

**Public Business Meeting
Agenda**

Thursday, May 11, 2023 - 5:00 PM

*Allegany County Office Building, 701 Kelly Road, Allegany Room 100
Cumberland, Maryland 21502*

WE ASK THOSE CITIZENS WISHING TO ADDRESS THE BOARD TO REGISTER ON THE SIGN-UP SHEET AND CONDENSE THEIR COMMENTS TO FIVE MINUTES OR LESS. THIS WILL ALLOW AN OPPORTUNITY FOR EVERYONE WISHING TO COME FORWARD TO HAVE A CHANCE TO SPEAK. WE WILL CONDUCT OUR MEETING IN AN ORDERLY FASHION AND ASK THAT EVERYONE WISHING TO SPEAK FIRST BE RECOGNIZED BY THE PRESIDENT, COME TO THE MICROPHONE, AND GIVE HIS OR HER NAME AND ADDRESS PRIOR TO THEIR COMMENTS.

- 1. Pledge of Allegiance**
- 2. Call to Order & Roll Call**
- 3. Approval of Agenda**
- 4. Approval of Previous Meetings Minutes**
- 5. Presentations**
 - A. Citation, BSI honored with MEDA Award - **Gene Silverman (BSI) and Adam Strott (ACDECD)**
 - B. Citation, Allegany County Teacher of the Year - **Dr. Joseph Thompson, Ft. Hill High School**
 - C. Allegany County Utility Rate Recommendation FY 24 - **Adam Patterson, Director of Public Works**
 - D. Allegany County Capital Improvement Program (CIP) FY 24-28 - **Daniel S. DeWitt, P.E., County Engineer**
- 6. Public Hearing**
 - A. Second Preliminary Budget Public Hearing - **Jason Bennett, County Administrator**
- 7. Action Agenda**
 - A. Appalachian Regional Commission (ARC) Federal FY 2024 Priorities- **David Nedved**
 - B. Lease of Cargo Van for Allegany County Animal Shelter - **Adam Patterson, Director of Public Works**
 - C. Job Position Requests for County Investigator - Digital Forensics & Evidence Analysis (1) and Body Cam Analyst (2), Including Rules & Regulations Governing Employees of Allegany County, Resolution 23-14 - **Kristi Liller, Director of HR & James Elliott, State's Attorney**
 - D. Rocky Gap Slot Proceeds Allocation, Resolution 23-11 - **Jason Bennett, County Administrator**

E. FY 23 Budget Amendments - **Jason Bennett, County Administrator**

8. Consent Agenda

- A. Local Development Council - Vacancies and Appointments
- B. Mental Health Advisory Board - Appointment
- C. Travel Request - Sheriffs Department K-9 Training
- D. Sheriff's Office Surplus Vehicle Declaration
- E. Cumberland Area FY 22-25 Transportation Improvement Program (TIP), Amendment 6 - Resolution 23-13
- F. Approval of FY23 Other Public "O.P." Road Paving Cost-Sharing Requests
- G. Agreement with Maryland Environmental Service for Agricultural Scrap Tire Collection Event
- H. Annual CareFirst Performance Guarantees Document - Medical
- I. Employee Benefits Contract Renewal - Care First Dental Benefits
- J. Employee Benefits Contract Renewal - VBA Vision Benefits
- K. Rules & Regulations Governing Employees of Allegany County - Resolution 23-12
- L. Community Promotions - Miss Maryland Scholarship Pageant 2023
- M. Public Works Surplus Declaration - Dumpsters

9. Public Comment

10. Reports

- A. County Administrator
- B. County Attorney

11. Commissioner Comments

12. Reminders/Upcoming Meetings

- A. NEXT MEETING - May 25, 2023, 5:00 PM

13. Adjournment

Public Business Meeting
Item Summary Report
Department: Economic & Community Development

To: Allegany County Commissioners
From: Adam Strott, Economic Development Specialist
Subject: Citation, BSI honored with MEDA Award - **Gene Silverman (BSI) and Adam Strott (ACDECD)**
Supporting Documents: Yes

1. Summary of Request

Berkeley Springs Instruments (BSI) was recently presented with the Small Community Economic Development Project award from the Maryland Economic Development Association (MEDA.) Representing a public/private partnership, Allegany County played a crucial role in developing, financing, and constructing a new headquarters for BSI as they sought to expand.

2. Financial Impact

N/A

3. Recommendation

Citation presented to BSI to commemorate their success, and show appreciation for their continued dedication to Allegany County.

MEDA Announces 2023 Award Winners

By MEDA Admin | Feb 16, 2023

BALTIMORE, MD (February 16, 2023) — The Maryland Economic Development Association (MEDA) is pleased to announce the winners of the 2023 MEDA Awards. The MEDA Awards, sponsored by Miles & Stockbridge P.C., recognize the people, programs, and projects bringing economic prosperity to Maryland.

“Despite a shifting landscape, MEDA members remain committed to enhancing economic development initiatives across the State of Maryland,” MEDA President Danny Thompson said. “These awards celebrate the groups and individuals who work hard to further our mission and transform lives.”

In the Economic Development Project category, the Union Mills Knitting Project is the winner of the large community designation for its creative repurposing of a long-vacant building to help spur tourism and investment in Frederick, MD. Berkeley Springs Instruments (BSI) in Allegany County will be honored with the small community award. Representing a public/private partnership, Allegany County played a crucial role in developing, financing, and constructing a new headquarters for BSI as they sought to expand. For its revitalization of a formerly-defunct property to serve as a business and innovation hub, StarTUp at the Armory at Towson University will be recognized with an honorable mention.

For Economic Development Programs, the Maryland Department of Housing and Community Development’s Project Restore will be named the large community award winner, and The Patuxent Partnership for AMP/Tech Jobs Rule in St. Mary’s County will receive the small community award. The Frederick County Office of Economic Development’s EmPOWER Program will receive an honorable mention for its support offered to underrepresented businesses. Through Project Restore, DHCD has awarded grants to more than 725 businesses and has received requests from all counties in the State of Maryland and Baltimore City. The Patuxent Partnership for AMP/Tech Jobs Rule program is designed to attract St. Mary’s County high school students to manufacturing, business operations, and STEM careers by offering paid apprenticeship roles to those who have completed at least two years at the Dr. James A. Forrest Career and Technology Center (FTC).

In the Economic Development Marketing category, the large community award winner is My ArundelBiz Podcast for creatively showcasing stories of business owners throughout Anne Arundel County. The small community award will go to St. Mary’s County Technology Resource Book or ‘TechBook.’ As the sole publication profiling the more than 200 technology companies located in St. Mary’s County, TechBook provides a centralized resource for business partners, educational institutions, and professional membership organizations supporting the county’s major industry sector.

The MEDA Awards also recognize individual members who have made significant contributions to economic development. Candace Pruett, Maryland SBDC Assistant Director for the Corridor Region will be honored with MEDA’s 2023 Rising Star award for her strides made in less than a decade with the Center, including helping more than 150 businesses open, creating 1,300 jobs, and working to increase client sales by more than \$63 million and obtain \$44 million in capital funding. Former FSC First President & CEO Shelly Gross-Wade is the 2023 inductee to the MEDA Hall of Fame. During her 46 years of public service, Shelly has been a fierce advocate for small and underrepresented businesses and has helped enhance economic development initiatives across the State of Maryland.

To learn more about the MEDA Awards and to attend the ceremony and conference, click here (<https://www.medamd.com/awards/>).

Leave a Reply

You must be logged in (https://www.medamd.com/wp-login.php?redirect_to=https%3A%2F%2Fwww.medamd.com%2Fawards%2Fmeda-announces-2023-award-winners%2F) to post a comment.

SEARCH FOR:

Search ...

Your email address

astrott@alleganygov.org

Community Size

Small (Less than 200,000)

Project Information

Name of Business Nominee

Berkeley Springs Instruments LLC (BSI)

What is unique about this project?

Representing a public/private partnership, Allegany County played a key role in developing, financing and constructing a new headquarters for a local advanced manufacturer, ready to expand operations. The building is a state-of-the art office/industrial space, adjacent to Frostburg State University, a pipeline for talent. In developing this project with BSI, Allegany County was able to retain a local high-tech manufacturer and provide additional employment to its workers graduating from FSU and Allegany College of Maryland's advanced manufacturing technician program.

How did this project diversify the economy through wealth creation?

BSI employs both highly skilled technicians and highly educated knowledge workers. In expanding its employment base, it has been able to meet orders for its products and services across the globe, generating external revenue for the county and long-term, high quality employment for its residents. Besides being able to meet current market demand with its new facility, BSI is also able to prototype new products and techniques, such as advanced 3D printing, to open new market verticals.

Contribution to Economic Development Best Practices

Allegany County used an owner financing model to develop the land that was already publicly owned. With a 10% contribution from BSI, the county put the project out to bid and managed its construction to completion. The county retains ownership over the property, but BSI has an option to purchase outright without penalty.

Coordination of Partnerships

Initially, BSI approached ACECD to help them source a new building and an MOU was established in which BSI paid \$40,000 to secure the land, which is located in an industrial park owned by the county. BSI agreed to pay 10% of the \$3.2 million building cost, which was paid in conjunction with the county at each invoicing from the public bid winner. Allegany County is financing the building back to BSI, which plans to buy outright before the end of the lease-to-purchase term.

Leverage of Resources

While Allegany County paid for 90% of the building's construction, BSI was able to expand its production lines and product offerings to finance the building back from the county. The company's leadership hopes to purchase the building outright in a few years, thus completely recouping the County's investment, with the added boon of an expanded tax base and local employment.

Innovation and Creativity

For a small, rural community, it is crucial for ACECD to recognize and empower those employers that are growing quickly and providing high-quality jobs in future-proof industries. In leveraging our Revolving Building Fund to finance this business' expansion, ACECD was able to help advanced high-tech manufacturing in the State of Maryland and promote the exportation of goods and services to markets far beyond our own jurisdiction. As an investment, the County will see the totality of investment returned to it, along with an expansion of employment, taxes and industry.

Jobs - Before

25

Jobs - After

40

Source of Funds (Public Investment)

Allegany County's Revolving Building Fund (RBF)

Source of Funds (Private Investment):

BSI Retained Earnings

Leverage Resources (Initial Investment)

40,000

Leverage Resources (Total Investment)

3,200,000

Expansion of tax base (Before)

0.00

Expansion of tax base (After)

2,147,000

ROI

15 jobs and \$18,464.20 in County and \$15,029.00 in City taxes.

Impact on Employment

BSI employs a team of highly trained technicians that build their advanced sonography equipment used in pipelines and tanks around the world. In addition, they employ a back office of professionals that analyze data in real time and develop complex algorithms and tracking software. Not only is the company hiring locally, they are actively recruiting interns and helping pay their college tuition, in order to retain a skilled workforce for the future.

Expansion of the Tax Base / Impact on the Tax Base

Previous to BSI's expansion, the land in the Frostburg Industrial Park did not generate tax revenue, as it was publicly owned. Now, through this public/private partnership, the building and land are generating over \$30,000 of yearly tax revenue for the County and City of Frostburg. In addition, BSI's success has spurred additional private sector investment in the industrial park, with new projects in the pipeline from other companies.

Diversification of Area's Economy

Currently, Allegany County is leaning heavily into advanced manufacturing to differentiate its economy from its neighbors. While healthcare and education still lead our employment base, manufacturing is quickly catching up. With the 15, high quality manufacturing jobs created through this public/private partnership, ACECD is getting closer to its goal of becoming a regional leader in advanced manufacturing.

File Upload

- [BSI-Building.jpeg](#)

Privacy

Yes, I would like to allow MEDA to share my submission(s) on the MEDA website

Payment Type

Pay by Credit Card

Credit Card

Visa
XXXXXXXXXXXX1058

Order

Product	Qty	Unit Price	Price
Nomination Fee	1	\$100.00	\$100.00
Sub Total			\$100.00
Total			\$100.00



ALLEGANY COUNTY

OFFICIAL CITATION

THE BOARD OF COUNTY COMMISSIONERS IN ALLEGANY COUNTY
PUBLICLY RECOGNIZES AND SINCERELY CONGRATULATES

Berkeley Springs Instruments

ON THEIR ECONOMIC DEVELOPMENT PROJECT AWARD FROM THE
MARYLAND ECONOMIC DEVELOPMENT ASSOCIATION. WE THANK BSI AND
GENE SILVERMAN FOR THEIR PARTNERSHIP WITH ALLEGANY COUNTY.

PRESENTED BY THE BOARD OF COUNTY COMMISSIONERS ON THIS
11TH DAY OF MAY, 2023.



David J. Caporale

PRESIDENT DAVID J. CAPORALE

William R. Atkinson

COMMISSIONER WILLIAM R. ATKINSON

Crede V. Brodie, Jr.

COMMISSIONER CREADE V. BRODIE, JR.

**Public Business Meeting
Item Summary Report**
Department: Commissioners

To: Allegany County Commissioners
From: Jason Bennett, County Administrator
Subject: Citation, Allegany County Teacher of the Year - **Dr. Joseph Thompson, Ft. Hill High School**
Supporting Documents: Yes

1. Summary of Request

Dr. Joe Thompson of Fort Hill High School has been named the 2023 Allegany County Teacher of the year!

2. Financial Impact

n/a

3. Recommendation

Citation presented to honor Dr. Thompson on this honor.



ALLEGANY COUNTY

OFFICIAL CITATION

THE BOARD OF COUNTY COMMISSIONERS IN ALLEGANY COUNTY PUBLICLY
RECOGNIZES AND SINCERELY CONGRATULATES

Dr. Joseph Thompson

AS THE ALLEGANY COUNTY TEACHER OF THE YEAR. DR. THOMPSON IS A MUSIC
EDUCATOR AT FORT HILL HIGH SCHOOL WHO IS AN ADVOCATE FOR THE ARTS &
STUDENT LEADERSHIP IN EDUCATION. UNDER HIS DIRECTION, THE FORT HILL
INSTRUMENTAL MUSIC PROGRAMS HAVE CONSISTENTLY BEEN RECOGNIZED FOR
THEIR ACHIEVEMENTS AND COMMUNITY SUPPORT. WE THANK DR. THOMPSON
FOR HIS COMMITMENT AND DEDICATION TO THE CITIZENS OF ALLEGANY COUNTY.

PRESENTED BY THE BOARD OF COUNTY COMMISSIONERS ON THIS 11TH
DAY OF MAY, 2023.



David J. Caporale

PRESIDENT DAVID J. CAPORALE

William R. Atkinson

COMMISSIONER WILLIAM R. ATKINSON

Crede V. Brodie Jr.

COMMISSIONER CREADE V. BRODIE, JR.

Public Business Meeting
Staff Report
Department: Public Works

To: Jason M. Bennett, CPA, County Administrator
From: Adam Patterson, Director
Date Prepared: May 10, 2023
Meeting Date: May 11, 2023
Subject: Allegany County Utility Rate Recommendation FY 24 - **Adam Patterson, Director of Public Works**
Supporting Documents: Yes

- 1. Background**
Presentation of utility rates recommended for FY 2024.
- 2. Issues**
- 3. Financial Impact**
N/A
- 4. Alternatives**
- 5. Other Considerations**
- 6. Conformity to County Policy**
- 7. Recommendation**
Approve the utility rate recommendation at the May 25, 2023 meeting.

Proposed Allegany County Utility Budget Fiscal Year 2024

County Commissioner Meeting May 11, 2023

1. The proposed FY24 Utilities Division budget is separated into the Sanitary (\$9.1 mil) and Water (\$2.1) budgets. The Sanitary budget continues to operate in a deficit and the Water budget offsets the deficit. The proposed budget includes the Sanitary budget \$1,508,000 in the negative and the Water budget \$710,000 in the positive.
2. The proposed budget was discussed with the Allegany County Sanitary Commission on April 4, 2023. The Sanitary Commission recommended the budget that is presented this evening.
3. Our utility rates are affected by increased costs for operating the system. These costs consist of:
 - a. Maintaining aged infrastructure
 - b. Utility costs, electric, gas, internet
 - c. Manpower and equipment
 - d. Water loss
 - e. Extended periods of wet weather (treatment, Cumberland surcharge)
4. Examples of increased costs from FY23 to FY24 are as follows:
 - a. Water department manpower and indirect costs increased \$137,600 (13.7%)
 - b. Sanitary department manpower and indirect costs increased \$350,600 (15.2%)
 - c. Electric increased \$99,000 (29.9%)
 - d. Chemicals for wastewater treatment increased \$30,000 (19.4%)
5. County purchases water from Frostburg, Cumberland, Keyser, and Westernport. We anticipate water rate increases of 10% from Cumberland and 5% from Keyser. We anticipate the Frostburg water rate to remain unchanged and the water surcharge which is passed on to County customers to decrease by \$17/year.
6. Nearly half of all County sewer customers are treated by Cumberland WWTP.
7. Proposed rate increases for water will increase the operating budget \$152,000.
8. Proposed rate increases for sewer will increase the operating budget \$565,000.
9. There will be a \$1/quarter rate increase for water and sewer associated with debt service payments for the Mattingly Building purchase. This is not included in the operating budget.
10. Average bill for County customers would be: \$705 (Water) and \$649 (Sewer.)
11. The average annual utility bill increase for County residents is \$97, which is 10.4%.
12. Current **commercial sewer** rates are \$4.75 per thousand in Mexico Farms District and \$4.00 per thousand in all other Districts. Proposed increase is 10% for commercial sewer. For comparison purposes, an annual residential bill at \$5.00 per thousand would be estimated at \$250 (50,000-gallon water usage) versus our average proposed residential bill of \$649.
13. Proposed rate increases for commercial sewer will increase the operating budget \$70,000.
14. Consideration: median household income is \$49,000 (based on the average of the median from 2016 to 2020). Funding agencies consider a 2% cost for each utility a reasonable rate. Based on 2% of \$49,000, our rates would be \$980 each.
15. Allegany County customers have comparable rates to municipalities and private companies within the County.

FY24 Annual Customer Cost - Water

		FY23 Annual Customer Cost	FY24 Annual Customer Cost	FY24 Annual Customer Increase	
District	Water Service Areas	Water	Water	Water	Water Increase Notes
Bedford Road	Bedford Road	\$ 793.00	\$ 869.00	\$ 76.00	Increase rate from \$7.06 to \$8.50 (Average rate paid to Cumberland is \$10.36); 9.6% increase
Borden/Mt. Savage	Borden/Zihlman	\$ 689.00	\$ 675.60	\$ (13.40)	Decrease surcharge from \$9.75 to \$8.30/month for Frostburg.
Bowling Green	Bowling Green	\$ 646.50	\$ 691.00	\$ 44.50	Increase rate from \$5.89 to \$6.70 (Average rate paid to Cumberland is \$5.08); 6.9% increase
Bedford Road	Bowman's Addition	\$ 721.00	\$ 797.00	\$ 76.00	Increase rate from \$7.06 to \$8.50 (Average rate paid to Cumberland is \$7.58); 10.5% increase
Georges Creek	Carlos, Klondike, Shaft	\$ 689.00	\$ 675.60	\$ (13.40)	Decrease surcharge from \$9.75 to \$8.30/month for Frostburg.
Jennings Run	Cash Valley	\$ 646.50	\$ 710.50	\$ 64.00	Increase rate from \$5.89 to \$6.61 (Average rate paid to Cumberland is \$5.01); \$24 increase for debt service to cover Ellerslie waterline project; 9.9% increase
Braddock Run	Consol	\$ 689.00	\$ 675.60	\$ (13.40)	Decrease surcharge from \$9.75 to \$8.30/month for Frostburg.
Cresaptown	Cresaptown	\$ 563.38	\$ 597.62	\$ 34.24	Increase rate from \$5.89 to \$6.61 (Average rate paid to Cumberland is \$5.14); 6.1% increase
Braddock Run	Clarysville	\$ 703.40	\$ 695.52	\$ (7.88)	Decrease surcharge from \$3.95 to \$2.96/month for Frostburg.
Braddock Run	Eckhart	\$ 659.40	\$ 651.52	\$ (7.88)	Decrease surcharge from \$3.95 to \$2.96/month for Frostburg.
Jennings Run	Corriganville, Ellerslie	\$ 646.50	\$ 710.50	\$ 64.00	Increase rate from \$5.89 to \$6.61 (Average rate paid to Cumberland is \$5.01); \$24 increase for debt service to cover Ellerslie waterline project; 9.9% increase
Franklin	Franklin	\$ 788.50	\$ 792.50	\$ 4.00	
Braddock Run	Grahamtown	\$ 689.00	\$ 675.60	\$ (13.40)	Decrease surcharge from \$9.75 to \$8.30/month for Frostburg.
Route 36	Hoffman	\$ 689.00	\$ 675.60	\$ (13.40)	Decrease surcharge from \$9.75 to \$8.30/month for Frostburg.
McCoole	McCoole	\$ 600.00	\$ 629.50	\$ 29.50	Increase rate from \$4.00 to \$4.51 (Rate paid to Keyser will increase from \$3.58 to \$3.76 on 1/1/24); 4.9% increase
Mexico Farms	Mexico Farms	\$ 673.00	\$ 749.00	\$ 76.00	Increase rate from \$7.06 to \$8.50 (Average rate paid to Cumberland is \$7.80); 11.3% increase
Jennings Run	Mount Savage	\$ 689.00	\$ 675.60	\$ (13.40)	Decrease surcharge from \$9.75 to \$8.30/month for Frostburg.
Oldtown Road	Oldtown Road	\$ 662.50	\$ 714.00	\$ 51.50	Increase rate from \$5.89 to \$6.84 (Average rate paid to Cumberland is \$5.18); 7.8% increase
Rawlings	Rawlings	\$ 678.50	\$ 718.50	\$ 40.00	Increase rate from \$5.89 to \$6.61 (Average rate paid to Cumberland is \$5.01); 5.9% increase
Route 36	Route 36	\$ 689.00	\$ 714.00	\$ 25.00	\$38.40 increase for debt service to cover Route 36 waterline project; Decrease surcharge from \$9.75 to \$8.30/qtr for Frostburg; 3.6% increase

NOTES:

1. All Water and Sewer Districts will have a \$4/year property debt surcharge added for the Mattingly Building purchase. 10-year loan repayment (+/-).
2. Average rate paid to Cumberland is for FY23. Rates will increase 10% for FY24.
3. Rate paid to Frostburg is \$3.97. Rate will not increase for FY24.
4. % increase shown is for total estimated water bill from FY23 to FY24.

FY24 Annual Customer Cost - Sewer

		FY23 Annual Customer Cost	FY24 Annual Customer Cost	FY24 Annual Customer Increase	
District	Sewer Service Areas	Sewer	Sewer	Sewer	Sewer Increase Notes
Bedford Road	Bedford Road	\$ 532.00	\$ 616.00	\$ 84.00	\$20 increase for County O&M; 15.8% increase
Biers Lane	Biers Lane	\$ 469.00	\$ 601.00	\$ 132.00	\$32 increase for County O&M; 28.1% increase
Bowling Green	Bowling Green	\$ 722.00	\$ 766.00	\$ 44.00	\$10 increase for County O&M; 6.1% increase
Bedford Road	Bowman's Addition	\$ 532.00	\$ 616.00	\$ 84.00	\$20 increase for County O&M; 15.8% increase
Georges Creek	Carlos, Klondike, Shaft	\$ 722.00	\$ 766.00	\$ 44.00	\$10 increase for County O&M; 6.1% increase
Jennings Run	Cash Valley	\$ 672.00	\$ 716.00	\$ 44.00	\$10 increase for County O&M; 6.5% increase
Braddock Run	Consol	\$ 512.00	\$ 616.00	\$ 104.00	\$25 increase for County O&M; 20.3% increase
Cresaptown	Cresaptown	\$ 666.00	\$ 710.00	\$ 44.00	\$10 increase for County O&M; 6.6% increase
Braddock Run	Clarysville	\$ 512.00	\$ 616.00	\$ 104.00	\$25 increase for County O&M; 20.3% increase
Braddock Run	Eckhart	\$ 512.00	\$ 616.00	\$ 104.00	\$25 increase for County O&M; 20.3% increase
Jennings Run	Corriganville, Ellerslie	\$ 562.00	\$ 638.00	\$ 76.00	\$18 increase for County O&M; 13.5% increase
Flintstone	Flintstone	\$ 456.00	\$ 600.00	\$ 144.00	\$35 increase for County O&M; 31.6% increase
Franklin	Franklin	\$ 459.00	\$ 603.00	\$ 144.00	\$35 increase for County O&M; 31.4% increase
Georges Creek	Georges Creek	\$ 722.00	\$ 766.00	\$ 44.00	\$10 increase for County O&M; 6.1% increase
Braddock Run	Grahamtown	\$ 512.00	\$ 616.00	\$ 104.00	\$25 increase for County O&M; 20.3% increase
McCoole	McCoole	\$ 471.00	\$ 603.00	\$ 132.00	\$32 increase for County O&M; 28% increase
Mexico Farms	Mexico Farms	\$ 507.00	\$ 611.00	\$ 104.00	\$25 increase for County O&M; 20.5% increase
Jennings Run	Mount Savage	\$ 562.00	\$ 638.00	\$ 76.00	\$18 increase for County O&M; 13.5% increase
Oldtown	Oldtown	\$ 473.00	\$ 617.00	\$ 144.00	\$35 increase for County O&M; 30.4% increase
Oldtown Road	Oldtown Road	\$ 562.00	\$ 638.00	\$ 76.00	\$18 increase for County O&M; 13.5% increase

NOTES:

1. All Water and Sewer Districts will have a \$4/year property debt surcharge added for the Mattingly Building purchase. 10-year loan repayment (+/-).
2. % increase shown is for total estimated sewer bill from FY23 to FY24.

ALLEGANY COUNTY WATER & SEWER INFORMATION		FY24 Annual Customer Cost		FY24 Estimated Annual Customer Increase					
		Water	Sewer	Water	Sewer	TOTAL	Water	Sewer	TOTAL
District	Service Areas	Total	Total	Increase	Increase	Increase	% Increase	% Increase	% Increase
Bedford Road	Bedford Road	\$ 869.00	\$ 616.00	\$ 76.00	\$ 84.00	\$ 160.00	9.6%	15.8%	12.1%
Biers Lane	Biers Lane		\$ 601.00		\$ 132.00	\$ 132.00		28.1%	28.1%
Borden/Mt. Savage	Borden/Zihlman	\$ 675.60		\$ (13.40)		\$ (13.40)	-1.9%		-1.9%
Bowling Green	Bowling Green	\$ 691.00	\$ 766.00	\$ 44.50	\$ 44.00	\$ 88.50	6.9%	6.1%	6.5%
Bedford Road	Bowman's Addition	\$ 797.00	\$ 616.00	\$ 76.00	\$ 84.00	\$ 160.00	10.5%	15.8%	12.8%
Georges Creek	Carlos, Klondike, Shaft	\$ 675.60	\$ 766.00	\$ (13.40)	\$ 44.00	\$ 30.60	-1.9%	6.1%	2.2%
Jennings Run	Cash Valley	\$ 710.50	\$ 716.00	\$ 64.00	\$ 44.00	\$ 108.00	9.9%	6.5%	8.2%
Braddock Run	Consol	\$ 675.60	\$ 616.00	\$ (13.40)	\$ 104.00	\$ 90.60	-1.9%	20.3%	7.5%
Cresaptown	Cresaptown	\$ 597.62	\$ 710.00	\$ 34.24	\$ 44.00	\$ 78.24	6.1%	6.6%	6.4%
Braddock Run	Clarysville	\$ 695.52	\$ 616.00	\$ (7.88)	\$ 104.00	\$ 96.12	-1.1%	20.3%	7.9%
Braddock Run	Eckhart	\$ 651.52	\$ 616.00	\$ (7.88)	\$ 104.00	\$ 96.12	-1.2%	20.3%	8.2%
Jennings Run	Corriganville, Ellerslie	\$ 710.50	\$ 638.00	\$ 64.00	\$ 76.00	\$ 140.00	9.9%	13.5%	11.6%
Flintstone	Flintstone		\$ 600.00		\$ 144.00	\$ 144.00		31.6%	31.6%
Franklin	Franklin	\$ 792.50	\$ 603.00	\$ 4.00	\$ 144.00	\$ 148.00	0.5%	31.4%	11.9%
Georges Creek	Georges Creek		\$ 766.00		\$ 44.00	\$ 44.00		6.1%	6.1%
Braddock Run	Grahamtown	\$ 675.60	\$ 616.00	\$ (13.40)	\$ 104.00	\$ 90.60	-1.9%	20.3%	7.5%
Route 36	Hoffman	\$ 675.60		\$ (13.40)		\$ (13.40)	-1.9%		-1.9%
McCoole	McCoole	\$ 629.50	\$ 603.00	\$ 29.50	\$ 132.00	\$ 161.50	4.9%	28.0%	15.1%
Mexico Farms	Mexico Farms	\$ 749.00	\$ 611.00	\$ 76.00	\$ 104.00	\$ 180.00	11.3%	20.5%	15.3%
Jennings Run	Mount Savage	\$ 675.60	\$ 638.00	\$ (13.40)	\$ 76.00	\$ 62.60	-1.9%	13.5%	5.0%
Oldtown	Oldtown		\$ 617.00		\$ 144.00	\$ 144.00		30.4%	30.4%
Oldtown Road	Oldtown Road	\$ 714.00	\$ 638.00	\$ 51.50	\$ 76.00	\$ 127.50	7.8%	13.5%	10.4%
Rawlings	Rawlings	\$ 718.50		\$ 40.00		\$ 40.00	5.9%		5.9%
Route 36	Route 36	\$ 714.00		\$ 25.00		\$ 25.00	3.6%		3.6%

	Average	Average	Average	Average
Frostburg Water	\$ 704.69	\$ 648.45	\$ 96.69	10.4%

Based on	50,000 gallons	
Based on	\$ 100,000.00 assessed value	
# of Water EDU's	6245	42.2%
# of Sewer EDU's	8539	57.8%
# of Water Accts	5808	43.1%
# of Sewer Accts	7666	56.9%

Public Business Meeting
Staff Report
Department: Public Works

To: Jason M. Bennett, CPA, County Administrator
From: Daniel DeWitt, County Engineer
Date Prepared: May 5, 2023
Meeting Date: May 11, 2023
Subject: Allegany County Capital Improvement Program (CIP) FY 24-28 - **Daniel S. DeWitt, P.E., County Engineer**
Supporting Documents: Yes

1. Background

The Capital Improvement Program Committee meets regularly at the start of each calendar year to solicit and then review capital project requests for all County agencies. In conjunction with the County Budget adoption process, the Allegany County Commissioners annually review and then approve the Five-Year Capital Improvement Program for Allegany County. All projects with an expected cost in excess of \$25,000 and lifespan greater than 10 years are included in the Capital Improvement Plan (CIP).

While the CIP is showing projects currently submitted for the Five-Year FY2024-2028 period, this presentation reflects the Committee's recommendations for FY2024 funding given current understanding of how much capital project funding is projected to be available for upcoming FY 2024.

If a project is listed in the CIP but does not have funding shown for FY2024, the project could be 1) requesting future funding (in which case the project is shown as a placeholder for future FY funding discussion/approval) or 2) may not require any County funding for FY2024.

Subsequent to this presentation, it is possible that recommendations for funding may change. Input received from the County Commissioners at the May 11 Public Business Meeting may merit updates to the Committee's recommendations prior to final CIP adoption on May 25.

Questions on this process should be directed to Daniel S. DeWitt, P.E., County Engineer, via e-mail at ddewitt@alleganygov.org.

2. Issues

None

3. Financial Impact

Projects included in the CIP have an expected cost greater than \$25,000 and a life expectancy greater than 10 years.

4. Alternatives

5. Other Considerations

None

6. Conformity to County Policy

Conforms to County policy.

7. Recommendation

N/A

ALLEGANY COUNTY, MD CAPITAL IMPROVEMENT PROGRAM FISCAL YEARS 2024 – 2028

**Prepared by: Allegany County CIP Committee
Daniel S. DeWitt, P.E. – County Engineer**

CAPITAL IMPROVEMENT PROGRAM PROCESS

- Capital Project: > \$25K w/ Life Expectancy > 10 Year
- FY 2024 Process started in early CY 2023
- Final Version requesting APPROVAL
- Scheduled for adoption May 11, 2023

- Committee Members:

- Jason Bennett – County Administrator/Director of Finance (Voting)
- Adam Patterson – Director of Public Works (Voting)
- Jeff Barclay – Director of Economic & Community Development (Voting)
- Dan DeWitt – County Engineer (Voting)
- Pam Diaz – Deputy Director of Finance
- Kiersten O'Donnell – Chief Accountant
- Nathan Price – Senior Project Manager, DECD



CIP FY 2024-FY2028 Allegany County Funding Request Summary

Department	Project	Footer Label	Prior	FY2024	FY2025	FY2026	FY2027	FY2028	Beyond FY2028	AC Total	Project Total	FY2024 Recommendations
Allegany College - Project Requests for CIP FY2024-2028												
Allegany College	Campus Sidewalk Improvements	ACM-CIP-2024-01	\$0	\$0	\$97,515	\$172,062	\$208,149	\$34,155	\$11,820	\$623,701	\$1,247,402	Future Request - Funding TBD
	Continuing Ed. HVAC Project	ACM-CIP-2024-02	\$0	\$0	\$0	\$370,700	\$0	\$0	\$0	\$370,700	\$920,700	Future Request - Funding TBD
	Fitness Ctr. Conversion	ACM-CIP-2024-03	\$0	\$200,000	\$0	\$0	\$0	\$0	\$0	\$200,000	\$259,600	^^Approve
	Parking Lot Pavement Projects	ACM-CIP-2024-04	\$0	\$0	\$125,000	\$125,000	\$125,000	\$125,000	\$250,000	\$750,000	\$1,704,768	^^Future Request - Funding TBD
	Restroom Updates	ACM-CIP-2024-05	\$0	\$0	\$55,000	\$55,000	\$55,000	\$0	\$0	\$165,000	\$330,000	Future Request - Funding TBD
	Roof Replacement - Infrastructure Maintenance	ACM-CIP-2024-06	\$350,000	\$0	\$0	\$550,000	\$0	\$550,000	\$1,100,000	\$2,550,000	\$6,989,903	Future Request - Possible Future Bond?
	Tennis Court Repair	ACM-CIP-2024-07	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$311,900	No AC \$
	Humanities Fan Coil Replacement	ACM-CIP-2024-08	\$0	\$0	\$300,000	\$0	\$0	\$0	\$0	\$300,000	\$300,000	^^Future Request - Funding TBD
	Science Building Commissioning	ACM-CIP-2024-09	\$0	\$0	\$300,000	\$0	\$0	\$0	\$0	\$300,000	\$300,000	^^Future Request - Funding TBD
Summary for Allegany College (9 Projects)												
TOTALS for Allegany College Projects			Prior	FY2024	FY2025	FY2026	FY2027	FY2028	Beyond FY2028	AC Total	Project Total	
			\$350,000	\$200,000	\$877,515	\$1,272,762	\$388,149	\$709,155	\$1,361,820	\$5,259,401	\$12,364,273	



^^ = Project requested funding for FY2024; Available capital funding < total of received requests. Committee suggests project FY2024 funding request be tabled or approved only in part.

CIP FY 2024-FY2028 Allegany County Funding Request Summary

Department	Project	Footer Label	Prior	FY2024	FY2025	FY2026	FY2027	FY2028	Beyond FY2028	AC Total	Project Total	FY2024 Recommendations
Allegany Fairgrounds - Project Requests for CIP FY2024-2028												
Allegany Fairgrounds	Access Road	AF-CIP-2024-01	\$0	\$0	\$60,000	\$0	\$0	\$2,000,000	\$0	\$2,060,000	\$2,060,000	Future Request - Funding TBD
	General Improvements	AF-CIP-2024-02	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$500,000	No AC \$
	Fairgrounds Generator	AF-CIP-2024-03	\$0	\$0	\$300,000	\$0	\$0	\$0	\$0	\$300,000	\$300,000	Future Request - Funding TBD
Summary for Allegany Fairgrounds (3 Projects)												
TOTALS for Allegany Fairgrounds Projects			Prior	FY2024	FY2025	FY2026	FY2027	FY2028	Beyond FY2028	AC Total	Project Total	
			\$0	\$0	\$360,000	\$0	\$0	\$2,000,000	\$0	\$2,360,000	\$2,860,000	



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CIP FY 2024-FY2028 Allegany County Funding Request Summary

Department	Project	Footer Label	Prior	FY2024	FY2025	FY2026	FY2027	FY2028	Beyond FY2028	AC Total	Project Total	FY2024 Recommendations
Board of Ed - Project Requests for CIP FY2024-2028												
Board of Ed	Beall ES - Air Handling Unit Replacement	BOE-CIP-2024-01	\$0	\$0	\$0	\$0	\$0	\$0	\$120,000	\$120,000	\$1,400,000	Future Request - Funding TBD
	Beall ES - Chiller Replacement	BOE-CIP-2024-02	\$0	\$45,000	\$0	\$0	\$0	\$0	\$0	\$45,000	\$550,000	Approve - Gaming
	Beall Window & Door Replacement	BOE-CIP-2024-03	\$0	\$43,000	\$0	\$0	\$0	\$0	\$0	\$43,000	\$465,000	Approve - Gaming
	Bel Air Elementary Pedestrian Bridge	BOE-CIP-2024-04	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$400,000	No AC \$
	Bel Air ES - Air Handling Unit Replacement	BOE-CIP-2024-05	\$0	\$0	\$0	\$0	\$100,000	\$0	\$0	\$100,000	\$1,180,000	Future Request - Funding TBD
	Braddock Middle Paving and Sidewalks	BOE-CIP-2024-06	\$0	\$0	\$0	\$0	\$0	\$0	\$230,000	\$230,000	\$230,000	Future Request - Funding TBD
	Braddock MS - Install Chilled Water Dist	BOE-CIP-2024-07	\$0	\$0	\$380,000	\$0	\$0	\$0	\$0	\$380,000	\$4,110,000	Future Request - Funding TBD
	Braddock MS - Installed Chilled Water Plant	BOE-CIP-2024-08	\$0	\$0	\$0	\$125,000	\$0	\$0	\$0	\$125,000	\$1,397,500	Future Request - Funding TBD
	Flintstone ES - Replace Storage Tanks	BOE-CIP-2024-09	\$0	\$85,000	\$0	\$0	\$0	\$0	\$0	\$85,000	\$1,085,000	Approve - Gaming
	Flintstone ES - Roof Replacement	BOE-CIP-2024-10	\$0	\$0	\$0	\$0	\$0	\$245,000	\$0	\$245,000	\$2,755,000	Future Request - Funding TBD
	Frost Elementary Parent Drop-Off and Paving	BOE-CIP-2024-11	\$0	\$0	\$0	\$0	\$0	\$0	\$200,000	\$200,000	\$2,300,000	Future Request - Funding TBD
	George's Creek ES - Air Handling Unit Repl.	BOE-CIP-2024-12	\$0	\$0	\$83,000	\$0	\$0	\$0	\$0	\$83,000	\$1,013,000	Future Request - Funding TBD
	George's Creek Roof Replacement	BOE-CIP-2024-13	\$0	\$0	\$0	\$0	\$0	\$190,000	\$0	\$190,000	\$2,130,000	Future Request - Funding TBD
	John Humbird ES - Chiller Replacement	BOE-CIP-2024-14	\$0	\$0	\$0	\$50,000	\$0	\$0	\$0	\$50,000	\$610,000	Future Request - Funding TBD



Committee Recommendations - May 11, 2023

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CIP FY 2024-FY2028 Allegany County Funding Request Summary

Department	Project	Footer Label	Prior	FY2024	FY2025	FY2026	FY2027	FY2028	Beyond FY2028	AC Total	Project Total	FY2024 Recommendations
Board of Ed	John Humbird Roof Replacement	BOE-CIP-2024-15	\$0	\$0	\$0	\$0	\$0	\$0	\$102,300	\$102,300	\$1,175,000	Future Request - Funding TBD
	Northeast Elementary Gym Addition	BOE-CIP-2024-16	\$0	\$0	\$0	\$0	\$0	\$0	\$268,500	\$268,500	\$3,013,000	Future Request - Funding TBD
	Parkside ES - Air Handling Unit Replacement	BOE-CIP-2024-17	\$0	\$0	\$0	\$0	\$250,000	\$0	\$0	\$250,000	\$2,890,000	Future Request - Funding TBD
	Parkside ES - Ext Doors & Windows Replacement	BOE-CIP-2024-18	\$0	\$0	\$0	\$0	\$0	\$70,000	\$0	\$70,000	\$845,000	Future Request - Funding TBD
	Parkside ES - Roof Replacement	BOE-CIP-2024-19	\$0	\$0	\$0	\$140,000	\$0	\$0	\$0	\$140,000	\$1,510,000	Future Request - Funding TBD
	Washington Middle Paving and Sidewalks	BOE-CIP-2024-20	\$0	\$0	\$0	\$0	\$0	\$0	\$180,000	\$180,000	\$180,000	Future Request - Funding TBD
	Washington MS - Install Chilled Water Dist	BOE-CIP-2024-21	\$0	\$380,000	\$0	\$0	\$0	\$0	\$0	\$380,000	\$4,150,000	Approve - Gaming
	Washington MS - Installed Chilled Water Plant	BOE-CIP-2024-22	\$0	\$0	\$0	\$125,000	\$0	\$0	\$0	\$125,000	\$1,397,500	Future Request - Funding TBD
	West Side Door & Window Replacement	BOE-CIP-2024-23	\$0	\$0	\$0	\$0	\$66,000	\$0	\$0	\$66,000	\$776,000	Future Request - Funding TBD
	West Side ES - Roof Replacement	BOE-CIP-2024-24	\$0	\$0	\$82,000	\$0	\$0	\$0	\$0	\$82,000	\$860,000	Future Request - Funding TBD
	Westernport Roof Replacement	BOE-CIP-2024-25	\$0	\$0	\$0	\$0	\$85,000	\$0	\$0	\$85,000	\$885,000	Future Request - Funding TBD

Summary for Board of Ed (25 Projects)

TOTALS for Board of Ed Projects	Prior	FY2024	FY2025	FY2026	FY2027	FY2028	Beyond FY2028	AC Total	Project Total
	\$0	\$553,000	\$545,000	\$440,000	\$501,000	\$505,000	\$1,100,800	\$3,644,800	\$37,307,000



Committee Recommendations - May 11, 2023

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CIP FY 2024-FY2028 Allegany County Funding Request Summary

Department	Project	Footer Label	Prior	FY2024	FY2025	FY2026	FY2027	FY2028	Beyond FY2028	AC Total	Project Total	FY2024 Recommendations
DPW-Bldg - Project Requests for CIP FY2024-2028												
DPW-Bldg	County Office Complex - Improvements	DPW-B-CIP-2024-01	\$0	\$125,000	\$125,000	\$0	\$0	\$0	\$0	\$250,000	\$250,000	Approve - 4181 Building Fund
	Depot Restrooms & Miscellaneous Improvements	DPW-B-CIP-2024-02	\$0	\$0	\$150,000	\$0	\$0	\$0	\$0	\$150,000	\$250,000	Future Request - Funding TBD
	Brook Building - Generator	DPW-B-CIP-2024-03	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$250,000	No AC \$
	Courthouse Annex - Energy Recovery Units	DPW-B-CIP-2024-04	\$0	\$0	\$50,000	\$0	\$0	\$0	\$0	\$50,000	\$50,000	Future Request - Funding TBD
	Courthouse Annex - Office Addition	DPW-B-CIP-2024-05	\$0	\$0	\$100,000	\$0	\$0	\$0	\$0	\$100,000	\$100,000	Future Request - Funding TBD
	Courthouse Exterior Window Painting	DPW-B-CIP-2024-06	\$0	\$0	\$60,000	\$0	\$0	\$0	\$0	\$60,000	\$60,000	Future Request - Funding TBD
	Willowbrook Outdoor Wellness Center	DPW-B-CIP-2024-07	\$0	\$0	\$553,866	\$0	\$0	\$0	\$0	\$553,866	\$4,489,597	Future Request - Funding TBD
	Heavy Equipment Purchase - Bucket Truck	DPW-B-CIP-2024-08	\$0	\$0	\$30,000	\$0	\$0	\$0	\$0	\$30,000	\$30,000	Future Request - Funding TBD
Summary for DPW-Bldg (8 Projects)												
TOTALS for DPW-Bldg Projects			Prior	FY2024	FY2025	FY2026	FY2027	FY2028	Beyond FY2028	AC Total	Project Total	
			\$0	\$125,000	\$1,068,866	\$0	\$0	\$0	\$0	\$1,193,866	\$5,479,597	



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CIP FY 2024-FY2028 Allegany County Funding Request Summary

Department	Project	Footer Label	Prior	FY2024	FY2025	FY2026	FY2027	FY2028	Beyond FY2028	AC Total	Project Total	FY2024 Recommendations
DPW-Fld Mtgn - Project Requests for CIP FY2024-2028												
DPW-Fld Mtgn	Drainage Improvement Program	DPW-F-CIP-2024-01	\$398,000	\$30,000	\$0	\$0	\$0	\$0	\$0	\$428,000	\$676,000	Approve - PAYGO - Rocky Gap
Summary for DPW-Fld Mtgn (1 Project)												
TOTALS for DPW-Fld Mtgn Projects			Prior	FY2024	FY2025	FY2026	FY2027	FY2028	Beyond FY2028	AC Total	Project Total	
			\$398,000	\$30,000	\$0	\$0	\$0	\$0	\$0	\$428,000	\$676,000	



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CIP FY 2024-FY2028 Allegany County Funding Request Summary

Department	Project	Footer Label	Prior	FY2024	FY2025	FY2026	FY2027	FY2028	Beyond FY2028	AC Total	Project Total	FY2024 Recommendations
DPW-Rd/Bridge - Project Requests for CIP FY2024-2028												
DPW-Rd/Bridge	Borden Tunnel - Concrete Rehabilitation	DPW-RB-CIP-2024-01	\$0	\$0	\$996,544	\$0	\$0	\$0	\$0	\$996,544	\$4,620,340	Future Request - Funding TBD
	Bowling Green/Cresaptown Drainage Repairs	DPW-RB-CIP-2024-02	\$526,500	\$401,544	\$0	\$0	\$0	\$0	\$0	\$928,044	\$3,772,392	Approve - Bond & 4200 Stormwater
	Bridge A-005: Mill Run Rd - Rehabilitation	DPW-RB-CIP-2024-03	\$0	\$25,000	\$0	\$0	\$0	\$0	\$0	\$100,000	\$100,000	No New AC \$ - Approved - 2018 Bond
	Bridge A-014: Laurel Run Rd - Replacement	DPW-RB-CIP-2024-04	\$0	\$0	\$200,000	\$0	\$0	\$0	\$0	\$200,000	\$200,000	Future Request - Roads Budget
	Bridge A-032: Watercliff St - Replacement	DPW-RB-CIP-2024-05	\$5,000	\$5,000	\$300,000	\$0	\$0	\$0	\$0	\$310,000	\$1,550,000	No New AC \$ - Approved - 2018 Bond
	Bridge A-033: Main St (Lonaconing) - Rehab	DPW-RB-CIP-2024-06	\$0	\$0	\$0	\$100,000	\$0	\$0	\$0	\$100,000	\$100,000	Future Request - Roads Budget
	Bridge A-043: Old Legislative Rd - Replacement	DPW-RB-CIP-2024-07	\$75,000	\$25,000	\$0	\$0	\$0	\$0	\$0	\$150,000	\$150,000	No New AC \$ - Approved - 2018 Bond
	Bridge A-056: New Row Rd - Replacement	DPW-RB-CIP-2024-08	\$5,000	\$5,000	\$300,000	\$0	\$0	\$0	\$0	\$310,000	\$1,550,000	No New AC \$ - Approved - 2018 Bond
	Bridge A-073: Kings Grove Rd - Replacement	DPW-RB-CIP-2024-09	\$0	\$0	\$400,000	\$0	\$0	\$0	\$0	\$400,000	\$2,000,000	Future Request - Funding TBD
	Bridge A-091: Old Mt Pleasant Rd - Rehab	DPW-RB-CIP-2024-10	\$200,000	\$0	\$0	\$0	\$0	\$0	\$0	\$200,000	\$1,300,000	100% Fed Construction Funding - No New AC \$ - Approved - 2018 Bond
	Bridge A-093: Mason Rd - Rehab	DPW-RB-CIP-2024-11	\$200,000	\$0	\$0	\$0	\$0	\$0	\$0	\$200,000	\$1,300,000	100% Fed Construction Funding - No New AC \$ - Approved - 2018 Bond
	Bridge A-118: Jacobs Rd - Replacement	DPW-RB-CIP-2024-12	\$0	\$0	\$0	\$0	\$100,000	\$0	\$0	\$100,000	\$100,000	Future Request - Roads Budget
	Bridge A-139: Strong Hollow Rd - Replacement	DPW-RB-CIP-2024-13	\$0	\$0	\$0	\$0	\$40,000	\$0	\$0	\$40,000	\$40,000	Future Request - Roads Budget
	O.P. Road	DPW-RB-CIP-2024-14	\$628,663	\$25,000	\$0	\$0	\$0	\$0	\$0	\$653,663	\$1,257,326	Approve - PAYGO - Rocky Gap



Committee Recommendations - May 11, 2023

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^^ = Project requested funding for FY2024; Available capital funding < total of received requests. Committee suggests project FY2024 funding request be tabled or approved only in part.

CIP FY 2024-FY2028 Allegany County Funding Request Summary

Department	Project	Footer Label	Prior	FY2024	FY2025	FY2026	FY2027	FY2028	Beyond FY2028	AC Total	Project Total	FY2024 Recommendations
DPW-Rd/Bridge	Radio Replacement	DPW-RB-CIP-2024-15	\$0	\$0	\$577,000	\$0	\$0	\$0	\$0	\$577,000	\$577,000	Future Request - Funding TBD
	State Aid Paving	DPW-RB-CIP-2024-16	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$800,000	No AC \$
	Single Axle Dump Trucks Purchase	DPW-RB-CIP-2024-17	\$980,000	\$300,000	\$280,000	\$280,000	\$280,000	\$280,000	\$280,000	\$2,680,000	\$2,680,000	Approve
	Heavy Equipment Purchases	DPW-RB-CIP-2024-18	\$0	\$700,000	\$1,340,000	\$435,000	\$560,000	\$0	\$0	\$3,035,000	\$3,035,000	Approve
Summary for DPW-Rd/Bridge (18 Projects)												
TOTALS for DPW-Rd/Bridge Projects			Prior	FY2024	FY2025	FY2026	FY2027	FY2028	Beyond FY2028	AC Total	Project Total	
			\$2,620,163	\$1,486,544	\$4,393,544	\$815,000	\$980,000	\$280,000	\$280,000	\$10,980,251	\$25,132,058	



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CIP FY 2024-FY2028 Allegany County Funding Request Summary

Department	Project	Footer Label	Prior	FY2024	FY2025	FY2026	FY2027	FY2028	Beyond FY2028	AC Total	Project Total	FY2024 Recommendations
DPW-Sewer - Project Requests for CIP FY2024-2028												
DPW-Sewer	Bedford Road - Phase VII	DPW-S-CIP-2024-01	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000,000	No AC \$
	Biers Lane Collector Sewer	DPW-S-CIP-2024-02	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$895,000	No AC \$
	Braddock Run - Grahamtown Regulating Baffle	DPW-S-CIP-2024-03	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$350,000	No AC \$
	Braddock Run SSES - Eckhart	DPW-S-CIP-2024-04	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$125,000	No AC \$
	Flintstone Wastewater Plant Upgrade	DPW-S-CIP-2024-05	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,149,000	No AC \$
	North Branch WWTP Clarifier	DPW-S-CIP-2024-06	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,575,000	No AC \$
	Oldtown Wastewater Plant Upgrade	DPW-S-CIP-2024-07	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,850,000	No AC \$
	Rawlings Sewer	DPW-S-CIP-2024-08	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,000,000	No AC \$
	Heavy Equipment/Truck Purchase	DPW-S-CIP-2024-10	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$150,000	No AC \$
Summary for DPW-Sewer (9 Projects)												
TOTALS for DPW-Sewer Projects			Prior	FY2024	FY2025	FY2026	FY2027	FY2028	Beyond FY2028	AC Total	Project Total	
			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$19,094,000	



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CIP FY 2024-FY2028 Allegany County Funding Request Summary

Department	Project	Footer Label	Prior	FY2024	FY2025	FY2026	FY2027	FY2028	Beyond FY2028	AC Total	Project Total	FY2024 Recommendations
DPW-Transit - Project Requests for CIP FY2024-2028												
DPW-Transit	Service Doors Replacement	DPW-T-CIP-2024-01	\$0	\$9,000	\$0	\$0	\$0	\$0	\$0	\$9,000	\$90,000	No New AC \$ - Approved - Transit Budget
Summary for DPW-Transit (1 Project)												
TOTALS for DPW-Transit Projects			Prior	FY2024	FY2025	FY2026	FY2027	FY2028	Beyond FY2028	AC Total	Project Total	
			\$0	\$9,000	\$0	\$0	\$0	\$0	\$0	\$9,000	\$90,000	



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CIP FY 2024-FY2028 Allegany County Funding Request Summary

Department	Project	Footer Label	Prior	FY2024	FY2025	FY2026	FY2027	FY2028	Beyond FY2028	AC Total	Project Total	FY2024 Recommendations
DPW-Water - Project Requests for CIP FY2024-2028												
DPW-Water	Dehaven/Mason Road Water	DPW-W-CIP-2024-01	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,500,000	No AC \$
	Vale Summit Water Storage Tank	DPW-W-CIP-2024-02	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000	\$1,000,000	No AC \$
	Corriganville Water Line Replacement	DPW-W-CIP-2024-03	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,000,000	No AC \$
	Cresaptown Water Improvements	DPW-W-CIP-2024-04	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,600,000	No AC \$
	Depot Street Water	DPW-W-CIP-2024-05	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$600,000	No AC \$
	Klondike Water Line Replacement	DPW-W-CIP-2024-06	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$300,000	No AC \$
	Route 36 Water - Phase 2	DPW-W-CIP-2024-07	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$400,000	No AC \$
	Route 220 Water	DPW-W-CIP-2024-08	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,000,000	No AC \$
Summary for DPW-Water (8 Projects)												
TOTALS for DPW-Water Projects			Prior	FY2024	FY2025	FY2026	FY2027	FY2028	Beyond FY2028	AC Total	Project Total	
			\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000	\$15,400,000	



^^ = Project requested funding for FY2024; Available capital funding < total of received requests. Committee suggests project FY2024 funding request be tabled or approved only in part.

CIP FY 2024-FY2028 Allegany County Funding Request Summary

Department	Project	Footer Label	Prior	FY2024	FY2025	FY2026	FY2027	FY2028	Beyond FY2028	AC Total	Project Total	FY2024 Recommendations
Econ Dev - Project Requests for CIP FY2024-2028												
Econ Dev	Barton Business Park WWTP Upgrade	ED-CIP-2024-01	\$0	\$0	\$500,000	\$2,400,000	\$0	\$0	\$0	\$2,900,000	\$12,500,000	Future Request - RBF
	Cumberland Chase - Phase II	ED-CIP-2024-02	\$0	\$0	\$1,500,000	\$1,500,000	\$0	\$0	\$0	\$3,000,000	\$3,000,000	Future Request - RBF
	NBIP Road Rehab - Phase 2	ED-CIP-2024-03	\$0	\$0	\$365,000	\$365,000	\$0	\$0	\$0	\$730,000	\$730,000	Future Request - RBF
	Old Allegany High Redevelopment	ED-CIP-2024-04	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,147,387	No AC \$
Summary for Econ Dev (4 Projects)												
TOTALS for Econ Dev Projects			Prior	FY2024	FY2025	FY2026	FY2027	FY2028	Beyond FY2028	AC Total	Project Total	
			\$0	\$0	\$2,365,000	\$4,265,000	\$0	\$0	\$0	\$6,630,000	\$18,377,387	



^^ = Project requested funding for FY2024; Available capital funding < total of received requests. Committee suggests project FY2024 funding request be tabled or approved only in part.

CIP FY 2024-FY2028 Allegany County Funding Request Summary

Department	Project	Footer Label	Prior	FY2024	FY2025	FY2026	FY2027	FY2028	Beyond FY2028	AC Total	Project Total	FY2024 Recommendations
Emer Svc - Project Requests for CIP FY2024-2028												
Emer Svc	Ambulance Purchase	ES-CIP-2024-01	\$0	\$0	\$440,000	\$440,000	\$440,000	\$440,000	\$440,000	\$2,200,000	\$2,200,000	^^Future Request - Funding TBD
	Replacement Garage 911 Center	ES-CIP-2024-02	\$0	\$0	\$550,000	\$0	\$0	\$0	\$0	\$550,000	\$550,000	^^Future Request - Funding TBD
	Fit Testing Machines	ES-CIP-2024-03	\$0	\$0	\$30,000	\$0	\$0	\$0	\$0	\$30,000	\$30,000	^^Future Request - Funding TBD
	Gear Extractor and Dryer	ES-CIP-2024-04	\$0	\$0	\$30,000	\$0	\$0	\$0	\$0	\$30,000	\$30,000	^^Future Request - Funding TBD
	EMS Chase Vehicle	ES-CIP-2024-05	\$0	\$0	\$75,000	\$75,000	\$0	\$0	\$0	\$150,000	\$150,000	Future Request - Funding TBD
	Station 51 Remodel	ES-CIP-2024-06	\$0	\$0	\$40,000	\$0	\$0	\$0	\$0	\$40,000	\$40,000	Future Request - Funding TBD
	911 Center Gate	ES-CIP-2024-07	\$0	\$0	\$25,000	\$0	\$0	\$0	\$0	\$25,000	\$25,000	Future Request - Funding TBD
Summary for Emer Svc (7 Projects)												
TOTALS for Emer Svc Projects			Prior	FY2024	FY2025	FY2026	FY2027	FY2028	Beyond FY2028	AC Total	Project Total	
			\$0	\$0	\$1,190,000	\$515,000	\$440,000	\$440,000	\$440,000	\$3,025,000	\$3,025,000	



^^ = Project requested funding for FY2024; Available capital funding < total of received requests. Committee suggests project FY2024 funding request be tabled or approved only in part.

CIP FY 2024-FY2028 Allegany County Funding Request Summary

Department	Project	Footer Label	Prior	FY2024	FY2025	FY2026	FY2027	FY2028	Beyond FY2028	AC Total	Project Total	FY2024 Recommendations
IT - Project Requests for CIP FY2024-2028												
IT	Fiber Deployment Fund	IT-CIP-2024-01	\$0	\$0	\$550,000	\$0	\$0	\$0	\$0	\$550,000	\$550,000	^^Future Request - Funding TBD
	Allconet Migration to Licensed 5G Spectrum	IT-CIP-2024-02	\$0	\$0	\$340,000	\$0	\$0	\$0	\$0	\$340,000	\$578,000	^^Future Request - Funding TBD
	Allconet Fiber - Open Access Fiber to Premise	IT-CIP-2024-03	\$0	\$0	\$750,000	\$0	\$0	\$0	\$0	\$750,000	\$1,500,000	^^Future Request - Funding TBD
Summary for IT (3 Projects)												
TOTALS for IT Projects			Prior	FY2024	FY2025	FY2026	FY2027	FY2028	Beyond FY2028	AC Total	Project Total	
			\$0	\$0	\$1,640,000	\$0	\$0	\$0	\$0	\$1,640,000	\$2,628,000	



^^ = Project requested funding for FY2024; Available capital funding < total of received requests. Committee suggests project FY2024 funding request be tabled or approved only in part.

CIP FY 2024-FY2028 Allegany County Funding Request Summary

Department	Project	Footer Label	Prior	FY2024	FY2025	FY2026	FY2027	FY2028	Beyond FY2028	AC Total	Project Total	FY2024 Recommendations
Library - Project Requests for CIP FY2024-2028												
Library	Frostburg Library - Renovation	LIB-CIP-2024-01	\$0	\$0	\$0	\$0	\$0	\$40,000	\$360,000	\$400,000	\$4,000,000	Future Request - Funding TBD
	Frostburg Library - Roof Sealing	LIB-CIP-2024-02	\$0	\$0	\$70,000	\$0	\$0	\$0	\$0	\$70,000	\$70,000	Future Request - Funding TBD
	Washington Street Library - Addition Roof	LIB-CIP-2024-03	\$0	\$75,000	\$0	\$0	\$0	\$0	\$0	\$75,000	\$75,000	Approve - PAYGO - Rocky Gap
	Westernport Library HVAC Replacement	LIB-CIP-2024-04	\$0	\$0	\$80,000	\$0	\$0	\$0	\$0	\$80,000	\$80,000	^^Future Request - Funding TBD
	George's Creek Library HVAC Replacement	LIB-CIP-2024-05	\$0	\$90,000	\$0	\$0	\$0	\$0	\$0	\$90,000	\$90,000	Approve - PAYGO - Rocky Gap

Summary for Library (5 Projects)

TOTALS for Library Projects	Prior	FY2024	FY2025	FY2026	FY2027	FY2028	Beyond FY2028	AC Total	Project Total
	\$0	\$165,000	\$150,000	\$0	\$0	\$40,000	\$360,000	\$715,000	\$4,315,000

Planning & Zoning - Project Requests for CIP FY2024-2028

Planning & Zoning	New Permitting/Planning Software	PZ-CIP-2024-01	\$0	\$0	\$0	\$50,000	\$0	\$0	\$0	\$50,000	\$50,000	Future Request - Funding TBD
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Summary for Planning & Zoning (1 Project)

TOTALS for Planning & Zoning Projects	Prior	FY2024	FY2025	FY2026	FY2027	FY2028	Beyond FY2028	AC Total	Project Total
	\$0	\$0	\$0	\$50,000	\$0	\$0	\$0	\$50,000	\$50,000



^^ = Project requested funding for FY2024; Available capital funding < total of received requests. Committee suggests project FY2024 funding request be tabled or approved only in part.

CIP FY 2024-FY2028 Allegany County Funding Request Summary

Department	Project	Footer Label	Prior	FY2024	FY2025	FY2026	FY2027	FY2028	Beyond FY2028	AC Total	Project Total	FY2024 Recommendations
ALLEGANY COUNTY CIP FY2024-2028 - GRAND TOTALS												
GRAND TOTALS for All Projects			Prior	FY2024	FY2025	FY2026	FY2027	FY2028	Beyond FY2028	AC Total	Project Total	
			\$3,378,163	\$2,568,544	\$12,589,925	\$7,357,762	\$2,309,149	\$3,974,155	\$3,542,620	\$35,945,318	\$146,798,315	

Questions? Contact D.S. DeWitt, P.E. | ddewitt@alleganygov.org



^^ = Project requested funding for FY2024; Available capital funding < total of received requests. Committee suggests project FY2024 funding request be tabled or approved only in part.

CIP FY 2024 – 2028



Allegany County
701 Kelly Road
Cumberland, MD 21502

Phone: 301-777-2526

<http://alleganygov.org/>

**Public Business Meeting
Item Summary Report
Department: Finance**

To: Allegany County Commissioners
From: Jason Bennett, County Administrator
Subject: Second Preliminary Budget Public Hearing - **Jason Bennett, County Administrator**
Supporting Documents: Yes

- 1. Summary of Request**
This is the second draft of the FY24 budget for review and comment.
- 2. Financial Impact**
N/A
- 3. Recommendation**
Thorough review and comment requested.

FISCAL YEAR **2024** PRELIMINARY BUDGET

PRESENTED APRIL 20, 2023

ALLEGANY COUNTY BOARD OF COUNTY COMMISSIONERS

DAVID J. CAPORALE
PRESIDENT

CREADE V. BRODIE, JR.
COMMISSIONER

BILL ATKINSON
COMMISSIONER

JASON M. BENNETT
COUNTY ADMINISTRATOR

Allegany County Finance Office
www.Alleganygov.org





April 20, 2023

Allegany County Commissioners
County Office Complex
701 Kelly Road
Cumberland, MD 21502

Dear Commissioners:

FY 2024 Preliminary Budget

Submitted today for your review is the Fiscal Year 2024 Allegany County, Maryland Preliminary Operating Budget. At this time, the budget is balanced and represents a total general fund budget of \$111,927,728. This amount is an increase of \$9,991,151 or 9.8% from FY 2023's budget.

Included in this budget, at your request, are **no tax increases**.

This budget incorporates an increase of \$2,031,516 in property taxes due to a 4.5% overall increase in assessments and also includes a \$1,500,000 (or 4.8%) increase in our income tax revenues as a result of strong FY 2023 performance. It also includes a loss of \$1,794,075 in disparity grant funding due to the receipt of \$15 million in lottery winning income tax proceeds from a 2021 Powerball winner in Allegany County.

Despite requests for additional funding from most agencies, we were able to largely fund the requests of all of our outside agencies, including the Board of Education, Allegany College of Maryland, the Health Department, and the Library System, who all received increased funding. Also included in the budget presented today is a 2% Cost of Living Adjustment for Allegany County employees and no health insurance cost increase that reflects the rapidly rising costs of the healthcare industry. As a reminder, during fiscal year 2023, we were able to implement the recommendations of a salary study, that allowed us to increase employee wages necessary to attract and retain employees in today's strong employment market.

Thanks to our bond refunding in the fall of 2020, we will be well under our stated debt service goals of \$3 million. This refunding took advantage of historically low interest rates and saved us \$1.8 million in our FY 22 budget, and keeps us with a debt service transfer of just \$2,473,209 for FY 24.

This year's budget utilizes \$9,661,269 of fund balance, which still allows us to maintain two months- worth of operations and an additional 3% in budget stabilization funds in our fund balance as recommended by GASB 54.

The hard decisions, tough cuts and sacrifices of the past several years are allowing us to present this budget with no tax rate increases and allows us to continue to maintain a strong financial position that the tax payers deserve of their government. We have reached or exceeded our

goals for debt service and fund balance continues to be well positioned so that we may offer the services we promise to our citizens.

This preliminary budget document will be available on our website at www.alleganygov.org. Budget Adoption is scheduled for May 25, 2023 and we will be accepting public comment on this document during our May 2023 public business meetings.

Respectfully,



Jason M. Bennett, CPA
County Administrator



Allegany County Commissioners FY 2024 Preliminary Budget

Jason M. Bennett | Administrator | April 20, 2023



Preliminary Budget Highlights - Total Requested Revenues **\$111,927,728**

Highlights	Changes	Reasoning
Property Taxes	\$2,031,516	Property taxes 4.5% growth due to rising assessments
Income Taxes	\$1,500,000	Strong FY 2023 performance
Unexpended Fund Balance	\$7,100,079	Utilized Excess Fund Balanced Allowed. Required Reserves Maintained
Disparity Grant	(\$1,794,075)	Based on income tax



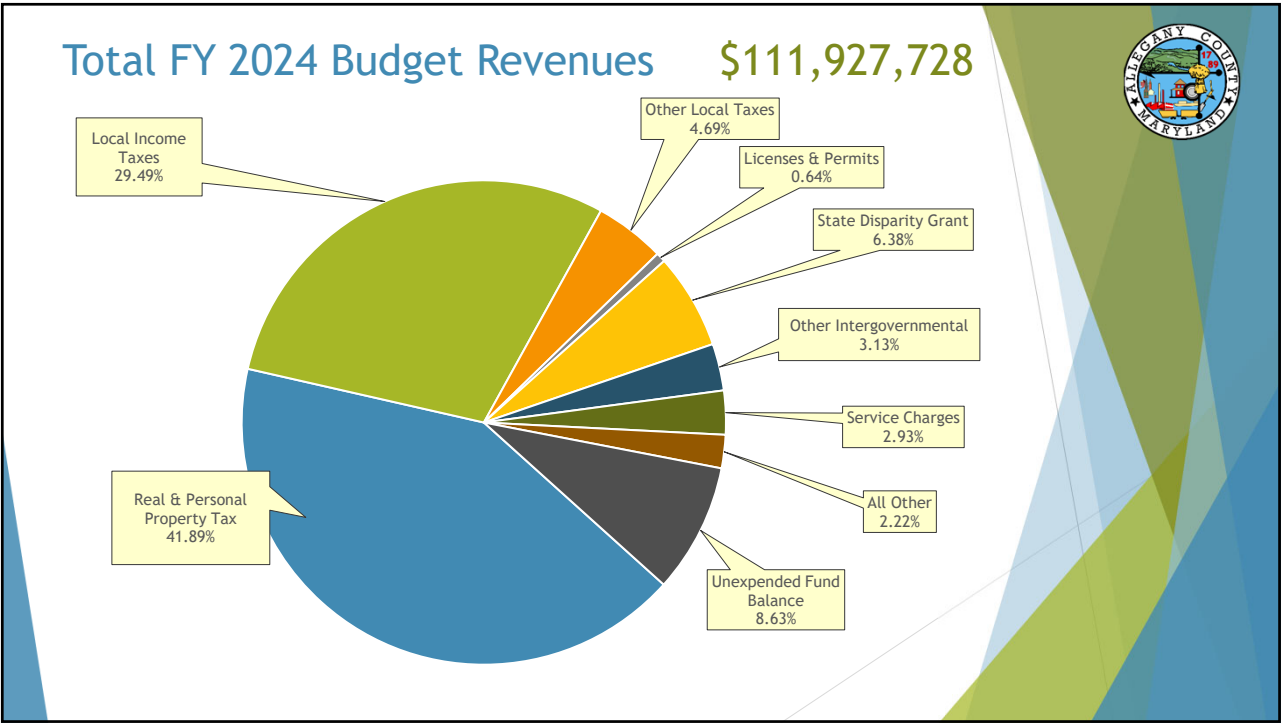
Preliminary Budget Highlights - Total Requested Expenditures **\$111,927,728**

Highlights - Operating Departments	Changes	Reasoning
Salaries & Fringe Benefits	\$4,106,431	Implemented salary study
Appropriations to Major Outside Agencies	\$2,727,519	\$2.35M increase in funding to Board of Ed due to Blueprint/Kirwan which is State mandated
Emergency Management	\$979,812	Continued expansion; Expenditures total \$7M and now our 3 rd largest operating department

FY 2024 Proposed Tax Rates



INCOME TAX RATE	3.03%
REAL PROPERTY TAX RATE	\$0.9750
RECORDATION TAX	\$3.50
HOMESTEAD CREDIT	4.00%



FY 2024 Recommended Budget Revenues & Other Sources Summary

General Fund	\$ 111,927,728
Coal Haul Roads Fund	60,000
Rocky Gap Slots Revenue Fund	2,687,939
Transit Fund	2,920,902
Narcotics Task Force Fund	134,655
Gaming Fund	339,083
Revolving Building Fund	11,558,217
State Fire, Rescue & Inmate Commissary Fund	470,000
Debt Service Fund	3,091,521
Water Fund	
Sanitary Fund	
Allconet II	118,150
County Loan Fund	0
TOTAL	\$ 133,308,195

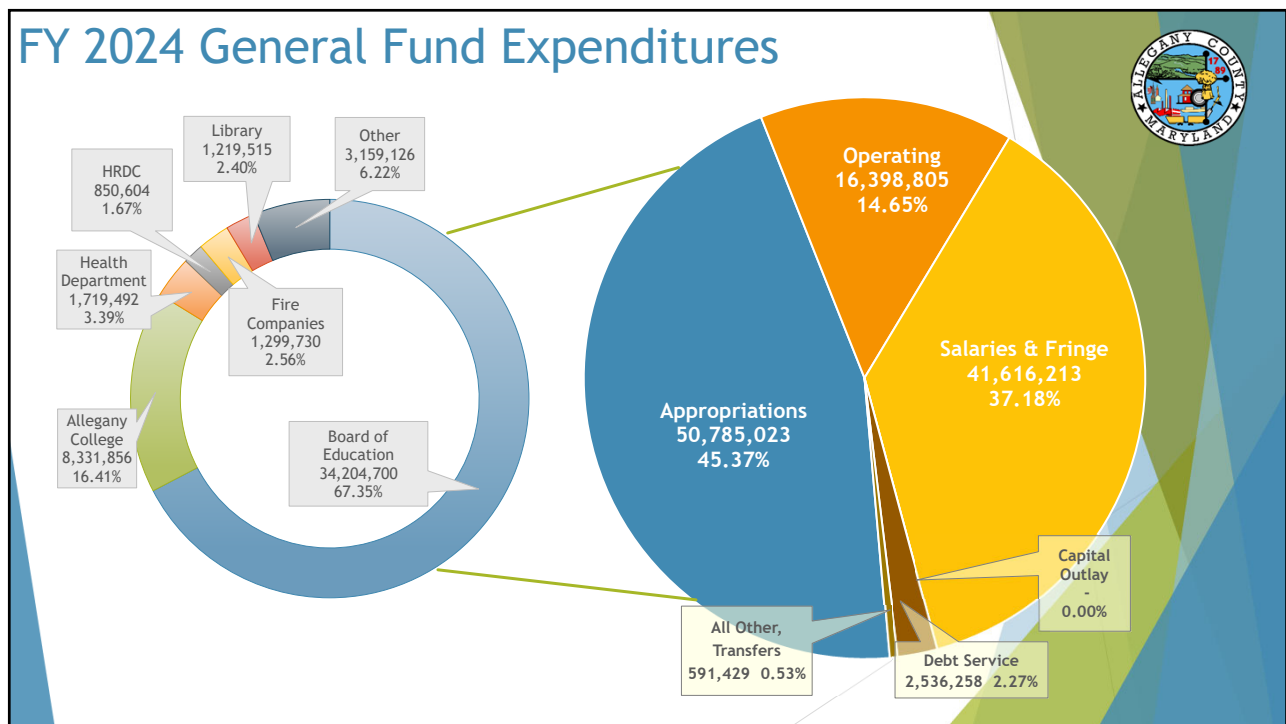


Note: This preliminary budget does not include the Capital Projects Fund or Water/Sewer Funds

Total FY 2024 Budget Expenditures \$111,927,728 *Where Is Your Tax Dollar Spent?*



FY 2024 General Fund Expenditures



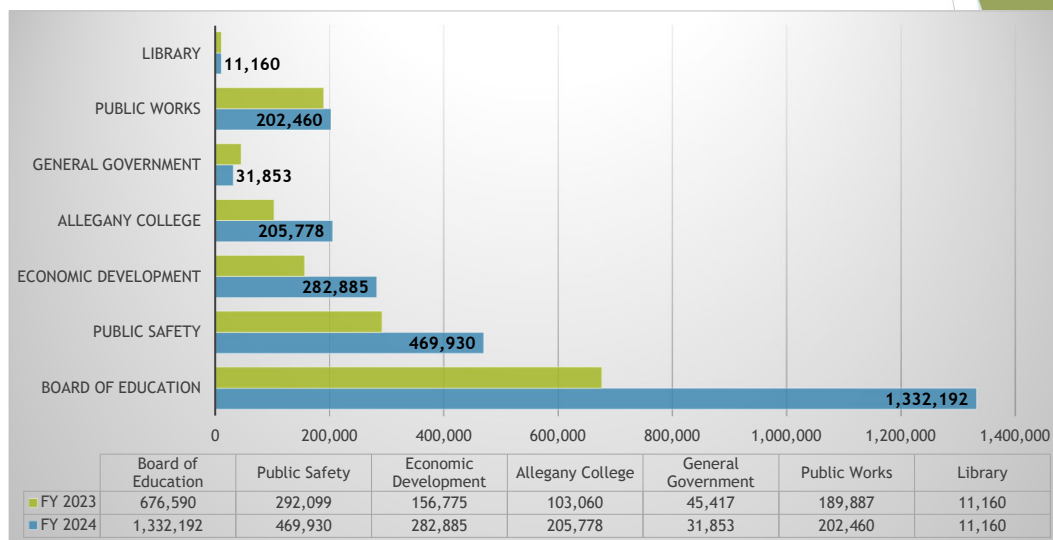
FY 24 Budget General Fund

Services Not Provided by Municipal Government

Service	Dollars	Percentage
Board of Education	\$ 34,204,700	30.6%
Detention Center	10,361,874	9.3%
Allegany College	8,331,856	7.4%
Debt Service on Services	2,536,258	2.3%
911	3,553,111	3.2%
State's Attorney	2,152,660	1.9%
Health Department	1,719,492	1.5%
Allegany County Library	1,219,515	1.1%
Other Health Services Programs	597,012	0.5%
Election Office	1,262,182	1.1%
HRDC (Sr Citizen Centers)	850,604	0.8%
Tourism	782,425	0.7%
County Fair & Ag Expo	664,638	0.6%
Transit Operation	499,645	0.4%
Animal Control	530,280	0.5%
Circuit Court Master Program	752,683	0.7%
Alternative Sentencing Program	402,591	0.4%
Solid Waste Recycling	183,381	0.2%
Airport	230,000	0.2%
Emergency Management	343,996	0.3%
Soil Conservation	205,155	0.2%
Agricultural Extension Agent	203,051	0.2%
Home Detention	389,414	0.3%
Liquor Board	205,083	0.2%
Haz Mat	110,025	0.1%
Family Law Master	294,653	0.3%
Some 26 Services for 65% of Budget	\$ 72,586,284	64.9%
Total General Budget	\$ 111,927,728	



FY 2024 Budget Debt Service Transfer **\$2,536,258**



	Actual 2020	Actual 2021	Actual 2022	Budgeted 2023	Budgeted 2024
County Appropriation	7,706,856	7,706,856	7,706,856	8,206,856	8,331,856
Percentage Change	1.0%	0.0%	0.0%	6.5%	1.5%
County Appropriation	7,706,856	7,706,856	7,706,856	8,206,856	8,331,856
Allegany County Campus Enrollment	2,140	1,850	1,782	1,758	1,837
Appropriation Per Student	3,601	4,166	4,325	4,668	4,536
Percentage Change	4.2%	16.0%	3.8%	12%	-2.8%
County Appropriation + Debt Service	8,033,988	8,014,057	7,811,867	8,309,916	8,537,634
Allegany County Campus Enrollment	2,140	1,850	1,782	1,758	1,837
Spending Per Student	3,754	4,332	4,384	4,726	4,648
Percentage Change	5.0%	15.4%	1.2%	12%	-1.7%



Support
For

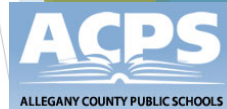


Note: Numbers do not include \$360,000 appropriated annually to the ACM Foundation from Rocky Gap Slots Proceeds.

	Actual 2020	Actual 2021	Actual 2022	Budgeted 2023	Budgeted 2024
County Appropriation	30,734,335	30,734,335	31,854,912	31,854,912	34,204,700
Percentage Change	1.0%	0.0%	3.6%	2.3%	7.4%
County Appropriation	30,734,335	30,734,335	31,854,912	31,854,912	34,204,700
Student Enrollment	7,955	8,075	8,132	8,132	*8,181
Appropriation Per Student	3,864	3,806	3,917	3,917	4,181
Percentage Change	7.2%	-1.5%	3.0%	-5.5%	6.7%
County Appropriation + Debt Service	32,235,205	32,144,216	32,156,454	32,531,502	35,536,892
Student Enrollment	7,955	8,075	8,132	8,132	*8,181
Spending Per Student	4,052	3,981	3,954	4,000	4,344
Percentage Change	7.1%	-1.7%	-0.7%	-4.5%	8.6%
County Appropriation + Debt Service + Gaming	32,616,978	32,144,216	32,651,311	32,709,921	35,615,136
Student Enrollment	7,955	8,075	8,132	8,132	*8,181
Spending Per Student	4,101	3,981	4,015	4,022	4,353
Percentage Change	8.1%	-1.7%	0.9%	-4.6%	8.2%



Support
For



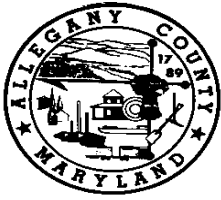
**Enrollment value at
9/30/22, which is the
measurement date for
foundational state aid,
provided by Larry McKenzie*

*Note: Enrollment numbers
include Pre-K student
enrollment.*



Budget Information

- ▶ There will be preliminary budget hearings for public input during all meetings in May.
- ▶ This document is available online at www.alleganygov.org
- ▶ Please feel free to email any questions about this document to finance@alleganygov.org
- ▶ Budget Adoption is scheduled for May 25, 2023.



ALLEGANY COUNTY
F.Y. 2024 PRELIMINARY BUDGET
April 20, 2023

SUMMARY SCHEDULE OF ALL SOURCES AND APPROPRIATIONS

	F.Y. 2022 ACTUAL	F.Y. 2023 BUDGET	F.Y. 2024 REQUESTED BUDGET	F.Y. 2024 RECOMMENDED BUDGET
<u>REVENUE & OTHER SOURCES SUMMARY</u>				
General Fund	\$106,398,057	\$101,936,577	\$102,266,459	\$111,927,728
Coal Haul Roads Fund	70,945	60,000	60,000	60,000
Rocky Gap Slots Revenue Fund	2,755,252	2,698,274	2,687,939	2,687,939
Transit Fund	3,661,038	2,636,828	2,920,902	2,920,902
Narcotics Task Force Fund	71,513	122,941	134,655	134,655
Gaming Fund	571,088	423,494	339,083	339,083
Revolving Building Fund	4,341,457	11,919,125	11,558,217	11,558,217
State Fire & Rescue and Inmate Commissary Fund	578,031	469,950	470,000	470,000
Debt Service Fund	1,143,262	2,704,500	3,091,521	3,091,521
Water Districts	5,708,364	-	-	-
Sanitary Districts	15,701,636	-	-	-
Allconet II	218,570	200,058	118,150	118,150
County Loan Fund	-	-	-	-
	<u>\$141,219,213</u>	<u>\$123,171,747</u>	<u>\$123,646,926</u>	<u>\$133,308,195</u>
	F.Y. 2022 ACTUAL	F.Y. 2023 BUDGET	F.Y. 2024 REQUESTED BUDGET	F.Y. 2024 RECOMMENDED BUDGET
<u>APPROPRIATION & OTHER USES SUMMARY</u>				
General Fund	\$101,119,579	\$101,936,577	\$112,885,167	\$111,927,728
Coal Haul Roads Fund	131,541	60,000	60,000	60,000
Rocky Gap Slots Revenue Fund	2,899,299	2,698,674	2,687,939	2,687,939
Transit Fund	3,661,037	2,636,828	2,920,902	2,920,902
Narcotics Task Force Fund	146,429	122,941	134,655	134,655
Gaming Fund	769,656	423,494	339,083	339,083
Revolving Building Fund	5,089,562	11,919,125	11,558,217	11,558,217
State Fire & Rescue and Inmate Commissary Fund	502,450	469,950	470,000	470,000
Debt Service Fund	2,751,849	2,704,500	3,091,521	3,091,521
Water Districts	4,993,134	-	-	-
Sanitary Districts	10,135,657	-	-	-
Allconet II	417,683	200,058	118,150	118,150
County Loan Fund	32,702	-	-	-
	<u>\$132,650,578</u>	<u>\$123,172,147</u>	<u>\$134,265,634</u>	<u>\$133,308,195</u>

Note: This preliminary budget does not include the Capital Project Funds or Water/Sewer Funds



ALLEGANY COUNTY
F.Y. 2024 PRELIMINARY BUDGET
April 20, 2023

SUMMARY SCHEDULE OF ALL SOURCES AND APPROPRIATIONS

<u>REVENUE & OTHER SOURCES SUMMARY</u>	F.Y. 2023 BUDGET	F.Y. 2024 RECOMMENDED BUDGET	RECOMMENDED DIFFERENCE TO 23 BUDGET	PERCENTAGE DIFFERENCE
General Fund	\$101,936,577	\$111,927,728	\$9,991,151	9.8%
Coal Haul Roads Fund	60,000	60,000	-	0.0%
Rocky Gap Slots Revenue Fund	2,698,274	2,687,939	(10,335)	-0.4%
Transit Fund	2,636,828	2,920,902	284,074	10.8%
Narcotics Task Force Fund	122,941	134,655	11,714	9.5%
Gaming Fund	423,494	339,083	(84,411)	-19.9%
Revolving Building Fund	11,919,125	11,558,217	(360,908)	-3.0%
State Fire & Rescue and Inmate Commissary Fund	469,950	470,000	50	0.0%
Debt Service Fund	2,704,500	3,091,521	387,021	14.3%
Water Districts	-	-	-	
Sanitary Districts	-	-	-	
Allconet II	200,058	118,150	(81,908)	-40.9%
County Loan Fund	-	-	-	0.0%
	<u>\$123,171,747</u>	<u>\$133,308,195</u>	<u>\$10,136,448</u>	<u>8.2%</u>



ALLEGANY COUNTY
F.Y. 2024 PRELIMINARY BUDGET
April 20, 2023

GENERAL FUND

<u>GENERAL FUND REVENUES & OTHER SOURCES</u>	<u>F.Y. 2022 ACTUAL</u>	<u>F.Y. 2023 BUDGET</u>	<u>F.Y. 2024 REQUESTED BUDGET</u>	<u>F.Y. 2024 RECOMMENDED BUDGET</u>
Net General Property Taxes	\$45,135,441	\$44,857,381	\$46,888,897	\$46,888,897
Income Taxes	32,874,736	31,500,000	33,000,000	33,000,000
Other Local Taxes	6,080,353	5,178,370	5,250,862	5,250,862
Licenses and Permits	715,504	681,300	718,070	718,070
Grants from the Federal Government	5,877,396	1,338,813	1,633,726	1,633,726
Grants from the State	10,651,339	11,304,410	8,610,248	8,610,248
Other Intergovernmental	1,231,710	677,982	396,000	396,000
Charges for Services	2,361,941	3,133,881	3,282,506	3,282,506
Fines & Forfeitures	10,521	12,400	10,400	10,400
Interest	131,883	248,550	1,013,550	1,013,550
Rents & Concessions	475,829	423,000	433,000	433,000
Miscellaneous/Sale of Assets	818,703	19,300	1,029,200	1,029,200
Unexpended Fund Balance	-	2,561,190	-	9,661,269
Transfers-in	32,702	-	-	-
TOTAL GENERAL FUND REVENUES & OTHER SOURCES	<u>\$106,398,057</u>	<u>\$101,936,577</u>	<u>\$102,266,459</u>	<u>\$111,927,728</u>



ALLEGANY COUNTY
F.Y. 2024 PRELIMINARY BUDGET
April 20, 2023

GENERAL FUND CONTINUED

<u>GENERAL FUND APPROPRIATIONS</u>	<u>F.Y. 2022 ACTUAL</u>	<u>F.Y. 2023 BUDGET</u>	<u>F.Y. 2024 REQUESTED BUDGET</u>	<u>F.Y. 2024 RECOMMENDED BUDGET</u>
GENERAL GOVERNMENT				
1010 Board of Commissioners	\$182,746	\$190,663	\$206,871	\$206,871
1018 Family Support Services	271,288	227,456	262,292	262,292
1019 Alternative Dispute Resolution	6,474	5,388	-	0
1020 Circuit Court Master Program	62,882	72,492	81,461	81,461
1021 Circuit Court	700,731	509,998	675,222	671,222
1022 Orphans' Court	70,998	47,789	47,789	47,789
1023 Family Law Master	66,927	69,557	113,286	81,347
1024 State's Attorney	1,878,218	1,875,991	2,152,660	2,152,660
1028 Drug Court	192,518	298,331	307,367	307,367
1029 Law Library	21,340	21,340	21,340	21,340
1031 Petit Jury	49,719	88,823	144,177	144,177
1045 Administrator	136,325	482,433	543,154	543,154
1050 Election Office	467,006	528,711	563,930	560,930
1051 Election	245,804	257,350	701,252	701,252
1060 Finance Office	719,576	728,790	876,260	876,260
1061 Tax Office	440,693	873,132	1,055,405	1,050,405
1062 State Assessment Fee	363,932	365,000	352,000	352,000
1063 Accounting Software	413,776	420,000	435,000	435,000
1064 Independent Audit	97,800	115,000	125,000	125,000
1100 Legal Counsel	221,503	279,701	365,189	364,189
1105 Other Legal/Professional	213,485	175,000	91,500	91,500
1170 Human Resources Department	389,867	448,344	522,751	522,751
1175 Human Resources Board Of Appeals	-	3,502	3,502	3,502
1178 Employee Recognition	8,921	9,335	9,335	9,335
1190 Planning & Zoning	252,070	415,906	597,736	578,736
1220 Maintenance	679,931	933,600	1,041,705	1,041,705
1225 Maintenance Prospect Square Office	49,524	52,900	64,500	64,500
1235 Maintenance, Courthouse	272,576	323,478	337,385	337,385
1241 Maintenance, County Office Complex	205,059	-	-	0
1260 Maintenance, County Buildings	80,136	104,000	120,500	120,500
1270 Information Technology Division	410,800	491,661	623,218	623,218
1408 Liquor Control Board	121,791	121,988	205,083	205,083
1890 Information Technology	108,086	109,829	109,829	109,829
SUB-TOTAL GENERAL GOVERNMENT	\$9,402,502	\$10,647,488	\$12,756,699	\$12,692,760

Indicates partial/full reimbursement through grant revenues



ALLEGANY COUNTY
F.Y. 2024 PRELIMINARY BUDGET
April 20, 2023

GENERAL FUND CONTINUED

<u>GENERAL FUND APPROPRIATIONS</u>	<u>F.Y. 2022 ACTUAL</u>	<u>F.Y. 2023 BUDGET</u>	<u>F.Y. 2024 REQUESTED BUDGET</u>	<u>F.Y. 2024 RECOMMENDED BUDGET</u>
PUBLIC SAFETY				
1210 Permits & Enforcement	\$271,460	\$278,256	\$327,312	\$324,812
1359 Sheriff Road Patrol	3,127,537	3,049,159	3,596,437	3,470,437
1360 Sheriff	1,806,268	1,882,673	1,960,302	1,960,302
1367 C3I Unit	17,060	13,000	20,000	20,000
1368 Safe School Support	256,023	-	-	-
1382 Emergency Medical Services	-	-	-	-
1383 Ambulance Service	5,659,317	5,691,110	7,030,922	6,670,922
1386 Length of Service Award	240,798	85,000	90,000	90,000
1390 Fire Companies	1,140,169	1,249,430	1,299,730	1,299,730
1399 Correctional Facility Maintenance	203,932	209,998	242,841	242,841
1400 Detention Center	8,867,320	9,307,040	10,361,874	10,361,874
1405 DJJ Juvenile Services Grant	-	-	-	-
1406 Alternative Sentencing Program	374,572	375,713	402,591	402,591
1410 Home Detention Grant	268,129	337,079	389,414	389,414
1415 Emergency Management Department	266,147	279,074	343,996	343,996
1418 Animal Control/Shelter	414,837	514,000	530,280	530,280
1430 911	3,029,586	3,111,901	3,553,111	3,553,111
1440 Hazardous Materials Operations	81,074	103,915	110,025	110,025
1442 Public Safety Department	133,241	158,385	175,848	175,848
1448 Domestic Preparedness	21,340	140,000	660,000	660,000
1455 Building Code	40,649	62,683	68,795	68,795
1456 Code Enforcement	36,453	143,570	337,790	337,790
SUB-TOTAL PUBLIC SAFETY	<u>\$26,255,912</u>	<u>\$26,991,986</u>	<u>\$31,501,268</u>	<u>\$31,012,768</u>
PUBLIC WORKS				
1465 Highway Department	\$8,590,149	\$8,834,253	\$9,342,587	\$9,342,587
1500 Airport	230,000	230,000	230,000	230,000
1511 Transportation Planning	90,512	222,252	312,178	312,178
1520 UPRC	616,450	623,083	656,622	656,622
1530 County Engineering	1,122,992	1,111,970	1,346,810	1,341,810
1540 Solid Waste	468,922	466,349	533,949	533,949
1559 Solid Waste Recycling Program	242,652	205,532	193,381	183,381
SUB-TOTAL PUBLIC WORKS	<u>\$11,361,677</u>	<u>\$11,693,439</u>	<u>\$12,615,527</u>	<u>\$12,600,527</u>

Indicates partial/full reimbursement through grant revenues



ALLEGANY COUNTY
F.Y. 2024 PRELIMINARY BUDGET
April 20, 2023

GENERAL FUND CONTINUED

<u>GENERAL FUND APPROPRIATIONS</u>	<u>F.Y. 2022 ACTUAL</u>	<u>F.Y. 2023 BUDGET</u>	<u>F.Y. 2024 REQUESTED BUDGET</u>	<u>F.Y. 2024 RECOMMENDED BUDGET</u>
HEALTH				
1610 Brook Building	\$170,247	\$177,300	\$198,695	\$198,695
1611 Willowbrook Office Building	293,513	349,000	356,000	356,000
1615 Health Department Supplemental	226,010	30,276	30,317	30,317
1620 Western Md Health Planning Agency Prescribed Medication	-	12,000	12,000	12,000
1820 Health Department	1,531,530	1,626,073	1,719,492	1,719,492
SUB-TOTAL HEALTH	<u>\$2,221,300</u>	<u>\$2,194,649</u>	<u>\$2,316,504</u>	<u>\$2,316,504</u>
SOCIAL SERVICES				
1643 Nursing Home Post-Retirement Benefits	\$33,134	\$35,000	\$28,000	\$28,000
1645 Indigent Burial	-	1,300	1,300	1,300
1650 HRDC	744,946	850,604	850,604	850,604
1652 Emergency Shelter Grant	3,410,888	500,000	500,000	500,000
1654 Child Abuse Coordinator	150,254	154,223	-	-
1655 Family Crisis Resource Center	88,800	100,000	100,000	100,000
1830 Department of Social Services	98,018	154,915	138,427	138,427
1831 DSS-Peer Support Specialist Grant	47,319	68,309	74,738	74,738
1832 DSS-Family Investment Grant	173,630	226,269	-	-
SUB-TOTAL SOCIAL SERVICES	<u>\$4,746,989</u>	<u>\$2,090,620</u>	<u>\$1,693,069</u>	<u>\$1,693,069</u>
EDUCATION				
1810 Board of Education	\$31,854,911	\$31,854,912	\$34,204,700	\$34,204,700
1815 Allegany College	7,706,856	8,206,856	8,456,856	8,331,856
SUB-TOTAL EDUCATION	<u>\$39,561,767</u>	<u>\$40,061,768</u>	<u>\$42,661,556</u>	<u>\$42,536,556</u>
RECREATION & CULTURE				
1325 Agriculture Expo	\$12,720	\$13,000	\$13,000	\$13,000
1685 Arts Council	40,000	45,000	45,000	45,000
1690 Allegany County Fair	637,651	629,874	651,638	651,638
1696 Highlands Trail Operations	100,539	133,058	172,319	142,319
1700 Cumberland Summer Theatre	12,000	12,000	12,000	12,000
1710 Program Open Space	207,889	542,000	-	-
1835 Allegany County Library	999,000	1,094,515	1,344,515	1,219,515
SUB-TOTAL RECREATION	<u>\$2,009,799</u>	<u>\$2,469,447</u>	<u>\$2,238,472</u>	<u>\$2,083,472</u>

Indicates partial/full reimbursement through grant revenues



ALLEGANY COUNTY

F.Y. 2024 PRELIMINARY BUDGET

April 20, 2023

GENERAL FUND CONTINUED

GENERAL FUND APPROPRIATIONS	F.Y. 2022 ACTUAL	F.Y. 2023 BUDGET	F.Y. 2024 REQUESTED BUDGET	F.Y. 2024 RECOMMENDED BUDGET
CONSERVATION OF NATURAL RESOURCES				
1715 Agricultural Extension Agent	\$172,822	\$187,603	\$203,051	\$203,051
1720 Soil Conservation	184,596	191,719	205,155	205,155
1725 Gypsy Moth	6,800	10,000	10,000	10,000
SUB-TOTAL CONSERVATION OF NATURAL RESOURCES	\$364,218	\$389,322	\$418,206	\$418,206
COMMUNITY DEVELOPMENT & HOUSING				
1740 Allegany Co PHA	\$0	-	-	-
1742 Housing Programs	-	-	-	-
SUB-TOTAL COMMUNITY DEVELOPMENT & HOUSING	\$0	\$0	\$0	\$0
ECONOMIC DEVELOPMENT				
1755 Scenic Railroad Development	\$201,423	\$140,000	\$250,000	\$140,000
1765 Tri-County Council	40,000	40,000	40,000	40,000
1775 Tourism Department	676,850	695,410	782,425	782,425
1776 Tourism - Hometown Grant	-	-	-	-
1777 Toll House Maintenance	405	-	-	-
1778 Thrasher Carriage Museum	25,917	15,000	15,000	15,000
1781 Community Promotions	14,000	23,500	23,500	23,500
SUB-TOTAL ECONOMIC DEVELOPMENT	\$958,595	\$913,910	\$1,110,925	\$1,000,925
INTERGOVERNMENTAL				
1805 Grants In Lieu of Taxes	\$28,704	\$28,704	\$28,704	\$28,704
SUB-TOTAL INTERGOVERNMENTAL	\$28,704	\$28,704	\$28,704	\$28,704
MISCELLANEOUS				
1355 Insurance	\$580,224	\$597,500	\$627,800	\$627,800
1356 Employee Benefits	120,681	543,647	397,500	397,500
1357 Post-Retirement Benefits	964,528	1,064,500	1,295,000	1,295,000
1940 Contingency	277,055	47,159	5,000	5,000
1950 Miscellaneous	72,914	89,750	91,250	91,250
SUB-TOTAL MISCELLANEOUS	\$2,015,402	\$2,342,556	\$2,416,550	\$2,416,550

Indicates partial/full reimbursement through grant revenues



ALLEGANY COUNTY
F.Y. 2024 PRELIMINARY BUDGET
April 20, 2023

GENERAL FUND CONTINUED

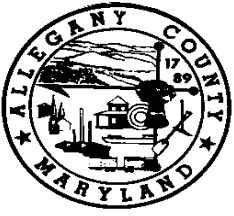
<u>GENERAL FUND APPROPRIATIONS</u>	<u>F.Y. 2022 ACTUAL</u>	<u>F.Y. 2023 BUDGET</u>	<u>F.Y. 2024 REQUESTED BUDGET</u>	<u>F.Y. 2024 RECOMMENDED BUDGET</u>
TRANSFERS TO OTHER FUNDS				
1960 Operating Transfer Out - Transit	\$312,023	\$545,916	\$499,645	\$499,645
1960 Operating Transfer Out - Gaming	-	-	-	-
1960 Operating Transfer Out - Housing	-	-	-	-
1960 Operating Transfer Out - Narcotics	-	-	-	-
1960 Operating Transfer Out - Coronavirus	-	-	-	-
1965 Operating Transfer Out - Debt Service	1,143,262	1,474,988	2,536,258	2,536,258
1970 Operating Transfer Out - Cap. Projects	150,000	-	-	-
1970 Operating Transfer Out - PAYGO	470,645	-	-	-
1975 Operating Transfer Out - Enterprise	116,784	91,784	91,784	91,784
SUB-TOTAL TRANSFERS				
TO OTHER FUNDS	\$2,192,714	\$2,112,688	\$3,127,687	\$3,127,687
TOTAL GENERAL FUND APPROPRIATIONS	\$101,119,579	\$101,936,577	\$112,885,167	\$111,927,728



ALLEGANY COUNTY
F.Y. 2024 PRELIMINARY BUDGET
April 20, 2023

GENERAL FUND

	F.Y. 2023 BUDGET	F.Y. 2024 RECOMMENDED BUDGET	RECOMMENDED DIFFERENCE TO 23 BUDGET	PERCENTAGE DIFFERENCE
<u>GENERAL FUND REVENUES & OTHER SOURCES</u>				
Net General Property Taxes	\$44,857,381	\$46,888,897	\$2,031,516	4.5%
Income Taxes	31,500,000	33,000,000	1,500,000	4.8%
Other Local Taxes	5,178,370	5,250,862	72,492	1.4%
Licenses and Permits	681,300	718,070	36,770	5.4%
Grants from the Federal Government	1,338,813	1,633,726	294,913	22.0%
Grants from the State	11,304,410	8,610,248	(2,694,162)	-23.8%
Other Intergovernmental	677,982	396,000	(281,982)	-41.6%
Charges for Services	3,133,881	3,282,506	148,625	4.7%
Fines & Forfeitures	12,400	10,400	(2,000)	-16.1%
Interest	248,550	1,013,550	765,000	307.8%
Rents & Concessions	423,000	433,000	10,000	2.4%
Miscellaneous	19,300	1,029,200	1,009,900	5232.6%
Unexpended Fund Balance	2,561,190	9,661,269	7,100,079	277.2%
Transfers-in	-	-	-	
TOTAL GENERAL FUND REVENUES & OTHER SOURCES	<u>\$101,936,577</u>	<u>\$111,927,728</u>	<u>\$9,991,151</u>	<u>9.8%</u>
<u>GENERAL FUND APPROPRIATIONS</u>				
General Government	\$10,647,488	\$12,692,760	\$2,045,272	19.2%
Public Safety	26,991,986	31,012,768	4,020,782	14.9%
Public Works	11,693,439	12,600,527	907,088	7.8%
Health	2,194,649	2,316,504	121,855	5.6%
Social Services	2,090,620	1,693,069	(397,551)	-19.0%
Education	40,061,768	42,536,556	2,474,788	6.2%
Recreation	2,469,447	2,083,472	(385,975)	-15.6%
Natural Resources	389,322	418,206	28,884	7.4%
Community Development	-	-	-	0.0%
Economic Development	913,910	1,000,925	87,015	9.5%
Intergovernmental	28,704	28,704	-	0.0%
Miscellaneous	2,342,556	2,416,550	73,994	3.2%
Transfers to Other Funds	2,112,688	3,127,687	1,014,999	48.0%
TOTAL GENERAL FUND APPROPRIATIONS	<u>\$101,936,577</u>	<u>\$111,927,728</u>	<u>\$9,991,151</u>	<u>9.8%</u>



ALLEGANY COUNTY

F.Y. 2024 PRELIMINARY BUDGET

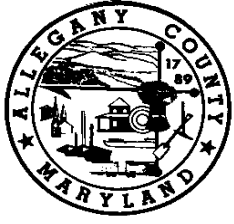
April 20, 2023

COAL HAUL ROADS FUND

	F.Y. 2022 ACTUAL	F.Y. 2023 BUDGET	F.Y. 2024 REQUESTED BUDGET	F.Y. 2024 RECOMMENDED BUDGET
<u>COAL HAUL ROADS FUND REVENUES & OTHER SOURCES</u>				
Coal Tax - Article 81	\$70,945	\$60,000	\$60,000	\$60,000
Federal Highway Grant	-	-	-	-
Maryland Department of Environment	-	-	-	-
Interest	-	-	-	-
Unexpended Fund Balance	-	-	-	-
TOTAL COAL HAUL ROADS FUND REVENUES & OTHER SOURCES	\$70,945	\$60,000	\$60,000	\$60,000
<u>COAL HAUL ROADS FUND APPROPRIATIONS</u>				
Capital Outlay	\$131,541	\$60,000	\$60,000	\$60,000
Transfer to PayGo	-	-	-	-
TOTAL COAL HAUL ROADS FUND APPROPRIATIONS	\$131,541	\$60,000	\$60,000	\$60,000

ROCKY GAP SLOTS REVENUE FUND

	F.Y. 2022 ACTUAL	F.Y. 2023 BUDGET	F.Y. 2024 REQUESTED BUDGET	F.Y. 2024 RECOMMENDED BUDGET
<u>ROCKY GAP SLOTS FUND REVENUES & OTHER SOURCES</u>				
Rocky Gap Slots Revenue	\$2,755,252	\$2,698,274	\$2,687,939	\$2,687,939
TOTAL ROCKY GAP SLOTS FUND REVENUES & OTHER SOURCES	\$2,755,252	\$2,698,274	\$2,687,939	\$2,687,939
<u>ROCKY GAP SLOTS FUND APPROPRIATIONS</u>				
Appropriated to Allegany College	\$360,000	\$360,000	\$360,000	\$360,000
Appropriated to Frostburg State University	200,000	200,000	200,000	200,000
Appropriated to Fire Companies	875,939	986,976	875,939	875,939
Appropriated to LEA Ballistic Vests	8,670	50,000	50,000	50,000
Appropriated to Western MD Food Bank	-	-	-	-
Appropriated to Non-Profits and Municipalities	703,920	499,735	792,000	792,000
Appropriated to County EMS	590,770	441,963	250,000	250,000
Appropriated to Board of Education Capital Projects	80,000	80,000	80,000	80,000
Miscellaneous	-	-	-	-
Transfer to PayGo Fund	80,000	80,000	80,000	80,000
Transfer to General Fund	-	-	-	-
TOTAL ROCKY GAP SLOTS FUND APPROPRIATIONS	\$2,899,299	\$2,698,674	\$2,687,939	\$2,687,939



ALLEGANY COUNTY

F.Y. 2024 PRELIMINARY BUDGET

April 20, 2023

TRANSIT FUND

	F.Y. 2022 ACTUAL	F.Y. 2023 BUDGET	F.Y. 2024 REQUESTED BUDGET	F.Y. 2024 RECOMMENDED BUDGET
<u>TRANSIT SYSTEM REVENUES & OTHER SOURCES</u>				
Federal Revenues	\$2,610,937	\$1,411,511	\$1,743,281	\$1,743,281
State Revenues	359,726	417,051	397,153	397,153
Operating Revenues	285,725	262,350	280,823	280,823
Miscellaneous Revenues	92,627	-	-	-
Unexpended Fund Balance	-	-	-	-
Transfer in from General Fund	312,023	545,916	499,645	499,645
TOTAL TRANSIT SYSTEM REVENUES & OTHER SOURCES	\$3,661,038	\$2,636,828	\$2,920,902	\$2,920,902

TRANSIT SYSTEM APPROPRIATIONS

Salaries & Fringe Benefits	\$1,742,847	\$1,867,535	\$1,991,905	\$1,991,905
Operating Expenditures	631,746	679,622	838,997	838,997
Transfer to Debt Service	-	-	-	-
Capital Outlay	1,286,444	89,671	90,000	90,000
TOTAL TRANSIT SYSTEM APPROPRIATIONS	\$3,661,037	\$2,636,828	\$2,920,902	\$2,920,902

NARCOTICS

	F.Y. 2022 ACTUAL	F.Y. 2023 BUDGET	F.Y. 2024 REQUESTED BUDGET	F.Y. 2024 RECOMMENDED BUDGET
<u>NARCOTICS TASK FORCE FUND REVENUES & OTHER SOURCES</u>				
Federal Revenues	\$1,615	\$0	\$0	\$0
Fines and Forfeitures	51,467	89,200	100,914	100,914
Miscellaneous Income	18,431	33,741	33,741	33,741
Transfer from General Fund	-	-	-	-
TOTAL NARCOTICS TASK FORCE FUND REVENUES & OTHER SOURCES	\$71,513	\$122,941	\$134,655	\$134,655

NARCOTICS TASK FORCE FUND APPROPRIATIONS

Salaries & Fringe Benefits	\$45,316	\$46,341	\$53,855	\$53,855
Operating Expenditures	101,113	76,600	80,800	80,800
Capital Outlay	-	-	-	-
TOTAL NARCOTICS TASK FORCE FUND APPROPRIATIONS	\$146,429	\$122,941	\$134,655	\$134,655



ALLEGANY COUNTY

F.Y. 2024 PRELIMINARY BUDGET

April 20, 2023

GAMING FUND

	F.Y. 2022 ACTUAL	F.Y. 2023 BUDGET	F.Y. 2024 REQUESTED BUDGET	F.Y. 2024 RECOMMENDED BUDGET
<u>GAMING FUND REVENUES</u>				
Gaming Taxes	\$536,688	\$392,494	\$308,083	\$308,083
Gaming Sticker Fees	28,400	26,000	26,000	26,000
Gaming License Fee	6,000	5,000	5,000	5,000
Miscellaneous Revenue	-	-	-	-
TOTAL GAMING FUND REVENUES				
& OTHER SOURCES	<u>\$571,088</u>	<u>\$423,494</u>	<u>\$339,083</u>	<u>\$339,083</u>
<u>GAMING FUND APPROPRIATIONS</u>				
Salaries & Fringe Benefits	\$151,333	\$167,477	\$216,633	\$216,633
Operating Expenditures	27,321	18,125	18,125	18,125
Capital Outlay	-	-	-	-
Transfer out to Capital Projects Fund	-	-	-	-
Board Of Education Allocation	494,857	178,419	78,244	78,244
Fire Company Allocation	96,145	59,473	26,081	26,081
TOTAL GAMING FUND APPROPRIATIONS	<u>\$769,656</u>	<u>\$423,494</u>	<u>\$339,083</u>	<u>\$339,083</u>

REVOLVING BUILDING FUND

	F.Y. 2022 ACTUAL	F.Y. 2023 BUDGET	F.Y. 2024 REQUESTED BUDGET	F.Y. 2024 RECOMMENDED BUDGET
<u>REVOLVING BUILDING FUND REVENUES</u>				
& OTHER SOURCES				
Federal Grants	\$0	\$0	\$0	\$0
State Grants	9,000	-	-	-
Rent	3,195,296	2,868,565	3,058,217	3,058,217
Miscellaneous/Sale of Property	637,161	-	-	-
Loan Proceeds	500,000	-	-	-
Unexpended Fund Balance	-	9,050,560	8,500,000	8,500,000
TOTAL REVOLVING BUILDING FUND REVENUES				
& OTHER SOURCES	<u>\$4,341,457</u>	<u>\$11,919,125</u>	<u>\$11,558,217</u>	<u>\$11,558,217</u>
<u>REVOLVING BUILDING FUND APPROPRIATIONS</u>				
Salaries & Fringe Benefits	\$657,807	\$645,345	\$955,522	\$955,522
Operating Expenditures	4,247,548	11,254,432	10,527,834	10,527,834
Capital Outlay	1,596	0	0	0
Transfer out to Sanitary	134,227	-	-	-
Transfer out to Water Fund	19,348	19,348	74,861	74,861
Transfer out to County Loan Fund	-	-	-	-
Transfer out to PayGo	-	-	-	-
Transfer out to Capital Projects Fund	-	-	-	-
Transfers out to Debt Service Fund	29,036	-	-	-
TOTAL REVOLVING BUILDING FUND APPROPRIATIONS	<u>\$5,089,562</u>	<u>\$11,919,125</u>	<u>\$11,558,217</u>	<u>\$11,558,217</u>



ALLEGANY COUNTY
ALLEGANY COUNTY
F.Y. 2024 PRELIMINARY BUDGET

STATE FIRE & RESCUE AND INMATE COMMISSARY FUND

	F.Y. 2022 ACTUAL	F.Y. 2023 BUDGET	F.Y. 2024 REQUESTED BUDGET	F.Y. 2024 RECOMMENDED BUDGET
<u>STATE FIRE & RESCUE AND INMATE COMMISSARY REVENUES & OTHER SOURCES</u>				
State Aid Fire & Rescue	\$349,950	\$349,950	\$350,000	\$350,000
Commissary Revenue	118,379	70,000	70,000	70,000
Miscellaneous	109,702	50,000	50,000	50,000
Interest	-	-	-	-
Unexpended Balance Prior Year	-	-	-	-
TOTAL STATE FIRE & RESCUE AND INMATE COMMISSARY FUND REVENUES & OTHER SOURCES	\$578,031	\$469,950	\$470,000	\$470,000
<u>STATE FIRE & RESCUE AND INMATE COMMISSARY FUND APPROPRIATIONS</u>				
Operating Expenditures	\$502,450	\$469,950	\$470,000	\$470,000
Capital Outlay	-	-	-	-
TOTAL STATE FIRE & RESCUE AND INMATE COMMISSARY FUND APPROPRIATIONS	\$502,450	\$469,950	\$470,000	\$470,000

DEBT SERVICE FUND

	F.Y. 2022 ACTUAL	F.Y. 2023 BUDGET	F.Y. 2024 REQUESTED BUDGET	F.Y. 2024 RECOMMENDED BUDGET
<u>DEBT SERVICE FUND REVENUES & OTHER SOURCES</u>				
Bond Proceeds				
Transfers-In:				
from the General Fund	\$1,143,262	\$1,474,988	\$2,536,258	\$2,536,258
from the Revolving Building Fund	-	-	55,513	55,513
from Transit Fund	-	-	-	-
Unexpended Fund Balance	-	1,229,512	499,750	499,750
TOTAL DEBT SERVICE FUND REVENUES & OTHER SOURCES	\$1,143,262	\$2,704,500	\$3,091,521	\$3,091,521
<u>DEBT SERVICE FUND APPROPRIATIONS</u>				
Repayment of Long Term Debt:				
Principal	\$1,426,174	\$1,483,829	\$1,949,199	\$1,949,199
Interest	1,325,675	1,195,671	1,142,322	1,142,322
Fiscal Charges	-	25,000	-	-
Transfer to General Fund	-	-	-	-
TOTAL DEBT SERVICE FUND APPROPRIATIONS	\$2,751,849	\$2,704,500	\$3,091,521	\$3,091,521



ALLEGANY COUNTY
F.Y. 2024 PRELIMINARY BUDGET
April 20, 2023

WATER DISTRICTS FUND

	F.Y. 2022 ACTUAL	F.Y. 2023 BUDGET	F.Y. 2024 REQUESTED BUDGET	F.Y. 2024 RECOMMENDED BUDGET
<u>WATER DISTRICTS REVENUES & OTHER SOURCES</u>				
Water Service Charges	\$4,668,460	\$4,748,788		\$0
Federal Grants	116,131	-		-
State Grants	794,498	-		-
Interest	64,159	6,500		-
Miscellaneous	45,768	-		-
Transfers In	19,348	19,348		-
Retained Earnings	-	1,029,766		-
TOTAL WATER DISTRICTS REVENUES & OTHER SOURCES	\$5,708,364	\$5,804,402	\$0	\$0
<u>WATER DISTRICTS APPROPRIATIONS</u>				
Salary and Fringe Benefits	\$663,054	\$759,520		\$0
Operating Expenditures	2,600,337	2,528,485		0
Capital Outlay	-	792,290		-
Debt Service, Interest	296,108	288,945		-
Transfers Out	13,226	-		-
Depreciation, Contributed Capital	1,080,859	1,029,766		-
Depreciation	339,550	405,396		-
TOTAL WATER DISTRICTS APPROPRIATIONS	\$4,993,134	\$5,804,402	\$0	\$0

SANITARY DISTRICTS FUND

	F.Y. 2022 ACTUAL	F.Y. 2023 BUDGET	F.Y. 2024 REQUESTED BUDGET	F.Y. 2024 RECOMMENDED BUDGET
<u>SANITARY DISTRICTS REVENUES & OTHER SOURCES</u>				
Operating Revenues	\$6,568,989	\$6,711,256		\$0
Net R/E Ad Valorem	1,241,823	1,248,109		-
Front Footage	882	-		-
Service Charges, Debt	-	-		-
Debt Service Interest	-	-		-
Miscellaneous	49,082	-		-
Interest	139,237	127,093		-
Transfers In	373,555	91,784		-
Construction Grants	7,328,068	-		-
Retained Earnings	-	1,459,915		-
TOTAL SANITARY DISTRICTS REVENUES & OTHER SOURCES	\$15,701,636	\$9,638,157	\$0	\$0
<u>SANITARY DISTRICTS APPROPRIATIONS</u>				
Salary and Fringe Benefits	\$1,696,256	\$1,863,098		\$0
Operating Expenditures	5,378,246	4,621,038		-
Capital Outlay	-	100,000		-
Contingency	-	-		-
Depreciation	1,801,116	1,253,960		-
Depreciation, Contributed Capital	857,705	1,459,915		-
Transfers Out	114,731	-		-
Debt Service, Interest	287,603	340,146		-
TOTAL SANITARY DISTRICTS APPROPRIATIONS	\$10,135,657	\$9,638,157	\$0	\$0



ALLEGANY COUNTY
F.Y. 2024 PRELIMINARY BUDGET
April 20, 2023

ALLCONET II

	F.Y. 2022 ACTUAL	F.Y. 2023 BUDGET	F.Y. 2024 REQUESTED BUDGET	F.Y. 2024 RECOMMENDED BUDGET
<u>ALLCONET II REVENUES & OTHER SOURCES</u>				
Internet Fees	\$59,915	\$30,000	\$75,000	\$75,000
Interest	-	2,058	-	-
Rents	-	168,000	43,150	43,150
ARC Grant	-	-	-	-
State Grants	133,655	-	-	-
Outside Agencies	-	-	-	-
Transfer from General Fund	25,000	-	-	-
TOTAL ALLCONET II FUND REVENUES & OTHER SOURCES	\$218,570	\$200,058	\$118,150	\$118,150
<u>ALLCONET II APPROPRIATIONS</u>				
Operating Expenditures	\$417,683	\$118,290	\$118,150	\$118,150
Capital Outlay	-	81,768	-	-
TOTAL ALLCONET II FUND APPROPRIATIONS	\$417,683	\$200,058	\$118,150	\$118,150

COUNTY LOAN FUND

	F.Y. 2022 ACTUAL	F.Y. 2023 BUDGET	F.Y. 2024 REQUESTED BUDGET	F.Y. 2024 RECOMMENDED BUDGET
<u>COUNTY LOAN FUND REVENUES & OTHER SOURCES</u>				
Miscellaneous Income	\$0	\$0	\$0	\$0
Transfers In	-	-	-	-
Retained Earnings	-	-	-	-
TOTAL COUNTY LOAN FUND REVENUES & OTHER SOURCES	\$0	\$0	\$0	\$0
<u>COUNTY LOAN FUND APPROPRIATIONS</u>				
Transfer to GF	\$32,702	\$0	\$0	\$0
Misc Expense	0	-	-	0
TOTAL COUNTY LOAN FUND APPROPRIATIONS	\$32,702	\$0	\$0	\$0

Public Business Meeting
Staff Report
Department: Economic & Community Development

To: Jason M. Bennett, CPA, County Administrator
From: David Nedved, Representative
Date Prepared: April 17, 2023
Meeting Date: May 11, 2023
Subject: Appalachian Regional Commission (ARC) Federal FY 2024 Priorities- **David Nedved**
Supporting Documents: Yes

1. Background

Staff has completed its prioritization process for Appalachian Regional Commission (ARC) projects to be considered by Tri-County Council for Western Maryland as part of Maryland's Strategy Statement document for Federal Fiscal Year 2024. There are fifteen Area Development projects being proposed.

2. Issues

See attached list.

3. Financial Impact

Area Development projects require a 50 percent match.

4. Alternatives

The Commissioners can change priorities from the staff's recommendations.

5. Other Considerations

None.

6. Conformity to County Policy

This supports the County's overall economic development strategy.

7. Recommendation

That the Board approve the transmittal of a recommended priority list of fifteen Area Development projects to Tri-County Council for Western Maryland for consideration for Appalachian Regional Commission funding in Federal Fiscal Year 2024.

M O T I O N

By motion duly carried of the Board of County Commissioners of Allegany County, Maryland, the following action was authorized as part of the Action Agenda for the May 11, 2023, public meeting:

Approve the transmittal of a recommended priority list of fifteen Area Development projects to Tri-County Council of Western Maryland for consideration for Appalachian Regional Commission (ARC) funding for Federal Fiscal Year 2024.

VOTE:

DJC

CVB

WRA

Board of County Commissioners of Allegany County, Maryland

C E R T I F I C A T I O N

I, Linda A. Simpson, County Clerk of Allegany County, Maryland, hereby certify that the above action of the Commissioners is a part of the formal, written record of the public meeting held on the 11th day of May 2023.

By: _____
Linda A. Simpson, County Clerk

S E A L

Allegany County Proposed Priorities FY 2024 ARC Area Development Projects

<u>Rank</u>	<u>Applicant</u>	<u>Project Name</u>	<u>Amount</u>
1	Allegany County	County Food and Beverage Manufacturer Co-Op	\$200,000
2	Allegany County	Brook Building Emergency Power	\$100,000
3	Allegany College of Maryland	Robotic Welder Training Equipment	\$45,000
4	Allegany College of Maryland	Dental Hygiene Program - Space Increase, Software, and Dental Chairs	\$122,500
5	Allegany College of Maryland	Computer Lab Upgrades for Nursing, Medical Assistant and Continuing Education	\$80,000
6	UPMC	Eight Dialysis Machines	\$60,000
7	Frostburg State University	Drones With Imaging and Radar to Assist in Land Reclamation for Mines	\$250,000
8	Frostburg State University	Master of Environmental Management in Sustainability	\$20,000
9	Appalachian Laboratory	Data Network Upgrade with Category 7 Cabling and Fiber - Phase 2	\$110,000
10	Frostburg State University	Emerging Media Infrastructure - Media Server, Video Cameras	\$125,000
11	Embassy Theatre	Theatre Building Acquisition	\$100,000
12	Allegany Museum	Central Air-Conditioning System to Meet Museum Standard	\$450,000
13	Allegany Museum	Asbestos Abatement for Creative Center	\$45,000
14	Frostburg State University	STEM Summit - Designing a Sustainable Regional Sports Center	\$13,000
15	Frostburg State University	Study of Carnivores Along C&O Canal and GAP Trail	\$65,000
Total			\$1,785,500

ARC Preliminary Project Description

Project Name: _____

Applicant: _____ County: _____

Contact Person: _____

Email Address: _____ Phone: _____

Project Description: _____

ARC Investment Goal: _____

State Objective: _____

State Strategy: _____

Proposed Basic Agency: _____
(Construction Purposes Only)

Proposed Funding
Sources and Amounts:

ARC Preliminary Project Description

Project Name: _____

Applicant: _____ County: _____

Contact Person: _____

Email Address: _____ Phone: _____

Project Description: _____

ARC Investment Goal: _____

State Objective: _____

State Strategy: _____

Proposed Basic Agency: _____
(Construction Purposes Only)

Proposed Funding
Sources and Amounts:

ARC Preliminary Project Description

Project Name: _____

Applicant: _____ County: _____

Contact Person: _____

Email Address: _____ Phone: _____

Project Description: _____

ARC Investment Goal: _____

State Objective: _____

State Strategy: _____

Proposed Basic Agency: _____
(Construction Purposes Only)

Proposed Funding
Sources and Amounts:

ARC Preliminary Project Description

Project Name: _____

Applicant: _____ County: _____

Contact Person: _____

Email Address: _____ Phone: _____

Project Description: _____

ARC Investment Goal: _____

State Objective: _____

State Strategy: _____

Proposed Basic Agency: _____
(Construction Purposes Only)

Proposed Funding
Sources and Amounts:

ARC Preliminary Project Description

Project Name: _____

Applicant: _____ County: _____

Contact Person: _____

Email Address: _____ Phone: _____

Project Description: _____

ARC Investment Goal: _____

State Objective: _____

State Strategy: _____

Proposed Basic Agency: _____
(Construction Purposes Only)

Proposed Funding
Sources and Amounts:

ARC Preliminary Project Description

Project Name: _____

Applicant: _____ County: _____

Contact Person: _____

Email Address: _____ Phone: _____

Project Description: _____

ARC Investment Goal: _____

State Objective: _____

State Strategy: _____

Proposed Basic Agency: _____
(Construction Purposes Only)

Proposed Funding
Sources and Amounts:

ARC Preliminary Project Description

Project Name: _____

Applicant: _____ County: _____

Contact Person: _____

Email Address: _____ Phone: _____

Project Description: _____

ARC Investment Goal: _____

State Objective: _____

State Strategy: _____

Proposed Basic Agency: _____
(Construction Purposes Only)

Proposed Funding
Sources and Amounts:

ARC Preliminary Project Description

Project Name: _____

Applicant: _____ County: _____

Contact Person: _____

Email Address: _____ Phone: _____

Project Description: _____

ARC Investment Goal: _____

State Objective: _____

State Strategy: _____

Proposed Basic Agency: _____
(Construction Purposes Only)

Proposed Funding
Sources and Amounts:

ARC Preliminary Project Description

Project Name: _____

Applicant: _____ County: _____

Contact Person: _____

Email Address: _____ Phone: _____

Project Description: _____

ARC Investment Goal: _____

State Objective: _____

State Strategy: _____

Proposed Basic Agency: _____
(Construction Purposes Only)

Proposed Funding
Sources and Amounts:

ARC Preliminary Project Description

Project Name: _____

Applicant: _____ County: _____

Contact Person: _____

Email Address: _____ Phone: _____

Project Description: _____

ARC Investment Goal: _____

State Objective: _____

State Strategy: _____

Proposed Basic Agency: _____
(Construction Purposes Only)

Proposed Funding
Sources and Amounts:

ARC Preliminary Project Description

Project Name: _____

Applicant: _____ County: _____

Contact Person: _____

Email Address: _____ Phone: _____

Project Description: _____

ARC Investment Goal: _____

State Objective: _____

State Strategy: _____

Proposed Basic Agency: _____
(Construction Purposes Only)

Proposed Funding
Sources and Amounts:

ARC Preliminary Project Description

Project Name: _____

Applicant: _____ County: _____

Contact Person: _____

Email Address: _____ Phone: _____

Project Description: _____

ARC Investment Goal: _____

State Objective: _____

State Strategy: _____

Proposed Basic Agency: _____
(Construction Purposes Only)

Proposed Funding
Sources and Amounts:

ARC Preliminary Project Description

Project Name: _____

Applicant: _____ County: _____

Contact Person: _____

Email Address: _____ Phone: _____

Project Description: _____

ARC Investment Goal: _____

State Objective: _____

State Strategy: _____

Proposed Basic Agency: _____
(Construction Purposes Only)

Proposed Funding
Sources and Amounts:

ARC Preliminary Project Description

Project Name: _____

Applicant: _____ County: _____

Contact Person: _____

Email Address: _____ Phone: _____

Project Description: _____

ARC Investment Goal: _____

State Objective: _____

State Strategy: _____

Proposed Basic Agency: _____
(Construction Purposes Only)

Proposed Funding
Sources and Amounts:

ARC Preliminary Project Description

Project Name: _____

Applicant: _____ County: _____

Contact Person: _____

Email Address: _____ Phone: _____

Project Description: _____

ARC Investment Goal: _____

State Objective: _____

State Strategy: _____

Proposed Basic Agency: _____
(Construction Purposes Only)

Proposed Funding
Sources and Amounts:

Public Business Meeting
Staff Report
Department: Public Works

To: Jason M. Bennett, CPA, County Administrator
From: Adam Patterson, Director
Date Prepared: May 5, 2023
Meeting Date: May 11, 2023
Subject: Lease of Cargo Van for Allegany County Animal Shelter - **Adam Patterson, Director of Public Works**
Supporting Documents: No

1. Background

Allegany County entered into a master agreement with Enterprise on July 7, 2022. As part of the Animal Shelter agreement with Allegany County, a vehicle was included. A truck was originally agreed upon; however, the Animal Shelter is interested in a van instead. Enterprise has located a cargo van for lease.

2. Issues

None

3. Financial Impact

The monthly lease cost of \$1,000 will come from the Animal Shelter budget.

4. Alternatives

Do not approve the vehicle lease for the Animal Shelter.

5. Other Considerations

N/A

6. Conformity to County Policy

Conforms to County Policy.

7. Recommendation

Authorize the lease of a van for the Allegany County Animal Shelter for a period of five-years.

**Public Business Meeting
Item Summary Report**
Department: Commissioners

To: Allegany County Commissioners
From: Kristi Liller, Director
Subject: Job Position Requests for County Investigator - Digital Forensics & Evidence Analysis (1) and Body Cam Analyst (2), Including Rules & Regulations Governing Employees of Allegany County, Resolution 23-14 - **Kristi Liller, Director of HR & James Elliott, State's Attorney**
Supporting Documents: Yes

1. Summary of Request

State's Attorney James Elliott and Head of Human Resources Kristi Liller are requesting additional positions be added to the State's Attorney's Office. Specifically, the positions are:

- **County Investigator - Digital Forensics & Evidence Analysis** - in charge of the digital forensics unit that must be created in response to the statutorily mandated body camera requirement that law enforcement agencies in Allegany County will begin to deploy later this summer.
- **Body Cam Analyst** - performs duties related to the collection, administrative, and technical support of Allegany County law enforcement's body worn camera (BWC) program. These positions are expected to be grant funded in the future.

2. Financial Impact

TBD

3. Recommendation

Recommend approval of this position.

COUNTY INVESTIGATOR DIGITAL FORENSICS & EVIDENCE ANALYSIS

SUMMARY

This sworn law enforcement position will have the primary responsibility of providing and overseeing the administration, collection, and technical support of Allegany County law enforcement's body worn camera (BWC) program and the analysts assigned.

In addition, the position will be the primary digital forensic examiner providing factual, impartial reports of findings and performing complex digital data recovery examinations on computers, cell phones, mobile computers and hand-held devices in a forensically sound manner.

These exams are in support of criminal investigations that involve various forms of digital evidence submitted for analysis from law enforcement agencies within Allegany County and allied agencies. This job function provides essential support to criminal and administrative investigations conducted by the Allegany County State's Attorney's Office and the Combined County Criminal Investigation Unit.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Processes evidence requests for the State Attorney's Office in criminal cases and all public record requests;
- Assists prosecutors in ensuring that all discovery requests are honored;
- Collect, review, redact, and prepare BWC footage to ensure that the privacy and safety of victims and innocent bystanders are appropriately modified;
- Ensures all body worn camera recording footage is properly cataloged and can be easily accessed and cross-referenced with case files.
- Enter, retrieve, review or modify data; verify integrity of entered data and make corrections; utilizes word processing, database, or other programs.
- Interacts regularly with local law enforcement agencies , strategy, metrics and results.
- Performs general administrative tasks, which may include answering telephone calls, entering data into a computer, making copies, sending/receiving faxes, filing documentation, or preparing outgoing mail/packages, or receiving incoming mail.
- Conducts thorough, impartial forensics examinations of computer hard disk drives, floppy disks, and other electronic data storage media using best forensics practices and ensuring the protection of the original digital evidence.
- Identifies digital evidence relative to investigations using an investigative mindset. These investigations include: child pornography exploitation, serious crimes against persons cases and others. Examines, recovers, and analyzes computer evidence for text data, deleted files, password protected files, emails, graphics, multimedia files, file data, and digital images.
- Prepares detailed, comprehensive, written reports of examinations and findings in a way that findings can be validated and duplicated by other forensics examiners. Presents findings orally and provides expert witness testimony in a court of law and/or administrative hearings as required.
- Attends on-going continuing education training as required to stay abreast of current trends in technology and computer forensics.
- Conduct complex cyber related investigations
- Performs other duties as assigned and related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of operation of BWC equipment and software, data processing and office equipment including desktop and laptop computer, printer, facsimile, copy machine, calculator, as well as equipment and current computer programs to access and utilize body worn camera video; video redaction techniques; ability to process public and intra-agency video record requests.

Ability to: plan work, organize tasks; establish and maintain effective working relationships with other employees, officials, and the general public; prepare and present clear and concise reports both orally and in writing; maintain records using a variety of source materials; understand and follow complex oral and written instructions; adapt to developed software for future technology as required by the job.

Skill in: problem solving; oral and written communications; Microsoft Office Suite; Google Suite; Cellular and Computer Forensic Examination Software; Forensic Analysis of Digital Devices.

EDUCATION AND EXPERIENCE

High School Diploma. College education is preferred. Three years of experience in computer forensics or information technology related experience and four additional years of experience performing digital recovery examinations on computers preferred. Law Enforcement and Investigative experience preferred.

(A comparable amount of training and experience may be substituted for the minimum qualifications.)

PHYSICAL REQUIREMENTS

Must be in excellent physical condition and otherwise able to perform all law enforcement obligations. Ability to meet Maryland State Police physical requirements.

SPECIAL REQUIREMENTS

Possess a valid Maryland Driver's License. At Least 21 years of age. No criminal record. A certified police officer and able to maintain this certification while serving as County Investigator.

Est. 5/23

BODY WORN CAMERA ANALYST

SUMMARY

This position performs duties related to the collection, administrative, and technical support of Allegany County law enforcement's body worn camera (BWC) program.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Processes evidence requests for the State Attorney's Office in criminal cases and all public record requests;
- Assists prosecutors in ensuring that all discovery requests are honored;
- Review footage from BWC to ensure that the privacy and safety of victims and innocent bystanders are appropriately modified;
- Ensures all body worn camera recording footage is properly cataloged and can be easily accessed and cross-referenced with case files.
- Enter, retrieve, review or modify data; verifies integrity of entered data and makes corrections; utilizes word processing, database, or other programs.
- Interacts regularly with local law enforcement agencies , strategy, metrics and results.
- Completes reports and correspondence when required.
- Performs general administrative tasks, which may include answering telephone calls, entering data into a computer, making copies, sending/receiving faxes, filing documentation, or preparing outgoing mail/packages, or receiving incoming mail.
- Performs other duties as assigned and related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of operation of BWC equipment and software, data processing and office equipment including desktop and laptop computer, printer, facsimile, copy machine, calculator, as well as equipment and current computer programs to access and utilize body worn camera video; video redaction techniques; ability to process public and intra-agency video record requests.

Ability to: plan work, organize tasks; establish and maintain effective working relationships with other employees, officials, and the general public; prepare and present clear and concise reports both orally and in writing; maintain records using a variety of source materials; understand and follow complex oral and written instructions; adapt to developed software for future technology as required by the job.

Skill in: problem solving; oral and written communications; Microsoft Office and Excel.

EDUCATION AND EXPERIENCE

High School Diploma. Bachelor's degree in information technology, computer science, criminology, criminal justice, or a related field from an accredited college or university; or an associate's degree in information technology, computer science, criminology, criminal justice, or a related field.

(A comparable amount of training and experience may be substituted for the minimum qualifications.)

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally

defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment such as, but not limited to a, personal computer, calculator, copier, and fax machine. Some standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling. Ability to lift forty (40) pounds and work from a ladder. Ability to work safely with potentially dangerous electrical equipment.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license and eligibility for coverage under the County's motor vehicle insurance policy required.

Est. 5/23

RESOLUTION
No. 23-14

WHEREAS, the Board of County Commissioners of Allegany County, Maryland, by Resolution 97-9, adopted July 23, 1997, made and established the revised and updated “Rules and Regulations Governing Employees of Allegany County, Maryland”, and

WHEREAS, said Rules and Regulations may from time to time, in accordance with the “Preface” to said Rules and Regulations, be revised or amended by the County Commissioners.

NOW, THEREFORE, BE IT RESOLVED, that the Board of County Commissioners of Allegany County, does hereby adopt revisions to the “Rules and Regulations Governing Employees of Allegany County, Maryland”, reflecting appropriate changes by updating the following:

1. Approval of Job descriptions for the positions of County Investigator Digital Forensics & Evidence Analysis and Body Worn Camera Analyst for Office of the State’s Attorney.

BE IT FURTHER RESOLVED, that unless otherwise specified, the changes authorized by this Resolution shall become effective the date of this Resolution.

BE IT FURTHER RESOLVED, that the above changes will be inserted in individual and departmental copies of said Rules and Regulations, if applicable, and/or filed within the Allegany County Department of Human Resources.

ADOPTED this 11th of May, 2023.

**BOARD OF COUNTY COMMISSIONERS
OF ALLEGANY COUNTY, MARYLAND**

David J. Caporale, President

Creade V. Brodie, Jr., Commissioner

William R. Atkinson, Commissioner

ATTEST:

Linda A. Simpson, Clerk to the County Commissioners

**Public Business Meeting
Item Summary Report**
Department: Commissioners

To: Allegany County Commissioners
From: Jason Bennett, County Administrator
Subject: Rocky Gap Slot Proceeds Allocation, Resolution 23-11
- **Jason Bennett, County Administrator**
Supporting Documents: Yes

1. Summary of Request

The Board of County Commissioners are the recipient of 5.5% of Video Lottery Terminal (VLT) proceeds in the form of a local impact grant from the State of Maryland as the result of the slots operation at Rocky Gap Lodge and Casino. The Local Development Council recommendations for spending the local impact grant are

- a. The initial \$10,000 received will be allocated to fire companies in the immediate vicinity of Rocky Gap Casino and distributed quarterly
- b. based upon calls responded to at the Casino and reported by Emergency Services. After the initial \$10,000 allocation, funds will be allocated as follows:
 - I. 20% to be allocated to Municipalities and Non-Profit Organizations located in Allegany County for capital projects and to be awarded based upon recommendations from the Allegany County Local Development Council
 - II. 17% to be allocated to the Allegany College of Maryland Foundation to be used as a scholarship program for Allegany County residents attending Allegany College and meeting the eligibility requirements as designed by the ACM Foundation. The amount distributed is not to exceed \$360,000 per fiscal year.
 - III. 9.25% to be allocated to the Frostburg State University Foundation to be used as a scholarship program for Allegany County residents attending Frostburg State University and meeting the eligibility requirements as set forth by the FSU Foundation. The amount distributed is not to exceed \$200,000 per fiscal year.
 - IV. 4% to be allocated to the Allegany County PAYGO fund to reduce the amount of future debt issues. The amount distributed is not to exceed \$80,000 per fiscal year.
 - V. 4% to be allocated to capital projects at the Board of Education that will be paid on a project-by-project basis after approval from the Commissioners. The amount distributed is not to exceed \$80,000 per fiscal year.
 - VI. 39.5% to be allocated to the Allegany County Fire & Rescue Companies with the oversight of the Allegany County Fire & Rescue Board. The amount distributed is not to exceed the fiscal year 17 amount of \$865,939.

- VII. 2.25% to be allocated to local law enforcement agencies for the purchase of safety equipment upon approval from the Allegany County Local Development Council. The amount distributed is not to exceed \$50,000 per fiscal year.
- VIII. 4% to go towards Allegany County's EMS program operation, plus the excess from the capped amounts on items II. Through VII. The amount distributed is not to exceed \$250,000
- IX. \$100,000 to be allocated to the Rocky Gap Casino Resort to be utilized for a transit service between Rocky Gap Casino Resort and Canal Place in Cumberland.
- X. Any excess funding over and above the limits of items II. Through IX. will be reserved and awarded in the form of grants at the discretion and approval of the Local Development Council at the end of the fiscal year.

The above allocations are based upon estimated proceeds of \$2,700,000. For items I, II & III, a full accounting is to be made to the Commissioners on an annual basis regarding the use of the funds that have been supplied to each entity. This will be required prior to receiving additional disbursements from the fund. These funds will be disbursed on a quarterly basis for items I through III and on a reimbursement basis for item VII. The Finance Office will make a full accounting of this fund available to the Commissioners on no less than an annual basis.

2. Financial Impact

Estimated proceeds for FY 24 are \$2,700,000.

3. Recommendation

Recommend the approval of the plan set forth by the Local Development Council.

RESOLUTION NO. 23-11

WHEREAS, the Board of County Commissioners are the recipient of 5.5% of Video Lottery Terminal (VLT) proceeds in the form of a local impact grant from the State of Maryland as the result of the slots operation at Rocky Gap Lodge and Casino

WHEREAS, the Board, intends to formally allocate set percentages of the proceeds from this grant to programs within the County

WHEREAS, the Board established an Allegany County Local Development Council to make spending recommendations for the local impact grant, and the Local Development Councils recommendations are listed below:

NOW THEREFORE BE IT RESOLVED BY THE COUNTY COMMISSIONERS OF ALLEGANY COUNTY, MARYLAND, THAT:

1. The Commissioners request the proceeds be allocated in the following percentages, based upon recommendations of the Local Development Council to be effective July 1, 2023, and through June 30, 2024:
 - a. The initial \$10,000 received will be allocated to fire companies in the immediate vicinity of Rocky Gap Casino and distributed quarterly based upon calls responded to at the Casino and reported by Emergency Services.
 - b. After the initial \$10,000 allocation, funds will be allocated as follows:
 - I. 20% to be allocated to Municipalities and Non-Profit Organizations located in Allegany County for capital projects and to be awarded based upon recommendations from the Allegany County Local Development Council
 - II. 17% to be allocated to the Allegany College of Maryland Foundation to be used as a scholarship program for Allegany County residents attending Allegany College and meeting the eligibility requirements as designed by the ACM Foundation. The amount distributed is not to exceed \$360,000 per fiscal year.
 - III. 9.25% to be allocated to the Frostburg State University Foundation to be used as a scholarship program for Allegany County residents attending Frostburg State University and meeting the eligibility requirements as set forth by the FSU Foundation. The amount distributed is not to exceed \$200,000 per fiscal year.
 - IV. 4% to be allocated to the Allegany County PAYGO fund to reduce the amount of future debt issues. The amount distributed is not to exceed \$80,000 per fiscal year.
 - V. 4% to be allocated to capital projects at the Board of Education that will be paid on a project-by-project basis after approval from the Commissioners. The amount distributed is not to exceed \$80,000 per fiscal year.
 - VI. 39.5% to be allocated to the Allegany County Fire & Rescue Companies with the oversight of the Allegany County Fire & Rescue Board. The amount distributed is not to exceed the fiscal year 17 amount of \$865,939.
 - VII. 2.25% to be allocated to local law enforcement agencies for the purchase of safety equipment upon approval from the Allegany County Local Development Council. The amount distributed is not to exceed \$50,000 per fiscal year
 - VIII. 4% to go towards Allegany County's EMS program operation, plus the excess from the capped amounts on items II. Through VII. The amount distributed is not to exceed \$250,000
 - IX. \$100,000 to be allocated to the Rocky Gap Casino Resort to be utilized for a transit service between Rocky Gap Casino Resort and Canal Place in Cumberland.
 - X. Any excess funding over and above the limits of items II. Through IX. will be reserved and awarded in the form of grants at the discretion and approval of the Local Development Council at the end of the fiscal year.
2. The above allocations are based upon estimated proceeds of \$2,700,000. For items I, II & III, a full accounting is to be made to the Commissioners on an annual basis regarding the use of the funds that have been supplied to each entity. This will be required prior to receiving additional disbursements from the fund.
3. These funds will be disbursed on a quarterly basis for items I through III and on a reimbursement basis for item VII.
4. The Finance Office will make a full accounting of this fund available to the Commissioners on no less than an annual basis.

Adopted this 11th day of May, 2023
County Commissioners of Allegany County, Maryland

David J. Caporale, President

Creade V. Brodie, Jr. Commissioner

William R. Atkinson, Commissioner

Public Business Meeting
Staff Report
Department: Finance

To: Jason M. Bennett, CPA, County Administrator
From: Jason Bennett, County Administrator
Date Prepared: May 5, 2023
Meeting Date: May 11, 2023
Subject: FY 23 Budget Amendments - **Jason Bennett, County Administrator**
Supporting Documents: No

1. Background

Throughout the year, various events require the approval for budget amendments to adjust our expectations for the budget. Five budget amendments are needed for FY 23 totaling \$26,961,697. Of this amount, \$20,000,000 is needed to recognize an increase in income tax revenues due to a large on-time increase in taxable lottery winnings, recognize \$1.1 million dollar increase in railroad/utility personal property taxes received, recognize \$193,552 in spending for vacation buy-back program, \$577,508 spending for increased election costs and \$5,090,637 of American Rescue Plan grant spending.

2. Issues

N/A

3. Financial Impact

The total amount of the budget amendments is \$ 26,961,697. Of this amount, the general fund budget for FY 23 will increase by \$ 21,870,060. The remaining \$ 5,090,637 is Amercian Rescue Plan grant funds and is accounted for in a Special Revenue Fund.

4. Alternatives

None

5. Other Considerations

None

6. Conformity to County Policy

Yes

7. Recommendation

The Finance Department recommends approving the FY 2023 budget amendments

**Public Business Meeting
Item Summary Report**
Department: Commissioners

To: Allegany County Commissioners
From: Jason Bennett, County Administrator
Subject: Local Development Council - Vacancies and
Appointments
Supporting Documents: No

1. Summary of Request

The initial terms for Local Development Council members have expired. Additionally, we are left with two vacant seats. Applications to serve have been received from Jonathan Dayton and Allen Shapiro. Requesting to extend appointments for an additional term to all active members, and add Jonathan Dayton and Allen Shapiro. Active members to be re-appointed are: Jason M. Bennett, Senator Michael W. McKay, Delegate Jason C. Buckel, Delegate Terry Baker, Allegany County Sheriff Craig A. Robertson, Brian Kurtz (Rocky Gap Casino Resort), Cory McCagh (1812 Brewery), Autumn Eirich, Steve Hout, Jenny Krampf, Dottie Ruby, and Sam Wilson. Additional vacancy is still active for the Allegany County Health Officer seat.

2. Financial Impact

N/A

3. Recommendation

Request to approve the appointment of Jonathan Dayton and Allen Shapiro to the Council, and approve all other active members for an additional term.

**Public Business Meeting
Item Summary Report**
Department: Commissioners

To: Allegany County Commissioners
From: Linda Simpson, County Clerk
Subject: Mental Health Advisory Board - Appointment
Supporting Documents: Yes

1. Summary of Request

Kathy Whitacre, Chair of the Allegany County Mental Health Advisory Committee, recommends the appointment of Linda Warnier to fill a vacancy on the board as a result of the resignation of Jen Thomas.

2. Financial Impact

N/A

3. Recommendation

Approve and issue a letter of appointment.

**Public Business Meeting
Item Summary Report**
Department: Sheriff's Office

To: Allegany County Commissioners
From: Craig Robertson, Sheriff
Subject: Travel Request - Sheriffs Department K-9 Training
Supporting Documents: Yes

1. Summary of Request

Requesting approval for travel to Daytona Beach, Florida from May 7-June 17 for K-9 Training for Sgt. Christopher Hill. Cost not to exceed \$11,000.

2. Financial Impact

Estimated \$11,000.

3. Recommendation

Approve

ALLEGANY COUNTY

REQUEST FOR TRAVEL APPROVAL (ALL OVERNIGHT STAYS)

TO: Director of Finance/County Administrator DATE: 4/25/2023
FROM: Sgt. Chris Hill DEPT: Sheriff's Office
NAME

I HEREBY REQUEST APPROVAL FOR TRAVEL ON COUNTY BUSINESS AS FOLLOWS:

DESTINATION: Daytona Beach, Florida

DATE(S): May 7 - June 17, 2023

METHOD OF TRAVEL: County Vehicle

REASON FOR TRAVEL: K-9 Training

ESTIMATED COST: \$11,000.00

WILL TRAVEL CAUSE OVERALL BUDGET
TO BE OVERSPENT AT YR END? ☐ YES ☒ NO

BUDGETED A/C NO: 1360/8168

REQUEST TO USE VISA CARD FOR
HOTEL CHARGES ONLY: ☒ YES ☐ NO

OTHERS ACCOMPANYING ME: _____

COMMENTS: CC will be used for meal expenses too

APPROVAL:

MAJOR D.R. Morgan 4/26/23
DEPARTMENT HEAD DATE

FINANCE DIRECTOR DATE
[Signature] 4/26/23
COUNTY ADMINISTRATOR DATE

FOR MORE INFORMATION, SEE ARTICLE 14.2 OF RULES AND REGULATIONS

**Public Business Meeting
Item Summary Report**
Department: Sheriff's Office

To: Allegany County Commissioners
From: Craig Robertson, Sheriff
Subject: Sheriff's Office Surplus Vehicle Declaration
Supporting Documents: Yes

1. Summary of Request

The Sheriff's Office would like to declare the attached vehicles to be considered surplus/seized and/or abandoned and requests that these vehicles be sold at auction.

2. Financial Impact

There will be no financial impact on the County.

3. Recommendation

To allow the Sheriff's Office to declare the attached vehicles as surplus/seized and/or abandoned and to be sold by auction.

NO	YEAR	VEHICLE MAKE/MODEL	COLOR	VIN	BID	OWNER
1	2002	Buick Century	Red	2G4WS52J821244800	\$500	ACSO
2	2008	GMC Acadia	White	1GKEV33778J262061	\$1,000	ACSO
3	2011	Toyota Sienna	Red	5TDKK3DC7BS139728	\$1,000	ACSO
4	2004	Ford F150 XL	Black	2FTRF08294CA225T3	\$750	ACSO
5	2004	Ford Explorer	Black	1FMZU73K14UA32029	\$750	ACSO
6	2006	Chrysler Town & Country	Gray	2A4GP54L86R840709	\$500	ACSO
7	2014	Chrysler 200	White	1C3CCBAB0EN205137	\$1,000	ACSO
8	1994	Toyota Camry	White	4T1GK13EXRU003401	\$300	ACSO
9	1999	Mercedes Benz ML430	Black	4JGAB72E6XA113595	\$500	ACSO
10	2006	BMW 330i	Black	WBAVB33596KR72800	\$500	ACSO
11	2005	Car Mate Box trailer	White	5A3C712S75L003360	\$1,000	EMS
12	2013	Nissan Altima	Black	1N4AL3AP4DC259903	\$500	ACSO
13	2007	Scion tC	Purple	JTKDE177570194085	\$100	ACSO
14	2011	Chevrolet Malibu	Gray	1G1ZC5E14BF249391	\$500	ACSO
15	2010	Chevrolet Equinox	White	2CNFLNEY1A6283395	\$2,000	ACNTF
16	2015	Hyundai Tucson	Brown	KM8JUCAG9FU024090	\$2,500	ACNTF
17	2010	Nissan Altima	Gray	1N4AL2AP7AC161728	\$1,500	ACNTF
18		Chevrolet Cruze	Gray			ACNTF
19		Cub Cadet RZT L	Yellow			ACNTF
20		Honda Rancher	Red	NO VIN		ACNTF

Public Business Meeting
Staff Report
Department: Public Works

To: Jason M. Bennett, CPA, County Administrator
From: Whitney Patterson, Engineer
Adam Patterson, Director
Roy Cool
Date Prepared: May 8, 2023
Meeting Date: May 11, 2023
Subject: Cumberland Area FY 22-25 Transportation Improvement Program (TIP), Amendment 6 - Resolution 23-13
Supporting Documents: Yes

1. Background

The Maryland Department of Transportation and the Allegany County Department of Public Works prepared and adopted the Transportation Improvement Program for Fiscal Year 2022 – 2025 on March 24, 2021. The Allegany County Commissioners, acting in their role as the Metropolitan Planning Organization (MPO), approves and amends, as appropriate, the Transportation Improvement Program as required by U.S. DOT, to be eligible to receive funding for the region's transportation projects. There is one existing project to be updated in the current TIP. This project is listed below with more specific detail sheet enclosed herein as appropriate:

- Amend the existing Project CAMPO 19-1, Mason Road and Mount Pleasant Road construction cost for FY2023 to \$2,000,000 per 100% Federal funding approved by IJIA in November 2022 for a total cost of \$2,350,000.

2. Issues

N/A

3. Financial Impact

N/A

4. Alternatives

Do not amend the Transportation Improvement Program.

5. Other Considerations

This action is required for the projects to be in compliance with Federal funding requirements.

6. Conformity to County Policy

Conforms to County policy.

7. Recommendation

The Board of County Commissioners, acting in their role as the Cumberland Area Metropolitan Planning Organization, amend by Resolution the Cumberland Area FY 2022 – 2025 Transportation Improvement Program.

**CUMBERLAND URBANIZED AREA
FY 2022-2025
TRANSPORTATION IMPROVEMENT PROGRAM**

Project Code CAMPO-19-1 *STIP#* CAMPO-19-1

Project Name Mason Road & Mount Pleasant Rd *Limits* .

Improvement Description Rehabilitation of bridges on Mason Road and Mount Pleasant Road over Evitts Creek

Responsible Agency Allegany County Commissioners

Current Lanes 2 *Current Road Type* Tar & Chip *Proposed Lanes* 2

Miles _____ *Highway System* Local *Funding* Fed Bridge Program *Ratio* 100

Related Projects _____

Comments 100% Federal money approved for construction (IIJA approved 11/2022)

Phase	Previous Years*	2021*	2022	2023	2024	2025	2026*	FY 2022 - 2025 Total
PP								
PE	100	250						350
ROW								
CO				2000				2000
Total				2000				2350

all costs in \$000's

**for informational purposes only*

MPO Approval

AMENDMENT 6 RESOLUTION
No. 23-13

Resolution approving the Fiscal Year 2022-2025 Transportation Improvement Program:

WHEREAS, the Cumberland Area Metropolitan Planning Organization was established to manage and provide policy direction to the Unified Planning Program in accordance with Federal requirements, and the Allegany County Commissioners have been designated as the Metropolitan Planning Organization for this area as approved by the Maryland Governor Harry Hughes on May 17, 1982; and

WHEREAS, the staff of the Maryland Department of Transportation and the Allegany County Department of Community Services, have together prepared the Transportation Improvement Program for Fiscal Year 2022- 2025 in compliance with applicable Federal programs and regulations.

WHEREAS, amend the Project CAMPO 19-1, Mason Road and Mount Pleasant Road construction cost to for FY2023 to \$2,000,000 per 100% Federal funding approved by IJA in November 2022 for a total cost of \$2,350,000;

NOW, THEREFORE, BE IT RESOLVED that the Allegany County Commissioners acting as the Cumberland Area Metropolitan Planning Organization approves the amended Fiscal Year 2022-2025 Transportation Improvement Program.

ADOPTED THIS 11th day of May, 2023.

County Commissioners of Allegany County, Maryland

David J. Caporale, President

Creade V. Brodie, Jr., Commissioner

William R. Atkinson, Commissioner

ATTEST:

Linda A. Simpson, County Clerk

Public Business Meeting
Staff Report
Department: Public Works

To: Jason M. Bennett, CPA, County Administrator
From: Daniel DeWitt, County Engineer
Date Prepared: May 9, 2023
Meeting Date: May 11, 2023
Subject: Approval of FY23 Other Public "O.P." Road Paving Cost-Sharing Requests
Supporting Documents: Yes

1. Background

The Department of Public Works has received a request to utilize funding from the 50-50 Other Public "O.P." Roads Cost-Sharing Program.

The Ellerslie Citizens Committee has submitted a project request that includes a bundle of streets for consideration. Scope of work for each street includes: milling of tie-ins, clean/tack, wedge and level with hot mix asphalt, and pave 2" of surface course asphalt.

Quantities and dimensions are as follows:

- Red Oak Way (approx. 4,870 SF); from Ellerslie Rd to Pine Grove Rd; approx. 390 linear feet long; width varies
- Hayman St (approx. 5,076 SF); from Greenwood St to Hummingbird St; approx. 280 linear feet long; width varies
- North Gardner Ave (approx. 7,140 SF); from Hummingbird St to Mason Dixon View; approx. 260 linear feet long; width varies
- Albright St (approx. 4,968 SF); from Pine Grove Rd to North Gardner Ave; approx. 460 linear feet; width varies
- Hummingbird St (approx. 24,849 SF); from 10203 Hummingbird St to Greenwood St (includes portion of Quail Ln); approx. 1,495 linear feet; width varies

These streets represent many of the non-County-maintained public roads in Ellerslie. Approximately 20 residences will benefit directly from the proposed work while many other homes in the immediate area will also use these streets frequently.

2. Issues

None.

3. Financial Impact

The total project cost is \$83,698. The corresponding share requested from Allegany County is \$41,849. \$25,000 in funding was approved in the FY2023 Capital Improvement Program. Additional funding is available from PAYGO funds from Rocky Gap.

4. Alternatives

Do not approve the request.

5. Other Considerations

6. Conformity to County Policy

Conforms to County policy.

7. Recommendation

Approve the FY2023 Other Public "O.P." Road Paving Requests.

May 9, 2023

Allegany County Commissioners
701 Kelly Road
Cumberland, MD 21502

Attention: Mr. Jason M. Bennett, CPA, County Administrator

RE: 50/50 OP Road Paving Requests – FY 2023

- Red Oak Way – Ellerslie
- Hayman Street – Ellerslie
- North Gardner Avenue – Ellerslie
- Albright Street – Ellerslie
- Hummingbird Street – Ellerslie

Dear Commissioners and Mr. Bennett,

I have reviewed the attached requests for a 50% grant to repair the roads/streets listed above.

More information on each request is listed below:

The Ellerslie Citizens Committee has submitted a project request that includes a bundle of streets for consideration. The total project cost is \$83,698. The corresponding share requested from Allegany County is \$41,849. Scope of work for each street includes: milling of tie-ins, clean/tack, wedge and level with hot mix asphalt, and pave 2” of surface course asphalt.

Quantities and dimensions are as follows:

- Red Oak Way (approx. 4,870 SF); from Ellerslie Rd to Pine Grove Rd; approx. 390 linear feet long; width varies
- Hayman St (approx. 5,076 SF); from Greenwood St to Hummingbird St; approx. 280 linear feet long; width varies
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- Hummingbird St (approx. 24,849 SF); from 10203 Hummingbird St to Greenwood St (includes portion of Quail Ln); approx. 1,495 linear feet; width varies

These streets represent many of the non-County-maintained public roads in Ellerslie. Approximately 20 residences will benefit directly from the proposed work while many other homes in the immediate area will also use these streets frequently.

\$25,000 in funding was approved in the FY2023 Capital Improvement Program. Additional funding is available from PAYGO funds from Rocky Gap. Therefore, our recommendation is to grant the requests below as follows:

<u>Street Name</u>	<u>Total Project Cost/County Share</u>
Ellerslie (streets as listed above)	\$83,698 / \$41,849
TOTAL	\$83,698 / \$41,849

The Ellerslie Citizens Committee will arrange for and supervise the work and the County will pay its respective share upon completion of the project. If you approve these requests, please indicate below and I will make the necessary arrangements with the residents.

Sincerely,



Daniel S. DeWitt, P.E.
County Engineer

FY 2023 Allegany County 50-50 O.P. Road Paving Program – Requests

APPROVED BY:

David J. Caporale, President

Creade V. Brodie, Jr., Commissioner

William R. Atkinson, Commissioner

Jason M. Bennett, CPA, County Administrator

MOTION

By Motion duly carried by the County Commissioners of Allegany County, Maryland, the following action was authorized as part of the Action Agenda for the May 11, 2023 Commissioners' Public Meeting:

Board of County Commissioners to approve the projects recommended for funding as part of the Fiscal Year 2023 50-50 Other Public Roads Assistance Program.

VOTE:

DJC

CVB

WRA

CERTIFICATION

I, Linda M. Simpson, Clerk of Allegany County, hereby certify that the above action of the Commissioners is a part of the formal, written record of the Public meeting held on May 11, 2023.

By: _____
Linda M. Simpson, Clerk

SEAL

Dept: Public Works
Contact: Daniel S. DeWitt, P.E.
Account: 4208

Public Business Meeting
Staff Report
Department: Public Works

To: Jason M. Bennett, CPA, County Administrator
From: Andrew Cowan, Recycling Coordinator
Date Prepared: May 1, 2023
Meeting Date: May 11, 2023
Subject: Agreement with Maryland Environmental Service for Agricultural Scrap Tire Collection Event
Supporting Documents: Yes

1. Background

Maryland Environmental Service is sponsoring an Agricultural Tire Collection for FY 2023. It will allow Allegany County residents to dispose of agricultural tires free of charge. The event allows for up to \$78,000 for hauling and disposal with an additional reimbursement of \$2,500 for labor associated. The County has submitted an interest in holding the event at the Oldtown garage June 5-8 and June 12-15 during normal operating hours. An Intergovernmental Agreement between Maryland Environmental Services and Allegany County is required for funding and reimbursement.

2. Issues

N/A

3. Financial Impact

None. Funded through MDE.

4. Alternatives

Do not hold event.

5. Other Considerations

None.

6. Conformity to County Policy

Conforms to County Policy

7. Recommendation

Agree to terms.

**FY 2023 AGRICULTURAL SCRAP TIRE COLLECTION EVENT
INTERGOVERNMENTAL AGREEMENT**

MES I.D. NO. 2-23-4-83

THIS INTERGOVERNMENTAL AGREEMENT, made this _____ day of _____ 2023, by and between the **Maryland Environmental Service** (hereinafter "MES"), and **Allegany County Maryland** (hereinafter "County");

W I T N E S S E T H:

WHEREAS, the Maryland General Assembly, by Chapter 640 of the Laws of Maryland 1991, established a Scrap Tire Recycling System; and

WHEREAS, MES is responsible for establishing the Scrap Tire Recycling System statewide which will include components for recycling scrap tires; and

WHEREAS, MES and the County have agreed to enter into this Agreement to sponsor an Agricultural Scrap Tire Collection Event to recover and recycle scrap tires deposited at County facilities by County farmers on the designated dates of the County event (hereinafter referred to as "FY 2023 Agricultural Scrap Tire Collection Event"); and

WHEREAS, MES and the County have each agreed to provide certain services at no expense contingent upon funding by the Maryland Board of Public Works; and

NOW, THEREFORE, for and in consideration of the mutual covenants herein contained be it agreed by and between the parties as follows:

1. PURPOSE OF AGREEMENT

The purpose of this Agreement is to establish an approach to implementing an FY 2023 Agricultural Scrap Tire Collection Event that provides County farmers with a free-of-charge option for disposing of the scrap tires that they have accumulated on their properties.

2. COUNTY RESPONSIBILITIES

The County shall furnish all supervision, labor, materials, and equipment necessary to perform the responsibilities set forth in the Scope of Work, attached hereto as Attachment A, and expressly incorporated into and made a part of this Agreement. The County's responsibilities include, but are not limited to, providing the site for the Agricultural Scrap Tire Collection Event, staffing the site, and providing labor and/or equipment to load scrap tires into transportation vehicles. The collection event is suggested to last 9 to 15 days on the dates of the County's choosing.

**INTERGOVERNMENTAL AGREEMENT
BETWEEN MARYLAND ENVIRONMENTAL SERVICE AND ALLEGANY COUNTY
FY 2023 AGRICULTURAL SCRAP TIRE COLLECTION EVENT**

3. MES RESPONSIBILITIES

MES shall provide all supervision, labor, materials, and equipment necessary to perform the MES's responsibilities as described in Attachment A and expressly incorporated into and made a part of this Agreement. MES's responsibilities include but are not limited to coordinating event execution with the participating Counties, providing the required reports to the Maryland Department of the Environment, and reimbursing the participating County for the cost of disposal of scrap tires collected during the Agricultural Scrap Tire Collection Event from funds provided by the Maryland Department of the Environment and authorized by the Maryland Board of Public Works.

4. REIMBURSEMENTS

The County will be reimbursed by MES for:

- The transportation and disposal costs of the scrap tires collected up to the dollar limit of the project funds, as indicated in Attachment A; and
- The costs of labor and equipment support for loading the collected scrap tires into transportation vehicles up to the dollar limit of the project funds, as indicated in Attachment A.

This reimbursement will require documentation including submittal of weigh tickets and Scrap Tire Tracking Forms documenting the actual tonnages.

5. TERM OF AGREEMENT

The term of this Agreement shall be from the date of execution by MES until **July 31, 2023**, unless terminated at an earlier date by either the County or MES. This Agreement is contingent upon the receipt of funding from the Maryland Board of Public Works and the Maryland Department of the Environment.

6. PRINCIPAL CONTACTS

The principal administrative contacts for this Agreement are:

MES	-	Charles Peng Senior Engineer 259 Najoles Road Millersville, MD 21108 443-883-0837 cpeng@menv.com
COUNTY	-	Andrew Cowan Recycling Coordinator Allegany County Department of Public Works 701 Kelly Road Cumberland., MD 21502 301-777-5933, 301-876-9563 acowan@alleganygov.org

**INTERGOVERNMENTAL AGREEMENT
BETWEEN MARYLAND ENVIRONMENTAL SERVICE AND ALLEGANY COUNTY
FY 2023 AGRICULTURAL SCRAP TIRE COLLECTION EVENT**

7. MODIFICATIONS

Any modifications to this Agreement must be in writing and agreed to by both parties.

8. SUBCONTRACTING

The County may not subcontract, assign, or otherwise dispose of any portion of this Agreement, except with the written consent of MES. Consent to subcontract, assign or otherwise dispose of any portion of the Agreement shall not be construed to relieve the County of any responsibility for fulfilling all the requirements of this Agreement.

Any and all subcontractors retained by the County or the MES in the course of performance of this Agreement, except for subcontractors which are agencies of the State of Maryland, shall indemnify and save harmless and defend the State of Maryland, MES, the County and all of their respective representatives from all suits, actions, or claims of any character, brought on account of any injuries or damage sustained by any person or property in consequence of any work performed under this Agreement, either by the County or MES or any subcontractor, or their respective employees, agents, or representatives. This responsibility is not to be deemed a waiver of any immunity that may exist in any action against MES or the County.

9. RIGHT TO DATA, PUBLIC DISCLOSURE

Except as may be required by law, neither party shall publicly disclose any data or information delivered under this Agreement without the prior approval of the other party.

10. APPLICABLE LAW

This Agreement shall be governed by the laws of the State of Maryland, and the parties expressly agree that the courts of the State of Maryland shall have exclusive jurisdiction to decide any question arising hereunder.

11. COMPLIANCE WITH LAWS

The County and MES will observe and comply with the Federal, State and local laws and ordinances that affect, in connection with the Agreement, the work to be performed, those employed or engaged in connection therewith, any material or equipment used, or the conduct of the work itself.

12. INDEMNIFICATION

The County, to the extent permitted by law, shall protect, indemnify, and hold MES and its officers, employees and agents harmless from and against all liabilities, actions, damages, claims, demands, judgments, losses, costs, expenses, suits or actions and attorneys' fees, for personal injury to, or death of, any person, or loss or damage to property, or contamination of or adverse affect to the environment, or any violation of governmental laws, regulations, caused solely by the acts, errors or omissions of the County, its agents, contractors or employees, in connection with or as a result of this Agreement or the performance of its obligations hereunder.

**INTERGOVERNMENTAL AGREEMENT
BETWEEN MARYLAND ENVIRONMENTAL SERVICE AND ALLEGANY COUNTY
FY 2023 AGRICULTURAL SCRAP TIRE COLLECTION EVENT**

13. TERMINATION FOR CONVENIENCE

The performance of work under this Agreement may be terminated by either MES or the County after 30 days written notice to the other party.

IN WITNESS THEREOF, the parties hereto entered into this Agreement on the day and year first written above.

MARYLAND ENVIRONMENTAL SERVICE

Amanda Cooper
WITNESS

By: Charles Glass
Charles Glass, Ph.D., P.E.
EXECUTIVE DIRECTOR

Approved as to form and legal
sufficiency this 18th day of
April, 2023.

Sean L. Coleman
Assistant Attorney General

ALLEGANY COUNTY, MARYLAND

WITNESS

By: _____

Name: _____

Title: _____

Reviewed for Legal Sufficiency

County Attorney's Office

**INTERGOVERNMENTAL AGREEMENT
BETWEEN MARYLAND ENVIRONMENTAL SERVICE AND ALLEGANY COUNTY
FY 2023 AGRICULTURAL SCRAP TIRE COLLECTION EVENT**

Attachment A

**SCOPE OF WORK
FOR THE
FY 2023 AGRICULTURAL SCRAP TIRE COLLECTION EVENT**

PURPOSE

Overview

The Maryland Environmental Service (“MES”) and the County shall participate in the FY 2023 Agricultural Scrap Tire Collection Event Project designed to collect agricultural scrap tires from Maryland farmers. Funding for the implementation of this program including project management, media announcements and the transportation and responsible disposal of scrap tires is to be provided through the State Used Tire Clean-Up and Recycling Fund administered by the Maryland Department of the Environment (“MDE”).

Goal

The goal of the project is to hold an event at a selected location, scheduled on designated days during February through June in calendar year 2023. The County may elect to conduct the Agricultural Scrap Tire Collection Event at the location of their choosing.

BACKGROUND

The Tire Fund

In 1991, the Maryland General Assembly adopted the Scrap Tire Recycling Act (the “Act”) to address the problems associated with the environmentally responsible disposal of scrap tires in Maryland. The law established the State Used Tire Clean-Up and Recycling Fund, which is funded by the collection of a \$0.80 per tire fee on the sale of each new tire in the State, as amended effective April 1, 2005. MDE may use the Fund for projects to reduce, recover and recycle scrap tires in Maryland.

The Project

The project is intended to aid State Farmers by providing a responsible disposal-alternative that is substantially free of charge for farmers who have accumulated a number of scrap tires. Recognizing the importance of Agriculture to the State of Maryland, the County will identify and coordinate a collection site to encourage farmers to recycle old tires. It is intended that public education will deter farmers from accumulating scrap tires in the future.

PROJECT PARAMETERS

General Description

MDE proposed to sponsor an FY 2023 Agricultural Scrap Tire Collection Event for selected Counties. The Event will be coordinated by the County with assistance from MES. These events

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may take place over a suggested period of 9 to 15 days as mutually agreed, to allow farmers time to dispose of their tires.

Farmers will participate in the project by delivering scrap tires to an event location using appropriate vehicles. Farmers delivering tires from agricultural operations will not be limited by tire quantity or type, nor the number of trips made to the collection site. Tires from out of state or from commercial haulers shall not be accepted at this Event.

All scrap tires collected during the Agricultural Scrap Tire Collection Event shall be transported and disposed of using properly permitted haulers and state permitted disposal/processing facilities.

SCOPE OF SERVICES

The event locations will be staffed by County-designated personnel, who will perform the duties listed herein.

THE COUNTY - shall:

1. Advertise the project event on its local newspaper or social media.
2. Identify event location for the collection of scrap tires from farms located in the participating County.
3. Select the days or period of the event and coordinate with MES and Farm Bureau.
4. Provide coordination for the project event tasks including verifying participants' (farmers only) status, recording number of scrap tires collected, and loading transportation vehicles with scrap tires (either manually or with equipment). County personnel shall be responsible for coordinating all on-site activities such as traffic control, scrap tire drop-off, and loading scrap tires.
5. Transport and properly dispose of collected tires at a licensed facility by a licensed scrap tire hauler under direct contract with the County. The fees for scrap tire hauling/disposal will be paid directly by the County to its contracted hauler.
6. To the extent permitted by law, indemnify and save harmless the MES for liability resulting from any negligence or other wrongful act or omission by the County, or persons acting under the direction of the County in fulfilling the County's duties and responsibilities for this project.
7. Provide MES with invoices for reimbursement of scrap tire transportation and disposal costs according to the schedule below. Invoices must contain the County's invoice page to MES, copy of invoice from the hauler to the County with weigh tickets and Scrap Tire Tracking Form (attached with this Scope of Work) as validation. Provide a summary report for the event, including event dates, number of participants, tons of tires collected and the tire disposal location. Any invoice received after the specified timeframe will be the responsibility of the County.

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8. The County shall pay for the disposal cost of any tires collected that exceeds the project budget limit (as indicated in item 3 below), without expectation of reimbursement.

MES - shall:

1. Develop Inter-Governmental Agreements (IGAs) between MES and the participating Counties.
2. Coordinate event execution with the participating Counties and Maryland Farm Bureau.
3. Manage reimbursement to participating Counties that have active tire haulers: The reimbursement includes the cost for Counties' labor/equipment to load tires as well as the costs for transportation/disposal of collected tires by the County-contracted haulers; The haulers will be paid directly by the Counties. The reimbursement limits established by the project are as follows:

Transportation/Disposal of Scrap Tires: Not to exceed \$78,000 per participating County
Scrap Tire Loading (Labor/Equipment): Not to exceed \$2,500 per participating County

4. Manage reimbursement to participating Counties that do not have active tire haulers: The reimbursement is only for the cost for Counties' labor/equipment to load tires into the containers or trailers provided by the MES-contracted haulers. The haulers will be paid directly by MES.
5. Manage reimbursement to Maryland Farm Bureau: The reimbursement is for Farm Bureau's actual costs for advertising the Event.
6. MES procurement to obtain licensed tire haulers: MES will contract with licensed haulers to provide tire transportation/disposal services for (1) the participating Counties that do not have contracted haulers and (2) the events that are not sponsored by the Counties but by the Maryland Farm Bureau. MES will pay the haulers under direct contracts with MES.
7. Track and record tonnage and disposal costs of scrap tires collected from the participating Counties and submit a summary report to MDE. MDE will reimburse MES for all costs of the project.

PAYMENT

This Agricultural Scrap Tire Collection Event project is funded through MES and is contingent upon the approval of MDE and the Board of Public Works. MES will reimburse properly submitted invoices within 45 days of receipt.

This project will fund the disposal of scrap tires collected from the Event. MDE and MES will continuously monitor and track the quantity of tires collected to ensure that disposal costs and related expenses do not exceed the approved funding levels.

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FY 2023 AGRICULTURAL SCRAP TIRE COLLECTION EVENT**

TERM

The term of this Scope of Work shall commence upon the date of execution of the Agreement and shall expire on July 31, 2023.

SCHEDULE

This project shall be completed according to the following tentative schedule of tasks:

Task	Tentative Completion Date
Counties provide MES with the dates for their individual events.	January-March 2023
IGA Development and Execution (MES and participating Counties)	January-April 2023
Conduct Agricultural Scrap Tire Collection Events	February-June 2023
Removal of all collected scrap tires from primary event location(s)	30 days post-event
Participating Counties submit to MES a summary report and invoice for reimbursement	45 days post-event
MES submits Summary Report to MDE.	90 days post-final event
Projected Completion Date of all Project Activities	July 31, 2023

Public Business Meeting
Item Summary Report
Department: Human Resources

To: Allegany County Commissioners
From: Kristi Liller, Director
Subject: Annual CareFirst Performance Guarantees Document - Medical
Supporting Documents: Yes

1. Summary of Request

Requesting approval of the annual CareFirst Performance Guarantees Document regarding Employee Medical Benefits for FY 2024, as outlined in the attached document. Document outlines services that CareFirst will provide.

2. Financial Impact

N/A

3. Recommendation

Approve

PERFORMANCE GUARANTEES

County Commissioners of Allegany County

CareFirst is pleased to provide **County Commissioners of Allegany County** with the following performance guarantees. These guarantees serve as financial representation of our commitment to deliver on the value outlined in our renewal. CareFirst will provide **County Commissioners of Allegany County** a report card summarizing our performance by metric. Please see the attached Performance Guarantee Agreement for a comprehensive summary of each guarantee and its corresponding definition and measurement criteria.

Confidential and Proprietary Information – Not to be Disclosed to Third Parties

County Commissioners of Allegany County Medical Performance Agreement

Account Name: **County Commissioners of Allegany County**

Guarantee Period: July 1, 2023 through June 30, 2024

This Performance Agreement between **County Commissioners of Allegany County** and CareFirst of Maryland, Inc. doing business as CareFirst BlueCross BlueShield (**CareFirst**) is based on the performance standards outlined in this Performance Agreement.

Guarantee Period

CareFirst is willing to provide guarantees of satisfaction as set forth in this Performance Agreement for the following period:

July 1, 2023 through June 30, 2024

This Performance Agreement will be applicable to subsequent annual periods if **County Commissioners of Allegany County** enrollment does not decrease by more than 15%. **County Commissioners of Allegany County** or **CareFirst** may elect to terminate this Performance Agreement after the initial period by providing written notice.

Maximum Payment

The maximum payment to **County Commissioners of Allegany County** for the guarantee period will be **10%** of the Administrative Fee. The penalty payments will be applied as follows:

Medical Guarantee					
Claims Adjudication Satisfaction	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Total
Financial Accuracy	.277%	.277%	.277%	.277%	1.11%
Procedural Accuracy	.277%	.277%	.277%	.277%	1.11%
Claims Timeliness	.277%	.277%	.277%	.277%	1.11%
Customer Service Satisfaction	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Total
Telephone Answer Rate	.277%	.277%	.277%	.277%	1.11%
Telephone Abandonment Rate	.277%	.277%	.277%	.277%	1.11%
Inquiry Timeliness	.277%	.277%	.277%	.277%	1.11%
Enrollment Satisfaction	Total				
Initial Billing & Eligibility	1.12%				
Initial I.D. Card Distribution	1.11%				
Account Management Satisfaction	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Total
Account Management Service	.277%	.277%	.277%	.277%	1.11%

Details of the penalty payment methodology calculations are included on the following pages. Performance standard results will be reported on a quarterly basis (where one quarter's results do not affect other quarters), but payment for penalties will be made annually.

Medical Performance Guarantee

Claim Adjudication Satisfaction

I. Financial Accuracy Guarantee:

Guarantee:	CareFirst will guarantee the average financial accuracy of the claim payment dollars will be 98% or higher.
Definition:	CareFirst defines financial accuracy as the percentage of paid gross dollars processed accurately and does not offset underpayments or overpayments against each other.
Measurement Criteria:	CareFirst audit results are based on the industry standard. The same audit criteria are used in CareFirst internal auditing and quality assurance activities.

II. Procedural Accuracy Guarantee:

Guarantee:	CareFirst will guarantee the average procedural accuracy will be 97% or higher.
Definition:	CareFirst defines procedural accuracy as the percentage of claims processed accurately. Procedural accuracy is determined by dividing the number of audited claims processed accurately by the total number of claims audited.
Measurement Criteria:	CareFirst audit results are based on the industry standard. The same audit criteria are used in CareFirst internal auditing and quality assurance activities.

III. Claims Timeliness – 30 Day Guarantee:

Guarantee:	CareFirst will guarantee to meet or exceed 97% of medical claims will be processed within 30 calendar days of receipt at CareFirst .
Definition:	CareFirst defines claims turnaround time as the number of calendar days necessary to process the claim. It begins on the date the claim and eligibility information is received at CareFirst and ends on the date it is processed, including weekends and holidays.
Measurement Criteria:	CareFirst claim timeliness will be measured by system generated reports from the relevant adjudication systems and is based on County Commissioners of Allegany County specifically.

Customer Service Satisfaction

I. Telephone Answer Rate Guarantee:

- Guarantee:** **CareFirst** will guarantee the average quarterly speed of answer (ASA) for member calls will be 45 seconds or less.
- Definition:** **CareFirst** defines telephone ASA as the average amount of time it takes for a call to be answered by a service representative. It is based only on answered calls and is the time between the call being sent to customer service by the automated call distribution (ACD) system and the call being answered by a representative.
- Measurement Criteria:** **CareFirst** results are based on reports from the telephone software and represent the actual average speed of answer for relevant queues.

II. Telephone Abandonment Rate Guarantee:

- Guarantee:** **CareFirst** will guarantee the quarterly percentage of calls abandoned will be 5% or less.
- Definition:** **CareFirst** defines abandonment rate as the percentage of calls received in the automated call distribution system that terminate before the call is answered by a representative.
- Measurement Criteria:** **CareFirst** results are based on reports from the telephone software and represent the actual abandoned rate for relevant queues.

III. Inquiry Timeliness Guarantee:

- Guarantee:** **CareFirst** will guarantee 85% of quarterly member telephone and electronic inquiries will be resolved within seven (7) calendar days.
- Definition:** **CareFirst** defines resolution time as the period from the time the telephone inquiry is received until the time the inquiry is closed.
- Measurement Criteria:** **CareFirst** inquiry timeliness will be measured by system-generated reports from relevant inquiry documentation systems.

Enrollment Satisfaction

I. Initial Billing and Eligibility Guarantee:

Guarantee:	CareFirst will guarantee 99% of all eligibility records will be loaded in the system within five (5) business days of receipt of a clean and accurate enrollment file. File must pass compliance and CareFirst must receive written approval from County Commissioners of Allegany County to move the file into production. Files received after 12 p.m. will be considered next day.
Definition:	CareFirst defines initial eligibility accuracy as being based on the number of members loaded within the designated timeframe, divided by the total number of members required to be loaded due to contract changes during the initial enrollment file only.
Measurement Criteria:	This performance measure applies to the initial enrollment file only and does not apply to "maintenance" files processed throughout the plan year. This is measured annually at implementation is based on County Commissioners of Allegany County specifically. Manual update requests and open enrollment blackout files are excluded from the calculation as these require additional review and special handling to ensure processing accuracy.

II. Initial I.D. Card Distribution Guarantee:

Guarantee:	CareFirst will guarantee the initial member eligibility information is loaded appropriately to ensure 99% of identification (I.D.) cards are released for mailing within 16 business days of receipt of a clean, accurate eligibility file. File must pass compliance and CareFirst must receive written approval from the account to move the file into production. Files received after 12 p.m. ET will be considered next day.
Definition:	CareFirst defines initial I.D. card distribution accuracy as the percentage based on the number of I.D. cards generated and mailed based on changes received within the designated timeframe divided by the total number of I.D. cards generated and mailed in the initial enrollment file only.
Measurement Criteria:	This performance measure applies to the initial enrollment file only and does not apply to "maintenance" files processed throughout the plan year. This is measured annually at implementation and is based on County Commissioners of Allegany County specifically. Manual update requests and open enrollment blackout files are excluded from the calculation as these require additional review and special handling to ensure processing accuracy.


Account Management Satisfaction

I. Account Management Service Guarantee:

Guarantee:	CareFirst will guarantee the account management services provided by the sales representatives will be satisfactory to County Commissioners of Allegany County .
Definition:	CareFirst defines account management service as County Commissioners of Allegany County agreeing to make CareFirst aware of possible sources of dissatisfaction on at least a quarterly basis. Such notice shall be in writing and specific as to the problem and include any suggested solution. County Commissioners of Allegany County will allow CareFirst fair opportunity to address any problems brought to its attention. If County Commissioners of Allegany County is still dissatisfied after CareFirst has been given fair opportunity to address such problems, County Commissioners of Allegany County will inform CareFirst senior management regarding their dissatisfaction.
Measurement Criteria:	This is measured on a quarterly basis.

Further Provisions

1. Should there be disagreement as to the results of any **CareFirst** audit, **County Commissioners of Allegany County** shall have the opportunity to have an independent audit conducted by auditors approved by **CareFirst** under the corporate standards applicable to all audits. This audit shall take place within one year after the end of the guarantee period. Failure to request and conduct the audit within that time period shall constitute a waiver of any and all audit rights.
2. If contract enrollment decreases by more than 15% during the contract year, this Performance Agreement shall be renegotiated by **CareFirst** and **County Commissioners of Allegany County**. Should this Performance Agreement not be renegotiated, it shall be considered null and void.
3. This Performance Agreement does not form a part of the health benefit plan contract which it is designed to measure and does not modify that contract in any way.
4. Performance Agreement effective dates will not begin until the quarter after a signed Performance Agreement is received from **County Commissioners of Allegany County**. Measurement or payment of penalties will not be retroactive to the contract effective date but will begin the first month of the quarter following receipt of the signed Performance Agreement.
5. If **County Commissioners of Allegany County** does not deliver complete and accurate enrollment information or benefit data to account installation within the required number of days to install the account, the claims, customer service, ID card and customer satisfaction measures will not be included for assessment of penalties for the affected quarter's results. Retroactive changes to benefits will also nullify penalties for any affected quarters.
6. Nothing in this Performance Agreement shall be construed to bind **CareFirst** in the event that any failure to meet measurement criteria is the result, in whole or in part, of adverse action or inaction on the part **County Commissioners of Allegany County**.
7. **CareFirst** shall not be liable under this Agreement for failure to meet any of its administrative duties or guarantees under this Agreement if such failure arises from events beyond the reasonable control of **CareFirst** that materially affect its ability to perform its obligations under this Agreement, including, but not limited to, governmental action, fires, floods, weather events, pandemics, explosions, acts of terrorism, civil unrest, war or rebellion (a "Force Majeure Event"). Additionally, any Performance Guarantee Agreement between **CareFirst** and the Sponsor relating to the services herein shall be interpreted so as not to subject **CareFirst** to any penalties or reduction in payments if the failure of performance arises from a Force Majeure Event as described herein.

<p>County Commissioners of Allegany County</p>	<p>CareFirst of Maryland Inc. doing business as CareFirst BlueCross BlueShield</p>
<hr/> <p>Signature</p>	 <hr/> <p>Signature</p>
<hr/> <p>Printed Name</p>	<p>Brian D. Pieninck</p> <hr/> <p>Printed Name</p>
<hr/> <p>Title</p>	<p>President and Chief Executive Officer</p> <hr/> <p>Title</p>
<hr/> <p>Date</p>	<p>March 1, 2023</p> <hr/> <p>Date</p>

CareFirst BlueCross BlueShield is the shared business name of CareFirst of Maryland, Inc. and Group Hospitalization and Medical Services, Inc. which are independent licensees of the Blue Cross and Blue Shield Association. The Blue Cross and Blue Shield Names and Symbols are registered service marks of the Blue Cross and Blue Shield Association. The CareFirst name and logo are registered service marks of Group Hospitalization and Medical Services, Inc.

**Public Business Meeting
Item Summary Report**
Department: Human Resources

To: Allegany County Commissioners
From: Kristi Liller, Director
Subject: Employee Benefits Contract Renewal - Care First Dental Benefits
Supporting Documents: Yes

- 1. Summary of Request**
Contract Renewal for Employee Dental Benefits for FY 2024
- 2. Financial Impact**
No change to County overall cost from FY 23, minimal increase to employees.
- 3. Recommendation**
Approve



Renewal Packet

County Commissioners of Allegany County

Effective July 2023

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Re: Renewal for County Commissioners of Allegany County for Rates Effective July 2023

February 22, 2023

Dear Group Administrator:

Thank you for choosing CareFirst BlueCross BlueShield (CareFirst) to meet your employees' health care needs. This packet provides information about your upcoming health plan renewal. Please take a moment to review your 2023 benefit and rate proposal, which includes a rate action of 0.0% for dental. This rate is based entirely on your account's claims experience.

As your partner, we're dedicated to delivering you value by finding smarter, better ways to lower your health care cost through:

- **Unmatched provider access** with 98% of claims paid to in-network providers.
- **Clinical support services** like expert consults, comprehensive medication review and programs for specific conditions to improve health, reduce care costs and maintain productivity.
- **A digital wellness program** administered by Sharecare, Inc.* where your employees, health coaches and providers work as a team toward increased engagement and improved health over time.
- **A comprehensive portfolio** with health care products to meet the diverse needs of your employees.

Our work goes beyond maintaining a large network. We continuously explore new ways to improve your employees' healthcare experience and deliver value-based benefits, both in 2023 and beyond. Some of these new initiatives include:

- **CloseKnit** – A virtual-first, primary care practice in the CareFirst network that provides access to complete patient care, including mental health and behavioral health support, 24/7/365. Using the CloseKnit app, CareFirst members age 18 and older can register today with their member ID number.
- **Virtual Connect - NEW FOR 2023** – Plans will include Virtual Connect**, a program that provides members with \$0 PCP and \$0 mental health virtual visits through the CloseKnit practice.
- **Enhancements to our wellness program** – We launched new specialized programs including: Smart Dollar financial well-being, Craving to Quit tobacco cessation and Scale Back weight management and diabetes prevention.
- **Diabetes Virtual Care program** – Focused on stabilizing members who uncontrolled Type 2 diabetes, this national solution connects members to personalized virtual care, clinical education and tools to help them better manage their condition and their health.
- **Diabetic benefit enhancement** – Members now pay \$0 for preferred brand insulin and diabetic supplies without having to meet a deductible first.
- **Whole health bundling discount** – Ask us how you can save on medical premiums by adding CareFirst dental, vision, life and disability plans.

We look forward to serving you and your employees for many more years. Please contact me at (410)998-7112 for additional information.

Sincerely,

Stacy Flemister



Account Consultant

*Sharecare, Inc. is an independent company that provides health improvement management services to CareFirst members.

**Beginning January 1, 2023, all non-grandfathered 51+ fully insured plans will include Virtual Connect. HSA-qualified plan members will pay \$0 after meeting their deductible.

Rate Sheet—Dental

County Commissioners of Allegany County
66878

	BlueDental Plus (PPO Fee Schedule) Plan 4	
	\$1,500 Annual Maximum	
	Class I: 100% (80%) Coinsurance \$0 Deductible	
	Class II: 80% (60%) Coinsurance \$25 (\$50) Deductible	
	Class III: 50% (35%) Coinsurance \$25 (\$50) Deductible	
	Class IV: 50% (35%) Coinsurance \$25 (\$50) Deductible	
	No Orthodontic Benefit	
Non-Parallel Enrollment		
Individual	119	
Individual & Adult	69	
Individual & Child(ren)	39	
Family	107	
Comp To Med	0	
Total	334	
Rates	Current	Renewal
Individual	\$27.11	\$27.11
Individual & Adult	\$62.36	\$62.36
Individual & Child(ren)	\$50.16	\$50.16
Family	\$82.42	\$82.42
Comp To Med	\$27.11	\$27.11
Monthly Premium	\$18,304.11	\$18,304.11
Contract Period Premium	\$219,649.32	\$219,649.32
Renewal Action	0.0%	

Broker Name Producer Service Fee
Elizabeth Logsdon Medical/Pharmacy N/A

Commissions
Dental 0.00%
Vision N/A

FTE Count 0

Employer Identification Number

Authorized Signature

Title

10455 Mill Run Cir, Owings Mills, MD 21117

[X] These rates will be in effect from July 1, 2023 until June 30, 2024.
[X] Deductibles and maximums will apply on a Contract year basis.
[X] These rates include broker commissions as stated.
[X] The above benefits and rates are subject to guidelines listed on the caveats page.
[X] High Level Benefit Summary. Please refer to your plan summary for a more detailed description.

Print Name

Date

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FP
2/22/2023
0304994-04-0-0-0-0-10-00

Limitations and Exclusions

County Commissioners of Allegany County

66878

General Caveats

[X] Renewal rates are subject to change if all CareFirst product lines are not renewed.

[X] CareFirst reserves the right to revise the rates if the actual enrollment or demographics varies by more than 10% from that used in the original rating.

[X] CareFirst will issue an updated invoice with your new rates within approximately 90 days of receipt of the signed rate sheet. CareFirst may bill under the rates for the prior period, hold invoicing, or bill under renewal rates until your signed rate sheet is received. Once CareFirst receives your signed rate sheet, if necessary, subsequent invoices will reflect the updated rates through retroactive adjustments.

[X] CareFirst reserves the right to revise the rates if applicable law or regulatory authority requires such revisions.

[X] CareFirst BlueCross BlueShield (CareFirst) does not collect or pay commission for medical and prescription pharmacy benefits. At the policyholder's election, and in accordance with an executed CareFirst Producer Service Fee Collection Agreement, CareFirst BlueCross BlueShield (CareFirst) will administer the collection of a Producer Service Fee. The Producer Service Fee is not a component of the premium. The Producer Service Fee is negotiated directly between the policy holder and producer. CareFirst will not administer the Producer Service Fee without an executed Producer Service Fee Collection Agreement.

Ancillary Caveats

[X] When employer sponsored ancillary products are offered, the group must enroll and maintain enrollment of 50% of all employees eligible for coverage. If enrollment falls below the 50%, CareFirst reserves the right to rescind the proposal, revise the rates, terminate the product that does not meet the 50% requirement, or refuse to renew the product that does not meet the 50% requirement.

[X] When Voluntary Dental products are offered, 20% of eligible employees must enroll.

[X] There are no minimum enrollment requirements for voluntary vision products.

10455 Mill Run Cir, Owings Mills, MD 21117

FP

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0304994-04-0-0-0-10-00

Notice of Nondiscrimination and Availability of Language Assistance Services

CareFirst BlueCross BlueShield, CareFirst BlueChoice, Inc., CareFirst Diversified Benefits and all of their corporate affiliates (CareFirst) comply with applicable federal civil rights laws and do not discriminate on the basis of race, color, national origin, age, disability or sex. CareFirst does not exclude people or treat them differently because of race, color, national origin, age, disability or sex.

CareFirst:

- Provides free aid and services to people with disabilities to communicate effectively with us, such as:
 - ☐ Qualified sign language interpreters
 - ☐ Written information in other formats (large print, audio, accessible electronic formats, other formats)
- Provides free language services to people whose primary language is not English, such as:
 - ☐ Qualified interpreters
 - ☐ Information written in other languages

If you need these services, please call 855-258-6518.

If you believe CareFirst has failed to provide these services, or discriminated in another way, on the basis of race, color, national origin, age, disability or sex, you can file a grievance with our CareFirst Civil Rights Coordinator by mail, fax, or email. If you need help filing a grievance, our CareFirst Civil Rights Coordinator is available to help you.

To file a grievance regarding a violation of federal civil rights, please contact the Civil Rights Coordinator as indicated below. Please do not send payments, claims issues or other documentation to this office.

Civil Rights Coordinator, Corporate Office of Civil Rights

Mailing Address	P.O. Box 8894 Baltimore, Maryland 21224
Email Address	civilrightscordinator@carefirst.com
Telephone Number	410-528-7820
Fax Number	410-505-2011

You can also file a civil rights complaint with the U.S. Department of Health and Human Services, Office for Civil Rights electronically through the Office for Civil Rights Complaint portal, available at: <https://ocrportal.hhs.gov/ocr/portal/lobby.jsf> or by mail or phone at:

U.S. Department of Health and Human Services
200 Independence Avenue, SW
Room 509F, HHH Building
Washington, D.C. 20201
800-368-1019, 800-537-7697 (TDD)

Complaint forms are available at: <http://www.hhs.gov/ocr/office/file/index.html>.

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Updated 8/5/2019

Foreign Language Assistance

Attention (English): This notice contains information about your insurance coverage. It may contain key dates and you may need to take action by certain deadlines. You have the right to get this information and assistance in your language at no cost. Members should call the phone number on the back of their member identification card. All others may call 855-258-6518 and wait through the dialogue until prompted to push 0. When an agent answers, state the language you need and you will be connected to an interpreter.

አማርኛ (Amharic) ማሳሰቢያ፡- ይህ ማስታወቂያ ስለ መድን ሽፋንዎ መረጃ ይዟል። ከተወሰኑ ቀን-ገደቦች በፊት ሊፈጽሟቸው የሚገቡ ነገሮች ሊኖሩ ስለሚችሉ እነዚህን ወሳኝ ቀናት ሊይዝ ይችላል። ይኸን መረጃ የማግኘት እና ያለምንም ክፍያ በቋንቋዎ እገዛ የማግኘት መብት አለዎት። አባል ከሆኑ ከመታወቂያ ካርድዎ በስተጀርባ ላይ ወደተጠቀሰው የስልክ ቁጥር መደወል ይችላሉ። አባል ካልሆኑ ደግሞ ወደ ስልክ ቁጥር 855-258-6518 ደውለው ዐን እንዲጫኑ እስኪነገርዎ ድረስ ንግግሩን መጠበቅ አለብዎ። አንድ ወኪል መልስ ሲሰጥዎ፣ የሚፈልጉትን ቋንቋ ያሳውቁ፣ ከዚያም ከተርጓሚ ጋር ይገናኛሉ።

Èdè Yorùbá (Yoruba) Ìtètíléko: Àkíyèsí yíí ní ìwífún nípa isẹ̀ adójútòfò rẹ̀. Ó le ní àwọn déètì pátó o sì le ní láti gbé igbésẹ̀ ní àwọn ojò gbèdèké kan. O ni ètò láti gba iwífún yíí àti irànlówó ní èdè rẹ̀ lófèfè. Àwọn ọmọ-ẹgbé gbòdò pe nọmbà fòònù tò wà léyìn káàdì idánimò wọn. Àwọn míràn le pe 855-258-6518 kí o sì dúró nípasẹ̀ ijiròrò títí a ó fi sọ fún ọ láti tẹ 0. Nígbàtí aṣojú kan bá dáhùn, sọ èdè tí o fẹ́ a ó sì so ọ pọ̀ mọ̀ ọgbufọ̀ kan.

Tiếng Việt (Vietnamese) Chú ý: Thông báo này chứa thông tin về phạm vi bảo hiểm của quý vị. Thông báo có thể chứa những ngày quan trọng và quý vị cần hành động trước một số thời hạn nhất định. Quý vị có quyền nhận được thông tin này và hỗ trợ bằng ngôn ngữ của quý vị hoàn toàn miễn phí. Các thành viên nên gọi số điện thoại ở mặt sau của thẻ nhận dạng. Tất cả những người khác có thể gọi số 855-258-6518 và chờ hết cuộc đối thoại cho đến khi được nhắc nhấn phím 0. Khi một tổng đài viên trả lời, hãy nêu rõ ngôn ngữ quý vị cần và quý vị sẽ được kết nối với một thông dịch viên.

Tagalog (Tagalog) Atensyon: Ang abisong ito ay naglalaman ng impormasyon tungkol sa nasasaklawang iyong insurance. Maaari itong maglaman ng mga pinakamahalagang petsa at maaaring kailangan mong gumawa ng aksyon ayon sa ilang deadline. May karapatan ka na makuha ang impormasyong ito at tulong sa iyong sariling wika nang walang gastos. Dapat tawagan ng mga Miyembro ang numero ng telepono na nasa likuran ng kanilang identification card. Ang lahat ng iba ay maaaring tumawag sa 855-258-6518 at maghintay hanggang sa dulo ng diyalogo hanggang sa diktahan na pindutin ang 0. Kapag sumagot ang ahente, sabihin ang wika na kailangan mo at ikonekta ka sa isang interpreter.

Español (Spanish) Atención: Este aviso contiene información sobre su cobertura de seguro. Es posible que incluya fechas clave y que usted tenga que realizar alguna acción antes de ciertas fechas límite. Usted tiene derecho a obtener esta información y asistencia en su idioma sin ningún costo. Los asegurados deben llamar al número de teléfono que se encuentra al reverso de su tarjeta de identificación. Todos los demás pueden llamar al 855-258-6518 y esperar la grabación hasta que se les indique que deben presionar 0. Cuando un agente de seguros responda, indique el idioma que necesita y se le comunicará con un intérprete.

Русский (Russian) Внимание! Настоящее уведомление содержит информацию о вашем страховом обеспечении. В нем могут указываться важные даты, и от вас может потребоваться выполнить некоторые действия до определенного срока. Вы имеете право бесплатно получить настоящие сведения и сопутствующую помощь на удобном вам языке. Участникам следует обращаться по номеру телефона, указанному на тыльной стороне идентификационной карты. Все прочие абоненты могут звонить по номеру 855-258-6518 и ожидать, пока в голосовом меню не будет предложено нажать цифру «0». При ответе агента укажите желаемый язык общения, и вас свяжут с переводчиком.

हिन्दी (Hindi) ध्यान दें: इस सूचना में आपकी बीमा कवरेज के बारे में जानकारी दी गई है। हो सकता है कि इसमें मुख्य तिथियों का उल्लेख हो और आपके लिए किसी नियत समय-सीमा के भीतर काम करना जरूरी हो। आपको यह जानकारी और संबंधित सहायता अपनी भाषा में नि:शुल्क पाने का अधिकार है। सदस्यों को अपने पहचान पत्र के पीछे दिए गए फ़ोन नंबर पर कॉल करना चाहिए। अन्य सभी लोग 855-258-6518 पर कॉल कर सकते हैं और जब तक 0 दबाने के लिए न कहा जाए, तब तक संवाद की प्रतीक्षा करें। जब कोई एजेंट उत्तर दे तो उसे अपनी भाषा बताएं और आपको व्याख्याकार से कनेक्ट कर दिया जाएगा।

Bàsòò-wùdù (Bassa) Tò Dùù Cáo! Bǎ nǐa kɛ bá nyo bɛ́ kɛ̀ m̀ gbo kpá bó nì fùà-fúá-tiín nyɛɛ jè dyí. Bǎ nǐa kɛ́ bédé wé jéé bɛ́ bɛ́ m̀ kɛ́ dɛ́ wa m̀ m̀ kɛ́ nyuɛɛ nyu hwɛ́ bɛ́ wé bɛ́a kɛ́ zi. ɔ̀ m̀ nì kpé bɛ́ m̀ kɛ́ bǎ nǐa kɛ́ kɛ́ gbo-kpá-kpá m̀ m̀ɔ́ɛ dyé dɛ́ nì bídí-wùdù m̀ bɛ́ m̀ kɛ́ se wídí d̀ pɛ́ɛ. Kpooò nyo bɛ́ mɛ́ dǎ fùun-nòbà nǐa dɛ́ waà I.D. káàò dɛ́in nyɛ. Nyo tòò séin mɛ́ dǎ nòbà nǐa kɛ́: 855-258-6518, kɛ́ m̀ mɛ́ fò tee bɛ́ wa kɛ́ m̀ gbo cɛ́ bɛ́ m̀ kɛ́ nòbà m̀à 0 kɛ́ dyi pàdàin hwɛ́. ɔ̀ jũ kɛ́ nyo d̀ dyi m̀ gǎ jũin, po wudu m̀ m̀ pɔɛ dyie, kɛ́ nyo d̀ mu bó niin bɛ́ ɔ́ kɛ́ nì wuduò m̀ zà.

বাংলা (Bengali) লক্ষ্য করুন: এই নোটিশে আপনার বিমা কভারেজ সম্পর্কে তথ্য রয়েছে। এর মধ্যে গুরুত্বপূর্ণ তারিখ থাকতে পারে এবং নির্দিষ্ট তারিখের মধ্যে আপনাকে পদক্ষেপ নিতে হতে পারে। বিনা খরচে নিজের ভাষায় এই তথ্য পাওয়ার এবং সহায়তা পাওয়ার অধিকার আপনার আছে। সদস্যদেরকে তাদের পরিচয়পত্রের পিছনে থাকা নম্বরে কল করতে হবে। অন্যরা 855-258-6518 নম্বরে কল করে 0 টিপতে না বলা পর্যন্ত অপেক্ষা করতে পারেন। যখন কোনো এজেন্ট উত্তর দেবেন তখন আপনার নিজের ভাষার নাম বলুন এবং আপনাকে দোভাষীর সঙ্গে সংযুক্ত করা হবে।

اردو (Urdu) توجہ: یہ نوٹس آپ کے انشورینس کوریج سے متعلق معلومات پر مشتمل ہے۔ اس میں کلیدی تاریخیں ہو سکتی ہیں اور ممکن ہے کہ آپ کو مخصوص آخری تاریخوں تک کارروائی کرنے کی ضرورت پڑے۔ آپ کے پاس یہ معلومات حاصل کرنے اور بغیر خرچہ کیے اپنی زبان میں مدد حاصل کرنے کا حق ہے۔ ممبران کو اپنے شناختی کارڈ کی پشت پر موجود فون نمبر پر کال کرنی چاہیے۔ سیپی دیگر لوگ 855-258-6518 پر کال کر سکتے ہیں اور 0 دبانے کو کہے جانے تک انتظار کریں۔ ایجنٹ کے جواب دینے پر اپنی مطلوبہ زبان بتائیں اور مترجم سے مربوط ہو جائیں گے۔

فارسی (Farsi) توجہ: این اعلامیه حاوی اطلاعاتی درباره پوشش بیمه شما است. ممکن است حاوی تاریخ های مهمی باشد و لازم است تا تاریخ مقرر شده خاصی اقدام کنید. شما از این حق برخوردار هستید تا این اطلاعات و راهنمایی را به صورت رایگان به زبان خونتان دریافت کنید. اعضا باید با شماره درج شده در پشت کارت شناسایی شما تماس بگیرند. سایر افراد می توانند با شماره 855-258-6518 تماس بگیرند و منتظر بمانند تا از آنها خواسته شود عدد 0 را فشار دهند. بعد از پاسخگویی توسط یکی از اپراتورها، زبان مورد نیاز را تنظیم کنید تا به مترجم مربوطه وصل شوید.

اللغة العربية (Arabic) تنبيه: يحتوي هذا الإخطار على معلومات بشأن تغطيتك التأمينية، وقد يحتوي على تواريخ مهمة، وقد تحتاج إلى اتخاذ إجراءات بحلول مواعيد نهائية محددة. يحق لك الحصول على هذه المساعدة والمعلومات بلغتك بدون تحمل أي تكلفة. ينبغي على الأعضاء الاتصال على رقم الهاتف المذكور في ظهر بطاقة تعريف الهوية الخاصة بهم. يمكن للآخرين الاتصال على الرقم 855-258-6518 والانتظار خلال المحادثة حتى يطلب منهم الضغط على رقم 0. عند إجابة أحد الوكلاء، اذكر اللغة التي تحتاج إلى التواصل بها وسيتم توصيلك بأحد المترجمين الفوريين.

中文繁体 (Traditional Chinese) 注意：

本聲明包含關於您的保險給付相關資訊。本聲明可能包含重要日期及您在特定期限之前需要採取的行動。您有權利免費獲得這份資訊，以及透過您的母語提供的協助服務。會員請撥打印在身分識別卡背面的電話號碼。其他所有人士可撥打電話 855-258-6518，並等候直到對話提示按下按鍵 0。當接線生回答時，請說出您需要使用的語言，這樣您就能與口譯人員連線。

Igbo (Igbo) Nriibama: Okwa a nwere ozi gbasara mkpuchi nchekwa onwe gi. O nwere ike inwe ubochi ndi di mkpa, i nwere ike jme ihe tupu ufodu ubochi njedebe. I nwere ikike inweta ozi na enyemaka a n'asusu gi na akwughu ugwo o bula. Ndi otu kwesiri ikpo akara ekwent di n'azu nke kaadi njirimara ha. Ndi ozu niile nwere ike ikpo 855-258-6518 wee chere ububo ahụ ruo mgbe amanyere ipi 0. Mgbe onye nnochite anya zara, kwuo asusu i choro, a ga-ejikọ gi na onye okowa okwu.

Deutsch (German) Achtung: Diese Mitteilung enthält Informationen über Ihren Versicherungsschutz. Sie kann wichtige Termine beinhalten, und Sie müssen gegebenenfalls innerhalb bestimmter Fristen reagieren. Sie haben das Recht, diese Informationen und weitere Unterstützung kostenlos in Ihrer Sprache zu erhalten. Als Mitglied verwenden Sie bitte die auf der Rückseite Ihrer Karte angegebene Telefonnummer. Alle anderen Personen rufen bitte die Nummer 855-258-6518 an und warten auf die Aufforderung, die Taste 0 zu drücken. Geben Sie dem Mitarbeiter die gewünschte Sprache an, damit er Sie mit einem Dolmetscher verbinden kann.

Français (French) Attention: cet avis contient des informations sur votre couverture d'assurance. Des dates importantes peuvent y figurer et il se peut que vous deviez entreprendre des démarches avant certaines échéances. Vous avez le droit d'obtenir gratuitement ces informations et de l'aide dans votre langue. Les membres doivent appeler le numéro de téléphone figurant à l'arrière de leur carte d'identification. Tous les autres peuvent appeler le 855-258-6518 et, après avoir écouté le message, appuyer sur le 0 lorsqu'ils seront invités à le faire. Lorsqu'un(e) employé(e) répondra, indiquez la langue que vous souhaitez et vous serez mis(e) en relation avec un interprète.

한국어(Korean) 주의: 이 통지서에는 보험 커버리지에 대한 정보가 포함되어 있습니다. 주요 날짜 및 조치를 취해야 하는 특정 기한이 포함될 수 있습니다. 귀하에게는 사용 언어로 해당 정보와 지원을 받을 권리가 있습니다. 회원이신 경우 ID 카드의 뒷면에 있는 전화번호로 연락해 주십시오. 회원이 아닌 경우 855-258-6518 번으로 전화하여 0을 누르라는 메시지가 들릴 때까지 기다리십시오. 연결된 상담원에게 필요한 언어를 말씀하시면 통역 서비스에 연결해 드립니다.

Diné Bizaad (*Navajo*) Ge': Dii bee ɪ hane'ígíí bii' dahólq bee éédahózin béeso ách'ááh naanil ník'ist'i'ígíí bá. Bii' dahólq doo íiyisí yoolkáálígíí dóo t'áádoo le'é ádadoolyííígíí da yókeedgo t'áá doo bee e'e'aahí ájiil'ííh. Bee ná ahóót'i' díí bee ɪ hane' dóo níká'ádoowoł t'áá nínizaad bee t'áá jiik'é. Atah danilínígíí béesh bee hane'é bee wólta'ígíí nit'izgo bee nee hódolzinígíí bikéédéé' bikáá' bich'í' hodoonihjí'. Aadóó náánála' éi kóji' dahóoolnih 855-258-6518 dóo yíi diilts'ííł yałtí'ígíí t'áá nílélj' áádóó éi bikéé'dóo naasbaas bił adidiilchíł. Áká'anidaalwó'ígíí neidiitáągo, saad bee yániłt'i'ígíí yíi diikił dóo ata' halne'é lá níká'ádoowoł.

**Public Business Meeting
Item Summary Report**
Department: Human Resources

To: Allegany County Commissioners
From: Kristi Liller, Director
Subject: Employee Benefits Contract Renewal - VBA Vision Benefits
Supporting Documents: Yes

- 1. Summary of Request**
Contract Renewal for Employee Vision Benefits for FY 2024.
- 2. Financial Impact**
No change to the cost from FY 23.
- 3. Recommendation**
Approve

ALLEGANY COUNTY COMMISSIONERS

Group Number 1160

Policy Period 7/1/23 – 6/30/25

	Renewal Rates
Employee Only	\$ 7.40
2-Party	\$ 13.30
Family	\$ 18.05

Please sign to verify acceptance of above rates.

By

VBA



(Signature)

Matthew Cuomo, VP Sales / Sales Support

By

(Print or Type)

Date February 24, 2023

Title

Date

Signed copy must be returned by 6/1/23 to ensure continued coverage.

**Public Business Meeting
Item Summary Report**
Department: Human Resources

To: Allegany County Commissioners
From: Kristi Liller, Director
Subject: Rules & Regulations Governing Employees of Allegany
County - Resolution 23-12
Supporting Documents: Yes

- 1. Summary of Request**
Approval of job description for the position of Director of Jane's Place, Inc.
- 2. Financial Impact**
Director of Jane's Place, Inc. - salary TBD
- 3. Recommendation**
N/A

DIRECTOR
ALLEGANY COUNTY CHILD ADVOCACY CENTER
JANE'S PLACE, INC.

GENERAL DEFINITION OF WORK

The Director will have primary responsibility for the functioning of the Allegany County Child Advocacy Center (CAC). This will include, but not be limited to, program administration, financial duties, public relations and other duties as assigned. The Director will work to unite public, private and community partners to ensure the safety, health and well-being of abused, neglected or sexually assaulted children.

ESSENTIAL TASKS

(These are intended as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position of the work is similar, related, or a logical assignment to the position.)

Program Administration

Annually review compliance issues and ensure that the CAC -is always in compliance with local, state, and national regulations governing CAC's. Review all policies and procedures for the CAC to ensure they are up-to-date. Update as necessary. Train new staff and new community partners on policies of use and decorum regarding the CAC. Convene and facilitate MDT meetings. Convene all Board meetings and assist the Board chair in developing the agenda for each meeting. Assist and support DSS and law enforcement when they are in the facility. Works in conjunction with staff to maintain the physical facility and all items in the facility. The Director will also work in the capacity of a victim/witness coordinator on behalf of the State's Attorney's Office to further ensure communication and coordination with victims and their families as matters are prosecuted by the State's Attorney's Office.

Finance

Manage the budget for the CAC, maintaining a balanced budget. Seek out and apply for grants to support the functioning of the CAC. Process all bills and payroll Allocate funds, as appropriate. Actively work with the Board and other groups to fund raise for the CAC.

Supervision

Supervise all CAC employees. Provide feedback as necessary. Evaluate performance at least twice per year.

Public relations

Maintain working relationships with partner agencies. Public speaking for the purposes of educating the public about the work of Jane's Place, as well for the purposes of obtaining donations. Developing and maintaining the Jane's Place website and Facebook page, as well as researching new venues for sharing information. Serving as liaison with Maryland Children's Alliance; includes attending bi-monthly meetings in Annapolis. Serving as liaison with the National Children's Alliance (accrediting body), and National Child Advocacy Center.

All Other

Communicate with the landlord regarding any building issues and lease renewals.

KNOWLEDGE, SKILLS, AND ABILITIES

Must show proven experience in the following areas: staff supervision; grant writing; fundraising; budget management; collaborative work ability. Must have

thorough knowledge of CAC functions, organization and policies; ability to undertake and complete operational and administrative projects independently; ability to work under pressure; ability to organize and perform work independently; ability to develop policies and programs for CAC; and supervision of a staff of CAC. Must have strong interpersonal skills. Ability to be proactive, questioning, insightful, and innovative. Ability to advise senior County officials and community partners regarding CAC functions. Must have strong and effective spoken and written (English) communication skills. Must have strong customer service skills and the ability to deal effectively with others, including developing and maintaining effective working relationships with co-workers, partner agencies, and general public. Ability to work with sensitive information and maintain appropriate confidentiality.

EDUCATION AND EXPERIENCE

A Master's Degree in Social Work, Social Work Administration, Business or a related field is preferred. A Bachelor's Degree in the same areas, combined with at least five years of experience in the administration of a non-profit may be substituted for a Master's Degree. (A comparable amount of training and experience may be substituted for minimum qualifications)

PHYSICAL REQUIREMENT

Must be able to work on a flexible schedule. Must be willing and able to travel to attend meetings outside of the local geographic area. Must have ability to work at a desk for long periods of time. Ability to see and hear clearly so that if clients become loud or enter the facility in a compromised state, appropriate action may be taken. Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment such as, but not limited to, a personal computer, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling. Must be able to lift up to 30 pounds occasionally. Ability to get up and down from the floor is helpful.

SPECIAL REQUIREMENTS

Must have ability to pass criminal, Child Protective Services, and sex offender registry background checks. Must provide own transportation and have possession of a valid Driver's License.

Full time. Exempt.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Est. 11/2022

RESOLUTION
No. 23-12

WHEREAS, the Board of County Commissioners of Allegany County, Maryland, by Resolution 97-9, adopted July 23, 1997, made and established the revised and updated “Rules and Regulations Governing Employees of Allegany County, Maryland”, and

WHEREAS, said Rules and Regulations may from time to time, in accordance with the “Preface” to said Rules and Regulations, be revised or amended by the County Commissioners.

NOW, THEREFORE, BE IT RESOLVED, that the Board of County Commissioners of Allegany County, does hereby adopt revisions to the “Rules and Regulations Governing Employees of Allegany County, Maryland”, reflecting appropriate changes by updating the following:

1. Approval of Job description for the position of Director of Allegany County Child Advocacy Center, Jane’s Place, Inc.

BE IT FURTHER RESOLVED, that unless otherwise specified, the changes authorized by this Resolution shall become effective the date of this Resolution.

BE IT FURTHER RESOLVED, that the above changes will be inserted in individual and departmental copies of said Rules and Regulations, if applicable, and/or filed within the Allegany County Department of Human Resources.

ADOPTED this 11th of May, 2023.

**BOARD OF COUNTY COMMISSIONERS
OF ALLEGANY COUNTY, MARYLAND**

David J. Caporale, President

Creade V. Brodie, Jr., Commissioner

William R. Atkinson, Commissioner

ATTEST:

Linda A. Simpson, Clerk to the County Commissioners

**Public Business Meeting
Item Summary Report**
Department: Commissioners

To: Allegany County Commissioners
From: Linda Simpson, County Clerk
Subject: Community Promotions - Miss Maryland Scholarship
Pageant 2023
Supporting Documents: Yes

1. Summary of Request

Requesting a donation of \$300 to the Miss Maryland Scholarship Pageant being held in Hagerstown this June. The donation includes an ad in the program.

2. Financial Impact

\$300

3. Recommendation

Recommend approving the \$300 donation.

Miss Maryland Scholarship Organization
Hagerstown
June 19-24

MISS MARYLAND PAGEANT
Program Book Advertisement
Order Form (Use Separate Sheet for
Each Ad Sold)

Space Desired (check one):

Full Page \$300.00 Half Page \$225.00
Quarter Page \$150.00 Eighth Page
\$100.00 Patron \$25.00

For Miss: Cumberland / Rebecca West

Purchased by: _____

Address: _____

City: State: Zip: _____

Phone: (Business) _____ (Home) _____

Amount Enclosed: Check Number: _____

Signature of Seller: _____

MAKE CHECKS PAYABLE TO: MISS MARYLAND SCHOLARSHIP ORGANIZATION

THANK YOU FOR YOUR SUPPORT

Public Business Meeting
Staff Report
Department: Public Works

To: Jason M. Bennett, CPA, County Administrator
From: Andrew Cowan, Recycling Coordinator
Date Prepared: May 10, 2023
Meeting Date: May 11, 2023
Subject: Public Works Surplus Declaration - Dumpsters
Supporting Documents: No

1. Background

The Department of Public Works has (4) 30 cubic yard recycling bins. The County currently does not have the means to move the bins and they have reached the end of their useful life. These items should be declared surplus and disposed of according to County policy.

2. Issues

None

3. Financial Impact

None

4. Alternatives

Do not declare the equipment surplus.

5. Other Considerations

None

6. Conformity to County Policy

This project conforms to the County Policy.

7. Recommendation

Declare the recycling bins as surplus and authorize disposal in accordance with County policy.