	6,600	0	6,600	(1,440)	(17.91)%	8,040	15,868	6,643
545010 - Electric	71,920	0	71,920	7,030	10.83%	64,890	45,055	45,339
545050 - Waste/Trash Disposal	1,830	0	1,830	0	0.00%	1,830	1,822	1,728
582010 - Ammunition	119,570	0	119,570	39,590	49.50%	79,980	73,081	67,056
582030 - Canine - Public Safety	19,500	0	19,500	2,500	14.71%	17,000	16,163	17,575
582040 - Crime Prevention	4,000	0	4,000	0	0.00%	4,000	3,627	1,195
582060 - Fire Extinguishers/Refills	500	0	500	0	0.00%	500	399	1,805
582080 - Photographic/Fingerprint	5,500	0	5,500	0	0.00%	5,500	3,071	6,294
582090 - Tear Gas	2,000	0	2,000	1,000	100.00%	1,000	770	1,155
582100 - Traffic Cones/Flares	1,550	0	1,550	0	0.00%	1,550	726	1,624
582110 - Restraints	2,000	0	2,000	(4,300)	(68.25)%	6,300	7,042	4,521
582120 - Special Response Team	0	0	0	0	0.00%	0	(615)	0
592060 - Service Charges	0	0	0	0	0.00%	0	0	875
592065 - Speed Camera Fees	674,300	0	674,300	(25,740)	(3.68)%	700,040	674,407	700,033

Washington County, Maryland
General Fund
Department 11310 - Patrol
FY26 Expenses

	2026 Operating Budget Requested	Adjustment	2026 Operating Budget Requested	\$ Change	% Change	2025 Operating Budget Approved	2024 Actuals Final	2023 Actuals Final
Operating Expenses	2,724,000	0	2,724,000	333,490	13.95%	2,390,510	2,648,947	2,447,428
599999 - Controllable Assets	121,290	0	121,290	(18,460)	(13.21)%	139,750	92,130	72,634
600400 - Machinery & Equipment	108,360	0	108,360	108,360	100.00%	0	19,681	0
600910 - Subscriptions - Capital Outlay	0	0	0	0	0.00%	0	27,022	245,804
Capital Outlay	229,650	0	229,650	89,900	64.33%	139,750	138,832	318,438
Total	18,046,870	0	18,046,870	1,135,110	6.71%	16,911,760	15,533,279	14,991,384

**Washington County, Maryland
General Fund
Department 11310 - Patrol
FY26 Expenses**

	2026 Operating Budget Requested	2026 Variance Comments Requested
500000 - Wages - Full Time	9,055,030	
500005 - Wages - Part Time	15,000	Increased based on history and year to date actuals.
500010 - Wages - Overtime	400,000	Based on historical use and year to date actuals, keeping budget flat.
500020 - Shift Differential - 2nd shift	41,400	
500030 - Shift Differential - 3rd shift	46,580	
500040 - Other Wages	336,380	
500100 - FICA - Employer	756,920	
500120 - Health Insurance	1,765,920	
500125 - Other Insurance	32,000	
500130 - Pension	2,354,310	
500140 - Workers Compensation	263,830	
500170 - Personal Development	13,560	
500171 - Employee Recognition	9,460	
500172 - Team Building	2,830	
505010 - Advertising	8,000	
505020 - Community Service Awards	500	
505040 - Books	3,810	Increase due to cost of Westlaw subscription for agency attorney.
505050 - Dues & Subscriptions	6,000	Increase requested based on prior year actuals.

**Washington County, Maryland
General Fund
Department 11310 - Patrol
FY26 Expenses**

	2026 Operating Budget Requested	2026 Variance Comments Requested
505070 - Food and Supplies	1,000	
505080 - Freight & Cartage	300	
505130 - Small Office Equipment	500	
505140 - Office Supplies	56,500	Increase based on historical usage and addition of eight newly authorized positions. Part of increase is due to reallocation of \$4,000 from 505018 Printing Expenses.
505170 - Postage	1,200	
505180 - Printing Expenses	0	Reallocating to 505140 - Office Supplies to offset some of the increase in that account line due to no prior usage of this expense account.
505190 - Professional Fees	350	
505210 - Safety Supplies	2,000	
505230 - Travel Expenses	19,480	To cover expenses from Command Staff attendance at Annual Sheriff's Association Conference; meals and related travel expenses for all sworn deputies who have required travel outside the boundaries of Washington County; and to cover expenses for I.T. staff to attend annual Keystone (CAD/Records Management) Conference.
505240 - Entertainment/Business Exp	300	
510010 - Fleet Insurance	178,830	There is an overall percentage increase of 3.01% for all funds combined over prior year budget. The percentage decrease/increase varies by department or fund. Changes related to volume and/or claims experience paid in various departments. Human Resources insurance analyst projected cost of premiums based on industry trends and discussions with industry experts and current service providers.

Washington County, Maryland
General Fund
Department 11310 - Patrol
FY26 Expenses

	2026 Operating Budget Requested	2026 Variance Comments Requested
510020 - Property & Casualty Insurance	5,440	There is an overall percentage increase of 3.01% for all funds combined over prior year budget. The percentage decrease/increase varies by department or fund. Changes related to volume and/or claims experience paid in various departments. Human Resources insurance analyst projected cost of premiums based on industry trends and discussions with industry experts and current service providers.
510030 - Public & Gen Liability Insurance	148,690	There is an overall percentage increase of 3.01% for all funds combined over prior year budget. The percentage decrease/increase varies by department or fund. Changes related to volume and/or claims experience paid in various departments. Human Resources insurance analyst projected cost of premiums based on industry trends and discussions with industry experts and current service providers.
515000 - Contracted/Purchased Service	58,780	Increase to cover cost of Sheriff App for electronic devices. The app was previously covered by a grant.
515135 - Accreditation Process	5,500	
515180 - Software	540,760	Increase largely attributed to new contract with Axon to supply new body worn cameras which are bundled in a discount package with new tasers. Prior contract did not include tasers. Body worn cameras are mandated by State Law for sworn officers and Axon currently houses 1.5 TB of existing body camera footage. Additional increase related to increase in cost of other necessary software - see support form for details.
515202 - Inspection Services	1,500	
515220 - Landfill Fees	500	
515280 - Medical Fees	34,750	Item is utilized for pre-employment psychological testing and for bi-annual sworn employee assessment which is required by Public Safety 3-209 and is due again in FY 26. Estimated cost of testing for bi-annual assessment is \$250 per officer x 115 officers = \$28,750.
515320 - Testing Services	3,500	Increase needed to purchase testing materials for new hires and promotional process.
515330 - Towing Services	1,500	

**Washington County, Maryland
General Fund
Department 11310 - Patrol
FY26 Expenses**

	2026 Operating Budget Requested	2026 Variance Comments Requested
5115400 - Transportation Expense	500	
520000 - Training	18,280	Increase by 7.5% to account for additional training for eight new Patrol Deputy positions.
520010 - Certification Classes	29,000	Academy tuition for eight new deputies approved in FY2025. \$2,500 per deputy x eight positions = \$20,000.
520040 - Seminars/Conventions	2,750	Increase due to registration fees for the Maryland Sheriff's Association conference.
520050 - Tuition Assistance	1,000	
525020 - Janitorial Supplies	4,000	
525030 - Medical Supplies	3,110	
525040 - Small Tools & Equipment	10,000	Increase need based on past historical expenditures.
526020 - Building Maintenance	30,000	Increase needed based on past historical expenditures needed to maintain and aging facility.
526040 - Equipment Maintenance	7,500	Increase needed based on past historical expenditures.
526070 - Landscaping Supplies	1,000	Add budget based on historical usage.
527035 - Off Road Diesel	100	
527060 - Auto Gasoline	307,970	Projected budget is 109,990 gallons X \$2.80 = \$307,972 (includes state gas tax), which is based on bids and short-term energy outlook forecasts. Rate per gallon is discounted with bid price as compared to retail prices.
527080 - Auto Motor Oil	13,850	
527090 - Auto Repairs	75,000	Increase needed based on prior years historical expenditures.
527100 - Auto Tires	30,000	Increase needed based on prior years historical expenditures.
535020 - Equipment Rental	5,500	

**Washington County, Maryland
General Fund
Department 11310 - Patrol
FY26 Expenses**

	2026 Operating Budget Requested	2026 Variance Comments Requested
535055 - Lease Payments	6,190	Decrease due to new copy machine lease contract.
535060 - Uniforms	113,990	Increase due to 6.9% increase by vendor and additional funds needed to outfit eight newly authorized Patrol Deputies.
540010 - Wireless Communication	75,300	Increase needed based on current actual expenditures and projected additional cost due to eight newly authorized positions. Current expenditures for cell phones and air cards for laptops is \$5,878 per month = \$70,536 per year. Adding ten additional air cards (for eight new positions and two tag readers) which will be an additional \$4,800 per year. Total is \$70,536+ \$4,800 = \$75,336.
540022 - Cable TV & Internet Services	6,600	Reduced due to costs related to high speed internet service being transferred to IT budget.
545010 - Electric	71,920	The electric budget is based on four prior year actuals, forecasted rate changes, and other known circumstances. The projection also takes into account current year actuals with annualized estimations.
545050 - Waste/Trash Disposal	1,830	
582010 - Ammunition	119,570	Increase needed to cover increased cost of ammunition and adding eight new Patrol Deputy positions.
582030 - Canine - Public Safety	19,500	Increase needed to cover increased cost of dog food and purchase of new K-9 bite suit.
582040 - Crime Prevention	4,000	The crime prevention budget supports the payment of the shred truck for the Annual Community Shred Event as well as for the Washington County Sheriff's Office participation at events where Deputies would need giveaway items.
582060 - Fire Extinguishers/Refills	500	
582080 - Photographic/Fingerprint	5,500	
582090 - Tear Gas	2,000	Estimated cost for tear gas utilized by Civil Disturbance Team and pepper spray carried by Deputies.
582100 - Traffic Cones/Flares	1,550	

Washington County, Maryland
General Fund
Department 11310 - Patrol
FY26 Expenses

	2026 Operating Budget Requested	2026 Variance Comments Requested
582110 - Restraints	2,000	Item is decreased as the taser cartridges are now included with new AXON contract.
592065 - Speed Camera Fees	674,300	Amount based on FY 24 annual report.
599999 - Controllable Assets	121,290	Requested to purchase eight new handguns, rifles and body armor for new positions. Additional request for three replacements of existing expired body armor, 20 replacement laptops that are out of date, replace ten failing E-tix scanners and printers, adding a new Vehicle Crash Scanner to support vehicles manufactured after 2021 and replace existing vehicle diagnostic scanner that is not current.
600400 - Machinery & Equipment	108,360	Requested to purchase eight new portable radios for new Patrol Deputy positions and replace existing tire balancing machine in Sheriff's Office garage.
Total	18,046,870	

**Travel Request Cost Estimate Form
Fiscal Year 2026**

Department/Division Name	Patrol
Department Number	11310
Account Number	505230
Account Description	Travel Expenses

Position Title	Destination	Date(s) of Travel	Description/Reason for Travel Request	Cost Breakdown		Dept Request
Four Command Staff	Ocean City, MD	Sept. 2025	Maryland Sheriff Association Conference. Provides seminars on a variety of current topics as well as a change to meet with vendors that supply police related goods and services. It also provides staff the opportunity to network and problem solve with other agencies.	Transportation	County Vehicle	\$0.00
				Lodging	4 Nights	\$3,200.00
				Meals	\$75/person/day	\$1,200.00
				Other		\$0.00
				Other		
				Total Cost for Travel		

Position Title	Destination	Date(s) of Travel	Description/Reason for Travel Request	Cost Breakdown		Dept Request
Patrol Staff	Various	Various	Each year deputies are required to travel outside the boundaries of Washington County for various work related activities to include follow-up investigations, trips to the Medical Examiners Officer and meetings with allied agencies.	Transportation	County Vehicle	\$0.00
				Lodging	N/A	\$0.00
				Meals	\$75/person/day	\$13,500.00
				Other		\$0.00
				Other		\$0.00
				Total Cost for Travel		

Position Title	Destination	Date(s) of Travel	Description/Reason for Travel Request	Cost Breakdown		Dept Request
Three Information Technology (I.T.)Staff	TBD	TBD	Keystone Annual Conference. This conference is hosted by the vendor for Computer Aided Dispatch and Records Management platforms. It allows the I.T. staff to network with the vendor as well as other government end users to discuss and improve the service provided by Keystone.	Transportation	County Vehicle	\$0.00
				Lodging	3 Nights	\$900.00
				Meals	\$75/person/day	\$675.00
				Other		\$0.00
				Other		\$0.00
				Total Cost for Travel		

Total Travel Request for Department	\$19,480.00
--	--------------------

**Software Request Cost Estimate Form
Fiscal Year 2026**

Department/Division Name	Sheriff - Patrol
Department Number	11310
Account Number	515180
Account Description	Software

Vendor Name	Vendor Number	FY25 Board Approval	FY26 Department Request	New Cost Y/N	Product Description
3SI Security Systems Inc.	30052	1,080	1,080	N	GPS tracking devices to track suspect movements.
Archive Social	21401	1,440	1,510	N	Needed to maintain social media archives for legal.
Axon Enterprise Inc.	12200	79,660	272,480	N	Microsoft Azure cloud enabled software for body worn camera. New contract includes additional software for tasers.
Blue Peak Logic Skills Manager	23812	1,470	1,520	N	Annual software maintenance and support for software utilized to input training records as required by the Maryland Police Commission.
Carahsoft	22013	2,710	4,620	N	Forensic tool used to verify data extractions made in Cellbrite.
Cellbrite	14716	10,825	23,400	N	Annual software maintenance and support for software utilized to extract cell phone data and support unlocking of locked devices.
Covert Track Group Inc.	23100	1,200	1,200	N	Annual software maintenance and support for two tracking devices and mapping product.
Crash Data	30471	1,500	1,500	N	Annual software maintenance and support for software utilized in reconstruction of motor vehicle accidents.
Identifix	P-Card	0	1,600	N	Software utilized by the departmental mechanic to streamline vehicle repairs.
Keystone Public Safety Platform (CAD, Records, Police Mobile)	2983	185,050	185,130	N	Annual software maintenance and support required to access and maintain all services related to records management and computer aided dispatch.
McEnroe Vision and Data Corporation	15300	3,280	3,280	N	Software utilized to capture and store video and audio from I-record which is utilized in interview rooms.
National Capital Region Law Enforcement Information Exchange (LinX-NCR)	27201	2,000	2,000	N	Information sharing system and analytical data warehouse containing information for participating law enforcement agencies.

**Software Request Cost Estimate Form
Fiscal Year 2026**

Department/Division Name	Sheriff - Patrol
Department Number	11310
Account Number	515180
Account Description	Software

Vendor Name	Vendor Number	FY25 Board Approval	FY26 Department Request	New Cost Y/N	Product Description
PowerDMS (299 users)	13772	2,060	2,400	N	Annual software maintenance and support for software utilized to provide user access to Agency General Order (policies).
Ron Turley Associates, Inc. (RTA) Fleet	2908	8,400	9,000	N	Annual software maintenance and support for software utilized for fleet management to include inventory and maintenance records..
Thomson Reuters CLEAR	8915	4,095	4,300	N	Comprehensive data source used to identify records. Also a search tool which utilizes facial recognition.
Time Clock Plus, LLC.	28946	5,630	6,480	N	Schedule Anywhere personnel scheduling software subscription.
Tracker Fluid One Hosted Subscription	20003	8,930	12,500	N	Annual software subscription for software utilized to track inventory of thousands of items stored in property to include evidence of crimes.
Westlaw Edge National Primary Law	P-Card	4,420	4,760	N	Provides access to Federal, Maryland and other State case law, court rules, etc.
Whooster LE SMS Basic	P-Card	1,300	2,000	N	Reverse phone number look up tool. Added additional features.

Total Software Request	\$325,050	\$540,760
-------------------------------	------------------	------------------

**Lease Payment - Copy Machine Cost Estimate Form
Fiscal Year 2026**

Department/Division Name	Patrol
Department Number	11310
Account Number	535055
Account Description	Lease Payments

Item	Machine Rental	CopyPak (monthly maintenance)	Black & White Overage	Color Overage	Total	Explanation
Konica Copier Report Room	1,800	0	0	922	2,722	Copy Machine Rental = \$150/month Color Overages - 23, 641 copies @ \$.039 per copy
Konica Copier Copy Room	1,884	0	0	1,580	3,464	Copy Machine Rental = \$157/month Color Overages - 40,525 copies @ \$.039 per copy

Total Copier Lease	\$6,190
---------------------------	----------------

**Other Capital Outlay (≥\$1 and <\$10,000)
Fiscal Year 2026**

Controllable Assets

Department/Division Name	Patrol
Department Number	11310
Account Number	5999999
Account Description	Controllable Assets (≥\$1 and <\$10,000 per item)

Priority Number *	Descriptions	Qty	Unit Cost	Total Cost		N or R	Explain Reason for Request
					Dept. Request		
1	Glock Handgun with light and holster	8	660	5,280		N	Handguns for eight new Patrol Deputy Positions.
2	Patrol Rifle with optic and lights	8	1,940	15,520		N	Patrol Rifles for eight new Patrol Deputy Positions.
3	Body Armor	8	2,010	16,080		N	Body Armor for eight new Patrol Deputy Positions.
4	Body Armor	3	2,010	6,030		R	Body Armor replacement for three Deputies whose current vests exceed five year life span.
6	Dell Latitude 5430 laptops with mounts and docking stations.	20	2,890	57,800		R	Replace older existing laptops that are no longer under warranty, lack current connectivity(4G or 5G) and only support Windows 10 which does not support County anti-virus software.
7	E-tix Scanners and Printers	10	739	7,390		R	Replace existing failing scanners and printers utilized for E-tix (electronic citations) in police vehicles.
8	Crash Data Scanner	1	4,390	4,390		N	New scanner to read vehicles data for crash reconstruction. Current scanner does not support vehicles manufactured after 2021.
10	Snap-on scanner	1	8,800	8,800		R	Replace existing vehicle repair diagnostic scanner that is eight years old.

Total Controllable Assets	\$121,290
----------------------------------	------------------

* Requests in accounts 599999 - 600800 need to be prioritized in order of need (highest to lowest) as a whole, with 1 being the highest priority. If there are requests in two or more accounts, there can only be a priority 1, priority 2, priority 3, etc. among all the accounts combined. A priority number can not be repeated throughout the

The County maintains assets that are considered capital assets in nature but are classified as controllable assets, due to the fact that they fall under the capitalization limits, i.e., **the cost of each item is ≥\$1 and <\$10,000** (Transit or Golf Course <\$5,000). Examples of controllable items are, but not limited to, chairs, desks, printers, equipment, machinery, weapons, computers. Controllable assets purchases are not a recurring expenditure and are to be purchased in accordance with the approved items by the County Commissioners. Emergency purchases may be supplanted if warranted.

**Capital Outlay - Machinery & Equipment
Fiscal Year 2026**

Capital Outlay - Machinery and Equipment

Department/Division Name	Patrol
Department Number	11310
Account Number	600400
Account Description	Machinery and Equipment ≥\$10,000 per item

Priority Number *	Descriptions	Qty	Unit Cost	Total Cost	N or R	Explain Reason For Equipment Need and Disposition of Old, if Any. Number of hours, etc.
				Dept. Request		
5	Motorola APX portable radio and home charger	8	11,520	92,160	N	Portable radios needed for eight new Patrol Deputy positions.
9	Tire Balancing Machine	1	16,200	16,200	R	Replace existing machine that is six years old. New machine is needed to accommodate larger rim sizes on current fleet vehicles.
				0		
				0		
				0		
				0		

Total Capital Outlay - Machinery & Equipment	\$108,360
---	------------------

* Requests in accounts 599999 - 600800 need to be prioritized in order of need (highest to lowest) as a whole, with 1 being the highest priority. If there are requests in two or more accounts, there can only be a priority 1, priority 2, priority 3, etc. among all the accounts combined. A priority number can not be repeated throughout the accounts.

Machinery and equipment are physical assets, which:

- * Are not attached permanently to land, buildings, or land improvements; have unique serial numbers; are capable of being moved; and can be acquired under a capital lease.

- * Costs of machinery and equipment include the purchase price, net of purchase discounts, plus trade-in allowance, transportation charges, installation costs, taxes and any other costs required to prepare the asset for its intended use. Machinery and equipment assets should be reported as acquisitions when the County receives the asset, not at the time when it pays the vendor for the acquisition. Examples are mowers and construction equipment.

Washington County, Maryland
General Fund
Department 11311 - Sheriff Auxiliary
FY26 Expenses

	2026 Operating Budget Requested	Adjustment	2026 Operating Budget Requested	\$ Change	% Change	2025 Operating Budget Approved	2024 Actuals Final	2023 Actuals Final
505020 - Community Service Awards	0	0	0	0	0.00%	0	275	0
505030 - Bank Fees	200	0	200	0	0.00%	200	153	11
505070 - Food and Supplies	5,000	0	5,000	4,000	400.00%	1,000	5,392	0
505150 - Other - Miscellaneous	71,000	0	71,000	(9,000)	(11.25)%	80,000	50,750	89,009
515330 - Towing Services	6,000	0	6,000	0	0.00%	6,000	9,392	6,318
535000 - Rentals	0	0	0	0	0.00%	0	0	300
535060 - Uniforms	3,000	0	3,000	0	0.00%	3,000	0	512
592040 - Promotional Expenses	5,000	0	5,000	5,000	100.00%	0	5,000	0
Operating Expenses	90,200	0	90,200	0	0.00%	90,200	70,961	96,150
Total	90,200	0	90,200	0	0.00%	90,200	70,961	96,150

**Washington County, Maryland
General Fund
Department 11311 - Sheriff Auxiliary
FY26 Expenses**

	2026 Operating Budget Requested	2026 Variance Comments Requested
505030 - Bank Fees	200	
505070 - Food and Supplies	5,000	Reallocated \$4,000 from 505150 - Other Miscellaneous due to historical usage.
505150 - Other - Miscellaneous	71,000	Reallocated \$5,000 to 592040 - Promotional Expenses and \$4,000 to 505070 - Food and Supplies to better categorize the expenses.
515330 - Towing Services	6,000	
535060 - Uniforms	3,000	
592040 - Promotional Expenses	5,000	Reallocated \$5,000 from 505150 - Other - Miscellaneous due to historical usage.
Total	90,200	

**Washington County, Maryland
General Fund
Department 11315 - Central Booking
FY26 Expenses**

	2026 Operating Budget Requested	Adjustment	2026 Operating Budget Requested	\$ Change	% Change	2025 Operating Budget Approved	2024 Actuals Final	2023 Actuals Final
500000 - Wages - Full Time	894,050	0	894,050	54,610	6.51%	839,440	854,428	851,224
500010 - Wages - Overtime	35,000	0	35,000	10,000	40.00%	25,000	32,922	16,466
500020 - Shift Differential - 2nd shift	5,610	0	5,610	190	3.51%	5,420	5,390	4,887
500030 - Shift Differential - 3rd shift	10,350	0	10,350	350	3.50%	10,000	9,765	9,795
500040 - Other Wages	46,580	0	46,580	1,580	3.51%	45,000	42,187	40,921
500100 - FICA - Employer	67,610	0	67,610	(3,140)	(4.44)%	70,750	71,121	68,648
500120 - Health Insurance	169,960	0	169,960	8,040	4.97%	161,920	149,627	145,657
500125 - Other Insurance	3,240	0	3,240	(60)	(1.82)%	3,300	2,788	2,944
500130 - Pension	229,770	0	229,770	15,080	7.02%	214,690	222,645	221,318
500140 - Workers Compensation	25,980	0	25,980	(3,550)	(12.02)%	29,530	27,841	26,937
500161 - Wage Reserve	0	0	0	(12,280)	(100.00)%	12,280	0	0
500170 - Personal Development	1,200	0	1,200	0	0.00%	1,200	0	0
500171 - Employee Recognition	840	0	840	(30)	(3.45)%	870	0	0
500172 - Team Building	250	0	250	0	0.00%	250	250	250
Wages and Benefits	1,490,440	0	1,490,440	70,790	4.99%	1,419,650	1,418,963	1,389,046
501030 - Debt-Lease Principal	0	0	0	0	0.00%	0	2,385	2,364
501080 - Debt- Lease Interest	0	0	0	0	0.00%	0	42	63
505130 - Small Office Equipment	0	0	0	0	0.00%	0	650	144
505140 - Office Supplies	1,400	0	1,400	(1,260)	(47.37)%	2,660	2,570	3,974
505210 - Safety Supplies	500	0	500	0	0.00%	500	474	0
510030 - Public & Gen Liability Insurance	13,900	0	13,900	(2,110)	(13.18)%	16,010	14,805	14,541
515000 - Contracted/Purchased Service	1,130	0	1,130	0	0.00%	1,130	0	0
515202 - Inspection Services	290	0	290	40	16.00%	250	1,092	0
515270 - Maintenance Contract Services	0	0	0	0	0.00%	0	912	996
525000 - Supplies/Material - Operating	0	0	0	0	0.00%	0	0	585
525020 - Janitorial Supplies	1,000	0	1,000	0	0.00%	1,000	234	857
525040 - Small Tools & Equipment	500	0	500	0	0.00%	500	154	322
526020 - Building Maintenance	2,500	0	2,500	0	0.00%	2,500	1,965	1,088
526040 - Equipment Maintenance	750	0	750	0	0.00%	750	0	441

Washington County, Maryland
General Fund
Department 11315 - Central Booking
FY26 Expenses

	2026 Operating Budget Requested	Adjustment	2026 Operating Budget Requested	\$ Change	% Change	2025 Operating Budget Approved	2024 Actuals Final	2023 Actuals Final
527035 - Off Road Diesel	310	0	310	(110)	(26.19)%	420	0	371
535055 - Lease Payments	2,520	0	2,520	0	0.00%	2,520	0	0
535057 - Non-Lease Components	0	0	0	0	0.00%	0	90	90
535060 - Uniforms	6,290	0	6,290	550	9.58%	5,740	4,772	3,153
540010 - Wireless Communication	520	0	520	0	0.00%	520	515	515
540020 - Telephone Expenses	0	0	0	0	0.00%	0	429	0
Operating Expenses	31,610	0	31,610	(2,890)	(8.38)%	34,500	31,090	29,504
599999 - Controllable Assets	0	0	0	0	0.00%	0	1,400	0
600600 - Computer/Software Equipment	0	0	0	(17,450)	(100.00)%	17,450	0	0
Capital Outlay	0	0	0	(17,450)	(100.00)%	17,450	1,400	0
Total	1,522,050	0	1,522,050	50,450	3.43%	1,471,600	1,451,453	1,418,551

**Washington County, Maryland
General Fund
Department 11315 - Central Booking
FY26 Expenses**

	2026 Operating Budget Requested	2026 Variance Comments Requested
500000 - Wages - Full Time	894,050	Increase higher than proposed step and COLA due to promotion from Deputy to Deputy First Class and budgeted for additional possible promotions.
500010 - Wages - Overtime	35,000	
500020 - Shift Differential - 2nd shift	5,610	
500030 - Shift Differential - 3rd shift	10,350	
500040 - Other Wages	46,580	
500100 - FICA - Employer	67,610	
500120 - Health Insurance	169,960	
500125 - Other Insurance	3,240	
500130 - Pension	229,770	
500140 - Workers Compensation	25,980	
500170 - Personal Development	1,200	
500171 - Employee Recognition	840	
500172 - Team Building	250	
505140 - Office Supplies	1,400	Budget is for one water cooler rental at \$2.38 per month for 12 months and 260 bottles of water at \$5.25 = \$1,393.56. Decrease in budget is due to having sufficient inventory of other office supplies (printer ink) to last the fiscal year.
505210 - Safety Supplies	500	
510030 - Public & Gen Liability Insurance	13,900	There is an overall percentage increase of 3.01% for all funds combined over prior year budget. The percentage decrease/increase varies by department or fund. Changes related to volume and/or claims experience paid in various departments. Human Resources insurance analyst projected cost of premiums based on industry trends and discussions with industry experts and current service providers.

Washington County, Maryland
General Fund
Department 11315 - Central Booking
FY26 Expenses

	2026 Operating Budget Requested	2026 Variance Comments Requested
515000 - Contracted/Purchased Service	1,130	
515202 - Inspection Services	290	Slight increase due to increased cost to have generator inspection completed.
525020 - Janitorial Supplies	1,000	
525040 - Small Tools & Equipment	500	
526020 - Building Maintenance	2,500	
526040 - Equipment Maintenance	750	
527035 - Off Road Diesel	310	Diesel is used for the emergency generator during power outages. Estimated budget is 104 gallons x \$3.00 = \$312 (excludes tax) which is based on bids and short-term energy outlook forecasts. Rate is discounted with new bid price including delivery as compared to retail price.
535055 - Lease Payments	2,520	
535060 - Uniforms	6,290	Under contract PUR-1569 with Galls, LLC, the cost of each uniform shirt is \$68.46 and pants is \$57.23 for each which totals \$125.69. Five uniforms per employee x 10 assigned employees = \$6,284.50
540010 - Wireless Communication	520	

Total **1,522,050**

**Lease Payment - Copy Machine Cost Estimate Form
Fiscal Year 2026**

Department/Division Name	Central Booking
Department Number	11315
Account Number	535055
Account Description	Lease Payments

Item	Machine Rental	CopyPak (monthly maintenance)	Black & White Overage	Color Overage	Total	Explanation
Kyocera TA 70031	2,427	90	3	0	2,520	Machine Rental = \$202.27/month Supplies = \$7.50 /month for \$209.77 per month Black & White Overages - 500 copies/ \$.005 per copy

Total Copier Lease	\$2,520
---------------------------	----------------

**Washington County, Maryland
General Fund
Department 11320 - Detention Center
FY26 Expenses**

	2026 Operating Budget Requested	Adjustment	2026 Operating Budget Requested	\$ Change	% Change	2025 Operating Budget Approved	2024 Actuals Final	2023 Actuals Final
500000 - Wages - Full Time	10,307,710	0	10,307,710	38,720	0.38%	10,268,990	9,064,310	8,733,491
500005 - Wages - Part-Time	100,000	0	100,000	0	0.00%	100,000	18,762	0
500010 - Wages - Overtime	765,900	0	765,900	25,900	3.50%	740,000	1,350,669	1,079,922
500020 - Shift Differential - 2nd shift	62,100	0	62,100	2,100	3.50%	60,000	48,726	46,423
500030 - Shift Differential - 3rd shift	100,910	0	100,910	3,410	3.50%	97,500	82,838	77,574
500040 - Other Wages	500,000	0	500,000	0	0.00%	500,000	399,705	390,960
500100 - FICA - Employer	905,500	0	905,500	5,360	0.60%	900,140	821,239	763,320
500120 - Health Insurance	2,149,200	0	2,149,200	177,940	9.03%	1,971,260	1,860,464	1,897,896
500125 - Other Insurance	41,150	0	41,150	0	0.00%	41,150	32,164	33,705
500130 - Pension	2,680,000	0	2,680,000	53,170	2.02%	2,626,830	2,364,640	1,783,349
500140 - Workers Compensation	359,220	0	359,220	12,150	3.50%	347,070	310,081	291,420
500161 - Wage Reserve	0	0	0	(142,190)	(100.00)%	142,190	0	0
500170 - Personal Development	15,600	0	15,600	480	3.17%	15,120	600	459
500171 - Employee Recognition	10,880	0	10,880	(70)	(0.64)%	10,950	0	0
500172 - Team Building	3,250	0	3,250	100	3.17%	3,150	3,113	3,130
Wages and Benefits	18,001,420	0	18,001,420	177,070	0.99%	17,824,350	16,357,310	15,101,649
501030 - Debt - Lease Principal	0	0	0	0	0.00%	0	3,821	4,644
501080 - Debt- Lease Interest	0	0	0	0	0.00%	0	407	17
505010 - Advertising	2,500	0	2,500	0	0.00%	2,500	378	552
505050 - Dues & Subscriptions	1,120	0	1,120	0	0.00%	1,120	1,028	1,091
505070 - Food and Supplies	1,071,320	0	1,071,320	46,760	4.56%	1,024,560	916,997	723,012
505120 - Licenses & Certifications	0	0	0	0	0.00%	0	0	250
505130 - Small Office Equipment	1,590	0	1,590	0	0.00%	1,590	1,298	1,876
505140 - Office Supplies	39,320	0	39,320	14,420	57.91%	24,900	37,613	36,947
505160 - Personal Mileage	1,000	0	1,000	1,000	100.00%	0	591	965
505170 - Postage	250	0	250	0	0.00%	250	233	245
505180 - Printing Expenses	0	0	0	0	0.00%	0	0	113
505200 - Safety Equipment	4,000	0	4,000	500	14.29%	3,500	4,421	4,922
505220 - Security	0	0	0	0	0.00%	0	1,199	0

**Washington County, Maryland
General Fund
Department 11320 - Detention Center
FY26 Expenses**

	2026 Operating Budget Requested	Adjustment	2026 Operating Budget Requested	\$ Change	% Change	2025 Operating Budget Approved	2024 Actuals Final	2023 Actuals Final
505230 - Travel Expenses	6,600	0	6,600	0	0.00%	6,600	5,875	6,154
510010 - Fleet Insurance	24,090	0	24,090	6,960	40.63%	17,130	15,934	15,694
510020 - Property & Casualty Insurance	28,520	0	28,520	4,890	20.69%	23,630	21,482	24,776
510030 - Public & Gen Liability Insurance	173,700	0	173,700	(31,220)	(15.24)%	204,920	186,535	163,923
515000 - Contracted/Purchased Services	51,670	0	51,670	16,590	47.29%	35,080	0	1,343
515180 - Software	73,610	0	73,610	7,260	10.94%	66,350	49,739	47,525
515202 - Inspection Services	15,660	0	15,660	1,030	7.04%	14,630	13,901	11,253
515270 - Maintenance Contract Services	0	0	0	0	0.00%	0	28,071	31,788
515280 - Medical Fees	8,700	0	8,700	200	2.35%	8,500	11,605	5,190
515285 - Inmate Medical Services	4,134,130	0	4,134,130	280,220	7.27%	3,853,910	2,153,245	2,311,476
515320 - Testing Services	4,000	0	4,000	2,000	100.00%	2,000	3,195	826
515400 - Transportation Expense	0	0	0	0	0.00%	0	25	0
520000 - Training	14,500	0	14,500	2,080	16.75%	12,420	14,641	14,043
520040 - Seminars/Conventions	1,250	0	1,250	200	19.05%	1,050	0	700
525000 - Supplies/Material - Operating	35,000	0	35,000	20,000	133.33%	15,000	10,825	9,205
525020 - Janitorial Supplies	55,000	0	55,000	10,000	22.22%	45,000	39,086	42,919
525040 - Small Tools & Equipment	6,270	0	6,270	0	0.00%	6,270	4,052	2,033
525050 - Welding Material/Supplies	2,500	0	2,500	0	0.00%	2,500	1,854	1,024
526000 - Supplies/Material-Maintenance	0	0	0	(20,000)	(100.00)%	20,000	23,749	31,343
526020 - Building Maintenance	50,000	0	50,000	16,000	47.06%	34,000	38,536	27,752
526040 - Equipment Maintenance	35,000	0	35,000	10,000	40.00%	25,000	40,180	27,862
526070 - Landscaping Supplies	1,800	0	1,800	800	80.00%	1,000	2,123	0
527000 - Supplies - Automotive	0	0	0	0	0.00%	0	525	70
527035 - Off Road Diesel	1,800	0	1,800	(600)	(25.00)%	2,400	0	1,422
527060 - Auto Gasoline	12,400	0	12,400	(3,070)	(19.84)%	15,470	16,634	13,888
528030 - Herbicide	0	0	0	0	0.00%	0	0	102
528040 - Insecticide	0	0	0	0	0.00%	0	1,017	981
535055 - Lease Payments	7,070	0	7,070	(5,790)	(45.02)%	12,860	529	0
535057 - Non-Lease Components	0	0	0	0	0.00%	0	1,755	1,890
535058 - Lease Variable Payments	0	0	0	0	0.00%	0	506	488

Washington County, Maryland
General Fund
Department 11320 - Detention Center
FY26 Expenses

	2026 Operating Budget Requested	Adjustment	2026 Operating Budget Requested	\$ Change	% Change	2025 Operating Budget Approved	2024 Actuals Final	2023 Actuals Final
535060 - Uniforms	48,830	0	48,830	5,850	13.61%	42,980	49,325	41,257
540010 - Wireless Communication	7,680	0	7,680	730	10.50%	6,950	6,973	6,343
540020 - Telephone Expenses	2,160	0	2,160	2,160	100.00%	0	834	0
545010 - Electric	513,310	0	513,310	65,300	14.58%	448,010	334,116	313,074
545020 - Natural Gas	110,000	0	110,000	(14,000)	(11.29)%	124,000	78,860	116,707
545040 - Sewer	201,440	0	201,440	(260)	(0.13)%	201,700	174,989	0
545050 - Waste/Trash Disposal	18,640	0	18,640	3,390	22.23%	15,250	14,130	14,262
545060 - Water	82,470	0	82,470	(410)	(0.49)%	82,880	84,339	285,867
582010 - Ammunition	5,280	0	5,280	0	0.00%	5,280	0	1,591
582060 - Fire Extinguishers/Refills	2,170	0	2,170	670	44.67%	1,500	1,551	2,074
582080 - Photographic/Fingerprint	600	0	600	0	0.00%	600	594	375
582110 - Restraints	1,500	0	1,500	0	0.00%	1,500	994	1,173
582120 - Special Response Team	2,330	0	2,330	(3,000)	(56.29)%	5,330	782	4,643
Operating Expenses	6,860,780	0	6,860,780	440,660	6.86%	6,420,120	4,401,092	4,357,670
599999 - Controllable Assets	8,010	0	8,010	5,540	224.29%	2,470	36,910	23,888
600400 - Machinery & Equipment	0	0	0	0	0.00%	0	0	10,553
600900 - Leases - Capital Outlay	0	0	0	0	0.00%	0	21,142	0
Capital Outlay	8,010	0	8,010	5,540	224.29%	2,470	58,052	34,441
Total	24,870,210	0	24,870,210	623,270	2.57%	24,246,940	20,816,454	19,493,760

**Washington County, Maryland
General Fund
Department 11320 - Detention Center
FY26 Expenses**

	2026 Operating Budget Requested	2026 Variance Comments Requested
500000 - Wages - Full Time	10,307,710	Increase is less than expected (3.5% with step and COLA) due to turnover in positions.
500005 - Wages - Part Time	100,000	Based on history, no increase is needed. Will reassess in FY27 to see if line should decrease based on history.
500010 - Wages - Overtime	765,900	
500020 - Shift Differential - 2nd shift	62,100	
500030 - Shift Differential - 3rd shift	100,910	
500040 - Other Wages	500,000	Based on history and year to date use, keeping flat.
500100 - FICA - Employer	905,500	
500120 - Health Insurance	2,149,200	Increase higher than expected due to changes in coverage levels.
500125 - Other Insurance	41,150	Based on history and year to date use, keeping flat.
500130 - Pension	2,680,000	
500140 - Workers Compensation	359,220	
500170 - Personal Development	15,600	
500171 - Employee Recognition	10,880	
500172 - Team Building	3,250	
505010 - Advertising	2,500	
505050 - Dues & Subscriptions	1,120	

**Washington County, Maryland
General Fund
Department 11320 - Detention Center
FY26 Expenses**

	2026 Operating Budget Requested	2026 Variance Comments Requested
505070 - Food and Supplies	1,071,320	The PPI for Food Mfg. (PCU311) July numbers utilized under the contract for food services call for an increase of 2.79%. The cost for an inmate meal will increase to \$2.256. The cost of a staff meal will increase to \$3.045. The FY 26 request is to have enough inmate meals to cover an Average Daily Population of 400 or 438,000 meals at cost of \$988,128 and 27,320 staff meals at \$83,190. Total amount \$1,071,320.
505130 - Small Office Equipment	1,590	
505140 - Office Supplies	39,320	Tulpehocken Bottled Water 800 x \$4.82 = \$3,856, Cooler rental 4x12x2.19 = 105.12, Office Supplies expenditure for FY24 was \$37,613.24 due to increased prices. Total request \$39,320.
505160 - Personal Mileage	1,000	The detention center has a limited number of vehicles so from time to time, staff must use their personal vehicles to attend trainings or conferences. Adding budget due to historical usage.
505170 - Postage	250	
505200 - Safety Equipment	4,000	The line item in FY 24 spent \$4,421.30 due to increased prices reflective of inflation. There are a numerous equipment items needing to be replaced due to age and wear. Safety equipment keeps staff and inmates from harm and is critical to our mission.
505230 - Travel Expenses	6,600	
510010 - Fleet Insurance	24,090	There is an overall percentage increase of 3.01% for all funds combined over prior year budget. The percentage decrease/increase varies by department or fund. Changes related to volume and/or claims experience paid in various departments. Human Resources insurance analyst projected cost of premiums based on industry trends and discussions with industry experts and current service providers.

**Washington County, Maryland
General Fund
Department 11320 - Detention Center
FY26 Expenses**

	2026 Operating Budget Requested	2026 Variance Comments Requested
510020 - Property & Casualty Insurance	28,520	There is an overall percentage increase of 3.01% for all funds combined over prior year budget. The percentage decrease/increase varies by department or fund. Changes related to volume and/or claims experience paid in various departments. Human Resources insurance analyst projected cost of premiums based on industry trends and discussions with industry experts and current service providers.
510030 - Public & Gen Liability Insurance	173,700	There is an overall percentage increase of 3.01% for all funds combined over prior year budget. The percentage decrease/increase varies by department or fund. Changes related to volume and/or claims experience paid in various departments. Human Resources insurance analyst projected cost of premiums based on industry trends and discussions with industry experts and current service providers.
515000 - Contracted/Purchased Service	51,670	ARE 3 Generators, \$4,400; Dept. Public Safety CJIS \$1600; Home Paramount Pest Control Monthly insect spray of jail and Bi-monthly spray cells \$1,130; Mick's Heating System, Preventive Maintenance \$34,000; Mick's Recertify 11 Back Flow preventers, \$1,512; MTS - Maintenance Contract for all kitchen equipment - service only \$2,310; STORAGELogic Filing System, \$2,210; Shred-it / Stericycle \$4,500. Total for line item \$51,662.
515180 - Software	73,610	Increase in annual maintenance and support for software. See support form for details.
515202 - Inspection Services	15,660	Ascend - third party generator inspector \$560; Annual Fire Alarm & Heat Detector testing and inspections - ARK Systems, \$2,400; Fire X Annual Inspections \$2,170; Fire Suppression System Inspection \$1,380; Md. Dept. of Environment X-Ray Machine Inspection \$80; Md. Dept. of Environment Body scanner X-Ray Inspection, \$280.00; Niles water quality inspection \$630; Mick's Heating and Air Boiler Inspections \$2,580; Oracle Elevator Monthly Elevator Inspections, \$5,160; Noel's Sprinkler System Inspection and testing \$420; Total of \$15,660.
515280 - Medical Fees	8,700	These services are required by COMAR for new hires. Health at Work pre-employment physicals 20 x \$115 = \$2,300; Frederick Psychology pre-employment exams 20 x \$320 = \$6,400 for total \$8,700.

**Washington County, Maryland
General Fund
Department 11320 - Detention Center
FY26 Expenses**

	2026 Operating Budget Requested	2026 Variance Comments Requested
515285 - Inmate Medical Services	4,134,130	The current contract for the Comprehensive Health Care Services for Inmates began July 1, 2024, with the cost of \$3,998,188.91. The Comprehensive Health Care Services for Inmates contract annual price increases to cover contract years two (2) through five (5) are based upon the United States Daily Average Medical Cost Consumer Price Index (Medical Health Care Services Section), as published by the United States Department of Labor. The most recent previous twelve-month CPI for Medical Care Service is an increase of 3.4%. Therefore, the FY26 contractual amount for the budget is \$4,134,127.34.
515320 - Testing Services	4,000	C-1 Correctional Tests used for applicants, credit checks for backgrounds and FACT drug tests used for random testing of population. Increase based upon FY expenditures in FY24 and projected FY25 costs.
520000 - Training	14,500	The Maryland Correctional Training Commission requires a minimum of eighteen hours of approved annual training. The cost of Corrections One online academy training is \$63.99 per trainee for \$7,678.80. The Corrections One Academy is approved by the Maryland Correctional Training Commission and allows flexibility and efficiency in meeting the training requirements in COMAR. There are currently five deputies and four vacancies that will need to attend entry level academy at \$450 each for \$4,050 in addition to other training needs to comply with standards. FY24 Actual was \$14,640 and FY15 is projecting to exceed the current budgeted amount. Training line request is \$14,500.
520040 - Seminars/Conventions	1,250	Maryland Correctional Administrator's Association conference fee \$350 each (3) for \$1,050. The conference addresses trends, standards, best practices on a National Level as well as providing information on emerging technology in corrections and correctional programming. Mid-Atlantic Regional Gang Investigators Network Seminar \$200.
525000 - Supplies/Material - Operating	35,000	Reallocated \$20,000 from 526000 - Supplies/Material Maintenance per Budget and Finance.
525020 - Janitorial Supplies	55,000	Line item increased to \$55,000 based upon FY24 actuals and FY25 projected expenditures to date.

**Washington County, Maryland
General Fund
Department 11320 - Detention Center
FY26 Expenses**

	2026 Operating Budget Requested	2026 Variance Comments Requested
525040 - Small Tools & Equipment	6,270	
525050 - Welding Material/Supplies	2,500	
526000 - Supplies/Material-Maintenance	0	Reallocated \$20,000 to 525000 - Supplies/Material Operating per Budget and Finance.
526020 - Building Maintenance	50,000	Electronic locks at main entrance must be replaced as well as window tinting for central control at lobby. Requesting \$50,000 based upon upcoming maintenance needs, actual usage and inflation costs.
526040 - Equipment Maintenance	35,000	Based on historical and year to date usage.
526070 - Landscaping Supplies	1,800	Based on historical and year to date usage.
527035 - Off Road Diesel	1,800	Estimated budget is 600 gallons x \$3.00 = \$1,800 (excludes tax) which is based on bids and short-term energy outlook forecasts. Rate is discounted with new bid price including delivery as compared to retail price.
527060 - Auto Gasoline	12,400	Projected budget is 4,430 gallons x \$2.80 per gallon = \$12,404 (includes state gas tax), which is based on bids and short-term energy outlook forecasts. Rate per gallon is discounted with bid price as compared to retail prices. Five year average number of gallons per year is 4,419.
535055 - Lease Payments	7,070	Cost for three copy machines. Reduced budget slightly based on historical usage but based on year to date usage, projecting the cost for Administration to be \$2,585.68, Programs \$1,354.72 and Booking \$3,123.
535060 - Uniforms	48,830	Under contract PUR-1569 with Galls. LLC approved by BOCC 11/11/22 and renewed on 09/17/2024 the cost of each uniform shirt \$68.46 and pants \$57.23 each for total of \$125.69 x 3 for each employee x 115 assigned employees for \$43,363.05. Each jacket cost \$218.72 x 25 jackets for \$5,468. Request a total of \$48,830.
540010 - Wireless Communication	7,680	12 cellphones \$560 monthly and two Air cards for transport \$79.98 monthly.
540020 - Telephone Expenses	2,160	Telephone lines that had to be installed in order for the FAX machines to operate properly.

**Washington County, Maryland
General Fund
Department 11320 - Detention Center
FY26 Expenses**

	2026 Operating Budget Requested	2026 Variance Comments Requested
545010 - Electric	513,310	The electric budget is based on four prior year actuals, forecasted rate changes, and other known circumstances. The projection also takes into account current year actuals with annualized estimations.
545020 - Natural Gas	110,000	The natural gas budgets were based on four prior year actual forecasted rate changes.
545040 - Sewer	201,440	Projected actual x rate increase. Actual usage for previous twelve-month period has been 16,054,500 gallons. Total Wastewater (sewer) cost based on consumption for previous twelve months \$178,259.06 + 13% rate increase for projected total of \$201,432.74.
545050 - Waste/Trash Disposal	18,640	Darling Ingredients Grease removal kitchen \$240; Key city Compost Food Waste Removal as required by statute \$3,360; Western Maryland Hospital Medical Waste \$1,364; BFI Trash removal \$1,139.24 per month / \$13,670.88 annually.
545060 - Water	82,470	Projected actual x rate increase. Actual usage for previous twelve-month period has been 16,054,500 gallons. The cost for water consumption for previous twelve months \$72,338.26 + 14% rate increase for projected total of \$82,465.62.
582010 - Ammunition	5,280	
582060 - Fire Extinguishers/Refills	2,170	The required Fire-X annual maintenance of Portable fire extinguishers; Semi-annual Suppression System Inspection, for a total of \$2,170. These figures do not include any maintenance or repair issues found during the inspections.
582080 - Photographic/Fingerprint	600	
582110 - Restraints	1,500	

**Washington County, Maryland
General Fund
Department 11320 - Detention Center
FY26 Expenses**

	2026 Operating Budget Requested	2026 Variance Comments Requested
582120 - Special Response Team	2,330	(50 rounds) 12 gauge drag stabilized marker Style DEF3028 at \$8.23 each = \$411.50. (5) Sting ball grenades Style DEF1089 @ \$64.39 each = \$321.95. (25) 40mm exact impact Style DEF6326 @ \$32.76 each = \$819. (3) Foggers OC w/wand Style DEF43950 @ \$63.83 each = \$191.49. (20) 37mm wooden baton style DEF264 @ \$29.28 each = \$585.60. Total munitions cost \$2,329.54 These items are necessary to control rioting inmates in the detention center which is becoming more frequent than in the past years.
599999 - Controllable Assets	8,010	Four Safariland 1301972 – M Prism MT NS02 Level II – Spike 2 A7 Vest with carriers (\$1,449.23 each) \$5,796.92; MSA millennial Gas Mask (2) MSA10051288 @ \$784 each = \$1,568. Tactical gloves to replace worn (15 pair at \$42.79 each) \$641.85. Total request \$8,006.77.

Total 24,870,210

**Travel Request Cost Estimate Form
Fiscal Year 2026**

Department/Division Name	Detention Center
Department Number	11320
Account Number	505230
Account Description	Travel Expenses

Position Title (Do not use employee names)	Destination	Date(s) of Travel	Description/Reason for Travel Request	Cost Breakdown		Dept Request
Warden / Major	MCAA Conference	June 2-6, 2025	Maryland Correctional Administrator's Association - Annual training conference. Some meals are included with the conference cost.	Transportation	County Vehicle	\$0.00
Assistant Warden - Capt.				Lodging	4 Nights	\$3,150.00
				Meals	\$75/person/day	\$450.00
				Other	Tolls	\$0.00
Chief of Security - Capt.	Other		\$0.00			
Total Cost for Travel						\$3,600.00

Position Title (Do not use employee names)	Destination	Date(s) of Travel	Description/Reason for Travel Request	Cost Breakdown		Dept Request
Transporters	Various Locations	Year Round - Varied	Meal expenditures for deputies transporting to and from various Courts and medical facilities throughout the year on a regular basis.	Transportation	County Vehicle	\$0.00
				Lodging		\$0.00
				Meals	\$75/person/day	\$3,000.00
				Other		\$0.00
				Other		\$0.00
Total Cost for Travel						\$3,000.00

Position Title (Do not use employee names)	Destination	Date(s) of Travel	Description/Reason for Travel Request	Cost Breakdown		Dept Request
				Transportation		\$0.00
				Lodging		\$0.00
				Meals	\$75/person/day	\$0.00
				Other		\$0.00
				Other		\$0.00
Total Cost for Travel						\$0.00

Total Travel Request for Department	\$6,600.00
--	-------------------

**Software Request Cost Estimate Form
Fiscal Year 2026**

Department/Division Name	Sheriff - Detention Center
Department Number	11320
Account Number	515180
Account Description	Software

Vendor Name	Vendor Number	FY25 Board Approval	FY26 Department Request	New Cost Y/N	Product Description
Blue Peak Logic Skills Manager (50/50 split with Patrol)	23812	720	720	N	Annual software maintenance and support. Program used to enter training and submit to the Maryland Correctional Training Commission.
Carousel Industries Video Bail Review System Maintenance	18026	400	420	N	Annual software maintenance and support. Polycom used for video bail reviews with the Courts.
HID Global Livescan Fingerprint - Central Booking	P-Card	1,840	3,480	N	Annual software maintenance and support. Equipment and program used to take and submit electronic fingerprints.
HID Global Livescan Fingerprint - Jail Booking	P-Card	0	2,502	N	Annual software maintenance and support. Equipment and program used to take and submit electronic fingerprints. The first year was included in purchase.
Keystone JAILS Client (25 users)	2983	1,845	1,933	N	Annual software maintenance and support. The keystone client on the desktops that we use to interact with The Jail Management System.
Keystone JAILS	2983	34,534	36,260	N	Annual software maintenance and support for the Jail Management System (JMS). This pays for the "right" to use the product.
Keystone VINES Interface	2983	1,935	2,031	N	Annual software maintenance and support for the interface between the JMS and Vinelink victim notification system.
Keystone Universe License	2983	3,200	3,456	N	Annual software maintenance and support. All keystone software is based on a database software called Universe. We pay a license fee to use it. Originally owned by an actual company called Universe, with products coined with the Uni prefix.
Keystone Police Mobile Client - DRC	2983	226	237	N	Annual software maintenance and support for DRC Deputy to access Keystone in vehicle.
Keystone Dynamic Imaging PictureLink - Central Booking	2983	10,245	10,757	N	Annual software maintenance and support used to capture mugshots in Central Booking.
Keystone Dynamic Imaging PictureLink - Jail Booking	2983	6,701	7,036	N	Annual software maintenance and support used to capture mugshots in Jail Booking.
Keystone COREMR Interface	2983	447	469	N	Annual software maintenance and support for interface between the KMS and electronic medical records system.

**Software Request Cost Estimate Form
Fiscal Year 2026**

Department/Division Name	Sheriff - Detention Center
Department Number	11320
Account Number	515180
Account Description	Software

Vendor Name	Vendor Number	FY25 Board Approval	FY26 Department Request	New Cost Y/N	Product Description
Keystone Dashboard Interface	2983	981	1,030	N	Annual software maintenance and support for interface that connects the JMS to the State's Dashboard for informational sharing between agencies.
Waitwhile	P-Card	276	279	N	Alerts staff that clients are waiting for drug screening or other services.
Reliatrax	P-Card	3,000	3,000	N	Electronic health record partnered with Drugscan laboratory.

Total Software Request	\$66,350	\$73,610
-------------------------------	-----------------	-----------------

**Lease Payment - Copy Machine Cost Estimate Form
Fiscal Year 2026**

Department/Division Name	Detention Center
Department Number	11320
Account Number	535055
Account Description	Lease Payments

Item	Machine Rental	CopyPak (monthly maintenance)	Black & White Overage	Color Overage	Total	Explanation
Doing Better Business - Programs/FHU Copier	1,018	336	1	0	1,355	Machine Rental = \$84.80/month CopyPak = \$28.00/month Black & White Overages - 200 copies/ \$.0056 per copy
Doing Better Business - Booking Copier	1,791	792	540	0	3,123	Machine Rental = \$149.29/month CopyPak = \$66.00/month Black & White Overages - 120,000 copies/ \$.0045 per copy
Doing Better Business - Admin. Copier	1,791	792	2	0	2,586	Machine Rental = \$149.29/month CopyPak = \$66.00/month Black & White Overages - 500 copies/ \$.0045 per copy

Total Copier Lease	\$7,070
---------------------------	----------------

**Other Capital Outlay (≥\$1 and <\$10,000)
Fiscal Year 2026**

Controllable Assets

Department/Division Name	Detention Center
Department Number	11320
Account Number	5999999
Account Description	Controllable Assets (≥\$1 and <\$10,000 per item)

Priority Number *	Descriptions	Qty	Unit Cost	Total Cost		N or R	Explain Reason for Request
					Dept. Request		
1	M Prism MT NS02 Level II – Spike 2 A7 Vest with Carriers	4	1,449	5,797		R	Replacement of expiring Vests for Correctional Emergency Response Team (CERT) members, bullet and spike.
2	MSA Millennial Gas Mask	2	784	1,568		R	Replacement / upgrade of Gas masks for CERT members.
3	Tactical Gloves	15	43	642		R	Replacement of worn gloves for CERT members.
				0			
				0			
				0			

Total Controllable Assets	\$8,010
----------------------------------	----------------

* Requests in accounts 599999 - 600800 need to be prioritized in order of need (highest to lowest) as a whole, with 1 being the highest priority. If there are requests in two or more accounts, there can only be a priority 1, priority 2, priority 3, etc. among all the accounts combined. A priority number can not be repeated throughout the

The County maintains assets that are considered capital assets in nature but are classified as controllable assets, due to the fact that they fall under the capitalization limits, i.e., **the cost of each item** is ≥\$1 and <\$10,000 (Transit or Golf Course <\$5,000). Examples of controllable items are, but not limited to, chairs, desks, printers, equipment, machinery, weapons, computers. Controllable assets purchases are not a recurring expenditure and are to be purchased in accordance with the approved items by the County Commissioners. Emergency purchases may be supplanted if warranted.

**Washington County, Maryland
General Fund
Department 11321 - Day Reporting Center
FY26 Expenses**

	2026 Operating Budget Requested	Adjustment	2026 Operating Budget Requested	\$ Change	% Change	2025 Operating Budget Approved	2024 Actuals Final	2023 Actuals Final
500000 - Wages - Full Time	191,920	0	191,920	6,560	3.54%	185,360	175,856	159,710
500010 - Wages - Overtime	2,330	0	2,330	80	3.56%	2,250	2,581	782
500040 - Other Wages	4,000	0	4,000	0	0.00%	4,000	2,450	3,839
500100 - FICA - Employer	15,170	0	15,170	510	3.48%	14,660	13,511	12,405
500120 - Health Insurance	26,480	0	26,480	1,330	5.29%	25,150	25,150	25,150
500125 - Other Insurance	680	0	680	20	3.03%	660	651	614
500130 - Pension	49,900	0	49,900	2,480	5.23%	47,420	45,257	41,525
500140 - Workers Compensation	6,610	0	6,610	110	1.69%	6,500	6,165	5,663
500170 - Personal Development	240	0	240	0	0.00%	240	240	348
500171 - Employee Recognition	170	0	170	0	0.00%	170	0	180
500172 - Team Building	50	0	50	0	0.00%	50	100	92
Wages and Benefits	297,550	0	297,550	11,090	3.87%	286,460	271,960	250,308
501030 - Debt Lease Principal	0	0	0	0	0.00%	0	1,548	1,529
501080 - Debt - Lease Interest	0	0	0	0	0.00%	0	56	76
505040 - Books	400	0	400	0	0.00%	400	4	360
505080 - Freight & Cartage	0	0	0	0	0.00%	0	359	50
505120 - Licenses & Certifications	310	0	310	10	3.33%	300	301	268
505130 - Small Office Equipment	0	0	0	0	0.00%	0	0	216
505140 - Office Supplies	4,400	0	4,400	650	17.33%	3,750	5,229	3,456
505150 - Other Miscellaneous	0	0	0	0	0.00%	0	27	0
505160 - Personal Mileage	300	0	300	0	0.00%	300	270	113
505180 - Printing Expenses	0	0	0	0	0.00%	0	0	41
510010 - Fleet Insurance	1,270	0	1,270	200	18.69%	1,070	996	981
510020 - Property & Casualty Insurance	7,080	0	7,080	(110)	(1.53)%	7,190	6,533	7,878
510030 - Public & Gen Liability Insurance	2,780	0	2,780	(430)	(13.40)%	3,210	2,960	2,644
515000 - Contracted/Purchased Service	201,250	0	201,250	3,440	1.74%	197,810	130,397	191,830
515202 - Inspection Services	580	0	580	150	34.88%	430	574	75
515270 - Maintenance Contract Services	0	0	0	0	0.00%	0	3,217	3,852
515320 - Testing Services	5,000	0	5,000	0	0.00%	5,000	0	65

Washington County, Maryland
General Fund
Department 11321 - Day Reporting Center
FY26 Expenses

	2026 Operating Budget Requested	Adjustment	2026 Operating Budget Requested	\$ Change	% Change	2025 Operating Budget Approved	2024 Actuals Final	2023 Actuals Final
515400 - Transportation Expense	0	0	0	0	0.00%	0	0	35
520000 - Training	1,200	0	1,200	0	0.00%	1,200	260	1,174
525020 - Janitorial Supplies	1,000	0	1,000	0	0.00%	1,000	461	210
525040 - Small Tools & Equipment	0	0	0	0	0.00%	0	443	122
526020 - Building Maintenance	3,000	0	3,000	1,000	50.00%	2,000	4,348	1,390
526040 - Equipment Maintenance	0	0	0	0	0.00%	0	726	303
526070 - Landscaping Supplies	0	0	0	0	0.00%	0	606	0
527035 - Off Road Diesel	0	0	0	0	0.00%	0	0	60
527060 - Auto Gasoline	1,190	0	1,190	(390)	(24.68)%	1,580	1,210	1,216
535010 - Copy Machine Rental	0	0	0	0	0.00%	0	0	18
535055 - Lease Payments	18,810	0	18,810	1,390	7.98%	17,420	399	0
535057 - Non-Lease Components	0	0	0	0	0.00%	0	648	648
535058 - Lease - Variable Payments	0	0	0	0	0.00%	0	89	166
535060 - Uniforms	630	0	630	0	0.00%	630	605	596
540010 - Wireless Communication	2,010	0	2,010	(460)	(18.62)%	2,470	2,070	1,909
545050 - Waste/Trash Disposal	1,920	0	1,920	90	4.92%	1,830	1,822	1,728
Operating Expenses	253,130	0	253,130	5,540	2.24%	247,590	166,157	223,009
599999 - Controllable Assets	0	0	0	0	0.00%	0	373	3,477
600200 - Building & Improvements	0	0	0	0	0.00%	0	40,689	0
Capital Outlay	0	0	0	0	0.00%	0	41,062	3,477
Total	550,680	0	550,680	16,630	3.11%	534,050	479,179	476,794

**Washington County, Maryland
General Fund
Department 11321 - Day Reporting Center
FY26 Expenses**

	2026 Operating Budget Requested	2026 Variance Comments Requested
500000 - Wages - Full Time	191,920	
500010 - Wages - Overtime	2,330	
500040 - Other Wages	4,000	Current budget is adequate.
500100 - FICA - Employer	15,170	
500120 - Health Insurance	26,480	
500125 - Other Insurance	680	
500130 - Pension	49,900	
500140 - Workers Compensation	6,610	
500170 - Personal Development	240	
500171 - Employee Recognition	170	
500172 - Team Building	50	
505040 - Books	400	
505120 - Licenses & Certifications	310	Budget is for professional licensing for the director of the Day Reporting Center. Increase based on FY24 actuals.
505140 - Office Supplies	4,400	Increase due to increase in the cost of printer ink, contract for water cooler and office supplies used in the operation of the Day Reporting Center as well as prior year actuals.
505160 - Personal Mileage	300	

**Washington County, Maryland
General Fund
Department 11321 - Day Reporting Center
FY26 Expenses**

	2026 Operating Budget Requested	2026 Variance Comments Requested
510010 - Fleet Insurance	1,270	There is an overall percentage increase of 3.01% for all funds combined over prior year budget. The percentage decrease/increase varies by department or fund. Changes related to volume and/or claims experience paid in various departments. Human Resources insurance analyst projected cost of premiums based on industry trends and discussions with industry experts and current service providers. The projection comes directly from the FY24 Operating Budget Guide - Appendix A – Insurance Projections.
510020 - Property & Casualty Insurance	7,080	There is an overall percentage increase of 3.01% for all funds combined over prior year budget. The percentage decrease/increase varies by department or fund. Changes related to volume and/or claims experience paid in various departments. Human Resources insurance analyst projected cost of premiums based on industry trends and discussions with industry experts and current service providers. The projection comes directly from the FY24 Operating Budget Guide - Appendix A – Insurance Projections.
510030 - Public & Gen Liability Insurance	2,780	There is an overall percentage increase of 3.01% for all funds combined over prior year budget. The percentage decrease/increase varies by department or fund. Changes related to volume and/or claims experience paid in various departments. Human Resources insurance analyst projected cost of premiums based on industry trends and discussions with industry experts and current service providers. The projection comes directly from the FY24 Operating Budget Guide - Appendix A – Insurance Projections.
510500 - Contracted/Purchased Service	201,250	Budget is for third party vendor costs for clinicians, therapists and support staff. Includes Justice Recover (\$7,000); Gatekeepers (\$5,000); Mediation First (\$5,000); Potomac Community Service for Financial Literacy (\$7,500); Open Minds (\$5,000); Program incentives (\$240); Collective Recovery Residences, LLC (\$5,000); Resolution Advocates (\$92,500) and Potomac Case Management dba Potomac Community Services (\$69,890). Additional services are Home Paramount Pest Control (\$16.50 per month); Mick's Heating and Air Conditioning \$3,040) and Atlantic Security for alarm monitoring (\$875).
515202 - Inspection Services	580	Sprinkler system inspection cost increase based on prior year actuals.

Washington County, Maryland
General Fund
Department 11321 - Day Reporting Center
FY26 Expenses

	2026 Operating Budget Requested	2026 Variance Comments Requested
515320 - Testing Services	5,000	Budget is for drug testing for Day Reporting Center participants. The past two years have been paid for by a State grant. Leaving budget in place as the State grant is not anticipated to be received in FY26.
520000 - Training	1,200	
525020 - Janitorial Supplies	1,000	
526020 - Building Maintenance	3,000	Based on prior year actuals, budgeting for an increase due to ongoing maintenance costs to keep the Day Reporting Center operational.
527060 - Auto Gasoline	1,190	Projected budget is 425 gallons x \$2.80 per gallon = \$1,190 (includes state gas tax), which is based on bids and short-term energy outlook forecasts. Rate per gallon is discounted with bid price as compared to retail prices.
535055 - Lease Payments	18,810	The Day Reporting Center needs GPS units to monitor offenders through the initial stages of the program. This cost has previously been covered by a grant and it does not appear that the State will be offering this grant again. The budget includes the cost to lease these monitors, along with the lease of the copy machine. See support forms for cost break-down.
535060 - Uniforms	630	
540010 - Wireless Communication	2,010	Budget is for two cell phone plans as well as a data plan for one wireless laptop. Cell phone plan cost is \$87 per month for both phones and the data plan is \$79.73 per month.
545050 - Waste/Trash Disposal	1,920	Trash removal contract increased from \$151.80 per month to \$159.40 per month.
Total	550,680	

**Lease Payment - Copy Machine Cost Estimate Form
Fiscal Year 2026**

Department/Division Name	Day Reporting Center
Department Number	11321
Account Number	535055
Account Description	Lease Payments

Item	Machine Rental	CopyPak (monthly maintenance)	Black & White Overage	Color Overage	Total	Explanation
Doing Better Business	1,604	648	27	165	2,444	Machine Rental = \$133.67/month CopyPak = \$54.00/month Black & White Overages - 5,000 copies/ \$.0054 per copy Color Overages - 5,000 copies/\$.033 per copy

Total Copier Lease	\$2,450
---------------------------	----------------

**Lease Purchase or Installment Cost Estimate Form
Fiscal Year 2026**

Department/Division Name	Day Reporting Center
Department Number	11321
Account Number	535055
Account Description	Lease Payments

Item	New or Existing Lease	Quantity	Straight Purchase Price	Number of Years Financed	Final Year of Lease	Annual Payment for FY2026	Total Financed Price (total of all lease payments)	Explanation
LOC8 GPS Units	Existing	16	N/A	N/A	27	16,352	N/A	Under the contract with BI, Inc. the cost for the lease of LOC8 Units (GPS) is \$2.80 per unit per day.

Total Lease Purchase/Installment	\$16,360
---	-----------------

**Washington County, Maryland
General Fund
Department 11330 - Narcotics Task Force
FY26 Expenses**

	2026 Operating Budget Requested	Adjustment	2026 Operating Budget Requested	\$ Change	% Change	2025 Operating Budget Approved	2024 Actuals Final	2023 Actuals Final
500000 - Wages - Full Time	132,810	0	132,810	(1,870)	(1.39)%	134,680	339,049	352,987
500040 - Other Wages	500	0	500	(500)	(50.00)%	1,000	776	112
500100 - FICA - Employer	10,200	0	10,200	(180)	(1.73)%	10,380	25,674	26,307
500120 - Health Insurance	35,670	0	35,670	13,090	57.97%	22,580	60,503	59,583
500125 - Other Insurance	490	0	490	(90)	(15.52)%	580	1,309	1,492
500130 - Pension	34,530	0	34,530	4,560	15.22%	29,970	89,464	91,777
500140 - Workers Compensation	290	0	290	(10)	(3.33)%	300	760	774
500170 - Personal Development	240	0	240	(360)	(60.00)%	600	0	0
500171 - Employee Recognition	170	0	170	(270)	(61.36)%	440	0	0
500172 - Team Building	50	0	50	(80)	(61.54)%	130	0	0
Wages and Benefits	214,950	0	214,950	14,290	7.12%	200,660	517,535	533,032
501030 - Debt - Lease Principal	0	0	0	0	0.00%	0	14,965	15,328
501040 - Debt - Subscription Principal	0	0	0	0	0.00%	0	0	27,995
501080 - Debt - Lease Interest	0	0	0	0	0.00%	0	2,357	890
505050 - Dues & Subscriptions	600	0	600	0	0.00%	600	723	957
505140 - Office Supplies	7,000	0	7,000	0	0.00%	7,000	5,972	5,772
505150 - Other - Miscellaneous	100	0	100	0	0.00%	100	0	0
505160 - Personal Mileage	200	0	200	0	0.00%	200	228	483
505170 - Postage	50	0	50	0	0.00%	50	24	74
505230 - Travel Expenses	1,500	0	1,500	(1,500)	(50.00)%	3,000	116	734
515180 - Software	68,020	0	68,020	2,810	4.31%	65,210	48,527	23,504
515210 - Laboratory Services	235,180	0	235,180	19,460	9.02%	215,720	160,993	201,644
515270 - Maintenance Contract Services	0	0	0	0	0.00%	0	600	600
520040 - Seminars/Conventions	3,500	0	3,500	0	0.00%	3,500	2,646	2,730
525030 - Medical Supplies	300	0	300	0	0.00%	300	315	81
526000 - Supplies/Material-Maintenance	0	0	0	(500)	(100.00)%	500	0	191
526040 - Equipment Maintenance	3,200	0	3,200	500	18.52%	2,700	915	2,637
527060 - Auto Gasoline	26,600	0	26,600	(6,650)	(20.00)%	33,250	18,597	25,381
527090 - Auto Repairs	9,000	0	9,000	0	0.00%	9,000	3,646	7,594

Washington County, Maryland
General Fund
Department 11330 - Narcotics Task Force
FY26 Expenses

	2026 Operating Budget Requested	Adjustment	2026 Operating Budget Requested	\$ Change	% Change	2025 Operating Budget Approved	2024 Actuals Final	2023 Actuals Final
535000 - Rentals	200	0	200	0	0.00%	200	166	156
535055 - Lease Payments	24,800	0	24,800	0	0.00%	24,800	0	0
535057 - Non-Lease Components	0	0	0	0	0.00%	0	447	378
535058 - Lease - Variable Payments	0	0	0	0	0.00%	0	737	1,199
535060 - Uniforms	0	0	0	0	0.00%	0	0	45
540010 - Wireless Communication	18,000	0	18,000	0	0.00%	18,000	18,071	14,902
540022 - Cable TV & Internet Services	0	0	0	0	0.00%	0	3,490	0
580050 - Legal Transcripts	0	0	0	0	0.00%	0	0	14
582040 - Crime Prevention	10,000	0	10,000	0	0.00%	10,000	15,000	10,000
582050 - Evidence Package Supplies	3,000	0	3,000	0	0.00%	3,000	5,656	2,737
582120 - Special Response Team	30,000	0	30,000	5,000	20.00%	25,000	26,603	21,645
Operating Expenses	441,250	0	441,250	19,120	4.53%	422,130	330,795	367,671
599999 - Controllable Assets	0	0	0	(22,780)	(100.00)%	22,780	30,146	27,790
600300 - Vehicles	51,250	0	51,250	51,250	100.00%	0	0	0
600900 - Leases Capital Outlay	0	0	0	0	0.00%	0	5,747	100,630
600910 - Subscriptions - Capital Outlay	0	0	0	0	0.00%	0	0	131,301
Capital Outlay	51,250	0	51,250	28,470	124.98%	22,780	35,893	259,721
Total	707,450	0	707,450	61,880	9.59%	645,570	884,223	1,160,424

**Washington County, Maryland
General Fund
Department 11330 - Narcotics Task Force
FY26 Expenses**

	2026 Operating Budget Requested	2026 Variance Comments Requested
500000 - Wages - Full Time	132,810	The decrease is related to moving staff out of this department and to State's Attorneys.
500040 - Other Wages	500	Reduced based on the number of employees in this department being reduced to two.
500100 - FICA - Employer	10,200	
500120 - Health Insurance	35,670	Reflects coverage levels for current employees.
500125 - Other Insurance	490	
500130 - Pension	34,530	
500140 - Workers Compensation	290	
500170 - Personal Development	240	Department now has two employees.
500171 - Employee Recognition	170	
500172 - Team Building	50	
505050 - Dues & Subscriptions	600	
505140 - Office Supplies	7,000	
505150 - Other - Miscellaneous	100	
505160 - Personal Mileage	200	
505170 - Postage	50	
505230 - Travel Expenses	1,500	Travel for Court appearances out of County and for training. Reduced based on historical use but keeping partial budget due to fluctuation in case loads.
515180 - Software	68,020	Increase in software is due to increase in fees associated with licenses.

**Washington County, Maryland
General Fund
Department 11330 - Narcotics Task Force
FY26 Expenses**

	2026 Operating Budget Requested	2026 Variance Comments Requested
515210 - Laboratory Services	235,180	The Sheriff's Office portion of the salaries for laboratory staff and costs associated with lab. Increase in Laboratory Services due to salary increase for City of Hagerstown employees.
520040 - Seminars/Conventions	3,500	To attend annual events by crisis negotiators for the Special Response Team.
525030 - Medical Supplies	300	
526000 - Supplies/Material-Maintenance	0	Reallocated budget to 526040 - Equipment Maintenance.
526040 - Equipment Maintenance	3,200	Equipment maintenance covers costs for repairs to cover camera systems and supplies to maintain covert appearance of equipment. Increased \$500 - reallocated from account 526000.
527060 - Auto Gasoline	26,600	Projected budget is 9,500 gallons X \$2.80 = \$26,600 (includes state gas tax), which is based on bids and short-term energy outlook forecasts. Rate per gallon is discounted with bid prices compared to retail price.
527090 - Auto Repairs	9,000	Auto repairs cover the costs associated with the maintenance of the vehicles used by NTF.
535000 - Rentals	200	
535055 - Lease Payments	24,800	Lease agreement for two vehicles and copy machine rental.
540010 - Wireless Communication	18,000	
582040 - Crime Prevention	10,000	Funds are used to conduct controlled purchases of Controlled Substances for investigations.
582050 - Evidence Package Supplies	3,000	
582120 - Special Response Team	30,000	Washington County Special Response Team has requested an increase in FY26 budget.
600300 - Vehicles	51,250	To replace a current vehicle that is over nine years old and has over 110,000 miles. Vehicle will be sold at auction and proceeds returned to help offset the purchase.

Total 707,450

**Travel Request Cost Estimate Form
Fiscal Year 2026**

Department/Division Name	Narcotics Task Force
Department Number	11330
Account Number	505230
Account Description	Travel Expenses

Postion Title (Do not use employee names)	Destination	Date(s) of Travel	Description/Reason for Travel Request	Cost Breakdown		Dept Request
WCNTF	Various	Various	Agents are required to travel for court appearances and training.	Transportation	County Vehicle	\$0.00
				Lodging		\$0.00
				Meals	\$75/person/day	\$1,500.00
				Other		\$0.00
				Other		
				Total Cost for Travel		

Postion Title (Do not use employee names)	Destination	Date(s) of Travel	Description/Reason for Travel Request	Cost Breakdown		Dept Request
				Transportation		\$0.00
				Lodging		\$0.00
				Meals	\$75/person/day	\$0.00
				Other		\$0.00
				Other		\$0.00
				Total Cost for Travel		

Postion Title (Do not use employee names)	Destination	Date(s) of Travel	Description/Reason for Travel Request	Cost Breakdown		Dept Request
				Transportation		\$0.00
				Lodging		\$0.00
				Meals	\$75/person/day	\$0.00
				Other		\$0.00
				Other		\$0.00
				Total Cost for Travel		

Total Travel Request for Department	\$1,500.00
--	-------------------

**Complete one section for each conference/training being attended. If there is more than one person attending the same training, please include them all in the same section.*

**Software Request Cost Estimate Form
Fiscal Year 2026**

Department/Division Name	Sheriff - Narcotics Task Force
Department Number	11330
Account Number	515180
Account Description	Software

Vendor Name	Vendor Number	FY25 Board Approval	FY26 Department Request	New Cost Y/N	Product Description
Cellebrite UFED Touch License Renewal	14716	6,450	7,100	N	Used to get a full content download of cellular phones. This is a much needed tool for Narcotics investigations and criminal prosecutions.
Covert Track Group, Inc.	23100	2,400	2,400	N	Annual support and maintenance. Used to document GPS tracking devices for covert surveillance.
EMCS, Inc. Police Trak System - Drug Trak 5 (10 users)	16246	700	700	N	Annual software maintenance and support. Device unlocks Apple devices and is used in criminal investigations to conduct digital forensics.
Faro Technologies, Inc.	21492	13,770	13,770	N	Laser Scanning System (2 units) - Annual software maintenance and support. Crime scene mapping for both City and County.
Grayshift LLC	23505	35,870	37,658	N	GreyKey software maintenance and support. Device unlocks Apple devices and is used in criminal investigations to conduct digital forensics.
Leads Online, LLC	29367	5,300	5,672	N	Cell Hawk software maintenance and support. Allows investigators to analyze digital phone records for location of device in support of major criminal investigations and critical missing persons.
Wave Science	N/A	600	600	N	Annual maintenance and support. Wave Science provides service for covert audio/video surveillance device for safety of undercover officers and informants.
Whooster	P-Card	120	120	N	Annual maintenance and support. Whooster is a search service allowing agents to locate subscriber and address information on suspects.

Total Software Request	\$65,210	\$68,020
-------------------------------	-----------------	-----------------

**Lease Payment - Copy Machine Cost Estimate Form
Fiscal Year 2026**

Department/Division Name	Narcotics Task Force
Department Number	11330
Account Number	535055
Account Description	Lease Payments

Item	Machine Rental	CopyPak (monthly maintenance)	Black & White Overage	Color Overage	Total	Explanation
Ricoh Copier	1,387	405	88	1,440	3,320	Machine Rental = \$115.58/month CopyPak = \$33.75/month Black & White Overages - 19,500 copies/ \$.0045 per copy Color Overages - 36,000 copies/\$.04 per copy

Total Copier Lease	\$3,320
---------------------------	----------------

**Lease Purchase or Installment Cost Estimate Form
Fiscal Year 2026**

Department/Division Name	Narcotics Task Force
Department Number	11330
Account Number	535055
Account Description	Lease Payments

Item	New or Existing Lease	Quantity	Straight Purchase Price	Number of Years Financed	Final Year of Lease	Annual Payment for FY2026	Total Financed Price (total of all lease payments)	Explanation
Vehicles to Supplement Fleet	E	2	See Explanation	5	2026	21,480	21,480	NTF began leasing vehicles due to our current fleet of vehicles getting old and suspects recognizing vehicles owned by NTF, which adds to the danger to NTF agents and occupants. Price is \$895 per vehicle (two vehicles) for 12 months, totaling \$21,480 per contract.

Total Lease Purchase/Installment	\$21,480
---	-----------------

**Capital Outlay - Vehicles
Fiscal Year 2026**

Capital Outlay - Vehicles

Department/Division Name	Narcotics Task Force
Department Number	11330
Account Number	600300
Account Description	Vehicles ≥\$10,000 per item

Priority Number *	Description	Qty	Unit Cost	Total Cost	N or R	Replacement		Explain Reason for New Vehicle or Replacement Vehicle Request. If replacement, what disposition will be made of old vehicle.
				Dept. Request		Current Age	Current Miles	
1	Chevrolet 1/2 ton Pickup	1	51,250	51,250		R	R	Replace vehicle that is over nine years old and has 110,000 miles. Replaced vehicle will be sold at auction.
				0				
				0				
				0				
				0				
				0				

Total Capital Outlay - Vehicles	\$51,250
--	-----------------

* Requests in accounts 599999 - 600800 need to be prioritized in order of need (highest to lowest) as a whole, with 1 being the highest priority. If there are requests in two or more accounts, there can only be a priority 1, priority 2, priority 3, etc. among all the accounts combined. A priority number can not be repeated throughout the accounts.

* Vehicles that are capable of being licensed through the Maryland Department of Motor Vehicles and are intended for over-the-road transportation use should be capitalized if they meet the capitalization threshold of \$10,000 or greater and has a useful life in excess of 5 years. This includes trailers that are not self-propelled.

* Vehicles costs include the total purchase price after any purchase discounts plus any trade-in allowances, transportation charges, and any other costs required to prepare the vehicles for its intended use such as lights, striping, plows, spreaders.

**Washington County, Maryland
General Fund
Department 11335 - Washington County Police Academy
FY26 Expenses**

	2026 Operating Budget Requested	Adjustment	2026 Operating Budget Requested	\$ Change	% Change	2025 Operating Budget Approved	2024 Actuals Final	2023 Actuals Final
501030 - Debt - Lease Principal	0	0	0	0	0.00%	0	1,699	2,534
501080 - Debt - Lease Interest	0	0	0	0	0.00%	0	5	22
505020 - Community Service Awards	3,000	0	3,000	0	0.00%	3,000	1,554	1,002
505050 - Dues & Subscriptions	500	0	500	0	0.00%	500	0	0
505130 - Small Office Equipment	500	0	500	0	0.00%	500	0	0
505140 - Office Supplies	2,000	0	2,000	0	0.00%	2,000	1,605	627
505170 - Postage	100	0	100	0	0.00%	100	0	0
505210 - Safety Supplies	100	0	100	0	0.00%	100	230	127
505230 - Travel Expenses	300	0	300	0	0.00%	300	85	345
505240 - Entertainment/Business Exp	0	0	0	(1,200)	(100.00)%	1,200	0	0
515180 - Software	0	0	0	0	0.00%	0	0	928
520000 - Training	7,000	0	7,000	2,500	55.56%	4,500	8,646	10,119
525000 - Supplies/Material - Operating	3,000	0	3,000	(2,500)	(45.45)%	5,500	0	2,687
525020 - Janitorial Supplies	490	0	490	0	0.00%	490	0	26
525030 - Medical Supplies	170	0	170	0	0.00%	170	787	0
525040 - Small Tools & Equipment	1,820	0	1,820	1,200	193.55%	620	4,779	2,537
527060 - Auto Gasoline	2,500	0	2,500	0	0.00%	2,500	0	0
535000 - Rentals	120	0	120	0	0.00%	120	120	120
535010 - Copy Machine Rental	0	0	0	0	0.00%	0	0	700
535055 - Lease Payments	4,300	0	4,300	0	0.00%	4,300	1,547	0
535057 - Non-Lease Components	0	0	0	0	0.00%	0	440	660
535058 - Lease - Variable Payments	0	0	0	0	0.00%	0	911	1,559
535060 - Uniforms	18,000	0	18,000	0	0.00%	18,000	15,774	7,597
540010 - Wireless Communication	2,280	0	2,280	0	0.00%	2,280	1,315	1,395
545030 - Propane Gas	150	0	150	0	0.00%	150	0	51
582010 - Ammunition	12,000	0	12,000	0	0.00%	12,000	189	0
582050 - Evidence Package Supplies	200	0	200	0	0.00%	200	0	131
582080 - Photographic/Fingerprint	300	0	300	0	0.00%	300	0	207
582090 - Tear Gas	500	0	500	0	0.00%	500	0	0
582110 - Restraints	500	0	500	0	0.00%	500	0	0
Operating Expenses	59,830	0	59,830	0	0.00%	59,830	39,685	33,374
599999 - Controllable Assets	0	0	0	0	0.00%	0	7,808	0
Capital Outlay	0	0	0	0	0.00%	0	7,808	0
Total	59,830	0	59,830	0	0.00%	59,830	47,493	33,374

**Washington County, Maryland
General Fund
Department 11335 - Washington County Police Academy
FY26 Expenses**

	2026 Operating Budget Requested	2026 Variance Comments Requested
505020 - Community Service Awards	3,000	
505050 - Dues & Subscriptions	500	
505130 - Small Office Equipment	500	
505140 - Office Supplies	2,000	
505170 - Postage	100	
505210 - Safety Supplies	100	
505230 - Travel Expenses	300	
505240 - Entertainment/Business Exp	0	Reallocated \$1,200 to 525040 - Small Tools and Equipment based on historical usage in both accounts.
520000 - Training	7,000	Reallocated \$2,500 from 525000 - Supplies/Material Operating based on historical usage in both accounts.
525000 - Supplies/Material - Operating	3,000	Reallocated \$2,500 to 520000 - Training based on historical usage in both accounts.
525020 - Janitorial Supplies	490	
525030 - Medical Supplies	170	
525040 - Small Tools & Equipment	1,820	Reallocated \$1,200 from 505240 - Entertainment/Business Exp. based on historical usage in both accounts.
527060 - Auto Gasoline	2,500	Gasoline is not purchased from the County. This is for gasoline purchased at the Emergency Vehicle Operations Course in Sykesville, MD. We have to fill the vehicles with their fuel which is provided by Carroll fuels.
535000 - Rentals	120	
535055 - Lease Payments	4,300	

**Washington County, Maryland
General Fund
Department 11335 - Washington County Police Academy
FY26 Expenses**

	2026 Operating Budget Requested	2026 Variance Comments Requested
535060 - Uniforms	18,000	
540010 - Wireless Communication	2,280	
545030 - Propane Gas	150	The propane budgets were based on four prior year actuals and forecasted rate changes.
582010 - Ammunition	12,000	Ammunition budget usage fluctuates and is unpredictable. There are years when more ammunition is purchased based on current political/economic circumstances as well as when the academies occur. There are years where two classes can occur within the same fiscal year since the academy is a seven month program.
582050 - Evidence Package Supplies	200	
582080 - Photographic/Fingerprint	300	
582090 - Tear Gas	500	
582110 - Restraints	500	
Total	59,830	

**Travel Request Cost Estimate Form
Fiscal Year 2026**

Department/Division Name	Police Academy
Department Number	11335
Account Number	505230
Account Description	Travel Expenses

Position Title (Do not use employee names)	Destination	Date(s) of Travel	Description/Reason for Travel Request	Cost Breakdown		Dept Request
Deputy Sheriff Sergeant	Baltimore, MD	Varies	Travel to Medical Examiner's office once each academy. Budget covers cost of lunch for these meetings.	Transportation	County Vehicle	\$0.00
				Lodging	N/A	\$0.00
				Meals	\$75/person/day	\$300.00
				Other	Tolls	\$0.00
				Other		\$0.00
Total Cost for Travel						\$300.00

Position Title (Do not use employee names)	Destination	Date(s) of Travel	Description/Reason for Travel Request	Cost Breakdown		Dept Request
				Transportation	Car Rental	\$0.00
				Lodging	2 Nights	\$0.00
				Meals	\$75/person/day	\$0.00
				Other	Tolls	\$0.00
				Other		\$0.00
Total Cost for Travel						\$0.00

Total Travel Request for Department	\$300.00
--	-----------------

** Complete one section for each conference/training being attended. If there is more than one person attending the same training, please include them all in the same section.*

**Lease Payment - Copy Machine Cost Estimate Form
Fiscal Year 2026**

Department/Division Name	Police Academy
Department Number	11335
Account Number	535055
Account Description	Lease Payments

Item	Machine Rental	CopyPak (monthly maintenance)	Black & White Overage	Color Overage	Total	Explanation
Konica Minolta C551i	1,896	0	41	702	2,639	Machine Rental = \$158.00/month Black & White Overages - 9,000 copies/ \$.0045 per copy Color Overages - 18,000 copies/\$.039 per copy
Konica Minolta C451i	984	0	41	634	1,658	Machine Rental = \$82.00/month Black & White Overages - 9,000 copies/ \$.0045 per copy Color Overages - 16,250 copies/\$.039 per copy

Total Copier Lease	\$4,300
---------------------------	----------------

Washington County, Maryland
Public Safety - Emergency Services
Detailed Summary
Fiscal Year 2026

Page	Category by Function	FY 2026 Requested Budget	\$ Change	Note	% Change	FY 2025 Original Budget
------	----------------------	-----------------------------	-----------	------	----------	-------------------------------

7-3	<u>Air Unit</u>	66,480	(29,410)	1,2	(30.67%)	95,890
-----	------------------------	--------	----------	-----	----------	--------

- 1 Operating Expenses**
 - Operating expenses increased \$21,690 or 48.43%. This is mainly due to a requested increase for compressor service and fill stations for Self Contained Breathing Apparatus(SCBA).
- 2 Capital Outlay**
 - In FY25 the request for capital outlay totaled \$51,100. There are no requests for FY26.

7-7	<u>Special Operations</u>	256,670	72,350	3,4	39.25%	184,320
-----	----------------------------------	---------	--------	-----	--------	---------

- 3 Operating Expenses**
 -Operating expenses increased \$40,630 or 31.65%. An additional \$23,320 is being requested for water rescue training. The request for auto repairs is increasing by \$7,500 due to aging rescue squads.
- 4 Capital Outlay**
 -Requests total \$87,660 to include: \$21,420 for hazardous material suit replacements; \$5,470 for a vortex kit, \$6,000 for handheld sonar; \$600 for a Starlink mini kit, \$8,310 for headsets; \$7,960 for dry suits replacements; \$19,100 to upgrade the door entry system at Station 20; \$18,800 for a drone.

7-16	<u>EMS Operations</u>	7,969,000	1,789,110	5,6,7	28.95%	6,179,890
------	------------------------------	-----------	-----------	-------	--------	-----------

- 5 Wages and Benefits**
 -Wages and benefits increased \$1,402,300 or 32.72%. This is due to the proposed 2.5% step and 1% COLA as well as the consolidation of one additional rescue company into the County. The department is also requesting two new positions, two reclassifications, and one within grade increase.
- 6 Operating Expenses**
 -Operating expenses increased \$16,210 or 0.89%. The largest increase was requested for medical supplies. This was partially offset by decreases in contracted services and auto repairs.
- 7 Capital Outlay**
 -Requests total \$450,580 for defibrillators and a Lucas CPR device.

Washington County, Maryland
Public Safety - Emergency Services
Detailed Summary
Fiscal Year 2026

Page	Category by Function	FY 2026 Requested Budget	\$ Change	Note	% Change	FY 2025 Original Budget
7-32	<u>Fire Operations</u>	10,699,030	3,710,950	8,9,10	53.10%	6,988,080
8	Wages and Benefits - Wages and benefits increased \$3,124,860 or 49.74%. This is due to the proposed 2.5% step and 1% COLA, and the increase needed to fund overtime and other wages. The department is also requesting 18 new positions.					
9	Operating Expenses -Operating expenses increased \$92,420 or 25.31%. \$33,600 of this increase is to outfit 18 requested new positions.					
10	Capital Outlay - Requests total \$834,400 which includes: \$718,980 for turnout gear and boots; \$8,460 for fire helmets; \$23,420 for spare hoses for reserve engines; \$5,540 for spare nozzles for reserve engines; \$21,000 for computers; and \$57,000 for equipment for the Mobile Command Center.					
7-45	<u>Public Safety Training Center</u>	1,422,090	221,660	11,12,13	18.47%	1,200,430
11	Wages and Benefits - Wages and benefits are increasing \$86,980 or 10.46%. This is due to the proposed 2.5% step and 1% increase. Additionally, the department is requesting a new part-time position and an upgrade for the Senior Office Associate.					
12	Operating Expenses -Operating expenses increased \$15,130 or 4.26% which is primarily due to the addition of travel to attend training conferences and increased building maintenance costs.					
13	Capital Outlay -Requested total is \$132,550 for a Manikin package.					
7-60	<u>Volunteer Fire and Rescue</u>	12,415,540	547,810	14,15,16	4.62%	11,867,730
14	Wages and Benefits -Wages and benefits decreased \$129,770 or 13.07%. Decrease is primarily due to a lower actuarial determined contribution.					
15	Operating Expenses -Operating expenses increased \$640,700 or 5.92%. Increase is related to an increase in allocations to Fire and EMS companies; the increased cost of insurance; and increases in incentives to volunteer companies.					
16	Capital Outlay -\$80,180 requested including: \$4,140 for pagers; \$12,000 for 8 Microsoft Surface Pros and mounting hardware; \$12,650 for fire police equipment; \$1,390 for appliances; and \$50,000 for a fire police truck.					
Total Emergency Services		32,828,810	6,312,470		23.81%	26,516,340

Washington County, Maryland
 General Fund
 Department 11420 - Air Unit
 FY26 Expenses

	2026 Operating Budget Requested	Adjustment	2026 Operating Budget Requested	\$ Change	% Change	2025 Operating Budget Approved	2024 Actuals Final	2023 Actuals Final
501030 - Debt - Lease Principal	0	0	0	0	0.00%	0	176	262
501080 - Debt - Lease Interest	0	0	0	0	0.00%	0	0	2
505080 - Freight & Cartage	0	0	0	0	0.00%	0	0	17
505130 - Small Office Equipment	300	0	300	0	0.00%	300	110	286
505140 - Office Supplies	300	0	300	0	0.00%	300	181	149
505200 - Safety Equipment	750	0	750	0	0.00%	750	151	0
510010 - Fleet Insurance	2,530	0	2,530	(680)	(21.18)%	3,210	2,988	2,943
510020 - Property & Casualty Insurance	460	0	460	0	0.00%	460	424	489
515000 - Contracted/Purchased Service	290	0	290	0	0.00%	290	0	0
515270 - Maintenance Contract Services	0	0	0	0	0.00%	0	132	132
525000 - Supplies/Material - Operating	530	0	530	0	0.00%	530	184	247
525020 - Janitorial Supplies	400	0	400	250	166.67%	150	399	366
525040 - Small Tools & Equipment	3,000	0	3,000	(3,200)	(51.61)%	6,200	253	263
526020 - Building Maintenance	4,000	0	4,000	1,000	33.33%	3,000	7,755	3,839
526040 - Equipment Maintenance	20,500	0	20,500	18,500	925.00%	2,000	2,926	2,613
527030 - Diesel Fuel	3,000	0	3,000	(1,000)	(25.00)%	4,000	3,728	3,840
527040 - Diesel Fuel Tax	470	0	470	(10)	(2.08)%	480	577	346
527060 - Auto Gasoline	420	0	420	(110)	(20.75)%	530	574	529
527090 - Auto Repairs	10,500	0	10,500	1,000	10.53%	9,500	9,748	8,216
527100 - Auto Tires	3,950	0	3,950	3,950	100.00%	0	0	0
535055 - Lease Payments	390	0	390	30	8.33%	360	112	0
535057 - Non-Lease Components	0	0	0	0	0.00%	0	47	71
535058 - Lease - Variable Payments	0	0	0	0	0.00%	0	0	14
545010 - Electric	12,760	0	12,760	1,940	17.93%	10,820	7,993	7,556
545040 - Sewer	580	0	580	0	0.00%	580	552	552
545050 - Waste/Trash Disposal	810	0	810	80	10.96%	730	726	689
545060 - Water	240	0	240	40	20.00%	200	221	189
582060 - Fire Extinguishers/Refills	300	0	300	(100)	(25.00)%	400	298	392
Operating Expenses	66,480	0	66,480	21,690	48.43%	44,790	40,255	34,002
599999 - Controllable Assets	0	0	0	(6,430)	(100.00)%	6,430	29,758	2,063
600400 - Machinery & Equipment	0	0	0	(44,670)	(100.00)%	44,670	0	0
Capital Outlay	0	0	0	(51,100)	(100.00)%	51,100	29,758	2,063
Total	66,480	0	66,480	(29,410)	(30.67)%	95,890	70,013	36,065

**Washington County, Maryland
General Fund
Department 11420 - Air Unit
FY26 Expenses**

	2026 Operating Budget Requested	2026 Variance Comments Requested
505130 - Small Office Equipment	300	
505140 - Office Supplies	300	
505200 - Safety Equipment	750	
510010 - Fleet Insurance	2,530	There is an overall percentage increase of 3.01% for all funds combined over prior year budget. The percentage decrease/increase varies by department or fund. Changes related to volume and/or claims experience paid in various departments. Human Resources insurance analyst projected cost of premiums based on industry trends and discussions with industry experts and current service providers.
510020 - Property & Casualty Insurance	460	There is an overall percentage increase of 3.01% for all funds combined over prior year budget. The percentage decrease/increase varies by department or fund. Changes related to volume and/or claims experience paid in various departments. Human Resources insurance analyst projected cost of premiums based on industry trends and discussions with industry experts and current service providers.
515000 - Contracted/Purchased Service	290	
525000 - Supplies/Material - Operating	530	
525020 - Janitorial Supplies	400	Increasing based on historical actuals. Moving \$200 from Small Tools and Equipment to cover increase.
525040 - Small Tools & Equipment	3,000	Decreasing based on historical actuals. Moving \$200 to Janitorial Supplies; \$1,000 to Building Maintenance; \$1,000 to Equipment Maintenance; and \$1,000 Auto Repairs.
526020 - Building Maintenance	4,000	Increasing based on historical actuals. Moving \$1,000 from Small Tools and Equipment to cover increase.
526040 - Equipment Maintenance	20,500	Increasing based on historical actuals plus a budget of \$17,500 for compressor service and fill stations for Self Contained Breathing Apparatus (SCBA). Stations were installed in FY24 and FY25. Quarterly testing and annual service has to be conducted. Moving \$1,000 from Small Tools and Equipment to help offset some of the increase.

**Washington County, Maryland
General Fund
Department 11420 - Air Unit
FY26 Expenses**

	2026 Operating Budget Requested	2026 Variance Comments Requested
527030 - Diesel Fuel	3,000	Estimated budget is 1,000 gallons x \$3.00 = \$3,000 (excludes taxes), which is based on bids and short-term energy outlook forecasts. Rate is discounted with new bid price including delivery as compared to retail prices.
527040 - Diesel Fuel Tax	470	1,000 gallons x \$0.4685 = \$468.50
527060 - Auto Gasoline	420	Projected budget is 170 gallons x \$2.80 = \$420 (includes state gas tax), which is based on bids and short-term energy outlook forecasts. Rate per gallon is discounted with bid price as compared to retail prices. Increased based on historical actuals.
527090 - Auto Repairs	10,500	Increased based on FY24 and FY25 actuals. Moving \$1,000 from Small Tools and Equipment to cover increase.
527100 - Auto Tires	3,950	Replace six tires for Air Unit 25-2 apparatus.
535055 - Lease Payments	390	Increased \$30 based on new copier lease price.
545010 - Electric	12,760	The electric budget is based on four prior year actuals, forecasted rate changes, and other known circumstances. The projection also takes into account current year actuals with annualized estimations.
545040 - Sewer	580	Based on projected rate model revenue requirements for County customers. Rate contingent on budget submission for utility costs. Projected actual \$552 x 3.5% rate increase = \$571.
545050 - Waste/Trash Disposal	810	The projected budget is \$66.91 x 12 = \$802.92.
545060 - Water	240	Projected actual \$221 x 5% rate increase = \$232.
582060 - Fire Extinguishers/Refills	300	Per fire code, fire extinguishers are to be tested/refilled every year. Reducing based on FY24 and YTD FY25 actuals.

Total	66,480
--------------	---------------

**Lease Payment - Copy Machine Cost Estimate Form
Fiscal Year 2026**

Department/Division Name	Air Unit / Division of Emergency Services
Department Number	11420
Account Number	535055
Account Description	Lease Payments

Item	Machine Rental	CopyPak (monthly maintenance)	Black & White Overage	Color Overage	Total	Explanation
Konica Minolta Bizhub copier	372	0	9	0	381	Machine Rental = \$31/month Black & White Overages - 1,000 copies/ \$.009 per copy

Total Copier Lease	\$390
---------------------------	--------------

**Washington County, Maryland
General Fund
Department 11430 - Special Operations
FY26 Expenses**

	2026 Operating Budget Requested	Adjustment	2026 Operating Budget Requested	\$ Change	% Change	2025 Operating Budget Approved	2024 Actuals Final	2023 Actuals Final
501030 - Debt- Lease Principal	0	0	0	0	0.00%	0	431	642
501080 - Debt - Lease Interest	0	0	0	0	0.00%	0	1	6
505080 - Freight & Cartage	0	0	0	0	0.00%	0	12	0
505200 - Safety Equipment	11,000	0	11,000	0	0.00%	11,000	10,548	10,173
505210 - Safety Supplies	0	0	0	0	0.00%	0	57	0
505230 - Travel Expenses	0	0	0	0	0.00%	0	673	0
510010 - Fleet Insurance	12,680	0	12,680	900	7.64%	11,780	10,955	10,790
510020 - Property & Casualty Insurance	4,250	0	4,250	470	12.43%	3,780	3,437	3,964
515000 - Contracted/Purchased Service	170	0	170	(310)	(64.58)%	480	0	0
515170 - Gas Monitoring	25,000	0	25,000	5,000	25.00%	20,000	19,861	16,713
515180 - Software	4,600	0	4,600	4,600	100.00%	0	0	0
515270 - Maintenance Contract Services	0	0	0	0	0.00%	0	135	162
515330 - Towing Services	0	0	0	0	0.00%	0	1,053	0
515350 - Accident Repairs	0	0	0	0	0.00%	0	1,727	0
520000 - Training	23,320	0	23,320	23,320	100.00%	0	0	0
525000 - Supplies/Material - Operating	13,080	0	13,080	0	0.00%	13,080	14,558	9,014
525020 - Janitorial Supplies	0	0	0	0	0.00%	0	23	0
525030 - Medical Supplies	0	0	0	0	0.00%	0	196	0
525040 - Small Tools & Equipment	1,000	0	1,000	0	0.00%	1,000	3,427	732
526020 - Building Maintenance	2,640	0	2,640	0	0.00%	2,640	3,577	2,378
526040 - Equipment Maintenance	17,700	0	17,700	0	0.00%	17,700	9,397	5,350
527000 - Supplies - Automotive	1,500	0	1,500	0	0.00%	1,500	1,443	2,648
527030 - Diesel Fuel	4,500	0	4,500	(1,500)	(25.00)%	6,000	4,965	7,456
527035 - Off-Road Diesel	0	0	0	0	0.00%	0	16	0
527040 - Diesel Fuel Tax	710	0	710	(10)	(1.39)%	720	708	672
527060 - Auto Gasoline	2,100	0	2,100	(290)	(12.13)%	2,390	1,295	2,363
527090 - Auto Repairs	30,000	0	30,000	7,500	33.33%	22,500	28,077	20,920
527100 - Auto Tires	3,000	0	3,000	2,000	200.00%	1,000	415	857
535000 - Rentals	0	0	0	0	0.00%	0	85	0
535010 - Copy Machine Rental	0	0	0	0	0.00%	0	0	123

Washington County, Maryland
General Fund
Department 11430 - Special Operations
FY26 Expenses

	2026 Operating Budget Requested	Adjustment	2026 Operating Budget Requested	\$ Change	% Change	2025 Operating Budget Approved	2024 Actuals Final	2023 Actuals Final
535055 - Lease Payments	0	0	0	(750)	(100.00)%	750	246	0
535057 - Non-Lease Components	0	0	0	0	0.00%	0	60	90
540022 - Cable TV & Internet Services	1,060	0	1,060	670	171.79%	390	369	1,259
545010 - Electric	3,000	0	3,000	(1,590)	(34.64)%	4,590	1,677	1,808
545020 - Natural Gas	6,000	0	6,000	600	11.11%	5,400	4,680	4,325
545040 - Sewer	210	0	210	(30)	(12.50)%	240	185	0
545050 - Waste/Trash Disposal	500	0	500	50	11.11%	450	445	422
545060 - Water	60	0	60	0	0.00%	60	46	533
545070 - Stormwater Fee	760	0	760	0	0.00%	760	771	572
582060 - Fire Extinguishers/Refills	170	0	170	0	0.00%	170	0	0
584010 - Life Guard Supplies	0	0	0	0	0.00%	0	167	0
Operating Expenses	169,010	0	169,010	40,630	31.65%	128,380	125,717	103,972
599999 - Controllable Assets	49,760	0	49,760	11,180	28.98%	38,580	51,382	10,269
600200 - Building & Improvements	19,100	0	19,100	1,740	10.02%	17,360	0	0
600300 - Vehicles	0	0	0	0	0.00%	0	0	0
600400 - Machinery & Equipment	18,800	0	18,800	18,800	100.00%	0	54,140	98,378
Capital Outlay	87,660	0	87,660	31,720	56.70%	55,940	105,522	108,647
Total	256,670	0	256,670	72,350	39.25%	184,320	231,239	212,619

Washington County, Maryland
General Fund
Department 11430 - Special Operations
FY26 Expenses

	2026 Operating Budget Requested	2026 Variance Comments Requested
505200 - Safety Equipment	11,000	
510010 - Fleet Insurance	12,680	There is an overall percentage increase of 3.01% for all funds combined over prior year budget. The percentage decrease/increase varies by department or fund. Changes related to volume and/or claims experience paid in various departments. Human Resources insurance analyst projected cost of premiums based on industry trends and discussions with industry experts and current service providers.
510020 - Property & Casualty Insurance	4,250	There is an overall percentage increase of 3.01% for all funds combined over prior year budget. The percentage decrease/increase varies by department or fund. Changes related to volume and/or claims experience paid in various departments. Human Resources insurance analyst projected cost of premiums based on industry trends and discussions with industry experts and current service providers.
515000 - Contracted/Purchased Service	170	Decreased based on year to date actuals and historical usage. Remaining item in account is for pest control - \$13.50 per month x 12 = \$162.
515170 - Gas Monitoring	25,000	Budget based on increase in cost for gas and metering calibration. Also, there will need to be a County wide replacement purchase for all meters.
515180 - Software	4,600	Adding new account for software for the current and requesting drones. See support form. If the new drone is not approved, budget can be reduced by \$2,900.
520000 - Training	23,320	Adding account for training for Water Rescue Program to include Rescue 3 Swift Water Rescue Training (SWT) Basic Course (\$6,450), Rescue 3 SWT Advanced Course (\$6,450), Rescue 3 Boat Operator Course (\$7,920), Rescue 3 Vehicles in Water (\$2,500).
525000 - Supplies/Material - Operating	13,080	
525040 - Small Tools & Equipment	1,000	
526020 - Building Maintenance	2,640	
526040 - Equipment Maintenance	17,700	

**Washington County, Maryland
General Fund
Department 11430 - Special Operations
FY26 Expenses**

	2026 Operating Budget Requested	2026 Variance Comments Requested
527000 - Supplies - Automotive	1,500	
527030 - Diesel Fuel	4,500	Estimated budget is 1,500 gallons x \$3.00 = \$4,500 (excludes taxes), which is based on bids and short-term energy outlook forecasts. Rate is discounted with new bid price including delivery as compared to retail prices. Increased the number of gallons based on history actuals.
527040 - Diesel Fuel Tax	710	1,500 gallons x \$0.4685 = \$702.75. Based on the increased number of gallons.
527060 - Auto Gasoline	2,100	Projected budget is 450 gallons. Ethanol free gasoline is purchased for the Special Operations boats. The gasoline is only available at certain gas stations in Washington County. We have an account with AC&T, which started in June 2021. Currently, the average price is \$4.189 per gallon plus federal and state taxes. 450 gallons x \$4.189 plus estimated tax of \$0.47 = \$2,096.55. Decreased the number of gallons based on FY24 and FY25 actuals.
527090 - Auto Repairs	30,000	Increasing due to aging rescue squads. New rescue squads won't be delivered until year 2027. Also, replace bumper and add a winch to boat support 20-01.
527100 - Auto Tires	3,000	Utility 20-03 will need new tires during this budget cycle.
535055 - Lease Payments	0	Account decreased to zero because there is no longer a copier.
540022 - Cable TV & Internet Services	1,060	Based on increased pricing announced in January 2025 of \$37.94 x 12 = \$455.28. Adding Starlink roaming for both current and requested drone at \$50 a month = \$600.
545010 - Electric	3,000	The electric budget is based on four prior year actuals, forecasted rate changes, and other known circumstances. The projection also takes into account current year actuals with annualized estimations.
545020 - Natural Gas	6,000	The natural gas budgets were based on four prior year actual and forecasted rate changes.
545040 - Sewer	210	Projected actual \$185 times 13% increase is \$209.05. FY25 second quarter invoice was high due to a leaking toilet.
545050 - Waste/Trash Disposal	500	The projected budget is \$40.97 x 12 = \$491.64.

Washington County, Maryland
General Fund
Department 11430 - Special Operations
FY26 Expenses

	2026 Operating Budget Requested	2026 Variance Comments Requested
545060 - Water	60	Projected actual \$46 times 14% increase is \$52.44. FY25 second quarter invoice was high due to a leaking toilet.
545070 - Stormwater Fee	760	Stormwater Protection Fee charged by the City of Hagerstown. Fee is \$189 per quarter x four quarters = \$756.
582060 - Fire Extinguishers/Refills	1170	Per fire code, fire extinguishers are to be tested/refilled every year.
599999 - Controllable Assets	49,760	Request for several items. See support form for explanations.
600200 - Building & Improvements	19,100	Upgrade entry gate to electronic access at Special Operations building. See support form for more detail.
600400 - Machinery & Equipment	18,800	Requesting an additional drone to the drone program. Airworx will expand capabilities in different weather conditions, allowing flight in rain and snow. Our current system does not have the capability to be used in these conditions, limiting its use in emergency situations. Unmanned aircraft systems (UAS) will allow for an increased standard of cover. This specific item has specialized equipment allowing for wireless streaming, portable power, custom foam inserts as well as a UAS detection system which will allow for the detection of other drones which may interfere with emergency operations.

Total **256,670**

**Software Request Cost Estimate Form
Fiscal Year 2026**

Department/Division Name	Division of Emergency Services - Special Operations
Department Number	11430
Account Number	515180
Account Description	Software

Vendor Name	Vendor Number	FY25 Board Approval	FY26 Department Request	New Cost Y/N	Product Description
DroneSense	TBD	0	1,700	Y	Class 1 Unmanned Aircraft System (UAS) License - Drone Sense. Software for the current drone. Software allows for the flight and management of the drone system. This specific software is also used by Washington County Sheriff Department and Hagerstown Police Department. Cost includes Advanced Video Sharing License.
DroneSense		0	2,900	Y	Class 2 UAS License - Drone Sense. Software is for the requested Airworx Go-Command M30T drone. Cost includes Advanced Video Sharing License.

Total Software Request	\$0	\$4,600
-------------------------------	------------	----------------

**Other Capital Outlay (≥\$1 and <\$10,000)
Fiscal Year 2026**

Controllable Assets

Department/Division Name	Division of Emergency Services / Special Operations
Department Number	11430
Account Number	599999
Account Description	Controllable Assets (≥\$1 and <\$10,000 per item)

Priority Number *	Descriptions	Qty	Unit Cost	Total Cost		N or R	Explain Reason for Request
					Dept. Request		
1	CMC Arizona Vortex Kit	1	5,466	5,466		N	Enhance our equipment to support high angle/vertical rescue incidents. Allows for high point to extend over cliffs edge.
2	Level B Flash Suits (LG/XL)	6	1,699	10,197		R	Flash protection for Level B hazardous materials suits. The current suits have reached their expiration date.
2	Level B Flash Suits (2X/3X)	6	1,870	11,222		R	Flash protection for Level B hazardous materials suits. The current suits have reached their expiration date.
3	Peltor Comtac VI Radio Headsets	8	1,039	8,312		N	Headsets for boat crews. Provides better communications capabilities for crews operating in the boats where the noise from the motor and water makes hearing difficult.
4	Aquaeye - Handheld Sonar	1	5,995	5,995		N	Handheld sonar that will aid in the location of underwater objects. This will greatly enhance our search and recovery response and has the potential to save the life of drowning victim.
5	Dry Suits	8	995	7,960		R	Replacement dry suits to replace suits that are deteriorating due to age and use.
6	Starlink Mini Kit AC Dual Band Wi-Fi System	1	599	599		N	The Starlink mini kit will support both the current drone and the requested Airworx Go-command M30T Drone.
				0			
				0			

Total Controllable Assets	\$49,760
----------------------------------	-----------------

* Requests in accounts 599999 - 600800 need to be prioritized in order of need (highest to lowest) as a whole, with 1 being the highest priority. If there are requests in two or more accounts, there can only be a priority 1, priority 2, priority 3, etc. among all the accounts combined. A priority number can not be repeated throughout the

The County maintains assets that are considered capital assets in nature but are classified as controllable assets, due to the fact that they fall under the capitalization limits, i.e., **the cost of each item is ≥\$1 and <\$10,000** (Transit or Golf Course <\$5,000). Examples of controllable items are, but not limited to, chairs, desks, printers, equipment, machinery, weapons, computers. Controllable assets purchases are not a recurring expenditure and are to be purchased in accordance with the approved items by the County Commissioners. Emergency purchases may be supplanted if warranted.

Capital Outlay - Building & Improvements
Fiscal Year 2026

Capital Outlay - Building and Improvements

Department/Division Name	Division of Emergency Services / Special Operations
Department Number	11430
Account Number	600200
Account Description	Building and Improvements ≥\$10,000 per item

Priority Number *	Descriptions	Qty	Unit Cost	Total Cost	N or R	Why is Building or Building Improvement Needed?
				Dept. Request		
1	Upgrade entry gate to electronic access	1	19,100	19,100	R	To enhance security and improve building access to Fire Station 20. This will be coupled with the newly installed key card system this year and will improve the security of the building by tracking entry and exit of staff along with ensuring that the gate is always closed. Additionally, personnel will not have to exit a vehicle and manually open the gate during emergency response.
				0		
				0		
				0		
				0		
				0		

Total Capital Outlay - Buildings & Improvements	\$19,100
--	-----------------

* Requests in accounts 599999 - 600800 need to be prioritized in order of need (highest to lowest) as a whole, with 1 being the highest priority. If there are requests in two or more accounts, there can only be a priority 1, priority 2, priority 3, etc. among all the accounts combined. A priority number can not be repeated throughout the accounts.

For any single purchase of buildings or building improvements that are \$10,000 or greater and have a useful life in excess of 5 years. This account is not for routine maintenance and repairs. Examples of building improvements include: roofing, flooring, renovations.

**Capital Outlay - Machinery & Equipment
Fiscal Year 2026**

Capital Outlay - Machinery and Equipment

Department/Division Name	Division of Emergency Services / Special Operations
Department Number	11430
Account Number	600400
Account Description	Machinery and Equipment ≥\$10,000 per item

Priority Number *	Descriptions	Qty	Unit Cost	Total Cost	N or R	Explain Reason For Equipment Need and Disposition of Old, if Any. Number of hours, etc.
				Dept. Request		
1	Airworx Go-Command M30T Drone	1	18,799	18,799	N	Additional drone to enhance the drone program. Airworx will expand capabilities in different weather conditions, allowing flight in rain and snow. Our current system does not have the capability to be used in these conditions, limiting its use in emergency situations. Unmanned aircraft systems (UAS) will allow for an increased standard of cover. This specific item has specialized equipment allowing for wireless streaming, portable power, custom foam inserts as well as a UAS detection system which will allow for the detection of other drones which may interfere with emergency operations.
				0		
				0		
				0		
				0		
				0		

Total Capital Outlay - Machinery & Equipment	\$18,800
---	-----------------

* Requests in accounts 599999 - 600800 need to be prioritized in order of need (highest to lowest) as a whole, with 1 being the highest priority. If there are requests in two or more accounts, there can only be a priority 1, priority 2, priority 3, etc. among all the accounts combined. A priority number can not be repeated throughout the accounts.

Machinery and equipment are physical assets, which:

- * Are not attached permanently to land, buildings, or land improvements; have unique serial numbers; are capable of being moved; and can be acquired under a capital lease.

- * Costs of machinery and equipment include the purchase price, net of purchase discounts, plus trade-in allowance, transportation charges, installation costs, taxes and any other costs required to prepare the asset for its intended use. Machinery and equipment assets should be reported as acquisitions when the County receives the asset, not at the time when it pays the vendor for the acquisition. Examples are mowers and construction equipment.

Washington County, Maryland
General Fund
Department 11520 - EMS Operations
FY26 Expenses

	2026 Operating Budget Requested	Adjustment	2026 Operating Budget Requested	\$ Change	% Change	2025 Operating Budget Approved	2024 Actuals Final	2023 Actuals Final
500000 - Wages - Full Time	2,637,660	0	2,637,660	397,460	17.74%	2,240,200	1,504,452	1,081,779
500005 - Wages - Part Time	100,000	0	100,000	300	0.30%	99,700	60,875	37,586
500010 - Wages - Overtime	650,000	0	650,000	192,510	42.08%	457,490	352,915	169,308
500020 - Shift Differential - 2nd Shift	0	0	0	0	0.00%	0	13	0
500040 - Other Wages	250,000	0	250,000	245,000	4,900.00%	5,000	154,213	47,857
500100 - FICA - Employer	278,280	0	278,280	63,850	29.78%	214,430	151,273	99,781
500120 - Health Insurance	585,380	0	585,380	104,240	21.67%	481,140	249,507	210,248
500125 - Other Insurance	9,000	0	9,000	2,000	28.57%	7,000	4,919	3,858
500130 - Pension	685,790	0	685,790	104,320	17.94%	581,470	383,932	308,709
500140 - Workers Compensation	250,000	0	250,000	57,600	29.94%	192,400	162,013	112,110
500155 - Personnel Requests	233,370	0	233,370	233,370	100.00%	0	0	0
500170 - Personal Development	4,680	0	4,680	960	25.81%	3,720	240	294
500171 - Employee Recognition	3,180	0	3,180	490	18.22%	2,690	0	0
500172 - Team Building	980	0	980	200	25.64%	780	0	0
Wages and Benefits	5,688,320	0	5,688,320	1,402,300	32.72%	4,286,020	3,024,354	2,071,530
501030 - Debt - Lease Principal	0	0	0	0	0.00%	0	1,494	941
501080 - Debt - Lease Interest	0	0	0	0	0.00%	0	178	3
505010 - Advertising	300	0	300	300	100.00%	0	0	271
505050 - Dues & Subscriptions	1,300	0	1,300	0	0.00%	1,300	293	266
505070 - Food and Supplies	0	0	0	(200)	(100.00)%	200	680	0
505080 - Freight & Cartage	0	0	0	0	0.00%	0	0	28
505120 - Licenses & Certifications	1,360	0	1,360	1,130	491.30%	230	271	0
505130 - Small Office Equipment	500	0	500	0	0.00%	500	349	0
505140 - Office Supplies	7,000	0	7,000	2,450	53.85%	4,550	4,406	420
505150 - Other - Miscellaneous	1,000,000	0	1,000,000	0	0.00%	1,000,000	584	0
505160 - Personal Mileage	250	0	250	150	150.00%	100	35	129
505170 - Postage	120	0	120	120	100.00%	0	44	0
505180 - Printing Expenses	0	0	0	0	0.00%	0	203	0
505200 - Safety Equipment	2,000	0	2,000	0	0.00%	2,000	4,381	78

**Washington County, Maryland
General Fund
Department 11520 - EMS Operations
FY26 Expenses**

	2026 Operating Budget Requested	Adjustment	2026 Operating Budget Requested	\$ Change	% Change	2025 Operating Budget Approved	2024 Actuals Final	2023 Actuals Final
505210 - Safety Supplies	250	0	250	0	0.00%	250	140	0
505230 - Travel Expenses	0	0	0	(1,560)	(100.00)%	1,560	1,081	1,272
505240 - Entertainment/Business Exp	500	0	500	500	100.00%	0	0	0
510010 - Fleet Insurance	13,950	0	13,950	(3,250)	(18.90)%	17,200	9,959	10,790
510030 - Public & Gen Liability Insurance	38,520	0	38,520	1,530	4.14%	36,990	22,487	19,667
515000 - Contracted/Purchased Service	200,960	0	200,960	(15,100)	(6.99)%	216,060	4,550	0
515180 - Software	24,600	0	24,600	650	2.71%	23,950	33,794	1,200
515270 - Maintenance Contract Services	0	0	0	0	0.00%	0	178,895	127,919
515350 - Accident Repairs	0	0	0	0	0.00%	0	16,971	788
515400 - Transportation Expense	0	0	0	0	0.00%	0	66	0
520000 - Training	7,000	0	7,000	(3,000)	(30.00)%	10,000	1,648	3,805
520040 - Seminars/Conventions	4,000	0	4,000	3,000	300.00%	1,000	575	1,338
520050 - Tuition Assistance	2,500	0	2,500	2,500	100.00%	0	0	0
525000 - Supplies/Material - Operating	5,000	0	5,000	0	0.00%	5,000	7,572	1,058
525020 - Janitorial Supplies	650	0	650	0	0.00%	650	115	0
525030 - Medical Supplies	375,650	0	375,650	34,150	10.00%	341,500	309,129	314,589
525060 - Supplies - Home Detention	0	0	0	0	0.00%	0	0	75
526020 - Building Maintenance	3,500	0	3,500	(1,500)	(30.00)%	5,000	2,740	160
526040 - Equipment Maintenance	500	0	500	0	0.00%	500	573	0
527000 - Supplies - Automotive	1,500	0	1,500	0	0.00%	1,500	10,485	1,596
527030 - Diesel Fuel	3,690	0	3,690	(1,230)	(25.00)%	4,920	3,880	5,331
527040 - Diesel Fuel Tax	580	0	580	(10)	(1.69)%	590	425	493
527060 - Auto Gasoline	17,920	0	17,920	(4,480)	(20.00)%	22,400	20,576	18,938
527090 - Auto Repairs	30,000	0	30,000	(12,500)	(29.41)%	42,500	32,064	18,731
527100 - Auto Tires	3,500	0	3,500	2,000	133.33%	1,500	0	0
535020 - Equipment Rental	0	0	0	0	0.00%	0	195	0
535055 - Lease Payments	4,040	0	4,040	340	9.19%	3,700	466	0
535057 - Non-Lease Components	0	0	0	0	0.00%	0	549	270
535058 - Lease - Variable Payments	0	0	0	0	0.00%	0	366	311
535060 - Uniforms	35,900	0	35,900	7,660	27.12%	28,240	52,914	3,420

Washington County, Maryland
General Fund
Department 11520 - EMS Operations
FY26 Expenses

	2026 Operating Budget Requested	Adjustment	2026 Operating Budget Requested	\$ Change	% Change	2025 Operating Budget Approved	2024 Actuals Final	2023 Actuals Final
540010 - Wireless Communication	19,680	0	19,680	2,910	17.35%	16,770	30,107	16,842
545010 - Electric	16,940	0	16,940	(1,160)	(6.41)%	18,100	10,613	0
545020 - Natural Gas	3,000	0	3,000	0	0.00%	3,000	2,081	0
545050 - Waste/Trash Disposal	1,210	0	1,210	120	11.01%	1,090	908	0
545060 - Water	440	0	440	(30)	(6.38)%	470	278	0
582060 - Fire Extinguishers/Refills	570	0	570	0	0.00%	570	0	0
582080 - Photographic/Fingerprint	720	0	720	720	100.00%	0	0	0
Operating Expenses	1,830,100	0	1,830,100	16,210	0.89%	1,813,890	769,125	550,729
599999 - Controllable Assets	18,100	0	18,100	5,870	48.00%	12,230	87,830	288
600400 - Machinery & Equipment	432,480	0	432,480	364,730	538.35%	67,750	23,563	60,857
600900 - Leases - Capital Outlay	0	0	0	0	0.00%	0	9,285	0
Capital Outlay	450,580	0	450,580	370,600	463.37%	79,980	120,678	61,145
Total	7,969,000	0	7,969,000	1,789,110	28.95%	6,179,890	3,914,157	2,683,404

**Washington County, Maryland
General Fund
Department 11520 - EMS Operations
FY26 Expenses**

	2026 Operating Budget Requested	2026 Variance Comments Requested
500000 - Wages - Full Time	2,637,660	Added eight additional staff related to Hancock station.
500005 - Wages - Part Time	100,000	Based on history and year to date, rounding to an even amount.
500010 - Wages - Overtime	650,000	Based on the addition of staff and year to date actual use.
500040 - Other Wages	250,000	In prior year budget was based on just sick pay bonus. Staff does not get an extra day for holidays, but pay at time and half for holiday and certification pay is charged to this account.
500100 - FICA - Employer	278,280	
500120 - Health Insurance	585,380	
500125 - Other Insurance	9,000	
500130 - Pension	685,790	
500140 - Workers Compensation	250,000	
500155 - Personnel Requests	233,370	Request for two new positions and within-grade increases for two employees and reclassification of one position. See support forms for additional details.
500170 - Personal Development	4,680	
500171 - Employee Recognition	3,180	
500172 - Team Building	980	
505010 - Advertising	300	Added a small budget to provide for job postings.
505050 - Dues & Subscriptions	1,300	
505070 - Food and Supplies	0	Moving \$200 to 505240 Entertainment/Business Exp account to better categorize the expense.
505120 - Licenses & Certifications	1,360	Total of 15 Advance Life Support (ALS) clinicians renewing their national registry certification (\$480); and DEA license for the Medical Director (\$875).

**Washington County, Maryland
General Fund
Department 11520 - EMS Operations
FY26 Expenses**

	2026 Operating Budget Requested	2026 Variance Comments Requested
505130 - Small Office Equipment	500	
505140 - Office Supplies	7,000	The increase reflects the rising costs of office supplies and based on FY24 and YTD actuals.
505150 - Other - Miscellaneous	1,000,000	Placeholder for anticipated additional EMS station employees.
505160 - Personal Mileage	250	Increase due to IRS mileage rate and employee on shift station movement.
505170 - Postage	120	Added account for certified mailings.
505200 - Safety Equipment	2,000	
505210 - Safety Supplies	250	
505230 - Travel Expenses	0	Eliminated budget because no travel is expected in FY26.
505240 - Entertainment/Business Exp	500	Adding account to reflect moving \$200 from 505070 Food and Supplies. Increasing based on FY24 actuals in Food and Supplies and the increase in cost of food.
510010 - Fleet Insurance	13,950	There is an overall percentage increase of 3.01% over prior year budget. The percentage decrease/increase varies by department or fund. Changes related to volume and/or claims experience paid in various departments. Human Resources insurance analyst projected cost of premiums based on industry trends and discussions with industry experts and current service providers.
510030 - Public & Gen Liability Insurance	38,520	There is an overall percentage increase of 3.01% over prior year budget. The percentage decrease/increase varies by department or fund. Changes related to volume and/or claims experience paid in various departments. Human Resources insurance analyst projected cost of premiums based on industry trends and discussions with industry experts and current service providers.

**Washington County, Maryland
General Fund
Department 11520 - EMS Operations
FY26 Expenses**

	2026 Operating Budget Requested	2026 Variance Comments Requested
5115000 - Contracted/Purchased Service	200,960	24 Lucas, 35 LP15s, 8 AEDs, 25 stretchers and 25 power loads (\$189,241). Cleaning services (\$10,720); pest control (\$40); and elevator service (\$950). Reducing due to a background investigator on staff and no longer need to contract with an outside company (\$5,000) and decreased \$10,170 for the reserve ambulance warranties.
5115180 - Software	24,600	Annual software subscription renewals. See support form for more detail.
520000 - Training	7,000	Moving \$3,000 to 520040 Seminars/Conventions to cover the increase in that line item and reducing this line item based on historical usage.
520040 - Seminars/Conventions	4,000	Increasing budget due to adding three EMS stations and employees will be attending seminars or conventions.
520050 - Tuition Assistance	2,500	Tuition reimbursement for an employee.
525000 - Supplies/Material - Operating	5,000	
525020 - Janitorial Supplies	650	
525030 - Medical Supplies	375,650	Increasing account 10% based on medical supply costs.
526020 - Building Maintenance	3,500	Reduced based on year to actuals and historical actuals.
526040 - Equipment Maintenance	500	
527000 - Supplies - Automotive	1,500	
527030 - Diesel Fuel	3,690	Estimated budget is 1,230 gallons x \$3.00 = \$3,690 (excludes taxes), which is based on bids and short-term energy outlook forecasts. Rate is discounted with new bid price including delivery as compared to retail prices.
527040 - Diesel Fuel Tax	580	1,230 gallons x \$0.4685 = \$576.26.

Washington County, Maryland
General Fund
Department 11520 - EMS Operations
FY26 Expenses

	2026 Operating Budget Requested	2026 Variance Comments Requested
527060 - Auto Gasoline	17,920	Projected budget is 6,400 gallons x \$2.80 = \$17,920 (includes state gas tax), which is based on bids and short-term energy outlook forecasts. Rate per gallon is discounted with bid price as compared to retail prices.
527090 - Auto Repairs	30,000	Decreased budget based on historical actuals and the addition of three reserve ambulances.
527100 - Auto Tires	3,500	Tires are for three vehicles.
535055 - Lease Payments	4,040	Budget based on FY25 actuals for copy machine.
535060 - Uniforms	35,900	The Union Local 1605 contract states each employee be issued a one-time Class A uniform; six pairs of station pants; eight polo style or t-shirts; one leather uniform belt; a three season uniform jacket; winter style hat; ball cap; one long sleeve button down dress shirt; one short sleeve button down dress shirt; two pairs of station boots; two job shirts or two hoodies; two pairs of shorts; two pairs of sweatpants; and two sweatshirts. The estimated annual maintenance cost per staff member is \$550. 50 staff x \$550 = \$27,500. The per person initial uniform outlay is approx. \$2,100. Average 2-4 new hires per year, \$8,400 in new uniform issues.
540010 - Wireless Communication	19,680	In FY25, billing was corrected and the average monthly invoice is \$1,640 x 12 = \$19,680.
545010 - Electric	16,940	The electric budget is based on four prior year actuals, forecasted rate changes, and other known circumstances. The projection also considers current year actuals with annualized estimations.
545020 - Natural Gas	3,000	The natural gas budgets were based on four prior years actual and forecasted rate changes.
545050 - Waste/Trash Disposal	1,210	Waste pickup is currently \$95.65 x 12 = 1,147.80 plus 5% increase for FY26 = \$1,205.19.
545060 - Water	440	Projected actual \$380 x 14% rate increase = \$433.20. FY24 only had three quarters invoiced due dividing costs with Emergency Communications after the 911 split. Projection is based on a full year.

**Washington County, Maryland
General Fund
Department 11520 - EMS Operations
FY26 Expenses**

	2026 Operating Budget Requested	2026 Variance Comments Requested
582060 - Fire Extinguishers/Refills	570	Per fire code, fire extinguishers are to be tested/refilled every year. Also, fire extinguishers/refills for three reserve ambulances.
582080 - Photographic/Fingerprint	720	Budget is for fingerprint screenings of EMS applicants.
599999 - Controllable Assets	18,100	Replace two LP 1000 devices and one Express AED that are reaching their end of life. These devices will be placed on the three reserve engines and replace three Express AEDS that are reaching end of their life. See support form for explanations.
600400 - Machinery & Equipment	432,480	Replace a current Lucas CPR device that is 12 years old (manufacturer's recommendation is eight years), and the device will cease to be supported in December 2025 (\$18,050). Eight LifePak 35 monitor defibrillators to replace the current fleet of LP 15s. Necessary to upgrade three aging monitors but the new device is so radically different from the LP15 that having both monitors in the fleet may result in patient care errors (\$414,430). See support form for explanations.

Total **7,969,000**

**New Position Request Cost Estimate Form
Fiscal Year 2026**

Department/Division Name	Division of Emergency Services / EMS Operations	
Department Number	11520	
Account Number	500155	
Account Description	Personnel Requests	
Employment Category	Full-Time	
Position Title	Administrative Assistant	
Job Classification	Grade:	9
	Step:	1

Explanation and Justification of Request
The previous Administrative Assistant retired and through the reorganization of 911 and DES, the new Administrative Assistant works for 911. The DES office staff at Elliott Parkway needs a dedicated position to answer phones; order supplies; manage calendars; greet visitors, make copies, draft meeting minutes, and write correspondence on behalf of the Director and Office staff. This position will also attend meetings as directed.

Wages & Benefits	
Annual Salary (*)	\$50,211.00
FICA	\$3,841.14
Health Insurance	\$17,000.00
Other Insurance	\$600.00
Pension	\$13,054.86
Worker's Compensation	\$110.46
Total Wages and Benefits	\$84,820.00

Operating Expenses	
<i>Account # Description</i>	
505130 Small Office Equipment	
505140 Office Supplies	
505230 Travel Expenses	
Total Operating Expenses	\$0.00

Capital Outlay	
<i>Account # Description</i>	
599999 Controllable Assets: See form.	
Total Capital Outlay	\$0.00

Total Personnel Request	\$84,820.00
--------------------------------	--------------------

**New Position Request Cost Estimate Form
Fiscal Year 2026**

Department/Division Name	Division of Emergency Services / EMS Operations	
Department Number	11520	
Account Number	500155	
Account Description	Personnel Requests	
Employment Category	Full-Time	
Position Title	Scheduling and Logistic Coordinator	
Job Classification	Grade:	12
	Step:	1

Explanation and Justification of Request
As DES continues to add staff, significant resources are required to coordinate and manage the daily work schedule. Currently DES has 92 FT field staff and provides FT and PT fire staffing in 14 of the 16 fire stations outside the City of Hagerstown. Recently the DES has transitioned EMS employees and now provides FT EMS staffing in three (soon to be four) of the eight EMS stations in Washington County. Likewise, DES recently took delivery of three reserve fire engines and three reserve ambulances which will require tracking of equipment and such as they are sent to the volunteer fire stations.

Wages & Benefits	
Annual Salary (*)	\$59,779.00
FICA	\$4,573.09
Health Insurance	\$17,000.00
Other Insurance	\$600.00
Pension	\$15,542.54
Worker's Compensation	\$131.51
Total Wages and Benefits	\$97,630.00

Operating Expenses	
<i>Account # Description</i>	
505130 Small Office Equipment	
505140 Office Supplies	
Total Operating Expenses	\$0.00

Capital Outlay	
<i>Account # Description</i>	
599999 Controllable Assets: See form.	
Total Capital Outlay	\$0.00

Total Personnel Request	\$97,630.00
--------------------------------	--------------------

**Other Personnel Request Cost Estimate Form
Fiscal Year 2026**

Department/Division Name	EMS Operations
Department Number	11520
Account Number	500155
Account Description	Personnel Requests
Employment Category	Reclassification

Explanation and Justification of Request
<p>1. Reclassify the EMS Captain/Quality Assurance position to Assistant Director of Clinician Services. With the transition of EMS staff from the volunteer stations, the Division now has 92 full-time fire and EMS clinicians which increases the oversight of the EMS quality assurance processes within the Division. The position will also serve as the chair of the Medical Review Committee and provide daily oversight of all quality assurance programs for DES staff and the staff of the volunteer corporations.</p> <p>2. Reclassify the Programs Administrator Position to Office/Programs Manager. Through the separation of the Emergency Communications Center, additional tasks were distributed through DES. Additionally, there has been significant growth within the department. This position manages the part-time background investigator and will also oversee the Administrative Assistant position. The incumbent is now managing all grants and works closely with the Director of the division in developing and managing the DES budget.</p> <p>3. Upgrade the Director of Emergency Services from Grade 19 Step 15 to Grade 19 Step 20. The BOCC approved an upgrade to bring equity to certain Director roles and to ensure Directors with increased levels of responsibility. This position was approved to have five additional steps in addition to any steps approved for all employees as part of the FY26 budget process.</p>

Wages & Benefits - Increase (Decrease) in Request	
Annual Salary (*)	\$38,030.00
FICA	\$2,909.30
Pension	\$9,887.80
Worker's Compensation	\$83.67
Total Wages and Benefits	\$50,920.00

Total Personnel Request	\$50,920.00
--------------------------------	--------------------

**Reclassified Position Salary Breakdown - Supplement
Fiscal Year 2026**

Department/Division Name	EMS Operations
Department Number	11520

Position Number	Position Name	Current Grade	Current Step	Current Salary	Requested Grade	Requested Step	New Salary	Difference*
1678	EMS Captain - Quality Assurance	12	28	\$116,480.00	16	23	\$129,958.00	\$13,478.00
1679	Programs Administrator	13	16	\$91,790.00	13	19	\$98,842.00	\$7,052.00
1068	Director of Emergency Services	19	15	\$133,245.00	19	20	\$150,738.00	\$17,493.00
Total Change								\$38,030.00

* This is the figure to put in the annual salary field on the personnel request form.

Software Request Cost Estimate Form
Fiscal Year 2026

Department/Division Name	EMS Operations / Division of Emergency Services
Department Number	11520
Account Number	515180
Account Description	Software

Vendor Name	Vendor Number	FY25 Board Approval	FY26 Department Request	New Cost Y/N	Product Description
Jotform Inc.	P-Card	0	410	N	Jotform is used to generate equipment/apparatus inspection checklists and enables DES to complete online.
Pediatric Handtevy Emergency Standards, Inc. dba Handtevy	29378	15,250	15,250	N	Computer based field application for use in treating pediatric patients on the scene and during transport. Provides age/weight based medication dosages, vital signs, and treatment modalities for this patient population.
Station Automation Inc - PSTrax Narcotic Tracking Software	29377	7,500	7,740	N	Software program to track the real-time storage and use of narcotics on EMS units throughout the County.
Vendnovation	24986	1,200	1,200	N	Annual subscription for inventory control program associated with the U-Cap-It supply machine operated by the DES at the Meritus Medical Center EMS Room.

Total Software Request	\$23,950	\$24,600
-------------------------------	-----------------	-----------------

Lease Payment - Copy Machine Cost Estimate Form
Fiscal Year 2026

Department/Division Name	EMS Operations / Division of Emergency Services
Department Number	11520
Account Number	535055
Account Description	Lease Payments

Item	Machine Rental	CopyPak (monthly maintenance)	Black & White Overage	Color Overage	Total	Explanation
Ricoh IM C6010 Color Multi-Function Copier	2,021	672	37	1,303	4,032	Machine Rental = \$168.38/month CopyPak = \$56/month Black & White Overages - 6,660 copies/ \$.0056 per copy Color Overages - 33,400 copies/\$.039 per copy

Total Copier Lease	\$4,040
---------------------------	----------------

**Other Capital Outlay (≥\$1 and <\$10,000)
Fiscal Year 2026**

Controllable Assets

Department/Division Name	Division of Emergency Services / EMS Operations
Department Number	11520
Account Number	599999
Account Description	Controllable Assets (≥\$1 and <\$10,000 per item)

Priority Number *	Descriptions	Qty	Unit Cost	Total Cost		N or R	Explain Reason for Request
					Dept. Request		
2	LifePak 1000 Automated External Defibrillator's (AED)	3	3,256	9,769		R	Replace two LP 1000 devices and one Express AED's that are reaching their end of life. These devices will be placed on the three reserve ambulances.
3	LifePak CR2 AED's	3	2,775	8,326		R	Replace three Express AED's that are reaching the end of their life.
				0			
				0			
				0			
				0			

Total Controllable Assets	\$18,100
----------------------------------	-----------------

* Requests in accounts 599999 - 600800 need to be prioritized in order of need (highest to lowest) as a whole, with 1 being the highest priority. If there are requests in two or more accounts, there can only be a priority 1, priority 2, priority 3, etc. among all the accounts combined. A priority number can not be repeated throughout the

The County maintains assets that are considered capital assets in nature but are classified as controllable assets, due to the fact that they fall under the capitalization limits, i.e., **the cost of each item is ≥\$1 and <\$10,000** (Transit or Golf Course <\$5,000). Examples of controllable items are, but not limited to, chairs, desks, printers, equipment, machinery, weapons, computers. Controllable assets purchases are not a recurring expenditure and are to be purchased in accordance with the approved items by the County Commissioners. Emergency purchases may be supplanted if warranted.

Capital Outlay - Machinery & Equipment
Fiscal Year 2026

Capital Outlay - Machinery and Equipment

Department/Division Name	Division of Emergency Services - EMS Operations
Department Number	11520
Account Number	600400
Account Description	Machinery and Equipment ≥\$10,000 per item

Priority Number *	Descriptions	Qty	Unit Cost	Total Cost	N or R	Explain Reason For Equipment Need and Disposition of Old, if Any. Number of hours, etc.
				Dept. Request		
1	Lucas CPR Device	1	18,050	18,050	R	Replaces a current device that is 12 years old. The manufacturer's recommended life is eight years. Additionally, the current device will cease to be supported on 12/31/2025.
2	LP 35 Monitor Defibrillators	8	51,804	414,430	R	Replace current fleet of LP 15's with LP 35. Necessary to upgrade three aging monitors but the new device is so radically different from the LP 15 that having both monitors in the fleet may result in patient care errors.
				0		
				0		
				0		
				0		

Total Capital Outlay - Machinery & Equipment	\$432,480
---	------------------

* Requests in accounts 599999 - 600800 need to be prioritized in order of need (highest to lowest) as a whole, with 1 being the highest priority. If there are requests in two or more accounts, there can only be a priority 1, priority 2, priority 3, etc. among all the accounts combined. A priority number can not be repeated throughout the accounts.

Machinery and equipment are physical assets, which:

- * Are not attached permanently to land, buildings, or land improvements; have unique serial numbers; are capable of being moved; and can be acquired under a capital lease.

- * Costs of machinery and equipment include the purchase price, net of purchase discounts, plus trade-in allowance, transportation charges, installation costs, taxes and any other costs required to prepare the asset for its intended use. Machinery and equipment assets should be reported as acquisitions when the County receives the asset, not at the time when it pays the vendor for the acquisition. Examples are mowers and construction equipment.

Washington County, Maryland
General Fund
Department 11525 - Fire Operations
FY26 Expenses

	2026 Operating Budget Requested	Adjustment	2026 Operating Budget Requested	\$ Change	% Change	2025 Operating Budget Approved	2024 Actuals Final	2023 Actuals Final
500000 - Wages - Full Time	3,610,260	0	3,610,260	388,910	12.07%	3,221,350	2,727,005	2,546,245
500005 - Wages - Part Time	507,150	0	507,150	17,150	3.50%	490,000	458,281	420,113
500010 - Wages - Overtime	700,000	0	700,000	230,500	49.09%	469,500	669,493	638,246
500040 - Other Wages	300,000	0	300,000	295,000	5,900.00%	5,000	230,248	135,822
500100 - FICA - Employer	391,480	0	391,480	71,650	22.40%	319,830	306,863	277,781
500120 - Health Insurance	754,050	0	754,050	128,000	20.45%	626,050	562,573	563,909
500125 - Other Insurance	15,000	0	15,000	0	0.00%	15,000	9,346	9,101
500130 - Pension	938,670	0	938,670	171,730	22.39%	766,940	524,055	465,736
500140 - Workers Compensation	400,000	0	400,000	42,410	11.86%	357,590	350,263	312,406
500155 - Personnel Requests	1,777,150	0	1,777,150	1,777,150	100.00%	0	0	0
500170 - Personal Development	6,960	0	6,960	1,320	23.40%	5,640	0	0
500171 - Employee Recognition	4,850	0	4,850	770	18.87%	4,080	55	2,490
500172 - Team Building	1,450	0	1,450	270	22.88%	1,180	0	1,060
Wages and Benefits	9,407,020	0	9,407,020	3,124,860	49.74%	6,282,160	5,838,180	5,372,909
501040 - Debt - Subscription Principal	0	0	0	0	0.00%	0	14,157	0
501085 - Debt - Subscription Interest	0	0	0	0	0.00%	0	1,388	0
505010 - Advertising	300	0	300	300	100.00%	0	199	0
505050 - Dues & Subscriptions	1,510	0	1,510	0	0.00%	1,510	258	0
505070 - Food and Supplies	0	0	0	(500)	(100.00)%	500	221	598
505080 - Freight & Cartage	0	0	0	0	0.00%	0	66	489
505120 - Licenses & Certifications	0	0	0	0	0.00%	0	167	32
505140 - Office Supplies	800	0	800	0	0.00%	800	1,185	889
505150 - Other - Miscellaneous	0	0	0	0	0.00%	0	333	0
505160 - Personal Mileage	300	0	300	0	0.00%	300	0	160
505170 - Postage	50	0	50	0	0.00%	50	0	0
505180 - Printing Expenses	300	0	300	300	100.00%	0	203	169
505200 - Safety Equipment	8,000	0	8,000	3,000	60.00%	5,000	6,851	8,503
505210 - Safety Supplies	500	0	500	0	0.00%	500	437	501
505230 - Travel Expenses	0	0	0	0	0.00%	0	1,457	56
505240 - Entertainment/Business Expense	500	0	500	500	100.00%	0	0	0
510010 - Fleet Insurance	8,880	0	8,880	4,600	107.48%	4,280	3,984	4,904
510020 - Property & Casualty Insurance	0	0	0	0	0.00%	0	288	0

Washington County, Maryland
General Fund
Department 11525 - Fire Operations
FY26 Expenses

	2026 Operating Budget Requested	Adjustment	2026 Operating Budget Requested	\$ Change	% Change	2025 Operating Budget Approved	2024 Actuals Final	2023 Actuals Final
510030 - Public & Gen Liability Insurance	31,080	0	31,080	5,660	22.27%	25,420	22,240	20,383
515000 - Contracted/Purchased Service	135,890	0	135,890	3,440	2.60%	132,450	6,448	4,114
515180 - Software	75,560	0	75,560	11,430	17.82%	64,130	40,480	0
515260 - Legal Services	3,000	0	3,000	0	0.00%	3,000	0	8,282
515270 - Maintenance Contract Services	0	0	0	0	0.00%	0	122,970	109,502
515400 - Transportation Expense	0	0	0	0	0.00%	0	65	0
515405 - Education Expense	0	0	0	0	0.00%	0	479	0
520000 - Training	39,500	0	39,500	0	0.00%	39,500	7,898	35,788
520050 - Tuition Assistance	5,000	0	5,000	5,000	100.00%	0	2,367	2,888
525000 - Supplies/Material - Operating	1,000	0	1,000	0	0.00%	1,000	2,675	1,457
525030 - Medical Supplies	0	0	0	0	0.00%	0	756	0
525040 - Small Tools & Equipment	3,000	0	3,000	3,000	100.00%	0	1,139	(378)
526020 - Building Maintenance	0	0	0	0	0.00%	0	20	0
526040 - Equipment Maintenance	12,750	0	12,750	12,500	5,000.00%	250	120	1,280
527000 - Supplies - Automotive	1,000	0	1,000	0	0.00%	1,000	1,625	481
527030 - Diesel Fuel	4,290	0	4,290	(1,430)	(25.00)%	5,720	1,315	787
527040 - Diesel Fuel Tax	670	0	670	(20)	(2.90)%	690	194	73
527060 - Auto Gasoline	4,230	0	4,230	(1,060)	(20.04)%	5,290	5,083	4,943
527090 - Auto Repairs	20,750	0	20,750	0	0.00%	20,750	4,222	12,317
527100 - Auto Tires	0	0	0	(1,500)	(100.00)%	1,500	0	0
535055 - Lease Payments	0	0	0	0	0.00%	0	0	4,900
535060 - Uniforms	81,810	0	81,810	45,950	128.14%	35,860	47,653	26,881
540000 - Communications	2,070	0	2,070	70	3.50%	2,000	1,358	0
540010 - Wireless Communication	11,240	0	11,240	40	0.36%	11,200	10,867	3,939
540022 - Cable TV & Internet Services	2,150	0	2,150	60	2.87%	2,090	1,526	0
545050 - Waste/Trash Disposal	0	0	0	0	0.00%	0	10	0
582060 - Fire Extinguisher/Refills	400	0	400	0	0.00%	400	1,143	66
582080 - Photographic/Fingerprint	1,080	0	1,080	1,080	100.00%	0	0	0
588040 - Recycle - Other	0	0	0	0	0.00%	0	0	(202)
Operating Expenses	457,610	0	457,610	92,420	25.31%	365,190	313,846	253,802
599999 - Controllable Assets	777,400	0	777,400	436,670	128.16%	340,730	361,197	255,257
600300 - Vehicles	0	0	0	0	0.00%	0	0	0

Washington County, Maryland
General Fund
Department 11525 - Fire Operations
FY26 Expenses

	2026 Operating Budget Requested	Adjustment	2026 Operating Budget Requested	\$ Change	% Change	2025 Operating Budget Approved	2024 Actuals Final	2023 Actuals Final
600400 - Machinery & Equipment	0	0	0	0	0.00%	0	67,540	0
600600 - Computer/Software Equipment	57,000	0	57,000	57,000	100.00%	0	0	0
Capital Outlay	834,400	0	834,400	493,670	144.89%	340,730	428,737	255,257
Total	10,699,030	0	10,699,030	3,710,950	53.10%	6,988,080	6,580,763	5,881,968

**Washington County, Maryland
General Fund
Department 11525 - Fire Operations
FY26 Expenses**

	2026 Operating Budget Requested	2026 Variance Comments Requested
500000 - Wages - Full Time	3,610,260	Started FY25 with 47 positions. Added three on 8/27/2024 and added eight on 10/8/2024.
500005 - Wages - Part Time	507,150	
500010 - Wages - Overtime	700,000	Increase needed based on historical use and year to date. Even with the addition of firefighters, OT is not expected to decrease. New positions are not relief positions.
500040 - Other Wages	300,000	There was a misunderstanding when budgeting for FY25. The budget was reduced to \$5,000 because of the change that the County was no longer paying the extra day for the holiday. However, holiday at time and a half is paid from this account as is certification pay.
500100 - FICA - Employer	391,480	
500120 - Health Insurance	754,050	
500125 - Other Insurance	15,000	
500130 - Pension	938,670	
500140 - Workers Compensation	400,000	
500155 - Personnel Requests	1,777,150	Requesting 16 new Firefighter FAO positions and two Shift Supervisor Positions. See attached support documents for more detail.
500170 - Personal Development	6,960	Due to increase in number of employees.
500171 - Employee Recognition	4,850	
500172 - Team Building	1,450	
505010 - Advertising	300	Advertisement for job postings.
505050 - Dues & Subscriptions	1,510	

**Washington County, Maryland
General Fund
Department 11525 - Fire Operations
FY26 Expenses**

	2026 Operating Budget Requested	2026 Variance Comments Requested
505070 - Food and Supplies	0	Moving \$500 to 505240 Entertainment/Business Exp account to more accurately categorize the expense.
505140 - Office Supplies	800	
505160 - Personal Mileage	300	
505170 - Postage	50	
505180 - Printing Expenses	300	Added account based on historical and year to date actuals.
505200 - Safety Equipment	8,000	Increasing based on historical actuals and increase in staffing.
505210 - Safety Supplies	500	
505240 - Entertainment/Business Exp	500	Adding account to reflect moving \$500 from 505070 Food and Supplies.
510010 - Fleet Insurance	8,880	There is an overall percentage increase of 3.01% for all funds combined over prior year budget. The percentage decrease/increase varies by department or fund. Changes related to volume and/or claims experience paid in various departments. Human Resources insurance analyst projected cost of premiums based on industry trends and discussions with industry experts and current service providers.
510030 - Public & Gen Liability Insurance	31,080	There is an overall percentage increase of 3.01% for all funds combined over prior year budget. The percentage decrease/increase varies by department or fund. Changes related to volume and/or claims experience paid in various departments. Human Resources insurance analyst projected cost of premiums based on industry trends and discussions with industry experts and current service providers.

**Washington County, Maryland
General Fund
Department 11525 - Fire Operations
FY26 Expenses**

	2026 Operating Budget Requested	2026 Variance Comments Requested
515000 - Contracted/Purchased Service	135,890	SCBA annual flow testing is a National Fire Protection Association (NFPA) requirement - 1852 Standard Selection, Care, and Maintenance of Open-Circuit Self-Contained Breathing Apparatus (SCBA). This account also includes annual inspections of ladder, pumps and hoses of fire vehicles. Increase includes \$690,95 for hose testing. Hydrostatic testing that's required every five years - \$2,750. Total increase of \$3,440.95.
515180 - Software	75,560	Annual software support and maintenance. See support form for details. Additional increase for new PS Trax software.
515260 - Legal Services	3,000	
520000 - Training	39,500	
520050 - Tuition Assistance	5,000	Tuition reimbursement for two employees.
525000 - Supplies/Material - Operating	1,000	
525040 - Small Tools & Equipment	3,000	Adding account based on historical actuals and to cover replacement costs of small tools and equipment on apparatus.
526040 - Equipment Maintenance	12,750	Increase of \$12,500 to cover maintenance on turnout gear and SCBA. These expenses were previously charged to Program Costs in department 93130 but this is the more accurate categorization and department for these expenses.
527000 - Supplies - Automotive	1,000	
527030 - Diesel Fuel	4,290	Estimated budget is 1,430 gallons x \$3.00 = \$4,290 (excludes taxes), which is based on bids and short-term energy outlook forecasts. Rate is discounted with new bid price including delivery as compared to retail prices. Three reserve engines added to the fleet in FY25.
527040 - Diesel Fuel Tax	670	1,430 gallons x \$0.4685 = \$669.96.

**Washington County, Maryland
General Fund
Department 11525 - Fire Operations
FY26 Expenses**

	2026 Operating Budget Requested	2026 Variance Comments Requested
527060 - Auto Gasoline	4,230	Projected budget is 1,510 gallons x \$2.80 = \$4,228 (includes state gas tax), which is based on bids and short-term energy outlook forecasts. Rate per gallon is discounted with bid price as compared to retail prices.
527090 - Auto Repairs	20,750	
527100 - Auto Tires	0	Zeroed account because tires are not needed in this budget cycle.
535060 - Uniforms	81,810	Union 1605 contract ratified on 11/1/22 requires that employees be issued a Class A uniform. The contract also states each employee be issued six pairs of work pants; eight polo style or t-shirts; one leather uniform belt; a three season uniform jacket; winter style hat; ball cap; one long sleeve button down dress shirt; one short sleeve button down dress shirt; two pairs of station boots; two job shirts or two hoodies; two pairs of shorts; two pairs of sweatpants; and two sweatshirts. The estimated annual maintenance cost per staff is \$550. 57 staff x \$550 = \$31,350. The per person initial uniform outlay is approximately \$2,100. Average 5-6 new hires per year, \$12,660 in new uniform issues. To outfit the 18 requested new positions with uniform allocation is \$33,600. Increase includes inflation costs of uniforms. Total = \$81,810.
540000 - Communications	2,070	Account is for Mobile Command Center 1 (MCC1). NI Government Communication Solutions - \$171.76 per month x 12 = \$2,061.12.
540010 - Wireless Communication	11,240	First Net = \$430 x 12 = \$5,160. For Mobile Command Center 1 (MMC1) - Incident Communication Solutions - \$5,660 annual; and T-Mobile - \$35 x 12 = \$420. Total of \$11,240.
540022 - Cable TV & Internet Services	2,150	For Mobile Command Center 1: DirecTV - based on increased pricing as of January 2025 - \$178.99 x 12 = \$2,147.88.
582060 - Fire Extinguishers/Refills	400	Fire extinguishers/refills for three reserve engines.
582080 - Photographic/Fingerprint	1,080	Budget is for fingerprint screenings of Fire Operations applicants.

**Washington County, Maryland
General Fund
Department 11525 - Fire Operations
FY26 Expenses**

	2026 Operating Budget Requested	2026 Variance Comments Requested
599999 - Controllable Assets	777,400	Budget request for turn-out gear for volunteer program and career turnout gear replacement - per contractual agreement with IAFF negotiations). Also, turn-out gear and helmets for 18 requested new positions. Computer replacements for the Mobile Command Center 1. Spare hose and nozzles for three reserve engines. See support form.
600600 - Computer/Software Equipment	57,000	Per the IT Director and Emergency Management Director, the networking and video switch and mast camera needs replaced on the Mobile Command Center 1.

Total	10,699,030
--------------	-------------------

**New Position Request Cost Estimate Form
Fiscal Year 2026**

Department/Division Name	Fire Operations
Department Number	11525
Account Number	500155
Account Description	Personnel Requests
Employment Category	Full-Time
Position Title	Firefighter FAO - 16 total positions
Job Classification	Grade: DES4
	Step: 1

Explanation and Justification of Request
<p>The Division of Emergency Services has six letters from fire departments requesting full-time firefighter staffing and so we are requesting to hire 16 positions to be used to fulfill one or two of these requests. Several of the letters were submitted in 2022 and 2023. DES plans to submit for a FEMA SAFER grant in an effort to offset the cost for the upcoming three budget years. This would cover 65% in year one, 35% in years two and three if awarded. To handle the request to provide full-time staff to all the stations that have requested them would require at least another 36-40 firefighters. The salary and benefits for one firefighter would be \$95,840. Additional costs for one firefighter include \$2,100 for uniforms and \$5,590 for Personal Protective Clothing. Costs below represent the cost for the 16 requested positions.</p>

Wages & Benefits	
Annual Salary (*)	\$879,792.00
FICA	\$67,304.09
Health Insurance	\$272,000.00
Other Insurance	\$9,600.00
Pension	\$228,745.92
Worker's Compensation	\$75,838.07
Total Wages and Benefits	\$1,533,290.00

Operating Expenses	
<i>Account # Description</i>	
535060 Uniforms	\$33,600.00
Total Operating Expenses	\$33,600.00

Capital Outlay	
<i>Account # Description</i>	
599999 Controllable Assets: See form.	\$89,440.00
Total Capital Outlay	\$89,440.00

Total Personnel Request	\$1,656,330.00
--------------------------------	-----------------------

**New Position Request Cost Estimate Form
Fiscal Year 2026**

Department/Division Name	Fire Operations
Department Number	11525
Account Number	500155
Account Description	Personnel Requests
Employment Category	Full-Time
Position Title	Shift Supervisor - 2 positions
Job Classification	Grade: DES8
	Step: 1

Explanation and Justification of Request
<p>The Division of Emergency Services has now grown to 92 full-time and 20 part-time field staff and the addition of system-wide senior level management is now needed. Operational and personnel management issues continues to occur due to the lack of seven day a week senior level supervision. These positions will allow for a senior level management position to be on duty 12 hours per day seven days pers week and provide real-time responses to personnel issues and incident response needs. These positions will assist with accident ad injury reporting, monitor safety compliances and work with the Office of Risk Management to help trend behaviors that can help reduce future insurance premiums and risk. The salary and benefits figure for one position is \$121,930. Additional costs include \$2,100 for uniforms and \$5,590 for personal protective clothing per person.</p>

Wages & Benefits	
Annual Salary (*)	\$146,664.00
FICA	\$11,219.80
Health Insurance	\$34,000.00
Other Insurance	\$1,200.00
Pension	\$38,132.64
Worker's Compensation	\$12,642.44
Total Wages and Benefits	\$243,860.00

Operating Expenses	
<i>Account # Description</i>	
535060 Uniforms	\$4,200.00
Total Operating Expenses	\$4,200.00

Capital Outlay	
<i>Account # Description</i>	
599999 Controllable Assets: See form.	\$11,900.00
Total Capital Outlay	\$11,900.00

Total Personnel Request	\$259,960.00
--------------------------------	---------------------

**Software Request Cost Estimate Form
Fiscal Year 2026**

Department/Division Name	Fire Operations
Department Number	11525
Account Number	515180
Account Description	Software

Vendor Name	Vendor Number	FY25 Board Approval	FY26 Department Request	New Cost Y/N	Product Description
Archive Social Inc.	21401	1,440	1,510	N	Archive social media records, risk management, & analytics.
Deccan International	14229	15,850	16,330	N	Box Area Runcard Builder (BARB) - Annual Maintenance and Support.
Go to Meeting	P-Card	1,420	1,130	N	An alternative virtual meeting room. Annual subscription.
Kronos, Inc.	17927	22,845	24,720	N	Enterprise Telestaff Bundle - Annual Cloud support and software support services for scheduling and workforce management.
Kronos, Inc.	17927	22,575	16,000	N	UKG Workforce Ready annual software usage fee for timekeeping and accruals manager for 210 licenses.
PS Trax (SCBA, Vehicle, PPE)	TBD	0	15,865	Y	Electronic record keeping system for vehicle inspections, SCBA inspections and maintenance, and PPE inspections and maintenance to comply with state and federal laws. Estimated annual fees = \$12,575 after initial purchase and set up.

Total Software Request	\$64,130	\$75,560
-------------------------------	-----------------	-----------------

**Other Capital Outlay (≥\$1 and <\$10,000)
Fiscal Year 2026**

Controllable Assets

Department/Division Name	Fire Operations
Department Number	11525
Account Number	599999
Account Description	Controllable Assets (≥\$1 and <\$10,000 per item)

Priority Number *	Descriptions	Qty	Unit Cost	Total Cost	N or R	Explain Reason for Request
				Dept. Request		
1	Personal Protective Clothing - PPE - Volunteer Turnout Program	50	4,497	224,850	R	Ongoing replacement for turn-out gear with a ten year life. Price per INTG-24-0164. There is an anticipated price increase February 2025 but unable to obtain a new quote.
1	Personal Protective Clothing - PPE - Career Turnout Gear Program	70	4,497	314,790	N	Per contractual agreement with IAFF negotiations for second set of turnout gear.
1	Personal Protective Clothing - PPE - for 18 Requested New Positions	36	4,497	161,892	N	Two sets of new turnout gear for 18 new positions being requested.
1	Personal Protective Clothing - PPE - Boots	10	623	6,230	R	Career Turnout Gear Program (PPE) - boots - ongoing replacement (10 year life). Price increase will be announced in February 2025. Unable to get an updated quote.
1	Personal Protective Clothing - PPE - Boots for 18 Requested New Positions	18	623	11,214	N	Career Turnout Gear Program (PPE) - new boots for 18 requested field staff positions (10 year life).
1	Fire Helmets with Passport Shields for 18 Requested New Positions	18	470	8,455	N	Fire helmets with passport shields for 18 requested new field staff positions.
1	Computers	7	3,000	21,000	R	Per IT Director and Emergency Management Director, seven computers are needed on the Mobile Command Center 1.
2	Mercedes 1.5" x 50" Hose	10	229	2,285	N	Spare hose for reserve engines.
2	Mercedes 2.0" x 50' Hose	6	306	1,838	N	Spare hose for reserve engines.
2	Mercedes 2.5" x 50' Hose	5	343	1,716	N	Spare hose for reserve engines.
2	Mercedes 3.0" x 50' Hose	10	409	4,087	N	Spare hose for reserve engines.
2	Mercedes 4.0" x 100' Hose	10	825	8,254	N	Spare hose for reserve engines.
2	Mercedes 4.0" x 50' Red Hose	5	524	2,622	N	Spare hose for reserve engines.
2	Mercedes 4.0" x 50' Black Hose	5	524	2,622	N	Spare hose for reserve engines.
2	200 gallon per minute @ 75 PSI 1 3/8"	1	730	730	N	Spare nozzles for reserve engines.
2	150 gallon per minute @ 75 PSI 1.5" Smooth	3	730	2,189	N	Spare nozzles for reserve engines.
2	No Smooth Bore, 1.5"	1	502	502	N	Spare nozzles for reserve engines.
2	No Smooth Bore, 1 1/8 "	1	160	160	N	Spare nozzles for reserve engines.
2	No Smooth Bore, 15/16"	2	481	963	N	Spare nozzles for reserve engines.
2	150 gallon per minute @ 75 PSI 1.5" Combination	2	499	997	N	Spare nozzles for reserve engines.

Total Controllable Assets	\$777,400
----------------------------------	------------------

* Requests in accounts 599999 - 600800 need to be prioritized in order of need (highest to lowest) as a whole, with 1 being the highest priority. If there are requests in two or more accounts, there can only be a priority 1, priority 2, priority 3, etc. among all the accounts combined. A priority number can not be repeated throughout the

The County maintains assets that are considered capital assets in nature but are classified as controllable assets, due to the fact that they fall under the capitalization limits, i.e., **the cost of each item is ≥\$1 and <\$10,000** (Transit or Golf Course <\$5,000). Examples of controllable items are, but not limited to, chairs, desks, printers, equipment, machinery, weapons, computers. Controllable assets purchases are not a recurring expenditure and are to be purchased in accordance with the approved items by the County Commissioners. Emergency purchases may be supplanted if warranted.

**Capital Outlay - Computer/Software Equipment
Fiscal Year 2026**

Capital Outlay - Computer/Software Equipment

Department/Division Name	Division of Emergency Services / Fire Operations
Department Number	11525
Account Number	600600
Account Description	Computer/Software Equipment ≥\$10,000 per item

Priority Number *	Descriptions	Qty	Unit Cost	Total Cost				N or R	Explain Why Software or Hardware Is Required for Your Operation
				Dept. Request	1	2	3		
1	Networking and video switch replacement for Mobile Command Center 1.	1	42,000	42,000				R	Per the IT Director and Emergency Management Director, the networking and video switch needs replaced on Mobile Command Center 1.
1	Mast camera replacement on Mobile Command Center 1	1	15,000	15,000				R	Per the IT Director and Emergency Management Director, the mast camera needs replaced on Mobile Command Center 1.
				0					
				0					
				0					
				0					

Total Capital Outlay - Computer/Software Equipment \$57,000

* Requests in accounts 599999 - 600800 need to be prioritized in order of need (highest to lowest) as a whole, with 1 being the highest priority. If there are requests in two or more accounts, there can only be a priority 1, priority 2, priority 3, etc. among all the accounts combined. A priority number can not be repeated throughout the accounts.

* Capitalizable costs include external direct costs of materials and services used in developing or obtaining software. Upgrades and enhancements should be capitalized only to the extent that they increase the functionality of the product.

* For purchase of computer software and equipment that are \$10,000 or greater and have a useful life in excess of 5 years.

* Costs associated with the preliminary stage should be expensed as incurred, such as conceptual formulation of alternatives, evaluation of alternatives, the determination of existence of needed technology, and the final selection of alternatives. Likewise training costs and data conversion costs should be expensed as incurred.

Functional Questions - Address questions in accordance with approved Informational Technology Management Policy (ALL ITEMS MUST BE ANSWERED - AS YES; NO; N/A)

1. Is the item compatible with your current system or County standard?
2. Are other peripherals or components required?
3. Was the unit price verified?

**Washington County, Maryland
General Fund
Department 11535 - Public Safety Training Center
FY26 Expenses**

	2026 Operating Budget Requested	Adjustment	2026 Operating Budget Requested	\$ Change	% Change	2025 Operating Budget Approved	2024 Actuals Final	2023 Actuals Final
500000 - Wages - Full Time	533,770	0	533,770	17,420	3.37%	516,350	399,251	323,846
500010 - Wages - Overtime	52,270	0	52,270	1,770	3.50%	50,500	2,191	860
500040 - Other Wages	1,500	0	1,500	0	0.00%	1,500	1,588	450
500100 - FICA - Employer	44,950	0	44,950	1,480	3.40%	43,470	30,057	24,138
500120 - Health Insurance	54,140	0	54,140	(9,770)	(15.29)%	63,910	46,551	34,040
500125 - Other Insurance	1,890	0	1,890	150	8.62%	1,740	1,413	1,318
500130 - Pension	138,780	0	138,780	5,200	3.89%	133,580	103,057	78,590
500140 - Workers Compensation	20,160	0	20,160	680	3.49%	19,480	13,332	10,941
500155 - Personnel Requests	69,830	0	69,830	69,830	100.00%	0	0	0
500170 - Personal Development	840	0	840	120	16.67%	720	0	0
500171 - Employee Recognition	590	0	590	70	13.46%	520	0	0
500172 - Team Building	180	0	180	30	20.00%	150	0	0
Wages and Benefits	918,900	0	918,900	86,980	10.46%	831,920	597,440	474,183
501030 - Debt - Lease Principal	0	0	0	0	0.00%	0	1,126	929
501040 - Debt - Subscription Principal	0	0	0	0	0.00%	0	5,958	0
501080 - Debt - Lease Interest	0	0	0	0	0.00%	0	103	95
501085 - Debt - Subscription Interest	0	0	0	0	0.00%	0	80	0
505040 - Books	15,000	0	15,000	0	0.00%	15,000	0	14,834
505050 - Dues & Subscriptions	3,000	0	3,000	1,000	50.00%	2,000	3,192	1,449
505070 - Food & Supplies	0	0	0	(1,000)	(100.00)%	1,000	1,298	1,148
505120 - Licenses & Certifications	0	0	0	0	0.00%	0	0	104
505130 - Small Office Equipment	500	0	500	0	0.00%	500	220	0
505140 - Office Supplies	12,000	0	12,000	3,500	41.18%	8,500	9,257	10,430
505150 - Other - Miscellaneous	1,000	0	1,000	600	150.00%	400	1,408	3,174
505160 - Personal Mileage	1,000	0	1,000	500	100.00%	500	909	478
505180 - Printing Expenses	3,000	0	3,000	0	0.00%	3,000	4,966	1,936
505200 - Safety Equipment	1,000	0	1,000	0	0.00%	1,000	0	2,521
505230 - Travel Expenses	20,580	0	20,580	13,130	176.24%	7,450	8,518	4,906
505240 - Entertainment/Business Exp	1,500	0	1,500	1,500	100.00%	0	0	0

**Washington County, Maryland
General Fund
Department 11535 - Public Safety Training Center
FY26 Expenses**

	2026 Operating Budget Requested	Adjustment	2026 Operating Budget Requested	\$ Change	% Change	2025 Operating Budget Approved	2024 Actuals Final	2023 Actuals Final
510010 - Fleet Insurance	5,070	0	5,070	1,860	57.94%	3,210	2,987	0
510020 - Property & Casualty Insurance	10,000	0	10,000	1,700	20.48%	8,300	7,579	0
510030 - Public & Gen Liability Insurance	8,520	0	8,520	740	9.51%	7,780	6,700	5,907
515000 - Contracted/Purchased Service	68,000	0	68,000	(10,340)	(13.20)%	78,340	17,884	1,746
515180 - Software	9,170	0	9,170	1,870	25.62%	7,300	4,203	2,189
515270 - Maintenance Contract Services	0	0	0	0	0.00%	0	17,247	15,619
515350 - Accident Repairs	0	0	0	0	0.00%	0	8,186	0
515400 - Transportation Expense	0	0	0	0	0.00%	0	157	0
515405 - Education Expense	0	0	0	0	0.00%	0	16,568	1,312
520000 - Training	8,000	0	8,000	0	0.00%	8,000	10,556	19,507
520010 - Certification Classes	0	0	0	0	0.00%	0	2,765	557
520040 - Seminars/Conventions	7,460	0	7,460	5,960	397.33%	1,500	4,060	1,020
525000 - Supplies/Material - Operating	6,000	0	6,000	0	0.00%	6,000	7,244	9,934
525020 - Janitorial Supplies	2,000	0	2,000	0	0.00%	2,000	2,009	9,453
525030 - Medical Supplies	10,000	0	10,000	4,000	66.67%	6,000	10,507	1,036
525040 - Small Tools & Equipment	3,000	0	3,000	1,000	50.00%	2,000	4,021	3,060
526000 - Supplies/Material-Maintenance	0	0	0	(4,000)	(100.00)%	4,000	6,342	3,265
526020 - Building Maintenance	20,000	0	20,000	11,000	122.22%	9,000	11,380	18,858
526040 - Equipment Maintenance	3,000	0	3,000	0	0.00%	3,000	1,952	6,895
526050 - Groundskeeping Maintenance	1,500	0	1,500	(1,500)	(50.00)%	3,000	4,423	1,646
526070 - Landscaping Supplies	1,500	0	1,500	1,500	100.00%	0	1,764	0
526110 - Snow Removal Materials	0	0	0	(680)	(100.00)%	680	0	75
527000 - Supplies - Automotive	240	0	240	240	100.00%	0	20	173
527030 - Diesel Fuel	1,830	0	1,830	1,130	161.43%	700	1,165	0
527035 - Off Road Diesel	0	0	0	0	0.00%	0	70	81
527040 - Diesel Fuel Tax	290	0	290	200	222.22%	90	161	0
527060 - Auto Gasoline	4,340	0	4,340	(1,090)	(20.07)%	5,430	5,237	3,305
527090 - Auto Repairs	3,500	0	3,500	0	0.00%	3,500	4,710	2,529
535000 - Rentals	1,000	0	1,000	1,000	100.00%	0	0	0
535020 - Equipment Rental	0	0	0	0	0.00%	0	201	143

Washington County, Maryland
General Fund
Department 11535 - Public Safety Training Center
FY26 Expenses

	2026 Operating Budget Requested	Adjustment	2026 Operating Budget Requested	\$ Change	% Change	2025 Operating Budget Approved	2024 Actuals Final	2023 Actuals Final
535050 - Rental Payments	0	0	0	0	0.00%	0	960	823
535055 - Lease Payments	3,630	0	3,630	0	0.00%	3,630	0	0
535057 - Non-Lease Components	0	0	0	0	0.00%	0	336	280
535058 - Lease - Variable Payments	0	0	0	0	0.00%	0	33	25
535060 - Uniforms	4,910	0	4,910	750	18.03%	4,160	3,648	6,377
540010 - Wireless Communication	5,100	0	5,100	900	21.43%	4,200	4,609	4,458
540020 - Telephone Expenses	1,000	0	1,000	1,000	100.00%	0	693	2,836
540022 - Cable TV & Internet Services	10,400	0	10,400	40	0.39%	10,360	9,783	379
545010 - Electric	80,320	0	80,320	(13,450)	(14.34)%	93,770	50,322	62,028
545030 - Propane Gas	12,000	0	12,000	(8,710)	(42.06)%	20,710	5,351	11,534
545040 - Sewer	5,360	0	5,360	(2,130)	(28.44)%	7,490	5,170	3,916
545050 - Waste/Trash Disposal	7,150	0	7,150	680	10.51%	6,470	6,467	6,136
545060 - Water	6,570	0	6,570	1,870	39.79%	4,700	3,060	4,487
582060 - Fire Extinguishers/Refills	200	0	200	(640)	(76.19)%	840	0	111
584040 - Program Costs	0	0	0	0	0.00%	0	0	1,575
586025 - Salt- Supplies	0	0	0	0	0.00%	0	195	0
592040 - Promotional Expense	1,000	0	1,000	1,000	100.00%	0	1,937	0
Operating Expenses	370,640	0	370,640	15,130	4.26%	355,510	289,695	255,279
599999 - Controllable Assets	0	0	0	0	0.00%	0	38,568	22,700
600400 - Machinery & Equipment	0	0	0	(13,000)	(100.00)%	13,000	0	0
600500 - Office Furniture & Equipment	0	0	0	0	0.00%	0	28,339	0
600600 - Computer/Software Equipment	132,550	0	132,550	132,550	100.00%	0	0	0
600900 - Leases - Capital Outlay	0	0	0	0	0.00%	0	0	5,801
600910 - Subscriptions - Capital Outlay	0	0	0	0	0.00%	0	23,107	0
Capital Outlay	132,550	0	132,550	119,550	919.62%	13,000	90,014	28,501
Total	1,422,090	0	1,422,090	221,660	18.47%	1,200,430	977,150	757,963

**Washington County, Maryland
General Fund
Department 11535 - Public Safety Training Center
FY26 Expenses**

	2026 Operating Budget Requested	2026 Variance Comments Requested
500000 - Wages - Full Time	533,770	
500010 - Wages - Overtime	52,270	
500040 - Other Wages	1,500	
500100 - FICA - Employer	44,950	
500120 - Health Insurance	54,140	One employee changed health insurance coverage levels.
500125 - Other Insurance	1,890	
500130 - Pension	138,780	
500140 - Workers Compensation	20,160	
500155 - Personnel Requests	69,830	Requesting to reclass the Senior Office Associate role to a Facility/Events Coordinator due to the growing scope and complexity of responsibilities required to effectively manage the Public Safety Training Center (PSTC) and support the growth of the Division of Emergency Services. Additional request for a new part-time position, Assistant Medical Director to oversee the paramedic program, which is an operational requirement of the program and was identified and cited as a deficiency during our recent program accreditation site visit. See support forms for additional information.
500170 - Personal Development	840	
500171 - Employee Recognition	590	
500172 - Team Building	180	
505040 - Books	15,000	
505050 - Dues & Subscriptions	3,000	Increasing based on FY24 actuals and the addition of a staff member.
505070 - Food and Supplies	0	Moving \$1,000 to 505240 Entertainment/Business Exp account to reflect correct account.

**Washington County, Maryland
General Fund
Department 11535 - Public Safety Training Center
FY26 Expenses**

	2026 Operating Budget Requested	2026 Variance Comments Requested
505130 - Small Office Equipment	500	
505140 - Office Supplies	12,000	Increasing based on year to date actuals plus \$2,500 has been moved to office supplies for three water dispensers and two staff members added in the past year.
505150 - Other - Miscellaneous	1,000	Increasing based on historical actuals.
505160 - Personal Mileage	1,000	There is only one administrative vehicle assigned to the PSTC and it is shared by five employees. Increasing based on historical actuals and IRS mileage rate.
505180 - Printing Expenses	3,000	
505200 - Safety Equipment	1,000	
505230 - Travel	20,580	Travel to educators conferences, relative to paramedic and fire/EMS programs. See support form.
505240 - Entertainment/Business Exp	1,500	Adding account to reflect reallocation of \$1,000 from 505070 Food and Supplies. Additional increase based on FY24 actuals in the Food and Supplies account and the increase in cost of food.
510010 - Fleet Insurance	5,070	There is an overall percentage increase of 3.01% for all funds combined over prior year budget. The percentage decrease/increase varies by department or fund. Changes related to volume and/or claims experience paid in various departments. Human Resources insurance analyst projected cost of premiums based on industry trends and discussions with industry experts and current service providers.
510020 - Property & Casualty Insurance	10,000	There is an overall percentage increase of 3.01% for all funds combined over prior year budget. The percentage decrease/increase varies by department or fund. Changes related to volume and/or claims experience paid in various departments. Human Resources insurance analyst projected cost of premiums based on industry trends and discussions with industry experts and current service providers.

Washington County, Maryland
General Fund
Department 11535 - Public Safety Training Center
FY26 Expenses

	2026 Operating Budget Requested	2026 Variance Comments Requested
510030 - Public & Gen Liability Insurance	8,520	There is an overall percentage increase of 3.01% for all funds combined over prior year budget. The percentage decrease/increase varies by department or fund. Changes related to volume and/or claims experience paid in various departments. Human Resources insurance analyst projected cost of premiums based on industry trends and discussions with industry experts and current service providers.
515000 - Contracted/Purchased Service	68,000	Contract services for: Paramedic Program - lab assistants/adjunct faculty 350 hours of support instruction at \$25/hr. = \$8,750. EMT Course - \$11,400. Firefighter One Course- total cost is \$9,975. EVOC Course - 36 hours at \$25/hr. = \$900. Firefighter II Course - 399 hours at \$25/hr. = \$9,975. HazMat Course - 60 hours at \$25/hr. = \$1,500. HazMat Tech Course - 80 hours at \$25/hr. = \$2,000. Site Ops Course - 140 hours at \$25/hr. = \$3,500. Additional costs for Jasso Cleaning = \$11,918; CINTAS = \$1,497; Pest Control = \$277; Lawn Service = \$2,200; Window Cleaning = \$4,100.
515180 - Software	9,170	Budget for recurring software annual support and maintenance and the addition of ChatGPT software.
520000 - Training	8,000	Training programs that will be offered at the Public Safety Training Center for both fire and EMS, specific to initial and recertification requirements.
520040 - Seminars/Conventions	7,460	Conference/Convention registrations for Accredited Conference @ 400 each x 3 = \$1,200; National Association EMS Educators Symposium & Trade Show @ \$400 each x 3 = \$1,200; WAVE 2026 ESO Training Academy @ \$1,249 each x 2 = \$2,498; and Fire Department Instructor Conference @ \$1,280 each x 2 = \$2,560.
525000 - Supplies/Material - Operating	6,000	Budget not increased based on year to date actuals for 525000 Supplies/Material-Operating and 526000 Supplies/Material-Maintenance.
525020 - Janitorial Supplies	2,000	
525030 - Medical Supplies	10,000	Increased to cover Paramedic class medical supplies and placebo medicines.
525040 - Small Tools & Equipment	3,000	Increased based on historical actuals.

**Washington County, Maryland
General Fund
Department 11535 - Public Safety Training Center
FY26 Expenses**

	2026 Operating Budget Requested	2026 Variance Comments Requested
526000 - Supplies/Material-Maintenance	0	Account was zeroed and future coding will go to 525000 Supplies/Material Operating per Budget & Finance.
526020 - Building Maintenance	20,000	Increasing based on historical actuals.
526040 - Equipment Maintenance	3,000	
526050 - Groundskeeping Maintenance	1,500	Decreased based on YTD. Moving \$1,500 to 526070 Landscaping Supplies.
526070 - Landscaping Supplies	1,500	Increased for landscaping for the building. Moved \$1,500 from 526050 - Groundskeeping maintenance to better categorize the expense.
526110 - Snow Removal Materials	0	Decreasing account based on actuals.
527000 - Supplies - Automotive	240	Monthly car wash subscription for deputy director.
527030 - Diesel Fuel	1,830	Estimated budget is 610 gallons x \$3.00 = \$1,830 (excludes taxes), which is based on bids and short-term energy outlook forecasts. Rate is discounted with new bid price including delivery as compared to retail prices. Increasing the number of gallons based on actual usage.
527040 - Diesel Fuel Tax	290	610 gallons x \$0.4685 = \$285.79.
527060 - Auto Gasoline	4,340	Projected budget is 1,550 gallons x \$2.80 = \$4,340 (includes state gas tax), which is based on bids and short-term energy outlook forecasts. Rate per gallon is discounted with bid price as compared to retail prices.
527090 - Auto Repairs	3,500	
535000 - Rentals	1,000	New account to cover costs table, chairs, misc. rentals for events, and storage trailer rental.
535055 - Lease Payments	3,630	
535060 - Uniforms	4,910	Based on five staff at \$550 per person (\$2,750); \$2,160 for fire/rescue instructors.

Washington County, Maryland
General Fund
Department 11535 - Public Safety Training Center
FY26 Expenses

	2026 Operating Budget Requested	2026 Variance Comments Requested
540010 - Wireless Communication	5,100	Increase based on recent actuals due to new data lines. Approximately \$425 per month x 12 = \$5,100.
540020 - Telephone Expenses	1,000	Adding account to cover hardwired telephone lines for alarm systems.
540022 - Cable TV & Internet Services	10,400	Antitam Cable - 866.05 x 12 = \$10,392.60.
545010 - Electric	80,320	The electric budget is based on four prior year actuals, forecasted rate changes, and other known circumstances. The projection also takes into account current year actuals with annualized estimations.
545030 - Propane Gas	12,000	The propane budgets were based on four prior year actual and forecasted rate changes.
545040 - Sewer	5,360	Projected actual \$5170 (based on FY24) x 3.5% rate increase = \$5,350.95. FY25 sewer is currently over budget due to pump flow testing and a request will be made to have an invoice revision.
545050 - Waste/Trash Disposal	7,150	Based on \$567.50 monthly x 5% increase = \$595.87 x 12 = \$7,150.50.
545060 - Water	6,570	Projected actual \$5,760 x 14% rate increase = \$6,566. Increase is for pump testing of fire engines.
582060 - Fire Extinguishers/Refills	200	Per fire code, fire extinguishers are tested annually. Reducing based on historical actuals.
592040 - Promotional Expenses	1,000	Adding account for public safety events.
600600 - Computer/Software Equipment	132,550	SimMan 3G Plus Dark Manikin Package - provides an immersive experience which creates a real life experience for situations that otherwise cannot be achieved prior to field exposure. See support form.
Total	1,422,090	

**New Position Request Cost Estimate Form
Fiscal Year 2026**

Department/Division Name	Public Safety Training Center
Department Number	11535
Account Number	500155
Account Description	Personnel Requests
Employment Category	Part-Time Regular
Position Title	Medical Director -Paramedic Program
Job Classification	Grade: 12
	Step: 1

Explanation and Justification of Request
<p>It is necessary to add the position of Assistant Medical Director. The position will provide medical direction for the PSTC paramedic program and was identified and cited as a deficiency during our recent program accreditation site visit. Evaluators identified that we are required to have medical oversight, separate from the local jurisdictional medical director. Currently the local jurisdictional medical director has been filling this role, however that will not be permitted moving forward. Wages are calculated based on 29 hours per week x 52 weeks x \$28.74 per hour.</p>

Wages & Benefits	
Annual Salary (*)	\$43,339.92
FICA	\$3,315.50
Health Insurance	\$0.00
Other Insurance	\$0.00
Pension	\$0.00
Worker's Compensation	\$95.35
Total Wages and Benefits	\$46,760.00

Operating Expenses	
<i>Account # Description</i>	
505130 Small Office Equipment	
505140 Office Supplies	
Total Operating Expenses	\$0.00

Capital Outlay	
<i>Account # Description</i>	
599999 Controllable Assets: See form.	
Total Capital Outlay	\$0.00

Total Personnel Request	\$46,760.00
--------------------------------	--------------------

**Other Personnel Request Cost Estimate Form
Fiscal Year 2026**

Department/Division Name	Public Safety Training Center
Department Number	11535
Account Number	500155
Account Description	Personnel Requests
Employment Category	Reclassification

Explanation and Justification of Request
<p>Requesting to upgrade the Senior Office Associate position to a Facility Events Coordinator to reflect the growing scope and complexity of the responsibilities required to effectively manage the Public Safety Training Center and support the growth of the Division of Emergency Services. By upgrading the position, the organization ensures the role matches its current demands and responsibilities, enabling efficient operations and long-term success.</p>

Wages & Benefits - Increase (Decrease) in Request	
Annual Salary (*)	\$17,230.00
FICA	\$1,318.10
Pension	\$4,479.80
Worker's Compensation	\$37.91
Total Wages and Benefits	\$23,070.00

Total Personnel Request	\$23,070.00
--------------------------------	--------------------

**Reclassified Position Salary Breakdown - Supplement
Fiscal Year 2026**

Department/Division Name	Public Safety Training Center
Department Number	11535

Position Number	Position Name	Current Grade	Current Step	Current Salary	Requested Grade	Requested Step	New Salary	Difference*
1771	Senior Office Associate	8	4	\$51,022.00	13	4	\$68,245.00	\$17,223.00
Total Change								\$17,230.00

* This is the figure to put in the annual salary field on the personnel request form.

**Travel Request Cost Estimate Form
Fiscal Year 2026**

Department/Division Name	Division of Emergency Services / Public Safety Training Center
Department Number	11535
Account Number	505230
Account Description	Travel Expenses

Position Title (Do not use employee names)	Destination	Date(s) of Travel	Description/Reason for Travel Request	Cost Breakdown		Dept Request
Deputy Director	New Orleans, LA	May 26 - June 1, 2026	Accreditation Conference for EMT and Paramedic Education Programs. Designed to work through the Commission on Accreditation of Allied Health Education Programs (CAAHEP) accreditation process.	Transportation	Airfare	\$2,400.00
				Lodging	6 Nights	\$3,300.00
Educational Programs Administrator				Meals	\$75/person/day	\$1,575.00
				Other	Taxi/Uber	\$100.00
Paramedic Instructor				Other	Airport Parking	\$140.00
				Total Cost for Travel		\$7,515.00

Position Title (Do not use employee names)	Destination	Date(s) of Travel	Description/Reason for Travel Request	Cost Breakdown		Dept Request
Deputy Director	Orlando, FL	August 3-10, 2025	National Association of EMS Educators Symposium & Trade Show Presentations, workshops and discussion for EMS educators.	Transportation	Airfare	\$750.00
				Lodging	7 Nights	\$2,100.00
Educational Programs Administrator				Meals	\$75/person/day	\$1,800.00
				Other	Taxi/Uber	\$100.00
Paramedic Instructor				Other	Airport Parking	\$160.00
				Total Cost for Travel		\$4,910.00

Position Title (Do not use employee names)	Destination	Date(s) of Travel	Description/Reason for Travel Request	Cost Breakdown		Dept Request
Deputy Director	Austin, TX	April 21-26, 2026	Wave 2026 ESO Training Academy - Training Academy offers training sessions tailored to meet the needs of administrators and field providers using ESO products.	Transportation	Airfare	\$1,000.00
				Lodging	5 Nights	\$1,400.00
Senior Office Associate				Meals	\$75/person/day	\$900.00
				Other	Taxi/Uber	\$100.00
				Other	Airport Parking	\$120.00
				Total Cost for Travel		\$3,520.00

Position Title (Do not use employee names)	Destination	Date(s) of Travel	Description/Reason for Travel Request	Cost Breakdown		Dept Request
Fire/Rescue Training Officer	Indianapolis, IN	April 5-13, 2026	Fire Department Instructor Conference (FDIC) - For fire and rescue professional to attend class sessions, workshops and hands on training evolutions.	Transportation	Airfare	\$1,000.00
				Lodging	8 Nights	\$2,000.00
Fire Instructor				Meals	\$75/person/day	\$1,350.00
				Other	Taxi/Uber	\$100.00
				Other	Airport Parking	\$180.00
				Total Cost for Travel		\$4,630.00

Total Travel Request for Department	\$20,580.00
--	--------------------

**Software Request Cost Estimate Form
Fiscal Year 2026**

Department/Division Name	Division of Emergency Services / Public Safety Training Center
Department Number	11535
Account Number	515180
Account Description	Software

Vendor Name	Vendor Number	FY25 Board Approval	FY26 Department Request	New Cost Y/N	Product Description
Keystone Fire Mobile Licenses	2983	0	450	N	Three Fire mobile licenses at \$149 each.
Laerdal - Simcapture Enterprise Cloud	26993	6,050	6,050	N	A learning management solution for healthcare simulation and education.
Laerdal Scenario Cloud	26993	1,250	1,250	N	A digital library of expert-developed scenarios from clinical professions.
Bright Signs	P-Card	0	110	Y	Software for the calendar display at the Public Safety Training Center.
Sign Up Genius	P-Card	0	1,250	Y	Course registration software system for all training classes.
Chat GPT	P-Card	0	60	Y	An AI software that expedites the generation of reports, presentations, and correspondence.

Total Software Request	\$7,300	\$9,170
-------------------------------	----------------	----------------

**Lease Payment - Copy Machine Cost Estimate Form
Fiscal Year 2026**

Department/Division Name	Division of Emergency Services / Public Safety Training Center
Department Number	11535
Account Number	535055
Account Description	Lease Payments

Item	Machine Rental	CopyPak (monthly maintenance)	Black & White Overage	Color Overage	Total	Explanation
Ricoh Copier	1,229	336	112	1,950	3,627	Copy Machine Rental = \$102.41 per month CopyPak = \$28 per month Black & White Overages - 20,000 copies/ \$.0056 per copy Color Overages - 50,000 copies/\$.039 per copy

Total Copier Lease	\$3,630
---------------------------	----------------

Capital Outlay - Computer/Software Equipment Capital Outlay - Computer/Software Equipment
Fiscal Year 2026

Department/Division Name	Division of Emergency Services / Public Safety Training Center
Department Number	11535
Account Number	600600
Account Description	Computer/Software Equipment ≥\$10,000 per item

Priority Number *	Descriptions	Qty	Unit Cost	Total Cost				N or R	Explain Why Software or Hardware Is Required for Your Operation
				Dept. Request	1	2	3		
1	SimMan 3G Plus Dark Manikin Package	1	132,547	132,547	Yes	N/A	Yes	N	Provides an immersive experience which creates a real life experience for situations that otherwise cannot be achieved prior to field exposure.
				0					
				0					
				0					

Total Capital Outlay - Computer/Software Equipment \$132,550

- * Requests in accounts 599999 - 600800 need to be prioritized in order of need (highest to lowest) as a whole, with 1 being the highest priority. If there are requests in two or more accounts, there can only be a priority 1, priority 2, priority 3, etc. among all the accounts combined. A priority number can not be repeated throughout the accounts.
- * Capitalizable costs include external direct costs of materials and services used in developing or obtaining software. Upgrades and enhancements should be capitalized only to the extent that they increase the functionality of the product.
- * For purchase of computer software and equipment that are \$10,000 or greater and have a useful life in excess of 5 years.
- * Costs associated with the preliminary stage should be expensed as incurred, such as conceptual formulation of alternatives, evaluation of alternatives, the determination of existence of needed technology, and the final selection of alternatives. Likewise training costs and data conversion costs should be expensed as incurred.

Functional Questions - Address questions in accordance with approved Informational Technology Management Policy (ALL ITEMS MUST BE ANSWERED - AS YES; NO; N/A)

1. Is the item compatible with your current system or County standard?
2. Are other peripherals or components required?
3. Was the unit price verified?

Washington County, Maryland
General Fund
Department 93130 - Fire and Rescue Volunteer Services
FY26 Expenses

	2026 Operating Budget Requested	Adjustment	2026 Operating Budget Requested	\$ Change	% Change	2025 Operating Budget Approved	2024 Actuals Final	2023 Actuals Final
500000 - Wages - Full Time	82,580	0	82,580	2,800	3.51%	79,780	74,937	71,183
500040 - Other Wages	450	0	450	0	0.00%	450	360	360
500100 - FICA - Employer	6,350	0	6,350	200	3.25%	6,150	5,783	5,453
500125 - Other Insurance	35,270	0	35,270	3,190	9.94%	32,080	32,070	31,485
500130 - Pension	387,740	0	387,740	(140,680)	(26.62)%	528,420	309,500	278,200
500140 - Workers Compensation	350,510	0	350,510	4,730	1.37%	345,780	237,320	169,922
500170 - Personal Development	120	0	120	0	0.00%	120	0	0
500171 - Employee Recognition	80	0	80	(10)	(11.11)%	90	0	0
500172 - Team Building	30	0	30	0	0.00%	30	0	0
Wages and Benefits	863,130	0	863,130	(129,770)	(13.07)%	992,900	659,970	556,603
501040 - Debt - Subscription Principal	0	0	0	0	0.00%	0	0	29,320
502000 - Appropriations	9,303,920	0	9,303,920	377,130	4.22%	8,926,790	9,486,392	9,281,702
502300 - Reimbursable Expenses	177,300	0	177,300	18,000	11.30%	159,300	147,000	130,079
505070 - Food and Supplies	0	0	0	0	0.00%	0	310	0
505140 - Office Supplies	200	0	200	200	100.00%	0	985	0
505150 - Other - Miscellaneous	0	0	0	0	0.00%	0	30	0
505210 - Safety Supplies	2,500	0	2,500	2,500	100.00%	0	0	622,865
505230 - Travel Expenses	0	0	0	0	0.00%	0	138	0
505240 - Entertainment/Business Exp.	200	0	200	200	100.00%	0	0	0
510010 - Fleet Insurance	370,220	0	370,220	74,630	25.25%	295,590	277,995	220,299
510020 - Property & Casualty Insurance	109,780	0	109,780	22,210	25.36%	87,570	88,035	81,094
510030 - Public & Gen Liability Insurance	138,300	0	138,300	25,560	22.67%	112,740	104,739	83,769
515000 - Contracted/Purchased Service	90,000	0	90,000	(30,000)	(25.00)%	120,000	97,601	114,975
515180 - Software	150,240	0	150,240	100	0.07%	150,140	95,643	1,038
515280 - Medical Fees	100,000	0	100,000	(50,000)	(33.33)%	150,000	59,898	48,907
520000 - Training	0	0	0	0	0.00%	0	0	4,000
525040 - Small Tools & Equipment	500	0	500	500	100.00%	0	0	340
526040 - Equipment Maintenance	0	0	0	0	0.00%	0	500	27
527000 - Supplies - Automotive	240	0	240	240	100.00%	0	0	0

Washington County, Maryland
General Fund
Department 93130 - Fire and Rescue Volunteer Services
FY26 Expenses

	2026 Operating Budget Requested	Adjustment	2026 Operating Budget Requested	\$ Change	% Change	2025 Operating Budget Approved	2024 Actuals Final	2023 Actuals Final
527030 - Diesel Fuel	0	0	0	0	0.00%	0	511	1,619
527040 - Diesel Fuel Tax	0	0	0	0	0.00%	0	77	198
427060 - Auto Gasoline	1,680	0	1,680	(420)	(20.00)%	2,100	1,701	1,748
527090 - Auto Repairs	500	0	500	0	0.00%	500	600	0
535060 - Uniforms	550	0	550	(150)	(21.43)%	700	423	1,006
540010 - Wireless Communication	1,100	0	1,100	0	0.00%	1,100	1,149	1,575
584040 - Program Costs	0	0	0	(65,000)	(100.00)%	65,000	38,629	61,543
584041 - Pay-Per-Call Incentive	310,000	0	310,000	100,000	47.62%	210,000	308,314	0
584042 - Volunteer Incentive Misc.	180,000	0	180,000	(20,000)	(10.00)%	200,000	180,077	0
584043 - Fundraising Incentive	500,000	0	500,000	150,000	42.86%	350,000	300,226	0
584044 - Volunteer Stipend	35,000	0	35,000	35,000	100.00%	0	0	0
Operating Expenses	11,472,230	0	11,472,230	640,700	5.92%	10,831,530	11,190,973	10,686,104
599999 - Controllable Assets	30,180	0	30,180	16,880	126.92%	13,300	28,262	24,423
600200 - Building & Improvements	0	0	0	0	0.00%	0	0	0
600300 - Vehicles	50,000	0	50,000	20,000	66.67%	30,000	45,000	129,849
Capital Outlay	80,180	0	80,180	36,880	85.17%	43,300	73,262	154,272
Total	12,415,540	0	12,415,540	547,810	4.62%	11,867,730	11,924,205	11,396,979

**Washington County, Maryland
General Fund
Department 93130 - Fire and Rescue Volunteer Services
FY26 Expenses**

	2026 Operating Budget Requested	2026 Variance Comments Requested
500000 - Wages - Full Time	82,580	
500040 - Other Wages	450	
500100 - FICA - Employer	6,350	
500125 - Other Insurance	35,270	\$34,960 is budgeted for the Volunteer Accident and Health insurance based on bid. It also includes \$310 for the one employee that works in this department.
500130 - Pension	387,740	\$366,270 is budgeted for contribution to LOSAP per the actuary and remaining \$21,470 is budgeted for the full-time position of Coordinator of Volunteer Services.
500140 - Workers Compensation	350,510	\$350,330 is budgeted for volunteer worker's compensation coverage based on the assessment of the Risk Manager. This is based on the bids for coverage. \$180 is budgeted for the one employee that works in this department.
500170 - Personal Development	120	
500171 - Employee Recognition	80	
500172 - Team Building	30	
502000 - Appropriations	9,303,920	Recommend that CRS receives an additional Station subsidy (\$100,000). Propose a 3% increase in General Allocations.
502300 - Reimbursable Expenses	177,300	Salary for WCVFRA Volunteer Recruitment-Retention Coordinator and recruitment expenses. Requesting \$2,000 increase in salary and additional \$16,000 for advertising and outreach.
505140 - Office Supplies	200	Office supplies for Volunteer Coordinator.
505210 - Safety Supplies	2,500	Account is for passport nametags that is part of the Washington County Passport Accountability System. These costs were formerly charged in account Program Costs - 584040.
505240 - Entertainment/Business Exp	200	Meetings with DES and WCVFRA leadership.

Washington County, Maryland
General Fund
Department 93130 - Fire and Rescue Volunteer Services
FY26 Expenses

	2026 Operating Budget Requested	2026 Variance Comments Requested
510010 - Fleet Insurance	370,220	There is an overall percentage increase of 3.01% for all funds combined over prior year budget. The percentage decrease/increase varies by department or fund. Changes related to volume and/or claims experience paid in various departments. Human Resources insurance analyst projected cost of premiums based on industry trends and discussions with industry experts and current service providers.
510020 - Property & Casualty Insurance	109,780	There is an overall percentage increase of 3.01% for all funds combined over prior year budget. The percentage decrease/increase varies by department or fund. Changes related to volume and/or claims experience paid in various departments. Human Resources insurance analyst projected cost of premiums based on industry trends and discussions with industry experts and current service providers.
510030 - Public & Gen Liability Insurance	138,300	There is an overall percentage increase of 3.01% for all funds combined over prior year budget. The percentage decrease/increase varies by department or fund. Changes related to volume and/or claims experience paid in various departments. Human Resources insurance analyst projected cost of premiums based on industry trends and discussions with industry experts and current service providers.
515000 - Contracted/Purchased Service	90,000	Budget is for accounting services related to Fire and Rescue Financial Reporting, General Fund Appropriations; and Senator Amoss Funds. \$77,000 current bid, added \$13,000 for unplanned work.
515180 - Software	150,240	See support form.
515280 - Medical Fees	100,000	Reduced based on previous years actuals. This line item is for volunteer physicals.
525040 - Small Tools & Equipment	500	Personal floatation device, helmet, gloves for Volunteer Coordinator.
527000 - Supplies - Automotive	240	Monthly car wash subscription for Coordinator-Volunteer Services' vehicle.
527060 - Auto Gasoline	1,680	Estimated budget is 600 gallons x \$2.80 = \$1,680 (excludes taxes), which is based on bids and short-term energy outlook forecasts. Rate is discounted with new bid price including delivery as compared to retail prices. Auto gasoline is for the Coordinator-Volunteer Services position.

**Washington County, Maryland
General Fund
Department 93130 - Fire and Rescue Volunteer Services
FY26 Expenses**

	2026 Operating Budget Requested	2026 Variance Comments Requested
527090 - Auto Repairs	500	
535060 - Uniforms	550	This account is for the Coordinator-Volunteer Services position. Decreasing based on historical actuals.
540010 - Wireless Communication	1,100	Wireless Communication is for the Coordinator-Volunteer Services position.
584040 - Program Costs	0	Reallocated to 584044 - Volunteer Stipend to more clearly define the expense.
584041 - Pay-Per-Call Incentive	310,000	Increased due to additional volunteer participation in call responses.
584042 - Volunteer Incentive Miscellaneous	180,000	Decreased due to represent actual vol. participation in incentive.
584043 - Fundraising Incentive	500,000	Request to move fundraising incentive from 35% to 40% and increase max. cap to \$70,000 (currently capped at \$60,000). 2024 totals were \$300,225.
584044 - Volunteer Stipend	35,000	Cost for PAT Tags was moved to 505210 - Safety Supplies; annual air cylinder inspection moved to department 11420.
599999 - Controllable Assets	30,180	8 Surface Pros, 10 Fold and Roll Emergency Traffic Signs, two replacement microwaves, 20 lighted stop signs, six G5 pagers, 20 Safety Vests.
600300 - Vehicles	50,000	New Fire Police pick-up.
Total	12,415,540	



Washington County, Maryland
 Outside Agency Funding Request
 FY2026

The Office of Budget and Finance
 100 West Washington Street, Room 3100
 Hagerstown, Maryland 21740
 Phone: 240-313-2300
 Fax: 240-313-2301

General Information

Organization Washington County Volunteer Fire and Rescue Association Contact Person: James Sprecher Jr
 Address: 1501 Pennsylvania Avenue Telephone: 301-491-9211
 City Hagerstown State MD Zip Code 21742
 E-mail: wcvfrapres@verizon.net Fax: 301-714-0832

Summary of Funding Request

Program Name	Total Budget					County Funding Request			
	Prior	Current	Proposed	%		Prior	Current	Proposed	%
Operating Budget	\$ -	\$ 304,000	\$ 305,800	0.6%	Form 2	\$ 302,075		\$ -	0%
Recruitment and Retention Coordinator	\$ 161,224	\$ 159,300	\$ 177,300	11.3%	Form 3	\$ 147,000	\$ 159,300	\$ 177,300	11.3%
Stipend Program & Volunteer Incentives	\$ 527,020	\$ 475,000	\$ 565,000	18.9%	Form 4	\$ 527,020	\$ 475,000	\$ 565,000	18.9%
Other Miscellaneous Operating Expenses	\$ 11,176,923	\$ 11,190,130	\$ 11,633,180	4.0%	Form 5	\$ 11,176,923	\$ 11,190,130	\$ 11,633,180	4.0%
Equipment & Vehicle Request	\$ 85,332	\$ 43,300	\$ 80,180	85.2%	Form 6	\$ 85,332	\$ 43,300	\$ 80,180	85.2%
Total	\$ 11,950,499	\$ 12,171,730	\$ 12,761,460	4.8%		\$ 12,238,350	\$ 11,867,730	\$ 12,455,660	5.0%

Certification Statement and Other Documents

- Attach Year End Financial Statement (audited if available), if not already provided.
- Attach Form 990, the most recent year filed and completed, if applicable.

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

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

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

Applicant's Signature James Sprecher Jr Date 27-Dec-24

Washington County, Maryland
Outside Agency Funding Request

Program Budget

Organization Name: Washington County Volunteer Fire and Rescue Association Funding Request: \$ -

Program Name: Operating Budget # Clients Served: 150,000

Program Description: This is the Association budget related to County Gaming Funding.

Expenditures	Total Program Cost			Budget Justification (Explain and justify each proposed budget line item for which an increase or decrease appears.)
	Prior Year Actual	Current Year Budget	Requested Year Budget (round nearest \$10)	
Personnel Costs:				
Wages	44,436	43,500	43,500	
Fringe Benefits				
Payroll Taxes	3,869	4,600	4,600	
Total	\$ 48,305	\$ 48,100	\$ 48,100	
Operating Costs:				
Audit	19,751	14,000	17,000	Higher audit and accounting fees
Building Maintenance	9,331	13,100	12,900	
Contract Services	9,855	10,000	10,000	
Consultants		-	-	
Equipment Maintenance	13,431	11,000	12,000	One time equipment repairs
Equipment/Lease	7,244	7,000	8,000	New copier lease
Fuel/Oil	14,162	17,200	17,200	
Hardware/Software	10,056	11,000	11,000	
Insurance	14,483	15,500	12,500	
Fire Police	14,217	13,000	13,000	Additional safety equipment
Office Supplies	10,493	11,700	11,700	
Phone	9,272	10,000	10,000	
Safety Officers Program	5,025	5,000	5,000	
Utilities	2,011	3,500	3,500	
Vehicle Maintenance	30,543	17,000	17,000	Cadet engine maintenance, Rehab unit, officer vehicles maintenance.
Other (detail below):				
1. Career Studies Program	30,410	30,500	30,500	
2. Fire Prevention	12,432	13,000	13,000	
3. Rehab Unit	17,886	12,000	12,000	Additional food demands and turnout gear
4. Training	13,796	30,000	30,000	
5. Recruitment/Retention	10,372	11,400	11,400	
Total	\$ 254,770	\$ 255,900	\$ 257,700	
Capital				
Equipment Purchases	-			
Other Capital Purchases	-	-		
Total	\$ -	\$ -	\$ -	
Grand Total	\$ 303,075	\$ 304,000	\$ 305,800	

Washington County, Maryland
Outside Agency Funding Request

Program Revenue

Organization Name: Washington County Volunteer Fire and Rescue Association Funding Request: \$ -

Program Name: Operating Budget # Clients Served: 150000

Program Description: This is the Association budget related to County Gaming Funding.

Program Revenue	Total Program Revenue			Budget Justification (Explain and justify each proposed budget line item for which an increase or decrease appears.)
	Prior Year Actual	Current Year Budget	Requested Year Budget (round nearest \$10)	
Grants:				
County - general operating			-	
County - Gaming	215,479	223,000	217,000	
County - Community Funding				
County - other (list):				
1. Refund fuel & maintenance	39,586	39,000	42,000	Additional fire police vehicles
2.	-			
3.	-			
Federal				
State				
Contributions and bequests				
Municipal - other (detail):				
1.				
2.				
3.				
Total	\$ 255,065	\$ 262,000	\$ 259,000	
Operating Income:				
Fundraising	2,744	5,000	3,000	
Interest	9,347	500	3,300	
Donations	5,504	6,000	8,000	
Refunds	9,186	5,000	5,000	
Other:				
1. WC Board of Education		7,500	7,500	
2. Fire Police	12,684	13,000	14,000	
3. Ladies Auxiliary	7,545	5,000	6,000	
4. Vehicle Replacement fund	-			
5.				
Total	\$ 47,010	\$ 42,000	\$ 46,800	
Other:				
Sale of Equipment				
Investment Income				
Loan Proceeds				
Total	\$ -	\$ -	\$ -	
Grand Total	\$ 302,075	\$ 304,000	\$ 305,800	

Washington County, Maryland
Outside Agency Funding Request

Program Budget

Organization Name: Washington County Volunteer Fire and Rescue Association Funding Request: \$ 177,300

Program Name: Recruitment and Retention Coordinator # Clients Served: 150,000

Program Description: Employee salary and program expenses for both new recruitment for Volunteer Companies and retention of existing volunteers. Costs reflected under County expenses account 502300 - Reimbursable Expenses.

Expenditures	Total Program Cost			Budget Justification (Explain and justify each proposed budget line item for which an increase or decrease appears.)
	Prior Year Actual	Current Year Budget	Requested Year Budget (round nearest \$10)	
Personnel Costs:				
Wages	47,325	50,000	52,000	
Fringe Benefits	4,956	16,000	16,000	
Payroll Taxes	3,646	3,500	3,500	
Total	\$ 55,926	\$ 69,500	\$ 71,500	
Operating Costs:				
Audit				
Building Maintenance				
Contract Services	76,618	60,000	76,000	Additional advertising for social media & outreach.
Consultants				
Equipment Maintenance				
Equipment/Lease				
Fuel/Oil	1,923	2,000	2,000	
Hardware/Software				
Insurance				
Office Supplies	5,406	6,000	6,000	
Phone	1,800	1,800	1,800	
Rent Expense				
Utilities				
Vehicle Maintenance				
Other (detail below):				
1. Retention & School Programs	19,551	20,000	20,000	
2.				
3.				
4.				
5.				
Total	\$ 105,298	\$ 89,800	\$ 105,800	
Capital				
Equipment Purchases				
Hardware Purchases				
Other Capital Purchases				
Total	\$ -	\$ -	\$ -	
Grand Total	\$ 161,224	\$ 159,300	\$ 177,300	

Washington County, Maryland
Outside Agency Funding Request

Program Revenue

Organization Name: Washington County Volunteer Fire and Rescue Association Funding Request: \$ 177,300

Program Name: Recruitment and Retention Coordinator # Clients Served: 150,000

Program Description: Employee salary and program expenses for both new recruitment for Volunteer Companies and retention of existing volunteers. Costs reflected under County expenses account 502300 - Reimbursable Expenses.

Program Revenue	Total Program Revenue			Budget Justification (Explain and justify each proposed budget line item for which an increase or decrease appear.)
	Prior Year Actual	Current Year Budget	Requested Year Budget <small>(round nearest \$10)</small>	
Grants:				
County - General Operating	147,000	159,300	177,300	Additional targeted advertising for social media and television aimed at youth between 16 and 28 over mobile and other social media devices.
County - other (list):				
1.				
2.				
3.				
Federal				
State				
Contributions and bequests				
Municipal - other (detail):				
1.				
2.				
3.				
Total	\$ 147,000	\$ 159,300	\$ 177,300	
Operating Income:				
Fundraising				
Fees				
Other:				
1.				
2.				
3.				
4.				
Total	\$ -	\$ -	\$ -	
Other:				
Sale of Equipment				
Investment Income				
Loan Proceeds				
Total	\$ -	\$ -	\$ -	
Grand Total	\$ 147,000	\$ 159,300	\$ 177,300	

Washington County, Maryland
Outside Agency Funding Request

Program Budget

Organization Name: Washington County Volunteer Fire and Rescue Association Funding Request: \$ 565,000

Program Name: Stipend Program & Volunteer Incentives # Clients Served: 150,000

Program Description: Stipend Program and other volunteer incentives as well as additional non-cash items for retention of volunteers.

Expenditures	Total Program Cost			Budget Justification (Explain and justify each proposed budget line item for which an increase or decrease appears.)
	Prior Year Actual	Current Year Budget	Requested Year Budget (round nearest \$10)	
Personnel Costs:				
Wages				
Fringe Benefits				
Payroll Taxes				
Total	\$ -	\$ -	\$ -	
Operating Costs:				
Volunteer Stipend	48,251	65,000	65,000	County account 584044 used for stipend for volunteers who are on stand-by in the station. Was previously under account 584040 - Program Costs.
Pay Per Call Incentive	308,314	210,000	300,000	County account 584041. Current budget will be exceeded with 4th quarter pay per call - with two quarters remaining.
Volunteer Incentive Misc.	170,455	200,000	200,000	County account 584042 includes death benefits, gas cards, health memberships etc.
Volunteer death benefit			-	
Other (detail below):				
1.				
2.				
3.				
4.				
5.				
Total	\$ 527,020	\$ 475,000	\$ 565,000	
Capital				
Equipment Purchases				
Hardware Purchases				
Other Capital Purchases				
Total	\$ -	\$ -	\$ -	
Grand Total	\$ 527,020	\$ 475,000	\$ 565,000	

Washington County, Maryland
Outside Agency Funding Request

Program Revenue

Organization Name: Washington County Volunteer Fire and Rescue Association Funding Request: \$ 565,000

Program Name: Stipend Program & Volunteer Incentives # Clients Served: 150,000

Program Description: Stipend Program and other volunteer incentives as well as additional non-cash items for retention of volunteers.

Program Revenue	Total Program Revenue			Budget Justification (Explain and justify each proposed budget line item for which an increase or decrease appears.)
	Prior Year Actual	Current Year Budget	Requested Year Budget (round nearest \$10)	
Grants:				
County - general operating	527,020	475,000	565,000	Increased participation by volunteers and more participation responding to calls and using more duty shifts to maintain station.
County - Gaming				
County - Community Funding				
County - other (list):				
1.				
2.				
3.				
Federal				
State				
Contributions and bequests				
Municipal - other (detail):				
1.				
2.				
3.				
Total	\$ 527,020	\$ 475,000	\$ 565,000	
Operating Income:				
Fund Raising				
Fees				
Other:				
1.				
2.				
Total	\$ -	\$ -	\$ -	
Other:				
Sale of Equipment				
Investment Income				
Loan Proceeds				
Total	\$ -	\$ -	\$ -	
Grand Total	\$ 527,020	\$ 475,000	\$ 565,000	

Washington County, Maryland
Outside Agency Funding Request

Program Budget

Organization Name: Washington County Volunteer Fire and Rescue Association Funding Request: _____

Program Name: Other Miscellaneous Operating Expenses # Clients Served: _____

Program Description:

Expenditures	Total Program Cost			Budget Justification (Explain and justify each proposed budget line item for which an increase or decrease appears.)
	Prior Year Actual	Current Year Budget	Requested Year Budget (round nearest \$10)	
Personnel Costs:				
Wages	74,937	79,780	82,580	Wages for Volunteer Coordinator Position
Fringe Benefits	585,033	913,120	780,550	Volunteer Accident & Health Insurance; LOSAP and Volunteer Coordinator Pension; Workers Compensation for volunteers and Coordinator.
Payroll Taxes				
Total	\$ 659,970	\$ 992,900	\$ 863,130	
Operating Costs:				
Appropriations	9,486,392	8,926,790	9,303,920	See operating budget notes.
Food & Supplies	310	-	-	
Office Supplies	985	-	200	See operating budget notes.
Other Miscellaneous	30	-		
Safety Supplies	-	-	2,500	See operating budget notes.
Travel Expenses	138	-		
Entertainment/Business Exp	-	-	200	See operating budget notes.
Fleet Insurance	277,995	295,590	370,220	Figure provided by Risk Management Coord.
Property & Casualty Insurance	88,035	87,570	109,780	Figure provided by Risk Management Coord.
Public & Gen Liability Ins.	104,739	112,740	138,300	Figure provided by Risk Management Coord.
Contracted/Purchased Services	97,601	120,000	90,000	See operating budget notes.
				See operating budget notes.
Software	95,643	150,140	150,240	
Medical Fees	59,898	150,000	100,000	See operating budget notes.
Equipment Maintenance	500	-	-	
Small Tools & Equipment	-	-	500	See operating budget notes.
Supplies - Automotive	-	-	240	See operating budget notes.
Diesel Fuel	511	-	-	
Diesel Fuel Tax	77	-	-	
				See operating budget notes.
Auto Gasoline	1,701	2,100	1,800	
Auto Repairs	600	500	500	
Uniforms	423	700	550	See operating budget notes.
Wireless Communications	1,149	1,100	1,100	
Fundraising Incentive	300,226	350,000	500,000	See operating budget notes.
Other (detail below):				
1.				
Total	\$ 10,516,953	\$ 10,197,230	\$ 10,770,050	
Grand Total	\$ 11,176,923	\$ 11,190,130	\$ 11,633,180	

Washington County, Maryland
Outside Agency Funding Request

Program Revenue

Organization Name: Washington County Volunteer Fire and Rescue Association Funding Request: _____

Program Name: Other Miscellaneous Operating Expenses # Clients Served: 0

Program Description:

0

Program Revenue	Total Program Revenue			Budget Justification (Explain and justify each proposed budget line item for which an increase or decrease appears.)
	Prior Year Actual	Current Year Budget	Requested Year Budget (round nearest \$10)	
Grants:				
County - general operating	11,176,923	11,190,130	11,633,180	
County - Gaming				
County - Community Funding				
County - other (list):				
1.				
2.				
3.				
Federal				
State				
Contributions and bequests				
Municipal - other (detail):				
1.				
2.				
3.				
Total	\$ 11,176,923	\$ 11,190,130	\$ 11,633,180	
Operating Income:				
Fund Raising				
Fees				
Other:				
1.				
2.				
3.				
4.				
5.				
Total	\$ -	\$ -	\$ -	
Other:				
Sale of Equipment				
Investment Income				
Loan Proceeds				
Total	\$ -	\$ -	\$ -	
Grand Total	\$ 11,176,923	\$ 11,190,130	\$ 11,633,180	

Washington County, Maryland
Outside Agency Funding Request

Program Budget

Organization Name: Washington County Volunteer Fire and Rescue Association Funding Request: \$ 80,180

Program Name: Equipment & Vehicle Request # Clients Served: 150,000

Program Description: Additional equipment request of safety equipment fore fire police, to replace aging equipment on the rehab unit

Expenditures	Total Program Cost			Budget Justification (Explain and justify each proposed budget line item for which an increase or decrease appears.)
	Prior Year Actual	Current Year Budget	Requested Year Budget (round nearest \$10)	
Personnel Costs:				
Wages				
Fringe Benefits				
Payroll Taxes				
Total	\$ -	\$ -	\$ -	
Operating Costs:				
Audit				
Building Maintenance				
Contract Services				
Consultants				
Equipment Maintenance				
Equipment/Lease				
Fuel/Oil				
Hardware/Software				
Vehicle Maintenance				
Other (detail below):				
1.				
2.				
3.				
4.				
5.				
Total	\$ -	\$ -	\$ -	
Capital				
Equipment Purchases	28,262	13,300	30,180	One freezer, six pagers, two microwaves, safety helmets, highway stop signs for fire police.
Vehicle Request	57,070	30,000	50,000	
Other Capital Purchases				
Total	\$ 85,332	\$ 43,300	\$ 80,180	
Grand Total	\$ 85,332	\$ 43,300	\$ 80,180	

Washington County, Maryland
Outside Agency Funding Request

Program Revenue

Organization Name: Washington County Volunteer Fire and Rescue Association Funding Request: \$ 80,180

Program Name: Equipment & Vehicle Request # Clients Served: 150000

Program Description: Additional equipment request of safety equipment fore fire police, to replace aging equipment on the rehab unit

Program Revenue	Total Program Revenue			Budget Justification (Explain and justify each proposed budget line item for which an increase or decrease appears.)
	Prior Year Actual	Current Year Budget	Requested Year Budget (round nearest \$10)	
Grants:				
County - general operating	73,262	43,300	80,180	
County - Gaming				
County - Community Funding				
County - other (list):				
1.				
2.				
3.				
Federal				
State				
Contributions and bequests				
Municipal - other (detail):				
1.				
2.				
3.				
Total	\$ 73,262	\$ 43,300	\$ 80,180	
Operating Income:				
Fund Raising				
Fees				
Other:				
1.				
2.				
3.				
4.				
5.				
Total	\$ -	\$ -	\$ -	
Other:				
Sale of Equipment				
Investment Income				
Loan Proceeds				
Total	\$ -	\$ -	\$ -	
Grand Total	\$ 73,262	\$ 43,300	\$ 80,180	

Washington County, Maryland - Fire & EMS Allocations

Fiscal Year 2025

Company	Combined Allocation		Ems Allocation		Fire Allocation			Health Insurance	Total
	General	Utility	Response Assistance	Fuel & Maintenance	Response Assistance	Operating Subsidy	Fuel & Maintenance		
Fire Companies :									
Co. 1 Sharpsburg Volunteer Fire Company	113,558	0	0	0	0	28,146	0	0	141,703
Co. 2 Williamsport Volunteer Fire Company	227,115	0	0	0	0	28,146	0	0	255,261
Co. 4 Clear Spring Volunteer Fire Company	113,558	0	0	0	0	28,146	0	0	141,703
Co. 5 Hancock Volunteer Fire Company	113,558	0	0	0	0	28,146	0	0	141,703
Co. 6&8 Boonsboro Volunteer Fire Company	227,115	0	0	0	0	56,292	0	0	283,407
Co. 7 Smithsburg Volunteer Fire Company	113,558	0	0	0	0	28,146	0	0	141,703
Co. 9 Leitersburg Volunteer Fire Company	113,558	0	0	0	0	28,146	0	0	141,703
Co. 10 Funkstown Volunteer Fire Company	113,558	0	0	0	0	28,146	0	0	141,703
Co. 11 Potomac Valley Fire Company	113,558	0	0	0	0	28,146	0	0	141,703
Co. 12 Fairplay Volunteer Fire Company	113,558	0	0	0	0	28,146	0	0	141,703
Co. 13 Mangansville Volunteer Fire Company	113,558	0	0	0	0	28,146	0	0	141,703
Co. 16 Mt. Aetna Volunteer Fire Company	113,558	0	0	0	0	28,146	0	0	141,703
Co. 26 Halfway Volunteer Fire Company	227,115	0	245,053	0	0	28,146	0	0	500,314
Co. 27 Longmeadow Volunteer Fire Company	113,558	0	0	0	0	28,146	0	0	141,703
E-1 First Hagerstown Hose	113,558	0	0	0	0	0	0	0	113,558
E-2 Antietam Fire	113,558	0	0	0	0	0	0	0	113,558
E-3 Independent Junior Fire	113,558	0	0	0	0	0	0	0	113,558
E-4 Western Enterprise	113,558	0	0	0	0	0	0	0	113,558
E- 5 South Hagerstown Fire	113,558	0	0	0	0	0	0	0	113,558
Truck 1/11 Pioneer Hook and Ladder	113,558	0	0	0	0	0	0	0	113,558
Blue Ridge Summit Fire Co	1,677	0	0	0	0	0	0	0	1,677
Brunswick Volunteer Fire Co	1,677	0	0	0	0	0	0	0	1,677
Co. 14 Rehab Unit & Safety Officers (WCVFRA)	0	0	0	0	0	0	0	0	0
	2,615,176	0	245,053	0	422,188	0	0	0	3,282,418
EMS Companies :									
Co. 19 Sharpsburg Area Rescue Service	113,558	0	356,489	0	0	0	0	0	470,047
Co. 49 Clear Spring Volunteer Ambulance Service	113,558	0	330,777	0	0	0	0	0	444,335
Co. 59 Hancock Volunteer Ambulance Service	113,558	0	0	0	0	28,146	0	0	141,703
Co. 69 Boonsboro Volunteer Ambulance Service	113,558	0	136,116	0	0	28,146	0	0	277,819
Co. 75 Community Rescue Service	454,230	0	514,921	0	0	0	0	0	969,151
Co. 75 Community Rescue Service - Duty Officer	0	0	28,560	0	0	0	0	0	28,560
Co. 79 Smithsburg Emergency Medical Service	113,558	0	0	0	0	0	0	0	113,558
Blue Ridge Summit Ambulance Service	1,677	0	0	0	0	0	0	0	1,677
Brunswick Ambulance Service	1,677	0	0	0	0	0	0	0	1,677
	1,025,371	0	1,366,863	0	56,292	0	0	0	2,448,525
Total Fire & Rescue Funding	3,640,547	561,094	1,611,916	511,426	478,480	0	1,346,499	1,153,958	9,303,921
Total Appropriations Budget	3,640,547	561,094	1,611,916	511,426	478,480	0	1,346,499	1,153,958	9,303,921

Washington County, Maryland
General Allocation

FY26

Company	Fire & EMS Allocations	Additional Station	Request	Adjustments	Adjusted
			formula	formula	formula
<u>Fire Companies :</u>					
Co. 1 Sharpsburg Volunteer Fire Company	110,250	0	110,250	3,307.50	113,558
Co. 2 Williamsport Volunteer Fire Company	110,250	110,250	220,500	6,615.00	227,115
Co. 4 Clear Spring Volunteer Fire Company	110,250	0	110,250	3,307.50	113,558
Co. 5 Hancock Volunteer Fire Company	110,250	0	110,250	3,307.50	113,558
Co. 6/8 Boonsboro Volunteer Fire Company	110,250	110,250	220,500	6,615.00	227,115
Co. 7 Smithsburg Volunteer Fire Company	110,250	0	110,250	3,307.50	113,558
Co. 9 Lettersburg Volunteer Fire Company	110,250	0	110,250	3,307.50	113,558
Co. 10 Funkstown Volunteer Fire Company	110,250	0	110,250	3,307.50	113,558
Co. 11 Potomac Valley Fire Company	110,250	0	110,250	3,307.50	113,558
Co. 12 Fairplay Volunteer Fire Company	110,250	0	110,250	3,307.50	113,558
Co. 13 Maugansville Volunteer Fire Company	110,250	0	110,250	3,307.50	113,558
Co. 16 Mt. Aetna Volunteer Fire Company	110,250	0	110,250	3,307.50	113,558
Co. 26 Halfway Volunteer Fire Company	110,250	110,250	220,500	6,615.00	227,115
Co. 27 Longmeadow Volunteer Fire Company	110,250	0	110,250	3,307.50	113,558
E-1 First Hagerstown Hose	110,250	0	110,250	3,307.50	113,558
E-2 Antietam Fire	110,250	0	110,250	3,307.50	113,558
E-3 Independent Junior Fire	110,250	0	110,250	3,307.50	113,558
E-4 Western Enterprise	110,250	0	110,250	3,307.50	113,558
E- 5 South Hagerstown Fire	110,250	0	110,250	3,307.50	113,558
Truck 1/11 Pioneer Hook and Ladder	110,250	0	110,250	3,307.50	113,558
Blue Ridge Summit Fire Co	1,628	0	1,628	48.84	1,677
Brunswick Volunteer Fire Co	1,628	0	1,628	48.84	1,677
	2,208,256	330,750	2,539,006	76,170.18	2,615,176
<u>EMS Companies :</u>					
Co. 19 Sharpsburg Area Rescue Service	110,250	0	110,250	3,307.50	113,558
Co. 49 Clear Spring Volunteer Ambulance Service	110,250	0	110,250	3,307.50	113,558
Co. 59 Hancock Volunteer Ambulance Service	110,250	0	110,250	3,307.50	113,558
Co. 69 Boonsboro Volunteer Ambulance Service	110,250	0	110,250	3,307.50	113,558
Co. 75 Community Rescue Service	110,250	330,750	441,000	13,230.00	454,230
Co. 79 Smithsburg Emergency Medical Service	110,250	0	110,250	3,307.50	113,558
Blue Ridge Summit Ambulance Service	1,628	0	1,628	48.84	1,677
Brunswick Ambulance Service	1,628	0	1,628	48.84	1,677
	664,756	330,750	995,506	29,865.18	1,025,371
Total Fire & Rescue Allocation	2,873,012	661,500	3,534,512	106,035.36	3,640,547
Prior year					3,534,512
% change					3.00%

Washington County, Maryland
Utility Allocation

FY26

Company	Electricity	Heating	Water & Sewer	For Profit Activity	Request	Adjustment	Total	Adjusted
	formula	formula	formula	formula	formula	formula	formula	formula
Fire Companies :								
Co. 1 Sharpsburg Volunteer Fire Company				0.00	0.00		0.00	0
Co. 2 Williamsport Volunteer Fire Company				0.00	0.00		0.00	0
Co. 4 Clear Spring Volunteer Fire Company				0.00	0.00		0.00	0
Co. 5 Hancock Volunteer Fire Company				0.00	0.00		0.00	0
Co. 6/8 Boonsboro Volunteer Fire Company				0.00	0.00		0.00	0
Co. 7 Smithsburg Volunteer Fire Company				0.00	0.00		0.00	0
Co. 9 Leitersburg Volunteer Fire Company				0.00	0.00		0.00	0
Co. 10 Funkstown Volunteer Fire Company				0.00	0.00		0.00	0
Co. 11 Potomac Valley Fire Company				0.00	0.00		0.00	0
Co. 12 Fairplay Volunteer Fire Company				0.00	0.00		0.00	0
Co. 13 Maansville Volunteer Fire Company				0.00	0.00		0.00	0
Co. 16 Mt. Aetna Volunteer Fire Company				0.00	0.00		0.00	0
Co. 26 Halfway Volunteer Fire Company				0.00	0.00		0.00	0
Co. 27 Longmeadow Volunteer Fire Company				0.00	0.00		0.00	0
E-1 First Hagerstown Hose				0.00	0.00		0.00	0
E-2 Antietam Fire				0.00	0.00		0.00	0
E-3 Independent Junior Fire				0.00	0.00		0.00	0
E-4 Western Enterprise				0.00	0.00		0.00	0
E-5 South Hagerstown Fire				0.00	0.00		0.00	0
Truck 1/11 Pioneer Hook and Ladder			\$ -	0.00	0.00		0.00	0
Blue Ridge Summit Fire Co				0.00	0.00		0.00	0
Brunswick Volunteer Fire Co				0.00	0.00		0.00	0
	0.00	0.00	0.00	0.00			0.00	
EMS Companies :								
Co. 19 Sharpsburg Area Rescue Service								
Co. 49 Clear Spring Volunteer Ambulance Service								
Co. 59 Hancock Volunteer Ambulance Service								
Co. 69 Boonsboro Volunteer Ambulance Service								
Co. 75 Community Rescue Service								
Co. 79 Smithsburg Emergency Medical Service				0.00	0.00			
Blue Ridge Summit Ambulance Service				0.00	0.00			
Brunswick Ambulance Service								
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Adjustment (Percentage)						0.00		
Total Fire & Rescue Allocation	0.00	0.00	0.00	0.00	0.00	16,342.53	561,093.53	561,094
Prior year (FY24 Actuals)								544,751
% change								-100.00%

Washington County, Maryland
EMS Response Assistance

FY26

Company	Response Assistance	Adjustments	Total	Adjusted
<u>Fire Companies :</u>				
		1.030		
Co. 1 Sharpsburg Volunteer Fire Company	0.00		0.00	
Co. 2 Williamsport Volunteer Fire Company	0.00		0.00	0
Co. 4 Clear Spring Volunteer Fire Company	0.00		0.00	
Co. 5 Hancock Volunteer Fire Company	0.00		0.00	
Co. 6/8 Boonsboro Volunteer Fire Company	0.00		0.00	
Co. 7 Smithsburg Volunteer Fire Company	0.00		0.00	
Co. 9 Lettersburg Volunteer Fire Company	0.00		0.00	
Co. 10 Funkstown Volunteer Fire Company	0.00		0.00	
Co. 11 Potomac Valley Fire Company	0.00		0.00	
Co. 12 Fairplay Volunteer Fire Company	0.00		0.00	
Co. 13 Maugansville Volunteer Fire Company	0.00		0.00	
Co. 16 Mt. Aetna Volunteer Fire Company	0.00		0.00	
Co. 26 Halfway Volunteer Fire Company	237,916.00		237,916.00	245,053
Co. 27 Longmeadow Volunteer Fire Company	0.00		0.00	
E-1 First Hagerstown Hose	0.00		0.00	
E-2 Antietam Fire	0.00		0.00	
E-3 Independent Junior Fire	0.00		0.00	
E-4 Western Enterprise	0.00		0.00	
E- 5 South Hagerstown Fire	0.00		0.00	
Truck 1/11 Pioneer Hook and Ladder	0.00		0.00	
Blue Ridge Summit Fire Co	0.00		0.00	
Brunswick Volunteer Fire Co	0.00		0.00	
	237,916.00		237,916.00	245,053
<u>EMS Companies :</u>				
Co. 19 Sharpsburg Area Rescue Service	346,106.00		346,106.00	356,489
Co. 49 Clear Spring Volunteer Ambulance Service	321,143.00		321,143.00	330,777
Co. 59 Hancock Volunteer Ambulance Service	0.00		0.00	0
Co. 69 Boonsboro Volunteer Ambulance Service	132,151.00		132,151.00	136,116
Co. 75 Community Rescue Service	499,923.00		499,923.00	514,921
Co. 75 Community Rescue Service - Duty Officer	27,728.00		27,728.00	28,560
Co. 79 Smithsburg Emergency Medical Service	0.00		0.00	0
Blue Ridge Summit Ambulance Service	0.00		0.00	0
Brunswick Ambulance Service	0.00		0.00	0
	1,327,051.00		1,327,051.00	1,366,863
Total Fire & Rescue Allocation	1,564,967.00	0.00	1,564,967.00	1,611,916
Prior year				
% change				

Washington County, Maryland
EMS Fuel and Maintenance Allocation

FY26

Company	Fuel		Maintenance		Request	Adjustment	Total	Adjusted
	Transport	Rescue Squad	Transport	Rescue Squad				
Fire Companies :								
Co. 1 Sharpsburg Volunteer Fire Company								
Co. 2 Williamsport Volunteer Fire Company								
Co. 4 Clear Spring Volunteer Fire Company								
Co. 5 Hancock Volunteer Fire Company								
Co. 6/8 Boonsboro Volunteer Fire Company								
Co. 7 Smithsburg Volunteer Fire Company								
Co. 9 Leitersburg Volunteer Fire Company								
Co. 10 Funkstown Volunteer Fire Company								
Co. 11 Potomac Valley Fire Company								
Co. 12 Fairplay Volunteer Fire Company								
Co. 13 Maugansville Volunteer Fire Company								
Co. 16 Mt. Aetna Volunteer Fire Company								
Co. 26 Halfway Volunteer Fire Company								
Co. 27 Longmeadow Volunteer Fire Company								
E-1 First Hagerstown Hose								
E-2 Antietam Fire								
E-3 Independent Junior Fire								
E-4 Western Enterprise								
E- 5 South Hagerstown Fire								
Truck 1/11 Pioneer Hook and Ladder								
Blue Ridge Summit Fire Co								
Brunswick Volunteer Fire Co								
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
EMS Companies :								
Co. 19 Sharpsburg Area Rescue Service								
Co. 49 Clear Spring Volunteer Ambulance Service								
Co. 59 Hancock Volunteer Ambulance Service								
Co. 69 Boonsboro Volunteer Ambulance Service								
Co. 75 Community Rescue Service								
Co. 79 Smithsburg Emergency Medical Service								
Blue Ridge Summit Ambulance Service								
Brunswick Ambulance Service								
Adjustment (Percentage)					0.03			1.030
Total Fire & Rescue Allocation	0.00	0.00	0.00	0.00	0.00	14,895.90	0.00	511,426
Prior year (FY24 Actuals)					496,530	0	0	496,530
% change	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	-100.00%	#DIV/0!	#DIV/0!	3.00%

Washington County, Maryland
Fire Response Assistance

FY26

Company	Response Assistance	Adjustments	Total	Adjusted
	formula	formula	formula	formula
Fire Companies :				
Co. 1 Sharpsburg Volunteer Fire Company	27,326.10	1.030	28,145.88	
Co. 2 Williamsport Volunteer Fire Company	27,326.10	0.00	28,145.88	
Co. 4 Clear Spring Volunteer Fire Company	27,326.10	0.00	28,145.88	
Co. 5 Hancock Volunteer Fire Company	27,326.10	0.00	28,145.88	
Co. 6 Boonsboro Volunteer Fire Company	27,326.10	0.00	28,145.88	
Co. 8 Boonsboro Volunteer Fire Company	27,326.10	0.00	28,145.88	
Co. 7 Smithsburg Volunteer Fire Company	27,326.10	0.00	28,145.88	
Co. 9 Lettersburg Volunteer Fire Company	27,326.10	0.00	28,145.88	
Co. 10 Funkstown Volunteer Fire Company	27,326.10	0.00	28,145.88	
Co. 11 Potomac Valley Fire Company	27,326.10	0.00	28,145.88	
Co. 12 Fairplay Volunteer Fire Company	27,326.10	0.00	28,145.88	
Co. 13 Maugansville Volunteer Fire Company	27,326.10	0.00	28,145.88	
Co. 16 Mt. Aetna Volunteer Fire Company	27,326.10	0.00	28,145.88	
Co. 26 Halfway Volunteer Fire Company	27,326.10	0.00	28,145.88	
Co. 27 Longmeadow Volunteer Fire Company	27,326.10	0.00	28,145.88	
E-1 First Hagerstown Hose	0.00	0.00	0.00	
E-2 Antietam Fire	0.00	0.00	0.00	
E-3 Independent Junior Fire	0.00	0.00	0.00	
E-4 Western Enterprise	0.00	0.00	0.00	
E- 5 South Hagerstown Fire	0.00	0.00	0.00	
Truck 1/11 Pioneer Hook and Ladder	0.00	0.00	0.00	
Blue Ridge Summit Fire Co		0.00	0.00	
Brunswick Volunteer Fire Co		0.00	0.00	
	409,891.50	0.00	422,188.25	
EMS Companies :				
Co. 19 Sharpsburg Area Rescue Service	0.00	0.00	0.00	
Co. 49 Clear Spring Volunteer Ambulance Service	0.00	0.00	0.00	
Co. 59 Hancock Volunteer Ambulance Service	27,326.10	0.00	28,145.88	
Co. 69 Boonsboro Volunteer Ambulance Service	27,326.10	0.00	28,145.88	
Co. 75 Community Rescue Service	0.00	0.00	0.00	
Co. 79 Smithsburg Emergency Medical Service	0.00	0.00	0.00	
Blue Ridge Summit Ambulance Service	0.00	0.00	0.00	
Brunswick Ambulance Service		0.00	56,291.77	
		0.00		
Total Fire & Rescue Allocation	409,891.50	0.00	478,480.01	478,480
Prior year				
Adjustment				
% change				

Washington County, Maryland
Fire Fuel and Maintenance Allocation
 Fiscal Year 2026

Company	Fuel	Maintenance	Request	Adjustment	Total	Adjusted
				formula	formula	formula
<u>Fire Companies :</u>						
Co. 1 Shapsburg Volunteer Fire Company						
Co. 2 Williamsport Volunteer Fire Company						
Co. 4 Clear Spring Volunteer Fire Company						
Co. 5 Hancock Volunteer Fire Company						
Co. 6/8 Boonsboro Volunteer Fire Company						
Co. 7 Smithsburg Volunteer Fire Company						
Co. 9 Leitersburg Volunteer Fire Company						
Co. 10 Funkstown Volunteer Fire Company						
Co. 11 Potomac Valley Fire Company						
Co. 12 Fairplay Volunteer Fire Company						
Co. 13 Maugansville Volunteer Fire Company						
Co. 16 Mt. Aetna Volunteer Fire Company						
Co. 26 Halfway Volunteer Fire Company						
Co. 27 Longmeadow Volunteer Fire Company						
E-1 First Hagerstown Hose						
E-2 Antietam Fire						
E-3 Independent Junior Fire						
E-4 Western Enterprise						
E-5 South Hagerstown Fire						
Truck 1/11 Pioneer Hook and Ladder						
Blue Ridge Summit Fire Co						
Brunswick Volunteer Fire Co						
Co. 14 Rehab Unit & Safety Officers	0.00	0.00	0.00	0.00	0.00	0
<u>EMS Companies :</u>						
Co. 19 Shapsburg Area Rescue Service	0.00	0.00	0.00			
Co. 49 Clear Spring Volunteer Ambulance Service	0.00	0.00	0.00			
Co. 59 Hancock Volunteer Ambulance Service	0.00	0.00	0.00			
Co. 69 Boonsboro Volunteer Ambulance Service	0.00	0.00	0.00			
Co. 75 Community Rescue Service	0.00	0.00	0.00			
Co. 79 Smithsburg Emergency Medical Service	0.00	0.00	0.00			
Blue Ridge Summit Ambulance Service	0.00	0.00	0.00			
Brunswick Ambulance Service	0.00	0.00	0.00			
Adjustment (Percentage)				0.030		1.03
Total Fire & Rescue Allocation	0.00	0.00	0.00	39,218.43	1,346,499.43	1,346,499
Prior year (FY24 Actuals)			1,307,281			1,307,281
% change				Adjusted to include Chiefs Vehicle		3.00%

**Washington County, Maryland
Health Insurance**

Fy26

Company	Health Insurance
<u>Fire Companies :</u>	
Co. 1 Sharpsburg Volunteer Fire Company	
Co. 2 Williamsport Volunteer Fire Company	
Co. 4 Clear Spring Volunteer Fire Company	
Co. 5 Hancock Volunteer Fire Company	
Co. 6/8 Boonsboro Volunteer Fire Company	
Co. 7 Smithsburg Volunteer Fire Company	
Co. 9 Leitersburg Volunteer Fire Company	
Co. 10 Funkstown Volunteer Fire Company	
Co. 11 Potomac Valley Fire Company	
Co. 12 Fairplay Volunteer Fire Company	
Co. 13 Maugansville Volunteer Fire Company	
Co. 16 Mt. Aetna Volunteer Fire Company	
Co. 26 Halfway Volunteer Fire Company	
Co. 27 Longmeadow Volunteer Fire Company	
E-1 First Hagerstown Hose	
E-2 Antietam Fire	
E-3 Independent Junior Fire	
E-4 Western Enterprise	
E- 5 South Hagerstown Fire	
Truck 1/11 Pioneer Hook and Ladder	
Blue Ridge Summit Fire Co	
Brunswick Volunteer Fire Co	
Co. 14 Rehab Unit & Safety Officers	
<u>EMS Companies :</u>	
Co. 19 Sharpsburg Area Rescue Service	
Co. 49 Clear Spring Volunteer Ambulance Service	
Co. 59 Hancock Volunteer Ambulance Service	
Co. 69 Boonsboro Volunteer Ambulance Service	
Co. 75 Community Rescue Service	
Co. 79 Smithsburg Emergency Medical Service	
Blue Ridge Summit Ambulance Service	
Brunswick Ambulance Service	
Adjustment (Percentage)	1.030
Total Fire & Rescue Allocation	1,153,958.440
Prior year (FY24 Actuals)	1,120,348
% change	

**Software Request Cost Estimate Form
Fiscal Year 2026**

Department/Division Name	WCVFRA
Department Number	93130
Account Number	515180
Account Description	Software

Vendor Name	Vendor Number	FY25 Board Approval	FY26 Department Request	New Cost Y/N	Product Description
ESO Solutions Inc.	23494	96,529	103,060	N	ESO scheduling allows a centralized database of system staffing resources and to better anticipate and address staffing deficiencies in volunteer stations; and activities and incidents module.
ESO Solutions Inc.	23494	6,365	0	N	Request from WCVFRA to add ESO Activities and Incidents module.
Keystone Public Safety Inc.	2983	46,206	45,880	N	Fire Mobile License. Annual software database support for CAD dispatch system.
Knox Associates, Inc. dba Knox Company	23278	1,040	1,300	N	One year KnoxConnect Cloud Management System manages the Knox eLock System and controls designated mechanical key systems. For 21+ devices.

Total Software Request	\$150,140	\$150,240
-------------------------------	------------------	------------------

**Other Capital Outlay (≥\$1 and <\$10,000)
Fiscal Year 2026**

Controllable Assets

Department/Division Name	Washington County Volunteer Fire and Rescue Association
Department Number	93130
Account Number	599999
Account Description	Controllable Assets (≥\$1 and <\$10,000 per item)

Priority Number *	Descriptions	Qty	Unit Cost	Total Cost	N or R	Explain Reason for Request
				Dept. Request		
1	Surface pro laptop with ram car mounts and office	8	1,500	12,000		To add connectivity to our safety officer, fire police vehicles etc.
2	Fold and Roll Emergency Traffic sign	10	436	4,358		For fire police with three setup strips each to add safety to fire scene control to help slow down traffic during incidents.
3	Replacement Microwaves & Freezer	2	696	1,391		To replace two 10-year old microwaves and one freezer on rehab unit.
4	Hand held lighted stop signs	20	335	6,709		Hand held stop signs for traffic control for fire police with paddle, pole, cover and extra battery.
5	G5 dual band pagers	6	690	4,142		Additional Pagers for station 25 personnel who don't have them.
6	Life Safety vests for fire police	20	79	1,580		Replacement life safety vests for night fire police safety .

Total Controllable Assets	\$30,180
----------------------------------	-----------------

* Requests in accounts 599999 - 600800 need to be prioritized in order of need (highest to lowest) as a whole, with 1 being the highest priority. If there are requests in two or more accounts, there can only be a priority 1, priority 2, priority 3, etc. among all the accounts combined. A priority number can not be repeated throughout the

The County maintains assets that are considered capital assets in nature but are classified as controllable assets, due to the fact that they fall under the capitalization limits, i.e., **the cost of each item** is ≥\$1 and <\$10,000 (Transit or Golf Course <\$5,000). Examples of controllable items are, but not limited to, chairs, desks, printers, equipment, machinery, weapons, computers. Controllable assets purchases are not a recurring expenditure and are to be purchased in accordance with the approved items by the County Commissioners. Emergency purchases may be supplanted if warranted.

**Capital Outlay - Vehicles
Fiscal Year 2026**

Capital Outlay - Vehicles

Department/Division Name	Washington County Volunteer Fire and Rescue Association
Department Number	93130
Account Number	600300
Account Description	Vehicles ≥\$10,000 per item

Priority Number *	Description	Qty	Unit Cost	Total Cost		Replacement		Explain Reason for New Vehicle or Replacement Vehicle Request. If replacement, what disposition will be made of old vehicle.
				Dept. Request	N or R	Current Age	Current Miles	
1	Fire Police Traffic Control Truck	1	50,000	50,000	N			With electronic traffic control sign and to provide for transportation of traffic control signs and additional equipment for large incidents.
				0				
				0				
				0				
				0				
				0				

Total Capital Outlay - Vehicles	\$50,000
--	-----------------

* Requests in accounts 599999 - 600800 need to be prioritized in order of need (highest to lowest) as a whole, with 1 being the highest priority. If there are requests in two or more accounts, there can only be a priority 1, priority 2, priority 3, etc. among all the accounts combined. A priority number can not be repeated throughout the accounts.

* Vehicles that are capable of being licensed through the Maryland Department of Motor Vehicles and are intended for over-the-road transportation use should be capitalized if they meet the capitalization threshold of \$10,000 or greater and has a useful life in excess of 5 years. This includes trailers that are not self-propelled.

* Vehicles costs include the total purchase price after any purchase discounts plus any trade-in allowances, transportation charges, and any other costs required to prepare the vehicles for its intended use such as lights, striping, plows, spreaders.



Open Session Item

SUBJECT: FY2026 General Fund Budget – Requested Version

PRESENTATION DATE: February 25, 2025

PRESENTATION BY: Kelcee Mace, Chief Financial Officer; Kim Edlund, Director Budget & Finance

RECOMMENDED MOTION: For informational purposes only.

REPORT-IN-BRIEF: The Requested Version of General Fund revenue and expense summaries will be presented.

DISCUSSION: The General Fund budget is not yet balanced for FY26. What is being presented today includes amounts requested by departments and outside agencies for consideration. The Office of Budget & Finance will recommend adjustments to these requests at a future date to balance the budget for FY26. Consideration of future obligations will be a primary factor in balancing the FY26 budget.

FISCAL IMPACT: Not yet balanced.

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: Requested General Fund Revenue Summary, Requested General Fund Expense Summary

AUDIO/VISUAL NEEDS: N/A

Washington County, Maryland
General Fund Revenues - Requested
FY 2026

Account Number	Funding Source	FY 2026 Requested Budget	Adjustment	FY 2026 Requested Budget	\$ Change	% Change	FY 2025 Operating Budget Approved
<u>General Revenues</u>							
<u>Property Tax</u>							
400000	Real Estate Tax - Current	153,773,680	0	153,773,680	15,023,110	10.83%	138,750,570
400120	Corp Personal Prop - Current	16,154,320	0	16,154,320	0	0.00%	16,154,320
400140	State Administration Fees	(575,000)	0	(575,000)	0	0.00%	(575,000)
400200	Interest - Current Year	350,000	0	350,000	5,000	1.45%	345,000
400210	Interest - Prior Year	50,000	0	50,000	0	0.00%	50,000
400220	County Payment In Lieu of Tax	300,000	0	300,000	15,000	5.26%	285,000
400230	Enterprise Zone Tax Reimburse	1,381,990	0	1,381,990	788,020	132.67%	593,970
400260	Property Tax Sales	100,000	0	100,000	25,000	33.33%	75,000
400300	Enterprise Zone Tax Credit	(2,763,980)	0	(2,763,980)	(1,576,050)	132.67%	(1,187,930)
400320	County Homeowners Tax Credit	(155,000)	0	(155,000)	0	0.00%	(155,000)
400330	Agricultural Tax Credit	(500,000)	0	(500,000)	(40,000)	8.70%	(460,000)
400340	Historical Tax Credit	(6,000)	0	(6,000)	(6,000)	100.00%	0
400345	Other Tax Credits	(2,430,000)	0	(2,430,000)	(1,780,000)	273.85%	(650,000)
400355	Veteran's Disabled Tax Credit	(550,000)	0	(550,000)	(100,000)	22.22%	(450,000)
400400	Disc Allowed on Property Tax	(400,000)	0	(400,000)	(15,000)	3.90%	(385,000)
496020	Federal Pay in Lieu of Taxes	30,140	0	30,140	950	3.25%	29,190
		164,760,150	0	164,760,150	12,340,030	8.10%	152,420,120
<u>Local Tax</u>							
400500	Income Tax	133,049,610	0	133,049,610	11,661,260	9.61%	121,388,350
400510	Admissions & Amusements Tax	475,000	0	475,000	0	0.00%	475,000
400520	Recordation Tax	7,606,800	0	7,606,800	0	0.00%	7,606,800
400530	Trailer Tax	220,000	0	220,000	20,000	10.00%	200,000
		141,351,410	0	141,351,410	11,681,260	9.01%	129,670,150
<u>Interest</u>							
404400	Interest - Investments	4,000,000	0	4,000,000	0	0.00%	4,000,000
404410	Interest - Municipal Investment	750,000	0	750,000	0	0.00%	750,000
404420	Interest, Penalties & Fees	7,500	0	7,500	500	7.14%	7,000
		4,757,500	0	4,757,500	500	0.01%	4,757,000
Total General Revenues		310,869,060	0	310,869,060	24,021,790	8.37%	286,847,270
<u>Program Revenues</u>							
<u>Circuit Court</u>							
486070	Reimbursed Exp - Circuit Court	8,280	0	8,280	0	0.00%	8,280
486075	Circuit Court - Jurors	160,000	0	160,000	10,000	6.67%	150,000
		168,280	0	168,280	10,000	6.32%	158,280
<u>State's Attorney</u>							
486000	Reimbursed Exp - State's Atty	81,000	0	81,000	16,600	25.78%	64,400
		81,000	0	81,000	16,600	25.78%	64,400

Washington County, Maryland
General Fund Revenues - Requested
FY 2026

Account Number	Funding Source	FY 2026 Requested Budget	Adjustment	FY 2026 Requested Budget	\$ Change	% Change	FY 2025 Operating Budget Approved
<u>Weed Control</u>							
403120	Weed Control Fees	363,060	0	363,060	5,760	1.61%	357,300
		363,060	0	363,060	5,760	1.61%	357,300
<u>General</u>							
403135	Sheriff Auxiliary	90,200	0	90,200	0	0.00%	90,200
404511	Lease Income	70,000	0	70,000	0	0.00%	70,000
485000	Reimburse Administrative	1,000	0	1,000	0	0.00%	1,000
490000	Miscellaneous	150,000	0	150,000	(45,700)	(23.35)%	195,700
490010	Gain or Loss on Sale of Asset	50,000	0	50,000	0	0.00%	50,000
490080	Bad Check Fees	1,500	0	1,500	500	50.00%	1,000
490200	Registration Fees	3,000	0	3,000	0	0.00%	3,000
490210	Sponsorships	5,000	0	5,000	0	0.00%	5,000
491900	In-Kind Sponsorships	4,280,100	0	4,280,100	0	0.00%	4,280,100
		4,650,800	0	4,650,800	(45,200)	(0.96)%	4,696,000
<u>Engineering</u>							
440110	Review Fees	125,000	0	125,000	0	0.00%	125,000
440110	Drawings/Blue Line Prints	0	0	0	(100)	(100.00)%	100
		125,000	0	125,000	(100)	(0.08)%	125,100
<u>Permits & Inspections</u>							
401070	Building Permits - Residential	135,000	0	135,000	0	0.00%	135,000
401080	Building Permits - Commercial	200,000	0	200,000	0	0.00%	200,000
401085	Municipal Fees	20,000	0	20,000	0	0.00%	20,000
401090	Electrical License Fees	10,000	0	10,000	0	0.00%	10,000
401100	Electrical Permit - Residential	160,000	0	160,000	0	100.00%	160,000
401110	Electrical Permit - Commercial	117,000	0	117,000	0	0.00%	117,000
401115	HVAC Registration Fees	10,500	0	10,500	6,000	133.33%	4,500
401120	HVAC Permit - Residential	75,000	0	75,000	0	0.00%	75,000
401130	HVAC Permit - Commercial	35,000	0	35,000	0	0.00%	35,000
401140	Other Permit Fees	30,000	0	30,000	0	0.00%	30,000
401145	Temp. Occupancy Fee - Comm.	1,250	0	1,250	0	0.00%	1,250
401160	Plumbing Licenses Fees	18,000	0	18,000	11,500	176.92%	6,500
401170	Plumbing Permits - Residential	100,000	0	100,000	20,000	25.00%	80,000
401180	Plumbing Permits - Commercial	37,800	0	37,800	0	0.00%	37,800
402020	Fines & Forfeitures	3,500	0	3,500	(6,500)	(65.00)%	10,000
403035	Technology Fees	60,000	0	60,000	0	0.00%	60,000
403045	Review Fees	6,000	0	6,000	0	0.00%	6,000
440110	Drawings/Blue Line Prints	200	0	200	0	0.00%	200
490000	Miscellaneous	400,000	0	400,000	400,000	100.00%	0
		1,419,250	0	1,419,250	431,000	43.61%	988,250

Washington County, Maryland
General Fund Revenues - Requested
FY 2026

Account Number	Funding Source	FY 2026 Requested Budget	Adjustment	FY 2026 Requested Budget	\$ Change	% Change	FY 2025 Operating Budget Approved
<u>Planning and Zoning</u>							
401040	Miscellaneous Licenses	700	0	700	0	0.00%	700
401140	Other Permit Fees	4,500	0	4,500	1,500	50.00%	3,000
402020	Fines and Forfeitures	5,000	0	5,000	4,000	400.00%	1,000
403030	Zoning Appeals	18,000	0	18,000	0	0.00%	18,000
403035	Technology fees	8,000	0	8,000	1,000	14.29%	7,000
403040	Rezoning	5,000	0	5,000	(2,000)	(28.57)%	7,000
403045	Review Fees	100,000	0	100,000	10,000	11.11%	90,000
403050	Development Fees	30,000	0	30,000	0	0.00%	30,000
403055	Other Planning Fees	400	0	400	0	0.00%	400
485000	Reimbursed Administrative	0	0	0	(100)	(100.00)%	100
486045	Reimbursed Exp - Other	8,000	0	8,000	3,000	60.00%	5,000
		179,600	0	179,600	17,400	10.73%	162,200
<u>Sheriff - Judicial</u>							
402010	Peace Order Service	4,000	0	4,000	(1,000)	(20.00)%	5,000
403010	Sheriff Fees - Judicial	70,000	0	70,000	30,000	75.00%	40,000
		74,000	0	74,000	29,000	64.44%	45,000
<u>Sheriff - Process Servers</u>							
402010	Peace Order Service	0	0	0	(140,000)	(100.00)%	140,000
402050	District Court Writs Service	140,000	0	140,000	140,000	100.00%	0
		140,000	0	140,000	0	0.00%	140,000
<u>Sheriff - Patrol</u>							
402000	Parking Violations	3,500	0	3,500	1,000	40.00%	2,500
403000	Speed Cameras	1,031,760	0	1,031,760	(33,200)	(3.12)%	1,064,960
486020	Reimbursed Exp - Patrol	65,000	0	65,000	5,000	8.33%	60,000
490020	Sale of Publications	6,500	0	6,500	0	0.00%	6,500
		1,106,760	0	1,106,760	(27,200)	(2.40)%	1,133,960
<u>Sheriff - Central Booking</u>							
404511	Lease Income	15,720	0	15,720	0	0.00%	15,720
		15,720	0	15,720	0	0.00%	15,720
<u>Sheriff - Detention Center</u>							
403080	Housing Federal Prisoners	1,000	0	1,000	0	0.00%	1,000
403090	Housing State Prisoners	150,000	0	150,000	(25,000)	(14.29)%	175,000
403100	Home Detention Fees	0	0	0	(500)	(100.00)%	500
486050	Reimbursed Exp - Detention	500	0	500	0	0.00%	500
486055	Alien Inmate Reimbursement	25,000	0	25,000	0	0.00%	25,000
486060	Soc Sec Inc Reimbursement	14,690	0	14,690	4,690	46.90%	10,000
		191,190	0	191,190	(20,810)	(9.82)%	212,000

Washington County, Maryland
General Fund Revenues - Requested
FY 2026

Account Number	Funding Source	FY 2026 Requested Budget	Adjustment	FY 2026 Requested Budget	\$ Change	% Change	FY 2025 Operating Budget Approved
<u>Sheriff - Day Reporting Center</u>							
403075	Day Reporting Fees	5,000	0	5,000	0	0.00%	5,000
		5,000	0	5,000	0	0.00%	5,000
<u>Sheriff - Narcotics Task Force</u>							
486030	Reimbursed Exp - NTF	235,180	0	235,180	20,180	9.39%	215,000
		235,180	0	235,180	20,180	9.39%	215,000
<u>Sheriff - Washington County Police Academy</u>							
403015	Academy Fees	59,830	0	59,830	0	0.00%	59,830
		59,830	0	59,830	0	0.00%	59,830
<u>Emergency Services</u>							
403060	Alarm Termination Fee	32,000	0	32,000	12,000	60.00%	20,000
403115	Miscellaneous Fees	665,440	0	665,440	188,560	39.54%	476,880
486040	Reimbursed Exp - Emer Mgmt.	102,500	0	102,500	(100,500)	(49.51)%	203,000
		799,940	0	799,940	100,060	14.30%	699,880
<u>Wireless Communications</u>							
404511	Lease Income	53,600	0	53,600	2,800	5.51%	50,800
403070	EMCS Salary Reimbursement	15,600	0	15,600	0	0.00%	15,600
		69,200	0	69,200	2,800	4.22%	66,400
<u>Parks</u>							
<u>Buildings, Grounds, & Facilities</u>							
499420	Fuel	2,000	0	2,000	0	0.00%	2,000
		2,000	0	2,000	0	0.00%	2,000
<u>Martin L. Snook Pool</u>							
404100	Swimming Pool Fees	40,000	0	40,000	5,000	14.29%	35,000
40411	Swimming Pool - Concession Fee	12,000	0	12,000	0	0.00%	12,000
		52,000	0	52,000	5,000	10.64%	47,000
<u>Parks and Recreation</u>							
404000	Sale of Wood	0	0	0	(900)	(100.00)%	900
404010	Rental Fees	50,000	0	50,000	10,000	25.00%	40,000
404020	Ballfield Fees	8,000	0	8,000	0	0.00%	8,000
404030	Ballfield Lighting Fees	2,000	0	2,000	1,000	100.00%	1,000
404040	Concession Fees	2,500	0	2,500	0	0.00%	2,500
404300	Program Fees	350,000	0	350,000	0	0.00%	350,000
490060	Park Contrib from Residents	1,000	0	1,000	0	0.00%	1,000
		413,500	0	413,500	10,100	2.50%	403,400
Total Charges for Services		10,151,310	0	10,151,310	554,590	5.78%	9,596,720

Washington County, Maryland
General Fund Revenues - Requested
FY 2026

Account Number	Funding Source	FY 2026 Requested Budget	Adjustment	FY 2026 Requested Budget	\$ Change	% Change	FY 2025 Operating Budget Approved
Grants							
495000	Operating Grants	300,000	0	300,000	0	0.00%	300,000
496110	State Aid - Police Protection	1,100,000	0	1,100,000	(50,560)	(4.39)%	1,150,560
496115	SAFER	498,370	0	498,370	498,370	100.00%	0
496120	911 Fees	3,150,000	0	3,150,000	900,000	40.00%	2,250,000
400700	Cannabis State Sales Tax	90,000	0	90,000	(16,180)	(15.24)%	106,180
401190	Marriage Licenses	50,000	0	50,000	0	0.00%	50,000
401210	Trader's License	190,000	0	190,000	0	0.00%	190,000
402020	Fines & Forfeitures	5,000	0	5,000	0	0.00%	5,000
403130	Marriage Ceremony Fees	3,000	0	3,000	0	0.00%	3,000
491732	Oper Transfer - Hotel Rental	249,000	0	249,000	249,000	100.00%	0
496130	State Park Fees	150,000	0	150,000	0	0.00%	150,000
Total Grants for Operations		5,785,370	0	5,785,370	1,580,630	37.59%	4,204,740
Total Program Revenues		15,936,680	0	15,936,680	2,135,220	15.47%	13,801,460
Total General Fund Revenue		326,805,740	0	326,805,740	26,157,010	8.70%	300,648,730

**Washington County, Maryland
General Fund Expenditures - Requested
FY2026**

Cost Center	Department/Agency	FY 2026 Requested Budget	Adjustment	FY 2026 Requested Budget	\$ Change	% Change	FY 2025 Operating Budget Approved
<u>Education</u>							
<u>Direct Primary</u>							
90000	Board of Education	118,473,490	0	118,473,490	8,300,650	7.53%	110,172,840
		118,473,490	0	118,473,490	8,300,650	7.53%	110,172,840
<u>Secondary</u>							
90040	Hagerstown Community College	10,543,380	0	10,543,380	307,090	3.00%	10,236,290
		10,543,380	0	10,543,380	307,090	3.00%	10,236,290
<u>Other Education</u>							
93400	Free Library	4,924,540	0	4,924,540	69,380	1.43%	4,855,160
10990	Clear Spring Library Building	143,000	0	143,000	0	0.00%	143,000
10991	Smithsburg Library Building	150,750	0	150,750	0	0.00%	150,750
10992	Boonsboro Library Building	171,810	0	171,810	0	0.00%	171,810
10993	Hancock Library Building	141,700	0	141,700	0	0.00%	141,700
		5,531,800	0	5,531,800	69,380	1.27%	5,462,420
Total Education		134,548,670	0	134,548,670	8,677,120	6.89%	125,871,550
<u>Public Safety</u>							
<u>Sheriff</u>							
11300	Judicial	4,187,630	0	4,187,630	(8,890)	(0.21)%	4,196,520
11305	Process Server	181,750	0	181,750	6,800	3.89%	174,950
11310	Patrol	18,046,870	0	18,046,870	1,135,110	6.71%	16,911,760
11311	Sheriff Auxiliary	90,200	0	90,200	0	0.00%	90,200
11315	Central Booking	1,522,050	0	1,522,050	50,450	3.43%	1,471,600
11320	Detention Center	24,870,210	0	24,870,210	623,270	2.57%	24,246,940
11321	Day Reporting Center	550,680	0	550,680	16,630	3.11%	534,050
11330	Narcotics Task Force	707,450	0	707,450	61,880	9.59%	645,570
11335	WC Police Academy	59,830	0	59,830	0	0.00%	59,830
		50,216,670	0	50,216,670	1,885,250	3.90%	48,331,420
<u>Emergency Services</u>							
11420	Air Unit	66,480	0	66,480	(29,410)	(30.67)%	95,890
11430	Special Operations	256,670	0	256,670	72,350	39.25%	184,320
11440	911 Communications	7,271,740	0	7,271,740	216,200	3.06%	7,055,540
11520	EMS Operations	7,969,000	0	7,969,000	1,789,110	28.95%	6,179,890
11525	Fire Operations	10,699,030	0	10,699,030	3,710,950	53.10%	6,988,080
11535	Public Safety Training Center	1,422,090	0	1,422,090	221,660	18.47%	1,200,430
93110	Civil Air Patrol	4,400	0	4,400	400	10.00%	4,000
93130	Fire & Rescue Volunteer Services	12,415,540	0	12,415,540	547,810	4.62%	11,867,730
		40,104,950	0	40,104,950	6,529,070	19.45%	33,575,880
<u>Other Public Safety</u>							
11530	Emergency Management	404,460	0	404,460	133,830	49.45%	270,630
93100	Humane Society of WC	2,800,000	0	2,800,000	450,000	19.15%	2,350,000
		3,204,460	0	3,204,460	583,830	22.28%	2,620,630
Total Public Safety		93,526,080	0	93,526,080	8,998,150	10.65%	84,527,930

Washington County, Maryland
General Fund Expenditures - Requested
FY2026

Cost Center	Department/Agency	FY 2026 Requested Budget	Adjustment	FY 2026 Requested Budget	\$ Change	% Change	FY 2025 Operating Budget Approved
<u>Operating and Capital Transfers</u>							
<u>Operating</u>							
91020	Highway	10,703,310	0	10,703,310	297,720	2.86%	10,405,590
91021	Solid Waste	487,170	0	487,170	0	0.00%	487,170
91023	Agricultural Education Center	255,760	0	255,760	0	0.00%	255,760
91024	Grant Management	538,470	0	538,470	15,960	3.05%	522,510
91028	Land Preservation	71,960	0	71,960	48,860	211.52%	23,100
91029	HEPMPO	6,970	0	6,970	200	2.95%	6,770
91040	Utility Administration	971,720	0	971,720	166,880	20.73%	804,840
91041	Water	176,480	0	176,480	0	0.00%	176,480
91044	Transit	608,490	0	608,490	(292,820)	(32.49)%	901,310
91046	Golf Course	158,000	0	158,000	45,070	39.91%	112,930
92010	Muni. in Lieu of Bank Shares	38,550	0	38,550	0	0.00%	38,550
		14,016,880	0	14,016,880	281,870	2.05%	13,735,010
<u>Capital</u>							
91230	Capital Improvement Fund	11,490,000	0	11,490,000	3,694,680	47.40%	7,795,320
12700	Debt Service	16,268,190	0	16,268,190	58,110	0.36%	16,210,080
		27,758,190	0	27,758,190	3,752,790	15.63%	24,005,400
Total Operating/Capital Transfers		41,775,070	0	41,775,070	4,034,660	10.69%	37,740,410
<u>General Government</u>							
<u>Courts</u>							
10200	Circuit Court	2,799,250	0	2,799,250	76,290	2.80%	2,722,960
10210	Orphans Court	34,250	0	34,250	0	0.00%	34,250
10220	State's Attorney	6,097,290	0	6,097,290	699,150	12.95%	5,398,140
		8,930,790	0	8,930,790	775,440	9.51%	8,155,350
<u>State</u>							
10400	Election Board	2,843,740	0	2,843,740	202,750	7.68%	2,640,990
12300	Soil Conservation	380,240	0	380,240	10,730	2.90%	369,510
12400	Weed Control	363,060	0	363,060	5,760	1.61%	357,300
12410	Environmental Pest Management	90,000	0	90,000	44,500	97.80%	45,500
94000	Health Department	3,183,620	0	3,183,620	0	0.00%	3,183,620
94010	Social Services	569,540	0	569,540	63,210	12.48%	506,330
94020	University of MD Extension	305,620	0	305,620	15,500	5.34%	290,120
94030	County Cooperative Extension	38,730	0	38,730	0	0.00%	38,730
		7,774,550	0	7,774,550	342,450	4.61%	7,432,100
<u>Community Funding</u>							
93000	Community Funding	1,200,000	0	1,200,000	0	0.00%	1,200,000
		1,200,000	0	1,200,000	0	0.00%	1,200,000
<u>County Administrator</u>							
10300	County Administrator	478,160	0	478,160	16,500	3.57%	461,660
10310	Public Relations and Marketing	1,044,010	0	1,044,010	390,760	59.82%	653,250
12500	Business & Economic Dev.	1,175,230	0	1,175,230	131,950	12.65%	1,043,280
		2,697,400	0	2,697,400	539,210	24.98%	2,158,190

**Washington County, Maryland
General Fund Expenditures - Requested
FY2026**

Cost Center	Department/Agency	FY 2026 Requested Budget	Adjustment	FY 2026 Requested Budget	\$ Change	% Change	FY 2025 Operating Budget Approved
<u>General Operations</u>							
10100	County Commissioners	356,250	0	356,250	3,370	0.95%	352,880
10110	County Clerk	207,540	0	207,540	37,630	22.15%	169,910
10530	Treasurer	571,980	0	571,980	30,820	5.70%	541,160
10600	County Attorney	1,234,320	0	1,234,320	(27,460)	(2.18)%	1,261,780
10700	Human Resources	2,167,820	0	2,167,820	601,940	38.44%	1,565,880
11200	General Operations	6,917,110	0	6,917,110	3,222,190	87.21%	3,694,920
		11,455,020	0	11,455,020	3,868,490	50.99%	7,586,530
<u>Budget and Finance Division</u>							
10500	Budget and Finance	2,650,220	0	2,650,220	73,060	2.83%	2,577,160
10510	Ind. Accounting & Auditing	75,000	0	75,000	0	0.00%	75,000
10520	Purchasing	718,170	0	718,170	9,540	1.35%	708,630
		3,443,390	0	3,443,390	82,600	2.46%	3,360,790
<u>Information Technology</u>							
11000	Information Technology	5,555,810	0	5,555,810	1,151,330	26.14%	4,404,480
11540	Wireless Communication	1,760,110	0	1,760,110	61,580	3.63%	1,698,530
		7,315,920	0	7,315,920	1,212,910	19.87%	6,103,010
<u>Other</u>							
11100	Women's Commission	2,000	0	2,000	0	0.00%	2,000
11120	Veteran's Advisory Committee	2,000	0	2,000	0	0.00%	2,000
11140	Diversity and Inclusion Committee	2,000	0	2,000	0	0.00%	2,000
11150	Animal Control Board	7,200	0	7,200	0	0.00%	7,200
11550	Forensic Investigator	30,000	0	30,000	0	0.00%	30,000
93230	Commission on Aging	1,854,580	0	1,854,580	250,000	15.58%	1,604,580
93300	Museum of Fine Arts	142,000	0	142,000	2,000	1.43%	140,000
		2,039,780	0	2,039,780	252,000	14.10%	1,787,780
<u>Buildings</u>							
10900	Martin Luther King Building	101,210	0	101,210	(25,270)	(19.98)%	126,480
10910	Administration Building	335,910	0	335,910	(7,970)	(2.32)%	343,880
10930	Court House	355,630	0	355,630	11,750	3.42%	343,880
10940	County Office Building	238,850	0	238,850	(18,950)	(7.35)%	257,800
10950	Administration Annex	156,180	0	156,180	5,580	3.71%	150,600
10960	Dwyer Center	29,310	0	29,310	(5,080)	(14.77)%	34,390
10965	Election Board Facility	117,270	0	117,270	(770)	(0.65)%	118,040
10970	Central Services	136,290	0	136,290	890	0.66%	135,400
10980	Properties	4,450	0	4,450	2,720	157.23%	1,730
10985	Senior Center Building	12,210	0	12,210	0	0.00%	12,210
11325	Public Facilities Annex	122,230	0	122,230	18,120	17.40%	104,110
		1,609,540	0	1,609,540	(18,980)	(1.17)%	1,628,520
<u>Parks</u>							
12000	Martin L. Snook Pool	185,910	0	185,910	6,900	3.85%	179,010
12200	Parks and Recreation	1,922,990	0	1,922,990	106,210	5.85%	1,816,780
		2,108,900	0	2,108,900	113,110	5.67%	1,995,790
<u>Public Works</u>							
11600	Public Works	451,470	0	451,470	93,940	26.27%	357,530
11910	Buildings, Grounds & Facilities	2,953,980	0	2,953,980	323,960	12.32%	2,630,020
		3,405,450	0	3,405,450	417,900	13.99%	2,987,550

Washington County, Maryland
 General Fund Expenditures - Requested
 FY2026

Cost Center	Department/Agency	FY 2026 Requested Budget	Adjustment	FY 2026 Requested Budget	\$ Change	% Change	FY 2025 Operating Budget Approved
<u>Engineering & Permits and Inspections</u>							
11620	Engineering	3,210,930	0	3,210,930	35,220	1.11%	3,175,710
11630	Permits & Inspections	3,918,790	0	3,918,790	569,090	16.99%	3,349,700
		7,129,720	0	7,129,720	604,310	9.26%	6,525,410
<u>Planning and Zoning</u>							
10800	Planning and Zoning	1,619,100	0	1,619,100	88,520	5.78%	1,530,580
10810	Zoning Appeals	68,390	0	68,390	1,150	1.71%	67,240
		1,687,490	0	1,687,490	89,670	5.61%	1,597,820
Total Other Government Programs		60,797,950	0	60,797,950	8,279,110	15.76%	52,518,840
Total Expenditures		330,647,770	0	330,647,770	29,989,040	9.97%	300,658,730



Open Session Item

SUBJECT: FY25 CIP Budget Adjustment

PRESENTATION DATE: February 25, 2025

PRESENTATION BY: Kelcee Mace, Chief Financial Officer

RECOMMENDED MOTION: A motion to approve the budget adjustment as submitted.

REPORT-IN-BRIEF: A budget adjustment is being requested to reassign 2025 bonds budgeted in projects that are not needed in 2025 to other eligible projects.

DISCUSSION: Staff is requesting to transfer 2025 bond funds budgeted for the Ag Center Indoor Multipurpose Building of \$3,655,000 and the Stormwater Management and Watershed Services Office Building of \$300,000 to the Patrol Services Relocation project. Staff is also requesting to transfer 2025 bond funds budgeted for the 40 West Landfill Pretreatment Facility of \$500,000 to the 40 West Landfill – Cell 5 Construction project.

The 2025 bond sale is scheduled for late May.

FISCAL IMPACT: Budget Neutral.

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: N/A

AUDIO/VISUAL NEEDS: N/A



Washington County, Maryland

Budget Adjustment Form

- (?) Budget Amendment
 Budget Transfer

Fiscal Year *
 BOCC Approval Date (if known)
 Preparer, if applicable

Department Head Authorization

Division Director / Elected Official Authorization

Kelcee Mace ✕

signed by Mace, Kelcee G.
2/4/2025, 3:05:54 PM

Click here to reorder rows

Expenditure / Account Number	Fund Number	Department Number	Project Number	Grant Number	Activity Code	Department and Amount Description	Increase (Decrease) +/-	
498022	30	11900	BLD112		0000 ▾	Bond Fund - 2025	-3,655,000	✕
599999	30	11900	BLD112		CNST ▾	Ag Center Multipurpose B	-3,655,000	✕
498022	30	11620	BLD116		0000 ▾	Bond Fund - 2025	-300,000	✕
599999	30	11620	BLD116		CNST ▾	Stormwater Mgmt and We	-300,000	✕
498022	30	11620	BLD113		0000 ▾	Bond Fund - 2025	3,955,000	✕
599999	30	11620	BLD113		CNST ▾	Patrol Services Relocation	3,955,000	✕
498022	31	21010	TRP027		0000 ▾	Bond Fund - 2025	-500,000	✕
599999	31	21010	TRP027		CNST ▾	40 West Landfill Pretreatn	-500,000	✕
498022	31	21010	LDI064		0000 ▾	Bond Fund - 2025	500,000	✕
599999	31	21010	LDI064		CNST ▾	40 West Landfill - Cell 5 Cc	500,000	✕

[Add another row](#)

Explain Budget Adjustment *

To reassign bond funds for projects that are not needed in 2025 to other eligible projects.



Open Session Item

SUBJECT: FY26 Rural Legacy Program Grant – Approval to Submit Application and Accept Awarded Funds

PRESENTATION DATE: February 25, 2025

PRESENTATION BY: Chris Boggs, Rural Preservation Administrator, Dept. of Planning & Zoning

RECOMMENDED MOTION: Move to approve the submission of the grant application for the fiscal year 2026 Rural Legacy Program, in the amount of \$7,726,000.00 and to accept awarded funding.

REPORT-IN-BRIEF: Each year the Department of Planning & Zoning submits a funding request to the Maryland Department of Natural Resources for the purchase of easements in the County's Rural Legacy Area. Rural Legacy properties are lands of significant agricultural, historic, environmental, public and cultural value inside of the designated Rural Legacy Area, which is concentrated around the Antietam Battlefield. Past Rural Legacy grants have significantly contributed to the progress Washington County has made toward the stated goal of 50,000 permanently preserved acres of land. To date, the County has preserved over 9,200 acres of land through the Rural Legacy Program.

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

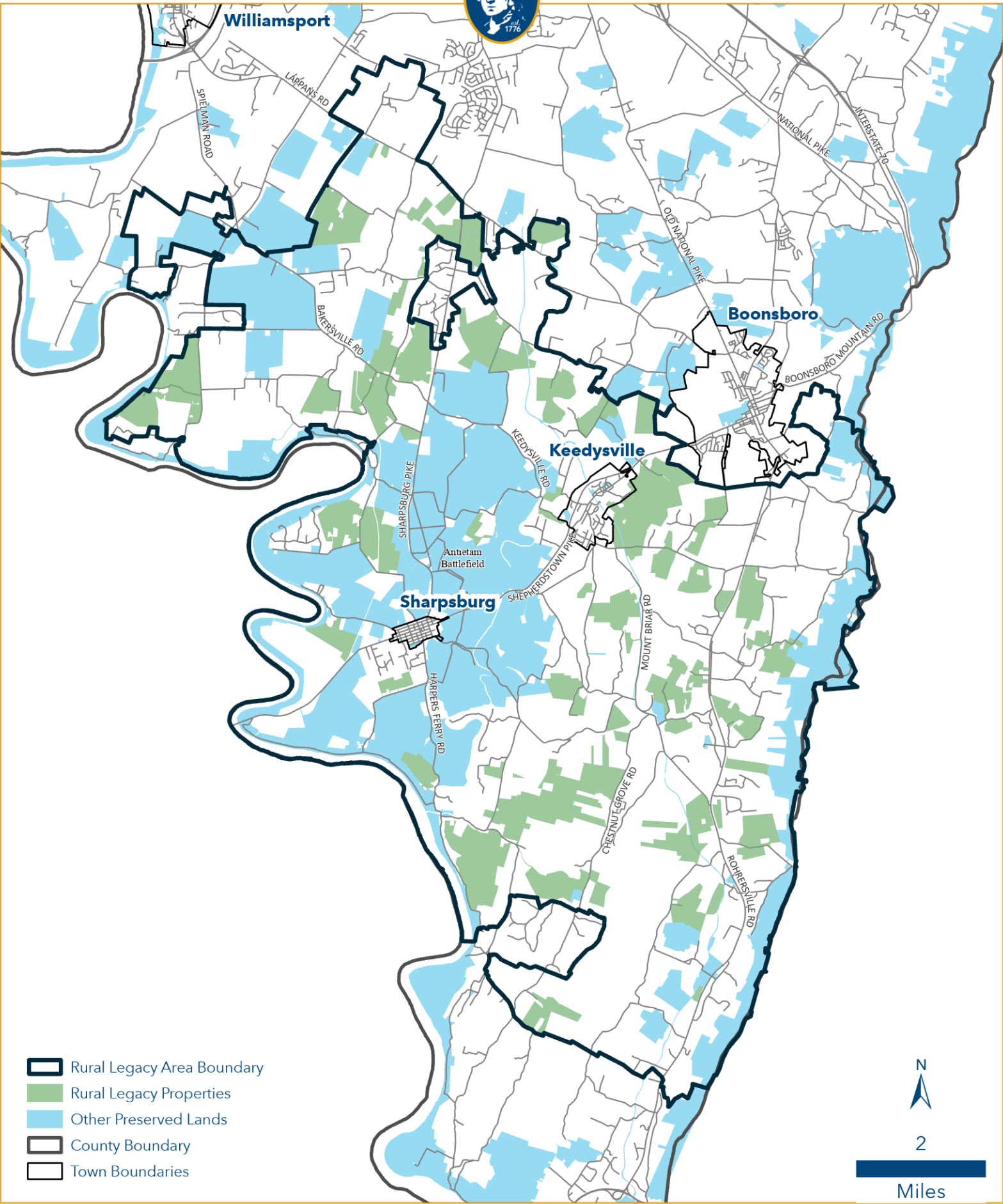
FISCAL IMPACT: There are recurring department operating expenses for the inspections of the easement properties by staff. Time required for inspections are 8 hours per year or \$320.00 per year and the cost is covered by the Department of Planning and Zoning's Land Preservation Budget.






CONCURRENCES: N/A

ALTERNATIVES: Deny approval for the submission of this request

ATTACHMENTS: Rural Legacy Area Map

AUDIO/VISUAL NEEDS: N/A



-  Rural Legacy Area Boundary
-  Rural Legacy Properties
-  Other Preserved Lands
-  County Boundary
-  Town Boundaries



2

Miles





Open Session Item

SUBJECT: Intergovernmental Cooperative Purchase (INTG-25-0178) New 2024 Chevrolet Tahoe Special Service Vehicle

PRESENTATION DATE: February 25, 2025

PRESENTATION BY: Brandi J. Kentner, CPPO, Director, Purchasing, R. David Hays, Director, Division of Emergency Services (DES)

RECOMMENDATION: Move to authorize by Resolution, for the Department of Emergency Services to purchase one (1) new 2024 Chevrolet Tahoe Special Service Vehicle from Criswell Chevrolet of Gaithersburg, MD at the price of \$55,282 and to utilize another jurisdictions contract (#MA-4505) that was awarded by Baltimore County to Criswell Chevrolet.

REPORT-IN-BRIEF: This vehicle will replace a 2011 Chevy Tahoe with 176K miles that was formerly used as an ALS Chase car and most recently as an administrative pool car at Elliott Parkway. Upon replacement, the 2011 Tahoe will be stripped of emergency lighting and such, from which point it will be advertised on GovDeals for sale.

The Code of Public Laws of Washington County, Maryland (the Public Local Laws) §1-106.3 provides that the Board of County Commissioners may procure goods and services through a contract entered into by another governmental entity, in accordance with the terms of the contract, regardless of whether the County was a party to the original contract. Baltimore County took the lead in soliciting the resulting agreement. If the Board of County Commissioners determines that participation by Washington County would result in cost benefits or administrative efficiencies, it could approve the purchase of this vehicle 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 from direct cost savings in the purchase of this vehicle 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 spending savings that the Baltimore County contract 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: Funding is available in the department's capital budget 600300-30-11430-VEH009 for this purchase.

CONCURRENCES: N/A

ATTACHMENTS: Criswell Quote dated: January 24, 2025

RESOLUTION NO. RS-2025-

(Intergovernmental Cooperative Purchase [INTG-25-0178] New 2024 Chevrolet Tahoe Special Service Vehicle)

RECITALS

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

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

The Department of Emergency Services is requesting to purchase one (1) new 2024 Chevrolet Tahoe Special Service Vehicle from Criswell Chevrolet of Gaithersburg, Maryland, at the price of \$55,282.00, and to utilize another jurisdiction's contract (#MA-4505) that was awarded by Baltimore County to Criswell Chevrolet.

Eliminating the County's bid process will result in administrative and cost savings for the County. The County will benefit with direct cost savings because of the economies of scale the aforementioned contract has leveraged. Additionally, the County will realize administrative efficiencies and savings as a result of not preparing, soliciting, and evaluating bids.

NOW, THEREFORE, BE IT RESOLVED by the Board, pursuant to § 1-106.3 of the Public Local Laws, that the Department of Emergency Services is hereby authorized to purchase one (1) new 2024 Chevrolet Tahoe Special Service Vehicle from Criswell Chevrolet of Gaithersburg, Maryland, at the price of \$55,282.00, and to utilize another jurisdiction's contract (#MA-4505) that was awarded by Baltimore County to Criswell Chevrolet.

Adopted and effective this ____ day of February, 2025.

ATTEST:

BOARD OF COUNTY COMMISSIONERS
OF WASHINGTON COUNTY, MARYLAND

Dawn L. Marcus, County Clerk

BY: _____
John F. Barr, President

Approved as to form
and legal sufficiency:

Zachary J. Kieffer
County Attorney

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

January 24th, 2025

Brandy Kentner
Washington County Purchasing
Hagerstown, MD

Proposal
2024 Tahoe SSV



New 2024 Chevrolet Tahoe Special Service Vehicle
White Exterior

Cloth Front/Vinyl Rear Seats, Center Console Delete, Red/White Dome Lamp, Wiring for Grill Lights & Siren Speaker, Wiring for Horn/Siren, Wig-Wag Flasher System, Keyless Remote Entry with 6 Key Fobs, Keyless Open & Start, Remote Start, Power Heated Mirrors, Rear Camera Mirror Inside Rear View with HD Camera, Radio Suppression Package, Rear Interior Ground Studs, Towing Package, Tow Hooks, Skid Plates, Aluminum Wheels, 250 Amp Alternator, Dual Batteries, 120V Electrical Receptacle in cab, Front & Rear Parking Sensors.

\$55,282 Contract Price Each
Vehicle is in stock now

Discount \$2,575

As per Baltimore County Off the Lot Purchase Agreement MA-4505 adopted by Montgomery County and Loudoun County.
Vendor is Criswell Chevrolet Inc.

Submitted By,

Scott Silverman
Fleet Sales Manager



Open Session Item

SUBJECT: Bid Award (PUR-1724) – Roll-Up Door Replacement at Conococheague WWTP

PRESENTATION DATE: February 25, 2025

PRESENTATION BY: Brandi Kentner, CPPO, Director of Purchasing Department, and Joe Moss, Division of Environmental Management, Deputy Director, Engineering Services

RECOMMENDED MOTION: Move to award the bid for Roll-Up Door Replacement at Conococheague WWTP to the responsive, responsible bidder Palmer Construction, Inc., of McConnellsburg, PA, with the lowest bid price of \$76,000.

REPORT-IN-BRIEF: The County accepted bids on February 5, 2025. The Invitation to Bid (ITB) was advertised on the State of Maryland's (eMMA) "*eMaryland Marketplace Advantage*" website, on the County's website, in the local newspaper, and on the County's new online bidding site, Ionwave. Twenty-one (21) persons/companies registered/downloaded the bid document online. Four (4) bids were received.

The specifications require three (3) Roll-Up doors to be purchased and installed at Washington County Department of Water Quality, 16232 Elliott Parkway, Williamsport, Maryland 21795. Two (2) at the Headworks building and one (1) at the Solids handling building. The bidder shall be responsible for taking all measurements to ensure the new doors are installed appropriately in the existing wall openings. The new Roll-Up Doors will be installed by the Bidder after they remove and discard the old doors.

DISCUSSION: N/A

FISCAL IMPACT: Funding is available in the department's Capital Improvement Plan 515000-37-40010-BLD073 – General Building Improvements.

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: Bid Tabulation Matrix

AUDIO/VISUAL NEEDS: N/A

PUR-1724

Roll-Up Door Replacements at Conococheague WWTP

Item No.	Delivery, Removal and Installation/Replacement of Three (3) existing roll-up doors at the Conococheague WWTP as specied in the terms of this Bid Solicitation.							
1	Supplier	City	State	QTY	UOM	Unit Price	TOTAL LUMP SUM	Supplier Notes
	Callas Contractors LLC	Hagerstown	MD	1	LS	\$83,700.00	\$83,700.00	
	Palmer Construction Company, Inc.	McConnellsburg	PA	1	LS	\$76,000.00	\$76,000.00	No exceptions, we are bidding Cornell Doors and operators that have been approved.
	Grassfield Construction LLC	Bethesda	MD	1	LS	\$109,265.00	\$109,265.00	
	Western Cary Building Products Builder Services Group, Inc.	Hagerstown	MD	1	LS	\$82,814.00	\$82,814.00	



Open Session Item

SUBJECT: Washington County Detention Center – MOOR grant

PRESENTATION DATE: February 25, 2025

PRESENTATION BY: Meaghan Willis Program Director Washington County Sheriff's Office,
Carsten Ahrens Senior Grant Manager Office of Grant Management

RECOMMENDED MOTION(S): Move to approve the application for and receiving of funds not to exceed \$119,000 from the State Maryland Opioid Overdose Response grant

REPORT-IN-BRIEF: This grant, will fund reentry workshops, along with contracting with Potomac Community Services to provide case management and staff the workshops, as well as additional expenses associated with the case manager.

DISCUSSION: REPORT-IN-BRIEF: This grant, if awarded, will fund The Washington County Sheriff's Office, Detention Center and Day Reporting Center intend to continue reentry workshop implemented with FY2025 MOOR Competitive Grant Funding, "Recover, Rebuild, and Reconnect." The goal of "Recover, Rebuild, and Reconnect" is to assist those recently incarcerated and with substance use disorders in obtaining items and/or services required to gain employment and continue in their recovery. "Recover, Rebuild, and Reconnect" provides immediate access to items needed for job interviews and employment, such as identification documentation, clothing, transportation, and job training assistance. Funding will be used for contracting with Potomac Community Services to provide case management and staff the workshops, as well as training, cell phone, mileage, and fringe benefits for the case manager, general needs items for individuals, electronic health records maintenance fee, and general office/printing supplies.

FISCAL IMPACT: Provides up to \$119,000.00 to Washington County Detention Center

CONCURRENCES: Office of Grant Management

ALTERNATIVES: Deny acceptance of funding

ATTACHMENTS: None

AUDIO/VISUAL TO BE USED: N/A



Open Session Item

SUBJECT: Washington County Detention Center – MOOR grant

PRESENTATION DATE: February 25, 2025

PRESENTATION BY: Meaghan Willis Program Director Washington County Sheriff's Office,
Carsten Ahrens Senior Grant Manager Office of Grant Management

RECOMMENDED MOTION(S): Move to approve applying for and receiving funds not to exceed \$380,714 from the Maryland Opioid Overdose Response.

REPORT-IN-BRIEF: This grant, will fund The Washington County Sheriff's Office, Detention Center's "Jail-Based Medication-Assisted Treatment Program." Funding provided within this project will be used for medications, crushed pill pouches, rapid drug testing devices, and contractual medical staff required to oversee and administer medications.

DISCUSSION: This grant, if awarded, will fund The Washington County Sheriff's Office, Detention Center's "Jail-Based Medication-Assisted Treatment Program" proposes to continue medication-assisted treatment services at the Washington County Detention Center in Washington County, Maryland. The Jail-Based Medication-assisted Treatment Program (MAT Program) serves individuals incarcerated at the Washington County Detention Center diagnosed with an opioid use disorder and provides them with medication-assisted treatment using methadone, buprenorphine, or Vivitrol, addictions counseling, peer recovery services, and a referral to a local treatment agency at the time of release. Funding provided within this project will be used for medications (methadone, buprenorphine, and Vivitrol), crushed pill pouches, rapid drug testing devices, and contractual medical staff (Physician Assistant or Nurse Practitioner and Registered Nurse or Licensed Practical Nurse).

FISCAL IMPACT: Provides up to \$380,714.00 to Washington County Detention Center

CONCURRENCES: Office of Grant Management

ALTERNATIVES: Deny acceptance of funding

ATTACHMENTS: None

AUDIO/VISUAL TO BE USED: N/A

Open Session Item

SUBJECT: Park Rules Revisions and Special Event Policy

PRESENTATION DATE: February 25, 2026

PRESENTATION BY: Jaime Dick, Deputy Director Public Works Parks and Recreation; Daniel Hixon, Deputy Director Public Works Buildings Grounds and Facilities; Pamela Boyd, Parks Supervisor

RECOMMENDED MOTION: Approve as presented

REPORT-IN-BRIEF: The growing popularity and increased usage of our parks have highlighted the need to revise existing rules and introduce a Special Event Policy. With parks experiencing increased visitor volume and event requests rising, it is essential to establish clear guidelines to manage the events effectively. This policy will help address key concerns such as public safety, staffing, traffic control, trash removal, and overall park maintenance.

To ensure only committed inquiries are submitted, we propose implementing a \$50 application fee, which would be credited toward total event fees. This fee is designed to reduce the administrative burden of reviewing and processing applications that are not sincere. By updating the Park Rules and implementing the Special Event Policy we can ensure a balanced approach that supports the community's needs while preserving the park's environment and functionality for all users.

DISCUSSION:

FISCAL IMPACT: None

CONCURRENCES: Recreation and Parks Advisory Board; Andrew Eshleman, Director, Public Works

ATTACHMENTS: Proposed revisions to Park Rules, Special Event Policy and Application

PROPOSED CHANGES TO PARK POLICIES / RULES

Current rules are in black with **proposed changes in red** underneath the current rule.

1. Open daily from 9:00 am until sunset from the first Saturday in May through the last Sunday in October.
 - Parks are open to the public from sunrise to sunset, unless otherwise posted. Access outside these hours is permitted only for special events or planned activities, and trespassing in closed parks is prohibited. Park amenities are generally available May through October.
2. No refunds for pavilion reservations unless otherwise determined by the Director of the Parks Department.
 - Refunds are not provided for cancellations due to inclement weather. To receive a full refund or credit, cancellations must be made at least 30 days before the reservation date. Cancellations or changes made less than 30 days in advance will result in forfeiture of the entire rental fee.
3. Parking available in designated areas only. A drop-off/pick-up for the elderly or persons with disabilities is available at each pavilion.
 - Parking is restricted to designated areas or as directed by staff. Overnight parking without a valid permit is prohibited. Motorized vehicles are prohibited on pedestrian pathways, maintenance access roads, and trails, except for unloading and loading at pavilions.
4. Vendors hired to provide food at any pavilion MUST obtain the necessary Health Department permits.
5. No unauthorized vendors, solicitors or selling of any product without the written consent of the Parks Department.
 - All fundraising, profit-making, and sales activities require prior written approval from the Parks & Recreation Department. This includes private instruction, lessons for a fee, selling goods or services, distributing advertisements, and soliciting. A Special Event Permit and Certificate of Insurance are required for commercial activity or fundraising events.
6. Trash must be properly disposed of in receptacles provided for that purpose. No littering.
 - All trash generated during park use must be disposed of in designated receptacles. Littering and disposal of waste not generated within the park is not permitted.
7. No alcohol, tobacco products, (cigarettes, smokeless tobacco, or vaping) or controlled substances allowed in any County Parks.
 - All smoking, vaping, alcohol, and tobacco are prohibited, except at Black Rock Golf Course and the Agricultural Education Center. Controlled substances are prohibited.
8. No camping.
 - Camping is permitted only in designated parks. A Special Event Permit is required.
9. No gambling.
 - REMOVE THIS RULE

10. Dogs must be on a leash on the perimeter of Park. Please clean up after your pets.
 - Pets must be on a leash no longer than 9 feet and under control at all times. Handlers are responsible for immediate clean-up and proper disposal of waste. Pets are not allowed in pavilions, playgrounds, athletic fields, or courts.
11. No defacing, destroying, misusing, injuring, or removing any County property.
 - Defacing, destroying, misusing, injuring, or removing County property is prohibited. No posting notices unless approved by the Parks & Recreation Department.
12. No staples, thumbtacks, or nails to be used on any County owned picnic tables.
 - No staples, thumbtacks, or nails are to be used on any County owned property.
13. No excessive noise (disturbing the peace).
 - All park users must be mindful of their impact on other park visitors and the surrounding community. The use of sound amplification equipment is prohibited without prior approval from the Parks & Recreation Department.
14. No weapons.
 - Possession or discharge of firearms and weapons are prohibited on park property.
15. No possession or discharging of any fireworks or other explosive pyrotechnics on park property.
 - Possession or discharge of fireworks or other explosives is not allowed, except by authorized individuals during County organized events.
16. No power operated airplanes, helicopters, rockets, or drones on park property.
 - Power-operated remote-controlled devices such as model airplanes, drones, and cars are permitted in designated parks and areas upon submission of the request form and waiver.
17. No cutting, sawing, or removal of tree limbs, trees, or plant life.
 - Removing, cutting, trimming, or damaging plant life, trees, or other natural resources is prohibited. The introduction of plants or animals is prohibited.
18. No indecent conduct.
 - No one may deprive others of reasonable use and enjoyment of the parks. No disorderly, indecent, abusive, or threatening conduct will be tolerated.
19. No posting notices.
 - INCLUDED IN RULE 12.
20. No metal detectors.
21. No skateboards or rollerblades.
 - Skateboards, roller skates, inline skates, and bicycles are not permitted on pavilions, courts, or parking lots.
22. No motorized vehicles, hoverboards, or motorized bicycles in parks.
 - Hoverboards, e-bikes, and motorized vehicles are not permitted on pedestrian walkways.
23. No fires permitted except in grills.
 - Fires are not permitted except in grills used for cooking food. The use of deep fryers, turkey fryers, or any cooking equipment that heats oil to high temperatures is prohibited.

24. No hunting or trapping permitted on any park property.

- Hunting, trapping, injuring, harassing, or interfering with wild animals is prohibited, except for fishing, which is allowed when conducted in compliance with applicable laws and regulations.

25. No tarps unless authorized by Parks Department.

- Temporary shelters (such as canopies, event tents, or tarps) must be anchored in grass areas only, cannot block walkways, and must be self-supporting. Set up and removal must occur on the same day. Washington County is not responsible for any damage to or caused by tents or related equipment. Tents exceeding 144 square feet (equivalent to a 12' x 12' pop-up tent) require a Special Event Permit and Certificate of Insurance.

26. No golf practice or hitting golf balls of any kind.

- Hitting golf balls is prohibited except at Black Rock Golf Course.

The following items are not currently included but should be considered for addition:

- Inflatables (e.g. bounce houses) must be provided by a state-certified and insured vendor. Privately owned inflatables are not permitted. They must be securely anchored and powered by a generator supplied by the vendor. A Special Event Permit and Certificate of Insurance are required.
- A Special Event Permit is required for any event, meeting, party, or activity that falls outside regular park operations, is open to the public, or disrupts pedestrian or vehicular traffic.
- Horses are not permitted on park property except in designated areas at the Agricultural Education Center.



WASHINGTON COUNTY PARKS & RECREATION SPECIAL EVENT POLICY AND APPLICATION

1307 South Potomac Street, Hagerstown, MD 21740

Date of Application: _____
MM/DD/YYYY

Contact Information

Organization Name: _____

Event Organizer Name: _____ Website: _____

Address: _____ City: _____

State: _____ Zip: _____ Phone Number: _____ Email: _____

On Site Representative: _____ Phone Number: _____

Alternate On-Site Contact: _____ Phone Number: _____

Event Information

Name of Event: _____ Name of Park Requested: _____

Requested Date(s): _____ Start Time: _____ End Time: _____ Day Night Overnight

Set-up Date(s) / Time: _____ Take-down Date(s) / Time: _____

Type of Event: Community Event Fundraiser In-House Event Walk/Run Concert Wedding
School Activity Tournament Other: _____

Provide a detailed description of the event and proposed activities:

Facilities Requested for Event: Arts Pavilion Multi-sport Court Dance Pool

Multi-purpose Field Basketball Court Tennis / Pickleball Court Trails (provide map)

Picnic Pavilion - List Pavilions Requested: _____

Softball Fields – List Fields Requested: _____

Is event open to the public? Yes No Expected Attendance: _____ Will event be advertised? Yes No

If yes, how: _____ (provide copy of promotional

materials) Will any Dignitaries or VIPs be attending? (such as celebrities, elected officials, etc.) Yes No

If yes list names: _____

Will money be collected at the event? Yes No If yes, state purpose, amount, and who will receive proceeds:

Will there be vendors? Yes No What Type: Food/Beverage Merchandise How Many? _____

Are road closures or traffic management required? Yes No Explain: _____

Will there be live music or amplified sound? Yes No Describe: _____

Will there be other entertainment? Yes No Describe: _____

Will there be inflatables? Yes No How many? _____

Will volunteers be working at the event? Yes No How many? _____

Will any of the following be used at the event?

Items are not provided. All equipment must comply with State and Local regulations. A detailed site plan is required.

Port-a Pots? Yes No How many? _____ Details? _____

Trash Cans? Yes No How many? _____ Details? _____

Commercial Dumpster? Yes No How many? _____ Details? _____

Generator? Yes No How many? _____ Details? _____

Tent (larger than 12'x12')? Yes No How many? _____ Details? _____

Other? _____

Special requests or additional comments:

Application Requirements

- Application must be submitted at least 90 days prior to the event date or application may be rejected.
- All required documents, such as permits, site plans, and certificates of insurance must be received at least two weeks prior to the event date. If documents are not received by the deadline, the event may be cancelled.
- Incomplete forms could result in delay of the review process and possible denial of request.

Event Fees

- Event fees will be assessed based on the size of the event and the amenities requested. A \$50 application fee is due upon submission of the request and will be credited toward the total event fees.
- All fees must be paid in full a minimum of 30 days prior to the event date. Failure to do so may result in cancellation of the event.



WASHINGTON COUNTY PARKS & RECREATION SPECIAL EVENT POLICY AND APPLICATION

1307 South Potomac Street, Hagerstown, MD 21740

Washington County Parks and Recreation Department is committed to providing a public park system with diverse and accessible recreation areas for all residents and visitors. This Special Event Policy outlines guidelines for hosting special events. The goal is to balance community events with public access, park maintenance, and environmental preservation. This policy was developed to evaluate special events, define responsibilities, and assist organizers in achieving successful events while ensuring visitor safety.

A Special Event application must be submitted if any of the following conditions apply:

- The event, meeting, party, or activity is advertised publicly through any medium, including social media.
- Routine use of the park by the general public is affected.
- Pedestrian or vehicular traffic flow is affected.
- Amplified sound or music will be used.

To be considered for a special event permit, events must:

- Minimize disruptions to regular park operations, including public access to trails, playgrounds, and other amenities.
- Adhere to all applicable park, local, and state laws and regulations, such as noise ordinances, fire codes, and health and safety standards.

Event Application and Review Process

- Applications must be submitted at least three months, but no more than six months, before the event.
- Applications will be reviewed by an Event Review Committee. Submission of the application does not guarantee permit approval. Events may not be advertised until final approval is granted.
- The application must contain detailed information about the proposed event. Any activities or attractions outside of the information provided on the application will not be permitted. A site plan must be included showing the proposed locations of Port-a-pots, trash dumpsters, overflow parking, and vendor spaces.

Organizer's Responsibilities

- Organizers are responsible for ensuring compliance with all applicable state and local regulations. Vendors must possess valid permits and display them on-site during the event.
- Certificate of Insurance naming The Board of County Commissioners of Washington County, MD as additional insureds is required. A sample certificate with the required limits is attached to the Special Event Application.
- No marking paint of any kind may be used. Painter's tape is acceptable, provided it is completely removed by the end of the event.
- Vendor setup must be completed before the event begins, and all teardown activities must be completed at the end of the event unless otherwise arranged. No vehicle traffic will be permitted on pedestrian walkways during the event.
- Organizers must provide adequate staff and resources necessary to operate the event safely, as determined by the Event Review Committee. This may include but is not limited to, providing port-a-pots, trash dumpsters, staff for traffic and parking control, security, and cleanup.
- A primary and alternate contact must be provided and one must be present on-site throughout the event. Organizers are responsible for returning the park and all facilities to their original condition upon completion of the event.
- Payment must be made in full at least 30 days prior to the event.

Understanding the Acord Certificate of Insurance

1. PRODUCER
Insurance Agent/Broker who issues certificate.

2. NAME OF INSURED
Must be the legal name of the contracting party.

3. TYPES OF INSURANCE
Must include the types of insurance required by contract.

4. POLICY FORM
"Claims made" or "occurrence" form

5. NAMED ADDITIONAL INSURED
The Board of County Commissioners of Washington County, MD must be named as additional insured.

6. CERTIFICATE HOLDER
Must be Board of County Commissioners of Washington County MD

ACORD CERTIFICATE OF INSURANCE		ISSUE DATE (MM/DD/YY)			
PRODUCER Bill Jones Insurance Agency License #0C32505 40 E. Main St. Ste. 1100 Baltimore, MD 94405 Ph. #: 800/683-005		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.			
COMPANIES AFFORDING COVERAGE					
COMPANY LETTER	A	TRAVELERS INDEMNITY OF WISCONSIN			
COMPANY LETTER	B	RELIANCE INSURANCE OF PENNSYLVANIA			
COMPANY LETTER	C	STATE INSURANCE COMPANY			
COMPANY LETTER	D				
COMPANY LETTER	E				
COVERAGES					
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAME(S) ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY ENDORSEMENTS.					
CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	ALL LIMITS (IN THOUSANDS)
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR. <input type="checkbox"/> OWNERS & CONTRACTORS PROT.	NGA0105086-09	10/1/06	10/1/07	GENERAL AGGREGATE \$ 1,000,000 PRODUCTS-COMPIOPS AGGREGATE \$ 1,000,000 PERSONAL & ADVERTISING INJURY \$ 1,000,000 EACH OCCURRENCE \$ 1,000,000 FIRE DAMAGE (Any one fire) \$ MEDICAL EXPENSE (Any one person) \$ Exclud.
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> GARAGE LIABILITY	0105081-RDE	4/7/07	4/7/08	COMBINED SINGLE LIMIT \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE \$
C	EXCESS LIABILITY <input checked="" type="checkbox"/> UMBRELLA FORM <input type="checkbox"/> OTHER THAN UMBRELLA FORM	46699898	1/10/07	1/10/08	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$
B	WORKERS' COMPENSATION AND EMPLOYER'S LIABILITY OTHER	JKA010-9087654	4/7/07	4/7/08	<input checked="" type="checkbox"/> STATUTORY LIMITS \$ 1,000,000 (EACH ACCIDENT) \$ 1,000,000 (DISEASE-POLICE LIMIT) \$ 1,000,000 (DISEASE-EACH EMPLOYEE)
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/RESTRICTIONS/SPECIAL ITEMS The Board of County Commissioners, Washington County, MD, its appointed or selected officials, officers, agents, and employees are named as additional insureds.					
CERTIFICATE HOLDER			CANCELLATION		
Board of County Commissioners of Washington County, MD 100 W. Washington St. Hagerstown, MD 21740 Attn: County Dept			SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OF LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.		
ACORD 25-S (3/88)			AUTHORIZED REPRESENTATIVE Bill Jones		
			©ACORD CORPORATION 1988		

7. POLICY EFFECTIVE DATE
Must be prior to or coincidental with effective date of contract.

8. POLICY EXPIRATION DATE
If occurrence form, date must be on or after termination of contract

9. LIMITS OF INSURANCE
Must be the same or greater than required by contract. See minimums below.

10. DESCRIPTION OF OPERATIONS
The County is named additional insured here; place & event sometimes described here.

11. NOTICE OF CANCELLATION
Must be modified as indicated; 30 days required.

12. AUTHORIZED REPRESENTATIVE
Must be signed, not stamped.

The ACORD Certificate of Insurance

1. THE PRODUCER: Produces or orders Certificate for insured; answers questions, revises certificate to meet contract requirements.
2. NAME OF INSURED: Must be legal name of contracting party.
3. TYPES OF INSURANCE: Must include types required by contract.
4. POLICY FORM: Will indicate claims-made or occurrence form; see "8. Policy Expiration Date" and [Glossary](#) for additional information.
5. NAMED ADDITIONAL INSURED: The Certificate must state, either under Description of Operations or by attached endorsement, that Board of County Commissioners is additional insured.
6. CERTIFICATE HOLDER: Must be Board of County Commissioners of Washington County, MD -- include department, contact person.
7. POLICY EFFECTIVE DATE: Must be prior to or coincidental with effective date of contract.

8. POLICY EXPIRATION DATE: For "occurrence" form coverage, date should be on or after the termination date of contract; if "claims-made coverage," coverage must survive for a period not less than three years following termination of contract and shall provide for a retroactive date of placement prior to or coinciding with the effective date of contract.
9. LIMITS OF INSURANCE: Must be same or greater than required by contract.
10. DESCRIPTION OF OPERATIONS: Review information in this section to determine it is consistent with contract.
11. NOTICE OF CANCELLATION: This language must be modified to read: "Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will mail 30 days notice to the certificate holder named to the left."
12. AUTHORIZED REPRESENTATIVE: Must be signed by an authorized representative of Producer.



Open Session Item

SUBJECT: Naming two softball fields at Kemps Mill Park in honor of Steve Danfelt & Dwayne Bowlus.

PRESENTATION DATE: February 25, 2025

PRESENTATION BY: Jaime Dick, Deputy Director of Public Works

RECOMMENDED MOTION: Approve as presented.

REPORT-IN-BRIEF: Requesting the BOCC's approval to name two softball fields in honor of Steve Danfelt and Dwayne Bowlus, two outstanding individuals whose dedication to the park and community has made a lasting impact. Steve was instrumental in starting the girls' fast pitch softball program and has volunteered at the park for 33 years, now witnessing the children of those he once coached playing on the fields. Dwayne volunteered for 22 years, also making significant contributions to the sport and community. Their unwavering commitment to the park, the game of girls' softball, and the youth has left an enduring legacy. Naming the fields after them would be a fitting tribute, ensuring that their contributions continue to inspire future generations of players and volunteers.

DISCUSSION:

FISCAL IMPACT: None

CONCURRENCES: Washington County Recreation & Parks Advisory Board

ATTACHMENTS: Concept photos





Agenda Report Form

Open Session Item

SUBJECT: 2025 Emergency Management BRIC Grant – Approval to Submit Grant Application and Accept Awarded Funding

PRESENTATION DATE: February 25, 2025

PRESENTATION BY: Alan Matheny, Director of Emergency Management and Communications, and Richard Lesh, Grant Manager, Office of Grant Management

RECOMMENDED MOTION: Move to approve submission of the FY25 Emergency Management BRIC Grant to the Federal Emergency Management Agency (FEMA) in the total amount of \$1,275,960.00 and accept funding as awarded.

REPORT-IN-BRIEF: The purpose of the Building Resilient Infrastructure and Communities Grant (BRIC) Program is to provide federal funds to states to assist state, local, tribal, and territorial emergency management agencies as they work to reduce their hazard risk. FEMA is expected to award the County \$956,767.50 which will fund the purchase and installation of back-up generators for 4 Fire Stations in Washington County.

DISCUSSION: The performance period for this federal grant is 36 months from the date of the award. There is a 25% match required for this grant.

BRIC Grant Funds	\$956,767.50
County Match (25%)	<u>\$318,922.50</u>
Total	\$1,275,960.00

The 25% match will be paid by each of the Fire Companies receiving the back-up generators

FISCAL IMPACT: This grant requires a 25% match from the County in the amount of \$318,922.50. This amount will be paid by each of the Fire Companies receiving the generators.

CONCURRENCES: Maria Kramer, 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: Agriculture – Faces of Farming Presentation

PRESENTATION DATE: Tuesday, February 25, 2025

PRESENTATION BY: Kelsey Keadle, Business Specialist, Agriculture
Department of Business and Economic Development

RECOMMENDED MOTION: N/A

REPORT-IN-BRIEF: “Faces of Farming” is an agricultural-focused video marketing campaign that will showcase two local Washington County farms every month, for one year. The “Faces of Farming” marketing videos will be showcased on the County’s website, as well as Facebook and other social media platforms, and will target a new industry and highlight a local farmer from that specific agricultural industry. Additionally, the Faces of Farming marketing campaign will be utilized in Washington County Public Schools as an agricultural education element focused on kindergarten to Fifth grade students to connect Washington County youth directly with local farms.

DISCUSSION: Washington County’s agricultural business represents the backbone of the County’s landscape. With almost 900 operating family farms and \$167,907,000 in market value of products sold, agriculture is the cornerstone of Washington County’s economy. The “Faces of Farming” marketing campaign will aim to educate residents in Washington County, along with the surrounding States and Counties, about the economic impact of the Ag industry. Additionally, these videos will be used for agricultural education to numerous streams around Washington County, such as, 4-H and FFA (Future Farmers of America) meetings, Ag Expo and Fair, and they will be available on the Washington County Ag App and website.

FISCAL IMPACT: N/A

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: N/A

AUDIO/VISUAL NEEDS: Yes - Faces of Farming Videos: Misty Meadow Farm Creamery and Groundhog Day