
CITY OF HAGERSTOWN



Fiscal Year 2009 - 2010

July 1, 2009 - June 30, 2010

MAYOR & COUNCIL'S
ADOPTED BUDGET

MISSION STATEMENT

The City of Hagerstown in partnership with the community, will provide superior services to make the City the location of choice for residents, businesses, and visitors.

VISION STATEMENT

Hagerstown - a premier city where all citizens enjoy the advantages of a prosperous and growing community.

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CITY OF HAGERSTOWN



MAYOR & COUNCIL'S BUDGET ADJUSTMENTS

Fiscal Year 2009 - 2010
July 1, 2009 - June 30, 2010

**ORDINANCE No. O-
ESTABLISHING THE BUDGET FOR
FISCAL YEAR JULY 1, 2009 TO JUNE 30, 2010
CITY OF HAGERSTOWN, MARYLAND**

Pursuant to the Charter of the City of Hagerstown, the City Council is required to adopt a budget providing a complete financial plan for the budget year, with estimates of anticipated revenues and proposed expenditures for the coming year. The Charter further requires that the total anticipated revenues shall equal or exceed the total of the proposed expenditures.

In accordance with the provisions of the City Charter, Article VII, Finance, the City Administrator submitted a proposed budget to the Mayor and Council not less than ninety days before the beginning of the fiscal year, and a public hearing was held on May 5, 2009 after fifteen days notice in a newspaper of general circulation.

NOW, THEREFORE BE IT RESOLVED, ENACTED and ORDAINED by the Mayor and Council of the City of Hagerstown, that the budget for the City for the fiscal year beginning July 1, 2009 and ending June 30, 2010, is hereby established as follows:

Category	<u>Proposed City Administrator's Budget</u>	<u>As Revised by Mayor and Council</u>
General Fund	\$ 40,757,112	\$ 40,501,112
Community Development Block Grant	1,986,643	1,986,643
Other Special Revenue Funds	3,466,107	3,341,107
Capital Improvement Projects	<u>19,671,529</u>	<u>19,710,529</u>
TOTAL Governmental Fund Types	\$ 65,881,391	\$ 65,539,391
Light	\$ 32,658,304	\$ 32,658,304
Water	23,179,911	23,179,911
Sewer	28,502,873	28,502,873
Parking	1,048,524	1,048,524
Golf Course	436,531	436,531
Property Management	<u>1,383,676</u>	<u>305,340</u>
TOTAL Enterprise Fund Types	\$ 87,209,819	\$ 86,131,483
Service & Trust Funds	<u>8,436,275</u>	<u>8,436,275</u>
TOTAL Combined Use of Funds	\$161,527,485	\$160,107,149

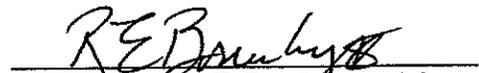
BE IT FURTHER ORDAINED that the effective date of the budget established herein is July 1, 2009 and shall govern for the period set forth.

**MAYOR AND COUNCIL OF THE
CITY OF HAGERSTOWN, MARYLAND**

(SEAL)



Donna Spickler, City Clerk



Robert E. Bruchey, II Mayor

Date of Introduction: *May 12, 2009*
Date of Passage: *May 26, 2009*
Effective Date: *July 1, 2009*

Record and return to: Donna Spickler, City Clerk
City Hall, Room 200
One East Franklin Street
Hagerstown, MD 21740

**PROPOSED MODIFICATIONS TO
CITY ADMINISTRATOR'S PROPOSED 2009-2010 BUDGET**

GENERAL FUND Sources/(Uses)		IMPACT		CODE
		CURRENT 2009/10 Sources/(Uses)	FUTURE 2010/11 Sources/(Uses)	
	City Administrator's Proposed Surplus / (Deficit)	\$3,935	\$37,464	
1	Reduction in State Shared Highway User Revenue due to formula changes approved by MD State legislature in April 2009	(216,000)	(217,600)	R
2	Additional 2% reduction in State Shared Highway User Revenue due to drop in gasoline use due to current economic conditions.	(40,000)	(30,000)	R
3	Reduction in transfer to the CIP Fund for Street Overlay due to drop in Highway User Revenues. Street Overlay Costs in CIP Fund to be funded by alternative funding sources.	256,000	257,900	E
4	Additional funds needed to start Fire Fighter turnout gear replacement program.	(21,000)	(22,000)	E
5	Reduction in transfer to the CIP Fund for City Park South Pavilion Roof Replacement and Park Bench Replacement. Work on roof will be done this year and benches will be deferred..	21,000	0	E
6	Additional reduction in transfer to the CIP Fund due to use of alternative funding for Ridge Avenue Traffic Island.	35,000	0	E
7	Increase in General Fund debt service expense due to use of additional bond funding in CIP to maintain Street Resurfacing program.	(20,000)	(20,000)	E
8	Reduction in the expected cost savings from transfer of the Police dispatchers to the County for one time costs to compensate employees for leave differences.	(15,000)	0	E
Net Change Carried Forward		\$0	(\$31,700)	
Adjusted Surplus / (Deficit) Carried Forward		\$3,935	\$5,764	
Revenue - Increase / (Decrease)		(\$256,000)	(\$247,600)	R
Expenditures - (Increase) / Decrease		<u>256,000</u>	<u>215,900</u>	E
Net Change Carried Forward		\$0	(\$31,700)	

**PROPOSED MODIFICATIONS TO
CITY ADMINISTRATOR'S PROPOSED 2009-2010 BUDGET**

CAPITAL IMPROVEMENT PROJECTS FUND Sources/(Uses)		IMPACT		CODE
		CURRENT 2009/10 Sources/(Uses)	FUTURE 2010/11 Sources/(Uses)	
	City Administrator's Proposed Surplus / (Deficit)	\$0	\$0	
1	Reduction in General Fund Transfer to the CIP Fund for the following three projects.	(277,000)	(257,900)	R
2	Reduction in General Fund Transfer for Steet Overlay due to reductions in expected State Highway User Revenues and use of alternative funding in the CIP. No cut in Overlay budget in the CIP Fund.	256,000	257,900	E
3	Deletion of City Park South Pavilion roof replacement.CIP. Work to be done this year prior to 6/30/09.	9,500	0	E
4	Reduction of City Park Bench replacement for one year..	11,500	0	E
5	Restoration of Street Resurfacing Expenditures in CIP Fund per Councilman Brubaker's Recommendations to use alternative funding sources.	(256,000)	0	E
6	Use of bond proceeds transferred from the Rosalyn Building Renovation for Street Resurfacing in place of General Fund transfer.	182,000	0	R
7	Use of CDBG-R Federal Recovery Grant funds for eligible street resurfacing	74,000	0	R
8	Use of CDBG-R Federal Recovery Grant funds for Ridge Avenue Traffic Island	65,000	0	R
9	Eliminate use of State Highway funds for Ridge Avenue Traffic Island	(30,000)	0	R
10	Eliminate use of General Fund Transfer to CIP for Ridge Ave. Traffic Island.	(35,000)	0	R
11	Use of CDBG-R Federal Recovery Grant funds for additional Handicapped Curb & Sidewalk ramps.	60,000	0	R
12	Increase Handicapped Curb & Sidewalk Ramp expenditures.	(60,000)	0	E
13				
14				
	Net Change Carried Forward	\$0	\$0	
	Adjusted Surplus / (Deficit)	\$0	\$0	
	Revenue - Increase / (Decrease)	39,000	(257,900)	R
	Expenditures - (Increase) / Decrease	(39,000)	257,900	E
	Net Change Carried Forward	0	0	

**PROPOSED MODIFICATIONS TO
CITY ADMINISTRATOR'S PROPOSED 2009-2010 BUDGET**

Property Management Fund Sources/(Uses)		IMPACT		CODE
		CURRENT 2009/10 Sources/(Uses)	FUTURE 2010/11 Sources/(Uses)	
	City Administrator's Proposed Net Sources / (Uses) of Cash	\$10,907	\$12,678	
1	Deferral of the entire bond financing for the Rosalyn Building renovation to the following fiscal year (This will allow for the use of an additional \$256,000 of bond proceeds for street resurfacing this year.)	(904,890)	904,890	R
2	Deferral of the transfer of funds from the Economic Redevelopment Fund to the Property Management Fund for the redevelopment of the upper floors of the Rosalyn Building to the following fiscal year.	(125,000)	125,000	R
3	Deferral of a portion of the renovation cost for the Rosalyn Buiding to the following fiscal year.	1,011,000	(1,011,000)	E
4	Deferral of debt service principal and interest payments on bond debt for the Property Management Fund for one year.	67,336	0	E
5				
6				
7				
8				
9				
10				
	Net Change Carried Forward	48,446	18,890	
	Adjusted Surplus / (Deficit)	59,353	31,568	
	Revenue - Increase / (Decrease)	(1,029,890)	1,029,890	R
	Expenditures - (Increase) / Decrease	1,078,336	(1,011,000)	E
	Net Change Carried Forward	48,446	18,890	

**PROPOSED MODIFICATIONS TO
CITY ADMINISTRATOR'S PROPOSED 2009-2010 BUDGET**

Economic Redevelopment Fund Sources/(Uses)		IMPACT		CODE
		CURRENT 2009/10 Sources/(Uses)	FUTURE 2010/11 Sources/(Uses)	
	City Administrator's Proposed Surplus / (Deficit)	(\$125,000)	\$0	E
1	Deferral of the transfer of funds to the Property Management Fund for the renovation of the Rosalyn Building to the following fiscal year.	125,000	(125,000)	
2				
3				
4				
5				
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10				
	Net Change Carried Forward	125,000	(125,000)	
	Adjusted Surplus / (Deficit)	0	(125,000)	
	Revenue - Increase / (Decrease)	0	0	R E
	Expenditures - Increase / (Decrease)	(125,000)	125,000	
	Net Change Carried Forward	125,000	(125,000)	

**PROPOSED MODIFICATIONS TO
CITY ADMINISTRATOR'S PROPOSED 2009-2010 BUDGET**

GRANT SPECIAL REVENUE FUND Sources/(Uses)		IMPACT		CODE
		CURRENT 2009/10 Sources/(Uses)	FUTURE 2010/11 Sources/(Uses)	
	City Administrator's Proposed Surplus / (Deficit)	\$0	\$0	
1	Distribute unallocated program expenditures for Special Federal Recovery Grant	249,458		E
2	Transfer to CIP Fund for Street Overlay	(74,000)		E
3	Transfer to CIP Fund for Ridge Avenue Traffic Island	(65,000)		E
4	Transfer to CIP Fund to increase Curb Ramp Installation	(60,000)		E
5	Increase funding to the Community Free Clinic	(30,458)		E
6	Increase CDBG staff administrative expenses	(20,000)		E
7				
8				
9				
10				
	Net Change Carried Forward	0	0	
	Adjusted Surplus / (Deficit)	0	0	
	Revenue - Increase / (Decrease)	0	0	R
	Expenditures - (Increase) / Decrease	0	0	E
	Net Change Carried Forward	0	0	

ORDINANCE No. O-

ESTABLISHING THE TAX RATES
FISCAL YEAR JULY 1, 2009 TO JUNE 30, 2010
CITY OF HAGERSTOWN, MARYLAND

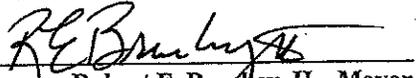
Pursuant to the Charter of the City of Hagerstown and the general public laws of the State of Maryland, the legislative body of the City of Hagerstown is charged with establishing tax rates; and the Mayor and Council, as the duly constituted legislative body for the City of Hagerstown has complied with all the provisions of the Annotated Code of the State of Maryland, the Charter of the City of Hagerstown and all other applicable laws in reference to establishing said tax rates.

NOW, THEREFORE, BE IT RESOLVED, ENACTED and ORDAINED by the Mayor and Council of the City of Hagerstown, that the tax rates for the City for the taxable levy year from July 1, 2009 through June 30, 2010, is hereby established as follows:

- A. All real property is hereby levied and chargeable on the basis of \$0.788 per \$100 based on the assessed value of said properties as required by the Charter of the City of Hagerstown, the Maryland Constitution, and the Annotated Code of Maryland.
- B. All business personal property, except as otherwise provided for by Ordinance 98-04 entitled *ORDINANCE ESTABLISHING THE ASSESSMENT LEVY FOR THE PERSONAL PROPERTY CATEGORIES OF MANUFACTURING MACHINERY & EQUIPMENT, COMMERCIAL INVENTORY AND MANUFACTURING INVENTORY for the CITY OF HAGERSTOWN, MARYLAND for the FISCAL YEAR JULY 1, 1998 and Thereafter*, is hereby levied and chargeable on the basis of \$1.97 per \$100 based on the assessed value of said properties as required by the Charter of the City of Hagerstown, the Maryland Constitution, and the Annotated Code of Maryland.
- C. Taxpayers who pay the taxes referred to herein, between the period of July 1, 2009 up to and including July 31, 2009, shall be entitled and are hereby granted a one half of one percent (1/2%) discount on the amount of said tax. Any property tax levy assessed and invoiced after September 30, 2009 shall be and is hereby granted a period of thirty (30) days from the invoice date to pay without additional interest or penalty.
- D. A semiannual payment plan for all real property is established in accordance with state law. Any taxpayer who makes an election to pay taxes on a semi-annual payment plan shall pay a service charge on and with the second installment based on the amount deferred.

BE IT FURTHER ORDAINED that the effective date of the tax rate established herein is July 1, 2009 and shall govern for the period set forth.

MAYOR AND COUNCIL OF THE
CITY OF HAGERSTOWN, MARYLAND


Robert E. Brudley, II Mayor


Donna Spickler, City Clerk

Date of Introduction: May 12, 2009
Date of Passage: May 26, 2009
Effective Date: July 1, 2009

OVERVIEW
SECTION 1

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CITY OF HAGERSTOWN, MARYLAND

City Administrator's Department

March 31, 2009

To: Mayor and City Council

The current economic conditions and challenges facing local governments require that we provide the leadership to operate the City Government, manage our financial resources, and most importantly serve Hagerstown with responsibility to our citizens and a commitment to a strong future for the City.

The budget decisions we make, the allocation of our financial resources to the community and our operations, our willingness to fund capital projects and improvements to our infrastructure, and the financial demands we place on our citizens all reflect on our leadership for Hagerstown. The City's annual budget provides the foundation for our operations in the coming year, reflects the impact of our past decisions, and indicates our plans for the future.

The following Budget Message will highlight major issues and assumptions reflected in the Proposed FY 09/10 Budget for the City of Hagerstown.

BUDGET SYNOPSIS

General Fund

Our largest operating fund reflects a total expenditure increase of 3.4% over the current year estimated actual, and a 1.8% increase over budgeted expenditures in FY 08/09.

Property Tax

There is no increase in the City's property tax rate. This budget maintains our present tax rate of 78.8 cents per \$100 of assessed property value and the existing 5% cap on assessments for owner occupied residential properties.

Staffing

There are 486 staff positions in this budget, a decrease from the 495 in the current year. This reflects the transfer of 11 police dispatch positions from the City to the new County consolidated emergency dispatch center, and the addition of 2 grant funded police officer positions. There are no other new positions proposed.

Wages

The Proposed Budget does not include a cost of living adjustment for City employees in the coming fiscal year. Position step increases are maintained in accordance with the existing pay plans approved by Mayor and Council in 2006.

Savings

\$376,341 in General Fund expenditure savings is included in the budget. This comes from the Police Departments work with Washington County to consolidate Hagerstown's emergency dispatch operations into a county-wide center.

Utility Rates

Utility budgets reflect preliminary rate increases of 11.5% in our Wastewater service charges and 12.75% for Water, in anticipation of the Mayor and Council considering the report of our rate consultants in July and August. These rate increases are scheduled to take effect in October, 2009.

City Services

This budget maintains current levels of City services and programs.

City Hall • One East Franklin Street • Hagerstown, MD 21740-4987

301/739/8577 Ext. 114

FAX 301/790/3424

STAFF BUDGET STRATEGY

The staff's preparation of this budget reflects several important strategies. These include:

1. **Property Tax Rates:** The City's property tax rates should not be increased next year or in the following years to fund General Fund expenditures. Our property tax rate was raised significantly beginning in FY 01/02 as expenditure increases outpaced the growth in revenue due to a weak tax base. To prevent additional burden on our tax payers we should avoid raising our property tax rate and look for opportunities to lower our tax rate.
2. **Conservative Budget Management:** This budget continues our practice of conservative fiscal management. We have managed our debt service well within accepted industry standards. We have generated significant expenditure savings in health insurance costs and police emergency communications personnel costs. In 2007 and 2008 we received \$17.2 million in Federal and State grant revenue to support city operations and capital improvements thereby lessening the burden on local revenue sources. Our utility rates remain competitively low in our region. We have shifted our General Fund projections from an expenditure driven model to a revenue based approach that better reinforces living within our means. The adoption of the Annexation Policy in 2002 strengthened our finances through capturing our share of growth and development in our metropolitan area as opposed to watching this occur outside the City's corporate boundary, providing no revenue to Hagerstown. With the exception of increased staffing for police, fire, code enforcement, and wastewater operations, we now budget the same number of staff positions for all other remaining City operations as we did in FY 93/94. For many years our Departments have managed their annual budgets to produce a year-end General Fund surplus. We have maintained an appropriate level of General Fund cash reserves to sustain City operations in the event of an unanticipated emergency or financial crisis.
3. **Growth and Economic Development:** Hagerstown depends on growth and development to avoid property tax rate increases and fund the City's operations. This growth and development is crucial to providing a strong property tax base to generate the revenue needed to fund future employee wage and benefit adjustments, improve our capital infrastructure, and avoid additional property tax rate increases. We do not want to return to the budget condition that began in the 1990's, where weakness in our assessable tax base resulted in property tax rate increases to fund existing city operations.
4. **Utility System Infrastructure Improvements:** In recent years Hagerstown has undertaken an aggressive program of capital improvements in our utility systems. We believe this investment in upgraded infrastructure is necessary due to the critical nature of water and wastewater services, the age of our system, and our commitments to meet environmental and public health standards. We also serve a large number of customers within and outside of the City who depend on us for reliable and high quality service. The utilities budgets reflect our ongoing commitment to ensuring our utilities serve our customers well into the future.
5. **Living Within Our Means:** This budget demonstrates our focus on living within our means. We have generated substantial expenditure savings from the consolidation of our Police emergency communications into a county operated center. Our employee committee has restructured our health insurance plan to avoid cost increases for employee and retiree health insurance. We have not budgeted a cost of living adjustment for employees in the coming year in recognition of the current economic situation and the enhanced pay schedule approved by Mayor and Council in 2006.

THE ECONOMY

This budget was prepared in the context of the most serious decline in the national economy the United States has experienced in decades. As discussed during the Mayor and Council's January 27, 2009 Budget Retreat and in prior communications, we need to consider the decline in the housing market, increasing foreclosure rates, employment concerns, and the sizeable gap in the State of Maryland Budget as factors that will impact Hagerstown's budget, both now and in the future. Many economists have suggested that the impact of this economic decline will not be fully felt by local governments for 18-24 months.

In this environment, as we move forward, we will need to closely monitor the following:

- The impact of the economy on our assessed property values, the foundation for our ability to fund General Fund operations.
- The level of private sector investment in Hagerstown as reflected in the issuance of building permits, construction of new housing and commercial properties, and business development.
- The strength of our revenues to fund existing operations, capital infrastructure upgrades, and community based projects.
- The health of the State's budget and the implications for the State shared revenues received by Hagerstown and all Maryland municipalities.
- Our allocation of financial resources to one-time capital projects and ongoing expenses.
- The availability of Federal Stimulus funding to support Hagerstown.

We will need to consider the economy's impact on the demands for City services from citizens, community service agencies, and businesses, as we look for ways to help our residents, community organizations, and businesses better endure the recession.

**COMBINED USES OF FUNDS
2009/10 BUDGET BY FUND**

The Proposed FY 09/10 Budget includes \$161,527,485 in expenditures for all of the City's funds, including \$40,757,112 in the General Fund and \$19,671,529 for the Capital Improvement Projects Fund. The total for our utility operations include \$32,658,304 for City Light, \$23,179,911 for Water, and \$28,502,873 for Wastewater. The Community Development Fund totals \$1,986,643. Our Parking Fund's Proposed Budget is \$1,048,524. These represent the major operating and capital funds. You will also find smaller Special Revenue Funds totaling \$3,466,107 in addition to Service and Trust Funds totaling \$8,436,275.

	<u>Budget 2008/2009</u>	<u>Proposed 2009/2010</u>	<u>Increase/ (Decrease)</u>	<u>Percent Change</u>
General Fund	\$40,026,075	\$40,757,112	\$ 731,037	1.8%
Community Dev Block Grant Fund	2,976,080	1,986,643	(989,437)	-33.2%
Other Special Revenue Funds	3,114,669	3,466,107	351,438	11.3%
Capital Improvement Projects	<u>24,179,754</u>	<u>19,671,529</u>	<u>(4,508,225)</u>	-18.6%
Total Government-type Funds	<u>70,296,578</u>	<u>65,881,391</u>	<u>(4,415,187)</u>	-6.3%
Light	34,560,574	32,658,304	(1,902,270)	-5.5%
Water	18,067,840	23,179,911	5,112,071	28.3%
Wastewater	28,745,490	28,502,873	(242,617)	-0.8%
Parking	1,050,226	1,048,524	(1,702)	-0.2%
Golf	413,517	436,531	23,014	5.6%
Property Management	<u>1,328,030</u>	<u>1,383,676</u>	<u>55,646</u>	4.2%
Total Enterprise-type Funds	<u>84,165,677</u>	<u>87,209,819</u>	<u>3,044,142</u>	3.6%
Service & Trust Funds	<u>9,309,050</u>	<u>8,436,275</u>	<u>(872,775)</u>	-9.4%
Total Combined Uses of Funds	<u>\$163,771,305</u>	<u>\$161,527,485</u>	<u>(\$2,243,820)</u>	-1.4%

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**THE SOURCES AND USE OF FY 09/10 GENERAL FUND
BUDGET REVENUE GROWTH**

The Proposed General Fund Revenue of \$40,761,047 represents a 1.8% increase over the current year budget, a revenue increase of \$732,798. The General Fund is our largest operating fund and receives all of Hagerstown's property tax revenues. For these reasons it generally receives extensive consideration during the Mayor and Council's Budget Process.

The following table identifies the sources of revenue growth for General Fund operations in the coming year, helping us to understand the strength of our revenues to fund operations and capital improvements. The table then shows how this revenue growth is allocated for General Fund uses in the Proposed Budget, indicating how we use the new revenue received in FY 09/10. In summary, this table shows where the General Fund money comes from and where it goes.

Sources of General Fund Revenue Growth

FY 09/10 General Fund Budgeted Revenues	\$40,761,047	1.8% increase
FY 08/09 General Fund Budgeted Revenues	\$40,028,249	
Revenue Growth	\$ 732,798	
<u>Sources</u>		
Property Tax Revenue	\$ 2,029,565	
State & County Shared Taxes	\$ (300,633)	
Licenses & Permits	\$ (157,775)	
Intergovernmental Grants	\$ 4,000	
Service Charges	\$ (119,411)	
Fine & Forfeitures	\$ 36,500	
Unallocated Revenues	\$ (1,448)	
Transfers From Other Funds	\$ (608,000)	
Budgeted Use of Fund Balance	\$ (150,000)	
TOTAL	\$ 732,798	

Use of General Fund Revenue Growth

FY 09/10 General Budgeted Fund Expenditures	\$40,757,112	1.8% increase
FY 08/09 General Fund Budgeted Expenditures	\$40,026,075	
Expenditures Growth	\$ 731,037	
<u>Uses</u>		
Wages & Benefits	\$ (19,879)	
Contractual Services	\$ 159,847	
Materials & Supplies	\$ 70,706	
Trash Collection	\$ 36,043	
Capital Expenditures	\$ 62	
Debt Service	\$ 404,659	
Maintenance & Repairs	\$ 167,864	
Other Expenditures	\$ (88,265)	
TOTAL	\$ 731,037	

**ALLOCATION OF FY09/10 GENERAL FUND
EXPENDITURES BY FUNCTION**

The next table shows how the total General Fund expenditures for FY 09/10 are allocated by function. This table helps illustrate how the City aligns its General Fund resources with its priorities. As Hagerstown works through the full ramifications of the economic downturn and most likely diminished growth in revenues, our expenditure priorities will become a larger factor in Mayor and Council's future budget decisions. For the coming year the allocation of the total General Fund expenditures of \$40,757,112 by function is as follows:

<u>General Fund</u>	<u>Allocation</u>	<u>Percent</u>
Public Safety		
Police	\$12,114,475	29.7%
Fire	6,561,794	16.1%
Streets, Alleys & Signals	3,109,178	7.6%
Engineering & Code Administration	2,619,315	6.4%
Debt Service	2,604,537	6.4%
Waste Collection & Disposal	2,211,598	5.4%
Finance	2,025,586	5.0%
Parks	1,853,552	4.5%
Retiree Benefits	1,427,000	3.5%
Capital Improvements	1,192,000	2.9%
Community Affairs/Public Functions	918,136	2.3%
Unallocated Expenses (1)	570,116	1.4%
Planning	561,681	1.4%
Municipal Buildings	554,992	1.4%
Recreation	521,347	1.3%
Human Resources	487,950	1.2%
Contributions To Other Agencies	341,465	0.8%
Legal Counsel	287,600	0.7%
Economic Development	266,265	0.7%
City Administrator	207,317	0.5%
Mayor & Council	194,042	0.5%
City Clerk	132,166	0.3%
TOTAL	\$40,757,112	100%

(1) Includes Neighborhoods 1st, Housing, Operating Transfers, Contingency, and Termination Pay.

ALLOCATION OF TOTAL FUNDS FOR PROJECTS AND PROGRAMS

It is important that the budget clearly shows how our resources are allocated to projects and programs that are intended to serve and enhance Hagerstown. The following summary highlights the allocation of resources from all City funds toward projects and programs throughout the community and the organization. Many of these highlights reflect capital improvement projects which are presented in greater detail in Section 4 of the budget.

Neighborhood Based Projects

- New Dual Highway Sidewalks - \$100,000 in CIP 07-527/Engineering
- Mills Park Hiker Biker Trail - \$15,000 in CIP 07-737/Engineering
- Wheaton Park Renovations - \$50,000 in CIP 07-293/Parks
- South Prospect Streetscape Improvements \$300,000 in CIP 07-458/Engineering
- Street Overlay and Other Pavement Preservation Projects scheduled for North Cannon Avenue, Downsville Pike, Brown Avenue, Pennsylvania Avenue, Burhans Boulevard, Guilford Avenue, Mill Street, and Summit Avenue - \$840,000 in CIP 07-025/Engineering
- Laurel Street & Frye Avenue and North Prospect & Forest Drive Stormdrain System Upgrades - \$55,000 in CIP 07-444/Engineering

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Neighborhood Based Projects (continued)

- Street Tree Plantings Various Neighborhoods - \$25,000 in CIP 07-594/Engineering
- North & South Burhans Bridge Repair Program - \$400,000 in CIP 07-400/Engineering
- Oswald Park and Rotary Park Irrigation Systems - \$6,000 each in CIP 07-792 and CIP 07-794/Parks
- Funkhouser Park, Hager Park, and City Park Installation of new Park Play Equipment, Benches, and Tables - \$100,000 in CIP 07-237/Parks
- Municipal Stadium Improvements - \$85,000 in CIP 07-040/Parks
- City Park Steam Engine Museum - \$30,000 in CIP 07-439/Recreation
- Franklin Street/Northeast Quad Neighborhood Revitalization - \$100,000/Community Development
- City wide Accessible Sidewalk Ramp Construction - \$40,000/Community Development

City Center Projects

- East Washington Street/Cramer's Alley Improvement Project - \$295,000 in CIP 07-690/Engineering
- Hagers Row Walkway Improvements - \$55,000 in CIP 07-787/Engineering
- Downtown Beautification Program - \$30,000 in CIP 07-280/Public Works
- Library Expansion Project - \$1,250,000 in CIP 07-738

Public Safety

- Fire Engine and Shift Commander Vehicle Replacement - \$432,000 in CIP 07-010/Fire
- Police Radios Purchase- \$36,000 in CIP 07-128/Police
- Police Patrol Car Replacement - \$166,000 in CIP 07-129/Police
- Police Firing Range - \$21,000 in CIP 07-226/Police
- Police Building Renovation - \$350,000 in CIP 07-308/Police
- Street Crime Cameras - \$50,000 in CIP 07-581/Police
- Addition of two grant-funded Police Officer positions and replacement of one existing grant funded gang officer with COPS Hiring Recovery Grant funding of \$174,705 in Police Department Grants Budget (Section 5 Page 18)
- Smoke Detector Installation - \$40,000/Fire & Community Development

Transportation System Enhancements Community Based Partnerships

- Edgewood/US 40 Improvements City Funding Share \$2,583,439 in CIP 07-094 Engineering (Total Project Budget \$12,382,529)
- Professional Court Extension/Bridge Construction City Funding Share \$120,000 and \$380,000 in Federal funds in FY10 in CIP 07-685/Engineering (Total Project Budget \$8,000,000)

Utility System Infrastructure Projects

- 600 Block of North Potomac Pedestrian Street Lights - \$100,000 in CIP 02-388/City Light
- Mitchell Electric Substation Upgrade - \$60,000 in CIP 02-778/City Light
- Electric Substations Wildlife Protection Equipment - \$25,000 in CIP 02-798/City Light
- West End Water Tank Construction Phase II - \$6,420,000 in CIP 03-275/Water
- Water Transmission Main Replacement - \$3,210,000 in CIP 03-167/Water
- Water Distribution Main Replacements - \$927,750 in CIP 03-709/Water
- Jonathan Street Water Main Replacement - \$500,000 in CIP 03-638/Water
- Residential Water Meter Replacements - \$972,000 in CIP 03-653/Water
- Wastewater Treatment Plant Enhanced Nutrient Removal and Disinfection Improvements \$5,250,000 in CIP 04-571/Wastewater
- Wastewater Treatment Plant Headworks Improvements - \$2,650,000 in CIP 04-572/Wastewater
- Wastewater Treatment Plant Disinfection Improvements Phase III B - \$5,250,000 in CIP 04-748/Wastewater
- Salem Avenue Collection System Rehabilitation - \$1,042,000 in CIP 04-779/Wastewater
- Citywide Collection System Rehabilitation - \$1,819,000 in CIP 04-780/Wastewater
- Jonathan Street Wastewater Main Replacement - \$180,000 in CIP 04-693/Wastewater

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Parking

- North Potomac Street Parking Deck Upgrades - \$150,000 in CIP 05-749/Public Works

City Operations

- Information Technology includes CIP 07-739 includes prior bond proceeds of \$400,000 for completion of the new financial management system and \$99,000 for additional GIS system improvements in CIP 07-451
- Information Technology includes \$153,000 in annual maintenance support for the new Financial Management Software System
- CIP 07-637 includes \$25,000 to fund a Stormwater Management Analysis in coordination with Washington County to comply with State requirements
- Economic Development includes \$10,000 to Continue the Hagerstown Advance Marketing Initiative
- \$100,000 in Federal funding from the Omnibus Appropriations Bill is included in the Economic Redevelopment Fund for a Minority and Women Owned Business Program
- City Hall Renovations - \$309,000 in CIP 07-630/Engineering
- City Hall Energy Improvements \$250,000 in CIP 07-326/Public Works

Housing and Community Development

- Single Family Homeownership Program - \$125,000/Community Development
- Bester Place Housing Project - \$315,000/Community Development
- Single Family Residential Rehabilitation Loans - \$80,000/Community Development
- Multi Family Residential Rehabilitation Loans - \$175,000/Community Development
- Downpayment and Settlement Financial Assistance - \$80,000/Community Development
- Home Repair Grants Commission on Aging - \$18,000/Community Development

Community Agency Funding Support: (located in the General Fund Operating Budget Page Section 3 Page 82 and Community Development Fund Section 5 Page 8)

- Community Rescue Service - \$75,000/General Fund
- Hagerstown Neighborhood Development Partnership - \$50,000/General Fund and \$50,000/Community Development (Section 3 Page 50)
- Washington County Free Library - \$38,000/General Fund
- Maryland Symphony Orchestra - \$21,500/General Fund
- Hagerstown Municipal Band - \$20,000/General Fund
- Maryland Theater - \$10,500
- Holly Place (Senior Living Alternatives) - \$55,000/Community Development
- Washington County Museum of Fine Arts - \$49,000/General Fund
- Discovery Station - \$17,500/General Fund
- Community Free Clinic - \$40,000/Community Development and \$20,000/General Fund
- Girls Inc. Supper Program - \$12,750/Community Development
- Housing Authority HOPE VI Project Support - \$48,000/Community Development
- CASA - \$33,265/General Fund

MAJOR BUDGET ISSUES

In addition to the allocation of the City's resources and the implications of the national economy as outlined above, it is important to consider a number of important issues that are presently impacting the budget or have the potential of doing so in the future.

Use of Fund Balance in the General Fund

The adopted budget for FY 08/09 utilized \$300,000 from the fund balance in the General Fund to support current year operations. Staff would recommend that the City not rely on the reappropriation of fund balance to support the ongoing operations of the General Fund. Fund balance is intended to provide a reserve to be utilized in the event of emergency conditions that require the use of one-time funding to sustain City operations. It is the staff's goal to eliminate the General Fund's use of reappropriated surplus

for annual operations. We have reduced the use of Fund Balance to \$150,000 in FY 09/10 and have eliminated reappropriated surplus in our financial projections for future years.

Utility Rate Increases

Our service charges for water and wastewater services remain some of the lowest in our region. However, as discussed over the past few years, we are undertaking major upgrades to our utility infrastructure that involve expensive capital improvements. We have been fortunate to receive substantial grant funding and low interest loans through the Maryland Department of the Environment which have reduced the financial impact of these projects on our ratepayers. Last year we began the process of discussing our rate projections with the Mayor and Council and we are presently finalizing a cost of service study with the assistance of the Municipal Financial Services Group.

This budget assumes a 12.75% rate increase in Water and a 11.5% rate increase in Wastewater in the coming year with a series of rate increases to follow in subsequent years. At this time we are anticipating that the cost of service study will be finalized and then presented to Mayor and Council in mid-summer, following adoption of this budget. For that reason, these rate assumptions should still be viewed as preliminary. We have also assumed that next year's rate increases will not take effect until October, 2009.

Growth & Development

Housing construction has slowed significantly. In 2008 the City issued building permits for 170 residential units. 133 permits were issued in 2007. These numbers represent a sharp decline from the 395 permits issued in 2006, the 675 issued in 2005, and the 473 issued in 2004. While commercial development remained strong through 2007, we have now begun to experience a slowdown in this area as commercial developers deal with the economic recession. Our concern is that Hagerstown derives 60% of its General Fund revenue from the property tax. We are dependent on both residential and commercial development to achieve our financial goals of avoiding property tax increases and funding current operating and staffing levels. Likewise, we need such growth to achieve our community goals of funding capital projects that enhance public infrastructure and providing services that make Hagerstown an attractive and vibrant community for our residents.

State Shared Revenue

Earlier in 2009 the State of Maryland announced it was facing a \$1.9 Billion shortfall in a total budget of \$14 Billion. As a result we were advised that Hagerstown should prepare in the current fiscal year for a \$275,000 reduction in Maryland's distribution of highway user revenues from prior State projections. For next year the State recommended we plan on a \$325,000 shortfall. The lower revenue forecasts from the State are based on reduced consumption of gasoline by Maryland drivers and do not reflect a modification to the state wide revenue distribution formula. In late March there were discussions in Annapolis suggesting the distribution formula be changed to further reduce highway user revenues for local governments. In our case the discussions indicated we could possibly receive an additional \$600,000 loss of revenue beyond the \$325,000 reduction already included in this budget. Because there was no final resolution on the State's discussion of further reductions in these state shared revenues, we have not shown the loss of this \$600,000 in the proposed budget. However, this may become a topic of Mayor and Council's budget discussions in April and May.

This budget includes \$7,425,081 in total State & County Shared Revenue in our General Fund, a \$300,633 reduction from the revenue budgeted in the current year.

Federal Stimulus Package and other Federal Funding

City staff have been pursuing funding opportunities through the Federal Stimulus Package and other Federal funding programs recently approved by Congress. Final details on funding and Hagerstown's eligibility have not been fully established, but staff is anticipating the receipt of Stimulus funding. In addition to the Stimulus Package there are other Federal Programs which are providing funds to municipalities.

We have been notified that Hagerstown will receive an additional \$249,458 in stimulus funding through

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Community Development Block Grant in addition to our normal annual Community Development entitlement. We are required to account for this funding separate from our annual Community Development and have included this money in the Special Revenue Grant Fund. We have not yet received final guidelines from Housing and Urban Development on the use of these funds.

In addition just recently, we received notice that the City will receive \$700,000 in Federal funding through the Neighborhood Conservation Initiative approved by Congress during Summer, 2008. This funding has been allocated to provide \$400,000 for Hagerstown's Bester Place Project, \$175,000 for Washington County's new transit facility, \$105,000 for the City's Single Family Homeownership Program, and \$20,000 for administration. We received notice too late to incorporate this funding into this document.

We have also been notified that Hagerstown may receive funding for utility infrastructure improvements through the Federal Stimulus Package. Preliminary information indicates we may receive \$1,422,567 in grant funding for our Wastewater Collection System Rehabilitation Project to reduce infiltration and inflow in our lines. In addition the notice indicated we may receive \$3.3 million in loan funding for the construction of the second enclosed water storage tank on the west end. Because this information is preliminary and was just received on March 20th, we have not included this Federal funding in the Water and Wastewater Fund budgets. Once this funding is finalized we will incorporate the necessary budget adjustments.

As the Mayor and Council know we have also been approved for funding through the Omnibus Appropriations Bill recently adopted by Congress. This funding will provide \$100,000 for support of Minority and Women Owned Businesses and \$300,000 for improvements to the City's water transmission system. In addition the City received \$380,000 for the Eastern Boulevard Corridor Project.

The Police Department has recently applied for \$130,548 for Edward Byrne Memorial Justice Assistance Grant funding for Police Laboratory Equipment, a vehicle for the Criminal Investigations Division, and overtime for law enforcement initiatives in the CSAFE Area. The Proposed Budget includes \$174,705 in Federal COPS Hiring grant funds to support two new additional police officer positions and an existing position previously funded by another grant. Final approval of funding on these two applications has not been received.

Health Insurance

The cost of employee and retiree health insurance remains an important issue for municipal governments. In our case we have budgeted \$3,879,126 for General Fund health insurance expenditures and \$7,270,386 for all of our operations. The good news is that the work of our Health Insurance Committee in developing and implementing plan changes has reduced our claims experience to the point that we have actually lowered our health insurance expenditures in the coming year by 6.8% from the amount budgeted this year, a substantial savings for the City. Our Human Resources Department and our employees deserve credit for their work in lowering our Health Insurance costs.

Assessed Property Values

July 1, 2009 begins the second year of the most recent triennial reassessment for Hagerstown residential and commercial properties. The current triennial reassessment is based on property value growth between the fall of 2004 and the fall of 2007. Even though property values began to decline by the end of 2007, these values were still at significantly higher levels than 2004, resulting in a substantial increase in assessed values for the triennial reassessment that began on July 1, 2008. Although property values have continued to decline in 2008 from historically high assessment levels, the City will not feel the full impact of these lower values until either the property sells or the next triennial reassessment in Fall, 2010.

The important issue for the City is the need for us to prepare for weaker growth in our assessed property values as determined by the Fall, 2010 reassessment. We face the potential that growth in our assessable tax base will not be strong enough to support the General Fund to the desired level.

Section 10 Page 6 provides a table illustrating the history of our growth in assessable tax base. We are estimating a 10.8% increase in assessable base in the current fiscal year followed by an 8.8% increase

next year. For comparison purposes the last three years preceding the current fiscal year averaged annual increases of 11.9%. From FY 93/94 through FY 04/05 we experienced weak growth in Hagerstown's assessed values, with annual increases ranging from 1.1% to 6.6%. It was during these years that Hagerstown's property tax rate grew at historically high annual increases and the City's capital improvement program was under-funded.

The combination of the economic recession and the associated decline in property values will likely require us to adjust to weaker growth in our property tax base. It will be staff's recommendation that we not raise the City's property tax rate in the future, but rather focus on growth and development to strengthen our revenues and utilize expenditure savings as necessary to balance the General Fund.

Consolidated Emergency Dispatch Center

As the Mayor and Council are aware, the Hagerstown Police Department and Washington County Sheriff have worked to combine the City's and County's emergency communications operations into a consolidated center. This budget assumes the operation of this consolidated dispatch operation will begin July 1, 2009, generating General Fund expenditure savings of \$376,341.

GENERAL FUND FINANCIAL PROJECTIONS

Section 10 of the budget includes financial projections for each of our funds, including the General Fund. While there are comments related to these projections in Section 10, I would like to highlight some of the assumptions included in our General Fund projections.

Similar to last year, we have prepared revenue based projections. This means we have adjusted our expenditure forecasts to fall within the amount of the projected revenue available for FY10/11 and following years. These General Fund projections now show what we can afford to expend based on available revenue. Prior to last year our projections were based on forecasted expenditure levels, which often resulted in large projected deficits due to revenues falling below expenditures. We believe the revenue based projections we now use provide a more realistic picture and better reinforce the need for us to live within our means.

Among the major assumptions included in our General Fund projections are the following:

- ▶ We have projected declining growth in our property tax revenue as the impact of the economic recession unfolds and the new triennial assessment takes effect on July 1, 2011. For next year we have included a 7.5% increase in property tax revenue, followed by a 6.9% increase in FY 10/11 and a 5.0% increase in each of the three subsequent years.
- ▶ There is no property tax rate increase included in the next five fiscal years.
- ▶ We are anticipating a decline in State Shared revenue for FY09/10 followed by very modest growth in following years as the State of Maryland works through their sizeable budget shortfall and the economic recovery hopefully begins.
- ▶ The projections do not include the reappropriation of General Fund surplus beyond FY09/10.
- ▶ We have included employee pay step increases in each of the four fiscal year projections beyond 09/10, by including an additional 2.5% in base wages. The projections provide enough funding to support an employee cost of living adjustment of 1.75% in FY 10/11 if there is no further deterioration in the City's revenue base such as additional cuts in State aid or assessable base growth being less than anticipated. However, the revenue forecasts do not support COLA's in the following three fiscal years. The projections do include expenditures for Health Insurance Stipends to provide that no employee receives a reduction in net pay due to higher employee contributions for health insurance in the years when a COLA is not reflected in the projections. Please refer to Section 10 Page 10 for further details on the General Fund wage projections.

- ▶ The projections include a continuation level of funding for General Fund supported capital, which includes the street maintenance, park improvements, vehicle purchases and other capital expenditures that are critical to our operations and public infrastructure

It is staff's believe that the City's property tax rate should not be raised to fund expenditure levels beyond these projections. Strengthening General Fund revenue through economic growth and development is the key to stronger revenues that can fund new community based projects and programs, employee cost of living adjustments, and a stronger capital improvement program. Hagerstown's history of growth in our assessable tax base and property tax rate increases as shown on Section 10 Page 6 demonstrates the value of strengthening the City's tax base through growth and development.

COMPREHENSIVE BUDGET POLICY

Prior to January 1, 2010 staff recommends that the Mayor and Council adopt a Comprehensive Budget Policy. Such a policy would reflect the Mayor and Council's priorities related to property tax rates and our use of City revenues. It would better connect the City's finances to operations and the City's goals for the community. Staff suggests that this policy include:

- ▶ A review of the City's existing fiscal policies as outlined on pages 35-38 in Section One of the FY 09/10 Budget.
- ▶ Development of a clear policy statement that links the City's economic development and annexation goals to the budget.
- ▶ Development of a General Fund budget preparation policy that would specify the Mayor and Council's priorities for allocating annual revenue growth toward tax relief, community based capital projects and programs, and ongoing City operating expenses.

PROPERTY TAX

**REAL PROPERTY TAX RATE
PER \$100 OF ASSESSED VALUE**

	1981/1982 Rate **	2009/2010 Rate	Change \$	Change %
City	\$ 0.700	\$ 0.788	\$ 0.088	12.6 %
County *	0.828	0.948	0.120	14.5 %
State	0.084	0.112	0.028	33.3 %

* Assumes County rate remains stable from current year.
** Re-stated per new property tax rate model.

As mentioned earlier in the message, the real estate tax rate is proposed to remain unchanged from fiscal year 2008/2009 at \$0.788 per \$100 of assessed value. The table above compares City, County, and State tax rates since the City adopted its current City Charter. In this period City property tax rates have increased less than the County or State rates.

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GENERAL FUND CAPITAL INVESTMENT

The following table summarizes our history of General Fund capital investment since fiscal year 1994/95.

<u>Fiscal Year</u>	<u>Capital Outlay</u>	<u>Appropriation To CIP Fund</u>	<u>Total</u>
1994/1995	\$ 267,251	\$ 1,225,400	\$ 1,492,651
1995/1996	188,084	1,063,338	1,251,422
1996/1997	151,139	1,349,610	1,500,749
1997/1998	167,683	836,500	1,004,183
1998/1999	84,894	428,001	512,895
1999/2000	371,221	1,146,484	1,517,705
2000/2001	117,839	754,070	871,909
2001/2002	112,988	597,301	710,289
2002/2003	211,417	888,160	1,099,577
2003/2004	187,480	614,800	802,280
2004/2005	202,262	1,061,767	1,264,029
2005/2006	161,135	1,090,294	1,251,429
2006/2007	186,154	985,262	1,171,416
2007/2008	201,312	1,267,000	1,468,312
Estimated Actual			
2008/2009	199,703	1,179,310	1,379,013
Recommended Budget:			
2009/2010	193,990	1,192,000	1,385,990
Projected:			
2010/2011	207,000	1,216,000	1,423,000
2011/2012	215,000	1,239,000	1,454,000
2012/2013	220,000	1,283,000	1,503,000
2013/2014	225,000	1,267,000	1,492,000

Although we expect that we will encounter financial challenges over the next several years, we will attempt to be prudent in maintaining adequate levels of capital projects funding so that the City's assets and infrastructure are replaced and maintained for our citizens safety and recreational needs.

BONDED DEBT OUTSTANDING

Over the last twelve years, the City has utilized the bond/credit market to borrow \$102.1 million for major capital and economic development projects through fiscal year 2009/2010. During this same twelve year period the City anticipates repaying \$49.5 million of principal.

In fiscal year 2009/2010 we propose to issue \$11,869,750 of Water Fund debt, \$9,430,000 of Waste Water Fund debt, \$856,000 of General Fund debt, and \$150,000 of Parking Fund debt. These proposed capital expenditures are described in detail in the Capital Improvement Program (Section 4) and in the Enterprise Funds (Section 6).

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The following table illustrates the balance of bonded debt outstanding at the end of each fiscal year since fiscal year 1996/1997. It is separated into tax supported general bonded debt and self-supporting enterprise fund debt for the City's Light, Water, Sewer, Parking, and Property Management funds.

<u>Fiscal Year</u>	<u>Total Bonded Debt</u>	<u>General Tax Supported</u>	<u>Self-Supporting Enterprise</u>
1996/1997	20,029,328	7,584,535	12,444,793
1997/1998	26,591,741	9,167,683	17,424,058
1998/1999	30,244,397	10,121,215	20,123,078
1999/2000	31,033,591	9,420,333	21,613,258
2000/2001	31,287,614	8,673,737	22,613,877
2001/2002	31,813,068	7,918,021	22,895,047
2002/2003	28,343,504	7,203,628	21,139,876
2003/2004	28,429,079	7,741,852	20,687,227
2004/2005	31,011,741	11,642,712	19,369,029
2005/2006	31,842,647	9,836,534	22,006,113
2006/2007	40,078,392	16,120,194	23,958,198
2007/2008	39,691,668	14,835,434	24,856,234
2008/2009 Estimated Actual	54,890,514	21,764,875	33,125,639
2009/2010 Proposed Budget	72,677,097	20,928,748	51,748,349
12 Year Increase in Outstanding Debt	\$ 52,647,769	\$ 13,344,213	\$ 39,303,556

DEBT LEVELS AND AFFORDABILITY

Neither State law nor the City's Charter places a limitation upon the amount of general obligation debt the City may incur. However, the City has strictly adhered to a debt policy which is included as part of the fiscal policies section of this document to ensure it prudently and responsibly manages its debt. While the City issues general obligation bonds for its utilities to lower interest costs, this debt is considered self-supporting from utility user charges. Only non-utility general obligation financing bonds are considered to be tax supported.

As the table below demonstrates, the City's debt is still well below the limits established in the City's debt policy.

TAX SUPPORTED GENERAL OBLIGATION DEBT RATIOS

<u>Fiscal Year</u>	<u>Percent of Assessed Value</u>	<u>Debt Per Capita</u>	<u>General Fund Debt Service as % of General Fund Operating Revenue</u>
1995/1996	0.60 %	\$ 201	4.50 %
1996/1997	0.61 %	214	4.30 %
1997/1998	0.73 %	259	4.40 %
1998/1999	0.79 %	286	5.40 %
1999/2000	0.71 %	257	4.90 %
2000/2001	0.63 %	237	4.70 %
2001/2002	0.54 %	215	4.60 %
2002/2003	0.48 %	194	4.30 %
2003/2004	0.51 %	206	3.60 %
2004/2005	0.71 %	310	3.70 %
2005/2006	0.54 %	257	4.77 %
2006/2007	0.77 %	413	4.84 %
2007/2008	0.65 %	371	5.50 %
2008/09 Estimated	0.86 %	539	5.15 %
2009/10 Projected	0.76 %	512	6.39 %
City Debt Policy	10.0 %	\$1,000	10.0 %

CITY ADMINISTRATOR'S BUDGET MESSAGE
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GENERAL FUND

Revenues

The sources of funds to support the proposed General Fund budget are as follows:

	Budget 2008/09	Estimated Actual 2008/09	Proposed Budget 2009/10	
Property Taxes	\$23,614,855	\$23,850,109	\$25,644,420	8.6%
State and County Shared Taxes	7,725,714	7,318,600	7,425,081	-3.9%
Licenses & Permits	1,559,475	1,412,500	1,401,700	-10.1%
Intergovernmental Revenue	111,000	103,125	115,000	3.6%
Charges for Current Services	3,317,105	3,186,337	3,197,694	-3.6%
Fines & Forfeitures	86,500	122,900	123,000	42.2%
Interest Income	400,000	300,000	250,000	-37.5%
Interdepartmental Charges	2,143,501	2,070,369	2,250,000	5.0%
Sale of Land & Other Property	14,000	13,000	15,000	7.1%
Other General Revenue	87,099	106,973	128,152	47.1%
Transfers from Other Funds	669,000	669,000	61,000	-90.9%
Budgeted Use of Fund Balance	300,000	300,000	150,000	-50.0%
Total Current Revenue	\$40,028,249	\$39,452,913	\$ 40,761,047	1.8%

The major revenue changes are as follows:

- This year's estimated property assessment has increased from \$2.545 Billion in fiscal year 2008/2009 to \$2.768 Billion for fiscal year 2009/2010, or a 8.8% increase in assessed base. The current tax rate of \$0.788 per \$100 in assessed value is recommended to be maintained for fiscal year 2009/10. Real estate taxes are estimated at \$20,949,400 and business personal property taxes at \$2,156,000.
- The State and County Shared Taxes 3.9% decrease from the 2008/09 budget is primarily due to the decline in Highway User Revenues and new Room Tax-Tourism Promotion revenue sharing from the County being less than anticipated. Growth in this area has been negatively impacted as a result of higher gasoline costs, resulting in reduced gasoline purchases and a reduction in gasoline tax revenues to the State. This estimate is based on the current distribution formula. The 1.1% increase in State Income Tax revenues is primarily based on historic trends and analysis of the City's estimated actual receipts for FY 2008/2009. Additionally, a decrease in new residential growth has occurred within the City. The .9% increase in County Tax Differential revenues is based on the estimate the City received from Washington County.
- The Licenses and Permitting 10.1% decrease from the 2008/2009 budget is due to an anticipated slow down in development as reflected in building, plumbing, and electrical permits. Residential development has slowed significantly due to the down turn in the housing markets, but non-residential development in the City, while down, is proceeding with several new projects planned for the upcoming year.
- Grant (Intergovernmental) revenues are expected to increase by 3.6% (\$4,000) from the 2008/2009. This is due to the \$4,000 increase in the Board of Education's School Resources grant. This represents a three year cost sharing arrangement with the Board of Education. The increase is the result of the City's Police Department now having the staffing level to devote to policing the schools.

CITY ADMINISTRATOR'S BUDGET MESSAGE
FISCAL YEAR 2009/2010

- Overall charges for current services are proposed to decrease by 3.6% (\$119,411) primarily due to a decrease in Refuse Collection Fees (\$113,200) that did not occur. Fees are not anticipated to increase unless warranted by the County increasing their landfill tipping fees.

- The 37.5% decrease (\$150,000) in Interest Income is due to a projection that interest rates will continue to fall in response to declining interest rates.

- The 47.1% increase (\$41,053) in Other General Revenues is primarily due to an anticipated increase of \$14,644 in property rentals, a \$20,009 increase in Contributions from private organizations, such as the Volunteer Fire Department, and a \$6,400 increase in Other Miscellaneous Revenues which were budgeted in Fiscal Year 2009/2010.

- Transfers from other funds is lower by \$608,000 primarily because Fiscal Year 2008/2009 included the final return of a \$600,000 prior year advance to the Health Care Fund to prefund healthcare costs.

- Budgeted use of fund balance reflects a lowering of the expected use of fund balance from \$300,000 to \$150,000 for Fiscal Year 2009/2010. We have proposed to eliminate its use for Fiscal Year 2010/2011 as shown in the Financial Projections in Section 10.

CITY ADMINISTRATOR'S BUDGET MESSAGE
FISCAL YEAR 2009/2010

Cost by Function

The General Fund expenditures by City functions are shown as follows:

	<u>Budget 2008/09</u>	<u>Estimated Actual 2008/09</u>	<u>Proposed Budget 2009/10</u>	<u>Percent Change</u>
Police	\$11,864,430	\$11,676,279	\$12,114,475	2.1%
Fire	<u>6,400,334</u>	<u>6,393,825</u>	<u>6,561,794</u>	2.5%
Total Public Safety	18,264,764	18,070,104	18,676,269	2.3%
Street & Signal	3,206,409	3,166,131	3,104,178	-3.2%
Municipal Buildings	<u>576,098</u>	<u>545,754</u>	<u>554,992</u>	-3.7%
Total Public Works	3,782,507	3,711,885	3,659,170	-3.3%
Parks & Recreation	2,320,760	2,244,312	2,374,899	2.3%
Engineering, Code Administration	2,565,026	2,563,224	2,619,315	2.1%
Unallocated General Expenses	2,101,542	2,162,186	1,682,124	-20.0%
Debt Service	2,199,878	2,030,342	2,604,537	18.4%
Waste Collection	2,144,449	2,070,163	2,211,598	3.1%
Finance	1,855,272	1,830,361	2,025,586	9.1%
CIP Appropriations	1,179,310	1,179,310	1,192,000	1.1%
Community Affairs & Public Info	900,675	888,425	918,136	1.9%
Human Resources	478,788	469,493	487,950	1.9%
Planning	538,711	521,970	561,681	4.3%
City Administrator	200,523	197,800	207,317	3.4%
Transfers to Other Funds	465,146	460,480	490,032	5.4%
Economic & Community Dev.	346,852	344,440	422,490	21.8%
Other General Government	<u>681,872</u>	<u>662,618</u>	<u>624,008</u>	-8.5%
Total Cost by Function	\$40,026,075	\$39,407,113	\$40,757,112	1.8%

The General Fund expenditures by function include:

- The \$250,045 (2.1%) increase in the Police Department's budget over the 2008/2009 budget is primarily due to an increase in base wages (\$146,634), an increase in additional wages (\$78,346) and an increase in material, supplies and utilities (\$25,377). Two police officers are to be added in Fiscal Year 2009/2010. This will increase base wages of \$75,576 and increase employee benefits by \$40,894. These officers are expected to be funded through a federal grant in the Special Revenue Grants Fund. Costs for reaccrediting the Police Lab are also included in the proposed budget.
- The \$161,460 (2.5%) increase in the Fire Department's budget over the 2008/2009 budget is primarily due to an increase in base wages (\$116,207) and an increase in employee benefits (\$10,337). Wages and fringe benefits includes a full year of wages and benefits for the nine additional firefighters that were added in June 2008.
- The \$170,314 (9.1%) increase in the Finance department budget over the 2008/2009 budget is primarily due to an increase in maintenance costs (\$153,000) associated with implementation of the City's new financial management system that was placed in service on November 3, 2008.
- The \$404,659 (18.4%) increase in debt service reflects the impact of interest expense of \$418,410, and a principal payment of \$253,286 from the planned 2009 debt issuance of \$8,430,735.
- The Unallocated General Expenses decreased by 20.0% due to the anticipated savings of \$376,341 the City expects to realize as a result of the transfer of the Police Communications Dispatchers to the County for a new Combined 911 Center.

CITY ADMINISTRATOR'S BUDGET MESSAGE
FISCAL YEAR 2009/2010

Expenditures by Type

The use of funds by General Fund expenditures can also be analyzed as follows:

<u>Expenditures</u>	<u>Budget 2008/09</u>	<u>Estimated Actual 2008/09</u>	<u>Proposed Budget 2009/10</u>	<u>Percent Change</u>
Base Wages	\$17,368,484	\$17,512,220	\$17,615,355	1.4%
Additional Wages	<u>2,257,950</u>	<u>2,172,991</u>	<u>2,140,211</u>	-5.2%
Total Wages	19,626,434	19,685,211	19,755,566	0.7%
Employee Benefits	<u>8,266,958</u>	<u>7,807,155</u>	<u>8,117,947</u>	-1.8%
Total Wages & Benefits	27,893,392	27,492,366	27,873,513	-0.1%
Materials, Supplies & Utilities	2,311,548	2,348,190	2,382,254	3.1%
Debt Service	2,199,878	2,030,342	2,604,537	18.4%
Capital Expenditures	1,385,928	1,379,013	1,385,990	0.0%
Trash Collection	2,195,813	2,119,626	2,231,856	1.6%
Contracted Services	499,670	557,031	615,617	23.2%
Maintenance & Repairs	392,496	392,889	560,360	42.8%
Professional Services	698,010	709,203	741,910	6.3%
Vehicle Operating Expenses	517,892	533,738	536,350	3.6%
Contributions to Other Agencies	333,965	334,186	341,465	2.3%
Transfers to Other Funds	465,146	460,480	490,032	5.4%
Public Functions	278,150	265,860	276,850	-0.5%
Advertising & Printing	356,280	338,860	297,925	-16.4%
Risk Management	229,850	188,776	207,593	-9.7%
Communications Expenses	142,189	149,561	153,717	8.1%
Rentals	152,571	122,648	86,461	-43.3%
Economic Incentives	67,750	65,191	69,000	1.9%
Other Expenses	814,171	757,027	849,116	4.3%
Reimbursements/Allocations	<u>-908,624</u>	<u>-837,874</u>	<u>-947,434</u>	4.3%
Total Expenditures	\$40,026,075	\$39,407,113	\$40,757,112	1.8%

Compared with the previous year, the major General Fund expenditures in the proposed budget are as follows:

- The \$246,871 (1.4%) increase in Base Wages reflects two police officers added in Fiscal Year 2009/2010 less the transfer of 11 police dispatchers to the County for the new Combined 911 Center. No cost of living adjustment was included for employees in the Fiscal Year 2009/2010 budget, only steps in accordance with our existing pay plans.
- The \$117,739 (5.2%) decrease in additional wages reflects City-wide departmental efforts to reduce expenditures for overtime pay (\$56,847), and a decrease in estimated leave payouts on employee terminations of (\$58,270).
- The \$167,864 (42.8%) increase in Maintenance & Repairs is primarily the result of an increase in maintenance costs (\$153,000) associated with implementation of the City's new financial management system that was placed in service on November 3, 2008.
- The \$404,659 (18.4%) increase in debt service reflects the impact of interest expense of \$418,410, and a principal payment of \$253,286 from the planned 2009 debt issuance of \$8,430,735.

ENTERPRISE FUNDS

LIGHT FUND

	<u>Budget 2008/09</u>	<u>Estimated Actual 2008/09</u>	<u>Proposed Budget 2009/10</u>
Operating Revenues	\$34,657,332	\$32,778,098	\$32,391,487
Operating Expenses	<u>33,938,742</u>	<u>32,771,500</u>	<u>32,556,461</u>
Operating Income (Loss)	718,590	6,598	(164,974)
Nonoperating Revenues (Expenses)	233,570	272,416	254,462
Capital Contributions	12,000	15,000	15,000
Transfers out	<u>(55,000)</u>	<u>(55,000)</u>	<u>(55,000)</u>
Change in Net Assets	909,160	239,014	49,488
Add Back Net Depreciation	1,092,500	1,092,504	1,146,458
Capital Outlay	(1,587,000)	(1,168,500)	(1,133,000)
Repayment of Debt Principal	(56,661)	(56,661)	(46,502)
Deduct Non-Cash Capital Contrib.	<u>(12,000)</u>	<u>(15,000)</u>	<u>(15,000)</u>
Net Surplus (Deficit)	\$ 345,999	\$ 91,357	\$ 1,444

Compared with the previous year, the major revenue changes in the proposed budget are:

- No electric rate increases have been projected for Fiscal Year 2009/2010. The proposed budget reflects the third year of a 5 year power supply contract with Allegheny Power.
- Electric revenues are decreasing in the Fiscal Year 2009/2010 budget as the result of conservation, forecasted milder temperatures, and a customer bill reduction of approximately \$130,000 associated with the purchase power component.

The major expenditure changes in the proposed budget are as follows:

- The \$1,133,000 capital outlay program includes vehicle replacements of \$100,000, installation of ornamental street lighting on the 600 block of Potomac Avenue and the 100 block of East Antietam Street (\$100,000), relocate existing overhead lines around the new parking deck in the Arts & Entertainment District (\$50,000), the purchase of spare regulators to replace obsolete units at various substations (\$50,000), and new services at The Wesel Boulevard Development and at Linwood Hollow (\$70,000).
- Although still authorized employee positions, the budget does not fund the salary and benefits for one line worker and a drafting technician III. Savings in salary and benefits from these two positions is projected to be approximately \$140,000.

CITY ADMINISTRATOR'S BUDGET MESSAGE
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WATER FUND

	<u>Budget 2008/09</u>	<u>Estimated Actual 2008/09</u>	<u>Proposed Budget 2009/10</u>
Operating Revenues	\$8,396,600	\$8,401,160	\$9,191,221
Operating Expenses	<u>8,816,429</u>	<u>8,742,164</u>	<u>9,232,848</u>
Operating Income (Loss)	(419,829)	(341,004)	(41,627)
Nonoperating Revenues (Expenses)	(187,532)	(29,288)	(340,036)
Capital Contributions	3,000,000	2,300,000	2,600,000
Gain on Fixed Asset Disposals	3,800	--	--
Transfers out	<u>(55,000)</u>	<u>(55,000)</u>	<u>(55,000)</u>
Change in Net Assets	2,341,439	1,874,708	2,163,337
Add Back Net Depreciation	1,500,000	1,500,000	1,500,000
Capital Outlay	(9,258,120)	(7,650,000)	(13,706,125)
Repayment of Debt Principal	(708,196)	(707,394)	(879,098)
Additional Principal	(367,563)	--	(289,804)
Deduct Non-Cash Capital Contrib.	(1,500,000)	(1,500,000)	(1,500,000)
Bond Proceeds	6,775,620	9,074,478	12,559,750
Benefit Charge Funds	<u>1,394,218</u>	<u>--</u>	<u>246,375</u>
Net Surplus (Deficit)	\$ 177,398	\$ 421,766	\$ 97,435

Compared with the previous year, the major revenue changes in the proposed budget are:

- A 12.75% water rate increase is proposed for Fiscal Year 2009/10. This increase is effective October 1, 2010 for inside and outside City customers and is needed to stabilize cash and fund necessary infrastructure improvements.
- The City is anticipating borrowing \$3,059,750 to finance distribution system rehabilitation, new water service installations, West End Reservoir Phase II improvements, pump station improvements, and to finish the streetscape project along Jonathan Street. In addition, borrowing of \$9,500,000 through the Maryland Department of the Environment Revolving Loan Fund will be needed to finance major system improvements such as the Phase V (Electrical Upgrades) of Willson Plant improvements, the Willson Transmission Main, and the construction of an additional 6.4 million gallon tank to replace the West End Reservoir.

The major expenditure changes in the proposed budget are as follows:

- The fiscal year 2009/10 budget includes continuation of major capital projects: the West End Reservoir Phase II project (\$6,420,000), the Willson Transmission Main project (\$3,210,000), the R.C. Willson Water Treatment Plant Phase V project (\$800,000), the Jonathan Street Streetscape project (\$500,000), and the R.C. Willson Water Treatment Plant Phase IV Improvements (\$100,000).
- Operating expenses include increases in chemical, material and utility costs. Although salary and benefit costs are increasing, no additional staff cost is projected.

CITY ADMINISTRATOR'S BUDGET MESSAGE
FISCAL YEAR 2009/2010

WASTEWATER FUND

	<u>Budget 2008/09</u>	<u>Estimated Actual 2008/09</u>	<u>Proposed Budget 2009/10</u>
Operating Revenues	\$ 9,068,273	\$ 8,864,390	\$ 9,617,637
Operating Expenses	<u>11,118,971</u>	<u>10,905,270</u>	<u>11,234,481</u>
Operating Income (Loss)	(2,050,698)	(2,040,880)	(1,616,844)
Nonoperating Revenues (Expenses)	(189,824)	(181,824)	(358,727)
Capital Contributions	9,112,000	2,025,000	8,875,000
Transfers out	<u>(55,000)</u>	<u>(55,000)</u>	<u>(55,000)</u>
Change in Net Assets	6,816,478	(252,704)	6,844,429
Add Back Net Depreciation	2,035,000	2,138,000	2,138,000
Capital Outlay	(18,352,005)	(5,023,338)	(17,698,000)
Repayment of Debt Principal	(1,082,690)	(1,082,690)	(1,079,319)
Anticipated Debt Principal	--	--	(122,346)
Deduct Non-Cash Capital Contrib.	(1,500,000)	(350,000)	(350,000)
Bond Proceeds	10,907,505	4,072,317	8,152,500
Benefit Charge Funds	<u>1,150,014</u>	<u>475,254</u>	<u>2,203,553</u>
Net Surplus (Deficit)	\$ 77,302	\$ (23,161)	\$ 88,817

Compared with the previous year, the major revenue changes in the proposed budget are:

- An 11.5% wastewater rate increase is proposed for October 1, 2009. This rate increase is projected to raise an additional \$743,837 and is needed to more adequately fund operations and stabilize decreasing cash reserves.
- Additional borrowing of \$7 million through MD Department of the Environment will be needed in Fiscal Year 2009/10 to help finance major system improvements such as collection system rehabilitation, and continued improvements to the Waste Water Treatment Plant (WWTP). City bond financing of \$1,152,500 will be needed for Jonathan Street Streetscape, collection system rehabilitation, WWTP Disinfection improvements, and other major capital improvements.
- Capital contributions contain \$5,250,000 in Fiscal Year 2009/10 from the Bay Restoration Fund grants to design and start construction of Enhanced Nutrient Removal improvements at the WWTP and \$800,000 from the Bay Restoration Fund for collection system rehabilitation. In addition, capital contributions include \$1,750,000 from the Washington County Health System for improvements to the Conrad Court pump station and force main.

The major expenditure changes in the proposed budget are as follows:

- Capital outlay includes \$5,250,000 to install deep-bed denitrification filters at the WWTP, \$2,800,000 to replace the ozone disinfection system at the WWTP, \$2,650,000 for headwork equipment at the WWTP, and \$2,550,000 to upgrade the Conrad Court Pump Station.

CITY ADMINISTRATOR'S BUDGET MESSAGE
FISCAL YEAR 2009/2010

PARKING FUND

	<u>Budget 2008/09</u>	<u>Estimated Actual 2008/09</u>	<u>Proposed Budget 2009/10</u>
Operating Revenues	\$ 942,545	\$ 904,152	\$ 933,370
Operating Expenses	<u>578,312</u>	<u>598,196</u>	<u>614,021</u>
Operating Income (Loss)	364,233	305,956	319,349
Nonoperating Revenues (Expenses)	<u>(124,475)</u>	<u>(126,475)</u>	<u>(121,556)</u>
Change in Net Assets	239,758	179,481	197,793
Add Back Net Depreciation	187,188	187,188	187,188
Capital Outlay	(150,000)	(260)	(150,000)
Repayment of Debt Principal	(376,227)	(376,227)	(345,635)
Bond Proceeds	<u>150,000</u>	<u>--</u>	<u>150,000</u>
Net Surplus (Deficit)	\$ 50,719	\$ (9,818)	\$ 39,346

The major revenue changes are as follows:

- Operating revenues reflect a \$2.50 increase in monthly permit fees for the two parking decks and a \$2.00 increase in the monthly permit fee for surface lots. Deck fee revenues also include a new \$1 fee to park in the two decks during evenings and weekends beginning January 1, 2010.
- A \$150,000 2009 bond issue is anticipated for a new entrance/exit control and camera system for the North Potomac Street Parking Deck.

The major expenditure changes in the proposed budget are as follows:

- Operating expenses include funds for the refurbishment of 100 meter casings and 50 electronic parking mechanisms and casings.
- Capital outlay includes \$150,000 for access control and security equipment for the North Potomac Street Parking Deck.

CITY ADMINISTRATOR'S BUDGET MESSAGE
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GOLF COURSE FUND

	<u>Budget 2008/09</u>	<u>Estimated Actual 2008/09</u>	<u>Proposed Budget 2009/10</u>
Operating Revenues	\$218,972	\$197,147	\$211,146
Operating Expenses	<u>423,924</u>	<u>454,522</u>	<u>443,091</u>
Operating Income (Loss)	(204,952)	(257,375)	(231,945)
Capital Contributions	--	--	13,500
Transfers in	<u>195,000</u>	<u>243,094</u>	<u>211,885</u>
Change in Net Assets	(9,952)	(14,281)	(6,560)
Add Back Net Depreciation	21,560	21,560	21,560
Capital Outlay	<u>(11,150)</u>	<u>(7,279)</u>	<u>(15,000)</u>
Net Surplus (Deficit)	\$ 458	\$ -0-	\$ -0-

Compared with the previous year, the major revenue and expenditure changes in the proposed budget are as follows:

- Revenues reflect rate increases in season passes effective January 1, 2008 and January 1, 2009.
- Capital outlay includes \$15,000 to extend netting along #2 fairway to be funded through a State Program Open Space grant.
- Operating expenses are higher due to an increase in material, supplies and utility costs caused by higher water use from the new course irrigation system. Rentals are also higher due to the leasing of a fairway mower and golf carts.
- The proposed budget reflects a General Fund Transfer of \$211,885 to subsidize operating and capital expenditures.

CITY ADMINISTRATOR'S BUDGET MESSAGE
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PROPERTY MANAGEMENT FUND

	<u>Budget 2008/09</u>	<u>Estimated Actual 2008/09</u>	<u>Proposed Budget 2009/10</u>
Operating Revenues	\$355,160	\$354,055	\$355,693
Operating Expenses	<u>299,196</u>	<u>315,727</u>	<u>335,253</u>
Operating Income (Loss)	55,964	38,328	20,440
Transfers In	125,000	--	125,000
Nonoperating Revenues (Expenses.)	<u>8,876</u>	<u>3,876</u>	<u>(39,587)</u>
Change in Net Assets	189,840	42,204	105,853
Add Back Net Depreciation	78,500	78,500	78,500
Capital Outlay	(1,046,000)	(50,000)	(1,011,000)
Bond Proceeds	866,000	--	904,890
Repayment of Principal	<u>(56,210)</u>	<u>(56,210)</u>	<u>(67,336)</u>
Net Surplus (Deficit)	\$ 32,130	\$ 14,494	\$ 10,907

Compared with the previous year, the major revenue and expenditure changes in the proposed budget are as follows:

- Revenues reflect ten leases from the Elizabeth Hager Center, three leases from the Roslyn Building, and a shared-use agreement for the stair tower adjacent to the Clock Building in Public Square.
- Operating expenses include sufficient funds to monitor the Elizabeth Hager Center, Roslyn Building, Fire Police Headquarters and the Alms House.
- Capital expenditures include \$1,011,000 to make renovations to the Roslyn Building. These renovations will be done in connection with the fourth floor of City Hall. The project will be funded by \$904,890 in bonded debt and a \$125,000 transfer from the Economic Redevelopment Fund.

CITY ADMINISTRATOR'S BUDGET MESSAGE
FISCAL YEAR 2009/2010

SPECIAL REVENUE FUNDS

	C.D.B.G. FUND	Estimated Actual <u>2008/09</u>	Proposed Budget <u>2009/10</u>
Revenues			
CDBG Grant Revenues	\$1,676,540	\$1,616,311	\$1,463,718
Program Income - Principal	161,000	143,344	242,000
Interest & Penalty on Loans	65,500	71,513	62,500
Interest on Investments	8,040	3,436	3,425
Sale - Properties Held to Resale	1,500,000	--	200,000
Other Revenues	<u>15,000</u>	<u>13,200</u>	<u>15,000</u>
Total Revenues	2,976,080	1,847,804	1,986,643
Expenditures			
Commercial/Industrial Improvements	92,600	--	100
Clearance & Demolition	100	--	100
Public Facilities & Improvements	92,103	--	100,000
Public Services	191,250	193,550	144,088
Housing	1,293,300	910,450	1,151,000
Administration	<u>443,727</u>	<u>239,913</u>	<u>296,355</u>
Total Expenses	2,113,080	1,343,913	1,691,643
Excess of Revenues Over Expenses	863,000	503,891	295,000
Other Financing Uses			
Transfers to CIP Fund	858,000	498,891	240,000
Transfers to General Fund	<u>5,000</u>	<u>5,000</u>	<u>55,000</u>
Total Other Financing	<u>863,000</u>	<u>503,891</u>	<u>295,000</u>
Net Change in Fund Balance	\$ -0-	\$ -0-	\$ -0-

Compared with the previous year, the major revenue and expenditure changes in the proposed budget are as follows:

- The grant entitlement for Fiscal Year 2009/10 is \$919,094. This new grant money, along with remaining grant funds that have not been drawn down as of June 30, 2009, as well as program income will be used to fund fiscal year 2009/10 projects.
- The fiscal year 2009/10 projected program income of \$522,925 is primarily from CDBG loan repayments (\$304,500) and sales of homeownership properties (\$200,000). It is lower due to an expected decrease in sales of properties held for resale.

Compared with the previous year, the major expenditure changes in the proposed budget are:

- Public services, which are still at the maximum 15% of C.D.B.G. expenditures, include \$55,000 for Senior Living Alternative, \$31,388 for Neighborhoods 1st, \$40,000 for the Community Free Clinic, and \$25,000 for Fair Housing Services.
- Housing expenditures of \$1,176,000 include \$315,000 for Bester Place; \$125,000 for continuing the Home Ownership Program; and \$455,000 for Single Family and Residential Rental Loan programs.
- Public facilities include funds for handicap ramps (\$40,000), funds for neighborhood development (\$100,000), and funds to replace Engine 1 (\$200,000).

ECONOMIC REDEVELOPMENT FUND

The Economic Redevelopment Fund was established to promote the revitalization of the City's downtown and older neighborhood areas. Currently the fund is being used to promote home and business ownership in targeted areas of the City.

Revenues in this fund for fiscal year 2009/10 consist of interest revenue from investments and a \$100,000 federal grant to help minority and woman owned businesses. Expenditures consist of costs for the Downtown Residency Initiative, House Keys 7 Employees, and the Minority and Woman Owned Business programs.

TELECOMMUNICATIONS CENTER FUND

The Telecommunications Center Fund was established to account for activities related to the City's participation in the federal government's telecommunication work center pilot program. The activities are primarily funded by a federal operating grant.

The center opened May 1, 1995 on the second floor of the Elizabeth Hager Center. The budget reflects the federal General Services Administration (GSA) paying the cost of operating and leasing the center for the entire fiscal year. The Center is designed with total client convenience and security in mind.

BUSINESS REVOLVING LOAN FUNDS

This fund reflects the operations of a revolving loan fund designed to assist in the recruitment, retention and expansion of businesses within the City. Loans are made to businesses which create or retain jobs or eliminate slums and blight. The City has received grant funds to initially establish the fund. The program is designed to work with area financial institutions in providing business loans that meet the program's objectives.

New loans have been made each year. With an approved matching funds grant from the State of \$100,000 and \$250,000 of City community-based initiative funds transferred from the Economic Redevelopment Fund we plan on \$500,000 in additional loans in 2009/10 for general business revolving loans.

EMPLOYEE FLEXIBLE SPENDING FUND

The Employee Flexible Spending Fund was established to account for the employee contributions into a pre-tax unreimbursed medical and dependent care fund. Funds are transferred into this fund on a pre-tax basis for employees who participate in the FSA Program for reimbursed medical and dependent care costs. The City savings in social security and Medicare cost from this pre-tax funding are used to pay for the program's administrative costs.

For 2008/09, \$6,000 is proposed for transfer to the General Fund for employee activities.

EXCISE TAX FUND

The Excise Tax Fund was established to account for the City share of the County Excise Taxes collected by the City. The Excise Taxes may be used only for specific purposes and are tracked in order to comply with the purposes permitted. The permitted purposes include: roads, new construction or development of parks and recreational facilities, new construction or development of water and sewer infrastructure, and new construction or development of public safety facilities.

Funds were transferred to the CIP fund in 2008/09 for the Marshall Street Reconstruction and are proposed to be transferred in 2009/10 for assisting with the Edgewood/Dual Highway intersection improvement project (\$1,062,000), bridge repair program (\$80,000), Professional Court Extension (\$120,000), and Northwest Connector road (\$20,000).

SPECIAL REVENUE GRANT FUND

The Special Revenue Grant Fund was established to account operating grants from various federal, state, and local agencies. This fund will also be used to track our usage of Federal forfeited funds (when received). The fund allows the grant revenues and expenditures to be tracked separately by grant project or program. Local matches, if required are shown as transfers in from other funds.

SERVICE AND TRUST FUNDS

In addition to the Enterprise and Governmental Funds, the City has established three internal service funds and one trust fund.

Workers Compensation Fund - The fund was created in 1995 to help smooth potential large fluctuations in the City worker's compensation cost that might occur under a large deductible insurance program the City used from September 1, 1995, through 1998. Since September 1, 1998, the City has been using a traditional 100% coverage insurance program. The fund serves as a conduit to collect premium charges based on the payroll of each department. The actual medical claims, processing fees, and premium to the insurance carrier are then paid from this fund.

Health Care Fund – The fund was created in 2000 to manage the City's self-insurance program for health care. Under this self-funded plan the City pays a standard monthly administrative fee for each covered member and accepts claim risk up to a specific stop loss for each individual covered. In addition, there is a second level of insurance called the aggregate stop loss which assures that the City does not pay more than the maximum projected expenses. For fiscal year 2009/10 City departments, employees and retirees are expected to pay \$6,918,000 in premium billings which will be used to pay expected program costs of \$6,460,386 for claims, insurance and other administrative costs.

The fund is also expected to pay \$810,000 in Fiscal Year 2009/2010 in Other Post-Employment Benefits 2009/10 to continue funding the City's estimated Annual Required Contribution (ARC) that is needed to fund future liabilities associated with retiree health care benefits. The City was required to begin accounting for these costs in Fiscal Year 2008/2009.

Dental Care Fund – The fund was created in 2006 to manage a self-insurance program for dental care. Under the self-funded plan, the City pays a standard monthly administrative fee for each covered member and process claims up to a \$2,000 limit for each individual covered. Administratively, all City departments are billed pre-established internal "insurance" rates for their department employees, retirees, and dependents. These billings represent the funding source for the Dental Care Fund from which all dental care related administrative and medical reimbursement costs are paid.

Bloom-Carlile Trust Fund – The fund was established to segregate funds received from the estates of S. Martin Bloom, Annie Gill Carlile and others from the general accounts of the City. The income earned on investment of the fund is being used to provide assistance to the poor and needy of Hagerstown. The proposed Bloom-Carlile Fund budget for fiscal year 2008/09 includes interest revenues of \$3,000 and expenditures administered through the Community Action Council totaling \$3,000.

THE BUDGET SCHEDULE

The Municipal Charter of Hagerstown requires the City Administrator to submit a budget to the Mayor and Council at least ninety days before the beginning of the fiscal year. The Charter states that the "budget shall provide a complete financial plan for the budget year and shall contain estimates of anticipated revenues and proposed expenditures for the coming year. The total of the anticipated revenues shall equal or exceed the total of the proposed expenditures." The Charter also states that the budget shall be adopted no later than June 1st of each year.

The budget schedule for this year is as follows:

December 19, 2008	Review of department CIP requests with Department Managers
January 13, 2009	First Public Hearing on Community Development funding needs
January 26 & 27, 2009	Budget Retreat review of compiled CIP projects with Department Managers for discussion of department priorities, timing, and funding
January 27, 2009	Review with Mayor and Council of guidelines to be used in preparing the budget for 2008/09
January 28 & 29, 2009	Departmental budget requests and start of review meetings between Department Managers and Budget Committee
February 9, 2009	Began prioritizing department requests and developing City Administrator adjustments
March 12, 2009	Began meeting with departments to review proposed adjustments, obtain their further input and agreement on adjustments
March 31, 2009	City Administrator's Proposed Budget submitted to Mayor & City Council
April 7, 14, 21 & 28, 2009	Mayor & City Council review of Proposed Budget and Capital Improvement Program
May 5, 2009	Public Hearing on Budget and Capital Improvement Program; Water, Wastewater, and property tax rates; and second public hearing on Community Development funding needs
May 12, 2009	Adoption of Budgets and CIP for all funds; set tax rate

DISTINGUISHED BUDGET PRESENTATION AWARD

This was the fifth consecutive year that the Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the City of Hagerstown, Maryland for its annual budget for the fiscal year beginning July 1, 2008. In order to receive this award, a government unit must publish a budget document that meets program criteria as a policy document, as an operating guide, as a financial plan, and as a communications device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

ACKNOWLEDGMENTS

This budget reflects the efforts of a dedicated group of Department Managers and staff. They have contributed creativity, initiative, and many hours toward the programs and projects proposed in this budget. I am appreciative of their efforts.

Preparation of the budget always draws heavily on City staff throughout the organization. I wish to especially acknowledge Al Martin, Ray Foltz, Michelle Burkner, and Michelle Graziani for guiding the preparation process. Bryan Baker and Carl Morrison also assisted as Budget Analysts assigned to assist Department Managers in researching and preparing their budgets. They deserve much credit for the many hours they spent in coordinating and preparing the document. Nelia Tidler has assisted in the preparation of utility revenue projections and Donna Frazier provided oversight on personnel and fringe benefit budget issues. Credit should be given to Dani Frye for the preparation of the budget message. Michelle Burkner, Bryan Baker, Carl Morrison and Michelle Graziani deserve special acknowledgment for the extra hours they worked in assisting with and coordinating the production of this year's budget. These contributions have resulted in this comprehensive presentation of next year's budget.

The staff and I look forward to reviewing this budget with you.

Respectfully submitted,



Bruce Zimmerman
City Administrator

Summary

The City Administrator is required by the City Charter to submit a proposed budget to the Mayor and Council at least ninety (90) days prior to the beginning of the fiscal year. The Charter also states that the budget shall be adopted no later than June 1st of each year. In addition to the City's operating budget, the City Administrator presents for Council's review a five-year plan for capital improvement programs. Public hearings are scheduled and advance notices of are published by Mayor and Council. The budget is approved and adopted in the form of an ordinance. Throughout the year, the City Administrator has the ability to approve transfers of budgeted amounts between departments within any fund. However, Mayor and Council can only approve changes in the total appropriation level through a budget amendment ordinance. Amendments to the budget are performed by the City throughout the year as needed.

FY2010 Operating Budget Process

In November 2008, departmental management and staff conducted a review of the Capital Improvement Program (CIP) projects for each department. The City Administrator obtained requests from departments, neighborhoods, and homeowners for CIP projects. To assist the City Administrator in determining and recommending projects for funding, priorities were placed on capital projects that impact the City's facilities and infrastructure, safety and environment, legal provisions and budget. In November 2008, the first public hearings on CDBG funding needs were held. Additionally, department managers met with Budget staff for a review of department CIP requests.

Meetings were held with Department Managers to review the compiled CIP projects for prioritization of timing and funding within department goals. Review meetings between Department Managers and the Budget Committee to consider departmental budget requests began in December 2008. Beginning in January 2009, the City Administrator and Budget staff sought and obtained general direction and guidance from Mayor and Council for preparation of the FY2010 budget. .

From January 2009 through March 2009, priorities for the upcoming year were discussed and outlined. A number of requests for funding increases were discussed and requests that were approved by the City Administrator were incorporated into department budgets. Approved changes and proposed adjustments were presented to departments for further input and agreement on adjustments. Lastly, the Budget staff prepared the FY2010 Proposed Operating Budget and the Capital Improvements Program for FY2010-2014 for presentation to Mayor and Council

On March 31, 2009, the City Administrator and Budget staff in conjunction with City Management presented the Mayor and Council with the FY2010 proposed budget for review. The Mayor and Council and the City's senior management worked together to review and discuss the proposed budget and CIP projects. A public hearing was held on May 5, 2009 where citizen input was solicited in response to the proposed budget. On May 12, 2009, Mayor and Council introduced the budget and CIP projects for approval. Approval was made on May 26, 2009 to adopt the ordinances to approve the budget as revised by Mayor and Council with the water, sewer, light, and other service charge fees, and to establish the property tax rate.

To conclude the Budget Development Process, Budget staff prepared and implemented the FY2010 Adopted Budget and FY2010-2014 approved CIP during June and July 2009. The FY2010 adopted budget became effective on July 1, 2009. The adopted operating budget and CIP are available on the City's website at www.hagerstownmd.org

COMBINED STATEMENT OF REVENUES AND EXPENDITURES
FISCAL YEAR 2009/2010

REVENUES	GOVERNMENTAL FUND TYPES	ENTERPRISE FUND TYPES	SERVICE AND TRUST FUNDS	COMBINED TOTALS
General Property Taxes	\$ 25,644,420	\$ -	\$ -	\$ 25,644,420
State and County Shared Taxes	7,575,081	-	-	7,575,081
Licenses and Permits	1,401,700	-	-	1,401,700
Fines and Forfeitures	123,000	-	-	123,000
Admissions, Fees and Rentals	3,197,694	52,700,554	8,014,985	63,913,233
Interdepartmental Charges	2,250,000	-	-	2,250,000
Federal, State and County Grants	14,660,166	-	-	14,660,166
Interest Earned on investments	330,425	554,761	112,575	997,761
Miscellaneous	850,346	-	290,000	1,140,346
TOTAL REVENUES	\$ 56,032,832	\$ 53,255,315	\$ 8,417,560	\$ 117,705,707
EXPENDITURES				
General Government	6,108,145	-	-	6,108,145
Public Safety	20,658,620	-	-	20,658,620
Streets and Alleys	2,457,675	-	-	2,457,675
Sanitation, Health and Welfare	2,211,598	-	-	2,211,598
Parks and Recreation	2,374,899	-	-	2,374,899
Municipal Buildings	554,992	-	-	554,992
Economic and Community Development	422,490	-	-	422,490
Unallocated General Expense	1,682,124	-	-	1,682,124
Debt Service - Principal and Interest	2,604,537	3,987,245	-	6,591,782
Operating Expenses	23,291,279	54,416,155	8,436,275	86,143,709
TOTAL EXPENDITURES	62,366,359	58,403,400	8,436,275	129,206,034
EXCESS(DEFICIENCY) OF REVENUES OVER EXPENDITURES	(6,333,527)	(5,148,085)	(18,715)	(11,500,327)
OTHER FINANCING SOURCES(USES)				
Add Back Net Depreciation	-	5,071,706	-	5,071,706
Bond and Lease Proceeds	856,000	21,767,140	-	22,623,140
Prior Bond Proceeds	3,380,439	-	-	3,380,439
Change in Restricted Cash	-	2,449,928	-	2,449,928
Capital Contributions	-	11,503,500	-	11,503,500
Operating Transfers In	4,143,147	336,885	-	4,480,032
Contributions by Others	331,000	-	-	331,000
Prior Years Unexpended Fund Balance	195,000	-	-	195,000
Deduct Non-Cash Contributions	-	(1,865,000)	-	(1,865,000)
Capital Transfers (Out)	(1,192,000)	-	-	(1,192,000)
Operating Transfers (Out)	(2,323,032)	(165,000)	-	(2,488,032)
Capital Outlay	-	(33,713,125)	-	(33,713,125)
TOTAL OTHER FINANCING SOURCES(USES)	5,390,554	5,386,034	-	10,776,588
EXCESS(DEFICIENCY) OF REVENUES AND OTHER FINANCING SOURCES OVER EXPENDITURES AND OTHER USES	\$ (942,973)	\$ 237,949	\$ (18,715)	\$ (723,739)

(Cash Basis)

STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE (ALL FUNDS)

FISCAL YEAR 2009/2010

	2006/07	2007/08	2008/09		2009/10
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
All Funds Revenues					
Taxes	\$ 27,754,299	\$ 29,538,235	\$ 31,340,569	\$ 31,168,709	\$ 33,069,501
Charges for Services	51,224,734	53,577,922	55,344,091	53,106,994	54,333,555
Licenses and Permits	1,620,455	1,667,790	1,559,475	1,412,500	1,401,700
Fines and Forfeitures	286,371	300,512	230,390	291,316	296,220
Other Governmental	11,999,561	9,370,438	15,781,743	10,338,475	17,195,957
Other / Transfers In	10,573,318	19,296,363	33,633,285	14,726,229	26,438,774
Appropriated Fund Balance / Net Assets	10,143,790	8,978,990	29,437,197	17,194,357	28,791,778
Total Current Revenues	\$ 113,602,528	\$ 122,730,250	\$ 167,326,750	\$ 128,238,580	\$ 161,527,485
All Funds Expenditures					
Personnel	22,354,328	24,287,151	27,585,538	27,713,867	28,176,087
Operating	63,812,772	65,200,584	68,793,140	64,888,951	67,886,268
Capital Outlay	4,373,675	10,928,403	30,615,393	14,101,580	33,911,615
Administrative	9,130,247	10,781,761	12,916,976	11,956,147	12,369,691
Other / Transfers Out	1,692,494	1,567,771	2,120,911	2,105,516	1,101,156
Transfer to CIP	1,075,262	2,337,119	3,209,310	1,788,201	2,824,000
Capital Improvement Program	7,324,270	7,301,945	23,989,754	7,325,000	19,671,529
Appropriated Fund Balance / Net Assets	(896,101)	(1,725,138)	(4,104,150)	(3,671,024)	(7,017,398)
Debt Service	4,735,581	2,050,654	2,199,878	2,030,342	2,604,537
Subtotal	113,602,528	122,730,250	167,326,750	128,238,580	161,527,485
Total Expenditures	\$ 113,602,528	\$ 122,730,250	\$ 167,326,750	\$ 128,238,580	\$ 161,527,485

Statements are for budgetary purposes only and are not intended to satisfy GASB34 requirements.

STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE (ALL FUNDS)

FISCAL YEAR 2009/2010

	2006/07	2007/08	2008/09		2009/10
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
All Funds Revenues					
Taxes	\$ 27,754,299	\$ 29,538,235	\$ 31,340,569	\$ 31,168,709	\$ 33,069,501
Charges for Services	51,224,734	53,577,922	55,344,091	53,106,994	54,333,555
Licenses and Permits	1,620,455	1,667,790	1,559,475	1,412,500	1,401,700
Fines and Forfeitures	286,371	300,512	230,390	291,316	296,220
Other Governmental	11,999,561	9,370,438	15,781,743	10,338,475	17,195,957
Other / Transfers In	10,573,318	19,296,363	33,633,285	14,726,229	26,438,774
Appropriated Fund Balance / Net Assets	10,143,790	8,978,990	29,437,197	17,194,357	28,791,778
Total Current Revenues	\$ 113,602,528	\$ 122,730,250	\$ 167,326,750	\$ 128,238,580	\$ 161,527,485
Expenditures by Department					
Mayor and City Council	\$ 280,308	\$ 307,494	\$ 402,872	\$ 400,618	\$ 326,208
City Administrator	1,133,741	1,268,665	1,374,198	1,339,725	1,413,053
Finance	1,054,715	1,125,541	1,202,979	1,180,202	1,202,389
Information and Tech.	527,729	598,126	652,293	650,159	823,197
Human Resources	391,686	423,537	478,788	469,493	487,950
Community Planning and Development Services	615,771	674,306	891,563	874,910	994,371
Public Works	2,095,437	2,743,655	3,178,054	3,029,781	3,012,667
Community Development Block Grant	2,527,338	1,496,919	2,113,080	1,343,913	1,691,643
Public Safety	17,460,664	19,091,636	20,184,053	20,068,205	20,658,620
Parks and Recreation	2,344,528	2,093,983	2,320,760	2,244,312	2,374,899
Engineering and Construction	2,896,481	3,208,914	3,394,639	3,317,390	3,495,065
Enterprise Funds	60,753,664	67,972,531	89,183,425	70,651,547	92,281,525
Other Special Revenue Funds	7,019,258	7,099,497	8,998,416	8,041,116	8,838,616
Capital Improvement Projects	7,324,270	7,301,945	23,989,754	7,325,000	19,671,529
Non-Departmental	7,176,938	7,323,501	8,961,876	7,302,209	4,255,753
Total Expenditures	\$ 113,602,528	\$ 122,730,250	\$ 167,326,750	\$ 128,238,580	\$ 161,527,485

Statements are for budgetary purposes only and are not intended to satisfy GASB34 requirements.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

City of Hagerstown

Maryland

For the Fiscal Year Beginning

July 1, 2008

President

Executive Director

ROBERT E.
BRUCHEY, II
MAYOR

MARTIN E.
BRUBAKER
COUNCILMEMBER

KELLY S.
CROMER
COUNCILMEMBER

LEWIS C.
METZNER
COUNCILMEMBER

ALESIA
PARSON-MCBEAN
COUNCILMEMBER

PENNY M.
NIGH
COUNCILMEMBER

CITY OFFICIALS

CITY ADMINISTRATOR
BRUCE ZIMMERMAN

CITY CLERK
DONNA SPICKLER

FINANCE
ALFRED MARTIN

PLANNING
KATHLEEN MAHER

COMMUNITY
DEVELOPMENT
LARRY BAYER

FIRE
GARY HAWBAKER

POLICE
ARTHUR SMITH

ECONOMIC
DEVELOPMENT
DEBORAH
EVERHART

HUMAN
RESOURCES
DONNA FRAZIER

PUBLIC WORKS
ERIC DEIKE

ENGINEERING
RODNEY TISSUE

COMMUNITY AFFAIRS
KAREN GIFFIN

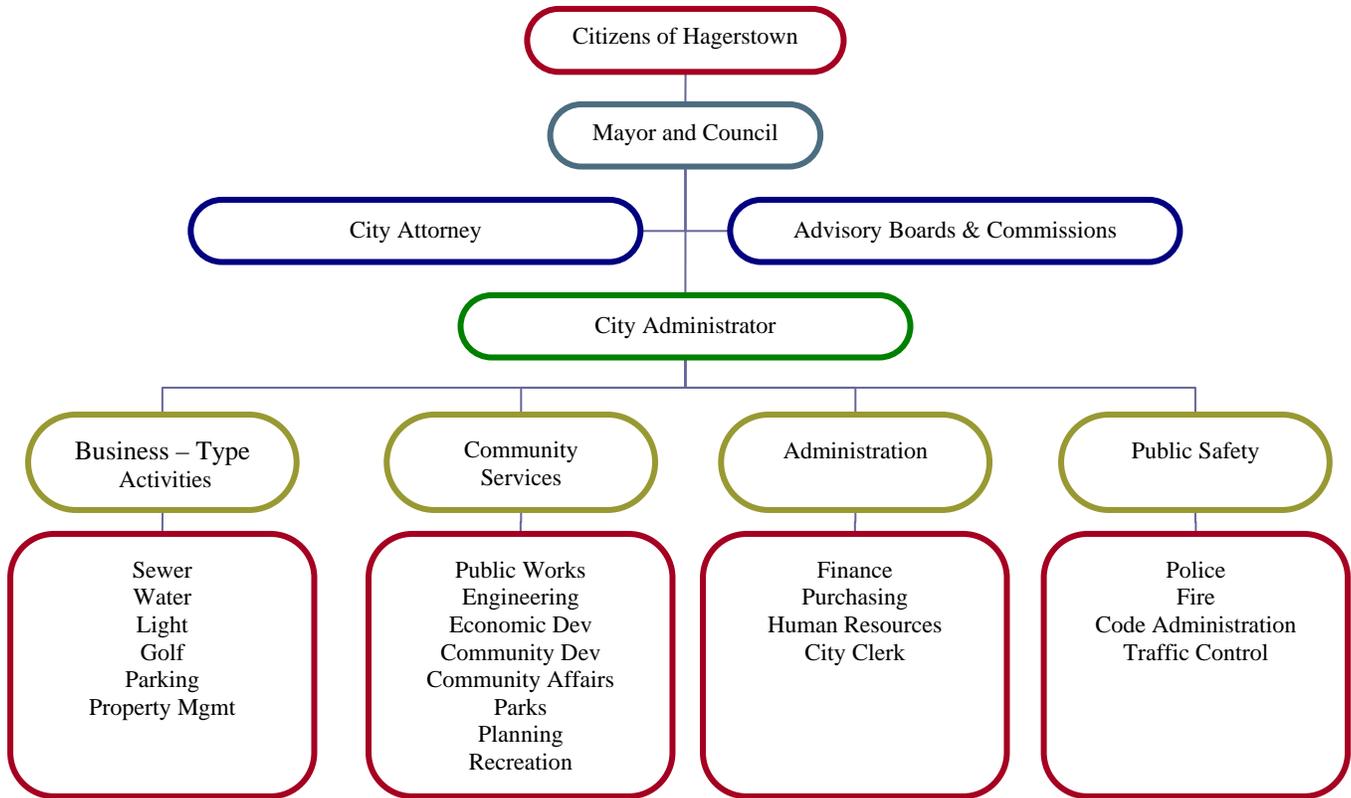
UTILITIES
MICHAEL SPIKER

PARKS
JUNIOR MASON

INFORMATION
TECHNOLOGY
SCOTT
NICEWARNER

RECREATION
LEWIE THOMAS

CITY ORGANIZATION CHART (By Department)



HAGERSTOWN

*A GREAT PLACE TO...
LIVE, WORK & VISIT !!*



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COMMUNITY PROFILE
FISCAL YEAR 2009/2010

The City of Hagerstown operates under a council-manager form of municipal government. A charter granted by the General Assembly of Maryland formed the governing authority for the City. The Mayor and Council are the governing body of the City, and that body formulates administrative policies. The Mayor and Council are comprised of a mayor and five councilmembers all directly elected by Hagerstown citizens. The City Administrator is appointed by the Mayor and council to serve as the Chief Executive Officer of the City. Washington County is mandated by law to provide schools, libraries, and social services in Hagerstown. In addition to the Washington County Sheriff's Office, Hagerstown City serves residents with its own Public Safety Department, which includes Police and Fire Protection. A full range of services are also provided by the City of Hagerstown, including: Planning, licensing, permitting, and inspections; Water, sewer, refuse, and light services; Snow removal, street maintenance and other public works functions; and Recreation and parks services.

Strategically situated in the heart of the rich Cumberland Valley, Hagerstown is located at the intersection of I-81 and I-70. The City of Frederick is located approximately 25 miles east of Hagerstown and Hagerstown is located 70 miles northwest of Baltimore and Washington, DC. We are easily accessible by air and interstate to urban centers around the region. The Hagerstown Regional Airport (HGR) has the second-longest runway in the State of Maryland, behind only Baltimore-Washington Thurgood Marshall International Airport. Hagerstown's proud heritage and role as the regional economic hub is evidenced in our historic downtown and neighborhoods. Active farmland and numerous public parks abound in the surrounding rural countryside of Washington County. Hagerstown offers many different housing choices, from the historic to the more modern and new, and from affordable to the executive style.

Running through Washington County are three national and/or regional recreation trails: the C&O Canal Towpath, the Appalachian Trail, and the Western Maryland Rail Trail. Washington County also offers many historic sites to visit, such as the Antietam National Battlefield. For those who enjoy things of a classical nature, Hagerstown is home to the Maryland Symphony Orchestra and one of Maryland's three accredited fine arts museums. Our German heritage and Sister City relationship with Wesel, Germany, is celebrated at Augustoberfest in Downtown Hagerstown. We have the Hagerstown Speedway and the Mason Dixon Dragway for auto racing enthusiasts. Additionally, Hagerstown is home to the Hagerstown Suns, a Class A minor league team affiliated with the Washington Nationals. We rank seventh in the nation in per capita retail space. Revitalization of downtown Hagerstown is underway with new investment stimulating building turnover and rehabilitation, new retail and service enterprises, and rising property values. A new University System of Maryland Education Center opened in the heart of our downtown in January 2005 offering more than twenty programs of study from five respected institutions.

The population of the City of Hagerstown and its surrounding suburbs grew by approximately 6.4% between 2004 and 2008. The 2008 population estimate for the City of Hagerstown was 39,941 with our suburban fringe containing approximately another 58,805. In the City of Hagerstown, there are 3,070 housing units in various stages of development. It is anticipated that the population of the City of Hagerstown will increase by another 16% within the next 5-7 years. In June 2004, Money magazine identified Hagerstown as an "up and coming city" experiencing factors that in ten years will attract the "creative class" - which they identified as an indicator of a thriving urban area.

FULL TIME STAFFING SCHEDULE
FISCAL YEAR 2009/2010

FIVE YEAR COMPARISON - STAFFING SCHEDULE

DEPARTMENT	FISCAL YEARS									
	2005/06		2006/07		2007/08		2008/09		2009/10	
	FULL-TIME	PART-TIME	FULL-TIME	PART-TIME	FULL-TIME	PART-TIME	FULL-TIME	PART-TIME	FULL-TIME	PART-TIME
OFFICE OF THE MAYOR	0.34	0	0.34	0	0.34	0	0.34	0	0.34	0
CITY ADMINISTRATOR	2.33	0	1.33	0	1.33	0	1.33	0	1.33	0
CITY CLERK	1.50	0	1.50	0	1.50	0	1.50	0	1.50	0
ECONOMIC DEVELOPMENT	1.33	0	1.33	0	1.33	0	1.33	1	1.33	1
COMMUNITY AFFAIRS	3.50	3	3.50	3	5.50	3	3.50	2	3.5	2
ACCOUNTING	7	0	7	0	6.5	0	6.5	0	6.5	0
TREASURER	3	1	4	1	4	1	4	2	4	2
INFORMATION TECHNOLOGY	6	0	6	0	6	0	6	0	6	0
BILLING/CUSTOMER SERVICE	14	0	4	0	4	0	4	0	4	0
PURCHASING	4	0	2	0	2.5	0	2.5	0	2.5	0
HUMAN RESOURCES	4	3	4	3	4	4	4	4	4	4
PLANNING	5	0	6	0	6	0	6	0	6	0
ENGINEERING	14	0	14	0	14	0	14	1	14	1
CODE COMPLIANCE	15	1	15	1	15	1	15	4	15	4
POLICE SWORN	101	0	105	0	105	0	107	0	109	0
POLICE ADMINISTRATIVE/CIVILIAN	21	6	23	6	24	6	24	6	13	6
FIRE	64	0	74	0	83.6	0	83.6	0	83.6	0
PUBLIC WORKS	34	3	34	3	34	3	34	3	34	3
RECREATION	2	0	2	0	2	0	2	1	2	1
PARKS	18	2	18	2	18	2	18	2	18	2
TOTAL GENERAL FUND	321	19	326	19	339	20	338.6	26	329.6	26
LIGHT	35	0	41	0	40	0	40	0	40	0
WATER	45	0	56	0	56	0	56	0	56	0
SEWER	49	0	48	0	48	0	48	0	48	0
GOLF COURSE	3	3	3	2	3	2	3	2	3	2
PARKING	2	6	2	6	2	6	2	6	2	6
COMMUNITY DEVELOPMENT	6	0	6	0	6.4	0	6.4	0	6.4	0
TELEWORK CENTER	1	0	1	0	1	0	1	0	1	0
CITY STAFFING LEVELS	462	28	483	27	495	28	495	34	486	34
GENERAL OPERATIONS	142	13	131	13	133.4	14	131.4	20	131.4	20
PUBLIC SAFETY	186	6	202	6	212.6	6	214.6	6	205.6	6
ENTERPRISE FUNDS	134	9	150	8	149	8	149	8	149	8

STAFFING SCHEDULE - FIVE YEAR COMPARISON
FISCAL YEAR 2009/2010

FIVE YEAR COMPARISON - STAFFING SCHEDULE

Details of Staffing increases (+) and decreases (-)		
2004/05-2005/06	+1 +1 -1 +1	Open-Systems Programmer Customer Service Representative CDBG Rehab Coordinator CDBG Neighborhood Coordinator
Total Staffing Change	+2	Full-time Personnel
2005/06-2006/07	+1 +1 -1 +1 +9 +1 +1 +2 +2 -1 +2 +1 +1 +1	Planner I Water Meter Reader Director of Administrative Services Fire Training Captain Firefighters Evidence Custodian Laboratory Technician Police Officers Police Officers (grant funded-Anti-Gang,SRO) Water Production Maintenance Foreman Field Operator Technician Instrumentation Technician I WWTP Operator I Collection System Operator I
Total Staffing Change	+21	Full-time Personnel
2006/07-2007/08	+9 +1 +1 -1	Firefighters Crime Analyst Community Resource Coordinator (CDBG/grant funded) Apprentice Lineworker
Total Staffing Change	+10	Full-time Personnel
2007/08-2008/09	+2	Police Officers
Total Staffing Change	+2	Full-time Personnel
2008/09-2009/10	+2 -11	Police Officers Transfer Police Communications/Dispatch to the County
Total Staffing Change	-9	Full-time Personnel

OPERATING BUDGET POLICY

1. The budget will be prepared, presented and administered by the City Administrator. The budget is a resource-allocation policy document for the Mayor and City Council.
2. The budget document will be prepared so that it facilitates public study and effectively communicates key economic issues and fiscal policies. The budget process will encourage public involvement.
3. By Charter, the budget must be balanced. Revenues must equal or exceed expenditures. As a general rule, current operating revenue needs to be sufficient to support current operating expenditures.
4. Debt or bond financing will not be used to finance current operating expenditures.
5. Every effort will be made to maintain existing levels of essential public services.
6. All enterprise funds will be fully self-supporting, pay their own way and provide for their own system improvement and expansion needs.
7. Each fund will budget for, and pay, their fair share of public utility and public service costs or fees. Each fund is to be treated as though it were a private customer or taxpayer to properly provide for payments between funds.
8. In addition to its annual operating budget, the City will prepare five-year budget projections, as well as, an analysis of its past financial trends to obtain a broader, more comprehensive picture of the impact of decisions involving the current year's budget or other financial plans.
9. The City will develop a program to integrate performance measurement and productivity indicators with the annual budget.
10. Whenever possible, the City will take advantage of technological improvements to improve productivity and lower costs.
11. Budget performance will be monitored and reported on throughout the year. The department managers are an integral part of the budget control process and will be responsible for their individual department's performance.
12. Prior year's fund balances are to be treated as a "rainy day" fund and are not to be used in budgeting for operating expenditures.
13. As a target, annual "pay as you go" capital expenditures, including both capital improvement program (CIP) and non-CIP, funded by current General Fund dollars shall be greater than the annual depreciation on non-infrastructure General Fund assets plus current cost of maintaining the City's streets through the annual resurfacing program. Other infrastructure assets will be funded through grants and/or debt financing.
14. The Mayor and Council will annually review and update fiscal policies related to the City budget by December 1st of each year.

REVENUE POLICY

1. The City will try to maintain a diversified and stable revenue system to aid in sheltering it from the impact of short-term fluctuations in any one revenue source.
2. The City will attempt to continually search for new revenue, both financial and non-financial, as a way to diversify its revenue base and help ensure a balanced budget.
3. Wherever possible, those receiving the benefits of a government or utility service will pay for what they receive in full; through current fees, charges, or other assessments. This includes the City's own utilities and other departments who are service "users".
4. The City will follow an aggressive policy of collecting the revenues which are due it.
5. Nonrecurring revenues and other financing resources will not be used to finance continuing operations. Long-term financial commitments to continuing outlays will be avoided unless sustained revenue growth is assured.
6. The City will project revenues for five years and will update the projections annually.
7. Revenue estimates will be based on reasonable expectations and be as realistic as possible, unless fund balances become insufficient to absorb occasional shortfalls, then more conservative estimates should be used.
8. The City will annually review its fees and other charges for service, property tax rates, and utilize annual incremental increases in these to ensure that the City is maintaining existing levels of essential public services.
9. Market rates and charges levied by other public and private organizations for similar services will be considered in establishing rates, fees, and charges.

PURCHASING POLICY

1. The City shall attempt to buy materials and services of high quality at a reasonable cost.
2. The City shall make sure that all purchasing actions are fair and impartial with no impropriety or appearance of impropriety. All qualified buyers and sellers shall have access to City business, and no individual or firm shall be arbitrarily excluded.

FISCAL POLICIES – APPROVED BY MAYOR & COUNCIL
FISCAL YEAR 2009/2010

3. Every attempt will be made to secure the maximum feasible amount of competition.
4. All purchases and contracts shall be made by the City Administrator. The City Administrator may delegate the responsibility for all major construction contracts to the City Engineer and the responsibility for all other city purchases to the Purchasing Manager.
5. All budgeted purchase requisitions are subject to the following approvals:
 - Purchase requisitions up to \$1,000 are to be approved by the Department Manager.
 - Purchase requisitions from \$1,000 up to \$3,000 are to be approved by the Purchasing Manager.
 - Purchase requisitions from \$3,000 up to \$5,000 are to be approved by the Finance Director.
 - Purchase requisitions from \$5,000 up to \$10,000 are to be approved by the City Administrator.
 - Purchase requisitions over \$10,000 and professional service contracts over \$5,000 are to be approved by the Mayor and Council.

If budgeted funds are not available, the Director of Finance shall be contacted to locate a source of funds prior to any purchase occurring.
6. Purchases of \$30 and under may be made through petty cash.
7. The City shall maintain a yearly open purchase order system (\$200 maximum per transaction) to cover purchases from specified vendors who supply the City with a high volume of the same or similar goods or services during the course of a year.
8. The City of Hagerstown Purchasing Manual shall cover all detailed City purchasing policies and procedures and is available from the Purchasing Department.

INVESTMENT POLICY

1. This policy establishes guidelines for the investing of the financial assets of all Funds for the City, except as specifically excluded by the Mayor and Council or restrictive covenants.
2. All investments shall conform to the laws of the State of Maryland. Funds are to be managed in such a way that income earned will be maximized and the portfolio capital is preserved, while simultaneously planning for cash flow and budgetary needs.
3. Although the City Administrator must approve each City investment, the Director of Finance is the primary investment officer, with the City Treasurer having authority in his absence, to develop and maintain written administrative procedures consistent with the Investment Policy.
4. All investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.
5. Internal controls are established by the City Administrator to prevent loss of funds due to human and market miscalculations.
6. The investment of funds is limited in its term of maturity, and all monies are considered short-term except for those in trust funds or reserved for capital projects. The Policy designates allowable types of investment instruments with restrictions placed on liquidity and amounts in any one institution. The investment dispersion by geographical area is set at a 10% minimum in Washington County and the balance nationwide.
7. Based on their financial condition, a list of institutions qualifying for investment purposes is maintained. Competitive bids are obtained to select investments with the highest return within the parameters of the Policy.
8. An Investment Policy Committee, consisting of the City Administrator, Director of Finance and City Treasurer has been established to develop general direction and guidance for the City's investment activities.
9. The detailed investment policies, which have been approved by the Mayor and Council, are available from the City Administrator.

DEBT POLICY

1. The City will limit its long-term borrowing to Capital Improvements or projects that cannot be financed on a "pay-as-you-go" basis within a reasonable period of time from current revenues.
2. The City will not use long-term debt to fund current operating costs.
3. Capital Projects financed through the issuance of bonds shall not be financed for longer than the expected useful life of the project.
4. Interest, operating and maintenance expenses will be capitalized only for enterprise or utility fund facilities and will be strictly limited to those expenses incurred prior to actual operation of the facilities.
5. The City will make its best effort to keep the average maturity of general obligation bonds at or below 20 years.

6. Total debt service for general long-term debt will not exceed 10% of total operating revenues.
7. Enterprise or Utility fund related debt service will be self liquidating or supported by the revenues of the utility itself. Given the City's historical low level of general long-term debt outstanding, general obligation debt has been used by the utility funds to lower their interest borrowing costs.
8. Total general obligation debt will not exceed 10% of the assessed valuation of taxable property or \$1,000 per capita.
9. The City will avoid the use of short-term tax anticipation or other short term debt for non-capital purposes except when necessitated by cash flow or other "emergency" situations. Any bond anticipation debt will be retired within 6 months after completion of the project it financed. Continual rollover of short term debt without principal pay down will be avoided.
10. The City will maintain good communications with the bond rating agencies about its financial condition and will follow a policy of full and open disclosure on every financial report and bond prospectus.

CAPITAL IMPROVEMENTS PROGRAM

1. The City will prepare and adopt a five-year Capital Improvement Program which will detail each capital project, the estimated project cost, description and funding source. The overall goal of the Capital Improvements Plan is to order the City's fiscal expenditures while coordinating public investment with adopted plans and policies to properly manage the City's long term investments. To that end, the program is expected to:
 - increase opportunities to obtain funding from outside sources, such as the state and federal government;
 - assist in the planning, budgeting and coordinating the operation and capital efforts of the various City Departments;
 - provide a rational basis by having supporting public capital commitments; and
 - result in a more favorable bond rating by giving evidence of effective management.
2. Operating expenditures will be programmed to include the cost of implementing the approved Capital Improvement Program and providing all manpower, operating costs and capital outlay require by it.
3. All capital projects must be justified on the basis of providing a basic service, improving or rehabilitating deteriorated facilities, reducing costs, promoting jobs or benefiting a large population segment or a target area of the City. They must also be compatible with other planned projects and overall City development plans.
4. All projects are to be prioritized according to the following criteria levels:
 - FIRST – clear and present danger to the public; or contractual obligation; or written commitment of grant funding.
 - SECOND – documented cost savings; or probable grant commitments; or other justified need.
 - THIRD – future cost avoidance; or planned improvements; or significant improvement of service.
5. Appropriations for all Capital Improvement Projects are approved on an annual basis only. All uncompleted projects must be reconsidered annually to determine if unspent funds need to be recommitted to a given project or reallocated to other planned projects.

WATER AND LIGHT FUND DIVIDEND POLICY

1. As part of its year end annual financial evaluation process, the City will consider whether it is appropriate and prudent to transfer a portion of the unused retained earnings of the water utility to the City's General Fund and of the electric utility to the Community Betterment Special Revenue Fund.
2. This transfer payment can not be considered a normal cost of utility operations recoverable through the utility rate base. Rather, it is to be paid out of the annual net profits of the prior year just as a private investor owned utility would pay their shareholders a dividend from these sources.
3. The following controls will be developed to ensure that the payment of dividends by the Water or Light Fund does not jeopardize the financial health of the utility. Profits from the utility's operation need to help pay for system debt retirement and capital improvements as well as provide a working capital reserve for unexpected items.
 - On an annual basis in November or December, after the prior fiscal year end audited financial statements are presented, an updated six year financial projection analysis of the Water or Light Fund will be done. The analysis will include all expected sources and uses of funds for the current year as well as a five year future projection.
 - A minimum working capital reserve level equal to two months of operating costs must be maintained at all times. Operating cost is defined as total operating expenses less depreciation and interest expense.
 - Adequate funds must be provided for debt interest and principal repayments and any debt coverage requirements.

- Capital expenditures on average during the six year projection period must be at a level at least equal to the average depreciation expense during the projection period. (This control is intended to prevent under funding replacement capital expenditures to allow for dividend transfers).
 - Payment will be made after reviewing the prior year's audited financial statements, and preparation of an updated financial projection analysis for the Water and Light Fund.
 - Mayor and Council act on staff recommendation and declare dividend if appropriate and in compliance with this policy.
4. These needs must be anticipated and adequately provided for in the Water and Light Fund in determining what level of dividend can be sustained from year to year without depleting necessary Water and Light Fund reserves or service delivery capabilities.

COMMUNITY BETTERMENT SPECIAL REVENUE FUND USE POLICY

1. The Community Betterment Fund is designed to be used for special one-time projects or contributions to be used for the betterment of the City of Hagerstown. The Fund will be used for non-recurring expenditures and should not be used for regular operating expenses. Use of the funds must be consistent with the City's financial policies, accounting standards, and the eligible uses outlined below.
2. Source of funds will be the Light Fund dividend transfer payments, host fees from First Urban Fiber, when those payments start and other sources of funds such as grants and contributions as the Mayor and Council may direct.
3. Uses of the fund will include non-recurring expenditures for city neighborhoods, downtown redevelopment, economic development projects, special one-time projects. Public art, park improvements or beautification are a few of the one-time special projects. Contributions to non-profit agencies for special one-time projects supportive of the City's goals may be 15% of the annual budgeted amount with no one agency receiving more than 25% of the amount set aside for non-profit agencies. Other uses of the fund may also include other similar one-time Community Betterment projects deemed appropriate by the Mayor and Council.

The City will budget use of the funds for eligible purposes in the year after they are received and available. City will not budget or commit to spend dollars until they are received. A portion of the expected available funds should be held in a contingency fund for use for special opportunities or other needs that may develop during the fiscal year. Due to the nature of this fund and it's dependence on the ability of the Light Fund to generate dividend payments it is not currently active and is not presented in the current year budget document.

WORKERS COMPENSATION RISK MANAGEMENT REPLENISHMENT POLICY

In the event that accumulated expenses (claims, premiums, claims administration, or other costs) or losses were to result in a significant shortfall or depletion of a given fund's equity in the Workers Compensation Risk Management Fund, reimbursement to the fund would be made on the following basis:

1. Assuming a shortfall of less than \$50,000, the reimbursement will be immediate.
2. Assuming a shortfall between \$50,000 and \$250,000, then the reimbursement will be at a minimum rate of \$50,000 per year over no more than five years.
3. If the shortfall exceeds \$250,000, the reimbursement should be financed to reimburse the Workers Compensation Risk Management Fund immediately. The repayment term on the financing will not exceed fifteen years.

GENERAL FUND BALANCE/RETAINED EARNINGS POLICY

1. The City will maintain a minimum undesignated fund balance (to be used for unanticipated emergencies) of ten (10) percent of the General Operating Budget (excluding Capital Outlay). These funds will be used to avoid cash flow interruptions, generate interest income, reduce the need for short-term borrowing and assist in maintaining an investment grade bond rating.
2. If the fund balance should fall below the above minimum balance, the City will budget one (1) percent of the general fund revenue estimated for that fiscal year to get back to ten (10) percent within five (5) years.
3. The City will strive to maintain sufficient retained earnings in the utility funds to provide for their working capital needs, minor continuing system improvements, and general system improvements

ORGANIZATIONAL NARRATIVE
FISCAL YEAR 2009/2010

The City is the county seat of Washington County, Maryland. It is located approximately 70 miles northwest of Washington, D. C. and Baltimore, Maryland. Founded in 1762 and incorporated in 1813, the City's area is 10.66 square miles; its population is 36,687 according to the most recent 2000 census.

The City adopted its present charter in 1983. The legislative functions of the City are vested in the five Council members. The Mayor serves as President of the Council, participates in all Council discussions, and has veto power on all ordinances passed by the Council. The Mayor is also the ceremonial head of the City government. The Mayor and all Council members are elected on an at-large basis for four year terms.

The City Administrator serves as the chief administrative officer of the City, responsible to the Council for the administration of all City affairs. The Director of Finance is the chief financial officer of the City and has been delegated the task of supervising and directing the proper accounting of all revenues and expenditures, and the preparation of the annual operating budget. The books and accounts of the City are audited annually by an independent public accountant selected by the Council.

The City provides the full range of municipal services that is contemplated by statute or charter. This includes public safety (police and fire), highways and streets, sanitation, electric, water and sewer service, parks and recreation, public improvements, economic development, planning and zoning, property management, and general administrative services.

FUND ACCOUNTING

As shown on the fund structure organizational charts preceding each major section of the budget, the City's accounts are organized into funds and account groups, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures or expenses, as appropriate.

GOVERNMENTAL FUNDS

General Fund - The General Fund is the general operating fund of the City. It is used to account for all functional resources not required to be accounted for in another fund.

Special Revenue Funds – These funds, such as the Community Development Block Grant Fund, Flexible Spending Fund, Economic Redevelopment Fund, Telework Fund, Business Revolving Loan Fund, Excise Tax Fund, and Special Revenue Grant Fund are used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specific purposes.

Capital Improvement Projects Fund - This fund is used to account for the acquisition of major capital facilities within the Governmental Funds. Revenue sources are grants from other governmental agencies, appropriations from other City funds, outside financing and prior year's appropriated fund balances.

PROPRIETARY FUNDS

Enterprise Funds - Enterprise funds are used to account for operations that are financed and operated in a manner similar to private business enterprises - where the intent of the governing body is that costs of providing goods or services are to be recovered primarily through user charges. The Light Fund, Water Fund, Wastewater Fund, Parking Fund, Golf Course Fund, and Property Management Fund all operate as Enterprise Funds.

FIDUCIARY FUNDS

Trust Funds - These funds are used to account for assets held by the City in a trustee capacity. The Bloom-Carlile Trust Fund operates as a Trust Fund.

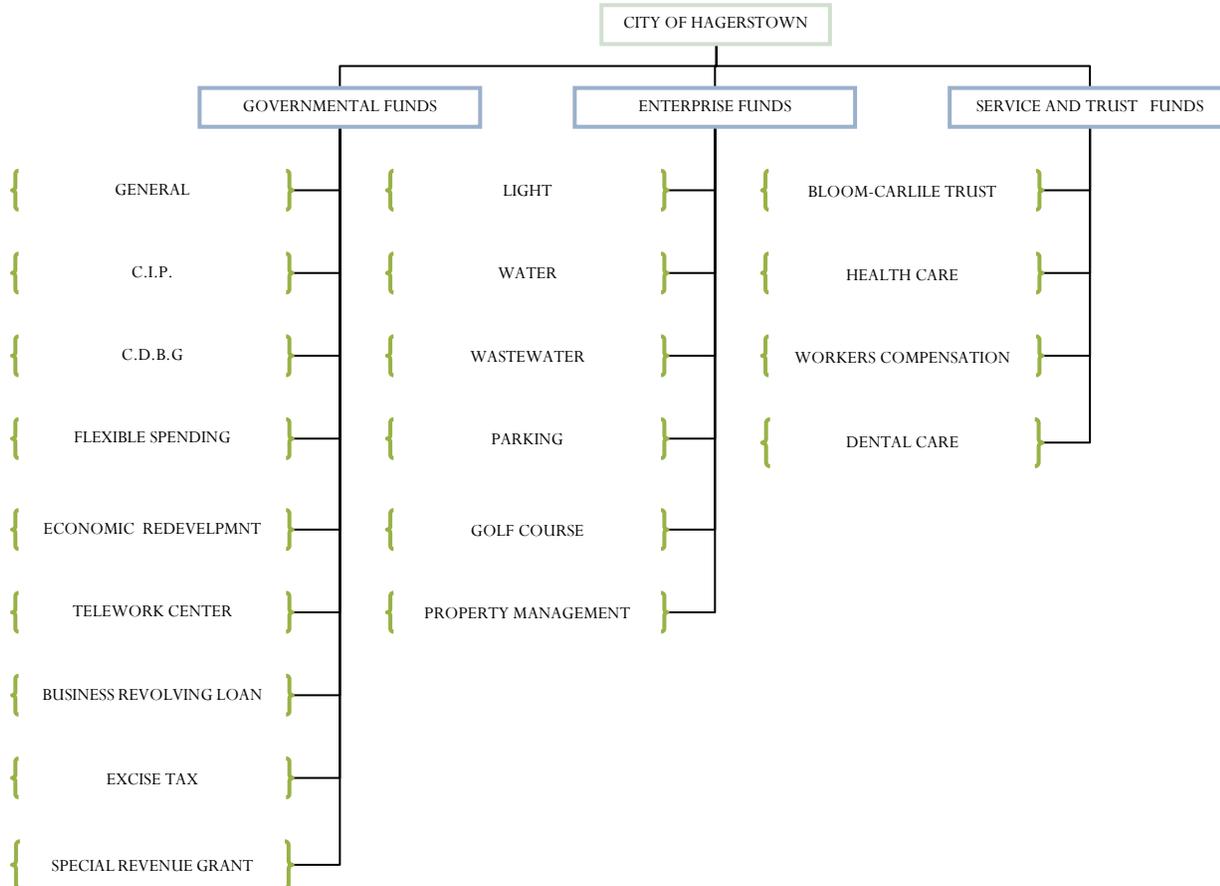
INTERNAL SERVICE FUNDS

Internal Service Funds - Internal Service Funds are used to account for the financing of goods or services provided by one department or agency of a government to other departments or agencies on a cost-reimbursement basis. The Worker's Compensation Fund, Health Care Fund, and Dental Care Fund are used to provide for potential uninsured liability claims and worker's compensation, health, and dental care claims below the City's insurance policy deductibles.

BASIS OF ACCOUNTING AND BUDGETING

Basis of accounting and budgeting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. All governmental and expendable trust funds use the modified accrual basis of accounting and budgeting. Certain revenues, primarily property taxes, are accrued when they are both measurable and available. In addition, certain grant revenues are accrued when the funds are earned. Expenditures are generally recognized when the related fund liability is incurred. Exceptions to this general rule include principal and interest on general long-term debt which is recognized when due. All proprietary and non-expendable trust funds use the accrual basis of accounting and budgeting; which means that expenses are recorded when the liabilities are incurred and revenues are recorded when earned.

CITY FUND STRUCTURE (ALL)
FISCAL YEAR 2009/2010



Explanation of Funds:

General Fund - This fund is the general operating fund for the City. It is used to account for all resources except those required to be accounted for in another fund. The principal activities accounted for in the General Fund are general government, public safety, public works, and recreation. These activities are funded primarily by property taxes, shared state taxes, and intergovernmental revenue from other governmental units.

Capital Improvement Project Fund - Used to account for the purchase or construction of major capital facilities which are not financed by the Enterprise funds. The source of the funds are grants from other governmental agencies, appropriations from other City funds (primarily the General Fund), and bond proceeds.

Community Development Block Grant (C.D.B.G.) Fund - This fund is used to account for activities which promote the rehabilitation and development of residential and commercial neighborhoods by providing loans, grants and public facilities and services.

Flexible Spending Fund - This fund was established to account for the City Employee Flexible Spending Account (FSA) Program. Funds are designated on a pre-tax basis to this fund by employees participating in the FSA Program for unreimbursed medical and dependent care costs and reimbursements are made to employees for these costs up to the annual amounts each employee chose to designate. Employer FICA savings are contributed to this fund and are used to pay for administrative costs.

Economic Redevelopment Fund - This fund is used to account for activities related to purchase and redevelopment of targeted properties in the City's downtown central business district. These activities are primarily funded by federal and state grants.

CITY FUND STRUCTURE (ALL)
FISCAL YEAR 2009/2010

Telework Center Fund - This fund is used to account for activities related to the City's participation in the federal government's telecommunications work center pilot program. These activities are primarily funded by federal grants.

Explanation of Funds (continued):

Business Revolving Loan Fund - This fund is designed to assist in the recruitment, retention and expansion of businesses within the City of Hagerstown, Maryland.

Excise Tax Fund – This fund was created to account for funds received from the excise tax. Revenues from the excise tax imposed through Washington County may only be used for specific purposes and this fund will be used to account for those funds.

Special Revenue Grant Fund – This fund was created to account for operating grant revenues from various agencies – federal, state, and local.

Light Fund - This fund is used to account for the activities of the City's electric distribution operations.

Water Fund - This fund is used to account for the activities of the City's water treatment and distribution operations.

Wastewater Fund - This fund is used to account for the activities of the City's sewage collection and treatment operations.

Parking Fund - This fund is used to account for the activities of the City's parking lots and decks.

Golf Course Fund - This fund is used to account for all activities relating to the City's public golf course.

Property Management Fund - This fund is used to account for all activities related to rental properties owned and managed by the City.

Bloom-Carlile Fund - The Bloom-Carlile Trust Fund was established to segregate funds received from the estates of S. Martin Bloom, Annie Gill Carlile, and others from the general accounts of the City. The donors' intent was to establish a permanent endowment fund. The income earned on investment of the fund is used to provide assistance to the poor and needy of Hagerstown.

Health Care Fund (HCF) - The City manages a self-insurance program for health care for its active and retired employees and their dependents in this Internal Service fund. Under this self-funded plan the City pays a standard monthly administrative fee for each covered member and accepts claim risks up to a specific stop loss for each individual covered. In addition, a second level of insurance called the aggregate stop loss assures that the City does not pay more than a maximum of projected expenses. All funds to which employees are assigned participate in the HIF. It allocates to costs by billing a pre-established internal insurance rate for each fund's employees, retirees and dependents. This charge represents the funding sources for the HCF from which all health care related administrative and medical reimbursements costs are paid.

Workers Compensation Fund (WCF) - The City manages its uncovered workers' compensation risks and sets aside assets for claim settlement in this Internal Service Fund. WCF services claims for risk of loss to which the City was exposed for workers' compensation injuries. All funds to which employees are assigned participate in the WCF. It allocates the cost of providing claims servicing and claims payments by charging a premium to each fund based on its exposure. This charge considers recent trends in actual claims experience of the City as a whole and makes provision for catastrophic losses.

Dental Care Fund – Similar to the Health Insurance Fund this Fund manages the Dental Insurance. It allocates the costs by billing a pre-established internal “insurance” rate for each fund’s employees, retirees, and dependents. This charge represents funding sources from which the dental care related administrative and reimbursement costs are paid.

Date founded		1762
Date of incorporation		1813
Date of adoption of present City Charter		1983
Form of Government	Mayor, Council, and Administrator	
Area – square miles		10.889
Population – per United States Census		
	1900	13,591
	1910	16,507
	1920	28,064
	1930	30,861
	1940	32,491
	1950	36,260
	1960	36,660
	1970	35,852
	1980	34,132
	1990	35,445
	2000	36,687
	2008 (estimate)	39,941
Fire Department		
Number of Stations (4 volunteer, 2 City owned)		6
Number of Fire Hydrants (within City limits)		802
Responses to Fire alarms		2,185
Average response time (in minutes)		3:19
False alarms (included in above number)		6
Public fire education programs		356
Persons in attendance at public education programs		11,110
Police Department		
Parking ticket violations issued		8,654
Net parking fines	\$	148,223
Calls for service		57,509
Alarm calls (included in above number)		2,065
Parks and Recreation		
Parks and Playgrounds (288.877 acres)		18
Outdoor Swimming Pools		1
Claude M. Potterfield Pool		
Total attendance at swimming pool		25,497
Average daily attendance at pool		300
Municipal Golf Course		1
The Greens at Hamilton Run		
Total attendance at golf course		16,638
Average daily attendance at golf course		48
Public Works		
Miles of paved streets and alleys		143.3
Number of traffic signals maintained		132

Light Department

Number of active accounts	17,026
Number of meters (in use)	18,072
Kilowatt hours purchased	363,323,000
Kilowatt hours sold	351,366,300
System peak demand-kilowatts	73,990
Number of substations – 34.5KV to 13.8KV	7

Water Department

Number of active accounts-City	13,083
Number of active accounts-County	15,162
Total number of active accounts	28,245
Daily average productions in million gallons	
R.C. Willson Plant (365 days)	10.583
Wm. M. Breichner Plant (365 days)	0.008
Greatest consumption for a single day	13.130
Plant pumping capacity per day	20.000
Average daily metered consumption	8.645
Miles of water mains (estimate)	425

Wastewater Department

Number of active accounts-City	12,828
Number of active accounts-County	2,903
Number of active acccounts-District (JSA)	3,373
Number of active accounts-Total	19,104
Daily average of sewage treated (million gallons)(including inflow and infiltration)	7.060
Daily average plant capacity (rated optimum efficiency)(million gallons)	8.000
Number of City owned pumping stations	26
Miles of collection system – City owned	153

Parking Facilities Department

Number of lots	6
Number of Parking Spaces (metered or rented)	
Lots	719
Streets	526
Parking Deck:	
Number of Parking Spaces	629
Number of Permit Parkers	421
Operating Revenue:	
Meter Fees	\$ 237,847
Permit Fees	\$ 162,079
Deck	\$ 334,712

**City of Hagerstown, Maryland
 Principal Employers in the Metropolitan Area
 Current Year and Nine Years Ago**

Employer	2008			1999		
	Employees	Rank	Percentage of Total County Employment	Employees	Rank	Percentage of Total County Employment
Washington County Health System, Inc.	2,971	1	4.48%	2,500	2	3.73%
Washington County Public Schools	2,921	2	4.41%	2,900	1	4.33%
State of Maryland	2,613	3	3.94%	2,397	3	3.58%
Citicorp Credit Services, Inc.	2,244	4	3.39%	2,390	4	3.57%
First Data Merchant Services	2,077	5	3.13%	1,800	5	2.69%
Volvo Powertrain NA (Mack Trucks, Inc.)	1,511	6	2.28%	1,365	6	2.04%
Washington County Government	1,080	7	1.63%	877	9	1.31%
Federal Government	763	8	1.15%	1,198	7	1.79%
Staples Distribution Center	760	9	1.15%	822	10	1.23%
Hagerstown Community College	682	10	1.03%			
Garden State Tanning				1,050	8	1.57%
Total	17,474		26.59%	17,299		25.83%

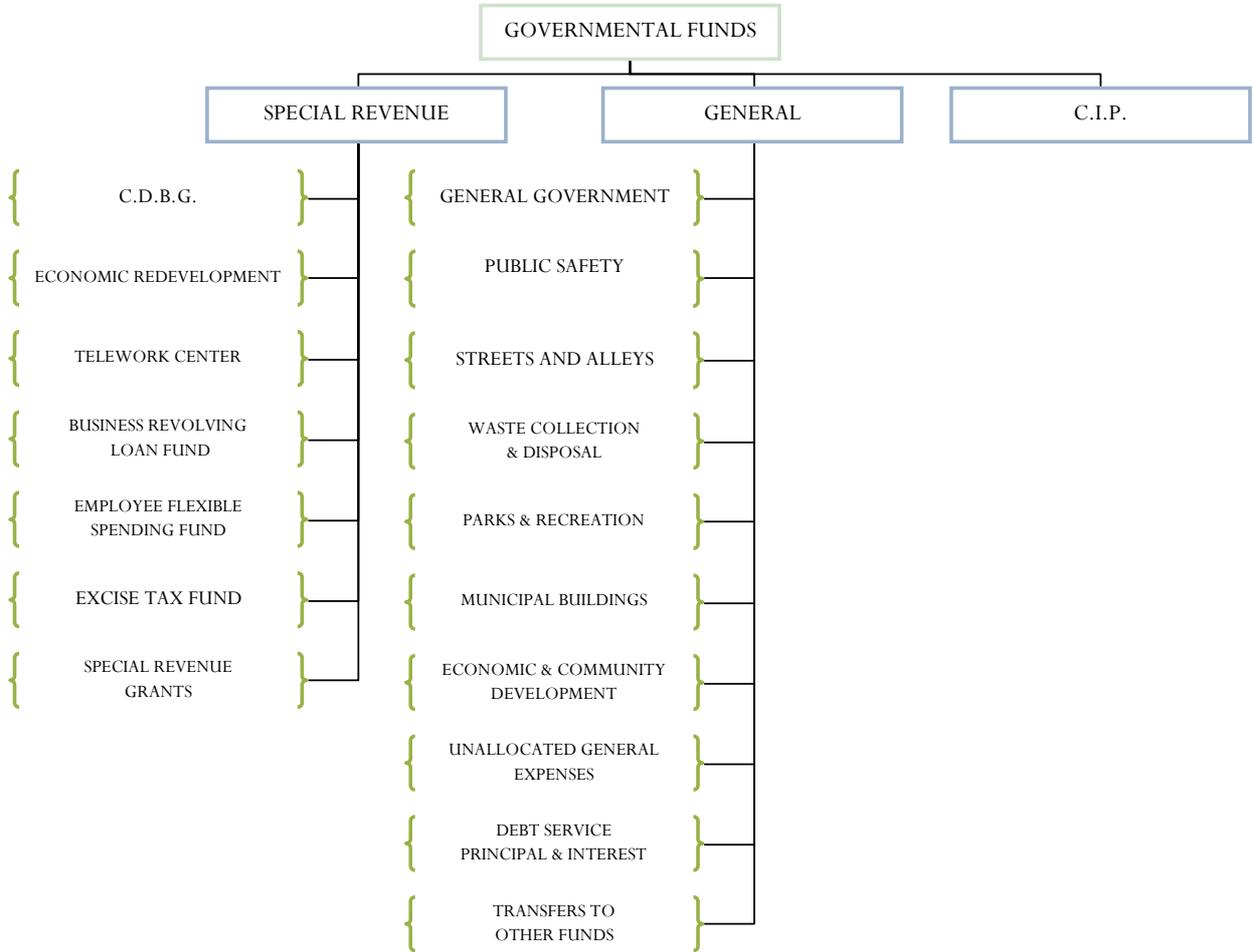
Source: Principal Employers for Washington County MD provided by Hagerstown/Washington County EDC.

Note: Total County employment for 2008 was 66,274 and 1999 was 66,967, supplied by Maryland DLLR.

GOVERNMENTAL FUNDS
SECTION 2

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GOVERNMENTAL FUNDS - ORGANIZATIONAL CHART
FISCAL YEAR 2009/2010



GOVERNMENTAL FUNDS - COMBINED STATEMENT OF REVENUES AND EXPENDITURES
FISCAL YEAR 2009/2010

REVENUES	GENERAL	SPECIAL REVENUE	CAPITAL IMPROVEMENT FUNDS	TOTAL
General Property Taxes	\$ 25,644,420	\$ -	\$ -	\$ 25,644,420
State and County Shared Taxes	7,425,081	150,000	-	7,575,081
Licenses and Permits	1,401,700	-	-	1,401,700
Fines and Forfeitures	123,000	-	-	123,000
Admissions, Fees and Rentals	3,197,694	-	-	3,197,694
Interdepartmental Charges	2,250,000	-	-	2,250,000
Federal, State and County Grants	115,000	3,190,076	11,355,090	14,660,166
Interest Earned on investments	250,000	80,425	-	330,425
Miscellaneous	143,152	707,194	-	850,346
TOTAL REVENUES	40,550,047	4,127,695	11,355,090	56,032,832
EXPENDITURES				
General Government	6,108,145	-	-	6,108,145
Public Safety	20,658,620	-	-	20,658,620
Streets and Alleys	2,457,675	-	-	2,457,675
Sanitation, Health and Welfare	2,211,598	-	-	2,211,598
Parks and Recreation	2,374,899	-	-	2,374,899
Municipal Buildings	554,992	-	-	554,992
Economic and Community Development	422,490	-	-	422,490
Unallocated General Expense	1,682,124	-	-	1,682,124
Debt Service - Principal and Interest	2,604,537	-	-	2,604,537
Operating Expenses	-	3,619,750	19,671,529	23,291,279
TOTAL EXPENDITURES	39,075,080	3,619,750	19,671,529	62,366,359
EXCESS(DEFICIENCY) OF REVENUES OVER EXPENDITURES	1,474,967	507,945	(8,316,439)	(6,333,527)
OTHER FINANCING SOURCES(USES)				
Operating Transfers In	61,000	378,147	3,704,000	4,143,147
New Bond Issues	-	-	856,000	856,000
Prior Bond Proceeds	-	-	3,380,439	3,380,439
Contributions by Others	-	-	331,000	331,000
Budgeted Use of Fund Balance	150,000	-	45,000	195,000
Capital Transfers (Out)	(1,192,000)	-	-	(1,192,000)
Operating Transfers (Out)	(490,032)	(1,833,000)	-	(2,323,032)
TOTAL OTHER FINANCING SOURCES(USES)	(1,471,032)	(1,454,853)	8,316,439	5,390,554
EXCESS(DEFICIENCY) OF REVENUES AND OTHER FINANCING SOURCES OVER EXPENDITURES AND OTHER USES	3,935	(946,908)	-	(942,973)
Beginning Fund Balance	7,389,744	7,597,607	4,504,326	19,491,677
Ending Fund Balance	7,393,679	6,650,699	4,504,326	18,548,704
DETAIL OF ENDING FUND BALANCES:				
Reserved - Encumbrances	100,000	-	-	100,000
- Inventories	200,000	713,151	-	913,151
- Prepaid Items	55,000	-	-	55,000
- Advances to Other Funds	-	-	-	-
- Loans Receivable	100,000	3,489,481	-	3,589,481
Unreserved, Designated - Capital Projects - Future Years Use	-	-	4,504,326	4,504,326
Unreserved, Undesignated	6,935,368	2,448,067	-	9,383,435
Ending Fund Equity	\$ 7,390,368	\$ 6,650,699	\$ 4,504,326	\$ 18,545,393

GENERAL FUND

SECTION 3

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STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE
FISCAL YEAR 2009/2010

ACCOUNT DESCRIPTION	2006/07	2007/08	2008/09		2009/10
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
Property Taxes	\$ 20,131,134	\$ 22,359,137	\$ 23,614,855	\$ 23,850,109	\$ 25,644,420
State and County Shared Taxes	6,903,846	7,179,098	7,725,714	7,318,600	7,425,081
Licenses and Permits	1,620,455	1,667,790	1,559,475	1,412,500	1,401,700
Intergovernmental Revenues	569,519	95,768	111,000	103,125	115,000
Charges for Current Services	2,976,425	3,199,982	3,317,105	3,186,337	3,197,694
Fines and Forfeitures	109,990	152,289	86,500	122,900	123,000
Unallocated General Revenues	2,819,520	2,657,681	2,644,600	2,490,342	2,643,152
Transfers from Other Funds	266,000	516,000	669,000	669,000	61,000
Budgeted Use of Fund Balance	-	-	300,000	300,000	150,000
Total Current Revenues	35,396,889	37,827,745	40,028,249	39,452,913	40,761,047
1501-Council	108,921	109,242	125,431	123,705	126,670
1502-City Clerk	110,956	132,144	142,778	142,674	132,166
1511-Mayor	60,431	66,108	67,613	67,189	67,372
1512-City Administrator	183,894	187,186	200,523	197,800	207,317
1521-Registration & Elections	-	-	67,050	67,050	-
1531-Finance & Accounting	590,323	632,386	680,814	678,583	678,932
1532-Treasurer & Tax Collector	246,153	298,528	312,896	307,209	320,796
1533-Purchasing & Stores	218,239	194,627	209,269	194,410	202,661
1534-Information Technology	527,729	598,126	652,293	650,159	823,197
1541-Legal Counsel	188,900	219,547	273,000	253,500	287,600
1551-Human Resources	391,686	423,537	478,788	469,493	487,950
1561-City Planning	439,794	472,616	538,711	521,970	561,681
1572-Engineering & Construction	933,387	1,155,341	1,250,190	1,247,227	1,283,467
1581-Community Affairs	267,500	294,895	327,054	325,026	325,811
1582-Public Functions	493,447	567,037	573,621	563,399	592,325
1563-Annexation	3,995	7,863	6,000	8,500	10,200
Total General Government	4,765,355	5,359,183	5,906,031	5,817,894	6,108,145
160X-Police Department	10,392,864	11,038,001	11,864,430	11,676,279	12,114,475
161X-Fire Department	5,449,425	6,149,733	6,400,334	6,393,825	6,561,794
1621-Code Administration	1,074,565	1,240,510	1,314,836	1,315,997	1,335,848
163X-Signal Department	543,810	663,392	604,453	682,104	646,503
Total Public Safety	17,460,664	19,091,636	20,184,053	20,068,205	20,658,620
171X-General Street Operations	449,160	603,366	792,124	703,408	621,601
1715-Snow Removal	301,558	280,567	339,498	263,972	299,524
1716-Street Cleaning	558,097	524,531	605,948	618,630	618,202
1710-Street Lighting	709,882	744,319	754,000	764,700	765,000
179X-PW & R Central Services	83,711	130,592	110,386	133,317	153,348
Total Streets & Alleys	2,102,408	2,283,375	2,601,956	2,484,027	2,457,675
1701-Waste Collection & Disposal	1,963,094	2,053,573	2,144,449	2,070,163	2,211,598

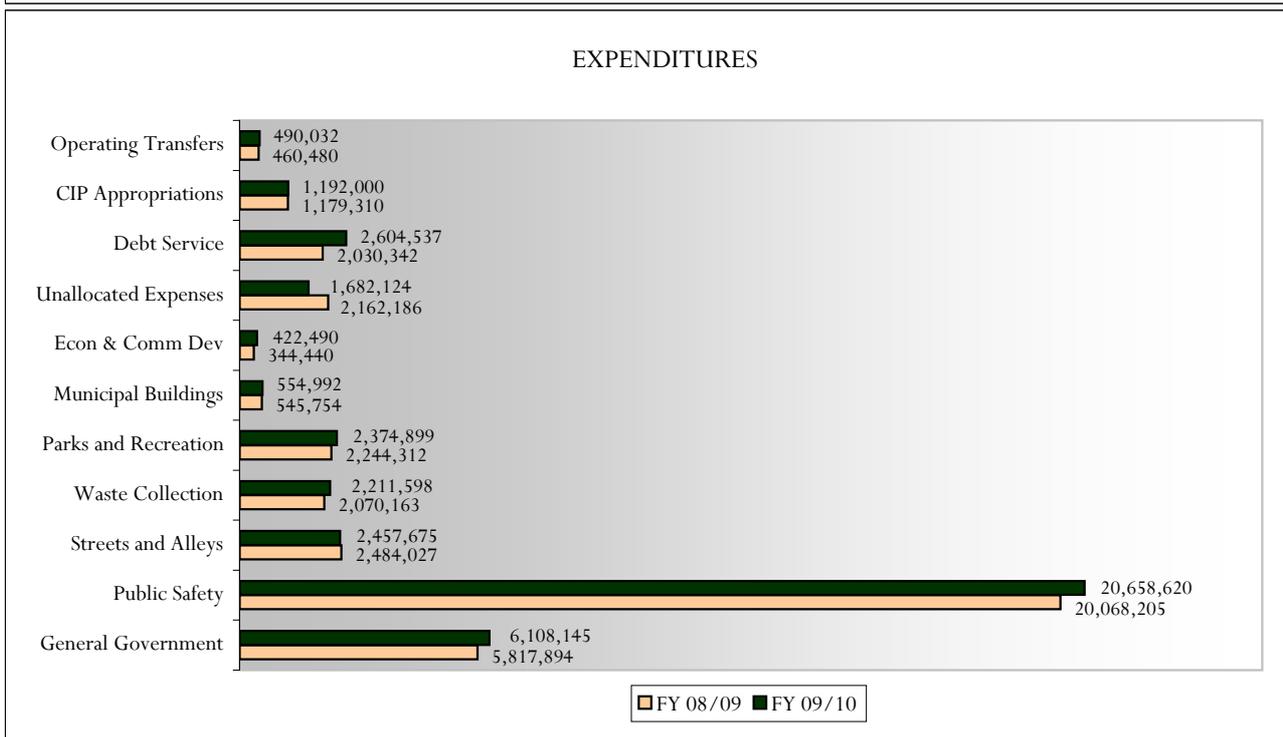
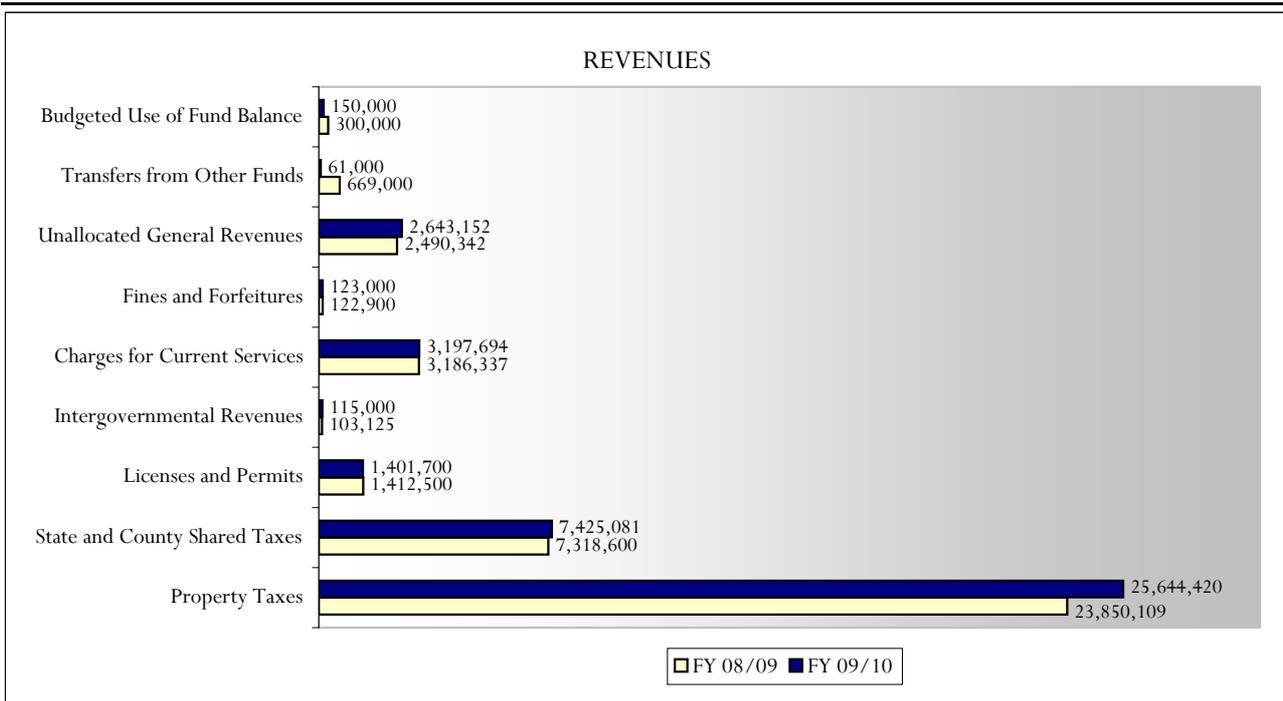
STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE
FISCAL YEAR 2009/2010

ACCOUNT DESCRIPTION	2006/07	2007/08	2008/09		2009/10
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
180X-City Parks	1,372,870	1,473,317	1,669,669	1,620,084	1,734,115
1830-Swimming Pools	159,598	188,289	187,938	138,908	157,566
1841-Municipal Stadium	67,925	78,603	71,035	141,923	119,437
1800-Department of Recreation	213,406	230,111	265,877	224,638	233,080
184X-Hager House/Train Museum	94,415	123,663	126,241	118,759	130,701
Total Parks & Recreation	<u>1,908,214</u>	<u>2,093,983</u>	<u>2,320,760</u>	<u>2,244,312</u>	<u>2,374,899</u>
1571-City Hall	266,716	251,518	343,860	315,647	296,022
1791-Municipal Market	93,411	115,822	123,835	92,642	108,895
1792-Central Equipment Building	69,216	92,940	108,403	137,465	150,075
Total Municipal Buildings	<u>429,343</u>	<u>460,280</u>	<u>576,098</u>	<u>545,754</u>	<u>554,992</u>
1596-Housing & Community Dev.	-	-	-	-	100,000
1597-Economic Development	163,512	183,048	304,852	304,811	266,265
1599-Neighborhoods First	8,470	10,779	42,000	39,629	56,225
Total Economic & Community Dev	<u>171,982</u>	<u>193,827</u>	<u>346,852</u>	<u>344,440</u>	<u>422,490</u>
1921-Retiree Benefits	1,254,067	1,409,382	1,476,777	1,423,000	1,427,000
XXX-Termination Pay	292,739	265,382	399,530	295,000	275,000
1941-Contributions-Other Agencies	269,321	306,811	333,965	334,186	341,465
1951-Inventory Adjustments	11,932	3,920	15,000	15,000	15,000
1991-Contingency	-	-	(123,730)	95,000	(376,341)
Total Unallocated General Expenses	<u>1,828,059</u>	<u>1,985,495</u>	<u>2,101,542</u>	<u>2,162,186</u>	<u>1,682,124</u>
190X-Debt Service-Prin & Interest	1,680,031	2,050,654	2,199,878	2,030,342	2,604,537
1981-Appropriation to CIP Fund	985,262	1,267,000	1,179,310	1,179,310	1,192,000
1982-Operating Transfers to Other Funds & Community Based Initiatives	<u>1,408,275</u>	<u>434,233</u>	<u>465,146</u>	<u>460,480</u>	<u>490,032</u>
Total Expenditures & Transfers	<u>34,702,687</u>	<u>37,273,239</u>	<u>40,026,075</u>	<u>39,407,113</u>	<u>40,757,112</u>
Excess(Deficiency) of Revenues over Expenditures	\$ 694,202	\$ 554,506	\$ 2,174	\$ 45,800	\$ 3,935
Less Budgeted Use of Fund Balance	-	-	(300,000)	(300,000)	(150,000)
Beginning Fund Balance	<u>\$ 6,501,895</u>	<u>\$ 7,196,097</u>	<u>\$ 7,750,603</u>	<u>\$ 7,750,603</u>	<u>\$ 7,496,403</u>
Ending Fund Balance	<u>\$ 7,196,097</u>	<u>\$ 7,750,603</u>	<u>\$ 7,452,777</u>	<u>\$ 7,496,403</u>	<u>\$ 7,350,338</u>

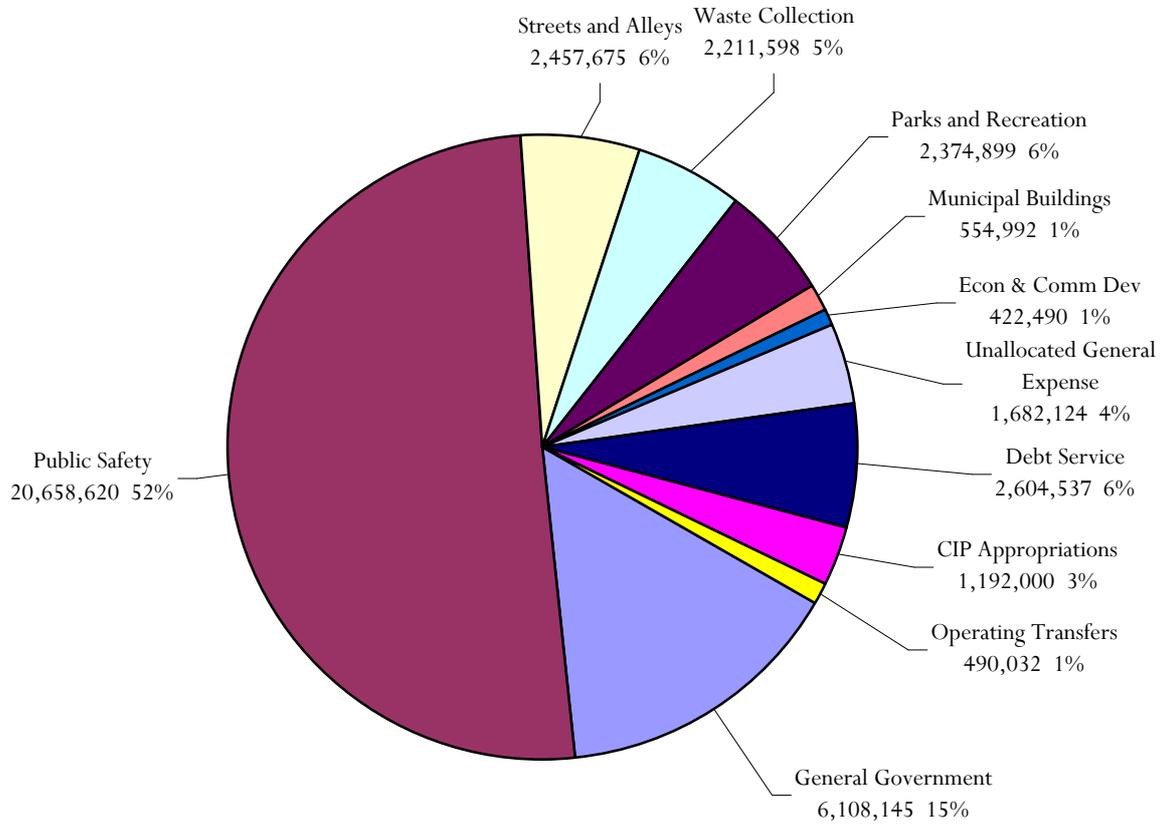
STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE
FISCAL YEAR 2009/2010

ACCOUNT DESCRIPTION	2006/07	2007/08	2008/09		2009/10
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
Detail of Ending Fund Balance:					
Reserve for Encumbrances	\$ 39,042	\$ 125,810	\$ 100,000	\$ 100,000	\$ 100,000
Reserve for Inventory	193,361	213,091	200,000	200,000	200,000
Reserve for Long-term Receivables from:					
1993 CHIEF Loan-Fairground	100,000	-	-	-	-
Reserve for Advances to Other Funds:					
General Liability Risk	-	-	-	-	-
Reserve for Prepaid Expenses	<u>50,864</u>	<u>61,848</u>	<u>55,000</u>	<u>55,000</u>	<u>55,000</u>
Total Reserves	383,267	400,749	355,000	355,000	355,000
Undesignated	<u>6,812,830</u>	<u>7,349,854</u>	<u>7,097,777</u>	<u>7,141,403</u>	<u>6,995,338</u>
Ending Fund Balance	<u><u>\$ 7,196,097</u></u>	<u><u>\$ 7,750,603</u></u>	<u><u>\$ 7,452,777</u></u>	<u><u>\$ 7,496,403</u></u>	<u><u>\$ 7,350,338</u></u>
Undesignated Balances as:					
% of Operating Budget Less					
Appropriation to CIP Fund	20.2%	20.4%	18.3%	18.7%	17.7%
Number of Months Expenditures	2.4	2.4	2.2	2.2	2.1

COMPARISON OF REVENUES AND EXPENDITURES - PROPOSED 09/10 VS. EST. ACTUAL 08/09
FISCAL YEAR 2009/2010



OBJECT EXPENDITURES
FISCAL YEAR 2009/2010



TOTAL ESTIMATED EXPENDITURES \$40,757,112

REVENUES AND OTHER FINANCING SOURCES
FISCAL YEAR 2009/2010

REVENUE SUMMARY	2006/07	2007/08	2008/09		2009/10
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
Property Taxes	\$ 20,131,134	\$ 22,359,137	\$ 23,614,855	\$ 23,850,109	\$ 25,644,420
State and County Shared Taxes	6,903,846	7,179,098	7,725,714	7,318,600	7,425,081
Licenses and Permits	1,620,455	1,667,790	1,559,475	1,412,500	1,401,700
Intergovernmental Revenues	569,519	95,768	111,000	103,125	115,000
Charges for Current Services	2,976,425	3,199,982	3,317,105	3,186,337	3,197,694
Fines and Forfeitures	109,990	152,289	86,500	122,900	123,000
Unallocated General Revenues	2,819,520	2,657,681	2,644,600	2,490,342	2,643,152
Total Current Revenues	<u>35,130,889</u>	<u>37,311,745</u>	<u>39,059,249</u>	<u>38,483,913</u>	<u>40,550,047</u>
OTHER FINANCING SOURCES					
Transfers from Other Funds	266,000	516,000	669,000	669,000	61,000
Budgeted Use of Fund Balance	<u>-</u>	<u>-</u>	<u>300,000</u>	<u>300,000</u>	<u>150,000</u>
Total Ending Revenues and Other Financing Sources	<u>\$ 35,396,889</u>	<u>\$ 37,827,745</u>	<u>\$ 40,028,249</u>	<u>\$ 39,452,913</u>	<u>\$ 40,761,047</u>

REVENUE STRUCTURE

The General Fund's revenues are grouped into seven major revenue categories as shown on the revenue summary above. Of these eight categories, property taxes make up 63% of total revenues and state and county shared taxes make up 18% of total revenues. The other 19% of the revenue base consists of intergovernmental revenues, intergovernmental cost allocations, interest income, licenses and permits, various admissions and service charges, fines and forfeitures, and transfers from other funds. Revenue to be raised from specific revenue items within these different revenue groupings are shown in the line item detail for each grouping. These can be located on pages 9 through 16 of this section.

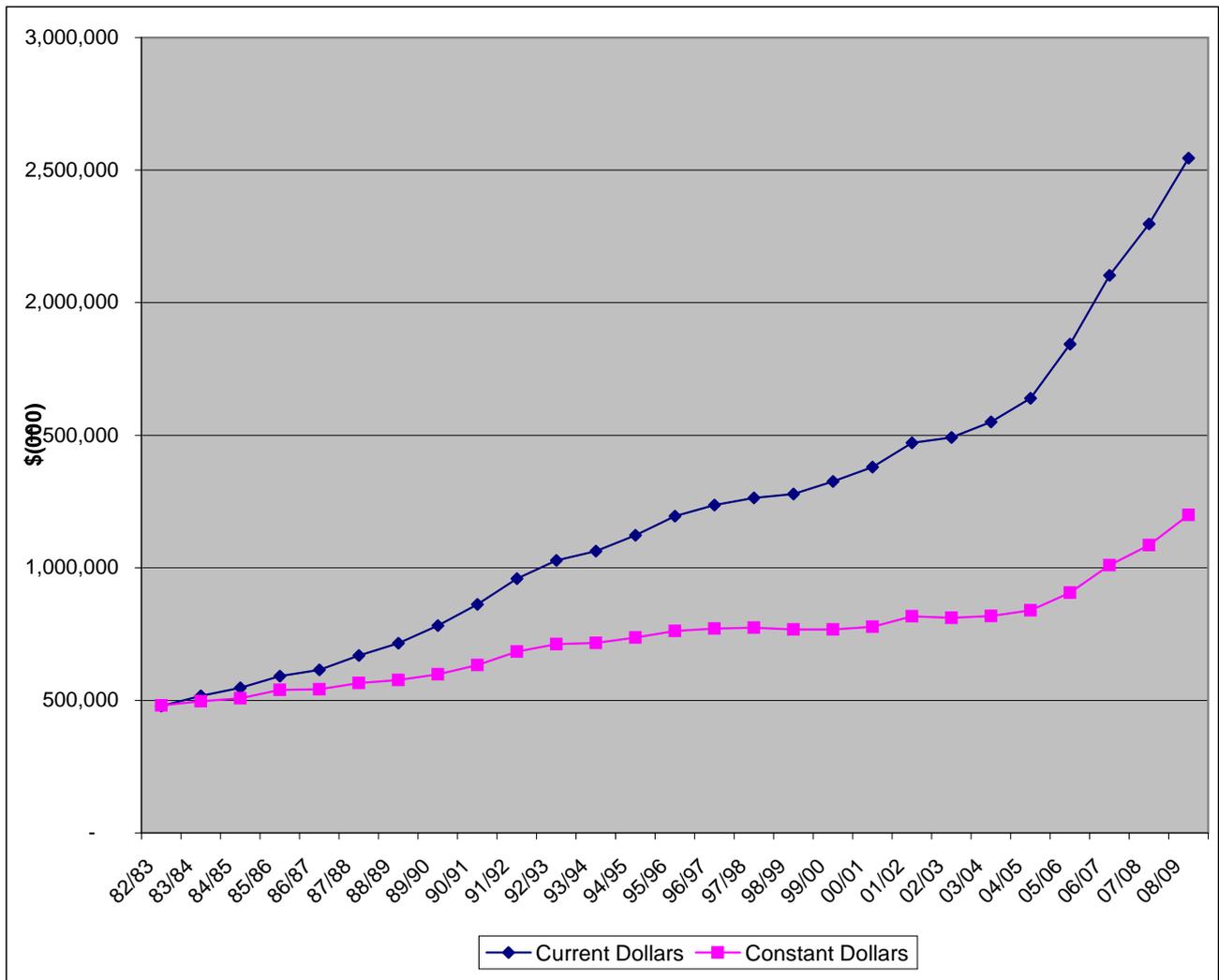
PROPERTY TAX - ASSESSABLE BASE TABLE
FISCAL YEAR 2009/2010

CITY ASSESSABLE TAX BASE AND PROPERTY TAX REVENUE
TRENDS AFTER ADJUSTING FOR CURRENT YEAR TAX
CREDITS, ABATEMENTS, AND REFUNDS

	Assessable Base*	Assessable Base - % Change from Prior Year	Real Estate Tax Rate*	Property Tax Revenues (000's)	Property Taxes- % Change from Prior Year
	(000's)				
Actual 1982/83	\$ 478,311	11.4%	\$ 0.668	3,959	0.8%
Actual 1983/84	516,267	7.9%	0.656	4,208	6.3%
Actual 1984/85	546,872	5.9%	0.656	4,438	5.5%
Actual 1985/86	590,807	8.0%	0.656	4,808	8.3%
Actual 1986/87	615,048	4.1%	0.656	5,170	7.5%
Actual 1987/88	668,765	8.7%	0.656	5,567	7.7%
Actual 1988/89	715,584	7.0%	0.672	5,914	6.2%
Actual 1989/90	781,612	9.2%	0.684	6,478	9.5%
Actual 1990/91	862,331	10.3%	0.684	6,982	7.8%
Actual 1991/92	958,760	11.2%	0.684	7,672	9.9%
Actual 1992/93	1,028,390	7.3%	0.684	8,194	6.8%
Actual 1993/94	1,062,582	3.3%	0.684	8,397	2.5%
Actual 1994/95	1,122,130	5.6%	0.684	8,810	4.9%
Actual 1995/96	1,194,522	6.5%	0.680	9,156	3.9%
Actual 1996/97	1,237,000	3.6%	0.680	9,742	6.4%
Actual 1997/98	1,263,861	2.2%	0.684	9,821	0.8%
Actual 1998/99	1,278,140	1.1%	0.696	10,210	4.0%
Actual 1999/2000	1,326,140	3.8%	0.692	10,388	1.7%
Actual 2000/01	1,379,531	4.0%	0.692	10,756	5.8%
Actual 2001/02	1,471,069	6.6%	0.732	11,708	8.4%
Actual 2002/03	1,491,155	1.4%	0.768	12,873	8.0%
Actual 2003/04	1,549,853	3.9%	0.783	13,555	5.3%
Actual 2004/05	1,639,741	5.8%	0.798	14,597	7.7%
Actual 2005/06	1,843,026	12.4%	0.798	16,123	10.5%
Actual 2006/07	2,103,113	14.1%	0.798	18,200	12.9%
Actual 2007/08	2,297,063	9.2%	0.798	19,742	8.5%
Estimated 2008/09	2,544,913	10.8%	0.788	21,348	8.1%
Projection 2009/10	2,767,995	8.8%	0.788	23,105	8.2%

* Assessable base and tax rates have been re-stated to reflect current practice of calculating property tax revenues over 100% of Estimated Actual Value.

ASSESSABLE BASE IN CURRENT AND
 CONSTANT DOLLARS (ADJUSTED FOR INFLATION - USING U.S. Dept. of Labor CPI-U)
 FISCAL YEAR 2009/2010



PROPERTY TAX - PROPOSED REVENUES
FISCAL YEAR 2009/2010

ACCOUNT DESCRIPTION	2006/07	2007/08	2008/09		2009/10
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
Current Year Levy	\$ 18,199,678	\$ 19,741,992	\$ 21,089,600	\$ 21,347,516	\$ 23,105,400
Interest on Delinquent Taxes	144,081	184,836	128,000	89,000	89,000
Prior Years' Levy-Net	(112,472)	176,769	(20,800)	(19,600)	(19,600)
Payment in Lieu of Taxes	1,956,369	2,310,119	2,466,255	2,486,093	2,522,520
Tax Discounts & Credits Allowed	(56,522)	(54,579)	(48,200)	(52,900)	(52,900)
Total Property Taxes	\$ 20,131,134	\$ 22,359,137	\$ 23,614,855	\$ 23,850,109	\$ 25,644,420

BUDGET HIGHLIGHTS

- * Revenues from property taxes are based on assessments established by the State Department of Assessment and Taxation. The property assessment is multiplied by the property tax rate established by the Mayor and Council to determine real estate and personal property tax revenues. This year's estimated property assessment has increased from \$2,545 million in 2008/2009 to \$2,768 million for 2009/2010, or an 8.8% increase in assessed base. A twenty-five year history of the change in the City's assessable tax base and property tax revenues is available on Page 7. The current tax rate of \$0.788 per \$100 in assessed value is recommended to be maintained for 2009/10. Real estate taxes are estimated at \$20,949,400 and personal property taxes at \$2,156,000.
- * This is the second year of the State's triennial assessment process. The total increase to the new assessment is being phased in equally over three fiscal years beginning in 2008/2009. The three year phase-in, tempered by a projected decrease in the growth rate of development, should cause the City to experience levels of assessable tax base growth such as the City last experienced in fiscal years 1987/88 through 1989/90. Properties in the City will be re-assessed again in the Summer, 2010.
- * The Mayor and Council took action along with the County to limit the maximum annual growth in assessments on owner occupied real estate to 5%. The cap had been 10%, which is still the maximum cap for State tax purposes.
- * The constant yield rate certified by the State for 2009/2010 which would generate the same dollar amount of gross real tax revenues, (before local property tax credits) is \$0.732 per \$100 assessed value which is \$0.056 less than the current tax rate of \$0.788. This indicates assessed values on existing real estate have gone up an average of 7.7%
- * The real estate component of the current year levy assessable base went up a total of 9.2% (See Section 10, Page 7 of the Financial Projections) Since the existing real estate assessable base went up 7.7%, the other 1.5% of the increase is the result of new growth and development. The dollar value of this increase in real estate property tax revenue from new growth and development is \$314,241 or about one cent on the City's real estate tax rate.
- * **The Proposed Budget does not include a tax rate increase.**

STATE SHARED TAXES - PROPOSED REVENUES
FISCAL YEAR 2009/2010

ACCOUNT DESCRIPTION	2006/07	2007/08	2008/09		2009/10
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
Income Tax	\$ 2,345,527	\$ 2,537,266	\$ 2,560,000	\$ 2,586,810	\$ 2,588,160
Admissions	133,971	85,823	129,600	123,351	130,248
Highway User Revenues	2,257,531	2,177,798	2,236,400	1,959,783	1,966,324
Police Protection	754,088	746,567	770,000	770,555	773,850
Financial Corporations	34,214	34,214	34,214	34,214	34,214
State Aid For Fire Service	51,522	53,723	51,500	53,000	53,000
Enterprise Zone Tax Credits	73,707	81,010	78,500	118,598	79,285
Room Tax-Tourism Promotion	-	-	220,000	140,000	140,000
County Tax Differential	1,253,286	1,462,697	1,645,500	1,532,289	1,660,000
Total State Shared Taxes	\$ 6,903,846	\$ 7,179,098	\$ 7,725,714	\$ 7,318,600	\$ 7,425,081

BUDGET HIGHLIGHTS

* The 3.9% decrease from the 2008/2009 budget is primarily due to decline in Highway User Revenues and new Room Tax-Tourism Promotion revenue sharing from the County being less than anticipated.

Income Tax - 1.1 % increase over 2008/2009 budget primarily based on historic trends and analysis of the City's estimated actual receipts for fiscal 2008/2009. This increase in State income tax revenues is the result of the new residential growth that has occurred in the newly annexed areas of the City and new subdivisions on existing vacant land within the City. Municipalities in Maryland only share in personal income tax revenues from residents living within the municipality's boundaries.

Highway User Revenues - 12.1% decrease from the 2008/2009 budget is based on estimates we received from the State Highway Administration adjusted by our historical experience. Growth in this area has been impacted by higher gasoline costs, resulting in reduced gasoline purchases and a reduction in gasoline tax revenues to the State. The estimate is based on the current distribution formula.

County Tax Differential - .9% increase over 2008/2009 budget is based on the estimate we received from Washington County.

Police Protection - .5% increase is based on estimates received from State official's responsible for tracking the General Assembly's adjustments to these formulas.

Admissions - .5% increase from the 2008/2009 budget is based on our most recent history which has seen a slight increase in the admission receipts from bingo establishments.

LICENSES AND PERMITS - PROPOSED REVENUES
FISCAL YEAR 2009/2010

ACCOUNT DESCRIPTION	2006/07	2007/08	2008/09		2009/10
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
Street Digging Permits	\$ 82,268	\$ 47,580	\$ 35,000	\$ 45,000	\$ 30,000
Distilled Spirits	3,734	7,910	8,000	8,200	8,200
Traders Licenses	100,815	113,805	106,000	106,000	106,000
Cable TV Franchise Fee	335,311	535,877	360,000	355,000	360,000
Vendor Permits from City Clerk	3,370	9,720	2,500	2,500	2,500
Utility License Fee	13,500	13,500	14,000	14,000	14,000
Building Permits	327,285	215,306	240,000	160,000	160,000
Plumbing Permits	100,073	92,196	60,000	40,000	40,000
Plumbing Dept-Licenses	12,240	10,205	4,000	4,000	4,000
Mechanical Permits	-	-	40,000	35,000	35,000
Contractor's Licenses	6,735	12,336	2,000	2,000	2,000
Uncollected- Residential Rental Lic	8,233	(1,535)	(10,125)	(5,000)	(5,000)
Electrical Permits	111,413	101,394	110,000	80,000	80,000
Residential Rental Licenses	352,051	424,712	405,000	425,000	425,000
Electical Licenses	25,259	5,145	20,000	20,000	2,000
Pre-Sale Code Inspection	420	100	600	800	1,000
Technology Fee	36,788	31,950	43,000	55,000	55,000
Admin Fee for Excise Tax	41,501	15,618	12,000	10,000	15,000
Vacant Structure Licensing Fee	800	(200)	2,000	6,500	17,500
Code Admin Late Fee	-	-	50,000	15,000	15,000
Rental License Fee-Prior Year	-	-	1,000	-	-
Secure Vacant Structure Fee	-	-	1,000	1,000	1,000
Re-Inspection Fee	-	-	500	500	500
Curbs, Sidewalks, & Driveways	3,150	3,188	3,000	2,000	3,000
Storm Drainage Connections	150	-	-	-	-
Grading Permits	55,359	28,983	40,000	20,000	20,000
Illegal Connection Fees	-	-	10,000	10,000	10,000
Total Licenses & Permits	\$ 1,620,455	\$ 1,667,790	\$ 1,559,475	\$ 1,412,500	\$ 1,401,700

BUDGET HIGHLIGHTS

- * The 10.1% decrease from the 2008/2009 budget is due to a slow down in development as reflected in building, plumbing, and electrical permits. Residential development has slowed significantly due to the down turn in the housing markets, but non-residential development in the City, while down, is proceeding with several new projects planned for the upcoming year.
- * Electrical Licenses reflects the effect of issuing electrical licenses every other year rather than annually.

INTERGOVERNMENTAL REVENUES - PROPOSED REVENUES
FISCAL YEAR 2009/2010

ACCOUNT DESCRIPTION	2006/07	2007/08	2008/09		2009/10
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
Fedl Police Body Armor Grant	\$ 14,417	\$ -	\$ -	\$ -	\$ -
ARC Planning Grant	-	2,400	-	-	-
School Resources	31,624	-	-	-	-
Heritage Area Planning Grant	-	4,136	-	-	-
Digital Cameras for Patrol	7,110	-	-	-	-
St Police Body Armor Grant	11,625	-	-	-	-
Policing - CSAF	25,000	-	-	-	-
Coordination - CSAF	67,396	-	-	-	-
Health Dept Traffic Grant	54,506	-	-	-	-
Character Counts Revenue	1,500	-	-	-	-
Domestic Violence Resp Coord	42,135	7,500	-	-	-
Protective Order Entry & Serv	16,317	-	-	-	-
Project Cease Fire Grant	131,150	-	-	-	-
Mobilization - CSAF	750	-	-	-	-
Mobilization - CSAF	750	-	-	-	-
Washington County After School	55,032	45,555	-	-	-
Narcotics Attorney	15,000	-	-	-	-
Child Advocacy Center Grant	43,370	36,176	-	-	-
Violent Crime Attorney Grant	27,052	1	-	-	-
CSAF Gang Intervention O/T	16,085	-	-	-	-
Training Grant	8,700	-	-	-	-
School Resources-Bd of Education	-	-	111,000	103,125	115,000
Total Intergovernmental	\$ 569,519	\$ 95,768	\$ 111,000	\$ 103,125	\$ 115,000

BUDGET HIGHLIGHTS

- * As suggested by our auditors, our operational grant funds have been moved to a Special Revenue Grant Fund which may be found in Section 5.
- * 3.6% increase is due to full staffing dedicated to the school resource officer with funding from the Board of Education.

CHARGES FOR CURRENT SERVICES - PROPOSED REVENUES
FISCAL YEAR 2009/2010

ACCOUNT DESCRIPTION	2006/07	2007/08	2008/09		2009/10
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
Refuse Collection Fees	\$ 2,116,976	\$ 2,163,207	\$ 2,311,200	\$ 2,192,900	\$ 2,198,000
Other Service Charges	537,265	687,864	686,481	666,317	654,620
Public Function Revenues	228,172	265,746	232,374	257,374	257,374
Municipal Stadium	50	1,151	-	50	-
Swimming Pool	93,962	82,014	87,050	69,696	87,700
Total Charges for Current Services	\$ 2,976,425	\$ 3,199,982	\$ 3,317,105	\$ 3,186,337	\$ 3,197,694

BUDGET HIGHLIGHTS

- * Revenues consist of Refuse Collection fees of \$2,198,000; Police and Fire department service charges of \$364,814; Planning & Zoning revenues of \$99,990; Engineering revenues of \$87,000; Swimming Pool admission charges of \$87,700; Public Function Revenue of \$257,374; and \$102,816 of other miscellaneous service charges.
- * Overall these revenues are proposed to decrease by 2.4% (\$79,411) primarily due to decreases in Refuse Collection Fees due to an anticipated increase in refuse collection fees for 2008/09 that did not occur. Fees are not anticipated to increase for 2009/10 unless warranted by increases in the trash collection contract or County increasing their landfill tipping fees.

FINES & FORFEITURES - PROPOSED REVENUES
FISCAL YEAR 2009/2010

ACCOUNT DESCRIPTION	2006/07	2007/08	2008/09		2009/10
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
Permits & Fines - Alarm System	\$ 17,597	\$ 15,378	\$ 16,000	\$ 17,000	\$ 17,000
Confiscated Revenue	64,459	17,035	30,000	30,000	30,000
Municipal Infractions-Police Dept	(6,670)	305	500	350	400
DEA Confiscated Funds	1,080	-	-	-	-
Abatement Fees	5,010	19,059	4,000	4,000	4,000
Mun Infraction-Code Enforcement	26,129	97,322	35,000	70,000	70,000
Mun Infractions-Inspections	1,250	2,930	-	250	300
Tech Appeals Board Filing Fees	1,150	260	-	300	300
Court Costs	(15)	-	-	-	-
Municipal Infractions-Planning	-	-	1,000	1,000	1,000
Total Fines and Forfeitures	\$ 109,990	\$ 152,289	\$ 86,500	\$ 122,900	\$ 123,000

BUDGET HIGHLIGHTS

* Fines and forfeitures revenues consist of Confiscated Revenues of \$30,000; Permits & Fines from Alarm System violations of \$17,000; and miscellaneous other municipal infractions of \$76,000. The overall increase from the 2008/2009 budget is 42.2% due to the increase in Code Enforcement Municipal Infraction revenue.

UNALLOCATED GENERAL REVENUES - PROPOSED REVENUES
FISCAL YEAR 2009/2010

ACCOUNT DESCRIPTION	2006/07	2007/08	2008/09		2009/10
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
Administrative Allocation Revenues	\$ 2,141,268	\$ 2,033,773	\$ 2,143,501	\$ 2,070,369	\$ 2,250,000
Interest on Investments	446,159	456,504	400,000	300,000	250,000
Sale of Land & Other Property	123,260	60,756	14,000	13,000	15,000
Other General Revenue	108,833	106,648	87,099	106,973	128,152
Total Unallocated General Revenues	<u>\$ 2,819,520</u>	<u>\$ 2,657,681</u>	<u>\$ 2,644,600</u>	<u>\$ 2,490,342</u>	<u>\$ 2,643,152</u>

BUDGET HIGHLIGHTS

* Includes investment interest income of \$250,000, inter-department charges for central services cost allocations of \$2,250,000, sale of land & other property of \$15,000, property rental income of \$83,576, citizen contributions of \$35,576, and miscellaneous revenues of \$9,000. Revenues are projected to decrease by .1% (\$1,448) due declining interest rates.

TRANSFERS FROM OTHER FUNDS - PROPOSED REVENUES
FISCAL YEAR 2009/2010

ACCOUNT DESCRIPTION	2006/07	2007/08	2008/09		2009/10
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
Transfer from Health Care Fund	\$ -	\$ 500,000	\$ 600,000	\$ 600,000	\$ -
Transfer from Water Fund	250,000	-	-	-	-
Transfer from Flexible Spending	6,000	6,000	6,000	6,000	6,000
Economic Redevelopment Fund	-	-	58,000	58,000	-
Transfer from CDBG Fund	10,000	10,000	5,000	5,000	5,000
CDBG Funding-HNDP/Home Store	-	-	-	-	50,000
Total transfers from Other Funds	\$ 266,000	\$ 516,000	\$ 669,000	\$ 669,000	\$ 61,000

BUDGET HIGHLIGHTS

- * The \$50,000 transfer from the CDBG Fund represents CDBG's portion of the funding for the Homestore and the Hagerstown Neighborhood Development Partnership in the Housing and Community Development section of the General Fund budget.

MAYOR - PROGRAM DESCRIPTION
FISCAL YEAR 2009/2010

PROGRAM FUNCTION AND ELEMENTS

2009/10
RECOMMENDED

The Mayor is elected for a four year term to represent the City in all official capacities and provide leadership to the City Council and community at large.

The Municipal Charter of Hagerstown states that the Mayor shall be the chief elected executive officer of the City and shall see that the Ordinances of the City, provisions of the Charter, and City Council policies and resolutions are faithfully executed, preside over the Legislative branch, and report to the City Council on the condition of City affairs. The annual salary for the Mayor is established by Ordinance at \$28,000.

TOTAL \$ 67,372

PERFORMANCE INDICATORS

	2007/08	2008/09	2009/10
Number of Mayor & Council Meetings	50	50	50
Deliver annual State of the City address	1	1	1
Number of Meetings with Civic associations such as Economic Development Commission, Museum, Chamber of Commerce, Greater Hagerstown Committee, Community Rescue Service, Sister City	60	60	60

MAJOR BUDGET YEAR INITIATIVES

- * Establish City priorities, goals, objectives and work plans for the next fiscal year with the City Council and City Administrator.
- * Provide leadership for and participation with community organizations and citizens, Maryland Municipal League, Tri-County Council, County, State and Federal officials to develop and implement goals.
- * Serve as spokesperson for City programs, services and new initiatives.

MAYOR - PROGRAM SUMMARY
FISCAL YEAR 2009/2010

EXPENDITURE SUMMARY	2006/07	2007/08	2008/09		2009/10
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
Base Wages	\$ 28,000	\$ 28,108	\$ 27,996	\$ 28,000	\$ 28,000
Material, Supplies, and Utilities	717	702	1,350	1,350	1,350
Maintenance and Repairs	-	-	50	-	-
Vehicle Operating Expenses	1,107	1,071	1,300	1,300	1,300
Advertising and Printing	126	183	300	300	300
Professional Development	4,000	2,593	3,150	3,150	3,150
Other General Expenses	3,441	1,516	800	800	800
Wage & Overhead Cost Allocation	18,433	22,464	24,963	24,960	24,623
Fringe Benefits	3,005	3,563	4,254	4,239	4,239
Communication Expenses	1,602	4,423	2,450	3,090	3,110
Capital Outlay	-	1,485	1,000	-	500
Total Expenditures	<u>\$ 60,431</u>	<u>\$ 66,108</u>	<u>\$ 67,613</u>	<u>\$ 67,189</u>	<u>\$ 67,372</u>

BUDGET HIGHLIGHTS

* Budget is relatively unchanged from last year.

STAFFING SCHEDULE

1. Mayor	1
A. Executive Assistant *	<u>0.34</u>
Total Full-Time Staffing	1.34

* Position shared with City Administrator and Director of Economic Development.

CITY COUNCIL - PROGRAM DESCRIPTION
FISCAL YEAR 2009/2010

PROGRAM FUNCTION AND ELEMENTS

2009/10
RECOMMENDED

The Mayor and Council serve as the legislative and policy making body of the Municipal Government, having responsibilities for enacting city ordinances, appropriating funds to conduct city business, and providing policy direction to the administrative staff.

The City Charter of Hagerstown states that the legislative powers of the City shall be vested in a Council consisting of five members elected for a four-year term. The annual salary for each Council member is established by ordinance at \$8,000.

TOTAL \$ 126,670

PERFORMANCE INDICATORS

	2007/08	2008/09	2009/10
* Number of Mayor & Council Meetings	50	50	50
* Average number of meetings representing City (e.g., board/commission)	24	24	24
* Average number of community functions attended representing the City	25	25	25

MAJOR BUDGET YEAR INITIATIVES

- * Develop and approve policies which focus on the following:
- * To define and provide a long-term vision for the City of Hagerstown, with particular focus on revitalization of the the downtown core, by seeking opportunities to recruit economic development and revenue growth that are appropriate to the long-term goals.
- * To improve the condition and appearance of all properties in the City thereby creating a community that preserves the City's character and history and is visually inviting and appealing.
- * To provide the citizenry with amenities and facilities which are well-maintained, aesthetically pleasing and complimentary to the City's infrastructure and landscape. These community assets should also provide a vehicle in which to market the City to new residents, businesses, and visitors as well as to retain existing members of the community.
- * To create and maintain a community that is safe, friendly, and environmentally healthy by expanding current resources and services.
- * To strengthen the City's financial position both internally as an organization and externally as a partner with other community entities programs/processes and developing and implementing new sources of revenue that are aligned with the City's long-term goals and visions.

CITY COUNCIL - PROGRAM SUMMARY
FISCAL YEAR 2009/2010

EXPENDITURE SUMMARY	2006/07	2007/08	2008/09		2009/10
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
Base Wages	\$ 39,886	\$ 40,194	\$ 40,020	\$ 40,000	\$ 40,000
Material, Supplies, and Utilities	27,568	32,561	35,200	35,210	35,000
Vehicle Operating Expense	996	582	1,000	1,000	1,500
Advertising and Printing	115	-	500	500	500
Professional Development	10,223	8,422	18,000	13,350	15,500
Other General Expenses	1,910	690	2,100	2,100	2,100
Fringe Benefits	27,949	26,162	28,186	31,120	31,420
Communication Expenses	274	631	425	425	650
Total Expenditures	<u>\$ 108,921</u>	<u>\$ 109,242</u>	<u>\$ 125,431</u>	<u>\$ 123,705</u>	<u>\$ 126,670</u>

BUDGET HIGHLIGHTS

* Increases in budgeted amounts are to allow for the upcoming election. These increases will allow for new business cards/ stationery, nameplates, more interest in conference attendance, a swearing in ceremony, and reception expenses.

STAFFING SCHEDULE

1. Council Members	<u>5</u>
Total Full-Time Staffing	5

REGISTRATIONS AND ELECTIONS - PROGRAM DESCRIPTION
FISCAL YEAR 2009/2010

PROGRAM FUNCTION AND ELEMENTS

**2009/10
RECOMMENDED**

The City Charter requires a primary and general election every four years for the Mayor and five City Councilmembers. In accordance with provisions of the State of Maryland and the City of Hagerstown, provisions are made for all aspects of conducting these elections, including the Board of Election Supervisors for the City, staff (Washington County Election Supervisors), all election judges, the voting equipment, supplies, printing of ballots and required publications and advertisements.

TOTAL \$ -

PERFORMANCE INDICATORS

	2005	2009	2010
Number of Candidates Filing	19	25	-
Number of Registered Voters at General Election	18,906	19,000	-
Number of Registered Voters at Primary Election	15,543	16,000	-
Number Voting in General Election	4,440	5,000	-
Number Voting in Primary Election	2,365	3,000	-

MAJOR BUDGET YEAR INITIATIVES

* None

REGISTRATION AND ELECTIONS - PROGRAM SUMMARY
FISCAL YEAR 2009/2010

EXPENDITURE SUMMARY	2006/07 ACTUAL	2007/08 ACTUAL	2008/09 BUDGET	2008/09 EST. ACTUAL	2009/10 PROPOSED
Advertising and Printing	\$ -	\$ -	\$ 2,800	\$ 2,800	\$ -
Rental Fees	-	-	36,250	36,250	-
Contracted Services	-	-	28,000	28,000	-
Total Expenditures	\$ -	\$ -	\$ 67,050	\$ 67,050	\$ -
Program Revenues	-	-	600	550	-
Net Expenditures	\$ -	\$ -	\$ 66,450	\$ 66,500	\$ -

BUDGET HIGHLIGHTS

- * City primary and general elections are conducted in March and May respectively every four years per Article V of the City Charter.
- * Budget reflects all costs for conducting primary and general elections using staff election judges, supplies and equipment provided through the Washington County Election Board.

STAFFING SCHEDULE

None

CITY ADMINISTRATOR - PROGRAM DESCRIPTION
FISCAL YEAR 2009/2010

PROGRAM FUNCTION AND ELEMENTS	2009/10 RECOMMENDED
Appointed Chief Administrative Officer of the City responsible for the day-to-day management of city operations and providing leadership and guidance for City Departments to achieve City goals for the community.	
CITY ADMINISTRATOR Provide a full time City Administrator appointed by the Mayor & Council on a basis of executive and administrative qualifications.	145,245
OFFICE MANAGEMENT Provide office management and administrative secretarial support to City Administrator.	62,072
TOTAL	\$ 207,317

PERFORMANCE INDICATORS	2007/08	2008/09	2009/10
Weekly written status reports and Annual Report to Mayor and City Council	52	52	52
Submission of proposed budget by	3/31	3/31	3/31

MAJOR BUDGET YEAR INITIATIVES

- * To provide staff support in accordance with the Mayor and Council's goals for center city and community revitalization, growth and development, utility services, public safety, and strengthening fiscal resources.
- * To develop information and recommendations for Mayor and Council consideration. To provide leadership which produces strong core City services, ethical and professional operations, and City services which meet the current and future needs of Hagerstown, especially in light of the present economic downturn.
- * To provide organizational development support to department managers and the organization as a whole.
- * To further strengthen the City finances and present a balanced budget addressing Mayor and Councils' priorities by March 31, 2010.

CITY ADMINISTRATOR - PROGRAM SUMMARY
FISCAL YEAR 2009/2010

EXPENDITURE SUMMARY	2006/07	2007/08	2008/09		2009/10
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
Base Wages	\$ 212,156	\$ 176,922	\$ 187,318	\$ 187,318	\$ 193,261
Additional Wages	2,158	-	2,409	2,409	2,500
Material, Supplies, and Utilities	1,683	1,715	2,300	1,850	1,900
Vehicle Operating Expenses	-	-	50	-	-
Advertising and Printing	2,648	3,559	3,600	3,600	3,600
Professional Development	251	1,966	3,150	3,150	2,700
Other General Expenses	809	1,925	1,150	1,125	1,625
Wage & Overhead Cost Allocation	(97,022)	(44,438)	(49,092)	(51,804)	(49,246)
Fringe Benefits	57,101	41,927	46,778	45,742	46,352
Communication Expenses	3,032	3,610	2,860	2,910	3,125
Capital Outlay	1,078	-	-	1,500	1,500
Total Expenditures	<u>\$ 183,894</u>	<u>\$ 187,186</u>	<u>\$ 200,523</u>	<u>\$ 197,800</u>	<u>\$ 207,317</u>

BUDGET HIGHLIGHTS

* The proposed budget reflects a continuation of current service levels

STAFFING SCHEDULE

1. City Administrator	1
a. Executive Assistant *	<u>0.33</u>
Total Full-Time Staffing	1.33

* Position shared with the Mayor and Director of Economic Development.

CITY CLERK - PROGRAM DESCRIPTION
FISCAL YEAR 2009/2010

PROGRAM FUNCTION AND ELEMENTS	<u>2009/10</u> <u>RECOMMENDED</u>
<p>Prepare agenda and follow-up on all Mayor and Council meetings; maintain and preserve all official city records; coordinate activities with other intergovernmental organizations; coordinate all legislative activities; issue licenses and permits of a general nature; provide for city elections; and respond to citizen inquires.</p>	
<p>MEETINGS Preparation of agenda and follow-up on all Mayor & Council meetings.</p>	\$ 82,603
<p>RECORDS MAINTENANCE Maintain and preserve official city records. Function as Records Management Coordinator.</p>	16,521
<p>PUBLIC INFORMATION Provide response to citizen inquires relating to local government issues. Provide information to City staff regarding the Charter, Codes and Policy decisions of the Mayor and City Council.</p>	16,521
<p>LEGISLATION Coordinate and review all legislation initiated and developed by City Council; monitor all State legislation affecting municipalities.</p>	16,521
TOTAL	<u><u>\$ 132,166</u></u>

PERFORMANCE INDICATORS

	2007/08	2008/09	2009/10
Number of licenses and permits issued	111	154	125
Number of Charter/Code Amendments prepared, recorded and published	13	25	40
Number of Resolutions and ordinances recorded and published	49	74	40
Number of Council meeting minutes prepared and recorded	47	44	50

MAJOR BUDGET YEAR INITIATIVES

- * Update the City Code as it pertains to elections, petitions, etc.
- * Revise and update records management program.
- * Agenda software - to provide a more efficient agenda preparation process.

CITY CLERK - PROGRAM SUMMARY
FISCAL YEAR 2009/2010

EXPENDITURE SUMMARY	2006/07	2007/08	2008/09		2009/10
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
Base Wages	\$ 54,311	\$ 60,676	\$ 67,070	\$ 67,070	\$ 69,398
Additional Wages	417	464	500	386	500
Material, Supplies, and Utilities	1,740	2,137	3,100	2,000	3,100
Vehicle Operating Expenses	498	534	500	500	500
Advertising and Printing	1,374	1,292	2,000	3,500	2,000
Contracted Services	770	1,628	3,500	3,000	3,000
Professional Development	1,914	1,659	1,900	1,900	2,250
Other General Expenses	1,799	8,748	4,300	5,200	5,300
Wage & Overhead Cost Allocation	31,584	36,804	40,674	40,680	25,914
Fringe Benefits	13,773	15,090	17,274	16,475	16,840
Insurance	163	215	260	263	289
Communication Expenses	1,071	1,740	1,700	1,700	1,575
Capital Outlay	1,542	1,157	-	-	1,500
Total Expenditures	\$ 110,956	\$ 132,144	\$ 142,778	\$ 142,674	\$ 132,166
Program Revenues	\$ 117,810	\$ 137,025	\$ 122,500	\$ 122,500	\$ 122,500
Net Expenditures	\$ (6,854)	\$ (4,881)	\$ 20,278	\$ 20,174	\$ 9,666

BUDGET HIGHLIGHTS

- * Budget reflects a continuation of current service levels.
- * Program revenues include various permit fees, pay phone commissions, the annual utility license fees and City traders licenses from the State.

STAFFING SCHEDULE

1. City Clerk	1
a. Administrative Coordinator II *	<u>0.5</u>
Total Full-Time Staffing	1.5

* Position shared with Department of Community Affairs

COMMUNITY AFFAIRS - PROGRAM DESCRIPTION
FISCAL YEAR 2009/2010

PROGRAM FUNCTION AND ELEMENTS	2009/10 <u>RECOMMENDED</u>
<p>The Community Affairs Office is responsible for of the City's public information efforts through news releases, internet, cable television, outside advertising and various forms of communication. this area also supervises the recreation areas such as the City Market, Claude M. Potterfield Pool, Skate Park, Hager House, and Steam Engine 202.</p>	
<p>PUBLIC INFORMATION Create effective communication activities and programs.</p>	\$ 74,937
<p>EVENTS/CELEBRATIONS/CEREMONIES Create events, celebrations and cermonies for the City.</p>	35,839
<p>MEDIA RELATIONS Development of favorable rapport with local media.</p>	74,938
<p>MARKETING Develop and prepare marketing strategies for potential home buyers and businesses.</p>	74,938
<p>RECREATION AREAS Supervise recreation programs and operations.</p>	26,065
<p>SUPERVISE STAFF</p>	39,097
TOTAL	<u><u>\$ 325,811</u></u>

PERFORMANCE INDICATORS

	2007/08	2008/09	2009/10
Number of press conferences and releases	138	126	145
Marketing endeavors	26	26	26
Number of citizen information tools	20	20	20
Fundraising Campaigns	6	6	6
Shows on Channel Six/Press Conferences	25	30	35
Broadcasts of Mayor & Council Meetings	61	89	80

MAJOR BUDGET YEAR INITIATIVES

- * Develop an image campaign for the City of Hagerstown.
- * Work with Economic Development on the Hagerstown Advance Marketing Initiative.
- * Continue to explore and implement opportunities to expand programming on Channel Six.
- * Initiating approaches to expand our fundraising efforts and the promotion of City's facilities and programs.
- * Redo design and major items of the City's website.
- * Enhancing the marketing strategies for City recreation facilities.
- * Continue to run special events, grand openings and other dedications for the City.

COMMUNITY AFFAIRS - PROGRAM SUMMARY
FISCAL YEAR 2009/2010

EXPENDITURE SUMMARY	2006/07	2007/08	2008/09		2009/10
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
Base Wages	\$ 104,441	\$ 166,008	\$ 180,207	\$ 184,613	\$ 189,351
Additional Wages	9,841	10,727	13,000	11,759	12,000
Material, Supplies, and Utilities	2,200	3,296	3,700	3,300	3,700
Vehicle Operating Expenses	53	-	200	100	100
Advertising and Printing	77,498	88,337	93,200	91,150	92,500
Contracted Services	-	1,054	-	-	4,000
Professional Development	939	84	2,000	2,000	1,000
Other General Expenses	2,503	2,845	3,400	3,000	3,100
Wage & Overhead Cost Allocation	31,584	(36,805)	(39,840)	(39,840)	(51,828)
Fringe Benefits	32,388	55,406	63,937	61,633	62,588
Communication Expenses	2,193	1,856	1,600	1,963	2,150
Public Information Promotions	3,402	2,087	4,500	3,500	4,000
Capital Outlay	458	-	1,150	1,848	3,150
Total Expenditures	\$ 267,500	\$ 294,895	\$ 327,054	\$ 325,026	\$ 325,811

BUDGET HIGHLIGHTS

- * The proposed budget reflects a continuation of current service levels including advertising and printing funds for enhanced marketing strategies, e-mail marketing, recreational ads and other advertising.
- * Budget also includes funds to put together fund raising campaign for various City facilities, activities and increase promotions for video production in order to create videos for use with new equipment and the City's Government channel.
- * Advertising and printing reflects funds needed for new printed brochures and collateral promotional material as well as enhancement of City's website.

STAFFING SCHEDULE

1. Director of Community Affairs	1
A. Administrative Coordinator II *	0.5
B. TV Production/Web Coordinator	<u>1</u>
 Total Full-Time Staffing	 2.5

* Position shared with City Clerk and Recreation

PUBLIC FUNCTIONS - PROGRAM DESCRIPTION
FISCAL YEAR 2009/2010

PROGRAM FUNCTION AND ELEMENTS	2009/10 <u>RECOMMENDED</u>
Coordinate and provide Police, Street, Light, Signal and other City support for community events and celebrations.	
POLICE HOURS Cost of Police Personnel to support events.	\$ 177,698
PUBLIC WORKS HOURS Cost of Public Works Personnel & Equipment to support events.	189,544
LIGHT DEPARTMENT HOURS Cost of Light Department Personnel to support events.	41,463
ACCOUNTS PAYABLE Cost of miscellaneous items.	183,621
TOTAL	<u><u>\$ 592,325</u></u>

PERFORMANCE INDICATORS

	2007/08	2008/09	2009/10
Number of Events	116	126	126
Police hours to support events*	1,608	1,800	1,800
Public Works hours to support events*	1,365	1,400	1,400
Light Department hours to support events*	152	170	170
Parks Department hours to support events*	321	350	350

*Estimated amounts only

MAJOR BUDGET YEAR INITIATIVES

- * Continue major events such as Bluesfest, Augustoberfest, Fairgrounds Fall Festival, and Fourth of July.
- * Continue coordinating different departments support of such events such as WalkAmerica, Hagerstown Challenge Bicycle Races, and YMCA Run.
- * Continue support of other events such as Alsatia Mummer's Parade, Miss Maryland, etc.
- * Continue with quality holiday decorations.
- * Create a progressive dinner for downtown.
- * This is all of the events that the department helps to promote and coordinate, not all are funded through Public Functions Account.

PUBLIC FUNCTIONS- PROGRAM SUMMARY
FISCAL YEAR 2009/2010

EXPENDITURE SUMMARY	2006/07	2007/08	2008/09		2009/10
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
Base Wages	\$ 35,150	\$ 32,640	\$ 42,806	\$ 22,980	\$ 36,724
Additional Wages	2,344	-	2,750	-	-
Material, Supplies, and Utilities	815	2,375	2,000	2,000	1,500
Vehicle Operating Expenses	5	-	200	100	100
Contracted Services	-	2,396	-	2,750	2,800
Professional Development	335	17	100	50	100
Other General Expenses	1,577	2,427	2,800	3,100	3,200
Fringe Benefits	7,803	11,288	14,065	8,159	12,551
Communication Expenses	846	1,304	1,950	1,900	2,000
Public Functions	442,870	514,590	506,650	522,360	533,350
Capital Outlay	1,702	-	300	-	-
Total Expenditures	\$ 493,447	\$ 567,037	\$ 573,621	\$ 563,399	\$ 592,325
Program Revenues	\$ 228,322	\$ 272,161	\$ 456,524	\$ 402,485	\$ 402,774
Net Expenditures	\$ 265,125	\$ 294,876	\$ 117,097	\$ 160,914	\$ 189,551

BUDGET HIGHLIGHTS

- * Public Functions costs are increasing because of increased labor costs for public works, police and light department.
- * See separate schedule of Public Functions at Section 3 Page 89 for details of cost by event.
- * Program revenues include the soft drink sponsorship fee at the Fairgrounds and ticket sales, sponsorships, and other revenues from the Bluesfest.

STAFFING SCHEDULE

1. Events Program Specialist	<u>1</u>
Total Full-Time Staffing	1

LEGAL - PROGRAM DESCRIPTION
FISCAL YEAR 2009/2010

PROGRAM FUNCTION AND ELEMENTS

2009/10
RECOMMENDED

Interpret city, state and federal laws as they pertain to City services and activities.
Draft contracts, deeds, leases, ordinances and resolutions. Defend the City in litigation.

GENERAL GOVERNMENT

\$ 287,600

General defense of City, preparation of contracts, advice on zoning issues, etc.

INFORMATIONAL NOTE: CITY-WIDE LEGAL EXPENSE

(including line items from various departments)

	Actual FY 2007	Actual FY 2008	Est. Actual FY 2009	Budget FY 2010
GENERAL GOVERNMENT: (legal fees only)	\$ 183,591	\$ 198,477	\$ 200,000	\$ 220,000
HUMAN RESOURCES: Specialized services from legal experts on handling of personnel matters	7,478	7,457	11,000	12,000
ANNEXATION	480	1,110	1,000	1,200
POLICE: Advice on a variety of law enforcement issues, representation at internal hearings, and other litigation. Includes Narcotics Task Force	50,548	11,340	25,000	25,000
UTILITIES: Purchase of property, general representation and other litigation	10,920	20,188	12,000	15,000
LIABILITY: Advice on claims handling for self-funded contingency liability fund	10,000	-	-	-
CDBG: Representation of loan settlements	2,945	1,941	250	1,500
DELINQUENT COLLECTIONS: Process legal claims for nonpayment of utility bills.	34,291	74,762	74,005	77,900
Total all accounts	<u>\$ 300,253</u>	<u>\$ 315,275</u>	<u>\$ 323,255</u>	<u>\$ 352,600</u>

PERFORMANCE INDICATORS

	2007/08	2008/09	2009/10
Number of miscellaneous court cases	4	4	4
Number of ordinances & resolutions adopted	70	55	55
Number of approved contracts and agreements	73	65	65

MAJOR BUDGET YEAR INITIATIVES

- * Provide the legal analysis and advice to Mayor and Council necessary to implement City goals and to address issues under Mayor and Council.
- * Assist departments and City staff with legal research, review, and advice on a timely basis.

LEGAL - PROGRAM SUMMARY
FISCAL YEAR 2009/2010

EXPENDITURE SUMMARY	2006/07 ACTUAL	2007/08 ACTUAL	2008/09 BUDGET	2008/09 EST. ACTUAL	2009/10 PROPOSED
Material, Supplies, and Utilities	\$ 2,309	\$ 3,142	\$ 3,000	\$ 3,500	\$ 3,600
Professional Services	<u>186,591</u>	<u>216,405</u>	<u>270,000</u>	<u>250,000</u>	<u>284,000</u>
Total Expenditures	<u>\$ 188,900</u>	<u>\$ 219,547</u>	<u>\$ 273,000</u>	<u>\$ 253,500</u>	<u>\$ 287,600</u>

BUDGET HIGHLIGHTS

- * Budget reflects an increased level of legal contract services with City Attorney and the latest rate structure per the City Attorney's contract.
- * The 2009/10 professional services includes \$220,000 for the City Attorneys, \$10,000 for specialized legal audit services for cable television franchise agreement and \$54,000 for the General Fund portion of the Ferguson Group's services as the City's federal lobbyist.

STAFFING SCHEDULE

No Full-time staffing

ACCOUNTING - PROGRAM DESCRIPTION
FISCAL YEAR 2009/2010

PROGRAM FUNCTION AND ELEMENTS

Accounting is responsible for continuous improvement and maintenance of the City's financial system.

The department operates the following programs:

FINANCIAL ADMINISTRATION

2009/10
RECOMMENDED

\$ 137,823

Provide for the overall financial administration of the City.

INVESTMENT MANAGEMENT

67,893

Provide for maximum utilization of the city's funds and their investment in accordance with the city's investment policies.

BUDGET MANAGEMENT

130,355

Assist in coordinating the development of the city's annual budget, its day-to-day administration and financial reporting.

PAYROLL PREPARATION AND ACCOUNTING

90,298

Edit time cards and other payroll authorization forms for adherence to the city's payroll/personnel policies, prepare payroll checks, maintain payroll records, and payroll tax reporting.

DISBURSEMENTS PROCESSING AND ACCOUNTING

252,563

Review adequacy of documentation and compliance with the city's policies and procedures.

Record costs, classify expenditures, and disburse cash to the city's vendors.

TOTAL

\$ 678,932

PERFORMANCE INDICATORS

	2007/08	2008/09	2009/10
Number of journal entry transactions	141,500	141,500	141,500
Surplus(deficit) on General Fund	\$ 554,506	\$ 45,800	\$ 3,935
Undesignated fund balance as a percent of General Fund budget	20.0%	20.0%	20.0%
New ledger accounts	1,100	1,100	1,100
Rate of Return on investments	2.50%	2.00%	2.00%
Number of individual employee payrolls processed	28,800	28,800	28,800
Number of vendor invoices processed	18,500	18,500	18,500

MAJOR BUDGET YEAR INITIATIVES

- * Complete implementation of financial software to replace utility billing & collection, human resources & payroll, budgeting, and financial management systems.
- * Continue to participate in the GFOA awards program to assure production of the highest quality financial reports.
- * Issue bonds to fund selected general government and utility capital projects.
- * Develop policies for investment and use of Appalachian Trail Easement proceeds.
- * Develop Special Revenue Grant Fund policy for better control of grant revenues and expenditures.
- * Implement a purchase card system to more easily administer those expenditures which do not require Mayor & Council approval.
- * Review City policies and procedures for revisions related to the implementation of new financial software.

ACCOUNTING - PROGRAM SUMMARY
FISCAL YEAR 2009/2010

EXPENDITURE SUMMARY	2006/07	2007/08	2008/09		2009/10
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
Base Wages	\$ 403,219	\$ 413,623	\$ 486,811	\$ 458,164	\$ 482,516
Additional Wages	5,937	6,248	6,750	5,081	6,000
Material, Supplies, and Utilities	7,303	7,934	11,300	11,400	11,950
Maintenance and Repairs	1,868	1,961	1,875	1,961	2,060
Vehicle Operating Expenses	1,485	1,941	1,420	1,500	1,500
Advertising and Printing	1,574	2,483	2,100	2,000	2,500
Contracted Services	980	8,510	1,000	44,162	8,985
Professional Services	37,682	39,405	40,560	41,733	41,700
Professional Development	8,621	6,557	13,875	14,298	14,850
Other General Expenses	2,723	6,145	3,450	3,577	3,800
Wage & Overhead Cost Allocation	194	22,790	(31,593)	(23,001)	(24,328)
Fringe Benefits	111,131	109,603	137,691	111,792	119,607
Insurance	643	848	1,020	1,034	1,137
Communication Expenses	1,856	1,659	2,055	2,382	2,750
Capital Outlay	5,107	2,581	2,500	2,500	3,905
Total Expenditures	\$ 590,323	\$ 632,288	\$ 680,814	\$ 678,583	\$ 678,932
Program Revenues	\$ 912	\$ -	\$ -	\$ -	\$ -
Net Expenditures	\$ 589,411	\$ 632,288	\$ 680,814	\$ 678,583	\$ 678,932

BUDGET HIGHLIGHTS

- * The proposed budget reflects a continuation of current service levels.
- * Wage and overhead allocation reflects the cost of a shared support position in the Purchasing Department.

STAFFING SCHEDULE

1. Director of Finance	1
A. Assistant Finance Director	1
i. Accounting Manager	1
a. Budget/Accounting Analyst	2
b. Accounting Specialist	1
c. Administrative Specialist	0.5 (shared with Purchasing)
Total Full-Time Staffing	6.5

TREASURER - PROGRAM DESCRIPTION
FISCAL YEAR 2009/2010

PROGRAM FUNCTION AND ELEMENTS

	<u>2009/10</u> <u>RECOMMENDED</u>
Bill and collect all taxes and process all revenues received by the City. Coordinate investment activity. Coordinate all bond and other debt payments.	
TAX BILLING AND COLLECTIONS	\$ 16,040
Prepare bills and collect the City's real estate and personal property taxes.	
MAIL PROCESSING	67,367
Open and prepare for processing all accounts receivable mail.	
UTILITY BILL PAYMENTS	89,822
Process all City electric, water and wastewater payments, and some Washington County payments.	
MISCELLANEOUS RECEIVABLES PAYMENTS	19,248
Process all accounts receivable payments for other City departments	
TAX INQUIRIES	32,080
Provide tax history assistance to citizens, financial institutions, mortgage companies, tax service companies, and attorneys.	
ACCOUNTING	32,080
Prepare deposits and various general ledger account reconciliations.	
PARKING TICKETS	64,159
Initial contact and processor of parking citations. Mail and initial response to payment reminder notices.	
TOTAL	\$ 320,796

PERFORMANCE INDICATORS

	2007/08	2008/09	2009/10
Delinquent taxes outstanding	\$ 352,200	\$ 350,000	\$ 350,000
Percent of delinquent taxes to levy	1.6%	1.6%	1.6%
Average number of daily transactions	1,006	1,002	1,000
Average number of daily internet transactions	37	45	50
Number of days from receipt to deposit	1	1	1
Total Property Taxes Levied	\$ 22,413,716	\$ 22,100,000	\$ 22,000,000

MAJOR BUDGET YEAR INITIATIVES

- * Review existing policies and procedures to prepare for implementing new financial software.
- * Assist with implementation of new financial software systems for taxes, cashiering, etc.
- * Continued use and enhancement of bank credit cards for increased customer service.
- * Establish delinquent personal property and bankruptcy collection procedures to maximize and expedite collections.
- * Enhance use of Internet services for collection, research, and payment of customer, tax, invoice, and parking tickets (e-commerce).
- * Increase use of technology to ensure the timeliness and accuracy of deposit of funds and the processing of payments.
- * Develop long-term and short-term cash forecasts to improve cash management, investment, and borrowing activities.

TREASURER - PROGRAM SUMMARY
FISCAL YEAR 2009/2010

EXPENDITURE SUMMARY	2006/07	2007/08	2008/09		2009/10
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
Base Wages	\$ 166,356	\$ 175,831	\$ 192,282	\$ 221,053	\$ 232,262
Additional Wages	43,547	22,524	21,000	37,309	39,000
Material, Supplies, and Utilities	7,046	5,129	5,446	5,450	5,450
Maintenance and Repairs	1,019	2,038	1,648	2,000	2,000
Vehicle Operating Expenses	70	721	386	400	400
Advertising and Printing	1,963	396	500	500	500
Contracted Services	4,281	43,377	30,300	15,000	15,000
Professional Development	10,070	2,138	11,200	6,200	6,200
Other General Expenses	12,810	9,271	10,293	9,750	9,750
Wage & Overhead Cost Allocation	(60,434)	(35,065)	(45,563)	(59,699)	(67,317)
Fringe Benefits	49,522	61,328	76,554	61,778	63,611
Insurance	3,936	5,600	6,380	4,718	5,190
Communication Expenses	355	1,561	570	850	850
Capital Outlay	5,612	3,679	1,900	1,900	7,900
Total Expenditures	\$ 246,153	\$ 298,528	\$ 312,896	\$ 307,209	\$ 320,796
Program Revenues	\$ 16,920	\$ 19,091	\$ 18,000	\$ 20,000	\$ 20,000
Net Expenditures	\$ 229,233	\$ 279,437	\$ 294,896	\$ 287,209	\$ 300,796

BUDGET HIGHLIGHTS

- * Budget reflects a continuation of current service levels and full staffing.
- * Program revenues reflect returned check fee charges.

STAFFING SCHEDULE

1. Treasurer/Tax Collector	1
A. Assitant Treasurer/Tax Collector	1
B. Bookkeeper/Cashier	<u>2</u>
Total Full-Time Staffing	4
 Part-time Staffing	
A. Cashier	1
B. Treasury Associate	<u>0.5</u> (Shared with Customer Service)
Total Part-time Staffing	1.5

INFORMATION TECHNOLOGY - PROGRAM DESCRIPTION
FISCAL YEAR 2009/2010

PROGRAM FUNCTION AND ELEMENTS

Provide City operating departments with information services through the application of computer technology.

2009/10
RECOMMENDED

OPERATIONS

\$ 82,319

Print billing edits; print utility billing registers, bills, fold and stuff utility bills, updates to general ledger; print weekly payroll, print payable checks; prepare and print corporation tax bills; print miscellaneous invoice billing, print B.I.S. billings, update all subsidiary accounts with daily cash receipts and general ledger files.

PERSONAL COMPUTER/PERIPHERAL SUPPORT

\$ 205,799

Set up and support new/existing personal computers. Ensure all personal computers are using the same software, provide technical instruction, and assist with programming.

SYSTEM ANALYSIS/PROGRAMMING

\$ 329,279

Analyze user needs to provide the best possible solution. User training/support for legacy HP and supported PC operations. Support continued migration from HP-3000 to LINUX server platform.

NETWORK SUPPORT

\$ 205,799

Establish and maintain City computer network. Training and support for all city departments.

TOTAL
\$ 823,197

PERFORMANCE INDICATORS

	<u>2007/08</u>	<u>2008/09</u>	<u>2009/10</u>
Number of city-wide personal computers	222	230	242
Percent of time HP-3000 computer is down	0.0112%	0.1100%	0.0100%
Number of PC software programs supported	32	32	28
Monthly average of "connect minutes" to HP-3000 (in 000)	504	510	500
Average SPAM e-mails blocked per day	14,500	25,100	37,100
\$ of Credit Card transactions processed	\$ 3,292,808	\$ 3,810,910	\$ 4,200,000
\$ of Transactions processed via the Internet	\$ 1,523,056	\$ 2,111,210	\$ 2,755,000
Phone Calls managed through our central unit	815,496	1,005,000	1,271,000

MAJOR BUDGET YEAR INITIATIVES

- * Complete migration of all servers from Novell to Microsoft Windows 2003 operating systems to accommodate outside standardization.
- * Complete migration from the Novell Groupwise e-mail system to Microsoft Exchange/Outlook for standardization with HPD and outside contacts.
- * Continue implementation of PC-based Municipal Financial System to replace the HP3000.
- * Continue coordination and expansion of City I-Net in accordance with the Cable TV franchise agreement by expanding City network access to all Fire installations and vehicles.
- * Continue deployment of HagersDownTown kiosk in the Greater Hagerstown area.
- * Securitize the data center to ensure integrity and protection of servers and other technology equipment.
- * Consolidate outdated PC servers into more economical rack-based servers.
- * Establish an IT Disaster Recovery / Business Resumption Plan for the City.
- * Implement City-wide Technical Service Desk to handle support for computers, phones, copiers, etc.

INFORMATION TECHNOLOGY - PROGRAM SUMMARY
FISCAL YEAR 2009/2010

EXPENDITURE SUMMARY	2006/07	2007/08	2008/09		2009/10
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
Base Wages	\$ 311,634	\$ 375,778	\$ 409,504	\$ 409,300	\$ 417,360
Additional Wages	2,939	2,604	3,230	5,826	3,500
Material, Supplies, and Utilities	13,973	12,689	12,500	13,700	11,650
Maintenance and Repairs	94,524	89,697	89,800	89,800	257,700
Vehicle Operating Expenses	804	609	750	750	600
Advertising and Printing	870	131	400	400	200
Contracted Services	80	-	-	-	-
Professional Services	4,068	4,466	8,000	8,000	8,000
Professional Development	2,732	1,466	3,220	3,220	3,220
Other General Expenses	517	228	500	500	500
Fringe Benefits	79,904	98,556	111,959	106,019	107,073
Insurance	1,591	2,129	2,230	2,085	2,294
Communication Expenses	4,156	6,862	4,100	4,459	4,700
Capital Outlay	9,937	2,911	6,100	6,100	6,400
Total Expenditures	<u>\$ 527,729</u>	<u>\$ 598,126</u>	<u>\$ 652,293</u>	<u>\$ 650,159</u>	<u>\$ 823,197</u>

BUDGET HIGHLIGHTS

- * Budget reflects increased maintenance cost for the addition of MUNIS software offset by maintenance charges and ESRI GIS Software licensing.
- * Rising employee costs.

STAFFING SCHEDULE

1. Manager of Information Technology	1
A. Programmer/Analyst	1
B. Network Administrator	1
C. Support Services Coordinator	1
D. PC Systems Support Specialist	1
E. Applications Support Analyst	<u>1</u>
Total Full-time Staffing	6

CUSTOMER SERVICE - PROGRAM DESCRIPTION
FISCAL YEAR 2009/2010

PROGRAM FUNCTION AND ELEMENTS

2009/10
RECOMMENDED

Provide accurate and timely utility meter reading and billing, courteous and efficient customer service and timely collection of utility receivables.

CUSTOMER ACCOUNTS/CUSTOMER SERVICE

\$ 249,563

Handle customer inquiries, maintain customer account files, make account changes as required, process applications for new service, resolve customer complaints, maintain customer security deposits.

COLLECTION

129,188

Make customer contacts and follow-up, terminate service for nonpayment, process collection agency commissions, attorney's fees, and court costs.

ADMINISTRATION

29,183

Coordinate efforts of all other functions to maintain compliance with City regulations, department policy and PSC regulations. Coordinate related activities with utility departments and Washington County Water & Sewer and Finance Department.

TOTAL \$ 407,934

PERFORMANCE INDICATORS

	<u>2007/08</u>	<u>2008/09</u>	<u>2009/10</u>
Light bad debt as a percent of sales	0.483%	0.500%	0.500%
Number of active customer accounts maintained	45,000	45,000	45,000
New water service applications	200	50	50
New wastewater service applications	100	40	40
Customer payment arrangements - Electric, Water & Wastewater	8,278	19,000	20,000
Service orders - Electric Water, Wastewater and Landfill			
1. Accounts open, close, or transfer	6,700	6,800	7,000
2. High/low bill complaints, field investigations	1,350	1,400	1,500
3. Nonpayment terminations/reconnections	3,700	3,750	4,000
4. Other (B&CS, Water)	5,350	5,400	5,500
Light average payment accounts	650	660	680
ACH accounts	1,250	1,400	1,500

MAJOR BUDGET YEAR INITIATIVES

- * Assist in implementation of new automated utility billing system.
- * Enhance online account inquiries and service requests for customers.
- * Improve customer service by decreasing telephone "hold" times for customers and enhance options to direct calls for better service.

CUSTOMER SERVICE - PROGRAM SUMMARY
FISCAL YEAR 2009/2010

EXPENDITURE SUMMARY	2006/07	2007/08	2008/09		2009/10
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
Personal Services	\$ 527,306	\$ 186,355	\$ 216,974	\$ 215,632	\$ 218,016
Materials, Supplies and Utilities	36,129	4,396	4,412	5,600	5,850
Maintenance and Repairs	9,269	1,179	200	1,890	1,900
Vehicle Operating Expenses	12,364	-	52	50	50
Advertising & Printing	-	95	-	-	-
Rentals	2,772	-	-	-	-
Contracted Services	37,596	68,910	11,313	9,815	30,000
Professional Development	2,995	381	1,550	3,000	3,000
Other General Expenses	127,859	5,370	5,750	4,700	5,250
Wages & O/H Allocations	71,864	46,632	56,618	57,430	60,317
Fringe Benefits	187,804	64,835	74,594	70,580	70,945
Insurance	1,131	1,491	1,800	1,824	2,006
Communication Expenses	4,863	4,055	4,392	2,750	2,800
Capital Outlay	1,850	2,589	1,900	1,800	7,800
Total Expenditures before Allocation	\$ 1,023,802	\$ 386,288	\$ 379,555	\$ 375,071	\$ 407,934
Total Allocations	-1,023,802	-386,288	-379,555	-375,071	-407,934
Total Net Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -

BUDGET HIGHLIGHTS

* All costs in this budget are allocated to water, wastewater and electric utilities, except for \$4,079 allocated to the General Fund for trash collection fee billing.

STAFFING SCHEDULE

1. Customer Service Supervisor	1
A. Customer Service Representatives	<u>3</u>
Total Full-time Staffing	4
Part-time Staffing	
A. Treasury Associate	<u>0.5</u> (Shared with Treasurer)
Total Part-time Staffing	0.5

PURCHASING AND RISK MANAGEMENT - PROGRAM DESCRIPTION
FISCAL YEAR 2009/2010

PROGRAM FUNCTION AND ELEMENTS	2009/10 RECOMMENDED
<p><i>CENTRALIZED PURCHASING</i></p> <p>Purchase materials, supplies, equipment and services that meet the using department's specifications and requirements at the best possible cost, utilizing city purchasing procedures. Ensure all qualified vendors have access to city business with competition among vendors. Enter into cooperative purchasing agreements with other municipalities, counties, and states to combine requirements, increase efficiency and reduce costs.</p>	\$ 81,063
<p><i>MAIL AND CENTRAL STORES DISTRIBUTION</i></p> <p>Distribution of materials and supplies required by the using departments; and delivery of City mail and office inventory.</p>	58,772
<p><i>INSURANCE ADMINISTRATION</i></p> <p>Evaluate the most cost effective ways to insure City assets and procure annual policies. Administer Liability Contingency Fund. Handle property and casualty claims. Collect property damage claims. Liaison services with insurance carriers on insurance matters.</p>	62,825
TOTAL	\$ 202,661

PERFORMANCE INDICATORS

	2007/08	2008/09	2009/10
Number of purchase orders issued	1,560	1,494	1,540
Number of claims handled	123	159	121
Property damage collections	40	27	44
Formal bid requests	35	32	26

MAJOR BUDGET YEAR INITIATIVES

- * Expand use of E-commerce sites to include vendor sites along with Federal and State procurement sites.
- * Introduce use of Purchasing cards.
- * Pursue Risk Management opportunities with our insurance carriers.

PURCHASING AND RISK MANAGEMENT - PROGRAM DESCRIPTION
FISCAL YEAR 2009/2010

EXPENDITURE SUMMARY	2006/07	2007/08	2008/09		2009/10
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
Base Wages	\$ 149,530	\$ 118,218	\$ 92,730	\$ 92,730	\$ 94,830
Additional Wages	855	34	500	-	-
Material, Supplies, and Utilities	6,488	2,768	3,100	2,810	3,200
Maintenance and Repairs	135	-	-	-	-
Vehicle Operating Expenses	3,698	2,655	3,110	2,600	2,800
Advertising and Printing	1,231	1,076	500	1,000	1,000
Rental Equipment	-	358	-	-	-
Contracted Services	-	3,880	-	-	-
Professional Development	697	557	1,120	1,150	1,370
Other General Expenses	2,486	2,931	2,300	2,225	1,950
Wage & O/H Allocation	(149)	7,223	58,749	48,067	49,413
Fringe Benefits	48,470	36,625	29,460	28,337	28,859
Insurance	400	14,243	15,600	14,276	15,704
Communication Expenses	3,534	1,533	1,650	865	1,085
Capital Outlay	864	2,526	450	350	2,450
Total Expenditures	\$ 218,239	\$ 194,627	\$ 209,269	\$ 194,410	\$ 202,661

BUDGET HIGHLIGHTS

- * Management of the inventory and storeroom functions has been transferred to the Water Department.
- * Wage and overhead allocation includes a \$25,105 incoming charge from the Water Department for 50% of the Storeroom person in Central Stores and 50% of the Administrative Specialist position shared from Accounting.

STAFFING SCHEDULE

I. Purchasing Manager

A. Purchasing/Insurance Specialist	1	
B. Purchasing Clerk (City Messenger)	1	
C. Administrative Specialist	0.5	(shared with Accounting)

Total Full-time Staffing 2.5

HUMAN RESOURCES - PROGRAM DESCRIPTION
FISCAL YEAR 2009/2010

PROGRAM FUNCTION AND ELEMENTS	2009/2010 RECOMMENDED
Assist city departments in the selection and effective utilization of human resources. Centrally coordinate and implement programs and services geared toward improving employee well-being, potential and development. Administer and implement all Human Resources policies, employee comprehensive benefits and safety programs, and the police and fire retirement plan.	
<i>TRAINING AND DEVELOPMENT</i>	48,795
<i>EMPLOYEE/LABOR RELATIONS</i>	121,988
<i>SAFETY ADMINISTRATION</i>	97,590
<i>BENEFITS ADMINISTRATION</i>	121,988
<i>RECRUITMENT</i>	48,795
<i>GENERAL ADMINISTRATION</i>	48,795
TOTAL	\$ 487,950

PERFORMANCE INDICATORS

	2007/08	2008/09	2009/10
New employee orientations and employee transfers	44	46	46
Number of participants in training programs offered and continuing education	365	376	376
Number of applications processed	1,287	2,300	2,300

MAJOR BUDGET YEAR INITIATIVES

- * Serve on the Management Negotiation Team to settle four Collective Bargaining Agreements
- * Work with Finance to establish a Trust Fund for OPEB obligations.
- * Work with all departments to ensure adequate staffing to continue a level of service that meets or exceeds customer expectations.
- * Continue safety program and control worker compensation costs.
- * Work with IT and Finance to implement new Finance, Payroll and Human Resource management software.
- * Work with the Healthcare Committee to revise Healthcare Plans for employees and retirees
- * Offer a pilot Wellness Program that will screen cholesterol and blood pressure for participants.

HUMAN RESOURCES - PROGRAM SUMMARY
FISCAL YEAR 2009/2010

EXPENDITURE SUMMARY	2006/07	2007/08	2008/09		2009/10
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
Base Wages	\$ 216,527	\$ 239,288	\$ 261,744	\$ 262,152	\$ 269,076
Additional Wages	46,353	48,793	60,432	49,000	59,000
Material, Supplies, and Utilities	5,349	6,381	5,793	5,793	6,400
Maintenance and Repairs	-	-	185	185	185
Vehicle Operating Expenses	774	780	903	903	925
Advertising and Printing	4,561	3,060	4,500	4,500	5,000
Contracted Services	773	1,580	3,190	3,190	3,250
Professional Services	38,422	37,711	50,640	45,640	46,500
Professional Development	2,853	1,606	6,090	6,270	6,600
Other General Expenses	4,972	7,275	4,680	4,680	4,850
Wage & Overhead Allocation	(13,696)	(11,820)	(20,858)	(10,500)	(15,000)
Employee Activities	12,015	12,647	16,200	14,500	14,500
Fringe Benefits	66,919	72,162	81,301	78,133	80,210
Insurance	237	312	380	385	424
Communication Expenses	3,469	2,935	2,058	2,942	3,080
Capital Outlay	2,158	827	1,550	1,720	2,950
Total Expenditures	\$ 391,686	\$ 423,537	\$ 478,788	\$ 469,493	\$ 487,950

BUDGET HIGHLIGHTS

- * The budget includes employee training that allows employees to improve their skills for their current positions, for possible promotion opportunities, and provide succession planning for the City of Hagerstown.
- * Also included are funds to continue an Employee Recognition Program that recognizes employees for creative initiatives to improve services provided to our community.
- * The 2009/2010 budget continues to fund the Security Program in City Hall. The part-time officers provide information to our many visitors while also providing a level of assistance for our employees to ensure a secure and peaceful work environment.
- * Funds included for an annual employee/retiree picnic and employee service recognition.
- * We continue to monitor utilization of the City Healthcare Programs and make annual program changes to control the rising cost of healthcare coverage.

STAFFING SCHEDULE

Full-Time Staffing

1. Director of Human Resources	1
A. Safety and Loss Control Coordinator	1
B. Human Resources Administrator	1
C. Human Resources Administrative Specialist	1
	4
Total Full-Time Staffing	4

Part-Time Staffing

A. City Hall Security Officers	3
B. Floating Administrative Assistant	1
C. Part-time HR Assistant	1
	5
Total Part-Time Staffing	5

Note: The Floating Administrative position fills in city-wide to cover for vacations/sick periods and for special departmental needs.

PLANNING - PROGRAM DESCRIPTION
FISCAL YEAR 2009/2010

PROGRAM FUNCTION AND ELEMENTS

2009/10
RECOMMENDED

Coordinate City's development review and planning programs in conjunction with other City offices and outside agencies.

DEVELOPMENT REVIEW & CAPACITY ANALYSIS/ALLOCATION

\$235,906

Review development proposals while protecting the public interest. Provide fair administration of the City's land use and development ordinances, including Zoning, Subdivision, and Forest Conservation. Administer the Adequate Public Facilities Ordinance and the Sewer Capacity Allocation Program.

ANNEXATION

44,934

Encourage expansion of the City's tax base through annexation. Administer the City's Annexation Policy for proposed development on City utilities outside the municipal boundaries. Process annexation petitions.

LONG RANGE PLANNING AND SPECIAL PROJECTS

168,504

Update and implement the Comprehensive Plan. Prepare grants. Analyze demographic, land use, and financial data. Implement Hagerstown's historic preservation program. Prepare plans, studies, and reports. Update and create ordinances and policies. Create data layers and maps in GIS. Assist with preparation of the Capital Improvement Program.

ADMINISTRATION

112,336

Perform work for meetings, counseling, payroll, personnel matters, code development records, and receptionist. Cooperate with public and private agencies. Responds to citizen inquires.

TOTAL

\$ 561,681

PERFORMANCE INDICATORS

	2007/08	2008/09	2009/10
Site plan and subdivision reviews	52	60	62
Board of Zoning Appeals cases	33	45	48
Zoning Certificates	119	120	125
PDDC Design reviews	97	100	105
SCAP Allocations	6	5	4
Awards/Grants	3	4	4
Rezoning	2	2	1
Facade/Sign Grant Reviews	7	10	12
Fence Permits	129	110	115
Annexations	8	10	12
Water/Sewer Requests	29	25	27
APFO Reviews	1	1	1

* removed non-residential from Master List allocation process

MAJOR BUDGET YEAR INITIATIVES

- * Finalize and Adopt Comprehensive Plan Amendments for H.B. 1141.
- * Implement Comprehensive Plan, including new Zoning Ordinance provisions and comprehensive rezonings.
- * Finalize and Adopt substantive change amendments to Land Management Code.
- * Undertake Assessment and Feasibility Study of Plans for Doleman Collection.
- * Continue development of Interpretive Plaques to celebrate our heritage.

PLANNING - PROGRAM SUMMARY
FISCAL YEAR 2009/2010

EXPENDITURE SUMMARY	2006/07 ACTUAL	2007/08 ACTUAL	2008/09 BUDGET	2008/09 EST. ACTUAL	2009/10 PROPOSED
Base Wages	\$ 298,075	\$ 321,016	\$ 353,860	\$ 347,432	\$ 373,199
Additional Wages	6,834	3,103	3,000	2,293	2,750
Material, Supplies, and Utilities	8,560	6,548	7,375	6,900	6,900
Vehicle Operating Expenses	2,086	2,057	2,470	2,355	2,370
Advertising and Printing	10,924	10,436	10,180	10,460	10,475
Contracted Services	110	2,419	4,500	2,470	2,400
Professional Services	2,628	7,195	500	725	500
Professional Development	2,511	4,610	5,650	5,660	10,700
Other General Expenses	11,831	17,449	38,000	35,600	38,750
Wage & O/H Allocation	317	-	1,045	-	-
Fringe Benefits	84,574	92,519	106,161	102,363	107,934
Insurance	884	935	1,130	1,532	1,623
Communication Expenses	2,524	2,423	2,440	2,450	2,580
Capital Outlay	7,936	1,906	2,400	1,700	1,500
Total Expenditures	\$ 439,794	\$ 472,616	\$ 538,711	\$ 521,940	\$ 561,681
Annexation Expenditures	\$ 3,995	\$ 7,863	\$ 6,000	\$ 8,500	\$ 10,200
Less Program Revenues	\$ (90,886)	\$ (127,460)	\$ (67,075)	\$ (118,070)	\$ (99,990)
Net Expenditures	\$ 352,903	\$ 353,019	\$ 477,636	\$ 412,370	\$ 471,891

BUDGET HIGHLIGHTS

- * Cooperation on consultant-assisted project (CIP includes \$20,000) through the County for stormwater management analysis in Comprehensive Plan as required by State law.
- * Coordination of consultant -assisted project (CIP includes \$30,000) for Collection Assessment Feasibility Study for Doleman Collection.
- * Plan to submit a Maryland Heritage Area grant application for approximately \$5,000 for additional Civil War interpretive plaques. Match would come from Downtown Beautification account in the CIP.
- * Program revenues (other than Heritage Area grant) reflect development related revenues.

STAFFING SCHEDULE

1. Director of Planning	1
A. Administrative Secretary II	1
B. Development Planner/Zoning Administrator	1
i. Planning Inspector	1
C. Comprehensive Planner	1
D. Planner I	1
Total Full-time Staffing	6

ECONOMIC DEVELOPMENT - PROGRAM DESCRIPTION
FISCAL YEAR 2009/2010

PROGRAM FUNCTION AND ELEMENTS

2009/10
RECOMMENDED

Expanding Economic opportunities for our citizens by expanding the City's tax base and retaining and creating jobs.

RECRUITMENT/EXPANSION

\$ 266,265

Recruit new businesses and assist existing businesses to expand in order to develop vacant or underutilized properties. Work to retain existing businesses.

PERFORMANCE INDICATORS

	2007/08	2008/09	2009/10
Number of establishments contacted under industry and business retention program	50	30	30

MAJOR BUDGET YEAR INITIATIVES

- * Creation of proactive marketing campaign.
- * Create and facilitate incentive programs to attract investors, new businesses, artists, and residents.
- * Implement capital projects to improve physical character of downtown to make more attractive for new businesses and new residents.
- * Facilitate retention, expansion and creation of new cultural anchors downtown.
- * Facilitate creation of new special events to draw people downtown.
- * Assure the implementation and success of the Arts and Entertainment District.
- * Retain existing businesses and recruit new businesses.
- * Continue company visits.

ECONOMIC DEVELOPMENT - PROGRAM SUMMARY
FISCAL YEAR 2009/2010

EXPENDITURE SUMMARY	2006/07	2007/08	2008/09		2009/10
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
Base Wages	\$ 71,259	\$ 78,342	\$ 85,491	\$ 85,491	\$ 88,815
Additional Wages	14,659	1,008	10,000	10,000	15,000
Material, Supplies, and Utilities	3,170	2,217	3,750	3,300	3,300
Vehicle Operating Expenses	252	641	350	350	350
Advertising and Printing	13,792	21,592	101,200	101,500	53,350
Contracted Services	-	94	-	-	-
Professional Services	40	8,130	10,000	10,000	10,000
Professional Development	2,018	3,377	3,500	3,500	3,700
Other General Expenses	2,040	2,992	2,300	2,400	2,600
Wage & O/H Allocation	14,340	22,464	26,006	26,004	24,623
Fringe Benefits	19,056	18,777	22,505	21,050	21,952
Communication Expenses	-	384	-	1,025	1,075
Economic Incentives	21,429	23,030	39,750	40,191	41,000
Capital Outlay	1,457	-	-	-	500
Total Expenditures	\$ 163,512	\$ 183,048	\$ 304,852	\$ 304,811	\$ 266,265
Program Revenues	\$ 118,175	\$ 70,300	\$ 70,300	\$ 70,300	\$ 12,300
Net Expenditures	\$ 45,337	\$ 112,748	\$ 234,552	\$ 234,511	\$ 253,965

BUDGET HIGHLIGHTS

* Budget allows additional funds for an expanded community marketing and recruitment program and continuation of other existing programs and services.

STAFFING SCHEDULE

1. Director of Economic Development	1
A. Executive Assistant*	<u>0.33</u>
Total Full-time Staffing	1.33

* Position shared with City Administrator and Mayor.

HOUSING AND COMMUNITY DEVELOPMENT - PROGRAM DESCRIPTION
FISCAL YEAR 2009/2010

PROGRAM FUNCTION AND ELEMENTS

**2009/10
RECOMMENDED**

Promote development and ownership of residential homes and commercial businesses by providing objective homebuyer and business ownership education, counseling, and resources.

HOME STORE

\$ 50,000

Provides homebuyer education, information, and housing advisory services. The Hagerstown Home Store has free homeowner workshops, information on mortgage lenders, residential property listings, Realtor information, and special financing programs.

NEIGHBORHOOD BUSINESS DEVELOPMENT PARTNERSHIP

50,000

The purpose of HNBP is to encourage the creation, development, expansion and retention of housing, community and economic development for Hagerstown and particularly it's downtown area in order to promote and encourage housing, quality of life and economic growth in the City.

TOTAL **\$ 100,000**

PERFORMANCE INDICATORS

	2007/08	2008/09	2009/10
Homeowner Counseling	NA	NA	700
Homebuyer workshops	NA	NA	23
Downpayment Assistance	NA	NA	12

MAJOR BUDGET YEAR INITIATIVES

* Rehabilitation of 25 S. Potomac Street.

HOUSING AND COMMUNITY DEVELOPMENT
FISCAL YEAR 2009/2010

EXPENDITURE SUMMARY	2006/07 ACTUAL	2007/08 ACTUAL	2008/09 BUDGET	2008/09 EST. ACTUAL	2009/10 PROPOSED
Material, Supplies, and Utilities	\$ -	\$ -	\$ -	\$ -	\$ 7,026
Vehicle Operating Expenses	-	-	-	-	750
Advertising and Printing	-	-	-	-	375
Professional Services	-	-	-	-	25,000
Professional Development	-	-	-	-	2,220
Other General Expenses	-	-	-	-	7,420
Wage & O/H Allocation	-	-	-	-	57,209
Total Expenditures	\$ -	\$ -	\$ -	\$ -	\$ 100,000
Less Transfer from CDBG Fund	-	-	-	-	(50,000)
Net Expenditures	\$ -	\$ -	\$ -	\$ -	\$ 50,000

BUDGET HIGHLIGHTS

* New General Fund activity. Previously entire City portion paid through CDBG.
The City has been providing funding for the Home Store since 1998 and the Hagerstown Neighborhood Development Partnership since its founding in 2005 through the City's Community Development Block Grant Fund. This year however, due to lower levels of program income, the fund can no longer pay these costs and stay within its caps on administrative costs.

STAFFING SCHEDULE

No Full-time staffing

NEIGHBORHOODS FIRST - PROGRAM DESCRIPTION
FISCAL YEAR 2009/2010

PROGRAM FUNCTION AND ELEMENTS

2009/10
RECOMMENDED

Promote improvement to overall quality of life within the various neighborhoods of the City by developing a network of neighborhood associations. These neighborhood associations will work in partnership with the City to address neighborhood strengths and needs.

NEIGHBORHOOD ACTIVITIES

\$ 10,250

Projects and activities undertaken by the individual neighborhood associations to further the improvement of the quality of life in their areas.

CONFERENCES AND SEMINARS

\$ 2,350

Registration, travel and meals for members of Neighborhoods 1st Committee to attend conferences and seminars addressing neighborhood based organizations.

NEIGHBORHOOD ORGANIZATION

\$ 43,625

Preparation of written material and advertising for the program, postage, refreshments and personal auto reimbursement associated with neighborhood organization.

TOTAL **\$ 56,225**

PERFORMANCE INDICATORS

	2007/08	2008/09	2009/10
Organizational meetings held	4	4	4
Neighborhood Groups formed	3	1	2
Neighborhood Meetings attended	90	90	90
Conduct Quarterly all group meetings	4	4	4
Neighborhood College Sessions held	1	1	1
Network Meetings			10

MAJOR BUDGET YEAR INITIATIVES

- * Organize two additional neighborhood groups.
- * Conduct at least one full session of Neighborhood College
- * Establish working groups to implement programs and events
- * Establish branding of Neighborhoods 1st program
- * Develop a series of workshops and seminars to strengthen neighborhood groups

NEIGHBORHOODS FIRST - PROGRAM SUMMARY
FISCAL YEAR 2009/2010

EXPENDITURE SUMMARY	2006/07	2007/08	2008/09		2009/10
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
Material, Supplies, and Utilities	\$ 494	\$ 1,103	\$ 1,500	\$ 1,253	\$ 1,400
Vehicle Operating Expenses	95	81	150	175	175
Advertising and Printing	1,012	487	1,000	500	1,000
Professional Services	175	-	-	-	
Professional Development	2,039	713	3,000	1,270	2,350
Other General Expenses	1,323	1,083	1,500	1,135	1,400
Wage & O/H Allocation	-	-	25,300	25,296	39,650
Neighborhood Activities	3,332	7,312	9,550	10,000	10,250
Total Expenditures	\$ 8,470	\$ 10,779	\$ 42,000	\$ 39,629	\$ 56,225

BUDGET HIGHLIGHTS

- * Budget reflects a continuation of current expenditure levels for neighborhood programs.
- * Budget reflects additional funds for support of new neighborhood groups and expanded group activities.
- * Wage and overhead allocation includes \$39,650 to be paid to the Community Development Fund to help support the Community Resource Coordinator position. Due to funding constraints, CD could no longer fully fund this position and stay within its caps on administrative costs.

STAFFING SCHEDULE

No Full-time staffing

ENGINEERING AND CONSTRUCTION - PROGRAM DESCRIPTION
FISCAL YEAR 2009/2010

PROGRAM FUNCTION AND ELEMENTS

	<u>2009/10</u> <u>RECOMMENDED</u>
Provide for the economical, safe and aesthetic design and construction of all City facilities.	
Review and inspect certain private construction activities.	
TRAFFIC ENGINEERING	\$ 51,339
Analyze and recommend solutions relating to the movement of pedestrians, motor vehicles, mass transit and bicycles on public thoroughways.	
ENGINEERING DESIGN	462,048
Design Capital Improvement Projects, maintain permanent city records, maps and construction estimates.	
CONTRACT PREPARATION AND MANAGEMENT	141,181
Supervise consultant and contracted services, prepare, advertise and execute contract documents.	
CONSTRUCTION INSPECTION	423,544
Ensure quality control and accuracy of various developments, capital projects, and basic city infrastructure. Manage the City overlay program. Provide land and engineering surveys.	
ADMINISTRATIVE SERVICE	102,677
Perform work for meetings, counseling, payroll, personnel matters, code development records, and receptionist. Cooperate with public and private agencies. Respond to inquiries from citizens concerning traffic, trash, construction, sidewalks, etc.	
GIS	102,677
Develop a city-wide computer operated mapping system in which data is related to specific geographic locations, making information quicker and easier to access and thus improving customer service.	
TOTAL	<u><u>\$ 1,283,467</u></u>

PERFORMANCE INDICATORS

	2007/08	2008/09	2009/10
Number of CIP projects requiring inspection services	17	11	10
Number of contracts and RFPs	33	22	15
Curb and sidewalk permits	250	235	200
Traffic complaints	200	161	200
Traffic impact study reviews	5	9	10
Private development inspection projects	10	10	10
Street cutting permits issued	200	180	180
Work Orders	NA	95	100

MAJOR BUDGET YEAR INITIATIVES

- * Constructing Jonathan Street utility replacement and street reconstruction.
- * Constructing improvements to the intersection of Edgewood Drive and the Dual Highway.
- * Complete significant sidewalk repairs on South Prospect Street.
- * Facilitate the construction of road improvements that will support development and improve traffic flow in the City.
- * Develop databases of sidewalk system.
- * Develop department policy manual, issue revision of "Book of Standards" and develop access management policy.

ENGINEERING AND CONSTRUCTION - PROGRAM SUMMARY
FISCAL YEAR 2009/2010

EXPENDITURE SUMMARY	2006/07	2007/08	2008/09		2009/10
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
Base Wages	\$ 645,134	\$ 754,712	\$ 822,460	\$ 824,730	\$ 852,305
Additional Wages	14,138	24,918	15,000	18,893	15,500
Material, Supplies, and Utilities	20,893	25,261	23,000	24,800	25,800
Maintenance and Repairs	2,690	2,446	2,950	1,400	2,950
Vehicle Operating Expenses	7,437	12,160	9,845	6,750	9,750
Advertising and Printing	3,255	420	2,500	2,500	2,500
Rentals	1,848	-	-	-	-
Contracted Services	80	1,622	100	250	750
Professional Services	16,680	53,413	42,500	42,500	42,500
Professional Development	3,915	5,901	7,100	5,250	6,800
Other General Expenses	6,478	6,607	5,300	5,300	5,300
Wage & O/H Allocation	(1,920)	(5,148)	(3,500)	(3,500)	(2,000)
Fringe Benefits	214,131	253,715	283,645	272,625	277,430
Insurance	(18,003)	3,199	5,190	9,529	10,482
Injuries and Damages	-	35	-	-	-
Communication Expenses	7,296	5,956	4,900	5,200	5,200
Property Abatement Work Charge	-	-	20,000	20,000	20,000
Capital Outlay	9,335	10,124	9,200	11,000	8,200
Total Expenditures	\$ 933,387	\$ 1,155,341	\$ 1,250,190	\$ 1,247,227	\$ 1,283,467
Program Revenues	253,305	188,621	170,500	112,000	87,000
Net Expenditures	\$ 680,082	\$ 966,720	\$ 1,079,690	\$ 1,135,227	\$ 1,196,467

BUDGET HIGHLIGHTS

Budget continues existing service levels except for:

- * Budget includes new AutoCAD software.
- * Includes engineering fees for traffic study evaluations, and general civil engineering assistance.
- * Program revenues include various engineering review, inspection, and development fees.

STAFFING SCHEDULE

1. City Engineer	1
A. Assistant City Engineer	1
B. Administrative Secretary	1
C. Engineering Designer II	1
a. Construction Inspector	2
b. Engineering Designer I	1
c. Engineering Technician	2
d. GIS Technician	1
e. Chief of Surveys	1
f. Survey Technician	1
D. Construction Supervisor	1
E. Contracts Specialist	1
Total Full-time Staffing	14

CODE ADMINISTRATION - PROGRAM DESCRIPTION
FISCAL YEAR 2009/2010

PROGRAM FUNCTION AND ELEMENTS

2009/10
RECOMMENDED

This fiscal year budget reflects the re-organization in which the Permits and Inspection Section and the Office of Code Compliance were merged into one functional unit known as the Code Administration Division. This re-organization allows for efficiencies and improvements to both our internal and external customers.

Ensure public health, safety and welfare in the built community through the development of codes, educational campaigns, licensing, plan review, permit issuance, inspections, and enforcement.

PERMITS OFFICE

\$ 347,320

Serves as the clearinghouse for all permit applications, processing, and plan review.

PROGRAMS OFFICE

\$ 160,302

Designs, coordinates and implements educational outreach and training, manages licensing programs and coordinates all administrative functions.

COMPLIANCE OFFICE

\$ 828,226

Conducts inspections of both new and existing structures for permitted work, licensing programs, complaint response, and community enhancement.

TOTAL **\$ 1,335,848**

PERFORMANCE INDICATORS

	<u>2007/08</u>	<u>2008/09</u>	<u>2009/10</u>
Permit Volume	3,900	3,600	3,400
Permitted Inspections*	8,500	8,500	8,000
Use and Occupancy permits issued	750	800	600
License Volume (rental, vacant)	3,000	3,250	3,250
License Inspections (interior/exterior)*	4,250	4,500	4,500
Educational Forums (# of participants)	150	200	250
Nuisance Abatements	120	140	300
Civil/Criminal Cases	175	250	250

*Does not include re-inspections/average 2 re-inspections per initial

MAJOR BUDGET YEAR INITIATIVES

- * Implement comprehensive training program.
- * Implement findings from developer meetings.
- * Focus on vacant structure boom to minimize impact on neighborhoods.
- * Implement user friendly processes in administrative functions.
- * Decrease permit review times to increase competitive advantage.
- * Expand educational opportunities.
- * Implement munis software program.

CODE ADMINISTRATION - PROGRAM SUMMARY
FISCAL YEAR 2009/2010

EXPENDITURE SUMMARY	2006/07	2007/08	2008/09		2009/10
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
Base Wages	\$ 660,245	\$ 725,527	\$ 798,844	\$ 815,288	\$ 837,512
Additional Wages	38,415	44,532	41,850	42,327	42,500
Material, Supplies, and Utilities	32,404	27,821	29,650	26,600	25,565
Maintenance and Repairs	18	260	700	650	600
Vehicle Operating Expenses	11,848	12,718	9,327	9,800	9,275
Advertising and Printing	7,828	11,746	10,000	10,000	10,000
Rentals	21,936	20,400	20,400	20,400	20,400
Contracted Services	352	5,030	1,600	6,460	1,280
Professional Development	10,176	10,074	16,900	13,900	14,400
Other General Expenses	15,087	15,367	19,200	18,950	19,000
Wage & O/H Allocation	2,493	864	-	-	-
Fringe Benefits	246,304	272,616	304,515	293,548	297,610
Insurance	6,771	7,273	8,800	6,324	6,956
Communication Expenses	9,938	10,433	7,800	6,500	6,500
Property Abatement Work Charge	(218)	64,305	40,000	40,000	40,000
Capital Outlay	10,968	11,544	5,250	5,250	4,250
Total Expenditures	\$ 1,074,565	\$ 1,240,510	\$ 1,314,836	\$ 1,315,997	\$ 1,335,848
Program Revenues	\$ 1,055,087	\$ 1,063,014	\$ 1,069,975	\$ 978,550	\$ 976,300
Net Expenditures	\$ 19,478	\$ 177,496	\$ 244,861	\$ 337,447	\$ 359,548

BUDGET HIGHLIGHTS

- * Implement Revised Code Administration Division Strategic Plan.
- * Proactively address foreclosed/vacant properties to minimize impact on accessible base.
- * Develop and implement comprehensive staff training program.
- * Revise procedures with emphasis on customer service.
- * Implement changes to permit process, intake, review, and issuance.
- * Cross-train inspection staff.
- * Combine remote office locations into one office.

STAFFING SCHEDULE

1. Director	1
A. Chief Code Official	1
i. Permits Manager	1
B. Program Manager	1
i. Permits Tech *	1
C. Inspections Supervisor	2
i. Code Compliance Inspector III	2
ii. Inspector Technology Specialist	1
iii. Code Compliance Inspector I	2
iv. Building Inspector II	2
v. Electrical Inspector	1

TOTAL FULL-TIME STAFFING 15

TRASH COLLECTION - PROGRAM DESCRIPTION
FISCAL YEAR 2009/2010

PROGRAM FUNCTION AND ELEMENTS	<u>2009/10</u> <u>RECOMMENDED</u>
Provide a cost effective method to collect and dispose of residential solid wastes.	
TRASH/GARBAGE COLLECTIONS Contract annually to have city-wide residential trash collection.	\$ 950,987
TIPPING FEES Payment to Washington County for landfill tipping fees for residential trash collection and related costs.	1,017,335
PEST CONTROL Contract annually to control pests in the downtown area of City, City Hall and other Municipal Buildings.	15,481
RECYCLING Yard waste and paper.	199,044
OTHER EXPENSES Costs to bill landfill tipping fee and maintain portable lighting at landfill.	30,962
TOTAL	<u><u>\$ 2,211,598</u></u>

PERFORMANCE INDICATORS

	2007/08	2008/09	2009/10
Tons of garbage collected (curbside)	12,322	11,580	11,500
Number of dwelling units served	14,335	14,550	14,600
Tons of yard waste collected (annual)	1,128	1,321	1,400
Tons of mixed paper collected (annual)	689	1,004	1,200
Tons of comingled glass/plastic/aluminum	205	270	300

MAJOR BUDGET YEAR INITIATIVES

- * Promote recycling programs to minimize material placed in the landfill.
- * Work with City Council - appointed task force to assess our solid waste collection in the future.

TRASH COLLECTION - PROGRAM SUMMARY
FISCAL YEAR 2009/2010

EXPENDITURE SUMMARY	2006/07	2007/08	2008/09		2009/10
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
Materials, Supplies, & Utilities	\$ -	\$ -	\$ 500	\$ 500	\$ 500
Vehicle Operating Expenses	2,005	16,326	5,000	4,000	4,000
Advertising and Printing	2,099	4,366	3,000	2,500	2,500
Contracted Services	1,925,957	1,981,736	2,109,037	2,034,255	2,142,900
Other General Expenses	19,433	11,422	11,303	13,908	11,580
Wage & O/H Allocation	13,600	39,723	15,609	15,000	50,118
Total Expenditures	\$ 1,963,094	\$ 2,053,573	\$ 2,144,449	\$ 2,070,163	\$ 2,211,598
Program Revenues	\$ 2,116,976	\$ 2,163,207	\$ 2,311,200	\$ 2,192,900	\$ 2,198,000
Net Expenditures Reserves	\$ (153,882)	\$ (109,634)	\$ (166,751)	\$ (122,737)	\$ 13,598

BUDGET HIGHLIGHTS

- * No increase to "refuse & recycling" fee for fifth year unless county tipping fees are increased.
- * City contract with waster hauler, Allied Waste, continues through December 31, 2011. Budget assumes inflation adjustment for calendar year 2010.

STAFFING SCHEDULE

No Full-time staffing

POLICE - CONSOLIDATED - PROGRAM DESCRIPTION
FISCAL YEAR 2009/2010

PROGRAM FUNCTION AND ELEMENTS	2009/10 RECOMMENDED
ADMINISTRATION Directs and manages the overall operation of the department.	\$ 678,702
INFORMATION TECHNOLOGY Manages all facets of the department's computer systems.	207,070
RECORDS Serves as the department's centralized records repository; provides police records maintenance, control, and retrieval; operates the City's switchboard during business hours.	223,605
COMMUNICATIONS/DISPATCH Serves as the central communications point in the department; provides 24-hour routine and emergency communication (via radio, telephone, and computer) to police units and the public; receives and relays citizens requests for police services, and provides other operational support.	791,204
PATROL Maintains pro-active patrol to detect criminal activity and reduce the opportunities for offenders to commit crimes; has primary responsibility for initial response to calls for service; initial investigations; order maintenance; protection of life and property; and traffic enforcement.	6,996,533
CRIMINAL INVESTIGATIONS Primary responsibilities are to conduct follow-up investigations originating in the Patrol Division, provide the initial response to more complex investigations, and assist the State Attorney's Office with the prosecution of violators.	1,096,996
PROFESSIONAL STANDARDS Conducts internal affairs investigations and background checks.	221,736
VEHICLE/BUILDING MAINTENANCE Maintain all vehicles and facilities for departmental use.	622,384
FIRE POLICE/ K-9 UNIT Fire Police provide volunteer traffic support during special events and fire incidents. The K-9 officers utilize the unique capabilities of police dogs as a tool in the prevention and detection of crime, protection of police personnel, and the apprehension of criminals.	38,063
NARCOTICS TASK FORCE A joint task force with HPD, Washington County Sheriff's Office, Maryland State Police, Washington County State's Attorney, and the Drug Enforcement Administration; conducts regional in-depth violations of drug offenses.	675,695
WESTERN MARYLAND LAB Analyses and processes crime scene evidence and photographs and provides expert testimony of the same.	390,482
POLICE ACADEMY Trains police officers for HPD and area law enforcement agencies.	172,005
TOTAL	\$ 12,114,475

PERFORMANCE INDICATORS

	2007/08	2008/09	2009/10
Total calls for service	57,000	57,100	57,100
Warrants served	1,480	1,500	1,500
K-9 Calls	279	280	280
Parking tickets issued	11,600	11,600	11,600
Criminal arrests	3,145	3,200	3,200
CDS arrests	325	325	325
Part 1 Crimes Reported	1,921	1,930	1,930
Internal Investigations	33	33	33
Volunteer response hours (estimated)	2,740	2,740	2,740

MAJOR BUDGET YEAR INITIATIVES

- * Complete the installation and implementation of the remaining components of the police software (RMS & Field Reporting).
- * Continue a comprehensive policing effort with existing/current initiatives to include Street Crimes, Accreditation, NTF, and Downtown Squad.
- * Continue emphasis on problem solving and partnerships with neighborhoods using lieutenants as Sector Managers.
- * Maintain priority of enforcement of Controlled Dangerous Substances in at-risk neighborhoods.
- * Continue to explore ways and means to collaborate with other jurisdictions to enhance forensic capabilities of the Western Maryland Lab.
- * Complete various collaboration projects with the County, specifically central booking, consolidated dispatch services, and the countywide radio system.
- * Continue expanding the street crime camera system in the downtown and other areas of the City.

POLICE - CONSOLIDATED - PROGRAM SUMMARY

FISCAL YEAR 2009/2010

EXPENDITURE SUMMARY	2006/07	2007/08	2008/09		2009/10
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
Base Wages	\$ 5,722,347	\$ 6,245,950	\$ 6,818,195	\$ 6,724,785	\$ 6,964,829
Additional Wages	1,121,977	802,266	880,065	937,283	958,411
Material, Supplies, and Utilities	329,076	353,183	337,984	331,386	363,361
Maintenance and Repairs	118,267	128,642	139,383	141,762	133,692
Vehicle Operating Expenses	257,336	335,761	317,743	358,390	358,940
Advertising and Printing	27,394	12,891	21,000	21,000	21,000
Rentals	6,707	20,287	25,486	25,486	25,486
Contracted Services	25,827	20,782	29,100	29,100	19,100
Professional Services	105,951	49,460	91,310	98,955	94,784
Professional Development	50,966	76,753	66,275	69,075	68,950
Other General Expenses	216,766	252,578	254,950	240,423	259,750
Wage & O/H Allocation	(68,568)	(35,464)	(72,000)	(73,512)	(80,012)
Fringe Benefits	2,236,215	2,490,383	2,683,148	2,504,704	2,671,497
Insurance	73,376	81,117	94,400	82,443	90,688
Injuries and Damages	(4,352)	38,085	-	-	-
Communication Expenses	83,929	75,857	69,438	78,080	78,779
Capital Outlay	89,650	89,470	107,953	106,919	85,220
Total Expenditures	\$ 10,392,864	\$ 11,038,001	\$ 11,864,430	\$ 11,676,279	\$ 12,114,475
Program Revenues	\$ 1,633,801	\$ 1,046,661	\$ 1,181,730	\$ 1,152,145	\$ 1,170,714
Net Expenditures	\$ 8,759,063	\$ 9,991,340	\$ 10,682,700	\$ 10,524,134	\$ 10,943,761

BUDGET HIGHLIGHTS

- * Capital expenditures include ballistic vests to equip new officers per AFSCME contract, new Glock handguns, shotguns, tasers, AED's, computer equipment, communications equipment, photography equipment, a new police K-9 and K-9 equipment, police bicycle equipment, ballistic shields, speed enforcement equipment, criminal investigation recording devices, and building maintenance machinery.
- * CIP Funding includes: Police building renovations and upgrades, new police cruisers, new radio equipment compatible with the new countywide radio system, renovations to the police firing range and additional street crime surveillance cameras.
- * Costs for reaccrediting the Police Lab are also included in the proposed budget .
- * Staffing includes two additional grant funded Police Officer positions to keep pace with City growth. This is the second year of a 3 year plan to add 6 officers to staff an additional patrol sector in the City.
- * Program revenues include State Aid for Police Protection, funding from the Board of Education, funding from Washington County, service charges, permits & fines, and confiscated revenues.
- * Operational grants are now reported through the Special Revenue Grant Fund found in Section 5.

STAFFING SCHEDULE

1. Sworn Personnel			
A. Chief	1	D. Sergeant	13
B. Captain	2	E. Police Officer	86
C. Lieutenant	7	Sub-total	109
2. Civilian Personnel		G. Communication Supervisor	0 *
A. Administrative Coordinator I	1	H. Building Maintenance	1
B. Administrative Secretary I	1	I. Supervisory Forensic Scientist	1
C. Computer R & D Specialist	1	J. Forensic Lab Specialist	1
D. Office Manager	1	K. Forensic Lab Tech	1
E. Bookkeeping Clerk-typist	3	L. Evidence Custodian	1
F. Police Communications Operator	0 *	M. Crime Analyst	1
		Sub-Total	13
		Total Full-time Staffing	122

* Reflects transfer of these dispatch positions to the County as of 7/1/09

Full-time positions completely supported by grant funding: Crime Analyst and 1 Gang Officer and 2 new patrol officers.

Full-time positions partially funded from other sources: Grants - 1 Gang Officer, 1 Domestic Violence Coordinator, 1 Juvenile Victims Crime Detective, 1 CSAFE Officer; Board of Education - 3 School Resource Officers; Gateway Crossing - 1 Officer; and Washington County - Forensic Scientist, and Forensic Lab Specialist.

FIRE - CONSOLIDATED - PROGRAM DESCRIPTION
FISCAL YEAR 2009/2010

PROGRAM FUNCTION AND ELEMENTS	2009/10 RECOMMENDED
Improve the quality of life through fire prevention, fire safety education, fire suppression, rescue and other special services to all the people who live, visit, work or invest here.	
ADMINISTRATION	\$ 721,798
Conduct research, planning, record keeping, personnel and general management functions of the Fire Department.	
INVESTIGATION/INSPECTION	459,325
Investigate and determine the origin and cause of all fires, prosecute arson cases, review plans, conduct inspections, enforce codes, and investigate and resolve complaints of fire code violations.	
PREVENTION/EDUCATION	328,089
Provide education to the general public and develop safety programs, conduct residential fire safety surveys to reduce fire injuries and loss.	
SUPPRESSION	4,986,958
Control and bring to a rapid and safe termination all emergency incidents with sufficient well-trained and equipped personnel. Also includes the maintenance of facilities (except headquarters) and equipment; supplies and the personnel necessary to provide fire suppression.	
TRAINING	65,624
Operate and maintain the only training center in Western Maryland. Includes a burn building, tower, classroom and other training facilities. Includes all training related expenses for paid and volunteer fire fighters. Major training institutions utilized by the program are the University of Maryland Fire and Rescue Institute and the National Emergency Training Center.	
TOTAL	\$ 6,561,794

PERFORMANCE INDICATORS

	2007/08	2008/09	2009/10
Number of emergency incidents	2,185	2,102	2,300
Average response time to emergencies (minutes)	3.1	3.1	3.0
Percent of fires confined to room of origin	85%	84%	80%
Percent of structure fire causes identified	96	95	96
Ratio of arrests to convictions	28/21	24/17	30/28
Number of inspections	1,110	1,268	1,300
Number of free smoke detectors installed	1,171	1,278	1,300
Number of education programs presented	356	462	475
Number of people attending education programs	11,100	14,670	15,000
Average number of firefighters responding to incident	7	7	8
Number of active volunteer firefighters who received benefits	10	10	12
Number of volunteer firefighters who responded to 25 or more incidents but didn't qualify for incentives	10	9	10

MAJOR BUDGET YEAR INITIATIVES

- * Continue door to door life safety survey of three census tracts.
- * Pursue avenues for providing services to County.
- * Pursue avenues for assisting CRS.
- * Continue improvements to training and safety programs.
- * Begin land search for possible new fire stations.
- * Continue to support a County-Wide Emergency Radio System.
- * Continue to install free smoke alarms by using the Smoke Alarms for Everyone State Grant.
- * Begin older adult safety program.
- * Begin new head start program.

FIRE - CONSOLIDATED - PROGRAM SUMMARY
FISCAL YEAR 2009/2010

EXPENDITURE SUMMARY	2006/07	2007/08	2008/09		2009/10
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
Base Wages	\$ 3,364,807	\$ 3,731,258	\$ 4,089,704	\$ 4,073,569	\$ 4,205,911
Additional Wages	303,111	395,192	180,500	234,458	190,500
Material, Supplies, and Utilities	114,618	147,791	108,550	121,000	121,650
Maintenance and Repairs	18,772	30,826	36,500	38,506	41,168
Vehicle Operating Expenses	206,339	190,870	169,775	173,600	169,950
Advertising and Printing	2,850	3,362	2,500	2,000	2,500
Contracted Services	71,981	61,266	60,000	67,000	57,000
Professional Development	3,486	11,005	2,850	13,820	9,970
Other General Expenses	31,390	40,123	38,800	38,475	41,300
Wage & O/H Allocation	698	-	-	-	-
Fringe Benefits	1,299,750	1,504,879	1,672,895	1,599,066	1,683,232
Insurance	16,959	17,832	21,010	17,421	19,163
Injuries and Damages	112	338	-	(2,040)	-
Communication Expenses	9,896	10,453	10,750	10,700	11,150
Capital Outlay	4,656	4,538	6,500	6,250	8,300
Total Expenditures	\$ 5,449,425	\$ 6,149,733	\$ 6,400,334	\$ 6,393,825	\$ 6,561,794
Program Revenues	\$ 169,365	\$ 118,898	\$ 134,000	\$ 127,000	\$ 158,684
Net Expenditures	\$ 5,280,060	\$ 6,030,835	\$ 6,266,334	\$ 6,266,825	\$ 6,403,110

BUDGET HIGHLIGHTS

- * CIP includes replacement of Engine 1 and shift commander vehicle.
- * Budget reflects a continuation of existing service levels.

STAFFING SCHEDULE

1. Fire Chief	1	
A. Administrative Secretary	1	
B. Deputy Fire Chief	1	
1. Battalion Chief	3	
a. Captain	3	
(i) Firefighter/Operator	69	
a. Fire Training & Safety Captain	1	
2. Senior Fire Marshall	1	
a. Assistant Fire Marshall	2	
b. Education Specialist	1	
c. Community Resource Coordinator	0.6	(position shared with CDBG - fully funded thru the SAFE grant and CDBG)
Total Full-time Staffing	83.6	

STREETS AND ALLEYS - PROGRAM DESCRIPTION
FISCAL YEAR 2009/2010

PROGRAM FUNCTION AND ELEMENTS	2009/10 <u>RECOMMENDED</u>
<p>Properly and efficiently maintain City streets, alleys, thoroughfares, equipment, bridges and storm drainage systems.</p> <p>INFRASTRUCTURE</p> <p>Install, maintain and repair 108.775 miles of streets, 34.7 miles of alleys, culverts, storm drains, bridges, railroad crossings, curbs, and sidewalks.</p> <p>SNOW REMOVAL</p> <p>Remove snow from City streets, public parking lots and other public areas.</p> <p>STREET LIGHTING</p> <p>Includes payment to Light Department for electricity to street lights.</p> <p>STREET CLEANING</p> <p>Street cleaning and trash can pickup.</p> <p>VEHICLE/EQUIPMENT MAINTENANCE</p> <p>Maintain and repair City's fleet of vehicles and equipment. Includes operation of the City's fuel station. Actual costs are charged to the appropriate department.</p>	<p></p> <p>\$ 621,601</p> <p>299,524</p> <p>765,000</p> <p>618,202</p> <p>153,348</p> <p style="text-align: right;">TOTAL</p> <p style="text-align: right;"><u>\$ 2,457,675</u></p>

PERFORMANCE INDICATORS

	2007/08	2008/09	2009/10
Lane miles of streets swept	13,500	13,500	13,500
Tons of street salt used	1,400	2,000	2,000
Number of storm inlets cleaned	150	150	150
Number of storm inlets repaired	50	50	50
Average hours per week devoted to maintenance of downtown by Downtown Rangers	60	60	60
Bulk Trash Collections	200	159	160
Number of vehicles & equipment maintained	339	339	336

MAJOR BUDGET YEAR INITIATIVES

- * Continue program to enhance the maintenance and appearance of traffic islands and gateways.
- * Complete street repairs prior to start of overlay program.
- * Focus on the repair of sidewalks damaged due to street tree roots.
- * Focus on storm drain maintenance and repair.

STREETS AND ALLEYS - PROGRAM SUMMARY
FISCAL YEAR 2009/2010

EXPENDITURE SUMMARY	2006/07	2007/08	2008/09		2009/10
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
Personal Services	1,359,509	1,532,302	1,782,570	1,734,984	1,770,104
Material, Supplies, and Utilities	847,890	963,240	970,256	1,013,425	997,815
Maintenance and Repairs	76,581	114,588	94,300	67,530	72,590
Vehicle Operating Expenses	219,702	203,368	(264,000)	186,900	169,815
Advertising and Printing	2,581	2,263	4,500	4,500	4,500
Rentals	34,378	34,170	36,300	36,518	36,300
Contracted Services	112,734	143,541	145,015	147,940	161,595
Professional Services	1,071	1,716	3,500	3,500	4,476
Professional Development	434	1,926	3,425	3,425	3,425
Other General Expenses	11,765	767	2,640	2,640	2,640
Wage & O/H Allocation	(1,097,660)	(1,322,123)	(869,981)	(1,362,792)	(1,416,322)
Fringe Benefits	495,402	552,833	629,626	596,407	604,658
Insurance	21,110	21,021	34,520	17,776	19,554
Injuries and Damages	(1,470)	1,950	-	-	-
Communication Expenses	5,130	5,720	6,270	7,061	7,160
Capital Outlay	13,251	26,093	23,015	24,213	19,365
Total Expenditures	\$ 2,102,408	\$ 2,283,375	\$ 2,601,956	\$ 2,484,027	\$ 2,457,675

BUDGET HIGHLIGHTS

- * Budget reflects continuation of existing service levels.
- * Capital outlay includes mowers, leaf blowers and portable equipment and tools.

STAFFING SCHEDULE

1. Public Works Manager	1	Seasonal Staffing	
A. Administrative Secretary	1	I. Downtown Rangers	3
B. Equipment Maintenance Supervisor	1	II. Grounds Maintenance	<u>7</u>
i. Maintenance Mechanic I, II, III, IV	4		
ii. Administrative Specialist I	1	Total Seasonal Staffing	10
C. Street Supervisor	1		
i. Truck Driver	2		
ii. Maintenance Worker I, II	3		
iii. Equipment Operator II	5		
iv. Maintenance Worker III, IV	5		
v. Custodians	<u>3</u>		
Total Full-time Staffing	27		

SIGNAL - PROGRAM DESCRIPTION
FISCAL YEAR 2009/2010

PROGRAM FUNCTION AND ELEMENTS	2009/10 RECOMMENDED
Provide efficient and safe movement and control of traffic throughout the City. Maintain radio communication systems.	
GENERAL SUPERVISION/ADMINISTRATION Coordination of activities in signal division.	\$ 11,759
COMMUNICATIONS SYSTEMS Install, maintain and repair radio communication systems throughout the City and maintain the communications network.	11,690
TRAFFIC CONTROL SYSTEMS PROGRAM Construct, maintain and repair traffic control devices.	384,791
TRAFFIC SIGNS AND LINES PROGRAM Install and maintain traffic signs and street lines.	238,263
TOTAL	\$ 646,503

PERFORMANCE INDICATORS

	2007/08	2008/09	2009/10
Linear feet lines painted	20,000	10,000	10,000
Linear feet lines thermoplastic applied	46,500	15,000	10,000
Linear feet inlay tape	13,100	13,000	13,000
Total number of signalized intersections maintained by City	130	131	132
Signalized intersections owned by City	95	95	95
Intersections owned by the State	35	36	37
Number of work orders completed	81	83	90
Number of signal intersections upgraded	19	4	2
New signal intersections	2	1	-

MAJOR BUDGET YEAR INITIATIVES

- * Complete replacement of incandescent signal lights with LED light fixtures to reduce electricity cost and lengthen bulb life.
- * Repaint all parking spaces on public streets.
- * Upgrade of signal intersections along Mulberry Street.

SIGNAL - PROGRAM SUMMARY
FISCAL YEAR 2009/2010

EXPENDITURE SUMMARY	2006/07	2007/08	2008/09		2009/10
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
Personal Services	\$ 7,064	\$ 4,778	\$ 10,000	\$ 3,000	\$ 3,000
Material, Supplies, and Utilities	119,354	124,020	131,638	140,118	140,175
Maintenance and Repairs	-	-	1,500	1,500	1,500
Vehicle Operating Expenses	46,033	50,897	39,378	54,105	50,065
Contracted Services	7,187	26,416	16,685	16,685	16,685
Training	750	-	1,000	1,000	1,000
Professional Development	1,186	1,185	2,050	4,102	2,050
Other General Expenses	9	77	185	385	385
Wage & O/H Allocation	355,599	454,009	393,985	454,792	420,654
Fringe Benefits	773	624	787	235	235
Insurance	237	312	380	385	424
Injuries and Damages	(2,729)	160	-	-	-
Communication Expenses	8,347	914	4,865	3,797	3,830
Capital Outlay	-	-	2,000	2,000	6,500
Total Expenditures	\$ 543,810	\$ 663,392	\$ 604,453	\$ 682,104	\$ 646,503
Program Revenues	\$ 48,950	\$ 51,000	\$ 51,000	\$ 51,750	\$ 51,750
Net Expenditures	\$ 494,860	\$ 612,392	\$ 553,453	\$ 630,354	\$ 594,753

BUDGET HIGHLIGHTS

- * Budget reflects continuation of existing service levels.
- * Program revenues reflect charges to State for City's maintenance of 35 State owned traffic lights at \$1,500 each per year.

STAFFING SCHEDULE

1. Traffic Control/Building Maintenance	
Supervisor	1
A. Traffic Signal Repairer I	1
B. Traffic Signal Technician	1
C. Line Worker/Signal Repair Technician	2
D. Signs & Lines Worker I	2
Total Full-time Staffing	7
 Seasonal Staffing	 1

MUNICIPAL BUILDINGS - PROGRAM DESCRIPTION
FISCAL YEAR 2009/2010

PROGRAM FUNCTION AND ELEMENTS	2009/10 <u>RECOMMENDED</u>
Properly maintain City Hall, Market House, Central Equipment Building, Public Works, Elizabeth Hager Center, and the Roslyn Building.	
<i>CITY HALL</i> Operate, maintain and repair the building and grounds	\$ 296,022
<i>MARKET HOUSE</i> Operate, maintain and repair the building and grounds	108,895
<i>CENTRAL EQUIPMENT BUILDING</i> Operate, maintain and repair the building and grounds	150,075
TOTAL	<u>\$ 554,992</u>

PERFORMANCE INDICATORS

	2007/08	2008/09	2009/10
Percent of stalls rented at Market House	75	85	85

MAJOR BUDGET YEAR INITIATIVES

- * Enhance market activities.
- * Continue recruitment of market vendors.
- * Maximize custodial care staffing and work schedules.
- * Keep City buildings well maintained and attractive for public and staff use.
- * Complete heating system changeover.

MUNICIPAL BUILDINGS - PROGRAM SUMMARY
FISCAL YEAR 2009/2010

EXPENDITURE SUMMARY	2006/07	2007/08	2008/09		2009/10
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
Material, Supplies, and Utilities	\$ 145,465	\$ 179,175	\$ 205,795	\$ 187,895	\$ 186,643
Maintenance and Repairs	27,213	38,196	45,425	43,725	45,625
Vehicle Operating Expenses	(1,575)	2,986	2,827	6,525	5,950
Advertising and Printing	15,553	21,823	18,000	7,000	12,000
Rentals	794	650	1,105	1,105	1,105
Contracted Services	19,565	20,894	8,000	11,100	11,000
Other General Expenses	417	849	1,480	1,780	1,845
Wage & O/H Allocation	208,960	174,577	270,896	271,200	274,653
Insurance	10,588	13,534	13,920	5,474	6,021
Capital Outlay	2,363	7,596	8,650	9,950	10,150
Total Expenditures	\$ 429,343	\$ 460,280	\$ 576,098	\$ 545,754	\$ 554,992
Program Revenues	\$ 34,418	\$ 42,738	\$ 45,256	\$ 45,356	\$ 51,400
Net Expenditures	\$ 394,925	\$ 417,542	\$ 530,842	\$ 500,398	\$ 503,592

BUDGET HIGHLIGHTS

- * Budget reflects current service levels except wage and overhead allocation are increased to reflect additional staff time anticipated with several renovation projects at the Central Equipment Building.
- * Budget for utility costs reflect reduction in fuel oil cost at Market House due to replacement of heating system to be operational for 09/10 heating season.
- * Program revenues reflect fees received from vendors for use of the market house.
- * Custodians are part of the staffing in Streets and Alleys and are reflected as allocated wages.
- * CIP includes possible federal grant funding for energy efficiency improvements at City Hall in FY 2010.

STAFFING SCHEDULE

Staffing for our municipal buildings is provided by three custodians allocated from the Streets and Alleys (Public Works) Department.

CITY PARKS - PROGRAM DESCRIPTION
FISCAL YEAR 2009/2010

PROGRAM FUNCTION AND ELEMENTS

2009/10
RECOMMENDED

Maintain and beautify public areas and provide attractive, diverse parks and playgrounds for the recreation and enjoyments of citizens.

PARKS

Maintain and improve the grounds, equipment, structures and landscaping in the following parks:

City Park	\$	586,408
Hager Park		27,750
Pangborn Park		186,383
Wheaton Park		106,049
Hellane Park		100,163
Funkhouser Park		25,827
Playgrounds		120,906
Staley Park		38,470
Hager House Park		9,918
University Plaza		16,954
Mills Park		6,373
Fairgrounds Park		467,307
Supervision and Overhead		(1,868)
Equipment Maintenance and Operations		43,475

TOTAL \$ 1,734,115

PERFORMANCE INDICATORS

	<u>2007/08</u>	<u>2008/09</u>	<u>2009/10</u>
Number of pavilion reservations	287	290	295
Band Shell Reservations - City Park	62	65	65
Band Shell Reservations - Wheaton Park	12	12	15

MAJOR BUDGET YEAR INITIATIVES

Proposed CIP reflects the following:

- * New Play Equipment: Install new play equipment at Hager Park, and Funkhouser Park.
- * At City Park and Wheaton Park, remove sections of deteriorated fencing and replace with vinyl coated chain link fencing.
- * Add two decorative fountains to the lake at Pangborn Park to aerate water and improve water quality.

CITY PARK - PROGRAM SUMMARY
FISCAL YEAR 2009/2010

EXPENDITURE SUMMARY	2006/07	2007/08	2008/09		2009/10
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
Personal Services	\$ 859,283	\$ 879,412	\$ 1,025,773	\$ 1,022,675	\$ 1,084,154
Material, Supplies, and Utilities	236,379	244,699	288,149	294,774	299,399
Maintenance and Repairs	27,811	34,284	44,390	44,390	44,390
Vehicle Operating Expenses	46,156	46,529	31,648	54,345	49,345
Advertising and Printing	2,781	1,293	1,500	1,500	1,500
Rentals	1,388	(70)	800	2,119	2,300
Contracted Services	63,089	69,940	62,033	87,005	77,358
Professional Development	500	430	1,850	500	2,350
Other General Expenses	2,470	7,060	6,296	7,528	7,528
Wage & O/H Allocation	(175,386)	(151,590)	(199,526)	(259,329)	(208,157)
Fringe Benefits	273,448	284,132	350,629	327,396	338,186
Insurance	24,756	25,621	31,630	22,507	24,758
Injuries and Damages	(2,626)	2,022	-	(2,864)	1,568
Communication Expenses	2,765	3,077	3,347	3,585	3,636
Capital Outlay	10,056	26,478	21,150	13,953	5,800
Total Expenditures	\$ 1,372,870	\$ 1,473,317	\$ 1,669,669	\$ 1,620,084	\$ 1,734,115

BUDGET HIGHLIGHTS

- * Contractual mowing services includes a 25% increase due to increased fuel costs and increased use of contractual mowing services at new parks.
- * Fairgrounds Park - Continue to work toward determining future utilization of the Grandstand.
- * Operating expenses reflect an increase in labor allocation to take care of building maintenance and upkeep, to include maintenance on parks structures, such as, concession stands and pavillions.

STAFFING SCHEDULE

1. Superintendent of Parks	1
2. Parks Supervisor	1
A. Parks Maintenance Worker I-II	5
B. Parks Maintenance Worker III	4
C. Parks Landscaper	1
D. Parks Maintenance Worker IV, V	5
E. Administrative Specialist	1
Total Full-time Staffing	18
Part-time & Seasonal Staffing	
i. Roving Park Attendant (Part-time)	1
ii. Park Attendants (Seasonal)	9
iii. Grounds Maintenance (Seasonal)	6
iv. Office Coverage (Part-time)	1
Total Part-time & Seasonal Staffing	17

SWIMMING POOL - PROGRAM DESCRIPTION
FISCAL YEAR 2009/2010

PROGRAM FUNCTION AND ELEMENTS

2009/10
RECOMMENDED

Provide enjoyable aquatic recreation for the public during the summer months.

POOL

Operate and maintain Potterfield Municipal Swimming Pool during summer months.

\$ 157,566

PERFORMANCE INDICATORS

	2007/08	2008/09	2009/10
Number of days in full operation	85	86	92
Number of private rentals	35	19	20
Private rental attendance	1,677	1,890	2,000
Number of season passes	135	99	110
Daily paid attendance	14,525	15,018	17,000
Swim Lessons (not included on above totals)	1,272	562	650
Total Attendance	24,641	25,497	26,000

MAJOR BUDGET YEAR INITIATIVES

- * Increase number of special events to promote the pool and increase overall attendance.
- * Increase rentals by targeting groups and local businesses.
- * Add business sponsored Fun Nights on a regular basis.
- * Clean and paint perimeter walls.

SWIMMING POOL - PROGRAM SUMMARY
FISCAL YEAR 2009/2010

EXPENDITURE SUMMARY	2006/07	2007/08	2008/09		2009/10
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
Additional Wages	\$ 100,795	\$ 116,979	\$ 115,000	\$ 85,000	\$ 75,000
Material, Supplies, and Utilities	27,194	33,529	31,175	27,175	35,825
Maintenance and Repairs	9,882	11,169	7,700	4,250	6,300
Vehicle Operating Expenses	-	729	726	250	500
Advertising and Printing	3,475	2,101	4,500	1,500	2,500
Rentals	-	-	100	-	-
Contracted Services	2,901	3,520	3,200	7,195	18,200
Professional Services	385	-	500	150	250
Other General Expenses	13	76	375	100	325
Wage & O/H Allocation	510	4,577	12,266	5,000	10,000
Fringe Benefits	11,509	14,725	9,046	6,648	5,866
Communication Expenses	1,157	884	1,200	890	1,150
Capital Outlay	1,777	-	2,150	750	1,650
Total Expenditures	\$ 159,598	\$ 188,289	\$ 187,938	\$ 138,908	\$ 157,566
Program Revenues	\$ 93,962	\$ 82,014	\$ 87,050	\$ 69,696	\$ 87,700
Net Expenditures	\$ 65,636	\$ 106,275	\$ 100,888	\$ 69,212	\$ 69,866

BUDGET HIGHLIGHTS

- * Continue marketing efforts with seasonal brochures; include on website and Channel 6. Highlight waterslide in all marketing media and increase advertising.
- * Budget reflects a decrease in wages offset by an increase in contracted service due to the outsourcing of pool management to the local YMCA.
- * Budget reflects a new lawnmower and power washer for upkeep.

STAFFING SCHEDULE

No Full-time Staffing

Seasonal Staffing	
I. Pool Manager	1 *
A. Assistant Pool Manager	1 *
B. Head Lifeguards	2
C. Lifeguards	15
D. Cashiers	2
E. Pool Attendants	4
* indicates contracted by YMCA	
Total Seasonal Staffing	25

STADIUM - PROGRAM DESCRIPTION
FISCAL YEAR 2009/2010

PROGRAM FUNCTION AND ELEMENTS

Provide a quality facility for recreational activities and home for the Class A baseball team for the Washington Nationals.

2009/10
RECOMMENDED

STADIUM

Operate and maintain the Municipal Stadium for use by baseball and for special events.

\$ 119,437

PERFORMANCE INDICATORS

	2007/08	2008/09	2009/10
Number of professional baseball games	70	70	70
Number of amateur games	5	7	7
Number of spectators (in 000s)*	197	138	150

* Does not include attendance for non-Suns games/events

MAJOR BUDGET YEAR INITIATIVES

- * Proposed CIP reflects replacing the first base bleachers due to safety issues.
- * Make improvements and address safety issues as needed.
- * Budget reflects maintenance of the facility to current standards.
- * Continue to work closely with new General Manager to assist him in prioritizing the Suns' needs.

STADIUM - PROGRAM SUMMARY
FISCAL YEAR 2009/2010

EXPENDITURE SUMMARY	2006/07	2007/08	2008/09		2009/10
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
Material, Supplies, and Utilities	\$ 36,622	\$ 39,722	\$ 47,500	\$ 49,136	\$ 49,136
Maintenance and Repairs	16,384	10,049	11,050	11,565	10,900
Vehicle Operating Expenses	967	1,096	61	5,000	3,500
Rentals	-	-	270	270	270
Contracted Services	6,299	9,038	9,500	9,500	9,000
Other General Expenses	(71)	161	276	420	420
Wage & O/H Allocation	6,775	15,758	1,346	65,000	45,179
Communication Expenses	949	1,029	1,032	1,032	1,032
Capital Outlay	-	1,750	-	-	-
Total Expenditures	\$ 67,925	\$ 78,603	\$ 71,035	\$ 141,923	\$ 119,437
Program Revenues	\$ 50	\$ 1,151	\$ -	\$ 50	\$ -
Net Expenditures	\$ 67,875	\$ 77,452	\$ 71,035	\$ 141,873	\$ 119,437

BUDGET HIGHLIGHTS

- * Budget reflects maintenance of the facility to current standards.
- * The Hagerstown Suns 2-year lease with the City expires December 31, 2009. They have the option to renew for three additional 1-year terms.

STAFFING SCHEDULE

No Full-time Staffing

Grounds maintenance performed by Hagerstown Suns.

HAGER HOUSE / 202 DISPLAY - PROGRAM DESCRIPTION
FISCAL YEAR 2009/2010

PROGRAM FUNCTION AND ELEMENTS

	2009/10 RECOMMENDED
Hager House - Preserve and interpret the historic home and life of Hagerstown's founder and artifacts for enjoyment for current and future generations.	
202 Steam Locomotive Display. Preserve and maintain the City's railroad heritage for enjoyment current and future generations.	
HAGER HOUSE	\$ 118,054
Operate and maintain the Hager House and Museum	
202 STEAM LOCOMOTIVE & TRAIN MUSEUM	12,647
Operate and maintain steam locomotive display in City Park.	
TOTAL	\$ 130,701

PERFORMANCE INDICATORS

	2007/08	2008/09	2009/10
Number of visitors at Hager House grounds	11,667	12,371	13,000
Number of special promotions and events	13	18	21
Number of visitors at 202 display	3,597	4,514	5,000

MAJOR BUDGET YEAR INITIATIVES

- * Increase promotion and public awareness of facilities through distribution of brochures, use of internet, electronic and print media, and Channel 6 for all special events. Explore and employ different styles of advertising focusing on museum specific events.
- * Increase visitors to the new "202" Train Museum, depicting restored locomotive and collection of railroad memorabilia, by adding cosmetic restoration of the WM8 C & O cabooses open for visitation.
- * Increase visitors to facilities by completing updates and adding amenities, to make the facilities more visitor and user friendly.
- * Provide more family-based activities & events at both places. Additional events planned include regular scheduled monthly offerings of popular programs, such as, "Haunted Hager House."
- * Coordinate with Mansion House and Fine Arts Museum on special events.
- * Grow exposure of Autumn Arts Festival and add activities to increase participation.

HAGER HOUSE / 202 DISPLAY - PROGRAM SUMMARY
FISCAL YEAR 2009/2010

EXPENDITURE SUMMARY	2006/07	2007/08	2008/09		2009/10
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
Base Wages	\$ 33,140	\$ 41,869	\$ 46,236	\$ 46,236	\$ 48,184
Additional Wages	18,777	23,811	21,290	24,379	26,873
Material, Supplies, and Utilities	7,665	12,410	10,425	9,755	12,575
Maintenance and Repairs	1,108	2,538	1,700	1,775	1,800
Vehicle Operating Expenses	98	292	-	-	-
Advertising and Printing	3,262	2,870	5,500	3,100	4,000
Rentals	-	429	800	500	600
Contracted Services	1,393	2,962	2,860	1,780	2,120
Professional Development	88	179	575	400	500
Other General Expenses	450	849	938	975	1,200
Wage & O/H Allocation	777	281	-	-	-
Fringe Benefits	14,332	15,555	18,115	14,374	15,649
Communication Expenses	1,128	1,411	2,302	1,485	1,700
Public Functions	7,800	14,149	14,000	14,000	14,000
Capital Outlay	4,397	4,058	1,500	-	1,500
Total Expenditures	\$ 94,415	\$ 123,663	\$ 126,241	\$ 118,759	\$ 130,701
Program Revenues	\$ 4,462	\$ 8,581	\$ 8,885	\$ 12,225	\$ 13,595
Net Expenditures	\$ 89,953	\$ 115,082	\$ 117,356	\$ 106,534	\$ 117,106

BUDGET HIGHLIGHTS

- * Budget reflects a continuation and increase existing programs, new programs, and hours of operation.
- * Improve grounds surrounding the Hager House and facility updating.
- * Improve signage and enhance visibility of the facilities.
- * Budget reflects the Autumn Arts Festival.

STAFFING SCHEDULE

A. Historic Sites Facilitator	<u>1</u>
Total Full-time Staffing	1
Part-time & Seasonal Staffing	
I. Historic Interpreter (Part-time)	1
II. Tour guide for Hager House & Museum (Seasonal)	1
III. Tour guide for Engine 202 (Seasonal)	<u>2</u>
Total Part-time & Seasonal Staffing	4

RECREATION - PROGRAM DESCRIPTION
FISCAL YEAR 2009/2010

PROGRAM FUNCTION AND ELEMENTS

2009/10
RECOMMENDED

To provide diverse, high quality recreation programs and services to residents and visitors. These facilities include Claude M. Potterfield Pool, Hagerstown Ice and Sports Complex, Hager House and Museum, Engine 202 Train Museum, City Market, and Fairgrounds Park.

RECREATION DEPARTMENT

\$ 233,080

Provide recreation programming

PERFORMANCE INDICATORS

	<u>2007/08</u>	<u>2008/09</u>	<u>2009/10</u>
Number of softball games	693	725	750
Number of soccer games	700	720	730
Number of BMX races	15	15	15
Number of BMX State Races	3	3	3
American Little League Games	225	225	225
Skate Park Participants	559	235	500
Yard Sale Participants (Vendors)	144	216	288

MAJOR BUDGET YEAR INITIATIVES

- * Continue to develop and implement plans for expanded public use of Fairgrounds Park to include the upper grandstand and stable areas.
- * Continue to develop a plan and implement additional activities that highlight Fairgrounds Parks.
- * Work with the Hagerstown Ice and Sports Complex on issues and help them implement internal audits.
- * Work to expand and enhance recreation facilities.
- * Increase attendance at Skateboard Park by adding and changing days of operation.

RECREATION DEPARTMENT - PROGRAM SUMMARY
FISCAL YEAR 2009/2010

EXPENDITURE SUMMARY	2006/07	2007/08	2008/09		2009/10
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
Base Wages	\$ 42,567	\$ 46,720	\$ 51,063	\$ 53,976	\$ 56,466
Additional Wages	2,543	2,462	9,970	2,600	2,600
Material, Supplies, and Utilities	1,231	828	3,600	1,210	2,560
Vehicle Operating Expenses	832	1,257	1,253	800	1,300
Advertising and Printing	5,175	3,786	5,500	2,550	3,500
Contracted Services	140,714	152,624	166,550	150,000	161,050
Professional Development	290	71	1,100	200	900
Other General Expenses	476	265	550	250	450
Wage & O/H Allocation	630	5	-	(11,000)	(24,079)
Fringe Benefits	16,876	18,873	23,056	21,732	22,403
Insurance	1,076	979	1,200	800	880
Injuries and Damages	-	523	-	-	-
Communication Expenses	1,063	1,718	2,035	1,520	2,050
Special Events	(67)	-	-	-	-
Capital Outlay	-	-	-	-	3,000
Total Expenditures	\$ 213,406	\$ 230,111	\$ 265,877	\$ 224,638	\$ 233,080
Program Revenues	\$ 2,469	\$ 30,255	\$ 38,216	\$ 36,056	\$ 36,576
Net Expenditures	\$ 210,937	\$ 199,856	\$ 227,661	\$ 188,582	\$ 196,504

BUDGET HIGHLIGHTS

- * Budget includes summer camp funding.
- * Budget reflects continued Hagerstown Ice and Sports Complex funding to operate and manage the ice rink at the Fairgrounds.
- * Advertising includes funds to develop brochures to market our recreational facilities.
- * Spring, Summer, and Fall yard sales at Fairgrounds Park stables.
- * Program revenues include \$34,056 from the Hagerstown Youth Hockey Association to pay a City guaranteed loan for the ice rink and user charges at the City Indoor Skateboard Park.

STAFFING SCHEDULE

A. Recreation Superintendent	<u>1</u>
Total Full-time Staffing	1

UNALLOCATED EXPENSES - PROGRAM SUMMARY
FISCAL YEAR 2009/2010

DEBT SERVICE - PRINCIPAL AND INTEREST

Debt Service is used to account for the principal and interest payment expense on the City's loans, bonds and lease financings. Remaining outstanding loans include the 1996, 1997, 1998, 2004, 2005 (Refunding), 2005, 2006, and 2009 public improvement bond issues. A new issue is also planned for early 2010 of \$856,000.

RETIREE HEALTH COSTS

This budget includes health and dental insurance benefit costs for General Fund retirees and dependents. The cost of providing hospitalization and dental insurance to the City's retirees is financed on a pay-as-you-go basis. The health insurance is a contributory plan, with retirees sharing the cost of dependence coverage and the City paying 97% of the retirees' cost in full. The dental is also a contributory plan with retirees paying the full cost of dependency coverage and the City paying the retiree's cost in full. The budget reflects a 3.4% decrease in health insurance, a 2.6% decrease in dental insurance costs and an increase in the number of retirees receiving these benefits. The City's employee Health Care Committee was instrumental in helping to reduce the City's health care cost this past year. The City pays 80% of the costs of providing these health and dental insurance benefits to its retirees and their dependents.

In Fiscal Year 2008/09, the City will begin to record the annual required contributions to record the cost of these benefits as they are earned over the course of their career with the City. This change in accounting procedure will increase the cost of retiree benefits over the out-of-pocket method we currently use. This increase in cost for "Other Post Employment Benefits" is reflected in the Health Care Fund, an Internal Service Fund.

INVENTORY ADJUSTMENTS

This budget includes an amount to cover write-off of obsolete inventory carried by the General Fund.

CAPITAL IMPROVEMENTS PROGRAM APPROPRIATIONS

The current year portion of the general governmental capital improvements from the five-year CIP Program are accounted for in a separate Capital Improvements Program (CIP) Fund.

The Capital Improvements Program appropriation represents the General Fund's current funding requirements for capital projects anticipated to begin during each year. In addition, the annual payments required on items that have been or will be funded by lease or bond financing are included as part of the Debt Service expenditures.

OPERATING TRANSFERS TO OTHER FUNDS

Transfers to the Golf Course Fund represents the amount necessary from the General Fund to cover this fund's annual operating and capital expenditure needs in excess of revenues generated by the fund itself.

The FY 2009/2010 continues to include \$125,000 for the Mayor and Council to utilize for community based initiatives that support their vision for the City. These funds are proposed to be transferred to the City's Economic Redevelopment Fund as they have been in prior years. For 2009/10 the City is using these funds as a local match to a State Community Legacy Grant of \$100,000 to provide \$350,000 in the Business Revolving Loan Fund for an upper floor access loan program to improve the economic viability of accessing and renovating the upper floors of many of the City's older multi-story downtown buildings.

Lastly, transfers to the Special Revenue Grant Fund represent local matches required by various federal, state, and local agencies in accordance with awarded grant terms and conditions.

UNALLOCATED EXPENSES - PROGRAM SUMMARY
FISCAL YEAR 2009/2010

CONTINGENCY RESERVES

This account group includes funds that are expected to be required during the coming year for a number of General Fund activities. The funds will not be transferred into the appropriate accounts until they are required. A reserve of \$150,000 has been provided for emergencies which is offset by a \$150,000 negative "savings" reserve to account for the management of future vacancies in various departments and \$376,341 in "savings from transferring City Police Dispatch operations to the County in FY 2009/2010.

TERMINATION PAY

City policies allow for the payout at retirement or termination, employees accumulated unused vacation and sick time. In the governmental funds these costs are not reflected as expenses until paid in accordance with generally accepted accounting principles. The budget reflects the expected payout of \$275,000 for 2009/2010.

CONTRIBUTIONS TO OTHER AGENCIES

Contributions to Other Agencies accounts for the contributions the City makes to several organizations. The contributions to be made are based on the following criteria:

- 1 The organization provides a service which could be considered to be a significant value to the objectives of a City function, and/or
- 2 The organization makes a reasonable contribution to the social and cultural environment of Hagerstown.
- 3 The significance of the City contribution on the organization's budget and their ability to enlist financial support from other sources and from revenue for services needed.

The FY 2009/2010 proposals provide for \$20,000 for the Community Free Clinic and for several proposed increases, including \$5,000 for the Contemporary School of the Arts, \$2,500 more for the CAC summer playground food program and \$5,000 for other possible unspecified future agency requirements.

UNALLOCATED EXPENSES - PROPOSED EXPENSES
FISCAL YEAR 2009/2010

ACCOUNT DESCRIPTION	2006/07	2007/08	2008/09		2009/10
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
DEBT SERVICE-PRINCIPAL AND INTEREST					
Bonded Debt Service Expense	\$ 375	\$ 400	\$ -	\$ -	\$ 19,260
1996 General Obligation Bonds	126,572	125,346	125,506	125,506	125,517
1997 General Obligation Bonds	236,205	205,591	206,040	206,040	204,851
1998 General Obligation Bonds	150,837	155,989	150,601	150,601	155,321
2004 General Obligation Bonds	122,397	120,147	122,823	122,823	120,423
2004 Refunding G. O. Bonds	659,211	421,099	417,146	417,146	296,766
2005 Public Facilities Bonds	325,810	328,457	325,911	325,911	328,069
2006 Public Facilities Bonds	58,624	651,058	647,478	647,477	647,796
2007 HTC-WCSF Ice Risk Loan	-	42,567	34,054	34,838	34,838
2009 Public Facilities Bonds	-	-	170,319	-	671,696
Total Expenses	<u>\$ 1,680,031</u>	<u>\$ 2,050,654</u>	<u>\$ 2,199,878</u>	<u>\$ 2,030,342</u>	<u>\$ 2,604,537</u>
RETIREE HEALTH COSTS					
Health Insurance	\$ 1,217,659	\$ 1,373,423	\$ 1,438,777	\$ 1,387,000	\$ 1,390,000
Dental Insurance	36,408	35,959	38,000	36,000	37,000
Total Expenses	<u>\$ 1,254,067</u>	<u>\$ 1,409,382</u>	<u>\$ 1,476,777</u>	<u>\$ 1,423,000</u>	<u>\$ 1,427,000</u>
INVENTORY ADJUSTMENTS					
Physical Inventory Adjustments	\$ 6,434	\$ 5,095	\$ 10,000	\$ 10,000	\$ 10,000
E&O Inventory Write-offs	5,498	(1,175)	5,000	5,000	5,000
Total Expenses	<u>\$ 11,932</u>	<u>\$ 3,920</u>	<u>\$ 15,000</u>	<u>\$ 15,000</u>	<u>\$ 15,000</u>
CIP APPROPRIATIONS AND OTHER TRANSFERS					
Capital Transfers Out-CIP Fund	\$ 985,262	\$ 1,267,000	\$ 1,179,310	\$ 1,179,310	\$ 1,192,000
Total Expenses	<u>\$ 985,262</u>	<u>\$ 1,267,000</u>	<u>\$ 1,179,310</u>	<u>\$ 1,179,310</u>	<u>\$ 1,192,000</u>
OPERATING TRANSFERS TO OTHER FUNDS					
Golf Course Fund	\$ 174,631	\$ 210,891	\$ 195,000	\$ 243,094	\$ 211,885
Economic Redevelopment Fund					
Community Based Initiatives	125,000	183,000	125,000	125,000	125,000
Special Revenue Grant Fund	8,644	40,342	145,146	92,386	153,147
Health Insurance Savings/Pre-Pay	1,100,000	-	-	-	-
Total Expenses	<u>\$ 1,408,275</u>	<u>\$ 434,233</u>	<u>\$ 465,146</u>	<u>\$ 460,480</u>	<u>\$ 490,032</u>
CONTINGENCY RESERVES					
Vacancy Savings	\$ -	\$ -	\$ (150,000)	\$ -	\$ (150,000)
HPD Dispatch Savings	-	-	(100,000)	-	(376,341)
Reserve for Emergencies	-	-	126,270	95,000	150,000
Total Expenses	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (123,730)</u>	<u>\$ 95,000</u>	<u>\$ (376,341)</u>
TERMINATION PAY					
Termination Pay	\$ 292,739	\$ 265,382	\$ 399,530	\$ 295,000	\$ 275,000
Total Expenses	<u>\$ 292,739</u>	<u>\$ 265,382</u>	<u>\$ 399,530</u>	<u>\$ 295,000</u>	<u>\$ 275,000</u>

UNALLOCATED EXPENSES - PROPOSED EXPENSES
FISCAL YEAR 2009/2010

ACCOUNT DESCRIPTION	2006/07	2007/08	2008/09		2009/10
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
CONTRIBUTIONS TO OTHER AGENCIES					
Children's Village	\$ 250	\$ 500	\$ 250	\$ 250	\$ 250
Art Museum	40,000	44,000	49,000	49,000	49,000
Washington County Free Library	30,000	33,000	38,000	38,000	38,000
Maryland Theatre	5,000	5,500	10,500	10,500	10,500
Maryland Symphony Orchestra	15,000	16,500	21,500	21,500	21,500
CASA	27,500	30,240	33,265	33,265	33,265
Hagerstown Municipal Band	20,000	20,000	20,000	20,000	20,000
Community Rescue Service	75,000	75,000	75,000	75,000	75,000
Washington County Historical Society	1,500	2,500	3,000	3,000	3,000
CAC Summer Food Program	6,621	7,431	7,500	7,500	10,000
Potomac Classical Youth Ballet	2,000	2,000	2,000	2,000	2,000
Choral Arts Society	1,000	1,000	1,000	1,000	1,000
United Way	-	-	-	221	-
Community Free Clinic	-	20,000	20,000	20,000	20,000
Character Counts Program	5,000	5,000	5,000	5,000	5,000
SPCA Capital Contributions	5,000	5,000	-	-	-
Educator of the Year Award-Chamber	250	250	250	250	250
BOE Celebration of Excellence	200	200	200	200	200
North High/Mike Callas Stadium	20,000	20,000	20,000	20,000	20,000
Discovery Station	10,000	12,500	17,500	17,500	17,500
USM-Hagerstown-Scholarship	5,000	5,000	5,000	5,000	5,000
Contemporary School of the Arts	-	1,190	-	-	5,000
Barbara Ingram School for the Arts	-	-	5,000	5,000	-
Unspecified Agency Contributions	-	-	-	-	5,000
Total Expenses	<u>\$ 269,321</u>	<u>\$ 306,811</u>	<u>\$ 333,965</u>	<u>\$ 334,186</u>	<u>\$ 341,465</u>

GENERAL FUND CAPITAL EXPENSES
FISCAL YEAR 2009/2010

ACCOUNT #	DESCRIPTION	OUTLINE OF USE	JUSTIFICATION	COST
CITY CLERK				
01-502-965 "Computer Equipment"	(1) Personal Computer	City Clerk	Per Replacement Schedule	1,500
TOTAL CITY CLERK				\$ 1,500
MAYOR				
01-511-961 "Desks, Chairs, & Tables"	Couch	Mayor's Office	Couch for a Sitting Area	500
TOTAL MAYOR				\$ 500
CITY ADMINISTRATOR				
01-512-965 "Computer Equipment"	(1) Personal Computer	City Administrator	Per Replacement Schedule	1,500
TOTAL CITY CLERK				\$ 1,500
ACCOUNTING				
01-531-965 "Computer Equipment"	(2) Personal Computers (4) Computer Monitors	Accounting Staff	Per Replacement Schedule	3,905
TOTAL ACCOUNTING				\$ 3,905
TREASURER				
01-532-961 "Desks, Chairs, & Tables"	Office Furniture	Treasurer & Assistant Treasurer	Replace Worn Furniture	400
01-532-965 "Computer Equipment"	(5) Personal Computers	Treasury Department	Per Replacement Schedule	7,500
TOTAL TREASURER				\$ 7,900
PURCHASING				
01-533-939 "Portable Tools & Equipment"	Mail Cart	Used by Purchasing Clerk to Deliver Mail	Replace as Needed	250
01-533-961 "Desk, Chairs, & Tables"	Office Chairs	Used by Purchasing/ Insurance Spec.	Replace Worn Furniture	200
01-533-962 "Cabinets"	Cabinets	Purchasing Office	To Store Claim Records & Bids	200
01-533-965 "Computer Equipment"	(1) Personal Computer w/Dual Monitor	Used by Purchasing/ Insurance Spec.	Per Replacement Schedule	1,800
TOTAL PURCHASING				\$ 2,450
INFORMATION TECHNOLOGY				
01-534-961 "Desk, Chairs, & Tables"	Office Furniture	IT Staff	Replace Worn Furniture	400
01-534-965 "Computer Equipment"	(3) HP Switches (2) UPS Equipment Units	Replace Obsolete HP Switches New Units	Allows for Remote Support Protect New Mail Servers	4,000 2,000
Subtotal for 01-534-965				6,000
TOTAL INFORMATION TECHNOLOGY				\$ 6,400

GENERAL FUND CAPITAL EXPENSES
FISCAL YEAR 2009/2010

ACCOUNT #	DESCRIPTION	OUTLINE OF USE	JUSTIFICATION	COST
CUSTOMER SERVICE				
01-536-965 "Computer Equipment"	(5) Personal Computers	Customer Service Staff	Per Replacement Schedule	7,500
01-536-967 "Communication Equipment"	Telephone Headsets	Customer Service Staff	Replace Worn Equipment	300
TOTAL CUSTOMER SERVICE				\$ 7,800
HUMAN RESOURCES				
01-551-932 "Photography Equipment"	Camera	Security Officers	Replace as Needed	400
01-551-961 "Desk, Chairs, & Tables"	New Office Desks	Administrative	Replace Worn Furniture/ Renovation	500
01-551-962 "Cabinets"	New File Cabinets	Administrative	Additional Cabinets for Expansion	250
01-551-965 "Computer Equipment"	(1) Personal Computer	Administrative	Per Replacement Schedule	1,500
01-551-967 "Communication Equipment"	(1) New Phone (1) Phone Headset	Reception Area Administrative Assistant	New Phone for Part-Time Asst Improve Customer Service	300
TOTAL HUMAN RESOURCES				\$ 2,950
PLANNING				
01-561-965 "Computer Equipment"	(1) Personal Computer	Planning Staff	Per Replacement Schedule	1,500
TOTAL PLANNING				\$ 1,500
ENGINEERING				
01-572-961 "Desks, Chairs, & Tables"	Chairs, Tables, & Shelves	City Engineer & Inspectors	Office Renovation	1,000
01-572-962 "Cabinets"	Filing Cabinets & Flat File Cabinets	City Engineer & Inspectors	Office Renovation	1,000
01-572-965 "Computer Equipment"	(1) High-End GIS PC (2) Personal Computers	City Engineer Engineering Dept.	Per Replacement Schedule Replace as Needed	3,000 3,000
Subtotal for 01-572-965				6,000
01-572-967 "Communication Equipment"	Fax Machine	Engineering Dept.	Replace Fax Machine	200
Subtotal for 01-572				\$ 8,200
01-621-933 "Photography Equipment"	(3) Digital Cameras	Field Staff	Per Replacement Schedule	600
01-621-961 "Desks, Chairs, & Tables"	Office Chairs & Replacement Parts	Office	Replace Old Worn Furniture	900
01-621-962 "Cabinets"	File Cabinets	Office	Additional Storage Needs	500
01-621-965 "Computer Equipment"	New Monitors, Keyboards, & Mouses	Field Staff	Requirements to be Mobile in the Field	2,250
Subtotal for 01-621				\$ 4,250
TOTAL ENGINEERING				\$ 12,450

GENERAL FUND CAPITAL EXPENSES
FISCAL YEAR 2009/2010

ACCOUNT #	DESCRIPTION	OUTLINE OF USE	JUSTIFICATION	COST
COMMUNITY AFFAIRS				
01-581-962 "Cabinets"	Cabinet	Community Affairs Staff	Additional Storage Space	150
01-581-965 "Computer Equipment"	(1) Personal Computer	Community Affairs Staff	Per Replacement Schedule	2,000
01-581-967 "Communication Equipment"	Video Camera & Storage	TV Production/Web Coordinator	Update Equipment for Video/ TV Production	1,000
TOTAL COMMUNITY AFFAIRS				\$ 3,150
ECONOMIC DEVELOPMENT				
01-597-962 "Cabinets"	Additional Filing Cabinet	Economic Dev Office	Need Additional Filing Space as All Current Cabinets are Full	500
TOTAL CITY CLERK				\$ 500
POLICE DEPARTMENT				
01-60A-961 "Desks, Chairs, & Tables"	New Desk	Planning & Research (Office)	Replacement of Old Desk	2,000
Subtotal for 01-60A				\$ 2,000
01-60C-965 "Computer Equipment"	Servers, Notebook, Desktop Computers, & Printers	Police Officer & Civilian Staff Use	Replacement of Outdated Equipment	34,800
Subtotal for 01-60C				\$ 34,800
01-60F-939 "Portable Tools & Other"	Leashes, Leads, Bite Sleeves, & Other Handler Equipment	K-9	Replacement of Worn Equipment Due to Routine use	250
01-60F-991 "Firearms, Body Armor"	Police K-9	Patrol, Tracking, Drug & Bomb Detection	Replacement of older K-9	12,500
Subtotal for 01-60F				\$ 12,750
01-601-935 "Communication Equipment"	(6) Telephone Headsets	Dispatch Personnel	Replacement of Worn/ Aging Equipment	600
Subtotal for 01-601				\$ 600
01-602-932 "Photography Equipment"	(1) DVD Camera for SCU	Police Officer Use	Enhance Investigative Documentation Capabilities	500
01-602-934 "Firearms, Body Armor"	(22) Vests @ \$740/ea	Police Officer Use/Safety Equipment	Replacement of (12) Expired Vests & Acquisition of (10) New Vests for New Hires	16,280
01-602-939 "Portable Tools"	(1) Ballistic Shield	Police Officer Use & Safety	Greater Protection against Firearms	3,000
	(2) Handheld Laser Units	Police Officer Use	Upgrade & Replace Older Equipment	5,200
Subtotal for 01-602-939				8,200
01-602-948 "Bicycles"	(2) Trek Bicycles with Accessories & Repair of Other Bikes	Police Officer Use	Replacement of (2) Police Bicycles	3,000
Subtotal for 01-602				\$ 27,980
01-603-939 "Portable Tools"	(3) GPS for Investigators - \$150/ea	Detective Use	For Investigations that Require Travel Outside the City's Jurisdiction	450
Subtotal for 01-603				\$ 450

GENERAL FUND CAPITAL EXPENSES
FISCAL YEAR 2009/2010

ACCOUNT #	DESCRIPTION	OUTLINE OF USE	JUSTIFICATION	COST
POLICE(con't)				
01-604-961 "Desks, Chairs, Tables"	(2) Visitor Chairs	Professional Standards Lieutenant's Use	Replace Old, Worn Out Furniture	200
Subtotal for 01-604				\$ 200
01-606-939 "Portable Equipment"	Shop Vac with Sump Pump & Additional Hose	Building Maintenance	Prevent Basement Flooding & Protect Equipment & Facilities	250
Subtotal for 01-606				\$ 250
01-609-932 "Photography Equipment"	Photographic Documentation Equipment	Lab	To Enhance Crime Scene Documentation Capabilities	1,000
01-609-961 "Desks, Chairs, Tables"	Shredder	Lab	For Use by Evidence Custodian to Dispose of Sensitive Documents	400
01-609-962 "Cabinets"	Cabinets	Lab	Allow more Storage for Evidence	1,000
Subtotal for 01-609				\$ 2,400
01-610-939 "Portable Equipment"	Defensive Tactics Training Equipment (Striking Bags, Simulated Weapons, Protective Equipment, etc...)	Police Academy & In-Service Training	Replace Old, Worn Equipment	3,790
Subtotal for 01-610				\$ 3,790
TOTAL POLICE DEPARTMENT				\$ 85,220
FIRE DEPARTMENT				
01-612-930 "Non-Portable Equipment"	Exercise Equipment	Exercise Room	Improve Firefighter Fitness	1,300
01-612-961 "Desks, Chairs, & Tables"	Tables & Chairs	Training/EOC	New & Replace as Needed	1,500
01-612-965 "Computer Equipment"	(4) Personal Computers	HFD Staff	Per Replacement Schedule	5,000
01-612-967 "Communication Equipment"	Portable Radios	Firefighters	Replace as Needed	500
TOTAL FIRE DEPARTMENT				\$ 8,300
PUBLIC WORKS				
01-571-921 "Office Buildings"	(3) Air Conditioning Units	City Hall	Replace as Needed	1,800
01-571-939 "Portable Tools & Other Equipment"	Vacuum Cleaner	City Hall	Replace as Needed	1,800
01-571-963 "Decorative & Lighting"	Carpet in Council Chambers	City Hall	Replace Worn Carpet	5,000
Subtotal for 01-571				\$ 8,600
01-634-939 "Portable Tools & Other Equip"	Power Tools	Traffic Control	Replace as Needed	3,000
Subtotal for 01-634				\$ 3,000

GENERAL FUND CAPITAL EXPENSES
FISCAL YEAR 2009/2010

ACCOUNT #	DESCRIPTION	OUTLINE OF USE	JUSTIFICATION	COST
PUBLIC WORKS (con't)				
01-635-939 "Portable Tools & Other Equip"	Power Tools	Traffic Control	Replace as Needed	1,000
01-635-965 "Computer Equipment"	(1) Sign Maker Computer	Traffic Control	Per Replacement Schedule	2,500
Subtotal for 01-635				\$ 3,500
01-711-961 "Desks, Chairs, & Tables"	Folding Tables	Special Events	Replace as Needed	500
01-711-965 "Computer Equipment"	(1) Personal Computer	Public Works Staff	Per Replacement Schedule	1,500
Subtotal for 01-711				\$ 2,000
01-712-939 "Portable Tools & Other Equip"	Circular Saws, Drills, Etc...	Street Department	Replace as Needed	1,700
Subtotal for 01-712				\$ 1,700
01-792-921 "Office Buildings"	Air Conditioning Unit	Central Equipment Building	Replace as Needed	200
01-792-939 "Portable Tools & Other Equip"	Vacuum Cleaner	Central Equipment Building	Replace as Needed	600
01-792-961 "Desks, Chairs, & Tables"	Office Furniture	Central Equipment Building	Replace Worn Furniture	750
Subtotal for 01-792				\$ 1,550
01-798-939 "Portable Tools & Other Equip"	Multiple Tools & Equipment	Central Maintenance Garage	Replace or Purchase as Needed	10,000
01-798-965 "Computer Equipment"	(2) Personal Computers	Central Maintenance Garage	Per Replacement Schedule	3,000
Subtotal for 01-798				\$ 13,000
01-809-939 "Portable Tools & Other Equip"	Weed Whips & Blowers	Grounds Maintenance	Replace as Needed	1,300
01-809-956 "Mowers"	Lawn Mowers	Grounds Maintenance	Replace as Needed	1,365
Subtotal for 01-809				\$ 2,665
TOTAL PUBLIC WORKS				\$ 36,015
PARKS AND RECREATION				
01-800-965 "Computer Equipment"	(2) Personal Computers	Recreation Department	Per Replacement Schedule	3,000
Subtotal for 01-800				\$ 3,000
01-805-968 "Cash Registers, Coin Sorters"	Time Clock	Wheaton Park	Full-Time & Seasonal Based at Wheaton Park	900
Subtotal for 01-805				\$ 900

GENERAL FUND CAPITAL EXPENSES
FISCAL YEAR 2009/2010

ACCOUNT #	DESCRIPTION	OUTLINE OF USE	JUSTIFICATION	COST
PARKS AND RECREATION (con't)				
01-811-924 "Pavilions & Concession Stands"	Replace Concession Stand Roof	City Park	Replace Failing 25+ Year Roof	4,900
Subtotal for 01-811				\$ 4,900
01-830-939 "Portable Tools & Other Equip"	Power Washer, Lawn Mower, & Weed Eater	Potterfield Pool	Replace as Needed	1,500
01-830-955 "Portable Equipment"	Leaf Blower	Potterfield Pool	Replace as Needed	150
Subtotal for 01-800				\$ 1,650
01-842-965 "Computer Equipment"	(1) Personal Computer	Hager House Staff	Per Replacement Schedule	1,500
Subtotal for 01-842				\$ 1,500
TOTAL PARKS AND RECREATION				\$ 11,950

TOTAL CAPITAL OUTLAY

\$ 193,990

SCHEDULE OF PUBLIC FUNCTIONS
FISCAL YEAR 2009/2010

FUNCTION DESCRIPTION	2006/07	2007/08	2008/09		2009/10
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
Mummers Parade	\$ 22,039	\$ 25,553	\$ 31,000	\$ 32,842	\$ 33,000
Christmas Decorating	27,855	20,573	27,000	23,680	24,000
Miss Maryland Pageant	12,749	22,036	16,500	16,500	16,650
Wesel Official's Visit to Hagerstown	-	2,183	2,000	-	2,000
Hollyfest/Tree Lighting	4,434	4,800	5,000	5,743	5,000
Miscellaneous Downtown Events	3,998	3,892	6,850	6,107	7,000
Elks Parades	2,141	756	2,500	1,000	2,000
Christmas In The Park	11,325	10,903	13,000	13,000	13,000
Velo Club Bike Race	3,011	3,312	3,500	4,151	4,400
YMCA Run	1,154	-	2,000	2,100	1,500
Blues Festival (City Services)	46,093	50,683	54,000	54,000	57,000
March Of Dimes Walk	848	1,183	1,700	1,700	1,700
Augustoberfest (City Services)	8,432	23,130	25,000	24,437	26,000
Fairgrounds Fireworks	37,241	36,922	39,000	34,400	38,000
Fairgrounds Fall Festival	6,158	10,771	10,200	10,200	11,000
Park Concerts	9,000	9,500	10,500	10,500	9,000
Fishing Tournament-Pangborn	2,439	2,694	3,300	3,300	3,600
University Plaza Events	11,617	14,515	18,000	16,000	16,000
North/South Games	3,288	3,308	4,600	3,500	3,500
Veterans WWII Trip	-	2,050	-	200	-
75th Museum Anniversary	876	-	-	-	-
Utility Benefit Concert	-	-	2,500	2,500	2,500
Blues Festival	228,172	265,826	228,500	256,500	256,500
Total Public Function Expenses	\$ 442,870	\$ 514,590	\$ 506,650	\$ 522,360	\$ 533,350

**CAPITAL IMPROVEMENT PROGRAM
SECTION 4**

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**CAPITAL IMPROVEMENT PROJECTS
ALL DEPARTMENTS – CONSOLIDATED**

PROGRAM SUMMARY FOR FISCAL YEAR 2009-10

PROGRAM ELEMENTS

Capital improvements programming and budgeting involves the development of a long-term plan for capital expenditures. Capital expenditures include buildings, land, major equipment, and other commodities which are of significant value and have useful life of several years. The program includes comprehensively reviewing all capital needs once a year; obtaining citizens' opinions about needs and proposed expenditures; finding the money to undertake projects; setting criteria policy-makers can use to choose among competing projects; assigning responsibility for implementation; and scheduling them as they are needed, when they can be afforded.

The proposed Capital Improvements Program for FY 2009/10 is summarized below:

GENERAL/CIP FUND	\$19,671,529
LIGHT FUND	643,000
WATER FUND	13,696,125
SEWER FUND	17,698,000
PARKING FUND	150,000
GOLF FUND	15,000
PROPERTY MANAGEMENT FUND	1,011,000
TOTAL	<u><u>\$52,884,654</u></u>

MAJOR 2009/10 PROGRAM OBJECTIVES

- Increase opportunities to obtain funding from outside sources such as the State and Local Governments.
- Assist in the planning, budgeting and coordinating the operational and capital efforts of the various City Departments.
- Provide a rational basis for making decisions about requests for immediate capital expenditures.
- Attract private investment by having supporting public capital commitments.
- Improve the City's bond rating by giving evidence of effective management.
- Ensure that local construction projects involving state funds are consistent with adopted plans.

DEFINITION

For the purposes of this program, the definitions for "operating" and "capital" budget costs are as follows:

Operating costs are those recurring personal service or consumable asset expenditures, the costs of which are usually consistent and annual. Those costs are not included in the Capital Improvements Program.

Capital costs for purposes of the Capital Improvement Program are non-recurring, have a useful life of more than three years, and exceed \$5,000 (\$10,000 for Enterprise Funds). Capital budget costs include both capital "projects" and major capital "outlays". Project expenditures are for the construction, purchase or major renovation of buildings, utility systems, or other physical structures. Outlay expenditures are for the acquisition of furniture, equipment, or fixed assets; such as trucks, land, or buildings, which otherwise meet the definition of "capital."

SUMMARY OF PROJECTS BY FUND

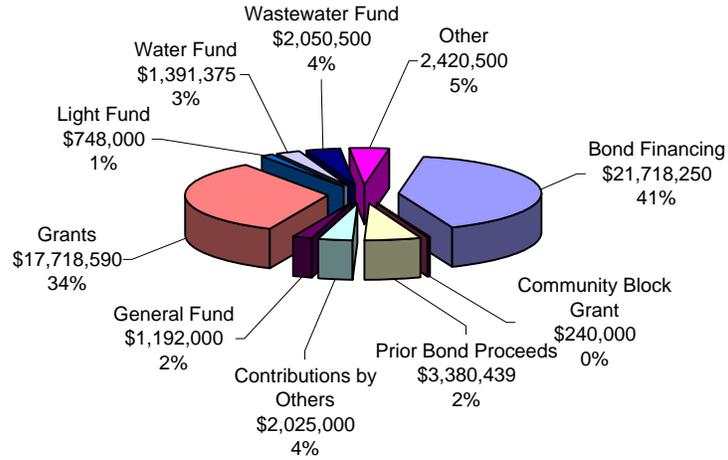
On the following pages are tables and charts which summarize all 168 projects in the FY 2010-2014 Hagerstown Capital Improvements Program. The projects are grouped by fund.

This year's Capital Improvement Projects Fund 5-year program contains (100) General Fund projects. There are also (26) Light Fund projects, (14) Water Fund projects, (22) Sewer Fund projects, (2) Parking Fund projects, (2) Golf Course Fund projects, and (2) Property Management Fund projects.

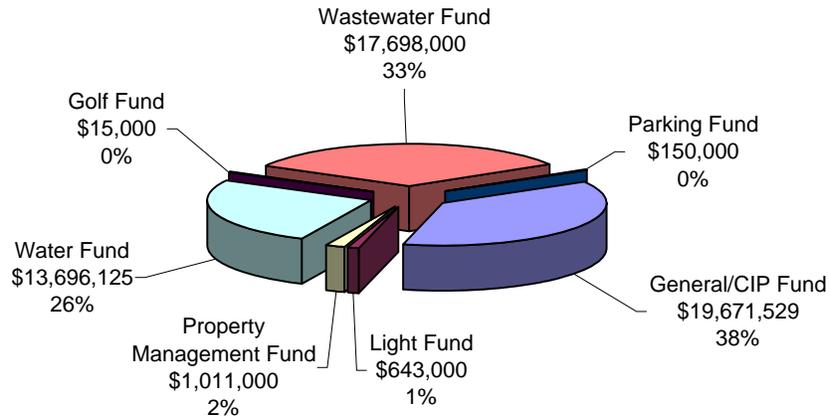
Projects are included only to the extent anticipated revenue allows. Where project demand exceeds available revenue, the projects are deferred to Beyond Fiscal Year 2014. These projects are listed on Page 37 of this section.

ALL FUNDS
 FUNDING SOURCES AND EXPENDITURES
 FISCAL YEAR 2009-10

Capital Program Funding Sources
(All Funds - \$52,884,654)
Fiscal Year 2009/2010



Capital Program Expenditures
(All Funds - \$52,884,654)
Fiscal Year 2009/2010



Capital Improvement Program
ALL FUNDS

SUMMARY BY FUND (EXPENDITURES)

Fiscal Years FY '10 thru FY '14

	Page Number	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Community Affairs & Recreation	15	\$ 80,000	\$ 130,000	\$ -	\$ -	\$ 150,000	\$ 360,000
Community Development	13	-	270,000	-	-	-	270,000
Engineering	13	17,010,529	16,323,000	22,162,000	18,277,000	10,592,000	84,364,529
Fire	14	432,000	-	200,000	1,900,000	1,400,000	3,932,000
Information Technology	14	655,000	251,000	251,000	251,000	213,000	1,621,000
Parks	14	386,000	509,000	1,505,000	1,775,000	473,000	4,648,000
Police	15	623,000	256,000	441,000	454,000	455,000	2,229,000
Public Works	15	485,000	345,000	373,000	232,000	176,000	1,611,000
General/CIP Fund Total		\$ 19,671,529	\$ 18,084,000	\$ 24,932,000	\$ 22,889,000	\$ 13,459,000	\$ 99,035,529
Light Fund	23	643,000	960,000	3,178,000	2,955,000	2,220,000	9,956,000
Water Fund	27	13,696,125	10,726,743	9,283,725	9,489,054	4,678,787	47,874,434
Wastewater Fund	30	17,698,000	8,291,000	1,154,000	3,337,000	1,365,000	31,845,000
Parking Fund	33	150,000	142,000	30,000	30,000	9,030,000	9,382,000
Golf Fund	35	15,000	-	25,000	40,000	50,000	130,000
Property Management Fund	37	1,011,000	-	-	5,000	-	1,016,000
GRAND TOTAL - All Tables		\$ 52,884,654	\$ 38,203,743	\$ 38,602,725	\$ 38,745,054	\$ 30,802,787	\$ 199,238,963

City of Hagerstown, Maryland

GENERAL / CIP FUND

FY '10 thru FY '14

FUNDING SOURCE SUMMARY

Source	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Bond Financing (General Fund)	856,000	1,511,000	2,326,000	3,332,000	3,117,000	11,142,000
Contribution by Others	275,000	6,706,000	7,106,000	7,280,000	7,250,000	28,617,000
Excise Tax Fund	1,282,000	480,000				1,762,000
Fund Balance	45,000					45,000
Grants-County	3,877,156	1,356,000	4,233,750	2,278,000		11,744,906
Grants-Federal	971,000	4,800,000	2,877,750	2,278,000	800,000	11,726,750
Grants-SHA Enhancement Grant		608,000				608,000
Grants-State	6,320,934	190,000	5,755,500	5,556,000		17,822,434
Grants-State Aid in Lieu of Urban Funds				150,000		150,000
Grants-State Funded	55,000	100,000				155,000
Grants-State MD Heritage	5,000					5,000
Grants-State Program Open Space	126,000	410,000	740,000	150,000	480,000	1,906,000
PEG Fee	56,000	56,000	56,000	56,000	18,000	242,000
Prior Bond Proceeds	3,380,439					3,380,439
Reforestation Funds	25,000	25,000	25,000	25,000	25,000	125,000
Transfers to CIP-CDBG Fund	240,000	431,000	408,000	336,000	312,000	1,727,000
Transfers to CIP-General Fund	1,192,000	1,216,000	1,239,000	1,283,000	1,292,000	6,222,000
Transfers to CIP-Light Fund	105,000	85,000	55,000	55,000	55,000	355,000
Transfers to CIP-Wastewater Fund	305,000	55,000	55,000	55,000	55,000	525,000
Transfers to CIP-Water Fund	555,000	55,000	55,000	55,000	55,000	775,000
GRAND TOTAL	19,671,529	18,084,000	24,932,000	22,889,000	13,459,000	99,035,529

City of Hagerstown, Maryland

GENERAL / CIP FUND

FY '10 thru FY '14

PROJECTS BY FUNDING SOURCE

Source	Project#	Priority	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Bond Financing (General Fund)								
Fire Department Vehicle Replacement	07-010	5	50,000			650,000	750,000	1,450,000
Municipal Stadium Improvements	07-040	4	50,000		275,000			325,000
Public Works Vehicles	07-065	5	120,000	120,000	120,000	75,000	85,000	520,000
Police Radios	07-128	1	36,000	36,000	220,000	232,000	232,000	756,000
Wesel Boulevard Dualization	07-194	5					1,000,000	1,000,000
Fire Training Tower	07-241	5				200,000		200,000
Police Building Renovation	07-308	5	150,000					150,000
Alley Reconstruction	07-324	5	140,000					140,000
Park Circle Improvements	07-373	1		110,000				110,000
Stormdrain System Upgrades	07-444	5	55,000	400,000				455,000
Curb and Sidewalk Replacement Program	07-458	5	200,000					200,000
Hagerstown Business Park II	07-500	6					400,000	400,000
City Park Parking Improvements	07-522	5		190,000	150,000	150,000		490,000
Entrance Building at Fairground Park	07-548	1			50,000			50,000
Ice Rink Road Reconstruction	07-553	5		50,000				50,000
Rehabilitation of City Hall Elevators	07-583	5			85,000			85,000
Develop 50 West Memorial Boulevard	07-718	5				375,000	350,000	725,000
000 Block of North Potomac Street	07-720	5		300,000				300,000
West End Fire and EMS (Relocation)	07-730	5			200,000	300,000		500,000
North End Fire Station (Relocation)	07-731	4				500,000	300,000	800,000
Northwest Connector	07-735	5			1,000,000	850,000		1,850,000
Library Expansion	07-738	5		250,000				250,000
Hamilton Park Trail	07-752	5		55,000				55,000
W Franklin ST/Burhans Blvd/Salem Ave	07-782	8			226,000			226,000
Hagers Row Walkway Improvements	07-787	5	55,000					55,000
Bond Financing (General Fund) Total			856,000	1,511,000	2,326,000	3,332,000	3,117,000	11,142,000
Contribution by Others								
Fire Department Vehicle Replacement	07-010	5	150,000			250,000	250,000	650,000
Wesel Boulevard Dualization	07-194	5				150,000	3,000,000	3,150,000
Steam Engine Museum	07-439	5	30,000					30,000
Street Crime Cameras	07-581	1	50,000					50,000
Eastern Boulevard North Extension	07-606	5		1,356,000	1,356,000			2,712,000
Fairground Grandstand Improvements	07-624	2			500,000	4,000,000	4,000,000	8,500,000
Professional Court Extension	07-685	5		3,500,000				3,500,000
Reconstruction of Haven Road	07-686	5		200,000				200,000
R. Paul Smith Boulevard	07-733	5	25,000	500,000	4,500,000			5,025,000
Northwest Connector	07-735	5			500,000	2,400,000		2,900,000
Demolition of former M.E.L.P. Plant	07-753	5		1,000,000				1,000,000
Kiwanis Park	07-773	2		150,000	100,000			250,000
Antietam Creek Greenway Trail	07-774	5			150,000	480,000		630,000
Veterans Memorial II	07-784	8	20,000					20,000

Source	Project#	Priority	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Contribution by Others Total			275,000	6,706,000	7,106,000	7,280,000	7,250,000	28,617,000
Excise Tax Fund								
Edgewood/U S 40 Improvements	07-094	5	1,062,000					1,062,000
Bridge Repair Program	07-400	4	80,000	200,000				280,000
Professional Court Extension	07-685	5	120,000					120,000
Northwest Connector	07-735	5	20,000	280,000				300,000
Excise Tax Fund Total			1,282,000	480,000				1,762,000
Fund Balance								
Market House Improvements	07-099	5	10,000					10,000
Storm Water Management Planning and Improvements	07-637	2	20,000					20,000
Mills Park Hiker/Biker Trail	07-737	5	15,000					15,000
Fund Balance Total			45,000					45,000
Grants-County								
Edgewood/U S 40 Improvements	07-094	5	3,632,156					3,632,156
Southern Boulevard	07-563	5			2,877,750	2,278,000		5,155,750
Eastern Boulevard North Extension	07-606	5		1,356,000	1,356,000			2,712,000
East Washington Street Alley	07-690	5	245,000					245,000
Grants-County Total			3,877,156	1,356,000	4,233,750	2,278,000		11,744,906
Grants-Federal								
Police Firing Range	07-226	6	21,000					21,000
City Hall Improvements	07-326	5	250,000					250,000
Bridge Repair Program	07-400	4	320,000	800,000				1,120,000
Hagerstown Business Park II	07-500	6					800,000	800,000
Southern Boulevard	07-563	5			2,877,750	2,278,000		5,155,750
Professional Court Extension	07-685	5	380,000	4,000,000				4,380,000
Grants-Federal Total			971,000	4,800,000	2,877,750	2,278,000	800,000	11,726,750
Grants-SHA Enhancement Grant								
City Park Lake Improvements	07-047	6		500,000				500,000
W Franklin ST/Burhans Blvd/Salem Ave	07-782	8		108,000				108,000
Grants-SHA Enhancement Grant Total				608,000				608,000
Grants-State								
Municipal Stadium Improvements	07-040	4				1,000,000		1,000,000
Jonathan Hager House and Museum	07-061	5		30,000				30,000
Edgewood/U S 40 Improvements	07-094	5	6,166,934					6,166,934
Pangborn Park Improvements	07-335	5	9,000					9,000
Dual Highway Sidewalk	07-527	6	100,000	100,000				200,000
Doleman Black Heritage Museum	07-559	6	15,000					15,000
Southern Boulevard	07-563	5			5,755,500	4,556,000		10,311,500
New Sidewalks	07-595	1		30,000				30,000
Hamilton Park Trail	07-752	5		30,000				30,000

Source	Project#	Priority	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Ridge Avenue Island	07-781	8	30,000					30,000
Grants-State Total			6,320,934	190,000	5,755,500	5,556,000		17,822,434
Grants-State Aid in Lieu of Urban Fun								
Northwest Connector	07-735	5				150,000		150,000
Grants-State Aid in Lieu of Urban Funds Total						150,000		150,000
Grants-State Funded								
Downtown Gateway Signs	07-579	5	55,000					55,000
000 Block of North Potomac Street	07-720	5		100,000				100,000
Grants-State Funded Total			55,000	100,000				155,000
Grants-State MD Heritage								
Downtown Beautification Program	07-280	5	5,000					5,000
Grants-State MD Heritage Total			5,000					5,000
Grants-State Program Open Space								
Pool/Staley Park Improvements	07-050	5				150,000		150,000
Hellane Park Improvements	07-062	5		135,000				135,000
Pool Improvements	07-102	5	36,000					36,000
Park Play Equipment	07-237	5	90,000					90,000
Steam Engine Museum	07-439	5		90,000				90,000
Entrance Building at Fairground Park	07-548	1			450,000			450,000
Doleman Black Heritage Museum	07-559	6			200,000			200,000
Mills Park Hiker/Biker Trail	07-737	5		153,000				153,000
Fairgrounds Park-Outdoor Skateboard Park	07-763	6		32,000				32,000
Winter Street School-Neighborhood Park	07-764	6				150,000		150,000
City Park - Nature Center	07-765	6				180,000		180,000
Hager Park - Multipurpose Court	07-789	3			90,000			90,000
Staley Park - Minor League Field Add-On	07-791	5				150,000		150,000
Grants-State Program Open Space Total			126,000	410,000	740,000	150,000	480,000	1,906,000
PEG Fee								
Cable PEG/I-Net	07-568	2	56,000	56,000	56,000	56,000	18,000	242,000
PEG Fee Total			56,000	56,000	56,000	56,000	18,000	242,000
Prior Bond Proceeds								
Pavement Preservation Program	07-025	5	400,000					400,000
Edgewood/U S 40 Improvements	07-094	5	771,439					771,439
Wheaton Park Renovation	07-293	1	50,000					50,000
Police Building Renovation	07-308	5	200,000					200,000
Renovation - City Hall	07-630	5	309,000					309,000
Library Expansion	07-738	5	1,250,000					1,250,000
Municipal Financial System	07-739	5	400,000					400,000

Source	Project#	Priority	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Prior Bond Proceeds Total			3,380,439					3,380,439
Reforestation Funds								
Installation of Street Trees	07-594	5	25,000	25,000	25,000	25,000	25,000	125,000
Reforestation Funds Total			25,000	25,000	25,000	25,000	25,000	125,000
Transfers to CIP-CDBG Fund								
Fire Department Vehicle Replacement	07-010	5	200,000					200,000
Handicapped Access	07-217	6	40,000	40,000	40,000	40,000	40,000	200,000
Park Play Equipment	07-237	5		27,000				27,000
Major Signal Intersection Upgrades	07-243	5			118,000			118,000
Alley Reconstruction	07-324	5			170,000	125,000	30,000	325,000
City Hall Improvements	07-326	5		70,000				70,000
Signal Controller Upgrades	07-433	5			15,000	15,000		30,000
Street Crime Cameras	07-581	1		24,000	25,000	26,000	27,000	102,000
Wheaton Park Parking	07-634	5					75,000	75,000
North Locust Street Parking Lot	07-664	4		60,000				60,000
Madison Avenue Parking Lot	07-736	5				90,000	40,000	130,000
Neighborhood Parks	07-751	5				40,000	100,000	140,000
Hellane Park-Refurbish Walks/Driveway Entrance	07-761	6			40,000			40,000
Jonathan Street Gateway	07-771	5		30,000				30,000
South Locust Street Streetscape	07-772	1		180,000				180,000
Transfers to CIP-CDBG Fund Total			240,000	431,000	408,000	336,000	312,000	1,727,000
Transfers to CIP-General Fund								
Computer Equipment and Software	07-006	5	25,000	25,000	25,000	25,000	25,000	125,000
Fire Department Vehicle Replacement	07-010	5	32,000				100,000	132,000
Pavement Preservation Program	07-025	5	440,000	400,000	400,000	400,000	400,000	2,040,000
Municipal Stadium Improvements	07-040	4	35,000	35,000	35,000	35,000	35,000	175,000
Hellane Park Improvements	07-062	5		15,000				15,000
Public Works Vehicles	07-065	5	47,000	92,000	105,000	111,000	60,000	415,000
Pavement Markings	07-093	1	10,000	10,000	10,000	10,000	10,000	50,000
Pool Improvements	07-102	5	4,000					4,000
Police Vehicles	07-129	1	166,000	166,000	166,000	166,000	166,000	830,000
Engineering Vehicles	07-133	4	28,000	28,000	30,000	30,000	32,000	148,000
Park Play Equipment	07-237	5	10,000	3,000	35,000			48,000
LED Signal Lights	07-245	4	17,000	17,000	17,000			51,000
City Shed Improvement Program	07-250	5	6,000	6,000	6,000	6,000	6,000	30,000
Downtown Beautification Program	07-280	5	25,000	25,000	25,000	25,000	25,000	125,000
Police Building Renovation	07-308	5		30,000	30,000	30,000	30,000	120,000
Alley Reconstruction	07-324	5		25,000	70,000	100,000	100,000	295,000
City Park Benches	07-332	5	13,000	13,000	13,000	13,000	13,000	65,000
Pangborn Park Improvements	07-335	5	1,000					1,000
Signal Controller Upgrades	07-433	5	15,000	15,000				30,000
Steam Engine Museum	07-439	5		10,000				10,000
Stormdrain System Upgrades	07-444	5			40,000	40,000	40,000	120,000
Geographic Information System	07-451	5	9,000	5,000	5,000	5,000	5,000	29,000
Curb and Sidewalk Replacement Program	07-458	5	100,000	100,000	100,000	100,000	100,000	500,000
Traffic Calming	07-560	5	30,000	20,000	20,000	20,000	20,000	110,000
Parks Vehicles and Equipment	07-570	5	75,000	58,000	50,000	90,000	75,000	348,000

Source	Project#	Priority	FY '10	FY '11	FY '12	FY '13	FY '14	Total
New Sidewalks	07-595	1		20,000		40,000		60,000
Storm Water Management Planning and Improvements	07-637	2	10,000	10,000	10,000	10,000	10,000	50,000
Signal Timing Optimization	07-640	5	11,000	20,000	20,000	20,000	20,000	91,000
Develop 50 West Memorial Boulevard	07-718	5		10,000	10,000			20,000
Mills Park Hiker/Biker Trail	07-737	5		17,000				17,000
Hellane Park - Storage Building	07-762	6		10,000				10,000
Fairgrounds Park-Outdoor Skateboard Park	07-763	6		3,000				3,000
City Park - Nature Center	07-765	6					20,000	20,000
Ridge Avenue Island	07-781	8	35,000					35,000
City Park Fence	07-785	1	8,500					8,500
City Park - Roof for South Pavilion	07-786	1	9,500					9,500
City park - Concession Stand Roof	07-788	3		15,000				15,000
Hager Park - Multipurpose Court	07-789	3			10,000			10,000
Oswald Park - Irrigation System	07-792	4	6,000					6,000
Bloom Park - Irrigation System	07-793	4		6,000				6,000
Rotary Park - Irrigation System	07-794	4	6,000					6,000
Ice Rink - Enclose Dumpsters	07-795	8	8,000					8,000
Recycling Centers - Various Parks	07-796	8		7,000	7,000	7,000		21,000
Green Practice - Follow-Up	07-798	8	10,000					10,000
Transfers to CIP-General Fund Total			1,192,000	1,216,000	1,239,000	1,283,000	1,292,000	6,222,000
Transfers to CIP-Light Fund								
Computer Equipment and Software	07-006	5	25,000	25,000	25,000	25,000	25,000	125,000
Geographic Information System	07-451	5	30,000	30,000	30,000	30,000	30,000	150,000
East Washington Street Alley	07-690	5	50,000					50,000
Mills Park Hiker/Biker Trail	07-737	5		30,000				30,000
Transfers to CIP-Light Fund Total			105,000	85,000	55,000	55,000	55,000	355,000
Transfers to CIP-Wastewater Fund								
Computer Equipment and Software	07-006	5	25,000	25,000	25,000	25,000	25,000	125,000
Edgewood/U S 40 Improvements	07-094	5	250,000					250,000
Geographic Information System	07-451	5	30,000	30,000	30,000	30,000	30,000	150,000
Transfers to CIP-Wastewater Fund Total			305,000	55,000	55,000	55,000	55,000	525,000
Transfers to CIP-Water Fund								
Computer Equipment and Software	07-006	5	25,000	25,000	25,000	25,000	25,000	125,000
Edgewood/U S 40 Improvements	07-094	5	500,000					500,000
Geographic Information System	07-451	5	30,000	30,000	30,000	30,000	30,000	150,000
Transfers to CIP-Water Fund Total			555,000	55,000	55,000	55,000	55,000	775,000
GRAND TOTAL			19,671,529	18,084,000	24,932,000	22,889,000	13,459,000	99,035,529

City of Hagerstown, Maryland

GENERAL / CIP FUND

FY '10 thru FY '14

DEPARTMENT SUMMARY

Department	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Community Development		270,000				270,000
Engineering	17,010,529	16,323,000	22,162,000	18,277,000	10,592,000	84,364,529
Fire	432,000		200,000	1,900,000	1,400,000	3,932,000
Information Technology	655,000	251,000	251,000	251,000	213,000	1,621,000
Parks	386,000	509,000	1,505,000	1,775,000	473,000	4,648,000
Police	623,000	256,000	441,000	454,000	455,000	2,229,000
Public Works	485,000	345,000	373,000	232,000	176,000	1,611,000
Recreation	80,000	130,000			150,000	360,000
GRAND TOTAL	19,671,529	18,084,000	24,932,000	22,889,000	13,459,000	99,035,529

City of Hagerstown, Maryland

GENERAL / CIP FUND

FY '10 thru FY '14

CATEGORY SUMMARY

Category	FY '10	FY '11	FY '12	FY '13	FY '14	Total	Future
Automobiles and Trucks	868,000	464,000	471,000	1,372,000	1,518,000	4,693,000	
Buildings and Structures	2,329,500	1,556,000	1,741,000	6,446,000	4,921,000	16,993,500	4,775,000
Energy Savings	10,000					10,000	
Infrastructure-Alleys	435,000	25,000	240,000	225,000	130,000	1,055,000	
Infrastructure-Bridges	400,000	1,000,000				1,400,000	
Infrastructure-Parks	20,000					20,000	
Infrastructure-Sidewalks	495,000	290,000	140,000	180,000	140,000	1,245,000	
Infrastructure-Storm Drains	85,000	590,000	50,000	50,000	50,000	825,000	
Infrastructure-Streets	13,872,529	11,890,000	20,879,000	13,092,000	4,430,000	64,163,529	
Infrastructure-Utilities			118,000			118,000	
Land Acquisition	15,000	30,000	350,000	630,000	1,500,000	2,525,000	1,200,000
Land Improvements	213,500	1,826,000	340,000	330,000	265,000	2,974,500	
Machinery and Equipment	429,000	318,000	508,000	469,000	410,000	2,134,000	
Software	499,000	95,000	95,000	95,000	95,000	879,000	200,000
GRAND TOTAL	19,671,529	18,084,000	24,932,000	22,889,000	13,459,000	99,035,529	6,175,000

City of Hagerstown, Maryland

GENERAL / CIP FUND

FY '10 thru FY '14

EXPENDITURE TYPE SUMMARY

Expenditure Type	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Planning/Design	1,091,000	703,000	1,550,000	540,000	390,000	4,274,000
Land Acquisition	6,003,910	360,000	590,000	1,720,000	1,610,000	10,283,910
Construction/Maintenance	10,041,619	14,914,000	21,798,000	18,773,000	9,516,000	75,042,619
Equip/Vehicles/Furnishings	1,280,000	802,000	939,000	1,801,000	1,888,000	6,710,000
Other	455,000	55,000	55,000	55,000	55,000	675,000
Utility Relocation	800,000					800,000
Demolition		1,250,000				1,250,000
GRAND TOTAL	19,671,529	18,084,000	24,932,000	22,889,000	13,459,000	99,035,529

City of Hagerstown, Maryland

GENERAL / CIP FUND

FY '10 thru FY '14

PROJECTS BY DEPARTMENT

Department	Project#	Priority	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Community Development								
North Locust Street Parking Lot	07-664	4		60,000				60,000
Jonathan Street Gateway	07-771	5		30,000				30,000
South Locust Street Streetscape	07-772	1		180,000				180,000
Community Development Total				270,000				270,000
Engineering								
Pavement Preservation Program	07-025	5	840,000	400,000	400,000	400,000	400,000	2,440,000
City Park Lake Improvements	07-047	6		500,000				500,000
Pavement Markings	07-093	1	10,000	10,000	10,000	10,000	10,000	50,000
Edgewood/U S 40 Improvements	07-094	5	12,382,529					12,382,529
Engineering Vehicles	07-133	4	28,000	28,000	30,000	30,000	32,000	148,000
Wesel Boulevard Dualization	07-194	5				150,000	4,000,000	4,150,000
Handicapped Access	07-217	6	40,000	40,000	40,000	40,000	40,000	200,000
Major Signal Intersection Upgrades	07-243	5			118,000			118,000
Alley Reconstruction	07-324	5	140,000	25,000	240,000	225,000	130,000	760,000
Park Circle Improvements	07-373	1		110,000				110,000
Bridge Repair Program	07-400	4	400,000	1,000,000				1,400,000
Stormdrain System Upgrades	07-444	5	55,000	400,000	40,000	40,000	40,000	575,000
Curb and Sidewalk Replacement Program	07-458	5	300,000	100,000	100,000	100,000	100,000	700,000
Hagerstown Business Park II	07-500	6					1,200,000	1,200,000
City Park Parking Improvements	07-522	5		190,000	150,000	150,000		490,000
Dual Highway Sidewalk	07-527	6	100,000	100,000				200,000
Ice Rink Road Reconstruction	07-553	5		50,000				50,000
Traffic Calming	07-560	5	30,000	20,000	20,000	20,000	20,000	110,000
Southern Boulevard	07-563	5			11,511,000	9,112,000		20,623,000
Downtown Gateway Signs	07-579	5	55,000					55,000
Installation of Street Trees	07-594	5	25,000	25,000	25,000	25,000	25,000	125,000
New Sidewalks	07-595	1		50,000		40,000		90,000
Eastern Boulevard North Extension	07-606	5		2,712,000	2,712,000			5,424,000
Fairground Grandstand Improvements	07-624	2			500,000	4,000,000	4,000,000	8,500,000
Renovation - City Hall	07-630	5	309,000					309,000
Wheaton Park Parking	07-634	5					75,000	75,000
Storm Water Management Planning and Improvements	07-637	2	30,000	10,000	10,000	10,000	10,000	70,000
Signal Timing Optimization	07-640	5	11,000	20,000	20,000	20,000	20,000	91,000
Professional Court Extension	07-685	5	500,000	7,500,000				8,000,000
Reconstruction of Haven Road	07-686	5		200,000				200,000
East Washington Street Alley	07-690	5	295,000					295,000
Develop 50 West Memorial Boulevard	07-718	5		10,000	10,000	375,000	350,000	745,000
000 Block of North Potomac Street	07-720	5		400,000				400,000
R. Paul Smith Boulevard	07-733	5	25,000	500,000	4,500,000			5,025,000
Northwest Connector	07-735	5	20,000	280,000	1,500,000	3,400,000		5,200,000
Madison Avenue Parking Lot	07-736	5				90,000	40,000	130,000

Department	Project#	Priority	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Mills Park Hiker/Biker Trail	07-737	5	15,000	200,000				215,000
Library Expansion	07-738	5	1,250,000	250,000				1,500,000
Neighborhood Parks	07-751	5				40,000	100,000	140,000
Hamilton Park Trail	07-752	5		85,000				85,000
Demolition of former M.E.L.P. Plant	07-753	5		1,000,000				1,000,000
Ridge Avenue Island	07-781	8	65,000					65,000
W Franklin ST/Burhans Blvd/Salem Ave	07-782	8		108,000	226,000			334,000
Veterans Memorial II	07-784	8	20,000					20,000
Hagers Row Walkway Improvements	07-787	5	55,000					55,000
Green Practice - Follow-Up	07-798	8	10,000					10,000
Engineering Total			17,010,529	16,323,000	22,162,000	18,277,000	10,592,000	84,364,529

Fire								
Fire Department Vehicle Replacement	07-010	5	432,000			900,000	1,100,000	2,432,000
Fire Training Tower	07-241	5				200,000		200,000
West End Fire and EMS (Relocation)	07-730	5			200,000	300,000		500,000
North End Fire Station (Relocation)	07-731	4				500,000	300,000	800,000
Fire Total			432,000		200,000	1,900,000	1,400,000	3,932,000

Information Technology								
Computer Equipment and Software	07-006	5	100,000	100,000	100,000	100,000	100,000	500,000
Geographic Information System	07-451	5	99,000	95,000	95,000	95,000	95,000	479,000
Cable PEG/I-Net	07-568	2	56,000	56,000	56,000	56,000	18,000	242,000
Municipal Financial System	07-739	5	400,000					400,000
Information Technology Total			655,000	251,000	251,000	251,000	213,000	1,621,000

Parks								
Municipal Stadium Improvements	07-040	4	85,000	35,000	310,000	1,035,000	35,000	1,500,000
Hellane Park Improvements	07-062	5		150,000				150,000
Park Play Equipment	07-237	5	100,000	30,000	35,000	0	0	165,000
Wheaton Park Renovation	07-293	1	50,000					50,000
City Park Benches	07-332	5	13,000	13,000	13,000	13,000	13,000	65,000
Pangborn Park Improvements	07-335	5	10,000					10,000
Entrance Building at Fairground Park	07-548	1			500,000			500,000
Doleman Black Heritage Museum	07-559	6	15,000		200,000			215,000
Parks Vehicles and Equipment	07-570	5	75,000	58,000	50,000	90,000	75,000	348,000
Hellane Park-Refurbish Walks/Driveway Entrance	07-761	6			40,000			40,000
Hellane Park - Storage Building	07-762	6		10,000				10,000
Fairgrounds Park-Outdoor Skateboard Park	07-763	6		35,000				35,000
Winter Street School-Neighborhood Park	07-764	6					150,000	150,000
City Park - Nature Center	07-765	6					200,000	200,000
Kiwanis Park	07-773	2		150,000	100,000			250,000
Antietam Creek Greenway Trail	07-774	5			150,000	480,000		630,000
City Park Fence	07-785	1	8,500					8,500
City Park - Roof for South Pavilion	07-786	1	9,500					9,500
City park - Concession Stand Roof	07-788	3		15,000				15,000
Hager Park - Multipurpose Court	07-789	3			100,000			100,000
Staley Park - Minor League Field Add-On	07-791	5				150,000		150,000
Oswald Park - Irrigation System	07-792	4	6,000					6,000
Bloom Park - Irrigation System	07-793	4		6,000				6,000
Rotary Park - Irrigation System	07-794	4	6,000					6,000

Department	Project#	Priority	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Ice Rink - Enclose Dumpsters	07-795	8	8,000					8,000
Recycling Centers - Various Parks	07-796	8		7,000	7,000	7,000		21,000
Parks Total			386,000	509,000	1,505,000	1,775,000	473,000	4,648,000
Police								
Police Radios	07-128	1	36,000	36,000	220,000	232,000	232,000	756,000
Police Vehicles	07-129	1	166,000	166,000	166,000	166,000	166,000	830,000
Police Firing Range	07-226	6	21,000					21,000
Police Building Renovation	07-308	5	350,000	30,000	30,000	30,000	30,000	470,000
Street Crime Cameras	07-581	1	50,000	24,000	25,000	26,000	27,000	152,000
Police Total			623,000	256,000	441,000	454,000	455,000	2,229,000
Public Works								
Public Works Vehicles	07-065	5	167,000	212,000	225,000	186,000	145,000	935,000
LED Signal Lights	07-245	4	17,000	17,000	17,000			51,000
City Shed Improvement Program	07-250	5	6,000	6,000	6,000	6,000	6,000	30,000
Downtown Beautification Program	07-280	5	30,000	25,000	25,000	25,000	25,000	130,000
City Hall Improvements	07-326	5	250,000	70,000				320,000
Signal Controller Upgrades	07-433	5	15,000	15,000	15,000	15,000		60,000
Rehabilitation of City Hall Elevators	07-583	5			85,000			85,000
Public Works Total			485,000	345,000	373,000	232,000	176,000	1,611,000
Recreation								
Pool/Staley Park Improvements	07-050	5					150,000	150,000
Jonathan Hager House and Museum	07-061	5		30,000				30,000
Market House Improvements	07-099	5	10,000					10,000
Pool Improvements	07-102	5	40,000					40,000
Steam Engine Museum	07-439	5	30,000	100,000				130,000
Recreation Total			80,000	130,000			150,000	360,000
GRAND TOTAL			19,671,529	18,084,000	24,932,000	22,889,000	13,459,000	99,035,529

City of Hagerstown, Maryland

GENERAL / CIP FUND

FY '10 thru FY '14

PROJECTS & FUNDING SOURCES BY DEPARTMENT

Department	Project#	Priority	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Community Development								
North Locust Street Parking Lot	07-664	4		60,000				60,000
<i>Transfers to CIP-CDBG Fund</i>				60,000				60,000
Jonathan Street Gateway	07-771	5		30,000				30,000
<i>Transfers to CIP-CDBG Fund</i>				30,000				30,000
South Locust Street Streetscape	07-772	1		180,000				180,000
<i>Transfers to CIP-CDBG Fund</i>				180,000				180,000
Community Development Total				270,000				270,000
Engineering								
Pavement Preservation Program	07-025	5	840,000	400,000	400,000	400,000	400,000	2,440,000
<i>Prior Bond Proceeds</i>			400,000					400,000
<i>Transfers to CIP-General Fund</i>			440,000	400,000	400,000	400,000	400,000	2,040,000
City Park Lake Improvements	07-047	6		500,000				500,000
<i>Grants-SHA Enhancement Grant</i>				500,000				500,000
Pavement Markings	07-093	1	10,000	10,000	10,000	10,000	10,000	50,000
<i>Transfers to CIP-General Fund</i>			10,000	10,000	10,000	10,000	10,000	50,000
Edgewood/U S 40 Improvements	07-094	5	12,382,529					12,382,529
<i>Excise Tax Fund</i>			1,062,000					1,062,000
<i>Grants-County</i>			3,632,156					3,632,156
<i>Grants-State</i>			6,166,934					6,166,934
<i>Prior Bond Proceeds</i>			771,439					771,439
<i>Transfers to CIP-Wastewater Fund</i>			250,000					250,000
<i>Transfers to CIP-Water Fund</i>			500,000					500,000
Engineering Vehicles	07-133	4	28,000	28,000	30,000	30,000	32,000	148,000
<i>Transfers to CIP-General Fund</i>			28,000	28,000	30,000	30,000	32,000	148,000
Wesel Boulevard Dualization	07-194	5				150,000	4,000,000	4,150,000
<i>Bond Financing (General Fund)</i>							1,000,000	1,000,000
<i>Contribution by Others</i>						150,000	3,000,000	3,150,000
Handicapped Access	07-217	6	40,000	40,000	40,000	40,000	40,000	200,000
<i>Transfers to CIP-CDBG Fund</i>			40,000	40,000	40,000	40,000	40,000	200,000
Major Signal Intersection Upgrades	07-243	5			118,000			118,000
<i>Transfers to CIP-CDBG Fund</i>					118,000			118,000
Alley Reconstruction	07-324	5	140,000	25,000	240,000	225,000	130,000	760,000
<i>Bond Financing (General Fund)</i>			140,000					140,000
<i>Transfers to CIP-CDBG Fund</i>					170,000	125,000	30,000	325,000
<i>Transfers to CIP-General Fund</i>				25,000	70,000	100,000	100,000	295,000
Park Circle Improvements	07-373	1		110,000				110,000
<i>Bond Financing (General Fund)</i>				110,000				110,000
Bridge Repair Program	07-400	4	400,000	1,000,000				1,400,000
<i>Excise Tax Fund</i>			80,000	200,000				280,000
<i>Grants-Federal</i>			320,000	800,000				1,120,000

Department	Project#	Priority	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Stormdrain System Upgrades	07-444	5	55,000	400,000	40,000	40,000	40,000	575,000
<i>Bond Financing (General Fund)</i>			55,000	400,000				455,000
<i>Transfers to CIP-General Fund</i>					40,000	40,000	40,000	120,000
Curb and Sidewalk Replacement Program	07-458	5	300,000	100,000	100,000	100,000	100,000	700,000
<i>Bond Financing (General Fund)</i>			200,000					200,000
<i>Transfers to CIP-General Fund</i>			100,000	100,000	100,000	100,000	100,000	500,000
Hagerstown Business Park II	07-500	6					1,200,000	1,200,000
<i>Bond Financing (General Fund)</i>							400,000	400,000
<i>Grants-Federal</i>							800,000	800,000
City Park Parking Improvements	07-522	5		190,000	150,000	150,000		490,000
<i>Bond Financing (General Fund)</i>				190,000	150,000	150,000		490,000
Dual Highway Sidewalk	07-527	6	100,000	100,000				200,000
<i>Grants-State</i>			100,000	100,000				200,000
Ice Rink Road Reconstruction	07-553	5		50,000				50,000
<i>Bond Financing (General Fund)</i>				50,000				50,000
Traffic Calming	07-560	5	30,000	20,000	20,000	20,000	20,000	110,000
<i>Transfers to CIP-General Fund</i>			30,000	20,000	20,000	20,000	20,000	110,000
Southern Boulevard	07-563	5			11,511,000	9,112,000		20,623,000
<i>Grants-County</i>					2,877,750	2,278,000		5,155,750
<i>Grants-Federal</i>					2,877,750	2,278,000		5,155,750
<i>Grants-State</i>					5,755,500	4,556,000		10,311,500
Downtown Gateway Signs	07-579	5	55,000					55,000
<i>Grants-State Funded</i>			55,000					55,000
Installation of Street Trees	07-594	5	25,000	25,000	25,000	25,000	25,000	125,000
<i>Reforestation Funds</i>			25,000	25,000	25,000	25,000	25,000	125,000
New Sidewalks	07-595	1		50,000		40,000		90,000
<i>Grants-State</i>				30,000				30,000
<i>Transfers to CIP-General Fund</i>				20,000		40,000		60,000
Eastern Boulevard North Extension	07-606	5		2,712,000	2,712,000			5,424,000
<i>Contribution by Others</i>				1,356,000	1,356,000			2,712,000
<i>Grants-County</i>				1,356,000	1,356,000			2,712,000
Fairground Grandstand Improvements	07-624	2			500,000	4,000,000	4,000,000	8,500,000
<i>Contribution by Others</i>					500,000	4,000,000	4,000,000	8,500,000
Renovation - City Hall	07-630	5	309,000					309,000
<i>Prior Bond Proceeds</i>			309,000					309,000
Wheaton Park Parking	07-634	5					75,000	75,000
<i>Transfers to CIP-CDBG Fund</i>							75,000	75,000
Storm Water Management Planning and Improvements	07-637	2	30,000	10,000	10,000	10,000	10,000	70,000
<i>Fund Balance</i>			20,000					20,000
<i>Transfers to CIP-General Fund</i>			10,000	10,000	10,000	10,000	10,000	50,000
Signal Timing Optimization	07-640	5	11,000	20,000	20,000	20,000	20,000	91,000
<i>Transfers to CIP-General Fund</i>			11,000	20,000	20,000	20,000	20,000	91,000
Professional Court Extension	07-685	5	500,000	7,500,000				8,000,000
<i>Contribution by Others</i>				3,500,000				3,500,000
<i>Excise Tax Fund</i>			120,000					120,000
<i>Grants-Federal</i>			380,000	4,000,000				4,380,000
Reconstruction of Haven Road	07-686	5		200,000				200,000
<i>Contribution by Others</i>				200,000				200,000
East Washington Street Alley	07-690	5	295,000					295,000
<i>Grants-County</i>			245,000					245,000
<i>Transfers to CIP-Light Fund</i>			50,000					50,000
Develop 50 West Memorial Boulevard	07-718	5		10,000	10,000	375,000	350,000	745,000
<i>Bond Financing (General Fund)</i>						375,000	350,000	725,000
<i>Transfers to CIP-General Fund</i>				10,000	10,000			20,000

Department	Project#	Priority	FY '10	FY '11	FY '12	FY '13	FY '14	Total
000 Block of North Potomac Street	07-720	5		400,000				400,000
<i>Bond Financing (General Fund)</i>				300,000				300,000
<i>Grants-State Funded</i>				100,000				100,000
R. Paul Smith Boulevard	07-733	5	25,000	500,000	4,500,000			5,025,000
<i>Contribution by Others</i>			25,000	500,000	4,500,000			5,025,000
Northwest Connector	07-735	5	20,000	280,000	1,500,000	3,400,000		5,200,000
<i>Bond Financing (General Fund)</i>					1,000,000	850,000		1,850,000
<i>Contribution by Others</i>					500,000	2,400,000		2,900,000
<i>Excise Tax Fund</i>			20,000	280,000				300,000
<i>Grants-State Aid in Lieu of Urban Funds</i>						150,000		150,000
Madison Avenue Parking Lot	07-736	5				90,000	40,000	130,000
<i>Transfers to CIP-CDBG Fund</i>						90,000	40,000	130,000
Mills Park Hiker/Biker Trail	07-737	5	15,000	200,000				215,000
<i>Fund Balance</i>			15,000					15,000
<i>Grants-State Program Open Space</i>				153,000				153,000
<i>Transfers to CIP-General Fund</i>				17,000				17,000
<i>Transfers to CIP-Light Fund</i>				30,000				30,000
Library Expansion	07-738	5	1,250,000	250,000				1,500,000
<i>Bond Financing (General Fund)</i>				250,000				250,000
<i>Prior Bond Proceeds</i>			1,250,000					1,250,000
Neighborhood Parks	07-751	5				40,000	100,000	140,000
<i>Transfers to CIP-CDBG Fund</i>						40,000	100,000	140,000
Hamilton Park Trail	07-752	5		85,000				85,000
<i>Bond Financing (General Fund)</i>				55,000				55,000
<i>Grants-State</i>				30,000				30,000
Demolition of former M.E.L.P. Plant	07-753	5		1,000,000				1,000,000
<i>Contribution by Others</i>				1,000,000				1,000,000
Ridge Avenue Island	07-781	8	65,000					65,000
<i>Grants-State</i>			30,000					30,000
<i>Transfers to CIP-General Fund</i>			35,000					35,000
W Franklin ST/Burhans Blvd/Salem Ave	07-782	8		108,000	226,000			334,000
<i>Bond Financing (General Fund)</i>					226,000			226,000
<i>Grants-SHA Enhancement Grant</i>				108,000				108,000
Veterans Memorial II	07-784	8	20,000					20,000
<i>Contribution by Others</i>			20,000					20,000
Hagers Row Walkway Improvements	07-787	5	55,000					55,000
<i>Bond Financing (General Fund)</i>			55,000					55,000
Green Practice - Follow-Up	07-798	8	10,000					10,000
<i>Transfers to CIP-General Fund</i>			10,000					10,000
Engineering Total			17,010,529	16,323,000	22,162,000	18,277,000	10,592,000	84,364,529

Fire

Fire Department Vehicle Replacement	07-010	5	432,000			900,000	1,100,000	2,432,000
<i>Bond Financing (General Fund)</i>			50,000			650,000	750,000	1,450,000
<i>Contribution by Others</i>			150,000			250,000	250,000	650,000
<i>Transfers to CIP-CDBG Fund</i>			200,000					200,000
<i>Transfers to CIP-General Fund</i>			32,000				100,000	132,000
Fire Training Tower	07-241	5				200,000		200,000
<i>Bond Financing (General Fund)</i>						200,000		200,000
West End Fire and EMS (Relocation)	07-730	5			200,000	300,000		500,000
<i>Bond Financing (General Fund)</i>					200,000	300,000		500,000
North End Fire Station (Relocation)	07-731	4				500,000	300,000	800,000
<i>Bond Financing (General Fund)</i>						500,000	300,000	800,000

Department	Project#	Priority	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Fire Total			432,000		200,000	1,900,000	1,400,000	3,932,000
Information Technology								
Computer Equipment and Software	07-006	5	100,000	100,000	100,000	100,000	100,000	500,000
<i>Transfers to CIP-General Fund</i>			25,000	25,000	25,000	25,000	25,000	125,000
<i>Transfers to CIP-Light Fund</i>			25,000	25,000	25,000	25,000	25,000	125,000
<i>Transfers to CIP-Wastewater Fund</i>			25,000	25,000	25,000	25,000	25,000	125,000
<i>Transfers to CIP-Water Fund</i>			25,000	25,000	25,000	25,000	25,000	125,000
Geographic Information System	07-451	5	99,000	95,000	95,000	95,000	95,000	479,000
<i>Transfers to CIP-General Fund</i>			9,000	5,000	5,000	5,000	5,000	29,000
<i>Transfers to CIP-Light Fund</i>			30,000	30,000	30,000	30,000	30,000	150,000
<i>Transfers to CIP-Wastewater Fund</i>			30,000	30,000	30,000	30,000	30,000	150,000
<i>Transfers to CIP-Water Fund</i>			30,000	30,000	30,000	30,000	30,000	150,000
Cable PEG/I-Net	07-568	2	56,000	56,000	56,000	56,000	18,000	242,000
<i>PEG Fee</i>			56,000	56,000	56,000	56,000	18,000	242,000
Municipal Financial System	07-739	5	400,000					400,000
<i>Prior Bond Proceeds</i>			400,000					400,000
Information Technology Total			655,000	251,000	251,000	251,000	213,000	1,621,000
Parks								
Municipal Stadium Improvements	07-040	4	85,000	35,000	310,000	1,035,000	35,000	1,500,000
<i>Bond Financing (General Fund)</i>			50,000		275,000			325,000
<i>Grants-State</i>						1,000,000		1,000,000
<i>Transfers to CIP-General Fund</i>			35,000	35,000	35,000	35,000	35,000	175,000
Hellane Park Improvements	07-062	5		150,000				150,000
<i>Grants-State Program Open Space</i>				135,000				135,000
<i>Transfers to CIP-General Fund</i>				15,000				15,000
Park Play Equipment	07-237	5	100,000	30,000	35,000	0	0	165,000
<i>Grants-State Program Open Space</i>			90,000					90,000
<i>Transfers to CIP-CDBG Fund</i>				27,000				27,000
<i>Transfers to CIP-General Fund</i>			10,000	3,000	35,000			48,000
Wheaton Park Renovation	07-293	1	50,000					50,000
<i>Prior Bond Proceeds</i>			50,000					50,000
City Park Benches	07-332	5	13,000	13,000	13,000	13,000	13,000	65,000
<i>Transfers to CIP-General Fund</i>			13,000	13,000	13,000	13,000	13,000	65,000
Pangborn Park Improvements	07-335	5	10,000					10,000
<i>Grants-State</i>			9,000					9,000
<i>Transfers to CIP-General Fund</i>			1,000					1,000
Entrance Building at Fairground Park	07-548	1			500,000			500,000
<i>Bond Financing (General Fund)</i>					50,000			50,000
<i>Grants-State Program Open Space</i>					450,000			450,000
Doleman Black Heritage Museum	07-559	6	15,000		200,000			215,000
<i>Grants-State</i>			15,000					15,000
<i>Grants-State Program Open Space</i>					200,000			200,000
Parks Vehicles and Equipment	07-570	5	75,000	58,000	50,000	90,000	75,000	348,000
<i>Transfers to CIP-General Fund</i>			75,000	58,000	50,000	90,000	75,000	348,000
Hellane Park-Refurbish Walks/Driveway Entrance	07-761	6			40,000			40,000
<i>Transfers to CIP-CDBG Fund</i>					40,000			40,000
Hellane Park - Storage Building	07-762	6		10,000				10,000
<i>Transfers to CIP-General Fund</i>				10,000				10,000
Fairgrounds Park-Outdoor Skateboard Park	07-763	6		35,000				35,000
<i>Grants-State Program Open Space</i>				32,000				32,000
<i>Transfers to CIP-General Fund</i>				3,000				3,000

Department	Project#	Priority	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Winter Street School-Neighborhood Park <i>Grants-State Program Open Space</i>	07-764	6				150,000	150,000	150,000
								150,000
City Park - Nature Center <i>Grants-State Program Open Space</i> <i>Transfers to CIP-General Fund</i>	07-765	6				200,000	180,000	200,000
							20,000	180,000
								20,000
Kiwanis Park <i>Contribution by Others</i>	07-773	2		150,000	100,000			250,000
				150,000	100,000			250,000
Antietam Creek Greenway Trail <i>Contribution by Others</i>	07-774	5			150,000	480,000		630,000
					150,000	480,000		630,000
City Park Fence <i>Transfers to CIP-General Fund</i>	07-785	1	8,500					8,500
			8,500					8,500
City Park - Roof for South Pavilion <i>Transfers to CIP-General Fund</i>	07-786	1	9,500					9,500
			9,500					9,500
City park - Concession Stand Roof <i>Transfers to CIP-General Fund</i>	07-788	3		15,000				15,000
				15,000				15,000
Hager Park - Multipurpose Court <i>Grants-State Program Open Space</i> <i>Transfers to CIP-General Fund</i>	07-789	3			100,000			100,000
					90,000			90,000
					10,000			10,000
Staley Park - Minor League Field Add-On <i>Grants-State Program Open Space</i>	07-791	5				150,000		150,000
						150,000		150,000
Oswald Park - Irrigation System <i>Transfers to CIP-General Fund</i>	07-792	4	6,000					6,000
			6,000					6,000
Bloom Park - Irrigation System <i>Transfers to CIP-General Fund</i>	07-793	4		6,000				6,000
				6,000				6,000
Rotary Park - Irrigation System <i>Transfers to CIP-General Fund</i>	07-794	4	6,000					6,000
			6,000					6,000
Ice Rink - Enclose Dumpsters <i>Transfers to CIP-General Fund</i>	07-795	8	8,000					8,000
			8,000					8,000
Recycling Centers - Various Parks <i>Transfers to CIP-General Fund</i>	07-796	8		7,000	7,000	7,000		21,000
				7,000	7,000	7,000		21,000
Parks Total			386,000	509,000	1,505,000	1,775,000	473,000	4,648,000

Police

Police Radios <i>Bond Financing (General Fund)</i>	07-128	1	36,000	36,000	220,000	232,000	232,000	756,000
			36,000	36,000	220,000	232,000	232,000	756,000
Police Vehicles <i>Transfers to CIP-General Fund</i>	07-129	1	166,000	166,000	166,000	166,000	166,000	830,000
			166,000	166,000	166,000	166,000	166,000	830,000
Police Firing Range <i>Grants-Federal</i>	07-226	6	21,000					21,000
			21,000					21,000
Police Building Renovation <i>Bond Financing (General Fund)</i> <i>Prior Bond Proceeds</i> <i>Transfers to CIP-General Fund</i>	07-308	5	350,000	30,000	30,000	30,000	30,000	470,000
			150,000					150,000
			200,000					200,000
				30,000	30,000	30,000	30,000	120,000
Street Crime Cameras <i>Contribution by Others</i> <i>Transfers to CIP-CDBG Fund</i>	07-581	1	50,000	24,000	25,000	26,000	27,000	152,000
			50,000					50,000
				24,000	25,000	26,000	27,000	102,000
Police Total			623,000	256,000	441,000	454,000	455,000	2,229,000

Public Works

Public Works Vehicles <i>Bond Financing (General Fund)</i> <i>Transfers to CIP-General Fund</i>	07-065	5	167,000	212,000	225,000	186,000	145,000	935,000
			120,000	120,000	120,000	75,000	85,000	520,000
			47,000	92,000	105,000	111,000	60,000	415,000

Department	Project#	Priority	FY '10	FY '11	FY '12	FY '13	FY '14	Total
LED Signal Lights	07-245	4	17,000	17,000	17,000			51,000
<i>Transfers to CIP-General Fund</i>			<i>17,000</i>	<i>17,000</i>	<i>17,000</i>			<i>51,000</i>
City Shed Improvement Program	07-250	5	6,000	6,000	6,000	6,000	6,000	30,000
<i>Transfers to CIP-General Fund</i>			<i>6,000</i>	<i>6,000</i>	<i>6,000</i>	<i>6,000</i>	<i>6,000</i>	<i>30,000</i>
Downtown Beautification Program	07-280	5	30,000	25,000	25,000	25,000	25,000	130,000
<i>Grants-State MD Heritage</i>			<i>5,000</i>					<i>5,000</i>
<i>Transfers to CIP-General Fund</i>			<i>25,000</i>	<i>25,000</i>	<i>25,000</i>	<i>25,000</i>	<i>25,000</i>	<i>125,000</i>
City Hall Improvements	07-326	5	250,000	70,000				320,000
<i>Grants-Federal</i>			<i>250,000</i>					<i>250,000</i>
<i>Transfers to CIP-CDBG Fund</i>				<i>70,000</i>				<i>70,000</i>
Signal Controller Upgrades	07-433	5	15,000	15,000	15,000	15,000		60,000
<i>Transfers to CIP-CDBG Fund</i>					<i>15,000</i>	<i>15,000</i>		<i>30,000</i>
<i>Transfers to CIP-General Fund</i>			<i>15,000</i>	<i>15,000</i>				<i>30,000</i>
Rehabilitation of City Hall Elevators	07-583	5			85,000			85,000
<i>Bond Financing (General Fund)</i>					<i>85,000</i>			<i>85,000</i>
Public Works Total			485,000	345,000	373,000	232,000	176,000	1,611,000
Recreation								
Pool/Staley Park Improvements	07-050	5					150,000	150,000
<i>Grants-State Program Open Space</i>							<i>150,000</i>	<i>150,000</i>
Jonathan Hager House and Museum	07-061	5		30,000				30,000
<i>Grants-State</i>				<i>30,000</i>				<i>30,000</i>
Market House Improvements	07-099	5	10,000					10,000
<i>Fund Balance</i>			<i>10,000</i>					<i>10,000</i>
Pool Improvements	07-102	5	40,000					40,000
<i>Grants-State Program Open Space</i>			<i>36,000</i>					<i>36,000</i>
<i>Transfers to CIP-General Fund</i>			<i>4,000</i>					<i>4,000</i>
Steam Engine Museum	07-439	5	30,000	100,000				130,000
<i>Contribution by Others</i>			<i>30,000</i>					<i>30,000</i>
<i>Grants-State Program Open Space</i>				<i>90,000</i>				<i>90,000</i>
<i>Transfers to CIP-General Fund</i>				<i>10,000</i>				<i>10,000</i>
Recreation Total			80,000	130,000			150,000	360,000
GRAND TOTAL			19,671,529	18,084,000	24,932,000	22,889,000	13,459,000	99,035,529

City of Hagerstown, Maryland

LIGHT FUND

FY '10 thru FY '14

PROJECTS BY FUNDING SOURCE

Source	Project#	Priority	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Bond Financing (Light Fund)								
Generation	02-708	4			2,000,000	2,000,000	2,000,000	6,000,000
Bond Financing (Light Fund) Total					2,000,000	2,000,000	2,000,000	6,000,000
Light Fund								
Light Vehicles	02-090	5	100,000	135,000	143,000	110,000	135,000	623,000
Circuit Upgrade	02-110	5			150,000	300,000		450,000
Telemetry Equipment	02-111	5	10,000	30,000	30,000			70,000
Central Substation	02-118	5		200,000	500,000	200,000		900,000
Wesel Boulevard Development	02-220	5	50,000	50,000	50,000	50,000	50,000	250,000
Hagerstown Business Park	02-258	5		10,000				10,000
System Reconductoring	02-259	5	20,000	20,000	20,000	20,000	20,000	100,000
Pedestrian Lighting	02-388	5	100,000	100,000				200,000
City Park Light Replacement	02-514	5				75,000		75,000
Building and Site Improvements	02-542	5	50,000	50,000				100,000
A & E District Upgrades	02-591	5	50,000					50,000
Test Equipment	02-609	5	10,000	15,000	15,000	15,000	15,000	70,000
City Park Bridge Light Replacement	02-610	4			25,000			25,000
Fairchild Heights	02-613	5		5,000				5,000
Jonathan Street Lighting	02-617	5	40,000					40,000
Work Management System	02-618	5		50,000	150,000	100,000		300,000
Old Trail Estates	02-673	5		5,000				5,000
Potomac Manor	02-674	5		5,000	5,000	5,000		15,000
Linwood Hollow	02-706	5	20,000	30,000	30,000	30,000		110,000
Deerfield Knolls	02-707	5		10,000	10,000			20,000
Generation	02-708	4		100,000				100,000
Substation Breaker Replacement	02-776	5	50,000	50,000	50,000	50,000		200,000
GIS Facility Software	02-777	5	8,000	10,000				18,000
Mitchell Substation Third Bay Installation	02-778	5	60,000	60,000				120,000
Spare Regulators	02-797	8	50,000					50,000
Wildlife Protection	02-798	8	25,000	25,000				50,000
Light Fund Total			643,000	960,000	1,178,000	955,000	220,000	3,956,000
GRAND TOTAL			643,000	960,000	3,178,000	2,955,000	2,220,000	9,956,000

City of Hagerstown, Maryland

LIGHT FUND

FY '10 thru FY '14

PROJECTS & FUNDING SOURCES BY DEPARTMENT

Department	Project#	Priority	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Light Fund								
Light Vehicles	02-090	5	100,000	135,000	143,000	110,000	135,000	623,000
<i>Light Fund</i>			<i>100,000</i>	<i>135,000</i>	<i>143,000</i>	<i>110,000</i>	<i>135,000</i>	<i>623,000</i>
Circuit Upgrade	02-110	5			150,000	300,000		450,000
<i>Light Fund</i>					<i>150,000</i>	<i>300,000</i>		<i>450,000</i>
Telemetry Equipment	02-111	5	10,000	30,000	30,000			70,000
<i>Light Fund</i>			<i>10,000</i>	<i>30,000</i>	<i>30,000</i>			<i>70,000</i>
Central Substation	02-118	5		200,000	500,000	200,000		900,000
<i>Light Fund</i>				<i>200,000</i>	<i>500,000</i>	<i>200,000</i>		<i>900,000</i>
Wesel Boulevard Development	02-220	5	50,000	50,000	50,000	50,000	50,000	250,000
<i>Light Fund</i>			<i>50,000</i>	<i>50,000</i>	<i>50,000</i>	<i>50,000</i>	<i>50,000</i>	<i>250,000</i>
Hagerstown Business Park	02-258	5		10,000				10,000
<i>Light Fund</i>				<i>10,000</i>				<i>10,000</i>
System Reconductoring	02-259	5	20,000	20,000	20,000	20,000	20,000	100,000
<i>Light Fund</i>			<i>20,000</i>	<i>20,000</i>	<i>20,000</i>	<i>20,000</i>	<i>20,000</i>	<i>100,000</i>
Pedestrian Lighting	02-388	5	100,000	100,000				200,000
<i>Light Fund</i>			<i>100,000</i>	<i>100,000</i>				<i>200,000</i>
City Park Light Replacement	02-514	5				75,000		75,000
<i>Light Fund</i>						<i>75,000</i>		<i>75,000</i>
Building and Site Improvements	02-542	5	50,000	50,000				100,000
<i>Light Fund</i>			<i>50,000</i>	<i>50,000</i>				<i>100,000</i>
A & E District Upgrades	02-591	5	50,000					50,000
<i>Light Fund</i>			<i>50,000</i>					<i>50,000</i>
Test Equipment	02-609	5	10,000	15,000	15,000	15,000	15,000	70,000
<i>Light Fund</i>			<i>10,000</i>	<i>15,000</i>	<i>15,000</i>	<i>15,000</i>	<i>15,000</i>	<i>70,000</i>
City Park Bridge Light Replacement	02-610	4			25,000			25,000
<i>Light Fund</i>					<i>25,000</i>			<i>25,000</i>
Fairchild Heights	02-613	5		5,000				5,000
<i>Light Fund</i>				<i>5,000</i>				<i>5,000</i>
Jonathan Street Lighting	02-617	5	40,000					40,000
<i>Light Fund</i>			<i>40,000</i>					<i>40,000</i>
Work Management System	02-618	5		50,000	150,000	100,000		300,000
<i>Light Fund</i>				<i>50,000</i>	<i>150,000</i>	<i>100,000</i>		<i>300,000</i>
Old Trail Estates	02-673	5		5,000				5,000
<i>Light Fund</i>				<i>5,000</i>				<i>5,000</i>
Potomac Manor	02-674	5		5,000	5,000	5,000		15,000
<i>Light Fund</i>				<i>5,000</i>	<i>5,000</i>	<i>5,000</i>		<i>15,000</i>
Linwood Hollow	02-706	5	20,000	30,000	30,000	30,000		110,000
<i>Light Fund</i>			<i>20,000</i>	<i>30,000</i>	<i>30,000</i>	<i>30,000</i>		<i>110,000</i>
Deerfield Knolls	02-707	5		10,000	10,000			20,000
<i>Light Fund</i>				<i>10,000</i>	<i>10,000</i>			<i>20,000</i>
Generation	02-708	4		100,000	2,000,000	2,000,000	2,000,000	6,100,000

Department	Project#	Priority	FY '10	FY '11	FY '12	FY '13	FY '14	Total
<i>Bond Financing (Light Fund)</i>					2,000,000	2,000,000	2,000,000	6,000,000
<i>Light Fund</i>				100,000				100,000
Substation Breaker Replacement	02-776	5	50,000	50,000	50,000	50,000		200,000
<i>Light Fund</i>			50,000	50,000	50,000	50,000		200,000
GIS Facility Software	02-777	5	8,000	10,000				18,000
<i>Light Fund</i>			8,000	10,000				18,000
Mitchell Substation Third Bay Installation	02-778	5	60,000	60,000				120,000
<i>Light Fund</i>			60,000	60,000				120,000
Spare Regulators	02-797	8	50,000					50,000
<i>Light Fund</i>			50,000					50,000
Wildlife Protection	02-798	8	25,000	25,000				50,000
<i>Light Fund</i>			25,000	25,000				50,000
Light Fund Total			643,000	960,000	3,178,000	2,955,000	2,220,000	9,956,000
GRAND TOTAL			643,000	960,000	3,178,000	2,955,000	2,220,000	9,956,000

City of Hagerstown, Maryland

WATER FUND

FY '10 thru FY '14

PROJECTS BY FUNDING SOURCE

Source	Project#	Priority	FY '10	FY '11	FY '12	FY '13	FY '14	Total
ARDI Fund Balance								
Zone 3 Standpipe (Tank)	03-323	5					100,000	100,000
ARDI Fund Balance Total							100,000	100,000
Bond Financing (Water Fund)								
R. C. Willson WTP Improvements	03-166	5	90,000	112,500	112,500	112,500	112,500	540,000
West End Reservoir Phase II	03-275	5	315,000					315,000
Jonathan Street	03-638	5	500,000					500,000
Pump Station Improvements	03-651	5	180,000	125,000	762,500	637,500		1,705,000
Meters (Distribution Services)	03-653	4	972,000	1,001,160	1,031,195	1,062,131	1,093,994	5,160,480
Distribution Rehabilitation	03-709	5	927,750	1,161,583	1,196,430	1,232,323	1,269,293	5,787,379
R. C. Willson WTP Improvements Phase IV	03-740	5	75,000					75,000
Bond Financing (Water Fund) Total			3,059,750	2,400,243	3,102,625	3,044,454	2,475,787	14,082,859
Bond Financing-MDE (Water Fund)								
Willson Transmission Mains - Distribution	03-167	4	2,700,000	5,000,000	4,500,000	2,500,000	500,000	15,200,000
Edgemont and Smithburg Improvements	03-168	5		15,000	110,000	55,000	55,000	235,000
West End Reservoir Phase II	03-275	5	6,000,000					6,000,000
R. C. Willson WTP Improvements Phase IV	03-740	5		320,000	120,000	3,210,000	1,070,000	4,720,000
R. C. Willson WTP Improvements Phase V	03-741	5	800,000	2,100,000	550,000			3,450,000
Bond Financing-MDE (Water Fund) Total			9,500,000	7,435,000	5,280,000	5,765,000	1,625,000	29,605,000
Grants-Federal								
Willson Transmission Mains - Distribution	03-167	4	300,000					300,000
Grants-Federal Total			300,000					300,000
Water Fund								
Water Vehicles	03-117	5	176,375	244,000	288,600	207,100	145,500	1,061,575
R. C. Willson WTP Improvements	03-166	5	30,000	37,500	37,500	37,500	37,500	180,000
Willson Transmission Mains - Distribution	03-167	4	210,000	350,000	315,000	175,000	35,000	1,085,000
Edgemont and Smithburg Improvements	03-168	5	190,000	150,000	150,000	150,000	150,000	790,000
West End Reservoir Phase II	03-275	5	105,000					105,000
Breichner WTP Improvements	03-405	5	15,000	25,000	25,000	25,000	25,000	115,000
Admin & Engineering Equipment	03-648	5	10,000	10,000	10,000	10,000	10,000	50,000
Pump Station Improvements	03-651	5	75,000	75,000	75,000	75,000	75,000	375,000
R. C. Willson WTP Improvements Phase IV	03-740	5	25,000					25,000

Source	Project#	Priority	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Water Fund Total			836,375	891,500	901,100	679,600	478,000	3,786,575
GRAND TOTAL			13,696,125	10,726,743	9,283,725	9,489,054	4,678,787	47,874,434

City of Hagerstown, Maryland

WATER FUND

FY '10 thru FY '14

PROJECTS & FUNDING SOURCES BY DEPARTMENT

Department	Project#	Priority	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Water Fund								
Water Vehicles	03-117	5	176,375	244,000	288,600	207,100	145,500	1,061,575
<i>Water Fund</i>			<i>176,375</i>	<i>244,000</i>	<i>288,600</i>	<i>207,100</i>	<i>145,500</i>	<i>1,061,575</i>
R. C. Willson WTP Improvements	03-166	5	120,000	150,000	150,000	150,000	150,000	720,000
<i>Bond Financing (Water Fund)</i>			<i>90,000</i>	<i>112,500</i>	<i>112,500</i>	<i>112,500</i>	<i>112,500</i>	<i>540,000</i>
<i>Water Fund</i>			<i>30,000</i>	<i>37,500</i>	<i>37,500</i>	<i>37,500</i>	<i>37,500</i>	<i>180,000</i>
Willson Transmission Mains - Distribution	03-167	4	3,210,000	5,350,000	4,815,000	2,675,000	535,000	16,585,000
<i>Bond Financing-MDE (Water Fund)</i>			<i>2,700,000</i>	<i>5,000,000</i>	<i>4,500,000</i>	<i>2,500,000</i>	<i>500,000</i>	<i>15,200,000</i>
<i>Grants-Federal</i>			<i>300,000</i>					<i>300,000</i>
<i>Water Fund</i>			<i>210,000</i>	<i>350,000</i>	<i>315,000</i>	<i>175,000</i>	<i>35,000</i>	<i>1,085,000</i>
Edgemont and Smithburg Improvements	03-168	5	190,000	165,000	260,000	205,000	205,000	1,025,000
<i>Bond Financing-MDE (Water Fund)</i>				<i>15,000</i>	<i>110,000</i>	<i>55,000</i>	<i>55,000</i>	<i>235,000</i>
<i>Water Fund</i>			<i>190,000</i>	<i>150,000</i>	<i>150,000</i>	<i>150,000</i>	<i>150,000</i>	<i>790,000</i>
West End Reservoir Phase II	03-275	5	6,420,000					6,420,000
<i>Bond Financing (Water Fund)</i>			<i>315,000</i>					<i>315,000</i>
<i>Bond Financing-MDE (Water Fund)</i>			<i>6,000,000</i>					<i>6,000,000</i>
<i>Water Fund</i>			<i>105,000</i>					<i>105,000</i>
Zone 3 Standpipe (Tank)	03-323	5					100,000	100,000
<i>ARDI Fund Balance</i>							<i>100,000</i>	<i>100,000</i>
Breichner WTP Improvements	03-405	5	15,000	25,000	25,000	25,000	25,000	115,000
<i>Water Fund</i>			<i>15,000</i>	<i>25,000</i>	<i>25,000</i>	<i>25,000</i>	<i>25,000</i>	<i>115,000</i>
Jonathan Street	03-638	5	500,000					500,000
<i>Bond Financing (Water Fund)</i>			<i>500,000</i>					<i>500,000</i>
Admin & Engineering Equipment	03-648	5	10,000	10,000	10,000	10,000	10,000	50,000
<i>Water Fund</i>			<i>10,000</i>	<i>10,000</i>	<i>10,000</i>	<i>10,000</i>	<i>10,000</i>	<i>50,000</i>
Pump Station Improvements	03-651	5	255,000	200,000	837,500	712,500	75,000	2,080,000
<i>Bond Financing (Water Fund)</i>			<i>180,000</i>	<i>125,000</i>	<i>762,500</i>	<i>637,500</i>		<i>1,705,000</i>
<i>Water Fund</i>			<i>75,000</i>	<i>75,000</i>	<i>75,000</i>	<i>75,000</i>	<i>75,000</i>	<i>375,000</i>
Meters (Distribution Services)	03-653	4	972,000	1,001,160	1,031,195	1,062,131	1,093,994	5,160,480
<i>Bond Financing (Water Fund)</i>			<i>972,000</i>	<i>1,001,160</i>	<i>1,031,195</i>	<i>1,062,131</i>	<i>1,093,994</i>	<i>5,160,480</i>
Distribution Rehabilitation	03-709	5	927,750	1,161,583	1,196,430	1,232,323	1,269,293	5,787,379
<i>Bond Financing (Water Fund)</i>			<i>927,750</i>	<i>1,161,583</i>	<i>1,196,430</i>	<i>1,232,323</i>	<i>1,269,293</i>	<i>5,787,379</i>
R. C. Willson WTP Improvements Phase IV	03-740	5	100,000	320,000	120,000	3,210,000	1,070,000	4,820,000
<i>Bond Financing (Water Fund)</i>			<i>75,000</i>					<i>75,000</i>
<i>Bond Financing-MDE (Water Fund)</i>				<i>320,000</i>	<i>120,000</i>	<i>3,210,000</i>	<i>1,070,000</i>	<i>4,720,000</i>
<i>Water Fund</i>			<i>25,000</i>					<i>25,000</i>
R. C. Willson WTP Improvements Phase V	03-741	5	800,000	2,100,000	550,000			3,450,000
<i>Bond Financing-MDE (Water Fund)</i>			<i>800,000</i>	<i>2,100,000</i>	<i>550,000</i>			<i>3,450,000</i>
Water Fund Total			13,696,125	10,726,743	9,283,725	9,489,054	4,678,787	47,874,434
GRAND TOTAL			13,696,125	10,726,743	9,283,725	9,489,054	4,678,787	47,874,434

City of Hagerstown, Maryland

WASTEWATER FUND

FY '10 thru FY '14

PROJECTS BY FUNDING SOURCE

Source	Project#	Priority	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Bond Financing (Wastewater Fund)								
Collection System Rehabilitation	04-327	1	200,000	200,000	200,000	850,000	200,000	1,650,000
WWTP Headworks Improvements - Phase 4	04-572	1	105,000					105,000
Plant Equipment	04-584	1	100,000	100,000	100,000	100,000	100,000	500,000
Oxygen System Improvements	04-657	1	70,000	70,000	70,000	70,000	70,000	350,000
Jonathan Street (Wastewater)	04-693	4	180,000					180,000
Solids Processing-Pelletizer and WWTP Improvements	04-711	2	105,000	70,000	35,000	385,000	175,000	770,000
Collection System Equipment	04-713	5	80,000	80,000	80,000	80,000	80,000	400,000
WWTP Disinfection Improvements - Phase 3B	04-748	2	210,000	35,000				245,000
Grinder Pump Replacement Program	04-767	5	72,000	74,000	78,000	80,000	80,000	384,000
Salem Ave. - CS Rehab Winter-Burhans	04-779	1	21,000					21,000
SSES City-wide - CS Rehabilitation	04-780	1	9,500	9,500				19,000
Bond Financing (Wastewater Fund) Total			1,152,500	638,500	563,000	1,565,000	705,000	4,624,000
Bond Financing-MDE (Wastewater Fund)								
WWTP Headworks Improvements - Phase 4	04-572	1	2,500,000	657,000				3,157,000
WWTP Disinfection Improvements - Phase 3B	04-748	2	2,500,000	738,000				3,238,000
Salem Ave. - CS Rehab Winter-Burhans	04-779	1	1,000,000					1,000,000
SSES City-wide - CS Rehabilitation	04-780	1	1,000,000	1,250,000				2,250,000
Bond Financing-MDE (Wastewater Fund) Total			7,000,000	2,645,000				9,645,000
Contribution by Others								
East End Pump Station	04-565	5		400,000				400,000
Conrad Court Pump Station Improvements	04-769	5	1,750,000					1,750,000
Contribution by Others Total			1,750,000	400,000				2,150,000
Grant-State MDE								
WWTP ENR Disinfection Improvements - Phase 3A	04-571	2	5,250,000	4,000,000				9,250,000
SSES City-wide - CS Rehabilitation	04-780	1	800,000					800,000
Grant-State MDE Total			6,050,000	4,000,000				10,050,000
Wastewater Fund								
Trunk Lines and Laterals	04-000	2	15,000	15,000	15,000	15,000	15,000	75,000
Sewer Vehicle Replacement	04-004	5	155,000	193,000	231,000	322,000	250,000	1,151,000
Manhole Raising	04-267	1	25,000	25,000	25,000	25,000	25,000	125,000
Pump Station Improvement Program	04-299	1	30,000	30,000	30,000	330,000	30,000	450,000
Collection System Rehabilitation	04-327	1	200,000	200,000	200,000	850,000	200,000	1,650,000

Source	Project#	Priority	FY '10	FY '11	FY '12	FY '13	FY '14	Total
WWTP Headworks Improvements - Phase 4	04-572	1	45,000					45,000
Building and Structures - Adm. Office	04-585	5	50,000	20,000	20,000	10,000	10,000	110,000
Oxygen System Improvements	04-657	1	30,000	30,000	30,000	30,000	30,000	150,000
Solids Processing-Pelletizer and WWTP Improvements	04-711	2	45,000	30,000	15,000	165,000	75,000	330,000
Wastewater GIS Support	04-742	5	15,000	25,000	10,000	10,000	10,000	70,000
Edgewood Intersection (SHA)	04-744	5	200,000					200,000
Laboratory Equipment	04-745	5	15,000	15,000	15,000	15,000	15,000	75,000
WWTP Disinfection Improvements - Phase 3B	04-748	2	90,000	15,000				105,000
Conrad Court Pump Station Improvements	04-769	5	800,000					800,000
Salem Ave. - CS Rehab Winter-Burhans	04-779	1	21,000					21,000
SSES City-wide - CS Rehabilitation	04-780	1	9,500	9,500				19,000
Wastewater Fund Total			1,745,500	607,500	591,000	1,772,000	660,000	5,376,000
GRAND TOTAL			17,698,000	8,291,000	1,154,000	3,337,000	1,365,000	31,845,000

City of Hagerstown, Maryland

WASTEWATER FUND

FY '10 thru FY '14

PROJECTS & FUNDING SOURCES BY DEPARTMENT

Department	Project#	Priority	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Wastewater Fund								
Trunk Lines and Laterals	04-000	2	15,000	15,000	15,000	15,000	15,000	75,000
			<i>15,000</i>	<i>15,000</i>	<i>15,000</i>	<i>15,000</i>	<i>15,000</i>	<i>75,000</i>
Sewer Vehicle Replacement	04-004	5	155,000	193,000	231,000	322,000	250,000	1,151,000
			<i>155,000</i>	<i>193,000</i>	<i>231,000</i>	<i>322,000</i>	<i>250,000</i>	<i>1,151,000</i>
Manhole Raising	04-267	1	25,000	25,000	25,000	25,000	25,000	125,000
			<i>25,000</i>	<i>25,000</i>	<i>25,000</i>	<i>25,000</i>	<i>25,000</i>	<i>125,000</i>
Pump Station Improvement Program	04-299	1	30,000	30,000	30,000	330,000	30,000	450,000
			<i>30,000</i>	<i>30,000</i>	<i>30,000</i>	<i>330,000</i>	<i>30,000</i>	<i>450,000</i>
Collection System Rehabilitation	04-327	1	400,000	400,000	400,000	1,700,000	400,000	3,300,000
			<i>200,000</i>	<i>200,000</i>	<i>200,000</i>	<i>850,000</i>	<i>200,000</i>	<i>1,650,000</i>
			<i>200,000</i>	<i>200,000</i>	<i>200,000</i>	<i>850,000</i>	<i>200,000</i>	<i>1,650,000</i>
East End Pump Station	04-565	5		400,000				400,000
				<i>400,000</i>				<i>400,000</i>
WWTP ENR Disinfection Improvements - Phase 3A	04-571	2	5,250,000	4,000,000				9,250,000
			<i>5,250,000</i>	<i>4,000,000</i>				<i>9,250,000</i>
WWTP Headworks Improvements - Phase 4	04-572	1	2,650,000	657,000				3,307,000
			<i>105,000</i>					<i>105,000</i>
			<i>2,500,000</i>	<i>657,000</i>				<i>3,157,000</i>
			<i>45,000</i>					<i>45,000</i>
Plant Equipment	04-584	1	100,000	100,000	100,000	100,000	100,000	500,000
			<i>100,000</i>	<i>100,000</i>	<i>100,000</i>	<i>100,000</i>	<i>100,000</i>	<i>500,000</i>
Building and Structures - Adm. Office	04-585	5	50,000	20,000	20,000	10,000	10,000	110,000
			<i>50,000</i>	<i>20,000</i>	<i>20,000</i>	<i>10,000</i>	<i>10,000</i>	<i>110,000</i>
Oxygen System Improvements	04-657	1	100,000	100,000	100,000	100,000	100,000	500,000
			<i>70,000</i>	<i>70,000</i>	<i>70,000</i>	<i>70,000</i>	<i>70,000</i>	<i>350,000</i>
			<i>30,000</i>	<i>30,000</i>	<i>30,000</i>	<i>30,000</i>	<i>30,000</i>	<i>150,000</i>
Jonathan Street (Wastewater)	04-693	4	180,000					180,000
			<i>180,000</i>					<i>180,000</i>
Solids Processing-Pelletizer and WWTP Improvements	04-711	2	150,000	100,000	50,000	550,000	250,000	1,100,000
			<i>105,000</i>	<i>70,000</i>	<i>35,000</i>	<i>385,000</i>	<i>175,000</i>	<i>770,000</i>
			<i>45,000</i>	<i>30,000</i>	<i>15,000</i>	<i>165,000</i>	<i>75,000</i>	<i>330,000</i>
Collection System Equipment	04-713	5	80,000	80,000	80,000	80,000	80,000	400,000
			<i>80,000</i>	<i>80,000</i>	<i>80,000</i>	<i>80,000</i>	<i>80,000</i>	<i>400,000</i>
Wastewater GIS Support	04-742	5	15,000	25,000	10,000	10,000	10,000	70,000
			<i>15,000</i>	<i>25,000</i>	<i>10,000</i>	<i>10,000</i>	<i>10,000</i>	<i>70,000</i>
Edgewood Intersection (SHA)	04-744	5	200,000					200,000
			<i>200,000</i>					<i>200,000</i>
Laboratory Equipment	04-745	5	15,000	15,000	15,000	15,000	15,000	75,000
			<i>15,000</i>	<i>15,000</i>	<i>15,000</i>	<i>15,000</i>	<i>15,000</i>	<i>75,000</i>
WWTP Disinfection Improvements - Phase 3B	04-748	2	2,800,000	788,000				3,588,000
			<i>210,000</i>	<i>35,000</i>				<i>245,000</i>
			<i>2,500,000</i>	<i>738,000</i>				<i>3,238,000</i>

Department	Project#	Priority	FY '10	FY '11	FY '12	FY '13	FY '14	Total
<i>Wastewater Fund</i>			<i>90,000</i>	<i>15,000</i>				<i>105,000</i>
Grinder Pump Replacement Program	04-767	5	72,000	74,000	78,000	80,000	80,000	384,000
<i>Bond Financing (Wastewater Fund)</i>			<i>72,000</i>	<i>74,000</i>	<i>78,000</i>	<i>80,000</i>	<i>80,000</i>	<i>384,000</i>
Conrad Court Pump Station Improvements	04-769	5	2,550,000					2,550,000
<i>Contribution by Others</i>			<i>1,750,000</i>					<i>1,750,000</i>
<i>Wastewater Fund</i>			<i>800,000</i>					<i>800,000</i>
Salem Ave. - CS Rehab Winter-Burhans	04-779	1	1,042,000					1,042,000
<i>Bond Financing (Wastewater Fund)</i>			<i>21,000</i>					<i>21,000</i>
<i>Bond Financing-MDE (Wastewater Fund)</i>			<i>1,000,000</i>					<i>1,000,000</i>
<i>Wastewater Fund</i>			<i>21,000</i>					<i>21,000</i>
SSES City-wide - CS Rehabilitation	04-780	1	1,819,000	1,269,000				3,088,000
<i>Bond Financing (Wastewater Fund)</i>			<i>9,500</i>	<i>9,500</i>				<i>19,000</i>
<i>Bond Financing-MDE (Wastewater Fund)</i>			<i>1,000,000</i>	<i>1,250,000</i>				<i>2,250,000</i>
<i>Grant-State MDE</i>			<i>800,000</i>					<i>800,000</i>
<i>Wastewater Fund</i>			<i>9,500</i>	<i>9,500</i>				<i>19,000</i>
Wastewater Fund Total			17,698,000	8,291,000	1,154,000	3,337,000	1,365,000	31,845,000
GRAND TOTAL			17,698,000	8,291,000	1,154,000	3,337,000	1,365,000	31,845,000

City of Hagerstown, Maryland

PARKING FUND

FY '10 thru FY '14

PROJECTS BY FUNDING SOURCE

Source	Project#	Priority	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Bond Financing (Parking Fund)								
Offstreet Parking - South West	05-173	5					4,500,000	4,500,000
North Potomac Street Parking Deck	05-749	5	150,000	142,000				292,000
Bond Financing (Parking Fund) Total			150,000	142,000			4,500,000	4,792,000
Grants-County								
Offstreet Parking - South West	05-173	5					4,500,000	4,500,000
Grants-County Total							4,500,000	4,500,000
Parking Fund								
North Potomac Street Parking Deck	05-749	5			30,000	30,000	30,000	90,000
Parking Fund Total					30,000	30,000	30,000	90,000
GRAND TOTAL			150,000	142,000	30,000	30,000	9,030,000	9,382,000

City of Hagerstown, Maryland

PARKING FUND

FY '10 thru FY '14

PROJECTS & FUNDING SOURCES BY DEPARTMENT

Department	Project#	Priority	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Parking Fund								
Offstreet Parking - South West	05-173	5					9,000,000	9,000,000
<i>Bond Financing (Parking Fund)</i>							4,500,000	4,500,000
<i>Grants-County</i>							4,500,000	4,500,000
North Potomac Street Parking Deck	05-749	5	150,000	142,000	30,000	30,000	30,000	382,000
<i>Bond Financing (Parking Fund)</i>			150,000	142,000				292,000
<i>Parking Fund</i>					30,000	30,000	30,000	90,000
Parking Fund Total			150,000	142,000	30,000	30,000	9,030,000	9,382,000
GRAND TOTAL			150,000	142,000	30,000	30,000	9,030,000	9,382,000

City of Hagerstown, Maryland

GOLF FUND

FY '10 thru FY '14

PROJECTS BY FUNDING SOURCE

Source	Project#	Priority	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Golf Fund								
Golf Course - Vehicles/Equipment	20-395	4			25,000	40,000	50,000	115,000
Golf Course Netting	20-766	1	1,500					1,500
Golf Fund Total			1,500		25,000	40,000	50,000	116,500
Grants-State Program Open Space								
Golf Course Netting	20-766	1	13,500					13,500
Grants-State Program Open Space Total			13,500					13,500
GRAND TOTAL			15,000		25,000	40,000	50,000	130,000

City of Hagerstown, Maryland

GOLF FUND

FY '10 thru FY '14

PROJECTS & FUNDING SOURCES BY DEPARTMENT

Department	Project#	Priority	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Golf Fund								
Golf Course - Vehicles/Equipment	20-395	4			25,000	40,000	50,000	115,000
<i>Golf Fund</i>					<i>25,000</i>	<i>40,000</i>	<i>50,000</i>	<i>115,000</i>
Golf Course Netting	20-766	1	15,000					15,000
<i>Golf Fund</i>			<i>1,500</i>					<i>1,500</i>
<i>Grants-State Program Open Space</i>			<i>13,500</i>					<i>13,500</i>
Golf Fund Total			15,000		25,000	40,000	50,000	130,000
GRAND TOTAL			15,000		25,000	40,000	50,000	130,000

City of Hagerstown, Maryland
PROPERTY MANAGEMENT FUND
 FY '10 thru FY '14

PROJECTS BY FUNDING SOURCE

Source	Project#	Priority	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Fund Balance								
Renovation-Roslyn Building	22-779	5	886,000					886,000
Fund Balance Total			886,000					886,000
Property Management Fund								
Alms House Repairs	22-755	5				5,000		5,000
Property Management Fund Total						5,000		5,000
Transfers to CIP-Economic Redevelop								
Renovation-Roslyn Building	22-779	5	125,000					125,000
Transfers to CIP-Economic Redevelopment Total			125,000					125,000
GRAND TOTAL			1,011,000			5,000		1,016,000

City of Hagerstown, Maryland
PROPERTY MANAGEMENT FUND
 FY '10 thru FY '14

PROJECTS & FUNDING SOURCES BY DEPARTMENT

Department	Project#	Priority	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Property Management Fund								
Alms House Repairs	22-755	5				5,000		5,000
<i>Property Management Fund</i>						<i>5,000</i>		<i>5,000</i>
Renovation-Roslyn Building	22-779	5	1,011,000					1,011,000
<i>Fund Balance</i>			<i>886,000</i>					<i>886,000</i>
<i>Transfers to CIP-Economic Redevelopment</i>			<i>125,000</i>					<i>125,000</i>
Property Management Fund Total			1,011,000			5,000		1,016,000
GRAND TOTAL			1,011,000			5,000		1,016,000

Capital Improvements Program Deferred Projects

EXPENDITURES BY PROJECT

Fiscal Years FY '10 thru FY '14

<u>Project</u>	<u>Project #</u>	<u>Amount Deferred</u>	<u>Category Total</u>	<u>Fund Total</u>
<u>General Fund - Engineering</u>				
Hagerstown Business Park II	07-500	\$ 1,200,000		
Develop 50 West Memorial Boulevard	07-718	<u>175,000</u>		
Sub-total General Fund - Engineering			\$ 1,375,000	
<u>General Fund - Information Technology</u>				
Geographic Information System	07-451	<u>200,000</u>		
Sub-total General Fund - Info Tech			\$ 200,000	
<u>General Fund - Fire</u>				
West End Fire Station	07-730	2,300,000		
North End Fire Station	07-731	<u>2,300,000</u>		
Sub-total General Fund - Fire			<u>4,600,000</u>	
TOTAL GENERAL FUND				\$ 6,175,000
<u>Light Fund</u>				
R. Paul Smith Boulevard Street Lighting	02-614	5,000		
Potomac Square	02-676	25,000		
Increase System Capacity	02-708	<u>4,000,000</u>		
Sub-total Light Fund			<u>4,005,000</u>	
TOTAL LIGHT FUND				<u>4,005,000</u>
<u>Water Fund</u>				
R.C. Willson WTP Improvements	03-166	600,000		
Willson Transmission Mains-Distribution	03-167	6,700,000		
Edgemont & Smithsburg Improvements	03-168	835,000		
Breichner WTP Improvements	03-405	<u>100,000</u>		
Sub-total Light Fund			<u>700,000</u>	
TOTAL LIGHT FUND				<u>700,000</u>
GRAND TOTAL - ALL FUNDS				<u><u>\$ 10,880,000</u></u>

Note: Projects listed above represent costs that are part of the City's Capital Improvement Plan that due to either timing or resource constraints are scheduled beyond fiscal year 2013/2014.

Capital Improvements Program
List of Projects by Project Name

Fiscal Years FY '10 thru FY '14

Project Name	Project #	Project Priority
000 Block of North Potomac Street	07-720	Grant Commitment
A & E District Upgrades	02-591	Planned Improvement
Admin & Engineering Equipment	03-648	Planned Improvement
Alley Reconstruction	07-324	Planned Improvement
Alms House Repairs	22-755	Planned Improvement
Antietam Creek Greenway Trail	07-774	Planned Improvement
Bloom Park - Irrigation System	07-793	Public Safety
Breichner WTP Improvements	03-405	Planned Improvement
Bridge Repair Program	07-400	Cost Avoidance
Building and Site Improvements	02-542	Planned Improvement
Building and Structures - Adm. Office	04-585	Planned Improvement
Cable PEG/I-Net	07-568	Contract Obligation
Central Substation	02-118	Planned Improvement
Circuit Upgrade	02-110	Planned Improvement
City Hall Improvements	07-326	Planned Improvement
City park - Concession Stand Roof	07-788	Documented Savings
City Park - Nature Center	07-765	Planned Improvement
City Park - Roof for South Pavilion	07-786	Public Safety
City Park Benches	07-332	Planned Improvement
City Park Bridge Light Replacement	02-610	Cost Avoidance
City Park Fence	07-785	Public Safety
City Park Lake Improvements	07-047	Planned Improvement
City Park Light Replacement	02-514	Planned Improvement
City Park Parking Improvements	07-522	Planned Improvement
City Shed Improvement Program	07-250	Improve Service
Collection System Equipment	04-713	Planned Improvement
Collection System Rehabilitation	04-327	Public Safety
Computer Equipment and Software	07-006	Probable Grant
Conrad Court Pump Station Improvements	04-769	Planned Improvement
Curb and Sidewalk Replacement Program	07-458	Planned Improvement
Deerfield Knolls	02-707	Planned Improvement
Demolition of former M.E.L.P. Plant	07-753	Planned Improvement
Develop 50 West Memorial Boulevard	07-718	Public Safety
Distribution Rehabilitation	03-709	Planned Improvement
Doleman Black Heritage Museum	07-559	Planned Improvement
Downtown Beautification Program	07-280	Planned Improvement
Downtown Gateway Signs	07-579	Planned Improvement
Dual Highway Sidewalk	07-527	Planned Improvement
East End Pump Station	04-565	Planned Improvement
East Washington Street Alley	07-690	Planned Improvement
Eastern Boulevard North Extension	07-606	Planned Improvement
Edgemont and Smithburg Improvements	03-168	Planned Improvement

Capital Improvements Program
List of Projects by Project Name

Fiscal Years FY '10 thru FY '14

Project Name	Project #	Project Priority
Edgewood Intersection (SHA)	04-744	Planned Improvement
Edgewood/U S 40 Improvements	07-094	Planned Improvement
Engineering Vehicles	07-133	Planned Improvement
Entrance Building at Fairground Park	07-548	Public Safety
Fairchild Heights	02-613	Planned Improvement
Fairground Grandstand Improvements	07-624	Contract Obligation
Fairgrounds Park-Outdoor Skateboard Park	07-763	Planned Improvement
Fire Department Vehicle Replacement	07-010	Planned Improvement
Fire Training Tower	07-241	Contract Obligation
Generation	02-708	Cost Avoidance
Geographic Information System	07-451	Probable Grant
GIS Facility Software	02-777	Planned Improvement
Golf Course - Vehicles/Equipment	20-395	Cost Avoidance
Golf Course Netting	20-766	Public Safety
Green Practice - Follow-Up	07-798	Planned Improvement
Grinder Pump Replacement Program	04-767	Planned Improvement
Hager Park - Multipurpose Court	07-789	Documented Savings
Hagers Row Walkway Improvements	07-787	Planned Improvement
Hagerstown Business Park	02-258	Planned Improvement
Hagerstown Business Park II	07-500	Public Safety
Hamilton Park Trail	07-752	Planned Improvement
Handicapped Access	07-217	Planned Improvement
Hellane Park - Storage Building	07-762	Planned Improvement
Hellane Park Improvements	07-062	Planned Improvement
Hellane Park-Refurbish Walks/Driveway Entranc	07-761	Planned Improvement
Ice Rink - Enclose Dumpsters	07-795	Planned Improvement
Ice Rink Road Reconstruction	07-553	Probable Grant
Installation of Street Trees	07-594	Planned Improvement
Jonathan Hager House and Museum	07-061	Probable Grant
Jonathan Street	03-638	Planned Improvement
Jonathan Street (Wastewater)	04-693	Cost Avoidance
Jonathan Street Gateway	07-771	Planned Improvement
Jonathan Street Lighting	02-617	Planned Improvement
Kiwanis Park	07-773	Contract Obligation
Laboratory Equipment	04-745	Planned Improvement
LED Signal Lights	07-245	Cost Avoidance
Library Expansion	07-738	Planned Improvement
Light Vehicles	02-090	Contract Obligation
Linwood Hollow	02-706	Planned Improvement
Madison Avenue Parking Lot	07-736	Planned Improvement
Major Signal Intersection Upgrades	07-243	Planned Improvement
Manhole Raising	04-267	Planned Improvement

Capital Improvements Program List of Projects by Project Name

Fiscal Years FY '10 thru FY '14

<u>Project Name</u>	<u>Project #</u>	<u>Project Priority</u>
Market House Improvements	07-099	Planned Improvement
Meters (Distribution Services)	03-653	Cost Avoidance
Mills Park Hiker/Biker Trail	07-737	Planned Improvement
Mitchell Substation Third Bay Installation	02-778	Planned Improvement
Municipal Financial System	07-739	Planned Improvement
Municipal Stadium Improvements	07-040	Cost Avoidance
Neighborhood Parks	07-751	Planned Improvement
New Sidewalks	07-595	Public Safety
North End Fire Station (Relocation)	07-731	Cost Avoidance
North Locust Street Parking Lot	07-664	Cost Avoidance
North Potomac Street Parking Deck	05-749	Probable Grant
Northwest Connector	07-735	Planned Improvement
Offstreet Parking - South West	05-173	Planned Improvement
Old Trail Estates	02-673	Planned Improvement
Oswald Park - Irrigation System	07-792	Cost Avoidance
Oxygen System Improvements	04-657	Public Safety
Pangborn Park Improvements	07-335	Planned Improvement
Park Circle Improvements	07-373	Public Safety
Park Play Equipment	07-237	Planned Improvement
Parks Vehicles and Equipment	07-570	Planned Improvement
Pavement Markings	07-093	Public Safety
Pavement Preservation Program	07-025	Planned Improvement
Pedestrian Lighting	02-388	Probable Grant
Plant Equipment	04-584	Public Safety
Police Building Renovation	07-308	Planned Improvement
Police Firing Range	07-226	Planned Improvement
Police Radios	07-128	Public Safety
Police Vehicles	07-129	Public Safety
Pool Improvements	07-102	Planned Improvement
Pool/Staley Park Improvements	07-050	Planned Improvement
Potomac Manor	02-674	Planned Improvement
Professional Court Extension	07-685	Planned Improvement
Public Works Vehicles	07-065	Planned Improvement
Pump Station Improvement Program	04-299	Public Safety
Pump Station Improvements	03-651	Planned Improvement
R. C. Willson WTP Improvements	03-166	Planned Improvement
R. C. Willson WTP Improvements Phase IV	03-740	Planned Improvement
R. C. Willson WTP Improvements Phase V	03-741	Planned Improvement
R. Paul Smith Boulevard	07-733	Planned Improvement
Reconstruction of Haven Road	07-686	Planned Improvement
Recycling Centers - Various Parks	07-796	Planned Improvement
Rehabilitation of City Hall Elevators	07-583	Planned Improvement

Capital Improvements Program List of Projects by Project Name

Fiscal Years FY '10 thru FY '14

<u>Project Name</u>	<u>Project #</u>	<u>Project Priority</u>
Renovation - City Hall	07-630	Planned Improvement
Renovation-Roslyn Building	22-779	Planned Improvement
Ridge Avenue Island	07-781	Planned Improvement
Rotary Park - Irrigation System	07-794	Cost Avoidance
Salem Ave. - CS Rehab Winter-Burhans	04-779	Public Safety
Sewer Vehicle Replacement	04-004	Planned Improvement
Signal Controller Upgrades	07-433	Planned Improvement
Signal Timing Optimization	07-640	Planned Improvement
Solids Processing-Pelletizer and WWTP Improvements	04-711	Contract Obligation
South Locust Street Streetscape	07-772	Planned Improvement
Southern Boulevard	07-563	Cost Avoidance
Spare Regulators	02-797	Planned Improvement
SSES City-wide - CS Rehabilitation	04-780	Public Safety
Staley Park - Minor League Field Add-On	07-791	Planned Improvement
Steam Engine Museum	07-439	Planned Improvement
Storm Water Management Planning and Improvements	07-637	Public Safety
Stormdrain System Upgrades	07-444	Planned Improvement
Street Crime Cameras	07-581	Public Safety
Substation Breaker Replacement	02-776	Planned Improvement
System Reconductoring	02-259	Planned Improvement
Telemetry Equipment	02-111	Planned Improvement
Test Equipment	02-609	Planned Improvement
Traffic Calming	07-560	Planned Improvement
Trunk Lines and Laterals	04-000	Contract Obligation
Veterans Memorial II	07-784	Planned Improvement
W Franklin ST/Burhans Blvd/Salem Ave	07-782	Planned Improvement
Wastewater GIS Support	04-742	Planned Improvement
Water Vehicles	03-117	Contract Obligation
Wesel Boulevard Development	02-220	Planned Improvement
Wesel Boulevard Dualization	07-194	Planned Improvement
West End Fire and EMS (Relocation)	07-730	Planned Improvement
West End Reservoir Phase II	03-275	Planned Improvement
Wheaton Park Parking	07-634	Planned Improvement
Wheaton Park Renovation	07-293	Public Safety
Wildlife Protection	02-798	Planned Improvement
Willson Transmission Mains - Distribution	03-167	Cost Avoidance
Winter Street School-Neighborhood Park	07-764	Planned Improvement
Work Management System	02-618	Planned Improvement
WWTP Disinfection Improvements - Phase 3B	04-748	Contract Obligation
WWTP ENR Disinfection Improvements - Phase 3	04-571	Probable Grant
WWTP Headworks Improvements - Phase 4	04-572	Public Safety
Zone 3 Standpipe (Tank)	03-323	Planned Improvement

Capital Improvement Program

FY '10 *thru* FY '14

City of Hagerstown, Maryland

Project #	02-110
Project Name	Circuit Upgrade



Type	Improvement	Priority	Planned Improvement
Useful Life	50 years	Contact	Hartung
Category	Infrastructure-Utilities	Department	Light Fund
Location:	Wesel to Burhans		

Year Submitted: 2006

Description	Total Project Cost	\$1,730,000
Construct final section of 34.5kV subtransmission loop between substations. Final section of line will connect Wesel Substation in the South with Mitchell substation in the west and will complete the final loop in our subtransmission system.		

Justification
Will improve ability to switch load between substations improving service and outage restoration times.

Prior	Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
1,280,000	Construction/Maintenance			50,000	100,000		150,000
Total	Equip/Vehicles/Furnishings			100,000	200,000		300,000
	Total			150,000	300,000		450,000

Prior	Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
1,280,000	Light Fund			150,000	300,000		450,000
Total	Total			150,000	300,000		450,000

Operational Impact/Other
Will provide further options to switch load to expedite restoration of service to customers.

Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Other (Insurance, Utilities)		0	0	0		0
Total		0	0	0		0

Capital Improvement Program
City of Hagerstown, Maryland

FY '10 *thru* FY '14

Project # 02-111
Project Name Telemetry Equipment



Type Improvement **Priority** Planned Improvement
Useful Life 10 years **Contact** Hartung
Category Machinery and Equipment **Department** Light Fund
Location: Light Department

Year Submitted: 1997

Description	Total Project Cost	\$203,400
Construction of communication networks - whether wired or wireless - to facilitate transmission of data from installed devices in the electric system. These devices may be located in a substation, a vehicle, or a city owned electric meter.		

Justification
Improve service, increase system reliability.

Prior	Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
133,400	Construction/Maintenance	1,500	5,000	5,000			11,500
Total	Equip/Vehicles/Furnishings	8,500	25,000	25,000			58,500
	Total	10,000	30,000	30,000			70,000

Prior	Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
133,400	Light Fund	10,000	30,000	30,000			70,000
Total	Total	10,000	30,000	30,000			70,000

Operational Impact/Other
HLD installation of communications for SCADA, metering, and system monitoring.
No operational cost impact.

Prior	Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
0	Other (Insurance, Utilities)	0	0	0	0		0
Total	Total	0	0	0	0		0

Capital Improvement Program
City of Hagerstown, Maryland

FY '10 *thru* FY '14

Project # 02-118
Project Name Central Substation



Type Improvement **Priority** Planned Improvement
Useful Life 25 years **Contact** Hartung
Category Infrastructure-Utilities **Department** Light Fund
Location: Church Street

Year Submitted: 2006

Description	Total Project Cost	\$900,000
Construct new 34.5/13.8 kV substation near downtown core area to improve service.		

Justification
Needed to meet future power requirements in downtown area.

Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Construction/Maintenance		150,000	100,000	100,000		350,000
Equip/Vehicles/Furnishings		50,000	400,000	100,000		550,000
Total		200,000	500,000	200,000		900,000

Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Light Fund		200,000	500,000	200,000		900,000
Total		200,000	500,000	200,000		900,000

Operational Impact/Other
Will reduce loading on feeders from existing substations and free up capacity in those stations for future growth.
No way to estimate cost impact on operations.

Prior	Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
0	Other (Insurance, Utilities)	0	0	0	0		0
Total	Total	0	0	0	0		0

Capital Improvement Program

FY '10 *thru* FY '14

City of Hagerstown, Maryland

Project #	02-220
Project Name	Wesel Boulevard Development



Type	Improvement	Priority	Planned Improvement
Useful Life	50 years	Contact	Hartung
Category	Infrastructure-Utilities	Department	Light Fund
Location:	Wesel Boulevard		

Year Submitted: Ongoing

Description	Total Project Cost	\$691,466
Provide for electric power in Light Department service area along Wesel Boulevard at CSX Business Park.		
Funds are allotted for possibility of future development.		

Justification
Benefits population, basic service, promotes jobs.

Prior	Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
441,466	Construction/Maintenance	20,000	20,000	20,000	20,000	20,000	100,000
Total	Equip/Vehicles/Furnishings	30,000	30,000	30,000	30,000	30,000	150,000
	Total	50,000	50,000	50,000	50,000	50,000	250,000

Prior	Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
441,466	Light Fund	50,000	50,000	50,000	50,000	50,000	250,000
Total	Total	50,000	50,000	50,000	50,000	50,000	250,000

Operational Impact/Other
If development occurs, service will be extended to new customers.
No estimable cost impact once services are installed.

Prior	Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
0	Other (Insurance, Utilities)	0	0	0	0	0	0
Total	Total	0	0	0	0	0	0

Capital Improvement Program

FY '10 *thru* FY '14

City of Hagerstown, Maryland

Project # 02-258
Project Name Hagerstown Business Park



Type Improvement **Priority** Planned Improvement
Useful Life 50 years **Contact** Hartung
Category Infrastructure-Utilities **Department** Light Fund
Location: Burhans at Sherman

Year Submitted: Ongoing

Description **Total Project Cost** \$175,446
 Provide electric power and service to new development in Business Park. This will be the last lot developed within the business park that will require a distribution service extension.

Justification
 Provide new electric service to lots as developed.

Prior	Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
165,446	Construction/Maintenance		8,000				8,000
	Equip/Vehicles/Furnishings		2,000				2,000
Total	Total		10,000				10,000

Prior	Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
165,446	Light Fund		10,000				10,000
Total	Total		10,000				10,000

Operational Impact/Other
 Service will be provided to new customers that locate within the Business Park.
 No impact on operational costs.

Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Other (Insurance, Utilities)	0	0	0	0	0	0
Total	0	0	0	0	0	0

Capital Improvement Program
City of Hagerstown, Maryland

FY '10 *thru* FY '14

Project # 02-259
Project Name System Reconductoring



Type Improvement **Priority** Planned Improvement
Useful Life 50 years **Contact** Hartung
Category Infrastructure-Utilities **Department** Light Fund
Location: City-Wide

Year Submitted: Ongoing

Description	Total Project Cost	\$177,532
Upgrade power distribution lines where needed. This project is required to improve service by replacing undersized or deteriorated equipment before a failure occurs.		

Justification
Improve distribution service and decrease the opportunity for outages to occur due to undersized or deteriorated equipment.

Prior	Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
77,532	Construction/Maintenance	9,000	9,000	9,000	9,000	9,000	45,000
	Equip/Vehicles/Furnishings	11,000	11,000	11,000	11,000	11,000	55,000
Total	Total	20,000	20,000	20,000	20,000	20,000	100,000

Prior	Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
77,532	Light Fund	20,000	20,000	20,000	20,000	20,000	100,000
Total	Total	20,000	20,000	20,000	20,000	20,000	100,000

Operational Impact/Other
Replacement of old open conductor will improve reliability and reduce storm-related outages, thus reducing crew overtime.
No operational cost impact until wires fall.

Prior	Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
0	Other (Insurance, Utilities)	0	0	0	0	0	0
Total	Total	0	0	0	0	0	0

Capital Improvement Program

FY '10 *thru* FY '14

City of Hagerstown, Maryland

Project # 02-514
Project Name City Park Light Replacement



Type Improvement **Priority** Planned Improvement
Useful Life 25 years **Contact** Hartung
Category Infrastructure-Utilities **Department** Light Fund
Location: City Park

Year Submitted: Ongoing

Description	Total Project Cost	\$106,455
Install new lights in parking lots of City Park in conjunction with new Digby Lot Construction CIP #07-522.		

Justification
To service a basic need for the general population.

Prior	Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
31,455	Construction/Maintenance				75,000		75,000
Total	Total				75,000		75,000

Prior	Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
31,455	Light Fund				75,000		75,000
Total	Total				75,000		75,000

Operational Impact/Other
Adding additional lighting will increase street light operational and maintenance budgets. It will also increase General Fund electricity costs for the added lights.
Impact on operational costs not known until project design is complete.

Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Other (Insurance, Utilities)			0	0		0
Total			0	0		0

Capital Improvement Program

FY '10 *thru* FY '14

City of Hagerstown, Maryland

Project # 02-542
Project Name Building and Site Improvements



Type Improvement **Priority** Planned Improvement
Useful Life 20 years **Contact** Hartung
Category Buildings and Structures **Department** Light Fund
Location: 425 E. Baltimore Street

Year Submitted: 2001

Description	Total Project Cost
Make improvements to the Light Department's facility on East Baltimore Street and at the Memorial Boulevard Storage Building. FY 10: Replace HLD windows, etc. (\$45,000); Memorial Boulevard Storage Building (\$15,000).	\$168,128

Justification
Cost avoidance, planned improvement, and improved service.

Prior	Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
68,128	Construction/Maintenance	50,000	50,000				100,000
Total	Total	50,000	50,000				100,000

Prior	Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
68,128	Light Fund	50,000	50,000				100,000
Total	Total	50,000	50,000				100,000

Operational Impact/Other
Installation of insulated garage doors will result in significant savings in heating costs. No way to estimate impact on operational costs until new doors are installed.

Prior	Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
0	Other (Insurance, Utilities)	0	0	0	0		0
Total	Total	0	0	0	0		0

Capital Improvement Program

FY '10 *thru* FY '14

City of Hagerstown, Maryland

Project # 02-544
Project Name Bulldog Substation Upgrade



Type Improvement **Priority** Planned Improvement
Useful Life 25 years **Contact** Hartung
Category Infrastructure-Utilities **Department** Light Fund
Location: Burhans Boulevard

Year Submitted: 2001

Description	Total Project Cost
Replace aging station transformer and related equipment, with possible relocation to Mitchell Avenue substation site.	\$0

Justification
Oldest substation transformer on system, approximately 40 years old.

Operational Impact/Other
Replacing transformer and/or station will result in lower station maintenance costs and increase reliability of service.

Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Other (Insurance, Utilities)					0	0
Total					0	0

Capital Improvement Program
City of Hagerstown, Maryland

FY '10 *thru* FY '14

Project # 02-591
Project Name A & E District Upgrades



Type Improvement **Priority** Planned Improvement
Useful Life 25 - 50 years **Contact** Hartung
Category Infrastructure-Utilities **Department** Light Fund
Location: Unit Block of S. Potomac

Year Submitted: 2004

Description **Total Project Cost** \$95,826
 Provide service to redevelopment projects in the A & E district. In conjunction with CIP #07-690.
 FY 10: Undergrounding and relocation of overhead lines for alley work (\$50,000).

Justification
 Improved aesthetics and service.

Prior	Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
45,826	Construction/Maintenance	40,000					40,000
	Equip/Vehicles/Furnishings	10,000					10,000
Total	Total	50,000					50,000

Prior	Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
45,826	Light Fund	50,000					50,000
Total	Total	50,000					50,000

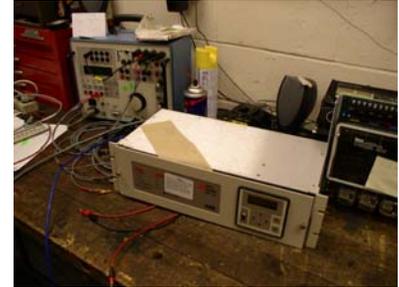
Operational Impact/Other
 Building rehabs will facilitate service upgrades that will require installation of newer, more reliable equipment.
 Operational cost impact cannot be reasonably estimated - no significant costs associated.

Prior	Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
0	Other (Insurance, Utilities)	0	0	0	0		0
Total	Total	0	0	0	0		0

Capital Improvement Program
City of Hagerstown, Maryland

FY '10 *thru* FY '14

Project # 02-609
Project Name Test Equipment



Type Improvement **Priority** Planned Improvement
Useful Life 10 years **Contact** Hartung
Category Machinery and Equipment **Department** Light Fund
Location: 425 E. Baltimore Street

Year Submitted: Ongoing

Description	Total Project Cost
Procure test equipment to improve maintenance programs and power quality for customers. This equipment will monitor and record voltage anomalies on customer owned equipment in addition to HLD transformer voltages.	\$88,359

Justification
Improve reliability of service.

Prior	Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
18,359	Equip/Vehicles/Furnishings	10,000	15,000	15,000	15,000	15,000	70,000
Total	Total	10,000	15,000	15,000	15,000	15,000	70,000

Prior	Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
18,359	Light Fund	10,000	15,000	15,000	15,000	15,000	70,000
Total	Total	10,000	15,000	15,000	15,000	15,000	70,000

Operational Impact/Other
Test equipment will assist staff in verifying that installed facilities are operating at peak efficiency. It will also ensure that periodic maintenance programs are accomplishing expected results which, most importantly, are to reduce equipment out-of-service time and customer outages.
Impact on operational costs are impossible to estimate until equipment fails.

Prior	Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
0	Other (Insurance, Utilities)	0	0	0	0	0	0
Total	Total	0	0	0	0	0	0

Capital Improvement Program

FY '10 *thru* FY '14

City of Hagerstown, Maryland

Project # 02-610
Project Name City Park Bridge Light Replacement



Type Replacement **Priority** Cost Avoidance
Useful Life 25 years **Contact** Hartung
Category Infrastructure-Utilities **Department** Light Fund
Location: City Park

Year Submitted: 2004

Description **Total Project Cost** \$25,000
 Replace deteriorating ornamental lights on bridge and entrance to City Park at Virginia Avenue entrance. The existing lights have been repaired and replaced through the years and are not exact matches.
 FY 12: Replace ten lights.

Justification
 Improve aesthetics.

Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Construction/Maintenance			10,000			10,000
Equip/Vehicles/Furnishings			15,000			15,000
Total			25,000			25,000

Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Light Fund			25,000			25,000
Total			25,000			25,000

Operational Impact/Other
 Adding additional lighting will increase street light operational and maintenance budgets. It will also increase General Fund electricity costs for the added lights.
 No impact on operational costs until final design is complete.

Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Other (Insurance, Utilities)		0	0	0		0
Total		0	0	0		0

Capital Improvement Program

FY '10 *thru* FY '14

City of Hagerstown, Maryland

Project # 02-614
Project Name R. Paul Smith Boulevard Street Lighting



Type Improvement **Priority** Planned Improvement
Useful Life **Contact** Hartung
Category Infrastructure-Utilities **Department** Light Fund
Location: R. Paul Smith Boulevard

Year Submitted: 2006

Description **Total Project Cost** \$14,561

To provide street lighting for the second section of the boulevard. Aluminum street lights (30 feet with cobra head fixture) have been installed and are operational on the initial section of this street. Development on the eastern section will dictate the installation of these lights in conjunction with CIP #733.

Justification

Provide street lighting.

Prior

9,561

Total

Future

5,000

Total

Prior

9,561

Total

Future

5,000

Total

Operational Impact/Other

Adding additional lighting will increase street light operational and maintenance budgets. It will also increase General Fund electricity costs for the added lights.

Prior	Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
0	Other (Insurance, Utilities)	0	0	0	0	0	0
Total	Total	0	0	0	0	0	0

Capital Improvement Program
City of Hagerstown, Maryland

FY '10 *thru* FY '14

Project # 02-617
Project Name Jonathan Street Lighting



Type Improvement **Priority** Planned Improvement
Useful Life 25 years **Contact** Hartung
Category Infrastructure-Utilities **Department** Light Fund
Location: 200-400 blk Jonathan Street

Year Submitted: 2004

Description	Total Project Cost	\$44,704
Provide ornamental lighting in conjunction with city streetscape project. As with other gateway areas of the City, Hagerstown style ornamental lighting will be installed in conjunction with the entire streetscape project, CIP #07-638.		

Justification
Improves aesthetics and increase level of lighting in area.

Prior	Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
4,704	Construction/Maintenance	15,000					15,000
	Equip/Vehicles/Furnishings	25,000					25,000
Total	Total	40,000					40,000

Prior	Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
4,704	Light Fund	40,000					40,000
Total	Total	40,000					40,000

Operational Impact/Other
Adding additional lighting will increase street light operational and maintenance budgets. It will also increase General Fund electricity costs for the added lights.
Impact on operational costs not feasible until final design on project completed.

Prior	Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
0	Other (Insurance, Utilities)	0	0	0	0		0
Total	Total	0	0	0	0		0

Capital Improvement Program

FY '10 *thru* FY '14

City of Hagerstown, Maryland

Project # 02-618
Project Name Work Management System



Type Improvement **Priority** Planned Improvement
Useful Life 5 years **Contact** Hartung
Category Software **Department** Light Fund
Location: 425 E. Baltimore Street

Year Submitted: 2004

Description **Total Project Cost** \$300,000

Procure and implement a new work management system to improve productivity and efficiency.

Upgrade aging system now in place to improve crew scheduling, productivity, and customer response time, and reporting capabilities to local, state, and federal agencies.

Justification

Improve reliability of service and productivity.

Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Equip/Vehicles/Furnishings		50,000	150,000	100,000		300,000
Total		50,000	150,000	100,000		300,000

Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Light Fund		50,000	150,000	100,000		300,000
Total		50,000	150,000	100,000		300,000

Operational Impact/Other

Will reduce staff time entering work order data. Will allow utilities to analyze costs by location and to analyze crew efficiency. Future maintenance contracts may cause additional monetary outlay in the future years.

No operational impact estimate available until scope of project and final software vendor is chosen.

Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Other (Insurance, Utilities)	0	0	0	0	0	0
Total	0	0	0	0	0	0

Capital Improvement Program

FY '10 *thru* FY '14

City of Hagerstown, Maryland

Project #	02-673
Project Name	Old Trail Estates



Type Increase Capacity **Priority** Planned Improvement
Useful Life 50 years **Contact** Hartung
Category Infrastructure-Utilities **Department** Light Fund
Location: Fridinger/Vale Streets

Year Submitted: 2005

Description	Total Project Cost	\$31,564
To provide underground electrical services to new development. There are eight lots left to be utilized as market conditions dictate. The developer will install all conduits and street lighting systems.		
FY 10: Completion of new dwellings on Fridinger Avenue.		

Justification
Provide electric service.

Prior	Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
26,564	Construction/Maintenance		3,500				3,500
	Equip/Vehicles/Furnishings		1,500				1,500
Total	Total		5,000				5,000

Prior	Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
26,564	Light Fund		5,000				5,000
Total	Total		5,000				5,000

Operational Impact/Other
Will provide service to the lots as they develop. The original primary installation of the facilities occurred in FY 07.

Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Other (Insurance, Utilities)	0	0	0	0	0	0
Total	0	0	0	0	0	0

Capital Improvement Program
City of Hagerstown, Maryland

FY '10 *thru* FY '14

Project # 02-674
Project Name Potomac Manor



Type Increase Capacity **Priority** Planned Improvement
Useful Life 50 years **Contact** Hartung
Category Infrastructure-Utilities **Department** Light Fund
Location: Potomac Manor

Year Submitted: 2005

Description **Total Project Cost** \$28,703

To provide underground electrical service to new development. Market functions will dictate the timing of this project. The developer will install all conduits and street lighting systems.

Ten lots of this new section of the development are in the HLD service area.

Justification

Provide electric service.

Prior	Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
13,703	Construction/Maintenance		3,500	3,500	3,500		10,500
Total	Equip/Vehicles/Furnishings		1,500	1,500	1,500		4,500
	Total		5,000	5,000	5,000		15,000

Prior	Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
13,703	Light Fund		5,000	5,000	5,000		15,000
Total	Total		5,000	5,000	5,000		15,000

Operational Impact/Other

Will provide underground service to lots as they develop. Primary underground facilities were installed in FY 07.

No measurable impact on operational costs once services are installed.

Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Other (Insurance, Utilities)	0	0	0	0	0	0
Total	0	0	0	0	0	0

Capital Improvement Program

FY '10 *thru* FY '14

City of Hagerstown, Maryland

Project #	02-676
Project Name	Potomac Square



Type	Increase Capacity	Priority	Planned Improvement
Useful Life	50 years	Contact	Hartung
Category	Infrastructure-Utilities	Department	Light Fund
Location:	East Baltimore Street		

Year Submitted: 2005

Description	Total Project Cost	\$25,000
<p>To provide underground electrical service to new development. This project will be constructed as the market dictates. At present, a site plan is pending. The developer will install all conduits and street lighting systems.</p> <p>Development of 47 townhomes.</p>		

Justification
Provide electric service.

Future

Total

Future

Total

Operational Impact/Other
<p>Developer will install all conduits and street lighting. HLD crews will pull in wire, set transformers, and meters.</p> <p>No measurable impact on operational costs once services are installed.</p>

Prior	Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
<input type="text" value="0"/>	Other (Insurance, Utilities)	0	0	0	0	0	0
Total	Total	0	0	0	0	0	0

Capital Improvement Program
City of Hagerstown, Maryland

FY '10 *thru* FY '14

Project # 02-706
Project Name Linwood Hollow



Type Increase Capacity **Priority** Planned Improvement
Useful Life 50 years **Contact** Hartung
Category Infrastructure-Utilities **Department** Light Fund
Location: behind Noland Village

Year Submitted: 2006

Description **Total Project Cost** **\$110,000**

To provide underground electrical services to new development. This development has the unique properties of the HLD/Allegheny Power boundary line bisection the property. The northern half of the subdivision will be developed under the HLD electrical standards. The developer will install all conduits and street lighting systems.

(118) units proposed in HLD service territory.

Justification

Provide service.

Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Construction/Maintenance	12,000	18,000	18,000	18,000		66,000
Equip/Vehicles/Furnishings	8,000	12,000	12,000	12,000		44,000
Total	20,000	30,000	30,000	30,000		110,000

Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Light Fund	20,000	30,000	30,000	30,000		110,000
Total	20,000	30,000	30,000	30,000		110,000

Operational Impact/Other

Developer will install all conduits and street lighting. HLD crews will pull in wire, set transformers and meters.

No measurable impact on operational costs once services are installed.

Prior	Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
0	Other (Insurance, Utilities)	0	0	0	0		0
Total	Total	0	0	0	0		0

Capital Improvement Program
City of Hagerstown, Maryland

FY '10 *thru* FY '14

Project # 02-707
Project Name Deerfield Knolls



Type Increase Capacity **Priority** Planned Improvement
Useful Life 50 years **Contact** Hartung
Category Infrastructure-Utilities **Department** Light Fund
Location: North Burhans Blvd.

Year Submitted: 2006

Description	Total Project Cost	\$20,000
To provide underground electrical services to new development. The developer is responsible for the trenching, purchasing and installation of the underground conduit system the installation of the transformer pad sites, and the associated street lighting system.		
82 units proposed.		

Justification
Provide service.

Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Construction/Maintenance		7,000	7,000			14,000
Equip/Vehicles/Furnishings		3,000	3,000			6,000
Total		10,000	10,000			20,000

Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Light Fund		10,000	10,000			20,000
Total		10,000	10,000			20,000

Operational Impact/Other
Developer will install all conduits and street lighting. HLD crews will pull in wire, set transformers, and meters.
No measurable impact on operational costs once services are installed.

Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Other (Insurance, Utilities)	0	0	0	0	0	0
Total	0	0	0	0	0	0

Capital Improvement Program
City of Hagerstown, Maryland

FY '10 *thru* FY '14

Project # 02-708
Project Name Generation



Type Increase Capacity **Priority** Cost Avoidance
Useful Life 50 years **Contact** Hartung
Category Machinery and Equipment **Department** Light Fund
Location: To be determined
Year Submitted: 2006

Description **Total Project Cost** **\$10,100,000**

Site generation to supplement HLD ongoing load growth and to control skyrocketing transmission congestion costs in PJM. The options may include investments into existing generation units located with the PJM grid, or the development of Renewable Resource Generation projects. Monies have been budgeted to study the options that are available so that the correct business decision can be reached.

Justification

Help control high transmission costs and improve reliability of service.

Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total	Future
Land Acquisition		100,000				100,000	4,000,000
Construction/Maintenance			1,000,000	1,000,000	1,000,000	3,000,000	Total
Equip/Vehicles/Furnishings			1,000,000	1,000,000	1,000,000	3,000,000	
Total		100,000	2,000,000	2,000,000	2,000,000	6,100,000	

Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total	Future
Bond Financing (Light Fund)			2,000,000	2,000,000	2,000,000	6,000,000	4,000,000
Light Fund		100,000				100,000	Total
Total		100,000	2,000,000	2,000,000	2,000,000	6,100,000	

Operational Impact/Other

Installation of generation will require additional staff for maintenance and operation. Siting generation in this area will help to reduce transmission congestion costs.

No operational impact available until project scope and design are investigated.

Prior	Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
0	Other (Insurance, Utilities)	0	0	0	0		0
Total	Total	0	0	0	0		0

Capital Improvement Program

FY '10 *thru* FY '14

City of Hagerstown, Maryland

Project # 02-776
Project Name Substation Breaker Replacement



Type Improvement **Priority** Planned Improvement
Useful Life 25 years **Contact** Hartung
Category Infrastructure-Utilities **Department** Light Fund
Location: Various locations

Year Submitted: 2009

Description **Total Project Cost** \$200,000
 To provide for the replacement of substation breakers that have reached their lifespan. The replacement of substation breakers on a maintenance cycle will reduce the failure rate of the equipment and reduce customer outages.

Justification
 Substation equipment maintenance.

Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Construction/Maintenance	45,000	45,000	45,000	45,000		180,000
Equip/Vehicles/Furnishings	5,000	5,000	5,000	5,000		20,000
Total	50,000	50,000	50,000	50,000		200,000

Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Light Fund	50,000	50,000	50,000	50,000		200,000
Total	50,000	50,000	50,000	50,000		200,000

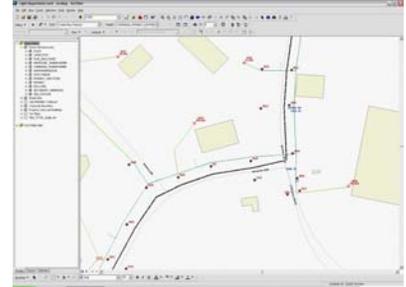
Operational Impact/Other
 Replacement of substation breakers on a maintenance cycle will reduce the failure of the equipment and reduce customer outages.

Prior	Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
0	Other (Insurance, Utilities)	0	0	0	0		0
Total	Total	0	0	0	0		0

Capital Improvement Program
City of Hagerstown, Maryland

FY '10 *thru* FY '14

Project # 02-777
Project Name GIS Facility Software



Type Improvement **Priority** Planned Improvement
Useful Life 5 years **Contact** Hartung
Category Software **Department** Light Fund
Location: 425 E. Baltimore Street

Year Submitted: 2009

Description **Total Project Cost** \$18,000

To provide Geographic Information System software and equipment for engineering department. This project will interface with the City CIP #07-451 that has been spearheaded by the Engineering department. This project will allow for the total interface with all the City GIS areas.

Justification

Provide for interface with City Engineering Department.

Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Software	8,000	10,000				18,000
Total	8,000	10,000				18,000

Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Light Fund	8,000	10,000				18,000
Total	8,000	10,000				18,000

Operational Impact/Other

Allow for interface with City Engineering Department in regard to City mapping system.

Prior	Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
0	Other (Insurance, Utilities)	0	0	0	0		0
Total	Total	0	0	0	0		0

Capital Improvement Program

FY '10 *thru* FY '14

City of Hagerstown, Maryland

Project # 02-778
Project Name Mitchell Substation Third Bay Installation



Type Improvement **Priority** Planned Improvement
Useful Life 50 years **Contact** Hartung
Category Infrastructure-Utilities **Department** Light Fund
Location: Mitchell Avenue

Year Submitted: 2009

Description **Total Project Cost** \$120,000
 To provide for the increase in electrical capacity for customers served from the Mitchell Avenue substation. The installation of the third bay will allow for distribution circuit flexibility and ready the station for the acceptance of a third station class transformer. If current loading trends continue, there may be an opportunity to remove the Bulldog substation from service.

Justification
 To continue to provide electric distribution service to the customers.

Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Construction/Maintenance	50,000	50,000				100,000
Equip/Vehicles/Furnishings	10,000	10,000				20,000
Total	60,000	60,000				120,000

Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Light Fund	60,000	60,000				120,000
Total	60,000	60,000				120,000

Operational Impact/Other
 Developer will install all conduits and street lighting. HLD crews will pull in wire, set transformers, meters.

Prior	Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
0	Other (Insurance, Utilities)	0	0	0	0		0
Total	Total	0	0	0	0		0

Capital Improvement Program

FY '10 *thru* FY '14

City of Hagerstown, Maryland

Project # 02-797
Project Name Spare Regulators



Type Maintenance **Priority** Improve Service
Useful Life 25 - 50 years **Contact** Hartung
Category Machinery and Equipment **Department** Light Fund
Location: Various locations

Year Submitted: 2009

Description	Total Project Cost
Purchase spare regulators for substations	\$50,000

Justification
 Required to replace older units as they break down.

Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Equip/Vehicles/Furnishings	50,000					50,000
Total	50,000					50,000

Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Light Fund	50,000					50,000
Total	50,000					50,000

Operational Impact/Other

Capital Improvement Program
City of Hagerstown, Maryland

FY '10 *thru* FY '14

Project # 02-798
Project Name Wildlife Protection



Type Improvement **Priority** Improve Service
Useful Life 25 years **Contact** Hartung
Category Machinery and Equipment **Department** Light Fund
Location: Various locations

Year Submitted: 2009

Description	Total Project Cost	\$50,000
Purchase and install wildlife protection on substation equipment.		

Justification
To reduce power outages and cost of equipment repairs/replacements caused by wildlife in the substations.

Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Equip/Vehicles/Furnishings	25,000	25,000				50,000
Total	25,000	25,000				50,000

Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Light Fund	25,000	25,000				50,000
Total	25,000	25,000				50,000

Operational Impact/Other

Capital Improvement Program
City of Hagerstown, Maryland

FY '10 *thru* FY '14

Project # 03-117
Project Name Water Vehicles



Type Replacement **Priority** Planned Improvement
Useful Life 10 years **Contact** Hausrath
Category Automobiles and Trucks **Department** Water Fund
Location: Water Department

Year Submitted: Ongoing

Description	Total Project Cost
Refer to Vehicle and Equipment replacement schedule - No additional vehicles will be added to the Water Department Fleet. FY10: Unit 206 & 216 ('00 Srv Trk) - \$73,000 each, Unit 210 ('00 Plnt Trk) - \$30,375, FY11: Unit 207 ('02 Dump Trk) - \$102,000, Unit 235 ('01 Trk-Reading) - \$27,000, Unit 224 ('94 Backhoe) - \$82,400, Unit 217 ('99 Utility Trk) - \$32,600 FY12: Unit 205 ('03 Svc Trk) - \$69,000, Unit 219 (Crane Trk) - \$162,000, Unit 239 ('98 SUV) - \$29,700, Unit 241 ('99 SUV) - \$27,900 FY13: Unit 209 ('04 Svc Van) - \$19,400, Unit 212 ('05 Trk PS) - \$25,700, Unit 214 ('03 S10 Mtr) - \$27,000, Unit 237 ('98 Backhoe) - \$85,000, Unit 260 ('95 Svc Trk) - \$50,000 FY14: Estimate based on current fleet status.	\$1,946,775

Justification
Replace deteriorating mobile equipment to improve safety for workers and to customer service request time.

Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total	Future
Equip/Vehicles/Furnishings	176,375	244,000	288,600	207,100	145,500	1,061,575	885,200
Total	176,375	244,000	288,600	207,100	145,500	1,061,575	Total

Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total	Future
Water Fund	176,375	244,000	288,600	207,100	145,500	1,061,575	885,200
Total	176,375	244,000	288,600	207,100	145,500	1,061,575	Total

Operational Impact/Other
Maintenance costs will be reduced with the replacement of older fleet vehicles.

Capital Improvement Program

FY '10 *thru* FY '14

City of Hagerstown, Maryland

Prior	Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
<input type="text" value="0"/>	Other (Insurance, Utilities)	0	0	0	0		0
Total	Total	0	0	0	0		0

Capital Improvement Program

FY '10 *thru* FY '14

City of Hagerstown, Maryland

Project # 03-166
Project Name R. C. Willson WTP Improvements



Type Replacement **Priority** Planned Improvement
Useful Life 50 years **Contact** Hausrath
Category Infrastructure-Utilities **Department** Water Fund
Location: Willson Plant

Year Submitted: 2006

Description **Total Project Cost** \$1,320,000

Turbidimeters - \$20,000, Equipment replacement - \$100,000
 FY10 - Various plant improvements each year for equipment replacement to include pumps, motors, communication equipment, etc - \$150,00/annually

Note: This work is independent of the planned Phased Plant Improvement Projects (IV,V,VI, etc.)

Justification

Improve service and increase system reliability.

Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total	Future
Equip/Vehicles/Furnishings	120,000	150,000	150,000	150,000	150,000	720,000	600,000
Total	120,000	150,000	150,000	150,000	150,000	720,000	Total

Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total	Future
Bond Financing (Water Fund)	90,000	112,500	112,500	112,500	112,500	540,000	600,000
Water Fund	30,000	37,500	37,500	37,500	37,500	180,000	Total
Total	120,000	150,000	150,000	150,000	150,000	720,000	

Operational Impact/Other

Replace and/or upgrade deteriorating equipment. In some cases a cost savings may be realized when equipment is replaced or upgraded to near original conditions.

Prior	Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
0	Other (Insurance, Utilities)	0	0	0	0		0
Total	Total	0	0	0	0		0

Capital Improvement Program

FY '10 *thru* FY '14

City of Hagerstown, Maryland

Project # 03-167
Project Name Willson Transmission Mains - Distribution



Type Increase Capacity **Priority** Cost Avoidance
Useful Life 75 years **Contact** Hausrath
Category Infrastructure-Utilities **Department** Water Fund
Location: Willson Plant

Year Submitted: 2006

Description	Total Project Cost
FY 09: Design to be completed and begin construction. FY 10 - Begin construction of Phase 1A (Willson Plant to Bottom Road to include the vault outside the Plant) FY11 - Phase 1B - Begin construction of Phase 1B (Bottom Road through the Conococheaque) FY 12 - FY14 - Phase 1C - Begin construction for Phase 1C (Conococheaque to Governor's Lane)	\$23,619,155

Justification
 To replace deteriorated infrastructure - reliability.
 FY 10 funding includes \$300,000 appropriated in the Federal budget specifically for this project as a grant due to the efforts of the City's congressional delegation. It was one of only 6 projects funded in the entire State of Maryland.
 This project has been identified and is consistent with recommendations in the City Comprehensive Plan. The old Cast Main was installed in the 1930's and the concrete main was installed in the 1950's. Distribution crews repair numerous pipe/joint failures each year.

Prior	Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total	Future
334,155	Planning/Design	210,000	350,000	315,000	175,000	35,000	1,085,000	6,700,000
Total	Construction/Maintenance	3,000,000	5,000,000	4,500,000	2,500,000	500,000	15,500,000	Total
	Total	3,210,000	5,350,000	4,815,000	2,675,000	535,000	16,585,000	

Prior	Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total	Future
334,155	Bond Financing-MDE (Water F	2,700,000	5,000,000	4,500,000	2,500,000	500,000	15,200,000	6,700,000
Total	Grants-Federal	300,000					300,000	Total
	Water Fund	210,000	350,000	315,000	175,000	35,000	1,085,000	
	Total	3,210,000	5,350,000	4,815,000	2,675,000	535,000	16,585,000	

Operational Impact/Other
 Replace and/or upgrade deteriorating infrastructure - reliability.
 Operational cost should decrease as a result of this project associated with time and materials to repair and road repair.

Prior	Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
0	Other (Insurance, Utilities)	0	0	0	0		0
Total	Total	0	0	0	0		0

Capital Improvement Program

FY '10 *thru* FY '14

City of Hagerstown, Maryland

Project # 03-168
Project Name Edgemont and Smithburg Improvements



Type Improvement **Priority** Planned Improvement
Useful Life 50 years **Contact** Hausrath
Category Infrastructure-Utilities **Department** Water Fund
Location: Watershed - Smithsburg

Year Submitted: Ongoing

Description **Total Project Cost** \$3,907,573

FY09-FY11: Tree removal at Edgemont Reservoir and Smithsburg Lagoons.
 FY13: Design of improvements to the intake structure at the Edgemont Reservoir.
 FY13-FY14: Construction of improvements to the Edgemont Reservoir intake.
 FY10-FY14: \$150,000 each year for watershed land acquisition and improvements in the watershed.

Justification

Improve system and increase reliability - modification to the intake structure will allow water production to withdraw water from the reservoir from a higher elevation which will allow the Breichner Plant to be used during the summer months. In subsequent upgrades to the Breichner Plant - staff is working to make the plant operational to supply much of this service area.

Funding from Earnings on Investment on the Appalachian Trail will be used to help fund Watershed work.

Prior	Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total	Future
2,047,573	Planning/Design	15,000	15,000	10,000	5,000	5,000	50,000	835,000
Total	Construction/Maintenance	25,000		100,000	50,000	50,000	225,000	Total
	Other	150,000	150,000	150,000	150,000	150,000	750,000	
	Total	190,000	165,000	260,000	205,000	205,000	1,025,000	

Prior	Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total	Future
2,047,573	Bond Financing-MDE (Water F		15,000	110,000	55,000	55,000	235,000	835,000
Total	Water Fund	190,000	150,000	150,000	150,000	150,000	790,000	Total
	Total	190,000	165,000	260,000	205,000	205,000	1,025,000	

Operational Impact/Other

Planned improvement to address regulatory requirements. Operational costs associated with Pump Station 6 may be reduced.

Prior	Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
0	Other (Insurance, Utilities)	0	0	0	0		0
Total	Total	0	0	0	0		0

Capital Improvement Program

FY '10 *thru* FY '14

City of Hagerstown, Maryland

Project # 03-275
Project Name West End Reservoir Phase II



Type Improvement **Priority** Planned Improvement
Useful Life 50 years **Contact** Hausrath
Category Infrastructure-Utilities **Department** Water Fund
Location: West End Reservoir

Year Submitted: 2004

Description	Total Project Cost
FY 09: Design to be completed and begin construction. FY 10: Complete construction.	\$6,573,955
Project is second phase of the West End reservoir replacement project. Design has been initiated (FY 08) - actual tank size will be determined during the design phase. Work is being done to comply with the Safe Drinking Water Act covered reservoir requirements.	

Justification
To comply with Safe Drinking Water Standards - Project will result in a 6.4 million gallon covered storage tank to replace the existing West End Reservoir which was constructed in 1906. This project must be underway by April 2009 to comply with the Covered Finished Water Reservoir requirements.

Prior	Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
153,955	Planning/Design	420,000					420,000
Total	Construction/Maintenance	6,000,000					6,000,000
	Total	6,420,000					6,420,000

Prior	Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
153,955	Bond Financing (Water Fund)	315,000					315,000
Total	Bond Financing-MDE (Water F	6,000,000					6,000,000
	Water Fund	105,000					105,000
	Total	6,420,000					6,420,000

Operational Impact/Other
Replace and/or upgrade deteriorating infrastructure - reliability.

Prior	Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
0	Other (Insurance, Utilities)	0	0	0	0		0
Total	Total	0	0	0	0		0

Capital Improvement Program
City of Hagerstown, Maryland

FY '10 *thru* FY '14

Project # 03-323
Project Name Zone 3 Standpipe (Tank)



Type Improvement **Priority** Planned Improvement
Useful Life 50 years **Contact** Hausrath
Category Infrastructure-Utilities **Department** Water Fund
Location: Water Department

Year Submitted: 2001

Description **Total Project Cost** \$100,000

This project will result in the construction of a new water storage tank or an upgrade to Pump Station 3 (located on Orchard Drive). Project is required as a result of an agreement with ARDI. It is likely that PS3 will be upgraded (suction, discharge and all assorted equipment) to meet Zone 3 fire flow requirements because of tank elevation restrictions in FFA regulations.

Justification

To address system deficiencies in Zone 3; improvement required by ARDI Agreement.
 Cost share of \$100,000 from ARDI.

Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Equip/Vehicles/Furnishings					100,000	100,000
Total					100,000	100,000

Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
ARDI Fund Balance					100,000	100,000
Total					100,000	100,000

Operational Impact/Other

Planned improvement to enhance reliability.

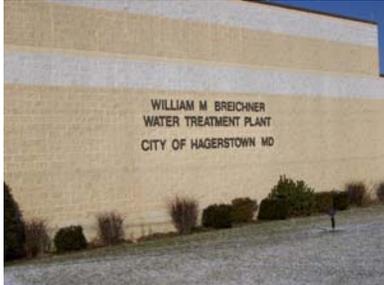
Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Other (Insurance, Utilities)				0		0
Total				0		0

Capital Improvement Program

FY '10 *thru* FY '14

City of Hagerstown, Maryland

Project # 03-405
Project Name Breichner WTP Improvements



Type Improvement **Priority** Planned Improvement
Useful Life 25 years **Contact** Hausrath
Category Machinery and Equipment **Department** Water Fund
Location: Breichner Plant

Year Submitted: Ongoing

Description **Total Project Cost** \$215,000
 Setting aside \$15,000 to \$25,000 each year to replace aging equipment.
 Upgrades will be a result of the implementation of existing and proposed Safe Drinking Water Act requirements as well as Clean Water Act requirements. Upgrades will include upgrading the electrical and SCADA equipment, internal piping and enhanced filtration sufficient to treat the raw water supply. Upgrade will likely cost \$2,500,000 (engineering and construction). Upgrades will be phased in once the Willson Plant upgrades (Phase V and VI) are complete.

Justification
 Replace/upgrade deteriorating equipment to achieve compliance with the Enhanced Long Term 2 Surface Water Treatment Rule requirements and to continue to ensure a back-up water supply.

Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total	Future
Construction/Maintenance	15,000	25,000	25,000	25,000	25,000	115,000	100,000
Total	15,000	25,000	25,000	25,000	25,000	115,000	Total

Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total	Future
Water Fund	15,000	25,000	25,000	25,000	25,000	115,000	100,000
Total	15,000	25,000	25,000	25,000	25,000	115,000	Total

Operational Impact/Other
 Planned improvement to enhance reliability

Prior	Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
0	Other (Insurance, Utilities)	0	0	0	0	0	0
Total	Total	0	0	0	0	0	0

Capital Improvement Program
City of Hagerstown, Maryland

FY '10 *thru* FY '14

Project # 03-638
Project Name Jonathan Street



Type Improvement **Priority** Planned Improvement
Useful Life 75 years **Contact** Hausrath
Category Infrastructure-Utilities **Department** Water Fund
Location: Jonathan Street

Year Submitted: 2005

Description	Total Project Cost
Part of Streetscape project being coordinated by Engineering department. Replace existing 16" water main and service connections.	\$814,352

Justification
Improve service. The existing 16 inch main in Jonathan street was installed in the 1930's and has several large breaks over the past several years resulting in property damage, sidewalk damage, expensive road repairs, etc.

Prior	Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
314,352	Planning/Design	50,000					50,000
	Construction/Maintenance	450,000					450,000
Total	Total	500,000					500,000

Prior	Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
314,352	Bond Financing (Water Fund)	500,000					500,000
Total	Total	500,000					500,000

Operational Impact/Other
Replace and/or upgrade deteriorating infrastructure - reliability.
Operational costs should be reduced associated with main repairs, road repairs, property damage, etc.

Prior	Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
0	Other (Insurance, Utilities)	0	0	0	0		0
Total	Total	0	0	0	0		0

Capital Improvement Program

FY '10 thru FY '14

City of Hagerstown, Maryland

Project # 03-648
Project Name Admin & Engineering Equipment



Type Improvement **Priority** Planned Improvement
Useful Life 5 years **Contact** Hausrath
Category Machinery and Equipment **Department** Water Fund
Location: Administrative Office

Year Submitted: Ongoing

Description **Total Project Cost** \$157,650
 FY10-FY13 - Upgrade computer equipment and Info-Water Program (Hydraulic Model and GIS).
 The hydraulic model is included in the CIP which is interfaced with the City GIS project.

Justification
 To replace and/or upgrade Engineering computer hardware and software

Prior	Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total	Future
67,650	Equip/Vehicles/Furnishings	10,000	10,000	10,000	10,000	10,000	50,000	40,000
Total	Total	10,000	10,000	10,000	10,000	10,000	50,000	Total

Prior	Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total	Future
67,650	Water Fund	10,000	10,000	10,000	10,000	10,000	50,000	40,000
Total	Total	10,000	10,000	10,000	10,000	10,000	50,000	Total

Operational Impact/Other
 To ensure accuracy and reliability of Engineering equipment.
 Will require funding through the operations budget (03-920) to keep software maintenance agreements current.

Prior	Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
0	Other (Insurance, Utilities)	0	0	0	0		0
Total	Total	0	0	0	0		0

Capital Improvement Program

FY '10 *thru* FY '14

City of Hagerstown, Maryland

Project #	03-651
Project Name	Pump Station Improvements



Type	Improvement	Priority	Planned Improvement
Useful Life	25 years	Contact	Hausrath
Category	Infrastructure-Utilities	Department	Water Fund
Location:	Various locations		

Year Submitted: Ongoing

Description	Total Project Cost
FY 10: Design and construction of new suction and discharge mains at P. S. #6 at Greendale (\$150,000). Install Fire Protection and Intrusion Alarms at all stations (\$30,000). Miscellaneous pump replacements at all stations if needed (\$75,000)	\$2,235,421
FY11: Start design for the relocation of PS#2 (\$125,000) - Note PS#2 is located on Northern Ave.	
FY12 & 13 Complete PS #2 Design & Construction of New PS#2 (\$712,500) each year.	
FY 10 - FY 14: \$75,000 for replacement of critical equipment at all stations (pumps, SCADA upgrade, etc.)	

Justification
Replace/upgrade deteriorating equipment to meet future demands, achieve greater efficiency and save energy cost. PS#2 will be development driven. It is possible that a portion of the funding will be through developer contribution.

Prior	Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
155,421	Planning/Design	50,000	125,000	125,000			300,000
Total	Construction/Maintenance	205,000	75,000	712,500	712,500	75,000	1,780,000
	Total	255,000	200,000	837,500	712,500	75,000	2,080,000

Prior	Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
155,421	Bond Financing (Water Fund)	180,000	125,000	762,500	637,500		1,705,000
Total	Water Fund	75,000	75,000	75,000	75,000	75,000	375,000
	Total	255,000	200,000	837,500	712,500	75,000	2,080,000

Operational Impact/Other
Replace and/or upgrade deteriorating infrastructure - reliability.
Note: upgrades to the pump stations will not likely change the overall operating costs.

Prior	Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
0	Other (Insurance, Utilities)	0	0	0	0		0
Total	Total	0	0	0	0		0

Capital Improvement Program

FY '10 *thru* FY '14

City of Hagerstown, Maryland

Project # 03-653
Project Name Meters (Distribution Services)



Type Replacement **Priority** Cost Avoidance
Useful Life 25 years **Contact** Hausrath
Category Machinery and Equipment **Department** Water Fund
Location: Water Department

Year Submitted: 2004

Description **Total Project Cost** \$5,441,368

The distribution system has approximately 28,000 meters - useful life of a meter is 25 years. There are approximately 300 large meters which are tested annually. MDE policy requires we reduce our unaccounted for water to 10% or less - our lost water is about 20%. The meter program is the most cost effective way to reduce lost water through accurate metering devices. This work also ensures that all customers are paying their share of the cost to treat and deliver the water.

FY10: Replace 1500 residential meters (\$400,000), replace or install 40 large meters (\$160,000), allocated labor cost is \$412,000.

Justification

Replace aging equipment to ensure water and sewer rates are an accurate reflection of the required revenue. The Water Department has set a goal of having 50% of all existing residential meters replaced with new meters and radio read units by 2014. This upgrade to the meter system will increase accuracy and reduce customer service complaints associated with human error.

Prior	Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
280,888	Construction/Maintenance	560,000	576,800	594,104	611,927	630,284	2,973,115
	Other	412,000	424,360	437,091	450,204	463,710	2,187,365
Total	Total	972,000	1,001,160	1,031,195	1,062,131	1,093,994	5,160,480

Prior	Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
280,888	Bond Financing (Water Fund)	972,000	1,001,160	1,031,195	1,062,131	1,093,994	5,160,480
Total	Total	972,000	1,001,160	1,031,195	1,062,131	1,093,994	5,160,480

Operational Impact/Other

Unaccounted for water will be reduced and the appropriate fees will be collected from each customer served by water and/or sewer.

When project is complete, department efficiencies will increase and should also expect revenues to increase due to better read accuracy.

Prior	Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
0	Other (Insurance, Utilities)	0	0	0	0	0	0
Total	Total	0	0	0	0	0	0

Capital Improvement Program

FY '10 *thru* FY '14

City of Hagerstown, Maryland

Project # 03-709
Project Name Distribution Rehabilitation



Type Replacement **Priority** Planned Improvement
Useful Life 50 years **Contact** Hausrath
Category Infrastructure-Utilities **Department** Water Fund
Location: City-Wide

Year Submitted: Ongoing

Description	Total Project Cost
FY10: Replace approximately 900 feet of Water Main as part of the SHA Contract(\$500,000), Edgewood replace existing AC Water Main in County portion of the SHA Project (approximately 1500 feet of aging water main.) Allocated labor \$250,000 FY11: Continue to replace aging infrastructure throughout the Distribution System - priority will be given to Ewell and Buford and PA Ave. FY11 - FY14: Continue to replace aging infrastructure throughout the Distribution system - priority will be given to PA Ave and Jefferson Blvd. FY10 - FY14: \$30,000 per year will be dedicated to the hydrant and valve program	\$7,005,321

Justification
 Replace/upgrade deteriorating infrastructure for reliability, improve safety for workers, and improve customer service.
 Main replacement will be based on age of mains, main failure, and the removal of transite (asbestos concrete) pipe.

Prior	Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
1,217,942	Construction/Maintenance	752,750	981,333	1,010,772	1,041,096	1,072,329	4,858,280
	Other	175,000	180,250	185,658	191,227	196,964	929,099
Total	Total	927,750	1,161,583	1,196,430	1,232,323	1,269,293	5,787,379

Prior	Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
1,217,942	Bond Financing (Water Fund)	927,750	1,161,583	1,196,430	1,232,323	1,269,293	5,787,379
Total	Total	927,750	1,161,583	1,196,430	1,232,323	1,269,293	5,787,379

Operational Impact/Other
 Replace and/or upgrade deteriorating infrastructure - reliability.
 Reduction in operating cost associated with road repairs as distribution system is upgraded (materials and road repairs.)

Prior	Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
0	Other (Insurance, Utilities)	0	0	0	0	0	0
Total	Total	0	0	0	0	0	0

Capital Improvement Program

FY '10 *thru* FY '14

City of Hagerstown, Maryland

Project # 03-740
Project Name R. C. Willson WTP Improvements Phase IV



Type Improvement **Priority** Planned Improvement
Useful Life 50 years **Contact** Hausrath
Category Infrastructure-Utilities **Department** Water Fund
Location: Willson Plant

Year Submitted: 2006

Description	Total Project Cost
FY - Delayed do to DBP2 findings	\$5,236,262

Justification
 To comply with Safe Drinking Water Standards - upgrades will include modifications of the filter backwash water recycle. Also included in this work will be switching from liquid chlorine to Sodium Hypochlorite as well as improvements to the existing structure to upgrade the operator booth and construction of a Conference room.

Prior	Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
416,262	Planning/Design	100,000	320,000	120,000	210,000	70,000	820,000
	Construction/Maintenance				3,000,000	1,000,000	4,000,000
Total	Total	100,000	320,000	120,000	3,210,000	1,070,000	4,820,000

Prior	Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
416,262	Bond Financing (Water Fund)	75,000					75,000
	Bond Financing-MDE (Water F Water Fund)		320,000	120,000	3,210,000	1,070,000	4,720,000
Total	Total	100,000	320,000	120,000	3,210,000	1,070,000	4,820,000

Operational Impact/Other
 Replace and/ or upgrade deteriorating infrastructure - reliability.
 While operational costs will not increase associated with this project, the lagoons will have to be maintained at least twice annually to prevent build up.

Prior	Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
0	Other (Insurance, Utilities)	0	0	0	0		0
Total	Total	0	0	0	0		0

Capital Improvement Program

FY '10 *thru* FY '14

City of Hagerstown, Maryland

Project # 03-741
Project Name R. C. Willson WTP Improvements Phase V



Type Improvement **Priority** Planned Improvement
Useful Life 50 years **Contact** Hausrath
Category Infrastructure-Utilities **Department** Water Fund
Location: Willson Plant

Year Submitted: 2008

Description **Total Project Cost** \$3,450,000
 Phase V will include upgrading the electrical equipment, Upgrade/replace the motor control center, transformers, purchase a generator and install variable frequency drives on the high service pumps. Consistent with recommendations of the Water Master Plan. This work is also consistent with the Risk Management Plan recommendations.

Justification
 Replace/upgrade aging equipment and facilities. Electrical upgrades will also reduce electrical consumption.

Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Planning/Design	300,000	100,000	50,000			450,000
Construction/Maintenance	500,000	2,000,000	500,000			3,000,000
Total	800,000	2,100,000	550,000			3,450,000

Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Bond Financing-MDE (Water F	800,000	2,100,000	550,000			3,450,000
Total	800,000	2,100,000	550,000			3,450,000

Operational Impact/Other
 Upgrades will replace aging equipment and likely the installation of more modern equipment associated with new treatment technologies. Operational costs associated with electric consumption will decrease.

Prior	Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
0	Other (Insurance, Utilities)	0	0	0			0
Total	Total	0	0	0			0

Capital Improvement Program
City of Hagerstown, Maryland

FY '10 *thru* FY '14

Project # 04-000
Project Name Trunk Lines and Laterals



Type Improvement **Priority** Contract Obligation
Useful Life 40 years **Contact** Barton
Category Infrastructure-Utilities **Department** Wastewater Fund
Location: Various locations

Year Submitted: Ongoing

Description	Total Project Cost
Purchase or transfer of infrastructure. These purchases are often necessary to connect the City and County Systems.	\$1,182,630

Justification
Provide efficient use of wastewater infrastructure throughout system.

Prior	Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
1,107,630	Land Acquisition	15,000	15,000	15,000	15,000	15,000	75,000
Total	Total	15,000	15,000	15,000	15,000	15,000	75,000

Prior	Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
1,107,630	Wastewater Fund	15,000	15,000	15,000	15,000	15,000	75,000
Total	Total	15,000	15,000	15,000	15,000	15,000	75,000

Operational Impact/Other

Prior	Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
0	Other (Insurance, Utilities)	0	0	0	0	0	0
Total	Total	0	0	0	0	0	0

Capital Improvement Program

FY '10 *thru* FY '14

City of Hagerstown, Maryland

Project # 04-004
Project Name Sewer Vehicle Replacement



Type Replacement **Priority** Planned Improvement
Useful Life 6 years **Contact** Barton
Category Automobiles and Trucks **Department** Wastewater Fund
Location: CS, WWTP, Admin.

Year Submitted: Ongoing

Description	Total Project Cost
Replace Fleet vehicles scheduled for replacement under the Vehicle Replace Program.	\$3,137,456
FY10 - Unit 506 (Lab Van) \$25,000 - Unit 595 (Dump Truck) \$130,000 - -- Total \$155,000	
No new additions to fleet	

Justification
Replacement units - reduced maintenance costs anticipated

Prior	Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
1,986,456	Equip/Vehicles/Furnishings	155,000	193,000	231,000	322,000	250,000	1,151,000
Total	Total	155,000	193,000	231,000	322,000	250,000	1,151,000

Prior	Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
1,986,456	Wastewater Fund	155,000	193,000	231,000	322,000	250,000	1,151,000
Total	Total	155,000	193,000	231,000	322,000	250,000	1,151,000

Operational Impact/Other

Prior	Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
0	Other (Insurance, Utilities)	0	0	0	0	0	0
Total	Total	0	0	0	0	0	0

Capital Improvement Program
City of Hagerstown, Maryland

FY '10 *thru* FY '14

Project # 04-267
Project Name Manhole Raising



Type Improvement **Priority** Public Safety
Useful Life 40 years **Contact** Barton
Category Infrastructure-Utilities **Department** Wastewater Fund
Location: City-Wide

Year Submitted: Ongoing

Description	Total Project Cost	\$342,814
Raise manholes to meet new street grade, replace three-inch thick lids with lighter more accessible lids.		

Justification
Annual overlay project.

Prior	Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
217,814	Equip/Vehicles/Furnishings	25,000	25,000	25,000	25,000	25,000	125,000
Total	Total	25,000	25,000	25,000	25,000	25,000	125,000

Prior	Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
217,814	Wastewater Fund	25,000	25,000	25,000	25,000	25,000	125,000
Total	Total	25,000	25,000	25,000	25,000	25,000	125,000

Operational Impact/Other
Reduction of liability cost - road improvements.

Prior	Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
0	Other (Insurance, Utilities)	0	0	0	0	0	0
Total	Total	0	0	0	0	0	0

Capital Improvement Program

FY '10 *thru* FY '14

City of Hagerstown, Maryland

Project # 04-299
Project Name Pump Station Improvement Program



Type Improvement **Priority** Public Safety
Useful Life 20 years **Contact** Barton
Category Infrastructure-Utilities **Department** Wastewater Fund
Location: System-wide

Year Submitted: Ongoing

Description **Total Project Cost** \$2,006,156
 Replacement and upgrades to Collection System Pump Stations; these stations convey wastewater to wastewater treatment plant from low lying areas.
 FY13 - Pump Station #15 (Noland Village) may need new pumps or may be demolished if nearby gravity piping is completed (\$300,000).

Justification
 Reduce maintenance and increase safety and security of stations.

Prior	Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
1,556,156	Construction/Maintenance	30,000	30,000	30,000	330,000	30,000	450,000
Total	Total	30,000	30,000	30,000	330,000	30,000	450,000

Prior	Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
1,556,156	Wastewater Fund	30,000	30,000	30,000	330,000	30,000	450,000
Total	Total	30,000	30,000	30,000	330,000	30,000	450,000

Operational Impact/Other

Prior	Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
0	Other (Insurance, Utilities)	0	0	0	0	0	0
Total	Total	0	0	0	0	0	0

Capital Improvement Program

FY '10 *thru* FY '14

City of Hagerstown, Maryland

Project # 04-327
Project Name Collection System Rehabilitation



Type Improvement **Priority** Public Safety
Useful Life 40 years **Contact** Barton
Category Infrastructure-Utilities **Department** Wastewater Fund
Location: City-Wide

Year Submitted: Ongoing

Description	Total Project Cost
Collection system personnel to continue Point repairs through out the system (estimated at \$400,000 / year)	\$3,300,000
Re-route PS #6 Mt Aetna Road to ne Conrad Court Station (FY12 - \$100,000)	
Re-route PS#8 (HCC) Force main (FY13 - \$1,200,000)	

Justification
Reducing the inflow and infiltration will provide future re-capturing of allocation of the WWTP
Consistent with Comprehensive Plan - identified need to address long-term wastewater issues with projected capacity deficits

Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Construction/Maintenance	400,000	400,000	400,000	1,700,000	400,000	3,300,000
Total	400,000	400,000	400,000	1,700,000	400,000	3,300,000

Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Bond Financing (Wastewater F	200,000	200,000	200,000	850,000	200,000	1,650,000
Wastewater Fund	200,000	200,000	200,000	850,000	200,000	1,650,000
Total	400,000	400,000	400,000	1,700,000	400,000	3,300,000

Operational Impact/Other
Reduction of I/I will free up capacity for future growth (future revenues).

Prior	Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
0	Other (Insurance, Utilities)	0	0	0	0	0	0
Total	Total	0	0	0	0	0	0

Capital Improvement Program
City of Hagerstown, Maryland

FY '10 *thru* FY '14

Project # 04-565
Project Name East End Pump Station



Type Improvement **Priority** Planned Improvement
Useful Life 40 years **Contact** Barton
Category Infrastructure-Utilities **Department** Wastewater Fund
Location: East End

Year Submitted: 2001

Description	Total Project Cost
Construction of a lift station on Hebb Road, west of the Dual Highway. 2,400' sewer main, 4,000' force main, bore, jack and sleeve 250' under Dual Highway. Project would be completed by developer of Faison or Doub Project, if these projects were to proceed	\$400,000

Justification
Pump Station #9 (Four Points) has reached capacity, new station needed to promote growth and development.

Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Planning/Design		50,000				50,000
Construction/Maintenance		350,000				350,000
Total		400,000				400,000

Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Contribution by Others		400,000				400,000
Total		400,000				400,000

Operational Impact/Other
Possible increase in electrical wage and pump station maintenance.

Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Other (Insurance, Utilities)	0	0	0	0		0
Total	0	0	0	0		0

Capital Improvement Program
City of Hagerstown, Maryland

FY '10 *thru* FY '14

Project # 04-571
Project Name WWTP ENR Disinfection Improvements - Phase 3A



Type Improvement **Priority** Contract Obligation
Useful Life 20 years **Contact** Barton
Category Infrastructure-Utilities **Department** Wastewater Fund
Location: Wastewater treatment plant

Year Submitted: 2002

Description **Total Project Cost** \$10,846,243

MDE has required all major WWTP to upgrade to limits of technology for controlling nutrients entering the Chesapeake Bay. Our plant will be constructing de-nitrification filters to comply with the standards.

The design phase has been completed and the construction began on DEcember1, 2008 - Project construction schedule is 24 months

The cost for the design and construction management is \$1,312,000 and the construction contract is \$9,520,000

Justification

Required as part of the Chesapeake Bay Restoration Act, reduces nutrients from entering the Chesapeake Bay.

Consistent with Comprehensive Plan recommendation to improve treatment techniques to address long-term wastewater issues.

Prior	Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
1,596,243	Planning/Design	300,000	300,000				600,000
	Construction/Maintenance	4,950,000	3,700,000				8,650,000
Total	Total	5,250,000	4,000,000				9,250,000

Prior	Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
1,596,243	Grant-State MDE	5,250,000	4,000,000				9,250,000
Total	Total	5,250,000	4,000,000				9,250,000

Operational Impact/Other

May increase energy and chemical (methonal) cost once the project is completed. MDE may offset some of the future operating costs.

Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Other (Insurance, Utilities)		2,000	2,000	2,000		6,000
Supplies/Materials		20,000	20,000	20,000		60,000
Total		22,000	22,000	22,000		66,000

Capital Improvement Program

FY '10 *thru* FY '14

City of Hagerstown, Maryland

Project # 04-572
Project Name WWTP Headworks Improvements - Phase 4



Type Improvement **Priority** Public Safety
Useful Life 20 years **Contact** Barton
Category Infrastructure-Utilities **Department** Wastewater Fund
Location: Wastewater treatment plant

Year Submitted: 2002

Description **Total Project Cost** \$3,595,432

Project includes replacement of Headworks equipment, such as bar screens, grit removal units, gates, measuring devices, rehabilitation of the primary clarifier equipment, and addition of a backup generator for this area.

The design has been completed and construction will be beginning during December of 2008. Design & construction management cost \$438,000 (B&V)

Construction is scheduled for completion June 2010. The construction portion of the project will be funded with MDE low interest loans. Construction cost is approximately \$3,157,000.

Justification

Deteriorating equipment, requires replacement to maintain MDE compliance.

Prior	Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
288,432	Construction/Maintenance	2,650,000	657,000				3,307,000
Total	Total	2,650,000	657,000				3,307,000

Prior	Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
288,432	Bond Financing (Wastewater F	105,000					105,000
Total	Bond Financing-MDE (Wastew	2,500,000	657,000				3,157,000
	Wastewater Fund	45,000					45,000
	Total	2,650,000	657,000				3,307,000

Operational Impact/Other

May increase Maintenance Agreement cost due to maintaining new equipment, but should reduce Equipment Repair cost.

Capital Improvement Program

FY '10 *thru* FY '14

City of Hagerstown, Maryland

Prior	Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
<input type="text" value="0"/>	Other (Insurance, Utilities)	0	0	0	0		0
Total	Total	0	0	0	0		0

Capital Improvement Program

FY '10 *thru* FY '14

City of Hagerstown, Maryland

Project # 04-584
Project Name Plant Equipment



Type Replacement **Priority** Public Safety
Useful Life 20 years **Contact** Barton
Category Machinery and Equipment **Department** Wastewater Fund
Location: Wastewater treatment plant

Year Submitted: Ongoing

Description	Total Project Cost	\$698,596
Replace various aging equipment or adds additional new equipment to maintain efficient operations and permit compliance.		

Justification
Deteriorating equipment, needs updated to maintain MDE compliance.

Prior	Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
198,596	Equip/Vehicles/Furnishings	100,000	100,000	100,000	100,000	100,000	500,000
Total	Total	100,000	100,000	100,000	100,000	100,000	500,000

Prior	Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
198,596	Bond Financing (Wastewater F	100,000	100,000	100,000	100,000	100,000	500,000
Total	Total	100,000	100,000	100,000	100,000	100,000	500,000

Operational Impact/Other
May reduce non-compliance issues. Could reduce Maintenance and Repair of Equipment.

Prior	Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
0	Supplies/Materials	0	0	0	0	0	0
Total	Total	0	0	0	0	0	0

Capital Improvement Program

FY '10 *thru* FY '14

City of Hagerstown, Maryland

Project # 04-585
Project Name Building and Structures - Adm. Office



Type Improvement **Priority** Planned Improvement
Useful Life 30 years **Contact** Barton
Category Buildings and Structures **Department** Wastewater Fund
Location: Administrative Office

Year Submitted: Ongoing

Description	Total Project Cost	\$170,279
Water and Wastewater Administration Building - renovations, repairs and maintenance.		

Justification

Aging structures that require repairs and improvements. The administration building last upgrade was 1980, improvements are needed. Upcoming projects is to replace, non-operating windows and heating and cooling system. Recent projects included roof replacement and painting & staining of exterior of the building.

Prior	Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
60,279	Construction/Maintenance	50,000	20,000	20,000	10,000	10,000	110,000
Total	Total	50,000	20,000	20,000	10,000	10,000	110,000

Prior	Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
60,279	Wastewater Fund	50,000	20,000	20,000	10,000	10,000	110,000
Total	Total	50,000	20,000	20,000	10,000	10,000	110,000

Operational Impact/Other

Provide sufficient space for engineering staff and better access for the public.

Prior	Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
0	Other (Insurance, Utilities)	0	0	0	0	0	0
Total	Total	0	0	0	0	0	0

Capital Improvement Program

FY '10 *thru* FY '14

City of Hagerstown, Maryland

Project # 04-693
Project Name Jonathan Street (Wastewater)



Type Improvement **Priority** Cost Avoidance
Useful Life 40 years **Contact** Barton
Category Infrastructure-Utilities **Department** Wastewater Fund
Location: Jonathan Street

Year Submitted: 2005

Description **Total Project Cost** \$1,079,762

Part of the streetscape project coordinated by City Engineering. Replace sewer main and laterals along Jonathan Street.

The wastewater division has taken over the task of installing the manholes and piping associated with the project.

This project is wastewater's share of Engineering CIP #07-638.

Justification

Improve reliability and maintain MDE compliance.

Prior	Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
899,762	Construction/Maintenance	180,000					180,000
Total	Total	180,000					180,000

Prior	Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
899,762	Bond Financing (Wastewater F	180,000					180,000
Total	Total	180,000					180,000

Operational Impact/Other

Prior	Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
0	Other (Insurance, Utilities)	0	0	0	0		0
Total	Total	0	0	0	0		0

Capital Improvement Program

FY '10 *thru* FY '14

City of Hagerstown, Maryland

Project # 04-711
Project Name Solids Processing-Pelletizer and WWTP Improvements



Type Improvement **Priority** Contract Obligation
Useful Life 20 years **Contact** Barton
Category Machinery and Equipment **Department** Wastewater Fund
Location: Wastewater treatment plant

Year Submitted: Ongoing

Description **Total Project Cost** \$1,223,850

This project will upgrade equipment in the WWTP and the Sludge Pelletizing facility (Synagro). The pelletizing equipment is owned by the City, but Synagro will complete upgrades for this facility. The wastewater operations staff will also be evaluating our sludge handling process.

FY13 & FY14 - Budget for Planning, Design and Construction of new sludge processing equipment for the wastewater treatment plant, current equipment was installed during the 1980 plant upgrade.

Justification

Improve reliability and maintain MDE compliance.

Prior	Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
123,850	Planning/Design				100,000		100,000
Total	Construction/Maintenance				400,000	200,000	600,000
	Equip/Vehicles/Furnishings	150,000	100,000	50,000	50,000	50,000	400,000
	Total	150,000	100,000	50,000	550,000	250,000	1,100,000

Prior	Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
123,850	Bond Financing (Wastewater F	105,000	70,000	35,000	385,000	175,000	770,000
Total	Wastewater Fund	45,000	30,000	15,000	165,000	75,000	330,000
	Total	150,000	100,000	50,000	550,000	250,000	1,100,000

Operational Impact/Other

No impact to future operational budget.

Prior	Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
0	Other (Insurance, Utilities)	0	0	0	0		0
Total	Total	0	0	0	0		0

Capital Improvement Program

FY '10 *thru* FY '14

City of Hagerstown, Maryland

Project # 04-713
Project Name Collection System Equipment



Type Improvement **Priority** Planned Improvement
Useful Life 15 years **Contact** Barton
Category Machinery and Equipment **Department** Wastewater Fund
Location: Clean Water Circle

Year Submitted: Ongoing

Description **Total Project Cost** \$487,016
 Replaces various aging equipment or adds additional new equipment to maintain efficient operations and permit compliance.
 Possible equipment for this year would be a manhole grouter. This would help reduce I/I.

Justification
 Increase reliability of existing equipment.

Prior	Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
87,016	Equip/Vehicles/Furnishings	80,000	80,000	80,000	80,000	80,000	400,000
Total	Total	80,000	80,000	80,000	80,000	80,000	400,000

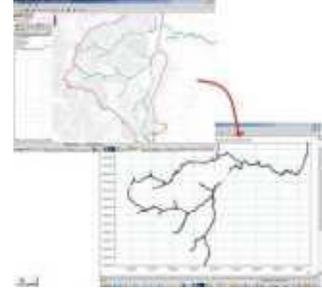
Prior	Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
87,016	Bond Financing (Wastewater F	80,000	80,000	80,000	80,000	80,000	400,000
Total	Total	80,000	80,000	80,000	80,000	80,000	400,000

Operational Impact/Other
 Could reduce annual maintenance cost.

Prior	Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
0	Maintenance	0	0	0	0	0	0
Total	Total	0	0	0	0	0	0

Capital Improvement Program
City of Hagerstown, Maryland

FY '10 *thru* FY '14



Project # 04-742
Project Name Wastewater GIS Support

Type Improvement **Priority** Planned Improvement
Useful Life 20 years **Contact** Barton
Category Software **Department** Wastewater Fund
Location: Clean Water Circle

Year Submitted: Ongoing

Description	Total Project Cost
Electronic mapping of the collection system. This system will require software and hardware updates. FY11 - Complete model of wastewater system, this will help us predict capacity issues.	\$150,000

Justification
 This project is required as part of the Capacity Management, Operation and Maintenance (CMOM). The CMOM is required by the Consent Judgment entered into with MDE.

Prior	Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
80,000	Equip/Vehicles/Furnishings	15,000	25,000	10,000	10,000	10,000	70,000
Total	Total	15,000	25,000	10,000	10,000	10,000	70,000

Prior	Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
80,000	Wastewater Fund	15,000	25,000	10,000	10,000	10,000	70,000
Total	Total	15,000	25,000	10,000	10,000	10,000	70,000

Operational Impact/Other
 Could reduce annual maintenance cost.

Prior	Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
0	Maintenance	0	0	0	0	0	0
Total	Total	0	0	0	0	0	0

Capital Improvement Program

FY '10 *thru* FY '14

City of Hagerstown, Maryland

Project #	04-744
Project Name	Edgewood Intersection (SHA)



Type	Improvement	Priority	Planned Improvement
Useful Life	40 years	Contact	Barton
Category	Infrastructure-Utilities	Department	Wastewater Fund
Location:	Edgewood at Dual Highway		

Year Submitted: 2007

Description	Total Project Cost	\$250,000
Replace infrastructure needed to upgrade intersection per State Highway Administration design. Project has been rebid by SHA and is now scheduled to begin in April of 2009		

Justification
Required due to SHA improvements.

Prior	Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
50,000	Construction/Maintenance	200,000					200,000
Total	Total	200,000					200,000

Prior	Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
50,000	Wastewater Fund	200,000					200,000
Total	Total	200,000					200,000

Operational Impact/Other
No impact to future operating budgets.

Prior	Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
0	Other (Insurance, Utilities)	0	0	0	0		0
Total	Total	0	0	0	0		0

Capital Improvement Program
City of Hagerstown, Maryland

FY '10 *thru* FY '14

Project # 04-745
Project Name Laboratory Equipment



Type Replacement **Priority** Planned Improvement
Useful Life 15 years **Contact** Barton
Category Machinery and Equipment **Department** Wastewater Fund
Location: Wastewater treatment plant

Year Submitted: Ongoing

Description **Total Project Cost** \$75,000
 Replaces various aging equipment or adds additional new equipment to maintain efficient operations and permit compliance.

Justification
 Increase reliability of existing equipment.

Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Equip/Vehicles/Furnishings	15,000	15,000	15,000	15,000	15,000	75,000
Total	15,000	15,000	15,000	15,000	15,000	75,000

Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Wastewater Fund	15,000	15,000	15,000	15,000	15,000	75,000
Total	15,000	15,000	15,000	15,000	15,000	75,000

Operational Impact/Other
 No impact to future operating budgets.

Prior	Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
0	Other (Insurance, Utilities)	0	0	0	0	0	0
Total	Total	0	0	0	0	0	0

Capital Improvement Program

FY '10 *thru* FY '14

City of Hagerstown, Maryland

Project # 04-748
Project Name WWTP Disinfection Improvements - Phase 3B



Type Improvement **Priority** Contract Obligation
Useful Life 20 years **Contact** Barton
Category Infrastructure-Utilities **Department** Wastewater Fund
Location: Clean Water Circle

Year Submitted: 2002

Description **Total Project Cost** \$4,827,194

Replace an aging ozone disinfection system (1980) with modern technology (ultra-violet light). Disinfection improves water quality in the receiving stream.

Design was completed and project was bid on 07/01/2008. Construction contract was awarded to Conewago and construction began on 12/01/2008. The project has 24 month construction schedule.

The construction project is being funded with MDE low-interest loan funds.

Justification

Required per the Consent Judgment entered into with MDE.

Prior	Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
1,239,194	Planning/Design	300,000	50,000				350,000
	Construction/Maintenance	2,500,000	738,000				3,238,000
Total	Total	2,800,000	788,000				3,588,000

Prior	Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
1,239,194	Bond Financing (Wastewater F	210,000	35,000				245,000
	Bond Financing-MDE (Wastew	2,500,000	738,000				3,238,000
Total	Wastewater Fund	90,000	15,000				105,000
	Total	2,800,000	788,000				3,588,000

Operational Impact/Other

Project will provide safer method for future disinfection process.

Prior	Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
0	Other (Insurance, Utilities)	0	0	0	0		0
Total	Total	0	0	0	0		0

Capital Improvement Program

FY '10 *thru* FY '14

City of Hagerstown, Maryland

Project # 04-767
Project Name Grinder Pump Replacement Program



Type Replacement **Priority** Planned Improvement
Useful Life 10 years **Contact** Barton
Category Infrastructure-Utilities **Department** Wastewater Fund
Location: Various locations

Year Submitted: 2007

Description **Total Project Cost** \$477,790

The City is responsible for approximately 260 Grinder Pumps that have been installed in four locations (Brightwood East, Fairway East, Fairway Meadows & Woodlands North). Grinder pumps are used in situations where sewer service lines leaving a home or business are lower than the public sewer main. The Grinder Pump is used to pump the wastewater into the public sewer main.

This program will replace 20 grinder pumps including the discharge assemblies per year. (Annual Program)

Justification

Replace deteriorating equipment.

Prior	Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
93,790	Equip/Vehicles/Furnishings	52,000	54,000	58,000	60,000	60,000	284,000
	Other	20,000	20,000	20,000	20,000	20,000	100,000
Total	Total	72,000	74,000	78,000	80,000	80,000	384,000

Prior	Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
93,790	Bond Financing (Wastewater F	72,000	74,000	78,000	80,000	80,000	384,000
Total	Total	72,000	74,000	78,000	80,000	80,000	384,000

Operational Impact/Other

Reduction of annual maintenance cost is anticipated.

Prior	Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
0	Other (Insurance, Utilities)	0	0	0	0	0	0
Total	Total	0	0	0	0	0	0

Capital Improvement Program

FY '10 *thru* FY '14

City of Hagerstown, Maryland

Project # 04-769
Project Name Conrad Court Pump Station Improvements



Type Increase Capacity **Priority** Planned Improvement
Useful Life 40 years **Contact** Barton
Category Infrastructure-Utilities **Department** Wastewater Fund
Location: Conrad Court

Year Submitted: 2008

Description	Total Project Cost
<p>The Hospital Project requires upgrading of this pump station to be able to handle the flows from the new Hospital. We would propose increasing the capacity of the Pump Station and the Force Main leaving the pump station to be sized to handle the potential capacity need for future development in this drainage basin.</p> <p>The estimated cost for the pump station and force main and gravity piping is \$2,550,000.</p> <p>The City's share of the cost is to increase capacity of the force main, this will benefit the wastewater operations. \$800,000 has been designated for the project per the M.O.U. with the Hospita from benefit charges..</p>	\$2,550,000

Justification
Share cost of pump station & force main construction due to increased capacity need for drainage basin.

Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Construction/Maintenance	2,550,000					2,550,000
Total	2,550,000					2,550,000

Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Contribution by Others	1,750,000					1,750,000
Wastewater Fund	800,000					800,000
Total	2,550,000					2,550,000

Operational Impact/Other

Capital Improvement Program

FY '10 *thru* FY '14

City of Hagerstown, Maryland

Prior	Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
<input type="text" value="0"/>	Other (Insurance, Utilities)	0	0	0	0		0
Total	Total	0	0	0	0		0

Capital Improvement Program

FY '10 *thru* FY '14

City of Hagerstown, Maryland

Project # 04-779
Project Name Salem Ave. - CS Rehab Winter-Burhans



Type Improvement **Priority** Public Safety
Useful Life 40 years **Contact** Barton
Category Infrastructure-Utilities **Department** Wastewater Fund
Location: Salem Avenue

Year Submitted: 2009

Description	Total Project Cost
Replace sewer main and laterals on Salem Ave between Winter St & Burhans Blvd (approx. 1500 ft) Pipe is showing signs of partial collapse. Project has been listed in the ST of MD Dept of Environment - Intended Use Plan (IUP) for funding in FY10. The City share of the project will be the engineering cost for design and construction management. (Estimated at \$162,000) The engineering will be completed by Black & Veatch. The engineering contract was approved by Mayor & Council on 11/25/2008.	\$1,162,000

Justification
Reducing the inflow and infiltration will provide future re-capturing of allocation for the WWTP.

Prior	Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
120,000	Planning/Design	42,000					42,000
	Construction/Maintenance	1,000,000					1,000,000
Total	Total	1,042,000					1,042,000

Prior	Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
120,000	Bond Financing (Wastewater F	21,000					21,000
	Bond Financing-MDE (Wastew	1,000,000					1,000,000
Total	Wastewater Fund	21,000					21,000
	Total	1,042,000					1,042,000

Operational Impact/Other
Prevent sanitary sewer overflows that now have mandatory fines. MDE will be begin Mandatory Fines for SSO on 01/01/2009.

Capital Improvement Program

FY '10 *thru* FY '14

City of Hagerstown, Maryland

Project # 05-173
Project Name Offstreet Parking - South West



Type Improvement **Priority** Planned Improvement
Useful Life 50 years **Contact** Tissue
Category Buildings and Structures **Department** Parking Fund
Location: To be determined

Year Submitted: 1986

Description	Total Project Cost
FY 14: Construction of a new 450-space deck, if deemed necessary by a planned Downtown Parking study to be conducted with the Chamber of Commerce.. Expected to be partially financed by bonds to be repaid by City Parking users and by a grant from the County.	\$9,000,000

Justification
Provide additional needed parking to support redevelopment of the downtown area including residential development on the upper floors of downtown buildings.

Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Construction/Maintenance					9,000,000	9,000,000
Total					9,000,000	9,000,000

Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Bond Financing (Parking Fund)					4,500,000	4,500,000
Grants-County					4,500,000	4,500,000
Total					9,000,000	9,000,000

Operational Impact/Other

Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Other (Insurance, Utilities)					0	0
Total					0	0

Capital Improvement Program

FY '10 *thru* FY '14

City of Hagerstown, Maryland

Project # 05-749
Project Name North Potomac Street Parking Deck



Type Maintenance **Priority** Planned Improvement
Useful Life 10 - 20 years **Contact** Finance Director
Category Buildings and Structures **Department** Parking Fund
Location: North Potomac Street

Year Submitted: 2007

Description	Total Project Cost
FY10: New access equipment (\$120,000) and wireless camera surveillance (\$30,000)	\$382,000
FY11: Rehabilitation and renovations (\$102,000) and new lighting (\$40,000)	
FY 12 - 14: Continuing Refurbishment of the 25 year old facility to keep it in good condition.	

Justification
Structural repairs and epoxy coating, replacing and updating lighting, replace old access equipment, and security enhancements.

Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Construction/Maintenance		142,000	30,000	30,000	30,000	232,000
Equip/Vehicles/Furnishings	150,000					150,000
Total	150,000	142,000	30,000	30,000	30,000	382,000

Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Bond Financing (Parking Fund)	150,000	142,000				292,000
Parking Fund			30,000	30,000	30,000	90,000
Total	150,000	142,000	30,000	30,000	30,000	382,000

Operational Impact/Other

Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Maintenance	0	0	0	0	0	0
Total	0	0	0	0	0	0

Capital Improvement Program

FY '10 *thru* FY '14

City of Hagerstown, Maryland

Project # 07-010
Project Name Fire Department Vehicle Replacement



Type Replacement **Priority** Planned Improvement
Useful Life 15 years **Contact** Hawbaker
Category Automobiles and Trucks **Department** Fire
Location: Administrative Office

Year Submitted: Ongoing

Description	Total Project Cost
Per Vehicle Replacement Plan. FY 09 - FY10: Engine 1 - 1994 KME Pumper (\$400,000) FY10: Shift Commander vehicle (\$32,000)	\$2,432,000

Justification
 Replace unsafe or deteriorated equipment.

Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Equip/Vehicles/Furnishings	432,000			900,000	1,100,000	2,432,000
Total	432,000			900,000	1,100,000	2,432,000

Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Bond Financing (General Fund)	50,000			650,000	750,000	1,450,000
Contribution by Others	150,000			250,000	250,000	650,000
Transfers to CIP-CDBG Fund	200,000					200,000
Transfers to CIP-General Fund	32,000				100,000	132,000
Total	432,000			900,000	1,100,000	2,432,000

Operational Impact/Other

Prior	Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
0	Other (Insurance, Utilities)	0	0	0	0		0
Total	Total	0	0	0	0		0

Capital Improvement Program

FY '10 *thru* FY '14

City of Hagerstown, Maryland

Project # 07-025
Project Name Pavement Preservation Program



Type Maintenance **Priority** Planned Improvement
Useful Life 15 - 25 years **Contact** Tissue
Category Buildings and Structures **Department** Engineering
Location: City-wide

Year Submitted: Ongoing

Description	Total Project Cost
Resurfacing of various streets and parking lots per pre-established plan. Includes overlay, crack-sealing, slurry-sealing, pavement markings and milling.	\$2,440,000
FY 10: Includes paving portions of Guilford Ave, North Walnut, Summit Ave, Cannon Ave, and numerous other streets. Includes \$25,000 for patching miscellaneous areas City-wide, \$80,000 for slurry seal and \$50,000 for crack sealing. FY10 also includes \$230,000 for reconstruction of Florida Ave pavement.	

Justification

Preserve deteriorating facilities.

In 2010 we plan to expand the program to include slurry-seals and crack-sealing in addition to overlay.

Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Construction/Maintenance	840,000	400,000	400,000	400,000	400,000	2,440,000
Total	840,000	400,000	400,000	400,000	400,000	2,440,000

Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Prior Bond Proceeds	400,000					400,000
Transfers to CIP-General Fund	440,000	400,000	400,000	400,000	400,000	2,040,000
Total	840,000	400,000	400,000	400,000	400,000	2,440,000

Operational Impact/Other

Pavement preservation keeps operational costs down, extends the service life of all streets and maintains pavement to a level acceptable to the public. We want to use the "right treatment at the right time on the right street". Estimated that \$20,000 annually will be saved on patching and repairs if the streets are properly preserved by this program.

Prior	Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
-20,000	Maintenance	-20,000	-20,000	-20,000	-20,000		-80,000
Total	Total	-20,000	-20,000	-20,000	-20,000		-80,000

Capital Improvement Program

FY '10 *thru* FY '14

City of Hagerstown, Maryland

Project # 07-047
Project Name City Park Lake Improvements



Type Improvement **Priority** Probable Grant
Useful Life 25 - 50 years **Contact** Tissue
Category Land Improvements **Department** Engineering
Location: City Park

Year Submitted: Ongoing

Description **Total Project Cost** \$500,000
 Replacement of walls around perimeter of upper and middle lakes, associated sidewalk improvements, and landscape enhancements. This project is part of the City Park Master Plan.

Justification
 Improve deteriorating facilities.

Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Construction/Maintenance		500,000				500,000
Total		500,000				500,000

Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Grants-SHA Enhancement Gra		500,000				500,000
Total		500,000				500,000

Operational Impact/Other
 Less than \$5,000 would be saved on maintenance costs as the wall needs to be fully replaced and is not worthy of patching or repairing.

Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Maintenance		-5,000	-5,000			-10,000
Total		-5,000	-5,000			-10,000

Capital Improvement Program

FY '10 *thru* FY '14

City of Hagerstown, Maryland

Project # 07-050
Project Name Pool/Staley Park Improvements



Type Improvement **Priority** Planned Improvement
Useful Life Indefinite **Contact** Thomas
Category Land Acquisition **Department** Recreation
Location: Potterfield Pool

Year Submitted: 1981

Description **Total Project Cost** \$150,000
 Buy property adjacent to Potterfield Pool to allow for additional parking when land becomes available.
 Utilize POS acquisition funds.

Justification
 Improve parking for pool and Staley Park.

Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Land Acquisition					150,000	150,000
Total					150,000	150,000

Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Grants-State Program Open S					150,000	150,000
Total					150,000	150,000

Operational Impact/Other

Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Other (Insurance, Utilities)				0		0
Total				0		0

Capital Improvement Program

FY '10 *thru* FY '14

City of Hagerstown, Maryland

Project # 07-061
Project Name Jonathan Hager House and Museum



Type Improvement **Priority** Planned Improvement
Useful Life 5 years **Contact** Thomas
Category Buildings and Structures **Department** Recreation
Location: City Park

Year Submitted: 2007

Description **Total Project Cost** \$30,000

FY 11: Install a humidity control system in the Hager House to protect and preserve collection and to prevent future structural damage to the building.

Justification

These improvements would prevent any continued drastic seasonal temperature fluctuations which have been determined to be the root of some of the structural movement of the building. They will assist in identifying and arresting further structural damage and help preserve and protect the extensive collection of the 18th century artifacts and furnishings displayed in the building. Said improvements are much needed and in keeping with proper museum and conservation practice.

Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Equip/Vehicles/Furnishings		30,000				30,000
Total		30,000				30,000

Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Grants-State		30,000				30,000
Total		30,000				30,000

Operational Impact/Other

\$1,300 per year cost included in operating budget to monitor Hager House wall movement.

Prior	Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
0	Other (Insurance, Utilities)	0	0	0	0		0
Total	Total	0	0	0	0		0

Capital Improvement Program
City of Hagerstown, Maryland

FY '10 *thru* FY '14

Project # 07-065
Project Name Public Works Vehicles



Type Replacement **Priority** Planned Improvement
Useful Life 10 years **Contact** Deike
Category Automobiles and Trucks **Department** Public Works
Location: Public Works

Year Submitted: Ongoing

Description	Total Project Cost	\$935,000
Per Vehicle and Equipment schedule		
FY10: Unit 2 - 1996 Ford pickup (\$25,000), Unit 23 - 1995 GMC dump truck (\$120,000), Unit 62 - 2002 Gravely 300 mower (\$10,000), Unit 84 - 1993 roller (\$12,000)		

Justification
 Vehicle repair costs and maintenance increase with the age of a vehicle. On average, vehicles should be replaced every 10 years. Some equipment and vehicles should be replaced sooner than 10 years while others can go longer.

Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Equip/Vehicles/Furnishings	167,000	212,000	225,000	186,000	145,000	935,000
Total	167,000	212,000	225,000	186,000	145,000	935,000

Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Bond Financing (General Fund)	120,000	120,000	120,000	75,000	85,000	520,000
Transfers to CIP-General Fund	47,000	92,000	105,000	111,000	60,000	415,000
Total	167,000	212,000	225,000	186,000	145,000	935,000

Operational Impact/Other
 New vehicles and equipment should operate more efficiently and need less maintenance. Newer vehicles should have better fuel economy and less labor and material costs for maintenance..

Prior	Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
0	Other (Insurance, Utilities)	0	0	0	0		0
Total	Total	0	0	0	0		0

Capital Improvement Program

FY '10 *thru* FY '14

City of Hagerstown, Maryland

Project #	07-094
Project Name	Edgewood/U S 40 Improvements



Type Increase Capacity **Priority** Planned Improvement
Useful Life 25 years **Contact** Tissue
Category Infrastructure-Streets **Department** Engineering
Location: Edgewood at Dual Highway

Year Submitted: 1996

Description	Total Project Cost
Improve intersection of Edgewood Drive and U S Route 40 to expand traffic capacity. Involves adding three lanes on North Edgewood and additional lanes on South Edgewood and U S Route 40.	\$12,532,529
<p>This is a State Highway Administration project where the City and County are partnering to assist in the funding. The Council approved construction funding plan on January 15, 2008. Design is complete and project bids will be received in March 2008. Work is scheduled to begin in May 2008 and be complete by the summer 2009. No invoices are anticipated in FY08. Costs are based on SHA estimates completed in March 2006.</p>	

Justification
Benefit large segment of population - completed in cooperation with the Maryland State Highway Administration, Washington County.
The draft Comp Plan recommends working with other agencies to pursue the timely completion of selected projects that facilitate traffic movement around the City's periphery. This project was specifically identified.

Prior	Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
150,000	Land Acquisition	4,753,910					4,753,910
Total	Construction/Maintenance	6,878,619					6,878,619
	Utility Relocation	750,000					750,000
	Total	12,382,529					12,382,529

Prior	Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
150,000	Excise Tax Fund	1,062,000					1,062,000
Total	Grants-County	3,632,156					3,632,156
	Grants-State	6,166,934					6,166,934
	Prior Bond Proceeds	771,439					771,439
	Transfers to CIP-Wastewater F	250,000					250,000
	Transfers to CIP-Water Fund	500,000					500,000
	Total	12,382,529					12,382,529

Operational Impact/Other
Short-term savings in pavement marking upgrade. Slight long-term increase plowing, pavement maintenance, and pavement markings on additional lanes.

Prior	Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
5,000	Maintenance	5,000	5,000	5,000	5,000		20,000
Total	Total	5,000	5,000	5,000	5,000		20,000

Capital Improvement Program

FY '10 *thru* FY '14

City of Hagerstown, Maryland

Project #	07-099
Project Name	Market House Improvements



Type	Improvement	Priority	Planned Improvement
Useful Life	5 years	Contact	Thomas
Category	Machinery and Equipment	Department	Recreation
Location:	Market House		

Year Submitted: 1992

Description	Total Project Cost
FY 09: Complete assembly of bakery equipment at Market; Banners, painting, and floor repairs. FY 10: Landscaping improvements.	\$10,000

Justification
Improvements to the interior and exterior.

Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Construction/Maintenance	10,000					10,000
Total	10,000					10,000

Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Fund Balance	10,000					10,000
Total	10,000					10,000

Operational Impact/Other

Prior	Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
0	Other (Insurance, Utilities)	0	0	0	0		0
Total	Total	0	0	0	0		0

Capital Improvement Program

FY '10 *thru* FY '14

City of Hagerstown, Maryland

Project # 07-102
Project Name Pool Improvements



Type Improvement **Priority** Planned Improvement
Useful Life 5 - 10 years **Contact** Thomas
Category Buildings and Structures **Department** Recreation
Location: Potterfield Pool

Year Submitted: Ongoing

Description **Total Project Cost** \$40,000

FY 10: Replace fencing around the perimeter of pool (\$40,000)

Justification

FY 10: Enhance the appearance of the pool.

Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Construction/Maintenance	40,000					40,000
Total	40,000					40,000

Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Grants-State Program Open S	36,000					36,000
Transfers to CIP-General Fund	4,000					4,000
Total	40,000					40,000

Operational Impact/Other

Capital Improvement Program
City of Hagerstown, Maryland

FY '10 *thru* FY '14

Project # 07-128
Project Name Police Radios



Type Improvement **Priority** Public Safety
Useful Life 5 - 7 years **Contact** Smith
Category Machinery and Equipment **Department** Police
Location: Police Department

Year Submitted: Ongoing

Description	Total Project Cost
3 Alvarian sites @ \$12,000 each (\$36,000) for FY 10 and FY 11.	\$756,000

Justification

* The police department is joining the county-wide radio system in 2009 and is purchasing the necessary radio equipment with FY 2009 CIP funds.
 * The Alvarian sites are required to ensure adequate coverage for mobile data communications (in-car computers). Due to their low wattage, they have limited coverage which results in interruptions in data communications. Due to the type of data being transmitted to and from cruisers in the field, the bandwidth provided by the Alvarian system is crucial.
 * Expenditures in outlying years represent replacement of radio equipment which would begin in 2012 at a rate of 25% per year (based on 5-7 year useful life), and replacement of Alvarian site equipment at 1 per year beginning in FY 2013.

Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Equip/Vehicles/Furnishings	36,000	36,000	220,000	232,000	232,000	756,000
Total	36,000	36,000	220,000	232,000	232,000	756,000

Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Bond Financing (General Fund)	36,000	36,000	220,000	232,000	232,000	756,000
Total	36,000	36,000	220,000	232,000	232,000	756,000

Operational Impact/Other

Due to their capabilities, radios will cost more to replace when broken which will increase the historical capital expense starting in FY 2012. For the first two years we should not need to purchase additional radios or batteries.

Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Supplies/Materials	-7,050	12,000	12,000	12,000		28,950
Total	-7,050	12,000	12,000	12,000		28,950

Capital Improvement Program

FY '10 *thru* FY '14

City of Hagerstown, Maryland

Project #	07-129
Project Name	Police Vehicles



Type	Replacement	Priority	Public Safety
Useful Life	5 years	Contact	Smith
Category	Automobiles and Trucks	Department	Police
Location:	Police Department		

Year Submitted: Ongoing

Description	Total Project Cost	\$830,000
Six new patrol vehicles, plus all auxillary equipment (radios, prisoner transport cages, emergency lighting, etc.) @ \$26,000 each (\$156,000); 2 low-mileage pre-owned staff cars to be purchased from other agencies @ \$5,000 each (\$10,000)		

Justification
Seven patrol vehicles will replace aging cars and keep the main patrol fleet up-to-date. Most patrol vehicles are operated around the clock with in-town driving and considerable idling. The overlapping 10 hour shifts also create the need for all cars to be operationally ready. Staff cars are needed to replace aging cars in other agency components such as the Criminal Investigation Division.

Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Equip/Vehicles/Furnishings	166,000	166,000	166,000	166,000	166,000	830,000
Total	166,000	166,000	166,000	166,000	166,000	830,000

Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Transfers to CIP-General Fund	166,000	166,000	166,000	166,000	166,000	830,000
Total	166,000	166,000	166,000	166,000	166,000	830,000

Operational Impact/Other

Prior	Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
0	Maintenance	0	0	0	0	0	0
Total	Total	0	0	0	0	0	0

Capital Improvement Program
City of Hagerstown, Maryland

FY '10 *thru* FY '14

Project # 07-133
Project Name Engineering Vehicles



Type Replacement **Priority** Cost Avoidance
Useful Life 6 - 10 years **Contact** Tissue
Category Automobiles and Trucks **Department** Engineering
Location: City Hall
Year Submitted: Ongoing

Description	Total Project Cost	\$148,000
Replacement program for vehicles for department personnel, these are NOT additions to the fleet.		
Replace units per the "Vehicle Replacement Schedule"		
FY10: Units 708 (1998 Neon) and 705 (2000 GMC Pickup)		
FY11: Units 709 & 711 (2003 Chevy S10 pickups)		

Justification
Replace deteriorated vehicles - low cost vehicles in the fleet have limited life and maintenance costs increase dramatically once vehicles get about eight to ten years old.

Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Equip/Vehicles/Furnishings	28,000	28,000	30,000	30,000	32,000	148,000
Total	28,000	28,000	30,000	30,000	32,000	148,000

Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Transfers to CIP-General Fund	28,000	28,000	30,000	30,000	32,000	148,000
Total	28,000	28,000	30,000	30,000	32,000	148,000

Operational Impact/Other
Replacement of six to ten-year-old vehicles saves about \$1,500 annually in repairs and part replacement.

Prior	Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
-1,500	Maintenance	-1,500	-1,500	-1,500	-1,500		-6,000
Total	Total	-1,500	-1,500	-1,500	-1,500		-6,000

Capital Improvement Program

FY '10 *thru* FY '14

City of Hagerstown, Maryland

Project # 07-194
Project Name Wesel Boulevard Dualization



Type Increase Capacity **Priority** Planned Improvement
Useful Life 25 years **Contact** Tissue
Category Infrastructure-Streets **Department** Engineering
Location: Burhans to Valley Plaza

Year Submitted: Ongoing

Description	Total Project Cost
Construct four-lane road section with sidewalks from Burhans Boulevard to existing four-lane section near Lowes/Noland Company.	\$4,150,000

Justification
The draft Comp Plan recommends this project as an improvement that would enhance the City's transportation network.

Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Planning/Design				150,000		150,000
Construction/Maintenance					4,000,000	4,000,000
Total				150,000	4,000,000	4,150,000

Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Bond Financing (General Fund)					1,000,000	1,000,000
Contribution by Others				150,000	3,000,000	3,150,000
Total				150,000	4,000,000	4,150,000

Operational Impact/Other
Long-term operational increase of roughly \$20,000 annually for plowing, pavement maintenance, and pavement markings on additional lanes. Additional lighting costs about \$2,000 per year.

Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Other (Insurance, Utilities)				22,000	22,000	44,000
Total				22,000	22,000	44,000

Capital Improvement Program
City of Hagerstown, Maryland

FY '10 *thru* FY '14

Project # 07-217
Project Name Handicapped Access



Type Improvement **Priority** Probable Grant
Useful Life 20 years **Contact** Tissue
Category Infrastructure-Sidewalks **Department** Engineering
Location: To be determined

Year Submitted: Ongoing

Description **Total Project Cost** \$200,000

Reconstruct sidewalks at various intersections to provide handicapped accessibility.

Program now targeted to alley entrances.

Budget estimate = \$700 per ramp

Justification

Improve facilities to comply with current Americans with Disabilities Act requirements.

Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Construction/Maintenance	40,000	40,000	40,000	40,000	40,000	200,000
Total	40,000	40,000	40,000	40,000	40,000	200,000

Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Transfers to CIP-CDBG Fund	40,000	40,000	40,000	40,000	40,000	200,000
Total	40,000	40,000	40,000	40,000	40,000	200,000

Operational Impact/Other

None.

Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Other (Insurance, Utilities)	0	0	0	0	0	0
Total	0	0	0	0	0	0

Capital Improvement Program

FY '10 *thru* FY '14

City of Hagerstown, Maryland

Project # 07-226
Project Name Police Firing Range



Type Improvement **Priority** Probable Grant
Useful Life 30 years **Contact** Smith
Category Machinery and Equipment **Department** Police
Location: Smithsburg Watershed Area

Year Submitted: 2009

Description	Total Project Cost	\$21,000
One electronically controlled target system. This should complete the short term needed upgrades to the range.		

Justification
 Firearms qualification is mandated by the State of Maryland for all police officers. The above system will enhance safety and quality of training by providing a variety of training scenarios not currently available. The range is used by law enforcement agencies in Washington County, and will therefore be funded through confiscated drug assets.

Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Equip/Vehicles/Furnishings	21,000					21,000
Total	21,000					21,000

Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Grants-Federal	21,000					21,000
Total	21,000					21,000

Operational Impact/Other
 Recurring costs include lawn care.

Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Other (Insurance, Utilities)	2,000	2,000	2,000	2,000		8,000
Total	2,000	2,000	2,000	2,000		8,000

Capital Improvement Program
City of Hagerstown, Maryland

FY '10 *thru* FY '14

Project # 07-237
Project Name Park Play Equipment



Type Replacement **Priority** Planned Improvement
Useful Life 15 years **Contact** Mason
Category Machinery and Equipment **Department** Parks
Location: To be determined

Year Submitted: 2008

Description	Total Project Cost
FY 10: Barrier-free modular play system for Funkhouser Park (\$35,000) & Hager Park (\$35,000); benches and picnic tables for City Park (\$30,000).	\$165,000
FY 11: Park benches & picnic tables for various parks (\$30,000)	
FY12: Municipal Stadium - replace outdated play equipment (\$35,000)	

Justification
 To improve park facilities for use by the general public.
 Have applied for funding by Program Open Space and Community Parks & Playgrounds for play equipment at Funkhouser Park, Hager Park and benches and tables at City Park.

Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Equip/Vehicles/Furnishings	100,000	30,000	35,000	0	0	165,000
Total	100,000	30,000	35,000	0	0	165,000

Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Grants-State Program Open S	90,000					90,000
Transfers to CIP-CDBG Fund		27,000				27,000
Transfers to CIP-General Fund	10,000	3,000	35,000			48,000
Total	100,000	30,000	35,000			165,000

Operational Impact/Other

Prior	Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
0	Other (Insurance, Utilities)	0	0	0	0		0
Total	Total	0	0	0	0		0

Capital Improvement Program

FY '10 *thru* FY '14

City of Hagerstown, Maryland

Project # 07-241
Project Name Fire Training Tower



Type Improvement **Priority** Planned Improvement
Useful Life 25 years **Contact** Hawbaker
Category Buildings and Structures **Department** Fire
Location: City Fire Training Center

Year Submitted: 2009

Description **Total Project Cost** \$200,000

Replace existing Fire Training Tower at the City Fire Training Center on Bowman Avenue near the wastewater treatment plant.

Justification

This local fire training center has been used by the City and various other area fire departments for required firefighter skills training since the 1970's. This facility may not need to be replaced if a new Countywide facility is constructed.

Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Construction/Maintenance				200,000		200,000
Total				200,000		200,000

Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Bond Financing (General Fund)				200,000		200,000
Total				200,000		200,000

Operational Impact/Other

Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Other (Insurance, Utilities)				0		0
Total				0		0

Capital Improvement Program

FY '10 *thru* FY '14

City of Hagerstown, Maryland

Project # 07-243
Project Name Major Signal Intersection Upgrades



Type Improvement **Priority** Planned Improvement
Useful Life 5 - 10 years **Contact** Tissue
Category Infrastructure-Utilities **Department** Engineering
Location: System-wide

Year Submitted: 1997

Description **Total Project Cost** \$118,000
 Construct mast arm pole and new 12" overhead signals and update ped lights.
 FY12: Mulberry & Antietam - Last intersection on Mulberry Street without overhead signals

Justification
 Current ADA standards.

Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Planning/Design			8,000			8,000
Construction/Maintenance			110,000			110,000
Total			118,000			118,000

Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Transfers to CIP-CDBG Fund			118,000			118,000
Total			118,000			118,000

Operational Impact/Other

Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total	Future
Maintenance			0	0	0	0	0
Total			0	0	0	0	Total

Capital Improvement Program
City of Hagerstown, Maryland

FY '10 *thru* FY '14

Project # 07-245
Project Name LED Signal Lights



Type Improvement **Priority** Cost Avoidance
Useful Life 10 years **Contact** Deike
Category Machinery and Equipment **Department** Public Works
Location: City-Wide

Year Submitted: 2005

Description	Total Project Cost	\$51,000
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Replace incandescent bulbs with LED light fixtures. This is the fifth year of a five year project.

Initiative to replace older technology with new equipment in order to greatly reduce operating costs.
 FY12: Added to replace 8" signal heads with 12" heads

Justification

Comparing similar intersections, those with LED lights show a 75% to 80% reduction in electrical costs. The life expectancy of the LED lights is 8 to 10 years. The incandescent bulbs last only 1 to 2 years requiring annual replacements.

Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Equip/Vehicles/Furnishings	17,000	17,000	17,000			51,000
Total	17,000	17,000	17,000			51,000

Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Transfers to CIP-General Fund	17,000	17,000	17,000			51,000
Total	17,000	17,000	17,000			51,000

Operational Impact/Other

LED lights have proven to save upwards of 75% to 80% in electrical costs. Labor is reduced since LEDs have a life expectancy of 10 years while incandescent bulbs burn for one to two years. This reduction in electrical use may be offset by the increase in electrical prices in the foreseeable future.

Prior	Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
0	Other (Insurance, Utilities)	0	0	0	0		0
Total	Total	0	0	0	0		0

Capital Improvement Program

FY '10 *thru* FY '14

City of Hagerstown, Maryland

Project # 07-250
Project Name City Shed Improvement Program



Type Improvement **Priority** Planned Improvement
Useful Life 5 - 10 years **Contact** Deike
Category Buildings and Structures **Department** Public Works
Location: City Shed

Year Submitted: Ongoing

Description	Total Project Cost
Various improvements to building built in 1938. Improvement projects include the following: FY 10: Front steps reconstruction FY 11: Front step canopy construction FY 12: Security system FY 13: Central air for Public Works offices	\$30,000

Justification
 This facility was built in 1938. Since its construction, multiple departments have used it. The building needs continual repairs due to its age.

Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Construction/Maintenance	6,000	6,000	6,000	6,000	6,000	30,000
Total	6,000	6,000	6,000	6,000	6,000	30,000

Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Transfers to CIP-General Fund	6,000	6,000	6,000	6,000	6,000	30,000
Total	6,000	6,000	6,000	6,000	6,000	30,000

Operational Impact/Other
 Operational costs will not be affected at this time. Most of these projects are replacements or reconstruction of existing amenities.

Prior	Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
0	Other (Insurance, Utilities)	0	0	0	0	0	0
Total	Total	0	0	0	0	0	0

Capital Improvement Program

FY '10 *thru* FY '14

City of Hagerstown, Maryland

Project # 07-280
Project Name Downtown Beautification Program



Type Improvement **Priority** Planned Improvement
Useful Life 50 years **Contact** Deike
Category Land Improvements **Department** Public Works
Location: Downtown

Year Submitted: Ongoing

Description	Total Project Cost
Complements pedestrian street lighting program with trees, pole banners, and other amenities.	\$130,000
FY 10: Funds for streetscape improvements in the downtown area and interpretive plaques.	

Justification
Enhances and improves the appearance of the downtown.
The draft Comp Plan recommends the continuation of a full range of physical improvements on an incremental basis to the downtown area. These should be aimed at improving the downtown's image and attractiveness through traffic calming measures; gateway and pedestrian enhancements; landscaping and streetscaping; and improvement of public parking facilities.

Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Construction/Maintenance	30,000	25,000	25,000	25,000	25,000	130,000
Total	30,000	25,000	25,000	25,000	25,000	130,000

Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Grants-State MD Heritage	5,000					5,000
Transfers to CIP-General Fund	25,000	25,000	25,000	25,000	25,000	125,000
Total	30,000	25,000	25,000	25,000	25,000	130,000

Operational Impact/Other
Depending upon the amenities or enhancements, operational costs could be affected.
Example: Additional lighting would add to electrical costs.

Prior	Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
0	Other (Insurance, Utilities)	0	0	0	0	0	0
Total	Total	0	0	0	0	0	0

Capital Improvement Program
City of Hagerstown, Maryland

FY '10 *thru* FY '14

Project # 07-293
Project Name Wheaton Park Renovation



Type Replacement **Priority** Public Safety
Useful Life 20 years **Contact** Mason
Category Land Improvements **Department** Parks
Location: Wheaton Park

Year Submitted: 2008

Description	Total Project Cost	\$50,000
Various improvements to the park and its facilities		
FY 10: Replace stone retaining wall along Suman Avenue and deteriorated chain link fence at South end of park with vinyl coated fencing.		
December 2006 General Fund bonds secured for this project. If Mayor and Council wish to build adjacent wall and fence as requested by surrounding community, bond proceeds must be spent within 3 years.		

Justification
Basic service.

Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Construction/Maintenance	50,000					50,000
Total	50,000					50,000

Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Prior Bond Proceeds	50,000					50,000
Total	50,000					50,000

Operational Impact/Other

Prior	Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
0	Other (Insurance, Utilities)	0	0	0	0		0
Total	Total	0	0	0	0		0

Capital Improvement Program
City of Hagerstown, Maryland

FY '10 *thru* FY '14

Project # 07-308
Project Name Police Building Renovation



Type Improvement **Priority** Planned Improvement
Useful Life 10 - 20 years **Contact** Smith
Category Buildings and Structures **Department** Police
Location: Police Department

Year Submitted: Ongoing

Description	Total Project Cost	\$470,000
Begin replacement schedule for air handling units @ 1 per year (\$9,000 each); continuation of canopy project \$200,000. Other projects for building renovations/infrastructure to be determined in out years.		

Justification
 The building overhang, which encircles the entire building, needs to be completely stripped and repainted. Some areas will need to be patched. Our initial budget in FY2008 was \$200,000 and included an architectural plan and cost estimate. The architect's cost projection is \$372,799. Included in this figure is \$149,500 for lead paint abatement, an expense not figured into the original budget estimate. Of the original project funds, \$21,000 funded the architectural plan and cost estimate, leaving \$179,000. The 14 heat pumps in the police building are an integral part of the HVAC system in the police building. The first units that were replaced during the first replacement schedule are at the end of their recommended operating life.

Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Construction/Maintenance	350,000	30,000	30,000	30,000	30,000	470,000
Total	350,000	30,000	30,000	30,000	30,000	470,000

Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Bond Financing (General Fund	150,000					150,000
Prior Bond Proceeds	200,000					200,000
Transfers to CIP-General Fund		30,000	30,000	30,000	30,000	120,000
Total	350,000	30,000	30,000	30,000	30,000	470,000

Operational Impact/Other

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Prior	Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
0	Maintenance	0	0	0	0	0	0
Total	Total	0	0	0	0	0	0

Capital Improvement Program
City of Hagerstown, Maryland

FY '10 *thru* FY '14

Project # 07-324
Project Name Alley Reconstruction



Type Improvement **Priority** Planned Improvement
Useful Life 40 years **Contact** Tissue
Category Infrastructure-Alleys **Department** Engineering
Location: Various locations

Year Submitted: Ongoing

Description	Total Project Cost	\$760,000
Replace deteriorated concrete alleys and install new alleys per comprehensive evaluation of alley system.		
FY10: Reconstruct Alley 5-10 (Hillcrest to Irvin) \$140,000 and Alley 2-7 (Marion St to Virginia Ave) \$170,000 - CDBG FY11: 2-20 Wesport (\$70,000), 2-84 Summit & Guilford (\$25,000), 1-137 Jonathan Street (\$55,000).		

Justification
Replacement - useful life has been exhausted and surface is deteriorated.

Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Construction/Maintenance	140,000	25,000	240,000	225,000	130,000	760,000
Total	140,000	25,000	240,000	225,000	130,000	760,000

Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Bond Financing (General Fund)	140,000					140,000
Transfers to CIP-CDBG Fund			170,000	125,000	30,000	325,000
Transfers to CIP-General Fund		25,000	70,000	100,000	100,000	295,000
Total	140,000	25,000	240,000	225,000	130,000	760,000

Operational Impact/Other

Creating CIP to replace or build alleys will free DPW from doing work and can focus on other priorities. Operational impact is minimal (less than \$1,000/year saved) since the City performs little maintenance on alleys. However, the Public demands better road conditions and this addresses that service request.

Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Maintenance	-1,000	-1,000	-1,000	-1,000	-1,000	-5,000
Total	-1,000	-1,000	-1,000	-1,000	-1,000	-5,000

Capital Improvement Program
City of Hagerstown, Maryland

FY '10 *thru* FY '14

Project # 07-326
Project Name City Hall Improvements



Type Replacement **Priority** Planned Improvement
Useful Life 15 years **Contact** Deike
Category Buildings and Structures **Department** Public Works
Location: City Hall

Year Submitted: 1990

Description	Total Project Cost
Replace fire alarm system. FY10: Energy Efficiency and Environmental Improvements FY11: Existing alarm system is no longer repairable. System is a mix of systems, also. System is no longer monitored.	\$320,000

Justification
To improve energy efficiency of City Hall. To meet ADA requirements. SAFETY

Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Construction/Maintenance	250,000	70,000				320,000
Total	250,000	70,000				320,000

Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Grants-Federal	250,000					250,000
Transfers to CIP-CDBG Fund		70,000				70,000
Total	250,000	70,000				320,000

Operational Impact/Other
Reduce heating and cooling costs. Alarm monitoring fees - \$100 / month. Will nominally increase electrical costs and may incur additional yearly inspection fees.

Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Other (Insurance, Utilities)		1,200	300	300	300	2,100
Total		1,200	300	300	300	2,100

Capital Improvement Program

FY '10 *thru* FY '14

City of Hagerstown, Maryland

Project # 07-332
Project Name City Park Benches



Type Replacement **Priority** Planned Improvement
Useful Life 6 years **Contact** Mason
Category Machinery and Equipment **Department** Parks
Location: City-Wide

Year Submitted: 2008

Description	Total Project Cost	\$65,000
Replace benches beyond repair - 200 benches in the system.		
Replace approximately 50 per year.		

Justification
To improve park facilities for use by the general public.

Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Equip/Vehicles/Furnishings	13,000	13,000	13,000	13,000	13,000	65,000
Total	13,000	13,000	13,000	13,000	13,000	65,000

Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Transfers to CIP-General Fund	13,000	13,000	13,000	13,000	13,000	65,000
Total	13,000	13,000	13,000	13,000	13,000	65,000

Operational Impact/Other

Prior	Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
0	Other (Insurance, Utilities)	0	0	0	0	0	0
Total	Total	0	0	0	0	0	0

Capital Improvement Program

FY '10 *thru* FY '14

City of Hagerstown, Maryland

Project # 07-335
Project Name Pangborn Park Improvements



Type Improvement **Priority** Planned Improvement
Useful Life 15 years **Contact** Mason
Category Land Improvements **Department** Parks
Location: Pangborn Park

Year Submitted: 2008

Description	Total Project Cost
Various improvements throughout the park. FY 10: Two fountains for lake to aerate and improve the quality of the water. Applied for Program Open Space or Community Parks & Playgrounds funding.	\$10,000

Justification
To improve park facilities for use by the general public.

Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Construction/Maintenance	10,000					10,000
Total	10,000					10,000

Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Grants-State	9,000					9,000
Transfers to CIP-General Fund	1,000					1,000
Total	10,000					10,000

Operational Impact/Other

Prior	Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
0	Other (Insurance, Utilities)	0	0	0	0		0
Total	Total	0	0	0	0		0

Capital Improvement Program
City of Hagerstown, Maryland

FY '10 *thru* FY '14

Project # 07-373
Project Name Park Circle Improvements



Type Improvement **Priority** Public Safety
Useful Life 25 years **Contact** Tissue
Category Infrastructure-Streets **Department** Engineering
Location: Park Circle
Year Submitted: Ongoing

Description **Total Project Cost** \$110,000
 2011: Implement striping, signage improvements, and additional landscaped traffic islands per KCI design.

Justification
 2011: Benefits large segment of population, improve safety and motorist awareness, enhances aesthetics of area.
 The draft Comp Plan recommends continuation of Livable City initiatives that bring design continuity to City neighborhoods by focusing on improved park amenities; public sidewalk repairs and enhancements; street tree planting; and traffic island installation.

Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Construction/Maintenance		110,000				110,000
Total		110,000				110,000

Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Bond Financing (General Fund)		110,000				110,000
Total		110,000				110,000

Operational Impact/Other
 Fountain and future landscaping of additional islands will add about \$4,000 per year.

Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Maintenance	1,000	4,000	4,000	4,000	4,000	17,000
Total	1,000	4,000	4,000	4,000	4,000	17,000

Capital Improvement Program
City of Hagerstown, Maryland

FY '10 *thru* FY '14

Project # 07-400
Project Name Bridge Repair Program



Type Maintenance **Priority** Cost Avoidance
Useful Life 30 years **Contact** Tissue
Category Infrastructure-Bridges **Department** Engineering
Location: City-Wide

Year Submitted: Ongoing

Description	Total Project Cost
Inspect, maintain, and repair 13 existing bridges (any structure longer than 20 ft.) per bi-annual inspection required by law. The program is funded by Federal funds passed to us from the State via the County. County cooperation is essential to ensure funding is committed. Bridges WH-021, 022 & 051 on Burhans Blvd are all eligible for Federal Aid Fund to repair them (80/20 City match)	\$1,400,000
FY10: Design rehab of three bridges above	
FY11: Construction of rehab of three bridges	

Justification
 Rehabilitates deteriorating facilities. County passes State/Federal funds through to City as they see the priorities.

Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Planning/Design	400,000					400,000
Construction/Maintenance		1,000,000				1,000,000
Total	400,000	1,000,000				1,400,000

Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Excise Tax Fund	80,000	200,000				280,000
Grants-Federal	320,000	800,000				1,120,000
Total	400,000	1,000,000				1,400,000

Operational Impact/Other

Operational budget should be used for routine maintenance. This will not change drastically as contract work would address bigger/structural issues. Less than \$1,000 is spent on each bridge per year.

Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Maintenance	1,000	1,000	1,000	1,000	1,000	5,000
Total	1,000	1,000	1,000	1,000	1,000	5,000

Capital Improvement Program

FY '10 *thru* FY '14

City of Hagerstown, Maryland

Project # 07-433
Project Name Signal Controller Upgrades



Type Improvement **Priority** Planned Improvement
Useful Life 10 years **Contact** Deike
Category Machinery and Equipment **Department** Public Works
Location: Various locations

Year Submitted: 1993

Description	Total Project Cost	\$60,000
Upgrade signal controllers to current technology.		
FY10: Maryland & Howard		
FY11: Jefferson & Cannon		
FY12: Howard & Summit		
FY13: Cleveland & Liberty		

Justification
 The signal controllers are older equipment that do not have programming capability. Replacing the controllers will allow better management of traffic control.

Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Equip/Vehicles/Furnishings	15,000	15,000	15,000	15,000		60,000
Total	15,000	15,000	15,000	15,000		60,000

Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Transfers to CIP-CDBG Fund			15,000	15,000		30,000
Transfers to CIP-General Fund	15,000	15,000				30,000
Total	15,000	15,000	15,000	15,000		60,000

Operational Impact/Other
 All of this work is the replacement of existing equipment. Do not see any operational impact.

Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Other (Insurance, Utilities)	0	0	0	0		0
Total	0	0	0	0		0

Capital Improvement Program

FY '10 *thru* FY '14

City of Hagerstown, Maryland

Project # 07-439
Project Name Steam Engine Museum



Type Improvement **Priority** Planned Improvement
Useful Life 10 - 20 years **Contact** Thomas
Category Buildings and Structures **Department** Recreation
Location: City Park

Year Submitted: 1990

Description	Total Project Cost
FY 10: Installation of an outdoor train garden display for additional family oriented amenity and the replacement of the existing fencing to create more visual appeal. FY11: Run sewer main into area and the construction of a restroom facility on site. Allow the facility to provide a higher quality visitation experience and create a more comfortable working environment for on-site staff.	\$130,000

Justification
 By undertaking these improvements we would prevent foremost the deterioration of the nearly 100-year-old locomotive 202 and the cabooses in the collection. Their continued good condition and their accurate restoration will result in the opportunity to provide a wide array of interpretive programs to the visiting public. Additionally by completing the above mentioned building and site improvements we would foster much wider facility use by a larger and diverse range of people. The end result would be the creation of a must-see destination for the train enthusiast and the public at-large.

Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Construction/Maintenance	30,000	100,000				130,000
Total	30,000	100,000				130,000

Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Contribution by Others	30,000					30,000
Grants-State Program Open S		90,000				90,000
Transfers to CIP-General Fund		10,000				10,000
Total	30,000	100,000				130,000

Operational Impact/Other

Prior	Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
0	Other (Insurance, Utilities)	0	0	0	0		0
Total	Total	0	0	0	0		0

Capital Improvement Program

FY '10 *thru* FY '14

City of Hagerstown, Maryland

Project # 07-444
Project Name Stormdrain System Upgrades



Type Maintenance **Priority** Planned Improvement
Useful Life 100 years **Contact** Tissue
Category Infrastructure-Storm Drains **Department** Engineering
Location: Various locations
Year Submitted: Ongoing

Description **Total Project Cost** \$575,000

FY10: Install storm drain on Forest Drive to mitigate street flooding (\$30,000) and drainage improvements on Fry Ave @ Laurel Street (\$25,000)

FY11: Install storm drain on East Antietam Street in conjunction with library redevelopment project which includes approximately 500 linear feet of storm sewer in East Antietam for \$275,000 of CDBG funding (work in Cramers Alley adds additional \$125,000 which would be paid by the developer).

FY12-14: Plan on unspecified work to deal with aging system. Reconstruct sub-standard and deteriorating storm drain inlets and pipes. This may be pipe replacement or a City-wide system inspection.

Justification

Replace deteriorating system as problems arise or install new storm drain based on complaints.

Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Construction/Maintenance	55,000	400,000	40,000	40,000	40,000	575,000
Total	55,000	400,000	40,000	40,000	40,000	575,000

Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Bond Financing (General Fund	55,000	400,000				455,000
Transfers to CIP-General Fund			40,000	40,000	40,000	120,000
Total	55,000	400,000	40,000	40,000	40,000	575,000

Operational Impact/Other

Decrease potential problems with drain as current system is over 100 years old. New stormdrain will cost less than \$5,000 per mile/per year to maintain based on current spending.

Capital Improvement Program

FY '10 *thru* FY '14

City of Hagerstown, Maryland

Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Maintenance	0	0	0	0	0	0
Total	0	0	0	0	0	0

Capital Improvement Program

FY '10 *thru* FY '14

City of Hagerstown, Maryland

Project # 07-458
Project Name Curb and Sidewalk Replacement Program



Type Maintenance **Priority** Planned Improvement
Useful Life 30 years **Contact** Tissue
Category Infrastructure-Sidewalks **Department** Engineering
Location: City-Wide

Year Submitted: Ongoing

Description **Total Project Cost** \$700,000

Reconstruct deteriorated curb and sidewalk that are the City's responsibility.

This includes addressing damage caused by street trees and fixing random problem areas (where the City is responsible). This assists Public Works with street tree issues. This is a multi-million dollar problem city wide and this program addresses the problems on planned "overlay" streets and other areas as funds allow (\$100,000 per year).

FY 10: Address problems on South Prospect Street's brick sidewalks (\$200,000.) that is damaged by street trees (tied to CIP #560)

Justification

Improvement of deteriorating facilities to benefit general population, remove tripping hazard at sidewalks damaged by street trees.

Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Construction/Maintenance	300,000	100,000	100,000	100,000	100,000	700,000
Total	300,000	100,000	100,000	100,000	100,000	700,000

Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Bond Financing (General Fund	200,000					200,000
Transfers to CIP-General Fund	100,000	100,000	100,000	100,000	100,000	500,000
Total	300,000	100,000	100,000	100,000	100,000	700,000

Operational Impact/Other

Assist Public Works Department in addressing wide-scale problem of sidewalks damaged by street trees.

Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Maintenance	0	0	0	0	0	0
Total	0	0	0	0	0	0

Capital Improvement Program

FY '10 *thru* FY '14

City of Hagerstown, Maryland

Project # 07-500
Project Name Hagerstown Business Park II



Type Improvement **Priority** Probable Grant
Useful Life Indefinite **Contact** Tissue
Category Land Acquisition **Department** Engineering
Location: To be determined

Year Submitted: Ongoing

Description **Total Project Cost** \$2,400,000
 Design site and construct infrastructure for a second business park for the City. Site could be on "City Farm" property located behind the sewer plant off Frederick Street but actual location is to be determined. Explore the use of Federal funding for infrastructure construction.

Justification
 Advance of need to benefit large segment of the population and promote jobs.
 A recommended economic development action in the draft Comp Plan is to facilitate the creation of small-lot business parks to attract small businesses to the City.

Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total	Future
Land Acquisition					1,200,000	1,200,000	1,200,000
Total					1,200,000	1,200,000	Total

Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total	Future
Bond Financing (General Fund)					400,000	400,000	1,200,000
Grants-Federal					800,000	800,000	
Total					1,200,000	1,200,000	Total

Operational Impact/Other
 Approximately \$15,000 annually in additional road maintenance. Utility company costs increase to maintain additional utility. Additional lighting costs would be about \$3,000 per year.

Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Other (Insurance, Utilities)					0	0
Total					0	0

Capital Improvement Program

FY '10 *thru* FY '14

City of Hagerstown, Maryland

Project # 07-522
Project Name City Park Parking Improvements



Type Improvement **Priority** Planned Improvement
Useful Life 25 years **Contact** Tissue
Category Land Improvements **Department** Engineering
Location: City Park

Year Submitted: Ongoing

Description **Total Project Cost** \$490,000
 Construct improvements to existing parking lots in City Park. Includes parking, landscaping, walkways and lighting (#514).
 FY11: Includes the parking lot between Art Museum & Hager House (aka 'Digby Lot').
 FY12: Includes the upper parking lot by Mansion House.
 FY13: Includes the upper parking lot by tennis courts & pavilion.

Justification
 Existing lots are gravel, full of potholes, and are poorly lit and landscaped. Improvements to the south lot in 2006 were widely affirmed by the public who visit City Park.

Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Planning/Design		15,000				15,000
Construction/Maintenance		175,000	150,000	150,000		475,000
Total		190,000	150,000	150,000		490,000

Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Bond Financing (General Fund)		190,000	150,000	150,000		490,000
Total		190,000	150,000	150,000		490,000

Operational Impact/Other
 Decrease in maintenance costs of gravel lot less than \$1,000 per year. Increase long term costs of \$2,000 per year for curb and pavement maintenance and \$500 annually in additional lighting costs.

Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Maintenance		1,500	1,500	1,500	1,500	6,000
Total		1,500	1,500	1,500	1,500	6,000

Capital Improvement Program
City of Hagerstown, Maryland

FY '10 *thru* FY '14

Project # 07-527
Project Name Dual Highway Sidewalk



Type Improvement **Priority** Probable Grant
Useful Life 30 years **Contact** Tissue
Category Infrastructure-Sidewalks **Department** Engineering
Location: Dual Highway

Year Submitted: 2005

Description	Total Project Cost
Install sidewalk on Route 40 where sections are missing. 100% funding will be from MDSHA grants. Phase IV Project would start at end of existing sidewalk located at Eastern Blvd and go east toward I-70.	\$549,035

Justification

Part of the "Livable City Plan" to install and improve sidewalks. Part of priority area where residential neighborhoods interface with commercial areas. This encourages walking.

The draft Comp Plan recommends continuation of Livable City initiatives that bring design continuity to City neighborhoods by focusing on improved park amenities; public sidewalk repairs and enhancements; street tree planting; and traffic island installation.

Prior	Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
349,035	Construction/Maintenance	100,000	100,000				200,000
Total	Total	100,000	100,000				200,000

Prior	Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
349,035	Grants-State	100,000	100,000				200,000
Total	Total	100,000	100,000				200,000

Operational Impact/Other

Enforcement of snow removal, but all maintenance costs transferred to adjoining property owner.

Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Maintenance	0	0	0	0	0	0
Total	0	0	0	0	0	0

Capital Improvement Program

FY '10 *thru* FY '14

City of Hagerstown, Maryland

Project # 07-548
Project Name Entrance Building at Fairground Park



Type Improvement **Priority** Public Safety
Useful Life 10 years **Contact** Mason
Category Buildings and Structures **Department** Parks
Location: Fairground Park

Year Submitted: 2001

Description	Total Project Cost
Study reuse of the entrance building and continue to enhance and make improvements to the exterior of the building. Project is to design and renovate the entrance building. FY 12: Major rehab. Will apply for funding by Program Open Space.	\$500,000

Justification
Improve deteriorating facility as required by Historical Trust Preservation. Basic upkeep is required until use of the buildings has been determined by Mayor and Council.

Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Construction/Maintenance			500,000			500,000
Total			500,000			500,000

Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Bond Financing (General Fund)			50,000			50,000
Grants-State Program Open S			450,000			450,000
Total			500,000			500,000

Operational Impact/Other

Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Other (Insurance, Utilities)			0	0		0
Total			0	0		0

Capital Improvement Program

FY '10 *thru* FY '14

City of Hagerstown, Maryland

Project # 07-553
Project Name Ice Rink Road Reconstruction



Type Maintenance **Priority** Planned Improvement
Useful Life 20 years **Contact** Tissue
Category Infrastructure-Streets **Department** Engineering
Location: Fairground Park

Year Submitted: Ongoing

Description **Total Project Cost** \$50,000

Phase II: Existing road from circle in front of ice rink to Jones substation is in poor condition and riddled with potholes. Complete reconstruction is required. Suggest milling pavement, placing 3" depth millings, 2 1/2" surface HMA and grading roadside ditches. Not a "public street" but a driveway onto City-owned property.

Justification

Public using ice rink find the condition of this entrance road as unacceptable.

Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Construction/Maintenance		50,000				50,000
Total		50,000				50,000

Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Bond Financing (General Fund)		50,000				50,000
Total		50,000				50,000

Operational Impact/Other

Savings on patching and repairs if the street is reconstructed.

Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Maintenance	-1,000	-1,000	-1,000	-1,000	-1,000	-5,000
Total	-1,000	-1,000	-1,000	-1,000	-1,000	-5,000

Capital Improvement Program

FY '10 *thru* FY '14

City of Hagerstown, Maryland

Project # 07-559
Project Name Doleman Black Heritage Museum



Type Improvement **Priority** Probable Grant
Useful Life 50 years **Contact** Mason
Category Land Acquisition **Department** Parks
Location: Charles Street

Year Submitted: 2006

Description **Total Project Cost** \$215,000

Acquisition of the old Coke building for adaptive reuse for the Doleman Black Heritage Museum. The non-profit board of this museum will take the lead on this project. The City will be to help facilitate the project and assist in obtaining any pass through federal or state grants to assist with the project.

May qualify for 100% funding by Program Open Space.

Justification

Benefits a large segment of the population and preserves a comprehensive and unique collection of the area's community heritage.

Comp Plan recommends a community planning effort in the Jonathan neighborhood to determine desired land uses and design elements. This project could be incorporated into that study process.

Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Planning/Design	15,000					15,000
Land Acquisition			200,000			200,000
Total	15,000		200,000			215,000

Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Grants-State	15,000					15,000
Grants-State Program Open S			200,000			200,000
Total	15,000		200,000			215,000

Operational Impact/Other

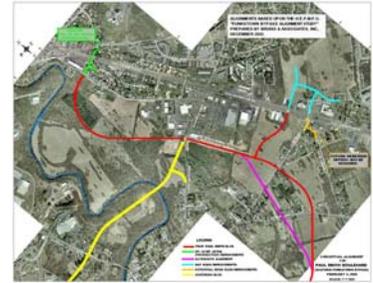
Will need more manpower to operate and maintain, utilities, etc. if not operated by a non-profit group.

Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Other (Insurance, Utilities)			0	0		0
Total			0	0		0

Capital Improvement Program
City of Hagerstown, Maryland

FY '10 *thru* FY '14

Project # 07-563
Project Name Southern Boulevard



Type Improvement **Priority** Planned Improvement
Useful Life 25 years **Contact** Tissue
Category Infrastructure-Streets **Department** Engineering
Location: Funkstown Hill

Year Submitted: 2001

Description **Total Project Cost** \$20,623,000

In conjunction with Washington County and Funkstown, construct new connector road connecting Edgewood Drive and Oak Ridge Blvd.

This is primarily a County-driven project. The County has the project in two phases. Phase I (FY12) is from Oak Ridge to Frederick Street and the City has no role. Phase II is from Edgewood Drive to Frederick Street and the City's role is to acquire the right-of-way through the land development/planning processes.

Justification

Benefits provided to large segment of the population.

The draft Comp Plan recommends working with other agencies to pursue the timely completion of selected projects that facilitate traffic movement around the City's periphery. This project was specifically identified.

Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Planning/Design			936,000			936,000
Construction/Maintenance			10,575,000	9,112,000		19,687,000
Total			11,511,000	9,112,000		20,623,000

Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Grants-County			2,877,750	2,278,000		5,155,750
Grants-Federal			2,877,750	2,278,000		5,155,750
Grants-State			5,755,500	4,556,000		10,311,500
Total			11,511,000	9,112,000		20,623,000

Operational Impact/Other

Long-term increase in maintenance costs of roughly \$30,000 annually for bridge maintenance, plowing, pavement maintenance and pavement markings on new road within City limits. Additional lighting costs of \$3,000 annually.

Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Maintenance			30,000	30,000		60,000
Other (Insurance, Utilities)			3,000	3,000		6,000
Total			33,000	33,000		66,000

Capital Improvement Program

FY '10 *thru* FY '14

City of Hagerstown, Maryland

Project # 07-568
Project Name Cable PEG/I-Net



Type Improvement **Priority** Contract Obligation
Useful Life 10 years **Contact** Martin
Category Machinery and Equipment **Department** Information Technology
Location: City-Wide

Year Submitted: 2001

Description **Total Project Cost** \$242,000
 Public television and institutional network capital facilities and equipment. Improvement to I-Net connectivity and PEG Channel capabilities. Near term improvements include programing production enhancements for City Cable Channel 6.
 FY 14 Reflects the expiration of the current 12 year franchise agreement on 11/1/2013.

Justification
 There will be an increased need for the sharing of data between the major governmental agencies within the County due to consolidation opportunities especially within our Public Safety area. The use of these funds is contractually required for this type of project through Cable Franchise Agreement with Antietam Cable. This initiative also provides the opportunity for State agencies located in the downtown area to benefit from cost savings realized through the removal of ISDN access to the State network as championed by Senator Munson.

Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Equip/Vehicles/Furnishings	56,000	56,000	56,000	56,000	18,000	242,000
Total	56,000	56,000	56,000	56,000	18,000	242,000

Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
PEG Fee	56,000	56,000	56,000	56,000	18,000	242,000
Total	56,000	56,000	56,000	56,000	18,000	242,000

Operational Impact/Other
 There will no monetary impacts upon IT's general operating budget as all costs related to the maintenance/support of any hardware will be achieved through PEG funding.

Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Other (Insurance, Utilities)	0	0	0	0	0	0
Total	0	0	0	0	0	0

Capital Improvement Program

FY '10 *thru* FY '14

City of Hagerstown, Maryland

Project # 07-570
Project Name Parks Vehicles and Equipment



Type Replacement **Priority** Planned Improvement
Useful Life 5 - 10 years **Contact** Mason
Category Automobiles and Trucks **Department** Parks
Location: Fairground Park

Year Submitted: Ongoing

Description **Total Project Cost** \$348,000

See Vehicle and Equipment replacement schedule.

FY 10: Replace #318 1998 Dump Truck (\$50,000) & #314 1998 Pickup (\$25,000)

Justification

Improved Service.

Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Equip/Vehicles/Furnishings	75,000	58,000	50,000	90,000	75,000	348,000
Total	75,000	58,000	50,000	90,000	75,000	348,000

Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Transfers to CIP-General Fund	75,000	58,000	50,000	90,000	75,000	348,000
Total	75,000	58,000	50,000	90,000	75,000	348,000

Operational Impact/Other

Prior	Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
0	Other (Insurance, Utilities)	0	0	0	0		0
Total	Total	0	0	0	0		0

Capital Improvement Program

FY '10 *thru* FY '14

City of Hagerstown, Maryland

Project # 07-579
Project Name Downtown Gateway Signs



Type Improvement **Priority** Planned Improvement
Useful Life 30 years **Contact** Tissue
Category Land Improvements **Department** Engineering
Location: Various locations

Year Submitted: Ongoing

Description **Total Project Cost** \$55,000
 Gateway signage on Route 40 to welcome visitors to the downtown consistent with the Comprehensive Plan. Incorporated as part of the National Highway (scenic byway) system. Includes irrigation system.
 Staff planned to seek a grant from SHA "Scenic Byways" program. SHA indicated on 12/16/2008 that there were no funding available for this project

Justification
 Improve image of downtown and advises motorists they are entering the historical area.
 The draft Comp Plan recommends the continuation of a full range of physical improvements on an incremental basis to the downtown area. These should be aimed at improving the downtown's image and attractiveness through traffic calming measures; gateway and pedestrian enhancements; landscaping and streetscaping; and improvement of public parking facilities.

Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Planning/Design	10,000					10,000
Construction/Maintenance	25,000					25,000
Equip/Vehicles/Furnishings	20,000					20,000
Total	55,000					55,000

Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Grants-State Funded	55,000					55,000
Total	55,000					55,000

Operational Impact/Other

Maintenance of landscaping and beds will require 3 - 6 visits each year by DPW staff. This project adds landscaped areas that will cost roughly \$8,000 annually to maintain. Additional annual lighting costs of \$250.

Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Maintenance	8,000	8,000	8,000	8,000		32,000
Other (Insurance, Utilities)	250	250	250	250		1,000
Total	8,250	8,250	8,250	8,250		33,000

Capital Improvement Program
City of Hagerstown, Maryland

FY '10 *thru* FY '14

Project # 07-581
Project Name Street Crime Cameras



Type Improvement **Priority** Public Safety
Useful Life 5 years **Contact** Smith
Category Machinery and Equipment **Department** Police
Location: Various locations
Year Submitted: Ongoing

Description	Total Project Cost	\$152,000
Public surveillance cameras, monitoring and recording equipment, and computer software.		

Justification
 Public surveillance cameras enable a single officer or dispatcher to monitor multiple areas for criminal and disorderly activity. Since their installation cameras enabled officers and dispatchers to observe crimes in progress and direct patrol resources accordingly. Investigators have used the cameras to solve numerous serious crimes. Expenditures reflect the purchase of two new cameras per year.

Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Equip/Vehicles/Furnishings	50,000	24,000	25,000	26,000	27,000	152,000
Total	50,000	24,000	25,000	26,000	27,000	152,000

Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Contribution by Others	50,000					50,000
Transfers to CIP-CDBG Fund		24,000	25,000	26,000	27,000	102,000
Total	50,000	24,000	25,000	26,000	27,000	152,000

Operational Impact/Other
 Recurring cost is the maintenance agreement with the vendor and is expected to increase as new cameras are added to the system.

Prior	Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
13,500	Other (Insurance, Utilities)	14,000	14,500	15,000	15,500		59,000
Total	Total	14,000	14,500	15,000	15,500		59,000

Capital Improvement Program

FY '10 *thru* FY '14

City of Hagerstown, Maryland

Project # 07-583
Project Name Rehabilitation of City Hall Elevators



Type Replacement **Priority** Planned Improvement
Useful Life 20 years **Contact** Deike
Category Buildings and Structures **Department** Public Works
Location: City Hall

Year Submitted: 2004

Description **Total Project Cost** \$85,000

Replace motors, switches, and electrical systems that operate the secondary elevator at City Hall.

Rehabilitation on the primary elevator was completed in 2004.

The secondary elevator's motor was rebuilt in 2004, however, it is still in need of updating but can wait until FY 2011.

Justification

Much of the hardware for the secondary elevator is original. While it has worked well, the switches and mechanics of the system rely on old technology and replacement parts are more difficult to locate.

Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Construction/Maintenance			85,000			85,000
Total			85,000			85,000

Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Bond Financing (General Fund)			85,000			85,000
Total			85,000			85,000

Operational Impact/Other

Repair costs should go down with the installation of updated equipment. Warranty would cover initial issues with new installation. Fewer repair costs associated with newer machinery.

Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Other (Insurance, Utilities)			500	500		1,000
Total			500	500		1,000

Capital Improvement Program
City of Hagerstown, Maryland

FY '10 *thru* FY '14

Project # 07-594
Project Name Installation of Street Trees



Type Improvement **Priority** Planned Improvement
Useful Life 100 years **Contact** Tissue
Category Land Improvements **Department** Engineering
Location: City-Wide

Year Submitted: Ongoing

Description **Total Project Cost** \$125,000
 Installation of street trees to improve aesthetics and livability. An initiative to improve our older neighborhoods. Estimate of funds is based on projected development that would pay into fund in lieu of planting trees on their site or offsite.

Justification
 Benefits the community, proven to make neighborhoods more "livable", safer, and appealing.
 The draft Comp Plan recommends continuation of Livable City initiatives that bring design continuity to City neighborhoods by focusing on improved park amenities; public sidewalk repairs and enhancements; street tree planting; and traffic island installation.

Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Construction/Maintenance	25,000	25,000	25,000	25,000	25,000	125,000
Total	25,000	25,000	25,000	25,000	25,000	125,000

Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Reforestation Funds	25,000	25,000	25,000	25,000	25,000	125,000
Total	25,000	25,000	25,000	25,000	25,000	125,000

Operational Impact/Other
 No impact in next five years as trees grow. Assume City spends \$16,000 annually to maintain all street trees. Potentially significant future costs. Arborist may need to be hired to maintain trees and eventually they need replaced. Sidewalk damage caused by trees is also City responsibility (but has been minimized by selecting appropriate species).

Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Maintenance	0	0	0	0	0	0
Total	0	0	0	0	0	0

Capital Improvement Program

FY '10 *thru* FY '14

City of Hagerstown, Maryland

Project #	07-595
Project Name	New Sidewalks



Type	Improvement	Priority	Public Safety
Useful Life	30 years	Contact	Tissue
Category	Infrastructure-Sidewalks	Department	Engineering
Location:	Various locations		

Year Submitted: Ongoing

Description	Total Project Cost	\$90,000
Install new sidewalks to complete the system on City-owned property. City will seek grant assistance wherever possible.		
FY 10: Frederick Street @ Wilson (NW corner) (\$40,000)		
FY 11: Hood Street (\$20,000), Oak Hill Avenue @ St. Maria Goretti (\$30,000)		

Justification
Benefits large segment of the population, encourages walking in lieu of using vehicles. Part of "livable-city" initiative. Projects are in areas of schools or interface between residential and commercial.
The draft Comp Plan recommends continuation of Livable City initiatives that bring design continuity to City neighborhoods by focusing on improved park amenities; public sidewalk repairs and enhancements; street tree planting; and traffic island installation.

Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Construction/Maintenance		50,000		40,000		90,000
Total		50,000		40,000		90,000

Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Grants-State		30,000				30,000
Transfers to CIP-General Fund		20,000		40,000		60,000
Total		50,000		40,000		90,000

Operational Impact/Other
Enforcement of snow removal, but all maintenance costs transferred to adjoining property owner.

Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Maintenance	0	0	0	0	0	0
Total	0	0	0	0	0	0

Capital Improvement Program

FY '10 *thru* FY '14

City of Hagerstown, Maryland

Project # 07-606
Project Name Eastern Boulevard North Extension



Type Improvement **Priority** Planned Improvement
Useful Life 25 years **Contact** Tissue
Category Infrastructure-Streets **Department** Engineering
Location: Eastern Blvd

Year Submitted: 2004

Description **Total Project Cost** \$5,424,000

This is a new four-lane section connecting Eastern Boulevard @ Antietam Drive to Leitersburg Pike @ Marsh Pike intersection. Road is 6,400 lineal feet and improves intersections at each end. The ultimate funding plan needs to be finalized by City and County elected officials. For now, funding is assumed to be a joint project of 25% City, 25% County, and 50% developer (which is very optimistic based on current development patterns), but is assumed to be built to City street standards. Majority of right-of-way is anticipated to be donated, but is valued at approximately \$1,500,000.

FY 09: Plats, preliminary engineering and begin construction documents.

Justification

Increase traffic capacity, minimize congestion on Route 60 from Marsh Pike to Northern Avenue, and opens land for additional development and County park lands.

The draft Comp Plan recommends working with other agencies to pursue the timely completion of selected projects that facilitate traffic movement around the City's periphery. This project was specifically identified.

Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Construction/Maintenance		2,712,000	2,712,000			5,424,000
Total		2,712,000	2,712,000			5,424,000

Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Contribution by Others		1,356,000	1,356,000			2,712,000
Grants-County		1,356,000	1,356,000			2,712,000
Total		2,712,000	2,712,000			5,424,000

Operational Impact/Other

Additional road and utility maintenance. Long-term increase of roughly \$30,000 annually for plowing, pavement maintenance, and pavement markings on new road within the City limits. Additional lighting costs of \$4,000 annually.

Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Maintenance			30,000	30,000	30,000	90,000
Other (Insurance, Utilities)			4,000	4,000	4,000	12,000
Total			34,000	34,000	34,000	102,000

Capital Improvement Program

FY '10 *thru* FY '14

City of Hagerstown, Maryland

Project # 07-624
Project Name Fairground Grandstand Improvements



Type Improvement **Priority** Contract Obligation
Useful Life 25 - 50 years **Contact** Tissue
Category Buildings and Structures **Department** Engineering
Location: Fairground Park

Year Submitted: 2004

Description **Total Project Cost** \$8,500,000
 Council reviewed concept plan in 2007 that converts grandstand into "Sport and Event Center." The building could house 2 full-size basketball courts and a walking/jogging trail. Alternate uses for the space would be a 1290-seat auditorium, 155-booth craft show or expo, or a 980-seat banquet facility. Staff is exploring federal funding.

Justification
 Rehabs deteriorating facilities, adds to community and allows the park to be used all four seasons of the year.
 The draft Comp Plan recommends exploring development of an indoor recreation center with multi-purpose rooms for use by residents and community groups.

Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Planning/Design			500,000			500,000
Construction/Maintenance				4,000,000	4,000,000	8,000,000
Total			500,000	4,000,000	4,000,000	8,500,000

Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Contribution by Others			500,000	4,000,000	4,000,000	8,500,000
Total			500,000	4,000,000	4,000,000	8,500,000

Operational Impact/Other

Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Other (Insurance, Utilities)				0	0	0
Total				0	0	0

Capital Improvement Program

FY '10 *thru* FY '14

City of Hagerstown, Maryland

Project # 07-630
Project Name Renovation - City Hall



Type Improvement **Priority** Planned Improvement
Useful Life 25 - 50 years **Contact** Tissue
Category Buildings and Structures **Department** Engineering
Location: Roslyn Bldg & City Hall

Year Submitted: 2005

Description **Total Project Cost** \$309,000

As reviewed with City Council in November, 2007, project renovates the second and third floors of the Roslyn Building plus fourth floor of City Hall with minor other upgrades in City Hall. The project includes bridge from Roslyn Building to first floor of City Hall. IT staff and CD staff move to the second floor of the Rosalyn Building. Community Affairs moves to the third floor of the Rosalyn Building and develops a studio. Code Administration moves to the fourth floor of City Hall. Planning moves to the third floor of City Hall.

Justification

Current space is utilized to the maximum and will not allow for any additional expansion.

This is in conjunction with CIP #22-779.

Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Construction/Maintenance	309,000					309,000
Total	309,000					309,000

Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Prior Bond Proceeds	309,000					309,000
Total	309,000					309,000

Operational Impact/Other

None - utilizes existing space in City Hall and the Rosalyn.

Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Other (Insurance, Utilities)	0	0	0	0	0	0
Total	0	0	0	0	0	0

Capital Improvement Program

FY '10 *thru* FY '14

City of Hagerstown, Maryland

Project # 07-634
Project Name Wheaton Park Parking



Type Improvement **Priority** Planned Improvement
Useful Life 25 years **Contact** Tissue
Category Land Improvements **Department** Engineering
Location: Wheaton Park

Year Submitted: 2004

Description **Total Project Cost** \$75,000
 Construct additional parking and make other improvements to parking area at Wheaton Park. City obtained property in late 1990's along Charles Street (former fire-damaged property.)
 Improvements include additional parking spaces, drainage, and sidewalk improvements.

Justification
 Improved service.

Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Construction/Maintenance					75,000	75,000
Total					75,000	75,000

Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Transfers to CIP-CDBG Fund					75,000	75,000
Total					75,000	75,000

Operational Impact/Other
 Increased long-term costs of \$1,000 per year for curb and pavement maintenance, and \$200 annually in additional lighting costs.

Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Maintenance		1,000	1,000	1,000	1,000	4,000
Other (Insurance, Utilities)		200	200	200	200	800
Total		1,200	1,200	1,200	1,200	4,800

Capital Improvement Program

FY '10 *thru* FY '14

City of Hagerstown, Maryland

Project # 07-640
Project Name Signal Timing Optimization



Type Improvement **Priority** Planned Improvement
Useful Life 5 years **Contact** Tissue
Category Machinery and Equipment **Department** Engineering
Location: City-Wide

Year Submitted: Ongoing

Description **Total Project Cost** \$91,000

Evaluate existing signals and re-time based on the ever changing traffic volume.

FY10: Signal database of 130 signalized intersections
 FY11: Groh Boulevard
 FY12: Cleveland Avenue

Justification

Most cost effective way to reduce delay and congestion.

Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Planning/Design	11,000	20,000	20,000	20,000	20,000	91,000
Total	11,000	20,000	20,000	20,000	20,000	91,000

Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Transfers to CIP-General Fund	11,000	20,000	20,000	20,000	20,000	91,000
Total	11,000	20,000	20,000	20,000	20,000	91,000

Operational Impact/Other

Operational cost neutral. This process optimizes the signal timing decreasing motorist delay and frustration.

Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Other (Insurance, Utilities)	0	0	0	0	0	0
Total	0	0	0	0	0	0

Capital Improvement Program

FY '10 *thru* FY '14

City of Hagerstown, Maryland

Project # 07-664
Project Name North Locust Street Parking Lot



Type Improvement **Priority** Cost Avoidance
Useful Life 25 - 50 years **Contact** Bayer
Category Land Improvements **Department** Community Development
Location: 239 N. Locust Street

Year Submitted: 2005

Description	Total Project Cost	\$60,000
Creation of a 20-space neighborhood parking facility. Reuse of vacant property, improved neighborhood services.		

Justification
Lack of on-street parking in the neighborhood.
Comp Plan recommends continued support to plant street trees and promote additional neighborhood parking facilities.

Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Construction/Maintenance		60,000				60,000
Total		60,000				60,000

Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Transfers to CIP-CDBG Fund		60,000				60,000
Total		60,000				60,000

Operational Impact/Other

Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Other (Insurance, Utilities)	0	0	0	0	0	0
Total	0	0	0	0	0	0

Capital Improvement Program

FY '10 *thru* FY '14

City of Hagerstown, Maryland

Project # 07-685
Project Name Professional Court Extension



Type Increase Capacity **Priority** Planned Improvement
Useful Life 25 years **Contact** Tissue
Category Infrastructure-Streets **Department** Engineering
Location: Professional Court

Year Submitted: 2005

Description **Total Project Cost** **\$8,000,000**

Extend Professional Court over Antietam Creek to Robinwood Area to site of proposed hospital to provide auxiliary routes. Federal funding of \$380,000 for FY10 received through special appropriation due to the efforts of the City's congressional delegation. The project would be completed in conjunction with land development East of Antietam Creek. Listed as one of the top transportation projects endorsed by Council and the Planning Commission.
 FY10: Final traffic study and design
 FY11: Estimate assumes 4 lane bridge with 4 lane substructure and \$1,000,000 to upgrade existing professional court

Justification

Provides redundant, more direct access to area (where hospital will locate) from the downtown and north side of the City.
 The draft Comp Plan recommends this project as an improvement that would enhance the City's transportation network.

Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Planning/Design	500,000					500,000
Construction/Maintenance		7,500,000				7,500,000
Total	500,000	7,500,000				8,000,000

Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Contribution by Others		3,500,000				3,500,000
Excise Tax Fund	120,000					120,000
Grants-Federal	380,000	4,000,000				4,380,000
Total	500,000	7,500,000				8,000,000

Operational Impact/Other

Long-term increase in maintenance costs of roughly \$20,000 annually for plowing, pavement maintenance, bridge maintenance, and pavement markings on new road within City limits. Additional lighting costs of \$3,000 annually.

Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Maintenance		20,000	20,000	20,000	20,000	80,000
Other (Insurance, Utilities)		3,000	3,000	3,000	3,000	12,000
Total		23,000	23,000	23,000	23,000	92,000

Capital Improvement Program

FY '10 *thru* FY '14

City of Hagerstown, Maryland

Project # 07-686
Project Name Reconstruction of Haven Road



Type Improvement **Priority** Planned Improvement
Useful Life 25 years **Contact** Tissue
Category Infrastructure-Streets **Department** Engineering
Location: Haven Road

Year Submitted: 2005

Description **Total Project Cost** \$200,000

Install curbs and sidewalks along Haven Road from Pennsylvania Avenue to City line.

Subject to progress of proposed development, developer funded

Justification

Provide safe walk route to schools

Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Construction/Maintenance		200,000				200,000
Total		200,000				200,000

Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Contribution by Others		200,000				200,000
Total		200,000				200,000

Operational Impact/Other

Estimated that \$1,000 annually can be saved on patching and repairs to this street if improved by developer.

Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Other (Insurance, Utilities)		0	0	0	0	0
Total		0	0	0	0	0

Capital Improvement Program

FY '10 *thru* FY '14

City of Hagerstown, Maryland

Project # 07-690
Project Name East Washington Street Alley



Type Improvement **Priority** Planned Improvement
Useful Life 25 years **Contact** Tissue
Category Infrastructure-Alleys **Department** Engineering
Location: E. Washington Street

Year Submitted: 2005

Description **Total Project Cost** \$650,000
Widen Cramer Alley to create a two-way street from Washington Street to the A & E deck.
Acquire the adult bookstore property and demolish for an urban plaza.
Consistent with February, 2005, agreement between the City and Bowman 2000 LLC.

Justification
Improved access to Arts and Entertainment District parking deck.
Project planned with Bowman Development in 2004.

Prior	Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
355,000	Construction/Maintenance	245,000					245,000
	Utility Relocation	50,000					50,000
Total	Total	295,000					295,000

Prior	Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
355,000	Grants-County	245,000					245,000
	Transfers to CIP-Light Fund	50,000					50,000
Total	Total	295,000					295,000

Operational Impact/Other
Long-term cost of \$5,000 annually for pavement maintenance. Additional lighting costs would be \$500 annually.

Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Maintenance	5,000	5,000	5,000	5,000	5,000	25,000
Other (Insurance, Utilities)	500	500	500	500	500	2,500
Total	5,500	5,500	5,500	5,500	5,500	27,500

Capital Improvement Program

FY '10 *thru* FY '14

City of Hagerstown, Maryland

Project # 07-718
Project Name Develop 50 West Memorial Boulevard



Type Improvement **Priority** Planned Improvement
Useful Life 50 years **Contact** Tissue
Category Buildings and Structures **Department** Engineering
Location: 50 E. Memorial Blvd.

Year Submitted: 2006

Description	Total Project Cost
Develop the vacant lot across from the Department of Public Works and Bester Elementary School.	\$920,000
FY09-10: Sitee planning for new facility.	
FY11-12: Construct a new Public Works vehicle and equipment storage building..	
FY13: Construct a salt dome.	

Justification
Master plan approved by the Mayor and Council.

Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total	Future
Planning/Design		10,000	10,000			20,000	175,000
Construction/Maintenance				375,000	350,000	725,000	
Total		10,000	10,000	375,000	350,000	745,000	Total

Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total	Future
Bond Financing (General Fund				375,000	350,000	725,000	175,000
Transfers to CIP-General Fund		10,000	10,000			20,000	
Total		10,000	10,000	375,000	350,000	745,000	Total

Operational Impact/Other
Additional building maintenance costs and grounds costs.

Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total	Future
Maintenance				0	0	0	0
Total				0	0	0	Total

Capital Improvement Program

FY '10 *thru* FY '14

City of Hagerstown, Maryland

Project # 07-720
Project Name 000 Block of North Potomac Street



Type Improvement **Priority** Planned Improvement
Useful Life 15 years **Contact** Tissue
Category Land Improvements **Department** Engineering
Location: North Potomac Street

Year Submitted: 2006

Description	Total Project Cost	\$400,000
Phase II of Potomac Street streetscape enhancements including brick sidewalks, street trees, and possible bumpouts for café's. Street would be repaved.		

Justification
Continue success from Phase I

Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Construction/Maintenance		400,000				400,000
Total		400,000				400,000

Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Bond Financing (General Fund)		300,000				300,000
Grants-State Funded		100,000				100,000
Total		400,000				400,000

Operational Impact/Other

Capital Improvement Program

FY '10 *thru* FY '14

City of Hagerstown, Maryland

Project # 07-730
Project Name West End Fire and EMS (Relocation)



Type Increase Capacity **Priority** Planned Improvement
Useful Life 25 - 50 years **Contact** Hawbaker
Category Buildings and Structures **Department** Fire
Location: To be determined

Year Submitted: 2006

Description	Total Project Cost
Construct a combined Fire Station and EMS station in the West End of town. FY 12: Land acquisition FY 13: Design FY 15: Construction	\$2,800,000

Justification
 The draft Comprehensive Plan recommends relocating two downtown stations out to more geographically dispersed locations in the West End and the North End. These actions are intended to improve emergency response times to areas along the City's periphery.

Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total	Future
Planning/Design				300,000		300,000	2,300,000
Land Acquisition			200,000			200,000	Total
Total			200,000	300,000		500,000	

Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total	Future
Bond Financing (General Fund)			200,000	300,000		500,000	2,300,000
Total			200,000	300,000		500,000	Total

Operational Impact/Other
 Relocation should have no operational impact.

Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Other (Insurance, Utilities)		0	0	0		0
Total		0	0	0		0

Capital Improvement Program

FY '10 *thru* FY '14

City of Hagerstown, Maryland

Project # 07-731
Project Name North End Fire Station (Relocation)



Type Increase Capacity **Priority** Cost Avoidance
Useful Life 25 - 50 years **Contact** Hawbaker
Category Buildings and Structures **Department** Fire
Location: To be determined

Year Submitted: 2006

Description	Total Project Cost
Construct a Fire Station North End of town. FY 12: Land acquisition FY 14: Design FY 16: Construction	\$3,100,000

Justification
 The draft Comprehensive Plan recommends relocating two downtown stations out to more geographically dispersed locations in the West End and the North End. These actions are intended to improve emergency response times to areas along the City's periphery.

Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total	Future
Planning/Design					300,000	300,000	2,300,000
Land Acquisition				500,000		500,000	
Total				500,000	300,000	800,000	Total

Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total	Future
Bond Financing (General Fund)				500,000	300,000	800,000	2,300,000
Total				500,000	300,000	800,000	Total

Operational Impact/Other
 Relocation should have no operational impact.

Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Other (Insurance, Utilities)			0	0		0
Total			0	0		0

Capital Improvement Program
City of Hagerstown, Maryland

FY '10 *thru* FY '14

Project # 07-733
Project Name R. Paul Smith Boulevard



Type Increase Capacity **Priority** Planned Improvement
Useful Life 25 years **Contact** Tissue
Category Infrastructure-Streets **Department** Engineering
Location: Howell Road at US 40

Year Submitted: 2006

Description	Total Project Cost
FY10: Set final alignment and monument infield	\$5,025,000
FY11-12: Construct a new connector/access road to be fully developer funded. Alignment based on Metropolitan Planning Organization study of the area.	

Justification

Required to develop Harrison's tract.

The long-range Transportation Plan of the Hagerstown/Eastern Panhandle region, as well as the draft Comprehensive Plan, recommend this project to improve the regional transportation system.

Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Planning/Design	25,000	500,000				525,000
Construction/Maintenance			4,500,000			4,500,000
Total	25,000	500,000	4,500,000			5,025,000

Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Contribution by Others	25,000	500,000	4,500,000			5,025,000
Total	25,000	500,000	4,500,000			5,025,000

Operational Impact/Other

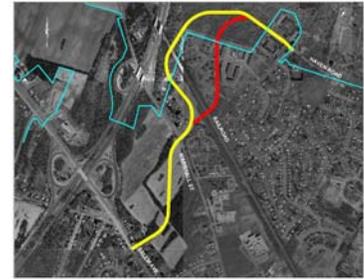
Long-term increase of roughly \$30,000 annually for plowing, pavement maintenance, signal maintenance, and pavement markings on new road within City limits. Additional lighting costs of \$4,000 annually.

Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Maintenance			30,000	30,000	30,000	90,000
Other (Insurance, Utilities)			4,000	4,000	4,000	12,000
Total			34,000	34,000	34,000	102,000

Capital Improvement Program
City of Hagerstown, Maryland

FY '10 *thru* FY '14

Project # 07-735
Project Name Northwest Connector



Type Increase Capacity **Priority** Planned Improvement
Useful Life 25 years **Contact** Tissue
Category Infrastructure-Streets **Department** Engineering
Location: Haven Road to Marshall Street

Year Submitted: 2006

Description	Total Project Cost	\$5,200,000
<p>In conjunction with development and consistent with a presentation to City Council in July, 2006, the City share would be 60' clear span bridge over railroad and a road from the bridge to Marshall Street (unless development proposed otherwise).</p> <p>FY10: Set final alignment & monument in field.</p>		

Justification
<p>Traffic volumes on Salem Avenue have increased 90% since 1997 and 34% on Burhans and Pennsylvania Avenue. Salem cannot be widened and anything to decrease traffic on Salem would benefit long term congestion. This road is "missing link" in the transportation system.</p> <p>The draft Comp Plan recommends working with other agencies to pursue the timely completion of selected projects that facilitate traffic movement around the City's periphery. This project was specifically identified.</p>

Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Planning/Design	20,000	80,000				100,000
Land Acquisition		200,000				200,000
Construction/Maintenance			1,500,000	3,400,000		4,900,000
Total	20,000	280,000	1,500,000	3,400,000		5,200,000

Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Bond Financing (General Fund)			1,000,000	850,000		1,850,000
Contribution by Others			500,000	2,400,000		2,900,000
Excise Tax Fund	20,000	280,000				300,000
Grants-State Aid in Lieu of Urb				150,000		150,000
Total	20,000	280,000	1,500,000	3,400,000		5,200,000

Operational Impact/Other
<p>Long-term increase in maintenance costs of roughly \$20,000 annually for plowing, pavement maintenance, bridge maintenance, and pavement markings for road within City limits. Additional lighting costs of \$3,000 annually.</p>

Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Maintenance			20,000	20,000		40,000
Other (Insurance, Utilities)			3,000	3,000		6,000
Total			23,000	23,000		46,000

Capital Improvement Program

FY '10 *thru* FY '14

City of Hagerstown, Maryland

Project # 07-736
Project Name Madison Avenue Parking Lot



Type Improvement **Priority** Planned Improvement
Useful Life 25 years **Contact** Tissue
Category Land Improvements **Department** Engineering
Location: Madison Avenue

Year Submitted: 2008

Description **Total Project Cost** \$155,000
 Purchase two properties and construct neighborhood parking. City Unique ID #'s 023-03-004, 023-04-016, 023-04-048, and 023-05-010.
 FY 11: Purchase vacant lot and construct parking lot at mid-block. (Assume appraisal is done in FY10)

Justification
 Significant parking shortage in this high-density neighborhood leads to several complaints each year.
 The draft Comp Plan recommends continued support to provide additional neighborhood parking facilities.

Prior	Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
25,000	Land Acquisition				30,000	10,000	40,000
	Construction/Maintenance				60,000	30,000	90,000
Total	Total				90,000	40,000	130,000

Prior	Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
25,000	Transfers to CIP-CDBG Fund				90,000	40,000	130,000
Total	Total				90,000	40,000	130,000

Operational Impact/Other
 Increased long-term costs of \$1,000 per year for curb and pavement maintenance, and \$200 annually in additional lighting costs.

Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Maintenance			1,000	1,000		2,000
Other (Insurance, Utilities)			200	200		400
Total			1,200	1,200		2,400

Capital Improvement Program

FY '10 *thru* FY '14

City of Hagerstown, Maryland

Project # 07-737
Project Name Mills Park Hiker/Biker Trail



Type Improvement **Priority** Planned Improvement
Useful Life 25 years **Contact** Tissue
Category Land Improvements **Department** Engineering
Location: Mills Park/Northern Avenue

Year Submitted: 2007

Description **Total Project Cost** \$215,000
 Construct 10' wide hiking and biking trail from Mills Park to Northern Avenue and then to Country Club Road. Total length is 1,700 linear feet.
 Requires easement from American Legion.

Justification
 1. Hope to increase use of Mills Park possibly in conjunction with 'Dog Park'. Staff will seek SHA funding assistance.
 2. Provide recreational walking trail adjacent large residential area.
 The Comp Plan recommends that the City investigate potential locations for linear parks along Antietam Creek and Hamilton Run.

Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Planning/Design	15,000					15,000
Construction/Maintenance		170,000				170,000
Equip/Vehicles/Furnishings		30,000				30,000
Total	15,000	200,000				215,000

Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Fund Balance	15,000					15,000
Grants-State Program Open S		153,000				153,000
Transfers to CIP-General Fund		17,000				17,000
Transfers to CIP-Light Fund		30,000				30,000
Total	15,000	200,000				215,000

Operational Impact/Other
 \$1,500 in annual lighting costs and \$3,000 annually in pavement maintenance costs.

Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Maintenance		3,000	3,000	3,000	3,000	12,000
Other (Insurance, Utilities)	1,500		1,500	1,500	1,500	6,000
Total	1,500	3,000	4,500	4,500	4,500	18,000

Capital Improvement Program
City of Hagerstown, Maryland

FY '10 *thru* FY '14

Project # 07-738
Project Name Library Expansion



Type Improvement **Priority** Planned Improvement
Useful Life 100 years **Contact** Tissue
Category Buildings and Structures **Department** Engineering
Location: East Antietam Street

Year Submitted: 2006

Description	Total Project Cost
Part of overall expansion plans for main County library. At this time, City's share is understood to be the acquisition and demolition on buildings at 25 and 33 East Antietam Street to allow for expansion of the main library.	\$1,500,000

Justification
Expand downtown cultural resource. Existing library is over forty years old and no longer meets the needs of the community. Libraries are crucial to the economic health and vitality of the communities they serve. The central library is one of the major destination attractions in the City's central core. It is also a major anchor for the City's Arts & Entertainment District and downtown revitalization efforts.
The draft Comp Plan recommends that the City support and encourage activities that bring people downtown, such as the expansion of the Central Library.

Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Land Acquisition	1,250,000					1,250,000
Demolition		250,000				250,000
Total	1,250,000	250,000				1,500,000

Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Bond Financing (General Fund)		250,000				250,000
Prior Bond Proceeds	1,250,000					1,250,000
Total	1,250,000	250,000				1,500,000

Operational Impact/Other

None - building not owned by the City.

Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Other (Insurance, Utilities)	0	0	0	0	0	0
Total	0	0	0	0	0	0

Capital Improvement Program
City of Hagerstown, Maryland

FY '10 *thru* FY '14

Project # 07-751
Project Name Neighborhood Parks



Type Improvement **Priority** Planned Improvement
Useful Life 25 years **Contact** Tissue
Category Land Improvements **Department** Engineering
Location: Downtown & South End

Year Submitted: 2009

Description **Total Project Cost** \$140,000

Create urban parks for active recreation in the City's downtown and south end areas.

Coordinate with neighborhood groups.

Justification

The Comp Plan recommends developing new neighborhood parks and pocket parks in under-served portions of the City, specifically the West End, the South End, and downtown.

Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Land Acquisition				40,000	100,000	140,000
Total				40,000	100,000	140,000

Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Transfers to CIP-CDBG Fund				40,000	100,000	140,000
Total				40,000	100,000	140,000

Operational Impact/Other

Additional operating costs will include mowing, tree trimming, etc.

Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total	Future
Maintenance				1,000	5,000	6,000	15,000
Total				1,000	5,000	6,000	Total

Capital Improvement Program

FY '10 *thru* FY '14

City of Hagerstown, Maryland

Project # 07-753
Project Name Demolition of former M.E.L.P. Plant



Type Improvement **Priority** Planned Improvement
Useful Life Demolition **Contact** Tissue
Category Buildings and Structures **Department** Engineering
Location: Eastern Blvd @ Mt. Aetna Roa

Year Submitted: 2009

Description **Total Project Cost** \$1,000,000
 Former M.E.L.P. plant is privately owned but in very poor condition. It is likely that vigorous code compliance will result in Court Order for City to abate the structure by demolition. Demolition includes main structure and out buildings.
 WILL HAVE NEW COST/FUNDING PROJECTIONS IN A WEEK OR TWO

Justification
 Building is unsightly and blight on neighborhood.

Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Demolition		1,000,000				1,000,000
Total		1,000,000				1,000,000

Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Contribution by Others		1,000,000				1,000,000
Total		1,000,000				1,000,000

Operational Impact/Other
 If City obtains property, long-term maintenance of land until re-developed.

Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Other (Insurance, Utilities)					0	0
Total					0	0

Capital Improvement Program

FY '10 *thru* FY '14

City of Hagerstown, Maryland

Project # 07-761
Project Name Hellane Park-Refurbish Walks/Driveway Entrance



Type Improvement **Priority** Probable Grant
Useful Life 25 years **Contact** Mason
Category Land Improvements **Department** Parks
Location: Hellane Park

Year Submitted: 2008

Description	Total Project Cost
Widen walkways; eliminate driveway entrance. Funding from CDBG.	\$40,000

Justification
Widening of walkways will make them barrier-free accessible. Elimination of driveway entrance is to improve the safety of the walks.

Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Construction/Maintenance			40,000			40,000
Total			40,000			40,000

Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Transfers to CIP-CDBG Fund			40,000			40,000
Total			40,000			40,000

Operational Impact/Other

Prior	Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
0	Other (Insurance, Utilities)	0	0	0	0	0	0
Total	Total	0	0	0	0	0	0

Capital Improvement Program

FY '10 *thru* FY '14

City of Hagerstown, Maryland

Project # 07-762
Project Name Hellane Park - Storage Building



Type Improvement **Priority** Probable Grant
Useful Life 25 years **Contact** Mason
Category Buildings and Structures **Department** Parks
Location: Hellane Park

Year Submitted: 2008

Description	Total Project Cost
Construct new storage building.	\$10,000

Justification
For storage of Parks and Rec equipment and supplies.

Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Construction/Maintenance		10,000				10,000
Total		10,000				10,000

Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Transfers to CIP-General Fund		10,000				10,000
Total		10,000				10,000

Operational Impact/Other

Prior	Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
0	Other (Insurance, Utilities)	0	0	0	0	0	0
Total	Total	0	0	0	0	0	0

Capital Improvement Program

FY '10 *thru* FY '14

City of Hagerstown, Maryland

Project # 07-763
Project Name Fairgrounds Park-Outdoor Skateboard Park



Type Improvement **Priority** Probable Grant
Useful Life 20 years **Contact** Mason
Category Land Improvements **Department** Parks
Location: Fairground Park

Year Submitted: 2008

Description **Total Project Cost** \$35,000

Relocate existing indoor skate park to outdoors. Part of the City Park master plan.

Will request funding from Program Open Space.

Justification

To promote increased usage.

This element was recommended on the original master plan for Fairgrounds Park.

Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Construction/Maintenance		35,000				35,000
Total		35,000				35,000

Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Grants-State Program Open S		32,000				32,000
Transfers to CIP-General Fund		3,000				3,000
Total		35,000				35,000

Operational Impact/Other

Prior	Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
0	Other (Insurance, Utilities)	0	0	0	0		0
Total	Total	0	0	0	0		0

Capital Improvement Program

FY '10 *thru* FY '14

City of Hagerstown, Maryland

Project # 07-764
Project Name Winter Street School-Neighborhood Park



Type Improvement **Priority** Probable Grant
Useful Life 50 years **Contact** Mason
Category Land Acquisition **Department** Parks
Location: Franklin & Winter Streets

Year Submitted: 2008

Description	Total Project Cost	\$150,000
Acquire playground area. Work with Washington County Board of Education to update and maintain playground area at Winter Street School. Will request funding from Program Open Space.		

Justification
Need additional park in west end of Hagerstown. This park will be a year around park for the neighborhood as identified in the Comp Plan. The Comp Plan recommends developing new neighborhood parks and pocket parks in under-served portions of the City, specifically the West End, the South End, and downtown.

Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Land Acquisition					150,000	150,000
Total					150,000	150,000

Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Grants-State Program Open S					150,000	150,000
Total					150,000	150,000

Operational Impact/Other
Increase of in-house maintenance - mowing, trash pickup, utilities, purchase of amenities, etc.

Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Other (Insurance, Utilities)		2,000	2,000	2,000		6,000
Total		2,000	2,000	2,000		6,000

Capital Improvement Program
City of Hagerstown, Maryland

FY '10 *thru* FY '14

Project # 07-765
Project Name City Park - Nature Center



Type Improvement **Priority** Probable Grant
Useful Life 25 years **Contact** Mason
Category Buildings and Structures **Department** Parks
Location: City Park

Year Submitted: 2008

Description	Total Project Cost
Add a nature center. Will request funding from Program Open Space.	\$200,000

Justification
To educate the public about City Park. Work with Washington County Board of Education to see if there is enough community interest.

Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Construction/Maintenance					200,000	200,000
Total					200,000	200,000

Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Grants-State Program Open S					180,000	180,000
Transfers to CIP-General Fund					20,000	20,000
Total					200,000	200,000

Operational Impact/Other
Increase utilities (electric).

Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Other (Insurance, Utilities)				500		500
Total				500		500

Capital Improvement Program
City of Hagerstown, Maryland

FY '10 *thru* FY '14

Project # 07-771
Project Name Jonathan Street Gateway



Type Improvement **Priority** Planned Improvement
Useful Life Indefinite **Contact** Bayer
Category Land Acquisition **Department** Community Development
Location: Jonathan & Church Streets

Year Submitted: 2009

Description	Total Project Cost	\$30,000
Acquire property on the southwest corner of Jonathan Street and West Church Street for the purpose of and creation of a passive pocket park/gateway to the Jonathan Street community.		

Justification
Neighborhood improvement to coincide with the street improvement project.

Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Construction/Maintenance		30,000				30,000
Total		30,000				30,000

Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Transfers to CIP-CDBG Fund		30,000				30,000
Total		30,000				30,000

Operational Impact/Other
Upkeep and maintenance.

Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Other (Insurance, Utilities)		1,000	1,000	1,000	1,000	4,000
Total		1,000	1,000	1,000	1,000	4,000

Capital Improvement Program

FY '10 *thru* FY '14

City of Hagerstown, Maryland

Project # 07-772
Project Name South Locust Street Streetscape



Type Improvement **Priority** Public Safety
Useful Life 50 years **Contact** Bayer
Category Infrastructure-Storm Drains **Department** Community Development
Location: 0-400 South Locust Street

Year Submitted: 2009

Description	Total Project Cost	\$180,000
Installation of street trees, upgrade of storm drains, and other improvements along South Locust Street.		

Justification
Benefit the community, proven to make neighborhood more "livable", safer, and appealing.
The draft Comp Plan recommends continuation of Livable City initiatives that bring design continuity to City neighborhoods by focusing on improved park amenities; public sidewalk repairs and enhancements; street tree planting; and traffic island installation.

Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Construction/Maintenance		180,000				180,000
Total		180,000				180,000

Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Transfers to CIP-CDBG Fund		180,000				180,000
Total		180,000				180,000

Operational Impact/Other
None.

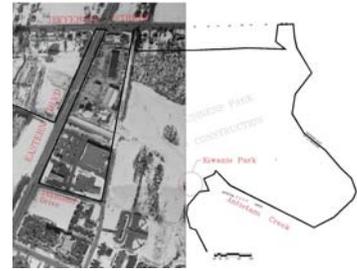
Prior	Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
0	Other (Insurance, Utilities)	0	0	0	0	0	0
Total	Total	0	0	0	0	0	0

Capital Improvement Program

FY '10 *thru* FY '14

City of Hagerstown, Maryland

Project # 07-773
Project Name Kiwanis Park



Type Improvement **Priority** Contract Obligation
Useful Life Indefinite **Contact** Mason
Category Land Improvements **Department** Parks
Location: Light Business Park

Year Submitted: 2009

Description **Total Project Cost** \$250,000

The developer of the Light Business Park off Eastern Boulevard is donating land along the Antietam Creek to the Kiwanis Club for the purpose of creating a boat launch park. The Kiwanis Club plans to immediately donate the land to the City for a public park. The developer will donate grading to facilitate a future paving project for access drives and parking. The Kiwanis Club will assist with donation of services to develop the park.

Justification

The draft 2007 Comprehensive Plan identifies as an issue the fact that there is little public access to Antietam Creek and other streams that could serve as greenways. The draft Comprehensive Plan recommends that the City investigate potential locations for linear parks along Antietam Creek and Hamilton Run and pocket parks around the City.

No scope of work is known as of January 2008. The \$150,000 represents the value of 6 acres of land.

Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Land Acquisition		150,000				150,000
Construction/Maintenance			100,000			100,000
Total		150,000	100,000			250,000

Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Contribution by Others		150,000	100,000			250,000
Total		150,000	100,000			250,000

Operational Impact/Other

Assume \$1,500 in annual lighting costs and \$10,000 in annual parking lot and general up keep costs.

Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Other (Insurance, Utilities)		11,500	11,500	11,500	11,500	46,000
Total		11,500	11,500	11,500	11,500	46,000

Capital Improvement Program

FY '10 *thru* FY '14

City of Hagerstown, Maryland

Project # 07-782
Project Name W Franklin ST/Burhans Blvd/Salem Ave



Type Improvement **Priority** Improve Service
Useful Life 20 years **Contact** Tissue
Category Infrastructure-Streets **Department** Engineering
Location: W Franklin/Burhans/Salem

Year Submitted: 2009

Description	Total Project Cost
FY11: Phase I - Add west bound left-turn lane on Franklin at Burhans, re-stripe Burhans to 2-thru lanes, add pedestrian lights at Franklin/Burhans	\$334,000
FY12: Phase II- Widen Salem Ave and re-stripe as 4 lanes and add off-street parking areas to replace on-street parking	

Justification
 Traffic congestion on Franklin, Burhans and Salem are inter-related. These improvements will reduce delay on all 3 streets.

Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Planning/Design		8,000	6,000			14,000
Land Acquisition		10,000	40,000			50,000
Construction/Maintenance		90,000	180,000			270,000
Total		108,000	226,000			334,000

Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Bond Financing (General Fund			226,000			226,000
Grants-SHA Enhancement Gra		108,000				108,000
Total		108,000	226,000			334,000

Operational Impact/Other

Capital Improvement Program
City of Hagerstown, Maryland

FY '10 *thru* FY '14

Project # 07-784
Project Name Veterans Memorial II



Type Improvement **Priority** Improve Service
Useful Life 50 years **Contact** Tissue
Category Infrastructure-Parks **Department** Engineering
Location: West Memorial Blvd

Year Submitted: 2009

Description	Total Project Cost	\$20,000
Installation of 2nd memorial monument on Memorial Blvd. Wording to be determined.		

Justification
Directed by City Council, likely to be installed by Veterans Day, 2009 (November)

Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Construction/Maintenance	20,000					20,000
Total	20,000					20,000

Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Contribution by Others	20,000					20,000
Total	20,000					20,000

Operational Impact/Other
Some additional landscaping at base of monument

Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Maintenance	500					500
Total	500					500

Capital Improvement Program

FY '10 *thru* FY '14

City of Hagerstown, Maryland

Project # 07-786
Project Name City Park - Roof for South Pavilion



Type Maintenance **Priority** Public Safety
Useful Life 20 years **Contact** Mason
Category Buildings and Structures **Department** Parks
Location: City Park

Year Submitted: 2009

Description	Total Project Cost
Replace metal roof on South Pavilion	\$9,500

Justification
 Existing roof has deteriorated. It's 25 years old and has started to leak.

Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Construction/Maintenance	9,500					9,500
Total	9,500					9,500

Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Transfers to CIP-General Fund	9,500					9,500
Total	9,500					9,500

Operational Impact/Other

Capital Improvement Program

FY '10 *thru* FY '14

City of Hagerstown, Maryland

Project # 07-787
Project Name Hagers Row Walkway Improvements



Type Improvement **Priority** Planned Improvement
Useful Life 100 years **Contact** Tissue
Category Infrastructure-Sidewalks **Department** Engineering
Location: Downtown

Year Submitted: 2009

Description	Total Project Cost	\$55,000
Replace existing landscaping and brick path with re-designed landscaping, brick walkway and lighting. Staff would prepare design and agreements to allow improvements on private property to serve as assessable access to the Barbara Ingram School for the Arts.		

Justification
Coordinates with increased use of area expected with opening of the Barbara Ingram School for the Arts. Students and staff will use this area.

Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Planning/Design	5,000					5,000
Construction/Maintenance	50,000					50,000
Total	55,000					55,000

Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Bond Financing (General Fund)	55,000					55,000
Total	55,000					55,000

Operational Impact/Other

Capital Improvement Program

FY '10 *thru* FY '14

City of Hagerstown, Maryland

Project # 07-788
Project Name City park - Concession Stand Roof



Type Maintenance **Priority** Documented Savings
Useful Life 20 years **Contact** Mason
Category Buildings and Structures **Department** Parks
Location: City Park

Year Submitted: 2009

Description	Total Project Cost
Replace roof on concession stand	\$15,000

Justification
 Existing roof has deteriorated and is over 25 years old.

Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Construction/Maintenance		15,000				15,000
Total		15,000				15,000

Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Transfers to CIP-General Fund		15,000				15,000
Total		15,000				15,000

Operational Impact/Other

Capital Improvement Program

FY '10 *thru* FY '14

City of Hagerstown, Maryland

Project # 07-789
Project Name Hager Park - Multipurpose Court



Type Improvement **Priority** Documented Savings
Useful Life 20 years **Contact** Mason
Category Buildings and Structures **Department** Parks
Location: Hager Park

Year Submitted: 2009

Description	Total Project Cost
Construct an outdoor multipurpose court for basketball and tennis	\$100,000

Justification
New amenity; will apply for Program Open Space funding

Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Construction/Maintenance			100,000			100,000
Total			100,000			100,000

Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Grants-State Program Open S			90,000			90,000
Transfers to CIP-General Fund			10,000			10,000
Total			100,000			100,000

Operational Impact/Other

Capital Improvement Program

FY '10 *thru* FY '14

City of Hagerstown, Maryland

Project # 07-792
Project Name Oswald Park - Irrigation System



Type Improvement **Priority** Cost Avoidance
Useful Life 20 years **Contact** Mason
Category Land Improvements **Department** Parks
Location: Oswald Park

Year Submitted: 2009

Description	Total Project Cost
Install irrigation system for flower beds	\$6,000

Justification
Eliminate manual watering; aesthetic improvement

Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Construction/Maintenance	6,000					6,000
Total	6,000					6,000

Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Transfers to CIP-General Fund	6,000					6,000
Total	6,000					6,000

Operational Impact/Other

Capital Improvement Program

FY '10 *thru* FY '14

City of Hagerstown, Maryland

Project # 07-793
Project Name Bloom Park - Irrigation System



Type Improvement **Priority** Cost Avoidance
Useful Life 20 years **Contact** Mason
Category Land Improvements **Department** Parks
Location: Bloom Park

Year Submitted: 2009

Description	Total Project Cost	\$6,000
Install irrigation system for flower beds at Spanish American War Cannon Park at corner of North Avenue and N. Potomac Street.		

Justification
Eliminate manual watering; aesthetic improvement

Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Construction/Maintenance		6,000				6,000
Total		6,000				6,000

Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Transfers to CIP-General Fund		6,000				6,000
Total		6,000				6,000

Operational Impact/Other

Capital Improvement Program

FY '10 *thru* FY '14

City of Hagerstown, Maryland

Project # 07-794
Project Name Rotary Park - Irrigation System



Type Improvement **Priority** Cost Avoidance
Useful Life 20 years **Contact** Mason
Category Land Improvements **Department** Parks
Location: Rotary Park

Year Submitted: 2009

Description **Total Project Cost** \$6,000

Install irrigation system for flower beds along Northern Avenue near The Terrace.

Justification

Eliminate manual watering; aesthetic improvement

Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Construction/Maintenance	6,000					6,000
Total	6,000					6,000

Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Transfers to CIP-General Fund	6,000					6,000
Total	6,000					6,000

Operational Impact/Other

Capital Improvement Program

FY '10 *thru* FY '14

City of Hagerstown, Maryland

Project # 07-795
Project Name Ice Rink - Enclose Dumpsters



Type Improvement **Priority** Improve Service
Useful Life 20 years **Contact** Mason
Category Land Improvements **Department** Parks
Location: Ice Rink

Year Submitted: 2009

Description	Total Project Cost
Enclose dumpsters with concrete slab and fence	\$8,000

Justification
Aesthetic improvement

Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Construction/Maintenance	8,000					8,000
Total	8,000					8,000

Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Transfers to CIP-General Fund	8,000					8,000
Total	8,000					8,000

Operational Impact/Other

Capital Improvement Program

FY '10 *thru* FY '14

City of Hagerstown, Maryland

Project # 07-796
Project Name Recycling Centers - Various Parks



Type Improvement **Priority** Improve Service
Useful Life 10 years **Contact** Mason
Category Machinery and Equipment **Department** Parks
Location: Various locations

Year Submitted: 2009

Description	Total Project Cost	\$21,000
Place recycling containers/centers throughout the parks; estimated cost is based on ten per fiscal year		

Justification
Going green; aesthetic improvement

Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Equip/Vehicles/Furnishings		7,000	7,000	7,000		21,000
Total		7,000	7,000	7,000		21,000

Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Transfers to CIP-General Fund		7,000	7,000	7,000		21,000
Total		7,000	7,000	7,000		21,000

Operational Impact/Other

Capital Improvement Program

FY '10 *thru* FY '14

City of Hagerstown, Maryland

Project # 07-798
Project Name Green Practice - Follow-Up



Type Improvement **Priority** Improve Service
Useful Life Varies **Contact** Tissue
Category Energy Savings **Department** Engineering
Location: Various locations

Year Submitted: 2009

Description	Total Project Cost	\$10,000
Based on final "Green Practice" Plan adopted by City Council (Jan. 2009), work includes means for City to be more "green" including energy audits, bike racks, and numerous other practices		

Justification
Rising cost of energy and increased awareness of need to have sustainable development and buildings

Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Construction/Maintenance	10,000					10,000
Total	10,000					10,000

Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Transfers to CIP-General Fund	10,000					10,000
Total	10,000					10,000

Operational Impact/Other

Capital Improvement Program

FY '10 *thru* FY '14

City of Hagerstown, Maryland

Project # 20-395
Project Name Golf Course - Vehicles/Equipment



Type Improvement **Priority** Cost Avoidance
Useful Life 5 years **Contact** Mason
Category Automobiles and Trucks **Department** Golf Fund
Location: Municipal Golf Course

Year Submitted: 2008

Description	Total Project Cost
See vehicle and equipment replacement schedule. FY12: Replace 2000 Jacobson Tri-plex Reel Mower FY13: Replace Jacobsen LF3400 Fairway Mower FY14: Replace 1997 1/2 Ton Pick-up Truck (\$25) & 2004 Cushman Sprayer (\$25)	\$115,000

Justification
 Replace deteriorated equipment. Maintain reliable and efficient equipment necessary to operate and maintain golf course.

Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Equip/Vehicles/Furnishings			25,000	40,000	50,000	115,000
Total			25,000	40,000	50,000	115,000

Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Golf Fund			25,000	40,000	50,000	115,000
Total			25,000	40,000	50,000	115,000

Operational Impact/Other

Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Other (Insurance, Utilities)		0	0	0		0
Total		0	0	0		0

Capital Improvement Program

FY '10 *thru* FY '14

City of Hagerstown, Maryland

Project # 20-766
Project Name Golf Course Netting



Type Improvement **Priority** Public Safety
Useful Life 10 - 20 years **Contact** Mason
Category Land Improvements **Department** Golf Fund
Location: Golf Course

Year Submitted: 2008

Description	Total Project Cost
Extend netting along #2 fairway.	\$15,000

Justification
To prohibit golf balls from entering neighborhood properties as requested by neighbors.

Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Construction/Maintenance	15,000					15,000
Total	15,000					15,000

Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Golf Fund	1,500					1,500
Grants-State Program Open S	13,500					13,500
Total	15,000					15,000

Operational Impact/Other

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Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Other (Insurance, Utilities)		0	0	0		0
Total		0	0	0		0

Capital Improvement Program

FY '10 *thru* FY '14

City of Hagerstown, Maryland

Project #	22-779
Project Name	Renovation-Roslyn Building



Type	Improvement	Priority	Planned Improvement
Useful Life		Contact	Tissue
Category	Buildings and Structures	Department	Property Management Fund
Location:	Roslyn Bldg		
Year Submitted:	2008		

Description	Total Project Cost
As reviewed with City Council in November, 2007, project renovates the second and third floors of the Roslyn Building plus fourth floor of City Hall with minor other upgrades in City Hall. The project includes bridge from Roslyn Building to first floor of City Hall. IT staff and CD staff move to the second floor of the Roslyn Building. Community Affairs moves to the third floor of the Roslyn Building and develop a studio. Code Administration moves to the fourth floor of City Hall. Planning moves to the third floor of City Hall.	\$1,011,000

Justification
Current space is utilized to the maximum and will not allow for any additional expansion. Part of CIP #07-630.

Expenditures	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Construction/Maintenance	1,011,000					1,011,000
Total	1,011,000					1,011,000

Funding Sources	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Fund Balance	886,000					886,000
Transfers to CIP-Economic Re	125,000					125,000
Total	1,011,000					1,011,000

Operational Impact/Other
Assume \$30,000 in total annual operating costs for the Rosalyn Building which is part of the Property Management Fund, per Director of Public Works. To include \$20,000, electric; \$8,000, janitorial; and \$2,000 water/sewer)

Prior	Operating Budget Impact	FY '10	FY '11	FY '12	FY '13	FY '14	Total
30,000	Other (Insurance, Utilities)	30,000	30,000	30,000	30,000		120,000
Total	Total	30,000	30,000	30,000	30,000		120,000

**VEHICLE & EQUIPMENT REPLACEMENT SCHEDULE
FIVE YEAR PLAN - FISCAL YEARS 2010/14**

<u>UNIT</u>	<u>VEHICLE</u>	<u>YEAR</u>	<u>DESCRIPTION</u>	<u>FY 2010 (BUDGET) COST</u>	<u>FY 2011 (YEAR 1) COST</u>	<u>FY 2012 (YEAR 2) COST</u>	<u>FY 2013 (YEAR 3) COST</u>	<u>FY 2014 (YEAR 4) COST</u>
ENGINEERING DEPARTMENT								
708	5536	1998	DODGE NEON FOUR-DOOR SEDAN	13,500				
705	5609	2000	GMC SONOMA PICK-UP	14,500				
709	5689	2003	CHEVY S-10 PICK-UP		14,000			
711	5674	2003	CHEVY S-10 PICK-UP		14,000			
715	5697	2003	CHEVY CAVALIER			15,000		
716	5698	2003	CHEVY CAVALIER			15,000		
717	5699	2003	CHEVY CAVALIER				15,000	
755	5751	2004	CHEVY COLORADO				15,000	
752	5786	2005	CHEVY COLORADO					16,000
712	5779	2005	JEEP LIBERTY					16,000
DEPARTMENT TOTAL				28,000	28,000	30,000	30,000	32,000
POLICE DEPARTMENT								
966		1996	FORD CROWN VICTORIA INTERCEPTOR	26,000				
957		1998	FORD CROWN VICTORIA INTERCEPTOR	26,000				
967		2000	FORD CROWN VICTORIA INTERCEPTOR	26,000				
983		1999	FORD CROWN VICTORIA INTERCEPTOR	26,000				
986		1999	FORD CROWN VICTORIA INTERCEPTOR	26,000				
956		1998	FORD CROWN VICTORIA INTERCEPTOR	26,000				
982		2000	FORD CROWN VICTORIA INTERCEPTOR	5,000				
978		2000	FORD CROWN VICTORIA INTERCEPTOR	5,000				
962		2000	FORD CROWN VICTORIA INTERCEPTOR		26,000			
999		2001	FORD CROWN VICTORIA INTERCEPTOR		26,000			
988		2003	FORD CROWN VICTORIA INTERCEPTOR		26,000			
943		2006	FORD CROWN VICTORIA INTERCEPTOR		26,000			
963		2003	FORD CROWN VICTORIA INTERCEPTOR		26,000			
972		2004	FORD CROWN VICTORIA INTERCEPTOR		26,000			
976		1992	FORD TEMPO		5,000			
965		1994	CHEVY GEO		5,000			
944		2004	FORD CROWN VICTORIA INTERCEPTOR			26,000		
954		1997	CHEVY LUMINA			26,000		
959		1998	FORD CROWN VICTORIA INTERCEPTOR			26,000		
960		1998	FORD CROWN VICTORIA INTERCEPTOR			26,000		
995		2001	FORD ESCAPE 4WD			26,000		
941		2006	FORD CROWN VICTORIA INTERCEPTOR			26,000		
955		1998	JEEP CHEROKEE			5,000		
973		2001	CHEVY LUMINA			5,000		
933		2006	FORD CROWN VICTORIA INTERCEPTOR				26,000	
939		2006	FORD CROWN VICTORIA INTERCEPTOR				26,000	
900		1990	TOYOTA 4-RUNNER				26,000	
953		2005	EXPEDITION 4WD				26,000	
942		2006	FORD CROWN VICTORIA INTERCEPTOR				26,000	
936		2006	FORD CROWN VICTORIA INTERCEPTOR				26,000	
949		1998	FORD TAURUS				5,000	
970		2000	CHRYSLER CIRRUS				5,000	
937		2006	FORD CROWN VICTORIA INTERCEPTOR					26,000
935		2006	FORD CROWN VICTORIA INTERCEPTOR					26,000
940		2006	FORD CROWN VICTORIA INTERCEPTOR					26,000
934		2006	FORD CROWN VICTORIA INTERCEPTOR					26,000
981		2007	DODGE CHARGER					26,000
946		2007	DODGE CHARGER					26,000
929		2004	CHEVY IMPALA					5,000
964		2000	FORD FOCUS					5,000
DEPARTMENT TOTAL				166,000	166,000	166,000	166,000	166,000

**VEHICLE & EQUIPMENT REPLACEMENT SCHEDULE
FIVE YEAR PLAN - FISCAL YEARS 2010/14**

<u>UNIT</u>	<u>VEHICLE</u>	<u>YEAR</u>	<u>DESCRIPTION</u>	<u>FY 2010 (BUDGET) COST</u>	<u>FY 2011 (YEAR 1) COST</u>	<u>FY 2012 (YEAR 2) COST</u>	<u>FY 2013 (YEAR 3) COST</u>	<u>FY 2014 (YEAR 4) COST</u>
FIRE DEPARTMENT								
ENG1	5435	1994	KME RENEGADE LFD PUMPER	400,000				
C-3	5740	2004	SHIFT COMMANDER TAHOE	32,000				
TRUCK1	5547	1997	SIMON-DUPLEX TRAC/TRAIL				900,000	
TRUCK4	5535	1997	SIMON-DUPLEX TRAC/TRAIL					1,000,000
U3A	5920	2008	FORD F350 PICK-UP					100,000
DEPARTMENT TOTAL				432,000	0	0	900,000	1,100,000
PUBLIC WORKS DEPARTMENT								
2	5483	1996	FORD 1/2-TON 4WD PICK-UP	25,000				
23	5451	1995	GMC TOPKICK TRK. MEDIUM CONV.	120,000				
62	5664	2002	GRAVELY 300 MOWER	10,000				
84	5433	1993	WACKER ROLLER	12,000				
6	5854	2006	BOBCAT A300		10,000			
19	5498	1996	GMC 1 TON SIERRA DUMP TRK		60,000			
24	5452	1995	GMC TOPKICK TRK. MEDIUM CONV.		120,000			
63	5784	2005	GRAVELY 260Z MOWER		10,000			
83	5111	1987	IR AIR COMPRESSOR		12,000			
20	5606	1999	CHEVY C8500 DUMP TRUCK			120,000		
25	5647	2001	FORD F550 4WD DUMP TRUCK			60,000		
45	5537	1998	GMC 1/2 TON PICK-UP			25,000		
78	5464	UNK	TRAILER/STAGE			20,000		
6	5854	2006	BOBCAT A300				10,000	
30	5709	2000	GMC 1/2 T 4WD PICK-UP				25,000	
50	5619	2000	MADVAC SWEEPER				25,000	
79	5444	2000	TRAILER OWEN CLASSIC				4,000	
85	5523	1997	WACKER TAMPER				3,000	
89	5618	2000	TRAILER, SHUR TRAIL				4,000	
94	5578	1999	GMC SIERRA PICK-UP				40,000	
601	5629	2000	F550 BUCKET TRUCK				75,000	
4	5634	2001	310 SG JD HOE					85,000
17	5717	2003	FORD 4X4 DUMP					60,000
DEPARTMENT TOTAL				167,000	212,000	225,000	186,000	145,000
PARKS DEPARTMENT								
318	5549	1998	GMC 1-TON DUMP TRUCK	50,000				
334	5538	1998	GMC SIERRA 1/2 TON PICK-UP	25,000				
316	5743	2004	JOHN DEERE 4X2 GATOR		8,000			
317	5744	2004	JOHN DEERE 4X2 GATOR		8,000			
321	5796	2005	GRAVELY COMMAND PRO 60" DECK		8,500			
322	5797	2005	GRAVELY COMMAND PRO EXT. DECK		8,500			
323	5798	2005	GRAVELY COMMAND PRO 60" DECK		8,500			
369	5800	2005	GRAVELY COMMAND PRO 60" DECK		8,500			
377	5745	2004	JOHN DEERE 6X4 GATOR W/V-BLADE & CAB		8,000			
330	5485	1996	FORD F150 1/2-TON PICK-UP TRUCK			25,000		
371	5484	1996	FORD F150 1/2-TON PICK-UP TRUCK			25,000		
308	5662	2002	FORD F550 DUMP TRUCK				60,000	
350	5306	1990	JOHN DEER TRACTOR MODEL #2355				30,000	
303	5716	2003	FORD SUPER DUTY 4X4 TRUCK					50,000
309	5638	2001	SIERRA 2-WD PICK-UP TRUCK					25,000
DEPARTMENT TOTAL				75,000	58,000	50,000	90,000	75,000

**VEHICLE & EQUIPMENT REPLACEMENT SCHEDULE
FIVE YEAR PLAN - FISCAL YEARS 2010/14**

<u>UNIT</u>	<u>VEHICLE</u>	<u>YEAR</u>	<u>DESCRIPTION</u>	<u>FY 2010 (BUDGET) COST</u>	<u>FY 2011 (YEAR 1) COST</u>	<u>FY 2012 (YEAR 2) COST</u>	<u>FY 2013 (YEAR 3) COST</u>	<u>FY 2014 (YEAR 4) COST</u>
LIGHT DEPARTMENT								
106	5413	1993	CHEVROLET VAN	20,000				
111	5573	1999	GMC 1/2-TON SONOMA PICK-UP	16,000				
112	5574	1999	GMC 1/2-TON SONOMA PICK-UP	16,000				
113	5575	1999	GMC 1/2-TON SONOMA PICK-UP	16,000				
134	5299	1990	GERMANN-RAND AIR COMPRESSOR TRAILER	20,000				
136	5174	1985	UTILITY TOOL&BODY POLE TRAILER	12,000				
124	5696	2003	GMC TEREX BUCKET TRUCK		135,000			
100	5765	2005	CHEVY TRAILBLAZER			25,000		
103	5681	2003	CHEVROLET CAVALIER			18,000		
104	5682	2003	CHEVROLET CAVALIER			18,000		
109	5684	2003	CHEVROLET CAVALIER			16,000		
110	5672	2002	CHEVROLET CAVALIER			16,000		
116	5454	1995	GMC STAKEBODY TRUCK			50,000		
101	5876	2007	FORD 1/2 TON 4WD PICK-UP				22,000	
102	5877	2007	FORD 1/2 TON 4WD PICK-UP				22,000	
122	5869	2007	CHEVY SILVERADO 4WD PICK-UP				22,000	
123	5870	2007	CHEVY SILVERADO 4WD PICK-UP				22,000	
126	5871	2007	GMC 3/4 TON PICK-UP				22,000	
121	5582	1999	GMC W/ALTEC BUCKET					135,000
DEPARTMENT TOTAL				100,000	135,000	143,000	110,000	135,000
WATER DEPARTMENT								
206	5627	2000	ORD REG.CHASSIS CAB DRW 11/2TON F450	73,000				
216	5628	2000	ORD REG.CHASSIS CAB DRW 11/2TON F450	73,000				
210	5614	2000	HEVY 3/4 TON PICK-UP 4WD W/UTILITY BED	30,375				
207	5661	2002	INTERNATIONAL 5X4 DUMP TRUCK		102,000			
217	5581	1999	HEVY 3/4 TON UTILITY TRUCK 2500 (CRANE)		32,600			
235	5643	2001	GMC TRUCK		27,000			
224	5407	1993	JCB 214 EXCAVATOR BACKHOE, 2WD		82,400			
205	5712	2003	FORD SUPER DUTY F550			69,000		
219	5449	1995	VOLVO/GM FLATBED TRK. W/JLG CRANE			162,000		
241	5576	1999	GMC JIMMY			27,900		
239	5635	1998	FORD ESCAPE			29,700		
209	5761	2004	CHEVROLET VAN 30 MODEL CG31				19,400	
237	5540	1998	JOHN DEERE LOADER BACKHOE				85,000	
260	5474	1995	CHEVROLET 3500 1-TON UTILITY TRUCK				50,000	
214	5363	2003	CHEVY PICK-UP S10				27,000	
212	5785	2005	CHEVY SILVERADO				25,700	
234	5750	2004	FORD F550 4X2					70,600
226	5487	2007	CHEVROLET TRUCK 2WD					22,400
227	5312	2003	CHEVROLET 3/4 TON PICK-UP, 4WD TRUCK					27,000
254	5760	2004	FORD F-250 WILLSON					25,500
DEPARTMENT TOTAL				176,375	244,000	288,600	207,100	145,500
WASTEWATER DEPARTMENT								
506	5659	2002	FORD WINDSTAR VAN A544	25,000				
595	5562	1998	CHEVROLET DUMP TRUCK W/SNOW PLOW	130,000				
532	5611	2000	GMC SONOMA PICKUP TRUCK		25,000			
519	5285	1989	CHEVROLET 7D042 VACUUM TRUCK		90,000			
592	5633	2001	310SG JOHN DEERE BACKHOE		78,000			
530	5378	1987	GARDNER DENVER AIR COMPRESSOR			17,000		
534	5660	2002	FORD ESCAPE			30,000		
512	5616	2000	GMC TOPKICK DUMP TRUCK			92,000		
594	5570	1999	JOHN DEERE BACKHOE LOADER 310SE			92,000		
520	5248	1988	CASE TRACTOR 245/255				22,000	
528	5833	2006	JET/VAC VACTOR STERLING LT-9500				300,000	
TBD	TBD	TBD	TBD					250,000
DEPARTMENT TOTAL				155,000	193,000	231,000	322,000	250,000

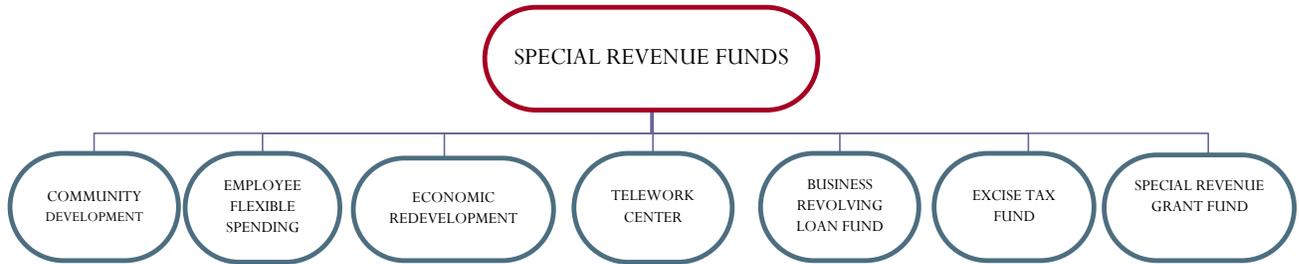
**VEHICLE & EQUIPMENT REPLACEMENT SCHEDULE
FIVE YEAR PLAN - FISCAL YEARS 2010/14**

<u>UNIT</u>	<u>VEHICLE</u>	<u>YEAR</u>	<u>DESCRIPTION</u>	<u>FY 2010 (BUDGET) COST</u>	<u>FY 2011 (YEAR 1) COST</u>	<u>FY 2012 (YEAR 2) COST</u>	<u>FY 2013 (YEAR 3) COST</u>	<u>FY 2014 (YEAR 4) COST</u>
GOLF COURSE								
326	5859	2007	JACOBSEN III TRIPLEX REEL MOWER			25,000		
351	5801	2005	JACOBSEN LF - 3400 FAIRWAY MOWER				40,000	
311	5515	1997	GMC 1/2-TON PICK-UP					25,000
389	5774	2004	CUSHMAN DS-175 SPRAYER					25,000
DEPARTMENT TOTAL				0	0	25,000	40,000	50,000

SPECIAL REVENUE FUNDS
SECTION 5

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SPECIAL REVENUE FUNDS - ORGANIZATIONAL CHART
FISCAL YEAR 2009/2010



SPECIAL REVENUE FUNDS - COMBINED STATEMENT OF REVENUES AND EXPENDITURES
FISCAL YEAR 2009/2010

ACCOUNT DESCRIPTION	CDBG	ECONOMIC REDEV.	TELEWORK CENTER	BUS. REVOLV. LOAN FUND	FLEXIBLE SPENDING	EXCISE TAX	SPECIAL REVENUE GRANTS	TOTAL
REVENUES								
Grant Revenues	\$ 1,463,718	\$ 100,000	\$ 128,739	\$ 100,000	\$ -	\$ -	\$ 1,397,619	\$ 3,190,076
Excise Tax	-	-	-	-	-	150,000	-	150,000
Program Income	242,000	-	-	-	-	-	-	242,000
Interest and Penalty on Loans	62,500	-	-	24,904	-	-	-	87,404
Investment Earnings	3,425	20,000	3,000	2,000	1,000	50,000	1,000	80,425
Property Sales	200,000	-	-	-	-	-	-	200,000
Other Revenues	15,000	-	107,700	46,090	9,000	-	-	177,790
Total Revenues	<u>1,986,643</u>	<u>120,000</u>	<u>239,439</u>	<u>172,994</u>	<u>10,000</u>	<u>200,000</u>	<u>1,398,619</u>	<u>4,127,695</u>
EXPENDITURES								
Commercial/Industrial Imprv.	100	-	-	-	-	-	-	100
Clearance/Demolition	100	-	-	-	-	-	-	100
Public Facilities and Imprv.	100,000	-	-	-	-	-	80,195	180,195
Public Services	144,088	-	-	-	-	-	-	144,088
Housing	1,151,000	-	-	-	-	-	249,458	1,400,458
Administration	296,355	-	239,251	38,090	5,000	-	-	578,696
Public Safety	-	-	-	-	-	-	1,196,113	1,196,113
Minority & Woman Bus Program	-	100,000	-	-	-	-	-	100,000
Downtown Residency Initiative	-	15,000	-	-	-	-	-	15,000
House Keys 4 Employees	-	5,000	-	-	-	-	-	5,000
Total Expenditures	<u>1,691,643</u>	<u>120,000</u>	<u>239,251</u>	<u>38,090</u>	<u>5,000</u>	<u>-</u>	<u>1,525,766</u>	<u>3,619,750</u>
Excess of Revenues Over (under) Expenditures	<u>295,000</u>	<u>-</u>	<u>188</u>	<u>134,904</u>	<u>5,000</u>	<u>200,000</u>	<u>(127,147)</u>	<u>507,945</u>
OTHER FINANCING USES								
Operating Transfers In	-	125,000	-	125,000	-	-	128,147	378,147
Operating Transfers (Out)	<u>(295,000)</u>	<u>(250,000)</u>	<u>-</u>	<u>-</u>	<u>(6,000)</u>	<u>(1,282,000)</u>	<u>-</u>	<u>(1,833,000)</u>
Total Other Financing Uses	<u>(295,000)</u>	<u>(125,000)</u>	<u>-</u>	<u>125,000</u>	<u>(6,000)</u>	<u>(1,282,000)</u>	<u>128,147</u>	<u>(1,454,853)</u>
Net Change in Fund Balance	-	(125,000)	188	259,904	(1,000)	(1,082,000)	1,000	(946,908)
Beginning Fund Balance	3,543,090	585,694	152,389	1,316,845	26,987	1,905,939	66,663	7,597,607
Ending Fund Balance	<u>3,543,090</u>	<u>460,694</u>	<u>152,577</u>	<u>1,576,749</u>	<u>25,987</u>	<u>823,939</u>	<u>67,663</u>	<u>6,650,699</u>
DETAIL OF ENDING FUND BALANCE								
Reserved for Loans Receivable	2,774,397	-	-	1,345,084	-	-	-	4,119,481
Reserved for Resale Properties	713,151	-	-	-	-	-	-	713,151
Unreserved	<u>55,542</u>	<u>460,694</u>	<u>152,577</u>	<u>231,665</u>	<u>25,987</u>	<u>823,939</u>	<u>67,663</u>	<u>1,818,067</u>
Ending Fund Balance	<u>3,543,090</u>	<u>460,694</u>	<u>152,577</u>	<u>1,576,749</u>	<u>25,987</u>	<u>823,939</u>	<u>67,663</u>	<u>6,650,699</u>

COMMUNITY DEVELOPMENT BLOCK GRANT - PROGRAM DESCRIPTION
FISCAL YEAR 2009/2010

PROGRAM FUNCTION AND ELEMENTS	<u>2009/10 RECOMMENDED</u>
Promote development and rehabilitation of residential neighborhoods and commercial areas through loans, grants and improvements to public facilities and public services.	
PUBLIC FACILITIES AND IMPROVEMENTS	
Acquire, construct, rehabilitate and support public facilities and improvements.	\$ 340,000
HOUSING	
Acquire and rehabilitate substandard houses for resale to low & moderate income buyers. Provide CDBG second mortgages and House Keys for Employees Program grants for homebuyers.	
Administrative support for Maryland Rental Rehabilitation loan applications.	1,176,000
ADMINISTRATION	
Manage and implement the CDBG Program and other related state and federal programs which support CDBG activities and support Fair Housing Activities.	296,355
PUBLIC SERVICES	
Increase and improve Hagerstown's public services.	174,088
ACQUISITION	
Acquisition of downtown buildings for redevelopment.	100
CLEARANCE	
Demolition of substandard structures.	100
COMMERCIAL/INDUSTRIAL IMPROVEMENTS	
Administration of loans	-
TOTAL	<u><u>\$ 1,986,643</u></u>

PERFORMANCE INDICATORS

	2007/08	2008/09	2009/10
Number of active loans outstanding (beginning)	45	40	40
Net new loans	1	5	(1)
Value of active loan portfolio(\$000)(beginning)	2,070	1,903	1,789
Net value of new loans (\$000)	(20)	(20)	(20)
Average life of open portfolio(yrs.)	13.0	13.0	12.5
Active loans by type:			
Homeownership	16	15	15
Single Family	10	9	9
Multi-Family	11	10	9
Commercial	4	2	2
Public Facilities	4	4	4
Overall low/moderate benefit ratio(%)	90.0%	90.0%	90.0%
Total administrative costs as percent of total expenditures(from grantee performance reports)	20.0%	20.0%	20.0%

MAJOR BUDGET YEAR INITIATIVES

- * Implementation of the Northeast Quadrant Comprehensive Plan
- * Development of new housing in the 500 block of South Potomac Street

COMMUNITY DEVELOPMENT BLOCK GRANT - PROGRAM DESCRIPTION
FISCAL YEAR 2009/2010

EXPENDITURE SUMMARY	2006/07	2007/08	2008/09		2009/10
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
Commercial Improvements	\$ -	\$ -	\$ 2,500	\$ -	\$ -
Acquisition	-	350	90,100	-	100
Clearance and Demolition	4,000	-	100	-	100
Public Facilities and Improvement	911,001	456,910	950,103	498,891	340,000
Public Services	281,737	298,283	196,250	198,550	174,088
Direct Economic Development	2,021	196,440	-	-	-
Cost of Properties for Resale	458,921	208,538	-	-	-
Housing	497,623	322,190	1,293,300	910,450	1,176,000
Administration	372,035	351,122	443,727	239,913	296,355
Total Expenditures	\$ 2,527,338	\$ 1,833,833	\$ 2,976,080	\$ 1,847,804	\$ 1,986,643

BUDGET HIGHLIGHTS

- * FY2009/10 new grant entitlement is \$919,094
- * FY2009/10 projected program income of \$522,925 is primarily from CDBG loan repayments (\$304,500) and sales of homeownership properties (\$200,000)
- * \$200,000 for replacement of Engine 1
- * Received \$249,465 additional CDBG through ARRC. These funds are reflected in the in Special Revenue Grant Fund since they must be accounted for separately from our other CDBG funds.

STAFFING SCHEDULE

I. CDBG Director	1
A. Administrative Secretary II	1
B. Rehabilitation Services Specialist	0.4 (position shared with Customer Service)
C. Rehabilitation Financial Specialist II	1
D. Community Development Coord.	1
E. CDBG Fiscal Coordinator	1
F. Community Resources Coord.	0.4 (position shared with Fire - fully funded thru SAFE grant and CDBG)
TOTAL FULL-TIME STAFFING	5.8

COMMUNITY DEVELOPMENT BLOCK GRANT - COMPARATIVE INCOME STATEMENT
FISCAL YEAR 2009/2010

ACCOUNT DESCRIPTION	2006/07	2007/08	2008/09		2009/10
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
REVENUES					
CDBG Grant Revenues	\$ 1,315,865	\$ 1,228,614	\$ 1,676,540	\$ 1,616,311	\$ 1,463,718
Program Income-Principal	448,284	238,943	161,000	143,344	242,000
Interest and Penalty on Loans	88,739	72,699	65,500	71,513	62,500
Interest on Investments	15,517	8,198	8,040	3,436	3,425
Sale-Properties Held for Resale	317,538	89,500	1,050,000	-	200,000
Other Revenues	32,790	8,900	15,000	13,200	15,000
Total Operating Revenues	<u>2,218,733</u>	<u>1,646,854</u>	<u>2,976,080</u>	<u>1,847,804</u>	<u>1,986,643</u>
EXPENDITURES					
Commercial/Industrial Improvements	-	350	92,600	-	100
Clearance and Demolition	4,000	-	100	-	100
Public Facilities and Improvements	568,896	129,996	92,103	-	100,000
Public Services	271,737	288,283	191,250	193,550	144,088
Direct Economic Development	2,021	196,440	-	-	-
Cost of Properties for Resale	458,921	208,538	-	-	-
Housing	497,623	322,190	1,293,300	910,450	1,151,000
Administration	372,035	351,122	443,727	239,913	296,355
Total Operating Expenditures	<u>2,175,233</u>	<u>1,496,919</u>	<u>2,113,080</u>	<u>1,343,913</u>	<u>1,691,643</u>
EXCESS(DEFICIENCY) OF REVENUES OVER EXPENDITURES					
	43,500	149,935	863,000	503,891	295,000
OTHER FINANCING (USES)					
Transfers to CIP Fund	(342,105)	(326,914)	(858,000)	(498,891)	(240,000)
Transfers to General Fund	(10,000)	(10,000)	(5,000)	(5,000)	(55,000)
Total Other Financing Uses	<u>(352,105)</u>	<u>(336,914)</u>	<u>(863,000)</u>	<u>(503,891)</u>	<u>(295,000)</u>
EXCESS(DEFICIENCY) OF REVENUES AND OTHER FINANCING SOURCES OVER EXPENDITURES AND OTHER USES					
	\$ (308,605)	\$ (186,979)	\$ -	\$ -	\$ -
Beginning Fund Balance					
	4,038,674	3,730,069	3,543,090	3,543,090	3,543,090
Ending Fund Balance					
	<u>\$ 3,730,069</u>	<u>\$ 3,543,090</u>	<u>\$ 3,543,090</u>	<u>\$ 3,543,090</u>	<u>\$ 3,543,090</u>
DETAIL OF ENDING FUND BALANCE					
Reserve for Resale Properties	1,057,188	913,151	913,151	913,151	713,151
Reserve for Encumbrances	512	230	-	-	-
Reserve for long-term Receivables	2,669,931	2,529,741	2,543,791	2,561,397	2,774,397
Unreserved, Undesignated	2,438	99,968	86,198	68,542	55,542
Ending Fund Balance	<u>\$ 3,730,069</u>	<u>\$ 3,543,090</u>	<u>\$ 3,543,140</u>	<u>\$ 3,543,090</u>	<u>\$ 3,543,090</u>

COMMUNITY DEVELOPMENT BLOCK GRANT - PROPOSED OPERATING REVENUES
FISCAL YEAR 2009/2010

ACCOUNT DESCRIPTION	2006/07	2007/08	2008/09		2009/10
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
ENTITLEMENTS					
B04 Entitlement	\$ 334,540	\$ -	\$ -	\$ -	\$ -
B05 Entitlement	890,460	201,285	-	-	-
B06 Entitlement	-	974,767	-	259,351	-
B07 Entitlement	-	30,000	757,389	962,490	-
B08 Entitlement	-	-	919,151	384,470	534,624
B09 Entitlement	-	-	-	-	919,094
Lead Hazard Reduction Grant	39,164	22,562	-	10,000	10,000
Total Entitlements	<u>1,264,164</u>	<u>1,228,614</u>	<u>1,676,540</u>	<u>1,616,311</u>	<u>1,463,718</u>
REPAYMENTS OF PRINCIPAL					
Active Loans - Single Family	18,798	31,542	12,000	31,236	12,000
Active Loans - Residential Rental	61,959	59,819	60,000	42,970	40,000
Active Loans - Public Facilities	116,395	49,136	35,000	40,625	35,000
Active Loans - Commercial	161,911	45,983	40,000	19,732	20,000
Active Loans - Homeownership	49,717	42,895	14,000	7,699	135,000
Deferred Public Facilities Loans	39,504	9,568	-	1,082	-
Total Repayment of Principal	<u>448,284</u>	<u>238,943</u>	<u>161,000</u>	<u>143,344</u>	<u>242,000</u>
LOAN INTEREST AND PENALTY					
Single Family Repayments	6,318	4,240	5,000	5,041	5,000
Residential Rental Repayments	23,860	24,349	20,000	22,193	20,000
Public Facilities Repayments	12,745	7,768	8,000	5,602	5,500
Commercial Loan Repayments	30,250	21,739	20,000	25,804	20,000
Homeownership Repayments	15,566	14,603	12,500	12,873	12,000
Total Loan Interest and Penalty	<u>88,739</u>	<u>72,699</u>	<u>65,500</u>	<u>71,513</u>	<u>62,500</u>
INVESTMENT INTEREST INCOME					
Single Family	11,664	6,270	6,500	2,400	2,500
Residential Rental	477	526	350	136	125
Public Facilities	873	366	300	100	100
Commercial Loan	693	321	200	100	100
Homeownership	1,691	611	600	700	600
Direct Homeowner	119	104	90	-	-
Total Investment Interest Income	<u>15,517</u>	<u>8,198</u>	<u>8,040</u>	<u>3,436</u>	<u>3,425</u>
Hud Grant - Aspiring to Serve	16,706	-	-	-	-
Hud Grant - Home Initiatives	34,995	-	-	-	-
Sale of Properties	317,538	89,500	1,050,000	-	200,000
Administrative Fee Revenues	11,466	8,900	15,000	13,200	15,000
Miscellaneous Revenues	21,324	-	-	-	-
Total Operating Revenues	<u>\$ 2,218,733</u>	<u>\$ 1,646,854</u>	<u>\$ 2,976,080</u>	<u>\$ 1,847,804</u>	<u>\$ 1,986,643</u>

COMMUNITY DEVELOPMENT BLOCK GRANT - PROPOSED EXPENSES
FISCAL YEAR 2009/2010

ACCOUNT DESCRIPTION	2006/07	2007/08	2008/09		2009/10
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
ACQUISITION					
City - Downtown Buildings	\$ -	\$ 350	\$ 100	\$ -	\$ 100
Jonathan Street Gateway	-	-	30,000	-	-
Clarkson Avenue	-	-	60,000	-	-
Total Acquisition	-	350	90,100	-	100
COMMERCIAL/INDUSTRIAL IMPROVEMENTS					
Commercial Administration	-	-	2,500	-	-
Total Commercial/Industrial Imprv.	-	-	2,500	-	-
CLEARANCE AND DEMOLITION					
City - Downtown Buildings	4,000	-	100	-	100
Total Clearance and Demolition	4,000	-	100	-	100
COST OF RESALE PROPERTIES	458,921	208,538	-	-	-
PUBLIC FACILITIES & IMPROVEMENTS					
Handicap Ramps	37,220	19,402	40,000	110,216	40,000
City Handicap Accessible	600	-	-	-	-
Handicap Play Equipment	-	49,299	-	-	-
Project Park Inside	(924)	(739)	-	-	-
Memorial Recreation Center	21,351	165,497	-	-	-
City Sidewalk Construction	(7,578)	428	-	-	-
City Street Trees	-	1,101	-	-	-
City Street Construction	77,762	-	-	-	-
Downtown Surveillance Cameras	17,363	-	42,000	42,000	-
Arts & Entertain. Parking Deck	198,470	(11,592)	-	-	-
Hope IV Streetscape & Rehab.	303,050	-	-	-	-
Neighborhood Development	-	-	92,103	-	100,000
Community Opportunity Fund	-	300	-	-	-
Aspiring to Service, Inc.	16,707	-	-	-	-
S. Locust Street Lot	25,457	-	-	-	-
Fairgrounds Park Stables	37,559	-	-	-	-
Weaton Park Restrooms	7,500	-	-	-	-
Alley Reconstruction	29,180	541	105,000	105,000	-
Engine Four Replacement	-	230,000	-	-	-
Storm Drain Improvements	-	-	100,000	-	-
Hellane Park Parking Lot	-	-	-	75,000	-
Fairground Entrance Building - Roof	-	2,673	-	-	-
Locust Street Streetscape Improvement	147,284	-	-	-	-
Engine 1 Replacement	-	-	50,000	-	200,000
Inner Block Parking	-	-	60,000	-	-
Pangborn Park Restrooms	-	-	40,000	-	-
Traffic Signal Replacement	-	-	83,000	68,000	-
Park Circle Improvements	-	-	55,000	55,000	-

COMMUNITY DEVELOPMENT BLOCK GRANT - PROPOSED EXPENSES
FISCAL YEAR 2009/10

ACCOUNT DESCRIPTION	2006/07	2007/08	2008/09		2009/10
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
PUBLIC FACILITIES & IMPROVEMENTS (con't)					
South Locust Street Streetscape	-	-	180,000	-	-
Neighborhood Parks	-	-	40,000	-	-
Hellane Park - Accessable Walkways	-	-	40,000	-	-
Automatic External Defibulator	-	-	23,000	23,000	-
Madison Avenue Parking Lot	-	-	-	20,675	-
Total Public Facilities & improve.	911,001	456,910	950,103	498,891	340,000
PUBLIC SERVICES					
Transfer to CIP Fund	-	25,000	-	-	-
CAC Housing Counsel	10,615	32	-	-	-
CAC Crisis Intervention	32,086	25,064	-	-	-
REACH Shelter Security	23,694	23,697	-	-	-
Neighborhoods 1st	45,043	53,890	45,000	47,400	31,338
Community Free Clinic	40,230	40,254	40,250	40,250	40,000
Adult Daycare(Easter Seals)	8,144	8,254	3,150	3,150	-
Food & Friends	-	5,032	5,100	5,000	-
Girl's Inc. Supper Program	12,759	12,722	12,750	12,750	12,750
Summer Day Camp	10,000	10,000	5,000	5,000	5,000
Fair Housing Services	29,981	28,799	25,000	25,000	25,000
Children in Need	5,000	5,000	5,000	5,000	5,000
Big Brothers, Big Sisters	4,579	5,285	-	-	-
Senior Living Alternative	59,606	55,254	55,000	55,000	55,000
Total Public Services	281,737	298,283	196,250	198,550	174,088
DIRECT ECONOMIC DEVELOPMENT					
CDC Projects	2,021	22,000	-	-	-
38 S. Potomac Street	-	174,440	-	-	-
Total Direct Economic Development	2,021	196,440	-	-	-
HOUSING					
Direct Home Assistance	-	-	105,000	-	80,000
Hud Home Initiative Grant	34,995	-	-	-	-
Smoke Detectors	24,638	12,745	36,000	36,000	40,000
Emergency Repair	11,784	125	10,000	9,000	10,000
Homeownership Program	282,403	208,017	150,000	150,000	125,000
Project Park Inside	-	-	7,500	-	7,500
Commission on Aging	13,598	15,932	19,800	15,000	18,000
CDC Projects	-	-	1,000	-	-
House Keys 4 Employees	-	-	7,500	-	7,500
Curb & Sidewalk Loan Program	4,326	4,553	20,000	10,000	15,000
Bester Palce	-	-	500,000	185,000	315,000
Home Safety Makeover	-	-	-	-	30,000
HOPE VI	-	-	-	-	48,000

COMMUNITY DEVELOPMENT BLOCK GRANT - PROPOSED EXPENSES
FISCAL YEAR 2009/2010

ACCOUNT DESCRIPTION	2006/07	2007/08	2008/09		2009/10
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
HOUSING (con't)					
HNDP Downpayment & Settlement	-	-	-	-	25,000
Single Family Loan Program	55,601	50,699	75,000	77,450	80,000
Residential Rental Rehabilitation	47,232	-	175,000	275,000	175,000
Admin. (Residential Rental)	12,924	17,618	11,500	15,000	15,000
Aministration (Single Family)	10,122	12,501	175,000	138,000	185,000
Total Housing	497,623	322,190	1,293,300	910,450	1,176,000
ADMINISTRATION					
Hagerstown Home Store	42,529	49,827	50,000	25,000	-
CDC Operations	35,413	50,000	50,000	25,000	-
Regular Wages - Salaried	227,824	271,104	389,725	344,542	355,036
Vacation Pay	22,261	26,425	-	-	-
Holiday Pay	14,244	17,016	-	-	-
Sick Leave Pay	9,655	14,852	-	-	-
Annual Sick Leave Buyback	1,240	1,291	2,000	-	2,000
Allocated Labor - Salaried	(351,060)	(393,285)	(413,958)	(426,000)	(446,383)
Office Supplies	1,576	2,426	3,000	1,000	2,500
Computer Software & Supplies	-	86	500	1,000	1,000
Dues, Subscriptions & Periodicals	2,237	2,889	3,000	3,280	3,500
Gasoline, Oil & Grease	561	633	600	360	500
Personal Auto Expense Reimb.	320	99	400	300	400
Other Vehicle Expense	-	12	-	-	-
Central Maintenance Garage	92	111	250	100	250
Advertising & Printing	4,462	2,276	3,000	2,380	3,000
Medical Services	80	-	-	-	-
Legal Fees	2,945	1,941	1,500	250	1,500
Auditing Fees	13,107	15,000	15,000	15,372	15,300
Consolidated Plan	-	-	-	-	15,000
Public transportation Expenses	63	271	750	16	750
Lodging & Meals	1,407	886	2,500	300	2,500
Conference & Seminar Fees	(80)	1,583	2,500	1,125	2,500
Postage Expenses	1,108	831	1,500	700	1,500
Admin. Overhead Allocation	64,857	-	73,132	-	73,125
Photocopy Expenses	919	1,273	1,500	330	2,000
Other General Expenses	308	(8)	250	-	-
Doubtful Loans Expense	17,860	-	-	-	-
Retirement Deficit Payment	6,655	6,988	7,337	7,337	7,704
Retirement Contribution - State	21,070	26,092	35,739	25,393	26,166
FICA Taxes	20,948	25,656	29,814	26,358	27,159
Unemployment Taxes	1,040	-	-	-	-
Educational Benefits	-	-	500	-	-
Life Insurance	492	531	603	497	511

COMMUNITY DEVELOPMENT BLOCK GRANT - PROPOSED EXPENSES
FISCAL YEAR 2009/10

ACCOUNT DESCRIPTION	2006/07	2007/08	2008/09		2009/10
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
ADMINISTRATION (con't)					
Workers Compensation	2,376	2,763	5,136	2,558	2,638
Public Officials	545	719	935	949	1,044
Fleet Insurance	640	582	757	500	550
Health Insurance	21,283	23,170	25,740	30,210	30,210
Dental Insurance	1,181	1,416	1,464	1,220	1,220
General Liability Insurance	4,726	3,791	4,928	4,386	4,825
Employee Discounted Parking	3,428	4,092	3,600	3,600	3,600
Interest Exp. - Escrowed Taxes	1,294	254	225	250	250
Fixed Charges	704	693	750	750	750
Local Calls	375	532	350	450	500
Long Distance Calls	1,590	824	1,250	100	500
Fax	106	180	200	200	200
Cell Phone Charges	-	221	-	-	-
Capital Outlay - Office Furniture	165	-	750	-	750
Computer Equipment	90	862	1,500	100	8,000
CDBG Administrative Alloc.	165,406	184,217	135,000	140,000	143,800
Retiree Health Insurance	3,813	-	-	-	-
Retiree Dental Insurance	180	-	-	-	-
Total Administration	<u>372,035</u>	<u>351,122</u>	<u>443,727</u>	<u>239,913</u>	<u>296,355</u>
Total Expenditures	<u>\$ 2,527,338</u>	<u>\$ 1,833,833</u>	<u>\$ 2,976,080</u>	<u>\$ 1,847,804</u>	<u>\$ 1,986,643</u>

COMMUNITY DEVELOPMENT BLOCK GRANT FUND CAPITAL EXPENSES
FISCAL YEAR 2009/2010

ACCOUNT #	DESCRIPTION	OUTLINE OF USE	JUSTIFICATION	COST
Total Non-CIP Capital				
09-570-961 "Desk, Chairs, & Tables"	Desk & chairs	Staff	Replace worn equipment	\$ 750
09-570-965 "Computer Equipment"	5 Personal Computers	Staff	Per Replacement Schedule	8,000
Total Non-CIP Capital				\$ 8,750
TOTAL CAPITAL OUTLAY				\$ 8,750

OTHER SPECIAL REVENUE FUNDS - PROGRAM SUMMARY
FISCAL YEAR 2009/2010

ECONOMIC REDEVELOPMENT FUND

This fund was established to promote the revitalization of the City's downtown and older neighborhood areas. Currently the fund is being used to promote home and business ownership in targeted areas of the City.

Revenues in this fund consists of interest revenue from investments, past loan repayments, periodic transfers from other funds, and a federal grant to help minority and woman owned businesses. Expenditures consist of costs for the Downtown Residency Initiative, House Keys 4 Employees, and the Minority and Woman Owned Business programs.

TELEWORK CENTER FUND

The Telework Center was established as an alternative workplace for federal workers who commuted into the Washington, D.C. area. On a fee for service basis, non-government users can take advantage of the thirty-two computer equipped workstations located in individual and team project cubicles and in shared and single offices. The Center offers high speed internet services, the use of laser and color printers, a color scanner, duplexing/document handling copiers, fax machines, as well as video-teleconferencing. Conference rooms are available for small meetings. Personal locked mobile storage units are also available. The Center is designed with total security in mind. Federal operating grant revenues are expected to continue to be available for the entire fiscal year.

BUSINESS REVOLVING LOAN FUND

This fund is designed to assist in the recruitment, retention and expansion of businesses within the City. Loans are made to businesses which create or retain jobs or eliminate slum and blight. The City initially received grant funds to create the fund and works with area financial institutions in providing business loans that meet program objectives.

New loans have been made each year. With new approved matching funds grant from the State of \$100,000 and \$125,000 of City community-based initiative funds transferred from the Economic Redevelopment Fund we plan on \$500,000 in additional loans in 2009/10 to assist with low-interest financing to provide elevators in older downtown buildings being rehabilitated to provide access to upper floors for residential and office use and for general business revolving loans.

EMPLOYEE FLEXIBLE SPENDING FUND

The fund accounts for the City Employee Flexible Spending Account (FSA) Program. Funds are transferred into this fund pre-tax basis for employees participating in the FSA Program for reimbursed medical and dependent care costs. The City savings in social security and medicare cost form this pre-tax funding are used to pay for the program's administrative cost. For 2009/10, \$6,000 is proposed for transfer to the General Fund for employee activities.

EXCISE TAX FUND

The fund accounts for the City's share of the County Excise Taxes collected by the City. The Excise Taxes may be used only for specific purposes and are tracked in order to comply with the purposes permitted. These permitted purposes include roads, new construction or development of parks and recreational facilities, new construction or development of water and sewer infrastructure and new construction or development of public safety facilities. Funds were transferred to the CIP fund in 2007/08 for Marshall Street Reconstruction and are proposed to be transferred to the CIP Fund in 2009/10 for assisting with the Edgewood/Dual Highway intersection improvement project (\$1,062,000), bridge repair program (\$80,000), Professional Court Extension (\$120,000), and Northwest Connector road (\$20,000).

SPECIAL REVENUE GRANT FUND

In Fiscal Year 2006/07 the City, as a result of an audit recommendation, created a separate special revenue fund to account for operating grant revenues from various federal, state, and local agencies and their related expenditures. The fund allows the grant revenues and expenditures to be tracked separately by grant project or program. Local matches, if required, are shown as transfers in from other funds. Unspent grant funds are carried over from year-to-year until expended for their intended purpose.

ECONOMIC REDEVELOPMENT FUND - PROPOSED EXPENSES AND REVENUES
FISCAL YEAR 2009/2010

ACCOUNT DESCRIPTION	2006/07 ACTUAL	2007/08 ACTUAL	2008/09 BUDGET	2008/09 EST. ACTUAL	2009/10 PROPOSED
REVENUES:					
Interest Income from Investments	\$ 13,922	\$ 18,510	\$ 20,000	\$ 18,000	\$ 20,000
Federal Lead Paint Grant	58,234	59,173	-	-	-
Federal Minority & Woman Bus Prog	-	-	-	-	100,000
Total Revenues	<u>72,156</u>	<u>77,683</u>	<u>20,000</u>	<u>18,000</u>	<u>120,000</u>
EXPENDITURES:					
Administration	-	-	-	94	-
Downtown Residency Initiative	9,950	3,424	15,000	4,000	15,000
House Keys 4 Employees	1,500	-	5,000	2,000	5,000
Federal Minority & Woman Bus Prog	-	-	-	-	100,000
Lead Paint Inspection	58,234	-	-	-	-
Current Property Expenditures	323	-	-	-	-
Total Expenditures	<u>70,007</u>	<u>3,424</u>	<u>20,000</u>	<u>6,094</u>	<u>120,000</u>
OTHER FINANCING SOURCES (USES)					
Transfers from General Fund:					
Community Based Initiatives	125,000	183,000	125,000	125,000	125,000
Transfers to Property Mgt Fund	-	-	(125,000)	-	(125,000)
Transfers to Bus Revolving Loan Fd	-	-	(250,000)	(250,000)	(125,000)
Total Other Financing Sources	<u>125,000</u>	<u>183,000</u>	<u>(250,000)</u>	<u>(125,000)</u>	<u>(125,000)</u>
Net Change in Fund Balance	<u>127,149</u>	<u>257,259</u>	<u>(250,000)</u>	<u>(113,094)</u>	<u>(125,000)</u>
Beginning Fund Balance	314,380	441,529	698,788	698,788	585,694
Ending Fund Balance	<u>\$ 441,529</u>	<u>\$ 698,788</u>	<u>\$ 448,788</u>	<u>\$ 585,694</u>	<u>\$ 460,694</u>
DETAIL OF ENDING FUND BALANCE:					
Reserve for Loans Recievable	-	-	-	-	-
Unreserved	441,529	698,788	448,788	585,694	460,694
Ending Fund Balance	<u>\$ 441,529</u>	<u>\$ 698,788</u>	<u>\$ 448,788</u>	<u>\$ 585,694</u>	<u>\$ 460,694</u>

TELEWORK CENTER - PROPOSED EXPENSES AND REVENUES
FISCAL YEAR 2009/2010

ACCOUNT DESCRIPTION	2006/07	2007/08	2008/09		2009/10
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
REVENUES:					
Grant Revenues GSA Downtown	\$ 119,769	\$ 119,758	\$ 128,739	\$ 128,739	\$ 128,739
Rent Revenues-Downtown	61,200	61,200	61,200	61,200	61,200
Facilities Usage	4,000	-	-	-	-
Technological Training and Coop.	50,947	18,009	21,000	21,000	21,000
Reimbursements	-	25,584	-	25,500	25,500
Interest Revenue	4,724	5,542	4,000	2,500	3,000
Purchase Discounts	-	6	-	-	-
Total Revenues	<u>240,640</u>	<u>230,099</u>	<u>214,939</u>	<u>238,939</u>	<u>239,439</u>
EXPENDITURES:					
Regular Wages	48,286	54,137	63,123	62,592	65,258
Temporary and Seasonal Wages	15,539	45,740	46,555	44,000	46,000
Vacation Pay	2,780	1,161	-	-	-
Holiday Pay	2,060	2,672	-	-	-
Sick Leave Pay	412	244	-	-	-
Office Supplies	1,738	1,391	1,750	1,500	1,500
Computer Software and Supplies	-	163	-	500	500
Dues, Subs and Periodicals	37	-	-	-	-
Electricity	10,960	11,293	10,000	10,000	10,000
Natural Gas	1,206	950	1,000	1,000	1,000
Building & Structure	-	9,314	1,500	1,000	-
Maintenance Agreements	1,895	(509)	2,000	1,000	1,000
Janitorial Services	5,569	5,325	5,400	5,100	5,400
Personal Auto Exp. Reimbursement	-	250	-	-	-
Marketing and Promotion	393	353	1,500	500	1,000
Land Rental (Parking Spaces)	1,895	1,980	2,000	2,000	2,000
Building Rental	56,100	61,200	61,200	61,200	61,200
Other Contracted Services	3,109	292	900	500	900
Lodging and Meals	5,100	457	-	-	-
Conference and Seminar Fees	165	387	500	250	500
Postage Expense	21	7	30	30	30
Photocopy Expense	1,640	2,494	1,400	2,500	2,000
Wage & O/H Allocation	-	(1)	(24,444)	-	-
Retirement-State Contribution	4,165	5,047	5,788	4,613	4,810
F.I.C.A. Taxes	5,271	8,011	8,390	8,154	8,511
Life Insurance	96	89	98	90	94
Workers Compensation	151	1,370	260	181	189
Health Insurance	5,079	5,544	5,915	5,915	5,915
Dental Insurance	240	240	244	244	244
Fixed Telephone Charges	15,409	15,731	15,000	15,500	15,500
Long Distance Calls	123	-	200	200	200
Computer Equipment	638	-	4,500	2,500	4,500
Communications Equipment	4,798	(583)	-	-	-
Auditing Fees	-	895	-	950	1,000
Total Expenditures	<u>194,875</u>	<u>235,644</u>	<u>214,809</u>	<u>232,019</u>	<u>239,251</u>
Net Change in Fund Balance	45,765	(5,545)	130	6,920	188
Beginning Fund Balance	<u>105,249</u>	<u>151,014</u>	<u>145,469</u>	<u>145,469</u>	<u>152,389</u>
Ending Fund Balance	<u>\$ 151,014</u>	<u>\$ 145,469</u>	<u>\$ 145,599</u>	<u>\$ 152,389</u>	<u>\$ 152,577</u>

BUSINESS REVOLVING LOAN FUND - PROPOSED EXPENSES AND REVENUES
FISCAL YEAR 2009/2010

ACCOUNT DESCRIPTION	2006/07	2007/08	2008/09		2009/10
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
REVENUES & CHANGES IN LOANS RECEIVABLE					
Community Legacy Grant	\$ -	\$ -	\$ 100,000	\$ -	\$ 100,000
State DEBD Grant	-	-	-	250,000	-
MD Grant Façade Program	10,300	-	-	-	-
Interest from Loans	13,852	32,016	38,875	30,478	24,904
Interest on Investments	18,529	8,999	10,000	1,320	2,000
Principal Repayments	13,871	107,412	57,557	42,074	46,090
Miscellaneous Revenues	-	100	-	862	-
Transfer from Economic Dev Fund	-	-	250,000	250,000	125,000
Total Revenues	<u>56,552</u>	<u>148,527</u>	<u>456,432</u>	<u>574,734</u>	<u>297,994</u>
EXPENDITURES & CHANGES IN LOANS RECEIVABLE					
Legal Fees	2,262	3,032	2,000	1,500	2,000
New Loan Expenditures	100,000	566,171	450,000	100,900	500,000
Additions to Loans Receivable	(100,000)	(566,171)	(450,000)	(100,900)	(500,000)
Reductions in Loans Receivable	13,871	107,412	57,557	42,074	46,090
Allow. for Uncollectible Loans	(492)	(6,921)	(10,000)	(10,000)	(10,000)
Total Expenditures	<u>15,641</u>	<u>103,523</u>	<u>49,557</u>	<u>33,574</u>	<u>38,090</u>
Net Change in Fund Balance	<u>40,911</u>	<u>45,004</u>	<u>406,875</u>	<u>541,160</u>	<u>259,904</u>
Beginning Fund Balance	<u>689,770</u>	<u>730,681</u>	<u>775,685</u>	<u>775,685</u>	<u>1,316,845</u>
Ending Fund Balance	<u>\$ 730,681</u>	<u>\$ 775,685</u>	<u>\$ 1,182,560</u>	<u>\$ 1,316,845</u>	<u>\$ 1,576,749</u>
DETAIL OF ENDING FUND BALANCE					
Reserve for Loans Receivable					
Outstanding:	373,897	832,348	832,348	891,174	1,345,084
Unreserved	356,779	(101,672)	350,212	425,671	231,665
Ending Fund Balance	<u>\$ 730,676</u>	<u>\$ 730,676</u>	<u>\$ 1,182,560</u>	<u>\$ 1,316,845</u>	<u>\$ 1,576,749</u>

EMPLOYEE FLEXIBLE SPENDING FUND - PROPOSED EXPENSES AND REVENUES
FISCAL YEAR 2009/2010

ACCOUNT DESCRIPTION	2006/07 ACTUAL	2007/08 ACTUAL	2008/09 BUDGET	2008/09 EST. ACTUAL	2009/10 PROPOSED
REVENUES					
Interest Earned	\$ 2,109	\$ 1,609	\$ 2,000	\$ 1,250	\$ 1,000
Employer FICA Savings	7,850	8,290	8,750	6,800	8,500
Unreimbursed Employee Deductions	370	4,051	500	500	500
Total Revenues	<u>10,329</u>	<u>13,950</u>	<u>11,250</u>	<u>8,550</u>	<u>10,000</u>
EXPENDITURES					
Contracted Services	5,330	5,875	5,000	4,850	5,000
Other General Expense	6	(2)	-	-	-
Total Expenditures	<u>5,336</u>	<u>5,873</u>	<u>5,000</u>	<u>4,850</u>	<u>5,000</u>
OTHER FINANCING USES					
Transfers to General Fund	<u>(6,000)</u>	<u>(6,000)</u>	<u>(6,000)</u>	<u>(6,000)</u>	<u>(6,000)</u>
Total Other Financing Uses	<u>(6,000)</u>	<u>(6,000)</u>	<u>(6,000)</u>	<u>(6,000)</u>	<u>(6,000)</u>
Net Change in Fund Balance	<u>(1,007)</u>	<u>2,077</u>	<u>250</u>	<u>(2,300)</u>	<u>(1,000)</u>
Beginning Fund Balance	28,217	27,210	29,287	29,287	26,987
Ending Fund Balance	<u>\$ 27,210</u>	<u>\$ 29,287</u>	<u>\$ 29,537</u>	<u>\$ 26,987</u>	<u>\$ 25,987</u>

EXCISE TAX FUND - PROPOSED EXPENSES AND REVENUES
FISCAL YEAR 2009/2010

ACCOUNT DESCRIPTION	2006/07 ACTUAL	2007/08 ACTUAL	2008/09 BUDGET	2008/09 EST. ACTUAL	2009/10 PROPOSED
REVENUES:					
Revenue for Roads	\$ 328,913	\$ 107,478	\$ 85,000	\$ 45,000	\$ 60,000
Revenue for Other Capital Purposes	71,501	23,366	15,000	15,000	15,000
Revenue from Nonresidential Projects	318,905	89,835	150,000	50,000	75,000
Interest Revenue	77,312	85,018	40,000	52,000	50,000
Total Revenues	<u>796,631</u>	<u>305,697</u>	<u>290,000</u>	<u>162,000</u>	<u>200,000</u>
OTHER FINANCING SOURCES (USES)					
Transfers to C.I.P.	-	(398,246)	(1,062,000)	-	(1,282,000)
Total Other Financing Sources	<u>-</u>	<u>(398,246)</u>	<u>(1,062,000)</u>	<u>-</u>	<u>(1,282,000)</u>
Net Change in Fund Balance	<u>796,631</u>	<u>(92,549)</u>	<u>(772,000)</u>	<u>162,000</u>	<u>(1,082,000)</u>
Beginning Fund Balance	<u>1,039,857</u>	<u>1,836,488</u>	<u>1,743,939</u>	<u>1,743,939</u>	<u>1,905,939</u>
Ending Fund Balance	<u>\$ 1,836,488</u>	<u>\$ 1,743,939</u>	<u>\$ 971,939</u>	<u>\$ 1,905,939</u>	<u>\$ 823,939</u>

SPECIAL REVENUE GRANT FUND - PROPOSED EXPENSES AND REVENUES
FISCAL YEAR 2009/2010

ACCOUNT DESCRIPTION	2006/07	2007/08	2008/09		2009/10
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
REVENUES:					
Interest Earned	\$ -	\$ 1,306	\$ -	\$ 1,000	\$ 1,000
Federal Grants	95,624	330,547	618,950	528,244	803,373
State Grants	-	196,874	546,447	592,220	549,246
County Grants	-	57,832	73,000	45,517	45,000
Other Contributions	-	3,410	7,450	7,450	-
Forfeited Funds	40,200	-	-	-	-
Total Revenues	135,824	589,969	1,245,847	1,174,431	1,398,619
EXPENDITURES:					
Base and Additional Wages	73,895	307,057	732,975	636,781	672,253
Temporary and Seasonal Wages	-	106,688	128,421	205,566	170,049
Material, Supplies, and Utilities	-	25,898	82,994	44,623	18,283
Vehicle Operating Expenses	93	3,000	5,200	3,700	3,200
Advertising and Printing	2,997	4,665	7,300	12,300	3,300
Contracted Services	21,276	78,640	263,859	137,901	430,902
Other General Expenses	-	198	1,750	606	250
Professional Development	-	1,682	9,400	18,935	5,000
Fringe Benefits	4,035	22,113	132,404	148,261	203,449
Communication Expenses	-	795	600	600	600
Capital Outlay	1,972	54,112	17,400	31,544	18,480
Total Expenditures	104,268	604,848	1,382,303	1,240,817	1,525,766
OTHER FINANCING SOURCES (USES)					
Transfers from the General Fund	8,644	40,342	136,456	67,386	128,147
Total Other Financing Sources	8,644	40,342	136,456	67,386	128,147
Net Change in Fund Balance	40,200	25,463	-	1,000	1,000
Beginning Fund Balance	-	40,200	65,663	65,663	66,663
Ending Fund Balance	\$ 40,200	\$ 65,663	\$ 65,663	\$ 66,663	\$ 67,663

Activity in this fund is dependent on grants that we receive. The following grants are anticipated for next year:

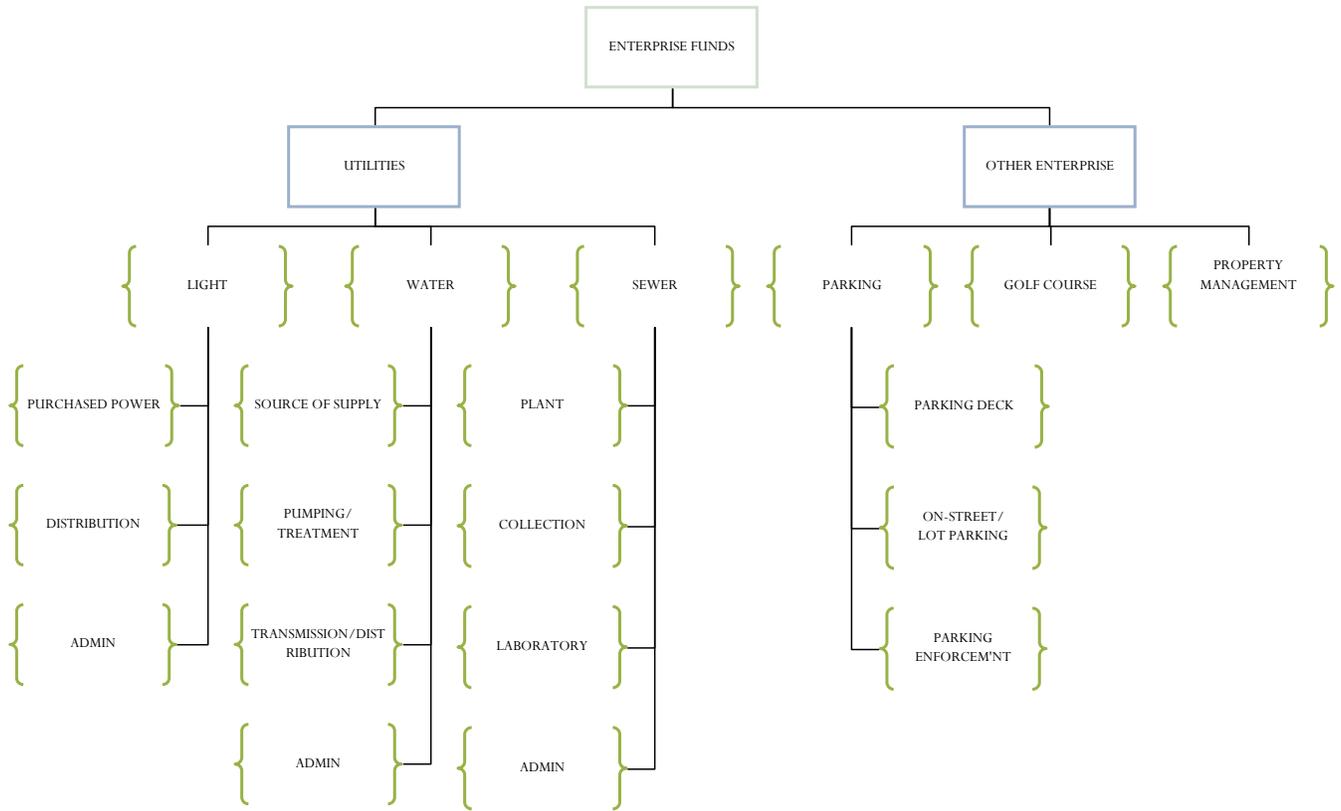
		2009/10 PROPOSED
Planning Department	Community Legacy Program	\$ 80,195
CDBG	CDBG Stimulus Grant	\$ 249,458
Fire Department	SAFE Smoke Alarms for Everyone	32,500
	SAFER Staffing for Adequate Fire & Emergency Response	303,570
Police Department	Federal Police Body Armor Grant	8,140
	State Police Body Armor Grant	4,070
	Youth Prevention After School Program	45,000
	Tobacco Restitution Grant	18,080
	CSAFE Initiative	237,301
	Health Department Traffic Grants	35,000
	LETS Training Grants	5,000
	Domestic Violence Response Coord	40,000
	Protective Order Entry & Service	4,000
	Project Cease Fire Grant	85,000
	Cops Hiring and Recovery Grant	174,705
	Family Violence Council	30,000
	Child Advocacy Center Grant	40,000
	Safe Routes to School (SHA Grant)	5,600
	Total Grant Revenues	\$ 731,896
		\$ 1,397,619

ENTERPRISE FUNDS

SECTION 6

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ENTERPRISE FUNDS - ORGANIZATIONAL CHART
 FISCAL YEAR 2009/2010



ENTERPRISE FUNDS - COMBINING STATEMENT
FISCAL YEAR 2009/2010

ACCOUNT DESCRIPTION	LIGHT	WATER	SEWER	PARKING	GOLF COURSE	PROPERTY MANAGEMENT	TOTAL
OPERATING REVENUES:							
Service Charges	\$ 32,073,780	\$ 7,506,000	\$ 8,724,200	\$ 933,370	\$ 193,350	\$ 355,683	\$ 49,786,383
Proposed Rate Increase	-	717,761	743,837	-	-	-	1,461,598
Other Revenues	317,707	967,460	149,600	-	17,796	10	1,452,573
Total Operating Revenues	32,391,487	9,191,221	9,617,637	933,370	211,146	355,693	52,700,554
OPERATING EXPENSES							
Production and Treatment	25,927,133	3,660,749	4,995,566	-	-	-	34,583,448
Transmission, Distribution & Collection	1,479,676	1,528,154	1,080,220	-	-	-	4,088,050
Selling, General & Administrative	4,003,194	2,543,945	3,020,695	426,833	421,531	256,753	10,672,951
Depreciation	1,146,458	1,500,000	2,138,000	187,188	21,560	78,500	5,071,706
Total Operating Expenses	32,556,461	9,232,848	11,234,481	614,021	443,091	335,253	54,416,155
Operating Income/Loss	(164,974)	(41,627)	(1,616,844)	319,349	(231,945)	20,440	(1,715,601)
NON-OPERATING REVENUES(EXPENSES)							
Investment Earnings	268,261	180,000	93,000	4,500	-	9,000	554,761
Interest (Expense)	(13,799)	(520,036)	(451,727)	(126,056)	-	(48,587)	(1,160,205)
Total Nonoperating Revenues(Expenses)	254,462	(340,036)	(358,727)	(121,556)	-	(39,587)	(605,444)
Income before Contributions/Transfers	89,488	(381,663)	(1,975,571)	197,793	(231,945)	(19,147)	(2,321,045)
CAPITAL CONTRIBUTIONS	15,000	2,600,000	8,875,000	-	13,500	-	11,503,500
GAIN ON FIXED ASSET DISPOSAL	-	-	-	-	-	-	-
TRANSFERS IN	-	-	-	-	211,885	125,000	336,885
TRANSFERS OUT	(55,000)	(55,000)	(55,000)	-	-	-	(165,000)
Changes in Net Assets	49,488	2,163,337	6,844,429	197,793	(6,560)	105,853	9,354,340
ADJUST RETAINED EARNINGS TO A UNRESTRICTED CASH FLOW BASIS:							
Add Back Depreciation	1,146,458	1,500,000	2,138,000	187,188	21,560	78,500	5,071,706
Capital Outlay	(1,133,000)	(13,706,125)	(17,698,000)	(150,000)	(15,000)	(1,011,000)	(33,713,125)
Repayment of Principal	(46,502)	(1,165,902)	(1,201,665)	(345,635)	-	(67,336)	(2,827,040)
Deduct Non-Cash Contributions	(15,000)	(1,500,000)	(350,000)	-	-	-	(1,865,000)
Bond Proceeds	-	12,559,750	8,152,500	150,000	-	904,890	21,767,140
Change in restricted cash	-	246,375	2,203,553	-	-	-	2,449,928
Net Sources/(Uses)of Cash	\$ 1,444	\$ 97,435	\$ 88,817	\$ 39,346	\$ -	\$ 10,907	\$ 237,949

LIGHT FUND - PROGRAM DESCRIPTION
FISCAL YEAR 2009/2010

PROGRAM FUNCTION AND ELEMENTS	<u>2009/10 RECOMMENDED</u>
Provide safe, reliable source of electrical power to customers in the service area at the lowest possible cost. Provide timely responses to customer problems and prompt review of development proposals.	
OPERATIONS	
Purchase and distribute electric power.	\$ 27,406,809
GENERAL AND ADMINISTRATIVE	
Manage department and administrative expenses. Also includes meter reading and supervision.	4,058,194
CAPITAL OUTLAY	
Improve, expand, and upgrade system and replace vehicles.	1,133,000
DEBT SERVICE	
Includes principal and interest due on bonded debt.	60,301
TOTAL	<u><u>\$ 32,658,304</u></u>

PERFORMANCE INDICATORS

	2007/08	2008/09	2009/10
System peak demand (in megawatts)	77.4	73.9	74.0
Million kilowatts hours purchased	368	363	357
Million kilowatt hours sold	355	351	347
Number of active accounts	17,550	17,580	17,695
Number of Residential Customers	15,180	15,200	15,280
Number of Commercial Customers	2,370	2,380	2,415
Number of meters (in use)	18,120	18,130	17,981
Number of substations - 34.5KV to 13.8KV	7	7	7
Total overtime(in\$000)	106	110	80

MAJOR BUDGET YEAR INITIATIVES

- * Installation of ornamental street lighting in conjunction with the Jonathan Street Beautification Project;
- * Gather baseline information, using our existing consultants and legal counsel, regarding the ownership of generation assets that may be used to offset the expected increase in future energy costs
- * Continue to increase customer service through prompt installation or upgrading of services, street lighting improvements, educational programs, and periodic maintenance on established facilities
- * Comply with the Maryland Public Service Commission requirements by:
 - 1) Continuing periodic and statistical meter testing and replacement program;
 - 2) Submitting analytical, statistical, and performance reports

LIGHT FUND - PROGRAM SUMMARY
FISCAL YEAR 2009/2010

EXPENDITURE SUMMARY	2006/07	2007/08	2008/09		2009/10
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
Base Wages	\$ 1,671,236	\$ 2,033,831	\$ 2,427,295	\$ 2,210,980	\$ 2,353,981
Additional Wages	196,341	177,692	121,034	115,210	115,200
Material, Supplies, and Utilities	263,998	223,100	253,530	271,705	257,678
Maintenance and Repairs	916	9,787	1,146	8,365	18,146
Vehicle Operating Expenses	63,046	53,942	55,300	58,952	53,750
Advertising and Printing	2,738	5,929	6,600	5,800	6,100
Rentals	801	480	500	400	500
Contracted Services	50,754	142,640	152,628	151,000	148,700
Professional Services	343,863	174,052	220,965	170,723	275,965
Travel Expenses	3,774	6,810	8,500	8,500	8,500
Other General Expenses	2,469,194	2,015,379	2,280,688	2,108,553	2,064,422
Wage & O/H Allocation	(300,734)	(430,318)	(811,430)	(495,604)	(807,255)
Employee Taxes & Benefits	775,286	970,425	1,075,696	915,006	951,798
Insurance	46,930	60,282	78,805	68,479	75,280
Injuries and Damages	-	1,547	1,600	1,547	1,600
Debt Service	68,444	73,710	72,132	72,132	60,301
Depreciation	1,036,750	1,045,181	1,092,500	1,092,504	1,146,458
Communication Expenses	11,339	10,798	12,855	13,930	13,505
Purchased Power	26,875,382	26,732,588	27,015,730	26,119,497	25,927,133
Capital Outlay	810,973	1,300,246	1,587,000	1,168,500	1,133,000
Subtotal	<u>34,391,031</u>	<u>34,608,101</u>	<u>35,653,074</u>	<u>34,066,179</u>	<u>33,804,762</u>
Less: Depreciation	<u>1,036,750</u>	<u>1,045,181</u>	<u>1,092,500</u>	<u>1,092,504</u>	<u>1,146,458</u>
Total Expenditures	<u>\$ 33,354,281</u>	<u>\$ 33,562,920</u>	<u>\$ 34,560,574</u>	<u>\$ 32,973,675</u>	<u>\$ 32,658,304</u>

BUDGET HIGHLIGHTS

- * Proposed 09/10 budget reflects third full year of new five year power supply contract with Allegheny Energy, with an expected total cost of \$25.9 million.
- * Although still authorized employee positions, the budget does not fund the salary and benefits for one line worker and a drafting technician III.

STAFFING SCHEDULE

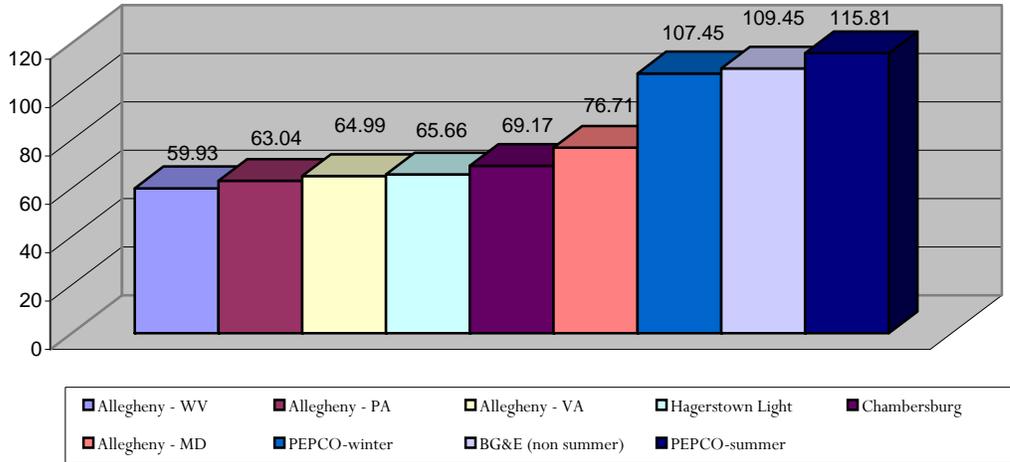
I. Electric Operations Manager	1	d. Electrical Construction Worker	1
A. Administrative Secretary	1	e. Lead Line Worker	2
B. Utilities Financial Manager	1	f. Line Worker I	12
C. System & Facilities Coordinator	1	g. Senior Meter Repairer	1
1. Stockroom Clerk	1	h. Meter Repairer	1
2. Clerk Operator	2	i. Meter Serviceworker	2
3. Utility Service Worker	1	j. Meter Readers	3
4. Building Maintenance Worker	1	E. Staff Engineer	1
5. Custodian	1	1. Electrical Engineer	1
D. Distribution Superintendent	1	2. Drafting Technician III	1
1. General Foreman	1		
a. Distribution Records Specialist	1	TOTAL FULL-TIME STAFFING	40
b. Substation Technician	1		

LIGHT FUND - COMPARATIVE INCOME STATEMENT
FISCAL YEAR 2009/2010

ACCOUNT DESCRIPTION	2006/07 ACTUAL	2007/08 ACTUAL	2008/09 BUDGET	2008/09 EST. ACTUAL	2009/10 PROPOSED
OPERATING REVENUES:					
Service Charges	\$ 32,713,914	\$ 33,570,253	\$ 34,356,000	\$ 32,468,712	\$ 32,073,780
Other Revenues	272,443	382,192	301,332	309,386	317,707
Operating Revenues	<u>32,986,357</u>	<u>33,952,445</u>	<u>34,657,332</u>	<u>32,778,098</u>	<u>32,391,487</u>
OPERATING EXPENSES					
Purchased Power	26,875,382	26,732,588	27,015,730	26,119,497	25,927,133
Distribution Expenses	1,372,288	1,755,643	1,590,705	1,696,237	1,479,676
Customer Accounts Expenses	1,155,323	966,583	1,162,588	984,235	911,762
Selling, General & Administrative	3,023,837	2,694,678	3,077,219	2,879,027	3,091,432
Depreciation	1,036,750	1,045,181	1,092,500	1,092,504	1,146,458
Total Operating Expenses	<u>33,463,580</u>	<u>33,194,673</u>	<u>33,938,742</u>	<u>32,771,500</u>	<u>32,556,461</u>
Operating Income/Loss	<u>(477,223)</u>	<u>757,772</u>	<u>718,590</u>	<u>6,598</u>	<u>(164,974)</u>
NON-OPERATING REVENUES(EXPENSES)					
Interest Earned	278,215	316,822	249,041	287,887	268,261
Interest (Expense)	(11,198)	(18,322)	(15,471)	(15,471)	(13,799)
Gain (Loss) on Sale of Capital Assets	-	7,125	-	-	-
Total Other Income/(Expense)	<u>267,017</u>	<u>305,625</u>	<u>233,570</u>	<u>272,416</u>	<u>254,462</u>
Net Income before Operating Transfers	(210,206)	1,063,397	952,160	279,014	89,488
Transfers to Other Funds	(46,000)	(39,472)	(55,000)	(55,000)	(55,000)
Capital Contributions	17,781	13,251	12,000	15,000	15,000
Income (Dec.) in Retained Earnings	<u>(238,425)</u>	<u>1,037,176</u>	<u>909,160</u>	<u>239,014</u>	<u>49,488</u>
Add Back Depreciation	1,036,750	1,045,181	1,092,500	1,092,504	1,146,458
Deduct Non-Cash Capital Contributions	(17,781)	(13,251)	(12,000)	(15,000)	(15,000)
Changes in Working Capital	(757,118)	796,341	-	-	-
Bond Proceeds	353,476	-	-	-	-
Capital Outlay	(810,973)	(1,300,246)	(1,587,000)	(1,168,500)	(1,133,000)
Repayment of Principal	(59,280)	(55,388)	(56,661)	(56,661)	(46,502)
Net Sources/(Uses)of Cash	<u>\$ (493,351)</u>	<u>\$ 1,509,813</u>	<u>\$ 345,999</u>	<u>\$ 91,357</u>	<u>\$ 1,444</u>

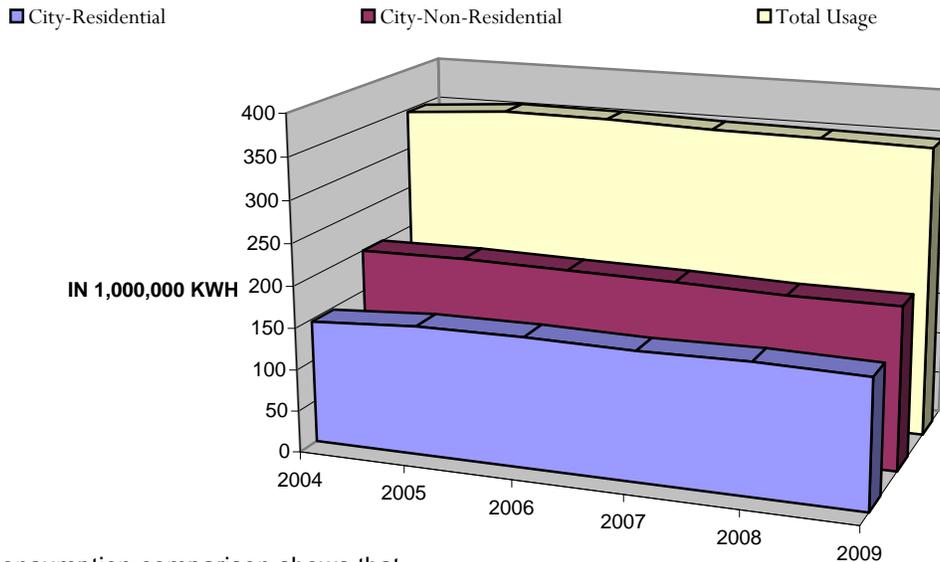
LIGHT FUND - CONSUMPTION AND RATE COMPARISON
FISCAL YEAR 2009/2010

SERVICE CHARGE COMPARISON AS OF MARCH 2009



Comparative rates are shown from left to right.
HLD rates will remain stable for the length of the Wholesale Contract which expires on May 30, 2011. A typical residential customer uses an average of 700 KWH per month.

ELECTRIC CONSUMPTION, 2004 - 2009



The electric consumption comparison shows that although the number of customers has increased slightly, due to conservation, overall kilowatt hours sold has been relatively flat.

LIGHT FUND - PROPOSED OPERATING REVENUES
FISCAL YEAR 2009/10

ACCOUNT DESCRIPTION	2006/07 ACTUAL	2007/08 ACTUAL	2008/09 BUDGET	2008/09 EST. ACTUAL	2009/10 PROPOSED
ELECTRIC REVENUES					
Sales of Electric-Unbilled Readings	\$ 68,091	\$ (27,462)	\$ 65,000	\$ 65,000	\$ 65,000
Residential Lighting	14,604,769	15,011,431	15,343,500	14,733,200	14,378,200
Residential Metering	369	379	300	300	300
Commercial Lighting	6,550,227	6,771,967	6,955,000	6,315,800	6,332,500
Power Pl(09)	3,472,229	3,668,763	3,765,000	3,495,300	3,474,400
Power Ph(10)	6,985,567	7,125,509	7,182,000	6,868,100	6,838,700
High Voltage-Newstech	255,015	203,707	225,000	199,102	194,600
Dusk to Dawn	28,860	28,948	30,400	28,070	28,020
Street Lighting	719,763	756,543	758,900	734,920	733,240
Traffic Lighting	29,024	30,468	30,900	28,920	28,820
Total Electric Revenues	<u>32,713,914</u>	<u>33,570,253</u>	<u>34,356,000</u>	<u>32,468,712</u>	<u>32,073,780</u>
OTHER REVENUES					
Pole Rental/Attachment Fees	-	24,738	12,614	12,659	12,614
Rents from Electric Properties	4,800	4,800	4,800	4,800	4,800
Building Rental-CMG	32,000	32,002	34,000	34,000	35,000
Rent Income - Sub-Station	-	7,688	-	3,796	3,796
Purchase Discounts	267	78	300	120	300
Miscellaneous Electric Revenue	16,345	19,477	16,300	21,693	16,300
Reconnection Charges	63,709	72,095	65,600	65,600	70,000
Customer Reimbursed Overtime	40,012	44,125	41,520	41,020	41,520
Net Gain/Loss-Scrap Sales	12,283	54,105	10,000	9,500	10,000
Net Gain/Loss-Asset Disposal	8,865	31,309	9,000	9,000	9,000
Recovery of Notes Receivable-F.U.F.	94,162	91,775	107,198	107,198	114,377
Total Other Revenues	<u>272,443</u>	<u>382,192</u>	<u>301,332</u>	<u>309,386</u>	<u>317,707</u>
Total Operating Revenues	<u>\$ 32,986,357</u>	<u>\$ 33,952,445</u>	<u>\$ 34,657,332</u>	<u>\$ 32,778,098</u>	<u>\$ 32,391,487</u>

LIGHT FUND CAPITAL EXPENSES
FISCAL YEAR 2009/2010

ACCOUNT #	DESCRIPTION	OUTLINE OF USE	JUSTIFICATION	COST
Vehicle Replacement (#90)	Replace Fleet Vehicle	Unit 134	Replace Air Compressor	20,000
		Unit 136	Replace Pole Trailer	12,000
		Unit 106	Replace Meter Van	20,000
		Unit 107	Replace Pickup	35,000
02-892-090		Unit 118	Replace Ditch Witch Trencher	13,000
Total Vehicle Replacement				\$ 100,000
Telemetry Equipment (#111)	Construction of Communication Networks to Facilitate Transmission of Data from Installed Devices in the Electric System	Electrical System	Improve service, increase system reliability	10,000
02-897-110				
Total Telemetry Equipment				\$ 10,000
Wesel Boulevard Development (#220)	Provide for Electric Power in Light Dept. Service Area along Wesel Blvd at CSX	Underground Conduit Und. Conduit & Devices Line Transformers Services Meters	Benefits Population, Basic Service, Promotes jobs	5,000 20,000 4,000 20,000 1,000
02-866-220				
02-867-220				
02-868-220				
02-869-220				
02-870-220				
Total Wesel Boulevard				\$ 50,000
System Reconductoring (#259)	Upgrade Power Distribution Lines	Poles, Towers & Fixtures Overhead Devices	Improve Basic Service	5,000 15,000
02-864-259				
02-865-259				
Total System Reconductoring				\$ 20,000
Pedestrian Lighting (#388)	Install Ornamental Street Lighting in Areas Designated by the Mayor & Council	Lighting - 600 Block of Potomac Avenue, 100 Block of East Antietam	Improve Aesthetics in the City	100,000
02-873-388				
Total Pedestrian Lighting				\$ 100,000
Building & Site Improvements (#542)	Improvements to Light Department's Facility on East Baltimore Street an at Memorial Blvd	Replace HLD Windows, etc.	Cost Avoidance, Planned Improvement, Improve Service	50,000
02-890-542				
Total Bldg & Site Improvements				\$ 50,000

LIGHT FUND CAPITAL EXPENSES
FISCAL YEAR 2009/2010

ACCOUNT #	DESCRIPTION	OUTLINE OF USE	JUSTIFICATION	COST
A&E Upgrades (#591) 02-867-591	Relocate existing Overhead Electric Line to New Underground Locations	Alley widening project will necessitate the replacement of the existing overhead lines	Needed to meet future power requirements in downtown area	50,000
Total Test Equipment				\$ 50,000
Test Equipment (#609) 02-862-609	Procure Test Equipment to Improve Maintenance Programs and Power Quality for Customers	Station Equipment	Improve Reliability of Service	10,000
Total Test Equipment				\$ 10,000
Jonathan Street Underground (#617) 02-873-617	Provide Ornamental Lighting in Conjunction with City Streetscape Project	Street & Signal Lighting	Improve Aesthetics and Increase Level of Lighting in Area	40,000
Total Jonathan Street Underground				\$ 40,000
Linwood Hollow (#706) 02-865-706 02-866-706 02-867-706 02-868-706 02-869-706 02-870-706	Provide for Materials and Construction of Underground Electrical Services to New Development	Poles, Towers & Fixtures Overhead Devices Underground Conduit Und. Conduit & Devices Line Transformers Services Meters	Basic Service	5,000 3,000 2,000 3,000 6,000 1,000
Total Linwood Hollow				\$ 20,000
Substation Breaker Replacement (#776) 02-862-776	Replace Aging Breakers in Substation to Maintain Reliability	Replace Substation Breakers on maintenance cycle to reduce equipment failure	Increase Reliability of Service	50,000
Total Substation Breaker Replacement				\$ 50,000
GIS Facility Software (#777) 02-890-777	Install Geographic Information Software for HLD Engineering	System Mapping will interface with all other City departments	Provide interface with City Engineering	8,000
Total GIS Software				\$ 8,000

LIGHT FUND CAPITAL EXPENSES
FISCAL YEAR 2009/2010

ACCOUNT #	DESCRIPTION	OUTLINE OF USE	JUSTIFICATION	COST
Mitchell Substation Bay Installation (#778) 02-862-778	Install infrastructure for third station class transformer	Replace Substation Transformer at Bulldog Sub	Increase Reliability of Service	60,000
Total Mitchell Substation Bay Installation				\$ 60,000
Spare Regulators (#797) 02-862-797	Purchase spare regulators for substations	Various Locations	For replacement of obsolete units	50,000
Total Spare Regulators				\$ 50,000
Substation Wildlife Protection (#798) 02-862-798	Purchase and install wildlife protection on substation equipment	Various Locations	To reduce power outages and cost of equipment caused by wildlife in substations	25,000
Total Substation Wildlife Protection				\$ 25,000
<u>NON-CIP Capital Outlay</u>				
02-862-000	Dist-Station Equipment	Costs installed of station equipment including transformer banks, which are used for the purpose of changing the characteristics of electricity in connection with its distribution.	To upgrade existing substation facilities and to continue periodic replacement of aged equipment.	10,000
02-864-000	Dist-Poles, Towers & Fixtures	Costs installed of poles, towers, and fixtures used for supporting overhead distribution conductors and service wires.	To upgrade service to electrical customers and to continue periodic replacement of aged equipment	45,000
02-865-000	Dist-Overhead Conductors and Devices	Costs installed of overhead conductors & devices for distribution purposes, including the installation of overhead primary cable, insulators, arrestors, switches and other line hardware.	To upgrade existing facilities and to continue periodic replacement of aged equipment.	18,000

LIGHT FUND CAPITAL EXPENSES
FISCAL YEAR 2009/2010

ACCOUNT #	DESCRIPTION	OUTLINE OF USE	JUSTIFICATION	COST
02-866-000	Dist-Underground Conduit	Costs installed on underground conduit and tunnels used for housing distribution cables or wires.	To meet the need of electrical customers who are upgrading or installing new services.	8,000
02-867-000	Dist-Underground Conductors and Devices	Costs installed of underground conductors and devices used for distribution purposes.	To upgrade existing primary electrical wires and for the installation of new primary underground conductors to maintain the reliability of the distribution systems.	5,000
02-868-000	Dist-Line Transformers	Costs installed of overhead & underground distribution line transformers and pole type and underground voltage regulators owners by the utility, for use in transforming electricity to the voltage at which it is to be used by the customer.	To meet the needs of electrical customers who are upgrading their services or building new homes. Also to replace aging units already in service.	140,000
02-869-000	Dist-Services	Costs installed of overhead & underground conductors leading from a point where wires leave the last pole of an overhead system or if an underground system, the distribution box of manholes.	To meet the needs of electrical customers who are upgrading their services and building new homes.	80,000
02-870-000	Dist-Meters	Costs installed of meters or devices, for use in measuring the electricity delivered to users.	To meet the needs of electrical customers who are upgrading their services and building new homes. Also to replace obsolete meters currently in the system, as required by the Maryland Public Service Commission.	100,000
02-873-000	Dist-Street & Signal Lighting	Costs installed of equipment used wholly for public streets.	To provide adequate street lighting for City residents.	70,000
02-891-000	General Plant - Office Furniture, Fixtures, & Equip.	Administrative Building	Replace worn office furniture and computer equipment.	14,000
Total NON-CIP Capital Outlay				\$ 490,000
TOTAL CAPITAL OUTLAY				\$ 1,133,000

WATER FUND - PROGRAM DESCRIPTION
FISCAL YEAR 2009/2010

PROGRAM FUNCTION AND ELEMENTS	2009/10 <u>RECOMMENDED</u>
Provide safe and reliable water supply to customers in the service area at the lowest possible cost. Provide timely responses to customers service requests and prompt review of developmental proposals.	
SOURCE OF SUPPLY	
Cost of operating and maintaining the W.M. Breichner Plant at Smithsburg.	\$ 170,557
PUMPING AND TREATMENT	
Cost of treatment and pumping of water from the R.C. Willson Plant.	3,490,192
TRANSMISSION AND DISTRIBUTION	
Provide delivery and storage of water supply in a reliable and efficient manner.	1,528,154
SELLING, GENERAL AND ADMINISTRATION - STORES/INVENTORY	
Review, plan and coordinate water system development. Respond to customer requests for service or information in a timely manner. Bill preparation.	2,598,945
CAPITAL OUTLAY	
Make improvements, upgrade and expand water system as necessary to properly serve customers.	13,706,125
DEBT SERVICE	
Includes principal and interest due on bonded debt.	1,685,938
TOTAL	<u><u>\$ 23,179,911</u></u>

PERFORMANCE INDICATORS	<u>2007/08</u>	<u>2008/09</u>	<u>2009/10</u>
Quantity of water produced (MG)	3,796	3,844	3,959
Water unaccounted for (%)	18.2	20.7	18.0
Maximum daily demand (MGD)	13.1	11.9	12.8
Average daily demand (MGD)	10.4	10.5	10.8
Total miles of water main	410.0	410.0	410.0
Miles of water main replaced	0.8	0.8	1.2
Quantity of new water accounts	509	113	120
Number of city customers	13,083	13,123	13,165
Number of county customers	15,162	15,235	15,313
Quantity of customer service requests (CSR)	1,260	1,260	1,260
Departmental overtime(\$000)	119.4	120.3	123.0

MAJOR BUDGET YEAR INITIATIVES

- * Phase 1A of the Transmission Main Project is scheduled to go to construction by December 2009. The project will result in upgrades to the electrical (pumping capacity) and replacement of 475' of main.
- * Improvements will be made to the Breichner Water Treatment Plant treatment process to improve water quality.
- * Water main replacements will be completed at Tammany Manor & Staurt; Jonathan St. and Edgewood Dual.
- * West End Reservoir Phase II Project - Construction will begin during the summer of 2009 and is planned to be completed by December 2010.
- * Establish a long-term strategy and policies for the use of \$800,000 received from the U.S. government for land development rights for future watershed maintenance and management.

WATER FUND - PROGRAM SUMMARY
FISCAL YEAR 2009/2010

EXPENDITURE SUMMARY	2006/07	2007/08	2008/09		2009/10
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
Base Wages	\$ 1,932,412	\$ 2,503,205	\$ 2,767,830	\$ 2,766,762	\$ 2,824,892
Additional Wages	387,202	261,591	154,800	157,529	157,000
Material, Supplies, and Utilities	1,563,295	1,894,833	1,689,865	1,641,345	1,677,345
Maintenance and Repairs	399,634	345,046	224,500	241,200	281,500
Vehicle Operating Expenses	130,843	196,301	155,400	171,460	172,100
Advertising and Printing	4,117	3,373	3,200	3,200	3,200
Rentals	6,359	5,355	12,500	12,600	12,600
Contracted Services	319,889	238,359	308,600	299,850	494,600
Professional Services	30,630	43,486	72,725	38,425	50,850
Professional Development	12,847	6,404	9,700	7,510	10,650
Other General Expenses	1,933,287	1,333,247	1,238,548	1,249,435	1,340,995
Wage & O/H Allocation	(1,734)	(492,208)	(598,184)	(506,299)	(504,486)
Employee Payroll Taxes & Benefits	686,507	1,129,251	1,242,697	1,143,778	1,158,455
Insurance	-	39,500	52,223	39,707	69,022
Injuries and Damages	(86,227)	(11,738)	1,500	(7,963)	-
Debt Service	935,383	894,481	1,438,291	916,682	1,685,938
Depreciation	1,453,373	1,526,427	1,500,000	1,500,000	1,500,000
Communication Expenses	28,387	38,319	35,525	38,625	39,125
Capital Outlay	1,634,440	6,759,679	9,258,120	7,650,000	13,706,125
Subtotal	\$ 11,370,644	\$ 16,714,911	\$ 19,567,840	\$ 17,363,846	\$ 24,679,911
Less: Depreciation	1,453,373	1,526,427	1,500,000	1,500,000	1,500,000
Total Expenditures	\$ 9,917,271	\$ 15,188,484	\$ 18,067,840	\$ 15,863,846	\$ 23,179,911

BUDGET HIGHLIGHTS

- * A 12.75% water rate increase is proposed for FY10 (effective October 1, 2010).
- * Phase V, the electrical upgrade to address pumping capacity and energy consumption will begin.
- * Begin construction of West End Tank Phase II (Concrete) to replace the West End Reservoir.
- * Begin construction to remove the trees from the Edgemont Reservoir and Smithsburg Ponds.
- * Continue to replace failing meters and install radio read meters throughout the service area.
- * Continue design of the new Willson Transmission Mains (approximately 6 miles of new 30" mains.)
- * Main replacements will continue at critical sites (Tammany, Stuart, Jonathan and Edgewood.)

STAFFING SCHEDULE

I. Admin. & Engineering Services		II. Utility Billing (Field Operations)	
A. Water Operations Manager	1	A. Billing Supervisor	1
1. Administrative Secretary II	1	1. Administrative Secretary I	1
a. Engineering Technician	1	a. Water Serviceman	1
b. Water Utility Inspector	1	b. Water Meter Readers	3
III. Water Production (Pumping & Treatment)		c. Storeroom	1
A. Production Superintendent	1	IV. Distribution	
1. Assistant Superintendent	1	A. Distrib. Superintendent	1
a. Water Plant Operators	11	1. Foreman	2
2. Instrumentation and Maint. Coord.	1	a. Admin. Specialist II	1
a. Instrumentation Technicians	2	b. Equip. Technician	3
b. Maintenance Technicians	2	c. Construction Tech.	2
B. Chief of Laboratory Testing*	1	d. Utility Service Tech.	8
1. Laboratory Technician	1	e. Meter Technicians	2
		f. Field Op. Tech.	5
		TOTAL FULL-TIME STAFFING	55

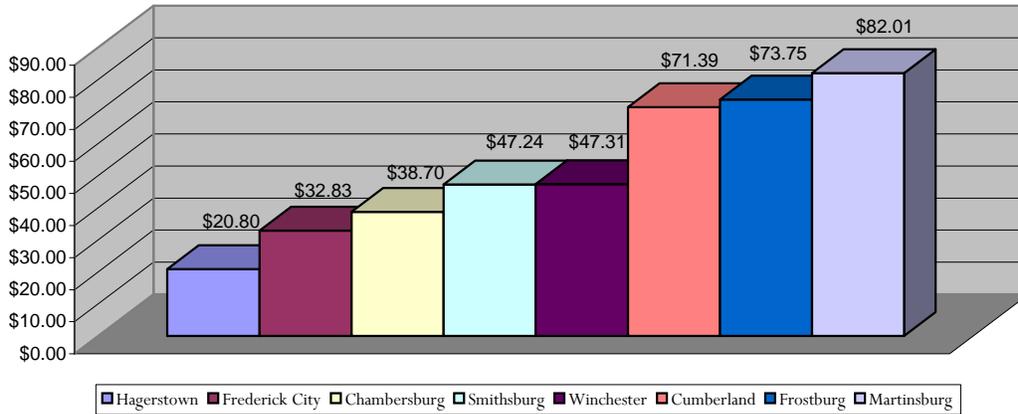
* Chief of Laboratory Testing is split between Water and Sewer

WATER FUND - COMPARATIVE INCOME STATEMENT
FISCAL YEAR 2009/2010

ACCOUNT DESCRIPTION	2006/07	2007/08	2008/09		2009/10
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
OPERATING REVENUES:					
Sales of Water	\$ 7,100,817	\$ 7,467,020	\$ 7,421,500	\$ 7,430,000	\$ 7,506,000
Proposed Rate Increase	-	-	-	-	717,761
Other Revenues	1,000,412	1,044,357	975,100	971,160	967,460
Operating Revenues	<u>8,101,229</u>	<u>8,511,377</u>	<u>8,396,600</u>	<u>8,401,160</u>	<u>9,191,221</u>
OPERATING EXPENSES					
Source of Supply	151,757	129,317	160,495	167,057	170,557
Pumping & Water Treatment	2,879,843	3,158,421	3,278,812	3,216,428	3,490,192
Transmission & Distribution	1,730,049	1,652,528	1,441,386	1,465,618	1,528,154
Selling, General & Administrative	2,382,444	2,498,583	2,435,736	2,393,061	2,543,945
Gross Depreciation	1,453,373	1,526,427	1,500,000	1,500,000	1,500,000
Total Operating Expenses	<u>8,597,466</u>	<u>8,965,276</u>	<u>8,816,429</u>	<u>8,742,164</u>	<u>9,232,848</u>
Operating Income/Loss	<u>(496,237)</u>	<u>(453,899)</u>	<u>(419,829)</u>	<u>(341,004)</u>	<u>(41,627)</u>
NON-OPERATING REVENUES(EXPENSES)					
Interest Earned	325,313	281,090	175,000	180,000	180,000
Interest (Expense)	(236,071)	(221,230)	(181,744)	(209,288)	(183,127)
Additional Interest (Expense)			(180,788)		(336,909)
Total Other Income/(Expense)	<u>89,242</u>	<u>59,860</u>	<u>(187,532)</u>	<u>(29,288)</u>	<u>(340,036)</u>
Net Income before Transfers	(406,995)	(394,039)	(607,361)	(370,292)	(381,663)
TRANSFERS FROM (TO) OTHER FUNDS					
Transfers In	91,645	-	-	-	-
Transfers (to) C.I.P. Fund	(45,000)	(95,475)	(55,000)	(55,000)	(55,000)
General Fund Dividend	(250,000)	-	-	-	-
	<u>(203,355)</u>	<u>(95,475)</u>	<u>(55,000)</u>	<u>(55,000)</u>	<u>(55,000)</u>
CAPITAL CONTRIBUTIONS	2,822,410	5,380,563	3,000,000	2,300,000	2,600,000
GAIN ON FIXED ASSET DISPOSALS	802,842	8,765	3,800	-	-
Net Income	3,014,902	4,899,814	2,341,439	1,874,708	2,163,337
Add Back Depreciation	1,453,373	1,526,427	1,500,000	1,500,000	1,500,000
Capital Outlay	(1,634,440)	(6,759,679)	(9,258,120)	(7,650,000)	(13,706,125)
Repayment of Current Principal	(699,312)	(673,251)	(708,196)	(707,394)	(876,098)
Additional Principal (New Bonds)	-	-	(367,563)	-	(289,804)
Deduct Non-Cash Contributions	(995,135)	(1,644,460)	(1,500,000)	(1,500,000)	(1,500,000)
Changes in Working Capital	(1,439,570)	(941,924)	-	-	-
Bond Proceeds	353,476	3,096,279	6,775,620	9,074,478	12,559,750
Change in Restricted Cash	282,472	727,590	1,394,218	(2,170,026)	246,375
Net Sources/(Uses) of Cash	<u>\$ 335,766</u>	<u>\$ 230,796</u>	<u>\$ 177,398</u>	<u>\$ 421,766</u>	<u>\$ 97,435</u>

WATER FUND - CONSUMPTION AND RATE COMPARISON
FISCAL YEAR 2009/2010

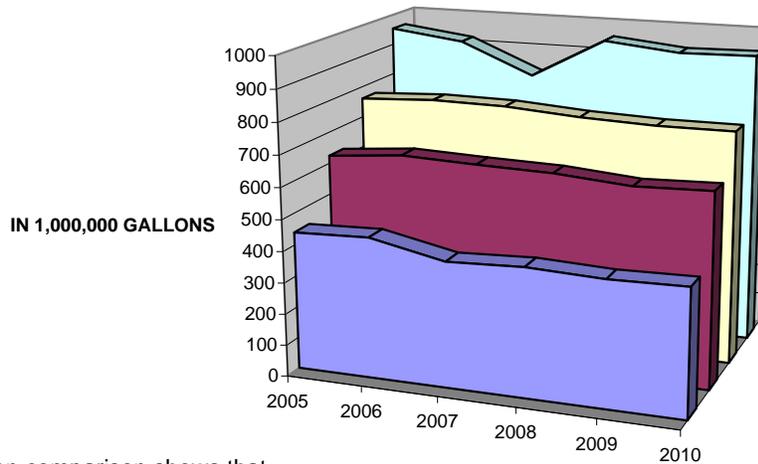
SERVICE CHARGE COMPARISON AS OF MARCH 2009



The service charge comparison shows that the quarterly charges for a typical water customer is significantly less expensive in Hagerstown than for any other comparable utility in the region. A typical water customer is defined as a City resident using 13,000 gallons of water per quarter.

WATER CONSUMPTION, 2005 - 2010

■ City-Non-Residential
 ■ County-Residential
 ■ City-Residential
 ■ County-Non-Residential



The water consumption comparison shows that there has been little growth in the total gallons sold over the past five years, despite an increase in the total number of customers.

WATER FUND - PROPOSED REVENUES
FISCAL YEAR 2009/2010

ACCOUNT DESCRIPTION	2006/07	2007/08	2008/09		2009/10
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
WATER SERVICES					
Metered Sales-Unbilled	\$ 54,950	\$ 16,809	\$ -	\$ -	\$ -
Water Fixed Charge - City	273,499	235,689	235,200	226,400	230,000
Water Fixed Charge - County	534,114	606,806	606,300	596,000	602,000
Metered City Water	1,511,715	1,514,670	1,600,000	1,527,000	1,543,000
Metered County Water	3,797,924	4,150,372	4,000,000	4,087,400	4,128,000
Metered County Booster Water	928,615	942,674	980,000	993,200	1,003,000
Sales of Water	<u>7,100,817</u>	<u>7,467,020</u>	<u>7,421,500</u>	<u>7,430,000</u>	<u>7,506,000</u>
PROPOSED RATE INCREASE	-	-	-	-	717,761
 OTHER REVENUES					
Contracted Services	6,795	6,187	1,500	6,000	6,000
Service Application Fee	24,150	21,900	20,000	20,000	20,000
W.C.S.D. Consumption Data Service	35,242	49,348	40,000	42,000	40,000
Review/Inspection Fee	41,199	58,185	65,000	45,000	45,000
Rent	3,600	-	-	-	-
Rent-City Employees	11,760	16,160	15,000	24,960	24,960
Miscellaneous Other Revenues	-	665	500	2,100	2,000
County Debt Service Fees	5,114	1,200	5,000	-	2,500
Cell Tower Rent	5,919	10,400	9,600	9,600	10,000
Front Footage Charges	-	-	1,500	-	-
County Debt Service Surcharge	206,258	203,936	210,000	210,000	210,000
Fire Protection	122,512	121,124	125,000	125,000	130,000
Plumbing	463,255	418,755	450,000	400,000	400,000
Interest Penalty	48,186	49,549	5,000	45,000	30,000
Purchase Discounts	9,235	10,452	7,000	7,000	7,000
Reconnection Charges	8,130	51,170	10,000	18,000	25,000
Net Gain/Loss-Scrap Sales	9,057	25,326	10,000	16,500	15,000
Total Other Revenues	<u>1,000,412</u>	<u>1,044,357</u>	<u>975,100</u>	<u>971,160</u>	<u>967,460</u>
Total Operating Revenues	<u>\$ 8,101,229</u>	<u>\$ 8,511,377</u>	<u>\$ 8,396,600</u>	<u>\$ 8,401,160</u>	<u>\$ 9,191,221</u>

WATER FUND CAPITAL EXPENSES
FISCAL YEAR 2009/2010

ACCOUNT #	DESCRIPTION	OUTLINE OF USE	JUSTIFICATION	COST
Edgemont & Smithburg Reservoir Improvements (#168) 03-804-168 52-85001-5814-CO168	General repairs to leaks beneath spillway and removal of trees at Edgemont Reservoir and Smithsburg Ponds	Maintenance	MDE Dam Safety directives, public safety, source water quality	190,000
Total Edgemont Reservoir Improvements				\$ 190,000
West End Reservoir (#275) 03-804-275 52-85001-5814-CO275	Replace West End Reservoir with two water storage tanks, Design and construct Phase II which consists of a 6.4 MG tank and connection with existing piping	Planning/Engineering Construction	Water quality, cost benefit, public safety	6,420,000
Total West End Reservoir				\$ 6,420,000
RC Willson WTP Improvements (#166) 03-805-166 52-85001-5892-CO166	Replacement and upgrade of equipment at R. C. Willson Water Treatment Plant in Williamsport, MD to address aging equipment and facility needs	Equipment	Improve reliability and reduce operating costs	120,000
Total RC Willson WTP Improvements				\$ 120,000
Breichner WTP Improvements (#405) 03-805-405 52-85001-5892-CO405	Improve quality of BWTP finished water by modifying process	Equipment	Improve drinking water quality	15,000
Total Edgemont/Smithburg BWTP Improvement				\$ 15,000
R.C Willson Plant - Phase IV 03-805-740 52-85001-5892-CO-740	Multi-phased rehabilitation and process upgrade of the R.C. Willson Water Treatment Plant. Phase IV consists of residual management and lagoon modifications	Planning/Engineering Construction	Ensure compliance with NPDES Permit requirements and PWS Permit requirements	100,000
Total Plant Improvements				\$ 100,000
Jonathan Street Streetscape (#638) 03-811-638 52-85001-5891-CO638	Streetscape project coordinated by City Engineering	Construction	Replace water main and service connections along Jonathan Street	500,000
Total Jonathan Street Streetscape				\$ 500,000

WATER FUND CAPITAL EXPENSES
FISCAL YEAR 2009/2010

ACCOUNT #	DESCRIPTION	OUTLINE OF USE	JUSTIFICATION	COST
Pump Station Improvements (#651)				
03-821-651	Multiphase program of rehabilitating and automating water pumping stations	Construction	Reliability, Fire Protection	75,000
52-85001-5892-CO651		Equipment		180,000
Total Pumping Station Improvements				\$ 255,000
R.C Willson Plant - Phase V				
03-805-740	Multi-phased rehabilitation and process upgrade of the R.C. Willson Water Treatment Plant. Phase V consists of electrical upgrades to address pumping capacity and energy conservation	Planning/Engineering	Ensure compliance with NPDES Permit requirements and PWS Permit requirements	800,000
52-85001-5892-CO-740		Construction		
Total Plant Improvements				\$ 800,000
Willson Transmission Main (#167)				
03-843-167	Expand the transmission system from Willson Water Treatment Plant along Potomac River in Williamsport to distribution system base zone	Planning/Eng/Construction	Expand service in response to demand	3,210,000
52-85001-5891-CO167		For Phase IA - Willson Plant to 475' past Vault		
Total Willson Transmission Main				\$ 3,210,000
Distribution System Rehabilitation (#709)				
03-843-709	Combined C.I.P. representing all distribution system main replacements, both outsourced and in-house, as well as all intersection work	Construction	Pennsylvania Ave. and Hydrants	\$ 202,750
52-85001-5891-CO709		Equipment	City Portion - Edgewood Dual	250,000
		Distributed Labor	Edgewood & Dual (SHA) 500k	475,000
Total Distribution System Rehabilitation				\$ 927,750
Distribution Services (#653)				
03-845-653	Material (including meters) and labor needed for new installations	Equipment	Install 2000 new meters each year through 2014, which will result in over 50% of all accounts being converted to radio read	560,000
52-85001-5891-CO653		Distributed Labor		412,000
Total Distribution Services				\$ 972,000
Water Fund Vehicles (#117)				
03-873-117	Replace fleet vehicles	Unit 206 - SVC Truck	Replace distribution vehicle	73,000
52-85001-5840-CO117		Unit 216 SVC Truck	Replace distribution vehicle	73,000
		Unit 210 RCW Plant Truck	Replace R.C. Willson Plant vehicle	30,375
Total Water Fund Vehicles				\$ 176,375

WATER FUND CAPITAL EXPENSES
FISCAL YEAR 2009/2010

ACCOUNT #	DESCRIPTION	OUTLINE OF USE	JUSTIFICATION	COST
Buildings and Structures 03-807-000	HVAC, collections building	Construction	Renovate deteriorating facilities	10,000
52-85001-5820	renovations, administration building renovations			
Total Building and Structures				\$ 10,000
Admin. & Engineering Equipment 03-825-648	Contracted creation of a water	AutoCAD & ArcView	Improve services and reduce cost	10,000
52-85001-5820	and sewer base mapping system			
Total Admin. & Engineering Equipment				\$ 10,000
TOTAL CAPITAL OUTLAY				\$ 13,706,125

WASTEWATER FUND - PROGRAM DESCRIPTION
FISCAL YEAR 2009/2010

PROGRAM FUNCTION AND ELEMENTS	<u>2009/10</u> <u>RECOMMENDED</u>
Protect public health and the environment through the proper collection and treatment of waste water and safe disposal of residuals. Provide timely responses to customer problems and prompt review of development proposals.	
ADMINISTRATION & ENGINEERING	
Manage and control the department. Perform development reviews, construction inspections, surveys, and drafting and design.	\$ 3,075,695
PLANT & MAINTENANCE	
Provide sewage treatment and maintain an eight-million gallon per day advanced waste water treatment plant. Contract biosolids palletizing and marketing.	4,706,033
LABORATORY SERVICES	
Provide laboratory testing. Monitor the plant processes and significant industrial users of the Hagerstown wastewater treatment plant.	289,533
COLLECTION	
Maintain collector lines, interceptors, and pump stations. Make service connections and respond to emergency blockages.	1,080,220
CAPITAL OUTLAY	
Improve, expand and upgrade system and replace vehicles.	17,698,000
DEBT SERVICE	
Includes principal and interest due on bonded debt.	1,653,392
TOTAL	<u><u>\$ 28,502,873</u></u>

PERFORMANCE INDICATORS

	2007/08	2008/09	2009/10
Sewer Plant			
Daily average of wastewater treated (m/gallons)	6.5	7.1	6.8
Daily average plant capacity (m/gallons)	8.0	8.0	8.0
Influent flow, high month, MGD	10.1	10.6	10.4
Effluent BOD, Avg mg/1	3.3	3.1	3.2
Effluent SS, Avg mg/1	2.3	2.6	2.5
Average fecal coliform, MPN	18.0	9.0	10.0
Collection System			
Service calls, blockages	14	16	15
Service calls, pump stations	12	9	10
Service calls, grinders pumps	63	66	65
Number of City Customers	13,218	13,295	13,350
Number of County Customers	2,913	2,929	2,939
Number of Joint County Customers	3,403	3,450	3,480

MAJOR BUDGET YEAR INITIATIVES

- * Continue reduction of Inflow/Infiltration in the Collection System, through two projects: Salem Avenue Main Replacement from Winter Street to Burhans Blvd. and the Citywide Rehabilitation Project.
- * Continue Enhanced Nutrient Removal Construction - Projected Completion 12/2010.
- * Continue Ultra Violet Light Disinfection Upgrade Construction - Projected Completion 10/2010.
- * Continue Headworks Equipment Replacement and Upgrade Project - Projected Completion 05/2010.
- * Continue the Jonathan Street Streetscape Project and Utility Upgrade Project.

WASTEWATER FUND - PROGRAM SUMMARY
FISCAL YEAR 2009/2010

EXPENDITURE SUMMARY	2006/07	2007/08	2008/09		2009/10
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
Base Wages	\$2,131,492	\$2,235,420	\$2,509,018	\$2,534,214	\$2,576,817
Additional Wages	187,605	242,165	179,000	139,220	176,200
Material, Supplies, and Utilities	1,575,833	1,650,334	1,802,000	1,586,050	1,775,500
Maintenance and Repairs	265,513	246,113	287,900	263,435	278,300
Vehicle Operating Expenses	93,937	38,794	61,950	8,225	44,725
Advertising and Printing	2,105	2,751	3,200	2,000	2,250
Rentals	96,844	71,453	26,250	7,200	10,200
Contracted Services	1,375,584	1,283,467	1,337,450	1,410,550	1,432,450
Professional Services	17,409	51,796	62,600	56,675	64,450
Professional Development	5,826	1,361	7,075	825	6,275
Other General Expenses	1,218,591	2,266,968	2,050,627	1,982,221	2,002,436
Wage & O/H Allocation	(99,426)	(176,476)	(523,514)	(419,959)	(418,471)
Employee Taxes & Benefits	1,151,807	1,027,291	1,135,015	1,048,866	1,062,183
Insurance	123,805	52,616	84,130	67,498	120,366
Injuries and Damages	-	4,907	-	6,000	5,000
Debt Service	1,354,550	1,357,568	1,357,514	1,357,514	1,653,392
Depreciation	1,858,562	1,790,355	2,138,000	2,138,000	2,138,000
Communication Expenses	16,928	14,430	13,270	13,250	12,800
Capital Outlay	1,078,058	2,538,450	18,352,005	5,023,338	17,698,000
Subtotal	\$ 12,455,023	\$ 14,699,763	\$ 30,883,490	\$ 17,225,122	\$ 30,640,873
Less: Depreciation	1,858,562	1,790,355	2,138,000	2,138,000	2,138,000
Total Expenditures	\$10,596,461	\$12,909,408	\$28,745,490	\$15,087,122	\$28,502,873

BUDGET HIGHLIGHTS

- * A 11.5% increase in sewer rates is proposed for October 1, 2009.
- * The fund anticipates issuing \$7,000,000 of bonds through the MD Department of the Environment for Collection System Rehabilitation and Treatment Plant Improvements and \$1,152,500 of city bonds for other improvements.
- * The fund anticipates receiving \$5,250,000 from Bay Restoration Fund grants in 2009/10 for construction of Enhanced Nutrient Removal improvements at the Waste Water Treatment Plant and \$800,000 for collection System Improvements. \$1,750,000 is expected from Washington County Health System for Conrad Court pump station and force main improvements.

STAFFING SCHEDULE

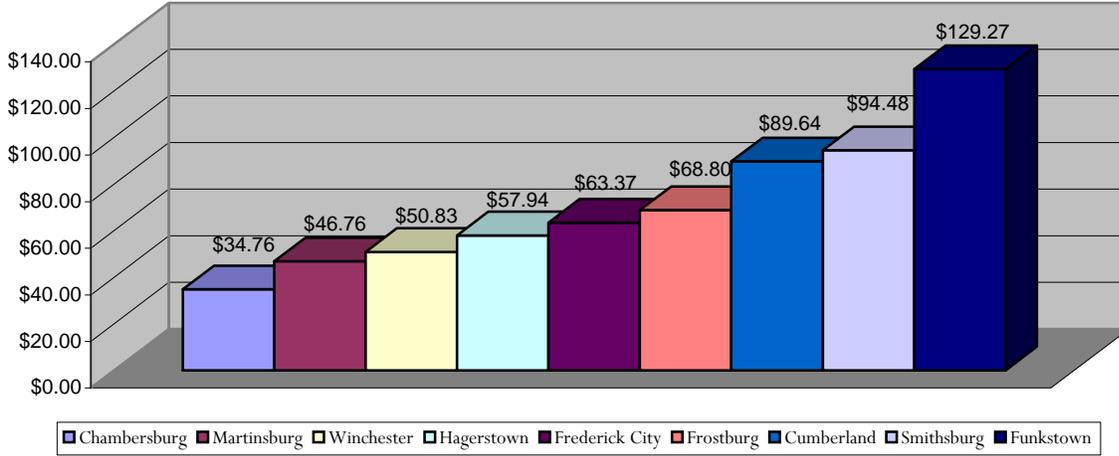
I. Director of Utilities		IV. Laboratory	
A. Wasterwater Operations Manager	1	A. Chief of Laboratory Testing	
I. Administration		I. Lab Technicians	3
A. Administrative Secretary II	1	B. Engineer	1
B. Administrative Specialist II	1	A. Inspection & Drafting Supervisor	1
II. Wastewater Treatment		I. Engineering Technician	1
A. Plant Superintendent	1	II. Construction Inspector	1
I. Operation & Maintenance Supervisor	2	B. Project Engineer	1
A. Wastewater Treatment Plant Operators	12		
B. Maintenance Technicians	2	TOTAL FULL-TIME STAFFING	48
C. Instrumentation Technicians	2		
D. Building Maintenance Worker	1		
III. Collection System			
A. Collection System Superintendent	1		
I. Collection System Supervisors	2		
A. Collection System Operators	13		
B. Instrumentation Technician	1		

WASTEWATER FUND - COMPARATIVE INCOME STATEMENT
FISCAL YEAR 2009/2010

ACCOUNT DESCRIPTION	2006/07 ACTUAL	2007/08 ACTUAL	2008/09 BUDGET	EST. ACTUAL	2009/10 PROPOSED
OPERATING REVENUES:					
Service Charges	7,325,967	7,999,890	8,297,600	8,689,400	8,724,200
Proposed Rate Increase	-	-	537,773	-	743,837
Other Revenues	438,992	138,858	232,900	174,990	149,600
Operating Revenues	<u>7,764,959</u>	<u>8,138,748</u>	<u>9,068,273</u>	<u>8,864,390</u>	<u>9,617,637</u>
OPERATING EXPENSES					
Plant Expenses	4,251,255	4,251,249	4,615,384	4,589,658	4,706,033
Laboratory Expenses	251,553	260,837	305,746	289,093	289,533
Collections	1,343,074	1,084,668	1,049,029	982,210	1,080,220
Selling, General & Administrative	2,273,836	3,176,343	3,010,812	2,906,309	3,020,695
Depreciation	1,858,562	1,790,355	2,138,000	2,138,000	2,138,000
Total Operating Expenses	<u>9,978,280</u>	<u>10,563,452</u>	<u>11,118,971</u>	<u>10,905,270</u>	<u>11,234,481</u>
Operating Income/Loss	(2,213,321)	(2,424,704)	(2,050,698)	(2,040,880)	(1,616,844)
NON-OPERATING REVENUES(EXPENSES)					
Investment Earnings	82,180	125,334	85,000	93,000	93,000
Interest (Expense)	(301,454)	(298,974)	(274,824)	(274,824)	(249,622)
Additional Interest	-	-	-	-	(202,105)
Gain (Loss) on Sale of Capital Assets	(665,272)	8,170	-	-	-
Total Non-Operating Revenue(Expense)	<u>(884,546)</u>	<u>(165,470)</u>	<u>(189,824)</u>	<u>(181,824)</u>	<u>(358,727)</u>
Income Before Contributions/Transfers	<u>(3,097,867)</u>	<u>(2,590,174)</u>	<u>(2,240,522)</u>	<u>(2,222,704)</u>	<u>(1,975,571)</u>
CAPITAL CONTRIBUTIONS					
Wastewater Benefit Charges	3,165,805	4,840,354	1,500,000	675,000	725,000
Grants in Aid of Construction	67,920	647,233	6,112,000	1,000,000	7,800,000
Non-Cash Capital Contributions	1,729,910	83,995	1,500,000	350,000	350,000
Total Capital Contributions	<u>4,963,635</u>	<u>5,571,582</u>	<u>9,112,000</u>	<u>2,025,000</u>	<u>8,875,000</u>
TRANSFERS TO C.I.P. FUND	<u>(45,000)</u>	<u>(249,484)</u>	<u>(55,000)</u>	<u>(55,000)</u>	<u>(55,000)</u>
Changes in Net Assets	<u>1,820,768</u>	<u>2,731,924</u>	<u>6,816,478</u>	<u>(252,704)</u>	<u>6,844,429</u>
Add Back Depreciation	1,858,562	1,790,355	2,138,000	2,138,000	2,138,000
Capital Outlay	(1,077,192)	(2,538,450)	(18,352,005)	(5,023,338)	(17,698,000)
Repayment of Principal	(1,053,096)	(1,058,594)	(1,082,690)	(1,082,690)	(1,079,319)
Anticipated Debt Principal	-	-	-	-	(122,346)
Deduct Non-Cash Contributions	(1,729,910)	(83,995)	(1,500,000)	(350,000)	(350,000)
Changes in Working Capital	155,754	459,723	-	-	-
Bond Proceeds	2,937,339	-	10,907,505	4,072,317	8,152,500
Benefits Charge Funds	<u>(2,916,526)</u>	<u>(1,368,019)</u>	<u>1,150,014</u>	<u>475,254</u>	<u>2,203,553</u>
Net Sources/(Uses)of Cash	<u>\$ (4,301)</u>	<u>\$ (67,056)</u>	<u>\$ 77,302</u>	<u>\$ (23,161)</u>	<u>\$ 88,817</u>

WASTEWATER FUND - CONSUMPTION AND RATE COMPARISON
FISCAL YEAR 2009/2010

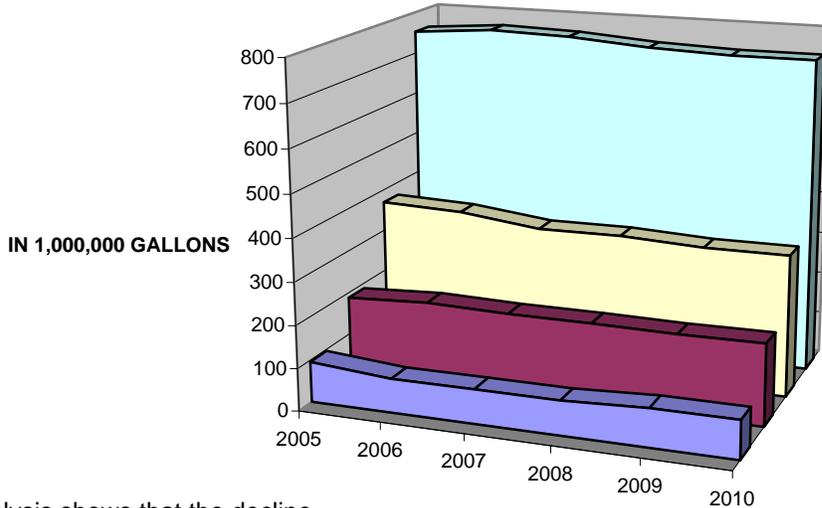
SERVICE CHARGE COMPARISON AS OF MARCH 2009



The service charge comparison shows that the quarterly charges for a typical sewer customer is competitive in Hagerstown compared with other utilities in region. Sewer rates in Chambersburg and other Pennsylvania communities are subsidized by the state. A typical sewer customer is defined as a City resident with a usage of 13,000 gallons per quarter.

WASTEWATER CONSUMPTION, 2005 - 2010

■ County-Non-Residential
 ■ County-Residential
 ■ City-Non-Residential
 ■ City-Residential



The sewer usage analysis shows that the decline in total gallons sold has stabilized and residential usage now shows a slight increase.

WASTEWATER FUND - PROPOSED REVENUES
FISCAL YEAR 2009/2010

ACCOUNT DESCRIPTION	2006/07	2007/08	2008/09		2009/10
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
SEWER SERVICES					
Fixed Service Charge - City	\$ 330,174	\$ 338,573	\$ 344,600	\$ 367,400	\$ 369,300
Fixed Service Charge - County	113,892	153,494	159,100	173,300	175,000
Fixed Service Charge - Joint Service	102,747	129,794	133,900	148,700	150,900
Service Charges-Unbilled	92,764	52,652	-	-	-
Metered City Sewer	3,858,080	4,089,447	4,320,900	4,367,400	4,376,700
Metered County Sewer	1,567,218	1,770,150	1,841,600	2,021,800	2,034,500
Metered Joint Service Sewer	1,171,006	1,367,755	1,397,500	1,504,800	1,517,800
Low-Pressure System Charge	90,086	98,025	100,000	106,000	100,000
Total Service Charges	<u>7,325,967</u>	<u>7,999,890</u>	<u>8,297,600</u>	<u>8,689,400</u>	<u>8,724,200</u>
PROPOSED RATE INCREASE	-	-	537,773	-	743,837
OTHER REVENUES					
Contracted Services	-	130	500	-	-
Sewer Application Fees	11,500	5,100	5,000	1,500	1,500
Sewer Connection Charges	18,750	10,650	15,000	24,180	6,000
Review/Inspection Fee	13,542	18,083	15,000	-	-
Other Income	317	4,148	400	1,000	1,000
Reimbursements	-	12,921	3,000	3,550	2,000
Interest Penalty	78,845	16,590	60,000	27,000	27,000
Purchase Discounts	273	375	200	600	600
Lab Testing	4,423	(12,645)	1,300	7,610	2,000
Industrial Surcharges	309,950	80,275	131,500	108,500	108,500
Net Gain/Loss-Scrap Sales	1,392	3,231	1,000	1,050	1,000
Total Other Revenues	<u>438,992</u>	<u>138,858</u>	<u>232,900</u>	<u>174,990</u>	<u>149,600</u>
Total Operating Revenues	<u>\$ 7,764,959</u>	<u>\$ 8,138,748</u>	<u>\$ 9,068,273</u>	<u>\$ 8,864,390</u>	<u>\$ 9,617,637</u>

WASTEWATER FUND CAPITAL EXPENSES
FISCAL YEAR 2009/2010

ACCOUNT #	DESCRIPTION	OUTLINE OF USE	JUSTIFICATION	COST
Buildings and Structures (#585) 04-807-585	Administration Building Repairs and Upgrades	Construction	Aging structure in need of repairs and improvements	50,000
Total Buildings & Structures				\$ 50,000
Manhole Raising (#267) 04-811-267	Manhole Raising and Manhole Cover Replacement	Raise Elevation of Manhole Frame and Cover to Meet New Street Grade; Replace 3" Thick Lids with Lighter, More Accessible Lids	Annual Street Resurfacing	25,000
Total Manhole Raising				\$ 25,000
Pumping Station Improvements (#299) 04-811-299	Pump Station Rehabilitation Project	Construction	Reduce maintenance and increase safety and security of stations	30,000
Total Pumping Station Improvements				\$ 30,000
Collection System Rehabilitation (#327) 04-811-327	Correct Infiltration and Inflow into Collection System by Replacing or Relining Sewer Mains, Laterals and Manholes	Construction	Infiltration and Inflow; Reduce Potential Property Damage	400,000
Total Collection System Rehabilitation				\$ 400,000
Jonathan Street Utility Project (#638) 04-811-638	Streetscape Project Coordinated by City Engineering	Construction	Replace Sewer Main and Laterals Along Jonathan Street	180,000
Total Jonathan Street Utility Project				\$ 180,000
Wastewater GIS - Hydraulic Model (#742) 04-811-742	Electronic Mapping System	Computer Programming	Improved Mapping and Planning of Collection System	15,000
Total Wastewater GIS - Hydraulic Model				\$ 15,000
Edgewood Intersection (SHA) (#744) 04-811-744	Upgrade infrastructure under intersection	Construction	Required due to SHA improvements	200,000
Total Edgewood Intersection (SHA)				\$ 200,000

WASTEWATER FUND CAPITAL EXPENSES
FISCAL YEAR 2009/2010

Grinder Pump Replacement Program (#767) 04-811-767	Replace Grinder Pumps in various locations	Equipment	Replace deteriorating equipment	72,000
Total Grinder Pump Replacement Program				\$ 72,000
Conrad Court Pump Station (#769) 04-811-769	Upgrade Pump Station to handle increased flows	Construction	New Hospital will require force main size to increase from 12" to 16" pipe	2,550,000
Total Conrad Court Pump Station				\$ 2,550,000
Salem Ave. - CS Rehab Winter-Burhans (#779) 04-811-779	Replace Sewer Main and Laterals on Salem Avenue between Winter St. & Burhans Blvd.	Construction	Reducing inflow and infiltration	1,042,000
Total Salem Ave. - CS Rehab Winter-Burhans				\$ 1,042,000
SSES City-Wide - CS Rehabilitation (#780) 04-811-780	Replacement or re-lining defective piping in the wastewater collection system	Construction	Reducing inflow and infiltration	1,819,000
Total SSES City-Wide - CS Rehabilitation				\$ 1,819,000
WWTP Phase 3-A Enhanced Nutrient Removal (#571) 04-813-571	Installation of Deep-Bed Denitrification Filters	Planning/Engineering/ Construction	MDE Mandated Improvements; Chesapeake Bay Restoration	5,250,000
Total WWTP Phase 3-A Enhanced Nutrient Removal				\$ 5,250,000
WWTP Phase IV Headworks (#572) 04-813-572	Demolition of Existing Headworks Equipment,	Planning/Engineering/ Construction	Aging Equipment, Originally Installed in 1980 Required by Consent Judgment	2,650,000
Total WWTP Phase IV Headworks				\$ 2,650,000
WWTP Equipment (#584) 04-813-584	Replace Various Aging Equipment	Equipment	Improve Reliability and MDE Compliance; Rehab. Deteriorating Equipment	100,000
Total WWTP Equipment				\$ 100,000
Oxygen System Improvements (#657) 04-813-657	Upgrade various aging equipment associated with oxygen production.	Equipment	Improve Reliability and MDE Compliance; Rehab. Deteriorating Equipment	100,000
Total Oxygen System Improvements				\$ 100,000

WASTEWATER FUND CAPITAL EXPENSES
FISCAL YEAR 2009/2010

Solids Processing Pelletizer & WwTP Improvements (#711) 04-813-711	Replace aging equipment within the pelletizer and wastewater treatment plant	Equipment	Improve Reliability and MDE Compliance; Rehab. Deteriorating Equipment	150,000
Total WWTP Phase V - Solids Processing Improvements				\$ 150,000
WWTP Phase 3-B Disinfection (#748) 04-813-748	Replace Ozone Disinfection System with Ultra-Violet Disinfection System	Planning/Engineering Construction	Improve Reliability and MDE Compliance; Rehab. Deteriorating Equipment Required by Consent Judgment	2,800,000
Total WWTP Phase 3-B Disinfection				\$ 2,800,000
Vehicle Replacement Program (#004) 04-815-004	Replace Backhoe Replace Trailer	Unit 506 (Lab Van) Unit 595 (Dump Truck)	Replace Deteriorating Mobile Equipment Replace Deteriorating Mobile Equipment	25,000 130,000
Total Vehicle Replacement Program				\$ 155,000
Collection System Equipment (#713) 04-819-713	Replace Various Aging Equipment	Equipment	Improve Reliability and MDE Compliance; Rehab. Deteriorating Equipment	80,000
Total Collection System Equipment				\$ 80,000
Laboratory Equipment (#745) 04-823-745	Replace Various Aging Equipment	Equipment	Improve Reliability and MDE Compliance; Rehab. Deteriorating Equipment	15,000
Total Laboratory Equipment				\$ 15,000
Trunk Lines & Laterals 04-811-000	New Laterals	Construct or purchase new infrastructure	Continue Growth	15,000
Total Trunk Lines & Laterals				\$ 15,000

TOTAL CAPITAL OUTLAY

\$ 17,698,000

PARKING FUND - PROGRAM DESCRIPTION
FISCAL YEAR 2009/2010

PROGRAM FUNCTION AND ELEMENTS	<u>2009/10</u> <u>RECOMMENDED</u>
Provide adequate and safe parking facilities in the downtown and hospital areas on a self-supporting basis.	
 <i>PARKING DECK OPERATIONS</i>	
Operate and maintain the North Potomac and new South Potomac Street Parking Decks.	249,260
 <i>OTHER PARKING FACILITIES</i>	
Operate and maintain street meters at off-street facilities including Central Lot, Market House, Church St., Rochester Lot, Antietam St. and the meters in the downtown and hospital areas.	117,324
 <i>PARKING ENFORCEMENT EXPENSES</i>	
Cost of enforcement of City parking regulations.	60,249
 <i>OTHER</i>	
Includes capital outlay and debt service on bonded debt.	
Capital Outlay \$ 150,000	
Debt Service \$ 471,691	621,691
TOTAL	<u><u>\$ 1,048,524</u></u>

PERFORMANCE INDICATORS

	2007/08	2008/09	2009/10
Monthly permits in North Potomac Street deck	301	340	340
Monthly permits in South Potomac Street deck	87	92	100
Monthly permits in other facilities	437	327	330
Ratio of actual to maximum revenue capacity of all metered spaces	.48:1	.49:1	.49:1
Total number of meters	926	936	936

MAJOR BUDGET YEAR INITIATIVES

- * Develop a marketing strategy that encourages more efficient use of current parking facilities and improves the quality of service provided to parking patrons.
- * Review on-street parking rates to improve utilization levels
- * Continue refurbishment of current parking meter casings
- * Increase number of monthly parking permits in the North Potomac Street and Arts and Entertainment District Parking Decks
- * Assist in the planning of new parking facilities in the downtown area to support continued community revitalization
- * Upgrade entrance/exit system at the North Potomac Street Parking Deck

PARKING FUND - COMPARATIVE INCOME STATEMENT
FISCAL YEAR 2009/2010

ACCOUNT DESCRIPTION	2006/07	2007/08	2008/09		2009/10
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
OPERATING REVENUES:					
North Potomac St. Parking Deck	\$ 248,243	\$ 265,133	\$ 289,495	\$ 262,050	\$ 242,300
South Potomac St. Parking Deck	22,478	69,579	91,710	69,300	104,000
Parking Meter Fees	396,539	399,926	417,450	404,300	413,750
Net Parking Fines	176,381	148,223	143,890	168,416	173,220
Other Operating Revenues	63	2,628	-	86	100
Operating Revenues	<u>843,704</u>	<u>885,489</u>	<u>942,545</u>	<u>904,152</u>	<u>933,370</u>
OPERATING EXPENSES					
North Potomac St. Parking Deck	133,176	149,978	163,834	189,211	199,845
South Potomac St. Parking Deck	46,683	53,361	54,476	52,889	49,415
Other Parking Facilities	101,497	113,888	109,699	110,910	117,324
Parking Enforcement Expenses	55,625	19,875	63,115	57,998	60,249
Gross Depreciation	112,897	188,046	187,188	187,188	187,188
Total Operating Expenses	<u>449,878</u>	<u>525,148</u>	<u>578,312</u>	<u>598,196</u>	<u>614,021</u>
Operating Income/Loss	<u>393,826</u>	<u>360,341</u>	<u>364,233</u>	<u>305,956</u>	<u>319,349</u>
Other Income/(Expense)					
Interest Earned	8,318	8,308	8,400	6,400	4,500
Interest (Expense)	(171,685)	(145,148)	(132,875)	(132,875)	(126,056)
Total Other Income(Expense)	<u>(163,367)</u>	<u>(136,840)</u>	<u>(124,475)</u>	<u>(126,475)</u>	<u>(121,556)</u>
Income Before Contribs. & Transfers	230,459	223,501	239,758	179,481	197,793
Transfers In	<u>198,470</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Income	<u>428,929</u>	<u>223,501</u>	<u>239,758</u>	<u>179,481</u>	<u>197,793</u>
Add Back Depreciation	112,897	188,046	187,188	187,188	187,188
Principal Payment on Debt	(428,673)	(361,735)	(376,227)	(376,227)	(345,635)
Capital Outlay	(627,884)	(72,546)	(150,000)	(260)	(150,000)
Changes in Working Capital	(6,106)	(19,661)	-	-	-
New Bond Issues	454,469	-	150,000	-	150,000
Net Sources/(Uses)of Cash	<u>\$ (66,368)</u>	<u>\$ (42,395)</u>	<u>\$ 50,719</u>	<u>\$ (9,818)</u>	<u>\$ 39,346</u>

PARKING FUND - PROPOSED REVENUES
FISCAL YEAR 2009/2010

ACCOUNT DESCRIPTION	2006/07 ACTUAL	2007/08 ACTUAL	2008/09 BUDGET	2008/09 EST. ACTUAL	2009/10 PROPOSED
NORTH POTOMAC STREET DECK					
Parking Deck Permits	\$ 194,288	\$ 210,443	\$ 225,500	\$ 205,000	\$ 174,400
Parking Deck Fees	70,745	82,104	84,000	78,695	80,000
Downtown Promotions	1,542	4,120	9,800	7,750	8,400
General Free Parking	(22,586)	(36,378)	(34,000)	(33,200)	(25,000)
Validation Fees	304	69	95	55	100
Parking Deck Coupons	3,950	4,775	4,100	3,750	4,400
Total N. Potomac Street Deck Revenues	<u>248,243</u>	<u>265,133</u>	<u>289,495</u>	<u>262,050</u>	<u>242,300</u>
SOUTH POTOMAC STREET DECK					
Parking Deck Permits	19,952	61,331	82,800	62,000	66,000
Parking Deck Fees	2,526	8,248	8,910	7,300	38,000
Total S. Potomac Street Deck Revenues	<u>22,478</u>	<u>69,579</u>	<u>91,710</u>	<u>69,300</u>	<u>104,000</u>
PARKING LOT REVENUES					
Market House Lot Permits	27,044	32,080	32,650	30,500	32,000
Church Street Lot Permits	39,720	41,484	43,550	42,741	43,500
Rochester Lot Permits	(8)	82	3,840	150	500
Central Lot Permits	29,363	37,229	37,460	38,000	40,000
Bryan Center Lot Expenses	(1,500)	(1,500)	(1,500)	(1,500)	(1,500)
Departmental Charges-Parking Permits	55,962	51,204	53,450	52,000	54,000
Street Meters	86,165	83,307	87,500	86,000	88,500
Market House Lot Meters	2,678	2,309	2,200	4,000	2,500
Rochester Lot Meters	492	614	700	565	600
Central Lot Meters	49,563	48,216	50,100	47,200	48,000
Antietam Street Lot Meters	24,150	25,540	25,000	25,000	24,500
Hospital Street Meters	82,403	78,740	82,000	79,000	80,500
Bryan Center Lot Meters	507	621	500	644	650
Total Parking Lot Revenues	<u>396,539</u>	<u>399,926</u>	<u>417,450</u>	<u>404,300</u>	<u>413,750</u>
PARKING TICKET REVENUES					
Original Issuance	145,600	116,935	127,700	127,600	130,000
Adjustments to Original Issuance	(61,366)	(26,605)	(40,000)	(10,734)	(11,000)
Late fees	143,850	104,610	120,630	119,500	122,000
Grace Period Adjustments	(16,990)	(11,767)	(13,000)	(16,400)	(17,200)
Fines-Traffic Violations	(365)	(570)	(340)	(450)	(580)
Uncollectable Parking Tickets	(34,348)	(34,380)	(51,100)	(51,100)	(50,000)
Total Parking Ticket Revenues	<u>176,381</u>	<u>148,223</u>	<u>143,890</u>	<u>168,416</u>	<u>173,220</u>
Miscellaneous Revenues	63	2,628	-	86	100
Total Other parking Revenues	<u>63</u>	<u>2,628</u>	<u>-</u>	<u>86</u>	<u>100</u>
Total Revenues	<u>\$ 843,704</u>	<u>\$ 885,489</u>	<u>\$ 942,545</u>	<u>\$ 904,152</u>	<u>\$ 933,370</u>

PARKING FUND CAPITAL EXPENSES
FISCAL YEAR 2009/10

ACCOUNT #	DESCRIPTION	OUTLINE OF USE	JUSTIFICATION	COST
N. Potomac Street Parking Deck 05-951-915	Replace old access equipment, and security enhancements	New entrance/exit control system Install security cameras	Replacement of failing old equipment Enhance Security	120,000 \$ 30,000
Total North Potomac Street Parking Deck				\$ 150,000
TOTAL CAPITAL OUTLAY				\$ 150,000

GOLF COURSE FUND - PROGRAM DESCRIPTION
FISCAL YEAR 2009/2010

PROGRAM FUNCTION AND ELEMENTS	2009/10 <u>RECOMMENDED</u>
Provide an attractive golf facility at a reasonable cost on a self-sustaining basis to area golfers	
 <i>OPERATIONS</i>	
Operate and maintain a 9-hole municipal golf course.	\$ 421,531
 <i>CAPITAL OUTLAY</i>	
Improve and upgrade public facility.	15,000
TOTAL	<u><u>\$ 436,531</u></u>

PERFORMANCE INDICATORS

	2007/08	2008/09	2009/10
Total golfers	16,638	16,000	18,000
Number of golf cart rentals	5,261	5,150	5,700
Number of season passes-individual	48	46	-
Number of season passes-senior individual	58	53	-
Number of season passes	3	-	-
Dependent Add-Ons (new in 2007)	-	6	6
Number of golf leagues	2	3	3
Total days open	347	315	315

MAJOR BUDGET YEAR INITIATIVES

- * Working with the Department of Community Affairs, develop a marketing and promotion plan for the golf course.
- * Increase awareness of the course by working with the schools, churches and other community groups to increase league and course play.
- * Capital outlay includes \$15,000 to extend netting along #2 fairway to be funded through a State program open space grant.

GOLF COURSE FUND - PROGRAM SUMMARY
FISCAL YEAR 2009/2010

EXPENDITURE SUMMARY	2006/07	2007/08	2008/09		2009/10
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
Personal Services	\$ 182,979	\$ 192,193	\$ 201,042	\$ 206,442	\$ 207,412
Material, Supplies, and Utilities	36,826	48,092	45,152	49,953	49,425
Maintenance and Repairs	4,923	2,890	4,200	3,200	3,200
Vehicle Operating Expenses	16,806	20,244	12,500	17,750	17,000
Advertising and Printing	4,919	3,546	4,000	2,500	4,000
Rentals	11,442	12,761	25,200	19,700	19,700
Contracted Services	7,056	17,705	4,200	4,829	3,200
Professional Development	974	230	4,200	200	200
Other General Expenses	263	276	364	300	300
Wage & O/H Allocation	63,706	24,987	30,199	65,671	53,698
Fringe Benefits	53,622	66,403	60,804	55,225	55,530
Insurance	9,417	8,768	9,996	6,732	7,406
Depreciation	22,919	22,509	21,560	21,560	21,560
Communication Expenses	416	468	510	460	460
Capital Outlay	20,046	6,894	11,150	7,279	15,000
Subtotal	\$ 436,314	\$ 427,966	\$ 435,077	\$ 461,801	\$ 458,091
Less: Depreciation	22,919	22,509	21,560	21,560	21,560
Total Expenditures	\$ 413,395	\$ 405,457	\$ 413,517	\$ 440,241	\$ 436,531

BUDGET HIGHLIGHTS

- * Budget reflects rate increase in season passes effective January 1, 2008 and January 1, 2009.
- * Increase in material, supplies and utility costs over prior year's reflects higher water use with the new course irrigation system.
- * Rentals reflects increase from leasing a fairway mower beginning in 2008/09 in addition to the existing golf cart rentals.
- * Continue present aggressive level of maintenance of greens and fairways through scheduled aeration, fertilizing and seeding.
- * Personal services continues to include funds for approved wage plan.

STAFFING SCHEDULE

I. Greenskeeper	1
II. Golf Course Maintenance Worker	1
III. Golf Shop Operator/Laborer	1
	<hr/>
Total Full-Time Staffing	3
Part-Time & Seasonal Staffing	
I. Clubhouse Attendant	3
II. Grounds Maintenance	1
	<hr/>
Total Part-Time & Seasonal Staffing	4

GOLF COURSE FUND - COMPARATIVE INCOME STATEMENT
FISCAL YEAR 2009/2010

ACCOUNT DESCRIPTION	2006/07 ACTUAL	2007/08 ACTUAL	2008/09 BUDGET	2008/09 EST. ACTUAL	2009/10 PROPOSED
OPERATING REVENUES:					
Green Fees	\$ 127,663	\$ 134,718	\$ 139,200	\$ 125,400	\$ 133,600
Cart Rentals	47,866	52,969	55,400	52,250	55,200
Tournaments and Specials	3,600	4,903	4,500	4,000	4,550
Other Revenues	16,941	15,982	19,872	15,497	17,796
Operating Revenues	<u>196,070</u>	<u>208,572</u>	<u>218,972</u>	<u>197,147</u>	<u>211,146</u>
OPERATING EXPENSES:					
Operating Expenses	393,349	398,563	402,364	432,962	421,531
Depreciation	22,919	22,509	21,560	21,560	21,560
Total Operating Expenses	<u>416,268</u>	<u>421,072</u>	<u>423,924</u>	<u>454,522</u>	<u>443,091</u>
Operating Income/Loss	(220,198)	(212,500)	(204,952)	(257,375)	(231,945)
INTEREST EARNED	994	-	-	-	-
CAPITAL GRANTS	-	-	-	-	13,500
TRANSFERS IN - General Fund	<u>174,631</u>	<u>210,891</u>	<u>195,000</u>	<u>243,094</u>	<u>211,885</u>
Net Income(Loss)	(44,573)	(1,609)	(9,952)	(14,281)	(6,560)
Add Back Depreciation	22,919	22,509	21,560	21,560	21,560
Capital Outlay	(32,525)	(6,894)	(11,150)	(7,279)	(15,000)
Changes in Working Capital	<u>53,677</u>	<u>(13,269)</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Sources/(Uses)of Cash	<u>\$ (502)</u>	<u>\$ 737</u>	<u>\$ 458</u>	<u>\$ -</u>	<u>\$ -</u>

GOLF COURSE FUND - PROPOSED OPERATING REVENUES
FISCAL YEAR 2009/2010

ACCOUNT DESCRIPTION	2006/07	2007/08	2008/09		2009/10
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
GREENS REVENUES					
Greens Fees-Weekday,Senior,9-Hole	\$ 10,296	\$ 12,294	\$ 12,300	\$ 11,500	\$ 12,000
Greens Fees-Weekday,Senior,18-Hole	2,310	2,880	2,600	2,500	2,600
Greens Fees-Weekday,Regular,9-Hole	22,437	22,212	23,000	21,500	23,000
Greens Fees-Weekday,Regular,18-H	10,896	12,552	12,500	11,800	12,500
Greens Fees-Twilight	5,171	7,795	6,900	6,500	7,000
Greens Fees-Weekend/Holiday	50,388	54,340	55,000	50,000	53,000
Season Pass-Senior Individual	4,380	3,770	4,200	3,500	3,900
Season Pass-Senior Family	-	-	-	-	-
Season Pass- Regular Individual	4,640	2,600	5,500	2,400	3,000
Season Pass - Regular Family	-	-	-	-	-
Non-City Residents-Senior Individual	7,710	7,810	8,600	7,300	8,000
Non-City Residents-Regular Ind.	9,435	8,465	8,600	8,400	8,600
Non-City Residents-Regular Family	-	-	-	-	-
Total Greens Revenues	127,663	134,718	139,200	125,400	133,600
GOLF CART REVENUES					
Use Tax Cart Rentals	(2,778)	(3,195)	(3,000)	(2,900)	(3,200)
Cart Rentals-Senior, 9-Hole	9,015	9,534	10,000	10,500	11,000
Cart Rentals-Senior, 18-Hole	3,278	3,675	4,500	3,800	4,000
Cart Rentals-Regular, 9-Holes	19,227	22,685	21,000	20,500	22,000
Cart Rentals-Regular, 18-Holes	17,382	18,472	21,000	18,500	19,500
Pull Cart Rentals	1,742	1,798	1,900	1,850	1,900
Total Golf Cart Revenues	47,866	52,969	55,400	52,250	55,200
TOURNAMENTS & SPECIALS	3,600	4,903	4,500	4,000	4,550
OTHER REVENUES					
Rental of Golf Clubs	230	10	50	50	50
Sign Sponsorship	-	-	3,000	1,500	3,000
Golf Course Concession Revenues	3,151	3,932	4,500	3,500	4,000
Golf Course Vending Revenues	5,558	2,961	3,500	2,800	3,000
Golf Card Revenues	450	-	-	-	-
Consignment Revenue	-	-	-	-	-
Gift Certificate Revenues	225	460	200	350	400
Locker Rental	120	96	72	72	96
Property Rent-Golf Course	7,200	7,200	7,200	7,200	7,200
Miscellaneous Golf Revenues	7	1,323	1,350	25	50
Total Other Revenues	16,941	15,982	19,872	15,497	17,796
Total Revenues	\$ 196,070	\$ 208,572	\$ 218,972	\$ 197,147	\$ 211,146

GOLF COURSE FUND CAPITAL EXPENSES
FISCAL YEAR 2009/2010

ACCOUNT #	DESCRIPTION	OUTLINE OF USE	JUSTIFICATION	COST
20-877-766	Extend netting along #2 fairway.	Hagerstown Greens at Hamilton Run	To prohibit golf balls from entering neighborhood properties as requested by neighbors.	\$ 15,000
TOTAL CAPITAL OUTLAY				<u>\$ 15,000</u>

PROPERTY MANAGEMENT FUND - PROGRAM DESCRIPTION
FISCAL YEAR 2009/2010

PROGRAM FUNCTION AND ELEMENTS

2009/10
RECOMMENDED

Provide professional stewardship over downtown property owned by the City and leased to area businesses. This fund includes the Elizabeth Hager Center, Roslyn Building, the old Henry's Theater Building which was donated to the City to transform into a School for the Arts for the Board of Education and the Fire Police Headquarters near the Fairgrounds. The fund is a self-supporting Enterprise Fund.

Costs are assigned to specific tenant cost centers where applicable and remaining general costs are allocated to tenant cost centers based on square footage.

<i>SPECIFIC COSTS ASSIGNED TO EACH LEASE</i>		\$ 256,753
Administrative Expenses	150,433	
Labor, Licensing & Regulation	35,752	
G.S.A. Telework Center	2,601	
Potomac Classical Youth Ballet	250	
City Ballet School	3,323	
County Tourism	12,748	
The Rhubarb House	2,903	
Convention and Visitors Bureau	6,111	
A.P.C.W.S.	8,700	
Department of Labor	3,415	
Stair tower Building	5,325	
City's Inspection Department	9,479	
Spickler's Market	3,160	
Wash. Co. Ind. Foundation	850	
The Home Store	1,776	
Roslyn Common Costs	3,351	
Alms House/239 N. Locust St.	3,500	
Fire Police Headquarters	3,076	
<i>CAPITAL OUTLAY</i>		1,011,000
<i>DEBT SERVICE</i>		115,923
	TOTAL	<u><u>\$ 1,383,676</u></u>

PERFORMANCE INDICATORS

	<u>2007/08</u>	<u>2008/09</u>	<u>2009/10</u>
Number of leases-Elizabeth Hager Center	10	10	10
Number of leases-Roslyn Building	3	3	3

MAJOR BUDGET YEAR INITIATIVES

- * Continue to maintain City owned properties in good repair and in compliance with city codes.
- * Renovate the second and third floors of the Roslyn building in order for Information Technology and Community Development to move to the second floor and Community Affairs to move to the third floor.
- * Make exterior repairs to the 309 Valley Road Fire Police Headquarters and 239 North Locust Street Alms House in order to maintain properties in accordance with City codes.

PROPERTY MANAGEMENT FUND - PROGRAM SUMMARY
FISCAL YEAR 2009/2010

EXPENDITURE SUMMARY	2007/08	2007/08	2008/09		2009/10
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
Material, Supplies, and Utilities	\$ 13,135	\$ 13,900	\$ 17,570	\$ 17,245	\$ 17,515
Maintenance and Repairs	32,580	34,369	36,335	35,940	35,715
Vehicle Operating Expenses	(389)	1,445	3,035	4,115	3,615
Advertising & Printing	-	396	400	200	400
Rentals	41,493	43,412	44,224	43,368	44,820
Contracted Services	17,881	8,593	8,525	8,150	8,410
Professional Services	2,559	5,244	4,000	4,071	4,000
Other General Expenses	111,674	74,436	83,651	83,937	89,394
Wage & O/H Allocation	9,774	37,698	14,000	32,994	45,026
Insurance	7,185	6,170	8,021	6,257	6,883
Debt Service	96,815	61,356	61,334	61,334	115,923
Depreciation	78,599	79,630	78,500	78,500	78,500
Communication Expenses	919	705	935	950	975
Capital Outlay	10,307	49,859	1,046,000	50,000	1,011,000
Subtotal	\$ 422,532	\$ 417,213	\$ 1,406,530	\$ 427,061	\$ 1,462,176
Less: Depreciation	78,599	79,630	78,500	78,500	78,500
Total Expenditures	\$ 343,933	\$ 337,583	\$ 1,328,030	\$ 348,561	\$ 1,383,676

BUDGET HIGHLIGHTS

- * Revenues reflect ten leases from the Elizabeth Hager Center, three leases from the Roslyn Building, and a shared-use agreement for the stair tower adjacent to the Clock Building in Public Square.
- * Operating expenses include sufficient funds to maintain the Elizabeth Hager Center, Roslyn Building, Fire Police Headquarters and Alms House.
- * Capital outlay includes \$1,011,000 for the renovation of the Roslyn Building.

STAFFING SCHEDULE

None

PROPERTY MANAGEMENT FUND - COMPARATIVE INCOME STATEMENT
FISCAL YEAR 2009/10

ACCOUNT DESCRIPTION	2006/07	2007/08	2008/09		2009/10
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
OPERATING REVENUES:					
Rent from Tenants	\$ 350,747	\$ 352,349	\$ 355,158	\$ 354,045	\$ 355,683
Other Revenues	20,043	19	2	10	10
Operating Revenues	370,790	352,368	355,160	354,055	355,693
OPERATING EXPENSES:					
Administrative Expenses	152,149	136,727	140,642	137,488	150,433
Labor, Licensing & Regulation	30,983	34,920	33,400	38,946	35,752
G.S.A. Telework Center	505	1,240	1,150	2,900	2,601
Potomac Classical Youth Ballet	-	-	250	250	250
City Ballet School	5,191	2,081	2,565	2,347	3,323
County Tourism	4,751	5,941	5,785	9,395	12,748
The Rhubarb House	2,336	1,016	2,040	1,641	2,903
Convention & Visitors Bureau	5,503	4,581	5,335	6,865	6,111
A.P.C.W.S.	6,660	6,707	7,939	8,448	8,700
Department of Labor	3,688	3,436	3,940	3,165	3,415
Stair tower Building	3,850	3,524	4,335	4,240	5,325
City's Inspections Department	5,159	8,204	2,375	7,625	9,479
Spickler's Markets	3,093	7,996	3,025	2,817	3,160
Wash. Co. Ind. Foundation	612	573	850	640	850
The Home Store	579	737	790	1,905	1,776
Rosyn Common Costs	2,463	5,264	3,775	2,955	3,351
7 South Potomac Street	1,969	262	-	-	-
Alms House/239 North Locust St.	-	421	-	3,500	3,500
Fire Police Headquarters	7,320	2,738	2,500	2,100	3,076
Depreciation	78,599	79,630	78,500	78,500	78,500
Total Operating Expenses	315,410	305,998	299,196	315,727	335,253
Operating Income/Loss	55,380	46,370	55,964	38,328	20,440
NON-OPERATING REVENUES(EXPENSES)					
Interest Earned	12,078	12,388	14,000	9,000	9,000
Interest Expense	(9,215)	(6,241)	(5,124)	(5,124)	(48,587)
Total Non-Operating Revenues/(Expense)	2,863	6,147	8,876	3,876	(39,587)
TRANSFERS IN					
Changes in Net Assets	58,243	52,517	189,840	42,204	105,853
Add Back Depreciation	78,599	79,630	78,500	78,500	78,500
Repayment of Principal	(87,600)	(55,115)	(56,210)	(56,210)	(67,336)
Capital Outlay	(10,307)	(49,859)	(1,046,000)	(50,000)	(1,011,000)
Bond Proceeds	-	-	866,000	-	904,890
Changes in Working Capital	(7,381)	3,122	-	-	-
Net Sources/(Uses)of Cash	\$ 31,554	\$ 30,295	\$ 32,130	\$ 14,494	\$ 10,907
Beginning Cash	\$ 260,665	\$ 292,219	\$ 322,514	\$ 322,514	\$ 337,008
Ending Cash	\$ 292,219	\$ 322,514	\$ 354,644	\$ 337,008	\$ 347,915

PROPERTY MANAGEMENT FUND - PROPOSED OPERATING REVENUES
FISCAL YEAR 2009/2010

ACCOUNT DESCRIPTION	2006/07	2007/08	2008/09		2009/10
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
Rent- Labor, Licensing & Regulation	\$ 156,013	\$ 156,264	\$ 155,960	\$ 156,260	\$ 155,960
Rent- G.S.A. Telework Center	61,200	61,200	61,200	61,200	61,200
Rent- Potomac Classical Youth Ballet	4,032	4,860	5,220	4,375	3,900
Rent- City Ballet School	23,441	22,126	24,875	24,875	25,625
Rent- County Tourism	11,395	13,496	11,500	11,500	11,883
Rent- The Rhubarb House	12,581	12,876	12,870	12,870	12,870
Rent- Convention & Visitors Bureau	16,800	16,100	16,800	16,800	17,100
Rent- A.P.C.W.S.	1,181	1,181	1,701	1,181	1,181
Rent- Code Enforcement Office	20,400	20,400	20,400	20,400	20,400
Rent- Department of Labor	25,500	25,500	25,500	25,500	25,500
Stair tower Agreement	2,512	2,168	2,168	2,120	2,663
Rent- Spickler's Market	6,959	7,246	7,963	7,963	8,400
Rent- Wash. Co. Ind. Foundation	8,733	8,932	9,000	9,000	9,000
Rent- The Home Store	-	-	1	1	1
Gain/(Loss) on Sale of Fixed Assets	20,041	-	-	-	-
Purchase Discounts	2	19	2	10	10
	<u>2</u>	<u>19</u>	<u>2</u>	<u>10</u>	<u>10</u>
Total Revenues	\$ <u>370,790</u>	\$ <u>352,368</u>	\$ <u>355,160</u>	\$ <u>354,055</u>	\$ <u>355,693</u>

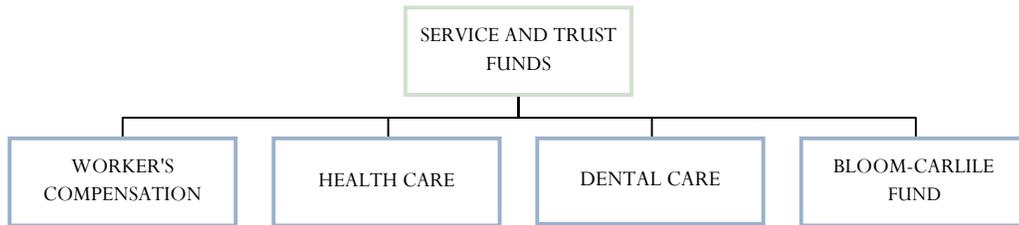
PROPERTY MANAGEMENT FUND CAPITAL EXPENSES
FISCAL YEAR 2009/2010

ACCOUNT #	DESCRIPTION	OUTLINE OF USE	JUSTIFICATION	COST
Renovation - Roslyn Building				
22-500-779	Renovate second and third floors of the Roslyn Building, including a bridge from the Roslyn Building to the first floor of City Hall	Construction	Current space is utilized to the maximum and does not allow for any additional expansion	1,011,000
Total Fire Police Headquarters Exterior Improvements				\$ 1,011,000
TOTAL CAPITAL OUTLAY				\$ 1,011,000

SERVICE AND TRUST FUNDS
SECTION 7

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SERVICE AND TRUST FUNDS - ORGANIZATIONAL CHART
FISCAL YEAR 2008/2009



SERVICE & TRUST FUND - COMBINING STATEMENT
FISCAL YEAR 2009/2010

ACCOUNT DESCRIPTION	WORKERS COMPENSATION	HEALTH CARE	DENTAL CARE	BLOOM- CARLILE	TOTAL
OPERATING REVENUES					
Insurance Reimbursements	\$ 45,000	\$ 120,000	\$ -	\$ -	\$ 165,000
Premium Revenues	729,485	6,918,000	367,500	-	8,014,985
Prescription Rebates	-	32,000	-	-	-
Stop Loss Reimbursements	-	125,000	-	-	125,000
TOTAL REVENUES	<u>774,485</u>	<u>7,195,000</u>	<u>367,500</u>	<u>-</u>	<u>8,304,985</u>
OPERATING EXPENDITURES					
Community Assistance Expenditures	-	-	-	3,000	3,000
Premium Expense, Medical Loss Reimbursements&Adminis. Exp.	829,175	7,270,386	333,714	-	8,433,275
TOTAL EXPENDITURES	<u>829,175</u>	<u>7,270,386</u>	<u>333,714</u>	<u>3,000</u>	<u>8,436,275</u>
OPERATING INCOME (LOSS)	<u>(54,690)</u>	<u>(75,386)</u>	<u>33,786</u>	<u>(3,000)</u>	<u>(131,290)</u>
NONOPERATING REVENUES (EXPENSES)					
Investment Earnings	29,575	80,000	-	3,000	112,575
TOTAL NONOPERATING REVENUE (EXPENSES)	<u>29,575</u>	<u>80,000</u>	<u>-</u>	<u>3,000</u>	<u>112,575</u>
INCOME (LOSS) BEFORE CONTRIBUTIONS AND TRANSFERS	<u>(25,115)</u>	<u>4,614</u>	<u>33,786</u>	<u>-</u>	<u>(18,715)</u>
Transfer in from General Fund	-	-	-	-	-
Transfer out to General Fund	-	-	-	-	-
EXCESS(DEFICIENCY)OF REVENUES AND OTHER FINANCING SOURCES(USES) OVER(UNDER)					
OTHER EXPENDITURES	<u>(25,115)</u>	<u>4,614</u>	<u>33,786</u>	<u>-</u>	<u>(18,715)</u>
Beginning Fund Balance	<u>\$ 1,010,794</u>	<u>\$ 2,445,299</u>	<u>\$ 86,792</u>	<u>\$ 149,674</u>	<u>\$ 3,692,559</u>
Ending Fund Balance	<u><u>\$ 985,679</u></u>	<u><u>\$ 2,449,913</u></u>	<u><u>\$ 120,578</u></u>	<u><u>\$ 149,674</u></u>	<u><u>\$ 3,673,844</u></u>

SERVICE AND TRUST FUNDS - PROGRAM SUMMARY
FISCAL YEAR 2009/10

WORKERS COMPENSATION FUND

The Worker's Compensation fund was created in 1995 to help smooth potential large fluctuations in the City's worker's compensation cost that might occur under a large deductible insurance program the City used from September 1, 1995 through 1998. Since September 1, 1998 the City has been using a traditional 100% coverage insurance program. The fund serves as a conduit to collect premium charges based on each department's payroll. These "revenues" then are used to pay actual medical claims costs, processing fees and premium to the insurance carrier.

HEALTH CARE FUND

The Health Care fund was created in 2000 to manage the City's new self-insurance program for health care. Under this self-funded plan the City pays a standard monthly administrative fee for each covered member and accepts claims risk up to a specific stop loss for each individual covered. In addition, there is a second level of insurance called the aggregate stop loss which assures that the City does not pay more than the maximum projected expenses. Administratively, all City departments are billed pre-established internal "insurance" rates for their department's employees, retirees and dependents. These billings represent funding sources for the Health Care Fund from which all health care related administrative and medical reimbursement costs are paid.

The transfers to and from the General Fund represent a prefunding of \$1,100,000 in health care costs by the General Fund in 2006/07 and its use over the following two fiscal years in 2007/08 and 2008/09.

Other Post Employment Benefits reflects additional City-wide costs of \$810,000 to begin funding the City's estimated annual required contribution (ARC) to fund its future liability for retiree health care benefits.

DENTAL CARE FUND

The Dental Care fund was created in 2006 to manage the City's new self-insurance program for dental care. Under this self-funded plan the City pays a standard monthly administrative fee for each covered member and processes claims up to a \$2,000 limit for each individual covered. Administratively, all City departments are billed pre-established internal "insurance" rates for their department's employees, retirees and dependents. These billings represent funding sources for the Health Care fund from which all health care related administrative and medical reimbursement costs are paid.

BLOOM-CARLILE TRUST FUND

The Bloom-Carlile Trust fund was established to segregate funds received from the estates of S. Martin Bloom, Annie Gill Carlile and others from the general accounts of the City. The donors' intent was to establish a permanent endowment fund. The income earned on investment of the fund is being used to provide assistance to the poor and needy of Hagerstown.

The Washington County Community Action Council has been administering disbursement of these funds on a no-cost basis for the City since 1983. All funds are disbursed based on an agreed upon operating policy and are reviewed by the Clerk's Office for compliance with the program guidelines. The annual budget is based on an estimate of investment income for the upcoming year.

WORKERS COMPENSATION FUND - PROPOSED EXPENSES AND REVENUES
FISCAL YEAR 2009/2010

ACCOUNT DESCRIPTION	2006/07 ACTUAL	2007/08 ACTUAL	2008/09 BUDGET	2008/09 EST. ACTUAL	2009/10 PROPOSED
REVENUES					
Interest Income from Investments	\$ 29,571	\$ 33,600	\$ 40,000	\$ 27,975	\$ 29,575
Total Miscellaneous Revenues	90,093	42,961	70,000	43,000	45,000
Total Premium Revenues	<u>735,534</u>	<u>819,651</u>	<u>893,688</u>	<u>701,657</u>	<u>729,485</u>
Total Revenues	<u>855,198</u>	<u>896,212</u>	<u>1,003,688</u>	<u>772,632</u>	<u>804,060</u>
OPERATING EXPENDITURES:					
Conference & Seminar Fees	(6)	31	100	-	-
Premium Expense	645,609	653,445	908,750	796,867	828,725
Medical Loss Reimbursements	6,253	47	5,000	-	-
Collateralization Fees	450	450	450	450	450
Claims Reserves Expense	<u>(7,568)</u>	<u>-</u>	<u>(8,000)</u>	<u>-</u>	<u>-</u>
Total Expenditures	<u>644,738</u>	<u>653,973</u>	<u>906,300</u>	<u>797,317</u>	<u>829,175</u>
Increase(Decrease) in Fund Balance	\$ 210,460	\$ 242,239	\$ 97,388	\$ (24,685)	\$ (25,115)
Beginning Fund Balance	<u>\$ 582,780</u>	<u>\$ 793,240</u>	<u>\$ 1,035,479</u>	<u>\$ 1,035,479</u>	<u>\$ 1,010,794</u>
Ending Fund Balance	<u><u>\$ 793,240</u></u>	<u><u>\$ 1,035,479</u></u>	<u><u>\$ 1,132,867</u></u>	<u><u>\$ 1,010,794</u></u>	<u><u>\$ 985,679</u></u>

HEALTH CARE FUND - PROPOSED EXPENSES AND REVENUES
FISCAL YEAR 2009/2010

ACCOUNT DESCRIPTION	2006/07	2007/08	2008/09		2009/10
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
REVENUES					
Premium Revenues-City	\$ 4,728,680	\$ 5,198,629	\$ 5,722,929	\$ 5,490,000	\$ 5,500,000
Premium Revenues-Employees	863,664	974,227	1,044,604	980,100	981,000
Premium Revenues-Retirees	216,833	372,060	260,298	436,800	437,000
Stop Loss Reimbursement	163,838	65,367	135,633	20,000	125,000
Medicare Part D Reimbursements	185,803	125,610	120,000	-	120,000
Prescription Rebates	-	34,028	-	31,400	32,000
Interest from Investments	99,779	144,274	80,000	120,000	80,000
Transfer from General Fund	1,100,000	-	-	-	-
Total Revenues	7,358,597	6,914,195	7,363,464	7,078,300	7,275,000
OPERATING EXPENDITURES:					
Medical Expense Reimbursement	5,077,539	5,201,811	5,748,864	5,182,700	5,748,886
Administrative Expenses	276,660	258,962	268,924	280,400	280,000
Total Premium Expense	300,783	252,193	306,000	252,400	250,000
Preferred Provider Org. Fees	78,046	81,686	86,071	83,500	88,000
Utilization Review Fees	22,211	23,943	35,385	25,000	36,000
Health Savings Acct Contributions	-	-	-	3,500	7,500
Claims Reserve Expense	(107,467)	(107,058)	95,730	-	50,000
Other Post Employment Benefits	-	-	858,000	810,000	810,000
Transfers to General Fund	-	500,000	600,000	600,000	-
Total Expenditures	5,647,772	6,211,537	7,998,974	7,237,500	7,270,386
Increase(Decrease) in Fund Balance	1,710,825	702,658	(635,510)	(159,200)	4,614
Beginning Fund Balance	\$ 191,016	\$ 1,901,841	\$ 2,604,499	\$ 2,604,499	\$ 2,445,299
Ending Fund Balance	\$ 1,901,841	\$ 2,604,499	\$ 1,968,989	\$ 2,445,299	\$ 2,449,913

DENTAL CARE FUND - PROPOSED EXPENSES AND REVENUES
FISCAL YEAR 2009/2010

ACCOUNT DESCRIPTION	2006/07 ACTUAL	2007/08 ACTUAL	2008/09 BUDGET	2008/09 EST. ACTUAL	2009/10 PROPOSED
REVENUES					
Premium Revenues-City	\$ 157,863	\$ 159,335	\$ 165,950	\$ 161,550	\$ 162,000
Premium Revenues-Employees	154,053	154,159	152,500	151,100	151,500
Premium Revenues-Retirees	52,024	52,816	58,000	53,400	54,000
Interest from Investments	3,418	3,251	4,750	-	-
Total Revenues	<u>367,358</u>	<u>369,561</u>	<u>381,200</u>	<u>366,050</u>	<u>367,500</u>
OPERATING EXPENDITURES:					
Administrative Expenses	76,566	71,114	33,216	33,216	35,000
Medical Expense Reimbursement	265,696	283,883	325,500	290,000	298,000
Claims Reserve Expense	-	25,331	39,060	546	714
Total Expenditures	<u>342,262</u>	<u>380,328</u>	<u>397,776</u>	<u>323,762</u>	<u>333,714</u>
Increase(Decrease) in Fund Balance	25,096	(10,767)	(16,576)	42,288	33,786
Beginning Fund Balance	<u>\$ 30,175</u>	<u>\$ 55,271</u>	<u>\$ 44,504</u>	<u>\$ 44,504</u>	<u>\$ 86,792</u>
Ending Fund Balance	<u><u>\$ 55,271</u></u>	<u><u>\$ 44,504</u></u>	<u><u>\$ 27,928</u></u>	<u><u>\$ 86,792</u></u>	<u><u>\$ 120,578</u></u>

BLOOM-CARLILE TRUST FUND - PROPOSED EXPENSES AND REVENUES
FISCAL YEAR 2009/2010

ACCOUNT DESCRIPTION	2006/07 ACTUAL	2007/08 ACTUAL	2008/09 BUDGET	2008/09 EST. ACTUAL	2009/10 PROPOSED
REVENUES					
Interest Earned	\$ 6,762	\$ 5,742	\$ 6,000	\$ 3,500	\$ 3,000
Total Revenues	<u>6,762</u>	<u>5,742</u>	<u>6,000</u>	<u>3,500</u>	<u>3,000</u>
EXPENDITURES					
Medical	282	197	-	-	-
Utilities	2,306	4,930	-	-	-
Shelter	331	65	-	-	-
Community Action Council Award	-	-	6,000	6,000	3,000
Contra Expense Allocation	(8,560)	3	-	-	-
Total Expenditures	<u>(5,641)</u>	<u>5,195</u>	<u>6,000</u>	<u>6,000</u>	<u>3,000</u>
Net Change in Fund Balance	\$ 12,403	\$ 547	\$ -	\$ (2,500)	\$ -
Beginning Fund Balance	<u>\$ 139,224</u>	<u>\$ 151,627</u>	<u>\$ 152,174</u>	<u>\$ 152,174</u>	<u>\$ 149,674</u>
Ending Fund Balance	<u><u>\$ 151,627</u></u>	<u><u>\$ 152,174</u></u>	<u><u>\$ 152,174</u></u>	<u><u>\$ 149,674</u></u>	<u><u>\$ 149,674</u></u>

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SECTION 8

GLOSSARY

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GLOSSARY
FISCAL YEAR 2009/2010

Definitions of terms used in preparation of the Budget are listed below and in the pages that follow.

ACCOUNTING SYSTEM – The total structure of records and procedures that identify, record, classify, summarize, and report information on the financial position and results of operations of a government.

ACCRUAL BASIS OF ACCOUNTING – The method of accounting where transactions are recognized when they occur, regardless of the timing of related cash flows.

APPROPRIATIONS – the legal authorizations made by the Mayor and Council to the departments, offices, and agencies of the City which approves their budgets and allows them to make expenditures and incur obligations for purposes with the accounts approved.

ASSESSABLE BASE – the total value of all real and personal property in the city which is used as a basis for levying taxes. Tax exempt property is excluded from the assessable base.

BALANCED BUDGET – A budget that has operating revenues equal to operating expenditures.

BLOOM-CARLILE FUND - The Bloom-Carlile Trust Fund was established to segregate funds received from the estates of S. Martin Bloom, Annie Gill Carlile, and others from the general accounts of the City. The donors' intent was to establish a permanent endowment fund. The income earned on investment of the fund is used to provide assistance to the poor and needy of Hagerstown.

BOND – a written promise to pay a specified amount of money, called the principal amount, at specific dates in the future called maturity dates along with interest at specific rate.

BOND ANTICIPATION NOTES – Short-term interest-bearing notes issued by a government in anticipation of bonds to be issued at a later date. The notes are retired from proceeds of the bond to which they are related.

BONDS ISSUED – Bonds sold.

BOND RATING – A rating that indicates the probability of timely repayment of principal and interest on bonds issued.

BUDGET – a financial plan containing estimated revenues and expenses for an organization. The plans are prepared by the individual departments and reviewed and submitted by the City Administrator to the Mayor and Council for their review and approval.

BUDGET YEAR – The fiscal year for which the budget is being considered. (See also FISCAL YEAR.)

BUSINESS REVOLVING LOAN FUND - This fund is designed to assist in the recruitment, retention and expansion of businesses within the City of Hagerstown, Maryland.

CAPITAL BUDGET – The annual adoption of project appropriations by the Mayor and Council. Project appropriations are for the amount necessary to carry out a capital project's expenditure plan, including

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FISCAL YEAR 2009/2010

multi-year contracts for which a total appropriation covering several years planned expenditures may be required.

CAPITAL IMPROVEMENTS PROGRAM(CIP) – the annual updated 6-year plan or schedule of projected expenditures for buildings, public facilities, and other improvements which are of significant value and have a useful life of several years. The City’s program includes estimated project costs, sources of funding, and timing of work for each project. The capital improvement program is the basis for the annual CIP appropriations and any new bond issues.

CAPITAL EXPENSES(OUTLAYS) – departmental expenditures which generally result in the acquisition of furniture, equipment, and/or computers, which have a value of less than \$5,000 (\$10,000 for Enterprise Funds), and have a useful economic life of more than one year. Capital expenses are reflected in the budget document in each department requesting the items.

CAPITAL PROJECTS – a specific activity or element of the Capital Improvements Program involving expenditures and funding for the creation of permanent facilities or other public assets having a relatively long useful life.

CDBG – See Community Development Block Grant

CIP – See Capital Improvements Program

COMMUNITY DEVELOPMENT BLOCK GRANT(CDBG) – a general purpose, federal grant primarily used to promote rehabilitation and development of residential and commercial neighborhoods, and to meet all urgent community development needs.

CURRENT YEAR – The fiscal year that is prior to the budget year.

DEBT ISSUANCE – The sale or issuance of any type of debt instrument, such as bonds.

DEBT LIMIT – The statutory or constitutional maximum debt that an issuer can legally incur.

DEBT RATIOS – The ratios that provide measures of assessing debt load and ability to repay debt, which play a part in the determination of credit ratings. They also are used to evaluate the City’s debt position over time against its own standards and policies.

DEBT SERVICE – the payment of principal and interest on borrowed funds such as bonds.

DEFICIT – The amount by which a government’s budget outlays exceed its budget revenues for a given period, usually a fiscal year.

DENTAL CARE FUND – Similar to the Health Insurance Fund this Fund manages the Dental Insurance. It allocates the costs by billing a pre-established internal “insurance” rate for each fund’s employees, retirees, and dependents. This charge represents funding sources from which the dental care related administrative and reimbursement costs are paid.

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- DEPARTMENT – the major organizational divisions in the City government with overall responsibility for one or activities or functions of the City.
- DEPRECIATION – An allocation made for the decrease in value of physical assets through wear, deterioration, or obsolescence. It allocates the asset’s cost over its useful life.
- DISTINGUISHED BUDGET PRESENTATION AWARD – A voluntary program administered by the Government Finance Officers Association (GFOA) to encourage governments to publish efficiently organized and easily readable budget documents and to provide peer recognition and technical assistance to the fiscal officers preparing them.
- ECONOMIC REDEVELOPMENT FUND - This fund is used to account for activities related to purchase and redevelopment of targeted properties in the City's downtown central business district. These activities are primarily funded by federal and state grants.
- ENCUMBRANCE – A firm commitment to pay for future goods and services formally documented with a contract or agreement that may extend over more than one budget year. Both encumbrances and planned expenditures on a project must fit within an agency’s appropriation.
- ENTERPRISE FUND – a fund used to account for operations that are financed and operated in a manner similar to private business enterprises, where the costs of providing goods or services to the general public are financed or recovered primarily through user charges. The City has six enterprise funds: Light, Water, Sewer, Parking, Golf Course, and Property Management.
- ESTIMATED ACTUAL(REVENUE, EXPENDITURES) – projected amounts to be paid or collected for the current year, estimate through analysis of year-to-date financial trends or schedules.
- EXCISE TAX FUND – This fund was created to account for funds received from the excise tax. Revenues from the excise tax imposed through Washington County may only be used for specific purposes and this fund will be used to account for those funds.
- EXPENDITURE – an actual payment made by check, inter-fund transfer, or by recordation of an amount due for goods received or services rendered.
- EXPENDITURE SUMMARY – a top-level summary of expenditures by category for each department. The expenditure summary is a component of the departmental Program Summary in the budget document.
- FEES – Income resulting from a billing for services or sale made by the City. For example, building permit fees, license fees, and service fees for water, sewer, and light, etc.
- FISCAL POLICIES – the City’s financial management policies relating to the operating budget, revenues, capital improvements program, general fund balance levels, liability coverage and workers compensation risk management, debt, investments, purchasing, Light Fund dividend transfer, and Community Betterment Fund use.
- FISCAL YEAR – an organization’s accounting or financial year. The City’s fiscal year starts July 1 and ends June 30.

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FIXED ASSET – assets of a long-term character which are intended to continue to be held and used. Examples of fixed assets include items such as land, buildings, machinery, furniture, and other equipment.

FLEXIBLE SPENDING FUND - This fund was established to account for the City Employee Flexible Spending Account (FSA) Program. Funds are designated on a pre-tax basis to this fund by employees participating in the FSA Program for unreimbursed medical and dependent care costs and reimbursements are made to employees for these costs up to the annual amounts each employee chose to designate. Employer FICA savings are contributed to this fund and are used to pay for administrative costs.

FULL-TIME STAFFING – indicated the authorized number of full-time number of employees in department by position type. Part-time staffing reflected on the full-time staffing schedule does not include temporary and seasonal positions. Full-time staffing levels are reflected in each Program Summary.

FUND – a fiscal and accounting entity with a self-balancing set of accounts recording cash and all other financial resources or assets, together with all related liabilities or outside claims to those assets; and the remaining unclaimed net worth or residual equity in those assets, which are segregated for the purpose of carrying on specific activities or attaining specific program objectives.

FUND BALANCE – the cumulative difference between expenditures and revenue accumulated over the life of a fund. A negative fund balance is usually referred to as a deficit.

FY – See Fiscal Year

GAAP – See Generally Accepted Accounting Principles.

GASB – See Governmental Accounting Standards Board.

GENERAL FUND – the major operating fund of the City used to account for all financial resources and activities, except those accounted for in one of the City's other funds.

GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP)– Uniform minimum standards for financial accounting and recording, encompassing the conventions, rules, and procedures that define accepted accounting principles as determined through common practice or as promulgated by the Governmental Accounting Standards Boards, Financial Accounting Standards Board, or various other accounting standard setting bodies.

GFOA – See Government Finance Officers Association.

GOLF COURSE FUND - This fund is used to account for all activities relating to the City's public golf course.

GOVERNMENTAL ACCOUNTING STANDARDS BOARD (GASB) – This organization was established as an arm of the Financial Accounting Foundation in April 1984 to promulgate standards of financial accounting and reporting with respect to activities and transactions of state and local governmental entities.

GLOSSARY
FISCAL YEAR 2009/2010

GRANTS – a transfer of county, state or federal monies to the City, usually for specific programs or activities.

INFRASTRUCTURE – The physical assets of a city (streets, water, sewer, public buildings, and/or parks) upon which the continuance and growth of a community depend.

HEALTH CARE FUND (HCF) - The City manages a self-insurance program for health care for its active and retired employees and their dependents in this Internal Service fund. Under this self-funded plan the City pays a standard monthly administrative fee for each covered member and accepts claim risks up to a specific stop loss for each individual covered. In addition, a second level of insurance called the aggregate stop loss assures that the City does not pay more than a maximum of projected expenses. All funds to which employees are assigned participate in the HIF. It allocates to costs by billing a pre-established internal insurance rate for each fund's employees, retirees and dependents. This charge represents the funding sources for the HCF from which all health care related administrative and medical reimbursements costs are paid.

INTERFUND TRANSFERS – payments made from one operating fund to another as a contribution to defray a portion of the recipients fund's costs.

INTERGOVERNMENTAL REVENUES – The revenues from other governments in the form of grants, entitlements, shared revenues, or payments in lieu of taxes.

IT – Department of Information and Technology.

LEVY – (Verb) To impose taxes or special assessments for the support of governmental activities. (Noun) A tax or special assessment imposed by a government.

LIABILITIES – Debts or other legal obligations arising out of transactions in the past that must be liquidated, renewed, or refunded at some future date. This term does not include encumbrances.

LIABILITY COVERAGE SERVICE FUND – an internal service fund used to provide for potential uninsured liability claims.

LIGHT FUND - This fund is used to account for the activities of the City's electric distribution operations.

LINE-ITEM BUDGET – the traditional form of budgeting, where proposed expenditures are based on individual types of expenditures within a department or program. The Hagerstown City Budget is a line item budget with summary and program information to aid in obtaining a more complete picture of the budget.

LONG-TERM DEBT – debt or obligations of the City with a final maturity or payment date of greater than one year.

MAJOR BUDGET HIGHLIGHTS – a component of the Program Summary that explains significant changes or highlights in each department's proposed budget as compared to the previous year's budget.

MAJOR BUDGET YEAR INITIATIVES – a component of the Program Description that details departmental goals for the fiscal year. These objectives are tied to the City's overall strategic plan.

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FISCAL YEAR 2009/2010

MATURED BONDS PAYABLE – A liability account reflecting unpaid bonds that have reached or passed their maturity date.

MGD – Million Gallons per Day.

MODIFIED ACCRUAL BASIS OF ACCOUNTING – The accrual basis of accounting adapted to the governmental fund type. It is a modified version of the full accrual basis of accounting in that it, in general, measures financial flow (tax and spend) of an organization, rather than capital accumulation (profit or loss).

NET BONDED DEBT – Gross bonded debt less any cash or other assets available and earmarked for its retirement.

NON-DEPARTMENTAL OPERATING EXPENDITURES – Operating expenditures which are not charged directly to specific departments but are cost to the City as a whole, such as debt service payments and general liability insurance.

OBLIGATIONS – Amounts that a government may be required legally to meet out of its resources. They include not only actual liabilities, but also unliquidated encumbrances.

OPERATING BUDGET – the portion of the City’s budget that provides resources for the day-to-day operations of the City.

ORDINANCE – A formal legislative enactment by the governing board of a municipality. If it is not in conflict with any higher form of law, such as a state statute or constitutional provision, it has the full force and effect of law within the boundaries of the municipality to which it applies. The difference between an ordinance and resolution is that the latter requires less legal formality and has a lower legal status. Ordinarily, the statutes or charter will specify or imply those legislative actions that must be enacted by ordinance and those which may be enacted by resolution.

PARKING FUND - This fund is used to account for the activities of the City's parking lots and decks.

PAY-AS-YOU-GO – capital expenditures which are funded from current revenues.

PAYMENT IN LIEU OF TAXES – payments made by entities not legally required to pay taxes in order that they may receive the same services as private taxpayers.

PER CAPITA – Per unit of population; by or for each person.

PERFORMANCE INDICATORS – a component of the Program Description that reflects statistical indicators of levels of service or performance measures by department. Current fiscal year and budget year are projected.

PERSONNEL (COSTS) – Expenditures that include salary costs for full-time, part-time, temporary and contract employees, overtime expenses and all associated fringe benefits.

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PRIOR YEAR(S) – The fiscal year(s) preceding the current year.

PROGRAM DESCRIPTION – one of the major sections of the budget document that serves as an introduction for each department, and includes the department's function, program objectives, and performance indicators.

PROGRAM ELEMENTS - the major functional areas in which each department directs its resources, such as Personal Computer Support in the Information Technology department or Insurance Administration in the Purchasing department. The program elements are a component of the Program Summary.

PROGRAM FUNCTION – a component of the Program Description that describes the primary responsibility of the department.

PROGRAM SUMMARY – one of the major sections of the budget document that details each department's budgetary activity. The summary includes the expenditure summary, major budget highlights, and staffing levels.

PROJECTIONS – The estimate of budget authority, outlays, receipts, or other amounts extending several years into the future. Projections generally are intended to indicate the budgetary implications of existing or proposed programs.

PROPERTY MANAGEMENT FUND - This fund is used to account for all activities related to rental properties owned and managed by the City.

PROPOSED BUDGET – reflects the budget or line-item amount recommended by the City Administrator to the Mayor and Council for their review and consideration. It reflects either his assessment of what is needed to accomplish the department's objectives, or the limited resources available to accomplish the intended objectives.

RESOLUTION – A special or temporary order of a legislative body that requires less legal formality than an ordinance or statute.

RETAINED EARNINGS – the cumulative annual net income or loss of an Enterprise fund's operations since the inception of the fund which are retained for future operation or needs.

RECEIPTS – Collections from the public based on a government's exercise of its sovereign powers. Governmental receipts consist of receipts from taxes, court fines, gifts and contributions, and compulsory licenses.

REVENUE – income received by the City to support its program of services to the community. It includes sources such as property taxes, admission fees, service charges, Federal and State grants, and parking fines to name just a few.

REVENUE ANTICIPATION NOTES – Notes (sometimes called warrants) issued in anticipation of collection of non-tax revenues, retired after the collection of such revenues.

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REVENUE BONDS – The type of bonds where principal and interest payments are payable exclusively from the earnings from an enterprise funds. In addition to a pledge of revenues, such bonds sometimes contain mortgages on enterprise fund property.

RFP – Request for Proposals, Federal mandate to request proposals from potential contractors for outsourced government services.

SHORT-TERM DEBT – debt or obligations of the City due within one year or less.

SPECIAL ASSESSMENT – A compulsory levy made against certain properties to defray part or all of the cost of a specific improvement or service deemed to primarily benefit those properties.

SPECIAL REVENUE GRANT FUND – This fund was created to account for operating grant revenues from various agencies – federal, state, and local.

STATE & COUNTY SHARED TAXES – taxes levied by one government but shared on a predetermined basis with another government.

TAX BASE – All forms of wealth under the City’s jurisdiction that are taxable.

TAX DIFFERENTIAL PAYMENT – a payment received from the County for services it does not have to provide citizens and taxpayers of the City because the City provides the services. The City currently receives payments from the County for park and police services.

TAX RATE – the amount levied for every \$100 of assessed property value, as determined by the Maryland State Assessment Department on both real and personal property within the Hagerstown City limits. Beginning 10/1/2000 the assessable base for real property was increased from 40% to 100% of estimated fair market value. The real estate tax rate was reduced to 40% of the prior rate but since the assessment for personal property did not change, its rate stayed the same or 2.5 times the real property rate. Current State law requires this rate differential to be maintained for Counties and the City is following the same policy.

TELEWORK CENTER FUND - This fund is used to account for activities related to the City's participation in the federal government's telecommunications work center pilot program. These activities are primarily funded by federal grants.

UNDESIGNATED FUND BALANCE – Funds remaining from the prior year, which are available for appropriation and expenditure in the current year.

UNRESERVED FUND BALANCE – That portion of a fund balance for which no binding commitments have been made.

WASTEWATER FUND - This fund is used to account for the activities of the City's sewage collection and treatment operations.

WATER FUND - This fund is used to account for the activities of the City's water treatment and distribution operations.

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WORKERS COMPENSATION FUND (WCF) - The City manages its uncovered workers' compensation risks and sets aside assets for claim settlement in this Internal Service Fund. WCF services claims for risk of loss to which the City was exposed for workers' compensation injuries. All funds to which employees are assigned participate in the WCF. It allocates the cost of providing claims servicing and claims payments by charging a premium to each fund based on its exposure. This charge considers recent trends in actual claims experience of the City as a whole and makes provision for catastrophic losses.

WORKING CAPITAL – A term used to describe the unreserved fund balance calculated by subtracting current liabilities from current assets. This is used for the City's enterprise funds.

ZONING – The partitioning of a city, borough, or township by ordinance into sections reserved for different land use purposes (i.e. residential, offices, manufacturing, commercial, etc.)

SCHEDULE OF FEES AND SERVICE CHARGES
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SCHEDULE OF FEES & SERVICE CHARGES - GENERAL FUND
FISCAL YEAR 2009/2010

NAME OF FEE/PURPOSE	RATE SCHEDULE	YEAR OR DATE LAST CHANGED	BUDGET ORDINANCE/ ACTION REQUIRED
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CITY CLERK

01-411-016			
Auctioneer-to Conduct an Auction	\$25/year	1992	Ordinance
Peddler:			
Class I(Stand or Truck)	\$125/year	1992	Ordinance
Class II(Door-to-Door)	\$15/day or \$50/year		Ordinance
Transient Dealer	\$1,000/year	1983	Ordinance
Parade	\$125/event	1992	Ordinance
Circus/Carnival	\$125/week	1992	Ordinance
Special Sales(Auctions,Going-out-of Business, Etc.)	\$125	1992	Ordinance
Theatre	\$100/year	1967	Ordinance
01-411-021			
Utility License	\$4,500/year	2007	Resolution
01-431-121			
City Code	\$125/year	1990	Administrative Order
City Code Supplement	\$40	1998	Administrative Order
01-431-111			
Souvenirs/Maps	Various	--	--

TREASURER

01-456-000			
Bad Check Fee-To compensate the City for Bank charges and employee time	\$37.50/check	2007	Administrative Order

ACCOUNTING

VARIOUS COPY EXPENSE ACCOUNTS			
Photocopy Charges:			
City Departments	.03/copy	2000	Administrative Order
City Employees	.10/copy		
General Office	.25/copy		
General Office	.75/color copy		

SCHEDULE OF FEES & SERVICE CHARGES - GENERAL FUND
FISCAL YEAR 2009/2010

NAME OF FEE/PURPOSE	RECOMMENDED RATE REVISION	PRIOR YEAR ACTUAL REVENUE	COMPARABLE RATES FOR OTHER AGENCIES
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CITY CLERK

01-411-016 Auctioneer-to Conduct an Auction	\$25/year (in-county) \$100/year (out of county)	\$9,720 total fees	Salisbury-Auction house \$250+\$2,000 bond: Home \$10
Peddler:			
Class I(Stand or Truck)	\$175/year		\$125 Fee+\$1,000 bond
Class II(Door-to-Door)	\$25/day or \$75/year		
Transient Dealer			\$125 Fee+\$1,000 bond:County same as City
Parade			
Circus/Carnival		(Waived)	Special Sales \$5 for 1
Special Sales(Auctions,Going-out-of Business, Etc.)			
Theatre			\$125 Fee+\$1,000 bond
01-411-021 Utility	None	\$13,500	For all private & City owned utilities
01-431-121 City Code	None	\$0	
City Code Supplement	None		
01-431-111 Souvenirs/Maps	None	\$0	

TREASURER

01-456-000 Bad Check Fee-To compensate the City for Bank charges and employee time	None	\$19,091	\$35-\$39 Area Banks
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ACCOUNTING

VARIOUS COPY EXPENSE ACCOUNTS			
Photocopy Charges:			
City Departments	None		.10-.25/copy
City Employees			
General Office			
General Office			.75-\$1/copy

SCHEDULE OF FEES & SERVICE CHARGES - GENERAL FUND
FISCAL YEAR 2009/2010

NAME OF FEE/PURPOSE	RATE SCHEDULE	YEAR OR DATE LAST CHANGED	BUDGET ORDINANCE/ ACTION REQUIRED
PLANNING			
01-431-062 Subdivision:Simplified Plat	\$300	2007	Administrative Order
01-431-064 Subdivision:Final Plat	\$500+\$40/Lot created	2007	Administrative Order
01-431-063 Subdivision: Development Plan	\$1000+\$40/Lot created	2007	Administrative Order
01-431-065 Subdivision:Regulation	Now combined with Land Mgmt Code	2007	Administrative Order
01-431-056 Concept Plan/Sketch Plan			
C4 Big Box	\$2,500	2007	
Other	\$500+\$20/Lot		
01-431-058 BZA Filing Fee:Special Exception	\$500	2007	Administrative Order
Home Occupation	\$100	2007	Administrative Order
BZA Filing Fee: Variance/Residence	\$325	2007	Administrative Order
BZA Filing Fee:Variance/Non-Residence	\$325	2005	Administrative Order
BZA Filing Fee: Residential Fence	\$150	2007	Administrative Order
Variance			
BZA Filing Fee: Non-conforming use change	\$500	2007	Administrative Order
BZA Filing Fee:Non-conforming use- expansion	\$750	2007	Administrative Order
BZA Filing fee Interpretations	\$225	2007	Administrative Order
01-431-057 Rezoning: Preliminary Consultation	\$500	2007	Administrative Order
Rezoning Fee	\$2,000 +\$10/Adj.Prop.	2007	Administrative Order
01-431-056 Full Site Plan - Residential	\$1000 +\$15/unit	2007	Administrative Order
Full Site Plan - Non-Residential	\$1000+\$50/acre	2007	
01-431-055 Staff Approved Site Plan	\$500	2007	Administrative Order
01-431-052 Zoning Certificate Fee			
C3	\$50	2007	Administrative Order
Other	\$25	2008	Administrative Order
01-431-054 Land Management Code	\$15	2002	Administrative Order
01-431-059 Comprehensive Plan	\$15	2007	Administrative Order
01-431-061 Zoning Verification - One SFR	\$25	2007	Administrative Order
Other	\$100		

SCHEDULE OF FEES & SERVICE CHARGES - GENERAL FUND
FISCAL YEAR 2009/2010

NAME OF FEE/PURPOSE	RECOMMENDED RATE REVISION	PRIOR YEAR ACTUAL REVENUE	COMPARABLE RATES FOR OTHER AGENCIES
PLANNING			
01-431-062 Subdivision:Simplified Plat	None	\$6,260	Washington County-\$200
01-431-064 Subdivision:Final Plat	None	\$530	Washington County-\$500+\$20/Lot
01-431-063 Subdivision: Preliminary Plat	None	\$0	Washington County -\$750+\$35 lot
01-431-065 Subdivision:Regulation	None	\$90	Washington County-\$12
01-431-056 Concept Plan	None	\$22,819	Washington County: no charge no charge
01-431-058 BZA Filing Fee:Special Exception	None	\$8,650	Washington County-\$500
Home Occupation	None	Total Fees	\$150-Residential \$300-Non Residential
BZA Filing Fee: Variance/Residential	None		
BZA Filing Fee:Variance/Non-Residentl	None		
BZA Filing Fee: Residential Fence	None		
Variance			
BZA Filing Fee: Non-conforming use change	None		Washington County-\$500
BZA Filing Fee:Non-conforming use- expansion	None		Washington County-\$500
BZA Filing fee Interpretations	None		Washington County-\$150
01-431-057 Rezoning: Preliminary Consultation	None	\$4,060	Washington County-No charge
Rezoning Fee	None		Washington County - \$2000+\$20/acre
01-431-056 Full Site Plan - Residential	None	\$22,819	Washington Co - Res. \$750+\$10/unit
Full Site Plan - Non-Residential	None		Washington Co -Non \$750+\$50/acre
01-431-055 Staff Approved Site Plan	None	\$5,435	Washington Co - Res. \$500
01-431-052 Zoning Certificate Fee	None	\$14,050	Washington County - \$20
01-431-054 Land Management Code	None	\$40	Washington County - \$20
01-431-059 Comprehensive Development Plan	None	\$35	Washington County - \$5
01-431-061 Zoning Verification	None	\$0	Washington County - \$20

SCHEDULE OF FEES & SERVICE CHARGES - GENERAL FUND
FISCAL YEAR 2009/2010

NAME OF FEE/PURPOSE	RATE SCHEDULE	YEAR OR DATE LAST CHANGED	BUDGET ORDINANCE/ ACTION REQUIRED
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PLANNING (continued)

01-431-021 Copies of Recorded Meetings	\$25/Meeting, \$10/Tape \$.25/Minute	2007	Administrative Order
01-431-200 Design Guidelines	\$6.50	2007	Administrative Order
01-431-291 General Charges	--	--	--
01-431-203 Forest Conservation Fee:			
Delineation	\$250	2007	Administrative Order
Preliminary Plan	\$500+\$10/acre	2007	Administrative Order
Final Plan & Easements	\$300+\$1/acre	2007	Administrative Order
01-431-205 Services Available Review Fee	\$30/Residential Unit \$150/acre for Non-Residential	2002	Administrative Order

ENGINEERING AND INSPECTIONS

01-412-009 Use & Occupancy Inspections Immediate Issuance	\$75 fee if requested in less than 48 hours	Proposed	Administrative Order
01-412-010 Pre-Sale Inspections	\$100/unit	2003	Administrative Order
01-412-011 Building Permits	\$20 Application Fee + \$15 Tech \$8.50/\$1000 up to \$10,000 +\$5/\$1000 (Commercial & New Homes) or \$3.50/\$1,000(Home Improvements) above \$10,000 in costs	2004	Ordinance
01-412-012 Plumbing Permits	Application Fee \$20/Res,\$50/Comm \$20+\$15 tech fee+\$5/Fixture, \$25CommA/C+\$20 sewer	2008	Ordinance
01-412-013 Plumbers Licenses (Biennial)	Master \$115, Journeyman \$60 Apprentice \$50, includes \$30 Tech Fee \$25 App fee or lapses>30days	2007	Ordinance
01-412-031 Electrical Permits	Appl \$20/Res, \$50/Comm \$20+\$15 tech fee	2007	Ordinance
01-412-014 Mechanical Permits	Application Fee \$20/Res, \$50/Comm \$15 tech fee + \$20/fixture	2008	Ordinance
01-412-021 Contractor's Licenses (Biennial)	\$115/2 years including \$30 Tech Fee	2007	Ordinance

SCHEDULE OF FEES & SERVICE CHARGES - GENERAL FUND
FISCAL YEAR 2009/2010

NAME OF FEE/PURPOSE	RECOMMENDED RATE REVISION	PRIOR YEAR ACTUAL REVENUE	COMPARABLE RATES FOR OTHER AGENCIES
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PLANNING (continued)

01-431-021 Copies of Recorded Meetings	None	\$549	
01-431-200 Design Guidelines	None	\$7	Frederick County - \$20
01-431-291 General	--	\$1,577	Frederick County - \$20
01-431-203 Forest Conservation Fee:		\$2,356	
Delination	None		Washington Co-\$250
Preliminary Plan	None	Total fees	Washington Co. \$500+\$10/acre
Final Plan & Easements	None		Washington Co. \$300+\$1/acre
01-431-205 Services Available Review Fee	None	\$54,980	N/A

ENGINEERING AND INSPECTIONS

01-412-009 Use & Occupancy Inspections Immediate Issuance	None	\$0	Washington County : \$75 by end of day Frederick County: Temporary \$300 for non-residential only, 30 day approval only
01-412-010 Pre-Sale Inspections	None	\$0	\$75/case
01-412-011 Building Permits	Increase tech fee to \$20	\$215,306	Washington County: Comm App \$150 + \$15 Tech Fee, then sq.ft. chrg, Resid App \$65 + \$15 Tech Fee, then sq.ft. chrg Frederick City:Comm \$.09 sf/Res \$.20 sf
01-412-012 Plumbing Permits	Increase tech fee to \$20	\$92,196	Wash.Co.\$65 Res/\$125Comm + \$15Fee Fred Co:\$50Res/\$100Comm+\$20/100min Frederick:\$30min,fixt\$10,Wat\$30,Sew\$50
01-412-013 Plumbers Licenses (Biannual)	Increase tech fee to \$40	\$10,205	Wash Co.Master \$50/res \$100/non-res Journeyman \$20/\$40 Apprentice \$15/\$30 Fred Co. Master \$212 Journeyman \$185 \$50 late fee Frederick City: Master \$100
01-412-031 Electrical Permits	Increase tech fee to \$20	\$66,394	Wash Co: \$65Res/\$125Comm+\$15tech fee Fred Co:\$50Res/\$135Com,\$300 dwelling Frederick City: Min charge \$122 Res & Comm
01-412-014 Mechanical Permits	Increase tech fee to \$20	\$35,000	
01-412-021 Contractor's Licenses	Increase tech fee to \$40	\$12,336	

SCHEDULE OF FEES & SERVICE CHARGES - GENERAL FUND
FISCAL YEAR 2009/2010

NAME OF FEE/PURPOSE	RATE SCHEDULE	YEAR OR DATE LAST CHANGED	BUDGET ORDINANCE/ ACTION REQUIRED
ENGINEERING AND INSPECTIONS (con't)			
01-412-033 Electrician's Licenses (Biennial)	Master/Restricted Master \$115/2 years including \$30 tech \$25 application fee or 30 day lapse	2007	Ordinance
01-412-037 Administrative fee for Excise Tax	2% of tax	2005	Administrative Order
01-442-015 Municipal Infractions	\$100 -\$1,000 per Citation	2008	Ordinance
01-442-017 Appeals Fee-Board of Technical Appeals	\$50/case	2002	Administrative Order
01-410-011 Street Cutting Permits	\$25 & \$150 per Cut (minimum) +\$25 Tech Fee	2007	Ordinance
01-431-011 Sale of Construction Standards	\$200	2003	Administrative Order
Sale of Construction Documents	\$25-\$250	varies per contract	Administrative Order
01-431-021 Sale of Maps	Varies	2002	Administrative Order
Sale of Prints/Copies			
01-431-013 Curb/Sidewalk/Driveway Permits	\$25/Driveway, \$10 Curb/Sidewalk +\$5 Tech Fee	1995	Resolution
01-431-015 Site Grading Permit	\$15+1% Site Cost, + \$25 Tech fee	2004	Administrative Order
01-431-115 General Street Construction Permit	\$25+2% total work cost +\$25 Tech Fee	2003	Ordinance
01-431-114 Storm Water Management Permit	\$25+2% work cost +\$25 Tech Fee	1995	Administrative Order
01-431-117 Engineering Review Fees	\$100+\$60/lot, \$100+\$100/AC-SP Simp. Plats-\$100	2006	Administrative Order
01-431-011 Right of Way Closure Permit	\$10 App/\$5 Tech Fee, Closure fee varies	2005	Administrative Order
01-412-032 Rental Registration Fee	\$50/unit. \$100/rooming house+\$10/unit	2008	Ordinance
01-442-014 Property Abatement Administrative Fees	\$50 for Snow Removal, \$100 all others + \$15 Tech Fee	2003	Administrative Order

SCHEDULE OF FEES & SERVICE CHARGES - GENERAL FUND
FISCAL YEAR 2009/2010

NAME OF FEE/PURPOSE	RECOMMENDED RATE REVISION	PRIOR YEAR ACTUAL REVENUE	COMPARABLE RATES FOR OTHER AGENCIES
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ENGINEERING AND INSPECTIONS (con't)

01-412-033 Electrician's Licenses	Increase tech fee to \$40	\$5,145 \$5,145	Washington County: \$150/Master(3 yrs) FredCo:\$212/Mstr,\$185/Rnw,\$50LateFee Frederick: \$240/Master (2 yrs), \$240/Rnw
01-412-037 Administrative fee for Excise Tax	None	\$15,618	Same as all jurisdictions in Washington co.
01-442-015 Municipal Infractions	None	\$97,322	Maximum rates set by State Law
01-442-017 Appeals Fee-Board of Technical Appeals	None	\$260	Annapolis \$75/case, Wash Co \$250/case Rockville/Montgomery Co. \$75/case
01-410-011 Street Cutting Permits	None	\$47,580	
01-431-011 Sale of Construction Standards	None	\$14,486	Frederick City \$20
Sale of Construction Documents		all fees	Washington Co \$25-50
01-431-021 Sale of Maps	Yes	\$549	Frederick County \$3/map
Sale of Prints/Copies	increase maps & other items		Washington Co. \$3 or .50-/SF
01-431-013 Curb/Sidewalk/Driveway Permits	None	\$3,188	Cumberland \$15,Fred.Co \$35+bond
01-431-015 Site Grading Permit	None	\$0	Frederick Co \$109minor,\$239major or1.5% Wash Co. \$25minor,5 acre min-\$20 ac
01-431-115 General Street Construction Permit	None	\$42,826	Based on % so Rate adjusts automatically
01-431-114 Storm Water Management Permit	None	\$8,441	Based on % so Rate adjusts automatically
01-431-117 Engineering Review Fees	None	\$23,919	Varies
01-431-011 Right of Way Closure Permit	None	\$14,486	None - Washington County
01-412-032 Rental Registration Fee	None	\$424,712	Rockville Md. \$100/unit for 2 years
01-442-014 Property Abatement Administrative Fees	\$20 + Tech Fee	\$19,059	

SCHEDULE OF FEES & SERVICE CHARGES - GENERAL FUND
FISCAL YEAR 2009/2010

NAME OF FEE/PURPOSE	RATE SCHEDULE	YEAR OR DATE LAST CHANGED	BUDGET ORDINANCE/ ACTION REQUIRED
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ENGINEERING AND INSPECTIONS (con't)

01-412-045 Reinspection fee (Licensing)	\$50	Proposed	Administrative Order
01-412-040 Vacant Structures (Residential)	\$100/building	2007	Ordinance
01-412-042 Code Administration Late Fee		Proposed	Ordinance
01-412-044 Secure Vacant Structure Fee	\$100/building + \$15 tech fee Admin \$100 + materials	2007	Ordinance
01-412-039 Vacant Structure Fee (Commercal)	\$250-\$1,000/building	2007	Ordinance

POLICE DEPARTMENT

01-431-071 Copy Charges	\$5/4pages,\$1/additional page	2004	Administrative Order
01-431-073 Fingerprinting-Civilian	\$13	2004	Administrative Order
Tape Duplication	\$25+cost of Duplicating tape	2004	Administrative Order
01-432-013 Special Assignments-Dance,School Event	\$41/hour	2008	Administrative Order
01-432-014 Drug Anaylsis-Washington County	1/2 salary & benefits of Chemist	1992	Administrative Order
Drug Anaylsis-Other Agencies	\$35	2003	
01-432-091 Serving Fees-Court Paperwork	\$35/Document	2004	Administrative Order
01-432-060 Tuition-Western MD Police Academy			
Police Agencies	\$2,900/Person	2003	Administrative Order
01-432-063 Voluntary Students	\$3,200/Person		
01-441-013 Burglar Alarm Permits	\$25 principal residence,\$45 business Fines: 1st false-\$25,2nd false-\$50 3rd false-\$100,4th false-\$150	2004	Ordinance
01-441-014 Storage,Towed Vehicles,Public Auctions	\$20/day	2007	Administrative Order

SCHEDULE OF FEES & SERVICE CHARGES - GENERAL FUND
FISCAL YEAR 2009/2010

NAME OF FEE/PURPOSE	RECOMMENDED RATE REVISION	PRIOR YEAR ACTUAL REVENUE	COMPARABLE RATES FOR OTHER AGENCIES
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ENGINEERING AND INSPECTIONS (con't)

01-412-045 Reinspection fee (Licensing)	\$50	\$0	
01-412-040 Vacant Structures (Residential)	None	\$0	
01-412-042 Code Administration Late Fee	\$100/incident	\$0	
01-412-044 Vacant Structure Administrative Fee	Increase tech fee to \$20	\$0	
01-412-039 Vacant Structure Fee (Commerical)	None	(\$200)	

POLICE DEPARTMENT

01-431-071 Copy Charges	Make consistant with Public Info Request charges	\$8,464	WCSD-\$5/1st page,\$1/each add'l page
01-431-073 Fingerprinting-Civilian	None	\$5,823	WCSD-\$5
Tape Duplication	None		Advice can be allowed by order S/A's office
01-432-013 Special Assignments-Dance,School Event	\$49.91/hour	\$32,539	115% of top officer's pay overtime rate
01-432-014 Drug Anaylsis-Washington County	None	\$58,997	
Drug Anaylsis-Other Agencies			
01-432-091 Serving Fees-Court Paperwork	None	\$3,688	WCSD- \$30 in-state,\$40 out-of-state
01-432-060 Tuition-Western MD Police Academy		\$17,711	
Police Agencies	None		
01-432-063 Voluntary Students		\$14,296	
01-441-013 Burglar Alarm Permits	None	\$15,378	
01-441-014 Storage,Towed Vehicles,Public Auctions	None	\$17,035	

SCHEDULE OF FEES & SERVICE CHARGES - GENERAL FUND
FISCAL YEAR 2009/2010

NAME OF FEE/PURPOSE	RATE SCHEDULE	YEAR OR DATE LAST CHANGED	BUDGET ORDINANCE/ ACTION REQUIRED
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FIRE DEPARTMENT

01-432-101 False Alarm Fee(Court Ordered Restitution for False Alarms)	Court Ordered	Prior to 1984	Administrative Order
01-432-111 Blasting Permits	\$40	2006	Ordinance
01-432-112 Building Permits	25% of Total building permit fee	2004	Ordinance
01-432-114 Reinspection Fee	\$100	2004	Ordinance
Plan Review & Inspection for Fire Protection system installation	\$75/system with add'l charges per system fixture or device	2004	Ordinance
01-432-115 Technical Assistance Fee	\$45/hour	2004	Ordinance
01-432-191 Municipal Infractions & Misc. Revenues	Various	2006	Ordinance
Fire Report Fee	\$5 for 4 pages	2004	Administrative Order
01-432-102 Juvenile Intervention Program	\$150	2004	Administrative Order
01-432-116 Fire Call Service Charge	\$1,000/call	2001	Ordinance

MARKET HOUSE

01-451-023 Market House Stall Rentals Year -Round Rates	Reg Space PremSpace 6ft.:\$51/Qtr \$17/Mo \$63/\$21 3ft.:\$36/Qtr \$12/Mo \$48/\$16	2007	Administrative Order
Electric	\$8/monthly		
Seasonal Rates:	6ft.:\$57/Qtr \$19/Mo \$69/\$23 3ft.:\$42/Qtr \$14/Mo \$54/\$18		
Electric	\$8/monthly		
Weekly Rates:	6ft.: \$22,Elec \$9 \$27/\$9 3ft.: \$14,Elec \$9 \$18/\$9		
01-431-113 City Farmer's Market Mugs	None	0	Administrative Order

TRASH COLLECTION

01-431-001 Recycling & Refuse Collection Fee	\$37.50/Qtr/Residence	2007	Administrative Order
01-431-003 Bulk Trash Pick-up and Disposal Fee	\$25/load,\$25 appliance w/freon	2007	Administrative Order

PUBLIC WORKS

01-423-011 Signal-State Highway Administration	\$1,500/Intersection	2005	Administrative Order
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SCHEDULE OF FEES & SERVICE CHARGES - GENERAL FUND
FISCAL YEAR 2009/2010

NAME OF FEE/PURPOSE	RECOMMENDED RATE REVISION	PRIOR YEAR ACTUAL REVENUE	COMPARABLE RATES FOR OTHER AGENCIES
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FIRE DEPARTMENT

01-432-101 False Alarm Fee(Court Ordered Restitution for False Alarms)		\$0	
01-432-111 Blasting Permits	None	\$640	
01-432-112 Building Permits	None	\$31,367	
01-432-114 Reinspection Fee Plan Review & Inspection for Fire Protection system installation		\$14,842 total fees	Wash Co. \$100 Wash Co. \$75/system with add'l charges per system fixture or device
01-432-115 Technical Assistance Fee		\$0	State Fire Marshall Office \$45/hr
01-432-191 Municipal Infractions & Misc. Revenues	None	\$670	
Fire Report Fee	None		
01-432-102 Juvenile Intervention Program	None	\$300	
01-432-116 Fire Call Service Charge	None	\$1,000	

MARKET HOUSE

01-451-023 Market House Stall Rentals	None	\$32,105	
Year -Round Rates	None	total fees	Washington Co. Farmer's Market - \$15/24 ft. Stall
Seasonal Rates:	None		
Weekly Rates:	None		
01-431-113 City Farmer's Market Mugs	None	\$0	

TRASH COLLECTION

01-431-001 Recycling & Refuse Collection Fee	If Tipping Fees or Trash Contract Increase	\$2,148,808	
01-431-003 Bulk Trash Pick-up and Disposal Fee	None	\$14,399	Private Contract Hauler \$92/Qtr + \$25/month for Yard Waste Winchester \$20/load, \$45 Appliance Martinsburg \$25-110 depending on size

PUBLIC WORKS

01-423-011 Signal-State Highway Administration	None	\$51,000	\$1500 each
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SCHEDULE OF FEES & SERVICE CHARGES - GENERAL FUND
FISCAL YEAR 2009/2010

NAME OF FEE/PURPOSE	RATE SCHEDULE	YEAR OR DATE LAST CHANGED	BUDGET ORDINANCE/ ACTION REQUIRED
RECREATION			
01-438-021 Hager House-Admission/Tour Charge	\$3/Adult,\$2/Senior,\$1/Child6-12 No Charge 5&under	2006	Administrative Order
** Special Family Rates \$8 for 2 adults&children,Free tours for pre-approved school groups,special rates for other tour groups			
Potterfield Pool: 01-438-061 Autumn Arts Festival: Vendor Stall Rental	\$50/each,County resident is Free	2005	Administrative Order
Food Vendor	\$130/each		
01SWIMPOOL-ADMIS Potterfield Pool: Daily Rates	Free/2&under; \$1/Pre-school(3-4) \$2.50/Youth(5-12)	2005	Administrative Order
Season Pass - City Residents	\$3/Adult (13+); \$2.50 Senior(62+) \$25/Pre-school, \$55/Youth	2007 2005	Administrative Order
Season Pass - Non - City Residents	\$75/Adults,\$50/Senior, \$125/Family over 5 members addl \$25/ea \$30/Pre-school, \$65/Youth	2008	Administrative Order
Pool Rentals	\$90/Adults,\$60/Senior, \$150/Family over 5 members addl \$25/ea 1-25 \$70/hr, 26-50 \$80/hr 51-75 \$90/hr, 76-100 \$100/hr over 100 - Special Quote needed \$35 Baby Pool	2007	Administrative Order
Swim Lessons	\$38/Levels 1-7,\$28/Pre-School	2007	Administrative Order
Fitness Swim (3 or 4 days a week,Lap or water workouts)	\$2/Daily or \$25 monthly	2008	Administrative Order
Family Night (Every Monday or 1st Friday of month)	\$4/person or \$10/family	2008	Administrative Order
01-438-327 Lounge Chair Rental Rates	\$1/day per chair	1997	Administrative Order
Skate Park	Weekends \$5/person Wednesdays \$3/person	2007	Administrative Order
01-438-078 Equipment Rental	\$1/hour	2007	

SCHEDULE OF FEES & SERVICE CHARGES - GENERAL FUND
FISCAL YEAR 2009/2010

NAME OF FEE/PURPOSE	RECOMMENDED RATE REVISION	PRIOR YEAR ACTUAL REVENUE	COMPARABLE RATES FOR OTHER AGENCIES
RECREATION			
01-438-021 Hager House-Admission/Tour Charge	None	\$4,580	Miller House: \$3/adult,\$2/senior Free to school age
Potterfield Pool: 01-438-061 Autumn Arts Festival: Vendor Stall Rental	None	\$165	Boonsboro: \$50/each
Food Vendor 01SWIMPOOL-ADMIS Potterfield Pool: Daily Rates	None	\$80,834	County Pool: \$1/0-4,\$2.50/5-17 \$3/Adults,\$2.50/Seniors 50% rate reduction after 4p.m.
Season Pass - City Residents	None	total fees	\$75/child,\$100/Adult,\$150/Family (max 5 + \$20/each additional)
Season Pass - Non - City Residents	None		
Pool Rentals	None		7:30-9:30 = 0-25\$50,26-50\$60 51-75\$70,76-100\$80,101-125\$90 126-150 \$100(rates per hour)
Swim Lessons	TBD by YMCA		Progressive \$40R/\$45NR
Fitness Swim (3 or 4 days a week,Lap or water workouts)	TBD by YMCA		
Family Night (Every Monday or 1st Friday of month)	None		
01-438-327 Lounge Chair Rental Rates		\$2,062	
Skate Park	None		
Admissions 01-438-077	None	\$1,470	
Concessions 01-438-079	None	\$373	
Equipment 01-438-078	None	\$55	

SCHEDULE OF FEES & SERVICE CHARGES - GENERAL FUND
FISCAL YEAR 2009/2010

NAME OF FEE/PURPOSE	RATE SCHEDULE	YEAR OR DATE LAST CHANGED	BUDGET ORDINANCE/ ACTION REQUIRED
PARKS			
Hagerstown Greens at Hamilton Run: Greens Fees	\$9/9-hole, \$12/\$18-hole \$13/Weekend or Holiday/\$7.50 Twi Senior: \$8/9H, \$10/18H Youth: \$8/9H, \$10/18H	2006	Administrative Order
Coupon Books for (9) Greens Fee	\$50/SR x 9 Greens Fees \$60/Reg x 9 Greens Fees	2007	Administrative Order
Yearly Passes City Residents	\$370/Individual \$260/Senior Ind Add'l \$150/person for spouse or dep	2009	Administrative Order
Non-Residents	\$395/Individual \$270/Senior Ind Add'l \$150/person for spouse or dep	2008	Administrative Order
20CARTRENTALS			
Cart Rentals	\$10/9H, \$9.50/Senior 9h \$16/18H, \$15/Senior 18H \$2/Pull Cart	2007	Administrative Order
Municipal Stadium: Field-No Lights	\$150/game	2001	Administrative Order
Field-With Lights	\$100/game additional		
Parking Lot Rental 01-438-072	\$50	2009	
Pavilion Fees	\$50/Resident, \$70/Non-Resident	2006	Administrative Order
Bandshell Use Fees 01-438-061	\$10/non-profit, \$50/all others City Sponsored event fee waived	1999	Administrative Order
Softball Field Use Fees 01-438-092	\$15/4hours, \$250/season (price per use)	2003	Administrative Order
Fairground Park Multipurpose Fields	non-tournament \$15/4hours tournament \$5/team, \$250/season	2003	Administrative Order
Stable Rental	\$10/day	2003	Administrative Order
Chair Rental	\$1/day	2003	Administrative Order
Table Rental	\$10/day	2003	Administrative Order
Special Events	Rate Varies	2002	Administrative Order

SCHEDULE OF FEES & SERVICE CHARGES - GENERAL FUND
FISCAL YEAR 2009/2010

NAME OF FEE/PURPOSE	RECOMMENDED RATE REVISION	PRIOR YEAR ACTUAL REVENUE	COMPARABLE RATES FOR OTHER AGENCIES
PARKS			
Hagerstown Greens at Hamilton Run: Greens Fees	None	\$134,718 includes all fees	Waynesboro \$9.25 9H / \$13.25 18H \$15.75 WE / \$14.75 Twi (WE only) Sr. - \$8.75 9H / \$12.75 18H
Coupon Books for (9) Greens Fee	None		
Yearly Passes			Waynesboro
City Residents	None		\$325 Individual
	None		\$275 Sr. Individual/\$425 Sr H/W
Non-Residents	None		\$150 Family
	None		Non-Resident same as Resident
	None		
20CARTRENTALS			
Cart Rentals	None	\$52,969	\$6/Person 9H \$5.50 9H \$9.50/Person 18H \$8.50 18H Sr. \$7.95/\$12.72
Municipal Stadium:			
Field-No Lights	None	\$0	Frederick \$500/day,\$660/night game
Field-With Lights		\$0	
Parking Lot Rental	None	\$0	Frederick \$250
01-438-072			
Pavilion Fees	None	\$17,510	Wash Co: \$45/resident/\$65/non-resident
Bandshell Use Fees	None	\$0	Arts Pavilion \$65/\$85
01-438-061		\$165	Pen-Mar \$120/\$150
Softball Field Use Fees	None		Same as County Rates
01-438-092		\$155	
Fairground Park Multipurpose Fields	None		
Stable Rental	None	\$0	
Chair Rental	None		
Table Rental	None		
Special Events	None	\$2,814	

SCHEDULE OF FEES & SERVICE CHARGES - ENTERPRISE FUNDS
FISCAL YEAR 2009/2010

NAME OF FEE/PURPOSE	RATE SCHEDULE	YEAR OR DATE LAST CHANGED	BUDGET ORDINANCE/ ACTION REQUIRED
LIGHT DEPARTMENT			
02-440-100 Residential	All KWH \$.06263	2006	Maryland PSC
02-442-100 Commercial	1st 700 KWH \$.08314, >700 \$.05257 Demand over 7.5 KW \$4.06817	2006	Maryland PSC
02-442-300 Industrial-Low Load	1st 100,000KWH \$.05040 Over 100,000KWH \$.04220 Demand all KW \$3.4090	2006	Maryland PSC
02-442-400 Industrial-High Load	1st 100,000KWH \$.04052 Over 100,000 \$.03606 Demand all KW \$6.26929	2006	Maryland PSC
02-442-500 Outdoor Lighting	175 Watt \$5.25/mo, 250Watt \$6.96/mo 400 Watt \$10.03/mo.	1996	Maryland PSC
02-444-100 Street & Highway Lighting	\$.06842/KWH	2006	Maryland PSC
02-444-200 Traffic Lights	\$.06842/KWH	2006	Maryland PSC
02-442-410 High Voltage-Cascades	\$10.538/KW, \$.0192/KWH	1995	Maryland PSC
02-451-100 Pole Rental	\$4.50/pole	1966	Maryland PSC
02-454-100 28 W. Church Street	\$400/month	2006	Resolution
02-454-200 Central Maintenance Garage	\$2,833/month	2009	Administrative Order
02-458-100 Reimbursed Line Dept. Overtime	Actual Cost	1984	Maryland PSC
Call out charge-Reconnect	\$85		
Call out Charge-Pole Reconnect	\$35		
02-457-100 Connection Fees	\$10	1992	Maryland PSC
Reconnection Fees	\$15		
02-293-000 Trenching Charges	\$4.56/ft Service, \$1.20/ft Primary line	1985	Maryland PSC

SCHEDULE OF FEES & SERVICE CHARGES - ENTERPRISE FUNDS
FISCAL YEAR 2009/2010

NAME OF FEE/PURPOSE	RECOMMENDED RATE REVISION	PRIOR YEAR ACTUAL REVENUE	COMPARABLE RATES FOR OTHER AGENCIES
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LIGHT DEPARTMENT

Residential 02-440-100	None	\$15,011,431	AP Schedule "R" \$.06311/KWH and net energy metering tariff
Commercial 02-442-100	None	\$6,771,967	AP Schedule "G" \$.11439/1st 700 KWH >700KWH \$.05382, >7.5 KW \$7.88
Industrial-Low Load 02-442-300	None	\$3,668,763	Schedule"PH"\$.0.3507/1st 100,000KWH \$.03126 > 100,000 KWH Demand:<500KW\$15.54, >500 \$15.17
Industrial-High Load 02-442-400	TBD by Cost of Service Study	\$7,125,509	AP Schedule "PH" No comparison due to AP Large Industrial customers experiencing hourly load pricing
Outdoor Lighting 02-442-500	Yes	\$28,948	No comparison, due to Structuring difference
Street & Highway Lighting 02-444-100	None	\$756,543	No comparison
Traffic Lights 02-444-200	None	\$30,468	No comparison
High Voltage-Cascades 02-442-410	None	\$203,707	AP Schedule"PP", No comparison
Pole Rental 02-451-100	None	\$24,738	\$4.50/pole
28 W. Church Street 02-454-100	None	\$4,800	N/A
Central Maintenance Garage 02-454-200	None	\$32,002	N/A
Reimbursed Line Dept. Overtime 02-458-100			
Call out charge-Reconnect	None	\$44,125	AP \$80
Call out Charge-Pole Reconnect		Total Fees	
Connection Fees 02-457-100	None	\$72,095	AP \$0
Reconnection Fees		Total Fees	AP \$16
Trenching Charges 02-293-000	None	\$13,251	No comparison

SCHEDULE OF FEES & SERVICE CHARGES - ENTERPRISE FUNDS
FISCAL YEAR 2009/2010

NAME OF FEE/PURPOSE	RATE SCHEDULE	YEAR OR DATE LAST CHANGED	BUDGET ORDINANCE/ ACTION REQUIRED
WATER DEPARTMENT			
03-415-100 Contracted service-payment for services rendered not w/in the existing level	Labor - 2.64 multiplier,material +25% Equipment-schedule	1991	Administrative Order
03-417-500 Water Plan Review/Inspection Fee	\$50/appl +.50/ft main review fee inspection fee \$3/ft, PS fee \$14/Gal/Min of PS Capacity	2006	Ordinance
03-417-100 Non-Utility Misc-payment for providing consumption data to WCWSD	\$7.72/account/year	annually per 1988 agreement	Administrative Order
03-418-200 Rent-City Employee			
Willson	\$380	2006	Administrative Order
Smithsburg	\$295/Tenants pay Fuel	2006	
Edgemont	\$305/Tenants pay Fuel	2006	
Ritchie Rd	\$300/Tenants pay Fuel	2007	
03-421-100 Other Revenues-payment from WPC for Billing Services	50% of meter maintenance & depreciation coast, \$3.04/acct	annually per agreement	Administrative Order
03-421-400 Misc. other revenues-Hunting Permits and maps	Permits \$10 Maps \$1 (free w/ permit)	2006	Administrative Order
03-459-100 Scrap Metal-sale of metal pipe,valves, fitting and meters	Per market rates	N/A	Administrative Order
03-425-100 Front footage charges-service connection fee(where applicable)	\$21/ft minimum	1992	Ordinance
03-295-000 Benefit charges-charge to new customers for impact of add't demand to major system components	\$12.50/gallon of average daily usage min 200 gallon - \$2500	2006	Ordinance

SCHEDULE OF FEES & SERVICE CHARGES - ENTERPRISE FUNDS
FISCAL YEAR 2009/2010

NAME OF FEE/PURPOSE	RECOMMENDED RATE REVISION	PRIOR YEAR ACTUAL REVENUE	COMPARABLE RATES FOR OTHER AGENCIES
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WATER DEPARTMENT

03-415-100 Contracted service-payment for services rendered not w/in the existing level	None	\$6,187	Frederick - Labor 38.5%,Material 10%
03-417-500 Water Plan Review/Inspection Fee	None	\$58,185	
03-417-100 Non-Utility Misc-payment for providing consumption data to WCWSD	None	\$49,348	Sewer \$3.04/account/year
03-418-200 Rent-City Employee			
Willson	None	\$16,160	Wheaton Park \$207
Smithsburg	None		Funkhouser Park \$427
Edgemont			Hager Park \$290
Ritchie Rd			
03-421-100 Other Revenues-payment from WPC for Billing Services	None	\$0	N/A
03-421-400 Misc. other revenues-Hunting Permits and maps	None	\$665	N/A
03-459-100 Scrap Metal-sale of metal pipe, valves, fitting and meters	None	\$25,326	N/A
03-425-100 Front footage charges-service connection fee(where applicable)	None	\$0	None available locally
03-295-000 Benefit charges-charge to new customers for impact of add't demand to major system components	None	\$3,736,103	Frederick Co.: Single Family \$4,300

SCHEDULE OF FEES & SERVICE CHARGES - ENTERPRISE FUNDS
FISCAL YEAR 2009/2010

NAME OF FEE/PURPOSE	RATE SCHEDULE	YEAR OR DATE LAST CHANGED	BUDGET ORDINANCE/ ACTION REQUIRED
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WATER DEPARTMENT(con't)

03-440-200 Metered Sales-City-Water sold to City Customers	Consumption: \$1.35/K, 1st 100,000 \$1.21/K over 100,000 Fixed: 5/8" \$3.25 - 10" \$488.50	2007	Ordinance
03-440-400 Metered Service-County	\$2.85/K, 1st 100,000 \$2.55/K over 100,000 Fixed: 5/8" \$6.86 - 10" \$946.52	2007	Ordinance
03-442-100 County Debt Service Surcharge	\$59.00/Martins/Conococheague \$14.00/Resh & Spade	2007	City/County Agreement
03-444-100 Fire Protection-City	4" \$144 - 12" \$1,293	2006	Ordinance
Fire Protection-County	4" \$192 - 12" 1,724	2006	Ordinance
03-445-100 New Services	3/4" \$715, 1" \$925, 1" dbl \$1,160 Application fee \$50	2003	Resolution
03-421-700 Transfer Fee	\$30	2007	M&C
Meter Testing Fee	\$30		
03-457-100 Reconnection Fee	\$35/8am to 3:30pm \$85/after 3pm to 8am	2006 2001	Ordinance

WASTEWATER FUND

04-417-100 Connection Charge	\$1,200/City, \$1,800/County	2003	Ordinance
04-417-500 Sewer Plan Review/Inspection Fee	\$50/appl + .50/ft review fee inspection fee \$3/ft, PS fee \$14/Gal/Min of PS Capacity	2006	Ordinance
04-297-000 Benefit Charges	In-City \$22/gal w/\$4,400 Min County \$25/Gal w/\$5,000 min.	2006	Ordinance
04-440-200			

SCHEDULE OF FEES & SERVICE CHARGES - ENTERPRISE FUNDS
FISCAL YEAR 2009/2010

NAME OF FEE/PURPOSE	RECOMMENDED RATE REVISION	PRIOR YEAR ACTUAL REVENUE	COMPARABLE RATES FOR OTHER AGENCIES
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WATER DEPARTMENT(con't)

03-440-200 Metered Sales-City-Water sold to City Customers		\$1,514,670	Frederick City-Qrtly + usage fee <1" - \$21.49 \$2.03/K-1st 6,000 1"to3"- \$30.08/\$236 \$2.95/K next 10,000 >3"- \$300/\$623 \$3.12/K over 32K \$3.26/K-next 8,000;\$3.54 K/over 32K
03-440-400 Metered Service-County	TBD by Cost of Service Study	\$4,150,372	Frederick City - Qrtly + usage fee -Outside Double inside City rate
03-442-100 County Debt Service Surcharge	Preliminary Estimates Indicate an Overall Rate Increase of 12.75%	\$203,936	
03-444-100 Fire Protection-City	but specific rate changes have yet to be determined	\$121,124	Chambersburg - City & County 4" \$81.60, 6" \$204,36, 8" \$326.76
Fire Protection-County	and will not become effective until Oct. 1, 2009	Total Fees	10" \$489.84, 12" \$680.40
03-445-100 New Services	None	\$418,755	Wash Co. Residential - \$1950+\$325 meter fee
03-421-700 Transfer Fee	None	\$0	
Meter Testing Fee	None		New fee for customer initiated meter tests
03-457-100 Reconnection Fee	None	\$51,170	Frederick City: \$25 on/\$25 off

WASTEWATER FUND

04-417-100 Connection Charge	None	\$10,650	Wash Co. \$1,950 + \$325 meter fee Frederick 6" \$2,530/8" \$2,970
04-417-500 Sewer Plan Review/Inspection Fee	None	\$18,083	
04-297-000 Benefit Charges	None	\$4,840,354	Washington Co. Residential \$6,300 includes connection charge
04-440-200			Frederick Co - single family - \$6,000

SCHEDULE OF FEES & SERVICE CHARGES - ENTERPRISE FUNDS
FISCAL YEAR 2009/2010

NAME OF FEE/PURPOSE	RATE SCHEDULE	YEAR OR DATE LAST CHANGED	BUDGET ORDINANCE/ ACTION REQUIRED
WASTEWATER DEPARTMENT (con't)			
04-440-200 Sewer Service Charges-City	Consumption: \$4.06/1,000 gallons Fixed: 5/8" \$5.16 - 10" \$713.38	2008	Ordinance
04-440-400 Sewer Service Charges- County	Consumption: \$7.21/1,000 gallons Fixed: 5/8" \$9.21 - 10" \$1271.75	2008	Ordinance
04-440-600 Sewer Service Charges-Joint County	Consumption: \$6.27/1,000 gallons Fixed: 5/8" \$8.07 - 10" \$1112.10	2008	Ordinance
04-440-800 Low Pressure Systems	\$97.80/Qtr/Dwelling \$53.73/Qtr/if 2 Dwelling pump	2007	Ordinance
04-456-100 Monitoring Report/Lab Testing Fees:			
Meter Set-Up Charge	\$85/Test	1990	Administrative Order
Biochemical Oxygen Demand	\$25		
Chemical Oxygen Demand	\$25		
Fats,Oils & Grease	\$30		
Suspended Solids	\$10		
PH	\$2		
Metals	\$13		
04-459-100 Industrial Surcharge:			
Chemical Oxygen Demand	\$0.33/1,000 lbs.	2008	Ordinance
Suspended Solids	\$0.82/1,000 lbs.		
Grease & Oil	\$0.47/1,000 lbs.		
Biochemical Oxygen Demand	\$0.82/1,000 lbs.		
PARKING FACILITIES FUND			
05-441-100 Parking Deck Permits:			
Regular Customers	\$57.50 Monthly	2008	Resolution
Late Fee Parking Deck Permit	\$15		Administrative Order
City Employees	\$15.50 Monthly		Resolution
Personally Assigned Space	\$115 Monthly		Resolution

SCHEDULE OF FEES & SERVICE CHARGES - ENTERPRISE FUNDS
FISCAL YEAR 2009/2010

NAME OF FEE/PURPOSE	RECOMMENDED RATE REVISION	PRIOR YEAR ACTUAL REVENUE	COMPARABLE RATES FOR OTHER AGENCIES
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WASTEWATER DEPARTMENT (con't)

04-440-200 Sewer Service Charges-City	TBD by Cost of Service Study	\$4,089,447	Frederick 3/4 \$21.49 fixed +\$2.03/K up to 6,000 gal. \$2.95/K next 10,000 gal
04-440-400 Sewer Service Charges- County	Preliminary Estimates Indicate an Overall Rate Increase of 11.5%	\$1,770,150	Carlisle:5/8"Meter \$8.60/mo,1" \$12.90 or \$4.30/100CU FT all customers
04-440-600 Sewer Service Charges-Joint County	but specific rate changes have yet to be determined and will not become effective until Oct. 1, 2009	\$1,367,755	Wash.: \$83.50/6,000G min,\$4.64/1,000g over
04-440-800 Low Pressure Systems		\$98,025	
04-456-100 Monitoring Report/Lab Testing Fees:		(\$12,645)	
Meter Set-Up Charge		Total Fees	Frederick - part of permit fee
Biochemical Oxygen Demand			Wash. Co: \$25,\$35,\$12
Chemical Oxygen Demand			
Fats,Oils & Grease			
Suspended Solids			Carlisle:calculated assessment
PH			
Metals			
04-459-100 Industrial Surcharge:	TBD by Cost of Service Study	\$72,075	
Chemical Oxygen Demand		Total Fees	Frederick:increment calculated every 6 mos
Suspended Solids			Wash Co: 1.9% Residential
Grease & Oil			
Biochemical Oxygen Demand			Carlisle calculated assessment

PARKING FACILITIES FUND

05-441-100 Parking Deck Permits:			
Regular Customers	\$60.00 Monthly	\$210,443	Annapolis: \$125/165 month
Late Fee Parking Deck Permit	\$15		Cumberland: \$55.90 month
City Employees	\$16 Monthly		Frederick: \$70 month
Personally Assigned Space	\$120 Monthly		Winchester: \$19/50 month

SCHEDULE OF FEES & SERVICE CHARGES - ENTERPRISE FUNDS
FISCAL YEAR 2009/2010

NAME OF FEE/PURPOSE	RATE SCHEDULE	YEAR OR DATE LAST CHANGED	BUDGET ORDINANCE/ ACTION REQUIRED
PARKING FACILITIES FUND (con't)			
05-441-200 Parking Deck Fees	\$1/min, \$.50/half hour, \$6/day max	2006	Resolution
Special Event Parking 05-441-300 Parking Deck Coupons	\$5/Bluesfest & other events \$.50/hour, \$25/pk of 50(1hour)	2003	Resolution
05-441-204 Parking Deck Validations	\$1/hour - 1 hour Free	2003	Administrative Order
05-440-100, 05-442-100, 05-442-200 05-442-400, 05-442-500 Parking Meter Fees	\$.05/12 min, \$.10/24 min \$.25/60 minutes	1992 1986	Resolution
05-442-600, 05-442-700 05-442-800, 05-442-900 Thirty Minute Parking Meters	\$.10/6min, \$.20/12 min \$.50/30 minutes	2003	Resolution
05-440-500, 05-440-300, 05-440-200 05-440-400, 05-440-000 Monthly Permit Fees Parking Lots:			
Central Lot West	\$49 per month leased	2008	Resolution
Church Street Lot	\$42 per month leased		
Market Lot	\$45 per month leased		
Rochester Lot	\$45 per month leased		
Central Lot East	\$42 per month leased		
05-440-950 Department Charges	\$42/month	2008	Administrative Order
05NETPARKINGFINE Parking/Expired Meter	\$10/\$25/\$35	2003	Ordinance
Fire Hydrant	\$100/\$110/\$120		
Non-Meter/All Other	\$15/\$25/\$35		
Handicap Zone	\$100/\$110/\$120		
Parking Boot Fee	\$100		Resolution

SCHEDULE OF FEES & SERVICE CHARGES - ENTERPRISE FUNDS
FISCAL YEAR 2009/2010

NAME OF FEE/PURPOSE	RECOMMENDED RATE REVISION	PRIOR YEAR ACTUAL REVENUE	COMPARABLE RATES FOR OTHER AGENCIES
PARKING FACILITIES FUND (con't)			
05-441-200 Parking Deck Fees	None Effective 01/01/2010 \$1.00/exiting between 7 pm - 7 am weeknights and weekends	\$82,104	Annapolis: \$1hr,\$8 max/\$1.50hr, \$12max Cumberland: \$1hr,\$8max
Special Event Parking 05-441-300 Parking Deck Coupons	None	\$4,775	Frederick: \$1/hour,\$7 max Winchester: \$.50/hour, \$4max
05-441-204 Parking Deck Validations	None	\$69	
05-440-901,05-442-100,05-442-200 05-442-400,05-442-500 Parking Meter Fees	None	\$132,946	Annapolis: \$1/hour Cumberland: \$.50/hour Frederick: \$1/hour Winchester: \$.50/hour
05-442-600,05-442-700 05-442-800,05-442-900 Thirty Minute Parking Meters	None	\$104,901	
05-440-200,05-440-300, 05-440-400,05-440-500 Monthly Permit Fees Parking Lots:			
Central Lot West	\$51 per month leased	\$110,875	Harrisburg: \$100/\$150 month \$155/reserved
Church Street Lot	\$44 per month leased		Cumberland: \$35 month Winchester: \$25 month
Market Lot	\$47 per month leased		
Rochester Lot	\$47 per month leased		
Central Lot East	\$44 per month leased		
05-440-950 Department Charges	\$44/month	\$51,204	
05NETPARKINGFINE Parking/Expired Meter	None	\$148,223	Annapolis: \$15/expired,\$20/handicap Cumberland: \$25/expired,\$25/handicap
Fire Hydrant			Frederick: \$10/expired,\$100/handicap
Non-Meter/All Other			Rockville: \$10/expired,\$100/handicap
Handicap Zone			
Parking Boot Fee	None		

SCHEDULE OF FEES & SERVICE CHARGES - SPECIAL REVENUE FUNDS
FISCAL YEAR 2009/2010

NAME OF FEE/PURPOSE	RATE SCHEDULE	YEAR OR DATE LAST CHANGED	BUDGET ORDINANCE/ ACTION REQUIRED
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COMMUNITY DEVELOPMENT BLOCK GRANT FUND

09-570-549			
Loan Application Fees:			
Multifamily Residence	\$50	1986	Administrative Order
Mixed Use or Commercial	\$50		
Economic Development	\$100		
Hagerstown Revolving Loan Fund	\$100	2001	

TELECOMMUTING CENTER

23-410-903			
COOP Facilities Reservation Fee	\$21,000/Year	2008	N/A

SCHEDULE OF FEES & SERVICE CHARGES - SPECIAL REVENUE FUNDS
FISCAL YEAR 2009/2010

NAME OF FEE/PURPOSE	RECOMMENDED RATE REVISION	PRIOR YEAR ACTUAL REVENUE	COMPARABLE RATES FOR OTHER AGENCIES
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COMMUNITY DEVELOPMENT BLOCK GRANT FUND

09-570-549 Loan Application Fees: Multifamily Residence Mixed Use or Commercial Economic Development Hagerstown Revolving Loan Fund	None	\$0	No fees in Frederick or Cumberland
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TELECOMMUTING CENTER

23-410-903 COOP Facilities Reservation Fee	3% per year	\$18,009	
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**FINANCIAL PROJECTIONS
SECTION 10**

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This document provides revenue, expenditure and capital outlay projections for the General Fund and City Utilities, as well as the City's Parking, Golf Course, Property Management, Health Insurance and Dental Insurance Funds. These projections have been prepared to assist the Mayor and Council, City staff and citizens in:

- ▶ Strategically planning for the future by using the 2009/10 Proposed Budget as a baseline.
- ▶ Maintaining a broader view of the impact of the current budget process, fiscal policies, service levels, and Capital Improvement Plans.
- ▶ Enabling us to forecast the possible results of our current business plans and decisions. To become more proactive in financial management and planning efforts.
- ▶ Reviewing and analyzing the impact of expected fiscal and economic trends on the City's financial condition.
- ▶ Reviewing the sufficiency of projected revenues in meeting projected expenditures.
- ▶ Analyzing the financial impact and affordability of the capital improvement programs.
- ▶ Reviewing the timing and amounts of needed debt financing and its fiscal impact.
- ▶ Determining the timing and magnitude of required revenue rate adjustments.

The projections are based on information available to staff as of March 31, 2009. Although every effort has been made to be realistic in developing these projections, it is important to note that revenues and expenditures rarely proceed in a totally predictable manner. These projections can, however, provide an important tool for the City's long-term financial planning.

- ▶ Percentages of projected changes are indicated in the seventh column. Items without a percentage have been individually projected by year. An "S" indicates that there is a supporting schedule with more detail.
- ▶ The interest income rate is projected to be 2.0% for 2009/10 and to increase slightly in future years.
- ▶ Fiscal Year 2009/10 Personal Services reflects only step increases per our current labor contracts and wage scales. No cost of living adjustments is reflected in Fiscal Year 2009/10. The projected 2.5% future years increases for Personal Services (wages) reflect step increases where applicable and a separate 1.75% cost of living adjustment (COLA) only in Fiscal Year 2010/11. Future projection years for 2011/12, 2012/13, and 2013/14 do not reflect a COLA. However, projections for 2011/12, 2012/13 and 2013/14 do reflect an annual health insurance stipend to offset the projected increase in the employee's share of health insurance in accordance with our current labor contracts.
- ▶ The average projected increase in employee benefits is 9.2% to 10.6% primarily due to expected increases over the next several years in the City's Health, dental and retirement program costs.
- ▶ Debt service includes current commitments to repay principal and interest on governmental obligations, as well as, projected debt requirements identified in the capital improvement plan. Future debt costs are based on a 4.5% or 5.0% interest rate over a 15 or 20 year term.
- ▶ Starting in 2008/09 we have noted the current estimated fiscal impact of a new governmental accounting and reporting rule that will require all local and state governments to recognize the cost of Other Post Employment Benefits (OPEB or retiree health and dental insurance benefits) as they are earned (as we must do for our pension system) rather than on the current "pay-as-you-go" basis.

- ▶ In Fiscal Year 2009/10 and future years the proposed property tax rate of \$.788 per \$100 of assessed value is proposed to remain the same.
- ▶ Future years property tax growth is based on increases in the assessable base due to both growth and new construction. The rate of growth is projected to drop after the end of the current triennial reassessment period in 2010/11 from 7.5% to 5.5% for the next three years.
- ▶ Beginning in Fiscal Year 2007/08, the projections reflect the impact of the assessment growth cap reduction from 10% to 5% on owner occupied real estate.
- ▶ Generally, revenue growth is projected to increase modestly in the range of 3.7 - 5.5%.
- ▶ City share of state income tax is projected to grow at 2.5% annually. This is lower than prior year's projections to reflect the current economic down turn.
- ▶ The State Highway User revenues is projected to grow at 2.5% annually and assumes no formula cuts by the State.
- ▶ The County Tax Rebate is projected to grow at 3% per year based on prior history of County expenditure growth of covered services (basically Police &
- ▶ Most operating grants (and related expenditures) are now being separately accounted for in a Grants Fund which satisfies a recommendation from the City's auditors.
- ▶ The 6.5% projected increases for trash collection costs reflect an expectation of continued increases in the County's landfill tipping charges, the trash collection contract and the number of residential units collected.
- ▶ The Wage & Benefits projections assume that there will be an additional two Police Officers added in Fiscal Years 2009/10 and 2010/11. Additionally, Wage & Benefit projections reflect current labor contracts that extend through June 30, 2009. Thereafter, wages are assumed to increase at 2.5% annually for step adjustments & reclassifications. Cost of living adjustments will not be affordable without future economic and community growth.
- ▶ Fiscal Year 2009/10 Personal Services reflects only step increases per our current labor contracts and wage scales. No cost of living adjustments is reflected in Fiscal Year 2009/10. The projected 2.5% future years increases for Personal Services (wages) reflect step increases where applicable and a separate 1.75% cost of living adjustment only in Fiscal Year 2010/11. However, projections for 2011/12, 2012/13 and 2013/14 do reflect an annual health insurance stipend to offset the projected increase in the employee's share of health insurance in accordance with our current labor contracts.
- ▶ The average projected increase in employee benefits is 9.2% to 10.6% primarily due to expected increases over the next several years in the City's Health, dental and retirement program costs.
- ▶ The remaining other expenditure categories are projected to increase based on historic trends.

GENERAL FUND

Section 10

INCOME STATEMENT

Financial Projections

Page 3

Fiscal Year 2010 / 2014

	2005/06 ACTUAL	2006/07 ACTUAL	2007/08 ACTUAL	2008/09 BUDGET	2008/09 ESTIMATED ACTUAL	2009/10 PROPOSED BUDGET	PROJ CHG%	2010/11 PROJECTION	2011/12 PROJECTION	2012/13 PROJECTION	2013/14 PROJECTION
REVENUES											
Property Taxes	\$15,542,528	\$18,174,765	\$20,049,018	\$21,148,600	\$21,364,016	\$23,121,900	S	\$24,749,405	\$26,053,562	\$27,428,022	\$28,876,614
Payments in Lieu of Taxes	1,796,935	1,956,369	2,310,119	2,466,255	2,486,093	2,522,520	S	2,673,871	2,740,718	2,809,236	2,879,467
Total property taxes	17,339,463	20,131,134	22,359,137	23,614,855	23,850,109	25,644,420		27,423,276	28,794,280	30,237,258	31,756,081
	8.8%	16.1%	11.1%	5.6%	6.7%	7.5%		6.9%	5.0%	5.0%	5.0%
Income tax	2,262,979	2,345,527	2,537,266	2,560,000	2,586,810	2,588,160	2.5%	2,652,864	2,719,186	2,787,165	2,856,844
Highway User Revenues	2,178,094	2,257,531	2,177,798	2,236,400	1,959,783	1,966,324	2.5%	2,015,482	2,065,869	2,117,516	2,170,454
County Tax Rebate	1,108,797	1,253,286	1,462,697	1,645,500	1,532,289	1,660,000	3.0%	1,709,800	1,761,094	1,813,927	1,868,345
Police / Fire Protection	808,249	805,610	800,290	821,500	823,555	826,850	0.5%	830,984	835,139	839,315	843,511
Admission Tax	169,014	133,971	85,823	129,600	123,351	130,248	2.5%	133,504	136,842	140,263	143,769
Financial Corporations	34,214	34,214	34,214	34,214	34,214	34,214		34,214	34,214	34,214	34,214
Room Tax - Tourism Promotion	0	0	0	220,000	140,000	140,000	3.0%	144,200	148,526	152,982	157,571
Enterprise Zone Tax Credits	78,866	73,707	81,010	78,500	118,598	79,285		79,500	81,488	83,525	85,613
Total State & County Shared Taxes	6,640,213	6,903,846	7,179,098	7,725,714	7,318,600	7,425,081		7,600,549	7,782,357	7,968,906	8,160,322
	12.3%	4.0%	4.0%	7.6%	1.9%	1.5%		2.4%	2.4%	2.4%	2.4%
Total Tax Revenues	23,979,676	27,034,980	29,538,235	31,340,569	31,168,709	33,069,501		35,023,825	36,576,638	38,206,164	39,916,403
	9.7%	12.7%	9.3%	6.1%	5.5%	6.1%		5.9%	4.4%	4.5%	4.5%
Grants	632,999	569,519	95,768	111,000	103,125	115,000	S	115,000	115,000	115,000	115,000
Admin Allocation	1,830,176	2,141,268	2,033,773	2,143,501	2,070,369	2,250,000	4.5%	2,351,250	2,457,056	2,567,624	2,683,167
Refuse Collection Fee	1,720,543	2,116,976	2,163,207	2,311,200	2,192,900	2,198,000	6.5%	2,340,870	2,493,027	2,655,073	2,827,653
Other Service Charges	890,463	859,449	1,036,775	1,005,905	993,437	999,694	2.0%	1,019,688	1,040,082	1,060,883	1,082,101
Residential Rental Licenses	310,634	361,084	422,977	459,375	438,000	464,000		470,000	475,000	480,000	485,000
Cable TV Franchise	245,714	335,311	535,877	360,000	355,000	360,000	1.2%	364,320	368,692	373,116	377,594
Other Licenses & Permits	1,038,858	924,060	708,936	740,100	619,500	577,700		625,000	700,000	775,000	850,000
Interest	276,316	446,159	456,504	400,000	300,000	250,000		275,000	325,000	375,000	425,000
Fines & Forfeitures	62,842	109,990	152,289	86,500	122,900	123,000	3.0%	126,690	130,491	134,405	138,438
Other Revenues	131,495	498,093	683,404	770,099	788,973	204,152	S	202,356	205,640	209,006	212,456
Total Other Revenues	7,140,040	8,361,909	8,289,510	8,387,680	7,984,204	7,541,546		7,890,174	8,309,987	8,745,108	9,196,408
Total Revenues	31,119,716	35,396,889	37,827,745	39,728,249	39,152,913	40,611,047		42,913,999	44,886,624	46,951,271	49,112,811
<i>% Revenue Growth</i>	7.5%	13.7%	6.9%	5.0%	3.5%	3.7%		5.7%	4.6%	4.6%	4.6%
Budgeted Use of Fund Balance	-	-	-	300,000	300,000	150,000		-	-	-	-
Total Funding Sources	31,119,716	35,396,889	37,827,745	40,028,249	39,452,913	40,761,047		42,913,999	44,886,624	46,951,271	49,112,811

	2005/06 ACTUAL	2006/07 ACTUAL	2007/08 ACTUAL	2008/09 BUDGET	2008/09 ESTIMATED ACTUAL	2009/10 PROPOSED BUDGET	PROJ CHG%	2010/11 PROJECTION	2011/12 PROJECTION	2012/13 PROJECTION	2013/14 PROJECTION
EXPENDITURES											
Personal Services	\$15,700,568	\$17,344,040	\$18,146,574	\$19,626,434	\$19,685,211	\$19,755,566	S	\$20,560,694	\$21,118,149	\$21,814,552	\$22,564,882
Fringe Benefits -											
Active Employees	5,162,753	5,598,139	6,116,176	6,848,958	6,384,155	6,690,947	S	7,302,232	7,984,830	8,768,802	9,639,905
Retirees	1,113,586	1,254,067	1,409,382	1,418,000	1,423,000	1,427,000	S	1,559,420	1,708,194	1,875,616	2,055,153
Total Wages & Benefits	21,976,907	24,196,246	25,672,132	27,893,392	27,492,366	27,873,513		29,422,346	30,811,173	32,458,970	34,259,940
	6.3%	10.1%	6.1%	8.7%	7.1%	1.4%		5.6%	4.7%	5.3%	5.5%
Materials & Supplies	935,640	857,455	985,570	956,884	993,526	1,019,632	3.0%	1,050,221	1,081,728	1,114,179	1,147,605
Fuel & Utilities	881,753	1,201,708	1,269,024	1,354,664	1,354,664	1,362,622	8.5%	1,478,445	1,604,113	1,740,462	1,888,402
Capital Outlay - CIP Transfers	1,090,294	985,262	1,267,000	1,179,310	1,179,310	1,192,000		1,216,000	1,239,000	1,283,000	1,267,000
Capital Outlay - Non-CIP	161,135	186,154	201,312	206,618	199,703	193,990		207,000	215,000	220,000	225,000
Maintenance & Repairs	326,614	332,207	355,401	392,496	392,889	560,360	3.0%	577,171	594,486	612,321	630,690
Vehicle Expenses	386,085	473,962	541,499	517,892	533,738	536,350	3.0%	552,441	569,014	586,084	603,667
Contracted Services	1,029,678	969,096	1,204,434	1,197,680	1,266,234	1,357,527	S	1,415,601	1,436,756	1,498,889	1,522,048
Debt Service	1,467,050	1,680,031	2,050,654	2,199,878	2,030,342	2,604,537	S	2,637,095	2,769,287	2,494,401	2,591,741
Trash Collection	1,637,459	2,013,521	2,060,934	2,195,813	2,119,626	2,231,856	6.5%	2,376,927	2,531,427	2,695,970	2,871,208
Op Transfers to Other Funds	245,563	1,408,275	434,233	465,146	460,480	490,032	S	530,000	515,000	525,000	525,000
Other Expenses	592,802	398,770	1,231,046	1,466,302	1,384,235	1,334,693	S	1,413,289	1,467,715	1,522,387	1,577,289
Total Expenditures	30,730,980	34,702,687	37,273,239	40,026,075	39,407,113	40,757,112		42,876,535	44,834,698	46,751,663	49,109,589
<i>% Expenditures Growth</i>	8.4%	12.9%	7.4%	7.4%	5.7%	3.4%		5.2%	4.6%	4.3%	5.0%
Surplus / (Deficit)	\$388,736	\$694,202	\$554,506	\$2,174	\$45,800	\$3,935		\$37,464	\$51,926	\$199,609	\$3,221
Real Estate Tax Rates	\$0.798	\$0.798	\$0.798	\$0.788	\$0.788	\$0.788		\$0.788	\$0.788	\$0.788	\$0.788
Change in Tax Rates	\$0.000	\$0.000	\$0.000	-\$0.010	-\$0.010	\$0.000		\$0.000	\$0.000	\$0.000	\$0.000
Each penny on the real estate tax rate generates additional revenue of	\$217,287	\$252,270	\$280,190	\$299,681	\$302,666	\$325,437		\$348,011	\$365,410	\$383,722	\$402,996

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INCOME STATEMENT

Financial Projections

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PROPERTY TAXES

Financial Projections

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	2005/06 ACTUAL	2006/07 ACTUAL	2007/08 ACTUAL	2008/09 BUDGET	2008/09 ESTIMATED ACTUAL	2009/10 PROPOSED BUDGET	PROJ CHG% *	2010/11 PROJECTION	2011/12 PROJECTION	2012/13 PROJECTION	2013/14 PROJECTION
Real Estate - Full Year Levy	13,988,074	15,896,085	17,636,404	18,843,000	19,426,346	21,203,400		22,793,655	24,047,306	25,369,908	26,765,253
<i>% Increase</i>	<i>15.2%</i>	<i>13.6%</i>	<i>10.9%</i>	<i>6.8%</i>	<i>10.1%</i>	<i>9.1%</i>		<i>7.5%</i>	<i>5.5%</i>	<i>5.5%</i>	<i>5.5%</i>
Real Estate - Partial Yr Levy	256,202	172,090	118,848	125,000	69,170	50,000		53,750	56,706	59,825	63,115
Personal Property - UnInc	55,652	59,155	45,892	57,100	46,000	46,000	2.50%	47,150	48,329	49,537	50,775
Personal Property - Corp	2,380,485	2,410,278	2,407,257	2,465,500	2,200,000	2,200,000	2.50%	2,255,000	2,311,375	2,369,159	2,428,388
Tax Increment Fin'g Reimb't	-439,287	0	0	0	0	0		0	0	0	0
Releases & Abatements	-77,221	-108,039	-100,761	-90,000	-90,000	-90,000	6.00%	-95,400	-97,785	-100,230	-102,735
Tax Refunds	-216,181	-43,582	-67,934	-50,000	-50,000	-50,000	6.00%	-53,000	-54,325	-55,683	-57,075
Incentive Tax Credit Program	-188,777	-147,414	-175,439	-157,000	-150,000	-150,000	6.00%	-159,000	-162,975	-167,049	-171,226
Residential Rehab Tax Cr Progr:	0	0	0	-4,000	-4,000	-4,000	6.00%	-4,240	-4,346	-4,455	-4,566
Tax Exemption - Real Estate	-75,540	-38,895	-122,275	-100,000	-100,000	-100,000	6.00%	-106,000	-108,650	-111,366	-114,150
Total Current Year's Levy	15,683,407	18,199,678	19,741,992	21,089,600	21,347,516	23,105,400		24,731,915	26,035,635	27,409,646	28,857,779
Personal Property Additions	488	868	426	200	400	400	6.00%	424	435	445	457
Ord Business Corp Additions	13,021	83,092	20,104	50,000	20,000	20,000	6.00%	21,200	21,730	22,273	22,830
Releases & Abatements	-25,741	-14,867	-16,887	-1,000	0	0	6.00%	0	0	0	0
Tax Refunds	-9,031	-36,222	-50,369	-50,000	-20,000	-20,000	6.00%	-21,200	-21,730	-22,273	-22,830
Reserve for Uncollect Taxes	-176,947	-145,343	223,495	-20,000	-20,000	-20,000	6.00%	-21,200	-21,730	-22,273	-22,830
Total Adj - Prior Yrs Levies	-198,210	-112,472	176,769	-20,800	-19,600	-19,600		-20,776	-21,295	-21,828	-22,373
Current Years Levy	99,792	140,977	155,890	125,000	85,000	85,000	6.00%	90,100	92,353	94,661	97,028
Prior Years Levy	1,017	3,104	28,946	3,000	4,000	4,000	6.00%	4,240	4,346	4,455	4,566
Total Interest on Delinq Tax	100,809	144,081	184,836	128,000	89,000	89,000		94,340	96,699	99,116	101,594
Tax Discounts/Allows - C/Yr	-43,593	-55,744	-48,732	-48,000	-52,500	-52,500	6.00%	-55,650	-57,041	-58,467	-59,929
Tax Discounts/Allows - P/Yrs	115	-778	-5,847	-200	-400	-400	6.00%	-424	-435	-445	-457
Total Tax Discounts/Allows	-43,478	-56,522	-54,579	-48,200	-52,900	-52,900		-56,074	-57,476	-58,913	-60,386
Total Property Taxes	15,542,528	18,174,765	20,049,018	21,148,600	21,364,016	23,121,900		24,749,405	26,053,562	27,428,022	28,876,614
<i>% Increase</i>	<i>9.0%</i>	<i>16.9%</i>	<i>10.3%</i>	<i>16.4%</i>	<i>17.5%</i>	<i>8.2%</i>		<i>7.0%</i>	<i>5.3%</i>	<i>5.3%</i>	<i>5.3%</i>
Hag Housing Authority	59,627	60,052	52,029	55,000	58,443	60,000	6.00%	63,600	65,190	66,820	68,490
Light Fund	474,863	431,667	485,102	515,200	515,000	502,300	6.00%	532,438	545,749	559,393	573,377
Bethel Gardens	6,278	6,116	8,413	7,000	8,400	8,400	6.00%	8,904	9,127	9,355	9,589
Liberty Property	0	0	34,155	34,155	49,350	53,420	6.00%	56,625	58,041	59,492	60,979
W.P.C. Fund	864,700	968,508	1,180,915	1,241,300	1,241,300	1,224,700	6.00%	1,298,182	1,330,637	1,363,902	1,398,000
Water Fund	348,667	441,772	502,955	565,800	565,800	622,600	6.00%	659,956	676,455	693,366	710,700
Property Management Fund	42,800	48,254	46,550	47,800	47,800	51,100	6.00%	54,166	55,520	56,908	58,331
Total Pymts in Lieu of Taxes	1,796,935	1,956,369	2,310,119	2,466,255	2,486,093	2,522,520		2,673,871	2,740,718	2,809,236	2,879,467
Total Property Taxes	17,339,463	20,131,134	22,359,137	23,614,855	23,850,109	25,644,420		27,423,276	28,794,280	30,237,258	31,756,081
<i>% Increase</i>	<i>8.8%</i>	<i>16.1%</i>	<i>11.1%</i>	<i>5.6%</i>	<i>6.7%</i>	<i>7.5%</i>		<i>6.9%</i>	<i>5.0%</i>	<i>5.0%</i>	<i>5.0%</i>

**CITY ASSESSABLE TAX BASE AND PROPERTY TAX REVENUE
TRENDS AFTER ADJUSTING FOR CURRENT YEAR TAX
CREDITS, ABATEMENTS AND REFUNDS**

	Assessable Base * (\$000's)	Assessable Base - % Change from Prior Year	Real Estate Tax Rate *	Real Estate Tax Rate - % Change from Prior Year	Property Tax Revenue (\$000's)	Property Taxes - % Change from Prior Year
Actual 1979/80	363,473	11.9%	\$0.636	-9.1%	3,028	5.1%
Actual 1980/81	387,924	6.7%	0.660	3.8%	3,403	12.4%
Actual 1981/82	429,443	10.7%	0.700	6.1%	3,926	15.4%
Actual 1982/83	478,311	11.4%	0.668	-4.6%	3,959	0.8%
Actual 1983/84	516,267	7.9%	0.656	-1.8%	4,208	6.3%
Actual 1984/85	546,872	5.9%	0.656	0.0%	4,438	5.5%
Actual 1985/86	590,807	8.0%	0.656	0.0%	4,808	8.3%
Actual 1986/87	615,048	4.1%	0.656	0.0%	5,170	7.5%
Actual 1987/88	668,765	8.7%	0.656	0.0%	5,567	7.7%
Actual 1988/89	715,584	7.0%	0.672	2.4%	5,914	6.2%
Actual 1989/90	781,612	9.2%	0.684	1.8%	6,478	9.5%
Actual 1990/91	862,331	10.3%	0.684	0.0%	6,982	7.8%
Actual 1991/92	958,760	11.2%	0.684	0.0%	7,672	9.9%
Actual 1992/93	1,028,390	7.3%	0.684	0.0%	8,194	6.8%
Actual 1993/94	1,062,582	3.3%	0.684	0.0%	8,397	2.5%
Actual 1994/95	1,122,130	5.6%	0.684	0.0%	8,810	4.9%
Actual 1995/96	1,194,522	6.5%	0.680	-0.6%	9,156	3.9%
Actual 1996/97	1,237,000	3.6%	0.680	0.0%	9,742	6.4%
Actual 1997/98	1,263,861	2.2%	0.684	0.6%	9,821	0.8%
Actual 1998/99	1,278,140	1.1%	0.696	1.8%	10,210	4.0%
Actual 1999/00	1,326,140	3.8%	0.692	-0.6%	10,388	1.7%
Actual 2000/01	1,379,531	4.0%	0.692	0.0%	10,756	5.8%
Actual 2001/02	1,471,069	6.6%	0.732	5.8%	11,708	8.4%
Actual 2002/03	1,491,155	1.4%	0.768	4.9%	12,873	8.0%
Actual 2003/04	1,549,853	3.9%	0.783	2.0%	13,555	5.3%
Actual 2004/05	1,639,741	5.8%	0.798	1.9%	14,597	7.7%
Actual 2005/06	1,843,026	12.4%	0.798	0.0%	16,123	10.5%
Actual 2006/07	2,103,113	14.1%	0.798	0.0%	18,200	12.9%
Actual 2007/08	2,297,063	9.2%	0.798	0.0%	19,742	8.5%
Estimated 2008/09	2,544,913	10.8%	0.788	-1.3%	21,348	8.1%
Proposed 2009/10	2,767,995	8.8%	0.788	0.0%	23,105	8.2%

* Assessable base and tax rates have been re-stated to reflect current practice of calculating property tax revenues over 100% of Estimated Actual Value.

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ASSESSABLE BASE TABLE

Financial Projections

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	<u>Account Number</u>	<u>Actual 2005/06</u>	<u>Actual 2006/07</u>	<u>Actual 2007/08</u>	<u>Estimated 2008/09</u>	<u>Proposed 2009/10</u>
For Full Year Levy	01 401 011	\$13,988,074	\$15,896,085	\$17,636,404	\$19,426,346	\$21,203,400
Partial Year Levy	01 401 012	256,202	172,090	118,848	69,170	50,000
Tax Refunds on Current Year Levy	01 404 023	-216,181	-43,582	-67,934	-50,000	-50,000
Residential Rehab Tax Cr Program	01 404 031	0	0	0	-4,000	-4,000
Enterprise Zone Tax Credit Program	01 404 032	-188,777	-147,414	-175,439	-150,000	-150,000
Tax Exemption - Real Estate	01 404 033	-75,540	-38,895	-122,275	-100,000	-100,000
Net Real Estate Taxes		13,763,778	15,838,284	17,389,604	19,191,516	20,949,400
		14.0%	15.1%	9.8%	10.4%	9.2%
Unincorporated Personal Property	01 401 021	55,652	59,155	45,892	46,000	46,000
Corporate Personal Property	01 401 031	2,380,485	2,410,278	2,407,257	2,200,000	2,200,000
Releases and Abatements	01 404 021	-77,221	-108,039	-100,761	-90,000	-90,000
Total Personal Property		2,358,916	2,361,394	2,352,388	2,156,000	2,156,000
		-6.4%	0.1%	-0.4%	-8.3%	0.0%
Current Year's Levy		\$16,122,694	\$18,199,678	\$19,741,992	\$21,347,516	\$23,105,400
		10.5%	12.9%	8.5%	8.1%	8.2%
Real Estate Tax Rate		\$0.798	\$0.798	\$0.798	\$0.788	\$0.788
Business Property Tax Rate		\$1.995	\$1.995	\$1.995	\$1.970	\$1.970
Assessable Base						
Real Property		\$1,724,784,211	\$1,984,747,368	\$2,179,148,371	\$2,435,471,574	\$2,658,553,299
		14.0%	15.1%	9.8%	11.8%	9.2%
[(Net Real Estate Taxes / Tax Rate)/10]						
Business Personal Property		118,241,404	118,365,614	117,914,185	109,441,624	109,441,624
		-6.4%	0.1%	-0.4%	-7.2%	0.0%
[Total Personal Property / Tax Rate]						
Total Assessable Base		\$1,843,025,614	\$2,103,112,982	\$2,297,062,556	\$2,544,913,198	\$2,767,994,924
		12.4%	14.1%	9.2%	10.8%	8.8%

	2005/06	2006/07	2007/08	2008/09	2008/09	2009/10	2010/11	2011/12	2012/13	2013/14
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ESTIMATED	PROPOSED	PROJECTION	PROJECTION	PROJECTION	PROJECTION
Planning Dept. Grants										
ARC Planning Grant	21,600	-	2,400	-	-	-	-	-	-	-
Heritage Area Planning Grant	-	-	4,136	-	-	-	-	-	-	-
Other Dept. Grants										
Reimbursement FEMA Grants	82,440	-	-	-	-	-	-	-	-	-
SAFE-Smoke Alarms for Everyone	-	-	-	-	-	-	-	-	-	-
Police Dept. Grants										
Health Dept Traffic Grant	44,457	54,506	-	-	-	-	-	-	-	-
Police Body Armor Grants	20,638	26,042	-	-	-	-	-	-	-	-
Policing - BYRN-202-1235	25,000	25,000	-	-	-	-	-	-	-	-
Hot Spots Coordinator Grant	69,144	67,396	-	-	-	-	-	-	-	-
Character Counts	6,750	1,500	-	-	-	-	-	-	-	-
Domestic Violence Response Co	40,480	42,135	7,500	-	-	-	-	-	-	-
Mobilization - Byrn Grants	622	1,500	-	-	-	-	-	-	-	-
Byrn-2002-2012 Narcotics Attorne	15,000	15,000	-	-	-	-	-	-	-	-
Violent Crime Attorney Grant	51,895	27,052	1	-	-	-	-	-	-	-
LLEBG Grants	16,605	-	-	-	-	-	-	-	-	-
Youth Prevention Byrn Grants	54,881	55,032	45,555	-	-	-	-	-	-	-
Child Advocacy Center Grant	41,039	43,370	36,176	-	-	-	-	-	-	-
Training Grant	-	8,700	-	-	-	-	-	-	-	-
C-SAFE Gang Intervention - O/T	-	16,085	-	-	-	-	-	-	-	-
Juvenile Victims of Crime Investig'	(1,198)	-	-	-	-	-	-	-	-	-
School Resource Officers Grant	50,784	31,624	-	111,000	103,125	115,000	115,000	115,000	115,000	115,000
Digital Cameras for Patrol	-	7,110	-	-	-	-	-	-	-	-
Protective Order Entry & Service	22,825	16,317	-	-	-	-	-	-	-	-
Project Cease Fire	70,037	131,150	-	-	-	-	-	-	-	-
Total Grant Revenues	632,999	569,519	95,768	111,000	103,125	115,000	115,000	115,000	115,000	115,000

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GRANT REVENUES

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	2005/06 ACTUAL	2006/07 ACTUAL	2007/08 ACTUAL	2008/09 BUDGET	2008/09 ESTIMATED ACTUAL	2009/10 PROPOSED BUDGET	PROJ CHG%	2010/11 PROJECTION	2011/12 PROJECTION	2012/13 PROJECTION	2013/14 PROJECTION
<u>Sale of Land & Other Propty</u>											
Existing Industrial Park*	-	-	58,000	-	-	-	-	-	-	-	-
Tusing Warehouse	-	110,000	-	-	-	-	-	-	-	-	-
Fire & Police Dept Equipment	705	800	356	10,000	8,000	10,000		5,000	5,000	5,000	5,000
Other - Public Works	5,296	12,460	2,400	4,000	5,000	5,000		5,000	5,000	5,000	5,000
Total Land Sale/Other	6,001	123,260	60,756	14,000	13,000	15,000		10,000	10,000	10,000	10,000
Citizen Contributions	68,310	50,872	34,624	15,567	17,037	35,576	2.5%	36,465	37,377	38,311	39,269
Miscellaneous Revenues	(6,036)	8,879	7,566	2,600	9,750	9,000	2.5%	9,225	9,456	9,692	9,934
Property Rentals	52,220	49,082	64,458	68,932	80,186	83,576	2.5%	85,665	87,807	90,002	92,252
Other Revenues	114,494	108,833	106,648	87,099	106,973	128,152		131,356	134,640	138,006	141,456
Transfers from Economic Redevelopment Fund	-	-	-	58,000	58,000	-		-	-	-	-
Transfers from CDBG Fund	5,000	10,000	10,000	5,000	5,000	5,000		5,000	5,000	5,000	5,000
Transfers from CDBG Fund (HNDP/Home Store)	-	-	-	-	-	50,000		50,000	50,000	50,000	50,000
Transfers from Flex Spending	6,000	6,000	6,000	6,000	6,000	6,000		6,000	6,000	6,000	6,000
Transfers from Health Ins Fund	-	-	500,000	600,000	600,000	-		-	-	-	-
Transfers from Water Fund	-	250,000	-	-	-	-		-	-	-	-
Total Transfers In	11,000	266,000	516,000	669,000	669,000	61,000		61,000	61,000	61,000	61,000
Total Other Revenues	131,495	498,093	683,404	770,099	788,973	204,152		202,356	205,640	209,006	212,456

	2005/06 ACTUAL	2006/07 ACTUAL	2007/08 ACTUAL	2008/09 BUDGET	2008/09 ESTIMATED ACTUAL	2009/10 PROPOSED BUDGET	PROJ CHG%	2010/11 PROJECTION 2.500%	2011/12 PROJECTION 2.500%	2012 / 13 PROJECTION 2.500%	2013 / 14 PROJECTION 2.500%
BASE WAGES							See Above Columns for Existing Contract Steps				
Regular Wages-Salaried	9,070,784	10,010,292	10,821,378	14,284,149	14,168,474	14,686,406		15,053,566	15,429,905	15,815,653	16,211,044
Regular Wages-Hourly	2,226,233	2,354,164	2,438,009	3,334,335	3,343,746	3,455,290		3,541,672	3,630,214	3,720,969	3,813,994
Compensatory Time Used	216,384	252,840	206,964	-	-	-		-	-	-	-
Vacation Pay	941,394	1,013,130	1,202,161	-	-	-		-	-	-	-
Holiday Pay	675,758	795,042	893,203	-	-	-		-	-	-	-
Sick Leave Pay	424,573	401,560	425,554	-	-	-		-	-	-	-
Workers Compensation Pay	25,726	83,468	55,583	-	-	-		-	-	-	-
Vacancy Savings	-	-	-	(150,000)	-	(150,000)		(150,000)	(150,000)	(150,000)	(150,000)
HPD Dispatch Transfer Savings	-	-	-	(100,000)	-	(376,341)		(407,305)	(456,319)	(508,407)	(563,774)
Three Police Officers funded by proposed grant (Two represent additional officers to be hired 07/01/2009)						113,364	116,198	119,103	122,081	125,133	
Proposed Grant Funding	-	-	-	-	-	(113,364)	(113,364)	(113,364)	-	-	
Two Additional Police Officers hired 07/01/2010							77,465	79,402	81,387	83,422	
Proposed Grant Funding	-	-	-	-	-	-	(77,465)	(77,465)	(77,465)	-	
Cost of Living Adjustment	-	-	-	-	-	-	1.75%	0.00%	0.00%	0.00%	
	-	-	-	-	-	-	315,713	323,076	332,574	341,597	
Health Insurance Stipend	-	-	-	-	-	-	-	72,814	154,777	315,496	
Total Base Wages	13,580,852	14,910,496	16,042,852	17,368,484	17,512,220	17,615,355	18,356,481	18,857,366	19,491,568	20,176,911	
% Increase	3.3%	9.8%	7.6%	8.3%	9.2%	0.6%	4.2%	2.7%	3.4%	3.5%	
ADDITIONAL WAGES											
Temporary & Seasonal	687,931	700,096	586,284	688,294	605,781	614,823	640,690	658,173	680,308	704,228	
Overtime Pay	1,037,174	1,280,467	1,104,686	1,022,521	1,116,514	1,079,368	1,106,352	1,134,011	1,162,361	1,191,420	
Comp Time Earned	24,766	7,479	(31,936)	-	-	-	-	-	-	-	
Holiday/Vacation Buy Back	65,561	68,668	95,264	52,000	61,000	62,000	63,550	65,139	66,767	68,436	
Sick Leave Buy Back	67,690	80,260	84,042	95,605	94,696	109,020	111,746	114,539	117,403	120,338	
Retirement Payouts	236,594	296,574	265,382	399,530	295,000	275,000	281,875	288,922	296,145	303,549	
Total Additional Wages	2,119,716	2,433,544	2,103,722	2,257,950	2,172,991	2,140,211	2,204,213	2,260,783	2,322,984	2,387,971	
% Increase	33.3%	14.8%	-13.6%	7.3%	3.3%	-1.5%	3.0%	2.6%	2.8%	2.8%	
Total Personal Services	15,700,568	17,344,040	18,146,574	19,626,434	19,685,211	19,755,566	20,560,694	21,118,149	21,814,552	22,564,882	
% Increase	6.6%	10.5%	4.6%	8.2%	8.5%	0.4%	4.1%	2.7%	3.3%	3.4%	

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PERSONAL SERVICES

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	2005/06 ACTUAL	2006/07 ACTUAL	2007/08 ACTUAL	2008/09 BUDGET	2008/09 ESTIMATED ACTUAL	2009/10 PROPOSED BUDGET	PROJ CHG%	2010/11 PROJECTION	2011/12 PROJECTION	2012/13 PROJECTION	2013 / 14 PROJECTION
Active Employees											
Retirement - Police/Fire	736,948	822,218	977,958	1,016,266	999,600	1,167,932	16.5%	1,360,641	1,585,147	1,846,696	2,151,400
Retirement Deficit Payment	102,859	108,003	113,401	119,071	119,070	125,020		131,275	137,839	144,730	151,967
Retirement - State Fund	482,013	526,950	551,387	696,528	587,102	620,231	16.5%	722,569	841,793	980,689	1,142,503
Retirement - City Plan	9,677	6,505	6,506	6,485	6,485	6,485		6,485	6,485	6,485	6,485
F.I.C.A. Taxes (7.65%)	1,142,742	1,261,073	1,367,520	1,527,223	1,492,028	1,531,324		1,572,893	1,609,968	1,656,973	1,702,078
Unemployment Taxes	37,847	45,583	52,517	53,886	51,600	46,600		55,000	57,500	60,000	62,500
Employee Assistance Prog	11,260	12,012	12,012	12,300	12,300	12,500		12,500	12,750	13,000	13,250
Long-Term Disability	2,560	2,643	7,201	7,763	7,763	7,763		8,000	8,000	8,000	8,000
Life Insurance	23,987	21,391	24,679	27,919	25,123	26,193		27,295	28,040	28,983	30,002
Workmans Compensation	514,608	515,487	555,419	531,761	465,367	485,232	4.0%	504,641	524,827	545,820	567,653
Health Insurance	1,947,813	2,121,741	2,284,168	2,671,367	2,448,203	2,489,126		2,719,989	2,973,219	3,196,637	3,434,541
Dental Insurance	75,026	75,899	75,356	80,438	77,961	79,544	1.0%	80,339	81,143	81,954	82,774
Emply Discounted Parking	75,413	78,634	88,052	97,951	91,553	92,997		95,000	100,000	105,000	110,000
Three Police Officers funded by proposed grant (Two represent additional officers to be hired 07/01/2009)						61,341		66,945	73,203	80,390	88,376
Proposed Grant Funding						(61,341)		(61,341)	(61,341)	-	-
Two Additional Police Officers hired 07/01/2010								66,945	73,203	80,390	88,376
Proposed Grant Funding								(66,945)	(66,945)	(66,945)	-
Total	5,162,753	5,598,139	6,116,176	6,848,958	6,384,155	6,690,947		7,302,232	7,984,830	8,768,802	9,639,905
<i>% Increase</i>	<i>4.6%</i>	<i>8.4%</i>	<i>9.3%</i>	<i>22.3%</i>	<i>14.0%</i>	<i>4.8%</i>		<i>9.1%</i>	<i>9.3%</i>	<i>9.8%</i>	<i>9.9%</i>
Retirees											
Health Insurance	1,072,178	1,217,659	1,373,423	1,380,000	1,387,000	1,390,000		1,522,050	1,670,450	1,837,495	2,016,651
<i>% Increase</i>								<i>9.50%</i>	<i>9.75%</i>	<i>10.00%</i>	<i>9.75%</i>
Dental Insurance	41,408	36,408	35,959	38,000	36,000	37,000	1.0%	37,370	37,744	38,121	38,502
Total	1,113,586	1,254,067	1,409,382	1,418,000	1,423,000	1,427,000		1,559,420	1,708,194	1,875,616	2,055,153
<i>% Increase</i>	<i>10.7%</i>	<i>12.6%</i>	<i>12.4%</i>	<i>13.1%</i>	<i>13.5%</i>	<i>0.3%</i>		<i>9.3%</i>	<i>9.5%</i>	<i>9.8%</i>	<i>9.6%</i>
Total Fringe Benefits	6,276,339	6,852,206	7,525,558	8,266,958	7,807,155	8,117,947		8,861,652	9,693,024	10,644,418	11,695,058
<i>% Increase</i>	<i>5.6%</i>	<i>9.2%</i>	<i>9.8%</i>	<i>9.9%</i>	<i>3.7%</i>	<i>4.0%</i>		<i>9.2%</i>	<i>9.4%</i>	<i>9.8%</i>	<i>9.9%</i>

	2005/06	2006/07	2007/08	2008 / 09	2008/09	2009/10	PROJ	2010/11	2011/12	2012/13	2013/14
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ESTIMATED	PROPOSED	CHG%	PROJECTION	PROJECTION	PROJECTION	PROJECTION
Medical Services	13,550	46,623	28,570	41,165	50,375	30,810		55,000	35,000	55,000	35,000
Grounds Services	81,306	70,126	90,908	100,452	119,224	115,277	5.0%	121,041	127,093	133,448	140,120
Miss Utility	1,623	1,773	1,661	1,800	1,800	1,800		2,000	2,100	2,200	2,300
Contracted Staffing	-	-	94,445	20,450	62,468	20,700		21,000	22,000	23,000	24,000
Other Contracted Services	279,799	290,626	356,701	335,803	323,164	347,030		350,000	355,000	360,000	365,000
HNDP & Home Store	-	-	-	-	-	100,000		100,000	100,000	100,000	100,000
Legal Fees	245,956	242,097	218,384	257,500	237,000	257,200	5.0%	270,060	283,563	297,741	312,628
Auditing	31,311	34,432	36,155	37,060	38,233	38,200		40,000	42,500	45,000	47,500
Consulting	-	-	14,928	44,000	40,000	54,000		57,500	60,000	62,500	65,000
Engineering	21,796	15,330	42,562	30,000	30,000	30,000		32,500	35,000	37,500	40,000
Technical Instruction	23,466	22,484	21,228	31,000	30,650	30,526		32,500	35,000	37,500	40,000
Safety Program	7,368	3,332	4,293	3,640	3,640	3,700		4,000	4,500	5,000	5,500
Other Professional Services	323,503	242,273	294,599	294,810	329,680	328,284		330,000	335,000	340,000	345,000
Total Contracted Services	1,029,678	969,096	1,204,434	1,197,680	1,266,234	1,357,527		1,415,601	1,436,756	1,498,889	1,522,048
<i>% Increase</i>	6.2%	-5.9%	24.3%	-0.6%	5.1%	7.2%		4.3%	1.5%	4.3%	1.5%

	2005/06 ACTUAL	2006/07 ACTUAL	2007/08 ACTUAL	2008/09 BUDGET	2008/09 ESTIMATED ACTUAL	2009/10 PROPOSED BUDGET	2010/11 PROJECTION	2011/12 PROJECTION	2012/13 PROJECTION	2013/14 PROJECTION
Debt Service:										
Debt Service Exps	0	375	400	0	0	0	0	0	0	0
1994 Pub Imprv Bonds										
Interest	7,665	0	0	0	0	0	0	0	0	0
Principal (\$2,832,733)	306,591	0	0	0	0	0	0	0	0	0
1996 Pub Imprv Bonds										
Interest	34,384	29,961	25,343	20,419	20,419	15,345	9,983	4,344	0	0
Principal (\$125,472)	91,528	96,611	100,003	105,087	105,087	110,172	116,952	120,340	0	0
1997 Pub Imprv Bonds										
Interest	58,606	51,547	43,681	36,101	36,101	28,222	19,974	11,326	2,308	0
Principal (\$2,140,960)	131,134	184,658	161,910	169,939	169,939	176,629	185,996	194,025	100,358	0
1998/99 Pub Imprv Bonds										
Interest	46,726	40,837	35,989	30,601	30,601	25,321	19,718	14,008	7,974	1,616
Principal (\$1,675,000)	130,000	110,000	120,000	120,000	120,000	130,000	135,000	140,000	145,000	75,000
2003/04 Pub Imprv Bonds										
Interest	46,115	47,397	45,147	42,823	42,823	40,423	37,863	34,995	31,913	28,500
Principal (\$1,395,000)	75,000	75,000	75,000	80,000	80,000	80,000	85,000	90,000	90,000	95,000
2004/05 Refunding Bonds										
Interest	68,787	56,811	42,089	30,606	30,606	20,666	12,509	4,246	0	0
Principal (\$2,289,120)	140,560	602,400	379,010	386,540	386,540	276,100	251,000	253,510	0	0
2004/2005 Public Fac Bonds										
Interest	144,704	121,560	114,707	107,411	107,411	100,069	92,408	84,428	76,289	67,830
Principal (\$3,800,000)	185,250	204,250	213,750	218,500	218,500	228,000	237,500	242,250	251,750	261,250
2005/06 Pub Imprv Bonds										
Interest	0	58,624	267,692	252,836	252,836	238,121	222,856	206,972	190,469	173,348
Principal (\$7,490,666)	0	0	383,366	394,642	394,641	409,675	424,709	443,602	458,536	477,328
2007 HTC-WCSF Ice Rink Loan										
Interest	0	0	10,692	7,012	8,251	6,573	4,848	3,017	1,075	0
Principal (\$181,942)	0	0	31,875	27,042	26,587	28,265	29,990	31,821	33,405	0
2008/09 Pub Imprv Bonds										
Interest (5.0%)	0	0	0	170,319	0	418,410	405,587	392,115	377,962	363,091
Principal (\$8,430,735)	0	0	0	0	0	253,286	266,109	279,581	293,735	308,605
2009/10 Pub Imprv Bonds										
Interest (4.5%)	0	0	0	0	0	19,260	38,064	36,196	34,244	32,203
Principal (\$856,000)	0	0	0	0	0	0	41,030	42,897	44,849	46,890
2010/11 Pub Imprv Bonds										
Interest (4.5%)	0	0	0	0	0	0	0	67,189	63,894	60,448
Principal (\$1,511,000)	0	0	0	0	0	0	0	72,425	75,721	79,167
2011/12 Pub Imprv Bonds										
Interest (4.5%)	0	0	0	0	0	0	0	0	103,430	97,030
Principal (\$2,326,000)	0	0	0	0	0	0	0	0	111,489	116,563
2012/13 Pub Imprv Bonds										
Interest (4.5%)	0	0	0	0	0	0	0	0	0	148,163
Principal (\$3,332,000)	0	0	0	0	0	0	0	0	0	159,709
Total Debt Service										
Interest	406,987	407,112	585,740	698,128	529,048	912,410	863,810	858,837	889,558	972,230
Principal	1,060,063	1,272,919	1,464,914	1,501,750	1,501,294	1,692,127	1,773,286	1,910,451	1,604,843	1,619,511
Total Debt Service	1,467,050	1,680,031	2,050,654	2,199,878	2,030,342	2,604,537	2,637,095	2,769,287	2,494,401	2,591,741

**RATIOS OF GENERAL BONDED DEBT OUTSTANDING
LAST TEN FISCAL YEARS AND PROJECTED FUTURE YEARS**

Fiscal Year	Total Taxable Assessed Value	Population	Governmental Outstanding Debt	Percentage of Total Taxable Assessed Value	Per Capita	General Fund Debt Service as % of General Fund Operating Revenue
1997	\$ 1,236,999,822	35,445	\$ 7,584,535	0.61%	\$ 214	4.30%
1998	1,263,860,851	35,445	9,167,683	0.73%	259	4.40%
1999	1,278,139,971	35,445	10,121,215	0.79%	286	5.40%
2000	1,326,139,652	36,687	9,420,333	0.71%	257	4.90%
2001	1,379,531,387	36,616	8,673,737	0.63%	237	4.70%
2002	1,471,069,485	36,881	7,918,021	0.54%	215	4.60%
2003	1,491,154,791	37,163	7,203,628	0.48%	194	4.30%
2004	1,520,720,677	37,536	7,741,852	0.51%	206	3.60%
2005	1,639,741,152	37,536	11,642,712	0.71%	310	3.70%
2006	1,816,195,104	38,326	9,836,534	0.54%	257	4.77%
2007	2,103,112,982	39,008	16,120,194	0.77%	413	4.84%
2008	2,297,062,556	39,941	14,835,434	0.65%	371	5.50%
Estimated 2008/09	2,544,913,198	40,402	21,764,875	0.86%	539	5.15%
Proposed 2009/10	2,767,994,924	40,867	20,928,748	0.76%	512	6.39%
Projected 2010/11	3,103,658,093	41,339	20,666,462	0.67%	500	6.15%
Projected 2011/12	3,267,249,815	41,815	21,082,012	0.65%	504	6.18%
Projected 2012/13	3,439,661,345	42,298	22,809,169	0.66%	539	5.34%
Projected 2013/14	3,621,373,329	42,785	24,306,658	0.67%	568	5.28%
City Debt Policy Guidelines				10.00%	\$ 1,000	10.00%

	2005/06 ACTUAL	2006/07 ACTUAL	2007/08 ACTUAL	2008/09 BUDGET	2008/09 ESTIMATED ACTUAL	2009/10 PROPOSED BUDGET	PROJ CHG%	2010/11 PROJECTION	2011/12 PROJECTION	2012/13 PROJECTION	2013/14 PROJECTION
Economic Redevelopment Func	110,000	-	58,000	-	-	-		-	-	-	-
Golf Course Fund	135,563	174,631	210,891	195,000	243,094	211,885		230,000	215,000	200,000	200,000
Community Based Initiative	-	125,000	125,000	125,000	125,000	125,000		150,000	150,000	175,000	175,000
Special Revenue Grant Fund	-	8,644	40,342	145,146	92,386	153,147		150,000	150,000	150,000	150,000
Health Insurance Fund	-	1,100,000	-	-	-	-		-	-	-	-
Total Operating Transfers	245,563	1,408,275	434,233	465,146	460,480	490,032		530,000	515,000	525,000	525,000

	2005/06 ACTUAL	2006/07 ACTUAL	2007/08 ACTUAL	2008/09 BUDGET	2008/09 ESTIMATED ACTUAL	2009/10 PROPOSED BUDGET	PROJ CHG%	2010/11 PROJECTION	2011/12 PROJECTION	2012/13 PROJECTION	2013 / 14 PROJECTION
Advertising,Marketing, Promo	281,244	260,603	259,489	356,280	338,860	297,925	3.0%	306,863	316,069	325,551	335,317
Rentals	101,376	87,433	107,316	152,571	122,648	86,461	3.0%	89,055	91,726	94,478	97,313
Professional Development	112,136	123,239	143,670	179,695	178,905	186,100	3.0%	191,683	197,433	203,356	209,457
Other General Expenses	437,708	484,842	473,732	467,956	460,026	482,698	3.0%	497,179	512,094	527,457	543,281
Wage & O/H Allocation	(210,132)	(338,950)	(336,648)	(499,169)	(462,803)	(539,500)	5.0%	(566,475)	(594,799)	(624,539)	(655,766)
Employee Activities	16,468	15,417	14,734	20,700	18,000	18,500	3.0%	19,055	19,627	20,215	20,822
Insurance	183,633	145,855	196,116	229,850	188,776	207,593	5.0%	217,973	228,871	240,315	252,331
Injuries and Damages	(20,778)	(11,065)	43,658	10,000	(4,904)	1,568		5,000	5,000	5,000	5,000
Contribs to Other Agencies	271,894	269,321	306,811	333,965	334,186	341,465	3.0%	351,709	362,260	373,128	384,322
Communications Expense	119,542	161,373	152,428	142,189	149,561	153,717	3.0%	158,329	163,078	167,971	173,010
Economic Incentives	76,189	23,208	31,028	67,750	65,191	69,000		70,000	75,000	80,000	85,000
Public Functions	174,861	214,698	248,764	278,150	265,860	276,850	5.0%	290,693	305,227	320,488	336,513
Neighborhoods First	13,147	3,332	7,312	9,550	10,000	10,250	3.0%	10,558	10,874	11,200	11,536
Commercial Billing Clearing	(964,486)	(1,040,536)	(417,364)	(409,455)	(375,071)	(407,934)	5.0%	(428,331)	(449,747)	(472,235)	(495,846)
General Budget Contingency	-	-	-	126,270	95,000	150,000		150,000	150,000	150,000	150,000
Special Opportunity Funds	-	-	-	-	-	-		50,000	75,000	100,000	125,000
Total Other Expenditures	592,802	398,770	1,231,046	1,466,302	1,384,235	1,334,693		1,413,289	1,467,715	1,522,387	1,577,289

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- ▶ Capital expenditures are taken directly from the City's C.I.P. Non-C.I.P. capital expenditures have been estimated and added to the C.I.P. amounts based on prior years' experience.
- ▶ Percentages of projected changes are indicated in the sixth column. Items without a percentage have been individually projected by year.
- ▶ Interest earnings are estimated at a rate of 2.0% per year for 2009/10 and are expected to increase slightly in future years.
- ▶ Future bond issue interest costs vary by enterprise fund. This is because financing for water and wastewater projects can be financed through Maryland Department of the Environment bonds which offer below market subsidized interest rates.
- ▶ Depreciation is based on past and projected capital additions.
- ▶ Impact of proposed bond financing for the Water, Wastewater and Parking Funds are included in the projections.
- ▶ For the Water and Wastewater Funds, we have included rate increases when necessary to maintain adequate cash reserves each year and fund needed system improvements.
- ▶ The cash and short term investment balances at the beginning and end of each fiscal year are presented for each fund to assist in analyzing the cumulative impact of the annual surplus/(deficit) amounts on working capital.
- ▶ Significant items are noted preceding each fund's projection.

- Operating expenses, excluding depreciation, are estimated to increase 2.0 - 2.5% annually.
- The investment interest rate is assumed to be 2.0%.
- The future bond interest rates are assumed to be 4.5% over a 15 year term.
- The projections show the effect of the move of the Washington County Hospital from inside City limits to outside City limits. In Fiscal Year 2011/12, the Light Fund will lose a projected \$1,547,000 in commercial sales and a corresponding reduction of \$1,243,125 in purchased power. This loss of \$303,875 in net operating income will contribute to a cash deficit in Fiscal Year 2011/12.
- The projections show the dividend affordability formula and its effect on the Light Fund's cash balance. The Community Betterment Dividend is not projected to return in the near future due to the increased costs and the lower cash reserves of the Light Fund
- The revenues in Fiscal Year 2009/10 will decrease as a result of an reduction on customer bills associated with the purchased power adjustment calculation. The reduction in revenue associated with this adjustment will be approximately \$130,000. Since this reduction is just a short term change, \$130,000 of revenues have been added back to the projections in Fiscal Year 2010/11.

LIGHT FUND

Section 10

INCOME STATEMENT

Financial Projections

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Fiscal Year 2010/2014

	<u>2006/07</u>	<u>2007/08</u>	<u>2008/09</u>	<u>2008/09</u>	<u>2009/10</u>	<u>Proj.</u>	<u>2010/11</u>	<u>2011/12</u>	<u>2012/13</u>	<u>2013/14</u>
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Est. Actual</u>	<u>Budget</u>	<u>Chg. %</u>	<u>Projection</u>	<u>Projection</u>	<u>Projection</u>	<u>Projection</u>
Operating Revenues:										
Service Charges:										
Residential	14,604,769	15,011,431	15,343,500	14,733,200	14,378,200	2.0%	15,020,764	15,321,179	15,627,603	15,940,155
Commercial	6,550,227	6,771,967	6,955,000	6,315,800	6,332,500	2.0%	6,459,150	6,588,333	6,720,100	6,854,502
Reduction from Hospital Relocation	0	0	0	0	0	2.0%	0	(1,547,000)	(1,575,000)	(1,603,000)
Industrial	10,712,811	10,997,979	11,172,000	10,562,502	10,507,700	2.0%	10,762,854	10,978,111	11,197,673	11,421,627
Other Rates	846,107	788,876	885,500	857,210	855,380	2.0%	872,488	889,937	907,736	925,891
Total Service Charges	<u>32,713,914</u>	<u>33,570,253</u>	<u>34,356,000</u>	<u>32,468,712</u>	<u>32,073,780</u>		<u>33,115,256</u>	<u>32,230,561</u>	<u>32,878,112</u>	<u>33,539,174</u>
Other Operating Revenues	272,443	382,192	301,332	309,386	317,707	3.0%	327,238	337,055	347,167	357,582
Total Operating Revenue	<u>32,986,357</u>	<u>33,952,445</u>	<u>34,657,332</u>	<u>32,778,098</u>	<u>32,391,487</u>		<u>33,442,494</u>	<u>32,567,616</u>	<u>33,225,279</u>	<u>33,896,756</u>
Operating Expenses:										
Purchased Power	26,875,382	26,732,588	27,015,730	26,119,497	25,927,133	2.0%	26,445,676	26,974,589	27,514,081	28,064,363
Reduction from Hospital Relocation	0	0	0	0	0	2.0%	0	(1,243,125)	(1,265,625)	(1,288,125)
Distribution	1,372,288	1,755,643	1,590,705	1,696,237	1,479,676	2.5%	1,516,668	1,554,585	1,593,449	1,633,285
General & Administration	4,179,160	3,661,261	4,239,807	3,863,262	4,003,194	2.5%	4,103,274	4,205,856	4,311,002	4,418,777
Depreciation	1,036,750	1,045,181	1,092,500	1,092,504	1,146,458		1,184,980	1,231,220	1,352,872	1,466,942
Total Operating Expenses	<u>33,463,580</u>	<u>33,194,673</u>	<u>33,938,742</u>	<u>32,771,500</u>	<u>32,556,461</u>		<u>33,250,597</u>	<u>32,723,124</u>	<u>33,505,779</u>	<u>34,295,242</u>
Operating Income (Loss)	(477,223)	757,772	718,590	6,598	(164,974)		191,896	(155,508)	(280,500)	(398,486)
Non-Operating Revenues (Exp.):										
Interest Earned	278,215	316,822	249,041	287,887	268,261		313,029	313,745	293,760	275,183
Interest Expense - Current Bonds	(11,198)	(18,322)	(15,471)	(15,471)	(13,799)		(12,274)	(10,207)	(8,910)	(8,102)
Gain (loss) on Sale of Capital Assets	0	7,125	0	0	0		0	0	0	0
Interest Expense - Future Bonds	0	0	0	0	0		0	0	(90,000)	(175,500)
Total Non-Operating Revs. (Exps.)	<u>267,017</u>	<u>305,625</u>	<u>233,570</u>	<u>272,416</u>	<u>254,462</u>		<u>300,755</u>	<u>303,538</u>	<u>194,850</u>	<u>91,581</u>
Net Income (Loss) Before Operating Transfers	(210,206)	1,063,397	952,160	279,014	89,488		492,652	148,029	(85,651)	(306,905)
Transfers From (To) Other Funds										
Transfers (to) Community Betterment	0	0	0	0	0		0	0	0	0
Transfers (to) Capital Improvements	(46,000)	(39,472)	(55,000)	(55,000)	(55,000)		(55,000)	(55,000)	(55,000)	(55,000)
Total Transfers (to) Other Funds	<u>(46,000)</u>	<u>(39,472)</u>	<u>(55,000)</u>	<u>(55,000)</u>	<u>(55,000)</u>		<u>(55,000)</u>	<u>(55,000)</u>	<u>(55,000)</u>	<u>(55,000)</u>
Capital Contributions	<u>17,781</u>	<u>13,251</u>	<u>12,000</u>	<u>15,000</u>	<u>15,000</u>		<u>15,000</u>	<u>15,000</u>	<u>15,000</u>	<u>15,000</u>
Inc. (Dec.) in Retained Earnings	<u>(238,425)</u>	<u>1,037,176</u>	<u>909,160</u>	<u>239,014</u>	<u>49,488</u>		<u>452,652</u>	<u>108,029</u>	<u>(125,651)</u>	<u>(346,905)</u>

	<u>2006/07</u>	<u>2007/08</u>	<u>2008/09</u>	<u>2008/09</u>	<u>2009/10</u>	<u>Proj.</u>	<u>2010/11</u>	<u>2011/12</u>	<u>2012/13</u>	<u>2013/14</u>
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Est. Actual</u>	<u>Budget</u>	<u>Chg. %</u>	<u>Projection</u>	<u>Projection</u>	<u>Projection</u>	<u>Projection</u>
Adjust to a Cash Flow Basis:										
Depreciation	1,036,750	1,045,181	1,092,500	1,092,504	1,146,458		1,184,980	1,231,220	1,352,872	1,466,942
Bond Proceeds	353,476	0	0	0	0		0	2,000,000	2,000,000	2,000,000
Current Principal Payments on Debt	(59,280)	(55,388)	(56,661)	(56,661)	(46,502)		(44,742)	(45,875)	(21,638)	(22,525)
Future Principal Payments on Debt	0	0	0	0	0		0	0	(100,000)	(200,000)
Non-Cash Capital Contributions	(17,781)	(13,251)	(12,000)	(15,000)	(15,000)		(15,000)	(15,000)	(15,000)	(15,000)
Changes in Working Capital	(757,118)	796,341	0	0	0		0	0	0	0
Total Adjustments to Ret. Earnings	<u>556,047</u>	<u>1,772,883</u>	<u>1,023,839</u>	<u>1,020,843</u>	<u>1,084,956</u>		<u>1,125,238</u>	<u>3,170,345</u>	<u>3,216,234</u>	<u>3,229,417</u>
Funds Available for Capital Outlay	317,622	2,810,059	1,932,999	1,259,857	1,134,444		1,577,890	3,278,374	3,090,583	2,882,512
Capital Outlay	810,973	1,300,246	1,587,000	1,168,500	1,133,000		1,360,000	3,578,000	3,355,000	2,620,000
Net Surplus (Deficit)	<u>(493,351)</u>	<u>1,509,813</u>	<u>345,999</u>	<u>91,357</u>	<u>1,444</u>		<u>217,890</u>	<u>(299,626)</u>	<u>(264,417)</u>	<u>262,512</u>
Beginning Cash Balance	2,716,466	2,223,115	3,732,928	3,732,928	3,824,285		3,825,729	4,043,619	3,743,993	3,479,576
Ending Cash Balance	2,223,115	3,732,928	4,078,927	3,824,285	3,825,729		4,043,619	3,743,993	3,479,576	3,742,088
Dividend Affordability Formula:										
Operating & Maintenance Expenses	32,426,830	32,149,492	32,846,242	31,678,996	31,410,003		32,065,617	32,735,029	33,418,532	34,116,425
Reserved Retained Earnings (2 Months)	5,404,472	5,358,249	5,474,374	5,279,833	5,235,001		5,344,270	5,455,838	5,569,755	5,686,071
Cash in Excess of Reserve after Dividend	(3,181,357)	(1,625,321)	(1,395,447)	(1,455,548)	(1,409,272)		(1,300,651)	(1,711,845)	(2,090,179)	(1,943,982)

	<u>2006/07</u>	<u>2007/08</u>	<u>2008/09</u>	<u>2008/09</u>	<u>2009/10</u>	<u>Proj.</u>	<u>2010/11</u>	<u>2011/12</u>	<u>2012/13</u>	<u>2013/14</u>
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Est. Actual</u>	<u>Budget</u>	<u>Chg. %</u>	<u>Projection</u>	<u>Projection</u>	<u>Projection</u>	<u>Projection</u>
Schedule A - Capital Outlay										
Capital Outlay:										
Vehicles #90	111,281	93,325	180,000	180,000	100,000		135,000	143,000	110,000	135,000
Circuit Upgrade #110	0	0	0	0	0		0	150,000	300,000	0
Telemetry Equipment #111	61	0	30,000	30,000	10,000		30,000	30,000	0	0
Central Substation #118	0	0	10,000	0	0		200,000	500,000	200,000	0
Wesel Blvd. #220	0	0	50,000	0	50,000		50,000	50,000	50,000	50,000
Hag. Business Park #258	0	0	10,000	0	0		10,000	0	0	0
System Reconductoring #259	0	43,229	20,000	20,000	20,000		20,000	20,000	20,000	20,000
Pedestrian Lights #388	68,412	75,593	100,000	100,000	100,000		100,000	0	0	0
SCADA System #441	0	0	40,000	20,000	0		0	0	0	0
City Park Lighting #514	14,398	0	0	0	0		0	0	75,000	0
Building & Site Improvements #542	0	15,370	60,000	60,000	50,000		50,000	0	0	0
A. & E. District Upgrades #591	6,605	7,582	10,000	0	50,000		0	0	0	0
Test Equipment #609	0	1,529	15,000	12,000	10,000		15,000	15,000	15,000	15,000
City Park Bridge Light Replace. #610	0	0	0	0	0		0	25,000	0	0
Fairchild Heights #613	0	0	5,000	0	0		5,000	0	0	0
Paul Smith Blvd. Lighting #614	1,185	0	5,000	0	0		0	0	0	0
Hamilton Run Greenway Lighting #615	35,243	2,317	0	2,500	0		0	0	0	0
Jonathan Street Underground #617	104	0	90,000	50,000	40,000		0	0	0	0
Work Management System #618	0	0	50,000	0	0		50,000	150,000	100,000	0
Old Trail Estates #673	10,732	2,602	5,000	4,000	0		5,000	0	0	0
Potomac Manor #674	5,886	1,543	5,000	5,000	0		5,000	5,000	5,000	0
Potomac Square #676	0	0	25,000	0	0		0	0	0	0
Eastern Blvd. Lighting Upgrade #677	0	3,518	30,000	30,000	0		0	0	0	0
Frederick Street Sub. Tx. Repl. #705	0	503,238	0	0	0		0	0	0	0
Linwood Hollow #706	0	0	70,000	0	20,000		30,000	30,000	30,000	0
Deerfield Knolls Dev. #707	0	0	10,000	0	0		10,000	10,000	0	0
Generation #708	0	0	100,000	0	0		100,000	0	0	0
Substation Breaker Replacement #776	0	0	50,000	50,000	50,000		50,000	50,000	50,000	0
GIS Facility Software #777	0	0	50,000	50,000	8,000		10,000	0	0	0
Mitchell Substation Third Bay #778	0	0	60,000	60,000	60,000		60,000	0	0	0
Spare Regulators #797	0	0	0	0	50,000		0	0	0	0
Substation Wildlife Protection #798	0	0	0	0	25,000		25,000	0	0	0
Other - Non-Specific	557,066	550,400	507,000	495,000	490,000		400,000	400,000	400,000	400,000
City Bond Funded:										
Generation #708	0	0	0	0	0		0	2,000,000	2,000,000	2,000,000
Total Capital Outlay	810,973	1,300,246	1,587,000	1,168,500	1,133,000		1,360,000	3,578,000	3,355,000	2,620,000

- The investment interest rate is assumed to be 2.0%.
- Operating expenses, excluding depreciation, are estimated to increase by 2.5%.
- Future bonds marked as MDE financing are assumed to 2.0% twenty year bonds with an administrative fee of 5.0% of debt service issued through Maryland Department of the Environment Loan Program. The bonds marked as city bonds have an interest rate of 5.0% over 20 years.
- Operating costs are relatively flat, however, debt service is rising due to new debt issues needed to cover extensive capital outlay required for plant and system improvement needs.
- The model uses benefit charge funds to cover growth related capital projects and debt service from prior year growth related projects. Benefit charges have dropped significantly due to the current economic slowdown.
- The proposed rate increase for Fiscal Year 2009/10 based on the results of a soon to be completed cost of service study to be released this summer will occur October 1, 2009. The rate increases for future years will occur on July 1.
- With the drop in projected new benefit charges from growth and new development, future years additional funding includes restricting a portion of annual service charge revenues for future system repairs, renewal and replacement. This is a recommendation from our cost of service study.

WATER FUND

Section 10

INCOME STATEMENT

Financial Projections

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Fiscal Year 2010/2014

	<u>2006/07</u> <u>Actual</u>	<u>2007/08</u> <u>Actual</u>	<u>2008/09</u> <u>Budget</u>	<u>2008/09</u> <u>Est. Actual</u>	<u>2009/10</u> <u>Budget</u>	Proj. Chg. %	<u>2010/11</u> <u>Projection</u>	<u>2011/12</u> <u>Projection</u>	<u>2012/13</u> <u>Projection</u>	<u>2013/14</u> <u>Projection</u>
Operating Revenues:										
Service Charges:										
Metered City Water	1,840,164	1,767,168	1,835,200	1,753,400	1,773,000	1.5%	1,799,595	1,826,589	1,853,988	1,881,798
Metered County Water	5,260,653	5,699,852	5,586,300	5,676,600	5,733,000	1.5%	5,818,995	5,906,280	5,994,874	6,084,797
Total Service Charges	<u>7,100,817</u>	<u>7,467,020</u>	<u>7,421,500</u>	<u>7,430,000</u>	<u>7,506,000</u>		<u>7,618,590</u>	<u>7,732,869</u>	<u>7,848,862</u>	<u>7,966,595</u>
Projected % Rate Increase	3.50%	0.00%	0.00%	0.00%	12.75%		12.75%	5.00%	5.00%	5.00%
Cumulative Effect of Rate Increases	0	0	0	0	717,761	1.5%	1,942,740	2,358,525	2,786,346	3,226,471
Other Operating Revenues	<u>1,000,412</u>	<u>1,044,357</u>	<u>975,100</u>	<u>971,160</u>	<u>967,460</u>	2.0%	<u>986,809</u>	<u>1,006,545</u>	<u>1,026,676</u>	<u>1,047,210</u>
Total Operating Revenue	<u>8,101,229</u>	<u>8,511,377</u>	<u>8,396,600</u>	<u>8,401,160</u>	<u>9,191,221</u>		<u>10,548,140</u>	<u>11,097,939</u>	<u>11,661,884</u>	<u>12,240,276</u>
Operating Expenses:										
Source of Supply	151,757	129,317	160,495	167,057	170,557	2.5%	174,821	179,191	183,671	188,263
Pumping & Water Treatment	2,879,843	3,158,421	3,278,812	3,216,428	3,490,192	2.5%	3,577,447	3,666,883	3,758,555	3,852,519
Transmission & Distribution	1,730,049	1,652,528	1,441,386	1,465,618	1,528,154	2.5%	1,566,358	1,605,517	1,645,655	1,686,796
Selling, General & Administration	2,382,444	2,498,583	2,435,736	2,393,061	2,543,945	2.5%	2,607,544	2,672,732	2,739,551	2,808,039
Total Operating Expenses	<u>7,144,093</u>	<u>7,438,849</u>	<u>7,316,429</u>	<u>7,242,164</u>	<u>7,732,848</u>		<u>7,926,169</u>	<u>8,124,323</u>	<u>8,327,432</u>	<u>8,535,617</u>
Cash Operating Income (Loss)	957,136	1,072,528	1,080,171	1,158,996	1,458,373		2,621,970	2,973,616	3,334,453	3,704,658
Depreciation	<u>1,453,373</u>	<u>1,526,427</u>	<u>1,500,000</u>	<u>1,500,000</u>	<u>1,500,000</u>		<u>1,966,008</u>	<u>2,331,738</u>	<u>2,648,404</u>	<u>2,972,052</u>
Operating Income (Loss)	<u>(496,237)</u>	<u>(453,899)</u>	<u>(419,829)</u>	<u>(341,004)</u>	<u>(41,627)</u>		<u>655,962</u>	<u>641,878</u>	<u>686,048</u>	<u>732,606</u>

	<u>2006/07</u> <u>Actual</u>	<u>2007/08</u> <u>Actual</u>	<u>2008/09</u> <u>Budget</u>	<u>2008/09</u> <u>Est. Actual</u>	<u>2009/10</u> <u>Budget</u>	Proj. Chg. %	<u>2010/11</u> <u>Projection</u>	<u>2011/12</u> <u>Projection</u>	<u>2012/13</u> <u>Projection</u>	<u>2013/14</u> <u>Projection</u>
Operating Income (Loss)	(496,237)	(453,899)	(419,829)	(341,004)	(41,627)		655,962	641,878	686,048	732,606
Non-Operating Revenues (Exp.):										
Interest Earned	325,313	281,090	175,000	180,000	180,000		187,247	178,186	161,742	149,846
Interest Expense (Current Bonds)	(236,071)	(221,230)	(181,744)	(209,288)	(183,127)		(149,566)	(123,833)	(101,344)	(91,953)
Interest Expense (New MDE Bonds)	0	0	(79,500)	0	(66,983)		(253,634)	(389,485)	(522,324)	(612,060)
Interest Expense (New City Bonds)	0	0	(101,288)	0	(269,926)		(433,136)	(531,186)	(658,354)	(774,856)
Total Non-Operating Revs. (Exps.)	<u>89,242</u>	<u>59,860</u>	<u>(187,532)</u>	<u>(29,288)</u>	<u>(340,036)</u>		<u>(649,089)</u>	<u>(866,318)</u>	<u>(1,120,279)</u>	<u>(1,329,023)</u>
Net Income (Loss) Before Operating Transfers	(406,995)	(394,039)	(607,361)	(370,292)	(381,663)		6,873	(224,439)	(434,231)	(596,417)
Transfers From (To) Other Funds										
Transfers In	91,645	0	0	0	0		0	0	0	0
Transfers (to) Capital Improvements Fd.	(45,000)	(95,475)	(55,000)	(55,000)	(55,000)		(55,000)	(55,000)	(55,000)	(55,000)
General Fund Dividend	(250,000)	0	0	0	0		0	0	0	0
Capital Contributions										
Benefits Charges	1,827,275	3,736,103	1,500,000	800,000	800,000	5.0%	840,000	882,000	926,100	972,405
Developer/Grant Funded	0	0	0	0	300,000		0	0	0	100,000
Non-Cash Capital Contributions	<u>995,135</u>	<u>1,644,460</u>	<u>1,500,000</u>	<u>1,500,000</u>	<u>1,500,000</u>		<u>1,500,000</u>	<u>1,500,000</u>	<u>1,500,000</u>	<u>1,500,000</u>
Total Capital Contributions	<u>2,822,410</u>	<u>5,380,563</u>	<u>3,000,000</u>	<u>2,300,000</u>	<u>2,600,000</u>		<u>2,340,000</u>	<u>2,382,000</u>	<u>2,426,100</u>	<u>2,572,405</u>
Gain on Fixed Asset Disposals	802,842	8,765	3,800	0	0		0	0	0	0
Inc. (Dec.) in Retained Earnings	<u>3,014,902</u>	<u>4,899,814</u>	<u>2,341,439</u>	<u>1,874,708</u>	<u>2,163,337</u>		<u>2,291,873</u>	<u>2,102,561</u>	<u>1,936,869</u>	<u>1,920,988</u>

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	<u>2006/07</u> <u>Actual</u>	<u>2007/08</u> <u>Actual</u>	<u>2008/09</u> <u>Budget</u>	<u>2008/09</u> <u>Est. Actual</u>	<u>2009/10</u> <u>Budget</u>	<u>Proj.</u> <u>Chg. %</u>	<u>2010/11</u> <u>Projection</u>	<u>2011/12</u> <u>Projection</u>	<u>2012/13</u> <u>Projection</u>	<u>2013/14</u> <u>Projection</u>
Inc. (Dec.) in Retained Earnings	3,014,902	4,899,814	2,341,439	1,874,708	2,163,337		2,291,873	2,102,561	1,936,869	1,920,988
Adjust Retained Earnings to a Cash Flow Basis:										
Add Back Depreciation	1,453,373	1,526,427	1,500,000	1,500,000	1,500,000		1,966,008	2,331,738	2,648,404	2,972,052
Changes in Working Capital	282,472	(941,924)	0	0	0		0	0	0	0
Prin. Pay. on Current Long-Term Debt.	(699,312)	(673,251)	(708,196)	(707,394)	(876,098)		(768,095)	(787,797)	(501,450)	(410,988)
Prin. Pay. on New MDE Bonds	0	0	(198,750)	0	(167,458)		(642,458)	(1,014,208)	(1,278,208)	(1,566,458)
Prin. Pay. on New City Bonds	0	0	(168,813)	0	(122,346)		(439,253)	(559,266)	(714,397)	(866,620)
Non-Cash Capital Contributions	(995,135)	(1,644,460)	(1,500,000)	(1,500,000)	(1,500,000)		(1,500,000)	(1,500,000)	(1,500,000)	(1,500,000)
Total Adjustments to Ret. Earnings	41,398	(1,733,208)	(1,075,759)	(707,394)	(1,165,902)		(1,383,798)	(1,529,533)	(1,345,651)	(1,372,013)
Cash Available for Capital Outlay	3,056,300	3,166,606	1,265,680	1,167,314	997,435		908,075	573,028	591,219	548,975
Capital Outlay:										
Non-Growth Related	1,549,113	5,491,381	6,446,995	5,853,375	8,634,125		4,762,243	4,291,725	6,002,054	3,766,787
Growth Related	85,327	1,268,298	2,811,125	1,796,625	5,072,000		5,994,500	5,022,000	3,517,000	942,000
Total Capital Outlay	1,634,440	6,759,679	9,258,120	7,650,000	13,706,125		10,756,743	9,313,725	9,519,054	4,708,787
Cash After Capital Outlay	1,421,860	(3,593,073)	(7,992,440)	(6,482,686)	(12,708,690)		(9,848,668)	(8,740,697)	(8,927,835)	(4,159,812)
Additional Funding										
Resticted - Repair, Renewal, Replace	0	0	0	0	0		(439,629)	(464,105)	(476,431)	(489,827)
Changes - Restricted Cash (Benefit Funds):										
Add Beginning Balance	4,433,623	5,873,193	8,066,116	5,145,603	7,315,629		7,069,253	6,445,296	5,492,612	4,766,297
Deduct Ending Balance	(5,873,193)	(5,145,603)	(6,671,898)	(7,315,629)	(7,069,253)		(6,445,296)	(5,492,612)	(4,766,297)	(4,099,424)
Change in Restricted Cash	(1,439,570)	727,590	1,394,218	(2,170,026)	246,375		623,957	952,684	726,315	666,874
MDE Bond Financing - 2%, 20 Years	0	3,096,279	3,982,500	3,349,158	9,500,000		7,435,000	5,280,000	5,765,000	1,625,000
City Bond Financing - 5%, 20 years	353,476	0	2,793,120	5,725,320	3,059,750		2,400,243	3,102,625	3,044,454	2,475,787
Total Additional Funding	(1,086,094)	3,823,869	8,169,838	6,904,452	12,806,125		10,019,571	8,871,204	9,059,338	4,277,834
Net Surplus (Deficit)	<u>335,766</u>	<u>230,796</u>	<u>177,398</u>	<u>421,766</u>	<u>97,435</u>		<u>170,903</u>	<u>130,507</u>	<u>131,502</u>	<u>118,021</u>
Beginning Cash Balance	1,207,335	1,543,101	1,773,897	1,773,897	2,195,663		2,293,098	2,464,001	2,594,508	2,726,011
Ending Cash Balance	1,543,101	1,773,897	1,951,295	2,195,663	2,293,098		2,464,001	2,594,508	2,726,011	2,844,032

Schedule A - Capital Outlay										
	C.I.P. #	2006/07 Actual	2007/08 Actual	2008/09 Budget	2008/09 Est. Actual	2009/10 Budget	2010/11 Projection	2011/12 Projection	2012/13 Projection	2013/14 Projection
<u>Capital Outlay</u>										
Water Vehicles	117	119,779	29,206	111,500	111,500	176,375	244,000	288,600	207,100	145,500
R.C. Willson Plant Improvements	166	253,403	112,073	120,000	120,000	120,000	150,000	150,000	150,000	150,000
Willson Transmission Main	167	16,834	197,062	1,695,000	695,000	3,210,000	5,350,000	4,815,000	2,675,000	535,000
Edgemont Reservoir Improvements	168	0	87,857	240,000	75,000	190,000	165,000	260,000	205,000	205,000
West End Reservoir	274	232,813	3,646,145	2,932,500	2,932,500	0	0	0	0	0
West End Reservoir Phase II	275	0	100,745	1,296,000	1,296,000	6,420,000	0	0	0	0
Zone 3 Standpipe	323	0	0	0	0	0	0	0	0	100,000
Breichner WTP Improvements	405	0	0	15,000	10,000	15,000	25,000	25,000	25,000	25,000
Jonathan Street Streetscape	638	29,283	168,040	518,120	500,000	500,000	0	0	0	0
Administrative/Engineering Equip.	648	51,450	12,150	20,000	10,000	10,000	10,000	10,000	10,000	10,000
Pump Station Improvements	651	43,850	155,421	75,000	75,000	255,000	200,000	837,500	712,500	75,000
Distribution Services	653	471,648	941,930	935,000	950,000	972,000	1,001,160	1,031,195	1,062,131	1,093,994
Distribution System Rehabilitation	709	0	859,292	1,175,000	800,000	927,750	1,161,583	1,196,430	1,232,323	1,269,293
Distribution System Equipment	710	44,137	29,850	0	0	0	0	0	0	0
R.C. Willson Plant - Phase IV	740	0	416,262	100,000	50,000	100,000	320,000	120,000	3,210,000	1,070,000
R.C. Willson Plant - Phase V	741	0	0	0	0	800,000	2,100,000	550,000	0	0
Non - C.I.P.										
Structures & Improvements	000	11,395	3,646	25,000	25,000	10,000	30,000	30,000	30,000	30,000
Distribution Meters	000	359,848	0	0	0	0	0	0	0	0
Total Capital Outlay		1,634,440	6,759,679	9,258,120	7,650,000	13,706,125	10,756,743	9,313,725	9,519,054	4,708,787

Schedule B - Capital Outlay Detail											
	C.I.P. #	% Of Total	2006/07 Actual	2007/08 Actual	2008/09 Budget	2008/09 Est. Actual	2009/10 Budget	2010/11 Projection	2011/12 Projection	2012/13 Projection	2013/14 Projection
Capital Outlay:											
<u>Non-Growth Related</u>											
Cash Funded											
Water Vehicles	117	100%	119,779	29,206	111,500	111,500	176,375	244,000	288,600	207,100	145,500
Edgemont Reservoir Improvements	168	100%	0	0	240,000	336	190,000	150,000	150,000	150,000	150,000
West End Reservoir	274	75%	74,537	0	37,500	0	0	0	0	0	0
West End Reservoir Phase II	275	75%	0	0	222,000	0	0	0	0	0	0
Breichner WTP Improvements	405	100%	0	0	15,000	10,000	15,000	25,000	25,000	25,000	25,000
Jonathan Street Streetscape	638	100%	29,283	0	0	0	0	0	0	0	0
Administrative/Engineering Equip.	648	80%	41,160	0	16,000	8,000	8,000	8,000	8,000	8,000	8,000
Pump Station Improvements	651	100%	43,850	155,421	0	0	75,000	75,000	75,000	75,000	75,000
Distribution System Equipment	710	100%	44,137	29,850	0	0	0	0	0	0	0
Non - C.I.P.											
Structures & Improvements	000	100%	11,395	3,646	25,000	25,000	10,000	30,000	30,000	30,000	30,000
Distribution Meters	000	100%	359,848	0	0	0	0	0	0	0	0
Distribution Services	653	100%	471,648	0	0	0	0	0	0	0	0
Total Cash Funding			1,195,637	218,123	667,000	154,836	474,375	532,000	576,600	495,100	433,500
MDE Bond Funded											
Edgemont Reservoir Improvements	168	100%	0	0	0	0	0	15,000	110,000	55,000	55,000
West End Reservoir	274	75%	0	2,734,609	2,161,875	2,199,375	0	0	0	0	0
West End Reservoir Phase II	275	75%	0	0	750,000	312,494	4,500,000	0	0	0	0
R.C. Willson Plant - Phase IV	740	75%	0	0	75,000	0	0	240,000	90,000	2,407,500	802,500
R.C. Willson Plant - Phase V	741	75%	0	0	0	0	600,000	1,575,000	412,500	0	0
Total MDE Bond Funding			0	2,734,609	2,986,875	2,511,869	5,100,000	1,830,000	612,500	2,462,500	857,500
City Bond Funded (Benefit Charge Advance)											
R.C. Willson Plant Improvements	166	75%	253,403	84,055	90,000	90,000	90,000	112,500	112,500	112,500	112,500
Edgemont Reservoir Improvements	168	100%	0	87,857	0	74,664	0	0	0	0	0
West End Reservoir	274	75%	100,073	0	0	0	0	0	0	0	0
West End Reservoir Phase II	275	75%	0	75,559	0	659,507	315,000	0	0	0	0
Jonathan Street Streetscape	638	100%	0	168,040	518,120	500,000	500,000	0	0	0	0
Administrative/Engineering Equip.	648	80%	0	9,720	0	0	0	0	0	0	0
Pump Station Improvements	651	100%	0	0	75,000	75,000	180,000	125,000	762,500	637,500	0
Distribution Services	653	100%	0	941,930	935,000	950,000	972,000	1,001,160	1,031,195	1,062,131	1,093,994
Distribution System Rehabilitation	709	100%	0	859,292	1,175,000	800,000	927,750	1,161,583	1,196,430	1,232,323	1,269,293
R.C. Willson Plant - Phase IV	740	75%	0	312,196	0	37,500	75,000	0	0	0	0
Total City Bond Funding			353,476	2,538,649	2,793,120	3,186,671	3,059,750	2,400,243	3,102,625	3,044,454	2,475,787
Total Non-Growth Related Capital Outlay			1,549,113	5,491,381	6,446,995	5,853,375	8,634,125	4,762,243	4,291,725	6,002,054	3,766,787

	C.I.P. #	% Of Total	2006/07 Actual	2007/08 Actual	2008/09 Budget	2008/09 Est. Actual	2009/10 Budget	2010/11 Projection	2011/12 Projection	2012/13 Projection	2013/14 Projection
<i>Growth Related</i>											
Cash/Developer/Grant Funded											
Willson Transmission Main	167	100%	0	0	0	0	300,000	0	0	0	0
Zone 3 Standpipe	323	100%	0	0	0	0	0	0	0	0	100,000
Total Developer/Grant Funded			0	0	0	0	300,000	0	0	0	100,000
Benefit Charges/Restricted Cash Funded											
R.C. Willson Plant Improvements	166	25%	0	28,018	30,000	30,000	30,000	37,500	37,500	37,500	37,500
Willson Transmission Main	167	100%	16,834	197,062	1,695,000	695,000	210,000	350,000	315,000	175,000	35,000
West End Reservoir	274	25%	58,203	549,866	12,500	0	0	0	0	0	0
West End Reservoir Phase II	275	25%	0	25,186	74,000	219,836	105,000	0	0	0	0
Administrative/Engineering Equip	648	20%	10,290	2,430	4,000	2,000	2,000	2,000	2,000	2,000	2,000
R.C. Willson Plant - Phase IV	740	25%	0	104,066	0	12,500	25,000	0	0	0	0
Total Benefit Charge Funding			85,327	906,628	1,815,500	959,336	372,000	389,500	354,500	214,500	74,500
MDE Bond Funded											
Willson Transmission Main	167	100%	0	0	0	0	2,700,000	5,000,000	4,500,000	2,500,000	500,000
West End Reservoir	274	25%	0	361,670	720,625	733,125	0	0	0	0	0
West End Reservoir Phase II	275	25%	0	0	250,000	104,165	1,500,000	0	0	0	0
R.C. Willson Plant - Phase IV	740	25%	0	0	25,000	0	0	80,000	30,000	802,500	267,500
R.C. Willson Plant - Phase V	741	25%	0	0	0	0	200,000	525,000	137,500	0	0
Total MDE Bond Funding			0	361,670	995,625	837,290	4,400,000	5,605,000	4,667,500	3,302,500	767,500
Total Growth Related Capital Outlay			85,327	1,268,298	2,811,125	1,796,625	5,072,000	5,994,500	5,022,000	3,517,000	942,000
Total Capital Outlay			1,634,440	6,759,679	9,258,120	7,650,000	13,706,125	10,756,743	9,313,725	9,519,054	4,708,787

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- The investment interest rate is assumed to be 2.0%.
- Operating expenses, excluding depreciation, are estimated to increase by 2.0%
- The \$7 million MDE bond for Fiscal Year 2009/10 has been approved through Maryland Department of the Environment Loan Program with no interest for a 20 year payback period. Future bonds marked as MDE financing are assumed to 2.0% twenty year bonds with an administrative fee of 5.0% of debt service. The bonds marked as city bonds have an interest rate of 5.0% over 20 years.
- The model uses benefit charge funds to cover growth related capital projects and debt service from prior year growth related projects. Benefit charges have dropped significantly due to the current economic slowdown.
- The proposed rate increase for Fiscal Year 2009/10 based on the results of a soon to be completed cost of service study to be released this summer will occur October 1, 2009. The rate increases for future years will occur on July 1.
- With the drop in projected new benefit charges from growth and new development, future years additional funding includes restricting a portion of annual service charge revenues for future system repairs, renewals and replacements. This is a recommendation from our cost of service study.

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	<u>2006/07</u> <u>Actual</u>	<u>2007/08</u> <u>Actual</u>	<u>2008/09</u> <u>Budget</u>	<u>2008/09</u> <u>Est. Actual</u>	<u>2009/10</u> <u>Budget</u>	<u>Proj.</u> <u>Chg. %</u>	<u>2010/11</u> <u>Projection</u>	<u>2011/12</u> <u>Projection</u>	<u>2012/13</u> <u>Projection</u>	<u>2013/14</u> <u>Projection</u>
Operating Revenues:										
Service Charges:										
Metered City Sewer	4,281,018	4,480,672	4,665,500	4,734,800	4,746,000	1.5%	4,817,190	4,889,448	4,962,790	5,037,231
Metered County Sewer	1,681,110	1,923,644	2,000,700	2,195,100	2,209,500	1.5%	2,242,643	2,276,282	2,310,426	2,345,083
Metered Joint Sewer	1,273,753	1,497,549	1,531,400	1,653,500	1,668,700	1.5%	1,693,731	1,719,136	1,744,924	1,771,097
Low -Pressure System Charge	90,086	98,025	100,000	106,000	100,000	1.5%	101,500	103,023	104,568	106,136
Total Service Charges	<u>7,325,967</u>	<u>7,999,890</u>	<u>8,297,600</u>	<u>8,689,400</u>	<u>8,724,200</u>		<u>8,855,063</u>	<u>8,987,889</u>	<u>9,122,707</u>	<u>9,259,548</u>
Projected % Rate Increase - City	3.5%	12.2%	6.6%	6.6%	11.5%		11.5%	3.5%	3.5%	3.5%
Cumulative Effect of Rate Increases	0	0	537,773	0	743,837	1.5%	2,013,319	2,354,490	2,705,442	3,066,393
Other Operating Revenues	438,992	138,858	232,900	174,990	149,600	2.0%	152,592	155,644	158,757	161,932
Total Operating Revenue	<u>7,764,959</u>	<u>8,138,748</u>	<u>9,068,273</u>	<u>8,864,390</u>	<u>9,617,637</u>		<u>11,020,974</u>	<u>11,498,022</u>	<u>11,986,906</u>	<u>12,487,873</u>
Operating Expenses:										
Plant Expenses	4,251,255	4,251,249	4,615,384	4,589,658	4,706,033	2.0%	4,800,154	4,896,157	4,994,080	5,093,961
Laboratory Expenses	251,553	260,837	305,746	289,093	289,533	2.0%	295,324	301,230	307,255	313,400
Collection Systems	1,343,074	1,084,668	1,049,029	982,210	1,080,220	2.0%	1,101,824	1,123,861	1,146,338	1,169,265
Selling, General & Administration	2,273,836	3,176,343	3,010,812	2,906,309	3,020,695	2.0%	3,081,109	3,142,731	3,205,586	3,269,697
Total Operating Expenses	<u>8,119,718</u>	<u>8,773,097</u>	<u>8,980,971</u>	<u>8,767,270</u>	<u>9,096,481</u>		<u>9,278,411</u>	<u>9,463,979</u>	<u>9,653,258</u>	<u>9,846,324</u>
Cash Operating Income (Loss)	<u>(354,759)</u>	<u>(634,349)</u>	<u>87,302</u>	<u>97,120</u>	<u>521,156</u>		<u>1,742,564</u>	<u>2,034,044</u>	<u>2,333,647</u>	<u>2,641,549</u>
Depreciation	<u>1,858,562</u>	<u>1,790,355</u>	<u>2,138,000</u>	<u>2,138,000</u>	<u>2,138,000</u>		<u>2,739,732</u>	<u>3,021,626</u>	<u>3,060,862</u>	<u>3,174,320</u>
Operating Income (Loss)	<u>(2,213,321)</u>	<u>(2,424,704)</u>	<u>(2,050,698)</u>	<u>(2,040,880)</u>	<u>(1,616,844)</u>		<u>(997,168)</u>	<u>(987,582)</u>	<u>(727,215)</u>	<u>(532,771)</u>

	<u>2006/07</u> <u>Actual</u>	<u>2007/08</u> <u>Actual</u>	<u>2008/09</u> <u>Budget</u>	<u>2008/09</u> <u>Est. Actual</u>	<u>2009/10</u> <u>Budget</u>	Proj. Chg. %	<u>2010/11</u> <u>Projection</u>	<u>2011/12</u> <u>Projection</u>	<u>2012/13</u> <u>Projection</u>	<u>2013/14</u> <u>Projection</u>
Operating Income (Loss)	(2,213,321)	(2,424,704)	(2,050,698)	(2,040,880)	(1,616,844)		(997,168)	(987,582)	(727,215)	(532,771)
Non-Operating Revenues (Exp.):										
Interest Earned	82,180	125,334	85,000	93,000	93,000		34,209	27,931	23,982	6,637
Interest Expense (Current Bonds)	(301,454)	(298,974)	(274,824)	(274,824)	(249,622)		(224,004)	(193,471)	(166,209)	(150,121)
Interest Expense (New MDE Bonds)	0	0	0	0	0		0	(45,900)	(36,255)	(26,610)
Interest Expense (New City Bonds)	0	0	0	0	(202,105)		(255,124)	(273,987)	(287,478)	(146,047)
Gain (Loss) on Sale of Capital Assets	(665,272)	8,170	0	0	0		0	0	0	0
Total Non-Operating Revs. (Exps.)	<u>(884,546)</u>	<u>(165,470)</u>	<u>(189,824)</u>	<u>(181,824)</u>	<u>(358,727)</u>		<u>(444,918)</u>	<u>(485,427)</u>	<u>(465,960)</u>	<u>(316,140)</u>
Net Income (Loss) Before Operating Transfers	(3,097,867)	(2,590,174)	(2,240,522)	(2,222,704)	(1,975,571)		(1,442,087)	(1,473,009)	(1,193,175)	(848,911)
Transfers From (To) Other Funds										
Transfers (to) Capital Improvements Fd.	(45,000)	(249,484)	(55,000)	(55,000)	(55,000)		(55,000)	(55,000)	(55,000)	(55,000)
Capital Contributions										
Benefits Charges	3,165,805	4,840,354	1,500,000	675,000	725,000	5.0%	761,250	799,313	839,278	881,242
Grants in Aid of Construction	67,920	647,233	6,112,000	1,000,000	7,800,000		4,400,000	0	0	0
Non-Cash Capital Contributions	1,729,910	83,995	1,500,000	350,000	350,000		1,250,000	1,250,000	1,250,000	1,250,000
Total Capital Contributions	<u>4,963,635</u>	<u>5,571,582</u>	<u>9,112,000</u>	<u>2,025,000</u>	<u>8,875,000</u>		<u>6,411,250</u>	<u>2,049,313</u>	<u>2,089,278</u>	<u>2,131,242</u>
Inc. (Dec.) in Retained Earnings	<u>1,820,768</u>	<u>2,731,924</u>	<u>6,816,478</u>	<u>(252,704)</u>	<u>6,844,429</u>		<u>4,914,163</u>	<u>521,303</u>	<u>841,104</u>	<u>1,227,331</u>

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	<u>2006/07</u> <u>Actual</u>	<u>2007/08</u> <u>Actual</u>	<u>2008/09</u> <u>Budget</u>	<u>2008/09</u> <u>Est. Actual</u>	<u>2009/10</u> <u>Budget</u>	Proj. Chg. %	<u>2010/11</u> <u>Projection</u>	<u>2011/12</u> <u>Projection</u>	<u>2012/13</u> <u>Projection</u>	<u>2013/14</u> <u>Projection</u>
Inc. (Dec.) in Retained Earnings	1,820,768	2,731,924	6,816,478	(252,704)	6,844,429		4,914,163	521,303	841,104	1,227,331
Adjust Retained Earnings to a Cash Flow Basis:										
Add Back Depreciation	1,858,562	1,790,355	2,138,000	2,138,000	2,138,000		2,739,732	3,021,626	3,060,862	3,174,320
Changes in Working Capital	155,754	459,723	0	0	0		0	0	0	0
Prin. Pay. on Current Long-Term Debt.	(1,053,096)	(1,058,594)	(1,082,690)	(1,082,690)	(1,079,319)		(1,099,085)	(1,123,930)	(943,655)	(811,196)
Prin. Pay. on New MDE Bonds	0	0	0	0	0		(350,000)	(482,250)	(482,250)	(482,250)
Prin. Pay. on New City Bonds	0	0	0	0	(122,346)		(261,241)	(293,166)	(321,316)	(399,566)
Non-Cash Capital Contributions	(1,729,910)	(83,995)	(1,500,000)	(350,000)	(350,000)		(1,250,000)	(1,250,000)	(1,250,000)	(1,250,000)
Total Adjustments to Ret. Earnings	(768,690)	1,107,489	(444,690)	705,310	586,335		(220,594)	(127,720)	63,641	231,308
Cash Available for Capital Outlay	1,052,078	3,839,413	6,371,788	452,606	7,430,764		4,693,570	393,583	904,745	1,458,639
Capital Outlay:										
Non-Growth Related	652,740	1,748,555	10,450,905	3,656,588	10,010,000		5,340,500	886,500	2,194,500	1,037,500
Growth Related	424,452	789,895	7,901,100	1,366,750	7,688,000		2,950,500	267,500	1,142,500	327,500
Total Capital Outlay	1,077,192	2,538,450	18,352,005	5,023,338	17,698,000		8,291,000	1,154,000	3,337,000	1,365,000
Cash After Capital Outlay	(25,114)	1,300,963	(11,980,217)	(4,570,732)	(10,267,236)		(3,597,430)	(760,417)	(2,432,255)	93,639
Additional Funding										
Restricted - Repair, Renewal, Replace	0	0	0	0	0		(354,646)	(369,902)	(393,250)	(405,930)
Changes - Restricted Cash (Benefit Funds):										
Add Beginning Balance	2,924	2,919,450	4,287,469	4,287,469	3,812,215		1,608,662	1,209,631	931,561	(0)
Deduct Ending Balance	(2,919,450)	(4,287,469)	(3,137,455)	(3,812,215)	(1,608,662)		(1,209,631)	(931,561)	0	(576,242)
Change in Restricted Cash	(2,916,526)	(1,368,019)	1,150,014	475,254	2,203,553		399,031	278,070	931,561	(576,242)
MDE Bond Financing - 2%, 20 Years	1,624,426	0	9,000,000	0	7,000,000		2,645,000	0	0	0
City Bond Financing - 5%, 20 years	1,312,913	0	1,907,505	4,072,317	1,152,500		638,500	563,000	1,565,000	705,000
Total Additional Funding	20,813	(1,368,019)	12,057,519	4,547,571	10,356,053		3,682,531	841,070	2,496,561	128,758
Net Surplus (Deficit)	<u>(4,301)</u>	<u>(67,056)</u>	<u>77,302</u>	<u>(23,161)</u>	<u>88,817</u>		<u>85,101</u>	<u>80,653</u>	<u>64,306</u>	<u>222,397</u>
Beginning Cash Balance	107,496	103,195	36,139	36,139	12,978		101,795	186,896	267,549	331,855
Ending Cash Balance	103,195	36,139	113,441	12,978	101,795		186,896	267,549	331,855	554,251

Schedule A - Capital Outlay											
	C.I.P. #	2006/07 Actual	2007/08 Actual	2008/09 Budget	2008/09 Est. Actual	2009/10 Budget	2010/11 Projection	2011/12 Projection	2012/13 Projection	2013/14 Projection	
<u>Capital Outlay</u>											
New Laterals	000	11,042	25,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	
Sewer Vehicles	004	0	70,511	114,000	102,030	155,000	193,000	231,000	322,000	250,000	
Manhole Raising	267	17,186	21,482	25,000	25,000	25,000	25,000	25,000	25,000	25,000	
Pump Station Improvements	299	109,401	13,192	50,000	15,000	30,000	30,000	30,000	330,000	30,000	
Collection System Rehabilitation	327	910,460	628,397	600,000	770,000	400,000	400,000	400,000	1,700,000	400,000	
East End Pump Station	565	0	0	0	0	0	400,000	0	0	0	
WWTP - Phase II Improvements	567	(115,925)	0	0	0	0	0	0	0	0	
WWTP/Enhanced Nutrient Removal	571	6,824	655,816	4,362,000	1,000,000	5,250,000	4,000,000	0	0	0	
WWTP - Phase IV - Headworks	572	0	270,615	3,000,000	500,000	2,650,000	657,000	0	0	0	
WWTP Equipment	584	62,066	26,236	120,000	100,000	100,000	100,000	100,000	100,000	100,000	
Buildings & Structures	585	0	3,646	50,000	85,000	50,000	20,000	20,000	10,000	10,000	
WWTP - Phase III - Disinfection	657	0	77,425	100,000	85,000	100,000	100,000	100,000	100,000	100,000	
Jonathan Street Streetscape	693	69,899	130,654	428,005	769,108	180,000	0	0	0	0	
WWTP/Phase V/Solids Processing	711	0	91,958	150,000	125,000	150,000	100,000	50,000	550,000	250,000	
Collection System Equipment	713	0	39,644	40,000	80,000	80,000	80,000	80,000	80,000	80,000	
Wastewater GIS - Hydraulic Model	742	0	0	15,000	0	15,000	25,000	10,000	10,000	10,000	
Supplemental Environ. Project	743	6,240	57,914	100,000	157,200	0	0	0	0	0	
Edgewood Intersection (SHA)	744	0	0	250,000	50,000	200,000	0	0	0	0	
Laboratory Equipment	745	0	0	15,000	0	15,000	15,000	15,000	15,000	15,000	
WWTP Disinfection Improvments	748	0	375,487	3,300,000	850,000	2,800,000	788,000	0	0	0	
Grinder Pump Replacement	767	0	50,473	68,000	55,000	72,000	74,000	78,000	80,000	80,000	
Conrad Court Pump Station	769	0	0	2,550,000	50,000	2,550,000					
Salem Ave. - Winter-Burhans	779	0	0	1,000,000	120,000	1,042,000	0	0	0	0	
SSES City Wide	780	0	0	2,000,000	70,000	1,819,000	1,269,000	0	0	0	
Total Capital Outlay		1,077,192	2,538,450	18,352,005	5,023,338	17,698,000	8,291,000	1,154,000	3,337,000	1,365,000	

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Schedule B - Capital Outlay Detail											
	C.I.P.	% Of	2006/07	2007/08	2008/09	2008/09	2009/10	2010/11	2011/12	2012/13	2013/14
	#	Total	Actual	Actual	Budget	Est. Actual	Budget	Projection	Projection	Projection	Projection
Capital Outlay:											
<u>Non-Growth Related</u>											
Cash Funded											
Sewer Vehicles	004	100%	0	0	0	0	155,000	193,000	231,000	322,000	250,000
Manhole Raising	267	100%	17,186	21,482	25,000	25,000	25,000	25,000	25,000	25,000	25,000
Pump Station Improvements	299	75%	0	0	0	0	22,500	22,500	22,500	247,500	22,500
WWTP - Phase II Improvements	567	70%	(1,272,905)	0	0	0	0	0	0	0	0
Buildings & Structures	585	100%	0	0	0	0	50,000	20,000	20,000	10,000	10,000
Wastewater GIS - Hydraulic Model	742	100%	0	0	0	0	15,000	25,000	10,000	10,000	10,000
Laboratory Equipment	745	100%	0	0	15,000	0	15,000	15,000	15,000	15,000	15,000
Total Cash Funding			(1,255,719)	21,482	40,000	25,000	282,500	300,500	323,500	629,500	332,500
Grants in Aid of Construction											
WWTP/Enhanced Nutrient Remova	571	70%	4,777	453,063	3,053,400	700,000	3,675,000	2,800,000	0	0	0
SSES City Wide	780	50%	0	0	0	0	400,000	0	0	0	0
Total Grant Funding			4,777	453,063	3,053,400	700,000	4,075,000	2,800,000	0	0	0
MDE Bond Funded											
WWTP - Phase II Improvements	567	70%	1,137,098	0	0	0	0	0	0	0	0
WWTP - Phase IV - Headworks	572	70%	0	0	2,100,000	0	1,750,000	459,900	0	0	0
WWTP Disinfection Improvements	748	70%	0	0	2,100,000	0	1,750,000	516,600	0	0	0
Salem Ave. - Winter-Burhans	779	50%	0	0	500,000	0	500,000	0	0	0	0
SSES City Wide	780	50%	0	0	1,000,000	0	500,000	625,000	0	0	0
Total MDE Bond Funding			1,137,098	0	5,700,000	0	4,500,000	1,601,500	0	0	0
City Bond Funded (Benefit Charge Advance)											
Sewer Vehicles	004	100%	0	70,511	114,000	102,030	0	0	0	0	0
Pump Station Improvements	299	75%	82,051	9,894	37,500	11,250	0	0	0	0	0
Collection System Rehabilitation	327	50%	546,329	314,199	300,000	385,000	200,000	200,000	200,000	850,000	200,000
WWTP - Phase IV - Headworks	572	70%	0	189,430	0	350,000	105,000	0	0	0	0
WWTP Equipment	584	100%	62,066	26,236	120,000	100,000	100,000	100,000	100,000	100,000	100,000
Buildings & Structures	585	100%	0	3,646	50,000	85,000	0	0	0	0	0
Jonathan Street Streetscape	693	100%	69,899	130,654	428,005	769,108	180,000	0	0	0	0
WWTP - Phase III - Disinfection	657	70%	0	54,197	70,000	59,500	70,000	70,000	70,000	70,000	70,000
WWTP/Phase V/Solids Processing	711	70%	0	64,371	105,000	87,500	105,000	70,000	35,000	385,000	175,000
Collection System Equipment	713	100%	0	39,644	40,000	80,000	80,000	80,000	80,000	80,000	80,000
Wastewater GIS - Hydraulic Model	742	100%	0	0	15,000	0	0	0	0	0	0
Supplemental Environ. Project	743	100%	6,240	57,914	100,000	157,200	0	0	0	0	0
WWTP Disinfection Improvements	748	70%	0	262,841	210,000	595,000	210,000	35,000	0	0	0
Grinder Pump Replacement	767	100%	0	50,473	68,000	55,000	72,000	74,000	78,000	80,000	80,000
Salem Ave. - Winter-Burhans	779	50%	0	0	0	60,000	21,000	0	0	0	0
SSES City Wide	780	50%	0	0	0	35,000	9,500	9,500	0	0	0
Total City Bond Funding			766,584	1,274,010	1,657,505	2,931,588	1,152,500	638,500	563,000	1,565,000	705,000
Total Non-Growth Related Capital Outlay			652,740	1,748,555	10,450,905	3,656,588	10,010,000	5,340,500	886,500	2,194,500	1,037,500

	C.I.P. #	% Of Total	2006/07 Actual	2007/08 Actual	2008/09 Budget	2008/09 Est. Actual	2009/10 Budget	2010/11 Projection	2011/12 Projection	2012/13 Projection	2013/14 Projection
Growth Related											
Cash Funded											
New Laterals	000	100%	0	0	0	0	15,000	15,000	15,000	15,000	15,000
Pump Station Improvements	299	25%	0	0	0	0	7,500	7,500	7,500	82,500	7,500
			0	0	0	0	22,500	22,500	22,500	97,500	22,500
Grants in Aid of Construction											
East End Pump Station	565	100%	0	0	0	0	0	400,000	0	0	0
WWTP/Enhanced Nutrient Remova	571	30%	2,047	194,170	1,308,600	300,000	1,575,000	1,200,000	0	0	0
Conrad Court Pump Station	769	100%	0	0	1,750,000	0	1,750,000	0	0	0	0
SSES City Wide	780	50%	0	0	0	0	400,000	0	0	0	0
Total Grant Funding			2,047	194,170	3,058,600	300,000	3,725,000	1,600,000	0	0	0
Benefit Charges/Restricted Cash Funded											
New Laterals	000	100%	11,042	25,000	15,000	15,000	0	0	0	0	0
Pump Station Improvements	299	25%	27,350	3,298	12,500	3,750	0	0	0	0	0
Collection System Rehabilitation	327	50%	(182,198)	314,198	300,000	385,000	200,000	200,000	200,000	850,000	200,000
WWTP - Phase II Improvements	567	30%	(467,446)	0	0	0	0	0	0	0	0
WWTP/Enhanced Nutrient Remova	571	30%	0	8,583	0	0	0	0	0	0	0
WWTP - Phase IV - Headworks	572	30%	0	81,185	0	150,000	45,000	0	0	0	0
WWTP - Phase III - Disinfection	657	30%	0	23,228	30,000	25,500	30,000	30,000	30,000	30,000	30,000
WWTP/Phase V/Solids Processing	711	30%	0	27,587	45,000	37,500	45,000	30,000	15,000	165,000	75,000
Edgewood Intersection (SHA)	744	100%	0	0	0	50,000	200,000	0	0	0	0
WWTP Disinfection Improvments	748	30%	0	112,646	90,000	255,000	90,000	15,000	0	0	0
Conrad Court Pump Station	769	100%	0	0	800,000	50,000	800,000	0	0	0	0
Salem Ave. - Winter-Burhans	779	50%	0	0	0	60,000	21,000	0	0	0	0
SSES City Wide	780	50%	0	0	0	35,000	9,500	9,500	0	0	0
Total Benefit Charge Funding			(611,252)	595,725	1,292,500	1,066,750	1,440,500	284,500	245,000	1,045,000	305,000
MDE Bond Funded											
WWTP - Phase II Improvements	567	30%	487,328	0	0	0	0	0	0	0	0
WWTP - Phase IV - Headworks	572	30%	0	0	900,000	0	750,000	197,100	0	0	0
WWTP Disinfection Improvments	748	30%	0	0	900,000	0	750,000	221,400	0	0	0
Salem Ave. - Winter-Burhans	779	50%	0	0	500,000	0	500,000	0	0	0	0
SSES City Wide	780	50%	0	0	1,000,000	0	500,000	625,000	0	0	0
Total MDE Bond Funding			487,328	0	3,300,000	0	2,500,000	1,043,500	0	0	0
City Bond Funded											
Collection System Rehabilitation	327	50%	546,329	0	0	0	0	0	0	0	0
Edgewood Intersection (SHA)	744	100%	0	0	250,000	0	0	0	0	0	0
			546,329	0	250,000	0	0	0	0	0	0
Total Growth Related Capital Outlay			424,452	789,895	7,901,100	1,366,750	7,688,000	2,950,500	267,500	1,142,500	327,500
Total Capital Outlay			1,077,192	2,538,450	18,352,005	5,023,338	17,698,000	8,291,000	1,154,000	3,337,000	1,365,000

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- *Fiscal year 2010/11* revenue projections assume an increase in meter rates to \$0.50 per hour effective 1/1/2011 doubling Parking Meter revenues (the exception being the hospital streets which are already at the \$0.50 rate). This increase is shown as a separate line in the budget titled "Increase in Parking Rates." These projections assume the relocation of the Washington County Hospital outside of the City of Hagerstown mid way through Fiscal Year 2010/11 effectively eliminating parking meter revenue from that area of downtown.
- Capital outlay for Fiscal Year 2009/10 includes \$150,000 to begin rehabilitation of the North Potomac Street Deck.
- Operating expenses are estimated to increase by 4.0% annually.
- Investment interest rate is assumed to be 2.0%.
- The future bond interest rates are assumed to be 5% over a 20 year term.

PARKING FUND

Section 10

INCOME STATEMENT

Financial Projections

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Fiscal Year 2010 / 2014

	<u>2006/07</u>	<u>2007/08</u>	<u>2008/09</u>	<u>2008/09</u>	<u>2009/10</u>	<u>Proj.</u>	<u>2010/11</u>	<u>2011/12</u>	<u>2012/13</u>	<u>2013/14</u>
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Est. Actual</u>	<u>Budget</u>	<u>Chg. %</u>	<u>Projection</u>	<u>Projection</u>	<u>Projection</u>	<u>Projection</u>
Operating Revenues:										
Parking Deck Revenues:										
North Potomac Street Parking Deck:										
Parking Deck Permits	194,288	210,443	225,500	205,000	174,400	2.5%	178,760	183,229	187,810	192,505
Parking Deck Fees	72,591	86,293	93,895	86,500	88,500	2.5%	90,713	92,980	95,305	97,687
General Free Parking	(22,586)	(36,378)	(34,000)	(33,200)	(25,000)	2.5%	(25,625)	(26,266)	(26,922)	(27,595)
Parking Deck Coupons	3,950	4,775	4,100	3,750	4,400	2.5%	4,510	4,623	4,738	4,857
South Potomac Street Parking Deck:										
Parking Deck Permits	19,952	61,331	82,800	62,000	66,000	2.5%	67,650	69,341	71,075	72,852
Parking Deck Fees	2,526	8,248	8,910	7,300	38,000	2.5%	69,700	71,443	73,229	75,059
Total Parking Deck Revenues	<u>270,721</u>	<u>334,712</u>	<u>381,205</u>	<u>331,350</u>	<u>346,300</u>		<u>385,708</u>	<u>395,350</u>	<u>405,234</u>	<u>415,365</u>
Parking Meter & Lot Revenues:										
Street Meters	86,571	83,307	87,500	86,000	88,500	2.5%	90,713	92,980	95,305	97,687
Market House Lot	29,316	34,389	34,850	34,500	34,500	2.5%	35,363	36,247	37,153	38,082
Church Street Lot	39,720	41,484	43,550	42,741	43,500	2.5%	44,588	45,702	46,845	48,016
Rochester Lot	484	696	4,540	715	1,100	2.5%	1,128	1,156	1,185	1,214
Central Lot	78,926	85,445	87,560	85,200	88,000	2.5%	90,200	92,455	94,766	97,136
Antietam St. Lot	24,150	25,540	25,000	25,000	24,500	2.5%	25,113	25,740	26,384	27,043
Hospital Streets	82,403	78,740	82,000	79,000	80,500	1.5%	40,854	0	0	0
Bryan Centre Lot	507	621	500	644	650	1.5%	660	670	680	690
Bryan Centre Lot Expenses	(1,500)	(1,500)	(1,500)	(1,500)	(1,500)	0.0%	(1,500)	(1,500)	(1,500)	(1,500)
Departmental Charges	55,962	51,204	53,450	52,000	54,000	2.5%	55,350	56,734	58,152	59,606
Increase in Parking Rates	0	0	0	0	0	2.5%	60,443	123,908	127,006	130,181
Total Parking Meter & Lot Revs.	<u>396,539</u>	<u>399,926</u>	<u>417,450</u>	<u>404,300</u>	<u>413,750</u>		<u>442,909</u>	<u>474,092</u>	<u>485,975</u>	<u>498,155</u>
Net Parking Fines	176,381	148,223	143,890	168,416	173,220	2.5%	177,551	181,989	186,539	191,202
Other Revenue	63	2,628	0	86	100		100	100	100	100
Total Operating Revenue	<u>843,704</u>	<u>885,489</u>	<u>942,545</u>	<u>904,152</u>	<u>933,370</u>		<u>1,006,267</u>	<u>1,051,531</u>	<u>1,077,848</u>	<u>1,104,822</u>
Operating Expenses:										
North Potomac Street Parking Deck	133,176	149,978	163,834	189,211	199,845	4.0%	207,839	216,152	224,798	233,790
South Potomac Street Parking Deck	46,683	53,361	54,476	52,889	49,415	4.0%	51,392	53,447	55,585	57,809
Other Facilities	101,497	113,888	109,699	110,910	117,324	4.0%	122,017	126,898	131,974	137,252
Parking Enforcement Expenses	55,625	19,875	63,115	57,998	60,249	4.0%	62,659	65,165	67,772	70,483
Depreciation	112,897	188,046	187,188	187,188	187,188		192,288	197,116	198,136	199,156
Total Operating Expenses	<u>449,878</u>	<u>525,148</u>	<u>578,312</u>	<u>598,196</u>	<u>614,021</u>		<u>636,194</u>	<u>658,779</u>	<u>678,265</u>	<u>698,490</u>
Operating Income (Loss)	<u>393,826</u>	<u>360,341</u>	<u>364,233</u>	<u>305,956</u>	<u>319,349</u>		<u>370,073</u>	<u>392,752</u>	<u>399,582</u>	<u>406,332</u>

	<u>2006/07</u>	<u>2007/08</u>	<u>2008/09</u>	<u>2008/09</u>	<u>2009/10</u>	<u>Proj.</u>	<u>2010/11</u>	<u>2011/12</u>	<u>2012/13</u>	<u>2013/14</u>
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Est. Actual</u>	<u>Budget</u>	<u>Chg. %</u>	<u>Projection</u>	<u>Projection</u>	<u>Projection</u>	<u>Projection</u>
Non-Operating Revenues (Exp.):										
Investment Earnings	8,318	8,308	8,400	6,400	4,500		5,373	7,556	9,740	16,237
Interest Expense	(171,685)	(145,148)	(132,875)	(132,875)	(118,453)		(101,320)	(79,473)	(64,739)	(57,414)
Interest Expense (New City Bonds)	0	0	0	0	(7,603)		(7,370)	(12,440)	(12,000)	(11,539)
Total Non-Operating Revs. (Exps.)	(163,367)	(136,840)	(124,475)	(126,475)	(121,556)		(103,317)	(84,357)	(66,999)	(52,716)
Grants in Aid of Construction	0	0	0	0	0		0	0	0	4,500,000
Transfers From (To) Other Funds:										
Transfers - C.D.B.G. Fund	198,470	0	0	0	0		0	0	0	0
Total Transfers From (To) Fds.	198,470	0	0	0	0		0	0	0	0
Change in Net Assets	428,929	223,501	239,758	179,481	197,793		266,756	308,396	332,584	4,853,616
Adjust to a Cash Flow Basis:										
Cash Flows from Operations:										
Depreciation	112,897	188,046	187,188	187,188	187,188		192,288	197,116	198,136	199,156
Changes in Working Capital	(6,106)	(19,661)	0	0	0		0	0	0	0
Cash Flows from External Sources:										
Prin. Pay on Current Long-Term Debt.	(428,673)	(361,734)	(376,227)	(376,227)	(341,032)		(345,072)	(357,156)	(166,294)	(137,710)
Prin. Pay. on New City Bonds	0	0	0	0	(4,603)		(4,836)	(9,144)	(9,585)	(10,046)
Change in Restricted Cash	0	0	0	(150,000)	0		0	0	0	0
Proceeds from Bond Issuance	454,469	0	150,000	150,000	150,000		142,000	0	0	4,500,000
Total Adjustment to Ret. Earnings	132,587	(193,349)	(39,039)	(189,039)	(8,447)		(15,620)	(169,184)	22,257	4,551,400
Funds Available for Capital Outlay	561,516	30,152	200,719	(9,558)	189,346		251,136	139,212	354,841	9,405,016
Capital Outlay										
South Potomac Street Parking Deck	627,884	37,071	0	0	0		0	0	0	0
N Potomac St Parking Deck Rehab	0	35,475	150,000	0	150,000		142,000	30,000	30,000	30,000
Offstreet Parking - South West	0	0	0	0	0		0	0	0	9,000,000
Non-C.I.P.	0	0	0	260	0		0	0	0	0
Total Capital Outlay	627,884	72,546	150,000	260	150,000		142,000	30,000	30,000	9,030,000
Net Surplus (Deficit)	(66,368)	(42,394)	50,719	(9,818)	39,346		109,136	109,212	324,841	375,016
Beginning Cash Balance	347,905	281,537	239,143	239,143	229,325		268,671	377,807	487,019	811,860
Ending Cash Balance	281,537	239,143	289,862	229,325	268,671		377,807	487,019	811,860	1,186,876

**ASSUMPTIONS USED IN DEVELOPING
GOLF COURSE
FINANCIAL PROJECTIONS**

- ▶ Although management will continually strive to improve the efficiency and effectiveness of budgetary resources spent in operating the Golf Course, these projections are intended only to maintain the existing level of services and facilities at the municipal Golf Course.
- ▶ Management believes that the Golf Course revenues will grow by 5.5% annually over the next five years. Volume increases should account for 3% of the growth and modest, annual rate increases of 2.4% to cover inflationary costs will account for the remaining revenue growth.
- ▶ Salaries and wages are expected to grow at the rate of 2.5% per year to reflect step increases only.
- ▶ The average projected increase in employee benefits is between 9.2 - 10.6% primarily due to expected increases over the next several years in the City's health insurance and retirement costs.
- ▶ The remaining other expenditure categories are projected to increase by approximately 3% per year in future years after returning more traditional levels.

	2005/06	2006/07	2007/08	2008/09	2008/09	2009/10	2010/11	2011/12	2012/13	2013/14
	Actual	Actual	Actual	Budget	Estimated	Proposed	Projection	Projection	Projection	Projection
<u>OPERATING REVENUES:</u>										
Green Fees	131,536	127,663	134,718	139,200	125,400	133,600	140,948	148,700	156,879	165,507
Cart Rentals	48,403	47,866	52,969	55,400	52,250	55,200	58,236	61,439	64,818	68,383
Tournaments & Specials	3,902	3,600	4,903	4,500	4,000	4,550	4,800	5,064	5,343	5,637
Other Revenues	22,184	16,941	15,982	19,872	15,497	17,796	18,606	19,454	20,342	21,271
Total Operating Revenues	206,025	196,070	208,572	218,972	197,147	211,146	222,590	234,657	247,381	260,798
<i>% Change</i>	19.3%	-4.8%	6.4%	5.0%	-5.5%	7.1%	5.4%	5.4%	5.4%	5.4%
<u>OPERATING EXPENSES:</u>										
Personal Services	152,936	182,979	192,193	201,042	206,442	207,412	210,764	214,199	217,720	221,329
Net Wage & O/H Allocation	35,442	63,706	24,987	30,199	65,671	53,698	35,040	35,916	36,814	37,735
Fringe Benefits	41,040	53,622	66,403	60,804	55,225	55,530	62,754	68,073	74,014	80,657
Matts, Supplies & Utilities	39,755	36,826	48,092	45,152	49,953	49,425	49,423	51,953	54,648	57,520
Maintenance & Repairs	3,382	4,923	2,890	4,200	3,200	3,200	3,296	3,395	3,497	3,602
Vehicle Operating Expenses	11,376	16,806	20,244	12,500	17,750	17,000	17,510	18,035	18,576	19,134
Advertising & Printing	4,356	4,919	3,546	4,000	2,500	4,000	4,120	4,244	4,371	4,502
Machinery & Equipment Rentals	10,395	11,442	12,761	25,200	19,700	19,700	20,291	20,900	21,527	22,173
Contracted Services	3,429	7,023	17,705	4,200	4,829	3,200	3,296	3,395	3,497	3,602
Other General Expenses	4,352	1,270	506	4,564	500	500	515	530	546	563
Insurance	8,133	9,417	8,768	9,993	6,732	7,406	7,628	7,857	8,093	8,336
Communication Expenses	426	416	468	510	460	460	474	488	503	518
Depreciation	26,458	22,919	22,509	21,560	21,560	21,560	21,560	21,560	21,560	21,560
Total Operating Expenses	341,480	416,268	421,072	423,924	454,522	443,091	436,671	450,546	465,366	481,229
Operating Income (Loss)	(135,455)	(220,198)	(212,500)	(204,952)	(257,375)	(231,945)	(214,081)	(215,889)	(217,984)	(220,431)
<u>Other Income/(Expense):</u>										
Interest Earned	0	994	0	0	0	0	0	0	0	0
Total Other Income/(Expense)	0	994	0							
Contributions & Grants in Aid	10,466	0	0	0	0	13,500	0	0	0	0
Operating Transfers In	135,563	174,631	210,891	195,000	243,094	211,885	192,521	219,329	236,424	248,871
Net Income (Loss)	10,574	(44,573)	(1,609)	(9,952)	(14,281)	(6,560)	(21,560)	3,440	18,440	28,440
Add Back Depreciation	26,458	22,919	22,509	21,560	21,560	21,560	21,560	21,560	21,560	21,560
Capital Outlay	(32,525)	(20,046)	(6,894)	(11,150)	(7,279)	(15,000)	0	(25,000)	(40,000)	(50,000)
Changes in Working Capital	(4,005)	41,398	(13,269)	0	0	0	0	0	0	0
Net Sources/(Uses) of Cash	502	(302)	737	458	0	0	0	0	(0)	0
Beginning Cash	300	802	500	1,237	1,237	1,237	1,237	1,237	1,238	1,237
Ending Cash	802	500	1,237	1,695	1,237	1,237	1,237	1,238	1,237	1,238
Self Supporting Level	60.3%	47.1%	49.5%	51.7%	43.4%	47.7%	51.0%	52.1%	53.2%	54.2%

- ▶ Operating expenses, excluding depreciation, are estimated to increase by 2.5%
- ▶ FY10 capital expenditures are projected to be \$1,011,000 to make renovations to the Roslyn Building. The \$1,011,000 renovation to the Roslyn Building will be done in connection with the fourth floor of City Hall. The project will be funded by \$886,000 in FY09 bonded debt and a \$125,000 transfer from the Economic Redevelopment Fund. Bonded debt is assumed to have an interest rate of 5.0% and be financed over 20 years.
- ▶ The renovation of the Roslyn Building will result in a loss of \$20,400 in rent in Fiscal Year 2009/10 from Code Compliance due to their move from the City Square to the fourth floor of City Hall. However, this \$20,400 will be replaced from renting the old City Square Code Compliance location.
- ▶ The renovation of the Roslyn Building will result in \$24,500 annual rent from C.D.B.G, \$19,500 in annual rent from Information Technology, and \$28,000 in annual rent from Community Affairs. These rents are projected to start on July 1, 2011.
- ▶ The renovation of the second and third floors of the Roslyn Building will result in \$30,000 of additional annual cost: \$20,000 in additional electric, \$8,000 in additional janitorial cost, and \$2,000 in additional water and sewer cost.

	2006/07	2007/08	2008/09	2008/09	2009/10	Proj.	2010/11	2011/12	2012/13	2013/14
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Est. Actual</u>	<u>Budget</u>	<u>Chg. %</u>	<u>Projection</u>	<u>Projection</u>	<u>Projection</u>	<u>Projection</u>
Operating Revenues:										
Rent - Labor, Licensing & Regulation	156,013	156,264	155,960	156,260	155,960		155,960	155,960	155,960	155,960
Rent - G.S.A. Telework Center	61,200	61,200	61,200	61,200	61,200		61,200	61,200	61,200	61,200
Rent - Potomac Classical Youth Ballet	4,032	4,860	5,220	4,375	3,900	2.5%	3,998	4,097	4,200	4,305
Rent - City Ballet School	23,441	22,126	24,875	24,875	25,625	2.5%	26,266	26,922	27,595	28,285
Rent - County Tourism	11,395	13,496	11,500	11,500	11,883	2.5%	12,180	12,485	12,797	13,117
Rent - The Rhubarb House	12,581	12,876	12,870	12,870	12,870	2.5%	13,192	13,522	13,860	14,206
Rent - Convention & Visitors Bureau	16,800	16,100	16,800	16,800	17,100	2.5%	17,528	17,966	18,415	18,875
Rent - A.P.C.W.S.	1,181	1,181	1,701	1,181	1,181		1,181	1,181	1,181	1,181
Rent - Code Office - City Square	20,400	20,400	20,400	20,400	20,400		0	0	0	0
Rent - Department of Labor	25,500	25,500	25,500	25,500	25,500		25,500	25,500	25,500	25,500
Stairtower Agreement	2,512	2,168	2,168	2,120	2,663	2.5%	2,730	2,798	2,868	2,939
Rent - Spickler's Market	6,959	7,246	7,963	7,963	8,400	2.5%	8,610	8,825	9,046	9,272
Rent - Wash. Co. Ind. Foundation	8,733	8,932	9,000	9,000	9,000	2.5%	9,225	9,456	9,692	9,934
Rent - The Home Store	0	0	1	1	1		0	0	0	0
Rent - City Square	0	0	0	0	0		20,400	20,400	20,400	20,400
Rent - C.D.B.G	0	0	0	0	0		24,500	24,500	24,500	24,500
Rent - Information Technology	0	0	0	0	0		19,500	19,500	19,500	19,500
Rent - Community Affairs	0	0	0	0	0		28,000	28,000	28,000	28,000
Gain/(Loss) on Sale of Fixed Assets	20,041	0	0	0	0		0	0	0	0
Purchase Discounts	2	19	2	10	10		10	10	10	10
Total Operating Revenues	370,790	352,368	355,160	354,055	355,693		429,978	432,321	434,723	437,185
Operating Expenses:										
Selling, General & Administration	236,811	226,368	220,696	237,227	256,753	2.5%	263,172	269,751	276,495	283,407
Additional Costs - Roslyn Building	0	0	0	0	0	2.5%	30,000	30,750	31,519	32,307
Depreciation	78,599	79,630	78,500	78,500	78,500		113,400	113,400	113,400	113,400
Total Operating Expenses	315,410	305,998	299,196	315,727	335,253		406,572	413,901	421,414	429,114
Operating Income (Loss)	55,380	46,370	55,964	38,328	20,440		23,406	18,420	13,309	8,071

PROPERTY MANAGEMENT FUND

Section 10

INCOME STATEMENT

Financial Projections

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Fiscal Year 2010/2014

	<u>2006/07</u> <u>Actual</u>	<u>2007/08</u> <u>Actual</u>	<u>2008/09</u> <u>Budget</u>	<u>2008/09</u> <u>Est. Actual</u>	<u>2009/10</u> <u>Budget</u>	<u>Proj.</u> <u>Chg. %</u>	<u>2010/11</u> <u>Projection</u>	<u>2011/12</u> <u>Projection</u>	<u>2012/13</u> <u>Projection</u>	<u>2013/14</u> <u>Projection</u>
Operating Income (Loss)	55,380	46,370	55,964	38,328	20,440		23,406	18,420	13,309	8,071
Non-Operating Revenues (Exp.):										
Interest Earned	12,078	12,388	14,000	9,000	9,000		6,958	7,212	7,402	8,147
Interest Expense (Current Bonds)	(9,215)	(6,241)	(5,124)	(5,124)	(3,678)		(2,492)	(545)	222	222
Interest Expense (New City Bonds)	0	0	0	0	(44,909)		(43,533)	(42,087)	(40,567)	(38,971)
Total Non-Operating Revs. (Exps.)	<u>2,863</u>	<u>6,147</u>	<u>8,876</u>	<u>3,876</u>	<u>(39,587)</u>		<u>(39,067)</u>	<u>(35,420)</u>	<u>(32,943)</u>	<u>(30,602)</u>
Net Income (Loss) Before Operating Transfers	58,243	52,517	64,840	42,204	(19,147)		(15,660)	(17,000)	(19,633)	(22,531)
Transfers From (To) Other Funds										
Transfers from Economic Redevelop.	0	0	125,000	0	125,000		0	0	0	0
Total Transfers From Other Funds	<u>0</u>	<u>0</u>	<u>125,000</u>	<u>0</u>	<u>125,000</u>		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Inc. (Dec.) in Retained Earnings	<u>58,243</u>	<u>52,517</u>	<u>189,840</u>	<u>42,204</u>	<u>105,853</u>		<u>(15,660)</u>	<u>(17,000)</u>	<u>(19,633)</u>	<u>(22,531)</u>
Adjust Retained Earnings to a Cash Flow Basis:										
Add Back Depreciation	78,599	79,630	78,500	78,500	78,500		113,400	113,400	113,400	113,400
Changes in Working Capital	(7,381)	3,122	0	0	0		0	0	0	0
Bond Proceeds	0	0	886,000	0	904,890		0	0	0	0
Prin. Pay. on Current Long-Term Debt.	(87,600)	(55,115)	(56,210)	(56,210)	(40,150)		(36,500)	(36,865)	0	0
Prin. Pay. on New City Bonds	0	0	0	0	(27,186)		(28,562)	(30,008)	(31,527)	(33,123)
Total Adjustments to Ret. Earnings	<u>(16,382)</u>	<u>27,637</u>	<u>908,290</u>	<u>22,290</u>	<u>916,054</u>		<u>48,338</u>	<u>46,527</u>	<u>81,873</u>	<u>80,277</u>
Cash Available for Capital Outlay	41,861	80,154	1,098,130	64,494	1,021,907		32,678	29,527	62,240	57,746
Capital Outlay:										
Alms House Repairs	0	0	15,000	25,000	0		0	0	5,000	0
Fire Police Headquarters	0	0	20,000	0	0		0	0	0	0
Roslyn Building Renovation	0	0	1,011,000	5,000	1,011,000		0	0	0	0
Non- C.I.P.	10,307	49,859	0	20,000	0		20,000	20,000	20,000	20,000
Total Capital Outlay	<u>10,307</u>	<u>49,859</u>	<u>1,046,000</u>	<u>50,000</u>	<u>1,011,000</u>		<u>20,000</u>	<u>20,000</u>	<u>25,000</u>	<u>20,000</u>
Net Surplus (Deficit)	<u>31,554</u>	<u>30,295</u>	<u>52,130</u>	<u>14,494</u>	<u>10,907</u>		<u>12,678</u>	<u>9,527</u>	<u>37,240</u>	<u>37,746</u>
Beginning Cash Balance	260,665	292,219	322,514	322,514	337,008		347,915	360,593	370,119	407,359
Ending Cash Balance	292,219	322,514	374,644	337,008	347,915		360,593	370,119	407,359	445,105

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▶ **Health Care Fund Coverage**

Structure

The Health Care Fund was created in 2000 to manage the City's self-insurance program for health care. Under this self-funded plan the City pays a standard monthly administrative fee for each covered member and accepts claim risk up to a specific stop loss for each individual covered. In addition, there is a second level of insurance called the aggregate stop loss which assures that the City does not pay more than the maximum projected expenses. Administratively, all City departments are billed pre-established internal "insurance" rates for their department's share of cost of insurance for its employees, retiree and dependents. Similarly, the active employees and retirees are pay internal "insurance" rates for their share of dependent coverage (50%) and their individual coverage (3%) . These billings represent funding sources for the Health Care Fund from which all health care related administrative and medical reimbursement costs are paid.

Health Insurance Plan Options

Active employees have the option of choosing between the City's Level Plan and a less costly 'Plus' Plan Plan. However, those who choose the Preferred Plan must pay the cost differential between it and the Level Plan. Therefore, the City pays the Level Plan cost at 97% for each individual active employee and 50% for the dependents of an active employee. Retirees and their dependents under 65 are enrolled in the City's "80/20" Plan with a smiliar cost sharing arrangement. The City provides a \$4,800 annual stipend to all retirees and their spouses over 65. These retirees and their spouses can choose to use this stipend to partially pay for their coverage in the City's medicare supplementary health insurance plan or can use this stipend to help pay for a health insurance policy which they privately purchase.

▶ **Claims ("Run Out") Reserve Policy**

The Claims ("Run Out") Reserve is defined as costs incurred at the end of a fiscal year which due to timing will be paid out in the following year. If the City would decide to change back to a traditional insurance coverage plan, this would be the cost amount left to be paid out from previous year billings to the City departments, its active employees and retirees. To properly match revenues and costs, and to minimize the cost effect of changing back to a traditional insurance plan, the City attempts to provide for a "Run-Out" Reserve approximately equivalent to two months of its Medical Expense Reimbursement expenditures. To be effective, the liability for this reserve on the Health Care Fund's balance sheet must be fully offset by an equal cash balance.

▶ **Estimated Actual Projections**

At the end of Fiscal Year 2009/10, the City projects cash balances (\$3,110,460) which provide future funding for the required Calims Reserve (\$660,547) and an additional Rate Stabilization Reserve (\$2,449,913).

▶ **Proposed Fiscal Year 2008/09 Budget**

Staff does not recommends an increase in premiums in Fiscal Year 2009/2010. We project to have a minimal operating surplus in Fiscal Year 2009/2010. At the end of Fiscal Year 2013/14 we project to have a rate stabilization fund of \$2,495,984 or 23.9% of total projected expenditures.

▶ **Four Year Forecast Beyond Proposed Fiscal Year 2008/09 Budget**

Direct health care costs nationally continue to increase at rates exceeding 8 to12% annually. However, in the last two years, due to cost control measures, health care claim costs have declined slightly. We are assuming annual premium increases in the next four years of 9.5%, 9.75%, 10.0% and 9.75%.

▶ **New Accounting Rules for Other Post Employment Benefits (GASB 43)**

Like pension benefits, City employees and their dependents receive health and dental benefits after retirement based upon years of employment with the City. In the current fiscal year (2008/09), the City must conform to new accounting rules to remain in compliance with generally accepted accounting procedures. These accounting rules will change how the City accounts for the cost of its post employment benefits. Instead of recognizing these expenses when paid, we must begin to recognize the expenses as they are earned. The City contracted an actuarial firm, CBIZ Benefits & Insurance Services, Inc., to calculate the cost of this conversion using personnel data as of December 31, 2008. The additional annual required contribution (ARC) for the City to fund our OPEB liability is reflected as a separate line item in our financial projections. Per our actuary's report, we have provided \$810,000 in Fiscal Year 2008/09 estimated actual for this additional annual required contribution. Based on the current structure of our Health Insurance Fund's plan, we expect that the required ARC will increase at the same rate as our Medical Expense Reimbursements.

Account Description	2005/06 Actual	2006/07 Actual	2007/08 Actual	2008/09 Budget	2008/09 Estimated Actual	2009/10 Proposed Budget	Proj Chg %	2010/11 Projection	2011/12 Projection	2012/13 Projection	2013/14 Projection
Projected Change % - Premium Revenues								9.50%	9.75%	10.00%	9.75%
Premium Revenues - City	\$4,308,640	\$4,728,680	\$5,198,629	\$5,722,929	\$5,490,000	\$5,500,000		\$6,022,500	\$6,609,694	\$7,270,663	\$7,979,553
Premium Revenues - Employees	702,817	863,664	974,227	1,044,604	980,100	981,000		1,074,195	1,178,929	1,296,822	1,423,262
Premium Revenues - Retirees	352,693	216,833	372,060	260,298	436,800	437,000		478,515	525,170	577,687	634,012
Total Premium Revenues	5,364,150	5,809,177	6,544,916	7,027,831	6,906,900	6,918,000		7,575,210	8,313,793	9,145,172	10,036,827
Interest From Investments	58,568	99,779	144,274	80,000	120,000	80,000		80,000	80,000	80,000	80,000
Medicare Part D Reimbursements	-	185,803	125,610	120,000	-	120,000		120,000	120,000	120,000	120,000
Prescription Rebates	-	-	34,028	-	31,400	32,000		33,000	34,000	35,000	36,000
Stop Loss Reimbursement	203,549	163,838	65,367	135,633	20,000	125,000		136,875	150,220	165,242	181,353
Total Revenues	5,626,267	6,258,597	6,914,195	7,363,464	7,078,300	7,275,000		7,945,085	8,698,013	9,545,415	10,454,180
Administrative Expenses	260,691	276,660	258,962	268,924	280,400	280,000	4.0%	291,200	302,848	314,962	327,560
Total Premium Expense	265,883	300,783	252,193	306,000	252,400	250,000	17.5%	293,750	345,156	405,559	476,531
Utilization Review Fees	21,258	22,211	23,943	35,385	25,000	36,000	4.0%	37,440	38,938	40,495	42,115
Preferred Provider Org Fees	73,162	78,046	81,686	86,071	83,500	88,000	4.0%	91,520	95,181	98,988	102,948
Total Administration Expenses	620,994	677,700	616,784	696,380	641,300	654,000		713,910	782,123	860,004	949,154
Medical Expense Reimbursement	5,257,938	5,077,539	5,201,811	5,748,864	5,182,700	5,748,886	9.5%	6,295,030	6,893,058	7,547,899	8,264,949
Health Savings Account Contributions	-	-	-	-	3,500	7,500		10,000	12,500	15,000	17,500
Claims Reserve Expense	78,627	(107,467)	(107,058)	95,730	0	50,000		32,419	35,499	38,872	42,564
Total Expenses	5,957,559	5,647,772	5,711,537	6,540,974	5,827,500	6,460,386		7,051,360	7,723,180	8,461,774	9,274,168
Other Post Employment Benefits Accrual Adjustme	-	-	-	858,000	810,000	810,000	9.5%	886,950	971,210	1,063,475	1,164,505
Total Expenses - Adjusted for OPEB	5,957,559	5,647,772	5,711,537	7,398,974	6,637,500	7,270,386		7,938,310	8,694,390	9,525,249	10,438,673
Net Income(Loss) from Operations	(331,292)	610,825	1,202,658	(35,510)	440,800	4,614		6,775	3,623	20,166	15,507
General Fund Pre-Payments of Premiums	-	1,100,000	(500,000)	(600,000)	(600,000)	-		-	-	-	-
Increase (Decrease) in Fund Balance	(331,292)	1,710,825	702,658	(635,510)	(159,200)	4,614		6,775	3,623	20,166	15,507
Beginning Fund Balance	522,308	191,016	1,901,841	2,604,499	2,604,499	2,445,299		2,449,913	2,456,688	2,460,312	2,480,477
Ending Fund Balance	191,016	1,901,841	2,604,499	1,968,989	2,445,299	2,449,913		2,456,688	2,460,312	2,480,477	2,495,984
Cash	1,007,391	1,464,070	2,644,512	2,175,266	2,555,846	3,110,460		3,149,655	3,188,777	3,247,814	3,305,886
Less: Restriction for General Fund Pre-Payment	-	1,100,000	600,000	500,000	500,000	-		-	-	-	-
Net Cash for Operations	1,007,391	2,564,070	3,244,512	2,675,266	3,055,846	3,110,460		3,149,655	3,188,777	3,247,814	3,305,886
Less: Claims Reserve	(825,072)	(717,605)	(610,547)	(706,277)	(610,547)	(660,547)		(692,966)	(728,466)	(767,337)	(809,902)
Less: Payables	-	(4,000)	(9,228)	-	-	-		-	-	-	-
Less: Unspent City HRA Contributions	-	(10,297)	(53,331)	-	-	-		-	-	-	-
Less: Deferred Revenues - Early	-	(755)	(7,115)	-	-	-		-	-	-	-
Plus: Prepaid Operating Expenditures	-	-	16,804	-	-	-		-	-	-	-
Plus: Receivables	8,697	70,428	23,404	-	-	-		-	-	-	-
Rate Stabilization Reserve Working Capital	191,016	1,901,841	2,604,499	1,968,989	2,445,299	2,449,913		2,456,688	2,460,312	2,480,477	2,495,984
% of Total Expenses	3.2%	33.7%	45.6%	26.6%	36.8%	33.7%		30.9%	28.3%	26.0%	23.9%

HEALTH CARE FUND

Section 10

PROPOSED EXPENSES & REVENUES

Financial Projections

<u>Account Description</u>	<u>2005/06 Actual</u>	<u>2006/07 Actual</u>	<u>2007/08 Actual</u>	<u>2008/09 Budget</u>	<u>2008/09 Estimated Actual</u>	<u>2009/10 Proposed Budget</u>	<u>Proj Chg %</u>	<u>2010/11 Proposed</u>	<u>2011/12 Proposed</u>	<u>2012/13 Proposed</u>	<u>2013/14 Proposed</u>
Projected Change % - Premium Revenues								1.5%	1.5%	1.5%	1.5%
Premium Revenues - City	164,584	157,863	159,335	165,950	161,550	162,000		164,430	166,896	169,400	171,941
Premium Revenues - Employees	146,142	154,053	154,159	152,500	151,100	151,500		151,500	153,773	156,079	158,420
Premium Revenues - Retirees	50,748	52,024	52,816	58,000	53,400	54,000		54,810	55,632	56,467	57,314
Total Premium Revenues	<u>361,474</u>	<u>363,940</u>	<u>366,310</u>	<u>376,450</u>	<u>366,050</u>	<u>367,500</u>		<u>370,740</u>	<u>376,301</u>	<u>381,946</u>	<u>387,675</u>
Interest From Investments	162	3,418	3,251	4,750							
Total Revenues	<u>361,636</u>	<u>367,358</u>	<u>369,561</u>	<u>381,200</u>	<u>366,050</u>	<u>367,500</u>		<u>370,740</u>	<u>376,301</u>	<u>381,946</u>	<u>387,675</u>
Administrative Expenses	74,863	76,566	71,114	33,216	33,216	35,000	4.0%	36,400	37,856	39,370	40,945
Medical Expense Reimbursement	256,598	265,696	283,883	325,500	290,000	298,000	6.0%	315,880	334,833	354,923	376,218
Claims Reserve Expense	-	-	25,331	39,060	546	714		1,595	3,287	197	1,900
Total Expenses	<u>331,461</u>	<u>342,262</u>	<u>380,328</u>	<u>397,776</u>	<u>323,762</u>	<u>333,714</u>		<u>353,875</u>	<u>375,975</u>	<u>394,490</u>	<u>419,063</u>
Increase (Decrease) in Fund Balance	30,175	25,096	(10,767)	(16,576)	42,288	33,786		16,865	326	(12,545)	(31,389)
Beginning Fund Balance	<u>-</u>	<u>30,175</u>	<u>55,271</u>	<u>44,504</u>	<u>44,504</u>	<u>86,792</u>		<u>120,578</u>	<u>137,443</u>	<u>137,769</u>	<u>125,224</u>
Ending Fund Balance	<u>30,175</u>	<u>55,271</u>	<u>44,504</u>	<u>27,928</u>	<u>86,792</u>	<u>120,578</u>		<u>137,443</u>	<u>137,769</u>	<u>125,224</u>	<u>93,835</u>
Cash	30,066	60,925	72,753		112,669	147,169		165,629	169,241	156,894	127,406
Plus: Receivables	109	287	(1,306)		-	-		-	-	-	-
Less: Accounts Payable	-	(5,941)	-		-	-		-	-	-	-
Less: Deferred Revenues	-	-	(1,612)		-	-		-	-	-	-
Less: Claims Reserve	-	-	(25,331)		(25,877)	(26,591)		(28,186)	(31,473)	(31,670)	(33,570)
Rate Stabilization Reserve Working Capital	<u>30,175</u>	<u>55,271</u>	<u>44,504</u>		<u>86,792</u>	<u>120,578</u>		<u>137,443</u>	<u>137,769</u>	<u>125,224</u>	<u>93,835</u>
<i>% of Total Expenses</i>	<u>9.1%</u>	<u>16.1%</u>	<u>11.7%</u>		<u>26.8%</u>	<u>36.1%</u>		<u>38.8%</u>	<u>36.6%</u>	<u>31.7%</u>	<u>22.4%</u>