

CITY OF HAGERSTOWN



Fiscal Year 2010 - 2011
July 1, 2010 - June 30, 2011

CITY ADMINISTRATOR'S PROPOSED 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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Neighborhoods

City of Hagerstown



OVERVIEW
SECTION 1

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CITY OF HAGERSTOWN, MARYLAND

City Administrator's Department

March 31, 2010

To: Mayor and City Council

The Proposed City of Hagerstown FY10/11 Budget, transmitted herewith, is defined by the economic recession that has been impacting the entire country. The financial downturn is now creating significant problems for State and Local Government budgets. As a result, this Proposed Budget reflects a 12% loss in General Fund revenues from prior projections for FY10/11. This represents a 7.0% decrease in General Fund revenues and expenditures from the current year's approved budget.

Major highlights of this Proposed Budget include the following:

- 1. There is no property tax rate increase included in this Budget.**
- 2. General Fund expenditures include \$2.9M in employee wage and benefit reductions including 5 unpaid work stop days, 5 unpaid furlough days, no pay step increases, and no cost of living adjustments.**
- 3. Core operations and services have been sustained in this Proposed Budget, but there are limited reductions in City services.**

This Proposed Budget maintains our commitment to Hagerstown. We have balanced this Budget without raising the property tax rate for our taxpayers. The General Fund will continue to provide critical services and needed capital improvement projects that will enhance the quality of life for our residents. Our Utility Funds, Parking Fund, and Community Development Block Grant Fund will also support significant capital improvements and operations in FY10/11. During this time of financial challenges we will remain committed to providing high quality services, streets, parks, parking facilities, and utilities for the public.

THE ECONOMY AND HAGERSTOWN'S BUDGET

The economic recession began to seriously impact our financial condition last summer. In August, 2009 the State of Maryland, while facing a large FY09/10 budget shortfall, eliminated funding support for municipalities across the State. As a result, Hagerstown's share of State Highway User and Police Protection revenue was reduced by \$1.7M in FY09/10. Our forecasts reflect a continued loss of this revenue for Hagerstown both next year and in subsequent fiscal years. We are also beginning to see declining growth in revenue from the City's property tax, which is also reflected in the Proposed Budget.

The recession has not only impacted our General Fund. As residential and commercial development and business activity has declined significantly, our utility revenues have been seriously weakened, making it more difficult to generate the revenues needed to support the operations and capital expenditures associated with our water, wastewater, and electric operations. The restoration of growth along with community revitalization and economic development projects will be key to the future financial strength of our utilities.

Likewise, the recession has lowered property values on both residential and commercial real estate in Hagerstown. While we have begun to feel the affect of the declining values in the current year, we are anticipating a significant impact on our future tax base as a result of the upcoming December, 2010 Triennial Reassessment of Hagerstown real estate. Trends indicate this reassessment will produce lower real estate values and a negative impact on future property tax revenue.

CITY ADMINISTRATOR'S BUDGET MESSAGE
FISCAL YEAR 2010/2011

The City has been preparing for this situation. Beginning in December, 2007 we discussed the likely impact of the recession and State budget problems with the Mayor and Council. At the beginning of the current fiscal year the City implemented a freeze on vacant positions, vehicle purchases, and other expenditures to better position us for anticipated losses of future revenues. In September, 2009 the Mayor and Council directed staff to implement a current year plan to reduce expenditures to offset the August, 2009 drop in State revenue. Following earlier budget discussions, in January, 2010, the Mayor and Council authorized staff to utilize a preliminary budget plan for FY10/11 that focused on expenditure reductions to offset the loss of \$4.4M in State and County revenue in the coming year.

While we have utilized good planning and preparations to better position the City, the size of the State and County revenue reductions and the extent of the economic recession have exceeded the levels that were initially anticipated two years ago. We clearly face the potential that our FY11/12 General Fund revenue projections will deteriorate significantly beyond the revenue losses projected for FY10/11. This concern is primarily due to the impact of the December, 2010 triennial reassessment on our property tax revenue.

It is more important than ever that our consideration and decisions related to this Proposed Budget reflect a strong focus on the financial challenges of FY11/12 and beyond. Along with other State and Local governments across the country we are facing an extended period of declining revenue performance. This will force us to make significant reductions in current operating expenditures and require us to restructure both our operations and our personnel costs. To restore our budget to a more sustainable condition, we will need to give more future consideration to reductions in long provided City services and programs, increases in our property tax rate, elimination of positions, and employee layoffs.

In the face of these financial challenges we must still meet our responsibilities to the community and provide good government for our citizens. As a result, we are moving forward with major capital improvement projects in our utilities. The City has taken the first steps toward developing a Strategic Plan to define our future goals and operations for the community. During the past year the Mayor and Council approved a financial assistance program to support developers and businesses who are willing to invest in the Downtown while feeling the impact of the recession. Hagerstown has engaged citizens in new ways through the formation of task forces that have prepared recommendations to the Mayor and Council on "green initiatives", recycling and refuse collection service, and curb and sidewalk policies.

This current situation is not merely a time of struggle. The current financial challenges before us also provide the City an opportunity to evaluate and adjust our operations, define our goals for Hagerstown, and prioritize the use of our financial resources to achieve our community goals. We can emerge from this time with a streamlined City government that is financially sustainable, and committed to delivering efficient and effective services to our community.

COMBINED USES OF FUNDS
2010/11 BUDGET BY FUND

The Proposed FY10/11 Budget includes \$135,913,201 in expenditures for all of the City's funds, including \$37,663,144 in the General Fund and \$15,075,029 for the Capital Improvement Projects Fund. The total for our utility operations include \$31,764,359 for City Light, \$18,697,115 for Water, and \$16,556,556 for Wastewater. The Community Development Fund totals \$1,913,347. Our Parking Fund's Proposed Budget is \$1,020,509. These represent the major operating and capital funds. You will also find small Special Revenue Funds totaling \$3,067,705 in addition to Service and Trust Funds totaling \$8,421,250.

CITY ADMINISTRATOR'S BUDGET MESSAGE
FISCAL YEAR 2010/2011

**COMBINED USES OF FUNDS
2010/2011 BUDGET BY FUND**

	<u>Original Budget 2009/2010</u>	<u>Proposed Budget 2010/2011</u>	<u>Increase / (Decrease)</u>	<u>Percent Change</u>
General Fund	\$ 40,501,112	\$ 37,663,144	\$ (2,837,968)	-7.0%
Community Dev Block Grant Fund	1,986,643	1,913,347	(73,296)	-3.7%
Other Special Revenue Funds	3,341,107	3,067,705	(273,402)	-8.2%
Capital Improvement Projects	<u>19,710,529</u>	<u>15,075,029</u>	<u>(4,635,500)</u>	-23.5%
Total Government-type Funds	65,539,391	57,719,225	(7,820,166)	-11.9%
Light	32,658,304	31,764,359	(893,945)	-2.7%
Water	23,179,911	18,697,115	(4,482,796)	-19.3%
Waste Water	28,502,873	16,556,556	(11,946,317)	-41.9%
Parking	1,048,524	922,736	(125,788)	-12.0%
Golf	436,531	428,504	(8,027)	-1.8%
Property Management	<u>305,340</u>	<u>356,115</u>	<u>50,775</u>	16.6%
Total Enterprise-type Funds	86,131,483	68,725,385	(17,406,098)	-20.2%
Service & Trust Funds	<u>8,436,275</u>	<u>8,421,250</u>	<u>(15,025)</u>	-0.2%
Total Combined Uses of Funds	<u>\$ 160,107,149</u>	<u>\$ 134,865,860</u>	<u>\$ (25,241,289)</u>	-15.8%
Total Combined Uses of Funds	<u>\$ 158,545,024</u>	<u>\$ 135,913,201</u>	<u>\$ (22,631,823)</u>	-14.3%

GOALS FOR OUR COMMUNITY, EMPLOYEES, AND BUDGET

Our preparation of the FY 10/11 Budget and our current year financial adjustments to the State's revenue cuts have focused on three primary goals. These goals reflect our commitment first to the community and also the value we place on employment for our employees. The goals included the following:

1. Avoid an increase in the City's property tax rate.
2. Limit reductions in City services to the community.
3. Preserve employment for City employees.

Our ultimate goal is to restore sufficient financial stability within our budget to sustain our community services, departmental operations, and compensation of employees.

BALANCING THE FY10/11 BUDGET PLAN

This Proposed Budget was balanced using a Budget Plan, developed by City Department Heads, that was discussed with Mayor and Council in December, 2009 and again this past January. During these Budget Retreats, the Mayor and Council reviewed financial forecasts which projected the \$5.2M loss of General Fund revenue for FY10/11 from earlier projections. Faced with these projections the Mayor and Council authorized staff to use a preliminary plan to balance the General Fund by focusing on expenditure reductions in three primary areas. These included:

CITY ADMINISTRATOR'S BUDGET MESSAGE
FISCAL YEAR 2010/2011

1. **Restructured Wages & Benefits:** The preliminary Budget Plan focuses heavily on a restructuring of the City's employee wage and benefit program in FY10/11. It includes \$2.9M in expenditure savings that eliminated employee cost of living adjustments, pay step increases, and other benefit levels for our personnel. In addition the plan includes five work stop days and five furlough days. Clearly these funding reductions in the FY10/11 Budget Plan represent major impacts on our personnel and changes in our employee compensation program.
2. **Elimination of Capital Expenditures:** In addition the plan includes \$898,000 in capital expenditure reductions which eliminated vehicle purchases, reduced street resurfacing, and lessened support for both community based improvements and City operations.
3. **Reduced Operating Expenditures:** City Department Heads also identified extensive reductions in operating expenditures. These included \$265,000 in reduced expenditures for materials and supplies, a decrease of \$100,000 for fuel and utilities, \$258,000 in lower costs for contractual services, and \$109,000 in debt service cost savings. An additional \$416,000 in expenditure reductions included decreases in staff professional development costs, contributions to community agencies, funding for public functions, elimination of employee awards and the annual picnic. Community service providers were included in these reductions, through the elimination of General Fund support for the operation of the Hagerstown Neighborhood Development Partnership (\$100,000) and the C-Safe After School Program (\$62,000), along with a 20% reduction in the General Fund Budget for contributions to community agencies.

The Proposed FY10/11 Budget reflects this Budget Plan and achieves the three previously mentioned goals related to the property tax rate, employment for our personnel, and services for the community.

FY10/11 PROPOSED EXPENDITURE REDUCTIONS
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To balance the General Fund after this loss of revenue and still follow the preliminary plan's focus on expenditures required some major reductions in expenditures. These reductions and the associated General Fund savings included the following:

1. Elimination of employee pay step and cost of living adjustments - \$769,251
2. Implementation of five unpaid employee work stop days - \$360,000
3. Implementation of five employee furlough days - \$360,000
4. Overtime pay reductions - \$156,350
5. Position Vacancy Management Wage & Benefit Savings - \$150,000
6. Decrease in Temporary & Seasonal Position Costs - \$60,690
7. Elimination of Employee Annual Sick Leave Buy Back Program - \$111,746
8. Eliminate Police & Fire Overtime Premium for Working Holidays - \$110,000
9. Eliminate Holiday Sell Back from Police & Fire Departments - \$63,550
10. Adjustment in Workers Compensation Hold Harmless to 66% - \$19,000
11. Increase in Active Employees Health Insurance Premiums from 3% to 20% - \$112,889
12. Increase Retirees Under 65 Health Insurance Premiums from 3% to 20% - \$68,600
13. Eliminate Prescription Coverage for Medicare Eligible Retirees and Dependents - \$315,050
14. Reduction of Social Security Expenses due to redirection in wages - \$160,135

CITY ADMINISTRATOR'S BUDGET MESSAGE
FISCAL YEAR 2010/2011

15. Decrease in Materials & Supplies Expenditures - \$265,021
16. Reduced Fuel & Utilities - \$100,045
17. Capital Outlay Transfers to the Capital Improvement Program (CIP) from \$1,216,000 to \$522,000 due to deferral of all general fund departmental vehicle and equipment replacements and other projects to future years - \$694,000
18. Capital Outlay for Non-CIP - \$128,715
19. Contractual Services Expenditure Reductions - \$100,301
20. 20% reduction in funding for Public Functions - \$68,593
21. 25% reduction in funding for Contributions to Other Agencies - \$85,163
22. Eliminate funding for C-Safe After School Program - \$62,000
23. Eliminate funding of HNBP and Home Store - \$100,000
24. Advertising, Marketing, & Promotions Reductions - \$26,863
25. Decreased Funding of Staff Training & Professional Development - \$117,683
26. Eliminate Annual National League of Cities Dues - \$3,000
27. Reduction in annual debt service cost due deferral of Capital project funding - \$193,095

SOURCES OF FY10/11 GENERAL FUND REVENUE
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The Proposed General Fund revenue of \$37,667,770 for FY10/11 represents a 7.0% reduction from the FY09/10 Budget and a 12.2% drop from the FY10/11 projections prepared in March, 2009. The primary cause of this sharp decline in General Fund revenue is the loss of \$4.4M in State and County shared revenue for Hagerstown.

The following table illustrates the change in the sources of General Fund Revenues from FY09/10 to FY10/11.

Sources of General Fund Revenue Growth

FY 10/11 General Fund Budgeted Revenues	\$37,667,770	7.0% Decrease
FY 09/10 General Fund Budgeted Revenues	\$40,536,479	
Revenue Growth (Decrease)	\$ (2,868,709)	
<u>Sources</u>		
Property Tax Revenue	\$ 1,392,058	
State & County Shared Taxes	\$ (3,959,367)	
Licenses & Permits	\$ 63,100	
Intergovernmental Grants	\$ (20,258)	
Service Charges	\$ 122,747	
Fine & Forfeitures	\$ (25,000)	
Unallocated Revenues	\$ 3,505	
Transfers From Other Funds	\$ (50,000)	
Budgeted Use of Fund Balance	\$ (150,000)	
TOTAL	\$(2,868,709)	

CITY ADMINISTRATOR'S BUDGET MESSAGE
FISCAL YEAR 2010/2011

EXPENDITURE OF GENERAL FUND RESOURCES

The Proposed General Fund Budget for next year totals \$37,663,145 representing a 7.0% drop in expenditures from the FY09/10 Budget of \$40,501,112. The following table illustrates the changes in the use of General Fund resources by category of expenditure from FY 09/10 to FY 10/11.

Use of General Fund Revenue Growth

FY 10/11 General Budgeted Fund Expenditures	\$37,663,144	7.0% Decrease
FY 09/10 General Fund Budgeted Expenditures	\$40,532,544	
Expenditures Growth (Decrease)	\$ (2,869,400)	
Uses		
Wages & Benefits	\$ (2,060,022)	
Professional Development	\$ (170,546)	
Materials & Supplies	\$ (237,847)	
Contracted Services	62,427	
Capital Expenditures	\$ (473,705)	
Debt Service	\$ 180,537	
Agency Contributions	\$ (85,165)	
Other Expenditures	\$ (85,079)	
TOTAL	\$(2,869,400)	

ALLOCATION OF FY10/11 GENERAL FUND EXPENDITURES BY FUNCTION

The following table illustrates the allocation of General Fund expenditures by function and helps to show the alignment of our resources with priorities for our community and operations.

General Fund	Allocation	Percent
Public Safety		
Police	\$11,039,761	29.3%
Fire	6,281,465	16.7%
Streets, Alleys & Signals	3,376,153	9.0%
Engineering & Code Administration	2,624,430	7.0%
Debt Service	2,444,000	6.5%
Parks & Recreation	2,349,520	6.2%
Waste Collection & Disposal	2,081,030	5.5%
Retiree Benefits	1,175,800	3.1%
Information Technology & Support Services	1,053,257	2.8%
Finance	958,168	2.5%
Community Affairs/Public Functions	869,330	2.3%
Planning	554,895	1.5%
Capital Improvements Appropriation	522,000	1.4%
Human Resources	452,396	1.2%
Unallocated Expenses (1)	300,988	0.8%
Economic & Community Development	287,731	0.8%
Legal Counsel	262,700	0.7%
City Hall Municipal Buildings	260,572	0.7%
Contributions To Other Agencies	256,300	0.7%
City Administrator	201,134	0.5%
Mayor & Council	178,494	0.5%
City Clerk	133,020	0.3%
TOTAL	\$37,663,144	100%

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

CITY ADMINISTRATOR'S BUDGET MESSAGE
FISCAL YEAR 2010/2011

THE IMPACT OF THE ECONOMY ON OUR UTILITIES & OTHER OPERATIONS

While most of the prior discussion pertains to the General Fund, other City Funds have also been impacted by the recession. In the case of the Water and Wastewater Funds we are experiencing some significant challenges due to the declining development activity and business operations during the recession. The lack of new utility customer accounts due to the slowdown in economic development is an especially negative impact on our utility finances.

The relocation of the Washington County Hospital and the potential closure of the Gold Bond Plant on Frederick Street will create a significant loss of revenue from two of City Light's largest customers. Consumption levels have also declined as residents and businesses work through the impact of the recession on their finances.

The City's Parking System has been impacted by the relocation of Susquehanna Bank. The future move of Washington County Hospital will create an additional loss of revenue to support parking operations.

The City's Golf Course has been experiencing a decline in play which has created greater pressure on the General Fund to provide additional financial support.

The one exception is the Community Development Block Grant Fund. We have received word from HUD that our annual grant will increase slightly in the coming year. This increase is attributed to a higher appropriation approved by Congress. However our program income from loan repayments property sales and other redevelopment activities will continue to be constrained.

LOOKING FORWARD / FUTURE CONSIDERATIONS & DECISIONS

For FY11/12 it is likely the General Fund revenue loss will exceed the FY10/11 level and possibly reach the range of 15-20%. We anticipate this level of revenue loss will be a reality for us for the foreseeable future.

Likewise, there are expenditure adjustments used to balance the FY10/11 General Fund Budget which cannot be relied on as on-going annual reductions. As an example General Fund support for our Capital Improvement Program has generally been approximately \$1.2M on an annual basis. In FY10/11 this funding has been reduced to \$522,000, which is an insufficient funding level to meet our infrastructure and equipment needs in coming years. Another example are the five work stop and five furlough days reflected in the Proposed Budget. We cannot expect our employees to take this form of pay cut each year. Vehicle purchases have been eliminated in the current and next year's budget. This can also not continue as an ongoing budget balancing adjustment.

In light of this situation and the need to reach a more sustainable financial condition, we need to consider and ultimately reach decisions on the following:

1. We will need to restructure our City operations through streamlining and consolidation of City departments and functions.
2. We will need to eliminate staff positions through a combination of attrition, employee retirements, and very likely employee layoffs.
3. We cannot rely on unpaid work stop and furlough days or wage & benefit reductions over the long term to balance our budget.

CITY ADMINISTRATOR'S BUDGET MESSAGE
FISCAL YEAR 2010/2011

4. We will face the need to give strong consideration to reductions in service and program levels in the future. The ongoing loss of 12-20% of our General Fund revenue cannot sustain current programs and services.
5. We need to keep sight of our funding needs for capital improvements. We do not want the condition of our streets, parks, buildings, and vehicles to decline to the point that they seriously impact quality of life for our residents and our ability to deliver desired services.
6. We cannot lose sight of the impact of this recession on our utility finances. The decline in development activity has severely impacted revenues in our water, wastewater, and City Light operations.
7. The potential of a higher property tax rate in Hagerstown increases the longer the impact of the recession weakens our finances. We will need to focus on strengthening our revenues in some way because the level of reduced expenditures in the FY10/11 budget cannot be sustained.
8. Growth and development in the form of property annexation, new construction, business investment, job creation, and neighborhood revitalization are all critical to returning our finances, operations, and services to more stable condition.

Difficult decisions lie ahead for the Mayor and Council and City Staff. To think otherwise would ignore the reality of our current and future financial condition. These decisions will impact staff, services, and community agencies which are all of value to the City. For our future we will need a balanced and well reasoned approach which considers our goals and priorities for the community and our employees.

FY10/11 BUDGET SUPPORT FOR THE COMMUNITY

Despite the loss of revenue and resulting expenditure reductions, this Budget continues to support important community based projects. A summary of this funding follows:

- \$604,000 for Pavement Preservation Program with \$404,000 from the County's grant related to Federal Stimulus funding and \$200,000 from the City's General Fund. \$204,000 of the work will be completed in Summer 2010, while the remainder of \$400,000 will be completed during the Summer of 2011 prior to June 30, 2011.
- \$1,062,000 in Excise Tax Fund support for the City's share of the Edgewood/US 40 Improvements.
- \$40,000 in CDBG funding for Handicapped Access sidewalk improvements.
- \$400,000 in Federal Grants and Excise Tax funds to design repairs and upgrades to three bridges on Burhans Boulevard.
- \$200,000 in CDBG funds for the construction of a new storm drain on the first block of East Antietam Street.
- \$25,000 in General Fund support to reconstruct deteriorated curbs and sidewalks that are the City's responsibility.
- \$100,000 in State Highway Retrofit grant funding for installation of new sidewalk along Route 40 in Hagerstown.

CITY ADMINISTRATOR'S BUDGET MESSAGE
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- \$50,000 in Forest Conservation funding to plant street trees in various neighborhoods.
- \$430,000 in State Safe Route to Schools grant funds to install new sidewalks to serve walkers to schools located within the City.
- \$50,000 in General Fund funding to support the implementation of a comprehensive storm water management analysis and strategies consistent with the City's Comprehensive Plan.
- \$500,000 for the final traffic study associated with the construction of the bridge and associated improvements to Professional Court.
- \$205,000 for the construction of new concrete sidewalks on the first block of North Potomac Street utilizing \$178,713 in State grant funding.
- \$20,000 in Excise Tax funding to update the traffic study associated with the design of the Northwest Connector from Haven Road to Marshall Street.
- \$20,000 in CDBG to support the construction of a public park along Baltimore Street in coordination with the Hagerstown Housing Authority constructing a new 60 unit senior housing facility.
- \$55,000 in CDBG funding for the construction of a small memorial park located on City owned property at the intersection of Memorial Blvd. & Potomac Avenue.
- \$100,000 for a General Fund vehicle replacement contingency to support the freeze on vehicle purchases which has been in place since July, 2009.
- \$100,000 in General Fund and Utility Fund support to upgrade the hardware and software to support IT infrastructure replacements and additions.
- \$95,000 in funding, almost entirely from the Utility Funds to support additional GIS hardware and software to expand our use of GIS databases.
- \$56,000 in revenues from our cable franchise to expand our Channel Six capabilities and improve our I-Net connectivity.
- \$35,000 in General Fund monies to provide improvements and repairs to enhance the facilities and operation of Municipal Stadium.
- \$15,000, with a State Grant providing \$13,500, for the installation of two fountains on the lake at Pangborn Park to provide aeration of the water.
- \$52,000 in funding to replace the Police Department's boiler with a new energy efficient unit and install a new heat pump.
- \$25,000 in General Fund support for improvements to the downtown through upgrades to the streetscape, landscaping, pedestrian walkways and signage.
- \$30,000 in State grant funds to install a humidity control system in the Hager House to protect the collection and the building's architectural features.
- \$20,000 in State grant funding to construct a barrier free ramp at Potterfield Pool to connect the wading pool with the upper pool deck.

CITY ADMINISTRATOR'S BUDGET MESSAGE
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PROPERTY TAX

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

	<u>1981/1982</u> <u>Rate</u> *	<u>2010/2011</u> <u>Rate</u>	<u>Change</u> <u>\$</u>	<u>Change</u> <u>%</u>
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 %

* Re-stated per new property tax rate model.

** Assumes County rate remains stable from current year. The County is proposing a lower County tax rate differential for City taxpayers. While not finalized City taxpayers may see a \$0.12 to \$0.13 per \$100 assessed value lower County tax rate beginning July 1, 2011. This is replacing a County tax differential rebate program where the City was receiving approximately \$1.6 million per year.

As mentioned earlier in the message, the real estate tax rate is proposed to remain unchanged from fiscal year 2009/2010 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.

GENERAL FUND CAPITAL INVESTMENT

The following table summarizes our history of General Fund capital investment since fiscal year 1995/96.

<u>Fiscal</u> <u>Year</u>	<u>Capital</u> <u>Outlay</u>	<u>Appropriation</u> <u>To CIP Fund</u>	<u>Total</u>
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
2008/2009	164,018	1,179,314	1,343,332
Estimated Actual			
2009/2010	68,894	405,563	474,457
Recommended Budget:			
2010/2011	78,285	522,000	600,285
Projected:			
2011/2012	195,000	797,000	992,000
2012/2013	150,000	1,123,000	1,273,000
2013/2014	155,000	1,032,000	1,187,000
2014/2015	175,000	1,011,000	1,186,000

CITY ADMINISTRATOR'S BUDGET MESSAGE
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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 \$50.8 million for major capital and economic development projects through fiscal year 2008/2009. During this same twelve year period the City anticipates repaid \$32.8 million of principal.

In fiscal year 2010/2011 we propose to issue \$9,139,330 of Water Fund debt and \$2,799,440 of Waste Water Fund debt. These proposed capital expenditures are described in detail in the Capital Improvement Program (Section 4) and in the Enterprise Funds (Section 6). The following table illustrates the balance of bonded debt outstanding at the end of each fiscal year since fiscal year 1997/1998. 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>
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	39,336,794	13,342,801	25,993,993
2009/2010 Estimated Actual	64,106,465	20,352,399	43,754,066
2010/2011 Proposed Budget	71,833,863	18,603,662	53,230,201
12 Year Increase in Outstanding Debt	\$ 45,242,122	\$ 9,435,979	\$ 35,806,143

CITY ADMINISTRATOR'S BUDGET MESSAGE
FISCAL YEAR 2010/2011

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>
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	0.64 %	371	5.50 %
2008/2009	0.53 %	330	5.18 %
2009/10 Estimated	0.73 %	497	5.34 %
2010/11 Projected	0.64 %	449	6.49 %
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:

	Revised Budget 2009/10	Estimated Actual 2009/10	Proposed Budget 2010/11	
Property Taxes	\$25,780,420	\$25,988,920	\$27,036,478	4.7%
State and County Shared Taxes	4,727,055	4,605,319	3,069,714	-35.1%
Licenses & Permits	1,529,300	1,505,860	1,563,400	2.2%
Intergovernmental Revenue	250,000	312,500	290,000	16.0%
Charges for Current Services	3,013,538	2,936,312	2,937,361	-2.5%
Contributions & Donations	159,950	125,043	119,692	-25.2%
Fines & Forfeitures	103,000	100,701	102,500	-.5%
Interest Income	252,000	250,500	277,000	9.9%
Interdepartmental Charges	2,250,000	2,173,500	2,246,625	-.2%
Sale of Land & Other Property	15,000	5,000	--	-100%
Other General Revenue	17,120	45,590	14,000	-18.2%
Transfers from Other Funds	76,809	26,700	11,000	-85.7%
Budgeted Use of Fund Balance	<u>150,000</u>	<u>150,000</u>	<u>--</u>	-100%
Total Current Revenue	\$38,324,192	\$38,225,945	\$ 37,667,770	-1.2%

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.

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- ❑ 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
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Cost by Function

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

	<u>Revised Budget 2009/10</u>	<u>Estimated Actual 2009/10</u>	<u>Proposed Budget 2010/11</u>	<u>Percent Change</u>
Police	\$11,806,340	\$11,196,002	\$11,039,761	-6.5%
Fire	<u>6,462,292</u>	<u>6,258,624</u>	<u>6,281,465</u>	-2.8%
Total Public Safety	18,268,632	17,454,626	17,321,226	-5.2%
Street & Signal	2,895,550	3,483,521	3,247,667	12.2%
Municipal Buildings	<u>510,242</u>	<u>483,553</u>	<u>485,185</u>	-5.9%
Total Public Works	3,405,795	3,967,074	3,732,852	9.6%
Engineering, Code Administration	2,561,544	2,577,121	2,624,430	2.5%
Parks & Recreation	2,317,508	2,305,849	2,253,393	-2.8%
Debt Service	2,007,164	2,041,608	2,444,000	21.8%
Waste Collection	2,211,598	1,997,360	2,081,030	-5.9%
Technology & Support Svcs	999,583	1,043,182	1,053,257	5.4%
Unallocated General Expenses	1,569,657	1,793,398	992,100	-36.8%
Finance	1,018,360	985,643	958,168	-5.9%
Community Affairs & Public Info	889,078	837,916	869,330	-2.2%
Transfers to Other Funds	590,022	650,737	740,988	25.6%
Planning	555,235	530,430	554,895	.0%
CIP Appropriations	405,563	405,563	522,000	28.7%
Human Resources	456,415	450,749	452,396	.0%
Economic & Community Dev.	420,224	410,793	287,731	-31.5%
City Administrator	201,517	186,243	201,134	.0%
Other General Government	<u>576,950</u>	<u>567,721</u>	<u>574,214</u>	-.04%
Total Cost by Function	<u>\$38,454,845</u>	<u>\$38,206,013</u>	<u>\$37,663,144</u>	-2.1%

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
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Expenditures by Type

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

<u>Expenditures</u>	Revised Budget 2009/10	Estimated Actual 2009/10	Proposed Budget 2010/11	Percent Change
Base Wages	\$17,471,878	\$16,794,581	\$16,479,416	-5.7%
Additional Wages	<u>1,993,989</u>	<u>2,028,513</u>	<u>1,823,800</u>	-8.5%
Total Wages	19,465,867	18,823,094	18,303,216	-6.0%
Employee Benefits	<u>7,988,731</u>	<u>7,632,223</u>	<u>7,538,275</u>	-5.6%
Total Wages & Benefits	27,454,598	26,455,317	25,841,491	-5.9%
Materials, Supplies & Utilities	2,202,004	2,330,444	2,168,572	3.1%
Trash Collection	2,149,900	1,974,798	2,044,251	-4.9%
Debt Service	2,007,164	2,041,608	2,444,000	21.8%
Contracted Services	1,253,627	1,620,534	1,487,453	18.7%
Transfers to Other Funds	995,585	1,056,300	1,262,988	5.4%
Vehicle Operating Expenses	815,635	878,014	844,945	3.6%
Maintenance & Repairs	585,477	602,255	597,161	2.0%
Other Expenses	406,793	328,974	420,463	3.4%
Unallocated General Expenses	308,800	323,800	334,900	8.5%
Communications Expenses	141,512	266,841	268,603	8.1%
Contributions to Other Agencies	341,465	341,398	256,300	-24.9%
Advertising & Printing	271,219	263,721	248,553	-16.4%
Insurance	205,009	239,113	229,076	-9.7%
Public Functions	263,976	235,399	222,013	-15.9%
Rentals	89,411	93,717	83,230	-43.3%
Capital Expenditures	84,418	68,894	78,285	0.0%
Professional Development	109,334	123,708	64,364	6.3%
Economic Incentives	--	--	--	0%
Reimbursements/Allocations	<u>-1,231,085</u>	<u>-1,038,823</u>	<u>-1,233,503</u>	4.3%
Total Expenditures	\$38,454,842	\$38,206,012	\$37,663,145	-2.1%

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

- The \$992,462 (-5.7%) decrease in Base Wages is a result of \$720,000 savings budgeted for Furlough Days, and \$300,000 budgeted for Vacancy Savings in Fiscal Year 2010/2011. Annual step increases for employees and a cost of living adjustment were not included for employees in the Fiscal Year 2010/2011 budget.
- The \$170,189 (-8.5%) decrease in additional wages reflects City-wide departmental efforts to reduce expenditures for overtime pay.
- The \$233,826 (18.7%) increase in Contracted Services is primarily the result of an increase in costs associated with the City-County collaboration of services for the new Combined 911 Center.
- The \$85,165 (-24.9%) decrease in Contributions to Other Agencies is a result of decreases in amounts the City contributes to several organizations which provide services that create value for City objectives and the citizens of Hagerstown.

CITY ADMINISTRATOR'S BUDGET MESSAGE
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ENTERPRISE FUNDS

LIGHT FUND

	Revised Budget <u>2009/10</u>	Estimated Actual <u>2009/10</u>	Proposed Budget <u>2010/11</u>
Operating Revenues	\$32,371,037	\$32,301,067	\$31,720,135
Operating Expenses	<u>32,609,861</u>	<u>32,301,133</u>	<u>31,886,443</u>
Operating Income (Loss)	(238,824)	(66)	(166,308)
Nonoperating Revenues (Expenses)	273,312	188,502	173,968
Capital Contributions	25,000	16,000	120,000
Transfers out	<u>--</u>	<u>(55,000)</u>	<u>(55,000)</u>
Change in Net Assets	59,488	149,436	72,660
Add Back Net Depreciation	1,146,458	1,146,458	1,146,458
Capital Outlay	(1,133,000)	(676,000)	(913,000)
Repayment of Debt Principal	(46,502)	(46,503)	(44,740)
Deduct Non-Cash Capital Contrib.	<u>(25,000)</u>	<u>(16,000)</u>	<u>(20,000)</u>
Net Surplus (Deficit)	\$ 1,444	\$ 557,391	\$ 241,378

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

- No electric rate increases have been projected for Fiscal Year 2010/11. The proposed budget reflects the fourth year of a power supply contract with Allegheny Power.
- Sales of electric revenues are decreasing due to the decline in economic activity. Also, the fiscal year 2010/11 revenues reflect the anticipated move of the Washington County Hospital outside of the City Light Fund territory in early 2011. The annualized loss for the move to outside the city is projected to be \$1.2 million in industrial sales.

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

- The \$913,000 capital outlay program includes \$151,000 for the library project, \$50,000 for Mills Station, and \$50,000 in Building & Site Improvements.
- The move of Washington County Hospital will have a projected annualized reduction of \$960,000 in purchased power which has been reflected for part of Fiscal Year 2010/11.

CITY ADMINISTRATOR'S BUDGET MESSAGE
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WATER FUND

	Revised Budget <u>2009/10</u>	Estimated Actual <u>2009/10</u>	Proposed Budget <u>2010/11</u>
Operating Revenues	\$9,191,221	\$8,554,864	\$9,212,560
Operating Expenses	<u>9,232,848</u>	<u>8,805,329</u>	<u>8,995,390</u>
Operating Income (Loss)	(41,627)	(250,465)	217,170
Nonoperating Revenues (Expenses)	(340,036)	(312,195)	(300,040)
Capital Contributions	2,600,000	1,000,000	1,000,000
Gain on Fixed Asset Disposals	--	1,992	--
Transfers out	<u>(55,000)</u>	<u>(55,000)</u>	<u>(55,000)</u>
Change in Net Assets	2,163,337	384,332	862,129
Add Back Net Depreciation	1,500,000	1,500,000	1,658,240
Capital Outlay	(13,706,125)	(7,911,977)	(9,863,205)
Repayment of Debt Principal	(876,098)	(736,391)	(611,179)
Additional Principal	(289,804)	(328,745)	(510,540)
Deduct Non-Cash Capital Contrib.	(1,500,000)	(500,000)	(500,000)
Bond Proceeds	12,559,750	10,770,183	9,139,330
Benefit Charge Funds	<u>246,376</u>	<u>(1,888,743)</u>	<u>395,880</u>
Net Surplus (Deficit)	\$ 97,436	\$1,288,659	\$ 570,655

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

- Annual rate increases have been approved for Fiscal Years 2010/11 thru 2013/14. The increase effective July 1, 2010, is 5.0% for inside customers and 6.5% for outside customers. The increase is part of a multi-year plan insure the fund continues to be self-supporting and to fund necessary infrastructure improvements.
- The City is anticipating borrowing about \$9.1 million for Water Fund projects. Approximately \$6.6 million is anticipated from MDE for the West End Reservoir Phase II (\$2.9 million), Willson Transmission Main (\$1.5 million), R. C. Willson Plant – Phase IV (\$120,000), and R. C. Willson Plant – Phase V (nearly \$2.1 million). Approximately \$2.5 million is anticipated from City Bonds for Distribution Services (\$1.0 million), Distribution Equipment (\$1.2 million), Pump Station Improvements (\$280,000), and R. C. Willson Plant Improvements (\$112,500).

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

- The fiscal year 2010/11 budget includes non-major improvements for: vehicles (\$176,375), Edgemont Reservoir Improvements (\$150,000), Weste End Reservoir Phase II (\$112,500), Breichner WTP Improvements (\$25,000), Pump Station Improvements (\$75,000), and Structures and Improvements (\$10,000).
- Operating expenses include increases in chemical, material and utility costs. No additional staffing is projected and no cost increases in wages is included.

CITY ADMINISTRATOR'S BUDGET MESSAGE
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WASTEWATER FUND

	Revised Budget <u>2009/10</u>	Estimated Actual <u>2009/10</u>	Proposed Budget <u>2010/11</u>
Operating Revenues	\$ 9,617,637	\$ 8,980,900	\$ 9,513,300
Operating Expenses	<u>11,234,483</u>	<u>10,722,995</u>	<u>11,595,566</u>
Operating Income (Loss)	(1,616,846)	(1,742,095)	(2,082,266)
Nonoperating Revenues (Expenses)	(358,727)	(347,116)	(365,477)
Capital Contributions	8,875,000	8,853,920	2,777,560
Transfers out	<u>(55,000)</u>	<u>(55,000)</u>	<u>(55,000)</u>
Change in Net Assets	6,844,427	6,709,709	274,817
Add Back Net Depreciation	2,138,000	2,138,000	2,451,757
Capital Outlay	(17,698,000)	(15,687,825)	(5,757,000)
Repayment of Debt Principal	(1,079,319)	(1,106,478)	(1,099,085)
Anticipated Debt Principal	(122,346)	--	(135,885)
Deduct Non-Cash Capital Contrib.	(350,000)	--	--
Bond Proceeds	8,152,500	9,596,305	2,799,440
Benefit Charge Funds	<u>2,203,553</u>	<u>(1,037,339)</u>	<u>1,481,000</u>
Net Surplus (Deficit)	\$ 88,815	\$ 612,372	\$ 15,044

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

- Annual rate increases have been approved for Fiscal Years 2010/11 thru 2013/14. The increase effective July 1, 2010, is 5.0% for inside customers and 3.0% for outside customers. The increase is part of a multi-year plan insure the fund continues to be self-supporting and to fund necessary infrastructure improvements.
- The City is anticipating borrowing about \$2.8 million for Wastewater Fund projects. Approximately \$2.1 million is anticipated from MDE for WWTP – Phase IV – Headworks (\$76,000), WWTP Disinfection Improvements (\$738,000), Salem Avenue – Winter-Burhans (\$480,000), and City-Wide System Rehabilitation (\$827,440). Approximately \$678,000 is anticipated from City Bonds for Collection System Rehabilitation (\$200,000), WWTP – Phase IV – Headworks (\$14,000), WWTP Equipment (\$100,000), WWTP Disinfection (\$140,000), WWTP/Phase V/Solids Processing (\$70,000), Collection System Equipment (\$80,000), and Grinder Pump Replacement (\$74,000).

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

- Capital outlay includes continuation of a multi-year plant improvement plan including completion of the ENR, Headworks, and Disinfection improvements. Also included is \$200,000 for the Conrad Court Pump Station as well as other needed improvements to keep the system in good repair and in compliance with our water quality discharge permit.
- Operating expenses reflect higher anticipated chemical and utility costs related to the new enhanced nutrient removal process that will become operational during the fiscal year.

CITY ADMINISTRATOR'S BUDGET MESSAGE
FISCAL YEAR 2010/2011

PARKING FUND

	<u>Revised Budget 2009/10</u>	<u>Estimated Actual 2009/10</u>	<u>Proposed Budget 2010/11</u>
Operating Revenues	\$ 935,870	\$ 942,311	\$ 932,650
Operating Expenses	<u>618,387</u>	<u>610,360</u>	<u>590,160</u>
Operating Income (Loss)	317,483	331,951	342,490
Nonoperating Revenues(Exp)	(130,713)	(133,713)	(141,816)
Contributions in Aid of Cons't	<u>95,795</u>	<u>95,795</u>	<u>-</u>
Change in Net Assets	282,565	294,033	200,674
Add Back Net Depreciation	187,188	187,188	187,188
Capital Outlay	(245,795)	(229,852)	(25,000)
Repayment of Debt Principal	(347,345)	(347,345)	(351,948)
Bond Proceeds	<u>150,000</u>	<u>133,203</u>	<u>16,203</u>
 		==	
Net Surplus (Deficit)	\$ 26,613	\$ 37,821	\$ 27,117

The major revenue changes are as follows:

- Operating revenues reflect parking deck permits remaining at \$60.00 per month and a transient parking increase from \$6.00 to \$8.00 per day. Meter rates will remain the same. A new standardized monthly rate of \$46.00 is proposed for all of the 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.
- Operating revenues also reflect the loss of monthly parkers from the relocation of Susquehanna Bank's main office from the downtown area and the impact of the hospital relocation scheduled for early 2011.
- Bond proceeds reflect the use of carryover unspent proceeds of \$16,203 from the \$150,000 September 2009 bond issue. new lighting for the North Potomac Street Parking Deck.

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

- Operating expenses include a continuation of operations and implementation of several new programs.
- Capital outlay includes \$25,000 for new energy efficient LED lighting for the top level of the North Potomac Street Parking Deck.

CITY ADMINISTRATOR'S BUDGET MESSAGE
FISCAL YEAR 2010/2011

GOLF COURSE FUND

	Revised Budget <u>2009/10</u>	Estimated Actual <u>2009/10</u>	Proposed Budget <u>2010/11</u>
Operating Revenues	\$214,346	\$144,223	\$175,922
Operating Expenses	<u>446,291</u>	<u>467,007</u>	<u>461,504</u>
Operating Income (Loss)	(231,945)	(322,784)	(285,582)
Capital Contributions	13,500	--	--
Transfers in	<u>211,885</u>	<u>290,000</u>	<u>255,000</u>
Change in Net Assets	(6,560)	(32,784)	(30,582)
Add Back Net Depreciation	21,560	33,000	33,000
Capital Outlay	<u>(15,000)</u>	<u>--</u>	<u>--</u>
Net Surplus (Deficit)	\$ --	\$ 216	\$ 2,418

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

- Revenues reflect a decline in play due to the economy and course conditions this past Summer.
- 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 \$255,000 to subsidize operating and capital expenditures.

CITY ADMINISTRATOR'S BUDGET MESSAGE
FISCAL YEAR 2010/2011

PROPERTY MANAGEMENT FUND

	Revised Budget <u>2009/10</u>	Estimated Actual <u>2009/10</u>	Proposed Budget <u>2010/11</u>
Operating Revenues	\$355,685	\$354,173	\$359,541
Operating Expenses	<u>335,253</u>	<u>378,705</u>	<u>346,465</u>
Operating Income (Loss)	20,432	(24,532)	13,076
Nonoperating Revenues (Expenses.)	<u>3,432</u>	<u>2,326</u>	<u>1,000</u>
Change in Net Assets	23,864	(22,206)	14,076
Add Back Net Depreciation	78,500	78,500	78,500
Capital Outlay	--	(40,000)	(45,000)
Repayment of Principal	<u>(40,150)</u>	<u>(40,150)</u>	<u>(40,150)</u>
Net Surplus (Deficit)	\$ 62,214	\$(23,856)	\$ 7,426

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 operate and maintain the Elizabeth Hager Center, Roslyn Building, Fire Police Headquarters and the Alms House.
- Capital expenditures include \$40,000 for the Elizabeth Hager Center for replacement of the roof, carpet replacement and other equipment replacements as needed. The Fire Police Headquarters Building on Valley Road also has \$5,000 for replacement and rehab work as needed.

CITY ADMINISTRATOR'S BUDGET MESSAGE
FISCAL YEAR 2010/2011

SPECIAL REVENUE FUNDS

	C.D.B.G. FUND		
	Revised	Estimated	Proposed
	Budget	Actual	Budget
	<u>2009/10</u>	<u>209/10</u>	<u>2010/11</u>
Revenues			
CDBG Grant Revenues	\$1,463,718	\$ 954,669	\$1,509,984
Program Income - Principal	242,000	243,248	200,000
Interest & Penalty on Loans	62,500	67,938	68,544
Interest on Investments	3,425	1,800	3,425
Sale - Properties Held to Resale	200,000	84,964	80,000
Other Revenues	<u>15,000</u>	<u>25,000</u>	<u>15,000</u>
Total Revenues	1,986,643	1,377,619	1,876,953
Expenditures			
Acquisition	100	--	100
Commercial/Industrial Improvements	--	--	2,500
Clearance & Demolition	100	--	100
Public Facilities & Improvements	340,000	50,000	577,511
Public Services	174,088	174,160	195,250
Housing	1,176,000	697,500	830,231
Administration	<u>296,355</u>	<u>332,755</u>	<u>307,655</u>
Total Expenses	1,986,643	1,254,415	1,913,347
Excess of Revenues Over Expenses	--	123,204	(36,394)
Net Change in Fund Balance	\$ --	\$ 123,204	\$ (36,394)

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

- The grant entitlement for Fiscal Year 2010/11 is \$990,928. 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 2010/11 projects.
- The fiscal year 2010/11 projected program income of \$366,969 is primarily from CDBG loan repayments (\$268,544) and sales of homeownership properties (\$80,000).

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 \$65,000 for Senior Living Alternative, \$45,000 for Neighborhoods 1st, \$60,000 for the Community Free Clinic, and \$12,750 for Girl's Inc Supper Program.
- Housing expenditures of \$830,231 include a total of \$144,231 for Direct Home Assistance, Residential Energy Improvements, Smoke Detectors and Home Safety Makeovers, \$110,000 for continuing the Home Ownership Program; and \$480,000 for Single Family and Residential Rental Loan programs.
- Public facilities include funds for handicap ramps (\$40,000), funds for neighborhood development (\$83,565) and neighborhood parks (\$75,000) and funds to rehabilitate the E. Antietam Street storm drain system (\$200,000).

CITY ADMINISTRATOR'S BUDGET MESSAGE
FISCAL YEAR 2010/2011

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 2010/11 consist of interest revenue from investments, the balance of a \$100,000 federal grant to help minority and woman owned businesses and a transfer from the General Fund to fund the PEP Program incentives for the Upper Floor Rent Assistance program. Expenditures consist of costs for the PEP Upper Floors Rent Assistance program, Downtown Residency Initiative, House Keys 4 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 and user fees and is self supporting.

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 FUND/ UPPER FLOORS REDEVELOPMENT FUND

These funds are designed to assist in the recruitment, retention and expansion of businesses within the City of Hagerstown. The Business Revolving Loan Fund was initially funded through a grant from the MD Department of Business & Economic Development and City Community Betterment Funds. This program provides financing for new and expanding businesses for working capital, equipment and rehabilitation.

The Upper Floors Redevelopment Fund is funded through a \$100,000 grant from the MD Community Legacy Program and \$125,000 from the City's Economic Redevelopment Fund last year. The program provides assistance to install elevators and other equipment necessary to make the upper floors of existing downtown buildings attractive for residential and business use.

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 2010/11, \$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 are proposed to be transferred in 2010/11 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.

CITY ADMINISTRATOR'S BUDGET MESSAGE
FISCAL YEAR 2010/2011

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 2010/11 City departments, employees and retirees are expected to pay \$6,608,400 in premium billings which will be used to pay expected program costs of \$6,455,200 for claims, insurance and other administrative costs.

The Health Care Fund also includes continued funding for Other Post-Employment Benefits (OPEB) future liabilities. The 2010/11 proposed budget reflects \$775,000 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 has continued to fund its annual required contribution towards its OPEB liabilities unlike many other state and local governments.

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 2010/11 includes interest revenues of 1,800 and expenditures administered through the Community Action Council totaling \$1,800.

CITY ADMINISTRATOR'S BUDGET MESSAGE
FISCAL YEAR 2010/2011

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 15, 2009	Mayor and Council Budget Work Session and review of budget projections and FY10/11 Preliminary Budget Plan
December 19, 2009	Review of Department CIP requests with Department Managers.
January 12, 2010	Second Mayor and Council Budget Work Session and review of FY10/11 Preliminary Budget Plan.
January 26, 2010	First Public Hearing on Community Development funding needs.
January 28, 2010	Department budget requests and start of review meetings between Department Managers and Budget Committee.
February 8, 2010	Began prioritizing department requests and developing City Administrator adjustments.
March 8, 2010	Began meeting with departments to review proposed adjustments, obtain their further input and agreement on adjustments.
March 31, 2010	City Administrator's Proposed Budget submitted to Mayor and City Council.
April 6, 13, 20 & 27, 2010	Mayor and City Council review of Proposed Budget and Capital Improvement Program.
May 11, 2010	Public Hearing on Budget and Capital Improvement Program; property tax rates; and second public hearing on Community Development funding needs.
May 25, 2010	Adoption of budgets and CIP for all funds; set tax rate.

CITY ADMINISTRATOR'S BUDGET MESSAGE
FISCAL YEAR 2010/2011

DISTINGUISHED BUDGET PRESENTATION AWARD

This was the sixth 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, 2009. 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.

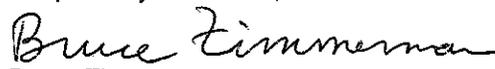
ACKNOWLEDGEMENTS

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, and Michelle Burkner for guiding the budget preparation process. Michelle Burkner, Angie Ludeman, Derek Staubs, Barbara Karn and Elaine Stookey assisted 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 assisted in the preparation of utility revenue projections as well as reviewing and analyzing all of the Utility fund budgets. 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. The entire Finance staff deserves 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

COMBINED STATEMENT OF REVENUES AND EXPENDITURES
FISCAL YEAR 2010/2011

REVENUES	GOVERNMENTAL FUND TYPES	ENTERPRISE FUND TYPES	SERVICE AND TRUST FUNDS	COMBINED TOTALS
General Property Taxes	\$ 27,036,478	\$ -	\$ -	\$ 27,036,478
State and County Shared Taxes	3,129,714	-	-	3,129,714
Licenses and Permits	1,563,400	-	-	1,563,400
Fines and Forfeitures	102,500	-	-	102,500
Admissions, Fees and Rentals	2,937,361	51,914,108	7,734,806	62,586,275
Interdepartmental Charges	2,246,625	-	-	2,246,625
Federal, State and County Grants	14,596,176	-	-	14,596,176
Interest Earned on investments	418,505	205,602	101,800	725,907
Miscellaneous	599,386	5,300	296,800	901,486
TOTAL REVENUES	\$ 52,630,145	\$ 52,125,010	\$ 8,133,406	\$ 112,888,561
EXPENDITURES				
General Government	6,212,369	-	-	6,212,369
Public Safety	19,221,551	-	-	19,221,551
Streets and Alleys	2,811,855	-	-	2,811,855
Sanitation, Health and Welfare	2,081,030	-	-	2,081,030
Parks and Recreation	2,349,520	-	-	2,349,520
Economic and Community Development	287,731	-	-	287,731
Unallocated General Expense	992,100	-	-	992,100
Debt Service - Principal and Interest	2,444,000	3,636,794	-	6,080,794
Operating Expenses	18,767,981	53,875,529	8,421,250	81,064,760
TOTAL EXPENDITURES	55,168,137	57,512,323	8,421,250	121,101,710
EXCESS(DEFICIENCY) OF REVENUES OVER EXPENDITURES	(2,537,992)	(5,387,313)	(287,844)	(8,213,149)
OTHER FINANCING SOURCES(USES)				
Add Back Net Depreciation	-	5,555,143	-	5,555,143
Bond and Lease Proceeds	904,726	11,938,770	-	12,843,496
Change in Restricted Cash	-	1,893,083	-	1,893,083
Capital Contributions	-	3,897,560	-	3,897,560
Operating Transfers In	2,830,988	255,000	-	3,085,988
Contributions by Others	88,000	-	-	88,000
Prior Years Unexpended Fund Balance	35,000	-	-	35,000
Deduct Non-Cash Contributions	-	(520,000)	-	(520,000)
Capital Transfers (Out)	(1,804,000)	-	-	(1,804,000)
Operating Transfers (Out)	(746,988)	(165,000)	-	(911,988)
Capital Outlay	-	(16,603,205)	-	(16,603,205)
TOTAL OTHER FINANCING SOURCES(USES)	1,307,726	6,251,351	-	7,559,077
EXCESS(DEFICIENCY) OF REVENUES AND OTHER FINANCING SOURCES OVER EXPENDITURES AND OTHER USES	\$ (1,230,266)	\$ 864,038	\$ (287,844)	\$ (654,072)

(Cash Basis)



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

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**City of Hagerstown
Maryland**

For the Fiscal Year Beginning

July 1, 2009

President

Executive Director

ROBERT E.
BRUCHEY, II
MAYOR

MARTIN E.
BRUBAKER
COUNCILMEMBER

FORREST W.
EASTON
COUNCILMEMBER

LEWIS C.
METZNER
COUNCILMEMBER

ASHLEY C.
HAYWOOD
COUNCILMEMBER

WILLIAM M.
BREICHNER
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

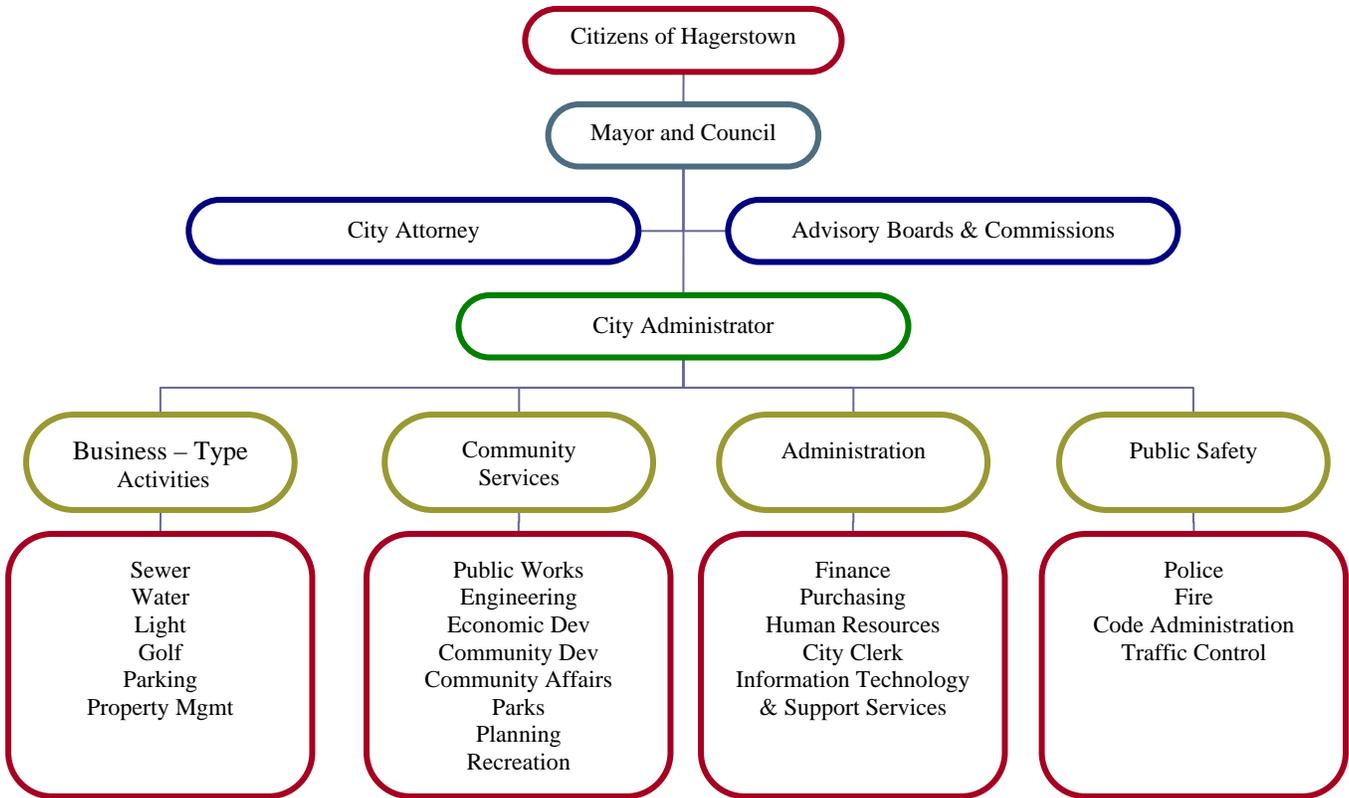
UTILITIES
MICHAEL SPIKER

PARKS
JUNIOR MASON

IT & SUPPORT SERVICES
SCOTT
NICEWARNER

RECREATION
LEWIE THOMAS

CITY ORGANIZATION CHART (By Department)



HAGERSTOWN

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



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FULL TIME STAFFING SCHEDULE
FISCAL YEAR 2010/2011

FIVE YEAR COMPARISON - STAFFING SCHEDULE

DEPARTMENT	FISCAL YEARS									
	2006/07		2007/08		2008/09		2009/10		2010/11	
	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	1.33	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	1.33	0
ECONOMIC DEVELOPMENT	1.33	0	1.33	0	1.33	1	1.33	1	1.33	1
COMMUNITY AFFAIRS	3.50	3	5.50	3	3.50	2	3.5	2	3.34	2
ACCOUNTING	7	0	6.5	0	6.5	0	6.5	0	6.5	0
TREASURER	4	1	4	1	4	2	4	2	1	0
INFORMATION TECHNOLOGY	6	0	6	0	6	0	6	0	6	0
BILLING/CUSTOMER SERVICE	4	0	4	0	4	0	4	0	4.6	0
CASHIERING									3	0
PURCHASING	2	0	2.5	0	2.5	0	2.5	0	2.5	0
HUMAN RESOURCES	4	3	4	4	4	4	4	4	4	5
PLANNING	6	0	6	0	6	0	6	0	6	0
ENGINEERING	14	0	14	0	14	1	14	1	14	1
CODE COMPLIANCE	15	1	15	1	15	4	15	4	15	4
POLICE SWORN	105	0	105	0	107	0	109	0	109	0
POLICE ADMINISTRATIVE/CIVILIAN	23	6	24	6	24	6	13	6	13	6
FIRE	74	0	83.6	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	1	2	1	2.33	1
PARKS	18	2	18	2	18	2	18	2	18	2
TOTAL GENERAL FUND	326	19	339	20	338.6	26	329.6	26	330.2	25
LIGHT	41	0	40	0	40	0	40	0	40	0
WATER	56	0	56	0	56	0	55	0	55	0
SEWER	48	0	48	0	48	0	48	0	48	0
GOLF COURSE	3	2	3	2	3	2	3	2	3	2
PARKING	2	6	2	6	2	6	2	6	2	6
COMMUNITY DEVELOPMENT	6	0	6.4	0	6.4	0	6.4	0	5.8	0
TELEWORK CENTER	1	0	1	0	1	0	1	0	1	0
CITY STAFFING LEVELS	483	27	495	28	495	34	485	34	485.0	33
GENERAL OPERATIONS	131	13	133.4	14	131.4	20	131.4	20	131.4	19
PUBLIC SAFETY	202	6	212.6	6	214.6	6	205.6	6	205.6	6
ENTERPRISE FUNDS	150	8	149	8	149	8	148	8	148	8

STAFFING SCHEDULE - FIVE YEAR COMPARISON
FISCAL YEAR 2010/2011

FIVE YEAR COMPARISON - STAFFING SCHEDULE

Details of Staffing increases (+) and decreases (-)		
	+1	Planner I
	+1	Water Meter Reader
	-1	Director of Administrative Services
	+1	Fire Training Captain
	+9	Firefighters
	+1	Evidence Custodian
2005/06-2006/07	+1	Laboratory Technician
	+2	Police Officers
	+2	Police Officers (grant funded-Anti-Gang,SRO)
	-1	Water Production Maintenance Foreman
	+2	Field Operator Technician
	+1	Instrumentation Technician I
	+1	WWTP Operator I
	+1	Collection System Operator I
Total Staffing Change	+21	Full-time Personnel
	+9	Firefighters
2006/07-2007/08	+1	Crime Analyst
	+1	Community Resource Coordinator (CDBG/grant funded)
	-1	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	Police Officers
	-11	Transfer Police Communications/Dispatch to the County
Total Staffing Change	-9	Full-time Personnel
2009/10-2010/11		There are no staffing changes projected for 2010/11. There have been some positions which are now shared between departments. The City has budgeted for 10 vacant positions and ten furloughs days in 2010/11.
Total Staffing Change	0	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 2010/2011

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.

FISCAL POLICIES – APPROVED BY MAYOR & COUNCIL
FISCAL YEAR 2010/2011

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 2010/2011

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.

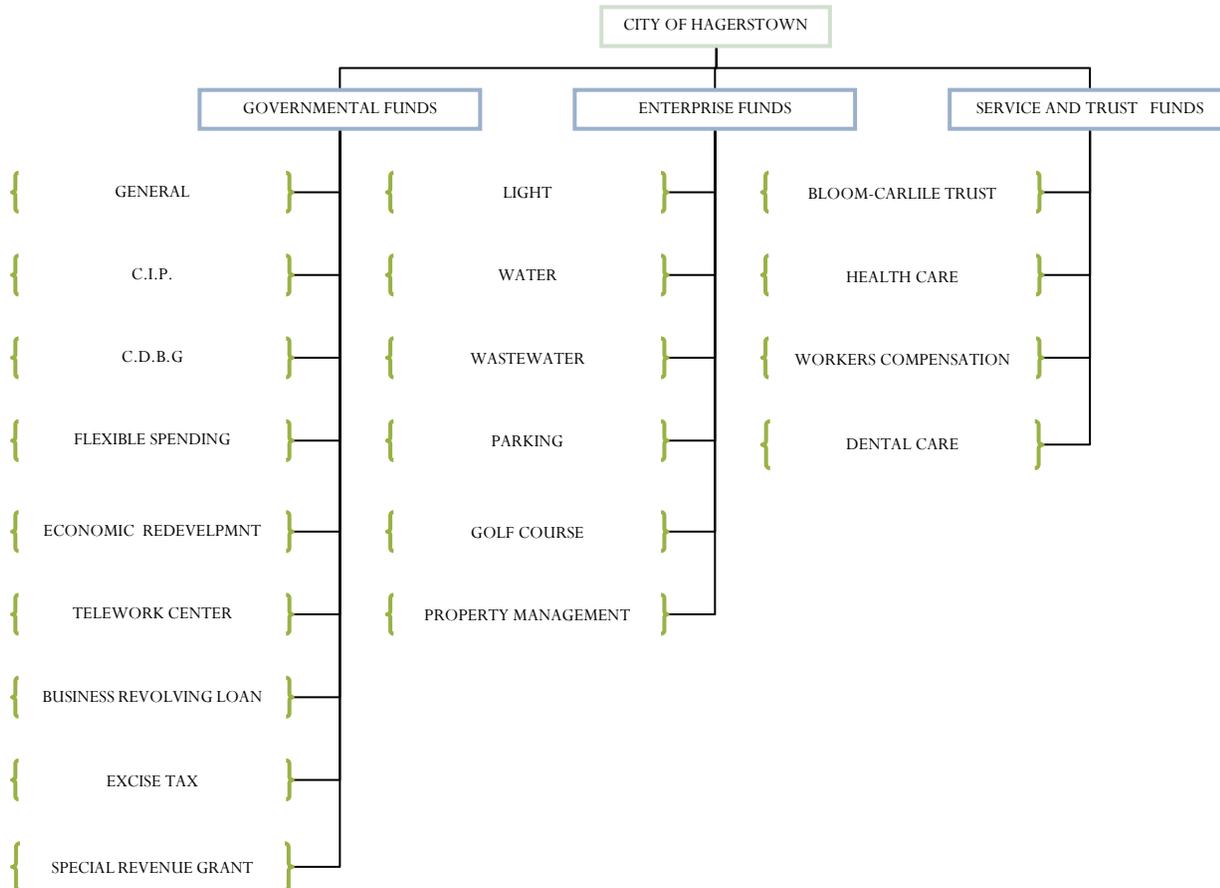
INTERNAL SERVICE FUNDS

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 2010/2011



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 2010/2011

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	39,728
	2009 (estimate)	40,000
Fire Department		
Number of Stations (4 volunteer, 2 City owned)		6
Number of Fire Hydrants (within City limits)		802
Responses to Fire alarms		2,249
Average response time (in minutes)		3:13
False alarms (included in above number)		10
Public fire education programs		453
Persons in attendance at public education programs		13,950
Police Department		
Parking ticket violations issued		12,146
Net parking fines	\$	143,275
Calls for service		53,479
Alarm calls (included in above number)		2,088
Parks and Recreation		
Parks and Playgrounds (288.877 acres)		18
Outdoor Swimming Pools		1
Claude M. Potterfield Pool		
Total attendance at swimming pool		24,268
Average daily attendance at pool		275
Municipal Golf Course		1
The Greens at Hamilton Run		
Total attendance at golf course		12,219
Average daily attendance at golf course		39
Public Works		
Miles of paved streets and alleys		143.4

MISCELLANEOUS STATISTICS – JUNE 30, 2009
FISCAL YEAR 2010/2011

Number of traffic signals maintained	133
Light Department	
Number of active accounts	16,974
Number of meters (in use)	17,972
Kilowatt hours purchased	363,323,000
Kilowatt hours sold	348,476,126
System peak demand-kilowatts	73,990
Number of substations – 34.5KV to 13.8KV	7
Water Department	
Number of active accounts-City	13,030
Number of active accounts-County	15,189
Total number of active accounts	28,219
Daily average productions in million gallons	
R.C. Willson Plant (365 days)	10.797
Wm. M. Breichner Plant (365 days)	0.001
Greatest consumption for a single day	13.270
Plant pumping capacity per day	20.000
Average daily metered consumption	8.532
Miles of water mains (estimate)	425
Wastewater Department	
Number of active accounts-City	12,777
Number of active accounts-County	2,898
Number of active acccounts-District (JSA)	3,409
Number of active accounts-Total	19,084
Daily average of sewage treated (million gallons)(including inflow and infiltration)	6.310
Daily average plant capacity (rated optimum efficiency)(million gallons)	8.000
Number of City owned pumping stations	26
Miles of collection system – City owned	152
Parking Facilities Department	
Number of lots	6
Number of Parking Spaces (metered or rented)	
Lots	719
Streets	526
Parking Deck:	
Number of Parking Spaces	625
Number of Permit Parkers	695
Operating Revenue:	
Meter Fees	\$ 194,150
Permit Fees	\$ 233,000
Deck	\$ 316,961

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

Employer	2009			1999		
	Employees	Rank	Percentage of Total County Employment	Employees	Rank	Percentage of Total County Employment
Washington County Public Schools	2,958	1	4.53%	2,500	2	3.73%
Washington County Health System	2,860	2	4.38%	2,900	1	4.33%
State of Maryland	2,438	3	3.73%	2,397	3	3.58%
First Data Merchant Services	1,999	4	3.06%	2,390	4	3.57%
Citicorp Credit Services, Inc.	1,920	5	2.94%	1,800	5	2.69%
Washington County Government	1,254	6	1.92%	1,365	6	2.04%
Volvo Powertrain NA (Mack Trucks, Inc.)	1,115	7	1.71%	877	9	1.31%
Hagerstown Community College	688	8	1.15%	1,198	7	1.79%
Federal Government	637	9	1.05%	822	10	1.23%
Staples Distribution Center	598	10	.92%			
Garden State Tanning				1,050	8	1.57%
Total	16,467		25.39%	17,299		25.83%

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

Note: Total County employment for 2009 was 65,228 and 1999 was 66,967, supplied by Maryland DLLR.

Doing Business

City of Hagerstown

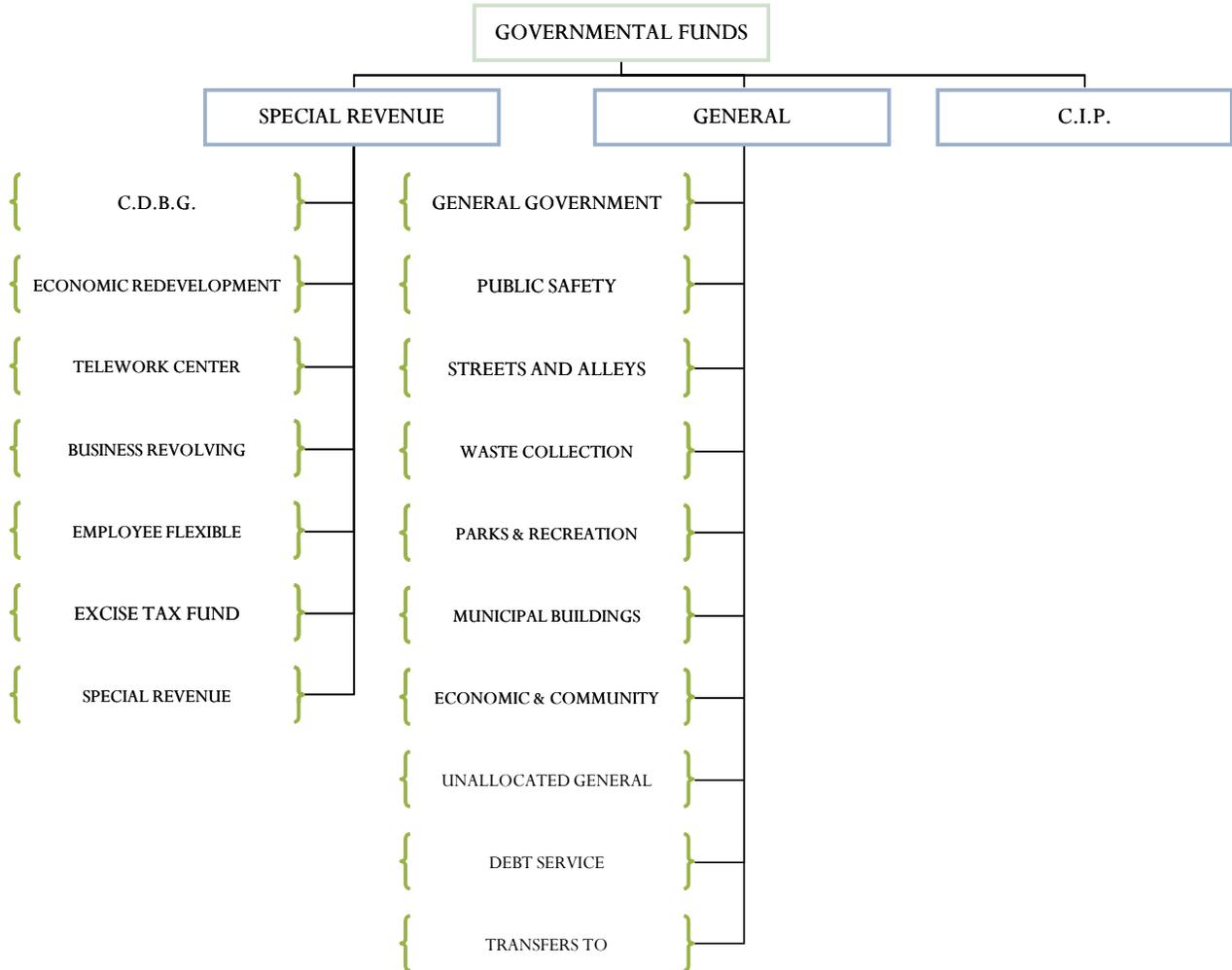
HAGERSTOWN ADVANCE
WWW.HAGERSTOWNADVANCE.COM



GOVERNMENTAL FUNDS
SECTION 2

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COMBINED STATEMENT OF REVENUES AND EXPENDITURES	2

GOVERNMENTAL FUNDS - ORGANIZATIONAL CHART
FISCAL YEAR 2010/2011



GOVERNMENTAL FUNDS - COMBINED STATEMENT OF REVENUES AND EXPENDITURES
FISCAL YEAR 2010/2011

REVENUES	GENERAL	SPECIAL REVENUE	CAPITAL	TOTAL
			IMPROVEMENT FUNDS	
General Property Taxes	\$ 27,036,478	\$ -	\$ -	\$ 27,036,478
State and County Shared Taxes	3,069,714	60,000	-	3,129,714
Licenses and Permits	1,563,400	-	-	1,563,400
Fines and Forfeitures	102,500	-	-	102,500
Admissions, Fees and Rentals	2,937,361	-	-	2,937,361
Interdepartmental Charges	2,246,625	-	-	2,246,625
Federal, State and County Grants	290,000	2,592,873	11,713,303	14,596,176
Interest Earned on investments	277,000	141,505	-	418,505
Miscellaneous	133,692	465,694	-	599,386
TOTAL REVENUES	37,656,770	3,260,072	11,713,303	52,630,145
EXPENDITURES				
General Government	6,212,369	-	-	6,212,369
Public Safety	19,221,551	-	-	19,221,551
Streets and Alleys	2,811,855	-	-	2,811,855
Sanitation, Health and Welfare	2,081,030	-	-	2,081,030
Parks and Recreation	2,349,520	-	-	2,349,520
Economic and Community Development	287,731	-	-	287,731
Unallocated General Expense	992,100	-	-	992,100
Debt Service - Principal and Interest	2,444,000	-	-	2,444,000
Operating Expenses	-	3,692,952	15,075,029	18,767,981
TOTAL EXPENDITURES	36,400,156	3,692,952	15,075,029	55,168,137
EXCESS(DEFICIENCY) OF REVENUES OVER EXPENDITURES	1,256,614	(432,880)	(3,361,726)	(2,537,992)
OTHER FINANCING SOURCES(USES)				
Operating Transfers In	11,000	485,988	2,334,000	2,830,988
New Bond Issues	-	-	904,726	904,726
Contributions by Others	-	-	88,000	88,000
Budgeted Use of Fund Balance	-	-	35,000	35,000
Capital Transfers (Out)	(522,000)	(1,282,000)	-	(1,804,000)
Operating Transfers (Out)	(740,988)	(6,000)	-	(746,988)
TOTAL OTHER FINANCING SOURCES(USES)	(1,251,988)	(802,012)	3,361,726	1,307,726
EXCESS(DEFICIENCY) OF REVENUES AND OTHER FINANCING SOURCES OVER EXPENDITURES AND OTHER USES	4,626	(1,234,892)	-	(1,230,266)
Beginning Fund Balance	7,767,060	6,751,276	5,275,575	19,793,911
Ending Fund Balance	7,771,686	5,516,384	5,275,575	18,563,645
DETAIL OF ENDING FUND BALANCES:				
Reserved - Encumbrances	110,000	-	-	110,000
- Inventories	140,000	1,095,880	-	1,235,880
- Prepaid Items	255,000	-	-	255,000
- Loans Receivable	-	2,928,388	-	2,928,388
Unreserved, Designated - Capital Projects	-	-	5,275,575	5,275,575
Unreserved, Undesignated	7,266,686	1,492,016	-	8,758,702
Ending Fund Equity	\$ 7,771,686	\$ 5,516,284	\$ 5,275,575	\$ 18,563,545

City Center

City of Hagerstown



GENERAL FUND

SECTION 3

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STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE
FISCAL YEAR 2010/2011

ACCOUNT DESCRIPTION	2007/08	2008/09	2009/10		2010/11
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
Property Taxes	\$ 22,359,137	\$ 24,296,300	\$ 25,780,420	\$ 25,988,920	\$ 27,036,478
State and County Shared Taxes	7,179,098	6,739,133	4,727,055	4,605,319	3,069,714
Licenses and Permits	1,792,960	1,464,043	1,529,300	1,505,860	1,563,400
Intergovernmental Revenues	111,250	283,720	250,000	312,500	290,000
Charges for Current Services	3,025,185	2,868,165	3,013,538	2,936,312	2,937,361
Fines and Forfeitures	154,789	85,627	103,000	100,701	102,500
Unallocated General Revenues	2,713,620	2,576,757	2,694,070	2,599,633	2,657,317
Transfers from Other Funds	516,000	663,890	76,809	26,700	11,000
Budgeted Use of Fund Balance	-	-	150,000	150,000	-
Total Current Revenues	37,852,039	38,977,635	38,324,192	38,225,945	37,667,770
0101001-Council	109,242	115,460	118,238	115,272	115,089
0101002-Mayor	66,108	64,774	64,762	64,115	63,405
0103001-City Administrator	187,186	193,509	201,517	186,243	201,134
0103002-City Clerk	132,144	145,133	126,350	135,734	133,020
0103003-Community Affairs	294,895	307,401	308,953	301,800	308,926
0103004-Legal Counsel	219,547	207,361	267,600	252,600	262,700
0103005-Public Functions	572,071	536,489	580,125	536,116	560,404
0105001-Registration & Elections	-	90,708	-	-	-
0107001-Finance & Accounting	632,288	629,075	700,368	684,542	639,403
0107002-Treasurer & Tax Collector	307,631	307,988	121,301	116,906	119,137
0107003-Purchasing & Stores	195,956	208,975	196,691	184,195	199,628
0107200-Information Technology	598,126	609,589	742,955	750,397	767,843
0107206-Cashiering	98	375	256,628	292,785	285,414
0109001-City Planning	474,677	503,378	545,035	520,230	544,695
0109002-Annexation	7,863	9,923	10,200	10,200	10,200
0109003-City Hall	251,518	281,425	276,922	260,621	260,572
0109004-Engineering & Construction	1,155,341	1,287,562	1,248,517	1,290,036	1,288,403
0109005-Human Resources	423,537	453,587	456,415	450,749	452,396
Total General Government	5,628,228	5,952,712	6,222,577	6,152,541	6,212,369
0110XXX-Police Department	11,078,629	11,706,813	11,806,340	11,196,002	11,039,761
0112XXX-Fire Department	6,309,040	6,428,592	6,462,292	6,258,624	6,281,465
0114001-Code Administration	1,265,450	1,307,506	1,313,027	1,287,085	1,336,027
0116XXX-Signal Department	664,612	693,984	618,228	566,008	564,298
Total Public Safety	19,317,731	20,136,895	20,199,887	19,307,719	19,221,551
0120001-Street Lighting	744,319	744,496	755,000	755,000	755,000
0121001-Snow Removal	280,567	271,217	299,524	857,000	407,700
0122001-Street Cleaning	524,531	649,739	615,162	570,792	569,121
0123XXX-Gas Station & Gas Station	155,513	246,192	191,883	193,958	199,715
0124008-Central Equipment Building	92,940	138,428	134,425	130,623	128,486
0124XX1-7-PW & Street Operations	609,051	529,569	415,753	540,763	751,833
Total Highways & Streets	2,406,921	2,579,641	2,411,747	3,048,136	2,811,855
0130001-Waste Collection & Disposal	2,053,573	2,094,011	2,211,598	1,997,360	2,081,030

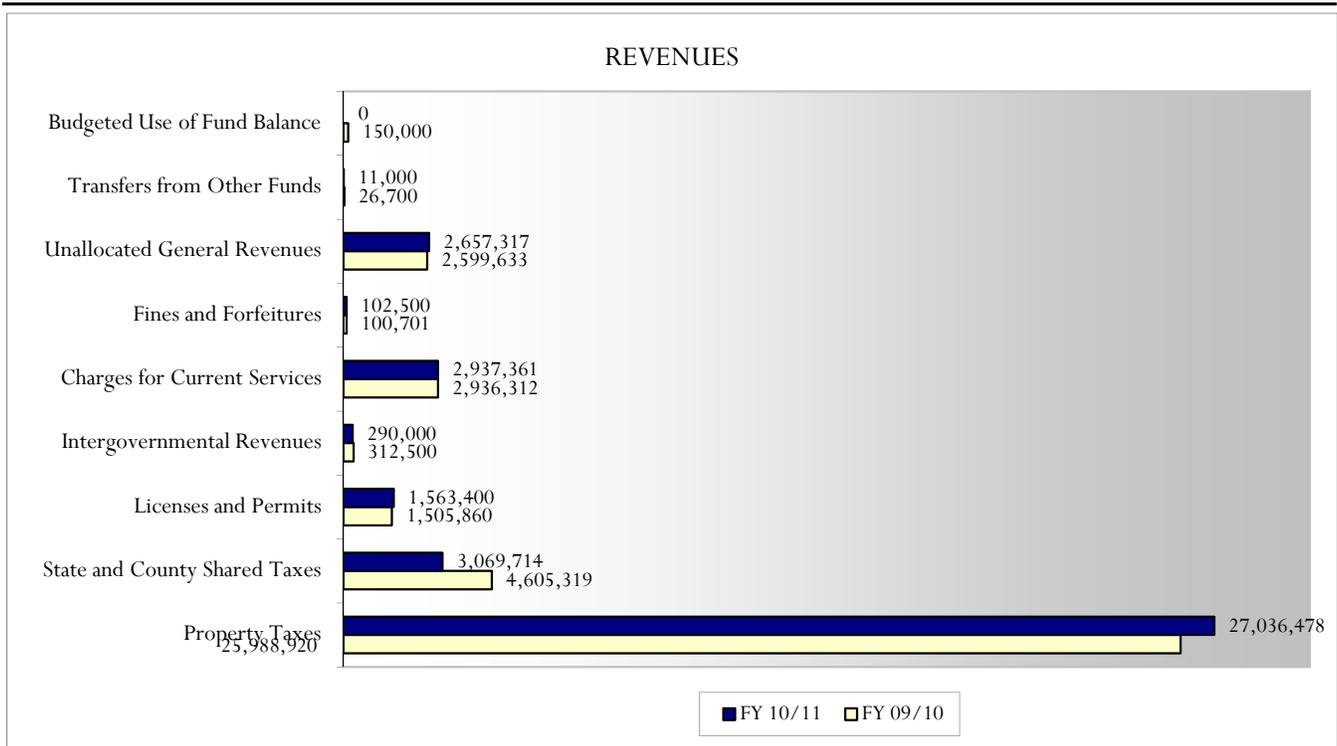
STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE
FISCAL YEAR 2010/2011

ACCOUNT DESCRIPTION	2007/08	2008/09	2009/10		2011/11
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
0140001-Department of Recreation	226,478	231,148	248,077	234,020	248,685
0140201-Skateboard Park	3,633	3,698	1,251	2,584	-
0140202-Swimming Pools	188,289	139,319	144,466	150,188	147,049
0140204-Municipal Market	115,822	96,953	98,895	92,309	96,127
0140401-Municipal Stadium	78,603	158,213	119,337	197,562	197,413
0140402-Hager House	113,217	112,310	115,554	112,679	117,014
0140403-Train Museum	10,446	16,229	11,397	11,635	10,724
0145XXX-City Parks	1,495,590	1,505,421	1,677,426	1,597,181	1,532,508
Total Culture & Recreation	<u>2,232,078</u>	<u>2,263,291</u>	<u>2,416,403</u>	<u>2,398,158</u>	<u>2,349,520</u>
0150001-Economic Development	183,048	298,311	268,579	260,728	235,749
0150002-Neighborhoods First	10,779	34,312	51,645	50,065	51,982
0150003-Community Based Initiatives	125,000	125,088	-	-	-
0150004-Housing & Community Dev.	-	-	100,000	100,000	-
Total Economic & Community Dev	<u>318,827</u>	<u>457,711</u>	<u>420,224</u>	<u>410,793</u>	<u>287,731</u>
0160001-Retiree Benefits	1,409,382	1,420,079	1,402,000	1,402,000	1,175,800
0164001-Termination Pay	-	-	19,589	-	425,000
0166001-Contributions-Other Agencies	306,811	333,339	341,465	341,398	256,300
0162001-Inventory Adjustments	(2,905)	4,512	5,000	5,000	5,000
0190001-Contingency	-	-	(198,397)	45,000	(870,000)
Total Unallocated General Expenses	<u>1,713,288</u>	<u>1,757,930</u>	<u>1,569,657</u>	<u>1,793,398</u>	<u>992,100</u>
0190001-Debt Service-Prin	1,464,914	1,482,518	1,532,424	1,462,665	1,748,737
0191001-Debt Service- Interest	585,740	529,848	474,740	578,943	695,263
Total Debt Service	<u>2,050,654</u>	<u>2,012,366</u>	<u>2,007,164</u>	<u>2,041,608</u>	<u>2,444,000</u>
0195002-Appropriation to CIP Fund	1,267,000	1,179,314	405,563	405,563	522,000
0195001-Operating Transfers to Other Funds	309,233	397,239	590,022	650,737	740,988
Total Expenditures & Transfers	<u>37,297,533</u>	<u>38,831,110</u>	<u>38,454,842</u>	<u>38,206,013</u>	<u>37,663,144</u>
Excess(Deficiency) of Revenues over Expenditures	\$ 554,506	\$ 146,525	\$ (130,650)	\$ 19,932	\$ 4,626
Less Budgeted Use of Fund Balance	-	-	(150,000)	(150,000)	-
Beginning Fund Balance	<u>\$ 7,196,097</u>	<u>\$ 7,750,603</u>	<u>\$ 7,897,128</u>	<u>\$ 7,897,128</u>	<u>\$ 7,767,060</u>
Ending Fund Balance	<u>\$ 7,750,603</u>	<u>\$ 7,897,128</u>	<u>\$ 7,616,478</u>	<u>\$ 7,767,060</u>	<u>\$ 7,771,686</u>

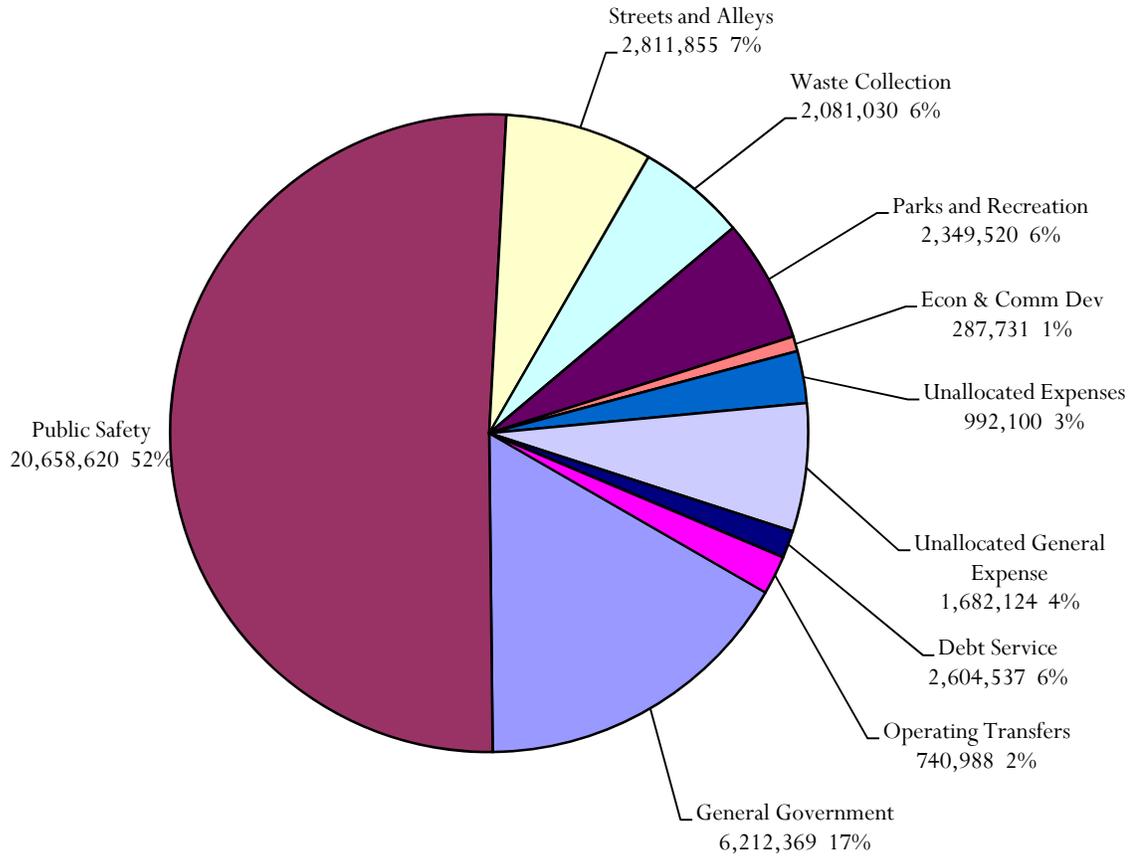
STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE
FISCAL YEAR 2010/2011

ACCOUNT DESCRIPTION	2007/08	2008/09	2009/10		2010/11
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
Detail of Ending Fund Balance:					
Reserve for Encumbrances	\$ 125,810	\$ 108,320	\$ 110,000	\$ 110,000	\$ 110,000
Reserve for Inventory	213,091	143,255	150,000	150,000	140,000
Reserve for Prepaid Expenses	<u>61,848</u>	<u>258,748</u>	<u>250,000</u>	<u>250,000</u>	<u>255,000</u>
Total Reserves	400,749	510,323	510,000	510,000	505,000
Undesignated	<u>7,349,854</u>	<u>7,386,805</u>	<u>7,106,478</u>	<u>7,257,060</u>	<u>7,266,686</u>
Ending Fund Balance	<u>\$ 7,750,603</u>	<u>\$ 7,897,128</u>	<u>\$ 7,616,478</u>	<u>\$ 7,767,060</u>	<u>\$ 7,771,686</u>
Undesignated Balances as:					
% of Operating Budget Less					
Appropriation to CIP Fund	20.4%	19.6%	18.7%	19.2%	19.6%
Number of Months Expenditures	2.4	2.4	2.2	2.3	2.3

COMPARISON OF REVENUES AND EXPENDITURES - PROPOSED 10/11 VS. EST. ACTUAL 09/10
FISCAL YEAR 2010/2011



OBJECT EXPENDITURES
FISCAL YEAR 2010/2011



TOTAL ESTIMATED EXPENDITURES \$37,663,144

REVENUES AND OTHER FINANCING SOURCES
FISCAL YEAR 2010/2011

REVENUE SUMMARY	2007/08	2008/09	2009/10		2010/11
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
Property Taxes	\$ 22,359,137	\$ 24,296,300	\$ 25,780,420	\$ 25,988,920	\$ 27,036,478
State and County Shared Taxes	7,179,098	6,739,134	4,727,055	4,605,319	3,069,714
Licenses and Permits	1,792,960	1,464,043	1,529,300	1,505,860	1,563,400
Intergovernmental Revenues	111,250	283,720	250,000	312,500	290,000
Charges for Current Services	3,025,185	2,868,165	3,013,538	2,936,312	2,937,361
Fines and Forfeitures	154,789	85,627	103,000	100,701	102,500
Unallocated General Revenues	2,713,620	2,576,757	2,694,070	2,599,633	2,657,317
Total Current Revenues	<u>37,336,039</u>	<u>38,313,746</u>	<u>38,097,383</u>	<u>38,049,245</u>	<u>37,656,770</u>
OTHER FINANCING SOURCES					
Transfers from Other Funds	516,000	663,890	76,809	26,700	11,000
Budgeted Use of Fund Balance	<u>-</u>	<u>-</u>	<u>150,000</u>	<u>150,000</u>	<u>-</u>
Total Ending Revenues and Other Financing Sources	<u>\$ 37,852,039</u>	<u>\$ 38,977,636</u>	<u>\$ 38,324,192</u>	<u>\$ 38,225,945</u>	<u>\$ 37,667,770</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 72% of total revenues and state and county shared taxes make up 8% of total revenues. The other 20% 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.

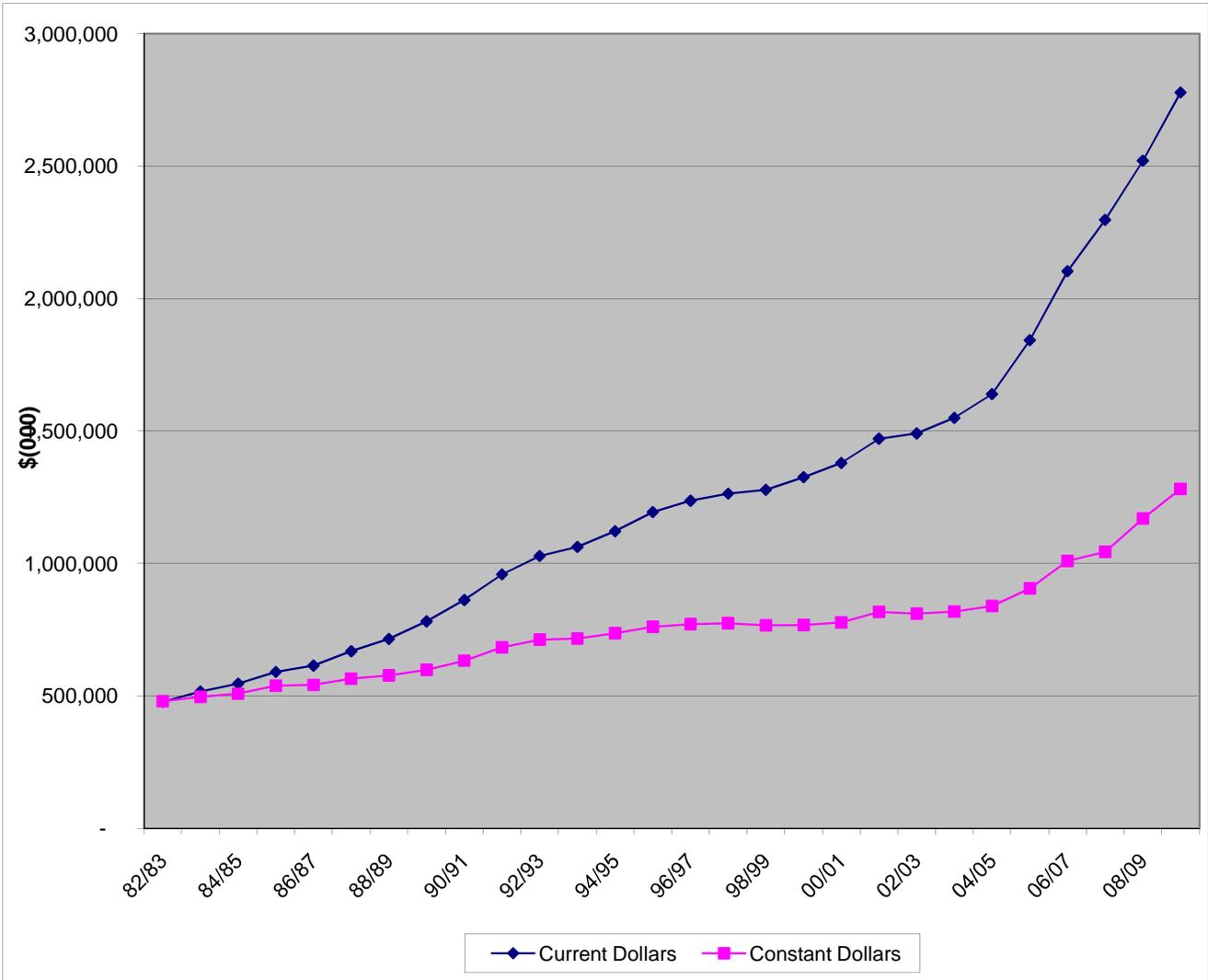
PROPERTY TAX - ASSESSABLE BASE TABLE
FISCAL YEAR 2010/2011

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*	Property Tax Revenues (000's)	Property Taxes- % Change from Prior Year
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%
Actual 2008/09	2,520,240	9.7%	0.788	21,677	9.8%
Estimated 2009/10	2,777,817	20.9%	0.788	23,395	18.5%
Projection 2010/11	2,900,688	4.4%	0.788	24,300	3.9%

* 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 2010/2011



PROPERTY TAX - PROPOSED REVENUES
FISCAL YEAR 2010/2011

ACCOUNT DESCRIPTION	2007/08	2008/09	2009/10		2010/11
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
Current Year Levy	\$ 19,741,992	\$ 21,669,204	\$ 23,241,400	\$ 23,394,900	\$ 24,299,578
Interest on Delinquent Taxes	184,836	147,676	89,000	144,000	144,200
Prior Years' Levy-Net	176,769	48,244	(19,600)	(19,600)	(20,800)
Payment in Lieu of Taxes	2,310,119	2,486,140	2,522,520	2,522,520	2,673,900
Tax Discounts & Credits Allowed	(54,579)	(54,964)	(52,900)	(52,900)	(60,400)
Total Property Taxes	\$ 22,359,137	\$ 24,296,300	\$ 25,780,420	\$ 25,988,920	\$ 27,036,478

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 \$2,778 million in 2009/2010 to \$2,901 million for 2010/2011, or an 9.4% 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 2010/11. Net real estate tax revenues after exemptions and credits are estimated at \$21,895,978 and personal property taxes at \$2,403,600.
- * This is the third 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 2010/2011 which would generate the same dollar amount of gross real tax revenues, (before local property tax credits) is \$0.7412 per \$100 assessed value which is \$0.0468 less than the current tax rate of \$0.788.
- * The real estate component of the current year levy assessable base went up a total of 4.8% (See Section 10, Page 7 of the Financial Projections) Since the existing real estate assessable base went up 4.3%, the other .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 \$118,200 or about one third cent on the City's real estate tax rate. The increase in assessable base from new development is down significantly from recent years.
- * **The Proposed Budget does not include a tax rate increase.**

STATE SHARED TAXES - PROPOSED REVENUES
FISCAL YEAR 2010/2011

ACCOUNT DESCRIPTION	2007/08	2008/09	2009/10		2010/11
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
Income Tax	\$ 2,537,266	\$ 2,262,316	\$ 2,138,160	\$ 2,138,160	\$ 2,100,000
Admissions	85,823	94,758	130,248	70,000	133,500
Financial Corporations	34,214	34,214	34,214	34,214	34,214
County Tax Differential	1,462,697	1,532,289	1,660,000	1,598,512	-
Police Protection	746,567	750,533	498,753	498,753	499,000
State Aid For Fire Service	53,723	53,929	53,000	53,000	53,000
Highway User Revenues	2,177,798	1,899,839	133,395	133,395	175,000
Enterprise Zone Tax Credits	81,010	111,256	79,285	79,285	75,000
Total State Shared Taxes	\$ 7,179,098	\$ 6,739,134	\$ 4,727,055	\$ 4,605,319	\$ 3,069,714

BUDGET HIGHLIGHTS

* The 35.1% decrease from the 2009/2010 budget is primarily due to decline in Highway User Revenues and elimination of the County Tax Differential revenue sharing from the County.

Income Tax - 1.8 % decrease over 2009/2010 budget primarily based on economic trends and analysis of the City's estimated actual receipts for fiscal 2009/2010. This decrease in State income tax revenues is the result of a downturn in the local economy.

Highway User Revenues - The estimate is based on the current distribution formula which reflects a reduction of 90% from prior levels during 2009-2010 due to State budget problems. This estimate reflects a permanent decrease of \$1.8 million in Highway User Revenue recently approved by the Senate Budget and Taxation Committee for the City.

County Tax Differential - In October 2009, the County revised its Tax Differential model and terminated its tax rebate model that had been in place since 1986. Instead they are proposing a rate differential model based on a model currently in use in Anne Arrundel County. In lieu of the rebate, the City tax payers will receive a lower County tax rate. At this time, we anticipate that the County rate differential may range from \$0.12 to \$0.13 per \$100 of assessed value. As a result, the estimate reflects a 100% loss of County Tax Differential Revenue.

Police Protection - This revenue is expected to remain fairly flat and is based on estimates received from State official's responsible for tracking the General Assembly's adjustments to these formulas.

Admissions - 2.5% increase from the 2009/2010 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 2010/2011

ACCOUNT DESCRIPTION	2007/08	2008/09	2009/10		2010/11
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
Traders Licenses	\$ 113,805	\$ 107,437	\$ 106,000	\$ 105,000	\$ 104,000
Distilled Spirits	7,910	8,200	8,200	8,200	8,200
Utility License Fee	13,500	-	14,000	14,000	14,000
Vendor Permits from City Clerk	9,720	3,685	3,500	3,500	4,200
Election Filing Fees	-	550	-	-	-
Cable TV Franchise Fee	535,877	358,320	360,000	360,000	389,300
General Construction Permits	42,826	4,430	1,000	1,000	2,000
Street Digging Permits	47,580	74,927	50,000	75,000	50,000
Curbs, Sidewalks, & Driveways	3,188	6,041	5,000	5,000	3,000
Storm Water Management Permits	8,441	2,269	5,000	200	4,000
Grading Permits	28,983	13,265	5,000	5,000	8,000
Right of Way Permits	-	-	-	6,000	6,000
Building Permits (Fire)	31,367	28,519	30,000	22,000	30,000
Fireworks Permits	2,750	3,250	3,000	3,250	3,500
Blasting Permits	640	360	600	450	500
Plumbing Dept-Licenses	10,205	14,900	4,000	5,060	8,000
Contractor's Licenses	12,336	4,550	2,000	12,000	1,500
Electical Licenses	5,145	26,205	2,000	3,500	9,000
Residential Rental Licenses	424,712	411,209	425,000	418,000	425,000
Uncollected- Residential Rental Lic	(1,535)	(100,156)	(5,000)	-	-
Building Permits	215,306	168,245	130,000	120,000	125,000
Plumbing Permits	92,196	75,176	65,000	58,000	66,000
Electrical Permits	101,394	90,389	75,000	82,500	100,000
Mechanical Permits	-	-	35,000	23,000	27,000
Sewer Connection Inspection Fees	-	8,262	10,000	9,000	9,000
Pre-Sale Code Inspection	100	820	1,000	200	200
Re-Inspection Fee	-	-	500	500	500
Property Abatement Billings	39,146	76,827	85,000	85,000	85,000
Vacant Residential Structure Fee	(200)	5,400	15,000	8,500	8,500
Vacant Commercial Structure Fee	-	-	2,500	5,500	5,500
Rental License Fee-Case Generate	-	-	1,000	-	-
Admin Fee for School APFO	-	-	15,000	-	-
Admin Fee for Excise Tax	-	750	-	-	-
Secure Vacant Structure Fee	15,618	2,973	15,000	1,500	1,500
Technology Fee	31,950	67,240	60,000	65,000	65,000
Code Admin Late Fee	-	-	-	-	-
Storm Drainage Connections	-	-	-	-	-
Illegal Connection Fees	-	-	-	-	-
Total Licenses & Permits	\$ 1,792,960	\$ 1,464,043	\$ 1,529,300	\$ 1,505,860	\$ 1,563,400

BUDGET HIGHLIGHTS

* The 2.2% decrease from the 2009/2010 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 2010/2011

ACCOUNT DESCRIPTION	2007/08	2008/09	2009/10		2010/11
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
Room Tax - Tourism Promotion	\$ -	\$ 116,495	\$ 120,000	\$ 120,000	\$ 120,000
ARC Planning Grant	2,400	-	-	-	-
School Resources	-	103,125	115,000	112,500	150,000
Heritage Area Planning Grant	4,136	3,899	-	-	-
Police Department	15,482	60,201	15,000	80,000	20,000
Domestic Violence Resp Coord	7,500	-	-	-	-
Washington County After School	45,555	-	-	-	-
Child Advocacy Center Grant	36,176	-	-	-	-
Violent Crime Attorney Grant	1	-	-	-	-
Total Intergovernmental	\$ 111,250	\$ 283,720	\$ 250,000	\$ 312,500	\$ 290,000

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.

* 16% 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 2010/2011

ACCOUNT DESCRIPTION	2007/08	2008/09	2009/10		2010/11
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
Refuse Collection Fees	\$ 2,163,207	\$ 2,178,805	\$ 2,198,000	\$ 2,066,500	\$ 2,067,000
Other Service Charges	606,598	576,147	610,088	663,182	662,161
Public Function Revenues	172,215	48,009	133,000	138,000	138,000
Municipal Stadium	1,151	1,050	-	-	-
Swimming Pool	82,014	64,154	72,450	68,630	70,200
	<u> </u>				
Total Charges for Current Services	<u>\$ 3,025,185</u>	<u>\$ 2,868,165</u>	<u>\$ 3,013,538</u>	<u>\$ 2,936,312</u>	<u>\$ 2,937,361</u>

BUDGET HIGHLIGHTS

- * Revenues consist of Refuse Collection fees of \$2,067,000; Police and Fire department service charges of \$227,798; Planning & Zoning revenues of \$66,940; Engineering revenues of \$12,000; Swimming Pool admission charges of \$70,200; Public Function Revenue of \$138,000; and \$355,243 of other miscellaneous service charges.
- * Overall these revenues are proposed to decrease by 2.5% (\$76,177) primarily due to decreases in Refuse Collection Fees due to an anticipated increase in refuse collection fees for 2009/10 that did not occur. Fees are not anticipated to increase for 2010/11 unless warranted by increases in the trash collection contract or County increasing their landfill tipping fees.

FINES & FORFEITURES - PROPOSED REVENUES
FISCAL YEAR 2010/2011

ACCOUNT DESCRIPTION	2007/08	2008/09	2009/10		2010/11
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
Permits & Fines - Alarm System	\$ 15,378	\$ 15,828	\$ -	\$ 20	\$ -
Confiscated Revenue	17,035	(12,273)	22,500	21,856	22,500
Municipal Infractions-Police Dept	305	92	400	25	-
Fire Code Violations	2,500	5,650	4,000	3,000	4,000
Abatement Admin Fees	19,059	19,425	4,000	20,000	20,000
Mun Infraction-Code Enforcement	97,322	56,540	70,300	55,000	55,000
Mun Infractions-Inspections	2,930	50	-	-	-
Tech Appeals Board Filing Fees	260	215	300	300	300
Municipal Infractions-City Engineer	-	-	500	400	400
Municipal Infractions-Planning	-	100	1,000	100	300
Total Fines and Forfeitures	\$ 154,789	\$ 85,627	\$ 103,000	\$ 100,701	\$ 102,500

BUDGET HIGHLIGHTS

* Fines and forfeitures revenues consist of Confiscated Revenues of \$22,500; Administrative fees for Abatement billings of \$20,000; and miscellaneous other municipal infractions of \$60,500. Overall revenues are expected to remain flat when compared with the 2009/2010 budget.

UNALLOCATED GENERAL REVENUES - PROPOSED REVENUES
FISCAL YEAR 2010/2011

ACCOUNT DESCRIPTION	2007/08	2008/09	2009/10		2010/11
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
Administrative Allocation Revenues	\$ 2,033,773	\$ 2,070,360	\$ 2,250,000	\$ 2,173,500	\$ 2,246,625
Interest on Investments	458,320	266,558	252,000	250,500	277,000
Appropriated Fund Balance	-	-	150,000	150,000	-
Sale of Land & Other Property	60,756	5,306	15,000	5,000	-
Contributions & Donations	128,155	204,136	159,950	125,043	119,692
Other General Revenue	32,616	30,397	17,120	45,590	14,000
Total Unallocated General Revenues	\$ 2,713,620	\$ 2,576,757	\$ 2,844,070	\$ 2,749,633	\$ 2,657,317

BUDGET HIGHLIGHTS

* Includes investment interest income of \$277,000, inter-department charges for central services cost allocations of \$2,246,625, citizen & Corporate contributions of \$119,692, and miscellaneous revenues of \$14,000. Revenues are projected to decrease by 6.6% (\$186,753) due declining interest rates and no budgeted use of fund balance.

TRANSFERS FROM OTHER FUNDS - PROPOSED REVENUES
FISCAL YEAR 2010/2011

ACCOUNT DESCRIPTION	2007/08 ACTUAL	2008/09 ACTUAL	2009/10 BUDGET	2009/10 EST. ACTUAL	2010/11 PROPOSED
Transfer from Health Care Fund	\$ 500,000	\$ 600,000	\$ -	\$ -	\$ -
Transfer from Water Fund	-	-	-	-	-
Transfer from Flexible Spending Economic Redevelopment Fund	6,000	6,000	6,000	6,000	6,000
Transfer from CDBG Fund	-	58,000	15,809	15,700	-
CDBG Funding-HNDP/Home Store	10,000	(110)	55,000	5,000	5,000
	-	-	-	-	-
Total transfers from Other Funds	<u>\$ 516,000</u>	<u>\$ 663,890</u>	<u>\$ 76,809</u>	<u>\$ 26,700</u>	<u>\$ 11,000</u>

MAYOR - PROGRAM DESCRIPTION
FISCAL YEAR 2010/2011

PROGRAM FUNCTION AND ELEMENTS

2010/11
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 **\$ 63,405**

PERFORMANCE INDICATORS

The Mayor and City Council typically meet 50 times a year. A State of the City Address is delivered annually in March. There are a number of meetings with civic associations that the Mayor and/or City Council attend such as the Hagerstown - Washington County Economic Development Commission, Chamber of Commerce, Greater Hagerstown Committee, and Hagerstown/Eastern Panhandle Metropolitan Planning Organization (HEPMPO). Additionally, the Mayor and City Council hold public hearings throughout the year to provide the public with appropriate information as well as to receive the community's input.

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.
- * Represent the City at public events and functions.

MAYOR - PROGRAM SUMMARY
FISCAL YEAR 2010/2011

EXPENDITURE SUMMARY	2007/08	2008/09	2009/10		2010/11
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
Base Wages	\$ 28,108	\$ 28,104	\$ 28,000	\$ 28,000	\$ 28,000
Material, Supplies, and Utilities	702	343	750	600	600
Maintenance and Repairs	-	-	-	-	-
Vehicle Operating Expenses	1,071	491	800	800	800
Advertising and Printing	183	-	200	200	200
Professional Development	2,593	3,771	3,150	3,125	3,125
Other General Expenses	1,516	532	850	825	825
Wage & Overhead Cost Allocation	22,464	24,960	24,623	24,623	24,700
Fringe Benefits	3,563	4,072	4,199	3,892	3,995
Communication Expenses	4,423	2,501	1,690	1,740	1,160
Capital Outlay	1,485	-	500	310	-
Total Expenditures	<u>\$ 66,108</u>	<u>\$ 64,774</u>	<u>\$ 64,762</u>	<u>\$ 64,115</u>	<u>\$ 63,405</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 2010/2011

PROGRAM FUNCTION AND ELEMENTS

2010/11
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 \$ 115,089

PERFORMANCE INDICATORS

	2008/09	2009/10	2010/11
* 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 2010/2011

EXPENDITURE SUMMARY	2007/08	2008/09	2009/10		2010/11
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
Base Wages	\$ 40,194	\$ 40,194	\$ 40,000	\$ 40,000	\$ 40,000
Material, Supplies, and Utilities	32,561	32,607	33,335	32,835	30,000
Vehicle Operating Expense	582	1,227	1,500	1,300	1,300
Advertising and Printing	-	-	500	200	250
Professional Development	8,422	9,388	6,100	6,000	6,000
Other General Expenses	690	771	2,100	600	600
Fringe Benefits	26,162	30,608	34,053	33,836	36,379
Communication Expenses	631	664	650	500	560
Total Expenditures	\$ 109,242	\$ 115,459	\$ 118,238	\$ 115,271	\$ 115,089

BUDGET HIGHLIGHTS

- * Budget reflects a continuation of current service levels.
- * National league of Cities dues of \$3,000 has been eliminated from Proposed Budget

STAFFING SCHEDULE

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

REGISTRATIONS AND ELECTIONS - PROGRAM DESCRIPTION
FISCAL YEAR 2010/2011

PROGRAM FUNCTION AND ELEMENTS

**2010/11
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	2011
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 2010/2011

EXPENDITURE SUMMARY	2007/08 ACTUAL	2008/09 ACTUAL	2009/10 BUDGET	2009/10 EST. ACTUAL	2010/11 PROPOSED
Advertising and Printing	\$ -	\$ 2,283	\$ -		\$ -
Rental Fees	-	23,686	-		-
Contracted Services	-	64,739	-		-
Total Expenditures	\$ -	\$ 90,708	\$ -	\$ -	\$ -
Program Revenues	\$ -	\$ 550	\$ -		\$ -
Net Expenditures	\$ -	\$ 90,158	\$ -	\$ -	\$ -

BUDGET HIGHLIGHTS

- * City primary and general elections will be conducted in February and November of 2012 and 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 2010/2011

PROGRAM FUNCTION AND ELEMENTS	2010/11 <u>RECOMMENDED</u>
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.	140,914
OFFICE MANAGEMENT Provide office management and administrative secretarial support to City Administrator.	60,220
TOTAL	<u><u>\$ 201,134</u></u>

PERFORMANCE INDICATORS

The City's Annual Report is prepared and presented by early March. The proposed budget is presented is presented to the Mayor and City Council by March 31st. Approximately 50 information packets are prepared for Mayor and City Council meetings throughout the year. Each week the City Administrator prepares and presents a Weekly Status & Information Report to the Mayor and Council.

MAJOR BUDGET YEAR INITIATIVES

- * To develop financial strategies and plans along with adjustments to operations in response to the on-going impact of the economic recession on Hagerstown's finances
- * To assist the Mayor and Council in the development of a Strategic Plan
- * To develop programs and recommendations related to the impact of the recession on the economic and residential neighborhood health in Hagerstown and the delivery of City services
- * 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, 2011.

CITY ADMINISTRATOR - PROGRAM SUMMARY
FISCAL YEAR 2010/2011

EXPENDITURE SUMMARY	2007/08	2008/09	2009/10		2010/11
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
Base Wages	\$ 176,922	\$ 187,586	\$ 193,261	\$ 183,353	\$ 194,911
Additional Wages	-	2,409	2,500	500	500
Material, Supplies, and Utilities	1,715	1,856	1,800	1,800	1,800
Vehicle Operating Expenses	-	-	-	-	-
Advertising and Printing	3,559	2,979	3,300	3,300	3,300
Professional Development	1,966	1,565	600	575	575
Other General Expenses	1,925	1,694	1,625	1,385	1,285
Wage & Overhead Cost Allocation	(44,438)	(50,186)	(49,246)	(49,246)	(49,500)
Fringe Benefits	41,927	41,929	45,652	42,396	45,833
Communication Expenses	3,610	3,677	2,025	2,180	2,430
Capital Outlay	-	-	-	-	-
Total Expenditures	\$ 187,186	\$ 193,509	\$ 201,517	\$ 186,243	\$ 201,134

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 2010/2011

PROGRAM FUNCTION AND ELEMENTS

**2010/11
RECOMMENDED**

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.

MEETINGS

\$ 83,138

Preparation of agenda and follow-up on all Mayor & Council meetings.

RECORDS MAINTENANCE

16,628

Maintain and preserve official city records. Function as Records Management Coordinator.

PUBLIC INFORMATION

16,628

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.

LEGISLATION

16,628

Coordinate and review all legislation initiated and developed by City Council; monitor all State legislation affecting municipalities.

TOTAL **\$ 133,020**

PERFORMANCE INDICATORS

	<u>2008/09</u>	<u>2009/10</u>	<u>2010/11</u>
Number of licenses and permits issued	154	169	125
Number of Charter/Code Amendments prepared, recorded and published	25	30	40
Number of Resolutions and ordinances recorded and published	74	46	40
Number of Council meeting minutes prepared and recorded	44	49	50

MAJOR BUDGET YEAR INITIATIVES

- * Update the City Code as it pertains to Boards and Commissions.
- * Revise and update records management program.
- * Agenda software - continue to provide efficient agenda preparation.

CITY CLERK - PROGRAM SUMMARY
FISCAL YEAR 2010/2011

EXPENDITURE SUMMARY	2007/08	2008/09	2009/10		2010/11
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
Base Wages	\$ 60,676	\$ 67,237	\$ 78,578	\$ 77,511	\$ 89,618
Additional Wages	464	386	500	532	
Material, Supplies, and Utilities	2,137	1,376	1,700	1,350	1,550
Vehicle Operating Expenses	534	609	350	318	100
Advertising and Printing	1,292	4,755	2,000	8,000	2,000
Contracted Services	1,628	-	1,500	1,000	1,000
Professional Development	1,659	1,864	1,225	1,123	
Other General Expenses	8,748	10,825	5,300	10,500	10,500
Wage & Overhead Cost Allocation	36,804	40,680	12,957	12,957	
Fringe Benefits	15,090	16,080	20,701	19,914	26,852
Insurance	215	263	289	299	300
Communication Expenses	1,740	1,058	1,250	750	1,100
Capital Outlay	1,157	-		1,479	
Total Expenditures	\$ 132,144	\$ 145,133	\$ 126,350	\$ 135,733	\$ 133,020
Program Revenues	\$ 137,025	\$ 119,322	\$ 131,700	\$ 130,700	\$ 130,400
Net Expenditures	\$ (4,881)	\$ 25,811	\$ (5,350)	\$ 5,033	\$ 2,620

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>0.33</u>
Total Full-Time Staffing	1.33

* Position shared with Department of Community Affairs and Recreation.

COMMUNITY AFFAIRS - PROGRAM DESCRIPTION
FISCAL YEAR 2010/2011

PROGRAM FUNCTION AND ELEMENTS

**2010/11
RECOMMENDED**

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. The department is responsible for Public Information Requests and the creation and operation of events and ceremonies. The department also works with other departments to market and promote city programs.

PUBLIC INFORMATION \$ 71,053
Create effective communication activities and programs.

EVENTS/CELEBRATIONS/CEREMONIES 33,982
Create events, celebrations and ceremonies for the City.

MEDIA RELATIONS 71,054
Development of favorable rapport with local media.

MARKETING 71,054
Develop and prepare marketing strategies for various city programs.

PUBLIC INFORMATION RESPONSE 24,714
Research and create response to Public Information requests

SUPERVISE STAFF 37,071

TOTAL \$ 308,926

PERFORMANCE INDICATORS

	<u>2008/09</u>	<u>2009/10</u>	<u>2010/11</u>
Number of press conferences and releases	126	149	149
Marketing endeavors	26	26	26
Number of citizen information tools	20	20	20
Fundraising Campaigns	6	6	6
Shows on Channel Six/Press Conferences	30	26	26
Broadcasts of Mayor & Council Meetings	89	65	65

MAJOR BUDGET YEAR INITIATIVES

- * Install new Hagerstown Government channel equipment
- * Work with Economic Development on the Hagerstown Advance and networking for Women and Minority Business
- * 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 2010/2011

EXPENDITURE SUMMARY	2007/08	2008/09	2009/10		2010/11
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
Base Wages	\$ 166,008	\$ 184,092	\$ 170,992	\$ 167,659	\$ 155,208
Additional Wages	10,727	10,668	8,000	7,835	6,200
Material, Supplies, and Utilities	3,296	3,129	3,700	3,600	3,600
Advertising and Printing	88,337	67,630	75,160	73,610	74,860
Contracted Services	1,054	1,366	1,000	1,000	1,000
Professional Development	84	623	200	200	200
Other General Expenses	2,845	16,578	15,800	15,500	15,200
Wage & Overhead Cost Allocation	(36,805)	(39,452)	(25,914)	(25,914)	-
Fringe Benefits	55,406	58,314	54,865	52,550	50,388
Communication Expenses	1,856	3,205	2,150	2,210	2,270
Public Information Promotions	2,087	-	-	-	-
Capital Outlay	-	1,248	3,000	3,550	-
Total Expenditures	\$ 294,895	\$ 307,401	\$ 308,953	\$ 301,800	\$ 308,926

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 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 *	0.34
B. TV Production/Web Coordinator	<u>1</u>
 Total Full-Time Staffing	 2.34

* Position shared with City Clerk and Recreation

PUBLIC FUNCTIONS - PROGRAM DESCRIPTION
FISCAL YEAR 2010/2011

PROGRAM FUNCTION AND ELEMENTS	2010/11 RECOMMENDED
<p>Coordinate and provide Police, Street, Light, Signal and other City support for community events and celebrations. Coordinatne fundraising to assist budget and creating events not dependent on City Services.</p> <p>POLICE HOURS</p> <p>Cost of Police Personnel to support events.</p>	\$ 168,121
<p>PUBLIC WORKS HOURS</p> <p>Cost of Public Works Personnel & Equipment to support events.</p>	179,329
<p>LIGHT DEPARTMENT HOURS</p> <p>Cost of Light Department Personnel to support events.</p>	39,228
<p>ACCOUNTS PAYABLE</p> <p>Cost of miscellaneous items.</p>	173,725
TOTAL	\$ 560,403

PERFORMANCE INDICATORS

	2008/09	2009/10	2010/11
Number of Events	126	125	125
Police hours to support events*	1,800	1,800	1,800
Public Works hours to support events*	1,400	1,400	1,400
Light Department hours to support events*	170	170	170
Parks Department hours to support events*	350	350	350

*Estimated amounts only

MAJOR BUDGET YEAR INITIATIVES

- * Continue major events such as Bluesfest, Augustoberfest, Fairgrounds Fall Festival, and Fourth of July.
- * Continue fundraising to enhance budget for events.
- * Continue coordinating different departments support of such events such as WalkAmerica,
- * Hagerstown Challenge Bicycle Races, and YMCA Run combined with lowering City Service cost.
- * Continue support of other events such as Alsatia Mummer's Parade, Miss Maryland, etc.
- * Create new events that are not dependent on City Service funding.
- * 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 2010/2011

EXPENDITURE SUMMARY	2007/08	2008/09	2009/10		2010/11
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
Base Wages	\$ 32,640	\$ 35,157	\$ 36,724	\$ 36,252	\$ 73,977
Additional Wages	-	-	-	-	1,375
Material, Supplies, and Utilities	2,375	1,464	1,500	1,500	1,500
Contracted Services	2,396	198,041	208,300	195,000	195,000
Professional Development	17	-	-	-	-
Other General Expenses	2,427	181,554	211,050	181,050	165,813
Fringe Benefits	11,288	12,857	12,551	12,303	12,669
Advertising & Print	-	52,544	51,000	51,000	51,000
Communication Expenses	1,304	1,360	2,000	2,010	2,070
Wage & Overhead Cost Allocation	-	53,512	57,000	57,000	57,000
Public Functions	<u>514,590</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
 Total Expenditures	 \$ 567,037	 \$ 536,489	 \$ 580,125	 \$ 536,115	 \$ 560,404
 Program Revenues	 <u>\$ 272,161</u>	 <u>\$ 229,513</u>	 <u>\$ 257,374</u>	 <u>\$ 247,851</u>	 <u>\$ 246,000</u>
 Net Expenditures	 <u>\$ 294,876</u>	 <u>\$ 306,976</u>	 <u>\$ 322,751</u>	 <u>\$ 288,264</u>	 <u>\$ 314,404</u>

BUDGET HIGHLIGHTS

- * Public Functions were cut by 20% due to budgetary constraints without severely impacting service delivery levels.
- * 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 2010/2011

PROGRAM FUNCTION AND ELEMENTS

2010/11
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

\$ 262,700

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 2008	Actual FY 2009	Est. Actual FY 2010	Budget FY 2011
GENERAL GOVERNMENT: (legal fees only)	\$ 198,477	\$ 164,957	\$ 185,000	\$ 200,000
HUMAN RESOURCES: Specialized services from legal experts on handling of personnel matters	7,457	2,963	10,000	10,200
ANNEXATION	1,110	-	1,200	1,200
POLICE: Advice on a variety of law enforcement issues, representation at internal hearings, and other litigation. Includes Narcotics Task Force	11,340	13,867	14,000	14,000
UTILITIES: Purchase of property, general representation and other litigation	20,188	15,635	12,000	14,000
PROPERTY MGMT: Advice on leases and the management of the City facilities for rent.	3,744	571	2,500	2,500
CDBG: Representation of loan settlements	1,941	1,331	4,000	2,500
DELINQUENT COLLECTIONS: Process legal claims for nonpayment of utility bills.	74,762	75,558	76,000	77,000
Total all accounts	\$ 319,019	\$ 274,882	\$ 304,700	\$ 321,400

PERFORMANCE INDICATORS

	2008/09	2009/10	2010/11
Number of miscellaneous court cases	4	4	4
Number of ordinances & resolutions adopted	55	76	80
Number of approved contracts and agreements	65	46	50

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 2010/2011

EXPENDITURE SUMMARY	2007/08 ACTUAL	2008/09 ACTUAL	2009/10 BUDGET	2009/10 EST. ACTUAL	2010/11 PROPOSED
Material, Supplies, and Utilities	\$ 3,142	\$ 4,305	\$ 3,600	\$ 3,600	\$ 3,700
Professional Services	<u>216,405</u>	<u>203,056</u>	<u>264,000</u>	<u>249,000</u>	<u>259,000</u>
Total Expenditures	<u>\$ 219,547</u>	<u>\$ 207,361</u>	<u>\$ 267,600</u>	<u>\$ 252,600</u>	<u>\$ 262,700</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 2010/11 professional services includes \$200,000 for the City Attorneys, \$5,000 for specialized legal audit services 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 2010/2011

PROGRAM FUNCTION AND ELEMENTS

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

The department operates the following programs:

	2010/11 RECOMMENDED
FINANCIAL ADMINISTRATION	\$ 129,799
Provide for the overall financial administration of the City.	
INVESTMENT MANAGEMENT	63,940
Provide for maximum utilization of the city's funds and their investment in accordance with the city's investment policies.	
BUDGET MANAGEMENT	122,765
Assist in coordinating the development of the city's annual budget, its day-to-day administration and financial reporting.	
PAYROLL PREPARATION AND ACCOUNTING	85,041
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	237,858
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	\$ 639,403

PERFORMANCE INDICATORS

	<u>2008/09</u>	<u>2009/10</u>	<u>2010/11</u>
Number of journal entry transactions	101,125	120,000	140,000
Surplus(deficit) on General Fund	\$ 146,525	\$ 19,932	\$ 4,626
Undesignated fund balance as a percent of General Fund budget	19.6%	19.2%	19.6%
New ledger accounts	500	500	500
Rate of Return on investments	2.00%	2.00%	2.00%
Number of individual employee payrolls processed	40,147	39,750	39,500
Number of vendor invoices processed	18,723	15,000	15,500

MAJOR BUDGET YEAR INITIATIVES

- * Complete implementation of financial software to replace utility billing & collection, Licensing & Permits, and Fixed Assets modules.
- * 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.
- * Review City policies and procedures for revisions related to the implementation of new financial software.

ACCOUNTING - PROGRAM SUMMARY
FISCAL YEAR 2010/2011

EXPENDITURE SUMMARY	2007/08	2008/09	2009/10		2010/11
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
Base Wages	\$ 413,623	\$ 445,877	\$ 475,075	\$ 445,404	\$ 439,140
Additional Wages	6,248	5,278	45,576	43,456	-
Material, Supplies, and Utilities	7,934	9,873	11,025	9,197	9,499
Maintenance and Repairs	1,961	-	-	-	-
Vehicle Operating Expenses	1,941	(2,116)	500	538	500
Advertising and Printing	2,483	4,681	2,500	2,500	2,600
Contracted Services	8,510	82,713	42,935	43,520	43,875
Professional Services	39,405	-	-	-	-
Professional Development	6,557	5,146	8,079	18,149	1,859
Other General Expenses	6,145	6,005	5,600	8,965	9,033
Wage & Overhead Cost Allocation	22,790	(36,677)	(16,779)	(16,208)	-
Fringe Benefits	109,603	103,173	119,997	122,989	129,096
Insurance	848	1,034	1,137	1,176	1,251
Communication Expenses	1,659	1,930	2,150	2,272	2,550
Capital Outlay	2,581	2,159	2,573	2,584	-
Total Expenditures	\$ 632,288	\$ 629,076	\$ 700,368	\$ 684,542	\$ 639,403
Program Revenues		\$ -	\$ -	\$ -	\$ -
Net Expenditures	\$ 632,288	\$ 629,076	\$ 700,368	\$ 684,542	\$ 639,403

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 2010/2011

PROGRAM FUNCTION AND ELEMENTS

		2010/11 <u>RECOMMENDED</u>
Responsible for all investment activity, checks, ACH payment, wire transfers, debt, and cash management. Coordinate with purchasing on purchase card administration.		
CHECK PRODUCTION AND MAILING	\$	29,784
Audits all invoices being paid by check.		
PURCHASE CARD ADMINISTRATION		29,784
Provides support and monitoring for the purchase card program.		
CASH MANAGEMENT		23,827
Monitor all cash balances and maintain adequate balances in the City's various accounts.		
INVESTMENTS		17,871
Process all investment transactions and monitor compliance with the City's investment policy.		
ACH AND WIRE TRANSFER PAYMENTS		8,935
Process all ACH and Wire Transfer payments.		
DEBT MANAGEMENT		8,935
Monitor and ensure compliance with all debt related transactions.		
TOTAL	\$	119,137

PERFORMANCE INDICATORS

	<u>2008/09</u>	<u>2009/10</u>	<u>2010/11</u>
Invoices approved for payment	25,755	22,300	23,000
Number of A/P Checks	7,938	11,400	11,000
Number of Payroll checks	5,526	3,700	2,600
Number of Purchase Cards	-	75	200
Number of Purchase Card transactions	-	500	3,000
Number of Debt Issues	21	23	25

MAJOR BUDGET YEAR INITIATIVES

- * Develop long-term and short-term cash forecasts to improve cash management, investment, and borrowing activities.
- * Search for new investment software in order to more adequately monitor investment activity.
- * Search for debt management software.
- * Fully implement purchase cards.

TREASURER - PROGRAM SUMMARY
FISCAL YEAR 2010/2011

EXPENDITURE SUMMARY	2007/08	2008/09	2009/10		2010/11
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
Base Wages	\$ 175,831	\$ 210,513	\$ 89,362	\$ 87,006	\$ 87,006
Additional Wages	22,524	34,968	1,000	837	-
Material, Supplies, and Utilities	5,129	3,085	950	850	850
Maintenance and Repairs	2,038	1,008	-	-	-
Vehicle Operating Expenses	721	109	100	100	100
Advertising and Printing	396	746	375	375	375
Contracted Services	43,377	22,029	375	375	375
Professional Development	2,138	2,568	-	-	-
Other General Expenses	9,271	9,027	400	1,450	1,450
Wage & Overhead Cost Allocation	(35,065)	(50,515)	-	-	-
Fringe Benefits	61,328	66,312	23,801	23,052	26,011
Insurance	5,600	5,518	4,888	2,811	2,920
Communication Expenses	1,561	907	50	50	50
Capital Outlay	3,679	1,713	-	-	-
Total Expenditures	<u>\$ 298,528</u>	<u>\$ 307,988</u>	<u>\$ 121,301</u>	<u>\$ 116,906</u>	<u>\$ 119,137</u>

BUDGET HIGHLIGHTS

* Budget reflects a continuation of current service levels and full staffing.

STAFFING SCHEDULE

1. Treasurer	<u>1</u>
Total Full-Time Staffing	1

INFORMATION TECHNOLOGY - PROGRAM DESCRIPTION
FISCAL YEAR 2010/2011

PROGRAM FUNCTION AND ELEMENTS

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

2010/11

RECOMMENDED

OPERATIONS

\$ 76,784

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

\$ 191,961

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

\$ 307,137

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 MUNIS Financial System.

NETWORK SUPPORT

\$ 191,961

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

TOTAL

\$ 767,843

PERFORMANCE INDICATORS

	<u>2008/09</u>	<u>2009/10</u>	<u>2010/11</u>
Number of city-wide personal computers	230	242	241
Percent of time HP-3000 computer is down	0.1100%	0.0100%	0.0100%
Number of PC software programs supported	32	28	22
Monthly average of "connect minutes" to HP-3000 (in 000)	510	500	220
Average SPAM e-mails blocked per day	25,100	37,100	52,000
\$ of Credit Card transactions processed	\$ 3,810,910	\$ 4,696,491	\$ 5,466,000
\$ of Transactions processed via the Internet	\$ 2,111,210	\$ 2,199,757	\$ 2,500,000
Phone Calls managed through our central unit	1,005,000	1,271,000	1,412,000

MAJOR BUDGET YEAR INITIATIVES

- * Continue internal technological training initiatives for all City staff to substitute for external training.
- * Complete MUNIS implementation (Utility Billing, Permits/Licenses, Work Orders, Parking Tickets, Fixed Assets).
- * Begin implementation of Geographic Information System (GIS) Strategic Plan.
- * Review and modify IT Strategic Plan to recognize shifting technologies, decreased budgets and priorities.
- * Establish an IT Disaster Recovery / Business Resumption Plan for the City.
- * Review and document current business processes throughout the City as a result of MUNIS implementation.

INFORMATION TECHNOLOGY - PROGRAM SUMMARY
FISCAL YEAR 2010/2011

EXPENDITURE SUMMARY	2007/08	2008/09	2009/10		2010/11
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
Base Wages	\$ 375,778	\$ 412,135	\$ 417,360	\$ 419,146	\$ 425,110
Additional Wages	2,604	5,925	3,500	3,895	-
Material, Supplies, and Utilities	12,689	11,869	6,450	7,005	5,950
Maintenance and Repairs	89,697	54,374	250,920	255,220	262,853
Vehicle Operating Expenses	609	357	150	150	150
Advertising and Printing	131	123	200	-	-
Contracted Services	-	2,580	3,000	1,500	1,500
Professional Services	4,466	-	-	-	-
Professional Development	1,466	8,072	1,825	1,856	-
Wage & Overhead Cost Allocation	-	(819)	(56,317)	(56,317)	(57,000)
Other General Expenses	228	250	400	600	600
Fringe Benefits	98,556	101,863	107,073	107,288	118,990
Insurance	2,129	2,085	2,294	2,353	2,590
Communication Expenses	6,862	5,036	3,700	4,200	4,100
Capital Outlay	2,911	5,739	2,400	3,500	3,000
Total Expenditures	\$ 598,126	\$ 609,589	\$ 742,955	\$ 750,396	\$ 767,843

BUDGET HIGHLIGHTS

- * Increase of MUNIS Maintenance Charges.
- * Rising employee costs.
- * Yearly incremental increase in existing maintenance 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	1
Total Full-time Staffing	6

CASHIERING - PROGRAM DESCRIPTION
FISCAL YEAR 2010/2011

PROGRAM FUNCTION AND ELEMENTS

		2010/11 <u>RECOMMENDED</u>
Bill and collect all taxes and process all revenues received by the City. Supervise parking meter and deck operations.		
TAX BILLING AND COLLECTIONS	\$	85,624
Prepare and collect the City's real estate and personal property taxes		
MAIL PROCESSING	\$	21,406
Open and prepare for processing all accounts receivable mail. Maintain postage meter and mailing machine at City Hall building.		
UTILITY BILL PAYMENTS	\$	85,624
Process al City electric, water and wastewater payments, and some Washington County payments.		
MISCELLANEOUS RECEIVABLES PAYMENTS	\$	28,541
Process all accounts receivable payments for other City Departments.		
TAX INQUIRIES		
Provide tax history assistance to citizens, financial institutions, mortgage companies, tax service companies and attorneys.	\$	21,406
ACCOUNTING	\$	14,271
Prepare deposits and various general ledger account reconciliations.		
PARKING TICKETS	\$	28,541
Initial contact and processor of parking citations. Mail and initial response to payment reminder notices.		
TOTAL	\$	<u>285,414</u>

PERFORMANCE INDICATORS

	<u>2008/09</u>	<u>2009/10</u>	<u>2010/11</u>
Delinquent taxes outstanding	\$ 350,000	\$ 500,000	\$ 500,000
Percent of delinquent taxes to levy	1.6%	1.8%	1.8%
Average number of daily transactions	1,002	1,225	1,400
Number of days from receipt to deposit	1	1	1.5
Total Property Taxes Levied	\$ 22,100,000	\$ 22,000,000	\$ 23,000,000

MAJOR BUDGET YEAR INITIATIVES

- * Review existing policies and procedures to prepare for implementing new financial software.
- * Continue to enhance use of the MUNIS Financial System and Tyler Cashiering System.
- * Continued use and enhancement of bank credit cards for increased customer service.
- * Improve timeliness of payment processing and deposits through lockbox/ remote deposit opportunities.
- * 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.

CASHIERING - PROGRAM SUMMARY
FISCAL YEAR 2010/2011

EXPENDITURE SUMMARY	2007/08	2008/09	2009/10		2010/11
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
Base Wages	-	-	\$ 142,900	\$ 143,450	\$ 146,744
Additional Wages	-	-	38,000	37,300	38,000
Material, Supplies, and Utilities	-	-	2,500	3,100	2,600
Maintenance and Repairs	-	-	700	450	450
Advertising and Printing	-	-	1,125	-	-
Contracted Services	-	-	21,125	35,750	25,750
Wage & Overhead Cost Allocation	-	-	-	28,158	28,500
Other General Expenses	-	-	9,350	3,625	2,600
Fringe Benefits	-	-	39,810	39,652	39,410
Insurance	-	-	318	450	450
Communication Expenses	-	-	800	850	910
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total Expenditures	\$ -	\$ -	\$ 256,628	\$ 292,785	\$ 285,414

BUDGET HIGHLIGHTS

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

STAFFING SCHEDULE

1. Tax Manager	1
A. Bookkeeper/Cashier	<u>2</u>
Total Full-time Staffing	3

SUPPORT SERVICES - PROGRAM DESCRIPTION
FISCAL YEAR 2010/2011

PROGRAM FUNCTION AND ELEMENTS

2010/11
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

\$ 196,671

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

101,808

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

ADMINISTRATION

22,998

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 \$ 321,477

PERFORMANCE INDICATORS

	<u>2008/09</u>	<u>2009/10</u>	<u>2010/11</u>
Light bad debt as a percent of sales	0.110%	0.110%	0.110%
Light outside collection cost as a percent of sales	0.858%	0.703%	0.398%
Number of active customer accounts maintained	46,000	45,220	45,100
New water service applications	500	500	300
New wastewater service applications	200	200	100
Customer payment arrangements - Electric, Water & Wastewater	20,000	20,000	20,000
Service orders - Electric Water, Wastewater and Landfill			
1. Accounts open, close, or transfer	7,500	7,500	8,200
2. High/low bill complaints, field investigations	750	1,100	2,000
3. Nonpayment terminations/reconnections	4,750	7,025	9,000
4. Other (B&CS, Water)	4,250	3,500	4,000
Light average payment accounts	650	620	650
ACH accounts	1,050	1,076	1,091

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.
- * Review internal operating procedures and adjust per functionality and opportunities of the new financial system

SUPPORT SERVICES - PROGRAM SUMMARY
FISCAL YEAR 2010/2011

EXPENDITURE SUMMARY	2007/08	2008/09	2009/10		2010/11
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
Personal Services	\$ 186,355	\$ 197,495	\$ 218,016	\$ 221,815	\$ 213,645
Materials, Supplies and Utilities	4,396	5,852	5,735	4,850	5,850
Maintenance and Repairs	1,179	1,498	1,900	2,550	2,590
Vehicle Operating Expenses	-		50	-	-
Advertising & Printing	95	282	-	-	-
Rentals	-				
Contracted Services	68,910	74,725	29,856	11,500	11,200
Professional Development	381		3,000	-	-
Other General Expenses	5,370	1,793	5,250	4,250	4,250
Wages & O/H Allocations	46,632				
Fringe Benefits	64,835	67,475	70,945	65,976	76,642
Insurance	1,491	1,824	2,006	2,075	2,100
Communication Expenses	4,055	5,251	2,800	3,200	3,200
Capital Outlay	2,589	1,711	7,800	2,300	2,000
Total Expenditures before Allocation	\$ 386,288	\$ 357,906	\$ 347,358	\$ 318,516	\$ 321,477
Total Allocations	-386,288	-357,906	-347,358	-318,516	-321,477
Total Net Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -

BUDGET HIGHLIGHTS

* All costs in this budget are allocated to water, wastewater and electric utilities, except for \$3795 allocated to the General Fund for landfill use 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>0.6</u>	(FT Employee shared with CDBG)
Total Part-time Staffing	0.6	

PURCHASING AND RISK MANAGEMENT - PROGRAM DESCRIPTION
FISCAL YEAR 2010/2011

PROGRAM FUNCTION AND ELEMENTS	2010/11 <u>RECOMMENDED</u>
<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>	\$ 79,850
<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>	57,892
<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>	61,885
TOTAL	<u><u>\$ 199,628</u></u>

PERFORMANCE INDICATORS

	2008/09	2009/10	2010/11
Number of purchase orders issued	1,494	1,540	1,426
Number of claims handled	159	121	150
Property damage collections	27	44	24
Formal bid requests	32	26	18

MAJOR BUDGET YEAR INITIATIVES

- * Expand use of E-commerce sites to include vendor sites along with Federal and State procurement sites.
- * Implement Purchasing Card Program
- * Pursue Risk Management opportunities with our insurance carriers and reevaluate property values .
- * Review Purchasing Policy.

PURCHASING AND RISK MANAGEMENT - PROGRAM DESCRIPTION
FISCAL YEAR 2010/2011

EXPENDITURE SUMMARY	2007/08	2008/09	2009/10		2010/11
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
Base Wages	\$ 118,218	\$ 92,988	\$ 100,906	\$ 93,844	\$ 117,301
Additional Wages	34	26	-	-	-
Material, Supplies, and Utilities	2,768	2,183	2,200	2,348	2,250
Vehicle Operating Expenses	2,655	2,761	2,100	3,000	2,400
Advertising and Printing	1,076	909	1,000	-	-
Rental Equipment	358	413	-	-	-
Contracted Services	3,880	-	-	-	-
Professional Development	557	932	200	200	200
Other General Expenses	2,931	2,228	1,750	1,200	1,200
Wage & O/H Allocation	7,223	62,856	41,864	37,359	14,826
Fringe Benefits	36,625	27,881	30,332	31,308	45,142
Insurance	14,243	14,233	13,704	13,601	15,074
Communication Expenses	1,533	1,447	1,085	1,135	1,035
Capital Outlay	2,526	119	1,550	200	200
Total Expenditures	<u>\$ 194,627</u>	<u>\$ 208,976</u>	<u>\$ 196,691</u>	<u>\$ 184,195</u>	<u>\$ 199,628</u>

BUDGET HIGHLIGHTS

* 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	<u>0.5</u> (shared with Accounting)

Total Full-time Staffing 2.5

HUMAN RESOURCES - PROGRAM DESCRIPTION
FISCAL YEAR 2010/2011

PROGRAM FUNCTION AND ELEMENTS	2010/2011 <u>RECOMMENDED</u>
<p>Our focus will change in the upcoming year, from one of selecting the strongest applicants to City employment, to one of working with departments to reorganize and expand the roles of current employees. HR staff administers and implements all policies and comprehensive health related benefits. Serves as the administrators for Police and Fire Retirement Plan and coordinates all processes for employees who participate in the Maryland State Retirement Plan.</p> <p>TRAINING AND DEVELOPMENT</p> <p>EMPLOYEE/LABOR RELATIONS</p> <p>SAFETY ADMINISTRATION</p> <p>BENEFITS ADMINISTRATION</p> <p>RECRUITMENT</p> <p>GENERAL ADMINISTRATION</p>	<p>45,240</p> <p>113,099</p> <p>90,479</p> <p>113,099</p> <p>45,240</p> <p>45,240</p>
TOTAL	\$ 452,396

EMPLOYMENT TRENDS

HIRING TRENDS

- * 2007-08 - 18 positions - 914 applicants - 50.8 average positions per position
- * 2008-09 - 13 positions - 1,230 applicants - 94.7 average applications per position
- * 2009-10 to date - 5 positions - 329 applicants - 65.8 average applications per position

These figures clearly show the high level of interest in working for the City of Hagerstown

NEW HIRE RETENTION RATES as of December 31, 2009

- * 2007 - 41 new hires - 12 have left employment - resulting in a 70% retention rate
- * 2008 - 33 new hires - 6 have left employment - resulting in a 82% retention rate
- * 2009 - 20 new hires - 1 left employment - resulting in a 95% retention rate

This indicates that good new hire practices result in very high retention rates

RESIGNATIONS/RETIREMENTS - THREE YEAR HISTORY

- * 2007 - 32 left employment - 483 total positions - resulting in a 95% retention rate, not including 6 retirements
- * 2008 - 22 left employment - 495 total positions - resulting in a 98% retention rate, not including 11 retirements
- * 2009 - 34 left employment - 495 total positions - resulting in a 95% retention rate, not including 10 retirements

The number of employees leaving will increase in future years due to the long tenure of city employees

MAJOR BUDGET YEAR INITIATIVES

- * Management Negotiator to settle four Collective Bargaining agreements in a manner that addresses the economic conditions of our City.
- * Work with departments to re-organize staff to expand employee roles to continue services to citizens.
- * Provide support for all employees in the areas of pay and benefit compensation.
- * Manage our safety program to control the workers compensation costs to the City, a task especially challenging when an employer has high risk departments such as fire and police.
- * Manage our health insurance program and guide the Healthcare Committee with changes necessary to control the rising costs. We will do while complying with any mandated governmental changes to our program that may become reality in the upcoming year.
- * Work with other departments to refine the MUNIS HR component to most efficiently utilize the system. This may include the ability for employees to remotely access their benefits and compensation.

HUMAN RESOURCES - PROGRAM SUMMARY
FISCAL YEAR 2010/2011

EXPENDITURE SUMMARY	2007/08	2008/09	2009/10		2010/11
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
Base Wages	\$ 239,288	\$ 262,787	\$ 269,076	\$ 265,597	\$ 272,230
Additional Wages	48,793	50,136	54,000	76,000	81,368
Material, Supplies, and Utilities	6,381	4,353	6,200	6,800	6,800
Vehicle Operating Expenses	780	815	925	800	800
Advertising and Printing	3,060	5,662	900	900	918
Contracted Services	1,580	17,430	26,950	26,950	27,150
Professional Services	37,711	-	-	-	-
Professional Development	1,606	20,077	10,800	11,120	10,950
Other General Expenses	7,275	9,870	6,850	7,400	7,400
Wage & Overhead Allocation	(11,820)	(10,367)	(15,000)	(43,500)	(50,200)
Employee Activities	12,647	-	-	-	-
Fringe Benefits	72,162	90,019	93,210	96,391	92,425
Insurance	312	385	424	440	440
Communication Expenses	2,935	2,151	2,080	1,690	1,915
Capital Outlay	827	269	-	160	200
Total Expenditures	\$ 423,537	\$ 453,587	\$ 456,415	\$ 450,748	\$ 452,396
Less Program Revenues	\$ 669	\$ -	\$ -	\$ -	\$ -
Net Expenditures	\$ 422,868	\$ 453,587	\$ 456,415	\$ 450,748	\$ 452,396

BUDGET HIGHLIGHTS

- * The training budgets have been significantly reduced. As a result, HR staff will continue and increase the internal training opportunities.
- * Work to create employee recognition programs that minimally impact the budget.
- * Due to the current economy and pressures created for our citizens, the Security staff for City Hall grows in value for safety purposes.
- * The administration of benefits has expanded due to the variety of options now available to employees and retirees.
- * Planning and preparing for projected reductions in tax revenue, by freezing vacant positions as long as possible.

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
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
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 2010/2011

PROGRAM FUNCTION AND ELEMENTS	2010/11 <u>RECOMMENDED</u>
Coordinate City's development review and planning programs in conjunction with other City offices and outside agencies.	
DEVELOPMENT REVIEW & CAPACITY ANALYSIS/ALLOCATION	\$163,409
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	\$43,576
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	\$228,772
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	108,939
Perform work for meetings, counseling, payroll, personnel matters, code development records, and receptionist. Cooperate with public and private agencies. Responds to citizen inquires.	
TOTAL	<u><u>\$ 544,695</u></u>

PERFORMANCE INDICATORS

	2008/09	2009/10	2010/11
Site plan and subdivision reviews	27	21	25
Board of Zoning Appeals cases	44	20	24
Zoning Certificates	100	107	105
HDC Design reviews	73	63	70
SCAP Allocations	6	3	6
Awards/Grants	3	3	3
Rezoning	4	4	3
Facade/Sign Grant Reviews	4	5	5
Fence Permits	89	76	80
Annexations	3	1	2
Water/Sewer Requests	10	5	5
APFO Reviews	1	1	1

* removed non-residential from Master List allocation process

MAJOR BUDGET YEAR INITIATIVES

- * Continue in-houses development of policies and regulations to implement recommendations of the 2008 Comprehensive Plan.
- * Complete "Hagerstown in the Civil War" heritage book - \$259 in City funds, \$600 grant from the Heart of the Civil War Heritage Area, and \$250 grant from Hagerstown/Washington County Convention & Visitors Bureau.
- * Split-boundary parcel annexation project will involve survey expense for Engineering Department.

PLANNING - PROGRAM SUMMARY
FISCAL YEAR 2010/2011

EXPENDITURE SUMMARY	2007/08	2008/09	2009/10		2010/11
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
Base Wages	\$ 321,016	\$ 356,418	\$ 373,199	\$ 368,780	\$ 379,349
Additional Wages	3,103	2,635	3,204	3,317	1,705
Material, Supplies, and Utilities	6,548	7,755	5,900	4,576	3,350
Vehicle Operating Expenses	2,057	2,022	1,670	1,870	1,900
Advertising and Printing	10,436	7,996	8,300	8,300	7,500
Contracted Services	2,419	567	-	-	-
Maintenance & Repair	-	-	-	90	90
Rentals	-	145	175	100	150
Professional Services	7,195	-	-	-	-
Professional Development	4,610	6,770	1,700	631	375
Other General Expenses	17,449	14,498	38,750	22,300	26,600
Fringe Benefits	92,519	100,917	107,934	107,661	120,824
Insurance	935	910	1,623	1,653	1,750
Communication Expenses	2,423	1,316	2,580	952	1,102
Capital Outlay	1,906	1,429	-	-	-
Total Expenditures	\$ 472,616	\$ 503,378	\$ 545,035	\$ 520,230	\$ 544,695
Annexation Expenditures	\$ 7,863	\$ 9,923	\$ 10,200	\$ 10,200	\$ 10,200
Less Program Revenues	\$ 127,460	\$ 67,173	\$ 64,990	\$ 46,170	\$ 72,740
Net Expenditures	\$ 353,019	\$ 446,128	\$ 490,245	\$ 484,260	\$ 482,155

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 2010/2011

PROGRAM FUNCTION AND ELEMENTS

2010/11
RECOMMENDED

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

RECRUITMENT/EXPANSION

\$ 235,749

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

PERFORMANCE INDICATORS

	2008/09	2009/10	2010/11
Number of establishments contacted under industry and business retention program	30	30	60

MAJOR BUDGET YEAR INITIATIVES

- * Continue proactive marketing campaign.
- * Continue to 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 and events 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 2010/2011

EXPENDITURE SUMMARY	2007/08	2008/09	2009/10		2010/11
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
Base Wages	\$ 78,342	\$ 85,775	\$ 88,815	\$ 87,521	\$ 91,312
Additional Wages	1,008	15,946	15,000	14,800	15,000
Material, Supplies, and Utilities	2,217	2,583	3,300	2,800	2,800
Vehicle Operating Expenses	641	516	350	300	300
Advertising and Printing	21,592	81,590	65,809	65,809	46,500
Contracted Services	94	7,315	10,000	5,000	5,000
Professional Services	8,130	-	-	-	-
Professional Development	3,377	3,354	705	600	600
Rentals	-	1,206	350	275	275
Other General Expenses	2,992	53,526	36,600	35,213	24,000
Wage & O/H Allocation	22,464	26,004	24,623	24,623	24,800
Fringe Benefits	18,777	20,060	21,952	22,811	24,187
Communication Expenses	384	436	1,075	975	975
Economic Incentives	23,030	-	-	-	-
Total Expenditures	\$ 183,048	\$ 298,311	\$ 268,579	\$ 260,727	\$ 235,749
Program Revenues	\$ 70,300	\$ 240,181	\$ 211,585	\$ 211,715	\$ 207,430
Net Expenditures	\$ 112,748	\$ 58,130	\$ 56,994	\$ 49,012	\$ 28,319

BUDGET HIGHLIGHTS

* Continues to allow for a comprehensive program although with a reductions in budgeted monies this fiscal year. 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 2010/2011

PROGRAM FUNCTION AND ELEMENTS

**2010/11
RECOMMENDED**

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

HOME STORE

\$ -

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

-

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 \$ -

PERFORMANCE INDICATORS

	2008/09	2009/10	2010/11
Homeowner Counseling	NA	700	NA
Homebuyer workshops	NA	23	NA
Downpayment Assistance	NA	12	NA

MAJOR BUDGET YEAR INITIATIVES

* Rehabilitation of 25 S. Potomac Street.

HOUSING AND COMMUNITY DEVELOPMENT
FISCAL YEAR 2010/2011

EXPENDITURE SUMMARY	2007/08 ACTUAL	2008/09 ACTUAL	2009/10 BUDGET	2009/10 EST. ACTUAL	2010/11 PROPOSED
Material, Supplies, and Utilities	\$ -	\$ -	\$ 7,026	\$ 7,026	NA
Vehicle Operating Expenses	-	-	750	750	NA
Advertising and Printing	-	-	375	375	NA
Professional Services	-	-	25,000	25,000	NA
Professional Development	-	-	2,220	2,220	NA
Other General Expenses	-	-	7,420	7,420	NA
Wage & O/H Allocation	-	-	57,209	57,209	NA
Total Expenditures	\$ -	\$ -	\$ 100,000	\$ 100,000	\$ -
Less Transfer from CDBG Fund	-	-	(50,000)	(50,000)	NA
Net Expenditures	\$ -	\$ -	\$ 50,000	\$ 50,000	\$ -

BUDGET HIGHLIGHTS

STAFFING SCHEDULE

No Full-time staffing

NEIGHBORHOODS FIRST - PROGRAM DESCRIPTION
FISCAL YEAR 2010/2011

PROGRAM FUNCTION AND ELEMENTS

2010/11
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

\$ 9,476

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

CONFERENCES AND SEMINARS

\$ 2,173

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

NEIGHBORHOOD ORGANIZATION

\$ 40,333

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

TOTAL **\$ 51,982**

PERFORMANCE INDICATORS

	<u>2008/09</u>	<u>2009/10</u>	<u>2010/11</u>
Organizational meetings held	4	4	4
Neighborhood Groups formed	1	2	2
Neighborhood Meetings attended	90	90	100
Conduct Quarterly all group meetings	4	4	2
Neighborhood College Sessions held	1	1	1
Network Meetings	-	10	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
- * Create citywide program to benefit groups, impact city residents & assist with recruitment
- * Improve communication by more efficient utilization of the web
- * Develop a series of workshops and seminars to strengthen neighborhood groups

NEIGHBORHOODS FIRST - PROGRAM SUMMARY
FISCAL YEAR 2010/2011

EXPENDITURE SUMMARY	2007/08	2008/09	2009/10		2010/11
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
Material, Supplies, and Utilities	\$ 1,103	\$ 1,129	\$ 1,150	\$ 600	\$ 1,000
Vehicle Operating Expenses	81	283	175	125	150
Advertising and Printing	487	-	250	250	250
Professional Development	713	1,314	20	150	100
Other General Expenses	1,083	6,290	1,150	1,075	1,100
Wage & O/H Allocation	-	25,296	39,650	39,650	41,632
Neighborhood Activities	7,312	-	9,250	8,215	7,750
Total Expenditures	<u>\$ 10,779</u>	<u>\$ 34,312</u>	<u>\$ 51,645</u>	<u>\$ 50,065</u>	<u>\$ 51,982</u>

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.

STAFFING SCHEDULE

No Full-time staffing

ENGINEERING AND CONSTRUCTION - PROGRAM DESCRIPTION
FISCAL YEAR 2010/2011

PROGRAM FUNCTION AND ELEMENTS

	<u>2010/11 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	\$ 51,536
Analyze and recommend solutions relating to the movement of pedestrians, motor vehicles, mass transit and bicycles on public thoroughways.	
ENGINEERING DESIGN	463,825
Design Capital Improvement Projects, maintain permanent city records, maps and construction estimates.	
CONTRACT PREPARATION AND MANAGEMENT	141,724
Supervise consultant and contracted services, prepare, advertise and execute contract documents.	
CONSTRUCTION INSPECTION	425,173
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	103,072
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	103,072
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>\$ 1,288,403</u></u>

PERFORMANCE INDICATORS

	2008/09	2009/10	2010/11
Number of CIP projects requiring inspection services	11	13	8
Number of contracts and RFPs	22	23	15
Curb and sidewalk permits	235	191	180
Traffic complaints	161	151	160
Traffic impact study reviews	9	10	10
Private development inspection projects	10	10	6
Street cutting permits issued	180	200	200
Work Orders	95	109	100

MAJOR BUDGET YEAR INITIATIVES

- * Continue "Livable City" initiatives.
- * Constructing improvements to the intersection of Edgewood Drive and the Dual Highway.
- * Install "Safe Route to School" sidewalks.
- * Develop accurate assessment map of stormdrain system condition.
- * Develop department policy manual, issue revision of "Book of Standards" and develop access management policy.
- * Continue efforts toward extending Professional Court to Robinwood area.

ENGINEERING AND CONSTRUCTION - PROGRAM SUMMARY
FISCAL YEAR 2010/2011

EXPENDITURE SUMMARY	2007/08	2008/09	2009/10		2010/11
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
Base Wages	\$ 754,712	\$ 829,769	\$ 852,305	\$ 854,852	\$ 867,671
Additional Wages	24,918	34,908	13,500	19,031	7,700
Material, Supplies, and Utilities	25,261	36,934	24,800	28,600	21,400
Maintenance and Repairs	2,446	1,472	2,350	2,500	2,100
Vehicle Operating Expenses	12,160	9,894	9,150	13,600	14,100
Advertising and Printing	420	2,803	2,500	2,000	2,000
Rentals	-	2,477	-	4,320	4,320
Contracted Services	1,622	57,922	35,750	46,100	35,250
Professional Services	53,413	-	-	-	-
Professional Development	5,901	6,775	1,050	2,500	1,300
Other General Expenses	6,607	20,063	15,300	38,348	23,700
Wage & O/H Allocation	(5,148)	(4,082)	(2,000)	(6,364)	(4,000)
Fringe Benefits	253,715	261,927	277,430	268,946	296,952
Insurance	3,199	9,431	10,482	9,603	9,810
Injuries and Damages	35	-	-	-	-
Communication Expenses	5,956	6,681	5,200	4,800	4,800
Property Abatement Work Charge	-	-	-	-	-
Capital Outlay	10,124	10,588	700	1,200	1,300
Total Expenditures	\$ 1,155,341	\$ 1,287,562	\$ 1,248,517	\$ 1,290,036	\$ 1,288,403
Program Revenues	188,621	123,360	85,000	109,600	89,400
Net Expenditures	\$ 966,720	\$ 1,164,202	\$ 1,163,517	\$ 1,180,436	\$ 1,199,003

BUDGET HIGHLIGHTS

Budget continues existing service levels except for:

- * 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 2010/2011

PROGRAM FUNCTION AND ELEMENTS

**2010/11
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 \$ 332,541

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

PROGRAMS OFFICE

Designs, coordinates and implements educational outreach and training, manages licensing programs and coordinates all administrative functions. \$ 153,479

COMPLIANCE OFFICE

Conducts inspections of both new and existing structures for permitted work, licensing programs, complaint response, and community enhancement. \$ 792,978

TOTAL \$ 1,336,027

PERFORMANCE INDICATORS

	<u>2008/09</u>	<u>2009/10</u>	<u>2010/11</u>
Permit Volume	3,600	3,400	2,900
Permitted Inspections*	8,500	8,000	6,200
Use and Occupancy permits issued	800	600	500
License Volume (rental, vacant)	3,250	3,250	3,400
License Inspections (interior/exterior)*	4,500	4,500	4,600
Educational Forums (# of participants)	200	250	280
Nuisance Abatements	140	300	300
Civil/Criminal Cases	250	250	250

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

MAJOR BUDGET YEAR INITIATIVES

- * Protect the assessable base through proactive initiatives.
- * Complete implementation of MUNIS.
- * Revise programs and processes to achieve greater efficiencies.
- * Adopt updated Building, Plumbing and Mechanical Codes.
- * Develop/Implement Mechanical Contractor Registration Program.
- * Initiate efforts to educate, prevent and detect unlicensed contractors.
- * Implement enhanced permit revision process to increase competitive advantage.

CODE ADMINISTRATION - PROGRAM SUMMARY
FISCAL YEAR 2010/2011

EXPENDITURE SUMMARY	2007/08 ACTUAL	2008/09 ACTUAL	2009/10 BUDGET	2009/10 EST. ACTUAL	2010/11 PROPOSED
Base Wages	\$ 725,527	\$ 810,545	\$ 802,855	\$ 789,068	\$ 823,264
Additional Wages	44,532	43,786	36,183	32,631	25,000
Material, Supplies, and Utilities	27,821	21,440	23,765	20,235	21,875
Maintenance and Repairs	260	126	150	150	150
Vehicle Operating Expenses	12,718	11,654	9,275	9,600	10,125
Advertising and Printing	11,746	7,835	8,500	8,300	8,500
Rentals	20,400	25,354	20,400	26,080	26,080
Contracted Services	5,030	6,557	580	804	1,080
Professional Development	10,074	9,901	11,500	8,400	5,900
Other General Expenses	15,367	77,435	104,000	102,550	103,200
Wage & O/H Allocation	864	388	-	-	-
Fringe Benefits	272,616	273,576	284,063	274,723	296,278
Insurance	7,273	6,287	6,956	6,994	7,025
Communication Expenses	10,433	9,186	4,500	7,250	7,250
Property Abatement Work Charge	64,305	-	-	-	-
Capital Outlay	11,544	3,436	300	300	300
Total Expenditures	\$ 1,240,510	\$ 1,307,506	\$ 1,313,027	\$ 1,287,085	\$ 1,336,027
Program Revenues	\$ 1,063,014	\$ 936,838	\$ 1,016,600	\$ 985,660	\$ 1,024,125
Net Expenditures	\$ 177,496	\$ 370,668	\$ 296,427	\$ 301,425	\$ 311,902

BUDGET HIGHLIGHTS

- * Implement 2010-2011 Revised Code Administration Division Strategic Plan.
- * Complete and implement the comprehensive training program.
- * Revise processes and procedures to be more customer centric.
- * Combine remote office locations.
- * Complete core service analysis.

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

SANITATION - PROGRAM DESCRIPTION
FISCAL YEAR 2010/2011

PROGRAM FUNCTION AND ELEMENTS	<u>2010/11</u> <u>RECOMMENDED</u>
Provide a cost effective method to collect and dispose of residential solid wastes.	
<i>TRASH/GARBAGE COLLECTIONS</i>	\$ 894,843
Contract annually to have city-wide residential trash collection.	
<i>TIPPING FEES</i>	957,274
Payment to Washington County for landfill tipping fees for residential trash collection and related costs.	
<i>PEST CONTROL</i>	14,567
Contract annually to control pests in the downtown area of City, City Hall and other Municipal Buildings.	
<i>RECYCLING</i>	187,293
Yard waste and paper.	
<i>OTHER EXPENSES</i>	29,134
Costs to bill landfill tipping fee and maintain portable lighting at landfill.	
TOTAL	<u>\$ 2,081,030</u>

PERFORMANCE INDICATORS

	2008/09	2009/10	2010/11
Tons of garbage collected (curbside)	11,580	12,051	12,000
Number of dwelling units served	14,550	14,400	14,350
Tons of yard waste collected (annual)	1,321	1,393	1,500
Tons of mixed paper collected (annual)	1,004	641	800
Tons of comingled glass/plastic/aluminum	270	305	375

MAJOR BUDGET YEAR INITIATIVES

- * Based on Task Force study, begin to implement improvements to recycling program.
Continue to work toward single stream recycling and once a week trash collection by 2012.
- * Promote recycling programs to minimize material placed in the landfill.
- * Develop incentive program such as RecycleBANK.

TRASH COLLECTION - PROGRAM SUMMARY
FISCAL YEAR 2010/2011

EXPENDITURE SUMMARY	2007/08	2008/09	2009/10		2010/11
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
Fringe Benefits	\$ -	\$ -	\$ -	\$ 1,062	\$ 2,921
Materials, Supplies, & Utilities	-	-	500	300	300
Vehicle Operating Expenses	16,326	1,810	4,000	1,200	1,500
Advertising and Printing	4,366	3,286	2,500	3,000	4,000
Contracted Services	1,981,736	2,073,095	2,149,900	1,974,798	2,044,251
Other General Expenses	11,422	3,595	500	100	250
Wage & O/H Allocation	39,723	12,225	54,198	16,900	27,808
Total Expenditures	\$ 2,053,573	\$ 2,094,011	\$ 2,211,598	\$ 1,997,360	\$ 2,081,030
Program Revenues	\$ 2,163,207	\$ 2,178,804	\$ 2,198,000	\$ 2,066,500	\$ 2,067,000
Net Expenditures Reserves	\$ (109,634)	\$ (84,793)	\$ 13,598	\$ (69,140)	\$ 14,030

BUDGET HIGHLIGHTS

- * No increase to "refuse & recycling" fee for sixth 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 2011.

STAFFING SCHEDULE

No Full-time staffing

POLICE - CONSOLIDATED - PROGRAM DESCRIPTION
FISCAL YEAR 2010/2011

PROGRAM FUNCTION AND ELEMENTS	2010/11 <u>RECOMMENDED</u>
ADMINISTRATION Directs and manages the overall operation of the department.	\$ 551,692
INFORMATION TECHNOLOGY Manages all facets of the department's computer systems.	164,166
RECORDS Serves as the department's centralized records repository; provides police records maintenance, control, and retrieval; operates the City's switchboard during business hours.	232,273
COMMUNICATIONS/DISPATCH City - County collaboration of services to provide 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.	482,790
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.	6,931,336
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.	866,924
PROFESSIONAL STANDARDS Conducts internal affairs investigations and background checks.	176,420
VEHICLE/BUILDING MAINTENANCE Maintain all vehicles and facilities for departmental use.	575,947
FIRE POLICE Fire Police provide volunteer traffic support during special events and fire incidents.	17,700
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.	542,952
WESTERN MARYLAND LAB Analyses and processes crime scene evidence and photographs and provides expert testimony of the same.	390,005
POLICE ACADEMY Trains police officers for HPD and area law enforcement agencies; coordinate in-service training	107,556
TOTAL	\$ 11,039,761

PERFORMANCE INDICATORS

	<u>2008/09</u>	<u>2009/10</u>	<u>2010/11</u>
Total calls for service	53,065	55,000	56,000
Warrants served	1,000	500	600
K-9 Calls	348	325	350
Parking tickets issued	11,174	11,200	11,200
Criminal arrests	3,129	3,200	3,200
CDS arrests	303	325	320
Part 1 Crimes Reported	1,658	1,700	1,700
Internal Investigations	55	40	45
Volunteer response hours (estimated)	3,152	3,155	3,150

MAJOR BUDGET YEAR INITIATIVES

- * 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 expanding the street crime camera system in the downtown and other areas of the City.
- * Maintain priority of proactive anti-gang strategies and enforcement activities.

POLICE - CONSOLIDATED - PROGRAM SUMMARY

FISCAL YEAR 2010/2011

EXPENDITURE SUMMARY	2007/08	2008/09	2009/10		2010/11
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
Base Wages	\$ 6,245,950	\$ 6,610,017	\$ 6,839,956	\$ 6,154,978	\$ 6,324,329
Additional Wages	802,266	1,177,684	975,070	907,498	679,524
Material, Supplies, and Utilities	353,183	282,754	341,035	307,798	289,848
Maintenance and Repairs	128,642	134,763	134,542	132,292	130,169
Vehicle Operating Expenses	335,761	320,886	312,480	294,255	320,635
Advertising and Printing	12,891	23,130	11,000	4,377	11,000
Rentals	20,287	20,189	25,486	20,286	8,400
Contracted Services	20,782	95,601	77,600	470,122	459,950
Professional Services	49,460	-	-	-	-
Professional Development	76,753	76,272	49,734	65,290	31,390
Other General Expenses	252,578	269,813	259,750	266,223	285,200
Wage & O/H Allocation	(35,464)	(75,043)	(80,012)	(73,771)	(73,848)
Fringe Benefits	2,490,383	2,493,133	2,650,202	2,425,464	2,347,143
Insurance	81,117	118,942	90,688	127,206	106,636
Injuries and Damages	38,085	-	-	-	-
Communication Expenses	75,857	76,306	78,779	65,347	63,515
Capital Outlay	89,470	82,304	40,030	28,637	55,870
Total Expenditures	\$ 11,038,001	\$ 11,706,751	\$ 11,806,340	\$ 11,196,002	\$ 11,039,761
Program Revenues	\$ 1,046,661	\$ 1,125,688	\$ 885,317	\$ 949,508	\$ 921,298
Net Expenditures	\$ 9,991,340	\$ 10,581,063	\$ 10,921,023	\$ 10,246,494	\$ 10,118,463

BUDGET HIGHLIGHTS

- * Capital expenditures include ballistic vests to replace outdated vests per AFSCME contract, energy and cost efficient LED lighted exit signs; safety storage cabinets for forensic lab; 1 new police bomb dog and related K-9 equipment; digital cameras for patrol officers; police bike maintenance.
- * CIP Funding includes: Replacement of 30 year old boiler; additional street crime surveillance cameras.
- * Costs for acquiring and maintaining accreditation for the Forensic Lab are also included in the proposed budget.
- * Staffing reflects three less sworn positions than last year. Three sworn positions were contingent on funding through the COPS Hiring Recovery Program (two new positions to keep pace with City growth, and one replacement position due to anticipated loss of funding from a gang grant). HPD did not receive any COPS Hiring funding. One civilian position, the Crime Analyst, has been changed to a part time position. Another civilian position, the Domestic Violence Data Entry Clerk, is being added, contingent on being full funded by grant funding (application being submitted).
- * Program revenues include State Aid for Police Protection, funding from the Board of Education, funding from Washington County, service charges, confiscated revenues, and various grant funding sources.

STAFFING SCHEDULE

1. Sworn Personnel			
A. Chief	1	D. Sergeant	13
B. Captain	2	E. Police Officer	86
C. Lieutenant	7	Sub-total	<u>109</u>
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 Scientist	1
D. Office Manager	1	K. Forensic Lab Tech	1
E. Bookkeeping Clerk-typist	3	L. Evidence Custodian	1
		M. Crime Analyst	1
		Sub-Total	<u>13</u>
		Total Full-time Staffing	122

Full-time positions completely supported by grant funding: 1 Domestic Violence Data Entry Clerk

Full-time positions partially funded from other sources: Grants - 1 Domestic Violence Coordinator, 1 Juvenile Victims

of Crime Detective, 1 CSAFE Officer; BOARD OF EDUCATION - 3 School Resource Officers; GATEWAY CROSSING - 1 Part Time Officer; and WASHINGTON COUNTY - 1 Supervisory Forensic Scientist, and 1 Forensic Lab Specialist.

FIRE - CONSOLIDATED - PROGRAM DESCRIPTION
FISCAL YEAR 2010/2011

PROGRAM FUNCTION AND ELEMENTS	2010/11 RECOMMENDED
<p>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.</p> <p>ADMINISTRATION</p> <p>Conduct research, planning, record keeping, personnel and general management functions of the Fire Department.</p> <p>INVESTIGATION/INSPECTION</p> <p>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.</p> <p>PREVENTION/EDUCATION</p> <p>Provide education to the general public and develop safety programs, conduct residential fire safety surveys to reduce fire injuries and loss.</p> <p>SUPPRESSION</p> <p>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.</p> <p>TRAINING</p> <p>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.</p>	<p>\$ 690,962</p> <p>439,702</p> <p>314,073</p> <p>4,773,908</p> <p>62,820</p>
TOTAL	\$ 6,281,465

PERFORMANCE INDICATORS

	2008/09	2009/10	2010/11
Number of emergency incidents	2,102	2,249	2,400
Average response time to emergencies (minutes)	3.1	3.1	3.0
Percent of fired confined to room of origin	84%	84%	85%
Percent of structure fire causes identified	95	96	97
Ratio of arrests to convictions	24/17	8/7	20/18
Number of inspections	1,268	1,082	1,300
Number of free smoke detectors installed	1,278	1,126	1,250
Number of education programs presented	462	453	475
Number of people attending education programs	14,670	13,950	15,000
Average number of firefighters responding to incident	7	7	8
Number of active volunteer firefighters who received benefits	10	13	14
Number of volunteer firefighters who responded to 25 or more incidents but didn't qualify for incentives	9	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.
- * Continue older adult safety program.
- * Expand new head start program.

FIRE - CONSOLIDATED - PROGRAM SUMMARY
FISCAL YEAR 2010/2011

EXPENDITURE SUMMARY	2007/08	2008/09	2009/10		2010/11
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
Base Wages	\$ 3,731,258	\$ 4,065,144	\$ 4,131,972	\$ 3,983,219	\$ 4,191,024
Additional Wages	395,192	280,072	247,159	351,228	105,000
Material, Supplies, and Utilities	147,791	138,585	105,650	107,614	129,950
Maintenance and Repairs	30,826	28,730	28,500	28,000	25,100
Vehicle Operating Expenses	190,870	184,411	159,950	135,750	140,850
Advertising and Printing	3,362	609	2,000	1,750	2,000
Contracted Services	61,266	77,054	64,668	50,084	41,668
Professional Development	11,005	12,417	8,870	2,050	1,050
Other General Expenses	40,123	27,689	22,550	21,100	23,250
Wage & O/H Allocation	-	(632)	-	-	-
Fringe Benefits	1,504,879	1,589,136	1,654,560	1,532,479	1,580,370
Insurance	17,832	7,142	19,163	22,586	21,073
Injuries and Damages	338	-	-	-	-
Communication Expenses	10,453	12,664	11,150	17,205	17,330
Capital Outlay	4,656	5,572	6,100	5,559	2,800
Total Expenditures	\$ 6,149,851	\$ 6,428,593	\$ 6,462,292	\$ 6,258,624	\$ 6,281,465
Program Revenues	\$ 118,898	\$ 103,060	\$ 138,684	\$ 133,114	\$ 118,000
Net Expenditures	\$ 6,030,953	\$ 6,325,533	\$ 6,323,608	\$ 6,125,510	\$ 6,163,465

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 2010/2011

PROGRAM FUNCTION AND ELEMENTS	<u>2010/11</u> <u>RECOMMENDED</u>
Properly and efficiently maintain City streets, alleys, thoroughfares, equipment, bridges and storm drainage systems.	
INFRASTRUCTURE Install, maintain and repair 108.775 miles of streets, 34.7 miles of alleys, culverts, storm drains, bridges, railroad crossings, curbs, and sidewalks.	\$ 751,833
SNOW REMOVAL Remove snow from City streets, public parking lots and other public areas.	407,700
STREET LIGHTING Includes payment to Light Department for electricity to street lights.	755,000
STREET CLEANING Street cleaning and trash can pickup.	569,121
VEHICLE/EQUIPMENT MAINTENANCE 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.	199,715
TOTAL	\$ 2,683,369

PERFORMANCE INDICATORS

	2008/09	2009/10	2010/11
Lane miles of streets swept	13,500	13,500	13,500
Tons of street salt used	2,000	3,030	1,400
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	40
Bulk Trash Collections	159	128	150
Number of vehicles & equipment maintained	339	352	352

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 2010/2011

EXPENDITURE SUMMARY	2007/08	2008/09	2009/10		2010/11
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
Base Wages	1,532,302	1,559,533	1,486,858	1,446,283	1,598,541
Additional Wages	-	158,283	154,380	178,337	140,000
Material, Supplies, and Utilities	963,240	952,902	979,040	1,145,556	987,665
Maintenance and Repairs	114,588	78,445	63,775	69,250	67,125
Vehicle Operating Expenses	203,368	226,086	207,815	290,373	226,315
Advertising and Printing	2,263	2,084	2,100	2,100	2,100
Rentals	34,170	38,433	38,800	38,800	39,800
Contracted Services	143,541	145,407	159,095	159,095	159,095
Professional Services	1,716	-	-	-	-
Professional Development	1,926	3,197	326	1,248	250
Other General Expenses	767	48,269	11,935	7,290	7,240
Wage & O/H Allocation	(1,322,123)	(1,404,874)	(1,416,322)	(1,024,030)	(1,204,000)
Fringe Benefits	552,833	587,353	556,701	571,647	623,670
Insurance	21,021	17,915	20,154	16,220	22,348
Injuries and Damages	1,950	-	-	-	-
Communication Expenses	5,720	6,250	4,000	5,890	6,055
Capital Outlay	26,093	21,929	8,665	9,495	7,165
Total Expenditures	<u>\$ 2,283,375</u>	<u>\$ 2,441,212</u>	<u>\$ 2,277,322</u>	<u>\$ 2,917,554</u>	<u>\$ 2,683,369</u>

BUDGET HIGHLIGHTS

- * Budget reflects continuation of existing service levels with (3) staff vacancies.
- * 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 2010/2011

PROGRAM FUNCTION AND ELEMENTS	2010/11 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.	\$ 9,703
COMMUNICATIONS SYSTEMS Install, maintain and repair radio communication systems throughout the City and maintain the communications network.	11,695
TRAFFIC CONTROL SYSTEMS PROGRAM Construct, maintain and repair traffic control devices.	342,150
TRAFFIC SIGNS AND LINES PROGRAM Install and maintain traffic signs and street lines.	200,750
TOTAL	\$ 564,298

PERFORMANCE INDICATORS

	2008/09	2009/10	2010/11
Linear feet lines painted	10,000	74,000	20,000
Linear feet lines thermoplastic applied	15,000	1,000	1,000
Linear feet inlay tape	13,000	1,000	1,000
Total number of signalized intersections maintained by City	131	132	132
Signalized intersections owned by City	95	95	95
Intersections owned by the State	36	37	37
Number of work orders completed	83	104	100
Number of signal intersections upgraded	4	2	1
New signal intersections	1	-	-

MAJOR BUDGET YEAR INITIATIVES

- * Replacement of incandescent signal lights and some pedestrian signals with LED light fixtures to reduce electricity cost and led bulb life. Energy Efficiency and Conservation Block Grant of \$72,000 is funding this project.
- * Repaint all parking spaces on public streets.
- * Upgrade of signal intersections along Cannon and Jefferson.
- * Replacement of 8 inch signal heads with 12 inch signal heads.

SIGNAL - PROGRAM SUMMARY
FISCAL YEAR 2010/2011

EXPENDITURE SUMMARY	2007/08	2008/09	2009/10		2010/11
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
Personal Services	\$ 4,778	\$ 5,127	\$ 3,000	\$ 4,540	\$ 3,000
Material, Supplies, and Utilities	124,020	105,394	121,015	121,285	121,020
Maintenance and Repairs	-	-	-	660	660
Vehicle Operating Expenses	50,897	74,710	50,000	50,000	50,000
Contracted Services	26,416	17,484	16,685	16,685	16,685
Training	-	-	-	-	-
Professional Development	1,185	1,050	-	-	-
Other General Expenses	77	177	385	385	385
Wage & O/H Allocation	454,009	487,638	420,654	366,000	366,000
Fringe Benefits	624	550	235	884	235
Insurance	312	(731)	424	(261)	483
Injuries and Damages	160	-	-	-	-
Communication Expenses	914	1,217	3,830	3,830	3,830
Capital Outlay	-	1,368	2,000	2,000	2,000
Total Expenditures	\$ 663,392	\$ 693,984	\$ 618,228	\$ 566,008	\$ 564,298
Program Revenues	\$ 51,000	\$ 53,790	\$ 51,750	\$ 54,500	\$ 52,500
Net Expenditures	\$ 612,392	\$ 640,194	\$ 566,478	\$ 511,508	\$ 511,798

BUDGET HIGHLIGHTS

- * Budget reflects continuation of existing service levels with (1) staff vacancy.
- * 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
	7
Total Full-time Staffing	7
Seasonal Staffing	1

MUNICIPAL BUILDINGS - PROGRAM DESCRIPTION
FISCAL YEAR 2010/2011

PROGRAM FUNCTION AND ELEMENTS	2010/11 RECOMMENDED
Properly maintain City Hall, Market House, Central Equipment Building, Public Works, Elizabeth Hager Center, and the Roslyn Building.	
CITY HALL Operate, maintain and repair the building and grounds	\$ 260,572
MARKET HOUSE Operate, maintain and repair the building and grounds	96,127
CENTRAL EQUIPMENT BUILDING Operate, maintain and repair the building and grounds	128,486
TOTAL	\$ 485,185

PERFORMANCE INDICATORS

	2008/09	2009/10	2010/11
Percent of stalls rented at Market House	85	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.

MUNICIPAL BUILDINGS - PROGRAM SUMMARY
FISCAL YEAR 2010/2011

EXPENDITURE SUMMARY	2007/08 ACTUAL	2008/09 ACTUAL	2009/10 BUDGET	2009/10 EST. ACTUAL	2010/11 PROPOSED
Material, Supplies, and Utilities	\$ 179,175	\$ 149,467	\$ 153,293	\$ 148,297	\$ 149,585
Maintenance and Repairs	38,196	36,498	39,600	44,125	43,625
Vehicle Operating Expenses	2,986	6,115	5,950	5,950	5,950
Advertising and Printing	21,823	14,447	12,000	12,000	12,400
Rentals	650	650	730	730	730
Contracted Services	20,894	13,658	10,525	11,090	11,265
Communication Expense	-	-	-	1,192	1,492
Other General Expenses	849	209	320	270	320
Wage & O/H Allocation	174,577	278,439	274,653	250,587	250,601
Insurance	13,534	5,748	6,021	6,762	7,417
Capital Outlay	7,596	11,578	7,150	2,550	1,800
Total Expenditures	\$ 460,280	\$ 516,809	\$ 510,242	\$ 483,553	\$ 485,185
Program Revenues	\$ 42,738	\$ 43,759	\$ 51,400	\$ 50,400	\$ 50,400
Net Expenditures	\$ 417,542	\$ 473,050	\$ 458,842	\$ 433,153	\$ 434,785

BUDGET HIGHLIGHTS

- * Budget reflects current service levels.
- * 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 funds to begin systematic replacement of multiple HVAC units at the Elizabeth Hager Center.

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 2010/2011

PROGRAM FUNCTION AND ELEMENTS

2010/11
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	\$ 453,198
Hager Park	26,849
Pangborn Park	146,827
Wheaton Park	87,657
Hellane Park	87,567
Funkhouser Park	23,529
Playgrounds	134,572
Staley Park	56,764
Hager House Park	7,115
University Plaza	15,061
Mills Park	5,390
Fairgrounds Park	398,862
Supervision and Overhead	46,900
Equipment Maintenance and Operations	42,218
TOTAL	<u>\$ 1,532,509</u>

PERFORMANCE INDICATORS

	2008/09	2009/10	2010/11
Number of pavilion reservations	334	379	380
Band Shell Reservations - City Park	55	54	55
Band Shell Reservations - Wheaton Park	7	8	8

MAJOR BUDGET YEAR INITIATIVES

Proposed CIP reflects the following:

- * If approved for State funding, purchas a Gator, mower and dog supplies for Valley Road Trail.
- * At Hellane Park, construct a storage building for park equipment and supplies.

CITY PARK - PROGRAM SUMMARY
FISCAL YEAR 2010/2011

EXPENDITURE SUMMARY	2007/08	2008/09	2009/10		2010/11
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
Personal Services	\$ 879,412	\$ 973,741	\$ 1,103,182	\$ 1,043,757	\$ 1,009,871
Material, Supplies, and Utilities	244,699	247,642	251,200	260,667	257,450
Maintenance and Repairs	34,284	42,568	42,890	47,418	42,100
Vehicle Operating Expenses	46,529	44,382	43,345	59,845	58,470
Advertising and Printing	1,293	2,397	1,500	500	500
Rentals	(70)	1,319	2,600	2,655	2,605
Contracted Services	69,940	89,413	83,574	95,069	90,986
Professional Development	430	511	-	490	490
Other General Expenses	7,060	2,344	2,112	2,175	2,175
Wage & O/H Allocation	(151,590)	(230,746)	(208,157)	(266,692)	(278,122)
Fringe Benefits	284,132	292,264	328,686	320,020	316,621
Insurance	25,621	22,698	23,358	23,487	25,744
Injuries and Damages	2,022	-	-	-	-
Communication Expenses	3,077	4,492	3,136	3,619	3,619
Capital Outlay	26,478	12,395	-	4,170	-
Total Expenditures	\$ 1,473,317	\$ 1,505,420	\$ 1,677,426	\$ 1,597,180	\$ 1,532,509

BUDGET HIGHLIGHTS

- * Contractual mowing services includes a 7% increase due to increased fuel costs and increased use of contractual mowing services at new parks. (Final year of four year contract).
- * 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.
- * Personal Services reflects two vacant full time positions (Maint. Worker I and Maint. Worker III) not filled due to hiring freeze.
- * Work with Planning and City Engineer to investigate potential locations for walking trails along Antietam Creek and Hamilton Run.
- * Continue to investigate the possibility of developing a passive recreation facility with property that the Kiwanis Club is proposing to donate to the City.

STAFFING SCHEDULE

1. Superintendent of Parks	1
2. Parks Supervisor	1
A. Parks Maintenance Worker I-II	5
B. Parks Maintenance Worker III	3
C. Parks Landscaper	1
D. Parks Maintenance Worker IV, V	6
E. Administrative Specialist	1
Total Full-time Staffing	18
Part-time & Seasonal Staffing	
i. Roving Park Attendant (Part-time)	1
ii. Park Attendants (Seasonal)	8
iii. Grounds Maintenance (Seasonal)	6
iv. Office Coverage (Part-time)	1
Total Part-time & Seasonal Staffing	16

SWIMMING POOL - PROGRAM DESCRIPTION
FISCAL YEAR 2010/2011

PROGRAM FUNCTION AND ELEMENTS

2010/11
RECOMMENDED

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

POOL

Operate and maintain Potterfield Municipal Swimming Pool during summer months.

\$ 147,049

PERFORMANCE INDICATORS

	<u>2008/09</u>	<u>2009/10</u>	<u>2010/11</u>
Number of days in full operation	86	86	90
Number of private rentals	19	30	30
Private rental attendance	1,890	1,800	1,800
Number of season passes	99	100	100
Daily paid attendance	15,018	16,500	16,500
Total Attendance	25,497	25,000	25,000

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.
- * If approved for POS, CP&P or CDBG funding, install barrier free ramp leading from wading pool to to upper pool area.

SWIMMING POOL - PROGRAM SUMMARY
FISCAL YEAR 2010/2011

EXPENDITURE SUMMARY	2007/08	2008/09	2009/10		2010/11
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
Additional Wages	\$ 116,979	\$ 83,627	\$ 75,000	\$ 74,500	\$ 75,000
Material, Supplies, and Utilities	33,529	29,298	33,575	30,350	32,559
Maintenance and Repairs	11,169	6,265	7,450	6,950	7,450
Vehicle Operating Expenses	729	66	500	300	500
Advertising and Printing	2,101	2,208	2,500	2,000	2,500
Contracted Services	3,520	4,007	14,375	18,500	18,675
Professional Development	-	-	250	-	-
Other General Expenses	76	(34)	150	529	150
Wage & O/H Allocation	4,577	3,376	2,000	2,000	2,000
Fringe Benefits	14,725	8,968	5,866	13,509	5,865
Communication Expenses	884	1,538	1,150	650	700
Capital Outlay	-	-	1,650	900	1,650
Total Expenditures	\$ 188,289	\$ 139,319	\$ 144,466	\$ 150,188	\$ 147,049
Program Revenues	\$ 82,014	\$ 64,154	\$ 72,450	\$ 68,630	\$ 70,200
Net Expenditures	\$ 106,275	\$ 75,165	\$ 72,016	\$ 81,558	\$ 76,849

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
	<hr/>
* indicates contracted by YMCA	
Total Seasonal Staffing	25

STADIUM - PROGRAM DESCRIPTION
FISCAL YEAR 2010/2011

PROGRAM FUNCTION AND ELEMENTS

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

2010/11
RECOMMENDED

STADIUM

\$ 197,413

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

PERFORMANCE INDICATORS

	2008/09	2009/10	2010/11
Number of professional baseball games	70	70	70
Number of amateur games	5	5	4
Number of spectators (in 000s)*	147	127	150

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

MAJOR BUDGET YEAR INITIATIVES

* Continue to work closely with new General Manager to assist him in prioritizing the Suns' needs.

STADIUM - PROGRAM SUMMARY
FISCAL YEAR 2010/2011

EXPENDITURE SUMMARY	2007/08 ACTUAL	2008/09 ACTUAL	2009/10 BUDGET	2009/10 EST. ACTUAL	2010/11 PROPOSED
Material, Supplies, and Utilities	\$ 39,722	\$ 37,298	\$ 49,036	\$ 47,036	\$ 47,036
Maintenance and Repairs	10,049	16,080	10,900	10,900	10,900
Vehicle Operating Expenses	1,096	5,810	3,500	7,000	7,000
Rentals	-	-	270	270	270
Contracted Services	9,038	10,047	9,420	9,890	9,890
Other General Expenses	161	-	-	-	-
Insurance	-	-	-	455	460
Wage & O/H Allocation	15,758	87,964	45,179	121,857	121,857
Communication Expenses	1,029	1,014	1,032	154	-
Capital Outlay	1,750	-	-	-	-
Total Expenditures	\$ 78,603	\$ 158,213	\$ 119,337	\$ 197,562	\$ 197,413
Program Revenues	\$ 1,151	\$ 1,100	\$ -	\$ -	\$ -
Net Expenditures	\$ 77,452	\$ 157,113	\$ 119,337	\$ 197,562	\$ 197,413

BUDGET HIGHLIGHTS

- * Budget reflects maintenance of the facility to current standards.
- * The Hagerstown Suns lease with the City expires December 31, 2010. They have the option to renew for two additional 1-year terms.

STAFFING SCHEDULE

No Full-time Staffing

Grounds maintenance performed by Hagerstown Suns.

HAGER HOUSE / 202 DISPLAY - PROGRAM DESCRIPTION
FISCAL YEAR 2010/2011

PROGRAM FUNCTION AND ELEMENTS

2010/11
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 \$ 117,014

Operate and maintain the Hager House and Museum

202 STEAM LOCOMOTIVE & TRAIN MUSEUM 10,724

Operate and maintain steam locomotive display in City Park.

TOTAL \$ 127,738

PERFORMANCE INDICATORS

	2008/09	2009/10	2010/11
Number of visitors at Hager House grounds	12,371	13,000	12,500
Number of special promotions and events	18	21	25
Number of visitors at 202 display	4,514	5,500	5,500

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 2010/2011

EXPENDITURE SUMMARY	2007/08	2008/09	2009/10		2010/11
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
Base Wages	\$ 41,869	\$ 46,379	\$ 48,184	\$ 47,611	\$ 49,483
Additional Wages	23,811	25,411	25,123	24,431	24,700
Material, Supplies, and Utilities	12,410	24,255	26,575	24,945	25,625
Maintenance and Repairs	2,538	1,583	1,800	1,700	1,800
Vehicle Operating Expenses	292	-	-	-	-
Advertising and Printing	2,870	7,850	4,000	3,250	3,800
Rentals	429	-	600	200	600
Contracted Services	2,962	4,521	2,420	2,750	2,309
Professional Development	179	300	-	-	-
Other General Expenses	849	709	900	1,000	1,000
Wage & O/H Allocation	281	-	-	-	-
Fringe Benefits	15,555	15,689	15,649	16,521	16,371
Insurance	-	-	-	131	130
Communication Expenses	1,411	1,383	1,700	1,776	1,920
Public Functions	14,149	-	-	-	-
Capital Outlay	4,058	459	-	-	-
Total Expenditures	\$ 123,663	\$ 128,539	\$ 126,951	\$ 124,315	\$ 127,738
Program Revenues	\$ 8,581	\$ 15,785	\$ 13,595	\$ 5,095	\$ 5,295
Net Expenditures	\$ 115,082	\$ 112,754	\$ 113,356	\$ 119,220	\$ 122,443

BUDGET HIGHLIGHTS

- * Budget reflects a continuation and increase in 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 2010/2011

PROGRAM FUNCTION AND ELEMENTS

**2010/11
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
Skateboard Park

248,685
-

RECREATION DEPARTMENT

\$ 248,685

Provide recreation programming

PERFORMANCE INDICATORS

	<u>2008/09</u>	<u>2009/10</u>	<u>2010/11</u>
Number of softball games	725	750	760
Number of soccer games	720	730	730
Number of BMX races	15	15	15
Number of BMX State Races	3	3	3
American Little League Games	225	225	225
Yard Sale Participants (Vendors)	216	288	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.

RECREATION DEPARTMENT - PROGRAM SUMMARY
FISCAL YEAR 2010/2011

EXPENDITURE SUMMARY	2007/08	2008/09	2009/10		2010/11
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
Base Wages	\$ 46,720	\$ 53,557	\$ 65,646	\$ 55,184	\$ 76,410
Additional Wages	2,462	2,462	1,100	2,172	-
Material, Supplies, and Utilities	828	583	610	350	560
Vehicle Operating Expenses	1,257	852	1,000	840	1,000
Advertising and Printing	3,786	3,402	2,500	2,500	2,500
Contracted Services	152,624	58,663	67,050	67,050	67,050
Professional Development	71	(452)	-	-	-
Other General Expenses	265	662	400	250	400
Wage & O/H Allocation	5	-	(11,122)	(11,121)	(24,079)
Fringe Benefits	18,873	27,011	26,264	22,947	27,206
Insurance	979	765	880	874	874
Injuries and Damages	523	-	-	-	-
Communication Expenses	1,718	2,170	950	1,558	1,664
Unallocated General Exp	-	84,992	94,000	94,000	95,100
Total Expenditures	\$ 230,111	\$ 234,667	\$ 249,278	\$ 236,604	\$ 248,685
Program Revenues	\$ 30,255	\$ 23,700	\$ 34,056	\$ 34,056	\$ 34,056
Net Expenditures	\$ 199,856	\$ 210,967	\$ 215,222	\$ 202,548	\$ 214,629

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 2010/2011

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 80% 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 16.6% decrease in health insurance, a 1.1% increase 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 2009/10, the City began 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 2010/2011 continues to include \$125,000 for the Mayor and Council to utilize for community based initiatives that support their vision for the City. Additional transfers out include \$360,988 to the Special Revenue Grant Fund, \$522,000 to the CIP Fund, and \$255,000 to the Golf Fund.

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 2010/2011

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 \$300,000 negative "savings" reserve to account for the management of future vacancies in various departments and a \$720,000 negative "savings" reserve to account for Furlough Days in FY 2010/2011.

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 \$425,000 for 2010/2011.

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 2010/2011 proposals provide for \$30,000 for CASA, and several proposed decreases.

UNALLOCATED EXPENSES - PROPOSED EXPENSES
FISCAL YEAR 2010/2011

ACCOUNT DESCRIPTION	2007/08 ACTUAL	2008/09 ACTUAL	2009/10 BUDGET	2009/10 EST. ACTUAL	2010/11 PROPOSED
DEBT SERVICE-PRINCIPAL AND INTEREST					
Bonded Debt Service Expense	\$ 400	\$ -	\$ -	\$ -	
1996 General Obligation Bonds	125,346	125,519	125,517	125,517	126,935
1997 General Obligation Bonds	205,591	187,737	204,851	224,435	205,970
1998 General Obligation Bonds	155,989	150,795	155,321	160,321	149,718
2004 General Obligation Bonds	120,147	122,823	120,423	120,423	122,863
2004 Refunding G. O. Bonds	421,099	417,146	296,766	296,766	263,509
2005 Public Facilities Bonds	328,457	325,991	328,069	328,028	329,908
2006 Public Facilities Bonds	651,058	647,518	647,796	647,796	647,565
2007 HTC-WCSF Ice Rink Loan	42,567	34,838	34,838	34,838	34,838
2009-A Public Facilities Bonds	-	-	93,583	28,943	381,512
2009-B Public Facilities Bonds	-	-	-	74,541	181,182
Total Expenses	<u>\$ 2,050,654</u>	<u>\$ 2,012,367</u>	<u>\$ 2,007,164</u>	<u>\$ 2,041,608</u>	<u>\$ 2,444,000</u>
RETIREE HEALTH COSTS					
Health Insurance	\$ 1,373,423	\$ 1,384,304	\$ 1,365,000	\$ 1,365,000	\$ 1,138,400
Dental Insurance	35,959	35,775	37,000	37,000	37,400
Total Expenses	<u>\$ 1,409,382</u>	<u>\$ 1,420,079</u>	<u>\$ 1,402,000</u>	<u>\$ 1,402,000</u>	<u>\$ 1,175,800</u>
INVENTORY ADJUSTMENTS					
Physical Inventory Adjustments	\$ 5,095	\$ 3,076	\$ -	\$ 5,000	\$ 5,000
E&O Inventory Write-offs	(1,175)	1,404	5,000	-	-
Total Expenses	<u>\$ 3,920</u>	<u>\$ 4,480</u>	<u>\$ 5,000</u>	<u>\$ 5,000</u>	<u>\$ 5,000</u>
CIP APPROPRIATIONS AND OTHER TRANSFERS					
Capital Transfers Out-CIP Fund	\$ 1,267,000	\$ 1,179,314	\$ 405,563	\$ 405,563	\$ 522,000
Total Expenses	<u>\$ 1,267,000</u>	<u>\$ 1,179,314</u>	<u>\$ 405,563</u>	<u>\$ 405,563</u>	<u>\$ 522,000</u>
OPERATING TRANSFERS TO OTHER FUNDS					
Golf Course Fund	\$ 210,891	\$ 260,000	\$ 211,885	\$ 290,000	\$ 255,000
Economic Redevelopment Fund					
Community Based Initiatives	183,000	15,700	125,000	125,000	125,000
Special Revenue Grant Fund	40,342	121,539	253,137	235,737	360,988
Health Insurance Savings/Pre-Pay	-	-	-	-	-
Total Expenses	<u>\$ 434,233</u>	<u>\$ 397,239</u>	<u>\$ 590,022</u>	<u>\$ 650,737</u>	<u>\$ 740,988</u>
CONTINGENCY RESERVES					
Vacancy Savings	\$ -	\$ -	\$ -	\$ -	\$ (300,000)
Furlough Day Savings	-	-	-	-	(720,000)
Budget Contingency-HPD	-	-	(308,739)	-	-
Reserve for Emergencies	-	-	110,342	45,000	150,000
Total Expenses	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (198,397)</u>	<u>\$ 45,000</u>	<u>\$ (870,000)</u>
TERMINATION PAY					
Termination Pay	\$ 265,382	\$ -	\$ 19,589	\$ -	\$ 425,000
Total Expenses	<u>\$ 265,382</u>	<u>\$ -</u>	<u>\$ 19,589</u>	<u>\$ -</u>	<u>\$ 425,000</u>

UNALLOCATED EXPENSES - PROPOSED EXPENSES
FISCAL YEAR 2010/2011

ACCOUNT DESCRIPTION	2007/08	2008/09	2009/10		2010/11
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
CONTRIBUTIONS TO OTHER AGENCIES					
Children's Village	\$ 500	\$ -	\$ 250	\$ 250	\$ 250
Art Museum	44,000	49,000	49,000	49,000	45,000
Washington County Free Library	33,000	38,000	38,000	38,000	35,000
Maryland Theatre	5,500	10,500	10,500	10,500	10,000
Maryland Symphony Orchestra	16,500	21,500	21,500	21,500	19,500
CASA	30,240	23,265	33,265	33,265	30,000
Hagerstown Municipal Band	20,000	30,000	20,000	20,000	18,000
Community Rescue Service	75,000	75,000	75,000	75,000	50,000
Washington County Historical Society	2,500	3,000	3,000	3,000	2,700
CAC Summer Food Program	7,431	6,902	10,000	9,933	9,000
Potomac Classical Youth Ballet	2,000	2,000	2,000	2,000	1,500
Choral Arts Society	1,000	1,000	1,000	1,000	900
Community Free Clinic	20,000	20,000	20,000	20,000	-
Character Counts Program	5,000	5,000	5,000	5,000	4,500
SPCA Capital Contributions	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	-
Discovery Station	12,500	17,500	17,500	17,500	16,000
USM-Hagerstown-Scholarship	5,000	5,000	5,000	5,000	4,500
Contemporary School of the Arts	1,190	5,000	5,000	5,000	4,500
United Way	-	221	-	-	-
Barbara Ingram School for the Arts	-	-	-	5,000	-
Unspecified Agency Contributions	-	-	5,000	-	4,500
Total Expenses	\$ 306,811	\$ 333,338	\$ 341,465	\$ 341,398	\$ 256,300

GENERAL FUND CAPITAL EXPENSES
FISCAL YEAR 2010/2011

ACCOUNT #	DESCRIPTION	OUTLINE OF USE	JUSTIFICATION	COST
PURCHASING				
0107003-5839 "Portable Tools & Equipment"	Mail Cart	Used by Purchasing Clerk to Deliver Mail	Replace as Needed	200
TOTAL PURCHASING				\$ 200
INFORMATION TECHNOLOGY				
0107200-5865 "Computer Equipment" Subtotal for 0107200-5865	Emergency PC	Replace current equipment	Replace as Needed	3,000
TOTAL INFORMATION TECHNOLOGY				\$ 3,000
SUPPORT SERVICE				
0107201-5865 "Computer Equipment"	Emergency PC	Replace current equipment	Replace as Needed	2,000
TOTAL SUPPORT SERVICE				\$ 2,000
HUMAN RESOURCES				
0109005-5832 "Photography Equipment"	Video Surveillance Camera	Security Officers	Replace as Needed	200
TOTAL HUMAN RESOURCES				\$ 200
ENGINEERING				
0109004-5861 "Desks, Chairs, & Tables"	Office Chair	City Engineer & Inspectors	Replace as Needed	100
0109004-5865 "Computer Equipment" Subtotal for 01-572-965	(2) Personal Computers or Scanners	Engineering Dept.	Replace as Needed	1,000
0109004-5867 "Communication Equipment" Subtotal for 01-572	Fax or Phone Machine	Engineering Dept.	Replace Phone or Fax Machine	200
				\$ 1,300
0114001-5832 "Photography Equipment" Subtotal for 0114001	Digital Camera	Field Staff	Per Replacement Schedule	300
TOTAL ENGINEERING				\$ 1,600

GENERAL FUND CAPITAL EXPENSES
FISCAL YEAR 2010/2011

ACCOUNT #	DESCRIPTION	OUTLINE OF USE	JUSTIFICATION	COST
POLICE DEPARTMENT				
0110206-5839 "Portable Tools & Other"	Leashes, Leads, Bite Sleeves, & Other Handler Equipment	K-9	Replacement of Worn Equipment Due to Routine use	250
0110206-5898 "Other Capitalized Exps"	Police K-9	Patrol, Tracking, Drug & Bomb Detection	Replacement of older K-9	12,500
Subtotal for 0110206				\$ 12,750
0110401-5832 "Photography Equipment"	(1) Digital Camera for patrol	Police Officer Use	Enhance Investigative Documentation Capabilities	500
0110401-5834 "Firearms, Body Armor"	(53) Vests @ \$740/ea	Police Officer Use/Safety Equipment	Replacement of Expired Vests & Acquisition of New Vests	39,220
0110401-5848 "Bicycles"	Repair and Maintenance of Police Bikes	Police Officer Use	Repair and Maintenance	1,000
Subtotal for 0110401				\$ 40,720
0110204-5830 "Non-Portable Equipment"	EXIT Lighting	Building Maintenance	Replace lighted EXIT with LED models.	2,000
Subtotal for 0110204				\$ 2,000
0110205-5862 "Cabinets"	Cabinets	Lab	To store chemicals	400
Subtotal for 0110205				\$ 400
TOTAL POLICE DEPARTMENT				\$ 55,870
FIRE DEPARTMENT				
0112001-5861 "Desks, Chairs, & Tables"	Tables & Chairs	Training/EOC	New & Replace as Needed	1,000
0112001-5865 "Computer Equipment"	1 Personal Computers	HFD Staff	Per Replacement Schedule	1,500
0112001-5867 "Communication Equipment"	Portable Radios	Firefighters	Replace as Needed	300
TOTAL FIRE DEPARTMENT				\$ 2,800
PUBLIC WORKS				
0109003-5821 "Office Buildings"	A/C units	Used to place A/C Units	Replace as Needed	1,800
Subtotal for 0107201				\$ 1,800
0116003-5839 "Portable Tools & Other Equip"	Power Tools	Traffic Control	Replace as Needed	1,500
Subtotal for 0116003				\$ 1,500

GENERAL FUND CAPITAL EXPENSES
FISCAL YEAR 2010/2011

ACCOUNT #	DESCRIPTION	OUTLINE OF USE	JUSTIFICATION	COST
PUBLIC WORKS (con't)				
0116004-5839 "Portable Tools & Other Equip"	Power Tools	Traffic Control	Replace as Needed	500
Subtotal for 0116004				\$ 500
0124002-5839 "Portable Tools & Other Equip"	Sidewalk and Curb Forms	Street Department	Replace as Needed	850
Subtotal for 0124002				\$ 850
0123003-5839 "Portable Tools & Other Equip"	Multiple Tools & Equipment	Central Maintenance Garage	Replace or Purchase as Needed	5,000
Subtotal for 0123003				\$ 5,000
0124007-5839 "Portable Tools & Other Equip"	Weed Whips & Blowers	Grounds Maintenance	Replace as Needed	650
0124007-5856 "Mowers"	Lawn Mowers	Grounds Maintenance	Replace as Needed	665
Subtotal for 0124007				\$ 1,315
TOTAL PUBLIC WORKS				\$ 10,965
PARKS AND RECREATION				
0140202-5839 "Portable Tools & Other Equip"	Power Washer, Lawn Mower, & Weed Eater	Potterfield Pool	Replace as Needed	1,500
0140202-5855 "Portable Equipment"	Leaf Blower	Potterfield Pool	Replace as Needed	150
Subtotal for 0140202				\$ 1,650
TOTAL PARKS AND RECREATION				\$ 1,650
TOTAL CAPITAL OUTLAY				\$ 78,285

SCHEDULE OF PUBLIC FUNCTIONS
FISCAL YEAR 2010/2011

FUNCTION DESCRIPTION	2007/08	2008/09	2009/10		2010/11
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
Mummers Parade	\$ 25,553	\$ 32,737	\$ 33,000	\$ 27,000	\$ 27,000
Christmas Decorating	20,573	42,728	24,000	18,000	18,000
Miss Maryland Pageant	22,036	10,957	16,150	16,150	14,000
BISFA Gala and Auction	-	1,294	-	-	-
Wesel Official's Visit to Hagerstown	2,183	-	-	-	-
Hollyfest/Tree Lighting	4,800	5,743	4,500	4,500	4,500
Miscellaneous Downtown Events	3,892	5,476	7,000	4,000	3,500
Elks Parades	756	-	-	-	-
Christmas In The Park	10,903	7,783	13,000	11,500	11,000
Velo Club Bike Race	3,312	4,151	3,400	3,100	1,300
YMCA Run	-	2,085	1,500	1,500	500
Blues Festival (City Services)	50,683	53,512	56,126	55,149	57,000
March Of Dimes Walk	1,183	-	1,700	-	-
Augustoberfest (City Services)	23,130	24,686	26,000	21,000	21,000
Downtown Events	-	(2,367)	-	-	-
Fairgrounds Fireworks	36,922	25,640	34,500	35,000	35,000
Fairgrounds Fall Festival	10,771	7,530	11,000	8,100	9,000
Park Concerts	9,500	10,500	8,000	7,800	5,000
Fishing Tournament-Pangborn	2,694	2,900	3,100	3,100	2,000
University Plaza Events	14,515	15,024	15,000	15,000	13,213
North/South Games	3,308	3,982	3,500	4,500	-
Veterans WWII Trip	2,050	(7,767)	-	-	-
Utility Benefit Concert	-	2,500	2,500	-	-
Blues Festival	265,826	-	-	-	-
Total Public Function Expenses	\$ 514,590	\$ 249,094	\$ 263,976	\$ 235,399	\$ 222,013

Hagerstown's Parks

City of Hagerstown

Capital Improvement Program
Section 4



**CAPITAL IMPROVEMENT PROGRAM
SECTION 4**

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**CAPITAL IMPROVEMENT PROJECTS
ALL DEPARTMENTS – CONSOLIDATED**

PROGRAM SUMMARY FOR FISCAL YEAR 2010/11

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 2010/11 is summarized below:

GENERAL/CIP FUND	\$15,075,029
LIGHT FUND	434,000
WATER FUND	9,853,205
WASTEWATER FUND	5,757,000
PARKING FUND	25,000
GOLF FUND	-0-
PROPERTY MANAGEMENT FUND	40,000
TOTAL	\$31,184,234

MAJOR 2010/11 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

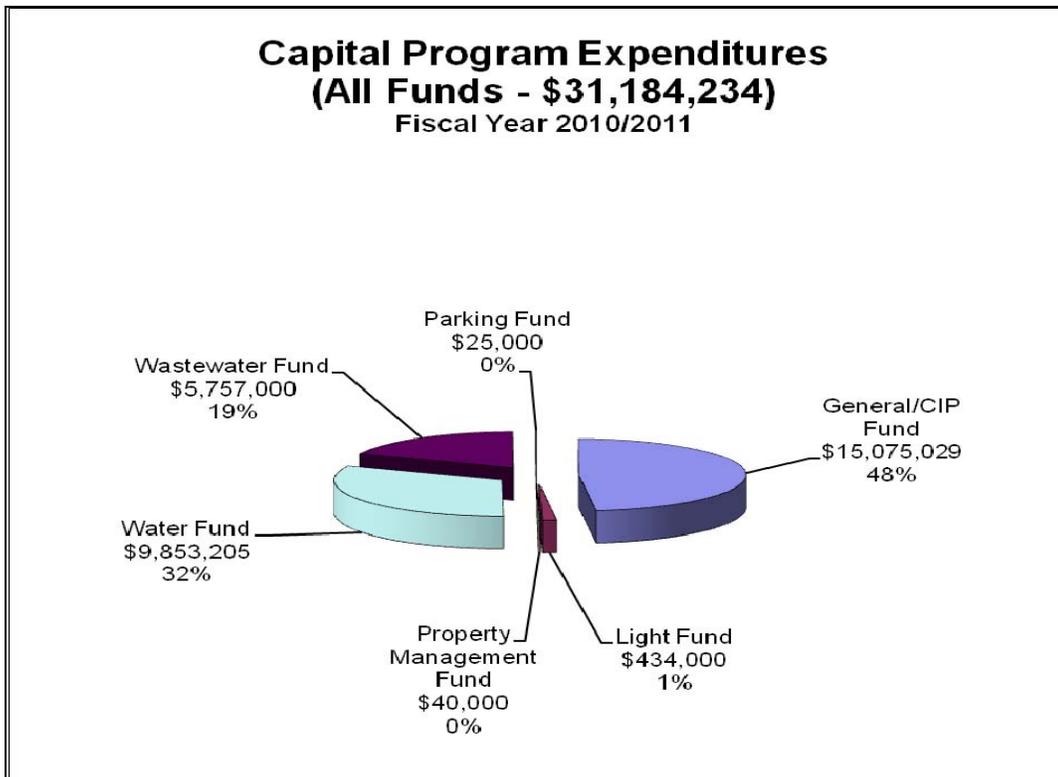
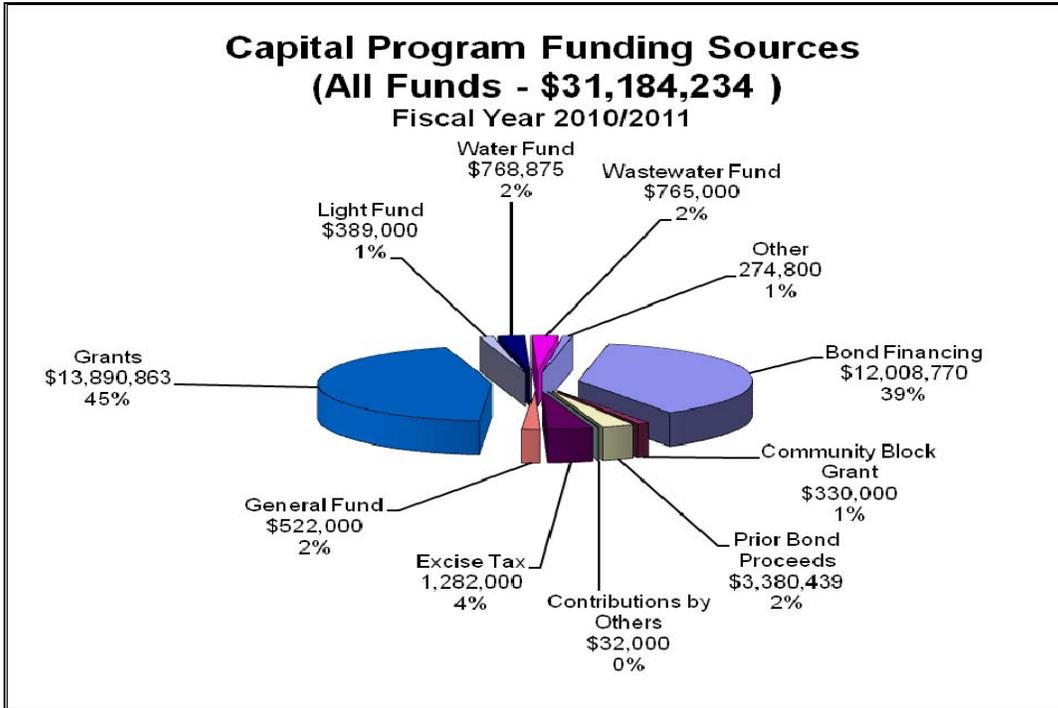
On the following pages are tables and charts which summarize all 164 projects in the FY 2011-2015 Hagerstown Capital Improvements Program. The projects are grouped by fund.

This year's Capital Improvement Projects Fund 5-year program contains (97) General Fund projects. There are also (28) Light Fund projects, (12) Water Fund projects, (20) Sewer Fund projects, (2) Parking Fund projects, (2) Golf Course Fund projects, and (3) 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 2015. These projects are listed on Page 37 of this section.

**ALL FUNDS
FUNDING SOURCES AND EXPENDITURES**

FISCAL YEAR 2010/11



Capital Improvement Program
ALL FUNDS

SUMMARY BY FUND (EXPENDITURES)

Fiscal Years FY '11 thru FY '15

	Page Number	FY '11	FY '12	FY '13	FY '14	FY '15	Total
Community Development	16	-	60,000	-	-	180,000	240,000
Engineering	16	14,515,029	11,169,000	7,051,000	7,602,000	10,826,000	51,163,029
Finance	18	100,000	-	-	-	-	100,000
Fire	18	-	400,000	600,000	1,100,000	1,900,000	4,000,000
Information Technology	18	251,000	251,000	251,000	213,000	395,000	1,361,000
Parks	19	76,000	483,000	832,000	884,000	866,000	3,141,000
Police	20	52,000	242,000	222,000	223,000	444,000	1,183,000
Public Works	20	31,000	263,000	423,000	467,000	230,000	1,414,000
Recreation	21	50,000	100,000	-	150,000	-	300,000
General/CIP Fund Total		\$ 15,075,029	\$ 12,968,000	\$ 9,379,000	\$ 10,639,000	\$ 14,841,000	\$ 62,902,029
Light Fund	23	434,000	843,000	1,213,000	1,135,000	495,000	4,120,000
Water Fund	26	9,853,205	4,019,095	6,945,531	8,057,294	7,581,500	36,456,625
Wastewater Fund	29	5,757,000	1,571,000	3,226,000	1,447,000	1,175,000	13,176,000
Parking Fund	32	25,000	202,000	30,000	30,000	9,030,000	9,317,000
Golf Fund	34	-	15,000	25,000	40,000	50,000	130,000
Property Management Fund	36	40,000	30,000	35,000	30,000	1,041,000	1,176,000
GRAND TOTAL - All Tables		\$ 31,184,234	\$ 19,648,095	\$ 20,853,531	\$ 21,378,294	\$ 34,213,500	\$ 127,277,654

City of Hagerstown, Maryland

GENERAL / CIP FUND

FY '11 thru FY '15

FUNDING SOURCE SUMMARY

Source	FY '11	FY '12	FY '13	FY '14	FY '15	Total
Bond Financing (General Fund)		660,000	801,000	2,495,000	4,779,000	8,735,000
Contribution by Others	32,000	4,577,000	5,150,000	4,750,000	6,800,000	21,309,000
Excise Tax Fund	1,282,000	200,000	280,000		150,000	1,912,000
Fund Balance	35,000					35,000
Grants-County	4,036,156		60,000			4,096,156
Grants-Federal	710,000	5,421,000	540,000	250,000	800,000	7,721,000
Grants-SHA Enhancement Grant		108,000		500,000		608,000
Grants-State	6,740,434	145,000	235,000	100,000	100,000	7,320,434
Grants-State Aid in Lieu of Urban Funds	78,713	157,000				235,713
Grants-State Funded		55,000				55,000
Grants-State MD Heritage	100,000					100,000
Grants-State Program Open Space	48,000	268,000	583,000	932,000	648,000	2,479,000
PEG Fee	56,000	56,000	56,000	18,000		186,000
Prior Bond Proceeds	904,726					904,726
Reforestation Funds	35,000	25,000	25,000	25,000	25,000	135,000
Transfers to CIP-CDBG Fund	330,000	334,000	346,000	357,000	363,000	1,730,000
Transfers to CIP-General Fund	522,000	797,000	1,123,000	1,032,000	1,011,000	4,485,000
Transfers to CIP-Light Fund	55,000	55,000	70,000	70,000	55,000	305,000
Transfers to CIP-Wastewater Fund	55,000	55,000	55,000	55,000	55,000	275,000
Transfers to CIP-Water Fund	55,000	55,000	55,000	55,000	55,000	275,000
GRAND TOTAL	15,075,029	12,968,000	9,379,000	10,639,000	14,841,000	62,902,029

City of Hagerstown, Maryland

GENERAL / CIP FUND

FY '11 thru FY '15

PROJECTS BY FUNDING SOURCE

Source	Project#	Priority	FY '11	FY '12	FY '13	FY '14	FY '15	Total
Bond Financing (General Fund)								
Fire Department Vehicle Replacement	07-010	5		200,000		650,000	850,000	1,700,000
Public Works Vehicles	07-065	5		120,000	120,000	120,000	160,000	520,000
Police Radios	07-128	1					220,000	220,000
Alley Reconstruction	07-324	5		140,000			225,000	365,000
Park Circle Improvements	07-373	1			90,000			90,000
Geographic Information System	07-451	5					200,000	200,000
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			150,000	150,000	190,000	490,000
Entrance Building at Fairground Park	07-548	1					50,000	50,000
Rehabilitation of City Hall Elevators	07-583	5			85,000			85,000
Renovation - City Hall	07-630	5					309,000	309,000
Develop 50 West Memorial Boulevard	07-718	5				375,000	525,000	900,000
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	500,000
Northwest Connector	07-735	5				1,000,000	850,000	1,850,000
Hamilton Park Trail	07-752	5			55,000			55,000
W Franklin ST/Burhans Blvd/Salem Ave	07-782	8			226,000			226,000
Pangborn Lake Reconstruction	07-812	3			75,000			75,000
Bond Financing (General Fund) Total				660,000	801,000	2,495,000	4,779,000	8,735,000
Contribution by Others								
Fire Department Vehicle Replacement	07-010	5		200,000		250,000	250,000	700,000
Wesel Boulevard Dualization	07-194	5					150,000	150,000
Steam Engine Museum	07-439	5		10,000				10,000
Fairground Grandstand Improvements	07-624	2			500,000	4,000,000	4,000,000	8,500,000
Professional Court Extension - Phase I	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
Kiwanis Park	07-773	2		150,000				150,000
Antietam Creek Greenway Trail	07-774	5			150,000			150,000
Recycling Centers - Various Parks	07-796	8	7,000	7,000				14,000
Pangborn Lake Reconstruction	07-812	3		10,000				10,000
Contribution by Others Total			32,000	4,577,000	5,150,000	4,750,000	6,800,000	21,309,000
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 - Phase I	07-685	5	120,000					120,000
Northwest Connector	07-735	5	20,000		280,000		150,000	450,000

Source	Project#	Priority	FY '11	FY '12	FY '13	FY '14	FY '15	Total
Excise Tax Fund Total			1,282,000	200,000	280,000		150,000	1,912,000
Fund Balance								
Installation of Street Trees	07-594	5	15,000					15,000
Storm Water Management Planning and Improvements	07-637	2	20,000					20,000
Fund Balance Total			35,000					35,000
Grants-County								
Pavement Preservation Program	07-025	5	404,000					404,000
Edgewood/U S 40 Improvements	07-094	5	3,632,156					3,632,156
Fire Training Tower	07-241	5			60,000			60,000
Grants-County Total			4,036,156		60,000			4,096,156
Grants-Federal								
Pavement Markings	07-093	1	10,000					10,000
Police Firing Range	07-226	6		21,000				21,000
Fire Training Tower	07-241	5			540,000			540,000
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
Professional Court Extension - Phase I	07-685	5	380,000	4,600,000				4,980,000
Grants-Federal Total			710,000	5,421,000	540,000	250,000	800,000	7,721,000
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				108,000		500,000		608,000
Grants-State								
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	13,500					13,500
State Highway Retrofit Sidewalk Program	07-527	6	100,000	100,000	100,000	100,000	100,000	500,000
Doleman Black Heritage Museum	07-559	6		15,000				15,000
New Sidewalks	07-595	1	430,000		30,000			460,000
Hamilton Park Trail	07-752	5			30,000			30,000
Pangborn Lake Reconstruction	07-812	3		30,000	75,000			105,000
Grants-State Total			6,740,434	145,000	235,000	100,000	100,000	7,320,434
Grants-State Aid in Lieu of Urban Fun								
000 Block of North Potomac Street	07-720	5	78,713					78,713
Frederick Street Culvert	07-811	3		157,000				157,000
Grants-State Aid in Lieu of Urban Funds Total			78,713	157,000				235,713

Source	Project#	Priority	FY '11	FY '12	FY '13	FY '14	FY '15	Total
Grants-State Funded								
Downtown Gateway Signs	07-579	5		55,000				55,000
Grants-State Funded Total				55,000				55,000
Grants-State MD Heritage								
000 Block of North Potomac Street	07-720	5	100,000					100,000
Grants-State MD Heritage Total			100,000					100,000
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	18,000					18,000
Park Play Equipment	07-237	5		27,000				27,000
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	30,000	50,000	50,000	50,000		180,000
Fairgrounds Park-Outdoor Skateboard Park	07-763	6				135,000		135,000
Winter Street School-Neighborhood Park	07-764	6				150,000		150,000
Kiwanis Park	07-773	2			90,000			90,000
Antietam Creek Greenway Trail	07-774	5				432,000		432,000
Hager Park - Multipurpose Court	07-789	3			90,000			90,000
Staley Park - Minor League Field Expansion	07-791	5				150,000		150,000
University Plaza Amenities	07-806	2		11,000	11,000			22,000
Portable Metal Bleachers	07-807	2			7,000			7,000
Double Lighted Tennis Court	07-808	2		90,000				90,000
Tennis Court Expansion	07-809	2					63,000	63,000
Grants-State Program Open Space Total			48,000	268,000	583,000	932,000	648,000	2,479,000
PEG Fee								
Cable PEG/I-Net	07-568	2	56,000	56,000	56,000	18,000		186,000
PEG Fee Total			56,000	56,000	56,000	18,000		186,000
Prior Bond Proceeds								
Edgewood/U S 40 Improvements	07-094	5	771,439					771,439
Police Building Renovation	07-308	5	42,000					42,000
Alley Reconstruction	07-324	5	15,000					15,000
Ice Rink Road Reconstruction	07-553	5	50,000					50,000
000 Block of North Potomac Street	07-720	5	26,287					26,287
Prior Bond Proceeds Total			904,726					904,726
Reforestation Funds								
Installation of Street Trees	07-594	5	35,000	25,000	25,000	25,000	25,000	135,000
Reforestation Funds Total			35,000	25,000	25,000	25,000	25,000	135,000

Source	Project#	Priority	FY '11	FY '12	FY '13	FY '14	FY '15	Total
Transfers to CIP-CDBG Fund								
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			170,000	150,000		320,000
City Hall Improvements	07-326	5			70,000			70,000
Park Circle Improvements	07-373	1		36,000				36,000
Stormdrain System Upgrades	07-444	5	200,000					200,000
Street Crime Cameras	07-581	1		25,000	26,000	27,000	28,000	106,000
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	20,000		40,000	50,000		110,000
Hellane Park-Refurbish Walks/Driveway Entrance	07-761	6		40,000				40,000
South Locust Street Streetscape	07-772	1					180,000	180,000
Memorial Park	07-784	8	55,000					55,000
School Cross-Walk Lights	07-810	3	15,000	15,000				30,000
Transfers to CIP-CDBG Fund Total			330,000	334,000	346,000	357,000	363,000	1,730,000

Transfers to CIP-General Fund								
Computer Equipment and Software	07-006	5	25,000	25,000	25,000	25,000	25,000	125,000
Pavement Preservation Program	07-025	5	200,000		400,000	400,000	400,000	1,400,000
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		80,000	85,000	51,000	49,000	265,000
Pavement Markings	07-093	1	10,000	10,000	10,000	10,000	10,000	50,000
Pool Improvements	07-102	5	2,000					2,000
Police Vehicles	07-129	1		166,000	166,000	166,000	166,000	664,000
Engineering Vehicles	07-133	4		30,000	30,000	32,000	32,000	124,000
Park Play Equipment	07-237	5		3,000				3,000
LED Signal Lights	07-245	4		17,000	17,000			34,000
Public Works Operations Center 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		100,000
Police Building Renovation	07-308	5	10,000	30,000	30,000	30,000	30,000	130,000
City Park Benches	07-332	5		13,000	13,000	13,000	13,000	52,000
Pangborn Park Improvements	07-335	5	1,500					1,500
Signal Controller Upgrades	07-433	5		15,000	15,000	15,000	15,000	60,000
Stormdrain System Upgrades	07-444	5		75,000	40,000	40,000	40,000	195,000
Geographic Information System	07-451	5	5,000	5,000	5,000	5,000	5,000	25,000
Curb and Sidewalk Replacement Program	07-458	5	25,000	25,000	25,000	25,000	25,000	125,000
Traffic Calming	07-560	5		20,000	20,000	20,000	20,000	80,000
Parks Vehicles and Equipment	07-570	5		75,000	58,000	50,000	90,000	273,000
New Sidewalks	07-595	1		40,000	20,000			60,000
Storm Water Management Planning and Improvements	07-637	2	30,000	10,000	10,000	10,000		60,000
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	7,500					7,500
Hellane Park - Storage Building	07-762	6	10,000					10,000
Fairgrounds Park-Outdoor Skateboard Park	07-763	6					15,000	15,000
Kiwanis Park	07-773	2			10,000			10,000
Antietam Creek Greenway Trail	07-774	5				48,000		48,000
City Park Fence	07-785	1	9,000					9,000
Hager Park - Multipurpose Court	07-789	3			10,000			10,000
Oswald Park - Irrigation System	07-792	4		6,000				6,000

Source	Project#	Priority	FY '11	FY '12	FY '13	FY '14	FY '15	Total
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
Green Practice - Follow-Up	07-798	8	10,000					10,000
University Plaza Amenities	07-806	2		1,000	1,000			2,000
Portable Metal Bleachers	07-807	2			1,000			1,000
Double Lighted Tennis Court	07-808	2		10,000				10,000
Tennis Court Expansion	07-809	2					7,000	7,000
School Cross-Walk Lights	07-810	3			15,000			15,000
Frederick Street Culvert	07-811	3		25,000				25,000
Pangborn Lake Reconstruction	07-812	3		20,000				20,000
General Fund Vehicle Replacement Contingency	07-816	5	100,000					100,000
Transfers to CIP-General Fund Total			522,000	797,000	1,123,000	1,032,000	1,011,000	4,485,000
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
Mills Park Hiker/Biker Trail	07-737	5			15,000	15,000		30,000
Transfers to CIP-Light Fund Total			55,000	55,000	70,000	70,000	55,000	305,000
Transfers to CIP-Wastewater Fund								
Computer Equipment and Software	07-006	5	25,000	25,000	25,000	25,000	25,000	125,000
Geographic Information System	07-451	5	30,000	30,000	30,000	30,000	30,000	150,000
Transfers to CIP-Wastewater Fund Total			55,000	55,000	55,000	55,000	55,000	275,000
Transfers to CIP-Water Fund								
Computer Equipment and Software	07-006	5	25,000	25,000	25,000	25,000	25,000	125,000
Geographic Information System	07-451	5	30,000	30,000	30,000	30,000	30,000	150,000
Transfers to CIP-Water Fund Total			55,000	55,000	55,000	55,000	55,000	275,000
GRAND TOTAL			15,075,029	12,968,000	9,379,000	10,639,000	14,841,000	62,902,029

City of Hagerstown, Maryland

GENERAL / CIP FUND

FY '11 thru FY '15

DEPARTMENT SUMMARY

Department	FY '11	FY '12	FY '13	FY '14	FY '15	Total
Community Development		60,000			180,000	240,000
Engineering	14,515,029	11,169,000	7,051,000	7,602,000	10,826,000	51,163,029
Finance	100,000					100,000
Fire		400,000	600,000	1,100,000	1,900,000	4,000,000
Information Technology	251,000	251,000	251,000	213,000	395,000	1,361,000
Parks	76,000	483,000	832,000	884,000	866,000	3,141,000
Police	52,000	242,000	222,000	223,000	444,000	1,183,000
Public Works	31,000	263,000	423,000	467,000	230,000	1,414,000
Recreation	50,000	100,000		150,000		300,000
GRAND TOTAL	15,075,029	12,968,000	9,379,000	10,639,000	14,841,000	62,902,029

City of Hagerstown, Maryland

GENERAL / CIP FUND

FY '11 thru FY '15

CATEGORY SUMMARY

Category	FY '11	FY '12	FY '13	FY '14	FY '15	Total	Future
Amenities		112,000	20,000		70,000	202,000	
Automobiles and Trucks	100,000	871,000	459,000	1,319,000	1,597,000	4,346,000	106,000
Buildings and Structures	757,000	181,000	1,836,000	5,296,000	6,605,000	14,675,000	4,900,000
Energy Savings	10,000					10,000	
Infrastructure-Alleys	15,000	140,000	170,000	150,000	225,000	700,000	
Infrastructure-Bridges	400,000	1,000,000				1,400,000	
Infrastructure-Parks	55,000					55,000	
Infrastructure-Sidewalks	595,000	405,000	215,000	165,000	165,000	1,545,000	
Infrastructure-Storm Drains	250,000	85,000	50,000	50,000	220,000	655,000	
Infrastructure-Streets	12,247,529	8,974,000	5,126,000	1,530,000	3,580,000	31,457,529	4,000,000
Infrastructure-Utilities		118,000				118,000	118,000
Land Acquisition		15,000	350,000	930,000	1,200,000	2,495,000	1,200,000
Land Improvements	361,500	411,000	646,000	911,000	488,000	2,817,500	50,000
Machinery and Equipment	174,000	304,000	247,000	193,000	396,000	1,314,000	
Pushbutton Crosswalks	15,000	15,000	15,000			45,000	
Software	95,000	95,000	95,000	95,000	295,000	675,000	
Storm Drainage		182,000				182,000	
Storm Water		60,000	150,000			210,000	
GRAND TOTAL	15,075,029	12,968,000	9,379,000	10,639,000	14,841,000	62,902,029	10,374,000

City of Hagerstown, Maryland

GENERAL / CIP FUND

FY '11 thru FY '15

EXPENDITURE TYPE SUMMARY

Expenditure Type	FY '11	FY '12	FY '13	FY '14	FY '15	Total
Planning/Design	1,066,000	701,000	686,000	90,000	745,000	3,288,000
Land Acquisition	4,753,910	160,000	630,000	730,000	1,710,000	7,983,910
Construction/Maintenance	8,907,119	10,878,000	7,319,000	8,277,000	10,378,000	45,759,119
Equip/Vehicles/Furnishings	273,000	1,167,000	689,000	1,487,000	1,953,000	5,569,000
Other	75,000	62,000	55,000	55,000	55,000	302,000
GRAND TOTAL	15,075,029	12,968,000	9,379,000	10,639,000	14,841,000	62,902,029

City of Hagerstown, Maryland

GENERAL / CIP FUND

FY '11 thru FY '15

PROJECTS BY DEPARTMENT

Department	Project#	Priority	FY '11	FY '12	FY '13	FY '14	FY '15	Total
Community Development								
North Locust Street Parking Lot	07-664	4		60,000				60,000
South Locust Street Streetscape	07-772	1					180,000	180,000
Community Development Total				60,000			180,000	240,000
Engineering								
Pavement Preservation Program	07-025	5	604,000		400,000	400,000	400,000	1,804,000
City Park Lake Improvements	07-047	6				500,000		500,000
Pavement Markings	07-093	1	20,000	10,000	10,000	10,000	10,000	60,000
Edgewood/U S 40 Improvements	07-094	5	11,632,529					11,632,529
Engineering Vehicles	07-133	4		30,000	30,000	32,000	32,000	124,000
Wesel Boulevard Dualization	07-194	5					150,000	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	15,000	140,000	170,000	150,000	225,000	700,000
Park Circle Improvements	07-373	1		36,000	90,000			126,000
Bridge Repair Program	07-400	4	400,000	1,000,000				1,400,000
Stormdrain System Upgrades	07-444	5	200,000	75,000	40,000	40,000	40,000	395,000
Curb and Sidewalk Replacement Program	07-458	5	25,000	225,000	25,000	25,000	25,000	325,000
Hagerstown Business Park II	07-500	6					1,200,000	1,200,000
City Park Parking Improvements	07-522	5			150,000	150,000	190,000	490,000
State Highway Retrofit Sidewalk Program	07-527	6	100,000	100,000	100,000	100,000	100,000	500,000
Ice Rink Road Reconstruction	07-553	5	50,000					50,000
Traffic Calming	07-560	5		20,000	20,000	20,000	20,000	80,000
Downtown Gateway Signs	07-579	5		55,000				55,000
Installation of Street Trees	07-594	5	50,000	25,000	25,000	25,000	25,000	150,000
New Sidewalks	07-595	1	430,000	40,000	50,000			520,000
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	50,000	10,000	10,000	10,000		80,000
Signal Timing Optimization	07-640	5	11,000	20,000	20,000	20,000	20,000	91,000
Professional Court Extension - Phase I	07-685	5	500,000	8,100,000				8,600,000
Reconstruction of Haven Road	07-686	5		200,000				200,000
Develop 50 West Memorial Boulevard	07-718	5		10,000	10,000	375,000	525,000	920,000
000 Block of North Potomac Street	07-720	5	205,000					205,000
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
Mills Park Hiker/Biker Trail	07-737	5	37,500	50,000	65,000	65,000		217,500
Neighborhood Parks	07-751	5	20,000		40,000	50,000		110,000
Hamilton Park Trail	07-752	5			85,000			85,000
W Franklin ST/Burhans Blvd/Salem Ave	07-782	8		108,000	226,000			334,000

Department	Project#	Priority	FY '11	FY '12	FY '13	FY '14	FY '15	Total
Memorial Park	07-784	8	55,000					55,000
Green Practice - Follow-Up	07-798	8	10,000					10,000
School Cross-Walk Lights	07-810	3	15,000	15,000	15,000			45,000
Frederick Street Culvert	07-811	3		182,000				182,000
Pangborn Lake Reconstruction	07-812	3		60,000	150,000			210,000
Engineering Total			14,515,029	11,169,000	7,051,000	7,602,000	10,826,000	51,163,029
Finance								
General Fund Vehicle Replacement Contingency	07-816	5	100,000					100,000
Finance Total			100,000					100,000
Fire								
Fire Department Vehicle Replacement	07-010	5		400,000		900,000	1,100,000	2,400,000
Fire Training Tower	07-241	5			600,000			600,000
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	500,000
Fire Total				400,000	600,000	1,100,000	1,900,000	4,000,000
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	95,000	95,000	95,000	95,000	295,000	675,000
Cable PEG/I-Net	07-568	2	56,000	56,000	56,000	18,000		186,000
Information Technology Total			251,000	251,000	251,000	213,000	395,000	1,361,000
Parks								
Municipal Stadium Improvements	07-040	4	35,000	35,000	35,000	35,000	35,000	175,000
Hellane Park Improvements	07-062	5			150,000			150,000
Park Play Equipment	07-237	5		30,000	0	0		30,000
City Park Benches	07-332	5		13,000	13,000	13,000	13,000	52,000
Pangborn Park Improvements	07-335	5	15,000					15,000
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	273,000
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					150,000	150,000
Winter Street School-Neighborhood Park	07-764	6				150,000		150,000
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	9,000					9,000
Hager Park - Multipurpose Court	07-789	3			100,000			100,000
Staley Park - Minor League Field Expansion	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
Ice Rink - Enclose Dumpsters	07-795	8					8,000	8,000
Recycling Centers - Various Parks	07-796	8	7,000	7,000				14,000
University Plaza Amenities	07-806	2		12,000	12,000			24,000
Portable Metal Bleachers	07-807	2			8,000			8,000
Double Lighted Tennis Court	07-808	2		100,000				100,000

Department	Project#	Priority	FY '11	FY '12	FY '13	FY '14	FY '15	Total
Tennis Court Expansion	07-809	2					70,000	70,000
Parks Total			76,000	483,000	832,000	884,000	866,000	3,141,000
Police								
Police Radios	07-128	1					220,000	220,000
Police Vehicles	07-129	1		166,000	166,000	166,000	166,000	664,000
Police Firing Range	07-226	6		21,000				21,000
Police Building Renovation	07-308	5	52,000	30,000	30,000	30,000	30,000	172,000
Street Crime Cameras	07-581	1		25,000	26,000	27,000	28,000	106,000
Police Total			52,000	242,000	222,000	223,000	444,000	1,183,000
Public Works								
Public Works Vehicles	07-065	5		200,000	205,000	171,000	209,000	785,000
LED Signal Lights	07-245	4		17,000	17,000			34,000
Public Works Operations Center 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		100,000
City Hall Improvements	07-326	5			70,000	250,000		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			31,000	263,000	423,000	467,000	230,000	1,414,000
Recreation								
Pool/Staley Park Improvements	07-050	5				150,000		150,000
Jonathan Hager House and Museum	07-061	5	30,000					30,000
Pool Improvements	07-102	5	20,000					20,000
Steam Engine Museum	07-439	5		100,000				100,000
Recreation Total			50,000	100,000		150,000		300,000
GRAND TOTAL			15,075,029	12,968,000	9,379,000	10,639,000	14,841,000	62,902,029

City of Hagerstown, Maryland

GENERAL / CIP FUND

FY '11 thru FY '15

PROJECTS & FUNDING SOURCES BY DEPARTMENT

Department	Project#	Priority	FY '11	FY '12	FY '13	FY '14	FY '15	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
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				60,000			180,000	240,000
Engineering								
Pavement Preservation Program	07-025	5	604,000		400,000	400,000	400,000	1,804,000
<i>Grants-County</i>			404,000					404,000
<i>Transfers to CIP-General Fund</i>			200,000		400,000	400,000	400,000	1,400,000
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	20,000	10,000	10,000	10,000	10,000	60,000
<i>Grants-Federal</i>			10,000					10,000
<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	11,632,529					11,632,529
<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
Engineering Vehicles	07-133	4		30,000	30,000	32,000	32,000	124,000
<i>Transfers to CIP-General Fund</i>				30,000	30,000	32,000	32,000	124,000
Wesel Boulevard Dualization	07-194	5					150,000	150,000
<i>Contribution by Others</i>							150,000	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	15,000	140,000	170,000	150,000	225,000	700,000
<i>Bond Financing (General Fund)</i>				140,000			225,000	365,000
<i>Prior Bond Proceeds</i>			15,000					15,000
<i>Transfers to CIP-CDBG Fund</i>					170,000	150,000		320,000
Park Circle Improvements	07-373	1		36,000	90,000			126,000
<i>Bond Financing (General Fund)</i>					90,000			90,000
<i>Transfers to CIP-CDBG Fund</i>				36,000				36,000
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
Stormdrain System Upgrades	07-444	5	200,000	75,000	40,000	40,000	40,000	395,000
<i>Transfers to CIP-CDBG Fund</i>			200,000					200,000
<i>Transfers to CIP-General Fund</i>				75,000	40,000	40,000	40,000	195,000

Department	Project#	Priority	FY '11	FY '12	FY '13	FY '14	FY '15	Total
Curb and Sidewalk Replacement Program	07-458	5	25,000	225,000	25,000	25,000	25,000	325,000
<i>Bond Financing (General Fund)</i>				200,000				200,000
<i>Transfers to CIP-General Fund</i>			25,000	25,000	25,000	25,000	25,000	125,000
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			150,000	150,000	190,000	490,000
<i>Bond Financing (General Fund)</i>					150,000	150,000	190,000	490,000
State Highway Retrofit Sidewalk Program	07-527	6	100,000	100,000	100,000	100,000	100,000	500,000
<i>Grants-State</i>			100,000	100,000	100,000	100,000	100,000	500,000
Ice Rink Road Reconstruction	07-553	5	50,000					50,000
<i>Prior Bond Proceeds</i>			50,000					50,000
Traffic Calming	07-560	5		20,000	20,000	20,000	20,000	80,000
<i>Transfers to CIP-General Fund</i>				20,000	20,000	20,000	20,000	80,000
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	50,000	25,000	25,000	25,000	25,000	150,000
<i>Fund Balance</i>			15,000					15,000
<i>Reforestation Funds</i>			35,000	25,000	25,000	25,000	25,000	135,000
New Sidewalks	07-595	1	430,000	40,000	50,000			520,000
<i>Grants-State</i>			430,000		30,000			460,000
<i>Transfers to CIP-General Fund</i>				40,000	20,000			60,000
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>Bond Financing (General Fund)</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	50,000	10,000	10,000	10,000		80,000
<i>Fund Balance</i>			20,000					20,000
<i>Transfers to CIP-General Fund</i>			30,000	10,000	10,000	10,000		60,000
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 - Phase I	07-685	5	500,000	8,100,000				8,600,000
<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	4,600,000				4,980,000
Reconstruction of Haven Road	07-686	5		200,000				200,000
<i>Contribution by Others</i>				200,000				200,000
Develop 50 West Memorial Boulevard	07-718	5		10,000	10,000	375,000	525,000	920,000
<i>Bond Financing (General Fund)</i>						375,000	525,000	900,000
<i>Transfers to CIP-General Fund</i>				10,000	10,000			20,000
000 Block of North Potomac Street	07-720	5	205,000					205,000
<i>Grants-State Aid in Lieu of Urban Funds</i>			78,713					78,713
<i>Grants-State MD Heritage</i>			100,000					100,000
<i>Prior Bond Proceeds</i>			26,287					26,287
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		150,000	450,000
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

Department	Project#	Priority	FY '11	FY '12	FY '13	FY '14	FY '15	Total
Mills Park Hiker/Biker Trail	07-737	5	37,500	50,000	65,000	65,000		217,500
<i>Grants-State Program Open Space</i>			30,000	50,000	50,000	50,000		180,000
<i>Transfers to CIP-General Fund</i>			7,500					7,500
<i>Transfers to CIP-Light Fund</i>					15,000	15,000		30,000
Neighborhood Parks	07-751	5	20,000		40,000	50,000		110,000
<i>Transfers to CIP-CDBG Fund</i>			20,000		40,000	50,000		110,000
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
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
Memorial Park	07-784	8	55,000					55,000
<i>Transfers to CIP-CDBG 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
School Cross-Walk Lights	07-810	3	15,000	15,000	15,000			45,000
<i>Transfers to CIP-CDBG Fund</i>			15,000	15,000				30,000
<i>Transfers to CIP-General Fund</i>					15,000			15,000
Frederick Street Culvert	07-811	3		182,000				182,000
<i>Grants-State Aid in Lieu of Urban Funds</i>				157,000				157,000
<i>Transfers to CIP-General Fund</i>				25,000				25,000
Pangborn Lake Reconstruction	07-812	3		60,000	150,000			210,000
<i>Bond Financing (General Fund)</i>					75,000			75,000
<i>Contribution by Others</i>				10,000				10,000
<i>Grants-State</i>				30,000	75,000			105,000
<i>Transfers to CIP-General Fund</i>				20,000				20,000
Engineering Total			14,515,029	11,169,000	7,051,000	7,602,000	10,826,000	51,163,029

Finance

General Fund Vehicle Replacement Contingency	07-816	5	100,000					100,000
<i>Transfers to CIP-General Fund</i>			100,000					100,000
Finance Total			100,000					100,000

Fire

Fire Department Vehicle Replacement	07-010	5		400,000		900,000	1,100,000	2,400,000
<i>Bond Financing (General Fund)</i>				200,000		650,000	850,000	1,700,000
<i>Contribution by Others</i>				200,000		250,000	250,000	700,000
Fire Training Tower	07-241	5			600,000			600,000
<i>Grants-County</i>					60,000			60,000
<i>Grants-Federal</i>					540,000			540,000
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	500,000
<i>Bond Financing (General Fund)</i>							500,000	500,000
Fire Total				400,000	600,000	1,100,000	1,900,000	4,000,000

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

Department	Project#	Priority	FY '11	FY '12	FY '13	FY '14	FY '15	Total
<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	95,000	95,000	95,000	95,000	295,000	675,000
<i>Bond Financing (General Fund)</i>							200,000	200,000
<i>Transfers to CIP-General Fund</i>			5,000	5,000	5,000	5,000	5,000	25,000
<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	18,000		186,000
<i>PEG Fee</i>			56,000	56,000	56,000	18,000		186,000
Information Technology Total			251,000	251,000	251,000	213,000	395,000	1,361,000

Parks

Municipal Stadium Improvements	07-040	4	35,000	35,000	35,000	35,000	35,000	175,000
<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		30,000	0	0		30,000
<i>Grants-State Program Open Space</i>				27,000				27,000
<i>Transfers to CIP-General Fund</i>				3,000				3,000
City Park Benches	07-332	5		13,000	13,000	13,000	13,000	52,000
<i>Transfers to CIP-General Fund</i>				13,000	13,000	13,000	13,000	52,000
Pangborn Park Improvements	07-335	5	15,000					15,000
<i>Grants-State</i>			13,500					13,500
<i>Transfers to CIP-General Fund</i>			1,500					1,500
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	273,000
<i>Transfers to CIP-General Fund</i>				75,000	58,000	50,000	90,000	273,000
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					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
Winter Street School-Neighborhood Park	07-764	6				150,000		150,000
<i>Grants-State Program Open Space</i>						150,000		150,000
Kiwanis Park	07-773	2		150,000	100,000			250,000
<i>Contribution by Others</i>				150,000				150,000
<i>Grants-State Program Open Space</i>					90,000			90,000
<i>Transfers to CIP-General Fund</i>					10,000			10,000
Antietam Creek Greenway Trail	07-774	5			150,000	480,000		630,000
<i>Contribution by Others</i>					150,000			150,000
<i>Grants-State Program Open Space</i>						432,000		432,000
<i>Transfers to CIP-General Fund</i>						48,000		48,000
City Park Fence	07-785	1	9,000					9,000
<i>Transfers to CIP-General Fund</i>			9,000					9,000
Hager Park - Multipurpose Court	07-789	3			100,000			100,000
<i>Grants-State Program Open Space</i>					90,000			90,000

Department	Project#	Priority	FY '11	FY '12	FY '13	FY '14	FY '15	Total
<i>Transfers to CIP-General Fund</i>					10,000			10,000
Staley Park - Minor League Field Expansion	07-791	5				150,000		150,000
<i>Grants-State Program Open Space</i>						150,000		150,000
Oswald Park - Irrigation System	07-792	4		6,000				6,000
<i>Transfers to CIP-General Fund</i>					6,000			6,000
Bloom Park - Irrigation System	07-793	4			6,000			6,000
<i>Transfers to CIP-General Fund</i>						6,000		6,000
Rotary Park - Irrigation System	07-794	4				6,000		6,000
<i>Transfers to CIP-General Fund</i>						6,000		6,000
Ice Rink - Enclose Dumpsters	07-795	8					8,000	8,000
<i>Transfers to CIP-General Fund</i>							8,000	8,000
Recycling Centers - Various Parks	07-796	8	7,000	7,000				14,000
<i>Contribution by Others</i>					7,000	7,000		14,000
University Plaza Amenities	07-806	2		12,000	12,000			24,000
<i>Grants-State Program Open Space</i>						11,000	11,000	22,000
<i>Transfers to CIP-General Fund</i>					1,000	1,000		2,000
Portable Metal Bleachers	07-807	2			8,000			8,000
<i>Grants-State Program Open Space</i>						7,000		7,000
<i>Transfers to CIP-General Fund</i>						1,000		1,000
Double Lighted Tennis Court	07-808	2		100,000				100,000
<i>Grants-State Program Open Space</i>						90,000		90,000
<i>Transfers to CIP-General Fund</i>						10,000		10,000
Tennis Court Expansion	07-809	2					70,000	70,000
<i>Grants-State Program Open Space</i>							63,000	63,000
<i>Transfers to CIP-General Fund</i>							7,000	7,000
Parks Total			76,000	483,000	832,000	884,000	866,000	3,141,000

Police

Police Radios	07-128	1					220,000	220,000		
<i>Bond Financing (General Fund)</i>							220,000	220,000		
Police Vehicles	07-129	1		166,000	166,000	166,000	166,000	664,000		
<i>Transfers to CIP-General Fund</i>					166,000	166,000	166,000	664,000		
Police Firing Range	07-226	6		21,000				21,000		
<i>Grants-Federal</i>					21,000			21,000		
Police Building Renovation	07-308	5	52,000	30,000	30,000	30,000	30,000	172,000		
<i>Prior Bond Proceeds</i>					42,000			42,000		
<i>Transfers to CIP-General Fund</i>					10,000	30,000	30,000	30,000	130,000	
Street Crime Cameras	07-581	1		25,000	26,000	27,000	28,000	106,000		
<i>Transfers to CIP-CDBG Fund</i>						25,000	26,000	27,000	28,000	106,000
Police Total			52,000	242,000	222,000	223,000	444,000	1,183,000		

Public Works

Public Works Vehicles	07-065	5		200,000	205,000	171,000	209,000	785,000
<i>Bond Financing (General Fund)</i>					120,000	120,000	120,000	520,000
<i>Transfers to CIP-General Fund</i>					80,000	85,000	51,000	265,000
LED Signal Lights	07-245	4		17,000	17,000			34,000
<i>Transfers to CIP-General Fund</i>					17,000	17,000		34,000
Public Works Operations Center Improvement Program	07-250	5	6,000	6,000	6,000	6,000	6,000	30,000
<i>Transfers to CIP-General Fund</i>					6,000	6,000	6,000	30,000
Downtown Beautification Program	07-280	5	25,000	25,000	25,000	25,000		100,000
<i>Transfers to CIP-General Fund</i>					25,000	25,000	25,000	100,000
City Hall Improvements	07-326	5			70,000	250,000		320,000

Department	Project#	Priority	FY '11	FY '12	FY '13	FY '14	FY '15	Total
<i>Grants-Federal</i>						250,000		250,000
<i>Transfers to CIP-CDBG Fund</i>					70,000			70,000
Signal Controller Upgrades	07-433	5		15,000	15,000	15,000	15,000	60,000
<i>Transfers to CIP-General Fund</i>				15,000	15,000	15,000	15,000	60,000
Rehabilitation of City Hall Elevators	07-583	5			85,000			85,000
<i>Bond Financing (General Fund)</i>					85,000			85,000
Public Works Total			31,000	263,000	423,000	467,000	230,000	1,414,000
Recreation								
Pool/Staley Park Improvements	07-050	5				150,000		150,000
<i>Grants-State Program Open Space</i>						150,000		150,000
Jonathan Hager House and Museum	07-061	5	30,000					30,000
<i>Grants-State</i>			30,000					30,000
Pool Improvements	07-102	5	20,000					20,000
<i>Grants-State Program Open Space</i>			18,000					18,000
<i>Transfers to CIP-General Fund</i>			2,000					2,000
Steam Engine Museum	07-439	5		100,000				100,000
<i>Contribution by Others</i>				10,000				10,000
<i>Grants-State Program Open Space</i>				90,000				90,000
Recreation Total			50,000	100,000		150,000		300,000
GRAND TOTAL			15,075,029	12,968,000	9,379,000	10,639,000	14,841,000	62,902,029

City of Hagerstown, Maryland

LIGHT FUND

FY '11 thru FY '15

PROJECTS BY FUNDING SOURCE

Source	Project#	Priority	FY '11	FY '12	FY '13	FY '14	FY '15	Total
Light Fund								
Light Vehicles	02-090	5	10,000	180,000	183,000	170,000	160,000	703,000
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	5,000	50,000	50,000	50,000	50,000	205,000
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	10,000	100,000	100,000	100,000	100,000	410,000
City Park Light Replacement	02-514	5				75,000		75,000
Building and Site Improvements	02-542	5	50,000	20,000	20,000	20,000	20,000	130,000
Test Equipment	02-609	5	15,000	10,000	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
Work Management System	02-618	5		50,000	50,000	100,000	100,000	300,000
Old Trail Estates	02-673	5	3,000	3,000				6,000
Potomac Manor	02-674	5		5,000	5,000	5,000		15,000
"Poplar Square"	02-706	5	20,000	20,000	20,000	20,000	20,000	100,000
Deerfield Knolls	02-707	5		10,000	10,000			20,000
Substation Breaker Replacement	02-776	5	25,000	25,000	25,000	50,000		125,000
GIS Facility Software	02-777	5	10,000	10,000	10,000	10,000	10,000	50,000
Mitchell Substation Third Bay Installation	02-778	5	10,000	60,000				70,000
Spare Regulators	02-797	8	20,000	20,000				40,000
Wildlife Protection	02-802	8	25,000	15,000				40,000
Library Expansion	02-813	5	51,000					51,000
Brooks Center	02-814	5	50,000					50,000
Light Fund Total			334,000	843,000	1,213,000	1,135,000	495,000	4,020,000
Other								
Library Expansion	02-813	5	100,000					100,000
Other Total			100,000					100,000
GRAND TOTAL			434,000	843,000	1,213,000	1,135,000	495,000	4,120,000

City of Hagerstown, Maryland

LIGHT FUND

FY '11 thru FY '15

PROJECTS & FUNDING SOURCES BY DEPARTMENT

Department	Project#	Priority	FY '11	FY '12	FY '13	FY '14	FY '15	Total
Light Fund								
Light Vehicles	02-090	5	10,000	180,000	183,000	170,000	160,000	703,000
<i>Light Fund</i>			<i>10,000</i>	<i>180,000</i>	<i>183,000</i>	<i>170,000</i>	<i>160,000</i>	<i>703,000</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	5,000	50,000	50,000	50,000	50,000	205,000
<i>Light Fund</i>			<i>5,000</i>	<i>50,000</i>	<i>50,000</i>	<i>50,000</i>	<i>50,000</i>	<i>205,000</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	10,000	100,000	100,000	100,000	100,000	410,000
<i>Light Fund</i>			<i>10,000</i>	<i>100,000</i>	<i>100,000</i>	<i>100,000</i>	<i>100,000</i>	<i>410,000</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	20,000	20,000	20,000	20,000	130,000
<i>Light Fund</i>			<i>50,000</i>	<i>20,000</i>	<i>20,000</i>	<i>20,000</i>	<i>20,000</i>	<i>130,000</i>
Test Equipment	02-609	5	15,000	10,000	15,000	15,000	15,000	70,000
<i>Light Fund</i>			<i>15,000</i>	<i>10,000</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>
Work Management System	02-618	5		50,000	50,000	100,000	100,000	300,000
<i>Light Fund</i>				<i>50,000</i>	<i>50,000</i>	<i>100,000</i>	<i>100,000</i>	<i>300,000</i>
Old Trail Estates	02-673	5	3,000	3,000				6,000
<i>Light Fund</i>			<i>3,000</i>	<i>3,000</i>				<i>6,000</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>
"Poplar Square"	02-706	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>
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>
Substation Breaker Replacement	02-776	5	25,000	25,000	25,000	50,000		125,000
<i>Light Fund</i>			<i>25,000</i>	<i>25,000</i>	<i>25,000</i>	<i>50,000</i>		<i>125,000</i>
GIS Facility Software	02-777	5	10,000	10,000	10,000	10,000	10,000	50,000
<i>Light 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>
Mitchell Substation Third Bay Installation	02-778	5	10,000	60,000				70,000

Department	Project#	Priority	FY '11	FY '12	FY '13	FY '14	FY '15	Total
<i>Light Fund</i>			<i>10,000</i>	<i>60,000</i>				<i>70,000</i>
Spare Regulators	02-797	8	20,000	20,000				40,000
<i>Light Fund</i>			<i>20,000</i>	<i>20,000</i>				<i>40,000</i>
Wildlife Protection	02-802	8	25,000	15,000				40,000
<i>Light Fund</i>			<i>25,000</i>	<i>15,000</i>				<i>40,000</i>
Library Expansion	02-813	5	151,000					151,000
<i>Light Fund</i>			<i>51,000</i>					<i>51,000</i>
<i>Other</i>			<i>100,000</i>					<i>100,000</i>
Brooks Center	02-814	5	50,000					50,000
<i>Light Fund</i>			<i>50,000</i>					<i>50,000</i>
Light Fund Total			434,000	843,000	1,213,000	1,135,000	495,000	4,120,000
GRAND TOTAL			434,000	843,000	1,213,000	1,135,000	495,000	4,120,000

City of Hagerstown, Maryland

WATER FUND

FY '11 thru FY '15

PROJECTS BY FUNDING SOURCE

Source	Project#	Priority	FY '11	FY '12	FY '13	FY '14	FY '15	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	112,500	112,500		112,500	100,000	437,500
Pump Station Improvements	03-651	5	280,000	762,500	637,500			1,680,000
Meters (Distribution Services)	03-653	4	1,001,160	1,031,195	1,062,131	1,093,994	1,126,800	5,315,280
Bond Financing (Water Fund) Total			1,393,660	1,906,195	1,699,631	1,206,494	1,226,800	7,432,780
Bond Financing-MDE (Water Fund)								
R. C. Willson WTP Improvements	03-166	5			112,500			112,500
Willson Transmission Mains - Distribution	03-167	4	1,500,000			3,815,000	4,615,000	9,930,000
Edgemont and Smithburg Improvements	03-168	5		65,000	115,000	102,000	167,000	449,000
West End Reservoir Phase II	03-275	5	2,864,170					2,864,170
Distribution Rehabilitation	03-709	5	1,161,500	1,196,400	1,232,300	1,269,200	1,307,200	6,166,600
R. C. Willson WTP Improvements Phase IV	03-740	5	120,000	320,000	3,210,000	1,070,000		4,720,000
R. C. Willson WTP Improvements Phase V	03-741	5	2,100,000					2,100,000
Bond Financing-MDE (Water Fund) Total			7,745,670	1,581,400	4,669,800	6,256,200	6,089,200	26,342,270
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	37,500	37,500	37,500	37,500	20,000	170,000
Willson Transmission Mains - Distribution	03-167	4	100,000					100,000
Edgemont and Smithburg Improvements	03-168	5	150,000	150,000	150,000	150,000		600,000
West End Reservoir Phase II	03-275	5	150,000					150,000
Breichner WTP Improvements	03-405	5	25,000	25,000	25,000	25,000	25,000	125,000
Pump Station Improvements	03-651	5	75,000	75,000	75,000	75,000	75,000	375,000
Water Fund Total			713,875	531,500	576,100	494,600	265,500	2,581,575
GRAND TOTAL			9,853,205	4,019,095	6,945,531	8,057,294	7,581,500	36,456,625

City of Hagerstown, Maryland

WATER FUND

FY '11 thru FY '15

PROJECTS & FUNDING SOURCES BY DEPARTMENT

Department	Project#	Priority	FY '11	FY '12	FY '13	FY '14	FY '15	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	150,000	150,000	150,000	150,000	120,000	720,000
<i>Bond Financing (Water Fund)</i>			<i>112,500</i>	<i>112,500</i>		<i>112,500</i>	<i>100,000</i>	<i>437,500</i>
<i>Bond Financing-MDE (Water Fund)</i>					<i>112,500</i>			<i>112,500</i>
<i>Water Fund</i>			<i>37,500</i>	<i>37,500</i>	<i>37,500</i>	<i>37,500</i>	<i>20,000</i>	<i>170,000</i>
Willson Transmission Mains - Distribution	03-167	4	1,600,000			3,815,000	4,615,000	10,030,000
<i>Bond Financing-MDE (Water Fund)</i>			<i>1,500,000</i>			<i>3,815,000</i>	<i>4,615,000</i>	<i>9,930,000</i>
<i>Water Fund</i>			<i>100,000</i>					<i>100,000</i>
Edgemont and Smithburg Improvements	03-168	5	150,000	215,000	265,000	252,000	167,000	1,049,000
<i>Bond Financing-MDE (Water Fund)</i>				<i>65,000</i>	<i>115,000</i>	<i>102,000</i>	<i>167,000</i>	<i>449,000</i>
<i>Water Fund</i>			<i>150,000</i>	<i>150,000</i>	<i>150,000</i>	<i>150,000</i>		<i>600,000</i>
West End Reservoir Phase II	03-275	5	3,014,170					3,014,170
<i>Bond Financing-MDE (Water Fund)</i>			<i>2,864,170</i>					<i>2,864,170</i>
<i>Water Fund</i>			<i>150,000</i>					<i>150,000</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	25,000	25,000	25,000	25,000	25,000	125,000
<i>Water 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>
Pump Station Improvements	03-651	5	355,000	837,500	712,500	75,000	75,000	2,055,000
<i>Bond Financing (Water Fund)</i>			<i>280,000</i>	<i>762,500</i>	<i>637,500</i>			<i>1,680,000</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	1,001,160	1,031,195	1,062,131	1,093,994	1,126,800	5,315,280
<i>Bond Financing (Water Fund)</i>			<i>1,001,160</i>	<i>1,031,195</i>	<i>1,062,131</i>	<i>1,093,994</i>	<i>1,126,800</i>	<i>5,315,280</i>
Distribution Rehabilitation	03-709	5	1,161,500	1,196,400	1,232,300	1,269,200	1,307,200	6,166,600
<i>Bond Financing-MDE (Water Fund)</i>			<i>1,161,500</i>	<i>1,196,400</i>	<i>1,232,300</i>	<i>1,269,200</i>	<i>1,307,200</i>	<i>6,166,600</i>
R. C. Willson WTP Improvements Phase IV	03-740	5	120,000	320,000	3,210,000	1,070,000		4,720,000
<i>Bond Financing-MDE (Water Fund)</i>			<i>120,000</i>	<i>320,000</i>	<i>3,210,000</i>	<i>1,070,000</i>		<i>4,720,000</i>
R. C. Willson WTP Improvements Phase V	03-741	5	2,100,000					2,100,000
<i>Bond Financing-MDE (Water Fund)</i>			<i>2,100,000</i>					<i>2,100,000</i>
Water Fund Total			9,853,205	4,019,095	6,945,531	8,057,294	7,581,500	36,456,625
GRAND TOTAL			9,853,205	4,019,095	6,945,531	8,057,294	7,581,500	36,456,625

City of Hagerstown, Maryland

WASTEWATER FUND

FY '11 thru FY '15

PROJECTS BY FUNDING SOURCE

Source	Project#	Priority	FY '11	FY '12	FY '13	FY '14	FY '15	Total
ARRA Grant								
Citywide - CS Rehabilitation	04-800	1	902,560					902,560
ARRA Grant Total			902,560					902,560
Bond Financing (Wastewater Fund)								
Pump Station Improvement Program	04-299	1			300,000			300,000
Collection System Rehabilitation	04-327	1	200,000	300,000	1,400,000	200,000	200,000	2,300,000
Plant Equipment	04-584	1	100,000	100,000	100,000	100,000	100,000	500,000
Oxygen System Improvements	04-657	1	100,000	100,000	100,000	100,000	100,000	500,000
Solids Processing-Pelletizer and WWTP Improvements	04-711	2	100,000	50,000	550,000	250,000	50,000	1,000,000
Collection System Equipment	04-713	5	80,000	80,000	80,000	80,000	80,000	400,000
Laboratory Equipment	04-745	5			70,000			70,000
WWTP Disinfection Improvements - Phase 3B	04-748	2	100,000					100,000
Grinder Pump Replacement Program	04-767	5	74,000	78,000	80,000	80,000	80,000	392,000
Bond Financing (Wastewater Fund) Total			754,000	708,000	2,680,000	810,000	610,000	5,562,000
Bond Financing-MDE (Wastewater Fund)								
WWTP Headworks Improvements - Phase 4	04-572	1	70,000					70,000
WWTP Disinfection Improvements - Phase 3B	04-748	2	738,000					738,000
Salem Ave. - CS Rehab Winter-Burhans	04-799	1	480,000					480,000
Citywide - CS Rehabilitation	04-800	1	827,440					827,440
Bond Financing-MDE (Wastewater Fund) Total			2,115,440					2,115,440
Contribution by Others								
East End Pump Station	04-565	5		400,000				400,000
Contribution by Others Total				400,000				400,000
Grant-State MDE								
WWTP ENR Disinfection Improvements - Phase 3A	04-571	2	475,000					475,000
Citywide - CS Rehabilitation	04-800	1	800,000					800,000
Grant-State MDE Total			1,275,000					1,275,000
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

Source	Project#	Priority	FY '11	FY '12	FY '13	FY '14	FY '15	Total
Pump Station Improvement Program	04-299	1	30,000	30,000	30,000	30,000	30,000	150,000
Collection System Rehabilitation	04-327	1	200,000	100,000	200,000	200,000	200,000	900,000
WWTP Headworks Improvements - Phase 4	04-572	1	20,000					20,000
Building and Structures - Adm. Office	04-585	5	25,000	75,000	20,000	20,000	20,000	160,000
Wastewater GIS Support	04-742	5	25,000	10,000	10,000	10,000	10,000	65,000
Laboratory Equipment	04-745	5	15,000	15,000	15,000	15,000	15,000	75,000
Wastewater Fund Total			510,000	463,000	546,000	637,000	565,000	2,721,000
WW-Benefit Charges								
Conrad Court Pump Station Improvements	04-769	5	200,000					200,000
WW-Benefit Charges Total			200,000					200,000
GRAND TOTAL			5,757,000	1,571,000	3,226,000	1,447,000	1,175,000	13,176,000

City of Hagerstown, Maryland

WASTEWATER FUND

FY '11 thru FY '15

PROJECTS & FUNDING SOURCES BY DEPARTMENT

Department	Project#	Priority	FY '11	FY '12	FY '13	FY '14	FY '15	Total
Wastewater Fund								
Trunk Lines and Laterals	04-000	2	15,000	15,000	15,000	15,000	15,000	75,000
<i>Wastewater Fund</i>			<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>Wastewater Fund</i>			<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>Wastewater 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>
Pump Station Improvement Program	04-299	1	30,000	30,000	330,000	30,000	30,000	450,000
<i>Bond Financing (Wastewater Fund)</i>					<i>300,000</i>			<i>300,000</i>
<i>Wastewater Fund</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>
Collection System Rehabilitation	04-327	1	400,000	400,000	1,600,000	400,000	400,000	3,200,000
<i>Bond Financing (Wastewater Fund)</i>			<i>200,000</i>	<i>300,000</i>	<i>1,400,000</i>	<i>200,000</i>	<i>200,000</i>	<i>2,300,000</i>
<i>Wastewater Fund</i>			<i>200,000</i>	<i>100,000</i>	<i>200,000</i>	<i>200,000</i>	<i>200,000</i>	<i>900,000</i>
East End Pump Station	04-565	5		400,000				400,000
<i>Contribution by Others</i>				<i>400,000</i>				<i>400,000</i>
WWTP ENR Disinfection Improvements - Phase 3A	04-571	2	475,000					475,000
<i>Grant-State MDE</i>			<i>475,000</i>					<i>475,000</i>
WWTP Headworks Improvements - Phase 4	04-572	1	90,000					90,000
<i>Bond Financing-MDE (Wastewater Fund)</i>			<i>70,000</i>					<i>70,000</i>
<i>Wastewater Fund</i>			<i>20,000</i>					<i>20,000</i>
Plant Equipment	04-584	1	100,000	100,000	100,000	100,000	100,000	500,000
<i>Bond Financing (Wastewater Fund)</i>			<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	25,000	75,000	20,000	20,000	20,000	160,000
<i>Wastewater Fund</i>			<i>25,000</i>	<i>75,000</i>	<i>20,000</i>	<i>20,000</i>	<i>20,000</i>	<i>160,000</i>
Oxygen System Improvements	04-657	1	100,000	100,000	100,000	100,000	100,000	500,000
<i>Bond Financing (Wastewater Fund)</i>			<i>100,000</i>	<i>100,000</i>	<i>100,000</i>	<i>100,000</i>	<i>100,000</i>	<i>500,000</i>
Solids Processing-Pelletizer and WWTP Improvements	04-711	2	100,000	50,000	550,000	250,000	50,000	1,000,000
<i>Bond Financing (Wastewater Fund)</i>			<i>100,000</i>	<i>50,000</i>	<i>550,000</i>	<i>250,000</i>	<i>50,000</i>	<i>1,000,000</i>
Collection System Equipment	04-713	5	80,000	80,000	80,000	80,000	80,000	400,000
<i>Bond Financing (Wastewater Fund)</i>			<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	25,000	10,000	10,000	10,000	10,000	65,000
<i>Wastewater Fund</i>			<i>25,000</i>	<i>10,000</i>	<i>10,000</i>	<i>10,000</i>	<i>10,000</i>	<i>65,000</i>
Laboratory Equipment	04-745	5	15,000	15,000	85,000	15,000	15,000	145,000
<i>Bond Financing (Wastewater Fund)</i>					<i>70,000</i>			<i>70,000</i>
<i>Wastewater Fund</i>			<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	838,000					838,000
<i>Bond Financing (Wastewater Fund)</i>			<i>100,000</i>					<i>100,000</i>
<i>Bond Financing-MDE (Wastewater Fund)</i>			<i>738,000</i>					<i>738,000</i>
Grinder Pump Replacement Program	04-767	5	74,000	78,000	80,000	80,000	80,000	392,000
<i>Bond Financing (Wastewater Fund)</i>			<i>74,000</i>	<i>78,000</i>	<i>80,000</i>	<i>80,000</i>	<i>80,000</i>	<i>392,000</i>
Conrad Court Pump Station Improvements	04-769	5	200,000					200,000
<i>WW-Benefit Charges</i>			<i>200,000</i>					<i>200,000</i>

Department	Project#	Priority	FY '11	FY '12	FY '13	FY '14	FY '15	Total
Salem Ave. - CS Rehab Winter-Burhans	04-799	1	480,000					480,000
<i>Bond Financing-MDE (Wastewater Fund)</i>			<i>480,000</i>					<i>480,000</i>
Citywide - CS Rehabilitation	04-800	1	2,530,000					2,530,000
<i>ARRA Grant</i>			<i>902,560</i>					<i>902,560</i>
<i>Bond Financing-MDE (Wastewater Fund)</i>			<i>827,440</i>					<i>827,440</i>
<i>Grant-State MDE</i>			<i>800,000</i>					<i>800,000</i>
Wastewater Fund Total			5,757,000	1,571,000	3,226,000	1,447,000	1,175,000	13,176,000
GRAND TOTAL			5,757,000	1,571,000	3,226,000	1,447,000	1,175,000	13,176,000

City of Hagerstown, Maryland

PARKING FUND

FY '11 thru FY '15

PROJECTS BY FUNDING SOURCE

Source	Project#	Priority	FY '11	FY '12	FY '13	FY '14	FY '15	Total
Bond Financing (Parking Fund)								
Offstreet Parking - South West	05-173	5					4,500,000	4,500,000
North Potomac Street Parking Facilities	05-749	5		142,000				142,000
Bond Financing (Parking Fund) Total				142,000			4,500,000	4,642,000
Grants-County								
Offstreet Parking - South West	05-173	5		60,000				60,000
Grants-County Total				60,000				60,000
Parking Fund								
Offstreet Parking - South West	05-173	5					4,500,000	4,500,000
North Potomac Street Parking Facilities	05-749	5	8,800		30,000	30,000	30,000	98,800
Parking Fund Total			8,800		30,000	30,000	4,530,000	4,598,800
Prior Bond Proceeds								
North Potomac Street Parking Facilities	05-749	5	16,200					16,200
Prior Bond Proceeds Total			16,200					16,200
GRAND TOTAL			25,000	202,000	30,000	30,000	9,030,000	9,317,000

City of Hagerstown, Maryland

PARKING FUND

FY '11 thru FY '15

PROJECTS & FUNDING SOURCES BY DEPARTMENT

Department	Project#	Priority	FY '11	FY '12	FY '13	FY '14	FY '15	Total
Parking Fund								
Offstreet Parking - South West	05-173	5		60,000			9,000,000	9,060,000
<i>Bond Financing (Parking Fund)</i>							4,500,000	4,500,000
<i>Grants-County</i>				60,000				60,000
<i>Parking Fund</i>							4,500,000	4,500,000
North Potomac Street Parking Facilities	05-749	5	25,000	142,000	30,000	30,000	30,000	257,000
<i>Bond Financing (Parking Fund)</i>				142,000				142,000
<i>Parking Fund</i>					30,000	30,000	30,000	90,000
<i>PEG Fee</i>			8,800					8,800
<i>Prior Bond Proceeds</i>			16,200					16,200
Parking Fund Total			25,000	202,000	30,000	30,000	9,030,000	9,317,000
GRAND TOTAL			25,000	202,000	30,000	30,000	9,030,000	9,317,000

City of Hagerstown, Maryland

GOLF FUND

FY '11 thru FY '15

PROJECTS BY FUNDING SOURCE

Source	Project#	Priority	FY '11	FY '12	FY '13	FY '14	FY '15	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 '11 thru FY '15

PROJECTS & FUNDING SOURCES BY DEPARTMENT

Department	Project#	Priority	FY '11	FY '12	FY '13	FY '14	FY '15	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 '11 thru FY '15

PROJECTS BY FUNDING SOURCE

Source	Project#	Priority	FY '11	FY '12	FY '13	FY '14	FY '15	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				
Elizabeth Hager Center	22-815	5	40,000	30,000	30,000	30,000	30,000	160,000				
Property Management Fund Total							40,000	30,000	35,000	30,000	30,000	165,000
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			40,000	30,000	35,000	30,000	1,041,000	1,176,000				

City of Hagerstown, Maryland
PROPERTY MANAGEMENT FUND
 FY '11 thru FY '15

PROJECTS & FUNDING SOURCES BY DEPARTMENT

Department	Project#	Priority	FY '11	FY '12	FY '13	FY '14	FY '15	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>
Elizabeth Hager Center	22-815	5	40,000	30,000	30,000	30,000	30,000	160,000
<i>Property Management Fund</i>			<i>40,000</i>	<i>30,000</i>	<i>30,000</i>	<i>30,000</i>	<i>30,000</i>	<i>160,000</i>
Property Management Fund Total			40,000	30,000	35,000	30,000	1,041,000	1,176,000
GRAND TOTAL			40,000	30,000	35,000	30,000	1,041,000	1,176,000

Capital Improvements Program
Deferred Projects

EXPENDITURES BY PROJECT

Fiscal Years FY '11 thru FY '15

Project	Project #	Amount Deferred	Category Total	Fund Total
General Fund - Engineering				
Wesel Boulevard Dualization	07-194	\$ 4,000,000		
Major Signal Intersection Upgrades	07-243	118,000		
Hagerstown Business Park II	07-500	1,200,000		
Neighborhood Parks	07-751	50,000		
Sub-total General Fund - Engineering			5,368,000	
General Fund - Fire				
Fire Department Vehicle Replacement	07-010	31,000		
West End Fire & EMS (Relocation)	07-730	2,300,000		
North End Fire Station (Relocation)	07-731	2,600,000		
Sub-total General Fund - Info Tech			4,931,000	
General Fund - Parks				
Parks Vehicles and Equipment	07-570	75,000	75,000	
GENERAL FUND TOTAL				\$ 10,374,000
Light Fund				
Bulldog Substation Upgrade	02-544	100,000		
R. Paul Smith Boulevard Street Lighting	02-614	5,000		
Increase System Generation Capacity	02-708	8,100,000		
Sub-total Light Fund			8,205,000	
LIGHT FUND TOTAL				\$ 8,205,000
GRAND TOTAL				\$ 18,579,000

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 2014/2015.

CAPITAL IMPROVEMENTS PROGRAM

Fiscal Years FY '11 thru FY '15

List of Projects by Project Name

Project Name	Project #	Project Priority
Storm Water Management Planning and Improvements	07-637	Contract Obligation
"Poplar Square"	02-706	Planned Improvement
000 Block of North Potomac Street	07-720	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	Cost Avoidance
Breichner WTP Improvements	03-405	Planned Improvement
Bridge Repair Program	07-400	Cost Avoidance
Brooks Center	02-814	Planned Improvement
Building and Site Improvements	02-542	Planned Improvement
Building and Structures - Adm. Office	04-585	Planned Improvement
Bulldog Substation Upgrade	02-544	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 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	Probable Grant
City Park Light Replacement	02-514	Planned Improvement
City Park Parking Improvements	07-522	Planned Improvement
Citywide - CS Rehabilitation	04-800	Public Safety
Collection System Equipment	04-713	Planned Improvement
Collection System Rehabilitation	04-327	Public Safety
Computer Equipment and Software	07-006	Planned Improvement
Conrad Court Pump Station Improvements	04-769	Planned Improvement
Curb and Sidewalk Replacement Program	07-458	Planned Improvement
Deerfield Knolls	02-707	Planned Improvement
Develop 50 West Memorial Boulevard	07-718	Planned Improvement
Distribution Rehabilitation	03-709	Planned Improvement
Doleman Black Heritage Museum	07-559	Probable Grant
Double Lighted Tennis Court	07-808	Contract Obligation
Downtown Beautification Program	07-280	Planned Improvement
Downtown Gateway Signs	07-579	Planned Improvement
East End Pump Station	04-565	Planned Improvement
Edgemont and Smithburg Improvements	03-168	Planned Improvement
Edgewood/U S 40 Improvements	07-094	Planned Improvement
Elizabeth Hager Center	22-815	Planned Improvement
Engineering Vehicles	07-133	Cost Avoidance
Entrance Building at Fairground Park	07-548	Public Safety

CAPITAL IMPROVEMENTS PROGRAM

Fiscal Years FY '11 thru FY '15

List of Projects by Project Name

Project Name	Project #	Project Priority
Fairchild Heights	<i>02-613</i>	Planned Improvement
Fairground Grandstand Improvements	<i>07-624</i>	Contract Obligation
Fairgrounds Park-Outdoor Skateboard Park	<i>07-763</i>	Probable Grant
Fire Department Vehicle Replacement	<i>07-010</i>	Planned Improvement
Fire Training Tower	<i>07-241</i>	Planned Improvement
Frederick Street Culvert	<i>07-811</i>	Documented Savings
General Fund Vehicle Replacement Contingency	<i>07-816</i>	Planned Improvement
Generation	<i>02-708</i>	Cost Avoidance
Geographic Information System	<i>07-451</i>	Planned Improvement
GIS Facility Software	<i>02-777</i>	Planned Improvement
Golf Course - Vehicles/Equipment	<i>20-395</i>	Cost Avoidance
Golf Course Netting	<i>20-766</i>	Public Safety
Green Practice - Follow-Up	<i>07-798</i>	Improve Service
Grinder Pump Replacement Program	<i>04-767</i>	Planned Improvement
Hager Park - Multipurpose Court	<i>07-789</i>	Documented Savings
Hagerstown Business Park	<i>02-258</i>	Planned Improvement
Hagerstown Business Park II	<i>07-500</i>	Probable Grant
Hamilton Park Trail	<i>07-752</i>	Planned Improvement
Handicapped Access	<i>07-217</i>	Probable Grant
Hellane Park - Storage Building	<i>07-762</i>	Probable Grant
Hellane Park Improvements	<i>07-062</i>	Planned Improvement
Hellane Park-Refurbish Walks/Driveway Entrance	<i>07-761</i>	Probable Grant
Ice Rink - Enclose Dumpsters	<i>07-795</i>	Improve Service
Ice Rink Road Reconstruction	<i>07-553</i>	Planned Improvement
Installation of Street Trees	<i>07-594</i>	Planned Improvement
Jonathan Hager House and Museum	<i>07-061</i>	Planned Improvement
Jonathan Street Gateway	<i>07-771</i>	Planned Improvement
Kiwanis Park	<i>07-773</i>	Contract Obligation
Laboratory Equipment	<i>04-745</i>	Planned Improvement
LED Signal Lights	<i>07-245</i>	Cost Avoidance
Library Expansion	<i>02-813</i>	Planned Improvement
Light Vehicles	<i>02-090</i>	Planned Improvement
Madison Avenue Parking Lot	<i>07-736</i>	Planned Improvement
Major Signal Intersection Upgrades	<i>07-243</i>	Planned Improvement
Manhole Raising	<i>04-267</i>	Public Safety
Memorial Park	<i>07-784</i>	Improve Service
Meters (Distribution Services)	<i>03-653</i>	Cost Avoidance
Mills Park Hiker/Biker Trail	<i>07-737</i>	Planned Improvement
Mitchell Substation Third Bay Installation	<i>02-778</i>	Planned Improvement
Municipal Stadium Improvements	<i>07-040</i>	Cost Avoidance
Neighborhood Parks	<i>07-751</i>	Planned Improvement
New Sidewalks	<i>07-595</i>	Public Safety

CAPITAL IMPROVEMENTS PROGRAM

Fiscal Years FY '11 thru FY '15

List of Projects by Project Name

Project Name	Project #	Project Priority
North End Fire Station (Relocation)	07-731	Cost Avoidance
North Locust Street Parking Lot	07-664	Cost Avoidance
North Potomac Street Parking Facilities	05-749	Planned Improvement
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 Lake Reconstruction	07-812	Documented Savings
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	Planned Improvement
Plant Equipment	04-584	Public Safety
Police Building Renovation	07-308	Planned Improvement
Police Firing Range	07-226	Probable Grant
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
Portable Metal Bleachers	07-807	Contract Obligation
Potomac Manor	02-674	Planned Improvement
Professional Court Extension - Phase I	07-685	Planned Improvement
Public Works Operations Center Improvement Program	07-250	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
R. Paul Smith Boulevard Street Lighting	02-614	Planned Improvement
Reconstruction of Haven Road	07-686	Planned Improvement
Recycling Centers - Various Parks	07-796	Improve Service
Rehabilitation of City Hall Elevators	07-583	Planned Improvement
Renovation - City Hall	07-630	Planned Improvement
Renovation-Roslyn Building	22-779	Planned Improvement
Ridge Avenue Island	07-801	Improve Service
Rotary Park - Irrigation System	07-794	Cost Avoidance

CAPITAL IMPROVEMENTS PROGRAM

Fiscal Years FY '11 thru FY '15

List of Projects by Project Name

<u>Project Name</u>	<u>Project #</u>	<u>Project Priority</u>
Salem Ave. - CS Rehab Winter-Burhans	04-799	Public Safety
School Cross-Walk Lights	07-810	Documented Savings
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	Public Safety
Spare Regulators	02-797	Improve Service
Staley Park - Minor League Field Expansion	07-791	Planned Improvement
State Highway Retrofit Sidewalk Program	07-527	Probable Grant
Steam Engine Museum	07-439	Planned Improvement
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
Tennis Court Expansion	07-809	Contract Obligation
Test Equipment	02-609	Planned Improvement
Traffic Calming	07-560	Planned Improvement
Trunk Lines and Laterals	04-000	Contract Obligation
University Plaza Amenities	07-806	Contract Obligation
W Franklin ST/Burhans Blvd/Salem Ave	07-782	Improve Service
Wastewater GIS Support	04-742	Planned Improvement
Water Vehicles	03-117	Planned Improvement
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	02-802	Improve Service
Willson Transmission Mains - Distribution	03-167	Cost Avoidance
Winter Street School-Neighborhood Park	07-764	Probable Grant
Work Management System	02-618	Planned Improvement
WWTP Disinfection Improvements - Phase 3B	04-748	Contract Obligation
WWTP ENR Disinfection Improvements - Phase 3A	04-571	Contract Obligation
WWTP Headworks Improvements - Phase 4	04-572	Public Safety
Zone 3 Standpipe (Tank)	03-323	Planned Improvement

Capital Improvement Program
City of Hagerstown, Maryland

FY '11 *thru* FY '15

Project # 02-259
Project Name System Reconductoring

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



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

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.

Budget 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.

Expenditures	FY '11	FY '12	FY '13	FY '14	FY '15	Total
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	20,000	20,000	20,000	20,000	20,000	100,000

Funding Sources	FY '11	FY '12	FY '13	FY '14	FY '15	Total
Light Fund	20,000	20,000	20,000	20,000	20,000	100,000
Total	20,000	20,000	20,000	20,000	20,000	100,000

Capital Improvement Program

FY '11 *thru* FY '15

City of Hagerstown, Maryland

Project # 02-542
Project Name Building and Site Improvements

Type Improvement **Department** Light Fund
Useful Life 20 years **Contact** Fridinger
Category Buildings and Structures **Priority** Planned Improvement
Location: 425 E. Baltimore Street
Year Submitted: 2001



Description **Total Project Cost: \$130,000**

Make improvements to the Light Department's facility on East Baltimore Street and at the Memorial Boulevard Storage Building.

FY 11: Replace HLD windows, etc. (\$35,000); Memorial Boulevard Storage Building (\$15,000).
 FY 12: Replace additional HLD windows (\$20,000).

Justification

Cost avoidance, planned improvement, and improved service.

Budget 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.

Expenditures	FY '11	FY '12	FY '13	FY '14	FY '15	Total
Construction/Maintenance	50,000	20,000	20,000	20,000	20,000	130,000
Total	50,000	20,000	20,000	20,000	20,000	130,000

Funding Sources	FY '11	FY '12	FY '13	FY '14	FY '15	Total
Light Fund	50,000	20,000	20,000	20,000	20,000	130,000
Total	50,000	20,000	20,000	20,000	20,000	130,000

Capital Improvement Program

FY '11 *thru* FY '15

City of Hagerstown, Maryland

Project # 02-544
Project Name Bulldog Substation Upgrade



Type Improvement **Department** Light Fund
Useful Life 25 years **Contact** Fridinger
Category Infrastructure-Utilities **Priority** Planned Improvement
Location: Burhans Boulevard
Year Submitted: 2001

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

Replace aging station transformer and related equipment, with possible relocation to Mitchell Avenue substation site.

Justification

Oldest substation transformer on system, approximately 40 years old.

Budget Impact/Other

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

Future

100,000

Total

Future

100,000

Total

Capital Improvement Program

FY '11 *thru* FY '15

City of Hagerstown, Maryland

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



Type Improvement **Department** Light Fund
Useful Life **Contact** Fridinger
Category Infrastructure-Utilities **Priority** Planned Improvement
Location: R. Paul Smith Boulevard
Year Submitted: 2006

Description **Total Project Cost: \$5,000**

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.

Budget 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.

Future

5,000

Total

Future

5,000

Total

Capital Improvement Program
City of Hagerstown, Maryland

FY '11 *thru* FY '15



Project # 02-673
Project Name Old Trail Estates

Type Increase Capacity **Department** Light Fund
Useful Life 50 years **Contact** Fridinger
Category Infrastructure-Utilities **Priority** Planned Improvement
Location: Fridinger/Vale Streets
Year Submitted: 2005

Description **Total Project Cost: \$6,000**
 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 12: Completion of new dwellings on Fridinger Avenue.

Justification
 Provide electric service.

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

Expenditures	FY '11	FY '12	FY '13	FY '14	FY '15	Total
Construction/Maintenance	1,500	1,500				3,000
Equip/Vehicles/Furnishings	1,500	1,500				3,000
Total	3,000	3,000				6,000

Funding Sources	FY '11	FY '12	FY '13	FY '14	FY '15	Total
Light Fund	3,000	3,000				6,000
Total	3,000	3,000				6,000

Capital Improvement Program
City of Hagerstown, Maryland

FY '11 *thru* FY '15

Project # 02-674
Project Name Potomac Manor



Type Increase Capacity **Department** Light Fund
Useful Life 50 years **Contact** Fridinger
Category Infrastructure-Utilities **Priority** Planned Improvement
Location: Potomac Manor
Year Submitted: 2005

Description **Total Project Cost: \$15,000**

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.

Budget 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.

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

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

Capital Improvement Program
City of Hagerstown, Maryland

FY '11 *thru* FY '15

Project # 02-706
Project Name "Poplar Square"



Type Increase Capacity **Department** Light Fund
Useful Life 50 years **Contact** Fridinger
Category Infrastructure-Utilities **Priority** Planned Improvement
Location: behind Noland Village
Year Submitted: 2006

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

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 electric service.

Budget 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.

Expenditures	FY '11	FY '12	FY '13	FY '14	FY '15	Total
Construction/Maintenance	7,500	12,500	12,500	12,500	12,500	57,500
Equip/Vehicles/Furnishings	12,500	7,500	7,500	7,500	7,500	42,500
Total	20,000	20,000	20,000	20,000	20,000	100,000

Funding Sources	FY '11	FY '12	FY '13	FY '14	FY '15	Total
Light Fund	20,000	20,000	20,000	20,000	20,000	100,000
Total	20,000	20,000	20,000	20,000	20,000	100,000

Capital Improvement Program
City of Hagerstown, Maryland

FY '11 *thru* FY '15

Project # 02-707
Project Name Deerfield Knolls



Type Increase Capacity **Department** Light Fund
Useful Life 50 years **Contact** Fridinger
Category Infrastructure-Utilities **Priority** Planned Improvement
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.

Budget 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.

Expenditures	FY '11	FY '12	FY '13	FY '14	FY '15	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 '11	FY '12	FY '13	FY '14	FY '15	Total
Light Fund		10,000	10,000			20,000
Total		10,000	10,000			20,000

Capital Improvement Program
City of Hagerstown, Maryland

FY '11 *thru* FY '15

Project # 02-708
Project Name Generation



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

Description **Total Project Cost: \$8,100,000**

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.

Budget 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.

Future

8,100,000

Total

Future

8,100,000

Total

Capital Improvement Program
City of Hagerstown, Maryland

FY '11 *thru* FY '15

Project # 02-813
Project Name Library Expansion



Type Increase Capacity **Department** Light Fund
Useful Life 50 years **Contact** Fridinger
Category Infrastructure-Utilities **Priority** Planned Improvement
Location: South Potomac Street
Year Submitted: 2010

Description **Total Project Cost: \$151,000**

To relocate existing facilities and to provide a new underground electrical services to the Library. The developer will install all conduits.

Justification

Provide Electric Service

Budget Impact/Other

Expenditures	FY '11	FY '12	FY '13	FY '14	FY '15	Total
Construction/Maintenance	50,000					50,000
Equip/Vehicles/Furnishings	101,000					101,000
Total	151,000					151,000

Funding Sources	FY '11	FY '12	FY '13	FY '14	FY '15	Total
Light Fund	51,000					51,000
Other	100,000					100,000
Total	151,000					151,000

Capital Improvement Program

FY '11 *thru* FY '15

City of Hagerstown, Maryland

Project # 02-814
Project Name Brooks Center



Type Increase Capacity **Department** Light Fund
Useful Life 50 years **Contact** Fridinger
Category Infrastructure-Utilities **Priority** Planned Improvement
Location:
Year Submitted:

Description **Total Project Cost: \$50,000**
 To provide underground electrical services to a new apartment complex. The developer will install all conduits. New mid-rise senior citizen housing development on West Baltimore Street.

Justification
 Provide Electric Service

Budget Impact/Other

Expenditures	FY '11	FY '12	FY '13	FY '14	FY '15	Total
Construction/Maintenance	20,000					20,000
Equip/Vehicles/Furnishings	30,000					30,000
Total	50,000					50,000

Funding Sources	FY '11	FY '12	FY '13	FY '14	FY '15	Total
Light Fund	50,000					50,000
Total	50,000					50,000

Capital Improvement Program
City of Hagerstown, Maryland

FY '11 *thru* FY '15

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



Type Increase Capacity **Department** Water Fund
Useful Life 75 years **Contact** Hausrath
Category Infrastructure-Utilities **Priority** Cost Avoidance
Location: Willson Plant
Year Submitted: 2006

Description **Total Project Cost: \$10,030,000**

FY 10 - Begin construction of Phase 1A (Willson Plant to Bottom Road to include the vault outside the Plant)
 FY11 - Finish construction of Willson Transmission Mains 1A

Future (2014 and beyond): Extend the 36" Transmission Mains from Bottom Road to Governors Lane

Justification

To replace deteriorated infrastructure - reliability.

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.

Budget 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.

Expenditures	FY '11	FY '12	FY '13	FY '14	FY '15	Total
Construction/Maintenance	1,500,000			3,215,000	4,215,000	8,930,000
Engineering	100,000			600,000	400,000	1,100,000
Total	1,600,000			3,815,000	4,615,000	10,030,000

Funding Sources	FY '11	FY '12	FY '13	FY '14	FY '15	Total
Bond Financing-MDE (Water F	1,500,000			3,815,000	4,615,000	9,930,000
Water Fund	100,000					100,000
Total	1,600,000			3,815,000	4,615,000	10,030,000

Capital Improvement Program

FY '11 *thru* FY '15

City of Hagerstown, Maryland

Project #	03-653
Project Name	Meters (Distribution Services)



Type	Replacement	Department	Water Fund
Useful Life	25 years	Contact	Hausrath
Category	Machinery and Equipment	Priority	Cost Avoidance
Location:	Water Department		
Year Submitted:	2004		

Description **Total Project Cost: \$5,315,280**

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.

FY11: Replace 2000 residential meters (\$530,000), Replace or install 20 large meters (\$80,000), 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.

Budget 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.

Expenditures	FY '11	FY '12	FY '13	FY '14	FY '15	Total
Construction/Maintenance	610,000	628,300	647,149	666,563	686,559	3,238,571
Other	391,160	402,895	414,982	427,431	440,241	2,076,709
Total	1,001,160	1,031,195	1,062,131	1,093,994	1,126,800	5,315,280

Funding Sources	FY '11	FY '12	FY '13	FY '14	FY '15	Total
Bond Financing (Water Fund)	1,001,160	1,031,195	1,062,131	1,093,994	1,126,800	5,315,280
Total	1,001,160	1,031,195	1,062,131	1,093,994	1,126,800	5,315,280

Capital Improvement Program

FY '11 *thru* FY '15

City of Hagerstown, Maryland

Project # 04-299
Project Name Pump Station Improvement Program



Type Improvement **Department** Wastewater Fund
Useful Life 20 years **Contact** Barton
Category Infrastructure-Utilities **Priority** Public Safety
Location: System-wide
Year Submitted: Ongoing

Description **Total Project Cost: \$450,000**

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.

Budget Impact/Other

Expenditures	FY '11	FY '12	FY '13	FY '14	FY '15	Total
Construction/Maintenance	30,000	30,000	330,000	30,000	30,000	450,000
Total	30,000	30,000	330,000	30,000	30,000	450,000

Funding Sources	FY '11	FY '12	FY '13	FY '14	FY '15	Total
Bond Financing (Wastewater F			300,000			300,000
Wastewater Fund	30,000	30,000	30,000	30,000	30,000	150,000
Total	30,000	30,000	330,000	30,000	30,000	450,000

Capital Improvement Program
City of Hagerstown, Maryland

FY '11 *thru* FY '15

Project # 04-327
Project Name Collection System Rehabilitation



Type Improvement **Department** Wastewater Fund
Useful Life 40 years **Contact** Barton
Category Infrastructure-Utilities **Priority** Public Safety
Location: City-Wide
Year Submitted: Ongoing

Description **Total Project Cost: \$3,200,000**
 Collection system personnel to continue Point repairs through out the system (estimated at \$400,000 / year)
 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

Budget Impact/Other
 Reduction of I/I will free up capacity for future growth (future revenues).

Expenditures	FY '11	FY '12	FY '13	FY '14	FY '15	Total
Construction/Maintenance	400,000	400,000	1,600,000	400,000	400,000	3,200,000
Total	400,000	400,000	1,600,000	400,000	400,000	3,200,000

Funding Sources	FY '11	FY '12	FY '13	FY '14	FY '15	Total
Bond Financing (Wastewater F	200,000	300,000	1,400,000	200,000	200,000	2,300,000
Wastewater Fund	200,000	100,000	200,000	200,000	200,000	900,000
Total	400,000	400,000	1,600,000	400,000	400,000	3,200,000

Capital Improvement Program

FY '11 *thru* FY '15

City of Hagerstown, Maryland

Project # 04-657
Project Name Oxygen System Improvements



Type Replacement **Department** Wastewater Fund
Useful Life 20 years **Contact** Barton
Category Infrastructure-Utilities **Priority** Public Safety
Location: Wastewater treatment plant
Year Submitted: Ongoing

Description **Total Project Cost: \$500,000**

This project allows us to upgrade and maintain our oxygen process equipment and oxygen basins. This project will be completed in multiple phases over the next several years.

Equipment to be replaced will include Lower Explosive Limit (LEL) Analyzers, Oxygen Purity and Vent Analyzers.

Justification

Improve reliability and maintain MDE compliance.

Budget Impact/Other

Anticipated reduction in plant's maintenance cost associated with the oxygen process.

Expenditures	FY '11	FY '12	FY '13	FY '14	FY '15	Total
Equip/Vehicles/Furnishings	100,000	100,000	100,000	100,000	100,000	500,000
Total	100,000	100,000	100,000	100,000	100,000	500,000

Funding Sources	FY '11	FY '12	FY '13	FY '14	FY '15	Total
Bond Financing (Wastewater F	100,000	100,000	100,000	100,000	100,000	500,000
Total	100,000	100,000	100,000	100,000	100,000	500,000

Capital Improvement Program

FY '11 *thru* FY '15

City of Hagerstown, Maryland

Project # 04-769
Project Name Conrad Court Pump Station Improvements



Type Increase Capacity **Department** Wastewater Fund
Useful Life 40 years **Contact** Barton
Category Infrastructure-Utilities **Priority** Planned Improvement
Location: Conrad Court
Year Submitted: 2008

Description **Total Project Cost: \$200,000**

The Hospital Project requires upgrading of PS# 18 & #26 to be able to handle the flows from the new Hospital. The total capacity for PS#26 will be 600,000 gpd.

The estimated cost for the pump station #18 & #26 and force main and gravity piping is \$3,200,000.

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 Hospital from benefit charges..

Justification

Share cost of pump station & force main construction due to our request for a larger force main leaving PS #26, this would eliminate the need to increase the size in the future.

Budget Impact/Other

Expenditures	FY '11	FY '12	FY '13	FY '14	FY '15	Total
Construction/Maintenance	200,000					200,000
Total	200,000					200,000

Funding Sources	FY '11	FY '12	FY '13	FY '14	FY '15	Total
WW-Benefit Charges	200,000					200,000
Total	200,000					200,000

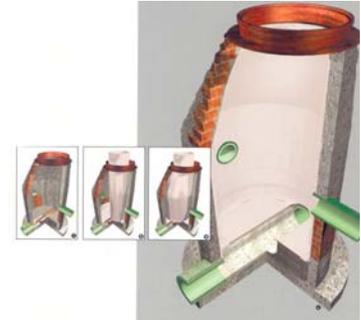
Capital Improvement Program

FY '11 *thru* FY '15

City of Hagerstown, Maryland

Project # 04-800
Project Name Citywide - CS Rehabilitation

Type Improvement **Department** Wastewater Fund
Useful Life 40 years **Contact** Barton
Category Infrastructure-Utilities **Priority** Public Safety
Location:
Year Submitted:



Description **Total Project Cost: \$2,530,000**

Correct infiltration & inflow into the wastewater collection system by replacement or re-lining defective piping.

The project will be paid for with \$1,422,560 in ARRA Funding. \$800,000 in Bay Restoration Grant Funding and has been approved for an additional \$827,440 MDE Low Interest Loan (0% interest)

The project will repair segments that were identified in the 2007 Sanitary Sewer Evaluation Study (SSES)

Black & Veatch will be completing the engineering design work associated with the project (\$108,000). M&C approved the engineering design contract on 11/25/2008.

Justification

Reducing the inflow & infiltration will provide future re-capturing of allocation for the WWTP.

Consistent with Comprehensive Plan - identified need to address long-term wastewater issues with projected capacity deficits.

Budget Impact/Other

Reduction of I/I will free up capacity for future growth (future revenues)

Expenditures	FY '11	FY '12	FY '13	FY '14	FY '15	Total
Construction/Maintenance	2,530,000					2,530,000
Total	2,530,000					2,530,000

Funding Sources	FY '11	FY '12	FY '13	FY '14	FY '15	Total
ARRA Grant	902,560					902,560
Bond Financing-MDE (Wastew	827,440					827,440
Grant-State MDE	800,000					800,000
Total	2,530,000					2,530,000

Capital Improvement Program

FY '11 *thru* FY '15

City of Hagerstown, Maryland

Project # 07-094
Project Name Edgewood/U S 40 Improvements



Type Increase Capacity **Department** Engineering
Useful Life 25 years **Contact** Tissue
Category Infrastructure-Streets **Priority** Planned Improvement
Location: Edgewood at Dual Highway

Year Submitted: 1996

Description **Total Project Cost: \$11,632,529**

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.

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 2009. Work began in May 2009 and be complete by the Fall 2010.

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.

Budget Impact/Other

Short-term savings in pavement marking upgrade. Slight long-term increase plowing, pavement maintenance, and pavement markings on additional lanes.

Expenditures	FY '11	FY '12	FY '13	FY '14	FY '15	Total
Land Acquisition	4,753,910					4,753,910
Construction/Maintenance	6,878,619					6,878,619
Total	11,632,529					11,632,529

Funding Sources	FY '11	FY '12	FY '13	FY '14	FY '15	Total
Excise Tax Fund	1,062,000					1,062,000
Grants-County	3,632,156					3,632,156
Grants-State	6,166,934					6,166,934
Prior Bond Proceeds	771,439					771,439
Total	11,632,529					11,632,529

Capital Improvement Program

FY '11 *thru* FY '15

City of Hagerstown, Maryland

Project # 07-194
Project Name Wesel Boulevard Dualization



Type Increase Capacity **Department** Engineering
Useful Life 25 years **Contact** Tissue
Category Infrastructure-Streets **Priority** Planned Improvement
Location: Burhans to Valley Plaza
Year Submitted: Ongoing

Description **Total Project Cost: \$4,150,000**

Construct four-lane road section with sidewalks from Burhans Boulevard to existing four-lane section near Lowes/Noland Company.

Justification

The draft Comp Plan recommends this project as an improvement that would enhance the City's transportation network.

Budget 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.

Expenditures	FY '11	FY '12	FY '13	FY '14	FY '15	Total	Future
Planning/Design					150,000	150,000	4,000,000
Total					150,000	150,000	Total

Funding Sources	FY '11	FY '12	FY '13	FY '14	FY '15	Total	Future
Contribution by Others					150,000	150,000	4,000,000
Total					150,000	150,000	Total

Capital Improvement Program
City of Hagerstown, Maryland

FY '11 *thru* FY '15

Project # 07-226
Project Name Police Firing Range



Type Improvement **Department** Police
Useful Life 30 years **Contact** Smith
Category Machinery and Equipment **Priority** Probable Grant
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.

Budget Impact/Other

Recurring costs include lawn care.

Expenditures	FY '11	FY '12	FY '13	FY '14	FY '15	Total
Equip/Vehicles/Furnishings		21,000				21,000
Total		21,000				21,000

Funding Sources	FY '11	FY '12	FY '13	FY '14	FY '15	Total
Grants-Federal		21,000				21,000
Total		21,000				21,000

Capital Improvement Program

FY '11 *thru* FY '15

City of Hagerstown, Maryland

Project # 07-250
Project Name Public Works Operations Center Improvement Program

Type Improvement **Department** Public Works
Useful Life 5 - 10 years **Contact** Deike
Category Buildings and Structures **Priority** Planned Improvement
Location: City Shed
Year Submitted: Ongoing



Description **Total Project Cost: \$30,000**

Various improvements to building built in 1938. Improvement projects include the following:

- FY 11: Front step canopy construction
- FY 12: Security system
- FY 13: Central air for Public Works offices

Justification

This facility was built in 1938. Since its construction, multiple departments have used it. The building needs continual repairs due to its age.

Budget Impact/Other

Operational costs will not be affected at this time. Most of these projects are replacements or reconstruction of existing amenities.

Expenditures	FY '11	FY '12	FY '13	FY '14	FY '15	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 '11	FY '12	FY '13	FY '14	FY '15	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

Capital Improvement Program

FY '11 *thru* FY '15

City of Hagerstown, Maryland

Project # 07-280
Project Name Downtown Beautification Program

Type Improvement **Department** Public Works
Useful Life 50 years **Contact** Deike
Category Land Improvements **Priority** Planned Improvement
Location: Downtown
Year Submitted: Ongoing



Description **Total Project Cost: \$130,000**

Complements pedestrian street lighting program with trees, pole banners, and other amenities.

FY 11: 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.

Budget Impact/Other

Depending upon the amenities or enhancements, operational costs could be affected.

Example: Additional lighting would add to electrical costs.

Prior	Expenditures	FY '11	FY '12	FY '13	FY '14	FY '15	Total
30,000	Construction/Maintenance	25,000	25,000	25,000	25,000		100,000
Total	Total	25,000	25,000	25,000	25,000		100,000

Prior	Funding Sources	FY '11	FY '12	FY '13	FY '14	FY '15	Total
30,000	Transfers to CIP-General Fund	25,000	25,000	25,000	25,000		100,000
Total	Total	25,000	25,000	25,000	25,000		100,000

Capital Improvement Program

FY '11 *thru* FY '15

City of Hagerstown, Maryland

Project # 07-293
Project Name Wheaton Park Renovation



Type Replacement **Department** Parks
Useful Life 20 years **Contact** Mason
Category Land Improvements **Priority** Public Safety
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.

Budget Impact/Other

Prior

Total

Prior

Total

Capital Improvement Program
City of Hagerstown, Maryland

FY '11 *thru* FY '15

Project # 07-568
Project Name Cable PEG/I-Net



Type Improvement **Department** Information Technology
Useful Life 10 years **Contact** Martin
Category Machinery and Equipment **Priority** Contract Obligation
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.

Budget 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.

Prior	Expenditures	FY '11	FY '12	FY '13	FY '14	FY '15	Total
56,000	Equip/Vehicles/Furnishings	56,000	56,000	56,000	18,000		186,000
Total	Total	56,000	56,000	56,000	18,000		186,000

Prior	Funding Sources	FY '11	FY '12	FY '13	FY '14	FY '15	Total
56,000	PEG Fee	56,000	56,000	56,000	18,000		186,000
Total	Total	56,000	56,000	56,000	18,000		186,000

Capital Improvement Program

FY '11 *thru* FY '15

City of Hagerstown, Maryland

Project # 07-685
Project Name Professional Court Extension - Phase I



Type Increase Capacity **Department** Engineering
Useful Life 25 years **Contact** Tissue
Category Infrastructure-Streets **Priority** Planned Improvement
Location: Professional Court
Year Submitted: 2005

Description **Total Project Cost: \$8,600,000**

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. Estimated construction cost to upgrade City streets and construct bridge is \$8,100,000. An additional \$5,600,000 is needed to construct road from bridge to Yale Drive.
 FY11: Final traffic study.
 FY12: Design begins and 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.

Budget 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.

Expenditures	FY '11	FY '12	FY '13	FY '14	FY '15	Total
Planning/Design	500,000					500,000
Construction/Maintenance		8,100,000				8,100,000
Total	500,000	8,100,000				8,600,000

Funding Sources	FY '11	FY '12	FY '13	FY '14	FY '15	Total
Contribution by Others		3,500,000				3,500,000
Excise Tax Fund	120,000					120,000
Grants-Federal	380,000	4,600,000				4,980,000
Total	500,000	8,100,000				8,600,000

Capital Improvement Program
City of Hagerstown, Maryland

FY '11 *thru* FY '15

Project # 07-730
Project Name West End Fire and EMS (Relocation)



Type Increase Capacity **Department** Fire
Useful Life 25 - 50 years **Contact** Hawbaker
Category Buildings and Structures **Priority** Planned Improvement
Location: To be determined
Year Submitted: 2006

Description **Total Project Cost: \$2,800,000**

Construct a combined Fire Station and EMS station in the West End of town.

FY 14: Land acquisition
 FY 15: Design
 FY 16: Construction

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.

Budget Impact/Other

Relocation should have no operational impact.

Expenditures	FY '11	FY '12	FY '13	FY '14	FY '15	Total	Future
Planning/Design					300,000	300,000	2,300,000
Land Acquisition				200,000		200,000	
Total				200,000	300,000	500,000	

Funding Sources	FY '11	FY '12	FY '13	FY '14	FY '15	Total	Future
Bond Financing (General Fund)				200,000	300,000	500,000	2,300,000
Total				200,000	300,000	500,000	

Capital Improvement Program
City of Hagerstown, Maryland

FY '11 *thru* FY '15

Project # 07-731
Project Name North End Fire Station (Relocation)



Type Increase Capacity **Department** Fire
Useful Life 25 - 50 years **Contact** Hawbaker
Category Buildings and Structures **Priority** Cost Avoidance
Location: To be determined
Year Submitted: 2006

Description **Total Project Cost: \$3,100,000**
Construct a Fire Station North End of town.
FY 15: Land acquisition
FY 16: Design
FY 17: Construction

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.

Budget Impact/Other
Relocation should have no operational impact.

Expenditures	FY '11	FY '12	FY '13	FY '14	FY '15	Total	Future
Land Acquisition					500,000	500,000	2,600,000
Total					500,000	500,000	Total

Funding Sources	FY '11	FY '12	FY '13	FY '14	FY '15	Total	Future
Bond Financing (General Fund)					500,000	500,000	2,600,000
Total					500,000	500,000	Total

Capital Improvement Program
City of Hagerstown, Maryland

FY '11 *thru* FY '15

Project # 07-733
Project Name R. Paul Smith Boulevard



Type Increase Capacity **Department** Engineering
Useful Life 25 years **Contact** Tissue
Category Infrastructure-Streets **Priority** Planned Improvement
Location: Howell Road at US 40
Year Submitted: 2006

Description **Total Project Cost:** \$5,025,000

FY11: Develop a plan of ultimate access points.
 FY12-13: 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.

Budget 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.

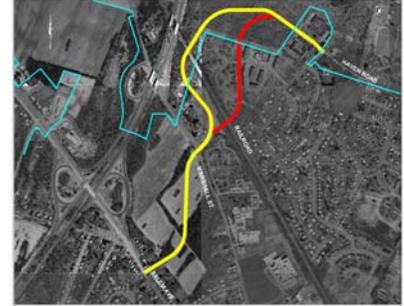
Expenditures	FY '11	FY '12	FY '13	FY '14	FY '15	Total
Planning/Design	25,000	500,000				525,000
Construction/Maintenance			4,500,000			4,500,000
Total	25,000	500,000	4,500,000			5,025,000

Funding Sources	FY '11	FY '12	FY '13	FY '14	FY '15	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

Capital Improvement Program
City of Hagerstown, Maryland

FY '11 *thru* FY '15

Project # 07-735
Project Name Northwest Connector



Type Increase Capacity **Department** Engineering
Useful Life 25 years **Contact** Tissue
Category Infrastructure-Streets **Priority** Planned Improvement
Location: Haven Road to Marshall Street
Year Submitted: 2006

Description **Total Project Cost: \$5,200,000**

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).

FY11: Update and finalize traffic study.

Justification

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.

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.

Budget Impact/Other

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.

Expenditures	FY '11	FY '12	FY '13	FY '14	FY '15	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 '11	FY '12	FY '13	FY '14	FY '15	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		150,000	450,000
Total	20,000		280,000	1,500,000	3,400,000	5,200,000

Capital Improvement Program
City of Hagerstown, Maryland

FY '11 *thru* FY '15

Project # 07-809
Project Name Tennis Court Expansion



Type Improvement **Department** Parks
Useful Life 25 years **Contact** Mason
Category Amenities **Priority** Contract Obligation
Location: City Park
Year Submitted: 2010

Description **Total Project Cost: \$70,000**
 Add a second court to the existing lighted tennis court located in the west end of the park.

Justification
 The tennis court in City Park is heavily utilized; a 2nd court is needed.

Budget Impact/Other

Expenditures	FY '11	FY '12	FY '13	FY '14	FY '15	Total
Construction/Maintenance					70,000	70,000
Total					70,000	70,000

Funding Sources	FY '11	FY '12	FY '13	FY '14	FY '15	Total
Grants-State Program Open S					63,000	63,000
Transfers to CIP-General Fund					7,000	7,000
Total					70,000	70,000

**VEHICLE & EQUIPMENT REPLACEMENT SCHEDULE
FIVE YEAR PLAN - FISCAL YEARS 2011/15**

<u>UNIT</u>	<u>VEHICLE</u>	<u>YEAR</u>	<u>DESCRIPTION</u>	<u>FY 2011 (BUDGET) COST</u>	<u>FY 2012 (YEAR 1) COST</u>	<u>FY 2013 (YEAR 2) COST</u>	<u>FY 2014 (YEAR 3) COST</u>	<u>FY 2015 (YEAR 4) COST</u>
ENGINEERING DEPARTMENT								
708	5536	1998	DODGE NEON		15,000			
709	5689	2003	CHEVY S-10 PICK-UP		15,000			
705	5609	2000	GMC SONOMA			15,000		
711	5674	2003	CHEVY S-10 PICK-UP			15,000		
715	5697	2003	CHEVY CAVALIER				16,000	
716	5698	2003	CHEVY CAVALIER				16,000	
717	5699	2003	CHEVY CAVALIER					16,000
755	5751	2004	CHEVY COLORADO					16,000
ENGINEERING DEPARTMENT TOTAL				0	30,000	30,000	32,000	32,000
POLICE DEPARTMENT								
956	5551	1998	FORD CROWN VICTORIA INTERCEPTOR		26,000			
957	5552	1998	FORD CROWN VICTORIA INTERCEPTOR		26,000			
966	5500	1996	FORD CROWN VICTORIA INTERCEPTOR		26,000			
967	5621	2000	FORD CROWN VICTORIA INTERCEPTOR		26,000			
983	5585	1999	FORD CROWN VICTORIA INTERCEPTOR		26,000			
986	5587	1999	FORD CROWN VICTORIA INTERCEPTOR		26,000			
978	5622	2000	FORD CROWN VICTORIA INTERCEPTOR		5,000			
982	5623	2000	FORD CROWN VICTORIA INTERCEPTOR		5,000			
943	5807	2006	FORD CROWN VICTORIA INTERCEPTOR			26,000		
962	5620	2000	FORD CROWN VICTORIA INTERCEPTOR			26,000		
963	5667	2003	FORD CROWN VICTORIA INTERCEPTOR			26,000		
972	5753	2004	FORD CROWN VICTORIA INTERCEPTOR			26,000		
988	5668	2003	FORD CROWN VICTORIA INTERCEPTOR			26,000		
999	5723	2001	FORD CROWN VICTORIA INTERCEPTOR			26,000		
944	5752	2004	FORD CROWN VICTORIA INTERCEPTOR			5,000		
965	5789	1994	GEO TRACKER			5,000		
933	5838	2006	FORD CROWN VICTORIA INTERCEPTOR				26,000	
939	5812	2006	FORD CROWN VICTORIA INTERCEPTOR				26,000	
941	5805	2006	FORD CROWN VICTORIA INTERCEPTOR				26,000	
954	5528	1997	CHEVY LUMINA				26,000	
959	5554	1998	FORD CROWN VICTORIA INTERCEPTOR				26,000	
960	5555	1998	FORD CROWN VICTORIA INTERCEPTOR				26,000	
955	5541	1998	JEEP CHEROKEE				5,000	
973	5626	2001	CHEVY LUMINA				5,000	26,000
900	5631	1990	TOYOTA FORERUNNER					26,000
934	5839	2006	FORD CROWN VICTORIA INTERCEPTOR					26,000
935	5840	2006	FORD CROWN VICTORIA INTERCEPTOR					26,000
936	5841	2006	FORD CROWN VICTORIA INTERCEPTOR					26,000
940	5811	2006	FORD CROWN VICTORIA INTERCEPTOR					26,000
949	5700	1998	FORD TARUS					5,000
970	5837	2000	CHRYSLER CIRRUS					5,000
POLICE DEPARTMENT TOTAL				0	166,000	166,000	166,000	166,000
FIRE DEPARTMENT								
ENG1	5435	1994	KME RENEGADE LFD PUMPER		400,000			
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
FIRE DEPARTMENT TOTAL				0	400,000	0	900,000	1,100,000

**VEHICLE & EQUIPMENT REPLACEMENT SCHEDULE
FIVE YEAR PLAN - FISCAL YEARS 2011/15**

<u>UNIT</u>	<u>VEHICLE</u>	<u>YEAR</u>	<u>DESCRIPTION</u>	<u>FY 2011 (BUDGET) COST</u>	<u>FY 2012 (YEAR 1) COST</u>	<u>FY 2013 (YEAR 2) COST</u>	<u>FY 2014 (YEAR 3) COST</u>	<u>FY 2015 (YEAR 4) COST</u>
PUBLIC WORKS DEPARTMENT								
62	5664	2002	GRAVELY 300 MOWER		10,000			
19	5498	1996	GMC 1 TON SIERRA DUMP TRK		60,000			
23	5451	1995	GMC TOPKICK TRK. MEDIUM CONV.		120,000			
63	5784	2005	GRAVELY 260Z MOWER		10,000			
24	5452	1995	GMC TOPKICK TRK. MEDIUM CONV.			120,000		
25	5647	2001	FORD F550 4WD DUMP TRUCK			60,000		
45	5537	1998	GMC 1/2 TON PICK-UP			25,000		
20	5606	1999	GMC TOPKICK TRK. MEDIUM CONV.				120,000	
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
30	5709	2000	GMC 1/2 TON PICK-UP					25,000
83	5111	1987	IR AIR COMPRESSOR					12,000
84	5433	1993	WACKER ROLLER					12,000
4	5634	2001	310 SG JD HOE					85,000
PUBLIC WORKS DEPARTMENT TOTAL				0	200,000	205,000	171,000	209,000
PARKS DEPARTMENT								
318	5549	1998	GMC 1-TON DUMP TRUCK		50,000			
314	5394	1992	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
PARKS DEPARTMENT TOTAL				0	75,000	58,000	50,000	90,000
GENERAL FUND TOTAL				0	871,000	459,000	1,319,000	1,597,000
LIGHT FUND								
123	5870	2007	CHEVY SILVERADO 4WD PICK-UP	10,000				
120	5441	1994	GMC TOP KICK		180,000			
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		
124	5696	2003	GMC TEREX BUCKET TRUCK			135,000		
100	5765	2005	CHEVY TRAILBLAZER				24,000	
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	
106	5413	1993	GMC STAKEBODY TRUCK				50,000	
136	5174	1985	UTITLITY TOOL & BODY				12,000	
134	5299	1990	AIR COMPRESSOR TRAILER				16,000	
101	5876	2007	FORD 1/2 TON 4WD PICK-UP					22,000
102	5877	2007	FORD 1/2 TON 4WD PICK-UP					22,000
107	5520	1997	GMC SIERRA					35,000
118	5286	1989	HUDSON DITCHWITCH TAILER					15,000
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
LIGHT FUND TOTAL				10,000	180,000	183,000	170,000	160,000

**VEHICLE & EQUIPMENT REPLACEMENT SCHEDULE
FIVE YEAR PLAN - FISCAL YEARS 2011/15**

<u>UNIT</u>	<u>VEHICLE</u>	<u>YEAR</u>	<u>DESCRIPTION</u>	<u>FY 2011 (BUDGET) COST</u>	<u>FY 2012 (YEAR 1) COST</u>	<u>FY 2013 (YEAR 2) COST</u>	<u>FY 2014 (YEAR 3) COST</u>	<u>FY 2015 (YEAR 4) COST</u>
WATER FUND								
206	5627	2000	FORD REG.CHASSIS CAB DRW 11/2TON F450	73,000				
216	5628	2000	FORD REG.CHASSIS CAB DRW 11/2TON F450	73,000				
210	5614	2000	CHEVY 3/4 TON PICK-UP 4WD W/UTILITY BED	30,375				
207	5661	2002	INTERNATIONAL 5X4 DUMP TRUCK		102,000			
217	5581	1999	CHEVY 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
WATER FUND TOTAL				176,375	244,000	288,600	207,100	145,500
WASTEWATER FUND								
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
WASTEWATER FUND TOTAL				155,000	193,000	231,000	322,000	250,000
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
GOLF FUND TOTAL				0	0	25,000	40,000	50,000
GRAND TOTAL				341,375	1,488,000	1,186,600	2,058,100	2,202,500

Fall/Winter Activities

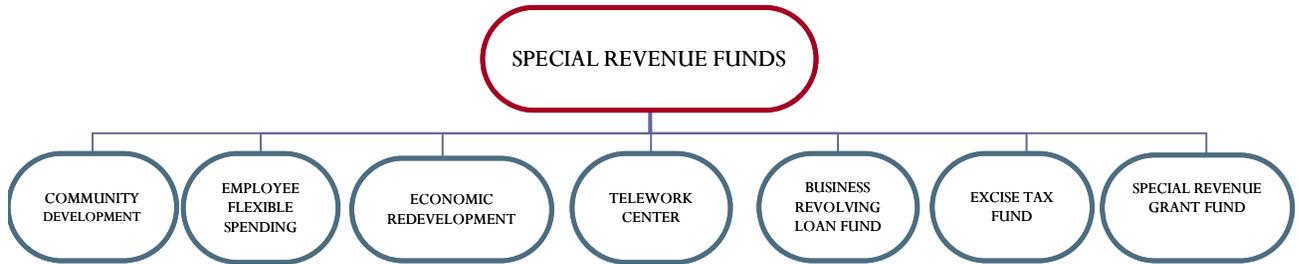
City of Hagerstown



SPECIAL REVENUE FUNDS
SECTION 5

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SPECIAL REVENUE FUNDS - ORGANIZATIONAL CHART
FISCAL YEAR 2010/2011



SPECIAL REVENUE FUNDS - COMBINED STATEMENT OF REVENUES AND EXPENDITURES
FISCAL YEAR 2010/2011

ACCOUNT DESCRIPTION	CDBG	ECONOMIC REDEV.	TELEWORK CENTER	BUS. REVOLV. LOAN FUND	FLEXIBLE SPENDING	EXCISE TAX	SPECIAL REVENUE GRANTS	TOTAL
REVENUES								
Grant Revenues	\$ 1,509,984	\$ 75,000	\$ 128,739	\$ -	\$ -	\$ -	\$ 879,150	\$ 2,592,873
Excise Tax	-	-	-	-	-	60,000	-	60,000
Program Income	200,000	-	-	-	-	-	-	200,000
Interest and Penalty on Loans	68,544	-	-	26,136	-	-	-	94,680
Investment Earnings	3,425	10,000	1,000	-	1,000	30,000	1,400	46,825
Property Sales	80,000	-	-	-	-	-	-	80,000
Other Revenues	15,000	-	107,700	56,694	6,300	-	-	185,694
Total Revenues	<u>1,876,953</u>	<u>85,000</u>	<u>237,439</u>	<u>82,830</u>	<u>7,300</u>	<u>90,000</u>	<u>880,550</u>	<u>3,260,072</u>
EXPENDITURES								
Commercial/Industrial Imprv.	2,500	-	-	-	-	-	-	2,500
Clearance/Demolition	100	-	-	-	-	-	-	100
Public Facilities and Imprv.	577,511	-	-	-	-	-	103,225	680,736
Public Services	195,250	-	-	-	-	-	-	195,250
Housing	830,231	-	-	-	-	-	-	830,231
Administration	307,655	-	235,567	102,000	6,000	-	-	651,222
Public Safety	-	-	-	-	-	-	1,132,913	1,132,913
Minority & Woman Bus Program	-	75,000	-	-	-	-	-	75,000
PEP Subsidized Rent Payments	-	125,000	-	-	-	-	-	125,000
Total Expenditures	<u>1,913,247</u>	<u>200,000</u>	<u>235,567</u>	<u>102,000</u>	<u>6,000</u>	<u>-</u>	<u>1,236,138</u>	<u>3,692,952</u>
Excess of Revenues Over (under) Expenditures	<u>(36,294)</u>	<u>(115,000)</u>	<u>1,872</u>	<u>(19,170)</u>	<u>1,300</u>	<u>90,000</u>	<u>(355,588)</u>	<u>(432,880)</u>
OTHER FINANCING USES								
Operating Transfers In	-	125,000	-	-	-	-	360,988	485,988
Operating Transfers (Out)	-	-	-	-	(6,000)	(1,282,000)	-	(1,288,000)
Total Other Financing Uses	<u>-</u>	<u>125,000</u>	<u>-</u>	<u>-</u>	<u>(6,000)</u>	<u>(1,282,000)</u>	<u>360,988</u>	<u>(802,012)</u>
Net Change in Fund Balance	<u>(36,294)</u>	<u>10,000</u>	<u>1,872</u>	<u>(19,170)</u>	<u>(4,700)</u>	<u>(1,192,000)</u>	<u>5,400</u>	<u>(1,234,892)</u>
Beginning Fund Balance	<u>3,854,653</u>	<u>550,608</u>	<u>147,718</u>	<u>280,595</u>	<u>21,980</u>	<u>1,895,722</u>	<u>-</u>	<u>6,751,276</u>
Ending Fund Balance	<u><u>3,818,359</u></u>	<u><u>560,608</u></u>	<u><u>149,590</u></u>	<u><u>261,425</u></u>	<u><u>17,280</u></u>	<u><u>703,722</u></u>	<u><u>5,400</u></u>	<u><u>5,516,384</u></u>
DETAIL OF ENDING FUND BALANCE								
Reserved for Loans Receivable	2,928,388	-	-	-	-	-	-	2,928,388
Reserved for Resale Properties	1,018,651	77,229	-	-	-	-	-	1,095,880
Unreserved	(128,780)	483,379	149,590	261,425	17,280	703,722	5,400	1,492,016
Ending Fund Balance	<u><u>3,818,259</u></u>	<u><u>560,608</u></u>	<u><u>149,590</u></u>	<u><u>261,425</u></u>	<u><u>17,280</u></u>	<u><u>703,722</u></u>	<u><u>5,400</u></u>	<u><u>5,516,284</u></u>

COMMUNITY DEVELOPMENT BLOCK GRANT - PROGRAM DESCRIPTION
FISCAL YEAR 2010/2011

PROGRAM FUNCTION AND ELEMENTS	<u>2010/11 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.	\$ 577,511
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.	830,231
ADMINISTRATION	
Manage and implement the CDBG Program and other related state and federal programs which support CDBG activities and support Fair Housing Activities.	307,655
PUBLIC SERVICES	
Increase and improve Hagerstown's public services.	195,250
ACQUISITION	
Acquisition of downtown buildings for redevelopment.	100
CLEARANCE	
Demolition of substandard structures.	100
COMMERCIAL/INDUSTRIAL IMPROVEMENTS	
Administration of loans	2,500
TOTAL	<u><u>\$ 1,913,347</u></u>

PERFORMANCE INDICATORS

	2008/09	2009/10	2010/11
Number of active loans outstanding (beginning)	40	37	39
Net new loans	5	2	2
Value of active loan portfolio(\$000)(beginning)	1,903	1,789	1,991
Net value of new loans (\$000)	(20)	134	200
Average life of open portfolio(yrs.)	13.0	11.5	12.0
Active loans by type:			
Homeownership	15	15	15
Single Family	9	8	10
Multi-Family	10	9	10
Commercial	2	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

- * Implement a lease/purchase component to the Single Family Homeownership Program

COMMUNITY DEVELOPMENT BLOCK GRANT - PROGRAM DESCRIPTION
FISCAL YEAR 2010/2011

EXPENDITURE SUMMARY	2007/08	2008/09	2009/10		2010/11
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
Commercial Improvements	\$ -	\$ -	\$ -	\$ -	\$ 2,500
Acquisition	350	-	100	-	100
Clearance and Demolition	-	-	100	-	100
Public Facilities and Improvement	456,910	481,122	340,000	50,000	577,511
Public Services	298,283	189,015	174,088	174,160	195,250
Direct Economic Development	196,440	-	-	-	-
Cost of Properties for Resale	208,538	76,630	-	-	-
Housing	322,190	197,573	1,176,000	697,500	830,231
Administration	351,122	255,137	296,355	332,755	307,655
Total Expenditures	\$ 1,833,833	\$ 1,199,477	\$ 1,986,643	\$ 1,254,415	\$ 1,913,347

BUDGET HIGHLIGHTS

- * FY2010/11 new grant entitlement is \$990,998 (estimated)
- * FY2010/11 projected program income of \$366,969 is primarily from CDBG loan repayments (\$268,544) and sales of homeownership properties (\$80,000)
- * \$200,000 for East Antietam Street Storm Drain

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	(shared with Fire - fully funded by CDBG 60% was SAFE grant funded in FY10)
TOTAL FULL-TIME STAFFING	5.8	

COMMUNITY DEVELOPMENT BLOCK GRANT - COMPARATIVE INCOME STATEMENT
FISCAL YEAR 2010/2011

ACCOUNT DESCRIPTION	2007/08	2008/09	2009/10		2010/11
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
REVENUES					
CDBG Grant Revenues	\$ 1,228,614	\$ 1,101,711	\$ 1,463,718	\$ 954,669	\$ 1,509,984
Program Income-Principal	238,943	205,123	242,000	243,248	200,000
Interest and Penalty on Loans	72,699	71,291	62,500	67,938	68,544
Interest on Investments	8,198	1,711	3,425	1,800	3,425
Sale-Properties Held for Resale	89,500	-	200,000	84,964	80,000
Other Revenues	8,900	8,000	15,000	25,000	15,000
Total Operating Revenues	<u>1,646,854</u>	<u>1,387,836</u>	<u>1,986,643</u>	<u>1,377,619</u>	<u>1,876,953</u>
EXPENDITURES					
Acquisition	350	-	100	-	100
Commercial/Industrial Improvements	-	-	-	-	2,500
Clearance and Demolition	-	-	100	-	100
Public Facilities and Improvements	456,910	481,122	340,000	50,000	577,511
Public Services	298,283	189,015	174,088	174,160	195,250
Direct Economic Development	196,440	-	-	-	-
Cost of Properties for Resale	208,538	76,630	-	-	-
Housing	322,190	197,573	1,176,000	697,500	830,231
Administration	351,122	255,137	296,355	332,755	307,655
Total Operating Expenditures	<u>1,833,833</u>	<u>1,199,477</u>	<u>1,986,643</u>	<u>1,254,415</u>	<u>1,913,347</u>
EXCESS(DEFICIENCY) OF REVENUES AND OTHER FINANCING SOURCES OVER EXPENDITURES AND OTHER USES					
	<u>\$ (186,979)</u>	<u>\$ 188,359</u>	<u>\$ -</u>	<u>\$ 123,204</u>	<u>\$ (36,394)</u>
Beginning Fund Balance	<u>3,730,069</u>	<u>3,543,090</u>	<u>3,731,449</u>	<u>3,731,449</u>	<u>3,854,653</u>
Ending Fund Balance	<u><u>\$ 3,543,090</u></u>	<u><u>\$ 3,731,449</u></u>	<u><u>\$ 3,731,449</u></u>	<u><u>\$ 3,854,653</u></u>	<u><u>\$ 3,818,259</u></u>
DETAIL OF ENDING FUND BALANCE					
Reserve for Resale Properties	1,073,285	1,063,615	988,615	988,651	1,018,651
Reserve for Encumbrances	230	(417)	-	-	-
Reserve for long-term Receivables	2,529,741	2,735,309	2,782,061	2,763,813	2,928,388
Unreserved, Undesignated	(60,166)	(67,058)	128,841	102,189	(128,780)
Ending Fund Balance	<u><u>\$ 3,543,090</u></u>	<u><u>\$ 3,731,449</u></u>	<u><u>\$ 3,899,517</u></u>	<u><u>\$ 3,854,653</u></u>	<u><u>\$ 3,818,259</u></u>

COMMUNITY DEVELOPMENT BLOCK GRANT - PROPOSED OPERATING REVENUES
FISCAL YEAR 2010/2011

ACCOUNT DESCRIPTION	2007/08	2008/09	2009/10		2010/11
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
ENTITLEMENTS					
B05 Entitlement	\$ 201,285	\$ -	\$ -	\$ -	\$ -
B06 Entitlement	974,767	-	-	-	-
B07 Entitlement	30,000	932,490	-	-	-
B08 Entitlement	-	127,745	534,624	534,624	-
B09 Entitlement	-	-	919,094	410,045	509,056
B10 Entitlement	-	-	-	-	990,928
Lead Hazard Reduction Grant	22,562	41,476	10,000	10,000	10,000
Total Entitlements	<u>1,228,614</u>	<u>1,101,711</u>	<u>1,463,718</u>	<u>954,669</u>	<u>1,509,984</u>
REPAYMENTS OF PRINCIPAL					
Total Repayment of Principal	238,943	205,123	242,000	243,248	200,000
LOAN INTEREST AND PENALTY					
Total Loan Interest and Penalty	72,699	71,291	62,500	67,938	68,544
INVESTMENT INTEREST INCOME					
Total Investment Interest Income	8,198	1,711	3,425	1,800	3,425
Sale of Properties	89,500	-	200,000	84,964	80,000
Administrative Fee Revenues	8,900	8,000	15,000	25,000	15,000
Total Operating Revenues	<u>\$ 1,646,854</u>	<u>\$ 1,387,836</u>	<u>\$ 1,986,643</u>	<u>\$ 1,377,619</u>	<u>\$ 1,876,953</u>

COMMUNITY DEVELOPMENT BLOCK GRANT - PROPOSED EXPENSES
FISCAL YEAR 2010/2011

ACCOUNT DESCRIPTION	2007/08	2008/09	2009/10		2010/11
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
ACQUISITION					
City - Downtown Buildings	\$ 350	\$ -	\$ 100	\$ -	\$ 100
Total Acquisition	350	-	100	-	100
COMMERCIAL/INDUSTRIAL IMPROVEMENTS					
Commercial Administration	-	-	-	-	2,500
Total Commercial/Industrial Imprv.	-	-	-	-	2,500
CLEARANCE AND DEMOLITION					
City - Downtown Buildings	-	-	100	-	100
Total Clearance and Demolition	-	-	100	-	100
COST OF RESALE PROPERTIES	208,538	76,630	-	-	-
PUBLIC FACILITIES & IMPROVEMENTS					
Handicap Ramps	19,402	112,108	40,000	40,000	40,000
Handicap Play Equipment	49,299	-	-	-	-
Project Park Inside	(739)	900	-	-	-
Memorial Recreation Center	165,497	1,666	-	-	-
City Sidewalk Construction	428	-	-	-	-
City Street Trees	1,101	-	-	-	-
Downtown Surveillance Cameras	-	-	-	-	22,000
Arts & Entertain. Parking Deck	(11,592)	-	-	-	-
Neighborhood Development	-	-	100,000	-	83,565
Community Opportunity Fund	300	-	-	-	-
Alley Reconstruction	541	105,383	-	-	-
Engine Four Replacement	230,000	-	-	-	-
Storm Drain Improvements	-	-	-	10,000	200,000
Hellane Park Parking Lot	-	139,006	-	-	-
Fairground Entrance Building - Roof	2,673	37,328	-	-	-
Engine 1 Replacement	-	-	200,000	-	-
Traffic Signal Replacement	-	11,427	-	-	-
Park Circle Improvements	-	13,078	-	-	-
Neighborhood Parks	-	-	-	-	75,000
Elgin Boulevard Signals	-	19,544	-	-	-
Automatic External Defibulator	-	20,000	-	-	-
Madison Avenue Parking Lot	-	20,682	-	-	-
000 Block North Potomac Sidewalk	-	-	-	-	30,000
Community Meeting Room	-	-	-	-	9,446
Community Garden	-	-	-	-	2,500
School Crossing Signal	-	-	-	-	15,000
Deafnet (Public Facility Loan)	-	-	-	-	100,000
Total Public Facilities & improve.	456,910	481,122	340,000	50,000	577,511

COMMUNITY DEVELOPMENT BLOCK GRANT - PROPOSED EXPENSES
FISCAL YEAR 2010/2011

ACCOUNT DESCRIPTION	2007/08	2008/09	2009/10		2010/11
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
PUBLIC SERVICES					
Transfer to CIP Fund	25,000	-	-	-	-
CAC Housing Counsel	32	-	-	-	-
CAC Crisis Intervention	25,064	36	-	-	-
REACH Shelter Security	23,697	-	-	-	-
Neighborhoods 1st	53,890	44,108	31,338	31,338	45,000
Community Free Clinic	40,254	40,323	40,000	40,000	60,000
Adult Daycare(Easter Seals)	8,254	3,043	-	-	-
Food & Friends	5,032	5,000	-	-	-
Girl's Inc. Supper Program	12,722	11,326	12,750	12,750	12,750
Summer Day Camp	10,000	-	5,000	5,000	5,000
Fair Housing Services	28,799	25,000	25,000	25,000	-
Children in Need	5,000	5,000	5,000	5,072	7,500
Big Brothers, Big Sisters	5,285	-	-	-	-
Senior Living Alternative	55,254	55,179	55,000	55,000	65,000
Total Public Services	<u>298,283</u>	<u>189,015</u>	<u>174,088</u>	<u>174,160</u>	<u>195,250</u>
DIRECT ECONOMIC DEVELOPMENT					
CDC Projects	22,000	-	-	-	-
38 S. Potomac Street	174,440	-	-	-	-
Total Direct Economic Development	<u>196,440</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
HOUSING					
Direct Home Assistance	-	21,000	80,000	35,000	40,000
Residential Single Family Energy	-	13,145	10,000	10,000	10,000
Smoke Detectors	12,745	10,779	40,000	40,000	40,000
Emergency Repair	125	-	-	-	-
Homeownership Program	208,017	144,737	125,000	85,000	110,000
Project Park Inside	-	-	7,500	-	7,500
Commission on Aging	15,932	16,696	18,000	18,000	18,000
House Keys 4 Employees	-	-	7,500	-	7,500
Curb & Sidewalk Loan Program	4,553	5,875	15,000	-	15,000
Bester Place	-	-	315,000	1,000	-
Home Safety Makeover	-	-	30,000	36,000	54,231
HOPE VI	-	-	48,000	48,000	48,000

COMMUNITY DEVELOPMENT BLOCK GRANT - PROPOSED EXPENSES
FISCAL YEAR 2010/2011

ACCOUNT DESCRIPTION	2007/08	2008/09	2009/10		2010/11
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
HOUSING (con't)					
HNDP Downpayment & Settlement	-	-	25,000	24,500	35,000
Single Family Loan Program	50,699	9,096	100,000	50,000	100,000
Residential Rental Rehabilitation	-	142,952	175,000	175,000	175,000
Admin. (Residential Rental)	17,618	17,270	15,000	15,000	15,000
Admin. (Home Ownership)	-	51,998	85,000	80,000	75,000
Aministration (Single Family)	12,501	65,800	80,000	80,000	80,000
Contra Expense-Single Family Rehab	-	(301,775)	-	-	-
Total Housing	322,190	197,573	1,176,000	697,500	830,231
ADMINISTRATION					
Hagerstown Home Store	49,827	25,367	-	-	-
CDC Operations	50,000	25,000	-	-	-
Regular Wages - Salaried	271,104	288,982	355,036	327,058	313,082
Regular Wages - Hourly	-	-	-	11,821	47,757
Vacation Pay	26,425	23,958	-	-	-
Holiday Pay	17,016	18,676	-	-	-
Sick Leave Pay	14,852	13,944	-	-	-
Overtime Pay	-	84	-	-	-
Annual Sick Leave Buyback	1,291	-	2,000	1,198	2,000
Furlough Day Savings	-	-	-	-	(13,832)
Allocated Labor - Salaried	(393,285)	(450,963)	(446,383)	(394,237)	(421,524)
Office Supplies	2,426	1,194	2,500	1,000	2,000
Computer Software & Supplies	86	933	1,000	1,000	1,000
Dues, Subscriptions & Periodicals	2,889	3,482	3,500	3,400	3,500
Gasoline, Oil & Grease	633	348	500	320	400
Other Operating Materials	-	21	-	-	-
Personal Auto Expense Reimb.	99	325	400	250	350
Other Vehicle Expense	12	156	-	-	-
Central Maintenance Garage	111	39	250	100	250
Advertising & Printing	2,276	2,855	3,000	2,000	2,500
Legal Fees	1,941	1,331	1,500	4,000	2,500
Auditing Fees	15,000	15,372	15,300	15,300	15,700
Consolidated Plan	-	-	15,000	12,500	-
Public transportation Expenses	271	15	750	50	100
Lodging & Meals	886	227	2,500	100	100
Conference & Seminar Fees	1,583	1,125	2,500	-	-
Postage Expenses	831	557	1,500	600	650
Admin. Overhead Allocation	-	-	73,125	73,125	76,781
Photocopy Expenses	1,273	1,932	2,000	1,250	1,500
Other General Expenses	(8)	(35,709)	-	-	-
Retirement Deficit Payment	6,988	7,337	7,704	7,704	8,089
Retirement Contribution - State	26,092	23,262	26,166	25,921	39,078
FICA Taxes	25,656	25,922	27,159	26,257	26,925
Life Insurance	531	499	511	508	508

COMMUNITY DEVELOPMENT BLOCK GRANT - PROPOSED EXPENSES
FISCAL YEAR 2010/2011

ACCOUNT DESCRIPTION	2007/08	2008/09	2009/10		2010/11
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
ADMINISTRATION (con't)					
Workers Compensation	2,763	2,552	2,638	2,629	2,692
Public Officials	719	949	1,044	1,080	1,188
Fleet Insurance	582	483	550	546	600
Health Insurance	23,170	28,016	30,210	27,663	24,815
Dental Insurance	1,416	1,201	1,220	1,220	1,220
General Liability Insurance	3,791	4,386	4,825	4,144	4,558
Employee Discounted Parking	4,092	3,927	3,600	3,600	3,312
Vehicle Parking - Market House	-	413	-	1,080	-
Interest Exp. - Escrowed Taxes	254	258	250	200	250
Fixed Charges	693	798	750	725	750
Local Calls	532	701	500	1,040	1,100
Long Distance Calls	824	114	500	118	200
Fax	180	199	200	222	206
Cell Phone Charges	221	984	-	600	600
Capital Outlay - Office Furniture	-	-	750	750	750
Computer Equipment	862	75	8,000	-	-
CDBG Administrative Alloc.	184,217	213,810	143,800	165,913	156,000
Retiree Health Insurance	-	-	-	-	-
Retiree Dental Insurance	-	-	-	-	-
Total Administration	<u>351,122</u>	<u>255,137</u>	<u>296,355</u>	<u>332,755</u>	<u>307,655</u>
Total Expenditures	<u>\$ 1,833,833</u>	<u>\$ 1,199,477</u>	<u>\$ 1,986,643</u>	<u>\$ 1,254,415</u>	<u>\$ 1,913,347</u>

COMMUNITY DEVELOPMENT BLOCK GRANT FUND CAPITAL EXPENSES
FISCAL YEAR 2010/2011

ACCOUNT #	DESCRIPTION	OUTLINE OF USE	JUSTIFICATION	COST
Total Non-CIP Capital "Desks, Chairs, & Tables" 1050001-5861	Desk & Chairs	Staff	Replace worn equipment	\$ 750
Total Non-CIP Capital				\$ 750
TOTAL CAPITAL OUTLAY				\$ 750

OTHER SPECIAL REVENUE FUNDS - PROGRAM SUMMARY
FISCAL YEAR 2010/2011

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 new PEP Upper Floors Rent Assistance Program, 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/ UPPER FLOORS REDEVELOPMENT FUND

These funds are designed to assist in the recruitment, retention and expansion of businesses within the City of Hagerstown. The Business Revolving Loan Fund was intially funded through a grant from the Maryland Department of Business and Economic Development and City Community Bettermrrnt Funds. This program provides financing for new and expanding businesses for working capital, equipment and rehabilitation.

The Upper Floors Redelopment Fund is funded through a \$100,000 grant from the Community Legacy Program and \$125,000 from Economic Business Development. This program provides assistance to install elevators and other equipment necessary to make the upper floors of existing downtown buildings attractive for residential or business use.

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 2010/11, \$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 are proposed to be transferred to the CIP Fund in 2010/11 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 2010/2011

ACCOUNT DESCRIPTION	2007/08 ACTUAL	2008/09 ACTUAL	2009/10 BUDGET	2009/10 EST. ACTUAL	2010/11 PROPOSED
REVENUES:					
Interest Income from Investments	\$ 18,510	\$ 12,292	\$ 20,000	\$ 10,000	\$ 10,000
Federal Lead Paint Grant	59,173	-	-	-	-
Federal Minority & Woman Bus Prog	-	-	100,000	25,000	75,000
Other Revenues	900	-	-	-	-
Total Revenues	<u>78,583</u>	<u>12,292</u>	<u>120,000</u>	<u>35,000</u>	<u>85,000</u>
EXPENDITURES:					
Downtown Residency Initiative	3,424	3,175	15,000		
House Keys 4 Employees	-	-	5,000		
Federal Minority & Woman Bus Prog	-	-	100,000	25,000	75,000
PEP Subsidized Rent Payments	-	-	-	10,000	125,000
Lead Paint Inspection	59,173	-	-	-	-
Current Property Expenditures	323	(875)	-	-	-
Total Expenditures	<u>62,920</u>	<u>2,300</u>	<u>120,000</u>	<u>35,000</u>	<u>200,000</u>
OTHER FINANCING SOURCES (USES)					
Transfers from General Fund:					
Community Based Initiatives	183,000	140,788	125,000	125,000	125,000
Transfers (to) General Fund	-	(58,000)	-	(15,700)	-
Transfers (to) Bus Revolving Loan Fd	-	(166,664)	(125,000)	(125,000)	-
Total Other Financing Sources	<u>183,000</u>	<u>(83,876)</u>	<u>-</u>	<u>(15,700)</u>	<u>125,000</u>
Net Change in Fund Balance	<u>198,663</u>	<u>(73,884)</u>	<u>-</u>	<u>(15,700)</u>	<u>10,000</u>
Beginning Fund Balance	<u>441,529</u>	<u>640,192</u>	<u>566,308</u>	<u>566,308</u>	<u>550,608</u>
Ending Fund Balance	<u>\$ 640,192</u>	<u>\$ 566,308</u>	<u>\$ 566,308</u>	<u>\$ 550,608</u>	<u>\$ 560,608</u>
DETAIL OF ENDING FUND BALANCE:					
Reserve for Properties Held for Resale	\$ -	\$ 76,664	\$ 77,229	\$ 77,229	\$ 77,229
Unreserved	640,192	489,644	489,079	473,379	483,379
Ending Fund Balance	<u>\$ 640,192</u>	<u>\$ 566,308</u>	<u>\$ 566,308</u>	<u>\$ 550,608</u>	<u>\$ 560,608</u>

TELEWORK CENTER - PROPOSED EXPENSES AND REVENUES
FISCAL YEAR 2010/2011

ACCOUNT DESCRIPTION	2007/08	2008/09	2009/10		2010/11
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
REVENUES:					
Grant Revenues GSA Downtown	\$ 119,758	\$ 144,842	\$ 128,739	\$ 128,739	\$ 128,739
Rent Revenues-Downtown	61,200	61,200	61,200	61,200	61,200
Facilities Usage	-	-	-	-	-
Technological Training and Coop.	18,009	-	21,000	21,000	21,000
Reimbursements	25,584	24,490	25,500	25,500	25,500
Interest Revenue	5,542	1,879	3,000	1,500	1,000
Purchase Discounts	6	-	-	-	-
Total Revenues	230,099	232,411	239,439	237,939	237,439
EXPENDITURES:					
Regular Wages	54,137	57,094	65,258	64,451	65,437
Temporary and Seasonal Wages	45,740	44,674	46,000	46,000	46,000
Vacation Pay	1,161	2,118	-	-	-
Holiday Pay	2,672	3,140	-	-	-
Sick Leave Pay	244	949	-	-	-
Office Supplies	1,391	1,403	1,500	1,500	1,500
Computer Software and Supplies	163	-	500	500	500
Dues, Subs and Periodicals	-	-	-	100	100
Electricity	11,293	9,959	10,000	10,000	10,000
Natural Gas	950	1,410	1,000	1,000	1,000
Building & Structure	9,314	80	-	-	-
Maintenance Agreements	(509)	90	1,000	1,000	1,000
Auditing Fees	895	924	1,000	800	800
Janitorial Services	5,325	4,985	5,400	6,000	5,400
Personal Auto Exp. Reimbursement	250	272	-	150	100
Marketing and Promotion	353	-	1,000	-	-
Land Rental (Parking Spaces)	1,980	170	2,000	2,000	1,656
Building Rental	61,200	61,200	61,200	61,200	61,200
Other Contracted Services	292	227	900	750	750
Lodging and Meals	457	-	-	-	-
Conference and Seminar Fees	387	-	500	500	500
Postage Expense	7	6	30	-	-
Photocopy Expense	2,494	2,499	2,000	2,000	2,000
Rounding Adjustment	10	-	-	-	-
Wage & O/H Allocation	(1)	-	-	-	-
Retirement-State Contribution	5,047	4,286	4,810	4,765	7,087
F.I.C.A. Taxes	8,011	8,218	8,511	10,160	8,431
Life Insurance	89	91	94	94	94
Workers Compensation	1,360	1,177	189	721	189
Health Insurance	5,544	5,869	5,915	5,915	4,879
Dental Insurance	240	244	244	244	244
Fixed Telephone Charges	15,731	15,676	15,500	16,500	16,500
Long Distance Calls	-	-	200	200	200
Computer Equipment	-	3,628	4,500	-	-
Communications Equipment	(583)	1,162	-	-	-
Total Expenditures	235,644	231,551	239,251	236,550	235,567
Net Change in Fund Balance	(5,545)	860	188	1,389	1,872
Beginning Fund Balance	151,014	145,469	146,329	146,329	147,718
Ending Fund Balance	<u>\$ 145,469</u>	<u>\$ 146,329</u>	<u>\$ 146,517</u>	<u>\$ 147,718</u>	<u>\$ 149,590</u>

BUSINESS REVOLVING LOAN FUND - PROPOSED EXPENSES AND REVENUES
FISCAL YEAR 2010/2011

ACCOUNT DESCRIPTION	2007/08	2008/09	2009/10		2010/11
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
REVENUES & LOANS REPAYMENTS					
Community Legacy Grant	\$ -	\$ -	\$ 100,000	\$ -	\$ -
State DEBD Grant	-	-	-	-	-
MD Grant Façade Program	-	-	-	-	-
Interest from Loans	32,016	28,742	24,904	27,407	26,136
Interest on Investments	8,999	1,860	2,000	-	-
Principal Repayments	100,799	195,634	46,090	45,617	56,694
Miscellaneous Revenues	100	100	-	-	-
Transfer from Economic Dev Fund	-	166,664	125,000	72,917	-
Total Revenues	141,914	393,000	297,994	145,941	82,830
EXPENDITURES, NEW LOANS & OTHER WORKING CAPITAL					
Legal Fees	3,032	599	2,000	2,000	2,000
Interest Expense - Loans	309	-	-	-	-
New Loan Expenditures	566,171	413,765	36,090	45,000	100,000
Allow. for Uncollectible Loans	(6,921)	(198,065)	-	-	-
Interest Receivable	(1,133)	299	-	-	-
Accounts Payable	5,806	-	-	-	-
Undisbursed Loan & Grant Commit's	(200,068)	137,845	-	-	-
Total Expenditures	367,196	354,443	38,090	47,000	102,000
Net Change in Cash Balance	(225,282)	38,557	259,904	98,941	(19,170)
Beginning Cash Balance	368,379	143,097	181,654	181,654	280,595
Ending Cash Balance	\$ 143,097	\$ 181,654	\$ 441,558	\$ 280,595	\$ 261,425

EMPLOYEE FLEXIBLE SPENDING FUND - PROPOSED EXPENSES AND REVENUES
FISCAL YEAR 2010/2011

ACCOUNT DESCRIPTION	2007/08 ACTUAL	2008/09 ACTUAL	2009/10 BUDGET	2009/10 EST. ACTUAL	2010/11 PROPOSED
REVENUES					
Interest Earned	\$ 1,609	\$ 1,066	\$ 1,000	\$ 1,000	\$ 1,000
Employer FICA Savings	8,290	6,810	8,500	6,295	6,300
Unreimbursed Employee Deductions	4,051	-	500	-	-
Total Revenues	<u>13,950</u>	<u>7,876</u>	<u>10,000</u>	<u>7,295</u>	<u>7,300</u>
EXPENDITURES					
Contracted Services	5,875	4,849	5,000	5,630	6,000
Other General Expense	(2)	(1)	-	-	-
Total Expenditures	<u>5,873</u>	<u>4,848</u>	<u>5,000</u>	<u>5,630</u>	<u>6,000</u>
OTHER FINANCING USES					
Transfers to General Fund	(6,000)	(6,000)	(6,000)	(6,000)	(6,000)
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>2,077</u>	<u>(2,972)</u>	<u>(1,000)</u>	<u>(4,335)</u>	<u>(4,700)</u>
Beginning Fund Balance	27,210	29,287	26,315	26,315	21,980
Ending Fund Balance	<u>\$ 29,287</u>	<u>\$ 26,315</u>	<u>\$ 25,315</u>	<u>\$ 21,980</u>	<u>\$ 17,280</u>

EXCISE TAX FUND - PROPOSED EXPENSES AND REVENUES
FISCAL YEAR 2010/2011

ACCOUNT DESCRIPTION	2007/08 ACTUAL	2008/09 ACTUAL	2009/10 BUDGET	2009/10 EST. ACTUAL	2010/11 PROPOSED
REVENUES:					
Revenue for Roads	\$ 107,478	\$ (8,785)	\$ 60,000	\$ 10,000	\$ 20,000
Revenue for Other Capital Purposes	23,366	(1,910)	15,000	5,000	10,000
Revenue from Nonresidential Projects	89,835	42,372	75,000	25,000	30,000
Interest Revenue	85,018	40,106	50,000	40,000	30,000
Total Revenues	<u>305,697</u>	<u>71,783</u>	<u>200,000</u>	<u>80,000</u>	<u>90,000</u>
OTHER FINANCING SOURCES (USES)					
Transfers to C.I.P.	(398,246)	-	(1,282,000)	-	(1,282,000)
Total Other Financing Sources	<u>(398,246)</u>	<u>-</u>	<u>(1,282,000)</u>	<u>-</u>	<u>(1,282,000)</u>
Net Change in Fund Balance	<u>(92,549)</u>	<u>71,783</u>	<u>(1,082,000)</u>	<u>80,000</u>	<u>(1,192,000)</u>
Beginning Fund Balance	1,836,488	1,743,939	1,815,722	1,815,722	1,895,722
Ending Fund Balance	<u>\$ 1,743,939</u>	<u>\$ 1,815,722</u>	<u>\$ 733,722</u>	<u>\$ 1,895,722</u>	<u>\$ 703,722</u>

SPECIAL REVENUE GRANT FUND - PROPOSED EXPENSES AND REVENUES
FISCAL YEAR 2010/2011

ACCOUNT DESCRIPTION	2007/08	2008/09	2009/10		2010/11
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
REVENUES:					
Interest Earned	\$ 1,306	\$ 1,393	\$ 1,000	\$ 1,400	\$ 1,400
Federal Grants	325,229	614,466	927,435	730,185	414,463
State Grants	202,192	502,302	424,270	385,125	419,687
County Grants	57,832	45,517	80,000	45,000	45,000
Other Contributions	1,705	3,396	-	-	-
Forfeited Funds	-	-	-	-	-
Total Revenues	<u>588,264</u>	<u>1,167,074</u>	<u>1,432,705</u>	<u>1,161,710</u>	<u>880,550</u>
EXPENDITURES:					
Base and Additional Wages	295,530	635,292	680,124	566,207	595,868
Temporary and Seasonal Wages	118,214	112,755	186,794	191,325	182,458
Material, Supplies, and Utilities	24,380	98,476	27,904	79,004	4,750
Maintenance & Repairs	-	-	3,508	3,608	100
Vehicle Operating Expenses	3,407	3,456	3,200	3,200	3,200
Loans	-	-	-	7,500	15,000
Advertising and Printing	4,665	4,996	3,300	4,500	3,815
Contracted Services	48,468	202,785	207,188	104,388	119,621
Other General Expenses	31,892	21,914	67,940	37,490	13,000
Professional Development	1,274	21,225	16,724	14,907	27,939
Fringe Benefits	22,112	166,956	212,010	160,188	210,571
Communication Expenses	795	3,338	-	3,291	-
Capital Outlay	54,111	46,311	52,150	218,839	59,816
Total Expenditures	<u>604,849</u>	<u>1,317,504</u>	<u>1,460,842</u>	<u>1,394,447</u>	<u>1,236,138</u>
OTHER FINANCING SOURCES (USES)					
Transfer from General Fund	40,342	121,539	228,137	235,737	360,988
Transfer (to) Capital Improvement Projects Fund	-	-	(199,000)	-	-
Total Other Financing Sources	<u>40,342</u>	<u>121,539</u>	<u>29,137</u>	<u>235,737</u>	<u>360,988</u>
Net Change in Fund Balance	23,757	(28,891)	1,000	3,000	5,400
Beginning Fund Balance	40,200	63,957	35,066	35,066	38,066
Ending Fund Balance	<u>\$ 63,957</u>	<u>\$ 35,066</u>	<u>\$ 36,066</u>	<u>\$ 38,066</u>	<u>\$ 43,466</u>

Activity in this fund is dependent on grants that we receive. The following grants are anticipated for next year:

		2010/11 PROPOSED
Economic Development	Small Business Admin- Minority Women Business	21,500
	USDA Farmers Market Promotion	81,725
		\$ 103,225
Fire Department	SAFE Smoke Alarms for Everyone	32,500
	SAFER Staffing for Adequate Fire & Emergency Response	452,023
		\$ 484,523
Police Department	State & Federal Police Body Armor Grant	19,610
	Impaired Driving Supplemental Grant	11,622
	CSAFE Initiative	318,727
	Health Department Traffic Grants	26,000
	Equitable Sharing	16,000
	Domestic Violence Response Coord	79,996
	Coverdell Forensice Science Improvement	14,012
	Domestic Violence Data Entry	42,515
	Underage Alcohol Enforcement	24,397
	JAG Program	1,000
	LETS- Natia Training	9,999
	Child Advocacy Center Grant	75,512
	Safe Routes to School (SHA Grant)	9,000
		\$ 648,390
Total Grant Revenues		\$ 1,236,138

GRANT FUND CAPITAL EXPENSES
FISCAL YEAR 2010/2011

ACCOUNT #	DESCRIPTION	OUTLINE OF USE	JUSTIFICATION	COST
Total Non-CIP Capital				
"Office Buildings" 1610000-5821-G0016	Office Buildings	Repairs	Maintenance & Repairs as needed	\$ 7,400
"Photography Equipment" 1610000-5832-G0016	Equipment	Lab Use	Enhance Investigative Documentation Capabilities	\$ 1,000
"Fire Arms-Body Armor, Etc." 1610000-5834-G0015	Bullet Proof Vests	Police Officer Use/Safety Equipment	Replacement of Expired Vests & Acquisition of New Vests	\$ 19,610
"Portable Tools/Equipment" 1610000-5839-G0016	Equipment	Police Officer Use	Gun Racks	\$ 400
"Portable Tools/Equipment" 1610000-5839-G0052	Equipment	Police Officer Use	Under Age Alcohol Enforcement	\$ 8,409
"Portable Tools/Equipment" 1610000-5839-G0070	Equipment	Lab Use	Lab Equipment Replacement	\$ 8,797
"Portable Tools/Equipment" 1610000-5839-G0079	Equipment	Police Officer Use	Radar Equipment, Breathalyzers, etc.	\$ 5,000
Subtotal for 1610000				\$ 50,616
"Computer Equipment" 1612001-5865-G0001	Computer Equipment	Fire	Replace or Add Computer	\$ 2,200
Subtotal for 1612001				\$ 2,200
"Portable Tools/Equipment" 1615000-5839-G0081	Equipment	Marketing	USDA for Farmer's Market Promotion	\$ 7,000
Subtotal for 1612001				\$ 7,000
Total Non-CIP Capital				\$ 59,816
TOTAL CAPITAL OUTLAY				\$ 59,816

Spring/Summer Activities

City of Hagerstown

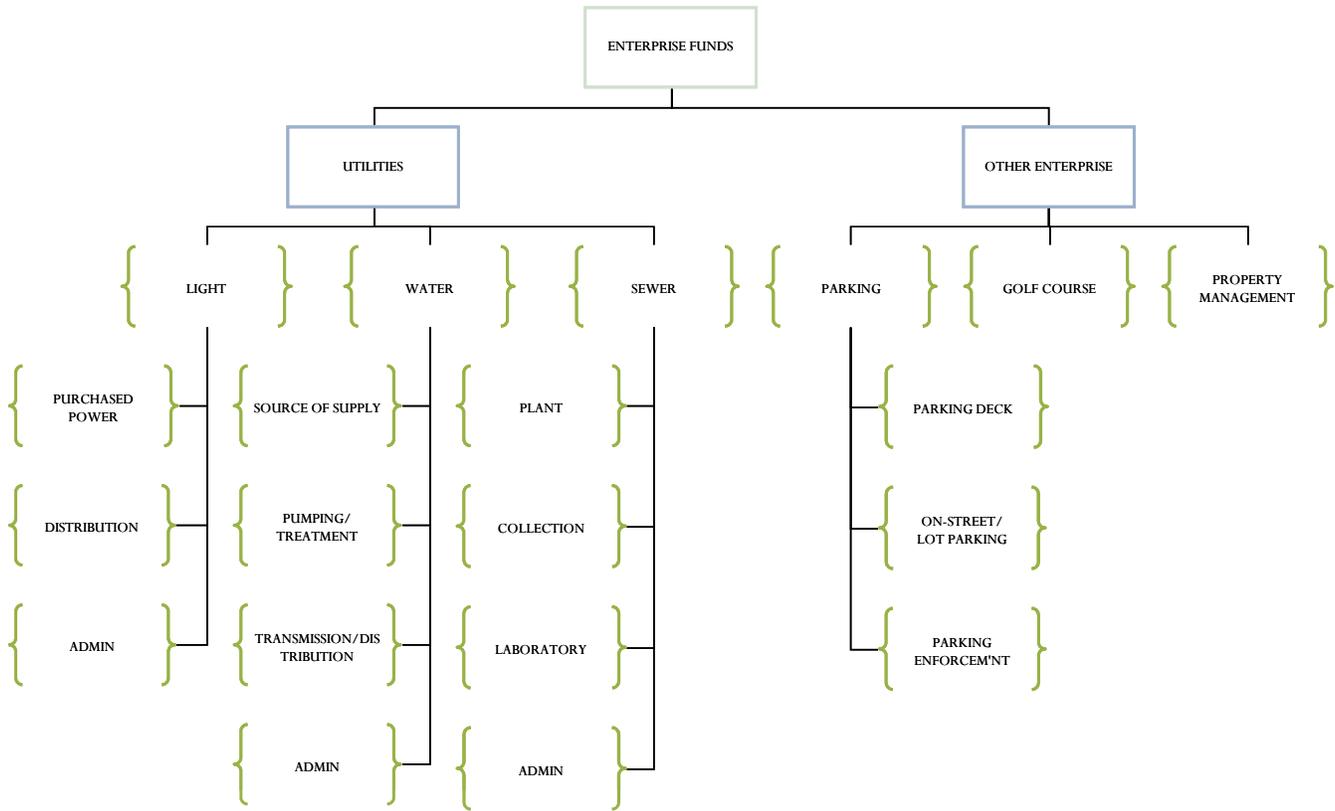


ENTERPRISE FUNDS

SECTION 6

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ENTERPRISE FUNDS - ORGANIZATIONAL CHART
 FISCAL YEAR 2010/2011



ENTERPRISE FUNDS - COMBINING STATEMENT
FISCAL YEAR 2010/2011

ACCOUNT DESCRIPTION	LIGHT	WATER	SEWER	PARKING	GOLF COURSE	PROPERTY MANAGEMENT	TOTAL
OPERATING REVENUES:							
Service Charges	\$ 31,425,598	\$ 8,316,300	\$ 9,394,500	\$ 734,150	\$ 161,600	\$ 359,531	\$ 50,391,679
Other Revenues	294,537	896,260	118,800	198,500	14,322	10	1,522,429
Total Operating Revenues	31,720,135	9,212,560	9,513,300	932,650	175,922	359,541	51,914,108
OPERATING EXPENSES							
Production and Treatment	25,297,838	3,531,850	4,665,290	-	-	-	33,494,978
Transmission, Distribution & Collection	1,975,529	1,386,326	1,303,340	-	-	-	4,665,195
Selling, General & Administrative	3,466,618	2,418,975	3,175,179	402,972	428,504	267,965	10,160,213
Depreciation	1,146,458	1,658,240	2,451,757	187,188	33,000	78,500	5,555,143
Total Operating Expenses	31,886,443	8,995,391	11,595,566	590,160	461,504	346,465	53,875,529
Operating Income/Loss	(166,308)	217,169	(2,082,266)	342,490	(285,582)	13,076	(1,961,421)
NON-OPERATING REVENUES(EXPENSES)							
Investment Earnings	180,602	20,000	-	1,000	-	4,000	205,602
Interest (Expense)	(11,634)	(320,040)	(365,777)	(142,816)	-	(3,000)	(843,267)
Gain (Loss) on Sale of Capital Assets	5,000	-	300	-	-	-	5,300
Total Nonoperating Revenues(Expenses)	173,968	(300,040)	(365,477)	(141,816)	-	1,000	(632,365)
Income before Contributions/Transfers	7,660	(82,871)	(2,447,743)	200,674	(285,582)	14,076	(2,593,786)
CAPITAL CONTRIBUTIONS	120,000	1,000,000	2,777,560	-	-	-	3,897,560
TRANSFERS IN	-	-	-	-	255,000	-	255,000
TRANSFERS OUT	(55,000)	(55,000)	(55,000)	-	-	-	(165,000)
Changes in Net Assets	72,660	862,129	274,817	200,674	(30,582)	14,076	1,393,774
ADJUST RETAINED EARNINGS TO A UNRESTRICTED CASH FLOW BASIS:							
Add Back Depreciation	1,146,458	1,658,240	2,451,757	187,188	33,000	78,500	5,555,143
Capital Outlay	(913,000)	(9,863,205)	(5,757,000)	(25,000)	-	(45,000)	(16,603,205)
Repayment of Principal	(44,740)	(1,121,719)	(1,234,970)	(351,948)	-	(40,150)	(2,793,527)
Deduct Non-Cash Contributions	(20,000)	(500,000)	-	-	-	-	(520,000)
Bond Proceeds	-	9,139,330	2,799,440	-	-	-	11,938,770
Change in restricted cash	-	395,880	1,481,000	16,203	-	-	1,893,083
Net Sources/(Uses)of Cash	\$ 241,378	\$ 570,655	\$ 15,044	\$ 27,117	\$ 2,418	\$ 7,426	\$ 864,038

LIGHT FUND - PROGRAM DESCRIPTION
FISCAL YEAR 2010/2011

PROGRAM FUNCTION AND ELEMENTS	<u>2010/11 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.	\$ 27,328,367
GENERAL AND ADMINISTRATIVE	
Manage department and administrative expenses. Also includes meter reading and supervision.	3,466,618
CAPITAL OUTLAY	
Improve, expand, and upgrade system and replace vehicles.	913,000
DEBT SERVICE	
Includes principal and interest due on bonded debt.	56,374
TOTAL	<u><u>\$ 31,764,359</u></u>

PERFORMANCE INDICATORS

	2008/09	2009/10	2010/11
System peak demand (in megawatts)	67.0	67.0	67.0
Million kilowatts hours purchased	356	349	347
Million kilowatt hours sold	348	338	336
Number of active accounts	17,381	17,381	17,381
Number of Residential Customers	15,016	15,000	15,000
Number of Commercial Customers	2,365	2,365	2,365
Number of meters (in use)	17,972	17,980	17,980
Number of substations - 34.5KV to 13.8KV	7	7	7

MAJOR BUDGET YEAR INITIATIVES

- * Gather baseline information, utilizing staff, our existing consultants and legal counsel, regarding the ownership of generation assets or offsets in our renewable energy standards. Savings of this nature be used to offset the expected increase in future energy costs.
- * Implement the new software package through the utilization of the Washington County Wireless Network and our existing fiber optic network for our System Control and Data Acquisition (SCADA) system. This project will aid in the monitoring of our electrical equipment and allow for faster diagnosis of system issues.
- * Install Hagerstown Style Pedestrian Street Lighting in the four blocks of the Jonathan Revitalization Project to enhance the neighborhood's appearance
- * Manage the financial operations of the Electric Division to insure that our existing rate structure remains in place.
- * Comply with the Maryland Public Service Commission requirements by:
 - 1) Continuing periodic and statistical meter testing and replacement programs;
 - 2) Submitting analytical, statistical, and performance reports

LIGHT FUND - PROGRAM SUMMARY
FISCAL YEAR 2010/11

EXPENDITURE SUMMARY	2007/08	2008/09	2009/10		2010/11
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
Base Wages	\$ 2,033,831	\$ 2,192,402	\$ 2,353,981	\$ 2,015,903	\$ 1,849,012
Additional Wages	177,692	179,446	115,200	141,661	130,413
Fringe Benefits	970,425	932,874	987,684	921,060	1,085,007
Purchased Power	26,732,588	26,250,716	25,897,133	25,759,134	25,297,838
Material, Supplies, and Utilities	252,087	229,650	282,678	236,325	237,316
Other General Expenses	707,433	914,189	709,100	840,300	844,115
Wage & O/H Allocation	693,161	741,230	339,181	733,500	795,187
Contracted Services	316,577	230,738	423,665	255,550	256,750
Vehicle Operating Expenses	144,006	118,148	151,750	113,050	114,550
Insurance	61,829	72,557	75,280	73,499	82,730
Debt Service	98,891	88,460	75,451	69,974	56,374
Transfers Out	124,996	-	-	55,000	55,000
Maintenance and Repairs	9,787	7,528	18,146	20,687	21,487
Communication Expenses	10,798	12,525	13,505	14,055	14,630
Advertising and Printing	5,929	1,083	6,100	5,600	5,600
Professional Services	7,838	5,979	19,500	14,100	5,100
Rentals	480	231	500	250	250
Depreciation	1,045,181	1,012,901	1,146,458	1,146,458	1,146,458
Capital Outlay	1,339,718	700,515	1,188,000	676,000	913,000
Subtotal	<u>34,733,247</u>	<u>33,691,172</u>	<u>33,803,312</u>	<u>33,092,106</u>	<u>32,910,817</u>
Less: Depreciation	<u>1,045,181</u>	<u>1,012,901</u>	<u>1,146,458</u>	<u>1,146,458</u>	<u>1,146,458</u>
Total Expenditures	<u>\$ 33,688,066</u>	<u>\$ 32,678,271</u>	<u>\$ 32,656,854</u>	<u>\$ 31,945,648</u>	<u>\$ 31,764,359</u>

BUDGET HIGHLIGHTS

- * Proposed 10/11 budget reflects fourth full year of the five year power supply contract with Allegheny Energy, with an expected total cost of \$25.5 million
- * The budget does not fund a number of authorized line workers and a drafting technician III position.

STAFFING SCHEDULE

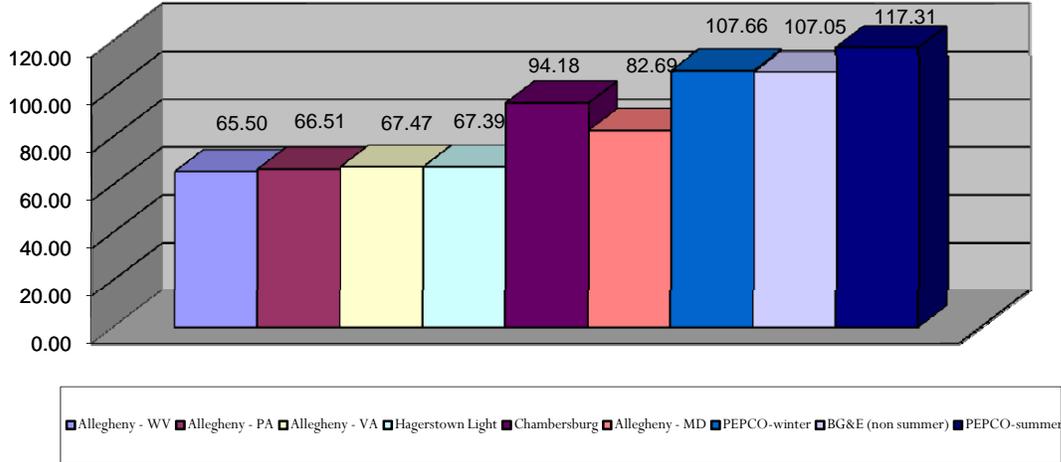
I. Director of Utilities	1	4. Distribution Superintendent	1
A. Utilities Financial Manager	1	a. General Foreman	1
B. Electrical Operations Manager	1	i. Distribution Records Specialist	1
1. Administrative Secretary	1	ii. Substation Technician	1
2. System Facilities Coordinator	1	iii. Senior Electrical Construction Worker	1
a. Stockroom Clerk	1	iv. Electrical Construction Worker	1
b. Clerk Operator	2	v. Lead Lineworker	2
c. Utility Service Worker	1	vi. Lineworker I	11
d. Building Maintenance Worker	1	vii. Senior Meter Repairer	1
e. Custodian	1	viii. Meter Repairer	1
4. Staff Engineer	1	ix. Meter Serviceworker	2
a. Electrical Engineer	1	x. Meter Reader	3
b. Drafting Technician III	1	TOTAL FULL-TIME STAFFING	<u>40</u>

LIGHT FUND - COMPARATIVE INCOME STATEMENT
FISCAL YEAR 2010/2011

ACCOUNT DESCRIPTION	2007/08 ACTUAL	2008/09 ACTUAL	2009/10 BUDGET	2009/10 EST. ACTUAL	2010/11 PROPOSED
OPERATING REVENUES:					
Service Charges	\$ 33,570,253	\$ 32,485,067	\$ 32,073,780	\$ 31,998,925	\$ 31,425,598
Other Revenues	296,928	295,827	297,257	302,142	294,537
Operating Revenues	<u>33,867,181</u>	<u>32,780,894</u>	<u>32,371,037</u>	<u>32,301,067</u>	<u>31,720,135</u>
OPERATING EXPENSES					
Purchased Power	26,732,588	26,250,716	25,927,133	25,759,135	25,297,838
Distribution Expenses	1,755,643	2,136,947	1,479,676	1,887,551	1,975,529
Customer Accounts Expenses	966,583	1,131,593	911,762	1,098,650	1,061,316
Selling, General & Administrative	2,694,678	2,387,365	3,144,832	2,409,339	2,405,302
Depreciation	1,045,181	1,012,901	1,146,458	1,146,458	1,146,458
Total Operating Expenses	<u>33,194,673</u>	<u>32,919,522</u>	<u>32,609,861</u>	<u>32,301,133</u>	<u>31,886,443</u>
Operating Income/Loss	<u>672,508</u>	<u>(138,628)</u>	<u>(238,824)</u>	<u>(66)</u>	<u>(166,308)</u>
NON-OPERATING REVENUES(EXPENSES)					
Interest Earned	316,822	247,886	268,261	192,595	180,602
Interest (Expense)	(18,472)	(14,477)	(13,949)	(13,156)	(11,634)
Gain (Loss) on Sale of Capital Assets	92,539	23,897	19,000	9,063	5,000
Total Other Income/(Expense)	<u>390,889</u>	<u>257,306</u>	<u>273,312</u>	<u>188,502</u>	<u>173,968</u>
Net Income before Operating Transfers	1,063,397	118,678	34,488	188,436	7,660
Transfers to Other Funds	(36,472)	(124,996)	-	(55,000)	(55,000)
Capital Contributions	13,251	19,260	25,000	16,000	120,000
Income (Dec.) in Retained Earnings	<u>1,040,176</u>	<u>12,942</u>	<u>59,488</u>	<u>149,436</u>	<u>72,660</u>
Add Back Depreciation	1,045,181	1,012,901	1,146,458	1,146,458	1,146,458
Deduct Non-Cash Capital Contributions	(13,251)	(19,260)	(25,000)	(16,000)	(20,000)
Changes in Working Capital	796,341	(976,213)	-	-	-
Capital Outlay	(1,303,246)	(700,515)	(1,133,000)	(676,000)	(913,000)
Repayment of Principal	(55,388)	(56,661)	(46,502)	(46,503)	(44,740)
Net Sources/(Uses)of Cash	<u>\$ 1,509,813</u>	<u>\$ (726,806)</u>	<u>\$ 1,444</u>	<u>\$ 557,391</u>	<u>\$ 241,378</u>

LIGHT FUND - CONSUMPTION AND RATE COMPARISON
FISCAL YEAR 2010/2011

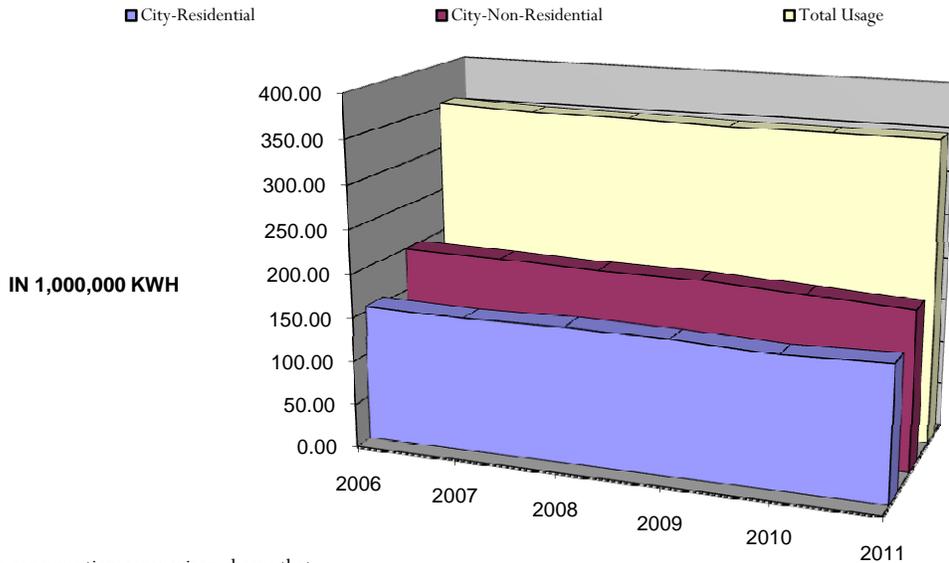
SERVICE CHARGE COMPARISON AS OF MARCH 2009



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 2010/2011

ACCOUNT DESCRIPTION	2007/08 ACTUAL	2008/09 ACTUAL	2009/10 BUDGET	2009/10 EST. ACTUAL	2010/11 PROPOSED
ELECTRIC REVENUES					
Sales of Electric-Unbilled Readings	\$ (27,462)	\$ 295,070	\$ 65,000	\$ -	\$ -
Residential Lighting	15,011,431	14,585,115	14,378,200	14,481,915	14,600,909
Residential Metering	379	331	300	300	-
Commercial Lighting	6,771,967	6,339,689	6,332,500	6,278,080	6,216,568
Power Pl(09)	3,668,763	3,426,147	3,474,400	3,304,858	3,360,574
Power Ph(10)	7,125,509	6,846,073	6,838,700	6,934,964	6,257,918
High Voltage-Newstech	203,707	181,002	194,600	169,097	168,138
Dusk to Dawn	28,948	27,762	28,020	27,428	27,175
Street Lighting	756,543	754,903	733,240	772,537	765,009
Traffic Lighting	30,468	28,975	28,820	29,746	29,307
Total Electric Revenues	<u>33,570,253</u>	<u>32,485,067</u>	<u>32,073,780</u>	<u>31,998,925</u>	<u>31,425,598</u>
OTHER REVENUES					
Pole Rental/Attachment Fees	24,738	12,658	12,614	14,908	14,904
Rents from Electric Properties	4,800	4,800	4,800	4,800	4,800
Building Rental-CMG	32,002	34,000	35,000	35,000	36,000
Rent Income - Sub-Station	7,688	3,796	3,796	3,796	3,796
Purchase Discounts	78	107	300	-	-
Miscellaneous Electric Revenue	19,477	36,687	16,300	20,000	20,000
Reconnection Charges	72,095	67,875	70,000	67,000	67,000
Customer Reimbursed Overtime	44,125	24,985	41,520	16,000	16,000
Net Gain/Loss-Scrap Sales	-	-	-	15,000	10,000
Federal - EECBG Grant	-	-	-	10,000	-
Net Gain/Loss-Asset Disposal	-	-	-	-	-
Insurance Reimbursements	-	2,544	-	1,261	-
Premium on Bonds	150	972	150	-	-
Interest Penalty	-	205	-	-	-
Liability Services	-	-	(1,600)	-	-
Recovery of Notes Receivable-F.U.F.	91,775	107,198	114,377	114,377	122,037
Total Other Revenues	<u>296,928</u>	<u>295,827</u>	<u>297,257</u>	<u>302,142</u>	<u>294,537</u>
Total Operating Revenues	<u>\$ 33,867,181</u>	<u>\$ 32,780,894</u>	<u>\$ 32,371,037</u>	<u>\$ 32,301,067</u>	<u>\$ 31,720,135</u>

LIGHT FUND CAPITAL EXPENSES
FISCAL YEAR 2010/2011

ACCOUNT #	DESCRIPTION	OUTLINE OF USE	JUSTIFICATION	COST
Vehicle Replacement (#90)	Replace Fleet Vehicle Bed	Unit 123	Replace Utility Bed	10,000
Total Vehicle Replacement				\$ 10,000
Telemetry Equipment (#111) 5085001-5867-C0111	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
Total Telemetry Equipment				\$ 10,000
Wesel Boulevard Development (#220) 5085001-583306-C0220 5085001-583007-C0220 5085001-583008-C0220 5085001-583009-C0220 5085001-583010-C0220	Provide for Electric Power in Light Dept. Service Area along Wesel Blvd at CSX	Underground Conduit Und. Conduit & Devices Line Transformers	Benefits Population, Basic Service, Promotes jobs	1,000 1,000 1,000 1,000 1,000
Total Wesel Boulevard				\$ 5,000
System Reconductoring (#259) 5085001-583004-C0259 5085001-583005-C0259	Upgrade Power Distribution Lines	Poles, Towers & Fixtures Overhead Devices	Improve Basic Service	5,000 15,000
Total System Reconductoring				\$ 20,000
Pedestrian Lighting (#388) 5085001-583013-C0388	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	10,000
Total Pedestrian Lighting				\$ 10,000
Building & Site Improvements (#542) 5085001-5821-C0542	Improvements to Light Department's Facility on East Baltimore Street an at Memorial Blvd	Replace HLD Windows, etc. and improve Eastern Bld Storage Building	Cost Avoidance, Planned Improvement, Improve Service	50,000
Total Bldg & Site Improvements				\$ 50,000
Test Equipment (#609) 5085001-583002-C0609	Procure Test Equipment to Improve Maintenance Programs and Power Quality for Customers	Station Equipment	Improve Reliability of Service	15,000
Total Test Equipment				\$ 15,000

LIGHT FUND CAPITAL EXPENSES
FISCAL YEAR 2010/2011

ACCOUNT #	DESCRIPTION	OUTLINE OF USE	JUSTIFICATION	COST
Old Trail Estates/Peachtree Suites (#673)				
5085001-583009-C0673	Provide Underground	Services	Provide Electric Service	2,000
5085001-583010-C0673	Electrical Services to New Dev.	Meters		1,000
Total Old Trail Estates/Peachtree Suites				\$ 3,000
Linwood Hollow (#706)				
5085001-583005-C0706	Provide for Materials and	Overhead Devices	Basic Service	5,000
5085001-583006-C0706	Construction of Underground	Underground Conduit		3,000
5085001-583007-C0706	Electrical Services to	Und. Conduit & Devices		2,000
5085001-583008-C0706	New Development	Line Transformers		3,000
5085001-583009-C0706		Services		6,000
5085001-583010-C0706		Meters		1,000
Total Linwood Hollow				\$ 20,000
Substation Breaker Replacement (#776)				
5085001-583002-C0776	Replace Aging Breakers in Substation to Maintain Reliability	Replace Substation Breakers on maintenance cycle to reduce equipment failure	Increase Reliability of Service	25,000
Total Substation Breaker Replacement				\$ 25,000
GIS Facility Software (#777)				
5085001-5821-C0777	Install Geographic Information Software for HLD Engineering	System Mapping will inter- face with all other City departments	Provide interface with City Engineering	10,000
Total GIS Software				\$ 10,000
Mitchell Substation Bay Installation (#778)				
5085001-583002-C0778	Install infrastructure for third station class transformer	Provide for the increase in electrical capacity for customers	Increase Reliability of Service	10,000
Total Mitchell Substation Bay Installation				\$ 10,000
Spare Regulators (#797)				
5085001-583002-C0797	Purchase spare regulators for substations	Various Locations	For replacement of obsolete units	20,000
Total Spare Regulators				\$ 20,000
Substation Wildlife Protection (#798)				
5085001-583002-C0798	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

LIGHT FUND CAPITAL EXPENSES
FISCAL YEAR 2010/2011

ACCOUNT #	DESCRIPTION	OUTLINE OF USE	JUSTIFICATION	COST
Mills Station (#804)				
5085001-583004-C0804	Provide underground electrical	Poles, Towers & Fixtures	Provide electrical service	4,000
5085001-583005-C0804	services to new low-rise senior	O/H Conductors & Devices		1,000
5085001-583006-C0804	citizen housing	Underground Conduit		2,000
5085001-583007-C0804		LI/G Conductors & Devices		10,000
5085001-583008-C0804		Line Transformers		20,000
5085001-583009-C0804		Services		3,000
5085001-583010-C0804		Meters		10,000
Total Mills Station				\$ 50,000
Library Expansion (#805)				
5085001-583004-C0805	Relocation of existing library	Poles, Towers & Fixtures	Provide electrical service	15,000
5085001-583005-C0805	and to provide new underground	O/H Conductors & Devices		10,000
5085001-583006-C0805	electrical services.	Underground Conduit		5,000
5085001-583007-C0805		LI/G Conductors & Devices		45,000
5085001-583008-C0805		Line Transformers		45,000
5085001-583009-C0805		Services		5,000
5085001-583010-C0805		Meters		1,000
5085001-583013-C0805		Street & Signal Lighting		25,000
Total Library Expansion				\$ 151,000
<u>NON-CIP Capital Outlay</u>				
5085001-583002	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.	25,000
5085001-583004	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	50,000
5085001-583005	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.	25,000

LIGHT FUND CAPITAL EXPENSES
FISCAL YEAR 2010/2011

ACCOUNT #	DESCRIPTION	OUTLINE OF USE	JUSTIFICATION	COST
5085001-583006	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.	5,000
5085001-583007	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.	10,000
5085001-583008	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.	100,000
5085001-583009	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
5085001-583010	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
5085001-583013	Dist-Street & Signal Lighting	Costs installed of equipment used wholly for public streets.	To provide adequate street lighting for City residents.	70,000
5085001-583014	Tools Shop & Garage Equip			2,000
5085001-5867	Communication Equip			2,000
5085001-581001	General Plant - Structure	Administrative Building	Replace worn office furniture and computer equipment.	5,000
5085001-5860	General Plant - Office Furniture, Fixtures, & Equip.	Administrative Building	Replace worn office furniture and computer equipment.	5,000
Total NON-CIP Capital Outlay				\$ 479,000

TOTAL CAPITAL OUTLAY

\$ 913,000

WATER FUND - PROGRAM DESCRIPTION
FISCAL YEAR 2010/2011

PROGRAM FUNCTION AND ELEMENTS	2010/11 <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.	\$ 77,520
PUMPING AND TREATMENT	
Cost of treatment and pumping of water from the R.C. Willson Plant.	3,454,330
TRANSMISSION AND DISTRIBUTION	
Provide delivery and storage of water supply in a reliable and efficient manner.	1,386,326
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.	2,418,975
CAPITAL OUTLAY	
Make improvements, upgrade and expand water system as necessary to properly serve customers.	9,863,205
DEBT SERVICE	
Includes principal and interest due on bonded debt.	1,441,759
TOTAL	<u>\$ 18,642,115</u>

PERFORMANCE INDICATORS

	2008/09	2009/10	2010/11
Quantity of water produced (MG)	3,941	3,960	3,979
Water unaccounted for (%)	19.5	19.0	18.0
Maximum daily demand (MGD)	13.3	13.3	13.5
Average daily demand (MGD)	10.8	11.0	11.1
Total miles of water main	410.0	410.0	410.0
Miles of water main replaced	0.8	1.2	0.5
Quantity of new water accounts	(47)	(26)	(50)
Number of city customers	13,025	12,994	12,974
Number of county customers	15,192	15,197	15,167
Quantity of customer service requests (CSR)	5,000	5,000	5,000
Departmental overtime(\$000)	124.2	100.0	90.0

MAJOR BUDGET YEAR INITIATIVES

- * Phase 1A of the Transmission Main Project is under construction. The project will result in upgrades to the electrical (pumping capacity) and replacement of 475' of main.Planned completion 12/2010
- * 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., Edgewood Dual.,Antietam & Kenly
- * West End Reservoir Phase II Project - Construction began winter of 2009, planned completion by 12/ 2010
- * Replace all meters that are 40 years old or older(approx.2000)
- * Upgrade the R.C. Willson Water Plant filter valve network
- * 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 2010/2011

EXPENDITURE SUMMARY	2007/08	2008/09	2009/10		2010/11
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
Base Wages	\$ 2,503,205	\$ 2,756,675	\$ 2,824,892	\$ 2,616,435	\$ 2,453,262
Additional Wages	261,591	299,153	157,000	124,932	101,600
Fringe Benefits	1,129,251	1,123,191	1,158,455	1,133,937	1,215,427
Material, Supplies, and Utilities	1,689,520	1,546,083	1,589,595	1,523,216	1,588,070
Debt Service	894,703	892,235	1,685,938	1,397,329	1,441,759
Maintenance and Repairs	345,046	221,023	281,500	235,475	252,000
Contracted Services	274,724	373,857	537,700	516,100	541,900
Vehicle Operating Expenses	196,301	177,757	172,100	153,350	171,900
Wage & O/H Allocation	99,532	(32,456)	98,159	135,159	121,490
Transfers to Other Funds	95,475	55,000	55,000	55,000	55,000
Communication Expenses	38,319	41,455	39,125	34,555	34,580
Insurance	27,569	37,363	57,822	51,994	57,822
Professional Development	13,525	15,886	18,400	8,928	7,250
Rentals	5,355	1,695	12,600	12,200	12,700
Advertising and Printing	3,373	3,718	3,200	4,100	4,200
Other General Expenses	820,109	948,538	708,350	705,400	774,950
Capital Outlay	6,790,886	5,418,450	13,780,075	7,961,527	9,863,205
Depreciation	1,526,427	1,616,775	1,500,000	1,500,000	1,658,240
Subtotal	\$ 16,714,911	\$ 15,496,398	\$ 24,679,911	\$ 18,169,637	\$ 20,355,355
Less: Depreciation	1,526,427	1,616,775	1,500,000	1,500,000	1,658,240
Total Expenditures	\$ 15,188,484	\$ 13,879,623	\$ 23,179,911	\$ 16,669,637	\$ 18,697,115

BUDGET HIGHLIGHTS

- * A 5.0% inside & 6.5% outside water rate increase is scheduled for FY11-14 (effective July1, 2010).
- * Phase V, the electrical upgrade to address pumping capacity and energy consumption is under construction
- * Complete construction of West End Tank Phase II (Concrete) to replace the West End Reservoir.
- * Continue to replace failing meters and install radio read meters throughout the service area.
- * Complete construction of Phase 1A of Willson Transmission mains
- * Main replacements will continue at critical sites (Tammany, Antietam & Kenly.)

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.	9
1. Laboratory Technician	1	e. Meter Technicians	2
		f. Field Op. Tech.	4
		TOTAL FULL-TIME STAFFING	<u>55</u>

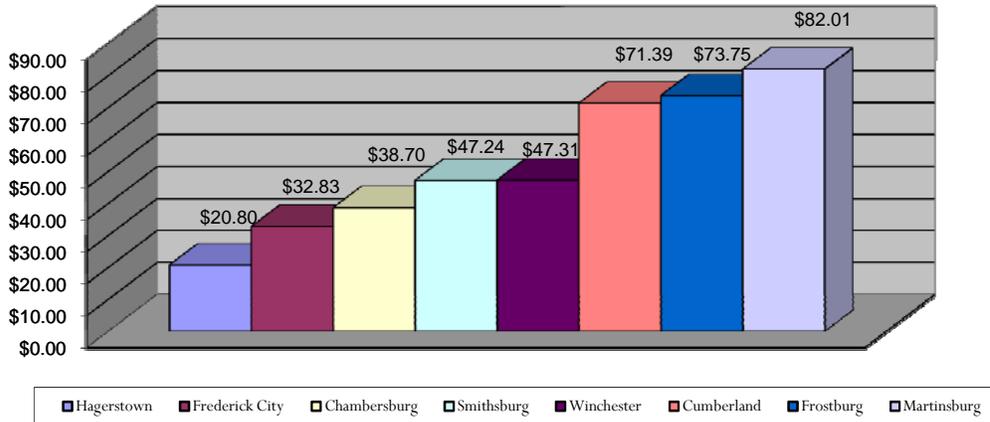
* Chief of Laboratory Testing is split between Water and Sewer

WATER FUND - COMPARATIVE INCOME STATEMENT
FISCAL YEAR 2010/2011

ACCOUNT DESCRIPTION	2007/08	2008/09	2009/10		2010/11
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
OPERATING REVENUES:					
Sales of Water	\$ 7,467,020	\$ 7,349,403	\$ 8,223,761	\$ 7,655,900	\$ 8,316,300
Other Revenues	1,044,357	616,603	967,460	898,964	896,260
Operating Revenues	<u>8,511,377</u>	<u>7,966,006</u>	<u>9,191,221</u>	<u>8,554,864</u>	<u>9,212,560</u>
OPERATING EXPENSES					
Source of Supply	129,317	150,960	170,557	118,457	77,520
Pumping & Water Treatment	3,158,421	3,093,537	3,490,192	3,291,251	3,454,330
Transmission & Distribution	1,652,528	1,404,219	1,528,154	1,373,661	1,386,326
Selling, General & Administrative	2,498,583	2,892,513	2,543,945	2,521,960	2,418,975
Gross Depreciation	1,526,427	1,616,775	1,500,000	1,500,000	1,658,240
Total Operating Expenses	<u>8,965,276</u>	<u>9,158,004</u>	<u>9,232,848</u>	<u>8,805,329</u>	<u>8,995,391</u>
Operating Income/Loss	<u>(453,899)</u>	<u>(1,191,998)</u>	<u>(41,627)</u>	<u>(250,465)</u>	<u>217,169</u>
NON-OPERATING REVENUES(EXPENSES)					
Interest Earned	281,090	109,653	180,000	20,000	20,000
Interest (Expense)	(221,230)	(201,055)	(183,127)	(144,908)	(112,259)
Additional Interest (Expense)			(336,909)	(187,287)	(207,781)
Total Other Income/(Expense)	<u>59,860</u>	<u>(91,402)</u>	<u>(340,036)</u>	<u>(312,195)</u>	<u>(300,040)</u>
Net Income before Transfers	(394,039)	(1,283,400)	(381,663)	(562,660)	(82,871)
TRANSFERS FROM (TO) OTHER FUNDS					
Transfers In	-	-	-	-	-
Transfers (to) C.I.P. Fund	(95,475)	(55,000)	(55,000)	(55,000)	(55,000)
General Fund Dividend	-	-	-	-	-
	<u>(95,475)</u>	<u>(55,000)</u>	<u>(55,000)</u>	<u>(55,000)</u>	<u>(55,000)</u>
CAPITAL CONTRIBUTIONS	5,380,563	1,086,754	2,600,000	1,000,000	1,000,000
GAIN ON FIXED ASSET DISPOSALS	8,765	4,275	-	1,992	-
Net Income	4,899,814	(247,371)	2,163,337	384,332	862,129
Add Back Depreciation	1,526,427	1,616,775	1,500,000	1,500,000	1,658,240
Capital Outlay	(6,759,679)	(5,391,159)	(13,706,125)	(7,911,977)	(9,863,205)
Repayment of Current Principal	(673,251)	(691,180)	(876,098)	(736,391)	(611,179)
Additional Principal (New Bonds)	-	-	(289,804)	(328,745)	(510,540)
Deduct Non-Cash Contributions	(1,644,460)	(496,562)	(1,500,000)	(500,000)	(500,000)
Changes in Working Capital	(941,924)	644,317	-	-	-
Bond Proceeds	3,096,279	2,282,447	12,559,750	10,770,183	9,139,330
Change in Restricted Cash	727,590	1,384,078	246,376	(1,888,743)	395,880
Net Sources/(Uses)of Cash	<u>\$ 230,796</u>	<u>\$ (898,655)</u>	<u>\$ 97,436</u>	<u>\$ 1,288,659</u>	<u>\$ 570,655</u>

WATER FUND - CONSUMPTION AND RATE COMPARISON
FISCAL YEAR 2010/2011

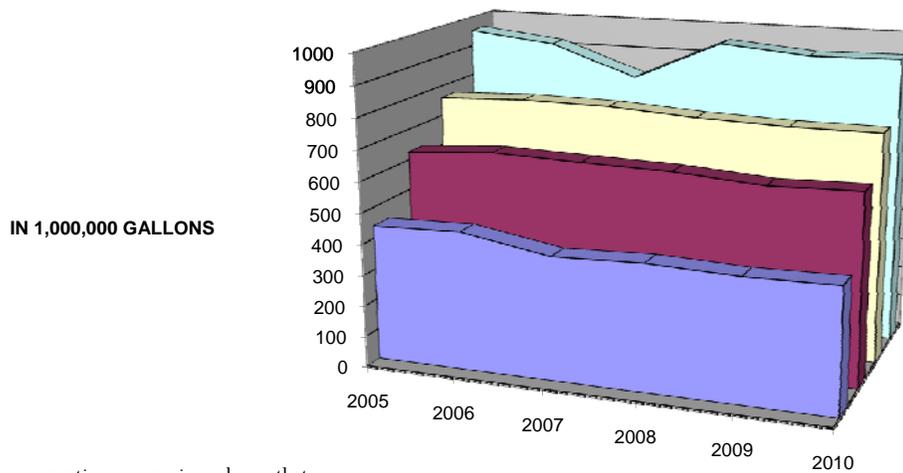
SERVICE CHARGE COMPARISON AS OF MARCH 2009



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 2010/2011

ACCOUNT DESCRIPTION	2007/08	2008/09	2009/10		2010/11
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
WATER SERVICES					
Metered Sales-Unbilled	\$ 16,809	\$ 20,027	\$ -	\$ -	\$ -
Water Fixed Charge - City	235,689	236,864	252,000	279,000	362,000
Water Fixed Charge - County	606,806	625,953	659,550	842,000	1,247,000
Metered City Water	1,514,670	1,497,426	1,690,550	1,447,000	1,423,000
Metered County Water	4,150,372	4,060,160	4,522,750	4,152,900	4,325,300
Metered County Booster Water	942,674	908,973	1,098,911	935,000	959,000
Sales of Water	<u>7,467,020</u>	<u>7,349,403</u>	<u>8,223,761</u>	<u>7,655,900</u>	<u>8,316,300</u>
OTHER REVENUES					
Contracted Services	6,187	7,372	6,000	13,000	7,500
Service Application Fee	21,900	13,225	20,000	20,000	15,000
W.C.S.D. Consumption Data Service	49,348	53,918	40,000	54,400	55,000
Review/Inspection Fee	58,185	16,001	45,000	16,300	16,300
Reimbursements	-	(10,182)	-	11,200	11,200
Insurance Reimbursements	-	16,817	-	-	-
Lumber Sales	-	-	-	2,000	-
Rent-City Employees	16,160	24,960	24,960	24,960	24,960
Miscellaneous Other Revenues	665	2,708	2,000	2,000	2,000
County Debt Service Fees	1,200	-	2,500	2,000	2,500
Cell Tower Rent	10,400	8,800	10,000	8,800	8,800
Front Footage Charges	-	-	-	-	-
County Debt Service Surcharge	203,936	210,217	210,000	214,000	210,000
Fire Protection	121,124	122,095	130,000	130,000	141,000
Plumbing	418,755	113,140	400,000	300,000	300,000
Interest Penalty	49,549	19,811	30,000	-	20,000
Purchase Discounts	10,452	4,790	7,000	7,000	7,000
Reconnection Charges	51,170	30,433	25,000	60,000	50,000
Net Gain/Loss-Scrap Sales	25,326	(17,502)	15,000	33,304	25,000
Total Other Revenues	<u>1,044,357</u>	<u>616,603</u>	<u>967,460</u>	<u>898,964</u>	<u>896,260</u>
Total Operating Revenues	<u>\$ 8,511,377</u>	<u>\$ 7,966,006</u>	<u>\$ 9,191,221</u>	<u>\$ 8,554,864</u>	<u>\$ 9,212,560</u>

WATER FUND CAPITAL EXPENSES
FISCAL YEAR 2010/2011

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	150,000
Total Edgemont Reservoir Improvements				\$ 150,000
West End Reservoir Phase II(#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	3,014,170
Total West End Reservoir Phase II				\$ 3,014,170
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	150,000
Total RC Willson WTP Improvements				\$ 150,000
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	25,000
Total Edgemont/Smithburg BWTP Improvement				\$ 25,000
Breichner WTP Improvements (#648) 52-85001-5855-CO648	Upgrade Computer Equipment and Info-Water Program	Portable Equipment	Replace and/od Upgrade Computer Hardware and Software	10,000
Total Edgemont/Smithburg BWTP Improvement				\$ 10,000
R.C Willson Plant - Phase IV (#740) 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	120,000
Total Plant Improvements				\$ 120,000

WATER FUND CAPITAL EXPENSES
FISCAL YEAR 2010/2011

ACCOUNT #	DESCRIPTION	OUTLINE OF USE	JUSTIFICATION	COST
Pump Station Improvements (#651)				
03-821-651	Multiphase program of	Construction	Reliability, Fire Protection	255,000
52-85001-5892-CO651	rehabilitating and automating water pumping stations	Engineering		100,000
Total Pumping Station Improvements				\$ 355,000
R.C Willson Plant - Phase V (#741)				
03-805-741	Multi-phased rehabilitation and	Planning/Engineering	Replace and/or Upgrade aging equipment and	2,100,000
52-85001-5892-CO-741	process upgrade of the R.C. Willson Water Treatment Plant. Phase V consists of electrical upgrades to address pumping capacity and energy conservation	Construction	facilities. Electrical and SCADA upgrades will increase operational efficiency	
Total Plant Improvements				\$ 2,100,000
Willson Transmission Main (#167)				
03-843-167	Expand the transmission	Planning/Eng/Construction	To Replace Deteriorated Infrastructure for	1,600,000
52-85001-5891-CO167	system from Willson Water Treatment Plant along Potomac River in Williamsport to distribution system base zone	For Phase IA - Willson Plant to 475' past Vault	Reliability	
Total Willson Transmission Main				\$ 1,600,000
Distribution System Rehabilitation (#709)				
03-843-709	Combined C.I.P.	Construction	Ewell and Burford, Kenly and PA Ave.	\$ 435,000
52-85001-5891-CO709	representing all distribution system main replacements, both outsourced and in-house, as well as all intersection work	Equipment Distributed Labor	City Portion - Edgewood Dual Edgewood & Dual (SHA) 500k	500,000 226,500
Total Distribution System Rehabilitation				\$ 1,161,500
Distribution Services (#653)				
03-845-653	Material (including meters)	Equipment/Meters	Install 2000 new meters each year through 2014,	610,000
52-85001-5891-CO653	and labor needed for new installations	Distributed Labor	which will result in over 50% of all accounts being converted to radio read	391,160
Total Distribution Services				\$ 1,001,160
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
TOTAL CAPITAL OUTLAY				\$ 9,863,205

WASTEWATER FUND - PROGRAM DESCRIPTION
FISCAL YEAR 2010/2011

PROGRAM FUNCTION AND ELEMENTS	2010/11 <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.	\$ 3,230,179
PLANT & MAINTENANCE	
Provide sewage treatment and maintain an eight-million gallon per day advanced waste water treatment plant. Contract biosolids palletizing and marketing.	4,665,290
LABORATORY SERVICES	
Provide laboratory testing. Monitor the plant processes and significant industrial users of the Hagerstown wastewater treatment plant.	236,153
COLLECTION	
Maintain collector lines, interceptors, and pump stations. Make service connections and respond to emergency blockages.	1,067,187
CAPITAL OUTLAY	
Improve, expand and upgrade system and replace vehicles.	5,757,000
DEBT SERVICE	
Includes principal and interest due on bonded debt.	1,600,747
TOTAL	\$ 16,556,556

PERFORMANCE INDICATORS

	2008/09	2009/10	2010/11
Sewer Plant			
Daily average of wastewater treated (m/gallons)	7.1	6.3	8.0
Daily average plant capacity (m/gallons)	8.0	8.0	8.0
Influent flow, high month, MGD	10.6	10.4	10.2
Effluent BOD, Avg mg/1	3.1	3.2	3.1
Effluent SS, Avg mg/1	2.6	2.5	2.6
Average E-Coli, MPN	9.0	10.0	14.0
Collection System			
Service calls, blockages	16	15	16
Service calls, pump stations	9	10	9
Service calls, grinders pumps	66	65	60
Number of City Customers	13,295	13,350	13,414
Number of County Customers	2,929	2,939	2,952
Number of Joint County Customers	3,450	3,480	3,511

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.
We are projecting as much as 300,000 gpd reduction of I/I when these projects are completed.
- * 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.
- * Repalce necessary vehicles

WASTEWATER FUND - PROGRAM SUMMARY
FISCAL YEAR 2010/2011

EXPENDITURE SUMMARY	2007/08	2008/09	2009/10		2010/11
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
Base Wages	\$2,235,420	\$2,534,521	\$2,576,817	\$2,426,336	\$2,391,506
Additional Wages	242,165	231,166	176,200	212,741	264,540
Fringe Benefits	1,027,291	1,032,020	1,062,183	1,049,828	1,133,952
Material, Supplies, and Utilities	1,627,967	1,731,225	1,760,561	1,516,336	1,752,205
Other General Expenses	1,409,715	1,322,280	1,243,225	1,237,550	1,254,939
Debt Service	1,357,910	1,321,879	1,653,733	1,458,278	1,606,357
Contracted Services	1,333,159	1,447,464	1,488,550	1,409,825	1,487,250
Wage & O/H Allocation	445,418	277,034	285,740	335,011	407,402
Transfers to Other Funds	249,484	162,821	55,000	55,000	55,000
Maintenance and Repairs	246,373	221,221	278,300	238,409	273,500
Rentals	71,453	3,974	10,200	4,600	6,600
Insurance	54,986	74,910	125,366	110,620	119,500
Vehicle Operating Expenses	38,794	3,247	44,725	13,300	19,575
Communication Expenses	14,430	19,026	12,800	16,805	16,905
Professional Development	6,622	5,486	11,025	1,900	8,625
Advertising and Printing	2,751	1,177	2,250	850	1,700
Capital Outlay	2,554,661	5,480,471	17,716,200	15,694,325	5,757,000
Depreciation	1,790,355	2,029,194	2,138,000	2,138,000	2,451,757
Subtotal	\$ 14,708,954	\$ 17,899,116	\$ 30,640,875	\$ 27,919,714	\$ 19,008,313
Less: Depreciation	1,790,355	2,029,194	2,138,000	2,138,000	2,451,757
Total Expenditures	<u>\$12,918,599</u>	<u>\$15,869,922</u>	<u>\$28,502,875</u>	<u>\$25,781,714</u>	<u>\$16,556,556</u>

BUDGET HIGHLIGHTS

- * Wastewater rates increase 5% for inside and 3% for outside from Nov. 1, 2009, and every July 1 thereafter up to July 1, 2014
- * The fund anticipates issuing \$3,800,000 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 \$2,200,000 for collection System Improvements. \$2,400,000 is expected from Washington County Health System for Conrad Court pump station and force main improvements.

STAFFING SCHEDULE

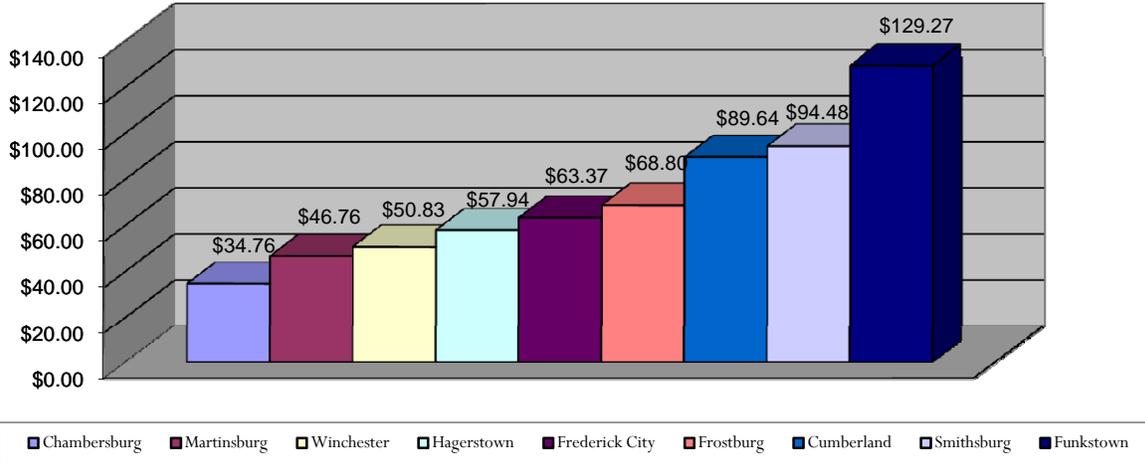
I. Director of Utilities		IV. Laboratory	
A. Wasterwater Operations Manager	1	A. Chief of Laboratory Testing	
I. Administration		I. Lab Technicians	3
A. Administrative Secretary II	1	B. Engineer	1
B. Administrative Specialist II	1	A. Inspection & Drafting Supervisor	1
II. Wastewater Treatment		I. Engineering 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 2010/11

ACCOUNT DESCRIPTION	2007/08	2008/09	2009/10		2010/11
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
OPERATING REVENUES:					
Service Charges	7,999,890	8,664,483	9,468,037	8,862,100	9,394,500
Other Revenues	138,858	191,047	149,600	118,800	118,800
Operating Revenues	<u>8,138,748</u>	<u>8,855,530</u>	<u>9,617,637</u>	<u>8,980,900</u>	<u>9,513,300</u>
OPERATING EXPENSES					
Plant Expenses	4,251,249	4,540,129	4,706,033	4,325,232	4,665,290
Laboratory Expenses	260,837	287,996	289,533	280,017	236,153
Collections	1,084,668	908,379	1,080,222	938,735	1,067,187
Selling, General & Administrative	3,176,343	3,180,361	3,020,695	3,041,011	3,175,179
Depreciation	1,790,355	2,029,194	2,138,000	2,138,000	2,451,757
Total Operating Expenses	<u>10,563,452</u>	<u>10,946,059</u>	<u>11,234,483</u>	<u>10,722,995</u>	<u>11,595,566</u>
Operating Income/Loss	(2,424,704)	(2,090,529)	(1,616,846)	(1,742,095)	(2,082,266)
NON-OPERATING REVENUES(EXPENSES)					
Investment Earnings	125,334	38,641	93,000	0	0
Interest (Expense)	(298,974)	(264,142)	(249,622)	(314,851)	(299,319)
Additional Interest	-	-	(202,105)	(32,565)	(66,458)
Gain (Loss) on Sale of Capital Assets	8,170	3,352	-	300	300
Total Non-Operating Revenue(Expense)	<u>(165,470)</u>	<u>(222,149)</u>	<u>(358,727)</u>	<u>(347,116)</u>	<u>(365,477)</u>
Income Before Contributions/Transfers	<u>(2,590,174)</u>	<u>(2,312,678)</u>	<u>(1,975,573)</u>	<u>(2,089,211)</u>	<u>(2,447,743)</u>
CAPITAL CONTRIBUTIONS					
Wastewater Benefit Charges	4,840,354	654,852	725,000	600,000	600,000
Grants in Aid of Construction	647,233	1,551,685	7,800,000	8,253,920	2,177,560
Non-Cash Capital Contributions	83,995	216,870	350,000	-	-
Total Capital Contributions	<u>5,571,582</u>	<u>2,423,407</u>	<u>8,875,000</u>	<u>8,853,920</u>	<u>2,777,560</u>
TRANSFERS TO C.I.P. FUND	<u>(249,484)</u>	<u>(162,821)</u>	<u>(55,000)</u>	<u>(55,000)</u>	<u>(55,000)</u>
Changes in Net Assets	<u>2,731,924</u>	<u>(52,092)</u>	<u>6,844,427</u>	<u>6,709,709</u>	<u>274,817</u>
Add Back Depreciation	1,790,355	2,029,194	2,138,000	2,138,000	2,451,757
Capital Outlay	(2,538,450)	(5,470,562)	(17,698,000)	(15,687,825)	(5,757,000)
Repayment of Principal	(1,058,594)	(1,055,532)	(1,079,319)	(1,106,478)	(1,099,085)
Anticipated Debt Principal	-	-	(122,346)	-	(135,885)
Deduct Non-Cash Contributions	(83,995)	(216,870)	(350,000)	0	0
Changes in Working Capital	459,723	184,615	-	-	-
Bond Proceeds	1,312,913	1,097,775	8,152,500	9,596,305	2,799,440
Benefits Charge Funds	<u>(1,368,019)</u>	<u>3,643,808</u>	<u>2,203,553</u>	<u>(1,037,339)</u>	<u>1,481,000</u>
Net Sources/(Uses)of Cash	<u>\$ 1,245,857</u>	<u>\$ 160,336</u>	<u>\$ 88,815</u>	<u>\$ 612,372</u>	<u>\$ 15,044</u>

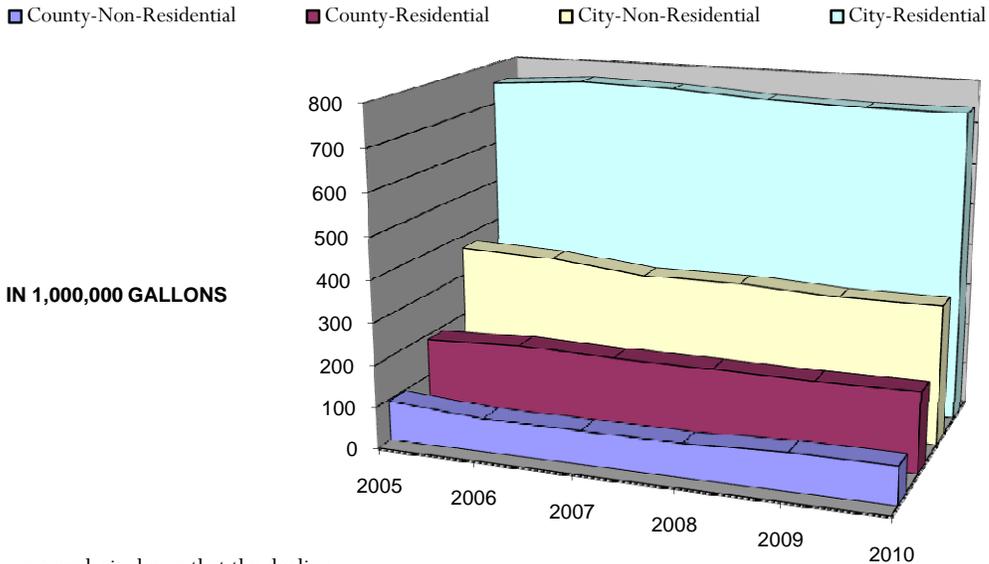
WASTEWATER FUND - CONSUMPTION AND RATE COMPARISON
FISCAL YEAR 2010/2011

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



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 2010/2011

ACCOUNT DESCRIPTION	2007/08	2008/09	2009/10		2010/11
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
SEWER SERVICES					
Fixed Service Charge - City	\$ 338,573	\$ 367,641	\$ 400,790	\$ 543,000	\$ 885,000
Fixed Service Charge - County	153,494	175,677	189,920	261,000	380,000
Fixed Service Charge - Joint Service	129,794	149,806	163,770	237,000	371,000
Service Charges-Unbilled	52,652	19,487	-	-	-
Metered City Sewer	4,089,447	4,355,451	4,749,860	4,258,400	4,169,200
Metered County Sewer	1,770,150	2,027,835	2,207,960	1,991,000	2,055,000
Metered Joint Service Sewer	1,367,755	1,464,465	1,647,200	1,465,700	1,428,300
Low-Pressure System Charge	98,025	104,121	108,537	106,000	106,000
Total Service Charges	7,999,890	8,664,483	9,468,037	8,862,100	9,394,500
PROPOSED RATE INCREASE	-	-	-	-	-
OTHER REVENUES					
Contracted Services	130	-	-	-	-
Sewer Application Fees	5,100	2,100	1,500	1,100	1,100
Sewer Connection Charges	10,650	25,380	6,000	1,200	1,200
Review/Inspection Fee	18,083	1,017	-	200	200
Other Income	4,148	2,385	1,000	1,500	1,500
Reimbursements	12,921	4,252	2,000	2,100	2,100
Interest Penalty	16,590	15,276	27,000	21,000	21,000
Purchase Discounts	375	327	600	-	-
Lab Testing	(12,645)	7,950	2,000	4,000	4,000
Industrial Surcharges	80,275	132,360	108,500	87,700	87,700
Net Gain/Loss-Scrap Sales	3,231	-	1,000	-	-
Total Other Revenues	138,858	191,047	149,600	118,800	118,800
Total Operating Revenues	\$ 8,138,748	\$ 8,855,530	\$ 9,617,637	\$ 8,980,900	\$ 9,513,300

WASTEWATER FUND CAPITAL EXPENSES
FISCAL YEAR 2010/2011

ACCOUNT #	DESCRIPTION	OUTLINE OF USE	JUSTIFICATION	COST
Buildings and Structures (#585) 5485001-5820-C0585	Administration Building Repairs and Upgrades	Construction	Aging structure in need of repairs and improvements	25,000
Total Buildings & Structures				\$ 25,000
Manhole Raising (#267) 5485001-5881-C0267	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) 5485001-5881-C0299	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) 5485001-5881-C0327	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
Wastewater GIS - Hydraulic Model (#742) 5485001-5881-C0742	Electronic Mapping System	Computer Programming	Improved Mapping and Planning of Collection System	25,000
Total Wastewater GIS - Hydraulic Model				\$ 25,000
Grinder Pump Replacement Program (#767) 5485001-5881-C0742	Replace 260 Grinder Pumps in various locations	Equipment	Replace deteriorating equipment	74,000
Total Grinder Pump Replacement Program				\$ 74,000
Conrad Court Pump Station (#769) 5485001-5881-C0742	Upgrade Pump Station to handle increased flows	Construction	New Hospital will require force main size to increase from 12" to 16" pipe	200,000
Total Conrad Court Pump Station				\$ 200,000

WASTEWATER FUND CAPITAL EXPENSES
FISCAL YEAR 2010/2011

Salem Ave. - CS Rehab Winter-Burhans (#799) 5485001-5881-C0799	Replace Sewer Main and Laterals on Salem Avenue between Winter St. & Burhans Blvd.	Construction	Reducing inflow and infiltration	480,000
Total Salem Ave. - CS Rehab Winter-Burhans				\$ 480,000
SSES City-Wide - CS Rehabilitation (#800) 5485001-5881-C0800	Replacement or re-lining defective piping in the wastewater collection system	Construction	Reducing inflow and infiltration	2,530,000
Total SSES City-Wide - CS Rehabilitation				\$ 2,530,000
WWTP Phase 3-A Enhanced Nutrient Removal (#571) 5485001-5830-C0571	Installation of Deep-Bed Denitrification Filters	Planning/Engineering/ Construction	MDE Mandated Improvements; Chesapeake Bay Restoration	475,000
Total WWTP Phase 3-A Enhanced Nutrient Removal				\$ 475,000
WWTP Phase IV Headworks (#572) 5485001-5830-C0572	Demolition of Existing Headworks Equipment,	Planning/Engineering/ Construction	Aging Equipment, Originally Installed in 1980 Required by Consent Judgment	90,000
Total WWTP Phase IV Headworks				\$ 90,000
WWTP Equipment (#584) 5485001-5830-C0584	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
Solids Processing Pelletizer & WwTP Improvements (#711) 04-813-711	Upgrade aging equipment within the pelletizer and wastewater treatment plant	Equipment	Improve Reliability and MDE Compliance; Rehab. Deteriorating Equipment	100,000
Total WWTP Phase V - Solids Processing Improvements				\$ 100,000

WASTEWATER FUND CAPITAL EXPENSES
FISCAL YEAR 2010/2011

WWTP Phase 3-B Disinfection (#748) 5485001-5830-C0748	Replace Ozone Disinfection System with Ultra-Violet Disinfection System	Planning/Engineering Construction	Improve Reliability and MDE Compliance; Rehab. Deteriorating Equipment Required by Consent Judgment	838,000
Total WWTP Phase 3-B Disinfection				\$ 838,000
Vehicle Replacement Program (#004) 5485001-5840-C0004	Replace Lab Van Replace Dump Truck	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) 5485001-5882-C0713	Replace Various Aging Equipment	Equipment	Improve Reliability and MDE Compliance; Rehab. Deteriorating Equipment	80,000
Total Collection System Equipment				\$ 80,000
Laboratory Equipment (#745) 5485001-5833-C0745	Replace Various Aging Equipment	Equipment	Improve Reliability of existing Equipment	15,000
Total Laboratory Equipment				\$ 15,000
Trunk Lines & Laterals 5485001-5881-C0000	New Laterals	Construct or purchase new infrastructure	Continue Growth	15,000
Total Trunk Lines & Laterals				\$ 15,000

TOTAL CAPITAL OUTLAY

\$ 5,757,000

PARKING FUND - PROGRAM DESCRIPTION
FISCAL YEAR 2010/2011

PROGRAM FUNCTION AND ELEMENTS	<u>2010/11</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.	241,665
 <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.	101,058
 <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 \$ 25,000	
Debt Service \$ 494,764	519,764
TOTAL	<u><u>\$ 922,736</u></u>

PERFORMANCE INDICATORS

	2008/09	2009/10	2010/11
Monthly permits in North Potomac Street deck	340	340	522
Monthly permits in Arts & Entertainment deck	92	100	173
Monthly permits in other facilities	327	330	330
Ratio of actual to maximum revenue capacity of all metered spaces	.49:1	.49:1	.49:1
Total number of meters	936	936	937

MAJOR BUDGET YEAR INITIATIVES

- * Implement the park and shop program that encourages more efficient use of current parking facilities and improves the quality of service provided to parking patrons.
- * Review on-street parking rates around the hospital to determine the need for meters once the hospital moves out.
- * Increase number of monthly parking permits in the North Potomac Street and Arts and Entertainment District Parking Decks
- * Assume responsibility of parking ticket enforcement currently overseen by the Hagerstown Police Dept.

PARKING FUND - COMPARATIVE INCOME STATEMENT
FISCAL YEAR 2010/2011

ACCOUNT DESCRIPTION	2007/08 ACTUAL	2008/09 ACTUAL	2009/10 BUDGET	2009/10 EST. ACTUAL	2010/11 PROPOSED
OPERATING REVENUES:					
North Potomac St. Parking Deck	\$ 265,133	\$ 219,035	\$ 289,495	\$ 189,271	\$ 194,500
South Potomac St. Parking Deck	69,579	80,059	91,710	127,690	143,000
Parking Meter Fees	399,926	393,105	417,450	427,150	396,650
Net Parking Fines	148,223	202,535	143,890	197,200	197,000
Other Operating Revenues	2,628	194	-	1,000	1,500
Operating Revenues	<u>885,489</u>	<u>894,928</u>	<u>942,545</u>	<u>942,311</u>	<u>932,650</u>
OPERATING EXPENSES					
North Potomac St. Parking Deck	149,978	223,574	163,834	196,321	140,840
South Potomac St. Parking Deck	53,361	59,926	54,476	69,525	100,825
Other Parking Facilities	113,888	114,551	109,699	99,328	101,058
Parking Enforcement Expenses	19,875	59,312	63,115	57,998	60,249
Gross Depreciation	188,046	187,188	187,188	187,188	187,188
Total Operating Expenses	<u>525,148</u>	<u>644,551</u>	<u>578,312</u>	<u>610,360</u>	<u>590,160</u>
Operating Income/Loss	<u>360,341</u>	<u>250,377</u>	<u>364,233</u>	<u>331,951</u>	<u>342,490</u>
Other Income/(Expense)					
Investment Earnings	8,308	2,737	8,400	1,500	1,000
Interest (Expense)	(134,209)	(114,060)	(115,473)	(135,213)	(135,213)
Prin. Pay (New City Bonds)					(7,603)
Total Other Income(Expense)	<u>(125,901)</u>	<u>(111,323)</u>	<u>(107,073)</u>	<u>(133,713)</u>	<u>(141,816)</u>
Income Before Contribs. & Transfers	234,440	139,054	257,160	198,238	200,674
Transfers In - E.E.C.B.G. Fund		-	-	95,795	-
Net Income	<u>234,440</u>	<u>139,054</u>	<u>257,160</u>	<u>294,033</u>	<u>200,674</u>
Add Back Depreciation	188,046	187,188	187,188	187,188	187,188
Principal Payment on Debt	(361,735)	(369,652)	(345,635)	(347,345)	(351,948)
Capital Outlay	(72,546)	-	(150,000)	(229,592)	(25,000)
Non C.I.P.				(260)	
Changes in Working Capital	(19,661)	-	-	-	-
Change in Restricted Cash				(16,203)	16,203
New Bond Issues		-	150,000	150,000	-
Net Sources/(Uses)of Cash	<u>\$ (31,456)</u>	<u>\$ (43,410)</u>	<u>\$ 98,713</u>	<u>\$ 37,821</u>	<u>\$ 27,117</u>

PARKING FUND - PROPOSED REVENUES
FISCAL YEAR 2010/2011

ACCOUNT DESCRIPTION	2007/08 ACTUAL	2008/09 ACTUAL	2009/10 BUDGET	2009/10 EST. ACTUAL	2010/11 PROPOSED
NORTH POTOMAC STREET DECK					
Parking Deck Permits	\$ 210,443	\$ 164,722	\$ 225,500	\$ 116,771	\$ 120,000
Parking Deck Fees	86,293	69,306	93,895	86,500	88,500
Downtown Promotions	-	7,060	-	-	-
General Free Parking	(36,378)	(32,672)	(34,000)	(20,000)	(20,000)
Free Package Park					
Park N Shop					
Volume Parking Discount					
Validation Fees	-	922	-	-	-
Parking Deck Coupons	4,775	9,697	4,100	6,000	6,000
Total N. Potomac Street Deck Revenues	<u>265,133</u>	<u>219,035</u>	<u>289,495</u>	<u>189,271</u>	<u>194,500</u>
SOUTH POTOMAC STREET DECK					
Parking Deck Permits	61,331	63,558	82,800	96,000	105,000
Pep Discounts					
Park N Shop					
Parking Deck Fees	8,248	15,617	8,910	31,690	38,000
Downtown Promotions	-	884	-	-	-
Total S. Potomac Street Deck Revenues	<u>69,579</u>	<u>80,059</u>	<u>91,710</u>	<u>127,690</u>	<u>143,000</u>
PARKING LOT REVENUES					
Market House Lot Permits	34,389	30,493	34,850	34,600	34,600
Church Street Lot Permits	41,484	42,742	43,550	43,500	43,500
Rochester Lot Permits	696	110	4,540	2,400	2,400
Central Lot Permits	85,445	44,646	87,560	100,000	100,000
Bryan Center Lot Expenses	(1,500)	(1,425)	(1,500)	(1,500)	(1,500)
Departmental Charges-Parking Permits	51,204	56,223	53,450	54,000	54,000
Street Meters	83,307	81,055	87,500	88,500	88,500
Market House Lot Meters	-	4,396	-	-	-
Rochester Lot Meters	-	516	-	-	-
Central Lot Meters	-	36,157	-	-	-
Antietam Street Lot Meters	25,540	22,171	25,000	24,500	24,500
Hospital Street Meters	78,740	75,377	82,000	80,500	50,000
Bryan Center Lot Meters	621	644	500	650	650
Total Parking Lot Revenues	<u>399,926</u>	<u>393,105</u>	<u>417,450</u>	<u>427,150</u>	<u>396,650</u>
PARKING TICKET REVENUES					
Original Issuance	116,935	142,670	103,996	148,518	136,934
Adjustments to Original Issuance	(26,605)	(7,070)	(11,000)	(7,000)	(7,000)
Late fees	104,610	128,515	118,673	123,609	135,153
Grace Period Adjustments	(11,767)	(17,537)	(17,200)	(19,000)	(19,000)
Fines-Traffic Violations	(570)	(450)	(580)	1,073	913
Uncollectable Parking Tickets	(34,380)	(43,593)	(50,000)	(50,000)	(50,000)
Total Parking Ticket Revenues	<u>148,223</u>	<u>202,535</u>	<u>143,890</u>	<u>197,200</u>	<u>197,000</u>
Miscellaneous Revenues	2,628	194	-	1,000	1,500
Total Other parking Revenues	<u>2,628</u>	<u>194</u>	<u>-</u>	<u>1,000</u>	<u>1,500</u>
Total Revenues	<u>\$ 885,489</u>	<u>\$ 894,928</u>	<u>\$ 942,545</u>	<u>\$ 942,311</u>	<u>\$ 932,650</u>

PARKING FUND CAPITAL EXPENSES
FISCAL YEAR 2010/2011

ACCOUNT #	DESCRIPTION	OUTLINE OF USE	JUSTIFICATION	COST
N. Potomac Steet Parking Deck 5685001-5838-C0749	Replace Upper Deck Lights on the N. Potomac Street Deck	Buildings and Structures	Replace and Update Lighting Replace old access equipment Security Enhancements	\$ 25,000
Total North Potomac St Parking Deck				\$ 25,000
TOTAL CAPITAL OUTLAY				\$ 25,000

GOLF COURSE FUND - PROGRAM DESCRIPTION
FISCAL YEAR 2010/2011

PROGRAM FUNCTION AND ELEMENTS	2010/11 <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.	\$ 428,504
 <i>CAPITAL OUTLAY</i>	
Improve and upgrade public facility.	-
TOTAL	<u><u>\$ 428,504</u></u>

PERFORMANCE INDICATORS

	2008/09	2009/10	2010/11
Total golfers	16,000	12,219	14,000
Number of golf cart rentals	5,150	5,034	5,100
Number of season passes-individual	46	22	37
Number of season passes-senior individual	53	41	47
Number of season passes	-	-	-
Dependent Add-Ons (new in 2007)	6	3	4
Number of golf leagues	3	3	3
Total days open	315	327	305

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.

GOLF COURSE FUND - PROGRAM SUMMARY
FISCAL YEAR 2010/2011

EXPENDITURE SUMMARY	2007/08	2008/09	2009/10		2010/11
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
Personal Services	\$ 192,193	\$ 202,071	\$ 207,412	\$ 183,129	\$ 172,635
Material, Supplies, and Utilities	48,092	49,705	49,425	45,415	48,665
Maintenance and Repairs	2,890	4,734	3,200	3,900	4,400
Vehicle Operating Expenses	20,244	24,755	17,000	23,250	23,250
Advertising and Printing	3,546	2,212	4,000	2,800	2,800
Rentals	12,761	19,641	19,700	21,164	21,164
Contracted Services	17,705	10,468	3,200	2,950	3,250
Other General Expenses	3,701	3,973	3,700	2,030	2,050
Wage & O/H Allocation	24,987	50,495	53,698	77,375	80,118
Fringe Benefits	66,403	68,147	55,530	64,189	61,665
Insurance	8,768	6,545	7,406	7,405	8,107
Depreciation	22,509	32,993	21,560	33,000	33,000
Communication Expenses	468	317	460	400	400
Capital Outlay	6,894	7,258	15,000	-	-
Subtotal	\$ 431,161	\$ 483,314	\$ 461,291	\$ 467,007	\$ 461,504
Less: Depreciation	22,509	32,993	21,560	33,000	33,000
Total Expenditures	\$ 408,652	\$ 450,321	\$ 439,731	\$ 434,007	\$ 428,504

BUDGET HIGHLIGHTS

- * Projections are intended only to maintain the existing level of services and facilities,
- * Reduction in personal services is due to efforts to reduce overtime (\$17,000) and temporary and seasonal wages (\$13,050)
- * Reductions in direct wages are partially offset by an increase in wage & overhead allocations from the Parks Department (\$26,420)
- * Increase in Fringe Benefits is the result of increase in State Retirement Contribution rates (\$4,775) due to poor performance of its portfolio during the stock market crisis and demographics

STAFFING SCHEDULE

I. Greenskeeper	1
II. Golf Course Maintenance Worker	1
III. Golf Shop Operator/Laborer	<u>1</u>
Total Full-Time Staffing	3
Part-Time & Seasonal Staffing	
I. Clubhouse Attendant	3
II. Grounds Maintenance	<u>1</u>
Total Part-Time & Seasonal Staffing	4

GOLF COURSE FUND - COMPARATIVE INCOME STATEMENT
FISCAL YEAR 2010/2011

ACCOUNT DESCRIPTION	2007/08 ACTUAL	2008/09 ACTUAL	2009/10 BUDGET	2009/10 EST. ACTUAL	2010/11 PROPOSED
OPERATING REVENUES:					
Green Fees	\$ 134,718	\$ 123,084	\$ 137,200	\$ 91,300	\$ 112,800
Cart Rentals	52,969	49,521	58,400	35,200	45,800
Tournaments and Specials	4,903	3,153	950	6,800	3,000
Other Revenues	15,982	(634)	17,796	10,923	14,322
Operating Revenues	<u>208,572</u>	<u>175,124</u>	<u>214,346</u>	<u>144,223</u>	<u>175,922</u>
OPERATING EXPENSES:					
Operating Expenses	398,563	443,063	424,731	434,007	428,504
Depreciation	22,509	32,993	21,560	33,000	33,000
Total Operating Expenses	<u>421,072</u>	<u>476,056</u>	<u>446,291</u>	<u>467,007</u>	<u>461,504</u>
Operating Income/Loss	(212,500)	(300,933)	(231,945)	(322,784)	(285,582)
INTEREST EARNED	-	-	-	-	-
CAPITAL GRANTS	-	65,247	-	-	-
TRANSFERS IN - General Fund	<u>210,891</u>	<u>260,000</u>	<u>211,885</u>	<u>290,000</u>	<u>255,000</u>
Net Income(Loss)	(1,609)	24,315	(20,060)	(32,784)	(30,582)
Add Back Depreciation	22,509	32,993	21,560	33,000	33,000
Capital Outlay	(6,894)	(7,258)	(15,000)	-	-
Changes in Working Capital	<u>(13,269)</u>	<u>(50,024)</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Sources/(Uses)of Cash	<u>\$ 737</u>	<u>\$ 26</u>	<u>\$ (13,500)</u>	<u>\$ 216</u>	<u>\$ 2,418</u>

GOLF COURSE FUND - PROPOSED OPERATING REVENUES
FISCAL YEAR 2010/2011

ACCOUNT DESCRIPTION	2007/08	2008/09	2009/10		2010/11
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
GREENS REVENUES					
Greens Fees-Weekday,Senior,9-Hole	\$ 12,294	\$ 11,327	\$ 12,000	\$ 8,500	\$ 10,000
Greens Fees-Weekday,Senior,18-Hole	2,880	2,418	2,600	1,750	2,000
Greens Fees-Weekday,Regular,9-Hole	22,212	22,530	24,500	16,500	22,500
Greens Fees-Weekday,Regular,18-H	12,552	12,102	14,600	7,900	10,800
Greens Fees-Twilight	7,795	8,761	7,000	8,800	7,000
Greens Fees-Weekend/Holiday	54,340	46,306	53,000	37,250	45,000
Season Pass-Senior Individual	3,770	3,880	3,900	2,500	3,000
Season Pass- Regular Individual	2,600	4,465	3,000	1,800	2,500
Season Pass - Regular Family	-	450	-	-	-
Non-City Residents-Senior Individual	7,810	6,500	8,000	4,300	6,000
Non-City Residents-Regular Ind.	8,465	4,345	8,600	2,000	4,000
Total Greens Revenues	134,718	123,084	137,200	91,300	112,800
GOLF CART REVENUES					
Use Tax Cart Rentals	(3,195)	-	-	-	-
Cart Rentals-Senior, 9-Hole	9,534	10,026	11,000	7,000	10,000
Cart Rentals-Senior, 18-Hole	3,675	2,592	4,000	2,000	2,500
Cart Rentals-Regular, 9-Holes	22,685	22,555	22,000	16,000	20,000
Cart Rentals-Regular, 18-Holes	18,472	12,708	19,500	9,000	12,000
Pull Cart Rentals	1,798	1,640	1,900	1,200	1,300
Total Golf Cart Revenues	52,969	49,521	58,400	35,200	45,800
TOURNAMENTS & SPECIALS	4,903	3,153	950	6,800	3,000
OTHER REVENUES					
Rental of Golf Clubs	10	-	50	-	-
Sign Sponsorship	-	-	3,000	750	1,500
Golf Course Concession Revenues	3,932	2,573	4,000	1,600	2,400
Golf Course Vending Revenues	2,961	2,480	3,000	2,000	2,500
Golf Card Revenues	-	100	-	-	-
Gift Certificate Revenues	460	700	400	500	600
Locker Rental	96	24	96	48	72
Property Rent-Golf Course	7,200	7,200	7,200	6,000	7,200
Miscellaneous Golf Revenues	1,323	(13,711)	50	25	50
Total Other Revenues	15,982	(634)	17,796	10,923	14,322
Total Revenues	\$ 208,572	\$ 175,124	\$ 214,346	\$ 144,223	\$ 175,922

GOLF COURSE FUND CAPITAL EXPENSES
FISCAL YEAR 2010/2011

ACCOUNT #	DESCRIPTION	OUTLINE OF USE	JUSTIFICATION	COST
No capital expenditures are anticipated for Fiscal Year 2010/11 due to current economic down turn.				\$ -
TOTAL CAPITAL OUTLAY				\$ -

PROPERTY MANAGEMENT FUND - PROGRAM DESCRIPTION
FISCAL YEAR 2010/2011

PROGRAM FUNCTION AND ELEMENTS

2010/11
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, 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>		\$ 267,965
Administrative Expenses	167,375	
Labor, Licensing & Regulation	38,557	
G.S.A. Telework Center	3,187	
Potomac Classical Youth Ballet	215	
City Ballet School	3,393	
County Tourism-Administrative Offices	6,756	
The Rhubarb House	2,664	
Convention and Visitors Bureau	4,559	
A.P.C.W.S.	8,606	
Department of Labor	4,047	
Stair tower Building	4,631	
Code Compliance	7,160	
Spickler's Market	2,924	
Wash. Co. Ind. Foundation	775	
The Home Store	1,527	
Roslyn Common Costs	5,483	
Alms House/239 N. Locust St.	3,010	
Fire Police Headquarters	3,096	
<i>CAPITAL OUTLAY</i>		45,000
<i>DEBT SERVICE</i>		43,150
TOTAL		<u><u>\$ 356,115</u></u>

PERFORMANCE INDICATORS

	<u>2008/09</u>	<u>2009/10</u>	<u>2010/11</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.
- * Make repairs to the 309 Valley Road Fire Police Headquarters
- * Planned repairs to the EHC include roof repairs, carpet replacement, door replacement and HVAC repairs (as needed)

PROPERTY MANAGEMENT FUND - PROGRAM SUMMARY
FISCAL YEAR 2010/2011

EXPENDITURE SUMMARY	2007/08	2008/09	2009/10		2010/11
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
Material, Supplies, and Utilities	\$ 13,900	\$ 11,620	\$ 17,515	\$ 16,689	\$ 16,689
Maintenance and Repairs	34,369	38,449	35,715	51,065	44,065
Vehicle Operating Expenses	1,445	3,864	3,615	5,700	4,025
Advertising & Printing	396	-	400	400	400
Rentals	43,412	7,662	44,820	51,120	51,120
Contracted Services	8,593	13,490	14,200	14,400	14,300
Professional Services	5,244	-	-	-	-
Other General Expenses	74,436	50,642	54,104	54,261	50,733
Wage & O/H Allocation	37,698	76,838	78,526	100,644	79,006
Insurance	6,170	6,469	6,883	5,951	6,652
Debt Service	61,356	59,558	48,587	43,184	43,150
Depreciation	79,630	84,332	78,500	78,500	78,500
Communication Expenses	705	1,095	975	975	975
Capital Outlay	49,859	4,428	-	-	45,000
Subtotal	\$ 417,213	\$ 358,447	\$ 383,840	\$ 422,889	\$ 434,615
Less: Depreciation	<u>79,630</u>	<u>84,332</u>	<u>78,500</u>	<u>78,500</u>	<u>78,500</u>
Total Expenditures	<u>\$ 337,583</u>	<u>\$ 274,115</u>	<u>\$ 305,340</u>	<u>\$ 344,389</u>	<u>\$ 356,115</u>

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.

STAFFING SCHEDULE

None

PROPERTY MANAGEMENT FUND - COMPARATIVE INCOME STATEMENT
FISCAL YEAR 2010/2011

ACCOUNT DESCRIPTION	2007/08	2008/09	2009/10		2010/11
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
OPERATING REVENUES:					
Rent from Tenants	\$ 352,349	\$ 354,044	\$ 355,683	\$ 354,163	\$ 359,531
Other Revenues	19	5	2	10	10
Operating Revenues	<u>352,368</u>	<u>354,049</u>	<u>355,685</u>	<u>354,173</u>	<u>359,541</u>
OPERATING EXPENSES:					
Administrative Expenses	136,727	137,009	150,538	166,850	167,374
Labor, Licensing & Regulation	34,920	22,892	36,228	47,273	38,557
G.S.A. Telework Center	1,240	3,133	2,636	4,192	3,187
Potomac Classical Youth Ballet	-	181	253	997	215
City Ballet School	2,081	6,959	3,367	3,932	3,393
Dministrative Offices	5,941	9,442	12,918	11,171	6,756
The Rhubarb House	1,016	1,561	2,942	3,287	2,664
Convention & Visitors Bureau	4,581	3,501	6,192	5,283	4,559
C.W.P.T.	6,707	3,582	8,816	12,189	8,606
MOSH	3,436	841	3,460	11,068	4,047
Stair tower Building	3,524	4,616	3,876	5,125	4,631
Code Compliance	8,204	7,406	9,605	10,095	7,160
Spickler's Markets	7,996	2,402	3,202	3,566	2,924
Wash. Co. Ind. Foundation	573	467	861	897	774
The Home Store	737	1,136	1,800	1,770	1,527
Roslyn Common Costs	5,264	5,739	3,396	5,955	5,483
7 South Potomac Street	262	(1,308)	-	-	-
Alms House/239 North Locust St.	421	2,721	3,547	3,488	3,010
Fire Police Headquarters	2,738	2,276	3,117	3,066	3,096
Depreciation	79,630	84,332	78,500	78,500	78,500
Total Operating Expenses	<u>305,998</u>	<u>298,888</u>	<u>335,253</u>	<u>378,705</u>	<u>346,465</u>
Operating Income/Loss	46,370	55,161	20,432	(24,532)	13,076
NON-OPERATING REVENUES(EXPENSES)					
Interest Earned	12,388	8,623	9,000	5,000	4,000
Interest Expense	(5,569)	(4,783)	(5,568)	(2,674)	(3,000)
Total Non-Operating Revenues/(Expense)	<u>6,819</u>	<u>3,840</u>	<u>3,432</u>	<u>2,326</u>	<u>1,000</u>
TRANSFERS IN					
Capital Contributions - State Grant	-	82,875	-	-	-
Changes in Net Assets	<u>53,189</u>	<u>141,876</u>	<u>23,864</u>	<u>(22,206)</u>	<u>14,076</u>
Add Back Depreciation	79,630	84,332	78,500	78,500	78,500
Repayment of Principal	(55,115)	(56,210)	(40,150)	(40,150)	(40,150)
Capital Outlay	(49,859)	(20,845)	-	(40,000)	(45,000)
Bond Proceeds	-	-	-	-	-
Changes in Working Capital	3,122	-	-	-	-
Net Sources/(Uses)of Cash	<u>\$ 30,967</u>	<u>\$ 149,153</u>	<u>\$ 62,214</u>	<u>\$ (23,856)</u>	<u>\$ 7,426</u>
Beginning Cash	\$ 260,665	\$ 291,632	\$ 440,785	\$ 440,785	\$ 416,929
Ending Cash	<u>\$ 291,632</u>	<u>\$ 440,785</u>	<u>\$ 502,999</u>	<u>\$ 416,929</u>	<u>\$ 424,355</u>

PROPERTY MANAGEMENT FUND - PROPOSED OPERATING REVENUES
FISCAL YEAR 2010/2011

ACCOUNT DESCRIPTION	2007/08	2008/09	2009/10		2010/11
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
Rent- Labor, Licensing & Regulation	\$ 156,264	\$ 156,260	\$ 155,960	\$ 155,960	\$ 155,960
Rent- G.S.A. Telework Center	61,200	61,200	61,200	61,200	61,200
Rent- Potomac Classical Youth Ballet	4,860	4,375	3,900	4,375	3,900
Rent- City Ballet School	22,126	24,875	25,625	24,969	26,250
Rent- County Tourism	13,496	11,500	11,883	11,500	13,800
Rent- The Rhubarb House	12,876	12,870	12,870	12,870	12,870
Rent- Convention & Visitors Bureau	16,100	16,800	17,100	16,800	18,600
Rent- A.P.C.W.S.	1,181	1,181	1,181	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	2,168	2,120	2,663	2,663	2,663
Rent- Spickler's Market	7,246	7,963	8,400	7,744	8,006
Rent- Wash. Co. Ind. Foundation	8,932	9,000	9,000	9,000	9,200
Rent- The Home Store	-	-	1	1	1
Gain/(Loss) on Sale of Fixed Assets	-	-			
Purchase Discounts	19	5	2	10	10
	<u>19</u>	<u>5</u>	<u>2</u>	<u>10</u>	<u>10</u>
Total Revenues	\$ <u>352,368</u>	\$ <u>354,049</u>	\$ <u>355,685</u>	\$ <u>354,173</u>	\$ <u>359,541</u>

PROPERTY MANAGEMENT FUND CAPITAL EXPENSES
FISCAL YEAR 2010/2011

ACCOUNT #	DESCRIPTION	OUTLINE OF USE	JUSTIFICATION	COST
No capital expenditures are anticipated for Fiscal Year 2010/11 due to current economic down turn.				
				\$ -
TOTAL CAPITAL OUTLAY				\$ -

Patriotic Celebrations

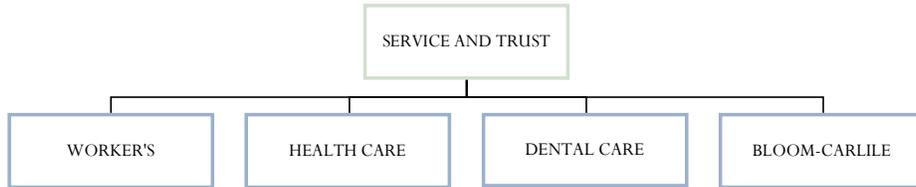
City of Hagerstown



SERVICE AND TRUST FUNDS
SECTION 7

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SERVICE AND TRUST FUNDS - ORGANIZATIONAL CHART
FISCAL YEAR 2010/2011



SERVICE & TRUST FUND - COMBINING STATEMENT
FISCAL YEAR 2010/2011

ACCOUNT DESCRIPTION	WORKERS COMPENSATION	HEALTH CARE	DENTAL CARE	BLOOM- CARLILE	TOTAL
OPERATING REVENUES					
Insurance Reimbursements	\$ 75,000	\$ 120,000	\$ -	\$ -	\$ 195,000
Premium Revenues	738,106	6,608,400	388,300	-	7,734,806
Prescription Rebates	-	112,500	-	-	-
Stop Loss Reimbursements	-	101,800	-	-	101,800
TOTAL REVENUES	<u>813,106</u>	<u>6,942,700</u>	<u>388,300</u>	<u>-</u>	<u>8,031,606</u>
OPERATING EXPENDITURES					
Community Assistance Expenditures	-	-	-	1,800	1,800
Premium Expense, Medical Loss Reimbursements&Adminis. Exp.	<u>777,950</u>	<u>7,230,200</u>	<u>411,300</u>	<u>-</u>	<u>8,419,450</u>
TOTAL EXPENDITURES	<u>777,950</u>	<u>7,230,200</u>	<u>411,300</u>	<u>1,800</u>	<u>8,421,250</u>
OPERATING INCOME (LOSS)	<u>35,156</u>	<u>(287,500)</u>	<u>(23,000)</u>	<u>(1,800)</u>	<u>(389,644)</u>
NONOPERATING REVENUES (EXPENSES)					
Investment Earnings	<u>20,000</u>	<u>80,000</u>	<u>-</u>	<u>1,800</u>	<u>101,800</u>
TOTAL NONOPERATING REVENUE (EXPENSES)	<u>20,000</u>	<u>80,000</u>	<u>-</u>	<u>1,800</u>	<u>101,800</u>
INCOME (LOSS) BEFORE CONTRIBUTIONS AND TRANSFERS	<u>55,156</u>	<u>(207,500)</u>	<u>(23,000)</u>	<u>-</u>	<u>(287,844)</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>55,156</u>	<u>(207,500)</u>	<u>(23,000)</u>	<u>-</u>	<u>(287,844)</u>
Beginning Fund Balance	<u>\$ 1,217,032</u>	<u>\$ 3,130,838</u>	<u>\$ 95,550</u>	<u>\$ 141,597</u>	<u>\$ 4,585,017</u>
Ending Fund Balance	<u><u>\$ 1,272,188</u></u>	<u><u>\$ 2,923,338</u></u>	<u><u>\$ 72,550</u></u>	<u><u>\$ 141,597</u></u>	<u><u>\$ 4,297,173</u></u>

SERVICE AND TRUST FUNDS - PROGRAM SUMMARY
FISCAL YEAR 2010/2011

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 (\$500,000) and 2008/09 (\$600,000).

Other Post Employment Benefits reflects additional City-wide costs of \$775,000 to continue funding the City's estimated annual required contribution (ARC) to fund its future liability for retiree health care benefits in Fiscal Year 2010/11.

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 2010/2011

ACCOUNT DESCRIPTION	2007/08 ACTUAL	2008/09 ACTUAL	2009/10 BUDGET	2009/10 EST. ACTUAL	2010/11 PROPOSED
REVENUES					
Interest Income from Investments	\$ 33,600	\$ 22,078	\$ 29,575	\$ 22,500	\$ 20,000
Total Miscellaneous Revenues	42,961	63,526	45,000	75,000	75,000
Total Premium Revenues	<u>819,651</u>	<u>794,824</u>	<u>729,485</u>	<u>707,325</u>	<u>738,106</u>
Total Revenues	<u>896,212</u>	<u>880,428</u>	<u>804,060</u>	<u>804,825</u>	<u>833,106</u>
OPERATING EXPENDITURES:					
Conference & Seminar Fees	31				
Premium Expense	653,445	748,380	828,725	750,000	775,000
Medical Loss Reimbursements	47	4,195	-	2,500	2,500
Collateralization Fees	450	450	450	450	450
Claims Reserves Expense	<u>-</u>	<u>(2,276)</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures	<u>653,973</u>	<u>750,750</u>	<u>829,175</u>	<u>752,950</u>	<u>777,950</u>
Increase(Decrease) in Fund Balance	\$ 242,239	\$ 129,678	\$ (25,115)	\$ 51,875	\$ 55,156
Beginning Fund Balance	<u>\$ 793,240</u>	<u>\$ 1,035,479</u>	<u>\$ 1,165,157</u>	<u>\$ 1,165,157</u>	<u>\$ 1,217,032</u>
Ending Fund Balance	<u><u>\$ 1,035,479</u></u>	<u><u>\$ 1,165,157</u></u>	<u><u>\$ 1,140,042</u></u>	<u><u>\$ 1,217,032</u></u>	<u><u>\$ 1,272,188</u></u>

HEALTH CARE FUND - PROPOSED EXPENSES AND REVENUES
FISCAL YEAR 2010/2011

ACCOUNT DESCRIPTION	2007/08	2008/09	2009/10		2010/11
	ACTUAL	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
REVENUES					
Premium Revenues-City	\$ 5,198,629	\$ 5,432,275	\$ 5,500,000	\$ 5,398,100	\$ 4,901,611
Premium Revenues-Employees	974,227	978,340	981,000	964,800	1,077,689
Premium Revenues-Retirees	372,060	434,071	437,000	560,500	629,100
Stop Loss Reimbursement	65,367	12,162	125,000	101,800	101,800
Medicare Part D Reimbursements	125,610	(61,814)	120,000	120,000	120,000
Prescription Rebates	34,028	93,762	32,000	110,000	112,500
Interest from Investments	144,274	85,780	80,000	80,000	80,000
Total Revenues	6,914,195	6,974,576	7,275,000	7,335,200	7,022,700
OPERATING EXPENDITURES:					
Medical Expense Reimbursement	5,201,811	4,842,471	5,748,886	5,576,100	5,772,000
Administrative Expenses	258,962	246,548	280,000	324,700	340,900
Total Premium Expense	252,193	216,356	250,000	203,300	244,000
Preferred Provider Org. Fees	81,686	83,323	88,000	41,900	44,000
Utilization Review Fees	23,943	24,939	36,000	12,400	13,000
Health Savings Acct Contributions	-	3,500	7,500	3,800	10,000
Claims Reserve Expense	(107,058)	53,400	50,000	30,700	31,300
Other Post Employment Benefits	-	810,000	810,000	710,000	775,000
Transfers to General Fund	500,000	600,000	-	-	-
Total Expenditures	6,211,537	6,880,537	7,270,386	6,902,900	7,230,200
Increase(Decrease) in Fund Balance	702,658	94,039	4,614	432,300	(207,500)
Beginning Fund Balance	\$ 1,901,841	\$ 2,604,499	\$ 2,698,538	\$ 2,698,538	\$ 3,130,838
Ending Fund Balance	\$ 2,604,499	\$ 2,698,538	\$ 2,703,152	\$ 3,130,838	\$ 2,923,338

DENTAL CARE FUND - PROPOSED EXPENSES AND REVENUES
FISCAL YEAR 2010/2011

ACCOUNT DESCRIPTION	2007/08 ACTUAL	2008/09 ACTUAL	2009/10 BUDGET	2009/10 EST. ACTUAL	2010/11 PROPOSED
REVENUES					
Premium Revenues-City	\$ 159,335	\$ 161,213	\$ 162,000	\$ 157,300	\$ 157,300
Premium Revenues-Employees	154,159	154,552	151,500	155,800	155,800
Premium Revenues-Retirees	52,816	58,099	54,000	75,200	75,200
Interest from Investments	3,251	2,517	-	-	-
Total Revenues	<u>369,561</u>	<u>376,381</u>	<u>367,500</u>	<u>388,300</u>	<u>388,300</u>
OPERATING EXPENDITURES:					
Administrative Expenses	71,114	8,300	35,000	11,300	17,000
Medical Expense Reimbursement	283,883	322,455	298,000	360,700	380,000
Claims Reserve Expense	25,331	(2,620)	714	13,500	14,300
Total Expenditures	<u>380,328</u>	<u>328,135</u>	<u>333,714</u>	<u>385,500</u>	<u>411,300</u>
Increase(Decrease) in Fund Balance	(10,767)	48,246	33,786	2,800	(23,000)
Beginning Fund Balance	<u>\$ 55,271</u>	<u>\$ 44,504</u>	<u>\$ 92,750</u>	<u>\$ 92,750</u>	<u>\$ 95,550</u>
Ending Fund Balance	<u><u>\$ 44,504</u></u>	<u><u>\$ 92,750</u></u>	<u><u>\$ 126,536</u></u>	<u><u>\$ 95,550</u></u>	<u><u>\$ 72,550</u></u>

BLOOM-CARLILE TRUST FUND - PROPOSED EXPENSES AND REVENUES
FISCAL YEAR 2010/2011

ACCOUNT DESCRIPTION	2007/08 ACTUAL	2008/09 ACTUAL	2009/10 BUDGET	2009/10 EST. ACTUAL	2010/11 PROPOSED
REVENUES					
Interest Earned	\$ 5,742	\$ 2,335	\$ 3,000	\$ 2,000	\$ 1,800
Total Revenues	<u>5,742</u>	<u>2,335</u>	<u>3,000</u>	<u>2,000</u>	<u>1,800</u>
EXPENDITURES					
Medical	197	58	-	-	-
Utilities	4,930	1,801	-	-	-
Shelter	65	-	-	-	-
Community Action Council Award	-	-	3,000	3,000	1,800
Contra Expense Allocation	3	-	-	-	-
Total Expenditures	<u>5,195</u>	<u>1,859</u>	<u>3,000</u>	<u>3,000</u>	<u>1,800</u>
Net Change in Fund Balance	\$ 547	\$ 476	\$ -	\$ (1,000)	\$ -
Beginning Fund Balance	<u>\$ 141,574</u>	<u>\$ 142,121</u>	<u>\$ 142,597</u>	<u>\$ 142,597</u>	<u>\$ 141,597</u>
Ending Fund Balance	<u><u>\$ 142,121</u></u>	<u><u>\$ 142,597</u></u>	<u><u>\$ 142,597</u></u>	<u><u>\$ 141,597</u></u>	<u><u>\$ 141,597</u></u>



OVERVIEW
SECTION 8

Page #

GLOSSARY

1

GLOSSARY
FISCAL YEAR 2010/2011

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

GLOSSARY
FISCAL YEAR 2010/2011

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.

GLOSSARY
FISCAL YEAR 2010/2011

- 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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FISCAL YEAR 2010/2011

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 2010/2011

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.

GLOSSARY
FISCAL YEAR 2010/2011

MATURED BONDS PAYABLE – A liability account reflecting unpaid bonds that have reached or passed their maturity date.

MGD – Million Gallons per Day.

MODIFIED ACCURAL 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.

GLOSSARY
FISCAL YEAR 2010/2011

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.

GLOSSARY
FISCAL YEAR 2010/2011

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.

STORMWATER MANAGEMENT FUND - This fund is used to account for the activities resulting from storm water run-off and management of infrastructure for the City's sewer systems.

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.

GLOSSARY
FISCAL YEAR 2010/2011

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

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.)

Employees at Work

City of Hagerstown



SCHEDULE OF FEES AND SERVICE CHARGES
SECTION 9

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SPECIAL REVENUE FUNDS	27

SCHEDULE OF FEES & SERVICE CHARGES - GENERAL FUND
FISCAL YEAR 2010/2011

NAME OF FEE/PURPOSE	RATE SCHEDULE	YEAR OR DATE LAST CHANGED	BUDGET ORDINANCE/ ACTION REQUIRED
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CITY CLERK

01030022 - 4271 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
01030022 - 4221 Utility License	\$4,500/year	2007	Resolution
01030022 - 4221 City Code	\$125/year	1990	Administrative Order
City Code Supplement	\$40	1998	Administrative Order
01030021 - 489903 Souvenirs/Maps	Various	--	--

TREASURER

01070022 - 4494 Bad Check Fee-To compensate the City for Bank charges and employee time	\$37.50/check	2007	Administrative Order
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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 2010/2011

NAME OF FEE/PURPOSE	RECOMMENDED RATE REVISION	PRIOR YEAR ACTUAL REVENUE	COMPARABLE RATES FOR OTHER AGENCIES
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CITY CLERK

01030022 - 4271 Auctioneer-to Conduct an Auction	\$25/year (in-county) \$100/year (out of county)	\$3,685 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	None		\$125 Fee+\$1,000 bond:County same as City
Parade	None		
Circus/Carnival	None	(Waived)	
Special Sales(Auctions,Going-out-of Business, Etc.)	None		Special Sales \$5 for 1
Theatre	None		\$125 Fee+\$1,000 bond
01030022 - 4221 Utility	None	\$0	For all private & City owned utilities
01030022 - 4221 City Code	None	\$0	
City Code Supplement	None		
01030021 - 489903 Souvenirs/Maps	None	\$0	

TREASURER

01070022 - 4494 Bad Check Fee-To compensate the City for Bank charges and employee time	None	\$13,740	\$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 2010/2011

NAME OF FEE/PURPOSE	RATE SCHEDULE	YEAR OR DATE LAST CHANGED	BUDGET ORDINANCE/ ACTION REQUIRED
PLANNING			
01090012 - 441131 Subdivision:Simplified Plat	\$300	2007	Administrative Order
01090012 - 441122 Subdivision:Final Plat	\$500+\$40/Lot created	2007	Administrative Order
01090012 - 441121 Subdivision: Development Plan	\$1000+\$40/Lot created	2007	Administrative Order
01090012 - 441123 Subdivision:Regulation	Now combined with Land Mgmt Code	2007	Administrative Order
01090012 - 441102 Concept Plan/Sketch Plan			
C4 Big Box	\$2,500	2007	
Other	\$500+\$20/Lot		
01090012 - 441119 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
01090012 - 441112 Rezoning: Preliminary Consultation	\$500	2007	Administrative Order
Rezoning Fee	\$2,000 +\$10/Adj.Prop.	2007	Administrative Order
01090012 - 441102 Full Site Plan - Residential	\$1000 +\$15/unit	2007	Administrative Order
Full Site Plan - Non-Residential	\$1000+\$50/acre	2007	Administrative Order
01090012 - 441101 Staff Approved Site Plan	\$500	2007	Administrative Order
01090012 - 441111 Zoning Certificate Fee			
C3	\$50	2007	Administrative Order
Other	\$25	2008	Administrative Order
01090012 - 489604 Land Management Code	\$15	2002	Administrative Order
01090012 - 489603 Comprehensive Plan	\$15	2007	Administrative Order
01090012 - 489604 Zoning Verification - One SFR	\$25	2007	Administrative Order
Other	\$100		

SCHEDULE OF FEES & SERVICE CHARGES - GENERAL FUND
FISCAL YEAR 2010/2011

NAME OF FEE/PURPOSE	RECOMMENDED RATE REVISION	PRIOR YEAR ACTUAL REVENUE	COMPARABLE RATES FOR OTHER AGENCIES
PLANNING			
01090012 - 441131 Subdivision:Simplified Plat	None	\$2,340	Washington County-\$200
01090012 - 441122 Subdivision:Final Plat	None	\$2,000	Washington County-\$500+\$20/Lot
01090012 - 441121 Subdivision: Preliminary Plat	None	\$0	Washington County -\$750+\$35 lot
01090012 - 441123 Subdivision:Regulation	None	\$0	Washington County-\$12
01090012 - 441102 Concept Plan	None	\$10,803	Washington County: no charge no charge
01090012 - 441119 BZA Filing Fee:Special Exception Home Occupation	None None	\$10,950	Washington County- \$500
BZA Filing Fee: Variance/Residential	None	Total Fees	\$150-Residential
BZA Filing Fee:Variance/Non-Residentl	None		\$300-Non Residential
BZA Filing Fee: Residential Fence Variance	None		
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
01090012 - 441112 Rezoning: Preliminary Consultation	None	\$2,050	Washington County-No charge
Rezoning Fee	None		Washington County - \$2000+\$20/acre
01090012 - 441102 Full Site Plan - Residential	None	\$10,803	Washington Co - Res. \$750+\$10/unit
Full Site Plan - Non-Residential	None		Washington Co -Non \$750+\$50/acre
01090012 - 441101 Staff Approved Site Plan	None	\$7,500	Washington Co - Res. \$500
01090012 - 441111 Zoning Certificate Fee	None	\$11,850	Washington County - \$20
01090012 - 489604 Land Management Code	None	\$45	Washington County - \$20
01090012 - 489603 Comprehensive Development Plan	None	\$300	Washington County - \$5
01090012 - 489604 Zoning Verification	None	\$0	Washington County - \$20

SCHEDULE OF FEES & SERVICE CHARGES - GENERAL FUND
FISCAL YEAR 2010/2011

NAME OF FEE/PURPOSE	RATE SCHEDULE	YEAR OR DATE LAST CHANGED	BUDGET ORDINANCE/ ACTION REQUIRED
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PLANNING (continued)

01090012 - 4896 Copies of Recorded Meetings	\$25/Meeting, \$10/Tape \$.25/Minute	2007	Administrative Order
01090012 - 4896 Design Guidelines	\$6.50	2007	Administrative Order
01090012 - 4899 General Charges	--	--	--
01090012 - 426902 Forest Conservation Fee:			
Delination	\$250	2007	Administrative Order
Preliminary Plan	\$500+\$10/acre	2007	Administrative Order
Final Plan & Easements	\$300+\$1/acre	2007	Administrative Order
01090012 - 441151 Services Available Review Fee	\$30/Residential Unit \$150/acre for Non-Residential	2002	Administrative Order

ENGINEERING AND INSPECTIONS

01140012 - 441505 Use & Occupancy Inspections Immediate Issuance	\$75 fee if requested in less than 24 hours	Proposed	Administrative Order
01140012 - 441502 Pre-Sale Inspections	\$100/unit	2003	Administrative Order
01140012 - 4210 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
01140012 - 421101 Plumbing Permits	Application Fee \$20/Res,\$50/Comm \$20+\$15 tech fee+\$5/Fixture, \$25CommA/C+\$20 sewer	2008	Ordinance
01140012 - 4202 Plumbers Licenses (Biennial)	Master \$115, Journeyman \$60 Apprentice \$50, includes \$30 Tech Fee \$25 App fee or lapses>30days	2007	Ordinance
01140012 - 421102 Electrical Permits	Appl \$20/Res, \$50/Comm \$20+\$15 tech fee	2007	Ordinance
01140012 - 421103 Mechanical Permits	Application Fee \$20/Res, \$50/Comm \$15 tech fee + \$20/fixture	2008	Ordinance
01140012 - 4203 Contractor's Licenses (Biennial)	\$115/2 years including \$30 Tech Fee	2007	Ordinance

SCHEDULE OF FEES & SERVICE CHARGES - GENERAL FUND
FISCAL YEAR 2010/2011

NAME OF FEE/PURPOSE	RECOMMENDED RATE REVISION	PRIOR YEAR ACTUAL REVENUE	COMPARABLE RATES FOR OTHER AGENCIES
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PLANNING (continued)

01090012 - 4896 Copies of Recorded Meetings	None	\$15	
01090012 - 4896 Design Guidelines	None	\$15	Frederick County - \$20
01090012 - 4899 General	--	\$105	Frederick County - \$20
01090012 - 426902 Forest Conservation Fee:		\$2,380	
Delineation	None		Washington Co-\$250
Preliminary Plan	None		Washington Co. \$500+\$10/acre
Final Plan & Easements	None	Total fees	Washington Co. \$300+\$1/acre
01090012 - 441151 Services Available Review Fee	None	\$13,137	N/A

ENGINEERING AND INSPECTIONS

01140012 - 441505 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
01140012 - 441502 Pre-Sale Inspections	\$100 plus \$40 per additional unit	\$820	\$200
01140012 - 4210 Building Permits	Increase tech fee to \$20	\$168,245	Washington County: Comm App \$150 + \$15 Tech Fee, then sq.ft. charge, Resid App \$65 + \$15 Tech Fee, then sq.ft. chrg Frederick City:Comm \$.09 sf/Res \$.20 sf
01140012 - 421101 Plumbing Permits	Increase tech fee to \$20 Increase Application Fee \$50Res/\$100Comm	\$75,176	Wash.Co.\$65 Res/\$125Comm + \$15Fee Fred Co:\$55Res/\$110Comm+\$20/100min Frederick:\$30min,fixt\$10,Wats30,Sew\$50
01140012 - 4202 Plumbers Licenses (Biannual)	Increase tech fee to \$40	\$14,900	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
01140012 - 421102 Electrical Permits	Increase tech fee to \$20 Increase Application Fee \$50Res/\$100Comm	\$90,389	Wash Co: \$65Res/\$125Commercial Fred Co:\$55Res/\$148Com,\$300 dwelling Frederick City: Min charge \$122 Res & Comm
01140012 - 421103 Mechanical Permits	Increase tech fee to \$20 Increase Application Fee \$50Res/\$100Comm	\$0	Wash Co: \$65Res/\$125Commercial Howard Co. App. Fee \$50 all permits Gaithersburg min fee \$85Res/\$100Commercial
01140012 - 4203 Contractor's Licenses	Increase tech fee to \$40	\$4,550	

SCHEDULE OF FEES & SERVICE CHARGES - GENERAL FUND
FISCAL YEAR 2010/2011

NAME OF FEE/PURPOSE	RATE SCHEDULE	YEAR OR DATE LAST CHANGED	BUDGET ORDINANCE/ ACTION REQUIRED
ENGINEERING AND INSPECTIONS (con't)			
01140012 - 4204 Electrician's Licenses (Biennial)	Master/Restricted Master \$115/2 years including \$30 tech \$25 application fee or 30 day lapse	2007	Ordinance
01140012 - 441593 Administrative fee for Excise Tax	2% of tax	2005	Administrative Order
01140012 - 450102 Municipal Infractions	\$100 -\$1,000 per Citation	2008	Ordinance
01140012 - 4505 Appeals Fee-Board of Technical Appeals	\$50/case	2002	Administrative Order
01090042 - 421202 Street Cutting Permits	\$25 & \$150 per Cut (minimum) +\$25 Tech Fee	2007	Ordinance
01090042 - 4899 Sale of Construction Standards	\$200	varies per contract	Administrative Order
01090042 - 4711 Sale of Maps	Varies		2002
01090042 - 421203 Curb/Sidewalk/Driveway Permits	\$25/Driveway, \$10 Curb/Sidewalk +\$5 Tech Fee	1995	Resolution
01090042 - 421205 Site Grading Permit	\$15+1% Site Cost, + \$25 Tech fee	2004	Administrative Order
01090042 - 421201 General Street Construction Permit	\$25+2% total work cost +\$25 Tech Fee	2003	Ordinance
01090042 - 421204 Storm Water Management Permit	\$25+2% work cost +\$25 Tech Fee	1995	Administrative Order
01090042 - 441201 Engineering Review Fees	\$100+\$60/lot,\$100+\$100/AC-SP Simp. Plats-\$100	2006	Administrative Order
01090042 - 421206 Right of Way Closure Permit	\$10 App/\$5 Tech Fee, Closure fee varies	2005	Administrative Order
01140012 - 4205 Rental Registration Fee	\$50/unit. \$100/rooming house+\$10/unit	2008	Ordinance
01140012 - 4504 CAD Administrative Fees	\$50 for Snow Removal, \$100 all others + \$15 Tech Fee	2003	Administrative Order

SCHEDULE OF FEES & SERVICE CHARGES - GENERAL FUND
FISCAL YEAR 2010/2011

NAME OF FEE/PURPOSE	RECOMMENDED RATE REVISION	PRIOR YEAR ACTUAL REVENUE	COMPARABLE RATES FOR OTHER AGENCIES
ENGINEERING AND INSPECTIONS (con't)			
01140012 - 4204 Electrician's Licenses	Increase tech fee to \$40	\$26,205	Washington County: \$150/Master(3 yrs) FredCo:\$212/Mstr,\$185/Rnw,\$50LateFee Frederick: \$240/Master (2 yrs), \$240/Rnw
01140012 - 441593 Administrative fee for Excise Tax	None	\$752	Same as all jurisdictions in Washington co.
01140012 - 450102 Municipal Infractions	None	\$56,540	Maximum rates set by State Law
01140012 - 4505 Appeals Fee-Board of Technical Appeals	None	\$215	Annapolis \$75/case, Wash Co \$250/case Rockville/Montgomery Co. \$75/case
01090042 - 421202 Street Cutting Permits	Add \$2/LF Charge for borings None	\$74,927	
01090042 - 4899 Sale of Construction Standards	None	\$10,948	Frederick City \$20
01090042 - 4711 Sale of Maps	Yes	\$0	Frederick County \$3/map
01090042 - 421203 Curb/Sidewalk/Driveway Permits	increase maps & other items None	\$6,041	Washington Co. \$3 or .50-/SF Cumberland \$15,Fred.Co \$35+bond
01090042 - 421205 Site Grading Permit	None	\$13,265	Frederick Co \$109minor,\$239major or1.5% Wash Co. \$25minor,5 acre min-\$20 ac
01090042 - 421201 General Street Construction Permit	None	\$4,430	Based on % so Rate adjusts automatically
01090042 - 421204 Storm Water Management Permit	Revise to reflect changes in new SWM ordinance	\$2,269	Based on % so Rate adjusts automatically
01090042 - 441201 Engineering Review Fees	None	\$8,595	Varies
01090042 - 421206 Right of Way Closure Permit	None	\$0	None - Washington County
01140012 - 4205 Rental Registration Fee	None	\$411,209	Rockville Md. \$100/unit for 2 years
01140012 - 4504 CAD Administrative Fees	\$50 for Snow Removal, \$100 all others + \$20 Tech Fee	\$19,425	

SCHEDULE OF FEES & SERVICE CHARGES - GENERAL FUND
FISCAL YEAR 2010/2011

NAME OF FEE/PURPOSE	RATE SCHEDULE	YEAR OR DATE LAST CHANGED	BUDGET ORDINANCE/ ACTION REQUIRED
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ENGINEERING AND INSPECTIONS (con't)

01140012 - 441503 Reinspection fee	\$50	Proposed	Administrative Order
01140012 - 441512 Vacant Structures (Residential)	\$100/building	2007	Ordinance
01140012 - 449101 Code Administration Late Fee		Proposed	Ordinance
01140012 - 441594 Secure Vacant Structure Fee	\$100/building + \$15 tech fee Admin \$100 + materials	2007	Ordinance
01140012 - 441513 Vacant Structure Fee (Commerical)	\$250-\$1,000/building	2007	Ordinance

POLICE DEPARTMENT

01100012 - 4896 Copy Charges	\$5/4pages,\$1/additional page	2004	Administrative Order
01100012 - 441301 Fingerprinting-Civilian	\$13	2004	Administrative Order
Tape Duplication	\$25+cost of Duplicating tape	2004	Administrative Order
01104012 - 441331 Special Assignments-Dance,School Event	\$41/hour	2008	Administrative Order
01102052 - 441311 Drug Anaylsis-Washington County	1/2 salary & benefits of Chemist	1992	Administrative Order
Drug Anaylsis-Other Agencies	\$35	2003	
01100012 - 4899 Serving Fees-Court Paperwork	\$35/Document	2004	Administrative Order
01102072 - 441321 Tuition-Western MD Police Academy			
Police Agencies	\$2,900/Person	2003	Administrative Order
01102072 - 441321 Voluntary Students	\$3,200/Person		
01100012 - 4503 Storage,Towed Vehicles,Public Auctions	\$20/day	2007	Administrative Order

SCHEDULE OF FEES & SERVICE CHARGES - GENERAL FUND
FISCAL YEAR 2010/2011

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)

01140012 - 441503 Reinspection fee	\$50	\$0	
01140012 - 441512 Vacant Structures (Residential)	None	\$5,400	
01140012 - 449101 Code Administration Late Fee	\$100/incident	\$7,670	
01140012 - 441594 Vacant Structure Administrative Fee	Increase tech fee to \$20	\$2,973	
01140012 - 441513 Vacant Structure Fee (Commerical)	None	\$0	

POLICE DEPARTMENT

01100012 - 4896 Copy Charges	Make consistant with Public Info Request charges	\$7,540	WCSD-\$5/1st page,\$1/each add'l page
01100012 - 441301 Fingerprinting-Civilian	None	\$4,773	WCSD-\$5
Tape Duplication	None		Advice can be allowed by order S/ A's office
01104012 - 441331 Special Assignments-Dance,School Event	\$49.91/hour	\$46,094	115% of top officer's pay overtime rate
01102052 - 441311 Drug Anaylsis-Washington County	None	\$76,208	
Drug Anaylsis-Other Agencies			
01100012 - 4899 Serving Fees-Court Paperwork	None	\$6,000	WCSD- \$30 in-state,\$40 out-of-state
01102072 - 441321 Tuition-Western MD Police Academy		\$17,865	
Police Agencies	None	Total fees	
01102072 - 441321 Voluntary Students			
01100012 - 4503 Storage, Towed Vehicles,Public Auctions	None	(\$12,273)	

SCHEDULE OF FEES & SERVICE CHARGES - GENERAL FUND
FISCAL YEAR 2010/2011

NAME OF FEE/PURPOSE	RATE SCHEDULE	YEAR OR DATE LAST CHANGED	BUDGET ORDINANCE/ ACTION REQUIRED
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FIRE DEPARTMENT

01120012-441402 False Alarm Fee(Court Ordered Restitution for False Alarms)	Court Ordered	Prior to 1984	Administrative Order
01120012-421302 Blasting Permits	\$40	2006	Ordinance
01120012-4210 Building Permits	25% of Total building permit fee	2004	Ordinance
01120012-441401 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
01120012-4899 Technical Assistance Fee	\$45/hour	2004	Ordinance
01120012-4899 Municipal Infractions & Misc. Revenues	Various	2006	Ordinance
Fire Report Fee	\$5 for 4 pages	2004	Administrative Order
01120012-441403 Juvenile Intervention Program	\$150	2004	Administrative Order
01120012-441404 Fire Call Service Charge	\$1,000/call	2001	Ordinance

MARKET HOUSE

01402042-48105 Market House Stall Rentals Year -Round Rates	Reg Space PremSpace 6ft.:\$51/Qtr \$17/Mo \$63/\$21 3ft.:\$36/Qtr \$12/Mo \$48/\$16 \$8/monthly	2007	Administrative Order
Electric Seasonal Rates:	6ft.:\$57/Qtr \$19/Mo \$69/\$23 3ft.:\$42/Qtr \$14/Mo \$54/\$18 \$8/monthly		
Electric Weekly Rates:	6ft.: \$22,Elec \$9 \$27/\$9 3ft.: \$14,Elec \$9 \$18/\$9		
01402042-489905 City Farmer's Market Mugs	None	0	Administrative Order

TRASH COLLECTION

01300012-4416 Recycling & Refuse Collection Fee	\$37.50/Qtr/Residence	2007	Administrative Order
01300012-4417 Bulk Trash Pick-up and Disposal Fee	\$25/load,\$25 appliance w/freon	2007	Administrative Order

PUBLIC WORKS

01160012-483006 Signal-State Highway Administration	\$1,500/Intersection	2005	Administrative Order
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SCHEDULE OF FEES & SERVICE CHARGES - GENERAL FUND
FISCAL YEAR 2010/2011

NAME OF FEE/PURPOSE	RECOMMENDED RATE REVISION	PRIOR YEAR ACTUAL REVENUE	COMPARABLE RATES FOR OTHER AGENCIES
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FIRE DEPARTMENT

01120012-441402 False Alarm Fee(Court Ordered Restitution for False Alarms)		\$64	
01120012-421302 Blasting Permits	None	\$360	
01120012-4210 Building Permits	None	\$28,519	
01120012-441401 Reinspection Fee		\$14,193	Wash Co. \$100
Plan Review & Inspection for Fire Protection system installation		total fees	Wash Co.\$75/system with add'l charges per system fixture or device
01120012-4899 Technical Assistance Fee		\$0	State Fire Marshall Office \$45/hr
01120012-4899 Municipal Infractions & Misc. Revenues	None	\$136	
Fire Report Fee	None		
01120012-441403 Juvenile Intervention Program	None	\$900	
01120012-441404 Fire Call Service Charge	None	\$8,965	

MARKET HOUSE

01402042-481005 Market House Stall Rentals	None	\$35,003	Washington Co. Farmer's Market -
Year -Round Rates	None		\$15/24 ft. Stall
		total fees	
Seasonal Rates:	None		
Weekly Rates:	None		
01402042-489905 City Farmer's Market Mugs	None	\$0	

TRASH COLLECTION

01300012-4416 Recycling & Refuse Collection Fee	If Tipping Fees or Trash Contract Increase	\$2,174,056	Private Contract Hauler \$106/Qtr + \$25/month for Yard Waste
01300012-4417 Bulk Trash Pick-up and Disposal Fee	None	\$4,749	Winchester \$20/load,\$45 Appliance Martinsburg \$25-110 depending on size

PUBLIC WORKS

01160012-483006 Signal-State Highway Administration	None	\$51,750	\$1500 each
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SCHEDULE OF FEES & SERVICE CHARGES - GENERAL FUND
FISCAL YEAR 2010/2011

NAME OF FEE/PURPOSE	RATE SCHEDULE	YEAR OR DATE LAST CHANGED	BUDGET ORDINANCE/ ACTION REQUIRED
RECREATION			
01404022-448701 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: 01404022-481006 Autumn Arts Festival: Vendor Stall Rental Food Vendor Various Accounts	\$50/each,County resident is \$25 - \$150/each	2007	Administrative Order
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)		2008	Administrative Order
01402022-481008 Lounge Chair Rental Rates	\$1/day per chair	1997	Administrative Order

SCHEDULE OF FEES & SERVICE CHARGES - GENERAL FUND
FISCAL YEAR 2010/2011

NAME OF FEE/PURPOSE	RECOMMENDED RATE REVISION	PRIOR YEAR ACTUAL REVENUE	COMPARABLE RATES FOR OTHER AGENCIES
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RECREATION

01404022-448701 Hager House-Admission/Tour Charge	None	\$4,618	Miller House: \$3/adult,\$2/senior Free to school age
Potterfield Pool: 01404022-481006 Autumn Arts Festival: Vendor Stall Rental Food Vendor Various Accounts	None	\$4,100	Boonsboro: \$50/each
Potterfield Pool: Daily Rates	None	\$55,995	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 Fitness Swim (3 or 4 days a week,Lap or water workouts)	TBD by YMCA TBD by YMCA		Progressive \$40R/\$45NR
Family Night (Every Monday or Wednesday of month)	\$10/family		
01402022-481008 Lounge Chair Rental Rates		\$869	

SCHEDULE OF FEES & SERVICE CHARGES - GENERAL FUND
FISCAL YEAR 2010/2011

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
Various Accounts			
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 01450012-481013	\$50	2009	
Pavilion Fees	\$50/Resident, \$70/Non-Resident	2006	Administrative Order
Bandshell Use Fees 01450012-481012	\$10/non-profit, \$50/all others City Sponsored event fee waived	1999	Administrative Order
Softball Field Use Fees 01450112-481010	\$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 2010/2011

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	\$126,236 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 City Residents	None		Waynesboro \$325 Individual \$275 Sr. Individual/\$425 Sr H/W
Non-Residents	None		\$150 Family Non-Resident same as Resident Sr. Non-Resident
Various Accounts			
Cart Rentals	None	\$49,522	\$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	None	\$0	
Parking Lot Rental 01450012-481013	None	\$0	Frederick \$250
Pavilion Fees	None	\$19,070	Wash Co: \$50/resident/\$70/non-resident
Bandshell Use Fees 01450012-481012	None	\$290 \$105	Arts Pavilion \$70/\$90 Pen-Mar \$125/\$135
Softball Field Use Fees 01450112-481010	None	\$140	Same as County Rates
Fairground Park Multipurpose Fields	None		
Stable Rental	None	\$0	
Chair Rental	None		
Table Rental	None		
Special Events	None	\$4,689	

SCHEDULE OF FEES & SERVICE CHARGES - ENTERPRISE FUNDS
FISCAL YEAR 2010/2011

NAME OF FEE/PURPOSE	RATE SCHEDULE	YEAR OR DATE LAST CHANGED	BUDGET ORDINANCE/ ACTION REQUIRED
LIGHT DEPARTMENT			
50000002-442101 Residential	All KWH \$.06263	2006	Maryland PSC
50000002-4422 Commercial	1st 700 KWH \$.08314, >700 \$.05257 Demand over 7.5 KW \$4.06817	2006	Maryland PSC
50000002-442301 Industrial-Low Load	1st 100,000KWH \$.05040 Over 100,000KWH \$.04220 Demand all KW \$3.4090	2006	Maryland PSC
50000002-442302 Industrial-High Load	1st 100,000KWH \$.04052 Over 100,000 \$.03606 Demand all KW \$6.26929	2006	Maryland PSC
50000002-4424 Outdoor Lighting	175 Watt \$5.25/mo, 250Watt \$6.96/mo 400 Watt \$10.03/mo.	1996	Maryland PSC
50000002-442501 Street & Highway Lighting	\$.06842/KWH	2006	Maryland PSC
50000002-442502 Traffic Lights	\$.06842/KWH	2006	Maryland PSC
50000002-442303 High Voltage-Cascades	\$10.538/KW, \$.0192/KWH	1995	Maryland PSC
50000002-481813 Pole Rental	\$4.50/pole	1966	Maryland PSC
50000002-481814 28 W. Church Street	\$400/month	2006	Resolution
50000002-481815 Central Maintenance Garage	\$3,000/month	2009	Administrative Order
50000002-489908 Reimbursed Line Dept. Overtime	Actual Cost	1984	Maryland PSC
Call out charge-Reconnect	\$85		
Call out Charge-Pole Reconnect	Estimated Actual Cost		
50000002-4238 Connection Fees	\$10	1992	Maryland PSC
Reconnection Fees	\$15		
50000001-4721 Trenching Charges	\$4.56/ft Service, \$1.20/ft Primary line	1985	Maryland PSC

SCHEDULE OF FEES & SERVICE CHARGES - ENTERPRISE FUNDS
FISCAL YEAR 2010/2011

NAME OF FEE/PURPOSE	RECOMMENDED RATE REVISION	PRIOR YEAR ACTUAL REVENUE	COMPARABLE RATES FOR OTHER AGENCIES
LIGHT DEPARTMENT			
50000002-442101 Residential	None	\$14,585,115	AP Schedule "R" \$.06311/KWH and net energy metering tariff
50000002-4422 Commercial	None	\$6,339,689	AP Schedule "G" \$.11439/1st 700 KWH >700KWH \$.05382, >7.5 KW \$7.88
50000002-442301 Industrial-Low Load	None	\$3,426,147	Schedule"PH"\$.03507/1st 100,000KWH \$.03126 > 100,000 KWH Demand:<500KW\$15.54, >500 \$15.17
50000002-442302 Industrial-High Load	TBD by Cost of Service Study	\$6,846,073	AP Schedule "PH" No comparison due to AP Large Industrial customers experiencing hourly load pricing
50000002-4424 Outdoor Lighting	Yes	\$27,762	No comparison, due to Structuring difference
50000002-442501 Street & Highway Lighting	None	\$754,903	No comparison
50000002-442502 Traffic Lights	None	\$28,975	No comparison
50000002-442303 High Voltage-Cascades	None	\$181,002	AP Schedule"PP", No comparison
50000002-481813 Pole Rental	None	\$12,659	\$4.50/pole
50000002-481814 28 W. Church Street	None	\$4,800	N/A
50000002-481815 Central Maintenance Garage	None	\$34,000	N/A
50000002-489908 Reimbursed Line Dept. Overtime			
Call out charge-Reconnect	None	\$24,985	AP \$80
Call out Charge-Pole Reconnect		Total Fees	
50000002-4238 Connection Fees	None	\$67,875	AP \$0
Reconnection Fees		Total Fees	AP \$16
50000001-4721 Trenching Charges	None	\$19,260	No comparison

SCHEDULE OF FEES & SERVICE CHARGES - ENTERPRISE FUNDS
FISCAL YEAR 2010/2011

NAME OF FEE/PURPOSE	RATE SCHEDULE	YEAR OR DATE LAST CHANGED	BUDGET ORDINANCE/ ACTION REQUIRED
WATER DEPARTMENT			
52000002-4249 Contracted service-payment for services rendered not w/in the existing level	Labor - 2.64 multiplier,material +25% Equipment-schedule	1991	Administrative Order
52000002-4245 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
52000002-4235 Non-Utility Misc-payment for providing consumption data to WCWSD	\$10.32/account/year	annually per 1988 agreement	Administrative Order
52000002-481002 Rent-City Employee			
Willson	\$580	2008	Administrative Order
Smithsburg	\$495/Tenants pay Fuel	2008	
Edgemont	\$505/Tenants pay Fuel	2008	
Ritchie Rd	\$500/Tenants pay Fuel	2008	
52000001-483054 Other Revenues-payment from WPC for Billing Services	50% of meter maintenance & depreciation coast, \$3.04/acct	annually per agreement	Administrative Order
52000002-4899 Misc. other revenues-Hunting Permits and maps	Permits \$10 Maps \$1 (free w/ permit)	2006	Administrative Order
52000002-489901 Scrap Metal-sale of metal pipe,valves, fitting and meters	Per market rates	N/A	Administrative Order
52000002-4236 Front footage charges-service connection fee(where applicable)	\$21/ft minimum	1992	Ordinance
52000004-4722 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 2010/2011

NAME OF FEE/PURPOSE	RECOMMENDED RATE REVISION	PRIOR YEAR ACTUAL REVENUE	COMPARABLE RATES FOR OTHER AGENCIES
WATER DEPARTMENT			
52000002-4249 Contracted service-payment for services rendered not w/in the existing level	None	\$7,372	Frederick - Labor 38.5%,Material 10%
52000002-4245 Water Plan Review/Inspection Fee	None	\$16,001	
52000002-4235 Non-Utility Misc-payment for providing consumption data to WCWSD	None	\$53,918	Sewer \$3.04/account/year
52000002-481002 Rent-City Employee			
Willson	None	\$24,960	Wheaton Park \$207
Smithsburg	None		Funkhouser Park \$427
Edgemont			Hager Park \$290
Ritchie Rd			
52000001-483054 Other Revenues-payment from WPC for Billing Services	None	\$0	N/A
52000002-4899 Misc. other revenues-Hunting Permits and maps	None	\$2,708	N/A
52000002-489901 Scrap Metal-sale of metal pipe,valves, fitting and meters	None	(\$17,502)	N/A
52000002-4236 Front footage charges-service connection fee(where applicable)	None	\$0	None available locally
52000004-4722 Benefit charges-charge to new customers for impact of add't demand to major system components	None	\$590,192	Frederick Co.: Single Family \$4,300

SCHEDULE OF FEES & SERVICE CHARGES - ENTERPRISE FUNDS
FISCAL YEAR 2010/2011

NAME OF FEE/PURPOSE	RATE SCHEDULE	YEAR OR DATE LAST CHANGED	BUDGET ORDINANCE/ ACTION REQUIRED
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WATER DEPARTMENT(con't)

52000002-443201 Metered Sales-City-Residential	Consumption: \$1.28/K, 1st 18,000 \$2.42/K over 18,000 Fixed: 5/8" \$4.13 - 10" \$569.94	2009	Ordinance
52000002-443202 Metered Sales-City-Non-Residential	Consumption: \$1.28/K, 1st 100,000 \$1.13/K over 100,000 Fixed: 5/8" \$4.13 - 10" \$569.94		
52000002-443202 Metered Service-County Residential Customers	\$2.92/K, 1st 18,000 \$5.54/K over 18,000 Fixed: 5/8" \$10.19 - 10" \$1406.22	2009	Ordinance
52000002-443202 Metered Service-County Non-residential Customers	\$2.92/K 1st 100,000 \$2.62/K over 100,000 Fixed: 5/8" \$10.19 - 10" \$1406.22	2009	Ordinance
52000002-4233 County Debt Service Surcharge	\$59.00/Martins/Conococheague \$14.00/Resh & Spade	2007	City/County Agreement
52000002-4237 Fire Protection-City	4" \$166 - 12" \$1,492	2009	Ordinance
52000002-4237 Fire Protection-County	4" \$222 - 12" 1,990	2009	Ordinance
52000002-4232 New Services	3/4" \$715, 1" \$925, 1"dbl \$1,160 Application fee \$50	2003	Resolution
52000002-4899 Transfer Fee	\$30	2007	M&C
52000002-4238 Meter Testing Fee	\$30		
52000002-4238 Reconnection Fee	\$35/8am to 3:30pm \$85/after 3pm to 8am	2006 2001	Ordinance

WASTEWATER FUND

54000002-4243 Connection Charge	\$1,200/City, \$1,800/County	2003	Ordinance
54000002-4245 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
54000004-4722 Benefit Charges	In-City \$22/gal w/ \$4,400 Min County \$25/Gal w/ \$5,000 min.	2006	Ordinance

SCHEDULE OF FEES & SERVICE CHARGES - ENTERPRISE FUNDS
FISCAL YEAR 2010/2011

NAME OF FEE/PURPOSE	RECOMMENDED RATE REVISION	PRIOR YEAR ACTUAL REVENUE	COMPARABLE RATES FOR OTHER AGENCIES
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WATER DEPARTMENT(con't)

52000002-443201 Metered Service-City	Effective July 1, 2010 Rate Increase of 5% City and 6.5% County	\$1,497,426	Frederick City-Qtly + 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
52000002-443202 Metered Service-County	Effective July 1, 2010 Rate Increase of 5% City and 6.5% County	\$4,060,160	\$3.26/K-next 8,000;\$3.54 K/over 32K Frederick City - Qtly + usage fee -Outside Double inside City rate
52000002-4234 County Debt Service Surcharge	\$18.00/Martins/Conococheague \$14.00/Resh & Spade	\$210,217	
52000002-4237 Fire Protection-City	4" \$166 - 12" \$1,492	\$122,095	Chambersburg - City & County 4" \$81.60, 6" \$204,36, 8" \$326.76
Fire Protection-County	4" \$222 - 12" \$1,990	Total Fees	10" \$489.84, 12" \$680.40
52000002-4232 New Services	None	\$113,140	Wash Co. Residential - \$1950+\$325 meter fee
52000002-4899 Transfer Fee	None	\$2,708	
Meter Testing Fee	None		New fee for customer initiated meter tests
52000002-4238 Reconnection Fee	None	\$30,433	Frederick City: \$25 on/\$25 off

WASTEWATER FUND

54000002-4243 Connection Charge	None	\$25,380	Wash Co.\$1,950 +\$325 meter fee Frederick 6" \$2,530/8" \$2,970
54000002-4245 Sewer Plan Review/Inspection Fee	None	\$1,017	
54000004-4722 Benefit Charges	None	\$654,852	Washington Co. Residential \$6,300 includes connection charge Frederick Co - single family - \$6,000

SCHEDULE OF FEES & SERVICE CHARGES - ENTERPRISE FUNDS
FISCAL YEAR 2010/2011

NAME OF FEE/PURPOSE	RATE SCHEDULE	YEAR OR DATE LAST CHANGED	BUDGET ORDINANCE/ ACTION REQUIRED
WASTEWATER DEPARTMENT (con't)			
54000002-444201 Sewer Service Charges-City	Consumption: \$3.95/1,000 gallons	2010	Ordinance
54000002-444101 Sewer Service Fixed Charges-City	Fixed: 5/8" \$12.56 - 10" \$1733.28	2010	Ordinance
54000002-444202 Sewer Service Charges- County	Consumption: \$6.99/1,000 gallons	2010	Ordinance
54000002-444102 Sewer Service Fixed Charges-County	Fixed: 5/8" \$21.75 - 10" \$3001.50	2010	Ordinance
54000002-444203 Sewer Service Charges-Joint County	Consumption: \$6.13/1,000 gallons	2010	Ordinance
54000002-444103 Sewer Service Fixed Charges-Joint County	Fixed: 5/8" \$18.95 - 10" \$2615.10	2010	Ordinance
54000002-4443 Low Pressure Systems	\$92.26/Qtr/Dwelling \$50.69/Qtr/if 2 Dwelling Pump	2010	Ordinance
54000002-4246 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		
54000002-4244 Industrial Surcharge:			
Chemical Oxygen Demand	\$0.31/1,000 lbs.	2007	Ordinance
Suspended Solids	\$0.77/1,000 lbs.		
Grease & Oil	\$0.44/1,000 lbs.		
Biochemical Oxygen Demand	\$0.77/1,000 lbs.		
PARKING FACILITIES FUND			
56740112-4451 Parking Deck Permits:			
Regular Customers	\$60 Monthly	2009	Resolution
Late Fee Parking Deck Permit	\$15		Administrative Order
Personally Assigned Space	\$120 Monthly		Resolution
			Resolution

SCHEDULE OF FEES & SERVICE CHARGES - ENTERPRISE FUNDS
FISCAL YEAR 2010/2011

NAME OF FEE/PURPOSE	RECOMMENDED RATE REVISION	PRIOR YEAR ACTUAL REVENUE	COMPARABLE RATES FOR OTHER AGENCIES
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WASTEWATER DEPARTMENT (con't)

54000002-444201 Sewer Service Charges-City	Determined by Cost of Service Study	\$4,355,450	Frederick 3/4 \$21.49 fixed +\$2.03/K up to 6,000 gal. \$2.95/K next 10,000 gal
54000002-444101 Sewer Service Fixed Charges-City		\$367,641	
54000002-444202 Sewer Service Charges- County	Effective July 1, 2010	\$2,027,835	Carlisle:5/8"Meter \$8.60/mo,1" \$12.90
54000002-444102 Sewer Service Fixed Charges-County	Rate Increase of 5% City and 3% County	\$175,677	or \$4.30/100CU FT all customers
54000002-444203 Sewer Service Charges-Joint County		\$1,464,465	Wash.: \$83.50/6,000G min,\$4.64/1,000g over
54000002-444103 Sewer Service Fixed Charges-Joint County		\$149,806	
54000002-4443 Low Pressure Systems		\$104,121	
54000002-4246 Monitoring Report/Lab Testing Fees:	None	\$7,949	
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			
54000002-4244 Industrial Surcharge:	None	\$124,710	
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

56740112-4451 Parking Deck Permits:			
Regular Customers	\$60.00 Monthly	\$228,280	Annapolis: \$125/165 month
Late Fee Parking Deck Permit	\$15		Cumberland: \$55.90 month
Personally Assigned Space	\$120 Monthly		Frederick: \$70 month
			Winchester: \$19/50 month

SCHEDULE OF FEES & SERVICE CHARGES - ENTERPRISE FUNDS
FISCAL YEAR 2010/2011

NAME OF FEE/PURPOSE	RATE SCHEDULE	YEAR OR DATE LAST CHANGED	BUDGET ORDINANCE/ ACTION REQUIRED
PARKING FACILITIES FUND (con't)			
56740112-4452 Parking Deck Fees	\$1/min, \$.50/half hour, \$6/day max Effective 3/23/2010, \$1.00-Exiting Between 4pm-6am weeknights and weekends	2010	Resolution
56740112-4453 Special Event Parking	\$5/Bluesfest & other events		
56740112-4454 Parking and Shop	\$.80/hour	2010	Resolution
56740112-4455 Parking Meter Fees	\$.05/12 min, \$.10/24 min \$.25/60 minutes	1992 1986	Resolution
Thirty Minute Parking Meters	\$.10/6min, \$.20/12 min \$.50/30 minutes	2003	Resolution
Monthly Permit Fees Parking Lots:			
Central Lot West	\$51 per month leased	2009	Resolution
Church Street Lot	\$44 per month leased		
Market Lot	\$47 per month leased		
Rochester Lot	\$47per month leased		
Central Lot East	\$44 per month leased		
56740132-445899 Department Charges	\$45/month	2009	Administrative Order
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 2010/2011

NAME OF FEE/PURPOSE	RECOMMENDED RATE REVISION	PRIOR YEAR ACTUAL REVENUE	COMPARABLE RATES FOR OTHER AGENCIES
PARKING FACILITIES FUND (con't)			
56740112-4452 Parking Deck Fees	None \$1 minimum, .50/half hour, \$10 day max, \$62 monthly	\$84,923	Annapolis: \$1hr,\$8 max/\$1.50hr, \$12max Cumberland:\$1hr,\$8max
56740112-4453 Special Event Parking		\$7,060	Frederick: \$1/hour,\$7 max
56740112-4454 Park and Shop	None	\$9,697	Winchester: \$.50/hour, \$4max
56740112-4455 Parking Meter Fees	None	\$109,502	Annapolis: \$1/hour Cumberland: \$.50/hour
Thirty Minute Parking Meters	None	\$98,192	
Monthly Permit Fees Parking Lots:			
Central Lot West	\$46 per month leased	\$109,502	Harrisburg: \$100/\$150 month
Church Street Lot	\$46 per month leased		\$155/reserved
Market Lot	\$46 per month leased		Cumberland: \$35 month
Rochester Lot	\$46 per month leased		Winchester: \$25 month
Central Lot East	\$46per month leased		
56740132-445899 Department Charges	\$46/month	\$56,223	
Parking/Expired Meter	None	\$163,107	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 2010/2011

NAME OF FEE/PURPOSE	RATE SCHEDULE	YEAR OR DATE LAST CHANGED	BUDGET ORDINANCE/ ACTION REQUIRED
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COMMUNITY DEVELOPMENT BLOCK GRANT FUND

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

13500012-4492			
COOP Facilities Reservation Fee	\$21,000/Year	2008	N/A

SCHEDULE OF FEES & SERVICE CHARGES - SPECIAL REVENUE FUNDS
FISCAL YEAR 2010/2011

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

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

13500012-4492 COOP Facilities Reservation Fee	3% per year	\$0	
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Citizen Activities

City of Hagerstown



Financial Projections
Section 10

**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 2010/11 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, 2010. 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 0.5% for 2010/11 and to increase slightly in future years.
- Fiscal Year 2010/11 Personal Services does not reflect any step increases or cost of living adjustments. It also includes 10 furlough/work stop days and vacancy savings in order to operate within the City's available revenues. Due to the tight economic conditions and lack of growth in the City's revenues the projections assume continued flatness in the wages and continued furlough days and vacancy management for the next several fiscal years.
- The average projected increase in employee benefits is 4.3% to 7.2% 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 4.0% 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 2010/11 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 4.8% to 0.0% for the next three years. A modest growth recovery of 2.5% is projected for 2014/2015.
- 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 be flat or to increase modestly in the range of 1.0 - 2.5%.
- City share of state income tax has declined by over 16%. It is projected to start growing again at 2.5% annually beginning in 2011/2012. This reflects the current economic down turn and the hopefully start of a modest recovery.
- annually and assumes no further reduction by the State. Police and Fire revenues from the state reflect a 35% cut in 2009/2010 and hopefully will not be further reduced.
- The County Tax Rebate has been terminated by the County after the current 2009/2010 fiscal year. It is to be replaced by a County Tax Rate differential beginning in 2010/2011. The County rate in the City is estimated to be \$0.12 - \$0.13 cents per \$100 assessed value less than the outside City rate based on preliminary County information.
- 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 there will be no increase in City staffing for any projected fiscal years. Additionally, Wage & Benefit projections reflect current labor contracts that extend through June 30, 2010. Thereafter, wages are assumed to reflect no increases and in addition we continue to have savings from vacancies and furlough/work stop days. Cost of living adjustments and step increases will not be affordable without future economic and community growth or organizational restructuring.
- The average projected increase in employee benefits is 4.3% to 7.2% 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

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Fiscal Year 2011 / 2015

	2006/07 ACTUAL	2007/08 ACTUAL	2008/09 ACTUAL	2009/10 REVISED BUDGET	2009/10 ESTIMATED ACTUAL	2010/11 PROPOSED BUDGET	PROJ CHG%	2011/12 PROJECTION	2012/13 PROJECTION	2013/14 PROJECTION	2014/15 PROJECTION
REVENUES											
Property Taxes	\$18,174,765	\$20,049,018	\$21,810,160	\$23,257,900	\$23,466,400	\$24,362,578	S	\$24,362,578	\$24,484,391	\$24,606,813	\$25,221,983
Payments in Lieu of Taxes	1,956,369	2,310,119	2,486,140	2,522,520	2,522,520	2,673,900	S	2,673,900	2,687,270	2,700,706	2,768,223
Total property taxes	20,131,134	22,359,137	24,296,300	25,780,420	25,988,920	27,036,478		27,036,478	27,171,660	27,307,519	27,990,207
	16.1%	11.1%	8.7%	6.1%	7.0%	4.0%		0.0%	0.5%	0.5%	2.5%
Income tax	2,345,527	2,537,266	2,262,316	2,138,160	2,138,160	2,100,000	2.5%	2,152,500	2,206,313	2,261,470	2,318,007
Highway User Revenues	2,257,531	2,177,798	1,899,839	133,395	133,395	175,000	2.5%	179,375	183,859	188,456	193,167
County Tax Rebate	1,253,286	1,462,697	1,532,289	1,660,000	1,598,512	0		0	0	0	0
Police / Fire Protection	805,610	800,290	804,462	551,753	551,753	552,000	0.5%	554,760	557,534	560,321	563,123
Admission Tax	133,971	85,823	94,757	130,248	70,000	133,500	2.5%	136,838	140,258	143,765	147,359
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	116,495	120,000	120,000	120,000	2.5%	123,000	126,075	129,227	132,458
Enterprise Zone Tax Credits	73,707	81,010	111,256	79,285	79,285	75,000		135,000	135,675	136,353	139,762
Total State & County Shared Taxes	6,903,846	7,179,098	6,855,628	4,847,055	4,725,319	3,189,714		3,315,687	3,383,928	3,453,807	3,528,090
	4.0%	4.0%	-4.5%	-29.3%	-31.1%	-32.5%		3.9%	2.1%	2.1%	2.2%
Total Tax Revenues	27,034,980	29,538,235	31,151,928	30,627,475	30,714,239	30,226,192		30,352,165	30,555,589	30,761,325	31,518,297
	12.7%	9.3%	5.5%	-1.7%	-1.4%	-1.6%		0.4%	0.7%	0.7%	2.5%
Grants	595,677	111,250	167,225	130,000	192,500	170,000	S	150,000	150,000	150,000	150,000
Admin Allocation	2,141,268	2,033,773	2,070,360	2,250,000	2,173,500	2,246,625	2.5%	2,302,791	2,360,360	2,419,369	2,479,854
Refuse Collection Fee	2,116,976	2,163,207	2,178,805	2,198,000	2,066,500	2,067,000	6.5%	2,201,355	2,344,443	2,496,832	2,659,126
Stormwater Management Fees	0	0	0	0	0	0	2.5%	1,000,000	1,025,000	1,050,625	1,076,891
Other Service Charges	844,829	898,314	708,250	846,838	899,712	902,761	2.0%	920,816	939,233	958,017	977,178
Residential Rental Licenses	360,284	423,177	311,053	420,000	418,000	425,000		470,000	475,000	480,000	485,000
Cable TV Franchise	335,311	535,877	358,320	360,000	360,000	389,300	1.2%	393,972	398,699	403,484	408,325
Other Licenses & Permits	1,008,964	799,386	778,625	720,000	698,460	718,700		625,000	700,000	775,000	850,000
Interest	446,159	456,504	263,714	250,000	250,000	275,000		275,000	325,000	375,000	425,000
Fines & Forfeitures	112,115	154,789	85,627	103,000	100,701	102,500	3.0%	105,575	108,742	112,005	115,365
Other Revenues	556,424	737,527	903,729	268,879	202,333	144,692	S	61,690	62,833	64,003	65,204
Total Other Revenues	8,518,007	8,313,804	7,825,708	7,546,717	7,361,706	7,441,578		8,506,198	8,889,311	9,284,335	9,691,942
Total Revenues	35,552,987	37,852,039	38,977,636	38,174,192	38,075,945	37,667,770		38,858,363	39,444,899	40,045,660	41,210,239
<i>% Revenue Growth</i>	14.2%	6.5%	3.0%	-2.1%	-2.3%	-1.1%		3.2%	1.5%	1.5%	2.9%
Budgeted Use of Fund Balance	-	-	-	150,000	150,000	-		-	-	-	-
Total Funding Sources	35,552,987	37,852,039	38,977,636	38,324,192	38,225,945	37,667,770		38,858,363	39,444,899	40,045,660	41,210,239

	2006/07 ACTUAL	2007/08 ACTUAL	2008/09 ACTUAL	2009/10 REVISED BUDGET	2009/10 ESTIMATED ACTUAL	2010/11 PROPOSED BUDGET	PROJ CHG%	2011/12 PROJECTION	2012/13 PROJECTION	2013/14 PROJECTION	2014/15 PROJECTION
EXPENDITURES											
Personal Services	\$17,344,040	\$18,146,574	\$19,494,960	\$19,465,867	\$18,823,094	\$18,303,216	S	\$18,356,000	\$18,523,000	\$18,719,416	\$18,988,413
Fringe Benefits -											
Active Employees	5,598,139	6,116,176	6,277,663	6,573,731	6,218,994	6,362,475	S	6,813,488	7,064,762	7,336,290	7,631,025
Retirees	1,254,067	1,409,382	1,420,079	1,402,000	1,402,000	1,175,800	S	1,267,246	1,365,982	1,472,589	1,587,699
Total Wages & Benefits	24,196,246	25,672,132	27,192,702	27,441,598	26,444,088	25,841,491		26,436,734	26,953,743	27,528,296	28,207,138
	10.1%	6.1%	5.9%	0.9%	-2.8%	-2.3%		2.3%	2.0%	2.1%	2.5%
Contracted Services	904,509	1,086,441	1,174,995	1,171,671	1,534,078	1,405,757	S	1,433,872	1,453,321	1,466,071	1,479,077
Trash Collection	2,013,521	2,060,934	2,152,994	2,231,856	2,061,254	2,125,947	6.5%	2,264,134	2,411,302	2,568,037	2,734,959
Advertising & Printing	251,759	249,865	312,204	271,219	263,721	248,553	5.0%	260,981	274,030	287,731	302,118
Rentals	87,698	107,713	148,483	89,411	93,717	83,230		85,000	86,000	87,000	90,000
Maintenance & Repairs	399,987	467,514	403,410	585,477	602,255	597,161		600,000	605,000	610,000	620,000
Vehicle Expenses	836,997	904,189	893,751	815,635	878,014	844,945	3.0%	870,293	896,402	923,294	950,993
Materials, Supplies & Utilities	2,080,969	2,269,061	2,122,451	2,202,004	2,330,444	2,168,572	2.0%	2,211,943	2,256,182	2,301,306	2,347,332
Professional Development	160,131	164,898	175,414	109,334	123,708	64,364		100,000	105,000	110,000	115,000
Communication	243,268	239,116	277,609	141,512	266,841	268,603		270,000	272,000	274,000	276,000
Wage & Overhead Allocation	-1,855,037	-1,278,489	-1,355,907	-1,231,085	-1,038,823	-1,233,503	6.5%	-1,313,681	-1,399,070	-1,490,009	-1,586,860
Other General Expenditures	534,863	523,306	585,242	683,769	575,602	642,476	S	530,000	515,000	525,000	525,000
Insurance	182,316	245,682	214,651	205,009	239,113	229,076	5.0%	240,530	252,556	265,184	278,443
Unallocated Gen'l Expenditures	686,836	756,572	780,116	650,265	665,198	591,200		600,000	605,000	610,000	625,000
Capital Outlay - Non-CIP	186,154	201,312	164,018	84,418	68,894	78,285		195,000	150,000	155,000	175,000
Capital Outlay - CIP	985,262	1,267,000	1,179,314	405,563	405,563	522,000		797,000	1,123,000	1,032,000	1,011,000
Debt Service	1,680,031	2,051,054	2,012,366	2,007,164	2,041,608	2,444,000		2,458,640	2,065,323	1,964,969	2,209,072
Transfers Out	1,283,275	309,233	397,239	590,022	650,737	740,988	S	800,000	800,000	810,000	825,000
Total Expenditures	34,858,785	37,297,533	38,831,052	38,454,842	38,206,012	37,663,145		38,840,447	39,424,790	40,027,879	41,184,271
<i>% Expenditures Growth</i>	13.4%	7.0%	4.1%	-1.0%	-1.6%	-1.4%		3.1%	1.5%	1.5%	2.9%
Surplus / (Deficit)	\$694,202	\$554,506	\$146,584	-\$130,650	\$19,933	\$4,625		\$17,916	\$20,109	\$17,782	\$25,967
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	\$252,270	\$280,190	\$304,465	\$327,163	\$329,809	\$343,103		\$343,103	\$344,818	\$346,542	\$355,206

GENERAL FUND

Section 10

INCOME STATEMENT

Financial Projections

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Fiscal Year 2011 / 2015

GENERAL FUND

Section 10

PROPERTY TAXES

Financial Projections

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Fiscal Year 2011 / 2015

	2006/07 ACTUAL	2007/08 ACTUAL	2008/09 ACTUAL	2009/10 REVISED BUDGET	2009/10 ESTIMATED ACTUAL	2010/11 PROPOSED BUDGET	PROJ CHG% *	2011/12 PROJECTION	2012/13 PROJECTION	2013/14 PROJECTION	2014/15 PROJECTION
Real Estate - Full Year Levy	15,896,085	17,636,404	19,435,327	21,139,400	21,139,400	22,315,928		22,315,928	22,427,508	22,539,645	23,103,136
<i>% Increase</i>	<i>13.6%</i>	<i>10.9%</i>	<i>10.2%</i>	<i>8.8%</i>	<i>8.8%</i>	<i>5.6%</i>		<i>0.0%</i>	<i>0.5%</i>	<i>0.5%</i>	<i>2.5%</i>
Real Estate - Partial Yr Levy	172,090	118,848	77,404	50,000	50,000	53,700		53,700	53,969	54,238	55,594
Personal Property - UnInc	59,155	45,892	49,697	46,000	49,500	49,000		49,000	49,245	49,491	50,729
Personal Property - Corp	2,410,278	2,407,257	2,665,217	2,400,000	2,550,000	2,450,000		2,450,000	2,462,250	2,474,561	2,536,425
Tax Increment Fin'g Reimb't	0	0	0	0	0	0		0	0	0	0
Releases & Abatements	-108,039	-100,761	-105,037	-90,000	-90,000	-95,400		-95,400	-95,877	-96,356	-98,765
Tax Refunds	-43,582	-67,934	-55,917	-50,000	-50,000	-53,000		-53,000	-53,265	-53,531	-54,870
Incentive Tax Credit Program	-147,414	-175,439	-235,753	-150,000	-150,000	-270,000		-270,000	-271,350	-272,707	-279,524
Residential Rehab Tax Cr Progr:	0	0	-948	-4,000	-4,000	-44,650		-44,650	-44,873	-45,098	-46,225
Tax Exemption - Real Estate	-38,895	-122,275	-152,552	-100,000	-100,000	-106,000		-106,000	-106,530	-107,063	-109,739
Total Current Year's Levy	18,199,678	19,741,992	21,677,438	23,241,400	23,394,900	24,299,578		24,299,578	24,421,076	24,543,181	25,156,761
Personal Property Additions	868	426	414	400	400	400		400	402	404	414
Ord Business Corp Additions	83,092	20,104	23,592	20,000	20,000	21,200		21,200	21,306	21,413	21,948
Releases & Abatements	-14,867	-16,887	-324	0	0	0		0	0	0	0
Tax Refunds	-36,222	-50,369	-14,816	-20,000	-20,000	-21,200		-21,200	-21,306	-21,413	-21,948
Reserve for Uncollect Taxes	-145,343	223,495	31,144	-20,000	-20,000	-21,200		-21,200	-21,306	-21,413	-21,948
Total Adj - Prior Yrs Levies	-112,472	176,769	40,010	-19,600	-19,600	-20,800		-20,800	-20,904	-21,009	-21,534
Current Years Levy	140,977	155,890	143,958	85,000	140,000	140,000		140,000	140,700	141,404	144,939
Prior Years Levy	3,104	28,946	3,718	4,000	4,000	4,200		4,200	4,221	4,242	4,348
Total Interest on Delinq Tax	144,081	184,836	147,676	89,000	144,000	144,200		144,200	144,921	145,646	149,287
Tax Discounts/Allows - C/Yr	-55,744	-48,732	-54,561	-52,500	-52,500	-60,000		-60,000	-60,300	-60,602	-62,117
Tax Discounts/Allows - P/Yrs	-778	-5,847	-403	-400	-400	-400		-400	-402	-404	-414
Total Tax Discounts/Allows	-56,522	-54,579	-54,964	-52,900	-52,900	-60,400		-60,400	-60,702	-61,006	-62,531
Total Property Taxes	18,174,765	20,049,018	21,810,160	23,257,900	23,466,400	24,362,578		24,362,578	24,484,391	24,606,813	25,221,983
<i>% Increase</i>	<i>16.9%</i>	<i>10.3%</i>	<i>8.8%</i>	<i>16.0%</i>	<i>17.0%</i>	<i>3.8%</i>		<i>0.0%</i>	<i>0.5%</i>	<i>0.5%</i>	<i>2.5%</i>
Hag Housing Authority	60,052	52,029	58,443	60,000	60,000	63,600		63,600	63,918	64,238	65,844
Light Fund	431,667	485,102	515,196	502,300	502,300	532,400		532,400	535,062	537,737	551,181
Bethel Gardens	6,116	8,413	8,250	8,400	8,400	8,900		8,900	8,945	8,989	9,214
Liberty Property	0	34,155	49,351	53,420	53,420	56,600		56,600	56,883	57,167	58,597
W.P.C. Fund	968,508	1,180,915	1,241,304	1,224,700	1,224,700	1,298,200		1,298,200	1,304,691	1,311,214	1,343,995
Water Fund	441,772	502,955	565,800	622,600	622,600	660,000		660,000	663,300	666,617	683,282
Property Management Fund	48,254	46,550	47,796	51,100	51,100	54,200		54,200	54,471	54,743	56,112
Total Pymts in Lieu of Taxes	1,956,369	2,310,119	2,486,140	2,522,520	2,522,520	2,673,900		2,673,900	2,687,270	2,700,706	2,768,223
Total Property Taxes	20,131,134	22,359,137	24,296,300	25,780,420	25,988,920	27,036,478		27,036,478	27,171,660	27,307,519	27,990,207
<i>% Increase</i>	<i>16.1%</i>	<i>11.1%</i>	<i>8.7%</i>	<i>6.1%</i>	<i>7.0%</i>	<i>4.0%</i>		<i>0.0%</i>	<i>0.5%</i>	<i>0.5%</i>	<i>2.5%</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%
Actual 2008/09	2,520,240	9.7%	0.788	-1.3%	21,677	9.8%
Estimated 2009/10	2,777,817	20.9%	0.788	0.0%	23,395	18.5%
Proposed 2010/11	2,900,688	4.4%	0.788	0.0%	24,300	3.9%

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

GENERAL FUND

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ASSESSABLE BASE TABLE

Financial Projections

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Fiscal Year 2011 / 2015

	<u>Account Number</u>	<u>Actual 2006/07</u>	<u>Actual 2007/08</u>	<u>Actual 2008/09</u>	<u>Estimated 2009/10</u>	<u>Proposed 2010/11</u>
For Full Year Levy	01 401 011	\$15,896,085	\$17,636,404	\$19,435,327	\$21,139,400	\$22,315,928
Partial Year Levy	01 401 012	172,090	118,848	77,404	50,000	53,700
Tax Refunds on Current Year Levy	01 404 023	-43,582	-67,934	-55,917	-50,000	-53,000
Residential Rehab Tax Cr Program	01 404 031	0	0	-948	-4,000	-44,650
Enterprise Zone Tax Credit Program	01 404 032	-147,414	-175,439	-235,753	-150,000	-270,000
Tax Exemption - Real Estate	01 404 033	-38,895	-122,275	-152,552	-100,000	-106,000
Net Real Estate Taxes		15,838,284	17,389,604	19,067,561	20,885,400	21,895,978
		15.1%	9.8%	9.6%	9.5%	4.8%
Unincorporated Personal Property	01 401 021	59,155	45,892	49,697	49,500	49,000
Corporate Personal Property	01 401 031	2,410,278	2,407,257	2,665,217	2,550,000	2,450,000
Releases and Abatements	01 404 021	-108,039	-100,761	-105,037	-90,000	-95,400
Total Personal Property		2,361,394	2,352,388	2,609,877	2,509,500	2,403,600
		0.1%	-0.4%	10.9%	-3.8%	-4.2%
Current Year's Levy		\$18,199,678	\$19,741,992	\$21,677,438	\$23,394,900	\$24,299,578
		12.9%	8.5%	9.8%	7.9%	3.9%
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		\$1,984,747,368	\$2,179,148,371	\$2,389,418,672	\$2,650,431,472	\$2,778,677,411
		15.1%	9.8%	9.6%	10.9%	4.8%
[(Net Real Estate Taxes / Tax Rate)/10]						
Business Personal Property		118,365,614	117,914,185	130,820,902	127,385,787	122,010,152
		0.1%	-0.4%	10.9%	-2.6%	-4.2%
[Total Personal Property / Tax Rate]						
Total Assessable Base		\$2,103,112,982	\$2,297,062,556	\$2,520,239,574	\$2,777,817,259	\$2,900,687,563
		14.1%	9.2%	9.7%	10.2%	4.4%

	2006/07	2007/08	2008/09	2009/10	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15
	ACTUAL	ACTUAL	ACTUAL	REVISED BUDGET	ESTIMATED ACTUAL	PROPOSED BUDGET	PROJECTION	PROJECTION	PROJECTION	PROJECTION
Planning Dept. Grants										
ARC Planning Grant	-	2,400	-	-	-	-	-	-	-	-
Heritage Area Planning Grant	-	4,136	3,899	-	-	-	-	-	-	-
Other Dept. Grants										
Reimbursement FEMA Grants	-	-	-	-	-	-	-	-	-	-
SAFE-Smoke Alarms for Everyone	-	-	-	-	-	-	-	-	-	-
Police Dept. Grants										
Health Dept Traffic Grant	54,506	-	-	-	-	-	-	-	-	-
Police Body Armor Grants	26,042	-	-	-	-	-	-	-	-	-
Policing - BYRN-202-1235	25,000	-	-	-	-	-	-	-	-	-
Hot Spots Coordinator Grant	67,396	-	-	-	-	-	-	-	-	-
Character Counts	1,500	-	-	-	-	-	-	-	-	-
Domestic Violence Response Coo	42,135	7,501	-	-	-	-	-	-	-	-
Mobilization - Byrn Grants	1,500	-	-	-	-	-	-	-	-	-
Byrn-2002-2012 Narcotics Attorne	15,000	15,482	-	-	-	-	-	-	-	-
Violent Crime Attorney Grant	27,052	-	-	-	-	-	-	-	-	-
Anti-Gang	-	-	10,154	-	-	-	-	-	-	-
Youth Prevention Byrn Grants	55,032	-	-	-	-	-	-	-	-	-
Child Advocacy Center Grant	43,370	36,176	11,905	-	-	-	-	-	-	-
Training Grant	8,700	-	-	-	-	-	-	-	-	-
DEA Reimbursed Overtime	26,158	-	38,142	15,000	80,000	20,000	-	-	-	-
C-SAFE Gang Intervention - O/T	16,085	-	-	-	-	-	-	-	-	-
C-SAFE WCCP After School	-	45,555	-	-	-	-	-	-	-	-
School Resource Officers Grant	31,624	-	103,125	115,000	112,500	150,000	150,000	150,000	150,000	150,000
Digital Cameras for Patrol	7,110	-	-	-	-	-	-	-	-	-
Protective Order Entry & Service	16,317	-	-	-	-	-	-	-	-	-
Project Cease Fire	131,150	-	-	-	-	-	-	-	-	-
Total Grant Revenues	595,677	111,250	167,225	130,000	192,500	170,000	150,000	150,000	150,000	150,000

GENERAL FUND

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GRANT REVENUES

Financial Projections

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Fiscal Year 2011 / 2015

	2006/07 ACTUAL	2007/08 ACTUAL	2008/09 ACTUAL	2009/10 REVISED BUDGET	2009/10 ESTIMATED ACTUAL	2010/11 PROPOSED BUDGET	PROJ CHG%	2011/12 PROJECTION	2012/13 PROJECTION	2013/14 PROJECTION	2014/15 PROJECTION
<u>Sale of Land & Other Propty</u>											
Existing Industrial Park*	-	58,000	-	-	-	-	-	-	-	-	-
Tusing Warehouse	110,000	-	-	-	-	-	-	-	-	-	-
Fire & Police Dept Equipment	800	356	-	10,000	5,000	-	-	5,000	5,000	5,000	5,000
Other - Public Works	12,460	2,400	5,306	5,000	-	-	-	-	-	-	-
Total Land Sale/Other	123,260	60,756	5,306	15,000	5,000	-	-	5,000	5,000	5,000	5,000
Citizen Contributions	125,555	128,155	204,136	159,950	125,043	119,692	-	35,690	36,833	38,003	39,204
Miscellaneous Revenues	41,609	32,616	30,397	17,120	45,590	14,000	-	10,000	10,000	10,000	10,000
Other Revenues	167,164	160,771	234,533	177,070	170,633	133,692	-	45,690	46,833	48,003	49,204
Transfers from Economic Redevelopment Fund	-	-	58,000	15,809	15,700	-	-	-	-	-	-
Transfers from CDBG Fund	10,000	10,000	(110)	55,000	5,000	5,000	-	5,000	5,000	5,000	5,000
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	-	-	-	-	-	-	-	-
Transfers from Water Fund	250,000	-	-	-	-	-	-	-	-	-	-
Total Transfers In	266,000	516,000	663,890	76,809	26,700	11,000	-	11,000	11,000	11,000	11,000
Total Other Revenues	556,424	737,527	903,729	268,879	202,333	144,692	-	61,690	62,833	64,003	65,204

	2006/07 ACTUAL	2007/08 ACTUAL	2008/09 ACTUAL	2009/10 REVISED BUDGET	2009/10 ESTIMATED ACTUAL	2010/11 PROPOSED BUDGET	PROJ CHG%	2011/12 PROJECTION 0.000%	2012 / 13 PROJECTION 0.000%	2013 / 14 PROJECTION 0.000%	2014/15 PROJECTION 0.500%
BASE WAGES											
Regular Wages-Salaried	10,010,292	10,821,378	11,747,553	14,449,041	12,637,657	10,583,262	Above Columns for Existing Contract Steps	10,583,262	10,583,262	10,583,262	10,636,178
Regular Wages-Hourly	2,354,164	2,438,009	2,713,175	3,331,576	4,156,924	6,916,154		6,916,154	6,916,154	6,916,154	6,950,735
Compensatory Time Used	252,840	206,964	185,333	-	-	-		-	-	-	-
Vacation Pay	1,013,130	1,202,161	1,287,596	-	-	-		-	-	-	-
Holiday Pay	795,042	893,203	925,105	-	-	-		-	-	-	-
Sick Leave Pay	401,560	425,554	455,776	-	-	-		-	-	-	-
Workers Compensation Pay	83,468	55,583	56,376	-	-	-		-	-	-	-
Vacancy Savings	-	-	-	-	-	(300,000)		(300,000)	(300,000)	(300,000)	(300,000)
Furlough Day Savings	-	-	-	-	-	(720,000)		(543,416)	(376,416)	(180,000)	-
HPD Dispatch Transfer Savings	-	-	-	(308,739)	-	-		-	-	-	-
Total Base Wages	14,910,496	16,042,852	17,370,914	17,471,878	16,794,581	16,479,416		16,656,000	16,823,000	17,019,416	17,286,913
% Increase	9.8%	7.6%	8.3%	0.6%	-3.3%	-1.9%		1.1%	1.0%	1.2%	1.6%
ADDITIONAL WAGES											
Temporary & Seasonal	700,096	586,284	569,604	578,397	571,523	564,435		565,000	565,000	565,000	565,000
Overtime Pay	1,280,467	1,104,686	1,089,095	940,914	868,603	834,365		835,000	835,000	835,000	835,000
Comp Time Earned	7,479	(31,936)	9	-	(95)	-		-	-	-	-
Holiday/Vacation Buy Back	68,668	95,264	139,636	77,000	138,733	-		-	-	-	-
Sick Leave Buy Back	80,260	84,042	94,697	109,020	89,585	-		-	-	-	-
Retirement Payouts	296,574	265,382	231,005	288,658	360,164	425,000		300,000	300,000	300,000	301,500
Total Additional Wages	2,433,544	2,103,722	2,124,046	1,993,989	2,028,513	1,823,800		1,700,000	1,700,000	1,700,000	1,701,500
% Increase	14.8%	-13.6%	1.0%	-6.1%	-4.5%	-10.1%		-6.8%	0.0%	0.0%	0.1%
Total Personal Services	17,344,040	18,146,574	19,494,960	19,465,867	18,823,094	18,303,216		18,356,000	18,523,000	18,719,416	18,988,413
% Increase	10.5%	4.6%	7.4%	-0.1%	-3.4%	-2.8%		0.3%	0.9%	1.1%	1.4%

GENERAL FUND

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PERSONAL SERVICES

Financial Projections

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Fiscal Year 2011/2015

	2006/07 ACTUAL	2007/08 ACTUAL	2008/09 ACTUAL	2009/10 REVISED BUDGET	2009/10 ESTIMATED ACTUAL	2010/11 PROPOSED BUDGET	PROJ CHG%	2011/12 PROJECTION	2012/13 PROJECTION	2013 / 14 PROJECTION	2014/15 PROJECTION
Active Employees											
Retirement - Police/Fire	822,218	977,958	997,798	1,154,629	1,039,392	1,131,234		1,221,733	1,233,950	1,246,290	1,258,752
Retirement Deficit Payment	108,003	113,401	119,070	125,020	125,020	131,271		131,275	137,839	144,730	151,967
Retirement - State Fund	526,950	551,387	541,389	606,700	619,123	859,450		928,206	937,488	946,863	956,332
Retirement - City Plan	6,505	6,506	6,521	6,485	6,485	6,485		6,485	6,485	6,485	6,485
F.I.C.A. Taxes (7.65%)	1,261,073	1,367,520	1,434,582	1,507,235	1,344,320	1,315,082		1,404,234	1,417,010	1,432,035	1,452,614
Unemployment Taxes	45,583	52,517	54,940	42,100	94,300	46,100		55,000	57,500	60,000	62,500
Employee Assistance Prog	12,012	12,012	12,870	12,500	12,870	12,870		12,500	12,750	13,000	13,250
Long-Term Disability	2,643	7,201	7,075	7,763	7,824	8,000		8,000	8,000	8,000	8,000
Life Insurance	21,391	24,679	25,312	25,721	26,351	28,351		28,655	28,040	28,983	30,002
Workmans Compensation	515,487	555,419	525,035	472,304	475,691	484,223	3.0%	498,750	513,712	529,124	544,997
Health Insurance	2,121,741	2,284,168	2,405,460	2,443,927	2,336,591	2,209,765		2,386,546	2,577,470	2,783,667	3,006,361
Dental Insurance	75,899	75,356	77,044	77,950	73,048	70,599	1.0%	71,305	72,018	72,738	73,466
Emply Discounted Parking	78,634	88,052	70,567	91,397	57,979	59,045		60,800	62,500	64,375	66,300
Total	5,598,139	6,116,176	6,277,663	6,573,731	6,218,994	6,362,475		6,813,488	7,064,762	7,336,290	7,631,025
<i>% Increase</i>	8.4%	9.3%	2.6%	7.5%	1.7%	2.3%		7.1%	3.7%	3.8%	4.0%
Retirees											
Health Insurance	1,217,659	1,373,423	1,384,304	1,365,000	1,365,000	1,138,400		1,229,472	1,327,830	1,434,056	1,548,781
<i>% Increase</i>								8.00%	8.00%	8.00%	8.00%
Dental Insurance	36,408	35,959	35,775	37,000	37,000	37,400	1.0%	37,774	38,152	38,533	38,919
Total	1,254,067	1,409,382	1,420,079	1,402,000	1,402,000	1,175,800		1,267,246	1,365,982	1,472,589	1,587,699
<i>% Increase</i>	12.6%	12.4%	0.8%	-0.5%	-0.5%	-16.1%		7.8%	7.8%	7.8%	7.8%
Total Fringe Benefits	6,852,206	7,525,558	7,697,742	7,975,731	7,620,994	7,538,275		8,080,734	8,430,743	8,808,880	9,218,725
<i>% Increase</i>	9.2%	9.8%	2.3%	3.6%	-1.0%	-1.1%		7.2%	4.3%	4.5%	4.7%

	2006/07	2007/08	2008 / 09	2009/10	2009/10	2010/11	PROJ	2011/12	2012/13	2013/14	2014/15
	ACTUAL	ACTUAL	ACTUAL	REVISED	ESTIMATED	PROPOSED	CHG%	PROJECTION	PROJECTION	PROJECTION	PROJECTION
Medical Services	46,623	28,570	48,633	25,610	28,777	25,905		26,423	26,952	27,491	28,040
Grounds Services	70,126	90,908	115,302	114,077	116,656	115,327		117,634	119,986	122,386	124,834
Miss Utility	2,486	2,876	2,558	2,850	2,850	2,850		2,907	2,965	3,024	3,085
Contracted Staffing	52,726	131,349	122,480	85,300	97,404	87,500		89,250	91,035	92,856	94,713
Other Contracted Services	196,030	206,835	352,844	241,480	621,777	609,592		621,784	625,000	625,000	625,000
HNDP & Home Store	-	-	-	100,000	100,000	-		0	0	0	0
Legal Fees	242,097	218,384	181,787	236,200	210,200	225,400		229,908	234,506	239,196	243,980
Auditing	34,432	36,155	38,233	38,200	38,200	39,200		39,984	40,784	41,599	42,431
Consulting	-	14,928	39,627	54,000	54,000	54,000		55,080	56,182	57,305	58,451
Engineering	15,330	52,562	57,822	35,000	46,000	35,000		35,700	36,414	37,142	37,885
Building Services	13,462	19,355	22,212	22,504	23,764	23,883		24,361	24,848	25,345	25,852
Safety Program	3,332	4,293	2,992	3,700	3,700	3,700		3,774	3,849	3,926	4,005
Other Professional Services	227,865	280,226	190,505	212,750	190,750	183,400		187,068	190,800	190,800	190,800
Total Contracted Services	904,509	1,086,441	1,174,995	1,171,671	1,534,078	1,405,757		1,433,872	1,453,321	1,466,071	1,479,077
<i>% Increase</i>	<i>-6.7%</i>	<i>20.1%</i>	<i>8.2%</i>	<i>-0.3%</i>	<i>30.6%</i>	<i>-8.4%</i>		<i>2.0%</i>	<i>1.4%</i>	<i>0.9%</i>	<i>0.9%</i>

	2006/07 ACTUAL	2007/08 ACTUAL	2008/09 ACTUAL	2009/10 REVISED BUDGET	2009/10 ESTIMATED ACTUAL	2010/11 PROPOSED BUDGET	2011/12 PROJECTION	2012/13 PROJECTION	2013/14 PROJECTION	2014/15 PROJECTION
Debt Service:										
Debt Service Exps	375	400	0	0	0	0	0	0	0	0
1996 Pub Imprv Bonds										
Interest	29,961	25,343	20,432	15,345	15,345	9,983	4,344	0	0	0
Principal (\$1,325,451)	96,611	100,003	105,087	110,172	110,172	116,952	120,341	0	0	0
1997 Pub Imprv Bonds										
Interest	51,547	44,081	36,531	28,222	29,072	19,974	11,326	2,308	0	0
Principal (\$2,140,960)	184,658	161,910	151,205	176,629	195,363	185,996	194,025	100,358	0	0
1998/99 Pub Imprv Bonds										
Interest	40,837	35,989	30,795	25,321	25,321	19,718	14,008	7,974	1,616	0
Principal (\$1,675,000)	110,000	120,000	120,000	130,000	135,000	130,000	140,000	145,000	75,000	0
2003/04 Pub Imprv Bonds										
Interest	47,397	45,147	42,823	40,423	40,423	37,863	34,995	31,913	28,580	24,898
Principal (\$1,395,000)	75,000	75,000	80,000	80,000	80,000	85,000	90,000	90,000	95,000	100,000
2004/05 Refunding Bonds										
Interest	56,811	42,089	30,606	20,666	20,666	12,509	4,246	0	0	0
Principal (\$2,289,120)	602,400	379,010	386,540	276,100	276,100	251,000	253,510	0	0	0
2004/2005 Public Fac Bonds										
Interest	121,560	114,707	107,491	100,069	100,028	92,408	84,428	76,289	67,830	59,052
Principal (\$3,800,000)	204,250	213,750	218,500	228,000	228,000	237,500	242,250	251,750	261,250	270,750
2005/06 Pub Imprv Bonds										
Interest	58,624	267,692	252,877	238,121	238,121	222,856	206,972	190,469	173,348	155,607
Principal (\$7,490,666)	0	383,366	394,641	409,675	409,675	424,709	443,502	458,536	477,328	492,362
2007 HTC-WCSF Ice Rink Loan										
Interest	0	10,692	8,293	6,573	6,483	4,777	2,968	1,049	0	0
Principal (\$181,942)	0	31,875	26,545	28,265	28,355	30,061	31,871	33,235	0	0
2008/09 Pub Imprv Bonds										
Interest	0	0	0	0	28,943	93,993	85,226	76,942	69,954	60,292
Principal (\$3,407,810)	0	0	0	93,583	0	287,519	296,946	306,373	315,800	325,227
2008/09 Pub Imprv BAB										
Interest	0	0	0	0	74,541	181,182	181,182	181,182	181,182	181,182
Principal (\$5,074,007)	0	0	0	0	0	0	0	0	0	0
2011/12 Pub Imprv Bonds										
Interest (5.0%)	0	0	0	0	0	0	16,500	31,900	29,700	27,500
Principal (\$660,000)	0	0	0	0	0	0	0	44,000	44,000	44,000
2012/13 Pub Imprv Bonds										
Interest (4.5%)	0	0	0	0	0	0	0	36,045	34,844	32,441
Principal (\$801,000)	0	0	0	0	0	0	0	0	53,400	53,400
2013/14 Pub Imprv Bonds										
Interest (4.5%)	0	0	0	0	0	0	0	0	56,138	108,533
Principal (\$2,495,000)	0	0	0	0	0	0	0	0	0	166,300
2014/15 Pub Imprv Bonds										
Interest (4.5%)	0	0	0	0	0	0	0	0	0	107,528
Principal (\$4,779,000)	0	0	0	0	0	0	0	0	0	0
Total Debt Service										
Interest	407,112	586,140	529,848	474,740	578,943	695,263	646,195	636,071	643,191	757,033
Principal	1,272,919	1,464,914	1,482,518	1,532,424	1,462,665	1,748,737	1,812,445	1,429,252	1,321,778	1,452,039
Total Debt Service	1,680,031	2,051,054	2,012,366	2,007,164	2,041,608	2,444,000	2,458,640	2,065,323	1,964,969	2,209,072

**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	4.82%
2008	2,297,062,556	39,941	14,815,765	0.64%	371	5.50%
2009	2,520,239,574	40,402	13,333,247	0.53%	330	5.18%
Estimated 2009/10	2,777,817,259	40,916	20,352,399	0.73%	497	5.34%
Proposed 2010/11	2,900,687,563	41,387	18,603,662	0.64%	449	6.49%
Projected 2011/12	3,054,482,811	41,865	17,451,217	0.57%	417	6.33%
Projected 2012/13	3,069,755,225	42,347	16,822,965	0.55%	397	5.24%
Projected 2013/14	3,085,104,001	42,836	17,996,187	0.58%	420	4.91%
Projected 2014/15	3,162,231,601	43,330	21,323,148	0.67%	492	5.36%
City Debt Policy Guidelines				10.00%	\$ 1,000	10.00%

	2006/07 ACTUAL	2007/08 ACTUAL	2008/09 ACTUAL	2009/10 REVISED BUDGET	2009/10 ESTIMATED ACTUAL	2010/11 PROPOSED BUDGET	PROJ CHG%	2011/12 PROJECTION	2012/13 PROJECTION	2013/ 14 PROJECTION	2014/ 15 PROJECTION
Economic Redevelopment Func	-	58,000	15,700	125,000	125,000	125,000		150,000	150,000	150,000	150,000
Golf Course Fund	174,631	210,891	260,000	211,885	290,000	255,000		240,000	245,000	250,000	260,000
Community Based Initiative	-	-	-	-	-	-		50,000	45,000	50,000	55,000
Special Revenue Grant Fund	8,644	40,342	121,539	253,137	235,737	360,988		360,000	360,000	360,000	360,000
Health Insurance Fund	1,100,000	-	-	-	-	-		-	-	-	-
Total Operating Transfers	1,283,275	309,233	397,239	590,022	650,737	740,988		800,000	800,000	810,000	825,000

	2006/07 ACTUAL	2007/08 ACTUAL	2008/09 ACTUAL	2009/10 BUDGET	2009/10 ESTIMATED ACTUAL	2010/11 PROPOSED BUDGET	PROJ CHG%	2011/12 PROJECTION	2012/13 PROJECTION	2013 / 14 PROJECTION	2014 /15 PROJECTION
Advertising,Marketing, Promo	10,806	11,280	14,924	12,700	12,700	12,500		9,645	9,264	9,518	9,518
Postage	208,319	83,345	87,536	53,170	41,010	40,882		31,545	30,300	31,130	31,130
Photocopy Charges	40,400	63,741	71,951	61,512	71,998	70,925		54,727	52,566	54,006	54,006
Other General Expenses	67,003	115,838	159,647	152,945	160,687	157,906		121,842	117,032	120,239	120,239
Employee Activities	13,190	12,681	17,530	17,000	15,230	4,000		3,086	2,965	3,046	3,046
Economic Incentives	23,208	31,028	50,568	59,000	40,512	33,500		25,849	24,829	25,509	25,509
Public Functions	168,605	198,081	177,891	207,850	180,250	165,013		127,326	122,300	125,651	125,651
Neighborhoods First	3,332	7,312	5,195	9,250	8,215	7,750		5,980	5,744	5,901	5,901
General Budget Contingency	-	-	-	110,342	45,000	150,000		150,000	150,000	150,000	150,000
Total Other Expenditures	534,863	523,306	585,242	683,769	575,602	642,476		530,000	515,000	525,000	525,000

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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 0.5% per year for 2010/11 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 1.0% annually.
- The investment interest rate is assumed to be 0.5%.
- The future bond interest rates are assumed to be 4.0% 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 \$1,200,000 commercial sales and a corresponding reduction of \$960,000 in purchased power. This is the primary reason for the projected Fiscal Year 2011/12 deficit of \$465,229.
- The projections show the dividend affordability formula and its effect on the Light Fund's cash balance. The Community Betterment Dividend is no 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 and 2010/11 reflect the impact of the current economic down turn with flat or reduced consumption levels.

LIGHT FUND

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Fiscal Year 2011/2015

	<u>2007/08</u>	<u>2008/09</u>	<u>2009/10</u>	<u>2009/10</u>	<u>2010/11</u>	<u>Proj.</u>	<u>2011/12</u>	<u>2012/13</u>	<u>2013/14</u>	<u>2014/15</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	15,011,810	14,585,447	14,378,500	14,481,915	14,600,909	0.0%	14,600,909	14,600,909	14,600,909	14,600,909
Commercial	6,771,967	6,339,689	6,332,500	6,278,080	6,216,568	0.0%	6,216,568	6,216,568	6,216,568	6,216,568
Industrial	10,997,979	10,453,222	10,507,700	10,408,919	9,786,630	0.0%	9,200,000	9,200,000	9,200,000	9,200,000
Other Rates	788,497	1,106,709	855,080	830,011	821,491	0.0%	821,491	821,491	821,491	821,491
Total Service Charges	<u>33,570,253</u>	<u>32,485,067</u>	<u>32,073,780</u>	<u>31,998,925</u>	<u>31,425,598</u>		<u>30,838,968</u>	<u>30,838,968</u>	<u>30,838,968</u>	<u>30,838,968</u>
Other Operating Revenues	<u>296,928</u>	<u>295,827</u>	<u>297,257</u>	<u>302,142</u>	<u>294,537</u>	0.0%	<u>294,537</u>	<u>294,537</u>	<u>294,537</u>	<u>294,537</u>
Total Operating Revenue	<u>33,867,181</u>	<u>32,780,894</u>	<u>32,371,037</u>	<u>32,301,067</u>	<u>31,720,135</u>		<u>31,133,505</u>	<u>31,133,505</u>	<u>31,133,505</u>	<u>31,133,505</u>
Operating Expenses:										
Purchased Power	26,732,588	26,250,716	25,927,133	25,759,135	25,297,838		24,825,370	24,825,370	24,825,370	24,825,370
Distribution	1,755,643	2,136,947	1,479,676	1,887,551	1,975,529	1.0%	1,995,284	2,015,237	2,035,390	2,055,743
General & Administration	3,661,261	3,518,958	4,056,594	3,507,989	3,466,618	1.0%	3,501,284	3,536,297	3,571,660	3,607,377
Depreciation	1,045,181	1,012,901	1,146,458	1,146,458	1,146,458		1,203,781	1,249,443	1,307,685	1,363,275
Total Operating Expenses	<u>33,194,673</u>	<u>32,919,522</u>	<u>32,609,861</u>	<u>32,301,133</u>	<u>31,886,443</u>		<u>31,525,719</u>	<u>31,626,347</u>	<u>31,740,104</u>	<u>31,851,765</u>
Operating Income (Loss)	672,508	(138,628)	(238,824)	(66)	(166,308)		(392,214)	(492,842)	(606,599)	(718,260)
Non-Operating Revenues (Exp.):										
Interest Earned	316,822	247,886	268,261	192,595	180,602		176,882	166,556	164,359	147,808
Interest Expense - Current Bonds	(18,472)	(14,477)	(13,949)	(13,156)	(11,634)		(9,803)	(8,829)	(8,011)	(7,167)
Gain (loss) on Sale of Capital Assets	92,539	23,897	19,000	9,063	5,000		0	0	0	0
Total Non-Operating Revs. (Exps.)	<u>390,889</u>	<u>257,306</u>	<u>273,312</u>	<u>188,502</u>	<u>173,968</u>		<u>167,079</u>	<u>157,727</u>	<u>156,348</u>	<u>140,641</u>
Net Income (Loss) Before Operating Transfers	<u>1,063,397</u>	<u>118,678</u>	<u>34,488</u>	<u>188,436</u>	<u>7,660</u>		<u>(225,135)</u>	<u>(335,115)</u>	<u>(450,251)</u>	<u>(577,619)</u>
Transfers From (To) Other Funds										
Transfers (to) Community Betterment	0	0	0	0	0		0	0	0	0
Transfers (to) Capital Improvements	(36,472)	(124,996)	0	(55,000)	(55,000)		(55,000)	(55,000)	(55,000)	(55,000)
Total Transfers (to) Other Funds	<u>(36,472)</u>	<u>(124,996)</u>	<u>0</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 & Grants	<u>13,251</u>	<u>19,260</u>	<u>25,000</u>	<u>16,000</u>	<u>120,000</u>		<u>15,000</u>	<u>15,000</u>	<u>15,000</u>	<u>15,000</u>
Inc. (Dec.) in Retained Earnings	<u>1,040,176</u>	<u>12,942</u>	<u>59,488</u>	<u>149,436</u>	<u>72,660</u>		<u>(265,135)</u>	<u>(375,115)</u>	<u>(490,251)</u>	<u>(617,619)</u>

	2007/08	2008/09	2009/10	2009/10	2010/11	Proj.	2011/12	2012/13	2013/14	2014/15
	Actual	Actual	Budget	Est. Actual	Budget	Chg. %	Projection	Projection	Projection	Projection
Adjust to a Cash Flow Basis:										
Depreciation	1,045,181	1,012,901	1,146,458	1,146,458	1,146,458		1,203,781	1,249,443	1,307,685	1,363,275
Current Principal Payments on Debt	(55,388)	(56,661)	(46,502)	(46,503)	(44,740)		(45,875)	(21,638)	(22,525)	(23,234)
Non-Cash Capital Contributions	(13,251)	(19,260)	(25,000)	(16,000)	(20,000)		(15,000)	(15,000)	(15,000)	(15,000)
Changes in Working Capital	796,341	(976,213)	0	0	0		0	0	0	0
Total Adjustments to Ret. Earnings	<u>1,772,883</u>	<u>(39,233)</u>	<u>1,074,956</u>	<u>1,083,955</u>	<u>1,081,718</u>		<u>1,142,906</u>	<u>1,212,805</u>	<u>1,270,160</u>	<u>1,325,041</u>
Funds Available for Capital Outlay	2,813,059	(26,291)	1,134,444	1,233,391	1,154,378		877,771	837,690	779,909	707,422
Capital Outlay	1,303,246	700,515	1,133,000	676,000	913,000		1,343,000	1,713,000	1,635,000	995,000
Net Surplus (Deficit)	<u>1,509,813</u>	<u>(726,806)</u>	<u>1,444</u>	<u>557,391</u>	<u>241,378</u>		<u>(465,229)</u>	<u>(875,310)</u>	<u>(855,091)</u>	<u>(287,578)</u>
Beginning Cash Balance	2,222,715	3,732,528	3,005,722	3,005,722	3,563,113		3,804,491	3,339,262	2,463,951	1,608,860
Ending Cash Balance	3,732,528	3,005,722	3,007,166	3,563,113	3,804,491		3,339,262	2,463,951	1,608,860	1,321,282
Dividend Affordability Formula:										
Operating & Maintenance Expenses	32,149,492	31,906,621	31,463,403	31,154,675	30,739,985		30,321,938	30,376,904	30,432,419	30,488,490
Reserved Retained Earnings (2 Months)	5,358,249	5,317,770	5,243,901	5,192,446	5,123,331		5,053,656	5,062,817	5,072,070	5,081,415
Cash in Excess of Reserve after Dividend	(1,625,721)	(2,312,048)	(2,236,735)	(1,629,333)	(1,318,840)		(1,714,395)	(2,598,866)	(3,463,210)	(3,760,133)

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Fiscal Year 2011/2015

	<u>2007/08</u> <u>Actual</u>	<u>2008/09</u> <u>Actual</u>	<u>2009/10</u> <u>Budget</u>	<u>2009/10</u> <u>Est. Actual</u>	<u>2010/11</u> <u>Budget</u>	<u>Proj.</u> <u>Chg. %</u>	<u>2011/12</u> <u>Projection</u>	<u>2012/13</u> <u>Projection</u>	<u>2013/14</u> <u>Projection</u>	<u>2014/15</u> <u>Projection</u>
Schedule A - Capital Outlay										
Capital Outlay:										
Vehicles #90	93,325	165,917	100,000	0	10,000		180,000	183,000	170,000	160,000
Circuit Upgrade #110	0	0	0	0	0		0	150,000	300,000	0
Telemetry Equipment #111	0	15,685	10,000	28,000	10,000		30,000	30,000	0	0
Trans/Cap Dspl	615	0	0	0	0		200,000	500,000	200,000	0
Wesel Blvd. #220	0	0	50,000	0	5,000		50,000	50,000	50,000	50,000
Hag. Business Park #258	0	0	0	0	0		10,000	0	0	0
System Reconductoring #259	43,229	0	20,000	0	20,000		20,000	20,000	20,000	20,000
Pedestrian Lights #388	75,593	200	100,000	0	10,000		100,000	100,000	100,000	100,000
SCADA System #441	0	0	0	45,000	0		0	0	0	0
Geographic Information system #451	3,000	0	0	0	0		0	0	0	0
City Park Lighting #514	0	0	0	0	0		0	0	75,000	0
Building & Site Improvements #542	15,370	12,415	50,000	45,000	50,000		20,000	20,000	20,000	20,000
A. & E. District Upgrades #591	7,582	1,070	50,000	37,500	0		0	0	0	0
Test Equipment #609	1,529	0	10,000	10,000	15,000		10,000	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	0	0	0		5,000	0	0	0
Hamilton Run Greenway Lighting #615	2,317	0	0	0	0		0	0	0	0
Jonathan Street Underground #617	0	0	40,000	40,000	0		0	0	0	0
Work Management System #618	0	0	0	0	0		50,000	50,000	100,000	100,000
Old Trail Estates #673	2,602	0	0	13,500	3,000		3,000	0	0	0
Potomac Manor #674	1,543	0	0	0	0		5,000	5,000	5,000	0
Eastern Blvd. Lighting Upgrade #677	3,518	28,715	0	0	0		0	0	0	0
Frederick Street Sub. Tx. Repl. #705	503,238	15,945	0	0	0		0	0	0	0
Linwood Hollow #706	0	0	20,000	0	20,000		20,000	20,000	20,000	20,000
Deerfield Knolls Dev. #707	0	0	0	0	0		10,000	10,000	0	0
Substation Breaker Replacement #776	0	0	50,000	42,000	25,000		25,000	25,000	50,000	0
GIS Facility Software #777	0	0	8,000	0	10,000		10,000	10,000	10,000	10,000
Mitchell Substation Third Bay #778	0	45,960	60,000	0	10,000		60,000	0	0	0
Spare Regulators #797	0	0	50,000	0	20,000		20,000	0	0	0
Substation Wildlife Protection #798	0	0	0	0	0		15,000	0	0	0
Green Practice - Follo	0	0	25,000	25,000	25,000		0	0	0	0
Mills Station	0	0	0	0	50,000		0	0	0	0
Library Project (Light Fund)	0	0	0	0	151,000		0	0	0	0
Other - Non-Specific	549,785	414,608	490,000	390,000	479,000		500,000	500,000	500,000	500,000
Total Capital Outlay	1,303,246	700,515	1,133,000	676,000	913,000		1,343,000	1,713,000	1,635,000	995,000

- The investment interest rate is assumed to be 0.5%.
- Rates are to increase 5.0% in the City and 6.5% outside the City effective 7/1/2010 under a five year rate increase plan adopted in September 2009. The projections reflect this increase through Fiscal Year 2013/2014.
- Operating expenses, excluding depreciation, are estimated to increase by 1.5% in Fiscal Year 2011/12 and 2.5% thereafter.
- 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.
- 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.

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	<u>2007/08</u>	<u>2008/09</u>	<u>2009/10</u>	<u>2009/10</u>	<u>2010/11</u>	<u>Proj.</u>	<u>2011/12</u>	<u>2012/13</u>	<u>2013/14</u>	<u>2014/15</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:										
Metered City Water	1,767,168	1,754,317	1,942,543	1,726,000	1,785,000	5.0%	1,874,250	1,967,963	2,066,361	2,066,361
Metered County Water	5,699,852	5,595,086	6,281,218	5,929,900	6,531,300	6.5%	6,955,835	7,407,964	7,889,481	7,889,481
Total Service Charges	7,467,020	7,349,403	8,223,761	7,655,900	8,316,300		8,830,085	9,375,926	9,955,842	9,955,842
Other Operating Revenues	1,044,357	616,603	967,460	898,964	896,260	0.0%	896,260	896,260	896,260	896,260
Total Operating Revenue	8,511,377	7,966,006	9,191,221	8,554,864	9,212,560		9,726,345	10,272,186	10,852,102	10,852,102
Operating Expenses:							1.5%			
Source of Supply	129,317	150,960	170,557	118,457	77,520	2.5%	78,683	80,650	82,666	84,733
Pumping & Water Treatment	3,158,421	3,093,537	3,490,192	3,291,251	3,454,330	2.5%	3,506,145	3,593,798	3,683,643	3,775,734
Transmission & Distribution	1,652,528	1,404,219	1,528,154	1,373,661	1,386,326	2.5%	1,407,121	1,442,299	1,478,356	1,515,315
Selling, General & Administration	2,498,583	2,892,513	2,543,945	2,521,960	2,418,975	2.5%	2,455,260	2,516,641	2,579,557	2,644,046
Total Operating Expenses	7,438,849	7,541,229	7,732,848	7,305,329	7,337,151		7,447,208	7,633,388	7,824,223	8,019,828
Cash Operating Income (Loss)	1,072,528	424,777	1,458,373	1,249,535	1,875,409		2,279,136	2,638,798	3,027,879	2,832,274
Depreciation	1,526,427	1,616,775	1,500,000	1,500,000	1,658,240		1,954,136	2,075,009	2,283,674	2,525,693
Operating Income (Loss)	(453,899)	(1,191,998)	(41,627)	(250,465)	217,170		325,000	563,789	744,205	306,581

	2007/08	2008/09	2009/10	2009/10	2010/11	Proj.	2011/12	2012/13	2013/14	2014/15
	Actual	Actual	Budget	Est. Actual	Budget	Chg. %	Projection	Projection	Projection	Projection
Operating Income (Loss)	(453,899)	(1,191,998)	(41,627)	(250,465)	217,170		325,000	563,789	744,205	306,581
Non-Operating Revenues (Exp.):										
Interest Earned	281,090	109,653	180,000	20,000	20,000		59,917	56,291	52,478	50,227
Interest Expense (Current Bonds)	(221,230)	(201,055)	(183,127)	(144,908)	(112,259)		(83,116)	(65,967)	(58,894)	(51,681)
Interest Expense (New MDE Bonds)	0	0	(66,983)	(44,284)	(40,817)		(39,499)	(38,175)	(36,846)	(35,512)
Interest Expense (New City Bonds)	0	0	(269,926)	(143,003)	(166,964)		(213,586)	(268,371)	(319,738)	(355,727)
Total Non-Operating Revs. (Exps.)	59,860	(91,402)	(340,036)	(312,195)	(300,040)		(276,284)	(316,222)	(363,000)	(392,693)
Net Income (Loss) Before Operating Transfers	(394,039)	(1,283,399)	(381,663)	(562,660)	(82,871)		48,716	247,567	381,205	(86,112)
Transfers From (To) Other Funds										
Transfers In	0	0	0	0	0		0	0	0	0
Transfers (to) Capital Improvements Fd.	(95,475)	(55,000)	(55,000)	(55,000)	(55,000)		(55,000)	(55,000)	(55,000)	(55,000)
General Fund Dividend	0	0	0	0	0		0	0	0	0
Capital Contributions										
Benefits Charges	3,736,103	590,192	800,000	500,000	500,000		500,000	500,000	500,000	600,000
Developer/Grant Funded	0	0	300,000	0	0		0	0	100,000	0
Non-Cash Capital Contributions	1,644,460	496,562	1,500,000	500,000	500,000		1,000,000	1,000,000	1,500,000	1,000,000
Total Capital Contributions	5,380,563	1,086,754	2,600,000	1,000,000	1,000,000		1,500,000	1,500,000	2,100,000	1,600,000
Gain on Fixed Asset Disposals	8,765	4,275	0	1,992	0		0	0	0	0
Inc. (Dec.) in Retained Earnings	4,899,814	(247,370)	2,163,337	384,332	862,129		1,493,716	1,692,567	2,426,205	1,458,888

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	<u>2007/08</u> <u>Actual</u>	<u>2007/08</u> <u>Actual</u>	<u>2009/10</u> <u>Budget</u>	<u>2009/10</u> <u>Est. Actual</u>	<u>2010/11</u> <u>Budget</u>	Proj. Chg. %	<u>2011/12</u> <u>Projection</u>	<u>2012/13</u> <u>Projection</u>	<u>2013/14</u> <u>Projection</u>	<u>2014/15</u> <u>Projection</u>
Inc. (Dec.) in Retained Earnings	4,899,814	(247,370)	2,163,337	384,332	862,129		1,493,716	1,692,567	2,426,205	1,458,888
Adjust Retained Earnings to a Cash Flow Basis:										
Add Back Depreciation	1,526,427	1,616,775	1,500,000	1,500,000	1,658,240		1,954,136	2,075,009	2,283,674	2,525,693
Changes in Working Capital	(941,924)	644,317	0	0	0		0	0	0	0
Prin. Pay. on Current Long-Term Debt.	(673,251)	(691,180)	(876,098)	(736,391)	(611,179)		(630,152)	(343,061)	(249,014)	(250,913)
Prin. Pay. on New MDE Bonds	0	0	(167,458)	(328,745)	(329,056)		(677,210)	(678,531)	(729,753)	(743,919)
Prin. Pay. on New City Bonds	0	0	(122,346)	0	(181,484)		(307,434)	(468,384)	(626,557)	(756,370)
Non-Cash Capital Contributions	(1,644,460)	(496,562)	(1,500,000)	(500,000)	(500,000)		(1,000,000)	(1,000,000)	(1,500,000)	(1,000,000)
Total Adjustments to Ret. Earnings	(1,733,208)	1,073,350	(1,165,902)	(65,136)	36,521		(660,660)	(414,967)	(821,650)	(225,509)
Cash Available for Capital Outlay	3,166,606	825,980	997,435	319,197	898,650		833,056	1,277,600	1,604,555	1,233,379
Capital Outlay:										
Non-Growth Related	5,491,381	4,449,003	8,634,125	5,318,733	6,917,163		3,911,595	6,115,531	3,847,294	2,946,500
Growth Related	1,268,298	942,156	5,072,000	2,593,244	2,946,043		117,500	840,000	4,220,000	4,645,000
Total Capital Outlay	6,759,679	5,391,159	13,706,125	7,911,977	9,863,205		4,029,095	6,955,531	8,067,294	7,591,500
Cash After Capital Outlay	(3,593,073)	(4,565,179)	(12,708,690)	(7,592,780)	(8,964,555)		(3,196,039)	(5,677,931)	(6,462,739)	(6,358,121)
Additional Funding										
Transfers to Wastewater Fund	0	0	0	0	0		(775,000)	(1,200,000)	(750,000)	(325,000)
Transfers to Repair, Renewal & Replacement Reserve Funds	0	0	0	0	0		0	0	(550,000)	(775,000)
Changes - Restricted Cash (Benefit Funds):										
Add Beginning Balance	5,873,193	5,145,603	7,315,629	3,761,525	5,650,268		5,254,388	4,741,389	4,272,643	3,924,742
Deduct Ending Balance	(5,145,603)	(3,761,525)	(7,069,253)	(5,650,268)	(5,254,388)		(4,741,389)	(4,272,643)	(3,924,742)	(3,597,681)
Change in Restricted Cash	727,590	1,384,078	246,376	(1,888,743)	395,880		512,999	468,746	347,901	327,061
MDE Bond Financing - 2%, 20 Years	3,096,279	2,282,447	9,500,000	5,416,670	6,584,170		385,000	3,325,000	4,987,000	4,615,000
City Bond Financing - 5%, 20 years	0	0	3,059,750	5,353,513	2,555,160		3,102,595	3,044,431	2,475,694	2,524,000
Total Additional Funding	3,823,869	3,666,525	12,806,126	8,881,440	9,535,210		4,000,594	6,838,177	7,810,595	7,466,061
Net Surplus (Deficit)	<u>230,796</u>	<u>(898,654)</u>	<u>97,436</u>	<u>1,288,659</u>	<u>570,655</u>		<u>29,555</u>	<u>(39,754)</u>	<u>47,856</u>	<u>7,940</u>
Beginning Cash Balance	1,543,101	1,773,897	875,243	875,243	2,163,902		2,734,557	2,764,112	2,724,358	2,772,214
Ending Cash Balance	1,773,897	875,243	972,679	2,163,902	2,734,557		2,764,112	2,724,358	2,772,214	2,780,154

Schedule A - Capital Outlay										
	C.I.P. #	2007/08 Actual	2008/09 Actual	2009/10 Budget	2009/10 Est. Actual	2010/11 Budget	2011/12 Projection	2012/13 Projection	2013/14 Projection	2014/15 Projection
<u>Capital Outlay</u>										
Water Vehicles	117	29,206	114,773	176,375	0	176,375	244,000	288,600	207,100	145,500
R.C. Willson Plant Improvements	166	112,073	158,269	120,000	120,000	150,000	150,000	150,000	150,000	120,000
Willson Transmission Main	167	197,062	278,168	3,210,000	1,610,000	1,600,000	0	0	3,815,000	4,615,000
Edgemont Reservoir Improvements	168	87,857	25,000	190,000	190,000	150,000	215,000	265,000	252,000	167,000
West End Reservoir	274	3,646,145	2,267,517	0	6,307	0	0	0	0	0
West End Reservoir Phase II	275	100,745	219,826	6,420,000	3,006,670	3,014,170	0	0	0	0
Zone 3 Standpipe	323	0	0	0	0	0	0	0	100,000	0
Breichner WTP Improvements	405	0	3,409	15,000	37,000	25,000	25,000	25,000	25,000	25,000
Building / Structure	585	0	33,771	0	0	0	0	0	0	0
Jonathan Street Streetscape	638	168,040	514,085	500,000	160,000	0	0	0	0	0
Administrative/Engineering Equip.	648	12,150	4,050	0	0	0	0	0	0	0
Pump Station Improvements	651	155,421	56,862	255,000	100,000	355,000	837,750	712,500	75,000	75,000
Distribution Services	653	941,930	36,061	972,000	972,000	1,001,160	1,031,195	1,062,131	1,093,994	1,126,800
Distribution System Rehabilitation	709	859,292	1,052,957	927,750	900,000	1,161,500	1,196,400	1,232,300	1,269,200	1,307,200
Distribution System Equipment	710	29,850	610,101	0	0	0	0	0	0	0
R.C. Willson Plant - Phase IV	740	416,262	7,100	0	0	120,000	320,000	3,210,000	1,070,000	0
R.C. Willson Plant - Phase V	741	0	0	800,000	800,000	2,100,000	0	0	0	0
Non - C.I.P.										
Structures & Improvements	000	3,646	9,210	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Distribution Meters	000	0	0	0	0	0	0	0	0	0
Total Capital Outlay		6,759,679	5,391,159	13,596,125	7,911,977	9,863,205	4,029,345	6,955,531	8,067,294	7,591,500

Schedule B - Capital Outlay Detail											
	C.I.P. #	% Of Total	2007/08 Actual	2008/09 Actual	2009/10 Budget	2009/10 Est. Actual	2010/11 Budget	2011/12 Projection	2012/13 Projection	2013/14 Projection	2014/15 Projection
Capital Outlay:											
<u>Non-Growth Related</u>											
Cash Funded											
Water Vehicles	117	100%	29,206	114,773	176,375	0	176,375	244,000	288,600	207,100	145,500
Edgemont Reservoir Improvements	168	100%	0	25,000	190,000	190,000	150,000	150,000	150,000	150,000	167,000
West End Reservoir	274	75%	0	0	0	4,730	0	0	0	0	0
West End Reservoir Phase II	275	75%	0	78,750	0	0	112,500	0	0	0	0
Breichner WTP Improvements	405	100%	0	3,409	15,000	37,000	25,000	25,000	25,000	25,000	25,000
Building /Structure	585	100%	0	33,771	0	0	0	0	0	0	0
Jonathan Street Streetscape	638	100%	0	0	0	0	0	0	0	0	0
Administrative/Engineering Equip.	648	80%	0	3,240	8,000	0	0	0	0	0	0
Pump Station Improvements	651	100%	155,421	0	75,000	75,000	75,000	75,000	75,000	75,000	75,000
Distribution System Equipment	710	100%	29,850	0	0	0	0	0	0	0	0
R.C. Willson Plant - Phase V	741	75%	0	0	0	0	0	0	0	0	0
Non - C.I.P.											
Structures & Improvements	000	100%	3,646	9,210	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Distribution Meters	000	100%	0	0	0	0	0	0	0	0	0
Distribution Services	653	100%	0	0	0	0	0	0	0	0	0
Total Cash Funding			218,123	268,153	474,375	316,730	548,875	504,000	548,600	467,100	422,500
MDE Bond Funded											
Edgemont Reservoir Improvements	168	100%	0	0	0	0	0	65,000	115,000	102,000	0
West End Reservoir	274	75%	2,734,609	1,700,638	0	0	0	0	0	0	0
West End Reservoir Phase II	275	75%	0	0	4,500,000	2,255,003	2,148,128	0	0	0	0
R.C. Willson Plant - Phase IV	740	75%	0	0	0	0	90,000	240,000	2,407,500	802,500	0
R.C. Willson Plant - Phase V	741	75%	0	0	600,000	600,000	1,575,000	0	0	0	0
Total MDE Bond Funding			2,734,609	1,700,638	5,100,000	2,855,003	3,813,128	305,000	2,522,500	904,500	0
City Bond Funded (Benefit Charge Advance)											
R.C. Willson Plant Improvements	166	75%	84,055	118,702	90,000	90,000	112,500	112,500	112,500	112,500	90,000
Edgemont Reservoir Improvements	168	100%	87,857	0	0	0	0	0	0	0	0
West End Reservoir	274	75%	0	0	0	0	0	0	0	0	0
West End Reservoir Phase II	275	75%	75,559	86,120	315,000	0	0	0	0	0	0
Jonathan Street Streetscape	638	100%	168,040	514,085	500,000	160,000	0	0	0	0	0
Administrative/Engineering Equip.	648	80%	9,720	0	0	0	0	0	0	0	0
Pump Station Improvements	651	100%	0	56,862	180,000	25,000	280,000	762,500	637,500	0	0
Distribution Services	653	100%	941,930	36,061	972,000	972,000	1,001,160	1,031,195	1,062,131	1,093,994	1,126,800
Distribution System Rehabilitation	709	100%	0	610,101	0	0	0	0	0	0	0
Distribution System Equipment	710	100%	859,292	1,052,957	927,750	900,000	1,161,500	1,196,400	1,232,300	1,269,200	1,307,200
R.C. Willson Plant - Phase IV	740	75%	312,196	5,325	75,000	0	0	0	0	0	0
Total City Bond Funding			2,538,649	2,480,212	3,059,750	2,147,000	2,555,160	3,102,595	3,044,431	2,475,694	2,524,000
Total Non-Growth Related Capital Outlay			5,491,381	4,449,003	8,634,125	5,318,733	6,917,163	3,911,595	6,115,531	3,847,294	2,946,500

	C.I.P. #	% Of Total	2007/08 Actual	2008/09 Actual	2009/10 Budget	2009/10 Est. Actual	2010/11 Budget	2011/12 Projection	2012/13 Projection	2013/14 Projection	2014/15 Projection
<i>Growth Related</i>											
Cash/Developer/Grant Funded											
Willson Transmission Main	167	100%	0	0	300,000	0	0	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	300,000	0	0	0	0	0	100,000
Benefit Charges/Restricted Cash Funded											
R.C. Willson Plant Improvements	166	25%	28,018	39,567	30,000	30,000	37,500	37,500	37,500	37,500	30,000
Willson Transmission Main	167	100%	197,062	263,238	210,000	0	100,000	0	0	0	0
West End Reservoir	274	25%	549,866	0	0	1,577	0	0	0	0	0
West End Reservoir Phase II	275	25%	25,186	54,957	105,000	0	37,500	0	0	0	0
Administrative/Engineering Equip	648	20%	2,430	810	2,000	0	0	0	0	0	0
R.C. Willson Plant - Phase IV	740	25%	104,066	1,775	25,000	0	0	0	0	0	0
R.C. Willson Plant - Phase V	741	25%	0	0	0	0	0	0	0	0	0
Total Benefit Charge Funding			906,628	360,347	372,000	31,577	175,000	37,500	37,500	37,500	30,000
MDE Bond Funded											
Willson Transmission Main	167	100%	0	14,930	2,700,000	1,610,000	1,500,000	0	0	3,815,000	4,615,000
West End Reservoir	274	25%	361,670	566,879	0	0	0	0	0	0	0
West End Reservoir Phase II	275	25%	0	0	1,500,000	751,668	716,043	0	0	0	0
R.C. Willson Plant - Phase IV	740	25%	0	0	0	0	30,000	80,000	802,500	267,500	0
R.C. Willson Plant - Phase V	741	25%	0	0	200,000	200,000	525,000	0	0	0	0
Total MDE Bond Funding			361,670	581,809	4,400,000	2,561,668	2,771,043	80,000	802,500	4,082,500	4,615,000
Total Growth Related Capital Outlay			1,268,298	942,156	5,072,000	2,593,244	2,946,043	117,500	840,000	4,220,000	4,745,000
Total Capital Outlay			6,759,679	5,391,159	13,706,125	7,911,977	9,863,205	4,029,095	6,955,531	8,067,294	7,691,500

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- The investment interest rate is assumed to be 0.5%.
- Service Charge Revenue reflects a continuation of the annual increases approved last September 2009 of 5.0% for inside and 3.0% for outside City customers. These increases continue through Fiscal Year 2013/2014 and are proposed for Fiscal Year 2014/2015 as well. A growth factor of 0.5% was also added for future years.
- Operating expenses, excluding depreciation, are estimated to increase by 1.0%
- 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.
- With the drop in projected new benefit charges from growth and new development, future years additional funding includes an operating transfer from the Water to help pay Wastewater debt service. The alternative would be higher future user rate increases, if the level of new development does not increase.

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	<u>2007/08</u> <u>Actual</u>	<u>2008/09</u> <u>Actual</u>	<u>2009/10</u> <u>Budget</u>	<u>2009/10</u> <u>Est. Actual</u>	<u>2010/11</u> <u>Budget</u>	<u>Proj.</u> <u>Chg. %</u>	<u>2011/12</u> <u>Projection</u>	<u>2012/13</u> <u>Projection</u>	<u>2013/14</u> <u>Projection</u>	<u>2014/15</u> <u>Projection</u>
Operating Revenues:										
Service Charges:								+.05%	+.05%	+.05%
Metered City Sewer	4,480,672	4,742,579	5,155,342	4,801,400	5,054,200	5.5%	5,333,445	5,628,117	5,939,071	6,267,205
Metered County Sewer	1,923,644	2,203,512	2,400,069	2,252,000	2,435,000	3.5%	2,520,590	2,609,189	2,700,902	2,795,839
Metered Joint Sewer	1,497,549	1,614,271	1,812,625	1,702,700	1,799,300	3.5%	1,862,545	1,928,014	1,995,784	2,065,935
Low -Pressure System Charge	98,025	104,121	100,000	106,000	106,000	0.0%	106,000	106,000	106,000	106,000
Total Service Charges	<u>7,999,890</u>	<u>8,664,483</u>	<u>9,468,037</u>	<u>8,862,100</u>	<u>9,394,500</u>		<u>9,822,580</u>	<u>10,271,320</u>	<u>10,741,756</u>	<u>11,234,979</u>
Other Operating Revenues	<u>138,858</u>	<u>191,047</u>	<u>149,600</u>	<u>118,800</u>	<u>118,800</u>	0.0%	<u>118,800</u>	<u>118,800</u>	<u>118,800</u>	<u>118,800</u>
Total Operating Revenue	<u>8,138,748</u>	<u>8,855,530</u>	<u>9,617,637</u>	<u>8,980,900</u>	<u>9,513,300</u>		<u>9,941,380</u>	<u>10,390,120</u>	<u>10,860,556</u>	<u>11,353,779</u>
Operating Expenses:										
Plant Expenses	4,251,249	4,540,129	4,706,033	4,325,232	4,665,290	1.0%	4,711,943	4,759,062	4,806,653	4,854,719
Laboratory Expenses	260,837	287,996	289,533	280,017	236,153	1.0%	238,515	240,900	243,309	245,742
Collection Systems	1,084,668	908,379	1,080,222	938,735	1,067,187	1.0%	1,077,859	1,088,637	1,099,524	1,110,519
Selling, General & Administration	3,176,343	3,180,361	3,020,695	3,041,011	3,175,179	1.0%	3,206,931	3,239,000	3,271,390	3,304,104
Total Operating Expenses	<u>8,773,097</u>	<u>8,916,865</u>	<u>9,096,483</u>	<u>8,584,995</u>	<u>9,143,809</u>		<u>9,235,247</u>	<u>9,327,600</u>	<u>9,420,876</u>	<u>9,515,084</u>
Cash Operating Income (Loss)	<u>(634,349)</u>	<u>(61,335)</u>	<u>521,154</u>	<u>395,905</u>	<u>369,491</u>		<u>706,133</u>	<u>1,062,521</u>	<u>1,439,681</u>	<u>1,838,694</u>
Depreciation	<u>1,790,355</u>	<u>2,029,194</u>	<u>2,138,000</u>	<u>2,138,000</u>	<u>2,451,757</u>		<u>2,566,897</u>	<u>2,598,317</u>	<u>2,662,837</u>	<u>2,691,777</u>
Operating Income (Loss)	<u>(2,424,704)</u>	<u>(2,090,529)</u>	<u>(1,616,846)</u>	<u>(1,742,095)</u>	<u>(2,082,266)</u>		<u>(1,860,764)</u>	<u>(1,535,796)</u>	<u>(1,223,156)</u>	<u>(853,083)</u>

	<u>2007/08</u> <u>Actual</u>	<u>2008/09</u> <u>Actual</u>	<u>2009/10</u> <u>Budget</u>	<u>2009/10</u> <u>Est. Actual</u>	<u>2010/11</u> <u>Budget</u>	Proj. Chg. %	<u>2011/12</u> <u>Projection</u>	<u>2012/13</u> <u>Projection</u>	<u>2013/14</u> <u>Projection</u>	<u>2014/15</u> <u>Projection</u>
Operating Income (Loss)	(2,424,704)	(2,090,529)	(1,616,846)	(1,742,095)	(2,082,266)		(1,860,764)	(1,535,796)	(1,223,156)	(853,083)
Non-Operating Revenues (Exp.):										
Interest Earned	125,334	38,641	93,000	0	0		0	0	0	0
Interest Expense (Current Bonds)	(298,974)	(264,142)	(249,622)	(314,851)	(299,319)		(269,029)	(244,752)	(231,055)	(217,889)
Interest Expense (New MDE Bonds)	0	0	0	0	0		0	0	0	0
Interest Expense (New City Bonds)	0	0	(202,105)	(32,565)	(66,458)		(83,417)	(173,691)	(191,577)	(208,161)
Gain (Loss) on Sale of Capital Assets	8,170	3,352	0	300	300		0	0	0	0
Total Non-Operating Revs. (Exps.)	<u>(165,470)</u>	<u>(222,149)</u>	<u>(358,727)</u>	<u>(347,116)</u>	<u>(365,477)</u>		<u>(352,446)</u>	<u>(418,443)</u>	<u>(422,632)</u>	<u>(426,050)</u>
Net Income (Loss) Before Operating Transfers	(2,590,174)	(2,312,678)	(1,975,573)	(2,089,211)	(2,447,743)		(2,213,210)	(1,954,239)	(1,645,788)	(1,279,133)
Transfers From (To) Other Funds										
Transfers (to) Capital Improvements Fd.	(249,484)	(162,821)	(55,000)	(55,000)	(55,000)		(55,000)	(55,000)	(55,000)	(55,000)
Capital Contributions										
Benefits Charges	4,840,354	654,852	725,000	600,000	600,000		650,000	650,000	650,000	650,000
Grants in Aid of Construction	647,233	1,551,685	7,800,000	8,253,920	2,177,560		400,000	0	0	0
Non-Cash Capital Contributions	83,995	216,870	350,000	0	0		400,000	1,250,000	1,250,000	1,000,000
Total Capital Contributions	<u>5,571,582</u>	<u>2,423,407</u>	<u>8,875,000</u>	<u>8,853,920</u>	<u>2,777,560</u>		<u>1,450,000</u>	<u>1,900,000</u>	<u>1,900,000</u>	<u>1,650,000</u>
Inc. (Dec.) in Retained Earnings	<u>2,731,924</u>	<u>(52,092)</u>	<u>6,844,427</u>	<u>6,709,709</u>	<u>274,817</u>		<u>(818,210)</u>	<u>(109,239)</u>	<u>199,212</u>	<u>315,867</u>

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	<u>2007/08</u> <u>Actual</u>	<u>2008/09</u> <u>Actual</u>	<u>2009/10</u> <u>Budget</u>	<u>2009/10</u> <u>Est. Actual</u>	<u>2010/11</u> <u>Budget</u>	<u>Proj.</u> <u>Chg. %</u>	<u>2011/12</u> <u>Projection</u>	<u>2011/12</u> <u>Projection</u>	<u>2013/14</u> <u>Projection</u>	<u>2014/15</u> <u>Projection</u>
Inc. (Dec.) in Retained Earnings	2,731,924	(52,092)	6,844,427	6,709,709	274,817		(818,210)	(109,239)	199,212	315,867
Adjust Retained Earnings to a Cash Flow Basis:										
Add Back Depreciation	1,790,355	2,029,194	2,138,000	2,138,000	2,451,757		2,566,897	2,598,317	2,662,837	2,691,777
Changes in Working Capital	459,723	184,615	0	0	0		0	0	0	0
Prin. Pay. on Current Long-Term Debt.	(1,058,594)	(1,055,532)	(1,079,319)	(1,106,478)	(1,099,085)		(1,129,035)	(992,257)	(858,799)	(871,376)
Prin. Pay. on New MDE Bonds	0	0	0	0	0		0	(393,965)	(393,965)	(393,965)
Prin. Pay. on New City Bonds	0	0	(122,346)	0	(135,885)		(174,240)	(206,846)	(331,801)	(399,756)
Non-Cash Capital Contributions	(83,995)	(216,870)	(350,000)	0	0		(400,000)	(1,250,000)	(1,250,000)	(1,000,000)
Total Adjustments to Ret. Earnings	1,107,489	941,407	586,335	1,031,522	1,216,787		863,622	(244,751)	(171,728)	26,680
Cash Available for Capital Outlay	3,839,413	889,315	7,430,762	7,741,231	1,491,604		45,412	(353,990)	27,484	342,547
Capital Outlay:										
Non-Growth Related	1,748,555	4,006,406	10,010,000	10,439,325	3,348,600		903,500	2,133,500	1,119,500	907,500
Growth Related	789,895	1,464,156	7,688,000	5,248,500	2,408,400		667,500	1,092,500	327,500	267,500
Total Capital Outlay	2,538,450	5,470,562	17,698,000	15,687,825	5,757,000		1,571,000	3,226,000	1,447,000	1,175,000
Cash After Capital Outlay	1,300,963	(4,581,247)	(10,267,238)	(7,946,594)	(4,265,396)		(1,525,588)	(3,579,990)	(1,419,516)	(832,453)
Additional Funding										
Restricted - Repair, Renewal, Replace	0	0	0	0	0		0	0	0	0
Changes - Restricted Cash (Benefit Funds):										
Add Beginning Balance	2,919,450	4,287,469	3,812,215	643,661	1,681,000		200,000	0	0	0
Deduct Ending Balance	(4,287,469)	(643,661)	(1,608,662)	(1,681,000)	(200,000)		0	0	0	0
Change in Restricted Cash	(1,368,019)	3,643,808	2,203,553	(1,037,339)	1,481,000		200,000	0	0	0
MDE Bond Financing - 2%, 20 Years	1,312,913	1,097,775	7,000,000	5,609,000	2,121,440		0	0	0	0
City Bond Financing - 5%, 20 years	0	0	1,152,500	3,987,305	678,000		563,000	2,410,000	705,000	565,000
Transfer from Water Fund to Wastewater Fund					0		775,000	1,200,000	750,000	325,000
Total Additional Funding	(55,106)	4,741,583	10,356,053	8,558,966	4,280,440		1,538,000	3,610,000	1,455,000	890,000
Net Surplus (Deficit)	<u>1,245,857</u>	<u>160,336</u>	<u>88,815</u>	<u>612,372</u>	<u>15,044</u>		<u>12,412</u>	<u>30,010</u>	<u>35,484</u>	<u>57,547</u>
Beginning Cash Balance	(1,209,718)	36,139	12,978	196,475	808,847		823,891	836,303	866,313	901,797
Ending Cash Balance	36,139	196,475	101,793	808,847	823,891		836,303	866,313	901,797	959,344

Schedule A - Capital Outlay										
	C.I.P. #	2007/08 Actual	2008/09 Actual	2009/10 Budget	2009/10 Est. Actual	2010/11 Budget	2011/12 Projection	2012/13 Projection	2013/14 Projection	2014/15 Projection
<u>Capital Outlay</u>										
New Laterals	000	25,000	13,088	15,000	10,000	15,000	15,000	15,000	15,000	15,000
Sewer Vehicles	004	70,511	104,930	155,000	0	155,000	193,000	231,000	322,000	250,000
Manhole Raising	267	21,482	800	25,000	20,000	25,000	25,000	25,000	25,000	25,000
Pump Station Improvements	299	13,192	8,158	30,000	40,000	30,000	30,000	330,000	30,000	30,000
Collection System Rehabilitation	327	628,397	710,867	400,000	400,000	400,000	400,000	1,600,000	400,000	400,000
East End Pump Station	565	0	0	0	0	0	400,000	0	0	0
WWTP - Phase II Improvements	567	0	0	0	0	0	0	0	0	0
WWTP/Enhanced Nutrient Removal	571	655,816	1,713,816	5,250,000	7,850,000	475,000	0	0	0	0
WWTP - Phase IV - Headworks	572	270,615	660,615	2,650,000	2,550,000	90,000	0	0	0	0
WWTP Equipment	584	26,236	51,847	100,000	55,000	100,000	100,000	100,000	100,000	100,000
Buildings & Structures	585	3,646	69,515	50,000	50,000	25,000	75,000	20,000	20,000	20,000
WWTP - Phase III - Disinfection	657	77,425	0	100,000	150,000	100,000	100,000	100,000	100,000	100,000
Jonathan Street Streetscape	638	130,654	880,520	180,000	160,000	0	0	0	0	0
WWTP/Phase V/Solids Processing	711	91,958	109,765	150,000	65,000	100,000	50,000	550,000	250,000	50,000
Collection System Equipment	713	39,644	49,603	80,000	55,000	80,000	80,000	80,000	80,000	80,000
Wastewater GIS - Hydraulic Model	742	0	0	15,000	15,000	25,000	10,000	10,000	10,000	10,000
Supplemental Environ. Project	743	57,914	6,234	0	3,825	0	0	0	0	0
Edgewood Intersection (SHA)	744	0	0	200,000	25,000	0	0	0	0	0
Laboratory Equipment	745	0	5,477	15,000	6,000	15,000	15,000	85,000	15,000	15,000
WWTP Disinfection Improvments	748	375,487	766,547	2,800,000	2,800,000	838,000	0	0	0	0
Grinder Pump Replacement	767	50,473	87,380	72,000	69,000	74,000	78,000	80,000	80,000	80,000
Conrad Court Pump Station	769	0	5,343	2,550,000	594,000	200,000	0	0	0	0
Salem Ave. - Winter-Burhans	799	0	126,205	1,042,000	250,000	480,000	0	0	0	0
SSES City Wide	800	0	99,853	1,819,000	520,000	2,530,000	0	0	0	0
Total Capital Outlay		2,538,450	5,470,563	17,698,000	15,687,825	5,757,000	1,571,000	3,226,000	1,447,000	1,175,000

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Schedule B - Capital Outlay Detail											
	C.I.P. #	% Of Total	2007/08 Actual	2008/09 Actual	2009/10 Budget	2009/10 Est. Actual	2010/11 Budget	2011/12 Projection	2012/13 Projection	2013/14 Projection	2014/15 Projection
Capital Outlay:											
<u>Non-Growth Related</u>											
Cash Funded											
Sewer Vehicles	004	100%	0	0	155,000	0	155,000	193,000	231,000	322,000	250,000
Manhole Raising	267	100%	21,482	800	25,000	20,000	25,000	25,000	25,000	25,000	25,000
Pump Station Improvements	299	75%	0	0	22,500	30,000	22,500	22,500	22,500	22,500	22,500
WWTP - Phase II Improvements	567	70%	0	0	0	0	0	0	0	0	0
Buildings & Structures	585	100%	0	0	50,000	0	25,000	75,000	20,000	20,000	20,000
Wastewater GIS - Hydraulic Model	742	100%	0	0	15,000	15,000	25,000	10,000	10,000	10,000	10,000
Laboratory Equipment	745	100%	0	5,477	15,000	6,000	15,000	15,000	15,000	15,000	15,000
Total Cash Funding			21,482	6,277	282,500	71,000	267,500	340,500	323,500	414,500	342,500
Grants in Aid of Construction											
WWTP/Enhanced Nutrient Remova	571	70%	453,063	1,086,180	3,675,000	5,495,000	332,500	0	0	0	0
SSES City Wide	780	50%	0	0	400,000	0	851,280	0	0	0	0
Total Grant Funding			453,063	1,086,180	4,075,000	5,495,000	1,183,780	0	0	0	0
MDE Bond Funded											
WWTP - Phase II Improvements	567	70%	0	0	0	0	0	0	0	0	0
WWTP - Phase IV - Headworks	572	70%	0	462,431	1,750,000	1,680,000	49,000	0	0	0	0
WWTP Disinfection Improvments	748	70%	0	286,500	1,750,000	1,750,000	516,600	0	0	0	0
Salem Ave. - Winter-Burhans	779	50%	0	63,103	500,000	104,000	240,000	0	0	0	0
SSES City Wide	780	50%	0	49,927	500,000	250,500	413,720	0	0	0	0
Total MDE Bond Funding			0	861,961	4,500,000	3,784,500	1,219,320	0	0	0	0
City Bond Funded (Benefit Charge Advance)											
Sewer Vehicles	004	100%	70,511	104,930	0	0	0	0	0	0	0
Pump Station Improvements	299	75%	9,894	6,119	0	0	0	0	225,000	0	0
Collection System Rehabilitation	327	50%	314,199	355,434	200,000	200,000	200,000	200,000	800,000	200,000	200,000
WWTP/Enhanced Nutrient Remova	571	70%	0	113,492	0	0	0	0	0	0	0
WWTP - Phase IV - Headworks	572	70%	189,430	0	105,000	105,000	14,000	0	0	0	0
WWTP Equipment	584	100%	26,236	51,847	100,000	55,000	100,000	100,000	100,000	100,000	100,000
Buildings & Structures	585	100%	3,646	69,515	0	50,000	0	0	0	0	0
Jonathan Street Streetscape	638	100%	130,654	880,520	180,000	160,000	0	0	0	0	0
WWTP - Phase III - Disinfection	657	70%	54,197	0	70,000	105,000	70,000	70,000	70,000	70,000	70,000
WWTP/Phase V/Solids Processing	711	70%	64,371	76,836	105,000	45,500	70,000	35,000	385,000	175,000	35,000
Collection System Equipment	713	100%	39,644	49,603	80,000	55,000	80,000	80,000	80,000	80,000	80,000
Wastewater GIS - Hydraulic Model	742	100%	0	0	0	0	0	0	0	0	0
Supplemental Environ. Project	743	100%	57,914	6,234	0	3,825	0	0	0	0	0
Laboratory Equipment	745	100%	0	0	0	0	0	0	70,000	0	0
WWTP Disinfection Improvments	748	70%	262,841	250,082	210,000	210,000	70,000	0	0	0	0
Grinder Pump Replacement	767	100%	50,473	87,380	72,000	69,000	74,000	78,000	80,000	80,000	80,000
Salem Ave. - Winter-Burhans	799	50%	0	0	21,000	21,000	0	0	0	0	0
SSES City Wide	800	50%	0	0	9,500	9,500	0	0	0	0	0
Total City Bond Funding			1,274,010	2,051,990	1,152,500	1,088,825	678,000	563,000	1,810,000	705,000	565,000
Total Non-Growth Related Capital Outlay			1,748,555	4,006,408	10,010,000	10,439,325	3,348,600	903,500	2,133,500	1,119,500	907,500

	C.I.P. #	% Of Total	2007/08 Actual	2008/09 Actual	2009/10 Budget	2009/10 Est. Actual	2010/11 Budget	2011/12 Projection	2012/13 Projection	2013/14 Projection	2014/15 Projection
Growth Related											
Cash Funded											
New Laterals	000	100%	0	0	15,000	0	0	0	0	0	0
Pump Station Improvements	299	25%	0	0	7,500	0	0	0	0	0	0
			0	0	22,500	0	0	0	0	0	0
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%	194,170	465,506	1,575,000	2,355,000	142,500	0	0	0	0
Conrad Court Pump Station	769	100%	0	0	1,750,000	403,920	0	0	0	0	0
SSES City Wide	800	50%	0	0	400,000	0	851,280	0	0	0	0
Total Grant Funding			194,170	465,506	3,725,000	2,758,920	993,780	400,000	0	0	0
Benefit Charges/Restricted Cash Funded											
New Laterals	000	100%	25,000	13,088	0	10,000	15,000	15,000	15,000	15,000	15,000
Pump Station Improvements	299	25%	3,298	2,040	0	10,000	7,500	7,500	82,500	7,500	7,500
Collection System Rehabilitation	327	50%	314,198	355,434	200,000	200,000	200,000	200,000	200,000	200,000	200,000
WWTP - Phase II Improvements	567	30%	0	0	0	0	0	0	0	0	0
WWTP/Enhanced Nutrient Remova	571	30%	8,583	48,639	0	0	0	0	0	0	0
WWTP - Phase IV - Headworks	572	30%	81,185	198,185	45,000	45,000	0	0	0	0	0
WWTP - Phase III - Disinfection	657	30%	23,228	0	30,000	45,000	30,000	30,000	30,000	30,000	30,000
WWTP/Phase V/Solids Processing	711	30%	27,587	32,930	45,000	19,500	30,000	15,000	165,000	75,000	15,000
Edgewood Intersection (SHA)	744	100%	0	0	200,000	25,000	0	0	0	0	0
WWTP Disinfection Improvments	748	30%	112,646	107,176	90,000	90,000	30,000	0	0	0	0
Conrad Court Pump Station	769	100%	0	5,343	800,000	190,080	200,000	0	0	0	0
Salem Ave. - Winter-Burhans	799	50%	0	0	21,000	21,000	0	0	0	0	0
SSES City Wide	800	50%	0	0	9,500	9,500	0	0	0	0	0
Total Benefit Charge Funding			595,725	762,835	1,440,500	665,080	512,500	267,500	492,500	327,500	267,500
MDE Bond Funded											
WWTP - Phase II Improvements	567	30%	0	0	0	0	0	0	0	0	0
WWTP - Phase IV - Headworks	572	30%	0	0	750,000	720,000	27,000	0	0	0	0
WWTP Disinfection Improvments	748	30%	0	122,786	750,000	750,000	221,400	0	0	0	0
Salem Ave. - Winter-Burhans	799	50%	0	63,103	500,000	104,000	240,000	0	0	0	0
SSES City Wide	800	50%	0	49,926	500,000	250,500	413,720	0	0	0	0
Total MDE Bond Funding			0	235,815	2,500,000	1,824,500	902,120	0	0	0	0
City Bond Funded											
Collection System Rehabilitation	327	50%	0	0	0	0	0	0	600,000	0	0
Edgewood Intersection (SHA)	744	100%	0	0	0	0	0	0	0	0	0
			0	0	0	0	0	0	600,000	0	0
Total Growth Related Capital Outlay			789,895	1,464,156	7,688,000	5,248,500	2,408,400	667,500	1,092,500	327,500	267,500
Total Capital Outlay			2,538,450	5,470,564	17,698,000	15,687,825	5,757,000	1,571,000	3,226,000	1,447,000	1,175,000

WASTEWATER FUND

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Fiscal Year 2011/2015

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- *Fiscal year 2010/11* revenue 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 over a two year period
- Deck rates are to remain at the current level of \$60 per month; deck rate per day maximum to increase from \$6 to \$8 per day; meter rates are to remain the same; Central Lot West, Central Lot East, Market Lot, Rochester Lot and Church Street Lot permits are all to be the same rate of \$46 per month. Departmental Charges are to increase to \$46 per month (\$1 increase per month) and Student Rates are to increase to \$17 per month (\$2 increase per month).
- A new \$1 evening and weekend deck rate went into effect on January 4, 2010. The increase in revenue can be seen in the revenue line Parking Deck Fees, primarily at the new A & E Deck. This is helping to offset the drop in monthly permit revenues from the relocation of one of our banks from the downtown area this past January.
- Capital outlay for Fiscal Year 2009/10 includes \$25,000 to replace lighting with new energy efficient LED lights on the top floor of the North Potomac Street Deck.
- Operating expenses are estimated to increase by 4.0% annually.
- Investment interest rate is assumed to be 0.5%.
- The future bond interest rates are assumed to be 5% over a 20 year term.

PARKING FUND

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INCOME STATEMENT

Financial Projections

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Fiscal Year 2011/2015

	<u>2007/08</u>	<u>2008/09</u>	<u>2009/10</u>	<u>2009/10</u>	<u>2010/11</u>	<u>Proj.</u>	<u>2011/12</u>	<u>2012/13</u>	<u>2013/14</u>	<u>2014/15</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	210,443	164,722	225,500	116,771	120,000	2.5%	123,000	126,075	129,227	132,458
Parking Deck Fees	86,293	69,306	93,895	86,500	88,500	2.5%	90,713	92,980	95,305	97,687
General Free Parking	(36,378)	(32,672)	(34,000)	(20,000)	(20,000)	2.5%	(20,500)	(21,013)	(21,538)	(22,076)
Parking Deck Coupons	4,775	17,679	4,100	6,000	6,000	2.5%	6,150	6,304	6,461	6,623
South Potomac Street Parking Deck:										
Parking Deck Permits	61,331	63,558	82,800	96,000	105,000	2.5%	107,625	110,316	113,074	115,900
Parking Deck Fees	8,248	16,501	8,910	31,690	38,000	2.5%	69,700	71,443	73,229	75,059
Total Parking Deck Revenues	334,712	299,094	381,205	316,961	337,500		376,688	386,105	395,757	405,651
Parking Meter & Lot Revenues:										
Street Meters	83,307	81,055	87,500	88,500	88,500	2.5%	90,713	92,980	95,305	97,687
Market House Lot	34,389	34,889	34,850	34,600	34,600	2.5%	35,465	36,352	37,260	38,192
Church Street Lot	41,484	42,742	43,550	43,500	43,500	2.5%	44,588	45,702	46,845	48,016
Rochester Lot	696	626	4,540	2,400	2,400	2.5%	2,460	2,522	2,585	2,649
Central Lot	85,445	80,803	87,560	100,000	100,000	2.5%	102,500	105,063	107,689	110,381
Antietam St. Lot	25,540	22,171	25,000	24,500	24,500	2.5%	25,113	25,740	26,384	27,043
Hospital Streets	78,740	75,377	82,000	80,500	50,000	1.5%	25,375	0	0	0
Bryan Centre Lot	621	644	500	650	650	1.5%	660	670	680	690
Bryan Centre Lot Expenses	(1,500)	(1,425)	(1,500)	(1,500)	(1,500)	0.0%	(1,500)	(1,500)	(1,500)	(1,500)
Departmental Charges	51,204	56,223	53,450	54,000	54,000	2.5%	55,350	56,734	58,152	59,606
Increase in Parking Rates	0	0	0	0	0	2.5%	0	0	0	0
Total Parking Meter & Lot Revs.	399,926	393,105	417,450	427,150	396,650		380,722	364,262	373,399	382,765
Net Parking Fines	148,223	202,535	143,890	197,200	197,000	2.5%	201,925	206,973	212,147	217,451
Other Revenue	2,628	194	0	1,000	1,500		1,500	1,500	1,500	1,500
Total Operating Revenue	885,489	894,928	942,545	942,311	932,650		960,835	958,840	982,804	1,007,367
Operating Expenses:										
North Potomac Street Parking Deck	149,978	223,574	163,834	196,321	140,840	4.0%	146,474	152,333	158,426	164,763
South Potomac Street Parking Deck	53,361	59,926	54,476	69,525	100,825	4.0%	104,858	109,052	113,414	117,951
Other Facilities	113,888	114,551	109,699	99,328	101,058	4.0%	105,100	109,304	113,677	118,224
Parking Enforcement Expenses	19,875	59,312	63,115	57,998	60,249	4.0%	62,659	65,165	67,772	70,483
Depreciation	188,046	187,188	187,188	187,188	187,188		188,038	192,866	193,886	194,906
Total Operating Expenses	525,148	644,551	578,312	610,360	590,160		607,129	628,721	647,175	666,326
Operating Income (Loss)	360,341	250,377	364,233	331,951	342,490		353,706	330,119	335,629	341,041

	<u>2007/08</u>	<u>2008/09</u>	<u>2009/10</u>	<u>2009/10</u>	<u>2010/11</u>	Proj.	<u>2011/12</u>	<u>2012/13</u>	<u>2013/14</u>	<u>2014/15</u>
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Est. Actual</u>	<u>Budget</u>	Chg. %	<u>Projection</u>	<u>Projection</u>	<u>Projection</u>	<u>Projection</u>
Non-Operating Revenues (Exp.):										
Investment Earnings	8,308	2,737	8,400	1,500	1,000		6,443	7,035	7,871	12,967
Interest Expense	(134,209)	(114,060)	(115,473)	(135,213)	(135,213)		(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.)	(125,901)	(111,323)	(107,073)	(133,713)	(141,816)		(102,247)	(84,878)	(68,868)	(55,986)
Grants in Aid of Construction	0	0	0	0	0		0	0	0	4,500,000
Transfers From (To) Other Funds:										
Transfers - E.E.C.B.G. Fund	0	0	0	95,795	0		0	0	0	0
Total Transfers From (To) Fds.	0	0	0	95,795	0		0	0	0	0
Change in Net Assets	234,440	139,054	257,160	294,033	200,674		251,459	245,241	266,761	4,785,055
Adjust to a Cash Flow Basis:										
Cash Flows from Operations:										
Depreciation	188,046	187,188	187,188	187,188	187,188		188,038	192,866	193,886	194,906
Changes in Working Capital	(19,661)	0	0	0	0		0	0	0	0
Cash Flows from External Sources:										
Prin. Pay on Current Long-Term Debt.	(361,734)	(369,652)	(345,635)	(347,345)	(347,345)		(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	(16,203)	16,203		0	0	0	0
Proceeds from Bond Issuance	0	0	150,000	150,000	0		142,000	0	0	4,500,000
Total Adjustment to Ret. Earnings	(193,349)	(182,464)	(8,447)	(26,360)	(148,557)		(19,870)	(173,434)	18,007	4,547,150
Funds Available for Capital Outlay	41,091	(43,410)	248,713	267,673	52,117		231,589	71,807	284,768	9,332,205
Capital Outlay										
South Potomac Street Parking Deck	37,071	0	0	0	0		0	0	0	0
N Potomac St Parking Deck Rehab	35,475	0	150,000	229,592	25,000		142,000	30,000	30,000	30,000
Offstreet Parking - South West	0	0	0	0	0		60,000	0	0	9,000,000
Non-C.I.P.	0	0	0	260	0		0	0	0	0
Total Capital Outlay	72,546	0	150,000	229,852	25,000		202,000	30,000	30,000	9,030,000
Net Surplus (Deficit)	(31,455)	(43,410)	98,713	37,821	27,117		29,589	41,807	254,768	302,205
Beginning Cash Balance	281,537	250,082	206,672	206,672	244,493		271,610	301,199	343,006	597,774
Ending Cash Balance	250,082	206,672	305,385	244,493	271,610		301,199	343,006	597,774	899,979

**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.
- ▶ The average projected increase in employee benefits is between 8.1 - 9.7% 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 2.5% per year in future years.

	2006/07	2007/08	2008/09	2009/10	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15
	Actual	Actual	Actual	Budget	Estimated Actual	Proposed Budget	Projection	Projection	Projection	Projection
<u>OPERATING REVENUES:</u>										
Green Fees	127,663	134,718	118,786	133,600	88,650	109,500	115,523	121,876	128,579	135,651
Cart Rentals	47,866	56,164	49,521	58,400	35,200	45,800	48,319	50,977	53,780	56,738
Tournaments & Specials	3,600	4,903	7,450	4,550	9,450	6,300	6,647	7,012	7,398	7,805
Other Revenues	16,941	15,982	-634	17,796	10,923	14,322	15,038	15,790	16,580	17,408
Total Operating Revenues	196,070	211,767	175,123	214,346	144,223	175,922	185,526	195,655	206,337	217,603
<i>% Change</i>	-4.8%	8.0%	-17.3%	30.1%	-17.6%	22.0%	5.5%	5.5%	5.5%	5.5%
<u>OPERATING EXPENSES:</u>										
Personal Services	182,979	192,193	202,071	207,412	183,129	172,635	181,208	184,676	188,230	191,873
Net Wage & O/H Allocation	63,706	24,987	50,495	53,698	77,375	80,118	62,121	63,674	65,266	66,897
Fringe Benefits	53,622	66,403	68,147	55,530	64,189	61,665	66,670	72,798	79,687	87,443
Mats, Supplies & Utilities	36,826	48,092	49,705	49,425	45,415	48,665	48,503	50,856	53,356	56,014
Maintenance & Repairs	4,923	2,890	4,734	3,200	3,900	4,400	4,532	4,668	4,808	4,952
Vehicle Operating Expenses	16,806	20,244	24,755	17,000	23,250	23,250	23,948	24,666	25,406	26,168
Advertising & Printing	4,919	3,546	2,212	4,000	2,800	2,800	2,884	2,971	3,060	3,151
Machy & Equipment Rentals	11,442	12,761	19,641	19,700	21,164	21,164	21,799	22,453	23,126	23,820
Contracted Services	7,023	17,705	10,468	3,200	2,950	3,250	3,348	3,448	3,551	3,658
Other General Expenses	1,270	3,701	3,973	3,700	2,030	2,050	2,112	2,175	2,240	2,307
Insurance	9,417	8,768	6,545	7,406	7,405	8,107	8,350	8,601	8,859	9,124
Communication Expenses	416	468	317	460	400	400	412	424	437	450
Depreciation	22,919	22,509	32,993	21,560	33,000	33,000	33,000	33,000	33,000	33,000
Total Operating Expenses	416,268	424,267	476,056	446,291	467,007	461,504	458,885	474,409	491,027	508,860
Operating Income (Loss)	(220,198)	(212,500)	(300,933)	(231,945)	(322,784)	(285,582)	(273,359)	(278,754)	(284,690)	(291,257)
<u>Other Income/(Expense):</u>										
Interest Earned	0	994	0	0	0	0	0	0	0	0
Total Other Income/(Expense)	0	994	0	0	0	0	0	0	0	0
Contributions & Grants in Aid	10,466	0	65,247	13,500	0	0	0	0	0	0
Operating Transfers In	135,563	210,891	260,000	211,885	290,000	255,000	240,000	245,000	250,000	260,000
Net Income (Loss)	(74,169)	(615)	24,314	(6,560)	(32,784)	(30,582)	(33,359)	(33,754)	(34,690)	(31,257)
Add Back Depreciation	22,919	22,509	32,993	21,560	33,000	33,000	33,000	33,000	33,000	33,000
Capital Outlay	(20,046)	(6,894)	(7,258)	(15,000)	0	0	0	0	0	0
Changes in Working Capital	70,994	(14,763)	(50,024)	0	0	0	0	0	0	0
Net Sources/(Uses) of Cash	(302)	237	25	0	216	2,418	(359)	(754)	(1,690)	1,743
Beginning Cash	802	500	737	762	762	978	3,396	3,037	2,283	593
Ending Cash	500	737	762	762	978	3,396	3,037	2,283	593	2,336
Self Supporting Level	47.1%	49.9%	36.8%	48.0%	30.9%	38.1%	40.4%	41.2%	42.0%	42.8%

- Operating expenses, excluding depreciation, are estimated to increase by 2.5%
- Washington County Industrial Foundation (CHIEF) is currently on a month-by-month lease. They are looking for a new location to rent and could vacate the property resulting in a loss of revenue of \$9,000/year, but with only a minor drop in current expenses (\$1,776) since the property would still need to be maintained.
- Capital Outlay includes \$5,000 for rehab work at the Fire Police Headquarters on Valley Road and \$40,000 for work at the Elizabeth Hager Center. There are no current plans for the Alms House other than to maintain its current condition. The \$5,000 in out years to provide future funds for continued maintenance.
- The Fire Police Headquarters is rented for \$1.00 per year to the Fire Police. In exchange, the Fire Police maintain the property other than major building elements such as utilities (plumbing, electric, heating, cooling) and structural items (roofing, foundation, etc).
- For purposes of the budget, the Elizabeth Hager Center CIP line includes DLLR, Teleworks, City Ballet, Classical Youth Ballet, MOSHA, CVB, County Tourism, Rhubarb House, Civil War Preservation Trust, Code Compliance and the Stair Tower.

	<u>2007/08</u>	<u>2008/09</u>	<u>2009/10</u>	<u>2009/10</u>	<u>2010/11</u>	<u>Proj.</u>	<u>2011/12</u>	<u>2012/13</u>	<u>2013/14</u>	<u>2014/15</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:										
Rent - Labor, Licensing & Regulation	156,264	156,260	155,960	155,960	155,960		161,530	161,530	161,530	161,530
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	4,860	4,375	3,900	4,375	3,900	2.5%	3,998	4,097	4,200	4,305
Rent - City Ballet School	22,126	24,875	25,625	24,969	26,250	2.5%	26,906	27,579	28,268	28,975
Rent - County Tourism	13,489	11,500	11,883	11,500	13,800	2.5%	14,145	14,499	14,861	15,233
Rent - The Rhubarb House	12,876	12,870	12,870	12,870	12,870	2.5%	13,192	13,522	13,860	14,206
Rent - Convention & Visitors Bureau	16,100	16,800	17,100	16,800	18,600	2.5%	19,065	19,542	20,030	20,531
Rent - A.P.C.W.S.	1,181	1,181	1,181	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		20,400	20,400	20,400	20,400
Rent - Department of Labor	25,500	25,500	25,500	25,500	25,500		25,500	25,500	25,500	25,500
Stairtower Agreement	2,168	2,120	2,663	2,663	2,663	2.5%	2,730	2,798	2,868	2,939
Rent - Spickler's Market	7,246	7,963	8,400	7,744	8,006	2.5%	8,206	8,411	8,622	8,837
Rent - Wash. Co. Ind. Foundation	8,932	9,000	9,000	9,000	9,200	2.5%	9,430	9,666	9,907	10,155
Rent - The Home Store	0	0	1	1	1		0	0	0	0
Gain/(Loss) on Sale of Fixed Assets	0	0	0	0	0		0	0	0	0
Purchase Discounts	2	5	2	10	10		10	10	10	10
Total Operating Revenues	352,344	354,049	355,685	354,173	359,541		367,492	369,934	372,437	375,002
Operating Expenses:										
Selling, General & Administration	226,368	214,557	256,753	300,205	267,965	2.5%	274,664	281,531	288,569	295,783
Additional Costs - Roslyn Building	0	0	0	0	0	2.5%	0	0	0	0
Depreciation	79,630	84,332	78,500	78,500	78,500		78,500	78,500	78,500	78,500
Total Operating Expenses	305,998	298,889	335,253	378,705	346,465		353,164	360,031	367,069	374,283
Operating Income (Loss)	46,346	55,160	20,432	(24,532)	13,076		14,328	9,903	5,368	719

PROPERTY MANAGEMENT FUND

Section 10

INCOME STATEMENT

Financial Projections

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Fiscal Year 2011/2015

	<u>2007/08</u> <u>Actual</u>	<u>2008/09</u> <u>Actual</u>	<u>2009/10</u> <u>Budget</u>	<u>2009/10</u> <u>Est. Actual</u>	<u>2010/11</u> <u>Budget</u>	<u>Proj.</u> <u>Chg. %</u>	<u>2011/12</u> <u>Projection</u>	<u>2012/13</u> <u>Projection</u>	<u>2013/14</u> <u>Projection</u>	<u>2014/15</u> <u>Projection</u>
Operating Income (Loss)	46,346	55,160	20,432	(24,532)	13,076		14,328	9,903	5,368	719
Non-Operating Revenues (Exp.):										
Interest Earned	12,388	8,623	9,000	5,000	4,000		6,808	7,421	8,090	9,533
Interest Expense (Current Bonds)	(6,241)	(4,783)	(5,568)	(2,674)	(3,000)		(2,492)	(545)	222	222
Interest Expense (New City Bonds)	0	0	0	0	0		0	0	0	0
Total Non-Operating Revs. (Exps.)	6,147	3,840	3,432	2,326	1,000		4,316	6,876	8,312	9,755
Net Income (Loss) Before Operating Transfers	52,493	59,000	23,864	(22,206)	14,076		18,644	16,779	13,680	10,474
Transfers From (To) Other Funds										
Transfers from Economic Redevelop.	0	0	0	0	0		0	0	0	0
Total Transfers From Other Funds	0	0	0	0	0		0	0	0	0
Capital Contributions - State Grant	0	0	0	0	0		0	0	0	0
Inc. (Dec.) in Retained Earnings	52,493	59,000	23,864	(22,206)	14,076		18,644	16,779	13,680	10,474
Adjust Retained Earnings to a Cash Flow Basis:										
Add Back Depreciation	79,630	84,332	78,500	78,500	78,500		78,500	78,500	78,500	78,500
Changes in Working Capital	3,122	0	0	0	0		0	0	0	0
Bond Proceeds	0	0	0	0	0		0	0	0	1,100
Prin. Pay. on Current Long-Term Debt.	(55,115)	(56,210)	(40,150)	(40,150)	(40,150)		(36,500)	(36,865)	0	0
Prin. Pay. on New City Bonds	0	0	0	0	0		0	0	0	0
Total Adjustments to Ret. Earnings	27,637	28,122	38,350	38,350	38,350		42,000	41,635	78,500	79,600
Cash Available for Capital Outlay	80,130	87,122	62,214	16,144	52,426		60,644	58,414	92,180	90,074
Capital Outlay:										
Alms House Repairs	0	20,845	0	0	0		0	5,000	0	0
Fire Police Headquarters	0	0	0	0	5,000		0	0	0	5,000
Roslyn Building Renovation	0	0	0	0	0		0	0	0	1,100,000
Elizabeth Hager Center	49,859	0	0	40,000	40,000		30,000	30,000	30,000	30,000
Total Capital Outlay	49,859	20,845	0	40,000	45,000		30,000	35,000	30,000	1,135,000
Net Surplus (Deficit)	30,271	66,277	62,214	(23,856)	7,426		30,644	23,414	62,180	(1,044,926)
Beginning Cash Balance	260,665	290,936	346,850	346,850	322,994		330,420	361,064	384,478	446,658
Ending Cash Balance	290,936	357,213	409,064	322,994	330,420		361,064	384,478	446,658	(598,268)

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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 and their individual coverage (20%). 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. The City pays the Level Plan cost at 80% for each individual active employee and between 435 and 48% for the dependents of an active employee. Retirees and their dependents under 65 are enrolled in the City's "80/20" Plan with a similar 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 (\$3,862,584) which provide future funding for the required Calims Reserve (\$694,647) and an additional Rate Stabilization Reserve (\$3,167,937).

Proposed Fiscal Year 2010/11 Budget

Although staff does not recommend an increase in premiums in Fiscal Year 2010/2011, we do recommend changing the cost sharing of premiums with employees choosing individual coverage from 97/3 to 80/20 percent. We project having a minimal operating deficit in Fiscal Year 2010/2011 and subsequent years. At the end of Fiscal Year 2014/15 we project to have a rate stabilization fund of \$789,137 or 7.6% of total projected expenditures. Our rate stabilization goal for this fund is 10%.

Four Year Forecast Beyond Proposed Fiscal Year 2010/11 Budget

Direct health care costs nationally continue to increase at rates exceeding 8 to 12% 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 8.0%.

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 previous fiscal year (2008/09), the City had to conform to new accounting rules to remain in compliance with generally accepted accounting procedures. These accounting rules changed how the City accounts for the cost of its post employment benefits. Instead of recognizing these expenses when paid, we had to 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 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	2006/07 Actual	2007/08 Actual	2008/09 Actual	2009/10 Budget	2009/10 Estimated Actual	2010/11 Proposed Budget	Proj Chg %	2011/12 Projection	2012/13 Projection	2013/14 Projection	2014/15 Projection
Projected Change % - Premium Revenues						0.00%		8.00%	8.00%	8.00%	8.00%
Premium Revenues - City	\$4,728,680	\$5,198,629	\$5,432,275	\$5,500,000	\$5,398,100	\$4,901,611		\$5,293,750	\$5,717,250	\$6,174,650	\$6,668,600
Premium Revenues - Employees	863,664	974,227	978,340	981,000	964,800	1,077,689		1,163,900	1,257,000	1,257,000	1,357,550
Premium Revenues - Retirees	216,833	372,060	434,071	437,000	560,500	629,100		679,450	733,800	792,500	855,900
Total Premium Revenues	5,809,177	6,544,916	6,844,685	6,918,000	6,923,400	6,608,400		7,137,100	7,708,050	8,224,150	8,882,050
Interest From Investments	99,779	144,274	85,780	80,000	80,000	80,000		86,400	93,300	100,800	108,850
Medicare Part D Reimbursements	185,803	125,610	(61,814)	120,000	120,000	120,000		129,600	140,000	151,200	163,300
Prescription Rebates	-	34,028	93,762	32,000	110,000	112,500		115,000	117,500	120,000	122,500
Stop Loss Reimbursement	163,838	65,367	12,162	125,000	101,800	101,800		109,900	118,700	128,200	138,450
Total Revenues	6,258,597	6,914,195	6,974,575	7,275,000	7,335,200	7,022,700		7,578,000	8,177,550	8,724,350	9,415,150
Administrative Expenses	276,660	258,962	246,548	280,000	324,700	340,900	5.0%	357,950	375,850	394,650	414,400
Total Premium Expense	300,783	252,193	216,356	250,000	203,300	244,000	20.0%	292,800	351,350	421,600	505,900
Utilization Review Fees	22,211	23,943	24,939	36,000	12,400	13,000	5.0%	13,650	14,350	15,100	15,850
Preferred Provider Org Fees	78,046	81,686	83,323	88,000	41,900	44,000	5.0%	46,200	48,500	50,900	53,450
Total Administration Expenses	677,700	616,784	571,166	654,000	582,300	641,900		710,600	790,050	882,250	989,600
Medical Expense Reimbursement	5,077,539	5,201,811	4,842,471	5,748,886	5,576,100	5,772,000	9.2%	6,300,700	6,877,850	7,507,850	8,195,550
Health Savings Account Contributions	-	-	3,500	7,500	3,800	10,000		12,500	15,000	17,500	20,000
Claims Reserve Expense	(107,467)	(107,058)	53,400	50,000	30,700	31,300		34,200	37,400	40,800	45,000
Total Expenses	5,647,772	5,711,537	5,470,536	6,460,386	6,192,900	6,455,200		7,058,000	7,720,300	8,448,400	9,250,150
Other Post Employment Benefits Accrual Adjustme	-	-	810,000	810,000	710,000	775,000	9.2%	845,000	920,000	1,000,000	1,100,000
Total Expenses - Adjusted for OPEB	5,647,772	5,711,537	6,280,536	7,270,386	6,902,900	7,230,200		7,903,000	8,640,300	9,448,400	10,350,150
Net Income(Loss) from Operations	610,825	1,202,658	694,038	4,614	432,300	(207,500)		(325,000)	(462,750)	(724,050)	(935,000)
General Fund Pre-Payments of Premiums	1,100,000	(500,000)	(600,000)	-	-	-		-	-	-	-
Increase (Decrease) in Fund Balance	1,710,825	702,658	94,038	4,614	432,300	(207,500)		(325,000)	(462,750)	(724,050)	(935,000)
Beginning Fund Balance	191,016	1,901,841	2,604,499	2,698,537	2,698,537	3,130,837		2,923,337	2,598,337	2,135,587	1,411,537
Ending Fund Balance	1,901,841	2,604,499	2,698,537	2,703,151	3,130,837	2,923,337		2,598,337	2,135,587	1,411,537	476,537
Cash	1,464,070	2,644,512	3,505,314	3,417,098	3,825,484	3,649,284		3,358,484	2,933,134	2,249,884	1,359,884
Less: Restriction for General Fund Pre-Payment	1,100,000	600,000	-	-	-	-		-	-	-	-
Net Cash for Operations	2,564,070	3,244,512	3,505,314	3,417,098	3,825,484	3,649,284		3,358,484	2,933,134	2,249,884	1,359,884
Less: Claims Reserve	(717,605)	(610,547)	(663,947)	(713,947)	(694,647)	(725,947)		(760,147)	(797,547)	(838,347)	(883,347)
Less: Payables	(4,000)	(9,228)	(96,003)	-	-	-		-	-	-	-
Less: Unspent City HRA Contributions	(10,297)	(53,331)	(98,596)	-	-	-		-	-	-	-
Less: Deferred Revenues - Early	(755)	(7,115)	(9,449)	-	-	-		-	-	-	-
Plus: Prepaid Operating Expenditures	-	16,804	44,442	-	-	-		-	-	-	-
Plus: Receivables	70,428	23,404	16,775	-	-	-		-	-	-	-
Rate Stabilization Reserve Working Capital	1,901,841	2,604,499	2,698,537	2,703,151	3,130,837	2,923,337		2,598,337	2,135,587	1,411,537	476,537
% of Total Expenses	33.7%	45.6%	43.0%	37.2%	45.4%	40.4%		32.9%	24.7%	14.9%	4.6%

HEALTH CARE FUND

Section 10

PROPOSED EXPENSES & REVENUES

Financial Projections

<u>Account Description</u>	<u>2006/07 Actual</u>	<u>2007/08 Actual</u>	<u>2008/09 Actual</u>	<u>2009/10 Budget</u>	<u>2009/10 Estimated Actual</u>	<u>2010/11 Proposed Budget</u>	<u>Proj Chg %</u>	<u>2011/12 Proposed</u>	<u>2012/13 Proposed</u>	<u>2013/14 Proposed</u>	<u>2014/15 Proposed</u>
Projected Change % - Premium Revenues						0.00%		7.75%	7.75%	7.75%	7.75%
Premium Revenues - City	157,863	159,335	161,213	162,000	157,300	157,300		169,500	182,600	196,800	212,100
Premium Revenues - Employees	154,053	154,159	154,552	151,500	155,800	155,800		167,900	180,900	194,900	210,000
Premium Revenues - Retirees	52,024	52,816	58,099	54,000	75,200	75,200		81,000	87,300	94,100	101,400
Total Premium Revenues	363,940	366,310	373,863	367,500	388,300	388,300		418,400	450,800	485,800	523,500
Interest From Investments	3,418	3,251	2,517	-	-	-		-	-	-	-
Total Revenues	367,358	369,561	376,381	367,500	388,300	388,300		418,400	450,800	485,800	523,500
Administrative Expenses	76,566	71,114	8,300	35,000	11,300	17,000	5.0%	17,900	18,800	19,700	20,700
Medical Expense Reimbursement	265,696	283,883	322,455	298,000	360,700	380,000	5.5%	400,900	423,000	446,300	470,800
Claims Reserve Expense	-	25,331	(2,620)	714	13,500	14,300		15,000	15,900	16,700	17,500
Total Expenses	342,262	380,328	328,135	333,714	385,500	411,300		433,800	457,700	482,700	509,000
Increase (Decrease) in Fund Balance	25,096	(10,767)	48,246	33,786	2,800	(23,000)		(15,400)	(6,900)	3,100	14,500
Beginning Fund Balance	30,175	55,271	44,504	92,750	92,750	95,550		72,550	57,150	50,250	53,350
Ending Fund Balance	55,271	44,504	92,750	126,536	95,550	72,550		57,150	50,250	53,350	67,850
Cash	60,925	72,753	118,337		131,761	123,061		122,661	131,661	151,461	183,461
Plus: Receivables	287	(1,306)	541		-	-		-	-	-	-
Plus: Prepaid Expenses	-	-	2,724		-	-		-	-	-	-
Less: Accounts Payable	(5,941)	-	(5,464)		-	-		-	-	-	-
Less: Deferred Revenues	-	(1,612)	(677)		-	-		-	-	-	-
Less: Claims Reserve	-	(25,331)	(22,711)		(36,211)	(50,511)		(65,511)	(81,411)	(98,111)	(115,611)
Rate Stabilization Reserve Working Capital	55,271	44,504	92,750		95,550	72,550		57,150	50,250	53,350	67,850
<i>% of Total Expenses</i>	16.1%	11.7%	28.3%		24.8%	17.6%		13.2%	11.0%	11.1%	13.3%